

## Creating a Journal Entry

**Step 1:** To create a journal from the Menu select:

1. General Ledger
2. Journals
3. Journal Entry
4. Create Journal Entry
5. Add a New Value tab
6. **Add** button on the Journal Entry Screen

The Business Unit, Journal ID and Journal Date will automatically default. The Journal ID will default to *NEXT* which will allow the next available journal number to be assigned when the journal is saved.

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

 UHS Finance

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### Create/Update Journal Entries

Find an Existing Value | **Add a New Value**

Business Unit: 00784 🔍  
Journal ID: NEXT  
Journal Date: 07/21/2015 📅


**Add**

Find an Existing Value | Add a New Value

**Step 2:** Enter the following Header Information: Source will automatically default.

1. Long Description
2. Reference Number

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

 UHS Finance

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Header | Lines | Totals | Errors | Approval2 | Documents

Unit:	00784	Journal ID:	NEXT	Date:	07/21/2015
Long Description:	To reallocate expenses posted to wrong cost center				
*Ledger Group:	ACTUALS 🔍	Adjusting Entry:	Non-Adjusting Entry ▾		
Ledger:	🔍	Fiscal Year:	2015		
Source:	HSS	Period:	11		
Reference Number:	🔍	ADB Date:	07/21/2015 📅		
Journal Class:	🔍				
Transaction Code:	GENERAL 🔍				
SJE Type:	▾				<input type="checkbox"/> Auto Generate Lines
Currency Defaults: USD / CRRNT / 1					<input type="checkbox"/> Save Journal Incomplete Status
Attachments (0)					<input type="checkbox"/> Autobalance on 0 Amount Line
Reversal: Do Not Generate Reversal					

Commitment Control

**Step 3:** Select **Lines** Tab, Enter the line information

1. Speed Type
2. Account
3. Cost Center Information (If speed type not entered)
4. Chartfield 1(If required)
5. Amount
6. Line Reference (If required)
7. Line Description

To add a line, select the + button. To delete a line, click in the box next to the number then select the - button located below the journal lines.

Unit: 00784      Journal ID: NEXT      Date: 07/21/2015

Template List      Change Values

\*Process:      

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
<input type="checkbox"/>	1	00784	ACTUALS							
<input type="checkbox"/>	2	00784	ACTUALS							

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00784	2	0.00	0.00	N	N

Header | Lines | Totals | Errors | Approval2 | Documents

**Step 4:** Once all the information is entered, Choose **Edit Journal** from Process Drop Down Menu. Select the **Process** Button. (A message box will appear on the screen assigning the next available journal ID number.) Then select **OK**.

Journal and Budget Status should indicate a " V" for valid. If the budget status is not valid, research the budget error.



Journal Status	Budget Status
Y	Y

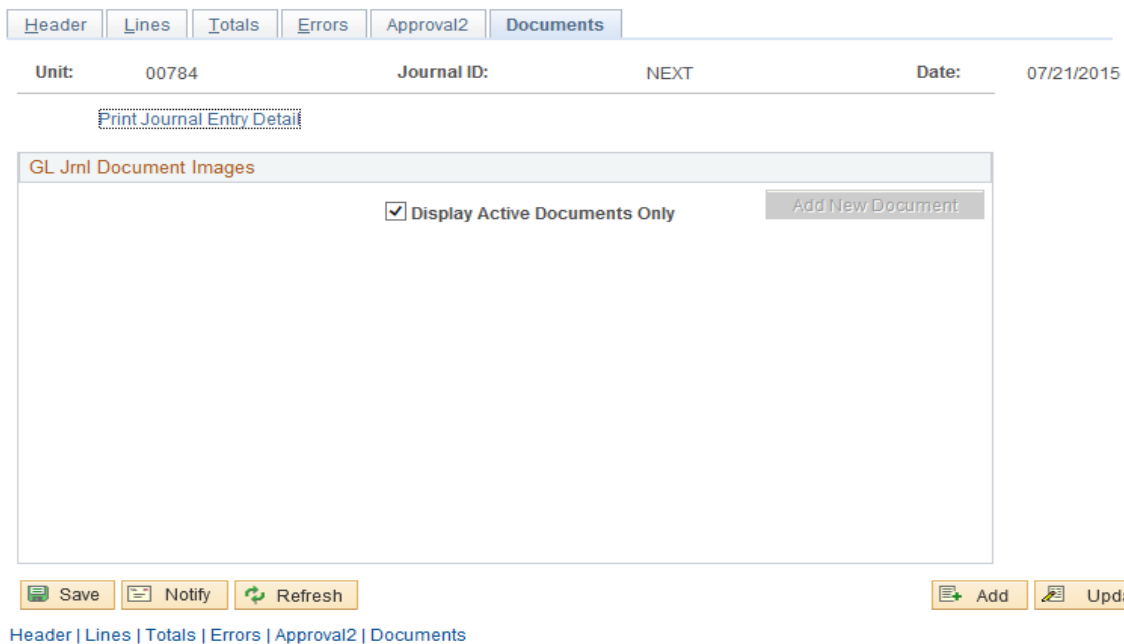
[Add](#) [Update/Display](#)

Once the budget status is valid, print the Journal Coversheet, select the **Print Journal Entry Detail Link** in the **documents page**. It is not necessary to view, print or sign the coversheet unless the department requires additional approval on the journal.

**Step 5:** Back-up documents can be attached to a journal at any time by anyone with update access to journals. The user's name, date, and time of the upload are recorded on the Documents page.

To attach back-up to support the journal entry, select Documents Tab:

Select the **Add a New Document** button



Header | Lines | Totals | Errors | Approval2 | **Documents**

Unit: 00784      Journal ID: NEXT      Date: 07/21/2015

[Print Journal Entry Detail](#)

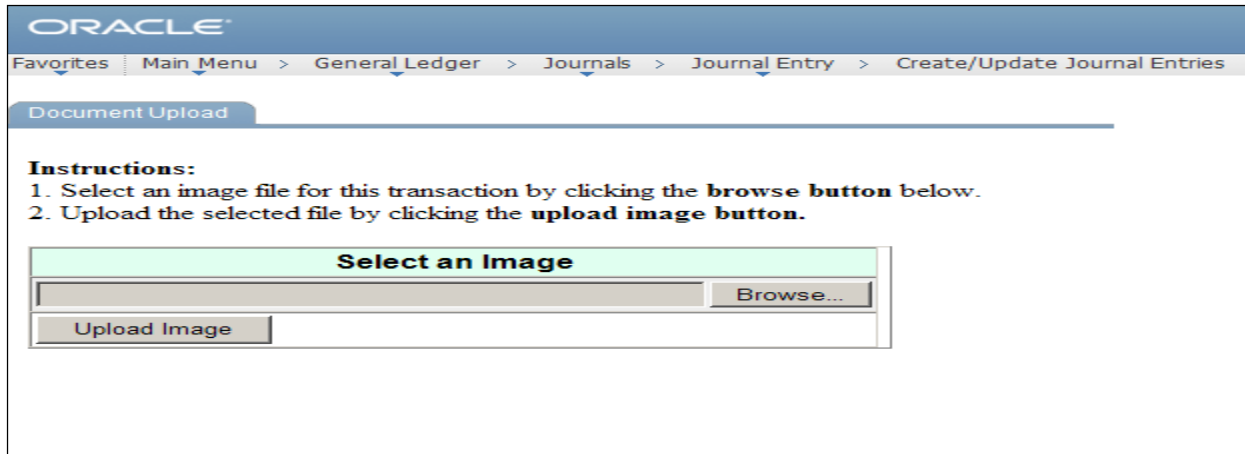
GL Jml Document Images

Display Active Documents Only      [Add New Document](#)

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

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval2](#) | [Documents](#)

The **Document Upload** page will appear, select the **Browse** button to select the file you wish to attach.



**Step 6:** After attaching back-up, go to the **Approval** tab.

Select the appropriate approval path

Header | Lines | Totals | Errors | **Approval2** | Documents

Unit: 00784      Journal ID: NEXT      \*Process: Date: 07/21/2015      Edit Journal

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**Route To**

\*Please select the appropriate approval path:

Dept/Coll/Div - Accounting Office

Dept/Coll/Div - OCG - Accounting Office

**Source**

Department

Source: ACA - Acad Affairs & Provost

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**Workflow Fields**

Business Unit	00784	Journal ID	NEXT
Journal Date	07/21/2015		
OperID	1113074		
System Source	GL JE Page		

**Approval**

Approval Instance: 0

Approval Status:

Approval Action:

Apply

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**Comment Log**

**Add Comment**

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**Approval History**

Step	Status	Date/Time Stamp	User ID	Name

Select **Approve** and then Select **Apply**. This will send the journal to the next approver's worklist

The Approval History Panel shows who initiated the journal and journal's approval status in workflow. If the journal is denied or recycled, the Approval History will capture the last approval status however the journal initiation status to workflow does not change if the journal is denied or recycled.

The Comment Log captures all Workflow approvals, including previous journal denials or recycles, as well as comments pertaining to the approval of the journal.