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.

6. Click on 'Review Journal.'
7. Click on ‘Other Information’ to get the status of the Journal Entry.