

Subject: Best Practice Recommendations for On Demand Journal Processing

POSTED: May 10, 2011

ANNOUNCEMENT

When using the On Demand Journal Processing functionality, the journal should always be saved prior to performing Edit processing. This will allow the Journal ID to be assigned.

In some cases, the journal not being saved prior to performing edit can result in duplicate journal entries. In the event a duplicate journal is identified, the duplicate should be deleted to avoid any further processing.

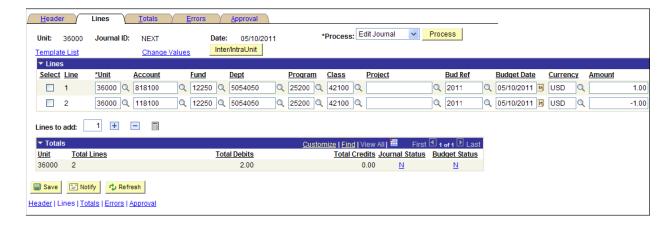
Users may continue to use the On Demand Journal Processing functionality but are reminded that the Batch Processes are recommended for journals in excess of 300 lines of data. In the event a journal is processed using a Batch process, be sure to take the appropriate steps to document the journal workflow for audit purposes.

SUPPORTING DOCUMENTATION

Navigation: General Ledger, Journals, Create/Update Journal Entries

Refer to Business Process Document, General Ledger – Journals GL.020.001 – Creating and Posting a Journal Entry. This Business Process is located at http://www.usg.edu/gafirst-fin/documentation/.

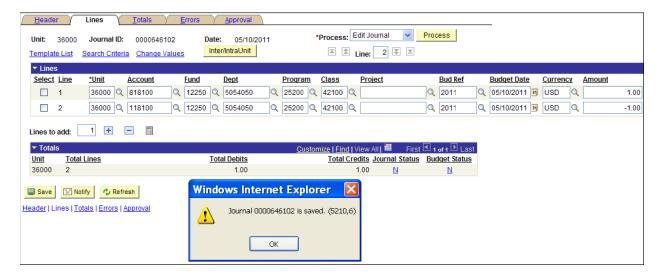
The following is an example view of an ONL journal entry prior to SAVE, note a Journal ID is not assigned, however the NEXT available Journal ID will be assigned once the SAVE function has been performed.







The following is an example view of an ONL journal entry after SAVE, note that a Journal ID is assigned.



MORE INFORMATION AND SUPPORT

BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY 706-583-2001 or 1-888-875-3697 (toll free within Georgia). NON-URGENT issues contact ITS Helpdesk via self-service support website http://www.usg.edu/customer_services (this service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.

