



**Work Instruction**

**Review an Existing Journal**

**Purpose**

Use this procedure to find and review existing journals.

**Trigger**

You need to review the dollar amount of a journal.

**Prerequisites**

- Journal must have been entered.

**Navigator Path**

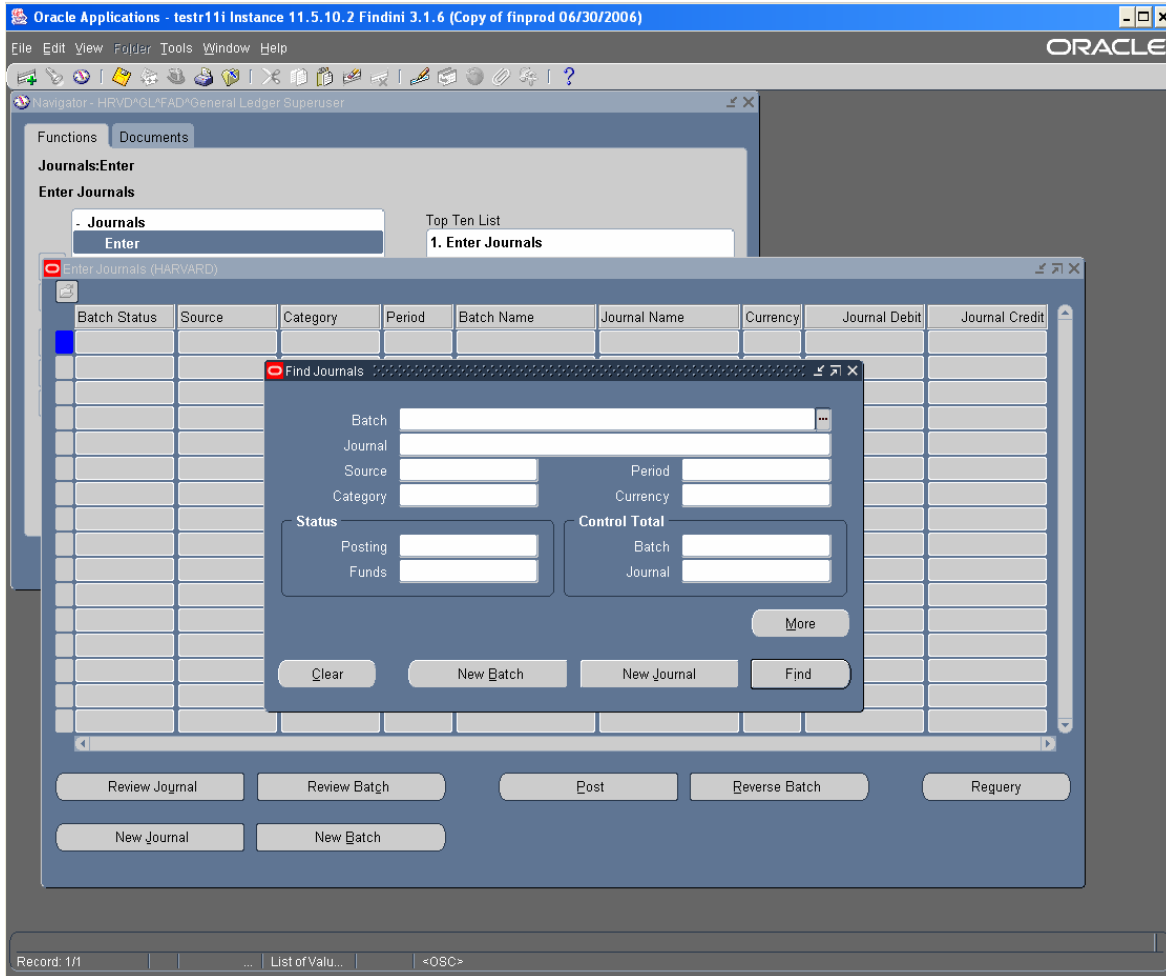
- **Journals → Enter**

**Helpful Hints**



- Use % as a wild card in your search

**Example:**      Batch: HBS MBS%




## Find Journals



1. As required, complete/review the following fields:

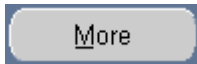
Field Name	Required/ Optional/ Conditional	Description
Batch	O	Name of the journal batch  The % sign is used as a wild card when the user does not know the full name or description.
Journal	O	Name of the journal entry
Period	O	Accounting period of the batch or journal  You can use the picklist.




Field Name	Required/ Optional/ Conditional	Description
Source	O	How the journal was created  You can use the picklist.
Category	O	Appropriate accounting category  You can use the picklist.
Status Posting	O	Posting status of the journal or batch  You can use the picklist.




Completing some of these fields will help the system locate your specific journal. This eliminates you from needing to scroll through multiple journals.

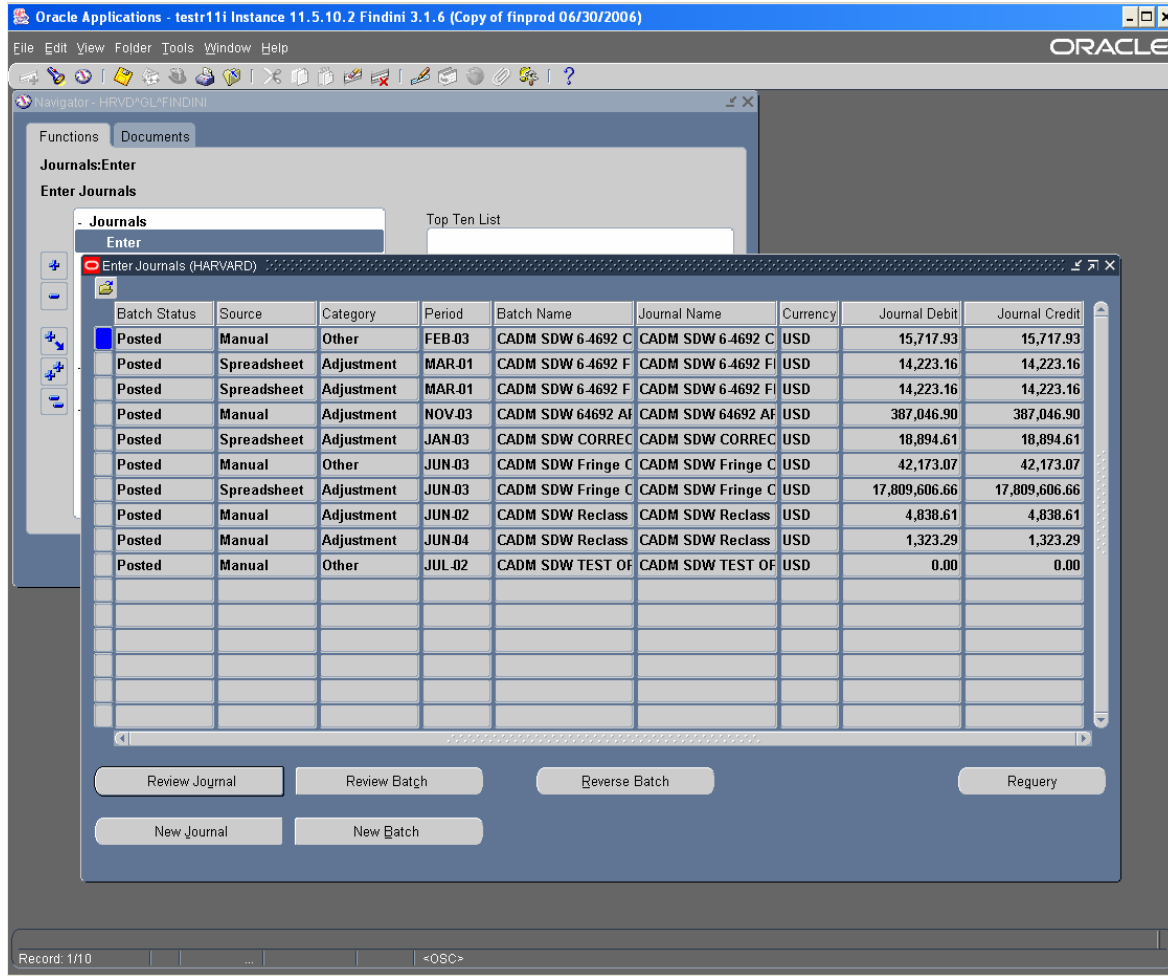


Click **More** to see additional fields that can be used to narrow the search criteria for finding the journal to be reviewed.

Field Name	R/O/C	Description
Date Created	O	Creation date of the journal or batch
From To		 Helpful when you can't find the journal, but you know which day you created it on.

- Click  to show your search results on the *Enter Journals* form.
- Click on the record to select the journal or batch you need to review.

## Enter Journals


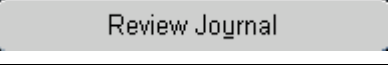


The screenshot shows the Oracle Applications interface for 'Enter Journals'. The window title is 'Oracle Applications - testr11i Instance 11.5.10.2 Findini 3.1.6 (Copy of finprod 06/30/2006)'. The main window contains a table with the following data:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Other	FEB-03	CADM SDW 6 4692 C	CADM SDW 6 4692 C	USD	15,717.93	15,717.93
Posted	Spreadsheet	Adjustment	MAR-01	CADM SDW 6 4692 F	CADM SDW 6 4692 F	USD	14,223.16	14,223.16
Posted	Spreadsheet	Adjustment	MAR-01	CADM SDW 6 4692 F	CADM SDW 6 4692 F	USD	14,223.16	14,223.16
Posted	Manual	Adjustment	NOV-03	CADM SDW 64692 Af	CADM SDW 64692 Af	USD	387,046.90	387,046.90
Posted	Spreadsheet	Adjustment	JAN-03	CADM SDW CORREC	CADM SDW CORREC	USD	18,894.61	18,894.61
Posted	Manual	Other	JUN-03	CADM SDW Fringe C	CADM SDW Fringe C	USD	42,173.07	42,173.07
Posted	Spreadsheet	Adjustment	JUN-03	CADM SDW Fringe C	CADM SDW Fringe C	USD	17,809,606.66	17,809,606.66
Posted	Manual	Adjustment	JUN-02	CADM SDW Reclass	CADM SDW Reclass	USD	4,838.61	4,838.61
Posted	Manual	Adjustment	JUN-04	CADM SDW Reclass	CADM SDW Reclass	USD	1,323.29	1,323.29
Posted	Manual	Other	JUL-02	CADM SDW TEST OF	CADM SDW TEST OF	USD	0.00	0.00

Buttons at the bottom of the window include: Review Journal, Review Batch, Reverse Batch, Reguery, New Journal, and New Batch.

**4.** Perform one of the following:

If You Need To	Then	Go To
Review the batch	Click 	<a href="#">Step 5</a>
Review the journal	Click 	<a href="#">Step 6</a>



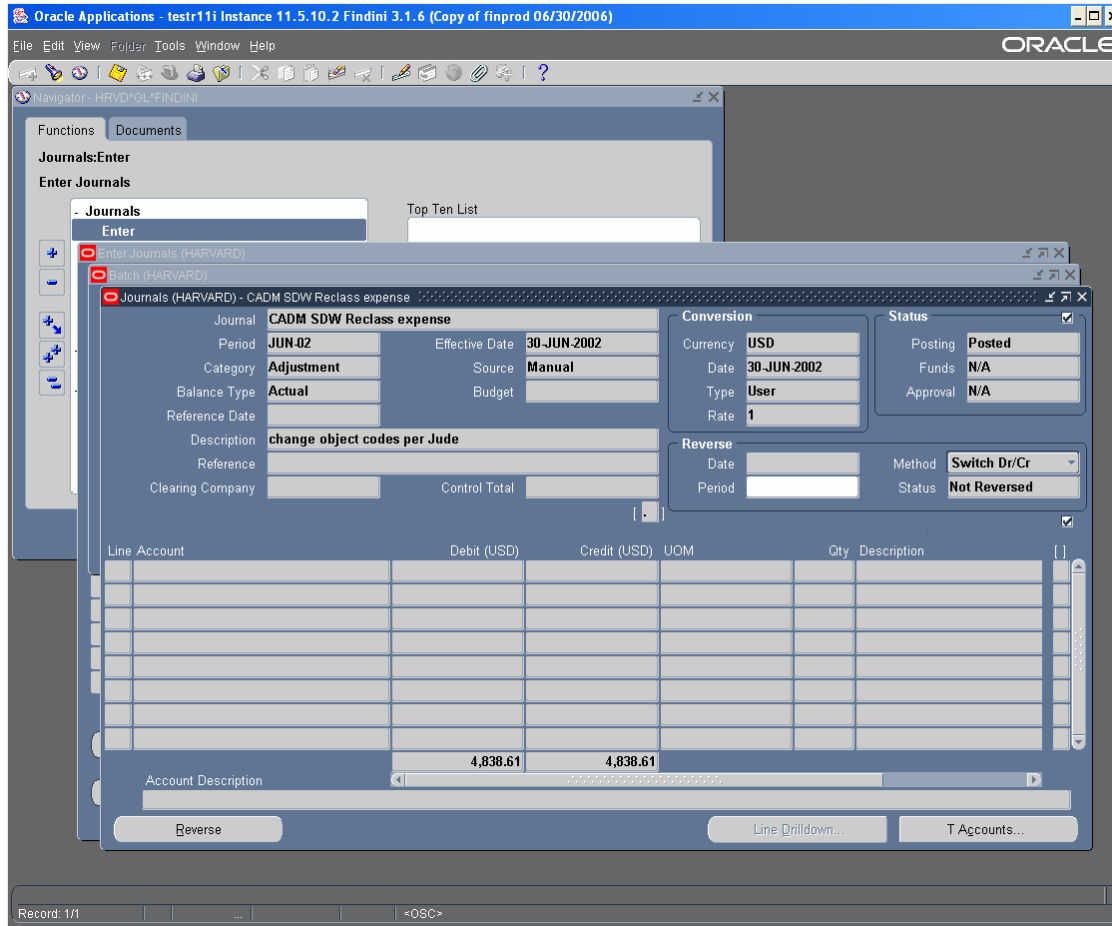
If you click  to the left of the **Batch Status** field, the system will go directly to the *Journals* form.

## Review Batch

5. Review the following batch fields:

Field Name	R/O/C	Description
Batch	O	Name of the journal batch
Date: Created / Posted	O	Date information about the batch
Description	O	Text description of the journal batch. For internal billing only, the description should include the contact's last, first name and 7-digit telephone number. <b>Example:</b> Adjustment for purchase of a computer – Pinkard, Ramona 496-6924
Control Total	O	Amount that the total debits/credits for journals will be compared to

## Review Journal



The screenshot shows the Oracle Applications 'Enter Journals' form. The journal name is 'CADM SDW Reclass expense'. The period is 'JUN-02' and the effective date is '30-JUN-2002'. The category is 'Adjustment' and the source is 'Manual'. The balance type is 'Actual'. The description is 'change object codes per Jude'. The currency is 'USD', the date is '30-JUN-2002', and the type is 'User'. The status is 'Posted'. The reverse method is 'Switch Dr/Cr' and the status is 'Not Reversed'. The journal has two lines with a total debit of 4,838.61 and a total credit of 4,838.61.

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
		4,838.61	4,838.61			

6. Review the following journal fields:

Field Name	R/O/C	Description
Journal	O	Name of the journal
Period	O	Accounting period of the journal
Category	O	Appropriate accounting category
Description	O	More Information about the journal (keeping a good audit trail)
Account	O	Account coding of the journal lines
Debit	O	Amount debited
Credit	O	Amount credited

### Result

You have reviewed an existing journal. Select **File → Close Form** to exit the *Journal* form.