









CA110: Running the Journal Generator Process for Payroll Encumbrances

Step	Action
1.	Log into Georgia First Financials and click on the Main Menu header. 
2.	Click the General Ledger link. 
3.	Click the Journals link. 
4.	Click the Subsystem Journals link. 
5.	Click the Generate Journals link. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. 
8.	Click the Add button. 
9.	In the Process Frequency section, click the Always radio button. 
10.	Click the Look Up icon associated with the Accounting Definition Name field and select " HCMPAYDEFN " from the listing. 
11.	Populate the Ledger Group field by entering " ACTUALS. " 
12.	Populate the Template field by entering " PAYROLL_EN. " 



Step	Action
13.	Click the Drop Down icon associated with the From Date Option field and select " Specify Date " from the listing. 
14.	Enter the begin date of the current accounting period in the From Date field. 10/01/2016
15.	Click the Drop Down icon associated with the To Date Option field and select " Specify Date " from the listing. 
16.	Enter the end date of the current accounting period in the To Date field. 10/31/2016
17.	Click the Save button. 
18.	Click the Run button. 
19.	On the Process Scheduler Request page, click the OK button. 
20.	To monitor successful completion of the process, click the Process Monitor link. 
21.	You have successfully completed the Running the Journal Generator Process for Payroll Encumbrances topic. End of Procedure.