

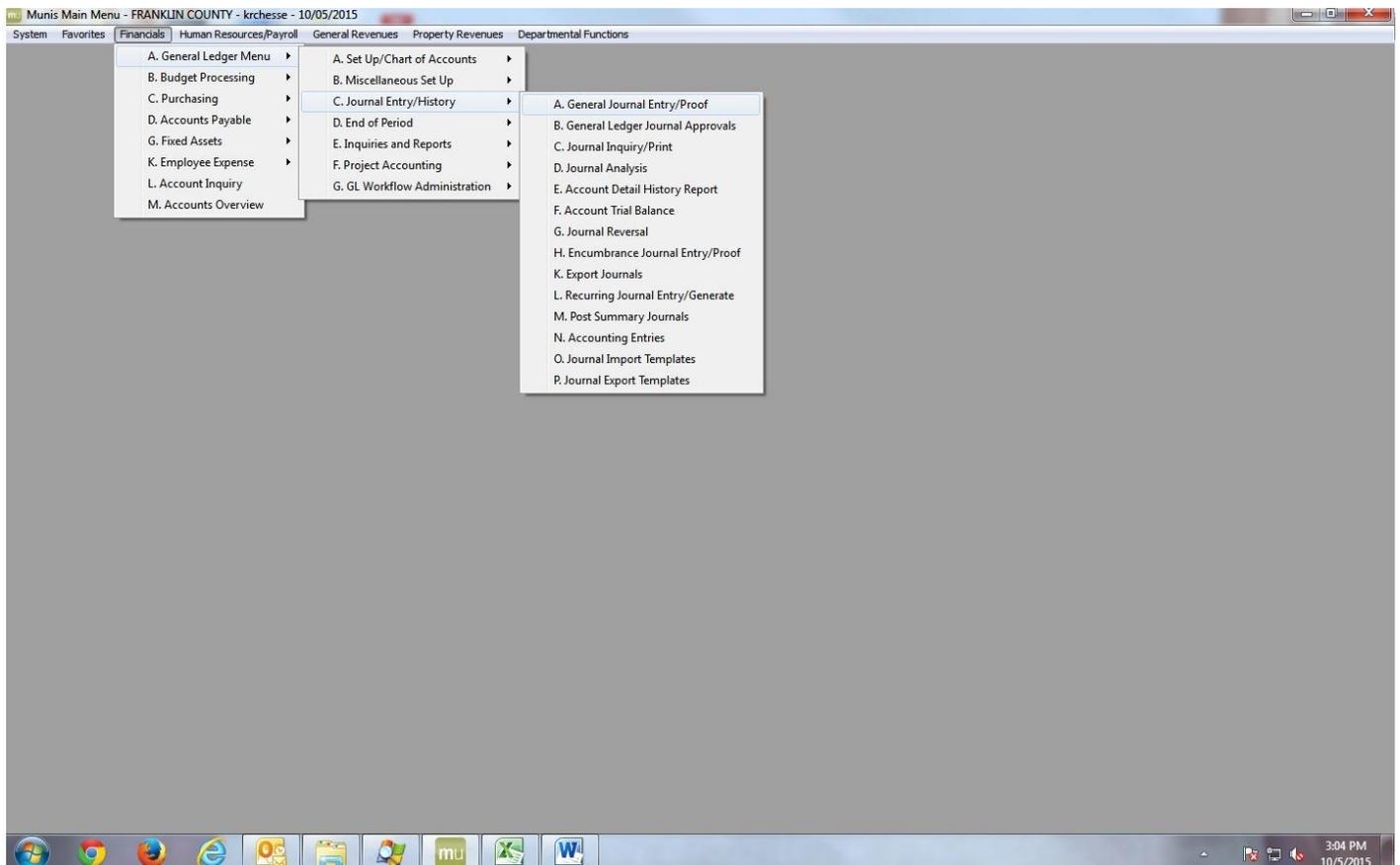
JOURNAL ENTRIES

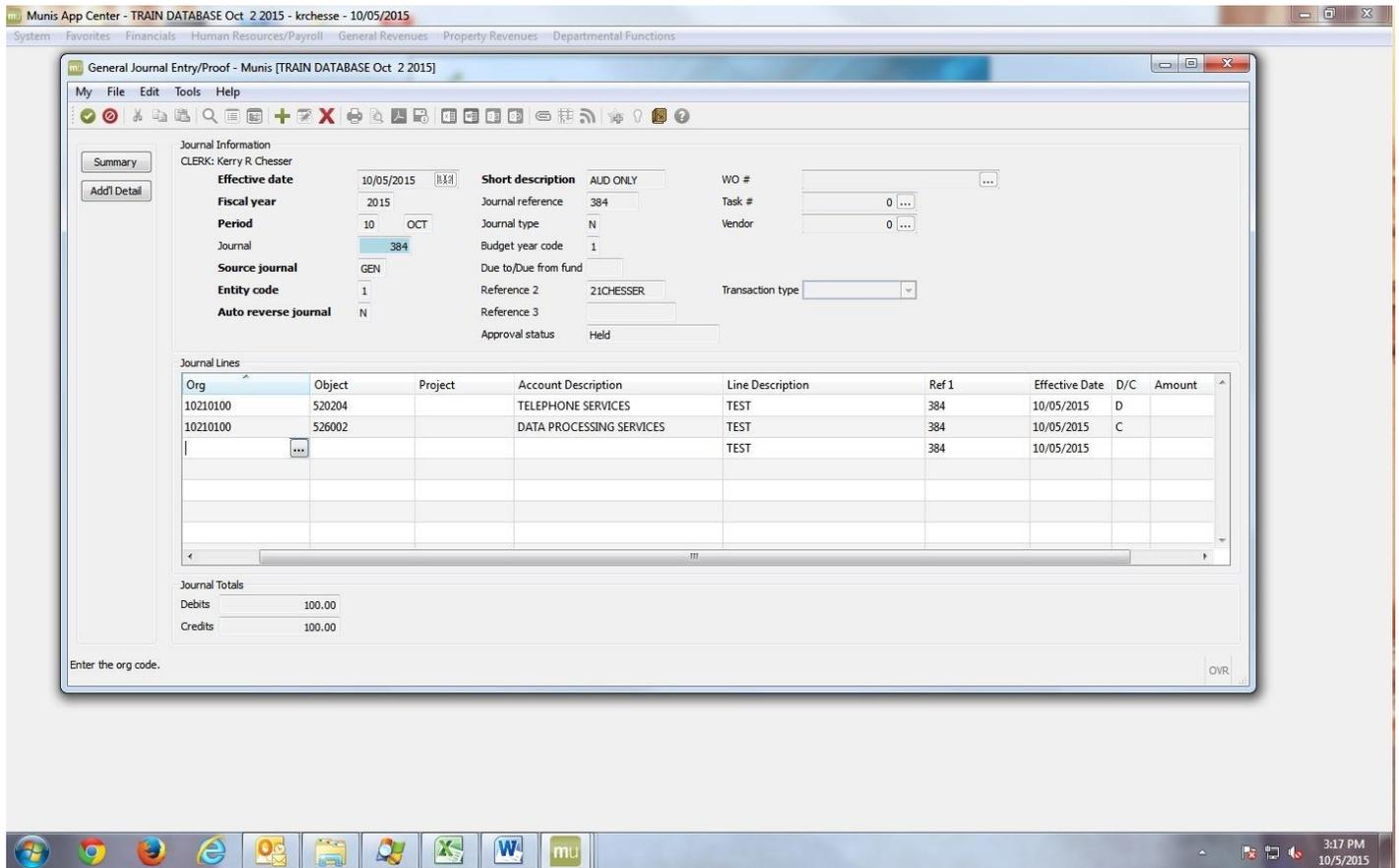
Click on the Financials menu and select:

A GENERAL LEDGER MENU

C JOURNAL ENTRY/HISTORY MENU

A GENERAL JOURNAL ENTRY/PROOF





A journal number will be automatically generated. Enter this number as the **Journal reference**.

Short description Enter a short description of the journal content.

Journal type normal

Budget year code current year
carry-forward

Auto reverse journal No

Reference 2 should indicate the agency number and MUNIS ID of the person entering the Journal entry (i.e. 21CHESSER).

Enter the org, object, and project if applicable. Then enter a brief line description. Next chose if the line is a debit or a credit then enter the amount.

Make certain the debits and credits equal out.

Follow the on-screen prompts. If additional lines are needed for the journal entry description click on the Add'l Description button and follow the prompts. After filling in the complete description click on File and choose Save. Then close the windows to get back to the journal entry screen. Note: the

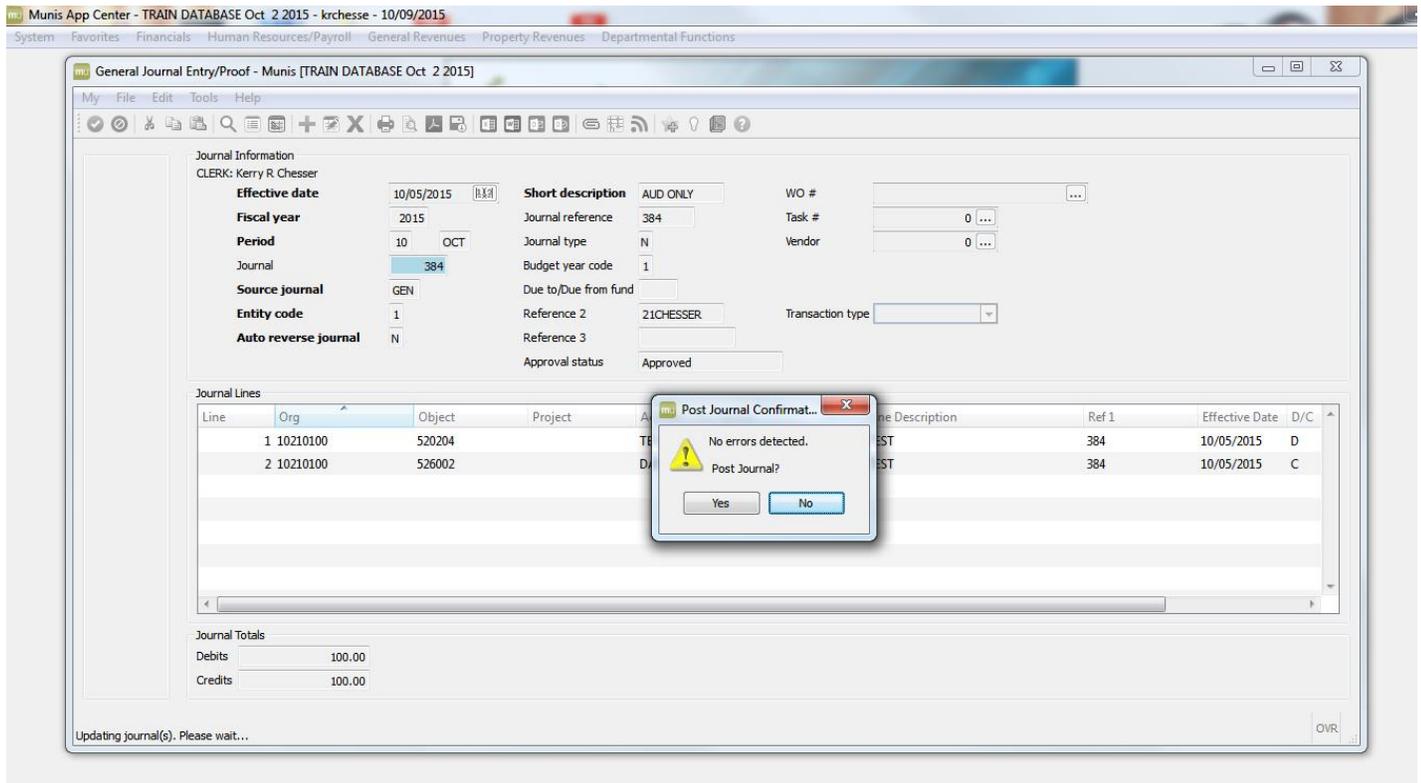
additional description will only show up for un-posted journal entries. Once the journal entry is posted the additional description is no longer available.

When you have completed entering your journal entry click on the green check mark.

Click on the Output-Print button
Choose Current journal only

Print

Select printer and click OK.



When the Post Journal box appears click on NO. Do not post the journal entry.

Then close the journal entry screen ■