
On-Line Journal Entries

1. Overview of Journal Entries.
2. Entering Journals.
3. Viewing Journals.
4. Copying Journal Entries.
5. Deleting a Journal.
6. Inquiring on Journals.
7. Printing Posted Journals.

Objectives

By the end of this exercise, you will be able to:

- Understand the procedure for entering Journals;
 - Enter and delete Journals;
 - Copy existing Journals;
 - Edit Journals;
 - Inquire to view Journals; and
 - Print a Posted Journal.
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1. Overview of Journal Entries.

To start, navigate as follows:

UWO Menu
UWO Journal Entry
Actuals Journal Entry
Add

The screenshot shows a web-based form for adding a journal entry. At the top, there are four tabs: 'Header', 'UWO Lines', 'Totals', and 'Errors'. The 'Header' tab is selected. The form contains several input fields and checkboxes. The 'Unit' is set to 'UWO', 'Journal ID' is 'NEXT', and 'Date' is '11/24/2004'. There is a 'Long Description' text area. The 'Ledger Group' is 'ACTUALS', and there is an 'Auto Generate Lines' checkbox. The 'Ledger' field is empty. The 'Adjusting Entry' is set to 'Non-Adjusting Entry'. The 'Source' is 'ONL', 'Fiscal Year' is '2005', and 'Period' is '7'. The 'Reference Number' is empty. The 'SJE Type' is a dropdown menu. The 'ADB Date' is '11/24/2004'. The 'Journal Class' is a dropdown menu. The 'Transaction Code' is 'UWO'. There is a 'Save Journal Incomplete Status' checkbox. At the bottom, there are two links: 'Currency Defaults: CAD / CRRNT / 1' and 'Reversal: Do Not Generate Reversal'.

Online Journals must be entered and saved. Edit checking, budget checking and posting are optional steps, and will be run at night automatically.

Journal Entry is comprised of a group of four panels:

1. Header
2. UWO Lines
3. Totals
4. Errors

1. Journal Entry Header

The header contains information that uniquely identifies the journal (business unit, journal ID and journal date). It also contains options that will enable you to quickly set up adjusting and reversing entries.

<i>Long Description</i>	This field is useful for identifying purposes or explaining any anomalies.
<i>Ledger Group</i>	This field will default to ACTUALS and is where the journal will post.
<i>Auto Gen</i>	This check box will be greyed out.
<i>Adjusting Entry</i>	This field will default to Non-Adjusting Entry and should not normally be changed. This field will only be changed by the Finance Department for year end adjustments.
<i>Ledger</i>	This field will be greyed out.
<i>Source</i>	This field identifies the source of entry. It will default to ONL to specify On-line.
<i>Fiscal Year</i>	This field will default to the current fiscal year.
<i>Ref No</i>	This field is user defined to allow you to refer each journal back to a document, person, invoice or any other data that will be helpful when tracking the source of the information.
<i>Period</i>	This field will default to the appropriate period for the date of your journal.
<i>SJE Type</i>	This field will be greyed out.
<i>ADB Date</i>	This field will be greyed out.
<i>Journal Class</i>	This field will normally be left blank unless you are in Research Accounting and it is used only as part of the grant close down process with a value of XYZ.
<i>Save Journal Incomplete Status</i>	Checking this box ensures that the nightly batch edits and posts will NOT impact your journal. If you check this box you must eventually uncheck it so that your journal entry will get fully processed.

- Transaction Code* This field will be greyed out with a value of UWO.
- Currency Defaults* This field will default to CAD/CRRNT/1. This field would only be changed in RARE situations.
- Reversal* This field will default to Do Not Generate Reversal. This field identifies whether or not you want an entry to automatically reverse (such as an accrual). You must choose the date of the reversing entry by selecting the appropriate option:

Do Not Generate Reversal	Assumes no automatic reversal of this entry. This is the default.
Beginning of Next Period	Creates a reversing entry dated the first day of the next accounting period.
End of Next Period	Creates a reversing entry dated the last day of the next accounting period.
Next Day	Creates a reversing entry dated the next calendar day.
Adjustment Period	This should only be used by Finance. Creates a reversing entry in the year end adjustment period.
On Date Specified By User	Lets you select any date in the calendar of the target (posting) ledger. When you select this option, the system prompts you with an edit box for the appropriate date.
ADB Reversal	Will be greyed out.

When the reversing journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post panel, the system posts reversals as soon as created.

2. Journal Entry Lines

The UWO Lines page is used to record the transactions making up the journal - the debit and credit entries.

The screenshot shows the 'UWO Lines' interface. At the top, there are tabs for 'Header', 'UWO Lines', 'Totals', and 'Errors'. Below the tabs, the 'Unit' is 'UWO', 'Journal ID' is 'NEXT', and 'Date' is '11/24/2004'. There is a 'Process' button and a dropdown menu for 'Process' set to 'Edit Journal'. The main area is a table with columns: Select, Line, Unit, SpeedType, Account, Fund, Dept, Program, Project, Currency, and Amount. The first row has '1' in the 'Line' column and 'UWO' in the 'Unit' column. Below the table is a 'Lines to add:' section with a '1' in a box and plus/minus buttons. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' row shows 'UWO' with '1' Total Lines, '0.000' Total Debits, and '0.000' Total Credits.

Top of page

Unit This is the business unit of the journal entry. Lines can be added to the entry with other business units however this is the main business unit.

Journal ID This will show as NEXT until you save your journal. Once you have saved the journal you will see the journal id number.

Date This is the date of the journal entry

Process These are the processes that you can run with this journal entry and they work in conjunction with the Process Button. A listing is provided further in this document explaining the various processes that are available.

Lines section

Select This field is used to identify rows that you wish to delete and is used in conjunction with the Lines to Date section.

Chartfields Enter the account number and any other chartfield values that are required to correctly record the transaction.

Amount Enter the monetary amount.

Reference Field This field is available for information specific to each line in the journal entry.

Line Descr This field displays the description defined for the account chartfield value. This information will be defaulted in for

you. However you can override this field with your own descriptive information as necessary.

Between Lines and Totals sections

Lines to Add This section is used to add and delete lines from your journal entry.

Totals section

You must save your journal before any amounts will appear in this section.

Unit This is the business unit and there will be one row in this section for each business unit you have used in the Lines section.

Total Lines This is to the total number of lines in the lines section for the respective business unit.

Total Debits This is the total of all dollar amounts in the totals section that are a debit (positive) for the respective business unit.








Total Credits This is the total of all dollar amounts in the totals section that are a credit (negative) for the respective business unit.

Journal Status This shows the status of the chartfields used in the lines section. The possible values are:
N = no edit yet performed
E = error in edit
V = valid budget check
P = posted

Budget Status This shows the status of information in the lines section in regards to whether budget has been set up. The possible values are:
N = no budget check yet performed
E = error in budget check
V = valid budget check

Note that investigating budget check errors are handled in a separate set of pages and will be explained further in the exercises.

The following processes are available for your use.

Budget Check J 	Will initiate the budget check process immediately. A journal must have a Journal Status = V before this choice can be used. This is optional as it will also be run during the nightly processing.
Copy Journal 	Copy the current journal to a new journal.
Delete Journal 	Delete the current journal.
Edit Journal 	Will initiate the edit process immediately which validates the chartfield combinations and the fiscal year and accounting period. If the journal results in a Journal Status = V, this process will continue and begin the Budget Check process. This is optional as it will also be run during the nightly processing.
Post Journal 	Will initiate the posting process immediately. A journal must have a Journal Status = V and a Budget Status = V before this choice can be used. This is optional as it will also be run during the nightly processing.
Print Journal 	Print the current journal
Refresh Journal 	Refresh the page. If the process is complete, the page will automatically refresh with the results of the edit and/or post.

3. Journal Entry Totals (Optional – you don’t HAVE to do anything here)

To enforce a greater degree of control over the journal entry process, you MAY want to use control totals for debit and credit amounts and the number of lines.

	Control Totals	Actual Totals	Differences
Currency: CAD	Debits: <input type="text"/>	Debits: 0.00	Debits:
	Credits: <input type="text"/>	Credits: 0.00	Credits:
		Net: 0.00	
Base Currency: CAD	Debits: <input type="text"/>	Debits: 0.00	Debits:
	Credits: <input type="text"/>	Credits: 0.00	Credits:
		Net: 0.00	
	Units: <input type="text"/>	Units: 0.00	Units:
	Lines: <input type="text"/>	Lines: 1	Lines:

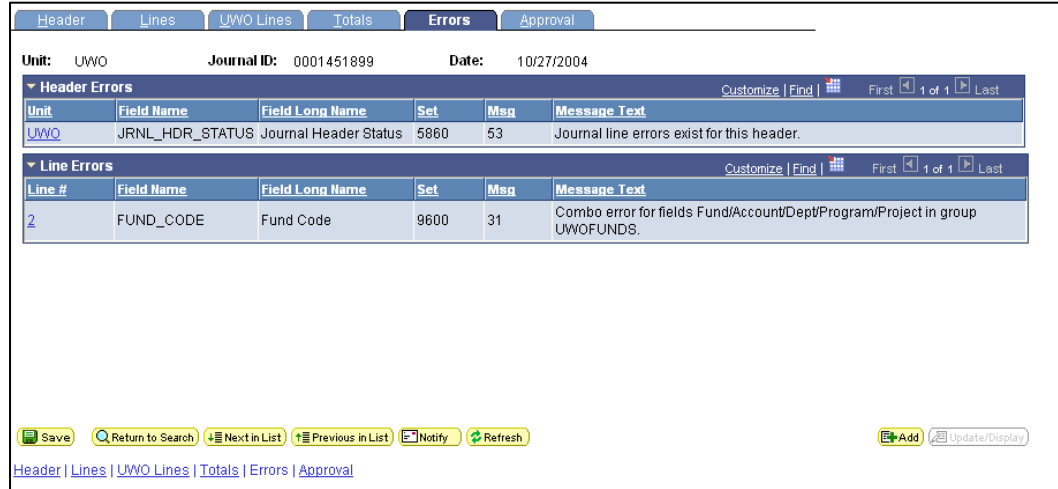
Control Totals

This panel lets you specify the total Debits, Credits or number of Lines to be entered in the journal. As you enter the journal lines, the system displays a running total of the actual debits, credits and lines as well as the difference between the amounts entered and the Control Totals.

If you leave the Control Totals fields blank, the system will **not** validate against the associated actual total.

4. Journal Entry Errors

The journal entry errors page will be updated after you run the Journal Edit process from the UWO Lines page. Any errors that exist will show on this page.



Top of page

Unit This is the business unit of the journal entry. Lines can be added to the entry with other business units however this is the main business unit.

Journal ID This will show as NEXT until you save your journal. Once you have saved the journal you will see the journal id number.

Date This is the date of the journal entry

Header Errors and Line Errors section

The fields in these sections vary depending on the errors but generally these are the fields that you will see.

Unit Identifies the business unit that has the error(s) in it.

Field Name Identifies the field in the journal where the error exists.

Field Long Name Gives the full name for the previous field (Field Name).

Set A technical field that is not used by the functional users.

Msg A technical field that is not used by the functional users.

Message Text A longer description of what the specific error is.

The Header Errors section contains errors that apply to the overall journal entry. The Line Errors section contains errors specific to a certain row in the journal entry.

Error examples

The Journal status will receive a status of “Errors” if one or more of the following conditions are true:

- The accounting period (determined by the Journal Date) is not currently open;
- Total debits do not equal total credits;
- The actual totals for the journal (debits, credits, number of lines or units) do not equal the control totals entered with the journal header;
- One or more journal lines use invalid Chartfield values as of the Journal Date;
- One or more journal lines use invalid Chartfield combinations as of the Journal Date. Valid combinations follow
 - All funds must have a fund, department, account
 - Fund 1 and 3 must also have a program but NOT a project
 - Fund 2,4,5,6 must also have a project but NOT a program

Budget check errors

These errors are accessed by clicking on the “E” under Budget Status field on the UWO Lines page in the Totals section.

Lines to add: 1 + -

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	100.00	100.00	Y	E	

GL Journal Exceptions | Line Exceptions

Business Unit: UWO Journal ID: 0001451978 Journal Date: 11/22/2004

Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist [Advanced Budget Criteria](#)

Budgets with Exceptions | Budget Chartfields

	Business Unit	Ledger Group	Account	Fund	Department	Program	Budget Period
1	UWO	ORG	622000	1	000000	13802	2005
2	UWO	ORG	622000	1	000000	13802	2005
3	UWO	ORG	622000	1	000000	13802	2005
4	UWO	ORG	622000	1	000000	13802	2005
5	UWO	ORG	622000	1	000000	13802	2005

The only reason that a budget check error occurs is that a chartfield combination has not had a budget set up. You can see in the example above the exception states “No Budget Exists”.

The important section on this page is the section called *Budgets with Exceptions*. Specifically the tab entitled Budget Chartfields. This page will show you the combinations that are not valid.

These budget errors will be handled through a nightly process. The analyst will be notified when a budget needs to be set up. At no point should you contact your analyst.

2. Entering Journals.

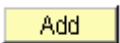
Activity #1

1. Navigate as follows:

UWO Menu
 UWO Journal Entry
 Actuals Journal Entry
 Add a New Value

The Journal ID defaults to NEXT. When you save, the Journal ID number changes from NEXT and assigns the next available sequential number to the journal.

The Journal Date defaults to the current date. You can back date the journal if you wish however, you should be aware that the journal will post to the current open period, not the period that the date refers to.

2. Click  ****You should now be on the Header tab****
3. To identify your journal, type your name in the Long Description field along with a general description if you would like.

 To move to another field, you can either click in the field or use the tab key until you are in the correct field.
4. Click on the **UWO Lines** tab.

5. Enter the following chartfields and amount for Line 1:

Line	Account	Fund	Deptid	Program	Proj/Grant	Amount
1	622000	1	470400		000000	-500

6. Click on the plus sign **Lines to add:** to add a row.

7. Enter the following chartfields and amount for Line 2:

Line	Account	Fund	Deptid	Program	Proj/Grant	Amount
2	645000	2	421020		R3152A01	500

The screenshot shows the 'UWO Lines' tab in the software. At the top, it displays 'Unit: UWO', 'Journal ID: NEXT', 'Date: 01/04/2005', and '*Process: Edit Journal'. Below this is a table with columns: Select, Line, Unit, SpeedType, Account, Fund, Dept, Program, Project, Currency, and Amount. Two lines are visible: Line 1 with account 622000, fund 1, dept 470400, project 000000, and amount -500.00; and Line 2 with account 645000, fund 2, dept 421020, project R3152A01, and amount 500.00. Below the table is a 'Lines to add:' section with a '1' in a box and plus/minus buttons. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals for UWO show 2 lines, 500.00 in debits, 500.00 in credits, and 'N' for both status and budget.

8. Click

9. Write down your journal number.

*******NOTE: YOU CAN STOP AT THIS POINT IF YOU WISH. THE REMAINING STEPS RELATE TO EDITTING AND POSTING YOUR JOURNAL WHICH ARE OPTIONAL STEPS.*******

10. Select '*Process:

11. Click

- Click on the error marker under Journal Status

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	500.00	500.00	E	N	

- Notice that the error is a combination error.

Header					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
UWO	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	FUND_CODE	Fund Code	9600		Combo error for fields Fund/Account/Dept/Program/Project in group UWOFUNDS.

- Click on the Line # in the Line Errors box. This takes you to the line in error on the UWO Lines page.

- In our case the transaction is in Fund 1, which does NOT use Projects.

- Click in the Program box.

- Type 38001

- Click in the Project box

- Delete 000000

- Click 

- Select *Process: 


- Click 


- Your journal should now have a Journal Status = V and a Budget Status = V. See below.

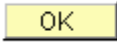
Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	500.00	500.00	V	V	

If you have a Budget Status Error, this will be handled through the nightly process.

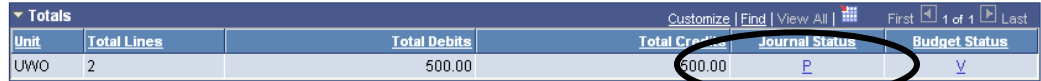
Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	500.00	500.00	V	E	

50. Select 'Process: 

51. Click 

52. Click 

53. Once complete your journal should now have a Journal Status = P. See below.



Totals						Customize	Find	View All	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status						
UWO	2	500.00	500.00	P	V						

54. You have now completed the entire journal entry process.

*** Please note: you do not have to post your journals. This will run through the nightly process***

3. Viewing Journals that are not yet postedActivity #2

1. Navigate as follows:

UWO Menu

UWO Journal Entry

Actuals Journal Entry

Find an Existing Value

2. Enter Journal ID if you know it OR leave Journal ID blank.
3. Click

If you have entered an existing journal id OR you only have one journal id that is NOT posted then you will be taken directly into the journal.

If you have left the journal id blank you will be shown a list of all journals that have not been posted that YOU have created. Click on the Journal ID for the one you wish to investigate further and you will be taken directly into the journal.

4. Copying Journal Entries.

If you would like to use an existing journal entry as the basis for a new journal entry to avoid having to retype the same information, use this feature to make a copy of an existing journal. You can copy any journal and then change the header or detail lines, as desired.


1. Navigate as follows:

UWO Menu
 UWO Journal Entry
 Journal Copy
 (Add a New Value the first time)

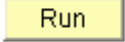
2. Enter a Run Control ID [i.e. JRNL_COPY].

3. Click Add
4. Enter the necessary parameters such as:

Your Journal ID and Date from page 14

5. Click on  Save and the New Journal field will change from NEXT to an actual journal id.

6. Write down your journal number. 0001_____

7. To initiate the background copy process, click  Run .

8. A window will appear called the Process Scheduler Request.
9. Server = <blank>
10. Recurrence = <blank>
11. Time Zone = <blank>
12. Select = checked
13. *Type = web
14. *Format = TXT
15. Your screen should appear as follows:

Process Scheduler Request

User ID: GENERIC Run Control ID: JRNL_COPY

Server Name: Run Date: 12/13/2004 [dt]

Recurrence: Run Time: 12:13:39PM

Time Zone: [m]


Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Journal Copy Process	GL_JRNL_COPY	Application Engine	Web	TXT

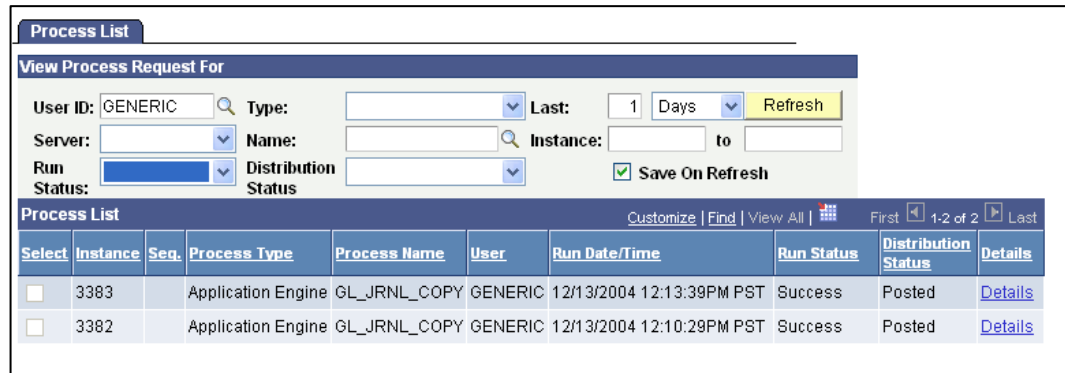
16. Click

You may also use the Copy icon on the Journal Entry Lines panel to initiate this process.

Once the copy is complete, the new journal will be marked with a status of No Status - Edit Required.

17. You will be taken back to the original Copy Journal Page.
18. Click on [Process Monitor](#) at the top of your screen towards the right.
19. You will now be directed to the process monitor where you can watch to see when your process is finished.

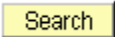

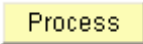
20. The initial status that you will see is Queued.
21. Click on the  button until you see a status of Success
22. When completed you screen will look like the following:



22. You will now be able to access your new journal id using the UWO Journal entry pages.

5. Deleting a Journal.

You can only delete journals that you have created and that have not been posted - the assumption here is that a mistake was made, therefore no audit trail of the deletion is made.

1. Navigate as follows:
 - UWO Menu
 - UWO Journal Entry
 - Journal Entry
 - Find an Existing Value
2. Type the Journal ID or leave it blank
3. Click on  AND if you left the journal ID blank – Click on the correct journal_id from the listing provided.
3. Click on the UWO Lines tab.
4. Select 'Process:  and Click 

6. Inquiring on Journals.

Journals that have not yet completed processing:

1. Navigate as follows

UWO Menu
 UWO Journal Entry
 Journal Entry
 Find an Existing Value

2. Type the available fields that you know. For the **Journal Header Status** and the **Budget Checking Header Status** you can search for journals with the following criteria:

Journal Header Status	Journal Has Errors
	No Status - Needs to be Edited
	Valid Journal - Edits Complete
Budget Checking Header Status	Error in Budget Check
	Not Budget Checked
	Valid Budget Checked

The system will display a message requesting you to click OK to verify deletion before it deletes the journal.

3. Click
4. If you left the journal ID blank then Click on the Journal ID that you wish to review from the listing provided.

Alternative inquiry process available for journals in all stages of processing:

Activity #3

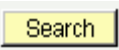
1. Navigate as follows:

UWO Menu
 UWO Inquiries
 Journal Inquiry
 Add a new value (the first time only)

2. Type INQUIRY for the Inquiry Name.

3. Click Add.
4. Enter the following criteria:

Unit	Ledger	Year	From Period	To Period
UWO	ACTUALS	2005	9	10

5. Click 
6. Click on the Journal ID in the results below your search box

Journal ID	Date	Unit IU	Status	Source	Suspense Status
0001452008	03/31/2005	UWO	Errors	ONL	No Susp

7. Your results will automatically show the first 100 rows of your journal. By referring to the row called “Lines” in the Journal Header section you will be able to see how many lines in total there are.
If you have more than 100 rows in your journal:
Click on the button beside **Show**
Type in the group of rows you wish to see, e.g. From line: 200 Thru Line: 299

Click on Query Journal Lines

Journal Header				
Journal ID:	0001452008	Date:	03/31/2005	Source: ONL
Ledger Grp:	ACTUALS	Original Date:	03/31/2005	Lines: 3
Status:	Errors	InterUnit BU:	UWO	Posted:
Balanced:	DR Not= CR	Reversal:	None	Reversal Date:
Operator Id:	LDWICKMA			
Long Description	SANDRA - JRNL INSTRUCTIONS TESTING			

Totals by Currency				
Currency:	CAD	DR:	300.00	CR: 200.00
		Net:	100.00	

Show All Lines

Show From Line: Thru Line: [Query Journal Lines](#)

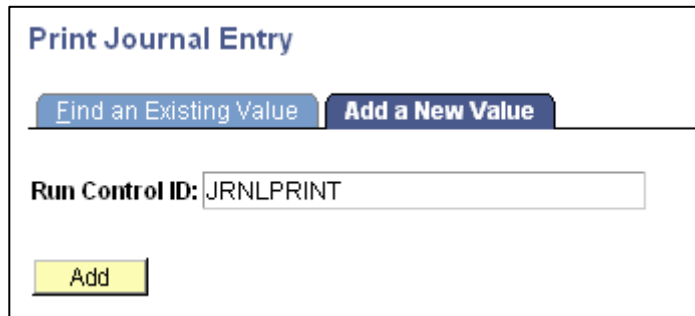
7. Printing Posted Journals.


Journal Entry Reprint is a report that lets you print your journals even after they are posted.

1. Navigate as follows:

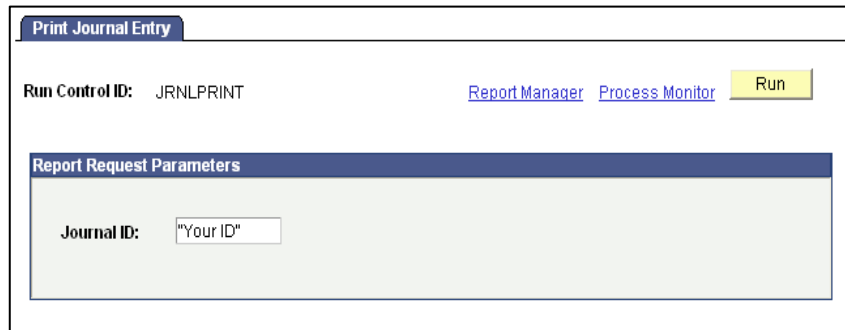
UWO Menu
 UWO Journal Entry
 Journal Print
 Add a New Value (first time only)

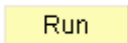
2. Type JRNLPRINT for the name.



3. Click on 

4. Type in your journal id from Activity 1



5. Click on 

- Ensure that “Type” = Window and “Format” = PDF

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Journal Entry Listing	UFSGL751	Crystal	Window	PDF

- Click on
- A new window will open on your computer and after a few moments your report will appear.

Line #	BU	Line Reference	Line Description	Fund	Account	Dept	Program	Project	Amount
1	UWO		Supplies	1	622000	421050			100.00
2	UWO		Supplies	1	622400	421050	00000		(200.00)
3	UWO		Supplies	2	622000	230500		R2778A01	200.00
Journal Total									100.00

- Click on the + sign to increase the viewable size of your report.
- Normally Click on to send your report to your printer. (BUT NOT IN TRAINING)