



THE UNIVERSITY OF IOWA

Accounting Services

GL Journal Entry (GLJE) Online Application

User Guide for Templates

Accounting Services, Last update: 10/22/2008

Direct questions or problems to [Accounting Services \(accounting-services@uiowa.edu\)](mailto:accounting-services@uiowa.edu) or refer to this [contact list \(http://www.uiowa.edu/~fusas/contact.html\)](http://www.uiowa.edu/~fusas/contact.html) for your Org Unit contact person.

General Ledger Journal Entry - Template User Guide

The General Ledger Journal Entry (GLJE) Template function provides for the creation of a model for a journal entry. First the template/model is created; then it is used to create a journal to post to the General Ledger. By choosing Templates on the navigation bar, you will be directed to the Templates page. Here you are able to:

- Create a new template (shell or repeating)
- Modify an existing template
- Delete an unnecessary template

General Ledger Journal Entry - Training Server

User ID: CGRITTON

Start Journal Entry

Journal Entry Start Page

new journal

in-progress journals

| journalname | journal ID | effective date | journal type | status | balance |
|-------------|------------|----------------|--------------|--------|---------|
| cgtest | ONL17962 | 06/30/2007 | | valid | 3.98 |
| template | ONL20840 | 10/02/2007 | RP | valid | 0.00 |
| cgtrain | ONL22226 | 11/12/2007 | | valid | 0.00 |

* will delete journal

templates

| template owner | template name | entry type | journal type | last edit date |
|----------------|---------------|------------|--------------|----------------|
| CGRITTON | COPY CHARGES | Standard | SH | 11/12/2007 |
| CGRITTON | template | Standard | RP | 11/12/2007 |

* will delete template

reset delete selected journals/templates

go to journal header go to journal details

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To create a new template or modify an existing template

Shell Templates


In the following example, we are going to set up a new SHELL template. Select the

create new SHELL template

radio button and then

General Ledger Journal Entry - Template User Guide

General Ledger Journal Entry - Training Server



Templates

User ID: CGRITTON

create new SHELL template
 create new REPEATING template
 modify template

Search Other Journals

| <input checked="" type="checkbox"/> | <input type="checkbox"/> | template owner | template name | entry type | journal type | last edit date |
|-------------------------------------|--------------------------|----------------|---------------|------------|--------------|----------------|
| <input type="radio"/> | <input type="checkbox"/> | CGRITTON | COPY CHARGES | Standard | SH | 11/12/2007 |
| <input type="radio"/> | <input type="checkbox"/> | CGRITTON | template | Standard | RP | 11/12/2007 |

'x' will delete template


reset delete selected templates

go to template header go to template details

General Ledger Journal Entry - Template User Guide

Template Header screen:

- The Template Name allows you to name a journal, up to 30 characters long, in a way that will be meaningful to you.
- The Effective Date does not have meaning for a template, only for journals. The date can be left as today's date, which is the default.
- The Entry Type will be "standard" for most online journals. The standard designation means there is a cash offset for this journal. The three Entry Type choices for users across campus are Standard, Accrual, and Transfer. When you apply for access to the Journal Entry application, the standard entry type is automatically granted to you. You may select the Accrual and Transfer entry types if you have a business need to create those types of journals.

General Ledger Journal Entry - Training Server 

User ID: CGRITTON *Template Header*

Journal Entry Start Page

Templates

Search Other Journals

Financial Systems Tools

Journal Guide

Template Guide

Template Name: Copier charges

Template Date: 11/13/2007 Accounting Period 05, Fiscal Year 2008

Entry Type: Standard

Template Type: shell

back save header save and go to template details

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The template name is only carried in the Journal Entry application—it will not appear on any transaction statements.

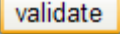
Choose an Entry Type


Once the template name and date have been entered and the entry type decided upon, choose:

save and go to template details

Since we are creating a template, a journal ID will not be assigned at this time. Shell journals are used for recurring entries to the same MFKs but each time it is used it will probably have different amounts for each line, so that's why the shell template does not contain any amount fields.

General Ledger Journal Entry - Template User Guide

After you have finished your template, select . When the validation is complete, there are no errors, and you are done with your template you can now create a journal using that template.

Select the  on the navigation bar. Notice that your template has been added to the list of templates available to use. *Only journals post to the General Ledger, not templates.*



General Ledger Journal Entry - Training Server THE UNIVERSITY OF IOWA

User ID: CGRITTON Start Journal Entry

Journal Entry Start Page

new journal

in-progress journals

| <input checked="" type="checkbox"/> | <input type="checkbox"/> | journal name | journal ID | effective date | journal type | status | balance |
|-------------------------------------|--------------------------|--------------|------------|----------------|--------------|--------|---------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | cgtest | ONL17962 | 06/30/2007 | | valid | 3.98 |
| <input type="checkbox"/> | <input type="checkbox"/> | template | ONL20840 | 10/02/2007 | RP | valid | 0.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | cgtrain | ONL22226 | 11/12/2007 | | valid | 0.00 |

'x' will delete journal

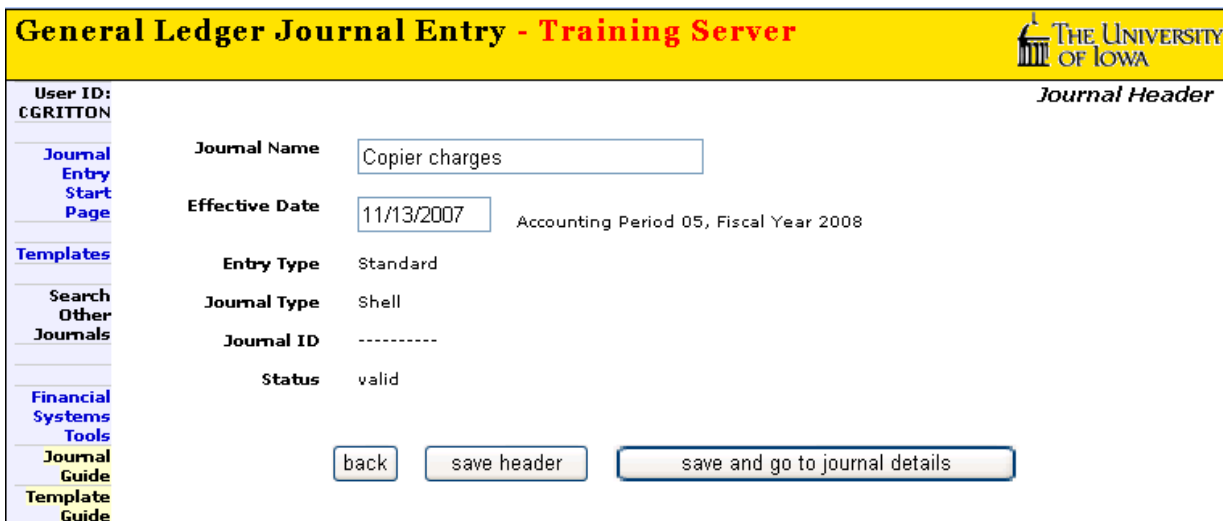
templates

| <input checked="" type="checkbox"/> | <input type="checkbox"/> | template owner | template name | entry type | journal type | last edit date |
|-------------------------------------|--------------------------|----------------|----------------|------------|--------------|----------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CGRITTON | Copier charges | Standard | SH | 11/13/2007 |
| <input type="checkbox"/> | <input type="checkbox"/> | CGRITTON | template | Standard | RP | 11/12/2007 |

'x' will delete template

Notice your new template under the template section.

If you want to create a journal to post to the General Ledger based on this template, select the template and then .



General Ledger Journal Entry - Training Server THE UNIVERSITY OF IOWA

User ID: CGRITTON Journal Header

Journal Entry Start Page

Journal Name Copier charges

Effective Date 11/13/2007 Accounting Period 05, Fiscal Year 2008

Entry Type Standard

Journal Type Shell

Journal ID -----

Status valid

General Ledger Journal Entry - Template User Guide

Verify the Journal Name and Effective Date that you wish to use, then select

save and go to journal details

General Ledger Journal Entry - Training Server

User ID: CGRITTON

Journal Name: Copier charges | Journal ID: ONL22227 | Effective Date: 11/13/2007 | Acctg Prd/FY: 05/2008 | Entry Type: Standard | Journal Status: draft

Total Debits: 0.00 | Total Credits: 0.00

| Line Nbr/St | Fund | Org | Dept & SubDept | Grant | Iacct | Oacct | Dacct | Func | CCtr | D/C | Amount |
|---------------|------|-----|----------------|----------|-------|-------|-------|------|------|-----|--------|
| 1/ | 050 | 05 | 030520000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | C | 0.00 |
| reimb copies | | | | | | | | | | | |
| 2/ | 050 | 05 | 030510000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | D | 0.00 |
| charge copies | | | | | | | | | | | |
| 3/ | 050 | 05 | 030511000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | D | 0.00 |

Line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted HL=held NS=unknown

Buttons: save, validate

On the Journal Detail Screen, a Journal ID has been assigned and there is an amount field on every line.

Once you have entered amounts for each journal line, select

validate

General Ledger Journal Entry - Training Server

User ID: CGRITTON

Journal Name: Copier charges | Journal ID: ONL22227 | Effective Date: 11/13/2007 | Acctg Prd/FY: 05/2008 | Entry Type: Standard | Journal Status: valid

Total Debits: 225.00 | Total Credits: 225.00

| Line Nbr/St | Fund | Org | Dept & SubDept | Grant | Iacct | Oacct | Dacct | Func | CCtr | D/C | Amount |
|---------------|------|-----|----------------|----------|-------|-------|-------|------|------|-----|--------|
| 1/EC | 050 | 05 | 030520000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | C | 225.00 |
| reimb copies | | | | | | | | | | | |
| 2/EC | 050 | 05 | 030510000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | D | 150.00 |
| charge copies | | | | | | | | | | | |
| 3/EC | 050 | 05 | 030511000 | 50501800 | 6212 | 000 | 00000 | 60 | 0000 | D | 75.00 |

Line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted HL=held NS=unknown

Buttons: save, validate

General Ledger Journal Entry - Template User Guide

Any time that you do not use all of the lines in your template, the blank lines need to be deleted from your journal before it is submitted to post to the General Ledger.

Now you follow the same steps as you would for any other method you use to create and submit a journal to the General Ledger.

Repeating Templates

Repeating templates are very similar to shell templates, the difference being the repeating template carries forward the amounts. First, go to the Templates screen using the navigation bar and select

the radio button for repeating template and select [go to template header](#)

Templates

User ID: CLHOCH

Journal Entry Start Page

Templates

Search Other Journals

Financial Systems Tools

Journal Guide

Template Guide

JE Admin

Employee Self Service

Log Off

AppDevs debug active users

create new SHELL template

create new REPEATING template

modify template

| template owner | template name | entry type | journal type | last edit date |
|----------------|----------------------|------------|--------------|----------------|
| CLHOCH | transfer (repeating) | Transfer | RP | 10/23/2008 |

'x' will delete template

reset

delete selected templates

go to template header

go to template details


Repeating Template Radio Button

Template link on Navigation Bar

General Ledger Journal Entry - Template User Guide

Choose the Template Name, Template Date and Entry Type. Then select

General Ledger Journal Entry - Training Server



User ID:
CLHOCH

[Journal Entry Start Page](#)

[Templates](#)

[Search Other Journals](#)

[Financial](#)

Template Header

Template Name:

Template Date: *mm/dd/yyyy* Accounting Period 04, Fiscal Year 2009

Entry Type: Standard

Template Type: Repeating

On the Template Detail screen, enter your details then

User ID:
CLHOCH

[Journal Entry Start Page](#)

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[Template Guide](#)

[JE Admin](#)

[Employee Self Service](#)

[Log Off](#)

[AppDevs debug active users](#)

[reload Journal Entry params](#)

[GL Post menu](#)

Template Details

Template Name: phone rental Template Date: 10/01/2008 Entry Type: Standard Template Type: Repeating

| Total Debits | Total Credits |
|--------------|---------------|
| 332.00 | 332.00 |

| Line Nbr | Fund | Org | Dept & SubDept | Grant | Iacct | Oacct | Dacct | Fnc Cctr | D/CAmount |
|---------------------------------------|------|-----|----------------|------------------|-------|-------|-------|----------|-----------|
| <input checked="" type="checkbox"/> 1 | 260 | 05 | 034500700 | 00000000 | 6270 | 000 | 00000 | 00 0000 | C 332.00 |
| | | | SlidSlac | Line Description | | | | | |
| | | | | remote access | | | | | |
| <input checked="" type="checkbox"/> 2 | 260 | 05 | 034500200 | 00000000 | 6270 | 000 | 00000 | 00 0000 | D 332.00 |
| | | | SlidSlac | Line Description | | | | | |
| | | | | remote access | | | | | |
| <input checked="" type="checkbox"/> 3 | | | | | | | | | 0.00 |
| | | | SlidSlac | Line Description | | | | | |

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

Notice on the Repeating Template, there are amount fields.

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General Ledger Journal Entry - Template User Guide

On the Start Journal Entry page, select the radio button for the repeating template just created. Then select and make any necessary journal changes before saving, validating and/or submitting the journal for posting.

User ID: CLHOCH**Start Journal Entry**

Journal Entry Start Page

Templates

Search Other Journals

Financial Systems Tools

Journal Guide Template Guide

JE Admin

Employee Self Service

Log Off

AppDevs debug active users reload Journal Entry

new journal


in-progress journals

| journal name | journal ID | effective date | journal type | status | balance |
|--------------------------------|------------|----------------|--------------|--------|---------|
| <i>'x' will delete journal</i> | | | | | |

templates

| template owner | template name | entry type | journal type | last edit date |
|---------------------------------|----------------------|------------|--------------|----------------|
| <input type="checkbox"/> CLHOCH | remote access | Standard | RP | 10/23/2008 |
| <input type="checkbox"/> CLHOCH | transfer (repeating) | Transfer | RP | 10/23/2008 |
| <i>'x' will delete template</i> | | | | |

Modifying Templates

Go to the Templates screen using the navigation bar and select the radio button  **modify template** and select the template you want to modify. Go to the Template Header screen if you want to change any information and then to Template Details to modify whatever you wish to.

NOTE: Any changes made to a template are NOT reflected in any journals created from that template prior to the changes being made.



General Ledger Journal Entry - Training Server THE UNIVERSITY OF IOWA

User ID: CGRITTON Templates

Journal Entry Start Page

Templates

Search Other Journals

Financial Systems Tools

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JE Admin

Employee Self Service

Log Off

AppDevs active users

create new SHELL template
 create new REPEATING template
 modify template

|   | template owner | template name | entry type | journal type | last edit date |
|---|----------------|----------------|------------|--------------|----------------|
| <input checked="" type="checkbox"/> | CGRITTON | Copier charges | Standard | SH | 11/13/2007 |
| <input type="checkbox"/> | CGRITTON | Phone rental | Standard | RP | 11/13/2007 |
| <input type="checkbox"/> | CGRITTON | template | Standard | RP | 11/12/2007 |

'x' will delete template

reset delete selected templates

go to template header go to template details