University of Houston ⌐ Clear Lake

TABLE OF CONTENTS

Contents

CREATE/UPDATE JOURNAL ENTRY WITH ID AND DATE

The **Business Unit**, **Journal ID**, and **Journal Date** fields populate automatically. However, you may override the default Journal ID and Journal Date when necessary.
For example, any confirmation-related entry will use a Journal ID beginning with **CONXXXXXXX**. When posting **Chase Bank transactions**, use the **transaction date** as the Journal Date. For **reversals or corrections** of prior journal entries, always reference the **original Journal ID**.

Step 1: To Add **Journal ID**, remove **NEXT** and type **Journal ID**. To change **Journal Date**, click the calendar button or type it in manually, then click **Add**.

HOW TO DELETE A JOURNAL ENTRY

A journal entry can only be deleted by the initiator of the journal. If a journal entry has been pushed into the workflow, it must be routed back to the Initiator for deletion. The only journals that can be deleted are journals that are not posted or in the workflow. **IMPORTANT: DO NOT CHOOSE ANY OTHER OPTION IN THIS DROP-DOWN BOX**.

Step 1: To delete a journal entry, click the Lines tab. Choose "Delete Journal" from the Process drop-down box. Click the **Process** button.

Step 2: Click the **Yes** button.

Message

Are you sure that you want to delete this journal? (5010,30)

| Yes | No |
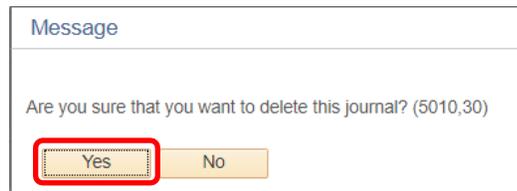
Step 3: Another message will be displayed. Click the OK button. The journal is deleted.

Message

Journal 0003882478 is deleted. (5210,7)

OK
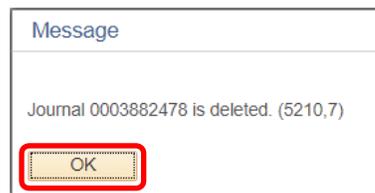
HOW TO COPY A JOURNAL ENTRY

A journal entry can be copied from either a posted or an unposted journal.

Step 1: Navigate to Create/Update Journal Entries, enter the **Journal ID** you want to copy, and select **Search**.

It will take you to the **Lines** tab of the original journal entry.

Step 2: To copy a journal entry, c h o o s e "**Copy Journal**" from the Process drop- down box. Click the **Process** button.
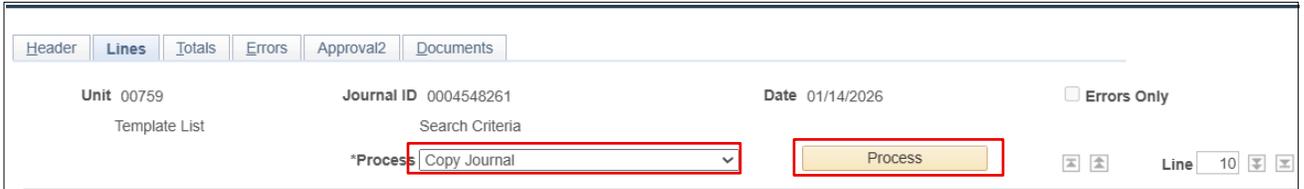
Step 3: On the **Journal Entry Copy** page, enter your preferred **Journal ID** and **Journal Date**. If you need to reverse the original journal, select the **Reverse Signs**.

IMPORTANT: Use the **Reverse Signs** checkbox only when reversing an entry; keep it deselected for copies.

Step 4: Click **OK**. The system will navigate to the **Lines** tab, where only the actual journal lines are displayed. Update the account code, cost center, amount, and line description as needed. If the entry is a reversal, be sure to include **"Reverse"** in the line description.

Step 4: Go to the **Header** tab and update the **Long Description**.

Note: If the entry is a reversal, include the word **"Reverse"**, the original journal Date, and a brief explanation of why the reversal is needed.

| Header | Lines | Totals | Errors | Approval2 | Documents |

Unit 00759   Journal ID 0004548261   Date 02/01/2026

Long Description REVERSE Journal Entry dated 01/14/2026

216 characters remaining

*Ledger Group ACTUALS   Adjusting Entry Non-Adjusting Entry

Ledger   Fiscal Year 2026

Source ACC   Period 6

Reference Number C0127032   ADB Date 02/01/2026

Journal Class

Transaction Code GENERAL   ☐ Auto Generate Lines

Step 5: Once all updates have been completed, upload the supporting documents and then process the journal entry. After the journal has been posted, run **1074.3b** to review the transaction.

```
Cost Center  : 2078/C0127/E0316/NA (16848)            UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00759   Univ. of Houston - Clear Lake                                           Page No.  : 2
Fund         : 2078    DESIG-SALES & SERVICES-E&G        Detailed Transactions - Revenue/Expense        Report ID : UGLS1074.3b
DeptID       : C0127   ACADEMIC RECORDS          January 01, 2026 To February 28, 2026 (Through Period 6).   Database  : FS92SBX
Program Code : E0316   ACADEMIC RECORDS              Report Limited to Active Cost Centers           Run Date  : 02/02/2026
Project      : NA                                                                                Run Time  : 12:58:27 PM
CC Manager   : 8018991 Celestine.Andrea Johnson
                                   /~~~~~~~~~~Journal/PO~~~~~~~~~\   Acct /~~~~~~~~~~~Amount~~~~~~~~~~\ Budget    /~~~Document~~~\ /~~~Reference~~\ CF1
Acct  Transaction Description       Type ID        Date/Line   FY  PD  Actual        Encumbrance  Ref  Source BU  Number  BU  Number   Info
----- ------------------------------ ---- ---------- --------------- ---- ---- -------------- --------------- ------ ------ ----- ---------- ----- ---------- --------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~
43639 Jan26 Parchment Rebate      16848 JRNL 0004548261 01/14/26   1  2026    5     -5,178.80        0.00 BP2026 AID                         C0127032
43639 Reverse-Jan26 Parchment Rebate16848 JRNL 0004548261 02/01/26   1  2026    6      5,178.80        0.00 BP2026 ACC                         C0127032
                                    ----- ------------------------------  -------------- ---------------
                   43639 MISC REVENUE - L1,2 - NONTAX                     0.00            0.00
                                    ==================  ==============  ===============
                                         Total Revenue                   0.00            0.00




Cost Center  : 2078/C0082/E0445/NA (16847)            UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00759   Univ. of Houston - Clear Lake                                           Page No.  : 5
Fund         : 2078    DESIG-SALES & SERVICES-E&G        Detailed Transactions - Revenue/Expense        Report ID : UGLS1074.3b
DeptID       : C0082   STUDENT ENROLLMENT CENTER   January 01, 2026 To February 28, 2026 (Through Period 6).   Database  : FS92SBX
Program Code : E0445   ENROLLMENT MANAGEMENT          Report Limited to Active Cost Centers           Run Date  : 02/02/2026
Project      : NA                                                                                Run Time  : 12:58:27 PM
CC Manager   : 8024887 Theodori.Ann Elizabeth
                                   /~~~~~~~~~~Journal/PO~~~~~~~~~\   Acct /~~~~~~~~~~~Amount~~~~~~~~~~\ Budget    /~~~Document~~~\ /~~~Reference~~\ CF1
Acct  Transaction Description       Type ID        Date/Line   FY  PD  Actual        Encumbrance  Ref  Source BU  Number  BU  Number   Info
----- ------------------------------ ---- ---------- --------------- ---- ---- -------------- --------------- ------ ------ ----- ---------- ----- ---------- --------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~
43639 Deposit Enrollment Mangement 16848 JRNL 0004548261 02/01/26   2  2026    6     -5,178.80        0.00 BP2026 ACC                         C0127032
                                    ----- ------------------------------  -------------- ---------------
                   43639 MISC REVENUE - L1,2 - NONTAX                  -5,178.80          0.00
                                    ==================  ==============  ===============
                                         Total Revenue                -5,178.80          0.00
```

REASON'S JOURNAL ENTRIES WILL BE DENIED BY GENERAL ACCOUNTING

1. **Journal ID:** A journal entry will be denied if a confirmation-related entry does not use a Journal ID beginning with "CONXXXXXXX."

   Reversal or correction entries will also be denied if the Journal ID does not reference the original Journal ID

2. **Journal Date:** Journal entry will be denied if date is not consistent with backup documentation. For ACH and wire payments, the journal date must match the **payment transaction date**.

Bank Name	Account Name	Transaction Date	Description	Credit Amount	Debit Amount	Remarks 1	Remarks 2	Remarks 4
JPMORGAN CHASE BANK, N.A. - TEXAS	10861-Clear Lake Operating	01/29/2026	EFT CREDIT	3,759.71		ORIG CO NAME=TX DPT CRIML JST	ORIG ID=1746000089	ENTRY DESCR=INV-PAYMTS

Create/Update Journal Entries

Add a New Value

*Business Unit: 00759
*Journal ID: NEXT
*Journal Date: 01/29/2026

Add

3. **Long Description:** A journal entry will be denied if the **Long Description** does not include a complete and clear explanation of the purpose of the journal.

   The Long Description on the Journal Header can begin with the following prefixes for added clarity:

   - **"DEP"** for check and cash deposits
   - **"REG-ACH PMT/WIRE PMT/CREDIT CARD PMT"** for ACH, wire, or credit card payments
   - **"REG"** for all other journals
   - **"ICJ"** for inter-campus journals
   - **"PCD"** or **"P-Card"** for P-Card liability transactions
   - **"Travel"** for travel card liability transaction

EXAMPLES:

Long Description | DEP - Deposit for ELM Loan for Graziosi ($3,940), A. III ($8,000), J. Medina ($3,000)

169 characters remaining

Long Description | REG - PMT - August 2025, UH/TCEQ   PI: NGUYEN

206 characters remaining

Long Description | REG - CORRECT DAILY DEPOSIT JOURNAL 0003219117 DATED 06/27/17 DEPOSITING FUNDS TO 2080-C0129-F1043-NA (ST 15381) ERRONEOUSLY. FUNDS SHOULD BE DEPOSITED TO 2063-C0069-F0908-NA (ST 14213) WHERE VOUCHER 00221538 PAID COLLECTIONS FOR REGINALD LANE GILFORD.

2 characters remaining

Long Description | ICJ - Texas Medical Center (TMC) Lease payment for UHCL - FY17 3rd Quarter - March 2017 through May 2017. Credit 00730-2080-H0263-D3589-NA; account 53519.

99 characters remaining

Long Description | PCD - Journal clearing P-card transactions for billing cycle Jul 11 (6-4-11 through 7-3-11) for cardholder gookin #9846

135 characters remaining

4. **Reference Number/Reference:** A journal entry will be denied if there is no unique ID in Reference Number field. Or the Departmental Log Number in the Header tab does not match the Reference field in the Lines tab (Optional).
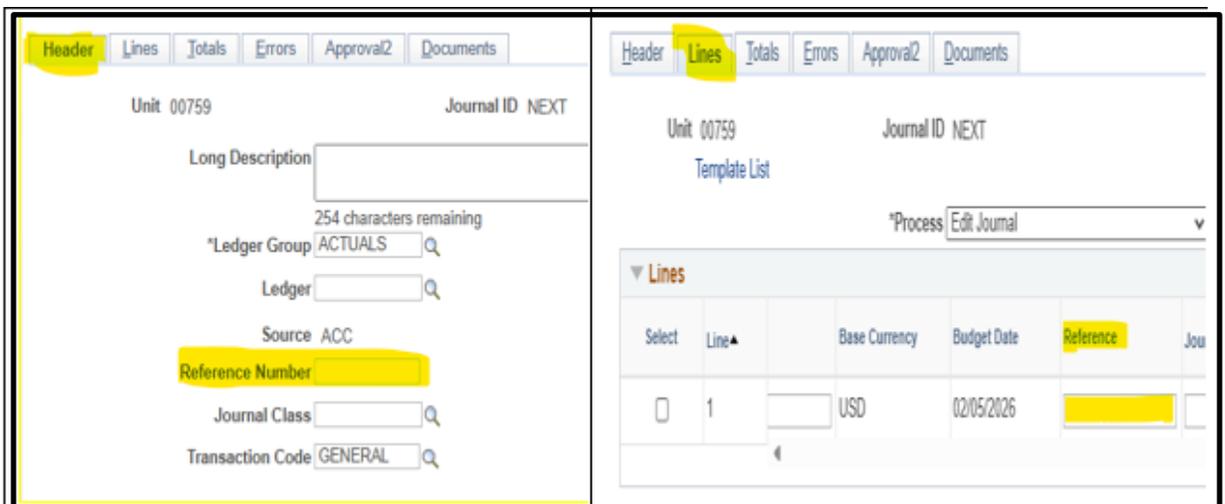
5. **Lines:** A journal entry will be denied if an incorrect account number or cost center is used.
6. **Documents:** A journal entry will be denied if no supporting documentation is attached, or if the documentation provided is inadequate, conflicting, or not legible.
7. **Approval2:** A journal entry will be denied if the incorrect Approval Path is selected. Use the appropriate path based on the type of transaction:

- **Check and cash deposit journal entries:** Select **"Dept/Coll/Div – Stu Fin - Accounting Office."**
- **ACH, wire, credit card payments, other journals, and intercampus journals:** Select **"Dept/Coll/Div - Accounting Office."**
- **Grant-related entries prepared by departments (not ORSP):** Select **"Dept/Coll/Div - OCG - Accounting Office."**
- **P-Card liability transactions:** Select **"Dept/Coll/Div - AP - Accounting Office."**

University of Houston Clear Lake

SUBJECT: Additional Information for Journal Entry Workflow   Page 12 of 19

SUPPORTING DOCUMENTATION REQUIRED FOR JOURNAL ENTRIES

Type of Transaction	Key Steps	Backup Documents Scanned and Uploaded to Journal
CASH OR CHECK DEPOSITS	1 Count Cash/Checks 2 Prepare Deposit Coversheet Form 3 Prepare Deposit Slip- For Cash *Make Copy of Deposit Slip* 4 Prepare Deposit for Transport to SBS *Include Original Deposit Slip in Deposit Bag* 5 Prepare Journal *Header Tab: Enter unique ID in Reference Number field* 6 Select Path 2, (Dept– Stu Fin - Accounting) 7 Print Journal Coversheet (do not need to sign) 8 Submit Cash Deposit Bag to Student Business Services *Inside Bag: Cash/Checks and Original Deposit Slip* *Outside Bag: Journal Coversheet and Copy of Deposit Slip*	1 Deposit Slip- for Cash 2 Complete Deposit Coversheet Form 3 Current Copy of 1074 Report if following types of transactions: *- Reimbursements to an Expense (Section 3b, Detailed Transactions - Revenue/Expense)* *-Refunds to a revenue account (Section 3b, Detailed Transactions - Revenue/Expense)* *- Debit an accounts payable account (Section 6, Summarized Balance Sheet)* *- Credit an accounts receivable account (Section 6, Summarized Balance Sheet)* 4 Incident Report and Overage/Shortage Report (MAP 03.A.45) Only if account 50015 is used and the amount is over $20.00 5 Copy of invoice or supporting documentation for the journal
ACH, WIRE, OR CREDIT CARD DEPOSITS	1 Prepare Deposit Coversheet Form 2 Prepare Journal -Use Transaction Date for ACH/WIRE payment -Credit card payment date for Credit Card -Use "CON" in the journal ID if it is a confirmation-related entry 3 Select Path 1, (Dept/Accting)	1 Settlement Totals Report or Credit Card Receipt. 2 Complete Deposit Coversheet Form 3 Current Copy of 1074 Report if following types of transactions: *-Reimbursements to an Expense (Section 3b, Detailed Transactions - Revenue/Expense)* *-Refunds/Chargebacks to a revenue account (Section 3b, Detailed Transactions - Revenue/Expense)* *-Debit an accounts payable account (Section 6, Summarized Balance Sheet)* *-Credit an accounts receivable account (Section 6, Summarized Balance Sheet)*
NON-PAYROLL REALLOCATIONS and CORRECTIONS (Non-Grant/Project Cost Centers)	1 Prepare Journal 2 Select Path 1, (Dept/Accting)	1 All other documentation that supports the journal entry 2 Current Copy of 1074 Report depending on account to be reallocated: *A. **Asset or Liability Account** (Section 3a, Detailed Transactions- Assets/Liability/Fund Equity AND Section 6, Summarized Balanced Sheet)* *B. **Expense or Revenue Account** (Section 3b, Detailed Transactions- Revenue/Expense)*
NON-PAYROLL REALLOCATIONS and CORRECTIONS (Grant/Project Cost Centers)	1 Prepare Journal 2 Select Path 3, (Dept/OCG/Accting)	1 Current Copy of 1074 Report depending on account to be reallocated: *A. **Asset or Liability Account** (Section 3a, Detailed Transactions - Assets/Liability/Fund Equity AND Section 6, Summarized Balanced Sheet- Run 1074 report from FY2000 Period 1 to Current)* *B. **Expense or Revenue Account** (Section 3b, Detailed Transactions- Revenue/Expense- Run 1074 report from FY2000 Period 1 to Current)* *OR* *C. **Expense or Revenue Account Project to Date** (Section 2, Summary by Budget Node and Account)* 2 Complete Cost transfer Justification form 3 Other supporting Documents to support the nal entry
FUND EQUITY	1 Prepare Journal 2 Select Path 1, (Dept/Accting)	1 Budget Journal if the fund equity journal is a result of a budget journal 2 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 3 Current Copy of 1016 Report, Fund Equity Report
CLEARING P-CARD AND TRAVEL CARD LIABILITY	1 Prepare Journal *Header Screen: Enter "P-Card" or "Travel" in Description* 2 Select Path 1, (Dept/Accting)	**P-CARDS** 1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 2 GCMS Expense Report Signed by the Cardholder 3 Copy of Receipts **TRAVEL CARDS** 1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 2 Concur Expense Report Signed by the Cardholder/Responsible Person 3 Copy of All Receipts/Itineraries 4 Copy of All Travel Requests
INTERCAMPUS JOURNALS Use the link for guidance	gljournalworkflow-sop-intercampus-journals-final.pdf	gljournalworkflow-sop-intercampus-journals-final.pdf

Additional Information for Journal Entry Workflow
Last Update Date: February 3, 2026   **Last Review Date: February 3, 2026**

NOTES:

1. Security Sensitive Information, such as social security numbers, credit card numbers, and bank account numbers should not be scanned and attached to journals.

2. Currency (i.e., dollar bills and coins) should never be copied or attached to deposit journals. The front and back of checks should not be copied and used as a source of backup.

3. Journal must be created and copy of cover sheet must be attached to deposit bag when submitting to Student Business Services

4. State Fund (FUND 1) cannot be used for journals related to non-payroll reallocations, corrections, or inter-campus journal entries.

CASH AND CHECK DEPOSITS, ACH, WIRE, AND CREDIT CARD PMT DOCUMENTATION

Deposit Coversheet Form will be found www.uhcl.edu/about/administrative-offices/general-accounting/forms

University of Houston ◢ Clear Lake
Deposit Coversheet Form - Cash/Checks OR Credit Cards
(Please use a separate deposit coversheet for credit card deposits. Do not combine with cash/check deposits)

(This section is required)												AMOUNT (Required)		
Date	7/1/2025							Deposit Description (Optional)						
To	UHCL Cashier							DEP: Orientation Guest Fees - 06/30/25 - $250.00 - Cash						
Prepared By	Kimberly Duren			Dept. Ref.	C0156116									
Dept Name	Orientation and New Student Programs			Journal Number	0004450710									
Phone Ext	2421													

(This section is optional)										AMOUNT (Required)		
TRANSACTION DESCRIPTION	SPEED TYPE	FUND	DEPT	PROG	PROJ	ACCOUNT	Payer's Name	Check Number or Credit Card Type	CASH	CHECK	CREDIT CARD	
Guest Fees	15966	2078	C0156	E0414	NA	43600	Cash		250.00			
SALES TAX (if applicable)					NA	20604						
Total Deposit (by Cash/Check/Credit Card)									250.00	-	-	

Cash Deposit Total (Optional)

	Count/Qty	Amount
$100	1	100.00
$50	2	100.00
$20	2	40.00
$10	0	-
$5	2	10.00
$1	0	-
$ 1/2	0	-
QUARTERS	0	-
DIMES	0	-
NICKELS	0	-
PENNIES	0	-
Other	0	-
Cash Deposit Total		250.00

Comments (Optional)

TRUE.

BALANCED TO TOTAL ABOVE

BALANCED TO CASH TOTAL ABOVE

TOTAL DEPOSIT: 250.00

Cash Receipt:

University of Houston Clear Lake

Credit card receipt:

```
        Summary Report

            CREDIT

Visa
Sales           1      $45.00
  Tips                  $0.00
  Tax                   $0.00
Returns         0       $0.00
Voids           0       $0.00
  Tips                  $0.00
  Tax                   $0.00
Total           1      $45.00

TOTAL CREDIT
Sales           1      $45.00
  Tips                  $0.00
  Tax                   $0.00
Returns         0       $0.00
Voids           0       $0.00
  Tips                  $0.00
  Tax                   $0.00
Total           1      $45.00

        GRAND TOTALS
Sales           1      $45.00
  Tips                  $0.00
  Cash Back            $0.00
  Tax                   $0.00
Returns         0       $0.00
Voids           0       $0.00
  Tips                  $0.00
  Tax                   $0.00
Gift            0       $0.00
Grand Total     1      $45.00

        END OF REPORT
```

CHECK STUB:

Clear Creek I.S.D. Controlled Disbursement Account	VENDOR NO. 24708			CHECK NO. 658904
ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
323113187323403 629900	P2302390	002	12,688.00	CONSULTING SERV NOC

DSP-FEB 82023AM 8:43

INVOICE:

University of Houston Clear Lake | **Office of Research & Sponsored Programs**
Division of Academic Affairs

INVOICE

TO: Andy Chang, Program Director III
Subsea Systems Institute
Division of Energy & Innovation
University of Houston
4302 University Drive
Houston, TX 77204-2015
(713) 743 - 5331

Invoice Date:	August 26, 2025
Invoice No.:	001REV
Project PI:	Luong Nguyen
Contract #:	R-26-0013
Cost Center:	G130055
Billing Begin:	July 1, 2025
Billing End:	August 31, 2025
Final Billing:	**YES**

Cost Categories	Budget	Prior Cumulative	Current Billing	Current Cumulative
Micro Credential Course Collaboration	18,000.00	-	18,000.00	18,000.00
Subtotal	18,000.00	-	18,000.00	18,000.00
TOTALS	**18,000.00**	**-**	**$ 18,000.00** Pay This Amount	**18,000.00**

How to run 1074

Favorites ▼   Main Menu ▼ > Custom Reports ▼ > GL ▼ > Dept Verification Rpt (1074)

*Business Unit: 00759   2026   5
From FY/Period: 2026   6
To FY/Period:

☐ Summary by Budget Node Only
☐ Summary by Budget Node and Account
☑ Transactions   ☐ Asset/Liab/Fund Equity
☑ Rev/Exp   ☐ Budget Jrnl

○ Print All Cost Centers
◉ Only Print Active Cost Centers
○ Only Print Inactive Cost Centers

☐ Open Commitments
☐ Soft Commitments
☑ Balance Sheet

☐ Verification Worksheet

HOW TO REVIEW THE JOURNAL ENTRY STATUS

The Approval History listed on the **Approval2** tab, provides the status of the journal entry along the current approval path. A complete list of comments entered in the Comment Log box is also displayed:

Step 1: Click the Approval2 tab.

| Header | Lines | Totals | Errors | **Approval2** | Documents |

Unit 00759   **Journal ID** 0004549522   ***Process:** Edit Jc ▾   **Date** 01/22/2026

Route To

*Please select the appropriate approval path:
- ○ Dept/Coll/Div - Accounting Office
- ◉ Dept/Coll/Div - Stu Fin - Accounting Office
- ○ Dept/Coll/Div - OCG - Accounting Office
- ○ Dept/Coll/Div - AP - Accounting Office

Source

Department C0075

Source PRS - President Office

Approval

Approval Instance   4577402

Approval Status   Approved

Approval Action

[Apply]

Workflow Fields

Business Unit   00759   Journal ID 0004549522

Journal Date   01/22/2026

OperID   0183790

System Source   GL JE Page

Comment Log

```
01-22-26 11:42 AM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Jones-Pruessner,Ann:
01-22-26 11:46 AM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Olguin,Juan Francisco:
01-22-26 12:08 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Krushall,Lindle Lauren:
01-22-26 01:05 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Abrams,Charlotte Anne:
```

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	01/22/26 11:42:05AM	0183790	Jones-Pruessner,Ann
Step 1	Approved	01/22/26 11:46:57AM	0320519	Olguin,Juan Francisco
Step 2	Approved	01/22/26 12:08:23PM	1584852	Krushall,Lindle Lauren
Step 3	Approved	01/22/26 1:05:58PM	0008406	Abrams,Charlotte Anne

Note the data listed under the Approval History:

- Step – this refers to each step of the approval process according to the "Route To" path chosen.
- Status – the status of the journal at each step in the path. The values are:
    - Initiated   the journal has been created
    - Approved   the journal has been entered into workflow
    - Denied   the journal has been denied and routed back to the originator Pending the approval action has not been selected for the journal in this step of the workflow process (journal is waiting on the worklist)
    - Recycled   not used
    - Skipped   the journal has skipped a step in the approval process
- Date/Time Stamp – This is the date and time stamp of the approval action
- User ID – This is the EMPL ID of the person choosing the approval action along the approval path.
- Name – This is the name of the person choosing the approval action along the approval path.

HOW TO FIX A JOURNAL EDIT ERROR

Sometimes when a journal is created and edited, the Journal Status will result in an "E" for Error instead of a "V" for Valid. If the journal has an Error Status, it will need to be resolved before it can be entered into workflow.
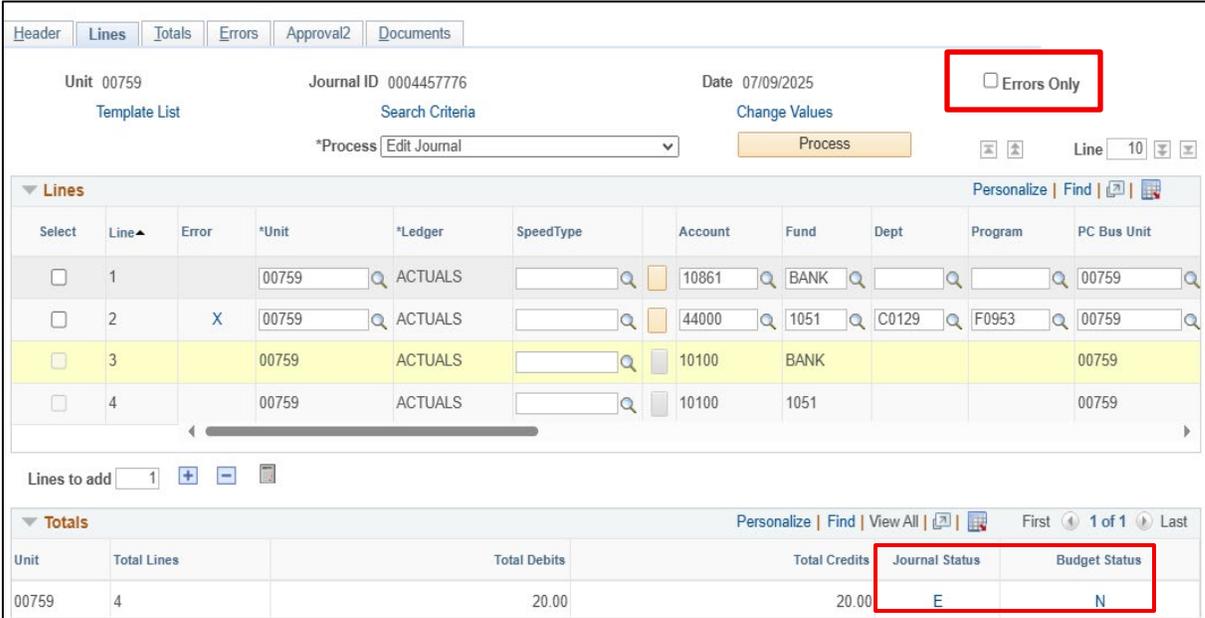
Step 1: Click the "E" hyperlink under Journal Status or click the "Errors" tab.

The Errors tab will indicate which line the error is on. The message given will say "Combo error for fields FUND_CODE/DEPTID/PROGRAM_CODE/in group COSTCTR. This means there is a problem such as:

- The cost center combination of Fund – Department – Program – Project ID is not valid
- The budget reference is missing or not valid
- If the cost center is either a grant (fund 5xxx) or project (fund 7xxx) cost center, the grant or project end date could be expired.
- Fund 5xxx should not have a budget reference.

| Header | Lines | Totals | Errors | Approval2 | Documents |

Unit 00759   Journal ID 0004457776   Date 07/09/2025

Header Errors   Personalize | Find | 🗗 | 📰   First ◀ 1 of 1 ▶

Unit	Field Name	Field Long Name	Set	Msg	Message Text
00759	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors   Personalize | Find | 🗗 | 📰   First ◀ 1 of 1 ▶ Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text ▾
2	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Dept/Program/Project in group COSTCTR.

Step 2: Return to the Lines page and make the necessary corrections. Click the **Process** button.

Line 2 is in error. In this example, the cost center is invalid. The cost center combination of 1051-C0129-F0953-NA does not exist. The correct cost center is 1052-C0129-F0953-NA.

The journal now has a Journal Status of "V" and a Budget Status of "V": The journal is ready to be entered into workflow.
NOTE: If the journal fails budget checking (Budget Status = "E"), contact your DBA for resoluti