Job Aid

Review Journal Status

The purpose of this job aid is to explain how to:

1. Begin by navigating to **Main Menu**→**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:

- **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.