

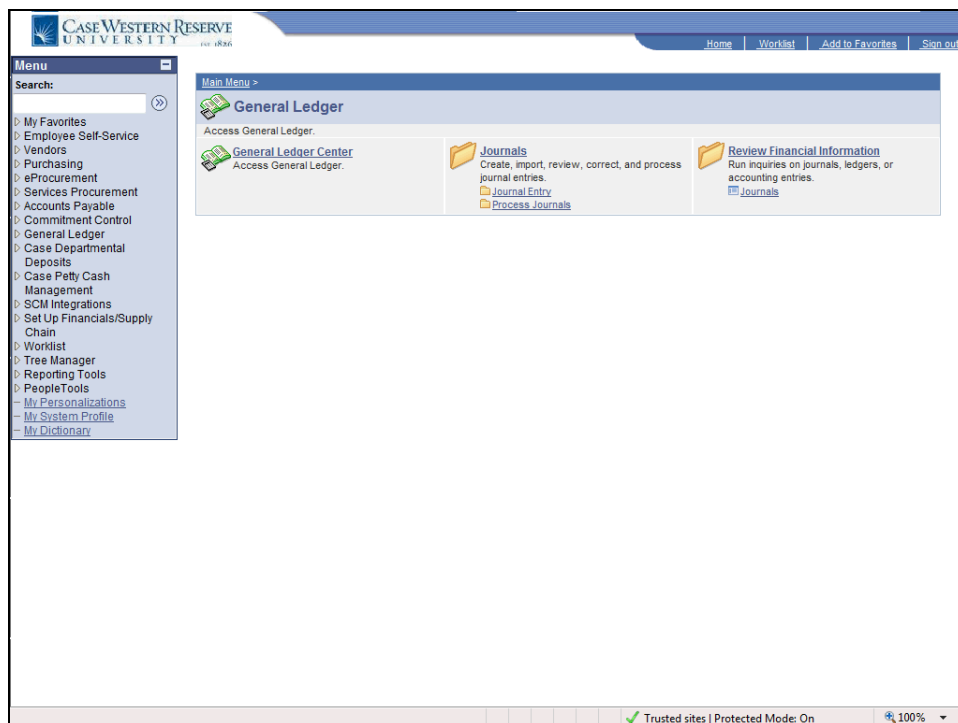
Creating a Journal

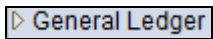
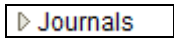
Concept

This business process explains how to create a journal using the ESP process.


Procedure

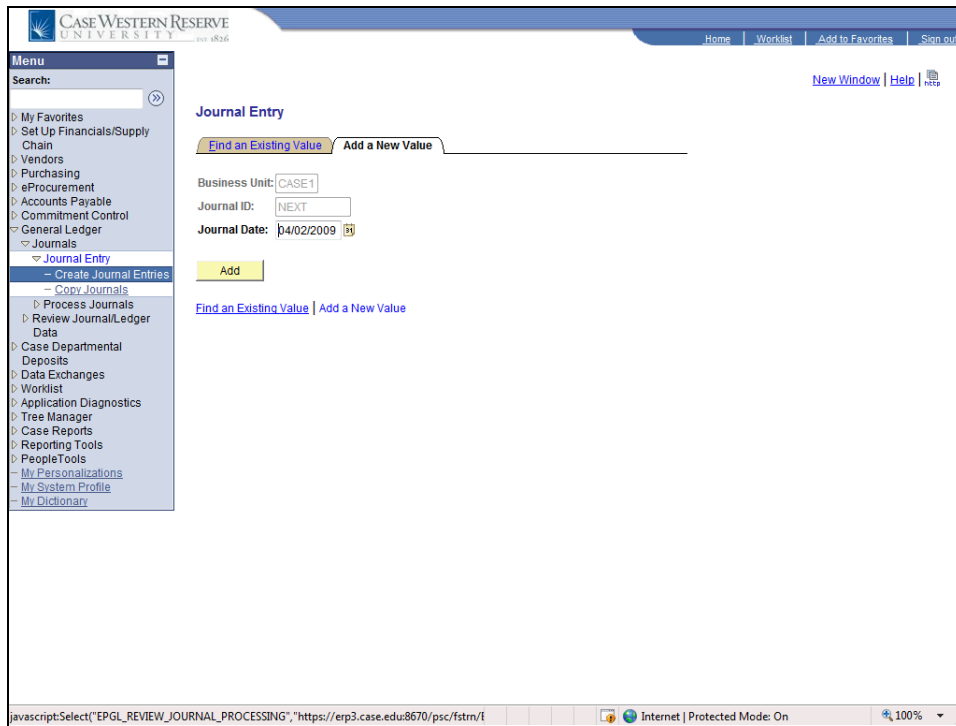
There are three main parts to process a journal successfully: ESP. The first step is **Edit**. The edit process system checks the journals for errors. The next step is **Submit** the journal. This submits your journal to workflow. The last step is to **Print** the journal. You must print a copy of the journal and forward it along with supporting documentation to Sponsored Projects Accounting or the Controller's Office as needed.




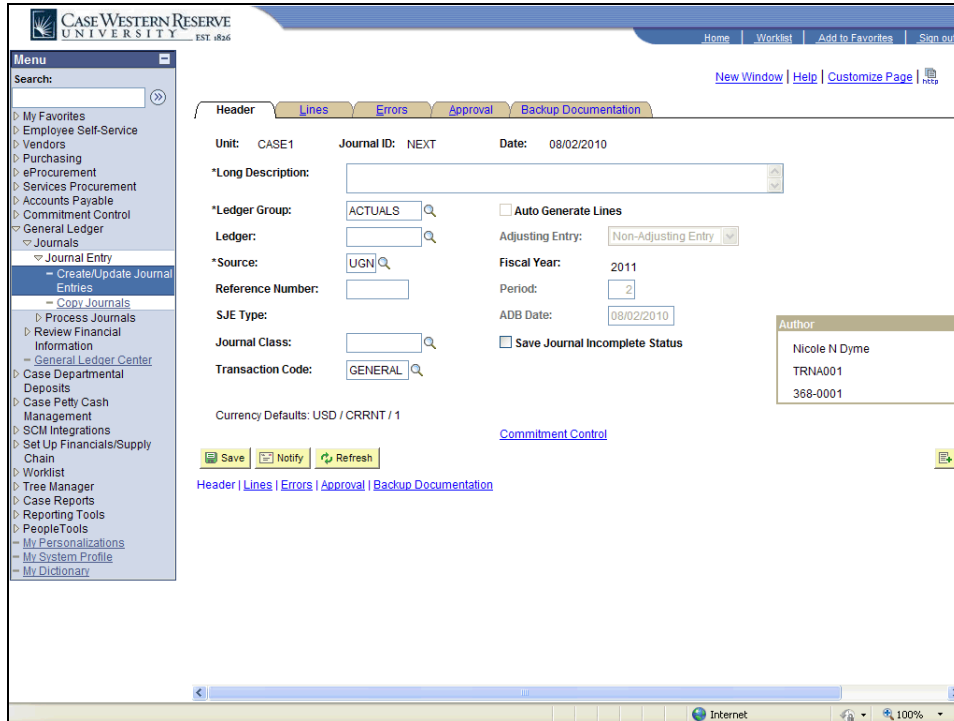
Step	Action
1.	Click the General Ledger link in the Menu. 
2.	Click the Journals link in the left-hand menu or the Main Menu in the center of the screen. 

Creating a Journal

Step	Action
3.	Click the Create/Update Journal Entries link in the Main Menu in the center of the screen. 
4.	The Journal Entry search screen will appear. Verify or enter a new Journal Date. <i>NOTE: A journal is posted in the period based on the journal date.</i> <i>If you back date a journal to a period that is no longer open the journal status will update to "E" = error, as a result of the edit process.</i>

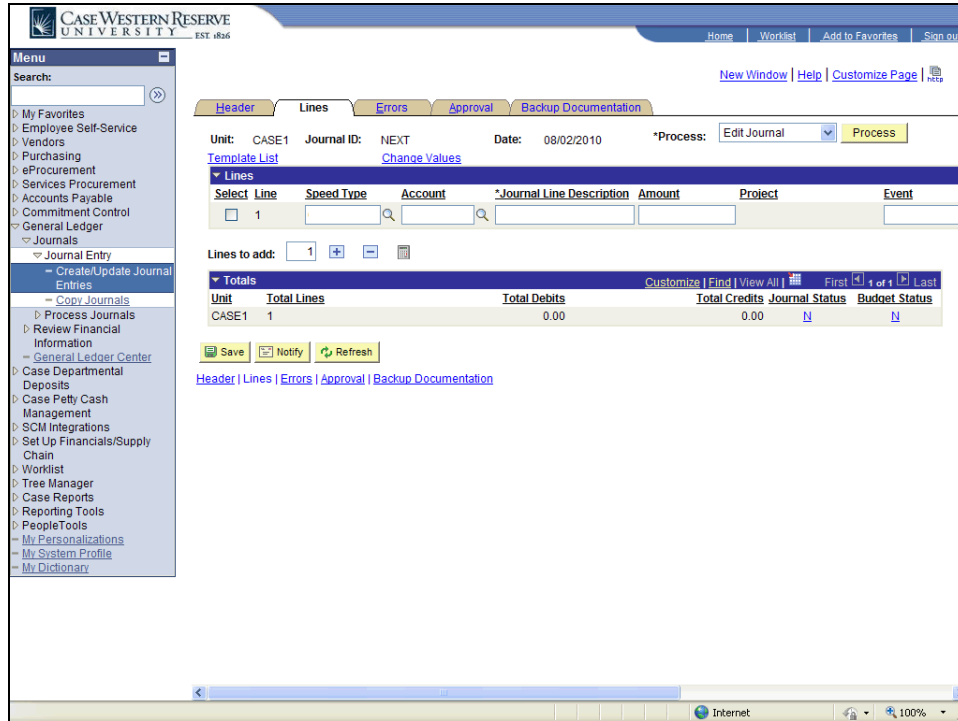


Step	Action
5.	Click the Add button. 



Step	Action
6.	<p>Enter the desired information into the Long Description field. This is a required field. For example, enter "To Charge monthly copy Charges for March 2009".</p> <p>The description should include why you are processing a journal. The first 30 characters will display on search lists when you search for the journal. <u>This is a required field.</u></p> <p><i>NOTE: If the journal entry requires cost share override, please indicate so with the first characters of the description in upper case: COST SHARE OVERRIDE.</i></p>
7.	<p>Click the Lines tab.</p> <p>Lines</p>

Creating a Journal



Step	Action
8.	The journal entry screen will appear. Enter the SpeedType into the Speed Type field.
9.	Enter the Account number in the Account field. This will be a 6 digit number, usually starting with a 5. Use the Lookup icon to search for the correct Account.
10.	Enter the desired information into the Journal Line Description field. <u>This is a required field.</u> For example, enter " copy charges for January ". This is the description that will appear on your monthly reports for reconciliation purposes.
11.	Enter the desired information into the Amount field. Enter " 50.00 ". <i>NOTE: For a SpeedType receiving a credit, the amount will appear as a negative. For a SpeedType receiving a debit, the amount will appear as a positive.</i>

Creating a Journal

The screenshot shows the 'Journal Entry' form in the financial system. The 'Event' field in the journal line is empty. The interface includes a menu on the left, a header with navigation tabs, and a main area with a table for journal lines and a summary table.

Select	Line	Speed Type	Account	*Journal Line Description	Amount	Project	Event
<input type="checkbox"/>	1	OPR211417	532610	Copy charges for January	50.00		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	1	0.00	0.00	N	N


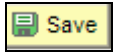
Step	Action
12.	Enter an Event in the Event field if you are using Event.

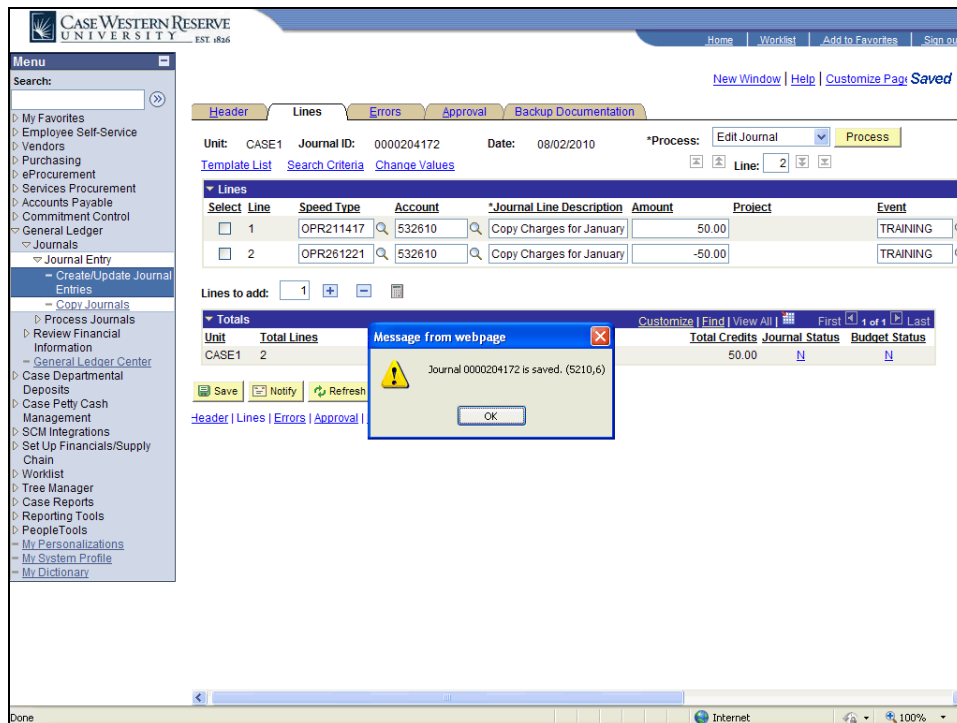
This screenshot is identical to the previous one, but the 'Event' field in the journal line now contains the text 'TRAINING'.

Select	Line	Speed Type	Account	*Journal Line Description	Amount	Project	Event
<input type="checkbox"/>	1	OPR211417	532610	Copy charges for January	50.00		TRAINING

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	1	0.00	0.00	N	N

Creating a Journal

Step	Action
13.	Click the + to enter as many journal lines as you will need. You may enter a number in the Lines to add: box and then click the + to add multiple lines at one time. Repeat previous steps to enter as many journals as you will need. 
14.	After you have added a journal line, enter the information for the credit to a SpeedType and Account.
15.	Enter the desired information into the Journal Line Description field. This is a required field , for example, enter " Copy Charges for January ".
16.	When you are finished, Click the Save button. Or you may skip to step 19 where the edit process saves, edits, and budget checks in the one step and will provide the journal number all at once. 



Case Western Reserve University - EST. 1826

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Saved

Unit: CASE1 Journal ID: 0000204172 Date: 08/02/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Line: 2

Select	Line	Speed Type	Account	Journal Line Description	Amount	Project	Event
<input type="checkbox"/>	1	OPR211417	532610	Copy Charges for January	50.00		TRAINING
<input type="checkbox"/>	2	OPR261221	532610	Copy Charges for January	-50.00		TRAINING

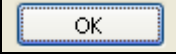
Lines to add: 1 + -

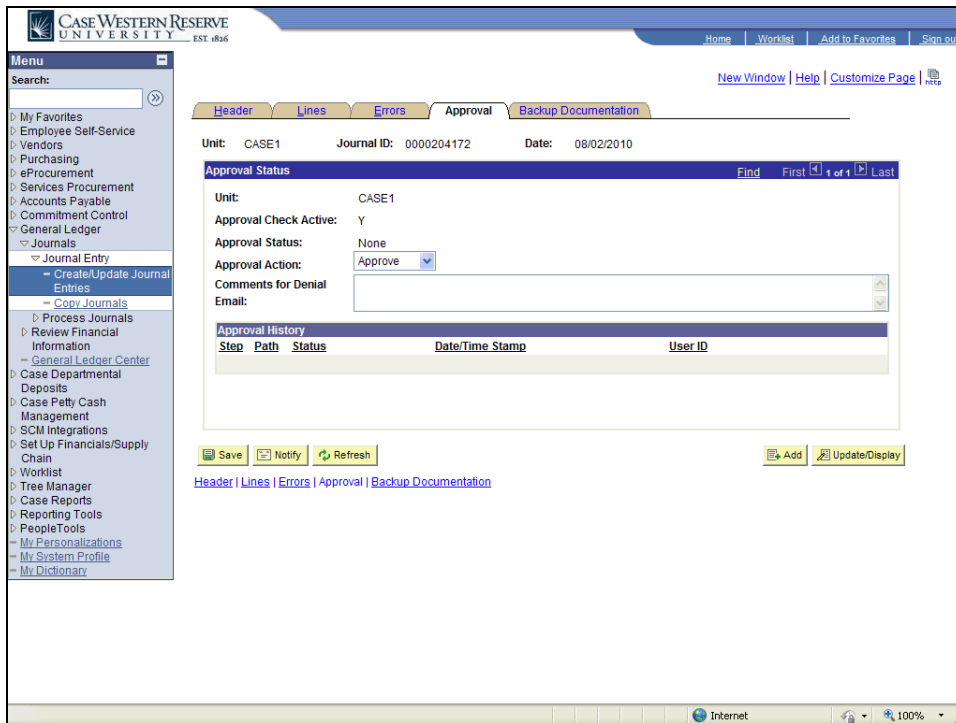
Unit	Total Lines	Total Credits	Journal Status	Budget Status
CASE1	2	50.00	N	N

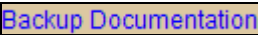
Message from webpage: Journal 0000204172 is saved. (5210,6)

Save | Notify | Refresh

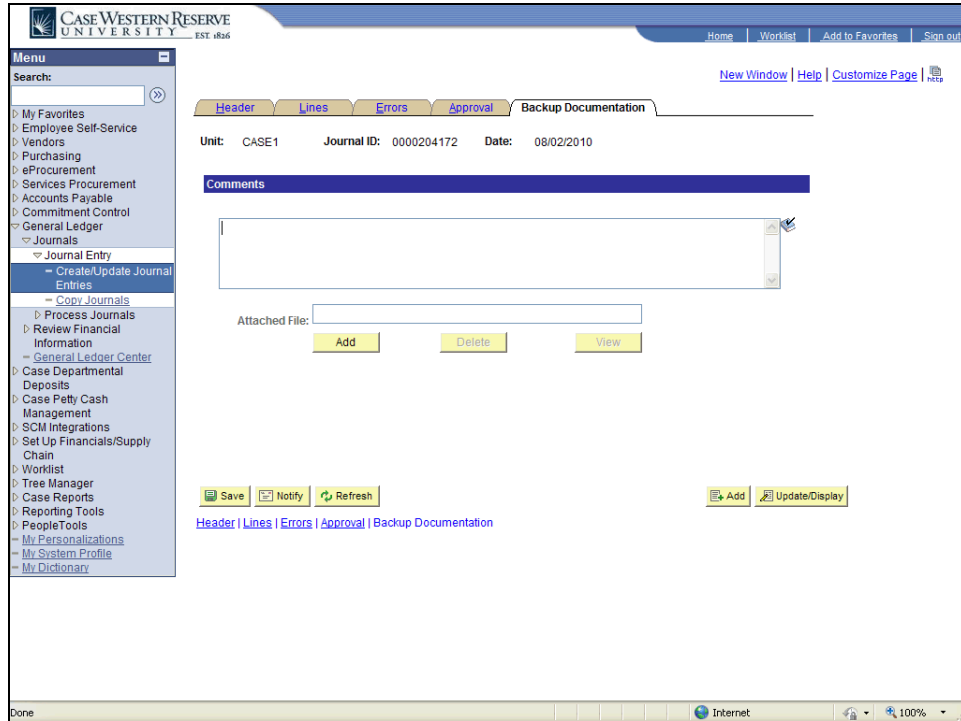
Header | Lines | Errors | Approval

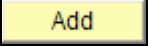
Step	Action
17.	<p>A 10 digit journal number is assigned by the system as a Journal ID. You may want to record the number for future reference.</p> <p><i>NOTE: If you are processing a large journal, be sure to save frequently to avoid the loss of data.</i></p> <p>Click the OK button.</p> 

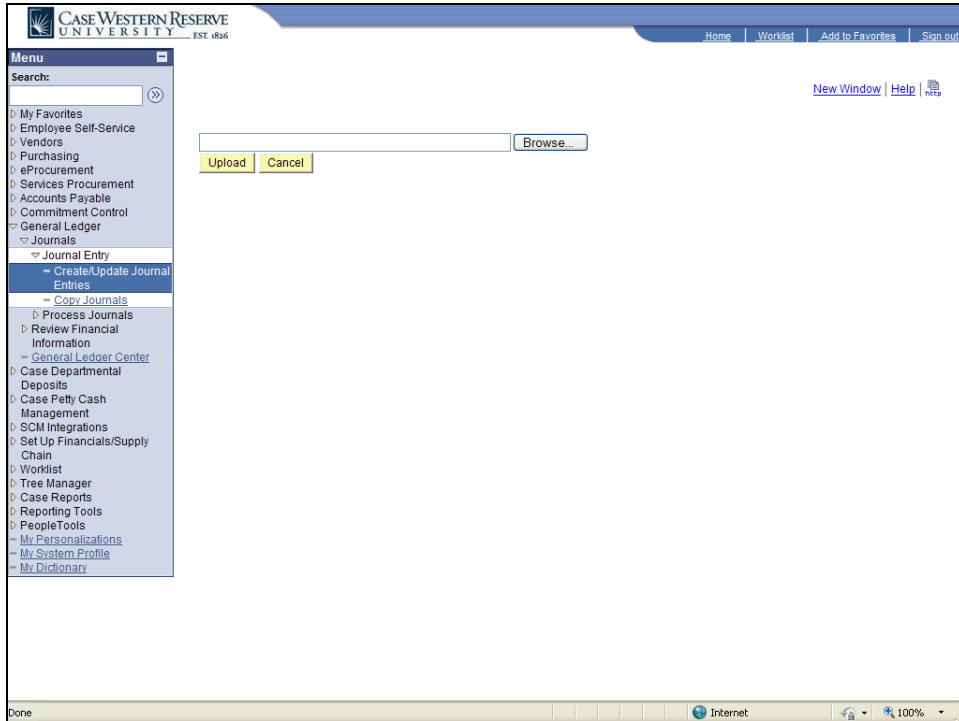


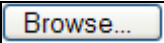
Step	Action
18.	<p>Journals that need approval and backup documentation can now attach documentation to the Journal.</p> <p>Click the Backup Documentation tab.</p> 

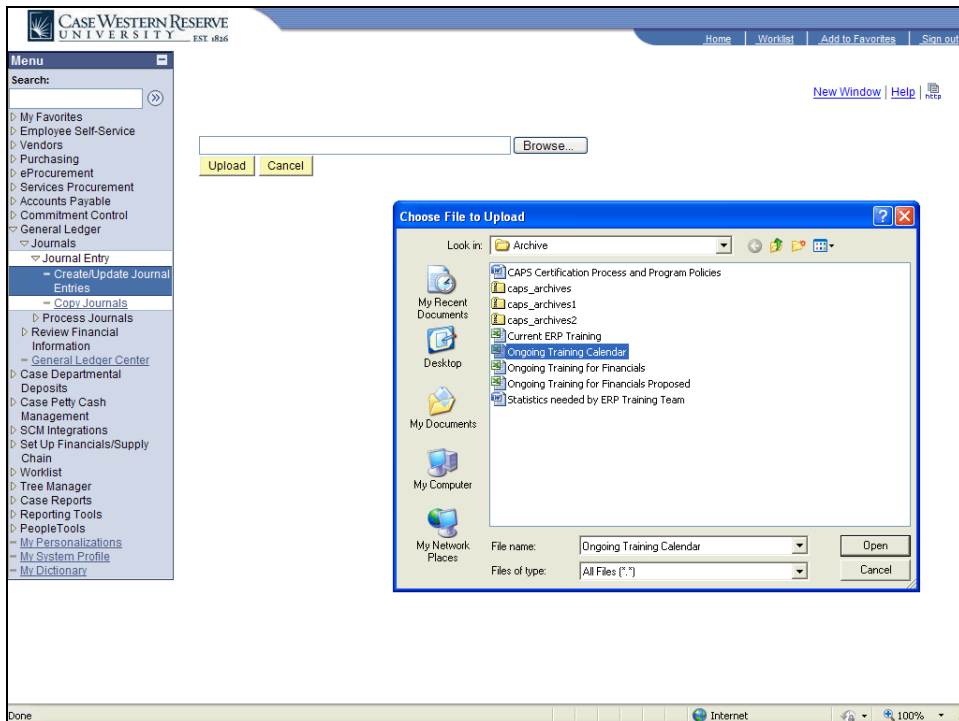
Creating a Journal




Step	Action
19.	Enter Comments relating to your attachment into the Comments field.
20.	To add an attachment, click the Add button. <i>NOTE: Only 1 attachment may be added per journal. It is best to consolidate your attachments into one file.</i> 

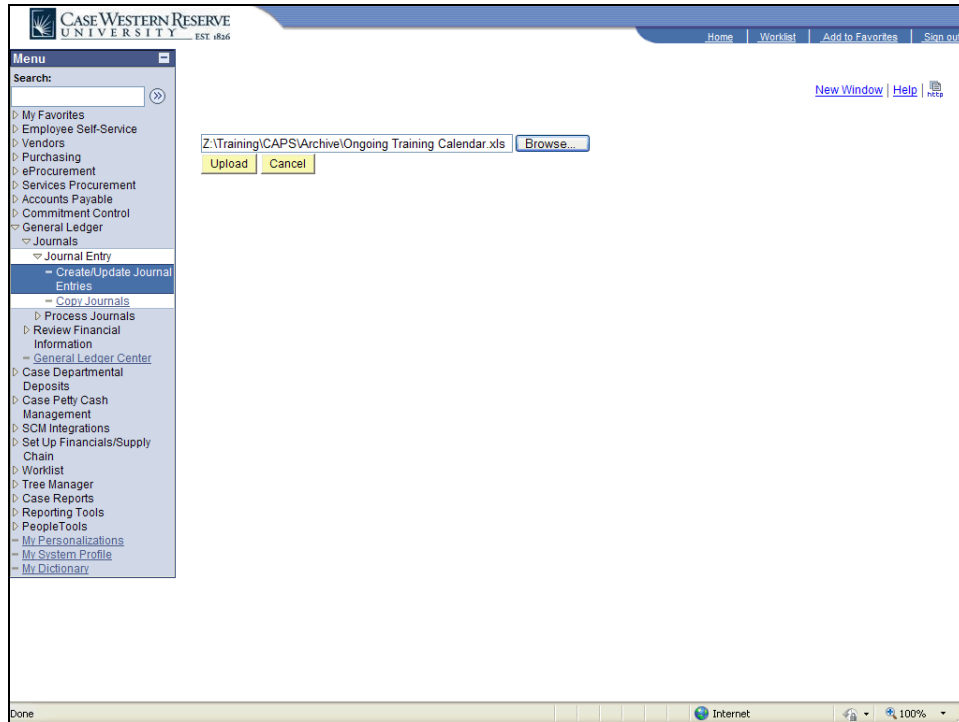


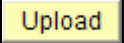
Step	Action
21.	<p>The Upload window will open. Click the Browse... button.</p> 

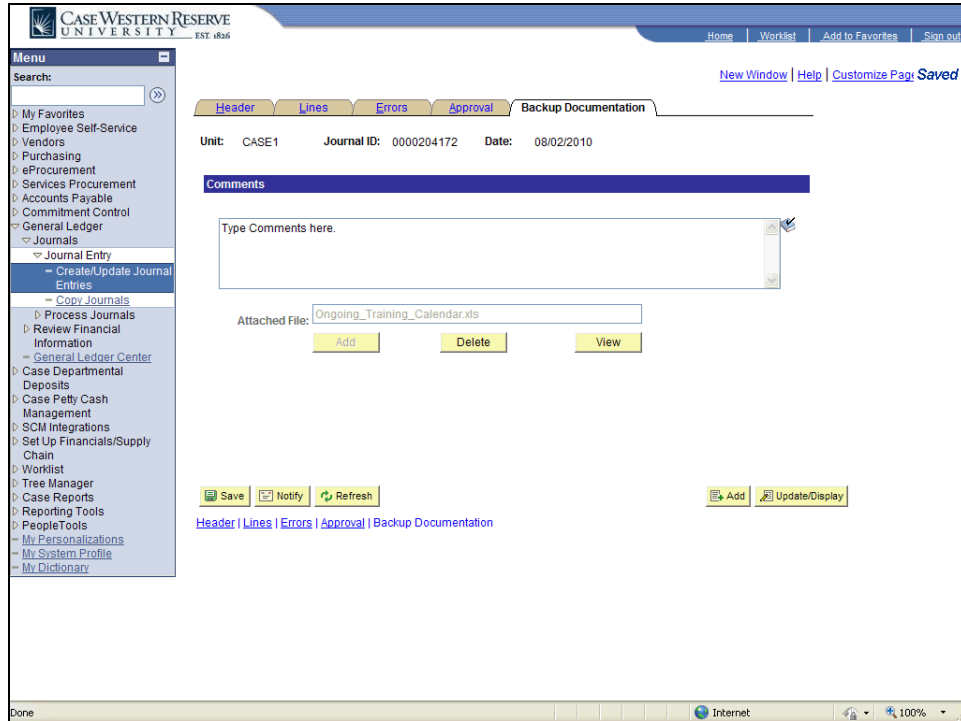


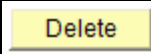
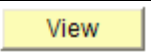
Creating a Journal

Step	Action
22.	The dialog box will open. Choose the file from your list and click the Open button. 

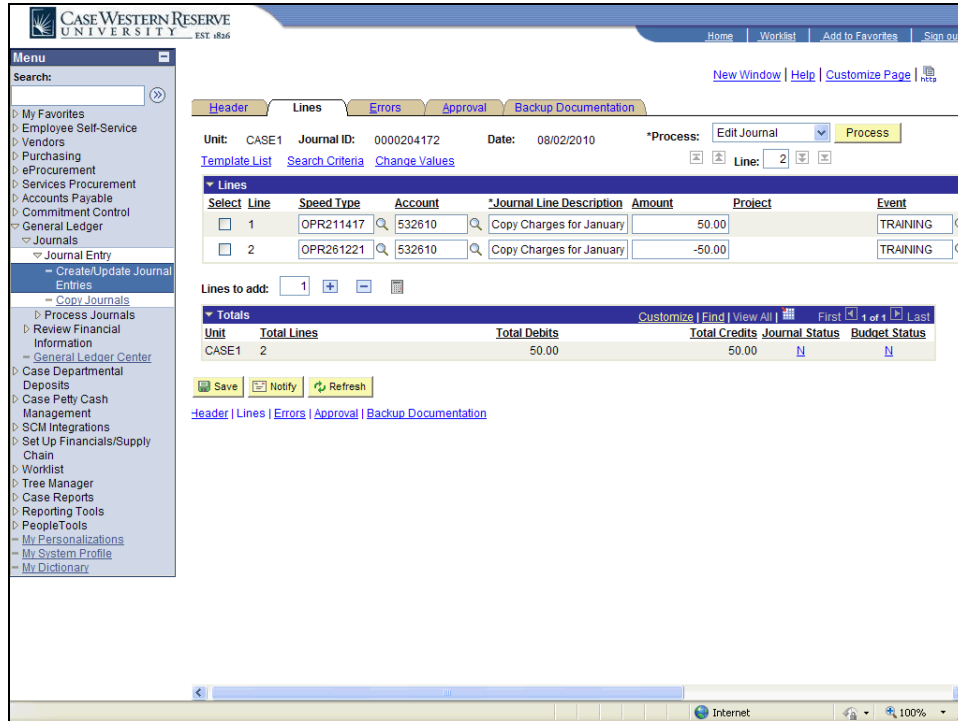


Step	Action
23.	The file path populates in the field. Proceed to click the Upload button. 



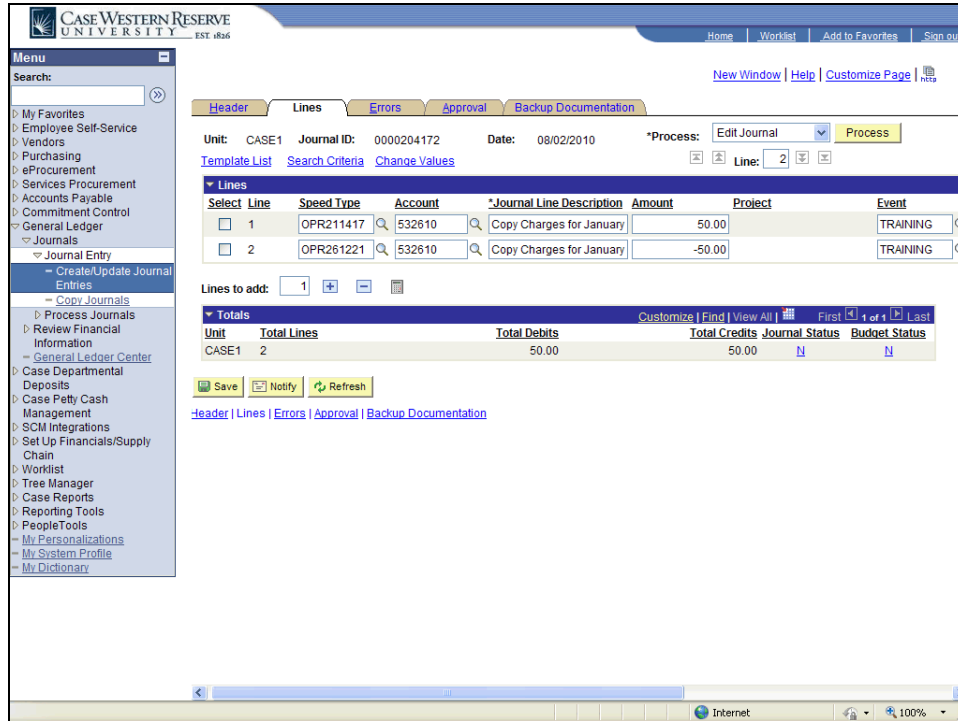
Step	Action
24.	<p>Notice the Add button is greyed out and you can not add more attachments.</p> <p>To View your attachment click the View button. <i>NOTE: Internet Explorer users, hold Ctrl key and click View button.</i></p> <p>To delete your attachment, click the Delete button.</p> <div style="text-align: center;">   </div>

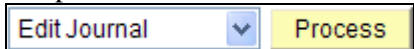

Creating a Journal



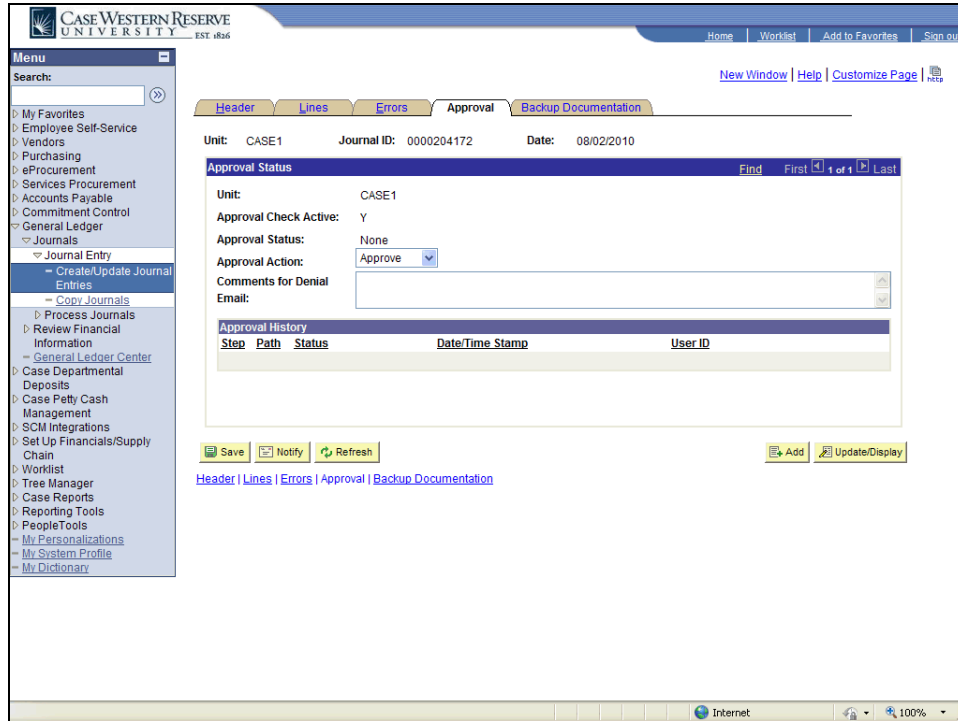
Step	Action
25.	Next you will need to Edit your journal. This process validates there are no errors and budget checks your journal. N status mean None, V status means Valid, any other status can not be submitted.

N	N
---	---



Step	Action
26.	<p>Choose Edit Journal from the Process drop down and click the Process button. This is the "E" in the "ESP" process.</p> <p>After clicking Process, you will see Processing text in the top right corner until it is completed.</p> 
27.	<p>After the Edit Journal has processed your Journal Status and Budget Status should change to a "V" for Valid.</p> 

Creating a Journal



Step	Action
28.	The Journal Status is "V" after Editing your Journal. Click on the approval tab. When a Journal has only been edited and <u>not</u> submitted, the Approval Status is None. The Journal has not been Submitted yet.
29.	Once you have a Valid status you can Submit your journal. Choose Submit Journal from the Process drop down and click the Process button. This is the "S" in the "ESP" process.

Submit Journal ▼ Process

The screenshot shows the 'Journal Entry' screen in the financial system. A warning message box is displayed over the journal lines, indicating that the entry requires further approval. The message text is: "This journal requires further approval. (5000,119) This journal entry requires further approval before it can be posted to the ledger. Approval request is sent by Workflow processing." The background shows the journal entry details for Unit: CASE1, Journal ID: 0000204172, Date: 08/02/2010. The journal lines table is as follows:

Select	Line	Speed Type	Account	Journal Line Description	Amount	Project	Event
<input type="checkbox"/>	1	OPR211417	532610	Copy Charges for January	50.00		TRAINING
<input type="checkbox"/>	2	OPR261221	532610	Copy Charges for January	-50.00		TRAINING

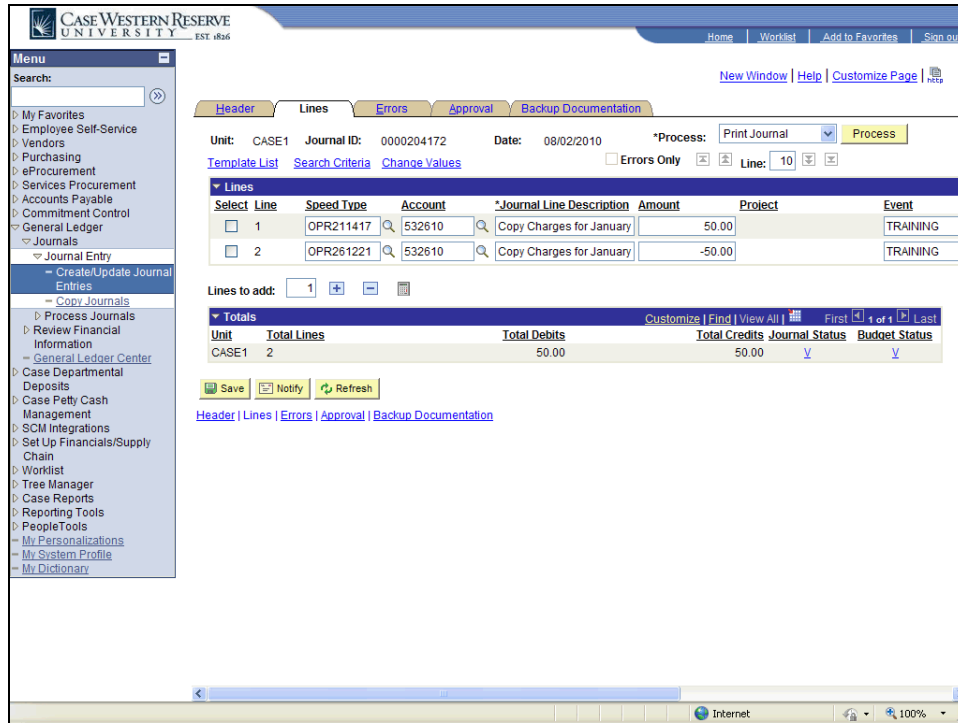
Step	Action
30.	After Submitting your Journal, if further approval is necessary, a message will appear. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">This journal requires further approval.</div>

The screenshot shows the 'Approval Status' screen for the journal entry. The status is 'Pending Approval'. The 'Approval Action' is set to 'Approve'. Below the status information is an 'Approval History' table:

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	08/02/2010 9:09:51AM	TRNA001
01	A	Skipped	08/02/2010 9:09:51AM	
02	A	Skipped	08/02/2010 9:09:51AM	
03	A	Pending	08/02/2010 9:09:51AM	
04	A	Not Applicable	08/02/2010 9:09:51AM	

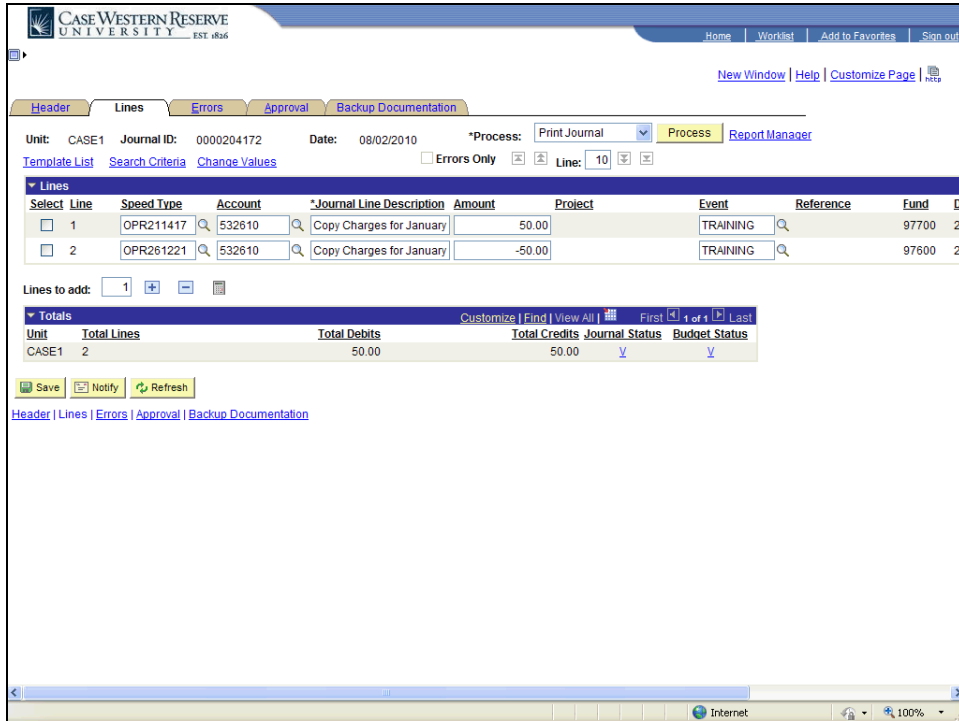
Creating a Journal

Step	Action
31.	The Journal Status is "V" after Submitting your Journal. Click on the approval tab. When a Journal has been submitted Approval Status is Pending Approval. There will also be information in the Approval History section.

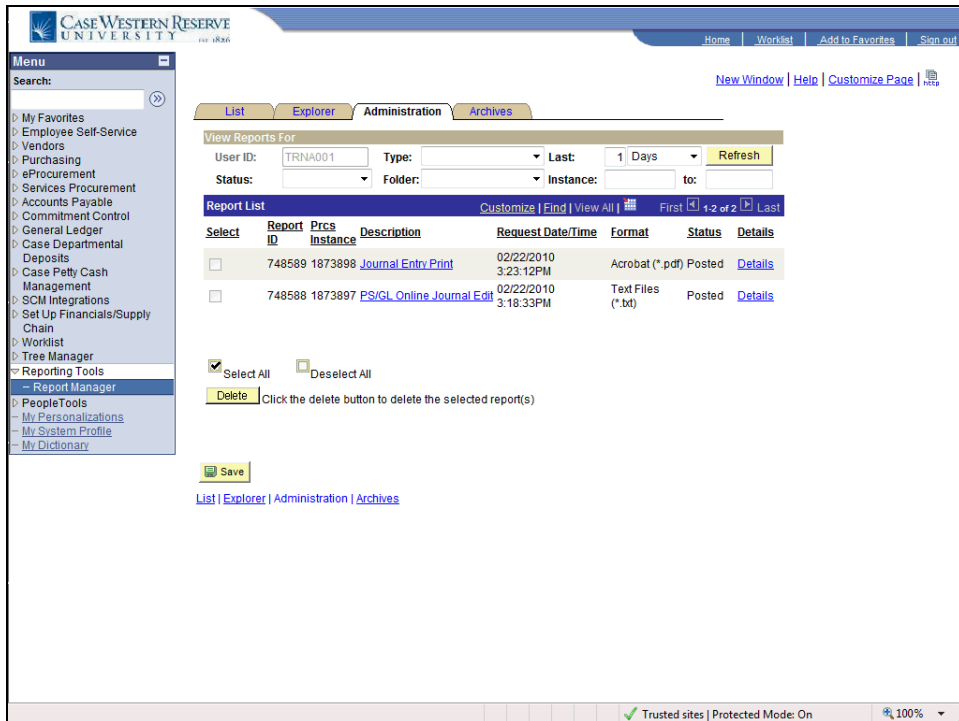


Step	Action
32.	Once you see Saved in the top right corner you can Print your journal if you want or need to. Choose Print Journal from the Process list and click Process. This is the "P" in the "ESP" process.

Print Journal ▼ Process

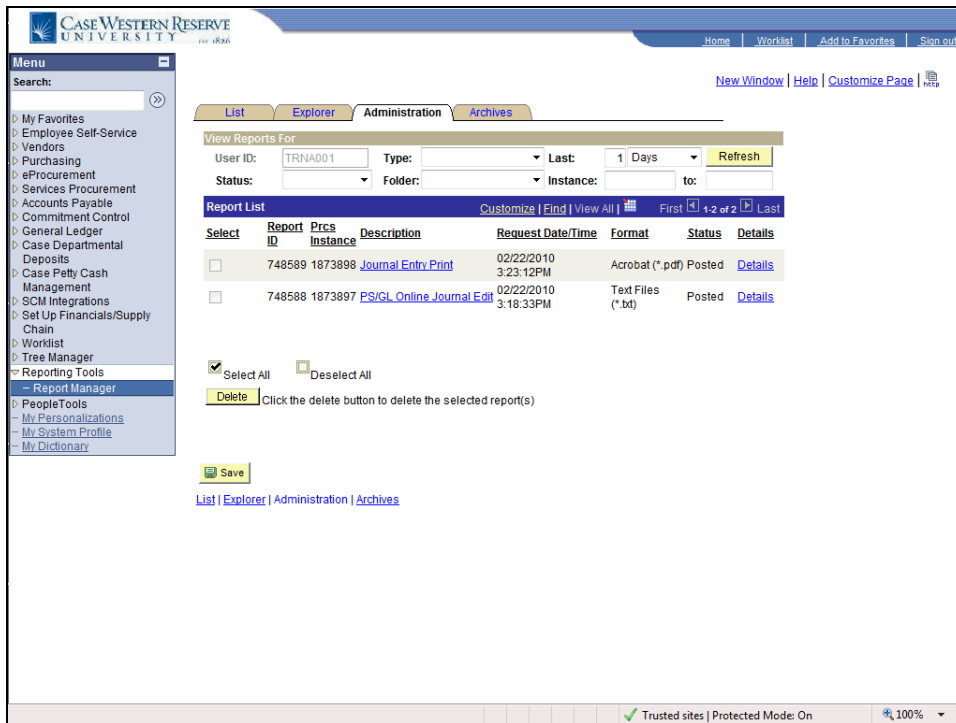




Step	Action
33.	Click the Report Manager link, which appears next to the Process button after you select Print and click Process. Report Manager

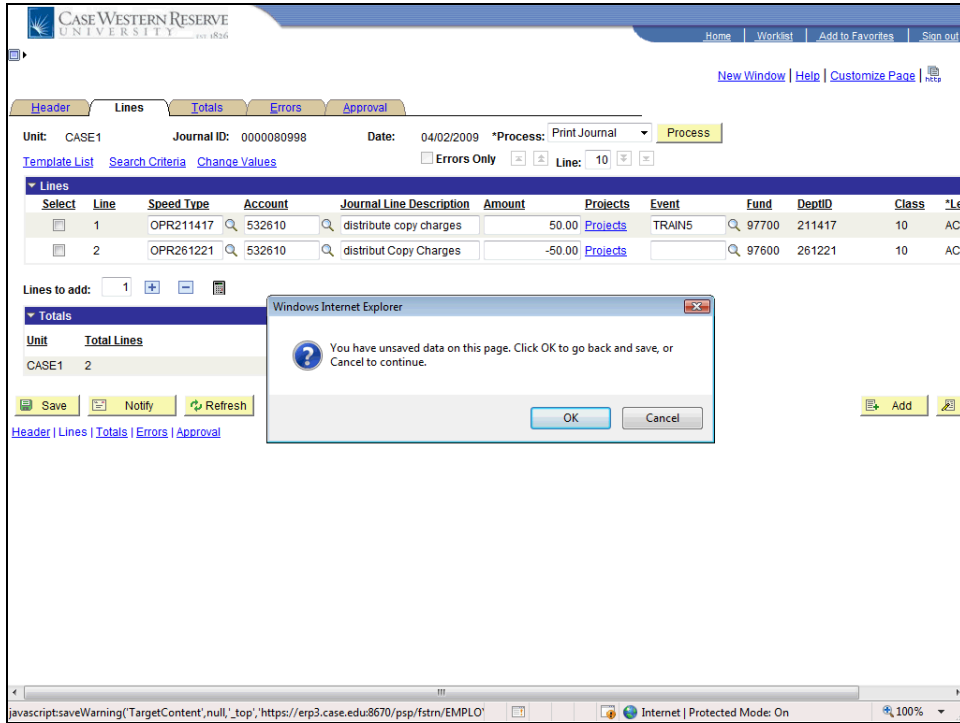


Creating a Journal

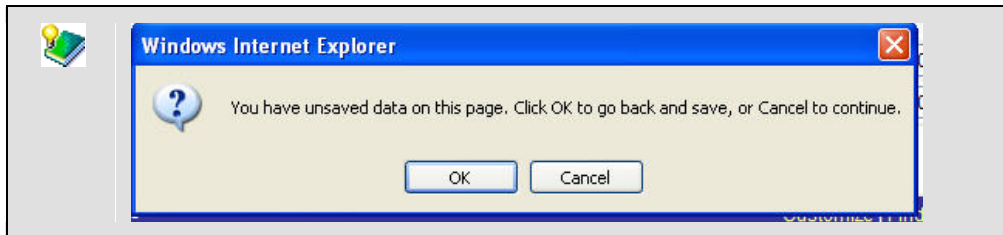
Step	Action
34.	A new window will open and default to the Administration tab where you can see your Journal Entry Print process. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Administration</div>



Step	Action
35.	Click the Refresh button until the Status says "Posted" and a link titled Details will appear when the process is complete. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div>
36.	Click the blue link Journal Entry Print in the Description column. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Journal Entry Print</div>
37.	A new window will open with a pdf file version of your Journal. You may Save or Print this file. Click on the X in the top right to close this window and return to the Journal page. <div style="display: flex; align-items: center; gap: 10px;">   </div>



Step	Action
38.	When you are finished and going to move to another screen or sign out if a message pop's up (see note below), click Cancel button to continue.



Step	Action
39.	End of Procedure.