

# Manual Journal

## Responsibility: Journal Entry – General

11/26/12

From the Navigator, double click on **Journals**; Click on **Enter**.  
You will be taken to the **Find Journal** window.

Click on **[New Journal]**

### Journals (BEN Financials) Window

Tab through or click in the various fields to enter required information  
*Note: Yellow fields **must** be entered*

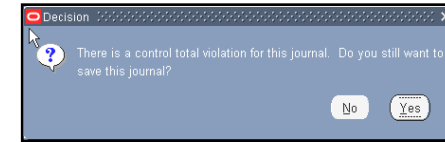
#### Field Name: Action:

<b>Journal</b>	Enter the journal name using Penn's format as follows: <ul style="list-style-type: none"> <li>• ORG (4 digits)</li> <li>• Preparer's initials (3 characters)</li> <li>• Date (MM/DD/YY)</li> <li>• Journal number (2 digits) e.g., 01, 02, 03 created for the day</li> </ul>
<b>Description</b>	Enter description for journal <i>Note: Default description for each journal line can be changed on line-by-line basis.</i>
<b>Ledger</b>	Defaults to Penn Ledger
<b>Period</b>	Defaults to the current open accounting period
<b>Balance Type</b>	Defaults to Actual
<b>Clearing Company</b>	Not used at Penn
<b>Category</b>	Select by clicking on the LOV icon [...] <ul style="list-style-type: none"> <li>• 01 Intramural Goods/Services</li> <li>• 02 Adjust Previous Transaction</li> <li>• 07 Grant and Contract Adjustment</li> <li>• 17 – UPHS Goods/Services (not shown)</li> <li>• 18 – UPHS Payroll (not shown)</li> </ul>
<b>Effective Date</b>	Today's date
<b>Budget</b>	Remains blank
<b>Tax</b>	Not required

#### Field Name: Action:

**Control Total**  
Penn policy requires the use of the Control Total  
The debit side of the journal is compared to the control total. The Journal batch will not post until the control total matches the debits.

*To prevent a Manual Journal from posting, make the control total a different amount than the debit lines in the journal. When you save the journal say "yes" to the warning message when it appears.*



**Conversion block**  
**Status block**  
**Reverse block**  
**Descriptive Flexfield**

**Context**

**Currency** will default to USD. Other fields cannot be changed.  
Fields will display default information  
Only completed when you want to reverse a 'posted' journal

Complete the appropriate information based on the 'Category' selected

Field defaults based on Category selected for the journal

- 01 Intramural Good, Services, Transfers
- 02 Adjust Previous Transactions
- 07 Grants & Contracts Adjustments
- 17 – UPHS Goods/Services (not shown)
- 18 – UPHS Payroll (not shown)

Click **[OK]** to return to Journals form

**Other Information Tab**  
Contains fields such as Status (Posting (Unposted or Posted), Funds (Passed or Failed) and Source (Manual).

# Manual Journal (continued)

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11/26/12

### Enter Journal Lines

**Field Name:**    **Action:**

**Line number**    University convention starts with line number 10; will increment line by 10

**Account Number**    Click on the **LOV icon** [...] or **[Ctrl]+L** to bring up the Accounting Flexfield; enter the account number; click **[OK]**

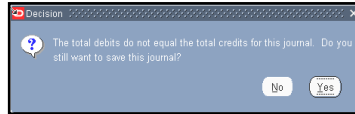
*Note: You can type the account number, however, you must include the dashes (-).*

**Debit/Credit**    Enter the Debit or Credit amount for the designated account

Complete Journal Lines as described above until Debits/Credits equal the Control Total

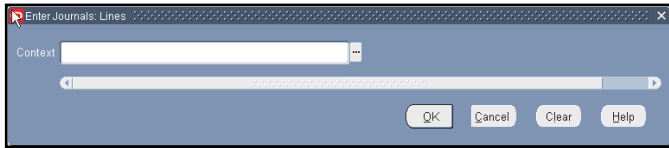
- Journal Lines (including the Context Box) can be copied down
- Click **Edit>Duplicate>Record Above** or **[Shift] F6**
- Remember to change the **Account Number** in copied lines

*If the debit and credit amount on the journal do not agree, this message will pop-up when you save the journal.*



Modify the line description if additional data is required.

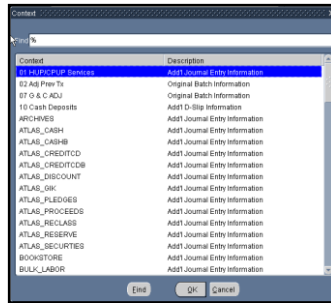
Tab to the **Context Box**



Penn policy requires completion of the Context Box for the following:

- **01 HUP/CPUP Services**
- No LOV for HUP Cost Center – must enter Cost Center
- **02 Adjust Previous Transaction**
- Enter Original Batch ID & Transaction Date
- **07 Grant and Contract Adjustment**
- Enter Original Batch ID & Transaction Date

*The Context Box is not required for Category 01 Intramural Goods and Services journals*



Click on the **LOV icon** [...] or **[Ctrl] L** to open the Context Find window

Select the Context and click **[OK]**

Click **[OK]** to complete next line of journal

*Click **Edit>Duplicate>Record Above** or **[Shift] F6** to copy full journal line including the context box.*

Enter additional Journal Lines as outlined above.

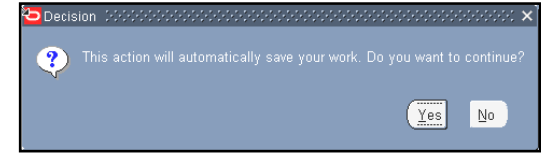
When Journal Lines and Descriptive Flexfield Window are complete the funds for the Journal must be checked and reserved.

### Check Funds

Complete the Journal Lines as described above until Debits/Credits equal the Control Total

Click on **[Check Funds]**

- The message to the right will appear which will save your work (if you haven't done so already)

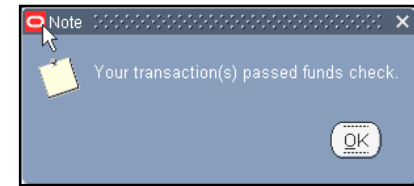


Click **[Yes]**

Pop-up box tells you "Your transaction passed funds check"

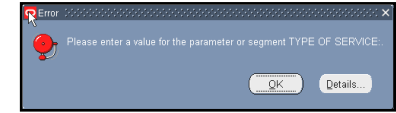
Click **[OK]**

*Penn policy states that if you do not pass funds checking*



- Use a different and allowable account number
- Do not execute the transaction

*If you did not complete the [ ] Descriptive Flexfield information required, this message will pop-up when you go to save your journal.*



### Reserve Funds

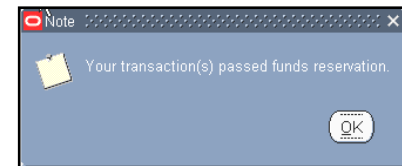
Click on **[Reserve Funds]**

Pop-up box tells you "Your transaction passed funds reservation"

Click **[OK]**

*Once funds are reserved, you cannot change the journal entry*

- You must click on [Unreserve Funds] to make modifications to the 'unposted' journal



- Important Note: Not reserving a journal will not prevent it from posting

**BEN Helps 6-HELP (215-746-4357)**

**BEN Knows**

<http://www.finance.upenn.edu/benknows/>