On a monthly basis, check to ensure that all of your journal entries for that period have been posted. Remember, you only have until noon time on the 3rd working day of a new month to get the previous month’s journal entries ready for posting.

Check for the following:

- Incorrect BATCH names
- BATCH or JOURNAL Control Total still contains a “1”, or Control Totals are missing
- Incomplete Batches (Debits do not equal Credits)
- Posting Status = “Error”

To query for journal entries, follow these steps.

1. From the Oracle E-Business Suite HomePage, choose your GL Responsibility & navigate to Enter Journals.

2. In the Find Journals screen, in the Batch field, enter “%Dept# Initials%”.
   - The % is a wild card character that can stand for a single character, a group of characters, and blank spaces.
   - Enter one blank space between Dept# and Initials.

3. Enter the period for which you are querying journals, using the format MMM-YY.

4. Click Find.
For each unposted Journal, review the Batch and Journals pages.

Check the following:

1. Batch name - should be all upper case characters and in the following format
   “Type Dept Initials Date Tracking#” (only 1 space between each segment; no space before Type).

2. To change the Period, click on the Change Period button, enter the new Period in the “To” field, and click OK.

3. For the Journal to be ready for posting, the Batch Control Total should equal Debits and Credits (except for Cash Reports, in which case the Batch Control Total should be “2”).
4. On the Journals page, make sure the Control Total equals Debits and Credits.

5. Save changes.

6. Be certain to make all necessary updates prior to the established cutoff dates and times published on the PRISM website, www.cfo.pitt.edu/prism.

7. If additional assistance is needed, refer to Chapter 2 of the PRISM General Ledger training manual, or contact the Technology Help Desk at 624-help.