



GL Journal Entry (GLJE) Online Application

User Guide for Journals

General Ledger Journal Entry Manual Journal Instructions

Purpose of the application:

The GL Journal Entry ('GLJE') online application is accessible through Employee Self Service. Its main purpose is to allow you to submit new ("original") journal entries to the General Ledger that have NOT posted previously to the accounting system. Corrections of transactions that are already posted to the General Ledger should continue to be submitted through the WebCV and PayCV online applications.

Request for access to GL Journal Entry:

GLJE security may be requested by completing the eform with the Entry Types marked that are needed, and the appropriate departmental and Budget Officer approval received. This form is available under the Accounting Services option on the eforms site (<http://www.uiowa.edu/~eforms/>) that is named "GL Journal Entry Access Request form". The user will be emailed after privileges have been established.

NOTE: All 'special' privileges (e.g. transfer, accrual and year-end) MUST be marked on the form AND signed by the appropriate Collegiate or Auxiliary Budget Officer to be approved by Accounting Services.

Accessing the GL Journal Entry application and using it:

The Home page of the General Ledger Journal Entry application is accessed through Employee Self Service via the FO applications tab.

Journal Instructions:

From this page it is possible to create a new journal, update a journal that is in-progress or create a shell or repeating journal using a template that you have created.

The screenshot shows the 'Start Journal Entry' application interface. On the left is a navigation menu with options like 'Journal Entry Start Page', 'Templates', 'Search Other Journals', 'CV User Tools', 'Employee Self Service', and 'Log Off'. The main area is titled 'Start Journal Entry' and contains three sections: 'new journal', 'in-progress journals', and 'templates'. Each section has a radio button and a list of items with columns for journal name, ID, effective date, type, status, and balance. Callout boxes on the right point to the 'new journal' radio button, the 'in-progress journals' section, and the 'templates' section.

journal name	journal ID	effective date	journal type	status	balance
tr-test accrual	ONL174	09/02/2005		draft	0
tr-Training Template	ONN25	09/06/2005	SH	draft	0
tr-test standard	ONL181	09/06/2005		draft	0
tr-budget officer	ONL182	09/07/2005		valid	0
tr-staff meeting	ONL188	09/09/2005		valid	-45
tr-staff template	ONN26	09/09/2005	SH	valid	0

template owner	template name	entry type	journal type	last edit date
TREW	TR-Repeating Transfer	Transfer	RP	10/07/2005
TREW	TR-Repeating test	Standard	RP	10/05/2005
TREW	TR-Training Document	Accrual	SH	10/05/2005
TREW	tr-Training Template	Accrual	SH	08/26/2005

Buttons at the bottom: reset, delete selected journals/templates, go to journal header, go to journal details.

Once you have chosen the option to create a new journal, you may select:

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This will bring you to the *Journal Header* screen.

- **Journal Name:** allows you to name a journal in a way that will be meaningful to you. The Journal Name is 30 characters long. This field is NOT posted in the General Ledger system, so it does not appear on the SA3 or TDS detail reports or the GLDSS detail tables. It will appear in the Financial Systems Tools online application when searching for a GLJE journal.
- **Effective Date:** must be in the current accounting period and will default to today's date. (The application will accept a future date, but it will not be posted until that accounting period has been opened.)
- **Entry Type:** will be standard for most online journals and is the default privilege assigned to campus users. The standard designation means there is a cash-offset for this journal.
 - Accrual and Transfer Entry Types are also available to campus users on a limited basis, based on business need. These privileges must be checked on the access request form and authorized by the appropriate Collegiate or Auxiliary Budget Officer before approval by Accounting Services.
 - Special rules apply to appropriately recording transfer entries.
 - All other Entry Types are for limited to central administrative units requiring additional functionality (including Property Management, Payroll, Treasurer's Office and construction projects).
- **Journal Type:** option to create a 'single' journal or multiple ('repeating') times.

When a Journal Name and Effective Date have been entered, choose either:

or

The application will assign a Journal ID based on the Entry Types below:

ONL###	Standard (cash-offset) journal
ONN###	Accrual journal
TRF###	Transfer journal
PAY###	Payroll adjustment journal
PMO###	Property Management journal
4BR###	Treasurer's Office Credit journal
5BR###	Treasurer's Office Debit journal
CIP###	Construction in progress journal

General Ledger Journal Entry Manual

Journal Instructions

Journal Header

User ID: TREW

Journal Name: TR-Training Documentation

Effective Date: 10/10/2005 mm/dd/yyyy Accounting Period 04, Fiscal Year 2006

Entry Type: Standard

Journal Type:

 single journal

 repeating journal

 generate a journal for every remaining period in this fiscal year

 generate a journal for 1 accounting period(s)

Journal ID: ONL227

Status: valid

back save header save and go to journal details

Note: Journal ID assigned by application of 'ONL227'. This will appear on the SA3/TDS reports and in the GLDSS detail tables.

The *Journal Detail screen* will list the Journal Header information, (Journal Name, Journal ID, Effective Date, Accounting Period and Fiscal Year, Entry Type and the Journal Status) above the green horizontal bar.

The green horizontal bar tracks the debit and credit amounts in the journal details.

Journal Details

journal header

Journal Name: TR-Training Documentation Journal ID: ONL227 Effective Date: 10/10/2005 Acctg Prd/FY: 04/2006 Entry Type: Standard Status: draft

Total Debits Total Credits

0 0

line status codes: DR=draft EC=valid SE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
1/											0
		SlidSlac	Line Description		PO Nbr	Voucher	Check Nbr	SSN			
2/											0
		SlidSlac	Line Description		PO Nbr	Voucher	Check Nbr	SSN			
3/											0
		SlidSlac	Line Description		PO Nbr	Voucher	Check Nbr	SSN			

select / unselect all lines selected lines: copy | delete | add 1 line after
 add: 1 blank lines at end submit line command

save validate


Journal Header Information

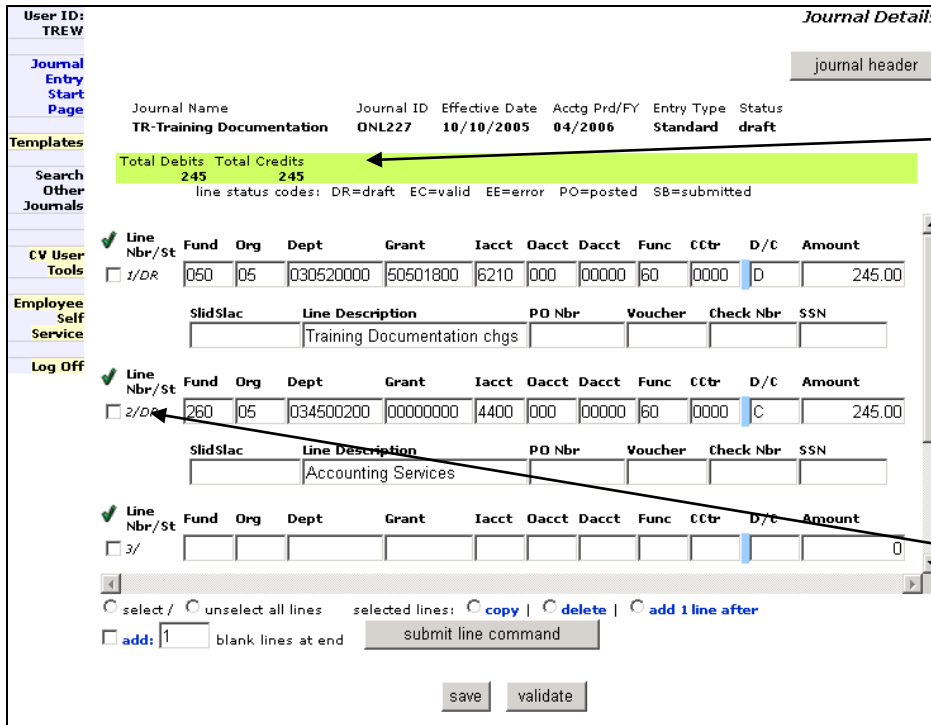
Debit and Credit Tracker

The save button allows you to save your work and come back to it at a later time. It does NOT do any validating of your entry. If you exit the Journal Entry application prior to validating your entries, the Journal Start page will show your journal in draft status.

The validate button sends your entries to the General Ledger to be edited.

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Once you have entered your journal details, click  to save the entries.



Journal Details

Journal Name: TR-Training Documentation Journal ID: ONL227 Effective Date: 10/10/2005 Acctg Prd/FY: 04/2006 Entry Type: Standard Status: draft

Total Debits: 245 Total Credits: 245

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	CCtr	D/C	Amount
1/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
SlidSlac Line Description PD Nbr Voucher Check Nbr SSN											
Training Documentation chgs											
2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
SlidSlac Line Description PD Nbr Voucher Check Nbr SSN											
Accounting Services											
3/											0

select / unselect all lines selected lines: copy | delete | add 1 line after

add: 1 blank lines at end submit line command

save validate

The Debit & Credit Tracker shows a total of \$245 for the journal details debits and credits.


Notice beside the detail line number, there is a status code notating that the lines are in draft (saved but not validated).

The line status codes are listed under the green Debit and Credit Tracker.

- DR=draft-this data has been saved, but not yet validated
- SB=submitted- journal has been validated and submitted to the General Ledger for posting
- PO=posted- journal has posted to the General Ledger
- EC=valid- data has been saved and validated
- EE=error- data has been saved and validated, but the line is in error

There are various commands at the bottom of the Journal Detail screen. The Journal Detail screen initially will only display 4 lines. To display additional lines for your

journal, you may select add: 6 blank lines at end and click

. The application will add the number of blank lines that you requested at the end of the journal.

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Journal Instructions

User ID: TREW
Journal Details

journal header

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	draft

Total Debits 245 Total Credits 245

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

<input checked="" type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/>	1/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
		SlidSlac		Line Description			PO Nbr	Voucher	Check Nbr	SSN		
				Training Documentation chgs								

<input checked="" type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/>	2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
		SlidSlac		Line Description			PO Nbr	Voucher	Check Nbr	SSN		
				Accounting Services								

<input checked="" type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input type="checkbox"/>	3/											0

select / unselect all lines selected lines: copy | delete | add 1 line after

add: blank lines at end

Radio button for the copy line command.

You may copy lines already in your journal, by placing a check in the box next to the line(s) that you want to copy. Then click the radio button next to copy and

then .

User ID: TREW
Journal Details

journal header

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	draft

Total Debits 490 Total Credits 490

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

<input type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input type="checkbox"/>	2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
		SlidSlac		Line Description			PO Nbr	Voucher	Check Nbr	SSN		
				Accounting Services								

<input checked="" type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/>	3/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
		SlidSlac		Line Description			PO Nbr	Voucher	Check Nbr	SSN		
				Training Documentation chgs								

<input checked="" type="checkbox"/>	Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/>	4/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
		SlidSlac		Line Description			PO Nbr	Voucher	Check Nbr	SSN		
				Accounting Services								

select / unselect all lines selected lines: copy | delete | add 1 line after

add: blank lines at end

Notice that the total debits and credits have doubled and there are now 4 lines in the journal.

You may delete lines from your journal, by placing a check in the box next to the line(s) that you want deleted. Then click the radio button next to delete at the bottom of the

Journal Detail screen and then .

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Journal Instructions

User ID: TREW
Journal Details

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	draft

Total Debits: 490 Total Credits: 490

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

<input type="checkbox"/>	2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
					Accounting Services							

<input checked="" type="checkbox"/>	3/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
					Training Documentation chgs							

<input checked="" type="checkbox"/>	4/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
					Accounting Services							

select / unselect all lines selected lines: copy | delete | add 1 line after
 add: blank lines at end

To select the lines to be deleted, check the box next to the line number.

Once you are ready to validate your entries, click . Your journal information will be sent to the validation edit check and error messages will be displayed if there are errors. The validation edit routine will verify that chartfields, the WhoKey and MFK exist; the WhoKey is open; debits and credits equal; and the institutional account is appropriate for the journal.

User ID: TREW
Journal Details

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	valid

Total Debits: 245 Total Credits: 245

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

<input checked="" type="checkbox"/>	1/EC	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
					Training Documentation chgs							

<input checked="" type="checkbox"/>	2/EC	260	05	034500200	00000000	4400	000	00000	00	0000	C	245.00
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
					Accounting Services							

<input checked="" type="checkbox"/>	3/											0
				SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			

select / unselect all lines selected lines: copy | delete | add 1 line after
 add: blank lines at end

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The details will become “grayed out” or unavailable for editing when:

1. The details of the journal have been validated.
2. All of the lines are error-free.
3. The debit/credit totals balance.

At this point, you have the option of editing your journal by either adding more lines or changing the lines that have been validated by clicking .

When you have determined the journal is complete, validated and ready to submit to the General Ledger, click on .

You must confirm that you want to submit the journal for posting to the General Ledger. If you are finished with your journal, click . Unless there are errors in the journal, the journal will be posted to the General Ledger that night and will appear in detail statements and in GLDSS detail daily tables the next business day for the accounting period the journal was posted to.

Deleting Submitted Journals:

You may delete a submitted journal on the day it’s submitted, but you must delete it before the nightly job runs at 5pm that sends the journals to the General Ledger to post.

To delete a submitted journal, go to the Journal Entry Start Page. Under the in-progress journals section, the submitted journal will display. Check the box next to the journal to delete and click on ‘delete selected journals/templates’ as shown in the example below:

in-progress journals

<input type="checkbox"/>	<input checked="" type="checkbox"/>	journal name	journal ID	effective date	journal type	status	balance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	cgstandard	ONL35511	11/06/2008		submitted	0.00

'x' will delete journal

At this time, once a journal has been submitted there is no ability to edit the journal. It must either be posted as submitted or deleted before the 5pm job runs that day.

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Searching for GLJE journals:

If you have GLJE, WebCV or PayCV security, you have access to an online search tool to retrieve userid, directory information for the person who posted the journal and other details for transactions posted from these three transactional applications. The search tool is called 'Financial Systems Tools' and is available in Self Service under Administration/Data Access. Searches can be made on various criteria, including by username (Hawkid) as well as by journal ID for GLJE journals and other advanced search criteria for WebCV and PayCV journals.

Journal IDs that begin with the following prefixes are searchable in the Financial Systems Tools site:

- 1WEBCORR (standard WebCV)
- 1WEBEQUIP (equipment WebCV)
- 1WEBPAY (PayCV)
- ONL (standard GLJE)
- ONN (accrual GLJE)
- TRF (transfers GLJE)
- PAY (payroll adjustments GLJE)
- PMO (Property Management GLJE)
- CIP (construction in progress GLJE)
- 4BR (bank/Treasurer's Office credit GLJE)
- 5BR (bank/Treasurer's Office debit GLJE)

General Ledger Journal Entry Manual Journal Instructions

Year End processing implications:

During the year end close process and after calendar date June 30th, if you have the year end privileges, the application will permit you to choose to create a journal and post it to the fiscal year being closed or the new fiscal year.

This is handled by displaying an option with radio buttons to choose the new fiscal year or the year end adjustment period for the fiscal year being closed. This option becomes available for all journal types for creating a new journal, using an in-progress journal or creating a new journal from an existing template. The radio buttons appear as follows under “new journal” or “new journal from a template”:

new journal
 journal for new fiscal year 2008 journal for year end period 13

The default is set to the radio button that will create the journal for the new fiscal year. If the default is chosen, the journal will be assigned “today’s date” as the effective date of the journal and will default to accounting period 01/xxxx (of the new fiscal year). This option allows you to change the effective date of the journal to a date within the current month, just as you are allowed to do within any other period of the year. An error will be received if you attempt to change the effective date prior to the beginning of the current period (07/01/xxxx), just as you would receive the error below for any other period that you tried to do this for:

The value entered for **Effective Date (06/30/2007)** is prior to the beginning of the current accounting period. Back posting is not allowed.

To post a journal to the fiscal year being closed for preliminary close, you must select the radio button of “journal for year end period 13”. Final close (period 14) works the same as preliminary close and states it’s period 14 at the appropriate time in the application. Once you select this option and either select “go to journal header” or “go to journal details”, the effective date is filled in for you of 6/30/xxxx (of the fiscal year being closed). Along with that, the accounting period of 13 or 14 plus the fiscal year being closed will also be displayed to the right of the effective date as shown below. You cannot change the effective date or period/fiscal year.

Journal Name
Effective Date 06/30/2007 Accounting Period 13, Fiscal Year 2007

Security privileges have been established in GL Journal Entry for both period 13 and period 14 as independent privileges. If you do not have the special year end privilege(s) established for the period we’re in at the time (“13” or “14”), the radio buttons of:

journal for new fiscal year 2008 journal for year end period 13 will NOT appear on the Journal Entry Start page for you. In that case, you will only be able to create and post journals for July of the new fiscal year.

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The Collegiate and Auxiliary Budget Officers must approve year-end security for periods 13 and 14. Please contact your Budget Officer if you need security to a year-end privilege.

While regular June business is still being processed in the General Ledger system, any preliminary close or July new fiscal year journals will be submitted but will not post in the General Ledger system until regular June business (period 12) has been closed.

Once the year end adjustment period (preliminary or final close, depending on the timeframe) and July period are open in the General Ledger, you can follow this as a general rule: if the journal has no errors, it should post as part of the nightly process on the same day the journal is submitted. The journal transactions will then appear in the online web SA3 report, the Financial Systems Tools web application to search, as well as appear in the General Ledger Decision Support System detail daily table the following business day.