# Journal Entry Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>02</td>
</tr>
<tr>
<td>Definition of a Journal</td>
<td>02</td>
</tr>
<tr>
<td>Entering an IIT</td>
<td>03</td>
</tr>
<tr>
<td>Deleting and Modifying an IIT</td>
<td>06</td>
</tr>
<tr>
<td>Show Running Totals and Balancing Buttons</td>
<td>07</td>
</tr>
<tr>
<td>Journal Templates</td>
<td>08</td>
</tr>
<tr>
<td>Inquiring on Journals After Posting</td>
<td>12</td>
</tr>
<tr>
<td>Printing Journals</td>
<td>12</td>
</tr>
<tr>
<td>Index</td>
<td>13</td>
</tr>
</tbody>
</table>

---

*Note: This is a table of contents for a journal entry with sections covering various aspects of journal entries, including definitions, entering, modifying, and printing journals.*

---

*Source: MUSC SmartStream Training Revised 9/99*
Journal Entries

Introduction

This section introduces the Unposted Journal window. The included features are how to enter, correct, and delete IIT’s (Intra Institutional Transfers).

The Definition of a Journal

A journal is a transaction that updates a ledger balance. Entries are divided into the following basic groups at MUSC:

- IIT’s- Journal entries used to “cross charge” between areas of MUSC.
- Interfaces- Journal entries created by a programmatic process for other systems such as Cash Receipts, Payroll, Payables, etc. to update the appropriate Ledger balances.
- Adjusting/correcting journal entries- These entries are made to correct previous entries or to adjust balances.

IIT Record Keeping

When an IIT is entered into SmartStream, the department should:

- Stamp the original IIT with an ENTERED stamp.
- Sign and date.
- Send the original IIT to Systems Accounting and keep a copy filed in the department.
- Balancing will be performed by Systems Accounting.
Entering an IIT Journal- Unposted Journal (Main View)

- Open the Unposted Journal activity from the Browser. Add the activity if it does not exist.

- Enter the Entity of requesting department (MUCU, MUCR, AHEC, etc.)

- Journal ID: Enter the IT #.

- Tab through Effective Date: This field defaults to the last day of the current fiscal month.

- Tab through Sequence Number: This field defaults to 0.

- Enter the UDAK and name of the servicing department in the Description field to enable the corresponding entity to identify charges.

- Tab through the Accrual Reversal Options.
Entering the IIT Lines

Debit(s):
- Go to step three if the servicing and requesting departments have the same entity.

- If the servicing and requesting department have different entities, the IIT is an Interentity Journal. Do the following to unprotect the entity field:
  - Select the Views button.
  - Select Additional Control.
  - Click the Interentity Journal box.
  - Click the Return to Main View button.

- Enter the requesting department UDAK:
  
  Entity (defaults from the header)  
  Account
  Unit
  Project
  Reporting
  Year (if applicable)

- Enter the Debit amount. Notice the Debit and Credit amount class is Actual.

- Press <Enter> to create a new line. This will also validate the accounting distribution. Possible error messages will be presented at this time.

Credit(s):
- Enter the servicing department UDAK:
  
  Entity (defaults from the header)  
  Account
  Unit
Project
Reporting
Year (if applicable)

- Enter the Credit amount.

- Enter the UDAK and name of the requesting department in the Description field.

- Click the Save button OR go to File, Save. If no errors are present in the IIT, the Journal Status will change to Complete.

HARD COPY OF IIT
Stamp the paper copy of the IIT “ENTERED”. Sign & date.
Send original to Systems Accounting and file the copy within the department.
Deleting and Modifying an IIT

You may only delete or modify an IIT if it has not been posted. If the IIT has already been posted, call Systems Accounting because a correcting entry will need to be done.

Deleting a Line from an IIT

To delete a single line from an IIT:

- Select the desired line by pressing the <Ctrl> key and clicking the line.
- Choose Edit, Deleted Selected.

Modifying an IIT

- Open the IIT in the Unposted Journal window.
- Modify the IIT.
- Click the Save button.

Deleting an Entire IIT

- Open the IIT in the Unposted Journal window
- Choose File, Delete
Show Running Totals

<table>
<thead>
<tr>
<th>Transaction Amount Totals</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Running Total:</td>
<td>195.00</td>
<td>195.00</td>
</tr>
<tr>
<td>Difference:</td>
<td>(195.00)</td>
<td>(195.00)</td>
</tr>
</tbody>
</table>

Press the running totals button to display the running totals of debits and credits. The window may be moved to any portion of your screen by clicking and dragging the title bar.

Balancing the Journal

Press the Balance Journal button to verify your balance status while keying the entry.

When you save a journal, the system will automatically give you a message if you are out of balance. When this occurs, you can not save the journal as complete or pending approval.
Journal Templates

A journal template is a journal “shell” that you create to use repetitively. In the following situations you might use a journal template:

- Setting up a journal you do each month where the only variable is the amount.

- Setting up a journal that needs to post on a periodic schedule with all information the same.

When you establish templates, you should name them something easily recognizable. You may enter the “official” journal ID that you wish to post, each time you use the template.
Establishing a Journal Template

Follow these basic steps when establishing a journal template:

- Open the Unposted Journals activity.
- Go to the Actions button, Templates, Create Template.
- From the Create Template window enter the Entity, Template name, and Sequence. Click OK. Go to last two steps.

OR

- From the Unposted Journals window enter the entity and journal template name. Tab to the effective date field.
- Use the Delete Key to remove the effective date. Tab past the sequence field.
- Enter the description to be used on each line of the journal template.
- Enter the information that remains constant within the template.
  - Amount classes to be updated
  - Reversal information
  - Accounting Distribution (All or partial) for lines
  - Amounts if they do not change

Note: The accounting distribution does not go through the validation process when the template is established (thus enabling you to enter a partial key). Validation is performed when the template is used.
Using a Journal Template - When you know the Template ID

- Enter the entity and template ID
- Tab to the effective date and delete it.
- Tab past sequence.
- This will bring up the template. Notice the Journal Type field is equal to Template.
- Press the Actions button. Choose Templates, Create Journal Using Template.

This window will appear with the template information. There are two lines of information: Template Key and Journal Key. The Template Key shows the template name. For the Journal Key line you need to:

- Change the template ID to an appropriate journal entry number.
- Verify the effective date to be used.
- Press OK.

When you return to the Unposted Journal window the Journal type should now be General (instead of Template). Enter (or change) description, any accounting distributions and amounts necessary to complete the journal and save.
Using a Journal Template-When you do not know the Template ID

- On the Unposted Journal window, enter the desired entity where the template resides.
- Select the Open button.
- Add search criteria of Journal Type = Template.
- Click on the Search button.
- Double-click the desired template to bring it to the Unposted Journal window.
- Select the Actions button and choose Templates, Create Journal Using Template.
- Change the journal ID and/or effective date.
- Enter any additional information needed and save the journal.

Inquiring on Journals After Posting
To inquire on a journal that has been posted:

- Open the **Posted Journal** activity.
- Type in the key fields (entity, journal ID, effective date, and sequence).
- You will see the journal entry as posted. You may use the different views to see Journal Notes and Additional Control information, etc.

Once a journal has posted no changes may occur. Adjustments/corrections are made in a new entry.

**Printing Journals**

**Printing a Journal Prior to Posting**

From the **Unposted Journal** window:

- Open the IIT that you want to print
- Go to the File Menu, and select Print Screen.

Note: Only the fields that are displayed on the window will be printed, so you may wish to adjust the grid settings.

- The printout will be produced.

**Printing a Journal After Posting**

From the **Posted Journal** window:

- Open the IIT that you want to print
- Go to the File Menu, and select Print Screen.

Note: Only the fields that are displayed on the window will be printed, so you may wish to adjust the grid settings.

- The printout will be produced.