

In this topic you will learn how to create a journal entry. A journal entry is most often used to make a correction. Journals can also be used to enter a transaction to pay an invoice for goods or services within MCPS (e.g., EGPS), if a school wants to pay from an account other than their Independent Activity Fund (IAF). Payments from IAF should be done in iPayment.

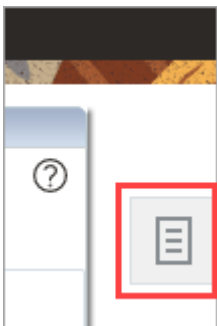
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

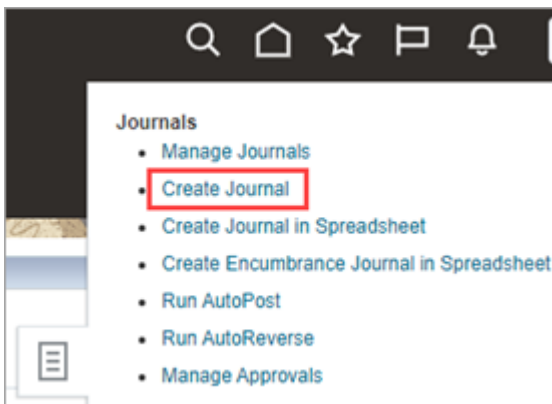
1. Scroll to the **General Accounting** menu and select the **Journals** tile.



2. Click the **Tasks** icon.



3. Click the **Create Journal** link.





Create a Journal

4. Click in the **Journal Batch** field, and type your journal batch name.

Create Journal ?

Journal Batch ? | Show More

* Journal Batch 04230-ds-08262021

Description

* Balance Type Actual

NOTE: Naming convention for all journal batches is:

organization number-your initials-date (MMDDYYYY)

Example: **04230-ds-08262021**

5. Click in the **Description** field and enter the purpose for the journal entry.

Create Journal ?

Journal Batch ? | Show More

* Journal Batch 04230-ds-08262021

Description Wrong account charged

* Balance Type Actual

NOTE: For this journal entry a textbook order was charged to the Instructional Materials account by mistake, so funds need to be debited from the Textbook account (503001) and credited back to the Instructional Materials account (503003).

Example: **Wrong account charged.**

6. Click on the **+** icon to attach a copy of an invoice or document.

Note: All journal entries are required to have supporting documentation attached.

7. Click on the **Choose File** button to navigate to your file to attach and then click **OK**.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Kerri Pitts	9/8/21 8:25 AM

Rows Selected 1 Columns Hidden 1

OK Cancel



Create a Journal

8. Scroll down to the Journal section. Click in the **Journal** field, and enter the **Journal** name.

Journal ? | Show More

Journal DS-08262021-Expenditure

Description

* Ledger MCPS Primary Ledger

* Accounting Date 8/26/21

* Category Adjustment

NOTE: Naming convention for **Journal** name is: Your initials-date-description

Example:

DS-08262021-Expenditure adjustment

9. Enter a precise description in the **Description** field, including invoice or requisition numbers if available.

Journal ? | Show More

Journal DS-08262021-Expenditure

Description Wrong account charged, req# 112

* Ledger MCPS Primary Ledger

* Accounting Date 8/26/21

* Category Adjustment

Example: **Wrong account charged, req# 112**

10. Under Journal Lines, click on the **Account Fields** icon  to open the account string fields. If you don't see the icon, or see only a portion, hover over the vertical line between the Account and Debit columns to adjust the width of the account column, by dragging to the right, to reveal the account fields icon.

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

Line	* Account	Entered (USD)	
		Debit	Credit
1			



11. Enter the correct Journal Account information. In each field, pull down a list and search from there.

The screenshot shows the 'Account' form with a 'Hide Segments' button. The 'Fund' dropdown menu is open, showing a list of options. The first option, '01 General Fund', is highlighted in blue. A red box is drawn around the 'Fund' dropdown and the first option.

Field	Value
Fund	01 General Fund
Organization	02 Supported projects fund
Function	03 Warehouse fund
Location	

*Example: Click the **Fund** drop-down list and choose **01 General Fund**.*

12. Continue through the fields, using the drop-down lists to make your selection or select the **Search** link to conduct a search.

The screenshot shows the 'Account' form with a 'Hide Segments' button. The 'Fund' dropdown menu is open, showing a list of options. The first option, '01 General Fund', is highlighted in blue. A red box is drawn around the 'Search...' link at the bottom of the dropdown menu.

Field	Value
Fund	01 General Fund
Organization	02 Supported projects fund
Function	03 Warehouse fund
Location	04 Capital projects fund
Category	05 Instructional TV fund
Account	11 Food and Nutrition Fund
Project	12 Real Estate Management fund
Activity	13 Field trip fund
Interfund	14 Entrepreneurial fund
	20 District Wide Fund

NOTE: Follow Steps 11-14 for instructions on conducting a quick or advanced search for a value. If the values are known, and a search is not required, skip to [Step 16](#).

13. For a quick search, enter a value or a description if you have it, and click **Search**. Then select the value you want, and click the **OK** button.

Search and Select: Organization

Search Advanced

Match ☒ All ☐ Any

Value

Description 1

2 Search Reset

Value	Description
01916	Rock Terrace
02773	Rock Creek Forest ES
02795	Rock View ES
02819	Rock Creek Valley ES
03707	Rocky Hill MS
04230	Rockville HS

3

4 OK Cancel

*Example: Enter 'Rock' in the **Description** field and click **Search**.*

Note: "Basic" search presumes that your value or description "starts with" what you type in the field. If you know how the description **begins**, enter the first several letters or numbers. If you are not sure, see the next step to run an "Advanced" search.

14. If you don't know the value, select **Advanced** for an advanced search.

Search and Select: Organization

Search Advanced

Match ☒ All ☐ Any

Value

Description

Search Reset

Value	Description
No rows to display	

OK Cancel

15. Type part of the name in the **Description** field, and pull down the description list to find “Contains.” Then, click the **Search** button. A list of values meeting the search criteria will populate. Select the value you want, and click the **OK** button.

16. Update the remaining Journal Account information by entering the value or utilizing the search function. Once all fields are correct, click the **OK** button.

NOTE: If the account string isn't accepted, look for the error message. It may be an erroneous segment number, or it may be a combination that does not exist. Update the appropriate value segment and click **OK**.

17. Click in the **Debit** field and enter the debit amount. Example: Enter **150.00** into the field.

Journal Lines		Entered (USD)	
Line	Account	Debit	Credit
1	01-04230-00000-230-04-503001-0000	150.00	
2			
Total		150.00	

A second journal line is automatically made available.

Click the **Account Fields** icon in this line.



18. Update the **Journal Account** line information as needed by entering the value(s) or utilizing the search function (see [Steps 11-16](#)). When all the values have been entered click the **OK** button.

Account

Hide Segments

Fund

01

▼

General Fund

Organization

04230

▼

Rockville HS

Function

00000

▼

Default Function

Location

230

▼

Rockville High School

Category

04

▼

Instruction Textbooks and Supplies

Account

503003

▼

Instructional Materials

Project

000000

▼

Default Project

Activity

0000

▼

Default Activity

Interfund

00

▼

Default Interfund

Search

Reset

OK

Cancel

Example: Change **Account** number to 503003, Instructional Materials

19. Click in the **Credit** field and enter the credit amount. Example: Enter 150.00.

Journal Lines ?				
Actions View Format + × Detach Wrap				
	Line	* Account	Entered (USD)	
			Debit	Credit
▶	1	01-04230-00000-230-04-503001-000000-(	150.00	
▶	2	01-04230-00000-230-04-503003-0000		150.00
Total			150.00	150.00



Create a Journal



To pay an invoice via a journal entry:

The steps are the same as above, however, the debit account is the account string where the funds will be used to pay the invoice and the credit account is the MCPS unit's account string. Make sure to include the invoice number in the journal description and attach a copy of the invoice.

Example: To pay an EGPS invoice -

Journal Batch Description: EGPS Invoice Payment

Journal Name: Initials-mmddyyy-EGPS Invoice #XXXX

Journal Description: EGPS Invoice #XXXX

Debit Instructional Materials: 01.xxxxx.00000.xxx.04.503003.00000.0000.00

Credit EGPS: 14.82201.00000.000.00.410840.00000.0000.00

Note: EGPS invoices may be paid by creating a journal, or by writing a paper check and sending it to EGPS through the Pony. EGPS does not accept payments through iPayment.

20. Click the **Save** button.

The screenshot shows a journal entry form with a top bar containing buttons: 'Save', 'Complete', 'Post', and 'Cancel'. The 'Save' button is highlighted with a red box. Below the buttons is a 'Batch Actions' dropdown menu. To the right is a 'Projected Balances' panel with 'PTD' and 'Total' dropdowns and a 'No lines selected' message.

21. Click the **Complete** button.

The screenshot shows the same journal entry form as before, but now the 'Complete' button is highlighted with a red box. The 'Batch Actions' dropdown and 'Projected Balances' panel remain visible.

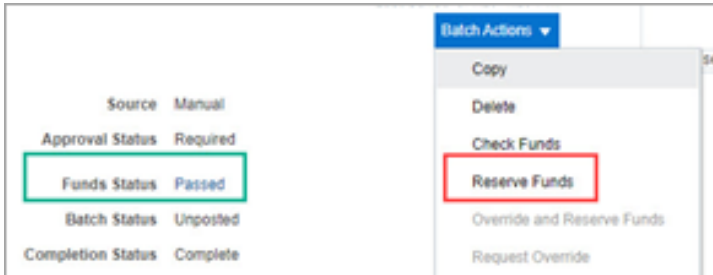
22. Click the **Batch Actions** drop-down list and select **Check Funds**.

The screenshot shows the journal entry form with the 'Batch Actions' dropdown menu open. The menu options are: 'Copy', 'Delete', 'Check Funds' (highlighted with a red box), 'Reserve Funds', 'Override and Reserve Funds', and 'Request Override'. On the left, a table shows the current status of the journal entry:

Source	Manual
Approval Status	Required
Funds Status	Not attempted
Batch Status	Unposted
Completion Status	Complete

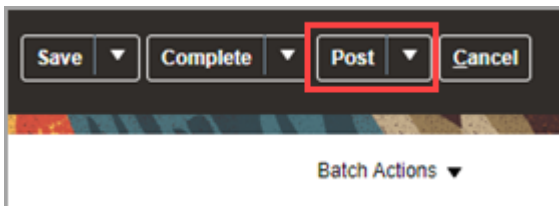
NOTE: The **Funds Status** will change from 'Not Attempted' to 'Passed' or 'Passed with Warning.' If you receive a status including "with warning" please review accounts as needed to confirm sufficient funding.

23. Click the **Batch Actions** drop-down list again and select **Reserve Funds**.



NOTE: The **Funds Status** will change from 'Passed' or 'Passed with Warning' to 'Reserved' or 'Reserved with Warning.' If you receive a status including "with warning" please review accounts as needed to confirm sufficient funding.

24. Click the **Post** button.



25. Click the **OK** button.



26. Click on the **Home** icon to return to the home page.



Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.