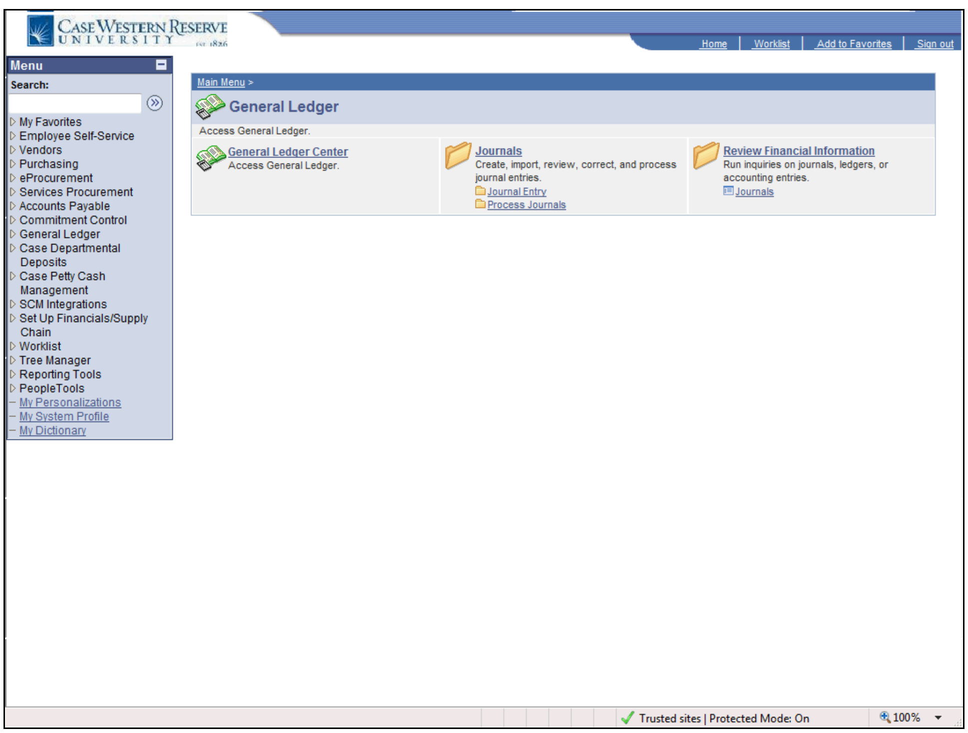
Creating a Journal

Concept

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

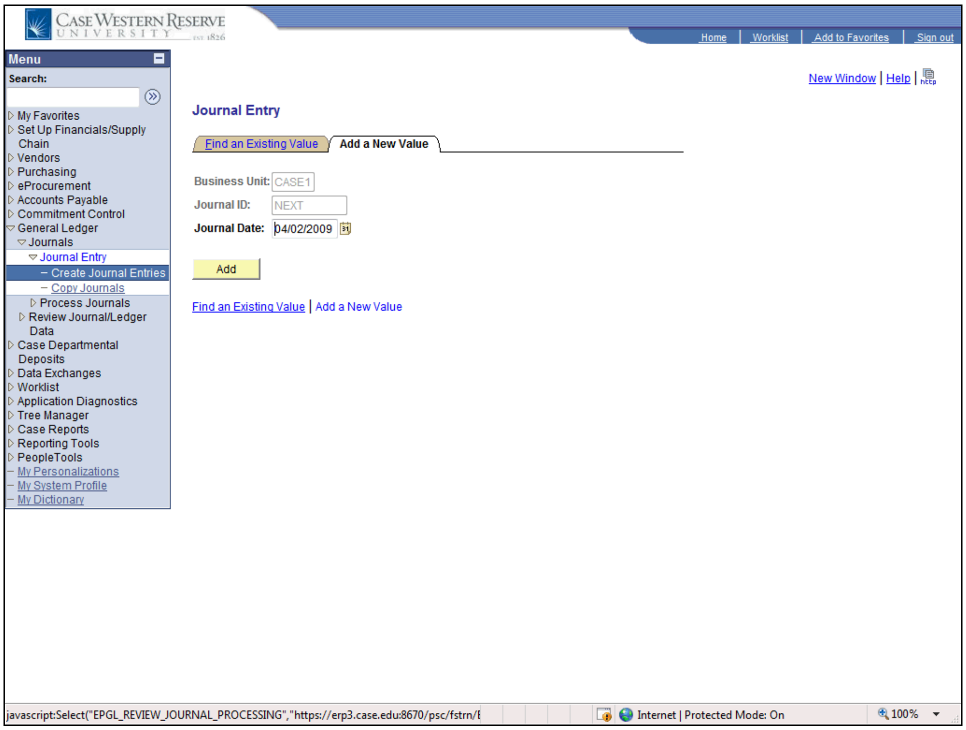
Procedure

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.

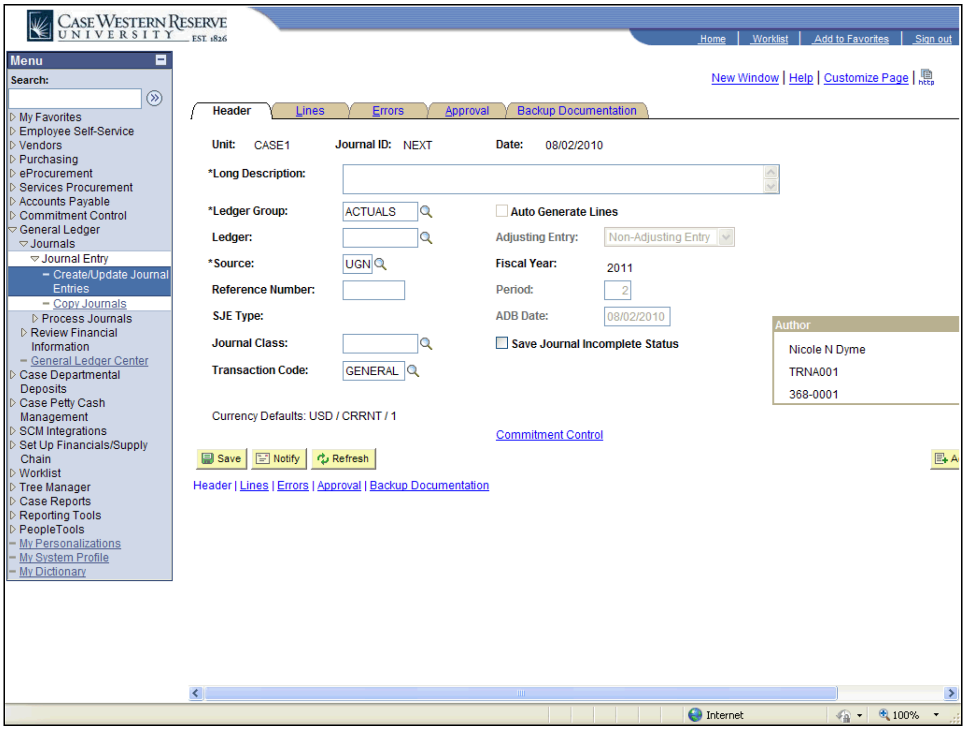


Step	Action
1.	Click the **General Ledger** link in the Menu. General Ledger
2.	Click the **Journals** link in the left-hand menu or the Main Menu in the center of the screen. Journals

Step	Action
3.	Click the **Create/Update Journal Entries** link in the Main Menu in the center of the screen. Create/Update Journal Entries
4.	The Journal Entry search screen will appear. Verify or enter a new Journal Date. ***NOTE:*** *A journal is posted in the period based on the journal date.* *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.*



Step	Action
5.	Click the **Add** button. Add



Step	Action
6.	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**". 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>** ***NOTE:*** *If the journal entry requires cost share override, please indicate so with the fist characters of the description in upper case: COST SHARE OVERRIDE.*
7.	Click the **Lines** tab. Lines

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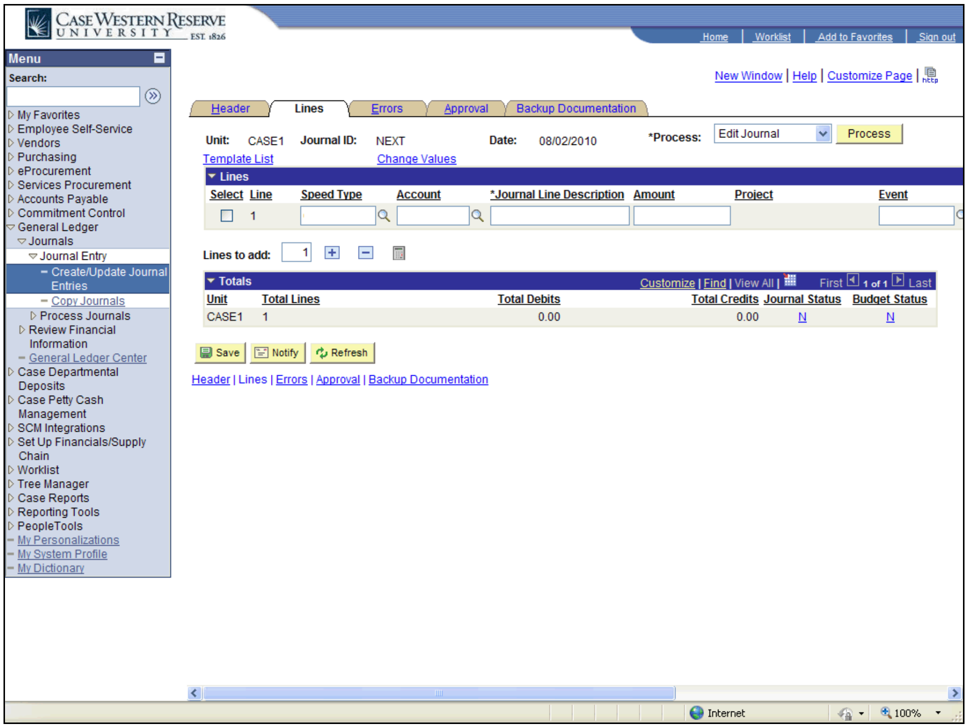
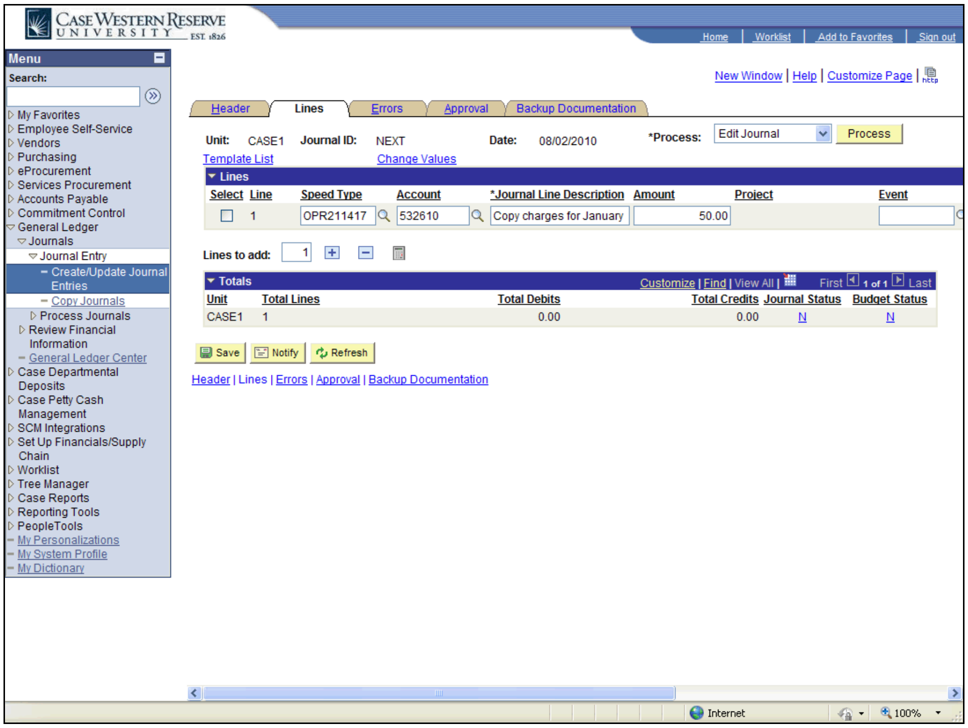
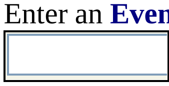
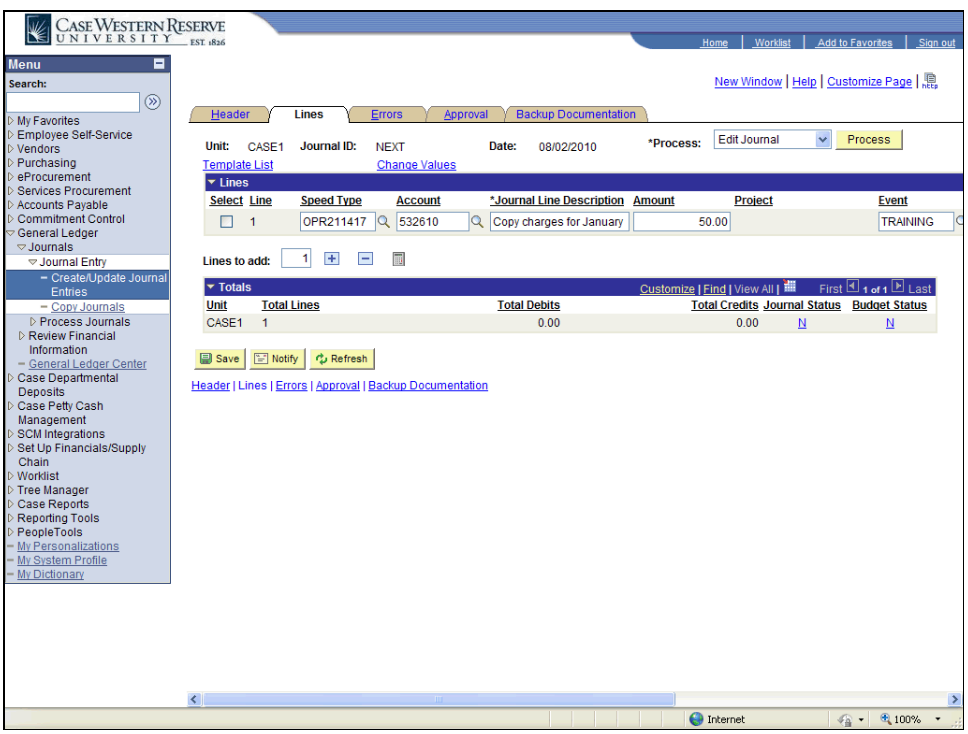


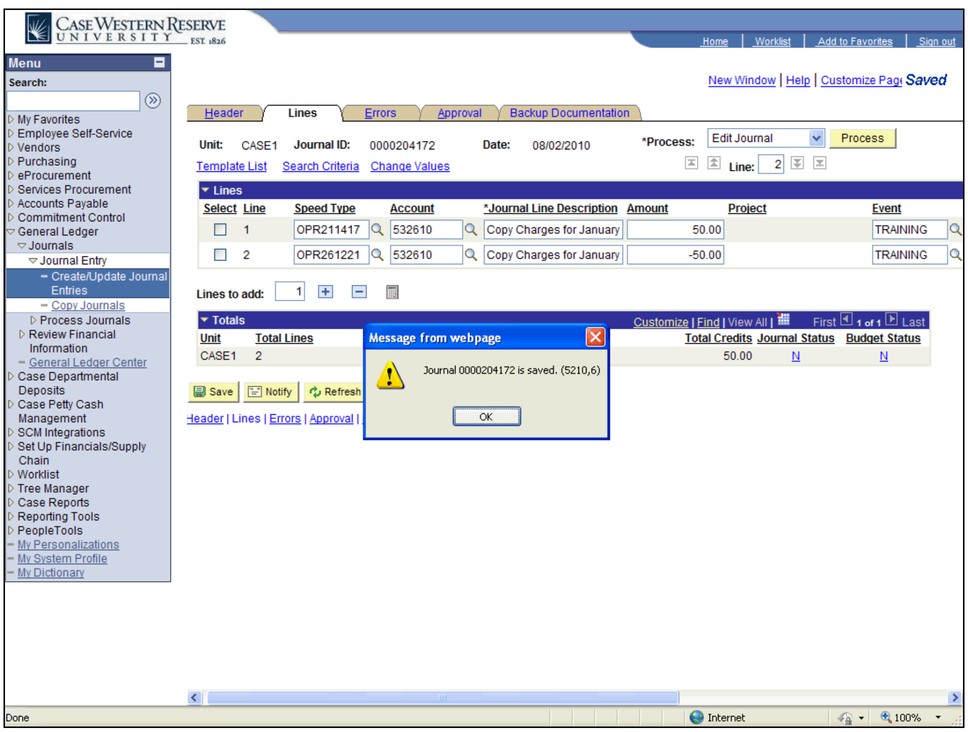
Step	Action
8.	The journal entry screen will appear. Enter the SpeedType into the **Speed Type** field.
9.	Enter the **Account** number in the Account field. This will be a 6 digit number, usually starting with a 5. Use the Lookup icon to search for the correct Account.
10.	Enter the desired information 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**". ***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.*



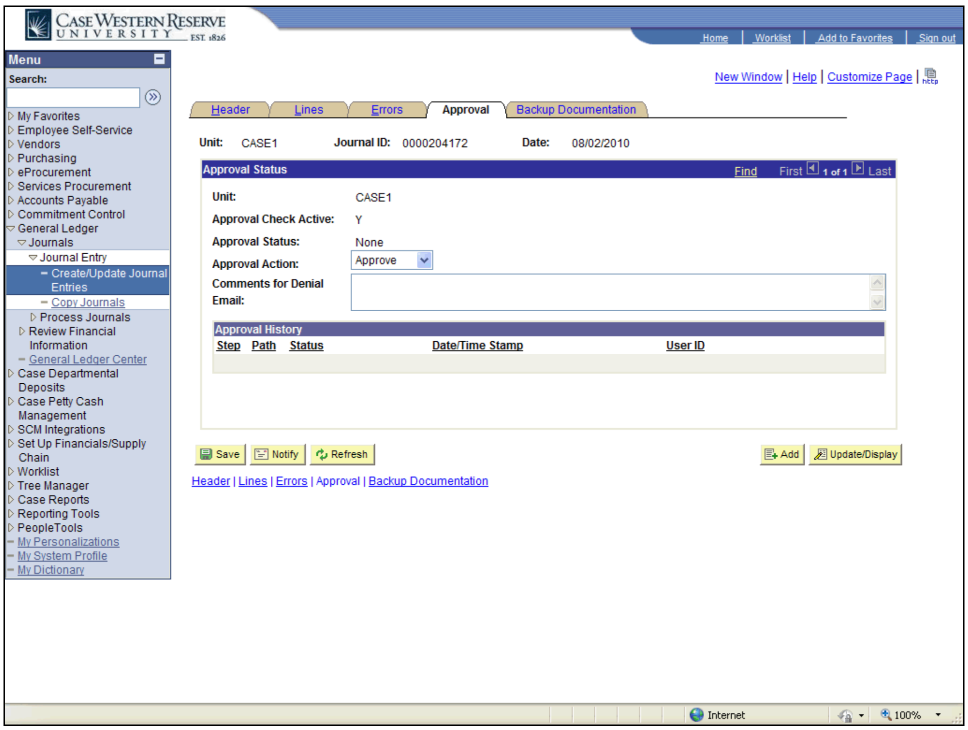
Step	Action
12.	Enter an **Event** in the Event field if you are using Event. 



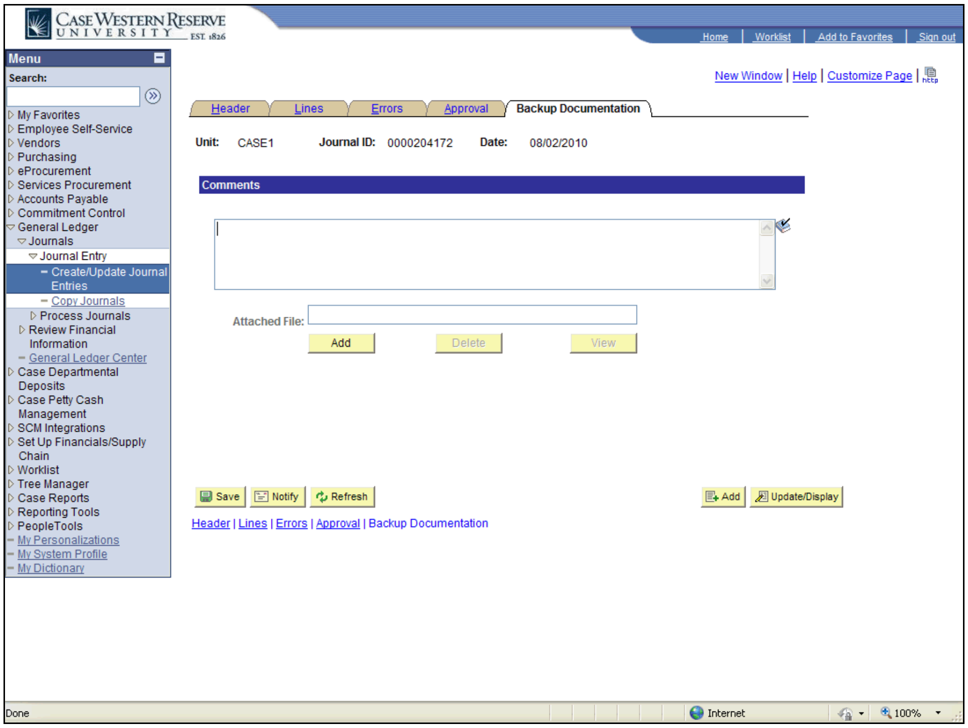
Step	Action
13.	Click the + to enter as many journal lines as you will need. You may enter a number in the Lines to add: box and then click the + to add multiple lines at one time. Repeat previous steps to enter as many journals as you will need.
14.	After you have added a journal line, enter the information for the credit to a SpeedType and Account.
15.	Enter the desired information into the **Journal Line Description** field. **<u>This is a required field</u>**, 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 at once.

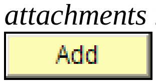


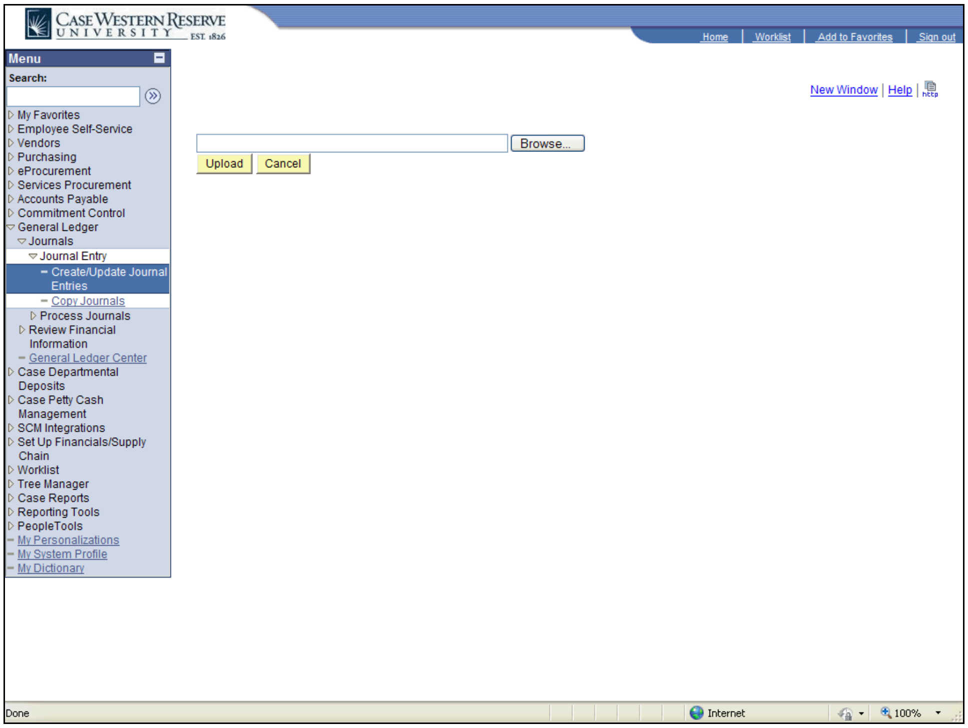
Step	Action
17.	A 10 digit journal number is assigned by the system as a Journal ID. You may want to record the number for future reference. *NOTE: If you are processing a large journal, be sure to save frequently to avoid the loss of data.* Click the **OK** button. OK



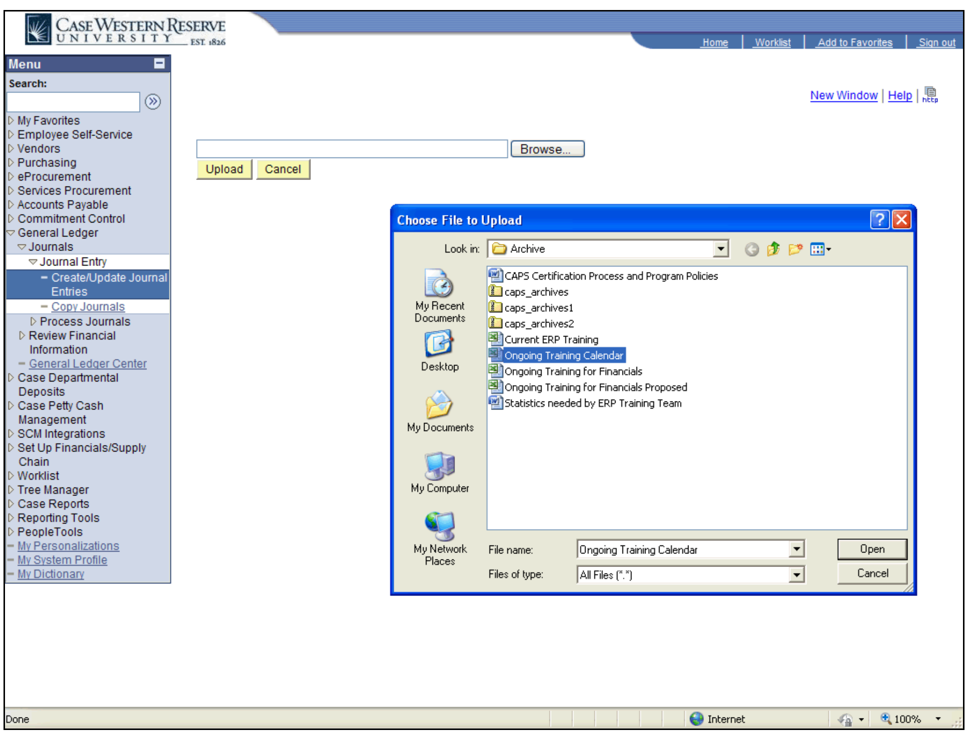
Step	Action
18.	Journals that need approval and backup documentation can now attach documentation to the Journal. Click the **Backup Documentation** tab. Backup Documentation



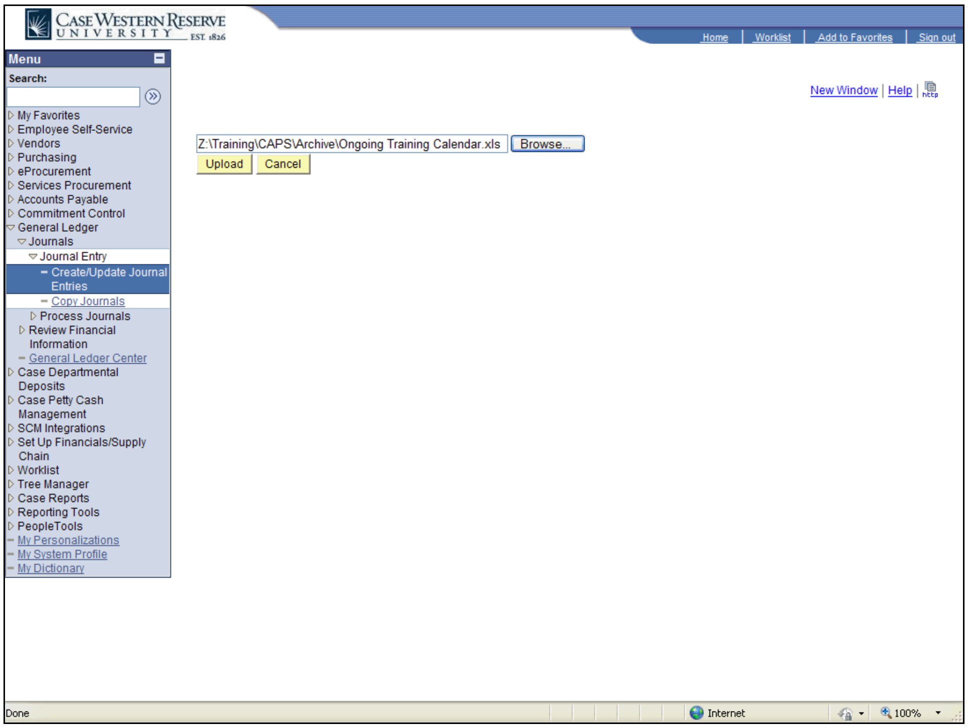
Step	Action
19.	Enter Comments relating to your attachement into the **Comments** field.
20.	To add an attachment, click the **Add** button. *NOTE: Only 1 attachment may be added per journal. It is best to consolidate your attachments into one file.* 



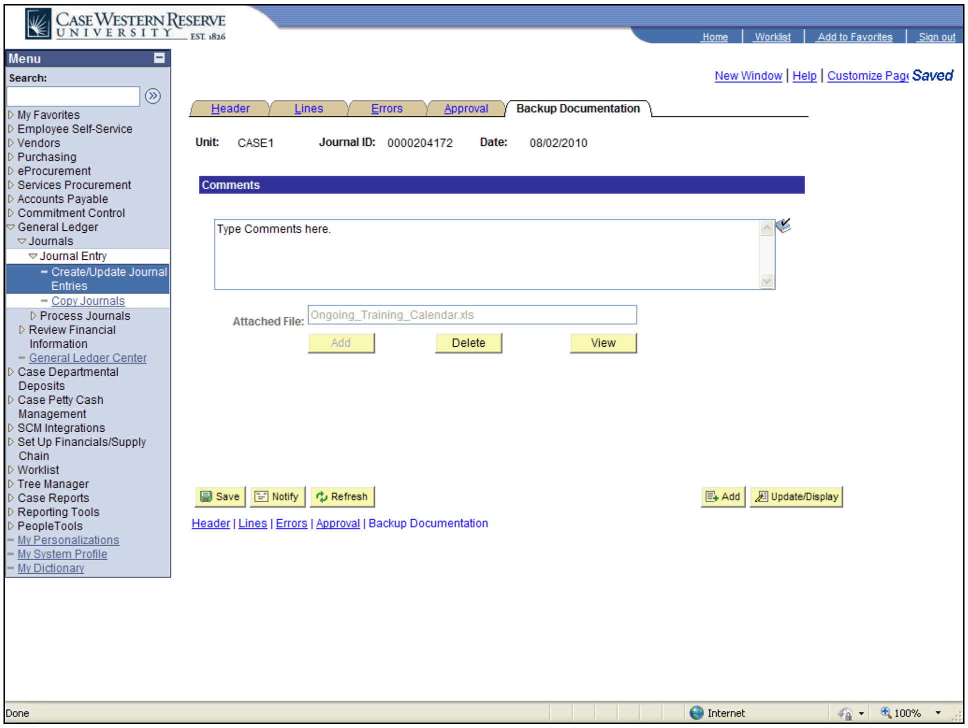
Step	Action
21.	The Upload window will open. Click the **Browse...** button. Browse...

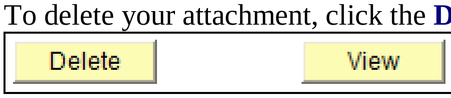


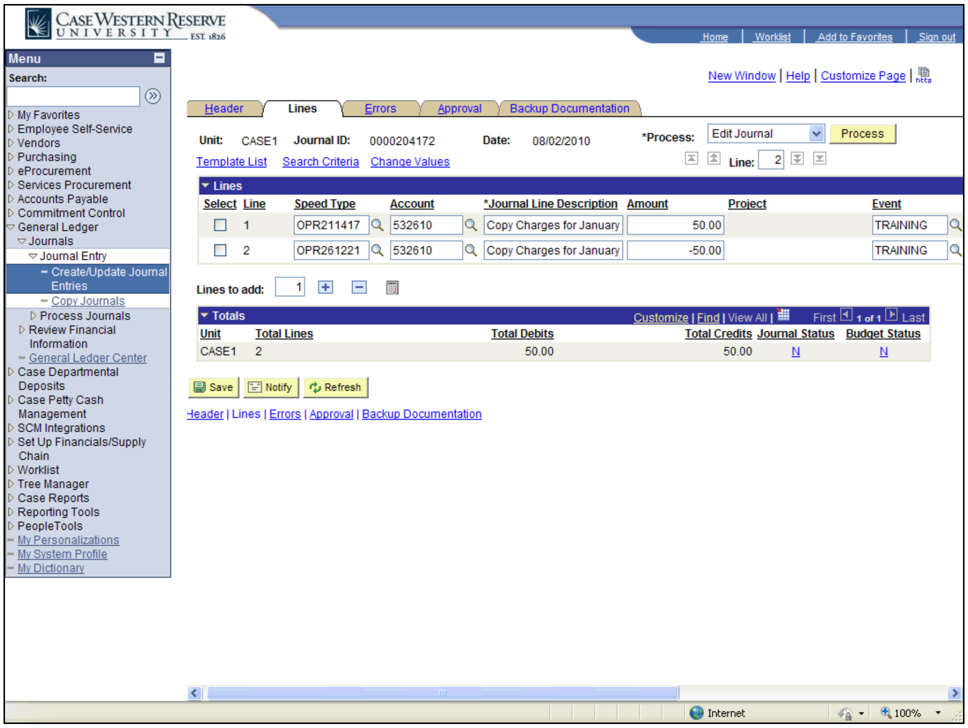
Step	Action
22.	The dialog box will open. Choose the file from your list and click the **Open** button. Open

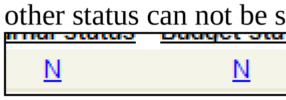


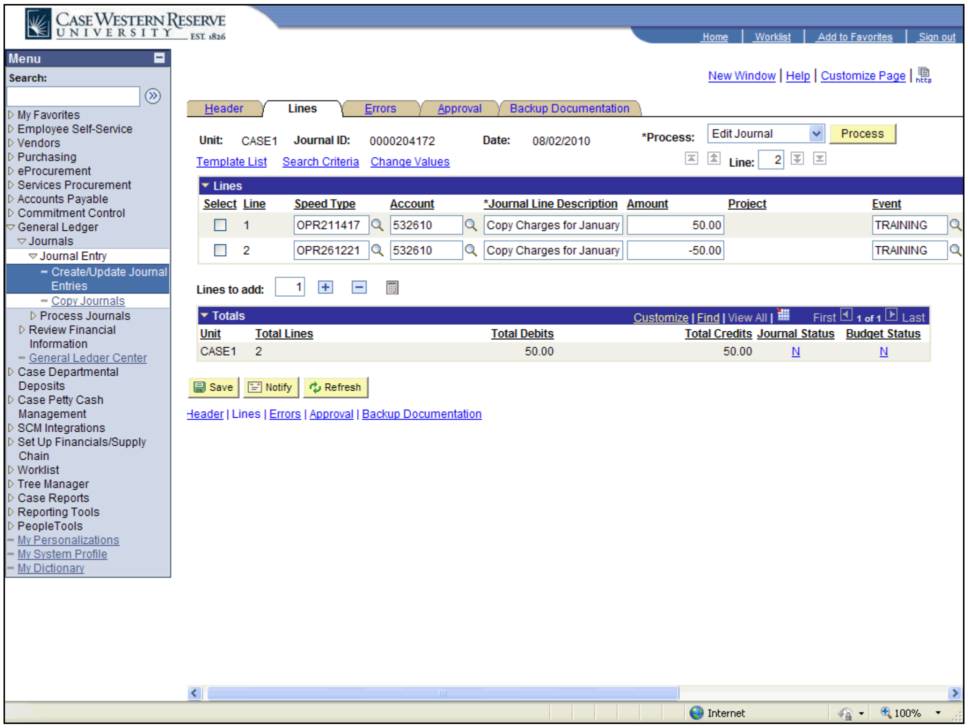
Step	Action
23.	The file path populates in the field. Proceed to click the **Upload** button. Upload

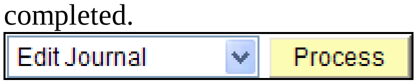
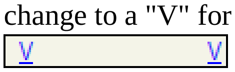


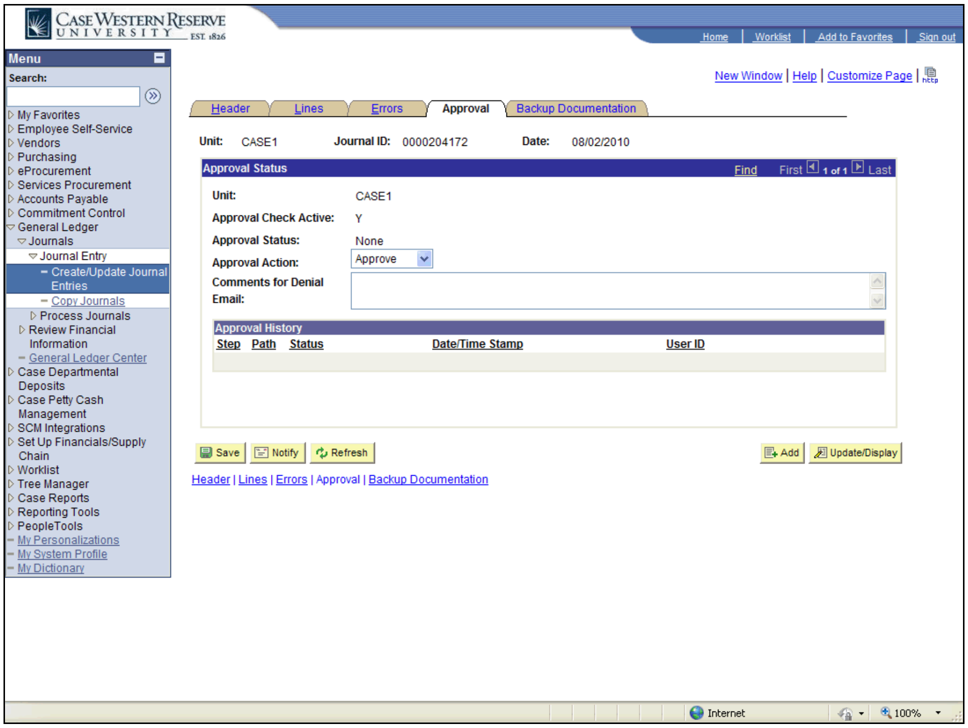
Step	Action
24.	Notice the **Add** button is greyed out and you can not add more attachments. To View your attachment click the **View** button. *NOTE: Internet Explorer users, hold Ctrl key and click View button.* To delete your attachment, click the **Delete** button. 



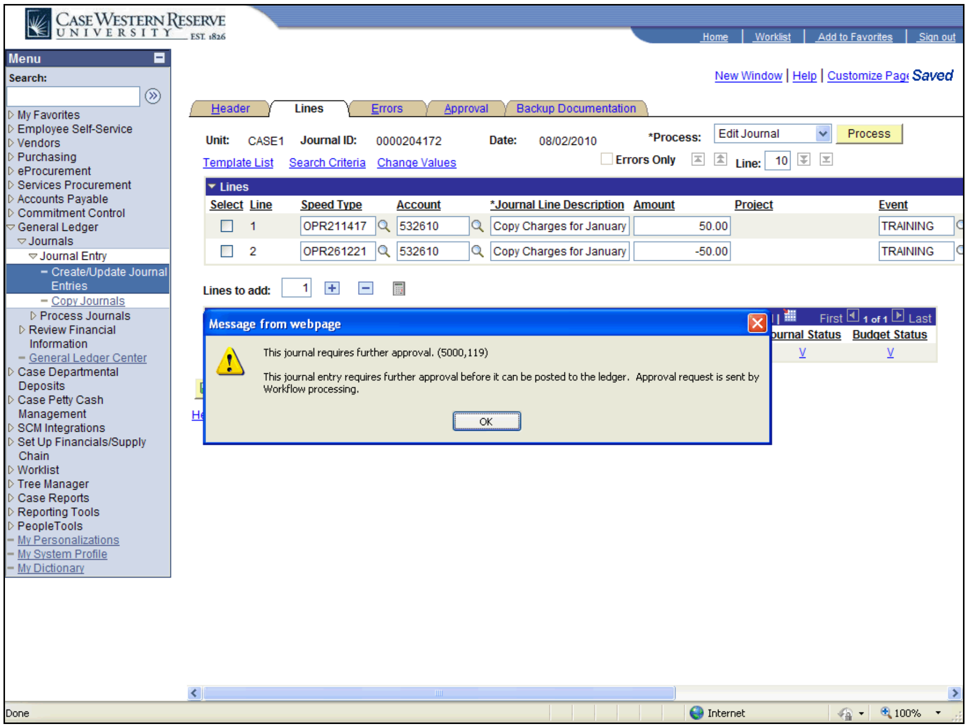
Step	Action
25.	Next you will need to Edit your journal. This process validates there are no errors and budget checks your journal. N status mean None, V status means Valid, any other status can not be submitted. 



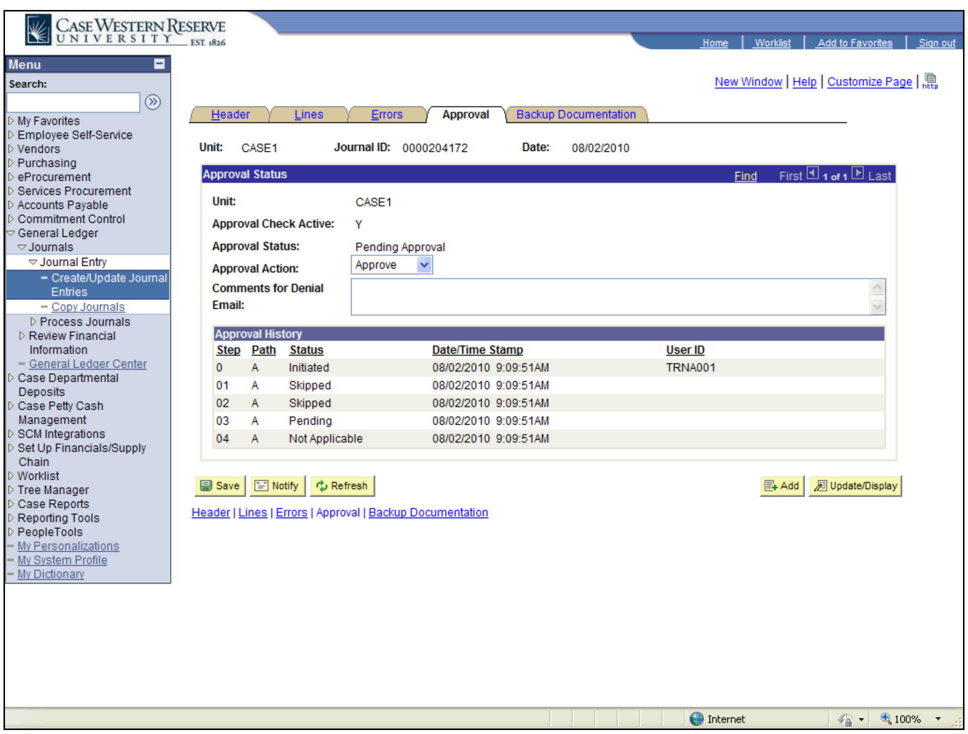
Step	Action
26.	Choose Edit Journal from the Process drop down and click the **Process** button. This is the "E" in the "ESP" process. After clicking Process, you will see Processing text in the top right corner until it is completed. 
27.	After the Edit Journal has processed your Journal Status and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



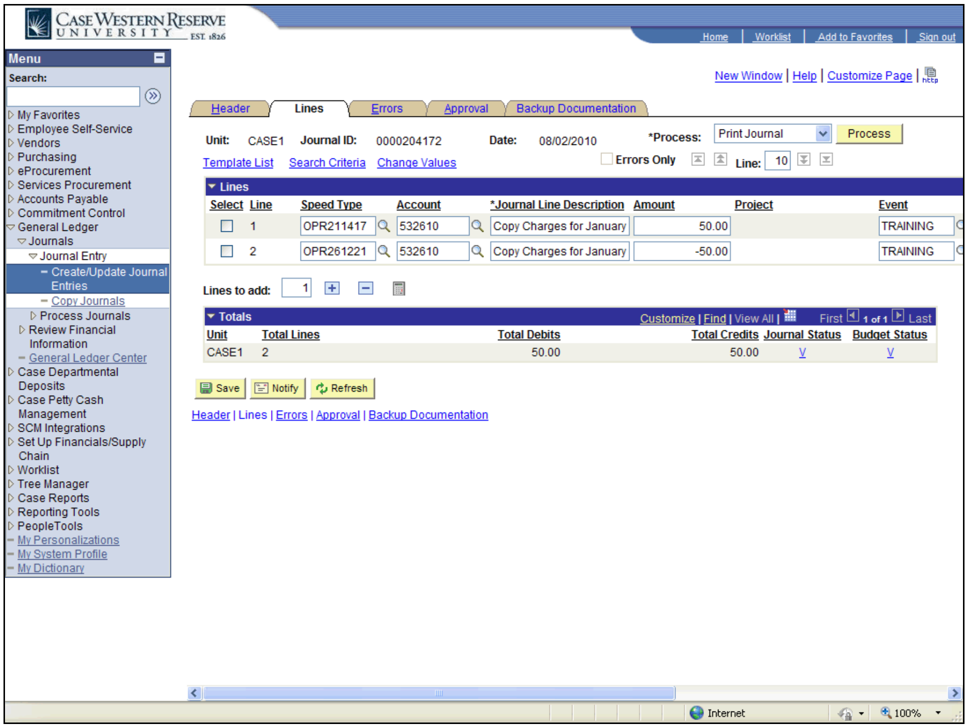
Step	Action
28.	The Journal Status is "V" after Editing your Journal. Click on the approval tab. When a Journal has only been edited and not submitted, the **Approval Status** is None. The Journal has not been Submitted yet.
29.	Once you have a Valid status you can Submit your journal. Choose Submit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

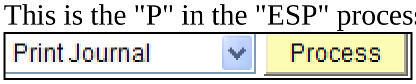


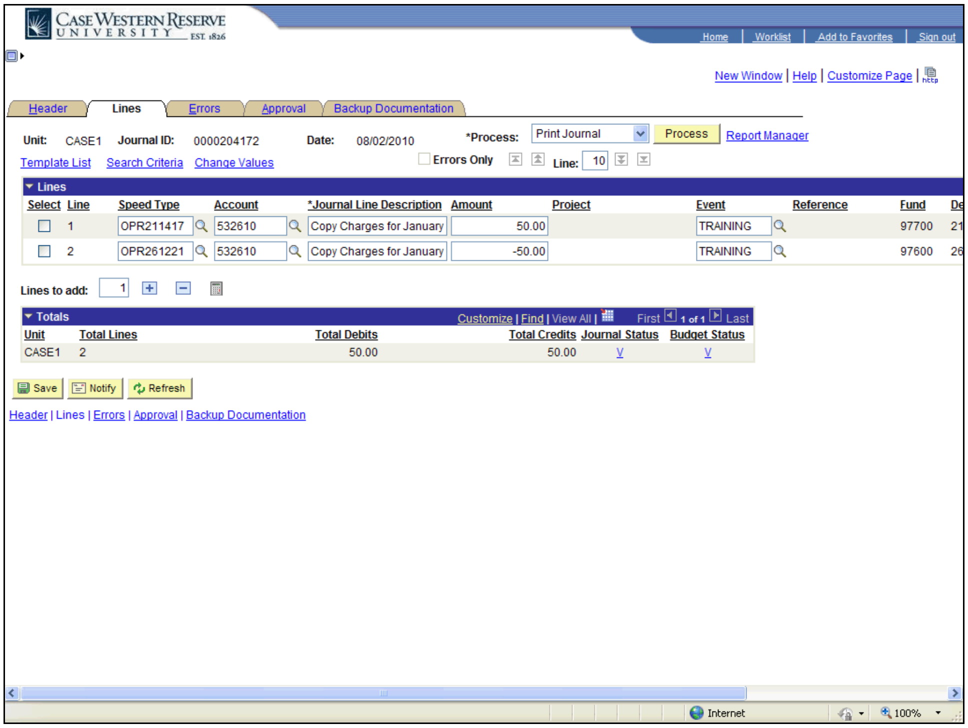
Step	Action
30.	After Submitting your Journal, if further approval is necessary, a message will appear. This journal requires further approval.



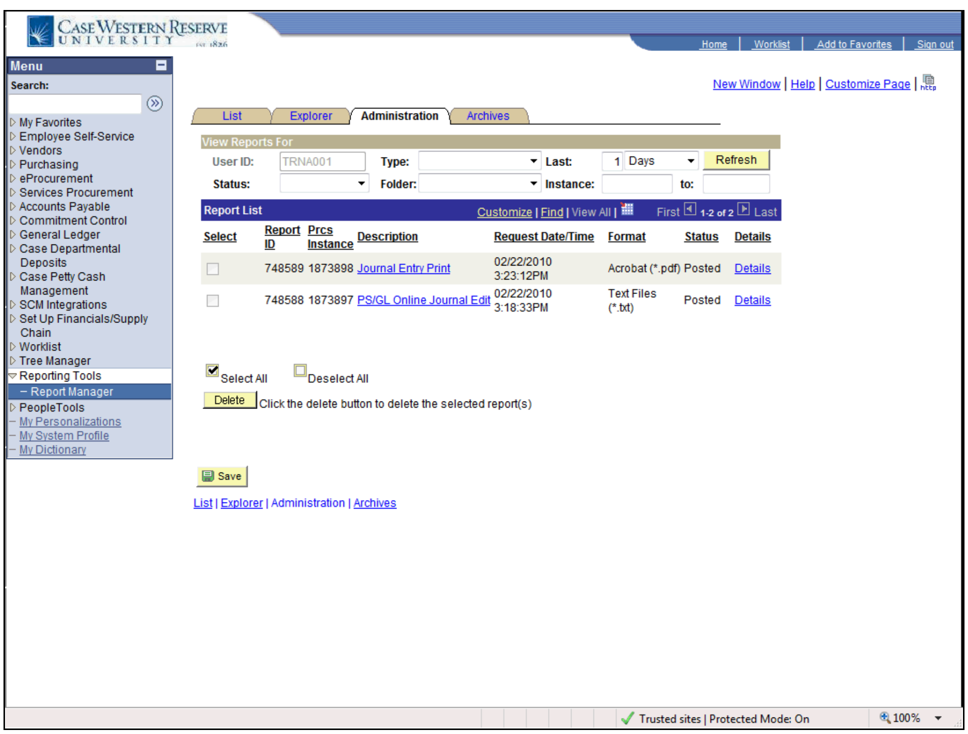
Step	Action
31.	The Journal Status is "V" after Submitting your Journal. Click on the approval tab. When a Journal has been submitted **Approval Status** is Pending Approval. There will also be information in the Approval History section.



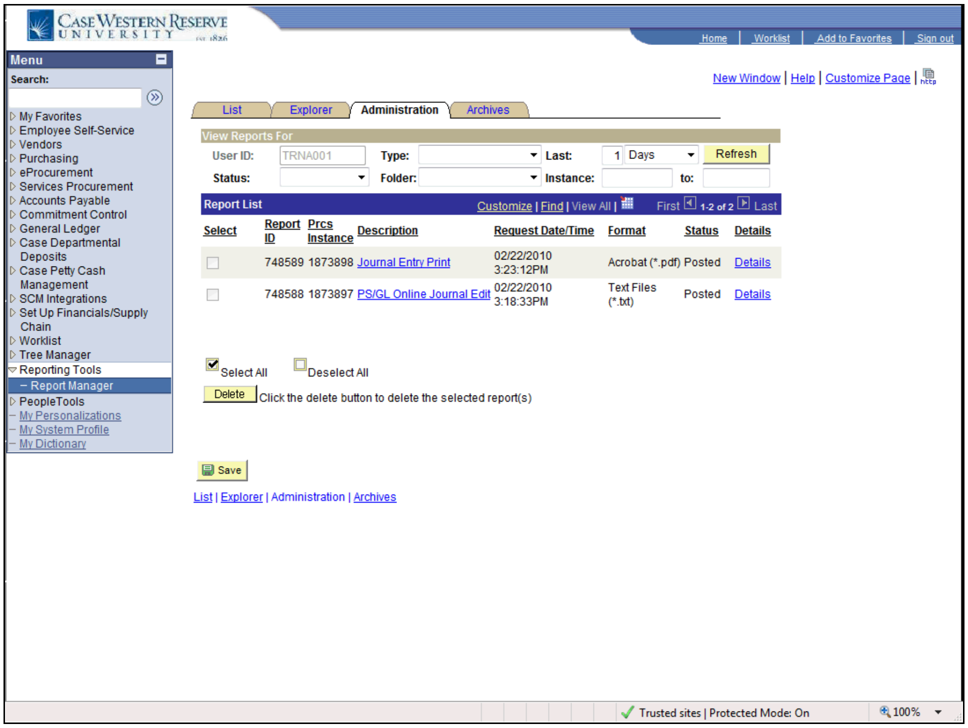
Step	Action
32.	Once you see **Saved** in the top right corner you can Print your journal if you want or need to. Choose **Print Journal** from the Process list and click Process. This is the "P" in the "ESP" process. 



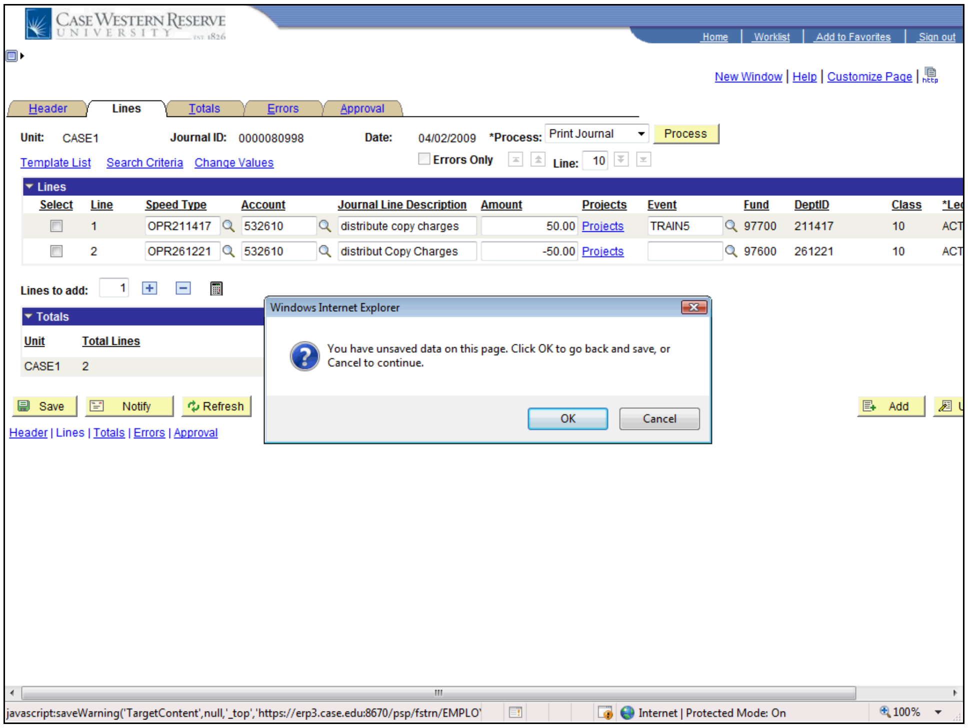
Step	Action
33.	Click the **Report Manager** link, which appears next to the Process button after you select Print and click Process. Report Manager



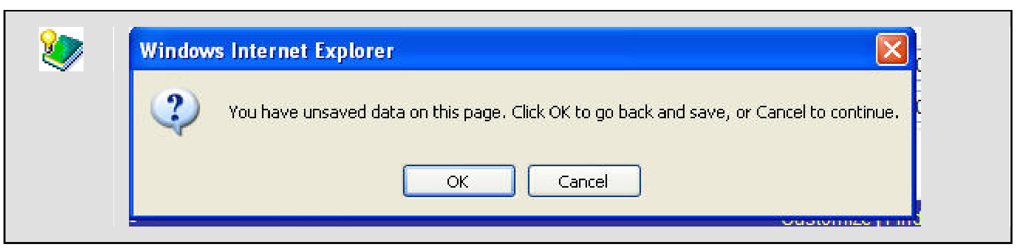
Step	Action
34.	A new window will open and default to the Administration tab where you can see your Journal Entry Print process. Administration



Step	Action
35.	Click the **Refresh** button until the Status says "Posted" and a link titled Details will appear when the process is complete. Refresh
36.	Click the blue link **Journal Entry Print** in the **Description** column. Journal Entry Print
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. 



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.**