



***WESTERN
MICHIGAN
UNIVERSITY***

Journal Entry System (JES)

User Guide Appendix A

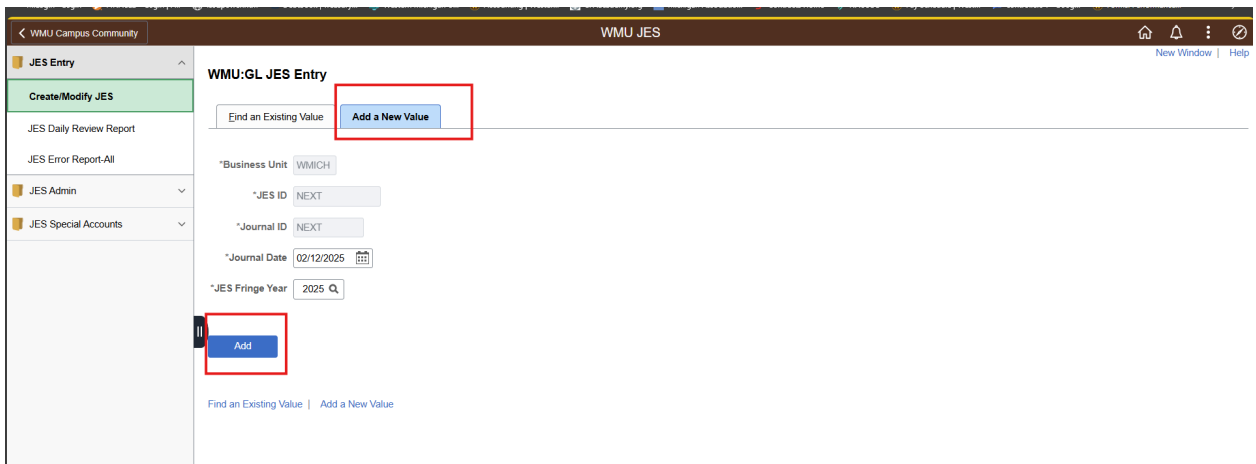
Journal Entry Attachments

February 12, 2025

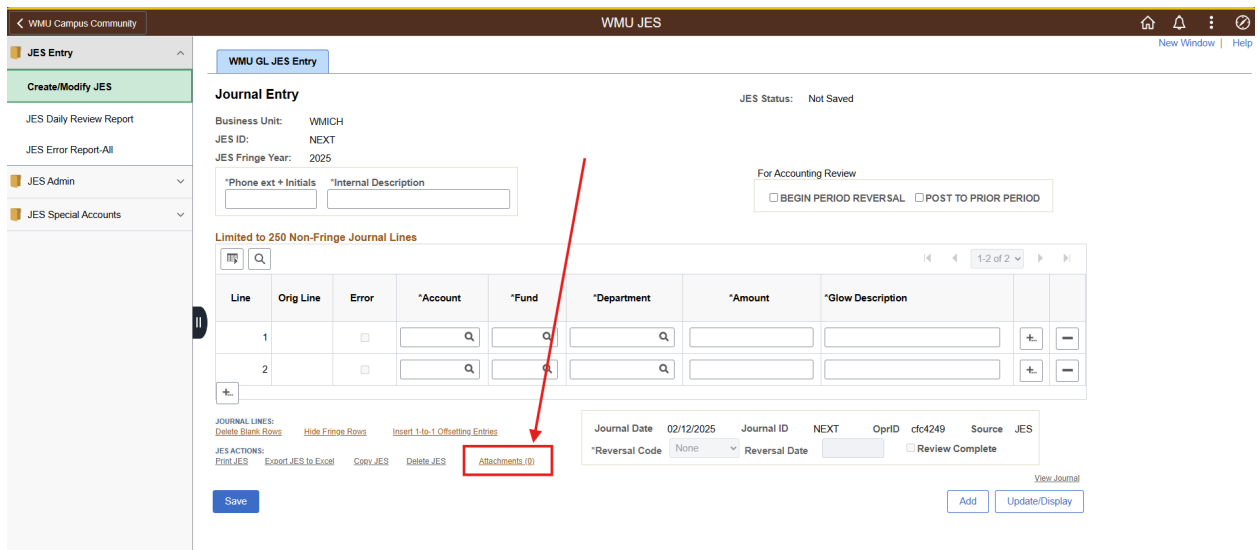
The JES system is able to accommodate a number of different file types and sizes, some examples include .xlsx, .pdf, and .docx. **From the date of this communication forward the accounting services office is requiring attachments to support all journal entries entered into the JES system over \$100,000. We will be reviewing and following up on a monthly basis. However, it is strongly encouraged to upload support for all entries entered into the JES system in order to limit future issues and follow up.**

Please use the following instructions when attempting to attach a file to a JES.

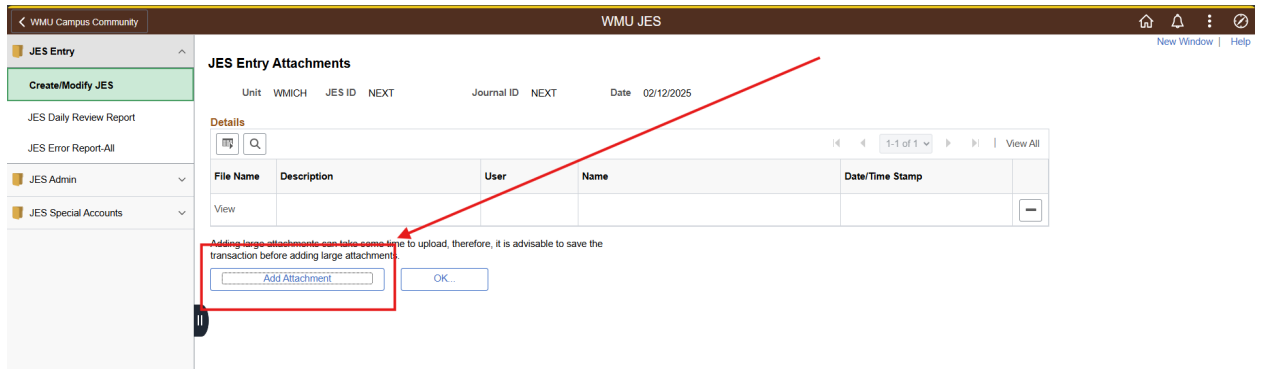
1. Log into JES system using the JES User Guide Instructions.
2. Click “Add a New Value” and then “Add”



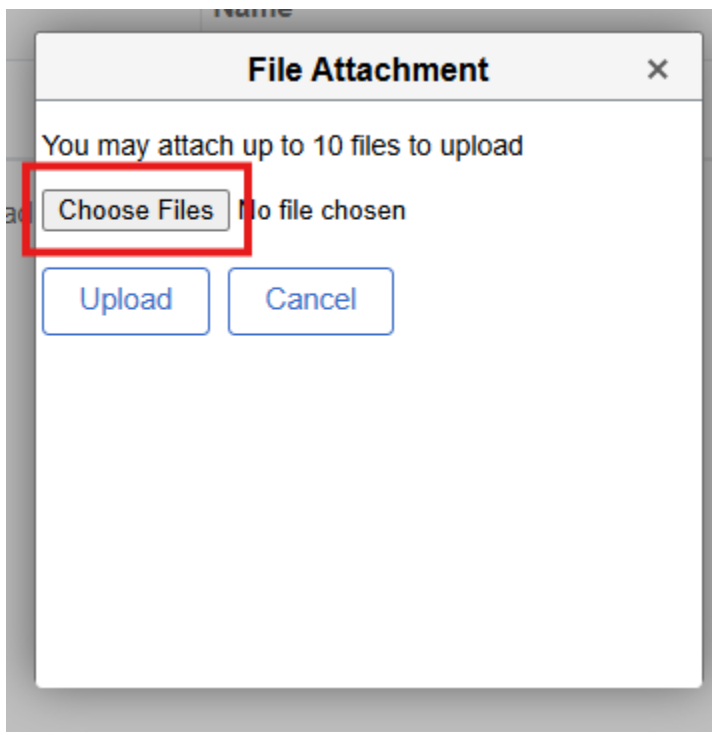
3. Enter your journal entry as you would normally (see JES User Guide Instructions for detailed instructions).
4. Click the “Attachments” button



5. On the following screen click “Add Attachment”



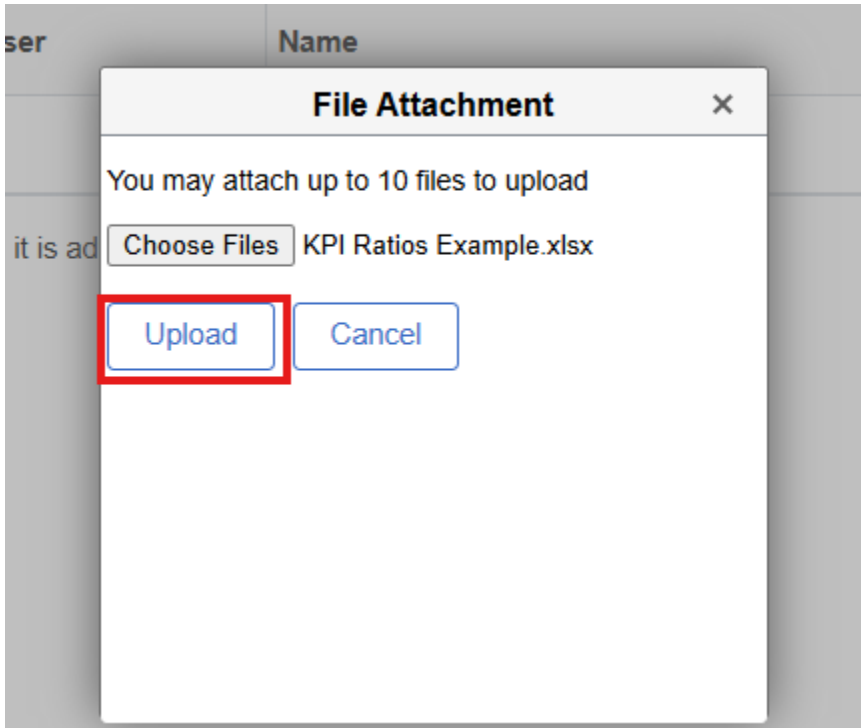
6. Then “Choose Files”



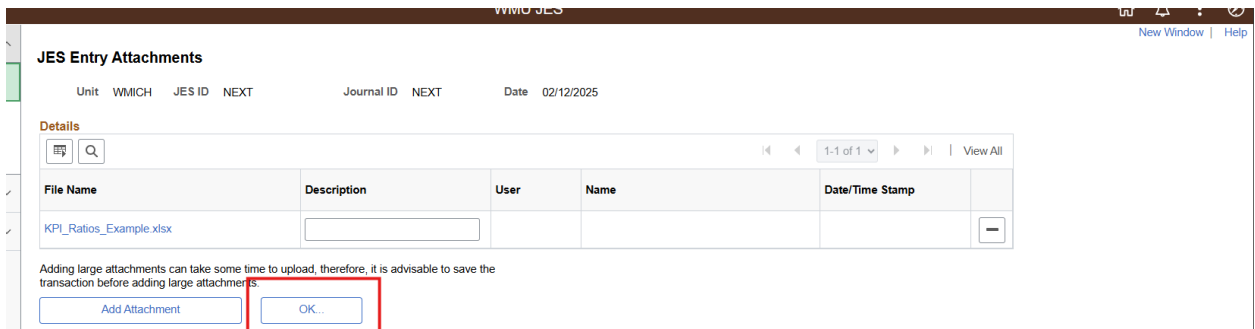
7. From here you can simply browse out to the files on your computer.

- a. Tip: You can also “Drag & Drop” the file directly into the “Choose Files” box if you so choose.

8. Once you have selected your file, click “Upload”



9. **IMPORTANT:** In order for the attachment to save properly you must click “OK”, then “Save” on the following screen



WMU GL JES Entry

Journal Entry JES Status: Not Saved

Business Unit: WMICH
 JES ID: NEXT
 JES Fringe Year: 2025

*Phone ext + Initials *Internal Description

For Accounting Review
 BEGIN PERIOD REVERSAL POST TO PRIOR PERIOD

Limited to 250 Non-Fringe Journal Lines

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

JOURNAL LINES:
[Delete Blank Rows](#) [Hide Fringe Rows](#) [Insert 1-to-1 Offsetting Entries](#)

JES ACTIONS:
[Print JES](#) [Export JES to Excel](#) [Copy JES](#) [Delete JES](#) [Attachments \(1\)](#)

Journal Date: 02/12/2025 Journal ID: NEXT OpriD: cfc4249 Source: JES
 *Reversal Code: Reversal Date: Review Complete

Save [Add](#) [Update/Display](#) [View Journal](#)

It should also be noted that once the JES has posted to the GL in the overnight process an attachment cannot be added to the entry. **It is crucial to ensure that the attachment has been properly added to the entry prior to the entry posting to the GL.**