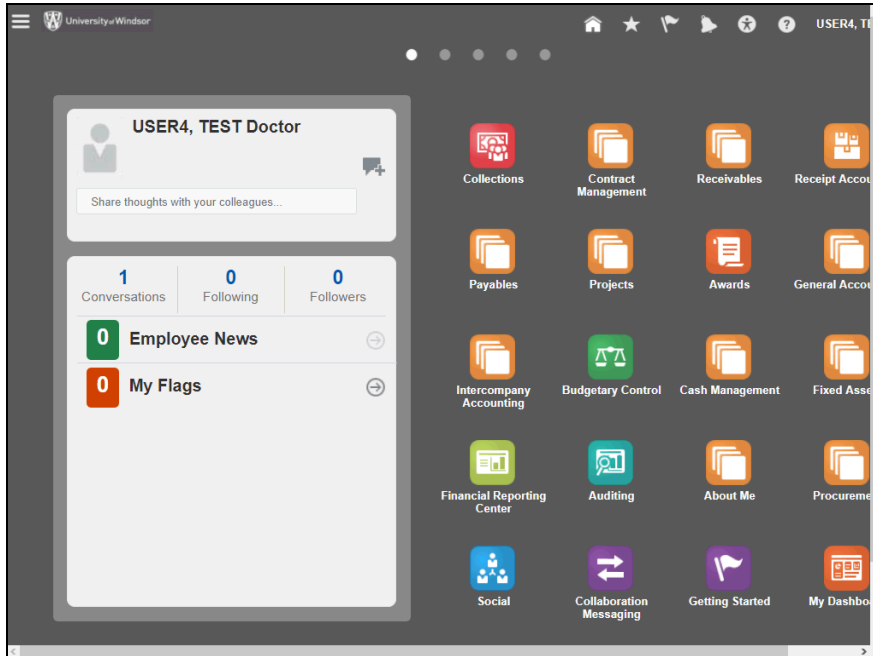



GL 01: Enter a journal entry into the system
Created on 2/27/2018

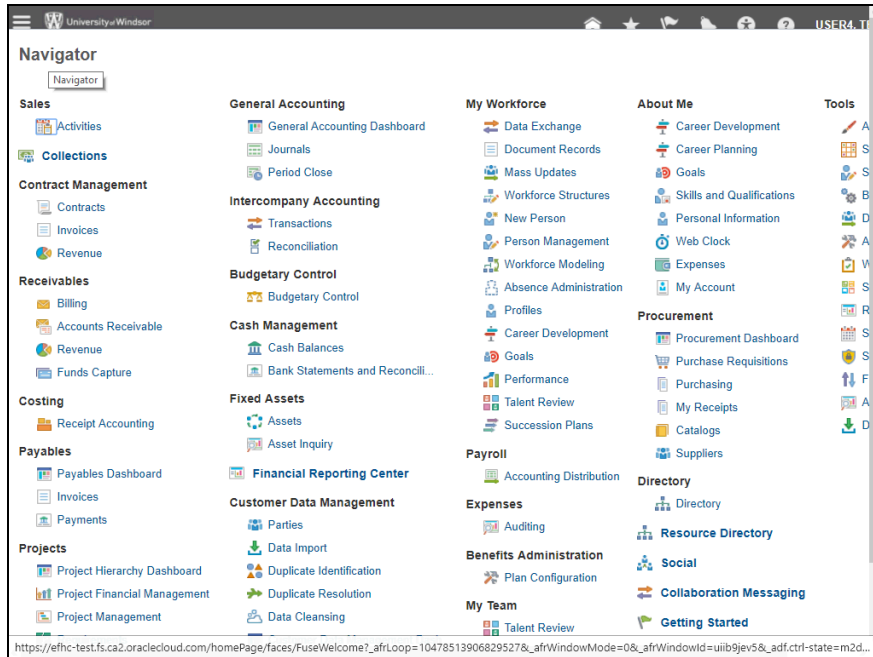
GL 01: Enter a journal entry into the system


Procedure

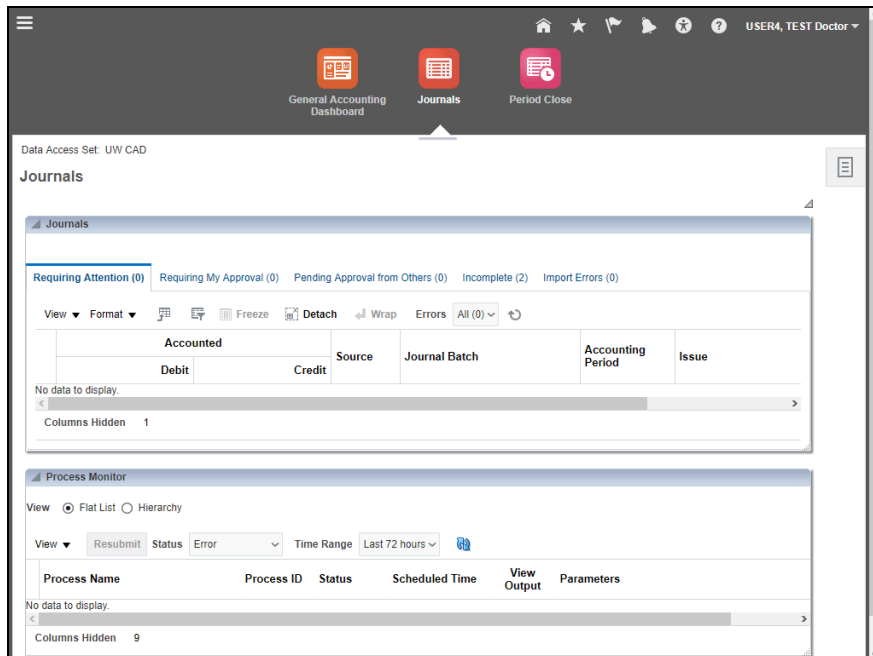
This User Guide outlines the steps required to enter a journal entry into the system.




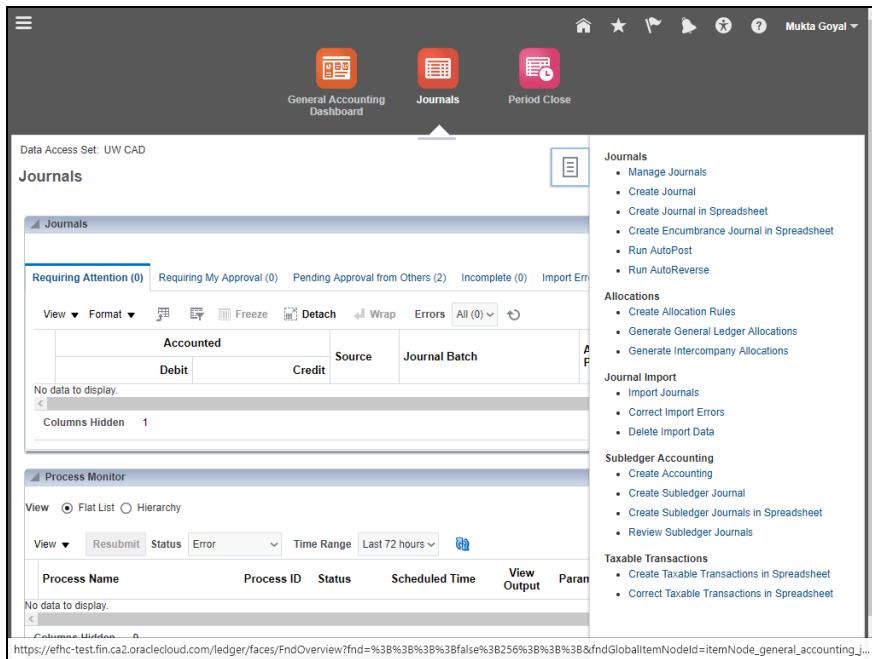
Step	Action
1.	Click the General Accounting button. 



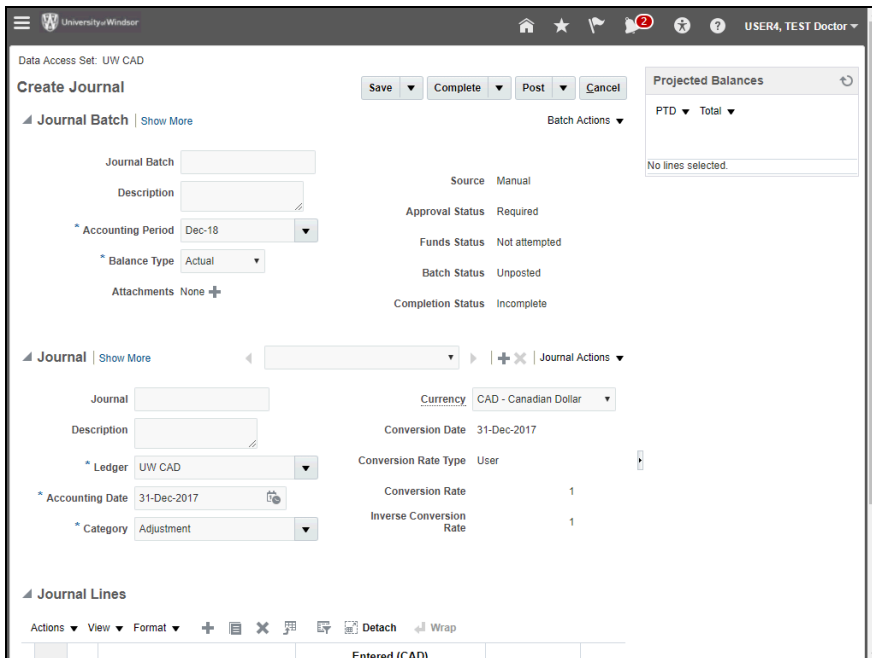
Step	Action
2.	Click the Journals button. 



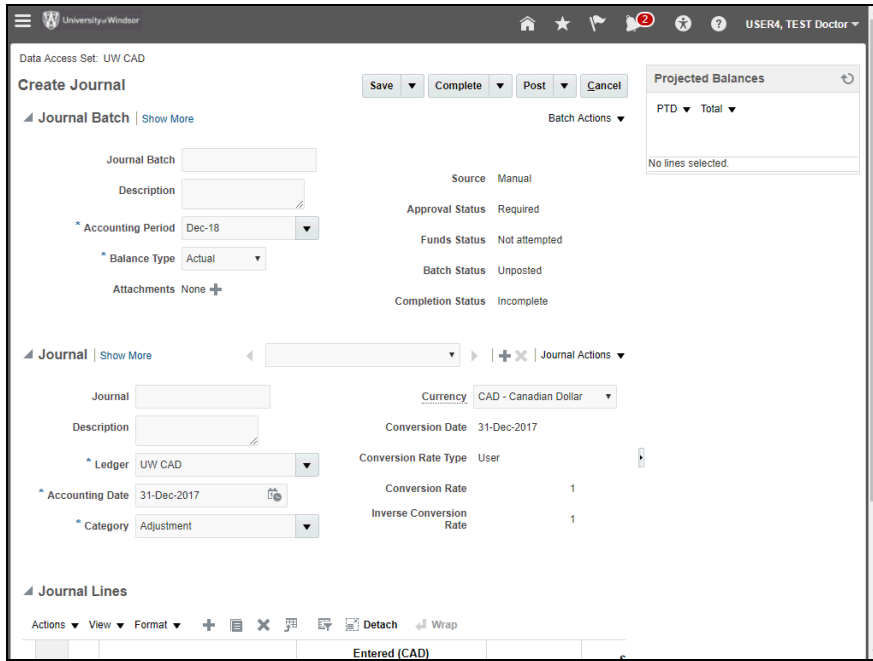
Step	Action
3.	Click the Go to Task menu. 



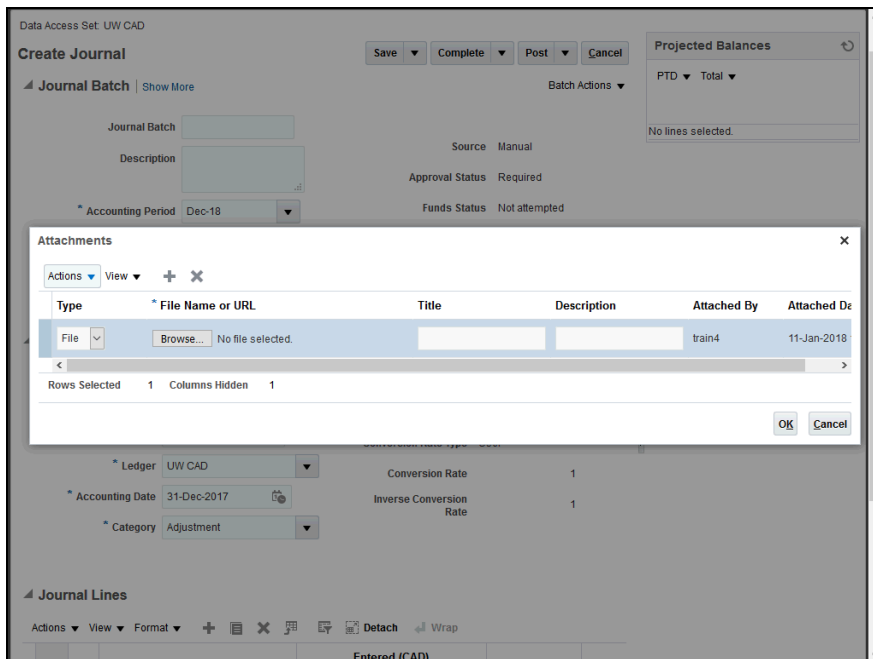
Step	Action
4.	Click the Create Journal link. Create Journal



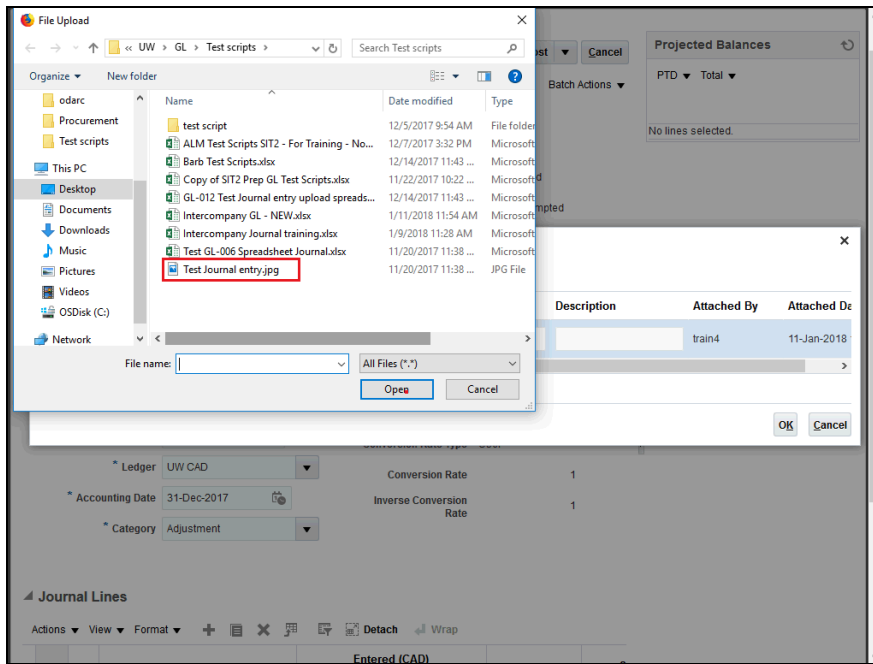
Step	Action
5.	Validate the Accounting Period is correct and change as required.



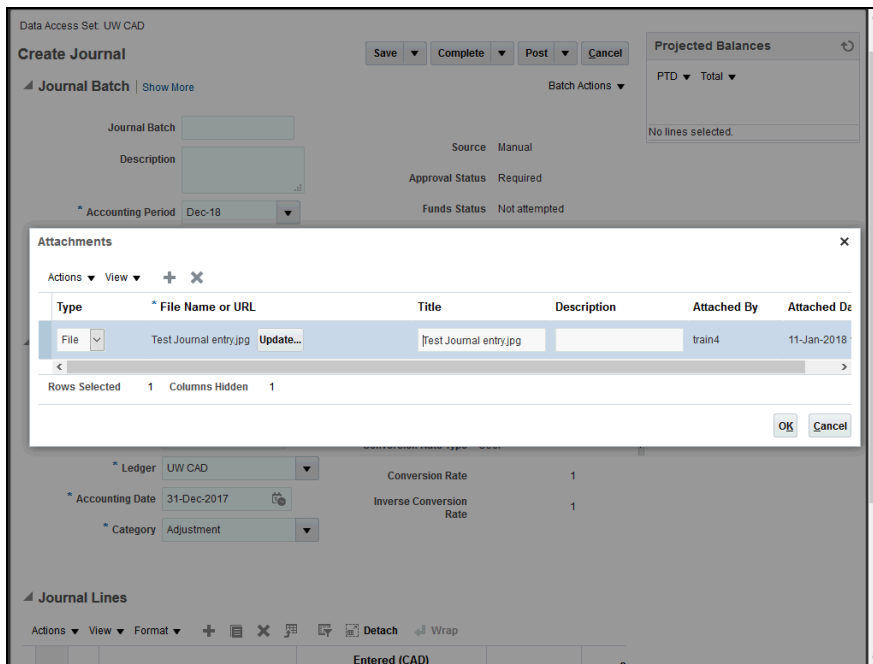
Step	Action
6.	<p>Click the "+" icon to add attachments. Add journal entry backup documentation, such as emails or spreadsheets, in this area.</p> <p style="text-align: center;">+</p>



Step	Action
7.	<p>Click the Browse button to add files.</p> <p style="text-align: center;">Browse...</p>



Step	Action
8.	Select the file and Click the Open button.



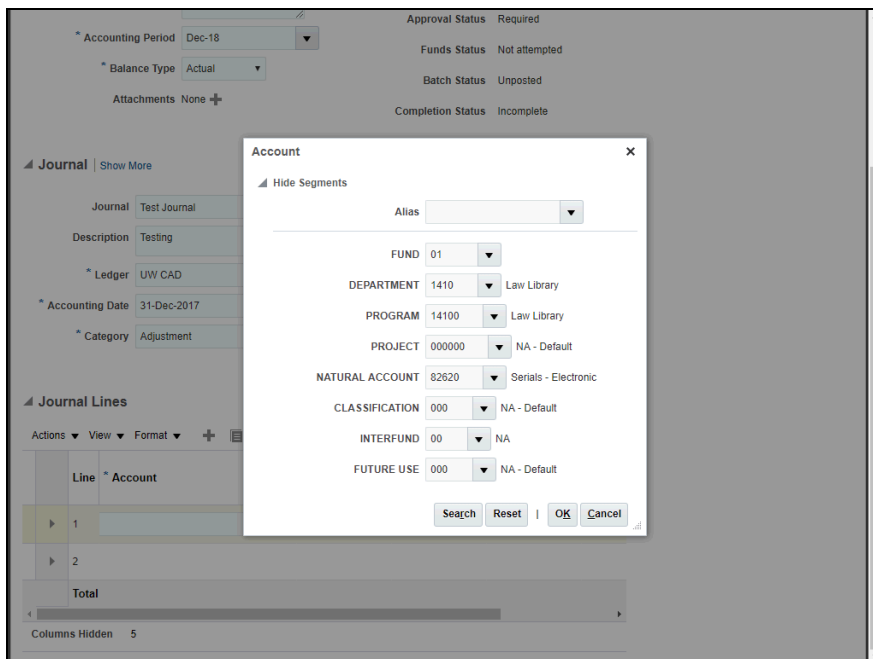
Step	Action
9.	Click the OK button.


Step	Action
10.	Enter the journal name into the Journal field. Note: Please use the following naming convention for your journals in order to facilitate finding your journal entry better: userid mmddyyyy .

Step	Action
11.	Enter description into the Description field. Please ensure you put as much detail as possible in the entry to aid with review and posting

Step	Action
12.	Enter details for each required line. Repeat steps 12 through 17 as required. Click the Operating Unit list of values button.

Step	Action
13.	Enter the appropriate information into the following fields: FUND DEPARTMENT PROGRAM PROJECT NATURAL ACCOUNT CLASSIFICATION INTERFUND FUTURE USE



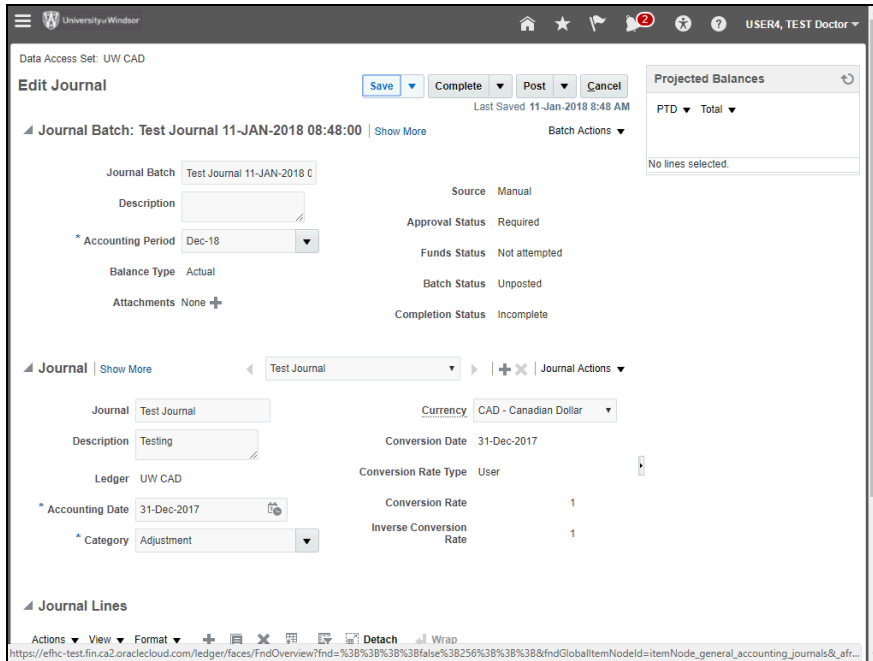
Step	Action
14.	Click the OK button. 


The screenshot shows the 'Journal Lines' section of the journal entry form. The 'Entered' field for line 1 is highlighted, and a tooltip is displayed with the format '#,##0.00;' and the value '2500'. The 'Debit' column is also visible.

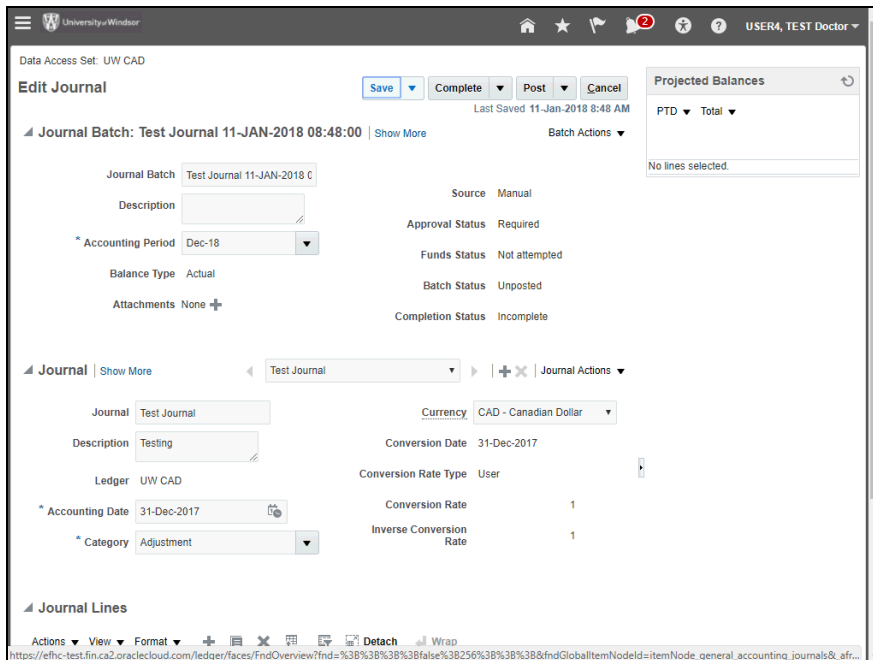
Step	Action
15.	Enter the details into the Debit or Credit field. Note: do NOT enter a negative for a credit. Input a positive number in the credit column.

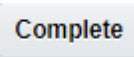
The screenshot shows the 'Journal Lines' section of the journal entry form. The 'Description' field for line 1 is highlighted, and a tooltip is displayed with the value 'Description'. The 'Entered (CAD)' field shows the value '2,500.00'.

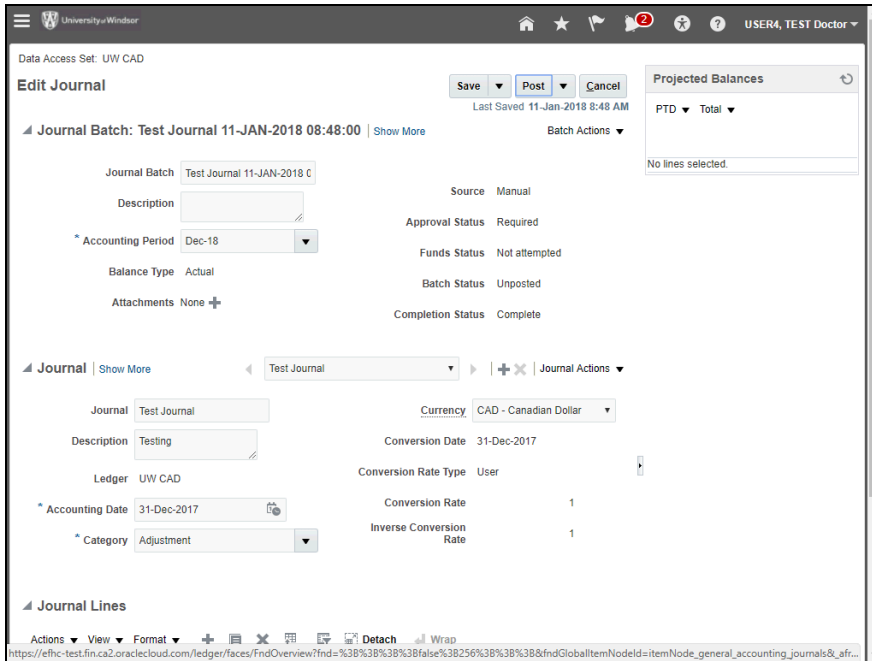
Step	Action
16.	Enter the description into the Description field.




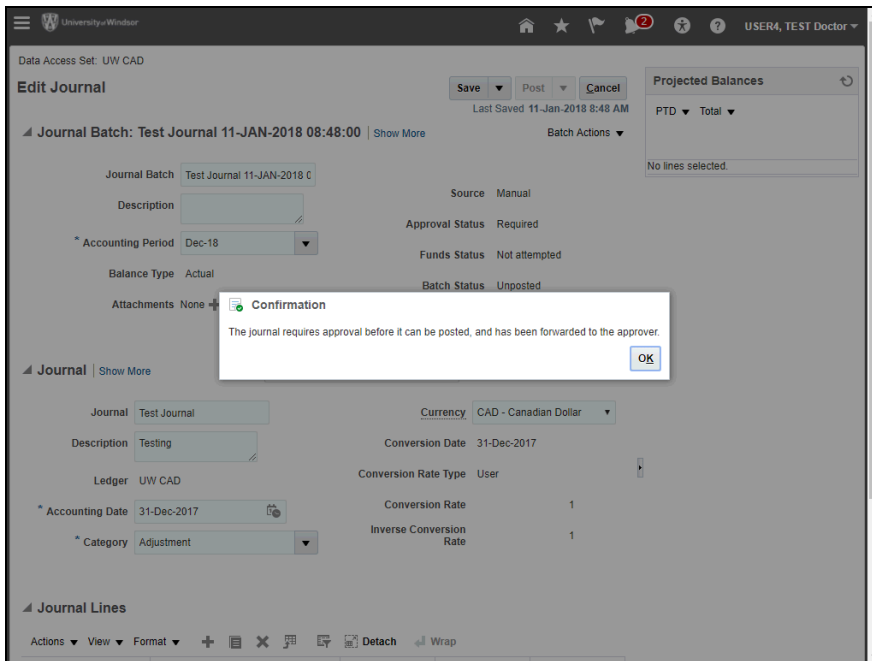
Step	Action
17.	Click the Save button. 




Step	Action
18.	Click the Complete button. 



Step	Action
19.	Click the Post button. 



Step	Action
20.	Click the OK button, Then click the Cancel button. 

The screenshot displays the 'Edit Journal' screen in the UWinsite application. At the top, it shows the user 'USER4, TEST Doctor' and the data access set 'UW CAD'. The main section is titled 'Edit Journal' and contains several input fields and status indicators. The 'Journal Batch' is 'Test Journal 11-JAN-2018 C'. The 'Description' is empty. The 'Accounting Period' is set to 'Dec-18'. The 'Balance Type' is 'Actual' and 'Attachments' are 'None'. The 'Source' is 'Manual', 'Approval Status' is 'Required', 'Funds Status' is 'Not attempted', 'Batch Status' is 'Unposted', and 'Completion Status' is 'Complete'. Below this, the 'Journal' section shows 'Test Journal' as the journal name, 'Testing' as the description, 'UW CAD' as the ledger, and '31-Dec-2017' as the accounting date. The category is 'Adjustment'. Conversion information shows a date of '31-Dec-2017', a rate of '1', and an inverse conversion rate of '1'. On the right, the 'Projected Balances' panel shows 'PTD Total' with 'No lines selected'. The bottom of the screen has a toolbar with options like 'Actions', 'View', 'Format', and 'Detach'.

Step	Action
21.	End of Procedure.