



# College Financial System User Procedure

## Title:

*Enter a Manual Journal*

## Description:

*Regularly, General Ledger (GL) personnel will need to create manual journal entries for accounting transactions that are not recorded within a subledger application. This Journal Entry form is used to record Actuals (as opposed to Budget Transfers, or Encumbrances) in the GL.*

## College Financial System (CFS) Prerequisites:

- *Requires "MCCCD GL Business Officer", or "MCCCD GL Accounting Staff" responsibility to access this form.*

<b><i>Menu Path</i></b>
Journals ➤ Enter

## Window Name:

### Find Journals

The screenshot shows the 'Find Journals' window with the following fields and buttons:

- Batch:
- Journal:
- Source:
- Category:
- Period:
- Currency:
- Status:  (Posting),  (Funds)
- Control Total:  (Batch),  (Journal)
- Buttons: Clear, New Batch, New Journal, Find

First, you will need to indicate that a new Journal Entry (JE) batch is to be created.

### Field Name                      Description/Action

1. Click on the **NEW BATCH** button to begin the batch and journal entry creation.

## Window Name:

### Batch (Journal)

The screenshot shows a software window titled "Batch (MCCCD)". The main form contains the following fields and sections:

- Batch:** SC\_MLO\_020226\_1 (Callout 2)
- Period:** FEB\_02 (Callout 3)
- Balance Type:** Actual (Callout 4)
- Description:** Batch for monthly expense reallocations SCC (Callout 5)
- Control Total:** (Callout 6)
- Status:** Posting: Unposted, Funds: Required, Approval: N/A
- Date:** Created: 27-FEB-2002, Posted: (Callout 7 points to the "Journals" button below)
- Batch Totals:** A table with columns for Entered, Debit, and Credit, and rows for Entered and Converted.
- Buttons:** Journals (Callout 7), More Actions

Complete the information for the Batch header record of the Journal Entry.

- | Field Name                      | Description/Action  |
|---------------------------------|---|
| 2. <b>Batch</b>                 | Enter the batch name in Maricopa-defined parameters: SC= College Code; MLO= preparer's initials; YYMMDD = date format |
| 3. <b>Period</b>                | Enter the current accounting period, or another open period.  |
| 4. <b>Balance Type</b>          | Defaults to Actual.   |
| 5. <b>Description</b>           | Enter your description of the batch journal activity.   |
| 6. <b>Control Total</b>         | Skip over this field; not used at Maricopa; leave blank.  |
| 7. Click on the <b>JOURNALS</b> | button to proceed with next step.   |


## Window Name

### Journals

In the “Journals” window, enter both general information about this journal as well as the line item details (debit and credit values).

#### Field Name

#### Description/Action

- 8. Journal** Enter the user-defined name to describe this JE activity.
- 9. Period** Defaults to period selected in Batch window.
- 10. Category** Select *Adjustment* for most manual JE transactions (other category usage is determined by District Accounting staff).
- 11. Description** Enter an appropriate description for this JE activity; this description will appear in each line description as well.
- 12. Control Total** Leave Blank (skip this field)
- 13. Line** Enter the value 10 in first detail line.
- 14. Account** Enter the valid CFS account code combination for this JE.
- 15. Debit** Enter the debit amount for this line.
- 16. Line** CFS system will increment successive lines by value of 10.
- 17. Account** Enter the valid CFS account code combination for this JE.
- 18. Credit** Enter the credit amount for this line.
- 19.** Click on the  (Save) icon on the toolbar to save your work.

## Window Name:

### Journals

Line	Account	Debit (USD)	Credit (USD)	Description
10	110-700-175012-53210-0000-0000-000-4	5.55		EXPENSE TRANSFER
20	110-700-175012-54100-0000-00000-000-4		5.55	EXPENSE TRANSFER
		5.55	5.55	

Once the JE has been saved, it is available to view and modify prior to the actual posting process to the GL.

### Field Name Description/Action

**20. Document Number** This document number is generated automatically by the CFS system, once the journal has been saved.

**Note:** Journal entries must have equal Debit and Credit amounts before they can be saved. Also, the Debit and Credit totals must balance by Fund, or the entry will result in a suspense transaction.

**21.** Click on the **MORE DETAILS** button to reverse the Journal Entry, to indicate a Reference (i.e. memo reference), and to view the status (i.e. Unposted, Posted, etc.) of the JE.

**22.** Click on the **MORE ACTIONS** button to change the accounting period of the JE, or to perform funds check on balances.

**Note:** Once the Journal Entry (JE) has been saved, all supporting documentation as well as a paper copy of the JE itself should be delivered to the District Office accounting staff, in order to be posted to the General Ledger



End of procedure