



In Core-CT 9.1 General Ledger Journals are entered in much the same way they were entered in Core-CT 8.9. Core-CT 9.1 does bring three enhancements to General Ledger Journals:

- Ability to print the Journal Entry Detail report from the **Lines** tab in either Crystal or XML format.
- Attachments can be added to the header of a journal
- Spreadsheet Journal uploads can use NEXT for the Journal ID and SpeedTypes to enter distributions.

Navigation

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

Printing Journal Entry Detail Reports

Core-CT 9.1 allows users to print the Journal Entry Detail report directly from the **Lines** tab using the **Process** drop down list. They can select to print either the Crystal or XML version of the report. The steps used to run the Crystal version are described below. The steps used to run the xml version are covered in the XML Reports section of the General Ledger UPKs.

Printing the Crystal version from the Lines tab.

Navigate to the **Lines** tab for a General Ledger Journal

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	Dept	SID	Program
<input type="checkbox"/>	1	STATE	MOD_ACCF	AES48011	10010	00000

Lines to add: 1

Totals

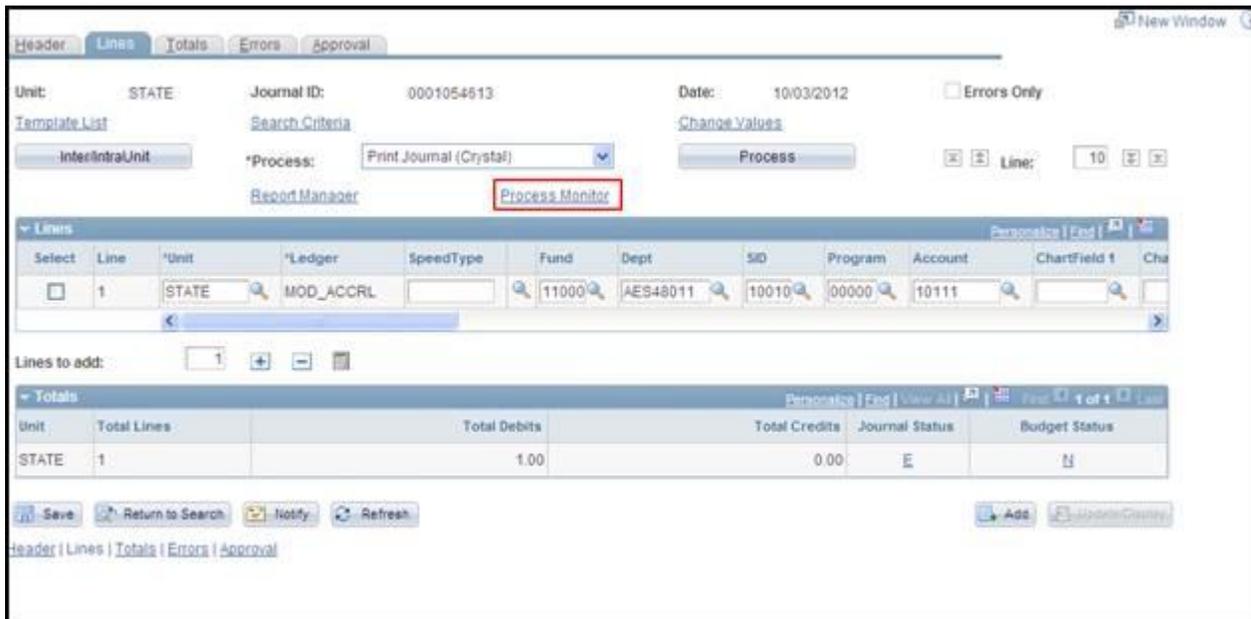
Unit	Total Lines	Total Debits	Total Credits	Journal
STATE	1	1.00	0.00	

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

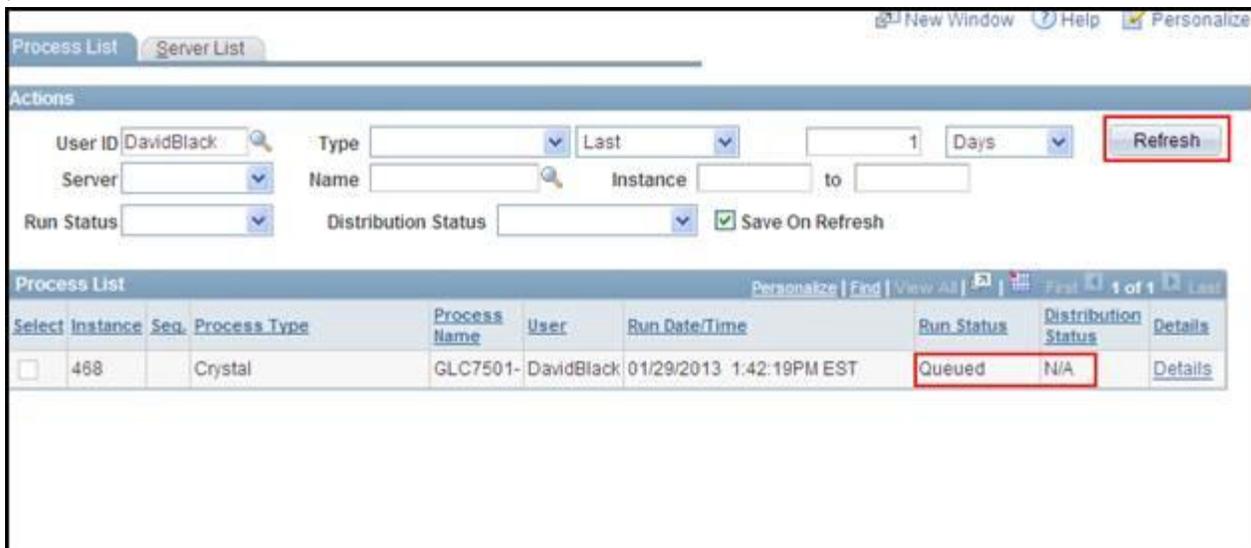
Select Print Journal (Crystal) from the **Process** drop down.

Click the **Process** button.

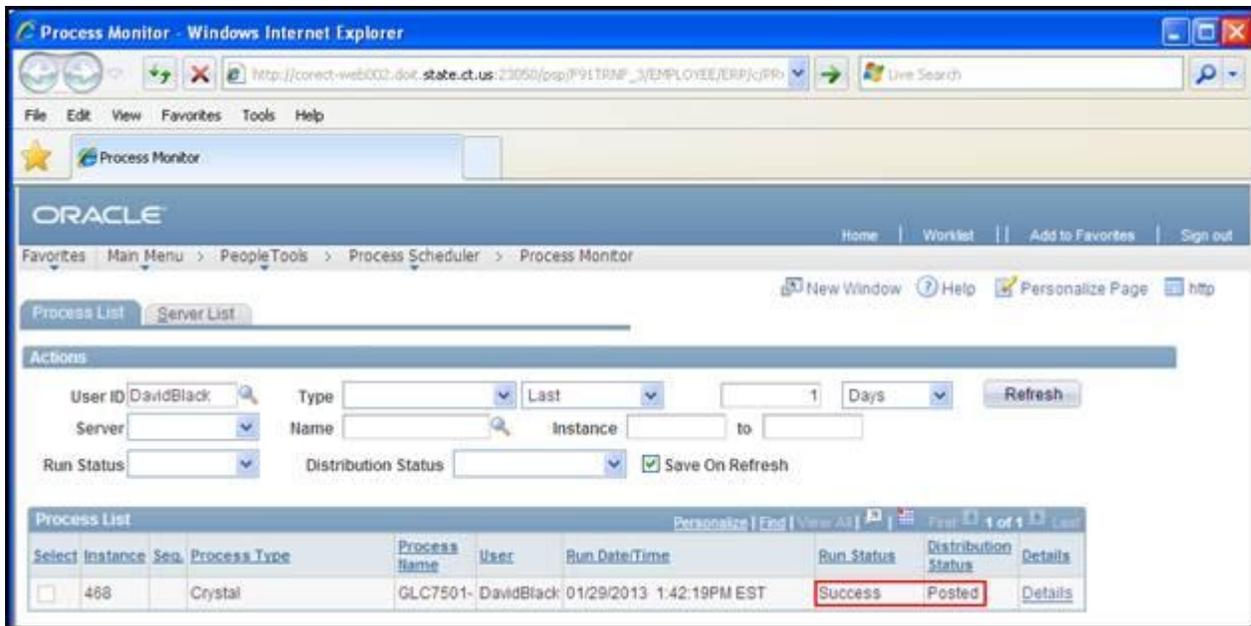


Click the **Process Monitor** link.

The **Process Monitor** displays in a new window

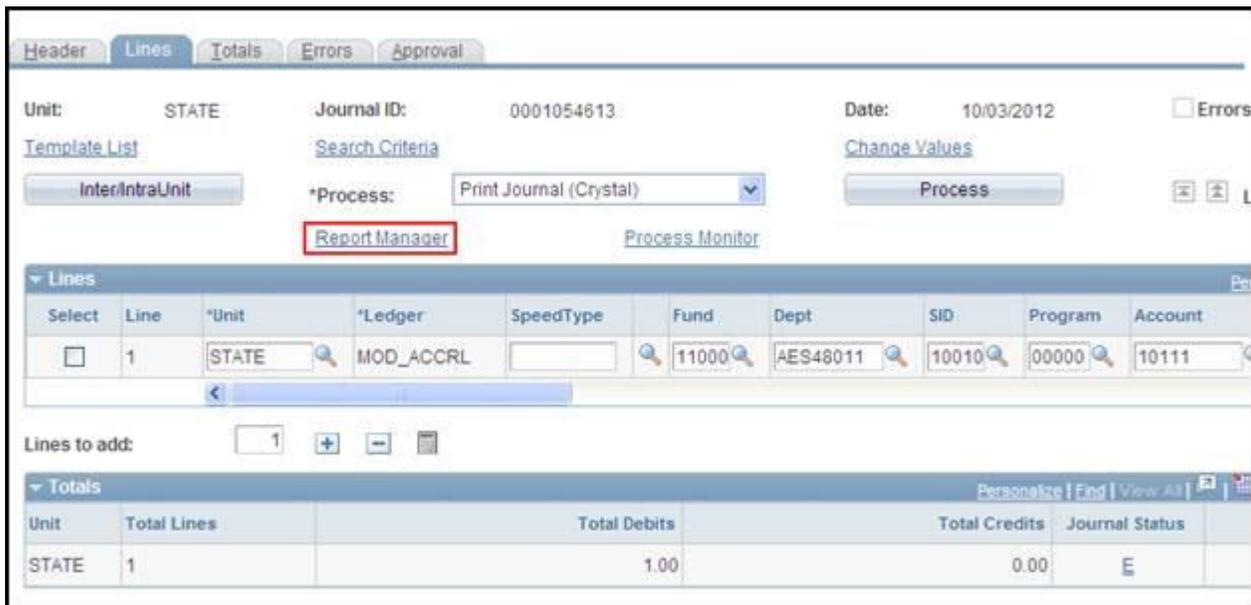


Click the **Refresh** button until the **Run Status** field displays Success and the **Distribution Status** field displays Posted.



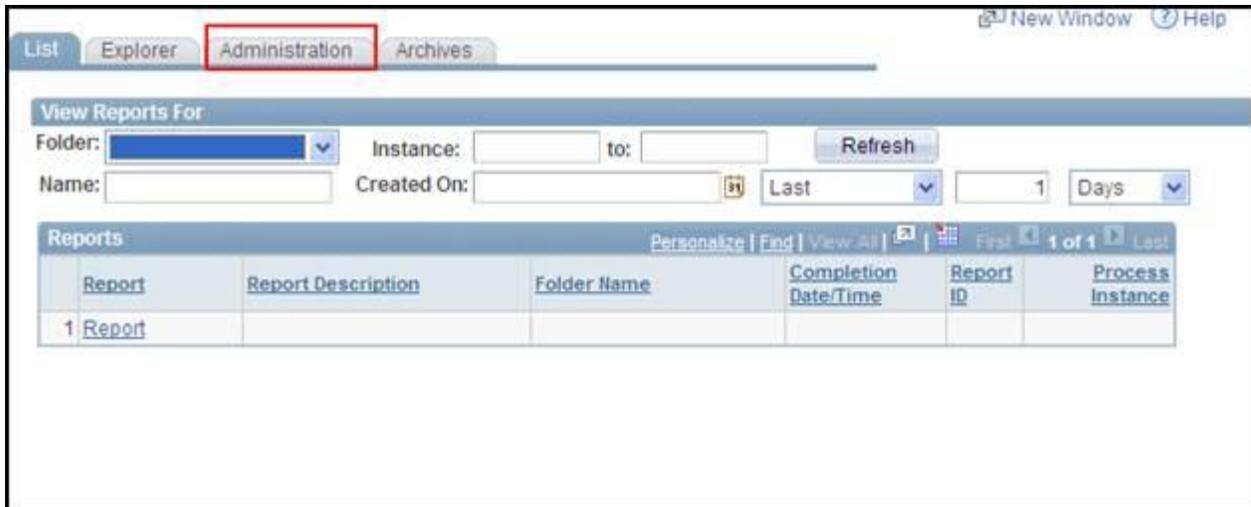
Click the **Close** window button.

The **Lines** page displays.



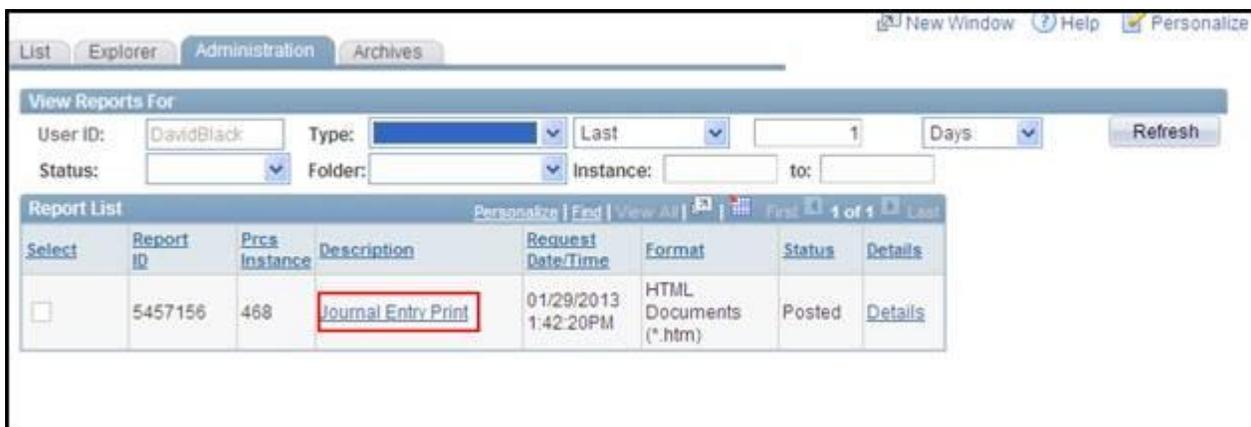
Click the **Report Manager** link.

The **Report Manager** opens in a new window.



Click the **Administration** tab.

The **Administration** tab displays.



Click the **Journal Entry Print** link.

The report displays in a new window.

Crystal Report Viewer - Windows Internet Explorer
 http://corect-web002.doi.state.ct.us:23050/preports/P91TRAF75457156/IGLC750

Core-CT Report ID: GLC7501 State of CT Financials
JOURNAL ENTRY DETAIL REPORT

Unit: STATE Ledger Group: MOD_ACCRL Foreign Currency: USD
 Journal ID: 0001054013 Source: ONL Rate Type: CRR
 Date: 10/3/2012 Reversal: N Effective Date: 10/3/2012
 Description: Reversal Date: Exchange Rate: 1.00

Line#	Unit	Account	Alt Account	Operat Unit	Fund Code	Department	Program	Class	Stat	Stat/Act	Rate Type	Rate	Foreign Amount
1	STATE	10111			11000	AES48011	00000	10010			CRRNT	1.00000000	1.00 USD
		Description: 2001540 CT Agri Exper Stat PC				Reference:						Open Item Key:	

Business Unit	Total Lines	Total Base Debits	Total Base Credits
STATE	1	1.00	0.00

Attachments

Core-CT 9.1 allows End Users to add attachments to General Ledger Journal headers. The following file types can be attached:

- doc & docx
- xls & xlsx
- txt
- pdf
- jpeg
- csv

The number in the parentheses () in the **Attachment** link indicates the number of attachments associated with a payment. For example **Attachments (0)** indicates that no files are attached; **Attachments (1)** indicates 1 file is attached, **Attachments (2)** indicates that 2 files are attached, etc.

Example: Attaching multiple files

Navigate to the **Header** page and click the **Attachments (0)** link.

Header | Lines | Totals | Errors | Approval

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

Long Description:

*Ledger Group: MOD_ACCRL Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: DNL Period: 4

Reference Number: ADB Date: 10/03/2012

Journal Class:

Transaction Code: GENERAL

SJE Type:

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

The **Journal Entry Attachments** page displays . Click **Add Attachments**.

Journal Entry Attachments

Attachments

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

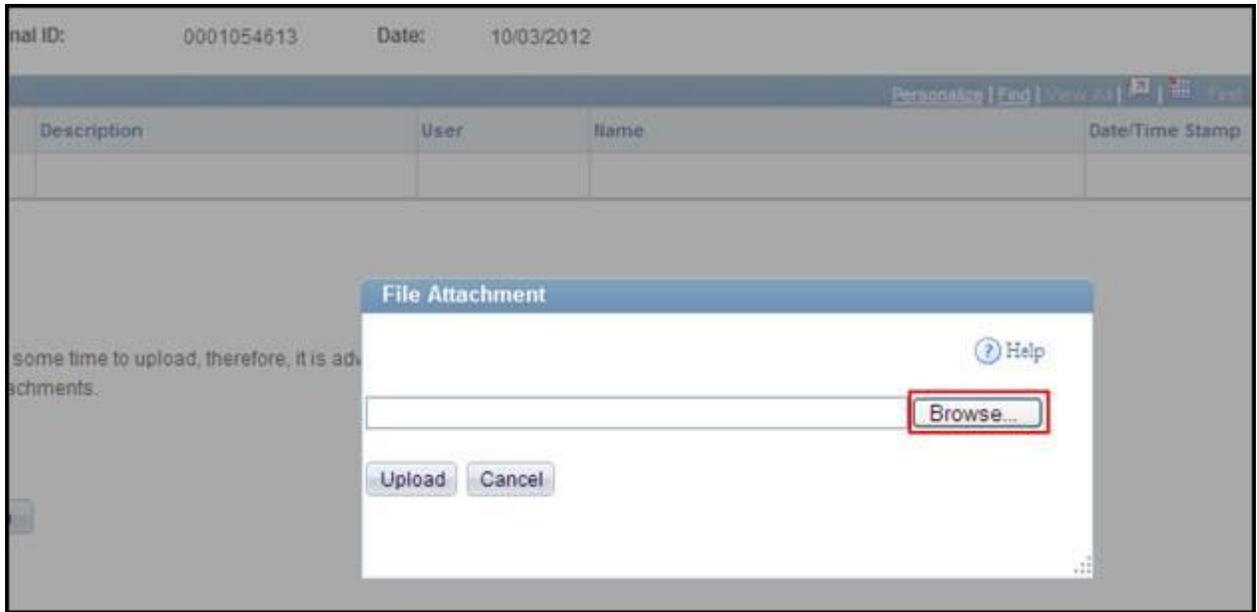
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

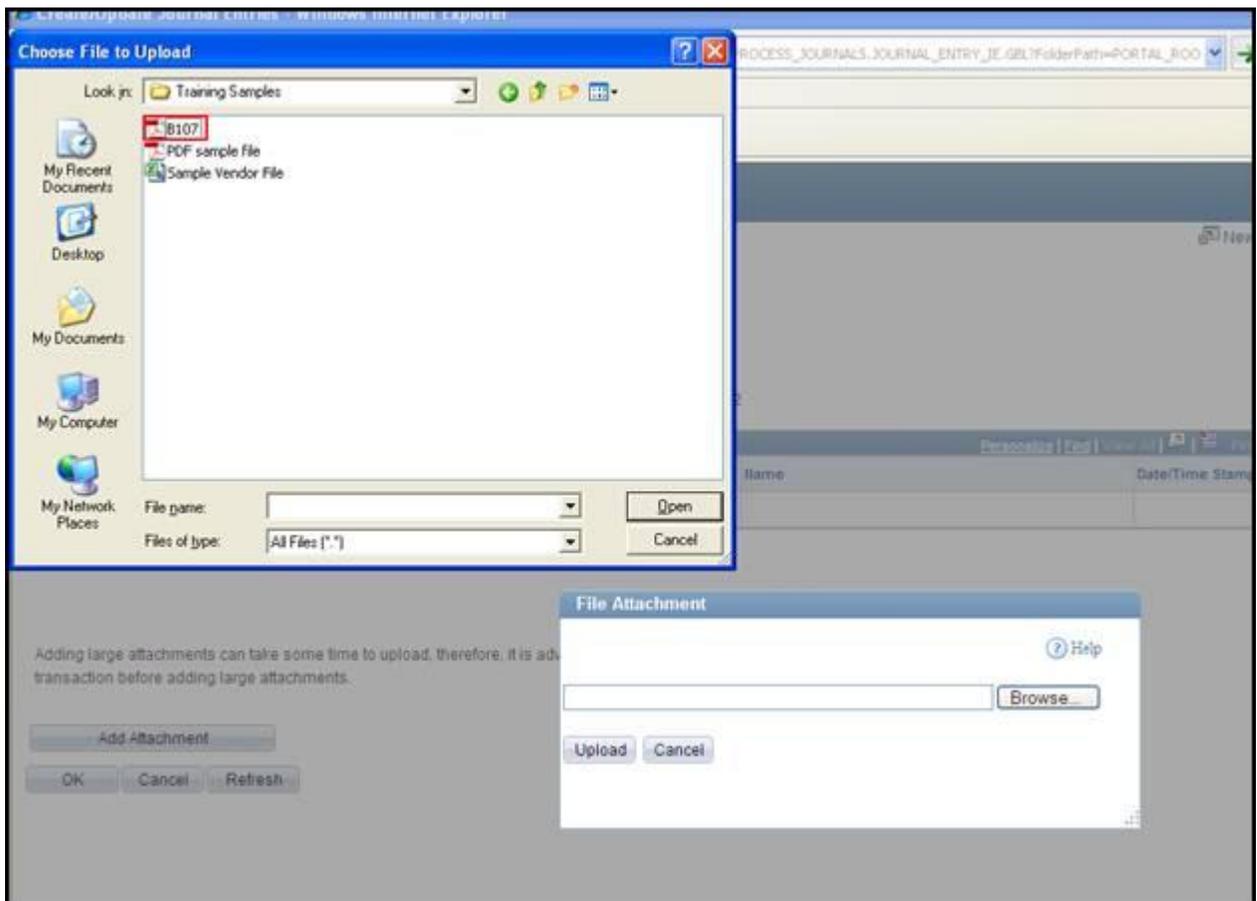
Add Attachment

OK Cancel Refresh

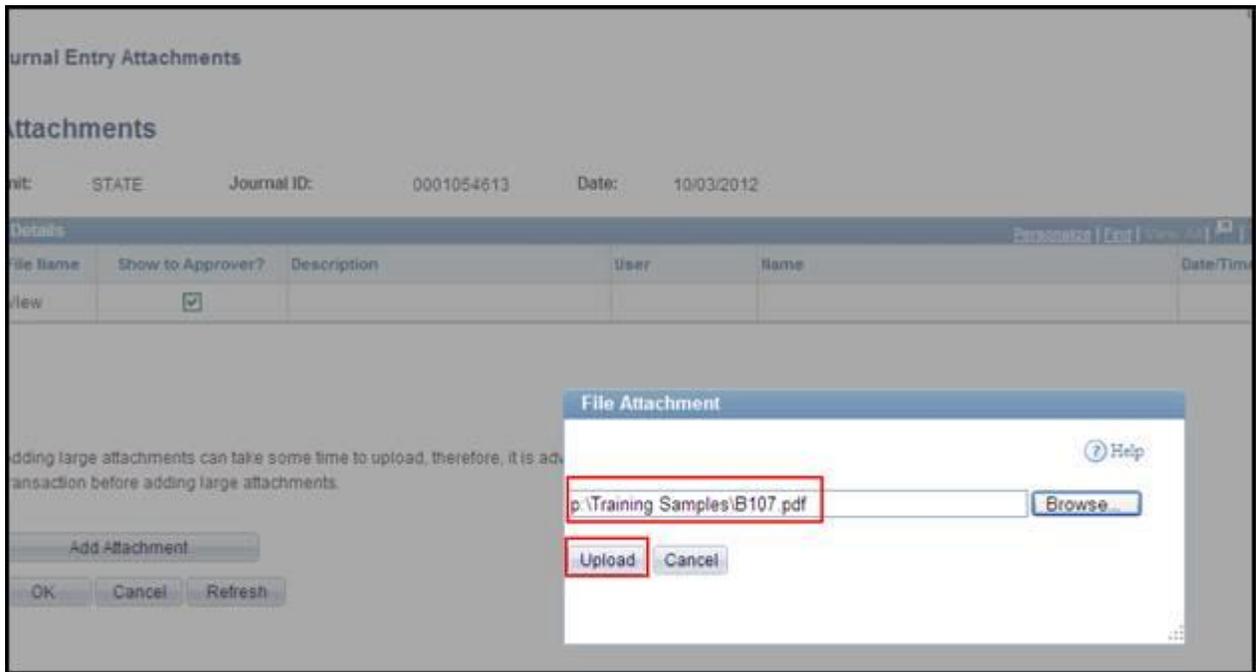
The **File Attachment** dialog box displays. Click the **Browse...** button



The **Choose File to Upload** dialog box displays. Select the file to upload and then click **Open**.



The name of the file selected displays in the **File Attachment** dialog box text box. Click **Upload** to attach the file.



The **Attachments** page displays. The name of the uploaded file displays in the **File Name** Field.

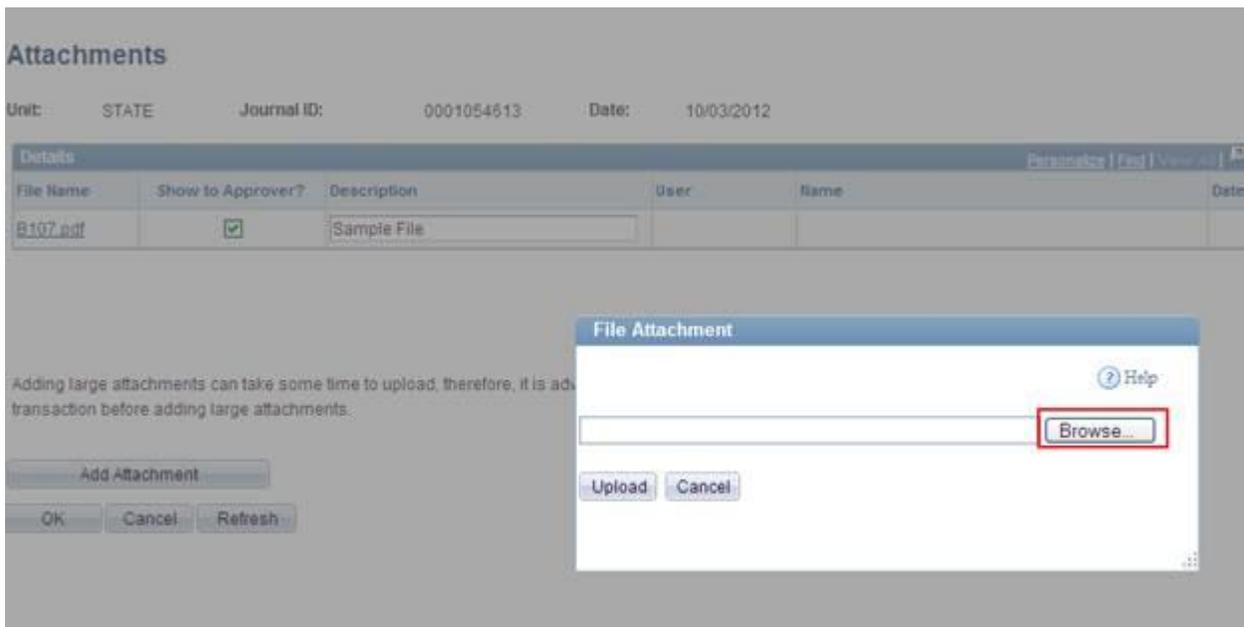


Add a description of the attached file in the **Description** field.

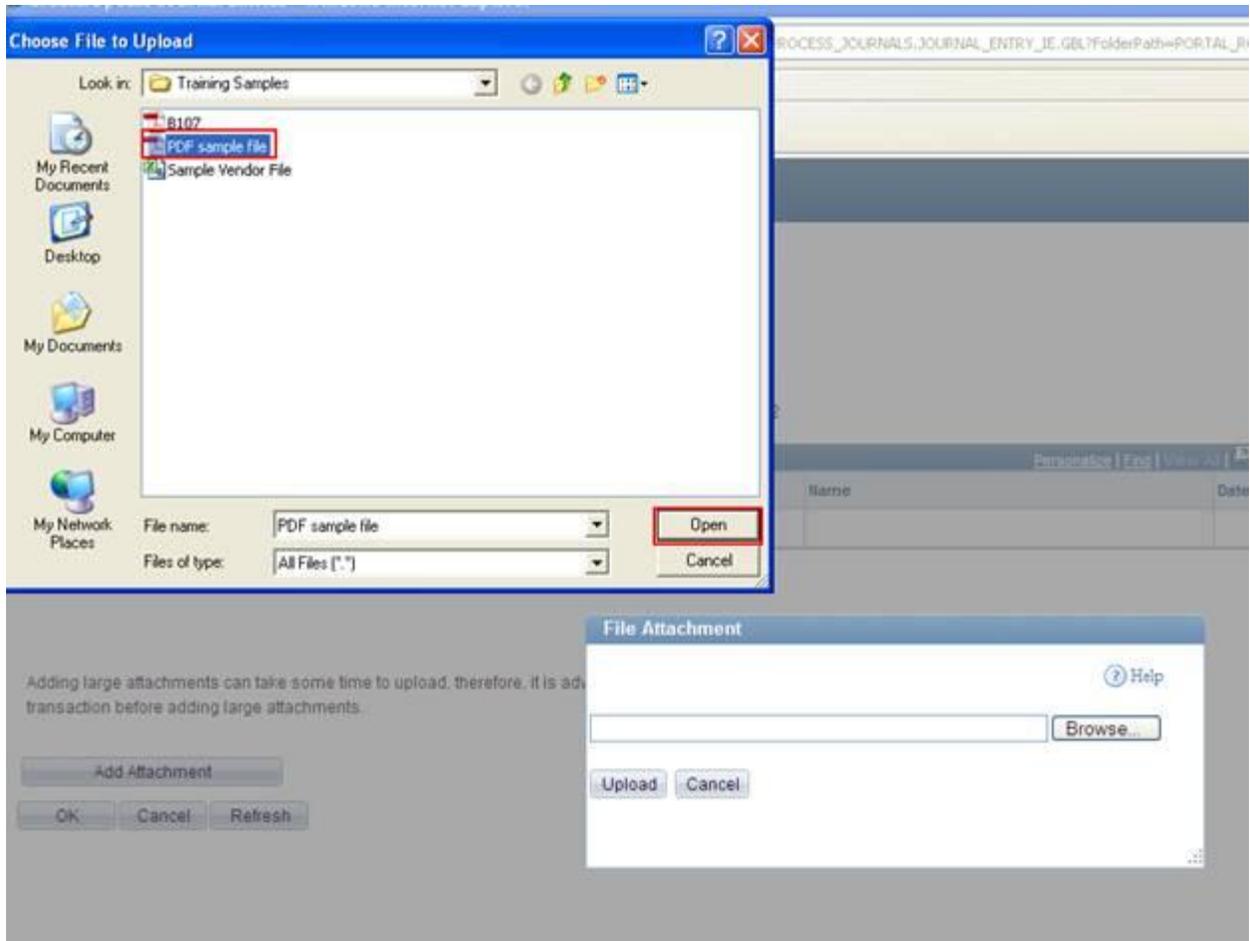


Click the **Add Attachment** button to Add an additional attachment.

The **File Attachment** dialog box displays.

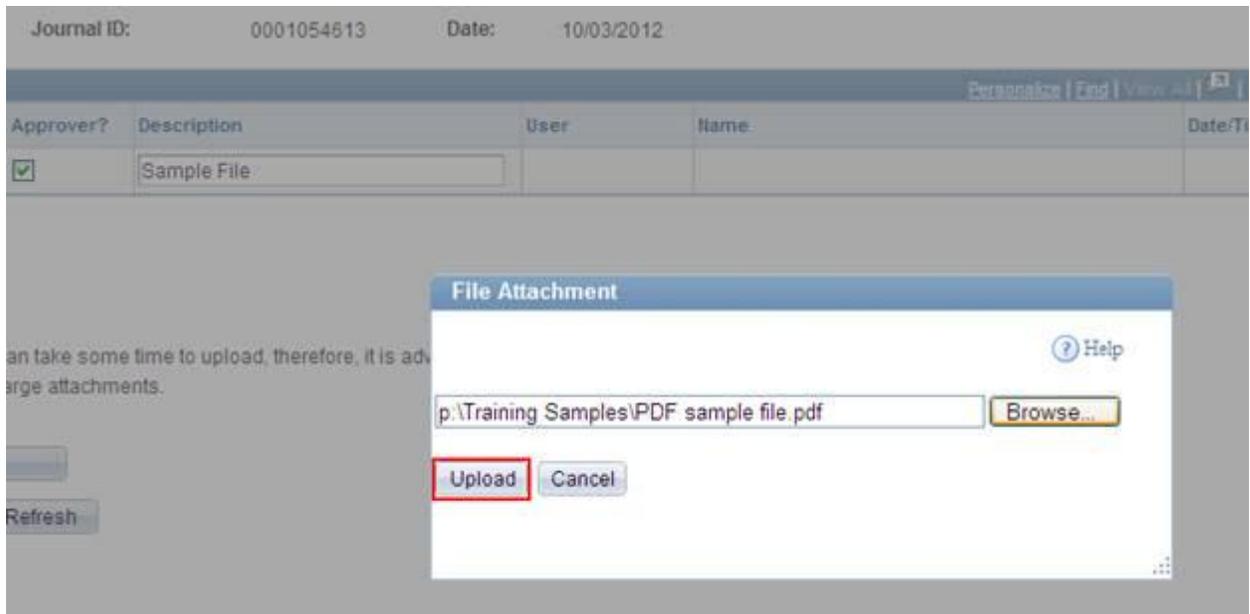


The **Chose File to Upload** dialog box displays.



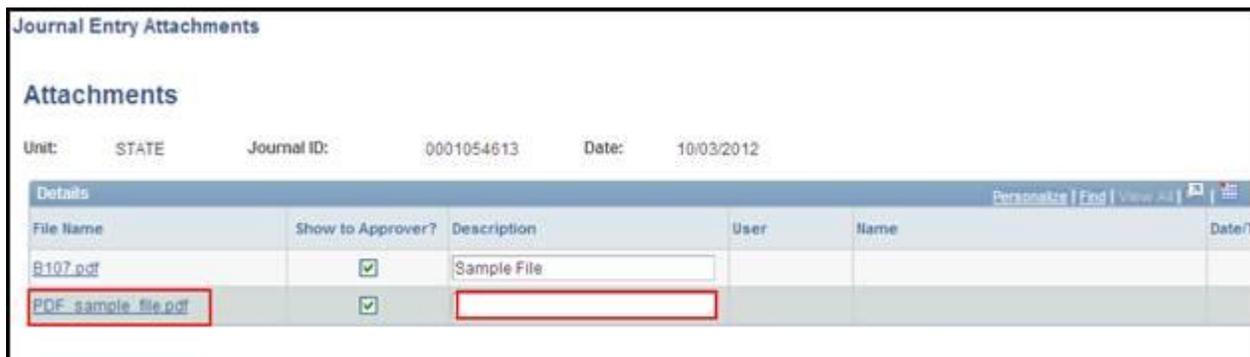
Select the file to be uploaded.

Click the **Open** button.



Click the **Upload** button.

The **Journal Entry Attachments** page displays.



The second uploaded file appears in a new row.

Add a description for the second file in the **Description** field.

Journal Entry Attachments

Attachments

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
B107.pdf	<input checked="" type="checkbox"/>	Sample File			
PDF_sample_file.pdf	<input checked="" type="checkbox"/>	Sample File 2			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Click the **OK** button. (Use the **Minus** button to delete the attachment.)

The **Header** page displays.

The **Attachments (2)** link now displays (2). This indicates that 2 files are attached to the General Ledger Journal header.

Header Lines Totals Errors Approval

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

Long Description:

*Ledger Group: MOD_ACCRL Adjusting Entry: Non-Adjusting Entry

Ledger:

*Source: ONL Fiscal Year: 2013

Reference Number: Period: 4

Journal Class: ADB Date: 10/03/2012

Transaction Code: GENERAL

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (2) Commitment Control

Reversal: Do Not Generate Reversal

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Click the **Save** button.

Opening and Viewing Attachments

Users can open and view attachments that have been added to a General Ledger Journal by clicking on the link in the **File Name** field on the **Journal Entry Attachments** page.

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Sample File.pdf	<input type="checkbox"/>	Sample File	DavidBlack		10/30/2012 3:39:01PM
B107.pdf	<input checked="" type="checkbox"/>	Sample File 2			

The attachment displays in a new window.

ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST B-107 - REV 3/96

TO: STATE OF CONNECTICUT BUDGET AND FINANCIAL MANAGEMENT OFFICE OF POLICY AND MANAGEMENT

COMPT. USE ONLY PAGE OF DOC. TYPE DOCUMENT NUMBER OPM 0486

EFFECTIVE DATE FAC NUMBER REQUEST NUMBER 12-36B

AGENCY NO. AGENCY NAME OPM20000 Office of Policy and Management for Various Agencies

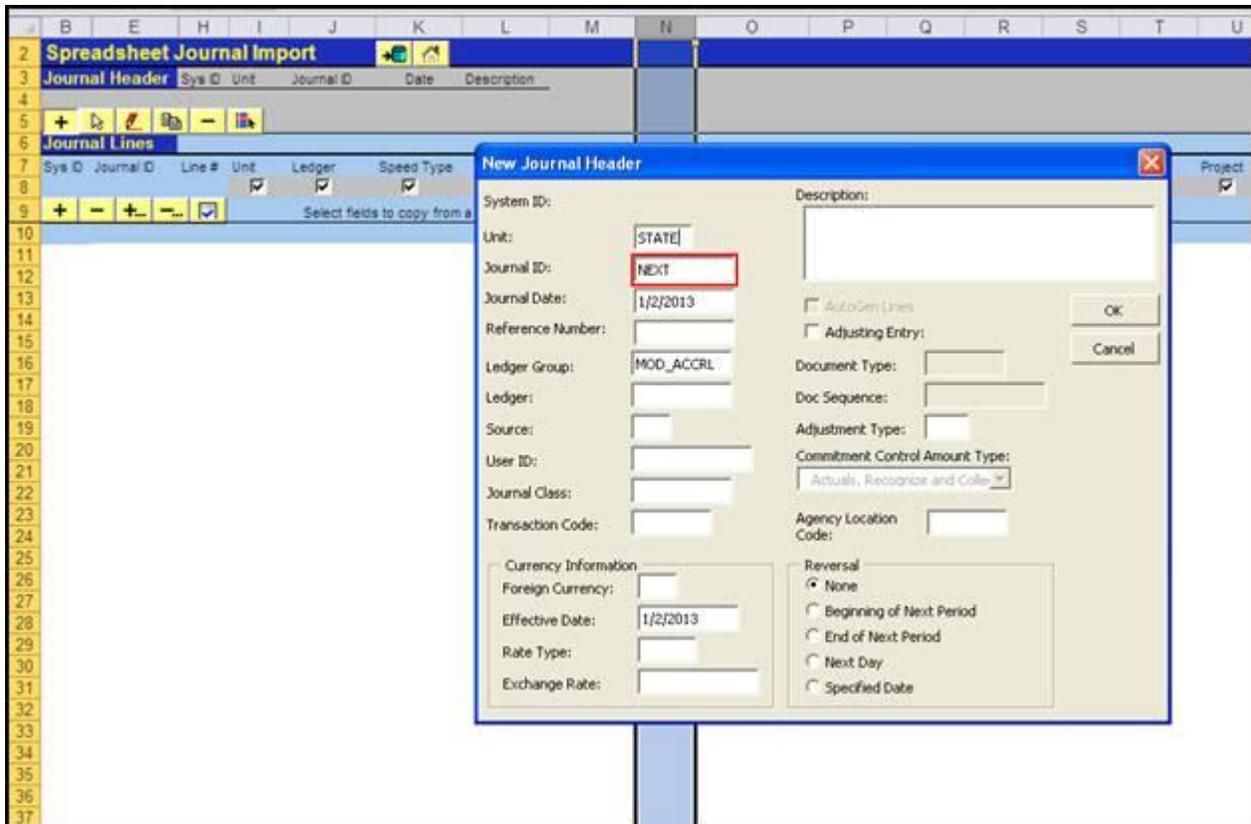
F.Y.	FUND	AGENCY	SID	REDUCE *	INCREASE **	ACCOUNT TITLE/PROJECT NUMBER
				RESOURCES OF THE FUND	ALLOTED	
2012	12005	PCAM000	40007	\$4,630,517.00		PROBATE COURT ADMINISTRATION FUND
2012	11000	DEF4300	30020		\$45,000.00	OTHER EXPENSES
2012	11000	ECD4000	30020		\$285,000.00	OTHER EXPENSES
2012	12040	ECD4000	05478		\$50,000.00	NEIGHBORHOOD MUSIC SCHOOL IN NEW HAVEN
2012	11000	DPH4850	30020		\$48,000.00	OTHER EXPENSES
2012	11000	03560000	20020		\$275,000.00	OTHER EXPENSES
2012	11000	05560000	12042		\$1,000,000.00	CHILDREN'S TRUST FUND
2012	11000	05560000	26180		\$250,000.00	COMMUNITY SERVICES
2012	11000	50164000	30020		\$500,000.00	OTHER EXPENSES
2012	11000	50164000	12318		\$300,000.00	NEIGHBORHOOD YOUTH CENTER

Spreadsheet Journal Uploads

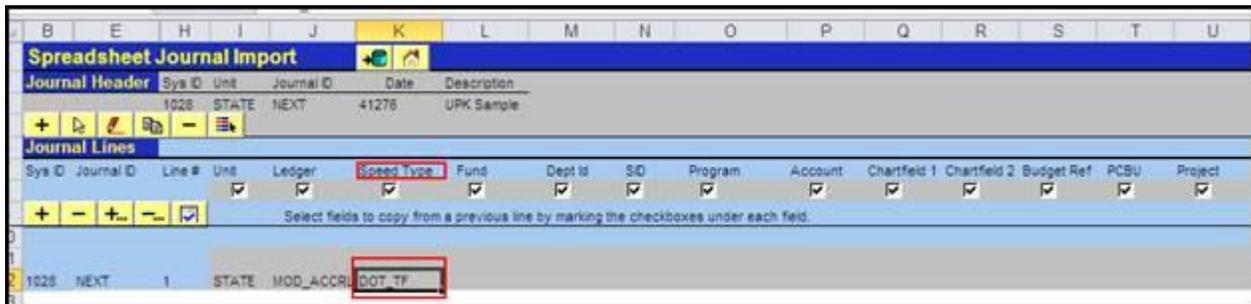
The process for using a spreadsheet to upload journal entries has not change from Core-CT 9.1. That process is covered in a job aid available on the Core-CT website.

Core-CT 9.1 does offer two enhancements to this process.

First, users can, if their agency desires, use NEXT as the Journal ID. Core-CT 9.1 will automatically assign the next available Journal ID when the spreadsheet is uploaded into Core-CT.



Second, users can enter a SpeedType code in the Journal Lines section. Core-CT 9.1 will automatically populate the distribution lines with the values associated with the SpeedType when the Spreadsheet is uploaded into Core-CT.



Always be sure to review journals online after they have been uploaded to Core-CT and make any necessary edits to distribution lines created by using a SpeedType code on the Spreadsheet Journal Upload Tool.