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Copy Journal Entry via Process Scheduler

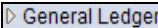
Concept

MaineStreet General Ledger enables you to copy the information of an existing journal. Copying a journal saves time as you can use an existing journal as the basis for a new journal entry. You can also copy posted journals or the ones that are not posted, and then change the header or detail lines, as required.

Consider this scenario: The Controller for your company wants you to create new journal entries. However, you find that the new journal entries are similar to ones that you have made in the past. To avoid entering the same information again, you can create a new journal entry based on an existing journal. You will use the Copying Journals process to do this.

Navigation



Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link or folder.
3.	Click the Journal Entry link or folder.
4.	Click the Copy Journals link or folder.




Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

Step	Action
5.	<p>You can run this process by searching for an existing Run Control ID or you can add a new value.</p> <p>A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. It allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>



Step	Action
6.	Enter a Run Control ID into the <i>Run Control ID</i> field.
7.	Click the <i>Add</i> button to open the Copy Journals Request page. 



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[New Window](#) | [Help](#) | [Customize Page](#) |

Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#) [Run](#)

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	UMS06			NEXT	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
8.	<p>Use the Copy Journals Request page to select the journal entry you wish to copy.</p> <p>The Process Frequency field is where you select the frequency for which the process will be executed.</p> <p>Click on the drop-down arrow in the Process Frequency field and select the appropriate frequency.</p>

Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler



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Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters										
*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UMS07			NEXT	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notify Refresh Add Update/Display

Step	Action
9.	The <i>Unit</i> field represents the business unit of the journal entry. Your business unit enters by default. Look up and enter a different business unit if necessary.



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler


Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#) [Run](#)

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UMS07			NEXT	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Notify, Refresh, Add, Update/Display

Main Content

Step	Action
10.	Use the Journal ID field to look up and select the Journal ID of the journal you wish to copy. In case there are multiple journals with the same Journal ID, it's best to enter the Journal ID and then lookup and select the appropriate journal.
11.	Click the Journal ID lookup button. 



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Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters										
*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UMS07	JE7MR00178	09/12/2007	NEXT	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#)

Step	Action
12.	<p>Note that after you select the journal you wish to copy, the <i>Date</i> field automatically populates with the journal's date.</p> <p>Use the <i>New Journal ID</i> field to enter a Journal ID for the new journal. You must either enter a new Journal ID or leave NEXT in the <i>New Journal ID</i> field and let the system assign a new journal ID.</p>



Process Document

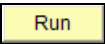
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Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#) [Run](#)

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UMS07	JE7MR00178	09/12/2007	JE7MR00179	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
13.	In the <i>New Date</i> field, enter the desired date for the new journal. The current date appears by default.
14.	Click the <i>Run</i> button to open the Process Scheduler Request page. 

Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler



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Process Scheduler Request

User ID: 0099999 Run Control ID: COPYMAILJE

Server Name: ▼
 Run Date: 05/07/2008 B

Recurrence: ▼
 Run Time: 1:51:33PM
 Reset to Current Date/Time

Time Zone: Q

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Copy Process	GL_JRNL_COPY	Application Engine	Web ▼	TXT ▼	Distribution

OK
Cancel
Refresh

Step	Action
15.	Use the Process Scheduler Request page to enter or update parameters for this process, such as server name and process output format. Click on the drop-down arrow in the <i>Server Name</i> field.
16.	For this process, click on PSUNX to select it.



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

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[New Window](#) | [Help](#) | [Customize Page](#) |

Process Scheduler Request

User ID: 0099999 Run Control ID: COPYMAILJE

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Copy Process	GL_JRNL_COPY	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

Step	Action
17.	Click the OK button to run the process and return to the Copy Journals Request page.

Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler



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Copy Journals Request

Run Control ID: COPYMAILJE [Report Manager](#) [Process Monitor](#)

Process Instance: 10125

Process Request Parameters										
*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UMS07	JE7MR00178	09/12/2007	JE7MR00179	05/07/2008	Reversal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
18.	On the Copy Journals Request page, note the Process Instance number and click on the Process Monitor link to open the Process List page. Process Monitor



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

Process List

View Process Request For

User ID: 0099999 Type: Last: 1 Days Refresh

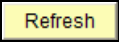
Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10125		Application Engine	GL_JRNL_COPY	0020625	05/07/2008 1:51:33PM EDT	Processing	N/A	Details

Go back to Copy Journals

Save Notify

Step	Action
19.	<p>The Process List page is used to view the status of a submitted process.</p> <p>Find your process in the list and incessantly click the Refresh button until the Distribution Status show as Posted.</p> <p>Click the Refresh button.</p> 

Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler



Step	Action
20.	<p>After the <i>Distribution Status</i> displays as Posted, you need to lookup and review the copied journal.</p> <p>From the Financials menu, click the Create/Update Journal Entries link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>- Create/Update Journal Entries</p> </div>



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

Business Unit: UMS06
Journal ID: NEXT
Journal Date: 05/07/2008

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
21.	On the Create/Update Journal Entries page, click the <i>Find an Existing Value</i> tab. Find an Existing Value



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Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Business Unit:

Journal ID:

Journal Date:

Document Sequence Number:

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source:

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Main Content

Step	Action
22.	On the Create/Update Journal Entries page, click the <i>Clear</i> button. <div style="text-align: center; margin-top: 5px;"> Clear </div>



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

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[New Window](#) | [Help](#) |

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: =

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
23.	Enter the appropriate business unit in the <i>Business Unit</i> field.
24.	Enter the new journal's ID into the <i>Journal ID</i> field.
25.	Click the Search button. <input type="button" value="Search"/>

Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler



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New Window | Help | Customize Page |

Header | **Lines** | Totals | Errors | Approval

Unit: UMS07 Journal ID: JE7MR00179 Date: 05/07/2008

Long Description:

*Ledger Group: Auto Generate Lines

Ledger:

*Source: Adjusting Entry:

Reference Number: Fiscal Year: 2008

SJE Type:

Journal Class: Period:

Transaction Code: ADB Date:

Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1 Commitment Control

Reversal: Do Not Generate Reversal

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Header | **Lines** | Totals | Errors | Approval

Step	Action
26.	<p>The Header page for the journal you copied displays. You can use the Long Description field to update the description of the copied journal if necessary.</p> <p>Click the Lines tab.</p> <p></p>



Process Document

Financials 9.0: Copy Journal Entry via Process Scheduler

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Header | **Lines** | **Totals** | **Errors** | **Approval**

Unit: UMS07 Journal ID: JE7MR00179 Date: 05/07/2008 *Process: Edit Journal

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [Inter/IntraUnit](#) | Errors Only | Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project
<input type="checkbox"/>	1	UMS07	ACTUALS		60400		00	7102100				
<input type="checkbox"/>	2	UMS07	ACTUALS		60400		00	7104100				
<input type="checkbox"/>	3	UMS07	ACTUALS		60400		00	7106105				
<input type="checkbox"/>	4	UMS07	ACTUALS		60400		00	7109110				
<input type="checkbox"/>	5	UMS07	ACTUALS		60400		00	7104110				
<input type="checkbox"/>	6	UMS07	ACTUALS		60400		00	7111114				
<input type="checkbox"/>	7	UMS07	ACTUALS		60400		00	7102120				
<input type="checkbox"/>	8	UMS07	ACTUALS		60400		00	7301100				
<input type="checkbox"/>	9	UMS07	ACTUALS		60400		00	7401600				
<input type="checkbox"/>	10	UMS07	ACTUALS		60400		00	7406202				

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS07	30	0.00	0.00	N	N

| | | | |

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action
27.	Use the Lines page to modify values for various journal entry fields, such as amount and ChartField combination. You can also insert or delete rows, if necessary. You have successfully copied a journal entry from an existing journal.
28.	End of Procedure.