Creating a Journal Template

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If the same Journal Entry is posted on a regula basis, the User may create a Journal Template with all the required account number information, then retrieve the template and post with the desired posting date. If the amounts on the Journal Entry change from month to month, the amounts on the template may be modified prior to posting. Using Journal Templates saves a great deal of data entry time.

To create a new Journal Entry Template, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Journal Entry option.

2. The Journal Entry form will be displayed. Fill in the Header information then proceed to the Body area to enter the G/L distribution lines.

3. In the Header area of the Journal Entry form, select the Save as Template option.
If the Journal Entry is to be posted and saved as a Journal Template, the User will not select the Template Only option.
If the Journal Entry is to be saved as a Journal Template but not post the Journal Entry to the General Ledger at this time, the Template Only option must be selected.

In the example provided below, the Journal Template will be created and saved, but will not post to the General Ledger since the Template Only option was selected.