

# Update and Review the Second Journal Set (SJS)

**Purpose:** Use this document as a reference for updating second journal sets data in ctclink.

**Audience:** Student Financials staff.

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

- ZD SACR 2nd Jrnl SetUp

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

**i** On February 21st, 2024, the SJS Enhancement was officially completed and implemented in the Production environment. With this completion, SJS journals are produced nightly via a job ran by SBCTC. This means that colleges have access to daily journals.

It is also important to note:

- SJS Item Types are view only. To edit and/or create a new SJS Item Type, please submit a ticket to SBCTC.
- At strategic times during the year (i.e. end of fiscal year, beginning of new grant year), colleges will be given access to update their SJS activities and projects.
- If a project is populated without an activity, it will not allow you to save it.
- Analysis Types will be on every line of your journal. However, the system will only recognize those lines associated with cost-collected grants and will ignore all other lines.

# Update the Second Journal Set

 When updating Financial Aid related Second Journal Sets, please confirm numbering with the [Second Journal Set F/A Expenditure Accounts](#).

## Navigation: Set Up SACR > Product Related > Student Financials > CTC Custom > GL 2nd Journal Set Setup

1. The **2nd JournalSet Setup** search page displays.
2. Enter the **SetID**.
3. Enter the **Item Type**.
4. Select the **Search** button and the **GL 2nd Journal Set Setup** page displays.

 Is your Item Type new? If the journal chart fields are not populated, do not add a new row, simply complete the chart fields per the directions starting at Step 6.

5. Within the **Item Type GL Entry Setup - Effective Date** section:
  - A. Select the **Add a New Row [+]** icon to create a new effective-dated row.
  - B. Enter a new **Effective Date** if it will be different to the current date.
    - The Effective Date designates when the new chart string data will be utilized. In other words, be sure that the date corresponds appropriately to the time frame associated with the new General Ledger data.
6. Within the **Item Type GL Entry Setup - Journal Sets** section:
  - A. Select the **Journal Set Chartfields** hyperlink and the Journal Set Chartfields page displays.
  - B. Update the appropriate fields.
  - C. Select the **OK** button and the GL 2nd Journal Set Setup page displays.
  - D. Ensure you update both the **Debit** and **Credit** sections (lines).
7. Select the **Save** button.
8. Process complete.

GL 2nd Journal Set Setup

Item Type: **Item Type GL Entry Setup - Term** Find | View All First 1 of 1 Last

Term: 0000 Begin Term - Srvc Indicatr Use Session:

Item Type GL Entry Setup - Effective Date Find | View All First 1 of 2 Last

\*Effective Date: 07/01/2021 B

\*Status: Active

Item Type GL Entry Setup - Journal Sets Find First 1-2 of 2 Last

*Jrnl Set	2	Timing	Assessment
DB/CR	Debit	GL Pct	100.00000000
Priority	999	Priority Amount	USD
Account Limit			
Journal Set ChartFields			

  

*Jrnl Set	2	Timing	Assessment
DB/CR	Credit	GL Pct	100.00000000
Priority	999	Priority Amount	USD
Account Limit			
Journal Set ChartFields			

Save Return to Search Notify Update/Display Include History Correct History

Journal Set ChartFields

GL Business Unit

Ledger

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Account

Department

Project/Grant

Activity ID

Product

Fund Code

Program Code

Class Field

Affiliate

Operating Unit

Alternate Account

Budget Reference

Chartfield 1

Chartfield 2

Chartfield 3

OK Cancel

## 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.

## View Tutorial Via Panopto

View the external link to [Update Second Journal Set](#). This link will open in a new tab/window.

## Additional Resources

### Posting Journals

 The default configuration for the posting of Journals is manual. To have your journals automatically posted, please submit a ticket to SBCTC.

- QRG [Posting a Manual Journal Entry](#)
- QRG [Posting Journals](#)

### Queries

- QCS\_SF\_ACCTNG\_LN\_SJS - Similar to SF\_ACCTNG\_LN, lays out the detail of the student's transaction for the day.
- QCS\_SF\_ACCTNG\_LN\_W\_PROMPTS\_SJS - Allows users to review based on certain GL Chartfield values.
- QFS\_GL\_ACCOUNT\_ANALYSIS - Allows users to review data from posted Journals and has several search criteria available such as chartstring, dates, and the journal ID. However, it does not give detail information such as student id or item type used.
- QFS\_GL\_JRNL\_ANALYSIS\_ALLSTAT - This query is similar to QFS\_GL\_ACCOUNT\_ANALYSIS. However, in QFS\_GL\_account\_analysis, only journals that are posted are returned. With

QFS\_GL\_JRNL\_ANALYSIS\_ALLSTAT, this query pulls up data for all journals regardless of posting status.