

Journal Entries: 6 Things to Know

Navigation

- All journal entries will now be created using the same navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- You can also navigate to Journal Entries from the Links section in the General Ledger Work Center.

Ledger

- Rather than using separate navigation to create different types of journal entries, the journal entry type will now be identified by selecting the appropriate ledger on the Header page of the journal entry.

Editing

- Rather than being referred to as validating a journal entry, journal entry validation is now referred to as editing a journal entry, and can be accessed from the Process dropdown menu on the Lines page.

Attachments

- You can now attach and view supporting documentations to transactions.

WorkFlow

- Workflow is an automated process whereby transactions are routed for processing and approval. Once a transaction is submitted, it will be routed through the system for review/approval, and an email notification will be sent to the reviewer/approver.

Spreadsheets

- Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines, or, to use the spreadsheet for recurring journal entries that you create on a routine basis.

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