

## Office of the Controller General Accounting – GL Team Journal Entry

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## I. Objectives

By the end of this procedure, you should be able to:

- Create a Journal Entry
- Print a Journal Entry
- Inquire on a Journal Entry

## **II.** Tips and Tricks

Here are few tips and tricks when creating a Journal Entry:

- A JE must be **self-containing** and **self-supporting** so that someone reviewing the entry (including <u>AUDITORS</u>) can see what adjustment was made and why.
- Supporting documentation must be attached to the JE. Types of supporting documentation are:
  - Pages or screenshots from PeopleSoft or the Finance Intranet can support the entry amount.
  - Spreadsheets with labels, emails, or memos can support why the JE is being submitted.
  - Relevant attachments are required for the JE to be approved and posted.
- Remember the different required chartfields (depending on project/non-projects).
- Journal Reference/Journal Line descriptions should reflect the purpose of the JE and is required for JE approval. These descriptions appear on the queries and GL Activity on the Intranet and provide a quick view of why the transactions was created.
- When submitting a JE and a project is involved, use the Speed type field to automatically
  populate the chartstring. The speed type for a project is the letter P followed by the project ID
  (Pxxxxxx).
- **SAVE** often when working in PeopleSoft!

### **III. Understanding Journal/Budget Status**

Errors could be caused by various things, including chartfield errors, exceeds budget, or budget date out of bounds. Below are different status codes and their definitions.

Status Code	Description	Definition
Ν	Not Edited	Not edited, cannot be processed
E	Error	Edited, contains errors
V	Valid	Valid, ready for posting to GL
Р	Posted	Posted to the GL
Т	Incomplete	Marked incomplete to bypass processing
1	In Process	Process still running, email GL if status remains for extended period

**Note:** If you use an award that has been expired for more than 60 days the system will show E for Error because all expenses should have been posted before that time. If you have permission to charge after the 60 days, contact GFM.

## IV. Creating a Journal Entry

Use a journal entry (JE) to correct:

- Deposit corrections; 86/81 transfers; Creating/Correcting internal charges
- ONL source transaction adjustment (Online Journal Entry)
- Any Single Pay AP payment Vouchers

This is an example of correcting an internal charge, where one USC department provides a good or service to another USC department.

```
To create a JE, navigate to:
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry
```

**Step 1:** On the Add a New Value page, click the **New** button. Please do not change any information on this page.

Favorites  Main Menu  General Ledger  Journals  General Ledger  Createl/Update Journals  Createl/Update Journals	mal Entries		Worklist	A Home	Sign Out
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Create/Update Journal Entries				New Window	v   Help
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*Business Unit USC01 Q *Journal ID NEXT					
*Journal Date 04/12/2024					
Add					

#### Tab #1: Header Tab

**Step 2:** Enter a description for the correction in the **Long Description** field. The level of detail in the information should be sufficient for someone unfamiliar with the JE to accurately comprehend the specific actions being performed.

Step 3: Click the Attachment link.

Favorites  Main Menu  General Li	edger ▼ > Journals ▼ > Journal Entry ▼ > Cre	ate/Update Journal Entries	Worklist   🏫 Home   Sign Out
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Header Lines Totals	Errors Approval		New Window   Help   Personalize Page
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Long Description	CAS Electron Billing charges for the month o	f February 2024. (김)	
	194 characters remaining		
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Transaction Code	GENERAL Q	□ Auto Generate Lines	
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Entered On			
Last Updated On			
Save Notify Refresh		Add Update/Display	
Header   Lines   Totals   Errors   /	Approval		

Step 4: Click the Add Attachment button.

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		intere ntere	A	dd Attachment	ок					
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Step 5: Enter a description for the attachment in the Description field.

#### Step 6: Click the Ok button.

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#### Tab #2: Lines Tab

The lines tab contains the accounting strings and debits/credits for the entry. When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

**Step 7:** Begin by adding additional lines. For this example, three lines are needed. Enter 2 in the **Lines to add** field and click the **+ plus** button.

- Line one is the positive line.
- Lines two and three are the negative lines for the departments that will receive the internal charge.

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Step 8: Enter information in the Reference field.

Step 9: Enter the amount that needs to be transferred in the Amount field.

**Step 10:** Enter the chartfield string for the department providing the goods or service. The 6xxxx account code is the **credit/negative** value on the JE. The 6xxxx account acts as a revenue for the department for financial reporting purposes.

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leader	Lines <u>T</u> ota	is <u>E</u> rrors <u>A</u>	pproval								New	Window   Help   Person
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**Step 11:** Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

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Step 12: Enter information in the Reference field.

Step 13: Enter the amount that needs to be transferred in the Amount field.

**Step 14:** Enter the chartfield string for the department receiving the goods or service. The 5xxxx account code is the **debit/positive** value on your JE and determines the 6xxxx contra account to use.

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**Step 15:** Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

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**Step 16:** Enter the project speedtype in the **Speedtype** field and hit the Tab key on your keyboard. This auto-populates a chartfield string when entering a project. In the Speedtype field, simply type the letter "P" followed by the full project number, the system will automatically populate the full chartfield but will not include the account.

**Step 17:** Enter information in the **Reference** field.

Step 18: Enter the amount that needs to be transferred in the Amount field.

Step 19: Enter the applicable account number in the Account field.

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Q Select	Line 1 2	SpeedType		曲				CL049	Q		Q Q			Account			

**Step 20:** Scroll over and enter the **Analysis Type** for this chartfield. Analysis types are used in the Project Costing module for creating invoices for sponsors and running other processes. They are required on ALL lines that use a project within USCSP, USCIP, USCEN, and USCSA business units. For this example, enter **GLE** for expenses and contra expenses (5xxxx and 6xxxx account codes)

**Step 21:** Enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

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**Step 22:** Select Edit Journal from the **Process** drop-down and click the **Process** button. The process is checking accounting, debits and credits, and validity of chartfields.

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Select	Line	*Unit		*Ledger	Submit Journal			Reference		Amount	Cost Share	Oper Unit		Dept		
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**Step 23:** The system assigned a Journal Entry number. Click the **Ok** button to continue.

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	2	USC01	Q	ACTUALS		04/12/2024		250.00		CL010	Q	6204:		
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SC01	3				0.00		0.00 T	N						
		fresh								Add Up	odate/Displ	ay		

**Step 24:** The message gives you an opportunity to decide if you want to wait for the JE to process. For this example, click the **Yes** button.

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Select	Line	*Unit		*Ledger	SpeedType	Budget Date	Reference	Amount	Cost Share	Oper	Unit	Dept	
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	3	USC01	Q	ACTI Your reque choose not	t is currently in proc to wait, please chec	ess. If you choose to wait, of the Process Monitor to ver	once the process has comp ify that the scheduled proce	eted, you will be retur ss has completed be	med to the updated Journal. I fore accessing the Journal.	f you CL03	2 Q	11150	
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**Step 25:** Verify the Journal Status and Budget Status are **V** and **V**, indicating the JE is valid and ready for posting.

**Note:** If different balancing chartfields (such as operating unit, fund, or project) are utilized in the entry, it will result in the automatic creation of 10300 lines. These lines are crucial and cannot be modified as they ensure that the cash is accurately allocated in the appropriate locations within the general ledger.

	-				Journ	als - Search		» Advanced Search				Add To 👻	Q. Notifications
Header	Lines Tota	Is Errors A	pproval									New Window   Help	
Unit	USC01 Template List		Journal ID	0000180281 Search Criteria		C	ate 04/12/2024 Change Valu		CErrors On View Audit Lo	-			
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5, Q											1-1	-7 of 7 🗸	
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0	3	USC01	Q ACTUALS		04/12/2024	INV 2		500.00	٩	CL032	۹	111500	
	4	USC01	ACTUALS		04/12/2024			250.00		CL049		000000	
	5	USC01	ACTUALS		04/12/2024			-250.00		CL010		000000	
	6	USC01	ACTUALS		04/12/2024			500.00		CL049		000000	
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#### Tab #3: Errors

**Step 26:** Click the **Error** tab to determine if there are any errors you may have with brief explanations of each.

Favorites V Main Menu V > Ge	neral Ledger 🔻 🗧 Journals 👻 🦒 Journal Entry 👻 🖒 Create/Update Journal Entries			Worklist 🆙 Home Sign Out
		Journals V Search	Advanced Search	Add To + Q • Ø Notifications Navibar
Header Lines Tota	ls Errors Approval			New Window   Help   Personalize Page
Unit USC01	Journal ID 0000180281	Date 04/12/2024		
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Field Long Name	Message Text			
	No journal headers are marked in error.			
✓ Line Errors				
EF Q		$ \langle \langle 1-1 \text{ of } 1 \vee \rangle \rangle$		
Field Long Name	Message Text			
	No journal line between line 1 and line 7 is marked in error.			
Save Return to Search	Notify Refresh	Add Update/Display		

#### Tab #4: Approval

**Step 27:** Click the **Approval** tab. This is where the JE is submitted for approval and shows where the JE is in the approval process.

Step 28: Click the Submit button.

Favorites T M	ain Menu 🍸 🔷 >	General Ledger 🔻	🗧 Journals 🔻 🖒 Journ	al Entry 🔻 > Create/Update Journal Entries							Worklist	A Home	Sign Out
	CAROLINA				Journals + Search	Advanced Search					Add To	Notification	ø) ns NavBar
Header	Lines Ic	otals <u>E</u> rrors	Approval							New	Window	Help   Pers	malize Page
Unit	USC01		Journal ID	0000180281	Date 04/12/2024	Submit							
Approval S	Status						Q   K < 1 of 1	$  \vee \rangle \rightarrow  $					
		Unit	USC01										
	Approval	I Check Active	Y										
	Ap	pproval Status	None										
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Save	Return to Search	h Notify	Refresh				Add	Update/Displa	y				
Header   Line	s   Totals   En	rors   Approval											

**Step 29:** Once submitted, the approval workflow information becomes available. Click on the Multiple Approvers link to see who can approve the JE at each approval level.

Favorites  M	tain Menu 🍸	> General Ledger 🔻 >	Journals 🔻 🚿 Journal Entry 🔻 🚿 C	reate/Update Journal Entries				Worklist 🛛 🏫 Home 📗 Sign Out
SOUTH	i Carolina			Journal	s 🔹 Search	>> Advanced Search		Add To ▼ Q. ● Ø Notifications Nav8ar
Header	Lines	Totals Errors	Approval					New Window   Help   Personalize Page
Unit	USC01		Journal ID 0000180281	Date	04/12/2024	Submit		
Approval	Status						$Q$   K $<$ 1 of 1 $\vee$ $>$ $>$	
	Journal Ap	oproval	nding Approval pprove  V 4 characters remaining		Ø Z			
GL JA Per	Unit USC01 ournal Entry Appro nding Multiple App JE Journal Entry val History	oval	e 2024-04-12, Line Unit USCO ted http://e.Approvers Journal Approver	:Pending				
Save	Return to Se	earch Notify Errors   Approval	Refresh				Add Update/Disple	sy

## V. Printing a Journal Entry

The system provides a printable version of the journal entry.

Step 1: Click the Process drop-down and select Print Journal from the list.

Main		eral Ledger 🔻 🔉 Journals 🔻	> Journal Entry	Budget Check Journal	Yournals +	Search		Advanced Search				Warklist   ♠ Home   Add To ~ Q Notifications New Window   Help Person
Header	Lines Tota USC01 Template List		Journal ID	Edit / Pre-Check Edit Chartfield		D	ate 04/12/2024 Change Valu	es	C Errors On View Audit Lo	gs		
Lines B Q	Inter/Int	aUnit	Process	Post Journal Print Journal				Process		Line		₹ E -7 of 7 ∨
Select	Line↑	*Unit	*Ledger		÷	Referen	ce	Amount	Cost Share	Oper Unit		Dept
0	1	USC01	ACTUALS		04/12/2024	INV 1-2		-750.00	٩	CL049	Q	220000
0	2	USC01	ACTUALS		04/12/2024	INV 1		250.00	٩	CL010	Q	620499
0	3	USC01	ACTUALS		04/12/2024	INV 2		500.00	٩	CL032	Q	111500
	4	USC01	ACTUALS		04/12/2024			250.00		CL049		000000
	5	USC01	ACTUALS		04/12/2024			-250.00		CL010		000000
	6	USC01	ACTUALS		04/12/2024			500.00		CL049		000000
	7	USC01	ACTUALS		04/12/2024			-500.00		CL032		000000
Lines to a Totals	idd 1	+ - =					K <	l-1of1 ∨ → >    N	view All			
Init	Total Lines			Total Debits		Total Credits	Journal Status	Budget Status				
						1,500.00	v	v				

Step 2: Click the Process button.

#### Step 3: Click the Report Manager link.

Unit USC01 Template List	Totals Errors Appro	al			<ul> <li>Search</li> </ul>		» Advanced Search			Add To 👻	Notifications Personal
Template List											
Inter			00180281 arch Criteria			Date 04/12/2024 Change Value	<del>.</del>	C Errors Onl View Audit Log			
	/IntraUnit	*Process Pr Rep	int Journal port Manager	Process Mor	hitor	Р	rocess	A A	Line 10	¥ x	
Lines									1	-7 of 7 🗸	
Select Line↑	*Unit	*Ledger	SpeedType	Budget Date↑	Refer	ance	Amount	Cost Share	Oper Unit	Dept	
D 1	USC01 C	ACTUALS		04/12/2024		-2	-750.00	٩	CL049 Q	220000	
□ 2	USC01 C	ACTUALS		04/12/2024			250.00	٩	CL010 Q	620499	
D 3	USC01 C	ACTUALS		04/12/2024			500.00	٩	CL032 Q	111500	
0 4	USC01	ACTUALS		04/12/2024			250.00		CL049	000000	
5	USC01	ACTUALS		04/12/2024			-250.00		CL010	000000	
6	USC01	ACTUALS		04/12/2024			500.00		CL049	000000	
7	USC01	ACTUALS		04/12/2024			-500.00		CL032	000000	

**Step 4:** Click the **Refresh** button until the PDF row appears indicating the process is complete.

**Step 5:** To view the pdf version of the JE, click the **pdf** link.

		> Journal Entry > Create/Upd	, , , , , , , , , , , , , , , , , , , ,				Worklist	
SOUTH CAROLINA				All	<ul> <li>Search</li> </ul>	Advanced Search	Add To 🤜	. Ļ Notificatio
							New Window	Help Pers
List Explorer Adn	ninistration Archives							
w Reports For		_						
older	✓ Instance	to	Refresh					
ame	Created On	Last	~	1 Days	~			
iorts								
а С			< < 1+4 of ∉	4 🗸 💈	> View All			
Report Repor	rt Description	Folder Name	Completion Date/Time	Report ID	Process Instance			
GLX7501 - CLX7								
GLX7501- GLX7501.pdf GLX75	501 - GLX7501.PDF	General	04/12/24 11:35AM	1899634	3013924			
GLX7501.pdf			04/12/24 11:35AM 04/12/24 11:32AM	1899634 1899630	3013924 3013920			

## Step 6: Click the pdf link.

Favorites 🔻 Main Menu 🍷 > General	Ledger 🕶 🗧 Journals 🕶 🗧 Journal Entry 🕶 🗧 Create/Update Jo	mal Entries > Report Manager	Worklist 🏻 🎓 Home 🔹 Sign Out
		All   Search  Advanced Search	Add To 👻 💭 • 🧭 Notifications NavBar
			New Window   Help   Personalize Page
Report			
Report ID 1899634	Process Instance 3013924 Message Log		
Name XMLP	Process Type XML Publisher		
Run Status Success			
GLX7501 - GLX7501.pdf			
Distribution Details			
Distribution Node DNODE	Expiration Date 04/27/2024		
File List			
Name	File Size (bytes) Datetime Created		
GLX7501.pdf	8,049 04/12/2024 11:35:18.31	346AM EDT	
Distribute To			
Distribution ID Type	Distribution ID		
User	BASHOJAS		
Return			

**Step 7:** From here you can download and/or print the JE.

≡ GLX7501.pdf			1 / 2	-	50%	+	: ()		_	± 🖶 :
	ORACLE Report Definition: 0			Jour	opleSoft Fin mai Entry Deta	ail Report		Paga: 1 of: Run Date: 4/12/2 Run Time: 11:35:03 AM		
	Unit Journal ID: Journal Date: Description:			Ledger Gr Source: Reversal: Tre Reversal D		ACTUALS ONI, None	Foreign Currency: Rate Type: Effective Date: Exchange Rate:	USD CRRNT 4/12/24 1.00000000		
	UNI: USCOI	L	adger: ACTL							
	,		Oper Unit / Dept	Fund / Account	Class / PC Bus Unit	Project / Activity	1000	-750.00 USD		
	Description: Februar Reference: INV 1-2 Open Item:	ry 2004 Billing	GL549 220000	62070	282	=	Amount Base Amount Rate Type: Rate:	-750.06 USD CR/IN/T 1.00000000		
	Description: Februir Reference: INV 1 Open Item:	ry 2024 Billing	CL010 620109	A0001 52070	682 	-	Amount Base Amount: Rate Type: Rate:	290.00 USD 290.00 USD CRIVIT 1.0000000		
	3 Description: Februi Reference: INV.2 Open Ban:	ry 2004 Billing	GL032 111500	EN/100 52070	282 USCIP	80080871 1	Amount Base Amount: Rate Type: Rate:	560.00 USD 560.00 USD 0.99N/T 1.0000000		
	4 Description: DUE T CLAMI ON CASH Reference: Open Bans		0.549	E0658 10380		=	Arrowst Base Arrowst Rate Type: Rate:	250.00 USD 250.00 USD CRENT 1.00000000		
	5 Description: DUE T CLAMION CASH Reference: Open Barn:	GIDUE FROM	GL010 000000	A0001 10300		Ξ	Amount Base Amount: Rate Type: Rate:	-250.00 USD -250.00 USD 		
	6 Description: DUE T CLAM ON CASH Reference: Open Bare:	ODUE FROM	01.549 000000	E0658 103300		=	Annount Base Annount: Rate Type: Rate:	580.00 USD 580.00 USD CRENT 1.0000000		
					Physia and Con	fidential				
	ORACLE Report Definition: C			Jou	eopleSoft Fin mal Entry Deta	all Report		Page: 2 of Run Date: 4/12/2 Run Time: 11:35:03 AM		
	Unit Journal ID: Journal Date: Description:	USC01 0000180 4/12/24 CAS Elec month of		Ledger Gr Source: Revenual: the Revenual D		ACTUALS ONL None	Foreign Currency: Rate Type: Effective Date: Exchange Rate:	USD CRRNT 4/12/24 1.00000000		
			Oper Unit / Dept	Fund/ Account	Class / PC Bue Unit	Project / Activity				
	7 Description DUE T CLAM ON CASH Reference: Open Itam:	CIDUE FROM	01.010 000000	ENCTRO 10300	000 USCIP	80000071	Amount Base Amount: Bate Type: Rate:	-560.05 USD -550.06 USD CR5NT 1 20000000		
	Carranty	uso	Total Dobili Credit: Nac Dobili:		1,500.00 1,500.00 0.00					
	Base Carrency:	USD	Debit: Credit: Not: Journal Lines:		(10130 (100300 1.00 7					

# VI. Inquiring on a Journal Entry

Use the Find an existing Value button the Create/Update Journal Entries page to view Status, Date, Description, etc. for a Journal Entry.

To inquire on a journal entry, navigate to:

#### Main Menu $\rightarrow$ General Ledger $\rightarrow$ Journals $\rightarrow$ Journal Entry $\rightarrow$ Create/Update Journal Entries

Step 1: Click the Find an Existing Value button.

Favorites 🔻 Main Menu 👻 -> General Ledger 💌 -> Journals 💌 -> Journal Entry 🐃 -> Create/Update Journal Entries		Worklist	🟫 Home	Sign Out
	Journals V Search	Add To 👻	Q. Notifications	Ø NavBar
Create/Update Journal Entries			New Windo	w   Help
Add a New Value	Q. Find an Existing Value			
*Business Unit USC01 Q				
'Journal ID NEXT 'Journal Date 04/12/2024				
Add				

Step 2: To find a JE, search by name, date, JE #, etc. For this example, enter the Journal ID.

Favorites  Main Menu  Gener	I Ledger ▼ > Journals ▼ > Journal Entry ▼ > Create/Update Journal Ent	ries		Worklist	A Home	
		Journals + Search	» Advanced Search	Add To 🔻	O Notifications	Ø Nav₿ar
Create/Update Journal Entr	v v				New Window	Help
Find an Existing Value			Add a New Value			
Recent Searches     Choose from recent	alick Search. Leave fields blank for a list of all values.	aved searches				
Business Unit	= ~ USC01 Q					
	begins with V 0000180281					
Journal Date Document Sequence Number						
Line Business Unit	= v Q					
Journal Header Status Budget Checking Header Status	= v v					
Source	= V ONL Q					
	begins with V BASHOJAS Q					
Journal Class						
Long Description	begins with ∨ ∧ Show fewer options					
	Case Sensitive	h				

																К <	1-1 of 1 🗸	· > > I v	iew All
lusiness Init	Journal ID	Journal Date↓	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class	Long Description	
JSC01	0000180281	04/12/2024	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	7	1,500.00	o	CAS Electron Billing charges f	BASHOJAS	Y	(blank)	CAS Electron Billing charges for the month of February 2024	>

## VII. Personalizing Your Journal Entry Lines Page

On the Lines tab page use the **Grid Action Menu** icon on the left of the screen to personalize the order of the individual fields for your entries or to download your entry to Excel as needed.

**Step 1:** To personalize your journal line, click the **Grid Action Menu** icon.

**Step 2:** Click the **Personalize** option from the drop-down.

SOUTH CAROLINA			Journals + Searc	h	» Advanced Search					Add To	- Q Notificati
									I	New Window	Help   Per
eader Lines Totals Er	rors Approval										
Unit USC01 Template List	Journal ID NE	EXT		Date 04/12/2024 Change Value	10						
Inter/IntraUnit	*Process Ec	dit Journal	~		rocess						
Q								1-1 of 1 🗸			
ersonalize *Unit	*Ledger	SpeedType	Budget Date↑	Reference	Cost Share	Oper Unit	Dept	Fund			
om Lines USC0	1 Q ACTUALS		04/12/2024		Q	٩	Q				
wnload Lines Table to Excel	ACTORES		0411202024		ų	~	~				
Lines to add 1 + -											
tals				K < 1							
Q				IS S 1	-1 of 1 🗸 🔿 — 🖂 🗍	View All					
Q Total Lines		Total Debits	Total	Credits Journal Status	Budget Status						

													Worklist 🏻 🏫 Home 🛛 Sign
SOUTH C	CAROLINA							Grid Cu	stomization				Add To 👻 🚨 • Notifications N
Header	Lines	Totals	Errors	Approval			Lines			Help			New Window   Help   Personalize
Unit	Template I	_ist nter/IntraUn	it		Process Edit		Personalize Column and S To order columns or add fields to Frozen columns display under er	sort order, highli	ght column name, then press the a	appropriate button.			
∽ Lines IR Q							Column Order Select (frazen) Line (frazen) *Unit		Sort Order Account (desc) Budget Date Select	× V		1-1 of 1 🗸	
Select	Line1		*Unit	۰L	.edger	SpeedType	*Ledger SpeedType Budget Date Reference	Hidder Frozen	Oper Unit Dept (desc) Amount Project	Descending	ept	Fund	
0	1		USC01	Q. AC	CTUALS		Cost Share Oper Unit Dept		Reference (desc) PC Bus Unit Fund			QC	
Lines to ~ Totals E; Q	add 1	+	- 1	1			Pond Fund Class PC Bus Unit Project Activity An Type Amount deumol Hino Recorption						
Unit	Total Lin	es				Total Debits	Product SPEEDTYPE_SHOW Funding Source						
USC01	1					0.00	*Calculate Stat Stat Amt						
Save	Notify	Refresh					UOM PC Status Projected Balance				Add	Update/Display	
Header   Lines	s   Totals	Errors	Approval				OK Cancel	Preview Copy	y Settings Share Settings Delete S	Settings			

**Step 3:** Highlight the field you would like to move and use the arrows to move it up or down.

April 2024

**Step 4:** Notice the Amount field is now moved closer to the beginning of the row. Click the **Ok** button to return to the Lines page.

Favorites 🔻 Mai														dist 🛛 🏫 Hon	e Sign Out
SOUTH C								Grid Cu	stomization						ຼີ 🖉 🏉 ations NavBar
Header	Lines	Totals	Errors	Approval			Lines			Help			New Winds	w   Help   F	ersonalize Page
Unit	USC01 Template L	.ist iter/IntraUn	it		Journal ID NEX		Personalize Column and Sor To order columns or add fields to so Frozen columns display under ever	rt order, highli	ght column name, then press the app	ropriate button.					
✓ Lines							Column Order		Sort Order						
En Q							Select (frozen) Line (frozen) *Unit	•	Account (desc) Budget Date Select	× ×		1-1 of 1 🗸			
Select	Line↑	•	Unit		*Ledger	SpeedType	*Ledger SpeedType Budget Date	□ Hidder □ Frozer	Oper Unit Dept (desc) Amount Project	Descending	ept	Fund			
0	1	[	USC01	۹	ACTUALS		Amount Cost Blace Oper Unit		Reference (desc) PC Bus Unit Fund		0	2 C			
Lines to	add 1	+		1			Dept Fund Account Class PC Bus Unit								
✓ Totals							Project Activity								
E, Q							An Type Journal Line Description Product								
Unit	Total Lin	es			т	otal Debits	SPEEDTYPE_SHOW Funding Source *Calculate								
USC01	1					0.00	Stat Stat Amt								
Save	Notify	Refresh					UOM PC Status Projected Balance				Add	Update/Display			
Header   Lines	i   Totals	Errors	Approval				OK Cancel Pr	eview Cop	y Settings Share Settings Delete Sett	ings					

Step 5: The Amount field is now visible at the beginning of the lines row.

Favorites V Mair	n Menu 🍸	General Led	ger▼ > -	Journals 🔻 >	Journal Entry	<ul> <li>Create/Update Jou</li> </ul>	umal Entries									Worklist	A Ho	me	Sign Out
	arolina						Jou	mais - Search		» Advanced Search						Add To	Not	⊖. fications	Ø Nav₿ar
															New	Window	Help	Person	ilize Page
Header	Lines	Totals	Errors	Approval															
Unit	USC01				Journal ID	NEXT		D	te 04/12/2024										
	Template L	ist			oourna ib	NEAT		5.	Change Value	15									
	In	er/IntraUnit			*Process	Edit Journal	~		P	rocess									
	_																		
✓ Lines																			
E, Q													1-1 of 1 🗸						
Select	Line↑	*Ur	nit		*Ledger	SpeedType	Budget Date↑	Referen	:e	Amount	Cost Share	Oper Unit	Dept						
0	1	US	SC01	۹	ACTUALS		04/12/2024	<b></b>			۹	۹							
Lines to a	add 1	+	-	8															
✓ Totals																			
E, Q									K < 1	-1 of 1 ∨ > > >	View All								
Unit	Total Line	15				Total Debits		Total Credits	Journal Status	Budget Status									
USC01	1					0.00		0.00	т	N									
Save N	lotify	Refresh										Add Upda	te/Display	)					