

GL.030.012 - UNLOCKING A JOURNAL IN PROCESS

Purpose	<ul style="list-style-type: none"> • To identify why it may be necessary to unlock a journal entry. • To describe how to unlock a journal entry. • To unlock a journal in process.
Description	There are instances when a General Ledger Batch Process does not complete to success because of a functional or technical issue. When this happens, it may be necessary to unlock a journal entry.
Security Role	BOR_GL_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the Monitor Background Process link.
5.	Click the Journal Unlock link.
6.	Click the Search button.
7.	Click the Marked checkbox.
8.	Click the Unlock button.