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.

🖸 Find Journals 👾	******	******		২০০০ থি⊼×
Batch	%49010 CAL%			
Journal				
Ledger				
Source		Period	Jan-15	
Category		Currency		
C Status		Control Total —		
Posting		Batch		
Funds		Journal		
L				
			l	More
		_		
Clear	New <u>B</u> atch	New Jour	nal	Find)

- 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.

Querying Batches

OE	nter Journals (Uni	versity of Pittsburg	gh) 1414141414141414							जि×
	Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit	_
	Unposted	Manual	Journal	JAN-15	NSCT 49010 CAL 0108	DENT DEAN	USD	229.00	229.00	
										4
										-
	Review Joy	mal	Review Batg	h	Та <u>к</u> В	atch	Approve		Reguery	
	New Journ	al	New <u>B</u> atch							

For each unposted Journal, review the Batch and Journals pages.

🗢 Batch (University of Pittsburgh) – 2000/2000/2000/2000/2000/2000/2000/20								
Batch	NSCT 49010 CAL 0108 01			C Status				
Period	JAN-15	Balance Type	Actual	Posting	Unposted			
Description				Funds	N/A			
				Approval	N/A			
Control Total	229		[]]	L]			
Batch Totals				C Details				
	Debit	Credit		Created	08-JAN-2015			
Entered	229	229		Posted				
Accounted	229	229		Posted By				
)					
Journals	Autocopy Batch	Chec <u>k</u> Funds	Reserve Fug	ds	View Regults			
			_					
Ta <u>x</u> Batch	Approve	Change Period						

Check the following:

1. Batch name - should be all upper case characters and in the following format

"Type Dept Initials Date Tracking#" (only 1 space between each segment; no space before Type).

- 2. To change the Period, click on the Change Period button, enter the new Period in the "To" field, and click OK.
- 3. For the Journal to be ready for posting, the Batch Control Total should equal Debits and Credits (except for Cash Reports, in which case the Batch Control Total should be "2").

Querying Batches

<mark>O</mark> Jou	mals (University of P	ittsburgh) - NSCT 49010	CAL 0108 01 (2000)000						র স ×
	Journa	I DENT DEAN			Conversion		Reverse -		ר ⊻ ד
	Description	COPYCAT CHG LU	S RPT		Currency	USD	Date		
	Ledge	University of Pittsbu	Category	Journal	Date	08-JAN-2015	Period		
	Perio	JAN-15	Effective Date	08-JAN-2015	Туре	User	Method	Switch Dr/Cr	*
	Balance Type	Actual	Budget		Rate	1	Status	Not Reversed	
	Clearing Company		Тах	Not Required					
			Control Total	229.00		[🛂			
	Lines Othe	r Information							_
Line	Account		Debit (USD)	Credit (USD)	Description				
10	02.49010.6000.00	000.00000.0000.000		229.00	COPYCAT CH	IG LU'S RPT			
20	05.49010.6894.00	000.002691.00000.000	229.00		COPYCAT CH	HG LU'S RPT			
]								
			229.00	229.00					
		On custing Dans Mark	Deen Office Downline	Defeute Mary Anton Defeute	Na Valu Dafau	h bla X alu Dafault bla	V (=1.)		_
	Acct Desc Operating.Dent med - Dean.Office Supplies.Default-ivo Valu.Default-ivo Valu.Default-ivo Valu.Default-ivo 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, <u>www.cfo.pitt.edu/prism</u>.
- 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.