



Accounting and Financial Reporting

GL Journal Entry (GLJE) Online Application

User Guide for Journals

General Ledger Journal Entry Manual Journal Instructions

Purpose of the application:

The GL Journal Entry ('GLJE') online application is accessible through Employee Self Service. Its main purpose is to allow you to submit new ("original") journal entries to the General Ledger that have NOT posted previously to the accounting system. ***Corrections of non-payroll transactions that previously posted to the General Ledger should continue to be submitted through the WebCV application.***

Categories of new ("original") entries are reflected by the application's Entry Types. Entry Types allow for the assignment of unique journal id prefixes and user security for each Type. The security assignment functionality provides the ability to restrict the number of users who have the ability to make certain kinds of journals. The Entry Types and examples of common journal entries for each Type are listed below.

- ***Standard (cash-offset)***
 - Charge internal UI customers for services provided by a UI department.
 - Intended to correct balances from a large number of transactions that were posted incorrectly or need to be moved to a different MFK. *This is meant to be kept to a minimum and is NOT allowed for transactions impacting sponsored projects (funds 500 & 510). Costs being transferred to a sponsored project must be handled through WebCV or PayCV to be in compliance with the University's Cost Transfer Policy since those two applications require the completion of the Cost Transfer Explanation and Justification Request form, which GLJE does not support. Here is information about the Cost Transfer Policies and Guidelines: <http://gao.fo.uiowa.edu/grant-and-contract-management/cost-transfers> and review the Cost Transfer links.*
- ***Accrual***
 - Accrue accounts receivable for services provided to external customers, accrue accounts payable at year-end that were not entered to the campus Accounts Payable system, or update supply inventory balances.
- ***Transfer***
 - Transfer of funds between WhoKeys other than General Education Fund (050), Current Restricted Non Federal (500)/Federal (510) or Agency Funds (950-989).
 - **NOTE:** The transfer (IACTs 3502-3596 Transfers-In and 7502-7596 Transfers-Out) of funds between Agency and University WhoKeys must be requested to and approved by the Director, Accounting & Financial Reporting. The request form is available at <http://afr.fo.uiowa.edu/accounting-resources>, under section "***Transfer accounting transactions between Agency and University funds***".
- ***Transfer-Agency***
 - Transfer of funds between Agency WhoKeys.
 - **NOTE:** Agency Funds (950-989) entries are allowed, if the debit and credit entries are all between agency accounts.
- ***Payroll, capital assets, bank disbursements and construction-in-progress adjustments***

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- Restricted to central administrative staff for each types' specific functionality that is needed due to the unique nature of these types of journals.

Request for access to GL Journal Entry:

Access to use the GLJE application is requested via the Accounting and Financial Reporting's Workflow form. This form can be found by visiting the Accounting and Financial Reporting website and going to the Financial Systems & Applications page. This will list all the applications/tables/other support that AFR supports along with how to be granted access. Please look for the GL Journal Entry (GLJE) section to see the link to the Workflow form.

Financial Systems & Applications page: <https://afr.fo.uiowa.edu/financial-systems-applications>

GLJE Access Workflow form: <https://workflow.uiowa.edu/form/gljecampusaccess>

In addition, due to various audit recommendations, please provide specific reasons as to why the user needs GLJE access instead of WebCV.

Accessing the GL Journal Entry application and using it:

The Home page of the General Ledger Journal Entry application is accessed through Employee Self Service via the *Administration* tab and the *Systems* area.

Journal Instructions:

From this page it is possible to create a new journal, update a journal that is in-progress or create a shell or repeating journal using a template that you have created.

User ID: TREW

Journal Entry Start Page

Templates

Search Other Journals

CV User Tools

Employee Self Service

Log Off

Start Journal Entry

new journal

in-progress journals

templates

journal name	journal ID	effective date	journal type	status	balance
<input type="checkbox"/> tr-test accrual	ONL174	09/02/2005		draft	0
<input type="checkbox"/> tr-Training Template	ONN25	09/06/2005	SH	draft	0
<input type="checkbox"/> tr-test standard	ONL181	09/06/2005		draft	0
<input type="checkbox"/> tr-budget officer	ONL182	09/07/2005		valid	0
<input type="checkbox"/> tr-staff meeting	ONL188	09/09/2005		valid	-45
<input type="checkbox"/> tr-staff template	ONN26	09/09/2005	SH	valid	0

template owner	template name	entry type	journal type	last edit date
<input type="checkbox"/> TREW	TR-Repeating Transfer	Transfer	RP	10/07/2005
<input type="checkbox"/> TREW	TR-Repeating test	Standard	RP	10/05/2005
<input type="checkbox"/> TREW	TR-Training Document	Accrual	SH	10/05/2005
<input type="checkbox"/> TREW	tr-Training Template	Accrual	SH	08/26/2005

reset delete selected journals/templates

go to journal header go to journal details

New journal creation

Update in-progress journal

Use a template to create a shell or repeating journal

Once you have chosen the option to create a new journal, you may select:

go to journal header

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This will bring you to the *Journal Header* screen.

User ID: TREW Journal Entry Start Page Templates Search Other Journals CV User Tools Employee Self Service Log Off	<div style="text-align: right;"><i>Journal Header</i></div> <p>Journal Name <input style="width: 150px;" type="text" value="TR-Training Documentation"/></p> <p>Effective Date <input style="width: 80px;" type="text" value="10/10/2005"/> <small>mm/dd/yyyy</small> Accounting Period 04, Fiscal Year 2006</p> <p>Entry Type <input style="width: 100px;" type="text" value="Standard"/></p> <p>Journal Type</p> <p><input checked="" type="radio"/> single journal <input type="radio"/> repeating journal</p> <p style="margin-left: 20px;"><input checked="" type="radio"/> generate a journal for every remaining period in this fiscal year <input type="radio"/> generate a journal for <input style="width: 30px;" type="text" value="1"/> accounting period(s)</p> <p>Journal ID -----</p> <p>Status valid</p> <p style="text-align: center;"> <input type="button" value="back"/> <input type="button" value="save header"/> <input type="button" value="save and go to journal details"/> </p>
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- **Journal Name:** allows you to name a journal in a way that will be meaningful to you. The Journal Name is 30 characters long. This field is NOT posted in the General Ledger system, so it does not appear on the SA3 or TDR detail reports or the GLDSS detail tables. It will appear in the Financial Systems Tools online application when searching for a GLJE journal.
- **Effective Date:** must be in the current accounting period and will default to today's date. (The application will accept a future date, but it will not be posted until that accounting period has been opened.)
- **Entry Type:** will be standard for most online journals and is the default privilege assigned to campus users. The standard designation means there is a cash-offset (IACT 1000) created for this journal.
 - Accrual, Transfer, and Transfer-Agency Entry Types are also available to campus users on a limited basis, based on business need.
 - Special rules apply to appropriately recording transfer entries.
 - All other Entry Types are limited to central administrative units requiring additional functionality (including Property Management, Payroll, Treasurer's Office and construction projects).
- **Journal Type:** option to create a 'single' journal or multiple ('repeating') times.

When a Journal Name and Effective Date have been entered, choose either:

or

The application will assign a Journal ID based on the Entry Types below:

ONL###	Standard (cash-offset) journal
ONN###	Accrual journal
TRF###	Transfer journal
TRA###	Transfer-Agency journal
PAY###	Payroll journal
PMO###	Capital asset journal
BKD###	Bank debit journal
CIP###	Construction-in-progress journal

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Journal Header

User ID: TREW

Journal Name: TR-Training Documentation

Effective Date: 10/10/2005 *mm/dd/yyyy* Accounting Period 04, Fiscal Year 2006

Entry Type: Standard

Journal Type:

 single journal

 repeating journal

 generate a journal for every remaining period in this fiscal year

 generate a journal for 1 accounting period(s)

Journal ID: ONL227

Status: valid

Buttons: back, save header, save and go to journal details

Note: Journal ID assigned by application of 'ONL227'. This will appear on the SA3/TDR/TDS reports and in the GLDSS detail tables.

The **Journal Detail screen** will list the Journal Header information, (Journal Name, Journal ID, Effective Date, Accounting Period and Fiscal Year, Entry Type and the Journal Status) above the green horizontal bar.

The green horizontal bar tracks the debit and credit amounts in the journal details.

Journal Details

Journal Name: TR-Training Documentation | Journal ID: ONL227 | Effective Date: 10/10/2005 | Acctg Prd/FY: 04/2006 | Entry Type: Standard | Status: draft

Total Debits: 0 | Total Credits: 0

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	CCtr	D/C	Amount
1/											0
2/											0
3/											0

Buttons: save, validate


Journal Header Information

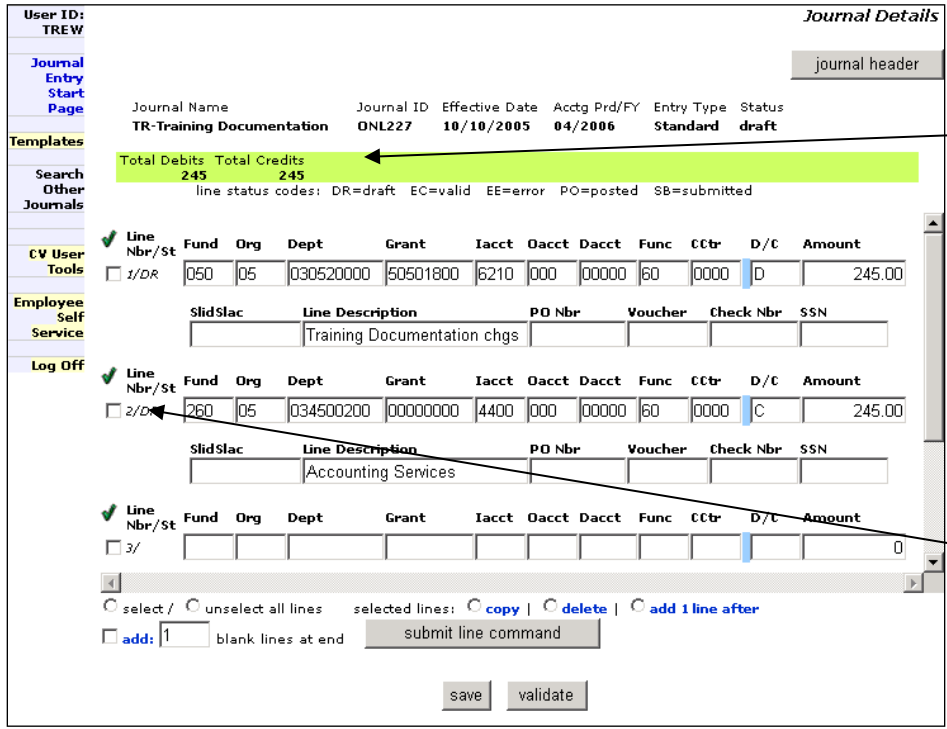
Debit and Credit Tracker

The save button allows you to save your work and come back to it at a later time. It does NOT do any validating of your entry. If you exit the Journal Entry application prior to validating your entries, the Journal Start page will show your journal in draft status.

The validate button sends your entries to the General Ledger to be edited.

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Once you have entered your journal details, click  to save the entries.



The screenshot shows the 'Journal Details' screen. At the top right, there is a 'journal header' button. Below it, the journal information is displayed: Journal Name: TR-Training Documentation, Journal ID: ONL227, Effective Date: 10/10/2005, Acctg Prd/FY: 04/2006, Entry Type: Standard, Status: draft. A green bar highlights the 'Total Debits' and 'Total Credits' section, both showing a value of 245. Below this, the line status codes are listed: DR=draft, EC=valid, EE=error, PO=posted, SB=submitted. The main table contains three journal lines. The first line is selected and shows a debit of 245.00 for 'Training Documentation chgs'. The second line shows a credit of 245.00 for 'Accounting Services'. The third line is currently blank. At the bottom, there are buttons for 'save' and 'validate', and a 'submit line command' button with an 'add' checkbox and a text input field containing the number '6'.

The Debit & Credit Tracker shows a total of \$245 for the journal details debits and credits.

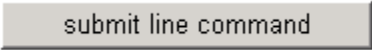
Notice beside the detail line number, there is a status code notating that the lines are in draft (saved but not validated).

The line status codes are listed under the green Debit and Credit Tracker.

- DR=draft-this data has been saved, but not yet validated
- SB=submitted- journal has been validated and submitted to the General Ledger for posting
- PO=posted- journal has posted to the General Ledger
- EC=valid- data has been saved and validated
- EE=error- data has been saved and validated, but the line is in error

There are various commands at the bottom of the Journal Detail screen. The Journal Detail screen initially will only display 4 lines. To display additional lines for your

journal, you may select **add:** blank lines at end and click



. The application will add the number of blank lines that you requested at the end of the journal.

General Ledger Journal Entry Manual

Journal Instructions

User ID: TREW
Journal Details

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	draft

Total Debits 245 Total Credits 245

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Oacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/> 1/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
			SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
				Training Documentation chgs							
<input checked="" type="checkbox"/> 2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
			SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
				Accounting Services							
<input type="checkbox"/> 3/											0

select / unselect all lines selected lines: copy | delete | add 1 line after

add: 1 blank lines at end

Radio button for the copy line command.

You may copy lines already in your journal, by placing a check in the box next to the line(s) that you want to copy. Then click the radio button next to copy and

 then .

User ID: TREW
Journal Details

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Status
TR-Training Documentation	ONL227	10/10/2005	04/2006	Standard	draft

Total Debits 490 Total Credits 490

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

<input type="checkbox"/> 1/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
			SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
				Accounting Services							
<input checked="" type="checkbox"/> 3/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
			SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
				Training Documentation chgs							
<input checked="" type="checkbox"/> 4/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
			SlidSlac	Line Description	PO Nbr	Voucher	Check Nbr	SSN			
				Accounting Services							

select / unselect all lines selected lines: copy | delete | add 1 line after

add: 1 blank lines at end

Notice that the total debits and credits have doubled and there are now 4 lines in the journal.

General Ledger Journal Entry Manual Journal Instructions

You may delete lines from your journal, by placing a check in the box next to the line(s) that you want deleted. Then click the radio button next to delete at the bottom of the Journal Detail screen and then .

To select the lines to be deleted, check the box next to the line number.

User ID: TREW *Journal Details*

Journal Entry Start Page

Journal Name: TR-Training Documentation Journal ID: ONL227 Effective Date: 10/10/2005 Acctg Prd/FY: 04/2006 Entry Type: Standard Status: draft

Templates

Total Debits: 490 Total Credits: 490

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Dacct	Dacct	Func	Cctr	D/C	Amount
<input type="checkbox"/> 2/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
SlidSlac Line Description PO Nbr Voucher Check Nbr SSN											
Accounting Services											
<input checked="" type="checkbox"/> 3/DR	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
SlidSlac Line Description PO Nbr Voucher Check Nbr SSN											
Training Documentation chgs											
<input checked="" type="checkbox"/> 4/DR	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
SlidSlac Line Description PO Nbr Voucher Check Nbr SSN											
Accounting Services											

select / unselect all lines selected lines: copy | delete | add 1 line after
 add: blank lines at end

Once you are ready to validate your entries, click . Your journal information will be sent to the validation edit check and error messages will be displayed if there are errors. The validation edit routine will verify that chartfields, the WhoKey and MFK exist; the WhoKey is open; debits and credits equal; and the institutional account is appropriate for the journal.

User ID: TREW *Journal Details*

Journal Entry Start Page

Journal Name: TR-Training Documentation Journal ID: ONL227 Effective Date: 10/10/2005 Acctg Prd/FY: 04/2006 Entry Type: Standard Status: valid

Templates

Total Debits: 245 Total Credits: 245

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted

Line Nbr/St	Fund	Org	Dept	Grant	Iacct	Dacct	Dacct	Func	Cctr	D/C	Amount
<input checked="" type="checkbox"/> 1/EC	050	05	030520000	50501800	6210	000	00000	60	0000	D	245.00
SlidSlac Line Description PO Nbr Voucher Check Nbr SSN											
Training Documentation chgs											
<input checked="" type="checkbox"/> 2/EC	260	05	034500200	00000000	4400	000	00000	60	0000	C	245.00
SlidSlac Line Description PO Nbr Voucher Check Nbr SSN											
Accounting Services											
<input checked="" type="checkbox"/> 3/											0

select / unselect all lines selected lines: copy | delete | add 1 line after
 add: blank lines at end

General Ledger Journal Entry Manual Journal Instructions

The details will become “grayed out” or unavailable for editing when:

1. The details of the journal have been validated.
2. All of the lines are error-free.
3. The debit/credit totals balance.

At this point, you have the option of editing your journal by either adding more lines or changing the lines that have been validated by clicking .

When you have determined the journal is complete, validated and ready to submit to the General Ledger, click on .

You must confirm that you want to submit the journal for posting to the General Ledger.

If you are finished with your journal, click . Unless there are errors in the journal, the journal will be posted to the General Ledger that night and will appear in detail statements and in GLDSS detail daily tables the next business day for the accounting period the journal was posted to.

Deleting Submitted Journals:

You may delete a submitted journal on the day it’s submitted, but you must delete it before the nightly job runs at 5pm that sends the journals to the General Ledger to post.

To delete a submitted journal, go to the Journal Entry Start Page. Under the in-progress journals section, the submitted journal will display. Check the box next to the journal to delete and click on ‘delete selected journals/templates’ as shown in the example below:

in-progress journals

<input checked="" type="checkbox"/>	<input type="checkbox"/>	journal name	journal ID	effective date	journal type	status	balance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	cgstandard	ONL35511	11/06/2008		submitted	0.00

'x' will delete journal

At this time, once a journal has been submitted there is no ability to edit the journal. It must either be posted as submitted or deleted before the 5pm job runs that day.

Searching for GLJE journals:

If you have GLJE, WebCV or PayCV security, you have access to an online search tool to retrieve userid, directory information for the person who posted the journal and other details for transactions posted from these three transactional applications. The search tool is called ‘Financial Systems Tools’ and is available in Self Service under Administration/Data Access. Searches can be made on various criteria, including by username (Hawkid) as well as by journal ID for GLJE journals and other advanced search criteria for WebCV and PayCV journals.

General Ledger Journal Entry Manual Journal Instructions

Journal IDs that begin with the following prefixes are searchable in the Financial Systems Tools site:

- WCV* (WebCV)
- PCV* (PayCV)
- ONL (Standard GLJE)
- ONN (Accrual GLJE)
- TRF (Transfers GLJE)
- TRA (Agency transfers GLJE)
- PAY (Payroll GLJE)
- PMO (Capital assets GLJE)
- CIP (Construction-in-progress GLJE)
- BKD (Bank - debit GLJE)

Year End processing implications:

During the year end close process and after calendar date June 30th, if you have year-end privileges, the application will permit you to choose to create a journal and post it to the fiscal year being closed or the new fiscal year.

This is handled by displaying an option with radio buttons to choose the new fiscal year or the year end adjustment period for the fiscal year being closed. This option becomes available for all journal types for creating a new journal, using an in-progress journal or creating a new journal from an existing template. Radio button choices will appear on the Journal Entry Start page that allow you to select creating a journal or template for the new fiscal year or for the year end periods of 13 or 14. Below is an example of when we're in the preliminary close timeframe (period 13) and the new fiscal year (July, period 01):

journal for new fiscal year 2008 journal for year end period 13

The default is set to the radio button that will create the journal for the new fiscal year. If the default is chosen, the journal will be assigned "today's date" as the effective date of the journal and will default to accounting period 01/xxxx (of the new fiscal year). This option allows you to change the effective date of the journal to a date within the current month (July), just as you are allowed to do within any other period of the year. An error will be received if you attempt to change the effective date prior to the beginning of the current period (07/01/xxxx), just as you would receive the error below for any other period that you tried to do this for:

The value entered for **Effective Date (06/30/2007)** is prior to the beginning of the current accounting period. Back posting is not allowed.

General Ledger Journal Entry Manual Journal Instructions

To post a journal to the fiscal year being closed for preliminary close (period 13), you must select the radio button of “journal for year end period 13”. Final close (period 14) works the same as preliminary close and states it’s period 14 at the appropriate time in the application. Once you select this option and either select “go to journal header” or “go to journal details”, the effective date is filled in for you of 6/30/xxxx (of the fiscal year being closed). Along with that, the accounting period of 13 or 14 plus the fiscal year being closed will also be displayed to the right of the effective date as shown below. *You cannot change the effective date or period/fiscal year for year-end close journals. If you choose the wrong radio button on the Start Page and have created a journal header and/or journal details for a journal and then realize you chose the wrong fiscal year, you will have to delete that journal and start over, choosing the correct fiscal year radio button.*

Journal Name

Effective Date 06/30/2007 Accounting Period 13, Fiscal Year 2007

GLJE has period 14 established as an independent privilege. If you do not have this special year end privilege when the period 14 timeframe is reached in mid-July, you will not have the option to choose between Period 14 and Period 01 of the new year, e.g. you won’t have a radio button to choose.

Period 14 privileges are highly restricted and are intended generally for Org level administrators so your Collegiate Business Officer must approve this security. Each year Accounting and Financial Reporting notifies all Business Officers who have employees with GLJE privileges to approve access at that time. They can also email Tammy Buchmayer in Accounting and Financial Reporting to request access for someone during the year-end close timeframe.

While regular June business (period 12) is still being processed in the General Ledger system, any preliminary close or July new fiscal year journals will be submitted but will not post in the General Ledger system until regular June business has been closed.

Once the year end adjustment period (preliminary or final close, depending on the timeframe) and July period are open in the General Ledger, you can follow this as a general rule: if the journal has no errors, it should post as part of the nightly process on the same day the journal is submitted and the transactions will appear in the Transaction Detail Report (TDR), the search function in the Financial Systems Tools web application, as well as appear in the General Ledger Decision Support System detail daily table the following business day.