

Journal Entry (JE) Process

1. Complete the most current Journal Entry Form from the [BOA Forms & Files](#) webpage
2. Enter the JE in Colleague using XGLJE (see instructions below)
3. Save the Excel JE form as .PDF file and merger with supporting documents
4. Send JE form with supporting documents in SignRequest for approvals and to the ABS

Entering Journal Entries in Colleague

Form: XGLJE

Journal Number LookUp or (A)dd: A

Journal Number LookUp or (A)dd

A

OkCancelFinishHelp

Enter Transaction Date: Posting Date (this is the date the JE will show up in Finance Query)

Enter Transaction Date

6/30/21

OkCancelFinishHelp

Entering Journal Entry Information:

6 Journal Number : J231275
Journal Date : 07/01/2021
Entered :

Journal Type : General Journal
Status :
By :

Author **1**

Comments **1** **2**

| | Item GL Acct/Description | Project No/Item | Debit Amount | Credit Amount |
|--------------|---|--|--|--|
| 1 | 3 <input style="width: 150px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> |
| | 4 <input style="width: 150px;" type="text"/> | <input style="width: 100px;" type="text"/> | | |
| 2 | 3 <input style="width: 150px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> |
| | 4 <input style="width: 150px;" type="text"/> | <input style="width: 100px;" type="text"/> | | |
| Total | | | 0.00 | 0.00 |

5 Journal Entry Done No

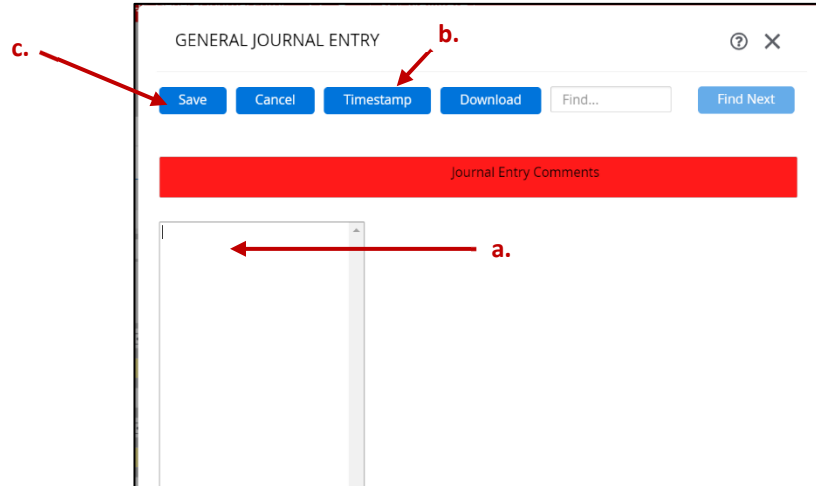
Create Reversing Jrn Entry

Reversing Trans Date

Approvals **1**

1. Author: Who initiated JE (initials only)

2. Comments: Drill into paper
 - a. Transfer “Further Justification or Explanation” from JE request to Journal Entry “Comments” section
 - b. Timestamp (this will add date, time and your name to the comment)
 - c. Save



3. Item GL Acct/Description: GL code with debit(s) or credit(s)
4. Description: This will appear in Finance Query for reference. Make sure to repeat for each line item of the JE of transaction. Hint - using ‘enter’ will duplicate and populate the brief description for you to subsequent line items.
5. Journal Entry Done: N
6. Copy and paste JE # to your JE request form (use @ to reopen if you close out of JE too quickly)
7. Save > to enter more JEs or Save All > to be done

Other Helpful Tips:

- Click line number > insert or delete line items
- Use GLJI to look up previously posted JE
- Posting date cannot be in a prior, closed period
- Reversals & Large JEs – Send a note to the ABS, we may have alternative solutions for you!

Acquiring Approvals and Sending JE in SignRequest

Signers

First Signer: You/Initiated By

Second Signer: Department or Division Approval

Third Signer: Cabinet Officer Approval (if applicable)

Fourth Signer: Accounting & Business Services Approval (Kirsten Kitamura, kitamurk@whitman.edu)

Will Receive a Copy: journalentries@whitman.edu

Settings

File Name: yyyy-mm-dd_abc to xyx_J12345 (Posting date_Brief description_JE #)

Example: 2021-06-30_ABS Services to Supplies_J12345.pdf

Email Subject: “yyyy-mm-dd abc to xyx J12345” (JE posting date, Brief description, JE #)

Example: 2021-06-30 ABS Services to Supplies J12345