MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

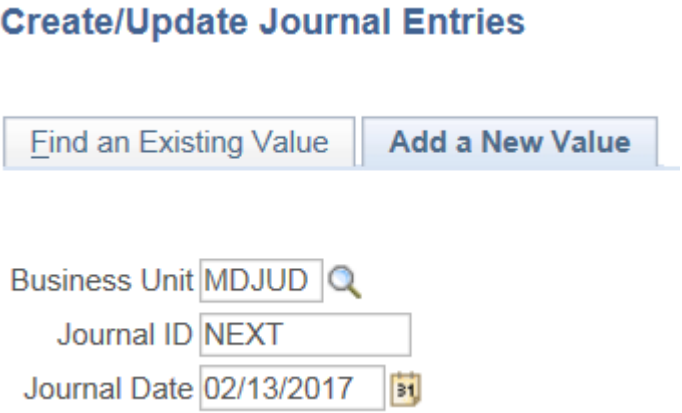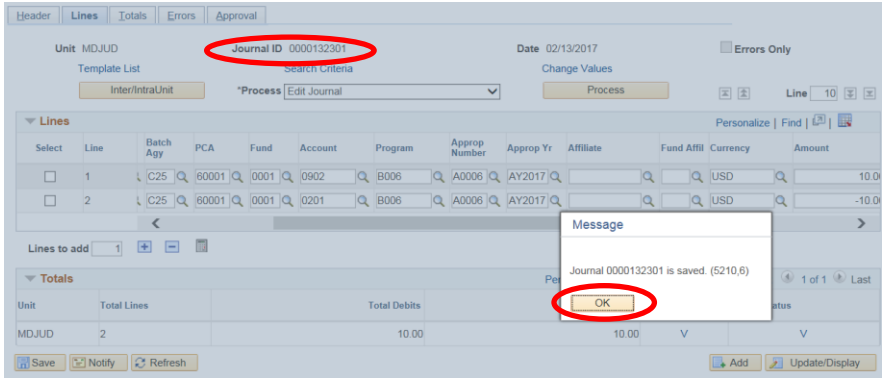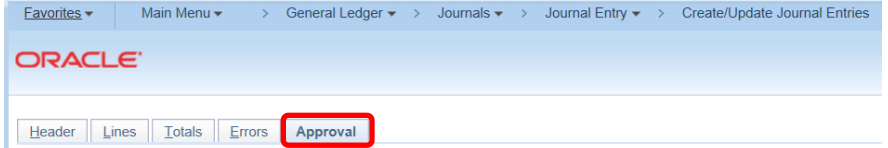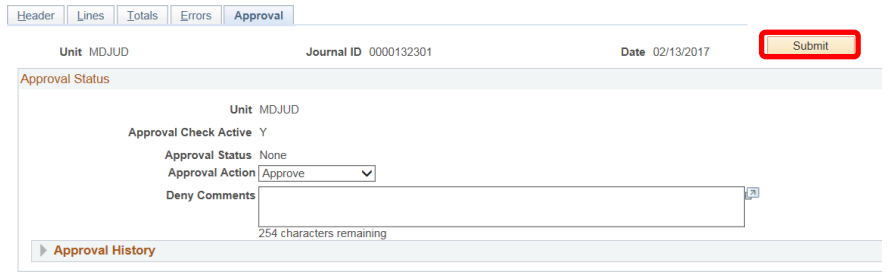| Task	Process Information
Creating a GL Journal Entry **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	Use a General Ledger journal entry to reclassify a journal that has already been posted or to record a new transaction to the Actuals ledger. General Ledger Journal Entry (GLJE) Approvals – *This notice does not apply to the local District Court staff, as the journal entry functionality is not initiated by these users, but would apply to District Court Headquarters (DCHQ), as well as all others.* For everyone, but local DC staff, GLJE's will now require GEARS online approval, before completion of the journal process. For all GLJE's, the journal will route to the same local approver (based on your PCA) which exists currently for vouchers and then it will route to DBF for approval.

GEARS Navigation

General Ledger > Journals > Journal Entry > Create/Update Journal Entries	Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

1.0   Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	a) **Select the "Add a New Value" Tab.** b) **Be sure the fields are populated with the appropriate information.** c) **Click the** Add **button.** ***As a special note, when processing these entries for year-end after June 30, i.e. July 1 – 15th, this date must be changed to June 30, XXXX***	**Create/Update Journal Entries** Find an Existing Value **Add a New Value** Business Unit MDJUD Journal ID NEXT Journal Date 02/13/2017

2.	a) Enter the desired information into the Long Description field. b) Deselect (turn OFF) the Save Journal Incomplete Status option as needed. c) Add supporting documentation as an attachment. d) Click the Lines tab at the top of the page.	
3.	a) Enter your PCA in the SpeedType field. b) Press Enter. **Most of the necessary chartfields will be populated (Batch Agency, PCA, Fund, Program, Approp Number).** c) Enter the following: • Account • Approp Year • Amount **(NOTE: The first line is generally the positive amount)** d) Click the Insert Lines button ⊞.	
4.	a) On the new line, enter the following: • Account • Amount b) Verify that the debits and credits (pluses and minuses) are equal as necessary. c) Verify that the Process list displays "Edit Journal". d) Click the Process button.	

5.	a) Take note of the Journal ID. b) Click the OK Button.	
6.	Click on the Approval tab at the top of the page.	
7.	Click the Submit button to submit your journal for approval. **NOTE: You cannot move forward with the remaining steps until the journal has been approved. You will receive an email notification and a Worklist item when it has been approved.** ***Please monitor your journal entry to ensure that it is approved timely to be posted. Journals post based on the date of the journal and if delayed, the general ledger period could be closed and lead to errors.**	

8.	Once the journal has been approved, return to the journal to post it. Click the link in your approval notice email, worklist item page, or follow the below steps to navigate into the journal: a) Click on the Find an Existing Value tab. b) Enter the Journal ID. c) Be sure the Journal Header Status is blank. d) Click the Search button. **NOTE:** If changes are noted during the approval process, reopen the journal and edit the lines as needed (steps 2-4) and then resubmit it for approval. Once a journal is approved, attachments cannot be deleted. If changes to the attachments are needed beyond this point, contact DBF.	**Create/Update Journal Entries** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Add a New Value ▼Search Criteria Business Unit = ⌄ MDJUD Journal ID begins with ⌄ 0000132301 Journal Date = ⌄ Ref Doc begins with ⌄ Line Business Unit = ⌄ Journal Header Status = ⌄ Budget Checking Header Status = ⌄ Source = ⌄ Entered By begins with ⌄ Attachment Exist = ⌄ ☐ Case Sensitive
9.	a) Click the **Lines** tab at the top of the page. b) Select "Post Journal" in the Process list. c) Click the Process Button.	
10.	Click the OK button to post the journal.	**Message** Are you sure that you want to post this journal? (5010,45) OK Cancel

11.	The journal is now posted. **NOTE: You cannot edit the journal after it has been posted.**	

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