

FM - SUBMIT JOURNAL ENTRY (CORRECT EXPENDITURES)

This Skyward module allows the user to correct expenditures that were posted to incorrect account codes. This process moves the actual expense \$ and does not affect budget amounts.

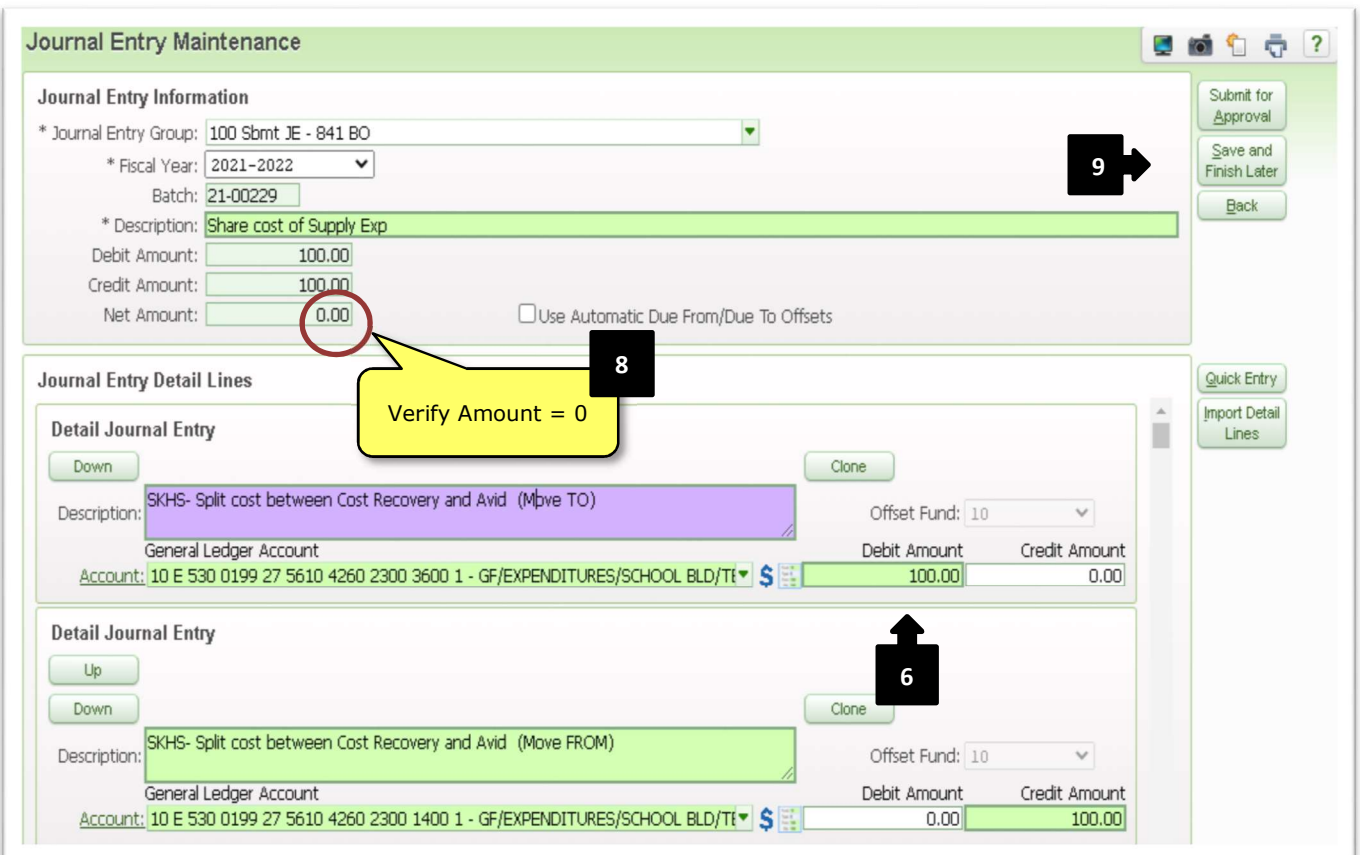
For more information, please see the WSIPC Guide to General Inputs

Go to Financial Management/Account Management/Journal Entry/Submit Journal Entry and click **Add** to open work area.

1. Select appropriate **Journal Entry Group** from drop down list.
 - This will be the group name for your location.
2. Select the appropriate **Fiscal Year** in which the journal entry correction is to be applied. This should always be the same year as the original expense occurred so take care if multiple years are available. If the incorrect year is selected, the entry will need to be redone.
3. Type a short **Description** explaining the correction. This description displays on the browse screen.

In the Journal Entry Detail Lines area, enter a debit and credit entry. A debit and a credit are required for each correction (two entries, that net zero).

4. In the first Detail Journal Entry area type a **Description** describing the correction. (eg...SKHS split cost between departments Avid and Credit Recovery).
5. Select or enter a **Debit Account Code**. (The code you want to **Move the Expense To**).
6. Enter **Debit Amount**.
7. Repeat steps 4 through 6 for the second half of the transaction and enter the **Credit Account Code** and **Credit Amount** (the code you want to **Move the Expense From**).
8. The **Net Amount** must balance. The Net Amount (top section of screen) should be zero if both sides of the transfer are entered correctly.
9. To finalize the process, click **Save and Finish Later** so that you can include attachments.



The screenshot shows the 'Journal Entry Maintenance' form. It is divided into two main sections: 'Journal Entry Information' and 'Journal Entry Detail Lines'.

Journal Entry Information:

- * Journal Entry Group: 100 Sbrmt JE - 841 BO (Callout 1)
- * Fiscal Year: 2021-2022 (Callout 2)
- Batch: 21-00229
- * Description: Share cost of Supply Exp (Callout 3)
- Debit Amount: 100.00
- Credit Amount: 100.00
- Net Amount: 0.00 (Callout 8, circled in red with a yellow callout box saying 'Verify Amount = 0')
- ☐ Use Automatic Due From/Due To Offsets

Journal Entry Detail Lines:

Detail Journal Entry (Callout 4)

Down (Callout 5)

Description: SKHS- Split cost between Cost Recovery and Avid (Move TO) (Callout 6)

General Ledger Account

Account: 10 E 530 0199 27 5610 4260 2300 3600 1 - GF/EXPENDITURES/SCHOOL BLD/TI (Callout 7)

Offset Fund: 10

Debit Amount: 100.00

Credit Amount: 0.00

Clone

Detail Journal Entry

Up

Down

Description: SKHS- Split cost between Cost Recovery and Avid (Move FROM)

General Ledger Account

Account: 10 E 530 0199 27 5610 4260 2300 1400 1 - GF/EXPENDITURES/SCHOOL BLD/TI

Offset Fund: 10

Debit Amount: 0.00

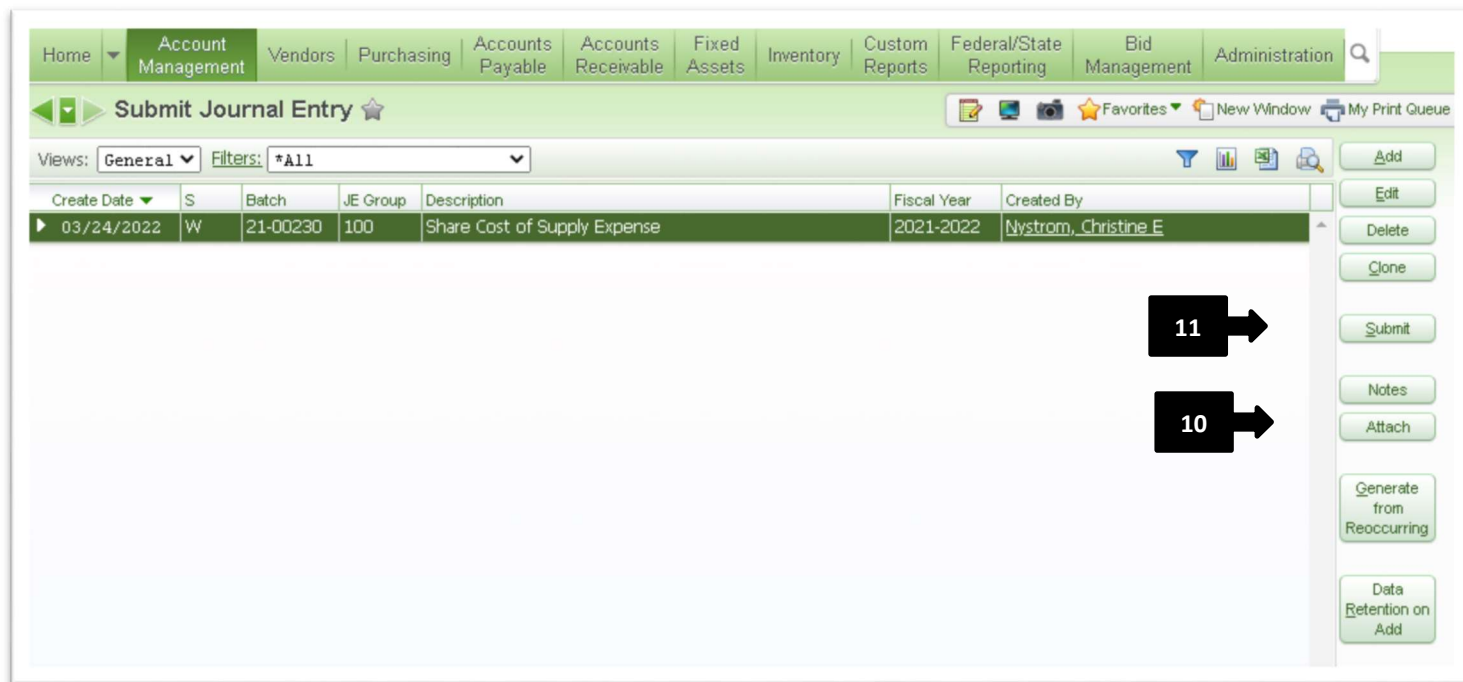
Credit Amount: 100.00

Clone

Buttons on the right: Submit for Approval, Save and Finish Later (Callout 9), Back, Quick Entry, Import Detail Lines.

10. Once back on the Submit Journal Entry screen, highlight the transaction and click the **Attach** button to include a copy of your report showing the expense.
11. Click **Submit** to route the Submit Journal Entry for approval.

Please note that users can **Clone**, **Generate from Reoccurring**, or save preferences with **Data Retention on Add** to make data entry easier.



Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Federal/State Reporting Bid Management Administration

Submit Journal Entry ☆

Views: General Filters: *All

Create Date	S	Batch	JE Group	Description	Fiscal Year	Created By
03/24/2022	W	21-00230	100	Share Cost of Supply Expense	2021-2022	Nystrom, Christine E

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10 →

Buttons: Add, Edit, Delete, Clone, Submit, Notes, Attach, Generate from Reoccurring, Data Retention on Add