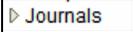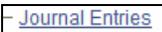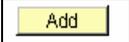# Quick-Step Guide
Journal Entries

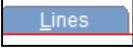## Creating Journal Entries

1.	In this example, you will be creating an Actual Journal Entry. After logging into the Finance System, use the **Menu** box to navigate to: **General Ledger**... General Ledger
2.	...then **Journals**... ▷ Journals
3.	...then **Journal Entries**. Journal Entries
4.	When you click on **Journal Entries**, verify that you are on the **Add a New Value** tab. The Journal ID has a default value of *NEXT*. You can assign your own Journal ID by typing it directly into the Journal ID field, or you can leave *NEXT* in this field and let the Finance System assign the Journal ID for you. *Note: Using system-assigned Journal IDs is standard University practice.*
5.	Click **Add**. Add
6.	When you click **Add**, you will be on the Journal Entry Header page.
7.	The **Journal Contact** information defaults to your User ID information.
8.	The Certification Statement must be reviewed and checked whenever a Journal Entry contains at least one line with either a Fund 30, 31 or 34 SpeedType. After clicking the **Certification Statement** checkbox, the **Certification Date** will populate.
9.	The **Source** defaults when the HEADER page opens. Your Source is tied to your User ID, and is assigned by your campus accounting or finance office. You can use the Source when inquiring about JE's that appear on your Monthly Financial Statements.
10.	The **Ledger Group** indicates the type of Journal Entry you are preparing.
11.	The **Save Journal Incomplete Status** allows you to save a JE you are working on that you have not yet finished. By clicking this box, your JE will not be approved and therefore will not post during the monthly night cycle.

12.	Use the **Business Purpose** field on the HEADER page to describe your Journal Entry in detail. 254 characters are allowed. The **Business Purpose** field is mandatory.
13.	For this example, enter *The business purpose goes here* in the **Business Purpose** field.
14.	Click **Lines** to get to the LINES page. The LINES page is where you will enter the Journal Entry. Lines
15.	Once on the LINES page, you will enter a SpeedType in the space available. Once you have entered the SpeedType, click **Tab** on your keyboard. For this example, enter *51014647* in the **SpeedType** field.
16.	Clicking **Tab** on your keyboard after you enter the SpeedType will populate the other ChartField information for Fund, Org, and Program or Project.
17.	Enter the Account. When you enter the Account, the Account Description will populate the **Journal Line Description** field. For this example, enter *700105* in the **Account** field.
18.	Enter the Amount. You do not have to enter the cents amount if it is a whole dollar amount. For this example, type *50* in the **Amount** field.
19.	To add an additional line to the Journal Entry, click the plus sign (**Add** button). You can add multiple lines at one time by changing the number in the **Lines to Add** field. ➕
20.	When you add a line, the SpeedType from the previous line is automatically populated into the second line. Enter another Account to be affected by this Journal Entry. For this example, type *700100* in the **Account** field.
21.	If you only add one line, as in this example, the Amount is automatically posted to off-set the amount of Line 1. If you add more than one line, adjust the Amount for Line 2 as appropriate.

22.	Change the Journal Line Description for Line 1 to reflect the purpose or source of the transaction. For this example, type *Joe Smith Mileage* in the **Journal Line Description** field.
23.	Also change the Journal Line Description for Line 2 to reflect the purpose or source of the transaction. For this example, type *Joe Smith Mileage* in the **Journal Line Description** field.
24.	Click **Save**. Save
25.	The Finance System will assign a Journal ID to the Journal Entry.
26.	*You are now ready to validate your Journal Entry.* **End of Procedure.**