

GL.030.008 - BATCH JOURNAL EDITING

Purpose	<ul style="list-style-type: none"> To identify what must occur after a journal is entered before it can post. To identify the options available if errors occur during the editing process. To describe what the Journal Edit process does. To edit a journal.
Description	<p>After a journal is entered, it must be edited and budget checked before it can be posted. If errors occur during the editing process, users have the option of recycling the journal. Editing journals entails entering a process request and activating a journal edit on the Process Scheduler Request page. Users can then view the status of the journal on the Header page.</p> <p>The Journal Edit process ensures the chartfield values are valid, debits equal credits, and journal entries are flagged for posting to the target ledger.</p>
Security Role	BOR_GL_PROCESSING
Dependencies/ Constraints	None
Additional Information	<ul style="list-style-type: none"> The Edit Journals Request page enables users to select journals to be edited by business unit. This page also determines whether to mark the journals for posting. The options in the Process Frequency group box control how often a request is processed. Users want this request to be processed each time editing is initiated.

Procedure

Below are step by step instructions on how to edit a journal.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the Journals link.
5.	Click the Process Journals link.
6.	Click the Edit Journals link.
7.	Users can run this process by searching for an existing Run Control ID or can add a new value. Creating a Run Control ID relevant to the process may help users remember it for future use. Enter Run Control ID in the Run Control ID field.
8.	Click the Add button.
9.	Click the Always option.
10.	Enter a Description in the Description field.
11.	Verify the default value for the Business Unit field populates.
12.	Specify the range of journal IDs to edit in the Journal ID From and To Journal ID fields.
13.	Click the Run button.
14.	Select the process to edit from the Process List region.
15.	Click the PS/GL Jrnl Edit and Error Rpt checkbox.
16.	Click the OK button.
17.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
18.	Click the Refresh button and verify the Run Status posts as Success.