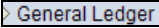



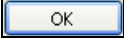

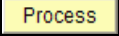


Create/Update Journal Entry

1.	From the Financials menu, click the General Ledger link. 
2.	Click the Journals link.
3.	Click the Journal Entry link.
4.	Click the Create/Update Journal Entries link.
5.	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.
6.	Click the Add button. 
7.	The Journal Entry Header 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.
8.	Enter a Long Description .
9.	If desired, enter information in the Reference Number field
10.	Click the Lines tab. 
11.	Use the Lines 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.
12.	The Journal Line Description box is where you briefly explain what this line of the Journal Entry does. Limit your Journal Line Description to thirty alpha/numeric characters.
13.	Enter the appropriate value in the Amount field of Line 1 .
14.	It is required that you enter a value in the Dept ChartField on each line of a Journal Entry. Enter the seven-digit Department ID for the first line of the Journal Entry. If you do not know the seven-digit Department ID, enter the last digit of your <i>Business Unit</i> into the Dept field and click on the lookup button to lookup and select the Department ID.
15.	It is required that you enter a value in the Account 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.
16.	After you enter the Dept and Account ChartFields on Line 1 of your Journal Entry, you can save the journal and complete it later, if necessary. Click the Save button. 

17.	<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 Save Journal Incomplete Status box on the Header page, or until you manually run the <i>Edit</i> process from the Lines page.</p> <p>Click the OK button. </p>
18.	<p>Notice that the word NEXT in the Journal ID 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 Class field.</p>
19.	<p>It is required that you enter a value in the Fund 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.</p>
20.	<p>It is not required that you enter a value in the Program, Project or Operating Unit 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.</p>
21.	<p>The Reference field on the Lines 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.</p>
22.	<p>After completing Line 1 of the Journal Entry, you can add additional lines.</p> <p>Click the + button adjacent to the Lines to add field. </p>
23.	<p>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.</p> <p>To begin, enter or lookup and select the appropriate Department ID in the Dept ChartField.</p>
24.	<p>Enter or lookup and select the appropriate Account code in the Account ChartField on Line 2.</p>
25.	<p>Enter the appropriate Fund code into the Fund ChartField.</p>
26.	<p>It is not required that you enter a value in the Program, Project or Operating Unit 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.</p>

27.	<p>To edit a Journal Entry, go to the <i>Process</i> field on the Lines page. Edit Journal enters by default.</p> <p>Click the Process button to initiate the Edit process.</p>  A small rectangular button with a yellow background and a black border, containing the word "Process" in black text.
28.	<p>After the Journal Entry has completed the Edit process, refer to the <i>Journal Status</i> section of the Lines page to determine if the Journal Entry passed the Edit process.</p>
29.	<p>End of Procedure.</p>