

Cardinal Journal Inquiry

Journal Criteria A

Inquiry: TEST

*Unit: 15100

*Ledger: ACTUALS

*Year: 2013

*From Period: 4

*To Period: 4

Suspense Status: []

Journal ID: []

Date: []

Status: []

Source: AP

Currency: USD

Stat: []

Document Type: []

User: []

Document Sequence: []

Sort By: Journal Id

Max Rows: 100

Attachment Exist: []

Buttons: Search, Delete, Clear

Journals C

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00010832 B	10/03/2012	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	10/03/2012	Accounts Payat
AP00011486	10/23/2012	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	10/23/2012	AP Payments

A – Inquiries allow you to retrieve data based upon criteria you enter on the inquiry page in Cardinal. Certain criteria fields are mandatory and are marked with an asterisk (*). Additional fields may also be entered (those not marked with an asterisk) to narrow your search results.

B – Your search results are displayed in the lower half of the screen. Inquiries allow you to drill down to the accounting detail by clicking the link displayed in your search results.

C – Search results may be exported to an excel spreadsheet by clicking the spreadsheet icon.