



Creating Journal Entry via Details

23 March 2026

Creating Journal Entry via Details 3

Creating Journal Entry via Details


Journal entries are used to process debit or credit entries on any [Accounts](#) that you have access to in the system. You can also create a [Journal Entry](#) when you need to make corrections to accounting. For example, you would use a journal entry if the auditor requests an adjustment to the accounts after finding an error. You can also [create journal entries via quick entry](#) to enter basic details such as the account, credit, and debit amounts.

Each fund of a journal entry must have a total sum of the dollar amount of credits equal to the total sum of the dollar amount of debits so that each fund is balanced. To ensure your journal entry is balanced, you can access the *Fund Totals* tab on the *Journal Entry Details* screen to view the credits and debits associated with each fund. You cannot batch update an unbalanced journal entry.

Journal entries enable you to specify which accounts are debited and credited, for what specific amounts, and for any purpose you wish. For example, if the wrong account was used for overtime on a prior payroll, you could create a journal entry to correct the account. Typically, journal entries are only used when an auditor gives you specific correction transactions to make.

Before you begin

- You must be a member of at least one [journal entry group](#).

- Select  > **Administrative Access** > **Account**.
- Select **Journal Entry** under *Features*.

Expected Result

You see the *Journal Entry List*, which displays existing [Journal Entries](#) and the associated details and fund totals for the highlighted journal entry.

- Verify you are in the correct [District](#) and [Fiscal Year](#) by checking the information at the top left of the screen.
- Under the *Journal Entries* heading, click **Add Journal Entry**.


Expected Result

You see the *Add Journal Entry* screen.

5. Complete the appropriate fields.

Step Information

Required fields are identified with an asterisk. You must complete required fields before you can save your work.

- a. Optional: Verify the Template near the top right of the screen or click the  icon to choose the correct template from the drop-down list.

Step Information

If the workflow template you wish to use does not exist, you can create a new [Workflow Template](#). If necessary, you can click **Template** near the top right of the screen to expand the workflow template area.

- b. Click **Add Attachments** to the right of the Attachments field if you wish to [add an attachment](#) to the journal entry.


Expected Result

You see a window that enables you to select a file to attach from your network locations.
If you added an attachment, the Attachment Type field displays. Continue to the next sub-step.
If you did not add an attachment, skip to sub-step d.

- c. Verify the [Attachment Type](#) or enter the correct attachment type if necessary.

Step Information

If no custom attachment types exist, this defaults to [Default](#) attachment type for the creating journal entry process and cannot be modified.

- d. Enter the Journal Entry Group or click the  icon to choose from the drop-down list.

Step Information

For example you could enter Payroll.

- e. Verify the Fiscal Year or choose the correct year from the drop-down list if necessary.

Step Information

This defaults to the year you are working in, but can be changed if necessary.

- f. Enter the Batch.

Step Information

For example, you could enter Correction.

- g. Enter the Journal Entry Description.


Step Information

For example, you could enter Auditor Correction.

- h. Choose the *Currency* from the drop-down list.


Step Information

This field only displays if you have multiple *Currencies* set up.

- i. Enter the Journal Entry Category or click the  icon to choose from the drop-down list, if appropriate.

6. Click **Save & Add Detail** near the top left of the screen.

Step Information

You can also click  near the top left of the screen if you wish to save the journal entry and add details at a later time.

Expected Result

You see the *Quick Entry* tab of the *Journal Entry Details* screen.

7. Select the **Journal Entry Detail** tab at the left of the screen.

Expected Result

You see existing journal entry details for the journal entry.

8. Click **Add Journal Entry Detail** near the top right of the screen.

Expected Result

You see the *Add Journal Entry Detail* screen.

9. Complete the appropriate fields.

Step Information

Required fields are identified with an asterisk. You must complete required fields before you can save your work.

- a. Enter the *Account* you wish to associate with the journal entry detail or click the **Down Arrow** icon to choose from the drop-down list.
- b. Verify the Short Description or enter the correct description if necessary.

Step Information

This defaults to the journal entry description you entered on the previous screen, but can be modified if necessary. For example, you could enter Auditor Adjustment.

- c. Enter a Long Description to further define the detail entry if appropriate.


Step Information

For example, you could enter, "Auditor requested adjustment to accounts payable run on May 25."

- d. Enter a *Reference* if appropriate.


Step Information

For example, you could enter your auditor's name.

- e. Enter a *Reference Date* or click the  icon to choose a date using the calendar, if appropriate.

Step Information

For example, you could enter the date when your auditor requested the adjustment.

- f. Enter a Name or click the  icon to choose from the drop-down list, if appropriate.

Step Information

For example, you could enter the name of the user who is entering the detail.

- g. Enter the applicable *Entry Debit* amount if appropriate.


Step Information

If you enter an entry debit value, you cannot enter an entry credit value in this journal entry detail; you must add another journal entry detail for the entry credit value to balance the funds in the journal entry. You can add as many journal entry details as you wish. For each fund used in the journal entry, the total debit amount of all the journal entry details must equal the total credit amount of all the journal entry details before the journal entry can be submitted.

- h. Enter the applicable *Entry Credit* amount if appropriate.


Step Information

If you enter an entry credit value, you cannot enter an entry debit value in this journal entry detail; you must add another journal entry detail for the entry debit value to balance the funds in the journal entry. You can add as many journal entry details as you wish. For each fund used in the journal entry, the total debit amount of all the journal entry details must equal the total credit amount of all the journal entry details before the journal entry can be submitted.

- i. Enter a *Project* or click the  icon to choose from the drop-down list, if appropriate.

Step Information

For example, you could select New Office Building.

- j. Enter a *Grant* or click the  icon to choose from the drop-down list, if appropriate.

Step Information

For example, you could select Federal Grant.

- 10. Choose one of the options near the top left of the screen to save your work.

Option	Description
Save & Submit	Saves the journal entry detail and submits the entire journal entry for approval. You can select this option after all journal entry details have been added to the journal entry. You return to the <i>Journal Entry Detail</i> tab of the <i>Journal Entry Details</i> screen.
Save & Add Another	Saves the journal entry details and the <i>Add Journal Entry Detail</i> screen refreshes so you can add another.
Save	Saves the journal entry details and you return to the <i>Journal Entry Detail</i> tab of the <i>Journal Entry Details</i> screen.