

Journal Entry Quick Reference Card

Journal Entry Grid Navigation

This screenshot shows the Journal Entry Grid interface with various callouts explaining navigation and filtering options:

- Toggle between Open and Posted JEs:** View: Open Posted Year
- Quick Search all JE Columns:** Search JE: Search by any column
- Import new JEs or Export JEs shown in grid:** Import JEs, Export JEs
- Access Other Functions without Leaving JE:** Print JEs, Go To
- Add New Journal Entry:** + Add JE
- Sort Any Column, Hold Down Shift for Multiple column sort:** Sort dropdown menu (Contains, Not contains, Equals, Not equal, Starts with, Ends with)
- Row Count of Items Displayed:** Rows: 22 of 117
- Filter Column Methods:** Filter dropdown menu
- Enter Text to Filter Any Column:** Search input field
- Column Totals:** Total: 169008.67 (Debit), 169441.66 (Credit)
- Easily View, Add or Edit Attachments:** Attachment icons (1, 2)
- Quickly View, Add or Edit Notes:** Note icons

Select Journal Entries (JEs) to Post

This screenshot shows the Journal Entry Grid with callouts for selecting entries to post:

- Quickly Clear All Filters:** Clear Filter button
- Show & Hide STAT Columns:** Hide Stats button
- Show & Hide Column Filters:** Show Column Filters button
- Cancel Select Entries to Post Mode:** Cancel JE Post button
- Post Selected Entries:** Post JEs button
- Select Entries to Post:** Checkmarks in the REF# column
- Count of Selected Rows:** Selected: 2

REF#	STATUS	PERIOD	DATE EN...	DESC...	TYPE	SYS	SOUR...	USER	DEBIT	CREDIT	DB STA...	CR STA...	ATTACHMENT	NOTE
<input checked="" type="checkbox"/>	Open	AUG 2020	08/03/20...	Adjust C...	Standard	GL	JE	support	50.00	50.00	0.00	0.00		
<input checked="" type="checkbox"/>	Open	AUG 2020	02/10/20...	JE ARU...	Standard	GL		support	0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Open	AUG 2020	01/13/20...	Arun JE 3	Standard	GL		support	0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Error	AUG 2020	06/02/20...	STATS JE	Standard	GL		support	50.00	0.00	50.00	0.00	1	
<input type="checkbox"/>	Open	AUG 2020	06/03/20...	REVERSI...	Reversing	GL		support	0.00	0.00	0.00	0.00	2	
<input type="checkbox"/>	Open	AUG 2020	06/05/20...	JE AR2	Standard	GL		support	34.50	34.50	31.50	0.00		
<input type="checkbox"/>	Open	AUG 2020	08/15/20...	brian JE 2	Standard	GL		support	0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Open	AUG 2020	03/10/20...	JE Arun ...	Standard	GL		support	0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Open	AUG 2020	06/09/20...	TRAN D...	Standard	GL		support	100.00	100.00	0.00	0.00	2	

Journal Entry Quick Reference Card

Add Journal Entry (JE)

Add Distribution to Journal Entry (JE)

Journal Entry

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]

Reversing Stats
 Recur Thru Mo/Yr Repeat Description

- 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

Journal Entry Distribution

 Show Stats Hide Column Filters

REF#	STATUS	PERIOD	FAC	ACCOUNT#	ACCOUNT TYPE	DESCRIPTION	DEBIT	CREDIT	NOTE
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							

 Rows: 0

- 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
- New JE Entry Remains Selected
- Delete Enabled After Save

Add Attachment to Journal Entry (JE)

Facility #: 2-QA14-FC01
 Post Period: AUG 2020
 Description: TRAN LEADING AGE DUES
 Transaction Date: 06/09/2021

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

IMPORT ATTACHMENT

Import a document by indicating the location of the file and selecting Import.

Choose File: JE Attachment 1.jpg

Type Not for Attachment Here

Zip And Upload

- 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

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 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. Callouts include 'Collapse Select Panel for Larger Distribution Workspace' and 'Error Indicator When Distributions Aren't Balanced' pointing to a red triangle icon next to entry 100595.

Journal Entry: A form for editing details. Callouts include 'Enter/ Modify JE Detail', 'Back to Full JE List', 'Modify Active Fields or Add Attachment to JE', and 'Select JE to Edit'.

Distribution: A table of distributions with columns for FAC, ACCOUNT#, ACCOUNT TYPE, DESCRIPTION, DEBIT, CREDIT, and NOTE. Callouts include 'Enter/ Modify Distributions', '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', 'Filter Column Options', and 'Totals of Debit & Credits Entered'. A dropdown menu for filtering is also shown.

Buttons and Actions: 'Quick Update', '+ Add Many', 'Use Template', and 'Import' buttons are visible at the top right. A callout 'Import Distributions Directly from CSV File' points to the 'Import' button.

Other Callouts: 'Drag & Drop to Re-order' points to the distribution table, and 'Quick Access to Add or View Notes for Each Distribution' points to the 'NOTE' column.

Advanced Grid Navigation

Drag & Drop to Reorder Columns

1. Hover then Hold Left Mouse
2. With Left Mouse Hold Drag to New Location
3. Drop column in New Location and Release Left Mouse Hold

Multi-Column Sort

- Click in Header Column to Sort Ascending
- Click in Header Column Twice to Sort Descending
- Hold Shift Down and Click in Header of Additional Column to Add Secondary Sort

Clear Filter

Use Clear Filter to Remove All Sorts, Clear Filters and Reset Column Order

Apply Multiple Filters to a Single Column

1. Select Column Filter Option
2. Select From Filter Drop-Down Options
3. Enter Text for Filter
4. Secondary Filter Criteria of AND / OR, Filter Options, and Text

Expand Column Width

1. Hover Over Column Line Until Double Arrow Displays
2. With Left Mouse Hold Drag to Right to Expand Column Width