

**Activity:****Journal Entry****Munis General Journal Entry/Proof End User Document**

Munis > Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof

Header Page:

1. Click **Add**
2. Tab to **Short Description** and type up to 10 characters
3. Tab to **Journal Reference** (optional)
4. Tab to **Journal Type** and Type a **V** for Journal voucher request
5. Tab to **Reference 2** (optional for additional information)
6. Tab to **Reference 3** (optional for additional information)
7. Click **Accept**

Journal Entry Detail Lines:

1. Enter one of the following **T type codes**
 - a. **B** for Balance Sheet
 - b. **E** for Expense
 - c. **R** for Revenue
2. Tab and enter an **Account**
 - a. Type in the whole Account or type a portion of the Account (i.e. 1100.0021.11.01000. . . .) or (i.e. . . .01000.551000. . .), click on the (...) Ellipsis to display a list of Accounts. Click on the Account needed, Click **Accept** and the coding fills in automatically.
 - b. Tab to the **Line Description**
 - c. Enter a meaningful description up to 27 characters
 - d. Tab through the **Effective date**
 - e. Type a **D or C** in the next field
 - f. D will **Debit** or increase an expense or balance sheet account
 - g. C will **Credit** or decrease an expense or balance sheet account
 - h. Type the **Amount** needed to Debit or Credit the Account
 - i. Tab to the next line and continue adding Accounts as needed
 - j. Verify the **Debits and Credits** agree in the bottom, left corner
 - k. When finished, **click Accept**
3. If more than one Fund was entered the system will generate additional DT/DF lines to balance the entry
4. Attach any supporting backup through the Attach icon
5. When finished, click **Release** and the approval status changes to Pending Approval
6. If unfinished, the journal remains in the Held status and can be resumed at a later date
 - a. When resuming, click **Browse**, choose an option to see a list of all unprocessed Journal Entries, click **Accept**. Click on the desired Journal Entry and click **Accept**.
 - b. Click, **Modify Lines**, then **Update**. Tab to the next available line and continue entering information until finished. Verify the journal is in balance, then click **Accept**.
 - c. Once you have completed, click **Return**
 - d. Click **Release**

Once released into Workflow, journals go through the Approval process and are then **Posted** to the General Ledger. The Posting process occurs at the District Office twice a day



To find a journal entry prior to posting, go to the **General Journal Entry/Proof** screen, click **Browse, My Own Journals**, Click **Accept**, then from the list, click on the **Journal needed**, click **Accept**



To find a journal entry after posting, go to **Journal Inquiry/Print**, click **Search** and enter the journal number, source code or the user id in created by field and click **Accept**. Click **Browse** to see a list or scroll one by one at the bottom of the records.



Remember to **cancel or delete** incomplete journal entries that are no longer needed.



When the cursor has gone past a desired field, **Shift and Tab** to go back. When an error message appears, the field requires an entry before going back. Enter a character in the field, then **Shift and Tab** to go back.