Operational Excellence
Online Journal Entries
Here are our objectives for today....

And to help us accomplish that we will look at these topics...
Session Topics and Exercises

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
Online Journal Entry

- Journal Date
- Header Tab
- UWO Lines Tab
- Totals Tab
- Errors Tab

A journal entry is a balanced transaction that moves money between chartfield combinations and contains debits and credits.

When entering a Journal Entry, there are a few items a user will need to address. These items include: Journal date, Header tab, UWO Lines tab, Totals tab, Errors tab.
To access the **Journal Entries dashboard**, click on the **Financials and Reporting** homepage, then click on the **Journal Entries** tile.
All of the different Journal Entry related topics we will cover today, will be listed in the menu options area in the Journal Entries dashboard as highlighted on the right side of this page.
To enter on online journal entry, click on **Actuals Journal Entry** menu option. This will automatically open on the Add a New Value tab.

Business Unit will default according to your user profile (for most users this will be “UWO”).

Journal ID will always be “Next”, for the next available journal number in the system. The journal ID number will be visible for all GL transactions and can be used to track down additional information when reconciling (e.g. who created the journal, when, for how much, etc.) Users **cannot** enter their own journal number.

Journal Date will default to “Today’s” date, but can be changed:
- If the journal date needs to be changed, it can only be changed HERE, and not later
- The journal date determines the accounting period of the transaction (e.g. if the journal is date is May, then it will be posted in Period 1)
- Most users should not need to alter the default journal date, and would only change the date if the journal needed to be posted in a specific month or accounting period that is not “today’s” date (e.g. today is the last day of the month, but you want to create a journal for the next month – you could change the date to “tomorrow”, which will post the journal into the next month)
• Most users need special permission from Financial Services to back-date a journal – please check before you try!
• Journals created with the wrong date must be deleted if not yet posted, or copied, and must be reversed if posted
• Journal dates can be forward-dated to any open accounting period, (to end of current Fiscal Year), but can only be back-dated to the first day of the month of the current open period (e.g. if today’s date is September 29, the open period is 5, so the earliest possible journal date would be September 1)
• Western’s Fiscal Year runs from May 1 to April 30, with 12 accounting periods (May = Period 1, December = Period 8, etc.)
The Header contains the high level information about the Journal – i.e. the Journal number, date, description, entered-by, source, etc. Each journal has only 1 Header, but will contain multiple journal lines.
A Long Description is highly recommended. Enter a description that explains the purpose of the journal (e.g. transfer of unspent funds from account A to account B). Be descriptive as this information helps others too. The more descriptive, the better!
Enter an Online Journal
- Header Tab

The Reference Number field is optional and provides an additional field for tracking purposes.

Reference Number is optional but can be useful if you need this to track your entries. Can be used in queries later if you need to follow up.
Only use the checkbox for “Save Journal Incomplete Status” when you save a journal to work on later. This prevents the system from processing the journal until you are ready, however you must remove the checkbox for the journal to eventually post.
Only use the highlighted fields. No other fields on the Header tab should be used.

Most of the remaining fields and links on this page should not be used. Any questions regarding the use of other fields should be directed to Western Financial Services.
Once you’ve entered all relevant information in the Header tab, next you’ll want to click on the Lines tab to enter your lines.
Here you can see the user entered two lines for their journal entry.
It is recommended that you enter your journal lines using a Speed Code plus an Account. Entering a speed code will automatically populate all other related chartfield combinations. Please note, once the journal is saved, the speedcode will disappear from the line when the journal is saved.
Alternatively, you can enter the full chartfield combination of Unit, Account, Fund, Dept, and either Program or Project (never both). However it is recommended to use Speedcodes whenever possible to avoid potential chartfield combination errors.

- We strongly recommend using Speedcodes to avoid edit errors.
- Funds 1 and 3 will usually have a Program, but never a Project.
- Funds 2, 4, and 6 will never have a Program but must always have a Project.
Every journal must have at least 2 lines – one will always be your credit line and the other one will be your debit line. Debits are positive numbers (+) and Credits are negative (-).
To add one or more new lines, enter the number of new lines and click the + symbol. Alternatively, to delete lines, select the line(s) and then click the – symbol.
The Reference field is 10 characters wide, and the Journal Line Description is 30 characters wide. Use them to provide more information that is specific to the transaction line (e.g. “Purolator” as a Reference, or “September 2015 charges” as a Line description).

- Journal Line Description will default to the “account description” if you do not enter a line description.
Use the calculator icon to sum up all debits and credits to see if the journal is balanced. Journals cannot post until they are balanced.

All journal lines must sum to an equal amount of debits and credits.
The Totals tab is not widely used but I want you to know about it because it ensures your post is balanced and is an optional ‘check’ you can use.

This page contains a “Control Totals” section that can be filled in with the total Debits and Credits that the journal must equal. If the total debits and credits from the sum of all lines do not match the Control totals, then the journal will not be post-able.

If you do not wish to use the Control Totals section, then leave it blank.

Total Debits and Credits are also displayed on the UWO Lines tab.
The Errors tab will display Header and Line Errors you Journal Entry may have if entered incorrectly.

Header errors will contain Journal Status errors that apply to the overall journal – e.g. debits do not equal credits, or the journal date is not in an open accounting period.

Line Errors contain combination errors when an invalid Chartfield has been used (e.g. an inactive Project code) or where an invalid combination of chartfields exits (e.g. having Fund 2 but missing a Project).

- Valid chartfield combinations must include a Unit, Account, Fund, and Dept
- Funds 1 and 3 will usually have a Program, but never a Project
- Funds 2, 4, 5, and 6 must always have a Project, but never a Program
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal

Copying – Users have found this really useful when they frequently post the same type of journal repeatedly. This is a huge time saver, particularly if you have multiple lines.
Copying a journal can be effective when the same type of journal needs to be created on a regular basis.

It is not the same as “printing a copy”, but many users have mistakenly copied journals when they meant to print a journal.

Not all users will have the ability to copy a journal, but we will cover the process during this class. If you must copy a journal, you need to contact Financial Services to request additional security access. The Copy Journal Entry menu option highlighted above will not be listed if you do not have access.
When copying a journal for the first time, a new “Run Control ID” must be created. Do not use spaces when creating a new run control ID.
Enter the prior journal number and date that you want to copy from in the *Journal ID and *Date fields.
Ensure that “NEXT” is always displayed in the field under “New Journal ID”, and select the new date for the new journal before proceeding to run the copy process. You must do this EVERY time.

- Same rules as creating an online journal, can be forward-dated to any open accounting period, (to end of current Fiscal Year), but can only be back-dated to the first day of the month of the current open period (e.g. if today’s date is September 29, the open period is 5, so the earliest possible journal date would be September 1).

Use the reverse signs checkbox to create a new journal with reversed debits and credits.
You can use the “Save Journal Incomplete Status” flag to prevent the new journal from being processed or posted until you are ready. If you choose this option, remember that you will need to remove the flag from the Journal Header screen before your journal can be posted.

Click the Run button to begin the Journal Copy process.
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
Occasionally you will find that a journal that you just created needs to be deleted – perhaps the date was incorrect, or you mistakenly copied the wrong journal, or forgot to reverse the signs.

Journals can only be deleted if they have not already been posted.

If you need to delete a posted journal (you can’t) then you will have to create a correcting journal to fix the incorrect journal – either by entering a new online journal entry, or by copying the posted journal and reversing the signs.

Once deleted, a journal cannot be resurrected.
The navigation path to delete an unposted journal is the same as when creating a journal in that you click on the Actuals Journal Entry menu option. To pull up an unposted journal, simply search using the Journal ID field listed in the Find an Existing Value tab.
Once you’ve found your unposted journal, click on the Lines tab (this is the second tab next to the Header tab).

Deleting a journal can only be done from the Lines tab.

Remember to change the “Process” option from Edit Journal to Delete Journal

If you cannot find the journal you want to delete, it’s possible that the journal has already been posted. You can only view unposted journals in the Actuals Journal Entry menu option.
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
Journals must successfully pass an Edit check and a Budget check before they can be posted. These are 3 separate processes.

Once posted, the journal activity is reflected in the GL Inquiry reports the next day. Reporting tables are updated nightly.

Users do not have to run any of these processes, however users must ensure that their journal passes the Edit check.
The Edit process will verify that a journal is balanced for debits and credits, and will check that all chartfields are valid and active.

It also checks that the combination of chartfields is correct – e.g. Funds 1 or 3 with a Program, Funds 2, 4, 5, or 6 with a Project.

Before the Edit process is initiated, the Journal Status on the UWO Lines tab will be “N” – Not checked.

Once completed, the Journal Status will be either “V” for Valid, or “E” for Error. Users must ensure that their journals have a Journal Status = “V” whether they run the Edit Journal process or not. Some users choose to run the process immediately, while others will wait for the overnight process to run and then check the journal status later.

If you want to run the Edit Check process immediately after entering your journal details, select the Edit Journal process and click on the process button to run the check.
The journal must successfully pass the Edit check (Journal Status = “V”) before Budget check can begin.

Budget check ensures that each journal line (having a valid combination) has a valid budget set up for expenses or revenues, depending on the account used. Valid combinations that pass Edit check may still fail Budget check.
The Budget check process is done in conjunction with the Edit Journal process on the UWO Lines tab of the Actuals Journal Entry pages.

If all of the journal lines pass the Budget check, the Budget Status will be “V” (Valid) or “E” (Error).

Most users do not need to verify that their journal is successfully Budget checked. If there are Budget errors, the appropriate analyst in Financial Services or IPB will be notified and they will determine whether to set up a budget or move the affected line to a different combination. You do not have to contact your Analyst. You will be contacted by someone in Financial Services if any action is required on your part.
Once a Journal is Valid for both Edit check and Budget check, it can be Posted. We often refer to these journals as “Valid-Valid”.

Posting the journal will update the General Ledger, and the debits and credits from the journal lines will be visible in the GL Inquiry reports the next day, once the nightly processes have completed. Even if the journal is posted by the user during the day, it will not be visible in the GL Inquiry reports until the next day.
This Journal can be posted now because it is Valid-Valid (see the bottom right corner for Journal Status and Budget Status).

Choose the Process option “Post Journal” (already selected in this example) and then click the Process button. Once a journal is posted, the Journal Status will be changed to “P” but the Budget Status will always remain “V”.

Posted Journals cannot be modified, deleted, or un-posted.

Most users do not need to Post their journals, especially if the Journals are already in a Valid-Valid state. The system will Post all journals later in the evening and will update the GL Inquiry reports. The Post process runs efficiently in batch mode and it is an unnecessary step for most users.
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
Printing a journal entry is very easy to do from the Actuals Journal Entry page while the journal is still in an un-posted state.

Once a journal has been posted, or to print a journal that someone else created, use the Print Journal Entry menu option listed in the Journal Entries dashboard.

- When using the Print Journal Entry option, a Run Control ID will have to be created the first time you run the process. From then on, you can re-use the same run control over and over. Do not use any spaces when creating a run control ID.

There are two ways to print a journal

1. From the Lines tab on the Actuals Journal Entry (journal must still be un-posted, and created by you)
2. From the Print Journal Entry (journal can be in any status, created from any user)
   - A new Run Control ID will be required (no spaces in the name!)
Print an unposted Journal
From the Lines tab

To print an unposted journal that has been created by you, click on the Actuals Journal tab and find your unposted journal by searching it in the find an existing value tab.

Go to the Lines tab of the unposted journal entry and select the Process option “Print Journal” (already selected here). Click on the Process button. Your printed report should pop up on your screen, assuming that you have enabled pop-up blockers for finance.uwo.ca and have Adobe Acrobat Reader installed on your computer.
To print a posted journal created by you or another user, use the Print Journal Entry menu option listed in the Journal Entries dashboard.

Create a new Run Control ID the first time you run this process. Afterwards, you can use the same run control ID again.
Enter your journal number in the box beside Journal ID and click the Run button. Your printed report should pop up on your screen, assuming that you have enabled pop-up blockers for finance.uwo.ca and have Adobe Acrobat Reader installed on your computer.
Session Topics

1. Enter an Online Journal
2. Create a new Journal by copying from an existing Journal
3. Delete an un-posted Journal
4. Edit, Budget-check, and Post
5. Print a Journal
6. Inquire on a Journal
The Journal Inquiry page is very useful in looking up other journals to find more information. This can be useful for administrators who must reconcile GL Inquiry or nVision statements and have a journal number that is for an unknown charge.

Any journal can be found using the Journal Inquiry page.

You can verify the status of journals created the previous day, if you did not perform the edit check. If journal(s) have an error, you must fix your journal.

You can find the Journal Inquiry tool listed as a menu option in the Journal Entries dashboard.

The Journal Inquiry page requires a new Inquiry Name the first time you use it. From then on, you can use the same Inquiry Name every time.
You must enter values in all fields that have an asterisk beside them. Unit, Ledger, Year, From Period and To Period.
You can inquire on a specific journal or all journals for your USERID (TRAIN10 in this example).
Online Journal Entry - Tips

• Use Speedcodes whenever possible to eliminate the potential for a bad chartfield combination

• For journals with a large number of lines, ask us about the Journal Import Template (an Excel-based tool). This offline utility imports journal lines directly into Western Financials. Contact us by email at finsys@uwo.ca
The Journal Import Template will upload journal lines from an Excel template directly into Western Financials without having to enter the lines online via the Journal Entry menu.

This is very useful for creating journals with a large number of journal lines.
Summary

In this session, here’s what we’ve covered…
• Creating, Deleting, and Copying Journals
• Edit, Budget-check, and Post processes
• How to print a journal
• How to inquire on a journal
• The concept of Run Control ID’s/Inquiry Names
Thank you & Evaluation

Contact us by email at finsys@uwo.ca or call our help desk at 519-661-2111 ext. 85432