

## GL.020.025 - SELECTING JOURNAL ENTRY TEMPLATE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what the Journal Entry Template is used for.</li> <li>To identify how many templates are delivered with the system.</li> <li>To select a Journal Entry Template.</li> </ul>
<b>Description</b>	<p>The Standard Journal Entry Template specifies which columns appear on the Lines page. GeorgiaFIRST delivers three templates: a DEFAULT template, ALL_FIELDS template, and NO_PROJECT template. The “DEFAULT” template includes all columns for normal business operations. The ALL_FIELDS template includes all available columns for use. The “NO_PROJECT” template contains all necessary columns except for the Project ChartField.</p> <p>Two other configured Journal Entry Templates, “NO_OPNITEM,” and “NO_OIPROJ” are delivered for specific uses. The “NO_OPNITEM” template contains all necessary columns except for the Open Item Key field. The “NO_OIPROJ” template contains all necessary columns except for the Project ChartField and Open Item Key field.</p>
<b>Security Role</b>	<b>BOR_GL_JOURNAL_ENTRY</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

### Procedure

Below are step by step instructions on how to review different configurations within the Journal Entry Templates in the system.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.

Step	Action
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>Add</b> button. The system navigates to the Create/Update Journal Entries page.
8.	Enter Description in the <b>Long Description</b> field.
9.	Enter a Ledger Group in the <b>Ledger Group</b> field.
10.	Enter a Source in the <b>Source</b> field.
11.	Click the <b>Lines</b> tab.
12.	Click the horizontal scrollbar to view fields that display at the line level.
13.	The previous screen shows the <b>Journal Lines</b> page using the Default Journal Entry Template for GeorgiaFIRST.
14.	Click the <b>Template List</b> link.
15.	Click the <b>Arrow</b> to the right of the Miscellaneous tab to show all columns for the Journal Entry Template section, including those on the Amount and Miscellaneous tabs.
16.	Click the <b>Arrow</b> to the right of the Miscellaneous tab to show all columns for the Journal Line Copy Down section.
17.	<p>There are three delivered Journal Entry Templates. The fields selected on each template appears on the Journal Lines page.</p> <ul style="list-style-type: none"> <li>• The DEFAULT Template contains all necessary GeorgiaFIRST ChartFields for normal business operations.</li> <li>• The ALL_FIELDS Template contains all the fields that are available for use.</li> <li>• The NO_PROJECT Template ID Contains all necessary columns except for the Project chartfield.</li> </ul> <p>Users may select an alternate template by deselecting the DEFAULT template and simply selecting one of the other templates. Note the differences between the three templates as we scroll to show the selected fields.</p>
18.	Click the horizontal scrollbar. By scrolling right users can view the selected fields for each of the three delivered journal entry templates.
19.	Click the <b>OK</b> button. This action returns users to the Journal Lines page.

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Step	Action
20.	Click the horizontal scrollbar. After selecting the appropriate journal entry template, complete the journal entry. For more information refer to GL.020.001 - Creating and Posting a Journal Entry.