



Online Journal Enquiry

As an alternative to running a report users can query a particular journal (or journal batch) to view online. From here they are then able to drill down further back to the original journal or if they wish export the data into Excel.

Navigate: **Enquiry > Journals**

To query a specific journal or journal batch

1. Enter the required search criteria e.g.
 - *This could be a specific batch or journal name;*
 - *All entries from the AP module within a specified period (Source = Payables)*

The screenshot shows a 'Find Journals' window with several input fields. The 'Batch' field is populated with 'PD/KMS/29/04/14/01'. Other fields include 'Journal', 'Ledger', 'Source', 'Category', 'Status', 'Posting', 'Funds', 'Period', 'Currency', 'Control Total', 'Batch', and 'Journal'. A 'More' button is located below the 'Control Total' section. The 'Find' button is highlighted with a red circle.

Additional search parameters are also available from clicking on the **More** button for:

- *Balance type (Budget, Actual, Encumbrances or All)*
- *Document numbers*
- *Creation dates*

2. Then click **Find**

The screenshot shows a 'Journal Entry Inquiry (CAPSA Set of Books)' window. It displays a table with the following data:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Adjustment	APR-14	PD/KMS/29/04/14/01	PD/KMS/01	GBP	100.00	100.00

Below the table, there are buttons for 'Review Journal', 'Review Batch', and 'Requery'.

From here you could drill down to review either the original journal or batch in more detail.

Alternatively, this view could be customised using folder tools functionality in the tool bar at the top of the screen



Or exported into Excel from the tool bar using **File >Export**.