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?

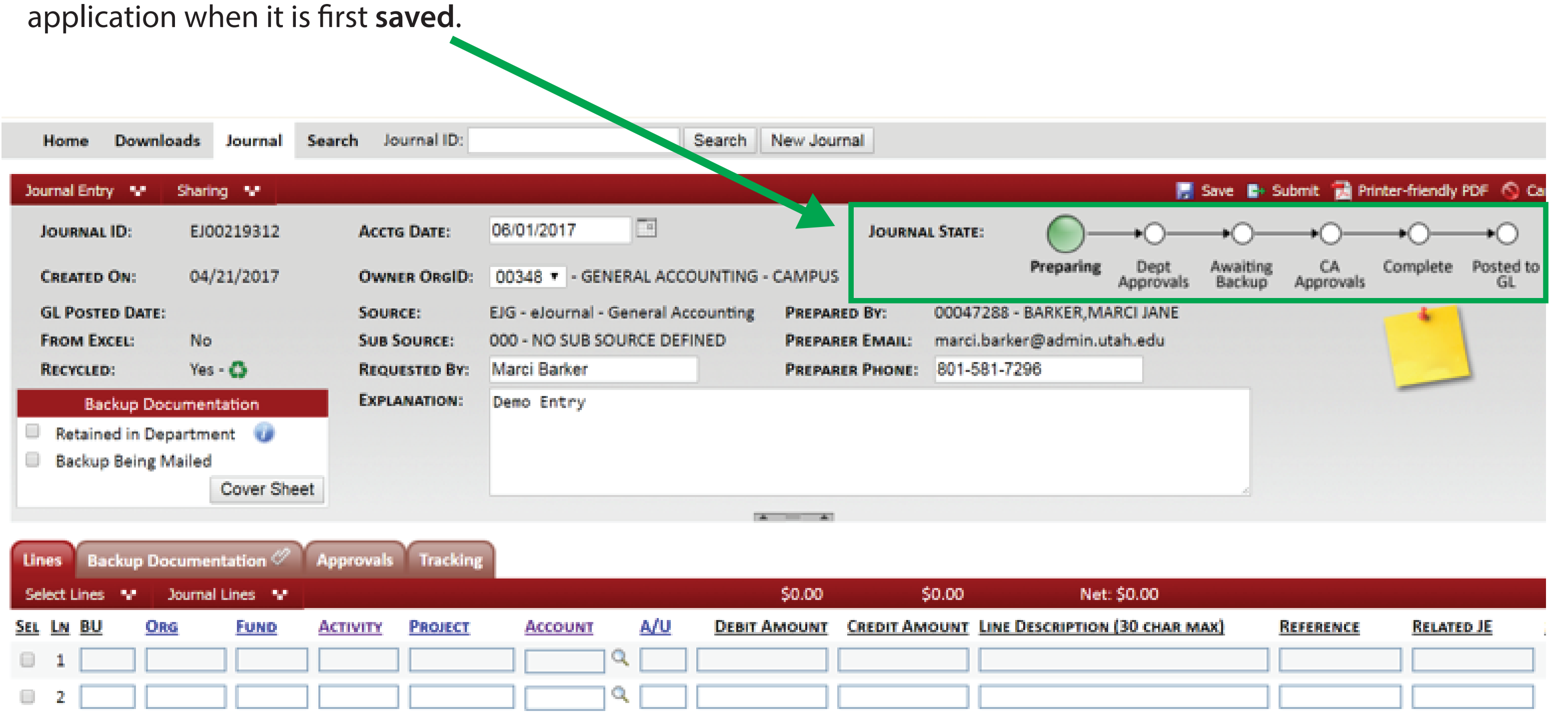
There are many different tools that can help you figure out where a particular e-Journal entry is in the process. This document will cover:

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

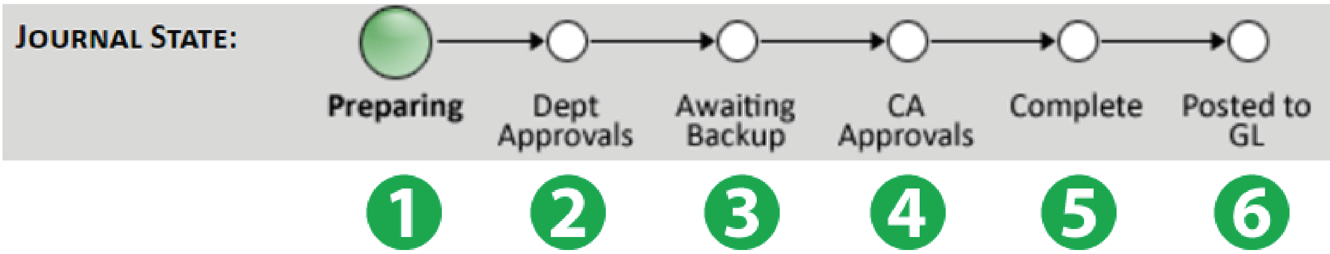
A. State of an e-Journal

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**.

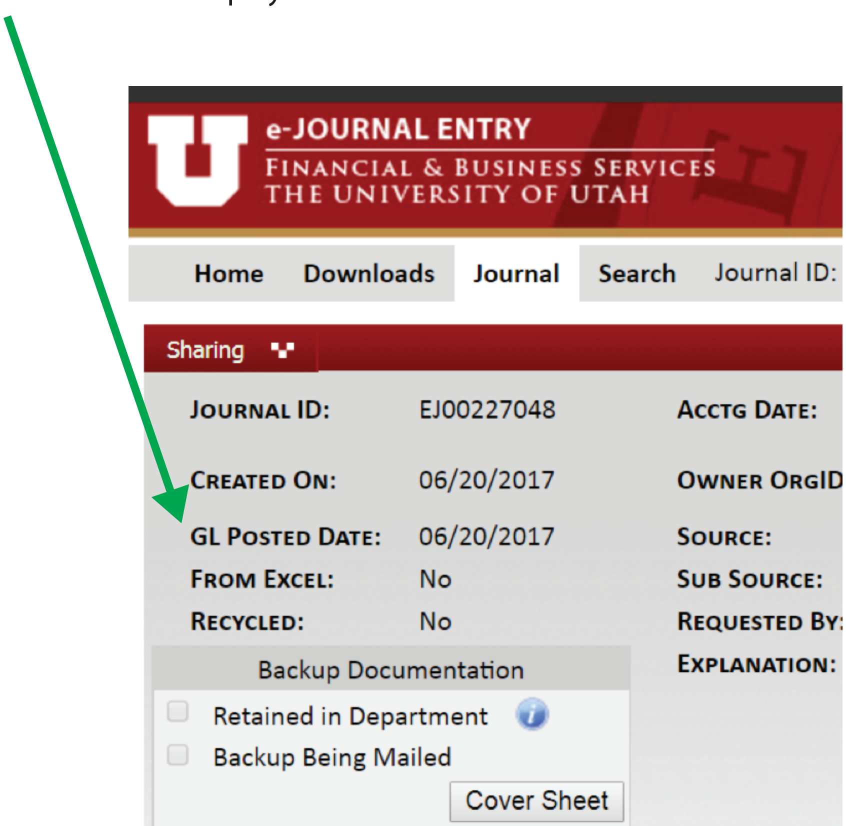


The image below shows the general path of one e-Journal. Note the current status is highlighted in green, showing the journal is still being prepared.



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.

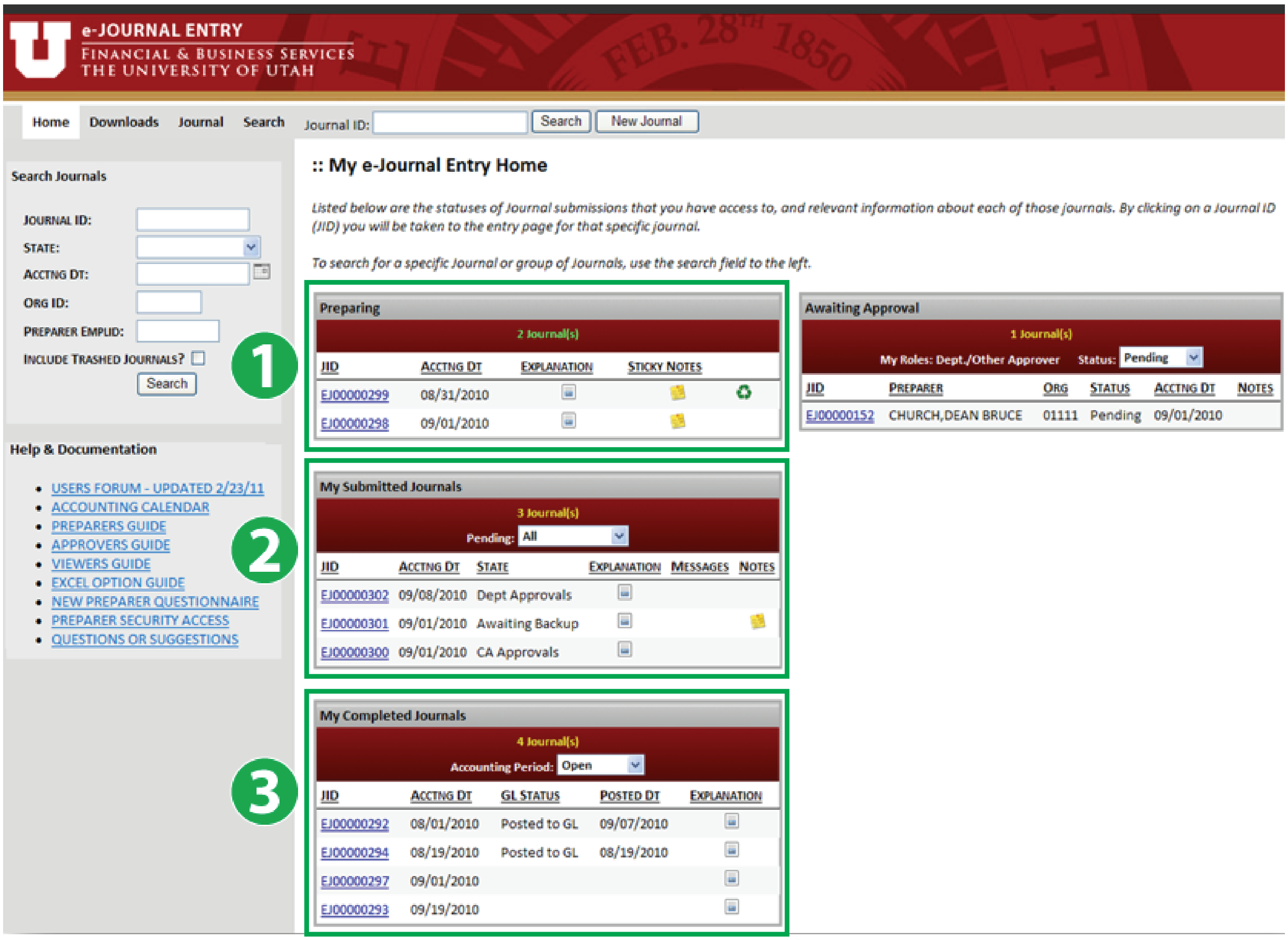


B. Using the worklist on the e-Journal Home page.

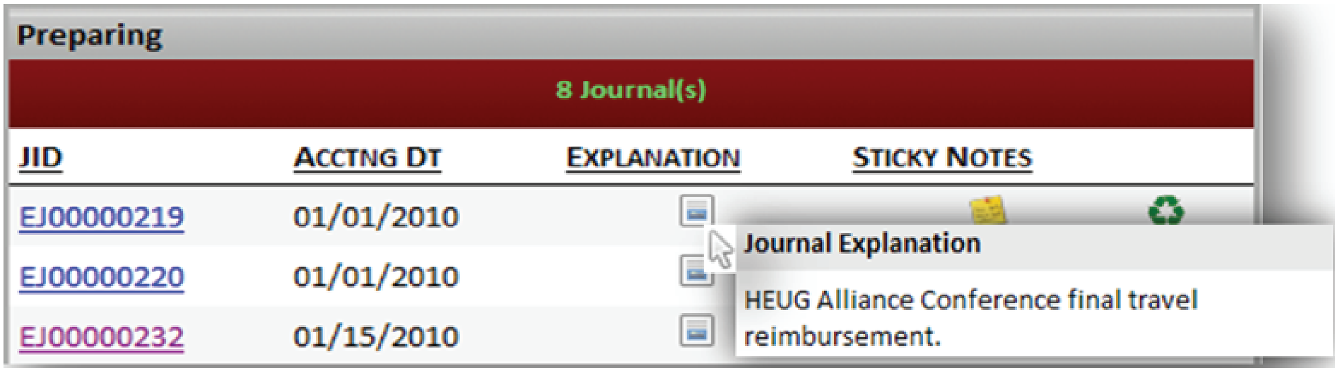
Another tool that can be utilized is the worklist on each preparer's e-Journal home page. Preparers have three worklists (**Preparing, My Submitted Journals and My completed Journals**) to help manage the portfolio of e-Journals they've initiated from the time of creation until they are posted to the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

As shown below, the 3 worklists are:

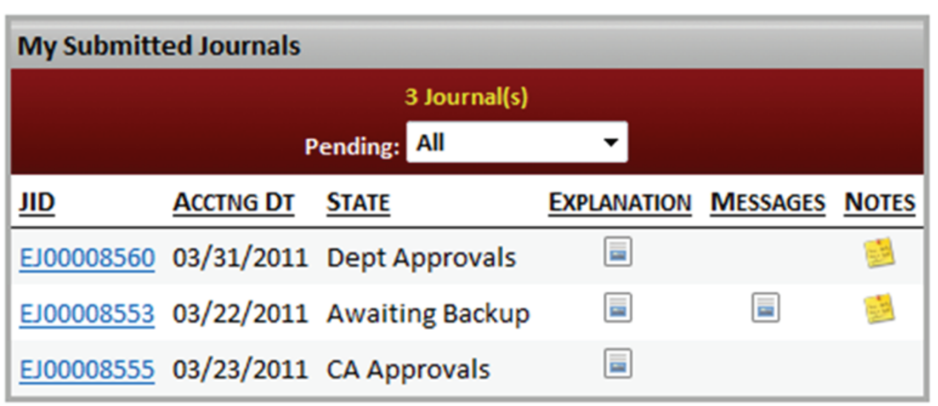
1. Preparing
2. My Submitted Journal
3. My Completed Journals



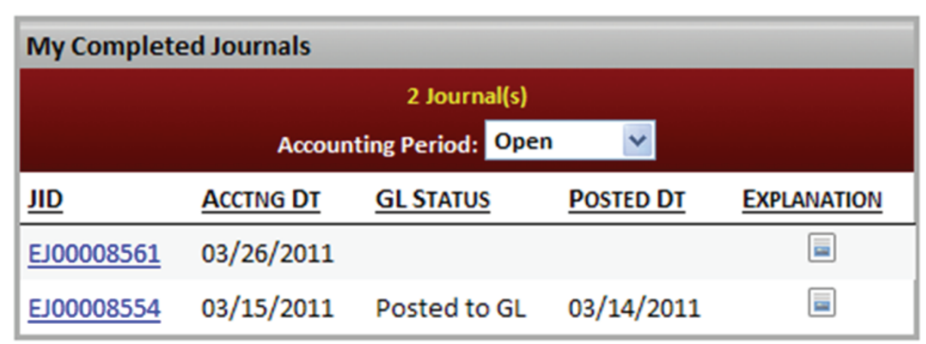
1. **Preparing -** displays entries that have not been submitted. The journal explanation, your personal sticky notes, and comments on recycled journals can all be viewed right from the worklist by hovering over the corresponding images.



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.



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.



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
☐	Departmental Approval	1	Pending	00342646	BAGGETT,REBECCA	04/25/2011 10:41:02 AM	
☐	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				