

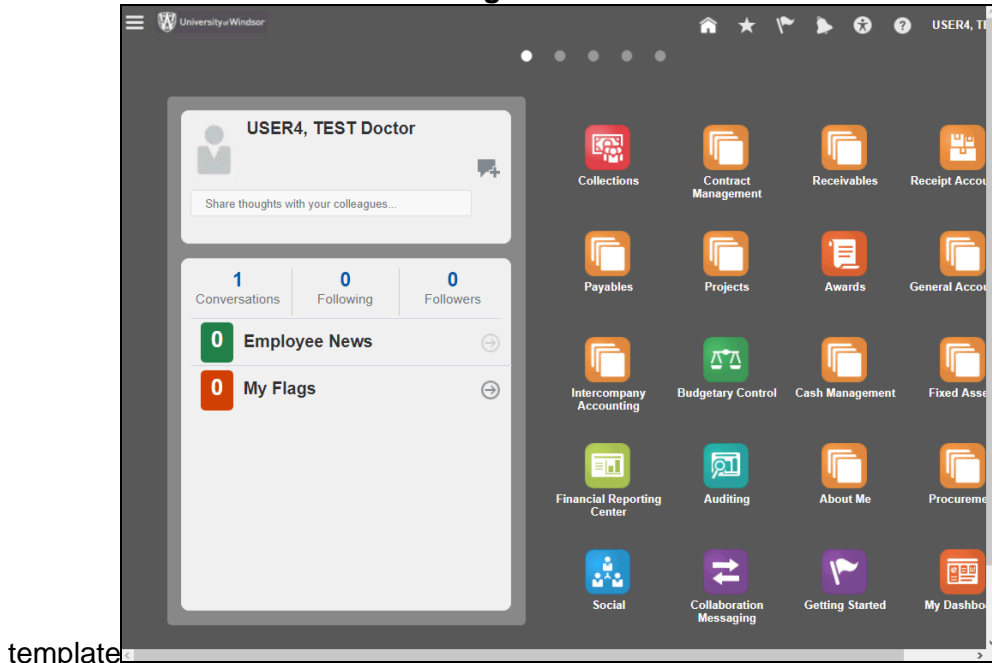
**GL 04: Create an intercompany journal entry**  
Created on 2/27/2018

## GL 04: Create an intercompany journal entry


### Procedure

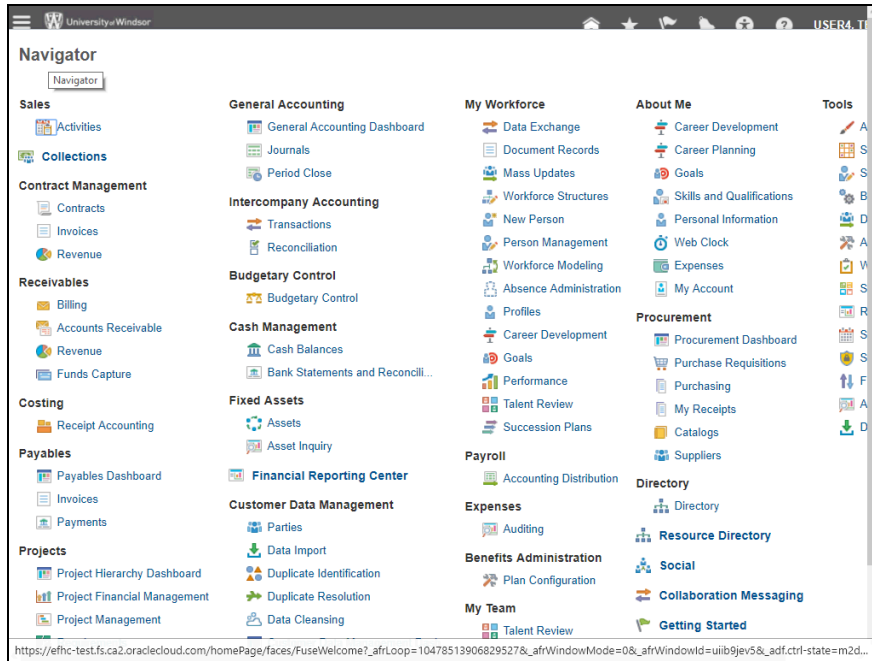
This User Guide outlines the steps required how to create an Intercompany journal entry.

**IMPORTANT:** If you are doing an entry to another department in which you DO NOT have access to, you must fill out the journal entry template available at [www.uwindsor.ca/uwinsitefinance](http://www.uwindsor.ca/uwinsitefinance) under Forms & Templates in the General Ledger section. You then send the entry to [postmyje@uwindsor.ca](mailto:postmyje@uwindsor.ca). Further training is also available under the resource listing for this

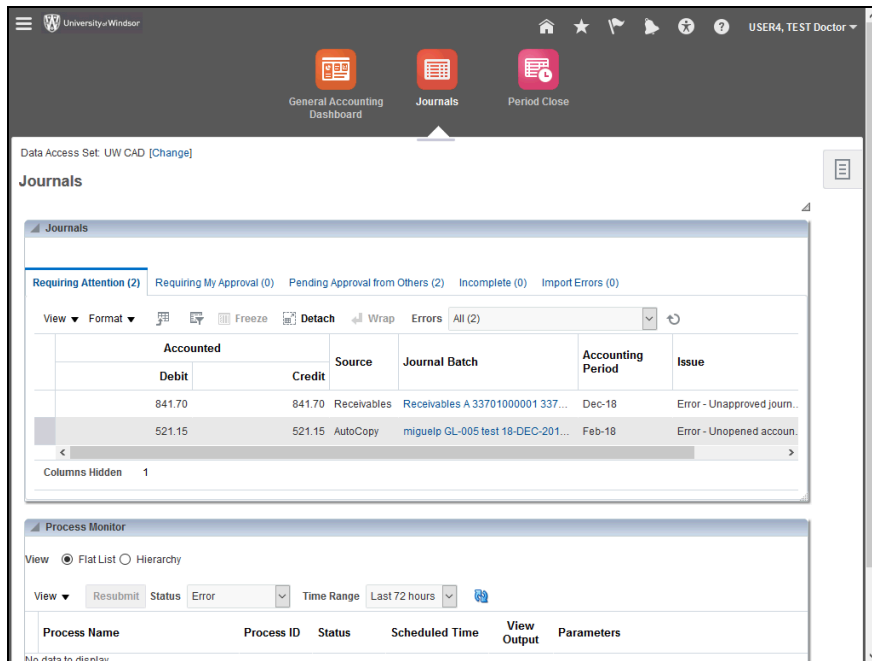



template

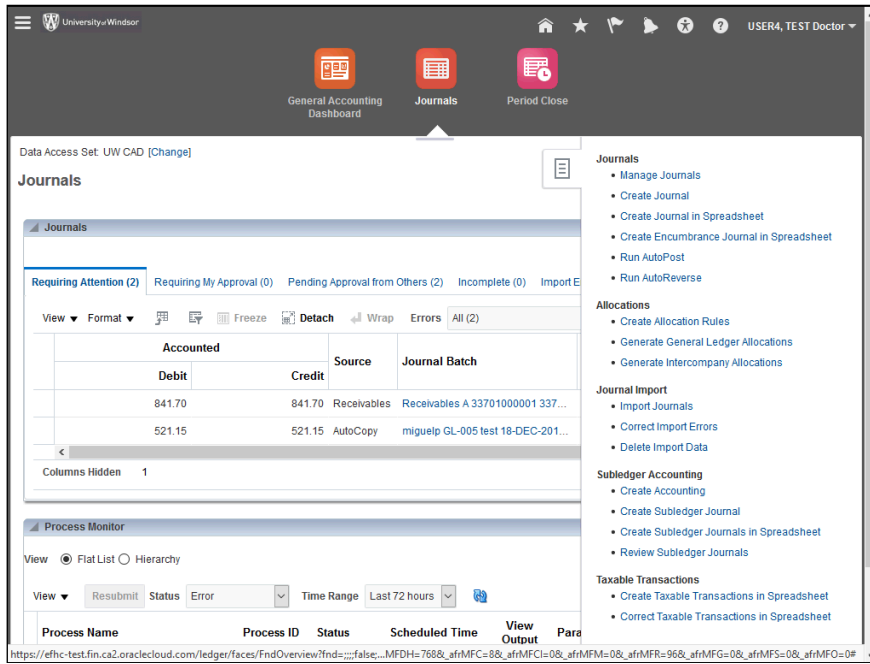
Step	Action
1.	Click the <b>Navigator</b> button. 



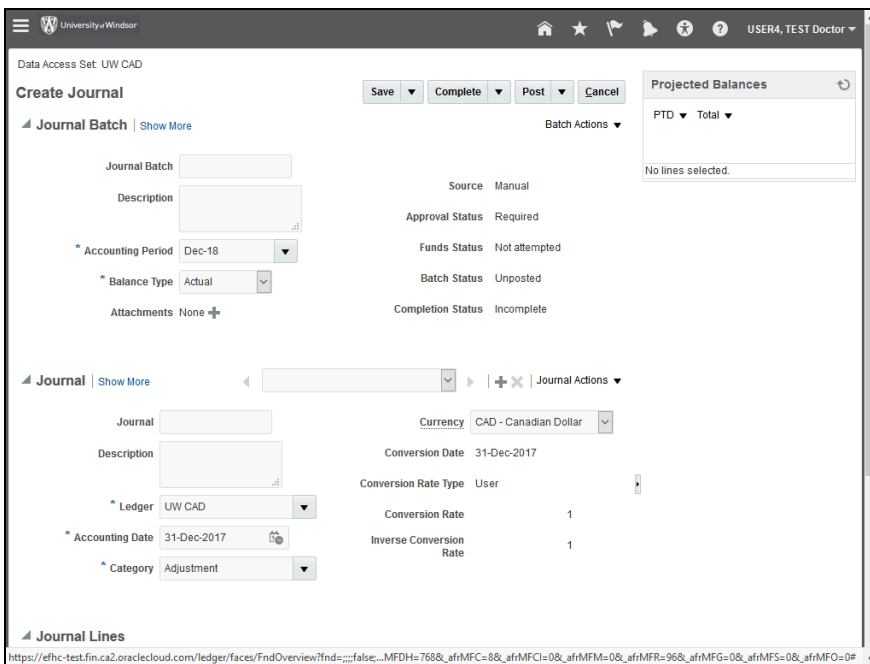
Step	Action
2.	Click the <b>Journals</b> link. <a href="#">Journals</a>



Step	Action
3.	Click the <b>Go to Task</b> menu. 



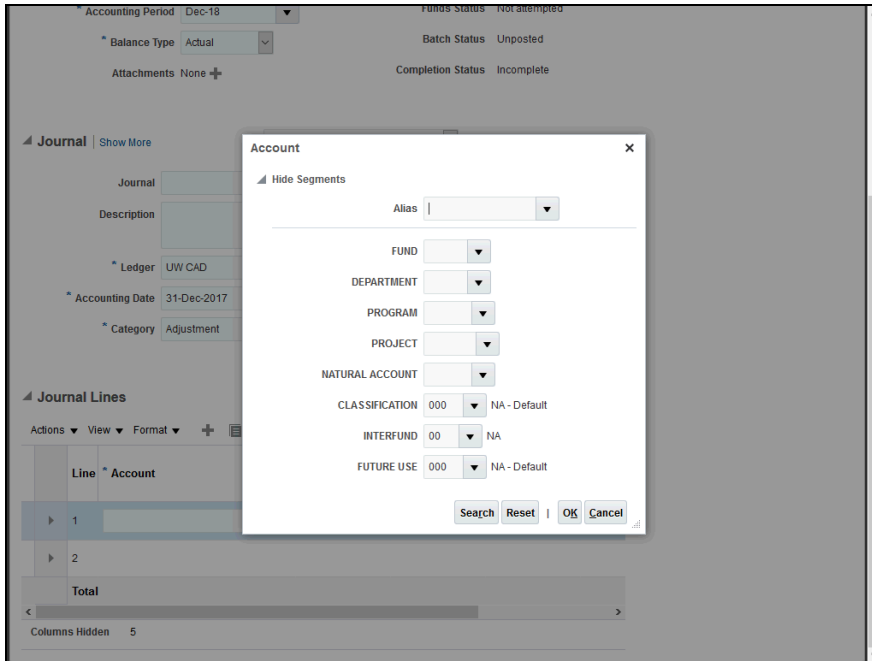
Step	Action
4.	Click the <b>Create Journal</b> link. <a href="#">Create Journal</a>



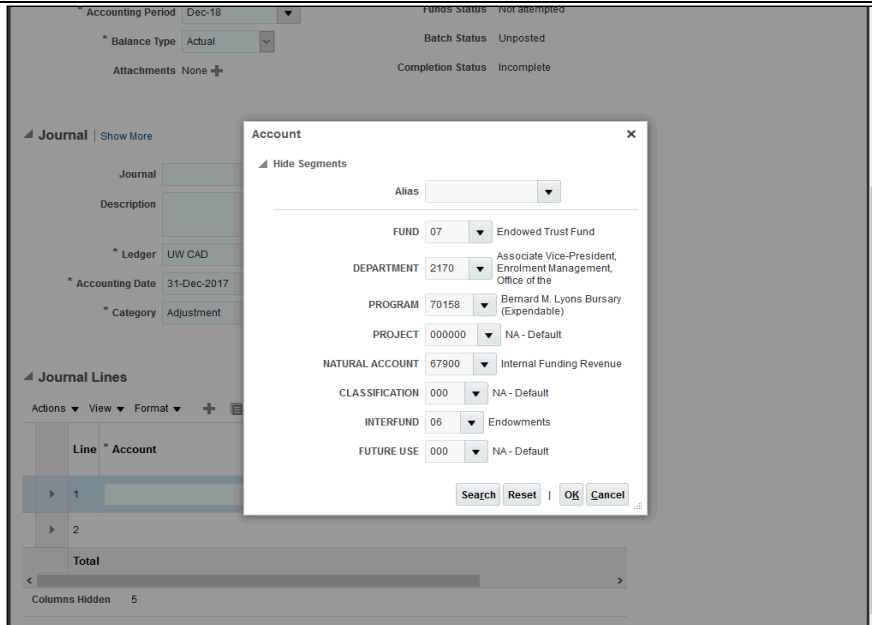
Step	Action
5.	Enter the batch in the <b>Journal Batch</b> field.


Step	Action
6.	Enter the description in the <b>Description</b> field.

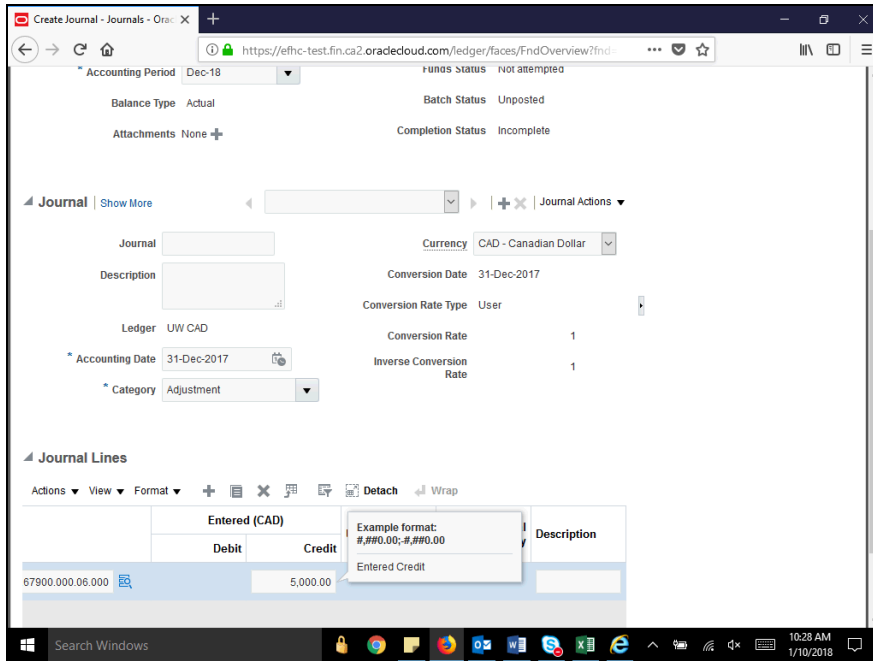
Step	Action
7.	Click the <b>Operating Unit</b> list of values button.



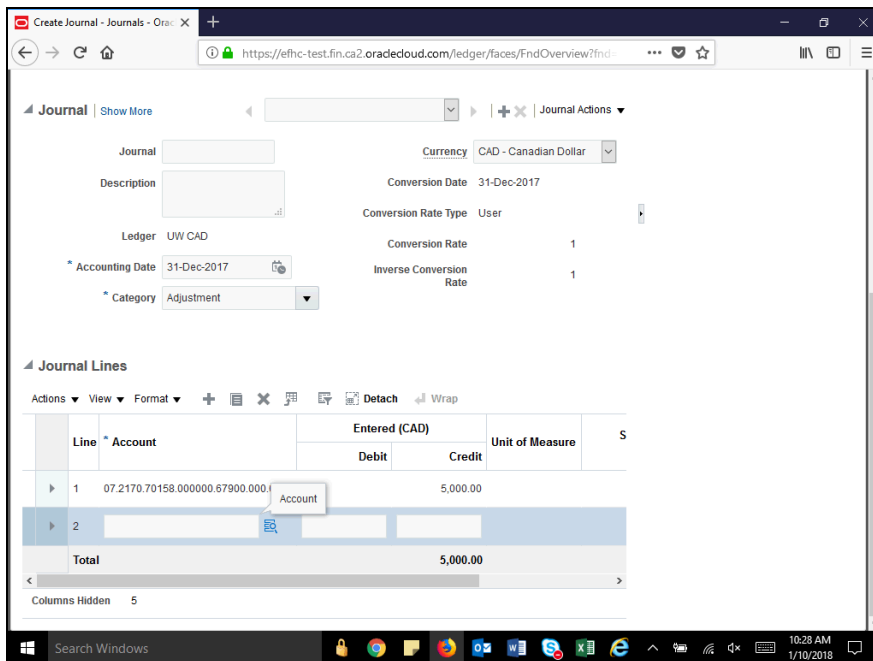
Step	Action
8.	Enter the appropriate information into the following fields: <b>FUND</b> <b>DEPARTMENT</b> <b>PROGRAM</b> <b>PROJECT</b> <b>NATURAL ACCOUNT</b> <b>INTERFUND</b>



Step	Action
9.	Click the <b>OK</b> button. 



Step	Action
10.	Enter the appropriate information into the following fields: <b>CREDIT DESCRIPTION</b>




Step	Action
11.	To add another row, select the next blank row or Click the <b>Add Row</b> icon. +

Accounting Period: Dec-18 | Fund Status: Not attempted  
 Balance Type: Actual | Batch Status: Unposted  
 Attachments: None | Completion Status: Incomplete

Journal: [ ] | Currency: CAD - Canadian Dollar  
 Description: [ ] | Conversion Date: 31-Dec-2017  
 Ledger: UW CAD | Conversion Rate Type: User  
 \* Accounting Date: 31-Dec-2017 | Conversion Rate: 1  
 \* Category: Adjustment | Inverse Conversion Rate: 1

Line	Account	Entered (CAD)		Unit of Measure	S
		Debit	Credit		
1	07.2170.70158.000000.67900.000.06.00		5,000.00		
2	[ ]				
<b>Total</b>			<b>5,000.00</b>		

Columns Hidden: 5

Step	Action
12.	Click the <b>Operating Unit</b> list of values button. 

Account

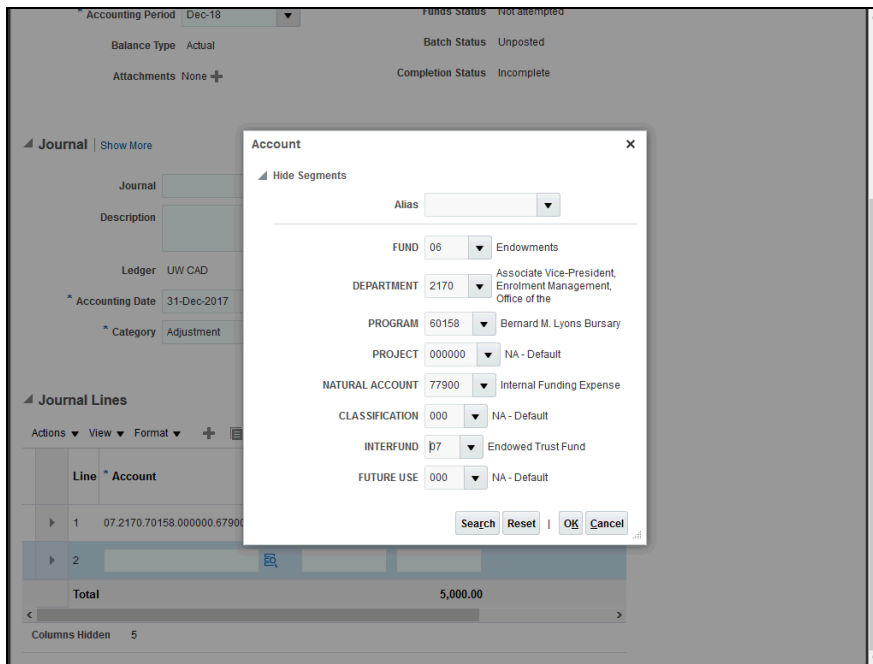
Hide Segments

Alias: [ ]

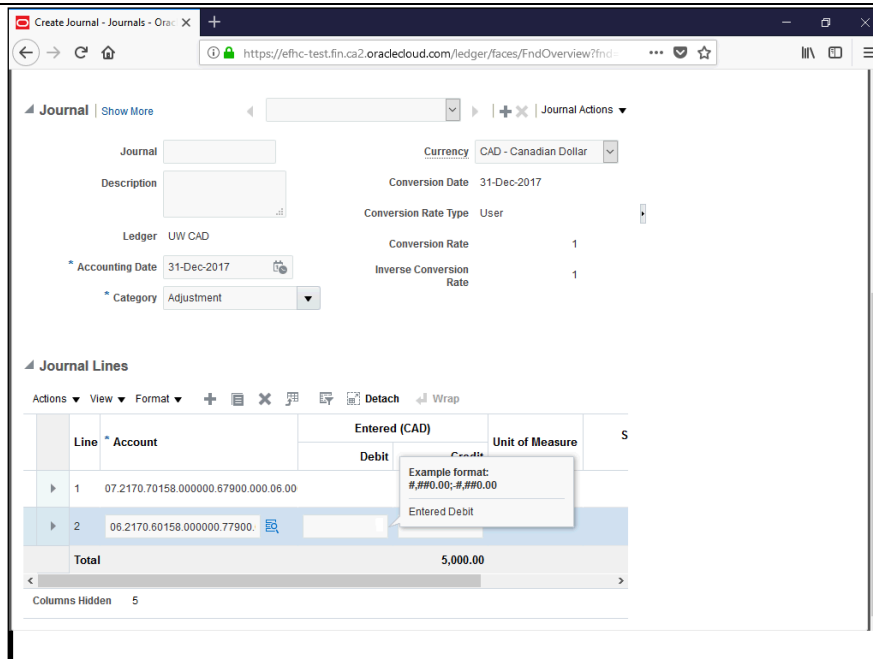
FUND: [ ]  
 DEPARTMENT: [ ]  
 PROGRAM: [ ]  
 PROJECT: [ ]  
 NATURAL ACCOUNT: [ ]  
 CLASSIFICATION: 000 | NA - Default  
 INTERFUND: 00 | NA  
 FUTURE USE: 000 | NA - Default

Search | Reset | OK | Cancel

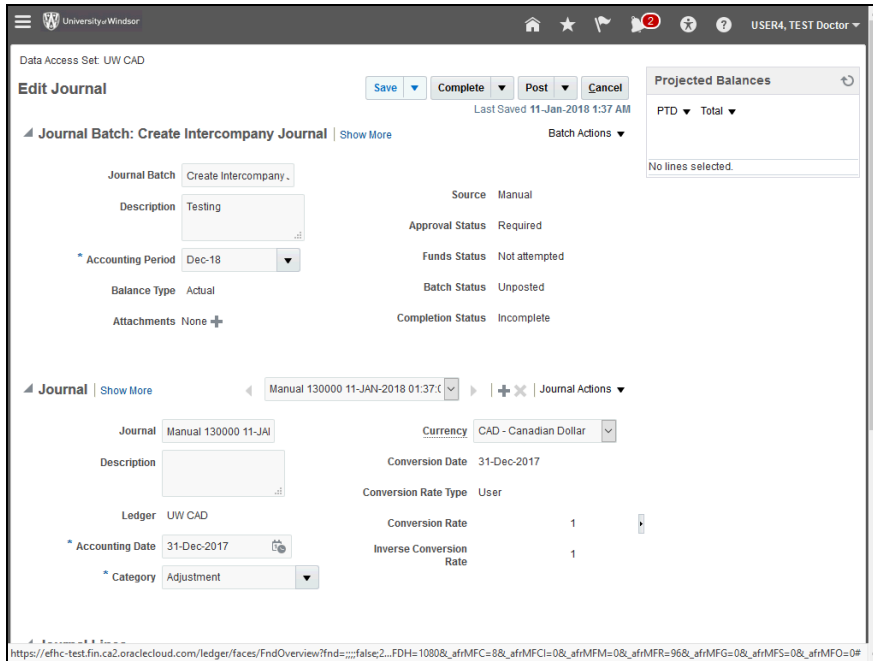
Step	Action
13.	Enter the appropriate information into the following fields: <b>FUND</b> <b>DEPARTMENT</b> <b>PROGRAM</b> <b>PROJECT</b> <b>NATURAL ACCOUNT</b> <b>INTERFUND</b>



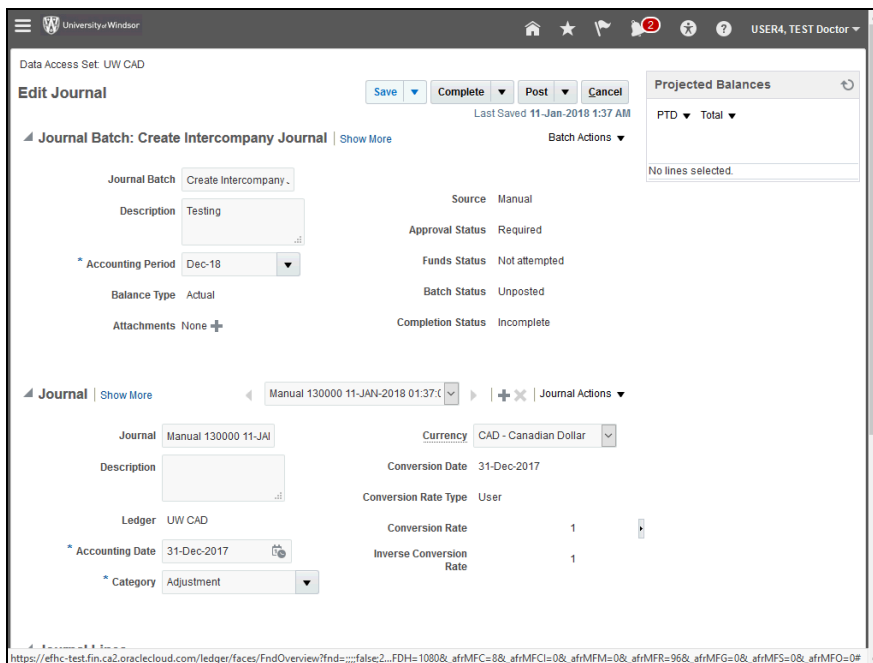
Step	Action
14.	Click the <b>OK</b> button.



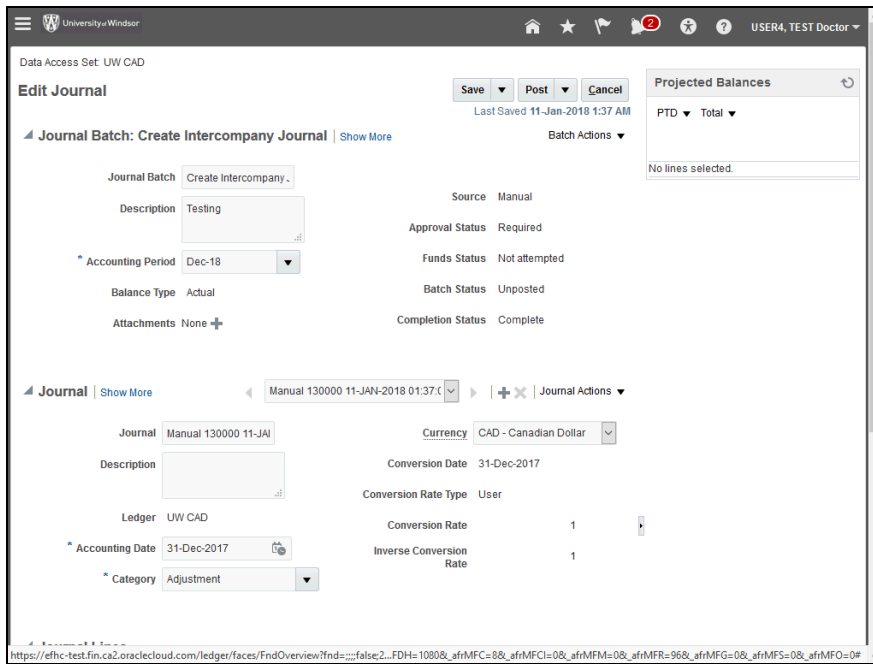
Step	Action
15.	Enter the appropriate information into the following fields: <b>DEBIT</b> <b>DESCRIPTION</b>




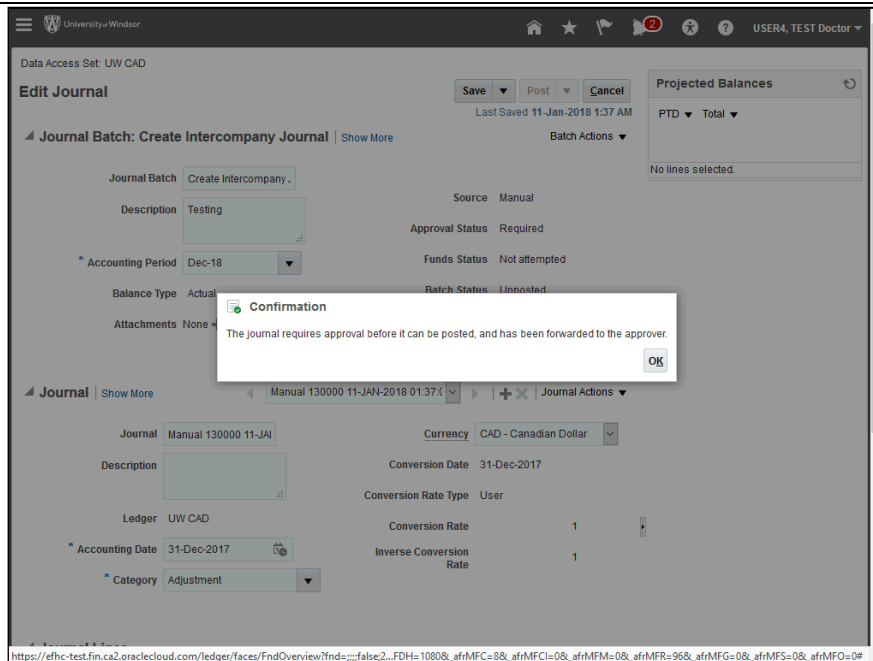
Step	Action
16.	Click the <b>Save</b> button.




Step	Action
17.	Click the <b>Complete</b> button.



Step	Action
18.	Click the <b>Post</b> button. 



Step	Action
19.	Click the <b>OK</b> button. 

Step	Action
20.	<b>End of Procedure.</b>