

Journal Entry

(GLJRUB) (GLJECP) (GLUYTIIJ)

Last Updated: 9/8/2019



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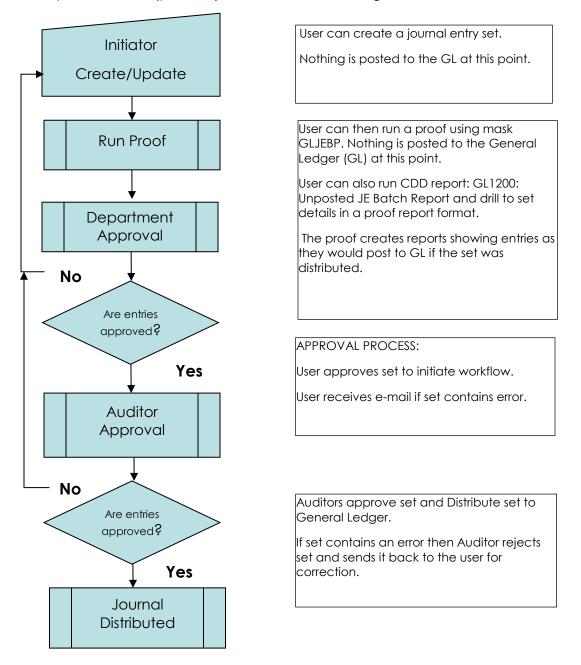


Overview

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.

	Workspaces		
Menu 🗙			
🗅 *Department General 🔸	Data Entry	C 0	^
Accounts Payable			
Cashiering	S GLJEUB Create/Update Journal Entry Set		
👪 General Ledger			

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.



CENTRALSQUAR		و Help -
Menu X	 > Depreciation (FADP) > Update (FAUP) > Utilities (FAUT) 	✓ General Ledger (GL)
Accounts PayableCashiering	✓ Grants Management (GM)	 \$ Account Balance Inquiry (GLIQ) > Budgeting (GLBU) > Direct GLDB Update (GLUP)
General LedgerP-Card	 \$ Create Grant Budgets (GMGL) > Update Grant Information (GMUP) > Utilities (GMUT) 	 Journal Entries Function (GLJE) \$ Copy JE Set (GLJECP) \$ Create/Update Intra-Fund Journal Entry
Purchasing Task List	✓ INTERFACE (IF)	(GL JEUN) - \$ Create/Update Journal Entry Set (GLJEUB) - \$ Create/Update Multi-Date Journal Entry
🛦 Main Menu	> Update Database (IFUP)	(GLJEUM) - \$ Distribute Balance Forward JE (GLJEBF)

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.

	Create/Update Journal Entry Set (GLJEUB)
Search	Set Trappactions
Apply Search	
All Tasks 👻	
Clear Criteria	Set ID.* Description:
Filters:	Created Date:

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 Trans	actions						_
≣ 0						Add	
Set ID:*				5	Description:		
Created Date:	08/18/2019			#	Created By:	TALBERTSON	
Updated Date:	08/18/2019			#	Updated By:	TALBERTSON	
Status:	BE	•					
Totals							
Set Total Debit:		0.00	Set Total Credit:	0.00	Set Net:	0.00 JE Count. 0	

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

Set ID:*		4	Description:
Created Date:		N _R .	TCHIDJE
Created Date.	08/18/2019		ICHIESE

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.

CENTRALS	IUARE Create/Update Journal Entry Set (GLJEUB)	Create/Update Journal Entry Set (GLJEUB)journal entry						
Set Trans	actions	🗸 Recor	d(s) Accepted	×				
:= <	> + 命 伦		Edit 10	ofl 🔳•				
Set ID:*	JE000267	Description:	Training Test					
Created Date:	08/18/2019	Created By:	TALBERTSON					
Updated Date:	08/18/2019	Updated By:	TALBERTSON					
Status:	BE							

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).

			Create/Up	date Journal Entry Set (GLJEUB))		_	<u> </u>	🛛 Help 🛛 🛛	_	
= a	Set Transi	actions									
8	:≡ 0										Add
	JE ID:*				•	JE ID IS IN BAL	ANCE				
C.	Total Debit:	0.00	Total Credit:		0.00	Net:		0.00	Records:		0
P	Main Text										
0	:=										Add
2	Account.*	GL		OBJECT	JL · ORG H	EY		OBJECT		-	
	Debit:	0.00	Credit:		0.00	Description					
=	Fund:		Date:*	07/22/2019	ä	Hit Other:*	N	-	Prepared By:		
۶,	Misc:					Intrafund Offset:	N	-	Interfund Offset:	Y	•
					`	liews					
	Accrual		Cash			User Defined			Modified Acc	crual	

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

JE ID:*		Ļ	JE ID IS IN BAL
Total Debit:	0.00 Total Credit:		
Main Text			

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.

JE ID IS IN 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.

Main		
Enter notes here	9!!	

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.

Set	Trans	sactions							🗸 Record(s) Acc		
:=	<	> +	Ŵ	ළු					Edit	: 1of1	-
JE ID:*		JV00230					JE ID JV00230 I	S CURRENTLY OUT OF BALANCE BY \$200.0	10 [CR].		
Total Debit:				0.00	Total Credit:	200.00	Net:	-200.00 Reco	ords:		1

Enter all the transactions until the journal is in balance.

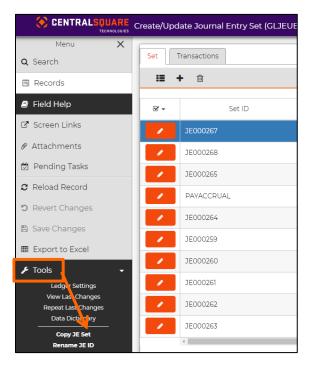
Set	Transactions											
:= -	< > + @ @							Edit	1 of 1	•		
JE ID:*	JE ID.* JV00230 IS IN BALANCE											
Total Debit:	200.00	Total Credit:	200.00	Net:		0.00	Records:			2		
Main	Text											
:= ·	+ 🛍								Edit	-		
	Account	Debit		Credit			Descript	ion				
/	GL 121000-87001	200.00	0.00									
-	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.

Copy JE Set				
From Set ID:*	JE000270	To Set ID:	SYSTEM	
New Pri Date:	(m	New Sec Date:		m
New JE ID:	SYSTEM	Move to Copie	ed Set	
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.



ENTRALSUUARE TECHNOLISGIES COPY JE Set (GLJECP)		Q	? Help	TA
Set ID to copy from*	JE000268	Job 2		
Set ID to copy to*	SYSTEM	7		
Primary Date for new Set ID	08/18/2019			
Secondary date for new Set ID	08/18/2019			
JE-ID (SYSTEM will generate new ID)*	SYSTEM			
Optional Questions				
	Submit			

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.

Jobs			C			
Desc	Job #	Status	Start			
Job: GLJECP	217918	Completed	8/18/2019 2:32:42 PM			
Job: GLUTRIIJ	2 7917	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			
	N		1 - 5 of 6 i			
Job Details						
Job: 217918 Desc: Job: GLJE Type: Job	СР	Star	us: Completed t: 8/18/2019 2:32:42 PM : 8/18/2019 2:32:43 PM			
Attachment						
Dee Type 217918 Tail Sh	oot	Desc				



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.

	-	1 C	J	K	L	M	N	P	R	U	V	W
D (16) D	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)
STEM T	Festing Upload	4/1/2019	121000	87003			NY	GL	ST	10.00		N
STEM T	Testing Upload	4/1/2019	121000	87001			NY	GL	ST		10.00	N
ST	TEM 1	(16)Description (30)TEMTesting UploadTEMTesting Upload	TEM Testing Upload 4/1/2019	TEM Testing Upload 4/1/2019 121000	TEM Testing Upload 4/1/2019 121000 87003 NY	TEM Testing Upload 4/1/2019 121000 87003 NY GL	TEM Testing Upload 4/1/2019 121000 87003 NY GL ST	TEM Testing Upload 4/1/2019 121000 87003 NY GL ST 10.00	····· ································			

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.



Leases Leases Leases Travel Advan LWOP & Retir	Excel Template Excel Macro-Enabled Template Excel 97-2003 Template Text (Tab delimited) Unicode Text XML Spreadsheet 2003 Microsoft Excel 5 0/05 Workbook							
📄 Libraries	CSV (Comma delimited)							
Documents	Formatted Text (space delimited)							
J Music	Text (Macintosh) Text (MS-DOS)							
Pictures	CSV (Macintosh)							
H Videos	CSV (MS-DOS) DIF (Data Interchange Format) SYLK (Symbolic Link)							
💻 Computer	Excel Add-In							
🚢 Local Disk (C:	Excel 97-2003 Add-In							
File name:	XPS Document							
Save as type:	Excel Workbook							
Authors:	Albertson, Terry	Tags: Add a tag	Title: Add					
	🔲 Save Thumbnail							
Alide Folders								

Uploading the Excel File

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

NTRALSQUARE TECHNOLOGIES Import Excel .csv to JE (GLUTRIIJ)		GLUTRIIJ	c	<u> </u>
		Import Exce	el .csv to JE (C	GLUTRI
ournal Entries Set type to be created	UB - Standard JE Set	• Total 1 iten	ns found	
CENTRALSQUARE TECHNOLOGIES Import Excel .csv to JE (GLUTRIJ)		٩	? 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?	Ves)			
Do you want like entries summarized?	Ves)			
Line Printer	ARCHIVE - DO ARCHIVE			

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



Organize 🔻 New fold	ler	!≡ ▼	2
Leases ^	Name	Date modified	Туре
Travel Advance F	鷆 Files that don't work	3/21/2019 10:29 AM	File folde
🍌 LWOP & Retiree	Copy of GLUTRID 512B FILE LAYOUT EXA	1/17/2019 7:30 AM	Microsof
📑 Libraries	Copy of tr_transact_fund_2201_10-01-201	3/1/2019 4:18 PM	Microsof
Documents	🕮 Journal Entry Upload	4/10/2019 5:37 PM	Microsof
Documents A Music	Multi date set to test recurring interest ca	3/6/2019 6:55 PM	Microsof
Pictures	Multi date set to test recurring interest ca	3/6/2019 6:41 PM	Microsof
Videos	🐴 testing KNGC Copy of GLUTRIJ EXCEL L	3/21/2019 10:21 AM	Microsof
videos	🐴 testing2 KNGC Copy of GLUTRIU EXCEL L	3/21/2019 10:23 AM	Microsof
Computer	🖾 Toulumne's sample 2 test	3/28/2019 3:17 PM	Microsof
Local Disk (C:)	🖾 Toulumne's sample	3/21/2019 9:49 AM	Microso
All Work (H:)			
🚽 talbertson (\\fsv(🚽	•		
	name: Journal Entry Upload 🗸 🗸 🗸		

CENTRALSQUARE TERMOLEUIE Import Excel .csv to JE (GLUTRIIJ)		GLUTRIIJ	٩	? Help	TA
Journal Entries Set type to be created	UB - Standard JE Set 🔹)	🗸 Job 21		
Please enter the name of the Interface File	JOURNAL ENTRY UPLOAD.XLSX	Remote			
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					
	Submit				

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:



NTRALSOUARE TECHNOLOGIES IMPORT Excel .csv to JE (GLUTRIIJ)	Q He	lp
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?	V(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	• O	
 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	٥	
Save As Favorite	Save	
	_	
	Submit	

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.



Jobs			0	° 0 ^
Desc	Job #	Status	Start	Туре
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 i	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 217917 Tail St	heet	Desc		

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

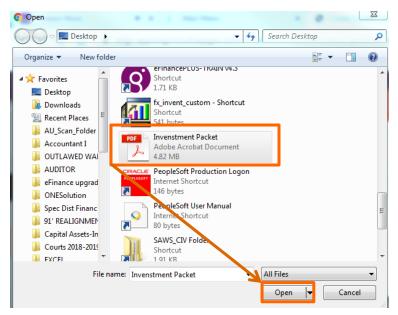
	CENTRALSQUARE TECHNOLOGIES	Create/Update Journal Entry Set (GLJEUB)
=	Attachments	Set Transactions
Q	Add New Attachment	
	Search (ex: pdf) Q	■ < > + @ @
2		JE ID:* JV00230
ß		Total Debit: 200.00 Total Credit: 200.00
Ø		Main Text

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.

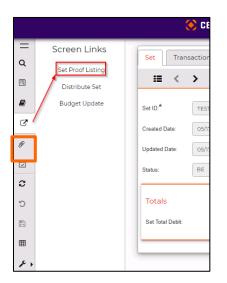


Verify that all required fields are completed and click Attach. A green message will appear in the right corner when the document has been attached successfully.

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.

CENTRALSOUARE TEXNOLOGIES Journal Entry Set Proof Listing (GLJEBP)		<u> </u>	
Name of your Journal Entries Set [*]	JE000267	✓ Job 217915 submitted. (#J2)	×
Posting Date*	08/18/2019	,	
Line Printer	ARCHIVE - DO ARCHIVE		
Optional Questions			
	Submit		

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.

Jobs			0	0 /
Desc	Job #	Status	Start	Туре
Job: GLJEBP		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 - 3 of 3	items
Job Details Job: 217915 Desc: Job: GLJE Type: Job			us: Completed t: 8/18/2019 12:32:40 PM 8/18/2019 12:32:43 PM	
Doc Type Statistics Statisti	heet	Desc Journal Entry	v Set Proof	
Refreshed at Sun	Aug 18 20	19 12:34:42 GM	T-0700 (Pacific Daylight	Time)



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.

	PROOF 2:32 PMreq: TALBERTSleg									ge 1 BPRF
	Date Description 18/2019 Training Test					Batch/ContNo JE000267		N		
	Org Key Title Org Key Title							Rec.	Off.	TACG Note
121000-87001			nt Fees			0.00				
121000-82001	Finance	Business	Licenses		0.00	200.00	NO	2	1 NY	
	00 Enter notes h VE TOTAL: Primary	here!!			200.00	200.00				
G R A N D T O T 2 Account Final Budget Check		Object G R A N	Description D: Primary	Debit	:	Credit	Misc Last	Rec.	Off. N	Note
County of Kings SUN, AUG 18, 2019, 1 SORT ORDER: JEID	PROOF 12:32 PMreq: TALBERTSle	[Jou g: GL JL==	urnal Entry Se loc: ONSITE	et Proof] job:217915	J002	JE000267.DATA prog: GL450	.JOB <2.94>r	eport i		age 3 SBPOF
Rec OF Account			ption			ns. Desc.				
1 1 NY 121000-870 2 1 NY 121000-820	001	Financ	e Z	Assessment Fe	es Tra	ining Test	200.0	0	0.0	00
Primary Entries JE JV00230 TOTAL GRAND TOTAL							200.0 200.0 200.0	0	200.0 200.0 200.0	00

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

Options for Proof Reports

Г

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:



NTRALS(UARE TECHNOLOGIES JOURNAL Entry Set Proof Listing (GLJEBP)		<u> </u>	? Help
Name of your Journal Entries Set*	TEST		
Posting Date*	06/17/2019		
► Line Printer	ARCHIVE - DO ARCHIVE		
Optional Questions			
– V How do you want dollars formatted?	000 - Use All Defaults		
Which Negative Amount Format to use*	00 - Use minus sign 🔹		
 Would you like a page break after each JE-ID change? 	Ves)		
– Would you like to show Offsets and Secondary Transactions?	Ves)		
– Would you like to suppress default mapping?	(No)		
– Do you wish to Suppress Budget Checking?	(No)		
– V Sort journal entries within each JEID?	(No)		
Data Entry Order?	(No)		
– Do you want the compressed version of the set proof?	(No)		
– Show exceptions only?	(No)		
– Job Run Schedule Date			
- Job Run Schedule Time	٥		
Save As Favorite	Save		

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.



=	Approvals
۹	All Tasks 👻
8	JE_APPROVAL
ď	Pending Terry Albertson
Ø	Group: Since: 8/18/2019 12:08:17 PM
	Future Group: DEPT_JE_120
C	Future Group: AUDITOR3
Ċ	Link to Task List
B	 Approve
E	🗙 Reject
<i>s</i> € ↓	🖱 Hold
	← Forward

The Approvals will update to show the next approval group in the workflow. The number of approval groups in 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.