

Viewing Edit/Combo Edit Errors



When the G/L user edits a journal, the process will check for all chartfield errors within the journal entry. If errors occur, the G/L user will be able to view the edit or combination edit errors on the **Errors** page.

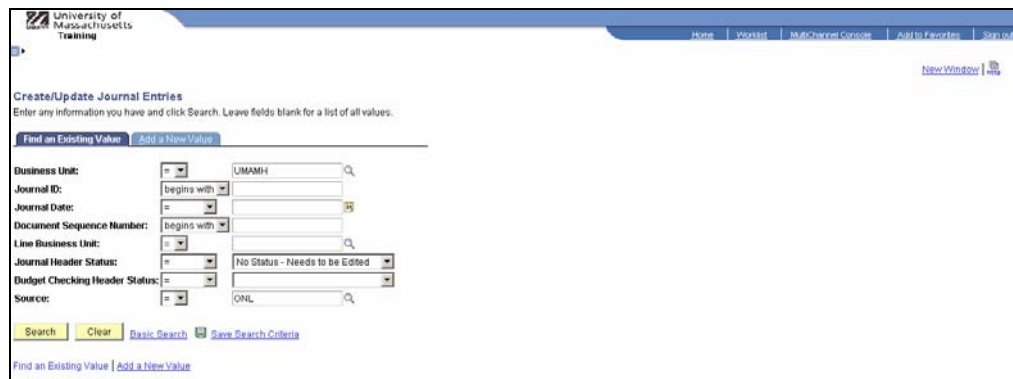
Step 1. Log into the e*mpac Application with your Username and Password.



Navigate to the following path:

General Ledger → Journals → Journal Entry → Create/Update Journal Entries (Find an Existing Value)

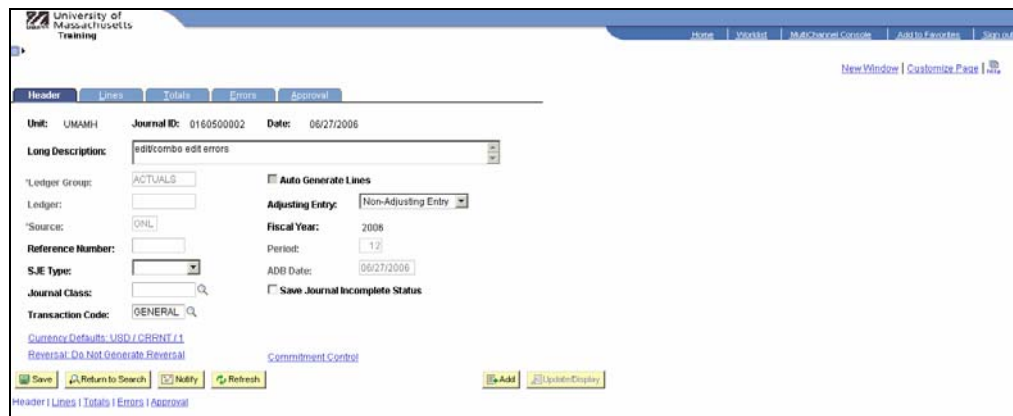
The **Create/Update Journal Entries (Find an Existing Value)** page opens.



Step 2. Change Journal Header Status to **Journal has Errors**.

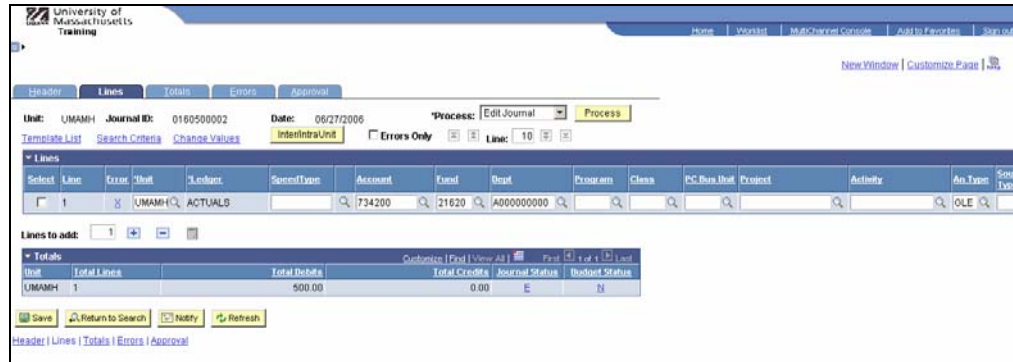
Step 3. Click **Search**. Select journal in edit error.

The **Header** page opens.



Step 4. Click the **Lines** tab.

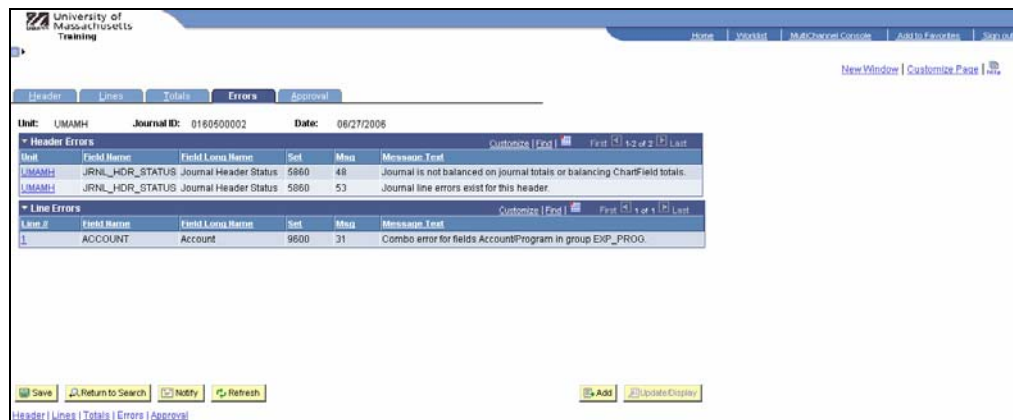
The **Lines** page opens.



Note: Please note the “E” under the **Journal Status** indicating that the journal is in error.

Step 5. Click the **Errors** tab.

The **Errors** page opens.



Note: The **Header Errors** and **Line Errors** are listed in the **Errors** page, allowing the user to locate the edit or combination edit errors.



Last Edited Date	Kristina England
Last Edited By	11/1/2006