



Process Documentation

Department:

Customer Support

Last Updated:

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NAME OF PROCESS

Reviewing General Ledger Journal Entries [Roleplay]

Use Case / Objectives

This guide will walk you through how to access and review General Ledger (G/L) journal entries within a specified date range and account scope using the G/L Journal Inquiry screen. You can view matched and unmatched transactions, update analysis codes, and access linked invoices and display details for further financial insight.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

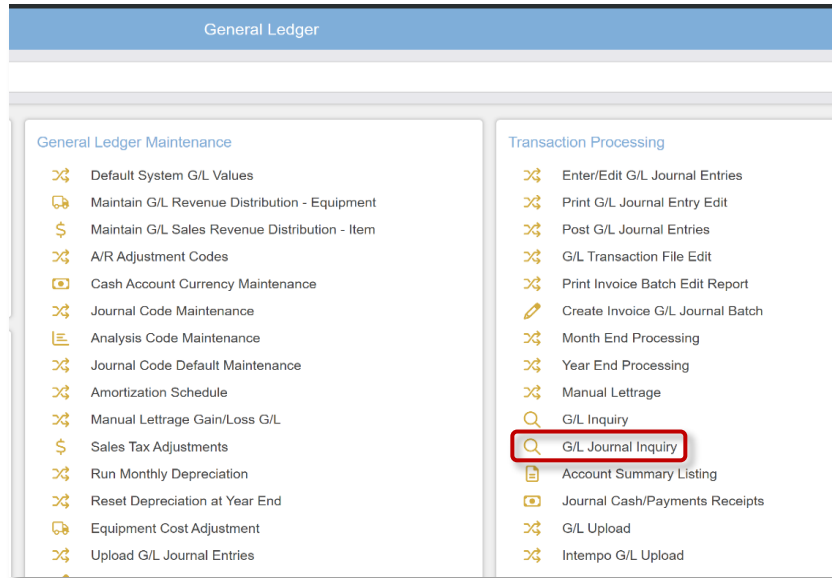
Menu options to access:

General Ledger => G/L Journal Inquiry

Reviewing General Ledger Journal Entries

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen doesn't appear automatically, select **General Ledger** from the left toolbar.
3. In the **Transaction Processing** section, click on the **G/L Journal Inquiry** option.



- a. The **G/L Journal Transaction Inquiry** screen opens displaying journal entries for the date range displayed in the *From date* and *To date* fields.

3/06/25 10:52:49 G/L Journal Transaction Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO

From date: 1/01/24 To date: 3/06/25 Anls codes: 1: 2: 3: 4: 5: 6: Mode: ALL

Options: 1=Update Analysis codes 2=Display invoice (if applicable) 5=Display journal

Q Movement #	Journal ref	Date	Account number	Account description	Debit	Credit	Ltg #	Description
	00000000	1/01/24	12400001001000	NEW EQUIPMENT INVENTORY	100000.00			NEW EQUIPMENT INVENT
	00000000	1/01/24	112000000001000	CASH IN BANK - CHECKING		100000.00		CASH IN BANK - CHECK
10038444	PC1-00000597	1/01/24	121000000001000	ACCOUNTS RECEIVABLE	500.00			Rvrsd Chk/Cus: CK147
10038444	PC1-00000597	1/01/24	112000000001000	CASH IN BANK - CHECKING		500.00		Rvrsd Chk/Cus: CK147
10039780	PC1-00000599	1/01/24	121000000001000	ACCOUNTS RECEIVABLE	100.00		00C7C	AR misappld -cust #:
10039780	PC1-00000599	1/01/24	112000000001000	CASH IN BANK - CHECKING		100.00		AR misappld -cust #:
10039781	PC1-00000600	1/01/24	112000000001000	CASH IN BANK - CHECKING	100.00			AR misappld -cust #:
10039781	PC1-00000600	1/01/24	121000000001000	ACCOUNTS RECEIVABLE		100.00	00C7D	AR misappld -cust #:
	01850001	1/06/24	112000000001000	CASH IN BANK - CHECKING	100.00			CASH IN BANK - CHECK
	01860001	1/06/24	112000000001000	CASH IN BANK - CHECKING	71.64			CASH IN BANK - CHECK
	01860003	1/06/24	121000000001000	ACCOUNTS RECEIVABLE	71.64		00D80	ACCOUNTS RECEIVABLE-
	01860001	1/06/24	112000000001000	CASH IN BANK - CHECKING		71.64		CASH IN BANK - CHECK
	01860003	1/06/24	121000000001000	ACCOUNTS RECEIVABLE		71.64		ACCOUNTS RECEIVABLE-
	01850002	1/06/24	121000000001000	ACCOUNTS RECEIVABLE		100.00	00D8S	ACCOUNTS RECEIVABLE-
10039134	00000000	1/17/24	112000000001100	CREDIT CARD ACCOUNT	500.00			CREDIT CARD ACCOUNT-
10039134	00000000	1/17/24	121000000001000	ACCOUNTS RECEIVABLE		500.00	00D8L	ACCOUNTS RECEIVABLE-

No. Record: 72262 Totals: 4422235.28 45171970.20 Dif: 949734.92- More...

Enter parameters to delimit list and press Enter to continue.

4. Type **1** in the **O** column next to an entry to update the analysis codes.

3/06/25 10:52:49 G/L Journal Transaction Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 From date: 1/01/24 To date: 3/06/25 Anls codes: 1: 2: 3: 4: 5: 6: Mode: ALL
 From acct: To acct: Invoice #: Type: Sub#: Options: 1=Update Analysis codes 2=Display invoice (if applicable) 5=Display journal

Movement #	Journal ref	Date	Account number	Account description	Debit	Credit	Ltg #	Description
1	00000000	1/01/24	12400001001000	NEW EQUIPMENT INVENTORY	100000.00			NEW EQUIPMENT INVENT
	00000000	1/01/24	11200000001000	CASH IN BANK - CHECKING		100000.00		CASH IN BANK - CHECK
	10038444 PC1-00000597	1/01/24	12100000001000	ACCOUNTS RECEIVABLE	500.00			Rvrsd Chk/Cus: CK147
	10038444 PC1-00000597	1/01/24	11200000001000	CASH IN BANK - CHECKING		500.00		Rvrsd Chk/Cus: CK147
	10039780 PC1-00000599	1/01/24	12100000001000	ACCOUNTS RECEIVABLE	100.00			00C7C AR misappld -cust #:

5. Press Enter.
 - a. The G/L Journal Inquiry - Analysis Code Update screen opens.

3/06/25 10:59:04 G/L Journal Transaction Detail Sys: DEMO V12
 Analysis Code Update Cmp: RM Loc: DMO
 Location: DMO G/L #: 0012400001001000 Amount: 100,000.00 Posting month: 1 Date: 1/01/24 Time: 11:38:47
 Invoice #: 20240122I Cus/Vendor #: 34 Type: M1 Batch #: 20240122I Currency code: USD
 Journal type: Journal number: Journal code: Lettrage #: Movement #:
 Description: NEW EQUIPMENT INVENTORY - DMO
 Analysis codes: 1: 2: 3: 4: 5: 6:

No. Record: 72262 Totals: 4422235.28 45171970.20 Dif: 949734.92-
 Update analysis codes and press Enter to continue.

6. Enter or select new **Analysis codes** if desired or press **F12** to return to the G/L Journal Transaction Inquiry screen.
7. In the **O** column, type **2** next to an entry to view its associated accounts payable invoice.

3/06/25 12:05:03 G/L Journal Transaction Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 From date: 1/01/24 To date: 3/06/25 Anls codes: 1: 2: 3: 4: 5: 6: Mode: ALL
 From acct: To acct: Invoice #: Type: Sub#: Options: 1=Update Analysis codes 2=Display invoice (if applicable) 5=Display journal

Movement #	Journal ref	Date	Account number	Account description	Debit	Credit	Ltg #	Description
2	00000000	1/01/24	12400001001000	NEW EQUIPMENT INVENTORY	100000.00			NEW EQUIPMENT INVENT
	00000000	1/01/24	11200000001000	CASH IN BANK - CHECKING		100000.00		CASH IN BANK - CHECK
	10038444 PC1-00000597	1/01/24	12100000001000	ACCOUNTS RECEIVABLE	500.00			Rvrsd Chk/Cus: CK147
	10038444 PC1-00000597	1/01/24	11200000001000	CASH IN BANK - CHECKING		500.00		Rvrsd Chk/Cus: CK147

8. The Invoice Inquiry - Review screen opens.

```

3/06/25 12:07:20                               Invoice Inquiry                               Sys: DEMO V12
                                                Cmp: RM Loc: DMO

Assignee No. :                               Name:                               Halt Code   :
Vendor No.   : 34                            Name: LINCOLN ELECTRIC COMPANY      Location    : DMO       Employee: WG067JL
Invoice No.  : 20240122I                      Type: N                             Invoice Code :                               Date       : 1/26/24
P.O. Number :                               P.O. Reference:                    Currency Code : USD       Clear/Vd:
Recurring Qty: 36 Paid: 3                     Mult. Invoices: Y                  Original Amount: 833.33 Unreconciled
1099 Income : Y (Y/N)                         Prepaid Code : N (Y/N)             Current Balance: .00
Check Number : 90124                           Check Date : 1/26/24               Check Amount : 833.33 Pay Code: K
Disc. Percent:                               Discount Date :                     Sequence Number: 2126     Batch No: 20240122I
Invoice Date : 4/01/24                         Due Date   : 4/01/24               Payment Select#: 1518
Invoice Desc.: 000000034 20240122I             A/P Reference :

8-DETAIL DESCRIPTION
--- Disbursements ---
0  Acct.#      Amount D/C  Acct.#      Amount Equip #
0  6300-0001-0001-00      833.33  D

2120-0000-0020-00      833.33  A/P Account  ----- Messages -----
1120-0000-0010-00      833.33  Cash Account

Press Enter to continue.
    
```

9. Press Enter to return to the G/L Journal Transaction Inquiry screen.

10. In the **O** column, type 5 next to an entry to open the G/L Journal Transaction Display screen.

```

3/06/25 12:25:29                               G/L Journal Transaction Inquiry                               Sys: DEMO V12
                                                Cmp: RM Loc: DMO

From date: 1/01/24 To date: 3/06/25 Anls codes: 1: 2: 3: 4: 5: 6: Mode ALL
From acct: To acct: Invoice #: Type: Sub#:
Options: 1=Update Analysis codes 2=Display invoice (if applicable) 5=Display journal
0 Movement # Journal_ref Date Account number Account description Debit Credit Ltq # Description
5 00000000 1/01/24 12400001001000 NEW EQUIPMENT INVENTORY 100000.00 NEW EQUIPMENT INVENT
0 00000000 1/01/24 11200000001000 CASH IN BANK - CHECKING 100000.00 CASH IN BANK - CHECK
10038444 PC1-00000597 1/01/24 12100000001000 ACCOUNTS RECEIVABLE 500.00 Rvrsd Chk/Cus: CK147
10038444 PC1-00000597 1/01/24 11200000001000 CASH IN BANK - CHECKING 500.00 Rvrsd Chk/Cus: CK147
    
```

11. Press Enter.

a. The G/L Journal Transaction Display screen displays.

```
3/06/25 12:28:13 G/L Journal Transaction Display Sys: DEMO V12
Cmp: RM Loc: DMO
G/L # desc: NEW EQUIPMENT INVENTORY - DMO
G/L number: 0012400001001000 Loc: DMO Amount: 100,000.00 Source: AP
Date: 2/01/24 Time: 11:38:47 Invoice #: 20240122I Type: N1
Description: NEW EQUIPMENT INVENTORY - DMO Cust/Vendor #: 34 Code: N
Check #: Employee: WG067JL System date: 1/22/24 Tm: 11:38:47
Batch #: 20240122I Batch date: 1/22/24 Journal dt: 1/01/24 Jrn type:
Reference: Acct month: 1 Pay code:
Posted date: 1/26/24 Time: 12:15:06 Posted by: WG067JL Posting month: 1

Analysis codes, 1: 2: 3: 4: 5: 6:
Lettrage: Movement: Tax dist: Link seq #:
Lettrage dt:

Last maintained by: WG067JL On 1/22/24 At 11:38:47

View journal information and press Enter to continue.
```

12. Review the journal information and press enter to continue.

a. You are returned to the G/L Journal Transaction Inquiry screen.

Reference Glossary

Field Definitions for Tasks

G/L Journal Transaction Inquiry

- **From Date** - Enter or accept the starting date for the G/L transactions you want to review.
- **To Date** - Enter or accept the ending date for the G/L transactions you want to review.
- **From Account** - Enter or accept the starting G/L account number for the transactions you want to review. Leave this field and the **To Account** field blank to review the transactions for all G/L accounts in the date range. **Example:** You can also enter certain segments of the account number in conjunction with those same segments in the **To Account** to review all transactions in a range of accounts. **For example,** you could enter 001240 in the first segment and 0010 in the third segment; then in the **To Account** field, also enter 001240 in the first segment and 0025 in the third segment to review a list of transactions for all G/L accounts starting with 001240 that have natural class accounts starting with 0010 and ending with 0025. If you accessed this program from the **Bank Account Journal** option, you cannot change the account number. **NOTE:** Press F4 to open the **G/L Account Number Look-up** pop-up window.

Account description	Account #
<input type="checkbox"/> CASH ACCOUNT WHATEVER I WANT-	10-0000-0000-01
<input type="checkbox"/> CASH ON HAND	1000-0000-0000-00
<input type="checkbox"/> CASH ACCOUNT BOFA EXTRA STUFF	1000-0000-0444-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0000-0445-00
<input type="checkbox"/> CASH ACCOUNT - CANDIAN BANK	1000-0000-0446-00
<input type="checkbox"/> RNI-QUASI A/P - DMO	1000-0001-0005-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0001-0445-00
<input type="checkbox"/> CASH ACCOUNT 2	1000-0002-0000-00
<input type="checkbox"/> QUASI AP.	1000-0002-0005-00

More...

- **To Account** - Enter or accept the ending G/L account number for the transactions you want to review. Leave this field and the **From Account** field blank to review the transactions for all G/L accounts in the date range. If you accessed this program from the **Bank Account Journal** option, you cannot change the account number.
- **Analysis Codes** - Enter up to six analysis codes by which to focus the list of G/L transactions. **NOTE:** Press F4 to open the **G/L Analysis Code Search** pop-up window.

Code	Description
<input type="checkbox"/> 1000	<35HP GASOLINE
<input type="checkbox"/> 116105	CUSTOMER 2237 COSTCO JOB # 116

- *Invoice Number* - If applicable, enter the number of the invoice for which you want to review G/L transactions.
- *Type* - Enter a code such as EX for Expenses to filter the list for that account type only.
- *Movement Number* - Displays the number assigned by the system to every transaction that affects the general ledger.
- *Journal Reference* - Displays the journal reference assigned to the transaction. The journal reference is a concatenation of the transaction's journal code and a system-assigned journal number.
- *Date* - Displays the date of the transaction.
- *Account Number* - Displays the G/L account number for which you are reviewing transactions.
- *Account Description* - Displays a brief description of the G/L account.
- *Debit* - If applicable, displays the debit amount for the transaction.
- *Credit* - If applicable, displays the credit amount for the transaction.
- *Lettrage Number* - When you toggle the display using F8 to review all or matched transactions, displays system-assigned lettrage/matching number for the transaction.
- *Description* - Displays a brief description of the transaction.

G/L Journal Inquiry - Analysis Code Update

- *Location* - Displays the location where the transaction took place.
- *G/L Number* - Displays the G/L account number for which you are updating analysis codes.
- *Amount* - Displays the amount of the transaction.
- *Posting Month/Period* - Displays the month/period in which the transaction was posted to the general ledger.
- *Date* - Displays the date of the transaction.
- *Time* - Displays the time of the transaction.
- *Invoice Number* - If applicable, displays the number of the invoice associated with the transaction.
- *Customer/Vendor Number* - Displays the number of the customer or the vendor associated with the transaction.
- *Type* - Displays the type code for the G/L transaction.
- *Batch Number* - Displays the number of the batch in which the transaction was posted to the general ledger.
- *Currency Code* - Displays the code of the currency used for the transaction.
- *Journal Type* - Displays the code that represents the journal type associated with the transaction.
- *Journal Number* - Displays the system-assigned number for the journal transaction.
- *Journal Code* - Displays the journal code assigned to the transaction.
- *Lettrage Number* - Displays the system-assigned lettrage/matching number for the transaction.

- **Movement Number** - Displays the number assigned by the system to every transaction that affects the general ledger.
- **Description** - Enter or accept a brief description of the transaction.
- **Analysis Codes** - Enter or change up to six analysis codes to classify the G/L transaction.
NOTE: Press F4 to open the **G/L Analysis Code Search** pop-up window.

Code	Description
1000	<35HP GASOLINE
116105	CUSTOMER 2237 COSTCO JOB # 116

Invoice Inquiry - Review

- **Vendor Number** - Displays the number of the vendor who sent the invoice.
- **Invoice Number** - Displays the number from the vendor invoice.
- **Purchase Order Number** - Displays the number of the purchase order associated with the vendor's invoice.
- **Recurring Quantity** - If applicable, displays the quantity ordered on a recurring basis on the purchase order.
- **Paid** - Indicates if the invoice has been paid.
- **1099 Income** - Indicates if the payment to the vendor is considered 1099 income for that vendor.
- **Check Number** - Displays the number of the check used to pay the invoice.
- **Discount Percent** - Displays the discount percentage given by the vendor.
- **Invoice Date** - Displays the date on the vendor invoice.
- **Invoice Description** - Displays a brief description of the vendor invoice. This is system-generated and is typically the vendor's name followed by the invoice number.
- **Name** - Displays the vendor's name.
- **Type** - Displays a code that represents the type of invoice. Valid codes are:
 - I - Debit invoice
 - C - Credit invoice
 - N - Note payable
 - D - Delete or reversal invoice
- **Purchase Order Reference** - Displays a reference number that was entered on the purchase order.
- **Multiple Invoices** - Indicates if there are multiple invoices associated with the purchase order.
- **Prepaid Code** - Indicates prepaid details, if applicable, for the invoice. If this displays as Y, enter 9 in the Option field for any of the listed disbursements associated with the invoice to open the Prepaid Expense popup window and review the prepaid expense details.

- *Check Date* - Displays the date of the last check disbursed for the invoice.
- *Discount Date* - Displays the date by which the invoice needs to be paid to take advantage of any early pay discounts offered by the vendor.
- *Due Date* - Displays the date the invoice is due.
- *Location* - Displays the location that received the vendor invoice.
- *Invoice Code* - Displays the user-defined code assigned to the invoice to categorize it for reporting purposes.
- *Currency Code* - Displays the currency of the invoice.
- *Original Amount* - Displays the amount of the invoice and the status of that payment.
- *Current Balance* - Displays the amount remaining to be paid on the invoice.
- *Check Amount* - Displays the amount of the check that was disbursed to pay the invoice.
- *Sequence Number* - Displays the sequential number the system assigned to the invoice. Use this number to delete an invoice or transfer an invoice to another vendor using Account Transfer.
- *Payment Select Number* - Displays the sequential number the system assigned to the payment of the invoice. Use this number to reverse a check if needed.
- *Batch Number* - Displays the number of the batch in which the invoice was posted.
- *Employee* - Displays the name of the user who entered the invoice.
- *Date* - Displays the date the invoice was entered.
- *Clear/Void* - Displays the date the check was cleared or voided.
- *Disbursements Account Number* - Displays the number of the G/L account affected by the invoice payment disbursement.
- *Disbursement Amount* - Displays the amount that was posted to the G/L account.
- *Disbursed/Cleared* - Indicates whether the payment was disbursed (D) or has been disbursed and cleared (C).
- *Discount Account Number* - Displays the number of the G/L account affected by the discount taken.
- *Discount Amount* - Displays the amount of the discount taken on the invoice.
- *Equipment ID Number* - If applicable, this field displays the equipment number associated with the purchase order and invoice.

G/L Journal Transaction Display

- *G/L Number Description* - Displays a description of the G/L account.
- *G/L Number* - Displays the number of the G/L account.
- *Location* - Displays the location where the transaction occurred.
- *Amount* - Displays the amount of the G/L journal transaction.
- *Source* - Displays the code that represents the source of the transaction (e.g., AP for Accounts Payable or JE for Journal Entry.)
- *Date* - Displays the date the transaction was entered.
- *Time* - Displays the time the transaction was entered.
- *Invoice Number* - Displays the number of the invoice associated with the transaction.

- *Type* - Displays the code that represents the type of G/L journal transaction such as PJ for Purchases Journal.
- *Description* - Displays a brief system-generated description of the transaction.
- *Customer/Vendor Number* - If applicable, displays the number of the customer, or the vendor associated with the transaction.
- *Check Number* - If applicable, displays the check number associated with the transaction.
- *Employee* - Displays the name of the user who entered the transaction.
- *System Date* - Displays the date of the journal transaction.
- *Time* - Displays the time that the journal transaction was entered.
- *Batch Number* - Displays the number of the batch in which the transaction was entered.
- *Batch Date* - Displays the date the batch was created.
- *Journal Date* - Displays the date the transaction affected the journal.
- *Journal Type* - Displays the user-defined code that represents the type of journal entry.
- *Reference* - Displays the reference number associated with the journal transaction.
- *Accounting Month* - Displays the month in which the transaction occurred.
- *Pay Code* - If applicable, this field displays the pay code associated with the transaction.
- *Posted Date* - Displays the date that the transaction batch was posted.
- *Time* - Displays the time that the transaction batch was posted.
- *Posted By* - Displays the name of the user or the name of program that posted the batch.
- *Posting Month* - Displays the month in which the transaction was posted.
- *Analysis Codes* - Displays up to six analysis codes associated with the G/L journal transaction.
- *Lettrage Number* - Displays the system-assigned lettrage/matching number for the transaction.
- *Movement Number* - Displays the number assigned by the system to this transaction.
- *Tax District* - Displays the number of the tax district associated with the transaction.
- *Link Sequence Number* - Displays the G/L journal sequence number that links this transaction to another.
- *Lettrage Date* - Displays the date the system lettraged/matched this transaction with its associated transactions.