Everett Public Schools
Journal Entry Request Web Form Instructions

Introduction

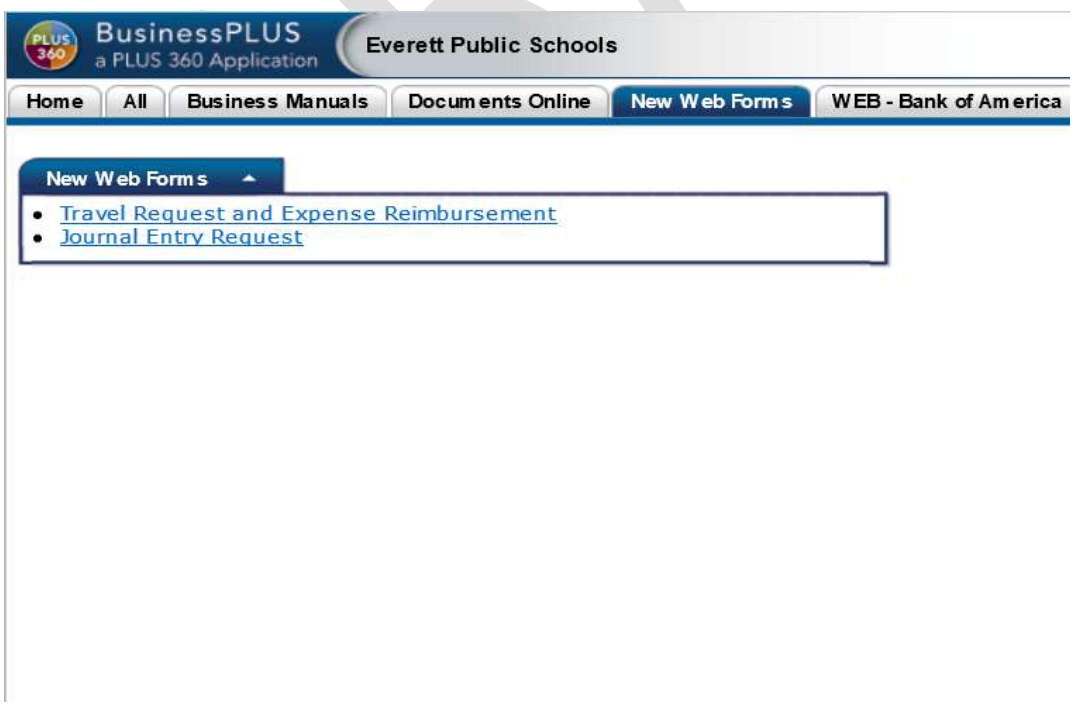
The Journal Entry web form provides an efficient tool for district staff to quickly and easily submit account code corrections and changes in spending planning (Account Code Change Vouchers and Debit – Credit Transfer Voucher). Use of this form is mandatory. There are several distinct advantages to this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

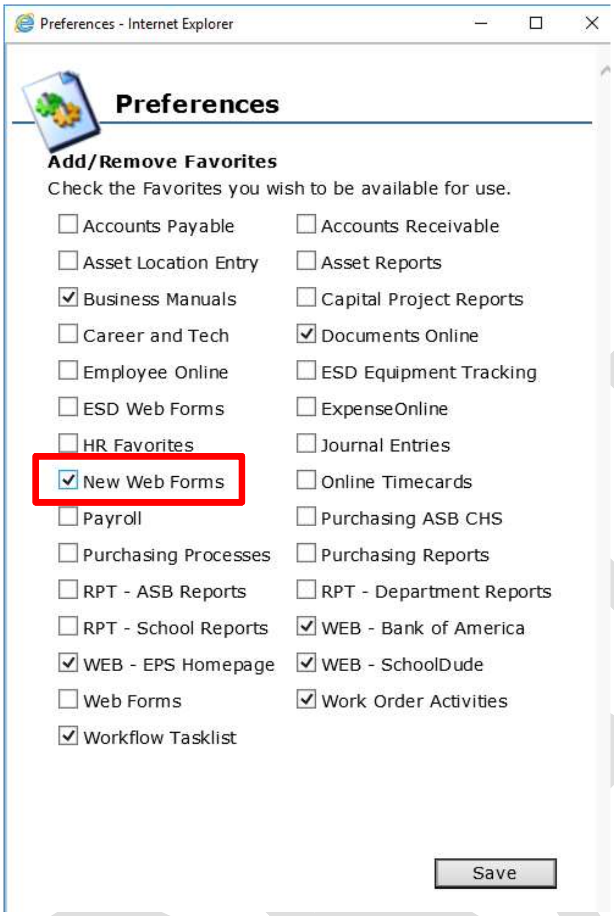
This form replaces the Account Code Change Vouchers and Debit – Credit Transfer Voucher.

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.**



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

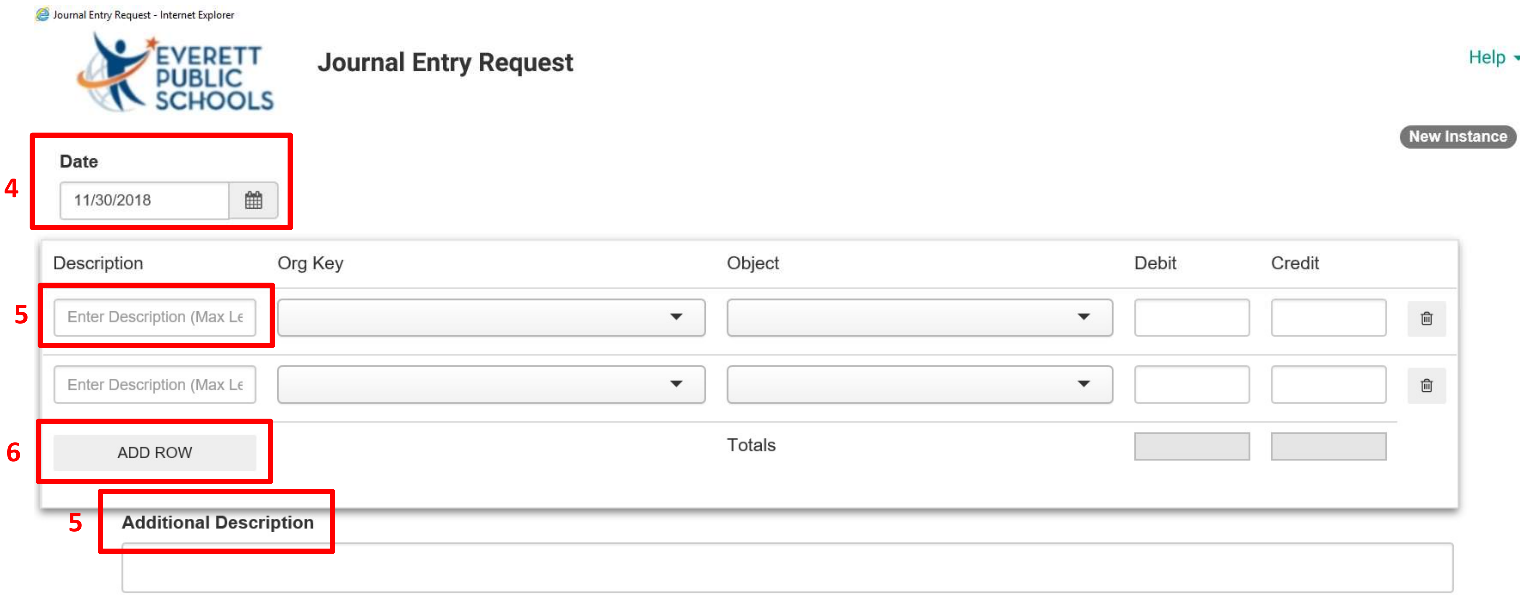
   [**Section 4.06 Journal Entries**]

4. In the ***Date*** section, enter the last day of the current month. A pop-up calendar is available for your convenience. After the 25th of the month use the following month.

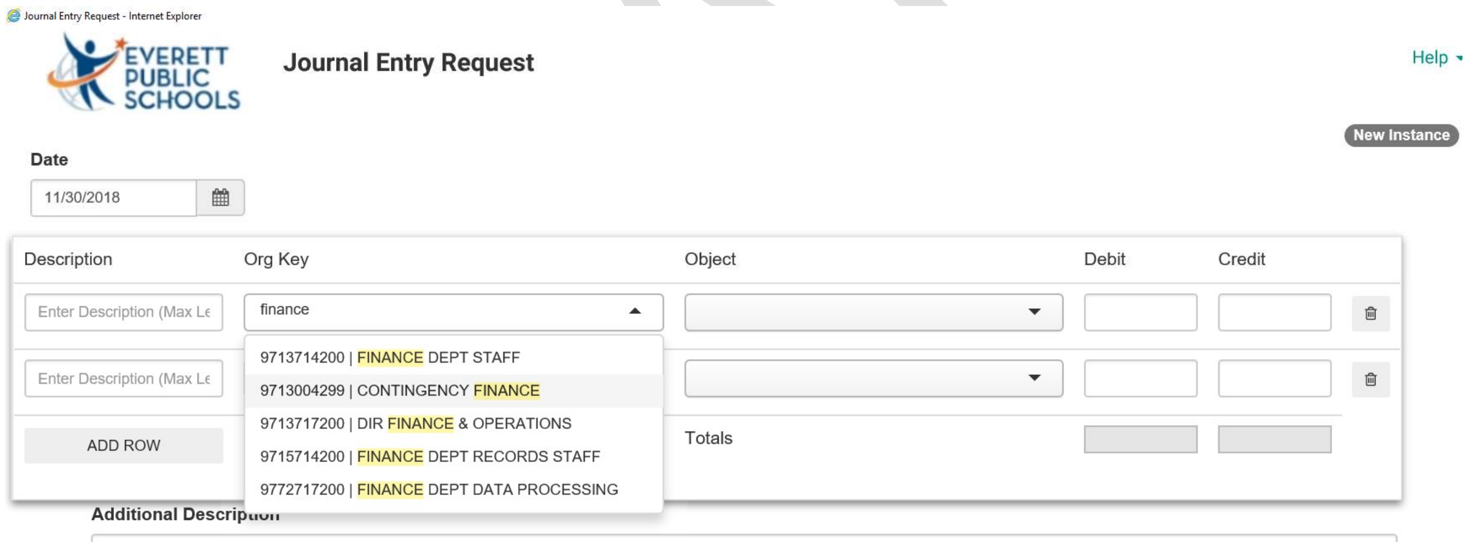
5. Enter the ***Description*** of the transaction. A description must be included on each row. Additional information can be provided in the ***Additional Description*** box.

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.

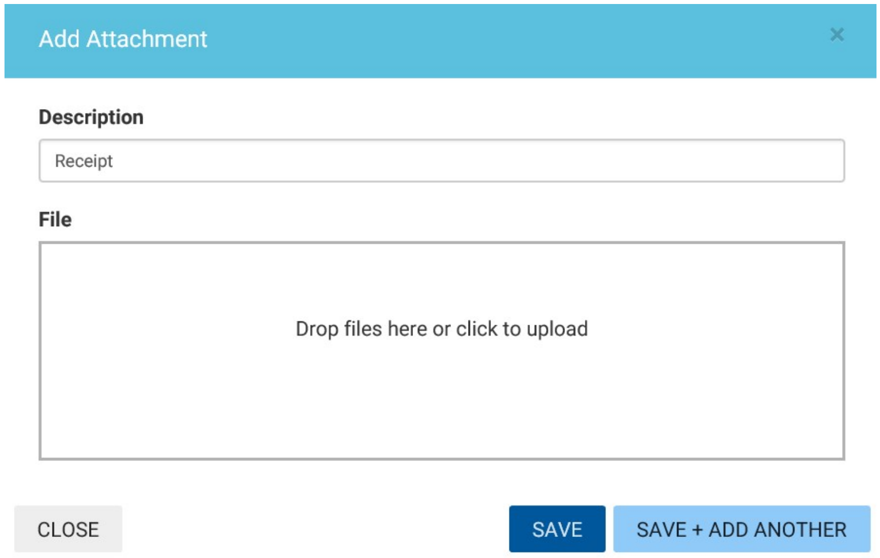


8. Enter the org key and object code to be corrected in the specified fields. By entering four or more characters of the number or description a pick list will appear from which you may select the code.



9. 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.

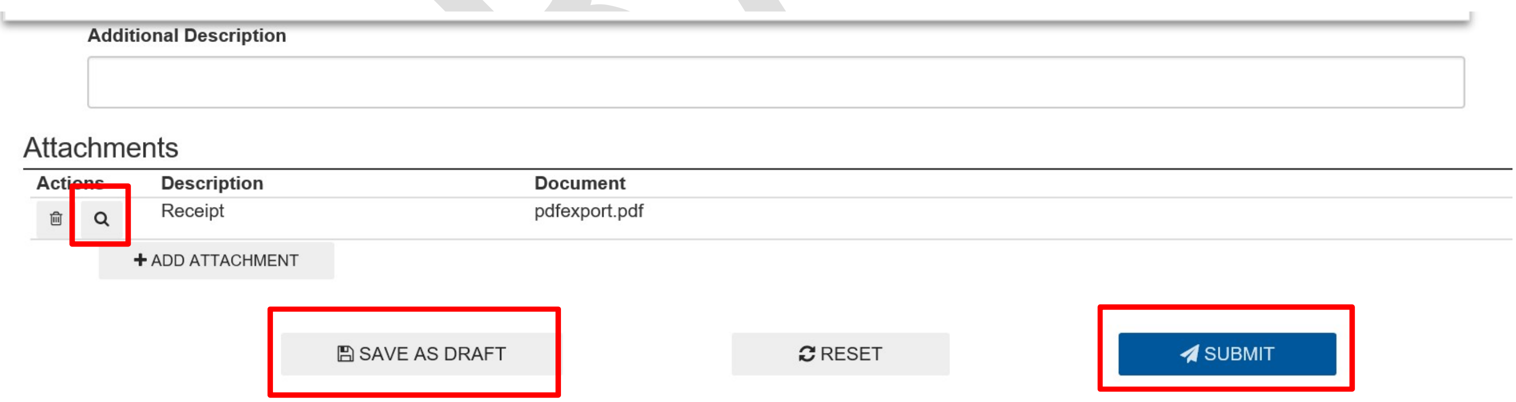
10. Drop and drag or select ***click to upload*** and locate and select the image you wish to attach. Upon return change the description if desired and select ***SAVE*** or ***SAVE + ADD ANOTHER***. Repeat this process until all supporting documents have been attached.



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.



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.