



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.

| Date/Time             | Action | User ID | User Name        |
|-----------------------|--------|---------|------------------|
| 1/18/2013 12:38:01 PM | Insert | 48      | Christie Anz     |
| 1/18/2013 12:41:59 PM | Update | 48      | Christie Anz     |
| 1/18/2013 12:44:16 PM | Update | 48      | Christie Anz     |
| 4/25/2013 3:56:20 PM  | Update | 5       | Melissa Campbell |

- **Filters** – The ability to see multiple Filters when reviewing journal entries.

- Unposted Journal Entries
- Posted Journal Entries
- Custom Query

| System ID | Ledger Date | Reference                          | Description       | Actions |
|-----------|-------------|------------------------------------|-------------------|---------|
| 3058      | 9/1/2012    | Adjusting Entries to Balance Sheet | stuff             |         |
| 3063      | 6/3/2013    | test manual entry                  | test manual entry |         |
| 3064      | 6/3/2013    | test net                           | test net          |         |

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

| System ID | Ledger Date | Reference                                | Description                              | Actions                  |
|-----------|-------------|--|--|--------------------------|
| 2558      | 9/1/2011    | audit                                    | audit entry #23                          | <b>VIEW</b> <b>PRINT</b> |
| 530       | 10/4/2011   | Recoding Payroll #21 (Moshay-Nurse)      | Recoding Payroll #21 (Moshay-Nurse)      |                          |
| 531       | 10/4/2011   | Reposting transportation charges         | Reposting transportation charges         |                          |
| 535       | 10/4/2011   | Reposting Payable #254 (St James Rental) | Reposting Payable #254 (St James Rental) |                          |

- **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.

**Errors**

- 420-23-6499.01-103-3-99-0-00 is not a valid code, based on the provided date: 6/7/2013
- Line Item [Melissa - test 06/07] was not added.
- 420-23-6499.01-104-3-99-0-00 is not a valid code, based on the provided date: 6/7/2013
- Line Item [Melissa - test 06/07] was not added.
- 420-23-6499.01-105-3-99-0-00 is not a valid code, based on the provided date: 6/7/2013
- Line Item [Melissa - test 06/07] was not added.
- Transactions: Debits/Credits do not balance -> -190.00
- Transactions: Fund 420 does not balance -> -190.00

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

Finance > General Ledger > Journal Entries

**Errors**

- GeneralLedger: Must be active

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

| Journal Entry  | <b>AJE Feature-</b> [REDACTED] | <u>Voucher Number</u> |           |
|--|--------------------------------|-----------------------|-----------|
|  | District [REDACTED]            | 3073                  |           |
| <u>Reference</u>                                       | <u>Ledger Date</u>             | <u>Post Date</u>      |           |
| Melissa - test 06/07                                   | 06/07/2013                     | 06/07/2013            |           |
| <u>Comments/Description:</u><br>/ 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

JournalEntry  Create Journal Entry

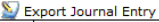
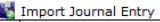
Page Size: 10 General Ledger: 2012-2013 Fiscal Year Filter: Posted Journal Entries

| System ID | Ledger Date | Reference              | Description          | Actions |
|-----------|-------------|------------------------|----------------------|---------|
| 3073      | 6/7/2013    | Melissa - test 06/07   | Melissa - test 06/07 |         |
| 3065      | 6/5/2013    | test 6/6/13 unbalanced | test 6/6/13          |         |

## 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 Description, 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.

**New Journal Entry**

 Export Journal Entry
  Import Journal Entry

**Reference**  
 Test JE - mdavis

**Ledger Date**  
 6/7/2013

**Post Date**

**Description**  
 Test JE - mdavis

**Items**

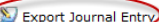
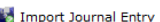
| # | Account Code                 | Description      | Debit | Credit | Net Amount |
|---|------------------------------|------------------|-------|--------|------------|
| 1 | 420-11-6499.01-041-3-11-0-00 | Test JE - mdavis | 15.99 | 0.00   |            |
| 2 | 420-11-6399.01-041-3-11-0-00 | Test JE - mdavis | 0.00  | 15.99  |            |

+ Add 1 Item(s)  
**Total Amount:** 0.00

**To Import a Journal Entry**

- Select Export Journal Entry

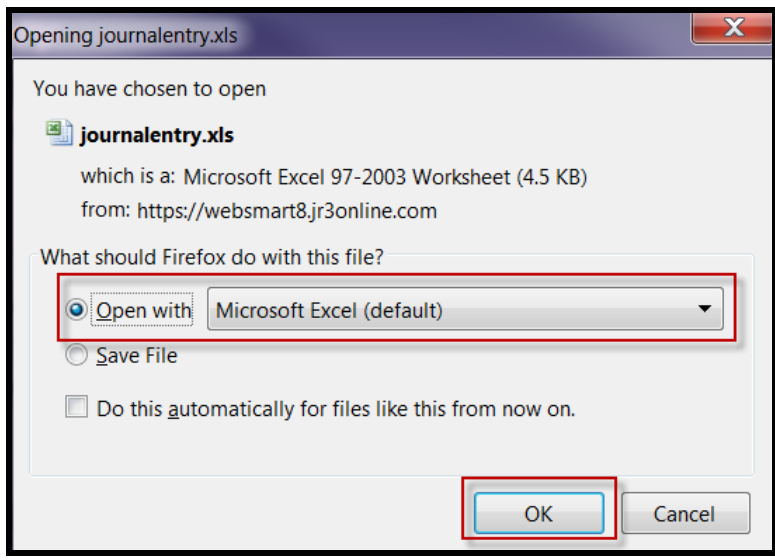
**New Journal Entry**

 Export Journal Entry
  Import Journal Entry

**Reference**

**Description**

- 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

**New Journal Entry**

Export Journal Entry
Import Journal Entry

**Reference**

**Description**

**Ledger Date**

**Post Date**

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

**New Journal Entry**

**File\***  Browse...

Upload File

Export Journal Entry
Import Journal Entry

| Reference | Ledger Date | Post Date |
|-----------|-------------|-----------|
|           |             |           |

- 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

**JournalEntry** + Create Journal Entry

Page Size: 10    General Ledger: 2012-2013 Fiscal Year    Filter: Unposted Journal Entries

| System ID | Ledger Date | Reference             | Description           | Actions |
|-----------|-------------|-----------------------|-----------------------|---------|
| 3074      | 6/7/2013    | Melissa - test 06/07  | Melissa - test 06/07  |         |
| 3072      | 6/6/2013    | Melissa Davis Test JE | Melissa Davis Test JE |         |
| 3071      | 6/9/2013    | test 6/9/13           | test                  |         |

**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<br>224-11-6219.00-101-7-23-0-00 | 100.00 | 0.00   |
| To move expense from Fund 199 to 224<br>199-11-6219.00-101-7-23-0-00 | 0.00   | 100.00 |
| To move cash from Fund 199 to 224<br>199-00-1110.00-000-7-00-0-00    | 100.00 | 0.00   |
| To move cash to Fund 224 from 199<br>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<br>240-35-6344.00-999-7-99-0-00 | 3,000.00 | 0.00     |
| Credit federal revenue<br>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)<br>199-11-6144.00-999-7-99-0-00 | 800.00 | 0.00   |
| Credit TRS On-Behalf revenue<br>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<br>199-00-1241.00-000-7-00-0-00 | 5,000.00 | 0.00     |
| Credit state revenue<br>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.

The screenshot shows the JournalEntry application interface. At the top right, there is a '+ Create Journal Entry' button. Below it, the 'Filter' dropdown menu is open, showing options: 'Posted Journal Entries', 'Unposted Journal Entries', and 'Custom'. The 'Custom' option is highlighted with a red circle. The main table below has columns for System ID, Ledger Date, Reference, and Actions. Two rows are visible: one for System ID 2575 with date 8/31/2011 and reference 'Reclassification of Revenue', and another for System ID 2563 with date 7/29/2011 and reference 'Correct Interest Revenue'.

- Select the Filter to search







The screenshot shows the JournalEntry application interface. The 'Filter' dropdown is now set to 'Custom'. Below the filter, there is an 'Execute Filter' button. To the right, the 'Add Filter:' dropdown menu is open, showing options: 'SystemId', 'Ledger Date', 'Post Date', and 'Reference'. The 'SystemId' option is highlighted with a red circle. Below the filters, there is a row of letters for navigation: 'All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z'. At the bottom, it says 'Records: 127' and 'Page 1 of 13'.

- 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 screenshot shows the JournalEntry application interface. The 'SystemId' filter field is now populated with the value '2377'. The 'Execute Filter' button is highlighted with a red circle. The rest of the interface, including the navigation letters and page information, remains the same as in the previous screenshot.

- 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.



| JournalEntry  |                                       |                             |             | + Create Journal Entry  |
|---|---------------------------------------|-----------------------------|-------------|---|
| Page Size: 10   | General Ledger: 2010-2011 Fiscal Year | Filter: Custom              |             |   |
| System ID   | Ledger Date                           | Reference                   | Description | Actions   |
| 2377  | 8/31/2011                             | Reallocation of Object 6600 |             |     |
| <a href="#">All</a>   <a href="#">A</a>   <a href="#">B</a>   <a href="#">C</a>   <a href="#">D</a>   <a href="#">E</a>   <a href="#">F</a>   <a href="#">G</a>   <a href="#">H</a>   <a href="#">I</a>   <a href="#">J</a>   <a href="#">K</a>   <a href="#">L</a>   <a href="#">M</a>   <a href="#">N</a>   <a href="#">O</a>   <a href="#">P</a>   <a href="#">Q</a>   <a href="#">R</a>   <a href="#">S</a>   <a href="#">T</a>   <a href="#">U</a>   <a href="#">V</a>   <a href="#">W</a>   <a href="#">X</a>   <a href="#">Y</a>   <a href="#">Z</a> |                                       |                             |             |   |
| Records: 1  |                                       |                             |             |   Page 1 of 1   |

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

| Journal Entry                                     |                              | History                        |                |              |                |
|---|------------------------------|--------------------------------|----------------|--------------|----------------|
| Edit: Voucher #2377 - Reallocation of Object 6600 |                              |                                | Return to list |              |                |
| Journal Entry                                     |                              |                                |                |              |                |
| Reference   | Ledger Date                  | Post Date                      |                |              |                |
| Reallocation of Object 6600                       | 8/31/2011                    | 1/23/2013                      |                |              |                |
| Description                                       |                              |                                |                |              |                |
| Items   |                              |                                |                |              |                |
| #   | Account Code                 | Description                    | Debit          | Credit       | Net Amount     |
| 1   | 258-00-1539.00-000-1-00-0-00 | Setup of Furniture & Equipment | 155,576.52     | \$0.00       | \$155,576.52   |
| 2   | 258-11-6499.00-041-1-11-0-00 | Reallocation of Object 6600s   | 39,362.49      | \$0.00       | \$39,362.49    |
| 3   | 258-11-6639.03-041-1-11-0-00 | Reallocation of Object 6600s   | 0.00           | \$161,232.50 | (\$161,232.50) |