JOURNAL ENTRIES

Click on the Financials menu and select:

- A GENERAL LEDGER MENU
- C JOURNAL ENTRY/HISTORY MENU
- A GENERAL JOURNAL ENTRY/PROOF



0 8 0		X 🛛 🖄 🗷		006#	9 🕸 0 🖪 O						
Summary Add1 Detail	Journal Information CLER: key R Chesser Effective date 10/05/2015 [13:8] Fiscal year 2015 Period 10 OCT Journal 384 Source journal GEN Entity code 1 Auto reverse journal N			Short description AUD ONLY Journal reference 384 Journal type N Budget year code 1 Due to/Due from fund Reference 2 Reference 3 1 Approval status Held		WO # Task # 0 Vendor 0 Transaction type					
	Journal Lines										
	Org	Object	Project	Account Des	scription	Line Description	Ref 1	Effective Date	D/C	Amount	_
	10210100	10210100 520204		TELEPHONE SERVICES		TEST	384	10/05/2015	D		-
		526002		DAIAPROCE	ESSING SERVICES	TEST	384	10/05/2015	C		
	Journal Totals										
	Debits 1	00.00									
	Credits 1	00.00									

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 addition 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.

🧰 General Journa	Entry/Proof - Munis [TRAIN DATA	ABASE Oct 2 2015]							0 2
My File Edit	Tools Help								
00 1 4	B Q ■ B + 7 X		9096#	🚔 🛛 🖪 🖲					
	Journal Information								
	CLERK: Kerry R Chesser								
	Effective date	10/05/2015	Short description Journal reference	AUD ONLY	WO # Task #]		
	Fiscal year	2015		384		0			
	Period	10 OCT	Journal type	N	Vendor	0			
	Journal	384	Budget year code	1					
	Source journal	GEN	Due to/Due from fund	1					
	Entity code	1	Reference 2	21CHESSER	Transaction type	Ψ			
	Auto reverse journal	N	Reference 3						
			Approval status	Approved					
	Journal Lines					<u>}</u>			
	Line Org	Object	Project	A Post Journa		ne Description	Ref 1	Effective Date	D/C *
	1 10210100	520204		TE No erro	ors detected.	IST	384	10/05/2015	D
	2 10210100	526002		D/ Post J	ournal?	IST	384	10/05/2015	С
				Yes	No				
						-			
				<u> </u>					
	4								*
	Journal Totala								
	Debits 100.00								
	Credits 100.00								
	100.00								

When the Post Journal box appears click on <u>NO</u>. Do not post the journal entry.

Then close the journal entry screen .