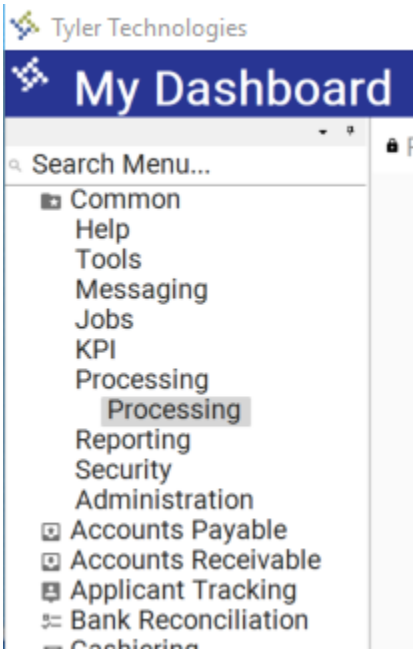
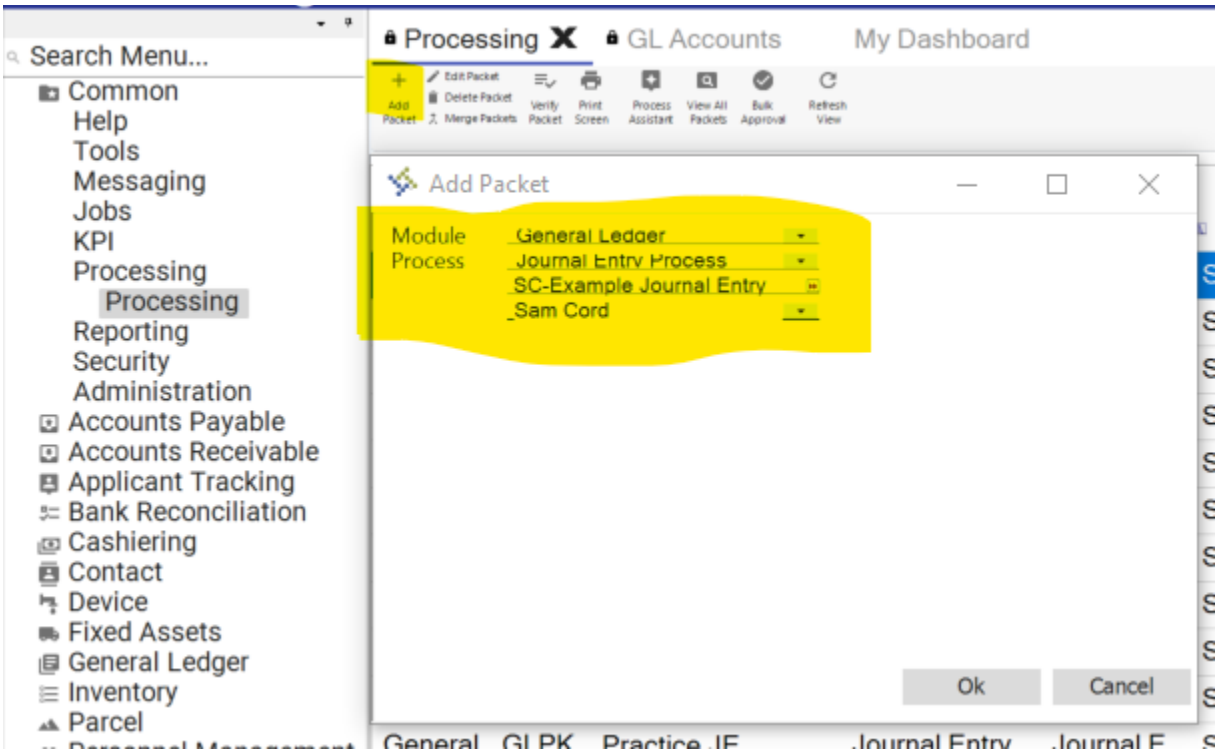
INCODE 10 JOURNAL ENTRY PROCESS

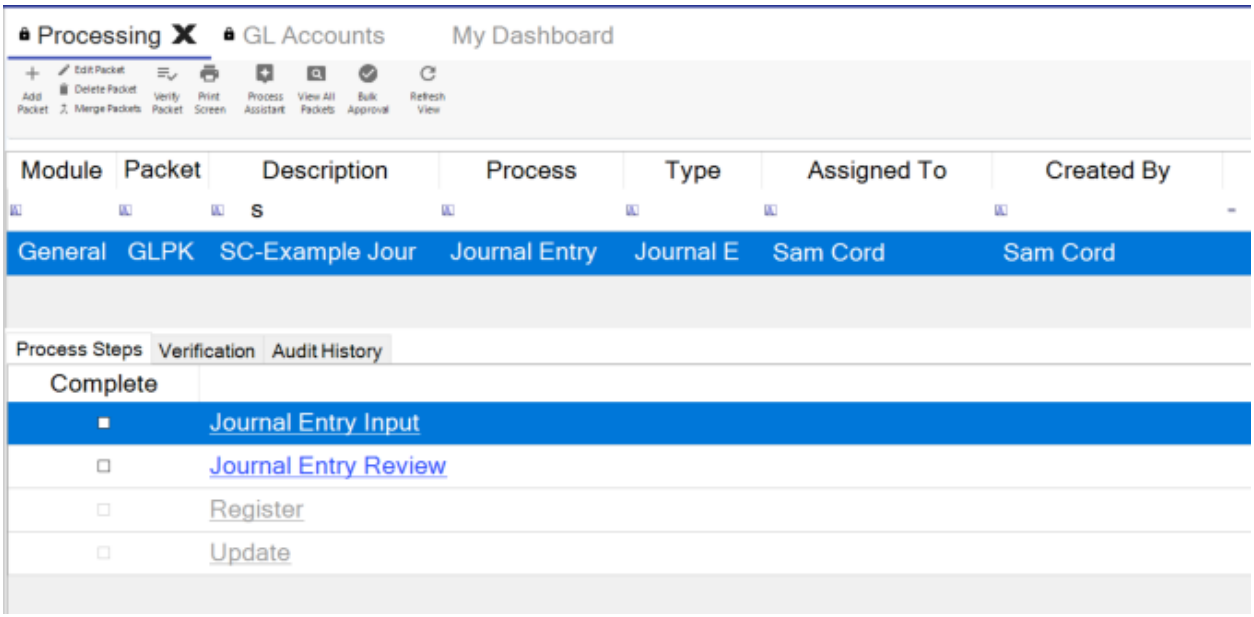
1. Go to Common -> Processing



2. Click on “Add Packet” then select the following on the pop up window:
    a. Module: “General Ledger”.
    b. Process: “Journal Entry Process”.
    c. Description: your initials followed by description, Ex. “SC-Adorni Revenue 5/14”.
    d. Username: automatic, no changes needed.
    e. Hit “OK”.



3. Your new packet will be displayed in the menu above and the “Process Steps” checklist will be displayed below, as shown here:



4. Select “Journal Entry Input”, then complete the following:

a. General Tab

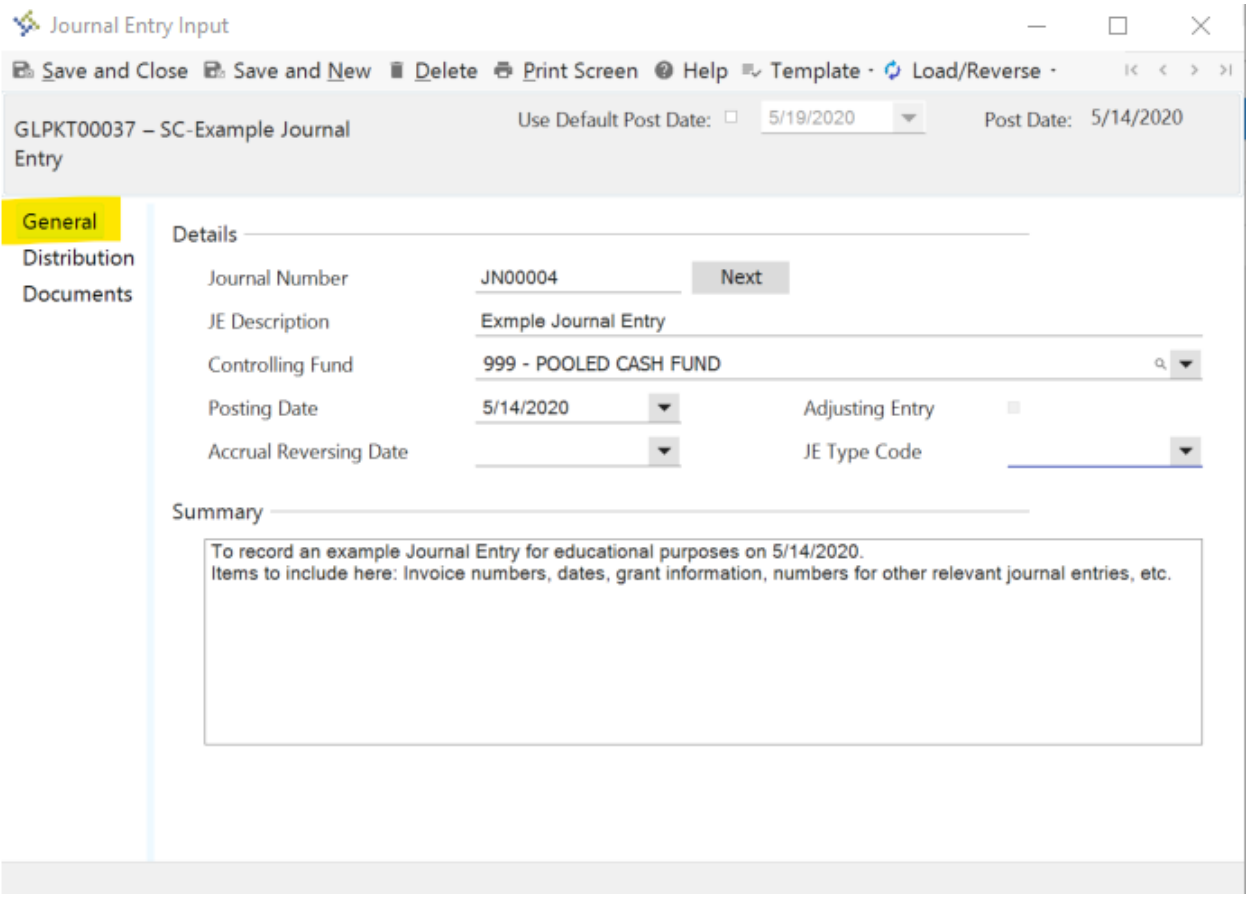
i. Journal Number: select the “Next” button to assign the next number in the sequence.

ii. JE description: same description you entered in step 2c minus your initials.

iii. Controlling Fund: Always select “999-POOLED CASH FUND”

iv. Posting Date: The day the activity occurred.

v. Summary: A brief but thorough explanation for the journal entry. Include any relevant information such as invoice numbers, notice numbers, grant information, receipt numbers, numbers of other related journal entries, etc.



b. Distribution Tab *(NOTE: These instructions assume the user has prior knowledge of the account numbers and dollar amounts they want to use. If you have any questions as to the content of a Journal Entry, please contact Sam Cord, ext. 4143 or Haley Jones, ext. 4121).*

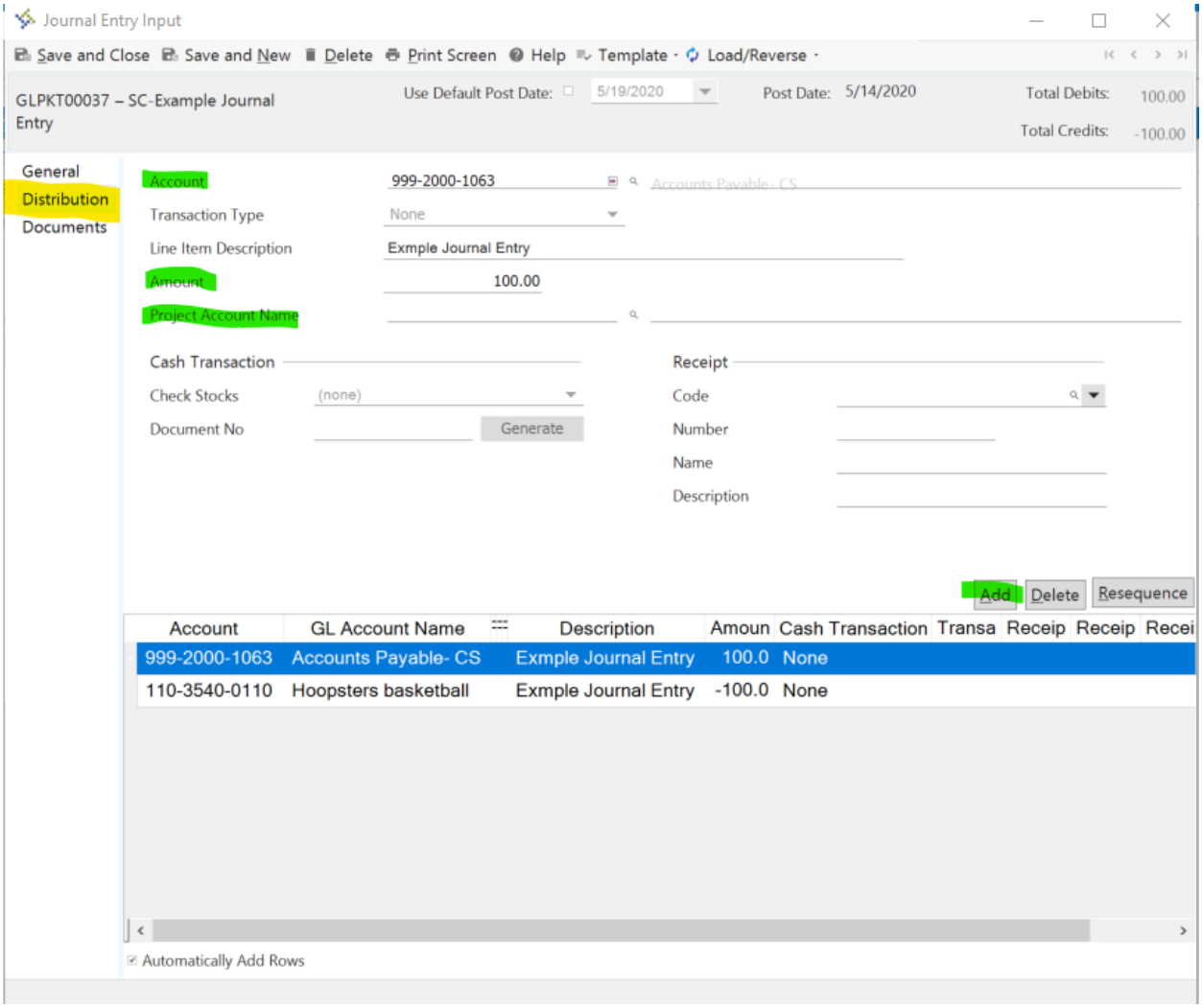
   i. Account: enter account number for the first line of your journal entry. You can search for the account by pressing the magnifying glass icon to the right of the account cell.

   ii. Amount: enter the dollar amount

   iii. Project Account Name: enter the project account number, if applicable. You can search for the project account using the magnifying glass icon.

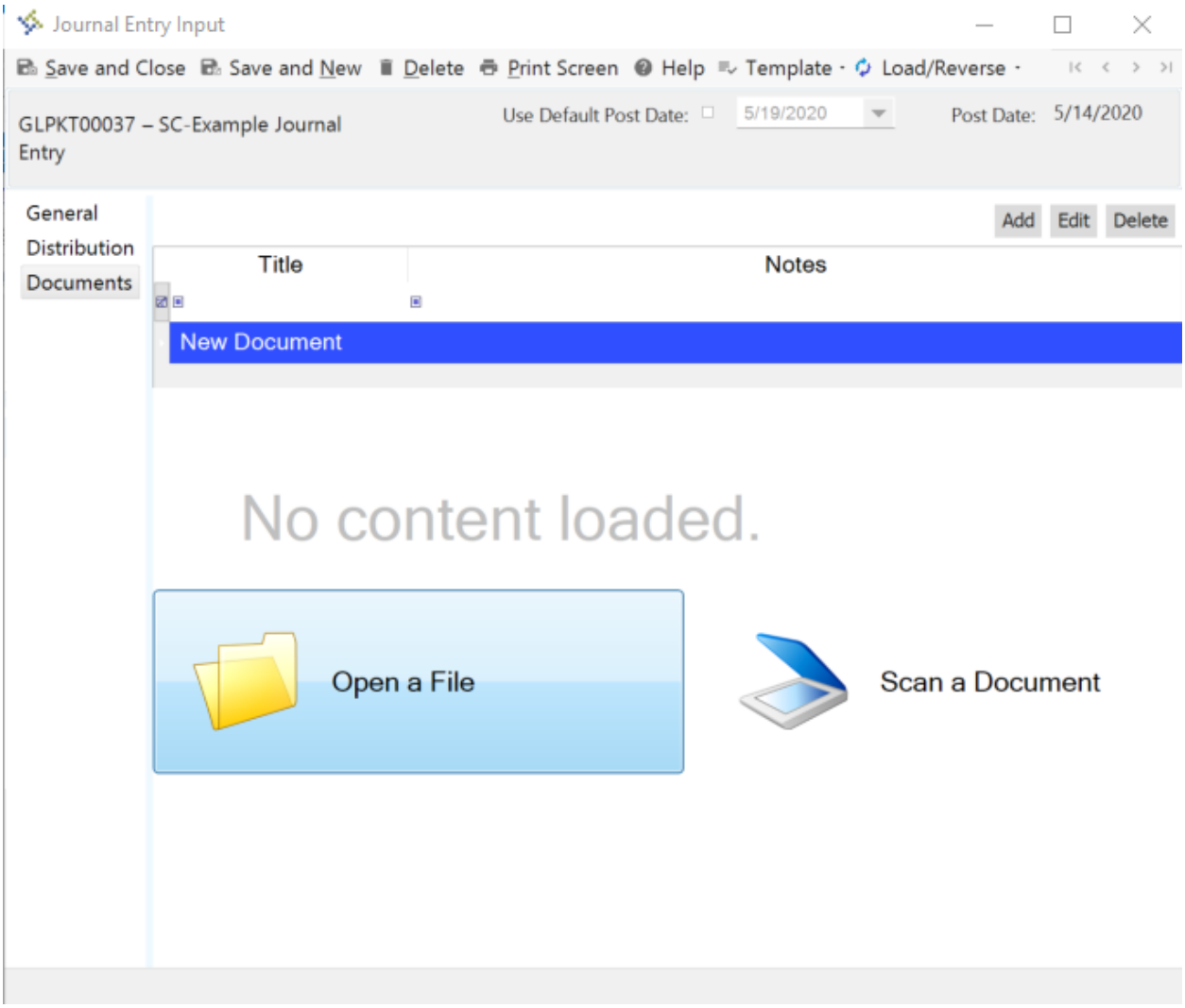
   iv. When the above has been completed, select the "Add" button

   v. Repeat steps i. through iv. Until the journal entry is complete



c. Documents (optional):

i. If there are any forms or images related to the journal entry, they can be uploaded here. To do so, click the “Add” button in the top right, name your document, then select “open a file” to search for the form you would like to add.



d. Select “Save and Close” in the top left of the Journal Entry Input window.

5. At this point, your journal entry is ready to be reviewed, submit your backup for the Journal Entry to Haley Jones in finance for review and posting.