

Review a Journal Status Job Aid

The purpose of this job aid is to explain how to how to review a Journal Entry and see its status in the workflow.

1. To view a created Journal status, navigate to **NavBar > Menu > Financials > General Ledger > Journals > Process Journals > Review Journal Status.**
2. Enter the **Journal ID** to review.
3. Click **Search.**

Review Journal Status

Find an Existing Value

▼ Search Criteria

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

Recent Searches Choose from recent searches [dropdown] [edit]

Saved Searches Choose from saved searches [dropdown] [edit]

*Business Unit [dropdown] UTARL [search icon]

Journal ID [begins with] 0000794407 [search icon]

Journal Date [dropdown] [calendar icon]

UnPost Sequence [dropdown]

Document Sequence Number [begins with]

Journal Header Status [dropdown]

^ Show fewer options

Search [highlighted] Clear Save Search

4. Select the Journal from results below.

▼ Search Results

1 rows - Business Unit "UTARL" Journal ID "0000794407"

View All [dropdown] First 1 of 1 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
UTARL	0000794407	06/17/2024	0	(blank)	Valid	Valid	ACTUALS >

The **Journal Header** page is displayed.

Journal Header [highlighted] Journal Lines

Unit UTARL Journal ID 0000794407 Journal Date 06/17/2024

Fiscal Year 2024 Source IDT Process Instance 13945928

Accounting Period 10 Reference Number Status: Valid

Ledger Group ACTUALS Ledger Budget Status: Valid

Long Description [text area]

Journal Line Totals

Lines	Debits	Credits
2	200.00 USD	200.00 USD

This section provides the following information:

- A. Fiscal Year and Accounting Period (e.g. 6 = Feb) when the Journal was created.
 - B. Journal and Budget Status (e.g. **Valid**, **Posted**, etc.).
 - C. Purpose for the Journal.
 - D. Total number of lines in the Journal entry.
 - E. Total amounts of the debits and credits.
5. Click the **Journal Lines** Tab.

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

Line #	Foreign Amount	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit
1	-200.00	42201	3105	320000	310105	700		
2	200.00	63007	3105	320406	310174	800		

6. Scroll Right to see the Budget Date, Budget Status, and Journal descriptions (Lines Descr).

Journal Header | Journal Lines

Unit UTARL Journal ID 0000794407 Journal Date 06/17/2024

Template List Line 100

Journal Line Data Personalize | Find | View All | First 1-2 of 2

ChartField 2	ChartField 3	Oper Unit	Product	Book Code	Budget Date	Budget Status	Ref	N/R	Line Descr
					06/17/2024	V		N	General SS
					06/17/2024	V		N	Fuels & Lubricants

Budget Status Codes

N = Journal created, not budget checked

V = Journal passed budget checking, ready for posting

E = Journal edited, failed budget checking

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

