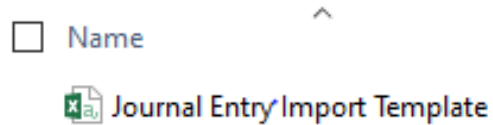


## How to Import a Journal Entry

1. Open the **Journal Entry Import Template** and fill in the columns with the information.

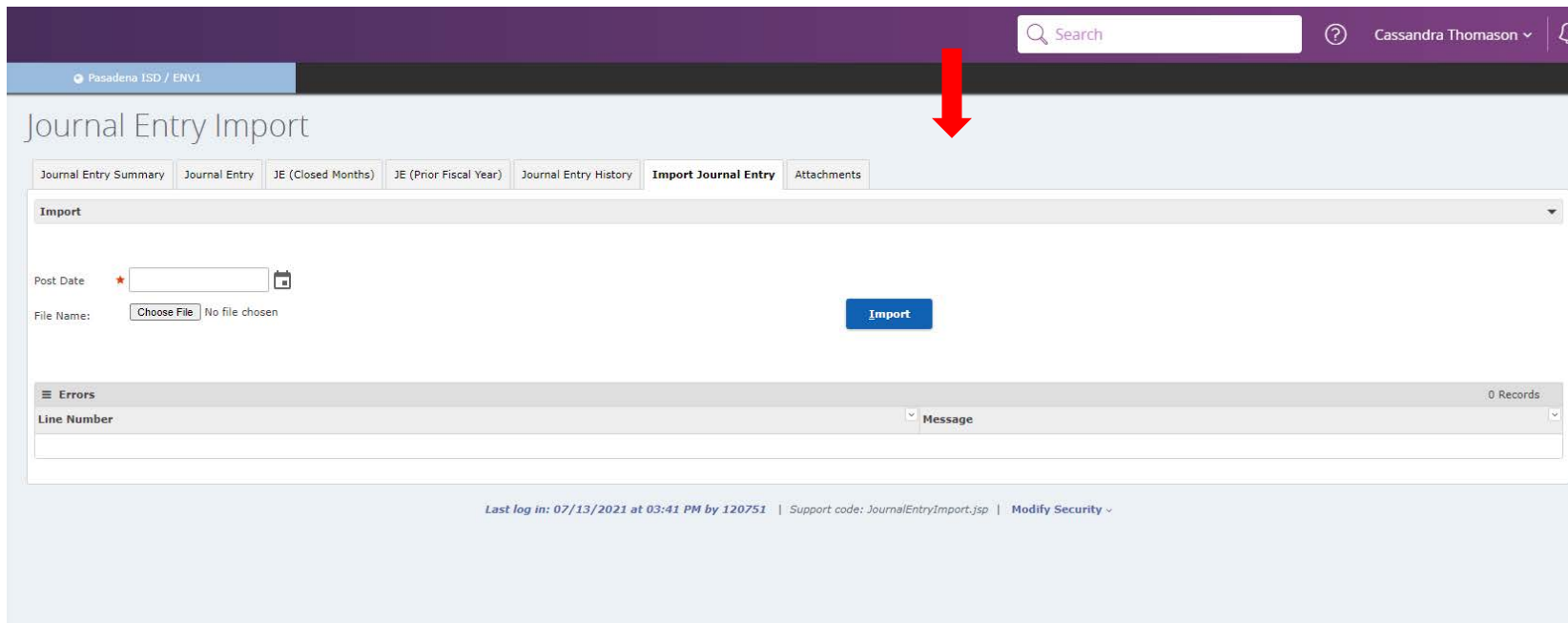


	A	B	C	D	E
Account String		Program Year	DR Amount	CR Amount	Description
199-11-6399-000-001-11-000000		2021	100		Reclass Asset
199-11-6398-000-001-11-000000		2021		100	Reclass Asset

Side Note: When entering the budget string, you must include the dashes between elements. Once you are done entering all the information, delete line 1, save and close the saved excel file

2. Go to the Entry Point **“Journal Entry”**.

### 3. Click on **Import Journal Entry** Tab



The screenshot displays the 'Journal Entry Import' web application interface. At the top, there is a purple header bar containing a search box, the user name 'Cassandra Thomason', and a notification bell icon. Below the header, a blue bar indicates the user is logged in as 'Pasadena ISD / ENV1'. The main content area features a navigation bar with several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. A red arrow points to the 'Import Journal Entry' tab. Below the navigation bar, the 'Import' section is active, showing a form with a 'Post Date' field (marked with a red asterisk) and a 'File Name' field with a 'Choose File' button. A blue 'Import' button is positioned to the right of the file name field. Below the form, there is an 'Errors' section with a table header 'Line Number' and 'Message', and a '0 Records' indicator. At the bottom of the page, a footer displays the last login information: 'Last log in: 07/13/2021 at 03:41 PM by 120751 | Support code: JournalEntryImport.jsp | Modify Security'.

4. Put in the current day's date as the **Posting Date** then click on the **Choose File** box

The screenshot shows the 'Journal Entry Import' web application interface. At the top, there is a purple navigation bar with a search box, a user profile for 'Cassandra Thomason', and a notification bell. Below this is a blue breadcrumb trail showing 'Pasadena TSD / ENV1'. The main content area is titled 'Journal Entry Import' and contains several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry' (which is active), and 'Attachments'. The 'Import Journal Entry' tab is expanded to show an 'Import' form. This form includes a 'Post Date' field with a calendar icon and a red asterisk, and a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. A blue 'Import' button is positioned to the right of the file field. Below the form is an 'Errors' section with a table header containing 'Line Number' and 'Message', and a '0 Records' indicator. At the bottom of the page, there is a footer with the text: 'Last log in: 07/13/2021 at 03:41 PM by 120751 | Support code: JournalEntryImport.jsp | Modify Security -'. Two red arrows point to the 'Post Date' and 'Choose File' elements.

5. Once the file is uploaded then click the **Import** button

Journal Entry Import

Journal Entry Summary | Journal Entry | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | **Import Journal Entry** | Attachments

**Import**

Post Date \*

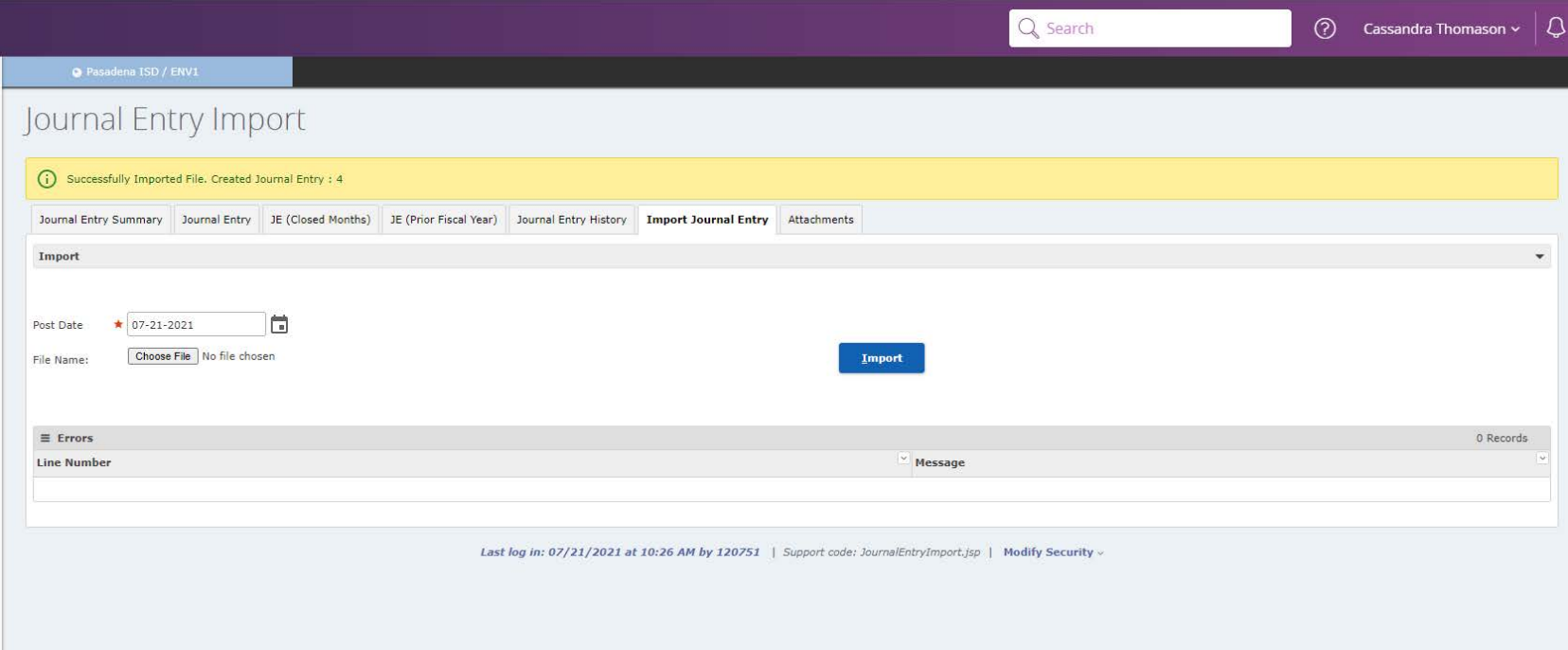
File Name:  Journal Entry... Template.csv

**Errors** 0 Records

Line Number	Message
-------------	---------

Last log in: 07/19/2021 at 04:12 PM by 120751 | Support code: JournalEntryImport.jsp | [Modify Security](#)

6. You will see the “**Successfully Imported File**” message and the Frontline created Journal Entry number.



The screenshot displays the 'Journal Entry Import' web application interface. At the top, there is a purple header with a search bar and user information for 'Cassandra Thomason'. Below the header, a blue navigation bar shows the current location as 'Pasadena ISD / ENV1'. The main content area is titled 'Journal Entry Import' and features a yellow success message: 'Successfully Imported File. Created Journal Entry : 4'. A red arrow points to this message. Below the message are several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Import Journal Entry' tab is active, showing an 'Import' section with a 'Post Date' field set to '07-21-2021' and a 'File Name' field with a 'Choose File' button. An 'Import' button is also present. Below this is an 'Errors' section with a table header for 'Line Number' and 'Message', and a '0 Records' indicator. At the bottom, a footer contains the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryImport.jsp | Modify Security'.

7. Then click on the **Journal Entry Summary** tab and highlight the line for the Journal Entry number created during the import. Then click the **Detail** button.

The screenshot shows the 'Journal Entry Summary' page. At the top, there is a search bar and the user name 'Cassandra Thomas'. Below the search bar, the page title 'Journal Entry Summary' is displayed. A navigation bar contains several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Journal Entry Summary' tab is selected and highlighted with a red arrow. Below the tabs is a 'Search Criteria' section with dropdown menus for 'Calendar Year' (set to 2021), 'Month' (set to July), and 'Status' (set to All). A 'Search' button is located below these filters. The main content area is a table with the following data:

Created Date	Posted Date	Entry ID	Title	Status	Next in Workflow	Description
07-05-2021	07-05-2021	2	Move PO1111111	Approval In Progress	Long, Terri Harris,Thomas	Move PO1111111 to correct object code
07-21-2021	07-21-2021	4		Entered		
07-21-2021	07-21-2021	7		Entered		

The row for Entry ID 4 is highlighted in yellow and pointed to by a red arrow. Below the table, the 'Row Count: 3' is displayed. At the bottom of the table area, there are four buttons: 'Details', 'New Journal', 'Delete', and 'Attachments'. The 'Details' button is highlighted with a red arrow. The footer of the page contains the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntrySummary.jsp | Modify Security v'.

8. In the **Title \*** box, type in a brief description of the purpose for the journal entry. (This will help with identifying the transaction on your reports). When you click the tab button on the keyboard, frontline will automatically populate the information that was entry in the title \* box to the **Description \*** box. The date \* will be the **Posting Date** on the general ledger. The Notes box is for you to provide more detail information. Then click **Save My Work** button.

Successfully saved

Search

Cassandra Thomason

Pasadena ISD / ENV1

### Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

**Journal Information:**

Journal Entry ID: 4

Title \*  Description \*  Date \*

Created By: Cassandra Thomason

JE Link:

Notes:

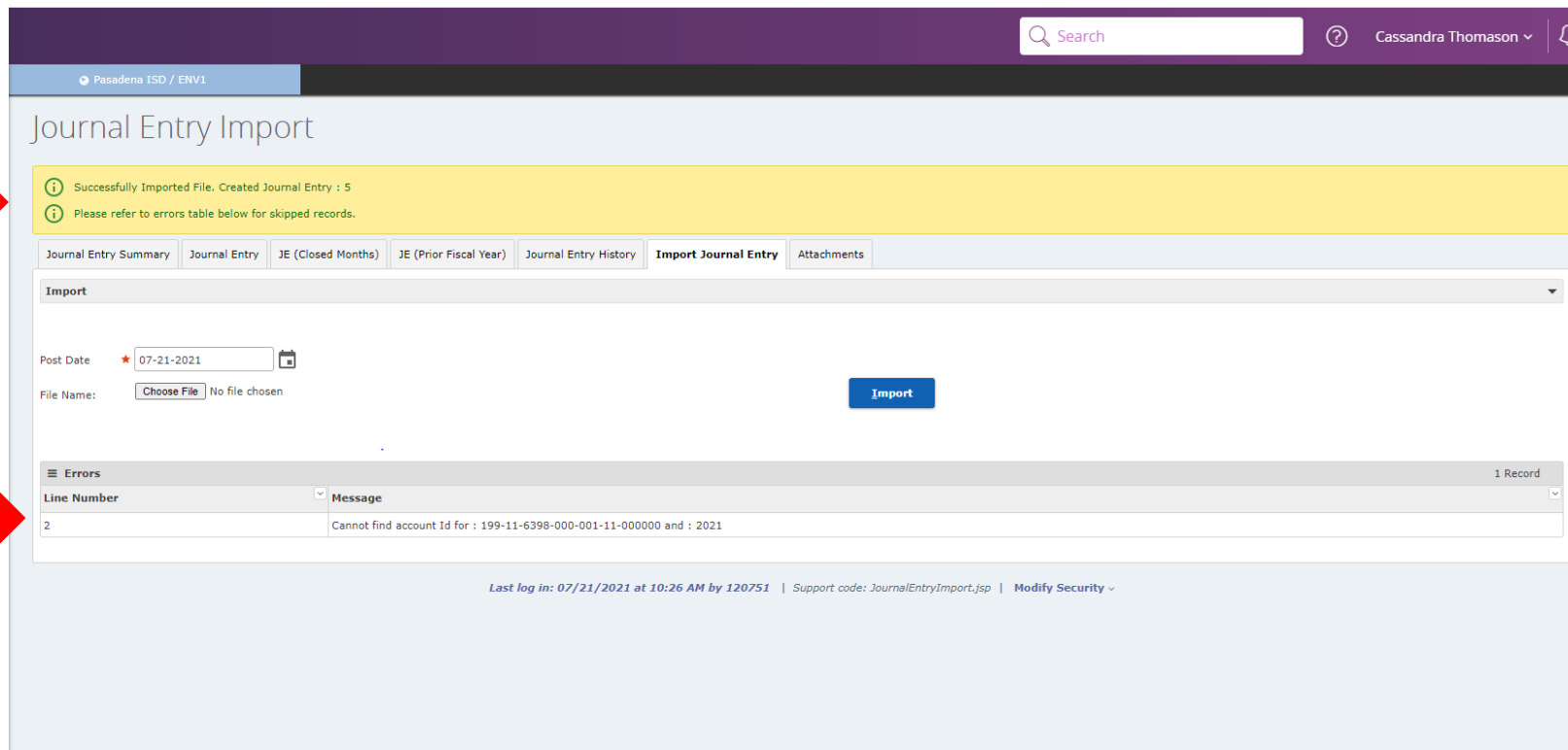
**Account Details**

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6399.000.001.11.000000.2021.001	\$19,990.10	Reclass Asset	\$100.00
199.11.6398.000.001.22.000000.2021.001	\$20,000.00	Reclass Asset	-\$100.00
			\$0.00

Auto Complete: on

Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security

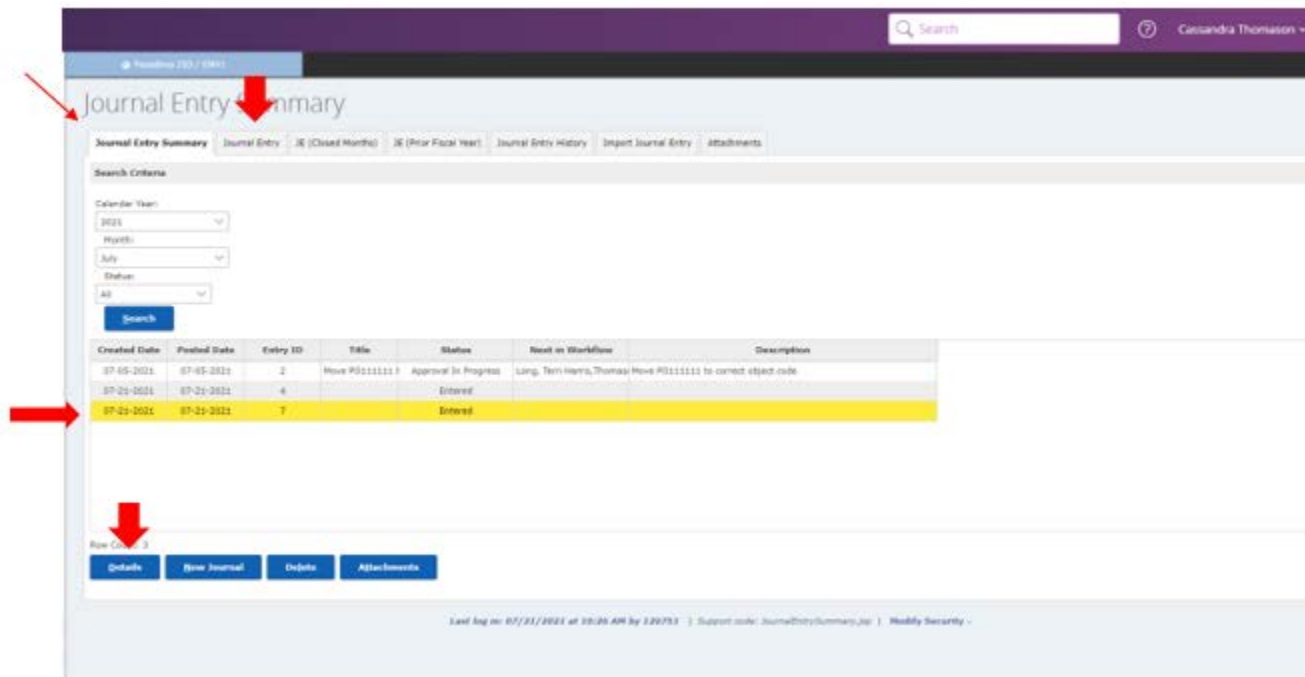
9. If you have an error on your spreadsheet, Frontline will give you an errors message with information such as what line is in error and a short description of the error.



The screenshot displays the 'Journal Entry Import' interface. At the top, there is a search bar and the user name 'Cassandra Thomason'. Below the header, a yellow notification bar contains two messages: 'Successfully Imported File. Created Journal Entry : 5' and 'Please refer to errors table below for skipped records.' A red arrow points to this bar. Below the notification, there are several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Import Journal Entry' tab is active. Under this tab, there is an 'Import' section with a 'Post Date' field set to '07-21-2021' and a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. An 'Import' button is also present. Below the import section, there is an 'Errors' table with 1 record. A red arrow points to this table. The table has two columns: 'Line Number' and 'Message'. The first row shows '2' in the 'Line Number' column and 'Cannot find account Id for : 199-11-6398-000-001-11-000000 and : 2021' in the 'Message' column. At the bottom of the page, there is a footer with the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryImport.jsp | Modify Security -'.



10. To fix the errors, there are two different ways. You can go to the **Journal Entry Summary** tab and then highlight the line of the Journal entry number you want to correct. Then click the detail button at the bottom. The second way is to highlight the line of the Journal entry number and click the **Journal Entry** tab at the top



11. In the **Title \*** box, type in a brief description of the purpose for the journal entry. (This will help with identifying the transaction on your reports). When you click the tab button on the keyboard, frontline will automatically populate the information that was entry in the title \* box to the **Description \*** box. The date \* will be the **Posting Date** on the general ledger. The Notes box is for you to provide more detail information. Then click **Save My Work** button.

Pasadena ISD / ENV1

Search Cassandra Thomason

### Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

**Journal Information:**

Journal Entry 7

ID

Title \* Reclass Asset for band Description \* Reclass Asset for band Date \* 07-21-2021

Created By Cassandra Thomason

JE Link

Notes Coded to the wrong object code for Band supplies

**Account Details:**

Account	Unapproved Journal Entries Balance	Description	Amount
199 . 11 . 6399 . 000 . 001 . 11 . 000000 . 2021 . 001	\$19,890.10	Reclass Asset \$400.00	\$400.00

Auto Complete: on

Submit for Approval Save My Work New Attachments

Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security

12. To upload attachments, click the attachments button at the bottom of the Journal Entry.

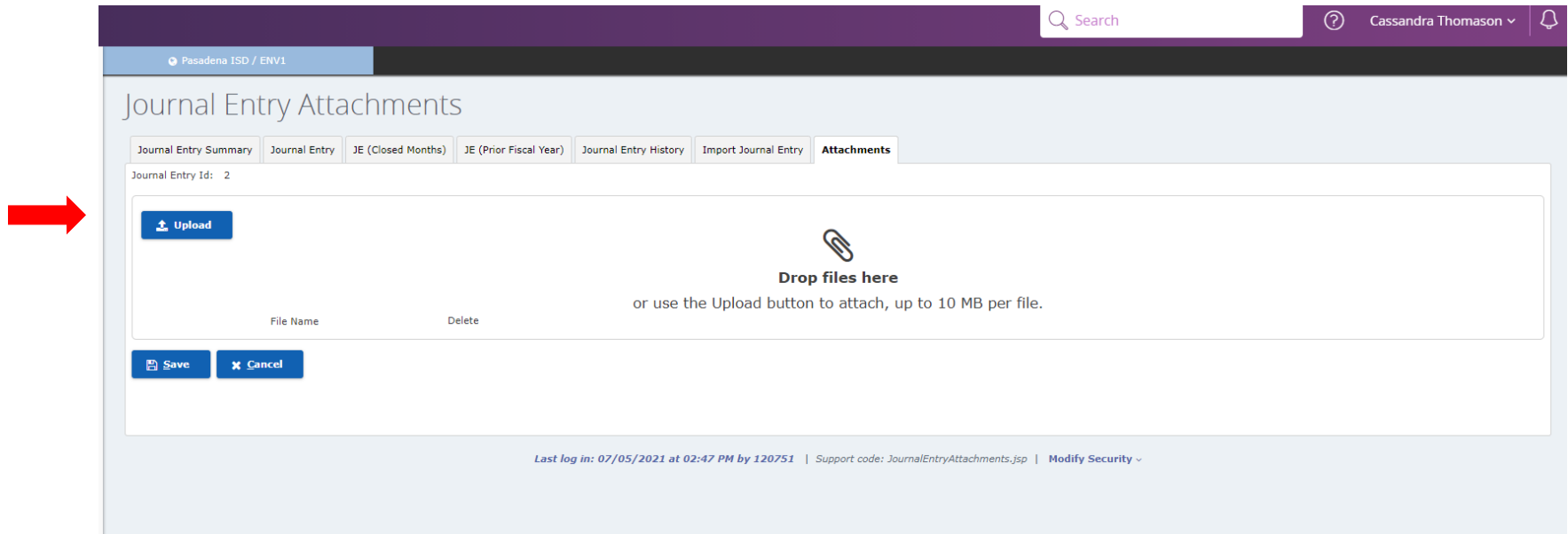
The screenshot displays the 'Review Order Details' interface. At the top, there is a search bar and the user name 'Cassandra Thomason'. Below this, the page title 'Review Order Details' is shown. The main content area is divided into two sections: 'Journal Information' and 'Account Details'. The 'Journal Information' section includes fields for 'Title' (Reclass Asset for band), 'Description' (Reclass Asset for band), 'Date' (07-21-2021), 'Created By' (Cassandra Thomason), 'JE Link', and 'Notes' (Coded to the wrong object code for Band supplies). The 'Account Details' section shows a table with columns for 'Account', 'Unapproved Journal Entries Balance', 'Description', and 'Amount'. A red arrow points to the 'Attachments' button at the bottom of the page.

Account	Unapproved Journal Entries Balance	Description	Amount
199.11.6399.000.001.11.000000.2021.001	\$19,890.10	Reclass Asset	\$400.00

Buttons at the bottom: Submit for Approval, Save My Work, New, Attachments

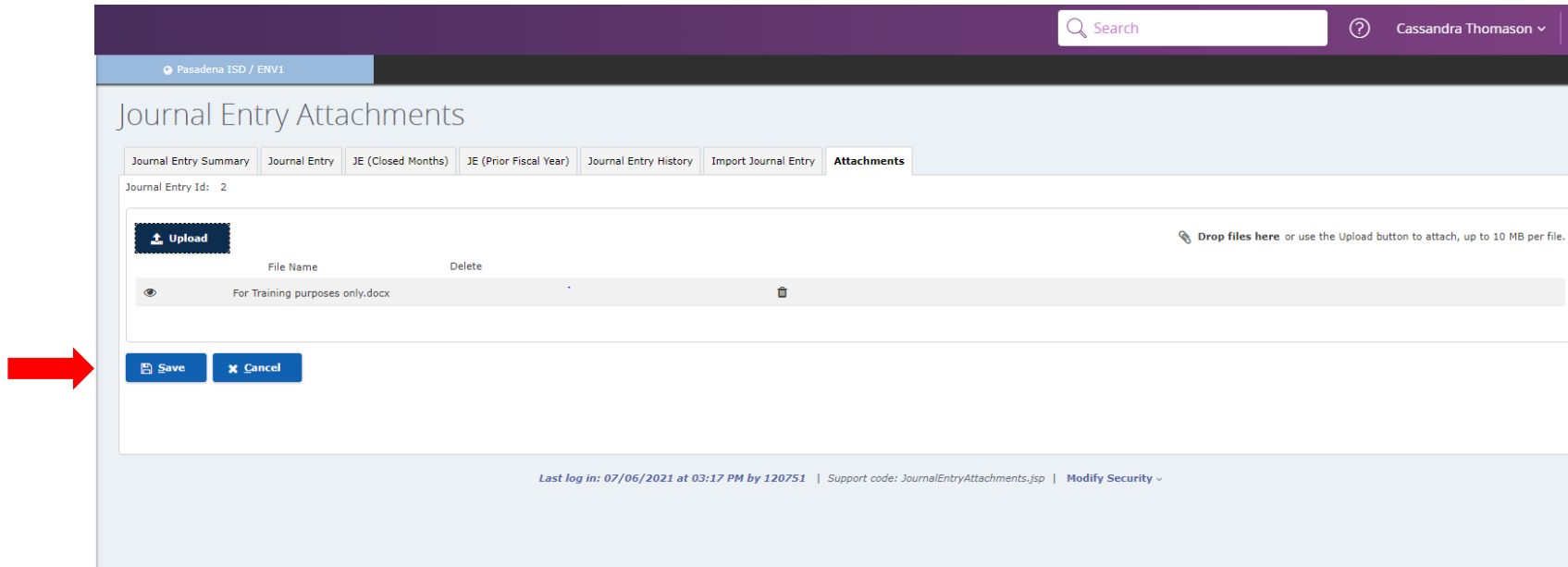
Footer: Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security

13. Then click the **Upload** button or drag files and select the information that needs to be attached. (Ex. Budget holder approval email, Backup documentation such as general ledger reports, copy of a previous JE, reports, etc.)



The screenshot shows a web application interface for "Journal Entry Attachments". At the top, there is a purple navigation bar with a search icon and the text "Search", and a user profile for "Cassandra Thomason". Below this is a dark grey breadcrumb bar showing "Pasadena ISD / ENV1". The main content area has a light blue header with the title "Journal Entry Attachments" and a series of tabs: "Journal Entry Summary", "Journal Entry", "JE (Closed Months)", "JE (Prior Fiscal Year)", "Journal Entry History", "Import Journal Entry", and "Attachments" (which is currently selected). Below the tabs, it says "Journal Entry Id: 2". The central area is a large white box with a blue "Upload" button in the top left corner. In the center of the box is a paperclip icon and the text "Drop files here" followed by "or use the Upload button to attach, up to 10 MB per file." Below this box are two buttons: "Save" and "Cancel". At the bottom of the page, there is a footer with the text "Last log in: 07/05/2021 at 02:47 PM by 120751 | Support code: JournalEntryAttachments.jsp | Modify Security". A red arrow points to the "Upload" button.

14. Once all of the attachments are uploaded click the **Save** button.



The screenshot shows a web application interface for "Journal Entry Attachments". At the top, there is a purple header with a search bar and a user profile for "Cassandra Thomason". Below the header, a breadcrumb trail shows "Pasadena ISD / ENV1". The main content area has a title "Journal Entry Attachments" and a series of tabs: "Journal Entry Summary", "Journal Entry", "JE (Closed Months)", "JE (Prior Fiscal Year)", "Journal Entry History", "Import Journal Entry", and "Attachments" (which is selected). Below the tabs, it says "Journal Entry Id: 2". There is an "Upload" button and a text prompt: "Drop files here or use the Upload button to attach, up to 10 MB per file." Below this is a table with one row containing a file named "For Training purposes only.docx" with a "Delete" icon. At the bottom of the main content area, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button. At the very bottom of the page, there is a footer with log information: "Last log in: 07/06/2021 at 03:17 PM by 120751 | Support code: JournalEntryAttachments.jsp | Modify Security -".

15. Once you have reviewed and attached all the information for the journal entry then click the **Submit for Approval** button.

The screenshot displays a web application interface for reviewing journal entry details. At the top, there is a search bar and the user's name, Cassandra Thomason. The page title is 'Review Order Details'. Below the title, there are several tabs: 'Journal Entry Summary', 'Journal Entry', 'JE (Closed Months)', 'JE (Prior Fiscal Year)', 'Journal Entry History', 'Import Journal Entry', and 'Attachments'. The 'Journal Information' section is expanded, showing the following details:

- Journal Entry ID: 7
- Title: \* Reclass Asset for band
- Description: \* Reclass Asset for band
- Date: \* 07-21-2021
- Created By: Cassandra Thomason
- JE Link: [Empty field]
- Notes: Coded to the wrong object code for Band supplies

The 'Account Details' section is also expanded, showing a table with the following data:

Account	Unapproved Journal Entries Balance	Description	Amount
199 . 11 . 6399 . 000 . 001 . 11 . 000000 . 2021 . 001	\$19,890.10	Reclass Asset	\$400.00

Below the table, there is a plus sign icon and the text 'Auto Complete: on'. At the bottom of the form, there are four buttons: 'Submit for Approval', 'Save My Work', 'New', and 'Attachments'. A red arrow points to the 'Submit for Approval' button. At the very bottom of the page, there is a footer with the text: 'Last log in: 07/21/2021 at 10:26 AM by 120751 | Support code: JournalEntryDetail.jsp | Modify Security'.