


## 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**

The screenshot shows a 'Journal Entry Reversal' dialog box. It has a title bar with 'Journal Entry Reversal' and a close button. A 'Help' link is in the top right. The dialog is divided into two sections: 'Reversal' and 'ADB Reversal'. The 'Reversal' section contains six radio button options: 'Do Not Generate Reversal', 'Beginning of Next Period', 'End of Next Period' (which is selected), 'Next Day', 'Adjustment Period', and 'On Date Specified By User'. Below these are two text input fields: 'Adjustment Period' with a search icon and 'Reversal Date' with a calendar icon. The 'ADB Reversal' section contains two radio button options: 'Same As Journal Reversal' (selected) and 'On Date Specified By User'. Below this is an 'ADB Reversal Date' text input field. At the bottom are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red rectangle.



**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**

The screenshot shows the 'Lines' tab of the 'Create/Update Journal Entries' form. The form is divided into several sections. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit' (WA170), 'Journal ID' (NEXT), and 'Date' (08/31/2018). The 'Long Description' field contains 'Advertising Accrual'. Below this, there are fields for '\*Ledger Group' (ACTUALS), 'Ledger', '\*Source' (ONL), 'Reference Number', 'Journal Class', and 'Transaction Code' (GENERAL). To the right of these fields, there is a section for 'Adjusting Entry' (Non-Adjusting Entry), 'Fiscal Year' (2019), 'Period' (2), and 'ADB Date' (08/31/2018). Below these fields, there are checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update'. The 'Add' button is highlighted with a green plus icon. The 'Update' button is highlighted with a yellow icon. The 'Save' button is highlighted with a blue icon. The 'Notify' button is highlighted with a red icon. The 'Refresh' button is highlighted with a green icon. The 'Add' button is highlighted with a green plus icon. The 'Update' button is highlighted with a yellow icon. The 'Long Description' field has a character count of 235 characters remaining. The 'Currency Defaults' are set to USD / CRRNT / 1. The 'Attachments' field shows 0 attachments. The 'Reversal' field is set to 'End of Next Period'. The 'Entered By' field shows CTC\_BRAMIREZ. The 'Entered On' field is empty. The 'Last Updated On' field is empty. The 'SJE Type' field is empty. The 'Auto Generate Lines' checkbox is unchecked. The 'Save Journal Incomplete Status' checkbox is unchecked. The 'Autobalance on 0 Amount Line' checkbox is unchecked. The 'CTA' checkbox is unchecked. The 'Add' button is highlighted with a green plus icon. The 'Update' button is highlighted with a yellow icon. The 'Save' button is highlighted with a blue icon. The 'Notify' button is highlighted with a red icon. The 'Refresh' button is highlighted with a green icon.

## Lines

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

**i** 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**

Header

Lines

Totals

Errors

Approval

Unit WA170

Journal ID NEXT

Date 08/31/2018

Template List

Change Values

Inter/IntraUnit

\*Process Edit Journal

Process

Lines

Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Account	Fund	Approp	Dept	Class	State Purp
<input type="checkbox"/>	1	WA170	LOCAL	170-AMP	7170	375300	145		52668	111	N

Lines to add 1

Totals

Personalize | Find | View All |

Unit	Total Lines	Total Debits	Total Credits	Journal Status
WA170	1	105.00	0.00	N

Save

Notify

Refresh

Add

Update/Display

Header | Lines | Totals | Errors | Approval

**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**

Header | Lines | Totals | Errors | Approval

Unit WA170 Journal ID NEXT Date 08/31/2018

Template List Change Values

Inter/IntraUnit \*Process Edit Journal Process

▼ Lines Personalize | Find | [?] | [X]

Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Account	Fund	Approp	Dept	Class	State Purp
<input type="checkbox"/>	1	WA170	LOCAL	170-AMP	7170	375300	145		52668	111	N
<input type="checkbox"/>	2	WA170	LOCAL		7170	375700	145		52668	111	N

Lines to add 1 + - [X]

▼ Totals Personalize | Find | View All | [?] | [X] First 1 of 1 Last

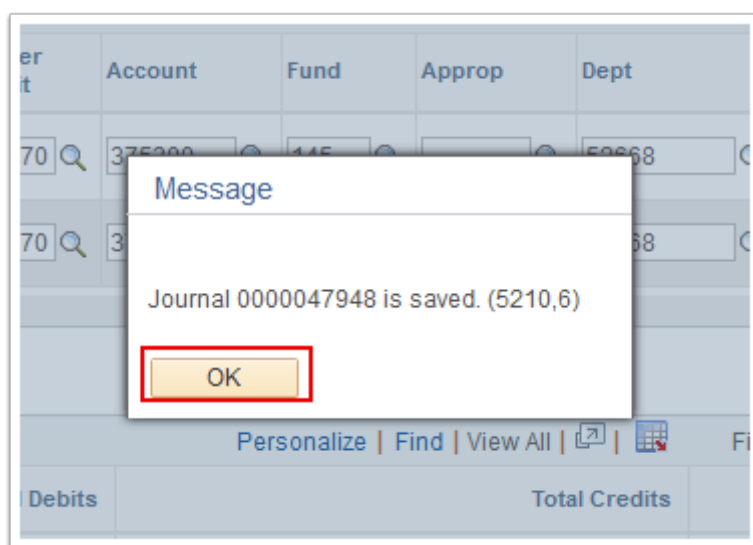
Unit	Total Lines	Total Debits	Total Credits	Journal Status
WA170	2	105.00	105.00	N

[X] Save [X] Notify [X] Refresh [X] Add [X] Update/Display

Header | Lines | Totals | Errors | Approval

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."

**i** 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**

Header | Lines | Totals | Errors | Approval

Unit WA170      Journal ID 0000047948      Date 08/31/2018  
Template List      Search Criteria      Change Values      View Audit Logs  
Inter/IntraUnit      \*Process Edit Journal      Process      Line 2

▼ Lines      Personalize | Find | [?] | [X]

Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Account	Fund	Approp	Dept	Class	State Purp
<input type="checkbox"/>	1	WA170	LOCAL	170-AMP	7170	375300	145		52668	111	N
<input type="checkbox"/>	3	WA170	LOCAL		7170	375700	145		52668	111	N

Lines to add 1      +      -      [X]

▼ Totals      Personalize | Find | View All | [?] | [X]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
WA170	2	105.00	105.00	N

Save      Notify      Refresh      Add      Update/Display

Header | Lines | Totals | Errors | Approval

## 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**.

Header | Lines | Totals | Errors | Approval

Unit WA170      Journal ID 0000047948      Date 08/31/2018  
Template List      Search Criteria      Change Values      View Audit Logs  
Inter/IntraUnit      \*Process Edit Journal      Process      Line 2

▼ Lines      Personalize | Find | [?] | [X]

Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Account	Fund	Approp	Dept	Class	State Purp
<input type="checkbox"/>	1	WA170	LOCAL	170-AMP	7170	375300	145		52668	111	N
<input type="checkbox"/>	3	WA170	LOCAL		7170	375700	145		52668	111	N

Lines to add 1      +      -      [X]

▼ Totals      Personalize | Find | View All | [?] | [X]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
WA170	2	105.00	105.00	N

Save      Notify      Refresh      Add      Update/Display

Header | Lines | Totals | Errors | Approval

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**.

Header

Lines

Totals

Errors

Approval

Unit WA170

Journal ID 0000047948

Date 08/31/2018

☐ Errors Only

Template List

Search Criteria

Change Values

View Audit Logs


Inter/IntraUnit

\*Process Submit Journal

Process

☐ Line 10


Lines


Personalize | Find | 


Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Account	Fund	Approp	Dept	Class	State Purp
<input type="checkbox"/>	1	WA170	LOCAL		7170	375300	145		52668	111	N
<input type="checkbox"/>	3	WA170	LOCAL		7170	375700	145		52668	111	N

Lines to add


1









Totals


Personalize | Find | View All | 


First 1 of 1 Last


Unit	Total Lines	Total Debits	Total Credits	Journal Status
WA170	2	105.00	105.00	V

 Save

 Notify

 Refresh

 Add

 Update/Display

Header | Lines | Totals | Errors | Approval

**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.