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FIN How-to: Editing Journal Entries and Correcting Errors [1]

A journal entry must be edited, and in valid status, in order for it to be submitted. Errors on a Journal Entry are identified during the edit process. Some common causes of errors include:

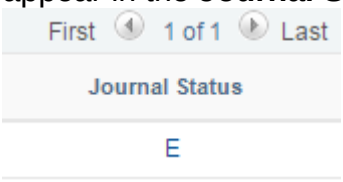
- Your Fund and Account combinations you are using are invalid
- You are using a Cash control account (000100)
- You are using a Budget-Only Account (Budget Pool Account) (such as 480000 Office Admin General Budget) on an Actual Journal Entry
- The Actual Journal Entry is out of balance

Read the procedures

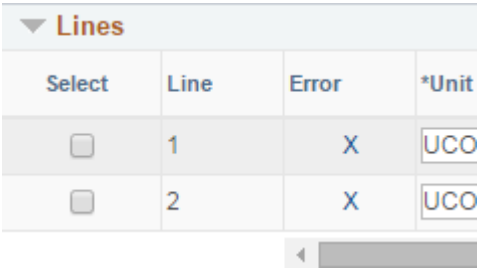
1. On the lines tab, use the Process dropdown menu to select Edit Journal, then click **Process**.



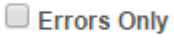
2. If the Finance System identifies an error on your Journal Entry, an **E** for **Error** will appear in the **Journal Status** field on the Lines page.



3. If the error is due to an unallowable SpeedType/Account combination, or the improper use of a System-Maintained or Budget-Only Account, an **X** will appear in the **Error** column on the Lines tab. Click the **X** to get more information about the error.

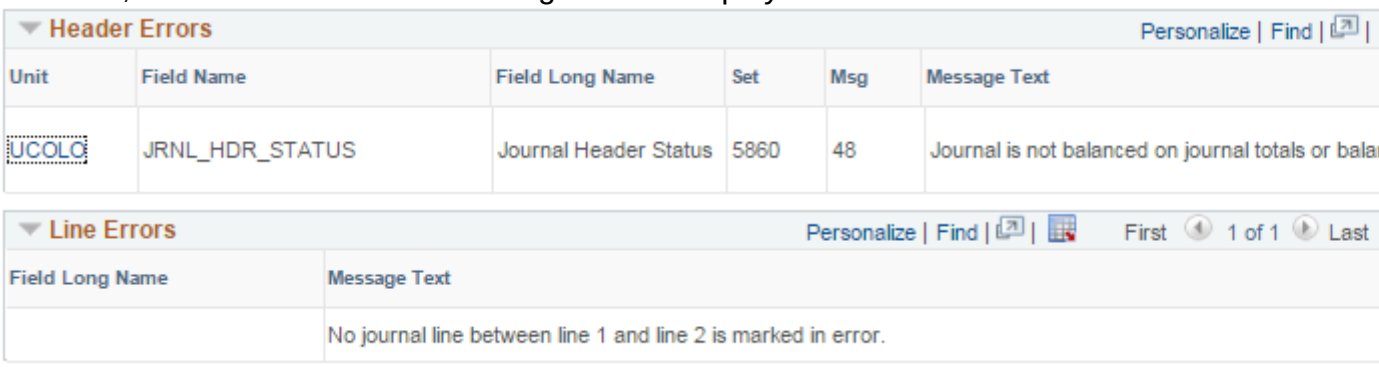


4. If your Journal Entry has a lot of lines, select the **Errors Only** checkbox at the top of the page to display only the lines having errors.



5. You can also go to the **Errors** tab to identify both the type of the error and the location of the error for your Journal Entry. If the error is related to a specific line of the Journal Entry, the line number and error message will appear in the **Line Errors** section. If the

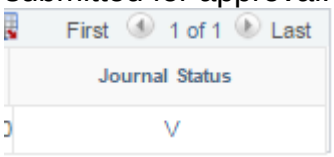
error is due to the Journal Entry being out of balance (as in this example), no line will be identified, and instead the error message will be displayed in the **Header Errors** section.



6. For Line Errors, return to the Lines tab to review the amounts for each line and correct any balances that are in error. Once you have corrected your errors, select **Edit Journal** from the process dropdown menu, and click **Process**.



7. When your Journal Entry has been edited and is in Valid (V) status, it is ready to be submitted for approval.



Have a question or feedback?

For questions or feedback contact

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