


9.2 Updating Second Journal Set General Ledger

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:

- ZC SACR 2nd Jrnl SetUp
- 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.

Updating Second Journal Set General Ledger

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

 There is no Add a New Value tab on this page. This custom page pulls information from the initial item type setup, so if the item type does not exist, it will not show up on this page.


1. The **2nd JournalSet Setup** search page displays.
2. Enter **SetID**.
3. Enter **Item Type**.
4. Select **Search**.


2nd JournalSet Setup

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

[Find an Existing Value](#)


▼ **Search Criteria**


SetID = 


Item Type begins with 

Description begins with

Item Type Code =

Key Word begins with 


Key Word 2 begins with 

Key Word 3 begins with 


Item Type From >=

Item Type To <=

☐ Include History ☒ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

5. The **GL 2nd Journal Set Setup** page displays.
6. Select the **Add a New Row [+]** icon to create a new effective-dated row.
 - a. A new row is generated, it will contain the same Chartfield data.
7. Enter a new **Effective Date** if it will be different to the current date.
 - a. The Effective Date will designate 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.

 Does your item type have any values and/or is it new? If the journal chart fields are not populated, do not add a new row with the plus (+) button, simply complete the chart fields per the QRG.

GL 2nd Journal Set Setup

WA220 Item Type: 912000000700

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 1 Last

*Effective Date: 07/01/2022 B1 +

*Status: Active

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

*Jrnl Set	1	Timing	Assessment
DB/CR	Debit	GL Pct	100.00000000
Priority	999	Priority Amount	USD
Account Limit			
Journal Set ChartFields			
WA220*LOCAL*5020180*30413*0000007808**145**161**7220			
****N**			

*Jrnl Set	1	Timing	Assessment
DB/CR	Credit	GL Pct	100.00000000
Priority	999	Priority Amount	USD
Account Limit			
Journal Set ChartFields			
WA220*LOCAL*1000199*30413*0000007808**145**161**7220			
****N**			

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

8. Select the blue **Journal Set ChartFields** link.

! Chartstring data entry may only occur through the hyperlink.

9. The **Journal Set ChartFields** page displays.
10. Update the appropriate fields for the Chartfield strings.
 - a. Usually, both the Debit and Credit sets are updated.
11. Select **OK**.
 - a. You will be returned to the Set Up page.

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

Journal Set ChartFields

GL Business Unit

Ledger

Account Internal Cash

Department WA Early Achievers GRANT

Project/Grant PERKINS CORRECTIONS FY22-23

Product

Fund Code Grants&Contracts

Program Code

Class Field Student Services

Affiliate

Operating Unit Tacoma Community College

Alternate Account

Budget Reference

Chartfield 1

Chartfield 2 Null

Chartfield 3

12. The **GL 2nd Journal Set Setup** page displays with updated data.
13. Select **Save**.

GL 2nd Journal Set Setup

WA220 Item Type: 912000000700

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

Term: 0000 Begin Term - Svc Indicatr Use Session:

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

*Effective Date:

*Status: Active

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

*Jrnl Set Timing Assessment

DB/CR GL Pct

Priority 999 Priority Amount USD

Account Limit

Journal Set ChartFields

WA220*LOCAL*5020180*30413*0000002969**145**161**7220
****N**

*Jrnl Set Timing Assessment

DB/CR GL Pct

Priority 999 Priority Amount USD

Account Limit

Journal Set ChartFields

WA220*LOCAL*1000199*30413*0000002969**145**161**7220
****N**

14. Process complete.