



*Accounting and Financial Reporting*

# 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 non-payroll transactions that previously posted to the General Ledger should continue to be submitted through the WebCV application.***

Categories of new ("original") entries are reflected by the application's Entry Types. Entry Types allow for the assignment of unique journal id prefixes and user security for each Type. The security assignment functionality provides the ability to restrict the number of users who have the ability to make certain kinds of journals. The Entry Types and examples of common journal entries for each Type are listed below.

- *Standard (cash-offset)*
  - Charge internal UI customers for services provided by a UI department.
  - Intended to correct balances from a large number of transactions that were posted incorrectly. *This is meant to be kept to a minimum and should not be used for transactions impacting sponsored projects (funds 500 & 510).* A future enhancement, controlled by security, is planned for WebCV and PayCV to accommodate corrections for a large number of transactions. GLJE will be modified at that time to prevent these types of corrections.
- *Accrual*
  - Accrue accounts receivable for services provided to external customers, accrue accounts payable at year-end that were not entered to the campus Accounts Payable system, or update supply inventory balances.
- *Transfer*
  - Transfer of cash to fund WhoKey deficits or transfer balance sheet balances, using a transfer Iact for the Fund Balance amount, from a WhoKey to be closed to a new WhoKey due to organizational re-structuring.
- *Payroll, Property Management, Treasurer's Office, and Construction-in-Progress adjustments*
  - Restricted to central administrative staff for each types' specific functionality that is needed due to the unique nature of these types of journals.

### **Request for access to GL Journal Entry:**

GLJE security may be requested by completing the eform with the Entry Types marked that are needed, along with the appropriate departmental and Budget Officer approval received. This form is available under the Accounting and Financial Reporting 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: Special privileges, like transfer and accrual, MUST be marked on the form with specific justification for the need for these privileges AND must be signed by the Collegiate or Auxiliary Budget Officer to be approved by Accounting and Financial Reporting.***

## General Ledger Journal Entry Manual Journal Instructions

In addition, due to various audit recommendations, additional scrutiny by Accounting and Financial Reporting on granting access to GLJE is occurring with every request that is submitted for approval so please provide specific reasons as to why the user needs GLJE access instead of WebCV.

### 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 *Administration* tab and the *Systems* area.

### 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' page for user TREW. It features a left-hand navigation menu with options like 'Journal Entry Start Page', 'Templates', 'Search Other Journals', 'CV User Tools', 'Employee Self Service', and 'Log Off'. The main content area is divided into three sections: 'new journal', 'in-progress journals', and 'templates'. Each section has a radio button and a checkmark icon. The 'in-progress journals' and 'templates' sections contain tables with columns for journal name, ID, effective date, type, status, and balance. At the bottom, there are buttons for 'reset', 'delete selected journals/templates', 'go to journal header', and 'go to journal details'. Three yellow callout boxes on the right point to the 'new journal', 'in-progress journals', and 'templates' sections respectively.

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

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

.

## General Ledger Journal Entry Manual Journal Instructions

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, TDR 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 (IACT 1000) created for this journal.
  - Accrual and Transfer Entry Types are also available to campus users on a limited basis, based on business need.
  - Special rules apply to appropriately recording transfer entries.
  - All other Entry Types are 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
BKC###	Bank/Treasurer's Office Credit journal
BKD###	Bank/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/TDR/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: 0    Total Credits: 0

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

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Dacct	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

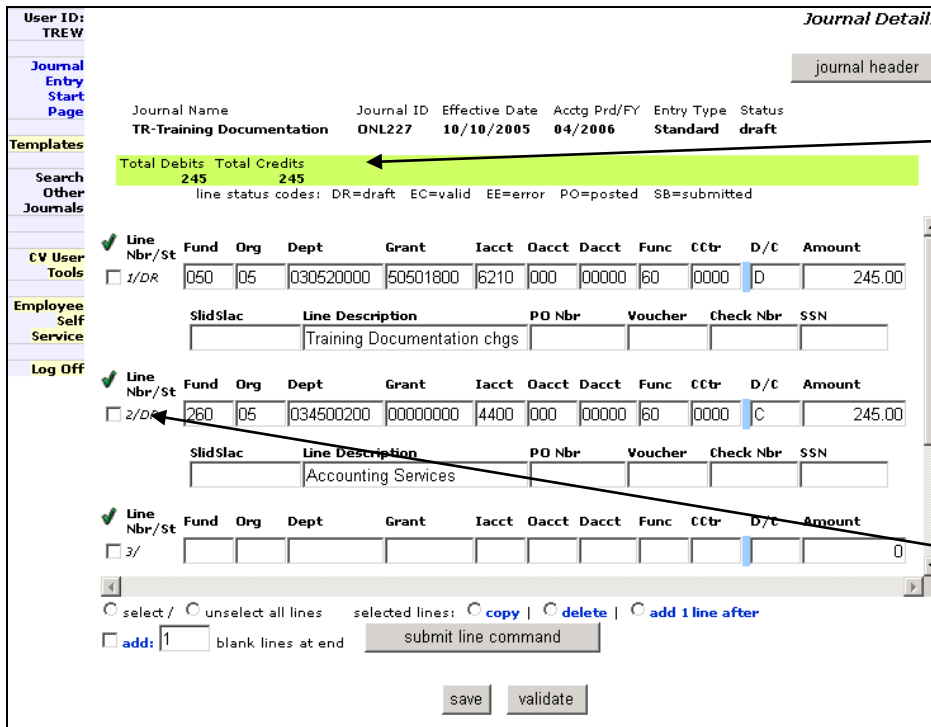
Debit and Credit Tracker

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.

## General Ledger Journal Entry Manual Journal Instructions

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    PO 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    PO 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


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 noting 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.

# General Ledger Journal Entry Manual

## 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	Total Credits
245	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
<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"/>	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 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	Total Credits
490	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

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

## General Ledger Journal Entry Manual Journal Instructions

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 .

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

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

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.

## General Ledger Journal Entry Manual Journal Instructions

The screenshot shows the 'Journal Entry Start Page' with the following details:

- User ID:** TREW
- Journal Name:** TR-Training Documentation
- Journal ID:** ONL227
- Effective Date:** 10/10/2005
- Acctg Prd/FY:** 04/2006
- Entry Type:** Standard
- Status:** valid
- Total Debits:** 245
- Total Credits:** 245
- Line status codes:** DR=draft EC=valid EE=error PO=posted SB=submitted


Three journal lines are visible:

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	CCtr	D/C	Amount
1/EC	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
			<b>Line Description:</b>	<b>PO Nbr</b>		<b>Voucher</b>		<b>Check Nbr</b>		<b>SSN</b>	
			Training Documentation chgs								
2/EC	260	05	034500200	00000000	4400	000	00000	00	0000	C	245.00
			<b>Line Description:</b>	<b>PO Nbr</b>		<b>Voucher</b>		<b>Check Nbr</b>		<b>SSN</b>	
			Accounting Services								
3/											0

At the bottom, there are buttons for 'edit', 'submit for posting', and 'submit line command'.


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:

## General Ledger Journal Entry Manual Journal Instructions

in-progress journals

<input checked="" type="checkbox"/>	<input 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*

reset

delete selected journals/templates

go to journal header

go to journal details

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.

## General Ledger Journal Entry Manual Journal Instructions

### 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:

- WCV\* (WebCV)
- PCV\* (PayCV)
- ONL (standard GLJE)
- ONN (accrual GLJE)
- TRF (transfers GLJE)
- PAY (payroll adjustments GLJE)
- PMO (Property Management GLJE)
- CIP (construction in progress GLJE)
- BKC (bank/Treasurer's Office credit GLJE)
- BKD (bank/Treasurer's Office debit GLJE)

### Year End processing implications:

During the year end close process and after calendar date June 30<sup>th</sup>, if you have 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. Radio button choices will appear on the Journal Entry Start page that allow you to select creating a journal or template for the new fiscal year or for the year end periods of 13 or 14. Below is an example of when we're in the preliminary close timeframe (period 13) and the new fiscal year (July, period 01):

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 (July), 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:

## General Ledger Journal Entry Manual Journal Instructions

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 (period 13), 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 for year-end close journals. If you choose the wrong radio button on the Start Page and have created a journal header and/or journal details for a journal and then realize you chose the wrong fiscal year, you will have to delete that journal and start over, choosing the correct fiscal year radio button.*

<b>Journal Name</b>	<input type="text"/>
<b>Effective Date</b>	06/30/2007    Accounting Period 13, Fiscal Year 2007

GLJE has period 14 established as an independent privilege. If you do not have this special year end privilege when the period 14 timeframe is reached in mid-July, you will not have the option to choose between Period 14 and Period 01 of the new year, e.g. you won’t have a radio button to choose.

Period 14 privileges are highly restricted and are intended generally for Org level administrators so your Collegiate Budget Officer must approve this security. Each year Accounting and Financial Reporting notifies all Budget Officer’s who have employees with GLJE privileges to approve access at that time. They can also email Tammy Buchmayer in Accounting and Financial Reporting to request access for someone during the year-end close timeframe.

While regular June business (period 12) 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 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 and the transactions will appear in the online web SA3 report, the search function in the Financial Systems Tools web application, as well as appear in the General Ledger Decision Support System detail daily table the following business day.