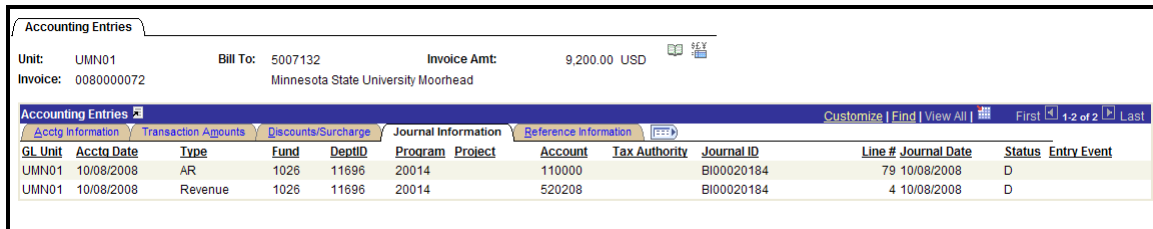


Searching for Journals

Search for Journal ID from Billing

1. Navigate to Billing > Review Billing Information > Review Entries by Invoice
2. Enter Invoice #
 - Click Search
3. Click on Journal Information Tab
 - Note Journal ID



The screenshot shows the 'Accounting Entries' interface. At the top, it displays 'Unit: UMN01', 'Bill To: 5007132', 'Invoice Amt: 9,200.00 USD', and 'Invoice: 0080000072'. Below this is a navigation bar with tabs for 'Accounting Information', 'Transaction Accounts', 'Discounts/Surcharge', 'Journal Information', and 'Reference Information'. The 'Journal Information' tab is active, showing a table with columns: GL Unit, Acctg Date, Type, Fund, DeptID, Program, Project, Account, Tax Authority, Journal ID, Line #, Journal Date, Status, and Entry Event. Two rows of data are visible:

GL Unit	Acctg Date	Type	Fund	DeptID	Program	Project	Account	Tax Authority	Journal ID	Line #	Journal Date	Status	Entry Event
UMN01	10/08/2008	AR	1026	11696	20014		110000		BI00020184	79	10/08/2008	D	
UMN01	10/08/2008	Revenue	1026	11696	20014		520208		BI00020184	4	10/08/2008	D	

Search for Billed Items on the GL

1. General Ledger > Review Financial Information > Ledger
 - Click Search to Display Ledger Inquiry Page
(this assumes an inquiry name has been saved previously)
2. Enter the following search criteria:
 - Unit = "UMN01"
 - Ledger – "Actuals"
 - Fiscal Year
 - From Period
 - To Period
 - Currency – "USD"
 - Enter chartfields as applicable
 - Select Show Transaction Detail Box
 - Click Search
3. Locate Journal IDs beginning with "BI", Line Description is "BI Billing"
4. Click on Journal ID link
 - Journal Inquiries Detail page is displayed
5. Click on Drill to Source document button
 - Accounting Entry page is displayed
6. Click on View Related Links button next to Invoice Number
7. Click on Go To Bill Inquiry Link
8. Original Bill is Displayed