****

Training Guide – General Ledger

Reviewing Ledger and Journal Entries

State of Kansas

**Applicable Role(s):**

**Kansas GL Processor**

**Kansas GL Approver**

**Kansas GL Viewer**

[Topic 1: Review Journal Status 3](#_Toc433983186)

[Topic 2: Ledger Inquiry Page 6](#_Toc433983187)

[Topic 3: Journal Inquiry Page 14](#_Toc433983188)

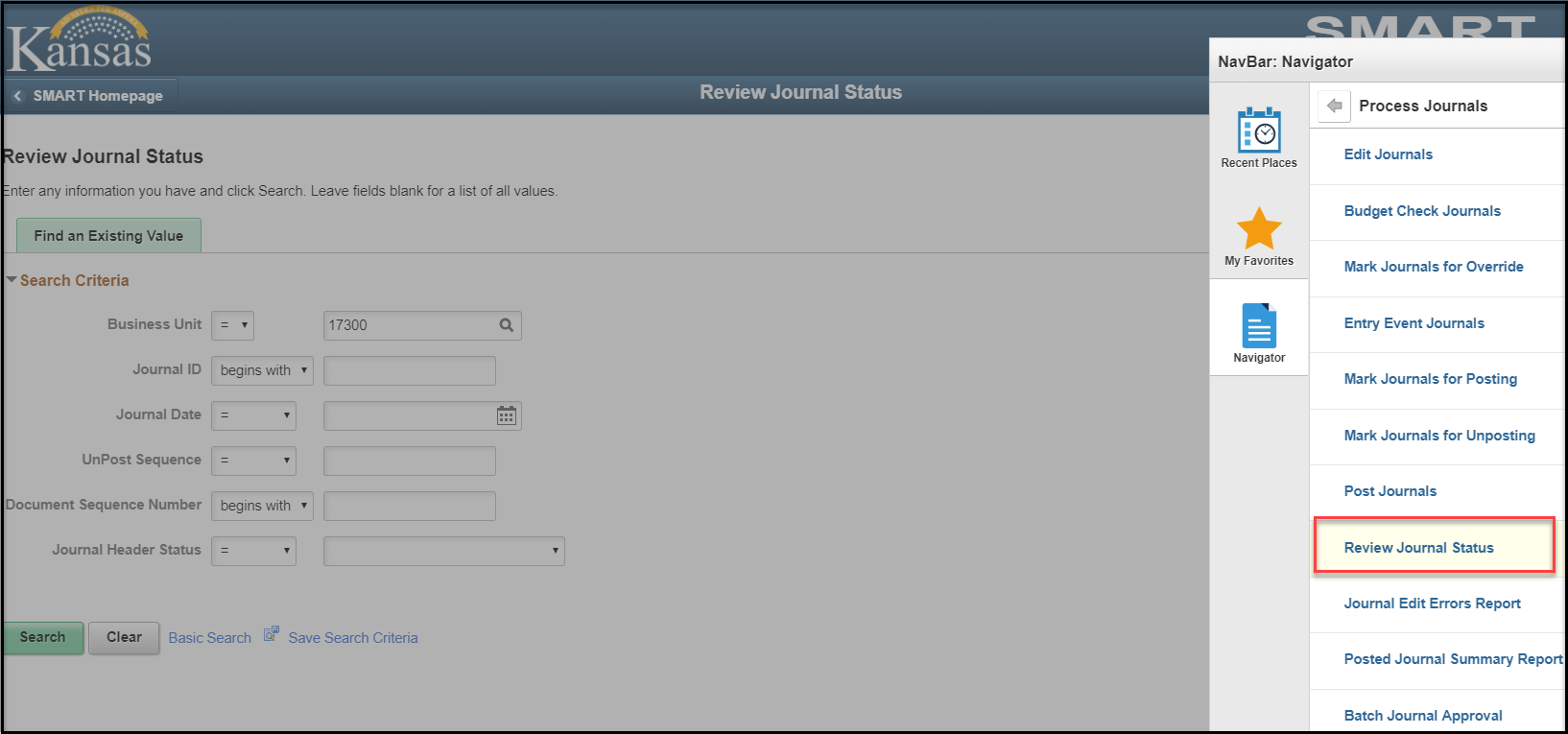
# Topic 1: Review Journal Status

* At any time during journal processing, you can view the status of journals and journal line details on the **Review Journal Status** pages.

**Procedure:**

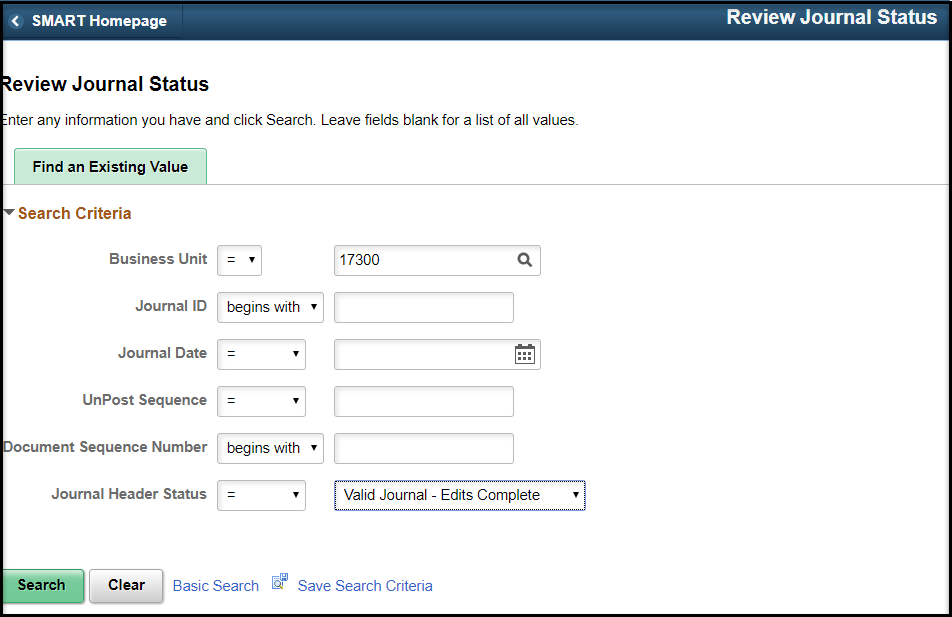
1. Navigate to **Review Journal Status**:

| **Page Name** | **Path** |
| --- | --- |
| Review Journal Status | Navigator > General Ledger > Journals > Process Journals > Review Journal Status |



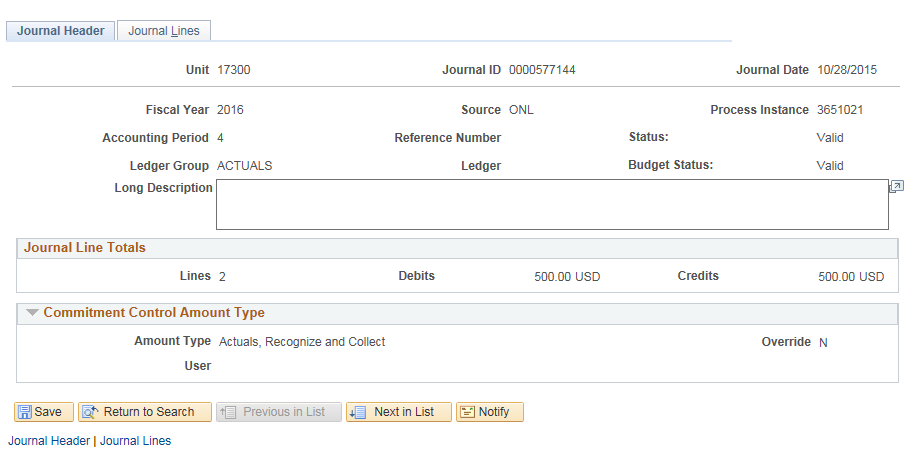
*Figure 1. Navigation Menu*

1. Enter criteria into the **Review Journal Status** Page.



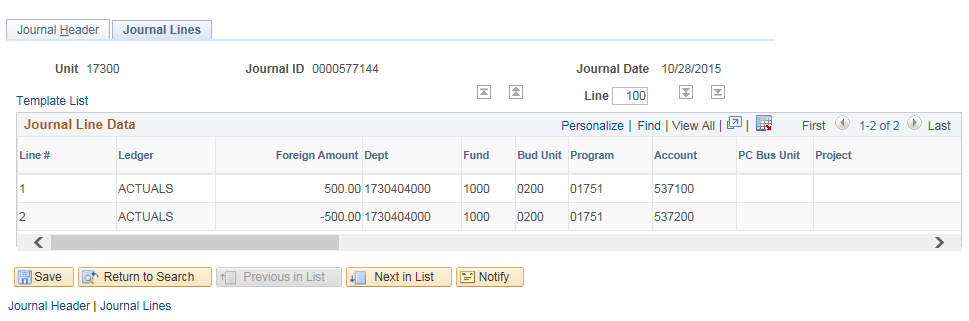
*Figure 2. Journal Status Page*

1. The **Journal Header Status** page will display. The Journal Header will show the Header Edit Status and Budget Status, Journal Line Totals, and the Commitment Control Amount Type are shown.

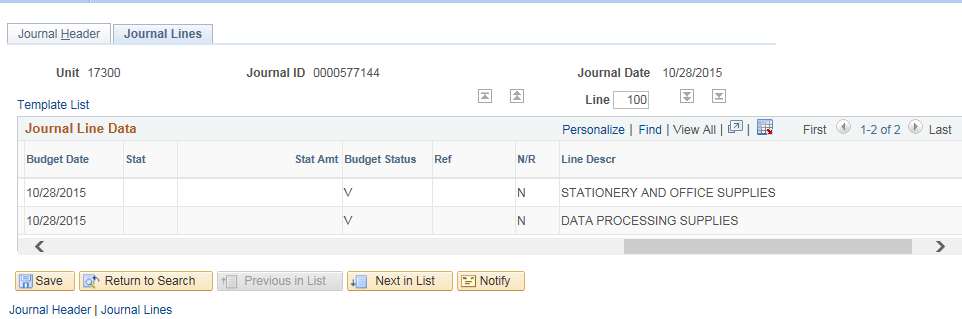


*Figure 3. Journal Header Status Page*

1. Click on the **Journal Lines** tab. The Journal Lines Status page will be displayed. The Funding, Budget Date, Budget Status and Line Description will be shown.



*Figure 4. Journal Lines Status Left of Side of Page*



*Figure 5. Journal Lines Status Right Side of Page*

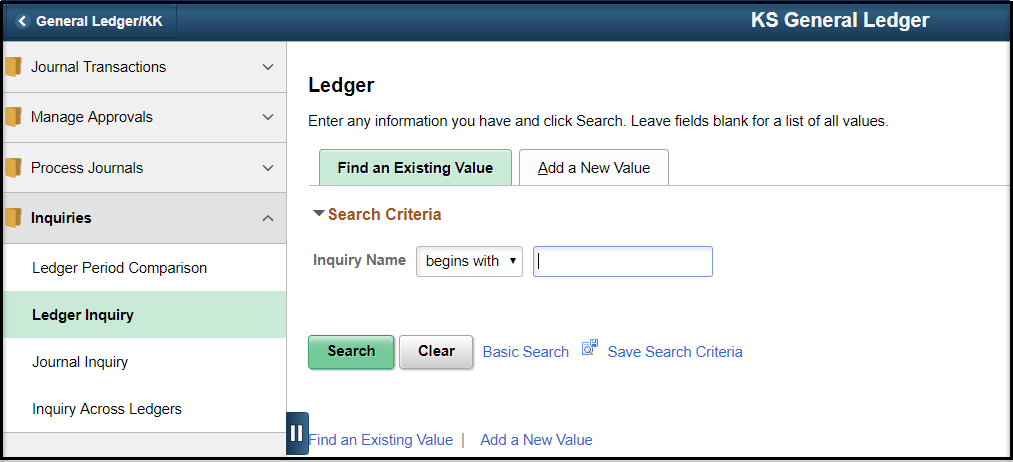
# Topic 2: Ledger Inquiry Page

* SMART provides a series of inquiries that enable you to review ledger summary and detail ledger information based on selected ChartField combinations. These inquiries use several successive views that take you down to journal line details. The ledger inquiry also enables you to drill down across products from account balances in General Ledger to specific transaction entries in other SMART modules
* Commitment control and summary ledgers are not available for ledger inquiry

**Procedure:**

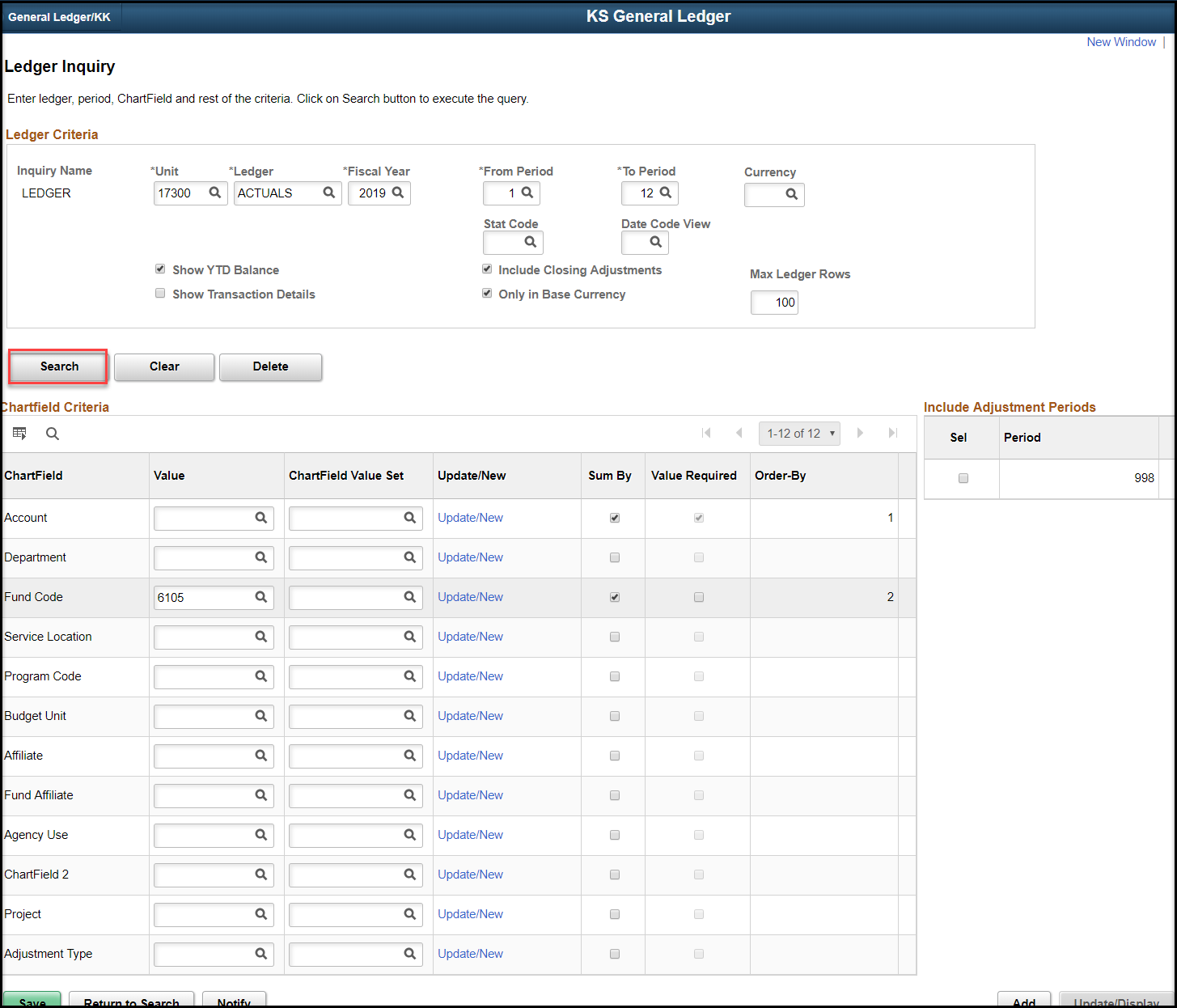
1. Navigate to the **Ledger Inquiry** page.

| **Page Name** | **Description** |
| --- | --- |
| Ledger Inquiry | SMART Homepage > General Ledger/KK page > General Leger tile > Inquiries > Ledger Inquiry |



*Figure 6. Ledger Inquiry Navigation Page*

1. Enter criteria into **Inquiry page**. Click the ‘Show YTD Balance’, ‘Include Closing Adjustments’ and ‘Only in Base Currency’ boxes to summarize the data and limit the columns shown. Enter ChartField Criteria as needed and click the **Search** button.

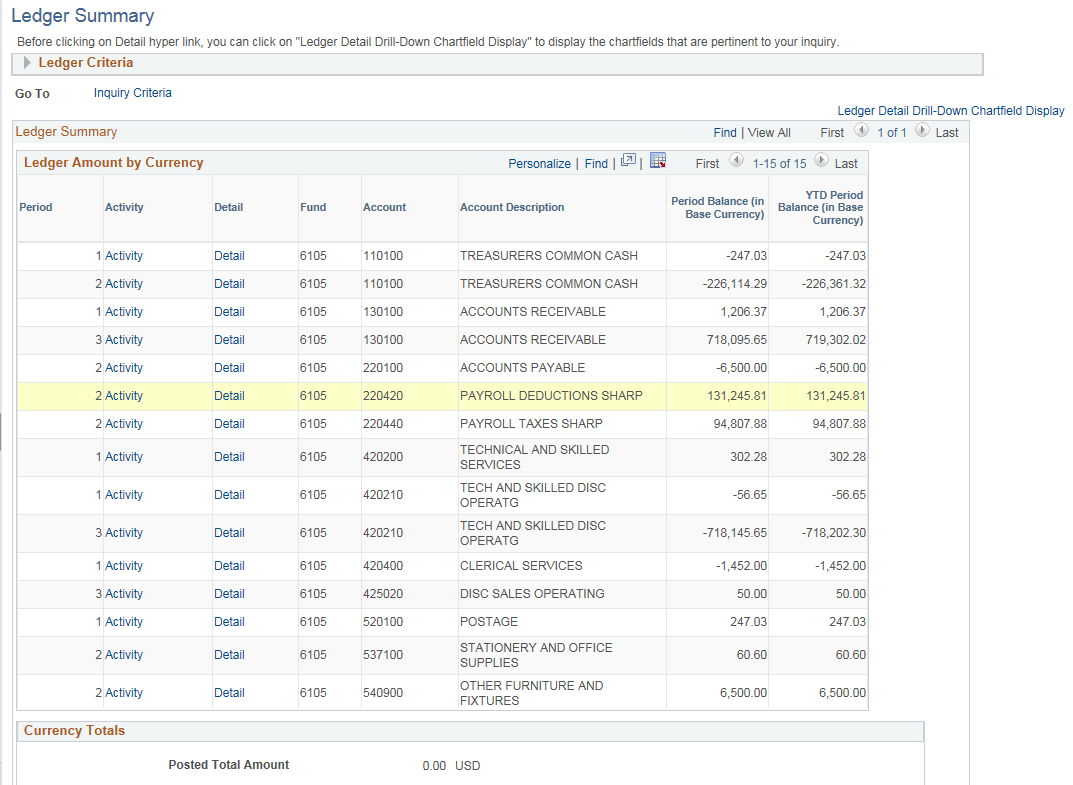


*Figure 7. Ledger Inquiry Page*

| **Fields** | **Description** |
| --- | --- |
| **Show YTD Balance** | Select this check box and the inquiry returns year-to-date balances for specified ChartFields for a period. If you do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period. |
| **Show Transaction Details** | Select to see the ledger data along with the journal transactions that contributed to the balance |
| **Include Closing Adjustments** | Select this option to include closing balances (period 999) along with the current open period amounts |
| **Max Ledger Rows** | Indicates the maximum number of rows to display. You can override the default of “100”with any number <=300 rows of data that you can display in a scroll area. |
| **Delete** | Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry |
| **ChartField** | Enter a ChartField value for one or more ChartFields to review specific data in a ledger |
| **ChartField Value Set** | Select a predefined set of selection criteria for a given ChartField |
| **Sum By** | You are required to select at least one ChartField to sum. Account is checked as the default. If you do not, you receive an error message when you select the Search button. Period is always included in the sum by and is always the first column in the inquiry results.  Note: If you select all ChartFields available in the ChartField Criteria for “**Sum By**” and the “**Show Transaction Details**” check box is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code. |
| **Value Required** | Select this check box to filter out ChartFields with blank values. This check box is available only when the Sum By check box is selected. It is also unavailable for selection but is automatically selected by the system if the ChartField Account has Sum By selected. |
| **Order By** | Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField. |
| **Sel (select)** | Select specific adjustment periods by clicking the check box from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year. |
| **Period** | Adjustment periods are displayed based on those available for the selected ledger and fiscal year |

*Table 1. Ledger Inquiry Fields*

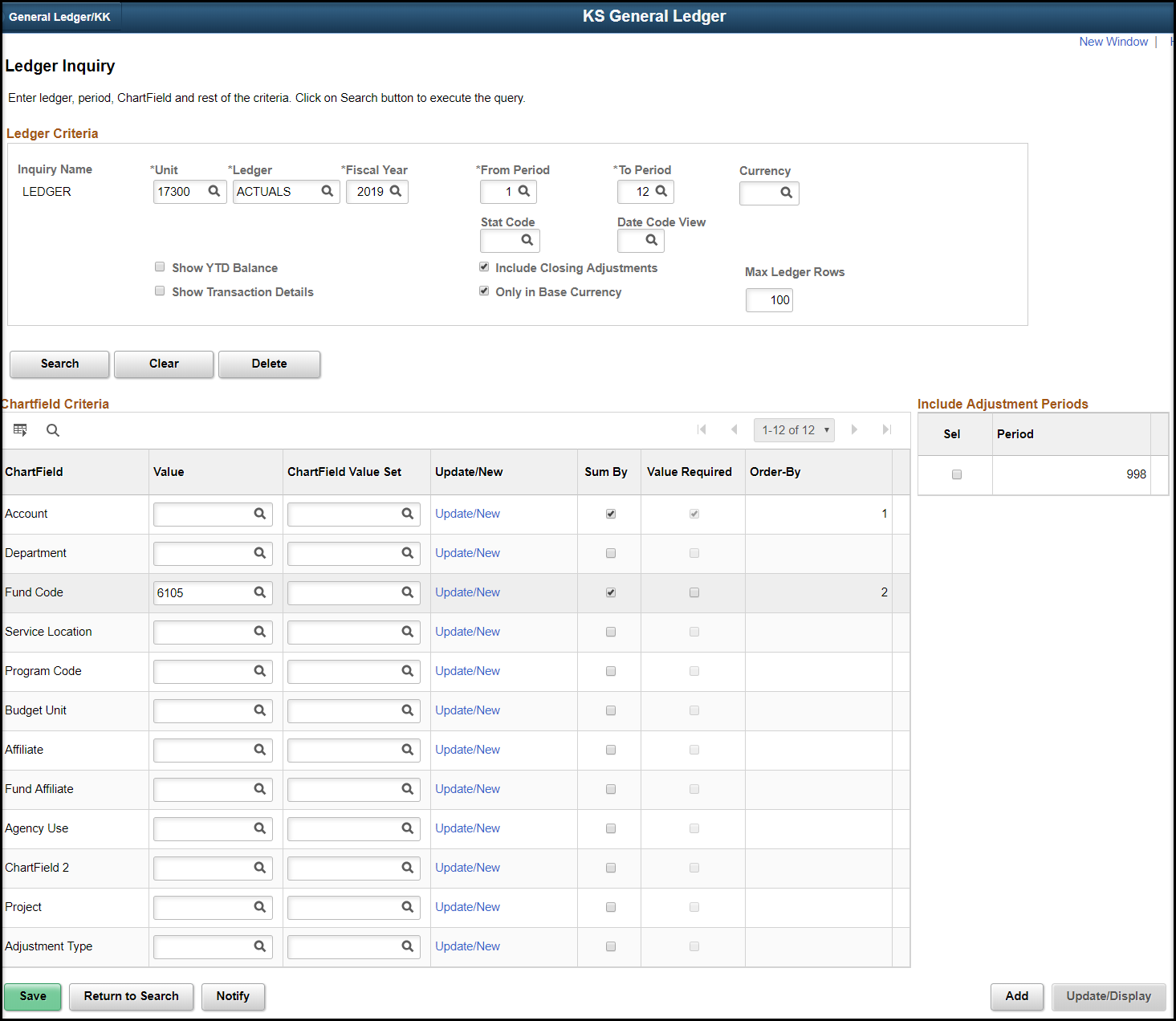
1. The Ledger Summary will be displayed based on the criteria entered. Note the YTD Period Balance is displayed and the data is by Fund, Account, and Period.



*Figure 7. Ledger Summary Page*

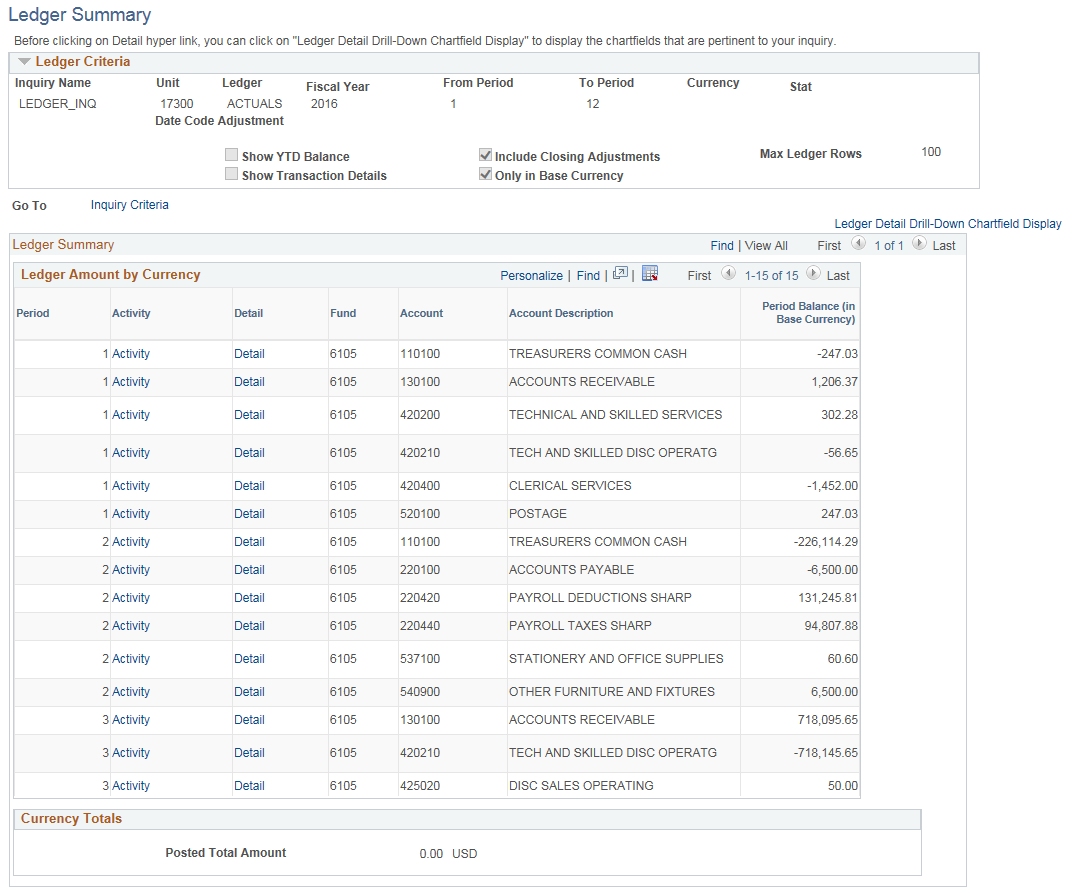
1. Return to the **Ledger Inquiry Criteria** page. Uncheck the Show YTD Balance and Show Transaction Details. Check the Include Closing Adjustments and Only in Base Currency boxes. Review/enter ChartField Criteria as needed. Click the **Search** button.

| **Page Name** | **Path** |
| --- | --- |
| Ledger Summary | Search Results from Ledger Inquiry  (“Show YTD Balance” NOT checked) |



*Figure 8. Ledger Inquiry Page*

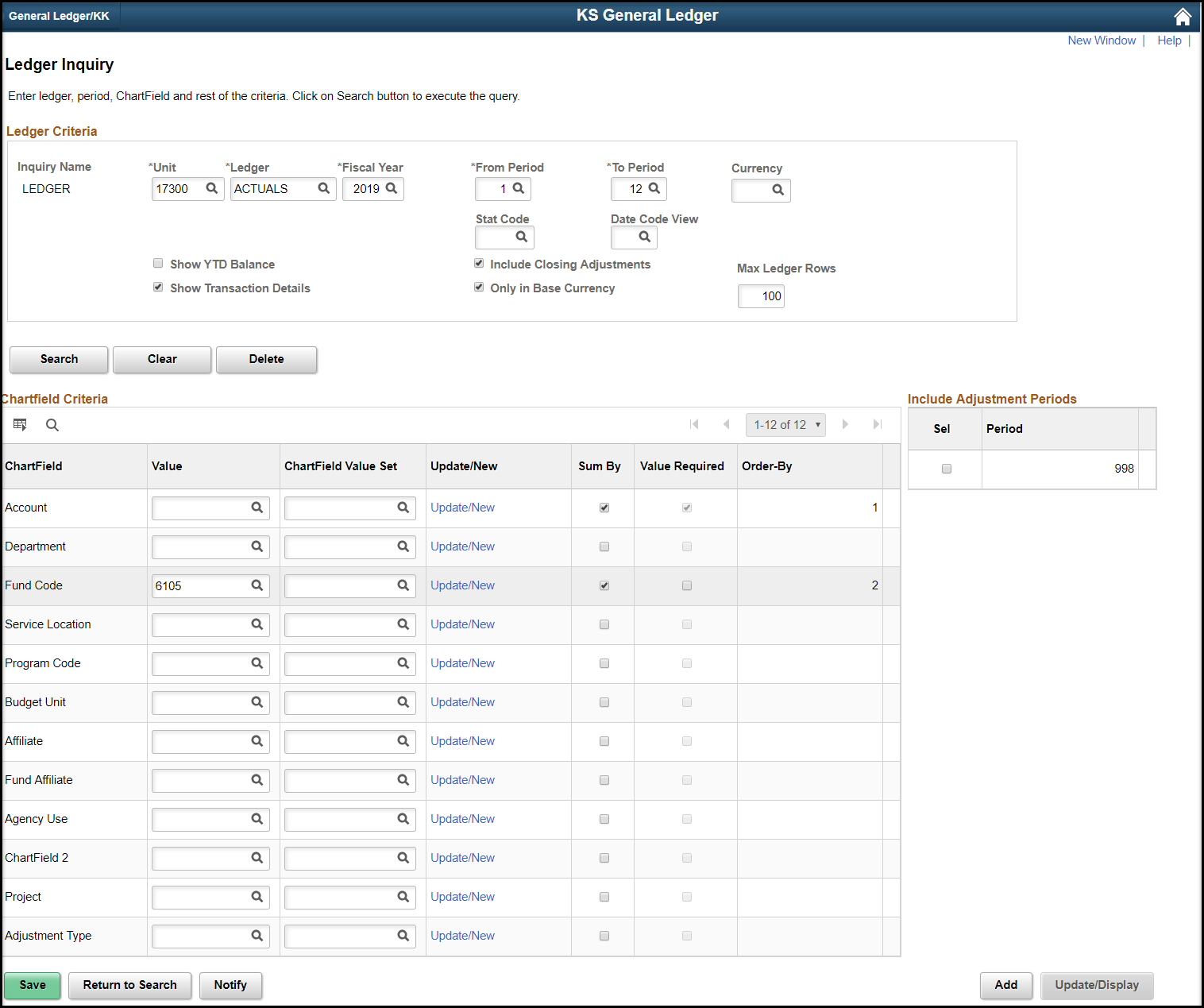
1. The **Ledger Summary** is displayed. Note the YTD Period Balance is not displayed and the data order is by Period, Fund, and Account.



*Figure 9. Ledger Summary Page*

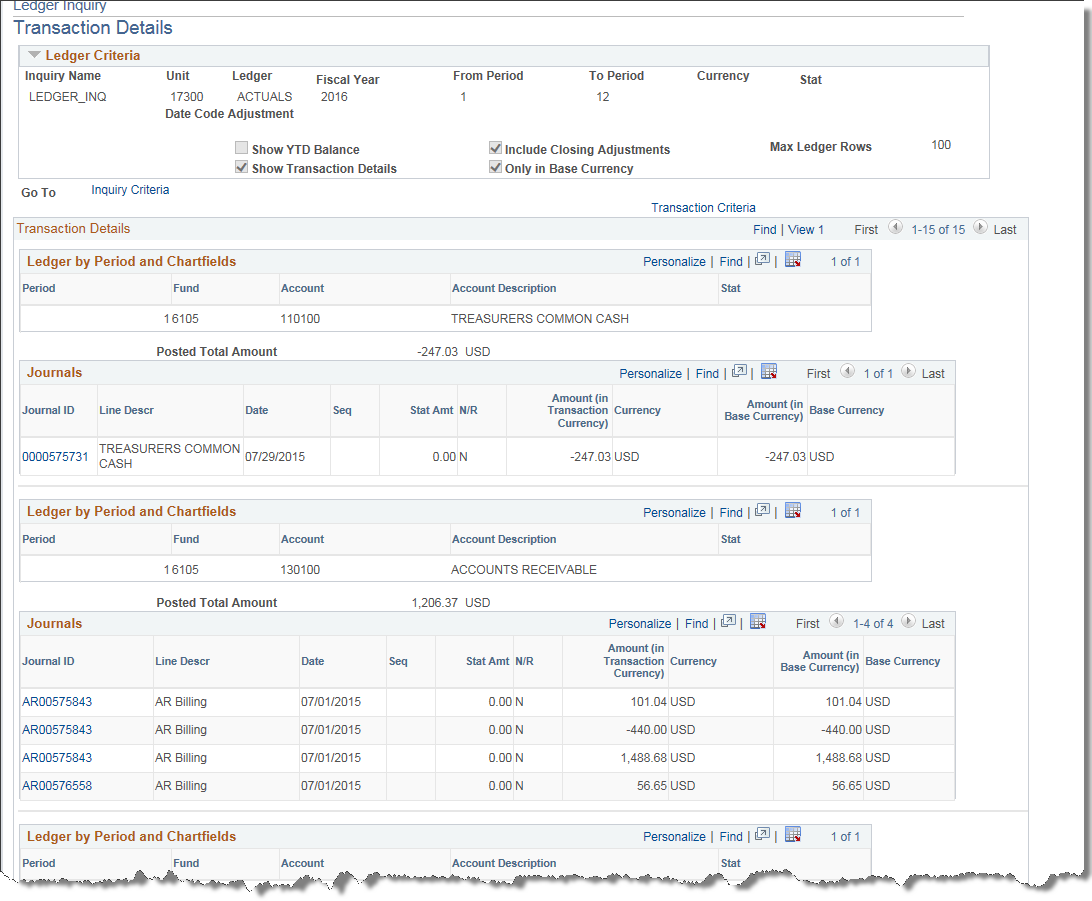
1. Return to the **Ledger Inquiry Criteria** page. *Uncheck* the ‘Show YTD Balance’. *Check* the ‘Show Transaction Details’, ‘Include Closing Adjustments’ and ‘Only in Base Currency’ boxes. Review/enter ChartField Criteria as needed. Click the **Search** button.

| **Page Name** | **Path** |
| --- | --- |
| Ledger Summary | Search Results from Ledger Inquiry  (“Show Transaction Details” checked) |



*Figure 10. Ledger Inquiry Page*

1. The **Transaction Details** are displayed. Note the Transaction Details are displayed by Period, Fund, and Account. No YTD Period Balance is displayed



*Figure 7. Ledger Summary Page*

| **Fields** | **Description** |
| --- | --- |
| **Ledger Detail Drill - Down Chartfield Display** | Click this link to select the Chartfields that you want to display when you drill into the Ledger Detail |
| **Activity** | Click this link to view transaction details on the Ledger Inquiry - Transaction Details page |
| **Detail** | Click the link to view ledger details on the Ledger Inquiry - Ledger Details page |

*Table 2. Ledger Summary Fields*

# Topic 3: Journal Inquiry Page

* Enables you to review a specific journal or multiple journals within a ledger for a business unit and accounting period.

1. Navigate to the **Journal Inquiry** page.

| **Page Name** | **Description** |
| --- | --- |
| Journal Inquiry | SMART Homepage > General Ledger/KK page > General Leger tile > Inquiries > Journal Inquiry |

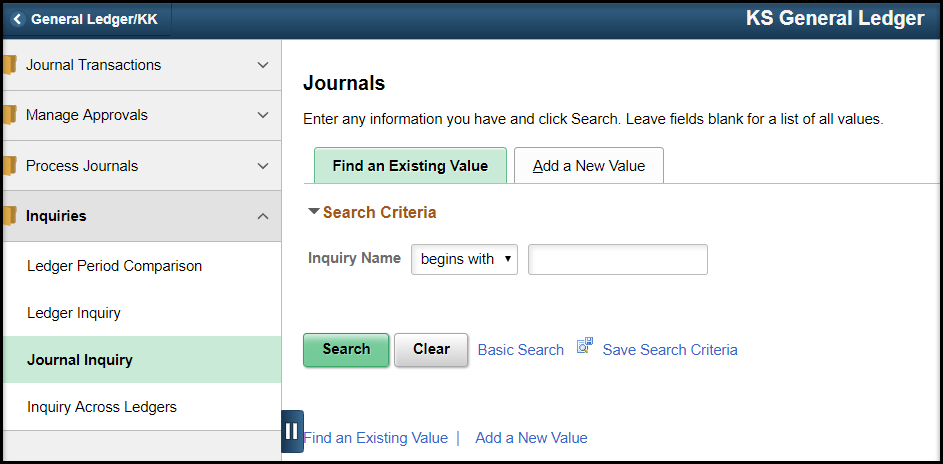
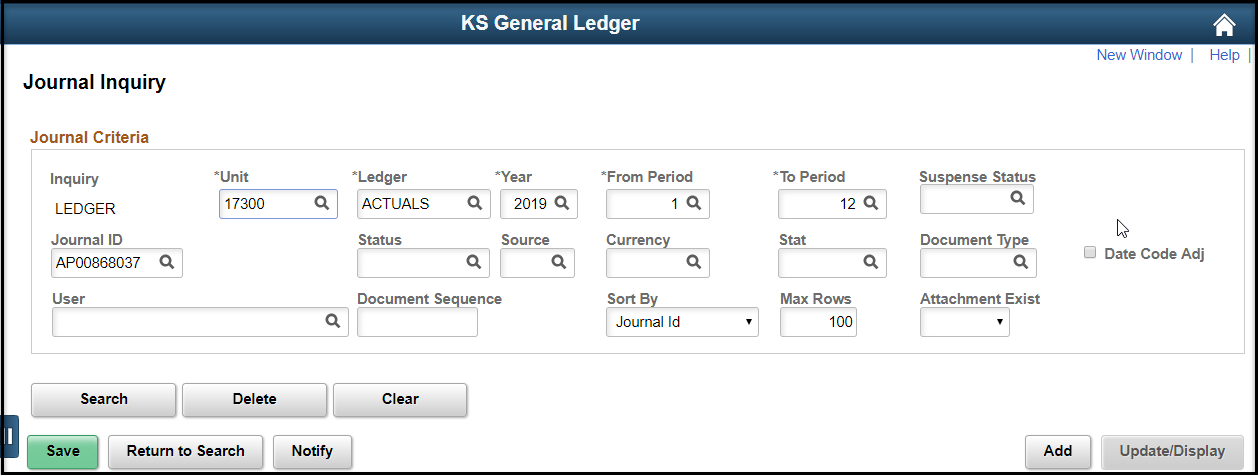


Figure 8. Journal Inquiry Navigation

1. Enter the Journal Inquiry criteria.

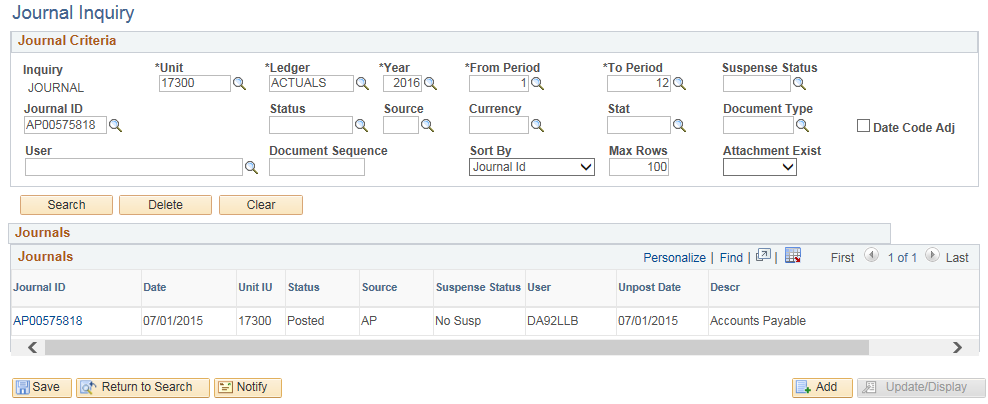


*Figure 9. Journal Inquiry Page*

| **Fields** | **Description** |
| --- | --- |
| **Unit** | Enter your Agency Business Unit |
| **Ledger** | Enter ACTUALS, CAFR\_FULL, or CAFR\_MOD |
| **Year** | Enter Fiscal Year |
| **From Period/To Period** | Enter Accounting Period range |
| **Suspense Status** | Not used |
| **Journal ID** | Enter specific journal ID, choose from drop down, or leave blank. |
| **Status** | Enter Journal status |
| **Source** | Enter System Source |
| **Currency** | Leave blank or enter USD (US dollar) |
| **Stat** | Leave blank or Statistics Code |
| **Document Type** | Not used |
| **User** | User ID |
| **Document Sequence** | Not used |
| **Sort By** | Sort results by Journal ID or Journal Date |
| **Max Rows** | Change if results are > 100 |

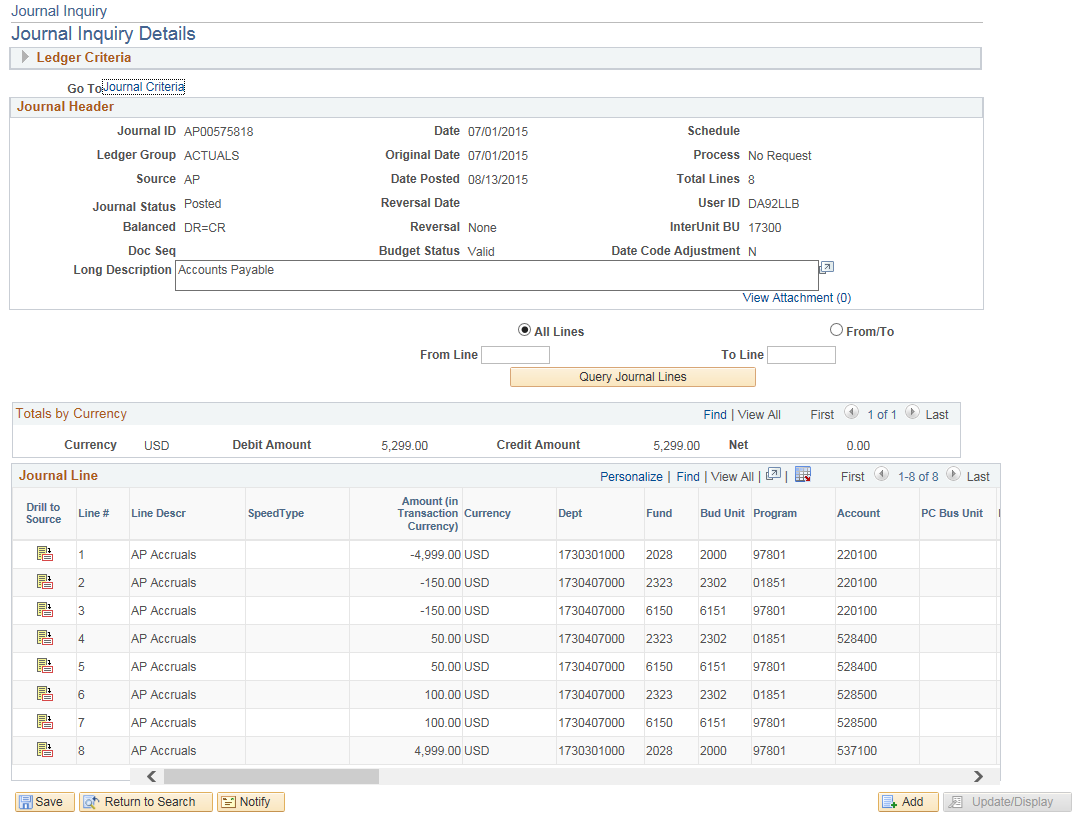
*Table 2. Journal Inquiry Fields*

1. The Journal(s) will be listed based on the criteria. Click on the Journal ID link to display Journal Line Details.

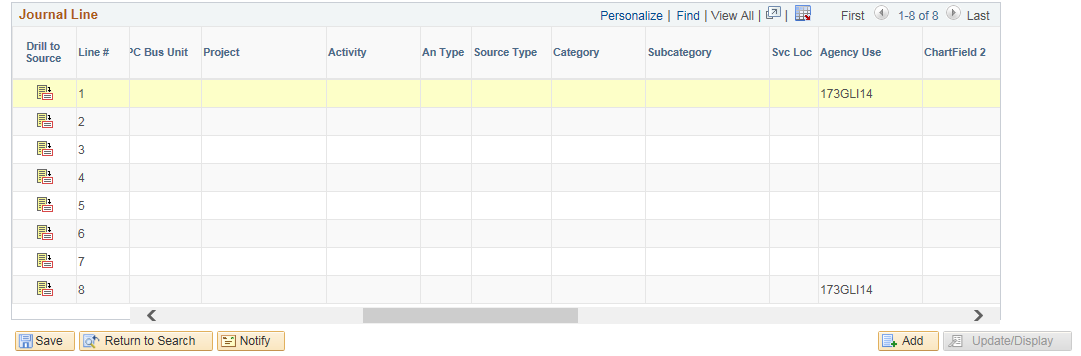


*Figure 10. Journal Inquiry Results*

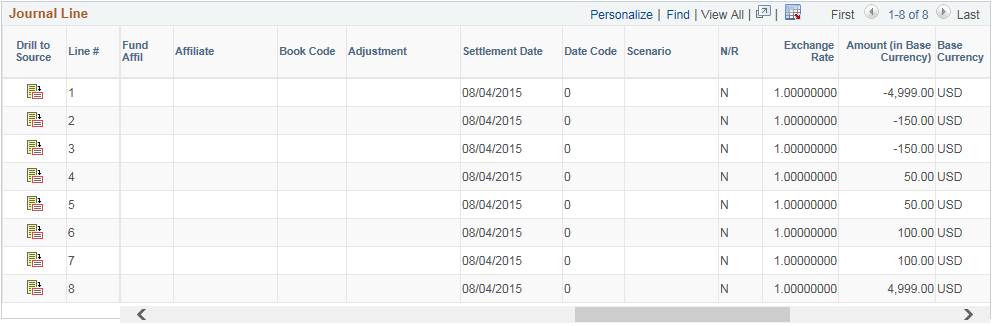
1. The **Drill to Source** icon at the beginning of each Journal Line can be clicked to see source document detail. Use the Query Journal Lines criteria to show all journal lines or a selected range of lines.



*Figure 11. Journal Line Details Left side of page*



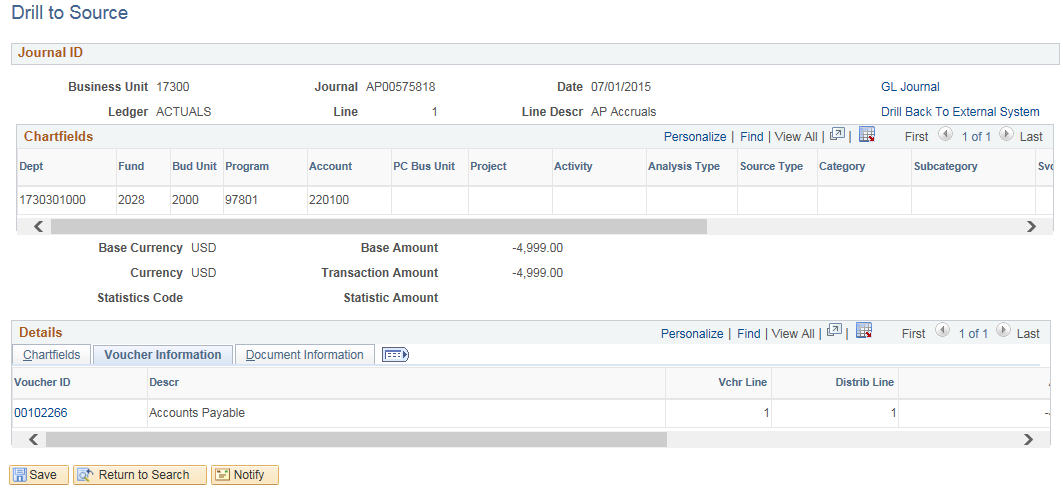
*Figure 9. Journal Line Details Center of page*

 *Figure 9. Journal Line Details Right side of page*

|  |  |
| --- | --- |
| **Fields** | **Description** |
| **All Lines** | Select this radio button and click the Query Journal Lines button to see all journal lines. |
| **From/To** | Select this radio button and then enter a line number in the From Line and in the To Line fields to display a range of journals and with their information when you click the Query Journal Lines button. |
| **http://help.ps89.dev.web.gov.state.ks.us/PSOL/htmldoc/eng/psbooks/fglr/img/image201.gif** | Click the drill to source button to access source of journal lines in the general ledger feeder systems, such as Vouchers or Deposits.  **Note:** This link is not available on the page if the line was created through an online journal entry rather than through Journal Generator. |

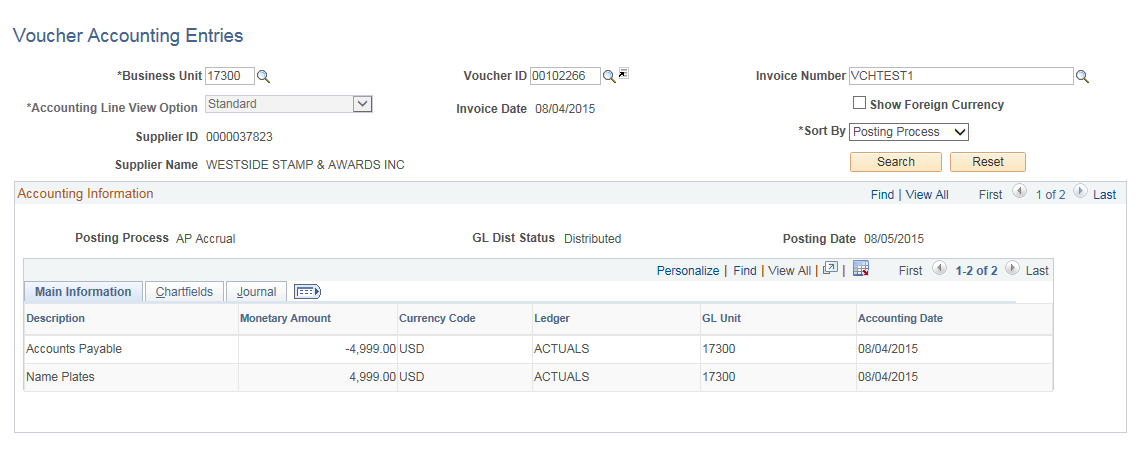
*Table 3. Journal Inquiry Details Fields*

1. The **Drill to Source** page will list the Details of the source transaction(s) including ChartFields, Voucher Information, and Document Information tabs. Click on the V**oucher ID** to see the Voucher Accounting Entries for the chosen Voucher.



*Figure 10. Drill to Source Page*

1. The **Voucher Accounting Entries** (or other source document accounting entries) will be displayed. Click the View All link to see all of the Accounting Information and look in each tab to see additional information.



*Figure 11. Voucher Accounting Entries Page*