9.2 Creating and Submitting a Manual Journal Entry

Purpose: Use this document as a reference for creating and posting a manual General Ledger journal entry in ctcLink.

Audience: Financial Staff/Supervisors

You must have at least one of these local college managed security roles:

- ZZ GL Journal Entry

  You must also set these User Preference Definitions:

- User Preferences: General Ledger

  If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

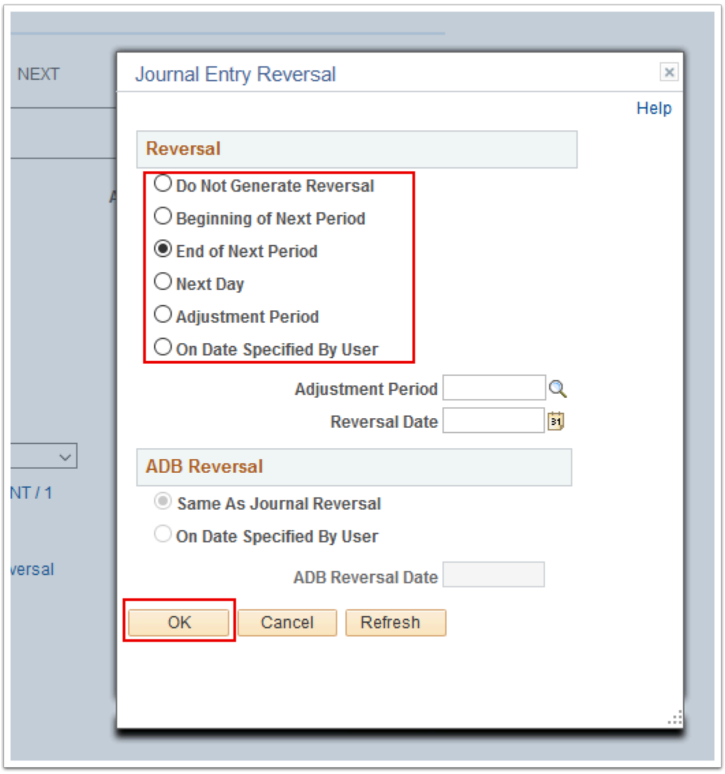
Creating a Manual Journal Entry

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

Setting Up a Reversal

3. The **Journal Entry Reversal** page displays. Use it to select the date that the journal entry will be reversed. Reversals are marked valid and ready to post when you create them; they don't need to be edited.
   a. Select the radio button for the desired reversal date.
   b. Select **OK**.

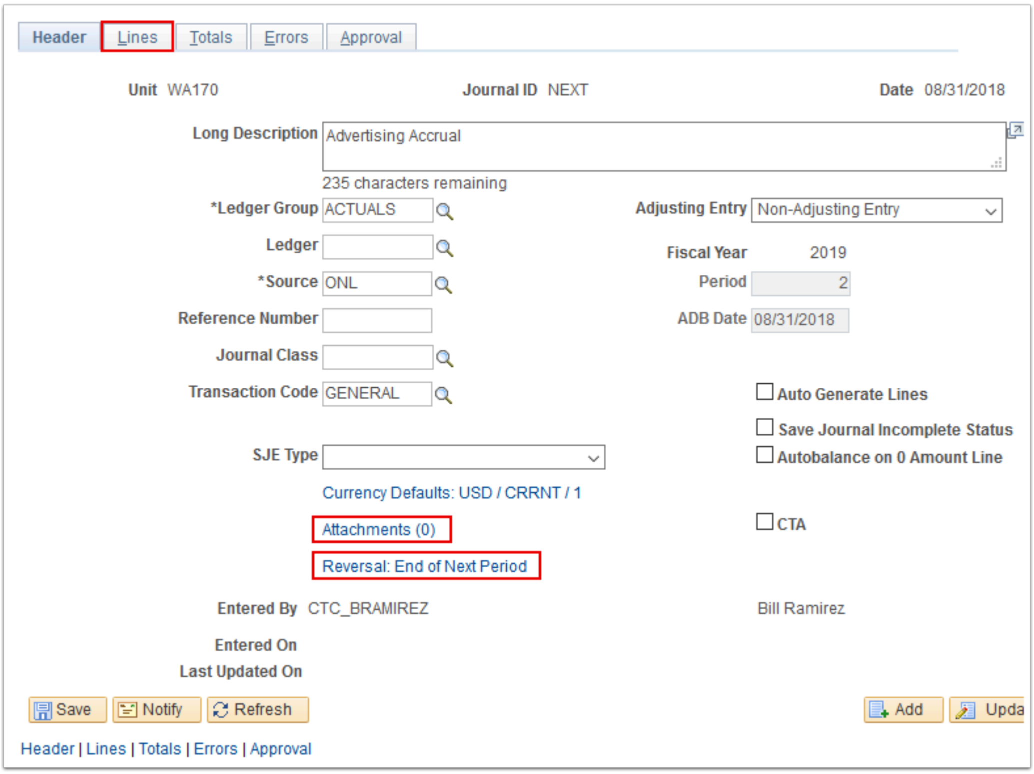
1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**



Note: After selecting a reversal option, it is reflected in the **Reversal** link on the Header page.

4. The **Journal Entry Reversal** page disappears. The updated **Header** page displays. If supporting documentation is required for the journal entry, select the **Attachments** link to navigate to the **Journal Entry Attachments** page where you can attach a file with supporting documentation. For example, you might want to attach a spreadsheet with the details on how the accrual entry was derived. The number in the parenthesis denotes how many documents you have attached.
5. After the **Header** page is complete, select **Lines**.

1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**



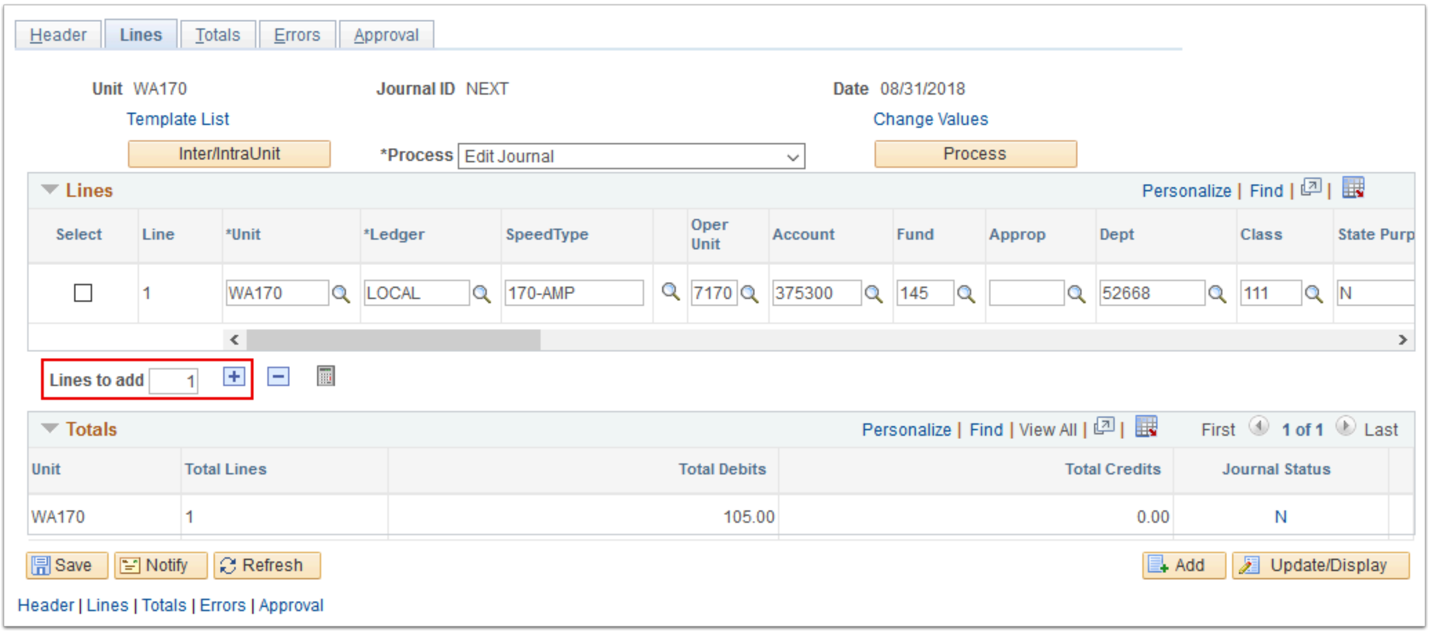
Lines

1. The **Lines** page displays. Use it to record the transaction lines that comprise the journal.

> Use the **Lines** page to record the transaction lines that comprise the journal.
>
> **Note:** SBCTC requires the presence of a Business Unit (***Unit**), **Account**, **Fund**, **Dept**, **Class,** and **State Purpose** for every transaction, including journal entry. Certain Expense Account transactions will also require the **Approp.** Additionally, grant and project related journal entries require a **Project Bus Unit**, **Project Number**, **Activity**, and **Analysis Type**. During processing of the journal entry, the system will use this information to check for valid Chartfield combinations and sufficient budget.

2. Enter or select the appropriate account in the **Account** field.
3. Enter or select the appropriate operating unit in the **Oper Unit** field.
4. Enter or select the appropriate fund in the **Fund** field.
5. Enter or select the appropriate department in the **Dept** field.
6. Enter or select the appropriate class in the **Class** field.
7. Enter the journal entry amount in the **Amount** field.
8. Enter or select the correct state purpose in the **State Purpose** field.
9. Select **Lines to Add** and the **+** icon to add the off-setting item using the Copy Down ID functionality.

1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**



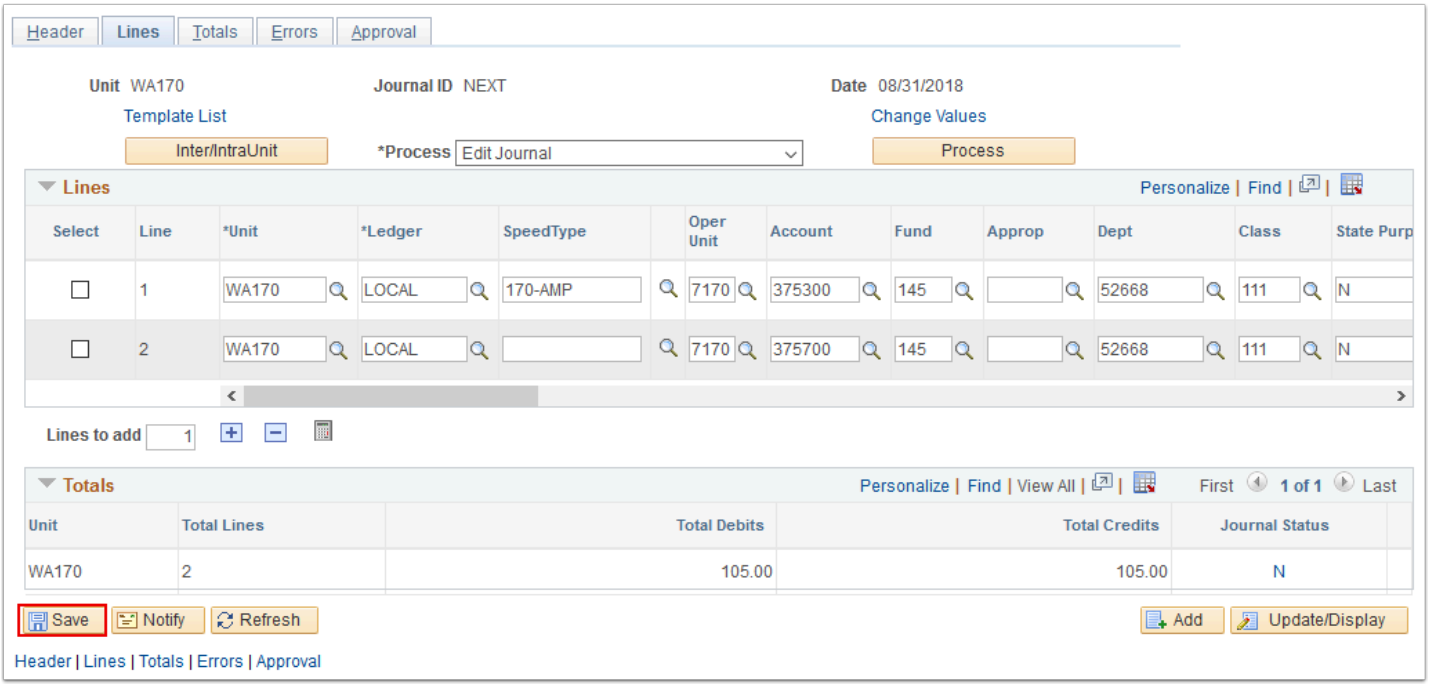
Note: All values just entered will be copied to the new line, with the exception of the Account and Amount. The Amount will be the amount needed to auto-balance the journal. As you change the Amount and add more lines, the Amount will automatically adjust to the amount necessary to balance the journal. You will need to provide an Account for each new line.

10. Enter or select the appropriate account for the second line item in the **Account** field.

Note: The journal entry is balanced when the value in the **Total Debits** column is equal to the value in the **Total Credits** column. When you have a balanced journal, you may begin processing the journal directly from this page.

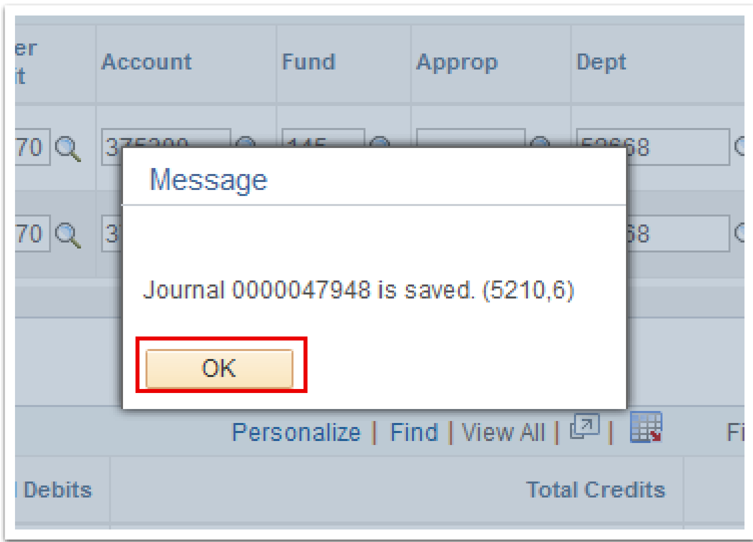
11. Select **Save**.

1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**



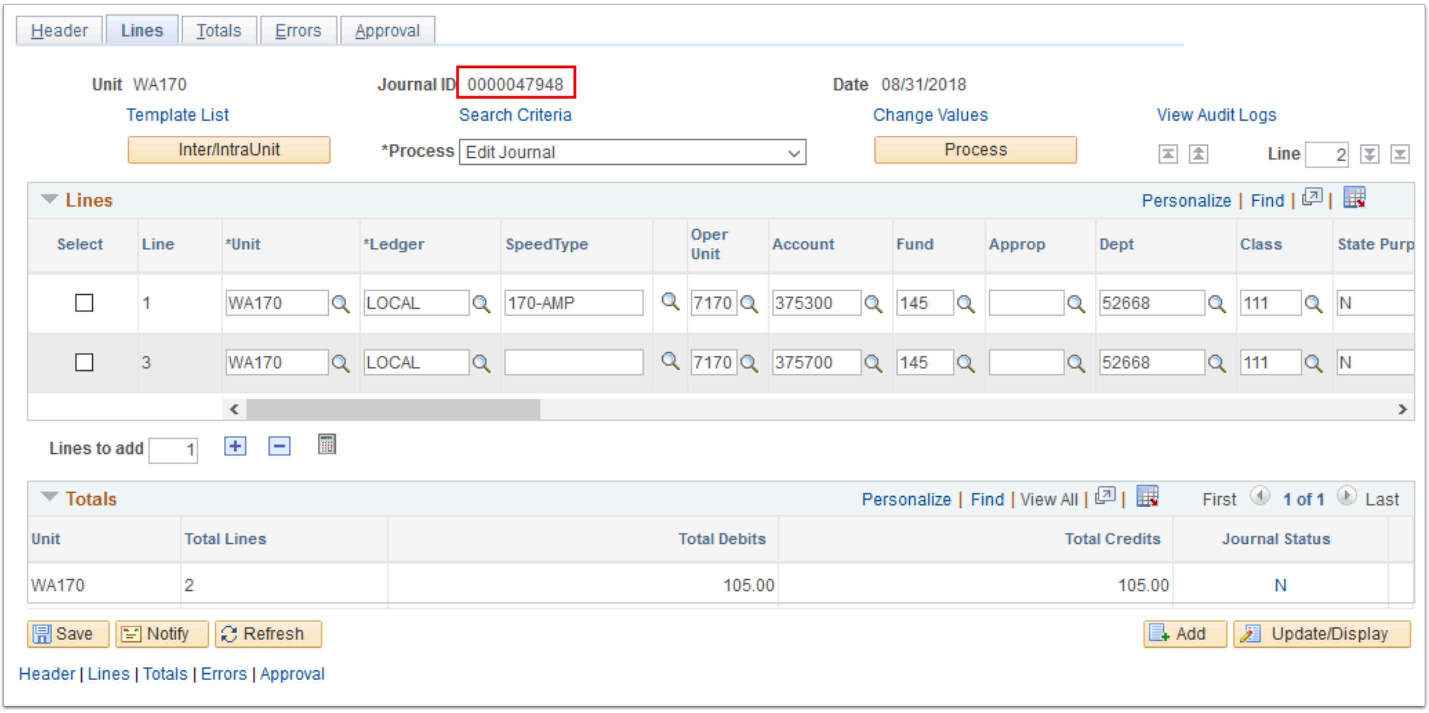
12. A **Message** window displays. Select **OK** to acknowledge the message. The message may say that the journal is saved with 'T' (incomplete) status (if that option was selected on the Header tab). "This journal cannot be edited or posted until you change its status to complete."

> The "T" (incomplete) status flag only prevents the journal from being processed by batch processing. The journal can still be edited, budget checked, and submitted for approval using the online options from the *Process list.



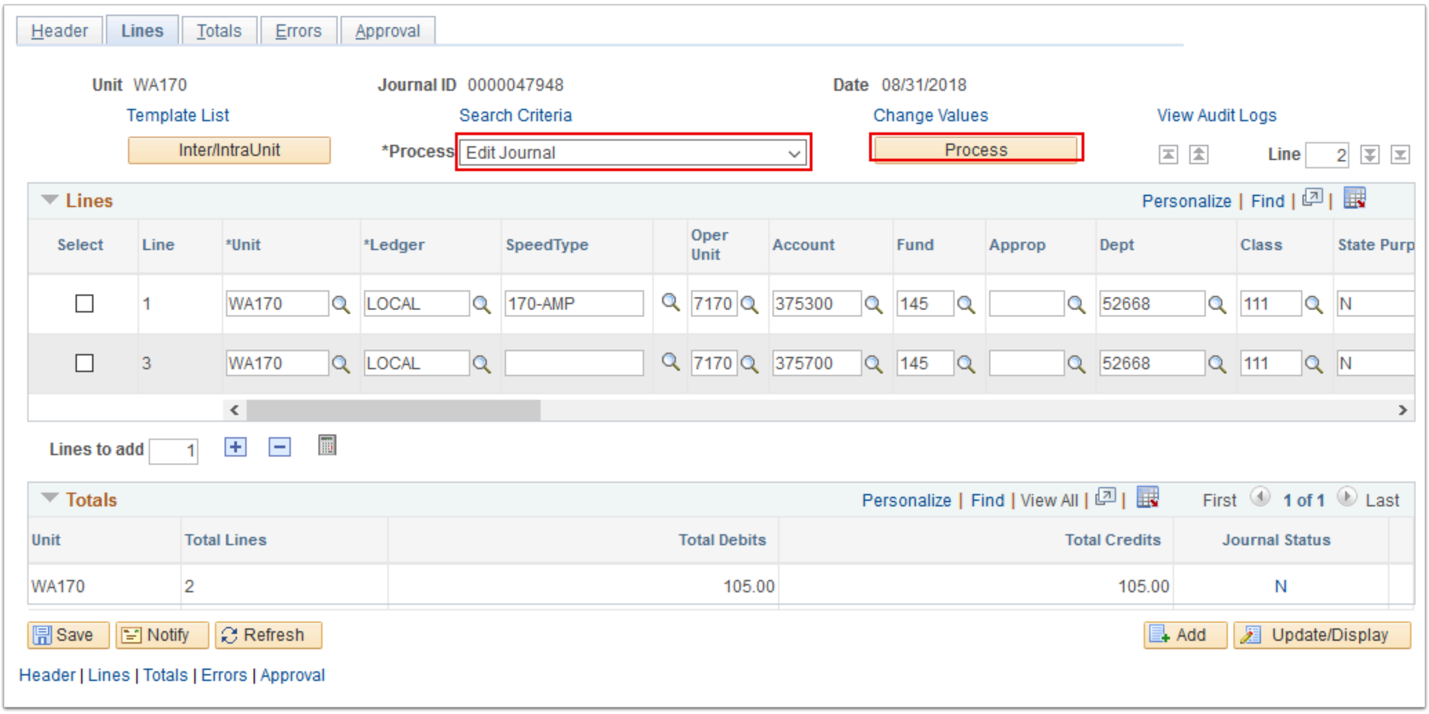
13. The **Message** window disappears. The updated **Lines** tab displays. Note that your newly-created **Journal ID** displays.

1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**



Processing the Journal Entry Online

1. Use the **Lines** page to process the journal. Begin by verifying that the *Process box reads **"Edit Journal"**, then select **Process**.



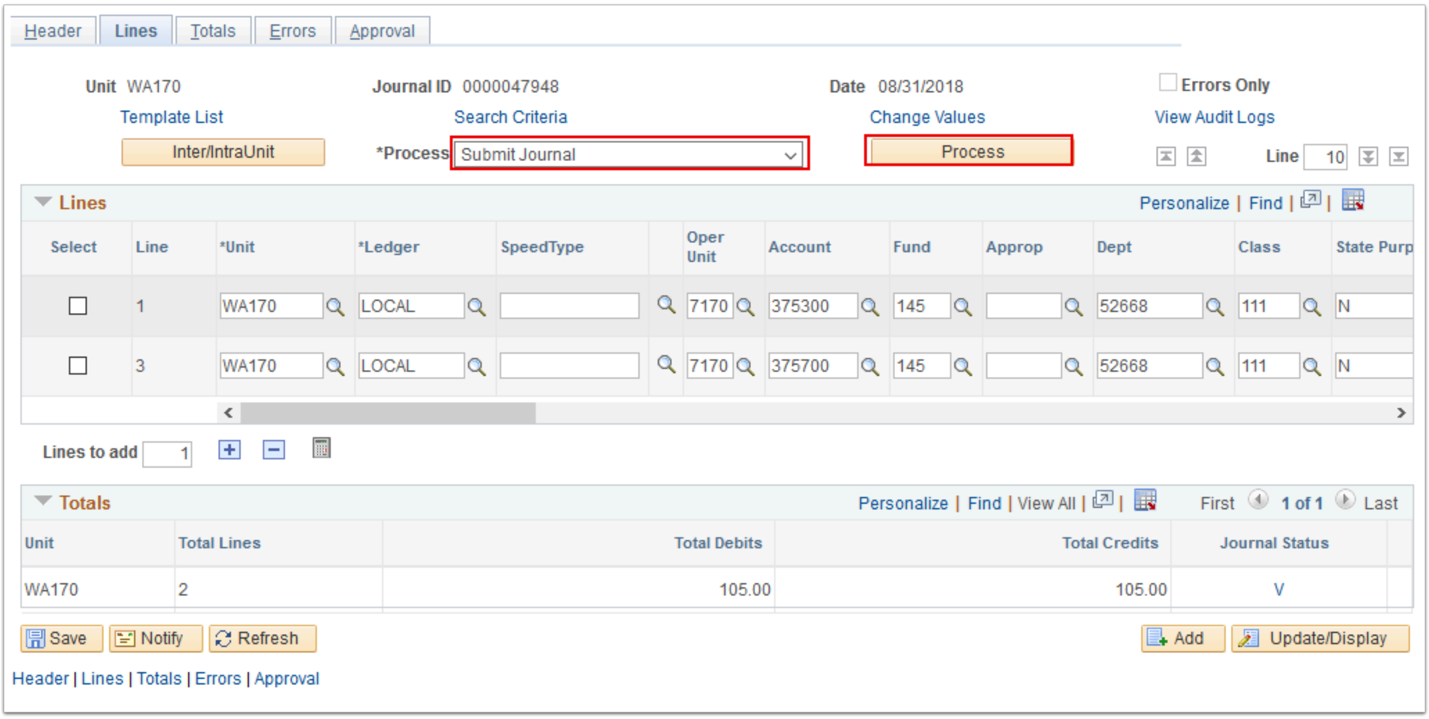
1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**

Note: The Journal Status and Budget Status change to 'V' (Valid) after the journal is edited. You can only submit a journal for approval that is valid for both statuses.

Note: When you run the **Edit Journal** process, either on manual or system generated GL journal, the budget check is automatically run to validate the journal against a budget based on the type of account.

Note: Journal entries which require approval cannot be posted until approved through the ctcLink workflow approval process. Approval requirements vary by college district.

2. Use the ***Process** drop-down list button to make a new selection.
3. Select **Submit Journal**.
4. Select **Process**.



Note: The Journal Status is now awaiting approval and [Posting a Manual Journal Entry](#).

1. The **Create/Update Journal Entries** search page displays. Enter existing search criteria or select **Add**

5. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to ... This link will open in a new tab/window.