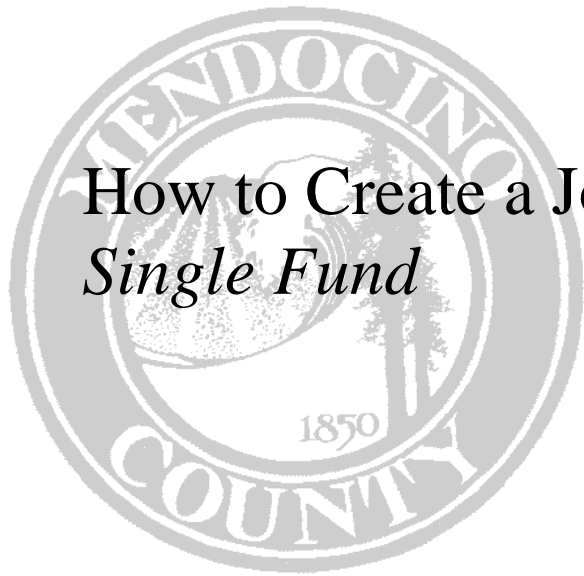COUNTY OF MENDOCINO

How to Create a Journal Entry
Single Fund

Created by:
    Auditor-Controller

## HOW TO CREATE A JOURNAL ENTRY FOR A SINGLE FUND

1.0 Overview

The General Journal Entry and Proof program is the most direct way to make journal entries of account transactions within the MUNIS system. Some of its most common uses are:
- Creating initial year-to-date account balances at installation
- Making adjustments to existing journal entries
- Adding journal entries for transactions that are not automatically created through other programs in the system

Journals entered using this program can be maintained until they are posted (by Auditor's office) from the Journal Entry Proof. Once posted, the transactions become actual journal entries that appear in the general ledger. **Note:** Only the Auditor's office can post Journal Entries.
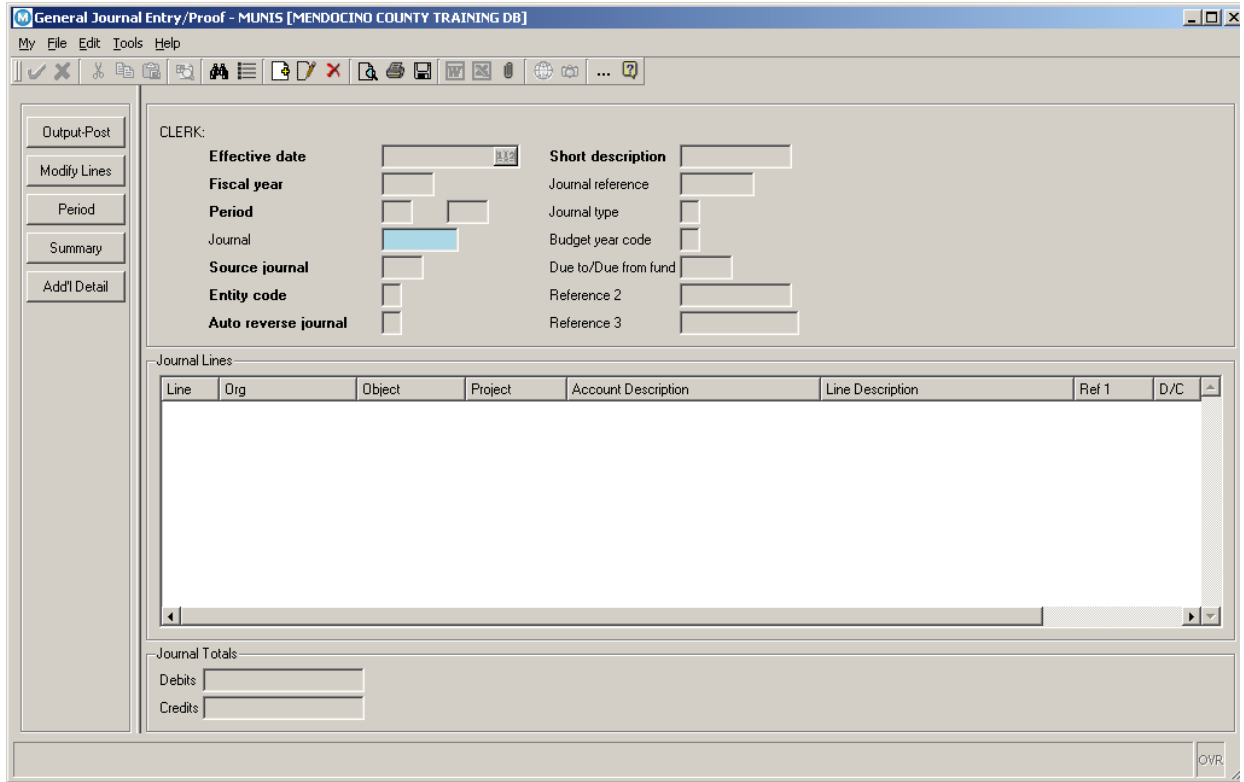
To enter a Journal Entry go into: Financials > A) General Ledger > C) Journal Entry > A) General Journal Entry.

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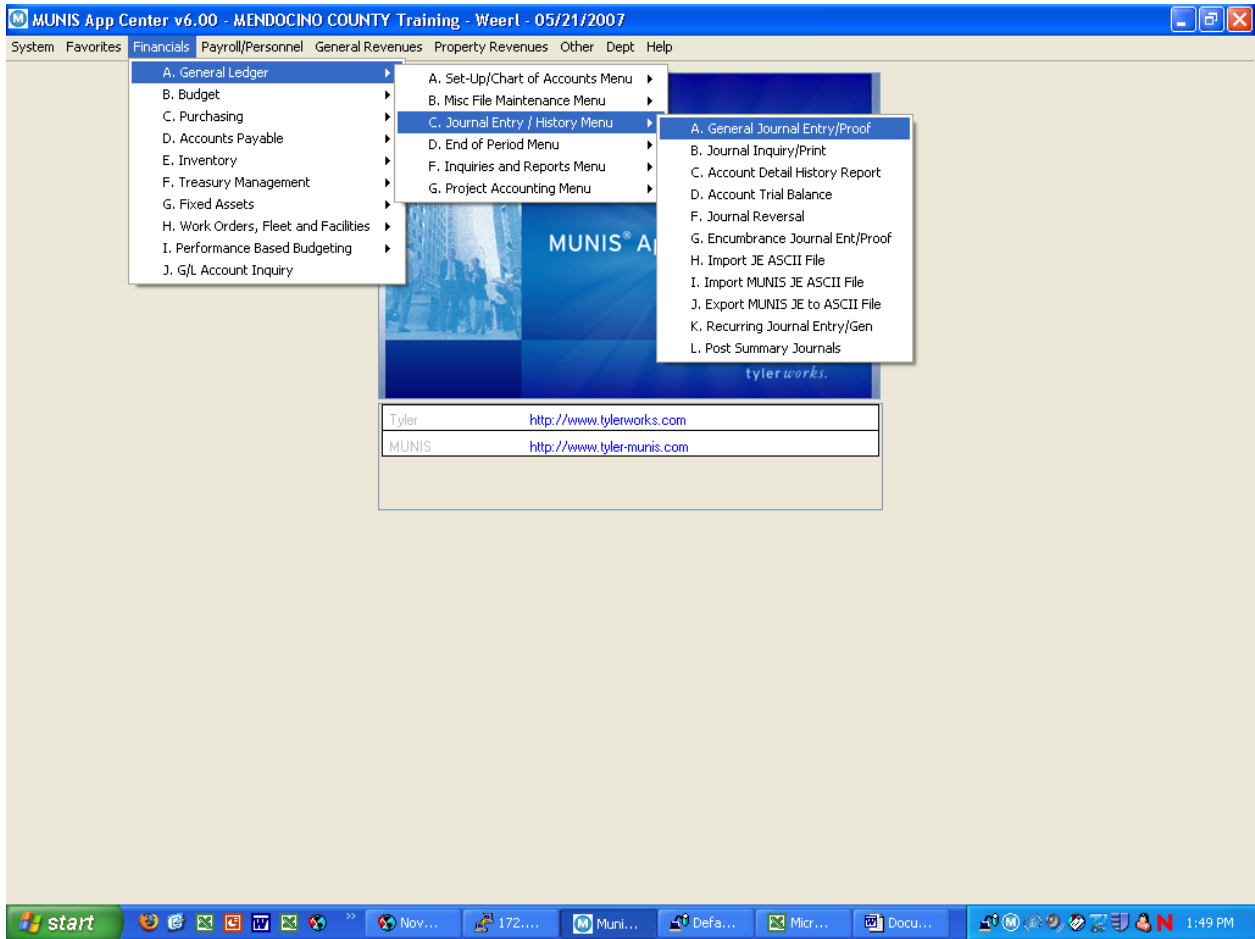
Choose (double click) the General Journal Entry/Proof menu option. This screen should appear.

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1. Click the Add [ ] button.

2. Effective Date, fiscal year & Period - these will all pre-fill and can only be changed if your permissions allow.

3. TAB to the **Journal** field and let it pre-fill.

4. Source Journal, Entity Code & Auto Reverse Journal - these field's will pre-fill and should not be changed.

5. TAB to the **Short Description** field - enter a brief description (up to 10 characters, remember to use caps) of the journal. This field shows on the Journal Proof Report as well as in GL Account Inquiry. **Note:** For journals that need more of a description refer to the **Additional Description** field which is explained further down in this document.

6. Journal Reference, Journal Type - each dept will need to determine if /how they will use these fields. The date will display in the GL Account Inquiry for each line item on the journal.

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7. **Budget Year Code –** pre-fills and should not be changed

8. **Due to/Due from fund -** leave this field blank. ** If this is a multi fund JE refer to the document on Creating Multi Fund Journals ***

9. **Reference 2, Reference 3 -** each dept will need to determine if /how they will use these fields. The data will display in the GL Account Inquiry for each line item on the journal.

10. **Org** - enter a valid Org code click on the button to see a list of valid Orgs in the Org help window:

11. **Object -** enter a valid Object within the selected Org. To see valid objects, click on the button and you open the Object help window

12. **Project -** if this item is associated with a Project, enter the project code this item will be charged to or use the button and you open the Project help window

13. **Account Description -** pre-fills based on the object code selected

14. **Line Description -** each dept will need to determine if /how they will use this field. The data will display in the GL Account Inquiry for this line item on the journal

15. **Ref 1 –** If data was entered in the **Journal Reference** field above, it will pre–fill here.

16. **D/C –** enter <u>D</u> (ebit) or <u>C</u> (redit)

17. **Amount –** enter the amount to be debited or credited to this account.
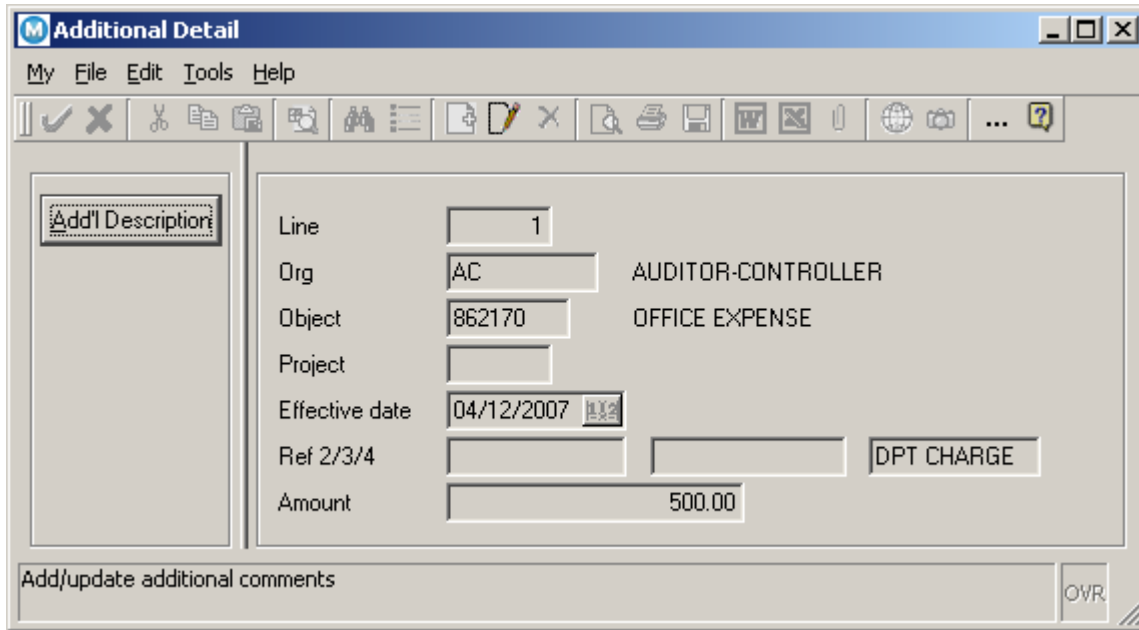
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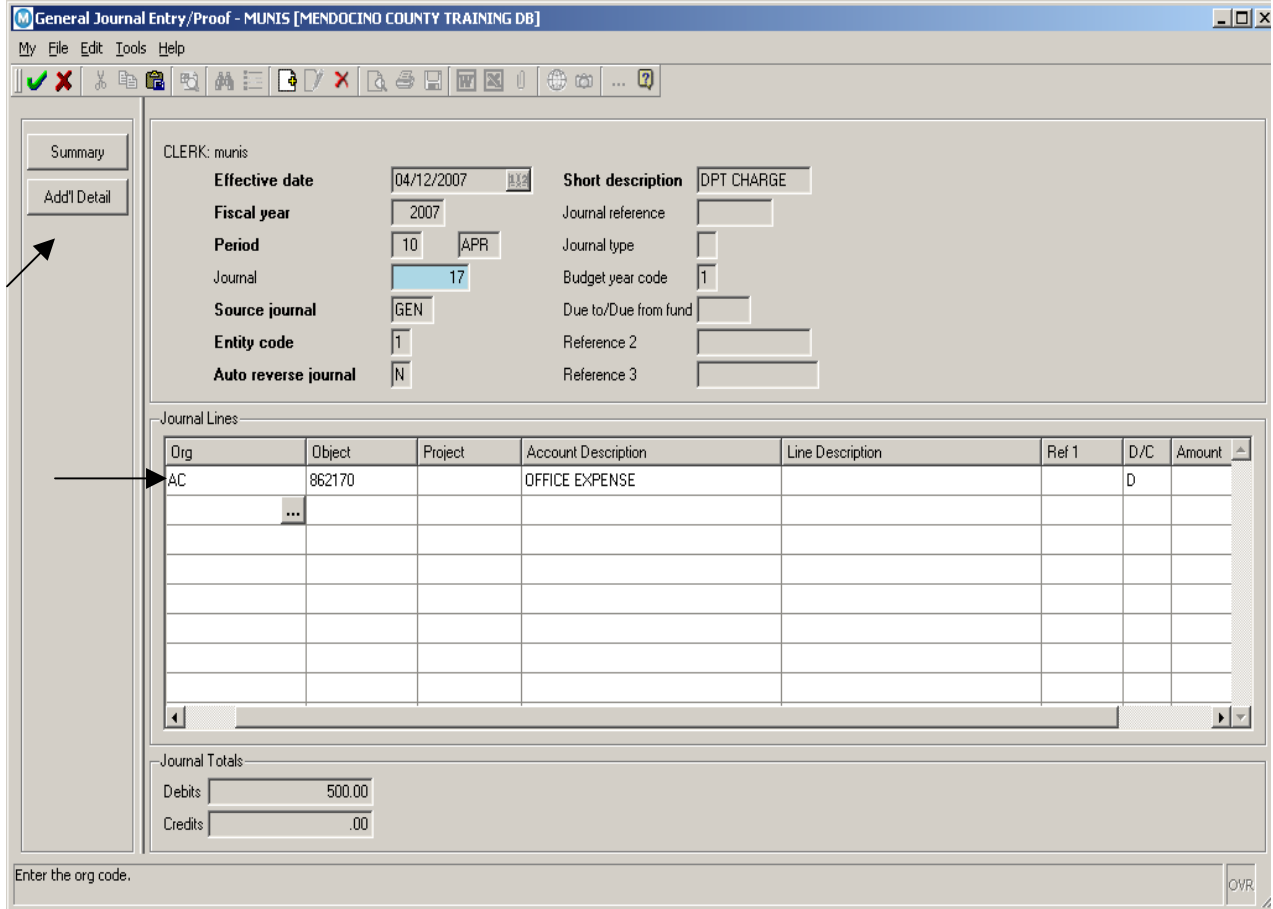
18. When you TAB to accept the data in the Amount field your cursor will automatically be placed in the Org field on the next line. If you do not need to add any additional information regarding the line you just completed, continue completing the next line.

19. If, however, the Short Description field did not provide enough space for the Journal Description or you need to add any additional information regarding the line you just entered, click in the Org field of the previous line and then click the "**Add'l Detail"** button.
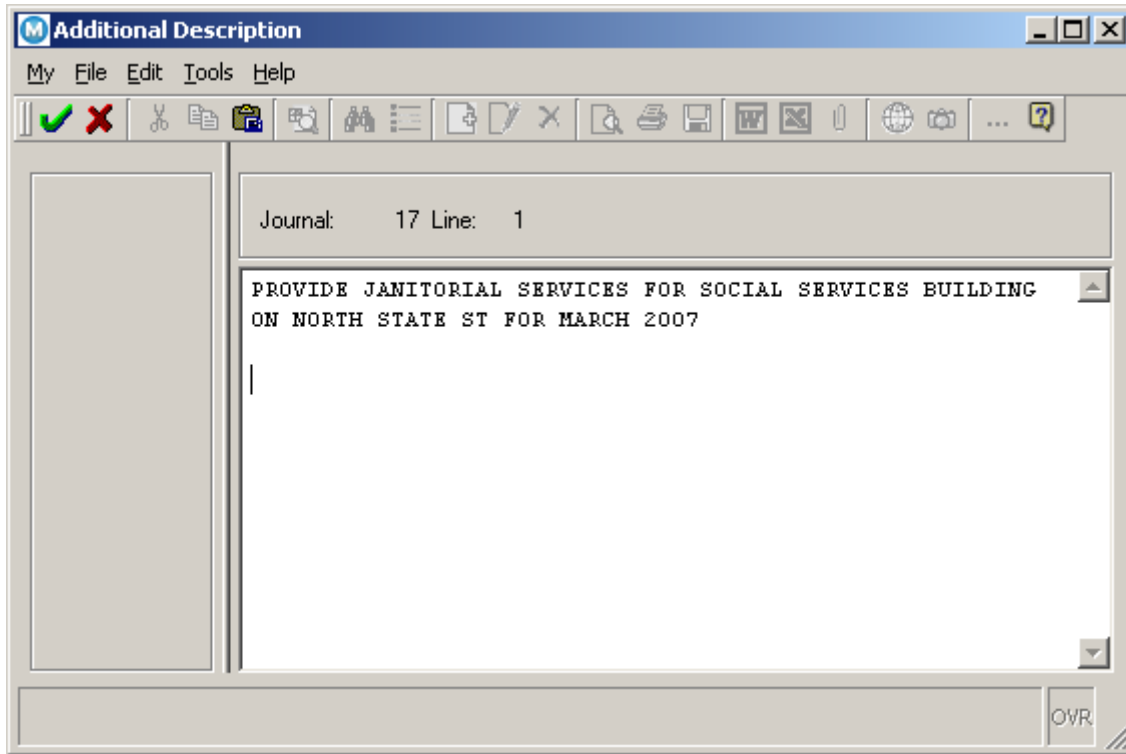
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20. When you first come into this screen the cursor will be in the **Effective Date** field and the "Add'l Description" button will not be visible. TAB thru the **Effective Date** and the button will appear.

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21. Click the "**Add'l Description"** button - the Additional Description screen will appear
Click Update and enter whatever additional data is needed (user's will be able to view this data from within GL Account Inquiry.)

22. Choose Accept and then perform a File/Exit back to the Additional Detail screen. File/Exit back to the General Journal Entry screen.

Note: This description only shows in GL Account Inquiry for the line item it was attached to. If the same note should be attached to additional line items in the Journal you could highlight and copy the text so that it can be pasted to the other item(s)

23. Continue adding Journal Lines to the Journal Entry.

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24. Once you entered all the lines necessary for your journal, verify that you Debits equal your Credits.

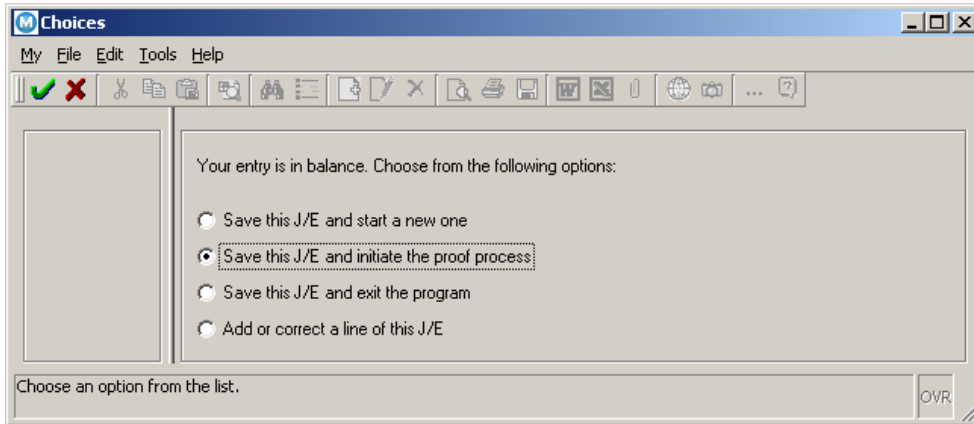**25.** You cursor should be in the Org field on the next available line, click Accept.
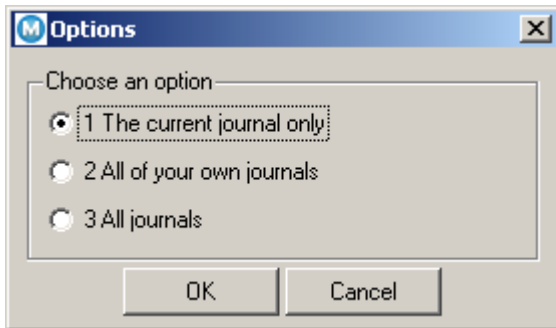
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26. A Choices window will appear. Select the appropriate option and Accept

** **NOTE**: if this is a multi fund JE refer to the document on Creating Multi Fund Journals ***

27. If you choose to Save the JE and initiate the proof process you will receive the following Options window

Make the appropriate choice and click OK.

28. Output file and print out the general Journal Entry Proof report. A signed original must be sent to the Auditor's office for posting.

For more information regarding Journal Entries, you may visit Munis online help at:
http://help.munis.com/v62/gl/.

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