Review Journal Status

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

1. Begin by navigating to

\[ \text{NavBar} \rightarrow \text{Menu} \rightarrow \text{Financials} \rightarrow \text{General Ledger} \rightarrow \text{Journals} \rightarrow \text{Process Journals} \rightarrow \text{Review Journal Status} \]

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:

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.
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.