

Editing a Journal

After you've completed your Journal Entry lines, you need to Edit the journal.

The Edit process identifies incorrect ChartField combinations and other errors, including the following:

- Is each line's Fund/Account combination valid? (For example, you cannot pay for an official function with alcohol with a Fund 10 SpeedType.)
- Are you using a Cash control account (000100)?
- Are you entering a Budget-Only Account (Budget Pool Account, such as 480000 - Office Admin General Budget) on an Actual Journal Entry?
- Is your Actual Journal Entry in balance (total debits equal total credits)?

To run the Edit process, select Edit Journal from the process dropdown menu, and then click the Process button.

Source URL: <https://www.cu.edu/controller/editing-journal>