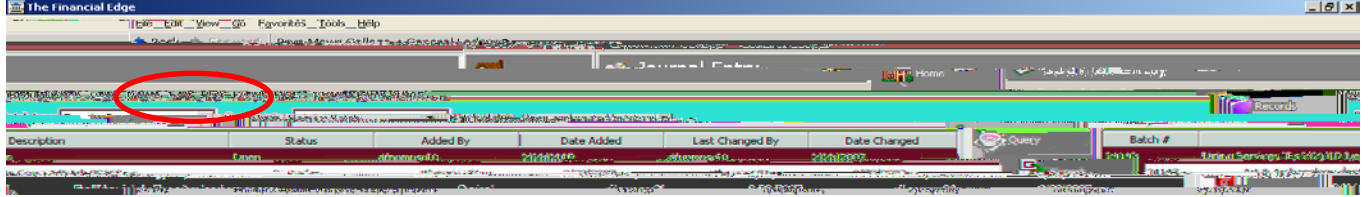


General Information ..... 1  
Create a Journal Entry (JE) ..... 1  
Enter Rows ..... 2

3. Click on *New Regular Batch* in the upper left corner.



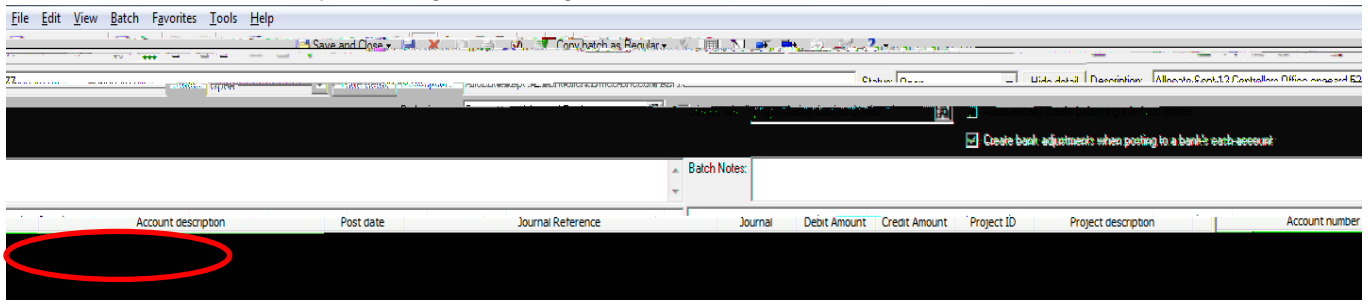
4. Enter *Description* (required).

- Description (batch name) should be something that will help you remember purpose of the batch. Maximum of 60 characters. **Note: If the Journal Entry is going to be a recurring JE for you, use the same description/name each time, except change the date or date range. (Ex. Controller's office expense allocation March 2016)**



- Click on the save button to save the JE.

1. Click in *Account number* in row 1; enter account number (fund-account code-department). Format = x-xxxxx-xxxxx. Use tab key to navigate through fields.



2. *Account description* will automatically populate after entering the account number.
  - If description does not auto populate that means the account number you entered does not exist. Email [journalentries@brynmawr.edu](mailto:journalentries@brynmawr.edu) and request the account number be set up.
  - If description auto populates with \*\*\*\*\* that means you do not have the security to use the account. Re-enter account number as 1-79998-99999 (default account number). Then enter the correct account number in the *Batch Notes* field noting the line to change.
3. *Post date* – Enter post date, must use SAME post date on ALL rows in the batch.
4. *Journal Reference* – Enter a description of the line you are entering. Be as descriptive as possible because this is the description you will see when you run reports, there is a maximum of 100 characters.
5. *Journal* – Should default to Journal entry, DO NOT CHANGE.



