

Querying Batches

On a monthly basis, check to ensure that all of your journal entries for that period have been posted. Remember, you only have until noontime on the 3rd working day of a new month to get the previous month's journal entries ready for posting.

Check for the following:

- Incorrect BATCH names
- BATCH or JOURNAL Control Total still contains a "1", or Control Totals are missing
- Incomplete Batches (Debits do not equal Credits)
- Posting Status = "Error"

To query for journal entries, follow these steps.

1. From the Oracle E-Business Suite HomePage, choose your GL Responsibility & navigate to Enter Journals.

The screenshot shows the 'Find Journals' window with the following fields and values:

- Batch: %49010 CAL%
- Journal: (empty)
- Ledger: (empty)
- Source: (empty)
- Category: (empty)
- Period: Jan-15
- Currency: (empty)
- Status: Posting (empty), Funds (empty)
- Control Total: Batch (empty), Journal (empty)

Buttons at the bottom: Clear, New Batch, New Journal, Find, More.

2. In the Find Journals screen, in the Batch field, enter "%Dept# Initials%".
 - The % is a wild card character that can stand for a single character, a group of characters, and blank spaces.
 - Enter one blank space between Dept# and Initials.
3. Enter the period for which you are querying journals, using the format MMM-YY.
4. Click Find.

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Journal: DENT DEAN
 Description: COPYCAT CHG LU'S RPT
 Ledger: University of Pittsbu
 Period: JAN-15
 Balance Type: Actual
 Clearing Company:
 Category: Journal
 Effective Date: 08-JAN-2015
 Budget:
 Tax: Not Required
 Control Total: 229.00

Conversion: USD
 Date: 08-JAN-2015
 Type: User
 Rate: 1

Reverse:
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.000000.000000.000000.0000		229.00	COPYCAT CHG LU'S RPT
20	05.49010.6894.000000.002691.000000.0000	229.00		COPYCAT CHG LU'S RPT
		229.00	229.00	

Acct Desc: Operating.Dent Med - Dean.Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

4. On the Journals page, make sure the Control Total equals Debits and Credits
5. Save changes.
6. Be certain to make all necessary updates prior to the established cutoff dates and times published on the PRISM website, www.cfo.pitt.edu/prism.
7. If additional assistance is needed, refer to Chapter 2 of the PRISM General Ledger training manual, or contact the Technology Help Desk at 624-help.