

Understanding the Review Journal

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

To start this course, you first learn what the Review Journal does.

You then see how the Review Journal helps you locate and resolve posting errors.

The course next explores how you use the Review Journal to validate custom posting rules.

You can also release locked journals. The course ends by showing how you do this in the Review Journal.

Select an option to learn more.

Objectives

- What Is the Review Journal?
- Reviewing Errors
- Reviewing Transactions for a Type
- Releasing Locked Journals

What Is the Review Journal?

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

The application is a safety net. It makes sure bad financial data, like unbalanced transactions, do not 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 correctly posts its transactions. This makes sure the custom posting rule is ready before you release it for everyday use.

Reviewing Errors

You post an AP invoice, but the transaction lacks a GL account for the Payables context. This causes a posting error. What happens? The transaction ends up in the Review Journal.

Because the AP posting process generated an error, the Invoice Detail card indicates the system did not post the invoice. It instead placed an entry within the Review Journal.

You see information about this error as part of the Invoice Summary. The Review Journal field shows the number of the entry. The Lock Status field indicates the invoice is under review. You cannot post this invoice until you correct the error.

Launch the Review Journal. You see the entry on the Landing Page. It indicates this invoice transaction has an error.

To look at the details, tap the link for the entry.

On the Details card, the transaction Status indicates it has errors.

Then in the Error Log card, the message states that the transaction does not balance.

Review the Lines card. This transaction has one line, and it suggests a GL Account that you can use.

To see more details, tap the link for the Line Number.

The Line Details card shows you more information about the transaction, like the Booking Rule Reference and the full Description of the invoice.

The GL Control does not have a Payables account context, so the system cannot post the transaction. Now that you know what the problem is, you're ready to fix it.

Tap the Overflow menu and select Journal Entry Cancellation. This sends the transaction back to the source application. In this case, it sends it back to AP Invoice Entry.

To fix this issue, launch GL Control Code Maintenance. Filter the controls that display on the Landing Page by tapping the Type drop-down list and select AP Account.

Only the Accounts Payable control codes display. Select the code used on the invoice.

Add a general ledger account to the GL control. Expand the Accounts card and select the Main book.

Then for the Payables account context, enter the GL account. Save 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 application 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 did not post, it's a perfect time to fix them. Run the Review Journal report, select a book, and see a list of journals to review.

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.

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.

Go to the Revision sheet.

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. Launch the application and select a group.

Now tap the Overflow menu and select Group > Post.

Select the Group link to see more information. The Group Detail panel slides on.

Like you saw previously on the AP invoice, the group now has both a Reviewing Lock Status and a Review Journal entry number.

Right-click the Review Journal field. From the context menu, select Review Journal Entry.

When you look at the transaction in the Review Journal, you see the Valid status. There's no errors, so your custom posting rule runs fine.

Post the transaction. Go to the Overflow menu and select Journal Entry Confirmation.

When you are satisfied that the custom posting rule runs correctly, return to GL Transaction Type Maintenance. Select the Revision and clear the Manually review all transactions check box.

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.

Use the Review Journal to unlock these journals. Launch the application and tap the Overflow menu.

Select Release Locked Documents.

The Locked Documents panel slides on. If any documents are locked, they display in this grid.

Select the journals you want to unlock. Then tap the Unlock button.

And always remember while you look over a journal, you can generate the Review Journal report, so it's worth mentioning again.

Tap the Overflow menu and select Print Review Journal.

Always double check your transactions at week or month end. To do that, run this report.

Recap

That's the end of the course. Let's review what you discovered.

To start this course, you first learned what the Review Journal does.

You then saw how the Review Journal helps you locate and resolve posting errors.

The course next explored how you use the Review Journal to validate custom posting rules.

The course then showed how you release locked journals.

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