

# Journal Entry Quick Reference Card

## Journal Entry Grid Navigation

Toggle between Open and Posted JEs

Quick Search all JE Columns

Import new JEs or Export JEs shown in grid

Access Other Functions without Leaving JE

Add New Journal Entry

Sort Any Column, Hold Down Shift for Multiple column sort

Row Count of Items Displayed

Filter Column Methods

Enter Text to Filter Any Column

Column Totals

Easily View, Add or Edit Attachments

Quickly View, Add or Edit Notes

REF#	STATUS	PERIOD	DATE EN...	DESCRIPTION	TYPE	SYS	SOURCE	USER	DEBIT	CREDIT	ATTACHMENT	NOTE
100530	Open		04/07/2021	JE - PETTY CASH	Standard	GL		support	0.00	0.00		
100546	Open		08/20/2021	Adjust contra	Standard	GL	JE	support	0.00	0.00		
100547	Open		08/03/2020	Adjust Contra	Standard	GL	JE	support	50.00	50.00		
100556	Open		02/10/2021	JE ARUN 1	Standard	GL		support	0.00	0.00		
100557	Open		01/13/2021	Arun JE 3	Standard	GL		support	0.00	0.00		
100563	Error		06/02/2021	STATS JE	Standard	GL		support	50.00	0.00	1	
100576	Open	AUG 2020	06/03/2021	REVERSING JE	Reversing	GL		support	0.00	0.00	2	
<b>Total:</b>									169008.67	169441.66		

## Select Journal Entries (JEs) to Post

Quickly Clear All Filters

Select Entries to Post

Count of Selected Rows

Show & Hide STAT Columns

Show & Hide Column Filters

Cancel Select Entries to Post Mode

Post Selected Entries

REF#	STATUS	PERIOD	DATE E...	DESC...	TYPE	SYS	SOUR...	USER	DEBIT	CREDIT	DB STA...	CR STA...	ATTACHMENT	NOTE
<input checked="" type="checkbox"/>	100547	Open	AUG 2020	08/03/20...	Adjust C...	Standard	GL	JE	support	50.00	50.00	0.00	0.00	
<input checked="" type="checkbox"/>	100556	Open	AUG 2020	02/10/20...	JE ARU...	Standard	GL		support	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	100557	Open	AUG 2020	01/13/20...	Arun JE 3	Standard	GL		support	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	100563	Error	AUG 2020	06/02/20...	STATS JE	Standard	GL		support	50.00	0.00	50.00	0.00	
<input type="checkbox"/>	100576	Open	AUG 2020	06/03/20...	REVERSI...	Reversing	GL		support	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	100581	Open	AUG 2020	06/05/20...	JE AR2	Standard	GL		support	34.50	34.50	31.50	0.00	
<input type="checkbox"/>	100590	Open	AUG 2020	08/15/20...	brian JE 2	Standard	GL		support	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	100592	Open	AUG 2020	03/10/20...	JE Arun ...	Standard	GL		support	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	100595	Open	AUG 2020	06/09/20...	TRAN D...	Standard	GL		support	100.00	100.00	0.00	0.00	

# Journal Entry Quick Reference Card

## Add Journal Entry (JE)

## Add Distribution to Journal Entry (JE)

Reference #: 100593  
 Function: Standard  
 Facility #: 2-QA14-FC01  
 Post Period: AUG 2020  
 Description: [Text Field]  
 Transaction Date: mm/dd/yyyy  
 Source: [Text Field]  
 System: [Text Field]  
 JE Note: [Text Area]

**JE Options**

Reversing     Stats  
 Recur Thru Mo/Yr     Repeat Description

Buttons: Delete, Save

- Select from Standard, Recurring & Prior Period
- Select Facility
- Select Applicable Period
- Attach Docs after Save
- Enter JE Specific Information
- Description & Transaction Date are Required
- Select additional JE Info: Reversing, Include Stats, Length of Recurring
- Save to enable Add Distribution

Callouts:

- Collapse Select JE Column for Larger Add Distribution Workspace
- Back to Full JE List
- Add Attachments to JE
- Add Distribution without Leaving the JE Screen
- Quickly Key in Debit, Credits, and Stats
- Add Multiple Distributions
- Add Distribution Accounts Using a Pre-Defined Template
- Import Distributions Directly from CSV File

Table: Select JE

REF#	STATUS	PERIOD
100541	Open	APR 2021
100542	Open	JUN 2021
100543	Open	JUL 2021
100544	Open	AUG 2021
100545	Open	SEP 2021
100546	Open	AUG 2021
100547	Open	AUG 2020
100551	Open	SEP 2020
100552	Open	MAY 2021
100556	Open	AUG 2020
100557	Open	AUG 2020
100563	Open	AUG 2020
100576	Open	AUG 2020
100581	Open	AUG 2020
100590	Open	AUG 2020
100592	Open	AUG 2020
100595	Open	AUG 2020
100596	Open	AUG 2020
100598	Open	JUN 2021
95899	Open	OCT 2020

Buttons: + Add Distribution, Clear Filter, Show Stats, Hide Column Filters, Select Distribution To Delete, Delete Distribution

Table: Distribution

FAC	ACCOUNT#	ACCOUNT TYPE	DESCRIPTION	DEBIT	CREDIT	NOTE
No Rows To Show						
Total:				0.00	0.00	

Buttons: + Add Distribution, Clear Filter, Show Stats, Hide Column Filters, Select Distribution To Delete, Delete Distribution, Import

Callouts:

- New JE Entry Remains Selected
- Delete Enabled After Save

## Add Attachment to Journal Entry (JE)

Workflow Steps:

- Select Attachment Button
- Select Add Attachment to Choose File
- Single Click on Row to View Attachment
- Attachment will display or Zip Files will Download
- Use Select Attachments to Select Attachments to Delete or Download
- Cancel or X to Close
- Select Choose File to Identify Document to Import
- Use Auto Zip Functionality for Large Files
- Select Import to Add Attachment

Table: Attachments for REF#100595 - TRAN LEADING AGE DUES

FILE	DESCRIPTION	TYPE	ATTACHED BY	ATTACHED DATE	SIZE
JE Attachment 1.zip		application/zip	support	06/09/21 5:13:09 PM	902.89 KB
JE Attachment 2.jpg		image/jpeg	support	06/09/21 5:15:02 PM	904.89 KB

Table: IMPORT ATTACHMENT

Choose File
JE Attachment 1.jpg

Buttons: + Add Attachment, Select Attachments, Delete, Download, Cancel, Import

## Edit Journal Entry – Add/ Edit Distributions

### Journal Entry to Distribution Entry

- Easily see totals for Journal Entries
- Quickly see totals for Distribution for selected Journal Entry
- Work within a single screen

The screenshot displays the software interface for editing a Journal Entry and its associated Distributions. The interface is divided into three main sections: 'Select JE', 'Journal Entry', and 'Distribution'.

**Select JE:** A list of Journal Entries with columns for REF#, STATUS, and PERIOD. An annotation 'Error Indicator When Distributions Aren't Balanced' points to a red triangle icon next to entry 100595.

**Journal Entry:** A form for editing details for entry 94784. Fields include Reference #, Function (Recurring), Facility # (2-QA14-FC01), Post Period (OCT 2020), Description (ADJUSTING ENTRY - HUD E), Transaction Date (08/31/2020), Source (AJE), and System (GL). There is an 'Attachment' button and 'JE Options' for Reversing, Stats, Recur Thru Mo/Yr, and Repeat Description.

**Distribution:** A table of distributions with columns for FAC, ACCOUNT#, ACCOUNT TYPE, DESCRIPTION, DEBIT, CREDIT, and NOTE. A total row at the bottom shows 196.53 for both Debit and Credit. A callout 'Filter Column Options' points to a dropdown menu with options like 'Contains', 'Not contains', 'Equals', 'Not equal', 'Starts with', and 'Ends with'. Another callout 'Quick Access to Add or View Notes for Each Distribution' points to the 'NOTE' column.

**Annotations and Callouts:**

- 'Select JE' points to the 'Select JE' panel.
- 'Enter/ Modify JE Detail' points to the 'Journal Entry' form.
- 'Enter/ Modify Distributions' points to the 'Distribution' table.
- 'Collapse Select Panel for Larger Distribution Workspace' points to the 'Select JE' panel.
- 'Back to Full JE List' points to the 'Back' button.
- 'Add Distribution without Leaving the JE Screen' points to the '+ Add Distribution' button.
- 'Quickly Key in Debit, Credits, and Stats' points to the 'Quick Update' button.
- 'Add Multiple Distributions' points to the '+ Add Many' button.
- 'Add Distribution Accounts Using a Pre-Defined Template' points to the 'Use Template' button.
- 'Import Distributions Directly from CSV File' points to the 'Import' button.
- 'Error Indicator When Distributions Aren't Balanced' points to the red triangle icon.
- 'Filter Column Options' points to the dropdown menu.
- 'Quick Access to Add or View Notes for Each Distribution' points to the 'NOTE' column.
- 'Totals of Debit & Credits Entered' points to the total row.
- 'Drag & Drop to Re-order' points to the distribution table rows.
- 'Modify Active Fields or Add Attachment to JE' points to the 'Attachment' button.
- 'Select JE to Edit' points to the selected entry in the 'Select JE' list.