

# Journal Lookup

Updated: 04/09/2014

**Portal**

1. The UCF Portal can be accessed at <http://my.ucf.edu>
2. Your login ID is your PID (if you do not know your PID you can click the link “What is my PID & NID?”).
3. Your PID Password
4. Click sign on.
5. Then click Staff Applications
6. Next select UCF Financials

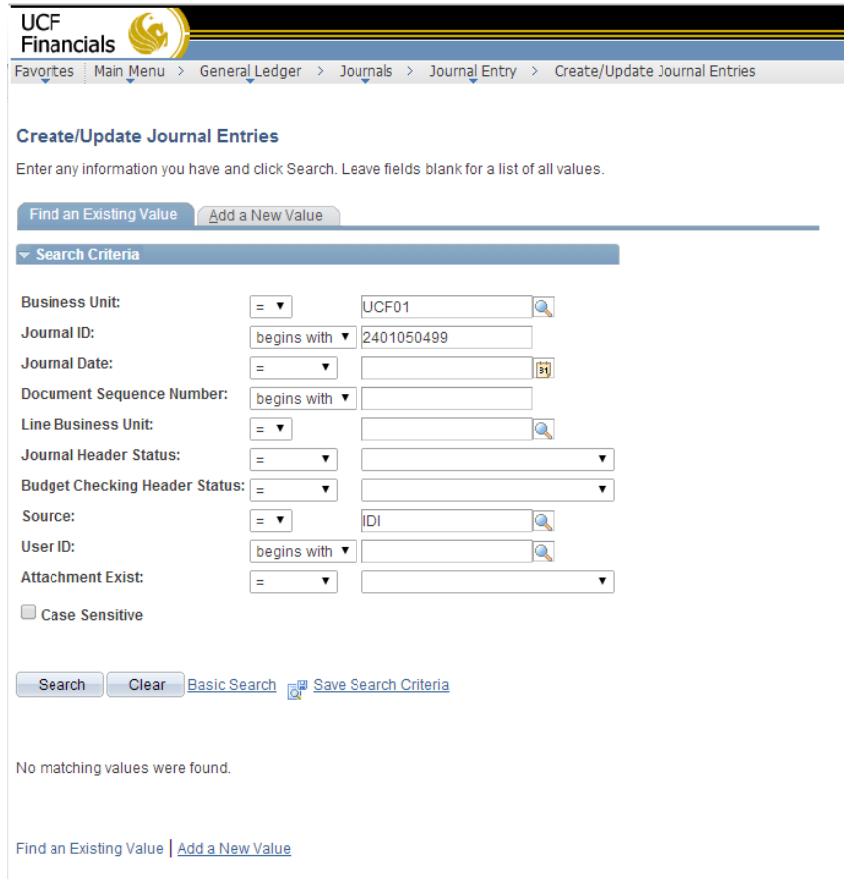
**For Online Journal Entries**

**Processing**

Please visit the following website ([http://www.financials.ucf.edu/Addy\\_Notes/General\\_Ledger.cfm](http://www.financials.ucf.edu/Addy_Notes/General_Ledger.cfm)) which is located under the Addy Notes section of the F&A website for instructions on how create and process an Online Journal Entry in UCF Financials.

**Checking Status**

1. **Navigation:** Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. (It is recommended that you save this to favorites after the first time: Click Favorites> Add to Favorites)
2. Click on the “Find an Existing Value” tab.
3. Make sure “Business Unit” field is filled as “UCF01”.
4. Under the “Journal ID” field, enter the JID associated with your journal.
5. Fill the “Source Field” as “IDI”.
6. Click *Search* in the bottom left corner of the form screen.
7. “No matching values were found.” Will appear directly below the search button if there are no journals that match the criteria specified.
8. If it is valid, it will take you to the Editing area of the Journal where most information about it can be obtained.



UCF Financials

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

**Create/Update Journal Entries**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = UCF01

Journal ID: begins with 2401050499

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: = IDI

User ID: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

**For Offline Journal Entries**

**Processing**

Please visit the following website ([http://www.financials.ucf.edu/Helpful\\_Resources/Helpful\\_Resources.cfm](http://www.financials.ucf.edu/Helpful_Resources/Helpful_Resources.cfm)) which is located under the Accounting subsection of the Forms section of the F&A website for instructions on how to download the offline Journal Entry forms to your computer. In addition to this F&A has provided a detailed manual on how to prepare the Off-Line Journal entry.

Once the Off-Line Journal Entry has been prepared and saved, please forward the file to Ashley Hilyer (Ashley.hilyer@ucf.edu) in the COS Dean’s Office for review. You should explain the transaction in the email.

**Checking Status**

1. **Navigation:** General Ledger > Review Financial Information > Journals
2. **Return Users** should click search and select “INQUIRE” from the list (or whatever you called it the first time) and proceed to step # 7.
3. **For the first time** visiting the Journal Criteria section you will need to add search criteria.
4. Click the “Add new value” tab. Name it “INQUIRE” (or any name you will remember)
5. Then click the “Add” button.
6. On the next screen (right) complete the following fields:
  - a. **Unit:** UCF01
  - b. **Ledger:** ACTUALS
  - c. **Year:** “current fiscal year” – this year is 2014
  - d. **From:** 1
  - e. **To:** 12
7. Then click save.
8. Type the journal number in the journal ID field.
9. Then click the search button in the bottom left corner of the Journal Criteria section.
10. If no match is found, it will give you an error message.
11. **When a match** a section called journals will be added to the screen
12. Within this added box you can find a short description of the transaction.
13. If it is not a HR Journal a groupwise ID will be the first ‘word’ of the description. You can email the journal number and ask for more information.

