

SABHRS General Ledger Basics

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Daily Operations Section

Course Objectives

- ◊ Chartfields
- ◊ General Ledger Journals
- ◊ Copying or Reversing Journals
- ◊ Miscellaneous Journal Topics
- ◊ SABHRS System Generated Journals
- ◊ General Ledger WorkCenter
- ◊ Interunit Journals
- ◊ General Ledger Journal Import

Chartfields

SABHRS Chartfields

- ◆ Chartfields are values that help define financial transactions in the system
- ◆ Values in a Chartfield may vary based upon the module and validation rules that may be in place
- ◆ Chartfields segregate and categorize transaction and budget data for classification purposes; allowing financial records and budgetary information to be tracked and analyzed
- ◆ Chartfields are alphanumeric; can contain both alpha and numeric characters

SABHRS Chartfields

◆ Seven Primary Chartfields

- ◆ Business Unit
- ◆ Fund Code
- ◆ Account
- ◆ Org
- ◆ Program Code
- ◆ Sub-Class
- ◆ Project

SABHRS Chartfields - Business Unit

- ◆ Business Units (BU) segregate financial transactions by agency
- ◆ Every State agency has one GL business unit
- ◆ Agencies may establish multiple business units in the Accounts Payable (AP) and Accounts Receivable (AR) modules to facilitate internal business processes (e.g. 61010 – GL, 6101R – AP/AR)
- ◆ SABHRS and Statewide Accounting Bureau(SAB) set up new business Units
- ◆ To request a new AP or AR BU, submit the SABHRS Business Unit request in ServiceNow

SABHRS Chartfields - Fund Code

- ◆ An independent fiscal or accounting entity with a self-balancing set of accounts provided to record assets and other resources, together with all related liabilities, obligations, reserves, and equities, and changes therein
- ◆ Funds are segregated for the purpose of carrying on specific governmental activities or attaining certain objectives in accordance with regulations, restrictions, or limitations
- ◆ To establish, modify or inactivate a fund code, complete the SABHRS Fund request in ServiceNow.

SABHRS Chartfields - Account

- ◆ Alphanumeric code used to designate resources and expenditures (e.g. expense, asset, revenue, liability, fund balance, etc.) to a clearly defined purpose
- ◆ To establish, modify or inactivate account codes, complete the appropriate SABHRS Account form in ServiceNow
 - ◆ Rev/Exp
 - ◆ Other

SABHRS Chartfields - Org

- ◆ Used to establish agency reporting structure and capture revenue and expenditure activity for a designated area, function, or organizational grouping within the agency
- ◆ Each agency is responsible for maintaining their Org Chartfields
- ◆ Effective dates on Org Chartfields must be the start of the effective fiscal year (e.g. 07/01/2020)
- ◆ Each agency is responsible for maintaining their Org translate trees

SABHRS Chartfield - Program Code

◆ Designates the budget by fiscal year

SABHRS Chartfields - Sub-Class

- ◆ Along with a given Fund and Program Code; identifies the source of appropriate budget authority
- ◆ The first three characters indicate the agency budget program, the fourth indicates the source of authority, and the fifth character is assigned by the agency (e.g. 590H1)
- ◆ This Chartfield is required for budgeted expenses and non-budgeted transfers in/out, but is not required for revenues, except for non-budgeted transfers
- ◆ The Office of Budget and Program Planning (OBPP) maintains this Chartfield

SABHRS Chartfields - Project

- ◊ Optional field that further defines expenditures down to unit and sub-units within a program
- ◊ Each agency maintains this Chartfield, if used

General Ledger Journals

Create New Journal

- Main Menu>General Ledger > Journals
> Journal Entry > Create/Update
Journal Entries
- By default, the Add a New Value tab is
displayed with your business unit, a journal
ID of “NEXT,” and the current date
- If your agency does not use automatic
numbering, enter the desired Journal ID
number
- Click the Add button to go to the
header tab

Create/Update Journal Entries

Find an Existing Value

Add a New Value

Business Unit

61010



Journal ID

NEXT

Journal Date

02/16/2020



Add

Note: This is the GL BU
(it always ends in 0)

Header

- The header tab contains the basic information about the journal, including the journal source, ledger group, and a description of the transaction or purpose of the journal

Header	Lines	Totals	Errors	Approval	InterUnit
Unit 61010 Journal ID NEXT Date 02/16/2020					
Long Description		training example			
		238 characters remaining			
*Ledger Group	ACTUALS	Adjusting Entry		Non-Adjusting Entry	
Ledger		Fiscal Year		2020	
*Source	ONL	Period		8	
Reference Number		ADB Date		02/16/2020	
Journal Class		☐ Auto Generate Lines			
Transaction Code	GENERAL	☐ Save Journal Incomplete Status			
SJE Type		☐ CTA			
Currency Defaults: USD / CRRNT / 1					
Reversal: Do Not Generate Reversal		Commitment Control		Receiving Business Unit	
Entered By CM0612		Cozzie,Kyndra E			
Entered On					
Last Updated On					
Save	Notify	Refresh	Add Update/Display		

Header

- The Actuals Ledger Group is displayed by default, but you may select a different ledger if desired
- Governmental funds are the only fund category that use both the Actuals and the Entitywide ledgers
- The Ledger Group is required to create a journal

The screenshot shows a financial system interface. In the background, the 'Header' tab is active, displaying fields for Unit (61010), Long Description (training exam), *Ledger Group (ACTUALS), Ledger, *Source (ONL), Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, and Currency Def. The 'Look Up Ledger Group' dialog box is overlaid on the right side. It contains a search interface with 'Business Unit' set to 61010 and 'Ledger Group' set to 'begins with'. Below the search buttons (Search, Clear, Cancel) is a 'Basic Lookup' link. The 'Search Results' section shows a table with 7 results, displaying columns for 'Ledger Group' and 'Description'.

Ledger Group	Description
ACTUALS	Actuals Ledger Group
APPROP	Appropriations Ledger Group
A_ACCRUAL	A Accruals
ENTITYWIDE	GASB34 Entitywide Transactions
ORG	Org Ledger Group
REV/EST	Revenue Estimate Ledger Group
STD_BUDG	Standard Budget

Header

- The Journal Source is also required in order to generate a journal. It is used to identify the origin or source of the journal.
- Examples of these codes are
 - ONL – Online Journal
 - IU – Inter-Unit
 - SWI – Statewide Interface
 - AP – Accounts Payable
 - AR – Accounts Receivable

Header	Lines	Totals	Errors	Approval	InterUnit
Unit 61010		Journal ID NEXT			
Long Description		training example			
		238 characters remaining			
*Ledger Group		ACTUALS			
Ledger					
*Source		ONL			
Reference Number					
Journal Class					
Transaction Code		GENERAL			

Header

Header	Lines	Totals	Errors	Approval	InterUnit
Unit 61010 Journal ID NEXT Date 09/15/2020					
Long Description					
254 characters remaining					
*Ledger Group ACTUALS		Adjusting Entry Non-Adjusting Entry			
Ledger		Fiscal Year 2021			
*Source ONL		Period 3			
Reference Number		ADB Date 09/15/2020			
Journal Class					
Transaction Code GENERAL		☐ Auto Generate Lines			
SJE Type		☐ Save Journal Incomplete Status			
Currency Defaults: USD / CRRNT / 1		☐ CTA			
Attachments (0)					
Reversal: Do Not Generate Reversal		Commitment Control		Receiving Business Unit	
Entered By CM0812		Cozzie,Kyndra E			
Entered On					
Last Updated On					

Lines

- Each transaction entered by an agency includes Chartfields, which tell the system the financial accounting data for that transaction

Header

Lines

Totals

Errors

Approval

InterUnit

Unit 61010
[Template List](#)

Journal ID 0004190741
[Search Criteria](#)

Date 02/01/2020
[Change Values](#)

☐ Errors Only

*Process Edit Journal

Process

Download to Excel

System Maintained Override

Multi-Speedcharts

Line 100

Lines ?

Select

Line

Unit

Ledger

Account*

Fund

Org

Program

Sub-Class

Project

Currency

Amount

☐

3

61010

ACTUALS

1104

08604

USD

-7,543.15

☐

4

61010

ACTUALS

1104

07004

USD

7,543.15

☐

2

61010

Q

ACTUALS

2201

Q

0700

Q

Q

Q

Q

USD

Q

-7,543.15

Q

☐

1

61010

Q

ACTUALS

2504A

Q

0860

Q

Q

Q

Q

USD

Q

7,543.15

Q

Lines

Required Chartfield for Journal Lines					
	Account	Fund	Org	Program	Subclass
Balance Sheet	X	X			
Revenue	X	X	X	X	
Expense	X	X	X	X	X

Lines

- Enter the journal transaction information on the Lines tab
- The Account and Fund Chartfields are required on all transaction lines

Header

Lines

Totals

Errors

Approval

InterUnit

Unit 61010
Template List

Journal ID 0004190741
Search Criteria

Date 02/01/2020
Change Values

☐ Errors Only

*Process Edit Journal

Process

Download to Excel

☐ System Maintained Override

Multi-Speedcharts

Line 100

▼ Lines ?

Select

Line

Unit

Ledger

Account▲

Fund

Org

Program

Sub-Class

Project

Currency

Amount

☐

3

61010

ACTUALS

1104

08604

USD

-7,543.15

☐

4

61010

ACTUALS

1104

07004

USD

7,543.15

☐

2

61010

Q

ACTUALS

2201

Q

0700

Q

Q

Q

Q

USD

-7,543.15

Q

☐

1

61010

Q

ACTUALS

2504A

Q

0860

Q

Q

Q

Q

USD

7,543.15

Q

Lines

- The Totals section at the bottom of the lines page provides a summary of the journal lines, and indicates the total debits and credits
- All journals should balance by fund

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
61010	4	15,086.30	15,086.30	N	N

Totals

- The Totals tab provides the total debits and credits of the journal by fund
- This can be useful if your journal is out of balance

Header	Lines	Totals	Errors	Approval	InterUnit
Unit 61010		Journal ID 0004190741		Date 02/01/2020	
Totals					
*Unit		*Ledger		Fund	
61010		ACTUALS		07004	
Currency USD		Control Totals		Actual Totals	
		Debits		Debits 7,543.15	
		Credits		Credits 7,543.15	
				Net 0.00	
				Differences	
				Debits	
				Credits	

Errors

- This tab is often used to identify the types of errors associated with the journal lines.

Header

Lines

Totals

Errors

Approval

InterUnit

Unit61010

Journal ID0004240267

Date02/06/2020

▼Header Errors

1-1 of 1▼

Unit	Field Name	Field Long Name	Set	Msg	Message Text
61010	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

▼ Line Errors					
1-4 of 4 ▼					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	PROJECT_ID	Project	9600	32	ChartField error for value MEDADDPEVALF17 fieldname Project, (prompt table PROJECT_ID_VW).
2	PROJECT_ID	Project	9600	32	ChartField error for value MEDADDPEVALF17 fieldname Project, (prompt table PROJECT_ID_VW).
3	PROJECT_ID	Project	9600	32	ChartField error for value MEDADDPEVALF17 fieldname Project, (prompt table PROJECT_ID_VW).
4	PROJECT_ID	Project	9600	32	ChartField error for value MEDADDPEVALF17 fieldname Project, (prompt table PROJECT_ID_VW).

Approvals

- Users with approval security can navigate to the Approval tab to approve or deny a journal for posting to the Actuals ledger (the default action is Approve)
- The history of the recent actions and comments will be displayed on this page

Header	Lines	Totals	Errors	Approval	InterUnit																														
Unit 61010		Journal ID 0004202351		Date 02/01/2020																															
Submit																																			
Approval Status																																			
Unit 61010 Approval Check Active Y Approval Status None Approval Action Approve ▼ Deny Comments 254 characters remaining																																			
GLJournalApproval Unit 61010, ID 0004202351, Date 2020-02-01, Line Unit 61010: Approved View/Hide Comments GLJournalApproval Approved Long-Thorvilson, Amber Marie GL Journal Approvers 02/12/20 - 8:34 AM																																			
Approval History <table border="1"> <thead> <tr> <th>Thread ID</th> <th>Definition ID</th> <th>Effective Date</th> <th>Requester</th> <th>Stage</th> <th>Path</th> <th>Step Number</th> <th>Step Status</th> <th>Approver</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>264499</td> <td>GLJournalApproval</td> <td>01/01/1900</td> <td>CM2744</td> <td>10</td> <td>1</td> <td>1.00</td> <td>Approved</td> <td>CC0165</td> <td>Bypassed</td> </tr> <tr> <td>264499</td> <td>GLJournalApproval</td> <td>01/01/1900</td> <td>CM2744</td> <td>10</td> <td>1</td> <td>1.00</td> <td>Approved</td> <td>CC0310</td> <td>Bypassed</td> </tr> </tbody> </table>						Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	264499	GLJournalApproval	01/01/1900	CM2744	10	1	1.00	Approved	CC0165	Bypassed	264499	GLJournalApproval	01/01/1900	CM2744	10	1	1.00	Approved	CC0310	Bypassed
Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status																										
264499	GLJournalApproval	01/01/1900	CM2744	10	1	1.00	Approved	CC0165	Bypassed																										
264499	GLJournalApproval	01/01/1900	CM2744	10	1	1.00	Approved	CC0310	Bypassed																										

Edit Journal

- After the journal lines have been entered, it is necessary to edit, budget check, and post the journal in order for the information to be recorded in the general ledger
- The journal is checked for validity in terms of accounts, funds, organizations, Chartfield combinations, etc.
- Budget checking ensures that the budget impacted by the transactions exists and that adequate funds are available

Unit: 61010 [Template List](#) Journal ID: 0004134218 [Search Criteria](#) Date: 02/01/2020 [Change Values](#) ☐ Errors Only [View Audit Logs](#)

*Process: **Edit Journal** (dropdown menu open showing: Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, Submit Journal)

Buttons: Multi-Speedcharts, Process, Download to Excel, System Maintained Override

Line: 100

Select	Line	*Unit	*Process	Account	Amount	Org	Program	Sub-Class	Project
☐	1	61010	ACTUALS	2201		07004	2020		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
61010	1	394.40	0.00	N	N

Edit Journal

- Notice that the Journal and Budget Status are listed in the Totals section of the page
- To begin the edit checking process, choose this from the Process dropdown menu
- If the journal passes edit checking, the system will automatically budget check the journal
- Journals must have a valid Journal and Budget status in order to post

Header

Lines

Totals

Errors

Approval

InterUnit

Unit 61010

Journal ID 0004231201

Date 02/01/2020

Errors Only

Template List

Search Criteria

Change Values

*Process

Edit Journal

Process

Download to Excel

System Maintained Override

Multi-Speedcharts

Line 100

Lines ?

Select	Line	Unit	Ledger	Account	Fund	Org	Program	Sub-Class	Project
☐	5	61010	ACTUALS	1104	07004				
☐	6	61010	ACTUALS	1104	06559				
☐	1	61010	ACTUALS	2201	07004		2020		
☐	3	61010	ACTUALS	525115	06559	2102	2020	R01	
☐	2	61010	ACTUALS	525116	06559	2102	2020	R01	
☐	4	61010	ACTUALS	525118	06559	2102	2020	R01	

Lines to add 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
61010	6	621,022.74	621,022.74	V	V

Journal Errors

- If the journal fails edit checking, you may view the journal errors by either going to the Errors tab or clicking the E under the Journal Status column
- Once you have corrected the errors, you can re-run process by selecting the Edit Journal function from the Process drop down list

Header

Lines

Totals

Errors

Approval

InterUnit

Unit 69010

Journal ID 0004238058

Date 02/01/2020

Errors Only

Template List

Search Criteria

Change Values

*Process Edit Journal

Process

Download to Excel

System Maintained Override

Multi-Speedcharts

Line 100

Lines ?

Select	Line	*Unit	*Ledger	Account^	Fund	Org	Program	Sub-Class	Project
☐	2	69010	ACTUALS	1104	02772	04SUICIPRV	2019	865JS	SUICPRESCHLVSFY
☐	4	51040	ACTUALS	1104	32200				
☐	3	51040	ACTUALS	1240	32200				
☐	1	69010	ACTUALS	62102	02772	04SUICIPRV	2019	865JS	SUICPRESCHLVSFY

Lines to add

1

+

-

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
51040	2	54,237.46	54,237.46	E	V
69010	2	54,237.46	54,237.46	E	E

Copying or Reversing Journals

Copying or Reversing Journal

- The SABHRS system provides a method for creating an exact copy of an existing journal
- This method involves making a copy of an existing journal from within the original journal
- The system also allows a user to copy a journal with reverse signs
- To create a copy from within a journal, navigate to
- Main Menu> General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- Click the Find an Existing Value tab to view the search page

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit

= ▼

61010

Q

Journal ID

begins with ▼

0004200365

Journal Date

= ▼

📅

Journal Header Status

= ▼

▼

Budget Checking Header Status

= ▼

▼

Source

begins with ▼

Q

User ID

begins with ▼

Q

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search 📄

Save Search Criteria

Copying or Reversing Journal

- Enter the desired search criteria or the ID of the journal you wish to copy or reverse and click the Search button
- Click the Lines tab or link to go to the Lines page. Initiate the Copy Journal process by clicking the Process drop down arrow
- Select Copy Journal and click the Process button

Unit 61010 Journal ID 0004200365 Date 11/01/2019 Errors Only

Template List Search Criteria

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

Multi-Speedcharts Process Download to Excel System Maintained Over

Lines ?

Select	Line	Unit	Le	Org	Program	Sub-Class	Proj
☐	2	61010	ACTUALS	1823	06525		
☐	1	61010	ACTUALS	525170	06525	2322	2020

Totals

Copying or Reversing Journal

- On the Journal Entry Copy screen, select the desired options for the new journal copy
- The journal will default to today's date
- When all fields have been completed, click the OK button
- When the copy process has successfully completed, the system will display the Lines page of the new journal

Journal Entry Copy

Business Unit61010

Journal IDNEXT

Journal Date02/16/2020

ADB Date

Currency Effective Date

Copy From ID0004200365

Ledger

New Ledger

Document Type

Copy From Date11/01/2019

☐ Reverse Signs

☒ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh

Copying or Reversing Journal

- The process for reversing an entry is accomplished through the Copy Journal process
- After you have completed filling in all the desired information for the new journal, **check the reverse signs box** and click the OK button
- When the copy process has successfully completed, the system will display the Lines page of the new journal with the reversed signs

Journal Entry Copy

Business Unit61010

Journal IDNEXT

Journal Date02/16/2020

ADB Date

Currency Effective Date

Copy From ID0004200365

Ledger

New Ledger

Document Type

Copy From Date11/01/2019

☒ Reverse Signs

☒ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh

Copying or Reversing Journal

Original Entry

32010	ACTUALS	61905	06053	301				97,145.00		Compensated Absences-Nonbudget	N
32010	ACTUALS	2625	06053	301				-53,332.00		Comp Abs - Current	N
32010	ACTUALS	2605	06053	301				-43,813.00		Comp Abs - Non Current	N
32010	ACTUALS	61905	06053	302				37,100.00		Compensated Absences-Nonbudget	N
32010	ACTUALS	2625	06053	302				-15,137.00		Comp Abs - Current	N
32010	ACTUALS	2605	06053	302				-21,963.00		Comp Abs - Non Current	N

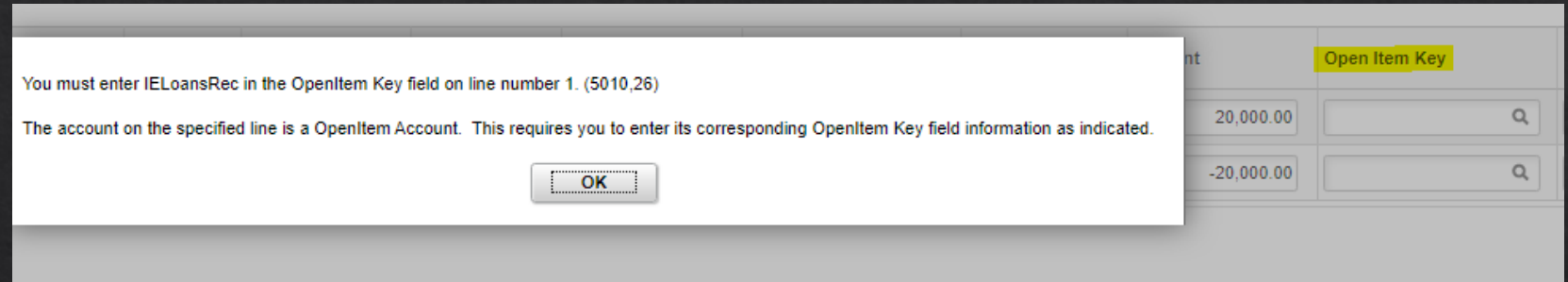
Reversing Entry

32010	ACTUALS	61905	06053	301				-97,145.00		Compensated Absences-Nonbudget	
32010	ACTUALS	2625	06053	301				53,332.00		Comp Abs - Current	
32010	ACTUALS	2605	06053	301				43,813.00		Comp Abs - Non Current	
32010	ACTUALS	61905	06053	302				-37,100.00		Compensated Absences-Nonbudget	
32010	ACTUALS	2625	06053	302				15,137.00		Comp Abs - Current	
32010	ACTUALS	2605	06053	302				21,963.00		Comp Abs - Non Current	

Miscellaneous Journal Topics

Open Item Key

- Open Item Key allows the user to track account transactions for a particular purpose
- Examples of these include non-treasury cash accounts and interentity loan accounts
- If the account requires an Open Item Key, the following error will appear when trying to Edit the journal, if the key is not included
- Enter the Open Item Key on the journal line and edit check the journal again
- Even if not required, an Open Item Key can be used for internal tracking purposes



Open Item Key

- SABHRS has a report that will list valid active account codes and at the same time will identify accounts that require an Open Item Key
- Navigate to Main Menu> Set up Financials/Supply Chain> Common Definitions> Design Chartfields > Reports> Chartfield Reports
- This report can be downloaded as an Excel spreadsheet which allows the data to be filtered and sorted

ORACLE

Report ID: FSX0010

Oracle PeopleSoft Financials

VALID GENERAL LEDGER ACCOUNTS

Page1

Run Date7/5/2017

Time3:30:51 PM

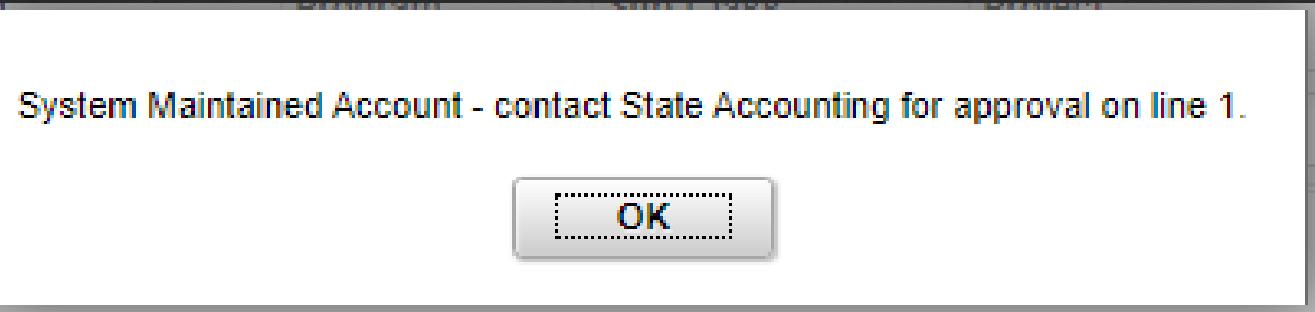
SetID:STATE

As of Date:05.Jul.2017

Account	Description	Short Name	Monetary	Statistical Account			Open Item Account				VAT
			Account Type	Y/N	UOM	Bal Forward	Y/N	Description	Edit Record	Edit Field	
1101	Cash Change Funds	CASH CHANG	A -	No		Y	No				N
1102	Imprest Cash Funds	IMPREST CA	A -	No		Y	No				N
1103	Revolving Cash Funds	REVOLVING	A -	No		Y	Yes	Bank Code	BANK_CD_TBL	BANK_CD	N
1104	Cash In Bank	Cash	A -	No		Y	No				N
1105	Cash In US Treasury	CASH IN US	A -	No		Y	No				N
1106	Custodial account	CustAcct	A -	No		Y	Yes	Custodial	BANK_CD_TBL	BANK_CD	N
1107	Cash On Hand At Fye	CASH ON HA	A -	No		Y	No				N
1108	U.S. Treasury Cash Clearing	U.S. TREAS	A -	No		Y	No				N
1109	Cash With Fiscal Agent	CASH WITH	A -	No		Y	Yes	Bank Code	BANK_CD_TBL	BANK_CD	N
1110	Non-Negotiable Cert Of Deposit	NON-NEGOTI	A -	No		Y	No				N
1201	Interest Receivable	IntRec	A -	No		Y	Yes	InterRec			N
1201A	Interest Rec. - Non Open Item	IntRecNOI	A -	No		Y	No				N
1201AC	Interest Rec. - Contra	IntRecCont	A -	No		Y	No				N
1202	Accts Receivable-Other States	AROtherSts	A -	No		Y	No				N
1202A	OSC Premium Rec - Unbilled	OSCPremRec	A -	No		Y	No				N
1203	Accounts Receivable-External	AcctsRec	A -	No		Y	Yes	ARExternal			N
1203A	Acct Rec Ext - Non Open Item	ActRecExNo	A -	No		Y	No				N

System Maintained Account

- A System Maintained Account requires SAB approval and posting by forwarding the Journal ID to the SAB Help Desk
- Some journals with a System Maintained Account need accompanying documentation prior to processing
- Fund equity transactions
- Interentity loans
- Non-treasury accounts
- These and all other accounting requests can be found in ServiceNow



Personalized View

- Users may personalize how various component transaction lines are displayed within the system by freezing, hiding, and re-ordering the Chartfields
- Personalization is unique to each user; therefore documents will always display according to the user's preferences, regardless of how the creator of the document displayed the lines of the document
- There may be more than one place in a single document where you can modify the view

Personalized View

- To customize the way the transactions lines are displayed, open a journal
- Click on the Personalize link

The screenshot displays a financial system interface with the following elements:

- Navigation Tabs:** Header, Lines (selected), Totals, Errors, Approval, InterUnit.
- Form Fields:**
 - Unit: 61010 (with a [Template List](#) link)
 - Journal ID: 0004244432 (with a [Search Criteria](#) link)
 - *Process: Edit Journal (dropdown menu)
- Buttons:** Multi-Speedcharts
- Section Header:** Lines ?
- Context Menu:** A menu is open over a table icon, showing options: Personalize (highlighted), Zoom Lines, and Download Lines Table to Excel.
- Table:** A table with columns: Unit, *Ledger, Account, and Fund. The first row contains: 61010, ACTUALS, 1103, and 01100. Each cell has a search icon.
- Footer:** Lines to add: 1

Personalized View

- Any Chartfield except those that are frozen (designated in parentheses behind the Chartfield) can be hidden from view by highlighting the Chartfield and selecting the Hidden box
- To change the sequence, or order in which fields appear from left to right on the display, highlight the Chartfield and click on the up or down arrows next to the column order box
- To Preview how the changes will look on the screen click the preview button

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order	Sort Order
Select (frozen)	Account
Line (frozen)	
*Unit	
*Ledger	
Account	
Fund	
Org	
Program	
Sub-Class	
Project	
ChartField 1 (hidden)	
ChartField 2 (hidden)	
ChartField 3 (hidden)	
Currency	
Amount	
Rate Type (hidden)	
Base Currency (hidden)	
Stat Amt (hidden)	
Open Item Key	
Reference	
Journal Line Description	
PC Status	

OK Cancel Preview Copy Settings Share Settings Delete Settings

Personalized View

- To cancel any changes made, click on the Cancel button
- To un-do all personalized settings, click on the Delete Settings link, then press the OK button

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

Select (frozen)
Line (frozen)
*Unit
*Ledger
Account
Fund
Org
Program
Sub-Class
Project
ChartField 1 (hidden)
ChartField 2 (hidden)
ChartField 3 (hidden)
Currency
Amount
Rate Type (hidden)
Base Currency (hidden)
Stat Amt (hidden)
Open Item Key
Reference
Journal Line Description
PC Status

☐ Hidden
☐ Frozen

Sort Order

Account

☐ Descending

OK

Cancel

Preview

Copy Settings

Share Settings

Delete Settings

Personalized View Sort Order

- The order in which the lines are sorted can also be changed through personalization
- To sort by a Chartfield, highlight the field and click the right arrow to move the Chartfield into the Sort column
- Personalize the Sort Order sequence in the same way
- The default sort is in ascending order; sort in descending order by clicking the Descending box

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

Select (frozen)
Line (frozen)
*Unit
*Ledger
Account
Fund
Org
Program
Sub-Class
Project
ChartField 1 (hidden)
ChartField 2 (hidden)
ChartField 3 (hidden)
Currency
Amount
Rate Type (hidden)
Base Currency (hidden)
Stat Amt (hidden)
Open Item Key
Reference
Journal Line Description
PC Status

▶

◀

Hidden

Frozen

Sort Order

Account
Fund

▶

◀

Descending

OK

Cancel

Preview

[Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Personalized View Sort Order

- To delete fields from the Sort Order, or to remove all fields, highlight the desired field(s), highlight the desired field(s) to remove and click the Remove From Sort button
- When the personalization has been completed, click the OK button to save the changes and return to the previous page

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order		Sort Order	
Select (frozen)		Account	
Line (frozen)		Fund	
*Unit			
*Ledger			
Account			
Fund			
Org			
Program			
Sub-Class			
Project			
ChartField 1 (hidden)			
ChartField 2 (hidden)			
ChartField 3 (hidden)			
Currency			
Amount			
Rate Type (hidden)			
Base Currency (hidden)			
Stat Amt (hidden)			
Open Item Key			
Reference			
Journal Line Description			
PC Status			

Hidden

Frozen

Descending

OK Cancel Preview Copy Settings Share Settings Delete Settings

SABHRS System Generated Journals

SABHRS System Generated Journals

- Certain types of General Ledger journals are automatically created by SABHRS during the nightly, monthly, and year-end batch processes
- The system pulls information from all the modules and creates different journals to reflect the information in the GL Module
- The journals contain information that help tie back to the original transaction

SABHRS System Generated Journals

- The following Modules have system generated journals
- The AR and AP modules process nightly and the AM module processes monthly
- These are the commonly processed journals, but it is not an all-inclusive list
- Accounts Receivable (AR)
 - ARD Journals
 - Deposits entered in Accounts Receivable

SABHRS System Generated Journals

- ▀ Accounts Payable (AP)
 - ▀ ACC
 - ▀ Vouchers entered in Accounts Payable (expense)
 - ▀ PYT
 - ▀ Payments processed in Accounts Payable (cash)
 - ▀ CAN
 - ▀ Cancels a voucher in Accounts Payable (cash)
 - ▀ CLO
 - ▀ Closes a voucher in Accounts Payable (expense)

SABHRS System Generated Journals

- Asset Management (AM)
 - ADD
 - Asset added to Asset Management
 - DPR
 - Depreciation recognized in Asset Management
 - RET
 - Assets retired in Asset Management

General Ledger WorkCenter

General Ledger WorkCenter

The screenshot displays the General Ledger WorkCenter interface. At the top, a navigation bar includes 'Favorites', 'Main Menu', 'General Ledger', and 'GL WorkCenter'. Below this, the header shows 'STATE OF MONTANA SABHRS FS' and a search bar with 'All' and 'Search' options. The main content area is titled 'General Ledger WorkCenter' and features a 'My Work' section with a 'Current Work' list and an 'Exceptions' list. The 'Current Work' list includes 'Journals Ready for Processing', 'InterUnit Journals (286)', 'Journals Pending My Approval (25)', and 'Journals With System Maintained Accounts (10)'. The 'Exceptions' list includes 'Journals with Errors', 'Journals - Commitment Control Exceptions', and 'Budget Journal Exceptions (959)'. The right side of the interface displays a 'Welcome to the General Ledger WorkCenter' message, explaining the 'Task Panel' and 'Work Area' and listing available actions for each pagelet.

General Ledger WorkCenter

Main Reports/Queries

My Work

Edit Filters

Current Work

- Journals Ready for Processing
- InterUnit Journals (286)
- Journals Pending My Approval (25)
- Journals With System Maintained Accounts (10)

Exceptions

- Journals with Errors
- Journals - Commitment Control Exceptions
- Budget Journal Exceptions (959)

Welcome to the General Ledger WorkCenter

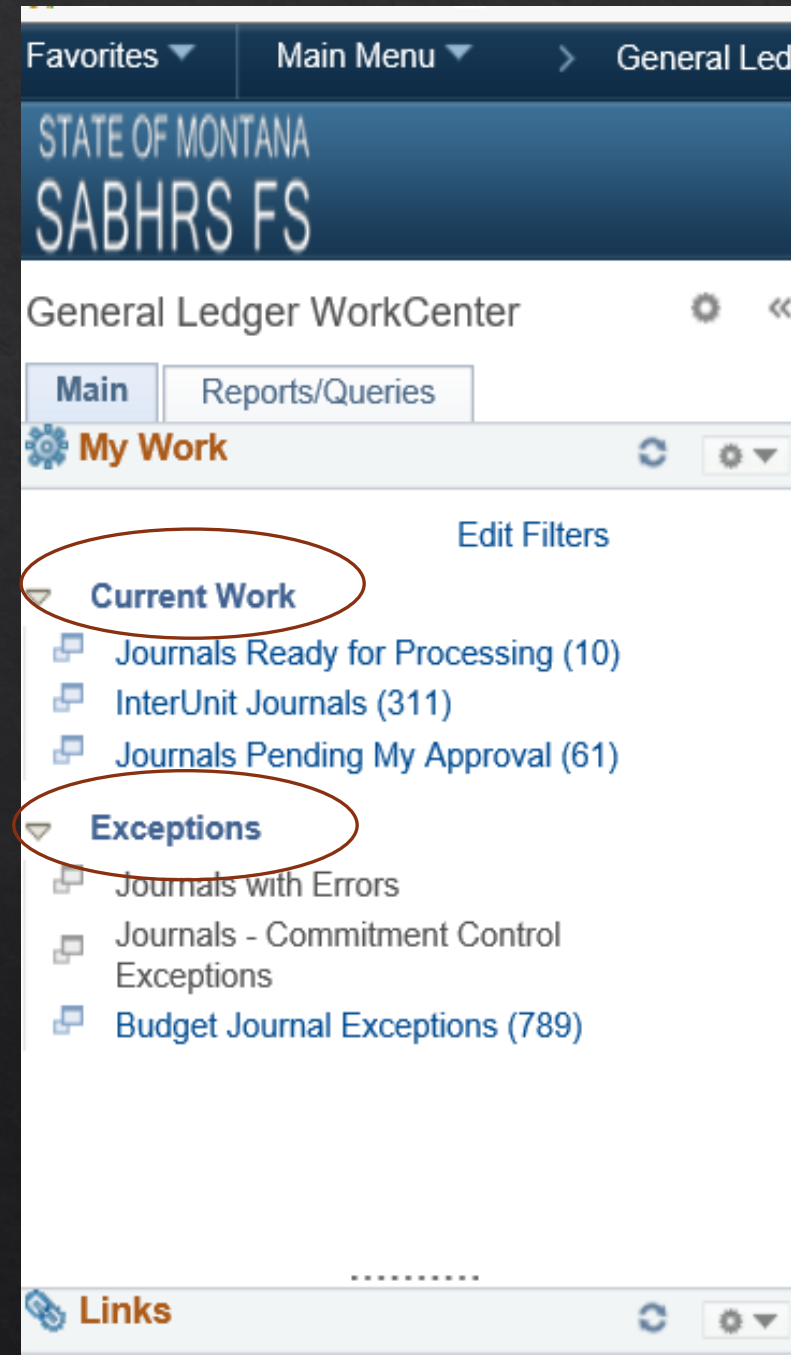
Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

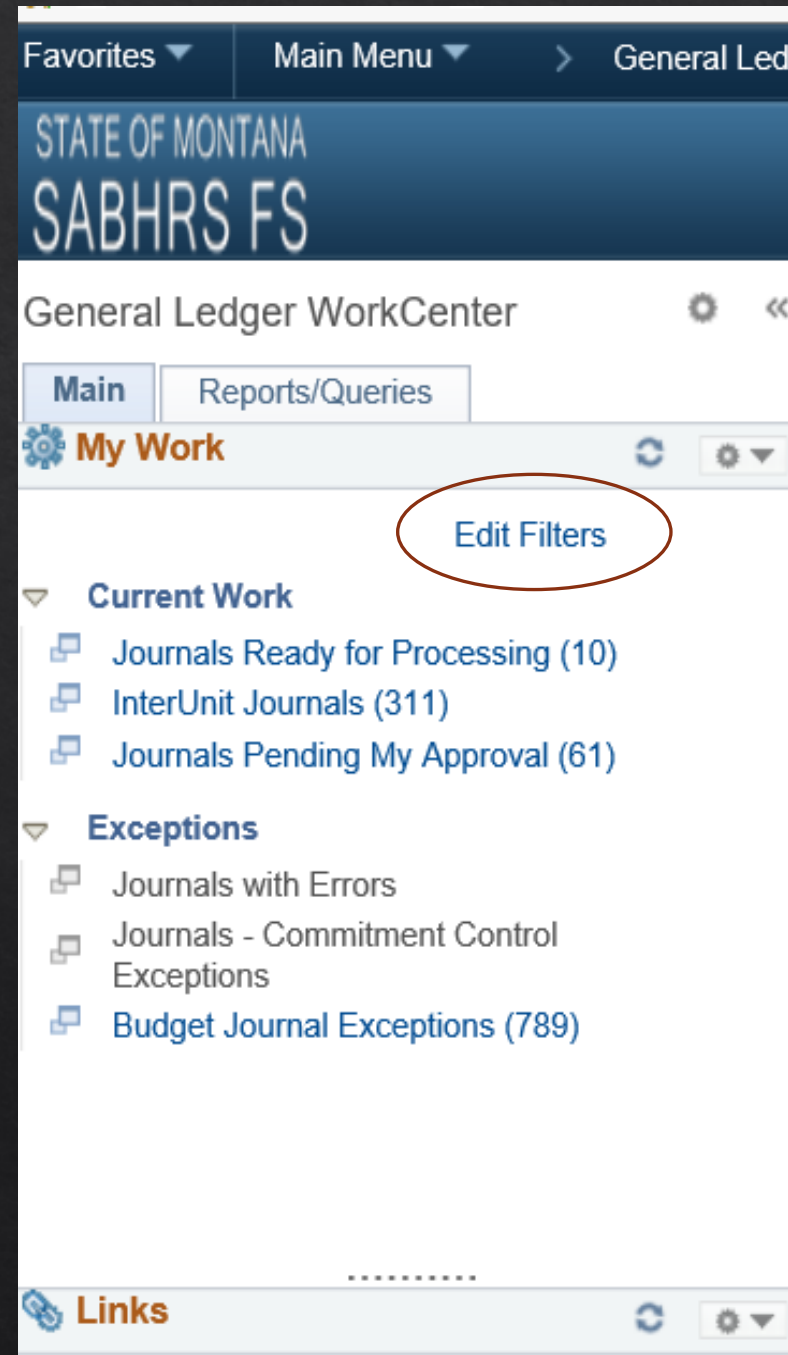
General Ledger WorkCenter

- The GL WorkCenter displays GL related information in various stages of completion in one aggregated location
- The My Work pagelet of the Main tab includes links to pages that you frequently access as well as exceptions and alerts that require your attention or action



General Ledger WorkCenter

- The Edit Filters link allows the user to view and edit the My Work Links and filter data for each link
- This function streamlines the data being viewed in a more meaningful presentation



General Ledger WorkCenter

- Click View All to display both the Current Work & the Exceptions links
- Click the Edit Filter icon (pencil) to access the Configure Filter Values page and specify selection criteria for each My Work Link

Edit Filters

Configuration ID GL General Ledger WorkCenter
User ID CM0612

My Work Groups 1 of 2 [View All](#)

Group Label **Current Work**

My Work Links

Link Label	Filter ID	Description	Edit Filter
Journals Ready for Processing	GLJRN1	Journal Generic Filter	
InterUnit Journals	GL_IUJRN1	IU Journals	
Journals Pending My Approval	GLJRN1APPR	GL Journal Approval	
Journals With System Maintained Accounts	GLSYSMAINT	Jrnls with System Maintain Acc	

Group Label **Exceptions**

My Work Links

Link Label	Filter ID	Description	Edit Filter
Journals with Errors	GLJRN13	Journal Generic Filter	
Journals - Commitment Control Exceptions	GLJRN15	Journal Generic Filter	
Budget Journal Exceptions	GLBJRN1XCP	Budget Journal Exceptions	

General Ledger WorkCenter

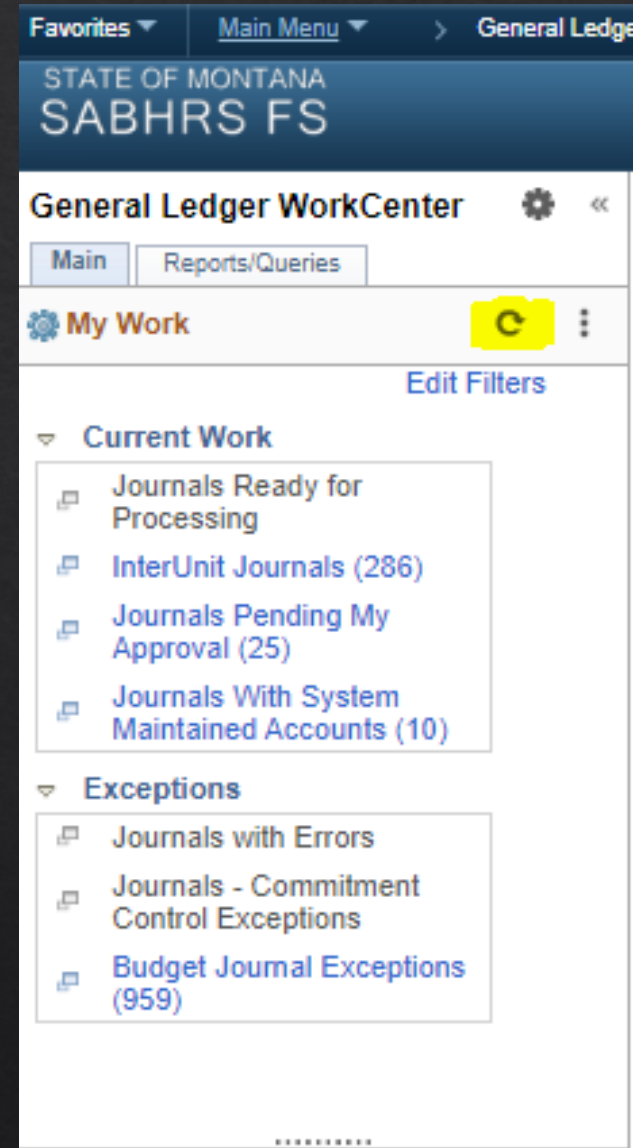
- The edit for the Journals Ready for Processing displays the following Filter Values
- Entering values for the criteria will reduce the number of journals being reviewed
- The journal filter criteria requires the Business Unit, Ledger Group, and Fiscal Year to be entered.

Configure Filter Values

User ID	CM0612	
Filter ID	GLJRN1	Journal Generic Filter
Business Unit	=	61010
Ledger Group	=	ACTUALS
Fiscal Year	=	2018
Accounting Period	=	
Description	=	
Journal Header Status	=	
Budget Checking Header Status	=	
Line Business Unit	=	
Journal Creation Date	=	
		Ex. 02/16/2020 12:00:00AM
User ID	=	
Journal Total Debits	=	
Journal Date	=	
Journal ID	=	
Source	=	
Document Type	=	

General Ledger WorkCenter

- After the values have been entered, you will need to refresh the pagelet to see your changes



General Ledger WorkCenter

- The edit for the Journals Pending my Approval displays the following Filter Values
- Entering values for the criteria will reduce the number of journals being reviewed
- The User ID filter can be used by an approver to limit the results to users that report to them

Configure Filter Values

User ID CM2498

Filter ID GLJRNLAPPR GL Journal Approval

Business Unit

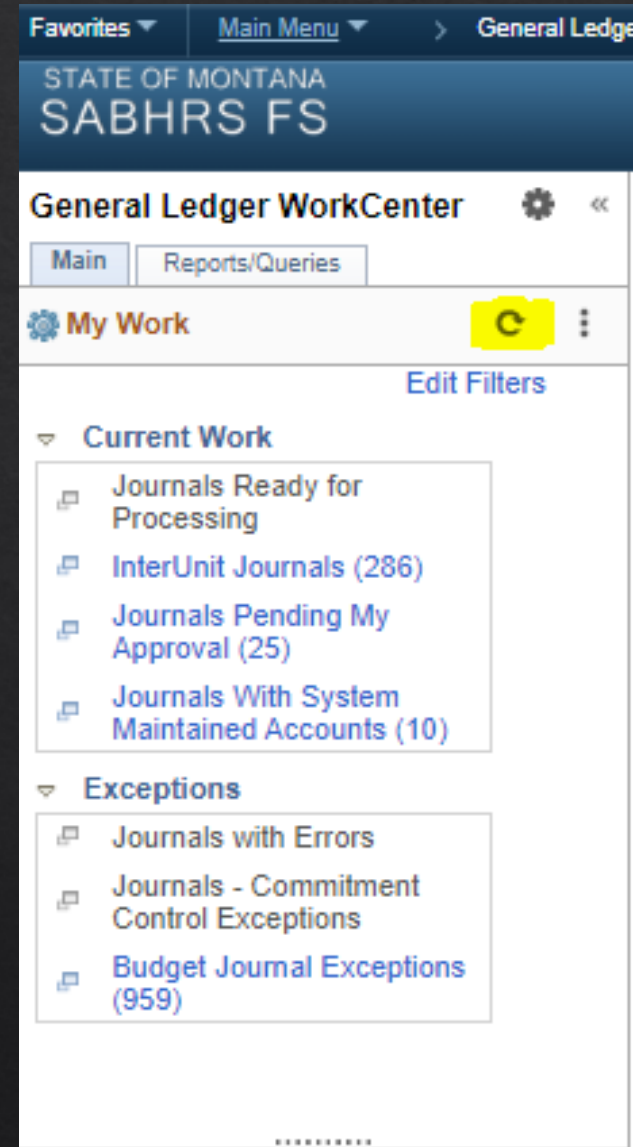
Line Business Unit

User ID

Journal ID

General Ledger WorkCenter

- After the values have been entered, you will need to refresh the pagelet to see your changes



General Ledger WorkCenter

- The listing show journals pending your approval
- Clicking the Journal ID link will open a summary page with links to journal information
- Multiple journals can be selected and processed in bulk

Journals Pending My Approval

[Refine Filter Criteria](#)

▶ Comments

Select All / Deselect All

Approve Deny Hold Pushback

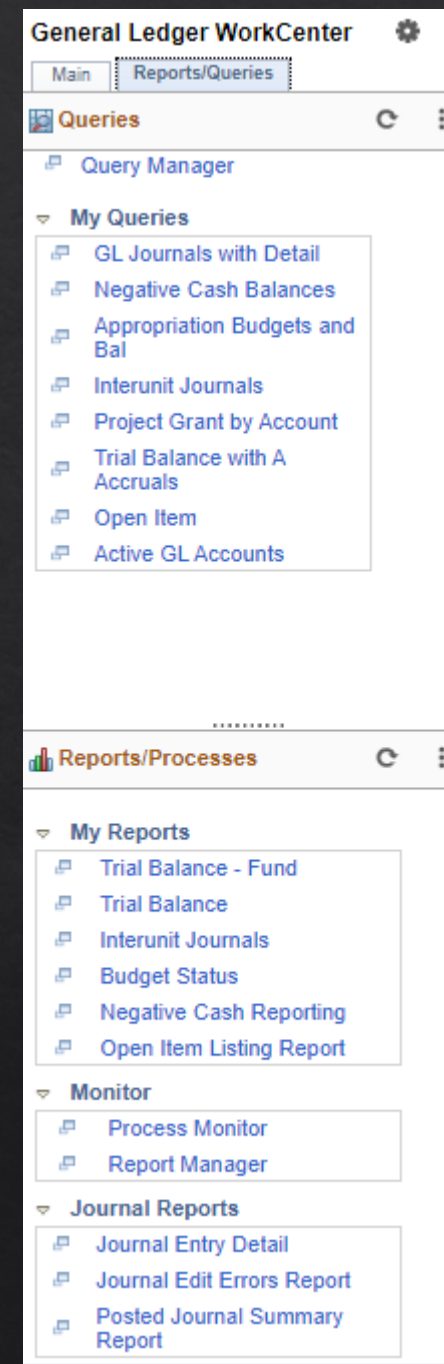
Journals

Journal Overview | Journal Details ||▶

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits	
☐	0004236170	51040	02/01/2020	56030	\$25.00	\$25.00	
☐	0004238407	35010	02/03/2020	69010	\$167,600.42	\$167,600.42	
☐	0004239668	61010	02/05/2020	31010	\$125.00	\$125.00	
☐	0004239668	61010	02/05/2020	61010	\$125.00	\$125.00	
☐	0004240351	65010	02/06/2020	31010	\$4,000.00	\$4,000.00	
☐	0004240572	69010	02/06/2020	31010	\$250.00	\$250.00	
☐	0004241519	64010	02/10/2020	31010	\$250.00	\$250.00	

General Ledger WorkCenter

- The Reports/Queries tab lists commonly used public queries and reports



Interunit Journals

Initiating Business Unit

- By default, the Add a New Value page is displayed with your business unit populating the Business Unit field
- The Journal ID field displays NEXT by default, but can be overridden if your agency assigns Journal ID numbers
- If desired, enter a new Journal ID or accept the default value

Create/Update Journal Entries

Find an Existing Value

Add a New Value

Business Unit

61010

Journal ID

NEXT

Journal Date

02/16/2020

Add

Interunit Journal Header

- Enter a description of the purpose of the journal in the Long Description field, including the invoice number (if applicable) and your contact information
- You may enter an internal tracking number (up to 8 characters) into the Reference Number field, if desired
- The Source is listed by default as ONL (online), however, **interunit journals must have a source of IU**

The screenshot shows the 'InterUnit' tab of a journal header form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'InterUnit'. The 'Header' tab is active. The form contains the following fields and values:

- Unit: 61010
- Journal ID: 0004176364
- Date: 02/01/2020
- Long Description: DOA paying UM Rural Institute - MonTECH - invoice 813 for Accessibility Training attn: clinical coordinator (146 characters remaining)
- *Ledger Group: ACTUALS
- Ledger: (empty)
- *Source: IU (highlighted in yellow)
- Reference Number: (empty)
- Journal Class: (empty)
- Transaction Code: GENERAL
- SJE Type: (empty)
- Adjusting Entry: Non-Adjusting Entry (dropdown menu)
- Fiscal Year: 2020
- Period: 8
- ADB Date: 09/03/2019
- Auto Generate Lines: (checkbox)
- Save Journal Incomplete Status: (checkbox)
- CTA: (checkbox)
- Currency Defaults: USD / CRRNT / 1

Interunit Journal Header

- The Receiving Business Unit field **must be populated**
- Click the Lines tab or link to go to the Journal Lines page

Header	Lines	Totals	Errors	Approval	InterUnit
Unit 61010 Journal ID 0004176364 Date 02/01/2020					
Long Description POA paying UM Rural Institute - MonTECH - invoice 813 for Accessibility Training attn: clinical coordinator					
146 characters remaining					
*Ledger Group ACTUALS		Adjusting Entry Non-Adjusting Entry			
Ledger		Fiscal Year 2020			
*Source IU		Period 8			
Reference Number		ADB Date 09/03/2019			
Journal Class		☐ Auto Generate Lines			
Transaction Code GENERAL		☐ Save Journal Incomplete Status			
SJE Type		☐ CTA			
Currency Defaults: USD / CRRNT / 1					
Reversal: Do Not Generate Reversal Commitment Control					
Receiving Business Unit 51030					

Interunit Journal Lines

- Enter the journal transaction information on the Lines tab
- The Account and Fund Chartfields must be entered on all transaction lines

The screenshot displays the 'Interunit Journal Lines' interface. At the top, there are tabs: Header, Lines (selected), Totals, Errors, Approval, and InterUnit. Below the tabs, the following information is visible:

- Unit: 61010 (with a [Template List](#) link)
- Journal ID: 0004176364 (with a [Search Criteria](#) link)
- Date: 02/01/2020 (with a [Change Values](#) link)
- *Process: Edit Journal (dropdown menu)
- Buttons: Multi-Speedcharts, Process, Download to Excel
- Errors Only: ☐ Errors Only
- Line: 100 (with up/down arrows)
- System Maintained Override: ☐ System Maintained Override

Below this information is a section titled 'Lines' with a search icon. It contains a table with the following columns: Select, Line, *Unit, *Ledger, Account, Fund, Org, Program, Sub-Class, Project, Currency, and Amount.

Select	Line	*Unit	*Ledger	Account	Fund	Org	Program	Sub-Class	Project	Currency	Amount
☐	1	61010	ACTUALS	62102	01100	2330	2020	620H1		USD	875.00

At the bottom, there is a 'Lines to add' section with a value of 1 and plus/minus buttons. Below this is a 'Totals' section.

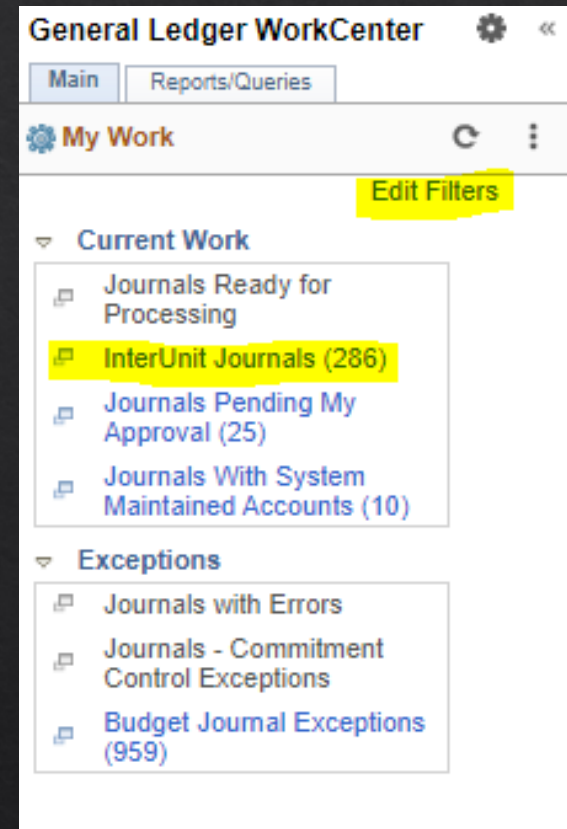
Interunit Journal Approval

- In order for the second business unit to access the journal and enter their accounting information, the initiating agency must indicate the journal is ready for the receiving agency
- To grant the receiving agency access to the journal, click the Yes radio button on the InterUnit tab
- The Receiving Business Unit field on the header page must be populated before indicating the journal is ready for the Receiving BU
- The initiating agency simply saves the journal at this point. **Do not edit journal or budget check**

The screenshot shows a web application interface for 'InterUnit Journal Approval'. At the top, there is a navigation bar with tabs: 'Header', 'Lines', 'Totals', 'Errors', 'Approval', and 'InterUnit'. The 'InterUnit' tab is currently selected and highlighted in green. Below the navigation bar, the form displays 'Unit 61010' and 'Journal ID 0004176364'. A section titled 'Receiving Business Unit:' shows the value '51030'. Below this, there is a section titled 'Journal is ready for Receiving BU' with two radio buttons: 'Yes' (which is selected and highlighted in yellow) and 'No'. To the right of this section is a 'Comments:' field containing the text 'RM: 9/6/2019'.

Receiving Business Unit

- There is an Interunit Journals pagelet available on the GL WorkCenter
- Receiving Business Units can see outstanding InterUnit Journals that require their completion by selecting the Edit Filters



Receiving Business Unit

- For this link, click on the pencil icon for the InterUnit Journals
- For the Receiving BU to see all the outstanding InterUnit Journals for their agency, enter the agency's BU in the Receiving Business Unit field
- In this example, I have selected 61010 as the BU and N- No Status-Needs to be Edited for the Journal Header Status

My Work Groups

Group Label Current Work

My Work Links

Link Label	Filter ID	Description	Edit Filter
Journals Ready for Processing	GLJRN1	Journal Generic Filter	
InterUnit Journals	GL_IUJRN1	IU Journals	
Journals Pending My Approval	GLJRN1APPR	GL Journal Approval	
Journals With System Maintained Accounts	GLSYSMAINT	Jrnls with System Maintain Acc	

Filter Values

Configure Filter Values

User ID CM0612

Filter ID GL_IUJRN1 IU Journals

Business Unit =

Receiving Business Unit =

Journal ID =

Journal Date =

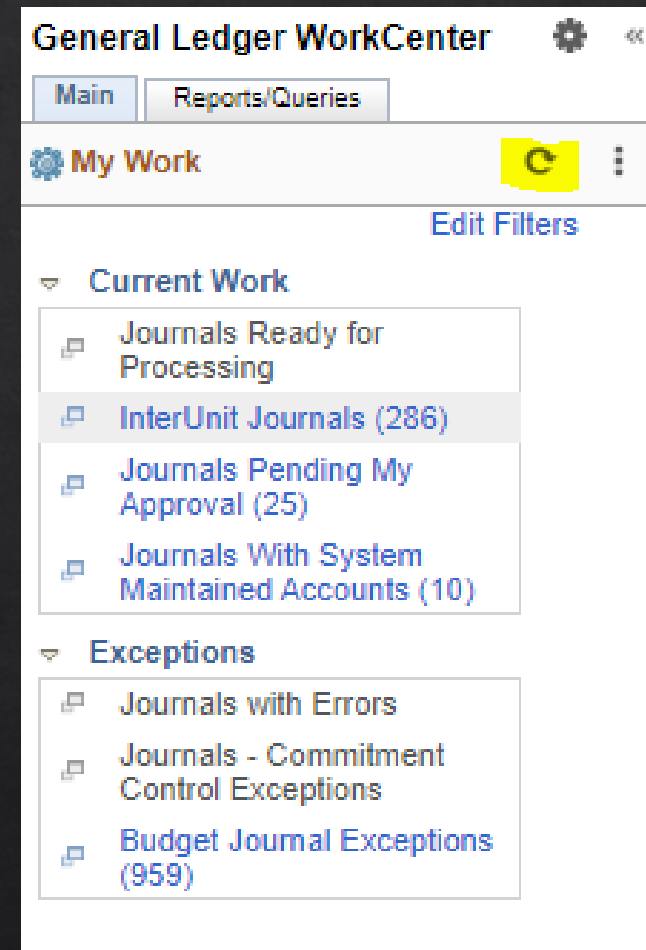
Journal Header Status =

Budget Checking Header Status =

OK Cancel Apply

Receiving Business Unit

- After the values have been entered, you will need to refresh the pagelet to see your changes



Receiving Business Unit

- Once you click on the InterUnit Journals link, the filtered list of journals will be displayed
- By selecting the N-No Status-Needs to be Edited criteria in the filter, the list contains journals that the initiating BU has completed and is waiting for the Receiving BU to complete and edit the journal

InterUnit Journals											
Filter Criteria Refine Filter Criteria											
▼ Journals											
General Details 1 Details 2 >											
	Unit	Journal ID	Journal Date	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Error
☐	11040	0004237237	02/01/2020	61040	☒	PAYING MPERA EMPLOYEE EDMUND C	Edit Req'd	Not Budget Checked	IU	2	
☐	11040	0004239599	02/05/2020	61010	☒	PAYING GSD-DOA/LFD INVOICE #11	Edit Req'd	Not Budget Checked	IU	2	
☐	11040	0004242758	02/12/2020	61010	☒	PAYING GSD-DOA/LSD INVOICE #11	Edit Req'd	Not Budget Checked	IU	9	
☐	31010	0004229717	02/01/2020	61010	☒	GOV pays GSD Montana Flag = S2	Edit Req'd	Not Budget Checked	IU	1	

Receiving Business Unit

- Enter Journal Line Information
- Click the Lines tab or link to enter accounting information for your agency
- Enter the number of lines to add and click the + or - button to add or delete your agency's information
- In the Unit field, enter your business unit and tab out of the field to clear the values from the remaining Chartfields

Unit 11040 Journal ID 0004237237 Date 02/01/2020 Errors Only

Template List Search Criteria Change Values

*Process Edit Journal Process

Multi-Speedcharts Download to Excel System Maintained Override

▼ Lines ?

Select	Line	*Unit	*Ledger	Account	Fund	Org	Program	Sub-Class	Project
☐	2	11040	ACTUALS	61402	02042	2811	2020	030H1	
☐	3	61010	ACTUALS						
☐	1	11040	ACTUALS	61402	01100	2811	2020	030H1	

Lines to add 1 + -

▼ Totals

Edit Journal

- When all lines for your agency have been entered, click the Process button
- The system will Edit the journal for both business units
- If Edit Journal passes successfully, the system automatically Budget Checks the journal for both business units

Unit **61010** Journal ID **0004231196** Date **02/01/2020** ☐ Errors Only
[Template List](#) [Search Criteria](#) [Change Values](#)
 *Process **Edit Journal** **Process** ☐ System Maintained Override
Multi-Speedcharts **Download to Excel** Line **100**

Lines ?

Select	Line	Unit	Ledger	Account [△]	Fund	Org	Program	Sub-Class	Project
☐	5	54010	ACTUALS	1104	07156				
☐	6	61010	ACTUALS	1104	07004				
☐	1	61010	ACTUALS	2201	0700		2020		
☐	2	54010	ACTUALS	2504	07156		2020		
☐	3	54010	ACTUALS	2504	07156		2020		
☐	4	54010	ACTUALS	2504	07156		2020		

es to add + -

Totals

	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
10	4	47,544.96	47,544.96	V	V
10	2	47,544.96	47,544.96	V	V

Journal Errors

- Once the journal has attained a valid Journal and Budget Status, the journal can be approved to post by a user with appropriate security
- If the journal fails Edit, you may view the errors by navigating to the Errors tab or clicking the E in the Journal status column
- When the journal has been approved and has a valid journal and budget status, it is ready to be posted

Header

Lines

Totals

Errors

Approval

InterUnit

Unit 69010

Journal ID 0004238058

Date 02/01/2020

Errors Only

Template List

Search Criteria

Change Values

*Process Edit Journal

Process

Download to Excel

System Maintained Override

Multi-Speedcharts

Line 100

Lines

Select	Line	*Unit	*Ledger	Account△	Fund	Org	Program	Sub-Class	Project
☐	2	69010	ACTUALS	1104	02772	04SUICIPRV	2019	865JS	SUICPRESCHLVSYFY
☐	4	51040	ACTUALS	1104	32200				
☐	3	51040	ACTUALS	1240	32200				
☐	1	69010	ACTUALS	62102	02772	04SUICIPRV	2019	865JS	SUICPRESCHLVSYFY

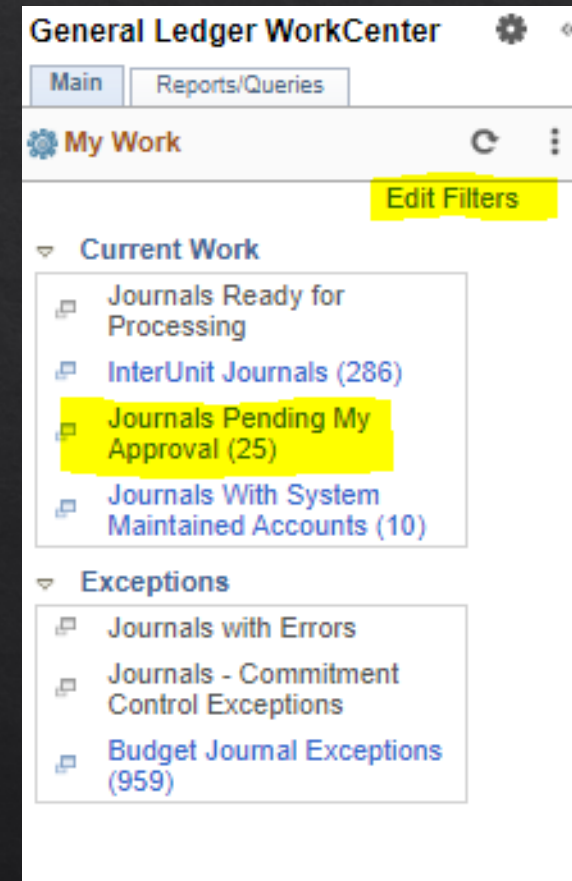
Lines to add 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
51040	2	54,237.46	54,237.46	E	V
69010	2	54,237.46	54,237.46	E	E

InterUnit Approval

- Once the journal passes Edit Checking, it needs to be approved by the Receiving Business Unit
- Once the Receiving Business Unit approves the journal, batch processing will pick the journal up and post it
- There is a Journals Pending My Approval pagelet available on the GL WorkCenter



InterUnit Approval

- For this link, click on the pencil icon for the Journals Pending My Approval
- The edit for the Journals Pending my Approval displays the following Filter Values
- Entering values for the criteria will reduce the number of journals being reviewed
- The User ID filter can be used by an approver to limit the results to users that report to them.
- If multiple User IDs are to be entered, you can enter them by using the “in” option in the dropdown

Edit Filters

Configuration ID GL General Ledger WorkCenter
User ID CM0612

My Work Groups 1 of 2 [View All](#)

Group Label Current Work

My Work Links

Link Label	Filter ID	Description	Edit Filter
Journals Ready for Processing	GLJRNL1	Journal Generic Filter	
InterUnit Journals	GL_IUJRNL	IU Journals	
Journals Pending My Approval	GLJRNLAPPR	GL Journal Approval	
Journals With System Maintained Accounts	GLSYSMAINT	Jrnls with System Maintain Acc	

Filter Values

Configure Filter Values

User ID CM0612
Filter ID GLJRNLAPPR GL Journal Approval

Business Unit =

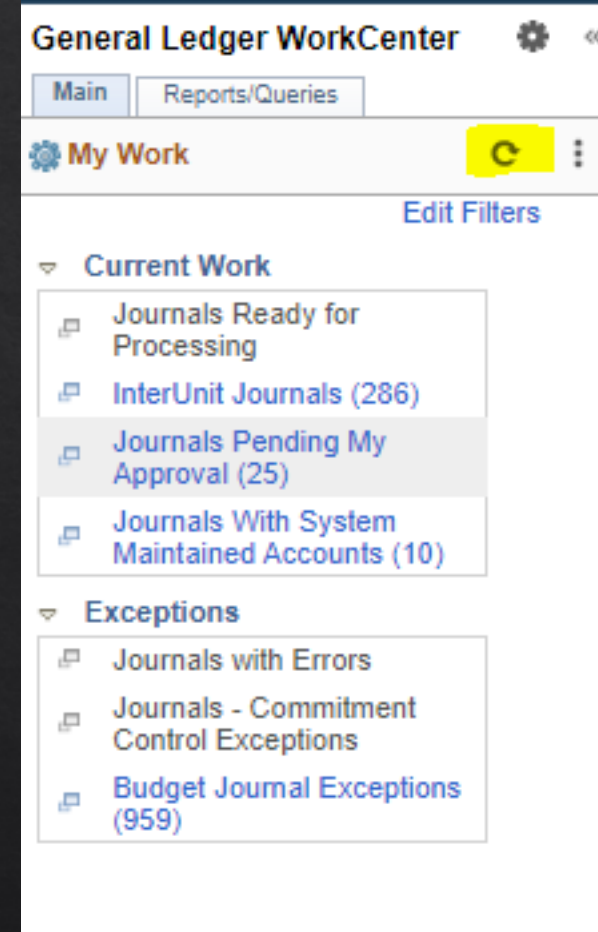
Line Business Unit =

User ID =

Journal ID =

InterUnit Approval

- After the values have been entered, you will need to refresh the pagelet to see your changes



InterUnit Approval

- The listing show journals pending your approval
- Clicking the Journal ID link will open a summary page with links to journal information
- Multiple journals can be selected and processed in bulk

Journals Pending My Approval

[Refine Filter Criteria](#)

► Comments

Select All / Deselect All

Approve
Deny
Hold
Pushback

Journals

☐ ☐
1-25 of 25 ▼

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits
☐	0004236170	51040	02/01/2020	56030	\$25.00	\$25.00
☐	0004238407	35010	02/03/2020	69010	\$167,600.42	\$167,600.42
☐	0004239668	61010	02/05/2020	31010	\$125.00	\$125.00
☐	0004239668	61010	02/05/2020	61010	\$125.00	\$125.00
☐	0004240351	65010	02/06/2020	31010	\$4,000.00	\$4,000.00
☐	0004240572	69010	02/06/2020	31010	\$250.00	\$250.00
☐	0004241519	64010	02/10/2020	31010	\$250.00	\$250.00

General Ledger Journal Import

Spreadsheet Journal Import

➤ Overview

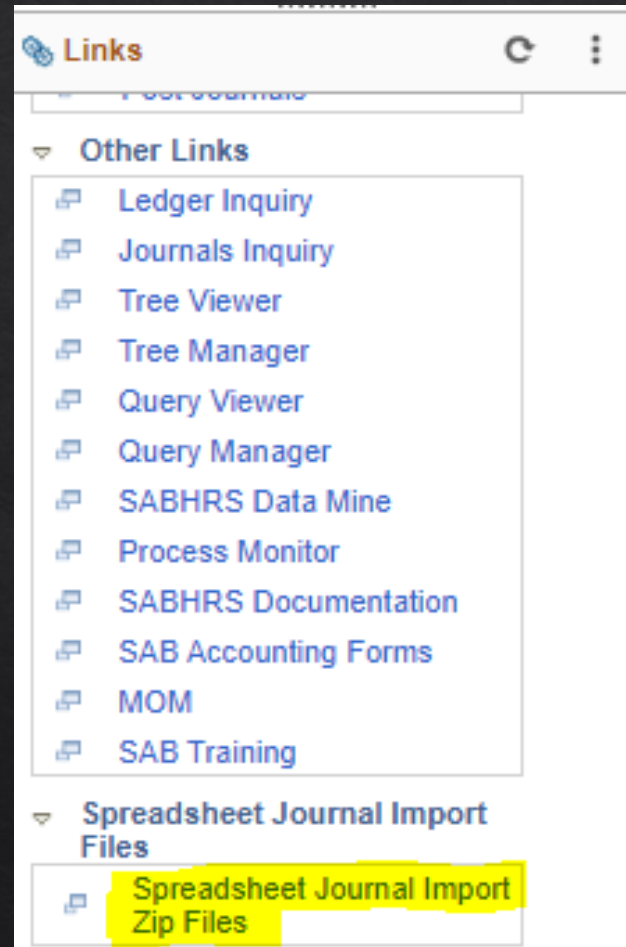
- Spreadsheet Journal Entry allows an agency to prepare a journal with a large number of lines in an Excel spreadsheet, and then import that journal into the SABHRS system
- This tool can be used to upload Regular Journals (ACTUALS ledger) and/or Standard Budget journals (STD_BUDG ledger).

➤ Preparation and Setup

- Initial Setup
- In order to utilize the spreadsheet journal entry tool, you must first save the required files

Spreadsheet Journal Import

- The files are located in the Links section of the General Ledger WorkCenter

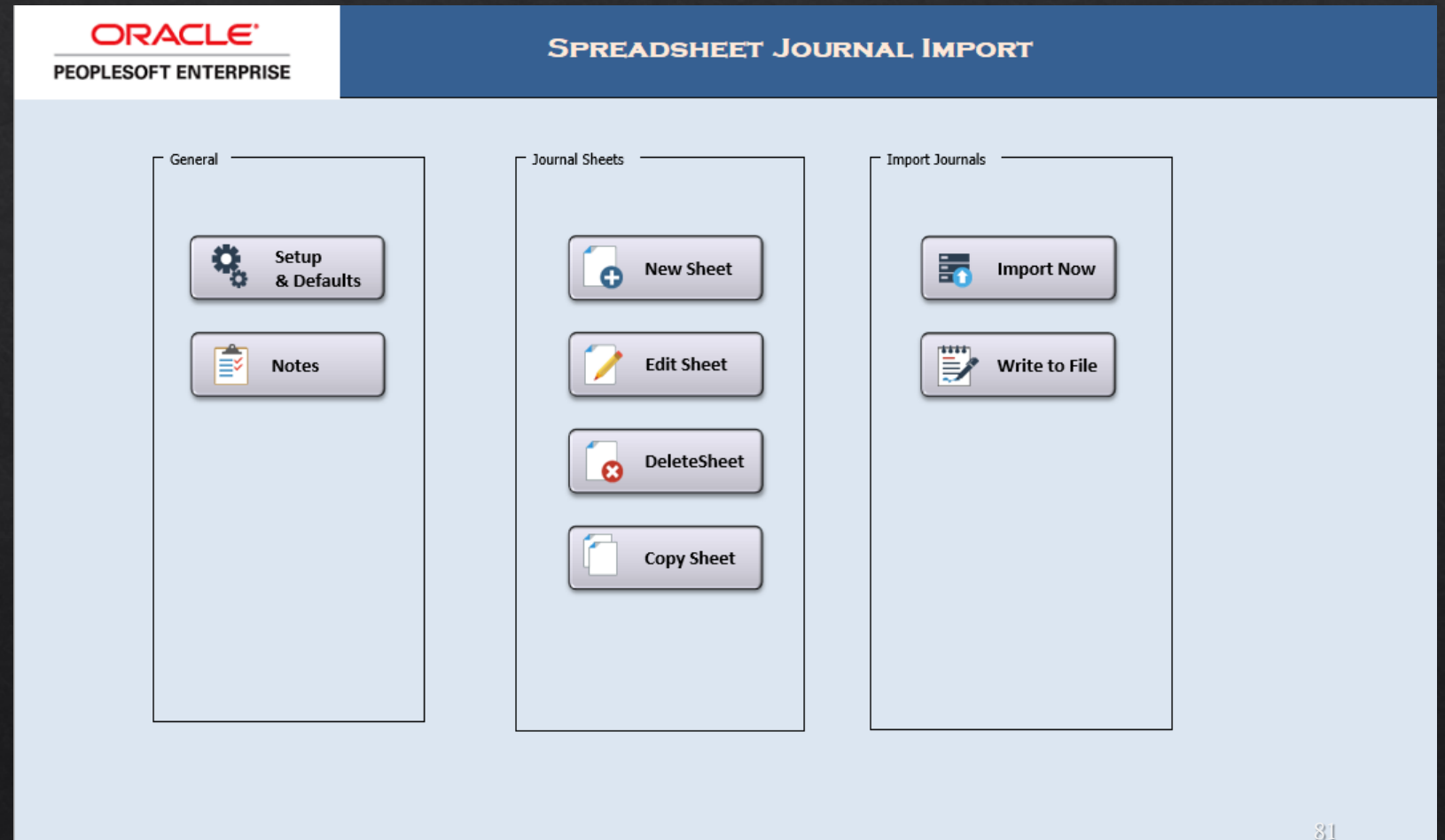


These are the files necessary to run the Import function

 Spreadsheet Journal ACTUALS FS92PR
 GLLOG
 JRNLMCRO_WS
 Spreadsheet Journal Standard Budgets FS92PR

Spreadsheet Journal Import

- The first time you use the spreadsheet journal import tool, you need to set up the defaults for the system. To set the defaults, open one of the journal spreadsheets you saved to your drive - either Spreadsheet Journal ACTUALS or Spreadsheet Journal STANDARD BUDGET
- Within the spreadsheet you opened, click the Setup & Defaults button



Spreadsheet Journal Import

- A dialogue box titled Define Options and Defaults will open, prompting you to enter the default values
- Enter or ensure these values have been entered or selected, then click the OK button

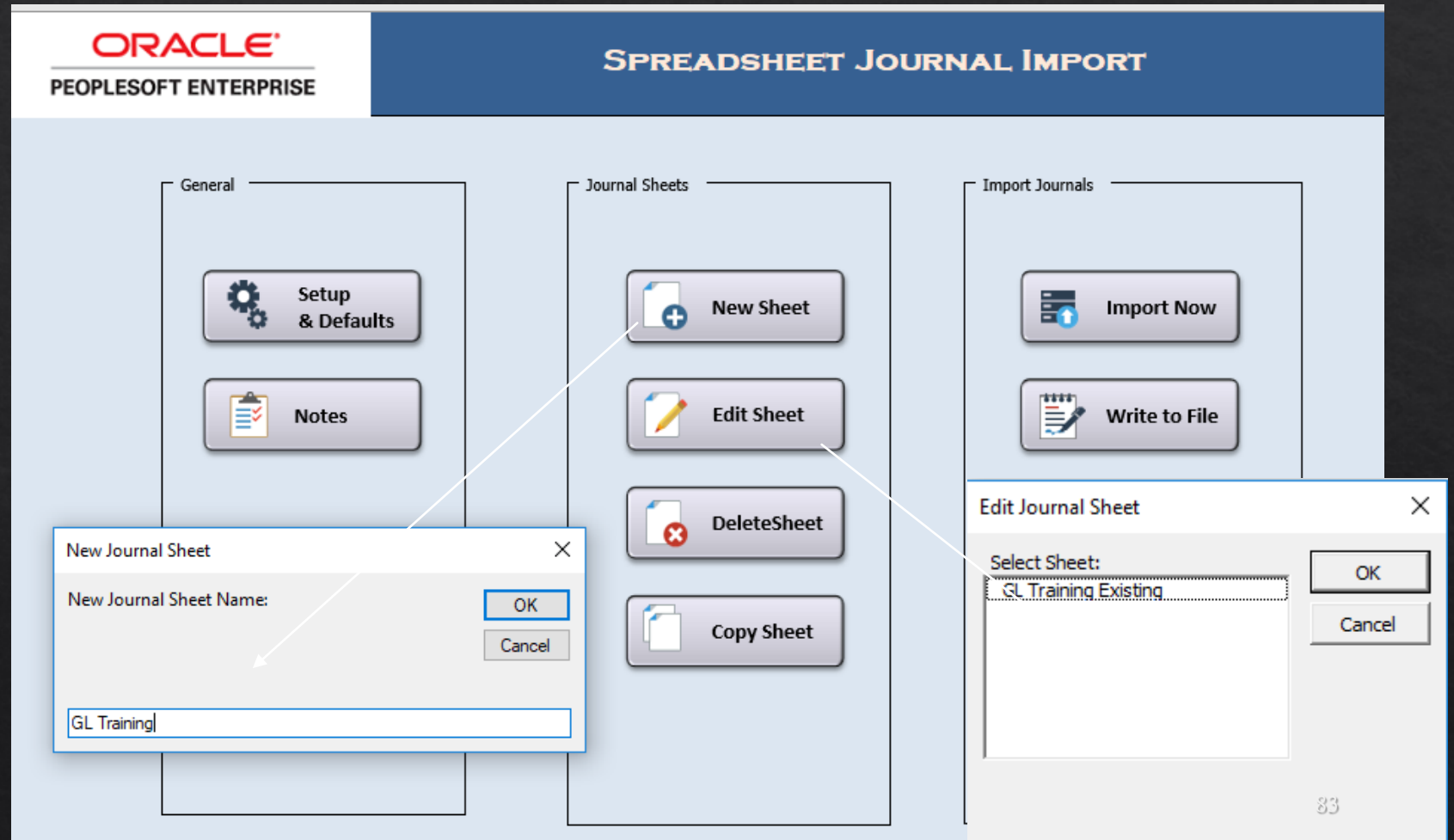
The dialog box is titled "Define Options and Defaults" and contains several sections for configuration:

- Header Defaults:**
 - Business Unit: [Empty text box]
 - Date: [Empty text box]
 - Ledger Group: ACTUALS
 - Source: IMP
 - User ID: CURRENT_USER
 - ☒ Enable Multibook ☐ DATA Act
 - ☒ AutoGen Lines
- General Options:**
 - Language: English (selected in a dropdown menu)
 - ☐ Edit Journal(s)
 - ☐ Recalc Exchange Rates
 - ☐ Submit Journal(s) for Approval
- Message Options:**
 - ☐ Log Error Message only
 - ☒ Log Successful and Error Message
 - ☒ Display Messages Online
- Document Sequencing:**
 - ☐ Enable Document Sequencing
 - Default Document Type: [Empty text box]
- Online Import Control:**
 - Address: https://sabhhs.mt.gov/
 - Database: FSPR
 - After successful import:
 - ☐ Change import status to Do Not Import
 - ☒ Keep import status as Import
 - ☐ Skip if Journal already exists
 - ☐ Skip if Journal has error

Buttons: OK, Cancel, and Configure.

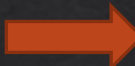
Spreadsheet Journal Import

- The first time spreadsheet journal import is used, you will need to add a new sheet and give it a name
- Subsequent usage of the tool will allow you to modify existing sheets



Spreadsheet Journal Import

- Enter a new journal header or edit an existing journal header



Journal Entry Sheet



Journal Header



	Sys ID	Unit	Journal ID	Date	Description
 Enter a new journal header (The first time you use this tool, you will need to enter a new journal header)  Delete a journal  Modify an existing header  Copy an existing journal to a new sheet  When multiple journals exist in a journal sheet, click the to select the journal on which you wish to work.  Change the import status Monetary Amount ☒					

Spreadsheet Journal Import

- Enter the journal header
- Once the journal header information has been provided, click the OK button

Up to 10 characters or NEXT

Enter Journal Description

Enter Ledger Group in UPPERCASE

The screenshot shows the 'New Journal Header' form with the following fields and values:

- System ID: (empty)
- Unit: 61010
- Journal ID: NEXT
- Journal Date: 3/27/2018
- Reference Number: (empty)
- Ledger Group: ACTUALS
- Ledger: (empty)
- Source: IMP
- User ID: CURRENT_USER
- Journal Class: (empty)
- Transaction Code: (empty)
- Description: GL Training
- Document Type: (empty)
- Doc Sequence: (empty)
- Adjustment Type: (empty)
- Commitment Control Amount Type: (empty)
- Agency Location Code: (empty)
- Currency Information:
 - Foreign Currency: (empty)
 - Effective Date: 3/27/2018
 - Rate Type: (empty)
 - Exchange Rate: (empty)
- Reversal:
 - ☒ None
 - ☐ Beginning of Next Period
 - ☐ End of Next Period
 - ☐ Next Day
 - ☐ Specified Date

OK Cancel

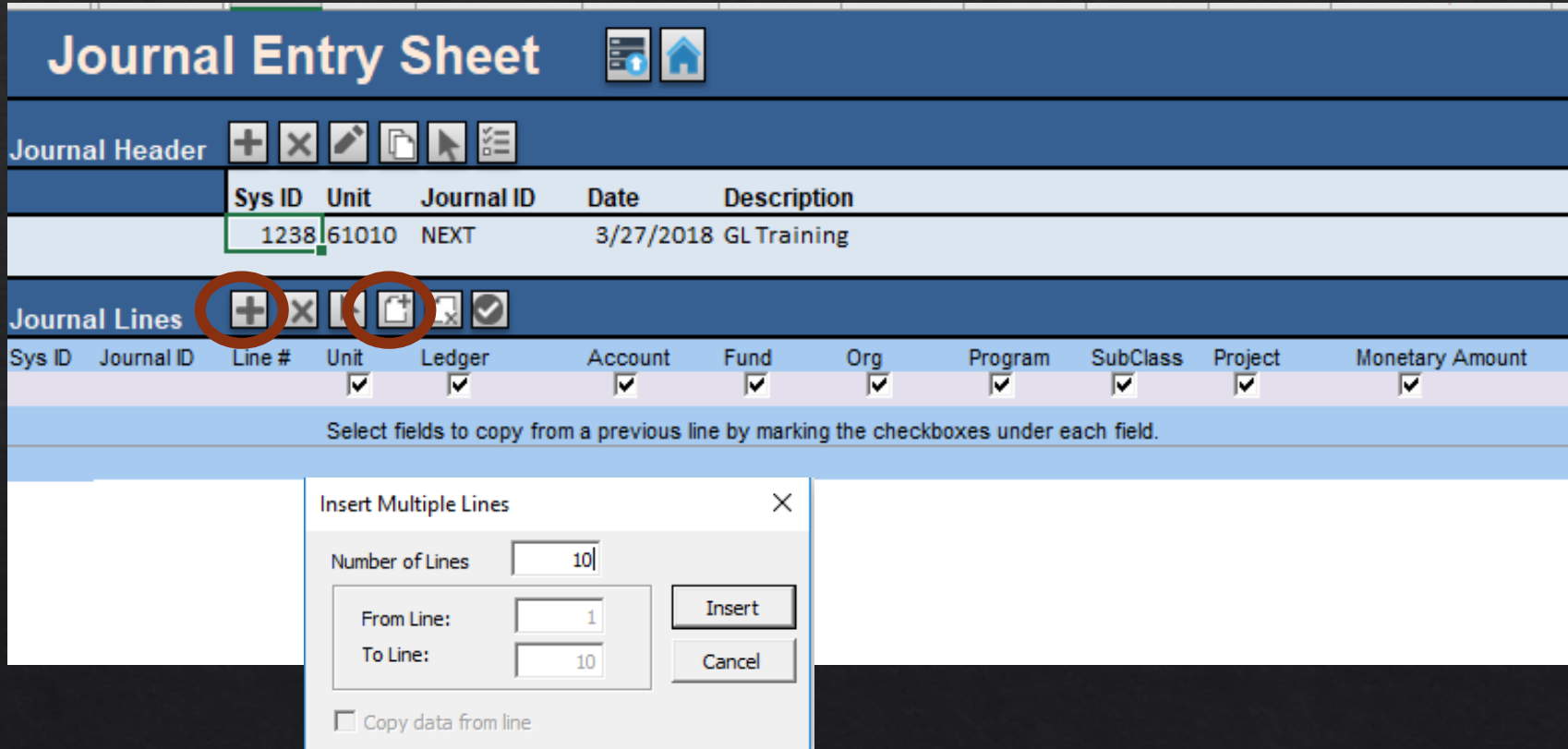
Spreadsheet Journal Import

- The information from the Header page is now displayed

Journal Entry Sheet											
Journal Header											
Sys ID	Unit	Journal ID	Date	Description							
1238	61010	NEXT	3/27/2018	GL Training							
Journal Lines											
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary A
			☒	☒	☒	☒	☒	☒	☒	☒	☒
Select fields to copy from a previous line by marking the checkboxes under each field.											

Spreadsheet Journal Import

- Journal Line information can be entered one line at a time by clicking 
- Journal Line information can be inserted in a block by clicking 
- Enter the number of lines you wish to insert and click the Insert button



The screenshot displays the 'Journal Entry Sheet' interface. The 'Journal Header' section contains a table with the following data:

Sys ID	Unit	Journal ID	Date	Description
1238	61010	NEXT	3/27/2018	GL Training

The 'Journal Lines' section features a toolbar with icons for adding, deleting, and inserting lines. The 'Insert' icon is highlighted with a red circle. Below the toolbar is a table with the following columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Fund, Org, Program, SubClass, Project, and Monetary Amount. Each column has a checkbox under it, all of which are checked. A message below the table reads: 'Select fields to copy from a previous line by marking the checkboxes under each field.'

An 'Insert Multiple Lines' dialog box is open in the foreground. It contains the following fields and controls:

- 'Number of Lines' field with the value '10'.
- 'From Line' field with the value '1'.
- 'To Line' field with the value '10'.
- 'Insert' button.
- 'Cancel' button.
- A checkbox labeled 'Copy data from line' which is currently unchecked.

Spreadsheet Journal Import

- Here is the view after the lines have been inserted

Journal Entry Sheet

Journal Header

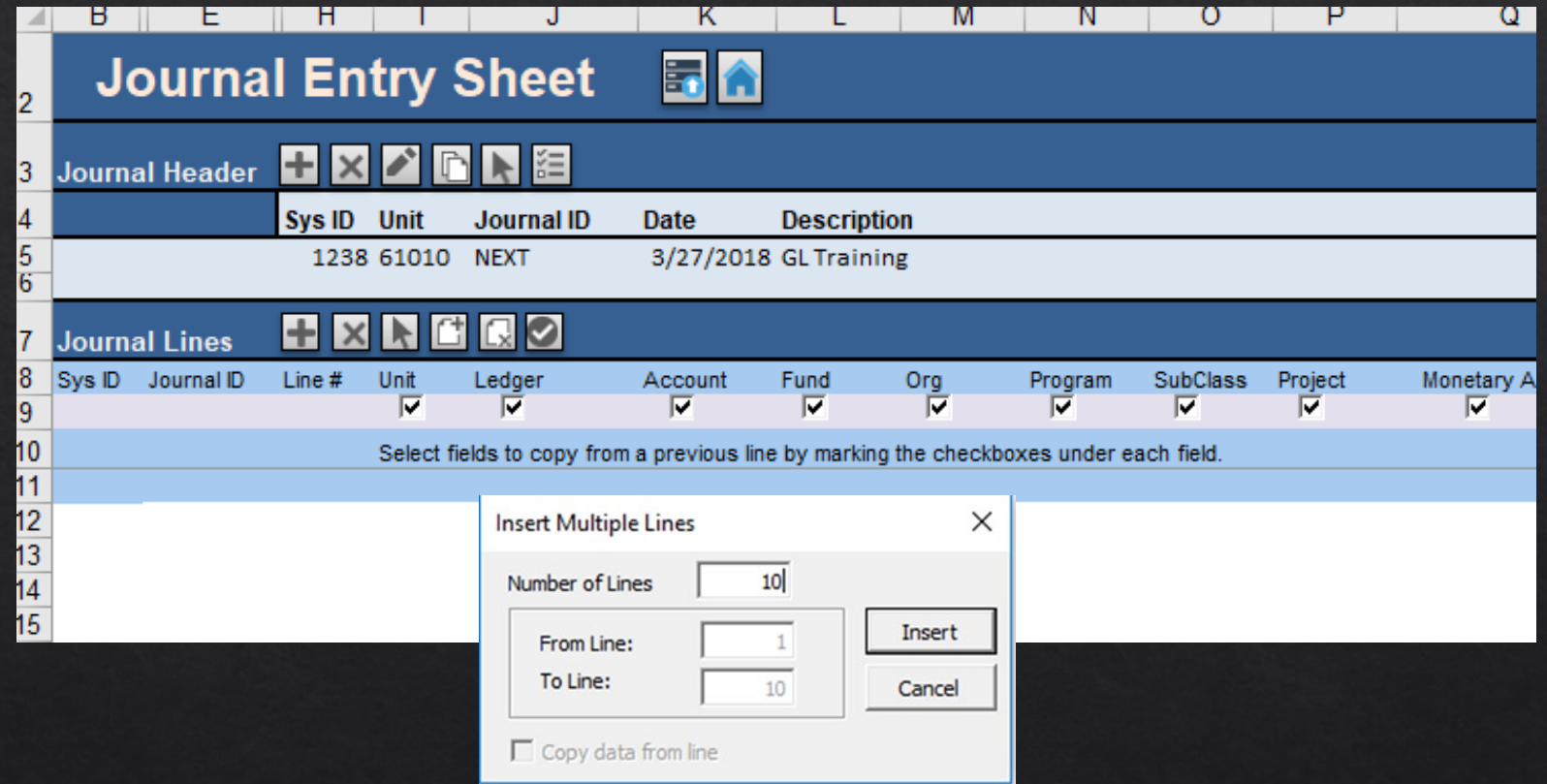
Sys ID	Unit	Journal ID	Date	Description
1238	61010	NEXT	3/27/2018	GL Training

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary Amount	Open Item Key	Description
			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Select fields to copy from a previous line by marking the checkboxes under each field.													
1238	NEXT	1											
1238	NEXT	2											
1238	NEXT	3											
1238	NEXT	4											
1238	NEXT	5											
1238	NEXT	6											
1238	NEXT	7											
1238	NEXT	8											
1238	NEXT	9											
1238	NEXT	10											

Spreadsheet Journal Import

- If the information for a journal currently exists in a spreadsheet, the lines from the spreadsheet can be copied into the journal template and uploaded into the system
- To copy from a spreadsheet into the journal template, first insert the correct number of lines necessary
- Click the Insert Multiple Lines button 



Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1238	61010	NEXT	3/27/2018	GL Training

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary A
			☒	☒	☒	☒	☒	☒	☒	☒	☒
Select fields to copy from a previous line by marking the checkboxes under each field.											

Insert Multiple Lines

Number of Lines:

From Line: To Line:

☐ Copy data from line

Insert Cancel

Spreadsheet Journal Import

- The columns from your spreadsheet need to be in the same order as the template

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1238	61010	NEXT	3/27/2018	GL Training

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary Amount	Open Item Key	Description
			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

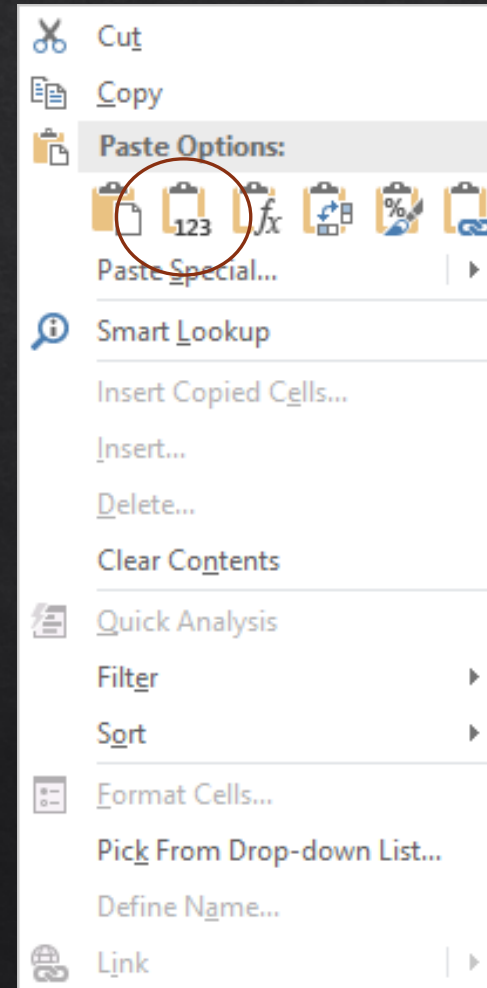
Select fields to copy from a previous line by marking the checkboxes under each field

1238	NEXT	1											
1238	NEXT	2											
1238	NEXT	3											
1238	NEXT	4											
1238	NEXT	5											
1238	NEXT	6											
1238	NEXT	7											
1238	NEXT	8											
1238	NEXT	9											
1238	NEXT	10											

BU	Ledger	Account	Fund	Org	Program	Subclass	Project	Amount	Open Item	Description
61010	ACTUALS	4140	01100					161,184.08	ADJ31 Reversing	ADJ12A0009
61010	ACTUALS	82000	01100					(161,184.08)	ADJ31 Reversing	ADJ12A0017
61010	ACTUALS	4140	01100					(20,383.00)	ADJ31 Reversing	ADJ3D00004
61010	ACTUALS	82000	01100					20,383.00	ADJ31 Reversing	ADJ3D00004
61010	ACTUALS	4140	01100					6,541.59	ADJ31 Reversing	ADJ12A0001
61010	ACTUALS	62182	01100					(6,541.59)	ADJ31 Reversing	ADJ12A0001
61010	ACTUALS	4140	01100					(17,696.00)	ADJ31 Reversing	ADJ12A0013
61010	ACTUALS	82000	01100					17,696.00	ADJ31 Reversing	ADJ12A0019
61010	ACTUALS	582852	01100					400,000.00	ADJ31 Reversing	ADJ21C0001
61010	ACTUALS	4140	01100					(400,000.00)	ADJ31 Reversing	ADJ21C0003

Spreadsheet Journal Import

- Copy the lines to be imported from the original spreadsheet
- Place the cursor at the appropriate insertion point
- Right click with your mouse and select the Paste Values option



Spreadsheet Journal Import

- Save the journal when it is completed

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1238	61010	NEXT	3/27/2018	GL Training

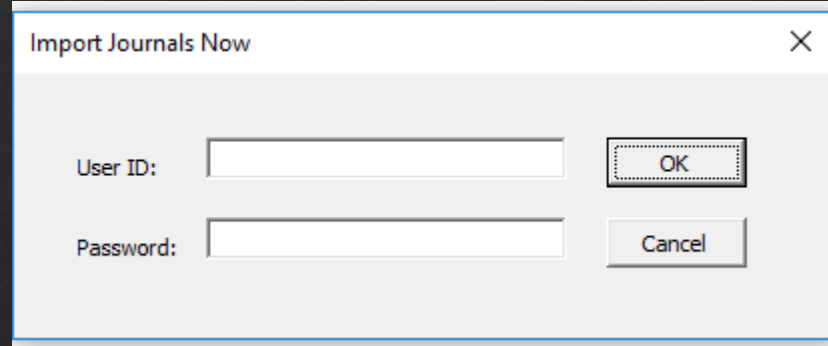
Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary Amount	Open Item Key	Description	Reference
			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Select fields to copy from a previous line by marking the checkboxes under each field.														
NEXT		1	61010	ACTUALS	4140	01100					161,184.08		ADJ31 Reversing	ADJ12A0009
NEXT		2	61010	ACTUALS	82000	01100					(161,184.08)		ADJ31 Reversing	ADJ12A0017
NEXT		3	61010	ACTUALS	4140	01100					(20,383.00)		ADJ31 Reversing	ADJ3D00004
NEXT		4	61010	ACTUALS	82000	01100					20,383.00		ADJ31 Reversing	ADJ3D00004
NEXT		5	61010	ACTUALS	4140	01100					6,541.59		ADJ31 Reversing	ADJ12A0001
NEXT		6	61010	ACTUALS	621B2	01100					(6,541.59)		ADJ31 Reversing	ADJ12A0001
NEXT		7	61010	ACTUALS	4140	01100					(17,696.00)		ADJ31 Reversing	ADJ12A0013
NEXT		8	61010	ACTUALS	82000	01100					17,696.00		ADJ31 Reversing	ADJ12A0019
NEXT		9	61010	ACTUALS	582852	01100					400,000.00		ADJ31 Reversing	ADJ21C0001
NEXT		10	61010	ACTUALS	4140	01100					(400,000.00)		ADJ31 Reversing	ADJ21C0003

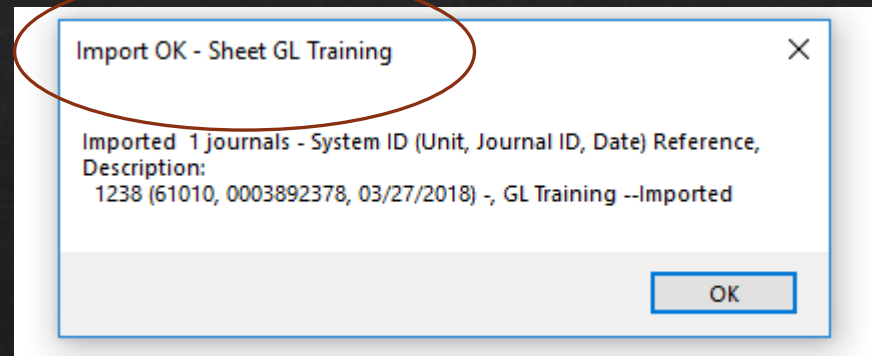
BU	Ledger	Account	Fund	Org	Program	Subclass	Project	Amount	Open Item	Description
61010	ACTUALS	4140	01100					161,184.08		ADJ31 Reversing ADJ12A0009
61010	ACTUALS	82000	01100					(161,184.08)		ADJ31 Reversing ADJ12A0017
61010	ACTUALS	4140	01100					(20,383.00)		ADJ31 Reversing ADJ3D00004
61010	ACTUALS	82000	01100					20,383.00		ADJ31 Reversing ADJ3D00004
61010	ACTUALS	4140	01100					6,541.59		ADJ31 Reversing ADJ12A0001
61010	ACTUALS	621B2	01100					(6,541.59)		ADJ31 Reversing ADJ12A0001
61010	ACTUALS	4140	01100					(17,696.00)		ADJ31 Reversing ADJ12A0013
61010	ACTUALS	82000	01100					17,696.00		ADJ31 Reversing ADJ12A0019
61010	ACTUALS	582852	01100					400,000.00		ADJ31 Reversing ADJ21C0001
61010	ACTUALS	4140	01100					(400,000.00)		ADJ31 Reversing ADJ21C0003

Spreadsheet Journal Import

- Once you have completed your journal(s), click the Import Journals Now located in the journal header 
- Enter your User ID and Password where indicated
- Your User ID must be in all CAPS
- Your journal will attempt to upload in to SABHRS
- You will receive a message once the process has finished, indicating whether your journal was successfully imported



A dialog box titled "Import Journals Now" with a close button (X) in the top right corner. It contains two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is an "OK" button. To the right of the "Password:" field is a "Cancel" button.



A dialog box titled "Import OK - Sheet GL Training" with a close button (X) in the top right corner. The text inside the dialog box reads: "Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description: 1238 (61010, 0003892378, 03/27/2018) -, GL Training --Imported". At the bottom right of the dialog box is an "OK" button.

Spreadsheet Journal Import

- This message also gets saved to a file titled JrnlLog.xlsx
- The Journal ID has now been assigned

Workbook	Sheet	Date / Time	Status	Log message
Spreadsheet Journal ACTUALS FS92PR.xlsm	GL Training	3/28/2018 13:16	Success	Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description: 1238 (61010, 0003892378, 03/27/2018) -, GL Training --Imported

Unit 61010 Journal ID 0003892378 Date 03/27/2018 ☐ Errors Only

Template List Search Criteria Change Values

*Process Edit Journal ☐ System Maintained Override

Multi-Speedcharts

Line	*Unit	*Ledger	Account	Fund	Org	Program	Sub-Class	Project	Amount	Re
1	61010	ACTUALS	4140	01100					161,184.08	
2	61010	ACTUALS	82000	01100					-161,184.08	
3	61010	ACTUALS	4140	01100					-20,383.00	
4	61010	ACTUALS	82000	01100					20,383.00	
5	61010	ACTUALS	4140	01100					6,541.59	
6	61010	ACTUALS	621B2	01100					-6,541.59	
7	61010	ACTUALS	4140	01100					-17,696.00	
8	61010	ACTUALS	82000	01100					17,696.00	
9	61010	ACTUALS	582852	01100					400,000.00	
10	61010	ACTUALS	4140	01100					-400,000.00	

Spreadsheet Journal Import - Troubleshooting

- Once the import process has completed, you can troubleshoot any errors in the Journal Log

Journal Lines															
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Org	Program	SubClass	Project	Monetary Amount	Open Item Key	Description	Reference	Chartfield 1
			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Select fields to copy from a previous line by marking the checkboxes under each field.															
000389237	1	61010	ACTUALS	4140	01100						161,1				
000389237	2	61010	ACTUALS	82000	01100						(161,1				
000389237	3	61010	ACTUALS	4140	01000						(20,3				
000389237	4	61010	ACTUALS	82000	01100						20,3				
000389237	5	61010	ACTUALS	4140	01100						6,5				
000389237	6	61010	ACTUALS	621B2	01100						(6,5				
000389237	7	61010	ACTUALS	4140	01100						(17,6				
000389237	8	61010	ACTUALS	82000	01100						17,6				
000389237	9	61010	ACTUALS	582852	01100						400,000.00		ADJ31 Reversing	ADJ21C0001	
000389237	10	61010	ACTUALS	4140	01100						(400,000.00)		ADJ31 Reversing	ADJ21C0003	

Import OK - Sheet GL Training

Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description.

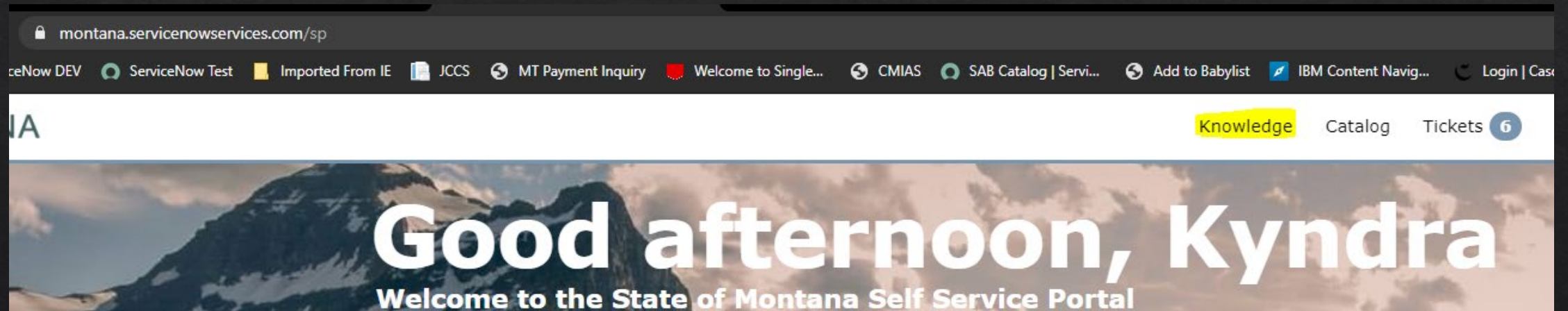
Skipped Journals Import due below errors
1238 (61010, 0003892378, Journal Line No.: 3, 2018-03-27) -, GL Training --Errored : Invalid Fund Code value 01000.

OK

Workbook	Sheet	Date / Time	Status	Log message
Spreadsheet Journal ACTUALS FS92PR.xlsm	GL Training	3/28/2018 13:16	Success	Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description: 1238 (61010, 0003892378, 03/27/2018) -, GL Training --Imported
Spreadsheet Journal ACTUALS FS92PR.xlsm	GL Training	3/28/2018 13:35	Success	Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description: Skipped Journals Import due below errors 1238 (61010, 0003892378, Journal Line No.: 3, 2018-03-27) -, GL Training --Errored : Invalid Fund Code value 01000.

SABHRS Documentation is now located in ServiceNow.

<https://servicedesk.mt.gov/>



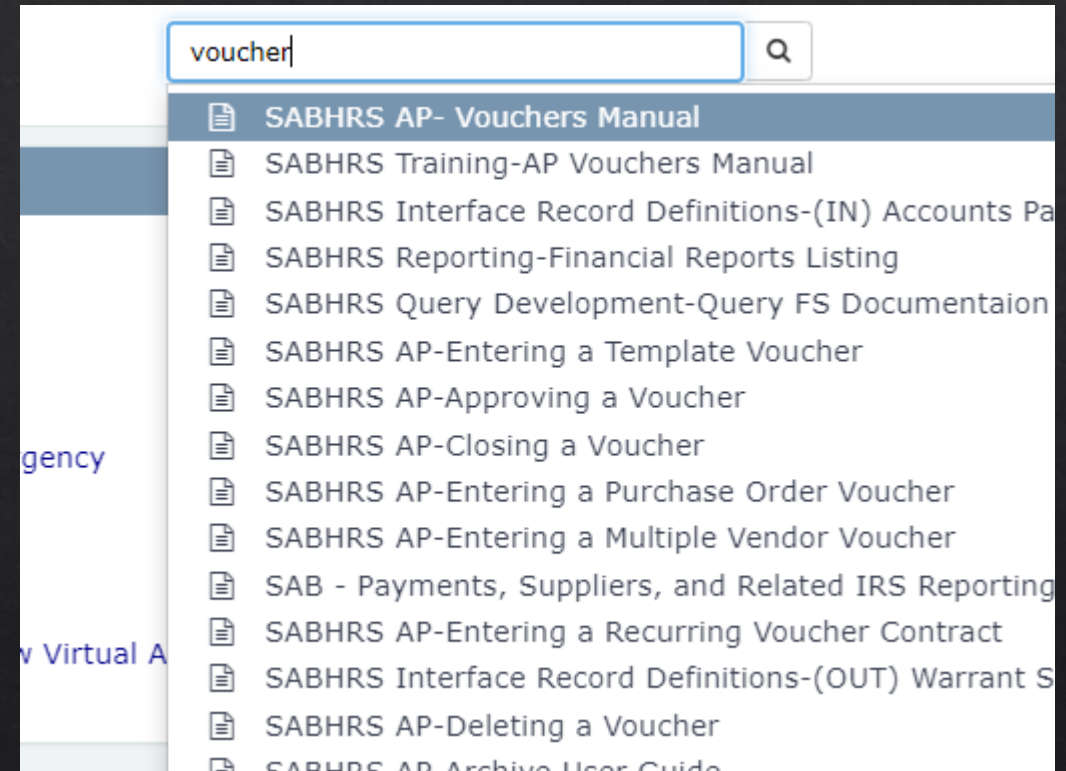
Click on the SABHRS Documentation Link.

[SABHRS Documentation](#)

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Training Manuals

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Miscellaneous	10
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◊ Thank you for your time today

◊ Questions?

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