

Monitoring Your Journals

It is the user’s responsibility to monitor the progress of all journals entered in FMS. The most efficient way to do this is through the following path. You must create and add an “Inquiry Name”. In the example below I used “Journal”.

Journal Inquiry Criteria

Journal Inquiry

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000114692	09/04/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/04/2005	JSTOKES 4922 - RI
0000116755	09/30/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/30/2005	JSTOKES 4922 - RI
0000117605	10/10/2005	UTHSC	Posted	GA	No Susp	JSTOKES	10/10/2005	MTRUJILLO-COST
0000117615	09/30/2005	UTHSC	Posted	GA	No Susp	JSTOKES	09/30/2005	MTRAMONTE - FY 0

Enter the information as above and the current period in the From/To fields and enter your User ID or the Journal ID. Click on the Search button. Review the status of your journals. All journals must be “Posted” before the month end deadline (per monthly email reminder, 3rd working day) or they will be deleted.

We strive to process all journals within 48 hours of receiving paperwork. We ask that you submit your journals throughout the month rather than waiting until the last few days of the month. At month end we concentrate on current month \ month end journals. During this period journals for the next period will only be posted by special request. Please allow us 48 to 72 hours **after** month end close before you call to check on our progress.

Except in special circumstances all journals must be “Edited” and in “V V” status prior to submission to General Accounting. For assistance with journal errors contact General Accounting.