



Managing Journal Entries

Managing Journal entries involves several processes:

- Reviewing and Correcting Edit Check and Budget Check Errors
- Updating a Manual Journal
- Deleting a Journal
- Posting a Journal

Navigation Note: Please note there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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General Ledger Job Aid

GL332_Managing Journal Entries

Revision History

Revision Date	Summary of Changes
2/17/2025	Baseline



Reviewing and Correcting Edit Check and Budget Check Errors

When a Journal is created, the Journal needs to run throught the "Edit Journal" process. During this process, the individual data values and data combinations are checked to confirm if the Journal meets all of the requirements for a valid Journal. If successful, the **Journal Status** and **Budget Status** fields will update from a status of "N" (No Status - Needs to be Edited) to a status of "V" (Valid). If unsuccessful, the status of "N" (No Status - Needs to be Edited) will change to a status of "E" (Error). Journals will not be able to be submitted until the error(s) are corrected and both the **Journal Status** and **Budget Status** fields have a status of "V" (Valid). In the scenario covered in this Job Aid, the Journal will encounter both an Edit check and Budget Check error.

Step Action

This Job Aid starts on the **Lines** page for a Journal that has been completed and is ready to be Edit checked. Currently, the **Journal Status** field and **Budget Status** field both have a status of "N" (No Status - Needs to be Edited).

	Header L	ines To	otals <u>E</u> rrors	General Ledger										
	Unit	15100 Template L		Journal ID 000	2753495 ch Criteria				2/12/2025 nange Valu	es		Errors Or View Audit Lo	-	
		Inte	r/IntraUnit	*Process Edit	Journal 🔓		~		Pro	cess			Line	10 🐺 🖭
	The Lines										F	ersonalize	Find 🖪	
	Select	Line	*Unit	*Ledger	SpeedType		Account		Fund	F	rogram	Department	t	Cost Cente
		1	15100	Q ACTUALS		Q	5012740	Q	01000	Q [37001	95400	٩	
		2	15100	Q ACTUALS		Q	5012750	Q	01000	Q [24001	L	Q	
			4											Þ
	Lines to a	dd 1	+ -											
	▼ Totals							Pe	ersonalize	Find	View All 🛛 🖓 📗	First	🕢 1 of 1	Last
	Unit	Total Lin	es		Total Debits				Tota	I Credit	s Journal Status	B	Budget Stat	us
	15100	2			60,000,000.00)			60,00	0,000.0	0 N		Ν	
•	The P	roce	ss field	d defaults t	o "Edit Pro	ces	ss". C	lick	the F	Pro	cess bu	tton to	o run	the Edi
			ss field Edit Jour		o "Edit Pro	ces	ss". C		the F	Pro		tton to	o run	the Edi
2.	*Proc	ess [ssage	Edit Jou				``	/			Pro		o run	the Edi



Action Step The Lines page refreshes. The Journal Status field has a status of "E" (Error). Note that the Budget Status field still has a status of "N" (No Status - Needs to be Edited). If the Journal does not pass Edit check, the Budget check process will not automatically run after the Edit check completes. When the "Edit Journal" process runs and completes successfully (no Errors), Cardinal automatically runs the "Budget Check" process. Main Menu 🔻 Favorites -B Header Lines Totals Errors Approval Journal ID 0002753495 Unit 15100 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal ~ Process Line 10 🐺 🗵 Personalize | Find | 🔁 | 🔜 Lines Select Line Error *Unit *Ledger SpeedType Account Fund Department Program \Box 15100 Q ACTUALS Q 5012740 Q 01000 Q 737001 Q 95400 \Box 15100 Q ACTUALS Q 5012750 Q 01000 Q 724001 Q 2 х Q _____ Þ Lines to add 1 🛨 🖃 Totals Personalize | Find | View All | 🔄 | 🔣 First 🕢 1 of 1 🕟 Last Journal Status Total Credits Unit Total Lines **Total Debits Budget Status** 15100 2 60.000.000.00 60.000.000.00 Е Ν 🔚 Save 🔯 Return to Search 🔛 Notify 🤗 Refresh 🛃 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 3. Click either the Errors tab or the E link in the Journal Status field to review the error. Errors Lines Totals Approval Header Journal Status E



Favorites		Errors Approva	_	Journa	3 * /	Journal	ntry
	Init 15100	Errors Approva	Journal ID	0002753	495		Date 02/12/2025
Thea	der Errors						Personalize Find 🔃 📑 First 🕢 1 of 1 🕟 Las
Unit	Field Name		Field Long Na	ame	Set	Msg	Message Text
15100	JRNL_HDR_STAT	rus	Journal Hea	der Status	5860	53	Journal line errors exist for this header.
The Line	Errors						Personalize Find 🖉 🌉 🛛 First 🕢 1 of 1 🕟 Last
Line #	Field Name	Field Long Nan	ne Se	et N	lsg	Message Te	ext
2	ACCOUNT	Account	96	300 3	1	Combo err	or for fields Account/Fund/Department in group DEPTREQ.
Rave Header Li	Return to Searc		C Refresh				💽 Add 🖉 Update/Display



Step Action

Review the **Lines** section and review the ChartFields values for the applicable Journal Line(s) (in this scenario, the **Department** field is blank. The **Department** field is a required field when creating a Journal).

, [Favorites •	Main Me	enu 🕶 🔅	General Ledger -	> Journals -	> Journal Entry -	> (reate/Update	e Journal Entries					1
	Header Lines Totals Errors Approval													
	Unit 15100 Journal ID 0002753495 Template List Search Criteria							Date 02/12/2025 Change Values			Ciew Audit Logs			
	▼ Lines	Intern	InitaOffic	Process	Edit Journal		~		Process			sonalize Find		
		Line	Error	*Unit	*Ledger	SpeedType		Account	Fund	1	Program		partment	
		1		15100 Q	ACTUALS		Q	5012740	Q 01000	Q	737001	Q 95	400 Q	
		2	х	15100 Q	ACTUALS		Q	5012750	م 01000	٩	724001	Q		
	Lines to add	i 1	•										4	
	▼ Totals							Perso	onalize Find Vi	ew All	2 🔜	First 🕢	1 of 1 🕟 Last	
		Total Lines	5		Т	otal Debits			Total Credits	Journal			et Status	
	15100	2			60,0	000,000.00			60,000,000.00	E	=		Ν	
		Return to		Notify 2 Refre	esh							Add 🔎 U	pdate/Display	
L	Header Lines 1	Iotals Erro	ors Approva	1										
5.	Enter o Line.	or se	lect th	ne applica	ble Dep	artment ir	n th	e Dep	artmen	t fiel	ld foi	r the ap	oplicable	Journal
	✓ Lines												onalize Find	
	Select	Line	Error	*Unit	*Ledger	SpeedType			ccount	Fun		Program	Depart	
		1	x	15100						Q 010		737001	Q 9540	
		Z	^	15100					5012750	Q 010	00 0	724001	QQ	
6.	Click tl	he S a	ave b	utton.										
	🖪 Sa		₫ R	eturn to Sea	arch	Notify	8	Refresh						
	I 38	ive					R.	Reliesi	·					
A Messag	je displa	ays ir	n a po	p-up wind	dow con	firming th	e sa	ave ac	tion.					
				Μ	essage									
					_									
				Jou	urnal 0002	2753495 is s	save	d. (521	0,6)					
					OK									
				<u> </u>										
7.	Click tl	he O	K but	ton.										
	C	ЭK												



Step Action The Lines page redisplays. Since an update was made, the Journal Status field updates back to "N" (No Status - Needs to be Edited). Favorites Main Menu General Ledger Journals Journals Create/Update Journal Entries Header Lines Totals Errors Approval Journal ID 0002753495 Date 02/12/2025 Unit 15100 Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal ~ Process **X** Line 10 🐺 🗵 Personalize | Find | 💷 | 🔜 Lines Select Line Error *Unit *Ledger SpeedType Account Fund Program Department 5012740 \square Q 01000 Q 737001 1 15100 Q ACTUALS Q 95400 Q Q х 15100 Q ACTUALS 5012750 Q 01000 Q 724001 Q 95400 C 2 Lines to add 1 🛨 🖃 🗐 Personalize | Find | View All | 💷 | 🔜 Totals First (1 of 1 (1) Last Unit Total Lines Total Debits Total Credits Journal Status Budget Status 60,000,000.00 60,000,000.00 15100 2 Ν Ν 🔚 Save 🔯 Return to Search 🖃 Notify 📿 Refresh 🛃 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 8. Next, run the Edit Check again. The **Process** field defaults to "Edit Journal". Click the **Process** button to run the Edit check. *Process Edit Journal ¥ Process 9. A **Message** displays in a pop-up window. Click the **Yes** button. Message Would you like to wait for confirmation that the Edit process has completed? (5010,465) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal. Yes No



Action

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Step The Lines page redisplays. In this scenario, the Journal Status field now has a status of "V" (Valid). This means that the Edit check completed with no errors and Cardinal automatically ran the Budget check. However, the Budget Check did not complete successfully and therefore, the Budget Status field now has a status of "E" (Error). Favorites • Main Menu • Header Lines Totals Errors Approval Journal ID 0002753495 Unit 15100 Date 02/12/2025 Errors Only Search Criteria Change Values Template List View Audit Logs Process Inter/IntraUnit *Process Edit Journal ~ ▲ ▲ Line 10 🐺 🗵 Personalize | Find | 🗾 | 📑 The Lines SpeedType Select Line *Unit *Ledger Account Fund Program Department Cost Cente Q 5012740 15100 Q ACTUALS 1 Q 01000 Q 737001 Q 95400 Q Q ACTUALS Q 2 15100 5012750 Q 01000 Q 724001 Q 95400 Q 4.0 Lines to add 1 🛨 🖃 ▼ Totals Personalize | Find | View All | 🔄 | 🔜 First 🕚 1 of 1 🕟 Last Unit Total Lines Total Debits Total Credits Journal Status Budget Status 15100 2 60,000,000.00 60,000,000.00 v F 🔚 Save 🔯 Return to Search 🖹 Notify 🔗 Refresh 📑 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 10. Click E link in the Budget Status field. **Budget Status** Е



Step Action

A new **Journal** tab opens in the web browser and the **Line Exceptions** tab displays for the Journal. Review the message in the Exception field for the Journal Line(s) that did not pass Budget Check. In this scenario, both Journal Lines 1 and 2 failed Budget check because the amounts exceeded the Budget tolerance for the defined ChartFields combination.

GL Jou	rnal Exceptio		Unit 15100	Journal ID 0002753495 周	Journal Date	02/12/2025	
Se	*Exceptio Maximur arch	on Type Error n Rows 10	~	Override Transaction More Budgets Exist Advanced Budget Criteria	1	R	
	ets with Exc			Personaliz	e Find View All	2 🔜 F	irst 🕢 1-2 of 2 🕑 Last
Budg	et Override Details	Budget <u>C</u> hart	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Ð	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail		Go To 🗾
2	⊕ _	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail		Go To 📕
Click	al Exceptions	Line Exception:		nal Entries tab in th	ne web bro	wser to	return to the .



Step	Action
The Lines	s tab redisplays.
	Favorites ▼ Main Menu ▼ > General Ledger ▼ > Journals ▼ > Create/Update Journal Entries 12
	Header Lines Iotals Errors Approval
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs
	Inter/IntraUnit *Process Edit Journal · Process · Proces
	Versonalize Find [2] [] Select Line 'Unit 'Ledger SpeedType Account Fund Program Department Cost Center
	1 15100 Q ACTUALS Q 5012740 Q 01000 Q 737001 Q 95400 Q
	2 15100 Q ACTUALS Q 5012750 Q 01000 Q 724001 Q 95400 Q
	Lines to add 1 + III
	▼ Totals Personalize Find View All 🖉 🔡 First 🚯 1 of 1 🛞 Last
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status
	15100 2 60,000,000.00 60,000,000.00 V E In Save Im Return to Search Im Notify Im Refresh Im Add Im Update/Display
	Reader Lines Totals Errors Approval
	Review the Amount field for the Journal Line(s) that failed Budget check (in this scenario, the dollar amount entered was \$60,000,000.00 and the dollar amount should be \$6,000.00).
A	Select Line Subcategory Affiliate Fund Affiliate Amount Stat Stat Amt Reference Journal
	Lines to add 1 + -
	Totals Personalize Find View All 🔄 📑 First 🚯 1 of 1 🕟 Last
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status
	15100 2 60,000,000.00 C E
	Refresh Dynamic Search Dynamic Searc
	If the amount(s) were correct, contact the Agency Fiscal Officer to determine the applicable corrective action.
12.	Update the amount in the Amount field for each applicable Journal Line.



General Ledger Job Aid

Step	Action								
13.	Click the S	ave butt	ton.						
	🔚 Save 🔯 Return to Search 🖹 Notify								
A Messa	ge displays i	n a pop-	up window	confirr	ning that	the Jour	rnal is sav	ed.	
			Mess	age					
			Journal	000275	3495 is sav	/ed. (5210	0.6)		
			0	K)					
14.	Click the C	K butto	n to close t	he Mes	sage.				
					U				
	OK								
The Line	s page redis	plays. S	Since an up	date w	as made,	both the	e Journa l	Status and Budget Stat	us
								-	u 0
fields upd	ate back to '	'N" (No \$	Status - Ne	eds to		d).			40
fields upd	ate back to ' Favorites ▼	•					Journal Entries		40
fields upd	Favorites - Main M	enu → Gi			be Edited	•	Journal Entries		
fields upd	Favorites V Main M Header Lines Tot Unit 15100	enu → Gi als Errors d	eneral Ledger > Jo Approval Journal ID 0002753	urnals ▼ >	be Edited	Create/Update J Date 02/12/	/2025	Errors Only	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis	enu → Gi als Errors d	Approval Journal ID 0002753 Search C	urnals 🔹 > 495 iteria	be Edited	Create/Update J Date 02/12/ Change		View Audit Logs	
fields upd	Favorites ▼ Main M Header Lines Iot Unit 15100 Template Lis Inter/	enu → → Gi als <u>E</u> rrors <u>/</u>	eneral Ledger	urnals 🔹 > 495 iteria	be Edited	Create/Update J Date 02/12/	/2025 e Values	View Audit Logs	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis	enu → → Gi als <u>E</u> rrors <u>/</u>	Approval Journal ID 0002753 Search C	urnals	be Edited	Create/Update J Date 02/12/ Change	/2025 e Values Process	View Audit Logs	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis Inter/ Tot	enu → Gi als Errors / t IntraUnit	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process [Edit Jour	urnals	be Edited	Create/Update J Date 02/12/ Change	/2025 e Values Process	View Audit Logs	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis Inter/ Inter/ ▼ Lines Select	enu	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affiliat	urnals	be Edited	Create/Update J Date 02/12/ Change	/2025 e Values Process	View Audit Logs Image: Constraint of the second	
fields upd	Favorites Main M Header Lines Tot Unit 15100 Template Lis Select Line 1	enu V > Gi als Errors 2 st IntraUnit Affiliate	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour	495 iteria nal	Journal Entry ->	Create/Update J Date 02/12/ Change	/2025 e Values Process	View Audit Logs Image: Comparison of the comparison o	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines Interf Select Line 1 2	enu V > Gi als Errors / t IntraUnit Affiliate	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour	495 iteria nal	Journal Entry ->	Create/Update J Date 02/12/ Change Stat A	/2025 e Values Process	View Audit Logs Line 10 F Personalize Find 3 Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvc	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼Lines Inter/ Select Line 1 2 Lines to add 1	enu V > Gr als Errors 2 at IntraUnit Affiliate Q V V	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour	495 iteria nal	be Edited Journal Entry → → Int 6,000.00	Create/Update J Date 02/12/ Change Stat A	2025 e Values Process	View Audit Logs Line 10 F Personalize Find 3 Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvc	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines Inter/ ▼ Lines 1 □ 1 2 Lines to add 1 ▼ Totals	enu V > Gr als Errors 2 at IntraUnit Affiliate Q V V	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour	urnals	be Edited	Create/Update J Date 02/12/ Change Stat A	2025 e Values Process	View Audit Logs	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines Inter/ Select Line □ 1 □ 2 Lines to add 1 ▼ Totals Unit Unit Total Line 15100 2 Image: Save Image: Return to total Line	enu V > Gi als Errors 2 tt IntraUnit Q Affiliate Q V V V V Search V V No	Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affillat	urnals	be Edited	Create/Update J Date 02/12/ Change Stat A	2025 e Values Process umt Reference halize Find View All Total Credits Jour	View Audit Logs Line 10 First (10) 10 10 First (10) 10 Last Mail Status Budget Status	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines Line 1 ○ 1 2 Lines to add 1 ▼ Totals Unit Unit Total Line 15100 2	enu V > Gi als Errors 2 tt IntraUnit Q Affiliate Q V V V V Search V V No	Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affillat	urnals	be Edited	Create/Update J Date 02/12/ Change Stat A	2025 e Values Process umt Reference halize Find View All Total Credits Jour	View Audit Logs Line 10 Y Y Personalize Find 3 # Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvc K First 1 0 1 Last Budget Status N N N N	
	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines Inter/ ▼ Lines 1 □ 1 2 Lines to add 1 ▼ Totals Unit Total Line 15100 2 Image: Save Image: Return to Header Lines Totals Err	enu	eneral Ledger → > Jo Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affiliat Q Q Diffy 2 Refresh	Aurnals	be Edited	Create/Update J Date 02/12/ Change Stat A	2025 e Values Process umt Reference halize Find View All Total Credits Jour	View Audit Logs Line 10 Y Y Personalize Find 3 # Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvc K First 1 0 1 Last Budget Status N N N N	
fields upd	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines 1 ○ 1 ○ 2 Lines to add 1 ▼ Totals Unit Unit Total I Line 15100 2 Image: Save Image: Return to Header Lines Totals Err Next, run t	enu V > Gi als Errors 2 tt IntraUnit Affiliate Q V M M Search ENK Search ENK	Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affiliat	Aurnals	be Edited	Create/Update J Date 02/12/ Change V Stat A	/2025 e Values Process umt Reference balize Find View All Total Credits Jour 6,000.00	View Audit Logs Line 10 Y Y Personalize Find 2 Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvcs First 1 of 1 Last nal Status N N Add Dydate/Display	
	Favorites ▼ Main M Header Lines Tot Unit 15100 Template Lis ▼ Lines 1 ○ 1 ○ 2 Lines to add 1 ▼ Totals Unit Unit Total I Line 15100 2 Image: Save Image: Return to Header Lines Totals Err Next, run t	enu V > Gi als Errors 2 tt IntraUnit Affiliate Q V M M Search ENK Search ENK	Approval Journal ID 0002753 Search C *Process Edit Jour Fund Affiliat	Aurnals	be Edited	Create/Update J Date 02/12/ Change V Stat A	/2025 e Values Process umt Reference balize Find View All Total Credits Jour 6,000.00	View Audit Logs Line 10 Y Y Personalize Find 3 # Journal Line Description Computer Hardware Maint Srvc Computer Software Maint Srvc K First 1 0 1 Last Budget Status N N N N	



Step	Action
16.	A Message displays in a pop-up window. Click the Yes button.
	Message
	Would you like to wait for confirmation that the Edit process has completed? (5010,465)
	Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.
	Yes No
The Line	
	s page redisplays and the Journal Status and Budget Status fields update from "N" (No edds to be Edited) to "V" (Valid).
l	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries
l	Header Lines Iotals Errors Approval
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs
	Inter/IntraUnit *Process Edit Journal Process Edit Line 10 Y V Lines Personalize Find @
	Select Line Affiliate Fund Affiliate Amount Stat Stat Amt Reference Journal Line Description 1 1 0 0 6,000.00 0 Computer Hardware Maint Struct
	2 Q Q -6,000.00 Q Computer Native Maint Structure
	Lines to add 1 + -
	▼ Totals Personalize Find View All □ □ First ④ 1 of 1 ⊕ Last Unit Total Lines Total Debits Total Credits Journal Status
	15100 2 6,000.00 6,000.00 V V
	Return to Search Notify Refresh Header Lines Totals Errors Approval
17.	Click the Save button.
	Save 🔯 Return to Search 🔄 Notify
A Messag	e displays in a pop-up window confirming that the Journal is saved.
	Message
	Journal 0002753495 is saved. (5210,6)
	OK
	The Journal can now be submitted for approval. For further information on submitting a
	Journal for approval, see the Job Aid titled GL332_Processing Manual Journal Entries . This Job Aid can be found on the Cardinal website in Job Aids under Learning .



Updating a Manual Journal Entry

After a Journal entry is created and before it is approved, changes can be made to the Journal entry. Also, if the Journal entry fails the Edit check process and/or the Budget check process, the user will have to make the necessary corrections before the Journal entry can be submitted for approval and posted. See the section above titled <u>Reviewing and Correcting Edit Check and Budget Check Errors</u> for more information related to errors. This section focuses on how to update or complete an Incomplete manual Journal entry before submitting it for approval.

Step	Action						
1.	Navigate to the Create/Update Journal Entries page using the following path:						
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journ Entries						
The Crea	te/Update Journal Entries Add a New Value page displays.						
[Favorites - Main Menu - > General Ledger - > Journals - > Journal Entry - > Create/Update Journal Entries						
	Create/Update Journal Entries						
	Add a New Value						
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 01/07/2025 63 Add						

2. Click the **Find an Existing Value** button.



Step	Action
The Crea	te/Update Journal Entries Find an Existing Value page displays.
Fa	vorites • Main Menu • > General Ledger • > Journals • > Journal Entry • > Create/Update Journal Entries
Cre	ate/Update Journal Entries
	Find an Existing Value Add a New Value Add a New Value Add a New Value Add a
	PRecent Searches Choose from recent searches V 🖉 🖓 Saved Searches Choose from saved searches V
	Business Unit = v
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
3.	Click the Clear button to clear the defaulted search criteria.



Step	Action
The Crea	te/Update Journal Entries Find an Existing Value page refreshes.
	Favorites Main Menu General Ledger Journals Journal Entry Create/Update Journal Entries
c	reate/Update Journal Entries
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V R Saved Searches Choose from saved searches V
	Journal ID [begins with v] Journal Date = v [j] Document Sequence Number [begins with v]
	Journal Header Status = V Budget Checking Header Status = V
	Source = v Q User ID (begins with v) Q
	Attachment Exist [= v v v v v v v v v v v v v v v v v v
	Case Sensitive
	Search Clear
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit = V 15100
	Journal ID begins with
	Journal Date = V
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be updated).
	Business Unit
	Journal ID begins with V 0002753471 Journal Date = V B
	Information can be entered into any of the other search fields to help locate the Journal entry
	to be updated.
6.	Click the Search button.
	Search



Step	Action	
The Head	der page displays.	
	Favorites Main Menu General Ledger Journals Journal Entry	Create/Update Journal Entries
	Header Lines Totals Errors Approval	
	Unit 15100 Journal ID 0002753471	Date 01/07/2025
	Long Description Correct distribution for office expenses.	<u>م</u>
	213 characters remaining	
		ntry Non-Adjusting Entry
	Ledger Fiscal Y	
		riod 7
		Date 01/07/2025
	Journal Class	
	Transaction Code GENERAL	Auto Generate Lines
	SJE Type	Save Journal Incomplete Status Autobalance on 0 Amount Line
	Currency Defaults: USD / CRRNT / 1	
	Attachments (0) Commitment Control	ОСТА
	Reversal: Do Not Generate Reversal	
	Entered By V_TRN_FINUSER001	V_TRN_FINUSER001
	Entered On 01/09/2025 12:07:21PM	
	Return to Search E Notify € Refresh	🛃 Add 🖉 Update/Display
l	Header Lines Totals Errors Approval	
7.	Make the necessary updates to the fields on the Hea	der tab or the Lines tab.
	Header Lines Totals Errors Approval	
8.	Click the Save button after making the updates to the	e Journal.
	Refrest	h
i	After saving the Journal, the Edit Journal, Submit Journal, must be completed.	urnai, and Approve Journal processes
	To complete these processes, refer to the Processing	a Manual Journal Entry section of this
	Job Aid.	



Deleting a Journal

There are times when a Journal ID is created and it needs to be deleted. Follow the steps below to delete a Journal ID.

Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path:
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
The Crea	te/Update Journal Entries Add a New Value page displays.
	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries
	Create/Update Journal Entries
	Add a New Value
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 01/07/2025
2.	Click the Find an Existing Value button.
	Q Find an Existing Value



Step	Action
The Crea	ate/Update Journal Entries Find an Existing Value page displays.
F	avorites • Main Menu • > General Ledger • > Journals • > Journal Entry • > Create/Update Journal Entries
Cr	eate/Update Journal Entries
	Find an Existing Value → Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches Image: Choose from searches Image: Choose from searches
	Business Unit = v Journal ID begins with v Journal Date = v Document Sequence Number begins with v Line Business Unit = v Journal Header Status = v Budget Checking Header Status = v Source = v User ID begins with v PPS1_DANIEL.WALSH Attachment Exist = v v Show fewer options Case Sensitive Search Clear
j	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
3.	Click the Clear button to clear the defaulted search criteria.



Step	Action
The Crea	te/Update Journal Entries Find an Existing Value page refreshes.
	Favorites Main Menu General Ledger Journals Journal Entry Create/Update Journal Entries
c	reate/Update Journal Entries
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Business Unit = V Q
	Journal ID [begins with v] Journal Date [= v] [i]
	Document Sequence Number begins with • Line Business Unit •
	Journal Header Status = Budget Checking Header Status =
	Source = v Q User ID begins with v Q
	Attachment Exist
	Show fewer options Case Sensitive
	Search Clear
4.	Enter or select the applicable Rusiness I bit in the Rusiness Unit field
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit = V 15100 Q
	Journal ID begins with V Journal Date = V
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be deleted).
	Business Unit = V 15100
	Journal ID begins with V 0002753480
	Journal Date = V
	Information can be entered into any of the other search fields to help locate the Journal entry
	to be deleted.
6.	Click the Search button.
	Search Clear



Step	Action			
The Head	ler page displays.			
Γ	Favorites Main Menu	General Ledger → Journals → 、	Journal Entry	Journal Entries
[Header Lines Totals Errors	Approval		
	Unit 15100	Journal ID 00027534	80	Date 02/06/2025
	Long Description			2
	*Ledger Group	254 characters remaining ACTUALS	Adjusting Entry Non-Adjusting E	intry V
	Ledger		Fiscal Year 2025	
	*Source	ONL	Period 8	
	Reference Number		ADB Date 02/06/2025	
	Journal Class	Q		
	Transaction Code	GENERAL	Auto Genera	te Lines
				l Incomplete Status
	SJE Type		⊔ Autobalance	on 0 Amount Line
		Currency Defaults: USD / CRRNT / 1	СТА	
		Attachments (0) Commitment Control		
		Reversal: Do Not Generate Reversal		
		_TRN_FINUSER001 2/06/2025 4:14:28PM	V_TRN_FINUSE	ER001
		2/07/2025 8:14:43AM		
	🔚 Save 🔯 Return to Search 🖃	Notify 2 Refresh	[🛃 Add 🖉 Update/Display
	Header Lines Totals Errors Approval			
L	1			
7.	Click the Lines tab.			
	Header Lines To	tals <u>E</u> rrors <u>A</u> pproval]	



Step	Ac	tion														
The Line	s paç	ge dis	splays.													
Fa	avorites 🕶	Main	Menu 🔹 💦 👌	Gener	al Ledger 🔻 >	Journals 🗸 🖒 Jou	rnal Er	ntry 🔻 > C	reate/Upd	late Journa	al Enti	ries				
Н	eader	Lines]	otals <u>E</u> rrors	Appr	oval											
	Unit	15100		J	ournal ID 0002	2753480			Date 0	2/06/2025			(Errors On	ıly	
		Template Inte	List er/IntraUnit]	Searces *Process Edit	ch Criteria Journal		~	Cł	nange Valu Pr	ues ocess			riew Audit Lo		10 👽 🗵
	▼ Lines			J										ersonalize F		
	Select	Line	*Unit		*Ledger	SpeedType		Account		Fund		Program		Department		Cost Cente
		1	15100	٩	ACTUALS		Q	5013110	Q	01000	Q	799001	٩	92100	٩	
		2	15100	٩	ACTUALS		Q	5013120	Q	01000	Q	799001	٩	92100	Q	
	Lines to a	add 1														
	✓ Totals								Pe	ersonalize	Find	d View All [a 🔜	First	🕢 1 of 1	● Last
	Init	Total Li	nes			Total Debits					al Creo				udget Stati	
1:	5100	2				0.00	D				C	0.00 V			v	
	Save	한 Return	to Search	Notify	2 Refresh									Add 🗾] Update/	/Display
Hea	ader Lines	s Totals E	Errors Approval													
8. (Click	the P	rocess	dro	ndown l	button and	دوار	ect "De	olete	Jour	ma	"				
					puovini				51010	ocui	na					
	*Proc	ess	Edit Journ	al				\sim								
			Budget Cl	neck	Journal											
			Copy Jou													
4	lger		Delete Jo													
	J		Edit / Pre-	Che	ck			_								
	TUALS	S I	Edit Chart	field												
			Edit Journ	al												
	TUALS	5	Post Jouri	nal												
			Print Jour	nal												
			Refresh J	ourn	al			_								
			Submit Jo	urna	il											
L																
9. (Click	the P	rocess	but	on.											
	*5	ſ										Dros				
	^Pro	cess	Delete Jour	nal				~				Proc	ess			



Step	Action	
A Mess	age displays	in a pop-up window and the user must confirm the delete action.
		Message
		Are you sure that you want to delete this journal? (5010,30)
10.	Click the Ye	s button to confirm the deletion and close the Message.
	Yes	No
A Mess	age displays	in a pop-up window confirming that the Journal was deleted.
		Message
		Journal 0002753480 is physically deleted. (5210,7)
11.	Click the OK	button to close the Message .
	OK	
The Cre	eate/Update	Journal Entries Add a New Value page redisplays and this process is complete.
	Favorites - Main	n Menu • > General Ledger • > Journals • > Journal Entry • > Create/Update Journal Entries
	Create/Update Jou	rnal Entries
	Add a New Valu	e Q Find an Existing Value
	*Business Unit 1: *Journal ID N *Journal Date 0 Add	EXT





Posting a Journal

After a Journal entry is approved, it can be manually posted individually or a group of Journals can be manually posted in a batch. There are times when a Journal entry needs to be posted manually due to sequencing of Journal entries or time sensitivity. Additionally, all approved Journals will be processed during the nightly batch process and posted to the General Ledger. The following sections of this Job Aid demonstrate the processes used to manually post a Journal or manually post a group of Journals in a batch.

Posting a Single Journal Manually

Step	Action	
1.	Navigate to the Create/Update Journal Entries page using the following path:	
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Er	itries
The Cr	eate/Update Journal Entries Add a New Value page displays.	
	Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries	
	Create/Update Journal Entries	
	Add a New Value	
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 01/07/2025	
2.	Click the Find an Existing Value button.	
	Q Find an Existing Value	



Step	Action	
The Cre	eate/Update Journal Entries Find an Existing Value page displays.	
	Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries	
	Create/Update Journal Entries	
	Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	
	PRecent Searches Choose from recent searches V R Saved Searches Choose from saved searches V	
	Business Unit = v Journal ID begins with v Journal Date = v Document Sequence Number begins with v Line Business Unit = v Journal Header Status = v Source = v User ID begins with v PPS1_DANIEL WALSH Q Attachment Exist = v v Show fewer options Case Sensitive Search Clear	
ĺ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid title "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal We in Job Aids under Learning .	
3.	Click the Clear button to clear the defaulted search criteria.	



Step	Action
The Cr	eate/Update Journal Entries Find an Existing Value page refreshes.
	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries
	Create/Update Journal Entries
	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 V 🖉 🖓 Saved Searches Choose from saved searches V
	Business Unit = v Journal ID begins with v Journal Date = v Document Sequence Number begins with v Line Business Unit = v Q
	Journal Header Status = v Budget Checking Header Status = v Source = v User ID begins with v
	Attachment Exist = v v
	Case Sensitive Search Clear
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit 15100 Journal ID begins with v Journal Date imit
	Journal Date = V
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be posted).
	Business Unit = 15100 Journal ID begins with 0002753480 Journal Date = Image: State Sta
j	Information can be entered into any of the other search fields to help locate the Journal entry to be posted.
6.	Click the Search button.
	Search



General Ledger Job Aid

Step	Action	
The He	ader page displays.	
	Favorites Main Menu General Ledger	→ Journals → Journal Entry → Create/Update Journal Entries
	Header Lines Totals Errors Approval	
	Unit 15100 J	ournal ID 0002753482 Date 02/07/2025
	Long Description	[<u>7</u>
	254 characters rema *Ledger Group ACTUALS	ining Adjusting Entry Non-Adjusting Entry
	Ledger	Fiscal Year 2025
	*Source ONL Q	Period 8
	Reference Number	ADB Date 02/07/2025
	Journal Class	
	Transaction Code GENERAL	Auto Generate Lines
	SJE Type	Save Journal Incomplete Status
	Currency Defaults: U	
	Attachments (0) Co	
	Reversal: Do Not Ge	nerate Reversal
	Entered By V_TRN_FINUSER001	V_TRN_FINUSER001
	Entered On 02/07/2025 2:08:57PM Last Updated On 02/10/2025 6:07:06PM	
	Save Return to Search Notify Refresh	
	Header Lines Totals Errors Approval	
	Treader Elles Fotals Ellos Approva-	
7.	Click the Lines tab.	
	Header Lines Totals Errors A	oproval



Favorites -	Main Menu 🗸	> General Ledger 🕶	> Journals → J	Journal En	itry ▾ → C	reate/Upd	ate Journal E	ntries				
Header Lin	nes <u>T</u> otals <u>E</u>	rrors <u>A</u> pproval										
Unit	15100 emplate List Inter/IntraUnit	Journal ID 00	arch Criteria		~		2/07/2025 hange Values Proce	SS	١	Errors Only fiew Audit Log	s	
▼ Lines							ß			ersonalize Fi		
Select	Line *Unit	*Ledger	SpeedType		Account		Fund	Program		Department		Cost Cente
	1 15100	Q ACTUALS		٩	5013110	Q	01000	799001	٩	92100	Q	
	2 15100			٩	5013120	٩	01000	799001	٩	92100	٩	
Lines to ad	d 1 🛨 E											
▼ Totals						Pe	ersonalize F	ind View Al	🖉 🔣	First ④) 1 of 1	🕑 Last
Unit	Total Lines		Total Del	ebits			Total C	redits Jou	rnal Status	Bu	dget Statu	IS
15100								50.00	v			
Header Lines	2 Return to Search Totals Errors App Process	Notify & Refrest		I	ct "Pos	st Joi		50.00	_	Add	V Update/	Display
Header Lines Click the	Return to Search	s dropdown b	1	I	ct "Pos	st Joi		50.00	_	Add 🖉		Display
Header Lines Click the	Return to Search Totals Errors App Process s Edit Jou	s dropdown b	1	I		st Joi		50.00	_	Add		Display
Header Lines Click the	Return to Search Totals Errors App Process s Edit Jou	s dropdown b rnal Check Journal	1	I		st Joi		50.00	_	Add		Display
Header Lines Click the	Return to Search Totals Errors App Process Edit Jou Budget (roval s dropdown b rnal Check Journal urnal	1	I		st Joi		30.00	_	Add		Display
Header Lines Click the	Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo	roval s dropdown b rnal Check Journal urnal ournal	1	I		st Joi			_	Add		Display
Header Lines Click the	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J 	roval s dropdown b rnal Check Journal urnal ournal e-Check	1	I		st Joi		30,00	_	Add		Display
Elick the second	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J Edit / Pr 	roval s dropdown b rnal Check Journal urnal ournal e-Check urtfield	1	I		st Joi			_	Add		Display
Header Lines Click the *Proces	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J Edit / Pr Edit Cha 	roval s dropdown b rnal Check Journal urnal ournal e-Check Irtfield	1	I		st Joi		50.00	_	Add		Display
Elick the second	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J Edit / Pri Edit Cha Edit Jou 	roval s dropdown b rnal Check Journal urnal ournal e-Check urtfield rnal urnal	1	I		st Joi			_	Add		Display
Elick the second	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J Edit / Pri Edit Cha Edit Jou Post Jou 	roval s dropdown b rnal Check Journal urnal ournal e-Check urtfield rnal urnal	1	I		st Joi		50.00	_	Add		Display
Elick the second	 Return to Search Totals Errors App Process Edit Jou Budget (Copy Jo Delete J Edit / Pri Edit Cha Edit Jou Post Jou Print Jou 	roval s dropdown b rnal Check Journal urnal e-Check urtfield mal urnal Journal	1	I		st Joi			_	Add		Display



Step	Action
A Mess	sage displays in a pop-up window and user must confirm the post action.
	Message
	Are you sure that you want to post this journal? (5010,45)
10.	Click the OK button to confirm the post and close the Message .
	OK Cancel
11.	A Message displays in a pop-up window. Click the Yes button.
	Message
	Would you like to wait for confirmation that the Post process has completed? (5010,467)
	Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.
	Yes No
i	If the user clicks the No button, a second Message will display. This message will include the Process Instance Number. Take note of the Process Instance Number. Click the OK button. Navigate to the Process Monitor and search on the Process Instance Number to confirm the status of the Post process.



ne	s page	redis	plavs.	The Jou i	nal Statu	ı s fie	eld now	has a	a status o	of "P" (Po	sted to Ledae	
	Favorites -	age redisplays. The Journal Status field now has a status of "P" (Posted to Ledger(s										
	Header											
	Un	it 15100		Journal ID	Journal ID 0002753482			Date 0	Date 02/07/2025		Errors Only	
		Template	e List		Search Criteria				5		w Audit Logs	
				*Process	Edit Journal		`		Process		▲ Line 10 ¥ ¥	
	✓ Lines										Personalize Find 🗇 🔣	
	Select	Line	Unit	Ledger	SpeedType		Account	Fund	Program	Department	Cost Center Task	
		1	15100	ACTUALS		Q	5013110	01000	799001	92100		
		2	15100	ACTUALS		Q	5013120	01000	799001	92100		
			4								Þ	
	Totals	•						Pe	ersonalize Find \	/iew All 🔃 🔜	First 🕢 1 of 1 🕟 Last	
	Unit	Total I	Lines		Tota	al Debits			Total Credits	Journal Status	Budget Status	
	15100	2				,250.00			1,250.00	Р	V	
	Rave	🔯 Retur	n to Search	🖹 Notify 🛛 🕄 Ref	resh						Add 💹 Update/Display	
	Header Line	es Totals	Errors Approv	al								



Posting a Group of Journals in a Batch

r osting	
Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path:
	Main Menu > General Ledger > Journals > Process Journals > Post Journals
The Po	st Journals Find an Existing Value page displays.
	Favorite Ixit Main Menu + > General Ledger + > Process Journals + > Post Journals
	Post Journals
	Find an Existing Value Add a New Value Add a New Value
	Recent Searches Choose from recent searches V Saved Searches Choose from saved searches V
	Run Control ID [begins with v]
	Case Sensitive
	Search Clear
1	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
i	If the user has run this process before, search for and use the existing Run Control ID. The following steps assume that the user has never run this process before and demonstrates the steps used to create a new Run Control ID.
2.	Click the Add a New Value button.
	Add a New Value
The Po	st Journals Add a New Value page displays.
Fav	vorites 🗸 Main Menu 🗸 -> General Ledger 🗸 -> Journals 🗸 -> Process Journals
Pos	at Journals
	Add a New Value
	*Run Control ID



General Ledger Job Aid

Step	Action
3.	Enter a Run Control ID in the Run Control ID field.
	*Run Control ID Post_Journals
4.	Click the Add button.
	Add
The Po	st Journal Request page displays.

Post Journa		ntrol ID Post_Journals	Report Manager	Process Monitor	Run		
Process Requ	est Parameters		Find	Find View All First (1 of 1) Last			
Process Fre	C	Once Always Don't Run	Request Number 1 *Description		+ -		
	Business Unit 15 Source Of Process Partition ID Journal ID From Journal Date From From Year From Period		Ledger Group AC System Source Journal ID To Journal Date To To Year To Period	e Q o Q ar			
Skip Oper		Skip Summary Le ve a field blank to select all its va Autopilot Run Control		Skip Essbase Increment	al Load		
Click the C	Ince radio button	option in the Proce	ss Frequency sec	ion.			



ер	Action							
-	Enter valid parameters to date range, Source, etc.).	specify the grou	up of Journals to I	be posted (i.e	. Journal II	D range, Jourr		
	Business Unit 15100	Q	Ledger	Group ACTUALS	;			
	Source ONL		Q System Source			~		
	Process Partition ID	Q						
	Journal ID From	Q	Journa	al ID To	Q			
	Journal Date From	31	Journal I		Bi			
	From Year			To Year				
	From Period			Period				
			10	r enou				
	Click the Run button.							
	Run							
	Process Scheduler Request							
	Process Scheduler Request					Help		
	User ID RIC36556		Run Control ID Post_	Journals		Help		
		~ R		Journals		Help		
	User ID RIC36556 Server Name Recurrence				t Date/Time	Help		
	User ID RIC36556 Server Name Recurrence Time Zone Q		un Date 02/12/2025	Ħ	t Date/Time	Help		
	User ID RIC36556 Server Name Recurrence		un Date 02/12/2025	Reset to Curren	t Date/Time	Help		
	User ID RIC36556 Server Name Recurrence Time Zone Process List	∼ R	un Date 02/12/2025 un Time 8:19:41AM	Reset to Currer		Help		
	User ID RIC36556 Server Name Recurrence Time Zone Process List Select Description	✓ Reprocess Name	un Date 02/12/2025 un Time 8:19:41AM	Reset to Currer	Distribution	Help		
	User ID RIC36556 Server Name Recurrence Time Zone Process List Select Description GL Journal Posting OK Cancel Refresh Click the GL Journal Pos	✓ Ru Process Name GL_JP	un Date 02/12/2025 un Time 8:19:41AM Process Type Ty Application Engine W	Pe Format (eb V) TXT V	Distribution Distribution			
-	User ID RIC36556 Server Name Recurrence Time Zone Q Process List Select Description GL Journal Posting OK Cancel Refresh	✓ Ru Process Name GL_JP	un Date 02/12/2025 un Time 8:19:41AM Process Type Ty Application Engine W	Reset to Currer	Distribution Distribution			
·.	User ID RIC36556 Server Name Recurrence Time Zone Process List Select Description GL Journal Posting OK Cancel Refresh Click the GL Journal Pos Process List	Process Name GL_JP ting checkbox (un Date 02/12/2025 un Time 8:19:41AM Process Type Ty Application Engine W	Reset to Curren	Distribution Distribution	ult.		
·.).	User ID RIC36556 Server Name Recurrence Time Zone Process List Select Description GL Journal Posting OK Cancel Refresh Click the GL Journal Pos Process List Select Description	Process Name GL_JP ting checkbox of Process	un Date 02/12/2025 un Time 8:19:41AM Process Type *Ty Application Engine W Option if it is not a	Reset to Curren Pee *Format teb TXT Ilready checke rpe *Type	Distribution Distribution Distribution	ult.		
	User ID RIC36556 Server Name Recurrence Time Zone Q Process List Select Description GL Journal Posting OK Cancel Refresh OK Cancel Refresh Select Description OK OK OK OK OK OK OK OK OK Select GL Journal Posting	Process Name GL_JP ting checkbox of Process	un Date 02/12/2025 un Time 8:19:41AM Process Type *Ty Application Engine W Option if it is not a	Reset to Curren Pee *Format teb TXT Ilready checke rpe *Type	Distribution Distribution Distribution	ult.		



Step	Action				
The Po	st Journal Request page	redisplays and a F	Process Instance Nur	nber is now a	ssigned.
	Favorites	eneral Ledger 🔻 > Journals 👻	→ Process Journals > Post Jo	ournals	
	8				
	Post Journals Request				
	Ru	ger Process Monito Process Instance:220			
	Process Request Parameters		Fir	nd View All First	1 of 1 🕑 Last
	Process Frequency		Request Number 1		+ -
		● Once ○ Always ○ Don't Run	*Description Po	ost Journals	
	Business Un	it 15100 Q	Ledger Group A	CTUALS	Q
	Sourc		System Source		<u> </u>
	Process Partition I				
	Journal ID From		Journal ID To 00 Journal Date To		
	Journal Date From From Yea		To Year	31	
	From Perio		To Period		
	Skip Open Item Reconciliation	Skip Summa	ry Ledger Update	Skip Essbase Increm	ental Load
		Leave a field blank to select all	its values		
		Autopilot Run Control			
	Refresh			Add	Dpdate/Display
	I Save I Notify theiresin				2 Opuale/Display
11.	Click the Process Monito	or link.			
	Report Manager Process Process Instar	s Monitor Run			
The Pr	ocess Monitor page displa	ays.			
	Favorites ▼ Main Menu ▼ > Ge	neral Ledger 🔻 🚿 Journals 💌 🗧	→ Process Journals > Post Journals	mals > Process Mor	nitor
	Process List				
	View Process Request For				
	User ID RIC36556 🔍 Type	✓ Last	▶ 90	Days 🗸	Refresh
	Server Name	Q Instar	nce From Instance	еТо	Clear
	Run Status 💙 Distri	bution Status	Save On Refresh	Report Manager	Reset
	▼ Process List		Personalize Find View All	🔄 🔜 🛛 First 🤇	1-12 of 12 Last
	Select Instance Seq. Process Type	Process Name User	Run Date/Time Ru	In Status Distribution Status	Details Actions
	22032611 Application Engi	ne GL_JP RIC3655	6 02/12/2025 8:19:41AM EST Su	uccess Posted	Details - Actions



Step	Action									
12.	Confirm that the Posted".	Run Status fi	eld display	s "Succ	ess" and the Distri			-	plays	
	Select Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution		Actions	
	22032611	Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details		
1					e Create/Update J e nal Status of "P" (F					