Journal Entry Tip Sheet

Journal Information

1. Add a New Value to create a journal.
2. Journal ID – Defaults to "NEXT" until the journal is saved, at which time it is assigned a numerical identification number for future reference.
3. Journal Source – ONL represents "online". All journals entered using the Smart Journal Entry document are considered online. Other sources will be maintained in WFS for various purposes.
4. Journal Date – Defaults to the current date.
5. Date Posted – The date the journal is posted to the system. Journals are posted during overnight jobs. Once the journal is posted, this date, as well as any other journal information, cannot be changed.
6. Journal Status
   a. Edit required – Cannot be posted until status is valid. Edit is performed with "Save and Journal Edit" button at the bottom.
   b. Valid – Ok to submit to workflow.
7. Workflow Status
   a. No request – Need to submit to workflow with the buttons at the bottom.
   b. Pending approval – Can click the hyperlink to see the status.
   c. Approved to post
   d. Denied

Reason/Description

1. The Reason/Description is required on all journals. The description should be as detailed as possible.

Attachments

1. Paper documentation can be scanned and attached to the journal to provide additional support for a journal. The documentation can be in most common electronic forms (.pdf, .xls, .doc)
2. More than one document can be attached using the "+" key.
3. Instructions for scanning using your office copier can be found on the WFS Blog and the Finance web site. Call ITS Desktop support if you need additional assistance.

Journal Lines

1. The Smartkey and Account descriptions will appear in the respective fields after the numbers are entered and when you tab out of the fields.
2. If you enter a Smartkey that is a Grant or Project, two additional fields will appear:
   a. Activity – will default to Program or Research. Do not change.
   b. Analysis Type – Choose GLE for GL Expense.
3. Enter only a Debit or a Credit per line, as a positive number. Do not enter minus signs.
4. The Journal Line Description defaults to the account description, but can be changed.

5. You can add as many lines as necessary, using the "+" key to achieve a balanced journal.
6. Additional balancing lines will appear ("Due to/Due From Current") if it is a transfer between funds. Can ignore.

Journal Status

1. Journal Status Definitions
    a. N = No status (Needs to be edited)
    b. E = Edit errors (Check balancing)
    c. V = Valid journal (Edit complete)
    d. P = Posted to ledger

Budget Status

1. Budget Status Definitions
    a. N = Not budget checked
    b. W = Warning. Entry will cause the budget to be exceeded.
    c. E = Budget error (may be controlled and exceeded budget)
    d. V = Valid
    e. P = Posted

Submitting and Processing

1. Save - A journal can be saved without submitting for future processing. However, certain mandatory fields are required prior to saving. Clicking this button gives the journal Journal ID to be called up at a future time
2. Save & Journal Edit - All journals must be edited. Clicking this button changes the Journal Status and Budget Status. The edit process checks that the journal is balanced and that budget is available. Until the journal is edited the Journal Status and Budget Status is N for Not Edited. Cannot submit a journal until it is edited and Journal Status and Budget Status are V for Valid.
3. Save & Submit – Cannot be submitted until #2 is performed and budget and journal status are V for valid. This button will submit it to workflow and change the Workflow Status to "pending approval".
4. Wrkflw Preview – Each line of the journal has separate workflow.