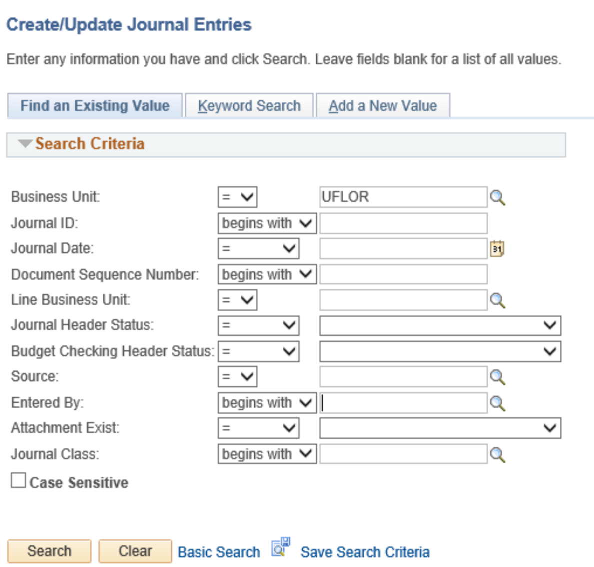
Reviewing a Journal Entry

These instructions are for reviewing and pulling up journal entries as part of monthly spot-checking.

1. In **my.ufl.edu**, go to **Main Menu > Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

2. You should see the below on your screen. Make sure to click "Find an Existing Value" tab.

3. Once you click on "Find an Existing Value" tab. You should see the screen below.



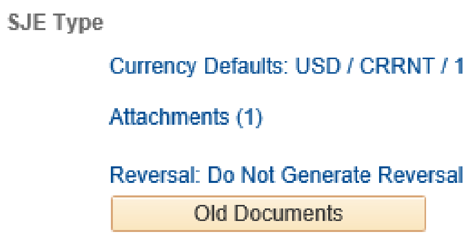
4. Clear out ALL boxes, except for the "Business Unit" needs to remain as "UFLOR" as seen in image above.

5. Input your journal entry ID into "Journal ID" box and hit the 

button located at the bottom of your screen.

6. Items to look for and review include:
    - Chartfield breakdown
    - Description of the journal entry
    - Attachments (original deposits, email requests, vouchers, etc)

    - Attachments will be found once you get into the journal entry on the main page. See below for reference.



    - If you want to view chartfields – at the top of the page you will need to be in the "Lines" tab. Chartfields will be listed below.