User Manual

GL Journal Entry (GLJE)

The University of Iowa

Accounting and Financial Reporting

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Section 1: General Information

What is the GLJE application used for?

GL Journal Entry (GLJE) is the only mechanism available to departments to create and post new/original entries and is not intended for the use of correcting entries. ***Corrections of non-payroll transactions that previously posted to the General Ledger should continue to be submitted through the WebCV application.***

How do I get access to GLJE?

There are two options for access to use the GLJE application. This is dependent on the type of entries you need to post. More details on the Entry Types are in [Section 3](#).

Standard Access (non-ATR/ATN) access: *[Request for GLJE Application Access](#)*

- ✓ Form routes through Workflow to the supervisor, Business Officer and Accounting and Financial Reporting (AFR) for approval. Once the Workflow form is approved and "complete", access is set up and the user notified via email.

Appropriated Transfer Recurring/Non-Recurring (ATR/ATN) access: *[Request for GLJE ATR/ATN Access](#)*

- ✓ Form routes through Workflow to the supervisor and Business Officer for approval. Once the Workflow form is approved and complete", access is set up and the user notified via email.

General Application Tips/Contact Information:

- ✓ For security purposes, always log out of the application to close it by clicking the down arrow under your name that appears logged in to the application in the top right page header. *Do NOT just close the browser or X out of it without logging out of the application.*

- ✓ Send issues and questions to AFR-ElecFinTrans@uiowa.edu, which is also listed in the application footer.

- ✓ Appropriated Transfer Non-Recurring (ATN) and Appropriated Transfer Recurring (ATR) usage questions, please direct to sujatha-shetty@uiowa.edu (Budget Development Office).

Section 2: Access & Functionality

How to get into GLJE once you have access:

Link is available through Self Service → Business & Financial Systems → Financial Systems & Forms → GL Journal Entry

> **NOTE:** If you do not have access to GLJE, an error is thrown if you try to do anything within the application.

Application Functionality Overview:

Within the application, the tabs along the top of the page are:

GL Journal Entry: Journal Management page.

Journal Management: View/manage all journals you have begun or submitted and to create new journals.

Template Management: View/manage all templates you own and can copy your templates to other users.

History/Search: Search tool that includes all GLJE users' draft, submitted, posted, invalid and deleted entries.

Further details for these pages are found in the specified sections below.

Section 3: Entry Types & Journal ID

Entry Types

Entry types are based on the type of entry you are trying to post. Each entry type has its own set of rules built into the application and each has a unique Journal ID prefix.

Security to each entry type is based on the types of entries you need to post. When creating new journals and templates, the entry type options are based on your security.

Standard (cash-offset):
- ✓ Charge internal UI customers for goods and services provided by a UI department.
- ✓ Intended to correct balances from a large number of transactions that posted incorrectly or need moved to a different MFK.
  - o *This usage should be kept to a minimum, and **is NOT allowed for transactions impacting sponsored projects (funds 500 & 510).** Costs to transfer to a sponsored project must be handled through WebCV or PayCV* to be in compliance with the University's Cost Transfer Policy. Those two applications require the completion of the Cost Transfer Explanation and Justification Request form, which GLJE does not support. Review the Cost Transfer Policies and Guidelines here: http://gao.fo.uiowa.edu/grant-and-contract-managment/cost-transfers.

Accrual: Accrue accounts receivable for goods and services provided to external customers, accrue accounts payable at year-end that were not entered to the campus Accounts Payable system, and update supply inventory balances.

Appropriated Transfer Non-Recurring: One-time transfer of GEF or Appropriated funds from one WhoKey to another (must be within same fund). Only Iact 4011 is allowed.

Appropriated Transfer Recurring: Recurring, permanent transfer of GEF or Appropriated funds from one WhoKey to another (must be within the same fund). Only Iact 4010 allowed. Journal is not allowed to be created with a journal date between May 1 – June 30.

Transfer: Transfer of funds between WhoKeys other than General Education Fund (050), Current Restricted Non-Federal (500)/Federal (510) or Fiduciary Funds (952-989).

> **NOTE:** The transfer (Iacts 3502-3596 Transfers-In and 7502-7596 Transfers-Out) of funds between Fiduciary and University WhoKeys must be requested 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 Fiduciary and University funds***".

Transfer – Fiduciary: Transfer of funds between Fiduciary WhoKeys.

> **NOTE:** Fiduciary Funds (952-989) entries are allowed if the debit and credit entries are all between fiduciary accounts.

Payroll, Capital Assets, Bank Disbursements and Construction-in-Progress: Restricted to central administrative staff for each types' specific functionality needed due to the unique nature of these types of journals.

Journal ID assignment based on Entry Type

ONL###	Standard (cash-offset) journal
ONN###	Accrual journal
ATN###	Appropriated Transfer Non-Recurring journal
ATR###	Appropriated Transfer Recurring journal
TRF###	Transfer journal
TRA###	Transfer-Fiduciary journal
PAY###	Payroll journal
PMO###	Capital Asset journal
BKD###	Bank debit journal
CIP###	Construction-in-Progress journal

Section 4: Journal Management

This page is used to find your current application permissions and to manage your in-process and submitted journals.

My Permissions & Access Request links

- ✓ Your permissions are listed on the top left of this page.
- ✓ If additional access is needed for your job responsibilities, links are provided to the two request forms (described in *How do I get access to GLJE?* of Section 1).

Journal Status Sections

This page may consist of up to 4 sections, organizing your journals by their status:

Invalid: Includes journals with errors that need corrected before the journal can be submitted. This section also includes any journals previously submitted for a future period. Once the future period is open, if an error was introduced that journal appears here, and you will receive an email with information provided to review the journal in error to correct it to submit to GL or to delete it.

Draft: Includes in-process journals being worked that have not been submitted or are in an Invalid status.

Submitted – Current: Includes journals submitted for the current open month. This section is cleared nightly after a job process sends these journals to the GL. If an error is found upon processing, the journal is moved to the Invalid section and an email is sent to you. If there are no errors, all journals passed validation and are posted to the GL.

Submitted – Future: Includes journals submitted for a future month/period. Journals remain in this section until the appropriate month for the journal(s) is open and then those journals are processed the 1st of the month the journal is for. If an error is found upon processing, the journal is moved to the Invalid section and an email is sent to you. If there are no errors, all journals passed validation and are posted to the GL.

TIPS:
- ✓ Each section *only* appears if you have at least one journal in that status. If no journals appear for any sections, then "*You have no journals*" message is displayed.
- ✓ Each section's default is to the expanded version; there is an option to collapse/expand each section separately.
- ✓ Default sorting is based on Effective Date, from oldest to newest, and is applied to each section separately.
- ✓ Additional sorting may be applied on the Journal Name, Journal ID, Effective Date and Acctg Prd/FY columns by selecting the column header names. Sorting is applied to each section separately.

Journal Management Actions

Create New Journal: Button located at top right of page.

The following buttons only appear if you have existing journals:

Header: Available for each journal. Select to edit the Header for each journal.

Details: Available for each journal. Select to edit the Details (journal lines) for each journal.

Delete (Trashcan Icon): Available for each journal. Select to delete the journal entirely; once deleted it cannot be retrieved.

Section 5: Template Management

This page is used to create and edit existing templates, as well as copying your templates to another GLJE user.

Template Sections

This page can consist of up to 2 sections: Organizing your templates between those that you have current permissions and those that you do not:

Have Current Permission(s) For: Includes templates you own and currently have permissions to create journals.

Do NOT Have Current Permission(s) For: Includes templates you own, but do *not* currently have permissions to create journals.

TIPS:
- ✓ Sections *only* appear if you have at least one template that applies to that section. If no templates appear for either section, then "*You have no templates*" message is displayed.
- ✓ Each section's default is to the expanded version; there is an option to collapse/expand each section separately.
- ✓ Default sorting is based on Template Name, A-Z ascending and is applied to each section separately.
- ✓ Additional sorting may be applied on the Entry Type and Copied From columns by selecting the column header names. Sorting is applied to each section separately.

Template Management Actions

Copy Templates: Button located at top right of page. Allows copying any template you own to another GLJE user who has the proper entry type permission for that template.

New Template: Button located at top right of page. Allows creating templates to use to create journals later.
- o Template Name is internal to the GLJE application, should have meaning to you and is not sent to GL so it does not appear in any GL transactional reports.
- o Amounts are not validated in templates so the Debit/Credit selection and amounts can be left blank or out of balance. Validation on amounts occurs once the template is used to create a journal.
- o MFK validation and other entry type rules are enforced for templates.

Header: Available for each template. Select to edit the Header for each template.

Details: Available for each template. Select to edit the Details (template lines) for each template.

Delete (Trashcan icon): Available for each template. Select to delete the template entirely; once deleted it cannot be retrieved.

Section 6: Journal/Template Details

Journal/Template Detail Page Actions

Line Level Actions:

Reorder (4 Arrow icon): Select and hold to drag the line to the desired location. Line numbers will automatically update once line location is selected.

Add Line (Plus sign icon): Ability to add 1 or more lines immediately after the line the action was taken on.

Copy Line (Double yellow square icon): Ability to copy the line, placing the copied line immediately under the line the action was taken on.

Delete (Trashcan icon): Select to delete the journal/template line.

Multiple Line Actions:

TIPS on selecting multiple lines:
   ✓ To select multiple lines (not all), select the *Journal Line* # text for the line(s) desired to be selected.
   ✓ To select ALL lines, use the *Select* option at the bottom of the journal lines.

Add Journal Lines to End: Ability to add 1 or more lines to the end of the journal.

Copy Selected Journal Lines: Ability to copy multiple journal lines that were already selected in the journal. Multiple journal lines being copied will be inserted at the end of the journal (not under each line that was copied).

Delete Selected Journal Lines: Ability to select multiple lines within a journal and then select to delete all of those selected lines at once.

Section 7: History/Search

The History/Search page includes all journals in any status for all GLJE users' journals.

Returned Results

Results are displayed as:

Journal ID: Journal ID assigned to the journal entry. Multiple journals can be processed in one day by a single user.

Effective Date: Journal date assigned by the user to the journal upon creation.

Journal Name: Name assigned by the journal owner that has meaning to them. This field is NOT posted in the General Ledger so it will not appear on any GL transactional reports or tables.

Created By: Initiator of the journal entry.

Total Debits/Total Credits: The absolute value of the total debit/credit amounts of the journal entry.

Status: The current status of an entry. There are five possible statuses:
- ✓ ***Draft:*** Entry is in-progress.
- ✓ ***Submitted:*** Entry is submitted. Must consider the Effective Date with the status, Effective Date =
  - o Current month: Entry is sent to the General Ledger that day.
  - o Future month: Entry is sent to the General Ledger the first calendar day of that month.
- ✓ ***Posted:*** Entry posted to the General Ledger.
- ✓ ***Invalid:*** Entry has an error. To move to Submitted status, it must be reviewed and corrected.
- ✓ ***Deleted:*** Entry previously created was deleted prior to being sent to the General Ledger.

View button (eye icon): Displays the Journal Details screen of the entry. This page allows for reviewing and/or printing the entry.

TIP for Printing: The print feature in Google Chrome internet browser allows you to change the "Destination" of the print so a PDF file is saved instead of printing a paper copy.

Excel button: Downloads the journal entries in Excel format.

Default Search Settings and Search Options

Default Search Settings: The search settings are displayed in blue criteria boxes above the returned results. The boxes state "User is <name of person logged in>", "Effective Date between xx/xx/xxxx – xx/xx/xxxx" (last 30 days), "Status is Submitted", and "Status is Posted". This shows the results that match the criteria. Any search criteria can be removed by clicking the "x" in the blue box. Optionally the More Filters option can be expanded to narrow the search and all options work in conjunction with one another.

Quick Search Options: Located above the search results.

- ✓ **Journal ID:** Search by the exact GLJE Journal ID.

- ✓ **Created By:** Defaults to the person currently logged in or can be changed to another person who has GLJE journals.

More Filters: Located on the center of the gray bar immediately above the returned results and can be used to expand additional filtering options.

- ✓ **Individual WhoKey Chartfield elements:** Search on any individual Chartfield element value or a combination of Chartfield element values that make up a WhoKey. For each individual Chartfield there is the option to choose: Equals, Starts With, Ends With, or Between.

- ✓ **Effective Date:** Search by the effective/journal date assigned to a GLJE journal.
  - o **Today:** Entries with an effective/journal date of today.
  - o **Date Range:** Defaults to the last 30 days, which can be modified.

- ✓ **Status:** Default is Submitted and Posted.
  - o **Draft:** Entry is in-progress.
  - o **Submitted:** Entry is submitted. Must consider the Effective Date with the status, Effective Date =
    - ▪ Current month: Entry is sent to the General Ledger that day.
    - ▪ Future month: Entry is sent to the General Ledger the first calendar day of that month.
  - o **Posted:** Entry posted to the General Ledger.
  - o **Invalid:** Entry has an error. To move to Submitted status, it must be reviewed and corrected.
  - o **Deleted:** Entry previously created was deleted prior to being sent to the General Ledger.

Actions in bottom bar of More Filters when expanded:

- ✓ **Apply Filters:** Select to apply the filters set and to retrieve results.

- ✓ **Clear:** Clears all set filters.

Refresh: Located on the center of the gray bar immediately above the returned results. Can be used to refresh/return the data displayed based on the search criteria selected.