



THE UNIVERSITY OF IOWA

*Accounting and Financial Reporting*

# **GL Journal Entry (GLJE)**

## **Online Application**

### **User Guide for Templates**

## General Ledger Journal Entry – Template User Guide

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

**General Ledger Journal Entry** THE UNIVERSITY OF IOWA

GL Journal Entry will be unavailable for a few minutes each evening, starting at 6:30 p.m., while journals submitted today are processed and sent to the general ledger for posting.

User ID: TBUCHMAY Start Journal Entry

Journal Entry Start Page

new journal

in-progress journals

**Templates** ← *'x' will delete journal*

journal name	journal ID	effective date	status	balance

Financial Systems Tools Journal Guide Template Guide

JE Admin  templates

Employee Self Service *'x' will delete template*

template owner	template name	entry type	journal type	last edit date

reset delete selected journals/templates

go to journal header go to journal details

To create a new template or modify an existing template

### Shell Templates


In the following example, we are going to set up a new SHELL template. Select the

**create new SHELL template** radio button and then

## General Ledger Journal Entry – Template User Guide

### General Ledger Journal Entry

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User ID: TBUCHMAY Templates

create new SHELL template  
 create new REPEATING template  
 modify template

<input checked="" type="checkbox"/>	X	template owner	template name	entry type	journal type	last edit date

'x' will delete template


reset      delete selected templates

go to template header      go to template details

### 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.

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**User ID:**  
TBUCHMAY

**Journal Entry Start Page**

**Templates**

**Financial Systems Tools**

**Journal Guide**

**Template Guide**

**JE Admin**

**Employee Self Service**

**Log Off**

**Template Name**  ←

**Template Date**  Accounting Period 02, Fiscal Year 2012

**Entry Type**  ←

**Template Type** Shell

The template name is only carried in the Journal Entry application – it will not appear on any transaction statements.

Choose an Entry Type

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Once the template name and date have been entered and the entry type decided upon, choose:

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.

# General Ledger Journal Entry – Template User Guide

## 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).

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User ID: TBUCHMAY **Template Details**

Journal Entry Start Page template header

Templates

Line Nbr	Fund	Org	Dept & SubDept	Grant	Iacct	Oacct	Dacct	FncCctr	D/C
1									
		SlidSlac	Line Description						
2									
		SlidSlac	Line Description						
3									
		SlidSlac	Line Description						

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


add: 1 blank lines at end    submit line command

Once you have entered your template details, select



## General Ledger Journal Entry – Template User Guide

**General Ledger Journal Entry** 

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**User ID:**  
TBUCHMAY

**Journal Entry Start Page**

**Templates**

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**Log Off**

**Template Details**

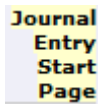
template header

Template Name	Template Date	Entry Type	Template Type
Copier charges	08/02/2011	Standard	Shell

<input checked="" type="checkbox"/>	Line Nbr	Fund	Org	Dept & SubDept	Grant	Iacct	Oacct	Dacct	Fnc CCtr	D/C
<input type="checkbox"/>	1	050	05	030520000	50501800	6212	000	00000	60 0000	C
		<b>SlidSlac</b>		<b>Line Description</b>						
				reimb copies						
<input checked="" type="checkbox"/>	2	050	05	030510000	50501800	6212	000	00000	60 0000	D
		<b>SlidSlac</b>		<b>Line Description</b>						
				charge copies						
<input checked="" type="checkbox"/>	3	050	05	030520000	50501800	6212	000	00000	60 0000	D
		<b>SlidSlac</b>		<b>Line Description</b>						

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

After you have finished your template, select . 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 **Journal Entry Start Page** 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.

## General Ledger Journal Entry – Template User Guide

### General Ledger Journal Entry

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User ID:  
TBUCHMAY

Journal Entry Start Page

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Log Off

Start Journal Entry

new journal  
 in-progress journals

	journal name	journal ID	effective date	status	balance
✓ X					
	'x' will delete journal				

---

templates

	template owner	template name	entry type	journal type	last edit date
✓ X	TBUCHMAY	Copier charges	Standard	SH	08/02/2011
	'x' will delete template				

Notice your new template under the template section.

If you want to create a journal to post to the General Ledger based on this template, select the template and then

### General Ledger Journal Entry

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User ID:  
TBUCHMAY

Journal Entry Start Page

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Log Off

Journal Header

Journal Name:

Effective Date:  Accounting Period 02, Fiscal Year 2012

Entry Type: Standard

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Verify the Journal Name and Effective Date that you wish to use, then select

## General Ledger Journal Entry – Template User Guide

### General Ledger Journal Entry

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**User ID:**  
TBUCHMAY

**Journal Entry Start Page**

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**Log Off**

**Journal Details**

journal header

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Journal Status
Copier charges	ONL78021	08/02/2011	02/2012	Standard	draft

Total Debits
Total Credits

0.00
0.00

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted HL=held NS=unknown

Line Nbr/St	Fund	Org	Dept & SubDept	Grant	Iacct	Oacct	Dacct	FncCctr	D/CAmount
<input checked="" type="checkbox"/> 1/	050	05	030520000	50501800	6212	000	00000	60 0000	C 0.00
<b>SlidSlac</b>				<b>Line Description</b>	<b>PO Nbr</b>	<b>Voucher</b>	<b>Check #</b>	<b>Univ ID</b>	
				reimb copies					
<input checked="" type="checkbox"/> 2/	050	05	030510000	50501800	6212	000	00000	60 0000	D 0.00
<b>SlidSlac</b>				<b>Line Description</b>	<b>PO Nbr</b>	<b>Voucher</b>	<b>Check #</b>	<b>Univ ID</b>	
				charge copies					
<input checked="" type="checkbox"/> 3/	050	05	030520000	50501800	6212	000	00000	60 0000	D 0.00
<b>SlidSlac</b>				<b>Line Description</b>	<b>PO Nbr</b>	<b>Voucher</b>	<b>Check #</b>	<b>Univ ID</b>	

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


add: 1 blank lines at end

On the Journal Detail Screen, a Journal ID has been assigned and there is an amount field on every line.

Once you have entered amounts for each journal line, select



## General Ledger Journal Entry – Template User Guide

**General Ledger Journal Entry** 

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**User ID:**  
TBUCHMAY

**Journal Entry Start Page**

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**Employee Self Service**

**Log Off**

**Journal Details**

journal header

Journal Name	Journal ID	Effective Date	Acctg Prd/FY	Entry Type	Journal Status
Copier charges	ONL78021	08/02/2011	02/2012	Standard	draft

Total Debits    Total Credits  
0.00                    0.00

line status codes: DR=draft EC=valid EE=error PO=posted SB=submitted HL=held NS=unknown

Line Nbr/St	Fund	Org	Dept & SubDept	Grant	Iacct	Oacct	Dacct	Fnc Cctr	D/CAmount
<input checked="" type="checkbox"/> 1/	050	05	030520000	50501800	6212	000	00000	60 0000	C 225.00
	SlidSlac		Line Description	PO Nbr		Voucher		Check #	Univ ID
			reimb copies						
<input checked="" type="checkbox"/> 2/	050	05	030510000	50501800	6212	000	00000	60 0000	D 150.00
	SlidSlac		Line Description	PO Nbr		Voucher		Check #	Univ ID
			charge copies						
<input checked="" type="checkbox"/> 3/	050	05	030520000	50501800	6212	000	00000	60 0000	D 75.00
	SlidSlac		Line Description	PO Nbr		Voucher		Check #	Univ ID

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

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.

# General Ledger Journal Entry – Template User Guide

## 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](#)

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User ID: TBUCHMAY

**Templates**

create new SHELL template

create new REPEATING template

modify template

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	template owner	template name	entry type	journal type	last edit date
<input type="checkbox"/>	<input type="checkbox"/>	TBUCHMAY	Copier charges	Standard	SH	08/02/2011

'x' will delete template

reset delete selected templates

go to template header go to template details

Choose the Template Name, Template Date and Entry Type. Then select

[save and go to template details](#)

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User ID: TBUCHMAY

**Template Header**

Template Name: remote access

Template Date: 08/03/2011 Accounting Period 02, Fiscal Year 2012

Entry Type: Standard

Template Type: Repeating

back save header save and go to template details

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## General Ledger Journal Entry – Template User Guide

On the Template Detail screen, enter your details then

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User ID:  
**TBUCHMAY**

**Journal Entry Start Page**

**Templates**

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**Log Off**

**Template Details**

Template Name	Template Date	Entry Type	Template Type
remote access	08/03/2011	Standard	Repeating

Total Debits	Total Credits		
332.00	332.00		

Line Nbr	Fund	Org	Dept & SubDept	Grant	Iacct	Oacct	Dacct	Fnc	CCtr	D/CAmount				
<input type="checkbox"/>	260	05	034500000	000000000	6270	000	000000	00	00000	C 332.00				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SlidSlac</td> <td style="width: 80%;">Line Description</td> </tr> <tr> <td></td> <td>remote access</td> </tr> </table>										SlidSlac	Line Description		remote access
SlidSlac	Line Description													
	remote access													
<input checked="" type="checkbox"/>	260	05	034500200	000000000	6270	000	000000	00	00000	D 332.00				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SlidSlac</td> <td style="width: 80%;">Line Description</td> </tr> <tr> <td></td> <td>remote access</td> </tr> </table>										SlidSlac	Line Description		remote access
SlidSlac	Line Description													
	remote access													
<input type="checkbox"/>										0.00				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SlidSlac</td> <td style="width: 80%;">Line Description</td> </tr> <tr> <td></td> <td></td> </tr> </table>										SlidSlac	Line Description		
SlidSlac	Line Description													

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

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  and make any necessary journal changes before saving, validating and/or submitting the journal for posting.


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## General Ledger Journal Entry

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User ID: **TBUCHMAY** **Start Journal Entry**

**Journal Entry Start Page**

new journal

in-progress journals

✓ ✗ journal name journal ID effective date status balance  
*'x' will delete journal*

**Templates**

Financial Systems Tools Journal Guide Template Guide

templates

Employee Self Service Log Off

✓ ✗	template owner	template name	entry type	journal type	last edit date
<input type="checkbox"/>	TBUCHMAY	Copier charges	Standard	SH	08/02/2011
<input checked="" type="checkbox"/>	TBUCHMAY	remote access	Standard	RP	08/03/2011

*'x' will delete template*

reset delete selected journals/templates

go to journal header go to journal details

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

# General Ledger Journal Entry – Template User Guide

## Modifying Templates

Go to the Templates screen using the navigation bar and select the radio button

**modify template** 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.*

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User ID: TBUCHMAY Templates

create new SHELL template

create new REPEATING template

**modify template**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	template owner	template name	entry type	journal type	last edit date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TBUCHMAY	Copier charges	Standard	SH	08/02/2011
<input type="checkbox"/>	<input type="checkbox"/>	TBUCHMAY	remote access	Standard	RP	08/03/2011

*'x' will delete template*

reset      delete selected templates

go to template header      go to template details