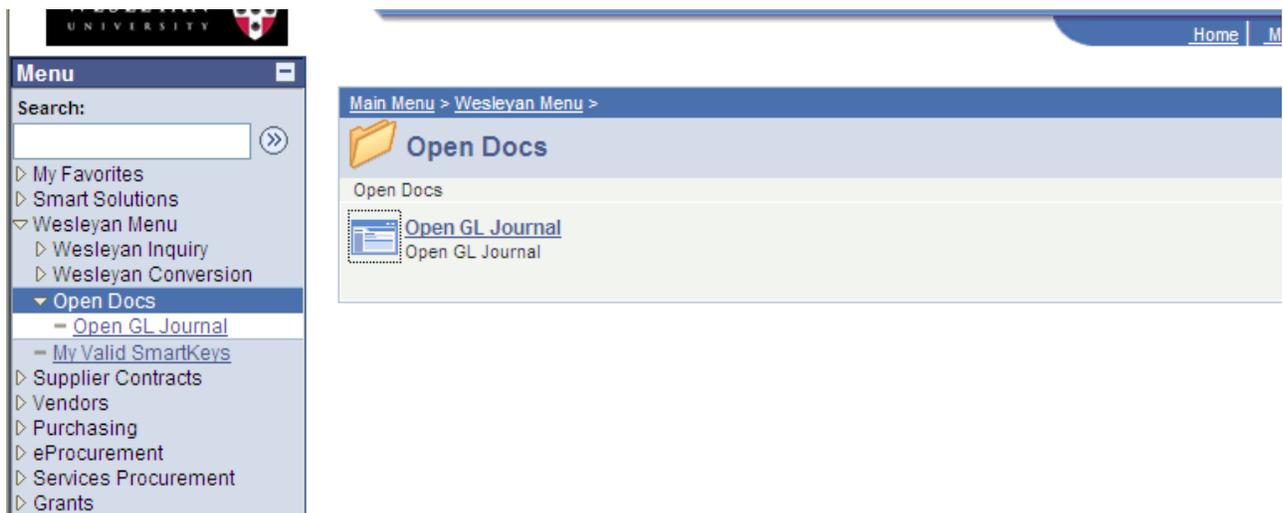# WFS Wesleyan Financial System

Open Journal

The Open Journal can be used to make a journal entry that includes a SmartKey for which you do not have security. Unless you are using a SmartKey outside of your normal access, the regular GL Journal SmartDoc should be used.

Navigation:

Wesleyan Menu> Open Docs> Open Journal

Once you click to add a new journal on the Open Journal page it looks exactly the same as the regular SmartDoc Journal. Any valid non-personnel SmartKey can be used on an Open Journal.

The rules for completing an Open Journal are the same as for a regular journal. In the comment section it should be clear why a SmartKey outside your security access is being used on the journal.

Save and Edit and Save and Submit just as you would any journal. Remember, the workflow will be applied to both SmartKeys and a budget reviewer must approve the journal before it can be posted.