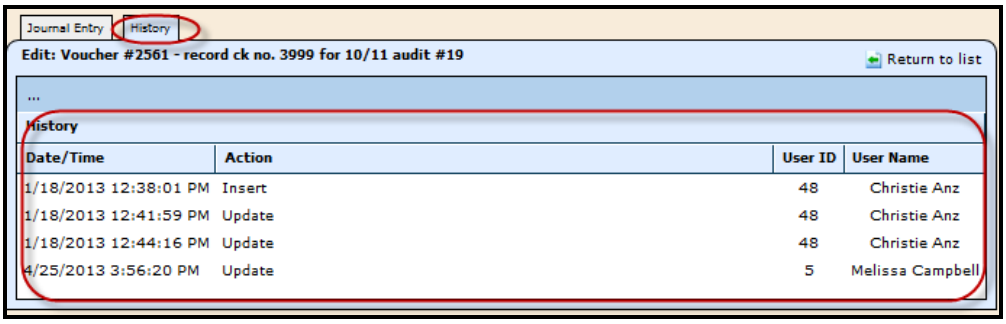
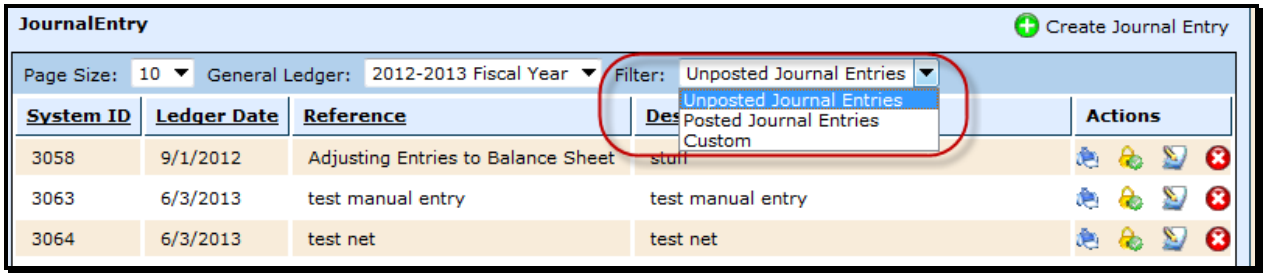
Importing a Journal Entry

WebSmart by JR3 has enhanced the journal entry process. What's New?

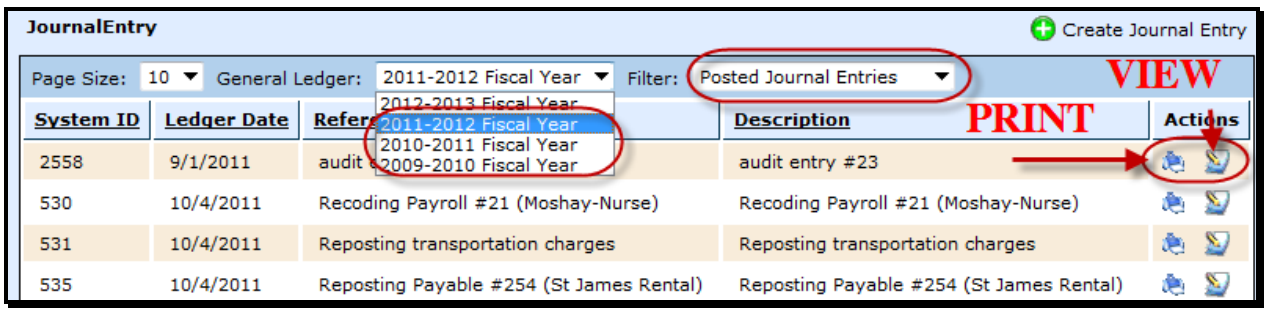
- ***History tab*** – At a glance, this new feature logs a date/time stamp, the action performed and the user responsible for each transaction.



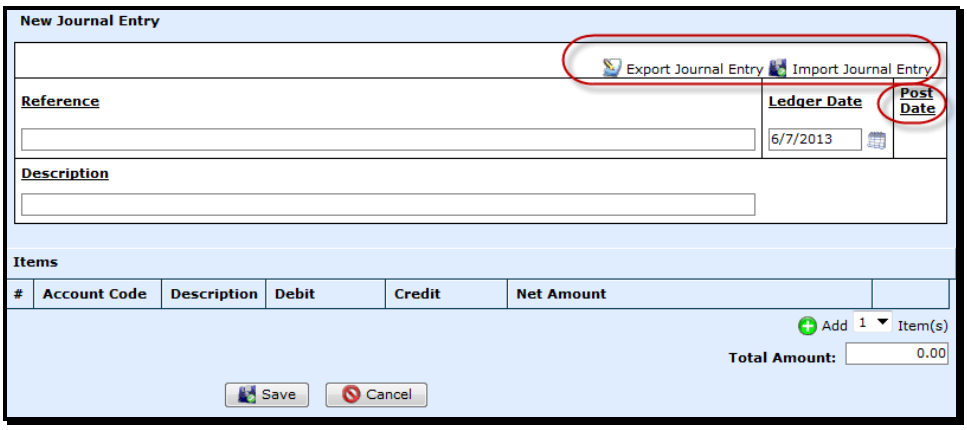
- ***Filters*** – The ability to see multiple Filters when reviewing journal entries.
  - Unposted Journal Entries
  - Posted Journal Entries
  - Custom Query



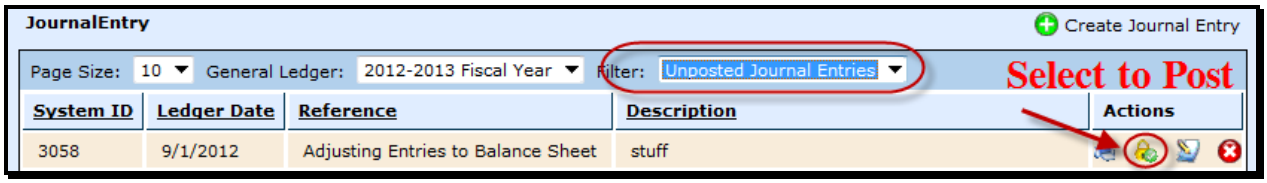
- ***Print/View Vouchers*** – The ability to view and/or print vouchers by selecting a previous General Ledger and the Posted Journal Entries filter. This feauture only allows the user to view the journal entry if the General Ledger is in the FINALIZED status.



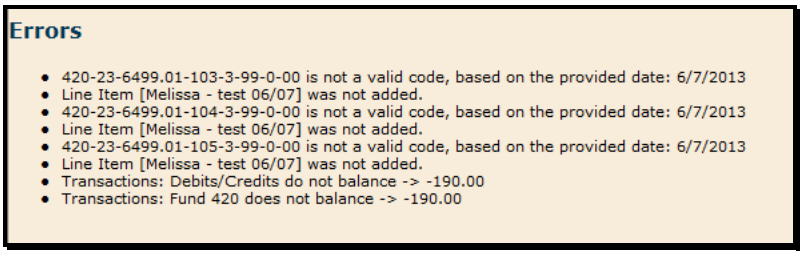
- ***Layout*** – Updated and more user friendly layout.
- ***Export/Import Journal Entry*** – Ability to import another journal entry to the existing journal entry without having to create a separate transaction.
- ***Post Date*** – The Post Date is featured. If the journal entry is saved and not posted, the Post Date will be blank.



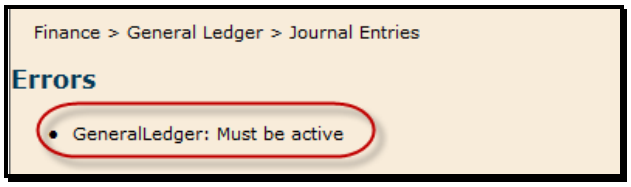
- ***Save*** – The Save & Post feature has been replaced with Save. To post a journal entry, select the icon from the Unposted Journal Entries screen.
  - - Select to Post
  - - Select to Unpost



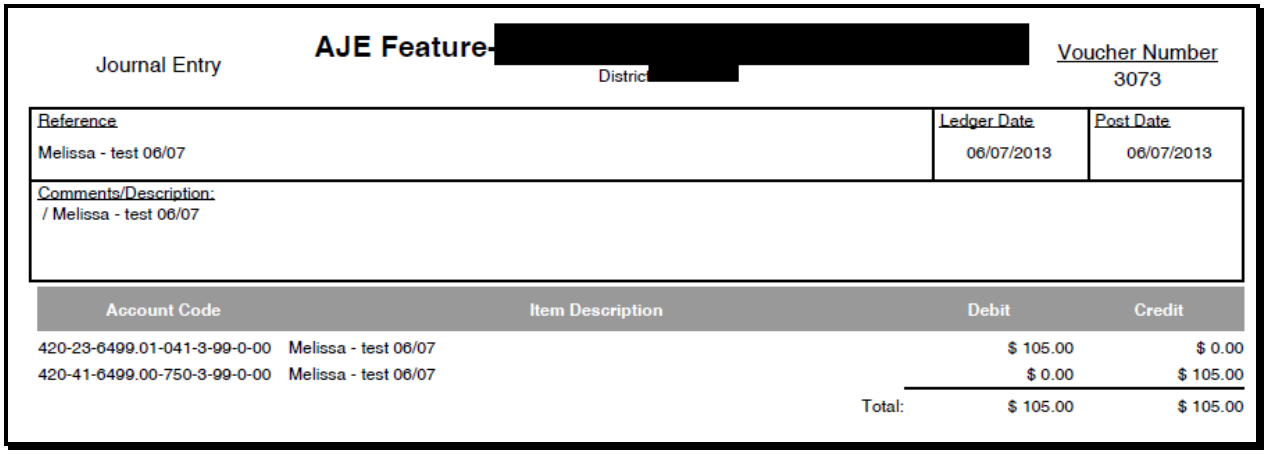
- ***Error Messages: Invalid Account Codes*** – If the user attempts to create a journal entry with invalid account codes, the following error message will be prompted. Notice that the error message contains all invalid account codes.



- ***Error Messages: Active Ledger*** – If the user attemps to create a journal entry with a date that falls within a FINALIZED ledger date range, the following error message will be prompted.



- ***Layout of Printed Voucher*** – The layout of the printed voucher has been updated.



Journal Entry

AJE Feature- [redacted]

District [redacted]

Voucher Number
3073

Reference	Ledger Date	Post Date
Melissa - test 06/07	06/07/2013	06/07/2013

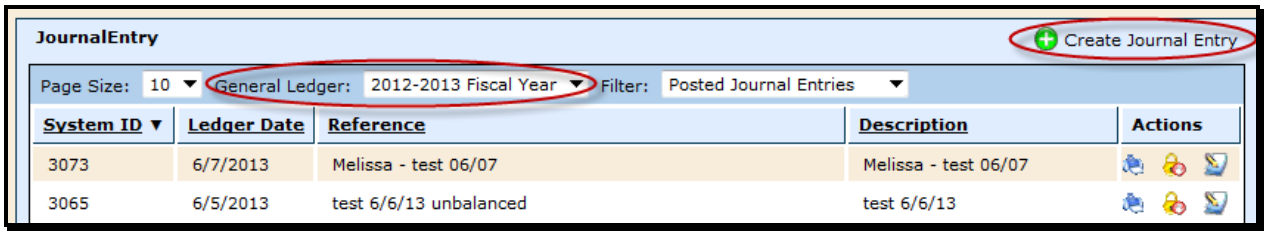
Comments/Description:
/ Melissa - test 06/07

Account Code	Item Description	Debit	Credit
420-23-6499.01-041-3-99-0-00	Melissa - test 06/07	$ 105.00	$ 0.00
420-41-6499.00-750-3-99-0-00	Melissa - test 06/07	$ 0.00	$ 105.00
	Total:	$ 105.00	$ 105.00

Processing a Journal Entry

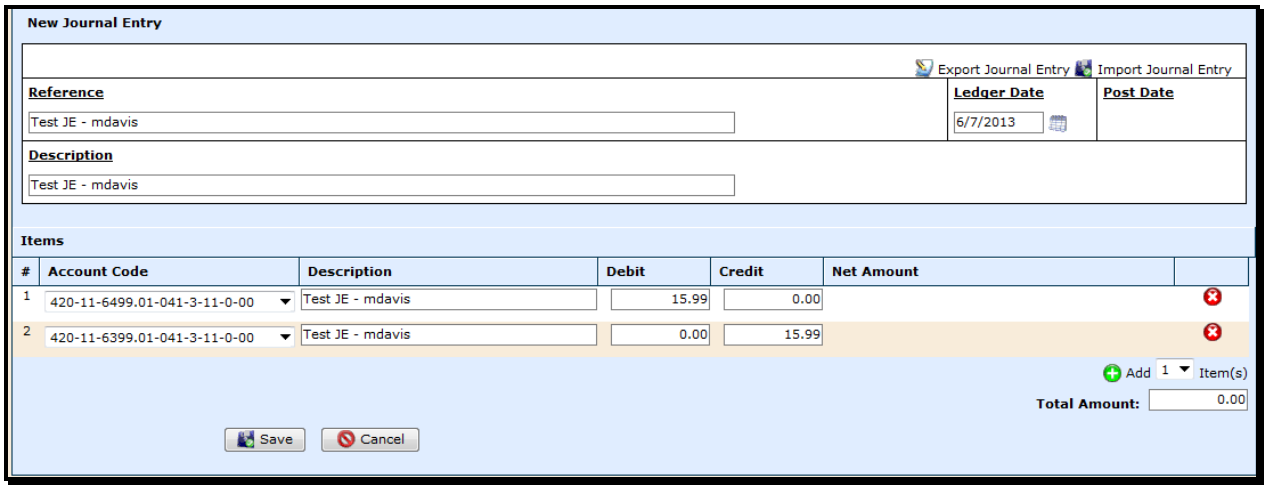
To Create a Manual Journal Entry or Import a Journal Entry:

- Go to Finance > General Ledger > Journal Entries
- Select the appropriate General Ledger. For example:
  - If you are making adjusting entries from the auditor for the 11/12 audit then you will select the Fiscal Year 11/12 Ledger year.
  - If you are moving expenses in the current year you will select the current Fiscal Year Ledger.
- Select Create Journal Entry



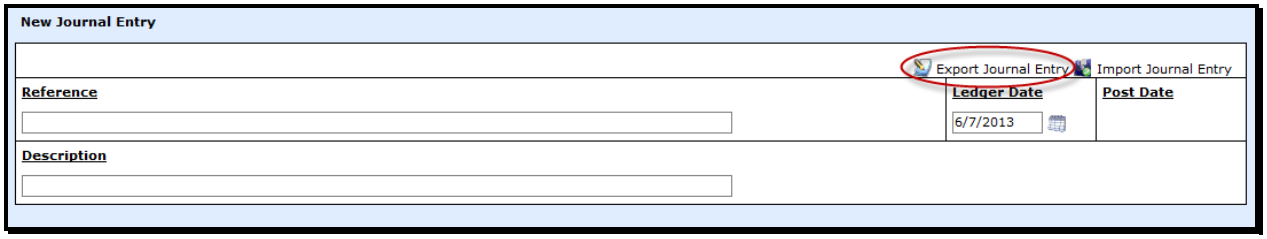
To Create a Journal Entry

- Enter a unique Reference – a memo to help you identify the journal entry.
- Select/enter the Ledger Date.
- Enter a more detailed Descripton, if desired.
- Select Add 1 Item(s) and the appropriate number of line items necessary for the journal entry.
- Line Item 1 – enter the Account Code, Description and the debit or credit entry.
- Line Item 2 – enter the Account Code, Description and the offsetting entry for the journal entry to balance to zero.
- If you need to enter more line items, select the Add 1 Item(s).
- Select Save. This saves the journal entry and allows you to print a copy of the voucher and post to the ledger laer. Click on the to post the entry to the general ledger.
  - Cancel – completely cancels the journal entry.

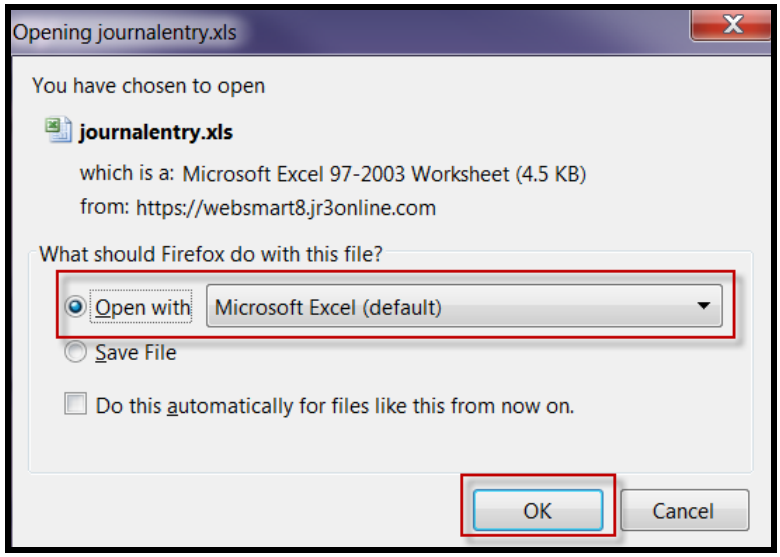


To Import a Journal Entry

- Select Export Journal Entry



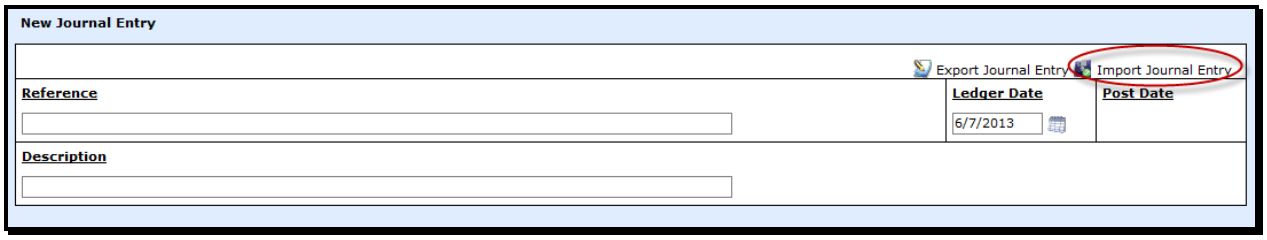
- Select to open the file with Microsoft Excel (Depending on the version of Microsoft Excel – the screenshot below will vary.)
- Select OK



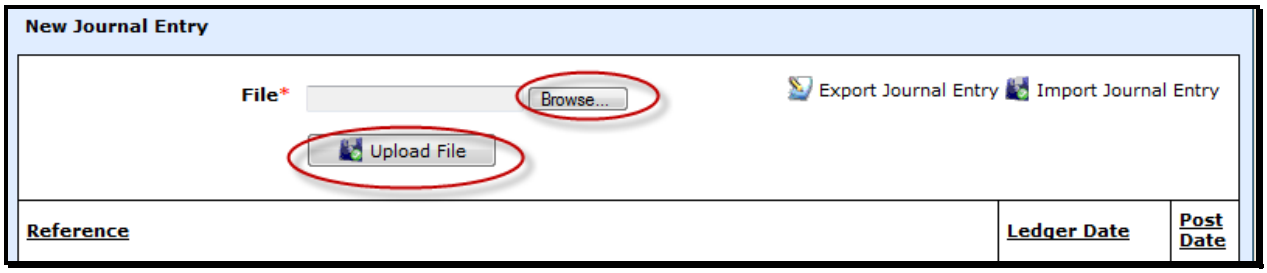
- The file will open in Microsoft Excel in the appropriate layout.
- Enter the information in each field for the Journal Entry.

	A	B	C	D	E	F	G
1	Reference	Description	Ledger Date	Item Description	Item Account Code	Debit	Credit
2	Melissa - test 06/07	Melissa - test 06/07	6/7/2013	Melissa - test 06/07	420-41-6499.00-750-3-99-0-00	0	105
3	Melissa - test 06/07	Melissa - test 06/07	6/7/2013	Melissa - test 06/07	420-23-6499.01-103-3-99-0-00	105	
4							

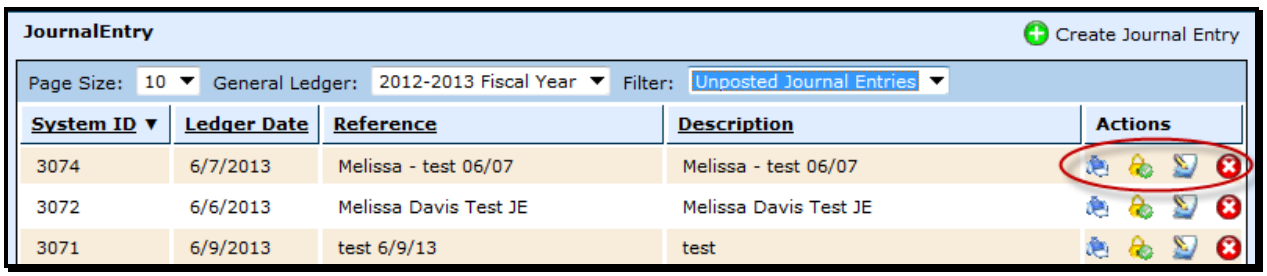
- Save the file to your desktop or other known location
- Go back to WebSmart
- Select Import Journal Entry



- Select Browse – browse, find your file and Select Upload File



- The journal entry will import and appear in the Unposted Journal Entries filter.
- At this time, you have the ability to do the following
  - Print a copy of the voucher
  - Post the journal entry to the ledger
  - Edit the journal entry and make changes if necessary
  - Delete the journal entry



NOTES:

- Remember you must always have a debit and a credit. The system will not allow you to post an out of balance or one sided entry. If you are moving expenses from one FUND to another you will have to do an adjusting entry to CASH as well.
- Once you have made all the entries, verify the balance is 0.00 and click on Save or Post. You will click on Save if you want to print the journal entry before posting.

Journal Entry Basics

Debit	Credit
Increase in asset accounts	Decrease in asset accounts
Increase in expense accounts	Decrease in expense accounts
Decrease in liability accounts	Increase in liability accounts
Decrease in revenue accounts	Increase in revenue accounts

Journal Entry Examples

Example 1: To correct coding from fund 199 to fund 224.

Description	Debit	Credit
To move expense to Fund 224 from 199 224-11-6219.00-101-7-23-0-00	100.00	0.00
To move expense from Fund 199 to 224 199-11-6219.00-101-7-23-0-00	0.00	100.00
To move cash from Fund 199 to 224 199-00-1110.00-000-7-00-0-00	100.00	0.00
To move cash to Fund 224 from 199 224-00-1110.00-000-7-00-0-00	0.00	100.00

Example 2: To post annual commodities.

Description	Debit	Credit
Debit USDA Commodity expenditure 240-35-6344.00-999-7-99-0-00	3,000.00	0.00
Credit federal revenue 240-00-5923.00-000-7-00-0-00	0.00	3,000.00

Example 3: To post TRS On Behalf.

Description	Debit	Credit
Debit payroll expenditure(s) 199-11-6144.00-999-7-99-0-00	800.00	0.00
Credit TRS On-Behalf revenue 199-00-5831.00-000-7-00-0-00	0.00	800.00

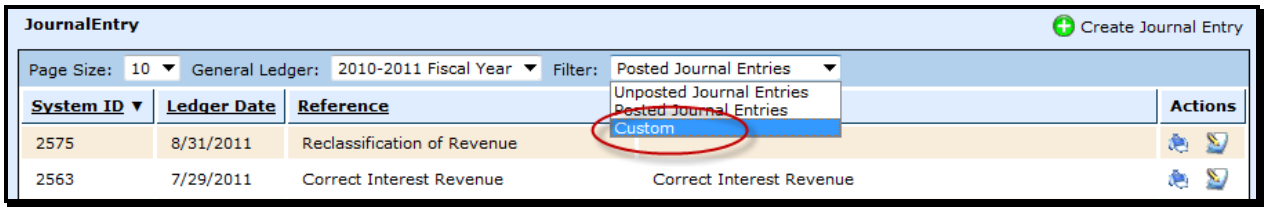
Example 4: To post state receivables.

Description	Debit	Credit
Debit due from state 199-00-1241.00-000-7-00-0-00	5,000.00	0.00
Credit state revenue 199-00-58XX.00-000-7-00-0-00	0.00	5,000.00

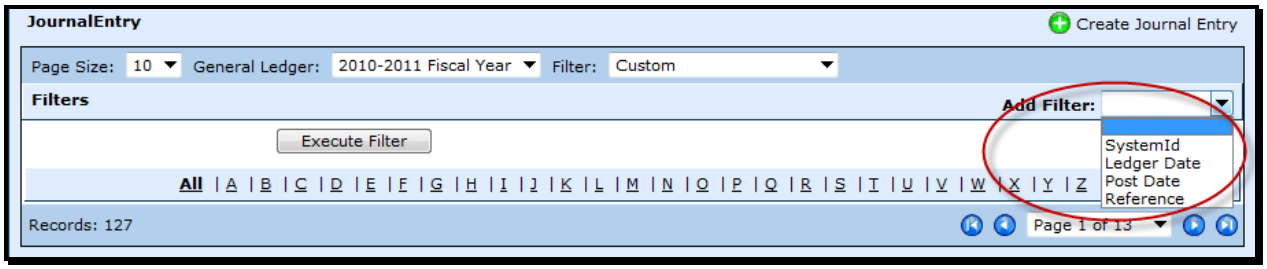
Journal Entries – Custom Query

To Perform a Custom Query to find a Journal Entry:

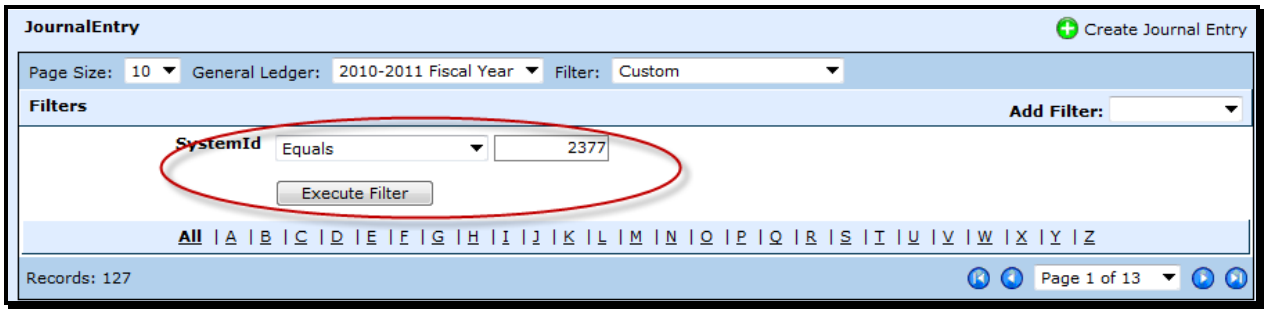
- Go to Finance > General Ledger > Journal Entries
- Select the appropriate General Ledger.



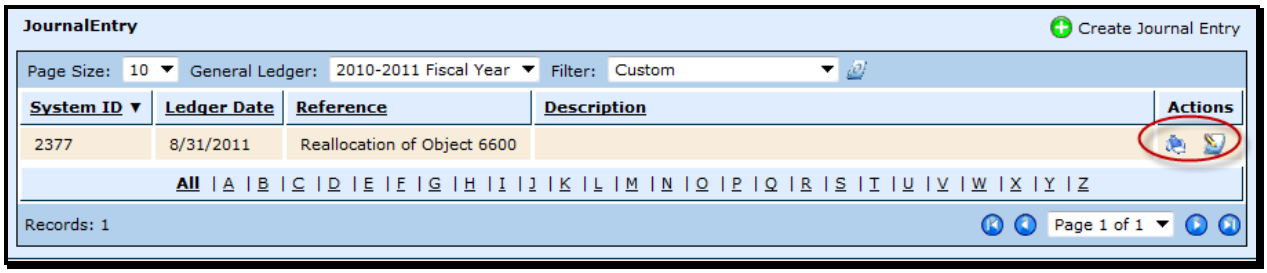
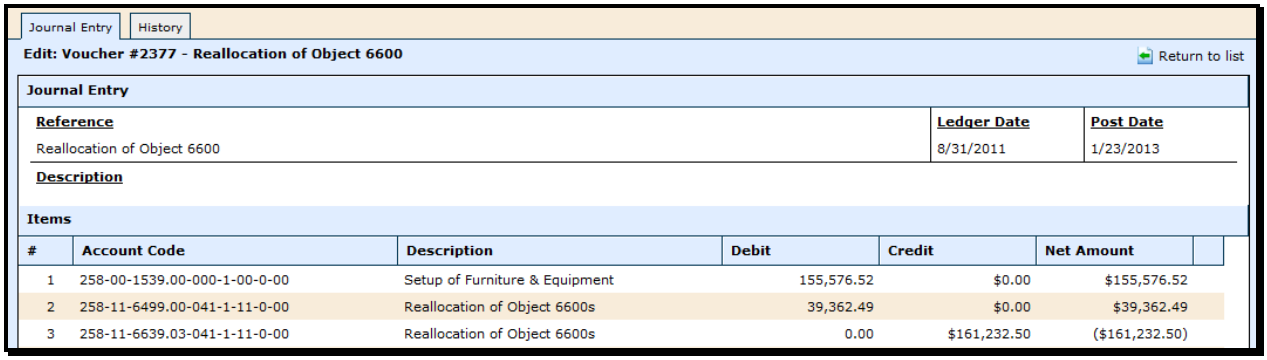
- Select the Filter to search



- Enter the known criteria in the appropriate field. For example, if searching for a specific journal entry number, enter the journal entry number in the SystemID field.
- Select Execute Filter.



- The journal entry will appear on the screen. At this point, the user can select an Action. In this example, the ledger is closed and finalized; therefore, the only Actions that can be taken are to print or view the voucher.



- View – The user can view the information on the Journal Entry tab and/or the History tab.