

# 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”

Test Log On - J.P. Morga... Lawson Portal -

Pasadena ISD / ENV1  Cassandra

## 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:

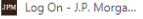
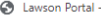
Status:

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

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**

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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

\$0.00

[Submit for Approval](#) [Save My Work](#) [New](#) [Attachments](#)

Last log in: 06/16/2021 at 10:10 AM by 120751 | Support code: JournalEntryDetail.jsp | [Modify Security](#)

## **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 PO1111111 to correct object code

Description \* Move PO1111111 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 PO1111111 to correct	\$0.00 \$0.00
				\$0.00

Auto Complete: on

Submit for Approval Save My Work New Attachments

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

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	Move PO111111 to corre	\$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

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

The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and user information 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:

- Title \***: Move PO111111 to correct object code
- Description \***: Move PO111111 to correct object code
- Date \***: 07-05-2021
- Created By**: (empty)
- JE Link**: (empty)
- Notes**: PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398. A red arrow points to this field.

The 'Account Details' section features a table with columns: Account, Unapproved Journal Entries, Balance, Description, and Amount. Below this is a table with columns: Fund, Func, Obj, SubObj, Org, PIC, Local, Year, Owner, Unapproved Journal Entries, Balance, Description, Debit, Credit, and a trash icon. The table contains one row with the following values:

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

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).

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
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			Move PO111111 to correct	\$0.00 \$0.00
199 11 6398 316 002 11 000000 2021 832				
199 11 6398 318 002 11 000000 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 shows a web application interface for reviewing order details. At the top, there is a search bar and a user profile for Cassandra Thomason. The main heading is 'Review Order Details'. Below this, there 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 selected.

The 'Journal Information' section contains the following fields:

- Journal Entry ID: [Empty]
- Title: \* Move PO111111 to correct object code
- Description: \* Move PO111111 to correct object code
- Date: \* 07-05-2021
- Created By: [Empty]
- JE Link: [Empty]
- Notes: PO111111 is a \$600.00 camera that got coded to 6399 but needs to be in the inventory account 6398

The 'Account Details' section displays a table with the following columns: Fund, Func, Obj, SubObj, Org, PIC, Local, Year, Owner, Unapproved Journal Entries, Balance, Description, Debit, and Credit. A red arrow points from the 'Notes' field in the 'Journal Information' section to the 'Description' field in the table.

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 four buttons: 'Submit for Approval', 'Save My Work', 'New', and 'Attachments'. The footer contains the text: '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.

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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	
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 correct	\$600.00	
				\$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

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 shows 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). There are also fields for 'Created By', 'JE Link', and 'Notes'.
- Account Details:** A table showing account information and journal entries.

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		

Below the table, there is a detailed view of a journal entry line with a red arrow pointing to a trash can icon:

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

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

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 shows the last log in time and support code.

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
199.11.6398.000.002.22.000000.2021.002 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

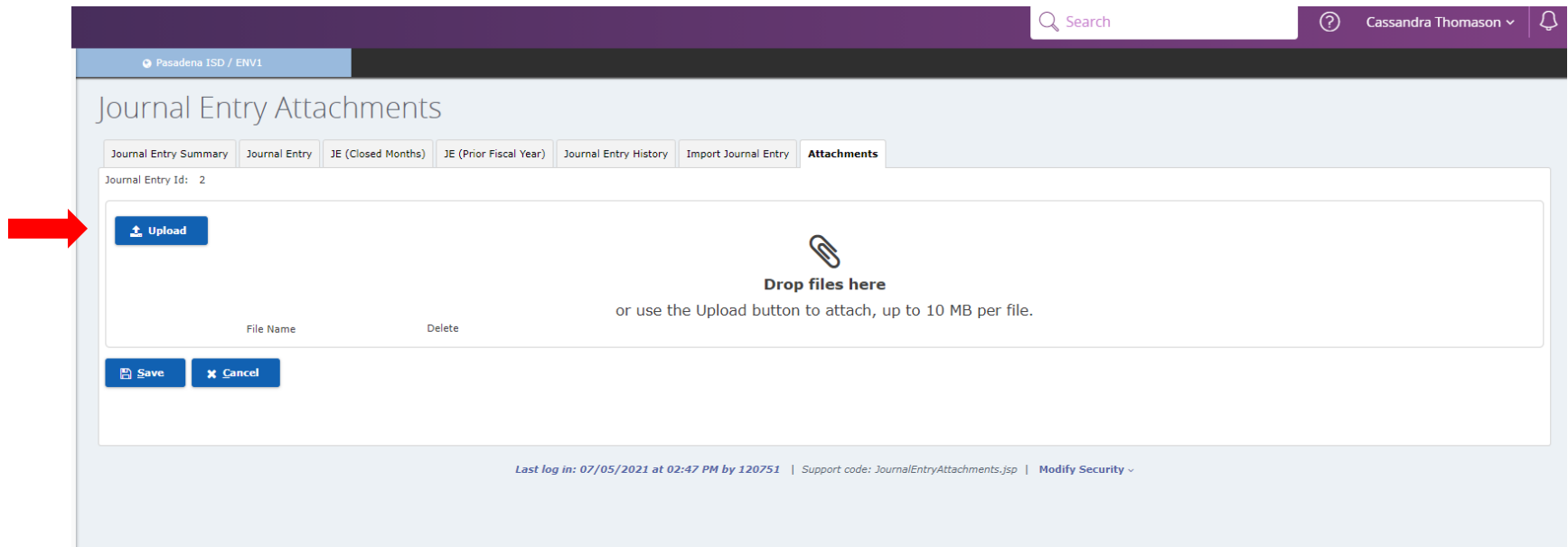
Auto Complete: on

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



14. Then click the **Upload** button or drag files and select the information that needs to be attached. (Ex. 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 breadcrumb trail: "Pasadena ISD / ENV1". The main heading is "Journal Entry Attachments". A series of tabs are visible: "Journal Entry Summary", "Journal Entry", "JE (Closed Months)", "JE (Prior Fiscal Year)", "Journal Entry History", "Import Journal Entry", and "Attachments" (which is selected). 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 of the page, 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.

The screenshot shows a web application interface for "Journal Entry Attachments". At the top, there is a purple header with a search bar and the user name "Cassandra Thomason". Below the header, a blue bar indicates the current environment: "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". There is a large white area for uploading files with an "Upload" button and a "Drop files here" instruction. A file named "For Training purposes only.docx" is listed with a "Delete" button. At the bottom of the main area, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button. Another red arrow points to the "Upload" button.

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

Search

Cassandra Thomason

Pasadena ISD / ENV1

### 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	\$600.00
199.11.6399.000.002.11.000000.2021.002.0	\$20,000.00	Move PO111111 to correct object code -\$600.00	-\$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.

Pasadena ISD / ENV1

Search Cassandra Thomason

### 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: July  
Status: All

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

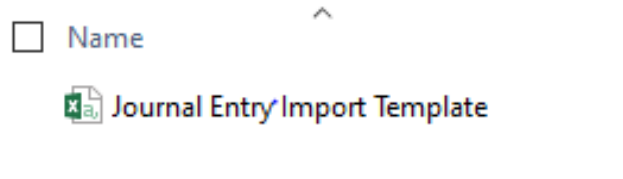
Row Count: 1

Details | New Journal | Delete | Attachments

Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntrySummary.jsp | Modify Security

## How to Import a Journal Entry

18. Open the **Journal Entry Import Template** and fill in the columns with the information.

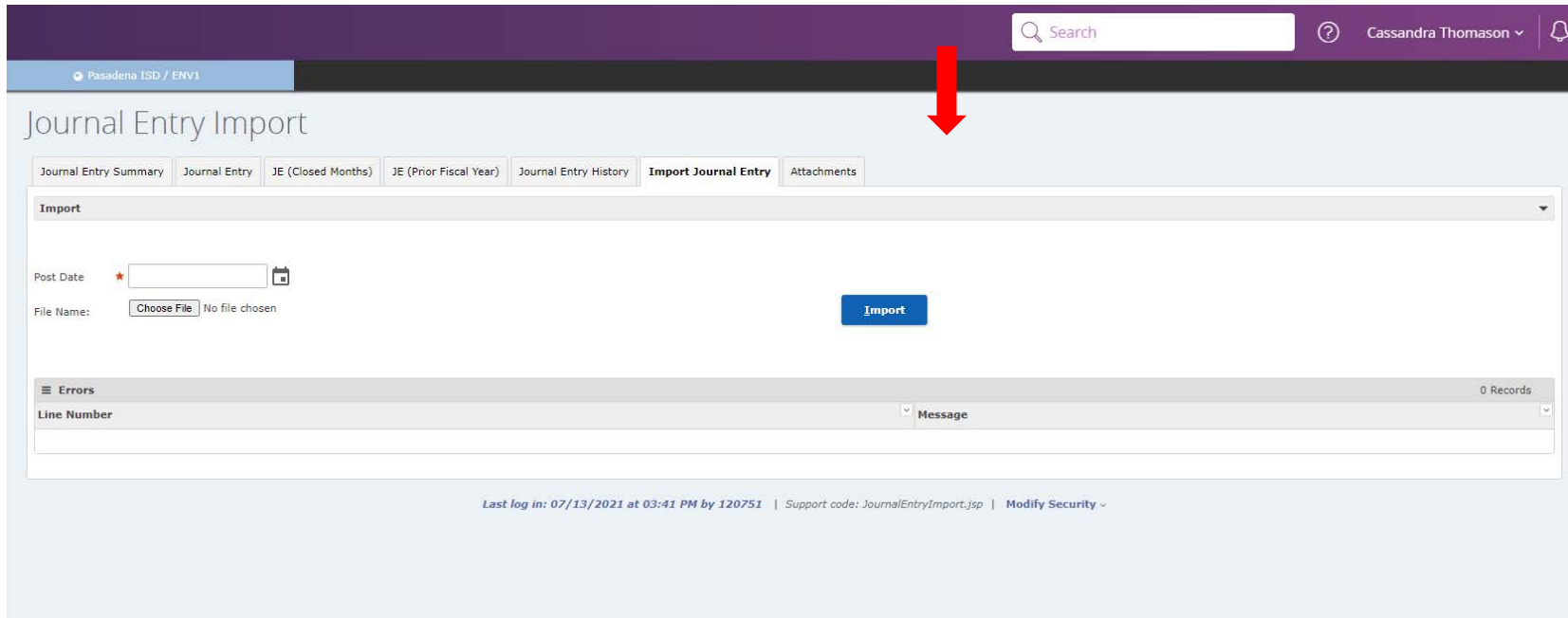


	A	B	C	D	E
Account String		Program Year	DR Amount	CR Amount	Description
199-11-6399-000-001-11-000000		2021	100		Reclass Asset
199-11-6398-000-001-11-000000		2021		100	Reclass Asset

Side Note: When entering the budget string, you must include the dashes between elements. Once you are done entering all the information, delete line 1, save and close the saved excel file

19. Go to the Entry Point **“Journal Entry”**.

## 20. Click on Import Journal Entry Tab



The screenshot displays the 'Journal Entry Import' web application interface. At the top, there is a purple header bar containing a search box with the text 'Search', a user profile for 'Cassandra Thomason', and a notification bell icon. Below the header, a blue navigation bar shows the current user's location as 'Pasadena ISD / ENV1'. The main content area is titled 'Journal Entry Import' and features a series of tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. A red arrow points to the 'Import Journal Entry' tab. The 'Import' section contains a 'Post Date' field with a calendar icon, a 'File Name' field with a 'Choose File' button and the text 'No file chosen', and a blue 'Import' button. Below this is an 'Errors' section with a table header showing 'Line Number' and 'Message', and a '0 Records' indicator. At the bottom, a footer provides system information: 'Last log in: 07/13/2021 at 03:41 PM by 120751 | Support code: JournalEntryImport.jsp | Modify Security'.

21. Put in the current day's date as the **Posting Date** then click on the **Choose File** box

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Search

Cassandra Thomason

### Journal Entry Import

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

**Import**

Post Date \*

File Name:  No file chosen

**Errors** 0 Records

Line Number	Message
-------------	---------

Last log in: 07/13/2021 at 03:41 PM by 120751 | Support code: JournalEntryImport.jsp | [Modify Security](#)

22. Once the file is uploaded then click the **Import** button

Pasadena ISD / ERV1

## Journal Entry Import

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

**Import**

Post Date \*

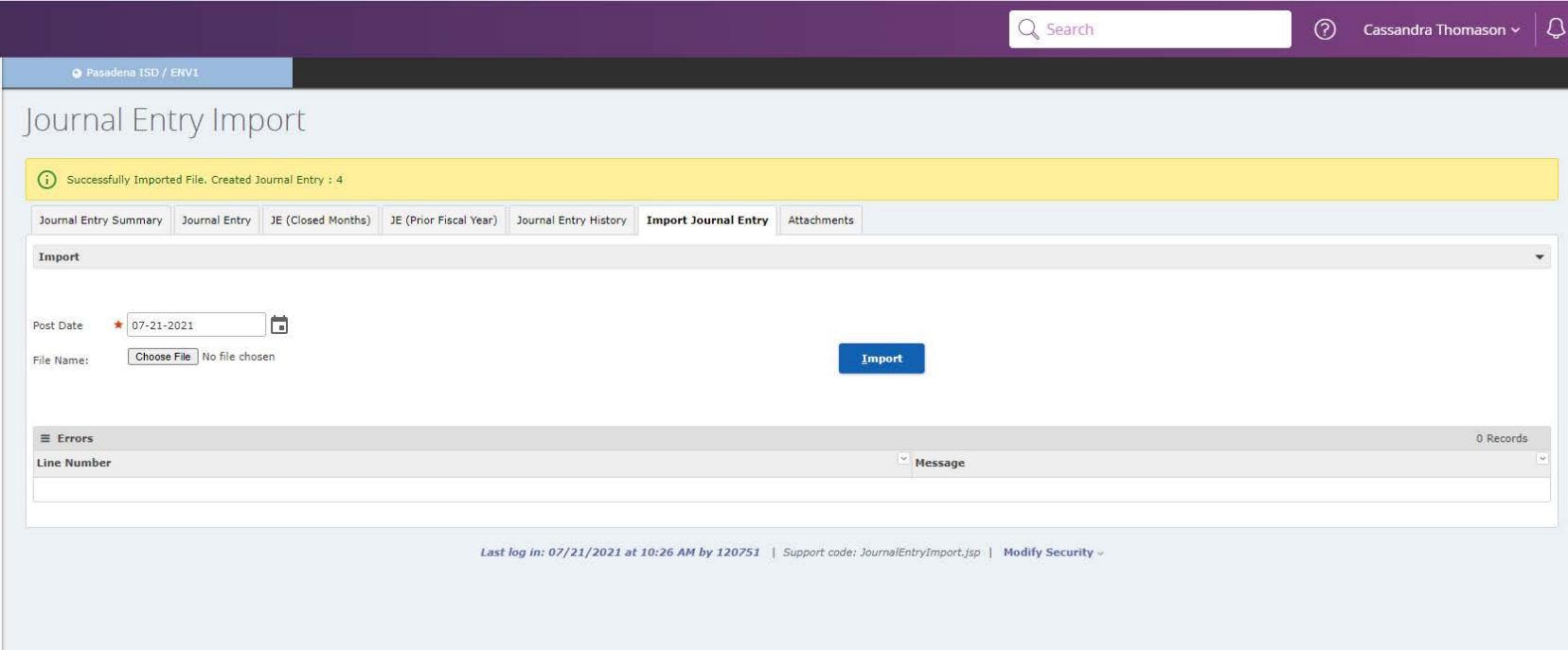
File Name:  Journal Entry... Template.csv

**Errors** 0 Records

Line Number	Message

Last log in: 07/19/2021 at 04:12 PM by 120751 | Support code: JournalEntryImport.jsp | [Modify Security](#)

23. You will see the “**Successfully Imported File**” message and the Frontline created Journal Entry number.



The screenshot displays the 'Journal Entry Import' web application interface. At the top, there is a purple navigation bar with a search box, a user profile for 'Cassandra Thomason', and a notification bell. Below this is a blue breadcrumb trail showing 'Pasadena ISD / ENV1'. The main heading is 'Journal Entry Import'. A prominent yellow banner at the top of the content area contains a green information icon and the text 'Successfully Imported File. Created Journal Entry : 4'. A red arrow points to this banner from the left. Below the banner is a horizontal menu with tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry' (which is active), and 'Attachments'. The 'Import Journal Entry' section contains a form with a 'Post Date' field set to '07-21-2021' and a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. A blue 'Import' button is positioned to the right of the file field. Below the form is an 'Errors' section with a table header 'Line Number' and 'Message', and a '0 Records' indicator. At the bottom of the page, there is a footer with the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryImport.jsp | Modify Security'.

24. Then click on the **Journal Entry Summary** tab and highlight the line for the Journal Entry number created during the import. Then click the **Detail** button.

The screenshot shows the 'Journal Entry Summary' page. At the top, there is a search bar and the user name 'Cassandra Thomas'. Below the search bar, the page title 'Journal Entry Summary' is displayed. A navigation bar contains 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 Summary' tab is selected and highlighted with a red arrow. Below the tabs is a 'Search Criteria' section with dropdown menus for 'Calendar Year' (2021), 'Month' (July), and 'Status' (All), along with a 'Search' button. Below the search criteria is a table with the following data:

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
07-21-2021	07-21-2021	4		Entered		
07-21-2021	07-21-2021	7		Entered		

The second row of the table is highlighted in yellow and pointed to by a red arrow. Below the table, the 'Row Count: 3' is displayed. At the bottom of the page, there are four buttons: 'Details', 'New Journal', 'Delete', and 'Attachments'. The 'Details' button is highlighted with a red arrow. At the very bottom, there is a footer with the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntrySummary.jsp | Modify Security ~'.

25. In the **Title \*** box, type in a brief description of the purpose for the journal entry. (This will help with identifying the transaction on your reports). When you click the tab button on the keyboard, frontline will automatically populate the information that was entry in the title \* box to the **Description \*** box. The date \* will be the **Posting Date** on the general ledger. The Notes box is for you to provide more detail information (Step 4-6 of individual Journal Entry). Then click **Save My Work** button.

Successfully saved

Search

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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: 4

Title \*  Description \*  Date \*

Created By: Cassandra Thomason

JE Link:

Notes:

**Account Details**

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6399.000.001.11.000000.2021.001	\$19,990.10	Reclass Asset	\$100.00
199.11.6398.000.001.22.000000.2021.001	\$20,000.00	Reclass Asset	-\$100.00
			\$0.00

Auto Complete: on

Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security



26.If you have an error on your spreadsheet, Frontline will give you an errors message with information such as what line is in error and a short description of the error.

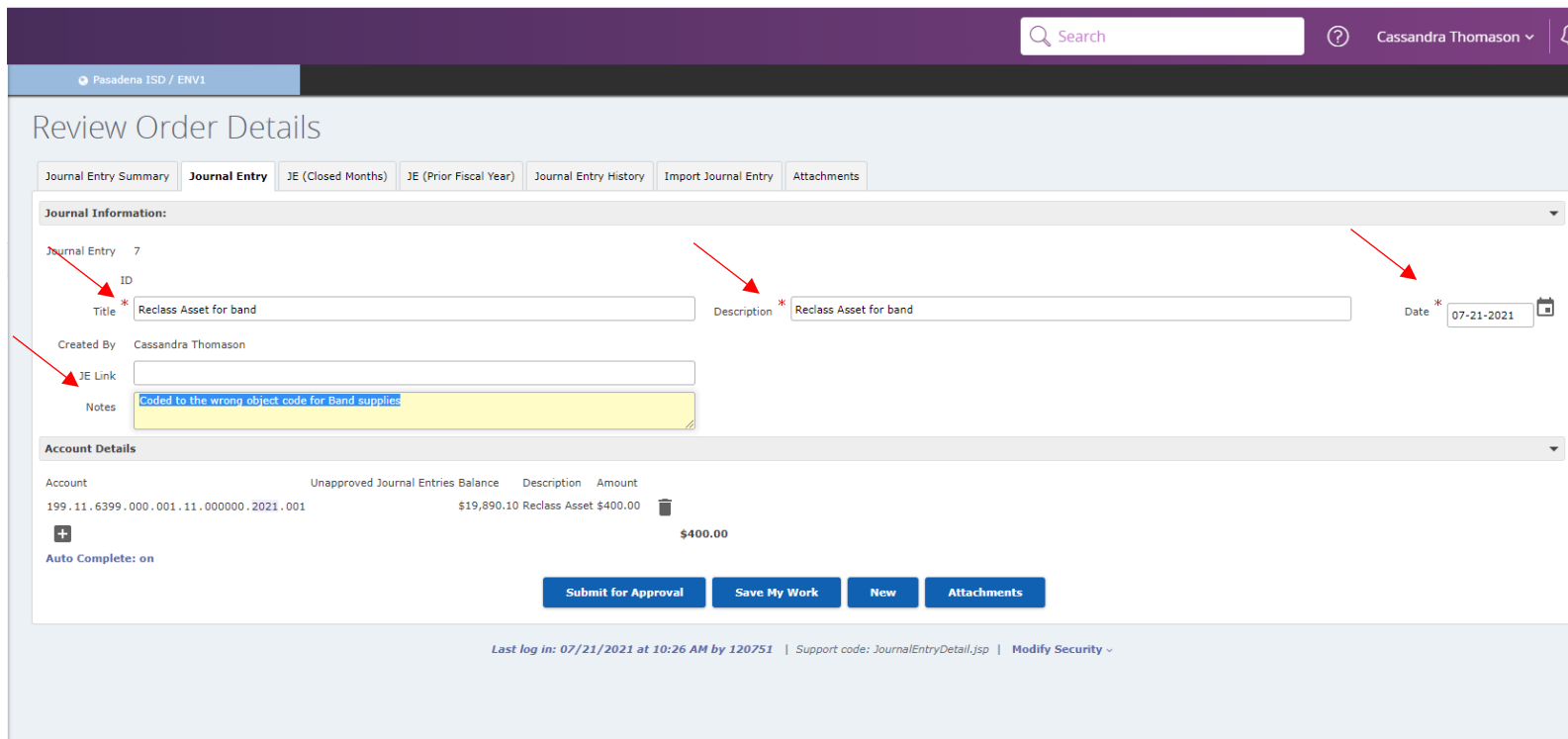
The screenshot displays the 'Journal Entry Import' interface. At the top, there is a search bar and a user profile for 'Cassandra Thomason'. Below the header, the page title 'Journal Entry Import' is visible. A yellow banner contains two messages: 'Successfully Imported File. Created Journal Entry : 5' and 'Please refer to errors table below for skipped records.' Below this banner are several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Import Journal Entry' tab is active. Underneath, there is an 'Import' section with a 'Post Date' field set to '07-21-2021' and a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. An 'Import' button is also present. Below the import section is an 'Errors' table with 1 record. The table has columns for 'Line Number' and 'Message'. The error message is 'Cannot find account Id for : 199-11-6398-000-001-11-000000 and : 2021'. At the bottom of the page, there is a footer with the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryImport.jsp | Modify Security -'. Two red arrows point to the success message and the error table.

27. To fix the errors, there are two different ways. You can go to the **Journal Entry Summary** tab and then highlight the line of the Journal entry number you want to correct. Then click the detail button at the bottom. The second way is to highlight the line of the Journal entry number and click the **Journal Entry** tab at the top

The screenshot shows the 'Journal Entry Summary' page in a web application. At the top, there is a search bar and the user name 'Cassandra Thomason'. Below the search bar, the page title 'Journal Entry Summary' is displayed. A navigation bar contains several tabs: 'Journal Entry Summary' (selected), 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. Below the navigation bar, there is a 'Search Criteria' section with dropdown menus for 'Calendar Year' (2021), 'Month' (July), and 'Status' (All), along with a 'Search' button. A table with 7 columns is shown below the search criteria. The table has three rows, with the third row highlighted in yellow. Below the table, there is a 'Row Count: 3' label and four buttons: 'Details', 'New Journal', 'Delete', and 'Attachments'. At the bottom of the page, there is a footer with the text 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntrySummary.jsp | Modify Security'. Red arrows point to the 'Journal Entry Summary' title, the third row of the table, and the 'Details' button.

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
07-21-2021	07-21-2021	4		Entered		
07-21-2021	07-21-2021	7		Entered		

28. In the **Title \*** box, type in a brief description of the purpose for the journal entry. (This will help with identifying the transaction on your reports). When you click the tab button on the keyboard, frontline will automatically populate the information that was entry in the title \* box to the **Description \*** box. The date \* will be the **Posting Date** on the general ledger. The Notes box is for you to provide more detail information (Steps 4-6 of individual Journal Entry). Then click **Save My Work** button.



- 29. Then just repeat step 7-9 until you have entered all the correct lines.
- 30. Then repeat step 13-17
- 31.