Quick Reference

A. Finding a GL Journal to post using the Unposted GL Journals Inquiry

Responsibility: ANY end user responsibility

A.1 (N) Inquiries > Postable Journals (GL).
A.2 Enter the Batch Name in the Batch field (if known) and click the Find button.

If you don't know the name of the Batch, just click the Find button. If you want to see a list of all your unposted Journals remember the naming convention and use that with the % wild card

EXAMPLE: FBS/SYS/AK% will display all unposted journals that begin with FBS/SYS/AK.

! IMPORTANT !
This is a query only screen – you cannot post or make changes to any of the information here.

A.3 Note that where the text is grey and the field background is white the Journal is Not Postable and the reason why is shown in the Batch Information section.

Where the text is black and the field background is grey the Journal is Postable.

A.4 If you find one of your Journals that is Postable copy the Batch Name by clicking in the Batch Name column of the row that is Postable (it should highlight in blue) and press CTRL-C (copy).

A.5 Select Close Window from the File menu to close this window.

Quick Reference

B. Finding a GL Journal to post using the Journals – General(180 Char) report.

Responsibility: ANY end user responsibility

B.2 Make sure Single Request is selected and click the OK button.
B.3 Click the ... icon at the end of the Name field to display a list of reports you have access to run.
B.4 Scroll through the list until you find the 'Journals – General(180 Char)' report, highlight it (click on it) and then click the OK button.

B.5 This will display a dialog box for you to enter a list of report runtime parameters. To find all unposted Journals, enter the parameters as follows:

- Type = Line Item
- Posting Status = Unposted Journals
- Currency = AUD
- <leave all the other parameters blank>

Note: you will need to review the list to determine which unposted Journals are yours.

! IMPORTANT !
If you notice Journals belonging to you for previous periods, see Change GL Journal Period [GL-023] to process them, or Delete GL Journal [GL-024] to remove them.

B.6 Click the OK button to close the Parameters window and return to the Submit Report window.
B.7 Click the Submit button to submit the report.
B.8 The Requests window will display immediately so that you can check the report output.
B.9 Click the Refresh Data button until the Phase changes from Pending to Completed.
B.10 When the Phase is complete the View Output button will be available.
B.11 The report is displayed in a window in the system. To see the report details better select Copy File... from the Tools menu.
B.12 Select Browser and click the Ok button.
B.13 This will open the report in the Browser where you can see more of the pages at once.

! IMPORTANT !
You can use CTRL-F to search. Remember the naming convention and use that to help you find your Journals.

**EXAMPLE:** FBS/SYS/AK will look for all unposted journals that contain FBS/SYS/AK.