GL Journal Entry (GLJE)

Online Application

User Guide for Templates
The General Ledger Journal Entry (GLJE) Template function provides for the creation of a model for a journal entry. First the template/model is created; then it is used to create a journal to post to the General Ledger. By choosing Templates on the navigation bar, you will be directed to the Templates page. Here you are able to:

- Create a new template (shell or repeating)
- Modify an existing template
- Delete an unnecessary template

**Shell Templates**

In the following example, we are going to set up a new SHELL template. Select the radio button and then...
General Ledger Journal Entry – Template User Guide

**Template Header screen:**
- The Template Name allows you to name a journal, up to 30 characters long, in a way that will be meaningful to you.
- The Effective Date does not have meaning for a template, only for journals. The date can be left as today’s date, which is the default.
- The Entry Type will be “standard” for most online journals. The standard designation means there is a cash offset for this journal. The four Entry Type choices for users across campus are Standard, Accrual, Transfer and Transfer-Agency. When you apply for access to the Journal Entry application, the standard entry type is automatically granted to you. You may select the Accrual, Transfer and Transfer-Agency entry types if you have a business need to create those types of journals.
Once the template name and date have been entered and the entry type decided upon, choose:

Save and go to template details

Since we are creating a template, a journal ID will not be assigned at this time. Shell journals are used for recurring entries to the same MFKs but each time it is used it will probably have different amounts for each line, so that’s why the shell template does not contain any amount fields.
Template Detail Screen:

The Template Detail screen inherits and displays the template header information (Template Name, Template Date, the Entry Type and the Template Type).

Once you have entered your template details, select **Save**.
After you have finished your template, select the validate button. When the validation is complete, there are no errors and you are done with your template you can now create a journal using the template.

Select the template on the navigation bar. Notice that your template has been added to the list of templates available for use. *Only journals post to the General Ledger, not templates.*
If you want to create a journal to post to the General Ledger based on this template, select the template and then go to journal header.

Verify the Journal Name and Effective Date that you wish to use, then select save and go to journal details.
Once you have entered amounts for each journal line, select **validate**

On the Journal Detail Screen, a Journal ID has been assigned and there is an amount field on every line.
Any time that you do not use all of the lines in your template, the *blank lines need to be deleted from your journal before it is submitted to post to the General Ledger*.

Now you follow the same steps as you would for any other method you use to create and submit a journal to the General Ledger.
Repeating Templates

Repeating templates are very similar to shell templates, the difference being the repeating template carries forward the amounts. First, go to the Templates screen using the navigation bar and select the radio button for repeating template and select **go to template header**

Choose the Template Name, Template Date and Entry Type. Then select **save and go to template details**
On the Template Detail screen, enter your details then validate.

Notice on the Repeating Template, there are amount fields.

On the Start Journal Entry page, select the radio button for the repeating template just created. Then select go to journal header and make any necessary journal changes before saving, validating and/or submitting the journal for posting.
<table>
<thead>
<tr>
<th>User ID: TRUCHMAY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entry</td>
<td>Start Page</td>
</tr>
<tr>
<td>Sets</td>
<td></td>
</tr>
<tr>
<td>Templates</td>
<td></td>
</tr>
<tr>
<td>Financial Systems</td>
<td>Tools</td>
</tr>
<tr>
<td>Journal Guide</td>
<td></td>
</tr>
<tr>
<td>Template Guide</td>
<td></td>
</tr>
<tr>
<td>JE Admin</td>
<td></td>
</tr>
<tr>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Log Off</td>
<td></td>
</tr>
</tbody>
</table>

Notice the Journal Type for the templates, SH for Standard and RP for Repeating.
Modifying Templates

Go to the Templates screen using the navigation bar and select the radio button
and select the template you want to modify. Go to the Template Header
screen if you want to change any information and then to Template Details to modify whatever
you wish to.

**NOTE:** Any changes made to a template are NOT reflected in any journals created from that
template prior to the changes being made.