

#### **Processing Manual Journal Entries**

Journals may be created in several different ways:

- Manual: Manual Journals are created online under Journal Entry using the Header and Lines tabs
- Other Cardinal Modules: For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and Budget checked. Journals from these Cardinal modules are created and processed through batch jobs and are fully edited before they post to the General Ledger:
  - Accounts Payable
  - Expenses
  - Accounts Receivable Funds Receipts

The Journal Generator process formats the accounting entries, creates the Journal(s), edit checks, and posts the Journals.

- Inbound External Third Party and External Agency Systems: External third party systems and external Agency systems create files that are staged for batch processing to create Journals in the General Ledger
- **Spreadsheet**: Spreadsheets can be used to upload Journal data. Accounting data used to create Journals can be copied into the spreadsheet template and an Excel macro creates a file that can be uploaded and used to create a Journal in Cardinal

Requirements	Key Points
Include a Header	<ul> <li>Contains the information that identifies the Journal</li> <li>Business Unit</li> <li>Journal ID</li> <li>Journal Date</li> </ul>
Include at least two Journal Lines	One debit Line and one credit Line at a minimum
Balance	The sum of the debit Line(s) must equal the sum of the credit Line(s)
Include Account Information	Classifies the transaction
Be approved	Approval prior to posting to the General Ledger

This Job Aid focuses specifically on Manual Journals.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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**Revision History** 

Revision Date	Summary of Changes
2/17/2025	Baseline



#### **Processing a Manual Journal Entry**

Use this process to create a manual Journal. A manual Journal is a Journal created directly online in Cardinal. Manual Journal entries are initiated from the **Create/Update Journal Entries** page. These types of Journals are often referred to as online Journals.

Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path:
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
The Cr	eate/Update Journal Entries Add a New Value page displays.
	Favorites •     Main Menu •     > General Ledger •     > Journals •     > Create/Update Journal Entries
	Create/Update Journal Entries
	Add a New Value
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 01/07/2025 13 Add
i	The <b>Business Unit</b> field defaults based on the user's agency. If a user has access to multiple agencies, enter/select the correct Business Unit in the <b>Business Unit</b> field.
i	When creating a new journal entry, the <b>Journal ID</b> field will default to "NEXT" and cannot be changed.
2.	The <b>Journal Date</b> field defaults to the current day. Update this date as needed using the <b>Journal Date Calendar</b> icon.
	*Business Unit 15100
	*Journal ID NEXT *Journal Date 01/07/2025
i	The Journal Date must be in an open Fiscal Year and open accounting period.
3.	Click the <b>Add</b> button.
	Add



Step	Action										
The <b>He</b>	The <b>Header</b> page displays.										
	Favorites Main Menu -	General Ledger									
	Header Lines Totals Errors	Approval									
	<b>Unit</b> 15100	Journal ID NEXT Date 01/07/2025									
	Long Descripti	R nc									
	*Ledger Gro	254 characters remaining up ACTUALS Adjusting Entry Non-Adjusting Entry									
	Ledg	er Fiscal Year 2025									
	Reference Numb	er ADB Date 01/07/2025									
	Journal Cla	SS Q									
	Transaction Co	de GENERAL Q O Auto Generate Lines									
	SJE Ty	De Construction of Amount Line									
		Currency Defaults: USD / CRRNT / 1									
		Attachments (0) Commitment Control									
	Entered Bu	Reversal: Do Not Generate Reversal									
	Entered By Entered On										
	Last Updated On										
	Header   Lines   Totals   Errors   Approv	Add Add Update/Display									
4.	Enter a description in the	Long Description field.									
	Long Description										
	Long Description										
	254 charact	ers remaining									
	Do not obongo the fields	inted helow									
	• The Ledger Grou	<b>p</b> field will default to "ACTUALS"									
ĺ	• The <b>Source</b> field	will default to "ONL" (Online)									
	• The Transaction	Code field defaults to "GENERAL"									
	• The Adjusting Er	itry field will default to "Non-Adjusting Entry"									



Step	Action
	The <b>Fiscal Year</b> and <b>Period</b> fields default based on the Journal date entered/selected on the <b>Add a New Value</b> page.
	Adjusting Entry Non-Adjusting Entry V Fiscal Year 2025 Period 7 ADB Date 01/07/2025
5.	The <b>Save Journal Incomplete Status</b> checkbox option is selected by default. De-select this checkbox option if the journal entry will be completed. Leave this checkbox option selected to save the journal entry in an "Incomplete" status if it will be completed at a later time. Journals saved with an "Incomplete" status are not Edit checked or Budget checked during the nightly batch process.
	Auto Generate Lines Save Journal Incomplete Status Autobalance on 0 Amount Line
	Use the <b>Attachments</b> link to attach necessary or relevant documents associated with the Journal entry. The Attachments feature does not substitute for retention requirements of original documentation that may be required by statute or policy.
i	Currency Defaults: USD / CRRNT / 1 Attachments (0) Commitment Control Reversal: Do Not Generate Reversal
	For security reasons, Cardinal allows only certain file types. See the detailed listing of the file extensions listed below:
	Allowed Extensions on Attachments in Cardinal.BMP.CSV.DOC.DOCX.JPE.JPEG.JPG.MSG.PDF.PNG.PST.RTF.TIF.TIFF.TXTXLSXLSXXML
6.	Click the <b>Lines</b> tab.
	Header         Lines         Totals         Errors         Approval



Step	Action												
The Li	nes page displays.												
	Favorites •     Main Menu •     >     General Ledger •     >     Journal Entry •     >     Create/Update Journal Entries												
	Header Lines Totals Errors Approval												
	Unit 15100 Journal ID NEXT Date 01/07/2025												
	Template List Change Values												
	▼ Lines Personalize   Find   [2]												
	Select Line "Unit "Ledger SpeedType Account Fund Program Department Cost Center												
	1         15100         Q												
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status												
	15100 1 0.00 N N												
	Refresh Dydate/Display												
	Header   Lines   Totals   Errors   Approval												
A	DO NOT click the Inter/Intra Unit button. If this button is clicked, processing issues may occur.												
	Inter/IntraUnit												
7.	Enter the applicable ChartFields into Line 1 in the Lines section.												
	V Lines Personalize Find register Personalize Find register Find register Find register Cost Cent												
8.	Scroll to the right to enter additional ChartField values and the amount (Amount field) as												
	Source Type Category Subcategory Affiliate Fund Affiliate Amount Stat Stat Amt												
0													
9.	Leave the Lines to add field as "1" and click the <b>insert Lines (+)</b> icon. If the user knows the total number of Journal Lines then enter the number in the <b>Lines to add</b> field and click the <b>Insert Lines</b>												
	(+) icon.												
	Lines to add 1 🛨 💻 📖												



Step	Action									
10.	Enter the applicable ChartFields into Line 2 in the Lines section.									
	Lines							Perso	onalize   Find	2
	Select Line	*Unit *Ledg	jer SpeedType		Account	Fund	Program	D	epartment	Cost Cent
		15100 Q ACT.	JALS	Q	5013110	Q 01000	Q 799001	Q 9	2100	Q
	2	15100 Q ACTU	JALS	Q	5013120	Q 01000	Q 799001	Q 9	2100	Q
		4						•		Þ
11.	Scroll to the ri applicable.	ght to enter ad	ditional ChartF	ield val	ues ar	nd the amo	unt ( <b>Am</b>	ount fie	ld) as	
	Source Type	Category	Subcategory	Affiliate		Fund Affiliate	Amount		Stat	Stat Amt
					Q		Q	1.250.00		Q
								4 250 00		
			Q				Q	-1,250.00		
12.	Repeat these have been en Credits amou Lines to add 1 Totals Unit Total Line 15100 2	Steps until all tered, click the int are balance	of the Journal I Calculator bu d. Total D 1,25	LINES his	ave be d verif	Personalize   F Total C	I. Once Debits	all the J amount	ournal L and the st (1 of 1 Budget Statu N	
1	Users can clic and the Lines Unit 15100 Totals Unit 15100 Currency USD Base Currency USD Base Currency USD	ck on the <b>Total</b> total.	S tab and enter	nd s s t s s t s	01 Tot	als for the Date 01/09 Find   Vie Project Differences Debits Credits Debits Credits Lines	Debits a	and Cree	dits amo	ounts



Step	Action															
i	When a Journal is created, the <b>Journal Status</b> and <b>Budget Status</b> fields are marked with a status of "N" (No Status - Needs to be Edited). The Journal needs to be processed through the "Edit Journal" process for the Journal to be Edit checked and Budget checked after the Journal Lines are completed.												status it es are			
	Favorites ▼ <u>H</u> eader	Mair	Menu → →	General Ledger  →	Journals	rnal Er	itry <del>▼</del> > C	reate/Upo	late Journa	al Entri	les					
	Uni	t 15100 Template	List er/IntraUnit	Journal ID 000 Seard *Process Edit	2753480 ch Criteria Journal		~	Date (	2/06/2025 nange Valu Pr	Jes		( V	Errors O iew Audit L	only ogs Line	10 🟹 🗵	
	▼ Lines											Pe	rsonalize I	Find 1		
	Select	Line	*Unit	*Ledger	SpeedType		Account		Fund		Program		Departmer	nt	Cost Cente	
		1	15100	Q ACTUALS		Q	5013110	Q	01000	Q	799001	Q	92100	Q		
		2	15100			Q	5013120	٩	01000	٩	799001	٩	92100	٩	•	
	Lines to	add 1	] 🕂 🗖 🖡												-	
	▼ Totals				TADAY			P	ersonalize	Find	View All		First	(1) 1 of 1	Last	
	Unit	Iotal Li	nes		Iotal Debits	•			lot	al Cred	its Journa	al Status		Budget Stati	IS	
		Z Doturn	ta Caarah	Notify O Defrach	0.0					0.	.00	IN 🔲	Add		Diaplay	
	Header   Line	s   Totals	Errors   Approval	Notity R INCIDENT									Aud		Display	
13.	The <b>Pr</b>	oces	<b>s</b> field de	faults to "E	dit Process'	'. C	Click th	e Pr	oces	<b>s</b> b	utton	to ru	n the	Edit c	heck.	
	*Proce	ss Ed	it Journal				~	C		Pr	ocess					
14.	A Mess	sage	displays	in a pop-up	window. C	Click	the Y	es b	utton							
	Messad	ie														
		,-														
	Would yo	u like to v	wait for confirr	mation that the Ed	it process has com	plete	d? (5010,4	65)								
	Your requ	est is cu	rrently in proc	ess. If you choose	e to wait, once the	proce	ess has co	mpleted	l, you wi	ill be	returned	to the u	pdated J	lournal. I	f you	
	choose no	ot to wait	, please checl	k the Process Mor	itor to verify that th	ne sc	neduled pr	ocess h	as com	plete	d before a	accessii	ng the Jo	ournal.		
	Ye	s	No													



Step	Actio	n								
The Lir	<b>1es</b> pag to be E	ge redis dited) t	splays a o "V" ('	and the <b>Jou</b> Valid).	rnal Status	and Bud	<b>get Status</b> fields ເ	update from "N" (No Status -		
[	Favorites -	Main Me	enu →	General Ledger 🗸 🚿	Journals -> Jour	mal Entry 🔻 > C	eate/Update Journal Entries			
	Header L	ines Tota	Is Errors	Approval						
	Unit	15100		Journal ID 0002	753480		Date 02/06/2025	Errors Only		
		Template List		Search	n Criteria		Change Values	View Audit Logs		
		Inter/Ir	ntraUnit	*Process Edit J	ournal	~	Process	표 🖾 Line 10 হ 🗵		
	✓ Lines							Personalize   Find   🔄   🏢		
	Select	Line	*Unit	*Ledger	SpeedType	Account	Fund Program	Department Cost Cente		
		1	15100	Q ACTUALS		Q 5013110	Q 01000 Q 799001	Q 92100 Q		
		2	15100			5013120	Q 01000 Q 799001	Q 92100		
	Lines to a	dd 1	+ - 1							
	▼ Totals						Personalize   Find   View All	First 🕢 1 of 1 🕟 Last		
	Unit	Total Lines			Total Debits		Total Credits Journ	nal Status Budget Status		
	15100	2			0.00		0.00	V V		
	Save	🔊 Return to S	Search 📔	Notify 2 Refresh	]			Add 🖉 Update/Display		
1	If the GL332 and B Learn	Journa 2_Man 3udget ing.	"V" (Va Il Statu aging Check	alid) status b us field or Bu Journal Ent c Errors. Thi	udget Statu tries and th is Job Aid c	us field ha e section an be fou	ve a status of "E" titled <b>Reviewing</b> a nd on the Cardinal	approval. (Error), see the Job Aid title and Correcting Edit Check I website in Job Aids under		
15.	Click t	he <b>Sav</b>	<b>/e</b> butto	on.						
	🔒 Sa	ave	Notify	2 Refresh	١					
16.	A Mes	ssage (	display	s in a pop-u	p window.	Make note	e of the <b>Journal IE</b>	and click the <b>OK</b> button.		
	Message (F)									
		ОК	]							



р	Action	ו														
Lir	<b>ies</b> pag	je redi	isplays.													
	Favorites -	Main M	Menu ▼ →	Gener	al Ledger 👻 >	Journals 🗸 🖒 Journ	nal En	try 🔻 > Cr	eate/Upd	ate Journa	al Entr	ies				
[	Header L	.ines Tot	tals <u>E</u> rrors	Арри	roval									_		
	Unit	15100			Journal ID 00027	53480			Date 0	2/06/2025			(	Errors O	nly	
		Template Li	st	1	Search	Criteria			Cł	iange Valu	ies		۷	iew Audit L	ogs	
		Inter	/IntraUnit		*Process   Edit Jo	ournal		~		Pr	ocess		I I I I I I I I I I I I I I I I I I I			10 🐺 🗵
	▼ Lines												Pe	rsonalize	Find   🔁	
	Select	Line	*Unit		*Ledger	SpeedType		Account		Fund		Program		Departmer	it	Cost Cente
		1	15100	Q	ACTUALS		Q	5013110	Q	01000	Q	799001	Q	92100	Q	
		2	15100	Q	ACTUALS		Q	5013120	Q	01000	Q	799001	Q	92100	Q	
			4													•
	Lines to ac	dd 1	+													
	▼ Totals								Pe	rsonalize	Find	I View All	2  🔣	First	🕚 1 of 1	Last
	Unit	Total Line	95			Total Debits				Tota	al Creo	lits Journal	Status		Budget Stat	us
	15100	2				0.00					0	.00 \	/	V		
	Save	🏌 Return to	o Search 🔛	Notify	2 Refresh									Add	Update	/Display
	Header   Lines	Totals   Er	rors Approval													



Step	Action											
17.	Proceed with submitting the Journal for approval. Click the <b>Process</b> dropdown button and select "Submit Journal".											
	Favorites •     Main Menu •     >     General Ledger •     >     Journal Entry •     >     Create/Update Journal Entries											
	Header Lines Iotals Errors Approval											
	Unit 15100 Journal ID 0002753471 Date 01/07/2025 Errors Only											
	Template List     Search Criteria     Change Values     View Audit Logs       Inter/IntraUnit     *Process     Edit Journal     Process     Ime 10 T Ime											
	Budget Check Journal         Personalize   Find   20              Copy Journal         Personalize   Find   20											
	Select         Line         *Unit         *Ledger         Delete Journal         Fund         Program         Department         Cost Center           Cost         Cost         Cost         Center         Cost         Center         Cost         Center											
	1         15100         Q         ACTUALS         Edit Chartfield         Q         01000         Q         99001         Q         92100         Q           2         15100         Q         ACTUALS         Edit Journal         Q         01000         Q         799001         Q         92100         Q											
	Post Journal Print Journal											
	Lines to add 1 + - Refresh Journal Submit Journal											
	Violatis         Personalize         First         1 of 1         Last           Unit         Total Lines         Total Debits         Total Credits         Journal Status         Budget Status											
	15100 2 1,250.00 1,250.00 V V											
	🔚 Save 💽 Return to Search 🔄 Notify 💭 Refresh											
	Treader Lenes Lionis Lenois L'Enois L'Applorai											
18.	Click the <b>Process</b> button.											
	*Process Submit Journal   Process											
The Lines	page redisplays.											
	Favorites •     Main Menu •     > General Ledger •     > Journals •     > Create/Update Journal Entries											
	Header Lines Totals Errors Approval											
	Unit         15100         Journal ID         0002753471         Date         01/07/2025         Errors Only           Template List         Search Criteria         Change Values         View Audit Logs											
	Inter/IntraUnit *Process Edit Journal V Process I to Line 10 👽 🗵											
	▼ Lines     Personalize   Find   [2]   [2]       Select     Line     "linit     "ledger     SpeedType     Account     Fund     Program     Department     Cost Centre											
	Image: Control and											
	2 15100 Q ACTUALS Q 5013120 Q 01000 Q 799001 Q 92100 Q											
	Totals     Personalize   Find   View All   [2]   []]     First () 1 of 1 () Last											
	Unit         Total Lines         Total Debits         Total Credits         Journal Status         Budget Status											
	15100 2 1,250.00 1,250.00 V V											
	Header   Lines   Totals   Errors   Approval											
10	Click the Approval teh											
19.												
	Header         Lines         Totals         Errors         Approval											



Step	Action
20.	The <b>Approval</b> tab displays. Verify that the <b>Approval Status</b> field displays a value of "Pending Approval".
	New Window   kep   Personate Page
	levider Lines Data Erros Approval
	Approval Status Find Section Country of the Country
	Unit 1510 Approval Status Prading Approval Approval Status Prading Approval 2d characters remaining Jril Approval Vinit Sproval Pending Pend
i	Any user that has the appropriate security access can create a Journal entry. However, the user who submits the Journal entry cannot be the user who approves the Journal entry.
İ	For further information on approving Journals, see the Job Aid titled <b>GL333_Approving</b> Journals Entries. This Job Aid can be found on the Cardinal website in Job Aids under Learning.



#### Processing a New Manual Journal by Copying a Journal

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Step	Action									
1.	Navigate to the Create/Update Journal Entries page using the following path:									
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries									
The Create/Update Journal Entries Add a New Value page displays.										
	Favorites ▼ Main Menu ▼ → General Ledger ▼ → Journals ▼ → Journal Entry ▼ → Create/Update Journal Entries									
	Create/Update Journal Entries									
	Add a New Value									
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 01/07/2025 [5] Add									
2.	Click the <b>Find an Existing Value</b> button.									
The Crea	te/Update Journal Entries Find an Existing Value page displays.									
Fav	vorites 🗸 Main Menu 🗸 >> General Ledger 🗸 >> Journals 🗸 >> Journal Entry 🗸 >> Create/Update Journal Entries									
Cre	ate/Update Journal Entries									
1	Find an Existing Value   Add a New Value  Search Criteria									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Recent Searches     Choose from recent searches     Image: Choose from saved searches									
	Business Unit = v Q Journal ID begins with v J Journal Date = v [3]									
	Line Business Unit = V Q Journal Header Status = V No Status - Needs to IV									
	Budget Checking Header Status									
	Attachment Exist = V									
	Search Clear									



Step	Action
1	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
3.	Click the <b>Clear</b> button to clear the defaulted search criteria.
The Creat	<b>e/Update Journal Entries Find an Existing Value</b> page refreshes.
c	reate/Update Journal Entries
	Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Business Unit = v Q Journal ID begins with v I Journal Date = v Ifi Document Sequence Number begins with v Line Business Unit = v Q Journal Header Status = v V Budget Checking Header Status = v V Budget Checking Header Status = v v Guser ID begins with v Q Attachment Exist = v v V Attachment Exist = v v V Show fewer options Case Sensitive Search Clear
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit     15100       Journal ID begins with
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be copied).
	Business Unit =  15100   Journal ID begins with  0002753480   Journal Date =  iii
i	Information can be entered into any of the other search fields to help locate the Journal entry to be copied.



Step	Action											
6.	Click the <b>Search</b> button.											
	Search Clear											
The <b>Heac</b>	The <b>Header</b> page displays.											
ſ	Favorites   Main Menu   Solution   General Ledger   Journals	> Journal Entry -> Create/Update Journal Entries										
	Header Lines Iotals Errors Approval											
	Unit 15100 Journal ID 000	D2753480 Date 02/06/2025										
	Long Description	নি										
	254 characters remaining *Ledger Group ACTUALS	Adjusting Entry Non-Adjusting Entry										
	Ledger	Fiscal Year 2025										
	*Source ONL	Period 8										
	Reference Number	ADB Date 02/06/2025										
	Journal Class											
	Transaction Code GENERAL	Auto Generate Lines										
		□ Save Journal Incomplete Status										
	SJE Type	✓ U Autobalance on 0 Amount Line										
	Currency Defaults: USD / CRRNT /											
	Attachments (0) Commitment Con											
	Reversal: Do Not Generate Revers											
	Entered By V_TRN_FINUSER001 Entered On 02/06/2025 4:14:28PM	V_IRN_FINUSER001										
	Last Updated On 02/07/2025 8:14:43AM											
	🔚 Save 🔯 Return to Search 🖹 Notify 📿 Refresh	📑 Add 🛛 🖉 Update/Display										
	Header   Lines   Totals   Errors   Approval											
L												
7.	Click the Lines tab.											
	Header Lines Totals Errors Approv	ral										



Ste	p A	ction															
The Lir	The Lines page displays.																
	Favorites •     Main Menu •     >     General Ledger •     >     Journal Entry •     >     Create/Update Journal Entries												٦				
	Header       Lines       Totals       Errors       Approval         Unit       15100       Journal ID       0002753480       Date       02/06/2025       Errors Only																
	Template List Search Criteria Inter/IntraUnit *Process Edit Journal								Cł	nange Val	ues		`	/iew Audit Lo			
										P	rocess			A A	]		
	Line Select	S	*11nit		*l oddor	SneedType		Account		Fund		Program	P	Personalize   Find   🔄			
		1	15100	0	ACTUALS	SpeedType	Q	5013110	0	01000	0	799001	0	92100		Cost Cell	
		2	15100		ACTUALS			5013120	~	01000		799001		92100		2	-
			4											•		•	
	Lines to	o add 1	+ - (														
	🔻 Tota	ls							Pe	ersonalize	Find	View All	@	First	🕚 1 of	1 🕑 Last	
	Unit	Total Li	nes			Total Deb	its			Tot	tal Cred	its Jour	nal Status	B	Budget Sta	atus	
	15100	2				0.	00				0	.00	V		V		
	Header I Lir	es   Totals	to Search	] Notify	Refresh									Add	Updat 🗉	te/Display	
l																	
8.	Click	the P	rocess	dro	pdown	button and	sel	ect "Co	ору .	lourr	nal"						
		3															
	*Pro	ocess	Edit Jourr	nal				$\mathbf{r}$									
			Budget C	heck	Journal												
			Copy Jou	rnal													
	lger		Delete Jo	urna	l												
		_	Edit / Pre-	Che	ck												
	TUAI	S	Edit Char	tfield													
	ΤΠΔΙ	S	Edit Jourr	nal													
	1 OA		Post Jour	nal													
			Print Jour	nal													
			Refresh J	ourn	al												
			Submit Jo	ourna													
9.	Click	the P	rocess	but	ion.												
	*D=	ocese (	Conv. los	irnal				<u> </u>		Г		Pr	10666			]	
		00835	50py 30t	mai				*				110				J	



Step	Action		
The <b>Jour</b>	r <b>nal Entry Copy</b> page displays.		
J	Journal Entry Copy		×
	Business Unit 15100 Journal ID NEXT Journal Date 02/07/2025	Copy From ID 0002753480 Ledger New Ledger Document Type	Copy From Date 02/06/2025 Copy From Date 02/06/2025 Reverse Signs Recalculate Budget Date Save Journal Incomplete Status
F	Reversal Date AC	DB Reversal Date	
		Same As Journal Reversal On Date Specified By User ADB Reversal Date	
10. T	OK Cancel Refresh The Journal Date field defaults to Date Calendar icon. Journal Date 02/07/2025	today's date. Update this d	ate as needed using the <b>Journa</b>
11. T c s J n	The Save Journal Incomplete Stacheckbox option if the Journal entry save the new Journal entry in an "I Journals saved with an "Incomplete hightly batch process.	atus checkbox option is sele y will be completed. Leave Incomplete" status if it will be e" status are not Edit checke	ected by default. De-select this this checkbox option selected to e completed at a later time. ed or Budget checked during the
12. C	Click the <b>OK</b> button.		



Step	Ac	tion													
The Line	The Lines page redisplays with a new Journal ID.														
	Favorites 🕶	Main N	vlenu <del>v</del> → Gene	eral Ledger 🔻 >	Journals -> Jou	rnal Ei	ntry 🕶 > 🔇	Create/Up	date Jourr	nal Ent	tries				
	Header	Lines Tot	als <u>E</u> rrors <u>App</u>	roval											
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