

## Everett Public Schools Journal Entry Request Web Form Instructions

### Introduction

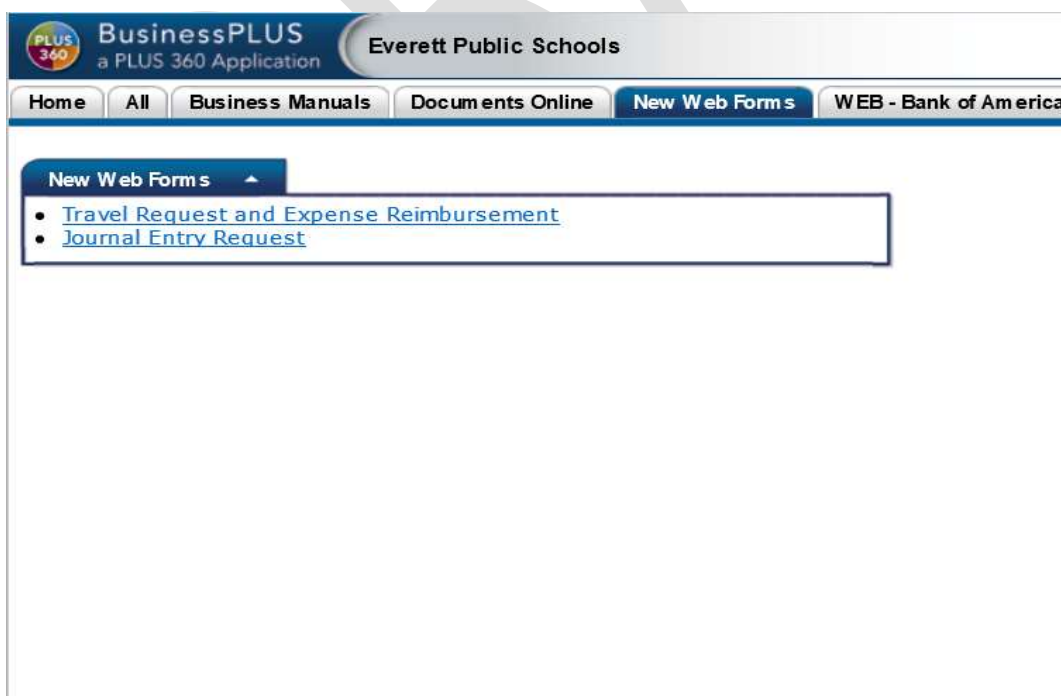
The Journal Entry web form provides an efficient tool for district staff to quickly and easily submit account code corrections and changes in spending planning (Account Code Change Vouchers and Debit – Credit Transfer Voucher). Use of this form is mandatory. There are several distinct advantages to this web form:

1. The process is entirely paperless and electronic- it's better for the environment.
2. Approvals are accomplished electronically using workflow- this is far faster than forwarding paper forms.
3. Supporting documentation is attached electronically at the time of submission, and available for review at any time.
4. Processing is faster- upon receiving the approvals the journal entry will be posted automatically to the account codes requested.
5. To the greatest extent possible, validation occurs at the time of data entry- only valid account codes may be used.

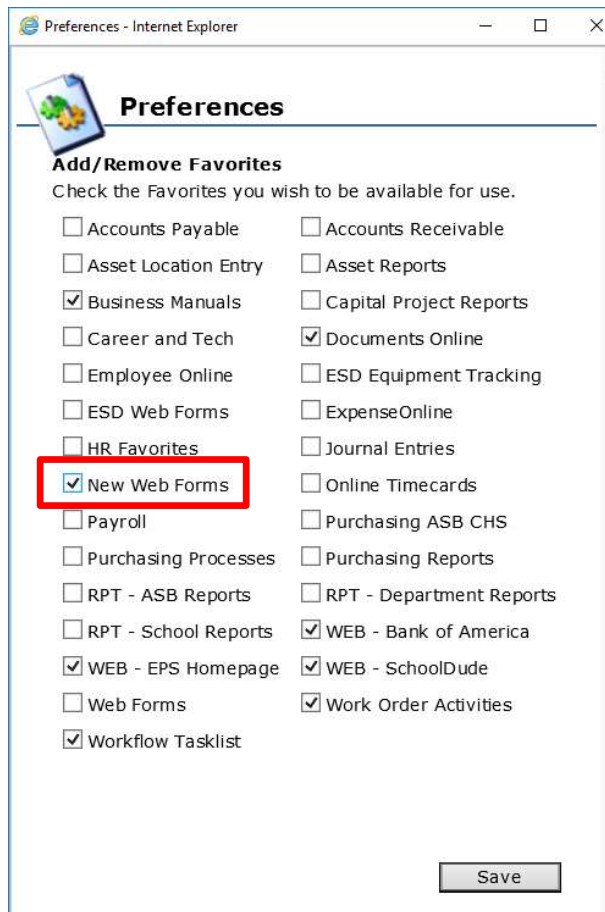
This form replaces the Account Code Change Vouchers and Debit – Credit Transfer Voucher.

### Instructions for use

1. Access to the web form is available from the **New Web Forms** tab on BusinessPlus. Select the **Journal Entry Request** link.



2. To add the tab, select **Settings, Preferences**, and check **New Web Forms**. Then click **Save**.



The screenshot shows a web browser window titled 'Preferences - Internet Explorer'. The main heading is 'Preferences'. Below it is a section titled 'Add/Remove Favorites' with the instruction 'Check the Favorites you wish to be available for use.' There is a list of 25 checkboxes arranged in two columns. The checkbox for 'New Web Forms' is checked and highlighted with a red rectangular box. Other checked items include 'Business Manuals', 'Documents Online', 'WEB - Bank of America', 'WEB - SchoolDude', 'Work Order Activities', 'WEB - EPS Homepage', 'Workflow Tasklist', 'RPT - School Reports', 'RPT - Department Reports', 'WEB - Bank of America', 'WEB - SchoolDude', 'Work Order Activities', 'RPT - ASB Reports', 'RPT - Department Reports', 'WEB - Bank of America', 'WEB - SchoolDude', 'Work Order Activities', 'RPT - ASB Reports', 'RPT - Department Reports', 'WEB - Bank of America', 'WEB - SchoolDude', 'Work Order Activities'. A 'Save' button is located at the bottom right of the form.

Add/Remove Favorites	
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Asset Location Entry	<input type="checkbox"/> Asset Reports
<input checked="" type="checkbox"/> Business Manuals	<input type="checkbox"/> Capital Project Reports
<input type="checkbox"/> Career and Tech	<input checked="" type="checkbox"/> Documents Online
<input type="checkbox"/> Employee Online	<input type="checkbox"/> ESD Equipment Tracking
<input type="checkbox"/> ESD Web Forms	<input type="checkbox"/> ExpenseOnline
<input type="checkbox"/> HR Favorites	<input type="checkbox"/> Journal Entries
<input checked="" type="checkbox"/> New Web Forms	<input type="checkbox"/> Online Timecards
<input type="checkbox"/> Payroll	<input type="checkbox"/> Purchasing ASB CHS
<input type="checkbox"/> Purchasing Processes	<input type="checkbox"/> Purchasing Reports
<input type="checkbox"/> RPT - ASB Reports	<input type="checkbox"/> RPT - Department Reports
<input type="checkbox"/> RPT - School Reports	<input checked="" type="checkbox"/> WEB - Bank of America
<input checked="" type="checkbox"/> WEB - EPS Homepage	<input checked="" type="checkbox"/> WEB - SchoolDude
<input type="checkbox"/> Web Forms	<input checked="" type="checkbox"/> Work Order Activities
<input checked="" type="checkbox"/> Workflow Tasklist	

Save

3. Written instructions and the District's processes governing journal entries are available in the links below.

#### [Section 4.06 Journal Entries](#)

4. In the **Date** section, enter the last day of the current month. A pop-up calendar is available for your convenience. After the 25<sup>th</sup> of the month use the following month.
5. Enter the **Description** of the transaction. A description must be included on each row. Additional information can be provided in the **Additional Description** box.
6. Select **ADD ROW**, if additional rows are needed.
7. Enter the PO to be adjusted if needed. Only include one PO per journal entry submitted.



## Journal Entry Request

Help ▾

New Instance

Date

11/30/2018



Description

Org Key

Object

Debit

Credit

Enter Description (Max L



Enter Description (Max L



Enter Description (Max L



Enter Description (Max L



ADD ROW

Totals

Additional Description

- Enter the org key and object code to be corrected in the specified fields. By entering four or more characters of the number or description a pick list will appear from which you may select the code.



## Journal Entry Request

Help ▾

New Instance

Date

11/30/2018



Description

Org Key

Object

Debit

Credit

Enter Description (Max L

finance



Enter Description (Max L



Enter Description (Max L

9713714200 | FINANCE DEPT STAFF

9713004299 | CONTINGENCY FINANCE

9713717200 | DIR FINANCE &amp; OPERATIONS

9715714200 | FINANCE DEPT RECORDS STAFF

9772717200 | FINANCE DEPT DATA PROCESSING



Enter Description (Max L



ADD ROW

Totals

Additional Description

- Support should be scanned and attached. First scan and save them in color at 300 DPI, and then select the **ADD ATTACHMENT** button. The Attachment window will then display.
- Drop and drag or select **click to upload** and locate and select the image you wish to attach. Upon return change the description if desired and select **SAVE** or **SAVE + ADD ANOTHER**. Repeat this process until all supporting documents have been attached.

Add Attachment

Description

Receipt

File

Drop files here or click to upload

CLOSE

SAVE

SAVE + ADD ANOTHER

11. Upon return, you may view your attachments by selecting the View button to the right of the attachment description.
12. Upon completion of your request, select **SUBMIT** from the task bar at the bottom of the screen.
13. If the form is not complete you can select **SAVE AS A DRAFT**. An email will be sent with a link to the form for you to complete at another time.

Additional Description

Attachments

Actions	Description	Document
<div> <div></div> <div></div> </div>	Receipt	pdfexport.pdf

+ ADD ATTACHMENT

SAVE AS DRAFT

RESET

SUBMIT

14. Workflow will now route your request to your Office Manager and budget authority for review and approval. Once all approvals have been received, the necessary transactions will be automatically generated in BusinessPlus. You should receive an email indicating your request has been approved and will posted.