Journal Edit

The Journal Edit process:
- Validates ChartField information based on Combination Edit rules
- Confirms that debits do equal credits
- Verifies the journal entry is balanced by fund, department, source of funds and project
- Automatically budget checks the journal
- Submits the journal to the Core Offices for review and posting to the General Ledger

This instruction guide covers the steps involved in conducting a Journal Edit.

Navigation
1. Click the Main Menu button.
2. Click the General Ledger menu.
3. Click the Journals menu.
4. Click the Journal Entry menu.
5. Click the Create/Update Journal Entries menu.
6. Click the Find an Existing Value tab.

Searching
7. Enter the desired Journal ID number into the Journal ID field (e.g., "HOU1102003")
8. Change search parameters as needed to find needed JE.
Note: The more criteria you include, the more restricted the search results. To broaden a search, remove search criteria.
9. Click the Search button.
Note: If only one record satisfies you search results it will open automatically. Otherwise, select it from the Search Results list.

Lines Tab
7. Click the Lines tab.
8. Confirm that Edit Journal appears in the Process drop down field and then click the Process button.

9. Click OK button.
10. Once the Journal and Budget Status columns indicate \textbf{V - V}, the JE is ready for review and posting by the Core Offices.

**Journal Edit Errors**

11. If the JE doesn't pass Journal Edit, and \textbf{E} will appear in the Journal Status column indicating errors.

12. Click the \textbf{E} link to view errors.

13. Click the \textbf{Line # link} to view the transaction line that is in error.

**Potential Errors:**

- **Journal Not Balanced** - check Amount field values and confirm debits equal credit; then edit the journal again
- **Combo Edit References** - check all ChartFields are cleared to work together; then edit journal again
- **Missing Fields** - check all required fields are entered; then edit journal again


15. Once the Journal and Budget Status columns indicate \textbf{V - V}, the JE is ready for review and posting to the General Ledger by the Core Offices.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

- **Policies and Directives**, contact the General Accounting Office:
  392-1326
  GLJournal@admin.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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