

Standard Journal Entry

Steps for creating a standard journal entry:

- 1) Click Park G/L Account Document tile
- 2) Populate header entry fields
 - a. Document Date = should be the date it is being entered
 - b. Posting Date = should be the date it is being entered
 - c. Reference = original invoice #, Shopping cart #, PO # or SIMBA document #
 - d. Doc. Header Text = short description of what is being moved
 - e. Document Type = SA
- 3) Populate line item entry fields
 - a. Line 1
 - i. G/L Acct = Select appropriate GL to debit
 - ii. D/C = Debit
 - iii. Amount
 - iv. Text = Short description of what is being moved
 - v. Detailed explanation in Long Text Field for each line item (who, where, what, when why as well as any previous document #'s. If going on a Sponsored Program, include brief explanation on how the expense is benefitting the project. Similar to Note Pad on IBIS)
 - vi. Cost Center, Internal Order, or WBS
 - b. Line 2
 - i. G/L Acct = Select appropriate GL to credit (original document GL)
 - ii. D/C = Credit
 - iii. Amount
 - iv. Text = Short description of what is being moved
 - v. Detailed explanation in Long Text Field for each line item (who, where, what, when why as well as any previous document #'s. If going on a Sponsored Program, include brief explanation on how the expense is benefitting the project. Similar to Note Pad on IBIS)
 - vi. Cost Center, Internal Order, or WBS
- 4) Click Save parked document
- 5) Click More > Document > Display. System should automatically Display the document that was just created.
 - a. You can also back out to the home screen and search for Change Parked Document.
- 6) Attach any documents that would be helpful such as emails, shopping cart previews, invoices... (save as Word .docx, PDF .pdf or Excel .xlsx)
 - a. Services for Object > Create > Create Attachment
- 7) Put document into Change mode
More > Document > Change
- 8) Click Save as Complete to start the workflow.