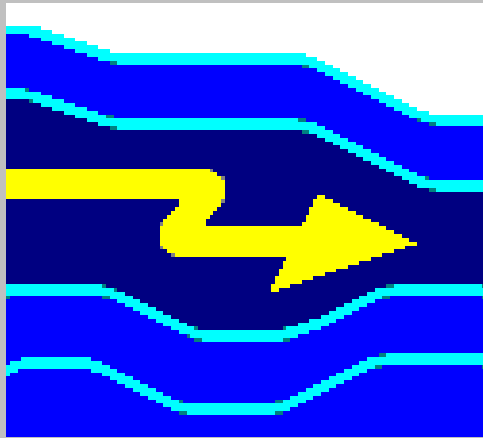


SMARTStream[®] Journal Entry

Version 6.5



www.musc.edu/fsm/sstrain

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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)

The screenshot shows a software window titled "Activity Windows - [Unposted Journals - MUCU, IT01001, 09/30/1999, 0]". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area is titled "Main View" and contains the following fields:

Entity: Journal ID: Effective Date: Seq:

Suspense Seq: Description:

Journal Type: General Accrual Reversal Options:

Journal Status: Unedited Number of Periods Ahead:

Balance Status: Unbalanced Reverse On:

Dist Entity: Reversal Date:

Line	Entity	Account	Unit	Project	Rptg	Year	ACTUAL Debit	ACTUAL Credit	Value	Date
▶ 1	MUCU						0.00	0.00		09/30/19

At the bottom of the window, the status bar shows "Ready" and "Browse, Zoom Available".

- 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

Line	Entity	Account	Unit	Project	Rptg	Year	ACTUAL Debit	ACTUAL Credit	Description	BUDFUND Debit
1	MUCU	50125	1040000	10080	1061		195.00	0.00	SERVICING DEPT UDAK AND NAME	0.00
2	MUCU	40620	1040000	10082	4261		0.00	195.00	REQUESTING DEPT UDAK AND NAME	0.00


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.

Enter a new Journal to increase budget- *Certain types of Revenue raise the budget, and in this case another IIT must be created.*

- From the Unposted Journal activity, click the **Clear Window** button
- Enter your Entity (Servicing dept. entity)
- Enter same IIT Number followed by a B (Enter as IT#####B)
- TAB THROUGH Effective Date (defaults to last day of month)
- TAB THROUGH Sequence Number (not used)
- Enter “Increase budget for ITXXXXX” (original IIT number) in the DESCRIPTION field
- TAB THROUGH Accrual Reversal field
- GO TO ADDITIONAL CONTROL VIEW
 - **Change Amount Class Type 1** to BUDFUND.
 - Return to MAIN VIEW.
- Enter UDAK: **Use only Account 50000 (CONTROL BUDGET ACCOUNT)**
- Enter **BUDFUND Debit** Amount
- Click the **SAVE** button.

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

Transaction Amount Totals		
	Debit	Credit
Control Total:	0.00	0.00
Running Total:	195.00	195.00
Difference:	(195.00)	(195.00)

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

Main View

Entity: Journal ID: Effective Date: Seq:

Suspense Seq: Description:

Journal Type: Accrual Reversal Options:

Journal Status: Number of Periods Ahead:

Balance Status: Reverse On:

Dist Entity: Reversal Date:

Line	Entity	Account	Unit	Project	Rptg	Year	ACTUAL Debit	ACTUAL Credit	Description
1	MUCU	50304	1040000	16990	1061		0.00	0.00	TEMPLATE EXAMPLE
2	MUCU	40620					0.00	0.00	TEMPLATE EXAMPLE

Ready

Follow these basic steps when establishing a journal template:


- Open the Unposted Journals activity.
- Go to the Actions button, **T**emplates, **C**reate **T**emplate.
- 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.


Create Journal Using Template				
	Entity:	Journal ID:	Effective Date:	Seq:
Template Key:	MUCU	TEMPLATEX		0
Journal Key:	MUCU	TR987654	6/30/97	0
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>				

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 .

File Open For Unposted Journals

Field	Operator	Value (Case Sensitive)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="button" value="Delete"/>			
<input type="button" value="Clear"/>			
<input type="button" value="Search"/>			
Ledger Entity ID	starts with	MUCU	
Journal Type	is equal to	Template	

Ledger Entity ID	Journal Identifier	Effective Date	Journal Sequence Number
MUCU	STUDENTCR		0
MUCU	STUDENTCRBUD		0
MUCU	TEM REC DENTAL MD		0
MUCU	TEMPLATEEX		0
MUCU	TRANF FEES		0
MUCU	UNIVPRESS		0
MUCU	UNIVPRESSBUD		0
MUCU	WICKLIFFE TEMPLATE		0

Rows Retrieved: 162

- 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.

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