

# How to create a Journal Entry

1. Go to the Entry Point “Journal Entry”
2. There are two ways to create a journal entry. You can click the New Journal button or click on the second tab entitled “Journal Entry”

Journal Entry Summary

Journal Entry Summary | Journal Entry | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | Import Journal Entry | Attachments

Search Criteria

Calendar Year: 2021

Month: June

Status: All

Search

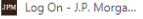
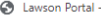
Created Date	Posted Date	Entry ID	Title	Status	Next in Workflow	Description
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Row Count: 0

Details | **New Journal** | Delete | Attachments

Last log in: 06/16/2021 at 10:10 AM by 120751 | Support code: JournalEntrySummary.jsp | Modify Security >

3. Please use the Journal Entry list to fill in the **Title \*** box. (If there is not a title that meets your needs, please contact a Staff Accountant.) When choosing a title ask yourself this question, what is the purpose for this Journal Entry? (This will help with identifying the transaction on your reports) **Asterisks are required fields**

Test   Reading li

Search ? Cassandra Thomason 🔔

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### Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

**Journal Information:**

Journal Entry

ID

**Title \***  Description \*  Date \* 06-16-2021 


Created By

JE Link

Notes

**Account Details**

Account

Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner	Unapproved Journal Entries	Balance	Description	Debit	Credit	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	

Auto Complete: on

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## **Journal Entry Title List**

1. Cabling Invoice
2. Networking Invoice
3. Printing Invoice
4. Maintenance Invoice
5. Police Dept Invoice
6. Operations Invoice
7. Catering Invoice
8. Bus Requisition
9. Account Correction
10. LPC Account Correction
11. Transfer Expense
12. Extracurricular Fee
13. Coke Commissions
14. Travel Card Transfer (Month)
15. Reverse Journal Entry (Month, Number)
16. Media/Library

4. When you click the tab button on the keyboard, frontline will automatically copy the information that was entered in the **Title \*** box to the **Description \*** box. The Descriptions box can be change to give a brief description.  
Example: Title is Extracurricular Fee, Description is Solo & Ensemble fee-Name of Campus/Department

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### Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

**Journal Information:**

Journal Entry

ID

Title \* Move PO111111 to correct object code

Description \* Move PO111111 to correct object code

Date \* 07-05-2021

Created By

JE Link

Notes

**Account Details:**

Account	Unapproved Journal Entries	Balance	Description	Amount
Fund Func Obj SubObj Org PIC Local Year Owner	Unapproved Journal Entries	Balance	Description	Debit Credit
			Move PO111111 to correc	\$0.00 \$0.00
				\$0.00

Auto Complete: on

Submit for Approval Save My Work New Attachments

Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security

5. The **Date** \* Frontline will default to entry date.

The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and a user profile for 'Cassandra Thomason'. The page title is 'Review Order Details'. Below the title are several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Journal Entry' tab is active.

The 'Journal Information' section contains the following fields:

- ID: (empty)
- Title \*: 'Move PO111111 to correct object code'
- Description \*: 'Move PO111111 to correct object code'
- Date \*: '07-05-2021' (with a calendar icon)
- Created By: (empty)
- JE Link: (empty)
- Notes: (empty)

The 'Account Details' section shows a table with columns: 'Account', 'Unapproved Journal Entries', 'Balance', 'Description', and 'Amount'. The table contains one entry:

Account	Unapproved Journal Entries	Balance	Description	Debit	Credit
Fund Func. Obj SubObj Org PIC Local Year Owner	Unapproved Journal Entries	Balance	Move PO111111 to correct	\$0.00	\$0.00

Below the table, there is a '+ Auto Complete: on' button and a total amount of '\$0.00'. At the bottom of the page, there are four buttons: 'Submit for Approval', 'Save My Work', 'New', and 'Attachments'. The footer text reads: 'Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security >'.

6. The **Notes** box is for you to provide more detail information about the purpose of the Journal Entry.

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### Review Order Details

Journal Entry Summary | **Journal Entry** | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | Import Journal Entry | Attachments

**Journal Information:**

Journal Entry ID

Title \*  Description \*  Date \*  📅

Created By

JE Link

Notes

**Account Details**

Account	Unapproved Journal Entries	Balance	Description	Amount
Fund Func Obj SubObj Org PIC Local Year Owner	Unapproved Journal Entries	Balance	Description	Debit Credit
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	Move PO111111 to correct	\$0.00 \$0.00
				\$0.00

Auto Complete: on

Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security ?

7. Go to the **Account Detail** area (Blue Arrow), under the **Account**, you will see a row of boxes. Start entering the fund that you want to use in the fund box (Red Arrow), Frontline will automatically move to the function box and so on.

Side Note: if you don't know all of the accounting string, fill in the information you know and then click the **Search** button (Green Arrow).

**Journal Information:**

Journal Entry

ID

Title \* Move PO111111 to correct object code Description \* Move PO111111 to correct object code Date \* 07-05-2021

Created By

JE Link

Notes PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398

**Account Details**

Account									Unapproved Journal Entries	Balance	Description	Amount	
Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner	Unapproved Journal Entries	Balance	Description	Debit	Credit
199	11	6398		002							Move PO111111 to corre	\$0.00	\$0.00
199	11	6398	000	002	22	0000000	2021	002					
199	11	6398	316	002	11	0000000	2021	832					
199	11	6398	318	002	11	0000000	2021	832					

Showing 3 of 3 results.

Auto Complete: on

Submit for Approval Save My Work New Attachments

8. Once you find the account code you want to use, click on it and frontline will automatically populate the description that was entered in the title box (Red Arrow).

The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and user information for 'Cassandra Thomason'. Below the header, the 'Journal Entry' tab is selected, indicated by a blue arrow. The 'Journal Information' section contains fields for 'Title' (Move PO111111 to correct object code), 'Description' (Move PO111111 to correct object code), and 'Date' (07-05-2021). A green arrow points to the 'Journal Entry' tab. The 'Notes' field contains the text: 'PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398'. A red arrow points from this note to the 'Description' field in the 'Account Details' table. The 'Account Details' table shows a single entry with the following data:

Account	Unapproved Journal Entries	Balance	Description	Amount
Fund Func Obj SubObj Org PIC Local Year Owner	Unapproved Journal Entries	Balance	Description	Debit Credit
199 11 6398 000 002 22 000000 2021 002	\$0.00	\$20,000.00	Move PO111111 to corre	\$0.00 \$0.00

At the bottom of the page, there are buttons for 'Submit for Approval', 'Save My Work', 'New', and 'Attachments'. The footer text reads: 'Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security'.



9. The next step is to enter the amount of the Journal Entry in the Debit or Credit Box (Red Arrow) then hit the Tab key to create a new line or hit the + button underneath the account code (Green Arrow).

Side Note: When moving Expense(s), the debit is the budget account string that is paying for that charge and the credit is the budget account string that the charge was paid out of. When moving Revenue(s), the credit is the budget account string that the money belong to and the debit is the budget account string that the money is currently being held in.

The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and the user's name 'Cassandra Thomason'. Below this, the 'Journal Information' section contains fields for 'Title', 'Description', and 'Date'. The 'Account Details' section features a table with columns for 'Fund Func', 'Obj', 'SubObj', 'Org', 'PIC', 'Local', 'Year', 'Owner', 'Unapproved Journal Entries', 'Balance', 'Description', and 'Amount'. The 'Amount' column is further divided into 'Debit' and 'Credit' sub-columns. A red arrow points to the 'Debit' input field for the account with code '199'. A green arrow points to a '+' button located below the account code '199'. At the bottom of the page, there are buttons for 'Submit for Approval', 'Save My Work', 'New', and 'Attachments', along with a footer containing login and support information.

10. Then just repeat step 7-9 until you have entered all the lines you have (tab or click +). If you create too many lines, then just hit the trash can at the end of each line you want to delete.

The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and user information for 'Cassandra Thomason'. The page is divided into several sections:

- Journal Information:** Contains fields for 'Title' (Move PO111111 to correct object code), 'Description' (Move PO111111 to correct object code), and 'Date' (07-05-2021). It also includes 'Created By', 'JE Link', and 'Notes' (PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398).
- Account Details:** A table with columns for 'Account', 'Unapproved Journal Entries', 'Balance', 'Description', and 'Amount'. It lists two entries for account 199.11.6398.000.002.22.000000.2021.002, one with a balance of \$20,000.00 and another with a balance of -\$600.00.
- Journal Entry Table:** A table with columns for 'Fund Func', 'Obj', 'SubObj', 'Org', 'PIC', 'Local', 'Year', 'Owner', 'Unapproved Journal Entries', 'Balance', 'Description', 'Debit', and 'Credit'. It shows a single entry with a balance of \$0.00 and a description 'Move PO111111 to correc'. A red arrow points to a trash can icon at the end of this row.

At the bottom, there are buttons for 'Submit for Approval', 'Save My Work', 'New', and 'Attachments'. A footer indicates the last log in was on 07/05/2021 at 02:47 PM by user 120751.

11.Side Note: At the bottom of the Journal Entry is a dollar amount, if this show \$0.00 the Journal Entry is balance. If you do **NOT** see \$0.00, then your Journal Entry is out of balance.

**Account Details**

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6398.000.002.22.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$600.00
199.11.6399.000.002.11.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	-\$600.00

+

Auto Complete: on

**Submit for Approval** **Save My Work** **New** **Attachments**

*Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security*

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6398.000.002.22.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$600.00
199.11.6399.000.002.11.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$0.00

+

Auto Complete: on

**Submit for Approval** **Save My Work** **New** **Attachments**

12. Once you are finished, you can save by clicking the **Save My Work** button. This means that it has been saved only and if you need to come back to make changes you can.

The screenshot displays a web application interface for reviewing order details. At the top, there are navigation links and a search bar. The main content area is titled "Review Order Details" and contains several sections:

- Journal Information:** This section includes a "Journal Entry" form with fields for "Title", "Description", and "Date". The "Title" and "Description" fields both contain the text "Move PO111111 to correct object code". The "Date" field is set to "07-05-2021". There is also a "Notes" field with the text "PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398".
- Account Details:** This section contains a table with columns for "Account", "Unapproved Journal Entries Balance", "Description", and "Amount". The table has two rows:

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6398.000.002.22.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$600.00
199.11.6399.000.002.11.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	-\$600.00

At the bottom of the page, there are four buttons: "Submit for Approval", "Save My Work", "New", and "Attachments". A red arrow points to the "Save My Work" button. The footer of the page contains the text: "Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security".

13.To upload attachments, click the attachments button at the bottom of Journal Entry.

Successfully saved

Successfully saved

Pasadena ISD / ENV1

Search

Cassandra Thomason

### Review Order Details

Journal Entry Summary | **Journal Entry** | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | Import Journal Entry | Attachments

**Journal Information:**

Journal Entry

ID

Title \* Move PO111111 to correct object code Description \* Move PO111111 to correct object code Date \* 07-05-2021

Created By

JE Link

Notes PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398


**Account Details**

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6398.000.002.22.0000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$600.00
199.11.6399.000.002.11.0000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	-\$600.00
			\$0.00

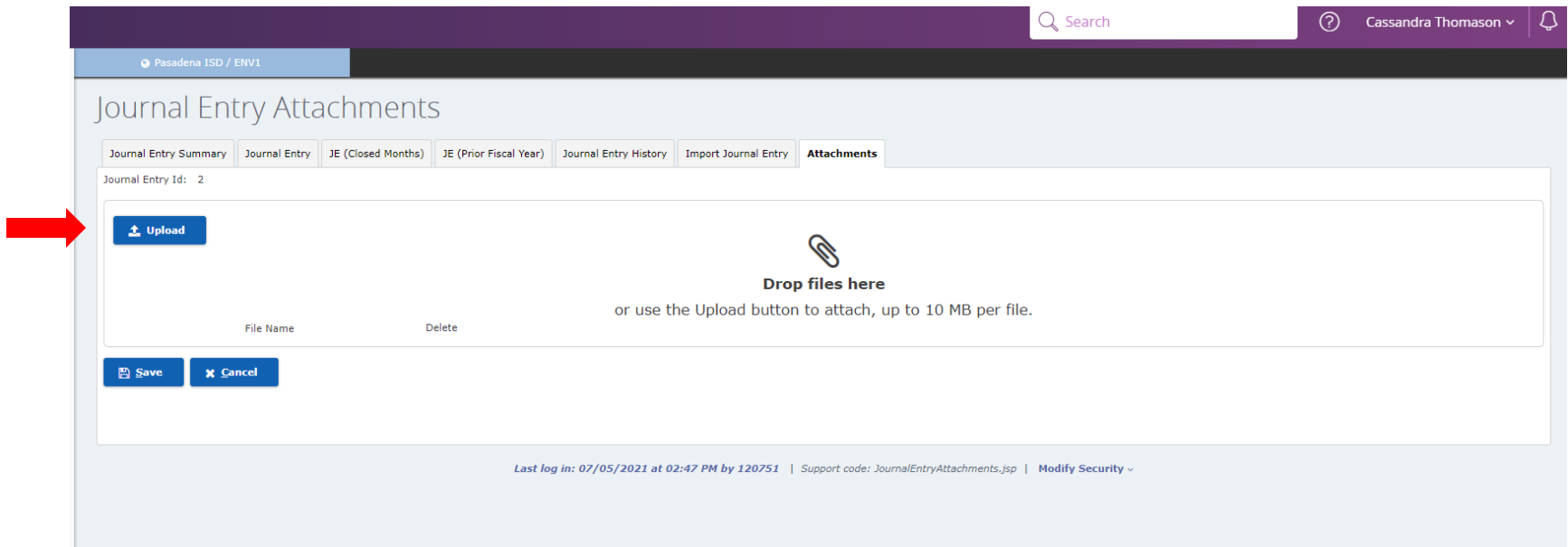
Auto Complete: on

Submit for Approval Save My Work New Attachments

Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security



14. Then click the **Upload** button or drag files and select the information that needs to be attached. (Ex. Budget holder approval email, Backup documentation such as general ledger reports, copy of a previous JE, reports, etc.)



The screenshot shows a web application interface for "Journal Entry Attachments". At the top, there is a purple navigation bar with a search icon and the text "Search", and a user profile for "Cassandra Thomason". Below this is a blue header with "Pasadena ISD / ENV1". The main content area has a title "Journal Entry Attachments" and a series of tabs: "Journal Entry Summary", "Journal Entry", "JE (Closed Months)", "JE (Prior Fiscal Year)", "Journal Entry History", "Import Journal Entry", and "Attachments". The "Attachments" tab is active. Below the tabs, it says "Journal Entry Id: 2". A large white box contains an "Upload" button with a paper plane icon, a paperclip icon, and the text "Drop files here" and "or use the Upload button to attach, up to 10 MB per file." Below this box are "Save" and "Cancel" buttons. A red arrow points to the "Upload" button. At the bottom, there is a footer with the text "Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryAttachments.jsp | Modify Security".

15. Once all of the attachments are uploaded click the **Save** button.


# Journal Entry Attachments

- Journal Entry Summary
- Journal Entry
- JE (Closed Months)
- JE (Prior Fiscal Year)
- Journal Entry History
- Import Journal Entry
- Attachments**

Journal Entry Id: 2

Upload

Drop files here or use the Upload button to attach, up to 10 MB per file.

File Name	Delete
 For Training purposes only.docx	

Save

Cancel



Pasadena ISD / ENV1

Search

Cassandra Thomason

## Journal Entry Attachments

Journal Entry Summary | Journal Entry | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | Import Journal Entry | **Attachments**

Journal Entry Id: 2

**Upload** Drop files here or use the Upload button to attach, up to 10 MB per file.

File Name	Delete
For Training purposes only.docx	

**Save** **Cancel**

*Last log in: 07/06/2021 at 03:17 PM by 120751 | Support code: JournalEntryAttachments.jsp | Modify Security*

16. Once you have reviewed and attached all the information for the journal entry then click the **Submit for Approval** button.

Successfully saved

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Search

Cassandra Thomason

## Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

**Journal Information:**

Journal Entry

ID

Title \* Move PO111111 to correct object code Description \* Move PO111111 to correct object code Date \* 07-05-2021

Created By

JE Link

Notes PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398

**Account Details**

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6398.000.002.22.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	\$600.00
199.11.6399.000.002.11.000000.2021.002 0	\$20,000.00	Move PO111111 to correct object code	-\$600.00
			\$0.00

Auto Complete: on

Submit for Approval Save My Work New Attachments

Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security

17. The **Journal Entry Summary** will show all the journal entries that have been created and where the journal entry is in the approval process.

# Journal Entry Summary

- Journal Entry Summary**
- Journal Entry
- JE (Closed Months)
- JE (Prior Fiscal Year)
- Journal Entry History
- Import Journal Entry
- Attachments

## Search Criteria

Calendar Year:

Month:

Status:

Search



Created Date	Posted Date	Entry ID	Title	Status	Next in Workflow	Description
07-05-2021	07-05-2021	2	Move PO1111111	Approval In Progress	Long, Terri Harris,Thomas	Move PO1111111 to correct object code

Row Count: 1

- Details
- New Journal
- Delete
- Attachments