GL 04: Create an intercompany journal entry

Created on 2/27/2018

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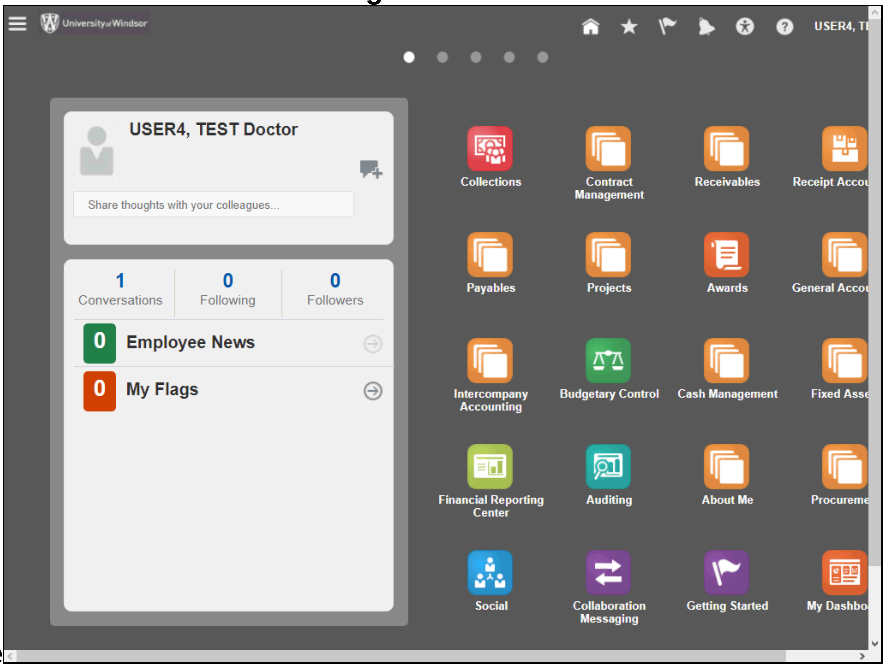
Procedure

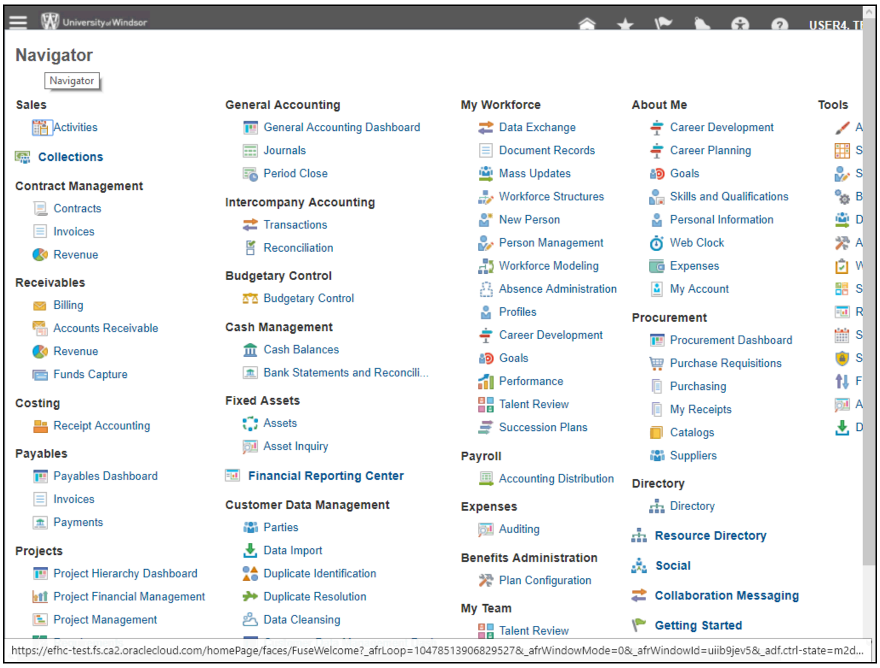
This User Guide outlines the steps required how to create an Intercompany journal entry.

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 under Forms & Templates in the General Ledger section. You then send the entry to postmyje@uwindsor.ca. Further training is also available under the resource listing for this

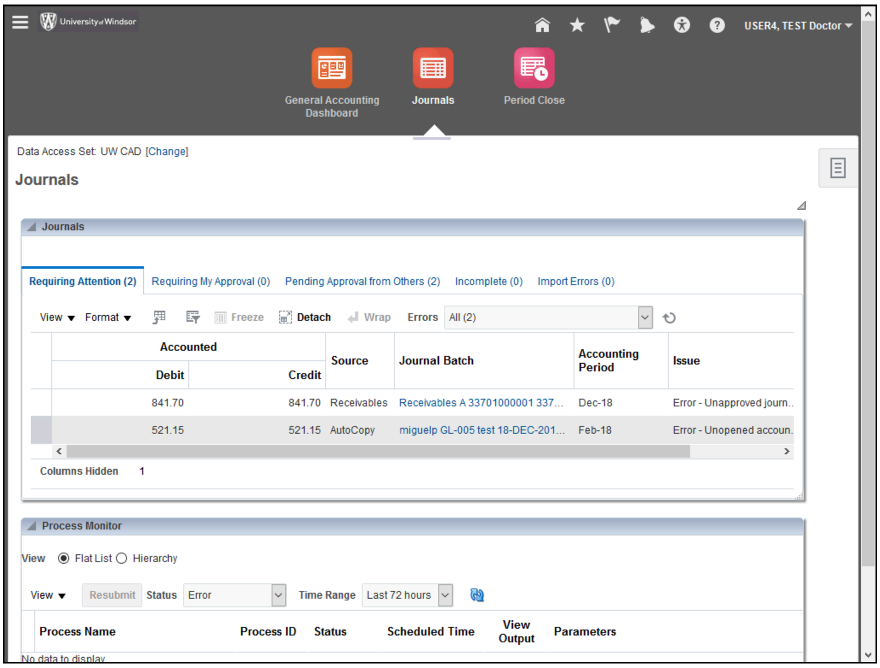


template

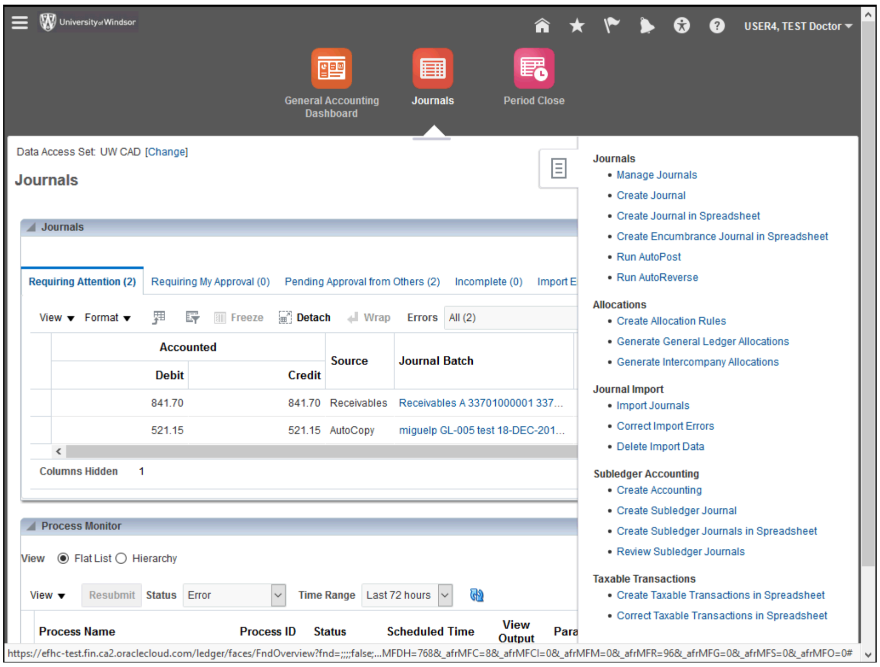
Step	Action
1.	Click the **Navigator** button. 



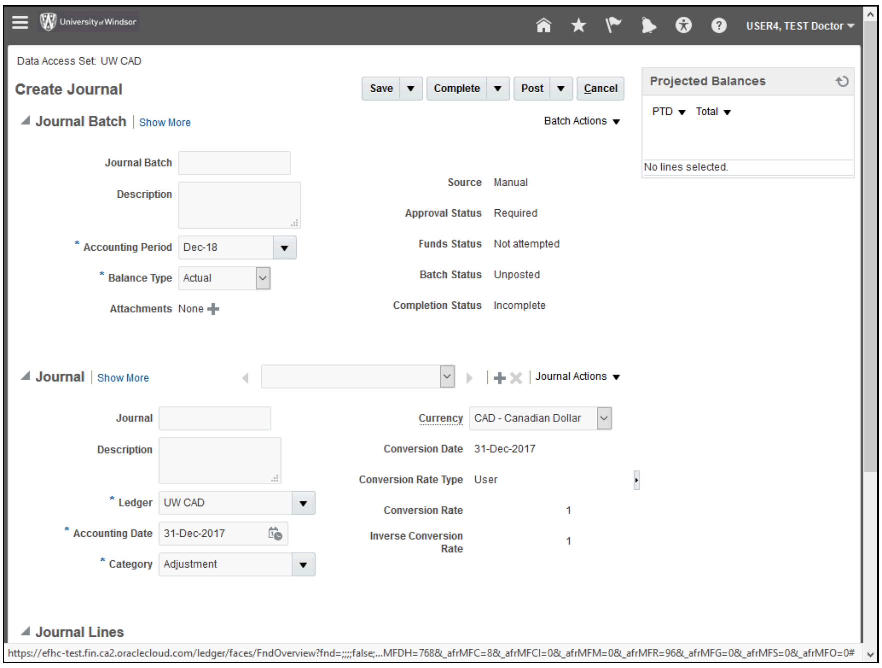
Step	Action
2.	Click the **Journals** link. Journals



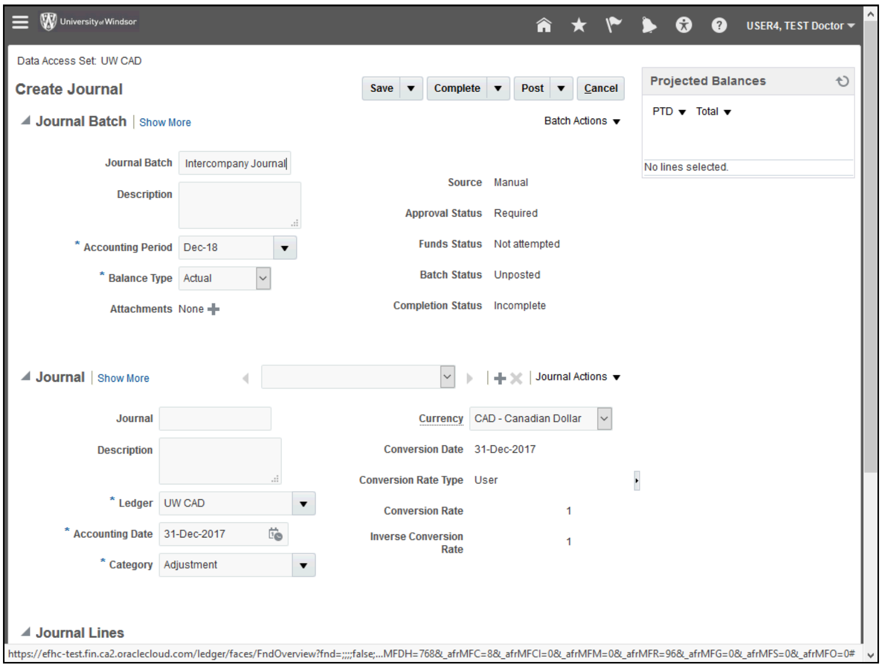
Step	Action
3.	Click the **Go to Task** menu. 



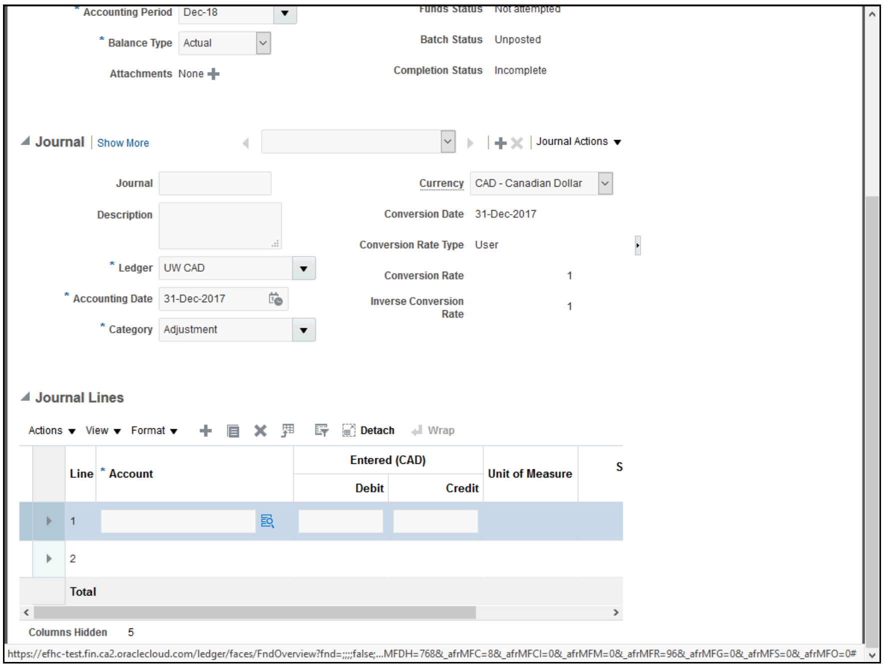
Step	Action
4.	Click the **Create Journal** link. Create Journal



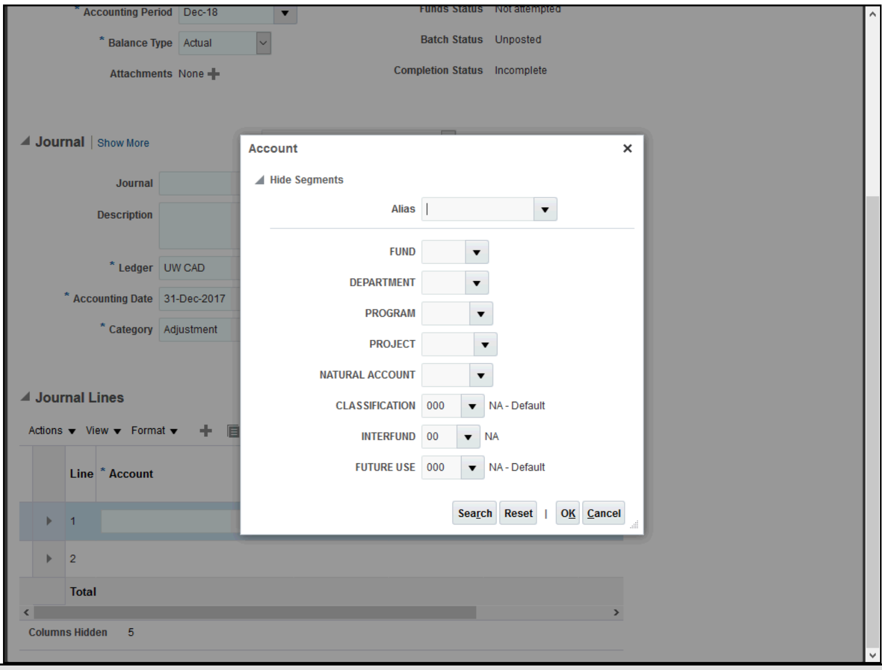
Step	Action
5.	Enter the batch in the **Journal Batch** field.



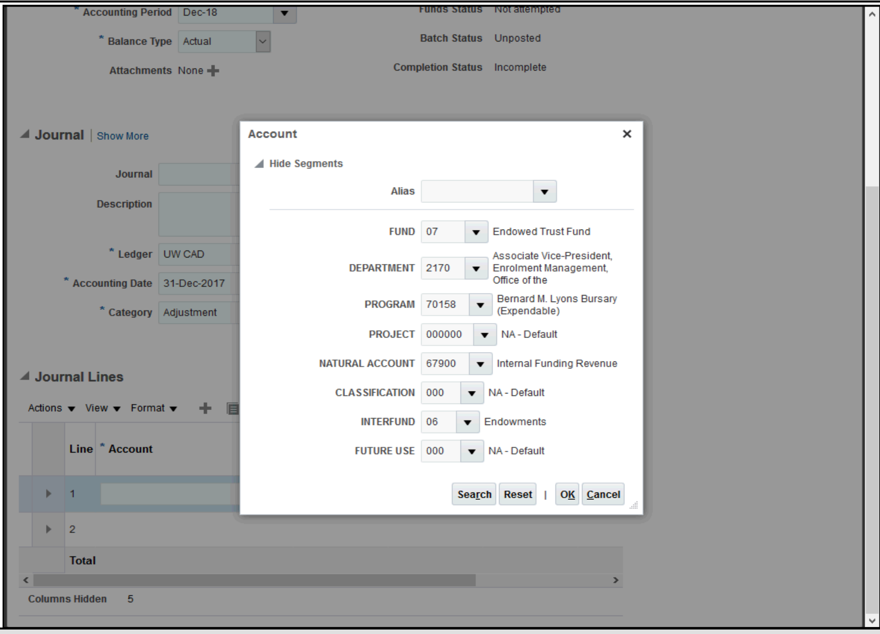
Step	Action
6.	Enter the description in the **Description** field.



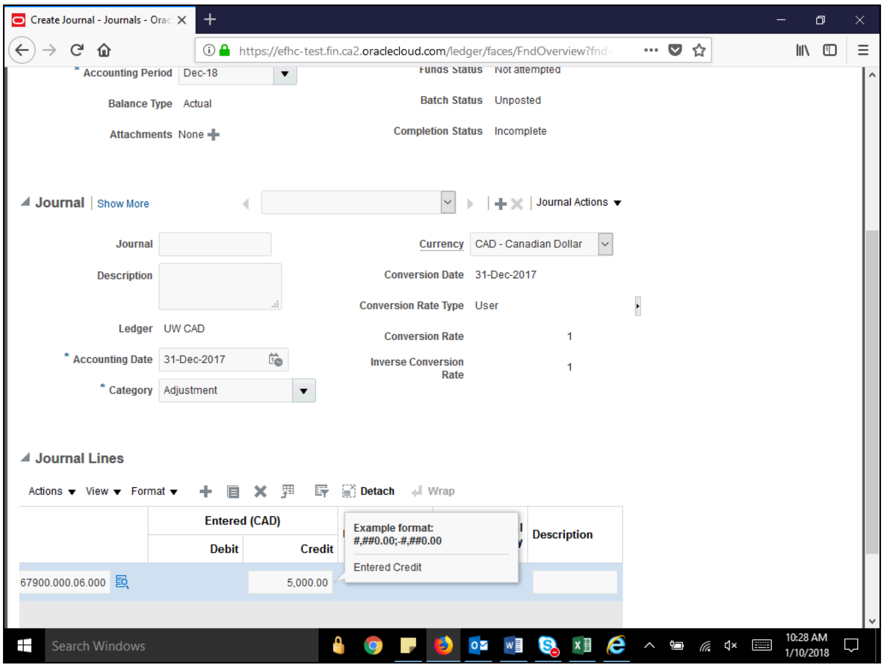
Step	Action
7.	Click the **Operating Unit** list of values button. 



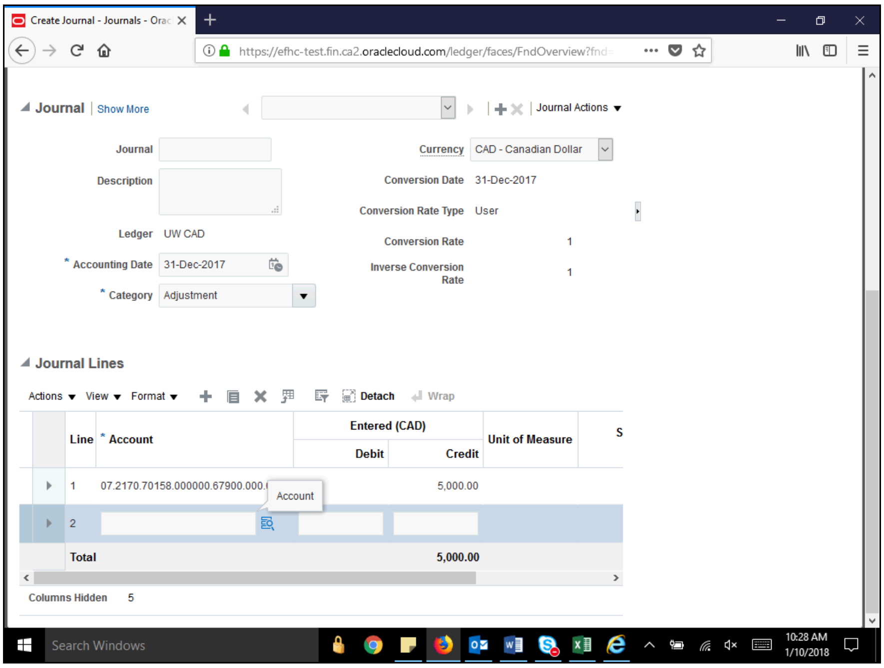
Step	Action
8.	Enter the appropriate information into the following fields: **FUND** **DEPARTMENT** **PROGRAM** **PROJECT** **NATURAL ACCOUNT** **INTERFUND**



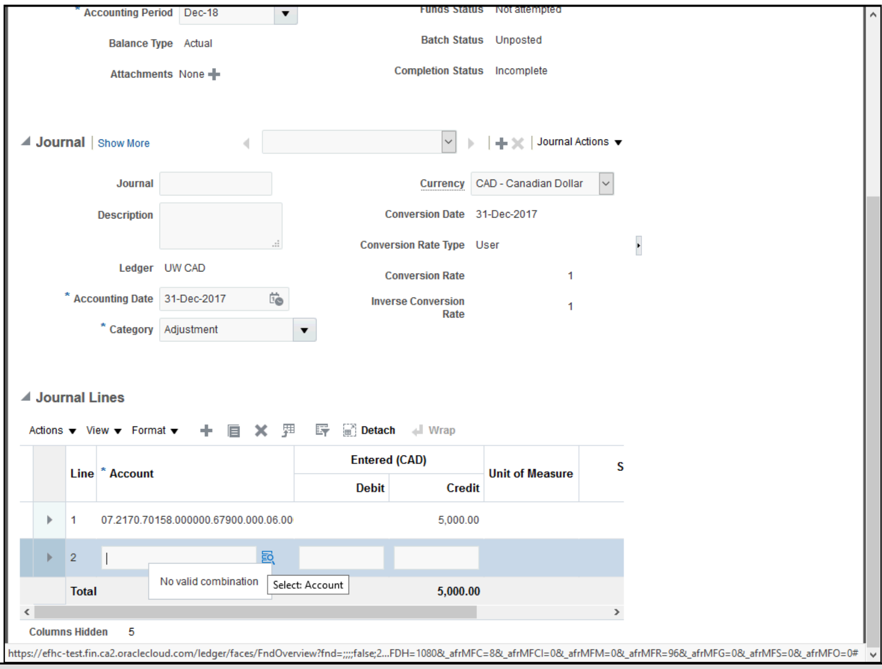
Step	Action
9.	Click the **OK** button. 



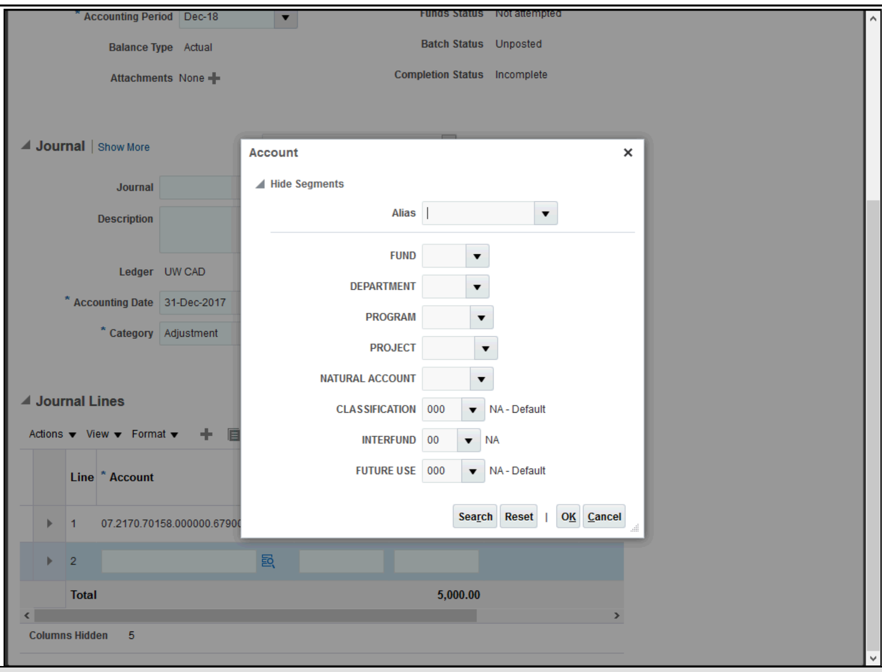
Step	Action
10.	Enter the appropriate information into the following fields: **CREDIT** **DESCRIPTION**



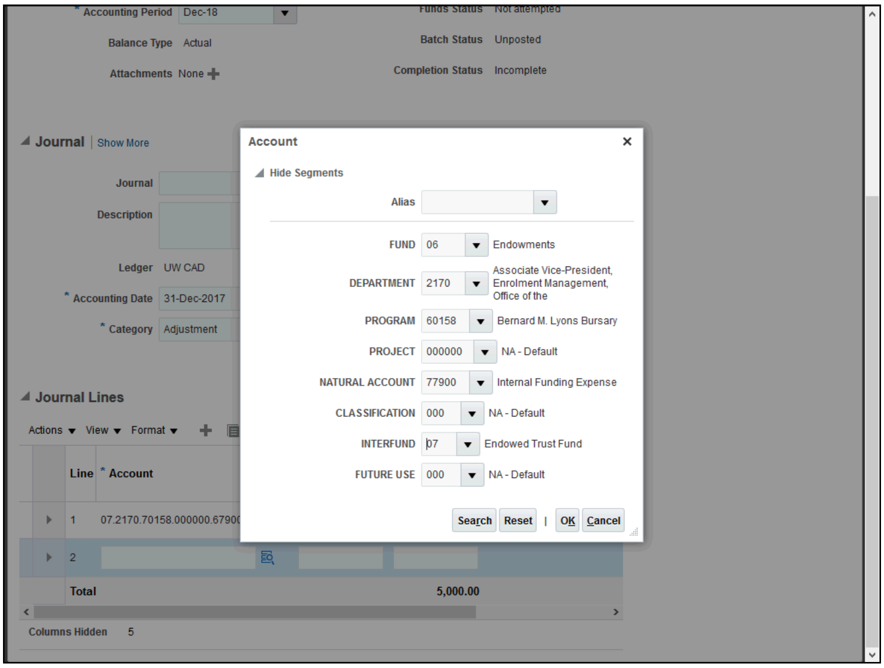
Step	Action
11.	To add another row, select the next blank row or Click the **Add Row** icon.



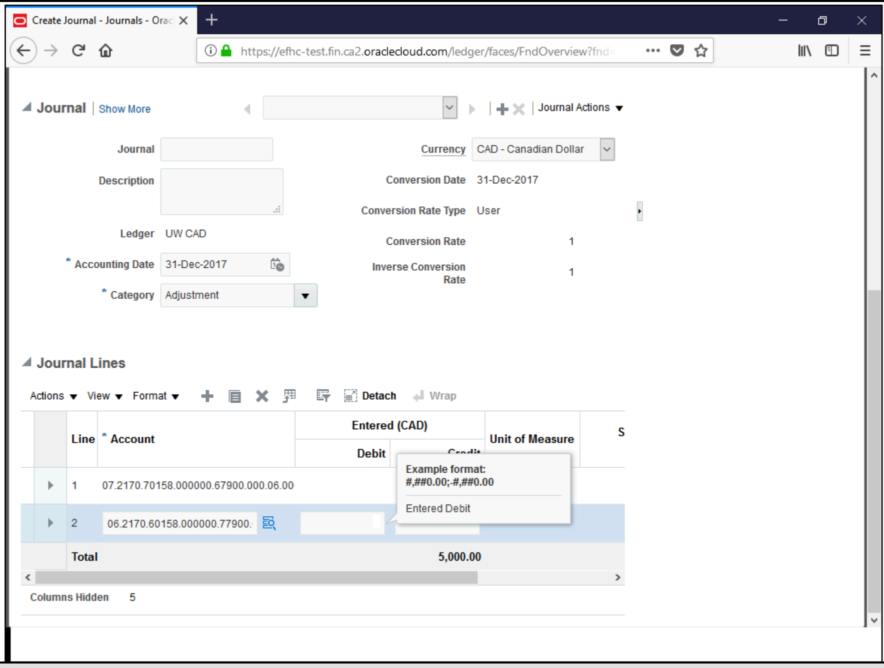
Step	Action
12.	Click the **Operating Unit** list of values button. 



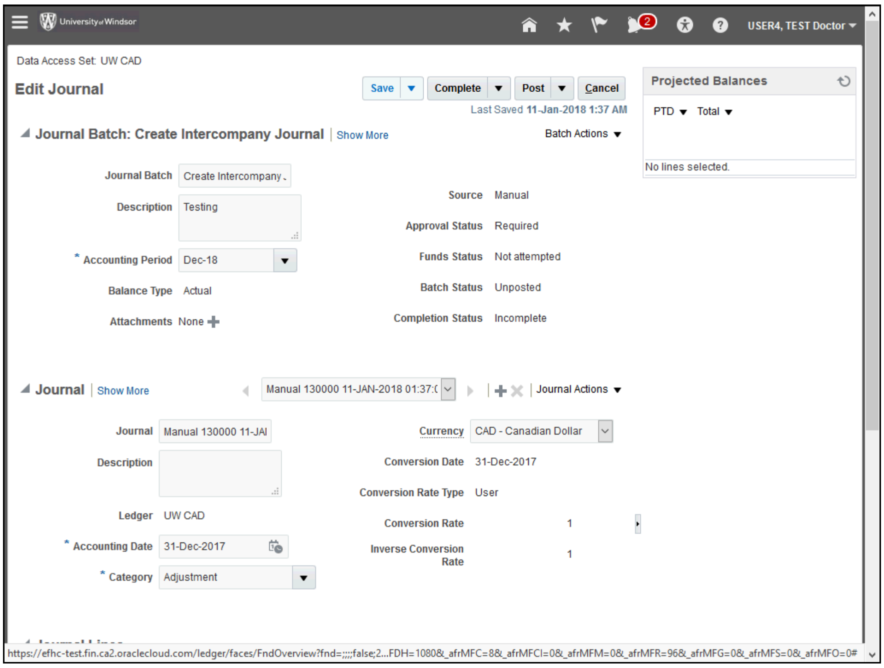
Step	Action
13.	Enter the appropriate information into the following fields: **FUND** **DEPARTMENT** **PROGRAM** **PROJECT** **NATURAL ACCOUNT** **INTERFUND**

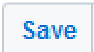


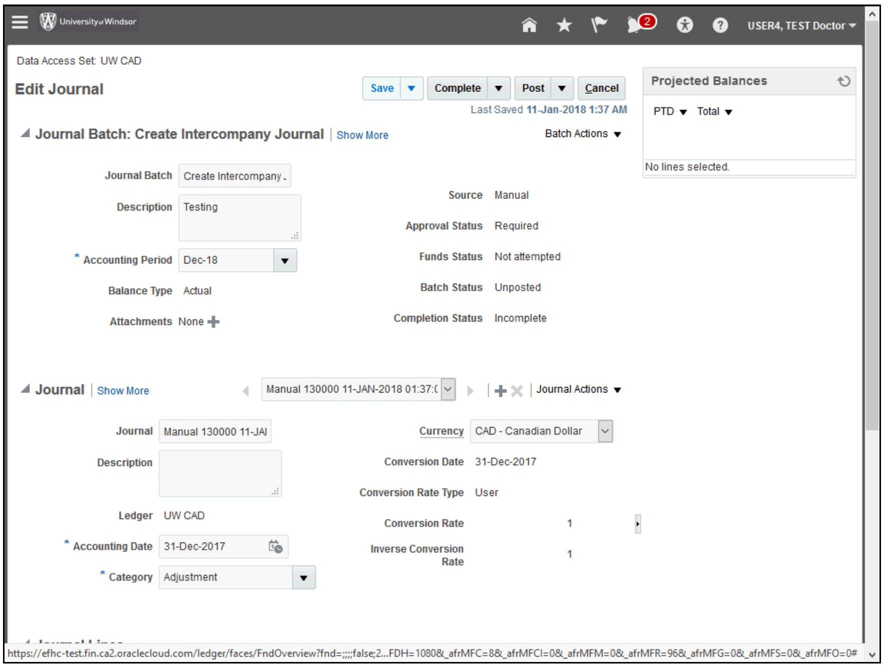
Step	Action
14.	Click the **OK** button. 



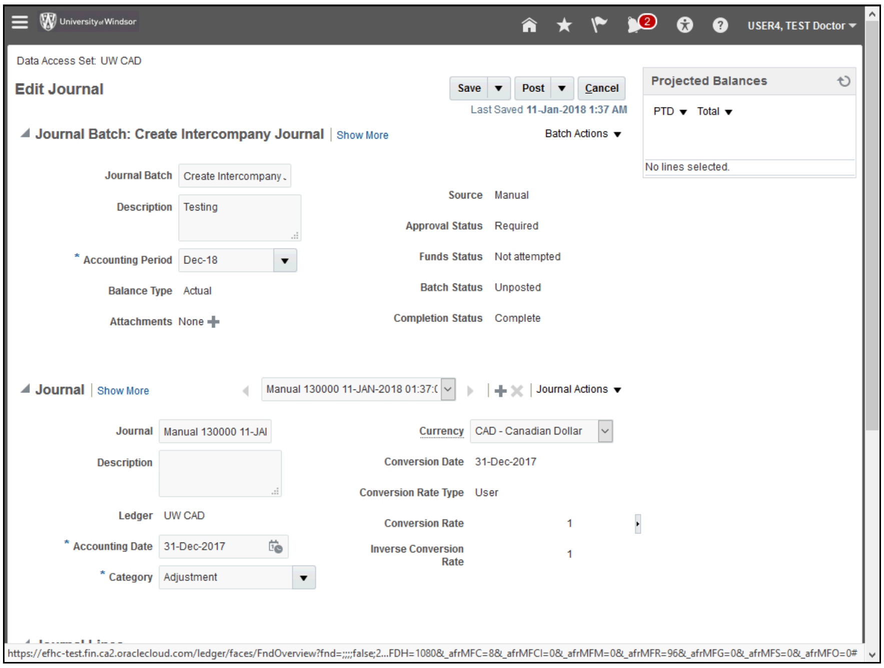
Step	Action
15.	Enter the appropriate information into the following fields: **DEBIT** **DESCRIPTION**



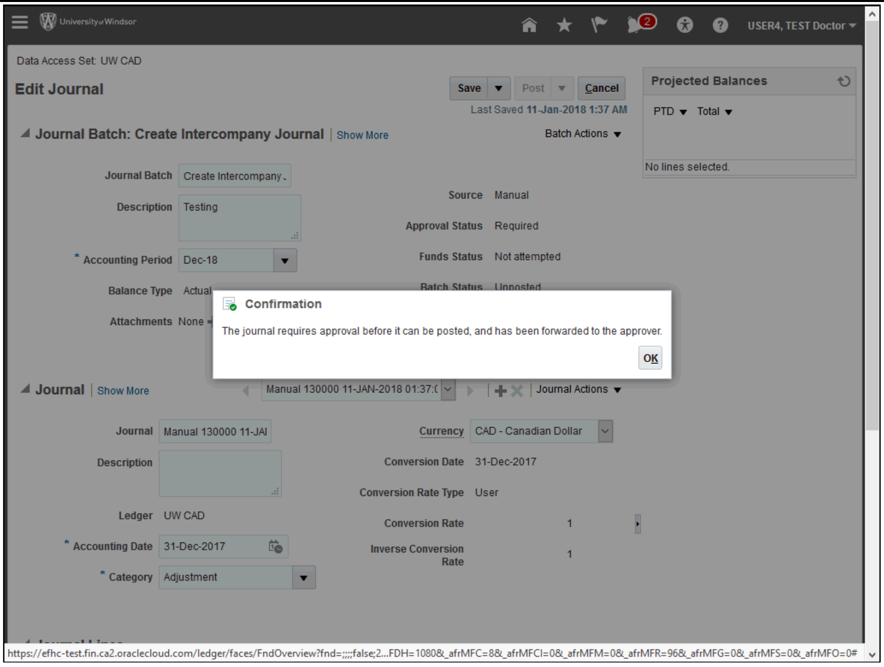
Step	Action
16.	Click the **Save** button. 



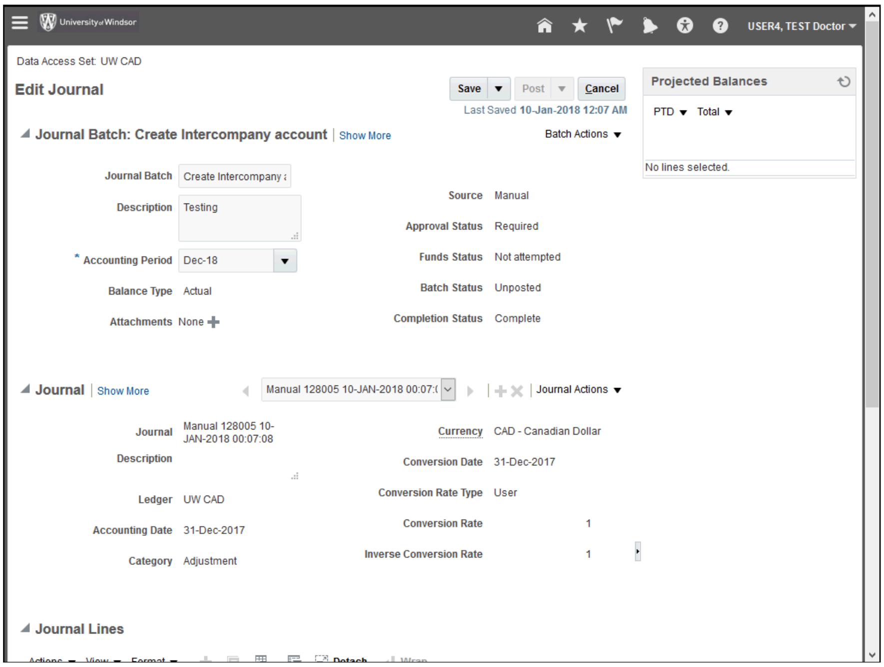
Step	Action
17.	Click the **Complete** button. 



Step	Action
18.	Click the **Post** button. Post



Step	Action
19.	Click the **OK** button. OK



Step	Action
20.	**End of Procedure.**