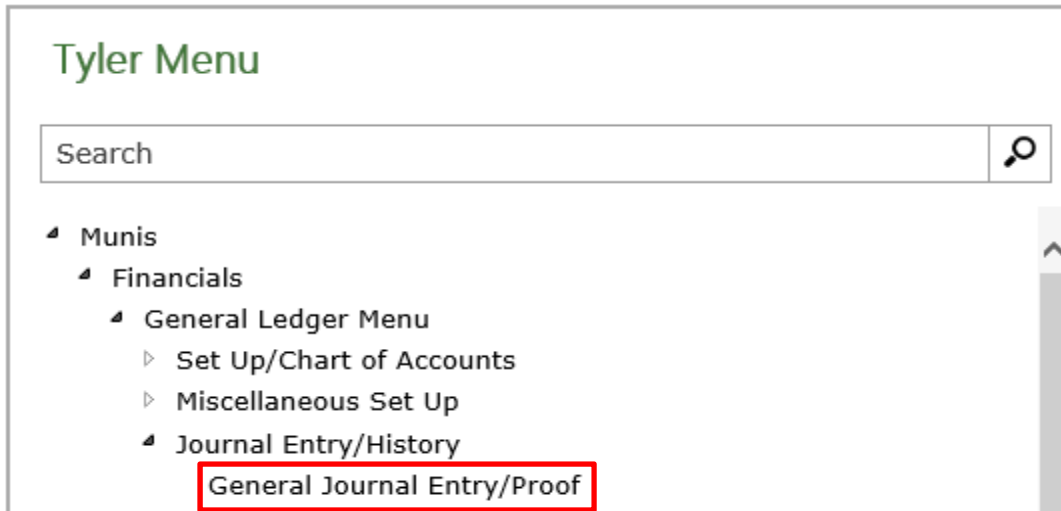


General Journal Entry/Proof

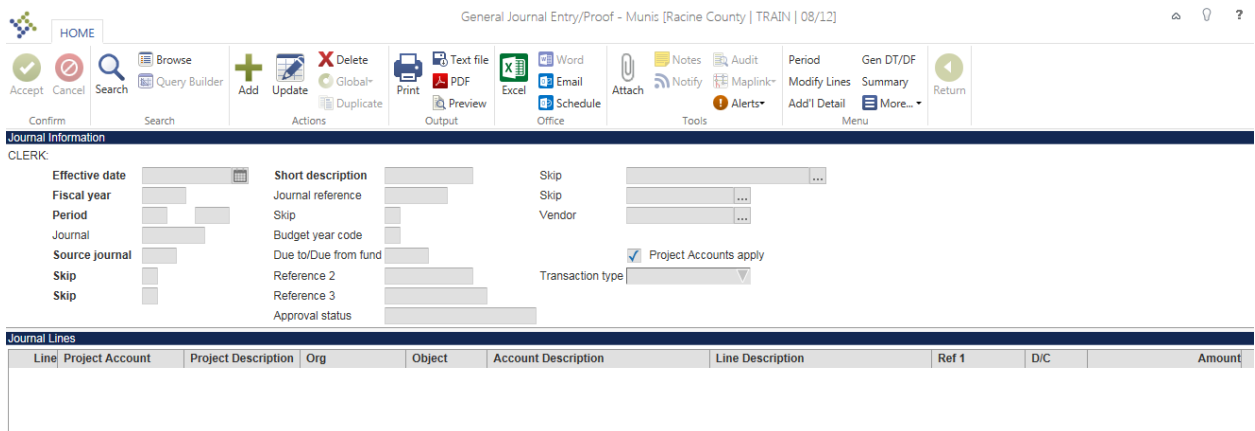
Use the following steps to create a manual general journal entry:

Open the General Journal Entry/Proof program.

Financials > General Ledger > Journal Entry/History > General Journal Entry/Proof



Upon clicking the program you will see the following screen, general journal entry/proof



The program is split between Journal Information (header) and Journal Lines (detail)
 We will begin by reviewing the fields of Journal Information (header)

Journal Information

Clerk - This field provides the name of the user who created the record.

Effective Date - This box contains the date that the transaction affects programs in the general ledger

Fiscal Year - This box contains the fiscal year associated with the journal entry.

Period - This field specifies the month within the fiscal year associated with the journal entry.

Journal

The box stores the journal number that is automatically assigned to the journal using the next available number.

Source Journal

This identifies the source of the journal you are entering. A general journal entry source is typically GEN for general.

Short Description

The name initials of the accountant who should be approving the entry.

Journal Reference

The two digit code which is assigned to specific position preparing the entry

F1	Finance	Finance Director
F2		Budget & Finance Manager
F3		Finance Analyst
F4		Audit & Accounting Manager
F5		Staff Accountant - AP
F6		Staff Accountant - Sheriffs
F7		Jr Staff Accountant
F8		Accounting Technician - GL
F9		Accounting Technician - AP
F10		Payroll Manager
PW	Public Works	Public Works
RW	Ridgewood	Ridgewood

H1	HSD/HS	Fiscal Manager
H2		Fiscal Operations Manager
H3		Accountant Supervisor - Reports & Billing
H4		Contract & Compliance Coordinator
H5		Accountant Supervisor - HSD Operations
H6		Accountant Supervisor -
H7		Accountant Supervisor - HSD Operations

Budget Year Code

Do not change. Default is 1 for Current Year.

Due To/Due From Fund

Do not change. Default is 0010 for General Fund.

Reference 2

Resolution/report number or date information such as 1st Quarter, 3rd Week, etc.

Reference 3

Type of journal entry

Bank Recon	Bank Reconciliations
Copier	Copier
Grant	Grant
Int CO Chrg	Intercounty Charges - ex: printshop, snow
Interest	Interest Income
Misc	Misc - anything that isn't normal
OP trnsfr	Operating Transfer (related to Resolutions)
Salary/frnge	Salary Fringe - Anything related to payroll
Phone	Phone Charges
Postage	Postage Charges
Sales Tax	Sales Tax related
Stale CB	Stale dated items (checks, Marriage Licenses)
Tax	Tax - Property Tax Related
Unemp	Unemployment
Wire Trnsfr	Wire Transfers
Materials	Materials distribution
Inventory	Inventory distribution
Fuel	Fuel distribution
Mileage	Mileage distribution ex: Car Pool
Co Trnsfr	County Transfer Hwy to other areas in the county
CC Expense	Credit Card Expense
Rent	Rent ex: distribution of lves to departments in building

Approval Status

This field provides the current status of the journal entry. When you enter a journal, the status is Held. The program completes this box and you cannot change it.

Project Accounts Apply

This check box indicates that project account strings have been applied as part of the journal entry. This box will default to checked.


Journal Lines								
Line	Project Account	Project Description	Org	Object	Account Description	Line Description	D/C	Amount

Journal Lines

Line

This number is assigned by the system to uniquely identify each line of the journal detail.

Project Account & Project Description

This is the project account string to which the entry applies. You can click the field help button  to select an account string from a list of available options. The Project Description provides the name of the selected project account.

Org & Object

This box contains the general ledger account number to which the journal entry is to be posted. Enter the org code and object code.

Account Description

This is the description of the general ledger account entered. The program completes the description and you cannot change it.

Line Description

This box contains the description for the individual line entry. The description can contain up to 30 characters.

D/C

This box indicates whether this journal line entry is to be a debit or credit.

Amount

This is the amount of the entry transaction.

Do not enter the decimal point and zeros if the transaction is a whole dollar amount. For example, enter 10000 for \$10,000.00. You cannot enter a negative value in this field. Type a value up to 99,999,999,999.99.

When the amount is entered for an expense account, the available budget is instantly reduced. Any subsequent change or deletion makes corresponding adjustments to available budget.

When you complete this field, the program checks the available budget for expense accounts and displays a warning if the entered amount causes the account to be over budget. You can continue if you have the appropriate permissions; if not, a supervisor's password is required to continue. If that cannot be efficiently obtained, delete this line, complete the rest of the journal entry, and enter the over budget line when a supervisor is available.

Journal Totals

Debits

This box displays the total amount of the debit entries.

Credits

This box displays the total amount of the credit entries.

Workflow

These options provide the workflow status levels an approver can assign to the journal. If you are a workflow approver, the My Approvals button provides a list of the records currently awaiting your approval.

Add a general journal entry

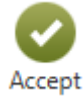


1. On the ribbon, click Add .
2. Complete the fields, as required. Refer to the Field Descriptions table for details.

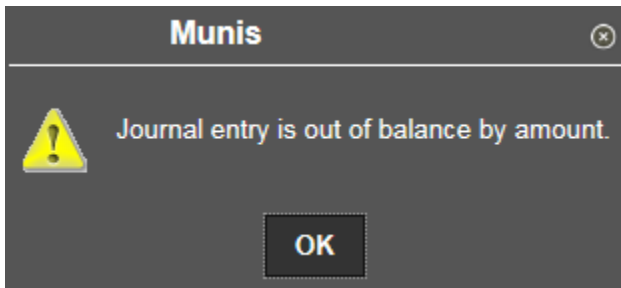
Journal Information					
CLERK:					
Effective date	08/31/2014	Short description	TRAVEL	Skip	
Fiscal year	2014	Journal reference	JE	Skip	0 ...
Period	08 AUG	Skip		Vendor	0 ...
Journal	3	Budget year code	1	<input checked="" type="checkbox"/> Project Accounts apply	
Source journal	GEN	Due to/Due from fund	0010	Transaction type	
Skip	1	Reference 2			
Skip	N	Reference 3			
		Approval status	Approved		

3. Press Tab to move through the fields in which you do not enter data.
When you have completed the fields for the journal header, the program automatically moves to the Journal Lines group.
4. Enter journal details by line.
When you add multiple lines, the program completes the Line Description box from the previous line, but you can change this.

Journal Lines									
Line	Project Account	Project Description	Org	Object	Account Description	Line Description	Ref 1	D/C	Amount
1	...		160200	438000	TRAVEL/MILEAGE	FUEL FOR TRAVEL	JE	D	300.00
2	...		660232	453000	MATERIALS	FUEL FOR TRAVEL	JE	C	300 x




- When you have completed all line entries, click Accept .
If the debits and credits do not balance or you have crossed funds, the program displays a message asking if you want to correct the out-of-balance issue before exiting. It is recommended that you balance the entries prior to exiting the line detail.



If you have crossed funds, you must exit the line detail and make the correction by clicking Gen DT/DF to automatically make adjusting entries.

Org	Object	Account Description	Line Description	Ref 1	D/C	Amount
160200	438000	TRAVEL/MILEAGE	FUEL FOR TRAVEL	JE	D	300.00
660232	453000	MATERIALS	FUEL FOR TRAVEL	JE	C	300.00
66	137000	DUE TO / DUE FROM	SYSTEM GENERATED DUE TO LINE	JE	D	200.00
10	137000	DUE TO / DUE FROM	SYSTEM GENERATED DUE FROM LINE	JE	C	200.00

Period Gen DT/DF
Modify Lines Summary
Add'l Detail  More...
Menu

- If the program does not detect errors or warnings, it displays the Choices box. The screen options vary according to the status of the journal: the journal is in balance, debits do not equal credits, the journal is out of balance by fund, or the journal is out of balance by fund/segment. Each screen provides applicable options for continuing.
- Select the option appropriate for the entry you are creating.



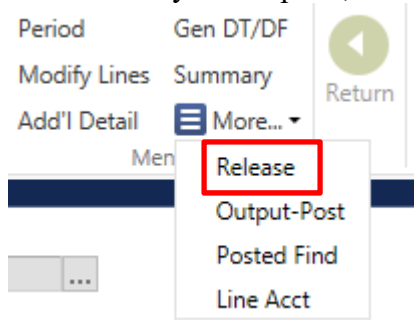
- Click Accept .

Once you have added journal entries, the Summary and Add'l Detail buttons are available.

Click the Add'l Desc button to open a text screen that allows you to add or update additional descriptions for the selected journal.

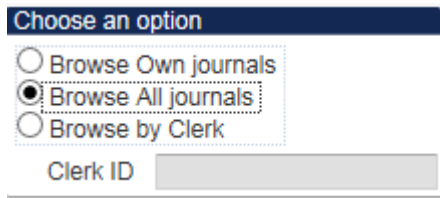
Click Summary to view the total debits and credits by fund for this journal.


- Once the entry is complete, click on More and Release to release the entry to workflow.



Browse existing journals

- On the ribbon, click Browse.
The program displays an Options box:
- Select Browse Own Journals to view only those journals you created, Browse All Journals, or Browse by Clerk. If you select Browse by Clerk, the Clerk ID box is accessible for you to enter the user ID.

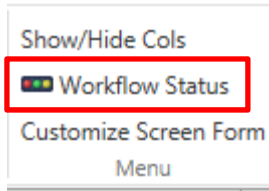


- Click Accept .
The program displays a list of journal records.

General Journal Entry/Proof - Munis [Racine County | TRAIN | 08/12] > G/L Journal Browse

Record Number	Year	Pr	Jnl	Date	Clerk	Src	Aprv	Description	Total Debits	Total Credits
1	2014	1	4	01/01/2014	6750supp	GEN	A	Test	100.00	100.00
2	2014	8	2	08/31/2014	6750gzim	GEN	A	FUEL	200.00	200.00
3	2014	9	3	09/02/2014	6750atll	GEN	A	materials	100.00	0.00
4	2014	1	5	01/01/2014	6750supp	GEN	A	test	0.00	0.00
5	2014	1	6	01/01/2014	6750supp	GEN	A	test	0.00	0.00
6	2014	8	3	08/31/2014	6750gzim	GEN	H	TRAVEL	600.00	600.00

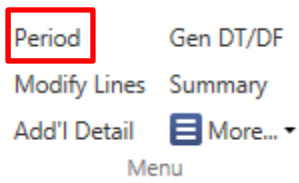
- Double-click a record number to view details for that journal.
- To view workflow approvers' comments and steps, click Workflow Status in the Menu group of the ribbon. If there are pending actions, click Generate Chart to view the items in chart format. Use the Expand and Collapse options to reset the information that displays.



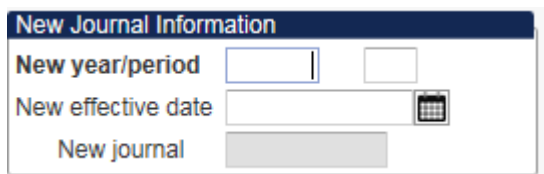
6. Click Return to return to the Browse screen.

Change Fiscal Year Period

1. With the journal entry pulled up, Click Period



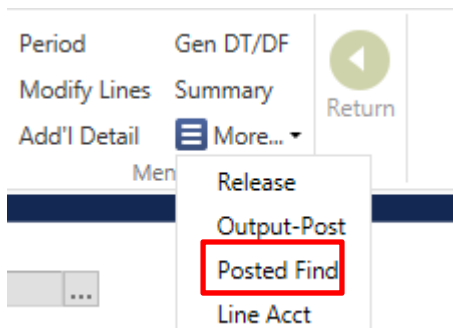
2. Enter the new year and period for the journal. The current year, next year, or last year are acceptable values.



3. Enter the Effective Date.
4. Click Accept.
The project completes the New Journal box with the next available journal number.
The program displays a confirmation message.
5. Click Yes to complete the change.

Copy a journal into proof

1. From the menu group of the ribbon, click Posted Find.
The program displays the Find Posted Journals screen.



2. Complete one or more of the fields in order to define the search criteria.



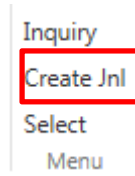
Accept

3. Click Accept.
The program searches for journal entries that match your criteria, and displays those journals in the Posted Journal Results group.



Accept

4. Select the journal to copy by clicking it, and then click Accept.
The program makes the Menu group of the ribbon accessible.



5. Click Create Jnl.
The program displays the Define Required Journal Fields screen.
6. Enter the fiscal year, period, and effective date of the journal to create.



Accept



7. Click Accept.
The program creates the new journal and returns to the main program screen with the journal as the active record.
8. Release or output/post the journal according to your organization's business practices.

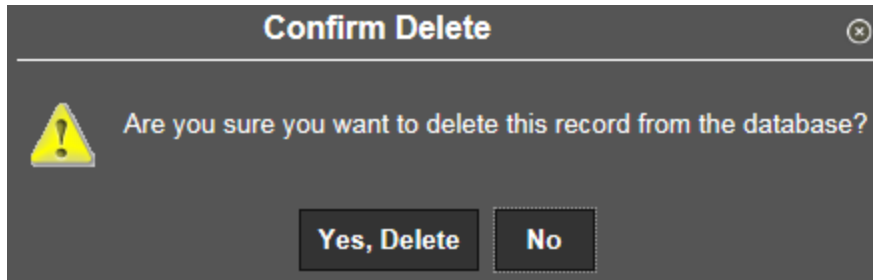
Delete a journal entry

1. On the ribbon, click Search.
The Fiscal Year, Period, and Journal fields open for data entry.
2. Complete one or more of the fields.



Accept

3. Click Accept.
The program displays the first record in the active set of records matching the search criteria.
4. Click Browse  Browse to view a list of all active set records and double-click the journal entry that you want to delete.
The program opens the journal entry.
5. Click Delete  Delete on the Munis ribbon.
The program displays a confirmation message



Important! If you complete the process, the deletion is immediate. You cannot recover the entry, except by restoring your system from a backup.

Find a specific journal



On the ribbon, click Search .

The Fiscal Year, Period, and Journal fields for data entry.

2. Complete one or more of the fields.



3. Click Accept .


The program displays a record matching the search criteria.

Modify Lines

1. Click Modify Lines. 

2. Make the changes, as required.

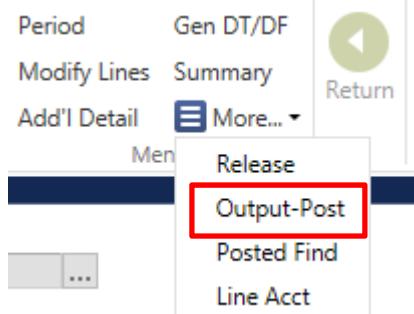


3. Click Accept. 

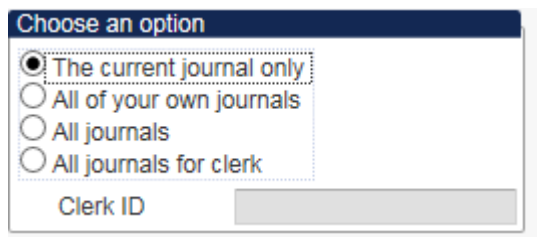
The program displays the Choices screen.

Output post a journal entry

1. Click Output-Post on the header screen.
The program displays a Posting Options box.

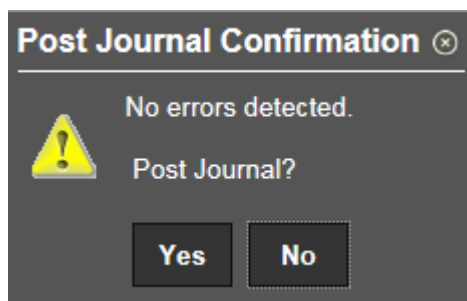


2. Select the journals to post: the current journal only, all journals created by your user ID, or all journals.
The program displays the Output box.



Accept

3. Click Accept.
4. Print or save the report.
4. Click OK.
If the program does not encounter errors, the following message displays: "No errors detected. Post journal?"



5. Click Yes to continue; click No to cancel.
The program updates the general ledger.

Update a journal entry



1. On the ribbon, click Search.
The Fiscal Year, Period, and Journal fields are available for data entry.
2. Complete one or more of the fields.



Accept

3. Click Accept.
The program displays the record matching the search criteria.



Update

4. On the ribbon, click Update.
5. Modify the fields, as necessary. You cannot change the Fiscal Year, Period, Journal, or Budget Year Code fields.



Accept

6. Click Accept.