

Journal Entry Process

1. Use most current JE form from [BOA Forms & Files](#) webpage
2. Enter JE in Colleague using XGLJE
3. Save Excel JE as .PDF file
4. Send JE in SignRequest for approvals and to BOA

Entering Journal Entries in Colleague

Form: XGLJE

Journal Number LookUp or (A)dd: A

Journal Number LookUp or (A)dd

A

Ok Cancel Finish Help

Enter Transaction Date: Posting Date

Enter Transaction Date

6/30/21

Ok Cancel Finish Help

Entering Journal Entry Information:

6 Journal Number : J231275 Journal Type : General Journal
Journal Date : 07/01/2021 Status :
Entered : By :

Author 1

Comments 1 2

	Item GL Acct/Description	Project No/Item	Debit Amount	Credit Amount
1	3			
	4			
2	3			
	4			
Total			0.00	0.00

5 Journal Entry Done No

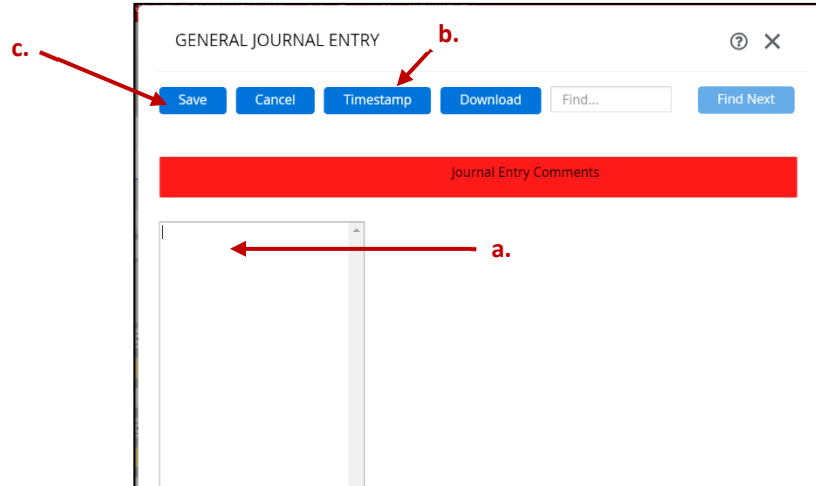
Create Reversing Jnl Entry

Reversing Trans Date

Approvals 1

1. Author: Who initiated JE (initials only)

2. Comments: Drill into paper
 - a. Transfer “Further Justification or Explanation” from JE request to “Journal Entry Comments”
 - b. Timestamp (this will add date, time and your name to the comment)
 - c. Save



3. Item GL Acct/Description: GL code with debit(s) or credit(s)
4. Description: This will appear in web budgets for reference. Make sure to repeat for each line item of the JE of transaction. Hint - using ‘tab’ will duplicate and populate the brief description for you to subsequent line items.
5. Journal Entry Done: N
6. Copy and paste JE # to your JE request form (use @ to reopen if you close out of JE too quickly)
7. Save > to enter more JEs or Save All > to be done

Other Helpful Tips:

- Click line number > insert or delete line items.
- Use GLJI to look up previously entered JE.
- Posting date cannot be in a prior, closed period.
- Reversals – Send reversal requests to BOA rather than entering reversal.

Acquiring Approvals and Sending JE in SignRequest

Signers

First Signer: You/Initiated By

Second Signer: Department or Division Approval

Third Signer: Cabinet Officer Approval (if applicable)

Fourth Signer: Business Office Approval (Kirsten Kitamura, kitamurk@whitman.edu)

Will Receive a Copy: journalentries@whitman.edu

Settings

File Name: yyyy-mm-dd_abc to xyx_J12345 (Posting date_Brief description_JE #)

Example: 2021-06-30_BOA Services to Supplies_J12345.pdf

Email Subject: “J12345 abc to xyz” (JE # & Brief Description)

Example: J12345 BOA Services to Supplies