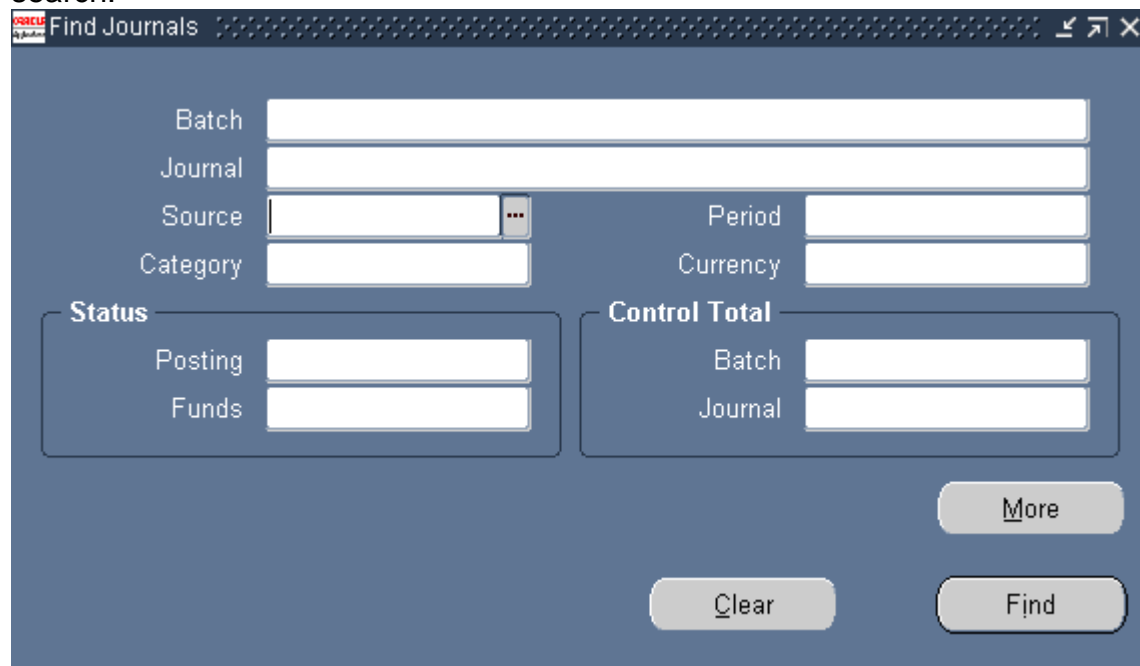**Cambridgeshire County Council**

Part 5 - Journal Enquiry

If the transaction is of a type that originated in the GL (see table), then in order to trace more information rather than do an Account Enquiry it is better to do a Journal Enquiry.
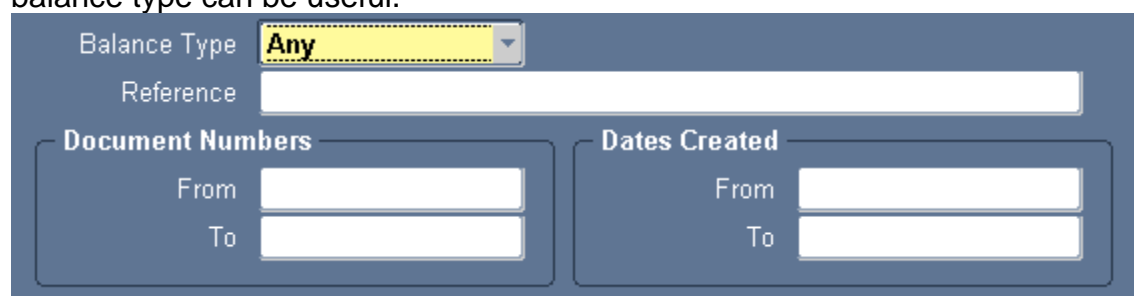
The reason for the journal naming protocol is so that you can find journals once you have completed them.

From the Main menu select **Journal Enquiry:**
Complete / partially complete as many fields as possible to speed up your search:

Selecting the **More** button adds the following search criteria: date created and balance type can be useful.

For example if you want to search for all Budget journals uploaded from a spreadsheet within a given date range, and within a given budget year, then the More button can help. This search looks for all entries done by ELH Accountancy users (AE), on budget OB 2005 – the new year budget, in November and December 2004. However, this is a guide: some users take their userid with them between departments and post-April 2005 reorganisation there has been considerable change in the link between userid and structure.

Things to note:

- The search brings back all journals, not just journals relating to your code range, however, if they do not relate to your code range when you drilldown you will not be able to see any detail.

- Budget journals are brought back period-by-period, so that it is difficult to see the whole journal immediately: the journal may balance at the year level but not period by period.