

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".

Journals
Enter any information you have and click Search. Leave fi

Find an Existing Value **Add a New Value**

Inquiry Name: begins with

Search **Clear** [Basic Search](#) [Save Search](#)

Search Results
View All First 1 of 1 Last

| Inquiry Name |
|--------------|
| JOURNAL |

Journal Inquiry Criteria

Journal Inquiry

Ledger Criteria

Inquiry LEDGER **'Unit** JTHSC **'Ledger** ACTUALS **'Year** 2006 **'From Period** 1 **'To Period** 12 **Suspense Status** **Search**

Journal ID APACC15452 **Status** **Source** **Currency** **Stat** **Document Type**

User JSTOKES **Document Sequence** **Max Rows** 100 **Sort By** Journal Id

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

| 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.