

Review Journal Status

The purpose of this job aid is to explain how to review journal a status

1. Begin by navigating to

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

Find an Existing Value

Search Criteria

Business Unit = UTARL

Journal ID begins with 0000199440

Journal Date =

UnPost Sequence =

Document Sequence Number begins with

Journal Header Status =

Search Clear Basic Search Save Search Criteria

NavBar → Menu → Financials → General Ledger → Journals → Process Journals → Review Journal Status.

2. Enter the **Journal ID** to review.
3. Click **Search**.

The Journal Header page is displayed, or if multiple results, select from the list. This section provides the following information:

Journal Header | Journal Lines

Unit UTARL Journal ID 0000199440 Journal Date 05/31/2019

Fiscal Year 2019 Source IDT Process Instance 5750529

Accounting Period 9 Reference Number Status: Valid

Ledger Group ACTUALS Ledger Budget Status: Valid

Long Description Gasoline Fuel charges

Journal Line Totals

Lines	Debits	Credits
4	1,200.00 USD	1,200.00 USD

Commitment Control Amount Type

Amount Type Actuals and Recognized Override N

User

Save Return to Search Notify

Journal Header | Journal Lines

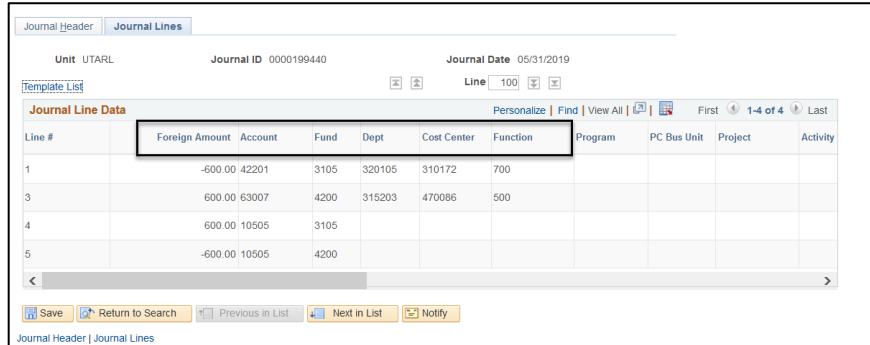
- A. Purpose for the journal.
- B. Fiscal Year and Accounting Period (e.g. 6 = Feb) when the journal was created.
- C. Journal and Budget Status (e.g. **Valid, Posted**, etc.).

- D. Total number of lines in the journal entry.
- E. Total amounts of the debits and credits.

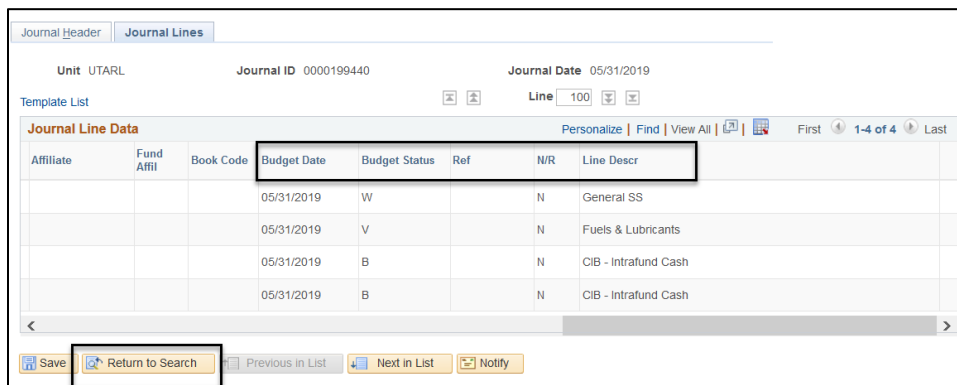
4. Click the **Journal Lines** Tab.

This displays the revenue and expense amounts, account, and chartfield values.

- 5. Scroll Right to see the status, and journal descriptions.



Line #	Foreign Amount	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
1	-600.00	42201	3105	320105	310172	700				
3	600.00	63007	4200	315203	470086	500				
4	600.00	10505	3105							
5	-600.00	10505	4200							



Journal Status Codes

- N = Journal created, not edited, cannot be posted
- V = Journal passed editing, ready for posting
- E = Journal edited, contains error
- P = Journal posted to general ledger

Budget Status Codes

- N = Journal created, not budget checked
- V = Journal passed budget checking, ready for posting
- E = Journal edited, failed budget checking

6. Click **Return to Search** to go back and search a different Journal line.