

Journal Entry

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People Soft 8.8

Journal Entry

## Journal Entry

### Slide 2

#### Learning Objectives

- How to Get to the Journal Entry Screen
- How to Create a New Journal Entry
- How to View an Existing Journal
- How to Correct Journal Errors
- How to Print a Journal

This course will cover:

How to Get to the Journal Entry Screen

How to Create a New Journal Entry

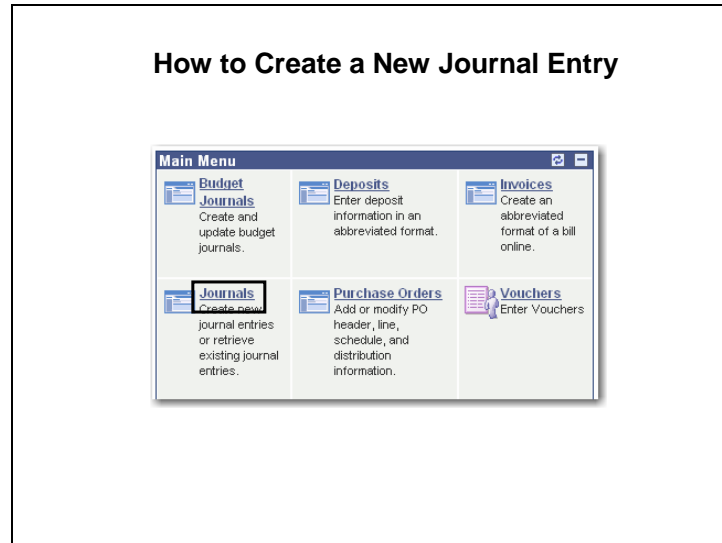
How to View an Existing Journal

How to Correct Journal Errors

How to Print a Journal

## Journal Entry

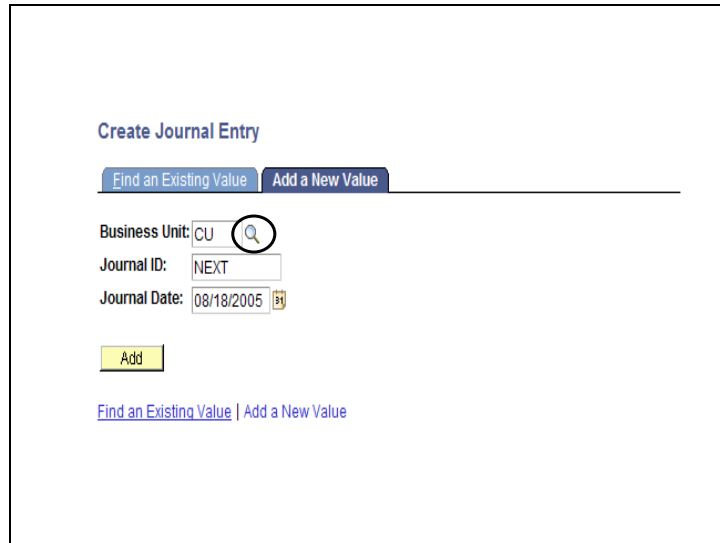
### Slide 3



When the Main Menu appears on your screen, click on Journals.

## Journal Entry

### Slide 4



The screenshot shows a web form titled "Create Journal Entry". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a horizontal line. The form contains three input fields: "Business Unit" with the value "CU" and a magnifying glass icon; "Journal ID" with the value "NEXT"; and "Journal Date" with the value "08/18/2005" and a calendar icon. Below the fields is a yellow "Add" button. At the bottom, there are two blue links: "Find an Existing Value" and "Add a New Value".

The Create Journal Entry panel appears. The Business Unit should default to CU. If you need to change the Business Unit, click the magnifying glass to see a list of Business Units.

## Journal Entry

### Slide 5

**Look Up Business Unit**

**Business Unit:** begins with

**Description:** begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First 1-7 of 7 Last

Business Unit	Description
<a href="#">CU</a>	<a href="#">Clemson University</a>
<a href="#">CUF</a>	<a href="#">Clemson University Foundation</a>
<a href="#">CURE</a>	<a href="#">Clemson Univ Research Foundat</a>
<a href="#">FCECC</a>	<a href="#">Continuing Edu Conference Comp</a>
<a href="#">FCREF</a>	<a href="#">Clemson Univ Real Estate Fdn</a>
<a href="#">FCRFC</a>	<a href="#">Clemson Research Facilities Co</a>
<a href="#">FMREC</a>	<a href="#">AMREC LLC</a>

Click on the Business Unit to be used. The panel automatically returns back to the Create Journal Entry screen.

## Journal Entry

### Slide 6

**Create Journal Entry**

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit:** CU

**Journal ID:** IDO5308001

**Journal Date:** 10/20/2005

[Add](#)

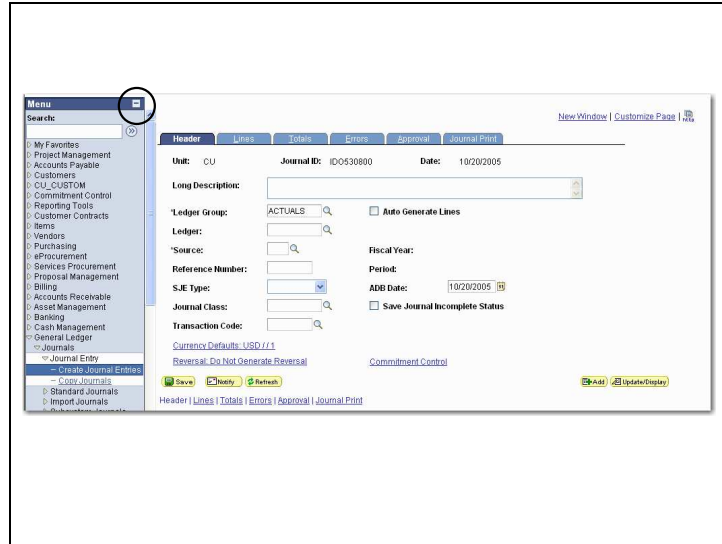
[Find an Existing Value](#) | [Add a New Value](#)

**IDO:** Journal source for interdepartmental orders.  
**5308:** Department number  
**001:** 3-digit sequence number assigned by you.

Enter the Journal ID. Change the date if needed. Click on Add and the screen will change to display the input panels. **(For other journal sources and descriptions see Appendix A.)**

# Journal Entry

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To see the entire panel, click on the minus sign in the Menu section. The Menu will minimize and the screen will shift to full screen.

# Journal Entry

## Slide 8

The screenshot shows a web-based form for creating a journal entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. Below the tabs, a summary bar displays 'Unit: CU', 'Journal ID: IDO530800', and 'Date: 10/20/2005'. An arrow points to this bar with the text 'Information Defaults In'. The main form area contains several input fields and checkboxes: 'Long Description' (text area), 'Ledger Group' (dropdown menu with 'ACTUALS' selected), 'Ledger' (text field), 'Source' (text field), 'Reference Number' (text field), 'SJE Type' (dropdown menu), 'Journal Class' (text field), 'Transaction Code' (text field), 'Auto Generate Lines' (checkbox), 'Fiscal Year' (text field), 'Period' (text field), and 'ADB Date' (text field with '10/20/2005' entered). There are also checkboxes for 'Save Journal Incomplete Status' and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display', along with a breadcrumb trail: 'Header | Lines | Totals | Errors | Approval | Journal Print'.

The Business Unit, Journal ID, and Date default in.



## Journal Entry

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The screenshot shows a web-based form for entering a journal entry. The 'Lines' tab is selected and highlighted with a red circle. The form contains the following fields and options:

- Unit:** CU
- Journal ID:** ID05308001
- Date:** 10/20/2005
- Long Description:** To rent a meeting room at the Madren Center.
- Ledger Group:** ACTUALS (with a search icon)
- Ledger:** (empty field with a search icon)
- Source:** UJE (with a search icon)
- Reference Number:** (empty field)
- SJE Type:** (dropdown menu)
- Journal Class:** (empty field with a search icon)
- Transaction Code:** (empty field with a search icon)
- Auto Generate Lines:**
- Fiscal Year:** (empty field)
- Period:** 10/20/2005 (with a calendar icon)
- Save Journal Incomplete Status:**

At the bottom of the form, there are several links and buttons:

- [Currency Defaults: USD // 1](#)
- [Reversal: Do Not Generate Reversal](#)
- [Commitment Control](#)
- [Save](#) (with a floppy disk icon)
- [Retry](#) (with a refresh icon)
- [Refresh](#) (with a refresh icon)
- [Add](#) (with a plus icon)
- [Update/Display](#) (with a refresh icon)

At the very bottom, there is a navigation bar with the following tabs: [Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Journal Print](#)

Enter a detailed Description of the journal in the Long Description field.

The Ledger Group defaults to ACTUALS. **Do not change this.**

CU does not use the Ledger field, so you can skip this field.

Enter the journal source in the Source field. **See Appendix A for source codes.**

The Reference Number field is optional.

Skip the remaining fields.

Note: Any field with an asterisk in front of it, is a required field.

Click the Lines tab to display the Lines panel.

# Journal Entry

## Slide 10

Header | Lines | Totals | Errors | Approval | Journal Print

Unit: CU    Journal ID: ID05308001    Date: 10/20/2005    Process: Edit Journal    Process

Template List    Change Values    InterIntraUnit    Line: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference	SpeedType
<input type="checkbox"/>	1	7322	15	5300	602	130	150000	100.00		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CU	1	0.00	0.00	N	N

Save    Noisy    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval | Journal Print

Proceed to fill in chartfields with appropriate values.

# Journal Entry

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Unit: CU      Journal ID: ID05308001      Date: 10/20/2005      Process: Edit Journal      Process

Template List      Change Values      Inter/intra Unit      Lines: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference	SpeedType
<input type="checkbox"/>	1	7322	15	5308	602	130	1500000	100.00		
<input type="checkbox"/>	2		15	5308	602	130	1500000	-100.00		

Lines to add: 1 **+**

Adds one line at a time

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CU	2	100.00	100.00	N	N

Save    New    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval | Journal Print

Click on the plus sign that appears below the Lines section to add another line. One line will be added with the same values in the fields, except Account, which will be blank.

# Journal Entry

## Slide 12

The screenshot shows a software interface for entering journal entries. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. Below the tabs, the following information is displayed: Unit: CU, Journal ID: ID05308001, Date: 10/20/2005, Process: Edit Journal, and a 'Process' button. There are also links for 'Template List', 'Change Values', and 'InterIntraUnit', and a 'Line: 10' field.

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference
<input type="checkbox"/>	1	7322	15	5308	602	130	1500000	100.00	
<input type="checkbox"/>	2		15	5308	602	130	1500000	-100.00	
<input type="checkbox"/>	3		15	5308	602	130	1500000		
<input type="checkbox"/>	4		15	5308	602	130	1500000		
<input type="checkbox"/>	5		15	5308	602	130	1500000		

Below the table, there is a 'Lines to add:' field with the number '3' entered and a '+' sign. A tooltip box next to it says 'Adds several lines at a time'. Below this is a 'Totals' section with a table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CU	5	100.00	100.00	N	N

At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

To enter more than a single line at a time, change the 1 in the Lines to Add field to the number of lines needed and click on the + (plus) sign. NOTE: Additional added lines will retain the same chartfield values.

# Journal Entry

## Slide 13

Header Lines Totals Errors Approval Journal Print

Unit: CU Journal ID: ID05308001 Date: 10/20/2005 Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Line: 5

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference
<input type="checkbox"/>	1	7322	15	5308	602	130	1500000	100.00	
<input type="checkbox"/>	2	1130	15	5308	602	130	1500000	-100.00	
<input type="checkbox"/>	3	1130	14	5673	000	130	1400000	100.00	
<input type="checkbox"/>	4	7322	14	5673	000	130	1400000	-100.00	
<input type="checkbox"/>	5	7322	15	5308	602	130	1500000		

Lines to add: 1

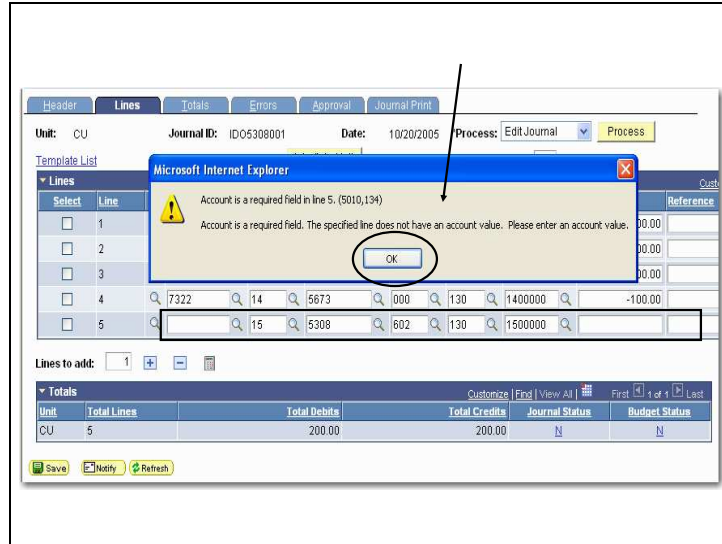
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CU	5	200.00	200.00	N	N

Save Notify Refresh

Change chartfield values for added lines as needed. Click Save.

# Journal Entry

## Slide 14



Unused lines will need to be deleted or this error message will appear. Click OK to return to the Journal Lines panel.

# Journal Entry

## Slide 15

The screenshot displays a software interface for managing journal entries. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. Below the tabs, the following information is shown: Unit: CU, Journal ID: ID05308001, Date: 10/20/2005, Process: Edit Journal, and a 'Process' button. There are also links for 'Template List', 'Change Values', and 'Inter/IntraUnit', and a 'Line: 10' indicator.

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference
<input type="checkbox"/>	1	7322	15	5308	602	130	1500000	100.00	
<input type="checkbox"/>	2	1130	15	5308	602	130	1500000	-100.00	
<input checked="" type="checkbox"/>	3	1130	14	5673	000	130	1400000	100.00	
<input checked="" type="checkbox"/>	4	7322	14	5673	000	130	1400000	-100.00	
<input checked="" type="checkbox"/>	5		15	5308	602	130	1500000		

Below the table, there is a 'Lines to add:' section with a circled '3' and a minus icon, and a button labeled 'Deletes all selected lines'. At the bottom, there is a 'Totals' section with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' table shows: Unit: CU, Total Lines: 5, Total Debits: 200.00, Total Credits: 200.00, Journal Status: N, Budget Status: N. There are also 'Save', 'Notify', and 'Refresh' buttons at the bottom.

To delete Lines, click in the check box in the Select column.  
Click on the minus icon to delete the lines selected.

# Journal Entry

## Slide 16

The screenshot displays a software interface for creating a journal entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. The 'Lines' tab is active. Below the tabs, the following information is displayed: Unit: CU, Journal ID: IDO5308001, Date: 10/20/2005, Process: Edit Journal, and a 'Process' button. There are also links for 'Template List', 'Search Criteria', 'Change Values', and 'InterIntraUnit'. A 'Line:' field is set to 5. Below this is a table with columns: Select, Line, Account, Fund, Dept, Program, Class, Project, Amount, and Reference. Two lines are listed: Line 1 with Account 7322, Fund 15, Dept 5308, Program 602, Class 130, Project 1500000, and Amount 100.00; and Line 2 with Account 1130, Fund 15, Dept 5308, Program 602, Class 130, Project 1500000, and Amount -100.00. Below the table is a 'Lines to add:' field with the value 2 and plus/minus buttons. At the bottom is a 'Totals' table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' table shows Unit CU, Total Lines 2, Total Debits 100.00, Total Credits 100.00, Journal Status N, and Budget Status N. The 'Save' button is circled in red. There are also 'Notify' and 'Refresh' buttons.

Select	Line	Account	Fund	Dept	Program	Class	Project	Amount	Reference
<input type="checkbox"/>	1	7322	15	5308	602	130	1500000	100.00	
<input type="checkbox"/>	2	1130	15	5308	602	130	1500000	-100.00	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CU	2	100.00	100.00	N	N

Verify that Total Debits and Credits are equal. Click Save. The Journal will be edited, budget checked, and posted overnight.  
NOTE: The journal can be saved at ANY time if at least one line has been created. Also, if you leave the Journal at any time prior to saving, the Journal will not be created and no data will be saved.



## Journal Entry

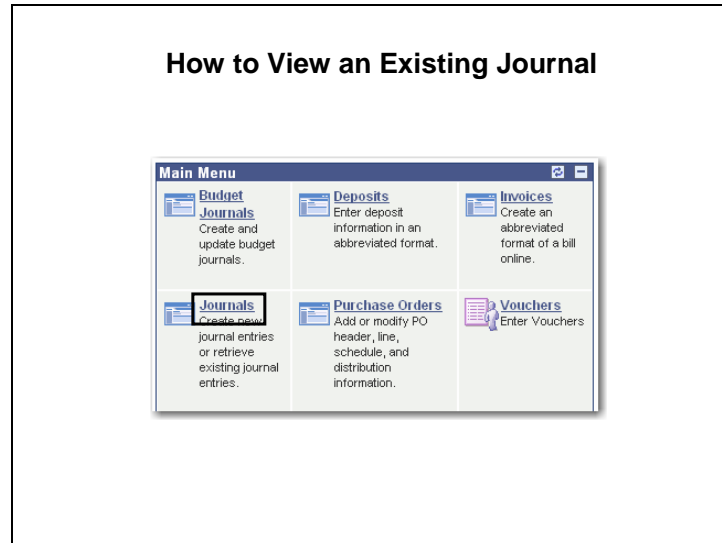
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This message will be displayed the first time that the journal is saved and any time that the journal is altered.  
NOTE: The journal will be saved, but NOT edited. Click OK to return to the LINES panel.

## Journal Entry

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At the Main Menu, click on Journals.

## Journal Entry

### Slide 19

**Create Journal Entry**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Journal ID:

Journal Date:

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry panel appears. Click on the Find an Existing Value tab.

# Journal Entry

## Slide 20

**Create Journal Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

**Business Unit:** = [v] [CU] [magnifying glass]

**Journal ID:** begins with [v] [ ]

**Journal Date:** = [v] [ ] [B]

**Document Sequence Number:** begins with [v] [ ]

**Line Business Unit:** = [v] [CU] [magnifying glass]

**Journal Header Status:** = [v] [ ] [v]

**Budget Checking Header Status:** = [v] [ ] [v]

**Source:** = [v] [ ] [magnifying glass]

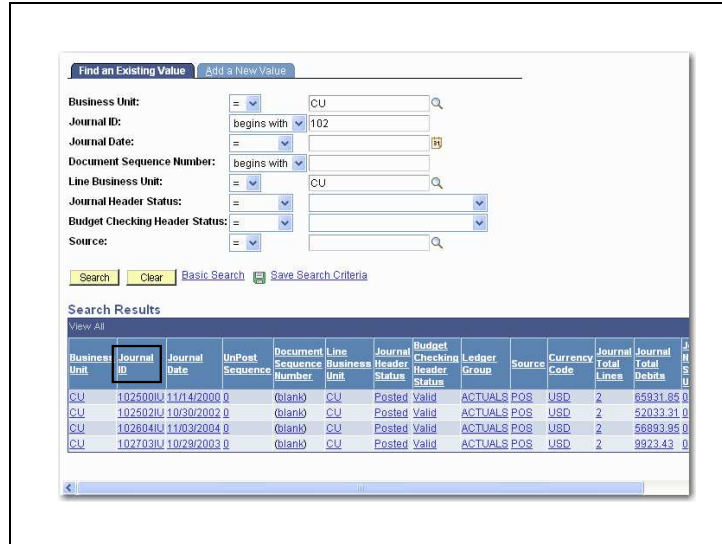
[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

To search for a specific Journal, enter the Journal ID and Journal Date using the appropriate criteria.

# Journal Entry

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A Search Results box will appear with all Journals listed that meet the criteria listed.

Click on the Journal ID to open the desired journal.

NOTE: Journals can be sorted by clicking on the header column of the row.

# Journal Entry

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The screenshot shows a software interface for a journal entry. At the top, there is a navigation bar with tabs: 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. The 'Lines' tab is currently selected and highlighted with a red circle. Below the navigation bar, the form displays the following information:

- Unit:** CU
- Journal ID:** 102500IU
- Date:** 11/14/2000
- Long Description:** Journal entries for October 2000
- Ledger Group:** ACTUALS
- Auto Generate Lines**
- Ledger:** [Empty field]
- Source:** POS
- Fiscal Year:** 2001
- Reference Number:** 102500IU
- Period:** 5
- SJE Type:** [Dropdown menu]
- ADB Date:** 11/14/2000
- Journal Class:** [Empty field]
- Save Journal Incomplete Status**
- Transaction Code:** [Empty field]

Below the form fields, there are several links and buttons:

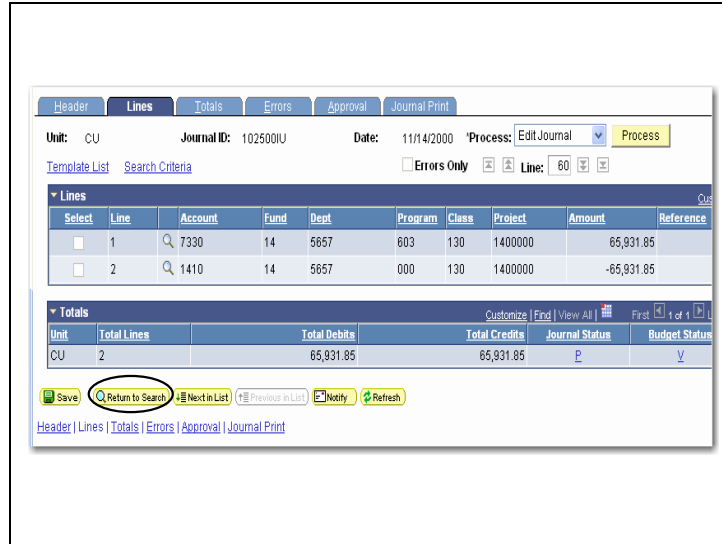
- [Currency Defaults: USD J/1](#)
- [Reversal: Do Not Generate Reversal](#)
- [Commitment Control](#)
- Save** (with floppy disk icon)
- Return to Search** (with magnifying glass icon)
- Next in List** (with right arrow icon)
- Previous in List** (with left arrow icon)
- Notify** (with envelope icon)
- Refresh** (with circular arrow icon)
- Add** (with plus icon)
- Update/Display** (with refresh icon)

At the bottom of the form, there is a breadcrumb trail: [Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Journal Print](#)

The selected journal header appears. Click on the Lines Tab to view Journal details.

# Journal Entry

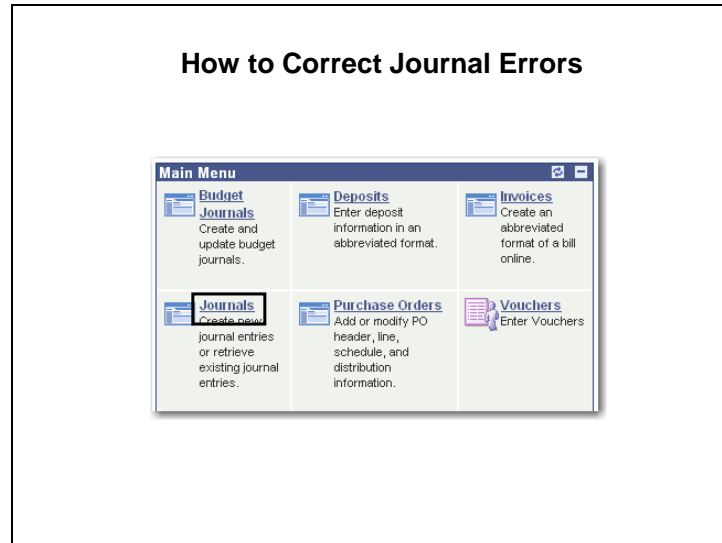
## Slide 23



The Journal details are displayed. Click on Return to Search to go back to the search screen to select another Journal.

## Journal Entry

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At the Main Menu, click on Journals.



## Journal Entry

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**Create Journal Entry**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: CU

Journal ID: NEXT

Journal Date: 08/18/2005

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry panel appears. Click on the Find an Existing Value Tab.

# Journal Entry

## Slide 26

The screenshot shows a web form titled "Create Journal Entry" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The form has two tabs: "Find an Existing Value" (selected) and "Add a New Value". The fields are as follows:

- Business Unit:** A dropdown menu set to "=", a text input field containing "CU", and a search icon.
- Journal ID:** A dropdown menu set to "begins with" and an empty text input field.
- Journal Date:** A dropdown menu set to "=", an empty text input field, and a calendar icon.
- Document Sequence Number:** A dropdown menu set to "begins with" and an empty text input field.
- Line Business Unit:** A dropdown menu set to "=", a text input field containing "CU", and a search icon.
- Journal Header Status:** A dropdown menu set to "=", an empty text input field, and a dropdown menu.
- Budget Checking Header Status:** A dropdown menu set to "=", a dropdown menu with "Error in Budget Check" selected, and a dropdown menu.
- Source:** A dropdown menu set to "=", an empty text input field, and a search icon.

At the bottom of the form, there are four buttons: "Search" (circled in red), "Clear", "Basic Search", and "Save Search Criteria".

To search for a specific Journal, enter the Journal ID and Journal Date using the appropriate criteria. Click Search.

# Journal Entry

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Create Journal Entry  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: [v] CU [Q]  
Journal ID: begins with [ ] [B]  
Journal Date: [v] [ ] [Q]  
Document Sequence Number: begins with [ ] [Q]  
Line Business Unit: [v] CU [Q]  
Journal Header Status: [v] [v]  
Budget Checking Header Status: [v] Error in Budget Check [v]  
Source: [v] [Q]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results First [ ] 1-100 of 133 [ ] Last

Business Unit	Journal ID	Journal Date	Journal Header Status	Budget Checking Header Status	Source	Journal Total Lines	Journal Total Debits	Description
CU	0000377185	09/01/2005	Valid	Error	BJ	4	13.18	Changing project number to rev
CU	CCR9300324	09/30/2005	Valid	Error	CCR	4	80	05-09-30
CU	CCR9301323	09/30/2005	Valid	Error	CCR	7	170.64	05-09-30
CU	CCR9301355	09/30/2005	Valid	Error	CCR	13	137.3	05-09-30
CU	CCR9300381	09/30/2005	Valid	Error	CCS	4	7.2	05-09-30

A Search Results box will appear with all Journals listed that meet the criteria listed. Click on the Journal ID that is to be corrected. NOTE: Journals can be sorted by clicking on the header column of the row.

# Journal Entry

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The screenshot shows a web-based form for a Journal Entry. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is currently selected and highlighted with a red circle. Below the tabs, the form contains the following fields and options:

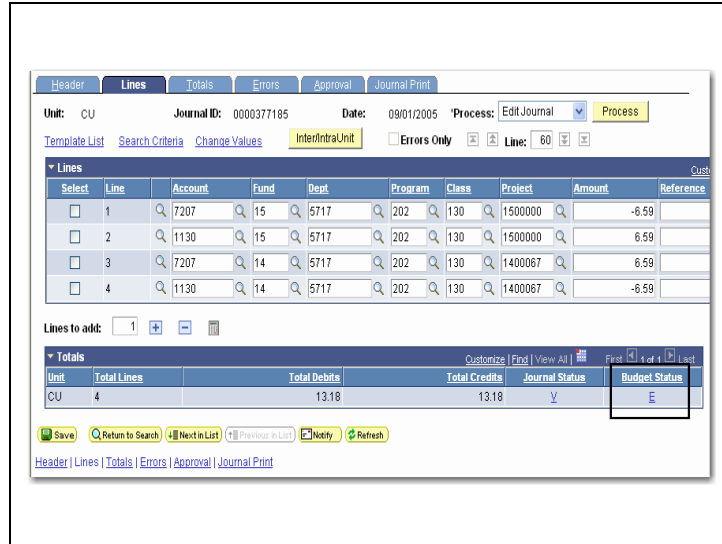
- Unit:** CU
- Journal ID:** 0000377185
- Date:** 09/01/2005
- Long Description:** Changing project number to revenue account
- Ledger Group:** ACTUALS
- Ledger:** (empty field)
- Source:** BI
- Fiscal Year:** 2006
- Reference Number:** 5717829
- Period:** 3
- SJE Type:** (dropdown menu)
- ADB Date:** 09/01/2005
- Journal Class:** (empty field with search icon)
- Transaction Code:** (empty field with search icon)
- Auto Generate Lines**
- Save Journal Incomplete Status**

At the bottom of the form, there are several utility buttons: Save, Return to Search, Next in List, Previous in List, Notify, Refresh, Add, and Update/Display. Below the buttons, there is a breadcrumb trail: Header | Lines | Totals | Errors | Approval | Journal Print.

The Journal Header appears. Click on the Lines Tab to look at the error.

# Journal Entry

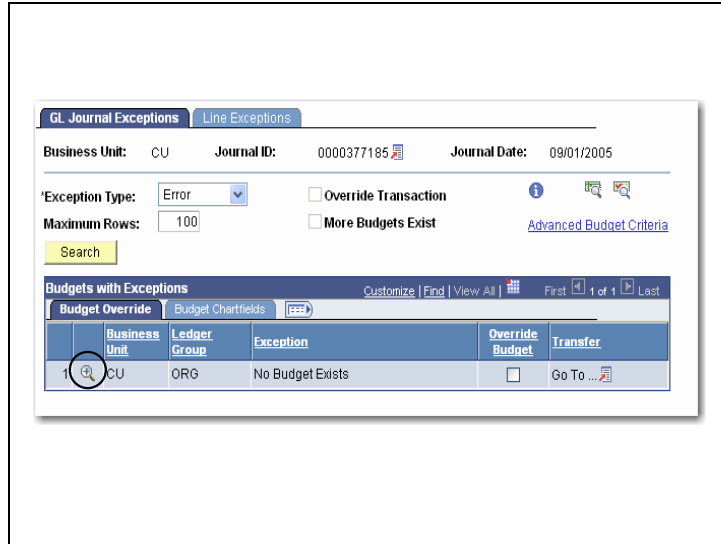
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On the Lines tab, scroll all the way to the bottom right and click on the letter E in the Budget Status section. NOTE: You may have to turn off the pop-up menu to view the error.

# Journal Entry

## Slide 30



A new window opens with the error description listed. Click on the magnifying glass to look at the transaction line details.

Journal Entry

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**General Ledger Journal Line Drill Down**

**Transaction Line Identifiers**

**Business Unit:** CU      **Journal ID:** 0000377185      **Date:** 09/01/2005  
**Line:** 1      **Ledger:** ACTUALS

**Transaction Line Details**

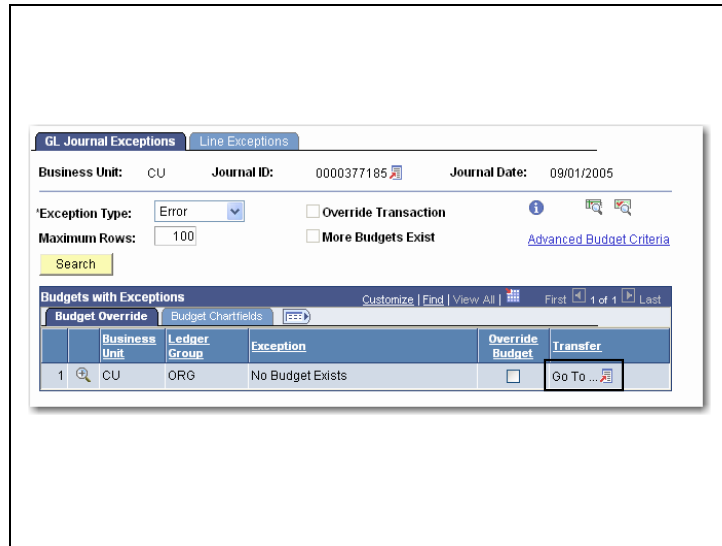
Account	Department	Project	Fund Code	Class Field	Program Code
7207	5717	1500000	15	130	202

**Line Status:** Error  
**Budget Date:** 09/01/2005  
**Line Amount:** -6.59      USD

The Transaction Line Details are shown. Click OK to return to the previous error listing screen or the Journal ID to return to the original Journal to be corrected.

# Journal Entry

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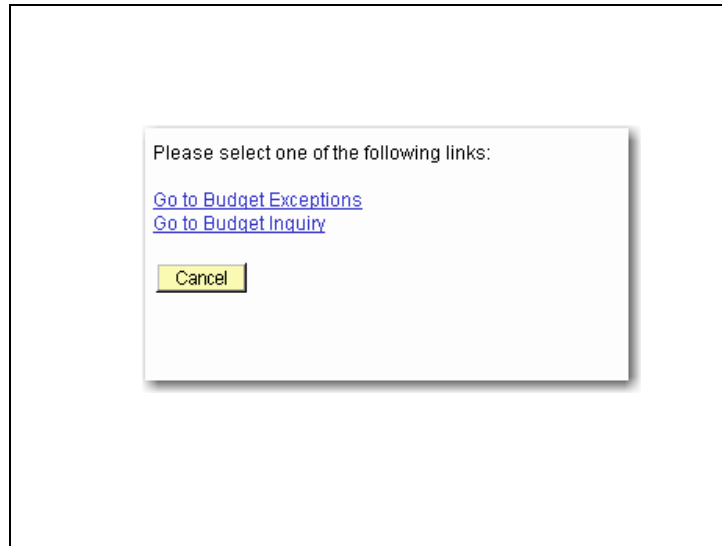


To check Budgets click on Go To.



Journal Entry

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Clicking on one of the following links will open a new window for Budget Inquiries or Budge Exceptions. Click on cancel to return to the previous screen.

# Journal Entry

## Slide 34

The screenshot displays the 'GL Journal Exceptions' window. At the top, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below the tabs, the following fields are visible:

- Business Unit:** CU
- Journal ID:** 0000377185 (with a magnifying glass icon)
- Journal Date:** 09/01/2005

Below these fields, there are additional options:

- Exception Type:** Error (dropdown menu)
- Override Transaction** (with an information icon)
- Maximum Rows:** 100
- More Budgets Exist** (with a link to [Advanced Budget Criteria](#))

A yellow **Search** button is located below the options.

The main area of the window is titled 'Budgets with Exceptions' and contains a table with the following columns: Business Unit, Ledger Group, Exception, Override Budget, and Transfer. The table has one row of data:

Business Unit	Ledger Group	Exception	Override Budget	Transfer
CU	ORG	No Budget Exists	<input type="checkbox"/>	Go To ...

Click on Journal ID to return to the Journal to be corrected.

## Journal Entry

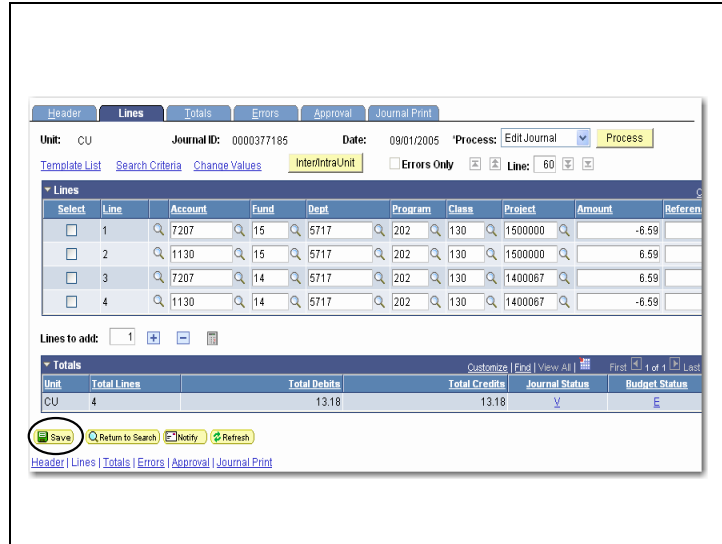
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Click on Go to Source Entry to return to the original journal entry to be corrected.  
A new window will open with the source journal entry.

# Journal Entry

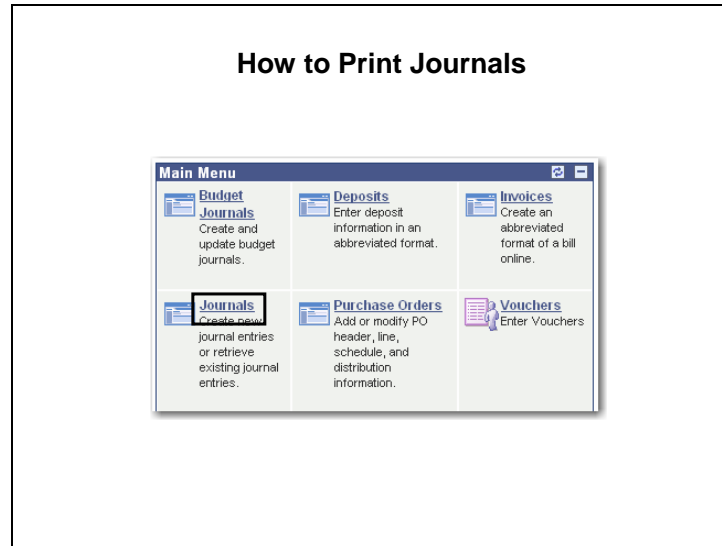
## Slide 36



Make any changes/edits to the Journal if needed, then click on Save. The Journal will be edited, budget checked, and posted overnight.

## Journal Entry

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At the Main Menu, click on Journals.

## Journal Entry

Slide 38

**Create Journal Entry**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: CU

Journal ID: NEXT

Journal Date: 08/18/2005

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry panel appears. Click on the Find an Existing Value Tab.

# Journal Entry

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### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

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**Business Unit:** =

**Journal ID:** begins with

**Journal Date:** =

**Document Sequence Number:** begins with

**Line Business Unit:** =

**Journal Header Status:** =

**Budget Checking Header Status:** =

**Source:** =

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

To search for a specific Journal to print, enter the criteria needed.

# Journal Entry

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**Create Journal Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:** = [v] CU [Q]  
**Journal ID:** begins with [v]  
**Journal Date:** = [v] 07/01/2005 [B]  
**Document Sequence Number:** begins with [v]  
**Line Business Unit:** = [v] CU [Q]  
**Journal Header Status:** = [v] [v]  
**Budget Checking Header Status:** = [v] [v]  
**Source:** = [v] [Q]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results** View All First 1-51 of 51 Last

Business Unit	Journal ID	Journal Date	Journal Header Status	Budget Checking Header Status	Source	Journal Total Lines	Journal Total Debits	Description
CU	APCL369914	07/01/2005	Posted	Valid	AP	9	20958.84	AP Closure
CU	APP0368512	07/01/2005	Posted	Valid	AP	8	127110	AP Accrual
CU	APP0368513	07/01/2005	Posted	Valid	AP	4	2000	AP Accrual
CU	APP0368924	07/01/2005	Posted	Valid	AP	8	17046.16	AP Accrual

A list of journals will be displayed based on the selected criteria. Click on the journal you wish to print.



# Journal Entry

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The screenshot shows a web-based form for a Journal Entry. At the top, there are six tabs: 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'Journal Print'. The 'Journal Print' tab is highlighted with a red box. Below the tabs, the form contains the following fields and options:

- Unit:** CU
- Journal ID:** APCL369914
- Date:** 07/01/2005
- Long Description:** AP Closure
- Ledger Group:** ACTUALS
- Ledger:** [Empty text box]
- Source:** AP
- Fiscal Year:** 2006
- Reference Number:** [Empty text box]
- Period:** 1
- SJE Type:** [Dropdown menu]
- ADB Date:** 06/30/2005
- Journal Class:** [Empty text box]
- Transaction Code:** [Empty text box]
- Auto Generate Lines**
- Save Journal Incomplete Status**

Below the form fields, there are several links and buttons:

- [Currency Defaults: USD / 1](#)
- [Reversal: Do Not Generate Reversal](#)
- [Commitment Control](#)
- [Save](#) (with floppy disk icon)
- [Return to Search](#) (with magnifying glass icon)
- [Next in List](#) (with right arrow icon)
- [Previous in List](#) (with left arrow icon)
- [Notify](#) (with envelope icon)
- [Refresh](#) (with circular arrow icon)

At the bottom of the form, there is a navigation bar with the following links: [Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Journal Print](#). The 'Journal Print' link is highlighted.

Click on the Journal Print Tab.

# Journal Entry

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Line #	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Line Descr
1	1 7216	10	0189	207	131	1000228	USD	-1616.30	B2-1/2 TPMS 10HP,1P,230V, 3600
2	2 7216	10	0189	207	131	1000228	USD	-5034.36	230 Auto Sand Filters Fresno v
3	3 7216	10	0189	207	131	1000228	USD	-2331.70	WX350 120 Gallon Pressure Tank
4	4 7216	10	0189	207	131	1000228	USD	-2278.71	Scorpio Stand alone 16 station
5	5 7216	10	0189	207	131	1000228	USD	-908.09	1/4" Hyd. tubing 3000' roll
6	6 7216	10	0189	207	131	1000228	USD	-1045.03	4" water meter/control valve w
7	7 7216	10	0189	207	131	1000228	USD	-1112.86	10-100GPH Jaeco Fertilizer Inj

The default number of lines to display is 60 lines. The up/down arrows can be used to scroll through the lines 60 rows at a time, or whatever number is indicated in the “# of Lines to display” box. You can change the number in the “Lines to display” box up to 500 Lines. Press enter after changing the line number. The screen will refresh and display the number of lines/rows you indicated or the number of lines in the journal. This may take some time depending on the number entered.

## Journal Entry

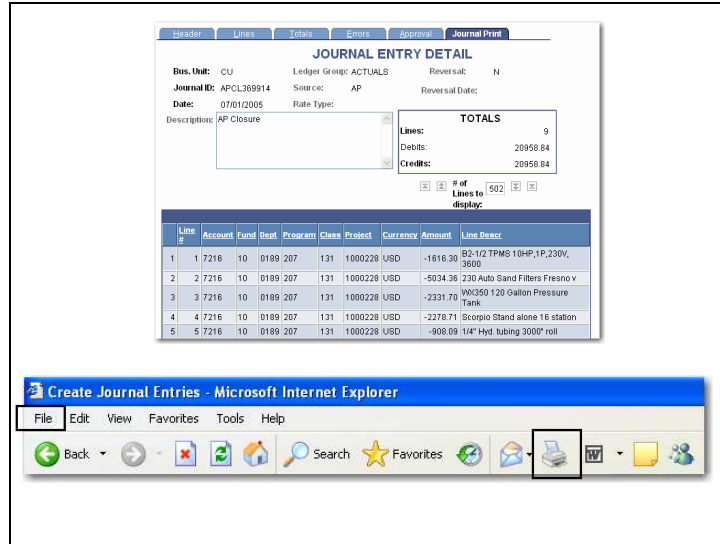
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If you put in a number greater than 500, you will receive a message stating that more than 500 lines cannot be displayed. Click OK to return to the Journal Print panel.

# Journal Entry

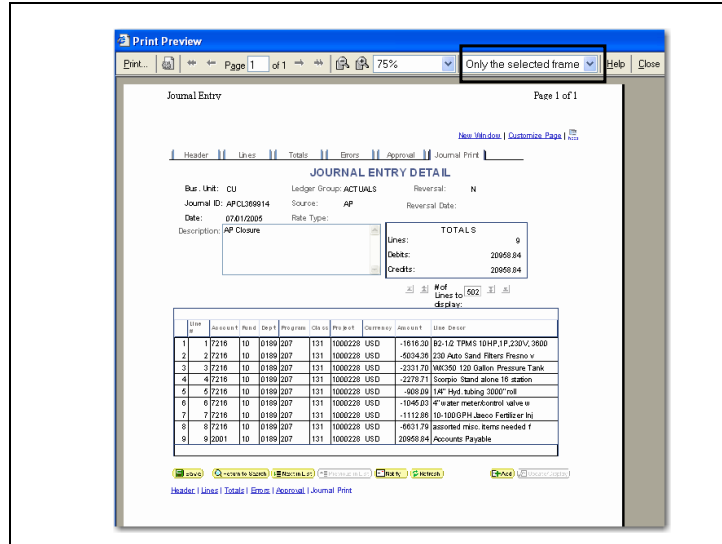
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There are three ways to print the Journal. The first way is to select File – Print. The second way is to click on the Printer Icon in the toolbar at the top of the screen.

# Journal Entry

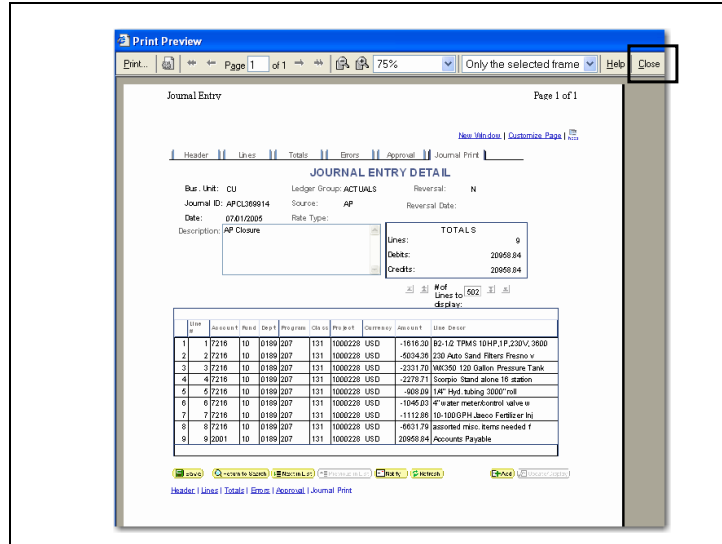
## Slide 45



The third way is to select File – Print Preview. If you choose Print Preview, be sure to change the option to “Only the selected frame” rather than “As laid out on screen” from the drop down menu. If you do not change this, it will only print the one page of data displayed on the preview screen. Once you change the option to “Only the selected frame”, it will show how many pages will be printed. Click on Print.

# Journal Entry

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Click Close to return to the Journal Print Screen.

Journal Entry

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Line #	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Line Descr
1	1 7216	10	0189	207	131	1000228	USD	-1616.30	B2-1/2 TPMS 10HP,1P,230V, 3600
2	2 7216	10	0189	207	131	1000228	USD	-5034.36	230 Auto Sand Filters Fresno v
3	3 7216	10	0189	207	131	1000228	USD	-2331.70	WX350 120 Gallon Pressure Tank
4	4 7216	10	0189	207	131	1000228	USD	-2278.71	Scorpio Stand alone 16 station
5	5 7216	10	0189	207	131	1000228	USD	-908.09	1/4" Hyd. tubing 3000" roll
6	6 7216	10	0189	207	131	1000228	USD	-1045.03	4" water meter/control valve w
7	7 7216	10	0189	207	131	1000228	USD	-1112.86	10-100GPH Jaeco Fertilizer Inj
8	8 7216	10	0189	207	131	1000228	USD	-6631.79	assorted misc. items needed f
9	9 2001	10	0189	207	131	1000228	USD	20958.84	Accounts Payable

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

To print more than one journal, click on either Return to Search, Next in List, or Previous in List.