


# Journal Actual - FIN3200

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***Finance > Maintenance > Postings > Journal Actual***

This tab is used to create journal entries for realized revenue, expenditures, and balance sheet accounts. You can enter all transactions related to one journal voucher, as long as the debit and credit entries are balanced within the fund and fiscal year.

The page consists of three sections: transactions, detail, and summary. When the transaction is highlighted, the detail and summary are displayed. If the detail is highlighted, the summary section displays a summary of the highlighted transaction.

Reference the Debit/Credit Guide for additional information.

## Retrieve existing journal vouchers:

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| **Retrieve an existing record.** | In the **JV Number** field, type the journal voucher number.<br><br>In the **JV Number** Description field, type the journal voucher description.<br><br>Click **Retrieve**.<br>If the journal voucher number is not known, click **Directory**.<br>To search for a specific purchase authorization number, type data in one or more of the search fields.<br>To search through all available data, leave all fields blank.<br>Click **Search**. A list of journal voucher numbers matching the search criteria is displayed.<br>Select a journal voucher number from the list. Otherwise, click **Cancel**. |

## Create a journal voucher or add a journal entry:

❑ Click **Add JV** to add a journal voucher.

| Field | Description |
|---|---|
| **JV Type** | The field is set to ACTUAL. |
| **JV Number** | Type an alphanumeric journal voucher number, hyphens are allowed. Leading zeros are not required. If the journal voucher number is alphanumeric, the field is not zero-filled. The field can be six characters.<br>If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, the **JV Number** field displays AUTO. When the record is saved, AUTO is replaced with the next available journal voucher number. |

| Field | Description |
|---|---|
| **JV Number Description** | Type a user-defined description of the journal voucher transaction.<br><br>If a description exists in the **Default JV Number Description** field, that description automatically displays in the **JV Number Description** field. You may change the description. The description can be a maximum of 30 characters.<br><br>When creating requisitions, the **JV Number Description** field automatically populates with *REQ* plus the requisition number. This is for current year requisitions only. |
| **Acct Per** | The accounting period for the transaction is displayed. |
| **Ignore for Grants and Projects** | Select to ignore all JV entries for the Grants and Projects application. |
| **Default JV Number Description** | Type a JV number description that is used for new journal vouchers automatically, that is, all journal vouchers created contain the default JV number description. |

❑ Click **+Add** to add a transaction.

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| **Account Code** | Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number.<br>If the account code is not known, place the cursor in the account code field and press F2. Or, click **Lookup**. The Account Codes lookup is displayed.<br>To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes.<br>Click **Search**. A list of available account code components is displayed.<br>Select an account code component from the list. Otherwise, click **Cancel** to return to the tab.<br><br>If needed, the same account code can be selected for a transaction line when creating numerous transactions. Journal voucher entries can be saved with an account code that does not exist in the Chart of Accounts if **Allow JV Account Creation** is selected on the District Administration > Maintenance > User Profiles > Permissions tab. If **Allow JV Account Creation** is selected, then the account code is created upon clicking **Save** if all account code components exist in the tables. |
| **Description** | The general ledger description of the account code is displayed. |
| **Reason** | If a description exists in the **JV Number Description** field, that description is automatically displayed in the Reason field. You may change the reason. The reason can be a maximum of 30 characters. |
| **Debit or Credit Amount** | Tab to either the **Debit Amount** or **Credit Amount** fields to enter an amount for the transaction. If any pending transaction overdraws an account, an error message is displayed to alert the user of the overdrawn condition for the specific account. |
| **Trans Date** | The current system date is displayed by default. If the transaction has not been through end-of-month processing, the date can be modified. |
| **User ID** | The name of the user who created the transaction is displayed. Users are created in the Security Administration application. |

❑ Click **Save**. The system validates that the debit and credit amounts balance within a specific journal voucher and that the debit and credit amounts balance within a specific fund. If the user attempts to save an unbalanced fund, the system advises the user that the funds are out of balance

and cannot be saved. You must correct the imbalance prior to saving.

| | |
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| | Click to view additional information for the transaction in the bottom grid. |
| **Refresh Description** | Click after an existing object code number is entered to update the **Description** field. The object code description is populated from the Object tab. |
| **Refresh Totals** | Click to update the totals. |

In the summary section, a row is added when an account code is selected and entered in the detail section. All fields are display only.

| | |
|---|---|
| **Account Code** | The account code selected when the journal actual transaction was created is displayed. |
| **Description** | The general ledger description of the account code is displayed. |
| **Curr Exp/Rlzd Rev** | The expenditure or realized revenue balance for the selected account is displayed. The balance reflects all changes made in the current and next accounting periods. |
| **Current Balance** | The balance for the selected account is displayed. The balance reflects all changes made in the current and next accounting periods. |
| **Debit Amount and Credit Amount** | The amount to balance the transaction that was entered in the detail section is displayed. |
| **Adj Exp/Rlzd Rev** | The anticipated new balance for the selected account is displayed. |
| **Adjusted Balance** | The anticipated new actual balance after posting of debit/credit is displayed. |

## Reverse a journal voucher:

You can reverse an entry in the transaction section of the tab.

❑ Click **Reverse**.

- The **Debit Amount** and **Credit Amount** fields in the summary section to zero.
- The value that is reversed is added to the **Adj Exp/Rlzd Rev** field and modifies the **Adjusted Balance** field to display the new balance.

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| **Trans Date** | The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered. |
| **User ID** | The name of the user who created the transaction is displayed. Users are created in the Security Administration application. |

❑ Click **Save**. The system validates that the debit and credit amounts balance within a specific journal voucher and that the debit and credit amounts balance within a specific fund. If the user attempts to save an unbalanced fund, the system advises the user that the funds are out of balance and cannot be saved. You must correct the imbalance prior to saving.

## Duplicate a journal voucher or entry:

The duplicate option allows you to duplicate an existing journal actual transaction from a previous year file ID to file ID C. The duplicate function only displays if you are logged on to the previous year file ID associated with file ID C. For example, if the previous year file ID is 4 for file ID C in the District

Finance Options table, you can log on to file ID 4, and the **Duplicate JV** button is available. However, if you log on to file ID 3, **Duplicate JV** is not available.

This is a comma-delimited file format, which means that commas are not allowed within a field.

❑ Select an existing transaction to be duplicated. Click **Duplicate JV**. A pop-up window with associated journal actual fund/fiscal year transactions is displayed.

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| **File ID** | The file ID is displayed. |
| **JV Number** | The selected JV number is displayed, but it can be modified. If the journal voucher number is already assigned to file ID C, a message is displayed prompting you to enter a different journal voucher number. Also, a duplicate journal voucher is not allowed if there are detailed transactions with class 5XXX-8XXX for the selected journal voucher that is being duplicated from a previous file ID.<br><br>**Note**: If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, AUTO is displayed in the **JV Number** field. When you click **Execute**, AUTO is replaced with the next available journal voucher number from file ID C. A message with the newly assigned next available JV number is displayed when the duplicate transactions have been copied successfully to file ID C. |
| **Transaction Date** | The current system date is displayed, but it can be modified. |
| **Ignore for Grants and Projects** | Select to ignore all JV entries for the Grants and Projects application.<br><br>This check box is only enabled when duplicating a JV transaction with a JV type of Actual. |

Under **Accounting Period**, you can choose to duplicate the accounting period for the current accounting period or the next accounting period.

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| **From Fund/Year** | The previous year is displayed. All transactions associated with the From Fund/Year are changed to the To Fund/Year. |
| **To Fund/Year** | The current year is displayed, but it can be modified. All transactions associated with the From Fund/Year are changed to the To Fund/Year. |

❑ Click **Execute** to start the export function. You are prompted to create a backup. A pop-up with the assigned JV number is displayed. Click **OK**. A message indicating that the duplicate JV transactions process completed successfully is displayed. Click **OK**.

❑ Click **Cancel** to close the pop-up window without creating a duplicate JV transaction.

**Note**: If the account code does not exist in file ID C, the account code is created in the chart of accounts.

## Other functions and features:

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| **+Add** | Click to add a row to the grid or press ALT+1.<br>**Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad. |
| **Reset** | Click to reset all previously selected options to the default. |

| | |
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| **Delete** | Click to delete the journal voucher. A message is displayed asking you to confirm the deletion.<br><br>Click **Yes** to delete the journal voucher. Otherwise, click **No** to return to the tab without deleting the journal voucher. |
|  | Click to delete a transaction. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Print** | Click to print the journal voucher information. Review the report. |


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