

Quick Reference Tip Sheet

Last Revised Date: 08/29/2016

General Information

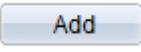
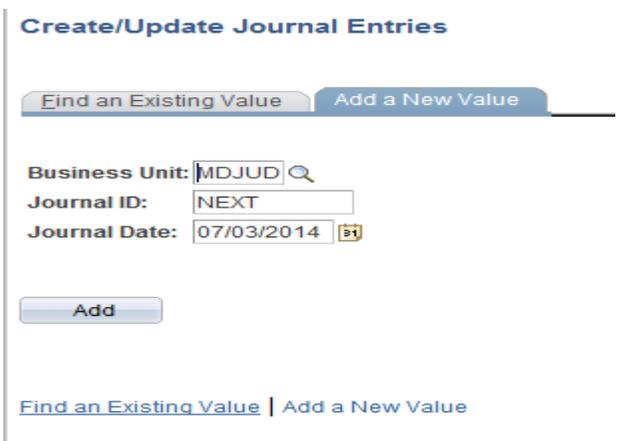
Task	Process Information
Creating a GL Journal Entry	<p>Use a General Ledger journal entry to reclassify a journal that has already been posted or to record a new transaction to the Actuals ledger.</p> <p>General Ledger Journal Entry (GLJE) Approvals – This notice does not apply to the local District Court staff, as the journal entry functionality is not initiated by these users, but would apply to District Court Headquarters (DCHQ), as well as all others. For everyone, but local DC staff, GLJE's will now require GEARS online approval, before completion of the journal process. For all GLJE's, the journal will route to the same local approver (based on your PCA) which exists currently for vouchers and then it will route to DBF for approval.</p>

GEARS Navigation

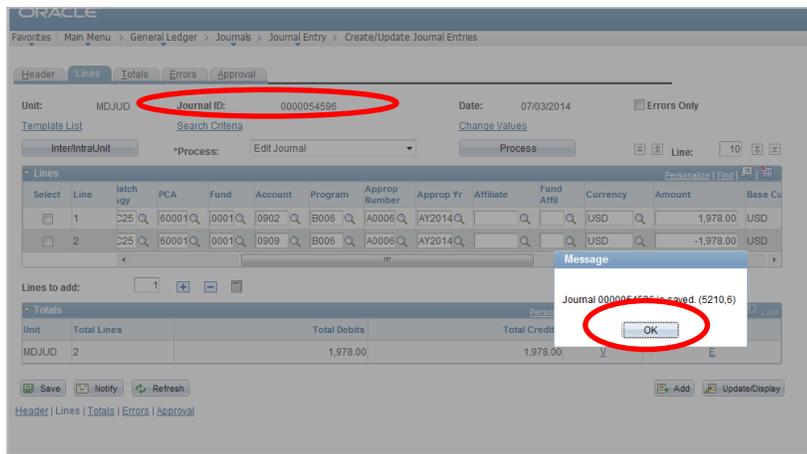
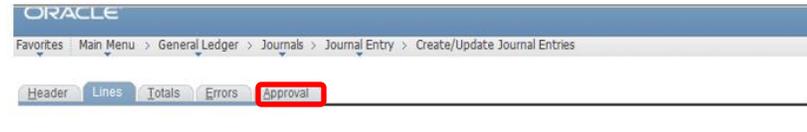
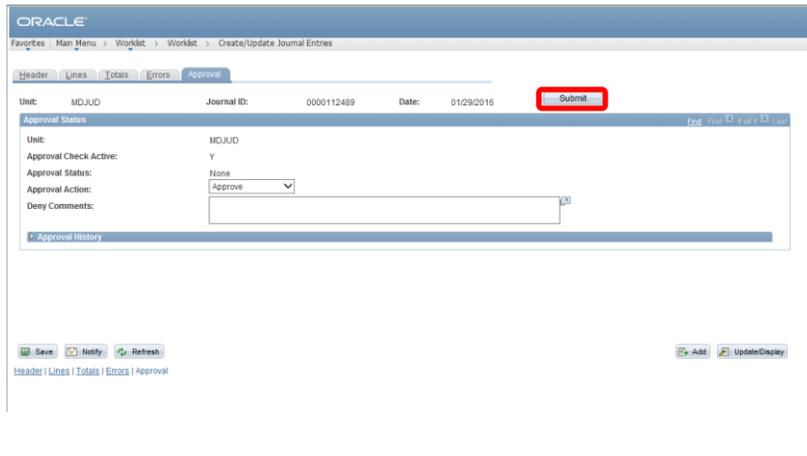
General Ledger > Journals > Journal Entry > Create/Update Journal Entries	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>a) Select the "Add a New Value" Tab.</p> <p>b) Be sure the fields are populated with the appropriate information.</p> <p>c) Click the  button.</p> <p>***As a special note, when processing these entries for year-end after June 30, i.e. July 1 – 15th, this date must be changed to June 30, XXXX***</p>	

<p>2.</p>	<p>a) Enter the desired information into the Long Description field.</p> <p>b) Deselect (turn OFF) the Save Journal Incomplete Status option as needed.</p> <p>c) Add supporting documentation as an attachment.</p> <p>d) Click the Lines tab at the top of the page.</p>	
<p>3.</p>	<p>a) Enter your PCA in the SpeedType field.</p> <p>b) Press Enter. NOTE: Most of the necessary chartfields will be populated for you (Batch Agency, PCA, Fund, Program, Approp Number).</p> <p>c) Enter the following: <ul style="list-style-type: none"> Account Approp Year Amount (NOTE: The first line is generally the positive amount) </p> <p>d) Click the Insert Lines button.</p>	
<p>4.</p>	<p>a) On the new line, enter the following: <ul style="list-style-type: none"> Account Amount </p> <p>b) Verify that the debits and credits (pluses and minuses) are equal as necessary.</p> <p>c) Verify that the Process list displays "Edit Journal".</p> <p>d) Click the Process button.</p>	

<p>5.</p> <p>a) Take note of the Journal ID.</p> <p>b) Click the OK Button.</p>	 <p>The screenshot shows the Oracle 'Create/Update Journal Entries' screen. The 'Journal ID' field is highlighted with a red circle and contains the value '0000054596'. Below the main data table, a 'Message' dialog box is open, displaying 'Journal 0000054596 saved (5210,5)' and an 'OK' button, which is also highlighted with a red circle.</p>
<p>6.</p> <p>Click on the Approval tab at the top of the page.</p>	 <p>The screenshot shows the Oracle 'Create/Update Journal Entries' screen with the 'Approval' tab selected and highlighted with a red box at the top of the page.</p>
<p>7.</p> <p>Click the Submit button to submit your journal for approval.</p> <p>NOTE: You cannot move forward with the remaining steps until the journal has been approved. You will receive an email notification when it has been approved.</p> <p>*Please monitor your journal entry to ensure that it is approved timely to be posted. Journals post based on the date of the journal and if delayed, the general ledger period could be closed and lead to errors.</p>	 <p>The screenshot shows the Oracle 'Approval Status' screen. The 'Submit' button is highlighted with a red box. The screen displays fields for Unit (MDJUD), Journal ID (0000112489), and Date (01/29/2016). Below these fields, there are sections for 'Approval Check Active' (Y), 'Approval Status' (None), 'Approval Action' (Approve), and 'Deny Comments'.</p>

8. Once the journal has been approved, return to the journal to post it. Click the link in your approval notice email or follow the below steps:

- Click on the Find an Existing Value tab.
- Enter the Journal ID.
- Be sure the Journal Header Status is blank.
- Click the Search button.

NOTE: If changes are noted during the approval process, reopen the journal and edit the lines as needed (steps 2-4) and then resubmit it for approval.

Once a journal is approved, attachments cannot be deleted. If changes to the attachments are needed beyond this point, contact DBF.

ORACLE
 Favorites | Main Menu > Worklist > Worklist > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Journal ID: begins with 0000054596

Journal Date: =

Ref Doc: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: = ONL

Entered By: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

9.

- Click the Lines tab at the top of the page.
- Select "Post Journal" in the Process list.
- Click the Process Button.

Header | **Lines** | Totals | Errors | Approval

Unit: MDJUD | Journal ID: 0000054596 | Date: 07/03/2014 | Errors Only

Template List | Search Criteria | Multiple Values

InterIntraUnit | *Process: **Post Journal** | Process

Line: 10

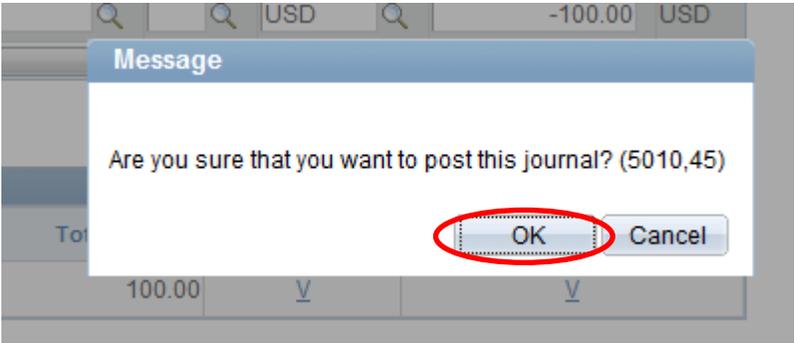
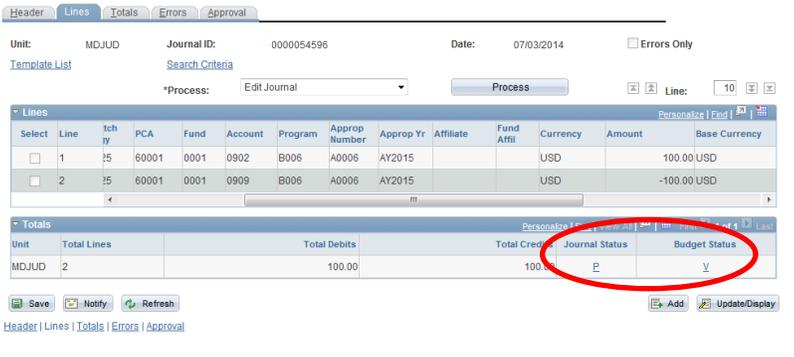
Select	Line	atch y	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil	Currency	Amount	Base Cu
<input type="checkbox"/>	1	225	60001	0001	0902	B006	A0006	AY2015			USD	100.00	USD
<input type="checkbox"/>	2	225	60001	0001	0909	B006	A0006	AY2015			USD	-100.00	USD

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	100.00	100.00	✓	✓

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

<p>10.</p>	<p>Click the OK button to post the journal.</p>	
<p>11.</p>	<p>The journal is now posted.</p> <p>NOTE: You cannot edit the journal after it has been posted.</p>	

 **Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.