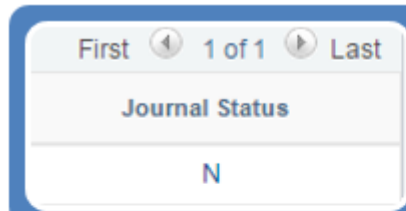
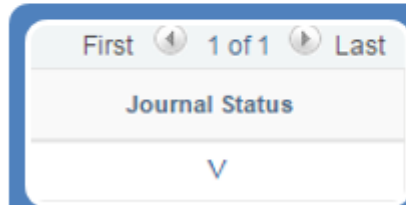


FIN How-to: Journal Status ^[1]

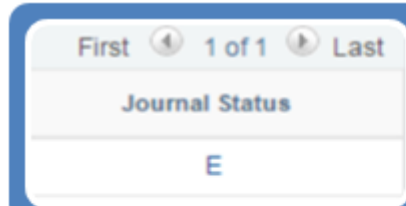
A journal must be edited, and in valid status, in order for it to be submitted. Submitting the journal triggers workflow.



N = Not Edited. If your journal is not edited, you should run the Edit Journal process. (If you have not already saved your journal, running the Edit Journal process will save your journal and assign it a Journal ID.)

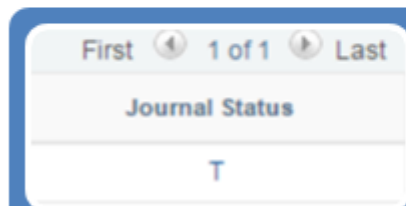


V = Valid. The journal is valid, and is ready to be submitted.



E = Error. The journal has errors, such as an invalid Fund/Account combination, a Budget-Only Account on an Actual Journal Entry, or an out-of-balance Interdepartmental Accounts, or debits/credits.

To view the errors, you can either select the "E" itself, or go to the Edit Journal process.



T = Saved Incomplete Status. This means that you have started the journal but have not yet completed it. To complete your journal, you must click the "Save incomplete status" button on the header page to "Save incomplete status". At some point, you must complete your journal, and run the Edit Journal process.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

Source URL:<https://www.cu.edu/controller/fin-how-journal-status>

Links

[1] <https://www.cu.edu/controller/fin-how-journal-status> [2] <https://www.cu.edu/controller/forms/questions-feedback-0>