

QUICK REFERENCE GUIDE

June 10, 2024

Search for Unfinished Journals

While entering journals, you may be called away or your session may time out. This Quick Reference Guide covers how to find journals that are not fully processed.

Step 1: Search for Unfinished Journals

1. Navigate to the **Create/Update Journal Entries** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. The Create/Update Journal Entries page opens by default.
WorkCenter	Accounting, General Ledger, GL/KK WorkCenter. Left menu, Links section, GL Links, Create/Update GL Journal Entries.

2. Select the **Find an Existing Value** tab.
3. Enter the applicable search criteria and select **Search**. Commonly used options are described below.

Field Name	Field Description
*Business Unit	Accept or select Business Unit "MN001." This is the only Business Unit used for the General Ledger.
*Line Business Unit	Accept or select Line Business Unit "MN001." This is the only Business Unit used for the General Ledger.
Journal Header Status	Select "not =" to "Posted" to search for journals that are not finished.
Source	Accept the default Source or enter a different source.
User ID	Accept the default User ID or remove the User ID to search for all unfinished journals for the selected Source.

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Choose from recent searches ✎ Saved Choose from saved searches ✎

Searches Searches

Business Unit = Q

Journal ID begins with

Journal Date = 📅

Document Sequence Number begins with

Line Business Unit = Q

Journal Header Status = Q

Budget Checking Header Status =

Source = Q

Entered By begins with Q

Attachment Exist =

Journal Class begins with Q

^ Show fewer options

Case Sensitive

4. In the **Search Results** section, select the entry for the journal that must be posted.
5. The Journal Header page for the journal displays.
6. Determine the next processing step and process as you would normally. Refer to the [Enter General Ledger Journals Online](#) Quick Reference Guide for the detailed instructions.

Note: You may wish to delete the journal. This can be done by selecting the “Delete” Processing option on the Lines tab.