

## GL.020.002 - ENTERING A JOURNAL USING CONTROL TOTALS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the purpose of using Control Totals.</li> <li>To list what can be specified on the Totals page.</li> <li>To identify what populates the fields in the Actual Totals group box.</li> <li>To define what specifies Control Totals.</li> <li>To enter a Journal using Control Totals.</li> </ul>
<b>Description</b>	This topic demonstrates how to enter a journal using control totals; this is to ensure that when a staff member enters journal lines, these figures match before the journal is posted.
<b>Security Role</b>	<b>BOR_GL_JOURNAL_ENTRY</b>
<b>Dependencies/ Constraints</b>	<p>Appropriate budgets must be established for all General Ledger transactions that contain revenue or expense accounts.</p> <p>As users enter journal lines, the system displays a running total of the actual debits, credits, units and lines, as well as the net difference between the amounts users enter and the Control Totals. If users leave any of the control total fields blank, the system does not validate against the associated actual total.</p> <p>If users edit a journal and the control totals do not equal the actual totals, the system flags the journal as having errors. Users must correct these errors before they can post.</p>
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to enter a journal using control totals; this is to ensure that when a staff member enters journal lines, these figures match before the journal posts.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Journal Entry</b> link.
6.	Click the <b>Create/Update Journal Entries</b> link.
7.	Click the <b>Find an Existing Value</b> tab.
8.	Enter a Journal ID number in the <b>Journal ID</b> field for a journal not yet posted.
9.	Click the <b>Search</b> button.
10.	Click the <b>Totals</b> tab. The Totals tab enables users to enforce a greater degree of control over the journal entry process. Users can use this page to specify debit and credit amounts, unit value of statistical entries, and the number of lines.
11.	Enter control total debit and credit amounts into the Debit and Credit fields. The fields in the <b>Control Totals</b> group box identify the control total amounts for each currency code and base currency used in the journal lines.  <i><b>Note:</b> The control totals are specified by the balancing chartfield (fund). If no fund is specified on the totals page, the totals apply to the journal entry as a whole.</i>
12.	Confirm the <b>Actual Totals</b> populated from information entered on the Lines tab.
13.	Verify the fields in the <b>Differences</b> group box populate. The Differences group box lists the differences between the control totals and the actual totals.
14.	Click the <b>Save</b> button.
15.	Click the <b>OK</b> button.