

## 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](http://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.

### Create/Update Journal Entries

Business Unit:    
 Journal ID:   
 Journal Date:

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

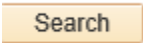
3. Once you click on “Find an Existing Value” tab. You should see the screen below.

### Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

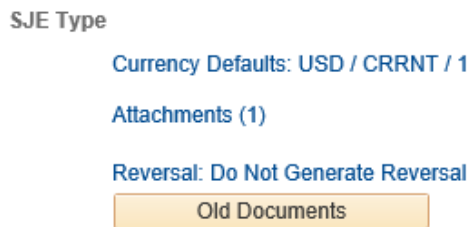
▼ Search Criteria

Business Unit: [=]    
 Journal ID: [begins with]   
 Journal Date: [=]    
 Document Sequence Number: [begins with]   
 Line Business Unit: [=]    
 Journal Header Status: [=]    
 Budget Checking Header Status: [=]    
 Source: [=]    
 Entered By: [begins with]    
 Attachment Exist: [=]    
 Journal Class: [begins with]    
 Case Sensitive

4. Clear out ALL boxes, except for the "Business Unit" needs to remain as "UFOR" 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.

