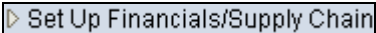












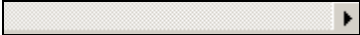








Modifying the Standard Journal Entry Template

Step	Action
1.	Begin by navigating to the Journal Entry Template page. Click the vertical scrollbar.
2.	Click the Set Up Financials/Supply Chain link. 
3.	Click the Common Definitions link.
4.	Click the Journals link. 
5.	Click the Entry Template link.
6.	Click the Template Type list. 
7.	Click an entry in the list. 
8.	Click the Search button. 
9.	Use the Journal Entry Template page to specify which columns appear on the Lines page.
10.	The Template ID field stores the IDs assigned to the different template versions.
11.	The options that are selected on the Journal Entry Template - Show Journal Line Grid Columns region will appear on the Lines page when you are using the standard template. Clearing check boxes will remove them from the standard template. Click the Event option. 
12.	The Alt Acct option identifies the alternate account to which you want to link your account. Click the Alt Acct option. 
13.	Click the horizontal scrollbar.
14.	The Program option tracks revenues and expenditures for programs within or across your organization. Click the Program option. 

Step	Action
15.	<p>The Class option combined with a Fund, Organization, Program Code, or Budget Reference option identifies the activity for a particular appropriation.</p> <p>Click the Class option.</p> 
16.	<p>The Bud Ref option identifies unique budgets, when individual budgets share budget keys and overlapping budget periods.</p> <p>Click the Bud Ref option.</p> 
17.	<p>The Project option captures additional information useful for grant and project accounting.</p> <p>Click the Project option.</p> 
18.	<p>The Fund Affil option correlates transactions between funds when using a single IntraUnit account.</p> <p>Click the Fund Affil option.</p> 
19.	<p>The Book Code option helps create subsets or groups of accounts within a ledger that correspond to different accounting rules.</p> <p>Click the Book Code option.</p> 
20.	<p>Click the horizontal scrollbar.</p> 
21.	<p>Click the Amount tab.</p> 
22.	<p>Selecting the Stat Amt check box enables you to enter statistical amounts as well as financial amounts on the Lines page.</p>
23.	<p>Click the horizontal scrollbar.</p>
24.	<p>Selecting the UOM option enables you to enter a Unit of Measure for any statistical amount that you enter on the Lines page.</p> <p>Click the UOM option.</p> 
25.	<p>Click the Miscellaneous tab.</p> 

Step	Action
26.	<p>The Open Item Key option is required only in the case of open item transactions, such as deposit accounts or employee draw accounts.</p> <p>Click the Open Item Key option.</p> 
27.	<p>Click the horizontal scrollbar.</p> 
28.	<p>Click the Save button.</p> 
29.	<p>You have successfully modified the Standard Journal Entry Template.</p> <p>End of Procedure.</p>