



CENTRALSQUARE

TECHNOLOGIES

Journal Entry

(GLJRUB)

(GLJECP)

(GLUYTIJ)

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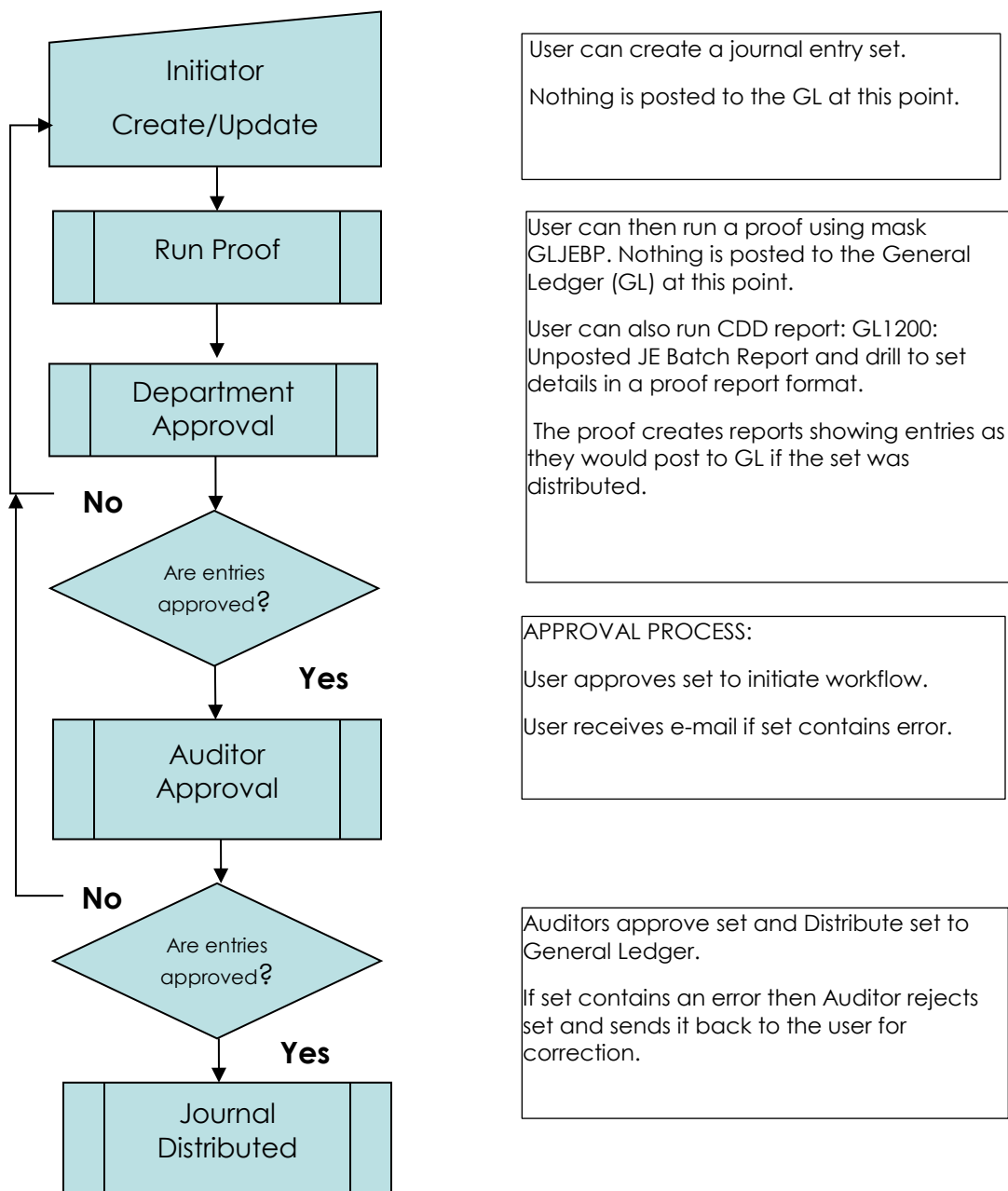
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Overview

Journal entries will be used to make transfers between funds, interest income entries, closing construction in progress to capital assets, and other required journal entries. A Set includes a journal which can include numerous lines.

Basic Journal Entry Process

A typical journal entry set process includes: a set is created, proofed, approved and finally distributed (posted) to the General Ledger.

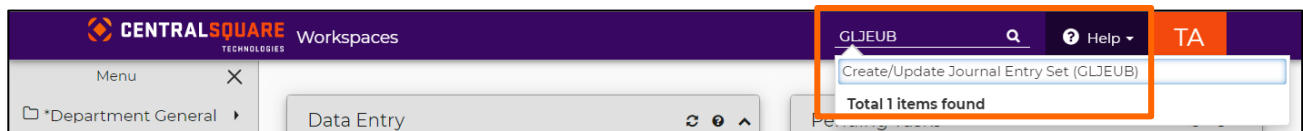


Accessing the GLEUB Screen

There are several ways to access the Journal Entry update screen.

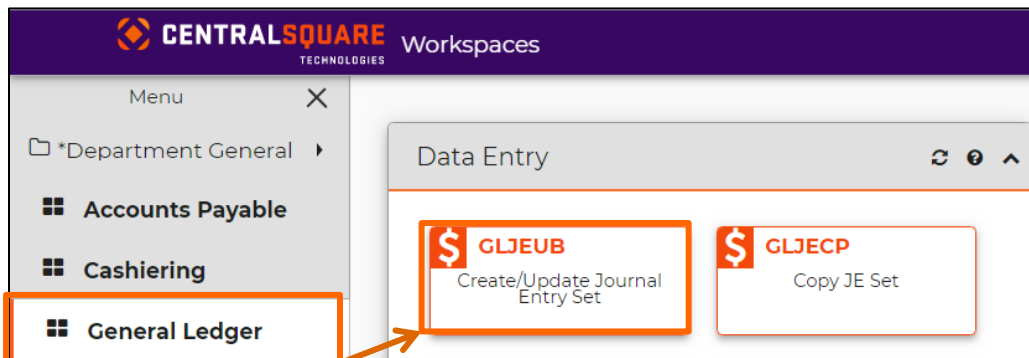
Using the Search Bar

You may access this screen by navigating to the search bar in the top right corner of any screen and enter **GLJEUB** or screen name in the search field. As you type the matching screen link will display. Select the link or press Enter to load the screen.



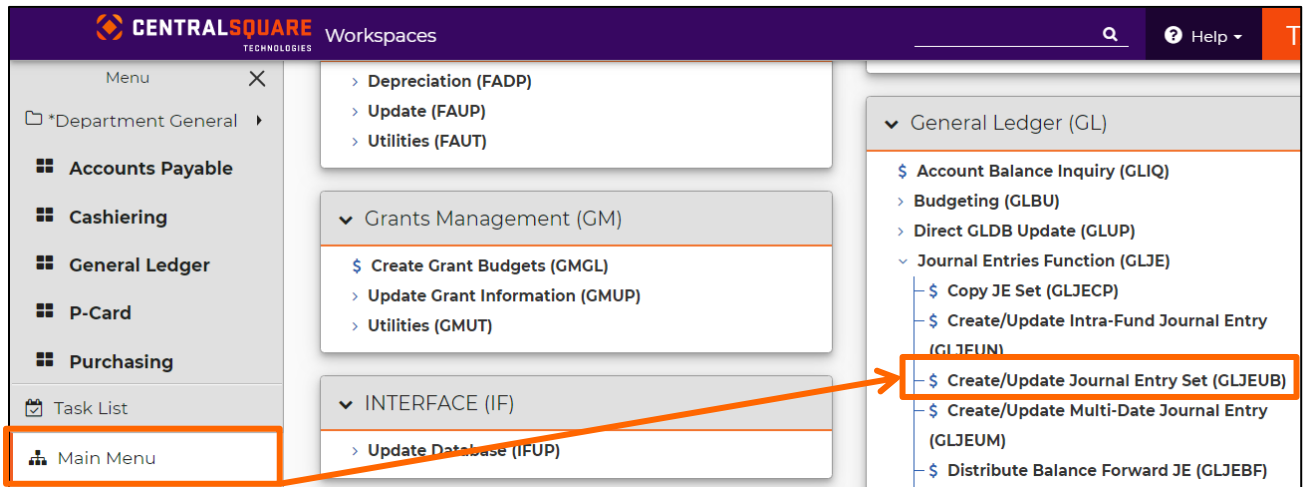
Using a Link

You may also access this screen by navigating to the Data Entry table in the General Ledger task center and selecting the GLJEUB screen link.



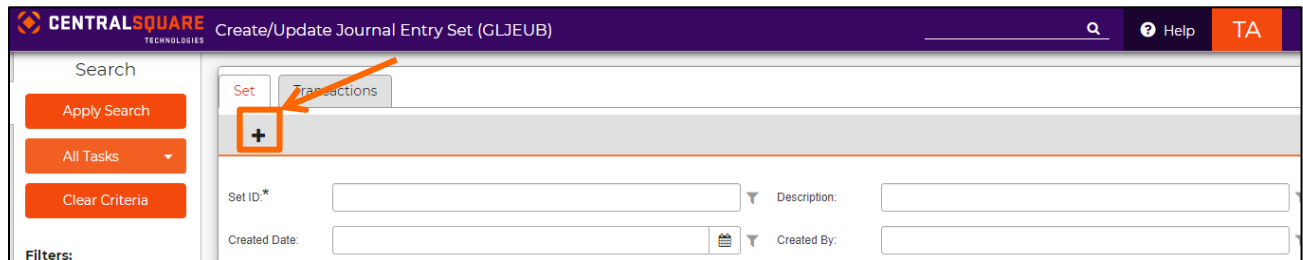
Using the Main Menu

You may also access this screen by clicking the Main Menu icon and scroll down to the General Ledger Database (GL) section. Select the carrot next to Journal Entries Function (GLJE) and select the screen link Create/Update Journal Entry (GLJEUB) from the drop down.



Creating a Journal Entry Set (GLJEUB)

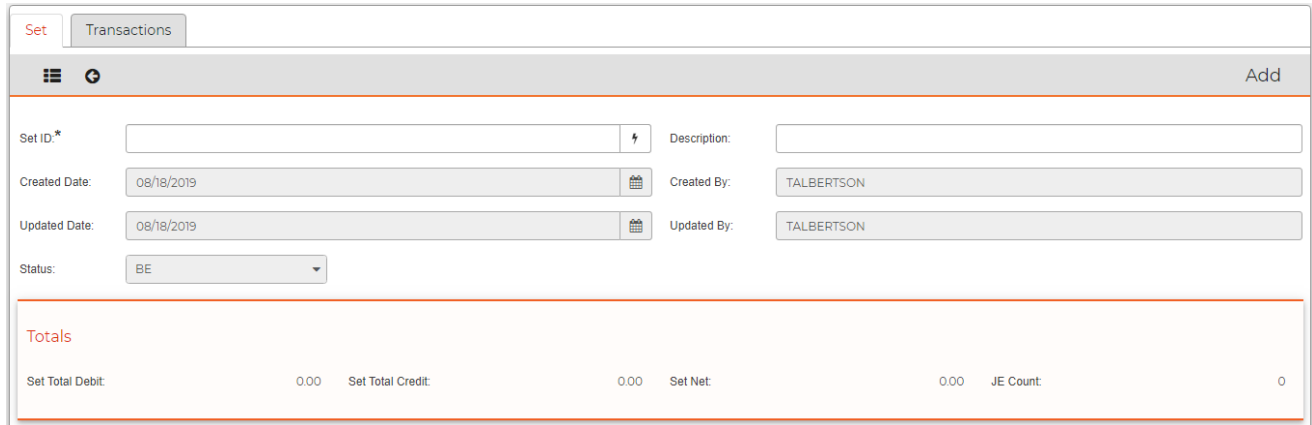
To create a new Journal Entry Set, you must first switch the screen from Search Mode to Add Mode. This is done by clicking on the + plus icon at the top of the screen to the right of the task pane.



The screen will change to display a new blank record that will be used to enter the invoice information. A mode indicator of 'Add' will also be displayed in the top-right corner of the main screen area as shown below.

Set Details

A mode indicator of 'Add' will also be displayed in the top-right corner of the main screen area as shown below. The set details identify a balanced set of account entries for the journal entry. This becomes the primary reference of the resulting transaction that is posted to the General Ledger (GL).



Set ID (Required; Character 16) Generate Set ID by clicking the lightning bolt icon and selecting the seed BTCHIDJE.



Description (Required; Character 50) Description that describes the journal set.

The following reference fields display values that are automatically updated by the system based on data inputted in the journal transaction tab.

Created Date – The date the set was created.

Created By- The user who created the set.

Updated Date – The date the set was last updated.

Updated By - The user who last updated the set.

Status – The current status of the set.

- AP - Approved
- CX - Cancelled
- DS – Distributed (The entry set has been distributed)
- BE – Batch Entry (The entry set has not been distributed)
- EX - Extracted
- RJ - Rejected
- WA - Waiting approval

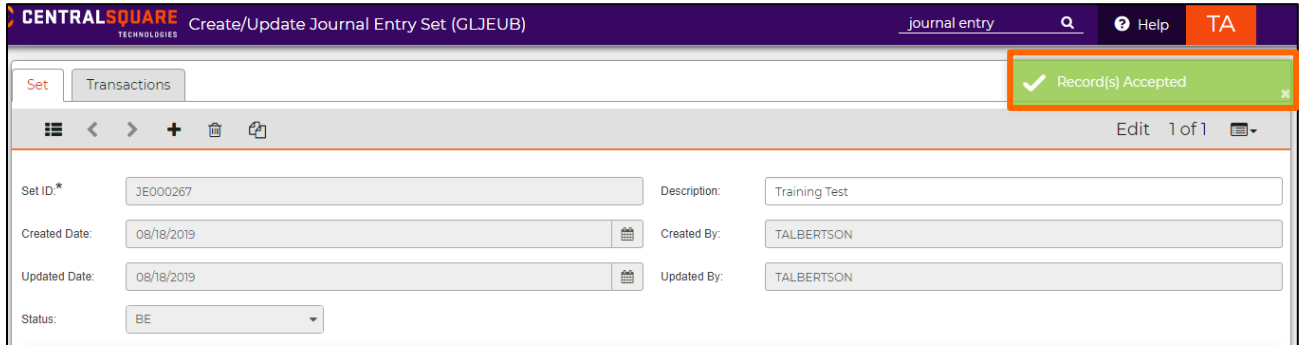
Set Total Debit - The accumulated debit amounts associated with a set ID.

Set Total Credit - The accumulated credit amounts associated with a set ID.

Set Net - The net amount associated with a set ID.

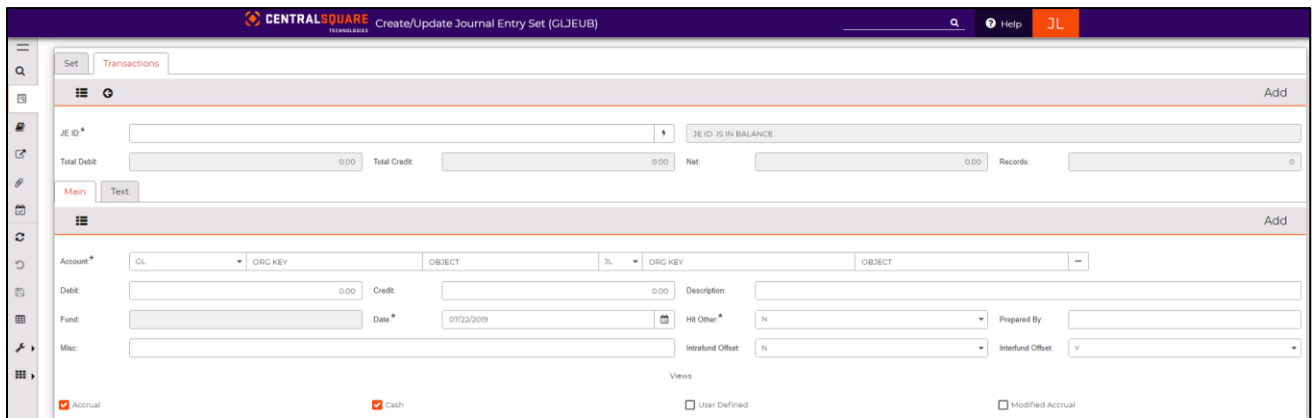
JE Count - The number of journal entry IDs associated with a set ID.

Once the Set ID and Description have been inputted press Enter or click floppy disk icon on the left menu list to save the record. A green message will pop up if fields are inputted correctly. Now you can start inputting your journal entry data.

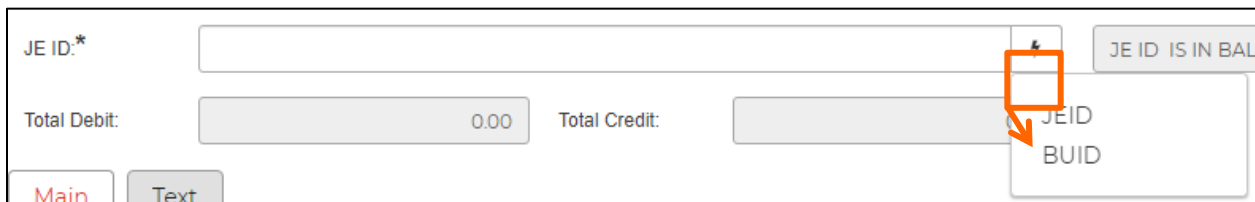


Transactions Header

Complete the following fields in the Journal Entry Transactions tab. The Transactions tab represents the journal entries within the set. The upper part of the screen contains the Journal Entry IDs (JEID), record total information about the particular JEID, and the set where it resides. Keep in mind that one set can have multiple transactions (more than one JEID).



JE ID (Required; Character 16) Generate JE ID by clicking the lightning bolt icon and selecting the seed JEID.



The following reference fields display values that are automatically updated by the system based on data inputted in the Main transaction tab.

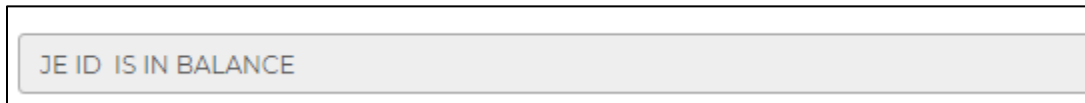
Total Debit - The accumulated total debit amounts.

Total Credit - The accumulated total credit amounts.

Net - The net amount.

Records - The number of records associated with a JE ID.

The Balance field indicates to the user when the journal is in balance and when it is not in balanced at a given time. The system will not let you approve the record if the journal entry is out of balance.



Main Tab

The transactions relating to the JEID are entered on the 'Main' tab. In edit mode you can scroll through the records, add new transactions for a JEID or to move in and out of Grid Mode (for editing only).

Account (Required) Enter the organization GL key and object associated with transaction. If you department utilizes the JL then enter the appropriate key and object associated with the transaction.

Debit - Enter the amount to be debited, if applicable.

Credit - Enter the amount to be credited, if applicable.

Description (Optional; Charter 30) - Enter description of the journal entry transaction.

Date (Required)- Select the effective date for the journal entry from the drop-down calendar. This will default to the date the record is created. If you are entering a prior date journal entry then this date will need to be set accordingly.

Hit Other (Static)- This is default to "N" None. DO NOT CHANGE!

Prepared By – System will auto populate to the user who creates the journal entry.

Intrafund Offset - When a set is created using the Intra-Fund Journal Entry Set Editor, all funds within the set must be balanced and the offset code must always be N - No Offset. No manual inter-fund offsetting or automatic offsetting of any kind is permitted. DO NOT CHANGE!

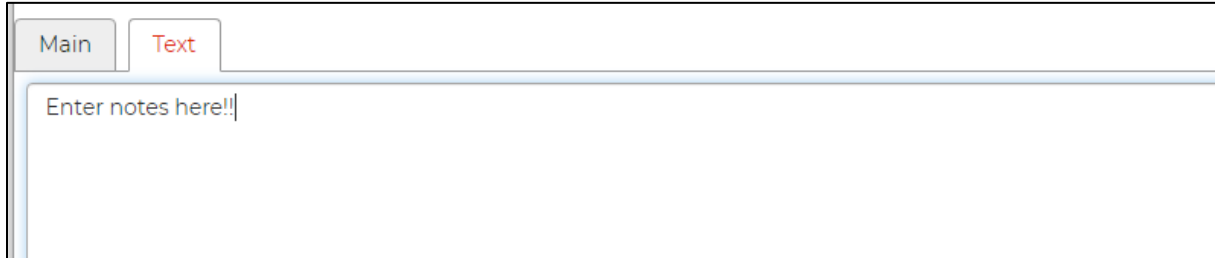
Interfund Offset - When a set is created using the Inter-Fund Journal Entry Set Editor, all funds within the set must be balanced and the offset code must always be Y - Inter. No manual inter-fund offsetting or automatic intra-fund offsetting is permitted. DO NOT CHANGE!

Accrual - Checkbox enables the accumulation of totals associated with the journal entry. DO NOT UNCHECK!


Cash – Checkbox allows cash payments associated with the journal entry. DO NOT CHANGE!

Text Tab

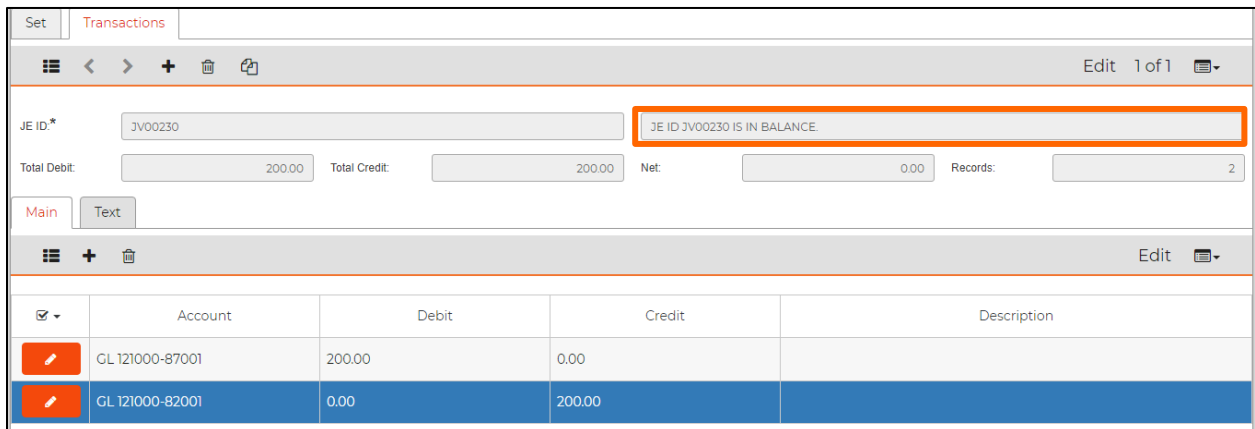
Select the Text tab to enter additional notes that you want to record with the adjustment. These notes are not posted to the GL but are used for historical informational purposes.



Once all the required fields are complete press Enter to save the record and a green message will pop up in the top right corner and new transaction tab will populate. You will also notice that the Transaction Header information has updated to show the new record that indicates the amount added to the debit/credit side, net amount, record amount, and the message indicating the journal is Out of Balance.



Enter all the transactions until the journal is in balance.

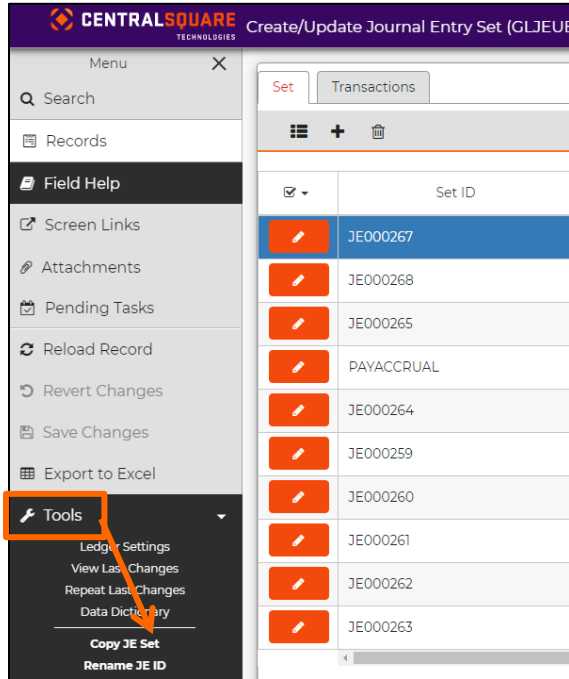


Account	Debit	Credit	Description
GL 121000-87001	200.00	0.00	
GL 121000-82001	0.00	200.00	

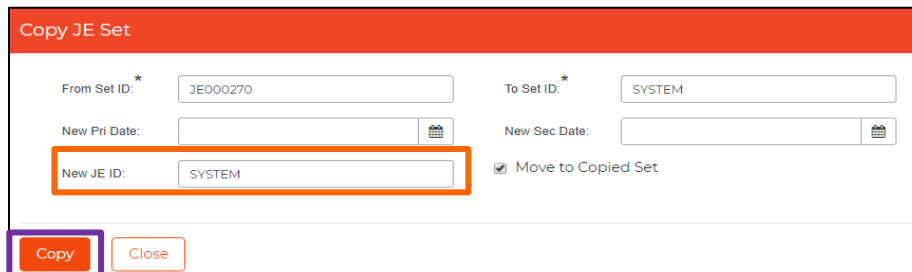
Copy a Journal Entry Set (Copy Tool)

If there are journal entries that are created on regular bases then the user can choose to create the journal entry using the copy feature in the Tools Function.

Navigate to the GLJEUB screen and select the journal set you wish to copy. Click the wrench icon on the left Menu and select Copy JE Set.



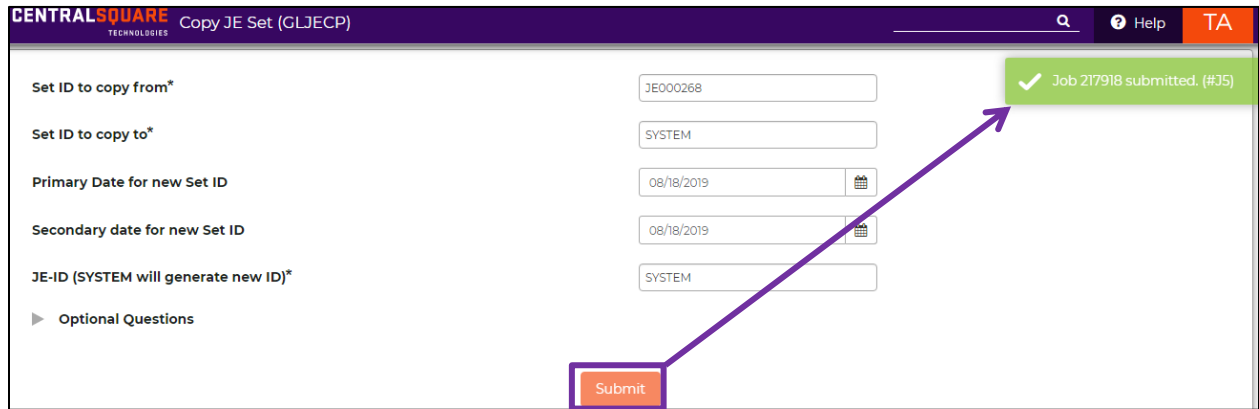
Enter SYSTEM in the New JE ID field and click Copy.



The screen will open up to your newly created journal entry set. The user can make changes, add/delete transactions, and upload proper attachments.

Copy a Journal Entry Set (GLJECP)

A user can also copy a journal entry set using the copy feature on the **GLJECP** screen.



Set ID to copy from: Enter the ID that you want to copy.

Set ID to copy to: Either SYSTEM to let the system auto-generate the ID.

JEID: Enter 'SYSTEM' to let the system auto-generate the ID.

Click Submit and a green message will pop up in the right corner indicating the job was submitted.

To verify the Set ID created, navigate to your Jobs section and select the Tail Sheet Doc for the job you just ran. On the first page of the report you will find the Set ID created from the upload.

Desc	Job #	Status	Start
Job: GLJECF	217918	Completed	8/18/2019 2:32:42 PM
Job: GLUTRIIJ	217917	Completed	8/18/2019 1:50:20 PM
Job: GLUTRIIJ	217916	Failed	8/18/2019 1:48:19 PM
Job: GLJEBP	217915	Completed	8/18/2019 12:32:40 PM
Job: APOHUTIN	217909	Completed	8/16/2019 4:09:49 PM

Doc	Type	Desc
217918	Tail Sheet	

```

Begin GL202 <1.70>   SUN, AUG 18, 2019,  2:32 PM   IFAS 11 /18.2
System Generated Set ID is JE000271
End   GL202 <1.70>   SUN, AUG 18, 2019,  2:32 PM   CPU = 0.0"  Lg = GL
  
```

The new journal set has been created. You will need to navigate to the journal set from the Journal Entry Set (GLJEUB) screen, where the user can make changes, or add/delete transactions, and upload the proper attachment.

Once the user is satisfied with the set, a proof can be run, and finally, a distribution can occur with proper approvals.

Upload a JE Set from Excel (GLUTRIIJ)

Finance Enterprise offers a utility where a comma delimited file can be uploaded. The upload will create a JE set, which can then be accessed through GLJEUB screen.

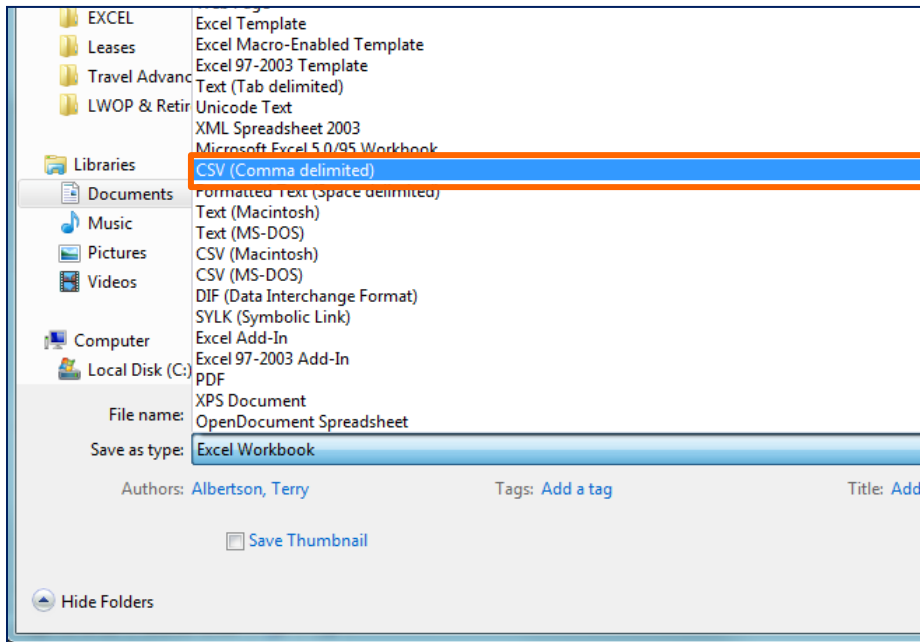
Creating the Excel File

The Auditor’s office will provide the journal entry template needed for the upload. The file contains many hidden columns but which the County will not be utilizing.

A	B	C	I	J	K	L	M	N	P	R	U	V	W
Set ID (16)	JEID (16)	Description (30)	JE Date (8)	GL Key (10)	GL Obj (8)	JL Key (10)	JL Obj (8)	Offset (2)	GL Ledger (2)	Tr. Type (2)	DR Amt (18)	CR Amt (18)	Hit EN? (1)
SYSTEM	SYSTEM	Testing Upload	4/1/2019	121000	87003			NY	GL	ST	10.00		N
SYSTEM	SYSTEM	Testing Upload	4/1/2019	121000	87001			NY	GL	ST		10.00	N

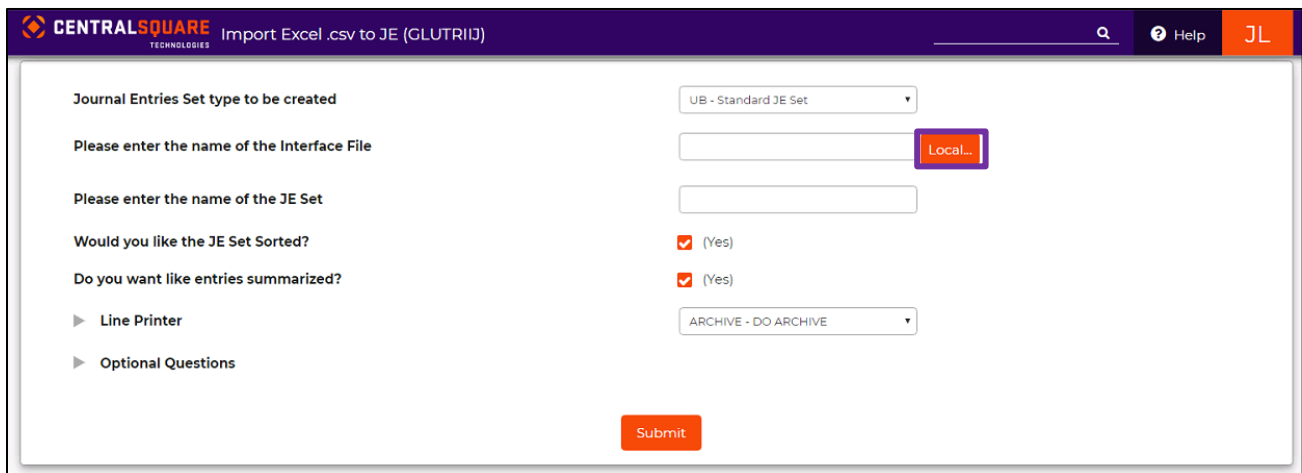
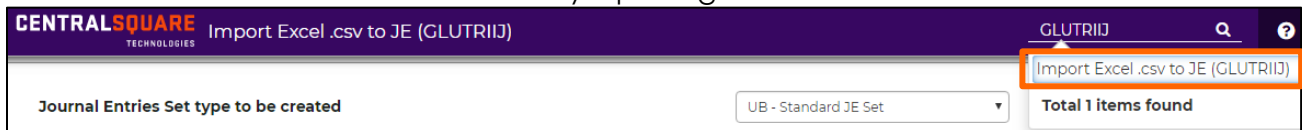
The red columns contain data that is static which SHOULD NOT be changed but copied to every transaction line in the file. The green columns will be where data needs to be completed by the user. The Description and JL columns are not required for all users but will be applicable for some departments.

Once all columns and transaction lines have been created the file will need to be saved as a comma delimited (CSV) file.

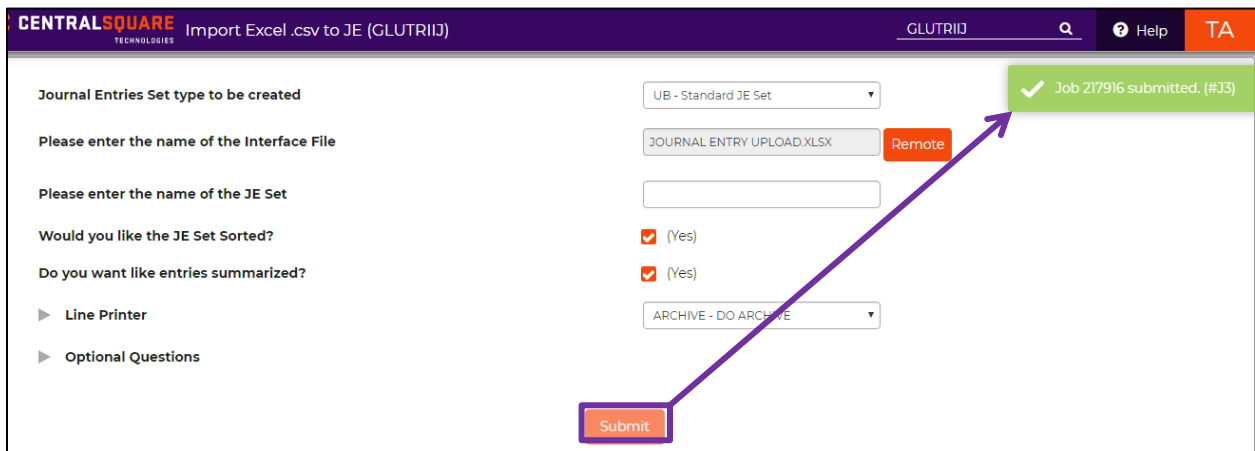
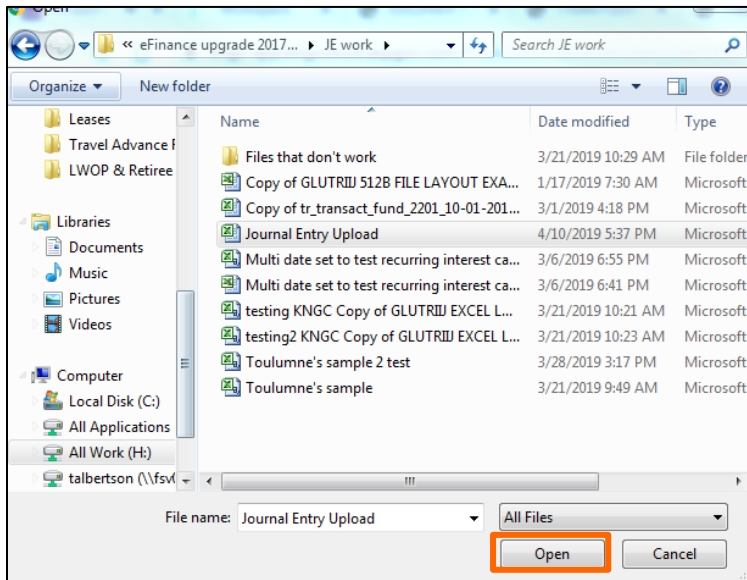


Uploading the Excel File

The GLUTRIIJ screen can be accessed by inputting the screen mask in the search bar.

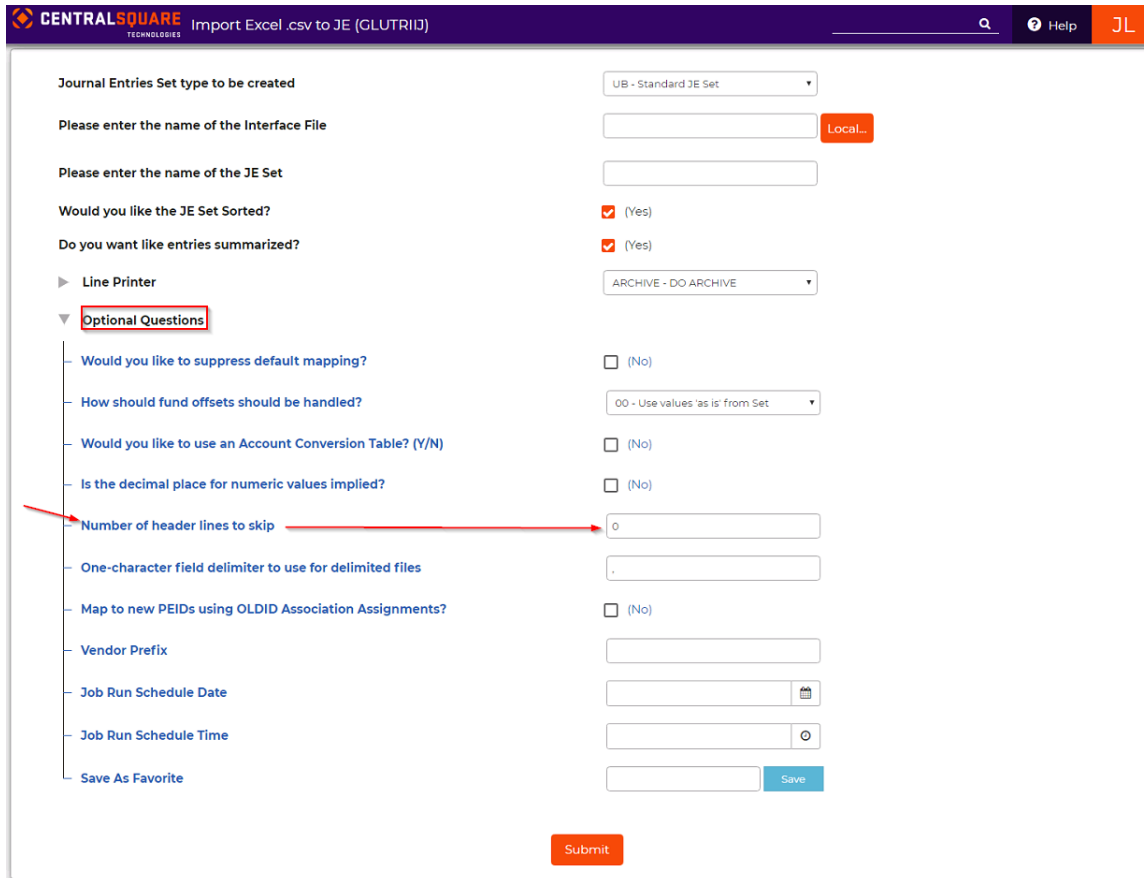


To select the file click Local and find the upload file and click Open.



Click Submit and a green message will appear in the right corner.

In general, run the utility with the default settings. You do not have to open or change the optional questions. The following options are available when running the utility:



CENTRAL SQUARE Technologies Import Excel .csv to JE (GLUTRIID) Help JL

Journal Entries Set type to be created: UB - Standard JE Set

Please enter the name of the Interface File: Local...

Please enter the name of the JE Set:

Would you like the JE Set Sorted? (Yes)

Do you want like entries summarized? (Yes)

Line Printer: ARCHIVE - DO ARCHIVE

Optional Questions

- Would you like to suppress default mapping? (No)
- How should fund offsets should be handled? 00 - Use values 'as is' from Set
- Would you like to use an Account Conversion Table? (Y/N) (No)
- Is the decimal place for numeric values implied? (No)
- Number of header lines to skip**:
- One-character field delimiter to use for delimited files:
- Map to new PEIDs using OLDID Association Assignments? (No)
- Vendor Prefix:
- Job Run Schedule Date:
- Job Run Schedule Time:
- Save As Favorite:

The Number of header lines to skip defaults to "0".

To verify the Set ID created navigate to your Jobs section and select the Tail Sheet Doc for the job you just ran. One the second page of the report you will find the Set ID created from the upload.

Desc	Job #	Status	Start	Type
Job: GLUTRIIJ	217917	Completed	8/18/2019 1:50:20 PM	Job
Job: GLUTRIIJ	217916	Failed	8/18/2019 1:48:19 PM	Job
Job: GLJEBP	217915	Completed	8/18/2019 12:32:40 PM	Job
Job: APOHUTIN	217909	Completed	8/16/2019 4:09:49 PM	Job
Job: APOHUTIN	217908	Completed	8/16/2019 4:04:07 PM	Job

1 - 5 of 5 items

Job Details

Job: 217917 Status: Completed
 Desc: Job: GLUTRIIJ Start: 8/18/2019 1:50:20 PM
 Type: Job End: 8/18/2019 1:50:21 PM

Attachments

Doc	Type	Desc
217917	Tail Sheet	

```
*****
* Converting comma-delimited file *
*****

System Generated Set ID is JE000268
```

The new journal set has been created. You will need to navigate to the journal set from the Journal Entry Set (GLJEUB) screen, where the user can make changes, or add/delete transactions, and upload the proper attachment.

Once the user is satisfied with the set, a proof can be run, and finally, a distribution can occur with proper approvals.

Attachments

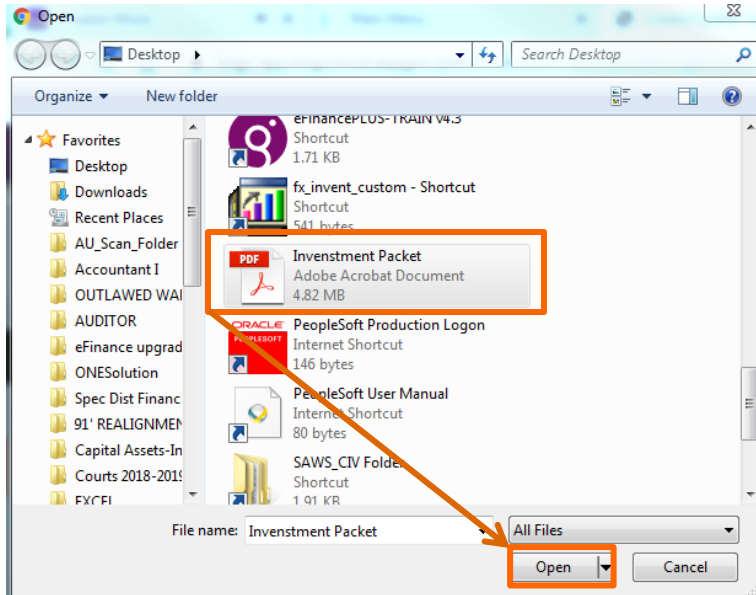
Every journal will need to have back up documentation attached for the Auditor's review.

Click the paper clip icon

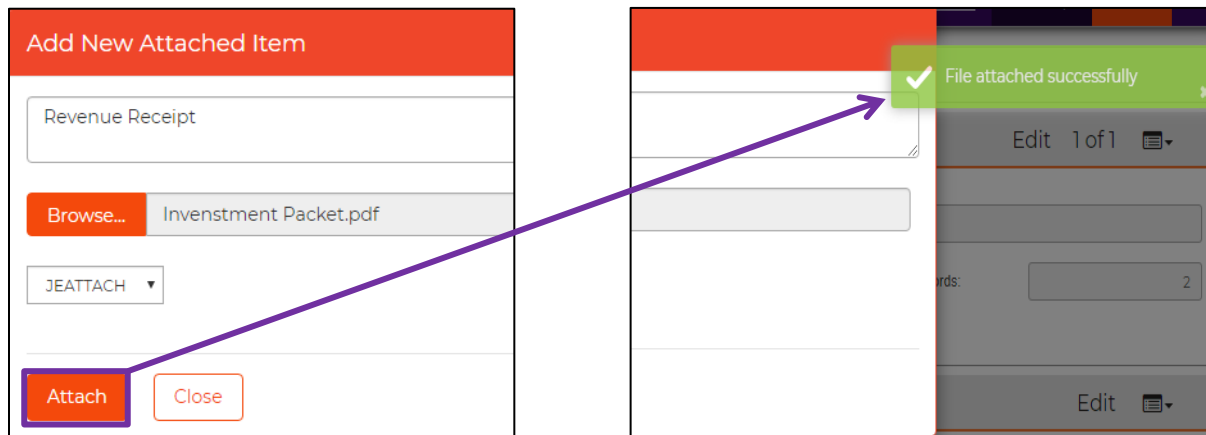
on the left in the Menu bar and select Add New Attachment.

Enter the attachment's description and select Browse to choose the document.

Note: The document must first be saved on your computer drive (H Drive, W Drive, or G Drive) and can be a number of formats which include but not limited to jpeg, PDF, Text, Word Doc, Excel, CSV.



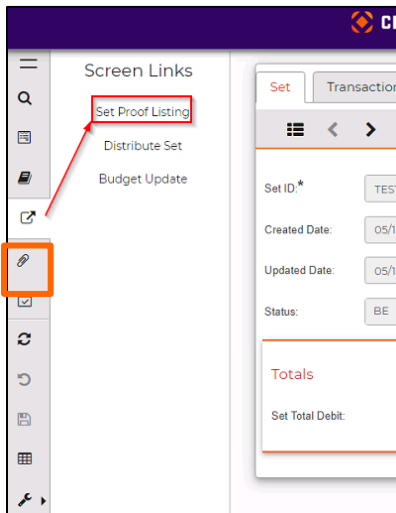
Once the desired document is selected click Open.



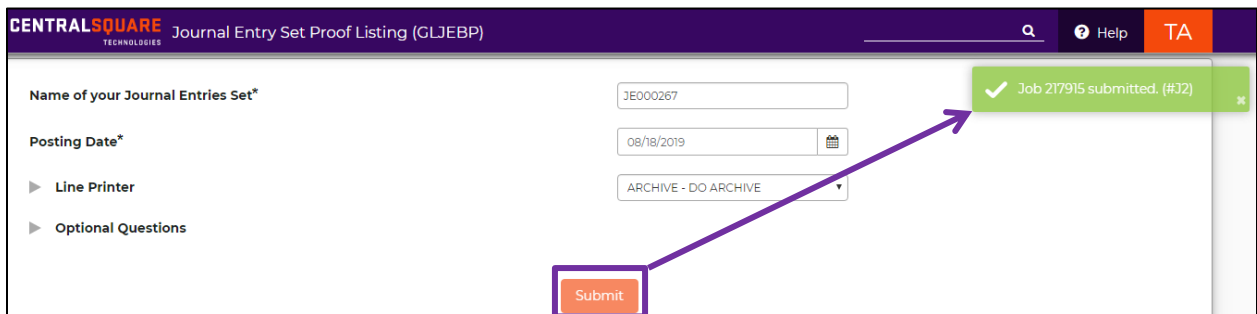
Verify that all required fields are completed and click Attach. A green message will appear in the right corner when the document has been attached successfully.

Journal Entry Set Proof

To complete a final review prior to approving a set that still has a BE status, the user can run a proof by accessing Set Proof Listing. Click the Screen Link icon in the left Menu bar.

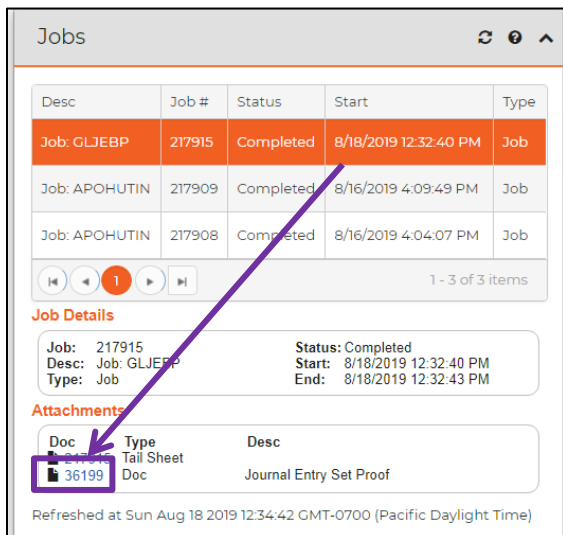


The set ID will be populated with the set you are working in, automatically. Click Submit and a green message will pop up in the right corner indicating the proof report was ran.



View Report

To view the report return to your Workspace page and navigate to you Jobs section. Select the job that you have just run and click the Doc attachment.



View all the document pages to verify the accounts are being debited/credited as desired and there are no budget warnings/blocks or errors that could prohibit the set from posting.

```

County of Kings      PROOF      [Journal Entry Set Proof]      JE000267.DATA.JOB      Page 1
SUN, AUG 18, 2019, 12:32 PM --req: TALBERTS--leg: GL JL--loc: ONSITE----job:217915 J002-----prog: GL450 <2.94>--report id: GLJEBPRF
SORT ORDER: JEID

```

JE ID.	Date	Description	Second Reference	2ndDt/PEID	Batch/ContNo	Prep/ACG	Hit/Tp	CkNo/Views
JV00230	08/18/2019	Training Test			JE000267	TALBERTS	N	
Account	Org Key	Title	Object	Description /	Debit	Credit	Misc Last Rec.	Off. Note
121000-87001	Finance		Assessment Fees		200.00	0.00	NO 1 1	NY
121000-82001	Finance		Business Licenses		0.00	200.00	NO 2 1	NY
TEXT RECORD: JV00230 00 Enter notes here!!								
JE TOTAL: Primary					200.00	200.00		

```

County of Kings      PROOF      [Journal Entry Set Proof]      JE000267.DATA.JOB      Page 2
SUN, AUG 18, 2019, 12:32 PM --req: TALBERTS--leg: GL JL--loc: ONSITE----job:217915 J002-----prog: GL450 <2.94>--report id: GLJEBPRF
SORT ORDER: JEID

```

JE ID.	Date	Description	Second Reference	2ndDt/PEID	Batch/ContNo	Prep/ACG	Hit/Tp	CkNo/Views
G R A N D T O T A L								
Account	Org Key	Title	Object	Description	Debit	Credit	Misc Last Rec.	Off. Note
Final Budget Check								
G R A N D: Primary					200.00	200.00		
No Budget Errors								

```

County of Kings      PROOF      [Journal Entry Set Proof]      JE000267.DATA.JOB      Page 3
SUN, AUG 18, 2019, 12:32 PM --req: TALBERTS--leg: GL JL--loc: ONSITE----job:217915 J002-----prog: GL450 <2.94>--report id: GLJEBPOF
SORT ORDER: JEID

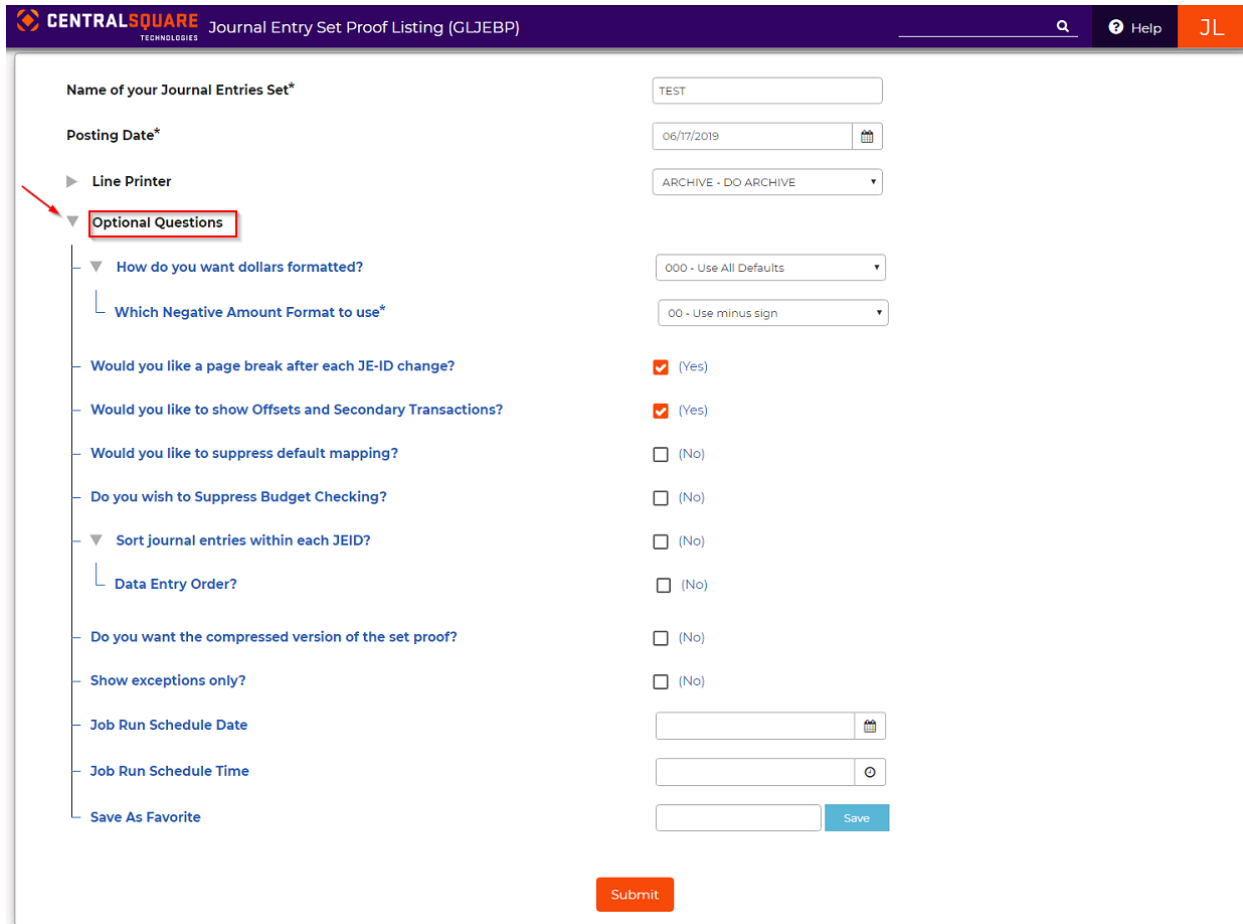
```

Rec	OF	Account	Description	Trns. Desc.	Debit	Credit
1	1	NY 121000-87001	Finance	Assessment Fees Training Test	200.00	0.00
2	1	NY 121000-82001	Finance	Business License Training Test	0.00	200.00
Primary Entries					200.00	200.00
JE JV00230 TOTAL					200.00	200.00
GRAND TOTAL					200.00	200.00

Note: a Batch Proof is required before a set can be approved and distributed.

Options for Proof Reports

In general, run the proof with the default settings. You do not have to open or change the optional questions. The following options are available when running a proof:



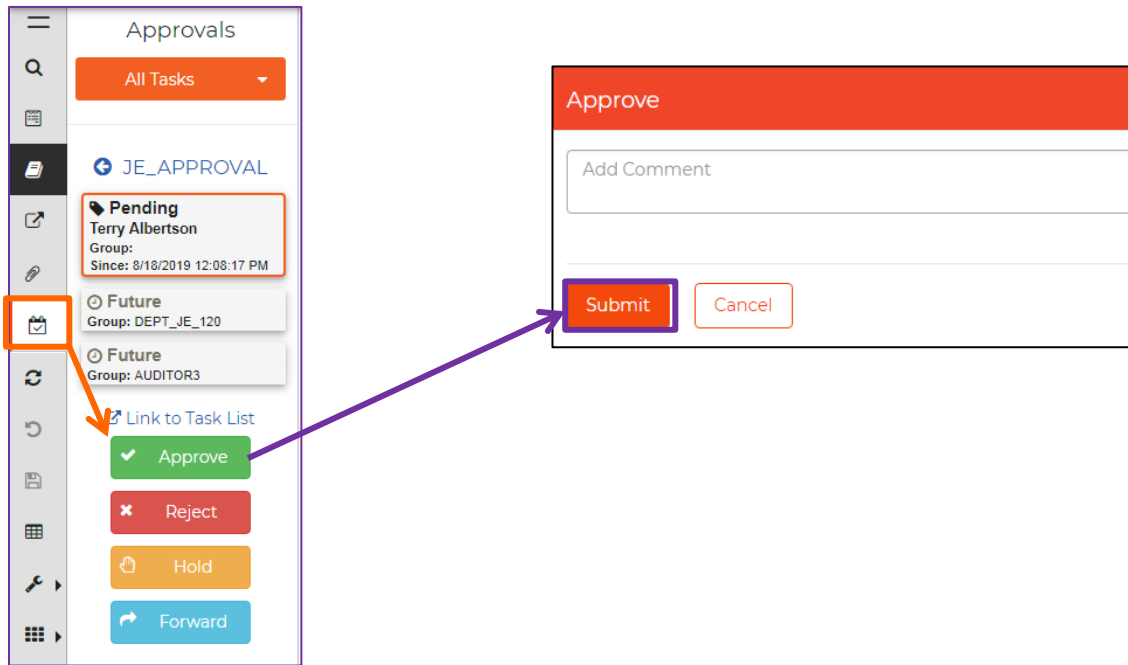
When proofing it is possible to change sorts, add page breaks, and suppress reports or show exceptions only.

The set can now be moved through the Work Flow process for approval.

Journal Entry Approval

Once the initiator of the set is finished editing and proofing, that user must approve the set to kick off the Workflow process.

Select Pending Tasks on the left from the Menu and click Approve. Add any comments but keep in mind that comments are not required and cannot be deleted or edited once they are submitted. Click Submit to initiate the workflow.



The Approvals will update to show the next approval group in the workflow. The number of approval groups is dependent on the department's need/request. The approval workflow is determined by the key used in the journal entry. If you use another department's key their approval group will be included in the journal's workflow and they must now approve the journal before it can continue through the workflow. The Auditor will always be the last approval group in the workflow before it is distributed. If any approval group rejects the journal it will stop the workflow and it will be sent back to the originator.