



Objective

Procedure

1. Open the General Journal Entry/Proof program.

[illegible]

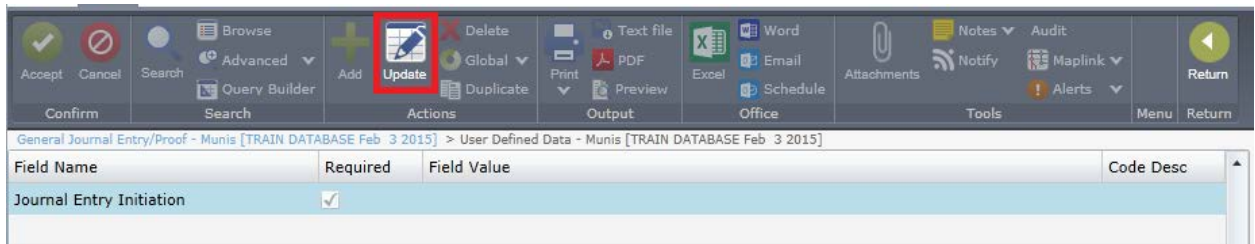
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Field	Description
Effective Date	This box specifies the date that the transaction affects programs in Munis. The default value is the current date, but you can change this if necessary. In certain circumstances, you can enter an effective date that is a future date. Type a date or click the calendar button to select a date.
Fiscal Year	This box identifies the fiscal year associated with the journal entry. It defaults to the current fiscal year.
Period	This box identifies the period within the fiscal year associated with the journal entry. When you are adding data, you can enter a different period if you have appropriate permissions.
Journal	This is an automatic sequential number based on the numbering system set up in Journal Number Control. The program assigns a number and you cannot change it.
Source Journal	This box identifies the source of the journal you are entering. A general journal entry source is GEN.
Entity Code	Default= 1
Auto Reverse Journal	This box designates the journal as an Auto Reverse Journal (an accrual journal entry), indicating that this journal is to be included when you select the Auto Reverse option in the Journal Reversal program. The default value is N - No. Type Y (Yes) to identify this journal as an auto reverse journal.
Short Description	This box contains the user-defined journal reference. Munis programs use this description on screens and reports where journal information is summarized. It occupies the Ref 4 position on inquiry screens and reports. This is a required field and contains up to 10 characters.
Journal Reference	This box contains the user-defined journal reference code that stays with each transaction throughout its life. It may be a control number, a date, or a note. The journal reference from General Journal Entry/Proof occupies the Ref 1 position on inquiry screens and reports. This field contains up to 6 characters. Information in reference fields varies depending on the program in which the journal is created. For example, if the journal was created during Invoice Entry, it may contain the vendor number.
Journal Type	This indicates the type of journal. The default value for this box is blank, but you can add a type code. There are three typical journal type codes: Normal (N), Interfund (I), or Adjustments (A). If you consistently assign type codes, they may be used as search criteria in queries and reports. If the default value for this box is "~" and the value of the Source Code box is GCR, this is an imported journal and you cannot change the type code.
Budget Year Code	Default=1

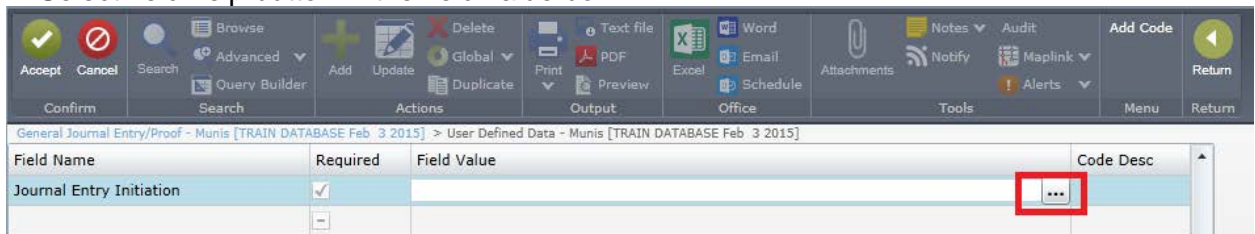
Field	Description
Due to/Due From Fund	Default=999
Reference 2, 3	These boxes offer the option for entering more detailed information. Entries in the Reference 2 and Reference 3 boxes display in Ref 2 and Ref 3 on screens and in reports. Each box contains up to 10 characters.
Approval Status	This box indicates the current approval status of the entry. A journal that is initially entered has a status of Held until approved by a designated approver.
WO #	N/A
Task #	N/A
Vendor	N/A
Enter User Defined info	Leave checked
Project Accounts Apply	Uncheck if project ledger accounts do not apply
Transaction Type	Leave blank

4. After you finish tabbing through the header information, the Journal Entry Initiation screen will display for you to select your username. Click update.



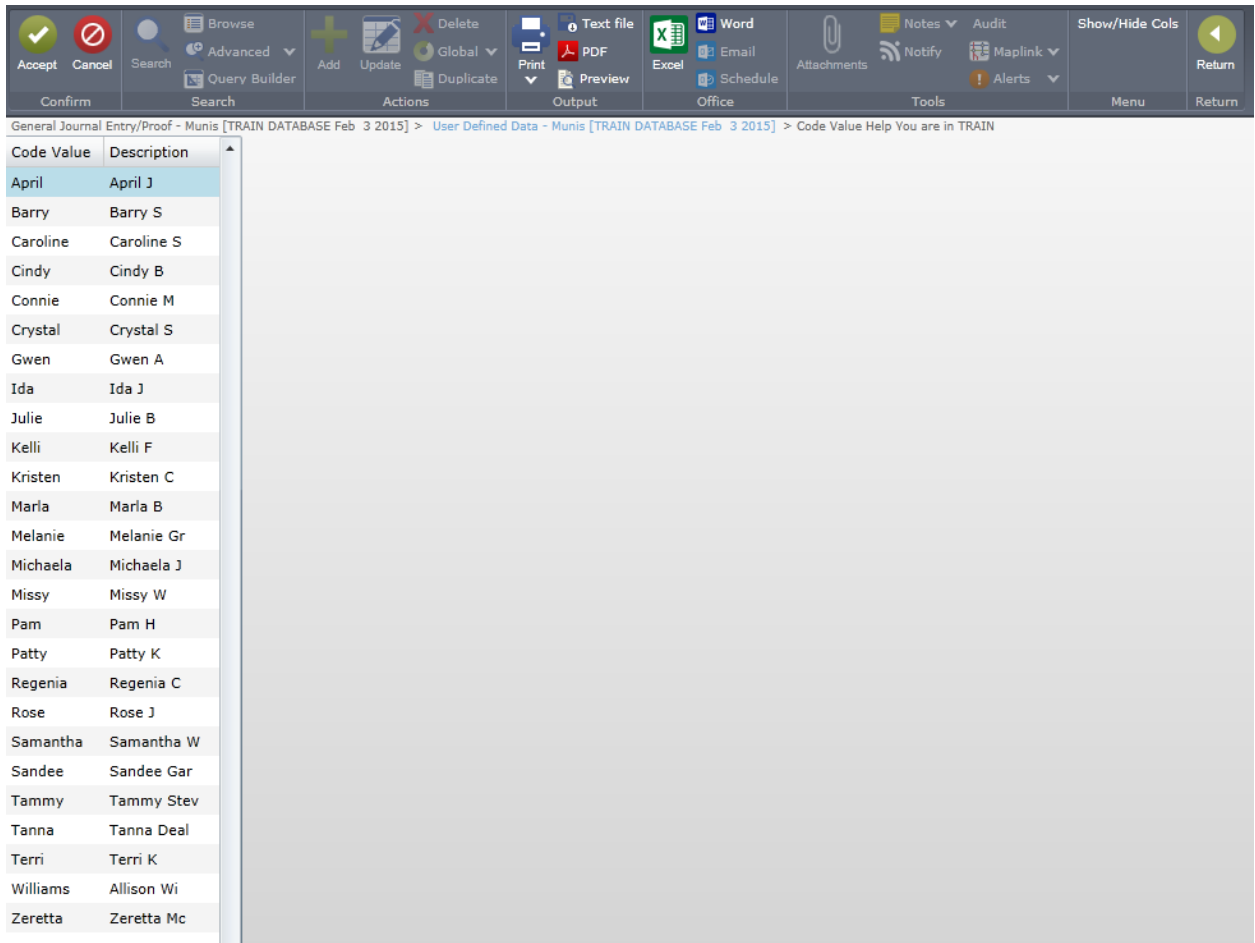
The screenshot shows the 'General Journal Entry/Proof' screen. The top toolbar contains various icons, with the 'Update' icon (a blue square with a white pencil) highlighted by a red rectangle. Below the toolbar, the 'Field Name' column lists 'Journal Entry Initiation' with a checked 'Required' box. The 'Field Value' column is empty.

5. Select field help button in the field value box.



This screenshot is similar to the previous one, but the 'Field Value' column for 'Journal Entry Initiation' now contains a text box. A red rectangle highlights the field help button (three dots) in the bottom right corner of this text box.

- Select your username from the list and click Accept.

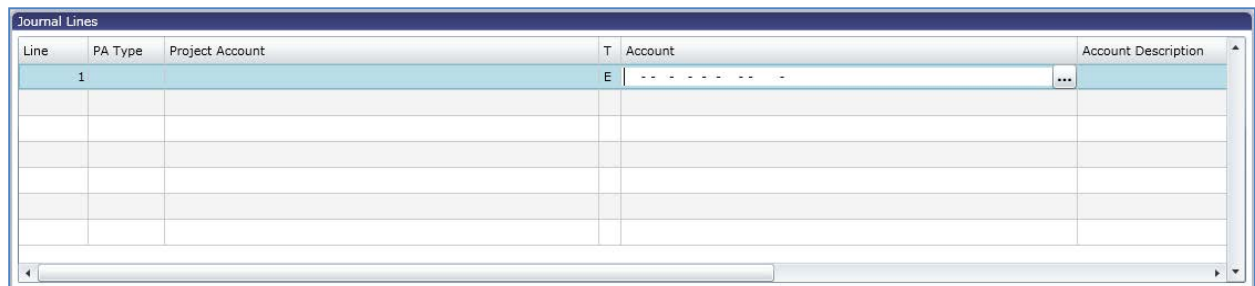


General Journal Entry/Proof - Munis [TRAIN DATABASE Feb 3 2015] > User Defined Data - Munis [TRAIN DATABASE Feb 3 2015] > Code Value Help You are in TRAIN

Code Value	Description
April	April J
Barry	Barry S
Caroline	Caroline S
Cindy	Cindy B
Connie	Connie M
Crystal	Crystal S
Gwen	Gwen A
Ida	Ida J
Julie	Julie B
Kelli	Kelli F
Kristen	Kristen C
Marla	Marla B
Melanie	Melanie Gr
Michaela	Michaela J
Missy	Missy W
Pam	Pam H
Patty	Patty K
Regenia	Regenia C
Rose	Rose J
Samantha	Samantha W
Sandee	Sandee Gar
Tammy	Tammy Stev
Tanna	Tanna Deal
Terri	Terri K
Williams	Allison Wi
Zeretta	Zeretta Mc

- After accepting your name, you will need to click Accept again and Return.

The Journal Lines section of the screen is now accessible.




Line	PA Type	Project Account	T	Account	Account Description
1			E	- - - - -	...

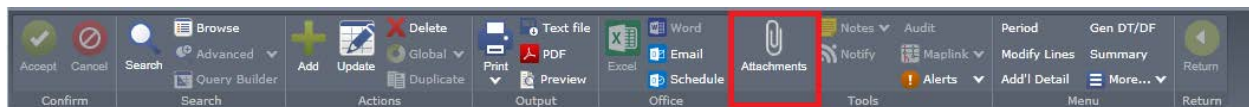
8. Complete the fields using the following table as a guide to enter the line detail information.

Field	Description
Line	This denotes the line number of the journal entry. The program assigns this number; there is no access to this field.
PA Type	Tab over
Project Account	Tab over
T/Account	These boxes provide the account type (E= expense, R= revenue, or B=balance sheet) and the general ledger account number.
Account Description	This is the account description from the Chart of Accounts for the selected general ledger account.
Line Description	This is the user-defined description for the individual line posting. The description can contain up to 30 characters.
Ref1	This field defaults from the journal reference field and contains up to 6 characters.
D/C	This box indicates if the line is a debit (D) or credit (C).
Amount	This is the amount of the transaction. This should be a positive number. Zeros and negative numbers are not accepted. For this value, the program checks the available budget for expense accounts. The program displays a warning if it detects an over-budget entry; it allows you to continue if you have permissions to make over-budget entries. If you are not authorized to enter over budget amounts, the program does not allow you to continue without entry of a supervisor password.

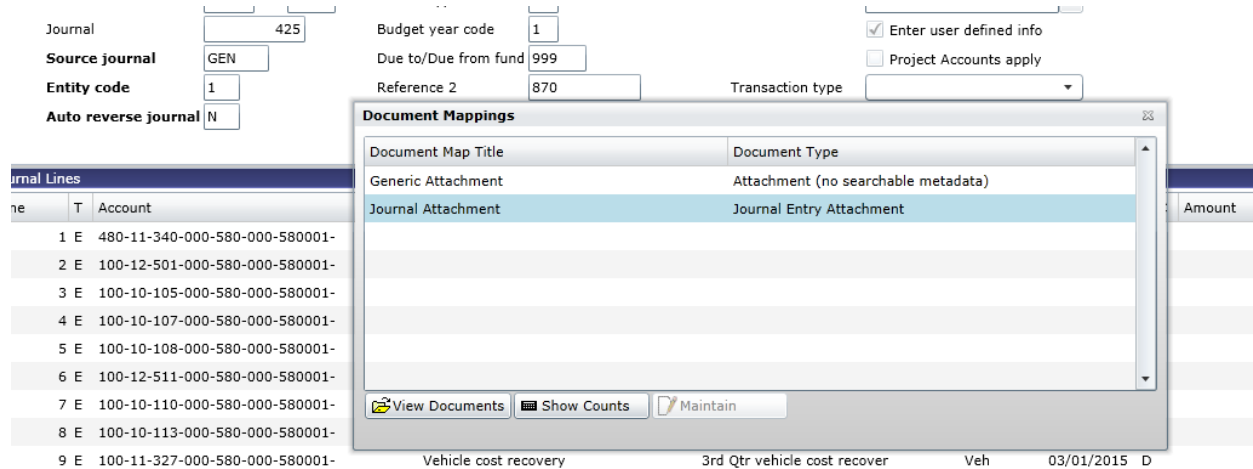
9. To add additional detail lines, press **Tab** from the last box in a row and the program makes a new detail line accessible. You may enter as many lines as needed in this journal.

9a. The Line Description from the previous line is the default value for a new line. Make necessary changes to default values; as you add details, the program tracks debits and credits in the Journal Totals group at the bottom of the screen.

10. Click Accept  when you have completed entering your journal lines.
11. Click paper clip in the ribbon to add attachments.

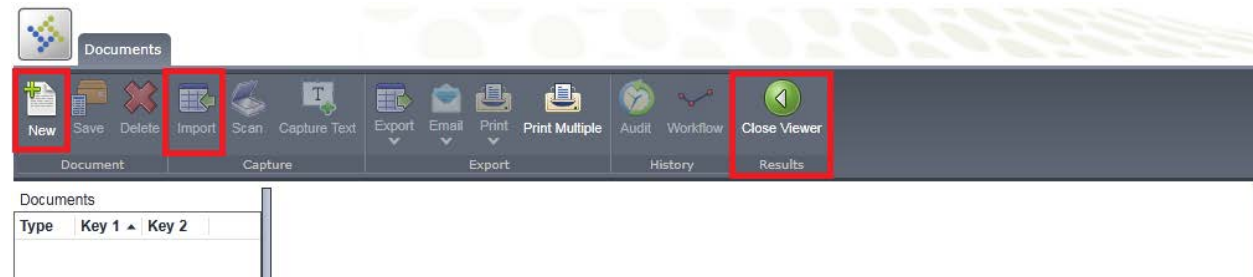


12. Highlight Journal Attachment and click View Documents.




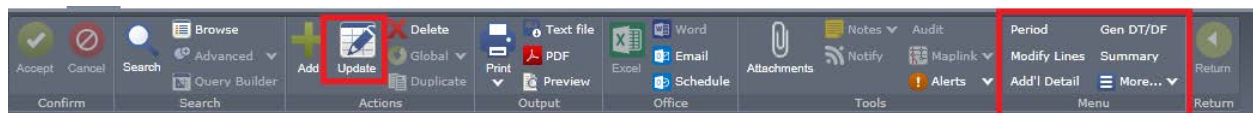
The screenshot shows the General Journal Entry screen with the Document Mappings dialog box open. The dialog box has two columns: Document Map Title and Document Type. The first row is 'Generic Attachment' with 'Attachment (no searchable metadata)'. The second row is 'Journal Attachment' with 'Journal Entry Attachment'. Below the table are buttons for 'View Documents', 'Show Counts', and 'Maintain'. The background shows the Journal Lines table with columns 'Line', 'T', 'Account', and 'Amount'.

13. Add your attachment by clicking New in the ribbon. Select Import to choose your attachment. After you Import your document, click close viewer to return to your journal entry.



The screenshot shows the Documents ribbon with the following buttons: New, Save, Delete, Import, Scan, Capture Text, Export, Email, Print, Print Multiple, Audit, Workflow, and Close Viewer. The New, Import, and Close Viewer buttons are highlighted with red boxes. Below the ribbon is a table with columns 'Type', 'Key 1', and 'Key 2'.

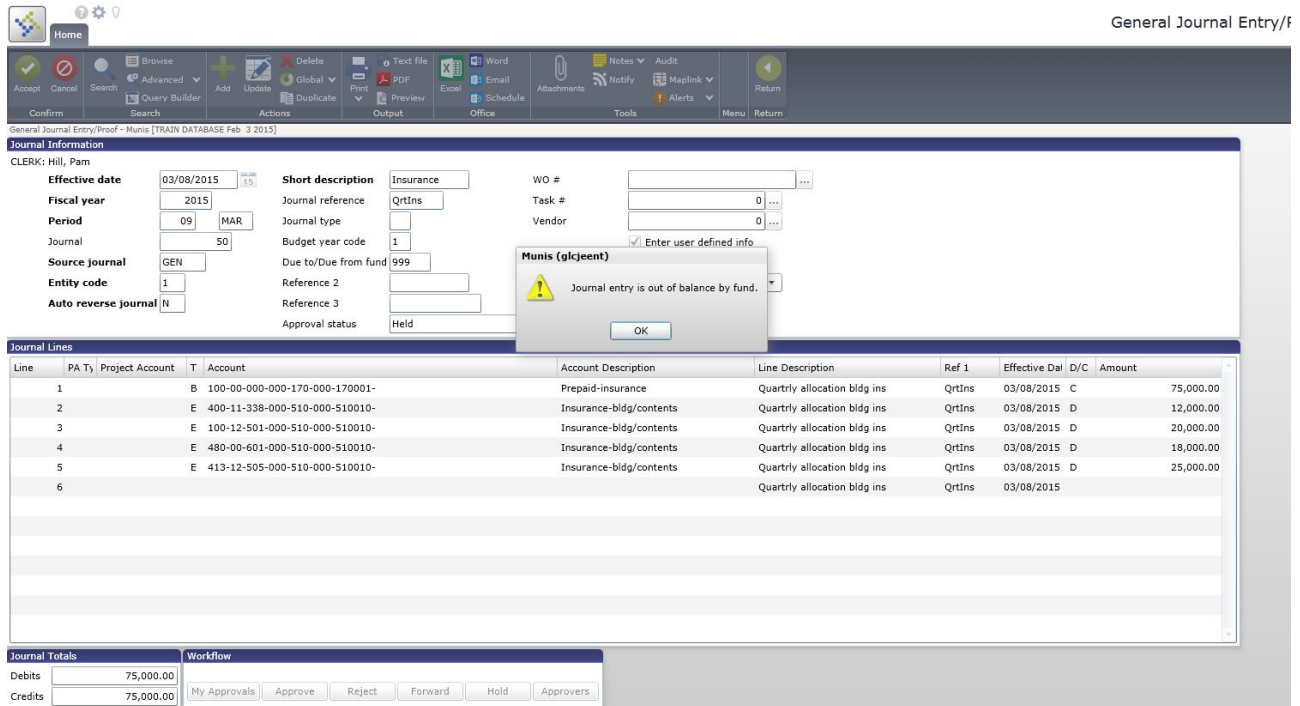
14. From the General Journal Entry screen click Update  in the ribbon to make any changes to the Journal Information section of your journal entry before you release it into workflow for approval. When you have completed making the changes to the batch header, click Accept to save the changes.



The screenshot shows the General Journal Entry ribbon with the following buttons: Accept, Cancel, Search, Browse, Advanced, Add, Update, Delete, Global, Duplicate, Print, PDF, Text file, Word, Excel, Email, Schedule, Attachments, Notes, Audit, Maplink, Alerts, Period, Gen DT/DF, Modify Lines, Summary, Add'l Detail, More..., and Return. The Update button is highlighted with a red box.

15. To change the Journal Lines, click Modify Lines in the ribbon. This allows you to make changes to the account numbers, descriptions, and dollar amounts in the journal lines. When you have completed making your changes to the journal lines, click Accept to save the changes.

16. When an entry is between two or more funds, click Gen DT/DF. The system will generate the balancing lines to and from the different funds.



General Journal Entry/Proof - Munis [TRAIN DATABASE Feb 9 2015]

CLERK: Hill, Pam

Effective date 03/08/2015 **Short description** Insurance **WO #** **Fiscal year** 2015 **Journal reference** Qrtins **Task #** **Period** 09 **Journal type** **Vendor** **Journal** 50 **Budget year code** 1 **Enter user defined info** **Source journal** GEN **Due to/Due from fund** 999 **Entity code** 1 **Reference 2** **Reference 3** **Auto reverse journal** N **Approval status** Held

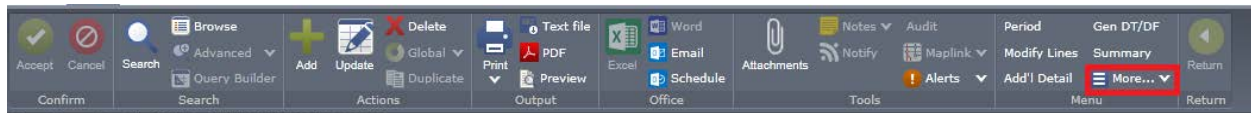
Munis (glcjeent)
Journal entry is out of balance by fund.

Line	PA Ty	Project Account	T	Account	Account Description	Line Description	Ref 1	Effective Dat	D/C	Amount
1			B	100-00-000-000-170-000-170001-	Prepaid-insurance	Quarterly allocation bldg ins	Qrtins	03/08/2015	C	75,000.00
2			E	400-11-338-000-510-000-510010-	Insurance-bldg/contents	Quarterly allocation bldg ins	Qrtins	03/08/2015	D	12,000.00
3			E	100-12-501-000-510-000-510010-	Insurance-bldg/contents	Quarterly allocation bldg ins	Qrtins	03/08/2015	D	20,000.00
4			E	480-00-601-000-510-000-510010-	Insurance-bldg/contents	Quarterly allocation bldg ins	Qrtins	03/08/2015	D	18,000.00
5			E	413-12-505-000-510-000-510010-	Insurance-bldg/contents	Quarterly allocation bldg ins	Qrtins	03/08/2015	D	25,000.00
6						Quarterly allocation bldg ins	Qrtins	03/08/2015		

Journal Totals
Debits 75,000.00
Credits 75,000.00

Workflow
My Approvals Approve Reject Forward Hold Approvers

17. Once you are satisfied with your Journal Entry, release it for approval by clicking More on the ribbon and Release. The JE will be released in to the Workflow where your supervisor will approve and post.



Accept Cancel Search Advanced Query Builder Add Update Duplicate Delete Global Print PDF Preview Excel Email Schedule Attachments Notify Maplink Alerts Modify Lines Summary Add'l Detail More...

18. Click on Browse in the ribbon to check the status of your entry.

P – Pending Approval
H - Held –Not released into workflow
A - Approved