

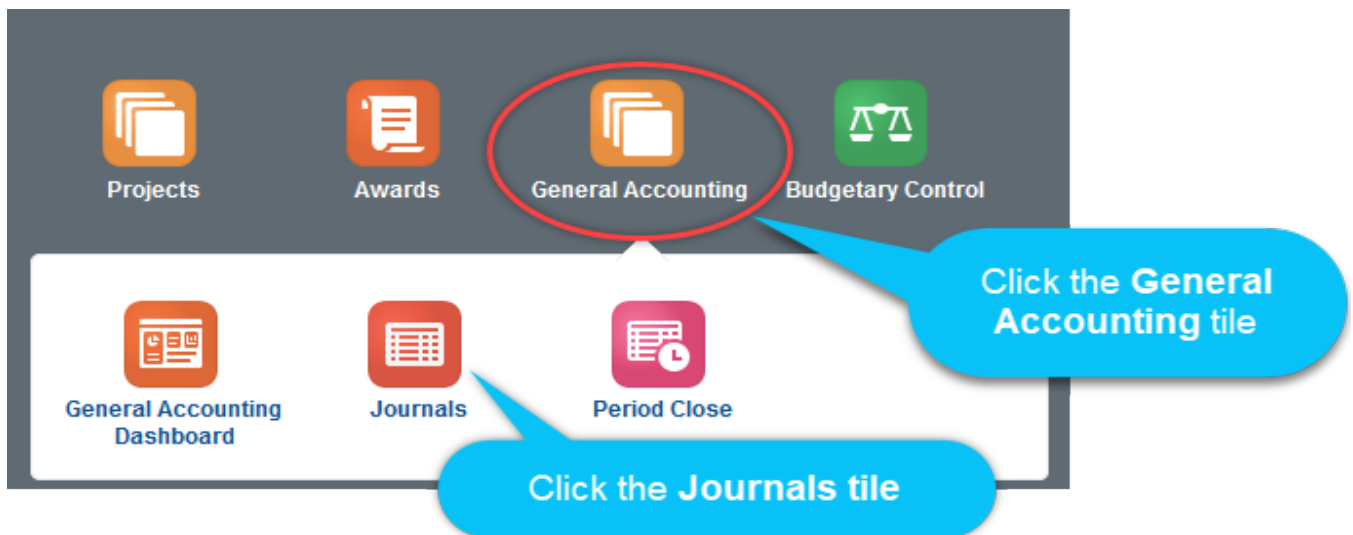
OVERVIEW

This job aid provides instructions on how to prepare a journal entry using the journal entry form.

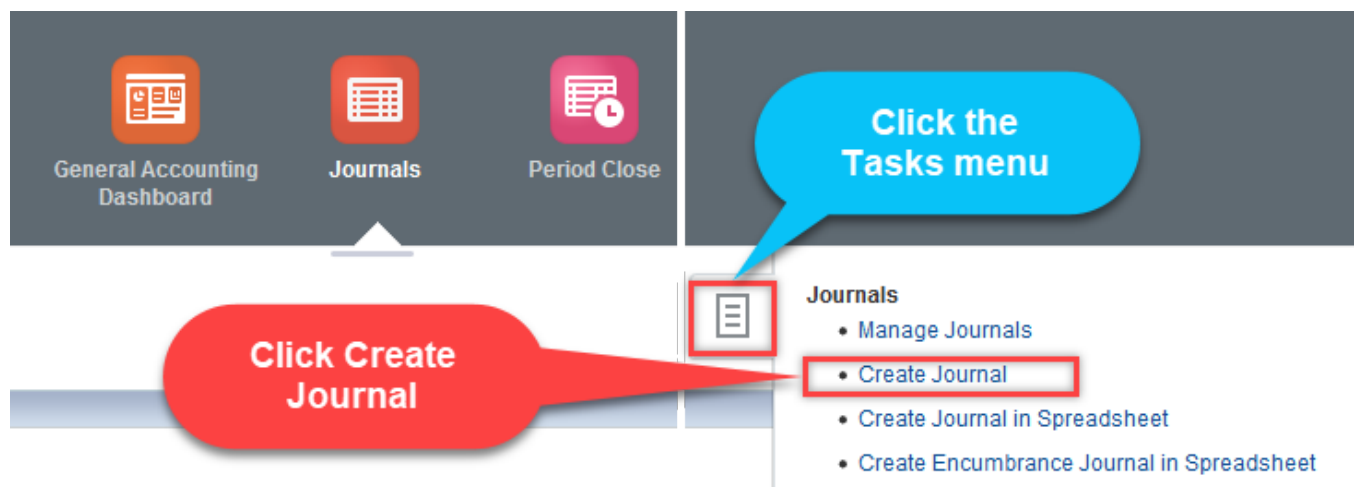
JOURNAL ENTRY USING THE JOURNAL ENTRY FORM

Login to the **Financial Management System** with your NetID and password.

1. Click the **General Accounting>Journals** tiles.



2. Click the **Tasks** menu. Then select the **Create Journal** hyperlink



The form contains three parts which need to be completed:

- Journal Batch
- Journal Section
- Journal Lines

JOURNAL BATCH

1. Leave **Journal Batch** field blank, the system will generate a unique number. Type the journal batch description in the **Description** field. This field is optional.

▲ **Journal Batch** | [Show More](#)

Journal Batch

Description

i.

2. **Accounting Period** field defaults to the current open period.

* Accounting Period ▼

* Balance Type ▼

Attachments None +

3. The **Balance Type** defaults to “**Actual**”.

4. Add an **Attachment** after the journal lines of the form are completed.

JOURNAL HEADER

5. Leave **Journal** field blank, the system will generate a unique number. Type the journal reason in the **Journal Description** field. This field is optional.

▲ **Journal** | [Show More](#)

Journal

Description

6. The **Ledger** field defaults to “Rutgers Ledger”.

The screenshot shows a form with four fields, each with a red asterisk indicating it is required:

- * Ledger**: A dropdown menu with "Rutgers Ledger" selected.
- * Legal Entity Name**: A dropdown menu with "Rutgers, The State University of N" selected.
- * Accounting Date**: A date input field with "7/12/18" and a calendar icon.
- * Category**: A dropdown menu with "RU" entered. The dropdown list is open, showing "RU Accrual/Deferral" and "RU Actuals".

7. Select the **Legal Entity** Name using the drop down arrow. This field should always be “Rutgers, The State University of New Jersey”.

8. The **Accounting Date** should reflect a date within the selected open period. If the open period is July, then the accounting date should be a July date.

9. The **Category** should always start with “**RU**”. Examples, RU Actual, RU Cash receipts. You can use the drop down arrow to search for the Category.

JOURNAL LINES


10. In the **Journal Lines** enter the general ledger string to be debited in journal line one and the general ledger string to be credited in line two. You can add other journal lines by selecting the plus (+) sign.

Journal Lines

Actions ▾ View ▾ Format ▾ + [Icons] [Icons] [Icons] [Icons] Detach ◀ Wrap

Line	* Account	Entered (USD)		Description
		Debit	Credit	
▶ 1	<input type="text"/>			
▶ 2				

Click Here to Enter GL String

Account strings can be entered manually by keying in the segment values or using the account selector .

Account

Hide Segments

Unit ▼

Division 000 Intra Unit

Organization 100 Chancellor Camden

Location 110 Faculty of Arts & Sciences Camden

Fund Type 120 School of Law Camden CLAW

Business Line 130 School of Business Camden SBC

Account 140 School of Nursing Camden SON

Activity 150 Athletics Camden Division III Intercollegiate

IntraUnit 155 Bookstore & Campus Retail Camden

Future 160 Dining Camden

165 Housing Camden

Search...

Type in the field or click the drop-down arrow for a segment.

11. Enter a description in the **Journal line** description. This field is optional.

The screenshot shows a table titled "Journal Lines" with the following columns: Line, Account, Entered (USD) (subdivided into Debit and Credit), Unit of Measure, Statistical Quantity, and Description. Two rows are visible: Line 1 with account 900.1000.1010.0001.100.9999.100 and a debit of 1,000.00; and Line 2 with account 900.1000.1010.0001.100.9999.20020.0001 and a credit of 1,000.00. A Total row shows a debit of 1,000.00 and a credit of 1,000.00. Three callout boxes provide instructions: the first points to the Account field, the second to the Debit and Credit fields, and the third to the Description field.

Enter the account combination in the **Account** fields.

Enter the amounts in the **Debit** and **Credit** fields.

Enter the description for the lines in the **Description** field if it is different than the batch name or journal header description.

ADDING ATTACHMENTS TO A JOURNAL

You can add documents as attachments to a journal.

1. Click the plus (+) sign to the **Attachments** label.

The screenshot shows a form with the following fields: Journal Batch (Manual 2761015 26-JU), Description (Sample Journal Entry), Accounting Period (JUL-19), and Balance Type (Actual). The Attachments field is labeled "Attachments None +" and is highlighted with a red box. A red arrow points to the plus sign in the Attachments field.

2. Click the Browse button and select the document you wish to attach.
3. Give the document a title and description.
4. Click the OK button to confirm the attachment.

Select the attachment type:

File: attach a document from your computer, which can be downloaded by a reviewer.

Text: Manually enter text, which downloads as a text file when accessed by a reviewer.

Attachments
x

Actions View Format + X Freeze Wrap

Type	* File Name or URL	Title	Description	Attached By	Attached D:
File	Browse...				

Rows Selected 1 Columns Hidden 1

OK Cancel

Click the **Browse** button to locate the document you wish to attach.

Enter **Title** and **Description** (optional) for the attachment here.

Click the **OK** button to complete the process.

SUBMITTING A JOURNAL

12. After entering all journal lines and attachments, submit the journal for approval by clicking **Save, Complete**, then **Post**. The journal will be routed for approval by your Finance Approver automatically. The journal will post once it has been approved.

Save Complete Post Cancel

Batch Actions

Click the **Save** button to save the entered details. This allows you to complete the journal at a later time.

Click the **Complete** button to validate the entered details. You will not be able to post the journal without clicking the **Complete** button.

Click the **Post** button to submit the journal for approval.

Click the **Cancel** button to cancel the entered details.