
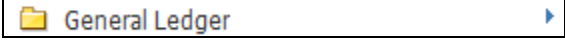


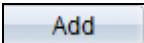
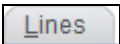




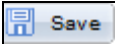

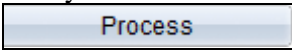


Creating Journal Entries

Step	Action
1.	Click the Main Menu button. 
2.	Click the General Ledger menu. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 
5.	<p>The Journal Date: will default to the date that you are creating the JE. This is the only field that can be edited on this panel.</p> <p>The date of the journal entry must be a valid date for the period to which it will be posted. At times, your journal entry may need to be back dated. A journal will not post to an accounting period that has been closed, but you can enter and edit a journal with a future date. It will not be posted until the accounting period in which the date falls becomes the current period. The system will assign a Journal ID when the journal is saved.</p>
6.	<p><i>What date is the cut-off for entering transactions for this month? How can I find this information each month?</i></p> <p>Financial Systems Support (FSS) typically announces month-end dates and schedules in an e-mail to the fsuser mailing list approximately 5 - 7 business days prior to the end of the month. To subscribe to fsuser, send an email to join-fsuser@list.smu.edu. Leave all other fields blank or your request will not process.</p>
7.	Click the Add button. 
8.	Enter the desired information into the Long Description field.
9.	Attachments may be added to your journal entry. See the Adding Attachments topic for more information.
10.	Click the Lines tab. 

Step	Action
11.	<p>Using the Look Up Button:</p> <p>At any time you can use the look up button to search for the Account, Fund, Dept (org), Project or Class fields. (This is especially helpful if you have turned off the type ahead feature.)</p> <p>To search, select the desired field and click the Look Up button.</p> 
12.	<p>You can use the available fields to narrow down your search. In addition, the first 300 search results are displayed and can be selected.</p>
13.	<p>Once you have entered the desired criteria, click the Look Up button.</p> 
14.	<p>Click the desired search result.</p>
15.	<p>The field you selected will automatically be populated.</p>
16.	<p>Entering Journal Line information:</p> <p>The minimum required fields for each JE transaction are Account, Fund, Dept, and Amount.</p> <p>Other fields such as the Project or Class codes may be needed. Check with your Financial Officer if there are project codes or subclass codes that are used for your dept only.</p> <p>For further information on sub-classes (travel subclass and university-wide sub-classes) visit http://smu.edu/controller - click on "Quick Links"</p>
17.	<p>Enter the desired information into the Fund field.</p>
18.	<p>Enter the desired information into the Dept field.</p>
19.	<p>Enter the desired information into the Project and Class fields if needed.</p>
20.	<p>To increase Revenue accounts, enter ' - ' (minus) before the amount.</p> <p>To increase Expense Account enter the amount. (No +/- signs are needed.)</p> <p>Enter the amount of the transaction into the Amount field.</p>
21.	<p>Type any relevant information into the Reference field. This is an FYI field only.</p>
22.	<p>You can use the Journal Line Description field to provide more detail on your transaction. If you choose not to enter a description the system will populate the account code description automatically.</p> <p>Enter the desired information into the Journal Line Description field.</p>

Step	Action
23.	<p>Adding or Deleting Rows:</p> <p>You can add additional rows by entering the number of rows to be added and clicking on the "+" button. To delete a row, check the desired row and click the "-" button.</p> <p>Example: One thing to note, if you were to delete row 3 and later realize you needed to add a row it would continue adding the next number sequentially - row 4. Thus, your journal entry would have lines 1, 2, and 4. (Row 3 would not be repopulated.)</p>
24.	<p>Click the Add a row "+" button as needed.</p> 
25.	<p>Notice when entering the second line the Fund and Dept fields populated from the previously selected values. In addition, the system entered the appropriate amount to keep this journal in balance.</p> <p>Be sure to verify these values. Change as needed.</p>
26.	<p>Enter the desired information into the Account field for line 2.</p>
27.	<p>Verify the Fund displayed.</p>
28.	<p>Verify the Dept. Change as needed.</p> <p>(To change a field highlight the field and press the delete key.)</p> <p>Enter the desired information into the Dept field.</p>
29.	<p>Adjust the Amount field as necessary.</p>
30.	<p>Enter the desired information into the Journal Line Description field.</p>
31.	<p>Using the Calculate Feature:</p> <p>At any time during the journal entry process you can calculate if your debits and credits are in balance.</p> <p>To do so, click the Calculate Amounts button.</p> 
32.	<p>Click the Save button.</p> 
33.	<p>Your journal is saved and a journal ID has been assigned. Click the OK button.</p> 
34.	<p>Verify that Edit Journal is selected. Click the Process button.</p> 

Step	Action
35.	<p>The Journal Status should change from "T" (temporary) to "V" (valid). Once your Journal status indicates "V", you have completed the process. A nightly process will be run by Financial Accounting to further process your journals into the system.</p> <p>Note: Should the Journal Status indicate "E" (errors), see the Resolving Journal Errors topic.</p>
36.	End of Procedure.