# Quick Reference

## Entering a GL Journal

**Responsibility:** ANY end user responsibility with ‘GL’ in the title

<table>
<thead>
<tr>
<th>! IMPORTANT !</th>
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<tbody>
<tr>
<td>If you are not responsible for the debiting cost centre/project do not enter the journal, instead, pass it on to someone who is.</td>
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</tbody>
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1. (N) Enter GL Journal.
2. (B) New Journal.
3. Enter the name of the journal (as per the naming convention) in the Journal field.
4. The Period and Effective date will default, but this can be overridden if appropriate.
5. The Category will default to Miscellaneous, but this can be overridden if appropriate (ref GL-01 GL Journal Entry for journal categories).
6. Enter a journal description. 
   - If you enter a journal description, the system will automatically default this description onto each journal line for you. You will still be able to overwrite the journal line description if you want to.
7. Click in the Line column of the first row in the journals lines region.
8. Type ‘1’ to indicate that this line one (subsequent lines will follow sequentially).
9. Press the Tab key.
10. Enter the accounting flexfield for this journals line in the Account field.
11. Press the Tab key (once to enter a Debit; twice to enter a Credit).
12. Enter the Debit or Credit amount for this journal line in the Debit (AUD) or Credit (AUD) field.
13. Press the Tab key.
14. Enter a journal line description, if it hasn't defaulted from the journal description.
15. Press the Tab key twice to move down the next line.

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<td>If you used account code 2800, 2801, 3307, 3308, 3401, 4051, or 4211 you will need to provide additional information for this transaction.</td>
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</table>

16. Repeat steps 10 – 14 until all the required lines are entered, and the journal is balanced (i.e. debits and credit equal each other).
17. If you want to add an attachment to your GL Journal, see GL Journals Entry – Attachments [GL-0111].
18. Press CTRL-S, or click on the toolbar disc icon to save your work.
19. Click the Approve button to submit the journal to your supervisor for approval.
20. Click the OK button to acknowledge the note.