Journal Entry

END USER GUIDE

Finance Enterprise Version 20.2

Updated 11/14/2023

Table of Contents

Overview

Santa Cruz County is using GLJEUM to enter journal entries. These entries will be used to make transfers between funds, interest income entries, closing construction in progress to capital assets, and other required General Ledger and Job Ledger Journal entries.

Journal entries should not be used to correct entries that originated in another subsystem, such as an Accounts Payable invoice or a Payroll check. These entries should be corrected within the subsystem from which they originated.

The County will generally use Common Codes System number generators for all Set and Reference numbers. There is a seed called JEID2324 that should be used for all FY 23/24 journal entry JEID references. The seed will be updated to JEID2425 for FY 24/25 entries.

All journal entries will go through workflow approvals before they can be posted to the General Ledger.

County departments must attach all required backup to journal entries at the time of entry. All journal entries must have adequate supporting documentation attached. In addition to the normal supporting documentation, please also attach a copy of the Set Proof Listing for the transaction.

Accessing Screens

The GLJEUM Create/Update Multi-Date Journal Entry screen is used to enter journal entries into Finance Enterprise.

1.   Open the GLJEUM Create/Update Multi-Date Journal Entry screen.

There are 3 options for accessing the GLJEUM screen:

Using a Menu Mask

In the Search field in the top-right corner of any ONES screen, enter a value of "GLJEUM" (called a menu mask) and then click on the Create/Update Multi-Date Journal Entry link that appears below the search field.

Using a Task Center Link

In the gray Menu panel along the left edge of the main Workspaces screen, click the right-arrow ▶ to pull down the menu and then select "General Ledger" from the drop-down menu. From the submenu, select GL Workspace.
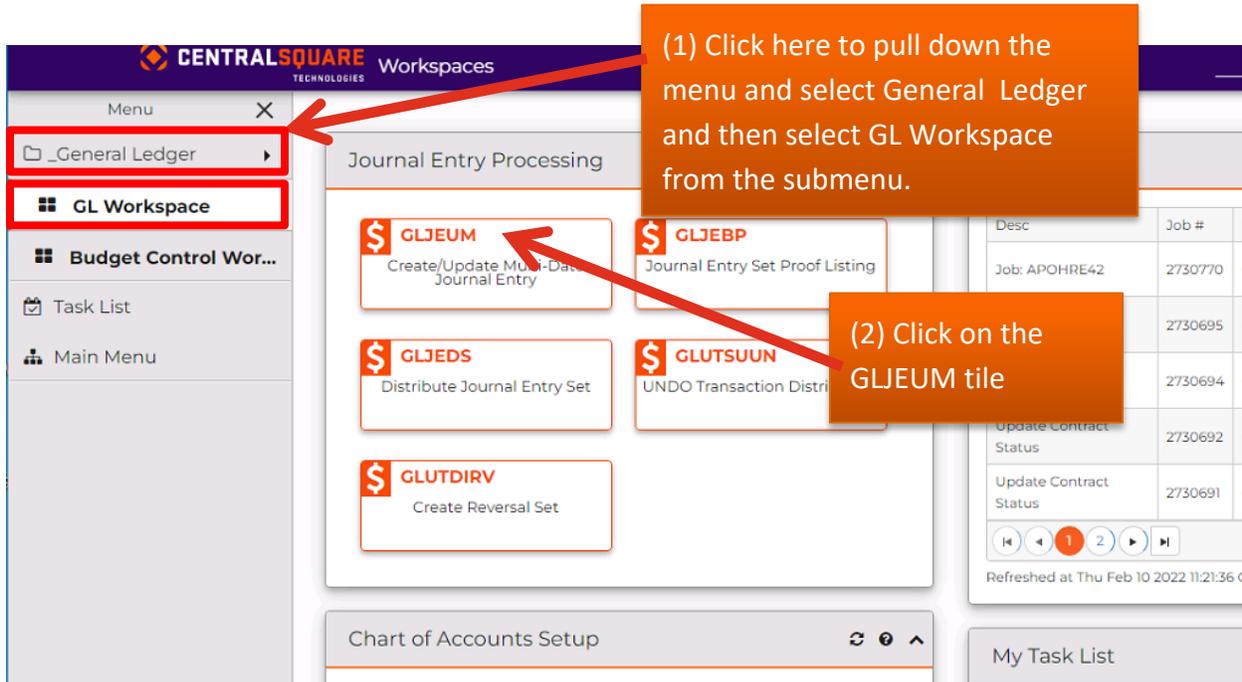
On the Main Task Center, click on the GLJEUM tile in the Journal Entry Processing section.

Using the Main Menu

In the Menu panel along the left edge of the screen, click the Main Menu link.
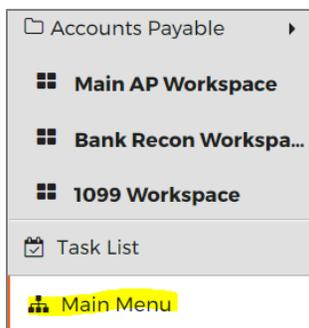
The Main Menu will appear in the main screen area. Click on the General Ledger (GL) section and then click on the arrow for the Journal Entries Function (GLJE) option to display a

submenu of choices. Click on the Create/Update Multi-Date Journal Entry (GLJEUM) menu option.
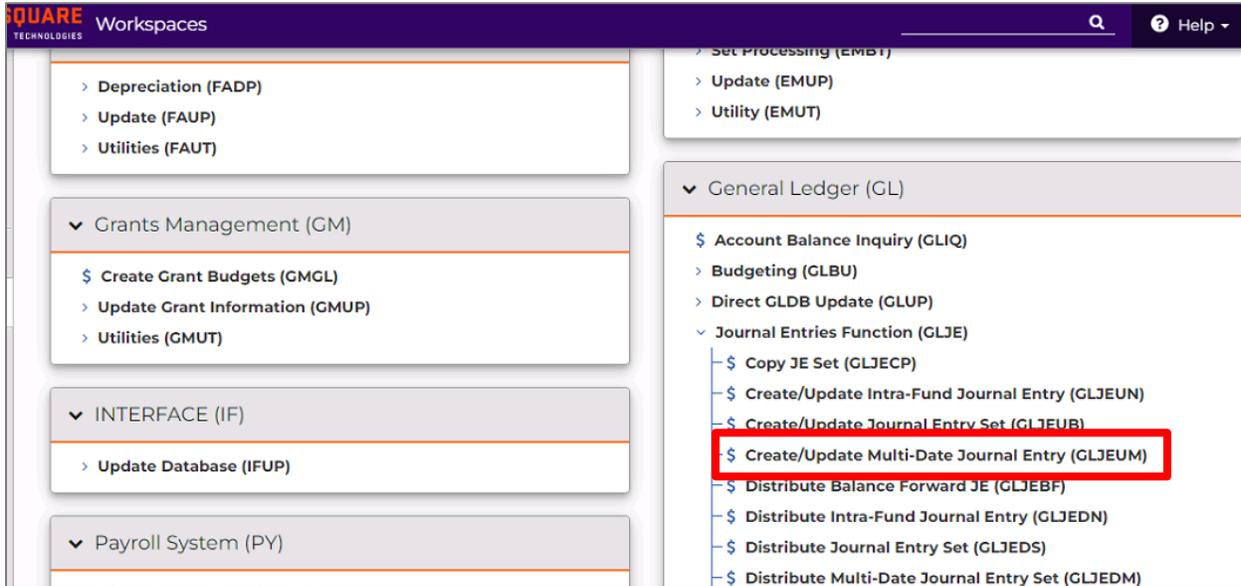
Adding a new Journal Entry

Switching to Add Mode

2. Once you are on the Create/Update Multi-Date Journal Entry (GLJEUM) screen, click on the + button in the main screen area to switch to Add Mode.
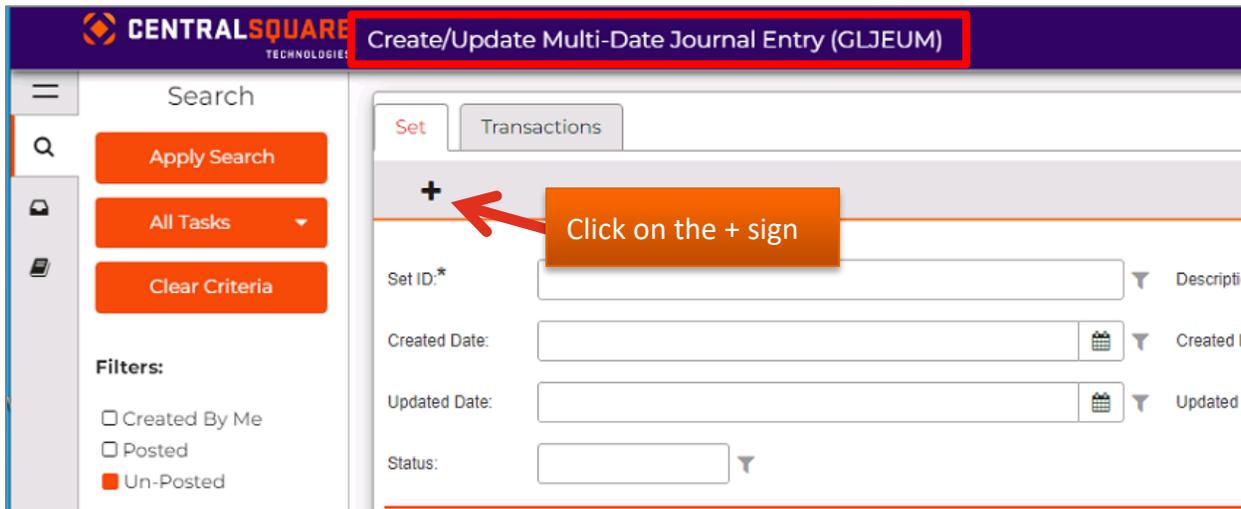
You can confirm you are in Add mode because the system will display the word Add in the upper right hand corner:

Entering the Journal Entry Set Information

A journal Set is a batch that can contain a single journal entry, or it can contain multiple journal entries. In the example below, Set ID 000001 contains 2 journals – JEID000001 and JEID000002. Each of the journals must be balanced (total debits = totals credits).
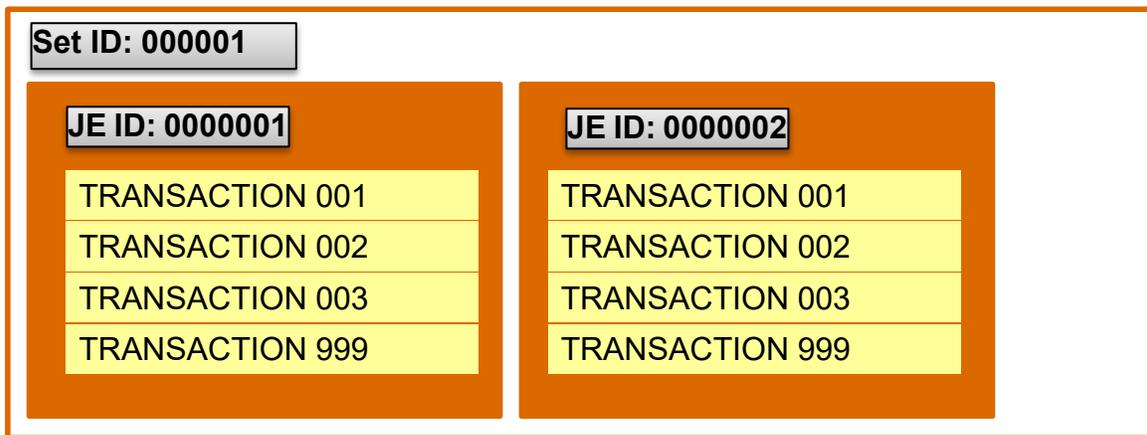
3.   Enter the following information on the Set tab.
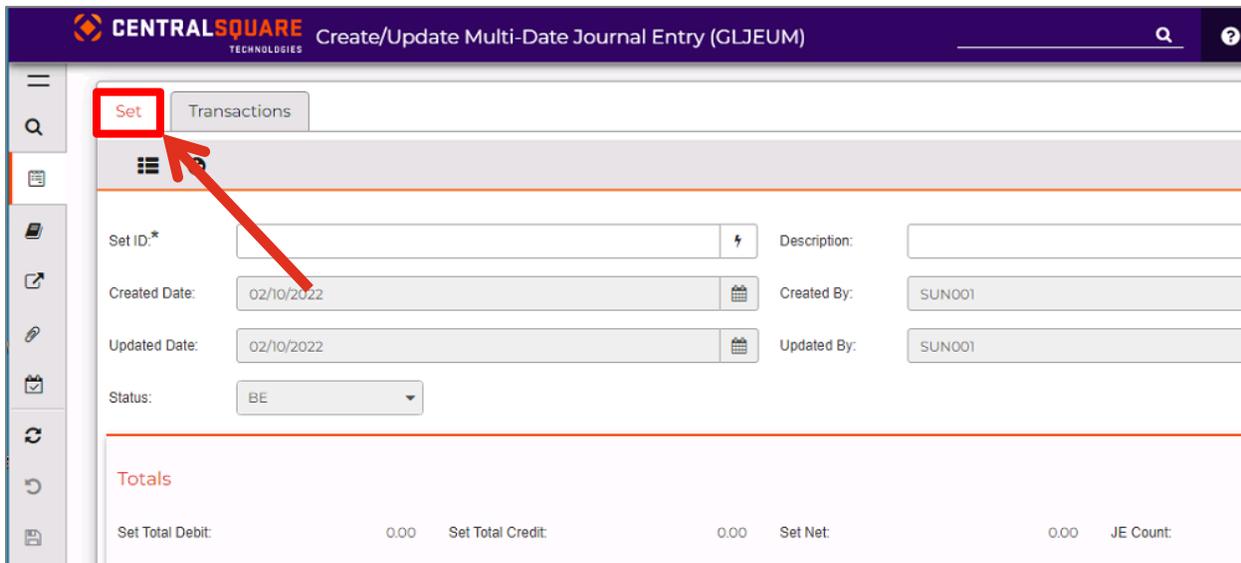
- **Set ID:** Select Generate (⚡) to the right of the Set ID field to add the next sequential journal set number. The Set ID can also be manually assigned (typically for creating journal templates), but the Set ID must start with J and be 16 characters or less. *(Required field)*
- **Description**: Enter up to a 50 character description for the journal set.
- **Created Date**: *Display only* - Will default to today's date.
- **Created By**: *Display only* - Will default to your User ID.
- **Updated Date**: *Display only* - To track the last date the set was updated.
- **Updated By**: *Display only -* To track who made the last changes to the set.
- **Status**: S *Display only* - To track the current status of the batch. Statuses include:
    - **BE** – Batch Entry – The journal has not been posted to the GL.
    - **AP** – Approved – The journal is fully approved and can be posted to the GL.
    - **DS** – Distributed – The journal has been posted to the GL.
    - **EX** – Extracted – This typically denotes that an error occurred. Contact your system administrator.
    - **CX** – Cancelled – Not used.
    - **RJ** – Rejected – Not used
    - **WA** – Waiting Approval - Not used.
- **Set Total Debit** – *Display only* - Total debits within set.
- **Set Total Credit** – *Display only* - Total credits within set.
- **Set Net –** *Display only* - Total debits minus total credits within the set.
- **JE Count –** *Display only* - Number of journals within the set.

4. Save the Set by clicking the Save icon on the left menu panel (the gray vertical bar menu)

   💾

When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:

✔ Record(s) Accepted 93

Entering Journal Header Information

5. Click on the Transactions Tab to enter journal information. In the journal header section, you will only need to enter a JE ID. All other fields are display only.

- **JE ID** - Select Generate (⚡) to the right of the JE ID field to add the next sequential journal set number Please choose the seed generator that corresponds to the fiscal year that the journal will post to. For example, if you are posting the journal to FY 2023/24 select the JEID2324 seed. The Set ID can also be manually assigned (typically for creating journal templates), but the Set ID must start with J and be 16 characters or less. *(Required field)*
- **Total Debit** – *Display only* - Accumulated total debit amounts.
- **Total Credit** - *Display only* - Accumulated total credit amounts.
- **Net** - *Display only* - Net amount.
- **Records** - *Display only* - Number of records associated with a set ID.

Entering Journal Detail Line Item Information

6. On the Main tab, enter your journal line item information.

- **GL Account** - Enter the Account. A value must be entered in both the GL ORG KEY and OBJECT fields. The JL PROJ KEY and OBJECT fields are optional. You can enter this information directly into the fields if you already know the account numbers. *(Required)*

To lookup account numbers, click in the ORG KEY field and then click off to the right on the ellipsis button with the 3 dots.
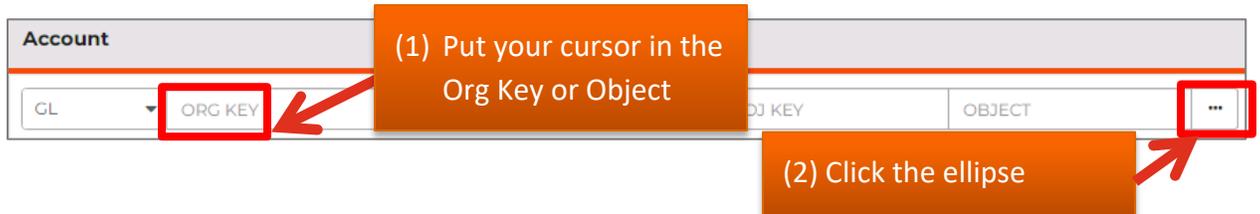
Then select Lookup GL ACCOUNT. This will allow you to look up valid combinations of the org and the object together.
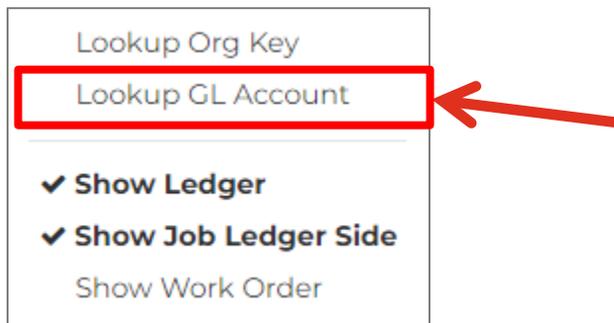
Similar to the vendor lookup, you can filter your lookup by the account number or by the description fields. Please note that the first Long Desc filter is to filter based on the org key description whereas the second Long Desc filter is to filter based on the object code description. Also keep in mind using the filter icon/button to the right of each filtering field to ensure that you are filtering based on the correct parameters.

To enter a Project account, click in either the PROJ KEY or OBJECT field for the JL ledger and then click off to the right on the ellipsis button with the 3 dots. This will allow you to look up project information similar to how you looked up the GL account information.

Click Add Account to add another GL or Project account. The journal can be split amongst multiple accounts.

- **Debit** - Enter the amount to be debited, if applicable.
- **Credit** - Enter the amount to be credited, if applicable.
- **Fund** - *Display only* - This field displays the fund type.
- **Description** - Enter up to 30 characters to describe the multi-date journal entry.
- **Date** - Select the effective date for the multi-date journal entry from the drop-down calendar. *(Required field)*
- **Units** - Enter units up to five decimal places. Units may be associated on the same transaction with dollar amounts or separately without dollar amounts. If units are entered on the credit side, they are posted to the account as a negative value with a minus (-) sign.

- **Prepared By** – This will default to your user ID.
- **Budget Override** – Leave blank.
- **Misc** - Enter up to four characters to track additional information that can be used for grouping/reporting on journals.
- **Intrafund Offset** – This will default to N.
- **Interfund Offset** – This will default to Y.
- **Hit Other** – This will default to N. If you need to post to another subsystem, you can select another value. Options include:
    - B - Post to Budget only
    - EN - Post to EN only
    - GL - Post to EN and GL
    - I - Post to IP only
    - K - Post to BK and GL
    - L - Post to BK only
    - N - None
    - O - Post to OH (Open Hold) only
- **Secondary Reference** - Enter up to 16 characters to identify the secondary or subsystem reference.
- **Other Type** – If you selected something other than N in the Hit Other field, then select the type of transaction that you would like created in the subsystem.
- **Secondary Date** – Enter a secondary date for the journal entry from the drop-down calendar.
- **PE ID** - Enter up to 12 characters that identify the person or entity to be associated with this transaction.
- **Contract No** - Enter up to 16 characters to identify the primary contract reference associated with this journal entry.
- **Check ID** – If you want to refer to a check on the journal entry posting, select the Check/Bank ID.
- **Check Number** – If you want to refer to a check on the journal entry posting, enter an eight-digit check number.
- **Origination Source** - *Display only* – The origination source on all posted journals will be JE.
- **Accrual** – Will default to checked.
- **Cash** – Will default to checked.
- **User Defined** – Will default to not checked.
- **Modified Accrual** - Will default to not checked.

7. Optionally enter additional information to support the journal on the Text tab.

8. Save the Set by clicking the Save icon on the left menu panel (the gray vertical bar menu)

When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:

9. Enter additional line items by repeating steps 6 and 7.

10. To enter another journal entry, click on the + sign in the journal header section.
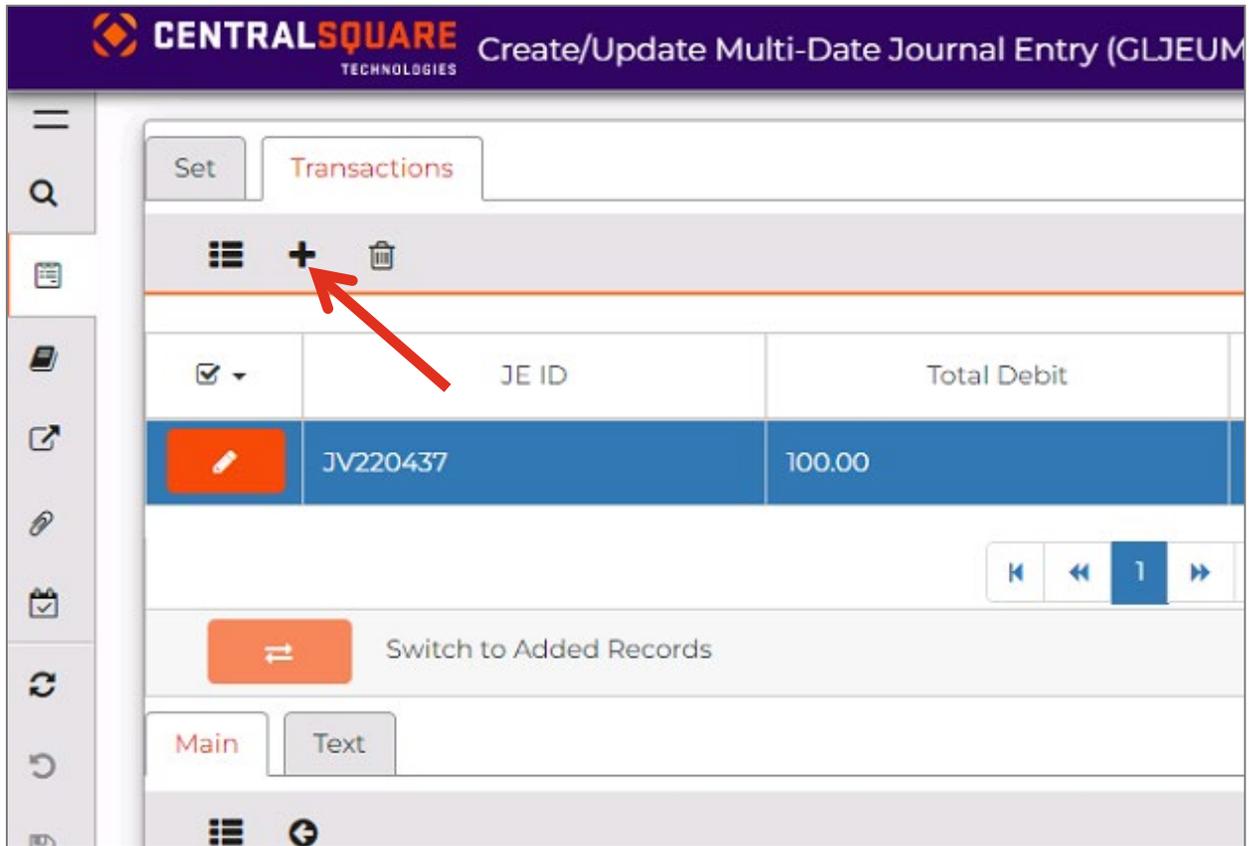
11. Click Save after entering any new line items or journals to your set.

Run a Set Proof Listing

It is recommended that you run a batch proof report after entering your journal set. This will allow you to verify the information that you entered and identify any potential issues that may prevent the journal from being posted. In addition, the set proof listing report is required to be attached to your journal as backup.

Reviewing Journals Entered in GLJEUM

12. Click on the Screen Links icon on the left menu bar and then select Multi-Date Set Proof Listing.
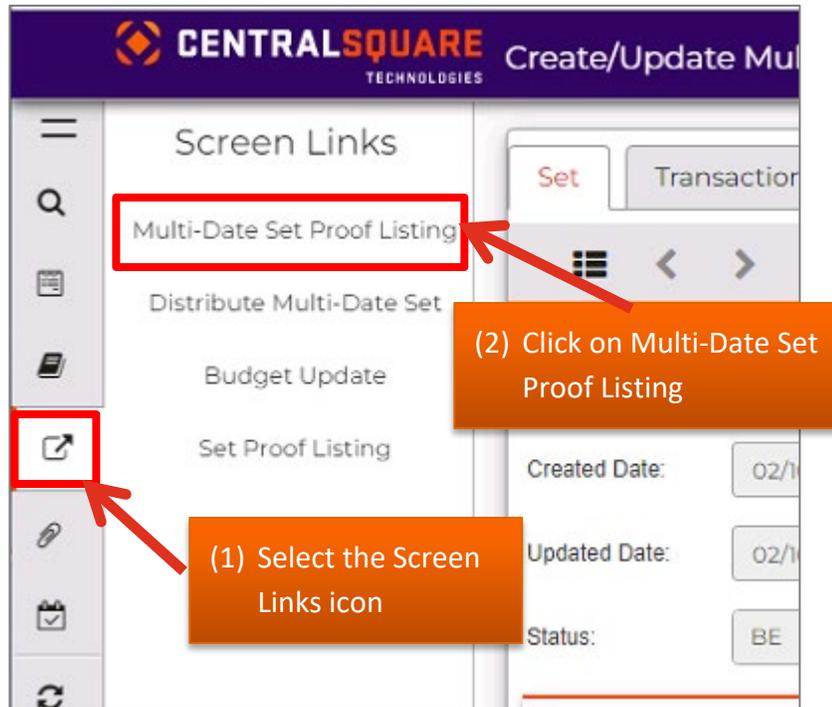
13. A new browser tab will open. Click Submit to run the report.

You will receive a notification that your job has been submitted.

14. Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your GLJEMP job is complete.
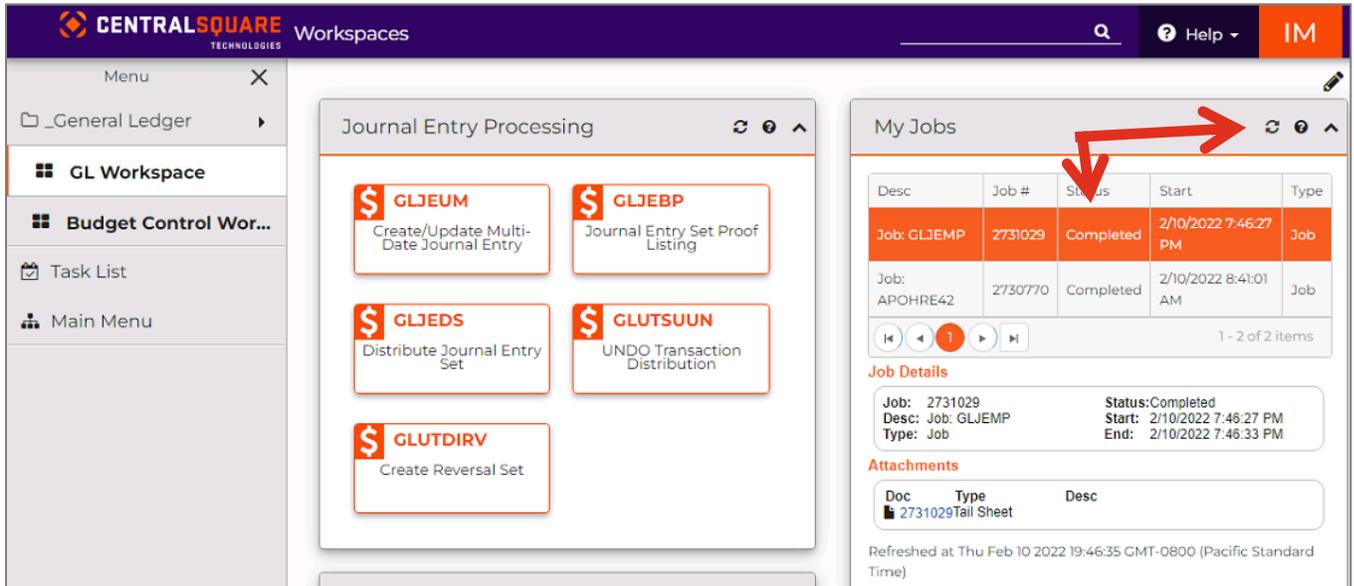
15. Once the job is completed, click on the job (it should be highlighted in orange when selected) and then select the link for the Journal Entry Set Proof to open the report for viewing.
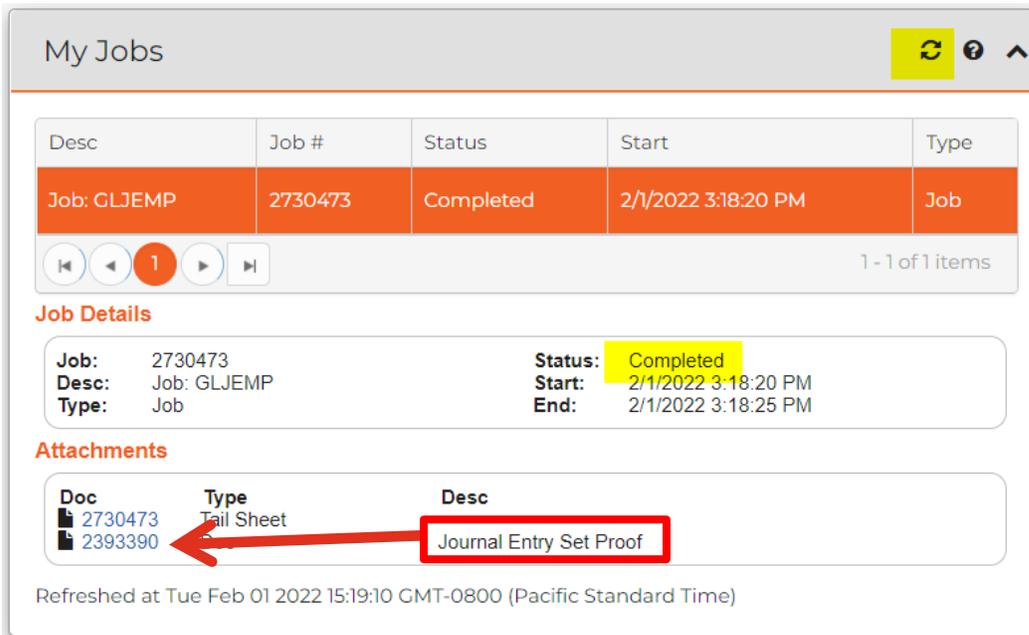
The report will open in a new tab in the browser.
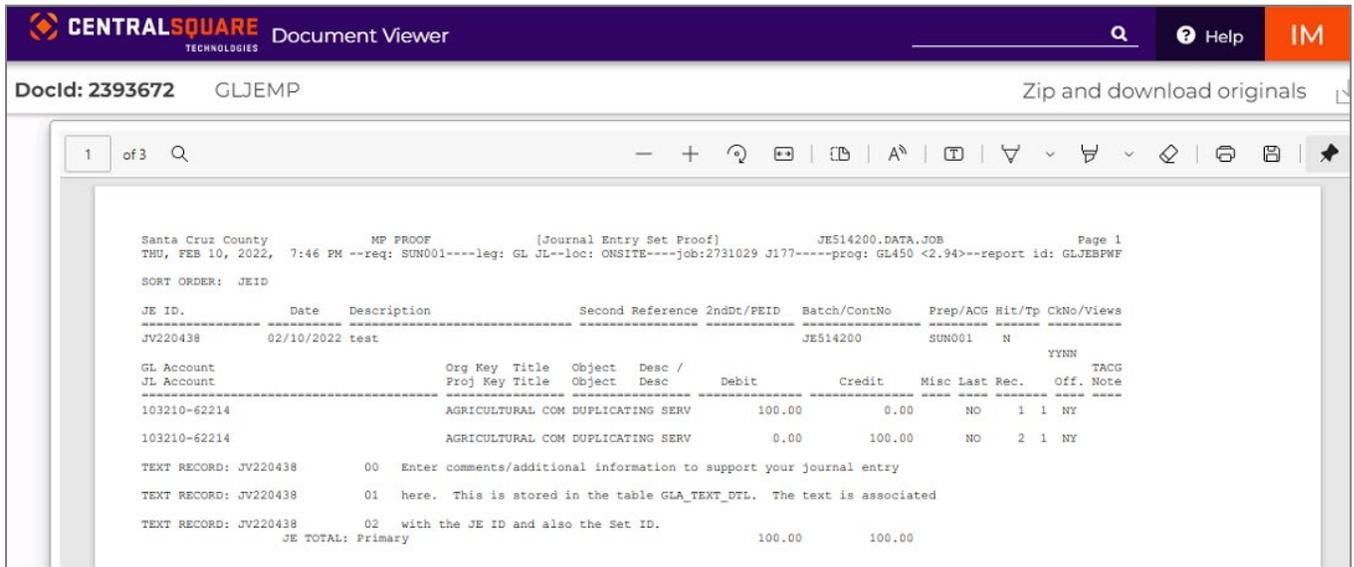
A hard copy of the report can optionally be printed using the printer icon in the upper-right corner of the report viewing window. A window will open where the printer to use can be selected from a drop-down list of available local or network printers set up for the workstation.

Use the report to verify that the journal information entered is correct. Any BLOCK messages printed on the report will prevent the journal from posting and must be resolved before the journal set can be posted.

If any errors are noted in the review process, return to the GLJEUM screen and make the necessary changes to the journal, save the changes made, and rerun the proof report to verify that the block messages are gone.

16. Save a copy of the set proof listing report so it can be attached as backup to the journal. Click on the disc icon in the far right corner
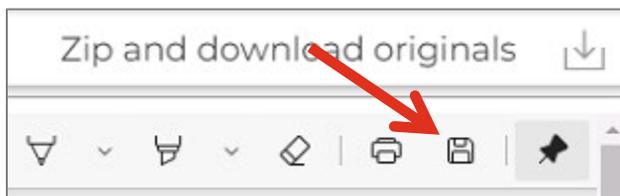
You will then be prompted to designate the folder where the report will be saved. Save the file with a name that identifies the Set ID and anything else you find useful to identify the file.
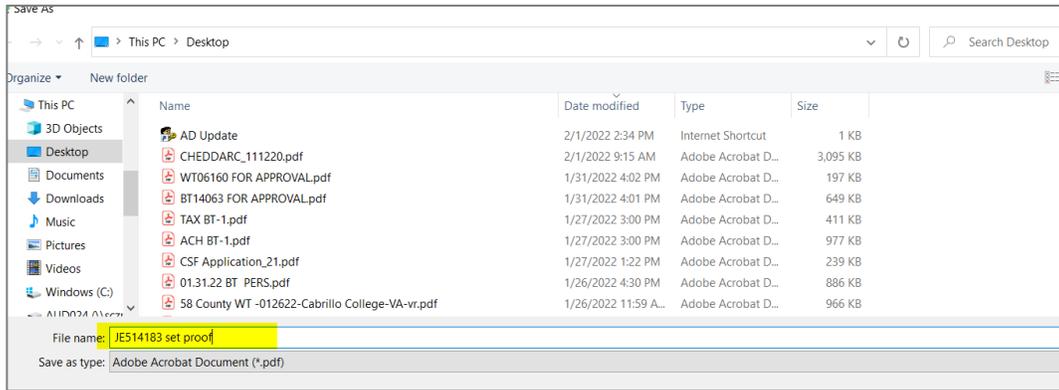
Attaching Supporting Documents

17. To assist with the approval process, backup documentation should be attached to the GLJEUM screen.

Click on the Attachment link (paperclip icon) in the navigation panel along the left edge of the screen. The panel will open to display the tools used to perform the attachment.
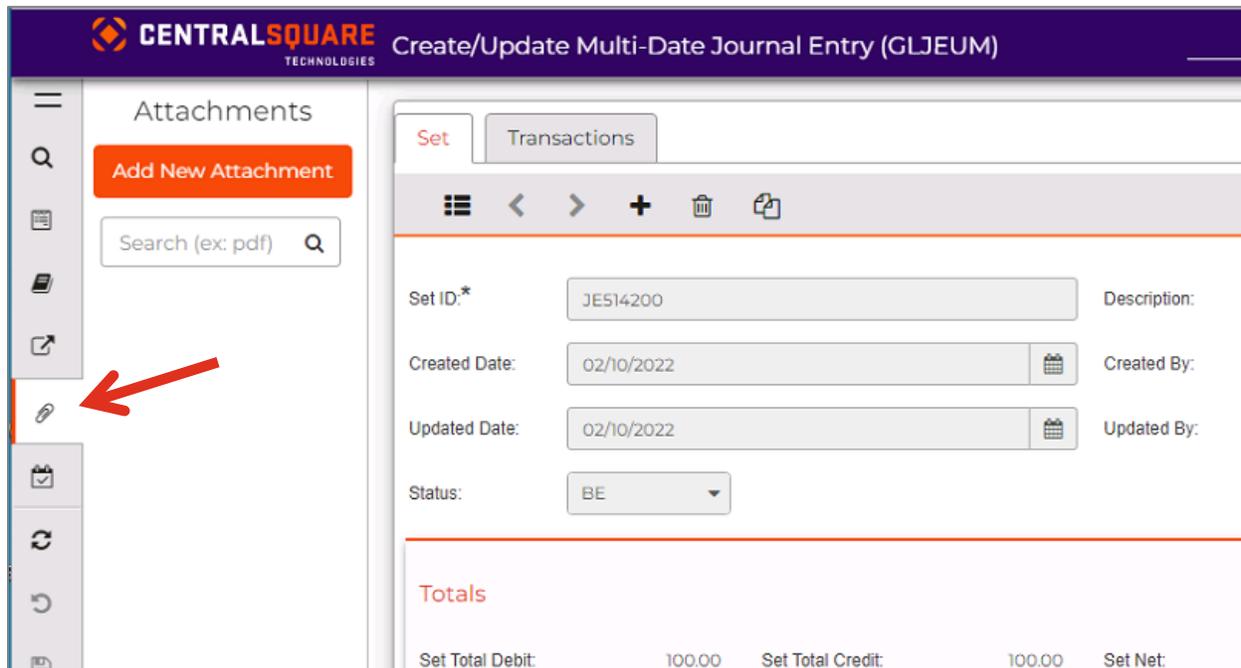
Click on the Add New Attachment button in the panel.
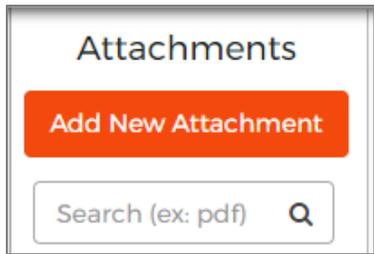
The "Add New Attached Item" window will open.
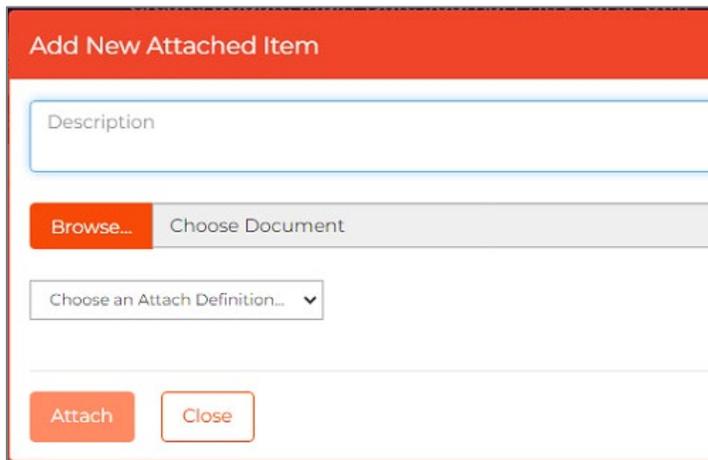
In the "Add New Attached Item" window, enter a Description of the item to be attached.

Next, click on the Browse button. Find the file that you would like to attach and click on Open to attach it.
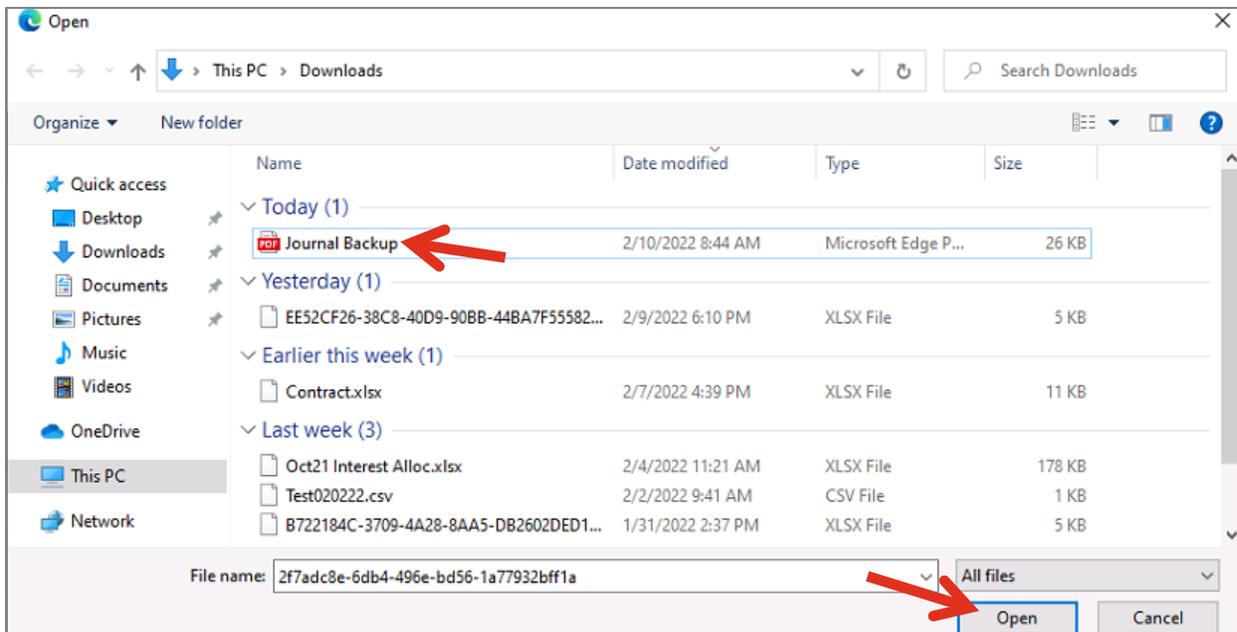
It should look something like this when you are done:
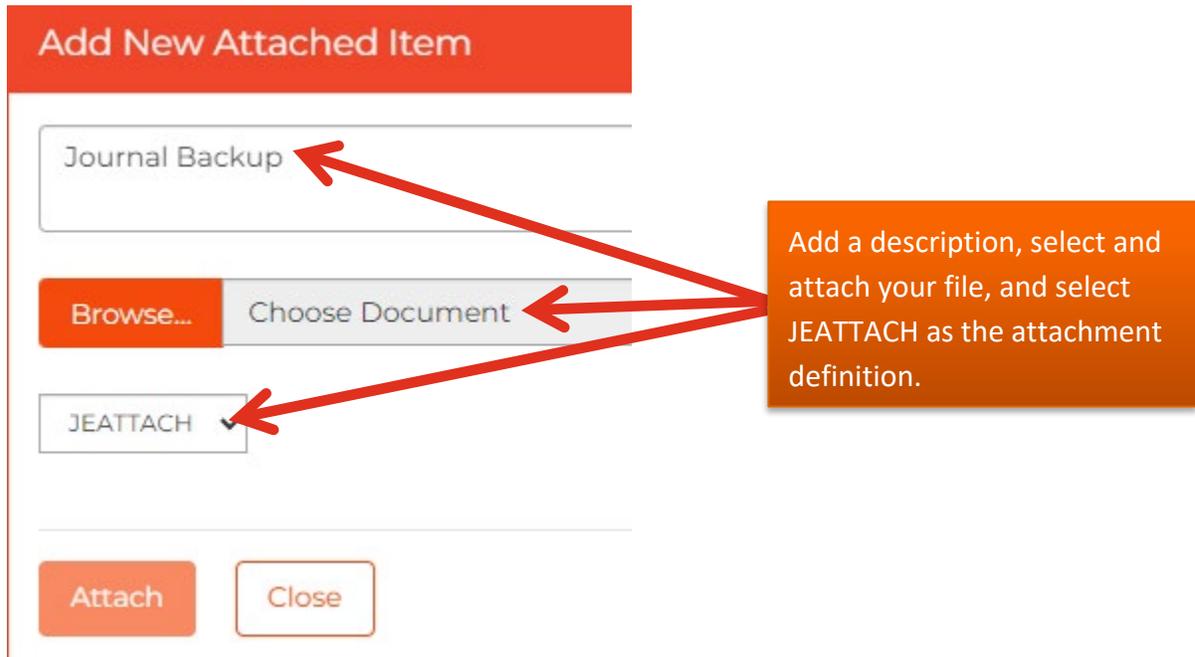
Click the Attach button to attach the selected document to the GLJEUM journal record.

You should receive a File Attached Successfully message.

Click on the Close button to close the "Add New Attached Item" window.
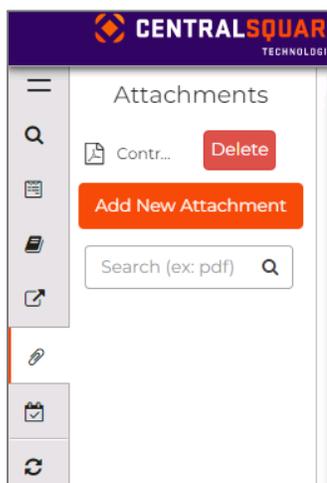
A link icon will be displayed in the Attachments panel with a label matching the Description that you entered during the attachment process.

When the icon is clicked, the attached file will open for viewing as long as there is a program on the workstation that can open that file type.

If you would like to attach another document, click on the Add New Attachment button again and repeat the above process. Note – don't forget to attach a copy of your Set Proof Listing as backup for your journal.

Submitting the Journal for Approval

18. After the journal set has been completed, you will then need to self-approve the journal set. Click on the pending tasks icon and then click Approve.
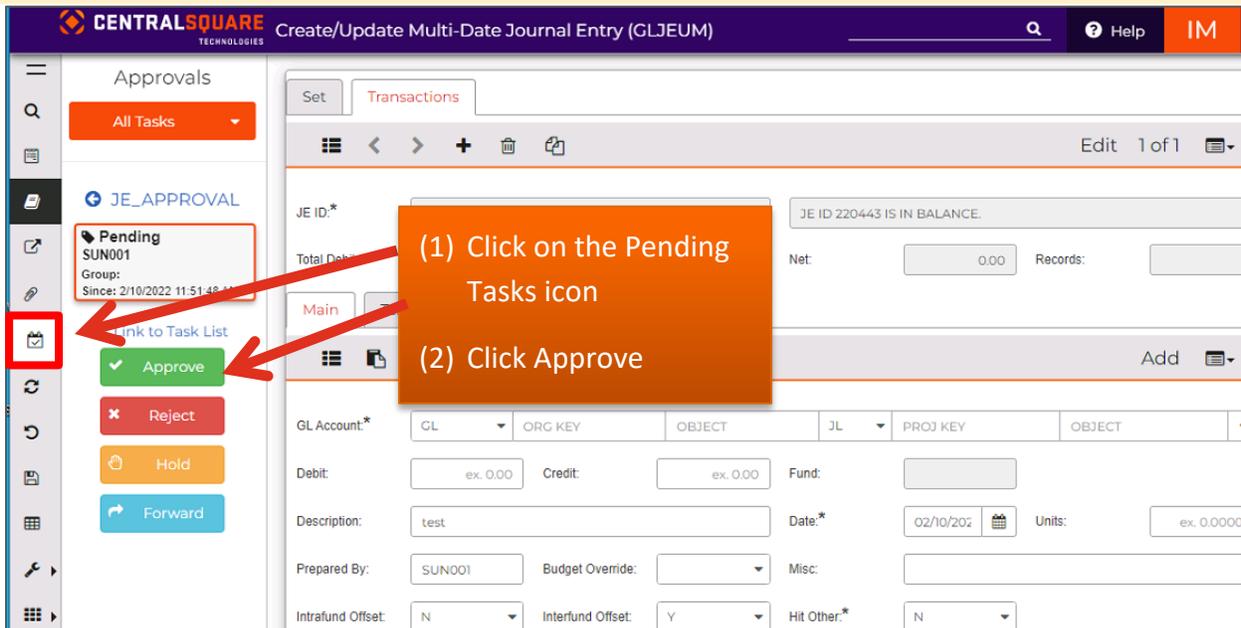
Comments can optionally be added to your self-approval. These comments are viewable by all approvers.
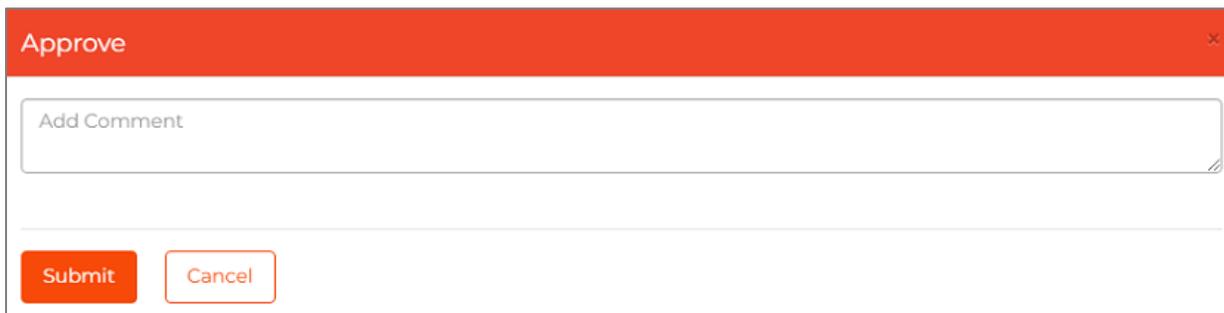
Journals will be approved according to the following flow:

JOURNAL ENTRY APPROVAL WORKFLOW

START

Employee enters journal & attaches backup

Employee self approves the journal

Supervisor reviews & approves the journal

Email notification to employee and supervisor

Auditor's Office Control approval

APPROVED

END
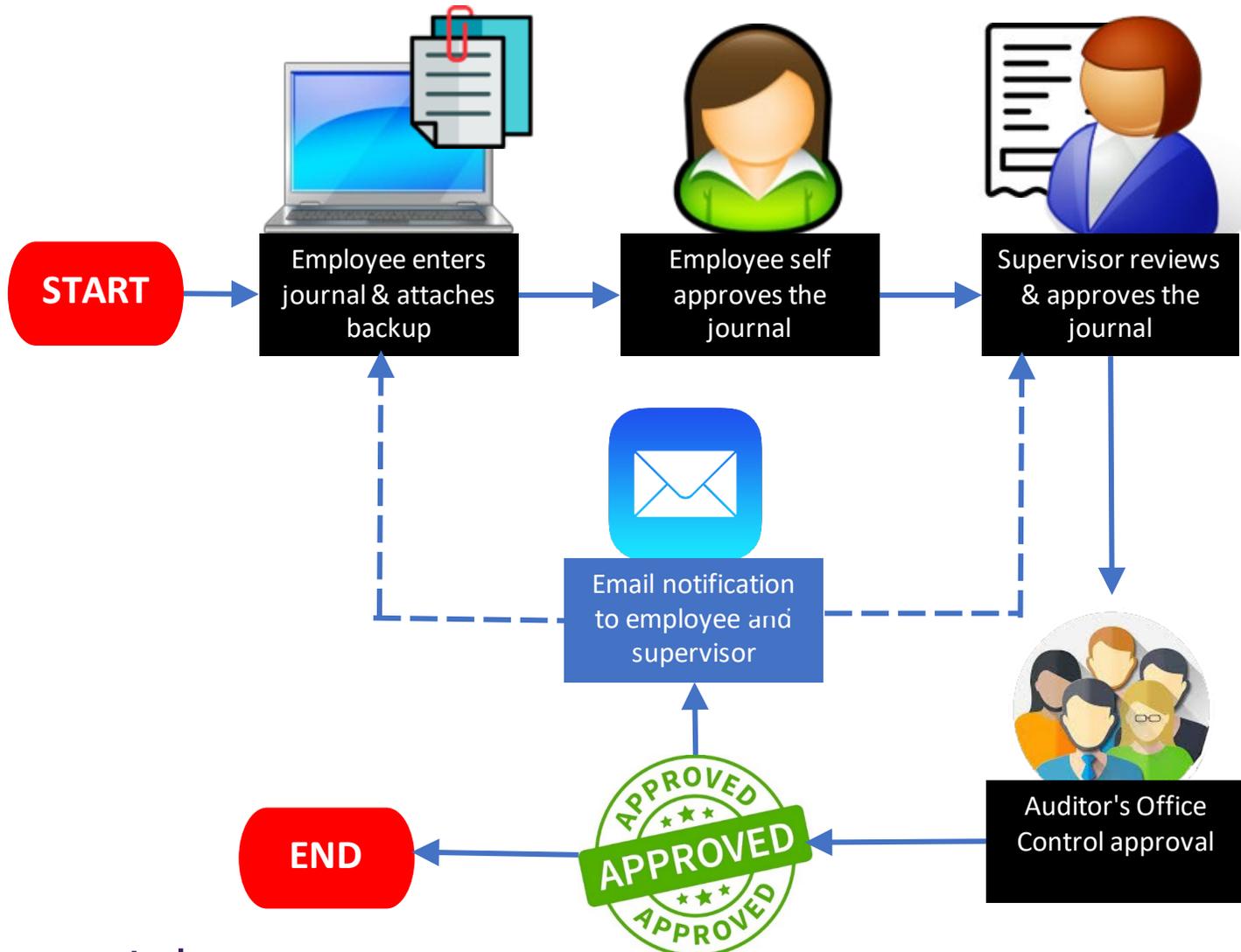
Copy a Journal Entry Set

1. Find the journal set that you would like to copy. If you are in grid mode, make sure the journal set is highlighted in blue

2. Click on The Tools menu on the left side and select Copy JE Set.
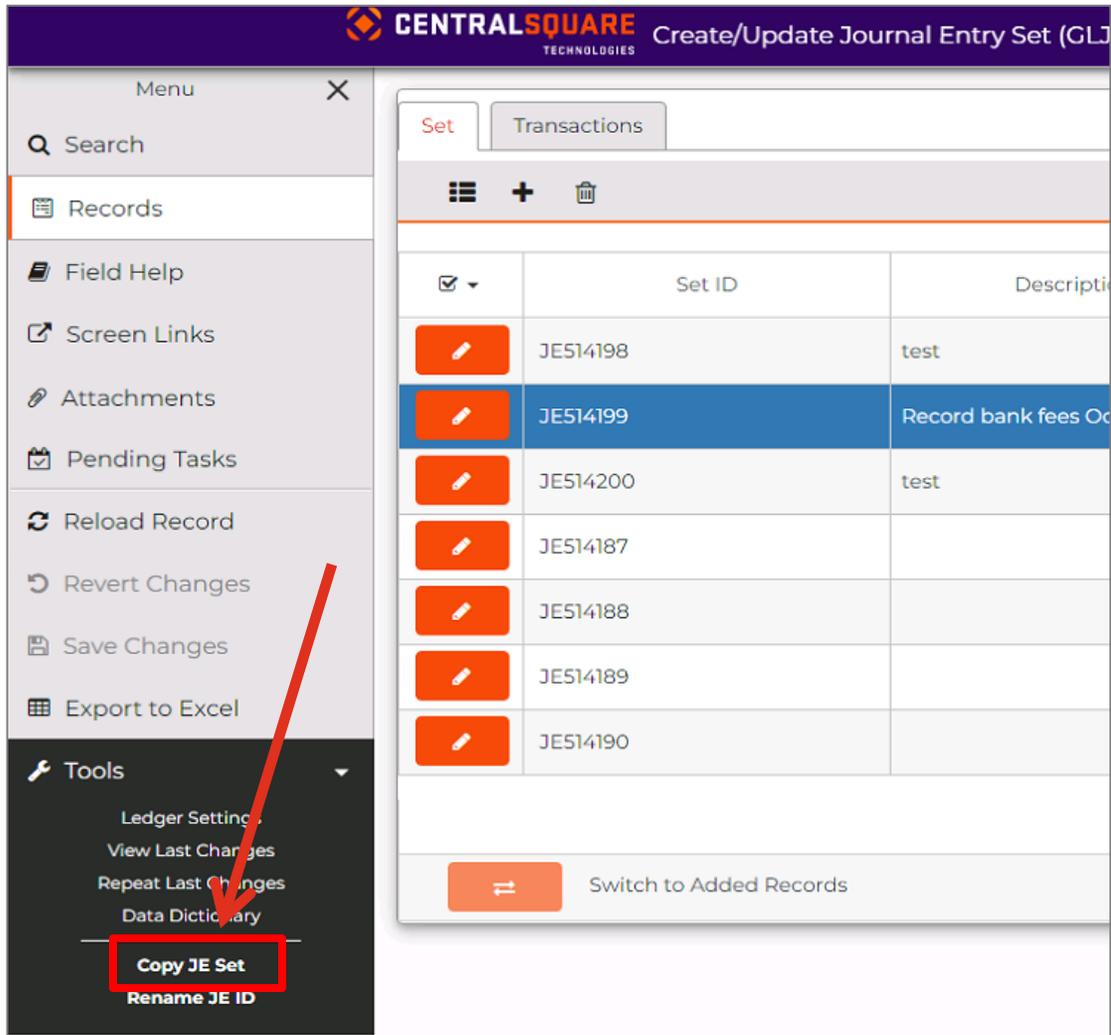
3. Enter a New Primary Date and New Secondary Date. This will normally be the day you are entering the transaction.

Note – The **From Set ID** will default based upon the set you are copying, the **To Set ID** will default to SYSTEM, which means the system will generate the new JE Set number (just like clicking the generate button).

4. Click the Copy button.

5. You will be brought to the newly created JE Set. Modify the Set tab and the Transactions tab as necessary to update the journal. Save your changes, run a set proof listing, attach your backup and self-approve the journal when you are done.


Template Journal Entry Sets

Creating a Template

1. To create a journal entry template, please follow the instructions under Adding a New Journal Entry , Running a Set Proof, Attaching Supporting Documents, Submitting the Journal for Approval.

2. The only differences in creating a template are noted below:

- On the Set tab, enter a unique Set ID and Description to help you identify the template later. (Do not use the seed generator)

- On the Transactions tab, enter a unique JEID to help you identify the template later. (Do not use the seed generator)

- Create all of the recurring line items within the template. Depending on your preference, you may want to leave the Debit and Credit fields at 0.00 if you will be entering different amounts into these fields each time you use the template.

Using a Template

3. To create a journal entry transaction using the template you created, go to GLJEUM and search for the template that you created.
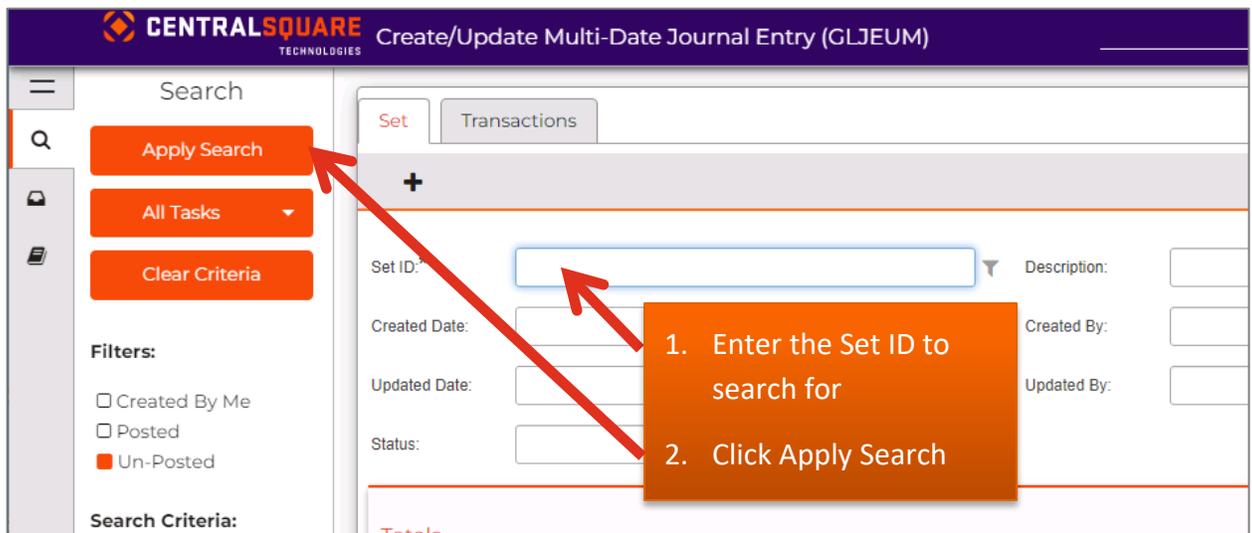
4. Follow the instructions in the Copy a Journal Entry Set section to copy the template to a new journal set.

    Note: Be sure to copy your template prior to changing amounts, attaching supporting documentation, running a batch proof, or submitting. Do not submit your journal templatefor approval.

Importing a Journal from Excel

1. Download a copy of the journal entry import template from the Auditor-Controller Intranet.
2. Fill out the AUD48 tab with your journal information.

3. Click the GLUTRIIJ tab in the Excel workbook. The GLUTRIIJ tab will be automatically updated based on what you entered on the AUD48 tab. The data will be formatted for import into Finance Enterprise.

4. Delete the two header rows at the top of the page (rows A & B).

5. Within Excel, use File > Save As to save the file with a unique name. Save the file in CSV format.
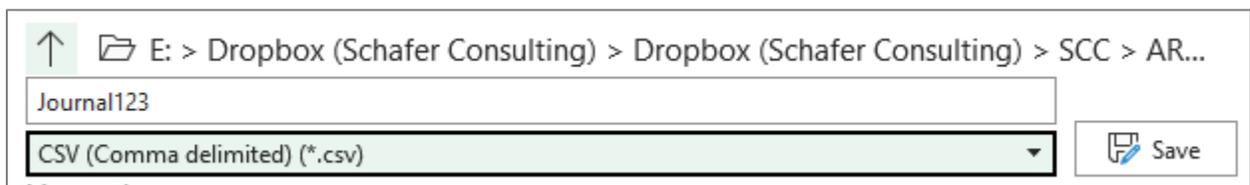
Close the template.
6. In Finance Enterprise open the GLUTRIIJ utility.

7. Click the Local button to find the CSV file you just saved.

8. Select the file that you want to import and then click Open
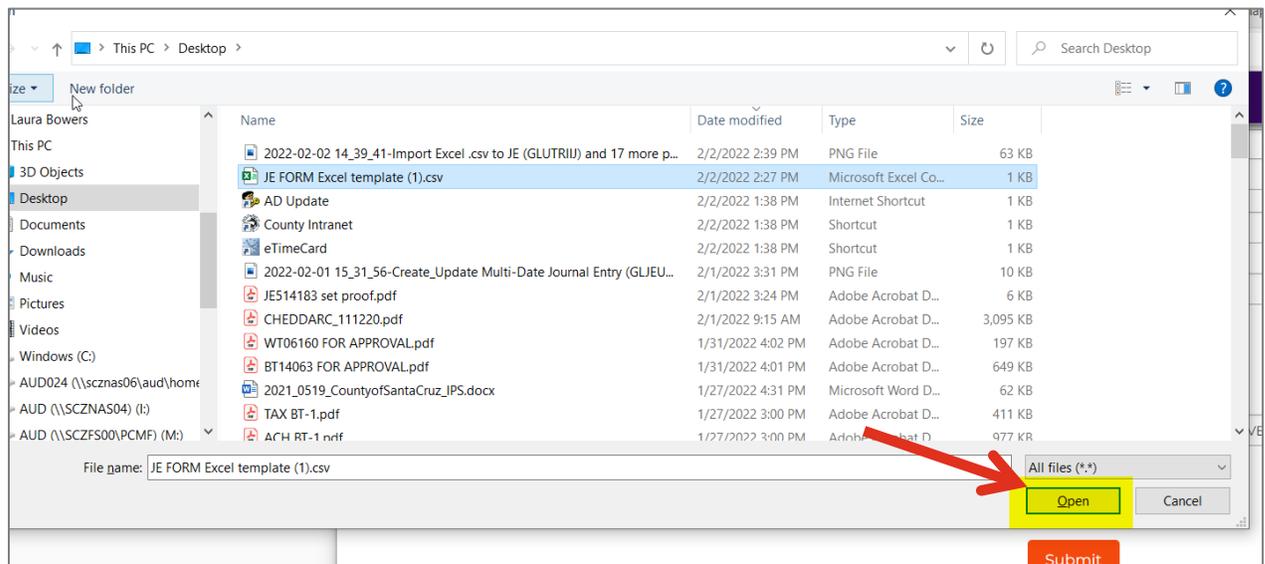
9. Enter a unique set ID that starts with J so you will recognize your set once it is uploaded, then click the Submit button.

Journal Entries Set type to be created	UB - Standard JE Set
Please enter the name of the Interface File	TEST041422.CSV Local...
Please enter the name of the JE Set	JE021422
Would you like the JE Set Sorted?	☐ (No)
Do you want like entries summarized?	☐ (No)
▶ Line Printer	ARCHIVE - DO ARCHIVE
▶ Optional Questions	

Submit

10. You will receive a notification that the job was submitted
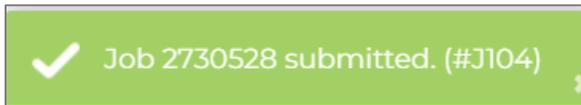
✔ Job 2730528 submitted. (#J104)

11. Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your GLUTRIIJ job is complete.

My Jobs   ⟳ ❓ ⌄

Desc	Job #	Status	Start	Type
Job: GLUTRIIJ	2730528	Completed	2/2/2022 2:41:31 PM	Job

12. Once the status is Completed, you can view the imported JE set by going to the GLJEUM screen and searching for the Set ID that you just created.

Deleting an Unposted Journal Entry Set

1. Navigate to GLJEUM

2. Click Apply Search to search for unposted journals. (The results are limited to transactions entered by you)
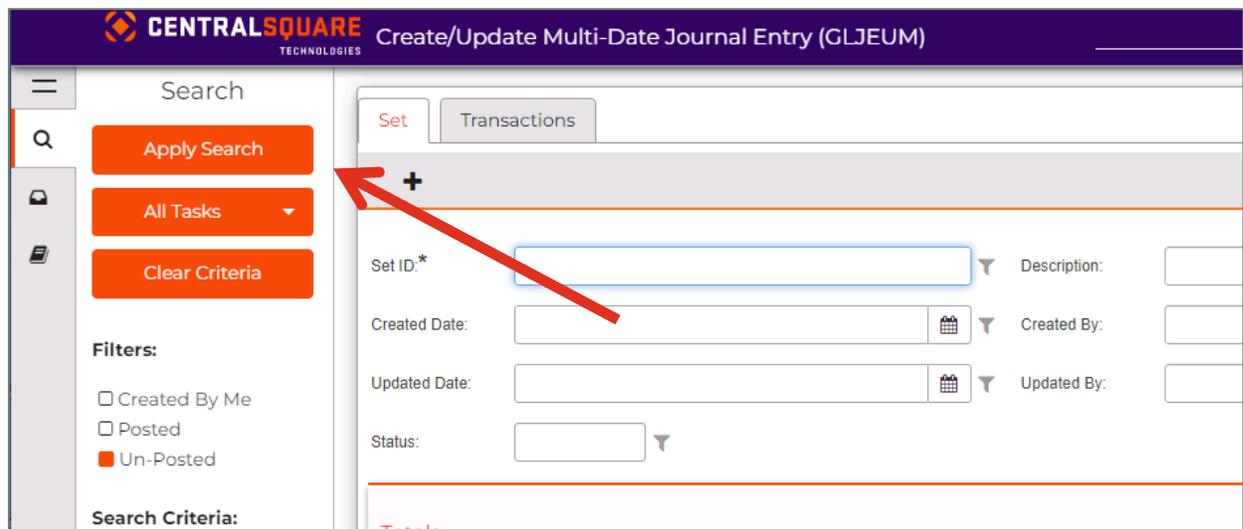
3. Select the Journal Set to be deleted (make sure it is highlighted in blue). Click the Trash can icon to delete the Set.
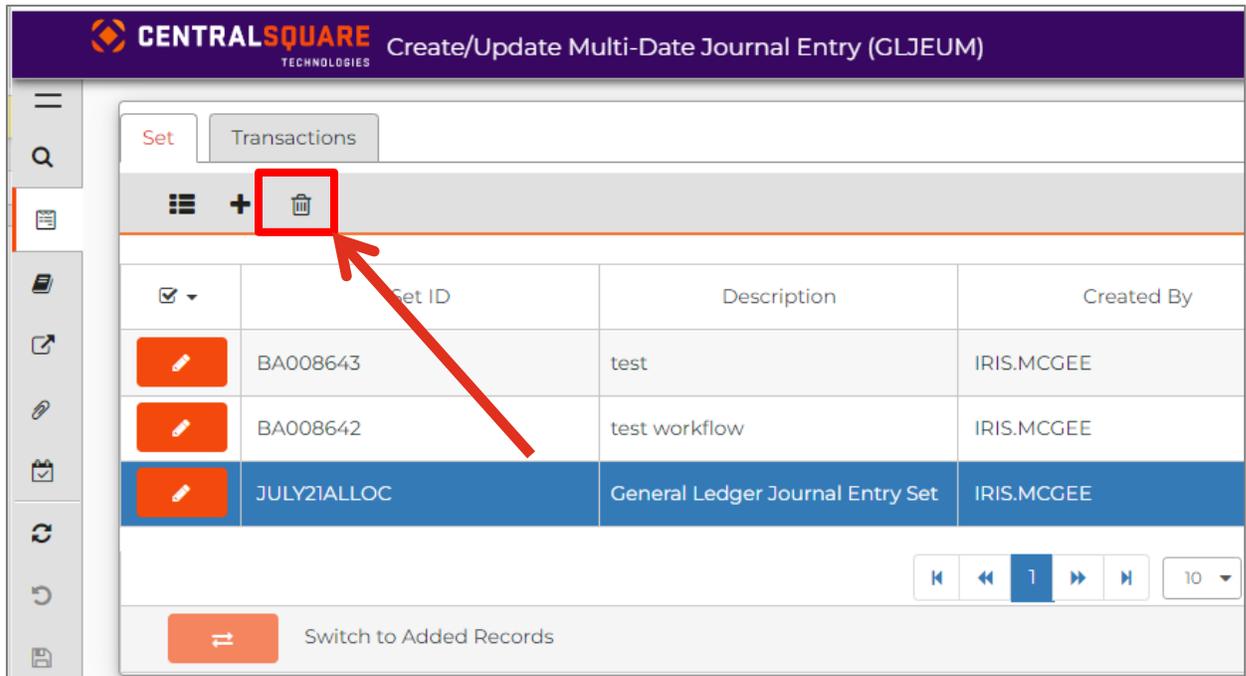
4. You will receive a confirmation message. Click Yes to confirm that you would like to delete the journal set.