

Review a Journal Entry

Scope

The CFO Accounting Division can review journals that have been entered and/or posted to the General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

SFA (Program) GL User

Distribution

N/A

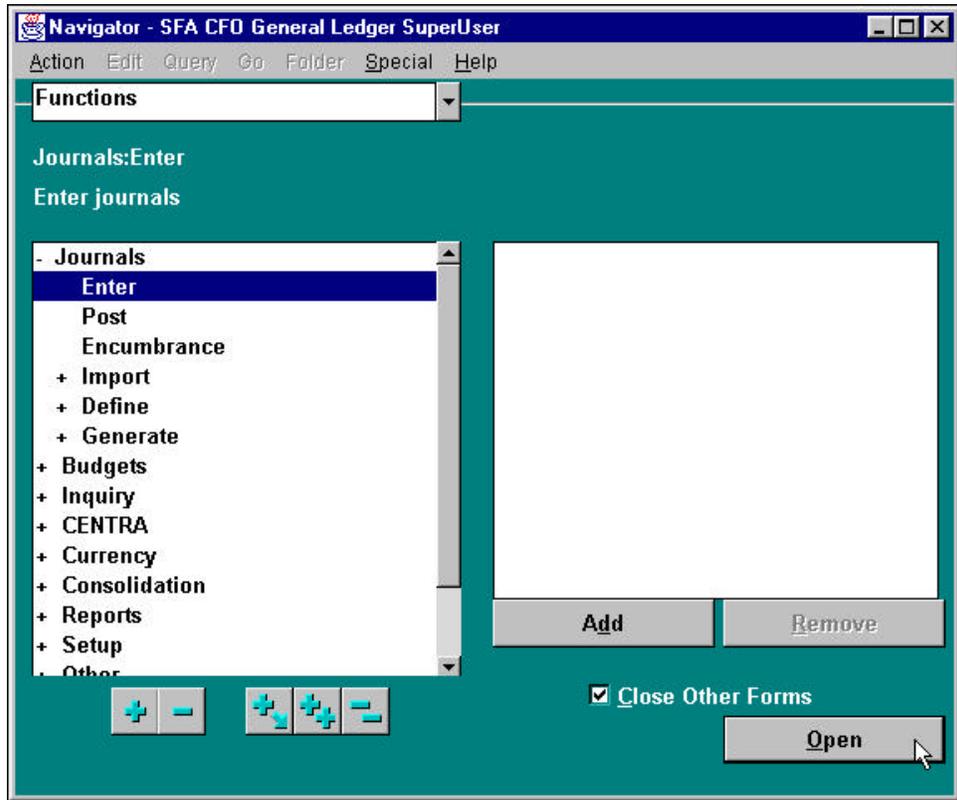
Ownership

N/A

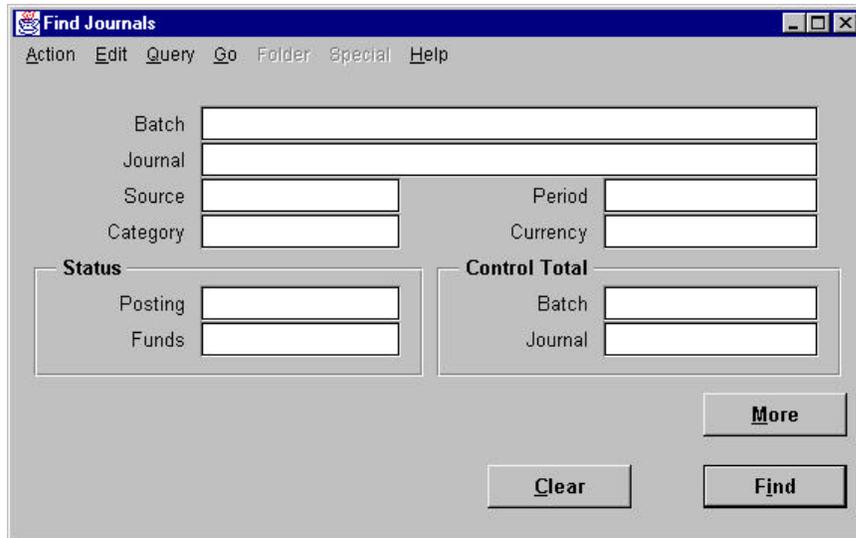
Activity Preface

This activity is performed whenever the user needs to review accounting information for a specific journal entry.

**Review a Journal Entry-SFA CFO General Ledger
SuperUser; SFA (Program) GL User**



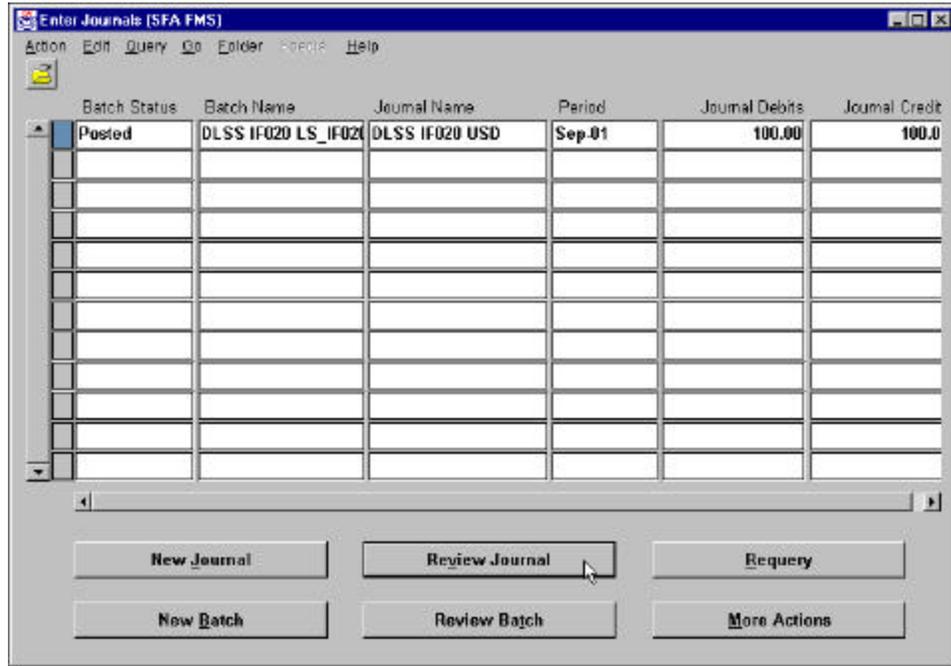
1. From the “Navigator” window, Double-Click **Journals**. The Journal sub-menu appears.
2. Click **Enter** and click the **Open** button. The ”Find Journals” window appears.



3. Enter in your search criteria.

FYI: If you know the unique concurrent request ID, type a percent sign followed by the concurrent request ID of the journal you would like to review, followed by another percent sign in the **Batch** field (e.g., %123456%). If you do not know the concurrent request ID, search by any of the other criteria, such as Category, Source, and/or Period.

4. Click the **Find** button. The “Enter Journals” window appears.



5. Ensure the appropriate row is highlighted and click the **Review Journal** button. The “Journals” window appears.

Journals [SFA FMS] - DLSS IF020 LS_IF020_FILE.dal DLSS IF020 163357 A

Action Edit Query Go Printer People Help

Journal DLSS IF020 USD

Period Sep-01 Effective Date 04-SEP-2001

Category DLSS IF020 Source DLSS IF020

Balance Type A Budget

Description DLSS IF020

Control Total

Conversion

Currency USD

Date 04-SEP-2001

Type User

Rate 1

Line	Account	Debit (USD)	Credit (USD)	Description
1	4253XNY.B.01.999011.ENJB0000.A10.3	<100.00>		DLSS IF020-Negation
2	4253XNY.B.01.999011.ENJB0000.A10.3	100.00		DLSS IF020
12	4253XNY.B.01.219000.ENJB0000.A10.3	0.00	100.00	
22	4253XNY.B.01.135001.ENJB0000.A10.3	100.00	0.00	
		100.00	100.00	

Acct Desc: FED DIR STUDENT.CATEGORY B.Year 2001.DLSS SUSPENSE -.ACCOUNTING.DL-F DISBURSEME.(

More Details Change Currency... More Actions

6. Review the journal to ensure accuracy of the debits and credits. When finished reviewing, click the **X** button to close the “Journals” window. The “Enter Journals” window appears.
7. Click the **X** button to close the “Enter Journals” window. The “Navigator” window appears.

End of activity.

Start

**Review a Journal
Entry-SFA CFO GL
SuperUser**

- From "Navigator" window, Double-Click Journals. Journal sub-menu appears. (1)
- Click Enter & click Open button. "Find Journals" window appears. (2)
- Type a percent sign followed by concurrent request ID of journal you would like to review, followed by another percent sign in Batch field. (3)
- Click Find button. "Enter Journals" window appears. (4)
- Ensure appropriate row is highlighted & click Review Journal button. "Journals" window appears. (5)
- Review journal to ensure accuracy of debits & credits. When finished reviewing, click X button to close "Journals" window. "Enter Journals" window appears. (6)
- Click X button to close "Enter Journals" window. "Navigator" window appears. (7)

End