

INSTRUCTIONS FOR JOURNAL TEMPLATES

This file contains this instruction sheet and two journal templates - "One Page Journal" and "Infinite Pages Journal". If you look at the bottom of this sheet you will see three tabs: one called "Instructions" which is the sheet you are reading now, and one for each journal template. To switch to another sheet, simply click on it's tab with your mouse and it will put that sheet on top. If you make changes to any sheet in this file and save it, only the sheet that you are currently working on will be affected.

The "One Page Journal" template is a standard journal similar to those that have always been provided by our office in hard copy form. It works best for journals that are one page or less.

The "Infinite Pages Journal" is different in that it has no predefined length. If you have a journal that will be over one page long this works well because it automatically numbers the pages and sets up the spacing for you. All you need to do is complete the journal and set the print range.

The following are changes that affect journal entry preparation:

- 1. It is no longer necessary to designate whether a journal should post as "Auditor only", "Treasurer only", or "Both".**
- 2. Descriptions are limited to 20 characters. If you enter anything longer, you will get an error message that you must correct before moving on.**
- 3. There should no longer be entries to General Ledger control accounts (ie 78100000 and 78200000). Please do not include any entries to these accounts.**
- 4. Since control account entries are eliminated, the total debits on any journal should equal the total credits. To ensure that your journals are in balance before you send them to us please foot both debit and credit columns at the bottom of the journal. I have built in a total row on the one-page journal. On the infinite journal you will have to enter your footer formula after the last entry.**
- 5. If you do a journal on a regular basis for which you have a standard format that you use over and over please make sure you do not send us journals that contain lines of account coding for zero amounts. The way to avoid this is to complete your journal, save it, and then delete all rows with no amounts before printing. Do not save it once you have deleted the rows and printed the journal and you will not affect your original template.**
- 6. Please note that if you are doing a Journal that affects the Health Dept.,**

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the Journal entry must contain a project number. The new accounting system does not allow for not entering a project number for the Health Department Budget Units.

Try both of these templates and use whichever you feel most comfortable working with. If you lose this file, mess it up, or just plain don't know what I'm talking about, feel free to call me at ext. 2463 - rest assured, you won't be the only one. I'm happy to help.

