Journal Entry Status Review

Banner Security, Xtender Security, and trainings are required prior to accessing the Banner Admin Pages related to journal entries. View detailed security and training instructions.

Option 1 Banner Admin Pages

Step 1 **Review journal entry list.**

Log into Banner Admin Pages
Go to **FOADOCU**
Enter JV in the Document Type
Click Go
A list of all user's Journal Entries will populate. Review the document status column to ensure that all journal entries have posted to the General Ledger.

Status column signifies
    I Incomplete Document (changes can be made)
    C Complete Document (in the approval process)
    P Posted Document (in transaction history in Banner)

Step 2 **Research journal entries that have I or C status.**

P status indicates the journal entry has **posted** to the General Ledger and no further action is needed.
I status indicates the journal entry is in the **preparer's queue** and changes can be made. The journal entry has <u>not</u> been submitted or the journal entry has been denied by the approver. Research each journal entry and make changes or delete as needed.
C status indicates the journal entry is in the **approval process**, use the ecuBIC Query to research Approvals Pending and Approvals Posted.

The Journal Voucher Summary ecuBIC query will provide approval history and pending approvals.

Log into the Journal Voucher Summary with ECU username and passphrase
Enter the Journal Entry document number
Click View Report
Scroll down or move to last page to view Approvals Pending and Approvals Posted.

Step 3 **Log into Banner Admin Pages to make needed changes to process all Journal Entries.**

Banner Admin Pages Journal Entry Edit instructions.
Banner Admin Pages Journal Entry Delete Instructions.
Send questions to the Division Contact.

Option 2 Finance Self Service

Step 1   Review journal entry list.

Log into Finance Self Service
Click My Journals
A list of all user's Journal Entries will populate. Review the status to ensure that all journal entries have posted to the General Ledger.
Draft journals have not been submitted or the journal entry has been denied by the approver. Changes can be made.
Pending journals are in the approval process.
Completed journals are posted in the general ledger and are in transaction history in Banner.

Step 2   Research journal entries that are listed in the Draft section and the Pending section.

Journal entries listed in the **Completed journals** section have posted to the General Ledger and no further action is needed.
Journal entries listed in the **Draft section** have not been submitted or denied by the approver. Research each journal entry and make changes or delete as needed.
Journal entries listed in the **Pending section** are in the approval process. Use the ecuBIC Query to research Approvals Pending and Approvals Posted.

The Journal Voucher Summary ecuBIC query will provide approval history and pending approvals.
Log into the Journal Voucher Summary with your ECU username and passphrase
Enter the Journal Entry document number
Click View Report
Scroll down or move to last page to view Approvals Pending and Approvals Posted.

Step 3   Log into Finance Self Service to make needed changes to process all journal entries.
Finance Self Service Journal Entry Edit instructions.
Finance Self Service Journal Entry Delete Instructions.
Send questions to the Division Contacts.

Option 3 ecuBic Query
Step 1   Review the journal entry list using the ecuBIC query Pending Documents by User ID .
Log in with ECU username and passphrase
Enter the User ID in capital letters
Click View Report

Step 2   Research journal entries that have ERROR status in column C.

The Journal Voucher Summary ecuBIC query will provide approval history and pending approvals.

Log into the Journal Voucher Summary with your ECU username and passphrase

Enter the Journal Entry document number

Click View Report

Scroll down or move to last page to view Approvals Pending and Approvals Posted.

Step 3   Log into Banner Admin Pages to make needed changes to process all Journal Entries.

Banner Admin Pages Journal Entry Edit instructions.

Banner Admin Pages Journal Entry Delete Instructions.

Send questions to the Division Contact.

Helpful Tips

Visit the Journal Entries website.