
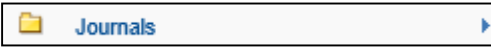


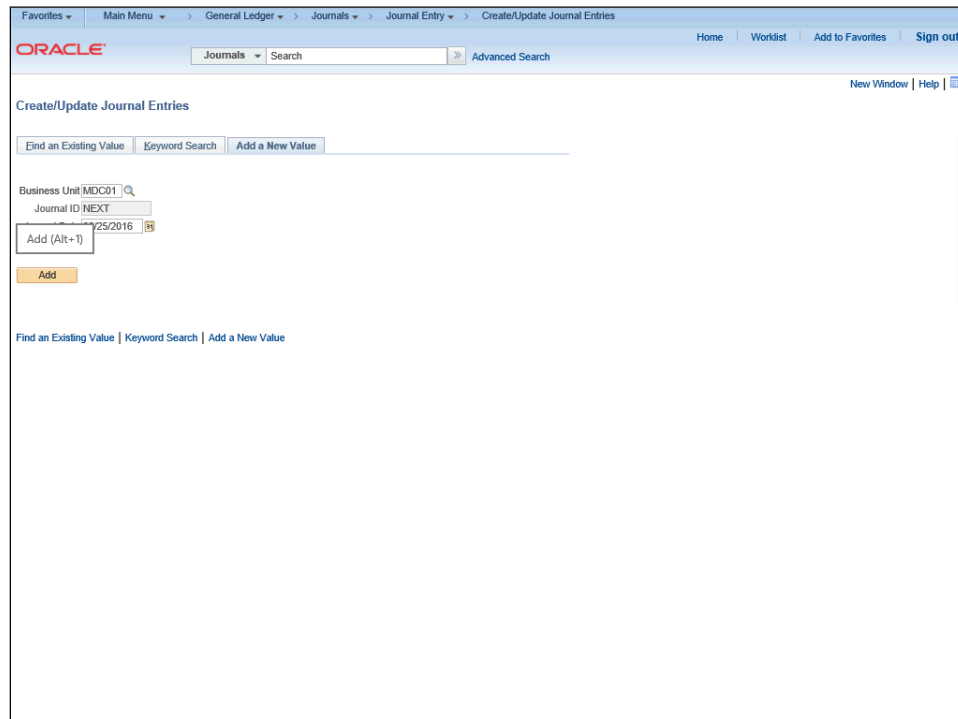


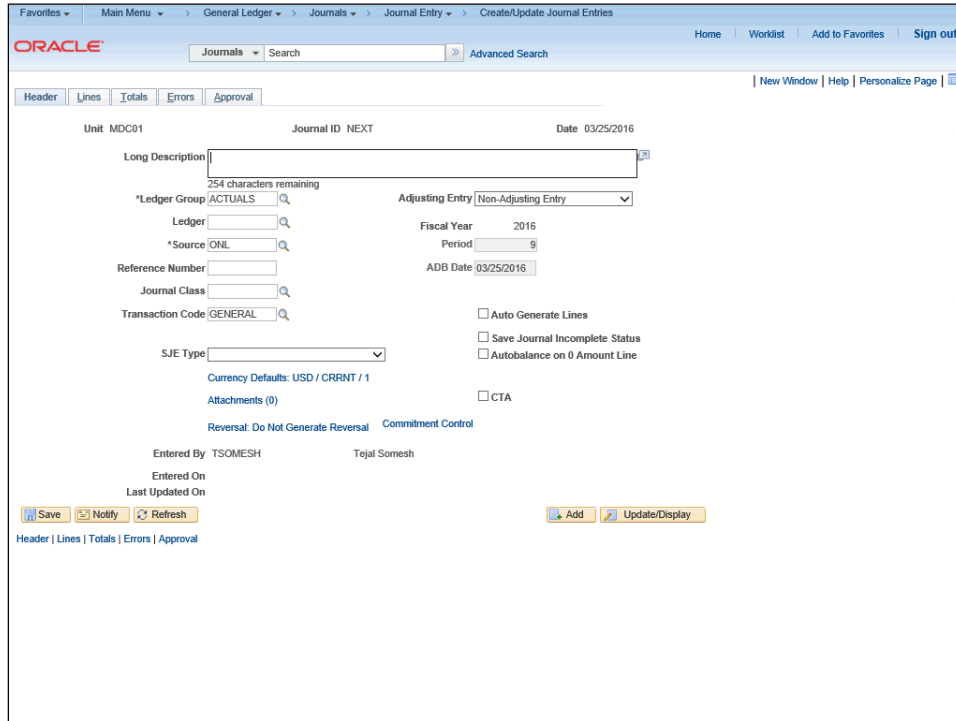
Creating a Journal Entry

Step	Action
1.	Begin by navigating to the Main Menu . Click the General Ledger menu. 
2.	Click the Journals menu. 
3.	Click the Journal Entry menu. 
4.	Click the Create/Update Journal Entries menu. 
5.	Business Unit will automatically populate to MDC01.
6.	Journal ID will automatically populate to NEXT. Journal Date field will automatically populate to current date.






Creating a Journal Entry

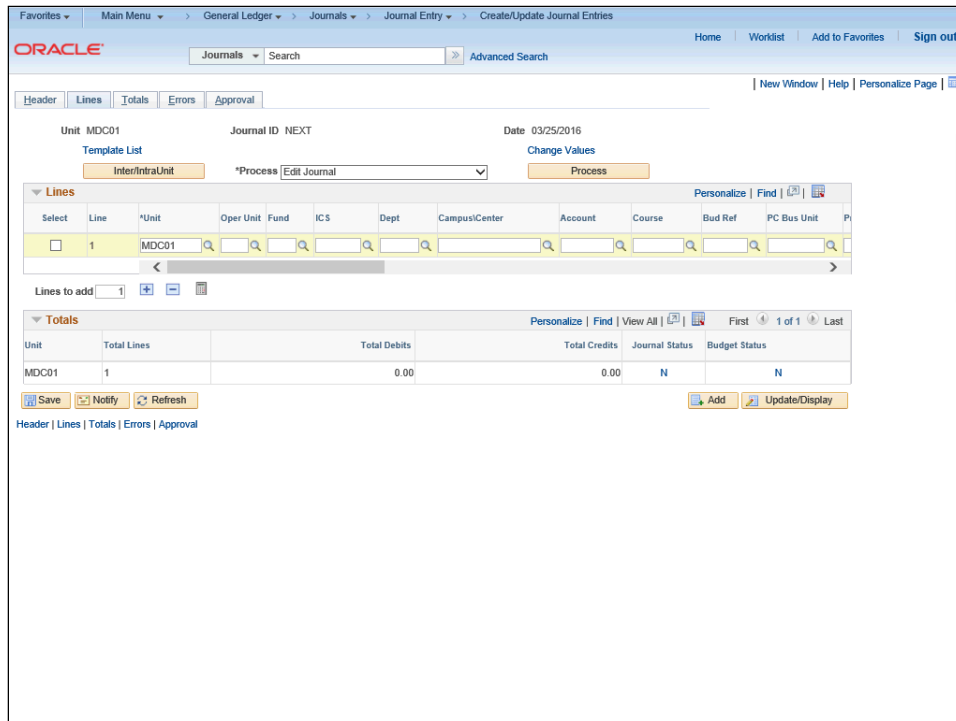
Step	Action
7.	Click the Add button. <div style="text-align: center; border: 1px solid black; padding: 2px; display: inline-block; background-color: #f4a460;">Add</div>




Step	Action
8.	Enter the desired information into the Long Description field. Enter a valid value e.g., "To record expenses for the current month" . <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 500px;">Long Description </div>
9.	Use the Ledger Group field to specify the ledger group to which this journal entry posts. Choose Actuals .
10.	Adjusting Entry field should be non-adjusting entry. Ledger field should be left blank. Source field will always be ONL . Reference Number field can be populated with information. ADB Date field will auto populate. Journal Class field should be left blank. Transaction Code field will always be General . SJE Type field should be left blank.

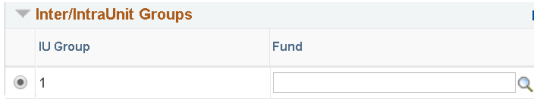

Creating a Journal Entry

Step	Action
11.	Click the Attachments link to upload supporting documentation. 
12.	The Journal Entry Attachments window opens. Show to Approver? Box should always be checked.
13.	Click the Add Attachment button and follow prompts to add an attachment. Click the OK button. 
14.	Currency Defaults, Reversals, and Commitment Control links are not used.
15.	Click the Lines tab. 
16.	Use the Lines page to record the transactions for the journal entry.







Step	Action
17.	Click on the Inter/IntraUnit button. 

Creating a Journal Entry

Step	Action
18.	Click in the field under Fund . 
19.	Enter "999" into the field.
20.	Click in the Oper Unit field. <input type="text"/>
21.	Enter the desired information into the Oper Unit field. Enter a valid value e.g., "KE01".
22.	Click in the Fund field. <input type="text"/>
23.	Enter the desired information into the Fund field. Enter a valid value e.g., "101".
24.	Click in the ICS field. <input type="text"/>
25.	Enter the desired information into the ICS field. Enter a valid value e.g., "1150500".
26.	Click in the Dept field. <input type="text"/>
27.	Enter the desired information into the Dept field. Enter a valid value e.g., "100030".
28.	Click in the Campus\Center field. <input type="text"/>
29.	Enter the desired information into the Campus\Center field. Enter a valid value e.g., "2000".
30.	Click in the Account field. <input type="text"/>
31.	Enter the desired information into the Account field. Enter a valid value e.g., "65500000".
32.	The Course field is optional.
33.	Click in the Bud Ref field. <input type="text"/>
34.	Enter the desired information into the Bud Ref field. Enter a valid value e.g., "2015-16".
35.	Click the scrollbar. 

Creating a Journal Entry

Step	Action
36.	<p>You may choose to enter a valid value in the following fields. PC Bus Unit, Project, Activity, and AN Type fields are optional.</p> <p>Note: If an entry is made in any one of these fields, all four fields will need to be populated.</p> <p>Source Type, Category, Sub Category, and Program fields are not used.</p>
37.	<p>Enter the desired information into the Debit Amount or Credit Amount field. Enter a valid value e.g., "20000".</p>
38.	<p>The Reference field is optional.</p> <p>The Journal Line Description field auto populates to account field description. You may change this to reflect a more applicable description.</p> <p>Click the Insert Lines button.</p> <p></p>
39.	<p>Values in line 1 will now populate to multiple lines, as chosen earlier. Adjust any field as necessary.</p>
40.	<p>Enter the desired information into the Account field. Enter a valid value e.g., "64501000".</p> <p>Note that the system automatically populated the Amount field. Adjust this as necessary.</p>
41.	<p>Click the Save button.</p> <p></p>
42.	<p>A new Journal ID is displayed and the journal entry is saved.</p> <p>Click the OK button.</p> <p></p>
43.	<p>Click the Process list.</p> <p></p>

Creating a Journal Entry

ORACLE

Journal ID: **Edit Journal**

Select	Line	Unit	Oper Unit	Fund	Acct	Dept	Campuscenter	Account	Course	Bud Ref	PC Bus Unit	P
<input type="checkbox"/>	1	MDC01	KE01	101	1150500	100030	2000	65500000		2015-16		
<input type="checkbox"/>	2	MDC01	KE01	101	1150500	100030	2000	64501000		2015-16		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDC01	2	40,000.00	0.00	N	N

Step	Action
44.	Click the Edit Journal list item.

Edit Journal



Creating a Journal Entry

Step	Action
45.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #f4a460;">Process</div>
46.	The journal entry is edited and is ready to be sent for approval. Note that the Journal Status changed to V and the Budget Status changed to V (valid). This means that the journal entry has passed budget checking and is ready to be sent for approval. If the Journal Status or Budget Status did not change to V (valid), the journal entry has to be researched.
47.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">*Process Edit Journal ▼</div>

Creating a Journal Entry

Step	Action
48.	Click the Submit Journal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Submit Journal</div>

Creating a Journal Entry

Step	Action
49.	Click the Process button. 
50.	You have successfully created a journal entry. Click the OK button. 
51.	You have successfully entered a journal entry and sent it for approval. End of Procedure.