

## Understanding the Review Journal

Use the Review Journal to adjust, re-validate, cancel, and post accounting transactions. Typically, you use the Review Journal to locate posting errors and debug custom posting rules.

If you post a transaction and it contains errors like a missing GL account, the transaction goes to the Review Journal.

The program is a safety net. It makes sure bad financial data, like unbalanced transactions, don't post to your general ledger books. You can then find the error, fix it, and repost the transaction.

You can also use the Review Journal to check entries for a transaction type. Use this feature when you create a custom posting rule and want to see if the custom rule posts its transactions correctly. This makes sure the custom posting rule is ready before you release it for everyday use.

So, during this course, you'll see how all of this works. Tap the top button to get started. Don't forget as you move through the course, use Home to return here. Once you feel you understand what the Review Journal does, click the Show Us What You Know button to tackle the quiz.

### Topics

- Reviewing Errors
- Reviewing Transactions for a Type
- Releasing Locked Journals
- The Review Journal Tour

### Reviewing Errors

Let's say you post an AP invoice, but for some reason the transaction lacks a GL account for the Payables context. What happens? The transaction ends up in the Review Journal.

Because the AP posting process generated an error, you can launch the Review Journal directly from AP Invoice Entry. Right-click in the Review Journal field and select Open With... Review Journal Entry.

So here you are, the Review Journal. You see the transaction in the tree view, and there's an error message. Let's look at the details.

On the Transactions > Error Log sheet, the message states that the transaction does not balance. You then look at the Transaction Lines > List sheet. Scroll through the grid. You see that the GL account is missing.

Now that you know what the problem is, you're ready to fix it. Go to the Actions menu and select Journal Entry Cancellation. This sends the transaction back to the source program. In this case, back to AP Invoice Entry.

To fix this issue, what you do next is launch GL Control Maintenance. Add a general ledger account to the GL control.

And that should do it. Return to AP Invoice Entry and post the invoice group again. Everything works fine, the AP invoice posts to the general ledger.

Other errors can appear in this program as well. The earliest apply date can fail. You may also post to inactive accounts and closed periods. You can find and correct these problems in the Review Journal.

And here's an important tip. At week or month end, always check the Review Journal to make sure transactions post correctly. If some didn't post, it's a perfect time to fix them. Run the Review Journal report to see a list of review journals from a selected book.

Expand the recap link below to read notes about fixing transaction errors. Otherwise, move on to see how you check transactions for a specific posting rule type.

## Reviewing Transactions for a Type

If you create a custom posting rule for a transaction type, use the Review Journal to make sure all the transactions post as you want them to.

To do that, send all the transactions for a type to the Review Journal. Then you can test different scenarios before you start posting these transactions into the General Ledger.

To make all transactions go through the Review Journal, launch GL Transaction Type Maintenance. Select the transaction type, like AR Invoice, and then the revision you want to test.

Activate the Manually review all transactions check box and Save your changes.

Now whenever you post AR invoices, these transactions go to the Review Journal regardless of whether they have errors. Let's see what that looks like in AR Invoice Entry.

Again, you'll see the Review icon in the entry group. Just right-click in the Review Journal field and select Open With.... Review Journal Entry.

When you look at the transaction in the Review Journal, there's no errors. That's a relief.

Since you're good to go, post the transaction. Go to the Actions menu and select Journal Entry Confirmation.

Expand the recap link below for notes on reviewing transactions. Then move on to see how you unlock journals.

## Releasing Locked Journals

When a fatal error happens during posting, like the power goes out or you lose the database connection, the journals lock. You can't do anything with these journals.

Click Actions > Release Locked Documents to see a list of journals.

From the Lock List grid, select the journals you want to unlock. Then click the Unlock button.

You also generate the Review Journal report from the Actions menu, so its worth mentioning again. Double check your transactions at week or month end. To do that, run this report.

And that's it. Check below to review notes on releasing locked documents. When you're ready, move on to take a tour of the Review Journal.

## The Review Journal Tour

Here it is, the Review Journal! Tap the dots to learn more about this program's features. When you finish looking around, tap Next to take the quiz.

### Actions Menu

Once you make corrections and there are no errors, validate and confirm the journals. You can also cancel them. And you can unlock journals that had fatal errors. Do this by selecting the appropriate options on the Actions menu.

### Journal Entry

Click the Journal Entry button to find and select review journals. Each review journal shows the date it was posted and the module used to post it. If you select multiple review journals, click on the List sheet to see them all.

### Lines

Use the Lines sheets to see the transaction errors.

### Error Log

Look at the Error Log to see why the journals did not post to the General Ledger.

### Transaction Type and Revision

The Transaction Type indicates what kind of financial activity the transaction records.

The Revision shows you the posting rules version the transaction used. Posting rules determine the Debit and Credit entries which post to the general ledger.

### Book

Transactions attempt to post amounts to the selected book's chart of accounts. Books can have different validation settings, so they can have different errors and warnings to resolve.

### Journal Code

The Review Journal organizes journal entries by book and journal code. Since each transaction can post to multiple books, this journal code helps you identify the transaction.

### Description

The Description shows details about the transaction, like the invoice's number. The Has Errors icon lets you know this transaction has problems to fix.

### Amounts

The transaction's Debit and Credit amounts display in these fields. The net Balance appears below these values.

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