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Journal Entry Batches

Daily > Journal Entry Batches

Displays all unposted **Journal Entry Batches**, with options to add, edit, delete, or import Journal Entries. To edit a posted journal entry, see below.

Top Menu Buttons

New: This button allows you to add a new Journal Entry.

New Dropdown: Import - opens the JE import dialogue to create multiple JEs from an outside data source.

Clone: This allows you to clone a prior journal entry, including all distribution lines.

- This saves valuable keying time if this current journal entry is similar to a prior journal entry.
- Journal entries will be displayed based on the filter selection at the top of the screen.
- Highlight the desired journal entry and click Display.
- The prior journal entry information will be displayed on the journal entry screen. You can make changes and add or delete distribution lines. Save when the entry is complete.

Clone with attachments: Follow the clone steps from above and include all attachments from the cloned entry.

Edit: This button allows you to edit the Journal Entry.

Delete: A JE cannot be deleted once posted unless you have high-level permission.

Post: Post the Journal Entry.

Attachments: Displays a list of all documents attached to the JE and enables view/download.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Audit (After Initial Save): The system stores any changes made, displaying the old value (before the change) and the new value (after the change.

Refresh: Refreshes the Journal Entries with the current filters.

Reports: You can print, preview, or export the list of Journal Entries displayed on the screen to Excel.

- **Print Journal Entry:** This will open a detailed report showing the information on the currently selected journal entry.

- **Print:** Depending on the user's workstation settings, the **Select Printer** dialogue opens to print the JE list or generates a PDF of the list information.
- **Export only visible rows to Excel: This downloads** the JE list information in .xls format, containing only the currently visible rows.
- **Export all rows to Excel:** Downloads all cells' JE list information in .xls format.

Advanced Filter: Click this button below the menu to do advanced filtering. You can filter by vendor#, JE.#, or a range of accounting periods.

Approvals Options: (Must be enabled)

Send to Reviewer: This button sends the Journal Entry to the **Reviewer**.

Submit: This only appears on the screen if Journal Entry approvals are activated. Enter the branch approval table for this journal entry. The system remembers the last branch the user selected and defaults to it the next time.

Approval Table Dropdown (before submission):

- **View approval table:** Displays the active approval table for the selected JE. Other options are available if the user has sufficient permissions.
- **View Approval Log:** Lists all approval activity for the selected Journal Entry (submitted by, assigned to Reviewer, approved by, etc.).

Approval Table Dropdown (after submission):

- **Insert additional approver:** This option allows you to insert an additional approver after the current waiting on user.
- **Remove Approver:** This option allows you to remove an approver, after the current waiting on user.
- **Approve on behalf of current approver:** Approves on behalf of the current waiting-on user and moves JE to the next approver in the workflow.
- **Send email to current approver:** This sends a system-generated email to the current waiting-on user indicating that the JE has not yet been approved.
- **Send email to Reviewer:** Sends the selected JE to a specified user for review/edit prior to approval submissions.
- **User same body for all checked entries:** Check this box if you choose to send the same message to all selected.

- **View Approval Table:** Displays the active approval table for the selected JE. Other options are available if the user has sufficient permissions.

- **View Approval Log:** Lists all approval activity for the selected Journal Entry (submitted by, assigned to Reviewer, approved by, etc.).

Groups: Select the approval group if you wish to view Journal Entries for just one Group, or select All to view Journal Entries for all approval groups. Adjacent to Group, a dropdown will display all Journal Entry approval tables for the selected group(s). Select a specific table as needed or leave it as (All) to display all approval tables.

Status: Filter by where JEs are in the approval process and are being paid.

Show only mine: Only those JEs that apply to you, which means only those you entered are waiting on you for approval or for you to post.

Show records due for approval before: When Due Dates are activated, this filter limits the JE list to those JEs due for approval before a specified date.

Right Click Menus

Edit: Adds a new row on the line above the selected row.

Delete: Deletes the selected row.

Edit a Posted Journal Entry

- **Change Accounting Period and/or Source**: If you know the batch#, go to *Daily > Browse Batch*. Click **Edit**. Or right-click *> Browse Batch* on a journal entry line when browsing **Account Transactions**. This option requires high-level journal entry permission.

- **Change Comments**: *Right-click> Edit Comments* on a journal entry line when browsing Account Transactions.

- **Change Amount, Account Number, dates, etc**.: If any of these fields need to be corrected, you should clone the journal entry, make corrections, and post. Then, delete the old/bad journal entry batch.
