

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 screenshot displays the 'Lines' tab of the journal processing interface. At the top, the 'Unit' is 36000, 'Journal ID' is NEXT, and 'Date' is 05/10/2011. The '*Process' dropdown is set to 'Edit Journal', and a 'Process' button is visible. Below this, there are links for 'Template List', 'Change Values', and 'Inter/IntraUnit'. The main table lists two journal lines:

Select	Line	*Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	Currency	Amount
<input type="checkbox"/>	1	36000	818100	12250	5054050	25200	42100		2011	05/10/2011	USD	1.00
<input type="checkbox"/>	2	36000	118100	12250	5054050	25200	42100		2011	05/10/2011	USD	-1.00

Below the table, there is a 'Lines to add:' section with a value of 1. At the bottom, there is a 'Totals' section showing:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
36000	2	2.00	0.00	N	N

At the bottom of the interface, there are buttons for 'Save', 'Notify', and 'Refresh', along with navigation links for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'.

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

The screenshot displays the GeorgiaFIRST ONL journal entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The Header section shows the following information: Unit: 36000, Journal ID: 0000646102, Date: 05/10/2011, and *Process: Edit Journal. Below this, there are links for Template List, Search Criteria, and Change Values, along with a button for Inter/IntraUnit. The Lines section shows a table with two lines. Line 1 has a debit of 1.00 to account 818100, and Line 2 has a credit of -1.00 to account 118100. The Totals section shows a total debit of 1.00 and a total credit of -1.00. A Windows Internet Explorer dialog box is overlaid on the interface, displaying a yellow warning icon and the message: "Journal 0000646102 is saved. (\$210,6)".

Select	Line	*Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	Currency	Amount
<input type="checkbox"/>	1	36000	818100	12250	5054050	25200	42100		2011	05/10/2011	USD	1.00
<input type="checkbox"/>	2	36000	118100	12250	5054050	25200	42100		2011	05/10/2011	USD	-1.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
36000	2	1.00	1.00	N	N

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/oit/policies>.