Last Modified on 11/10/2026 3:45 pm EST

Journal Entry

Daily > Journal Entry

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 5 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

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Step-by-Step Instructions

The New Journal Entry screen includes several menu options for adding journal entries. Below is a description of how to use these menu features.

Top Menus

Batches: Shows a list of all batches that have been saved but have not yet been posted. This is also where you go to import batches. From here, you can import a new batch or modify an existing batch. When you double-click a batch, you can modify, re-save, or post the batch.

Save: Saves the batch without posting it to the general ledger.

Clone (before initial save):

Cloning Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 4 minutes long. Written instructions are below the video.

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Step-by-Step Instructions

- **Clone:** This allows you to clone a prior journal entry, including all distribution lines.
    - This saves valuable keying time if this current journal entry is similar to a prior journal entry.
    - Journal entries will be displayed based on the filter selection at the top of the screen.
    - Highlight the desired journal entry and click Display.
    - The prior journal entry information will be displayed on the journal entry screen. You can make changes and add or delete distribution lines. Save when the entry is complete.
- **Clone with attachments:** Follow the clone steps from above and include all attachments from the cloned entry.

Import Distributions: Upload to Append Distributions, adding lines to the end of the existing distribution grid, or Replace Distributions, replacing all existing distribution lines with the lines from the import.

Reverse: This option reverses the debits and credits of the batch displayed. To reverse an existing batch, clone it and click the Reverse button. This option can be valuable for journal entry accruals for one month and manual reversals for the next month.

Percent: Adjust batch by a percent entered.

If Using Approvals:

- **Before Submission:**
    - **Send to Reviewer (if activated in the Approval Type setup)** allows the journal entry to be assigned to a system user for review before clicking Submit. The Reviewer may change any or all journal entry information as needed.
    - **Submit:** Begins the approval process.
    - **Post:** If the user has **Post** permissions.
    - ***Approvals > Preview Approval Table*: The creating user can** see the prospective approval table before submitting.
    - *Approvals > **Add Approvers*** **(if activated in Approval Type setup):** Allows the creating user to add approvers to the journal entry's approval table created by the system at Submit.
- **After Submission:**

- **Post:** If the user has **Post** permissions.
- **Approve:** Approves the journal entry and moves it to the next step in the workflow.
- **Disapprove:** Disapproves of the journal entry and returns it to the submitting user with the Disapprover's commentary (entered via a prompt).
- **Log:** Displays all approval activity for the selected journal entry.
- **Approval Table:**
    - **Review approval table: This displays the approval table for the selected journal entry,** with the current **Waiting on** user indicated.
    - **(Based on user permission):**
        - **Send email to current approver:** This opens an email dialogue, allowing the user to initiate an email. The commentary is appended to the original **waiting for approval** email and sent to the current waiting-on user.
        - **Approve for current approver and move to next approver:** This option allows the current user to approve on behalf of the current waiting-on user and progresses the entry to the next step in the workflow.
        - **Insert new approver:** This option allows the user to add an additional user to the workflow anywhere in the list after the current waiting-on user.

Attachments: One or more files (.pdf, .kpg, etc.) may be attached.

Links: User-created linkages to other system entries, screens, and/or custom URLs.

Audit (after initial save): A user can search all audit records specific to an individual journal entry.

Reports: Click the dropdown arrow to print, preview, or export whatever is currently displayed on the screen to Excel.

Journal Entry Header

Period: The accounting period the batch will get posted to in the general ledger. There is a setting that determines how many periods (past and future) you are allowed to complete entry into the G/L options. If the Period needs to be changed after a journal entry has been posted, a user with high-level journal entry permission may browse the journal entry batch and click Edit.

Date: The date of the entry defaulted to today, which can be changed.

Source: The two-character sources will be assigned to this batch upon the post. Source codes are maintained in *Setup > Source.*

If using Journal Entry approval:

- **Group:** Select the appropriate approval table for this journal entry. The system defaults to the Group used for the user's last entry. The approval table is displayed as Approval Group ID – Approval Group Name – (Approval Table name).

- **Approval due date (if activated in Approval Type setup):** The date by which final approval of the journal entry must be complete.

Journal ID: The unique ID number of this entry.

Batch#: The unique batch number for this entry. This gets assigned once the entry is added.

Description: An overall explanation of the purpose of the journal entry. It displays only on the journal entry screen and is not shown with distribution line comments.

Auto-Create Reversal Entry: When entering a journal entry, this checkbox instructs the system to create the inverse entry in a specified accounting period.

- **Reversal Period:** The period in which the reversal entry should be posted.

- **Reversal Source:** The JE source type used for the reversal entry.

- **Reversal Date:** The date used for the reversal entry.

- **Copy Attachments:** Include all attachments from the initial JE with the reversal entry.

- **Reversing comments:** Commentary on the reversal of JE GL distribution lines.

    - **Append:** The commentary is added to the end of the initial JE's line-item comments.

    - **Replace:** The commentary replaces the initial JE's line-item comments.

    - ***Insert variable** may be used to add dynamic variables to the comments (reversal batch # & journalid).

***Note**: When the high-level option for required attachments is checked, the system will prompt the user to add the original attachment or add a new attachment upon saving.*

Show/Hide Objects: If **an Object Tracking** and/or **Asset Management** application is used, this button displays the Object number and description in the GL distribution grid. You may show the object information when needed or hide it to shorten the screen width.

Show/Hide Date: Click this button to display the transaction date on each row. Imported transactions can include various transaction dates, so this button displays each date.

Show/Hide Deposit: Displays the deposit date and deposit reference fields. You may show or hide the deposit information to shorten the width of your screen display. JE lines applied to cash accounts with the same Deposit Date and Deposit Reference are combined into a single line item in the Bank Reconciliation screen.

Transaction Code: When clicked, select the appropriate transaction code, then enter the total amount and a comment. Click "**OK**" to run the Transaction Code process and create the required

distributions for the journal entry, as specified in the Transaction Code setup. If multiple transaction codes are necessary to apply to multiple amounts, use the "Multiple Amount Split" from the drop-down menu.

GL Distributions

Insert Row: Adds a new row on the line above the selected row.

Delete Row: Deletes the selected row.

Clear All Rows: Deletes all rows on the screen, allowing you to start over with entry.

Up/Down arrows: Move the selected journal entry line up or down to reorder.

Automatically Add New Rows: When checked, the system automatically adds a new row each time the user tabs at the end of the current row.

Account#: This must be a valid account. You don't need an account number if you make an exclusive object journal entry. The resulting account balance is displayed.

Amount (Debit/Credit): Enter amounts into the Debit and Credit columns. Use the Tab key to move across to the following field. The amount needed to balance the journal entry is displayed as Balance at the bottom of the screen.

Comments: Description of the journal entry. If additional space is needed for remarks, click the adjacent icon to open a long-form entry pop-up. The comments entered will default to each row, but you may have different comments on any JE entry line.

If using Objects:

- **Object Type:** The object type chosen limits the grid information displayed when searching for Object# in the next field.
- **Object#:** The JE line item will be included in the **Object # Transactions** screen for the Object# listed.

Account Balance: The running GL account balance for the selected period included the amount for the GL distribution line.