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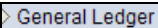
## Create/Update Journal Entry

### Concept

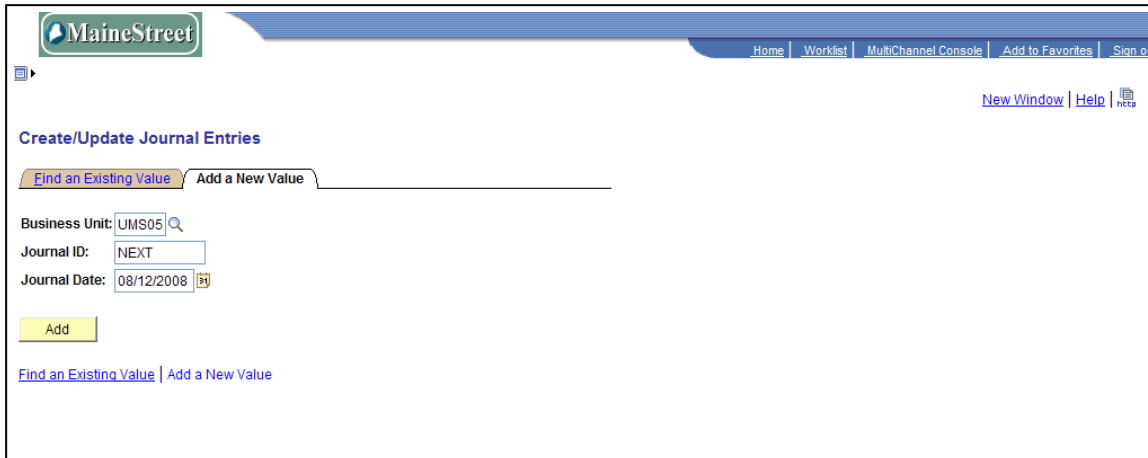
Journal Entries are made to record the financial transactions of a business. They are made in a double entry system, according to Generally Accepted Accounting Principles (GAAP), where debits equal credits.

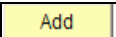
Journal entries in MaineStreet consist of a *Header*, which records the information that uniquely identifies the journal entry, and *Lines*, which record the individual transactions and the affected ChartFields.

### Navigation

Step	Action
1.	From the Financials menu, click the <b>General Ledger</b> link. 
2.	Click the <b>Journals</b> link.
3.	Click the <b>Journal Entry</b> link.
4.	Click the <b>Create/Update Journal Entries</b> link.

## Procedure



Step	Action
5.	<p>The three elements required of every Journal Entry...<i>Business Unit</i>, <i>Journal ID</i>, and <i>Journal Date</i>...appear on the page. The default values are determined by your Financials User Profile.</p> <p><b>Business Unit</b> - a five-character value that identifies your institution</p> <p><b>Journal ID</b> - <b>NEXT</b> appears in the <b>Journal ID</b> box by default. When the Journal ID is NEXT, a ten-digit number will be assigned to the Journal Entry later in the process. Instead of using NEXT, you can assign a Journal ID that is meaningful to you by entering it into the <b>Journal ID</b> box. It can contain up to ten alpha/numeric characters. When assigning a Journal ID, keep in mind the combination of <i>Business Unit</i>, <i>Journal ID</i>, and <i>Journal Date</i> must be unique for each Journal Entry.</p> <p><b>Journal Date</b> - today's date appears by default in the <b>Journal Date</b> box. The Journal Date will determine the default accounting period that is posted. Generally, you will use the default date when entering a Journal Entry. Situations may occur, however, where a Journal Entry needs to be included with transactions for a prior period or a future period. To assign a date, other than today's date, click on the button located next to the <b>Journal Date</b> box.</p>
6.	<p>Click the <b>Add</b> button.</p> 



# Process Document

## Financials 9.0: Create/Update Journal Entry

Step	Action
7.	<p>The Journal Entry <b>Header</b> contains information that uniquely identifies the Journal Entry: The <i>Business Unit</i>, the <i>Journal ID</i> and the <i>Journal Date</i>. It enables you to set parameters for the Journal Entry, as well.</p> <p><b>Long Description</b> - where you enter an description of up to 254 characters. Enter a description for your Journal Entry that provides a meaningful explanation for a supervisor and others who might look up this Journal Entry via <b>GL Inquiry Pages</b> or other reporting methods. Only the first thirty characters entered in the <b>Long Description</b> field will appear on the Journal Entry Search Results page that you can use after you submit the Journal Entry.</p> <p><b>Ledger Group</b> - the <b>ACTUALS</b> Ledger Group will typically appear by default. The Ledger Group should be <b>ACTUALS</b> to record entries for assets or liabilities, and to modify actual revenue or expense. Journal Entries that affect budgets will be posted to either the <b>BUDGET, BASEBUD</b> or <b>FUTBUD</b> ledger group.</p> <p><b>Source</b> - a three-digit <i>Source</i> is assigned to employees and is used to set the Journal Entry workflow approval process. Generally, the first character of the <i>Source</i> will begin with the last character of the user's <i>Business Unit</i>. The same <i>Source</i> may be assigned to more than one user.</p> <p><b>Reference Number</b> - allows you to refer the Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of the Journal Entry. You may enter up to eight alpha/numeric characters. <b>Note:</b> This is the HEADER Reference Number. A Reference can also be entered for each Line of a Journal Entry.</p>
8.	<p>For this example, we'll enter the following text in the <b>Long Description</b> field: <b>Copier charges to departments May FY07</b>". And we'll enter "0507" in the <b>Reference Number</b> field to note the accounting period and fiscal year.</p>

# Process Document

## Financials 9.0: Create/Update Journal Entry



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

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

Unit: UMS05    Journal ID: NEXT    Date: 08/12/2008

Long Description: Copier charges to departments May FY07

\*Ledger Group: ACTUALS     Auto Generate Lines

Ledger:    Adjusting Entry: Non-Adjusting Entry

\*Source: 501    Fiscal Year: 2009

Reference Number: 0507    Period: 2

SJE Type:    ADB Date: 08/12/2008

Journal Class:     Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)    [Commitment Control](#)

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

Step	Action
9.	Click the <b>Lines</b> tab. <a href="#">Lines</a>



# Process Document Financials 9.0: Create/Update Journal Entry

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

Unit: UMS05    Journal ID: NEXT    Date: 08/12/2008    \*Process:

[Template List](#)    [Change Values](#)   

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS								

Lines to add:

Totals		Customize   Find   View All		First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UMS05	1	0.00	0.00	I	N	

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



Step	Action
10.	<p>Use the <b>Lines</b> page to record the transactions making up the Journal Entry – the debit and credit entries – and to enter ChartField information that describes details of the Journal Entry. <b>Note:</b> The first time you open a Journal Entry, all Chartfields will appear and in the default order. Refer to the “Customize JE ChartField Order” document for information about how to adjust the ChartFields.</p> <p>When you open the <b>Lines</b> page, the first line of the Journal Entry appears by default. It shows the <i>Business Unit</i> and <i>Ledger</i> you entered on the Journal <b>Header</b> page. Every Journal Entry requires at least two lines (one for the debit and one for the credit), so you need to add at least one line to the entry. <b>Note:</b> It is recommended that you add lines to your Journal Entry after you enter data in Line 1.</p> <p>There are four required fields on every line of a Journal Entry: <i>Business Unit</i> (enters by default but can be changed), <i>Dept</i>, <i>Account</i> and <i>Fund</i>. A Journal will not pass the edit process if valid values are not entered into those four fields. The first time you open the Journal <b>Lines</b> page, the <b>Lines</b> section will display several ChartFields that you will not use. The default Chartfield order will be cumbersome to use, as well. Please see the <b>Customize JE Chartfield Order</b> topic for information about how to customize the <b>Lines</b> page.</p> <p>The <b>Totals</b> section displays the total number of Journal lines and the total debits and credits. The <b>Journal Status</b> column displays the journal's current status. Here is a listing of the <b>Journal Status</b> codes:</p> <ul style="list-style-type: none"> <li><b>N</b> – Journal Entry was edited and cannot be posted</li> <li><b>E</b> – Journal Entry was edited and contains errors</li> <li><b>V</b> – Journal Entry passed editing and is ready to submit for approval</li> <li><b>P</b> – Journal Entry was posted</li> <li><b>U</b> – Journal Entry was posted and then unposted</li> <li><b>T</b> – Journal Entry is incomplete and will be bypassed for batch edit and posting until you complete the entry</li> </ul>



# Process Document

## Financials 9.0: Create/Update Journal Entry

The screenshot shows the 'MaineStreet' application interface for creating or updating a journal entry. The header includes navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. Below the header, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, displaying a table with columns: 'Select', 'Line', '\*Unit', '\*Ledger', 'SpeedType', 'Journal Line Description', 'Amount', 'Dept', 'Account', 'Class', 'Fund', and 'Program'. The 'Journal Line Description' column is circled in red. Below the table, there are buttons for 'Save', 'Notify', and 'Refresh'. A 'Totals' section at the bottom shows a summary for unit 'UMS05' with 1 line, 0.00 total debits, and 0.00 total credits.

Step	Action
11.	The <b>Journal Line Description</b> box is where you briefly explain what this line of the Journal Entry does. Limit your Journal Line Description to thirty alpha/numeric characters.

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

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New Window | Help | Customize Page | Help

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 \*Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges						

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Every line of a Journal Entry requires a value entered in the <i>Amount</i> field. Enter credit values as negative numbers. Enter debit values as positive numbers. Do not enter a positive sign. Do not enter dollar signs or commas. If cents are other than zero, enter a period after the dollar



# Process Document

## Financials 9.0: Create/Update Journal Entry

The screenshot shows the 'MaineStreet' interface for creating or updating a journal entry. The header includes navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. Below the header, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns: Select, Line, \*Unit, \*Ledger, SpeedType, Journal Line Description, Amount, Dept, Account, Class, Fund, and Program. A single line is visible with Line 1, Unit UMS05, Ledger ACTUALS, and Description 'Copier May 07 Charges' with an amount of -350. The 'Dept' field is empty and circled in red. Below the table, there are buttons for 'Save', 'Notify', and 'Refresh'. A 'Totals' section shows 'Total Lines' as 1, 'Total Debits' as 0.00, and 'Total Credits' as 0.00.

Step	Action
13.	<p>It is required that you enter a value in the <i>Dept</i> ChartField on each line of a Journal Entry. Enter the seven-digit Department ID for the first line of the Journal Entry.</p> <p>If you do not know the seven-digit Department ID, enter the last digit of your <i>Business Unit</i> into the <i>Dept</i> field and click on the lookup button to lookup and select the Department ID.</p> <p><b>NOTE:</b> if you know part of the department value, it helps to that portion in the <i>Dept</i> field.</p>

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 \*Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350	5303100				

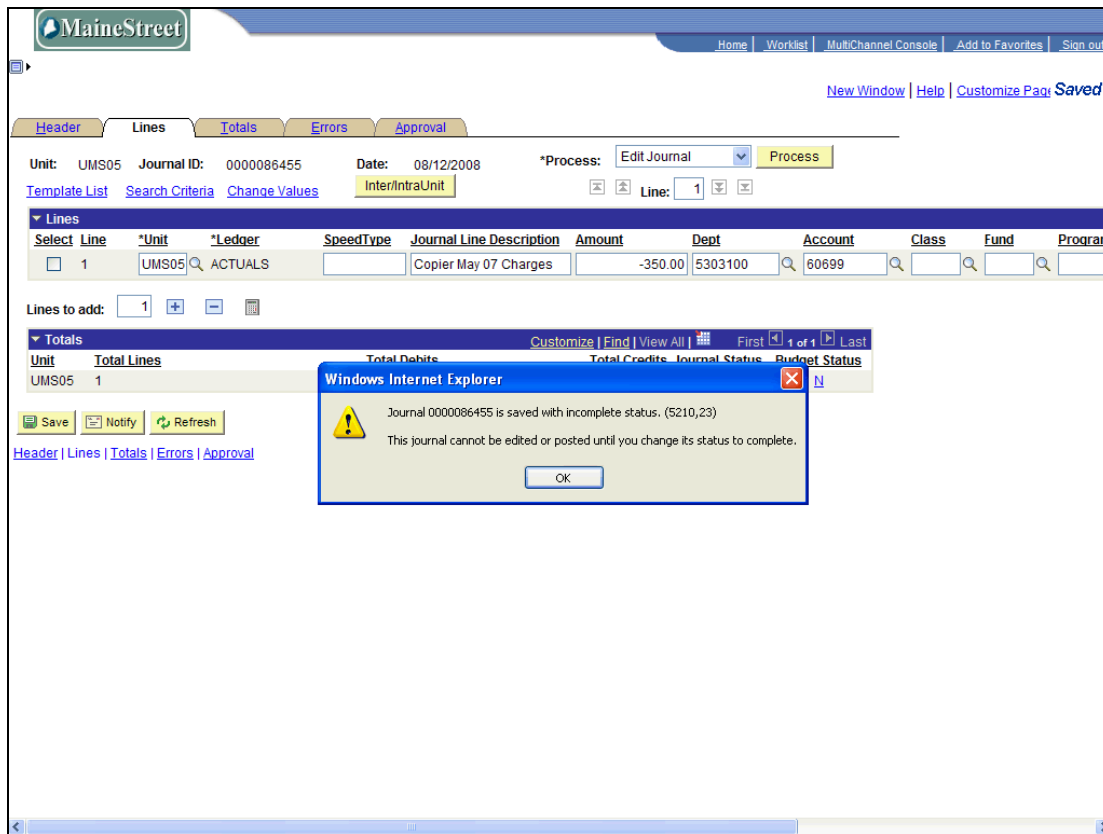
Lines to add: 1

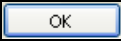
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
14.	It is required that you enter a value in the <b>Account</b> ChartField on each line of a Journal Entry. Enter or lookup and select the five-digit Account code for the first line of the Journal Entry.
15.	After you enter the <b>Dept</b> and <b>Account</b> ChartFields on Line 1 of your Journal Entry, you can save the journal and complete it later, if necessary.



Step	Action
16.	<p>The following message displays when the Journal Entry is saved and no errors were detected:</p> <p><i>Journal 000099999 is saved with incomplete status. This journal cannot be edited or posted until you change its status to complete.</i></p> <p>This message means the Journal Entry will not be batch edited until you either uncheck the <b>Save Journal Incomplete Status</b> box on the <b>Header</b> page, or until you manually run the <b>Edit</b> process from the <b>Lines</b> page.</p> <p>Click the <b>OK</b> button.</p> 

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

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

Unit: UMS05 **Journal ID:** 0000086455 Date: 08/12/2008 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	350.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
17.	<p>Notice that the word <b>NEXT</b> in the <i>Journal ID</i> field is replaced with system-assigned ten-digit Journal ID.</p> <p>If you use the two-digit <i>Class</i> code in your Journal Entry, enter the two-digit code into the <i>Class</i> field. Class codes range from 00 through 99 and are defined by the user with the exception of several classes that have been specified for distinct purposes at some campuses. Check with your supervisor or the Financial Officer for your campus to review restrictions before using class.</p>



# Process Document

## Financials 9.0: Create/Update Journal Entry

The screenshot shows the 'MaineStreet' application interface for creating or updating a journal entry. The 'Header' tab is active, displaying the following information:

- Unit: UMS05
- Journal ID: 0000086455 (circled in red)
- Date: 08/12/2008
- \*Process: Edit Journal (dropdown menu)
- Process (yellow button)

Below the header, there are links for 'Template List', 'Search Criteria', and 'Change Values'. A 'Line' field is set to 1. The 'Lines' table is displayed with the following data:

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699			

Below the table, there are 'Lines to add' controls and a 'Totals' section. The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	350.00	I	N

At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons. The 'Fund' field in the 'Lines' table is circled in red.

Step	Action
18.	It is required that you enter a value in the <b>Fund</b> ChartField on each line of a Journal Entry. Enter or lookup and select the seven-digit Department value for the first line of the Journal Entry.

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

12/2008 \*Process: Edit Journal Process

Line: 1

Journal Line Description	Amount	Dept	Account	Class	Fund	Program	Project	Oper Unit	Reference
Apier May 07 Charges	-350.00	5303100	60699		10				

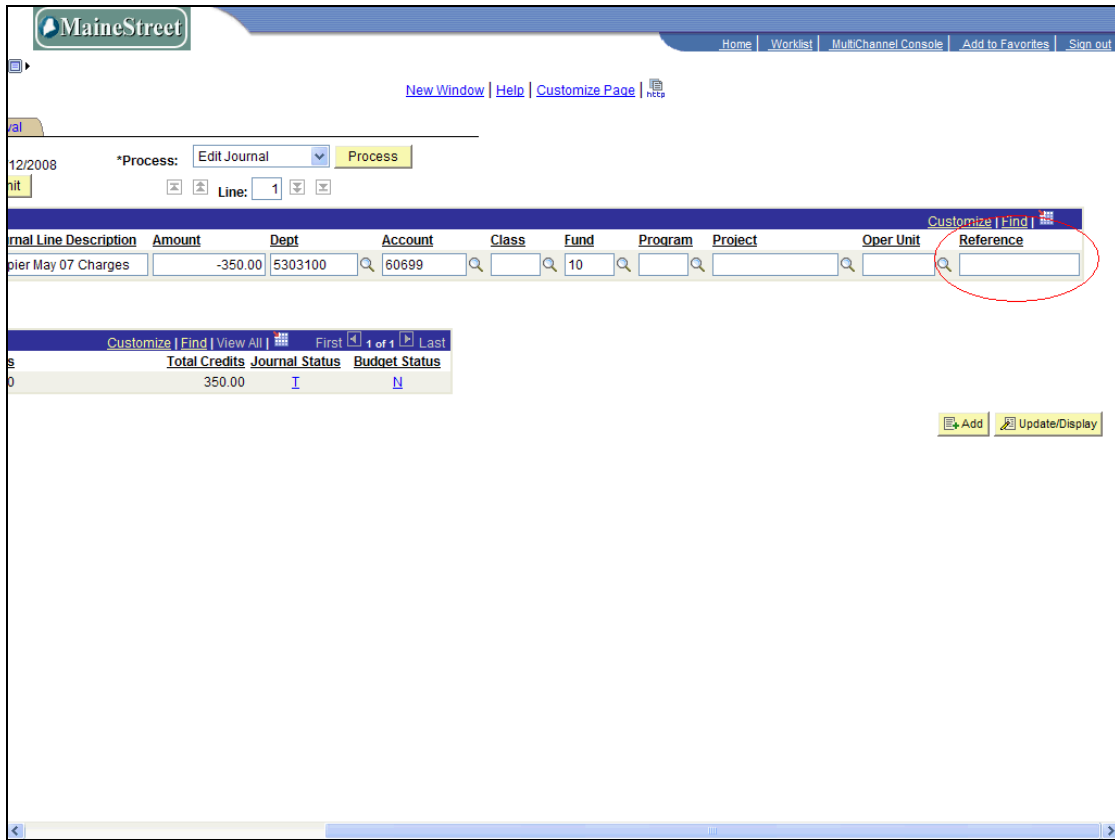
Customize | Find |

Customize | Find | View All | First 1 of 1 Last

Total Credits	Journal Status	Budget Status
350.00	I	N

Add Update/Display

Step	Action
19.	It is not required that you enter a value in the <i>Program</i> , <i>Project</i> or <i>Operating Unit</i> ChartFields. If you need to use any of these codes in your Journal Entry, follow the same instructions previously described for entering or looking up ChartField values.



12/2008 \*Process: Edit Journal Process

Line: 1

Journal Line	Description	Amount	Dept	Account	Class	Fund	Program	Project	Oper Unit	Reference
1	Pier May 07 Charges	-350.00	5303100	60699		10				

Total Credits: 350.00 Journal Status: I Budget Status: N

Add Update/Display

Step	Action
20.	The <b>Reference</b> field on the <b>Lines</b> page allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters.

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1


Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699		10	

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	350.00	I	N

Save | Notify | Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
21.	<p>After completing Line 1 of the Journal Entry, you can add additional lines.</p> <p>In the <i>Lines to add</i> field, "1" appears by default. If you wish to add more than one line, enter the number of additional lines in the <i>Lines to add</i> field. In this example, we will add only one line to the Journal Entry.</p> <p>Click the + button adjacent to the <i>Lines to add</i> field.</p> 



# Process Document

## Financials 9.0: Create/Update Journal Entry

MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | NETS

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699		10	
<input type="checkbox"/>	2	UMS05	ACTUALS		Copier May 07 Charges	350.00	5303100	60699		10	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	2	350.00	350.00	I	N

Save | Notify | Refresh

Header | Lines | Totals | Errors | Approval

Main Content

Step	Action
22.	Notice that all the values you entered on <i>Line 1</i> are copied into the same fields on the added lines and the amount is equal to the amount required to balance debits and credits. Change chartfield values and other values where necessary.

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Approval

08/12/2008 \*Process: Edit Journal Process

Journal Unit Line: 1

Journal Line Description	Amount	Dept	Account	Class	Fund	Program	Project	Oper Unit	Reference
Copier May 07 Charges	-350.00	5303100	60699		10				HP4600
Copier May 07 Charges	350.00	5303981	60603		20		5400104		HP4600

Customize | Find | View All | First | 1 of 1 | Last

Debits	Total Credits	Journal Status	Budget Status
50.00	350.00	I	N

Add Update/Display


Step	Action
23.	<p>After you have entered all lines and values, you must run the journal through the Edit process. To edit a Journal Entry, go to the <b>Process</b> field on the <b>Lines</b> page. <b>Edit Journal</b> enters by default.</p> <p>Click the <b>Process</b> button to initiate the Edit process.</p> <p></p>



# Process Document

## Financials 9.0: Create/Update Journal Entry

The screenshot shows the 'Lines' page in the MaineStreet Financials 9.0 application. The interface includes a header with navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign out) and a sub-header with tabs (Header, Lines, Totals, Errors, Approval). The main area displays journal entry details for Unit: UMS05, Journal ID: 0000086455, Date: 08/12/2008, and Process: Edit Journal. Below this is a table of journal lines with columns for Select, Line, Error, Unit, Ledger, SpeedType, Journal Line Description, Amount, Dept, and Account. Two lines are listed, both for 'Copier May 07 Charges'. Below the lines table is a 'Totals' section with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' field in the Totals section contains a blue 'V' and is circled in red. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Step	Action
24.	<p>After the Journal Entry has completed the Edit process, refer to the <b>Journal Status</b> section of the <b>Lines</b> page to determine if the Journal Entry passed the Edit process.</p> <p>If no errors were detected during the Edit process, the Journal Status of <b>V</b> for <i>valid</i> displays. A journal needs to have a status of <i>Valid</i> in order to posted.</p> <p>Had errors been recognized when the Edit process ran, a Journal Status of <b>E</b> would display.</p> <p>You can print the Journal by clicking on the drop-down arrow in the Process field and selecting the print option. <b>Refer to the "Print Journal Entry" process document for information.</b></p> <p>Click on the <b>Header</b> tab.</p> 

# Process Document

## Financials 9.0: Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | net

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

Unit: UMS05    Journal ID: 0000086455    Date: 08/12/2008

Long Description: Copier charges to departments May FY07

\*Ledger Group: ACTUALS     Auto Generate Lines

Ledger:    Adjusting Entry: Non-Adjusting Entry

\*Source: 501    Fiscal Year: 2009

Reference Number: 0507    Period: 2

SJE Type:    ADB Date: 08/12/2008

Journal Class:     Save Journal Incomplete Status

Transaction Code: GENERAL

Currency Defaults: USD / CRRNT / 1  
Reversal: Do Not Generate Reversal    Commitment Control

Save | Return to Search | Previous in List | Next in List | Notify | Refresh    Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
25.	On the <b>Header</b> page, notice that the <i>Save Journal Incomplete Status</i> box was automatically unchecked when you ran the Edit process. This means it will be picked-up during the next batch process.
26.	<b>End of Procedure.</b>