# Find a Financial Journal (Inquiry)

1. Click the **General Ledger** link.

2. Note the **Review Financial Information** folder. Click the **Journals** button.

3. **Decision:** Please make a selection from the options listed below.
   - This is my first time using this feature - Add Run Control
     Go to step 4 on page 1
   - I’ve used this feature before - Find Existing Run Control
     Go to step 21 on page 2

4. Click the **Add a New Value** tab.

5. Enter the desired information into the **Inquiry Name** field. Enter a valid value e.g. "FJ-INQ".
   
   This is the name of your Run Control for Journal Inquiry. You will use it each time you inquire on a journal, so name it something generic.

6. Click the **Add** button.

7. Press **[Tab]**.

8. Click the **Look up Ledger (Alt+5)** button.

9. For Financial Journal Inquiry, the Ledger will always be **ACTUALS**.
   
   Click ACTUALS in the **Search Results** table.

10. Press **[Tab]**.

11. Enter the desired information into the **Year** field. Enter a valid value e.g. "2005".

12. Press **[Tab]**.

13. In our example, the journal we are looking for has a July date, so it is in Period 1.
   
   Enter the desired information into the **From Period** field. Enter a valid value e.g. "1".

14. Press **[Tab]**.

15. Enter the desired information into the **To Period** field. Enter a valid value e.g. "1".

16. Press **[Tab]**.
17. In our example, we know the complete Journal ID. If you only knew a portion of it, you could enter the beginning and click the Lookup glass for a list of journals. Enter the desired information into the Journal ID field. Enter a valid value e.g. "CPARS58857".

18. Click the Search button.
Your search will run and your criteria will be saved with your Run Control.

19. A list of journals matching your search criteria appears. In our example, we want to view the first journal in the list, dated 07/19/2004. Click the Journal ID link.

20. **End of Procedure.** Remaining steps apply to other paths.

21. If you don't remember the name of your Run Control, click the Search button and select the appropriate one from the list. Enter the desired information into the Inquiry Name field. Enter a valid value e.g. "FJ-INQ".

22. Click the Search button.

23. Your Run Control stores the last search criteria you used. Change Business Unit, if desired. Press [Tab].

24. Remember that the Ledger for Financial Journal Inquiry is always ACTUALS. Press [Tab].
Go to step 11 on page 1