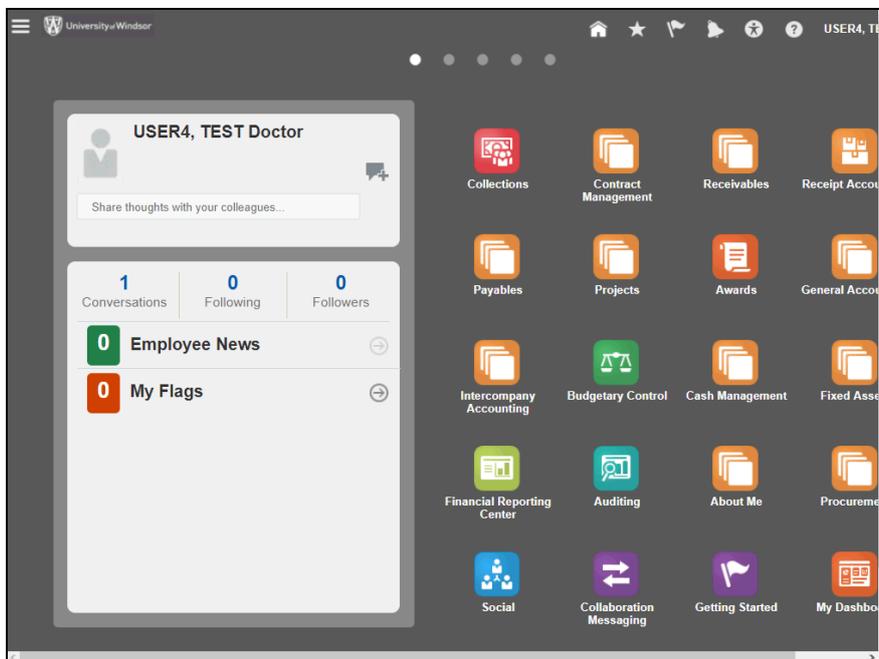


GL 06: Enter an internal charges journal entry
Created on 2/27/2018

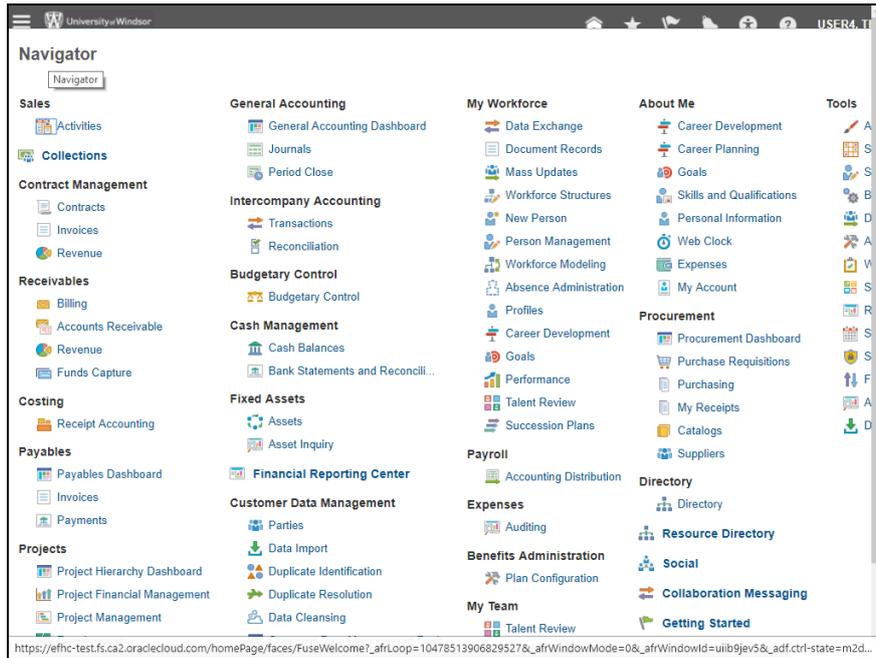
GL 06: Enter an internal charges journal entry

Procedure

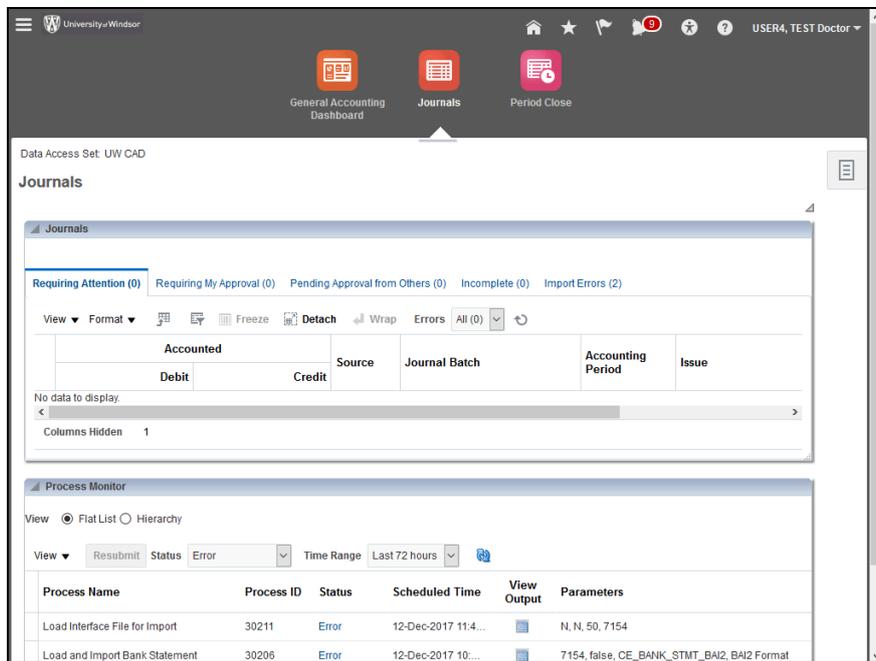
This User Guide outlines the steps required to enter an internal charges journal entry.



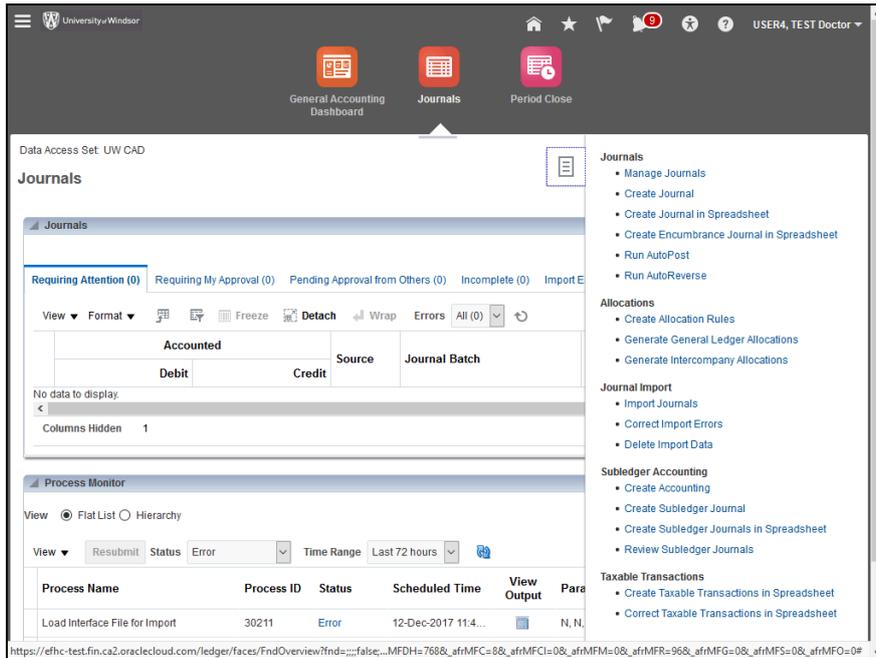
Step	Action
1.	Click the Navigator button. 



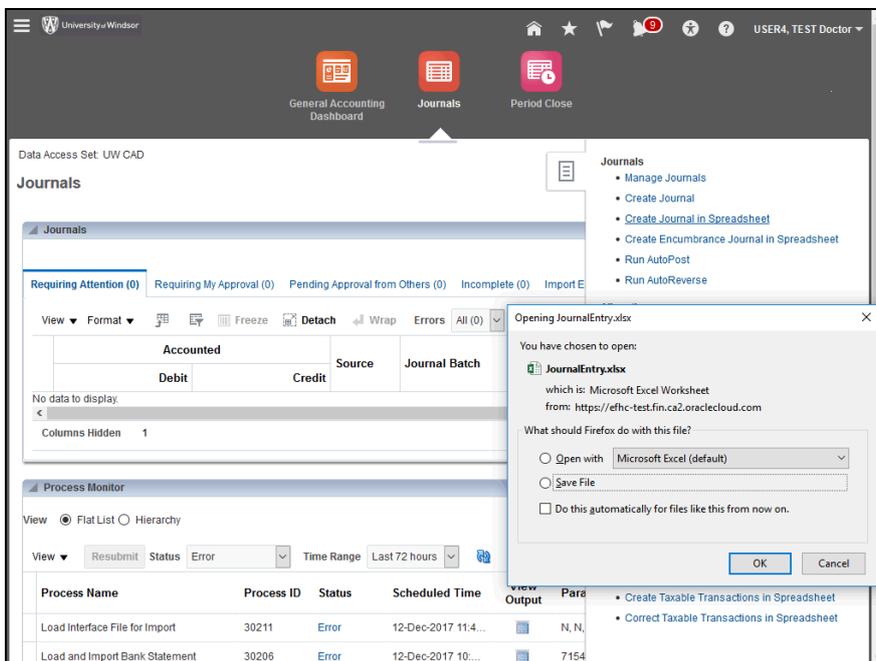
Step	Action
2.	Click the Journals link. Journals



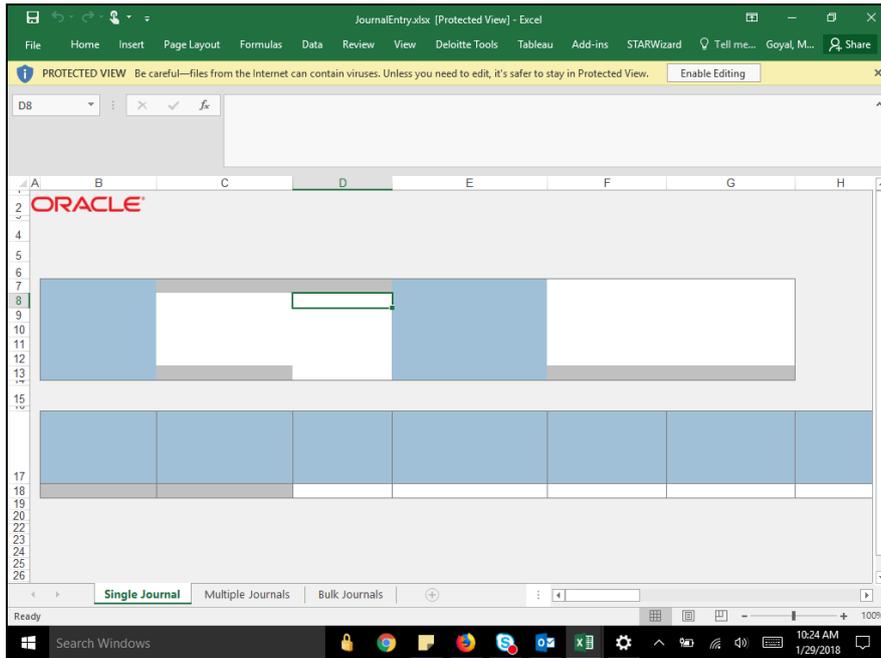
Step	Action
3.	Click the Go to Task menu. 



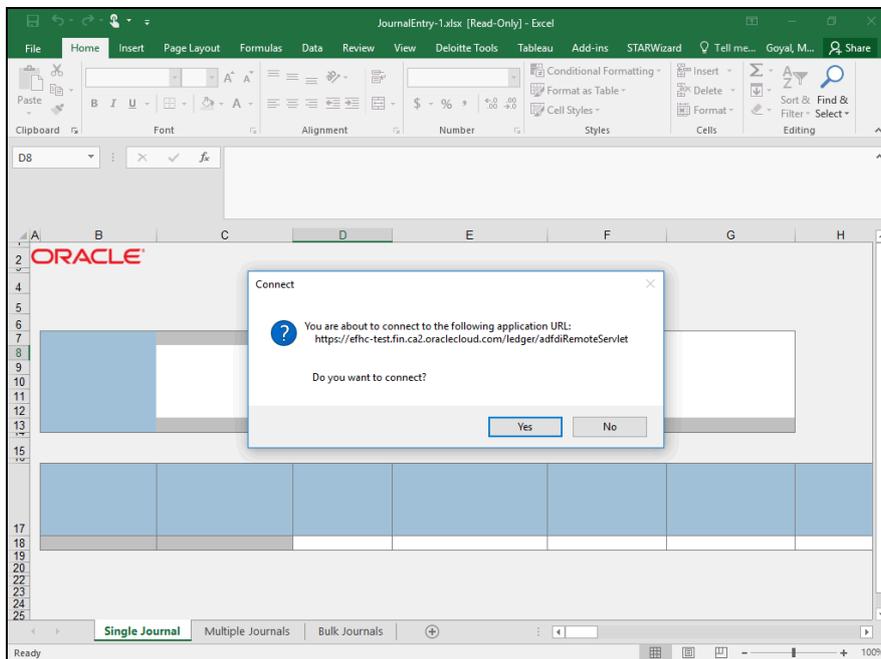
Step	Action
4.	Click the "Create Journal in Spreadsheet link. Create Journal in Spreadsheet



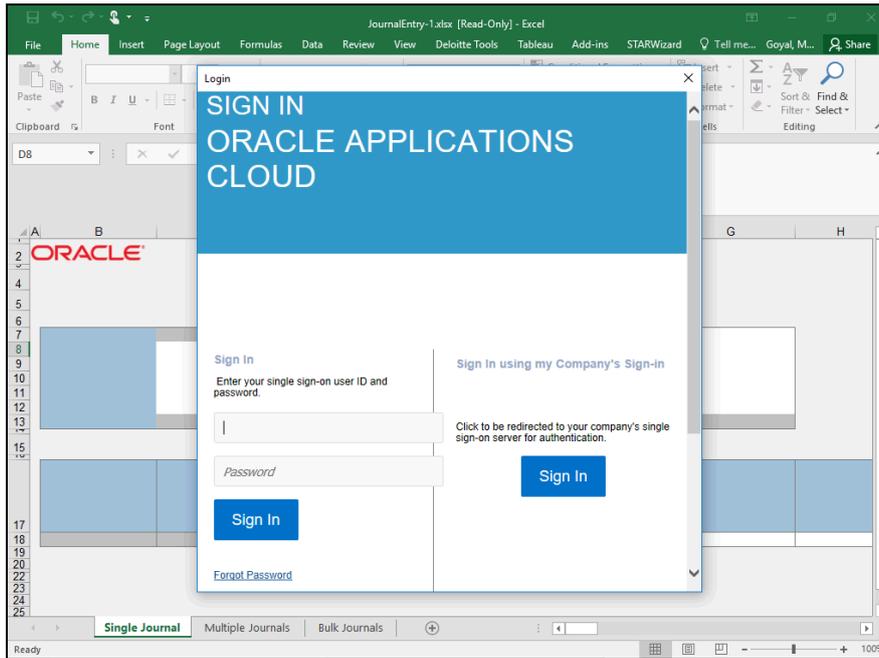
Step	Action
5.	Select the Open File checkbox. <input type="checkbox"/>



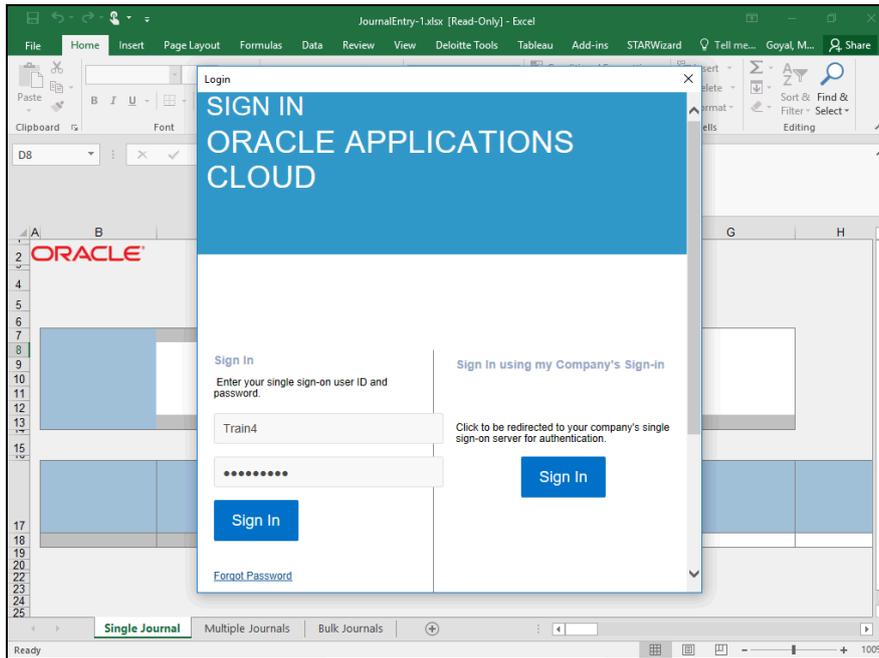
Step	Action
6.	Click the Enable Editing button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Enable Editing</div>



Step	Action
7.	The downloaded excel file opens. To connect to the application click the Yes button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Yes</div>

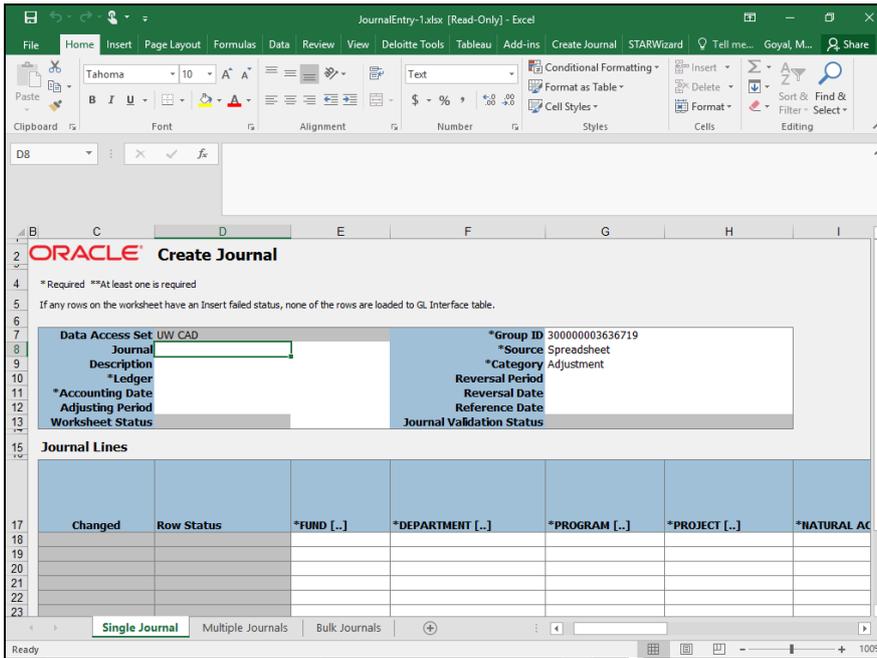


Step	Action
8.	Enter the Username and Password to sign in.

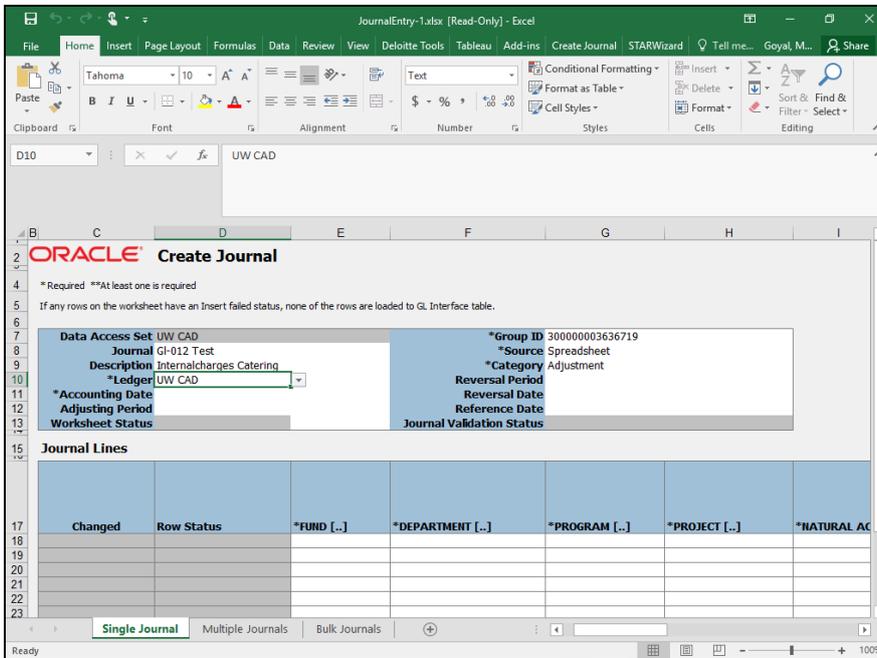


Step	Action
9.	Click the Sign In button.

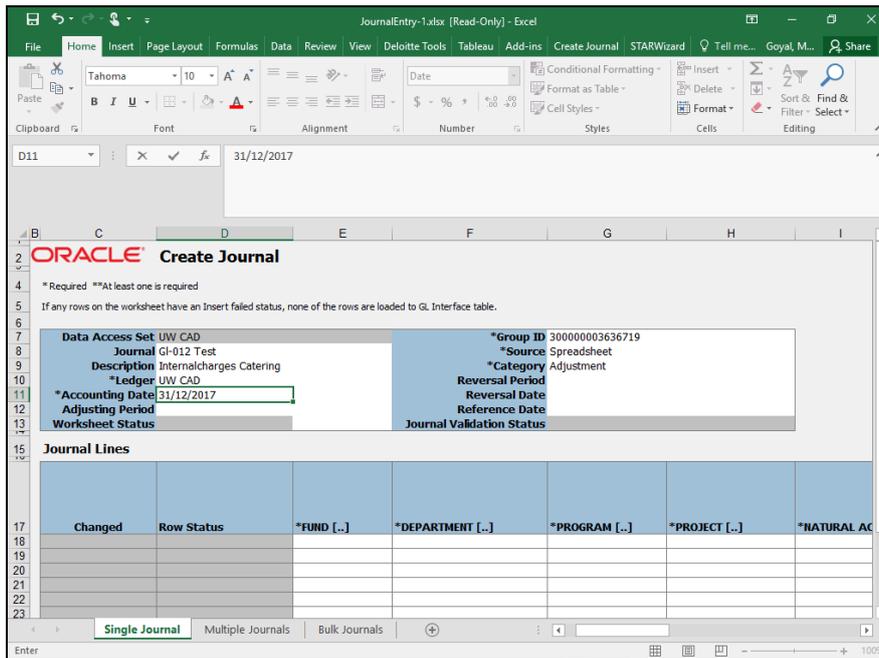




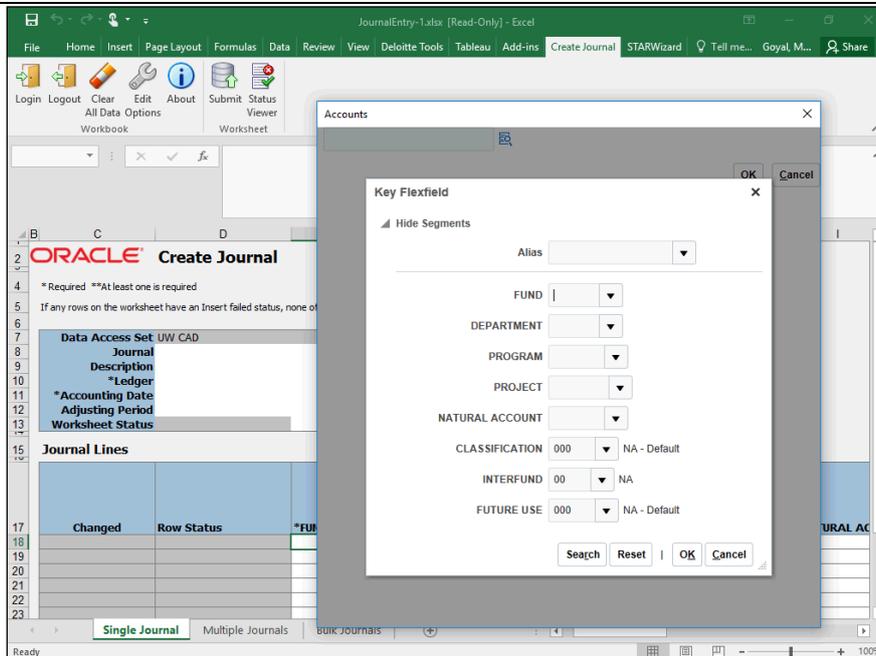
Step	Action
10.	Enter the appropriate information into the following fields (Please use the following naming convention for your journals in order to facilitate finding your journal entry better userid mmdyyy): JOURNAL DESCRIPTION LEDGER



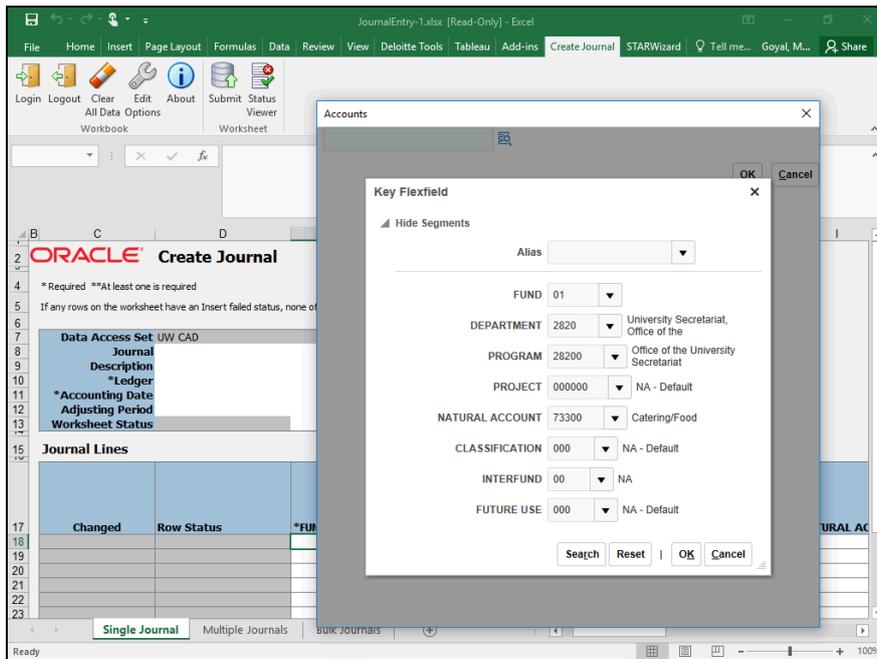
Step	Action
11.	Enter the date in the Accounting Date field. Note: accounting date format is MM/DD/YYYY



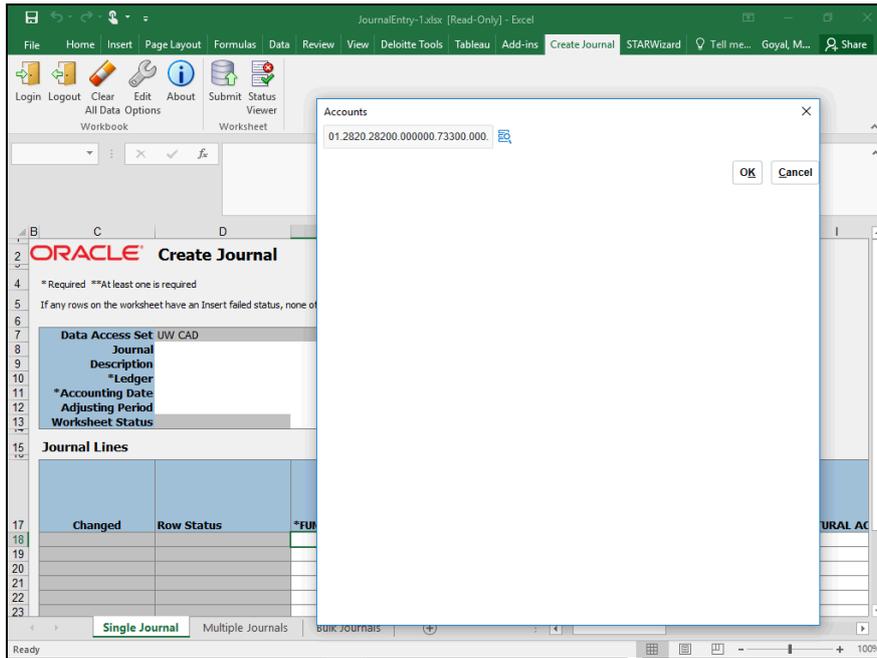
Step	Action
12.	Double-click the FUND field. Click the Operating Unit list of values button.



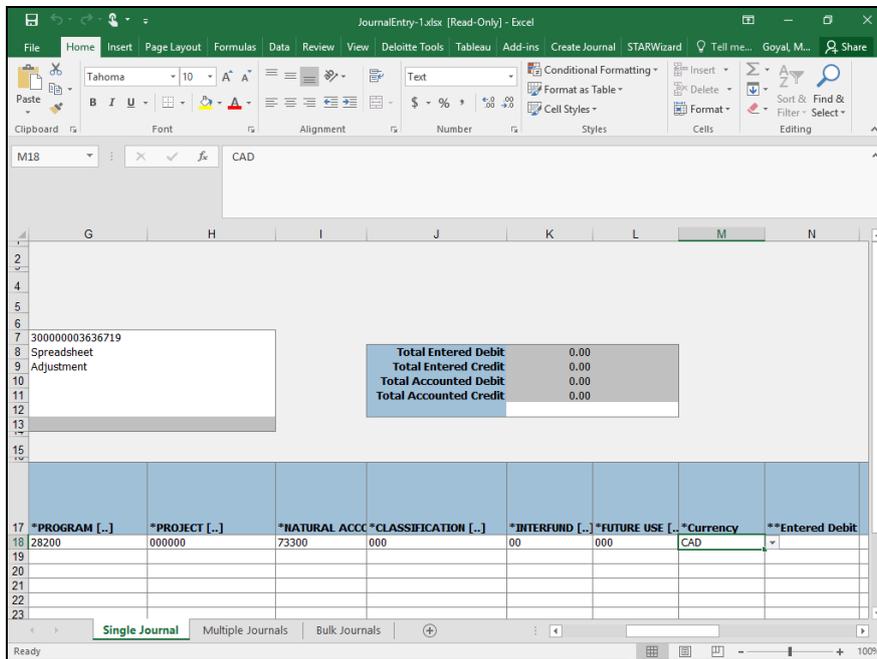
Step	Action
13.	Enter the appropriate information into the following fields: FUND DEPARTMENT PROGRAM PROJECT NATURAL ACCOUNT



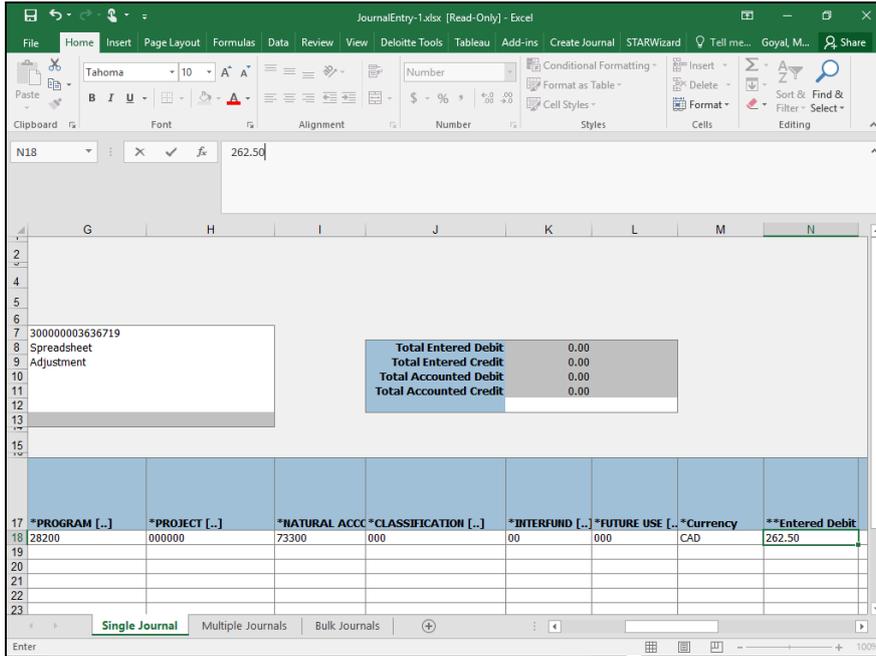
Step	Action
14.	Click the OK button. 



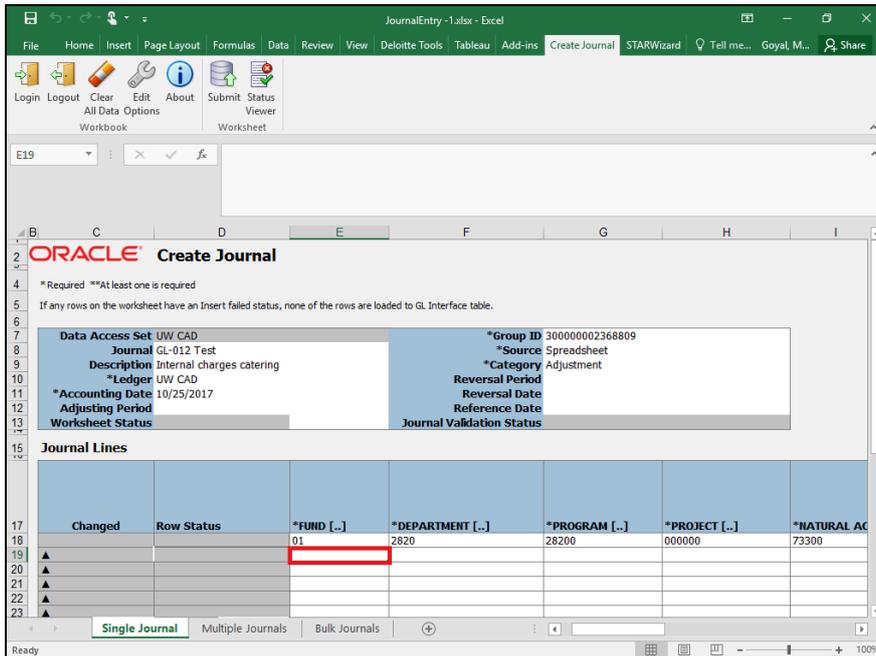
Step	Action
15.	Click the OK button.



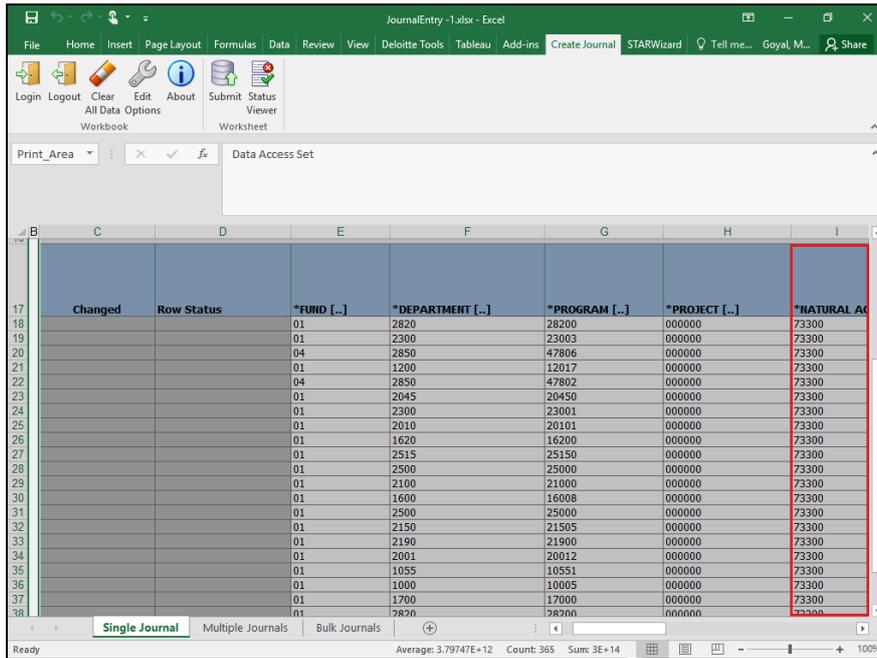
Step	Action
16.	Enter the required currency into the Currency field.



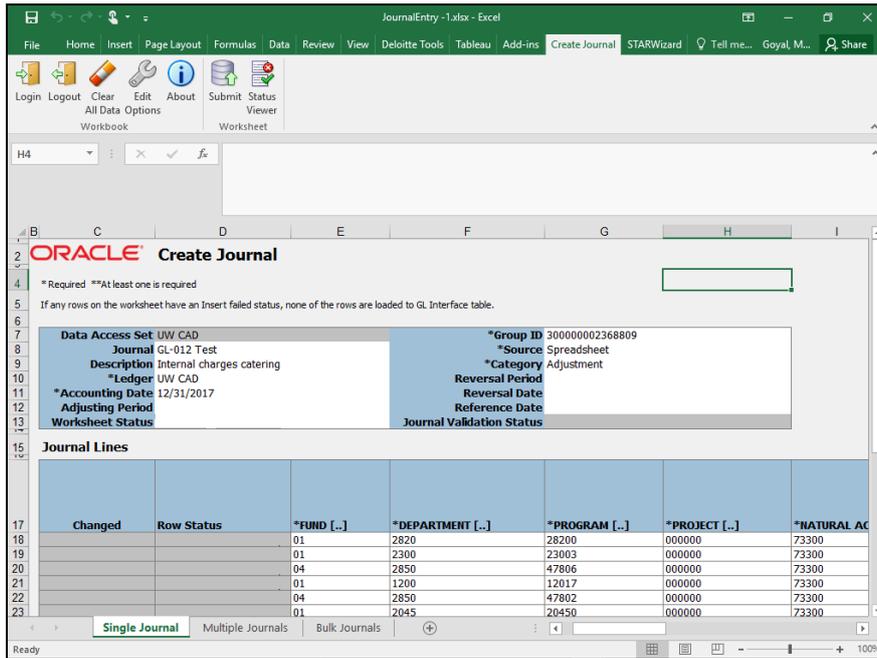
Step	Action
17.	Enter the debit in the Entered Debit field.



Step	Action
18.	Enter the remaining desired information. Fill the Ledger Name, Batch Name, Batch Description, Journal Name Description and other Journal Line level details.

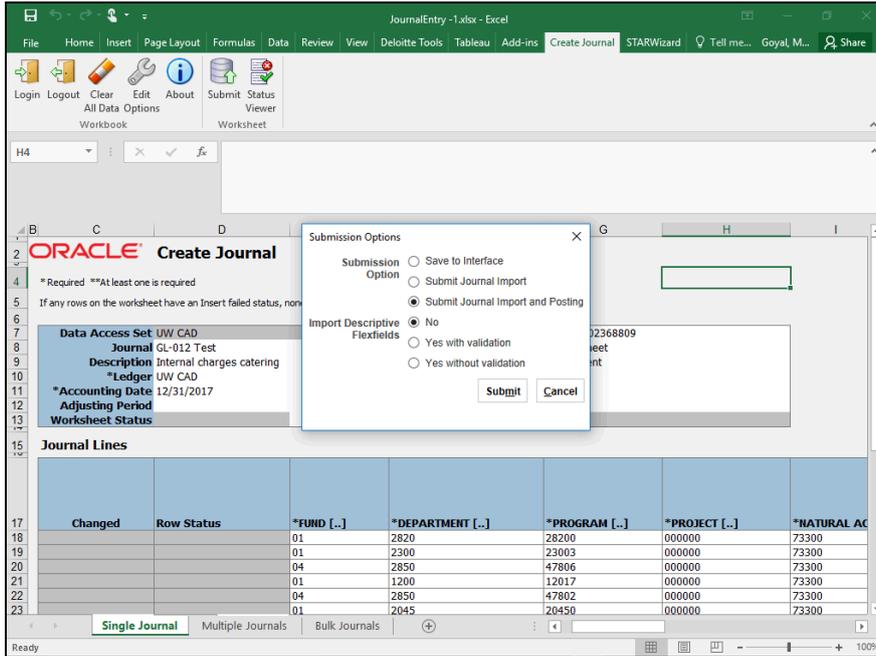


Step	Action
19.	View the total data entered. Internal charges use natural accounts that begin with a 6 for revenue and a 7 for expenses.

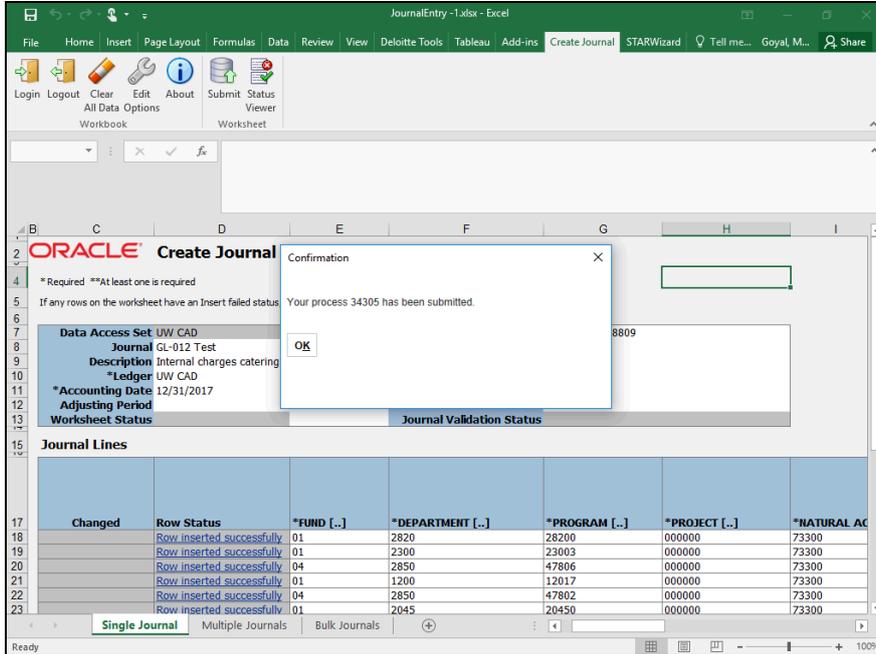


Step	Action
20.	<p>Click the Submit button.</p> <p>IMPORTANT: If you are doing an entry to another department in which you DO NOT have access to, you must fill out the journal entry template available at www.uwindsor.ca/uwinsitefinance under Forms & Templates in the General Ledger section. You then send the entry to postmyje@uwindsor.ca. Further training is also available under the resource listing for this template</p>

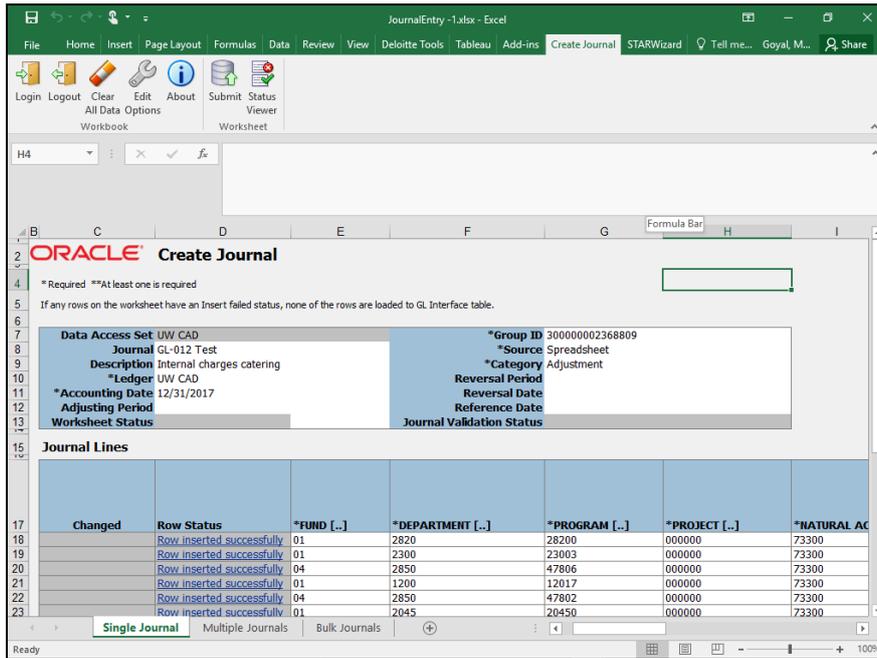




Step	Action
21.	Click the Submit button. 



Step	Action
22.	Click the OK button. 



Step	Action
23.	End of Procedure.