



JACKSONVILLE STATE UNIVERSITY

	4.	Create Journal		
	٦.	" JSK		🔅 💽 🛛 David Manning Lyon
				🛠 💽 David Manning Lyon
		My Finance • My Journals		
		My Journals		Search journal Create Journal
		Document Date	Description	Total Status
		Draft Journals		
			Create Journal	×
				~
			Transaction Date *	
			05/10/2023	
				Distribution Total
			Redistribution	200.00
				200.00
			NSF Checking	Deferred Edit
			Accounting Defaults Journal Type	Description
			JBUD Budget Transfer Fu × V	Test
			Bank Code	Deposit
			Choose Bank Code	Deposit
			Budget Period	Currency Choose Currency Code
			01 × V	Choose Currency Code 🗸
			Journal Comments	
			Public Comment	
			Test	
			Test	
				*
				REATE
			date – typically tod	
			Total (actual JV to	
				d (automatically defaults)
		d. Journal Type		
			D (Fund 10000)	
		ii. OBU	D (All Other Non-	Grant Funds)
		e. Budget Peri		
		f. Enter descri	ption – Brief descri	iption of transfer
		g. Journal Cor	nments: Enter desc	cription. You have more characters
		available to	describe entry in mo	ore detail if needed (not required)
		h. Click Create		
1	1			

Standard Operational Procedure (SOP)



Add accounting Sequence Number : 1 Journal Type * [JUD Budget Transfer Fu ** [Jud Scorelle Fu ** [Jud Score Fu			~	Add accounting		
Journal Type* BUD Budget Transfer Fu** BUD Budget Transfer Fu** Chost * Index Decument Reference Decument Reference Reference Decument Reference Decument Reference Reference Decument Reference Reference Decument Reference Decument Reference Reference Decument Reference Refere	Sequence Number : 1		~			
pound i type* BUD Budget Transfer Fu** index ijjadsonville State Univer** Choart * index ijjadsonville State Univer** Choart * index ijjadsonville State Univer** Choart * index		Status :		Sequence Number : 1	Status :	
Judo Budget frankter kal. No Chart* Index Judo Sourget frankter kal. NSF Override Judo Current Unrestricted NSF Override Bank Dit Good Current Unrestricted No Set00 Controller No Controller No Account Choose Bank Code Coose Activity Choose Location Program Location Forder Choose Activity Choose Activity Choose Project Nose Activity Choose Project SAVE ADD ACCOUNTING SAVE	Journal Type *		-	Amount *	Debit/Credit *	
Chart* Index I Jacksonville State Univer* Choose Index I Virid III I 10000 Current Unrestricted III Store Controller IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	JBUD Budget Transfer Fu	×v		100.00	+ Plus	×
Chart* index Jacksonville State Univer* index Choose Index index Choose Index					D	
Jacksonville State Univer** Choose Index Image: Choose Index Image: Choose Index Fund Image: Choose Index Image: Choose Index Image: Choose Index Organization Image: Choose Index Image: Choose Index Image: Choose Index Organization Image: Choose Index Image: Choose Index Image: Choose Index Account Image: Choose Index Image: Choose Index Image: Choose Index Account Image: Choose Index Image: Choose Index Image: Choose Index Program Location Image: Choose Index Image: Choose Index Image: Choose Action Choose Activity Image: Choose Index Image: Choose Index Image: Choose Action Image: Choose Index Activity Project Image: Choose Index Image: Choose Index Image: Choose Action Choose Activity Image: Choose Project Image: Choose Commit Type Image: Choose Commit Type Image: SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING A. Fund: enter # Image: Choose Index Image: Choose Index Image: Choose Index Image: Choose Index A. ADD AC	Chart *	Index		NSE Override	Document Reference	
Internet Unrestricted ** Organization ** 61001 Controller ** Account ** 22010 Office Supplies ** Program Location 70 Institutional Support ** Choose Encumbrance Number Action Choose Activity Project Choose Activity Choose Project Percent Choose Project SAVE ADD ACCOUNTING Choose Enumbrance Enumbrance Enumbrance Enumont Fi	J Jacksonville State Univer.	× • Choose Index	~		Dudent Daried	
Total Current Unrestricted ** Organization Bank 61001 Controller ** Account Choose Bank Code Accrual Indicator Account Choose Bank Code Accrual Indicator 70 Institutional Support ** Choose Bank Code Currency 70 Institutional Support ** Choose Location * 70 Institutional Support ** Choose Location * Activity Project Choose Encumbrance Docu Choose Action Choose Activity Choose Project * Choose Commit Type Percent Choose Commit Type Choose Commit Type Endowment SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # Choose Commit Type Endowment a. Fund: enter # Choose Commit Type Endowment a. Fund: enter # Account: enter # Account: enter amount f. Debit/Credit: enter + Plus or - Minus for amount to adjust b by by g. Click the "Add Accounting" button. Button.	Fund					
Organization Accrual Indicator Account ** Choose Bank Code Accrual Indicator Z2010 Office Supplies ** Deposit Currency To institutional Support ** Choose Location Encumbrance Activity Project Choose Encumbrance Docu. Choose Action Choose Activity Choose Project Choose Encumbrance Docu. Choose Action SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # Endowment Endowment save ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # Endowment ADD ACCOUNTING a. Fund: enter # Endowment ADD ACCOUNTING a. Fund: enter # Endowment ADD ACCOUNTING b. Organization: enter # Endowment Endowment c. Account: enter # ADD Accounting Bababababababababababababababababababab	10000 Current Unrestricted	d	× •		01	^
61001 Controller ** Account ** Program Location 70 Institutional Support ** Program Location Activity Project Choose Location * Activity Project Choose Activity Choose Project Choose Activity Choose Project Choose Activity Choose Project Percent Choose Commit Type Endowment ADD ACCOUNTING SAVE ADD ACCOUNTING Book Choose Connet #	Organization				Accrual Indicator	
Z2010 office Supplies ** Program Location 70 Institutional Support ** Program Location Activity Project Choose Activity Choose Project Percent Choose Commit Type Endowment Choose Commit Type Endowment SAVE ADD ACCOUNTING SAVE ACCOUNTING SAVE Action Choose Commit Type Endowment Choose Commit Type Endowment SAVE ADD ACCOUNTING SAVE ACCOUNTING SAVE ADD ACCOUNTING SAVE <	61001 Controller		×			
Program Location 70 Institutional Support Institutional Support Activity Project Choose Activity Choose Project Percent Choose Project SAVE ADD ACCOUNTING A. Fund: enter # C. Account: enter # d. Program: Auto populates based on Org, double check to see e. Amount: enter amount f. Debit/Credit: enter + Plus or - Minus for amount to adjust b by g. Click the "Add Accounting" button.	Account			Deposit		
70 Institutional Support ** Choose Location * Activity Project Choose Action Choose Action Choose Activity * Choose Project * Choose Action Percent * Choose Project * Choose Activity * Choose Activity Percent * Choose Project * * Choose Commit Type Item Number Sequence Commit Type * * a. Fund: enter # * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * * ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # * * ADD ACCOUNTING SAVE	72010 Office Supplies		×v		Choose Currency Code	
70 Institutional Support ** Choose Location * Activity Project Choose Encumbrance Docu* Choose Action Choose Activity * Choose Project * Item Number Sequence Commit Type Percent * ADD ACCOUNTING SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # . Organization: enter # . . ADD ACCOUNTING a. Fund: enter # . . ADD ACCOUNTING SAVE ADD ACCOUNTING b. Organization: enter # c. Acccount: enter # d. Program: Auto populates based on Org, double check to see f. Debit/Credit: enter + Plus or - Minus for amount to adjust b by g. Click the "Add Accounting" button. . . . <th>Program</th> <td>Location</td> <td></td> <td>Encumbrance</td> <td></td> <td></td>	Program	Location		Encumbrance		
Choose Activity Choose Project Choose Project Choose Commit Type Percent Item Number Sequence Commit Type SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # Endowment ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING b. Organization: enter # ADD ACCOUNTING SAVE ADD ACCOUNTING g. ADD ACCOUNT: enter # Plus or - Minus for amount to adjust b by g. Click the "Add Accounting" button. Button.	70 Institutional Support	× V Choose Location	~		Action	
Percent Image: Choose Commit Type SAVE ADD ACCOUNTING ALL Chick the # Bendommet Bendommet SAVE ADD ACCOUNTING Bendommet Bendommet Chick the "Add Accounting" button.	Activity	Project		Choose Encumbrance Docu 🗸	Choose Action	
Percent Endowment SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # b. Organization: enter # c. Account: enter # d. Program: Auto populates based on Org, double check to see e. Amount: enter amount f. Debit/Credit: enter + Plus or – Minus for amount to adjust b by g. Click the "Add Accounting" button.	Choose Activity	← Choose Project	~	Item Number Sequence	Commit Type	
SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # .					Choose Commit Type	
SAVE ADD ACCOUNTING SAVE ADD ACCOUNTING a. Fund: enter # . Organization: enter # . b. Organization: enter # c. Account: enter # d. Program: Auto populates based on Org, double check to see . . . e. Amount: enter amount f. Debit/Credit: enter + Plus or - Minus for amount to adjust b by g. Click the "Add Accounting" button. 	Percent					
 a. Fund: enter # b. Organization: enter # c. Account: enter # d. Program: Auto populates based on Org, double check to see e. Amount: enter amount f. Debit/Credit: enter + Plus or – Minus for amount to adjust b by g. Click the "Add Accounting" button. 				Endowment		
 b. Organization: enter # c. Account: enter # d. Program: Auto populates based on Org, double check to see e. Amount: enter amount f. Debit/Credit: enter + Plus or – Minus for amount to adjust b by g. Click the "Add Accounting" button. 						
	a. Fund b. Organ c. Accou d. Progr	: enter # nization: enter unt: enter # cam: Auto popu	# ilates ba			_



JACKSONVILLE STATE UNIVERSITY

My Finance My Journals J0054510								
J0054510							Search Accountin	ng
Transaction date :05/10/2023 Total :200.00	Status : Draft							/ @ ±
Accounting Distribution 2								
Sequence ^ Status 🗘 Type	Chart	Percent 🗘	Amount 🗘 Debit/Credit	Index	Fund	Organization	Account	Program
	J		100.00 + Plus		10000	61001	72010	70
2 Ø JBUD	1		100.00 - Minus		10000	61001	72703	70
Accounting total : 200.00								+ Add account
						Back	Save as draft	Submit Journ
			et manager f troller's Offi				npleme	entatio