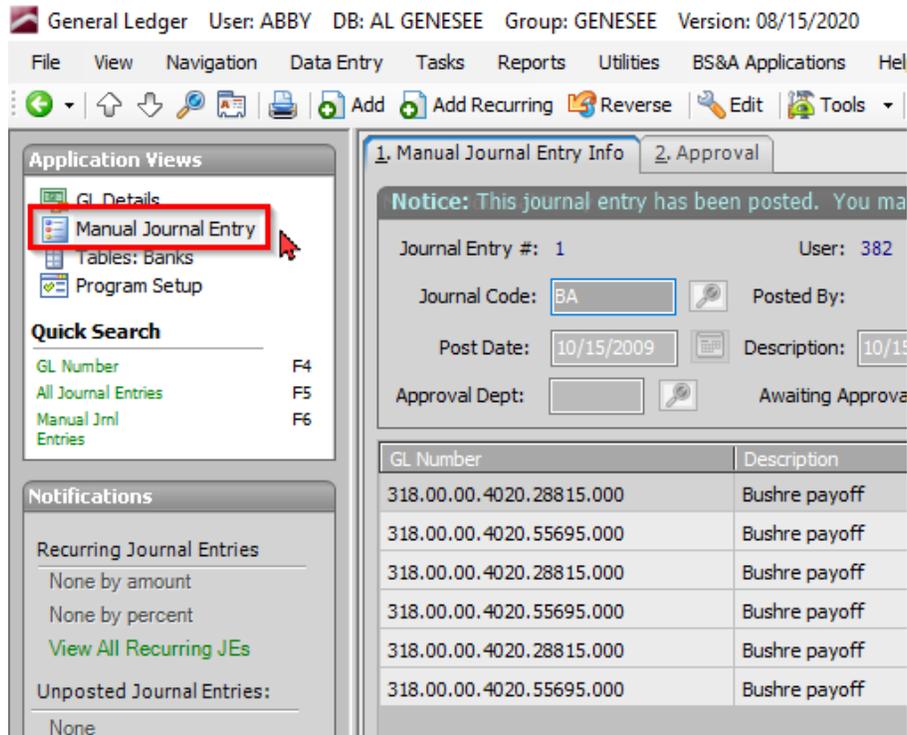


Manual Journal Entries

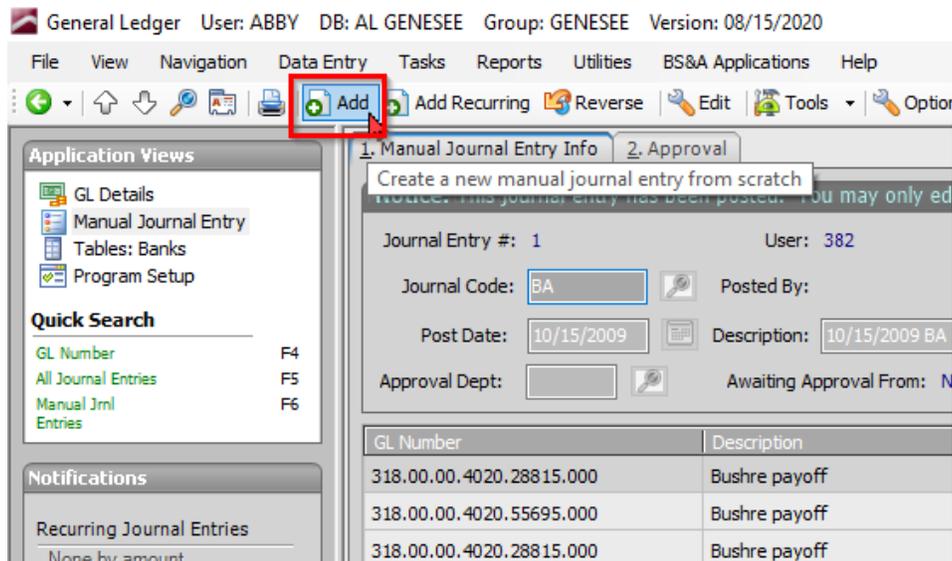
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Entering a Manual Journal Entry

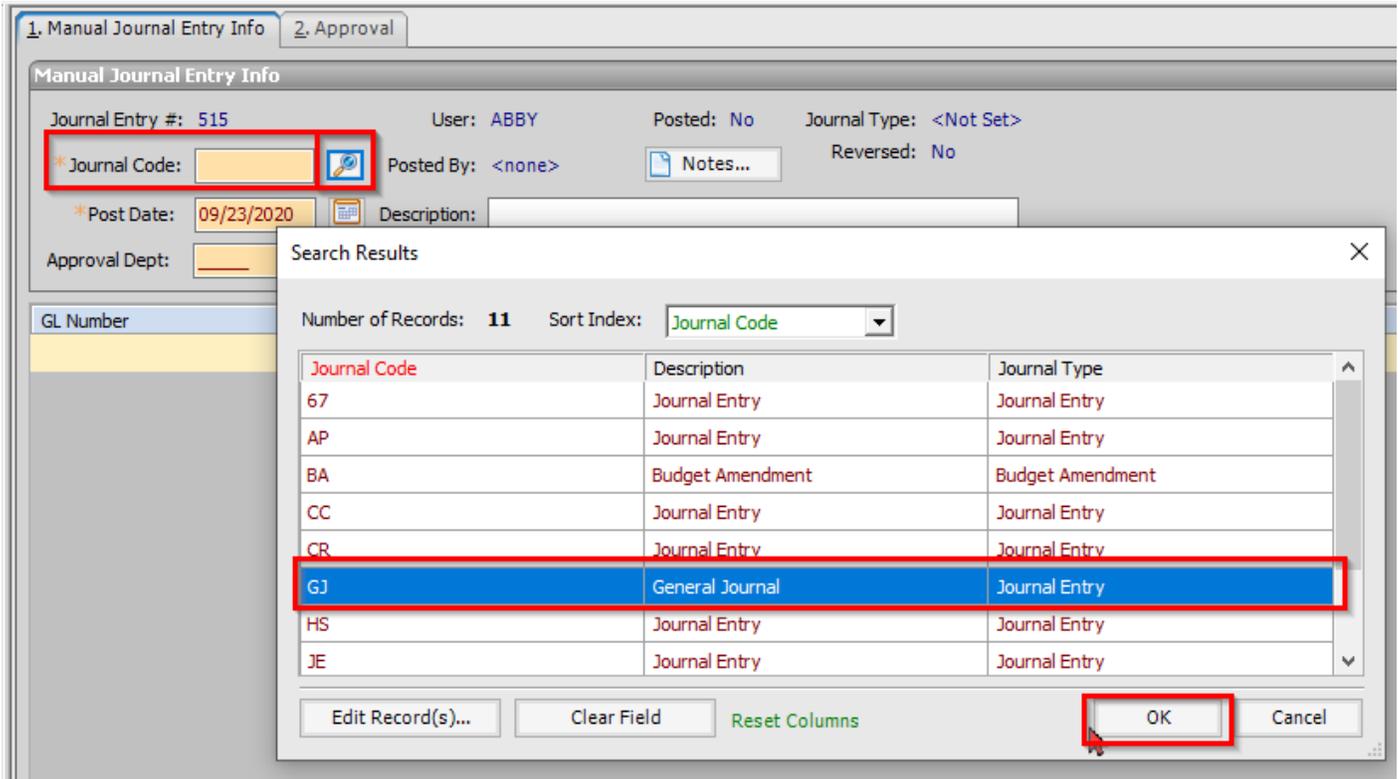
On the left hand side in the Application Views table, click 'Manual Journal Entry.'



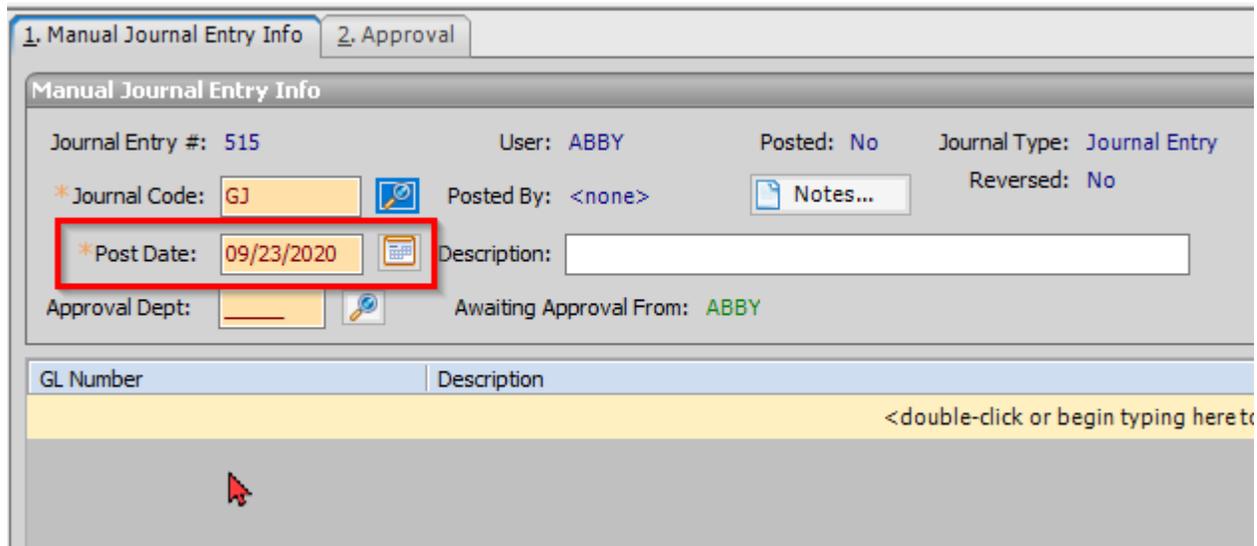
Once there, click 'Add' at the top.



First, we will select a Journal Code. Either start typing the abbreviation, or browse out using the magnifying glass. Once the desired Journal Code is highlighted in dark blue, click 'OK.' The journal codes are used for reporting based on the type of journal entry. Example GJ = General Journal Entry, AP = Accounts Payable Journal Entry, CR = Cash Receipting Journal Entry, BA = Budget Amendment



The Post Date will default to the day of entry. The Post Date is the day that the accounts in Ledger will be impacted by this entry. Set it as needed, or leave it to today's date.



Next, type your description of this Manual Journal Entry.

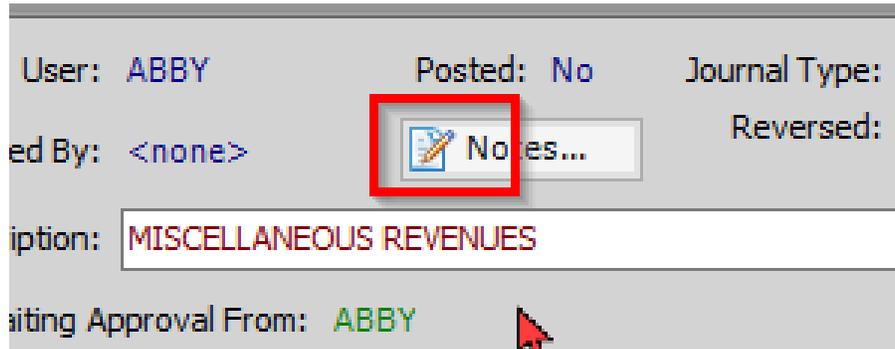
The screenshot shows the 'Manual Journal Entry Info' form. The 'Description' field is highlighted with a red box. The form includes fields for Journal Entry # (515), User (ABBY), Posted (No), Journal Type (Journal Entry), Journal Code (GJ), Post Date (09/23/2020), and Approval Dept. The 'Description' field is currently empty.

If more space is needed for an extended description, use 'Notes,' which is an unlimited field.

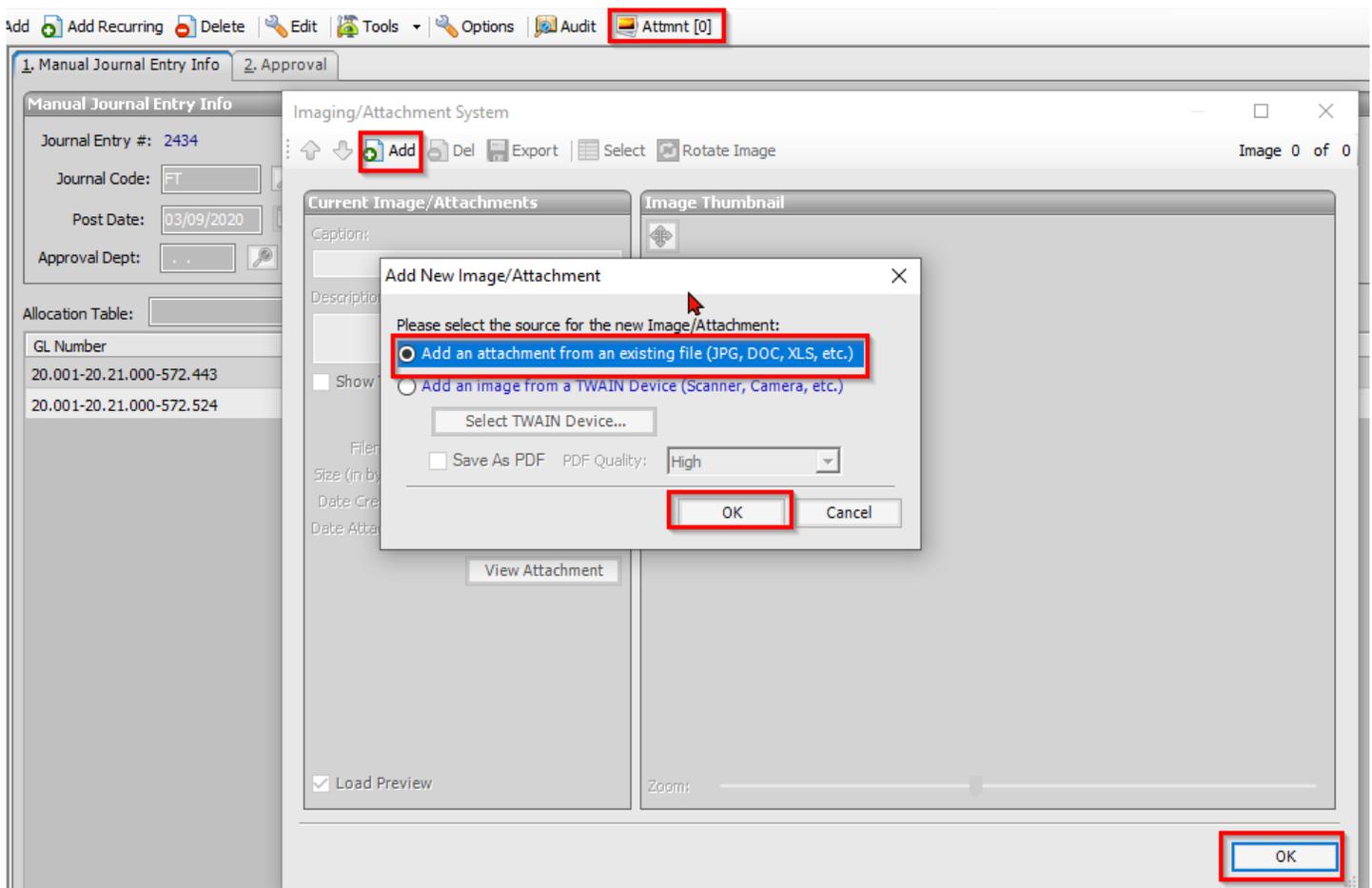
The screenshot shows the 'Manual Journal Entry Info' form. The 'Notes...' button is highlighted with a red box. The 'Description' field now contains the text 'MISCELLANEOUS REVENUES'.

The screenshot shows the 'Notes' dialog box. The 'Close' button is highlighted with a red box. The dialog box contains the text: 'Hit [Enter] to edit existing text or start typing to replace existing text. THIS IS AN UNLIMITED FIELD THAT CAN BE USED FOR EXTENSIVE NOTES. ONCE THIS NOTE IS COMPLETE, CLICK CLOSE IN THE BOTTOM RIGHT HAND CORNER TO SAVE.'

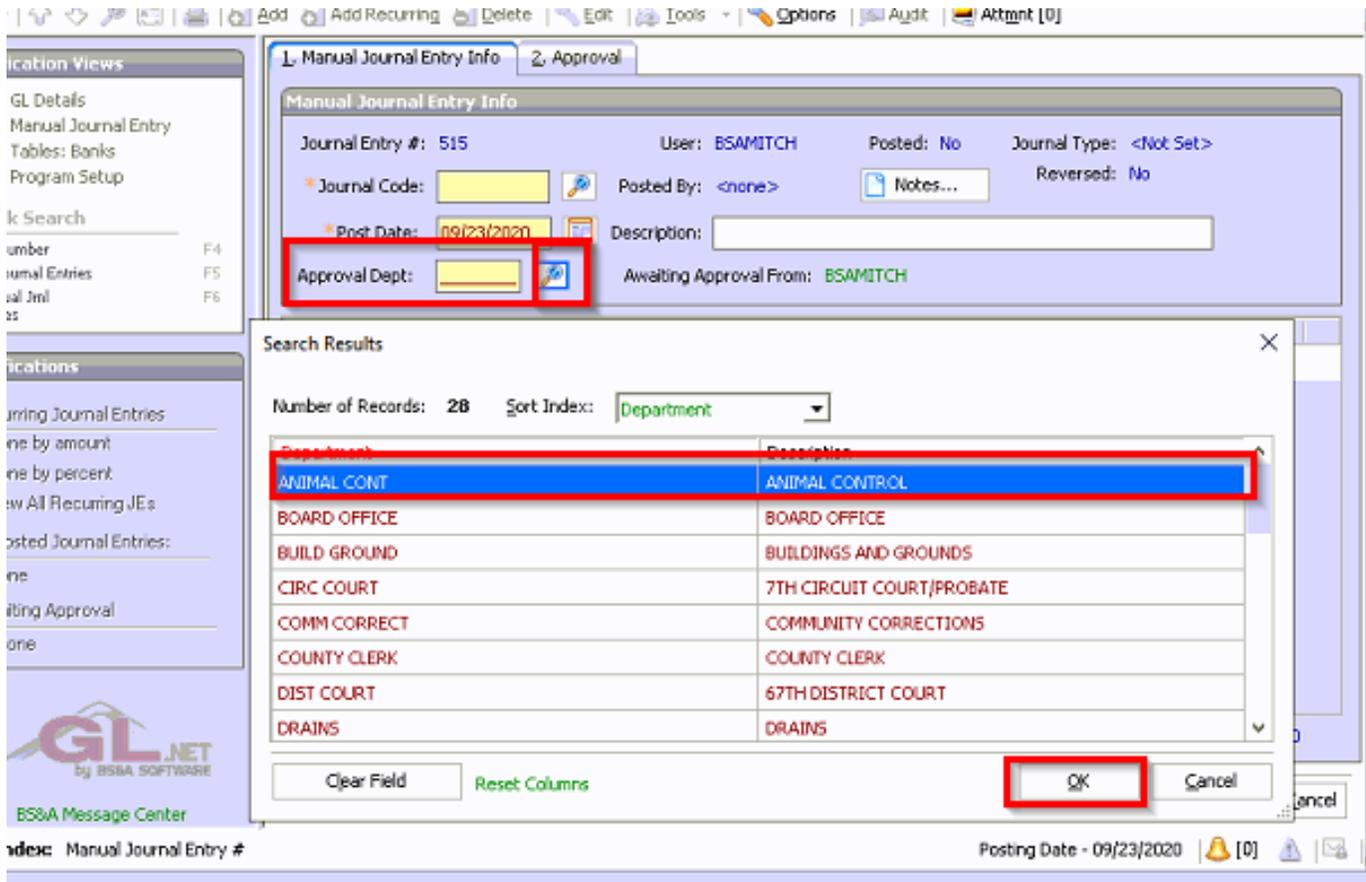
Notice there is now a pencil. This denotes that there is a note attached to this Manual Journal Entry.



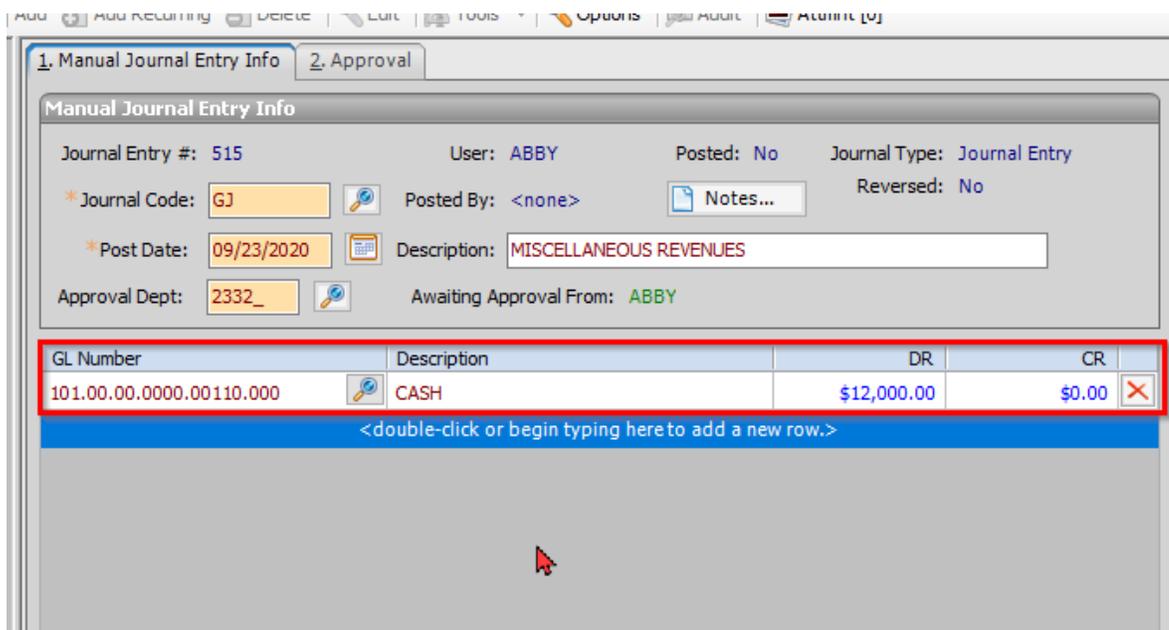
You can attach supporting documentation to the journal entry by clicking the Attmnt Button on the tool bar. In his click add and Click OK to browse to the file(s) to attach. Once selected click open and Ok. This will show the attachment click OK to close the window.



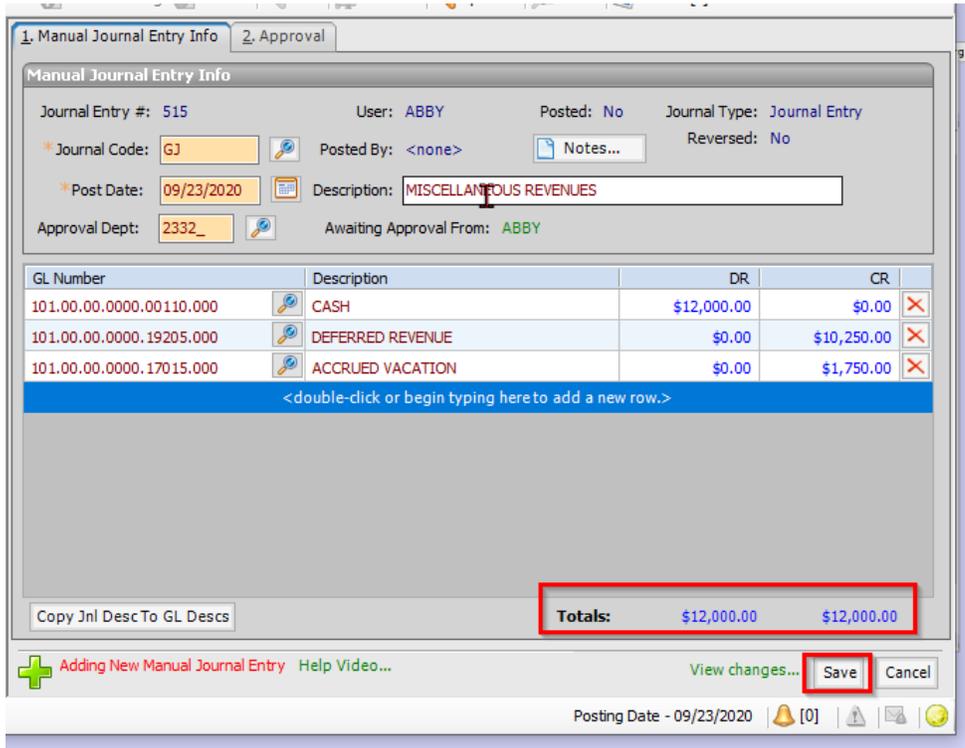
Set the appropriate Approval Dept by typing in the abbreviation or browsing out using the magnifying glass. Once the desired Approval Dept is highlighted in dark blue, click 'OK.'



Double-click, or begin typing to add a new row. Begin typing the entire GL Number or search out using the magnifying glass. Continue these steps for all applicable lines of this Manual Journal Entry.



Once all lines are entered and it is a balanced entry, click 'Save.'



After saving, the Manual Journal Entry will go through the Approval Flow and will need to be approved before it is posted fully.

If you have a longer journal entry or one saved in excel using the default template, you can also import your journal entry. To import a journal entry while in the Manual Journal Entry screen click tools, and then click Import Journal Entry From Spreadsheet. Browse to the journal entry file and click Open. This will import the journal entry in edit mode and allow you to modify the post date, description, approval department, or any other applicable information. Then click save to save the Journal Entry for approval.

