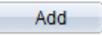


Journal Quick Reference

NAVIGATION: MAIN MENU-GENERAL LEDGER – JOURNALS – JOURNAL ENTRY – CREATE/UPDATE JOURNAL ENTRIES

Step 1: Go to the journal entry “Add a New Value” page and click .

Step 2: The journal entry pages are displayed. In the Long Description field, enter either "DEP" for a deposit journal entry, "PCD" for a P-Card journal entry, or "REG" for all other journal entries. Then enter a complete description

Step 3: Enter the departmental Journal Entry log number in the Reference Number field. Please note: The header reference number here and the line reference number (Step 8) must match or the journal will be denied.

Step 4: Click the **Lines Tab**. Enter the Speed Type for the cost center that will need to be debited or credited and hit tab.

Step 5: Enter the Account number for the debit or credit. NOTE: Accounts that start with "4" are revenue accounts; accounts that start with "5" are expense accounts.

Step 6: Scroll to the right and enter the value for Chartfield 1 if you use this.

Step 7: Scroll to the right and enter the amount. Enter a debit as a positive number; enter a credit with a negative (-) sign. Revenue is recorded as a credit (use a negative sign).

Step 8: Scroll farther to the right and enter the departmental Journal Entry log number in the Reference field

Step 9: Enter the Journal Line Description. Data entered in this field prints under the Transaction Description column on the 1074.3b.

Step 10: To add multiple lines, click the  in the “Lines to add” section. NOTE: A journal entry must be a balanced entry before it can be processed. A balanced entry is one where the debits equal the credits. For a deposit journal entry, the offset entry is to Account **10610**, Fund **BANK**. All other chartfield values are blank.

Click Save. The system will assign a unique Journal ID number.

Step 11: Select “Edit Journal” from the drop down box. Then click  to journal edit and budget check the journal in one step.

Step 12: Click the Documents tab. Click the  button.

Step 13: Click on the Approval 2 tab of the journal to be entered into workflow. Choose a "Route To" Approval Path.

Step 14: Change the Source that has defaulted **only if** the journal is to be redirected to another area for approval. If the source is changed, the journal must be edited again.

Step 3: Choose “Approve” for the Approval Action and click  to put the journal entry into workflow.