GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AP.090.030 – REVIEWING JOURNAL DETAIL FOR A GL JOURNAL

Purpose	• To review journal detail information for an AP General Ledger journal.
Description	Users can view the journal information by journal line. This includes the Voucher ID, Voucher Description, and Voucher Accounting Entries.
Security Role	**BOR_AP_INQUIRY**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review journal detail information:

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** link.
3.	Click the **Accounts Payable** link.
4.	Click the **Review Accounts Payable Info** link.
5.	Click the **Vouchers** link.
6.	Click the **Journal Drill Down** link.
7.	Enter a Business Unit in the **Business Unit** field.
8.	Enter a Journal ID in the **Journal ID** field.
9.	Click the **Search** button.
10.	Use the Drill to Source page to review the journal detail for a general ledger journal. Users can view the journal information by journal line. The Voucher Information tab displays the voucher ID and description of the voucher with which this journal line is associated.

Step	Action
11.	Users can either click the **GL Journal** link to view the entire journal entry to which this line belongs. Alternately, users can click the **Voucher ID** link to access the Voucher Accounting Entries page to view accounting details for the voucher.