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Part I Navigation to Process Journal

1. Log into Production

2. After you have signed in you will be directed to the following page.

3. Navigate to the following path:

   > General Ledger
   > Journals
   > Journal Entry
   - Create/Update Journal Entries

Part II Creating a Journal Header

1. Once you have clicked on Create/Update Journal Entries you should be directed to the following screen. Enter the correct Business Unit and Journal Date (See note below), if they are not already correct. The Journal ID can remain NEXT or you can create your own number. Click Add when these 3 fields are complete.
Note: Date should be left as is unless you intend to post an entry in the prior month. Backdating to the prior month can be done until the Wednesday of the close week for only the previous month. For example, the month of November officially closes on December 4th, a Friday. Backdating entries to November may be accomplished until the end of the day on Wednesday, December 2nd.

2. After Clicking **Add** the following screen should appear. Note that there are 5 tabs at the top of the page, you are currently on the **Header** tab.
3. Start by entering a **Long Description** of the transaction. (You have 254 Char.)

![Long Description]

Please include all information relevant to the journal so that any report users will be able to understand the purpose of the journal. Please refer to the Journal Entry Guide (Section V, B, 1 Journal Header Description).

4. **Ledger Group** can remain **ACTUALS**

![Ledger Group]

5. **Source:** For journal entries with a sponsored chart string as either the debit or the credit use WF1.

![Source: WF1]

For Non Sponsored chart strings use WF2 (should default).

![Source: WF2]

6. **Transaction Code** can remain **GENERAL**

![Transaction Code: GENERAL]

7. All other fields can remain blank or unaltered, shift over to the **Lines** tab at the top of the page.
Part III Inputting the Journal Lines

1. Now that you have selected the lines tab you should see a screen similar to the one below. As you scroll to the right you will see that there are several fields. Not all of the fields will be required.

2. Fill in the **SpeedType** for the debit side of the expense. Note that when you enter a speed type some fields will auto fill such as **Fund** and **Dept.** **Program, Class** (if applicable), **Project** (if applicable), **PC Bus Unit**, and **Activity**.

3. If a project number appears you will need to provide **An Type** which is; **GLE**.

4. Once the speed type is entered tab over to the **Account** column. As you do so the speed type will auto populate the applicable fields. Fill in the proper account code for the type of expense you are transferring. See the Journal Entry Guide, Appendix B, for proper account code use.
5. Scroll to the right so you can see more of the field headers and stop when you find the column **Amount**, Enter the amount of the transaction here. See the Journal Entry Guide, Appendix C, for help on the Amount field.


7. Scroll to the **Journal Line Description** field. Please see the Journal Entry Guide, Section V. B. 3, Journal Line Description, for help on the Journal Line Description field.

You have completed the debit side of the entry!

8. Scroll back to the left, until you see the **Lines to add**: option, which is highlighted in a yellow box in the picture below.
9. Add one line by pressing the plus symbol. You can also select to add more than one line if desired. You should now see a credit line under your debit line. Notice that all the pervious fields have been copied except for the speed type. (See example below)

10. We now need to complete the credit side of the entry. Start by filling in speed type that needs to be credited. Notice that when you enter a new speed type the Account to the right disappears.

The Fund, Dept ID, Program, Class, Project, PC Bus Unit and Activity are also changed to match the speed type. Remember to add GLE as the An Type if a project number appears.

10. Now enter an account code for the credit line highlighted in the box below. This may be the same account code as the debit line, depending on the type of transaction you are uploading. See the Journal Entry Guide, Appendix B, for help on the Amount field.
11. Scroll to the right to make sure the credit amount equals the debit amount. The credit amount should have a negative symbol as seen below.

![Credit and Debit Amounts](image)

12. To complete the credit scroll all the way to the left to confirm that Journal Line Description has copied to the credit line. You may have a different description on this line than the debit side. Please see the Journal Entry Guide, Section V. B. 3, Journal Line Description

![Journal Line Description](image)

**Part IV Edit and Budget Checking Journals**

1. Once you feel that you have entered the correct information, find the **Process**: drop down menu. Select **Edit Journal** and press the **Process** button.

![Edit Journal Process](image)

2. When Edit Journal has finished processing you will receive a message that your journal has been saved, click OK. To continue the **Journal Status** and **Budget Status** must now equal **V** as seen below.

![Journal Status](image)
3. If Journal Status and Budget Status do not equal V an error has been made. Review the data you have entered and be sure that all speed types, accounts, funds, depts., etc. Are correct and correspond with each other.

**Note:** If you still cannot find the error, either Journal Status or Budget Status, click on the letter under the Journal Status or Budget Status field. This will show the lines in error.

**Edit Errors**
Clicking on the Journal Status letter takes you to the screen listing the line(s) in error. To get back to the journal lines, click on the **Lines** tab two tabs to the right of the **Errors** tab you are currently in.

**Budget Errors**
Clicking on the Budget Status letter takes you to a new window listing the line(s) in error. To get back to the journal lines sign out of the screen listing the budget errors.

4. After making any corrections repeat step 1 of Part IV.

**Part V Submitting the Journal**

1. Once Journal Status and Budget Status both equal the letter V return to the process drop down menu select **Submit Journal** and click the **Process** button.

![Image of Journal Submission Process]

1. After submitting the journal you should receive a message similar to the following:

![Message for Journal Submission]

The Journal entry has now been submitted to the approver’s worklist. The approver has three options; approve, recycle, or deny.

**Part VI Copying a Journal**

Copying a journal is a useful tool when you have a similar transaction that occurs regularly. Copying can also be used when a posted journal needs to be reversed (See part VI below) and/or corrected.
Coping a journal

1. Navigate back to Create/Update Journal Entries

2. Select the Find an Existing Value Tab.

3. You will be directed to the following page:
4. Enter the Journal Id
5. Change Journal Header Status to Blank
6. Change source to WF1 or WF2
7. User ID should default to your User ID
8. Click Search

9. You should now be viewing the header page of your journal transaction, similar to the one seen below.

![Header Page Screenshot]

10. Shift over to the Lines tab at the top of the page.

![Lines Tab Screenshot]

11. Change the *Process box to Copy Journal by clicking the down arrow key. Then click the Process button.
11. The Journal Entry Copy screen comes up. On this screen you have the option to change the Journal ID or the Journal Date. NOTE: Do not change any other field or check any other boxes on this screen.

12. Click the **OK** button. This will take you back to a new journal on the Line tab. You can make edits to the fields in the Lines tab as well as go back to edit the description field on the Header tab.

13. Go to Part VI to complete the Edit and Budget check.

**Part VII Reversing a Journal**

Reversing a journal may be necessary when an error was made and the journal has already been posted. A journal may be deleted at any time prior to it being posted. To process a reversing journal complete steps 1 through 10 in Part V Copying a Journal.

1. After you have completed Part V steps 1 through 10 click the **Reverse signs** box. You may also change the Journal ID and the Journal Date if necessary. **NOTE: Do not change any other field or check any other boxes on this screen.**
2. Click the **OK** button. This will take you back to a new journal on the Line tab. You can make edits to the fields in the **Lines** tab as well as go back to edit the description field on the **Header** tab.

4. Go to Part VI to complete the Edit and Budget check.

**Part VIII Saving a Journal in an Incomplete Status**

By saving a journal in the incomplete status after you have completed the edit and budget check you can ensure that your entry does not get swept by a system automated post process during the day or overnight. This may be useful if you intend to continue to add to your journal at a later time or if you have an internal control that requires an offline approval prior to submission.

**Note:** A system month end cannot close if you have any entries in an incomplete status.

1. Go to the header tab and check the box ‘Save Journal Incomplete Status’ box and save.

2. To continue working your entry, uncheck the box. Once unchecked you can add/delete or change lines. You will be required to re-edit and re-budget check your entry prior to submitting the journal (Part VI).

**Part IX Checking the Journal Status**

1. If the journal has been submitted, you can check the status of the journal entry.

   Navigate back to Create/Update Journal Entries
2. You should remember the following screen from below, this time select the **Find an Existing Value** Tab.

![Screen shot of Create/Update Journal Entries page]

3. You will be directed to the following page

![Screen shot of Create/Update Journal Entries page with fields filled]

4. Enter the Journal Id
5. Change Journal Header Status to Blank
6. Change source to WF1 or WF2
7. Enter or change User ID
8. Click **Search**
9. You should now be viewing the header page of your journal transaction, similar to the one seen below.

![Header Page]

10. Shift over to the Approval tab at the top of the page. Here you can check the status of your journal entry. As seen below the Journal entry has been approved.

![Approval Page]

**Part X. Print a Journal**

1. If you would like to Print a journal, shift to the Lines tab. From the process drop down menu select Print Journal (Crystal), and click Process.
2. After the request has been processed two links will appear next to the process drop down menu, click on **Process Monitor**

![Process Monitor](image1)

3. A new window should pop up. Similar to the one below.

![Process List](image2)

4. Find your journal entry in the list; the **Process Type** will always be **Crystal**.

![Process List](image3)

5. You will not be able to view details until the **Run Status** equals **Success** and **Distribution Status** equals **Posted**, this may take several minutes. You will have to continue to refresh the screen every minute or so.
6. Once **Run Status** equals **Success**, click on **Details** to the right. A screen similar to the one below will appear. Select the **View Log/Trace** link.

![Process Detail](image)

7. You will be directed to a screen like the one below. Select the middle link that begins with GLC.

![View Log/Trace](image)
8. This is the report that can be printed.
Part XI Addressing a Journal that needs correcting (Recycled)

1. If a journal you have needs to be changed you can either click on your Worklist. This is located in the top right corner of the screen, or go to “Create/Update Journal Entries” (see page 15)

2. Once you have entered Worklist you should see a journal that has been sent back. Follow the link. View comments left by the approver and make corrections.

3. When corrections have been made you must re-edit and re-submit the journal to the approver using the same steps provided in Part IV

4. If a journal you have submitted has been recycled or denied, you will receive an email or phone call from the approver. If the journal has been denied, the journal will be deleted but only after the approver has contacted you.

*Note: The approver cannot make changes to your journal for you as it takes the journal out of Workflow.