



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:

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

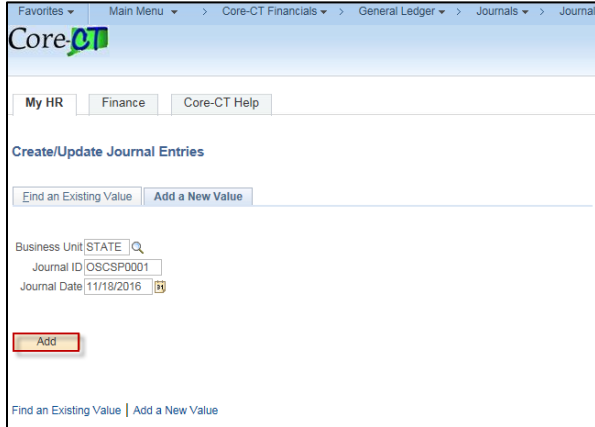
1. Click the **Add a New Value** tab to add a new Journal Entry.

A screenshot of the Core-CT web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Core-CT Financials > General Ledger > Journals > Journal Entry. The page title is "Create/Update Journal Entries". There are three tabs: "My HR", "Finance", and "Core-CT Help". The "Add a New Value" tab is selected and highlighted with a red box. Below the tabs, there are three input fields: "Business Unit" with the value "STATE", "Journal ID" with the value "NEXT", and "Journal Date" with the value "11/18/2016". There is an "Add" button below these fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

2. 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



3. Click **Add**



4. 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.

The screenshot displays the 'Create/Update Journal Entries' form in the Core-CT Financials 9.2 system. The form is organized into several sections. At the top, it shows the navigation path: Favorites > Main Menu > Core-CT Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main form area includes fields for 'Unit' (STATE), 'Journal ID' (OSCSP0001), and 'Date' (11/18/2016). A 'Long Description' field is present with a '254 characters remaining' indicator. The 'Ledger Group' is set to 'MOD_ACCRL', and the 'Ledger' field is empty. The '*Source' is 'OSC'. The 'Reference Number' and 'Journal Class' fields are empty. The 'Transaction Code' is 'GENERAL'. The 'SJE Type' section includes 'Currency Defaults: USD / ORRNT / 1', 'Attachments (0)', and 'Reversal: Do Not Generate Reversal'. The 'Entered By' field is 'WilsonJu' and the user is identified as 'OSC-Wilson Julie A'. There are checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. The 'Adjusting Entry' dropdown is set to 'Non-Adjusting Entry'. The 'Fiscal Year' is '2017' and the 'Period' is '5'. The 'ADB Date' is '11/18/2016'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 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 “-”.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.000	0.000	N	N

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

The screenshot shows the 'Create/Update Journal Entries' screen. The 'Process' dropdown menu is open, showing 'Process | Edit Journal' as the selected option. The 'Process' button is also highlighted. The 'Totals' table below shows the following data:

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

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

The screenshot shows the 'Create/Update Journal Entries' screen after the process has completed. The 'Process' dropdown menu is open, showing 'Process | Edit Journal' as the selected option. The 'Process' button is also highlighted. The 'Totals' table below shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.00	0.00	V	E

A callout box points to the 'Journal Status' and 'Budget Status' columns in the 'Totals' table, containing the following text:

The status can be one of the following:

- N = Not Checked
- V = Valid
- E = Error

View Budget Errors

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

The screenshot shows the 'Create/Update Journal Entries' page in Core-CT Financials. The 'Errors' tab is selected. The 'Totals' table at the bottom displays the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.00	0.00	V	E

The 'E' icon in the 'Budget Status' column is highlighted with a red box.

The screenshot shows the 'GL Journal Exceptions' page in Core-CT Financials. The 'Budgets with Exceptions' table displays the following data:

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1			STATE	KK_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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.

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

My HR | Finance | Core-CT Help

Header | **Errors** | Approval

Unit: STATE | Journal ID: OSCSP0001 | Date: 11/21/2016 | Errors Only

Inter/IntraUnit | *Process [Edit Journal] | Process | Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	SID	Program	Account	ChartField 1	C
<input type="checkbox"/>	1	STATE	MOD_ACCRL		12060	DPH48845	20892	42003	55040		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.00	0.00	V	E

Save | Notify | Refresh | Add | Update/Display

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

My HR | Finance | Core-CT Help

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

Unit: STATE | Journal ID: OSCSP0001 | Date: 11/21/2016

Header Errors | Personalize | Find | First 1 of 1 Last

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

Line Errors | Personalize | Find | First 1 of 1 Last

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

Save | Notify | Refresh | Add | Update/Display

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.

Unit STATE Journal ID OSCSP0001 Date 11/21/2016

Totals Find | View All First 1 of 1 Last

*Unit	*Ledger	Fund
STATE	MOD_ACCRL	12060

Currency	Control Totals	Actual Totals	Differences
USD	Debits	Debits	0.00
	Credits	Credits	0.00
		Net	0.00
Base Currency	Debits	Debits	0.00
USD	Credits	Credits	0.00
		Net	0.00
	Units	Units	0.00
	Lines	Lines	1

Buttons: Save, Notify, Refresh, Add, Update/Display

Note: This page is for informational purposes only.

View and Edit an Existing Journal

Navigation:

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

1. Click the **Find an Existing Value** tab to search for an existing Journal Entry.
2. Once located, click on the **Error** tab and the **Line** tab to perform an edits on the journal.

Find an Existing Value Add a New Value

Search Criteria

Business Unit = STATE

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = No Status - Needs to be Edited

Budget Checking Header Status =

Source = OSC

Entered By begins with WilsonJu

Attachment Exist =

Limit the number of results to (up to 300): 300

Buttons: Search, Clear, Basic Search, Save Search Criteria

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.