

This table outlines the required actions needed to successfully process your journals, depending on the Journal Header status and Budget Header Status found at the bottom right of the journal entry page:

Journal Status	Budget Status
N	N

Case #	Journal Header Status	Budget Header Status	Explanation and Required Actions
1	N	N	This is a newly saved journal. Both checks (combo edit check and budget check) still need to be run. → <i>Action: Run the “Edit Journal” Process.</i>
2	E	N	There is a combo edit error that prevents the transaction from moving forward to the budget check. → <i>Actions: Correct the journal chartfields and save. This will reset the journal back to Case #1.</i>
3	V	E	The combo edits are valid but there is a budget error. This may be fixed in two ways: (1) Remedy the budget error by doing a budget transfer/journal in the Budgets module (i.e. outside of the General Journal module) → <i>Actions: After fixing the budget issue, run the “Budget Check Journal” Process.</i> (2) Change the chartfields in the journal. → This will reset the statuses to Case #1.
4	V	V	Both the chartfield combo edits and the budget checks were passed. The journal is valid. Remember to attach any relevant supporting documentation if appropriate. → <i>Action: Run the “Submit Journal” Process to submit it into approval workflow.</i>

Note: All Posted journals will have a Journal Header Status of “P”. Any journal that is not yet posted may be edited or deleted.