

You might have questions regarding the status of an e-Journal. Does the e-journal still need to be approved by someone? Is my Journal entry posted to the GL yet?

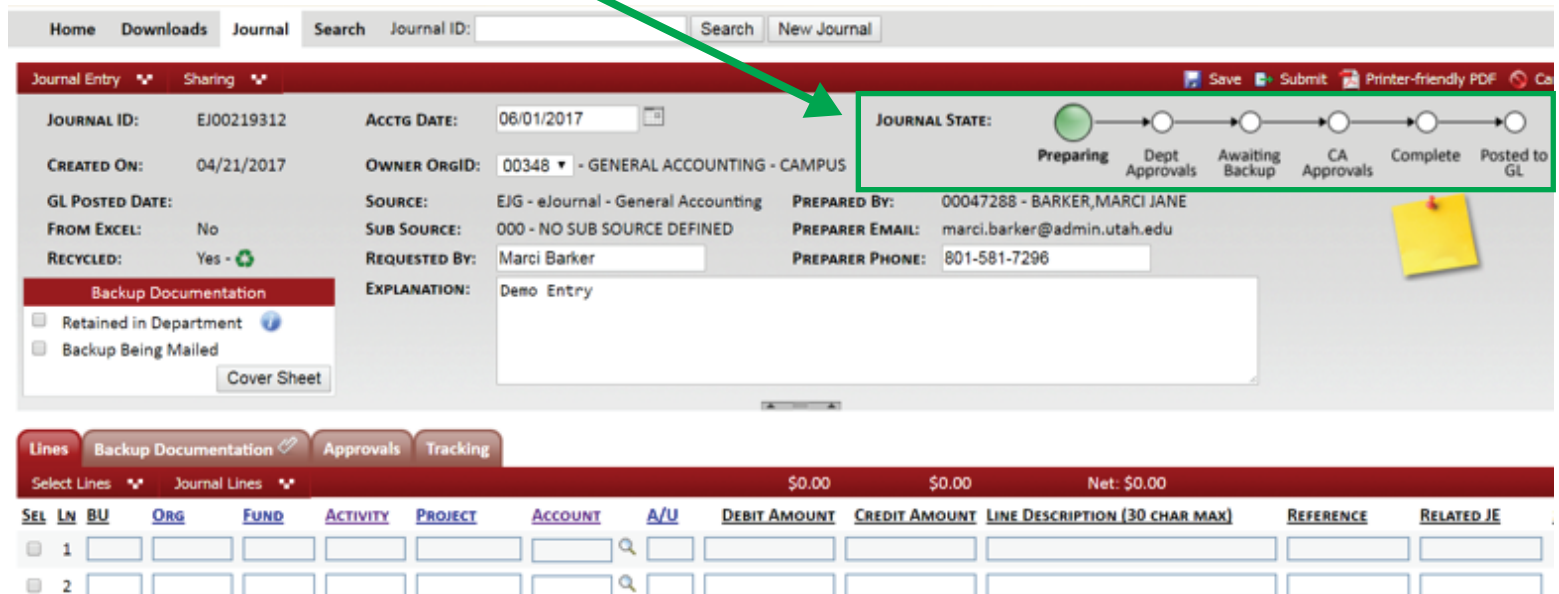
There are many different tools that can help you figure out where a particular e-Journal entry is in the process. This document will cover:

- A. State of an e-Journal
- B. Worklists on the e-Journal Home page
- C. Approval Path
- D. Tracking a single entry

## A. State of an e-Journal

One of the tools that can be used to find out the status of an e-Journal is to look at the “**Journal State**” on each individual e-Journal entry.

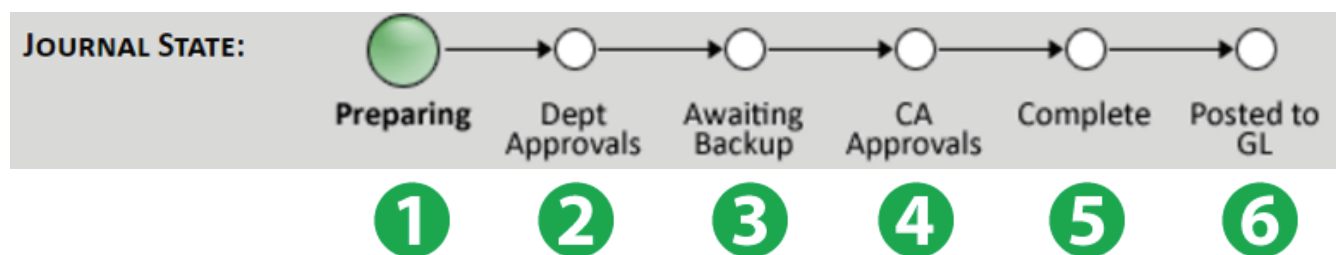
The general path of each e-Journal is depicted at the top of the header section of every journal entry in the web application when it is first **saved**.



The screenshot displays the eJE web application interface. At the top, there are navigation tabs: Home, Downloads, Journal, Search, and New Journal. Below these, the 'Journal Entry' tab is active. The main content area shows details for a journal entry with ID EJ00219312, created on 04/21/2017, and dated 06/01/2017. The 'JOURNAL STATE' is highlighted with a green box and a green arrow pointing to it from the text above. The state progress bar shows the following steps: Preparing (current), Dept Approvals, Awaiting Backup, CA Approvals, Complete, and Posted to GL. Below the state bar, there are fields for OWNER ORGID (00348 - GENERAL ACCOUNTING - CAMPUS), SOURCE (EJG - eJournal - General Accounting), SUB SOURCE (000 - NO SUB SOURCE DEFINED), REQUESTED BY (Marci Barker), and EXPLANATION (Demo Entry). There are also fields for PREPARED BY (00047288 - BARKER, MARCI JANE), PREPARER EMAIL (marci.barker@admin.utah.edu), and PREPARER PHONE (801-581-7296). A yellow sticky note is placed next to the state bar. At the bottom, there are tabs for Lines, Backup Documentation, Approvals, and Tracking. The 'Lines' tab is active, showing a table with columns: SEL, LN, BU, ORG, FUND, ACTIVITY, PROJECT, ACCOUNT, A/U, DEBIT AMOUNT, CREDIT AMOUNT, LINE DESCRIPTION (30 CHAR MAX), REFERENCE, and RELATED JE. The table contains two rows of data.

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE
<input type="checkbox"/>	1												
<input type="checkbox"/>	2												

The image below shows the general path of one e-Journal. Note the current status is highlighted in green, showing the journal is still being prepared.



Each step in the path identifies the e-Journal's processing status and is thus referred to as the "Journal State". Below are definitions of each state:

1. **Preparing** – in the process of being created and still needs to be submitted.
  2. **Dept Approvals** – the journal has been submitted, departmental approvals are pending.
  3. **Awaiting Backup** – backup documentation is pending (the preparer has specified that backup is being mailed and it is still en route, or backup has been requested by Central Administration and has not yet been provided).
  4. **CA Approvals** – pending approval(s) by Central Administration.
  5. **Complete** – final e-Journal state. Once an e-Journal is "Complete", it is integrated into the University's accounting system (PeopleSoft).
  6. **Posted to GL** – e-Journals will generally be posted to the General Ledger each business evening.
- Note the **Posted Date** is also displayed in the Journal Header of e-Journal.

**e-JOURNAL ENTRY**  
FINANCIAL & BUSINESS SERVICES  
THE UNIVERSITY OF UTAH

Home   Downloads   **Journal**   Search   Journal ID:

**Sharing** [icon]

<b>JOURNAL ID:</b>	EJ00227048	<b>ACCTG DATE:</b>	
<b>CREATED ON:</b>	06/20/2017	<b>OWNER ORGID:</b>	
<b>GL POSTED DATE:</b>	06/20/2017	<b>SOURCE:</b>	
<b>FROM EXCEL:</b>	No	<b>SUB SOURCE:</b>	
<b>RECYCLED:</b>	No	<b>REQUESTED BY:</b>	
<b>Backup Documentation</b>		<b>EXPLANATION:</b>	
<input type="checkbox"/> Retained in Department			
<input type="checkbox"/> Backup Being Mailed			
Cover Sheet			

## B. Using the worklist on the e-Journal Home page.

Another tool that can be utilized is the worklist on each preparer's e-Journal home page. Preparers have three worklists (**Preparing, My Submitted Journals and My completed Journals**) to help manage the portfolio of e-Journals they've initiated from the time of creation until they are posted to the General Ledger. Each worklist is described in detail below.

As shown below, the 3 worklists are:

1. Preparing
2. My Submitted Journal
3. My Completed Journals

**e-JOURNAL ENTRY**  
FINANCIAL & BUSINESS SERVICES  
THE UNIVERSITY OF UTAH

Home Downloads Journal Search Journal ID:  Search New Journal

**Search Journals**

JOURNAL ID:   
STATE:   
ACCTNG DT:   
ORG ID:   
PREPARER EMPLID:   
INCLUDE TRASHED JOURNALS? ☐ **1** Search

**Help & Documentation**

- [USERS FORUM - UPDATED 2/23/11](#)
- [ACCOUNTING CALENDAR](#)
- [PREPARERS GUIDE](#)
- [APPROVERS GUIDE](#)
- [VIEWERS GUIDE](#)
- [EXCEL OPTION GUIDE](#)
- [NEW PREPARER QUESTIONNAIRE](#)
- [PREPARER SECURITY ACCESS](#)
- [QUESTIONS OR SUGGESTIONS](#)

**:: My e-Journal Entry Home**

Listed below are the statuses of Journal submissions that you have access to, and relevant information about each of those journals. By clicking on a Journal ID (JID) you will be taken to the entry page for that specific journal.

To search for a specific Journal or group of Journals, use the search field to the left.

**Preparing**

2 Journal(s)

JID	ACCTNG DT	EXPLANATION	STICKY NOTES
<a href="#">EJ00000299</a>	08/31/2010		
<a href="#">EJ00000298</a>	09/01/2010		

**Awaiting Approval**

1 Journal(s)

My Roles: Dept./Other Approver Status: Pending

JID	PREPARER	ORG	STATUS	ACCTNG DT	NOTES
<a href="#">EJ00000152</a>	CHURCH, DEAN BRUCE	01111	Pending	09/01/2010	

**My Submitted Journals**

3 Journal(s)

Pending: All

JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES
<a href="#">EJ00000302</a>	09/08/2010	Dept Approvals			
<a href="#">EJ00000301</a>	09/01/2010	Awaiting Backup			
<a href="#">EJ00000300</a>	09/01/2010	CA Approvals			






**My Completed Journals**

4 Journal(s)

Accounting Period: Open

JID	ACCTNG DT	GL STATUS	POSTED DT	EXPLANATION
<a href="#">EJ00000292</a>	08/01/2010	Posted to GL	09/07/2010	
<a href="#">EJ00000294</a>	08/19/2010	Posted to GL	08/19/2010	
<a href="#">EJ00000297</a>	09/01/2010			
<a href="#">EJ00000293</a>	09/19/2010			







1. **Preparing** - displays entries that have not been submitted. The journal explanation, your personal sticky notes, and comments on recycled journals can all be viewed right from the worklist by hovering over the corresponding images.

Preparing			
8 Journal(s)			
JID	ACCTNG DT	EXPLANATION	STICKY NOTES
<a href="#">EJ00000219</a>	01/01/2010		
<a href="#">EJ00000220</a>	01/01/2010		
<a href="#">EJ00000232</a>	01/15/2010		



**Journal Explanation**

HEUG Alliance Conference final travel reimbursement.

2. **My Submitted Journals** – displays all journals that have been submitted but are not yet complete, and therefore still requiring someone's action. The list is in order of the flow of e-Journals, so those in the Department's court that the Preparer must ensure meet the monthly cutoff (pending Dept Approvals or Awaiting Backup) are listed first, with those that have "reached" Central Administration listed last.


My Submitted Journals						
3 Journal(s)						
Pending: <span>All</span>						
JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES	
<a href="#">EJ00008560</a>	03/31/2011	Dept Approvals				
<a href="#">EJ00008553</a>	03/22/2011	Awaiting Backup				
<a href="#">EJ00008555</a>	03/23/2011	CA Approvals				

3. **My Completed Journals** – displays completed journals (no longer pending anyone's action) for the "Open" accounting period, by default, with the option to view those in the accounting period "Last Closed". This worklist verifies that journals have finished processing and shows when they were posted to the General Ledger.

My Completed Journals				
2 Journal(s)				
Accounting Period: <span>Open</span>				
JID	ACCTNG DT	GL STATUS	POSTED DT	EXPLANATION
<a href="#">EJ00008561</a>	03/26/2011			
<a href="#">EJ00008554</a>	03/15/2011	Posted to GL	03/14/2011	

## C. The Approval Path:

While in the journal entry you can track where the entry is in the approval process. It will show you who has approved it so far and who still needs to approve journal entry. After the e-Journal is submitted, the entire approval path will be visible on the **Approvals** tab.



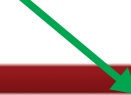
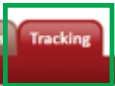
Lines Backup Documentation Approvals Tracking							
Select Lines Approvals							
SEL	ROLE	LEVEL	STATUS	EMPLID	NAME	STATUS DATE/TIME	ERRORS
<input type="checkbox"/>	Departmental Approval	1	Pending	00342646	BAGGETT,REBECCA	04/25/2011 10:41:02 AM	
<input type="checkbox"/>	Departmental Approval	2	Not Ready	00103917	CHURCH,DEAN BRUCE	04/25/2011 10:40:45 AM	
	Activity : Gary Emery	2	Not Ready			04/25/2011 10:41:02 AM	
	Project : Alayne & Wendy	2	Not Ready			04/25/2011 10:41:02 AM	
Add Dept. Approver							

## D. Tracking a single entry:

Also while in a specific entry, you can monitor and track an entry in detail. As shown previously, the specific approval routing path and status is available on the Approvals tab. Also available is a complete audit trail of actions that have been taken on the journal. See the **Tracking tab** in the green box below.

The Tracking tab displays the following:

- Action taken
- When it was taken
- By whom (User/Name)
- Approval Role that was satisfied, if applicable
- Recipient of the action (Emplid/Name), if applicable
- User comments supplementing the action, if applicable (visible by hovering over the **Notes** icon):



Lines Backup Documentation Approvals Tracking							
ACTION	DATE/TIME	USER	NAME	ROLE	EMPLID	NAME	NOTES
Share	05/31/2017 04:23:46 PM	00047288	BARKER,MARCI JANE		00358283	DAY,SHIRSTINE	
Integration Log	05/31/2017 11:54:18 AM	SYSTEM					
Integration Log	05/31/2017 11:54:17 AM	SYSTEM					
Approve	05/31/2017 11:54:10 AM	06006264	MURANAKA-ASTLE,STEPHANIE	Project: Anna & Brenda			
Submit	05/31/2017 11:05:09 AM	00047288	BARKER,MARCI JANE				
Attach Backup	05/31/2017 11:04:38 AM	00047288	BARKER,MARCI JANE				
Recycle	05/31/2017 10:44:08 AM	06004072	ALINDOGAN,MARIA ANNA V.				
Share	05/31/2017 10:34:05 AM	00047288	BARKER,MARCI JANE		00358283	DAY,SHIRSTINE	
Share	05/31/2017 10:34:04 AM	00047288	BARKER,MARCI JANE		06006264	MURANAKA-ASTLE,STEPHANIE	
Share	05/31/2017 10:34:03 AM	00047288	BARKER,MARCI JANE		06003114	GARDNER,ALINA	
Submit	05/31/2017 10:32:03 AM	00047288	BARKER,MARCI JANE				
Create Journal	05/31/2017 10:30:07 AM	00047288	BARKER,MARCI JANE				