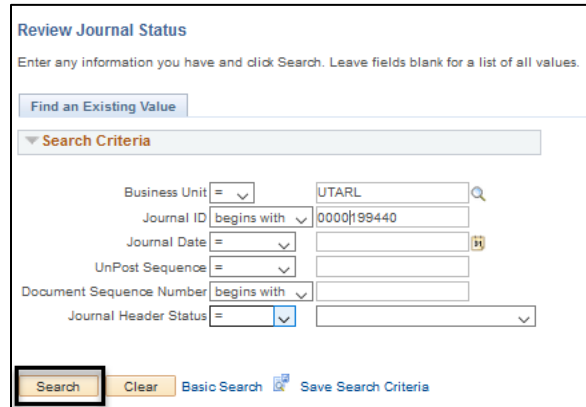


Review Journal Status

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

1. Begin by navigating to **NavBar**→**Navigator**→**Financials**→**General Ledger**→**Journals**→**Process Journals**→**Review Journal Status**.
2. Enter the **Journal ID** to review.
3. Click **Search**.



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 =

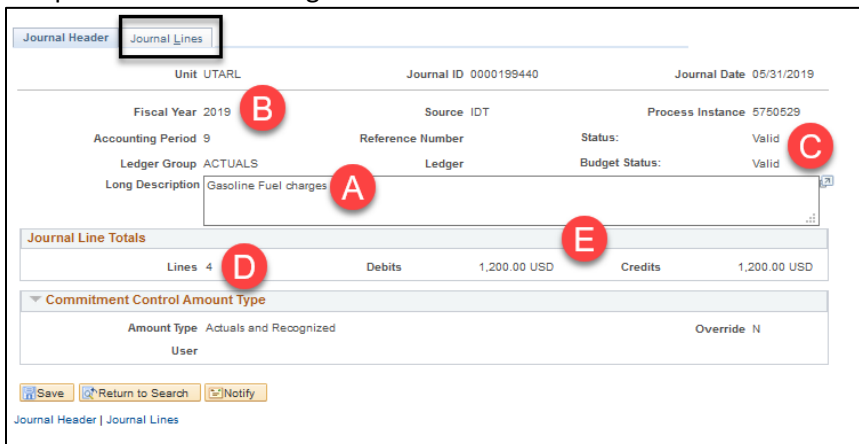
UnPost Sequence =

Document Sequence Number begins with

Journal Header Status =

Search Clear Basic Search Save Search Criteria

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 4	Debits 1,200.00 USD	Credits 1,200.00 USD
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Commitment Control Amount Type

Amount Type Actuals and Recognized Override N

User

Save Return to Search Notify

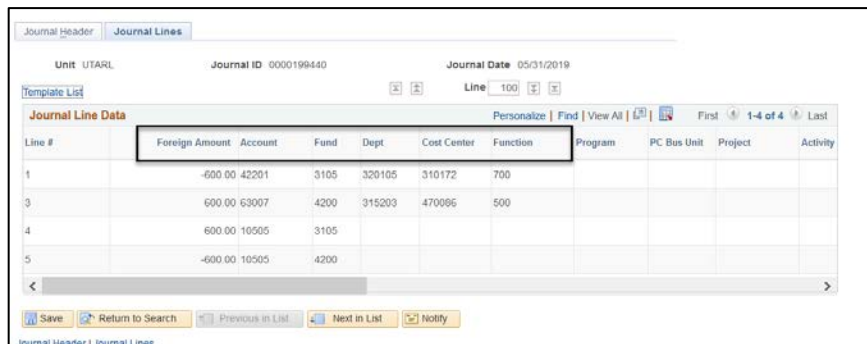
Journal Header | Journal Lines

- 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.



Journal Header | **Journal Lines**

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

Template List Line: 100

Journal Line Data

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	470096	500				
4	600.00	10505	3105							
5	-600.00	10505	4200							

Save Return to Search Previous in List Next in List Notify

Journal Header | Journal Lines

Journal Header		Journal Lines					
Unit	UTARL	Journal ID	0000199440				
		Journal Date	05/31/2019				
Template List							
Line 100							
Journal Line Data							
Affiliate	Fund Affil	Book Code	Budget Date	Budget Status	Ref	NIR	Line Descr
			05/31/2019	W		N	General SS
			05/31/2019	V		N	Fuels & Lubricants
			05/31/2019	B		N	CIB - Intrafund Cash
			05/31/2019	B		N	CIB - Intrafund Cash
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>							

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.