Journal Entries

Agenda

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1. Manual Entry (Enter Journal Amounts)
2. Templates
3. Recurring/Reversing Entries
4. Approvals
5. Importing Entries without miExcel
6. Importing Entries with miExcel (see miExcel manual)

Leave Rates

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1. New – This is used to create a new journal entry. This is the default when you open a Enter Journal Amounts. (Ctrl + N)

2. Edit – This will allow you to make a change to an existing journal entry. (Ctrl + E)

3. Abort/Delete – This is used to delete an existing journal entry or abort the current entry without saving. (Ctrl + D)

4. Save – This is used to save a new journal entry or to save an edit to an existing journal entry. The system will automatically save when you enter through the amount field of a new or existing entry. (Ctrl + S)

5. Inquiry – This will launch the account inquiry screen for the account number entered. If not account number has been entered yet, it will open to the first account number in your chart of accounts. (Ctrl + I)

6. Split Entry Mode – This option will allow you to record the debits and credits of a journal entry to the same reference number. (F11)

7. Whole Dollar Mode – This setting allows you to enter amounts without using a decimal point to indicate a whole dollar. (Ctrl + A)

8. ⬜ Calculator Mode – This setting will give you a calculator pop up when in the Amount field. (Alt + C)

9. ⬜ Redisplay – This will you to see entries previously recorded in the selected journal code and period. (Ctrl + Shift + F3)

10. ⬜ Previous – If you select the previous menu item, you will be moved to the previous Account Number every time you hit the Enter key on your keyboard while in the Account field. (F2)

11. ⬜ Next – If you select the next menu item, you will be moved to the next Account Number every time you hit the Enter key on your keyboard while in the Account field. (F3)

12. ⬜ Clear Entry Total – This will reset the Entry Total field on the middle/right hand side of the screen.

13. ⬜ Stop Fields – This allows you to customize which fields the system should stop in upon you clicking the Enter key on your keyboard.

14. ⬜ Options – This allows you set key defaults in your entry screen. (F12)

15. ⬜ Print – This will allow you to print only the entry(s) that you recorded in the journal code and period for this session. (Ctrl + P)

16. ⬜ Application Help – Will take you to the online help guide.

17. ⬜ What's this Help – When clicked, this will give you an explanation of any field you hover over.

Journal Codes

Journal Codes are used to record journal entries. The journal code used for the entry will indicate the source of the entry and impact how the entry functions in the general ledger.

1. Audit – Used to record entries provided by your auditor. These entries will NOT appear in the bank reconciliation.

2. CD or CDJE – Cash Disbursement Manual Entries (manual entries to decrease cash that are not recorded in Accounts Payable or Payroll. If you have multiple banks in you may have a different CD journal for each bank.) These entries will appear in the Disbursement section of your bank reconciliation.

3.   CRJE – Cash Receipting Manual Entries and other CRXX journal codes (manual entries to increase cash that are not recorded in cash Receipting. If you have multiple banks you may have a different CR journal for each bank.) These entries will appear in the Deposit section of your bank reconciliation.

4.   JE – Journal Entries (used to record activity between accounts that does not impact cash/checking accounts) These entries will NOT appear in the bank reconciliation.

5.   RC – Recurring Entries (used to record entries that can be copied from one period to another) These entries will NOT appear in the bank reconciliation.

6.   RE – Reversing Entries (used to record entries that are reversed in another period without having to enter twice) These entries will NOT appear in the bank reconciliation.

Periods

Periods are used to record the time frames in which journal entries appear in the general ledger. There are 15 periods in Connect.

1.   Periods 1 – 12 will represent the month of your fiscal year, with 1 being the first month of your fiscal year and 12 being the last month of your fiscal year.

2.   Period 0 is used by the system to bring your year end balances forward to the new year. You can only make budget entries into period 0.

3.   Periods 13 and 14 are optional and do not need to be used. Many that elect to use periods13 and 14 will do so based on deadlines that they have. A common example is to use period 13 to record items after the end of the fiscal year that need to be posted back into the fiscal year (your accruals). Another common example of period 13 is to record any journal entries that are entered after a deadline (state reporting, preliminary data to auditors etc). Period 14 is commonly used to record audit entries.

Journal Entries

1.   Select the appropriate journal code and period (will this impact your bank account?)
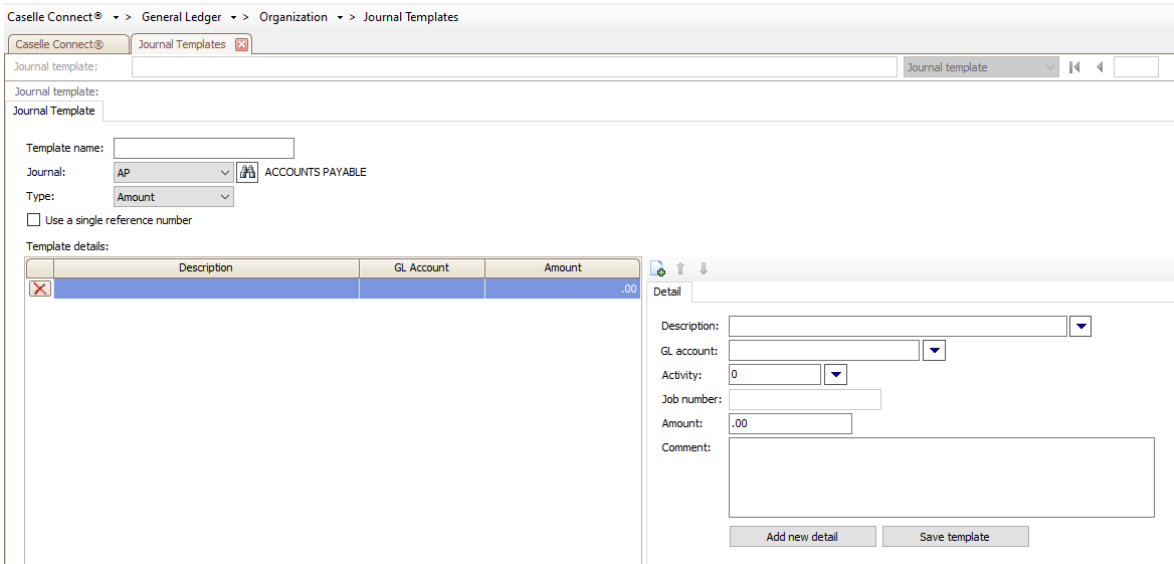
2. Select the period the entry should appear in. This is the period that the entry will appear on reports in.

3. Mode and Sign will usually be set to "Normal".

4. The system will default to the last day of the period selected. If you change this date to a date in another month you are NOT changing the period that was selected.

5. The reference number will start at 1 for each journal code and each period. The system will increment it by one reference number for each entry recorded; each line of an entry if you are not in split mode and each journal entry if you are in split mode.

6. Click the Enter key to go to the Description field. Enter a description of what is being recorded or corrected with the entry. This is what you will see with the amount in the account detail. The description field can be up to 60 characters; if you need to record additional information do so in the Comments field.

7. Click the Enter key to go to the Account field. Enter the account number (with or without dashes). The account title can also be entered in this field. The drop down at the end of the field will allow you to search for an account number and to add a new account number if needed.

8. Click the Enter key to go to the Amount field. Enter the amount that should be recorded in the account listed in the previous step. A positive amount is a debit (will increase the balance of an Asset or Expenditure account and will decrease the balance of a Liability, Equity or Revenue account). A negative amount is a credit; the negative sign can be entered before or after the amount (a credit will decrease the balance of an Asset or Expenditure account and increase the balance of a Liability, Equity or Revenue account). If the amount is less than $1.00 enter the leading zero (unless you have clicked on the menu item to function in Whole Dollar Mode).

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9. Click the Enter key to return to the description field. If you enter through the description field it will populate the same description as your previous entry. Repeat these steps until your entry is fully recorded and the journal is in balance.

10. If you have additional journal entries to enter, you can use the options icon to change journal codes or periods without having to close out of the Enter Journal Amounts screen.

Journal Templates

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1. To setup a template, go to General Ledger – Organization – Journal Templates.
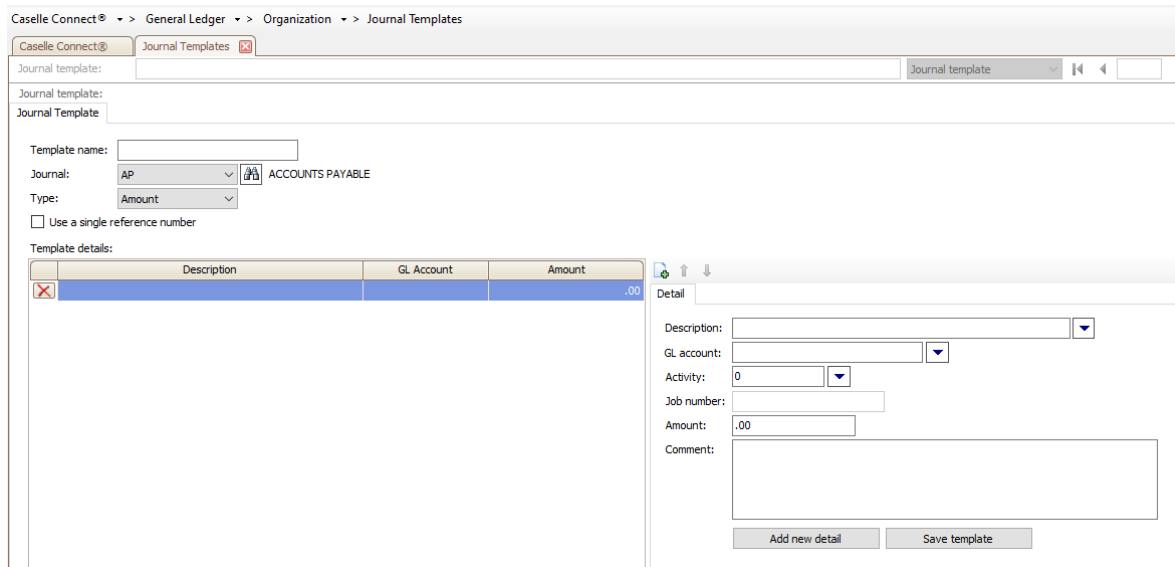
2. Enter a Template Name. This is what you will see in the Enter Journal Amounts screen when you select which template you want to use for an entry.

3. Select the Journal Code the entry should be available in. You may only tie a template to one journal code.

4. Select the Type. Amount means you will enter the dollar amount of the entry (either in the setup or when using the template). Percent means you will enter a dollar amount when using the entry and during setup you will set a percent of that amount to allocate to each line of the entry.

5. Check the box to "Use a Single Reference Number" if you commonly use split mode.

6. Enter the description of the entry in the Description box on the righthand side of the screen. This will be the description that appears in the account detail of the general ledger. This description can be edited during use of the template.

7. Enter the first account number of the entry in the GL Account box on the righthand side of the screen.

8. If you are using GL Activities or Job Numbers they can be entered as part of the template. If you are not using GL Activities or Job Numbers you can skip those fields.

9. Enter the Amount (debit amount as a positive and credit amount as a negative). This is the default amount of the entry and can be edited during use. If you set the Type as a percent you will be entering the percentage to be charged to each account; a positive percent will be a debit and a negative percent will be a credit.

10. To add additional account numbers to the entry, click the Add New Detail button until you have all lines of the entry setup.

11. Click Save Template when the setup is complete.

12. To use the Template, you must go into General Ledger – Journals – Enter Journal Amounts. You must select the Journal Code that the template was set up with. The Journal Templates link will be active and a pop up will appear for you to select and use the template.

Recurring/Reversing Entries

1. To copy or reverse an existing entry, go to General Ledger – Journals – Miscellaneous – Copy Journal Entries.

2. Select the Period that the entry currently exists in.

3. Select the Journal Code that the entry currently exists in.

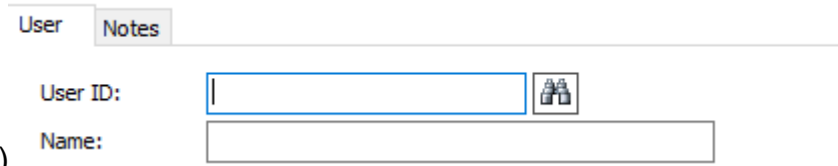4. Enter the Reference number(s) to limit the entries that should be copied/reversed. The corresponding entries will appear in the bottom half of the screen. You can further narrow down the range by unchecking the box next to each entry line in the grid at the bottom of the screen.

5. Select the Period that you wish to copy the journal entry to or that you wish to reverse the entry in.
6. Select the Journal Code that you wish to copy the journal entry to or that you wish to reverse the entry in.
7. Reference Number:
    a. Use existing number from source journal – This will use the same reference number as the original entry. This may cause problems if you are copying into a journal code and period that already has entries recorded in it. It may also cause a gap in your reference numbers of the "to" journal code.
    b. Use next available number in destination journal – This will use the next reference number in the journal code and period that you are copying into.
    c. Start reference at: # - This allows you to select any reference number you want to use in the journal code and period that you are copying into.
8. Transaction Date:
    a. Use existing date from source journal – This will use the same date as the original entry. The date does NOT control the period that you are copying the entry into.
    b. Use specific date – This will allow you to enter any date for the copied entry.
    c. Use period end dates - This will automatically use the last day of the month tied to the period you are copying the entry into.
9. Description:
    a. Use existing description from source journal – This will use the same description as the original entry.
    b. Use specific description – This will allow you to enter a standard description to be used on each line of the copied journal entry.
10. Reverse the sign on the amounts. This feature allows you to reverse the entry. It will copy the existing entry but change all debits to credits and credits to debits.
11. Optional fields to copy:
    a. Activity Number – If the original entry used a GL Activity and you want the copied entry to include the GL Activity number on the related reference/sequence you will need to check this box.
    b. Comment – If a comment was entered on any line of the original entry and you wish for the comment to copy along with the description, you will need to check this box.
    c. Job Number – If the original entry used a Job Number and you want the copied entry to include the Job Number on the related reference/sequence you will need to check this box.
12. Press Go to copy the entry. It will then appear in the "Copy to destination" journal code and period.

Journal Approvals

Connect allows you the ability to create electronic approval processes/trails within the software.
1. Set up Users that will record or approve Journal Entries.
    a. Login to Connect, go to General Ledger – Organization – Users.
    b. Click on the search icon to select a user (we are only concerned with the User ID and
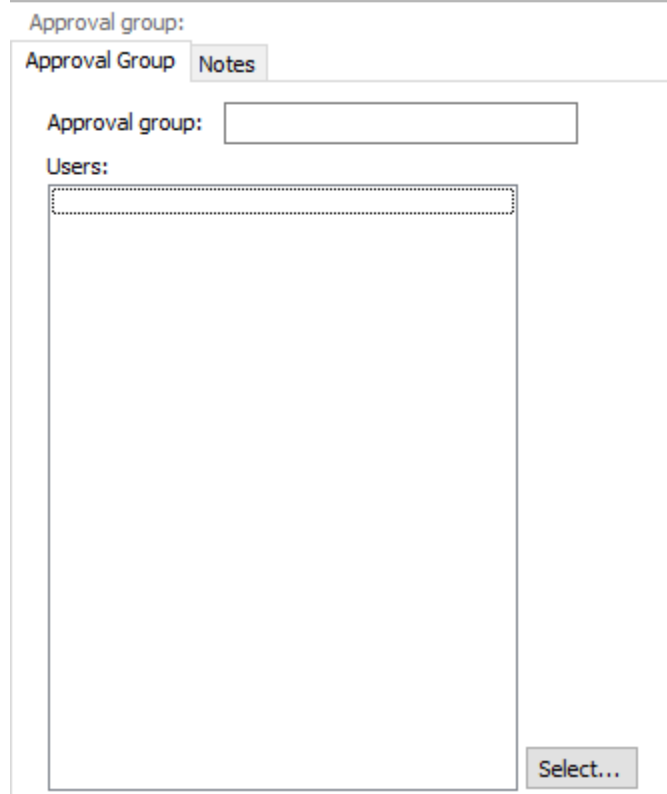
User	Notes

User ID: [   ] 🔍

Name: [   ]

Name field at this point)
    c. Click Save and repeat until all appropriate users are added.
    d. Be sure to add the Admin user (Civic) as a user
2. Set up Approval Groups (this is just those that will be approving entries, not those that will be entering).
    a. Go to General Ledger – Organization – Approval Groups
    b. Enter a title to the Approval Group and the add the users that belong to the group

Approval group:

Approval Group	Notes

Approval group: [   ]

Users:

[   ]

[Select...]

    c. Common groups are department administrator titles or Finance staff levels
    d. Please include the Admin user in groups (this is Civic) in the event of support calls
    e. Click Save and repeat as needed.

3. Set up the Approval Steps
    a. Go to General Ledger- Organization – Approval Steps
    b. Name the Step (this will often tend to match the names of the groups but not always)
    c. Assign the appropriate group to the step
    d. We do not need to populate the Assigned to or Departments fields at this time.

Approval step: Finance Director

Approval Step	Approval Process	Notes

Approval step: Finance Director
Assigned to group: Finance Director
Assigned to:
Departments:

    e. Click Save and repeat as needed.
4. Set up the Approval Process
    a. Go to General Ledger- Organization – Approval Process
    b. Name the Approval Process
    c. The name may be as simple as Journal Approval or their may be multiple processes that are set up with different names.
    d. Select the type of entry this process applies to (Journal or Budget entries).

Approval process:

Approval process	Approval steps	Notes

Approval process: Journal Approval
Type: Journal

    e. Click on the Approval Steps tab,
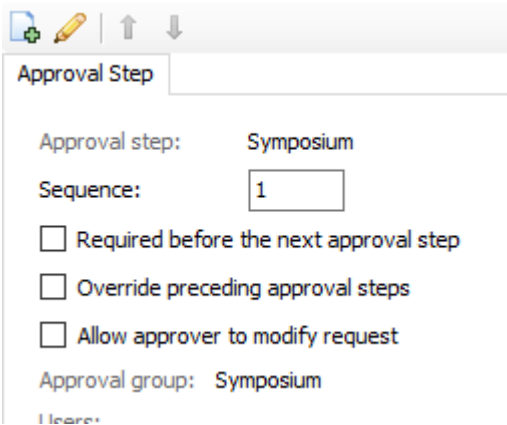   f. Click the New button on the Approval Steps tab.

Approval process:

Approval process	Approval steps	Notes

Sequence	Approval Step

Approval Step

    g. Add the appropriate step(s) for this process.
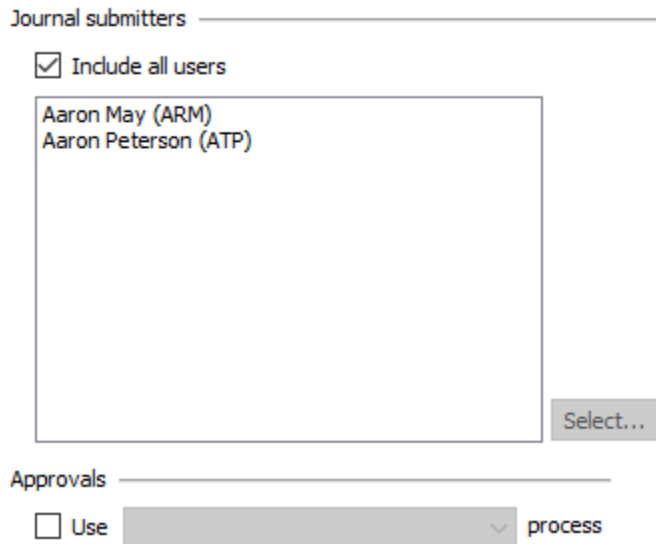
h. If there are multiple approval steps, you have the option to require that all approval steps occur in order or you can allow steps to be skipped. At least one step must have "Required before the next approval step" checked (even if there is only one step).

i. If there are multiple approval steps, you can allow subsequent approvers to override previous approvers.

j. If appropriate, check the box to allow the approver to modify the request.

k. At least one step must have "Required before the next approval step" checked.

l. Click Save and repeat as needed.

5. Tie approval process to Journal Codes

a. Go to General Ledger – Organization – Journal Codes

b. For each journal code, select the users that can record entries (not the approvers) in the Journal submitters field (please include the Admin user in each of these journal codes for support purposes)

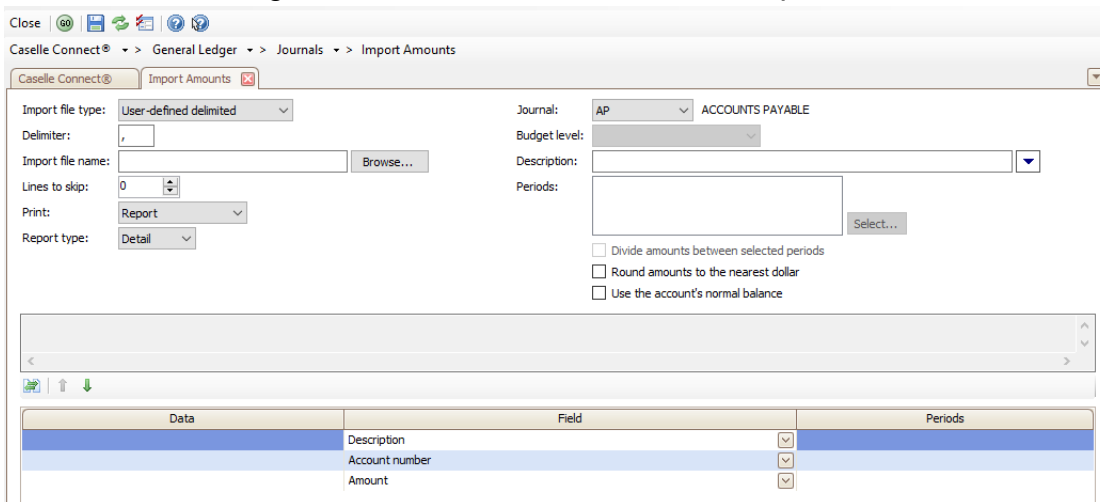c. Select the approval process that will be followed to approve the entries

d. Common setup for limited to security is to only add the Journal process on the JE, CD or CDJE, CRJE, AUDIT, RE, and RC journal codes.

e. For a more secure setup, assign the Clerk/Treasurer/Finance Director user to each journal code and then only assign other users and approval processes to the manual journal codes (the users will still be able to create allocations and post from sub-systems but they will not be able to delete or modify entries).

6. Review journal Entries
   a. Go to General Ledger – Journals – Approve Journal Amounts. You will see all entries that need your approval in the grid. You can select the entries individually or use the "Set selected records to" drop down and click Apply at the top of the screen. When the entries are selected appropriately click GO. If you wish to approve some entries and deny other entries you will need to run the process twice.
   b. Go to General Ledger – Journals – Miscellaneous – Review Denied Transactions. You can see all denied entries in the grid. You can select the entries individually or use the "Set selected records to" drop down and click Apply at the top of the screen. When the entries are selected appropriately click GO. You can either delete the entries if they were correctly denied or you can resubmit the entries if they were denied in error.
   c. In Account Inquiry or in reports you can elect to include pending amounts. By default pending amounts are NOT included in Account Inquiry; the option to include pending amounts is a checkbox on the righthand side of the screen. Reports will vary on whether including pending amounts is a default or not; the option to include pending amounts is a checkbox on the lefthand side of the screen on the Report Options tab of reports.

Importing Journal Entries

Connect allows you the ability to import journal entries from a csv or text file.

1. Go to General Ledger – Journals – Miscellaneous – Import Amounts.

   a. Verify the import file type is "user-defined delimited".
   b. Verify the delimiter is set as a comma.

c. Click the Browse button and find the file you want to import.

d. If your import file has header rows, increase the "Lines to skip" to represent the number of rows used for the headers.

e. Verify the Print and Report Type options are set to Report and Detail. These will alert you to any problems with your journal entry import.

f. Select the journal code you want to import the entry into. If the Budget journal code is selected you will need to select a budget level also.

g. You can enter a standard description for the entry or you can import the description from the csv or text file.

h. The periods box will be populated by your mappings in the grid on the lower half of the screen. If you are importing an entry into multiple periods you will have the ability to divide the amounts between the selected periods or import the same amount into each period.

i. Verify whether you want to round amounts to the nearest dollar.

j. Verify whether you want to use the account's normal balance. This is normally only done if importing the budget. It allows you to have revenue accounts recorded as positive amounts in your spreadsheet for budgeting purposes.

k. Map the columns of your csv or text file in the lower portion of the grid.

   i. (skip) Do not import – this will skip the column in the importing process. This is used often if you have "extra" data in your csv/text file such as the account title.

   ii. Account Number – this will be tied to the column with your general ledger account number. All account numbers must be existing before you import. You may use formatted or non-formatted account numbers. This is a required field.

   iii. Account Notes – this not import as part of the entry but will import into organization – chart of accounts and be stored as part of the account number. This field is not required.

   iv. Activity Number – this will be tied to the general ledger activity number. This field is not required.

   v. Amount – this is the amount in your file. Debits need to be recorded as positive amounts and credits as negative amounts. All amounts need to be in the same column. When the amount column is mapped, the periods field will become available. Select the appropriate period(s) that you want to import the entry into. This is a required field.

   vi. Budget Notes – this will be recorded with the budget transaction for the related account and budget year. This is not a required field.

   vii. Comments – this will import into the comments field of the journal entry. This is not a required field.

   viii. Date – this will populate the date of the journal entry. This will NOT control the period the entry is imported into. If a date is not included in the import file, the system will assign the current date to the entry.

ix. Description – this will populate the description of the journal entry. This field has a maximum of 60 characters and will appear on reports and in the inquiry screen for the related transaction. This is not a required field but is strongly encouraged to be populated either as part of the import or as one of the settings in the upper right side of the screen.

x. Job Number – this should be populated if you are using Project Accounting and are recording an entry that needs to be reflected as part of the Job Cost. This is not a required field.

xi. Reference Number – This is not a required field. If a reference number is included in the import you will want to make sure it does not already exist in the journal code and period you are importing into. If a reference number is not included, the system will assign the next available reference number to the entry (not using split mode).

Import Layout Recommendations

1. Account Number
2. Account Title (skip)
3. Date
4. Description
5. Amount (debit is a positive amount and credit is a negative amount)
6. Journal Group (miExcel – this allows you to default to split mode using the next available reference number and to import multiple entries at the same time)
7. Journal Code (miExcel – use if you are importing into multiple journal codes at the same time)