![Core-CT logo]

Entering GL Journals

Purpose of this job aid is to walk users through the process of creating a journal entry in GL and correcting journal errors.
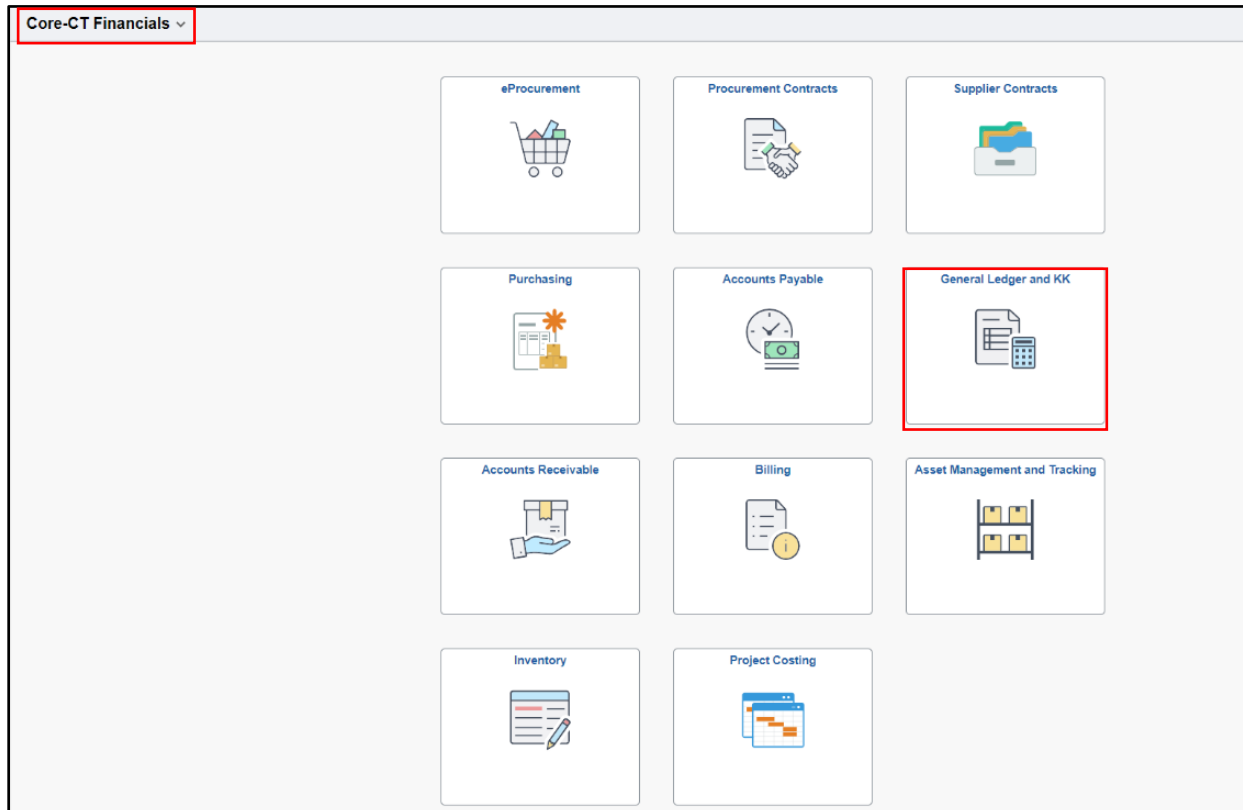
Create a Journal Entry

Navigation:

Nav Bar

Nav Bar > Menu > Core-CT Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
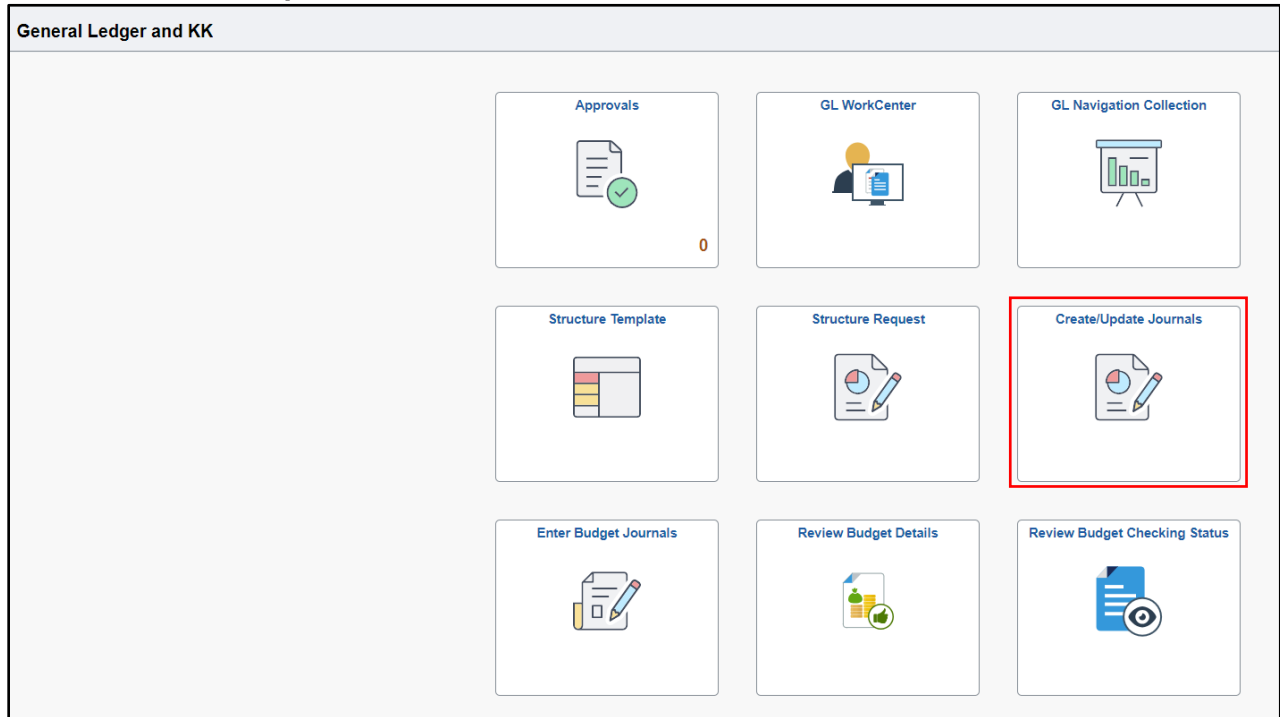
<p style="text-align:center">**OR**</p>

Select *Core-CT Financials*

Click the *General Ledger and KK Tile*

Then select *Create/Update Journals Tile*

1. Fill out the three fields on the page:
   - Business Unit: This field will always be STATE, Journal ID: Manually enter this information. Use a combination of your agency's acronym, your initials, and a sequential number
   - Journal Date: Enter the appropriate Journal Data for the transaction
2. Click **Add**

3. On the header tab, fill out the journal's **header information**:
   - Ledger Group: For all agencies, the table below displays the values that may be selected for the Ledger Group and ledger fields. The journal will automatically post to all ledgers within that Ledger Group.

Ledger Group	Value	Comments
Modified Accrual	MOD_ACCRL	All Other Funds
Accrual	ACCRL	Internal Service & Enterprise Funds

   - Journal Source: Journals that are entered online will have one of three sources – ONL (Online Journal Entry), PC (Payroll Correction Journal), or DC (Deposit Correction). Journals that are uploaded via a spreadsheet will have a source of SSJ.
   - Period and ADB Date: The period is calculated by the system and is based on the Journal Date. The ADB (Average Daily Balance) Date defaults to the Journal Date. Both fields should not be changed.
   - Miscellaneous Fields: Auto Generate Lines, Reference Number, SJE Type, Journal Class, and Transaction Codes are not currently being used by Core-CT. Currency Defaults, Reversals, and Commitment Control hotlinks should not be used by Agencies.

- Adjusting Entry: Option should only be used for entries that must be made to the 998 adjustment period. This field defaults to Non-Adjusting Entry and should not be changed.
- The Save Journal Incomplete Status: This option allows users to save an incomplete journal entry. Incomplete journals will not be picked up for editing, budget checking, or posting by the batch processor. This option's default is off and needs to be checked in order to turn on. Once an end user is ready to edit or budget check the journal, this option needs to be unchecked.
- Adjusting Entry: Option should only be used for entries that must be made to the 998 adjustment period. This field defaults to Non-Adjusting Entry and should not be changed.
- The Save Journal Incomplete Status: This option allows users to save an incomplete journal entry. Incomplete journals will not be picked up for editing, budget checking, or posting by the batch processor. This option's default is off and needs to be checked in order to turn on. Once an end user is ready to edit or budget check the journal, this option needs to be unchecked.

Entering Journal Lines

5. Click on the **Lines** tab
6. Enter the appropriate chartfield information and amounts.
   - Use the **Lines to add** feature to enter the number of lines you want to create. Then click "+" to add lines. All chartfields except the Account field will copy down.
   - To delete a line, use the Select checkbox to mark the lines to be deleted, then click the "-".

Editing and Budget Checking the Journal

7. Make sure the **Edit Journal** option is selected from the **Process** field dropdown.
8. Click the **Process** button. This process performs both an edit and budget check at the same time.

9. Check the status once the process has completed. The Journal Status and Budget Status update to one of the following:
   - N = Not Checked
   - V= Valid
   - E= Error

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.00	0.00	N	N

View Budget Errors

10. To view any errors click on the **Error Status** hotlinks (the **E** that appears under the status).

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	4	20,266.64	20,266.64	V	E

Note: This navigates directly to Commitment Control > Review Budget Expectations > Journal page.

View Journal Errors

11. Click on the **Errors** tab to view all errors.

Header	Lines	Totals	**Errors**	Approval

Unit STATE   Journal ID 0002296901   Date 02/21/2024

Header Errors

1-1 of 1

Field Long Name	Message Text
	No journal headers are marked in error.

Line Errors

1-1 of 1

Field Long Name	Message Text
	No journal line between line 1 and line 17 is marked in error.

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

Header | Lines | Totals | Errors | Approval

Note: The Errors page will specify if the error exists on the journal header and/or any journal lines. It provides a specific error for each instance.

12. Click on the **Lines** tab to make the appropriate correction.
13. Once all of the necessary corrections have been made, click on the **Process** button on the Lines tab to run the edit process again.

Note: The Error page can also be used to view errors on spreadsheet journals that were uploaded into Core-CT. It is recommended that any corrections made to a spreadsheet journal should be made in the original spreadsheet journal and re-uploaded. This will keep flat files in sync with Core-CT for auditing purposes.

14. Click the **Totals** tab to view journal debits and credits by fund.

Note: This page is for informational purposes only.

View and Edit an Existing Journal

Navigation:

Fluid Navigation: General Ledger and KK Homepage > Journals Transactions > Journal Entries

Or

Nav Bar > Menu > Core-CT Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1. Click the **Find an Existing Value** tab to search for an existing Journal Entry.

Add a New Value

Q **Find an Existing Value**

*Business Unit STATE Q

*Journal ID NEXT

*Journal Date 03/20/2024 📅

Add

Find an Existing Value

⊕ Add a New Value

∨ Search Criteria

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

🕘 Recent Searches Choose from recent searches ∨ ✏ 🔖 Saved Searches Choose from saved searches ∨ ✏

Business Unit	= ∨	Q
Journal ID	begins with ∨	
Journal Date	= ∨	📅
Document Sequence Number	begins with ∨	
Line Business Unit	= ∨	Q
Journal Header Status	= ∨	∨
Budget Checking Header Status	= ∨	∨
Source	= ∨	Q
Entered By	begins with ∨	Q
Attachment Exist	= ∨	∨
Journal Class	begins with ∨	Q

∧ Show fewer options

☐ Case Sensitive

Search | Clear

---

2. Once located, click on the **Error** tab and the **Line** tab as previously mentioned to perform an edits on the journal.

| Header | Lines | Totals | Errors | Approval |

The agency's goal is to enter and edit journals that result in a Valid Journal Status and Valid Budget Status. The Comptroller's office will continue to review and post Valid Agency journal entries.

Delivered EPM queries or personal custom queries can be used to view journal entries that either have a status of Error or Valid and waiting to be posted.