Quick-Step Guide
Journal Entries

Validating Journal Entries
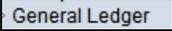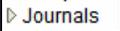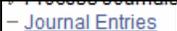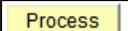
1.	After logging into the Finance System, use the **Menu** box to navigate to: **General Ledger**... `General Ledger`
2.	...then **Journals**... `▷ Journals`
3.	...then **Journal Entries**. `– Journal Entries`
4.	Click the **Find an Existing Value** tab. `Find an Existing Value`
5.	Enter information about your Journal Entry in the appropriate fields. **Note:** Your User ID and Source automatically populate. Clear this information to complete a broader search.
6.	Click **Search**. If your search produces a list of requests, select the desired request from the list by clicking on it. `Search`
7.	Prior to Validating a Journal Entry, the **Journal Status** will be *N,* meaning "Not yet validated."
8.	The Validation is completed on the LINES page of the Journal Entry. Verify that the **Process** dropdown menu is on *Validate Journal*. Click **Process**. `Process`
9.	After the validation process runs, your JE will reflect either *V* for Valid status or *E* for Error status. The JE saves automatically after validation.
10.	*Your Journal Entry is now ready to be approved by the appropriate individual within your organizational unit.* **End of Procedure.**