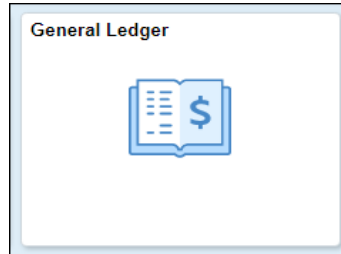


CREATING A JOURNAL ENTRY

This document provides information for the step-by-step process to create a journal in the BFS system. To begin, log into the BFS system and at the BFS User Navigation homepage, choose the General Ledger tile.



Add a New Value

- 1) Business Unit defaults to "10000"

(Note: Click the magnifying glass icon displayed next to a field to lookup values assigned in BFS)

- 2) Journal ID defaults to "NEXT". Create a unique journal ID.
- 3) Enter or select the Journal Date. Defaults to current date.
- 4) Click Add

A screenshot of the "Create/Update Journal Entries" form. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three input fields: "*Business Unit" with the value "10000" and a magnifying glass icon, "Journal ID" with the value "NEXT", and "Journal Date" with the value "06/18/2021" and a calendar icon. To the right of each input field is a numbered box: "1" for Business Unit, "2" for Journal ID, and "3" for Journal Date. At the bottom left, there is a blue "Add" button.

(Note: After an accounting period has closed you cannot create a journal entry for that period. The [BFS General Ledger Monthly Close Schedule](#) can be found at the Controller's Office website.

Journal Entry Header Page

UCB General Ledger

UCB General Ledger

Header | Lines | **8** | Errors | Approval | Intercampus Responding | Intercampus Lines | Plant Assets >

Unit 10000 Journal ID NEXT Date 06/01/2021

5 Long Description 254 characters remaining

*Ledger Group ACTUALS **6**

Ledger

*Source FSG

Reference Number

Journal Class **7**

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Reversal: Do Not Generate Reversal

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2021

Period 12

ADB Date 06/01/2021

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Entered By
Entered On
Last Updated On

Save Notify Refresh Add Update/Display

5) Enter the journal Long Description applicable to the transaction.

6) Ledger Group is set to the default "ACTUALS".

Source code is set to the preparer's default department journal source.

7) Enter or lookup the Journal Class.

8) Click "Lines" Tab

Look Up Journal Class

Cancel

Search Results

View 100 1-6 of 6

SetID	Journal Class	Description
10000	COST_TRANS	Cost Transfer Expense Adjust
10000	DFR_ACCRL	Deferral/ Accrual Rev and Exp
10000	OTHER	All other Journal Entries
10000	RECHARGE	Recharges for Sales or Service
10000	REV_BS_ADJ	Revenue / Balance Sheet Adjust
10000	YE_AD_CTRL	Year-End Adjustments - Central

Journal Entry Lines Page

BFS Home UCB General Ledger New Window Help Personalize Page

Header **Lines** Totals Errors Approval Intercampus Responding Intercampus Lines Plant Assets PC Mapping Errors

Unit 10000 Journal ID NEXT Date 06/01/2021
Template List Change Values

*Process Edit Journal Process

Lines 9 1-1 of 1

Select	Line#	*Unit	*Ledger	Account	Fund#	Dept	Function	ChartField 1	ChartField 2
<input type="checkbox"/>	1	10000	ACTUALS						

9) Enter the applicable chartfield values for **Account, Fund, Dept** (mandatory fields), **Function, Chartfield 1, Chartfield 2** (if applicable).

BFS Home UCB General Ledger New Window Help Personalize Page

Header **Lines** Totals Errors Approval Intercampus Responding Intercampus Lines Plant Assets PC Mapping Errors

Unit 10000 Journal ID NEXT Date 06/01/2021
Template List Change Values

*Process Edit Journal 12 Process

Lines 10 1-1 of 1

Select	Line#	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1			

Lines to add 1 + -

Totals 11 1-1 of 1 View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
10000	1	0.00	0.00	N	N

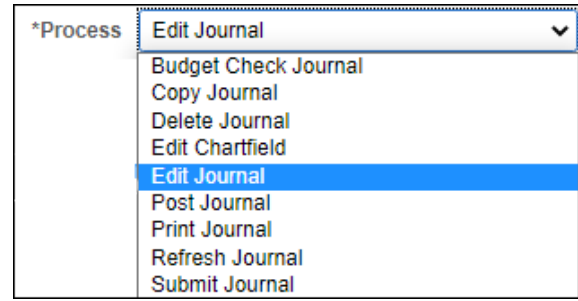
Save Notify Refresh 13 Add Update/Display

10) Enter values for **Amount** (Debits are entered as positive numbers, Credits are entered as negative numbers), **Line Reference** (if applicable), and **Journal Line Description**.

11) To add more journal lines enter the number of lines to add and click the "Plus Sign" **+** . Update the additional lines and verify Total Debits equal Total Credits.

(Note: For journals with many lines, it is recommended that you save occasionally. When you **Save**, the system checks for valid values and verifies that the journal is balanced (**Total Debits** and **Total Credits** are equal). The journal can only be saved if the total Debits equal total Credits.)

12) Select **Edit Journal** in the process field drop-down list. Click “Process”



13) If Journal Status has changed to “V” (valid) then proceed with submitting the journal for approval.

Journal Status	Budget Status
V	V

To submit the journal for approval select **Submit Journal** in the process field drop down list. Click “Process”

14) Click the Approval Tab to verify the journal is routed for approval.

Header | Lines | Totals | Errors | **Approval** | Intercampus Responding | Intercampus Lines | Plant Assets | PC Mapping Errors

Unit 10000 Journal ID 0001032889 Date 06/01/2021 [Submit](#)

Approval Status

Unit 10000
 Approval Check Active Y
 Approval Status Pending Approval
 Approval Action Approve ▼
 Deny Comments
 254 characters remaining

▼ Unit 10000, ID 0001032889, Date 2021-06-01, Line Unit 10000:Pending [View/Hide Comments](#)

JournalApproval
 Pending
 Multiple Approvers
 UC Actuals Journals Approver

▶ Comments

▶ Approval History

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

15) If the journal has errors, the Journal Status will indicate “E” (error).

Journal Status	Budget Status
E	N

▼ Lines

Select	Line [▲]	Error	*Unit	*Ledger	Account	Fund [▲]	Dept	Function	ChartField 1	ChartField 2
<input type="checkbox"/>	1	X	10000	ACTUALS	47999	68600	00001	44		
<input type="checkbox"/>	2		10000	ACTUALS	23190	68600	00006			

16) Journals lines with errors are identified with an “X” in the Error Column. Click the “X” or the Errors Tab to navigate to the error message.

Header | Lines | Totals | **Errors** | Approval | Intercampus Responding | Intercampus Lines | Plant Assets >

Unit 10000 Journal ID 0001032889 Date 06/01/2021

▼ Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
10000	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

▼ Line Errors **17**

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund in group ACT_FD_REV.

17) The Line Errors message text explanation provides the reason for the error. Once the error is corrected, select the Edit Journal and click “Process” to save the journal.

18) Print Journal - select Print Journal from Lines Page & click “Process”

Header | **Lines** | Totals | Errors | Approval | Intercampus Responding | Intercampus Lines | Plant Assets | PC Mapping Errors

Unit 10000 Journal ID 0000480857 Date 06/28/2011 Errors Only

*Process **Edit Journal** Line 10

- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit Chartfield
- Edit Journal
- Post Journal
- Print Journal**
- Refresh Journal
- Submit Journal

Select	Line [▲]	Unit	Ledger	Account	Function	ChartField 1	ChartField 2	Amount
<input type="checkbox"/>	1	10000	ACTUALS					

- 19) Click “Report Manager” and select the Administration tab. The Report List indicates the requested report as “GLX7501”, as a .PDF file. Click the file to open in PDF viewer.

The screenshot shows the Report Manager interface with several tabs: Header, Lines, Totals, Errors, Approval, Intercampus Responding, Intercampus Lines, Plant Assets, and PC Mapping Errors. The 'Lines' tab is selected. Below the tabs, there are fields for Unit (10000), Journal ID (0000480857), Date (06/28/2011), and Errors Only (unchecked). A search criteria field is set to 'Print Journal'. A 'Process' button is highlighted with a red dashed box. A 'Line' dropdown is set to '10'. A large '19' is displayed in a box, with 'Report Manager' and 'Process Monitor' links below it.

The screenshot shows the 'Administration' tab selected. Under 'View Reports For', there are fields for User ID (20000297), Type (dropdown), Last (dropdown), 1 (input), Days (dropdown), and a Refresh button. Below this, there are fields for Status (dropdown), Folder (dropdown), Instance (input), and to (input). The 'Report List' section shows a table with the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5116885	6823240	GLX7501 - GLX7501.pdf	06/15/2021 2:47:01PM	Acrobat (*.pdf)	Posted	Details

A red arrow points to the 'Administration' tab, and another red arrow points to the 'GLX7501 - GLX7501.pdf' entry in the report list.

For transactions involving contract & grant funds, refer to guidance at the following link:

<https://controller.berkeley.edu/cga/cga-training>

For instructions on uploading journals to BFS using a spreadsheet template:

<https://controller.berkeley.edu/sites/default/files/uploadjournalsusingspreadsheettemplate.pdf>