



# JOURNAL ENTRIES

## CREATE NEW FROM POSTED/REVERSE A JOURNAL ENTRY

Ledgers ▶ Journal Entry Processing ▶ Enter One Time Journals

When creating a new journal entry the system offers three options:



1. Blank lines (four blank lines and a default type of DC)
2. Recurring (allowing the selection of a “template” journal entry created for use on a regular basis)
3. Posted JE

Option one creates a blank journal entry with a default date and type (DC) that may be edited; four account lines will all be blank.

Option two presents recurring journal entry templates. More information is found on recurring journal entries in [GL-290 Recurring Journal Entries](#).

Option three allows you to create a JE from a POSTED JE.

### 1. CREATE NEW FROM POSTED

[AUC] 1100-Enter One-Time Journals [theresa]

Add New Journal

Optional: Enter Journal Number (Leave Blank for System Number)

Create new journal entry from:  Blank Lines (4)  Recurring  **Posted JE**

Lookup OK Cancel Clear All

When selecting from **Posted JE**, a selection screen is presented, sorted by Journal Entry number. The journal entries available for selection will be limited by security for each user.\*See endnote.

Create New from Posted JE						
2 JE#	3 JEDate	4 Type	5 EntryUser	Lines	Debit	Credit
20922	24-Jul-2017	SA	THERESA	48	924721.96	
20920	17-Apr-2017	DB	THERESA	3	19876543.21	
20919	12-Jul-2017	SA	THERESA	68	24315000.00	
20916	05-May-2017	SA	THERESA	68	24315000.00	
20914	10-Dec-2016	DC	THERESA	4	75.00	75.00
20913	02-Dec-2016	DC	THERESA	2	100.00	100.00
1 Select	31-Oct-2016	DB	THERESA	42	37170.00	
	18-Oct-2016	BT	THERESA	34	17000.00	17000.00



Once the desired journal entry is chosen and the **[1 Select]** button is clicked, a screen will appear showing the details of the selected journal entry.

**Create New from Posted JE**

Journal# 20829      Transaction Date 01-Jul-2015      Entered by PAUL\_ADMIN  
 Type SA Supplemental      GL Post# 8846664  
 Category Regular      Posted Date 12-Jul-2017      Allocation ..  
 Notes To record Fiscal 2014 Encumbrances

Line	Code	FY	Ref#	Account#	Budget Amount	Encumbranc
1	JE01	2016		0200-950-0000-000-00-70006	6258,51	
2	JE01	2016		0300-950-0000-000-00-70005	2631,31	
3	JE01	2016		1000-950-0000-000-00-70007	2643,65	
4	JE01	2016		1000-950-0000-000-00-70008	756,08	
5	JE01	2016		1000-950-0000-000-00-70011	45,00	
6	JE01	2016		1000-950-0000-000-00-70016	1575,17	
7	JE01	2016		1000-950-0000-000-00-70017	40000,00	
8	JE01	2016		1000-950-0000-000-00-70018	15000,00	
9	JE01	2016		1000-950-0000-000-00-70029	10442,23	
10	JE01	2016		1000-950-0000-000-00-70046	28430,51	
11	JE01	2016		1000-950-0000-000-00-70056	144,83	
12	JE01	2016		1000-950-0000-000-00-70057	35001,30	
13	JE01	2016		1000-950-0000-000-00-70058	609,31	
14	JE01	2016		1000-950-0000-000-00-70061	10012,84	

Click on **[1 Create JE]**. A prompt will appear allowing the user to enter a journal number or accept the system generated journal number. Click **[OK]**.

[AUC] 1146-Create New from Posted JE [theresa]  
 Add Journal  
 Optional: Enter Journal Number (Format 1-9999999 or Blank for System Number)   
 Lookup **OK** Cancel Clear All

[AUC] 1146-Create New from Posted JE  
 Journal 20923 created. Now branching to entry screen  
 OK

Another prompt will appear notifying the user that the journal entry was created, with the assigned number, and that the entry screen will be displayed– click **[OK]**.

The new journal entry is displayed, and may be edited and processed in the customary manner.

## 2. REVERSE A JOURNAL ENTRY

To reverse the source journal entry see the instructions on the following pages. Examples are shown for one sided and regular journals.



### 2.1. One Sided Journal Example

**Enter One-Time Journals**

Entry Began

Journal# 20923  
 JE Date 15-Aug-2017  
 JE Type SR Supplemental  
 Category Regular Audit Recurring  
 Edit Note To record Fiscal 2014 Encumbrances

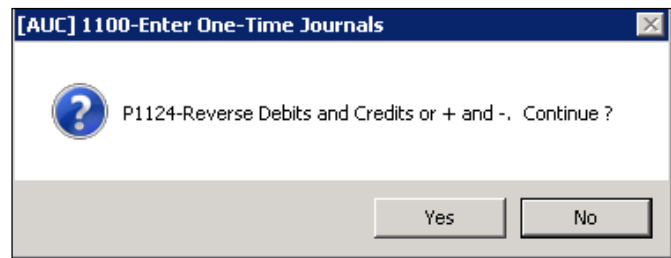
Amount Expected 153550.74 Entered 153550.74 Remaining  
 Allocation

Line	Code	Ref#	Bank Account#	Amount	
1	JE01		0200-950-0000-000-00-70006	6258,51	Line Note
2	JE01		0300-950-0000-000-00-70005	2631,31	Line Note
3	JE01		1000-950-0000-000-00-70007	2643,65	Line Note
4	JE01		1000-950-0000-000-00-70008	756,08	Line Note
5	JE01		1000-950-0000-000-00-70011	45,00	Line Note
6	JE01		1000-950-0000-000-00-70016	1575,17	Line Note
7	JE01		1000-950-0000-000-00-70017	40000,00	Line Note
8	JE01		1000-950-0000-000-00-70018	15000,00	Line Note
9	JE01		1000-950-0000-000-00-70029	10442,23	Line Note
10	JE01		1000-950-0000-000-00-70046	28430,51	Line Note
11	JE01		1000-950-0000-000-00-70056	144,83	Line Note
12	JE01		1000-950-0000-000-00-70057	35001,30	Line Note
13	JE01		1000-950-0000-000-00-70058	609,31	Line Note
14	JE01		1000-950-0000-000-00-70061	10012,84	Line Note

W Swap +/-

Figure 1 Before the {W Swap +/-}

To reverse the journal on which the new journal is based, use the **[W Swap +/-]** button on the left of the screen. For one sided journal entries, the positive values will be changed to negative and vice versa. A message will pop up:



Compare the image above with the image below for an example of using **[W Swap +/-]**.

**Enter One-Time Journals**

Entry Began

Journal# 20923  
 JE Date 15-Aug-2017  
 JE Type SR Supplemental  
 Category Regular Audit Recurring  
 Edit Note To record Fiscal 2014 Encumbrances

Amount Expected -153550.74 Entered -153550.74 Remaining  
 Allocation

Line	Code	Ref#	Bank Account#	Amount	
1	JE01		0200-950-0000-000-00-70006	-6258,51	Line Note
2	JE01		0300-950-0000-000-00-70005	-2631,31	Line Note
3	JE01		1000-950-0000-000-00-70007	-2643,65	Line Note
4	JE01		1000-950-0000-000-00-70008	-756,08	Line Note
5	JE01		1000-950-0000-000-00-70011	-45,00	Line Note
6	JE01		1000-950-0000-000-00-70016	-1575,17	Line Note
7	JE01		1000-950-0000-000-00-70017	-40000,00	Line Note
8	JE01		1000-950-0000-000-00-70018	-15000,00	Line Note
9	JE01		1000-950-0000-000-00-70029	-10442,23	Line Note
10	JE01		1000-950-0000-000-00-70046	-28430,51	Line Note
11	JE01		1000-950-0000-000-00-70056	-144,83	Line Note
12	JE01		1000-950-0000-000-00-70057	-35001,30	Line Note
13	JE01		1000-950-0000-000-00-70058	-609,31	Line Note
14	JE01		1000-950-0000-000-00-70061	-10012,84	Line Note

W Swap +/-

Figure 2 After the [W Swap +/-]

In the example, all of the line amounts were changed to negatives. Check and post the journal in the usual manner.



## 2.2. Reverse a Two Sided Journal

For two sided journal entries (“regular” or “DC” type), the debits will become credits and the credits will be changed to debits. The image below shows a Debit/Credit journal entry with four lines.

**Enter One-Time Journals**

Entry Begun

Journal# 20924  
 JE Date 16-Aug-2017 Reversal Date  
 JE Type DC Regular  
 Category Regular Audit Recurring  
 Edit Note testing shadow file journal entry account

	Expected	Entered	Remaining
Debit	75,00	75,00	
Credit	75,00	75,00	
Allocation			

Line	Code	Ref#	Bank Account#	Debit	Credit	Line Note
1			0100-430-0000-004-00-00-52040	25,00		Line Note
2			0200-450-0000-004-00-00-52010		25,00	Line Note
3			0100-430-0000-004-00-00-52010	50,00		Line Note
4			0200-450-0000-004-00-00-52040		50,00	Line Note

[W Swap +/-]

Figure 3 Before the [W Swap +/-]

Clicking on the [W Swap +/-] button reverses the entries; compare the image above with the image below to see the result of using the swap. Check and post the journal in the usual manner.

**Enter One-Time Journals**

Entry Begun

Journal# 20924  
 JE Date 16-Aug-2017 Reversal Date  
 JE Type DC Regular  
 Category Regular Audit Recurring  
 Edit Note testing shadow file journal entry account

	Expected	Entered	Remaining
Debit	75,00	75,00	
Credit	75,00	75,00	
Allocation			

Line	Code	Ref#	Bank Account#	Debit	Credit	Line Note
1			0100-430-0000-004-00-00-52040		25,00	Line Note
2			0200-450-0000-004-00-00-52010	25,00		Line Note
3			0100-430-0000-004-00-00-52010		50,00	Line Note
4			0200-450-0000-004-00-00-52040	50,00		Line Note

Figure 4 After the [W Swap +/-]

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----- JOURNAL ENTRY -----
GL-270 Enter One - Time Journal Entries
GL-280 Budget Transfer Journals
GL-290 Enter Recurring Journal Entries
GL-300 Journal Entry Notes
GL-310 Upload Journal Entry
GL-320 Add Attachments to Onetime Journal Entries

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Additional information on Journal Entries is found in the Ledgers ► Help Reference Library.

**Ledgers**

Allow Journal Entry Posting  Yes  No  
 Restrict Journal Entry to BT Type Only  Yes  No

\*Only “BT” (Budget Transfer) journals will appear in the screen if the user is limited to only BT journals on the User Profile Tab.