

General Ledger – Search for Journals

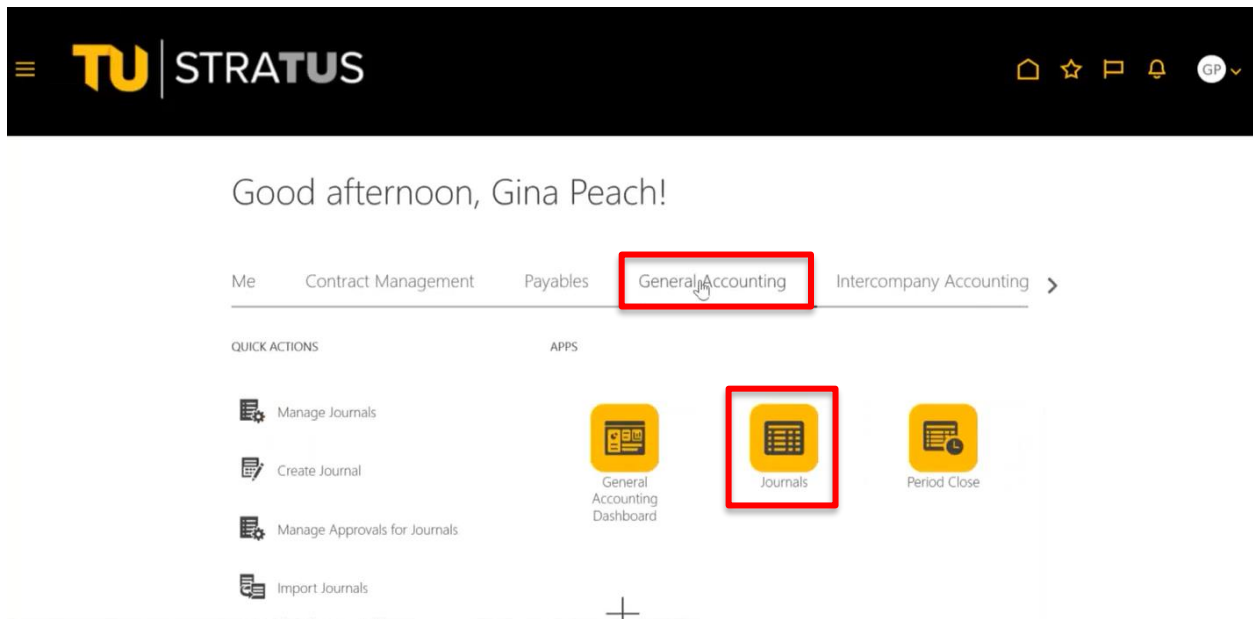
For employees searching for a journal entry.

Purpose: Search for a journal entry.

How to Access: Log into the Stratus application. Select the **Journals** application from the Navigator.

Procedure: Complete the following steps to search for a journal entry:

1. On the homepage, select **Journals** under **General Accounting** from the sliding menu in the center of the screen.



2. In the Journals Module, on the right side of the page, click the **task menu icon**.

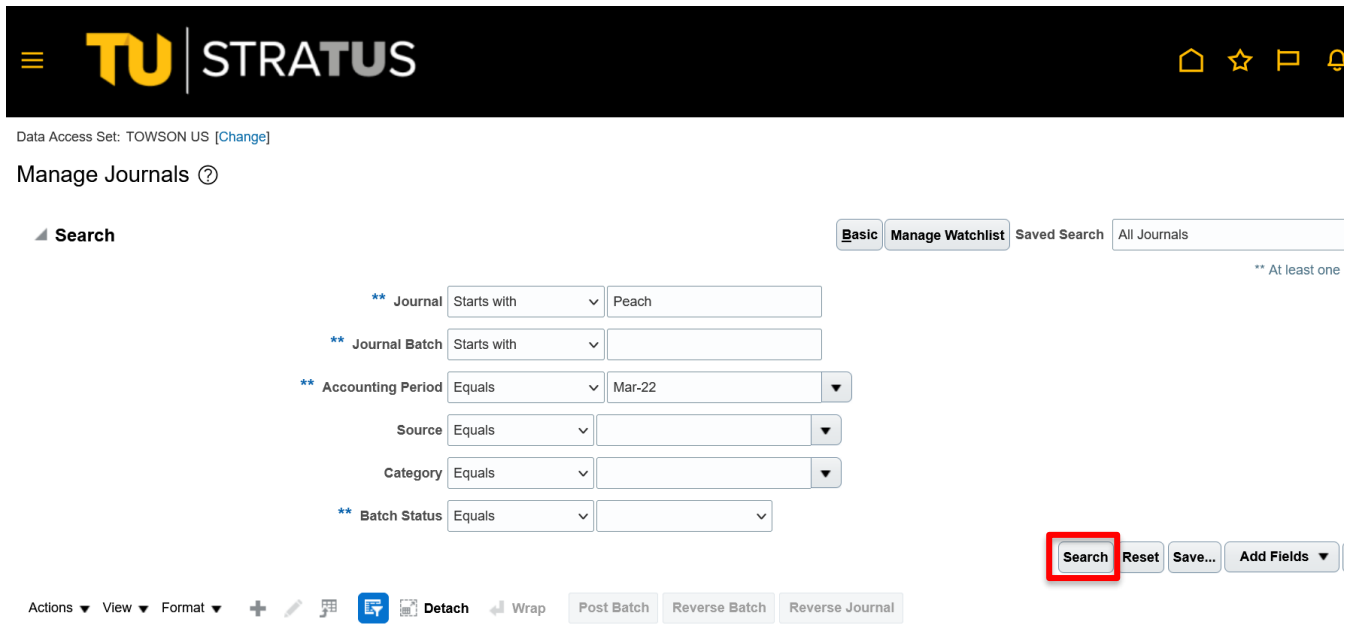
Journals – Search for a Journal Entry

The screenshot shows the STRATUS web application interface. At the top, there is a navigation bar with the TU STRATUS logo and user information (GP). Below the logo, the text "Data Access Set: TOWSON US [Change]" is visible. The main heading is "Journals". Below this, there are tabs for "Requiring Attention", "Incomplete", and "Import Errors". A toolbar contains options like "View", "Format", "Freeze", "Detach", and "Wrap". The main content is a table with columns: "Accounted" (subdivided into "Debit" and "Credit"), "Source", "Journal Batch", "Ac Pe", "Issue", and "Error Date". The table lists several journal entries with their respective amounts and dates. A red box highlights a task menu icon in the top right corner of the application window.

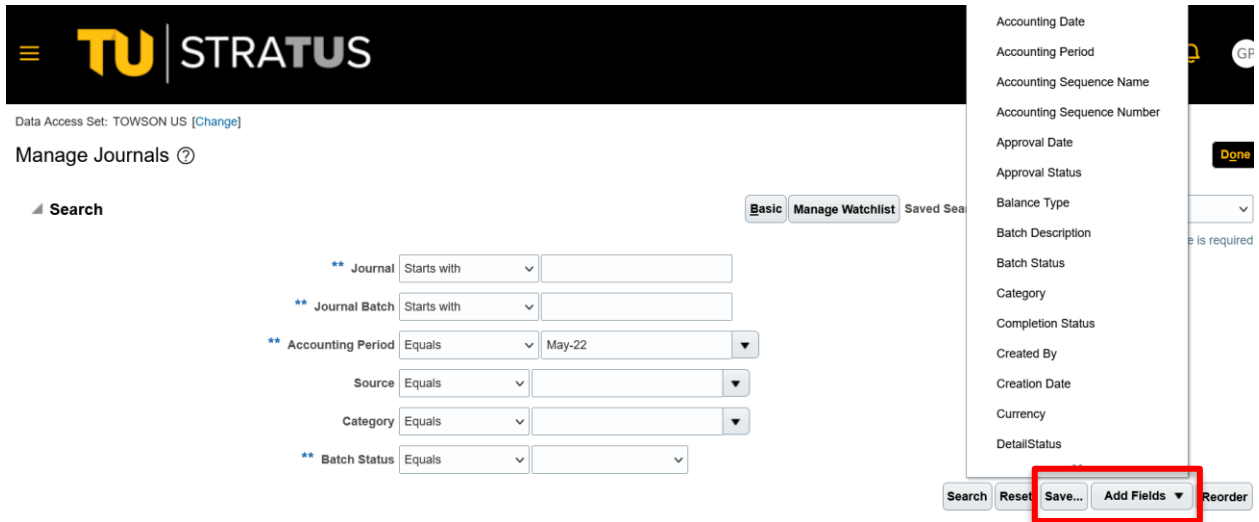
3. On the **task menu**, select Manage Journals.

This screenshot shows the same STRATUS web application interface as the previous one, but with the task menu open on the right side. The menu items are categorized into several sections: "Journals" (with "Manage Journals" highlighted by a red box), "Create Journal", "Create Journal in Spreadsheet", "Create Encumbrance Journal in Spreadsheet", "Run AutoPost", "Run AutoReverse", and "Manage Approvals". Other sections include "Clearing Accounts Reconciliation" (with "Reconcile Clearing Accounts Automatically", "Reconcile Clearing Accounts Manually", and "Reverse Reconciliation"), "Allocations" (with "Create Allocation Rules", "Generate General Ledger Allocations", and "Generate Intercompany Allocations"), "Journal Import" (with "Import Journals", "Correct Import Errors", and "Delete Import Data"), and "Subledger Accounting".

4. On the Manage Journals page, enter your search criteria in the corresponding fields and click **Search**.



5. You can add additional fields by which to search by clicking Add Fields button and selecting them. You can then save your search for the future.



6. Once you select additional fields, click **Search**.

Journals – Search for a Journal Entry

Data Access Set: TOWSON US [\[Change\]](#)

Manage Journals [?](#)

Done

Search

Basic Manage Watchlist Saved Search Gina Cur Month Actuals Journals

** At least one is required

** Journal Starts with
 ** Journal Batch Starts with
 ** Accounting Period Equals
 Source Equals
 Category Equals
 Accounting Date Equals
 Accounting Sequence Number Equals
 ** Batch Status Equals
 Balance Type Equals

Search Reset Save... Add Fields Reorder

7. The journal(s) matching the search criteria will appear.

The screenshot shows the 'Manage Journals' interface with search results. The search criteria are: Journal starts with 'PEACH', Accounting Period is 'Mar-22', and Balance Type is 'Actual'. The results table is as follows:

Source	Account Date	Account Period	Journal	Journal Batch	Category	Journal Entered Debit	Journal Entered Credit	Accounting Sequence Number	Ba
Spreadsheet	3/31/22	Mar-22	PEACH-Cost Transfer-March AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ	90.00 USD	90.00 USD	1000000119	Po

8. Scroll to the right to see additional information about the journal status.

The screenshot shows the 'Manage Journals' interface with search results. The search criteria are: Journal starts with 'PEACH', Accounting Period is 'Mar-22', and Balance Type is 'Actual'. The results table is as follows:

Category	Journal Entered Debit	Journal Entered Credit	Accounting Sequence Number	Batch Status	Funds Status	Creator Date	Created By	Approval Status	Approval Date	Final Approver	
adsheet...	AAJ	90.00 USD	90.00 USD	1000000119	Posted	Reserved	4/12/...	Gina Peach	Approved	4/12/22 1:52 PM	Brian Bunker
007188...	AAJ	90.00 USD	90.00 USD	1000000257	Posted	Reserved	4/26/...	Gina Peach	Approved	4/28/22 3:33 PM	Brian Bunker

9. You may need to add status fields to your view by clicking the View button and selecting the fields you wish to add. This will then be your new default when you view journal listings.



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Manage Journals [?](#)

► Search Basic Mana

Actions ▾ **View** ▾ Format ▾ + Detach Wrap Post Batch Reverse Batch Reverse Journal

- About This Record
- Columns ▾
- Detach
- Sort ▾
- Reorder Columns...
- Query By Example

- Show All
- Source
- Accounting Date
- Accounting Period
- Journal
- Journal Batch
- Category
- Journal Entered Debit
- Journal Entered Credit
- Accounting Sequence ▾

	Journal Batch	Catego
AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ
	Peach-test Spreadsheet A 30000007188...	AAJ

Columns Hidden 25

10. You can re-order fields by selecting a field (it will turn blue when selected) then drag and drop in the order you want to see them.

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Manage Journals [?](#) Done

► Search Basic Manage Watchlist Saved Search All Journals ▾

Actions ▾ View ▾ Format ▾ + Detach Wrap Post Batch Reverse Batch Reverse Journal

Source	Account Date	Accounti Period	Journal	Journal Batch	Category	Journal Entered Debit	Journal Entere Credit	Accounting Sequence Number
Spreadsheet	3/31/22	Mar-22	PEACH-Cost Transfer-March AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ	90.00 USD	90.00 US\$	100000119
Spreadsheet	3/31/22	Mar-22	Peach-test AAJ	Peach-test Spreadsheet A 30000007188...	AAJ	90.00 USD	90.00 US\$	100000257

Journals – Search for a Journal Entry

Manage Journals Done

Search Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

Source	Account Date	Accounting Period	Accounting Sequence Number	Journal	Journal Batch	Category	Journal Entered Debit	Journal Entered Credit	Ba
Spreadsheet	3/31/22	Mar-22	1000000119	PEACH-Cost Transfer-March AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ	90.00 USD	90.00 USD	Po
Spreadsheet	3/31/22	Mar-22	1000000257	Peach-test AAJ	Peach-test Spreadsheet A 300000007188...	AAJ	90.00 USD	90.00 USD	Po

Columns Hidden 25

11. Once you find the journal you are searching for, click on the blue hyperlink under "Journal" to view the details on the journal.

Manage Journals Done

Search Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

Source	Account Date	Accounting Period	Accounting Sequence Number	Journal	Journal Batch	Category	Journal Entered Debit	Journal Entered Credit	Ba
Spreadsheet	3/31/22	Mar-22	1000000119	PEACH-Cost Transfer-March AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ	90.00 USD	90.00 USD	Po
Spreadsheet	3/31/22	Mar-22	1000000257	Peach-test AAJ	Peach-test Spreadsheet A 300000007188...	AAJ	90.00 USD	90.00 USD	Po

Columns Hidden 25

Edit Journal Save Post Cancel

Journal Batch: PEACH-Cost Transfer-March Spreadsheet A 300000007188968 988567 N Show More Batch Actions

Journal Batch: PEACH-Cost Transfer-March Spreadsheet A 300000007188968 988567 N
 Description: cost transfer March
 Balance Type: Actual
 * Accounting Period: Mar-22
 Attachments: Lian Science Fair doc.pdf +

Source: Spreadsheet
 Approval Status: Approved
 Funds Status: Reserved
 Batch Status: Posted
 Completion Status: Complete

Journal Show More PEACH-Cost Transfer-March AAJ Journal Actions

Journal: PEACH-Cost Transfer-March AAJ
 Description: cost transfer March
 * Ledger: TOWSON US
 Accounting Date: 3/31/22
 * Category: AAJ

Currency: USD US Dollar
 Conversion Date: 3/31/22
 Conversion Rate Type: User
 Conversion Rate: 1
 Inverse Conversion Rate: 1

Balances
 PTD Total
 No lines selected.

Journals – Search for a Journal Entry

12. You can click the show more button on the journal batch section and the journal section to get further information.

Journal Batch: PEACH-Cost Transfer-March Spreadsheet A 30000007188968 988567 N [Show More](#) Batch Actions ▾

Journal Batch: PEACH-Cost Transfer-March Spreadsheet A 30000007188968 988567 N
 Description: cost transfer March
 Source: Spreadsheet
 Approval Status: Approved
 Funds Status: Reserved
 Batch Status: Posted
 Completion Status: Complete

Journal [Show More](#) PEACH-Cost Transfer-March AAJ | Journal Actions ▾

Journal: PEACH-Cost Transfer-March AAJ
 Description: cost transfer March
 Currency: USD US Dollar
 Conversion Date: 3/31/22
 Conversion Rate Type: User
 Conversion Rate: 1
 Inverse Conversion Rate: 1

Journal Batch: PEACH-Cost Transfer-March Spreadsheet A 30000007188968 988567 N [Show Less](#) Batch Actions ▾

Journal [Show Less](#) PEACH-Cost Transfer-March AAJ | Journal Actions ▾

Journal: PEACH-Cost Transfer-March AAJ
 Description: cost transfer March
 Currency: USD US Dollar
 Conversion Date: 3/31/22
 Conversion Rate Type: User
 Conversion Rate: 1
 Inverse Conversion Rate: 1

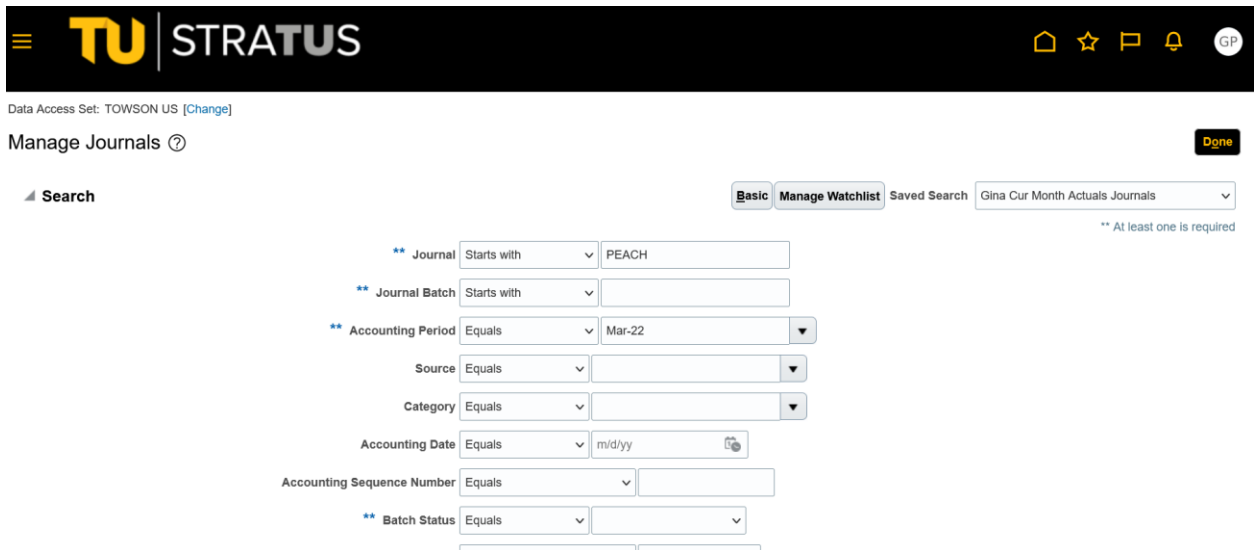
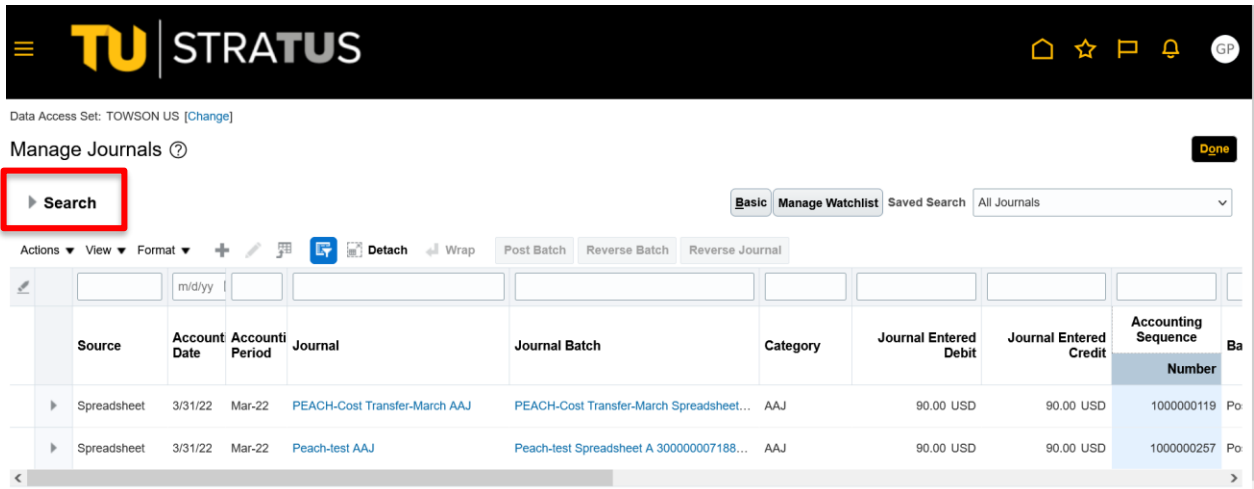
Journal Lines

Line	* Account	Entered (USD)		Description	Line Description		
		Debit	Credit		Journal_Line_Re	Journal_Line_Re	Journal_Line_F
▶ 1	1004-12870-809003-00000-000-0000000-0000	45.00		COST TRANSFER TEST	TEST REF1	TEST REF2	
▶ 2	5100-ED014-609003-00000-000-0000000-0000		45.00	COST TRANSFER TEST	TEST REF1	TEST REF2	
▶ 3	1004-00000-101011-00000-000-0000000-5100		45.00	Ledger intercompany balancing line.			
▶ 4	5100-00000-101011-00000-000-0000000-1004	45.00		Ledger intercompany balancing line.			
Total		90.00	90.00				

13. Click the Cancel button to close the page and return to the "Manage Journals" page.



14. To search for a journal again, you may need to expand the search box to enter the search criteria.



15. Click the **Done** button when you are finished to exit Manage Journals.

Data Access Set: TOWSON US [\[Change\]](#)

Manage Journals Done

Search

Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

Source	Account Date	Accounting Period	Journal	Journal Batch	Category	Journal Entered Debit	Journal Entered Credit	Accounting Sequence Number	Ba
▶ Spreadsheet	3/31/22	Mar-22	PEACH-Cost Transfer-March AAJ	PEACH-Cost Transfer-March Spreadsheet...	AAJ	90.00 USD	90.00 USD	1000000119	Po
▶ Spreadsheet	3/31/22	Mar-22	Peach-test AAJ	Peach-test Spreadsheet A 300000007188...	AAJ	90.00 USD	90.00 USD	1000000257	Po