



General Ledger Manual

This manual walks you through Adding, Copying, Editing and Budget Checking Journals as well as Inquiring on Journals and Running General Ledger Reports.

State of Vermont
Department of Finance & Management
September - 2020

Revisions to Manual

September 2020

- Corrected the Enter a Journal (ONL) to correct an Account and Enter a Journal (ONL) to correct a Chartfield other than Account exercises

July 2020

- Corrected the Copy a Journal Entry exercise

July 2019

- Added VT_AMORTIZATION_TYPE query reference to the Create an Amortization Schedule exercise

April 2019:

- Manual finalized

December 2018:

- Manual written

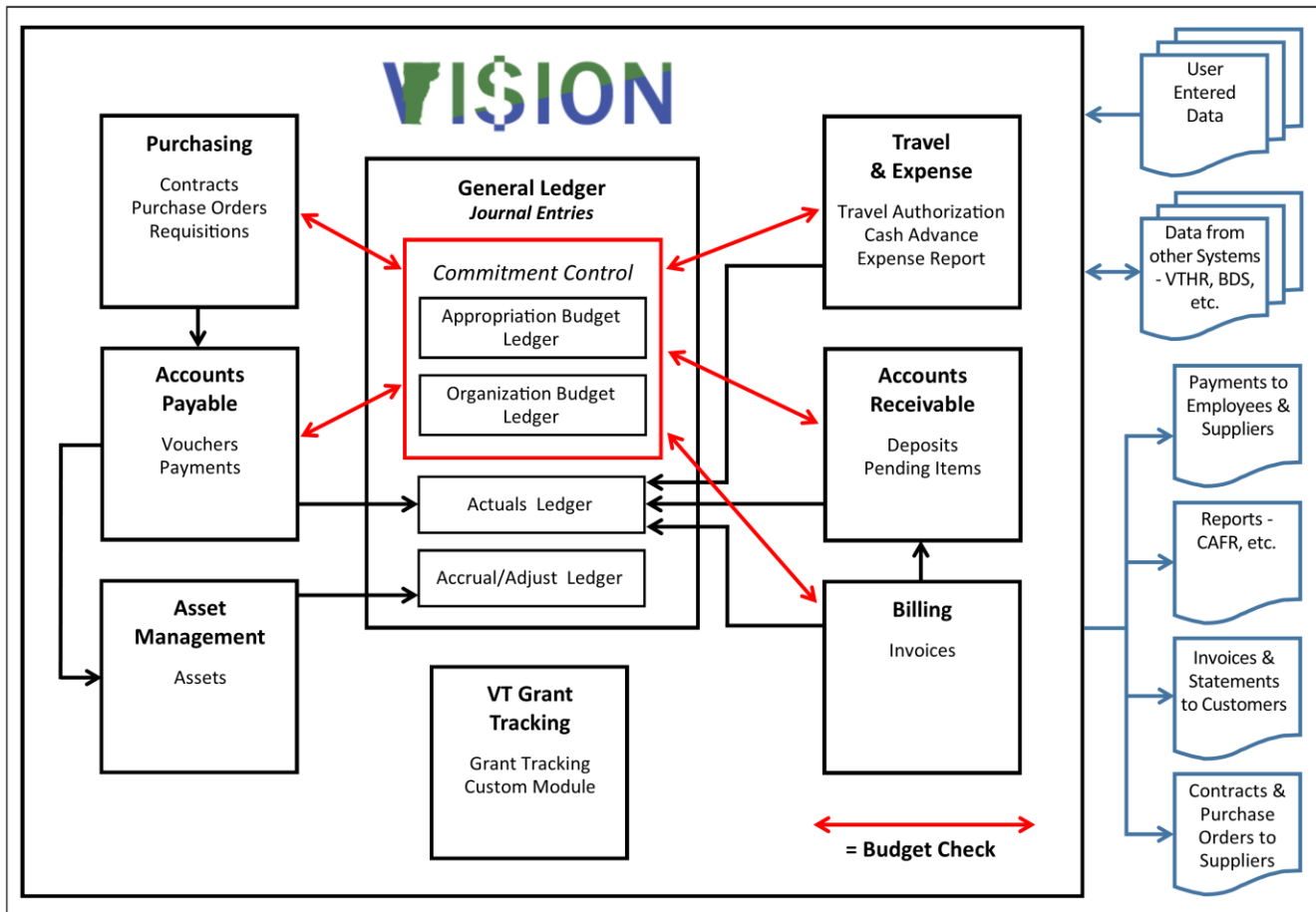
Table of Contents

Revisions to Manual.....	2
Introduction to the General Ledger Module	5
General Ledger Transactions.....	6
General Ledger Periods.....	7
General Ledger FAQ's	8
Transfer Types in VISION.....	9
Requirements Regarding Processing Journal Entries	12
State of Vermont Required Fields	14
General Ledger Process Flow Chart	15
ACTUALS Ledger vs the ACCRL/ADJ Ledger	16
Enter a Journal (ONL) to Correct an Account	17
Enter a Journal (ONL) to Correct a Chartfield other than Account.....	22
Enter an Initiating Grant Transfer Journal Entry (TSF).....	29
Enter a Responding Grant Transfer Journal Entry (TSF)	34
Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF)	38
Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF)	43
Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF)	48
Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF).....	53
Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services	58
Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services.....	63
Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year	68
Enter a Responding Prior Year Interunit Journal Entry (TSF).....	71
Enter an Initiating Transfer of Receipt Journal Entry (TSF).....	73
Enter a Responding Transfer of Receipt Journal Entry (TSF)	78
Enter an Intraunit Transfer Journal Entry (ONL) to Period 998	83
Create an Amortization Schedule	85
Allocate Interest Income.....	94
Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger - Internal Service Funds and Enterprise Funds and Fiduciary Funds Only	106
Enter Year End Accrual and Reversal Journal Entries for the ACCRL/ADJ Ledger – Internal Service Funds, Enterprise Funds and Fiduciary Funds Only	110
Edit a Saved Journal Entry.....	117
Edit Error Corrections	120
Budget Check a Journal.....	129
Submitting a Journal for Approval	132
Deny a Journal Entry	134

Updating a Denied Journal Entry	137
Approving a Journal Entry	140
Post a Journal.....	143
Copy a Journal Entry	146
Copy and Reverse a Journal Entry	150
Print a Journal Entry.....	154
Deleting a Journal Entry	157
Recurring Journal Entries	160
Inquiring on a Journal Entry – Inquiry Page.....	168
Inquiring on a Journal Entry - Using Find an Existing Value Page	171
Journal has an Out of Balance Edit Error – Find & Correct Journal	174
Finding and Correcting Journals in Budget Check Error	178
How do I Find the Cash Balance in My Fund?	184
Who Entered this Journal?.....	185
Ledger Inquiries	187
Reports & Queries.....	194

Introduction to the General Ledger Module

Overview of VISION Financial System



General Ledger Transactions

The General Ledger module summarizes and stores all transactions from sub modules in the form of journal entries. Journal entries are also manually entered directly to the general ledger. The journal source code indicates how the journal was created, as indicated in the listing below:

ADJ	GAAP adjustments entered manually – used by Financial Operations only
ALO	Allocation journals created by the system when the allocation process is run
AM	Journals created by the journal generator process from the asset management module
AMR	Journals created by the generate amortization journal request process from the accounts payable module
AP	Journals created by the journal generator process from the accounts payable module
AR	Journals created by the journal generator process from the accounts receivable module
BI	Journals created by the journal generator process from the billing module
CAJ	Cash adjustments entered manually – Used by the Treasurer’s office only
CNV	Used to book beginning general ledger balances when converting to VISION on 7/1/01 – Used by Financial Operations only
HR	Payroll journal entries interfaced from VTHR and created by the system
INV	Journals created by the journal generator process from the inventory module
ONL	Entered manually by users to book intra-business unit transfers and corrections
TSF	Entered manually by users to book inter-business unit transfers
TSN	Entered manually to book funding and cash transfers directed by statute or legislation – used by Financial Operations or by special permission only

VISION users may enter journals to the general ledger using the journal source codes of ONL and TSF only; unless directed to do otherwise by Financial Operations.

General Ledger Periods

The State of Vermont's fiscal year ends on June 30. The fiscal year coincides with the calendar year of its June 30 ending date; i.e. the fiscal year ending 6/30/2019 is fiscal year 2019. The general ledger periods in VISION coincide with the state's fiscal year rather than a calendar year. July is period 1; August is period 2; ... June is period 12. Period 0 is the carryforward period. Vision also allows for an adjustment period 998 to be used for all adjusting entries to a prior fiscal year. Period 998 is open for approximately two weeks in the beginning of July. A fiscal year of activity would include periods 1 through 12 and period 998.

General Ledger FAQ's

What Information do I need to include in the long description of my journal entry?

Regardless of what the source of your journal is, you should always include a description that truly describes why you are entering the journal and that references the original transaction.

What should I do when a department tells me that they cannot see a transfer journal that I initiated to them on the VT_BU_TRANSFER query?

There are a few criteria that must be met for a journal entry to show on this query. You should check your journal entry to make sure it was completed with the following:

- There is an offsetting line with account 100105 on your journal
- The business unit you are doing the transfer with is entered as the affiliate for all lines of your journal
- You used "TSF" as the source on the header page of your journal
- The journal entry has been approved by your department

Transfer Types in VISION

There are various transfer scenarios that Finance has identified. Transfer types and procedures of how to process them have been established for each scenario and are described in this section. Please refer to VISION Procedure #7 on the Finance & Management website at

<http://finance.vermont.gov/policies-and-procedures/vision-procedures>

Funding Transfers Directed by Statute or Current Year Law

- These transfers are processed by the Department of Finance and Management with a journal source code of TSN. Departments will not process these transfers unless directed to do so by Finance, in which case a written notification will be given to the department. Finance and Management will use transfer in and out account codes 701005, 701505, 720000, and 720005 to transfer funds in these transactions. For non-budgeted transfers Finance and Management will use transfer in and out account codes of 701006, 701506, 720001, and 720006

Inter-Unit Grant Transfers – Reimbursement (Grant) Transfers

- One business unit (sending) furnishes funds to another business unit (receiving) with **NO expectation of reimbursement or services provided, except as required by the terms of a grant agreement or MOU if applicable**
- These transfers should be budgeted by the sending department as a grant expenditure and should be budgeted by the receiving department as a funding source in fund 21500. These transfers are processed with a journal source code of TSF. The sending department will debit the proper grant expenditure account code (account codes in the 550--- series for all departments and the 6----- series for AHS only) under the proper fund and DeptID and credit cash account 100105 under the proper fund and DeptID. The receiving department will debit cash account 100105 under fund 21500 and the proper DeptID and credit revenue account 495000 under fund 21500 and the proper DeptID

Note: If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to obtain authority to spend the funds received by the transfer.

Note: The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 495000.

Inter-Unit Reimbursement Transfers Non-Budgeted (Refund of Expenditure)

This type of transfer should be used in limited circumstances, in order to prevent understatement of budget-based reporting. Appropriate examples are:

- One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. (Also known as a refund of expenditure.) If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.
- These transfers are processed with a journal source code of TSF. The sending business unit debits the proper expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the expense account, fund, DeptID and any other chartfields used on the original transaction processed to pay the bill

- An employee works for another department. For example, an employee changes jobs in the middle of a pay week. **Important Note:** For reporting purposes, whenever salary codes are used on one side of a TSF journal, they must be used in the same (but opposite) way on the other side. All appropriate salary codes must be used, not just salaries (FICA, Life Ins., etc.). **The initiating department needs to give the salary code breakdown to the responding department**

Note: *In the description of the journal, the receiving business unit must identify the A/P business unit and Voucher ID or Journal ID on which the original bill was paid.*

Note: *Please refer to VISION Procedure #6 <http://finance.vermont.gov/policies-and-procedures/vision-procedures> on our Finance and Management website for information on how to process prior year refund of expenditures.*

Surplus Property Sales

- Must be received into **Surplus Property Special Fund 21584**. If the item was originally expensed, use Revenue account 480001 (**Sale of Surplus Property**). If the item was originally capitalized, use Revenue account **480030 (Proceeds from Sale of Assets)**
- If you did not receive spending authority in Fund 21584 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to receive spending authority for your surplus property receipts

Note: *Internal Service funds are the exception.*

Inter-Unit Reimbursement Transfers Budgeted

- One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other state departments
- The department providing the funds includes the reimbursement as an expenditure on their budget. The business unit providing the service budgets the reimbursement as a funding source under fund 21500. The transfer is processed with a journal source code of TSF. The sending business unit debits the proper expenditure account, fund and DeptID for the service provided and credits cash account 100105. The receiving business unit debits cash account 100105 under fund 21500, and the proper DeptID and credits revenue account 490000 under fund 21500 and the proper DeptID

Important Note: *If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to obtain authority to spend the funds received by the transfer.*

Note: *If the Inter-Unit Grant transfer has not been budgeted, the receiving department must still receive the transfer into fund 21500 and then process an excess receipt request to receive spending authority in this fund.*

Note: *The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 490000.*

Inter-Unit Transfer of Receipts

- One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to
- This transfer is processed with a journal source code of TSF. The sending business unit debits the revenue code, fund, DeptID, and other chartfields used on the original transaction to post the receipt, and credits cash account 100105. The receiving business unit must debit cash account 100105 and credit the appropriate revenue account

Note: In the description of the journal, the sending department must identify the A/R business unit and Deposit ID or Journal ID in which the original receipt was posted.

Intra-Unit Transfers

- Expenditure and revenue transfers and corrections between chartfields within the same general ledger business unit are processed as intra-unit transfers
- These transfers are processed with a journal source code of ONL. If the transfer or correction is between a fund, DeptID or any other chartfield other than account, offsetting debit and credits to cash account 100106 must be used. If the transfer or correction is between accounts only, then offsetting debits and credits to cash account 100106 are not needed

Note: Corrections to chartfield information on transactions originating from an AP Voucher must be corrected using a Journal Voucher in AP and not with an Intra-Unit Transfer.

Inter-unit Transfer for Payment of Goods or Services

- One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units
- This transfer is processed with a journal source code of TSF. The sending business unit debits an appropriate expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the appropriate revenue account

Note: If the receiving business unit is set up as a vendor in the accounts payable module, the sending business unit must process an AP voucher to pay for the goods and services and not an Inter-unit transfer.

Requirements Regarding Processing Journal Entries

Departments must follow certain guidelines when entering interunit and intraunit transfer journals in the General Ledger Module to ensure that the transactions can be reported correctly and researched easily. The following describes requirements for the two types of transfers.

Interunit Transfer Journal Entries (TSF)

VT_BU_TRANSFER Query - Departments are responsible for running this query on a regular basis throughout the month to see if they have outstanding transfers to process. The query must also be run by each department on the 26th of each month to see what journals need to be responded to before the last day of the month.

Timing of interunit transfer journal entries (TSF) - All TSF journals MUST be initiated by the 25th of the month. Any TSF journals that are initiated after the 25th of the month may be deleted. All responding TSF journals MUST be entered by the last day of the month. These time requirements will allow all revenues to be processed by the end of the month so that Financial Operations can produce the Comparative Statement of Revenues Report on the first day of the new month.

Debit/Credit Memo deadlines (TSF) - All Debit/Credit memo adjustments must be processed within 5 business days of receipt from the Treasurer's Office. See the Debit/Credit Memo job aid at <http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance>

Note: *This is an initiating TSF journal entry so they must be entered by the 25th of the month or wait until the 1st day of the following month.*

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).

Balanced Journal Entries - All journals must be balanced by fund, DeptID, class, program, and project/grant. Cash Account 100105 must be used in both sides of the TSF journal and must net to zero between both journals (debit on receiving side; credit on paying side).

Importance of Proper Chartfield Use - It is important to realize that the guidelines and requirements for TSF's as outlined in VISION Procedure #7, found on the Finance and Management website at <http://finance.vermont.gov/policies-and-procedures/vision-procedures>, are a result of **Statewide Reporting Requirements**. It is critical that TSF's are processed correctly for statewide budget and GAAP reporting, including preparation of the CAFR, to be completed timely and accurately.

Proper use of revenue accounts 490000 and 495000 and fund 21500 allows the Reporting section to identify interdepartmental fund transfer transactions and eliminate them from their reporting data. Use 495000 to receive funds for Reimbursement (Grant) Transfers and use 490000 to receive funds for Reimbursement Transfers for Services.

Editing, budget checking and approving interunit transfer journals - TSF journals must be edited, budget checked, AND submitted for approval. The approval will go to the department's approval pool. Once approved by the department, it will be submitted to Finance for final approval where they will match it to the corresponding entry.

The following must match on both sides of the journals before they can be posted:

- Journal ID
- Journal Date
- Reference
- Journal class

Affiliate (Business Unit of other Department) must be on all lines of the journal.

Intraunit Transfer Journal Entries (ONL)

Correcting transactions originating in accounts payable - Transactions originating in the Accounts Payable Module must be corrected by doing a journal voucher in Accounts Payable and not an ONL journal in the General Ledger.

Timing of intraunit transfer journal entries (ONL) - Departments may enter intraunit transfer journal entries at any time during the month. Departments also have the first 5 business days of each month to enter intraunit transfer journal entries for the previous month.

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and the original VISION transaction id. (HR Journal ID, Deposit ID and AR Business Unit, or TSF Journal ID).

Balanced Journal Entries - All journals must be balanced by fund, DeptID, class, program, and project/grant. This means that the debits for each fund, DeptID, etc. must equal the credits for each fund, DeptID, etc.. When transferring amounts from one fund to another, one DeptID to another, etc., departments must use cash account 100106 to balance intraunit transfer journal entries (ONL).

Editing and budget checking intraunit transfer journals (ONL) - Departments must edit, budget check, and approve all ONL journal entries in order for the journals to post. All ONL journal entries for the previous month must be edited, budget checked, and approved by the 5th working day of the current month or they may be deleted by Financial Operations.

State of Vermont Required Fields

Note: Departments may define additional required fields as needed for their own business process.

Header Page

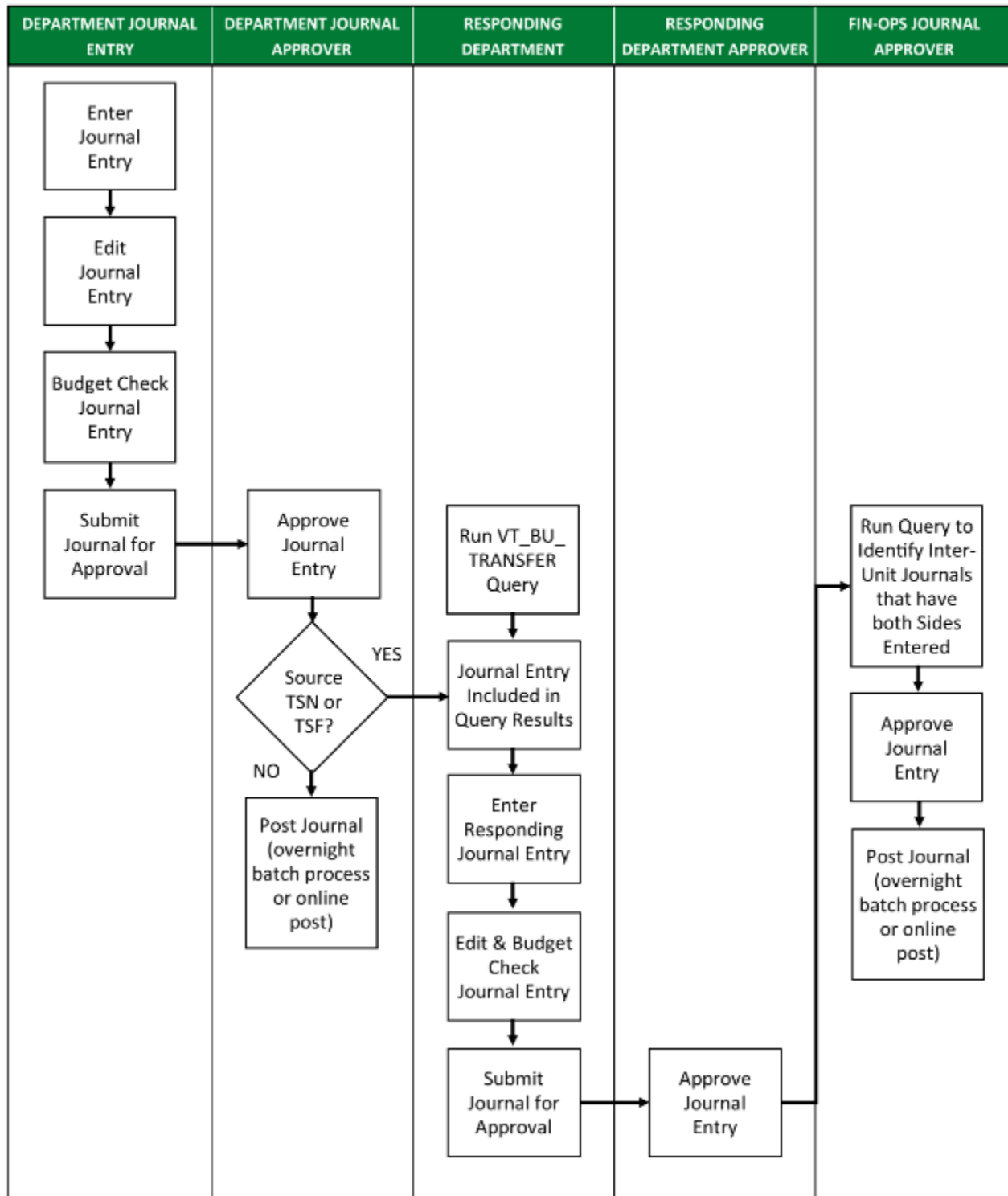
- Long Description
- Ledger Group (defaults as Actuals)
- Source (defaults as ONL)
- Reference Number (for TSF journal entries)
- Journal Class (Must be populated with either “CY” for current fiscal year or “PY” for prior fiscal year.)
- Transaction Code (defaults as General – accept default)
- Adjusting Entry (Defaults as Non-Adjusting. Should only be changed if entering journals to period 998 at fiscal year-end.)
- Period (Defaults based on journal date. Should only be changed if selecting period 998 to record correcting journals at fiscal year-end.)

Lines Page

- Unit (defaults in from Header page)
- Account
- Fund
- Dept
- Affiliate (If a TSF journal)
- Amount
- Journal Line Description (defaults based on account code chosen)

General Ledger Process Flow Chart

Journals



ACTUALS Ledger vs the ACCRL/ADJ Ledger

VISION includes multiple ledgers that are merged together to produce full accrual basis Financial Statements that are in accordance with generally accepted accounting principles as prescribed by the Government Accounting Standards Board. The two ledgers that departments have day-to-day exposure to are the ACTUALS Ledger and the ACCRL/ADJ Ledger.

ACTUALS Ledger

The ACTUALS Ledger is where transactions from sub modules such as, Accounts Payable, Accounts Receivable and Billing, Journal Generate and post to. The Journal Generate process takes the accounting entries from the posted transaction in the sub module and creates a journal entry on the ACTUALS ledger in the General Ledger Module. Expenditure transactions recorded in the ACTUALS ledger are also recorded in the commitment control ledger.

ACCRL/ADJ Ledger

The ACCRL/ADJ Ledger is the ledger where capital assets are recorded and depreciated. The Journal Generate process takes the accounting entries from the posted Asset Management module transactions and creates a journal entry on the ACCRL/ADJ ledger in the General Ledger Module. Internal service, enterprise and fiduciary funds also use the ACCRL/ADJ Ledger to record full accrual adjustment entries such as accounts payable, payroll, and compensated absences liabilities, as well as additional receivables at fiscal year-end.

Journal entries are entered and processed the same way in each ledger. When adding a journal, departments choose the appropriate ledger on the header page of the journal.

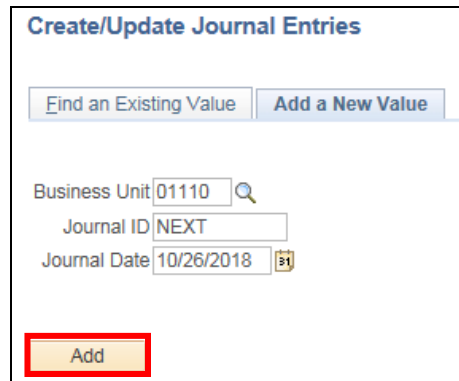
Enter a Journal (ONL) to Correct an Account

Possible situations when this function is used: To correct an account used on a deposit. To correct an account used on a TSF or an ONL journal entry.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** -
 - a. Leave as NEXT if entering an ONL journal for an initial correction or if entering an ONL journal for a reallocation of cost
 - b. **Or** if a previously manually entered ONL or TSF Journal ID requires a correction, change the Journal ID to match the Journal ID of the ONL or TSF journal being corrected. (**Note: journal date must be different than the original journal**)
 - c. **Or** if a system generated journal requires a correction, follow the guidance outlined in [VISION Procedure #7: General Ledger Transfers](#) and enter the correcting ONL journal using a Journal ID of NEXT (Note: this is in reference to journals associated with a source other than ONL or TSF)
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date (Note: The journal can be backdated to the previous month as long as it is within the first 5 business days of the next month. The exception to this is the end of the fiscal year. Period 998 must be used to make adjusting entries at the end of the fiscal year)
4. Click **Add**

The **Header** page displays. See page 16 for required fields.

The screenshot shows the 'Header' page of a journal entry system. At the top, there are tabs: 'Header' (selected), 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is '01110', 'Journal ID' is 'NEXT', and 'Date' is '10/26/2018'. A red box highlights the 'Lines' tab. Another red box highlights the '*Long Description' text area, which has a '254 characters remaining' indicator. A third red box highlights the '*Source' dropdown menu, which is currently set to 'ONL'. Other fields include '*Ledger Group' (ACTUALS), 'Adjusting Entry' (Non-Adjusting Entry), 'Fiscal Year' (2019), 'Period' (4), 'ADB Date' (10/26/2018), 'Reference Number', '*Journal Class', 'Transaction Code' (GENERAL), 'SJE Type', 'Currency Defaults' (USD / CRRNT / 1), 'Attachments' (0), 'Reversal' (Do Not Generate Reversal), 'Entered By' (ETEST), 'Entered On', 'Last Updated On', 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description** - Enter a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable
6. **Journal Class (Required)** - CY – Current Year; PY – Prior Year
7. Click on the **Lines** tab

The **Lines** page displays:

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID NEXT Date 10/26/2018
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines Personalize | Find |

Select	Line	Account	Fund	Dept	Program	Class	Project	Affiliate	Debit Amount	Credit Amount
<input type="checkbox"/>	1	520000	10000	1110030000					50.00	
<input type="checkbox"/>	3		10000	1110030000						50.00

Lines to add

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	50.00	50.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

In the Lines box, business unit and ledger defaults from the header page.

Under Lines; Line 1:

8. **Account** - Enter account from original transaction that is being corrected
9. **Fund** - Enter fund from original transaction that is being corrected
10. **DeptID** - Enter DeptID from original transaction that is being correct
11. **Class** - Enter class from original transaction that is being corrected
12. **Program** - Enter program from original transaction that is being corrected
13. **Project/Grant** - Enter project/grant from original transaction that is being corrected
14. **Debit Amount** - Enter amount of correction here if amount on original transaction is a credit
15. **Credit Amount** - Enter amount of correction here if amount on original transaction is a debit
16. **Affiliate** - Enter affiliate number (BU) if a TSF journal
17. Click the **+** sign next to lines to add a line

Line 2 is added. All chartfields, except account, from line 1 are defaulted in line 2. The amount in line 2 defaults to balance the journal:

Unit 01110 Journal ID NEXT Date 10/26/2018

Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Select	Line	Dept	Program	Class	Project	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget
<input type="checkbox"/>	1	1110030000					50.00		USD	10/26/2
<input type="checkbox"/>	3	1110030000						50.00	USD	10/26/2

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	50.00	50.00	N	N

Save Notify Refresh Add Update/Display

Under Lines; Line 2:

18. **Account** - Enter the new account that you are moving the original transaction to
19. **Fund** - Leave as default from line 1
20. **DeptID** - Leave as default from line 1
21. **Class** - Leave as default from line 1
22. **Program** - Leave as default from line 1
23. **Project/Grant** - Leave as default from line 1
24. **Debit Amount** - Leave as default, which balances the journal
25. **Credit Amount** - Leave as default, which balances the journal
26. Click **Save**

The following Message opens - Journal entry has been saved:

Message

Journal 0002491170 is saved. (5210,6)

OK

A Journal ID has been assigned if the journal ID was NEXT when added.

27. Click **OK**

The Journal now needs to be edited and budget checked. Remember; a successful edit check automatically invokes the Budget Check process.

The screenshot shows the top section of a journal entry form. At the top are tabs: Header, Lines, Totals, Errors, and Approval. Below these, the form displays 'Unit 01110', 'Journal ID NEXT', and 'Date 10/26/2018'. There are links for 'Template List' and 'Change Values'. A button labeled 'Inter/intraUnit' is on the left. A red box highlights a drop-down menu labeled '*Process' with 'Edit Journal' selected. Another red box highlights a button labeled 'Process'.

28. Select **Edit Journal from the *Process drop-down menu**

29. Click [Process](#)

The journal now shows Journal Status valid and Budget Status valid:

The screenshot shows a table with three columns: Credits, Journal Status, and Budget Status. The first row shows '200.00' in the Credits column, and 'V' in both the Journal Status and Budget Status columns. A red box highlights the Journal Status and Budget Status columns. Below the table are buttons for 'Add' and 'Update/Display'.

Credits	Journal Status	Budget Status
200.00	V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Enter a Journal (ONL) to Correct an Account is Complete

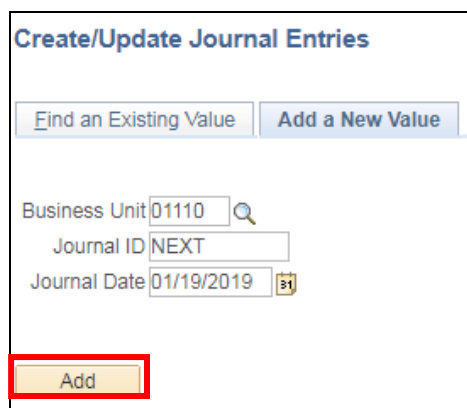
Enter a Journal (ONL) to Correct a Chartfield other than Account

Possible situations when this function is used: To correct a fund, DeptID, class, program or project/grant or any combination of these chartfields and an account that are used on any transaction with the exception of transactions originating in the Accounts Payable module. **Transactions that originate in the Accounts Payable module must be corrected with a journal voucher in the Accounts Payable module.**

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** –
 - a. Leave as NEXT if entering an ONL journal for an initial correction or if entering an ONL journal for a reallocation of cost
 - b. **Or** if a previously manually entered ONL or TSF Journal ID requires a correction, change the Journal ID to match the Journal ID of the ONL or TSF journal being corrected. (**Note: journal date must be different than the original journal**)
 - c. **Or** if a system generated journal requires a correction, follow the guidance outlined in [VISION Procedure #7: General Ledger Transfers](#) and enter the correcting ONL journal using a Journal ID of NEXT (Note: this is in reference to journals associated with a source other than ONL or TSF)
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The screenshot shows the 'Header' page of a journal entry form. The 'Header' tab is selected. The 'Long Description' field is highlighted with a red box and contains the text 'Correct Fund for journal transaction #012345, BU 011110 dated 01/10/19'. Other fields include 'Unit' (01110), 'Journal ID' (NEXT), 'Date' (01/19/2019), '*Ledger Group' (ACTUALS), '*Source' (ONL), 'Fiscal Year' (2019), 'Period' (7), 'ADB Date' (01/19/2019), '*Journal Class' (CY), and 'Transaction Code' (GENERAL). There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description, a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable
6. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
7. Click on the **Lines** tab

The **Lines** page displays:

Unit 01110 Journal ID NEXT Date 01/19/2019
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS							

Lines to add 1

Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

8. **Account** - Enter account from original transaction that is being corrected
9. **Fund** - Enter fund from original transaction that is being corrected
10. **DeptID** - Enter DeptID from original transaction that is being corrected
11. **Class** - Enter class from original transaction that is being corrected
12. **Program** - Enter program from original transaction that is being corrected
13. **Project/Grant** - Enter project/grant from original transaction that is being corrected
14. **Debit Amount** - Enter amount of correction here if amount on original transaction is a credit
15. **Credit Amount** - Enter amount of correction here if amount on original transaction is a debit
16. Click the icon to add a line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2:

The screenshot shows the General Ledger interface with the following details:

- Header:** Unit 01110, Journal ID NEXT, Date 01/19/2019, Template List, Inter/IntraUnit, *Process Edit Journal, Process.
- Lines Table:**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			
- Lines to add:** 1, with a '+' icon highlighted by a red box and a red arrow pointing to it.
- Totals Table:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N
- Buttons:** Save, Notify, Refresh, Add, Update/Display.

Under Lines; Line 2

16. **Account** - Set to 100106
17. **Fund** - Leave as default from line 1
18. **DeptID** - Leave as default from line 1
19. **Class** - Leave as default from line 1
20. **Program** - Leave as default from line 1
21. **Project/Grant** - Leave as default from line 1
22. **Debit Amount** - Leave as default, which balances the journal
23. **Credit Amount** - Leave as default, which balances the journal
24. Click the + icon to add a line

Line 3 is added. All chartfields from line 2 are defaulted in line 3 except account:

The screenshot shows the 'Lines' tab in the General Ledger system. The interface includes a header with tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active, displaying a table with columns for Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Dept, Program, Class, and Project. Line 3 is highlighted with a green border, and the account field is highlighted with a red border. A red arrow points to the '+' icon in the 'Lines to add' section.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS			10000	1110003000			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	3	100.00	100.00	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display

Under **Lines; Line 3**

- 25. Account** - If correcting the account, enter the new account you are changing the original transaction to, otherwise enter account from original transaction
- 26. Fund** - If correcting fund, enter the new fund you are changing the original transaction to, otherwise leave as default from line 2
- 27. DeptID** - If correcting DeptID, enter the new DeptID you are changing the original transaction to, otherwise leave as default from line 2
- 28. Class** - If correcting class, enter the new class you are changing the original transaction to, otherwise leave as default from line 2
- 29. Program** - If correcting program, enter the new program you are changing the original transaction to, otherwise leave as default from line 2
- 30. Project/Grant** - If correcting project/grant, enter the new project/grant you are changing the original transaction to, otherwise leave as default from line 2
- 31. Debit Amount** - Enter amount of correction here if amount on original transaction is a debit
- 32. Credit Amount** - Enter amount of correction here if amount on original transaction is a credit
- 33.** Click the **+** icon to add a line

Line 4 is added. All chartfields from line 3 are defaulted in line 4 except account. The amount in line 4 defaults to balance the journal:

Unit: 01110 Journal ID: NEXT Date: 01/19/2019
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		500000	59300	1110003000			
<input type="checkbox"/>	4	01110	ACTUALS			9300	1110003000			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	4	200.00	200.00	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display

Under Lines; Line 4

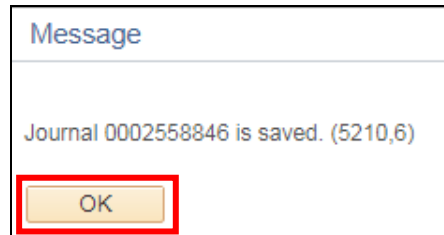
- 34. Account** - Enter 100106
- 35. Fund** - Leave as default from line 3
- 36. DeptID** - Leave as default from line 3
- 37. Class** - Leave as default from line 3
- 38. Program** - Leave as default from line 3
- 39. Project/Grant** - Leave as default from line 3
- 40. Debit Amount** - Leave as default, which balances the journal
- 41. Credit Amount** - Leave as default, which balances the journal

Lines									Personalize Find [A] [B]
Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description	
<input type="checkbox"/>	1			100.00	USD	01/19/2019		Salaries	
<input type="checkbox"/>	2		100.00		USD	01/19/2019		Intraunit Cash Account	
<input type="checkbox"/>	3		100.00		USD	01/19/2019		Salaries	
<input type="checkbox"/>	4			100.00	USD	01/19/2019			

Scroll to the right to view more information.

- 42. Click [Save](#)**

The following **Message** opens:



The journal entry has been saved and a Journal ID assigned. The Journal Status is Not Valid and the Budget Status is Not Valid.

43. Click **OK**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		500000	59300	1110003000			
<input type="checkbox"/>	4	01110	ACTUALS		100106	59300	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	4	200.00	200.00	N	N

The Journal now needs to be edited and budget checked. Remember; a successful Edit Check automatically invokes the Budget Check process.

44. Select **Edit Journal** (default) in the **Process** drop-down box

45. Click **Process**

The journal now shows Journal Status valid and Budget Status valid:

Totals						Personalize	Find	View All	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status						
01110	4	200.00	200.00	V	V						

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

For the Approval Process, see the [Submitting a Journal for Approval](#) exercise in this manual.

For the Posting Process, see the [Post a Journal](#) exercise in this manual.

Enter a Journal (ONL) to Correct a Chartfield other than Account is Complete

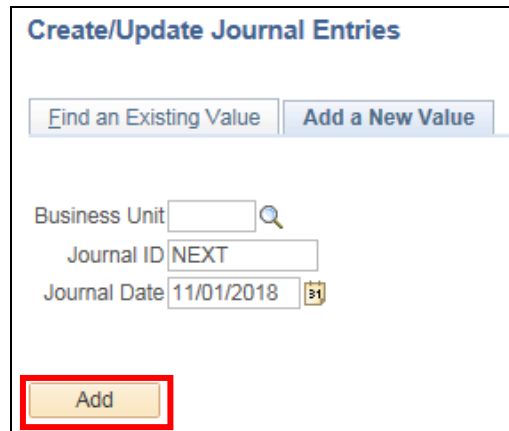
Enter an Initiating Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The Create/Update Journal Entries page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The screenshot shows the 'Header' tab of a journal entry form. Key fields and their values are as follows:

- Unit:** 01110
- Journal ID:** NEXT
- Date:** 11/01/2018
- *Long Description:** A text box with a placeholder instruction: 'Include what the transfer is for, the time period that the transfer pertains to, whether the business unit is sending/receiving the transfer, and the original VISION transaction ID.' It has a 72-character limit.
- *Ledger Group:** ACTUALS
- *Source:** TSF
- Reference Number:** TF110118
- *Journal Class:** CY
- Transaction Code:** GENERAL
- Adjusting Entry:** Non-Adjusting Entry (dropdown)
- Fiscal Year:** 2019
- Period:** 5
- ADB Date:** 11/01/2018
- SJE Type:** (dropdown)
- Currency Defaults:** USD / CRRNT / 1
- Attachments:** (0)
- Reversal:** Do Not Generate Reversal
- Entered By:** ETEST
- Entered On:** (empty)
- Last Updated On:** (empty)
- Buttons:** Save, Notify, Refresh, Add, Update/Display
- Checkboxes:** Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, CTA, Commitment Control

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a long description, a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
- 11. Fund** - If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Enter the appropriate class
- 14. Program** - Enter the appropriate program
- 15. Project/Grant** - Enter the appropriate project/grant
- 16. Affiliate** - Enter Business Unit of department that you are receiving from or sending to
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of grant here
- 18. Credit Amount** - If you are the receiver enter amount of the grant here, if you are the sender leave blank
- 19.** Click the **+** icon to add a line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/01/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows: Line 1 with Account 550500 and Line 2 with Account 100105. Line 2 is highlighted with a red box. The 'Totals' section shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		550500	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

Under **Lines; Line 2**

20. **Account** - Enter account 100105
21. **Fund** - Leave as default from line 1
22. **DeptID** - Leave as default from line 1
23. **Class** - Leave as default from line 1
24. **Program** - Leave as default from line 1
25. **Project/Grant** - Leave as default from line 1
26. **Affiliate** - Leave as default from line 1

Scroll to the right to see additional fields:

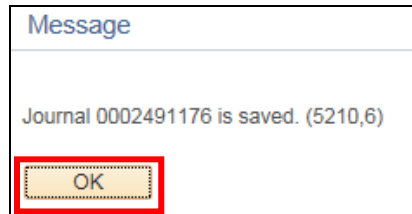
The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/01/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows: Line 1 with Debit Amount 100.00 and Line 2 with Credit Amount 100.00. Line 2 is highlighted with a red box. The 'Totals' section shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1	02140	100.00		JSD	11/01/2018		Other Grants
<input type="checkbox"/>	2	02140		100.00	JSD	11/01/2018		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

27. **Debit Amount** - Leave as default, which balances the journal
28. **Credit Amount** - Leave as default, which balances the journal
29. Choose **Edit Journal** (default) from the **Process** drop-down list
30. Click **Process**

The following **Message** opens:



The journal entry has been saved, edited, and budget checked.

31. Click [OK](#)

The Journal ID has been assigned, the Journal Status is V and the Budget Status is V:

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) <https://finance.vermont.gov/vision-module-support/general-ledger>

Enter an Initiating Grant Transfer Journal Entry (TSF) is Complete

Enter a Responding Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your business unit has run the VT_BU_TRANSFER Query and notice that the other business unit has initiated the transfer.

An example of the VT_BU_TRANSFER Query results are shown below. You can find information on how to run this query in this manual.

	A	B	C	D	E	F	G	H	I	J	K
1	query to ck	7									
2	Unit	Affiliate	Journal ID	Date	Source	Year	Period	Amount	Ref No	Class	Long Descr
3	01260	02140	0002556751	11/1/2018	TSF	2019	5	136.700	TF080118		Public Safety Courier billing for August 2018. dwc (Copied by Finops-Orig entered by DCURRIER dated 10/16/18)
4	08100	02140	0002560509	11/1/2018	TSF	2019	5	-171279.670	TF102418	PY	AOT is paying DPS PY MU0197 Rpt 1 6/1-6/30/18 education for \$171279.67 -DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
5	08100	02140	0002567359	11/1/2018	TSF	2019	5	-24820.120	TF101718	PY	AOT is paying DPS for PY MU0188 Report 03 May 5/1-5/31/18 for DRE 2018 For 24,820.12 -DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
6	08100	02140	0002567374	11/1/2018	TSF	2019	5	-2629.170	TF101718	PY	AOT is paying DPS for PY MU0181 for Education Rpt03 June for \$ 2629.17 -DML (Copied by Finops-Orig entered by DLUCE dated 10/17/18)
7	08100	02140	0002560490	11/1/2018	TSF	2019	5	-49320.360	TF102418	PY	AOT is paying DPS for PY MU0198 6/1-6/30/18 for \$ 49,320.36 -DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
8	08100	02140	0002559194	11/1/2018	TSF	2019	5	-5445.430	TF102218	PY	AOT is Paying DPS for PY MU0182 for 5/1-5/31/2018 Education Rpt02 May invoices for \$ 7415.87 - DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
9	08100	02140	0002559194	11/1/2018	TSF	2019	5	-1970.440	TF102218	PY	AOT is Paying DPS for PY MU0182 for 5/1-5/31/2018 Education Rpt02 May invoices for \$ 7415.87 - DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Create/Update Journal Entries

Business Unit

Journal ID

Journal Date

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

- Business Unit** - Leave as default **or** enter the appropriate business unit
- Journal ID** - Enter the Journal ID from the VT_BU_TRANSFER Query. The journal ID must be the same as is on the query or the journal will need to be deleted
- Journal Date** - Enter the Journal Date from the VT_BU_TRANSFER Query
- Click **Add**

The **Header** page displays with the journal ID entered:

The screenshot shows the 'Header' tab of a journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is 02140, 'Journal ID' is 0002556751, and 'Date' is 11/01/2018. A red box highlights the '*Long Description' field, which contains the text: 'Describe what the transfer is for, the time period the transfer pertains to, whether the business unit is sending/receiving, the original transaction ID and A/P or A/R business unit.' Below this, another red box highlights the '*Source' field, which is set to 'TSF'. A third red box highlights the 'Reference Number' field, which is set to 'TF080118'. Other fields include '*Ledger Group' (ACTUALS), 'Adjusting Entry' (Non-Adjusting Entry), 'Fiscal Year' (2019), 'Period' (5), 'ADB Date' (11/01/2018), '*Journal Class' (CY), and 'Transaction Code' (GENERAL). There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a long description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

The screenshot shows the 'Lines' page in a financial system. The header includes 'Unit 02140', 'Journal ID 0002556751', and 'Date 11/01/2018'. Below the header is a 'Lines' section with a table containing one line item. The line item has fields for 'Account' (495000), 'Fund' (21500), 'Dept' (2140011000), 'Program', 'Class', and 'Project'. A red box highlights the 'Account', 'Fund', and 'Dept' fields. Below the table is a 'Totals' section with a table showing 'Unit 02140', 'Total Lines 1', 'Total Debits 0.00', 'Total Credits 0.00', 'Journal Status N', and 'Budget Status N'. At the bottom are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

9. **Account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
10. **Fund** - If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
11. **DeptID** - Enter the appropriate DeptID
12. **Class** - Enter the appropriate class
13. **Program** - Enter the appropriate program
14. **Project/Grant** - Enter the appropriate project/grant
15. **Affiliate** - Enter Business Unit of department from the VT_BU_TRANSFER Query
16. **Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of grant here
17. **Credit Amount** - If you are the receiver enter amount of the grant here, if you are the sender leave blank
18. Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the Journal Entry interface. At the top, the Unit is 02140, Journal ID is 0002556751, and the Date is 11/01/2018. Below this, there are buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. The 'Lines' section shows two lines: Line 1 with Account 495000 and Line 2 with Account 100105. Line 2's other fields (Fund, Dept, Program, Class, Project) are defaulted from Line 1. A red arrow points from Line 1 to Line 2. The 'Totals' section shows a Total Debit of 136.70 and a Total Credit of 136.70. The 'Process' button is highlighted with a red box.

Under Lines; Line 2

19. **Account** - Enter account 100105
20. **Fund** - Leave as default from line 1
21. **DeptID** - Leave as default from line 1
22. **Class** - Leave as default from line 1
23. **Program** - Leave as default from line 1
24. **Project/Grant** - Leave as default from line 1
25. **Affiliate** - Leave as default from line 1
26. **Debit Amount** - Leave as default, which balances the journal
27. **Credit Amount** - Leave as default, which balances the journal
28. Choose **Edit Journal** (default) from the **Process** drop-down list
29. Click **Process**

Remember; a successful edit check automatically invokes the Budget Check process.

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V.

Totals		Personalize Find View All First 1 of 1 Last			
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
02140	2	136.70	136.70	V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the department approves the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Grant Transfer Journal Entry (TSF) is Complete

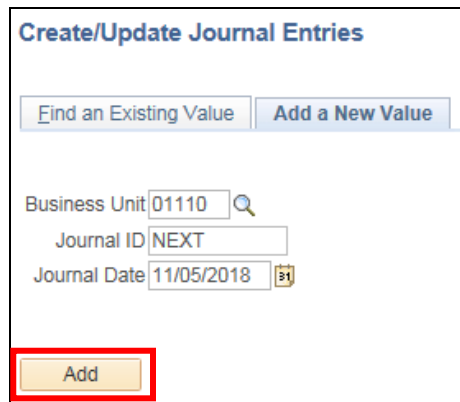
Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. **(Also known as a refund of expenditure.)** If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The Lines page displays:

In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use the account that was used on the original payment of the bill. If it is a prior year refund of expenditure (PY), see **VISION Procedure #7** located on the Finance and Management website at <http://finance.vermont.gov/policies-and-procedures/vision-procedures>, for information on what account to use. If you are the sender use the appropriate expenditure account.
- 11. Fund** - If you are the receiver use the fund that was used on the original payment of the bill, if you are the sender use the appropriate fund for the expenditure
- 12. DeptID** - If you are the receiver use the DeptID that was used on the original payment of the bill, if you are the sender use the appropriate DeptID for the expenditure
- 13. Class** - If you are the receiver use the class that was used on the original payment of the bill, if you are the sender use the appropriate class for the expenditure
- 14. Program** - If you are the receiver use the program that was used on the original payment of the bill, if you are the sender use the appropriate program for the expenditure
- 15. Project/Grant** - If you are the receiver use the project/grant that was used on the original payment of the bill, if you are the sender use the appropriate project/grant for the expenditure
- 16. Affiliate** - Enter Business Unit of department that you are receiving from or sending to
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- 18. Credit Amount** - If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab of a journal entry form. At the top, 'Unit 01110', 'Journal ID NEXT', and 'Date 11/05/2018' are displayed. Below this, there are buttons for 'Inter/IntraUnit', a dropdown for '*Process' set to 'Edit Journal', and a 'Process' button. The 'Lines' table has two rows: Line 1 with Account 519000 and Line 2 with a blank account field. Line 2's other fields (Fund, Dept, Program, Class, Project) are defaulted from Line 1. A red box highlights the account field in Line 2, and a red arrow points to the right. Below the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Totals' section shows a total debit of 500.00 and a total credit of 500.00.

Under **Lines; Line 2**

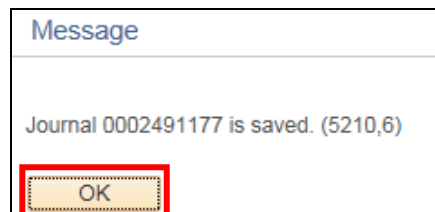
- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

Scroll to the right to see additional fields:

This screenshot shows the 'Lines' tab with additional fields visible for Line 2. A red box highlights the '*Process' dropdown (set to 'Edit Journal') and the 'Process' button. Another red box highlights the 'Debit Amount' and 'Credit Amount' fields for Line 2, which are both set to 500.00. A red arrow points to the right, indicating further fields are available. The 'Totals' section remains the same, showing balanced debits and credits of 500.00.

- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Credit Amount** - Leave as default, which balances the journal
- 29. Choose Edit Journal** (default) from the **Process** drop-down list
- 30. Click Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click OK

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) <https://finance.vermont.gov/vision-module-support/general-ledger>

Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

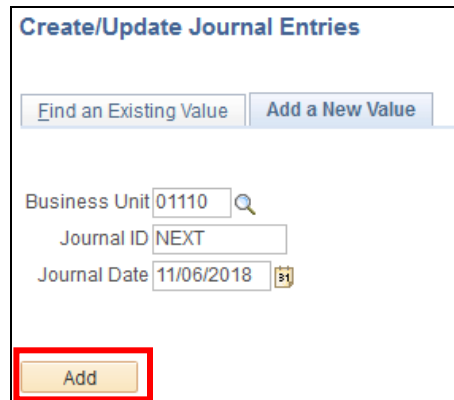
Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. Your department has run the VT_BU_TRANSFER Query and notice that the other department has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Enter the journal ID from the VT_BU_TRANSFER Query
3. **Journal Date** - Enter the journal date from the VT_BU_TRANSFER Query
4. Click [Add](#)

The **Header** page displays with the journal ID entered:

The screenshot shows the 'Header' tab of a journal entry form. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/06/2018. The '*Long Description' field is highlighted with a red box and contains a placeholder text: 'Include what the transfer is for, the time period the transfer pertains to, indication whether the business unit is sending or receiving the transfer, and the original VISION transaction ID'. Below it, '49 characters remaining' is shown. The '*Ledger Group' is set to ACTUALS, and the '*Source' is TSF. The 'Reference Number' is TF110618, and the '*Journal Class' is CY. The 'Transaction Code' is GENERAL. The 'Adjusting Entry' is set to Non-Adjusting Entry, 'Fiscal Year' is 2019, 'Period' is 5, and 'ADB Date' is 11/06/2018. There are checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. The 'Entered By' is ETEST, and 'Entered On' and 'Last Updated On' are empty. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use the account that was used on the original payment of the bill, if you are the sender use the appropriate expenditure account
- 11. Fund** - If you are the receiver use the fund that was used on the original payment of the bill, if you are the sender use the appropriate fund for the expenditure
- 12. DeptID** - If you are the receiver use the DeptID that was used on the original payment of the bill, if you are the sender use the appropriate DeptID for the expenditure
- 13. Class** - If you are the receiver use the class that was used on the original payment of the bill, if you are the sender use the appropriate class for the expenditure
- 14. Program** - If you are the receiver use the program that was used on the original payment of the bill, if you are the sender use the appropriate program for the expenditure
- 15. Project/Grant** - If you are the receiver use the project/grant that was used on the original payment of the bill, if you are the sender use the appropriate project/grant for the expenditure
- 16. Affiliate** - Enter Business Unit of department from the VT_BU_TRANSFER Query
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- 18. Credit Amount** - If you are the receiver enter amount of the reimbursement here, if you are the sender, leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/06/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows: Line 1 with account 519000 and Line 2 with account 100105. The 'Totals' section shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

Under **Lines; Line 2**

19. **Account** - Enter account 100105
20. **Fund** - Leave as default from line 1
21. **DeptID** - Leave as default from line 1
22. **Class** - Leave as default from line 1
23. **Program** - Leave as default from line 1
24. **Project/Grant** - Leave as default from line 1
25. **Affiliate** - Leave as default from line 1

Scroll right to view additional fields:

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/06/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows: Line 1 with account 08100 and Line 2 with account 08100. The 'Totals' section shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1	08100		100.00	USD	11/06/2018		Other Purchased Services
<input type="checkbox"/>	2	08100	100.00		USD	11/06/2018		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

26. **Debit Amount** - Leave as default, which balances the journal
27. **Credit Amount** - Leave as default, which balances the journal
28. Choose **Edit Journal** (default) from the **Process** drop-down list
29. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

30. Click [OK](#)

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

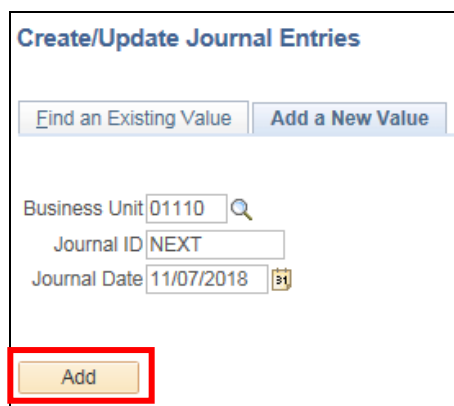
Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The Header page displays:

The screenshot shows the 'Header' tab of a journal entry form. The 'Lines' tab is highlighted with a red box. The form contains the following fields and values:

- Unit:** 01110
- Journal ID:** NEXT
- Date:** 11/07/2018
- *Long Description:** Include what the transfer is for, the time period the transfer pertains to, indication whether the business unit is sending or receiving the transfer, and the original VISION transaction ID (highlighted with a red box)
- *Ledger Group:** ACTUALS
- Ledger:** (empty)
- *Source:** TSF (highlighted with a red box)
- Reference Number:** TF110718 (highlighted with a red box)
- *Journal Class:** CY (highlighted with a red box)
- Transaction Code:** GENERAL
- Adjusting Entry:** Non-Adjusting Entry
- Fiscal Year:** 2019
- Period:** 5
- ADB Date:** 11/07/2018
- SJE Type:** (dropdown menu)
- Currency Defaults:** USD / CRRNT / 1
- Attachments:** (0)
- Reversal:** Do Not Generate Reversal
- Entered By:** ETEST
- Entered On:** (empty)
- Last Updated On:** (empty)
- Buttons:** Save, Notify, Refresh, Add, Update/Display

The **Ledger Group** will default as ACTUALS. The Source defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source** - Change to TSF
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
- 11. Fund** - If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Enter the appropriate class
- 14. Program** - Enter the appropriate program
- 15. Project/Grant** - Enter the appropriate project/grant
- 16. Affiliate** - Enter Business Unit of department that you are receiving from or sending to
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- 18. Credit Amount** - If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab of a journal entry form. At the top, 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/07/2018. The '*Process' dropdown is set to 'Edit Journal'. Below the header, there are two lines. Line 1 has Account 507600, Fund 10000, and Dept 1110003000. Line 2 has the same Fund and Dept values, but the Account field is highlighted with a red box, indicating it is defaulted. A red arrow points to the right, suggesting a scroll action. The 'Totals' section at the bottom shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		507600	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

Under **Lines; Line 2**

- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

Scroll to the right to view additional fields:

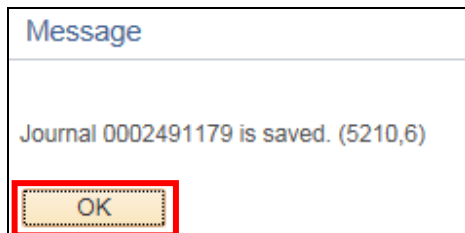
This screenshot shows the 'Lines' tab with additional fields visible for Line 2. The '*Process' dropdown and the 'Process' button are highlighted with red boxes. The 'Debit Amount' and 'Credit Amount' fields for Line 2 are also highlighted with a red box. Line 1 has a debit amount of 100.00, and Line 2 has a credit amount of 100.00. The 'Totals' section at the bottom shows a total debit of 100.00 and a total credit of 100.00.

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1	02200	100.00		USD	11/07/2018		Other Contr and 3rd Pty Serv
<input type="checkbox"/>	2	02200		100.00	USD	11/07/2018		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	N	N

- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Credit Amount** - Leave as default, which balances the journal
- 29.** Choose **Edit Journal** from the **Process** drop-down list
- 30.** Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) <https://finance.vermont.gov/vision-module-support/general-ledger>

Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

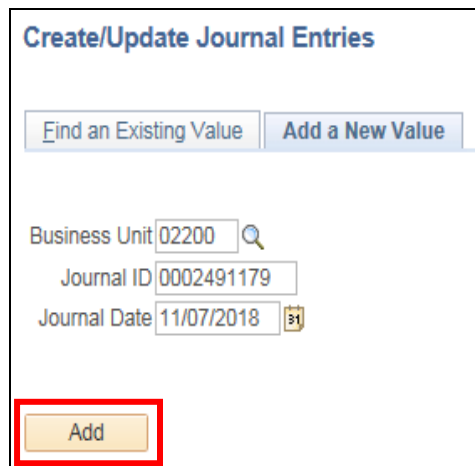
Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your business unit has run the VT_BU_TRANSFER Query and has seen that the other business unit has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries


Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:




Create/Update Journal Entries

[Find an Existing Value](#) [Add a New Value](#)

Business Unit 

Journal ID

Journal Date 

Add

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date** - Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click [Add](#)

The **Header** page displays with the journal ID entered:

The screenshot shows the 'Header' tab of a journal entry form. The 'Long Description' field is highlighted with a red box, containing the text: 'Include what the transfer is for, the time period the transfer pertains to, indication whether the business unit is sending or receiving the transfer, and the original VISION transaction ID'. The 'Source' field is also highlighted with a red box, containing the value 'TSF'. The 'Reference Number' field contains 'TF110718'. The 'Journal Class' field contains 'CY'. The 'Transaction Code' field contains 'GENERAL'. The 'Adjusting Entry' dropdown is set to 'Non-Adjusting Entry'. The 'Fiscal Year' is '2019' and the 'Period' is '5'. The 'ADB Date' is '11/07/2018'. The 'Entered By' field shows 'ETEST' and 'Entered On' and 'Last Updated On' are empty. The 'Save Journal Incomplete Status' checkbox is unchecked.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source** - Change to TSF
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines**; **Line 1**

- 10. Account** - If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
- 11. Fund** - If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Enter the appropriate class
- 14. Program** - Enter the appropriate program
- 15. Project/Grant** - Enter the appropriate project/grant
- 16. Affiliate** - Enter Business Unit of department from the VT_BU_TRANSFER Query
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- 18. Credit Amount** - If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 02200, 'Journal ID' is 0002491179, and the 'Date' is 11/07/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table shows two lines: Line 1 with account 490000 and Line 2 with account 21500. A red box highlights the account field in Line 2, and a red arrow points to the 'Process' button.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	02200	ACTUALS		490000	21500	2200160000			
<input type="checkbox"/>	2	02200	ACTUALS			21500	2200160000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
02200	2	100.00	100.00	N	N

Under **Lines; Line 2**

- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

Scroll to the right to view additional fields:

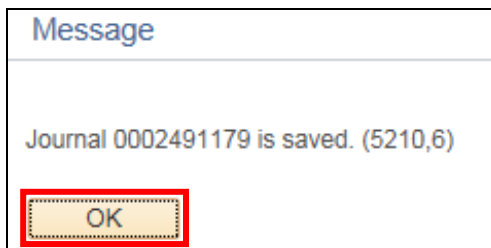
The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 02200, 'Journal ID' is 0002491179, and the 'Date' is 11/07/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table shows two lines: Line 1 with account 01110 and Line 2 with account 01110. A red box highlights the 'Debit Amount' and 'Credit Amount' fields, and another red box highlights the 'Process' dropdown and 'Process' button.

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1	01110		100.00	USD	11/07/2018		Intra/Inter Unit Goods/Service
<input type="checkbox"/>	2	01110	100.00		USD	11/07/2018		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
02200	2	100.00	100.00	N	N

- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Credit Amount** - Leave as default, which balances the journal
- 29.** Choose **Edit Journal** (default) from the **Process** drop-down list
- 30.** Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click [OK](#)

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

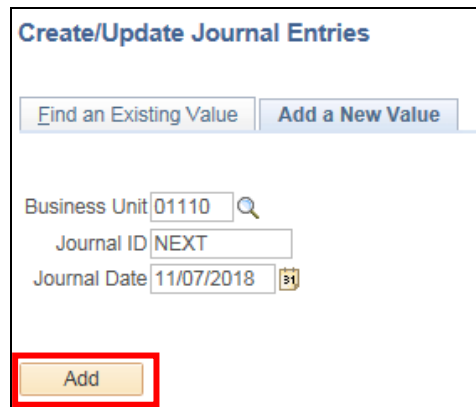
Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units but is not set up as a vendor in the accounts payable module. Your department is initiating the transfer.

WorkCenter navigator: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The **Ledger Group** will default as ACTUALS. The Source defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use the appropriate revenue account, if you are the sender use the appropriate expenditure account
- 11. Fund** - Enter the appropriate fund
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Enter the appropriate class
- 14. Program** - Enter the appropriate program
- 15. Project/Grant** - Enter the appropriate project/grant
- 16. Affiliate** - Enter Business Unit of department that you are receiving from or sending to
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of payment here
- 18. Credit Amount** - If you are the receiver enter amount of the receipt here, if you are the sender leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab of a journal entry form. At the top, 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 11/07/2018. Below this, there are buttons for 'Inter/IntraUnit', a dropdown for '*Process' set to 'Edit Journal', and a 'Process' button. The 'Lines' table has two rows: Line 1 with Account 520110 and Line 2 with Account (blank). Line 2's other fields (Fund, Dept, Program, Class, Project) are defaulted from Line 1. A red box highlights the Account field in Line 2, and a red arrow points to the right. Below the lines table is a 'Totals' section showing 'Total Debits' and 'Total Credits' both as 0.00. At the bottom are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Under **Lines; Line 2**

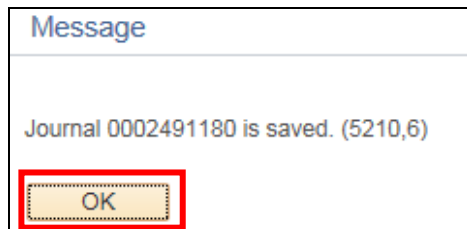
- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

Scroll to the right to view additional fields:

This screenshot shows the same journal entry form but with the 'Lines' table expanded to show additional fields. A red box highlights the '*Process' dropdown menu, which is set to 'Edit Journal', and the 'Process' button. Another red box highlights the 'Debit Amount' and 'Credit Amount' fields for Line 2, which are both set to 100.00. The 'Journal Line Description' for Line 2 is 'Gasoline'. The 'Totals' section remains the same, showing 0.00 for both debits and credits. The bottom buttons are also visible.

- 26. Debit Amount** - Leave as default, which balances the journal
- 27. Credit Amount** - Leave as default, which balances the journal
- 28.** Choose **Edit Journal** from the **Process** drop-down list
- 29.** Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

30. Click [OK](#)

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V:

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal](#) for Approval exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) <https://finance.vermont.gov/vision-module-support/general-ledger>

Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete

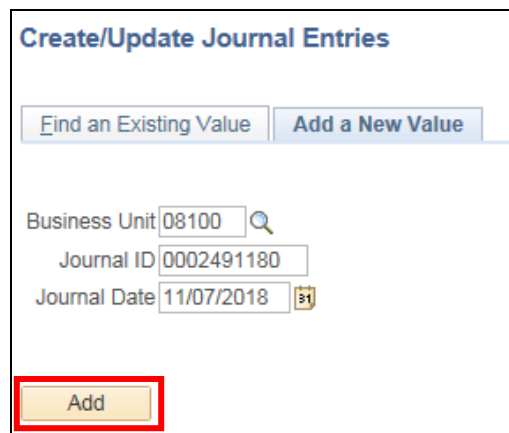
Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units but is not set up as a vendor in the accounts payable module. Your business unit has run the VT_BU_TRANSFER Query and seen that the other business unit has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date** - Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

The **Header** page displays:

The screenshot shows the 'Header' page of a journal entry form. The 'Header' tab is active. The form contains the following fields and values:

- Unit: 08100
- Journal ID: 0002491180
- Date: 11/07/2018
- *Long Description: (Empty, with a note '64 characters remaining')
- *Ledger Group: ACTUALS
- *Source: TSF
- Reference Number: TF110718
- *Journal Class: CY
- Transaction Code: GENERAL
- SJE Type: (Empty dropdown)
- Fiscal Year: 2019
- Period: 5
- ADB Date: 11/07/2018
- Adjusting Entry: Non-Adjusting Entry
- Auto Generate Lines: ☐
- Save Journal Incomplete Status: ☐
- Autobalance on 0 Amount Line: ☐
- CTA: ☐
- Commitment Control: (Link)
- Entered By: ETEST
- Entered On: (Empty)
- Last Updated On: (Empty)

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 08100 Journal ID 0002491180 Date 11/07/2018
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ **Lines** Personalize | Find | [?] | [X]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	08100	ACTUALS							

Lines to add 1 + - [?]

▼ **Totals** Personalize | Find | View All | [?] | [X] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
08100	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
- 11. Fund** - If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Enter the appropriate class
- 14. Program** - Enter the appropriate program
- 15. Project/Grant** - Enter the appropriate project/grant
- 16. Affiliate** - Enter Business Unit of department from the VT_BU_TRANSFER Query
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- 18. Credit Amount** - If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
- 19.** Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 08100, 'Journal ID' is 0002491180, and 'Date' is 11/07/2018. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows: Line 1 with Account 407545 and Line 2 with Account 20105. Line 2 is highlighted with a red box. The 'Totals' section shows a balance of 100.00.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
08100	2	100.00	100.00	N	N

Under **Lines; Line 2**

- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

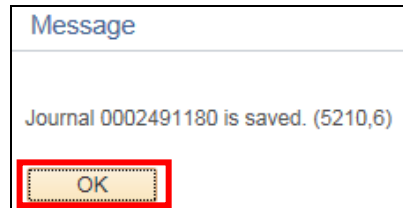
Scroll to the right to view additional fields:

The screenshot shows the 'Lines' tab in the General Ledger interface. The 'Unit' is 08100, 'Journal ID' is 0002491180, and 'Date' is 11/07/2018. The 'Process' dropdown is set to 'Edit Journal' and the 'Process' button is highlighted. The 'Lines' table has two rows: Line 1 with Debit Amount 100.00 and Line 2 with Credit Amount 100.00. Line 2 is highlighted with a red box. The 'Totals' section shows a balance of 100.00.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
08100	2	100.00	100.00	N	N

- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Credit Amount** - Leave as default, which balances the journal
- 29.** Choose **Edit Journal** from the **Process** drop-down list
- 30.** Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click [OK](#)

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V:

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete

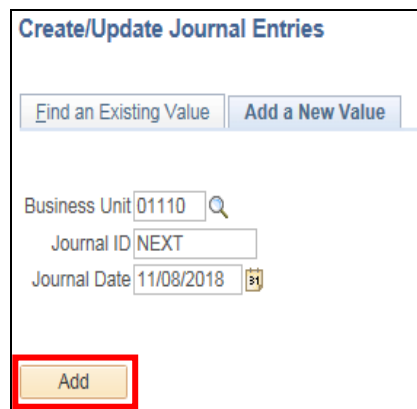
Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The screenshot shows the 'Header' tab of a journal entry form. The 'Lines' tab is highlighted with a red box. The form contains the following fields and values:

- Unit:** 01110
- Journal ID:** NEXT
- Date:** 11/08/2018
- *Long Description:** Include what the transfer is for, the time period the transfer pertains to, indication whether the business unit is sending or receiving the transfer, and the original VISION transaction ID. (64 characters remaining)
- *Ledger Group:** ACTUALS
- Ledger:** (empty)
- *Source:** TSF
- Reference Number:** TF110818
- *Journal Class:** PY
- Transaction Code:** GENERAL
- Adjusting Entry:** Non-Adjusting Entry
- Fiscal Year:** 2019
- Period:** 5
- ADB Date:** 11/08/2018
- SJE Type:** (empty)
- Currency Defaults:** USD / CRRNT / 1
- Attachments:** (0)
- Reversal:** Do Not Generate Reversal
- Entered By:** ETEST
- Entered On:** (empty)
- Last Updated On:** (empty)
- Buttons:** Save, Notify, Refresh, Add, Update/Display

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to TSF
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Set to PY
9. Click on the [Lines](#) tab

The **Lines** page displays:

Unit 01110 Journal ID NEXT Date 11/08/2018

Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS							

Lines to add 1

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

In the Lines box, business unit and ledger defaults from the header page.

10. Finish the journal entry per previous instructions for each TSF scenario

Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year is Complete

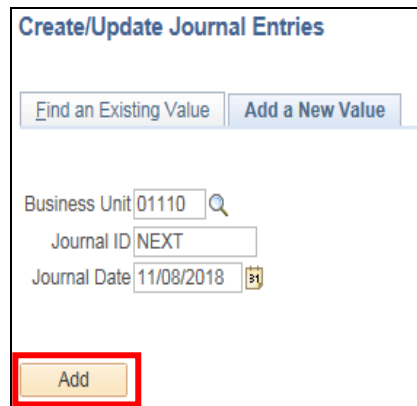
Enter a Responding Prior Year Interunit Journal Entry (TSF)

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date** - Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

The Header page displays with the entered journal ID:

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to TSF
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Set to PY

Finish the journal entry per previous instructions for each TSF scenario.

Enter a Responding Prior Year Interunit Journal Entry (TSF) is Complete

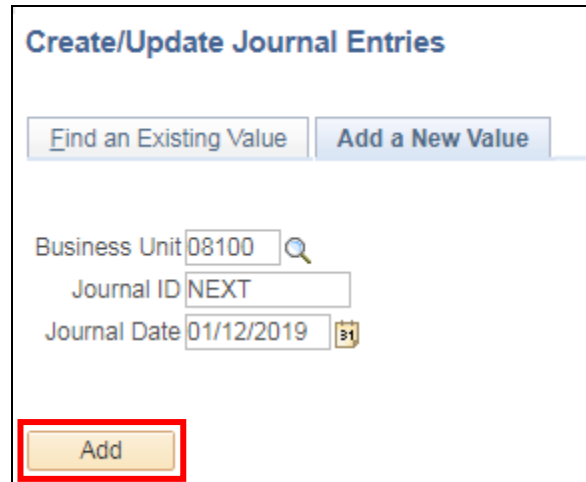
Enter an Initiating Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as current date **or** enter the appropriate journal date
4. Click **Add**

The **Header** page displays:

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the sender use the revenue account that was used on the original deposit, if you are the receiver use the appropriate revenue account for the receipt
- 11. Fund** - If you are the sender use the fund that was used on the original deposit, if you are the receiver use the appropriate fund for the receipt
- 12. DeptID** - If you are the sender use the DeptID that was used on the original deposit, if you are the receiver use the appropriate DeptID for the receipt
- 13. Class** - If you are the sender use the class that was used on the original deposit, if you are the receiver use the appropriate class for the receipt
- 14. Program** - If you are the sender use the program that was used on the deposit, if you are the receiver use the appropriate program for the receipt
- 15. Project/Grant** - If you are the sender use the project/grant that was used on the original deposit, if you are the receiver use the appropriate project/grant for the receipt
- 16. Affiliate** - Enter Business Unit of department that you are receiving from or sending to
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of the receipt here
- 18. Credit Amount** - If you are the receiver enter amount of the receipt here, if you are the sender leave blank
- 19.** Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

Unit 08100 Journal ID NEXT Date 01/12/2019
 Template List Change Values
 Inter/IntraUnit *Process Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	08100	ACTUALS		415440	20105	8100002100			
<input type="checkbox"/>	2	08100	ACTUALS			20105	8100002100			

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
08100	2	1,000.00	1,000.00	N	N

Save Notify Refresh Add Update/Display

Under **Lines; Line 2**

- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1

Scroll to the right to view additional fields:

Unit 08100 Journal ID NEXT Date 01/12/2019
 Template List Change Values
 Inter/IntraUnit Process Edit Journal Process

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1	01110	1,000.00		USD	01/12/2019		Title Certificate
<input type="checkbox"/>	2	01110		1,000.00	USD	01/12/2019		

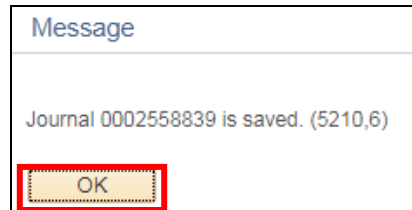
Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
08100	2	1,000.00	1,000.00	N	N

Save Notify Refresh Add Update/Display

- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Credit Amount** - Leave as default, which balances the journal
- 29. Choose Edit Journal** from the Process drop-down list
- 30. Click Process**

The following **Message** displays:



Journal entry has been saved and edited. A Journal ID has been assigned.

31. Click [OK](#)

Under Totals, journal status is V and budget status is V:

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Once the journal entry is approved it will be ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Transfer of Receipt Journal Entry (TSF) is Complete

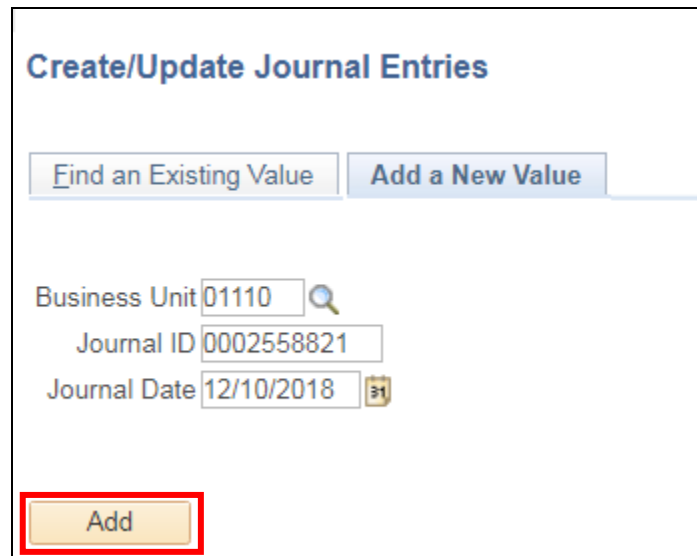
Enter a Responding Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department has run the VT_BU_TRANSFER Query and seen that the other department has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entry

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Enter Journal ID from VT_BU_TRANSFER Query
3. **Journal Date** - Enter Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

The **Header** page displays with the journal ID entered.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source** - Change to **TSF**
7. **Reference Number** - Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - If you are the sender use the revenue account that was used on the original deposit, if you are the receiver use the appropriate revenue account for the receipt
- 11. Fund** - If you are the sender use the fund that was used on the original deposit, if you are the receiver use the appropriate fund for the receipt
- 12. DeptID** - If you are the sender use the DeptID that was used on the original deposit, if you are the receiver use the appropriate DeptID for the receipt
- 13. Class** - If you are the sender use the class that was used on the original deposit, if you are the receiver use the appropriate class for the receipt
- 14. Program** - If you are the sender use the program that was used on the deposit, if you are the receiver use the appropriate program for the receipt
- 15. Project/Grant** - If you are the sender use the project/grant that was used on the original deposit, if you are the receiver use the appropriate project/grant for the receipt
- 16. Affiliate** - Enter Business Unit of department from the VT_BU_TRANSFER Query
- 17. Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of the receipt here
- 18. Credit Amount** - If you are the receiver enter amount of the receipt here, if you are the sender leave blank
- 19.** Click the + icon to add anew line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the General Ledger interface with the following details:

- Unit:** 01110
- Journal ID:** 0002558821
- Date:** 12/10/2018
- Template List:** Inter/IntraUnit
- Process:** *Process | Edit Journal
- Process Button:** Process
- Lines:**

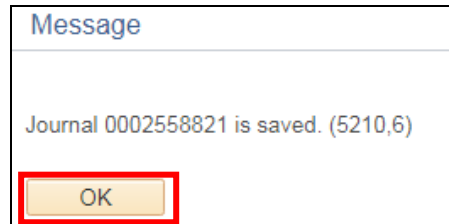
Select	Line	Account	Fund	Dept	Program	Class	Project	Affiliate	Debit Amount	Credit Amount
<input type="checkbox"/>	1	462500	10000	1110030000				08100		1,000.00
<input type="checkbox"/>	2	100105	10000	1110030000				08100	1,000.00	
- Totals:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	1,000.00	1,000.00	N	N

Under **Lines; Line 2**

- 20. Account** - Enter account 100105
- 21. Fund** - Leave as default from line 1
- 22. DeptID** - Leave as default from line 1
- 23. Class** - Leave as default from line 1
- 24. Program** - Leave as default from line 1
- 25. Project/Grant** - Leave as default from line 1
- 26. Affiliate** - Leave as default from line 1
- 27. Debit Amount** - Leave as default, which balances the journal
- 28. Enter Credit Amount** - Leave as default, which balances the journal
- 29.** Choose **Edit Journal** from the **Process** drop-down list
- 30.** Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

Journal entry has been saved and edited. Journal status is V:

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Enter a Responding Transfer of Receipt Journal Entry (TSF) is Complete

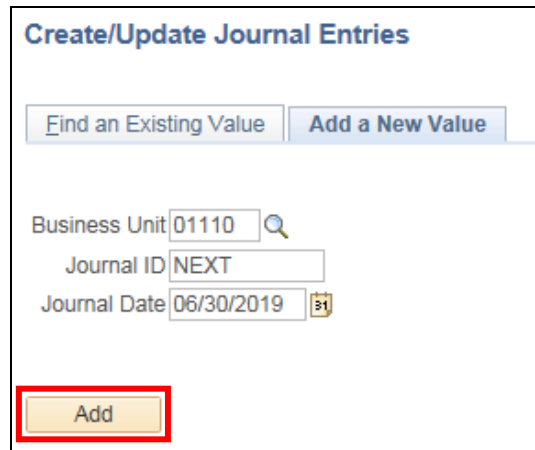
Enter an Intraunit Transfer Journal Entry (ONL) to Period 998

Situation when this function is used: Period 998 is the adjustment period used at year-end to record transfers and corrections to the year ending books after June 30.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT **or** if you are correcting a previously enter Journal ID, you may change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)
3. **Journal Date** - June 30, (year just ended)
4. Click **Add**

The **Header** page displays:

The screenshot shows the 'Header' tab of a journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is '01110', 'Journal ID' is 'NEXT', and 'Date' is '06/30/2018'. A red box highlights the '*Long Description' field, which contains the text 'Enter description, include dates, documents ID's (Deposit ID's, Journal ID's) of the transactions that are being corrected.' and a character count of '131 characters remaining'. Another red box highlights the 'Adjusting Entry' dropdown menu, which is set to 'Adjusting Entry'. A third red box highlights the '*Journal Class' field, which is empty. Other fields include '*Ledger Group' (ACTUALS), 'Ledger' (empty), '*Source' (ONL), 'Reference Number' (empty), 'Fiscal Year' (2019), 'Period' (998), 'ADB Date' (06/30/2018), and 'Transaction Code' (GENERAL). There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description** - Enter a description - include detailed description of what the transfer is doing. Include dates and document ID's (Deposit ID's, Journal ID's etc.) of the transactions that are being corrected.
6. **Journal Class** - Enter a Journal Class - CY = Current Year; PY = Prior Year
7. **Adjusting Entry** - Select **Adjusting Entry** from the drop-down list

The Fiscal Year will be the fiscal year just ended and the Period will change to 998.

You may now go to the lines page to finish your journal.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Enter an Intraunit Transfer Journal Entry (ONL) to Period 998 is Complete

Create an Amortization Schedule

Navigator Menu navigation: General Ledger > Journals > Pre-Amortization Journals > Amortization Schedule

The **Amortization Schedule** page displays:

Amortization Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: GL Business Unit ▼ =

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

1. Click on the **Advanced Search** link

Amortization Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

GL Business Unit = ▼ 🔍

Amortization ID begins with ▼

AP Business Unit = ▼ 🔍

Voucher ID begins with ▼

Amortization Status = ▼

Account begins with ▼ 🔍

Start Date >= ▼ 📅

End Date <= ▼ 📅

Post Status = ▼

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) 📄 [Save Search Criteria](#)

2. **GL Unit** - Enter the GL Unit
3. **AP Business Unit** - Enter the AP Business Unit
4. **Voucher ID** – Enter the voucher ID number
5. Click **Search**

The **Amortization Schedule and Accounting** page displays and has been assigned an Amortization ID number:

Schedule

Amortization Schedule and Accounting

GL Business Unit 01160 Amortization ID 0000000005

Schedule Type Detail Calendar Amortization Type 8701

*From Fiscal Year 2019 From Period 6 *To Fiscal Year 2020 To Period 6

*Journal Date Beginning of Period Option

Voucher Details

AP Business Unit 01167 Voucher ID 00043396 Voucher Amount 120.00 USD

Voucher Line 1 Start Date 12/21/2018

Distribution Line 1 Distribution Line Amount 120.00 End Date 12/20/2019

Currency USD Other Distribution Amount 0.00 Entry Status Postable

Total Amount To Amortize 120.00 Post Status Posted

Voucher ChartFields Personalize Find View All First 1 of 1 Last

	Account	Fund Code	Department	Program Code	Class Field	Project	Affiliate	Analysis T
1	140218	58700	1160309100	36021	00001	LEASE290		

Amount To Amortize 120.00 Amortization Status Pending

Balance 120.00 Stage

Amortization Schedule Details Personalize Find View All First 1 of 1 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal Status	Journal Date	Monetary Amount	Currency	Schedule status	Actions
			Stage ID						Actions

Approve Cancel

Save Return to Search Notify

6. Confirm the **From** Fiscal year and period and the **TO** Fiscal year and period are correct, update if necessary
7. Click **Save**
8. Click **Stage**

The **Amortization Schedule and Accounting** page shows a schedule status of **Pending**:

Schedule

Amortization Schedule and Accounting

GL Business Unit 01160

Amortization ID 000000005

Schedule Type Detail Calendar

Amortization Type 8701

*From Fiscal Year 2019 From Period 6

*To Fiscal Year 2020 To Period 6

*Journal Date Beginning of Period

Option

Voucher Details

AP Business Unit 01167

Voucher ID 00043396

Voucher Amount 120.00

USD

Voucher Line 1

Start Date 12/21/2018

Distribution Line 1

Distribution Line Amount 120.00

End Date 12/20/2019

Currency USD

Other Distribution Amount 0.00

Entry Status Postable

Total Amount To Amortize 120.00

Post Status Posted

Voucher ChartFields

Personalize | Find | View All | 1/1 | First 1 of 1 Last

Account	Fund Code	Department	Program Code	Class Field	Project	Affiliate	Analysis T
1 140218	58700	1160309100	36021	00001	LEASE290		

Amount To Amortize 120.00

Amortization Status In Progress

Balance 120.00

Stage

Amortization Schedule Details

Personalize | Find | View All | 1/1 | First 1-6 of 13 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal Status	Journal Date	Monetary Amount	Currency	Schedule status
1	12/01/2018	Stage	AMR0000039	Valid Journal - Edits Complete		9.23	USD	Pending
2	01/01/2019	Stage	AMR0000040	Valid Journal - Edits Complete		9.23	USD	Pending
3	02/01/2019	Stage	AMR0000041	Valid Journal - Edits Complete		9.23	USD	Pending
4	03/01/2019	Stage	AMR0000042	Valid Journal - Edits Complete		9.23	USD	Pending
5	04/01/2019	Stage	AMR0000043	Valid Journal - Edits Complete		9.23	USD	Pending
6	05/01/2019	Stage	AMR0000044	Valid Journal - Edits Complete		9.23	USD	Pending

Approve

Cancel

Save

Return to Search

Notify

The Amortization schedule Details are populated. One Stage ID is generated for the balance of schedule not Journal Generated. The total of the amortization schedule details matches the total amount to amortize in voucher details section.

Balance 120.00		Stage						
Amortization Schedule Details				Personalize Find View All First 1-6 of 13 Last				
Sequence	Journal Creation Date	Journal type	Stage ID	Journal Status	Journal Date	Monetary Amount	Currency	Schedule status
1	12/01/2018	Stage	AMR0000039	Valid Journal - Edits Complete		9.23	USD	Pending
2	01/01/2019	Stage	AMR0000040	Valid Journal - Edits Complete		9.23	USD	Pending
3	02/01/2019	Stage	AMR0000041	Valid Journal - Edits Complete		9.23	USD	Pending
4	03/01/2019	Stage	AMR0000042	Valid Journal - Edits Complete		9.23	USD	Pending

9. Click on the [Stage ID](#) link for the Amortization Schedule Details

The Amortization Journal page is displayed to confirm the Chartfield information is correct and make any necessary changes as needed:

Amortization Journal

Stage Journal
Errors
Totals

Business Unit 01160
Journal ID AMR0000039
Lender Group ACTUALS
Journal Date 12/01/2018
Fiscal Year 2019
Accounting Period 6
Journal Status

Journal Total Debits 9.23
Journal Total Credits 9.23

Journal Lines
Personalize | Find | View All | First 1-2 of 2 Last

Chartfields
More Chartfields
Currency Details

Line Number	Business Unit	Lender	Account	Fund Code	Department	Program Code	Class Field
1	01160	ACTUALS	525260	58700	1160309100		
2	01160	ACTUALS	140218	58700	1160309100	36021	00001

OK
Cancel
Apply

10. Click [OK](#)

You are returned to the **Amortization Schedule and Accounting** page:

Schedule

Amortization Schedule and Accounting

GL Business Unit 01160

Amortization ID 0000000005

Schedule Type Detail Calendar

Amortization Type 8701

*From Fiscal Year 2019 From Period 6

*To Fiscal Year 2020 To Period 6

*Journal Date Beginning of Period

Option

Voucher Details

AP Business Unit 01167

Voucher ID 00043398

Voucher Amount 120.00

USD

Voucher Line 1

Start Date 12/21/2018

Distribution Line 1

Distribution Line Amount 120.00

End Date 12/20/2019

Currency USD

Other Distribution Amount 0.00

Entry Status Postable

Total Amount To Amortize 120.00

Post Status Posted

Voucher ChartFields

Personalize | Find | View All | 1/21 | 1/21

First 1 of 1 Last

Account	Fund Code	Department	Program Code	Class Field	Project	Affiliate	Analysis T
1 140218	58700	1160309100	36021	00001	LEASE290		

Amount To Amortize 120.00

Amortization Status In Progress

Balance 120.00

Stage

Amortization Schedule Details

Personalize | Find | View All | 1/21 | 1/21

First 1-8 of 13 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal Status	Journal Date	Monetary Amount	Currency	Schedule status
1	12/01/2018	Stage	AMR0000039	Valid Journal - Edits Complete		9.23	USD	Pending
2	01/01/2019	Stage	AMR0000040	Valid Journal - Edits Complete		9.23	USD	Pending
3	02/01/2019	Stage	AMR0000041	Valid Journal - Edits Complete		9.23	USD	Pending
4	03/01/2019	Stage	AMR0000042	Valid Journal - Edits Complete		9.23	USD	Pending
5	04/01/2019	Stage	AMR0000043	Valid Journal - Edits Complete		9.23	USD	Pending
6	05/01/2019	Stage	AMR0000044	Valid Journal - Edits Complete		9.23	USD	Pending

Approve

Cancel

Save

Return to Search

Notify

11. Click **Save**

12. Click **Approve**

The Schedule Status changes from **Pending** to **Ready**:

Schedule

Amortization Schedule and Accounting

GL Business Unit 01160 Amortization ID 0000000005

Schedule Type Amortization Type

*From Fiscal Year From Period *To Fiscal Year To Period

*Journal Date Option

Voucher Details

AP Business Unit 01167 Voucher ID 00043396 Voucher Amount 120.00 USD

Voucher Line 1 Start Date 12/21/2018

Distribution Line 1 Distribution Line Amount 120.00 End Date 12/20/2019

Currency USD Other Distribution Amount 0.00 Entry Status Postable

Total Amount To Amortize 120.00 Post Status Posted

Voucher ChartFields Personalize | Find | View All | | First 1 of 1 Last

	Account	Fund Code	Department	Program Code	Class Field	Project	Affiliate	Analysis T
1	140218	58700	1160309100	38021	00001	LEASE290		

Amount To Amortize 120.00 Amortization Status In Progress

Balance 120.00

Amortization Schedule Details Personalize | Find | View All | | First 1-6 of 13 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal Status	Journal Date	Monetary Amount	Currency	Schedule status
1	12/01/2018	Stage	AMR0000039	Valid Journal - Edits Complete		9.23	USD	Ready
2	01/01/2019	Stage	AMR0000040	Valid Journal - Edits Complete		9.23	USD	Ready
3	02/01/2019	Stage	AMR0000041	Valid Journal - Edits Complete		9.23	USD	Ready
4	03/01/2019	Stage	AMR0000042	Valid Journal - Edits Complete		9.23	USD	Ready
5	04/01/2019	Stage	AMR0000043	Valid Journal - Edits Complete		9.23	USD	Ready
6	05/01/2019	Stage	AMR0000044	Valid Journal - Edits Complete		9.23	USD	Ready

There is a BATCH job that runs nightly to pick up any amortization journals that are ready to process.

The Amortization Schedule can be viewed following the navigation below.

Navigator Menu navigation: General Ledger > Journals > Pre-Amortization Journals > Amortization Schedule

Amortization Schedule
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Value](#)

▼ Search Criteria

GL Business Unit = ▼ 01160 🔍

Amortization ID begins with ▼

AP Business Unit = ▼ 01167 🔍

Voucher ID begins with ▼ 00043399

Amortization Status = ▼

Account begins with ▼ 🔍

Start Date >= ▼ 🔍

End Date <= ▼ 🔍

Post Status = ▼

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

13. GL Business Unit - Enter the GL Business Unit

14. AP Business Unit - Enter the AP Business Unit

15. Voucher ID - Enter the Voucher ID Number

16. Click **Search**

The **Amortization Schedule and Accounting** page displays:

Schedule

Amortization Schedule and Accounting

GL Business Unit 01160
Amortization ID 0000000008

Schedule Type Detail Calendar
Amortization Type 8701

*From Fiscal Year 2018 From Period 6
*To Fiscal Year 2019 To Period 12

*Journal Date Beginning of Period
Option

Voucher Details

AP Business Unit 01167
Voucher ID 00043399
Voucher Amount 120.00
USD

Voucher Line 1
Start Date 12/31/2018

Distribution Line 1
Distribution Line Amount 120.00
End Date 06/30/2019

Currency USD
Other Distribution Amount 0.00
Entry Status Postable

Total Amount To Amortize 120.00
Post Status Posted

Voucher ChartFields

Personalize | Find | View All | |
First 1 of 1 Last

	Account	Fund Code	Department	Program Code	Class Field	Project	Affiliate	Analysis T
1	140002	58700	1160309100	36021	00001	LEASE290		

Amount To Amortize 120.00
Amortization Status In Progress

Balance 85.72

Stage

Amortization Schedule Details

Personalize | Find | View All | |
First 1-6 of 7 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal ID	Journal Status	Journal Date	Monetary Amount	Currency
1	12/01/2018	Actual		0002558859	Posted to Ledger(s)	12/01/2018	17.14	USD
2	01/01/2019	Actual		0002558860	Posted to Ledger(s)	01/01/2019	17.14	USD
3	02/01/2019	Stage	AMR0000034		Valid Journal - Edits Complete		17.14	USD
4	03/01/2019	Stage	AMR0000035		Valid Journal - Edits Complete		17.14	USD
5	04/01/2019	Stage	AMR0000036		Valid Journal - Edits Complete		17.14	USD
6	05/01/2019	Stage	AMR0000037		Valid Journal - Edits Complete		17.14	USD

Approve

Cancel

Save

Return to Search

Notify

In the example above, on 12/1/18 and 1/1/19 the BATCH journal generator job selected the journal with the journal creation dates of 12/1/18 and 1/1/19 and edited, budget checked and posted them. The 2/1/19 journal will be picked up on 2/1/19 and processed.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) <https://finance.vermont.gov/vision-module-support/general-ledger>

Create an Amortization Schedule is Complete

Allocate Interest Income

Possible situations when this function is used: The State allocates interest to Special Funds monthly based on the average daily balance and the interest rates earned during the month.

Predecessor: The Average Daily Balances are posted during the nightly batch process. Thus, at the end of each month, the average daily balances are available for allocation of the monthly interest.

Steps:

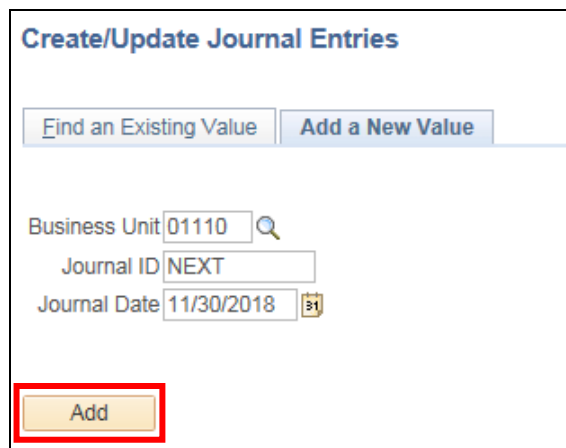
1. Record interest rate for the month in the STATS ledger.
2. Run the SFI Allocation process
3. Review the Allocation Calculation Logs
4. Inquire on Allocation Journals

Step 1. Record interest rate for the month in the STATS ledger

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - The value should be 01110
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Enter journal date as of the end of the appropriate month.
4. Click **Add**

The **Header** page displays:

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date.

5. **Long Description** - Enter description of **SFI Interest Rate**
6. **Ledger Group** - Change to **STATS**
7. **Journal Class** - Set to **CY**
8. Click on the **Lines** tab

The **Lines** page displays:

9. Click on the **Template List** link

The **Journal Entry Template List** page displays:

10. Select the **STATS** template ID for both the Journal Entry Template and the Journal Line Copy Down by unchecking the box next to **Default** and checking the box next to **STATS**

11. Click **OK**

The **Lines** page updates:

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

12. **Account** - Enter **SFI_RT**

13. **Stat Amt** - Enter the Interest Rate. (Note: for .000767 enter 7.67)

14. **UOM** - Defaults in based on the account value. It should be **NOS**

15. Click **Save**

A **Message** is received that the Journal entry has been saved.

16. Click **OK**

17. Select **Edit Journal** from the **Process** drop-down list

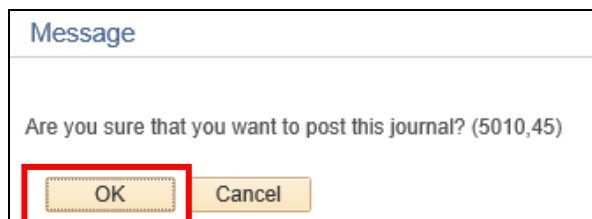
18. Click **Process**

The **Journal Status** changes to **V**.

19. Select **Post Journal** from the Process drop-down list

20. Click **Process**

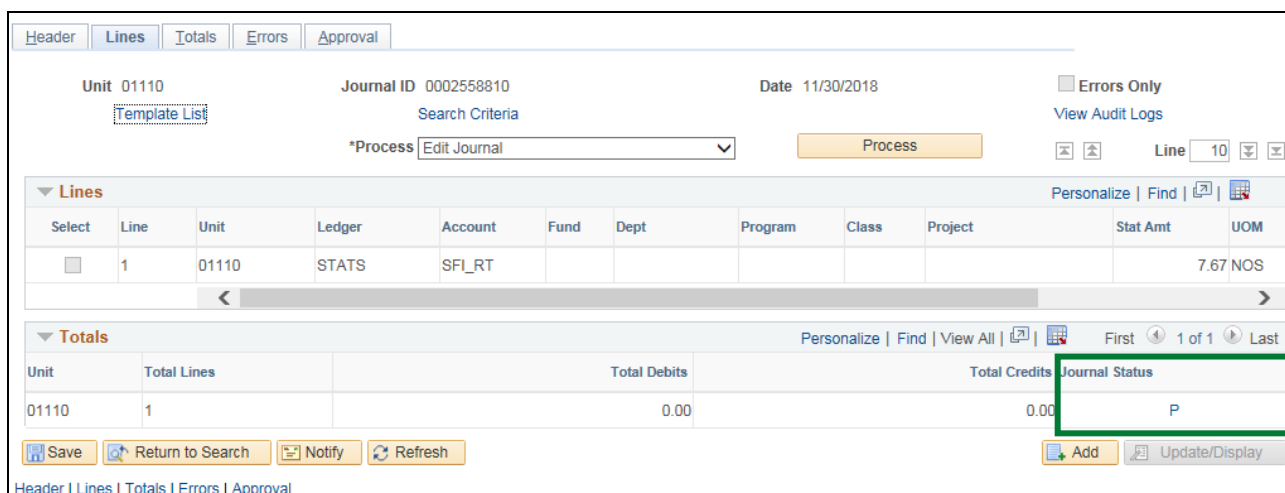
The following *Message* is opens:



A confirmation message dialog box titled "Message". The text inside asks, "Are you sure that you want to post this journal? (5010,45)". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

21. Click **OK**

The **Journal Status** changes to **P** for posted:



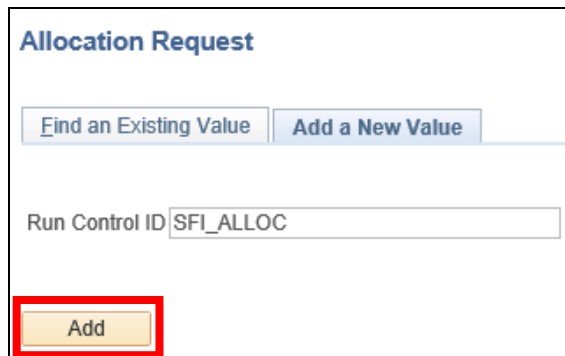
The screenshot shows the "Journal Entry" screen. At the top, there are tabs for "Header", "Lines", "Totals", "Errors", and "Approval". The "Header" tab is active. It displays fields for "Unit" (01110), "Journal ID" (0002558810), "Date" (11/30/2018), and "Errors Only" checkbox. Below these are "Search Criteria" and a "*Process" dropdown menu set to "Edit Journal". A "Process" button is visible. The "Lines" section shows a table with columns: Select, Line, Unit, Ledger, Account, Fund, Dept, Program, Class, Project, Stat Amt, and UOM. One line is listed with Line 1, Unit 01110, Ledger STATS, and Account SFI_RT. The "Totals" section shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, and Journal Status. The "Journal Status" column shows the letter "P". A green rectangular border highlights the "Journal Status" column. At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Refresh", "Add", and "Update/Display".

Step 2. Run the SFI Allocation process

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Define and Perform Allocations > Request Allocation

Navigator Menu navigation: Allocations > Define and Perform Allocations > Request Allocations

The **Allocation Request** page displays, click on the **Add a New Value** tab:



The "Allocation Request" form has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs is a text field labeled "Run Control ID" with the value "SFI_ALLOC" entered. At the bottom, there is an "Add" button highlighted with a red rectangular border.

22. Run Control ID - Enter Run Control ID of **SFI_ALLOC**

23. Click **Add**

The **Allocation Request** page displays:

Allocation Request

Run Control ID SFI_ALLOC

Report Manager Process Monitor Run

As of Date 10/31/2018

Process Request Parameters

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always	01100	SFI_01100	As-Of Date	11/13/2018	Create Calc Log and Output	SFI Alloc for BU 01110

Save Notify Add Update/Display

25. Process Frequency - Set to Always

26. Business Unit - Enter BU of 01100

27. Allocation Group - Select SFI_01100

28. Request Date Option - Select As of Date

29. Output Options - Select Create Calc Log and Output

30. Click the + icon at the end of the first row to insert a new row

31. Repeat the steps above but for the next business unit (01105)

Repeat the above for the following **Business Units** and **Allocation Groups**:

SFI_01110	SFI_02230	SFI_03465
SFI_01125	SFI_02240	SFI_06120
SFI_01130	SFI_03150	SFI_06130
SFI_01140	SFI_03300	SFI_06140
SFI_01260	SFI_03400	SFI_07100
SFI_02100	SFI_03410	SFI_07120
SFI_02140	SFI_03420	SFI_07150
SFI_02200	SFI_03440	SFI_08100
SFI_02210	SFI_03460	SFI_09150

Once all 29 rows are entered, then select as of date at the overall run control level. In this case, the allocation is for the month of November so enter 11/30/2018. Then press the “Update As of Date” icon to copy the date to all rows.

Allocation Request

Run Control ID SFI_ALLOC Report Manager Process Monitor **Run**

As of Date 11/30/2018

Process Request Parameters

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always	01100	SFI_01100	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 01100
Always	01125	SFI_01125	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 01125
Always	01130	SFI_01130	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 01130
Always	01140	SFI_01140	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 01140
Always	01260	SFI_01260	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 01260
Always	02100	SFI_02100	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02100
Always	02140	SFI_02140	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02140
Always	02200	SFI_02200	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02200
Always	02210	SFI_02210	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02210
Always	02230	SFI_02230	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02230
Always	02240	SFI_02240	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 02240
Always	03150	SFI_03150	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 03150
Always	03300	SFI_03300	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 03300
Always	03400	SFI_03400	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 03400
Always	03410	SFI_03410	As-Of Date	11/30/2018	Create Calc Log and Output	SFI Alloc for BU 03410

Save **Notify** **Add** **Update/Display**

32. Click **Save**

33. Click **Run**

The **Process Scheduler Request** page displays:

Process Scheduler Request

User ID TSPROUT Run Control ID SFI_ALLOC

Server Name Run Date 12/04/2018 Run Time 2:22:46PM **Reset to Current Date/Time**

Recurrence Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/FS Allocations	FS_ALLC	Application Engine	Web	TXT	Distribution

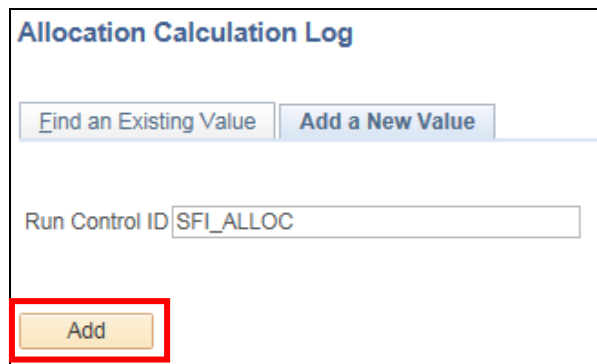
OK **Cancel**

34. Click **OK**

Step 3. Review the Allocation Calculation Logs

Navigator Menu navigation: Allocations > Reports > Allocation Calculation Logs

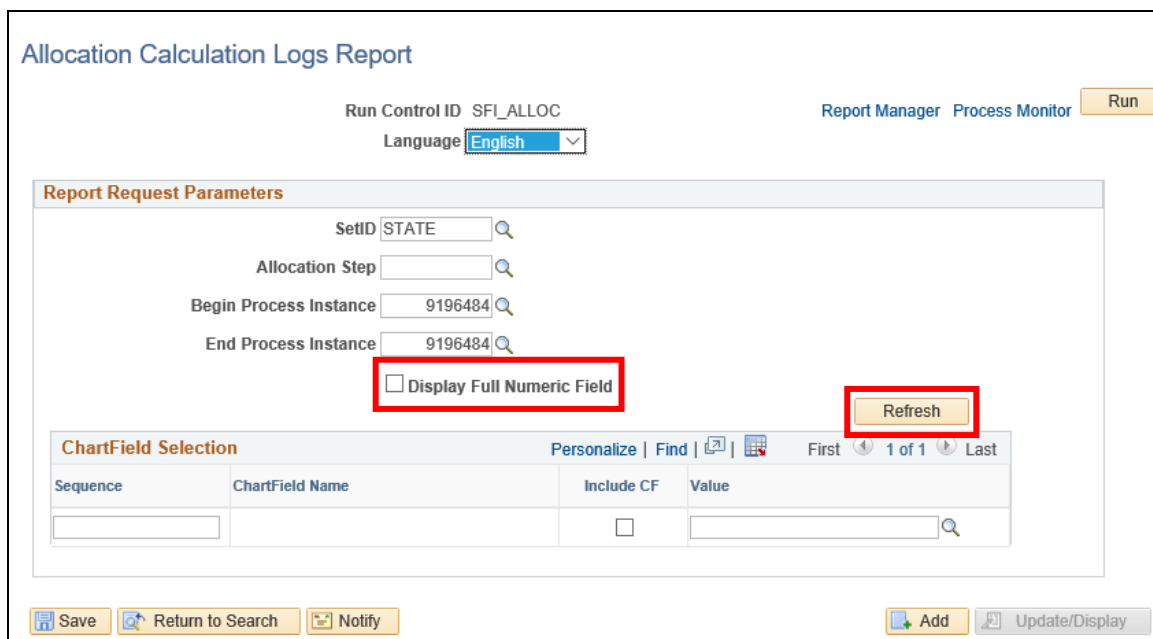
The **Allocation Calculation Log** page displays, click on the **Add a New Value** tab:



35. Run Control ID - Enter Run Control ID of **SFI_ALLOC**

36. Click **Add**

The **Allocation Calculation Logs Report** page displays:



37. Select **Display Full Numeric Field**

38. Click **Refresh**

Allocation Calculation Logs Report

Run Control ID SFI_ALLOC Report Manager Process Monitor **Run**

Language **English**

Report Request Parameters

SetID **STATE**

Allocation Step

Begin Process Instance **9471777**

End Process Instance **9471777**

☒ Display Full Numeric Field

Refresh

ChartField Selection Personalize | Find | First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Value
1	Account	<input checked="" type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	
3	Department	<input checked="" type="checkbox"/>	
	Analysis Type	<input type="checkbox"/>	
	Book Code	<input type="checkbox"/>	
	Class Field	<input type="checkbox"/>	

39. Select **Include CF** for Account, Fund Code, Department, Program, Class, and Project

40. Click **Save**

41. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID TSPROUT Run Control ID SFI_ALLOC

Server Name Run Date **12/04/2018**

Recurrence Run Time **2:26:53PM** **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Allocation Calculation Log Rep	GLS6002	SQR Report	Web	PDF	Distribution

OK **Cancel**

42. Click **OK**

You are returned to the **Allocation Calculation Logs Report** page:

Allocation Calculation Logs Report

Run Control ID SFI_ALLOC **Report Manager** Process Monitor Run

Language **English** ▼

Report Request Parameters

SetID STATE 🔍

Allocation Step 🔍

Begin Process Instance 9471777 🔍

End Process Instance 9471777 🔍

43. Click on the **Report Manager** link

The **Report List** page displays:

List | Explorer | **Administration** | Archives

View Reports For

User ID TSPROUT Type ▼ Last ▼ 1 Days ▼ **Refresh**

Status ▼ Folder ▼ Instance to

Report List Personalize | Find | View All | 📄 | 📅 First ⏪ 1-5 of 5 ⏩ Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618139	9471778	Allocation Calculation Log Rep	12/04/2018 2:27:23PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2618138	9471777	PS/FS Allocations	12/04/2018 2:23:09PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618136	9471775	GL Journal Posting	12/04/2018 1:52:24PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618135	9471774	PS/GL Online Journal Edit	12/04/2018 1:51:50PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618069	9471687	PS/GL Online Journal Edit	12/03/2018 6:59:00PM	Text Files (*.txt)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Allocation Calculation Log](#)

Save

List | Explorer | Administration | Archives

44. Click on the **Administration** tab

45. Click **Refresh** until the “Allocation Calculation Log Rep” displays as a blue link in the Description column

The Allocation Calculation Log is shown below. There are multiple pages: one for each allocation step.

Report ID: GLS6002		PeopleSoft GL		Page No. 2				
Process Instances: 0009471777 to 0009471777		ALLOCATIONS CALCULATION LOG		Run Date 12/04/2018				
Allocation Step: %				Run Time 14:27:38				
Process Instance: 0009471777 Allocation Step: SFI1A01125								
<u>Unit</u>	<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Year</u>	<u>Per</u>	Pool Amount	<u>Basis Amount</u>	<u>Target Amount</u>
							<u>Basis Total</u>	<u>Target Base Curr Amt</u>
01125	100105	55100	1125070000	2019	5	<	2,400.00>	0.08 <
								184.08> US
01125	428100	55100	1125070000	2019	5	<	2,400.00>	0.00 <
								184.08> US
								0.00
								184.08 US
								184.08 US

In the above log, the user can see that the average daily balance of \$2,400 for business unit 01125 and fund 55100 was multiplied by .0767 to get \$184.08 dollars of interest allocation.

Step 4. Inquire on Allocation Journals

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit = 01125

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source = ALO

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

45. Business Unit - Enter business unit. This should be any one of the business units that show on the calculation log. In this case, use business unit 01125

46. Source - Set to ALO

47. Click Search

The **Journal Entry** for the business unit and fund displays:

Unit 01125 Journal ID SFI0000001 Date 11/30/2018

*Long Description SFI Interest Alloc-01125Step1A
224 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

*Source ALO

Reference Number

*Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By TSPROUT

Entered On 12/04/2018 2:23:28PM

Last Updated On 12/04/2018 2:23:28PM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Thomas Sprout

Save Return to Search Notify Refresh Add Update/Dis

Header | Lines | Totals | Errors | Approval

48. Click on the **Lines** tab

The **Lines** page displays:

Unit 01125 Journal ID SFI0000001 Date 11/30/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Errors Only View Audit Logs

Lines Personalize Find

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01125	ACTUALS		100105	55100	1125070000			
<input type="checkbox"/>	2	01125	ACTUALS		428100	55100	1125070000			

Lines to add 1

Totals Personalize Find View All First 1 of

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01125	2	184.080	184.080	N	N

Save Return to Search Notify Refresh Add Update/Dis

Notice that the entry chartfields and amount match the allocation calculation log.

Header	Lines	Totals	Errors	Approval			
Unit 01125		Journal ID SFI0000001		Date 11/30/2018			
Template List		Search Criteria		Change Values			
Inter/IntraUnit		*Process Edit Journal		Process			
▼ Lines							
Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Referen
<input type="checkbox"/>	1	01260		184.08	USD	11/30/2018	
<input type="checkbox"/>	2	01260	184.08		USD	11/30/2018	
Lines to add 1							
▼ Totals					Personalize Find View		
Unit	Total Lines	Total Debits		Total Credits		Jo	
01125	2	184.080		184.080			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>							

Notice that the entry chartfields and amount match the allocation calculation log.
This journal is ready to be processed.

Allocate Interest Income is Complete

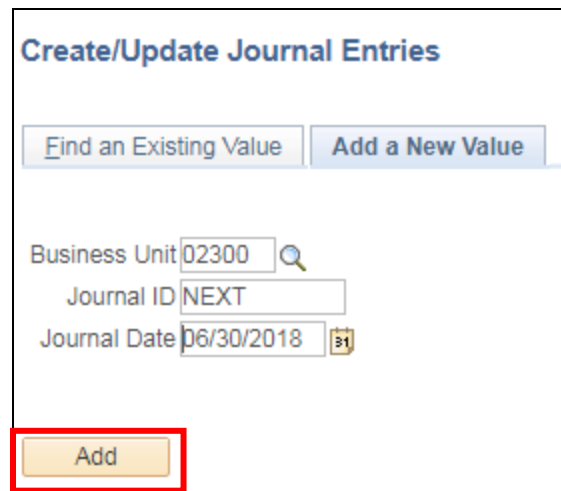
Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger - Internal Service Funds and Enterprise Funds and Fiduciary Funds Only

Situations when this function is used: Entries are made to the ACCRL/ADJ ledger by Internal Service Funds, Enterprise Funds, and Fiduciary Funds to record accrual entries at year-end and sometimes during the year.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries > Create Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT **or** if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)
3. **Journal Date** - Should be June 30th date and then reversed on July 1st
4. Click **Add**

The Header page displays:

The screenshot shows the 'Header' tab of a journal entry form. The 'Lines' tab is highlighted with a red box. The form contains the following fields and controls:

- Unit:** 02300
- Journal ID:** NEXT
- Date:** 06/30/2018
- *Long Description:** A text area with a red box around it. The placeholder text says: 'Include detailed description of what the entry is doing include dates and document ID's where applicable.'
- *Ledger Group:** ACCRL/ADJ (with a red box around it)
- Adjusting Entry:** Non-Adjusting Entry (with a red box around it)
- Ledger:** (empty field)
- *Source:** ONL (with a red box around it)
- Reference Number:** (empty field)
- *Journal Class:** CY (with a red box around it)
- Transaction Code:** GENERAL (with a red box around it)
- Fiscal Year:** 2018
- Period:** 12
- ADB Date:** 06/30/2018
- SJE Type:** (empty dropdown)
- Entered By:** ETEST
- Entered On:** (empty field)
- Last Updated On:** (empty field)
- Buttons:** Save, Notify, Refresh, Add, Update/Display
- Options:**
 - ☐ Auto Generate Lines
 - ☐ Save Journal Incomplete Status
 - ☐ Autobalance on 0 Amount Line
 - ☐ CTA
 - Commitment Control

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - include detailed description of what the entry is doing **and** include dates and document ID's where applicable
6. **Ledger Group** - Select **ACCRL/ADJ**
7. **Journal Class** - Enter **CY** for current year or **PY** for prior year
8. **Adjusting Entry** - Leave as **Non-Adjusting Entry** or click on drop down and choose **Adjusting Entry Period**. If the journal is a year-end adjusting journal entry, you would select **Period 998**
9. Click on the **Lines** tab

The **Lines** page displays:

Unit 02300 Journal ID NEXT Date 06/30/2018
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines Personalize | Find | [Icon] | [Icon]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Journal Status
<input type="checkbox"/>	1	02300	ACCRL/ADJ		520000	50300	2300001000				
<input type="checkbox"/>	2	02300	ACCRL/ADJ		200001	50300	2300001000				

Lines to add 1 + - [Icon]

▼ Totals Personalize | Find | View All | [Icon] | [Icon] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
02300	2	250.00	250.00	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Under **Lines; Line 1**

10. Enter Account/Fund/Dept ID/Amount

11. Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

Under **Lines; Line 2**

12. Enter the correct account

If more rows are required repeat clicking the plus sign and updating the account.

Once all lines are entered,

13. Choose **Edit Journal** from the **Process** drop-down list

14. Click **Process**

The following Message opens:

Message

Journal 0002558840 is saved. (5210,6)

OK

The journal has been saved and a journal number is assigned.

15. Click **OK**

The journal now has a Journal Status = V

Journal Status

V

Add Update/Display

Once the Journal Status is Valid you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Important Note: ACCRL/ADJ journals do not budget check. They are just edited, approved, and posted.

The approver can approve and Post the Journal or it will post overnight once approved.

For the approval process, please see section [Approving a Journal Entry](#) of this manual.

For the posting process, please see section [Post a Journal](#) of this manual.

Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only is Complete

Enter Year End Accrual and Reversal Journal Entries for the ACCRL/ADJ Ledger – Internal Service Funds, Enterprise Funds and Fiduciary Funds Only

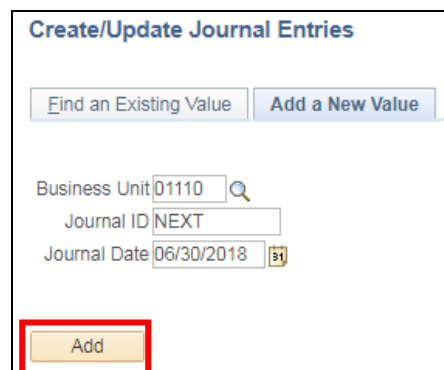
Situations when this function is used: Accrual entries are made to the ACCRL/ADJ ledger by Internal Service, Enterprise, and Fiduciary Fund departments to record year end accrual entries such as Payroll accruals, payables accruals and sales accruals.

Important Note: Both the accrual entry journal and the reversal journal must be posted manually. The reversal journal is created when the accrual entry journal is posted.

WorkCenter navigation: General Ledger WorkCenter > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Should be June 30th date
4. Click **Add**

The **Header** page displays:

Unit 01110 Journal ID NEXT Date 06/30/2018

*Long Description Include detailed description of what the entry is doing. Include dates and document ID's where applicable.

*Ledger Group ACCRL/ADJ

Adjusting Entry Adjusting Entry

Ledger

*Source ONL

Reference Number

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By ETEST

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a description - Include detailed description of what the entry is doing and include dates and document ID's where applicable
6. **Ledger Group** - Select **ACCRL/ADJ**
7. **Source** - Leave as **ONL**
8. **Journal Class** - Select **CY**
9. **Adjusting Entry** - Select **Adjusting Entry** from the drop-down list, Period will default in as 998
10. Click on the **Reversal: Do Not Generate Reversal** link

The **Journal Entry Reversal** page displays:

Journal Entry Reversal

Reversal

☒ Do Not Generate Reversal
☐ **Beginning of Next Period**
☐ End of Next Period
☐ Next Day
☐ Adjustment Period
☐ **On Date Specified By User**

Adjustment Period

Reversal Date

ADB Reversal

☒ Same As Journal Reversal
☐ On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

11. If July is open, then Click on Beginning of Next Period – This will create a reversal journal entry with an accounting date of July 1st. **If July is closed, then Click on Date Specified by User and enter the current date** – This will create a reversal journal entry with an accounting date of the current date

12. Click OK

If **Beginning of Next Period** was chosen, the blue link on the header page of the journal will reflect that:

Header Lines Totals Errors Approval

Unit 01110 Journal ID NEXT Date 06/30/2018

*Long Description Include detailed description of what the entry is doing. Include dates and document ID's where applicable.

148 characters remaining

*Ledger Group ACCRL/ADJ

Ledger

*Source ONL

Reference Number

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Beginning of Next Period

Entered By ETEST

Entered On

Last Updated On

Adjusting Entry Adjusting Entry

Fiscal Year 2018

Period 998

ADB Date 06/30/2018

☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line
☐ CTA
☐ Commitment Control

Ella Test

Save Notify Refresh Add Update/Display

If **On Date Specified by User** was chosen, the blue link on the header page of the journal will reflect that:

The screenshot shows the 'Header' tab of a journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form contains various fields for journal entry details: Unit (01110), Journal ID (NEXT), Date (06/30/2018), *Long Description, *Ledger Group (ACCR/ADJ), Adjusting Entry (Adjusting Entry), Ledger, Fiscal Year (2018), *Source (ONL), Period (998), Reference Number, ADB Date (06/30/2018), *Journal Class (CY), Transaction Code (GENERAL), SJE Type, Currency Defaults (USD / CRRNT / 1), Attachments (0), and a blue link 'Reversal: On Date Specified By User 2018-12-17' which is highlighted with a green box. There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

13. You may now go to the Lines page to finish your journal.

14. Click Save

The following **Message** opens:

The screenshot shows a 'Message' dialog box with the text 'Journal 0002558828 is saved. (5210,6)'. Below the text is an 'OK' button, which is highlighted with a red box.

The journal is saved and assigned a journal ID.

15. Click **OK**

The screenshot shows the 'Lines' tab of the journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form contains various fields for journal entry details: Unit (01110), Journal ID (0002558828), Date (06/30/2018), Template List, Search Criteria, Change Values, Errors Only, and View Audit Logs. There are buttons for 'Inter/IntraUnit', 'Process', and 'Process'. The 'Process' button is highlighted with a red box. The 'Process' dropdown menu is open, showing 'Edit Journal' as the selected option, which is also highlighted with a red box. Below the dropdown is a table with columns for Select, Line, SpeedType, Account, Fund, Dept, Program, Class, Project, Affiliate, and Debit. The table has two rows: Line 1 with Account 520000, Fund 59300, Dept 1110003000, and Line 2 with Account 200001, Fund 59300, Dept 1110003000. Below the table is a 'Lines to add' field with a value of 1. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Journal Status' is highlighted with a green box.

16. Choose **Edit Journal** from the Process drop-down list

17. Click **Process**

After the process completes the journal now has a Journal Status = V

Once the Journal Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Important Note: ACCRL/ADJ journals do not budget check. They are just edited, approved, and posted.

The approver can approve and Post the Journal or it will post overnight once approved.

For the approval process, please see section [Approving a Journal Entry](#) of this manual.

For the posting process, please see section [Post a Journal](#) of this manual.

You can find the reversal journal that was created after the original accrual journal is posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the [Find an Existing Value](#) tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit = ▼ 01110

Journal ID begins with ▼ 0002558828

Journal Date = ▼ 12/17/2018

Document Sequence Number begins with ▼

Line Business Unit = ▼

Journal Header Status = ▼

Budget Checking Header Status = ▼

Source = ▼

Entered By begins with ▼

Attachment Exist = ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

1. Click [Clear](#)
2. **Business Unit** - Enter the appropriate business unit
3. **Journal ID** - Enter the Journal ID from saved journal above (including the leading zero's) or
4. **Journal Date** - Enter Journal date equal to July 1st if "Beginning of Next Period" was chosen or enter current date if "On Date Specified by User" is chosen on the Journal Entry Reversal Page
5. Click [Search](#)

The following **Message** opens when the journal opens:

Message

This journal was created as a reversal so it cannot be modified, deleted, or edited. (5010,3)

OK

6. Click **OK**

The **Create/Update Journal Entries** page displays, click on the **Lines** tab:

Header
Lines
Totals
Errors
Approval

Unit 01110
Journal ID 0002558828
Date 12/17/2018
☐ Errors Only
View Audit Logs

Template List
Search Criteria
*Process Post Journal
Process
Line 10

Lines
Personalize
Find

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACCRL/ADJ		520000	59300	1110003000			
<input type="checkbox"/>	2	01110	ACCRL/ADJ		200001	59300	1110003000			

Totals
Personalize
Find
View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status
01110	2	250.00	250.00	V

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Journal Status is V and the line amounts are the exact opposite of the original entry.

Important: The journal must be posted. The journal will not post in the overnight batch process so it must be posted manually.

Header
Lines
Totals
Errors
Approval

Unit 01110
Journal ID 0002558828
Date 12/17/2018
☐ Errors Only
View Audit Logs

Template List
Search Criteria
*Process Post Journal
Process
Line 10

Lines
Personalize
Find

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACCRL/ADJ		520000	59300	1110003000			
<input type="checkbox"/>	2	01110	ACCRL/ADJ		200001	59300	1110003000			

Totals
Personalize
Find
View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status
01110	2	250.00	250.00	V

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

7. Select **Post Journal** from the **Process** drop-down list

8. Click **Process**

The following **Message** opens:

Message

Are you sure that you want to post this journal? (5010,45)

OK

Cancel

9. Click **OK**

Header

Lines

Totals

Errors

Approval

Unit 01110

Journal ID 0002558828

Date 12/17/2018

Errors Only

Template List

Search Criteria

View Audit Logs

*Process Edit Journal

Process

Line 10

Lines

Personalize | Find | View All | Print

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACCRL/ADJ		520000	59300	1110003000			
<input type="checkbox"/>	2	01110	ACCRL/ADJ		200001	59300	1110003000			

Totals

Personalize | Find | View All | Print

First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
01110	2	250.00	250.00	P

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header | Lines | Totals | Errors | Approval

Journal Status is now **Posted**.

Enter Year End Accrual Entries for the ACCRL/ADJ Ledger – Internal Service Funds, Enterprise Funds and Fiduciary Funds Only is Complete

Edit a Saved Journal Entry

Situations when this function is used: A journal entry has been saved. The journal needs to be edited so it can be budget checked and posted.

WorkCenter navigation: General Ledger WorkCenter > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Business Unit = 01110

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = No Status - Needs to be Edited

Budget Checking Header Status =

Source = ONL

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. **Journal Header Status** - Select **No Status-Needs to be Edited**
3. **Source** - Leave as Default or enter the appropriate Source
4. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

5. Click any **hyperlinks** in the line for the journal that you want to edit

The **Journal Header** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558823 Date 12/12/2018

*Long Description Include detailed description of what the entry is doing. Include dates and document ID's where applicable. 147 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source ONL Period 6

Reference Number ADB Date 12/12/2018

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By ETEST

Entered On 12/12/2018 8:35:29AM

Last Updated On 12/12/2018 8:35:29AM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

6. Click on the **Lines** tab

The **Lines** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558823 Date 12/12/2018

Template List Search Criteria Change Values

InterIntraUnit *Process (Edit Journal) Process

Errors Only View Audit Logs

Line 10

Personalize Find

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415005	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			

Lines to add 1

Personalize Find View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	1.00	1.00	N	N

Save Return to Search Notify Refresh Add Update/Display

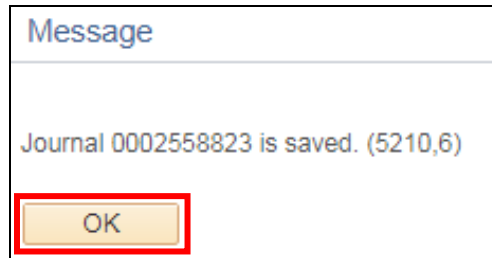
Header | Lines | Totals | Errors | Approval

7. Make any necessary edits

8. **Process** - Choose **Edit Journal** from the drop-down list

9. Click **Process**

After processing, the following **Message** displays:



10. Click [OK](#)

The journal has been edited. Under Totals, Journal Status is V. A successful edit check automatically invokes the Budget Check process. Thus, the budget status will become either V for valid or E for error. In this case, both the edit and budget check are valid:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	140.00	140.00	V	V

Note: The edit process may not be successful. In which case there will either be a pop-up message about errors on the header or an E displayed in the Journal Status field for Error. Errors are discussed in the next section.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Edit a Saved Journal Entry is Complete

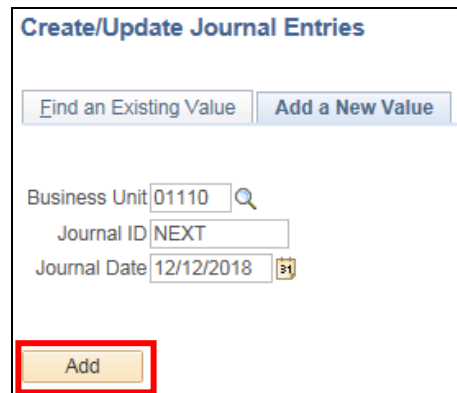
Edit Error Corrections

Situations when this function is used: During the journal entry process, a user runs the journal entry process and encounters edit errors on both header and lines.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



The Create Journal Entry, Add a New Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. **Journal ID** - Leave as NEXT
3. **Journal Date** - Leave as default
4. Click **Add**

The **Journal Header** page displays:

The screenshot shows the 'Journal Header' page with the 'Lines' tab selected and highlighted by a red box. The page contains various input fields and buttons. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the page displays 'Unit 01110', 'Journal ID NEXT', and 'Date 12/12/2018'. The main section contains several fields: '*Long Description' (a large text area with a '254 characters remaining' warning), '*Ledger Group' (set to 'ACTUALS'), 'Ledger' (empty), '*Source' (set to 'ONL'), 'Reference Number' (empty), '*Journal Class' (empty), 'Transaction Code' (set to 'GENERAL'), and 'SJE Type' (a dropdown menu). To the right of these fields, there are more settings: 'Adjusting Entry' (set to 'Non-Adjusting Entry'), 'Fiscal Year' (set to '2019'), 'Period' (set to '6'), and 'ADB Date' (set to '12/12/2018'). Below these are several checkboxes: 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The page also shows 'Entered By ETEST', 'Entered On', and 'Last Updated On'.

Various fields default in such as Ledger Group, Source, Transaction Code, Adjusting Entry, and ADB Date.

Other fields require data entry. They are **Long Description** and **Journal Class**. For this scenario leave these fields blank.

5. Click on the **Lines** tab

The **Lines** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID NEXT Date 12/12/2018
Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ **Lines** Personalize | Find | [?] | [x]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS							

Lines to add 1 **+** - [grid]

▼ **Totals** Personalize | Find | View All | [?] | [x] First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	1	0.000	0.000	N	N

Save Notify Refresh Add Update/Dis

Header | Lines | Totals | Errors | Approval

Under **Lines; Line 1**

6. **Account** - Enter account
7. **Fund** - Enter Fund
8. **DeptID** - Enter DeptID
9. **Class** - Leave blank
10. **Program** - Leave blank
11. **Project/Grant** - Leave blank
12. **Affiliate** - Leave blank
13. **Debit Amount** - Enter amount to be charged
14. **Credit Amount** - Enter offsetting amount
15. Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

The screenshot shows the 'Lines' tab of a journal entry screen. At the top, the 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 12/12/2018. Below this, there are buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. The 'Lines' table has two rows: Line 1 with Account 520000 and Line 2 with Account 100106 and Fund 10000. The 'Totals' section shows a total debit of 1.00 and a total credit of 1.00. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update'.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		520000					
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000				

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	1.00	1.00	N	N

16. Account - Enter **100106**

17. Process - Choose **Edit Journal** from the drop-down list

18. Click **Process**

Since the journal has header errors, the following **Message** opens:

The message dialog box has a title bar 'Message'. The text inside reads: 'On the Journal Header you have a field empty and value must be entered (23500,1)'. At the bottom is an 'OK' button.

17. Click **OK**

18. Click on the **Header** **tab**

The fields with errors are highlighted in red. In this case, the user forgot to enter a long description or the Journal class value:

Header	Lines	Totals	Errors	Approval
Unit 01110		Journal ID NEXT		Date 12/12/2018
*Long Description		<div>254 characters remaining</div>		
*Ledger Group	ACTUALS	Adjusting Entry Non-Adjusting Entry		
Ledger		Fiscal Year	2019	
*Source	ONL	Period	6	
Reference Number		ADB Date	12/12/2018	
*Journal Class				
Transaction Code	GENERAL			
SJE Type				
Currency Defaults: USD / CRRNT / 1				
Attachments (0)				
Reversal: Do Not Generate Reversal				
Entered By ETEST		Ella Test		
Entered On				
Last Updated On				
<div>Save Notify Refresh Add Update/Display</div>				

19. Long Description - Add a detailed description

20. Journal Class - Enter **CY** for current year or **PY** for prior year

21. Click **Save**

There are no red fields remaining:

Unit 01110 Journal ID 0002558824 Date 12/12/2018

*Long Description To Record Expense
237 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source ONL Period 6

Reference Number ADB Date 12/12/2018

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By ETEST

Entered On 12/12/2018 12:39:32PM

Last Updated On 12/12/2018 12:39:32PM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Save Notify Refresh Add Update/Display

22. Click on the **Lines** tab

The **Lines** page displays:

Unit 01110 Journal ID 0002558824 Date 12/12/2018

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process

Line 2

Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		520000					
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000				

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	1.00	1.00	N	N

Save Notify Refresh Add Update/Display

23. **Process** - Choose **Edit Journal** from the **Process** drop-down list

24. Click **Process**

There is no longer a pop-up error message for the Header. However, the Journal Status is now “E” for error. Further the rows with errors have an “X” in the Error column:

Unit 01110 Journal ID 0002558824 Date 12/12/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Lines

Select	Line	Error	Unit	*Ledger	SpeedType	Account	Fund	Dept	Program
<input type="checkbox"/>	1	X	01110	ACTUALS		520000			
<input type="checkbox"/>	2	X	01110	ACTUALS		100106	10000		

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	1.00	1.00	E	

Save Notify Refresh Add

25. Click on the [E](#) link under the Journal Status

The **Errors** page displays:

Header **Lines** Totals Errors Approval

Unit 01110 Journal ID 0002558824 Date 12/12/2018

Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
01110	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.
01110	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Dept/Fund in group AC_FD_DEP.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Dept/Fund in group AC_FD_DEP.

Save Notify Refresh Add Update/Display

There are several errors noted above:

At the overall journal level “Journal is not balanced on journal totals or balancing Chartfield totals.”

Also both lines 1 and 2 have “Combo error for fields Account/Dept/Fund in group AC_FD_DEP.”

The State requires both Fund and Department to be populated for all ACTUALS transactions. Combo Group AC_FD_DEP checks for this. Thus, the lines in error have a blank value in on or more of the Fund or Department fields. These must be populated.

26. Click on the [Lines](#) tab

The **Lines** page displays, find the blank fund and department fields:

27. Fund - Enter a valid value

28. Department - Enter a valid value

29. Process - Choose **Edit Journal** from the Process drop-down list

30. Click [Process](#)

Note: In some of the business units within the ACCRUAL / ADJ ledger, there is only a requirement for a department to be populated and fund can be left blank. These error situations are checked by combination group ACCT_DEP.

For all situations where account 100105 is used, combination group ACCT_AFFIL checks to see that the **Affiliate** field is populated.

Notice that the Journal Status is now V. Further, a Valid edit check automatically invokes the budget check process.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Edit Error Corrections is Complete

Budget Check a Journal

Situations when this function is used: A journal entry has been edited. The journal needs to be budget checked so it can post.

Remember; a successful edit check automatically invokes the Budget Check process. Below are the steps to budget check when edits to the journal are not needed.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

Business Unit = ▼ 01110 🔍

Journal ID begins with ▼

Journal Date = ▼

Document Sequence Number begins with ▼

Line Business Unit = ▼ 🔍

Journal Header Status = ▼ Valid Journal - Edits Complete ▼

Budget Checking Header Status = ▼ Error in Budget Check ▼

Source = ▼ 🔍

Entered By begins with ▼ 🔍

Attachment Exist = ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search | **Clear** | **Basic Search** | **Save Search Criteria**

Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. **Journal ID** - Leave as default or enter the appropriate Journal ID
3. **Journal Date** - Leave as Default or enter the appropriate date
4. **Journal Header Status** - Select **Valid Journal-Edits Complete**
5. **Budget Checking Header Status** - Select **Error in Budget Check**
6. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any **hyperlinks** in the line for the journal that you want to budget check

The **Journal Header** page displays:

- Click on the **Lines** tab

The **Lines** page displays, the Journal Status is Valid and the Budget Status is in error:

The screenshot shows the 'Lines' tab selected. The top section contains metadata: Unit 01110, Journal ID 0002558614, Date 11/24/2018. Below this is a table with 10 lines, each with columns for Line, *Unit, *Ledger, SpeedType, Account, Fund, Dept, Program, Class, and Project. The 'Totals' section at the bottom shows a summary of the lines, including Total Lines (20), Total Debits (1,000,000,000.00), and Total Credits (1,000,000,000.00). A green box highlights the 'Journal Status' (V) and 'Budget Status' (E) fields.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		517205	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	3	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	4	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	5	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	6	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	7	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	8	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	9	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	10	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	20	1,000,000,000.00	1,000,000,000.00	V	E

- Click on the **E** under **Budget Status**

The **GL Journal Exceptions** page displays, in this scenario the exception is **Exceeds Budget Tolerance**:

The screenshot shows the 'GL Journal Exceptions' page. The top section contains metadata: Business Unit 01110, Journal ID 0002558614, Journal Date 11/24/2018. Below this is a table with columns for Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The 'Exception' column shows 'Exceeds Budget Tolerance' for two entries (1 and 2). A blue box highlights the 'Exception' column.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	01110	APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	01110	ORG	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

You would either contact your Financial business manager to transfer or add funds or you would need to make changes to the Chartfield string to a string with budget money. In this case, let's assume funds are added to the budget and thus you would then be able to budget check with this process.

Back on the **Lines** page:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558614 Date 11/24/2018 ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Budget Check Journal Process

Line 10

▼ Lines Personalize | Find | [Icons]

9. Process - Choose **Budget Check Journal** from the **Process** drop-down list

10. Click [Process](#)

The journal has been budget checked.

Journal Status	Budget Status
V	V

Under Totals, Journal Status is V, Budget Check status is V.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Budget Check a Journal is Complete

Submitting a Journal for Approval

Situations when this function is used: Once a Journal has been saved with a Journal ID assigned, and it has a Valid Journal Status and Valid Budget Status, it needs to be Submitted for approval.

Below you will see a Journal ID has been assigned and the Journal Status = Valid and Budget Status = Valid:

Unit 01110 Journal ID 0002558846 Date 01/19/2019 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Submit Journal Process Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		500000	59300	1110003000			
<input type="checkbox"/>	4	01110	ACTUALS		100106	59300	1110003000			

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	4	200.00	200.00	V	V

Save Notify Refresh Add Update/Display

1. **Process** - Choose **Submit Journal** from the **Process** drop-down list

2. Click **Process**

3. Click on the **Approval** tab

The **Approval** page displays:

Unit 01110 Journal ID 0002558846 Date 01/19/2019 Submit

Approval Status

Unit 01110

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

254 characters remaining

Actuals & ACCRL/ADJ Stage 1

Unit 01110, ID 0002558846, Date 2019-01-19, Line Unit 01110: Pending View/Hide Comments

ONL & CAJ Path 1

Skipped

Earl Stubin

GL Approvers by Query

01/19/19 - 11:11 AM

Pending

Multiple Approvers

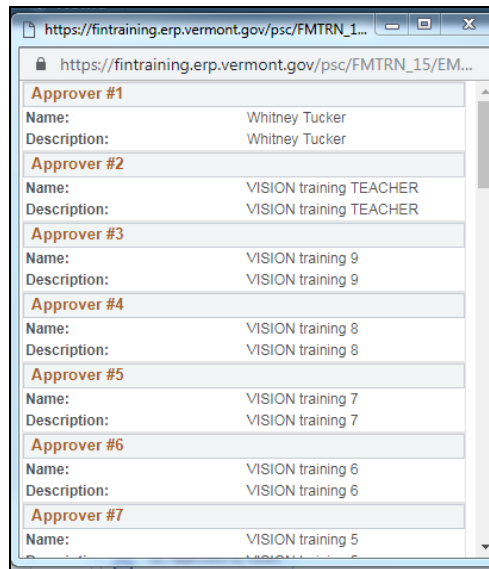
Comments

Approval History

Save Notify Refresh

The journal has been submitted for approval and shows **Pending Approval**.

You can click on the [Multiple Approvers](#) link and see who is in the Approval Pool:



Approver #1	
Name:	Whitney Tucker
Description:	Whitney Tucker
Approver #2	
Name:	VISION training TEACHER
Description:	VISION training TEACHER
Approver #3	
Name:	VISION training 9
Description:	VISION training 9
Approver #4	
Name:	VISION training 8
Description:	VISION training 8
Approver #5	
Name:	VISION training 7
Description:	VISION training 7
Approver #6	
Name:	VISION training 6
Description:	VISION training 6
Approver #7	
Name:	VISION training 5
Description:	VISION training 5

The approver can Approve and Post the Journal or it will post in a batch process overnight once approved. The exception is source TSF journals. Once approved by the department, TSF journals will be subject to a second level of approval at the Department of Finance and then will be posted.

For the approval process, please see section [Approving a Journal Entry](#) of this manual.

For the posting process, please see section [Post a Journal](#) of this manual.

Submitting a Journal for Approval is Complete

Deny a Journal Entry

Situations when this function is used: A journal entry has been edited and budget checked. The journal must be approved by the appropriate user prior to it being eligible for posting. However, the journal is denied with a request to make changes. The journal is modified, resubmitted, approved and posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

Navigator Menu navigation: Worklist > Worklist



Your **Worklist** displays, the journal entries that have been routed to you are listed:

Worklist

Worklist for ESTUBIN: Earl Stubin


Detail View

Worklist Filters

 Feed 

Worklist Items

Person:

From	Date From	Work Item	Worked By Activity	Priority	Link
Ella Test	11/07/2018	Approval Routing	Approval Workflow	1-High 	GLJournalApproval_55_VTGLApproval_1901-01-14_N_0_BUSINESS_UNIT:01260_JOURNAL_ID:0002491181_JOURNAL_DATE:2018-11-07_BUSINESS_UNIT_LN:01260_RDC.RA.D.A.

1. Click on the [blue link](#) for the appropriate journal entry

The **GL Journal Approval** page displays:

GL Journal Approval

Business Unit 01260

Journal ID 0002491181

Journal Date 11/07/2018

Line Unit 01260

Ledger Group ACTUALS

Adjusting Entry N

Fiscal Year 2019

Period 5

[Return to Worklist](#)

Attachments (0)

[Go to Journal Entry Page](#)

Status Pending

Debits \$250.00

Credits \$250.00

Description To show ONL Workflow

Requester ETEST

Actuals & ACCRL/ADJ Stage 1

Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260: Pending

ONL & CAJ Path 1

Pending

Multiple Approvers

GL Approvers by Query

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be the Approval Flow Graphic Display.

254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

Journal Lines

2. Click on the **Journal Lines** [down arrow](#) to see the Chartfields on the lines

Journal Lines										
Chartfields		Currency Details								
Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Project	An Type	Affiliate
1	01260	ACTUALS	500000	10000	1260010000					
2	01260	ACTUALS	100106	10000	1260010000					

- Click on the **Currency Details** tab to see the amounts

Journal Lines									
Chartfields		Currency Details							
Line	Currency	Debit Amount	Credit Amount	Base Currency	Base DR Amount	Base CR Amount	Stat	Stat Amt	UOM
1	USD	250.00		USD	250.00				
2	USD		250.00	USD		250.00			

In this case the approver wishes to deny the journal because the amount is wrong. It should be \$200 instead of \$250.

- Enter **denial comments** (required for denials)

GL Journal Approval

Business Unit 01260
Journal ID 0002491181
Journal Date 11/07/2018
Line Unit 01260
Ledger Group ACTUALS
Adjusting Entry N
Fiscal Year 2019
Period 5

[Return to Worklist](#)
[Attachments \(0\)](#)
[Go to Journal Entry Page](#)
Status Pending
Debits \$250.00
Credits \$250.00
Description To show ONL Workflow
Requester ETEST

Actuals & ACCRL/ADJ Stage 1

Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260:Pending

ONL & CAJ Path 1

Pending

Multiple Approvers
GL Approvers by Query

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the [Approval Flow Graphic Display](#).

This is being denied because the amount should be \$200 instead of \$250. Please fix the journal and resubmit it

142 characters remaining

Approve
Deny
Hold
Pushback
Add Comments

Journal Lines									
Chartfields		Currency Details							
Line	Currency	Debit Amount	Credit Amount	Base Currency	Base DR Amount	Base CR Amount	Stat	Stat Amt	UOM
1	USD	250.00		USD	250.00				
2	USD		250.00	USD		250.00			

- Click **Deny** to send the journal back to the journal entry creator

The Journal Status = Denied:


GL Journal Approval

Business Unit	01260	Return to Worklist
Journal ID	0002491181	Attachments (0)
Journal Date	11/07/2018	Go to Journal Entry Page
Line Unit	01260	Status Denied
Ledger Group	ACTUALS	Debits \$250.00
Adjusting Entry	N	Credits \$250.00
Fiscal Year	2019	Description To show ONL Workflow
Period	5	Requester ETEST

Actuals & ACCRL/ADJ Stage 1

▶ Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260: **Denied**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed in the Approval Flow Graphic Display.

 254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

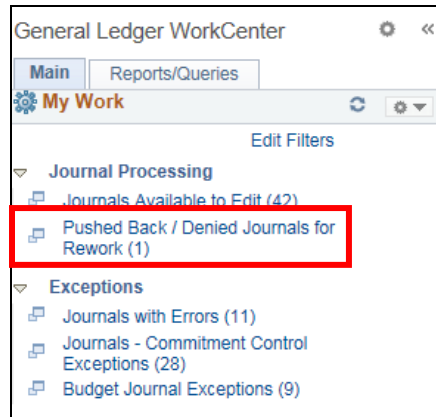
▶ Journal Lines

Deny a Journal Entry is Complete

Updating a Denied Journal Entry

Situations when this function is used: A journal entry has been denied with a request to make changes. The journal is modified and resubmitted.

WorkCenter navigation: General Ledger WorkCenter > My Work pagelet > Journal Processing > Pushed Back/Denied Journals for Rework



1. Click on the [Pushed Back / Denied Journals for Rework](#) link

The **Pushed Back / Denied Journal for Rework** list displays:

Pushed Back / Denied Journals for Rework

Journals						
General Details 1 Details 2						
Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description
<input type="checkbox"/> 01260	0002491181	11/07/2018		01260	<input type="checkbox"/>	To show ONL Workflow

Select All / Deselect All

Actions

2. Click on the [blue link](#) for the appropriate journal entry

The **Journal Entry** page displays:

Journal Entry

Header Lines Totals Errors Approval

Unit 01260 Journal ID 0002491181 Date 11/07/2018 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01260	ACTUALS		500000	10000	1260010000			
<input type="checkbox"/>	2	01260	ACTUALS		100106	10000	1260010000			

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01260	2	250.00	250.00	V	V

Save Return to Search Notify Refresh Add Update/Display

Scroll to the right to see the amounts:

The screenshot shows the 'Journal Entry' form with the following details:

- Unit: 01260, Journal ID: 0002491181, Date: 11/07/2018
- Template List: Search Criteria, Change Values
- Inter/IntraUnit: *Process Edit Journal
- Process: Process
- Line: 10

The 'Lines' table is expanded, showing two lines:

Select	Line	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	250.00		USD	11/07/2018		Salaries	Not Distributed
<input type="checkbox"/>	2		250.00	USD	11/07/2018		Intraunit Cash Account	Not Distributed

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01260	2	250.00	250.00	V	V

Buttons at the bottom: Save, Return to Search, Notify, Refresh, Add, Update/Display.

3. Change the amount to \$200 on both rows
4. **Process** - Choose **Edit Journal** from the **Process** drop-down list
5. Click **Process**

The following **Message** opens:

The screenshot shows the 'Journal Entry' form with the following details:

- Unit: 01260, Journal ID: 0002491181, Date: 11/07/2018
- Template List: Search Criteria, Change Values
- Inter/IntraUnit: *Process Edit Journal
- Process: Process
- Line: 10

The 'Lines' table is expanded, showing two lines:

Select	Line	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	200.00		USD	11/07/2018		Salaries	Not Distributed
<input type="checkbox"/>	2		200.00	USD	11/07/2018		Intraunit Cash Account	Not Distributed

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01260	2	200.00	200.00	V	V

A 'Message' dialog box is open, stating: 'Journal 0002491181 is saved. (5210,6)'. The 'OK' button is highlighted with a red box.

Buttons at the bottom: Save, Return to Search, Notify, Refresh, Add, Update/Display.

The Journal has been saved and the edit and budget check statuses are updated again to **V**.

6. Click **OK**

You are returned to the **Lines** page:

Journal Entry

Header | **Lines** | Totals | Errors | Approval

Unit 01260 Journal ID 0002491181 Date 11/07/2018 ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Submit Journal** Process Line 10

▼ **Lines** Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01260	ACTUALS		500000	10000	1260010000			
<input type="checkbox"/>	2	01260	ACTUALS		100106	10000	1260010000			

Lines to add 1

▼ **Totals** Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01260	2	200.00	200.00	V	V

Save Return to Search Notify Refresh Add Update/Display

7. **Process** - Choose Submit Journal from the Process drop-down list

8. Click **Process**

Updating a Denied Journal Entry is Complete

Approving a Journal Entry

Situations when this function is used: A previously denied journal entry has been resubmitted for approval. The journal must be approved by the appropriate user prior to it being eligible for posting.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

Navigator Menu navigation: Worklist > Worklist


Your **Worklist** displays, the journal entries that have been routed to you are listed:

Worklist

Worklist for ESTUBIN: Earl Stubin

[Detail View](#)

Worklist Filters

 Feed

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
Ella Test	11/07/2018	Approval Routing	Approval Workflow	1-High <div></div>	<div>GLJournalApproval_56</div> <div>VTGLApproval_1901-01-14_N_0</div> <div>BUSINESS_UNIT:01260</div> <div>JOURNAL_ID:0002491181</div> <div>JOURNAL_DATE:2018-11-07</div> <div>BUSINESS_UNIT_LN:01260</div> <div>RDC:RA.0.A.</div>

1. Click on the [blue link](#) for the appropriate journal entry

The **GL Journal Approval** page displays:

GL Journal Approval

Business Unit 01260
Journal ID 0002491181
Journal Date 11/07/2018
Line Unit 01260
Ledger Group ACTUALS
Adjusting Entry N
Fiscal Year 2019
Period 5

[Return to Worklist](#)
[Attachments \(0\)](#)
[Go to Journal Entry Page](#)
Status Pending
Debits \$200.00
Credits \$200.00
Description To show ONL Workflow
Requester ETEST

Actuals & ACCRL/ADJ Stage 1

Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260: Pending

ONL & CAJ Path 1

Pending

Multiple Approvers
GL Approvers by Query

Start New Path

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be displayed in the Approval Flow Graphic Display.

254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

Journal Lines

2. Click on the **Journal Lines** [down arrow](#) to see the Chartfields on the lines

Journal Lines									
Chartfields		Currency Details							
Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Project	An Type
1	01260	ACTUALS	500000	10000	1260010000				
2	01260	ACTUALS	100106	10000	1260010000				

- Click on the **Currency Details** tab to see the amounts

Journal Lines						
Chartfields		Currency Details				
Line	Currency	Debit Amount	Credit Amount	Base Currency	Base DR Amount	Base CR Amount
1	USD	200.00		USD	200.00	
2	USD		200.00	USD		200.00

GL Journal Approval

Business Unit 01260 [Return to Worklist](#)
 Journal ID 0002491181 [Attachments \(0\)](#)
 Journal Date 11/07/2018 [Go to Journal Entry Page](#)
 Line Unit 01260 Status Pending
 Ledger Group ACTUALS Debits \$200.00
 Adjusting Entry N Credits \$200.00
 Fiscal Year 2019 Description To show ONL Workflow
 Period 5 Requester ETEST

Actuals & ACCRL/ADJ Stage 1

Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260:Pending [Start New Path](#)

ONL & CAJ Path 1

Pending
 Multiple Approvers
 GL Approvers by Query

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

This is approved.

237 characters remaining

[Approve](#)
[Deny](#)
[Hold](#)
[Pushback](#)
[Add Comments](#)

Journal Lines									
Chartfields		Currency Details							
Line	Currency	Debit Amount	Credit Amount	Base Currency	Base DR Amount	Base CR Amount	Stat	Stat Amt	
1	USD	200.00		USD	200.00				
2	USD		200.00	USD		200.00			

- Enter **Approval Comments** if desired
- Click **Approve**

The GL Journal Approval page updates as follows:

GL Journal Approval

Business Unit	01260	Return to Worklist	
Journal ID	0002491181	Attachments (0)	
Journal Date	11/07/2018	Go to Journal Entry Page	
Line Unit	01260	Status	Approved
Ledger Group	ACTUALS	Debits	\$200.00
Adjusting Entry	N	Credits	\$200.00
Fiscal Year	2019	Description	To show ONL Workflow
Period	5	Requester	ETEST

Actuals & ACCRL/ADJ Stage 1

▶ Unit 01260, ID 0002491181, Date 2018-11-07, Line Unit 01260: **Approved**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments c the Approval Flow Graphic Display.

254 characters remaining

ApproveDenyHoldPushbackAdd Comments

▶ Journal Lines

At this point, the journal could be posted by users with the posting authority. Either click on the [Go to Journal Entry Page](#) link above to be transferred to the journal entry page or follow the guidance in the [Post a Journal](#) section of this training manual. The approver can also choose to let the nightly batch process post the journal entry.

See the [Post a Journal](#) exercise in this manual.

Approving a Journal Entry is Complete

Post a Journal

Situations when this function is used: A journal entry has been edited, budget checked and approved. The journal will post in the nightly process or the journal can be posted immediately.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The Create/Update Journal Entry page displays, click on the Find an Existing Value tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = ▼ 01110 🔍

Journal ID begins with ▼

Journal Date = ▼ 31 📅

Document Sequence Number begins with ▼

Line Business Unit = ▼ 🔍

Journal Header Status = ▼ Valid Journal - Edits Complete ▼

Budget Checking Header Status = ▼ Valid ▼

Source = ▼ ONL 🔍

Entered By begins with ▼ 🔍

Attachment Exist = ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. **Journal Header Status** - Select = **Valid Journals - Edits Complete**
3. **Budget Checking Header Status** - Select = **Valid Budget Check**
4. **Source** - Leave as Default or enter the appropriate Source
5. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Search Results							
View All							
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status
01110	0002558616	11/24/2018	0	(blank)	01110	Valid	Valid
01110	0002558811	12/05/2018	0	(blank)	01110	Valid	Valid
01110	0002558822	12/12/2018	0	(blank)	01110	Valid	Valid
01110	0002558823	12/12/2018	0	(blank)	01110	Valid	Valid
01110	0002558824	12/12/2018	0	(blank)	01110	Valid	Valid
01110	0002558825	11/29/2018	0	(blank)	01110	Valid	Valid
01110	GL65111918	11/19/2018	0	(blank)	01110	Valid	Valid

6. Click any [hyperlinks](#) in the line for the journal that you want to post

7. The **Journal Header** page displays, click on the [Lines](#) tab

The **Lines** page displays:

Header

Lines

Totals

Errors

Approval

Unit 01110

Journal ID 0002558811

Date 12/05/2018

Errors Only

Template List

Search Criteria

Change Values

View Audit Logs

Inter/IntraUnit

*Process Post Journal

Process

Line 10

Lines

Personalize | Find | [Icons]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415101	10000	2120251300			
<input type="checkbox"/>	2	01110	ACTUALS		400000	10000	2120251300			

Lines to add 1

Totals

Personalize | Find | View All | [Icons]

First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	110.00	110.00	V	V

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header | Lines | Totals | Errors | Approval

8. **Process** - Choose **Post Journal** from the **Process** drop-down list

9. Click **Process**

The following **Message** opens:

Message

Are you sure that you want to post this journal? (5010,45)

OK

Cancel

10. Click **OK**

Journal is posted, Journal Status is **P**:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558811 Date 12/05/2018 ☐ Errors Only
Template List Search Criteria View Audit Logs

*Process Edit Journal Process Line 10

▼ **Lines** Personalize | Find |

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415101	10000	2120251300			
<input type="checkbox"/>	2	01110	ACTUALS		400000	10000	2120251300			

▼ **Totals** Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	110.00	110.00	P	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Post a Journal is Complete

Copy a Journal Entry

Situations when this function is used: A journal needs to be entered that is like one already in the system. The copy function can be used to copy the journal and create a new one. This saves on data entry time.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The Create/Update Journal Entries page displays, click on the Find an Existing Value tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit = 01110

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = No Status - Needs to be Edited

Budget Checking Header Status =

Source = ONL

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. **Journal ID** - Enter the Journal ID of the journal you want to copy
3. **Journal Date** - Enter the Journal date of the journal you want to copy
4. Click [Search](#)

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

5. Click any **hyperlinks** in the line for the journal that you want to copy

The **Header** page displays:

Header **Lines** Totals Errors Approval

Unit 01110 Journal ID 0002557376 Date 10/17/2018

*Long Description To move PY costs to Budman 01110 from Finops 01115 V#3934 Inv. Date: 5/16/18 and V#3911 Inv. Date: 2/2/2018 per Ruthellen Doyon. C.Touchette 10/17/2018

103 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source TSF Period 4

Reference Number TF101718 ADB Date 10/17/2018

*Journal Class PY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By CTOUCHET Caitlin Ann Touchette

Entered On 10/17/2018 11:09:19AM

Last Updated On 12/05/2018 12:48:45PM

Save Return to Search Notify Refresh Add Update/Display

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

☐ CTA

Commitment Control

6. Click on the **Lines** tab

The **Lines** page displays:

Header Lines **Totals** Errors Approval

Unit 01110 Journal ID 0002557376 Date 10/17/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Copy Journal Process

Errors Only View Audit Logs

Line 10

Lines Personalize Find

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		516683	31100	1110991501		15000	
<input type="checkbox"/>	2	01110	ACTUALS		100105	31100	1110991501		15000	

Lines to add 1

7. **Process** - Choose **Copy Journal** from the Process drop-down list

8. Click **Process**

The **Journal Entry Copy** page displays:

Note: Do not adjust any information in the Reversal Date or ADB Reversal Date boxes.

9. **Journal ID** – Leave as NEXT

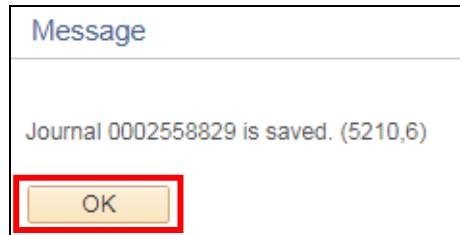
10. **Journal Date** - Leave as current date **or** enter a journal date

11. Click **OK**

The **Lines** page displays with the new journal data and indicates that the new journal has been saved. If the journal ID was left as next, a journal ID has been assigned:

12. Click **Save**

The following **Message** opens:

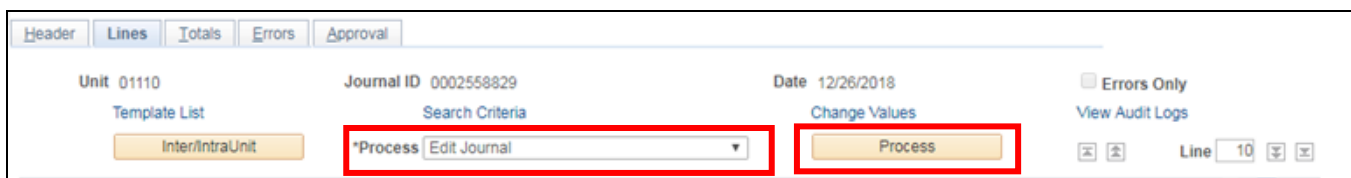


13. Click **OK**

14. Make and changes to journal descriptions, chartfields, amounts, etc.

15. Click **Save**

The journal is ready to be edited, budget checked.



16. **Process** - Choose **Edit Journal** from the **Process** drop-down list

17. Click **Process**

Remember; a successful edit check automatically invokes the Budget Check process.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Copy a Journal Entry is Complete

Copy and Reverse a Journal Entry

Situations when this function is used: To reverse an incorrect journal entry that can't be deleted because it has posted and is in a closed period. (To correct a journal entry that has posted in a current, open period contact Financial Operations and they will unpost the journal.)

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Business Unit = ▼ 01110

Journal ID begins with ▼ 0000339437

Journal Date = ▼

Document Sequence Number begins with ▼

Line Business Unit = ▼

Journal Header Status = ▼

Budget Checking Header Status = ▼

Source = ▼

Entered By begins with ▼

Attachment Exist = ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** Basic Search Save Search Criteria

Business Unit and Line Business Unit will default in as your default business unit. Journal Header Status defaults as No Status – Needs to be Edited. Source will default as ONL.

1. Click **Clear**
2. **Business Unit** - Enter business unit
3. **Journal ID** - Enter the Journal ID of the journal you want to reverse
4. Click **Search**

The **Header** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0000339437 Date 06/30/2003

*Long Description Prior year adjustment to payroll clearing account. 204 characters remaining

*Ledger Group ACTUALS Adjusting Entry Adjusting Entry

Ledger Fiscal Year 2003

*Source ONL Period 998

Reference Number ADB Date 06/30/2003

*Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By RDOYON

Entered On

Last Updated On 09/12/2003 9:21:39AM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

5. Click on the **Lines** tab

The **Lines** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0000339437 Date 06/30/2003 Errors Only

Template List Search Criteria

*Process Copy Journal Process Line 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		101094	10000	1110002000			
<input type="checkbox"/>	2	01110	ACTUALS		480500	10000	1110002000			

Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	127.95	127.95	P	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

6. **Process** - Choose **Copy Journal** from the **Process** drop-down list

7. Click **Process**

The **Journal Entry Copy** page displays:

Note: Do not adjust any information in the Reversal Date or ADB Reversal Date boxes.

8. **Journal ID** - Enter the Journal ID of the journal you are reversing – must include the leading zero's
9. **Journal Date** - Leave as current date or enter a journal date
10. Click on **Reverse Signs** box - this will make the journal to be an exact opposite of the journal you are copying

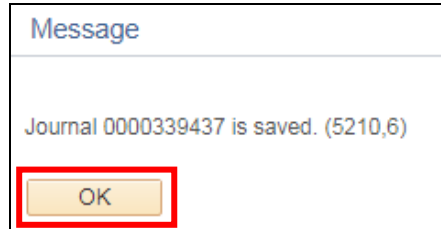
Note - The check box for "Recalculate Budget Date" – is greyed out. It cannot be changed.

11. Click **OK**

The journal Lines page loads with the new journal data and indicates that the new journal has been saved:

12. Click **Save**

The following **Message** opens:



13. Click [OK](#)

The Journal now needs to be edited and budget checked.

Next to Process choose Edit Journal (default) and select the process button.

The journal now shows Journal Status valid and Budget Status valid

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the [Submitting a Journal for Approval](#) exercise in this manual.

Copy and Reverse a Journal Entry is Complete

Print a Journal Entry

Situations when this function is used: A printed copy of the journal entry is needed.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = 01110

Journal ID begins with 0002558815

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** Basic Search Save Search Criteria

Business Unit and Line Business Unit will default in as your default business unit. Journal Header Status defaults as No Status – Needs to be Edited. Source will default as ONL.

1. Click **Clear**
2. **Business Unit** - Enter the Business Unit
3. **Journal ID** - Enter the Journal ID of the journal you want to print - be sure to include the leading zero's
4. Click **Search**

The **Header** page displays:

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID 0002558815 Date 12/08/2018

*Long Description 59 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source TSF Period 6

Reference Number TF120818 ADB Date 12/08/2018

*Journal Class Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Auto Generate Lines ☐

Save Journal Incomplete Status ☐

Autobalance on 0 Amount Line ☐

CTA ☐

Commitment Control

Entered By ETEST Ella Test

Entered On 12/08/2018 9:18:32AM

Last Updated On 12/08/2018 11:17:46AM

Save Return to Search Notify Refresh Add Update/Display

5. Click on the **Lines** tab

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID 0002558815 Date 12/08/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Print Journal Process

Errors Only View Audit Logs

Line 10

▼ Lines

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1		01110	ACTUALS		415000	10000	1110003000			
<input type="checkbox"/>	2	X	01110	ACTUALS		100105	10000	1110003000			

6. **Process** - Choose **Print Journal** from the **Process** drop-down list

7. Click **Process**

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID 0002558815 Date 12/08/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Print Journal Process

Errors Only View Audit Logs

Line 10

Report Manager Process Monitor

▼ Lines

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1		01110	ACTUALS		415000	10000	1110003000			
<input type="checkbox"/>	2	X	01110	ACTUALS		100105	10000	1110003000			

8. Click on the **Report Manager** link

The **Report Manager** page displays, click on the **Administration** tab:

View Reports For

User ID: LHICKORY Type: Last: 1 Days: Refresh

Status: Processing Folder: Instance: 9471937 to: 9471937

Report List Personalize | Find | View All | First 1 of 1 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618283	9471937	GLX7502 - GLX7502.pdf	12/08/2018 11:24:05AM	Acrobat (*.pdf)	Posted	Details

9. Click **Refresh** until **Status = Posted**

10. Click on **Journal Entry Print** link, the report name is **GLX7502-GLX7502.pdf**

Copy of journal opens:

ORACLE PeopleSoft Financials
Report Definition: GLX7502 Journal Entry Detail Report

Page: 1 of 1
Run Date: 12/08/2018
Run Time: 11:24:02 AM

Unit: 01110 Ledger Group: ACTUALS Reversal: None
Journal ID: 0002558815 Source: TSF Reversal Date:
Journal Date: 12/08/2018
Description: A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to.

Line	Description	Account	Fund	Dept	Debit	Credit
1	Fees - General	415000	10000	1110003000	100.00	0.00
2	Interunit Cash Account	100105	10000	1110003000	0.00	100.00

Total
Debit: 100.00
Credit: 100.00
Net: 0.00
Journal Lines: 2

Page 1 of 1

11. Click on the **Printer** icon to print

Printing a Journal is Complete

Deleting a Journal Entry

Situations when this function is used: A journal has been entered in error. As long as the journal has not been posted, it can be deleted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = 01110
Journal ID begins with 0002558815
Journal Date =
Document Sequence Number begins with
Line Business Unit =
Journal Header Status =
Budget Checking Header Status =
Source =
Entered By begins with
Attachment Exist =

☐ Case Sensitive
Limit the number of results to (up to 300): 300

Search **Clear** Basic Search Save Search Criteria

Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. Click **Clear**
2. **Business Unit** - Leave as default or enter the appropriate Business Unit
3. **Journal ID** - Enter the Journal ID of the journal you want to delete
4. **Journal Date** - Enter the Journal date of the journal you want to delete or leave blank
5. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically load.)

Click any **hyperlinks** in the line for the journal that you want to delete.

The **Header** page displays:

6. Click on the **Lines** tab

The **Lines** page displays:

7. **Process** - Choose **Delete Journal** from the **Process** drop-down menu

8. Click **Process**

The following **Message** opens:

Message

Are you sure that you want to delete this journal? (5010,30)

Yes

No

9. Click **Yes**

The **Find an Existing Value** page loads with a message saying that the journal has been deleted:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Business Unit

=

01110

Journal ID

begins with

Journal Date

=

Document Sequence Number

begins with

Line Business Unit

=

Journal Header Status

=

No Status - Needs to be Edited

Budget Checking Header Status

=

Source

=

ONL

Entered By

begins with

LHICKORY

Attachment Exist

=

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

Save Search Criteria

Message

Journal 0002558815 is physically deleted. (5210,7)

OK

10. Click **OK**

Deleting a Journal Entry is Complete

Recurring Journal Entries

Situations when this function is used: On a monthly basis revenue is recorded by a department in a certain account. However, a portion needs to be re-allocated to another account. The reallocation needs to happen every month of the fiscal year.

Steps involved:

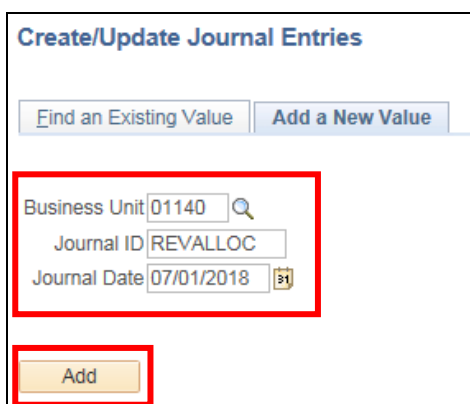
1. Create first monthly journal entry and process normally through to post.
2. Define Standard Journals
3. Create Standard Journals
4. Review Standard Journals
5. Process Standard Journals

Step 1. Create first monthly journal entry and process normally through to post

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit. In this case, enter 01140
2. **Journal ID** - Enter the Journal ID you wish to have on all 12 monthly journals. In this case use REVALLOC
3. **Journal Date** - Enter the date the allocation should happen. Usually this would be the first, middle or end of the month. In this case use the 1st of the month
4. Click **Add**

The **Header** page displays:

Header | Lines | Totals | Errors | Approval

Unit 01140 Journal ID REVALLOC Date 07/01/2018

*Long Description To reallocate revenue to the proper account each month. 199 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

*Source ONL

Reference Number

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By CBURNETT

Entered On 10/31/2018 11:11:40AM

Last Updated On 10/31/2018 11:11:40AM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

SCI-Clint Burnett

Save Return to Search Notify Refresh Add Update

The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description** - Enter a detailed description of the rent being allocation should be documented
6. **Source** - Leave as **ONL**
7. **Reference Number** - Leave blank
8. **Journal Class** - Use **CY** since this relates to an allocation of current month rent
9. Click on the **Lines** tab

The **Lines** page displays:

Header | **Lines** | Totals | Errors | Approval

Unit 01140 Journal ID REVALLOC Date 07/01/2018 ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 10

▼ **Lines** Personalize | Find | [?] |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01140	ACTUALS		400100	10000	1140000000			

Lines to add 1 + - [?]

▼ **Totals** Personalize | Find | View All | [?] | [?] First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01140	1	-100,000.00	-200,000.00	N	N

Save Return to Search Notify Refresh Add Update/D

In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

- 10. Account** - This should be the account where the revenue was originally recorded
- 11. Fund** - Enter the appropriate fund
- 12. DeptID** - Enter the appropriate DeptID
- 13. Class** - Leave blank in this case
- 14. Program** - Leave blank in this case
- 15. Project/Grant** - Leave blank in this case
- 16. Affiliate** - Leave blank in this case
- 17. Debit Amount** - Enter the amount to be reclassified. In this case enter \$100,000
- 18. Credit Amount** - Leave blank in this case
- 19.** In the **Lines to add** box, enter **3** and click the **+** icon

Line 2, 3 and 4 are added. All chartfields from line 1, except account, are defaulted to the new lines:

Unit 01140 Journal ID REVALLOC Date 07/01/2018

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01140	ACTUALS		400100	10000	1140000000			
<input type="checkbox"/>	2	01140	ACTUALS		100106	10000	1140000000			
<input type="checkbox"/>	3	01140	ACTUALS		400200	10000	1140000000			
<input type="checkbox"/>	4	01140	ACTUALS		100106	10000	1140000000			

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01140	4	0.00	0.00	N	N

Save Return to Search Notify Refresh Add Update

Lines

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description
<input type="checkbox"/>	1		100,000.00		USD	07/01/2018		Inheritance & Estate
<input type="checkbox"/>	2			100,000.00	USD	07/01/2018		Intraunit Cash Account
<input type="checkbox"/>	3			100,000.00	USD	07/01/2018		Sales & Use
<input type="checkbox"/>	4		100,000.00		USD	07/01/2018		Intraunit Cash Account

20. Enter the following on the new lines:

- Line 2 enter account 100106
- Line 2 enter credit amount \$100,000
- Line 3 enter account 400200
- Line 3 enter credit amount \$100,000
- Line 4 enter account 100106
- Line 4 enter debit amount \$100,000

Unit 01140 Journal ID REVALLOC Date 07/01/2018

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program
<input type="checkbox"/>	1	01140	ACTUALS		400100	10000	1140000000	
<input type="checkbox"/>	2	01140	ACTUALS		100106	10000	1140000000	
<input type="checkbox"/>	3	01140	ACTUALS		400200	10000	1140000000	
<input type="checkbox"/>	4	01140	ACTUALS		100106	10000	1140000000	

21. Click **Process**

A message displays indicating the journal is saved. Also, the Journal status changes to V (valid).

The screenshot shows the 'Journal Entry' screen. At the top, there are tabs: Header, Lines, Totals, Errors, and Approval. Below the tabs, the 'Unit' is 01140, 'Journal ID' is REVALLOC, and 'Date' is 07/01/2018. There are buttons for 'Template List', 'Search Criteria', 'Change Values', and 'View Audit'. A red box highlights the '*Process' dropdown menu, which has 'Submit Journal' selected. To the right of the dropdown is a 'Process' button. Below this is a table with columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Dept, Program, and Class. The table contains three rows of data.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01140	ACTUALS		400100	10000	1140000000		
<input type="checkbox"/>	2	01140	ACTUALS		100106	10000	1140000000		
<input type="checkbox"/>	3	01140	ACTUALS		400200	10000	1140000000		

22. Process - Choose **Submit Journal** from the **Process** drop-down list

23. Click Process

The above journal entry needs to be approved and posted by an approver. Please follow the guidance in sections “Approve a Journal Entry” and “Post a Journal Entry” to complete the journal. Once posted, this journal can be used as a model for the remaining 11 monthly entries in the fiscal year.

Once this entry is posted, please move on to step 2 below.

Step 2. Define Standard Journals

Navigator Menu navigation: General Ledger > Journals > Standard Journals > Define Standard Journals

The **Define Standard Journals** page displays, click on the **Add a New Value** tab:

The screenshot shows the 'Define Standard Journals' screen. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'Business Unit' with the value '01140' and 'Standard Journal' with the value 'REVALLOC'. A red box highlights these two fields. Below the input fields is an 'Add' button, which is also highlighted with a red box.

24. Business Unit - Leave as default **or** enter the appropriate business unit

25. Standard Journal - Enter the Standard Journal ID. In this case use REVALLOC

26. Click Add

The **Define Standard Journals** page displays:

Define Standard Journals

Unit: 01140 SJE ID: REVALLOC *Description: Allocate Revenue

SJE Detail

Seq Nbr: 1 *SJE Type: Recurring on a Schedule *Description: Allocate Revenue for 2019 Status: Active Error Msg:

Model Journal

*Journal ID: REVALLOC *Journal Date: 07/01/2018 Status: Posted to Ledger(s)

Standard Journal

Journal: REVALLOC Document Type: Allow Lines to be Modified: ☒ Save Journal Incomplete Status: ☐

Create Standard Journals

Schedule: MTH_1ST_DY Monthly - 1st Day of Month From Date: 08/01/2018 To Date: 06/01/2019 Journal Creation Lead Days: 30

Save Notify Add Update/Display

27. Description of the Definition - This description identifies the definition page for the specific standard journal entry

In the **SJE Detail** section:

28. Description for the Journal - This will be the description on the standard journal entries.

29. SJE Type - Select from the following list: Recurring on a Schedule, Spread Across Periods, Spread Daily Proration, Template to be Completed. For this case, we will select Recurring on a Schedule

30. Model Journal ID - This is the journal ID on which the Standard Journal will be based

31. Model Journal Date - This is the journal date of the Journal ID on which the Standard Journal will be based

32. Standard Journal ID - This represents the Journal ID that the new Standard Journal will be named

33. Allow Lines to be Modified - Leave as checked. This allows the authorized users the ability to make changes if necessary

34. Save Journal Incomplete Status - Leave as unchecked

35. Schedule - There are predefined schedules configured by the State. Select the schedule that is needed. For instance, in this case, select schedule MTH_1ST_DY which represents a monthly schedule on the first day of the month

36. From Date - Enter the first day of the range for creation of these standard journals

37. To Date - Enter the last day of the range for creation of these standard journals.

38. Creation Lead Days - This number represents the number of days the journal will be created in advance. For instance, if the lead days are 35 and today is 7/26, then both the 8/1 and 9/1. In this case, use 30 days

39. Click [Save](#)

Step3. Create Standard Journals

Navigator Menu navigation: General Ledger > Journals > Standard Journals > Create Standard Journals

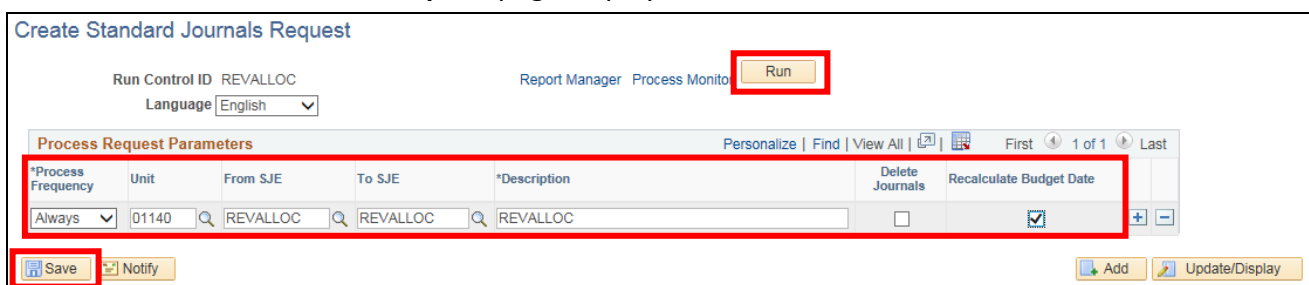
The **Create Standard Journals** page displays, click on the **Add a New Value** tab:



40. Run Control ID - Enter a run control ID, In this case use REVALLOC

41. Click **Add**

The **Create Standard Journals Request** page displays:



42. Process Frequency - Change to **Always**

43. Business Unit – Enter a BU, use 01140 for this example

44. From SJE - Use REVALLOC

45. To SJE - Use REVALLOC.

46. Description - Enter a description of the Run Control. Use REVALLOC

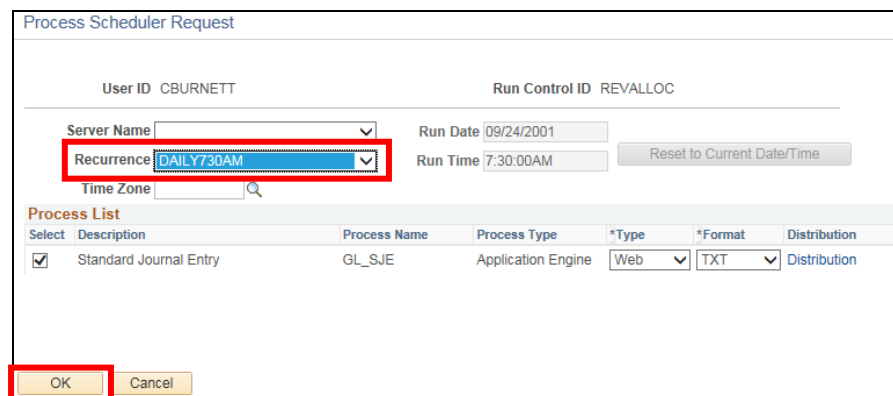
47. Delete Journals - Leave unchecked

48. Recalculate Budget Date - Check

49. Click **Save**

50. Click **Run**

The **Process Scheduler Request** window opens:



50. Recurrence - In this case use Daily730AM

51. Click **OK**

The process is now scheduled to run every day at 7:30 AM. This process creates the standard journals once the date is within the lag period.

Step 4. Review Standard Journals

Navigator Menu navigation: General Ledger > Journals > Standard Journals > Review Standard Journals

The **Review Standard Journals** page displays:

Review Standard Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit:

Standard Journal:

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Business Unit	Standard Journal
01140	GL 113
01140	REVALLOC



52. Business Unit - Leave as default **or** enter the appropriate business unit

53. Click [Search](#)

54. Click on the [REVALLOC](#) link

The **Review Standard Journals** page displays:

Review Standard Journals

Unit 01140	SJE ID REVALLOC	Description Allocate Revenue						
Journals Created		Personalize Find View All   First 1-5 of 5 Last						
Journal	Date	Ledger Group	Source	Status	Currency	Debits	Lines	Run Date
REVALLOC	12/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	11/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	10/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	09/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	08/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018

Since this exercise is for Standard Journals from 8/1/2018 to 6/1/2019 and it was first run on 11/5, there were 5 standard journals created.

Step 5. Process Standard Journals

The above journals are now ready for the normal journal processing for edit, budget check, approval and post.

Recurring Journal Entries is Complete

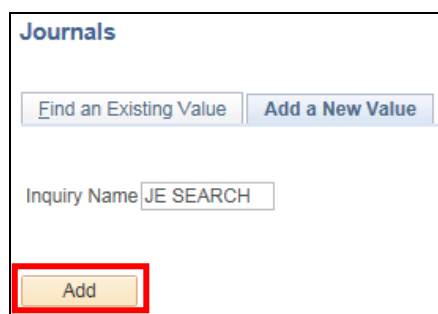
Inquiring on a Journal Entry – Inquiry Page

Situation when this function is used: To look at a journal for inquiry purposes only. No updates to the journal can be performed through these pages.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Review Financial Information > Journal Inquiry

Navigator Menu navigation: General Ledger > Review Financial Information > Journals

The **Journals** page displays, click on the **Add a New Value** tab:

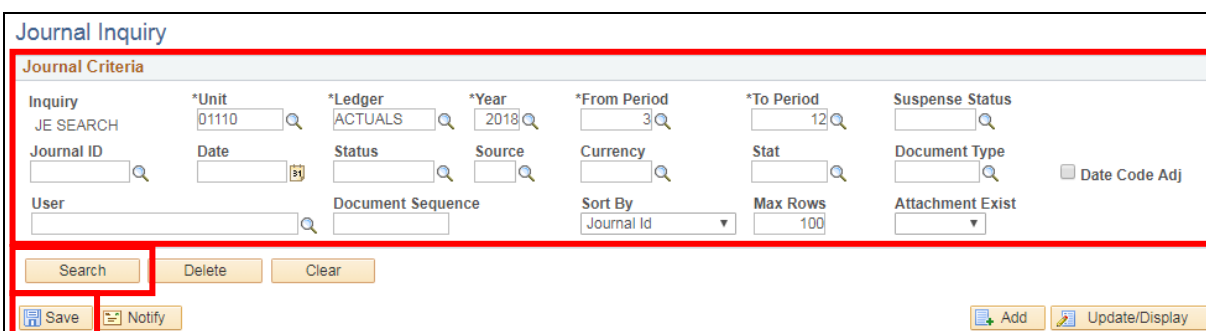


The screenshot shows the 'Journals' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is a text input field labeled 'Inquiry Name' containing the text 'JE SEARCH'. At the bottom of the page, there is a yellow button labeled 'Add', which is highlighted with a red rectangular box.

1. **Inquiry Name** - Enter a name for the inquiry, in this case – **JE SEARCH**
2. Click **Add**

Note: If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

The **Journal Inquiry Criteria** page displays:



The screenshot shows the 'Journal Inquiry Criteria' page. It has a header 'Journal Inquiry' and a sub-header 'Journal Criteria'. Below this, there are several input fields arranged in a grid. The 'Inquiry' field contains 'JE SEARCH'. The '*Unit' field contains '01110', '*Ledger' contains 'ACTUALS', and '*Year' contains '2018'. The '*From Period' contains '3' and '*To Period' contains '12'. There are also fields for 'Suspense Status', 'Journal ID', 'Date', 'Status', 'Source', 'Currency', 'Stat', 'Document Type', 'User', 'Document Sequence', 'Sort By' (set to 'Journal Id'), 'Max Rows' (set to '100'), and 'Attachment Exist'. At the bottom left, there are three buttons: 'Search', 'Delete', and 'Clear'. The 'Search' button is highlighted with a red rectangular box. At the bottom right, there are two buttons: 'Add' and 'Update/Display'. At the bottom left, there are two buttons: 'Save' and 'Notify'.

3. **Unit** - Leave as default **or** enter the appropriate business unit
4. **Ledger** - Enter the Ledger for the journal or journals you are searching for (**ACTUALS** or **ACCRL/ADJ**)
5. **From Period** - Enter the beginning period for the journal or journals you are searching for
6. **To Period** - Enter the ending period for the journal or journals you are searching for
7. **Enter remaining criteria fields** - Leave blank **or** enter values to narrow your search
8. Click **Save** - This saves your inquiry for future use
9. Click **Search**

Rows of data matching the criteria entered loads at the bottom of the page:

Journal Inquiry

Journal Criteria

Inquiry JE SEARCH	*Unit 01110	*Ledger ACTUALS	*Year 2018	*From Period 3	*To Period 12	Suspense Status
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence		Sort By Journal Id	Max Rows 100	Attachment Exist	

Journals

Personalize | Find |
First 1-100 of 100 Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0002379766	09/01/2017	01110	Posted	TSN	No Susp	MWHITE2	09/01/2017	1/12 of yearly transfer from G
0002386193	09/18/2017	01110	Posted	TSF	No Susp	CTOUCHET	09/18/2017	Budman (01110) reimbursing Fin
0002392529	10/01/2017	01110	Posted	TSN	No Susp	MWHITE2	10/01/2017	1/12 of yearly transfer from G
0002393344	10/03/2017	01110	Posted	TSF	No Susp	CTOUCHET	10/03/2017	Finops reimbursing Budman for
0002393984	10/04/2017	01110	Unposted	ONL	No Susp	JSHELTRA	10/04/2017	To correct AR02393494 that had
0002393984	10/04/2017	01110	Posted	ONL	No Susp	JSHELTRA	10/04/2017	To correct AR02393494 that had
0002401391	10/20/2017	01110	Posted	TSF	No Susp	CTOUCHET	10/20/2017	Budman (01110) reimbursing FinO
0002405390	10/30/2017	01110	Posted	ONL	No Susp	SFULLER	10/30/2017	Transfer salary & benefits for
0002408095	11/01/2017	01110	Posted	TSN	No Susp	MWHITE2	11/01/2017	1/12 of yearly transfer from G
0002409477	11/07/2017	01110	Posted	TSF	No Susp	JSHELTRA	11/07/2017	To refund Judiciary \$15 that w
0002412605	11/15/2017	01110	Posted	TSF	No Susp	CTOUCHET	11/15/2017	Budman (01110) reimbursing FinO
0002419734	12/01/2017	01110	Posted	TSN	No Susp	MWHITE2	12/01/2017	1/12 of yearly transfer from G
0002423521	12/12/2017	01110	Posted	TSF	No Susp	CTOUCHET	12/12/2017	Budman (01110) reimbursing FinO
0002424120	12/11/2017	01110	Posted	TSN	No Susp	MWHITE2	12/11/2017	to receive transfer of funds t
0002424120	12/12/2017	01110	Posted	TSN	No Susp	MWHITE2	12/12/2017	to receive transfer of funds t

Use your right and bottom scroll bars to see all the rows returned and all the details.

Note: If there is no data matching your criteria, no data will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, only the first 100 results will be displayed. If the journal you are looking for is not in the first 100 rows of data matching your criteria, you can increase the Max Rows field to be greater than 100.

10. Click on the **Journal ID** link that corresponds with the row of data that you want to review

The **Journal Inquiry Details** page displays:

Journal Inquiry

Journal Inquiry Details

▶ **Ledger Criteria**

Go To Journal Criteria

Journal Header

Journal ID	AP02393666	Date	10/03/2017	Schedule	
Ledger Group	ACTUALS	Original Date	10/03/2017	Process	No Request
Source	AP	Date Posted	10/04/2017	Total Lines	8
Journal Status	Posted	Reversal Date		User ID	BATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	01110
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	AP Accrual				

View Attachment (0)

☒ All Lines ☐ From/To

From Line To Line

Query Journal Lines

Totals by Currency Find | View All First 1 of 1 Last

Currency	USD	Debit Amount	5,875,797.00	Credit Amount	5,875,797.00	Net	0.00
----------	-----	--------------	--------------	---------------	--------------	-----	------

Journal Line Personalize | Find | View All | First 1-8 of 8 Last

Drill to Source	Line #	Line Descr	SpeedType	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program
	1			0.00	3,205,240.00	USD	200001	10000	1110006000	
	2			0.00	337,185.00	USD	200001	20405	1110006000	
	3			0.00	2,275,039.00	USD	200001	10000	1110009000	
	4			0.00	58,333.00	USD	200001	10000	1110009100	
	5			3,205,240.00	0.00	USD	550500	10000	1110006000	
	6			337,185.00	0.00	USD	550500	20405	1110006000	
	7			2,275,039.00	0.00	USD	550500	10000	1110009000	
	8			58,333.00	0.00	USD	550500	10000	1110009100	

Save Return to Search Notify Add Update/Display

Use the right scroll bar to view additional journal information, if applicable. Use the bottom scroll bar to review additional journal line details.

- Click on the **Journal Criteria** link at the top of **Journal Inquiry Details** page to inquire on a different Journal ID

Inquiring on a Journal Entry – Inquiry Page is Complete

Inquiring on a Journal Entry - Using Find an Existing Value Page

Situations when this function is used: Journal entries can be pulled up to perform additional processes on them such as edit, budget check or post or to review errors. This function can also be used on posted transactions for review purposes only.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = 01110

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit = 01110

Journal Header Status = No Status - Needs to be Edited

Budget Checking Header Status =

Source = ONL

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

1. **Business Unit** - Leave as default **or** choose a condition an appropriate business unit
2. **Journal ID** - Leave as blank **or** choose an appropriate Journal ID
3. **Enter Journal Date** - Leave as blank **or** choose a condition the appropriate journal date
4. **Document Sequence Number** - Leave as blank
5. **Line Business Unit** - Leave as default **or** Change to match Business Unit criteria above
6. **Journal Header Status** - Defaults as No Status – Needs to be Edited. You can leave this as is, make it blank **or** choose another condition
7. **Budget Checking Header Status** - Leave as blank **or** choose an appropriate Status
8. **Source** - Leave as default **or** choose a condition an appropriate source
9. Click **Search**

The first 300 results can be displayed. And up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

Note: If there is only one row of data that matches your criteria, the header panel of the journal will automatically load when you click search. If there is no data matching your criteria, a message of “No matching values were found.” will be displayed at the bottom of the screen.

Create/Update Journal Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = 01110
Journal ID begins with
Journal Date =
Document Sequence Number begins with
Line Business Unit = 01110
Journal Header Status = No Status - Needs to be Edited
Budget Checking Header Status =
Source = ONL
Entered By begins with
Attachment Exist =

☐ Case Sensitive
Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
01110	0002490776	07/24/2018	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL
01110	0002490815	08/02/2018	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL
01110	0002491170	10/26/2018	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL
01110	0002491171	10/26/2018	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL
01110	0002491172	10/31/2018	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL

10. Click on any **hyperlink** in the row of data you are looking for

The **Header** page for the journal displays. If the journal has been posted, all fields will be grayed out and cannot be changed:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 | Journal ID 0002490776 | Date 07/24/2018

*Long Description TEST
250 characters remaining

*Ledger Group ACTUALS | Adjusting Entry Non-Adjusting Entry

Ledger | Fiscal Year 2019

*Source ONL | Period 1

Reference Number | ADB Date 07/24/2018

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By CBURNETT

Entered On 07/24/2018 10:46:19AM

Last Updated On 07/24/2018 10:46:19AM

Auto Generate Lines
Save Journal Incomplete Status
Autobalance on 0 Amount Line
CTA
Commitment Control

SCI-Clint Burnett

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

11. Click on the **Lines** tab

The **Lines** page displays showing lines detail including chartfields, amounts and statuses:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002490776 Date 07/24/2018 ☐ Errors Only
 Template List Search Criteria Change Values View Audit Logs
 Inter/IntraUnit *Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110002500			EPRO2018

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	1	100.00	0.00	N	N

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

12. Use the bottom scroll bar to see more of the screen

13. To view additional rows of data from your original search click on the **Next in List** and **Previous in List** buttons at the bottom left of the screen

14. Click on **Return to Search** to begin a new search

Inquiring on a Journal Entry – Using Find an Existing Value Page is Complete

Journal has an Out of Balance Edit Error – Find & Correct Journal

Situations when this function is used: A journal entry has an out of balance edit error. This error must be fixed so that the journal can be budget checked and posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Create/Update Journal Entries' search interface. It includes a title bar, a search instruction, two tabs ('Find an Existing Value' and 'Add a New Value'), and a 'Search Criteria' section. The criteria section contains various dropdown menus and text input fields for searching by Business Unit, Journal ID, Journal Date, Document Sequence Number, Line Business Unit, Journal Header Status (set to 'Journal Has Errors'), Budget Checking Header Status, Source, Entered By, and Attachment Exist. At the bottom, there is a 'Case Sensitive' checkbox, a 'Limit the number of results to (up to 300):' field set to 300, and a row of buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

Your default BU will appear in the Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

1. **Business Unit** - Leave as default **or** enter a value for the appropriate business unit
2. **Journal ID** - Leave as blank **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate Journal ID
3. **Journal Date** - Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate journal date
4. **Document Sequence Number** - Leave as blank
5. **Line Business Unit** - Leave as default **or** change to match Business Unit criteria above
6. **Journal Header Status** - Choose the condition = and choose **Journal Has Errors**
7. **Budget Checking Header Status** - Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate Status
8. **Source** - Leave as default **or** enter a value for the appropriate source
9. **Entered By** - Leave as default **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate user ID
10. **Attachment Exist** - Leave as blank
11. Click **Search**

Journals with errors that meet your search criteria show in the **Search Results** grid:

Search Results													
View All													
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	
01110	0002558376	07/01/2018	0	(blank)	01110	Errors	Not Chk'd	ACTUALS	ALO	USD	23	316288043.55	
01110	0002558380	07/01/2018	0	(blank)	01110	Errors	Not Chk'd	ACTUALS	ALO	USD	70	104825876.83	
01110	0002558614	11/24/2018	0	(blank)	01110	Errors	Not Chk'd	ACTUALS	ONL	USD	21	1100000000	

NOTE: If there is no data matching your criteria, a message of “No matching values were found.” will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

12. Click on any [hyperlink](#) in the row of data you are looking for

The **Lines** page displays:

Header

Lines

Totals

Errors

Approval

Unit 01110

Journal ID 0002558614

Date 11/24/2018

Errors

Template List

Search Criteria

Change Values

View Aud

Inter/IntraUnit

*Process Edit Journal

Process

Lines

Personaliz

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		517205	10000	1110003000	06014	00512
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000	06014	00512
<input type="checkbox"/>	3	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	4	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	5	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	6	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	7	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	8	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	9	01110	ACTUALS		100105	10000	1110003000	06014	00512
<input type="checkbox"/>	10	01110	ACTUALS		100105	10000	1110003000	06014	00512

Lines to add 1

+

-

Totals

Personalize | Find | View All |

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	21	1,100,000,000.00	1,000,000,000.00	E	

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Header | Lines | Totals | Errors | Approval

13. Click on the [E](#) link under **Journal Status**

The Errors page displays with the error message:

Under **Message Text** is the error message: Journal is not balanced on journal totals or balancing ChartField totals.

14. Click on the **Totals** tab

The **Totals** page displays:

Totals are grouped by Business Unit, Ledger, Fund, Dept and Currency. Review the total debits versus the total credits by each grouping. Do they equal?

- If they do not equal, you must adjust your lines amounts so that debits and credits equal
- If they do equal, then your journal balances in total and the journal must be out of balance by chartfield
- Chartfields must be balanced by both fund and Dept ID

15. Click on the **Lines** tab

16. Review the line data to find the chartfield that does not have equal debits and credits. (In this case, an additional credit is needed for \$100,000,000.00 to fund 10000.)

17. Once the error is found, make the necessary adjustments to make the chartfields balanced including adding additional offsetting lines if needed.

The screenshot shows the 'Process' dropdown menu with 'Edit Journal' selected. The 'Process' button is highlighted in orange. The 'Line' number is 21.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		517205	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	3	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	4	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2
<input type="checkbox"/>	5	01110	ACTUALS		100105	10000	1110003000	06014	00512	EXCHANGE2

19. Process - Choose Edit Journal from the Process drop-down list

20. Click Process

The **Journal Status** is now **V**:

The screenshot shows the 'Totals' section with the 'Journal Status' field highlighted in green, displaying the value 'V'.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	20	1,000,000,000.00	1,000,000,000.00	V	

Once the journal has a valid edit, it automatically invokes the budget check process.

Journal has an Out of Balance Edit Error – Find and Correct Journal is Complete

Finding and Correcting Journals in Budget Check Error

Situations when this function is used: A journal entry has a budget check error. This error must be fixed so that the journal can be posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit = 01110

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status = Error in Budget Check

Source =

Entered By begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Your default BU will appear in the Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

1. **Business Unit** - Leave as default **or** enter a value for the appropriate business unit
2. **Journal ID** - Leave as blank **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate Journal ID
3. **Journal Date** - Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate journal date
4. **Document Sequence Number** - Leave as blank
5. **Line Business Unit** - Leave as default **or** change to match Business Unit criteria above
6. **Journal Header Status** - Choose the condition = and choose **Valid Journal – Edits Complete**
7. **Budget Checking Header Status** - Choose the condition = and choose **Error in Budget Check**
8. **Source** - Leave as default **or** enter a value for the appropriate source
9. Click **Search**

If there are more than one journal that matches the criteria, it will be shown in a Search Results grid. If there is only one row of data that matches your criteria, the header page of the journal will automatically load when you click search.

NOTE: If there is no data matching your criteria, a message of “No matching values were found.” will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

Search Results												
View All												
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
01110	0002558614	11/24/2018	0	(blank)	01110	Valid	Error	ACTUALS	ONL	USD	20	1000000000
01110	0002558825	1/29/2018	0	(blank)	01110	Valid	Error	ACTUALS	ONL	USD	4	2

10. Click on the desired **Journal ID**

The **Header** page displays:

Header	Lines	Totals	Errors	Approval
---------------	--------------	--------	--------	----------

Unit 01110
Journal ID 0002558825
Date 11/29/2018

*Long Description Cost adjustment
239 characters remaining

*Ledger Group ACTUALS

Ledger

*Source ONL

Reference Number

*Journal Class CY

Transaction Code GENERAL

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2019

Period 5

ADB Date 11/29/2018

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

☐ CTA

Commitment Control

Entered By ETEST

Entered On 12/12/2018 1:59:21PM

Last Updated On 12/12/2018 2:00:30PM

Ella Test

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update

11. Click on the **Lines** tab

The **Lines** page loads showing lines detail including chartfields, amounts and statuses:

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558825 Date 11/29/2018 ☐ Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 10

▼ **Lines** Personalize | Find | [icon]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	21500	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	4	01110	ACTUALS		100106	21500	1110003000			

Lines to add 1 [+] [-] [icon]

▼ **Totals** Personalize | Find | View All | [icon] First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	4	2.00	2.00	V	E

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Di

12. Click on the **E** hyperlink under **Budget Status**

A new window is opened and the **GL Journal Exceptions** page displays:

GL Journal Exceptions | Line Exceptions

Business Unit 01110 Journal ID 0002558825 Journal Date 11/29/2018

*Exception Type Error ☐ Override Transaction ☐ More Budgets Exist
 Maximum Rows 100 Advanced Budget Criteria

Search

Budgets with Exceptions Personalize | Find | View All | [icon] First 1-2 of 2

Budget Override **Budget Chartfields** [icon]

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	[icon]	01110	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... [icon]
2	[icon]	01110	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... [icon]

The error is indicated under the Exception column, and the appropriation and Organization level chartfields that are associated with the error are listed for each line.

13. Click on the **Budget ChartFields** tab

The **Budget Chartfields** display:

GL Journal Exceptions **Line Exceptions**

Business Unit 01110 Journal ID 0002558825 Journal Date 11/29/2018

*Exception Type Error ☐ Override Transaction
Maximum Rows 100 ☐ More Budgets Exist

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2

Budget Override Budget Chartfields

	Details	Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
1		01110	APPROP	000100	21500	1110003000	2019
2		01110	ORG	000100	21500	1110003000	2019

Save Return to Search Notify

In the case above, there is no budget for fund 21500 and DeptID 1110030000.

14. Click on the **Line Exceptions** tab

The Line Exceptions Page loads. Under Transactions Lines with Budget Exceptions, each line from the journal that has the budget check error is listed.

GL Journal Exceptions **Line Exceptions**

Business Unit 01110 Journal ID 0002558825 Journal Date 11/29/2018

*Line Status Error ☐ Override Transaction
Maximum Rows 100 ☐ More Lines Exist
Line From Line Thru

Search

Transaction Lines with Budget Exceptions Personalize | Find | View All | First 1 of 1

Line Values Line Chartfields Line Amount

Line	Ledger	Budget Date	GL Business Unit
1	ACTUALS	11/29/2018	01110

Save Return to Search Notify

15. Under **Transaction Lines with Budget Exceptions**, click on the **Show All Columns** icon to the left of the **Line Amount** tab to see all of the details for the lines in error

GL Journal Exceptions | **Line Exceptions**

Business Unit 01110 Journal ID 0002558825 Journal Date 11/29/2018

*Line Status ▼ Error ☐ Override Transaction

Maximum Rows 100 ☐ More Lines Exist

Line From Line Thru

Search

Transaction Lines with Budget Exceptions

Line	Ledger	Budget Date	GL Business Unit	Account	Fund	Dept	Program	Class
1	ACTUALS	11/29/2018	01110	500000	21500	1110003000		

Save Return to Search Notify

16. After reviewing the budget exception pages, close the window. The window with the journal line page will open back up

17. Make the necessary adjustments either to the journal or to your budget to fix the budget check error. (In the example the fund was data entered incorrectly and has been changed)

Refer to the [Commitment Control Manual](#) for correcting other types of budget errors.

NOTE: If the journal entry has been adjusted, edit the journal to get a valid Journal Status and to invoke the budget check process.

Header | **Lines** | Totals | Errors | Approval

Unit 01110 Journal ID 0002558825 Date 11/29/2018 ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit ***Process** ▼ Edit Journal Process Line 10

Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	2	01110	ACTUALS		500000	10000	1110003000			
<input type="checkbox"/>	3	01110	ACTUALS		100106	10000	1110003000			
<input type="checkbox"/>	4	01110	ACTUALS		100106	10000	1110003000			

Lines to add 1 + -

Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	4	2.00	2.00	N	N

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

18. Process - Choose **Edit Journal** from the **Process** drop-down list

19. Click **Process**

The **Journal Status** and **Budget Status** are now **V**:

Header											
Lines											
Unit 01110		Journal ID 0002491166		Date 09/04/2018		<input type="checkbox"/> Errors Only Template List Search Criteria Change Values View Audit Logs					
Inter/IntraUnit		*Process Edit Journal		Process		<input type="button" value="X"/> <input type="button" value="Y"/> Line 1					
Lines Personalize Find Find											
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	
<input type="checkbox"/>	2	01110	ACTUALS		500000	10000	1110003000				
<input type="checkbox"/>	3	01110	ACTUALS		100106	10000	1110003000				
Lines to add <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Grid"/>											
Totals Personalize Find View All Find Find First 1 of 1											
Unit	Total Lines	Total Debits		Total Credits		Journal Status	Budget Status				
01110	2	500.00		500.00		V	V				
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update"/>											

The journal is now ready to be submitted for approval.

Finding and Correcting Journals in Budget Check Error is Complete

How do I Find the Cash Balance in My Fund?

Situation when this function is used: To determine the cash balance in a fund. Fund balances can be specific to one business unit or could cross multiple business units or all of state government.

If the fund is specific to your business unit and all receipts and disbursements in the fund occur in your business unit only:

- Run the Trial Balance Report using criteria for a specific fund. Go to the Trial Balance by Fund Exercise in this manual for details on how to run this report
- Debits and Credits are both shown as positive numbers on these reports. To get cash balance in the fund, you would sum the debits and then subtract the sum of the credits

If the fund is not specific to your business unit and receipts and disbursements in this fund occur in multiple business units or all of state government:

- Run the **VT Trial Balance - All BUs** Report
- Debits and Credits are both shown as positive numbers on these reports. To get cash balance in the fund, you would sum the debits and then subtract the sum of the credits.

For Special Funds cash balances only, the following query can be run:

VT_SP_FUND_CURRENT_YR_CASH_BAL - This query prompts for FY and Fund and will give net cash activity in the fund by period and BU. It is intended to be used to query current year transactions, but it could actually be used for prior years as well. Since the results include Accounting Period, Period 0 contains carryforward balances and all other periods contain the net activity (Deposits less Expenditures) for that period. Summing total activity reported (including period 0) will give you the current cash balance in the fund. This query also shows period 998.

Who Entered this Journal?

Situation when this function is used: To inquire on the user that entered a particular journal entry.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries













Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Create/Update Journal Entries' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with various search fields. The fields include: Business Unit (dropdown), Journal ID (dropdown with 'begins with' operator and text input '0002558823'), Journal Date (dropdown), Document Sequence Number (dropdown with 'begins with' operator), Line Business Unit (dropdown), Journal Header Status (dropdown), Budget Checking Header Status (dropdown), Source (dropdown), Entered By (dropdown with 'begins with' operator), and Attachment Exist (dropdown). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Enter the business unit of the entry
2. **Enter Journal ID** - Enter the Journal ID you are researching
3. **Journal Header Status** - Blank out
4. **Budget Checking Header Status** - Leave blank
5. **Enter Source** - Enter Source for the Journal ID or blank out
6. **Entered by** - This defaults as your user ID. However, it should be blanked out so it does not restrict the search
7. Click **Search**

The **Header** page displays:

Header	Lines	Totals	Errors	Approval
Unit 01110		Journal ID 0002558823		Date 12/12/2018
*Long Description <input type="text"/> 				
254 characters remaining				
*Ledger Group ACTUALS		Adjusting Entry Non-Adjusting Entry 		
Ledger <input type="text"/>		Fiscal Year 2019		
*Source ONL		Period <input type="text" value="6"/>		
Reference Number <input type="text"/>		ADB Date 12/12/2018 		
*Journal Class <input type="text"/> 				
Transaction Code GENERAL 				
SJE Type 		<input type="checkbox"/> Auto Generate Lines		
Currency Defaults: USD / CRRNT / 1		<input type="checkbox"/> Save Journal Incomplete Status		
Attachments (0)		<input type="checkbox"/> Autobalance on 0 Amount Line		
Reversal: Do Not Generate Reversal		<input type="checkbox"/> CTA		
Entered By ETEST		Commitment Control		
Entered On 12/12/2018 8:35:29AM		Ella Test		
Last Updated On 12/12/2018 8:35:29AM				
 Save		 Return to Search		 Notify
 Refresh		 Add		 Update

8. The user who entered the journal entry is displayed.

Who Entered this Journal? is Complete

Ledger Inquiries

Situations where this function is used: The Ledger Inquiry is useful to get balances for your business unit on a Ledger for a specified time period and Chartfields. Using ledger inquiry allows you to drill from the ledger balance to the sub-module transaction detail that makes up an inquiry result row.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Review Financial Information > Ledger Inquiry

Navigator Menu navigation: General Ledger > Review Financial Information > Ledger

The **Ledger** page displays:

Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Inquiry Name

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. Click **Search** (if finding an existing Inquiry)

OR

1. Click on the **Add a New Value** tab (if adding a new Inquiry)
2. **Inquiry Name** - Enter a name for your new inquiry
3. Click **Add**

The **Ledger Inquiry** page displays:

The screenshot shows the 'Ledger Inquiry' form. At the top, it says 'Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.' Below this is a section titled 'Ledger Criteria'. It contains several input fields with magnifying glass icons for search: *Unit (01110), *Ledger (ACTUALS), *Fiscal Year (2018), *From Period (1), *To Period (2), and Currency (USD). There are also checkboxes for 'Show YTD Balance' (checked), 'Show Transaction Details', 'Include Closing Adjustments', and 'Only in Base Currency'. A 'Date Code View' field is set to 1. A 'Max Ledger Rows' field is set to 100. At the bottom are 'Search', 'Clear', and 'Delete' buttons.

Ledger Criteria - You can enter or select the following fields to establish ledger criteria:

4. **Unit** - The General Ledger Business Unit from your operator preferences defaults into this field
5. **Ledger** - Enter the Ledger or use the magnifying glass to select the ledger
6. **Fiscal Year** - Enter the fiscal year. (Four-digit year – i.e. 2018)
7. **From Period** - Enter the beginning period for your inquiry
8. **To Period** - Enter the ending period for your inquiry
9. **Currency** - Enter USD
10. **Stat Code** (Statistics Code) - Leave blank
11. **Show YTD Balance** - Select this checkbox and the inquiry returns year-to-date balances for specified Chartfields for a period. For example, results are summed in order by account for the periods which appears in the numerical order of the account. Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period. This field is not available if the selected Ledger in the ledger criteria uses the Average Daily Balance ledger template
12. **Show Transaction Detail** - Select to see the ledger data along with the journal transactions that contributed to the balance. For example, if you select this check box and select all Chartfields in the Sum By check boxes, the inquiry returns a list of all journals that contribute to the ledger lines
13. **Include Closing Adjustments** - Select this option to include closing balances (period 999) along with the current open period amounts
14. **Only in Base Currency** - Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit
15. **Max. Rows** - You can override the default of 100 with any number ≤ 200 rows of data that you can display in a scroll area
16. **Include Adj. Period(s)** - Select this option to include any adjustment period amounts. If you select this option a range of adjustment period fields appear: Adjustment Period From and To 998 displays in both fields because it is the adjustment period used by Vermont

Upon tabbing out of the field, the page updates with the **Chartfield Criteria** grid:

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: INQUIRY

*Unit: 01110

*Ledger: ACTUALS

*Fiscal Year: 2018

*From Period: 1

*To Period: 2

Currency: USD

Stat Code:

Date Code View: 1 Trade Date

☒ Show YTD Balance

☐ Show Transaction Details

☐ Include Closing Adjustments

☐ Only in Base Currency

Max Ledger Rows: 100

Search Clear Delete

Chartfield Criteria Personalize Find 1-8 of 8 First Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	520%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	1110003000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	10000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Save Notify

Add Update/Display

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

Chartfield Criteria - You can select one or more ChartField values or leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria:

- 17. Value** - Lists all the ChartFields. Select a ChartField value for one or more ChartFields to review specific data in a ledger or use a wildcard (%) to select a range of values
- 18. Chartfield Value Set** - Select a predefined set of selection criteria for a given ChartField
- 19. Update/New** - Select this option to update an existing ChartField Value Set's data or create a new ChartField Value Set
- 20. Sum By** - Allows you to Sum By specified period. Select this checkbox to filter out Chartfields with blank values
- 21. Value Required** - This checkbox is only available when the Sum By checkbox is selected. This checkbox will automatically checkmark as necessary
- 22. Click Search**

The **Ledger Summary** page displays:

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

► **Ledger Criteria**

Go To Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

Ledger Summary Find | View All First 1 of 1 Last

Ledger Amount by Currency Personalize | Find | First 1 of 1 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
2	Activity	Detail	520000	Office Supplies	226.47	226.47	USD	226.47	226.47

Currency Totals

Amount (in Transaction Currency)				226.47 USD	Amount (in Base Currency)				226.47 USD
----------------------------------	--	--	--	------------	---------------------------	--	--	--	------------

Save Notify Add Update/Display

Note: If you need to return to the Criteria page click on the [Go to the Inquiry Criteria](#) hyperlink.

23. Click on the **Detail** hyperlink on the line to view the Chartfield detail for a summary line

The **Ledger Details** page displays:

Ledger Inquiry

Ledger Details

► **Ledger Criteria**

Go To Inquiry Criteria • Ledger Summary

Ledger Details Personalize | Find | View All | First 1 of 1 Last

Period	Activity	Account	Fund	Dept	Program	Class	Project	Affiliate	Account Description	Adjustment
	Activity	520000	10000	1110003000					Office Supplies	

Save Notify Add Update/Display

24. Click on the **Activity** hyperlink to view the activity that makes up the summary line

The **Transaction Details** page displays:

Ledger Inquiry

Transaction Details

Go To [Inquiry Criteria](#) [Ledger Summary](#) [Transaction Criteria](#)

[Ledger Criteria](#)

Transaction Details Find | View All First 1 of 1 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

Period	Account	Fund	Dept	Program	Class	Project	Affiliate	Account Description	Adjustment Type	Stat
2	520000	10000	1110003000					Office Supplies		

Amount (in Transaction Currency) 226.47 USD Amount (in Base Currency) 226.47 USD

Journals Personalize | Find | 1 of 1

Journal ID	Line Descr	Date	Seq	Stat Amt	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	Currency	Debit Amount (in Base Currency)	Credit Amount (in Base Currency)	Base Currency
AP02378042		08/25/2017		0.00	226.47	0.00	USD	226.47	0.00	USD

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

25. Click on the **Journal ID** hyperlink to view a general ledger transaction

The Journal Inquiry Details page displays, it shows the Journal line(s) that meet the transaction criteria specified in the inquiry criteria:

Journal Inquiry

Journal Inquiry Details

Go To [Inquiry Criteria](#) [Ledger Summary](#) [Transaction Details](#)

[Ledger Criteria](#)

Journal Header

Journal ID	AP02378042	Date	08/25/2017	Schedule	
Ledger Group	ACTUALS	Original Date	08/25/2017	Process	No Request
Source	AP	Date Posted	08/30/2017	Total Lines	3
Journal Status	Posted	Reversal Date		User ID	BATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	01110
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	AP Accrual				

[View Attachment](#)

☒ All Lines ☐ From/To

From Line To Line

[Query Journal Lines](#)

Totals by Currency Find | View All First 1 of 1 Last

Currency	USD	Debit Amount	542.57	Credit Amount	542.57	Net	0.00
----------	-----	--------------	--------	---------------	--------	-----	------

Journal Line Personalize | Find | View All | 1 of 1




Drill to Source	Line #	Line Descr	SpeedType	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept
	3			226.47	0.00	USD	520000		10000	1110003000

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

26. Click on the radio button in front of All Lines to view all lines for the journal

27. Click **Query Journal Lines**

All lines for the journal display:

Totals by Currency							Find View All		First	1 of 1	Last
Currency	USD	Debit Amount	542.57	Credit Amount	542.57	Net	0.00				
Journal Line							Personalize Find View All		First	1-3 of 3	Last
Drill to Source	Line #	Line Descr	SpeedType	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	
	1			0.00	542.57	USD	200001		10000	1110003000	
	2			316.10	0.00	USD	513010		10000	1110003000	
	3			226.47	0.00	USD	520000		10000	1110003000	

28. Click on the **Drill to Source** icon in front of the line number to view the sub-module detail that is summarized a journal line

A new window opens with the journal drill down for the journal line. The sub-module transactions are listed:

Drill to Source

Journal ID

Business Unit 01110

Journal AP02378042

Date 08/25/2017



GL Journal

Ledger ACTUALS

Line 1

Line Descr

Chartfields

Personalize | Find | View All |  

First 1 of 1 Last

Account	Fund Code	Department	Program	Class	Project	Analysis Type	Affiliate
200001	10000	1110003000					

Base Currency USD

Base Amount -542.57



Currency USD

Transaction Amount -542.57

Statistics Code

Statistic Amount

Details


Personalize | Find | View All |  

First 1 of 5 Last


Chartfields


Voucher Information


Document Information



Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
00007472	Accounts Payable	1	1	-316.10	USD	-316.10	USD

 Save



 Return to Search

 Notify

This example is an AP voucher.

29. Click on the **View All** link on the voucher information tab to continue to see all vouchers that make up the journal line


Details

Personalize | Find | View 1 |   First 1-5 of 5 Last

Chartfields

Voucher Information

Document Information



Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
00007472	Accounts Payable	1	1	-316.10	USD	-316.10	USD
00007473	Accounts Payable	1	1	-17.39	USD	-17.39	USD
00007474	Accounts Payable	1	1	-134.99	USD	-134.99	USD
00007475	Accounts Payable	1	1	-8.52	USD	-8.52	USD
00007476	Accounts Payable	1	1	-65.57	USD	-65.57	USD

30. Click on a **Voucher ID** hyperlink to view the accounting entries for the voucher

Voucher Accounting Entries

*Business Unit	01110	Voucher ID	00007472	Invoice Number	4023343210
*Accounting Line View Option	Standard	Invoice Date	08/01/2017	<input type="checkbox"/> Show Foreign Currency	
Supplier ID	0000321404	*Sort By	Posting Process	Search	Reset
Supplier Name	Canon Solutions America, Inc.				

Accounting Information Find | View All First 1 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 08/29/2017

Personalize | Find | View All | 1-2 of 2 | Last

Main Information	Chartfields	Journal			
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-316.10	USD	ACTUALS	01110	08/25/2017
Copier Maintenance	316.10	USD	ACTUALS	01110	08/25/2017

Ledger Inquiries is Complete

Reports & Queries

A complete listing of reports and queries available in VISION for the General Ledger module can be found in the [Reporting Manual](#).