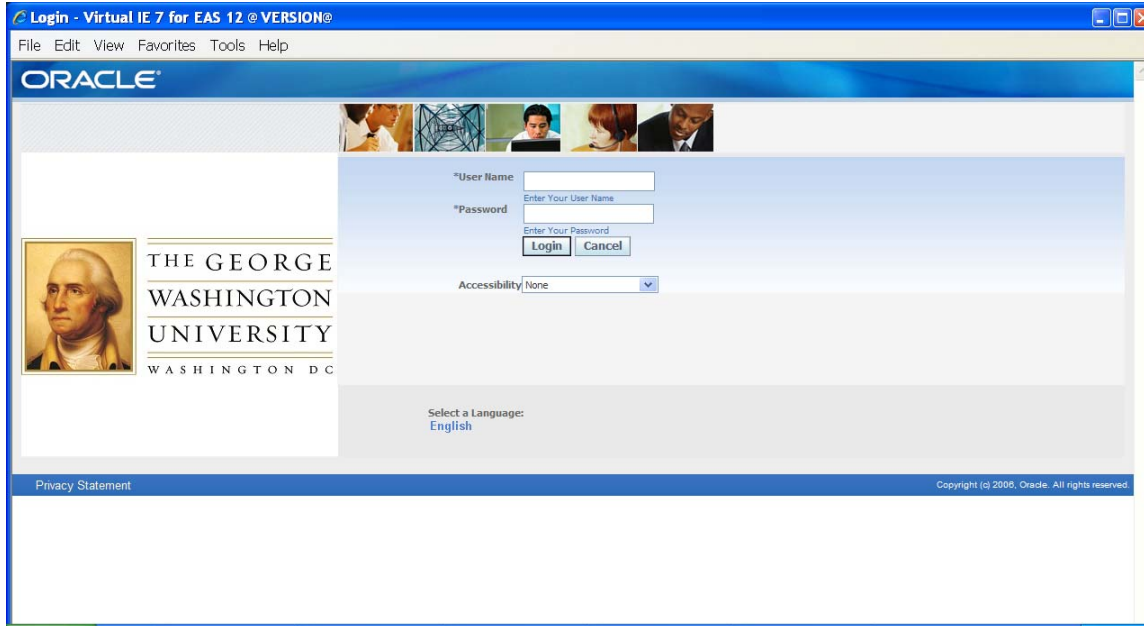


Check the Status of a Journal Entry

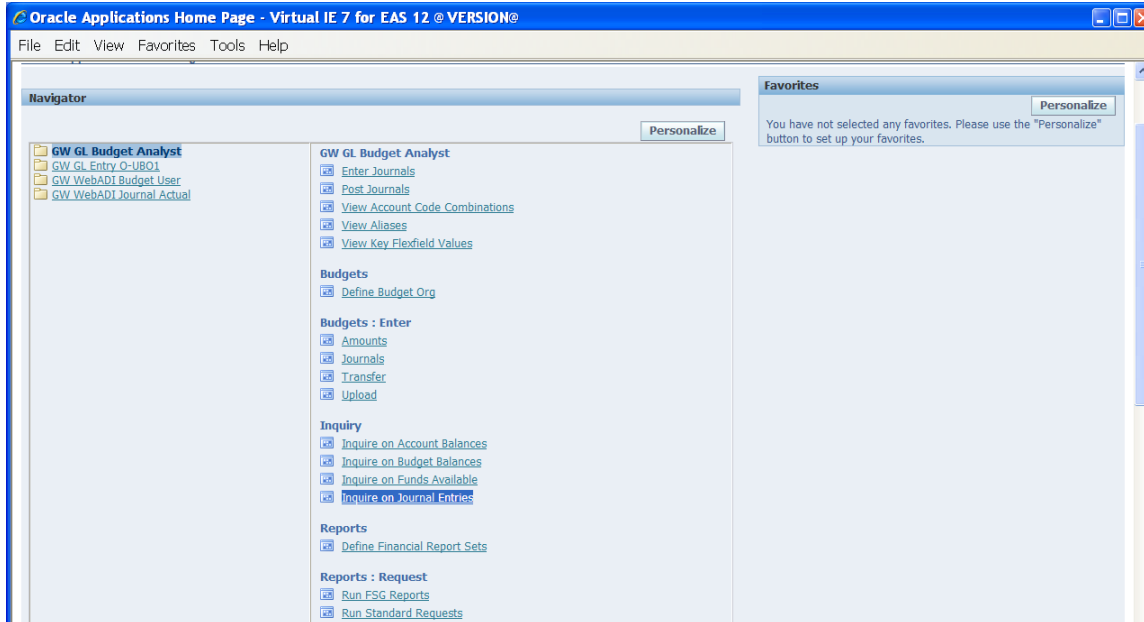
1. Log in EAS by using the EAS User ID and password.



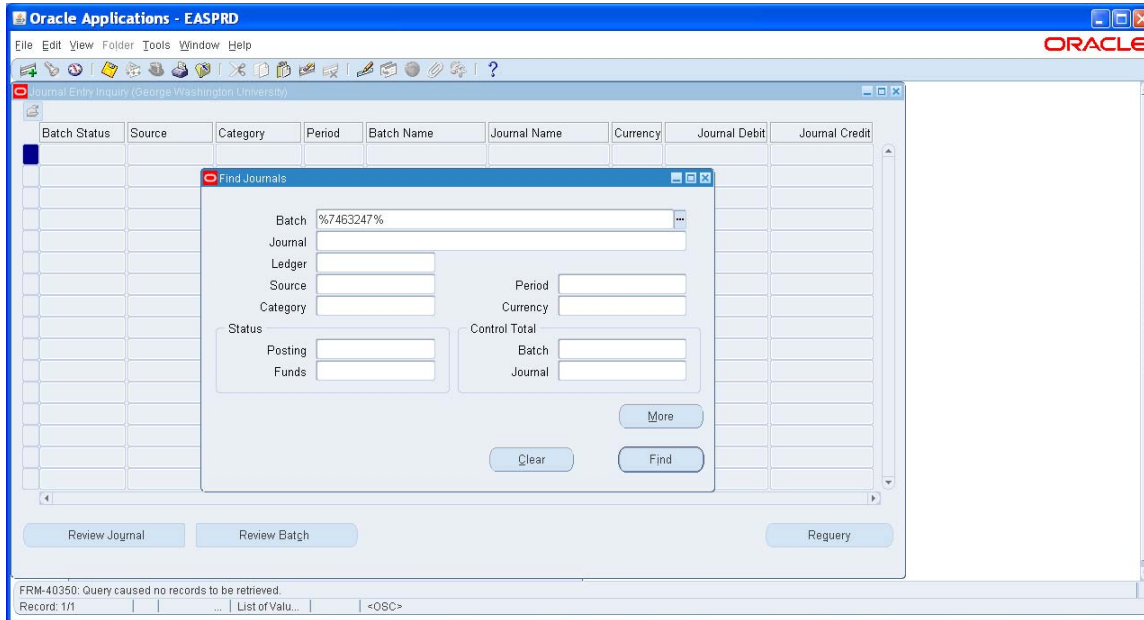
2. Choose one of your assigned responsibilities.



3. Double click on 'Inquire on Journal Entries.'



4. Type the Journal import request ID number in the Batch field, and then click on 'Find.'



5. The results of the query are shown below.

| Batch Status | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit |
|--------------|-------------|------------|--------|--------------------|--------------------|----------|---------------|----------------|
| Posted | Spreadsheet | Adjustment | Apr-10 | UBO.JDK.Developmen | UBO.JDK.Developmen | USD | 1,191.00 | 1,191.00 |

6. Click on 'Review Journal.'

| Line | Account | Debit (USD) | Credit (USD) | Description |
|------|------------------------------------|-------------|--------------|---|
| 1 | UN.58951.016002.C100001.G.ADM.FB.C | | 1,191.00 | Development reimbursement to F St House for Clarice Smith |
| 2 | UN.58951.204103.C100001.G.ADM.FB.C | 1,191.00 | | Development reimbursement to F St House for Clarice Smith |
| | | 1,191.00 | 1,191.00 | |

7. Click on 'Other Information' to get the status of the Journal Entry.

The screenshot displays the Oracle Applications - EASPRD interface for a Journal Entry. The window title is "Oracle Applications - EASPRD" and the application name is "ORACLE". The main window title is "Journals (George Washington University) - UBO.JDK.Development reimbursement to F Street Hous".

The "Other Information" tab is selected, showing the following fields:

| Field | Value |
|------------------|---|
| Journal | UBO.JDK.Development reimb Adjustment USD |
| Description | UBO.JDK.Development reimbursement to F Street House for Clarick |
| Ledger | George Washington |
| Category | Adjustment |
| Period | Apr-10 |
| Effective Date | 28-APR-2010 |
| Balance Type | Actual |
| Budget | |
| Cleaving Company | |
| Tax | Not Required |
| Control Total | |

Conversion fields:

| Field | Value |
|----------|-------------|
| Currency | USD |
| Date | 28-APR-2010 |
| Type | User |
| Rate | 1 |

Reverse fields:

| Field | Value |
|--------|--------------|
| Date | |
| Period | |
| Method | Switch Dr/Cr |
| Status | Not Reversed |

Status fields:

| Field | Value |
|--------------------------|------------------------|
| Posting | Posted |
| Funds | Passed |
| Approval | Approved |
| Source | Spreadsheet |
| Reference | Journal Import Created |
| Reference Date | |
| Reconciliation Reference | |

Accounting Sequencing fields:

| Field | Value |
|---------------|-------|
| Number | |
| Sequence Name | |

Reporting Sequencing fields:

| Field | Value |
|---------------|-------|
| Number | |
| Sequence Name | |

Buttons: Line Drilldown..., T Accounts...

Record: 1/1