GL.060.009 - REVIEWING STANDARD JOURNALS

Purpose	To review the standard journals created after running the Create Standard Journals Process.
Description	Standard journal entries (SJEs) enable users to automate the entry of similar or identical journals. There are three types of SJEs: recurring, template and spread. A recurring journal entry is any entry periodically generated according to a schedule, such as monthly rent, lease payments and depreciation expenses. A template journal entry is a data-entry model for other journals that users can automatically reproduce on a fixed schedule—like recurring SJEs—or use on request. A spread journal entry is an entry in which the entire journal amount is spread proportionately across the different periods.
Security Role	BOR_GL_INQUIRE
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to reviewing standard journals.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **General Ledger** link.
4.	Click the **Journals** link.
5.	Click the **Standard Journals** link.
6.	Click the **Review Standard Journals** link. The Review Standard Journals page can be used to view all of the journals produced by the Create A Standard Journal Entry process. For more information, see GL.020.017 – Create a Standard Journal Entry.
7.	Enter a standard journal name in the **Standard Journal** field.
8.	Click the **Search** button.
9.	Click an entry in the **Standard Journal** column.
10.	Review the journals. The Review Standard Journals page is used to verify the Standard Journal Entries created and to verify their statuses are correct. This page shows the date, Ledger Group, Source, Status, currency and lines on the journal.
11.	When finished reviewing journals, click the **Return to Search** button.