

GL-1 RECORD STATEWIDE ASSESSMENTS

Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor
 GL Journal Approver

The **GL Journal Processor** will create a new GL Journal to post Statewide Assessments. Steps are:

- 1 – Navigate to GL>Journals>Journal Entry>Create/Update Journal Entries
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 – Enter the date of the SCO JE as the Journal Date
- 4 - Click Add

The screenshot shows the 'Create/Update Journal Entries' interface. Step 1 highlights the breadcrumb navigation: 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Step 2 points to the 'Add a New Value' button. Step 3 points to the 'Business Unit' field containing '8860', the 'Journal ID' dropdown menu showing 'NEXT', and the 'Journal Date' field containing '10/28/2015'. Step 4 points to the 'Add' button at the bottom.

The **GL Journal Processor** will create the Journal **Header**. Steps are:

- 1 - Enter a Long Description with the SCO Journal No., Date, Type and FY of Assessment
- 2 - Ledger Group will default to MODACCRL
- 3 - Source should be **ONL** (Online Journal Entry)
- 4 - Click Save or click on Lines tab to enter journal lines. (After clicking save, click OK on the ALTACCT Message)

Header		Lines ⁴		Totals	Errors	Approval
Unit:	8860	Journal ID:	NEXT	Date:	10/28/2015	
Long Description:	1 Record SCO JE SLB1028001 dated 10/28/2015_FSCU Charge FY 15/16					
*Ledger Group:	2 MODACCRL	Adjusting Entry:	Non-Adjusting Entry			
Ledger:		Fiscal Year:	2015			
*Source:	3 ONL	Period:	4			
Reference Number:		ADB Date:	10/28/2015			
Journal Class:						
Transaction Code:	GL	<input type="checkbox"/> Auto Generate Lines <input type="checkbox"/> Save Journal Incomplete Status <input type="checkbox"/> Autobalance on 0 Amount Line				
Currency Defaults: USD / CRRNT / 1						
Attachments (0)			Commitment Control			
Reversal: Do Not Generate Reversal						
4 <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>						

The **GL Journal Processor** will create the Journal **Lines**. Steps are:

- 1** - Enter DR Line to record: Fund, ENY, the **Correct** Unappropriated Transfers Out 6512xxx account;
- 2** - Click on + to insert a line
- 3** - Enter CR Line: Fund, ENY, Pending Cash Transfers-GL;
- 4** - Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference.

Unit: 8860
Journal ID: 00000001255 **4**
Date: 10/28/2015

Template List
Change Values

Inter/IntraUnit
*Process: Edit Journal
Process

Select	Line	*Ledger	Approp Ref	Fund	ENY	Account	Amount	Budget Date
1	<input type="checkbox"/>	1 MODACCRL	<input type="text"/>	0002	2015	6512000	853.38	10/28/2015
3	<input type="checkbox"/>	2 MODACCRL	<input type="text"/>	0002	2015	1109100	-853.38	10/28/2015

2 Lines to add: + -

4 Save Notify Refresh

DR: The Correct Unappropriated Transfer Account:
 6512000-Unappropriated Transfers Out-FSCU
 6512100-Unappropriated Transfers Out-GAAP
 6512200-Unappropriated Transfers Out-HRMS
 6512300-Unappropriated Transfers Out-FI\$Cal

CR: Pending Cash Transfer – GL
 1109100-Pending Cash Transfers-GL

The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 – Select Edit Journal
- 2 - Click Process
- 3 – Check that Journal Status and Budget Status show V for Valid.

The screenshot shows the 'GL Journal Processor' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected. Below the tabs, the following information is displayed: Unit: 8860, Journal ID: 00000001255, Date: 10/28/2015. There is a 'Template List' section with a button labeled 'Inter/IntraUnit'. The '*Process:' dropdown menu is set to 'Edit Journal', with a red '1' next to it. To the right of the dropdown is a 'Process' button, with a red '2' next to it. Below this is a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The first row of data shows Unit: 8860, Total Lines: 2, Total Debits: 853.38, Total Credits: 853.38, Journal Status: V, and Budget Status: V. A red '3' is placed next to the 'Total Credits' value. A red box highlights the 'Journal Status' and 'Budget Status' columns and their values.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	853.38	853.38	V	V

The **GL Journal Processor** will Submit the Journal. Steps are:

- 1 – In the Journal Lines tab, select Submit Journal
- 2 - Click Process. The GL Journal Approver will receive an automatic notification of the journal
- 3 - Click the Approval tab to view the journal workflow. Your journal will show as Pending

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected and highlighted with a blue border, and a red '3' is positioned above it. Below the tabs, the 'Unit' is set to '8860' and the 'Journal ID' is '00000001255'. The 'Date' is '10/28/2015'. Under 'Template List', there is a button labeled 'Inter/IntraUnit'. The '*Process:' field is set to 'Submit Journal', with a red '1' above it. To the right, there is a 'Change Values' link and a 'Process' button, with a red '2' above it. The 'Approval' tab is also visible, with a red '3' above it.

The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.