

QUICK REFERENCE GUIDE

November 1, 2019

Search for Unfinished Journals

While entering journals, you may be called away or your session may time out. This 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 using one of the options below:

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. Click on the **Find an Existing Value** tab.

Create/Update Journal Entries

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

▼ Search Criteria

Business Unit =

Journal ID

Journal Date =

Document Sequence Number

Line Business Unit =

Journal Header Status

Budget Checking Header Status =

Source =

Entered By

Attachment Exist =

Case Sensitive

[Basic Search](#)

3. Enter the applicable search criteria. Commonly used options are described below.

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

- If more than one entry displays in the **Search Results** section, click on the entry for the journal that must be posted. The *Journal Header* page for the journal displays.
- Determine the next processing step and process as you would normally. Refer to the "[Enter General Ledger Journals Online](#)" 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.