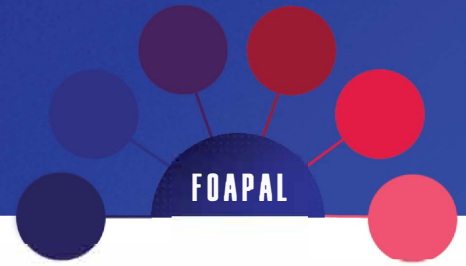


# Journal Entry



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

## USE

Correction of accounting error; internal charge.

## FOAPAL RELATED CHANGES

Journal Entry Functions	FOAPAL Change
1. Journal Entry Table	Table for FOAPAL string input

Journal Entry functions remain largely the same. Users should keep the following in mind.

Users should ensure information reflected in Figure 1 (below) is complete and accurate. The Control Total field is an auto-fill cell. The message below this field will tell users if they've filled out the DEBIT\_AMT and CREDIT\_AMT columns (see Figure 4) accurately.

Figure 1: Journal Entry (new), contact data and Control Total section

## ACCOUNTING CORRECTIONS

For accounting corrections, users will check the Accounting Correction checkbox. The following will happen:

1. Lettering in the M column will turn red to alert the user (see 1, Figure 2 below).
2. User will enter the oldest transaction date of transactions to be corrected (see 2, Figure 2).
3. The file will calculate whether or not an Exceptions Request form will need to accompany the Journal Entry form (based on a >90 day rule; see 3, Figure 2).

Figure 2: Journal Entry (new), Accounting Correction sample

