



# Process Document Financials 9.0: Print Journal Entry

|                                 |               |
|---------------------------------|---------------|
| <b>Version</b>                  | 9.0           |
| <b>Document Generation Date</b> | 2/21/2009     |
| <b>Last Changed by</b>          | System Office |
| <b>Status</b>                   | Final         |

## Print Journal Entry

### Procedure

The screenshot shows the MaineStreet Financials 9.0 interface. At the top left is the MaineStreet logo. Below it are tabs for 'Totals', 'Errors', and 'Approval'. The main area contains the following information:

- D: 0000114093
- Date: 02/21/2009
- \*Process: Edit Journal (dropdown menu) [Process button]
- Inter/IntraUnit
- Errors Only (checkbox)
- Line: 10 (dropdown menu)

Below this is a table with the following columns: **it**, **\*Ledger**, **SpeedType**, **Journal Line Description**, **Amount**, **Dept**, **Account**, and **Class**.

| it   | *Ledger | SpeedType | Journal Line Description | Amount  | Dept    | Account | Class |
|------|---------|-----------|--------------------------|---------|---------|---------|-------|
| IS05 | ACTUALS |           | Copier May 07 Charges    | -350.00 | 5303100 | 60699   |       |
| IS05 | ACTUALS |           | Copier May 07 Charges    | 350.00  | 5303981 | 60603   |       |

At the bottom of the table, there is a summary row with the following columns: **Total Debits**, **Total Credits**, **Journal Status**, and **Budget Status**.

| Total Debits | Total Credits | Journal Status | Budget Status |
|--------------|---------------|----------------|---------------|
| 350.00       | 350.00        | Y              | N             |

Below the table are buttons for 'Refresh' and 'Approval'.


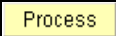
| Step | Action   |
|------|--|
| 1.   | After your Journal Entry has processed, to print the Journal, click the drop-down arrow in the <b>Process</b> field. |

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## Financials 9.0: Print Journal Entry



The screenshot shows the 'Maine Street' application interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for 'Totals', 'Errors', and 'Approval'. The main area displays a journal entry for '0000114093' dated '02/21/2009'. A dropdown menu is open over the 'Process' button, listing options: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Edit Journal, Post Journal, **Print Journal (Crystal)**, Refresh Journal, and Submit Journal. The 'Print Journal (Crystal)' option is highlighted. Below the menu, a table shows journal lines with columns: Ledger, SpeedType, Journal Line Description, Amount, Account, Class, Fund, Program, Project, Oper Unit, and Reference. Two lines are visible, both for 'Copier May 07 Charges'. A summary row shows 'Total Debits' of 350.00 and 'Total Credits' of 350.00. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

| Step | Action  |
|------|---|
| 2.   | Click on <b>Print Journal (Crystal)</b> from the drop-down menu.<br> |
| 3.   | Click the <b>Process</b> button.<br>                                 |



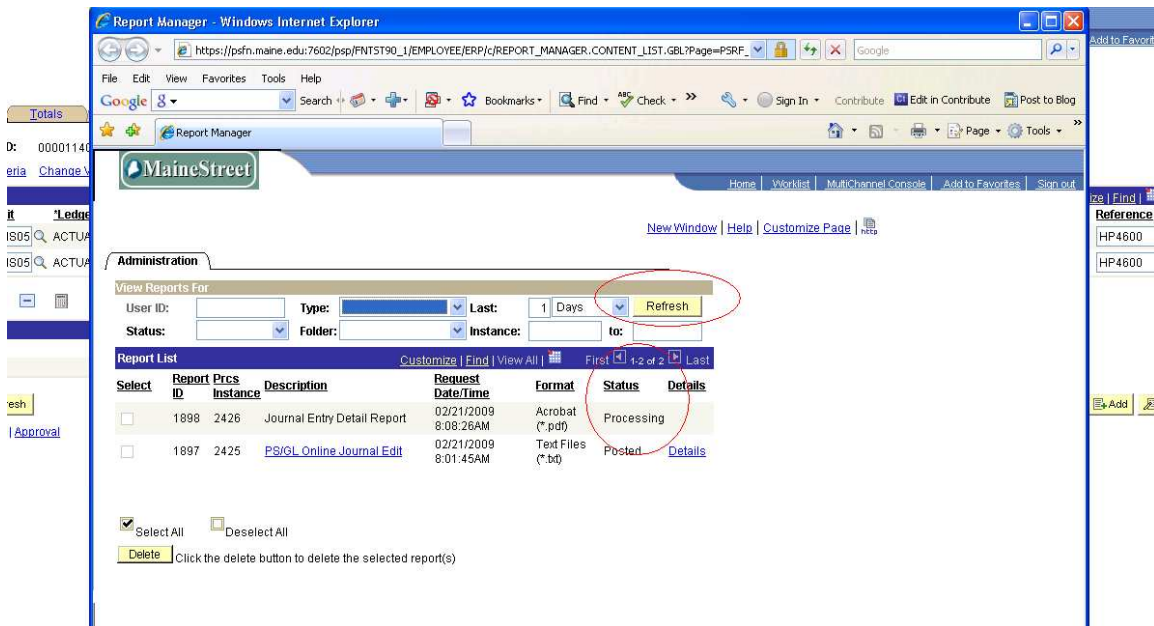
# Process Document Financials 9.0: Print Journal Entry

The screenshot shows the MaineStreet Financials 9.0 interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for Totals, Errors, and Approval. The main area displays a form with the following fields: ID: 0000114093, Date: 02/21/2009, \*Process: Print Journal (Crys), and a circled **Process** button. Other buttons include Report Manager and Process Monitor. Below the form is a table with columns: Ledger, SpeedType, Journal Line Description, Amount, Dept, Account, Class, Fund, Program, Project, Oper Unit, and Reference. The table contains two rows of data for Copier May 07 Charges. At the bottom, there is a summary table with columns: Total Debits, Total Credits, Journal Status, and Budget Status. The summary table shows Total Debits of 350.00, Total Credits of 350.00, Journal Status of E, and Budget Status of N. The interface also includes a search bar, a 'Change Values' link, and an 'InterIntraUnit' button.

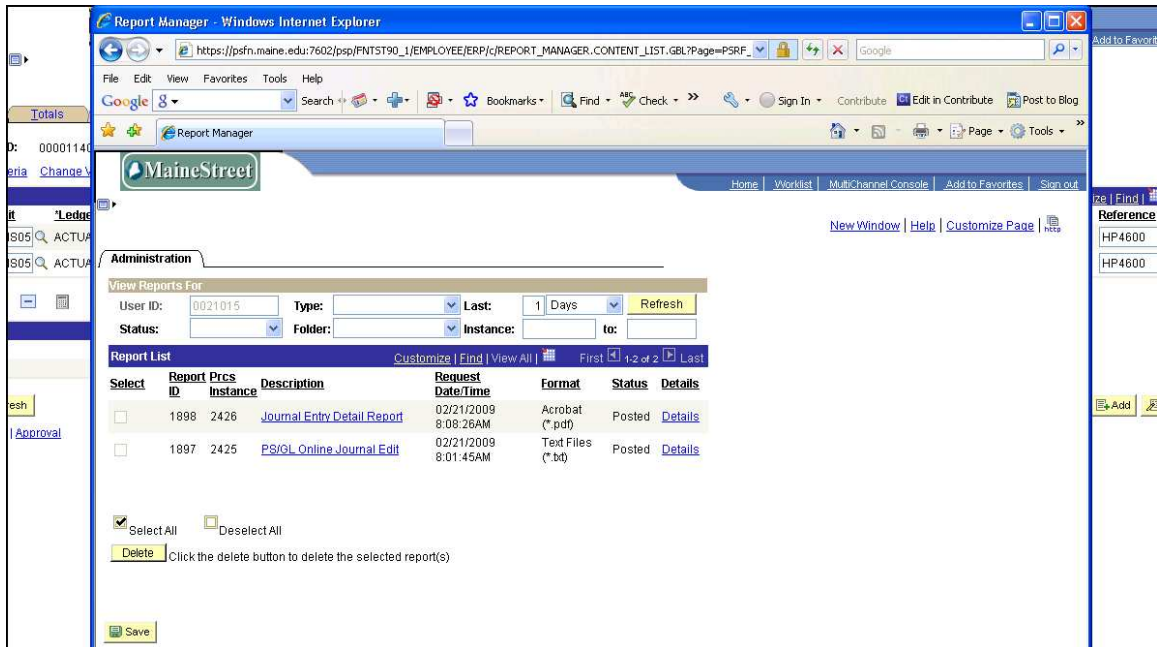
| Step | Action   |
|------|--|
| 4.   | <p>Notice that after selecting the <b>Process</b> button, links to <a href="#">Report Manager</a> and the <a href="#">Process Monitor</a> display on the page.</p> <p>Click the <b>Report Manager</b> link to open Report Manager in a new window.</p> <p><a href="#">Report Manager</a></p> |

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| Step | Action   |
|------|--|
| 5.   | On the Report Manager <b>Administration</b> page, click the <b>Refresh</b> button until the distribution <b>Status</b> for your process shows as <b>Posted</b> .<br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div> |



| Step | Action  |
|------|---|
| 6.   | <p>When the process has Posted, click on the link to your report in the <i>Description</i> column to open it.</p> <p>For this example, click on <a href="#">Journal Entry Detail Report</a>.</p> <p><a href="#">Journal Entry Detail Report</a></p> |

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ps://psfn.maine.edu:7602/psreports/FMTST90/1898/UGLC7501\_2426.PDF - Windows Internet Explorer

https://psfn.maine.edu:7602/psreports/FMTST90/1898/UGLC7501\_2426.PDF

Edt Go To Favorites Help

Search Bookmarks Find Check AutoFill Sign In Contribute Edit in Contribute Post to Blog

https://psfn.maine.edu:7602/psreports/FMTST90/189...

1 / 1 100% Find

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Run Date: 2/21/2009

Run Time: 8:09:44 AM

**Journal Entry Detail**

Report ID: UGLC7501.rpt      University of Maine System

| Journal Header                                     |            |               |                | Approval Path       |      |        |           |      |
|--|------------|---------------|----------------|---------------------|------|--------|-----------|------|
| Fiscal Year:                                       | 2009       | Ref No:       | Total Lines:   | 2                   | Step | Status | Date/Time | User |
| Acct Period:                                       | 8 (Feb)    | Ledger Group: | Total Debits:  | \$350.00            |      |        |           |      |
| Business Unit:                                     | UMS05      | Source:       | Total Credits: | \$350.00            |      |        |           |      |
| Journal ID:  | 0000114093 | Date Posted:  |                |                     |      |        |           |      |
| Journal Date:                                      | 2/21/2009  | Entered By:   | Employee Name  |                     |      |        |           |      |
| Long Description: Copier charges to depts May FY07 |            |               |                | Approver Signature: |      |        |           |      |

| Line Num | Bus. Unit | Journal Line Description | Line Ref | Amount  | Stat Amt | Stat Code | Dept ID | Account | Class | Fund | Program Num | Project ID | Oper Unit | Affiliate |
|----------|-----------|--------------------------|----------|---------|----------|-----------|---------|---------|-------|------|-------------|------------|-----------|-----------|
| 1        | UMS05     | Copier May 07 Charges    | HP4600   | -350.00 |          |           | 5303100 | 60699   |       | 10   |             |            |           |           |
| 2        | UMS05     | Copier May 07 Charges    | HP4600   | 350.00  |          |           | 5303961 | 60603   |       | 20   |             |            |           |           |

start    fin90 - Win...    http://www...    Create/Upd...    Report Man...    https://psf...    Microsoft E...    Search Desktop    8:12 AM

| Step | Action  |
|------|---|
| 7.   | After the print version of the Journal Entry opens, you can print it as you would usually print any document. |
| 8.   | <b>End of Procedure.</b>  |