

End User guide to JE

This Guide covers:

1. JE Creation
2. Set Proof
3. Distribution
4. Copy of a JE
5. Creation of Reverse JE at Distribution
6. Upload JE from Excel
7. UNDO a GL Transaction
8. BU entry from GLJEUB
9. BK entry from GLJEUB
10. EN entry from GLJEUB
11. OH entry from GLJEUB
12. Year end considerations.

Journal Entry input

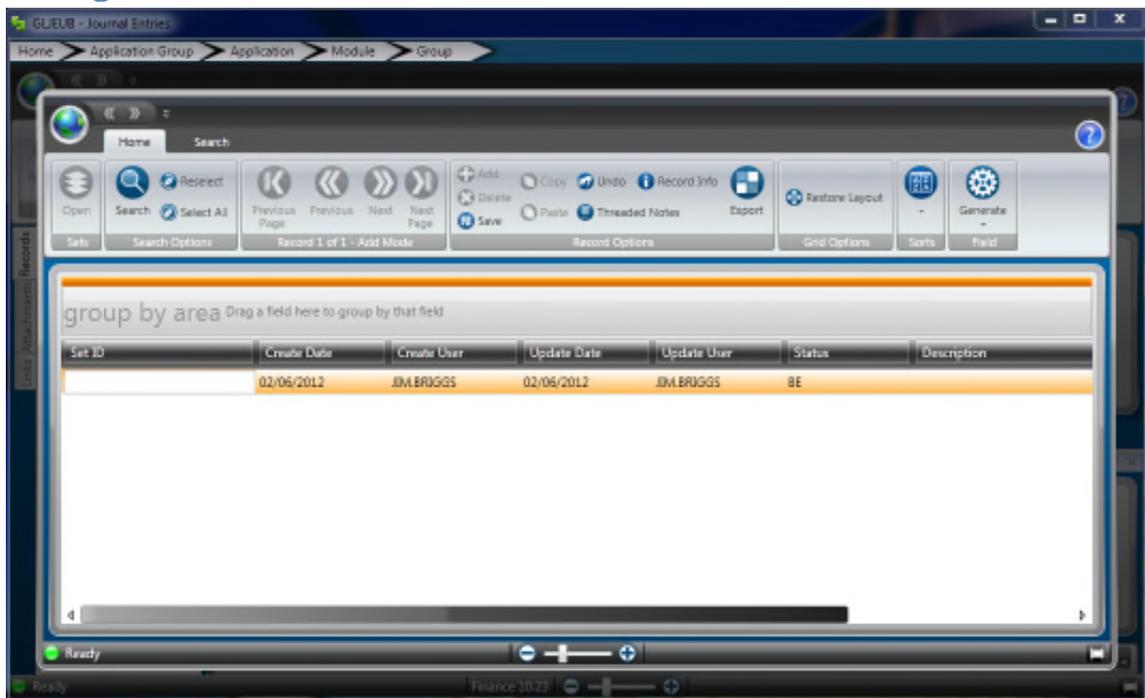
GLJEUB

The first step to inputting a Journal Entry is to navigate to the proper screen. This can be done in two ways, after clicking on Finance: Choose a link from your established favorite or type "GLJEUB" into the command navigation field in the upper right hand corner of the Desktop. GLJEUB stands for GL > general Ledger, JE > journal entry, UB > update set.



After you have navigated to GLJEUB, this screen will pop up:

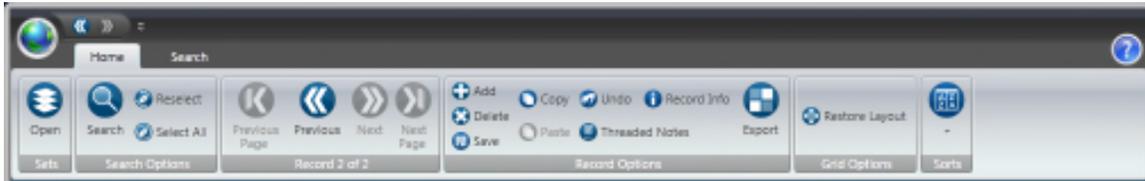
Manage Sets



This is the Manage Set screen of the GLJEUB mask. Here you have the option of selecting a currently existing set to edit or entering a new set. You can search for a set if the one you want is not displayed. The screen will default to your user and sets that are status of BE (undistributed). You can add a new set, delete a set, copy a set, and even sort your sets in a different order.

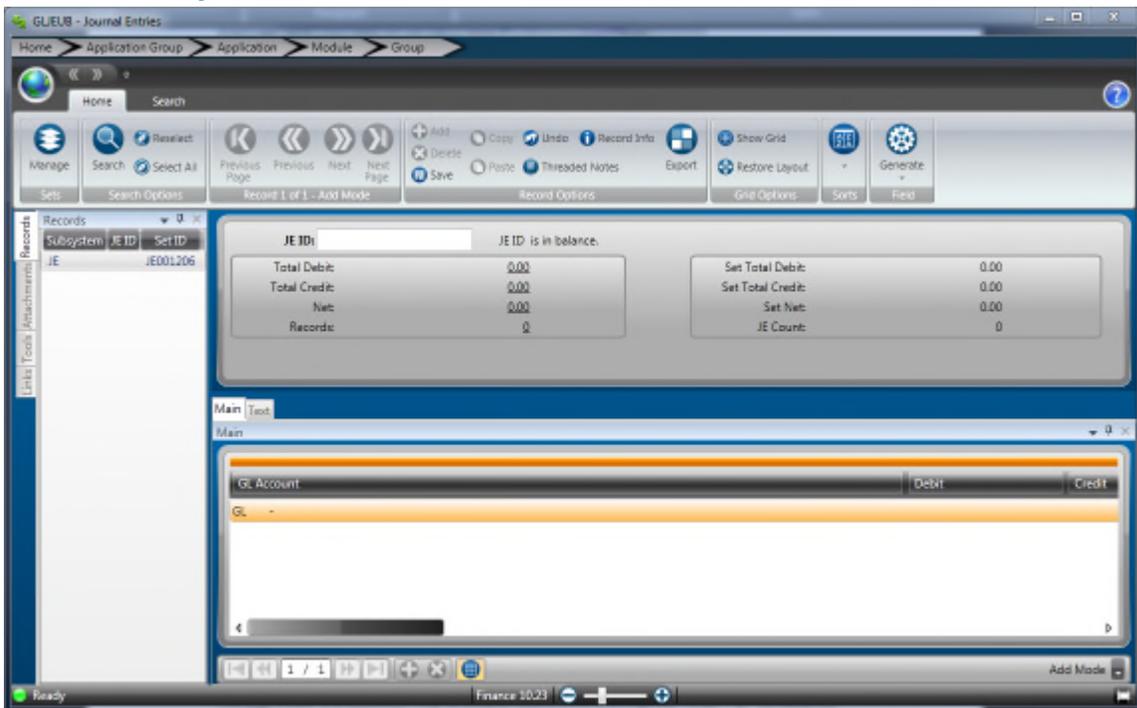
The Home Toolbar will update depending upon the screen features you are using.

Here is the Toolbar strip



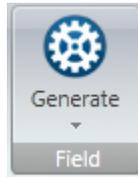
Double click to choose a set or click on the row and then click on the Open icon in the Home ribbon. If there are no undistributed sets for the user you have signed in as, the screen will open in Add mode and the cursor will be in the Set ID field. You can search for a set to edit, or start a new Set ID. The Set ID must start with an alpha character, pressing the key combination of "Ctrl t" auto-generates a new set ID. If the user is in Add mode the Generate Button will appear. It auto-generates a new set ID utilizing the SYNO BTCHIDJE common code and may offer a pick-list of seed values. To accept the set record either press enter or the Save icon and the JE ID entry screen will open.

Journal Entry screen



This is the JE ID Journal Entry transaction screen and it is split into a top half and a bottom half. The top half is for the JE ID record. It keeps running totals for the particular JE ID debits and credits the JE Set. There can be many JE ID's in one JE Set. The bottom half of the screen is for the transactions. This is where the account number, debit amounts, credit amounts, and any other necessary information is input. There may be 2 or more transactions per JE ID. To enter a

JEID click in the box on the top and either type one in, press keyboard shortcut “Ctrl+t” or while



your cursor is in the box press the button.

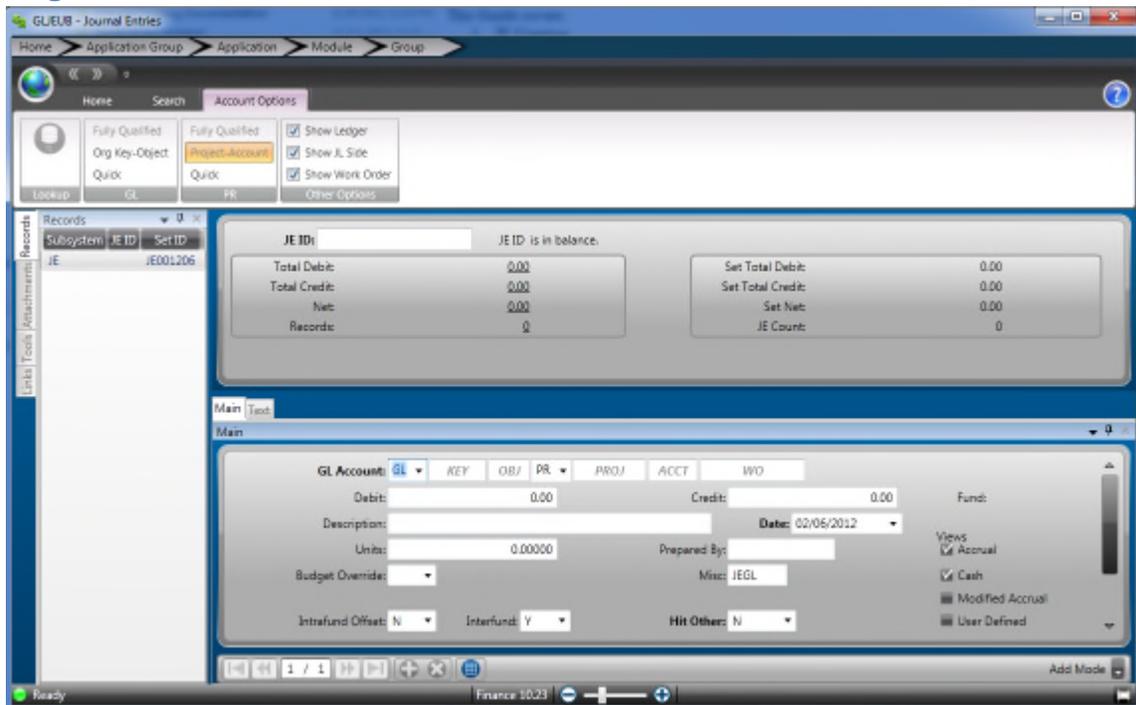
The original view or grid view will allow you to see multiple JE line items at the same time. If you want you can change the size of the columns by putting the cursor on the line in between two of the columns, clicking then dragging to the left or the right. You can also put the columns in a different order by clicking and dragging the column itself and releasing it on the other side of whatever column you want it on. These settings are saved by user so when you come back it will be the same/

There is also a single record screen view if you press keyboard shortcut “Ctrl+g” or click on the



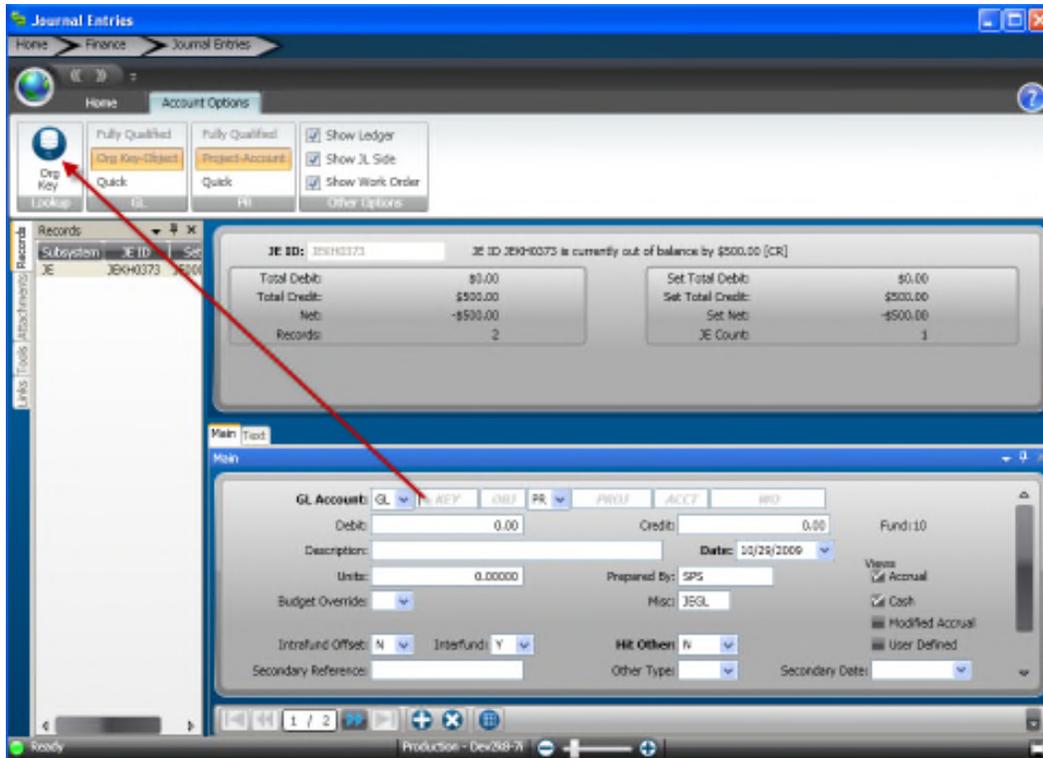
button. The screen will look like this:

Single record mode



This single view will allow you to see all of the input fields available.

To put in the account number, just type it in. There is also a lookup for keys and objects. In order to use this feature, put the cursor into one of the account fields, then click on the lookup icon in the ribbon or use your keyboard shortcut "Ctrl-I".



You can also press "Ctrl+L" after clicking in the key field. This will bring up this screen:

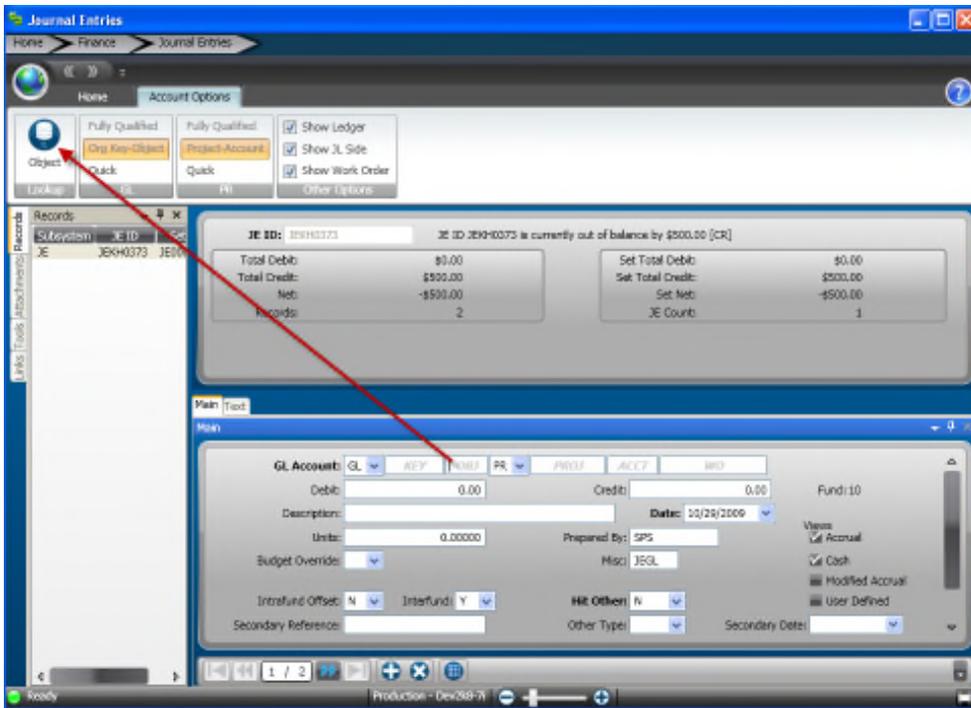
Key Lookup

The screenshot shows a 'Data Lookup' window with the following components:

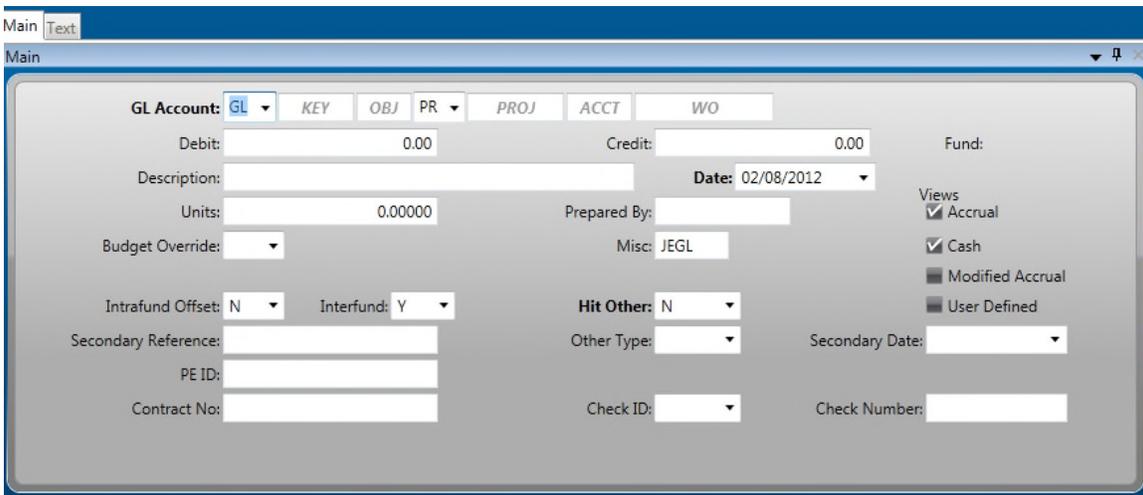
- Buttons:** OK, Cancel, Apply, More
- Filter:** KEY (dropdown), like (dropdown), [text input]
- Status:** Active (dropdown)
- Search Fields:** Fund, Division, Fund Typ, RespArea, Function, N/A, Depart, N/A
- Table:** A table with columns: KEY, Report Format, Long Description, Ledger/KEY, Status, Fund, Fund Typ, Fund

| KEY | Report Format | Long Description | Ledger/KEY | Status | Fund | Fund Typ | Fund |
|------------|---------------|----------------------------|------------|--------|------|----------|------|
| 000000 | 000000 | Pooled Cash Admin | GL | A | 00 | NA | NA |
| 001 | 001 | SI/WF WHSE 01 In/Out | GL | A | 01 | GENERAL | 99 |
| 002 | 002 | SI/WF WHSE 02 | GL | A | 02 | GENERAL | 99 |
| 003 | 003 | AP Checking | GL | A | 01 | GENERAL | 99 |
| 04 | 04 | leading zero ac | GL | A | 00 | NA | NA |
| 100000 | 100000 | Fund 10 Administration Key | GL | A | 10 | GENERAL | 99 |
| 1000000000 | 100000 | 10 char key | GL | A | 34 | ENTER | 99 |
| 100001 | 100001 | Gen Fund Control | GL | A | 10 | N/A | NA |
| 100011 | 100011 | FUND 10 ADMINISTRATION | GL | A | 10 | GENERAL | 99 |
| 101200 | 101200 | Payroll Fund | GL | A | 10 | GENERAL | 10 |
| 101201 | 101201 | PY - old end date | GL | A | 10 | GENERAL | 10 |
| 101250 | 101250 | Purchasing | GL | A | 10 | GENERAL | 10 |
| 101300 | 101300 | Human Resources | GL | A | 99 | GENERAL | 10 |
| 101350 | 101350 | HR | GL | A | 10 | GENERAL | 10 |
| 101400 | 101400 | Police Department | GL | A | 10 | GENERAL | 20 |
| 101440 | 101440 | Y2K POLICE | GL | A | 10 | GENERAL | 20 |
| 101450 | 101450 | Y2K POLICE 2 | GL | A | 10 | GENERAL | 60 |

This is the Key lookup screen. You can search for a specific key if you have an idea of what it is, or you can input any of the background parts. The lookup is security sensitive. The "*" can be used as a wildcard if you only know a part of a key or background part. Double click on the selection you want and the lookup screen will shut down and the key will be populated into the Key field on the input screen.



In order to do an Object lookup you do the same thing as the Key lookup except you highlight the Object field instead of the Key field.

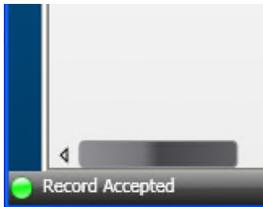


Required Fields:

1. GL Account number
2. Description – 30 characters

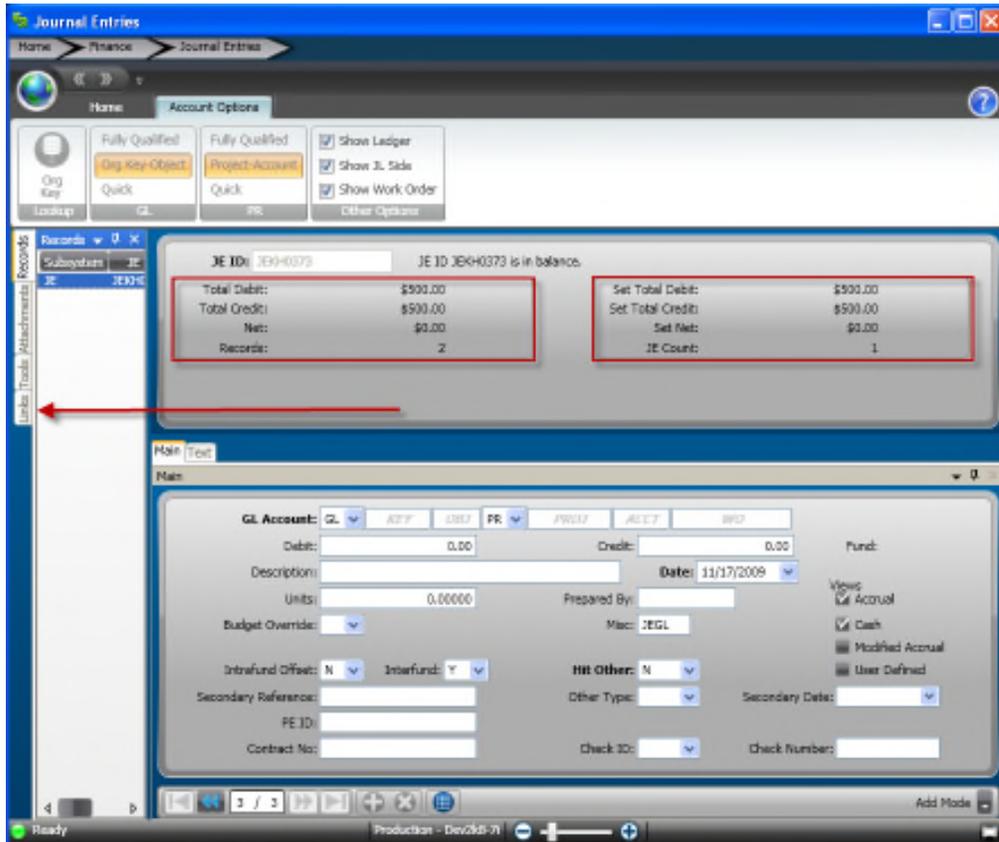
3. Date - The date will default to the current date. The date can be overridden during posting using standard distribution. The date will be used with multi-date distribution and must be in balance in that case.
4. Intrafund offset: use default setting (generally N).
5. Interfund offset: use default setting (generally Y).
6. Views: use default setting unless specifically instructed.
7. Hit other: Default N. Other options allow JE to 'Hit' or distribute to other subsystems.

Pressing "Enter" this will save the record if everything is acceptable and show the Record Accepted message:



This message lets you know that the record was recorded, it is in the bottom left hand corner of the screen. Notice that the Total Debit has been increased as this is keeping track of our running total. The bottom half of the screen has been prepared for the next line item. It holds the description (it can be updated), and clears out the Account number and the Dollar amounts. After finishing entering the transactions, the JE must balance to proceed.

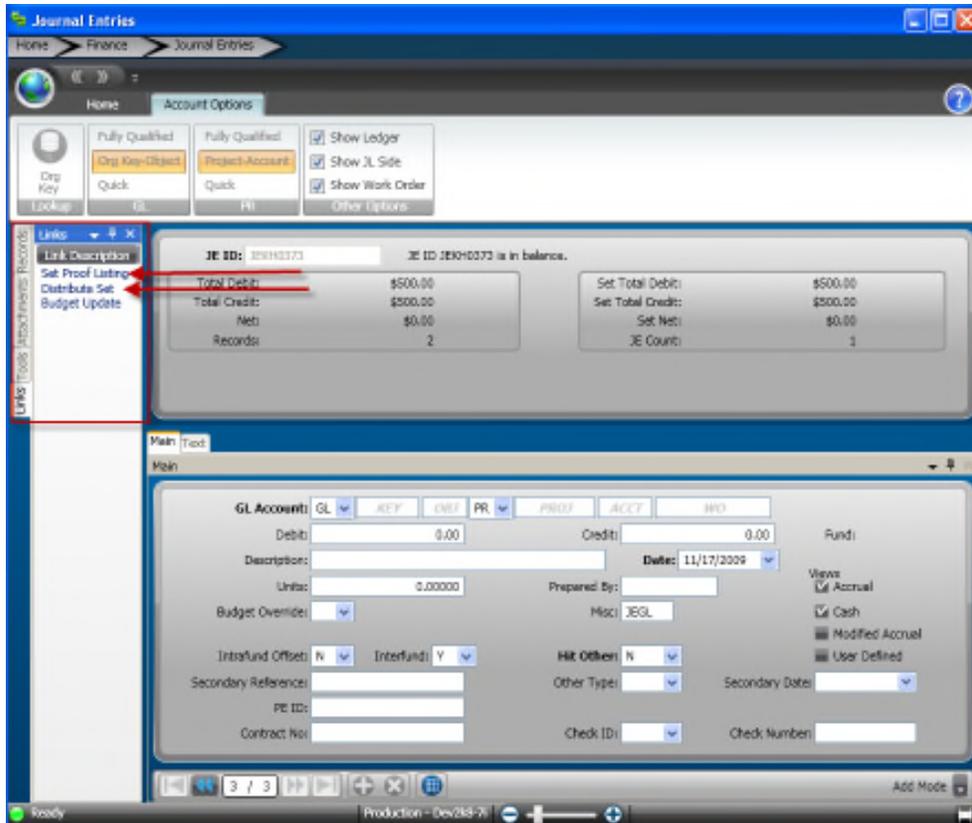
This is an example of a balanced entry:



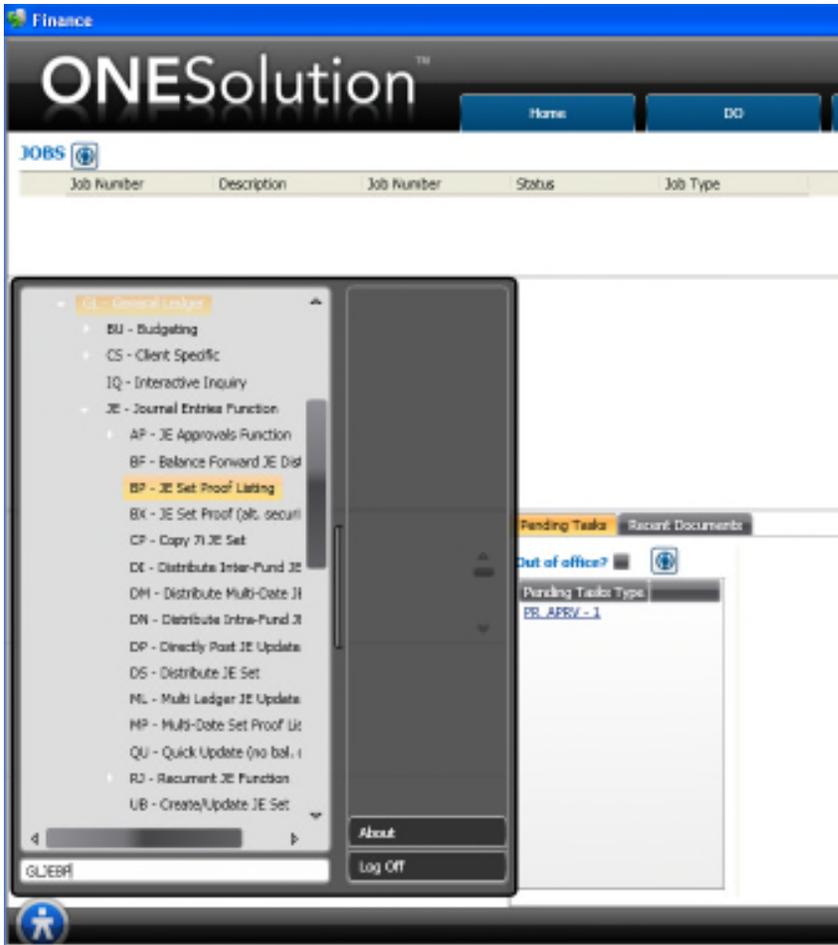
Notice that the red box on the left side represents this JEID only, and that the red box on the right side represent totals for the entire set. The arrow is pointing to the links tab.

Set Proof

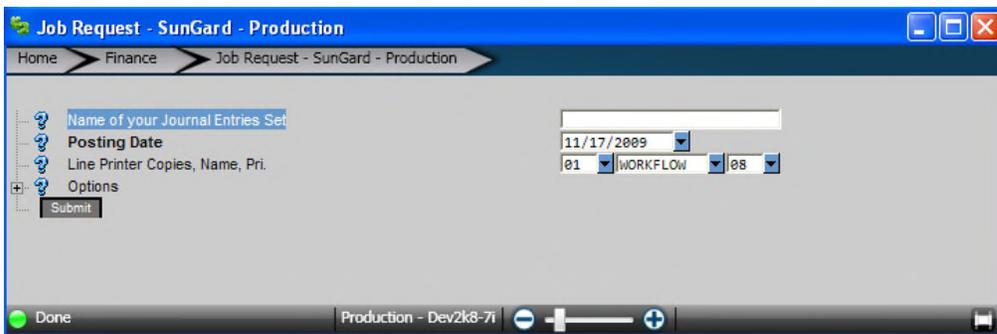
When data entry is complete it is a good idea to run a Set Proof. Since a set can contain one or many balanced JE ID's, when the set is proofed and distributed all JE ID's within the set are Proofed them and Distributed at the same time. The easiest way to perform a set proof is to go to the links menu on the left. The links menu looks like this:



Click on the white tab with "Links" on it to open up the links menu. Then click on "Set Proof Listing" this will bring up a small box that will auto populate with the Set ID for the set you are currently in. There are two other ways to get to the set proof screen, both being from the dashboard. You can point and click to the GL-JE-BP or type GLJEBP into the command bar like so:

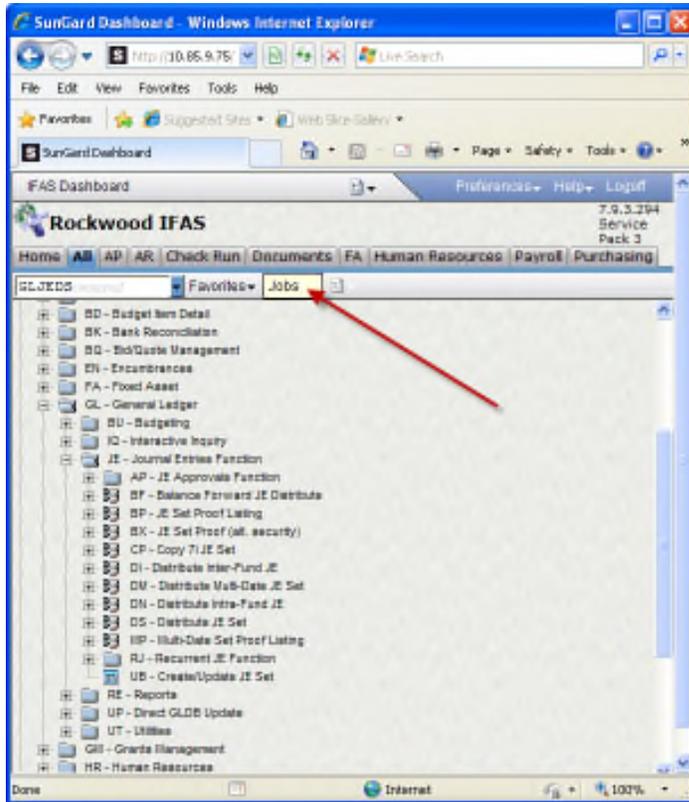


Either way you will be presented with a utility that will allow you to Set Proof your Set. It looks like this:



You will want to make sure that the correct Set ID is in the first box, you will want to make sure that you have the correct posting date, and you will want to make sure that you are printing to the correct printer. I want to print to screen, so I will select the “Workflow” printer. After all of this done, click on the submit button and it will create your batch proof. You should get a job submitted message.

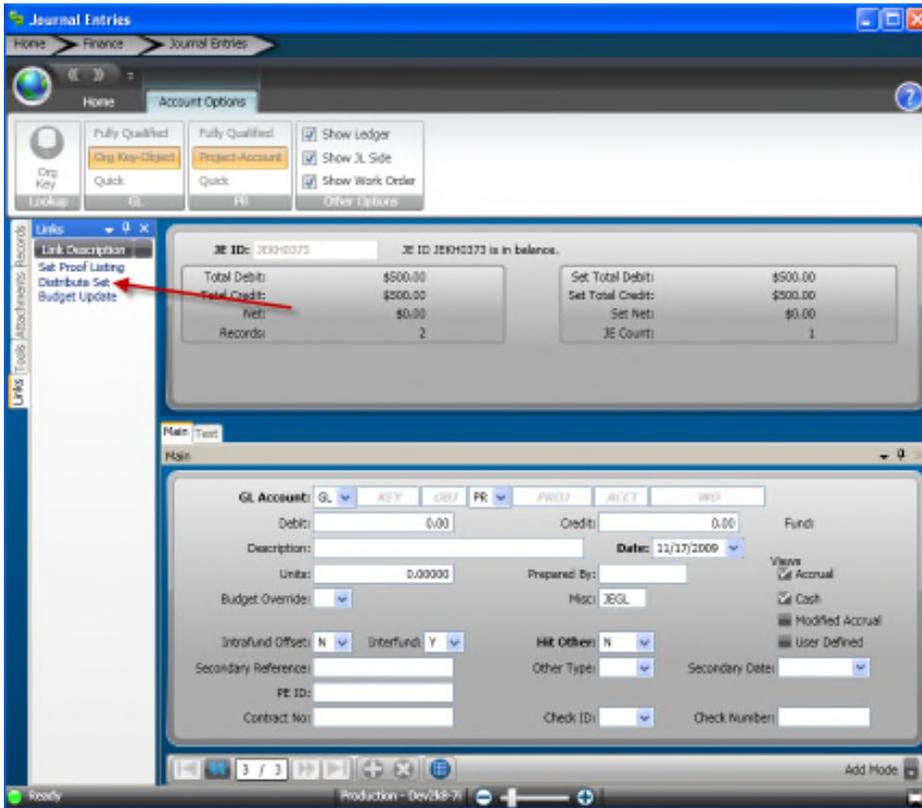
To view your batch proof if you set the printer to Workflow, go back to your dashboard. You will be able to see your job right from the dashboard in the Jobs section, or if you have Documents Online set up you will be able to see your job from that tab.



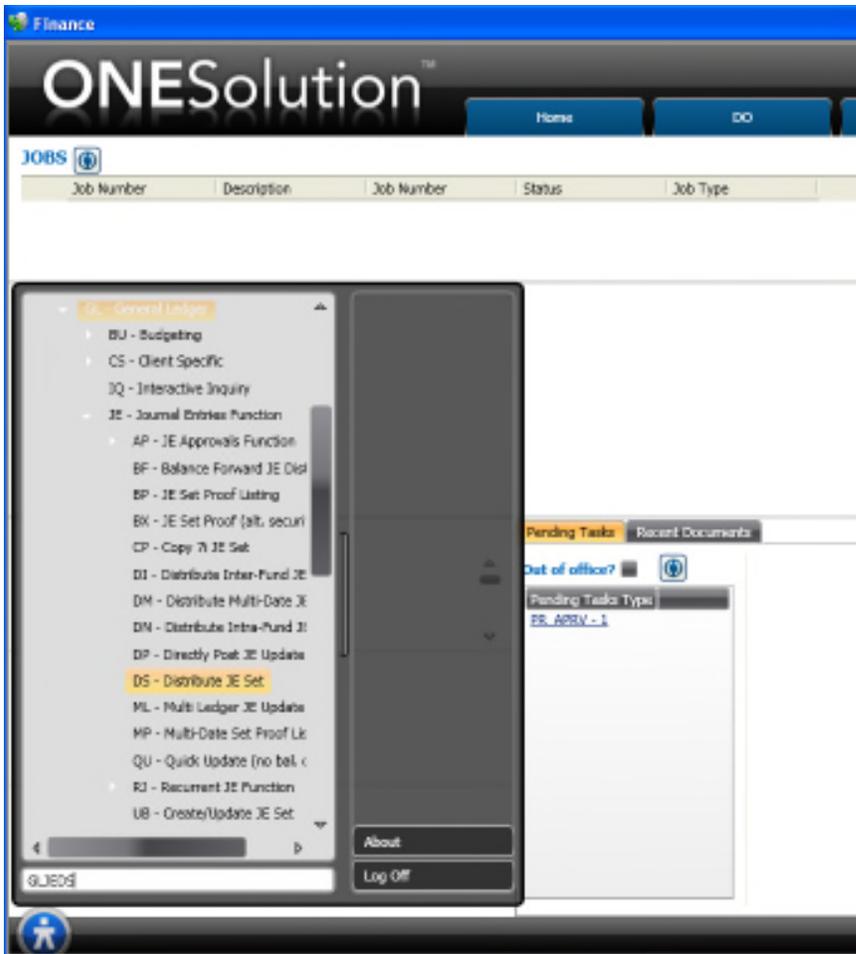
When your Set proof is ready to view, a little plus sign will appear next to your job number. Click on this and you will be able to click on a link that will allow you to see a PDF of your set proof.

If you are satisfied by your batch proof that the JE Set is correct, then you can move on to distribute your Set. This is done in a very similar fashion to your Set Proof. On the links area of the GLJEUB click on the Distribute Set instead of Set Proof:

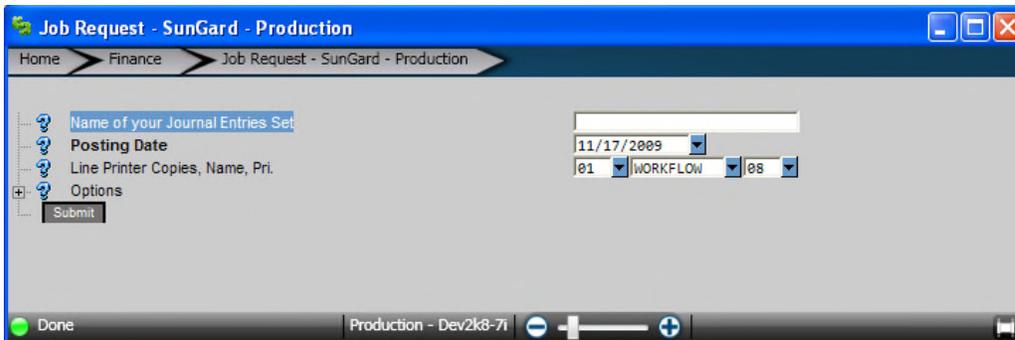
JE Distribution



The other two ways to get to the Set Distribution utility are from the dashboard by point and click to GL-JE-DS or by typing GLJEDS into the command bar:

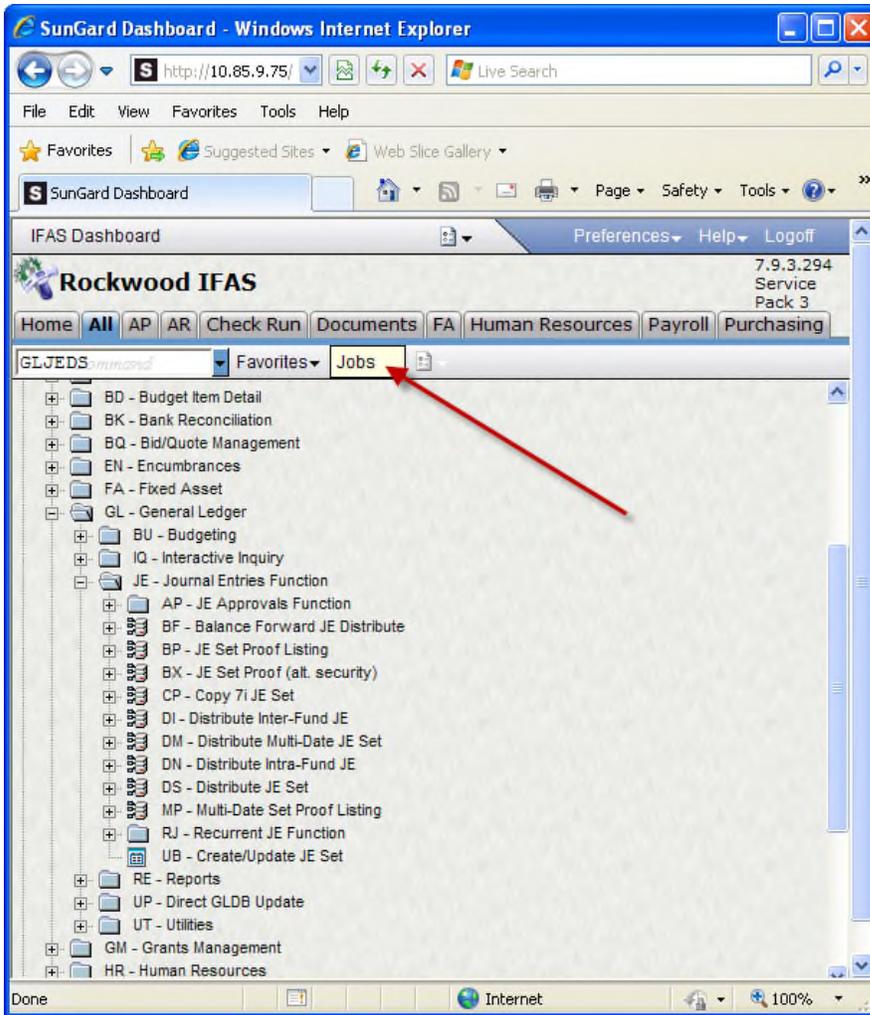


Either way you get there, the utility will look like this:



Make sure that your Set ID is correct, as well as your posting date and Printer. Then Press Submit. You should get a “Job Submitted” pop up message.

To see the results go to the dashboard.

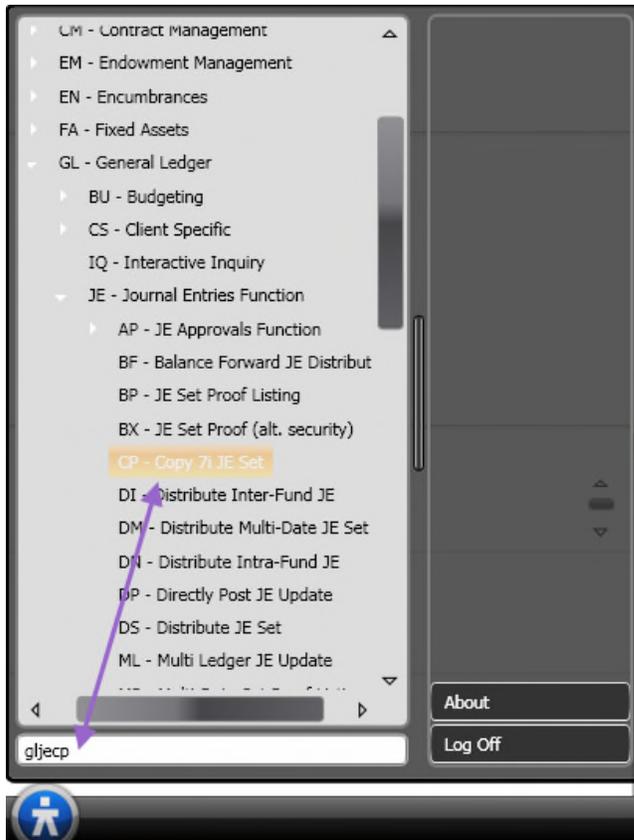


You will be able to view the results from the Jobs section of the dashboard or by clicking on the DO tab if you have Documents Online set up.

Copy JE Set

There are times where you may be required to do a Journal Entry with the same accounts but with different dollar amounts that can't be arithmetically derived from account balances (this making the use of Recurrant Calculations impossible). The Copy JE set utility can be useful in this situation. It is also useful if you just happen to need to make a set that is just like a set you have already made.

The Copy JE Set utility is pretty straight forward, it is found in GLJECF



Once opened, the utility looks like this:

The fields to be filled in are:

Set ID to copy from – In order to use this utility there must be an existing Journal entry to copy. This doesn't have to be made by the current user, it also doesn't matter if this set has been distributed or not. If you want to make a template you would follow the regular JE creation procedures but you would want to give the set a name that would be easy for you to tell that it is a template, and what the template is for. If you are copying from a template, put the template name here. If you are just copying a JE, put the JE Set ID here.

Set ID to copy to – This will be the name of your new set. It must be a unique name as duplicate Set ID's are not allowed.

Primary and Secondary dates refer to the dates that are a part of the JE itself.

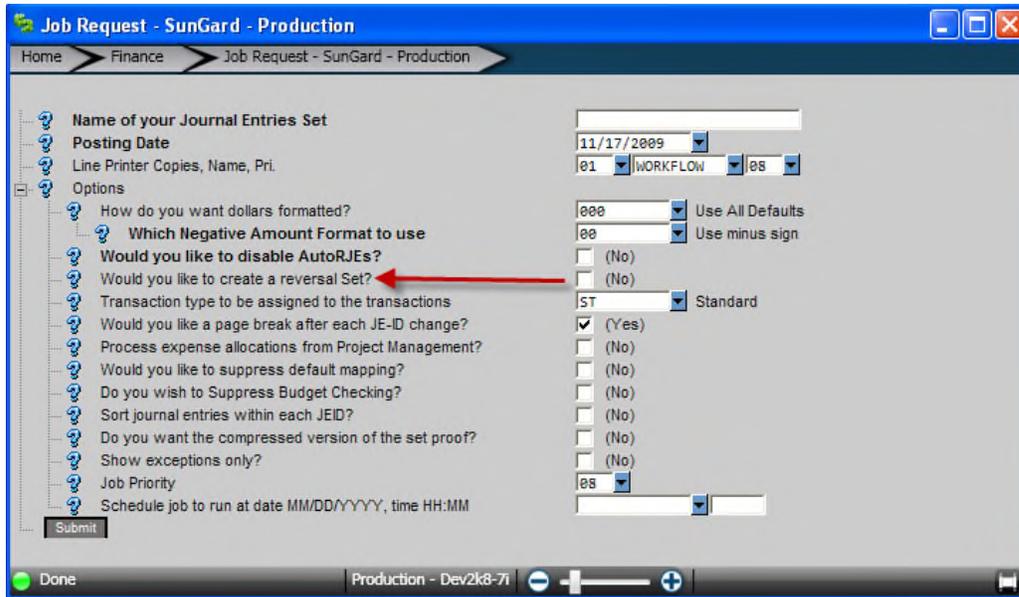
JE-ID – This will be the new JEID of the set you are about to create. Note that if the set you are copying from had more than one JEID, all transactions will be consolidated into 1 JEID. You can type in a JEID, or type in "SYSTEM" and the computer will auto-generate a JEID for you.

Click submit and the utility will create the Journal Entry with the Set ID and JEID that you gave it. You will be able to go to GLJEUB to view, update, correct, Set Proof, and Distribute your newly created JE Set.

Create a Reversal JE Set

At month end there are often JE's that need to be created that are going to be reversed at the beginning of the next month. The creation of these reversal sets are very simple. They take place when you are distributing your JE set.

This is a screenshot of the JE Distribute Set utility with the options menu open:



As you can see when you open up the options menu there is a Reversal set option that is defaulted to No. If you check the box, it will open up a few more options:



You will need to give the new set a Name in the first box.

If the description is to be different from the original, you will need to add that to the second box.

If you want a different reference date, you will need to add that to the third box.

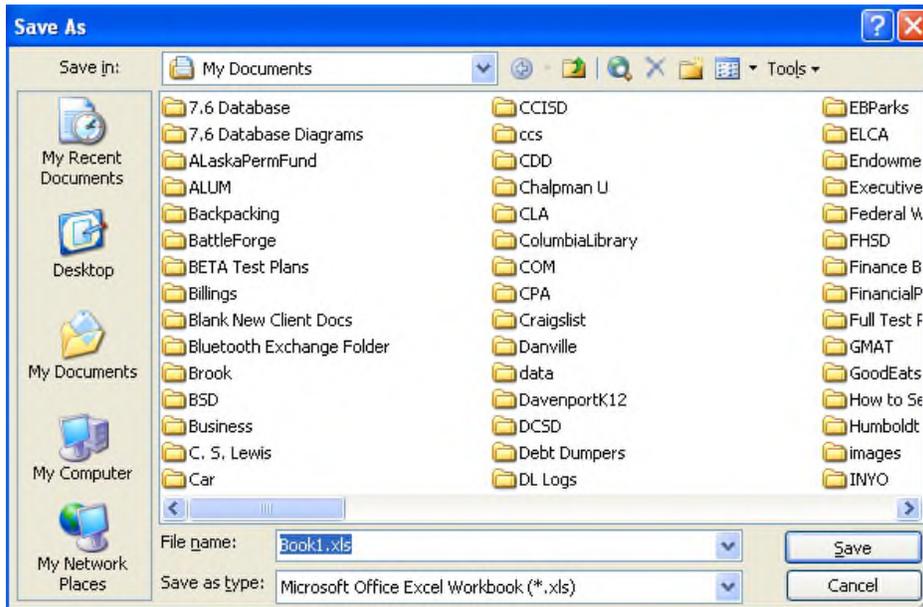
And you will need to put a JEID for your new set into the fourth box.

Once all of these are filled out and you click submit at the bottom the system will automatically create your reversal set. You will be able to view, update, set proof, and distribute this set from the GLJEUB just like a regular journal entry.

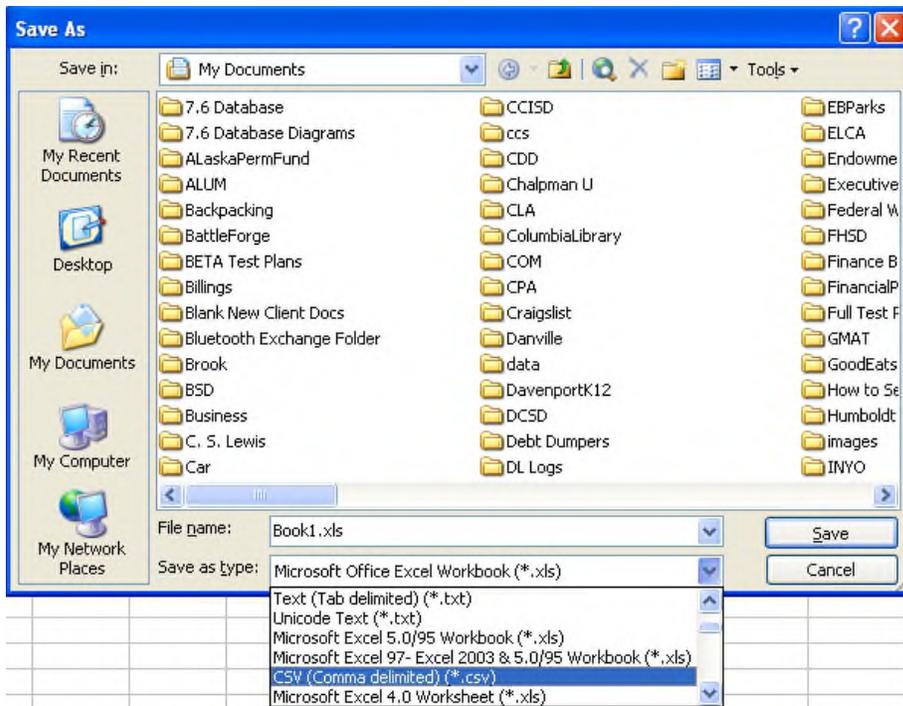
JE Upload Utility

For the newest excel template for the JE upload utility, go to the [Sungard Public Sector Support website](#). Open up the Knowledge Base search and search under GLUTRIIJ. This will bring up the KB article that will have the Excel template.

Once you have your Excel Spreadsheet filled out properly you will need to save it as a .CSV type file. To do this click on “save as” in excel to bring up this box:

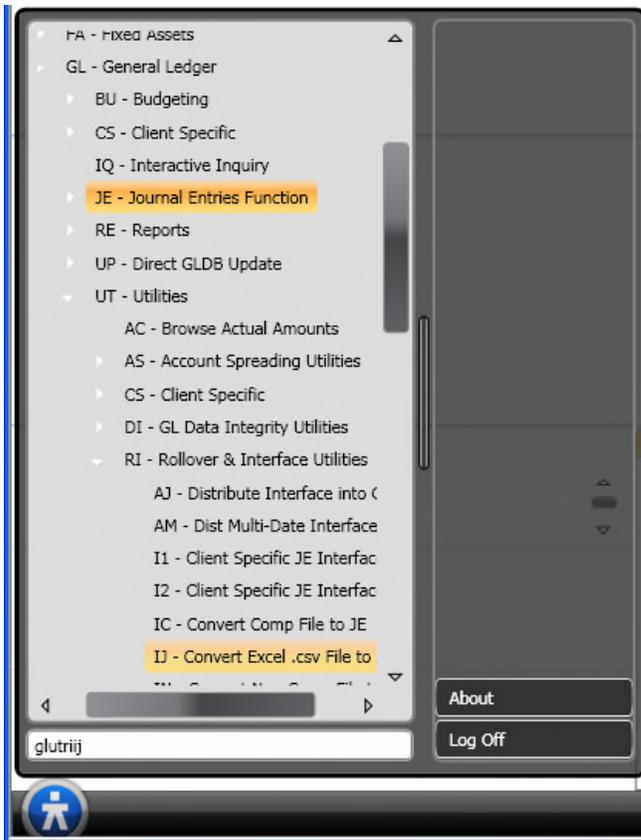


Now on the bottom dropdown menu “Save as type:” select .CSV:



Be careful that once you save your file as a .csv, do not reopen the file in excel. If you have any leading zero's the program will drop them. The best place to review your file is in notepad.

Once your file is ready the upload utility is "GLUTRIIJ"

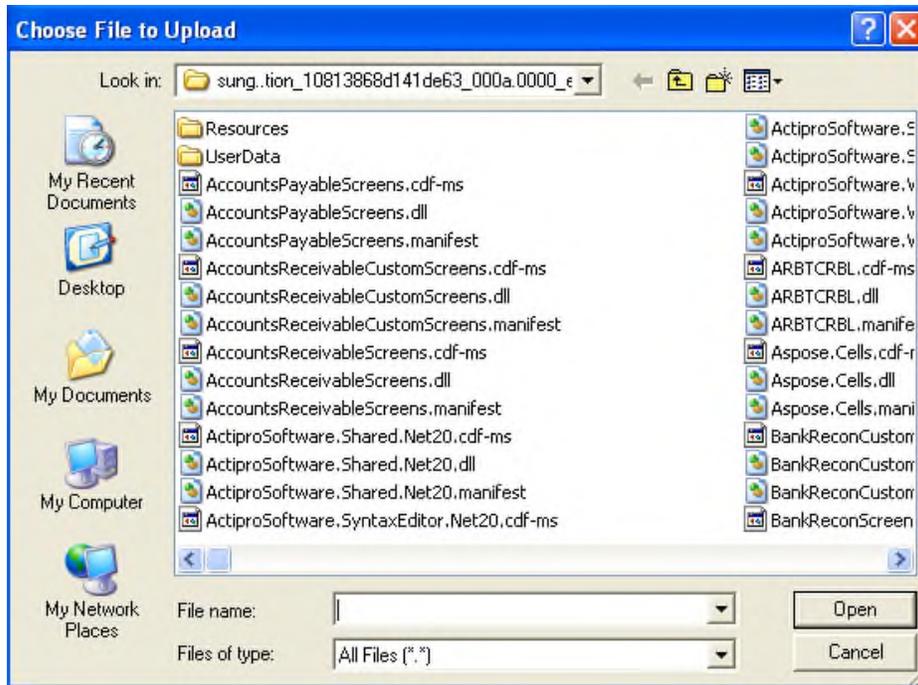


it looks like this:



The first dropdown is what type of JE set is to be created. Usually this will be a standard JE set. This doesn't do anything functionality wise, it just tags the JE for reporting etc.

The next box is the interface file. In order to upload the file, click on this box:  and this will pop up:



Now you can browse for your file to upload just like you would when you attach a file to an email. Once you find your file to upload double click on it and it's name will be put in the utility box.



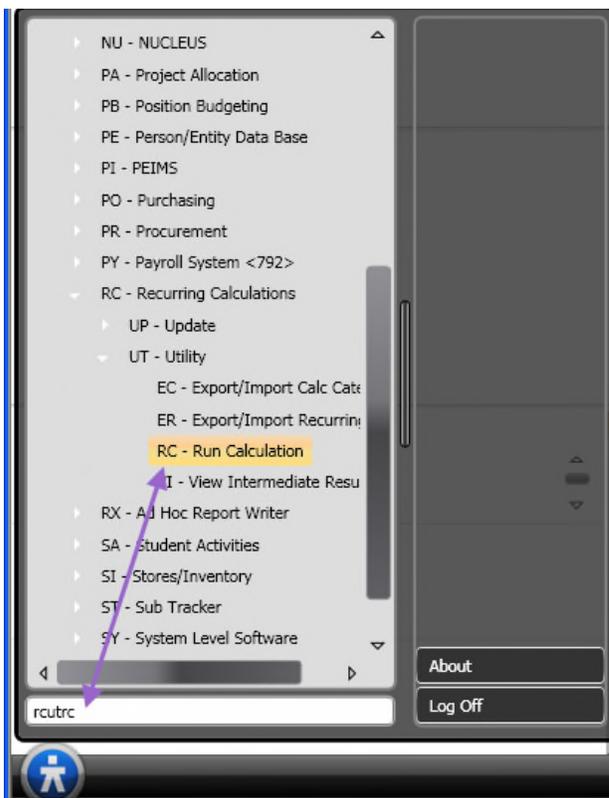
Now all that is left to do is type your JE set name into the third box, make sure that you have selected the correct print and click submit.

The system will automatically create your JE set which can be viewed, changed, proofed, and distributed from GLJEUB just like a regular JE set.

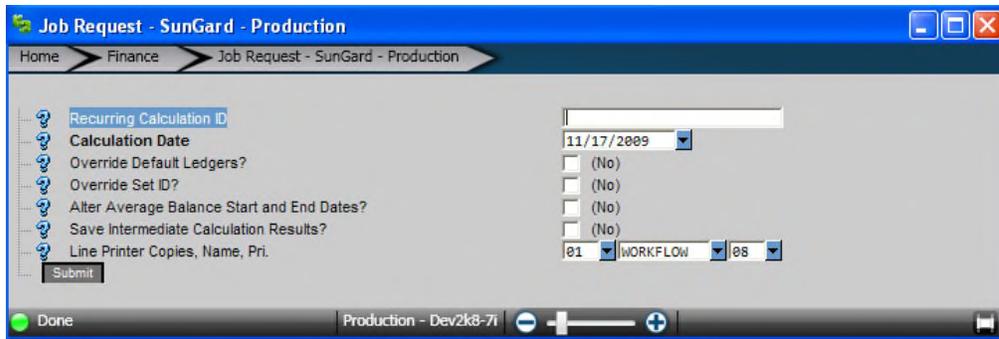
Recurring Calculation Distribution

If you are familiar with older versions of the software then you are familiar with RJE's. These were available through Insight. Now that Insight has been superseded, Recurring Calculations or RC's have replaced RJE's. The creation of an RC is out of the scope of this document however the distribution of an RC to create a JE set fits well within the scope of this document.

The utility to distribute an RC looks at what the RC is programmed to do, then creates a Journal Entry Set(or other set type) according to the RC's specification. The distribute utility is found at RCUTRC:



The utility looks like this:



The first box is the Recurring Calculation ID which is the name of the RC that you want to use to create a batch. This must be created first in the RCUPRC mask. To find the names of already created RC's go to the RCUPRC mask. When you have found the RC that you want to distribute into a JE, type its name into the field.

The next box is the Calculation date box. It is very important that this is correct because RC's often use dates that are Relative like Current Month Beginning, or Current Year end, etc. So if you used 6/30/08 instead of 7/1/09, you could get very different amounts even though the dates are only 1 day off.

The next check box "Override Default Ledgers" is used if you have more than one GL or more than one JL, and the default ledger you are in is not the ledger you would like to run the RC on. Simply click on the box, then input the Ledger Code for the ledger you would like to use.



The override Set ID box is used if you want to specifically dictate what the Set ID is going to be. Often a set id is autoseeded in the RC itself. You can click on this box and force a specific set id.

The next box: Alter Average Balance Start and End Dates is a way for you to specifically dictate what dates are used for the system to calculate average balances. This is only to be used if you know specifically what average balance dates you want to use and you know that the RC hasn't done this properly.

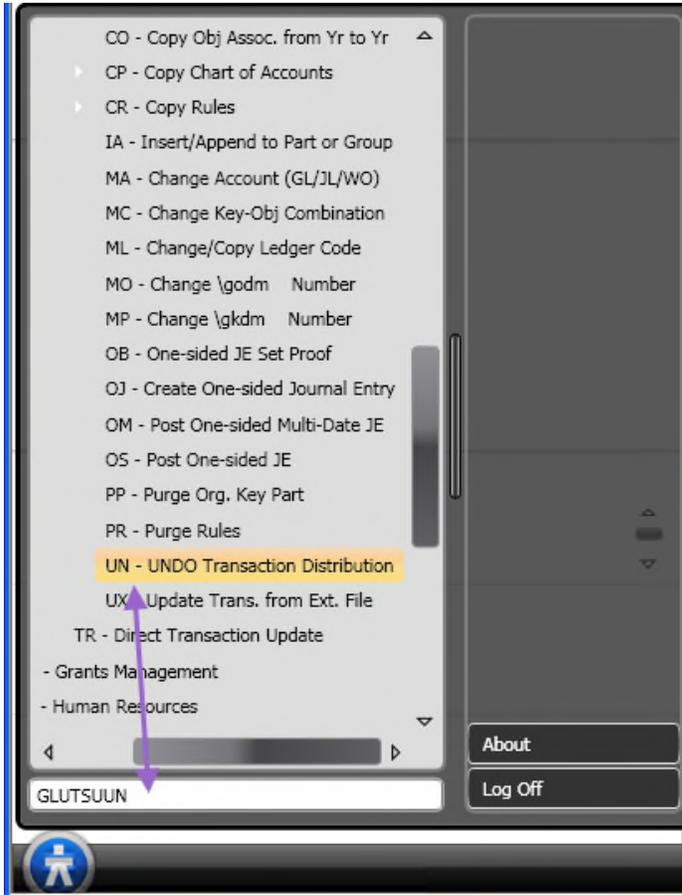
The save intermediate results box is checked mainly while debugging new RC's or if you didn't get the balance you expected when you distributed your RC. This will save the results of each step of your RC so that you can see where the calculation went wrong. To see these intermediate results, go to: RCUTVI

If you have everything filled out to your specifications, you should be ready to distribute your RC into a JE by pressing submit.

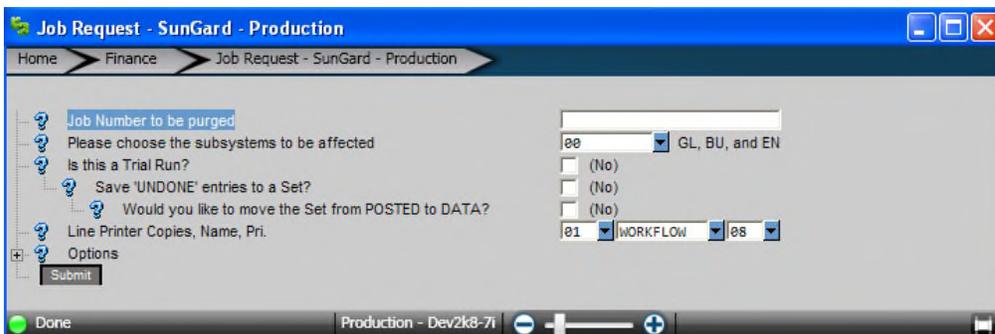
Once finished all you have to do is go to the GLJEU B to view, correct, proof, and distribute your JE, just like a regular JE set.

GL UNDO

Everyone makes mistakes, and we at Sungard Public Sector understand this. That is why we have the Undo utility. It is located at GLUTSUUN:



The utility itself looks like this:



The system performs undo's according to Job Number so it will necessary that you have the job number. This can be found on the distribution report of your Job. If this is not available, using

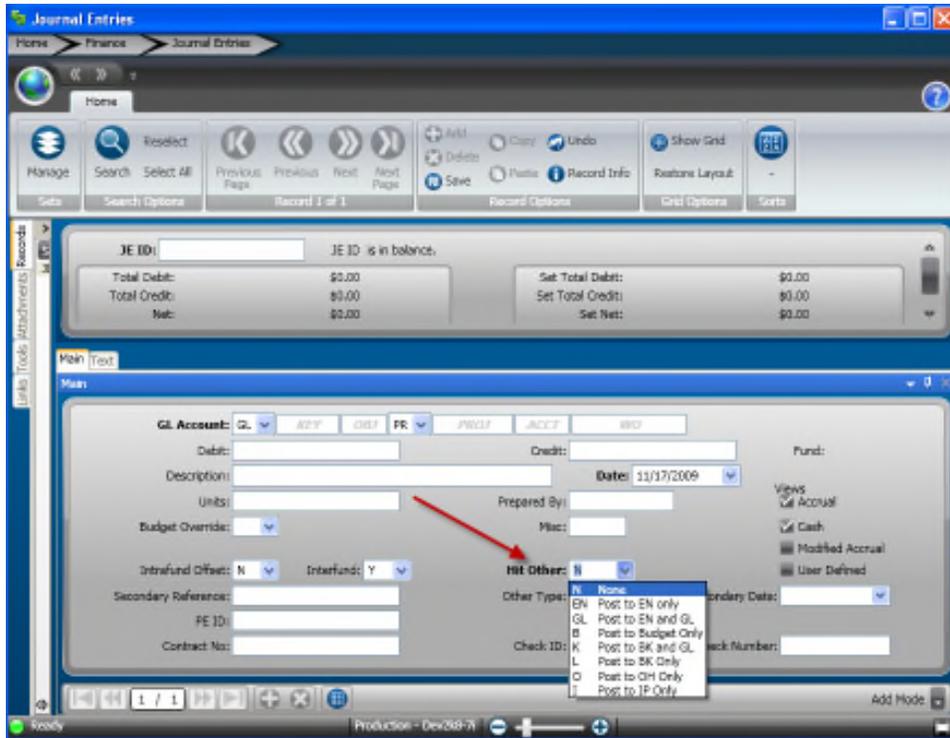
the report: GLREFLTR will allow you to search for your job, and this report will show you what the job number was.

If you don't want to delete the job completely, and would like to save it as a JE so that you can make some changes and redistribute, then click the box on the Save Undone Entries to a Set question. This will open up a line that will ask you for a set. Give it one and then click submit. This will Undo the job and if you said yes, create a JE based on what the initial job was. You can then go to the GLJEUB mask to change, proof, and distribute your job, just like a regular JE.

Budget Entry using the GLJEB

The GLJEB can be used for other types of transactions such as Budget, Bank Reconciliation, and Encumbrance.

In order to use this functionality you will need to change the “Hit Other” pulldown box from the GLJEB:



To create a budget select option “B” – Post to Budget Only.

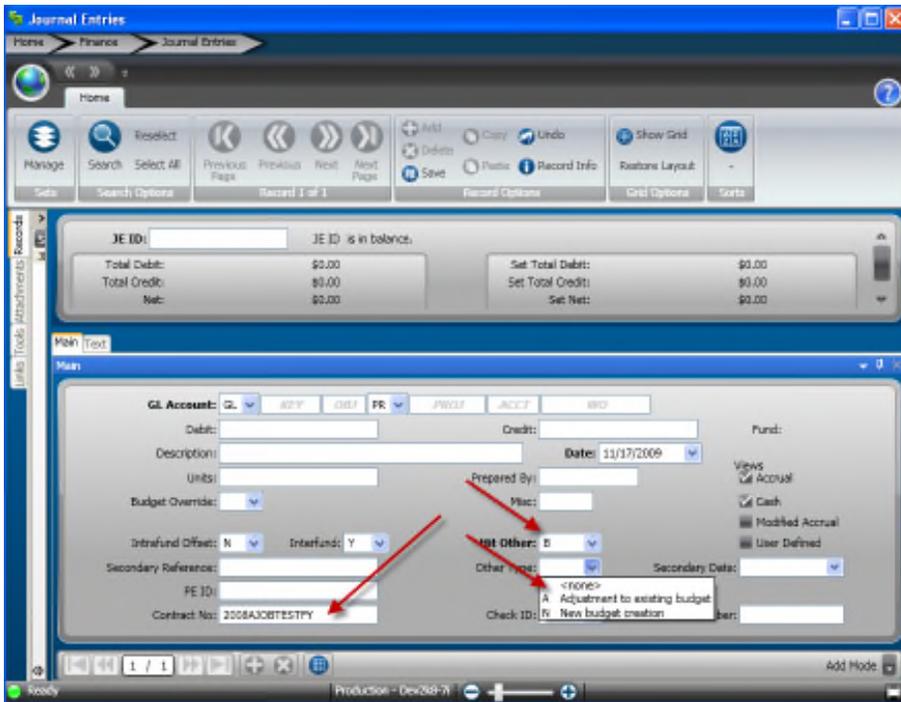
Once this is done there will be new business rules on this screen that will allow you to create a proper Budget entry. In order for this to work you will fill in the normal things like JEID, Account Number, Debit or Credit, and Description. You will also need to fill in:

Contract Number – This one is important it is responsible for most of the data needed in the budget entry, the format is as follows: YYYYVLLRRRRFF

- YYYY is the four digit fiscal year for the entry
- VV is the two character code for the budget version

- LL is the two character code of the Budget Level i.e. (OB for object level, or G1 for object group 1, etc.)
- RRRR is the four character code for Reason
- FF is the two character code for Fund Type

Other type will allow you to select Budget Adjustment or New Budget Creation.

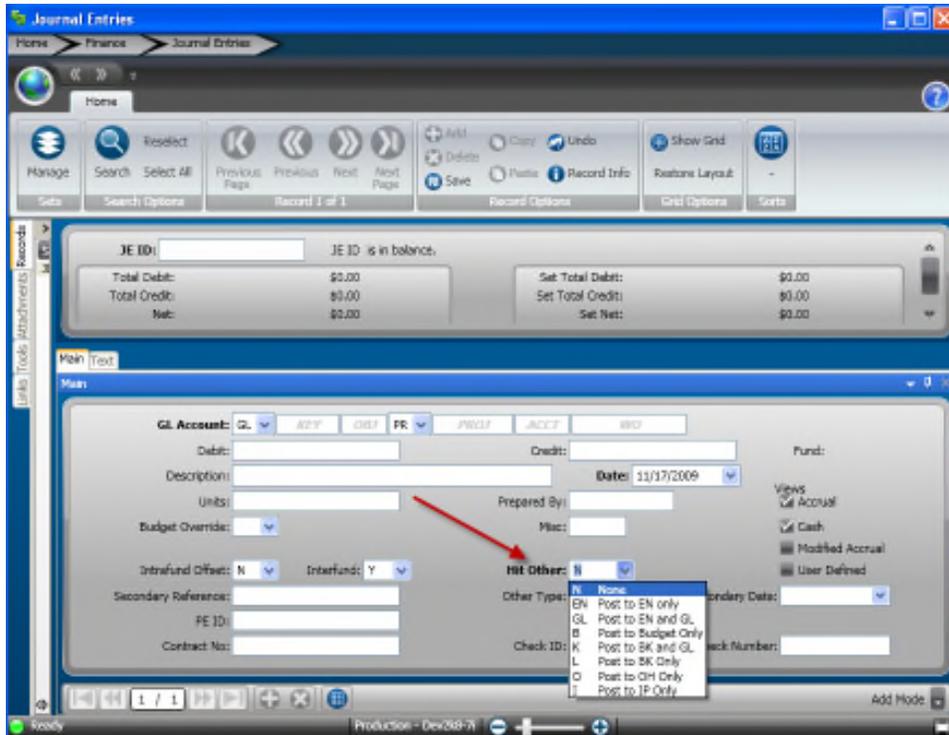


After all of this is filled in, you can press enter to save you BU set. Then Set proof and Distribute like a regular JE.

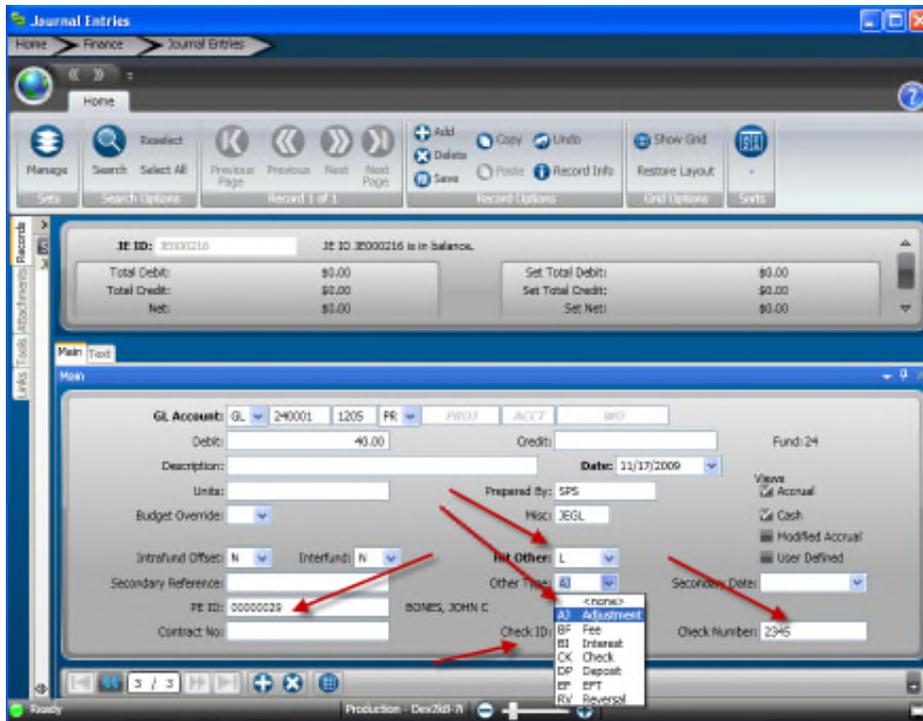
Bank Reconciliation Entry using the GLJEB

The GLJEB can be used for other types of transactions such as Budget, Bank Reconciliation, and Encumbrance.

In order to use this functionality you will need to change the “Hit Other” pulldown box from the GLJEB:



For BK type transactions you will want to select K or L. If you select either of these the options that will become available to you in the Other Type dropdown are:



AJ – Adjustment, BF – Fee, BI – Interest, CK Check, DP – Deposit, EF – EFT, or RV – Reversal.

Other items that are required for a BK entry include:

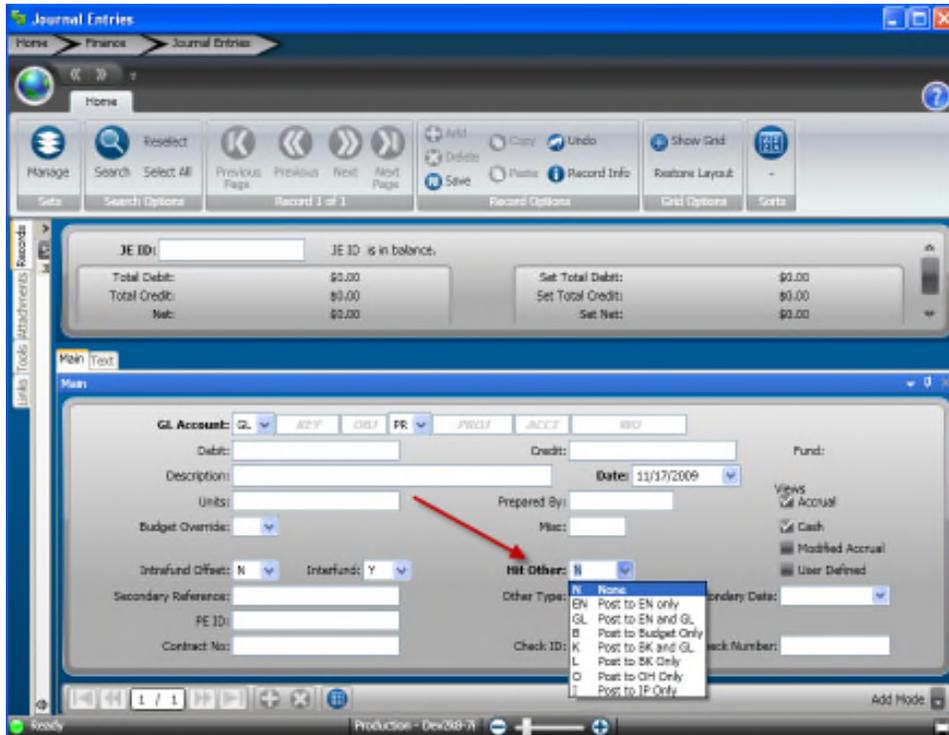
- PEID
- Check ID
- Check Number

Once all of these fields are entered, as well as JEID, an Account Number, Date, and Debit or Credit, press enter to save. Then Set Proof and Distribute like a normal JE.

Encumbrance Entry using the GLJEUB

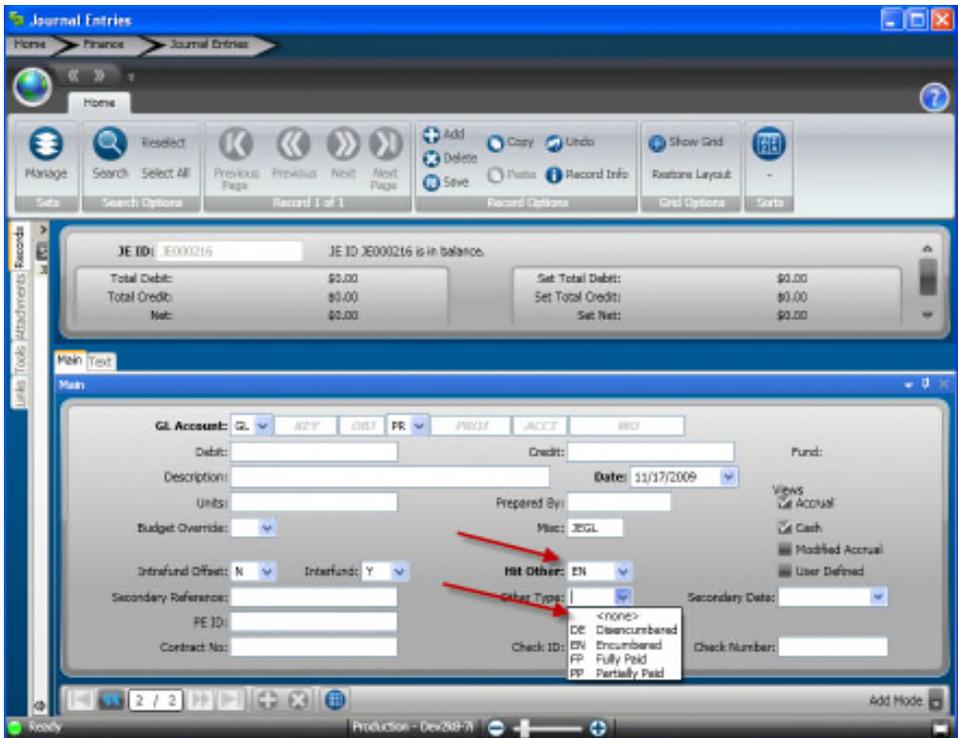
The GLJEUB can be used for other types of transactions such as Budget, Bank Reconciliation, and Encumbrance.

In order to use this functionality you will need to change the “Hit Other” pulldown box from the GLJEUB:



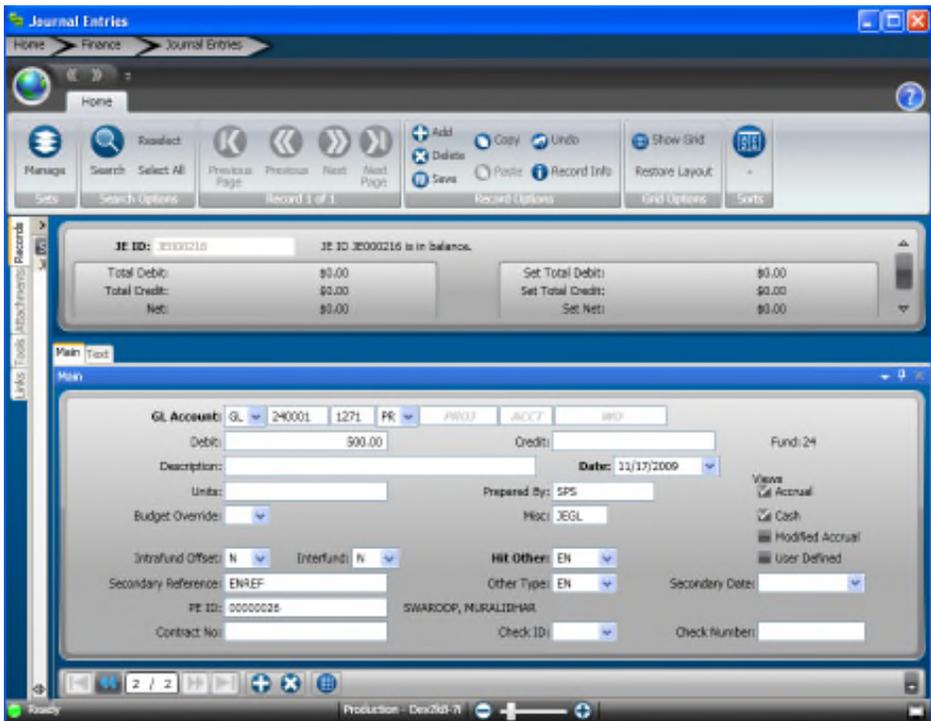
In the case using the GLJEUB for making an EN transaction, we will select EN on the Hit other tab, or if you would like to make a JE that also hits the EN database, you can select GL.

When you select either of this the “Other Type” dropdown will give you these options:



You can choose any of the four options depending on what you want your entry to do.

You must also fill in the Secondary Reference, this will translate into the EN Reference, a PEID is also required. This will pull from the PEID database just like on any other screen. A finished EN transaction might look like this:



When everything has been entered just press enter to save, and set proof and distribute just like a regular JE.

OH Entry using the GLJEUB

The GLJEUB can be used for other types of transactions such as Budget, Bank Reconciliation, and Encumbrance.

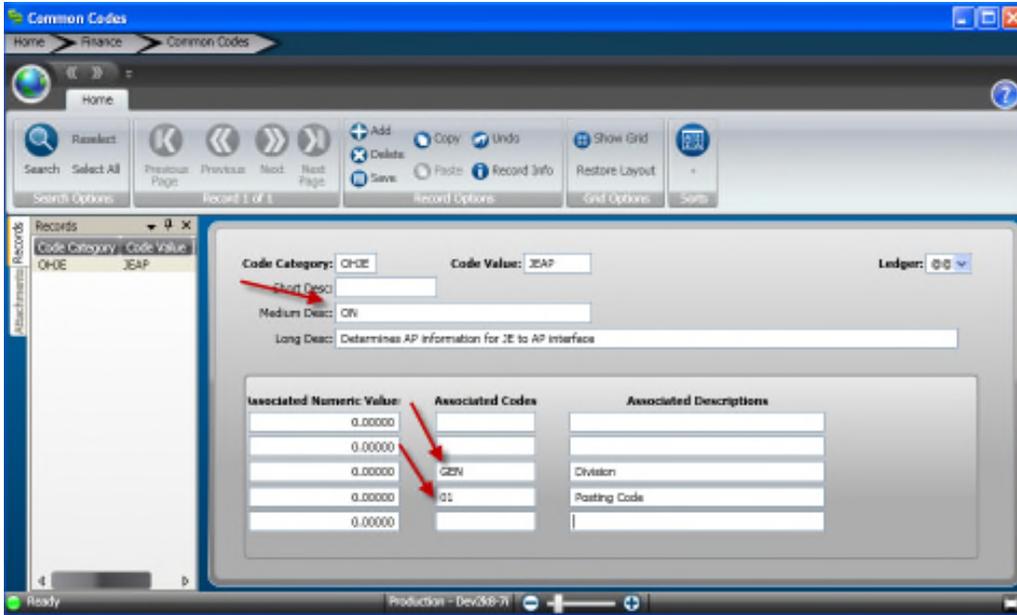
In order to use this functionality you will need to change the “Hit Other” pulldown box from the GLJEUB:

The screenshot displays the 'Journal Entries' application window. The main form area is titled 'Main Text' and contains various input fields for creating a journal entry. A red arrow points to the 'Hit Other' dropdown menu, which is currently open, showing a list of options:

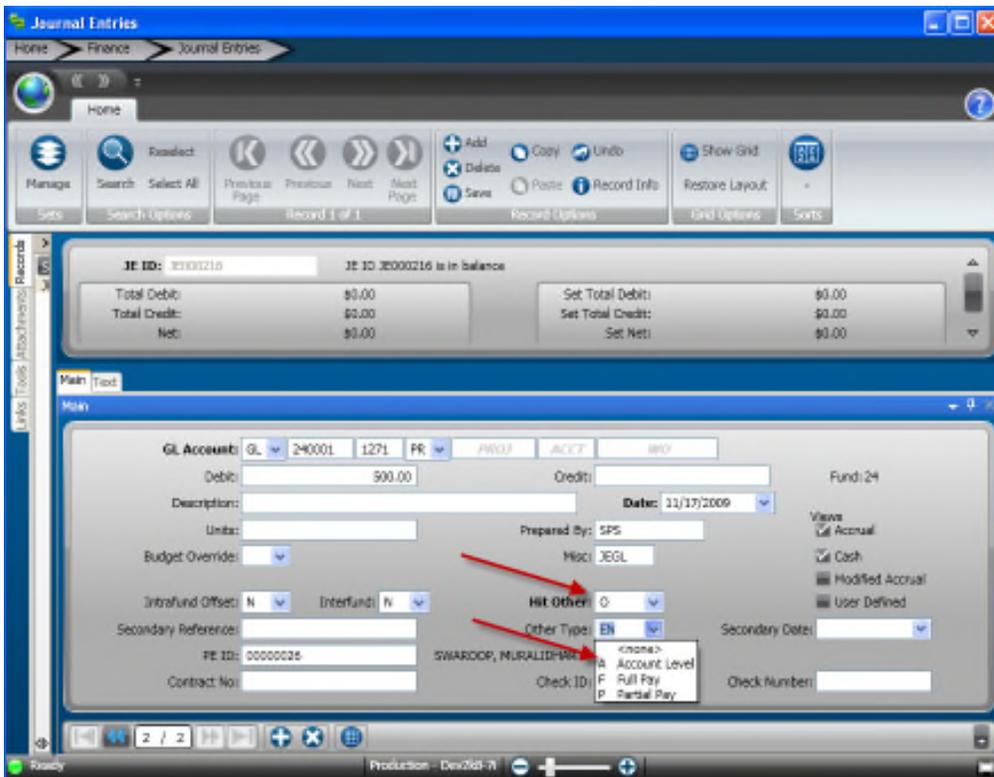
- N None
- EN Post to EN only
- GL Post to EN and GL
- B Post to Budget Only
- K Post to BK and GL
- L Post to BK Only
- O Post to OH Only
- I Post to IP Only

Other visible fields in the form include: GL Account (GL, RPY, OBJ, PR, PROJ, ACCT, WFO), Debit, Credit, Description, Date (11/17/2009), Units, Budget Override, Intrafund Offset (N), Interfund (Y), Prepared By, Misc, Fund, Views (Accrual, Cash, Modified Accrual, User Defined), Secondary Reference, PE ID, Contract No, and Check ID.

In order for an OH entry to be posted using the GLJEUB mask, a common code must be set up first:



The Category is OHJE, the value is JEAP. The medium description must be "ON" in upper case, otherwise an OH set will be created but not distributed. Having the ON on place will automatically distribute the batch. In associated code 3, the Division must be present and in Associated Code 4, the Posting code must be present.



Back to the GLJEUB screen, when you select O for hit other, you will be given three new options for Other type, Account Level, Full Pay or Partial Pay.

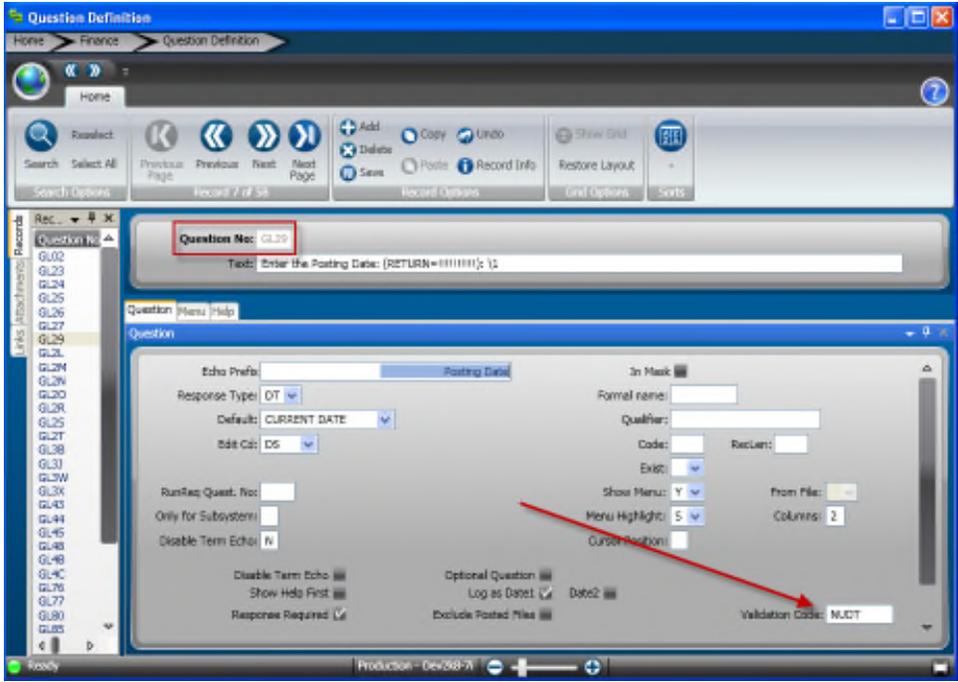
After selecting one of these, you will need to fill in a PEID, check ID and Check number. Then Press enter to save, set proof and distribute just like a regular Journal Entry.

Year End

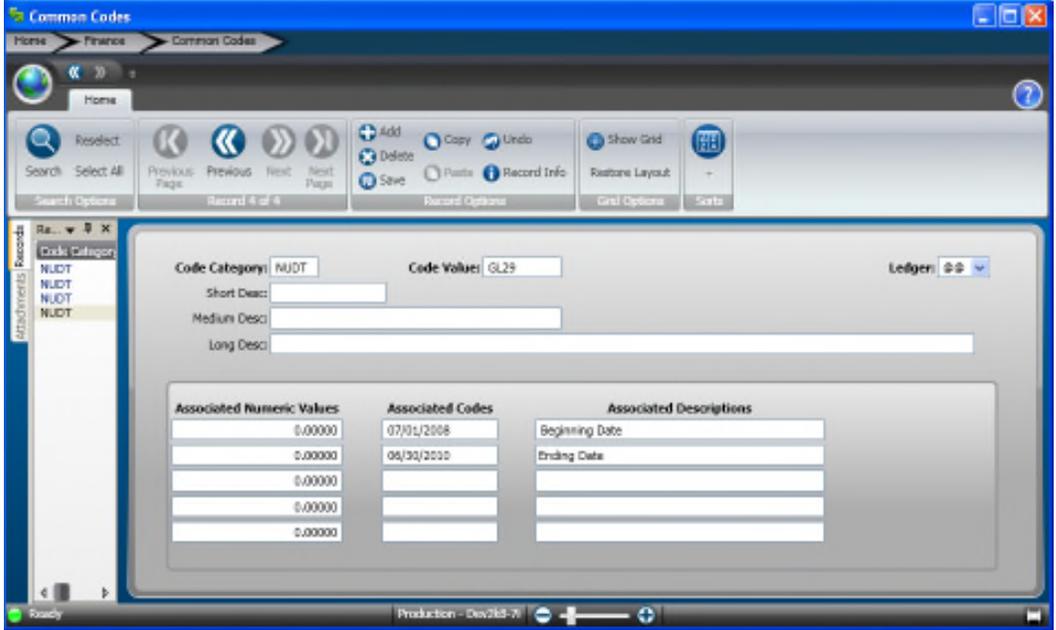
Year end is an exciting time with lots of balancing, reconciling, and correcting entries. The journal entry process can be used for your Year end Entry needs. Most of what needs to be done has already been discussed, however putting it in context is helpful.

1. You will want to make sure that your General Ledger Balances. If it does not you will have to undo the offending job, and repost it. You will be able to do this using the **GLUTSUUN** or UNDO utility.
2. Once your GL is balanced, make sure that your GL balances with any subsidiary ledgers, as well as the other subsystems such as AP, AR, etc.
3. Once everything appears to be balanced and reconciled a Year End Recurring calculation will be appropriate. This should already be programmed for you, and you will just need to distribute it using the **RCUTRC** utility, thus creating a JE in which you can distribute move forward your Assets, Liabilities, and Fund Balances into the new year.
4. Keep a record of your JE distribute job number for the JE that is created from running the RC. Most likely someone wither it be internal or outside auditors will required that changes are made in the prior year. Simply make the changes, UNDO the JE, and ReRun the RC.

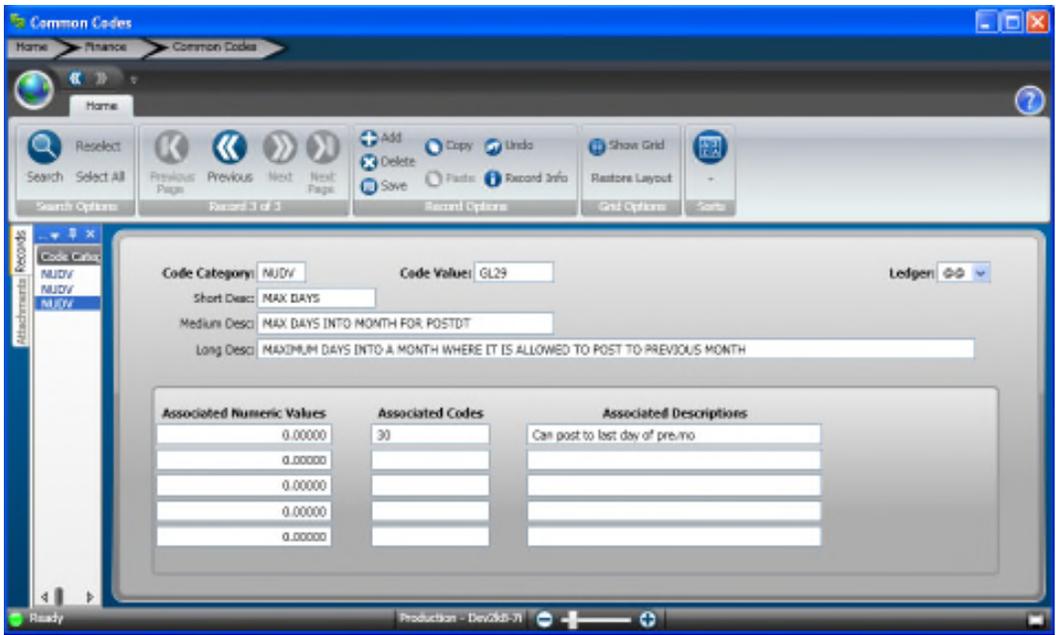
Another thing to consider is date validation. There are basically two ways to control when a JE may be distributed to: Absolute Dates or Relative. Absolute dates mean that you have an actual date like 10/01/09 – 11/01/09. Relative date range might be 5 months prior to the first day of the fiscal period. These dates are controlled by questions and common codes. The question can be found in NUUPJBQS:



The question in particular is “GL29”. When you look at the bottom right at the validation code, this will either be “NUDT” or “NUDV” These are connected to a common code, either NUDT or NUDV. NUDT is an absolute Date common code, NUDV is a relative date common code. Here are examples:



You can see in Associated code one is the beginning date range, and Associated code two is the ending date range. If you are using this common code as your date validation it is important that this gets updated at least yearly.



As you can see Associated Code one is the amount of days before the beginning of the current period that a GL transaction can be posted to. This doesn't necessarily need to be updated regularly because it is relative.