



**WESTERN  
MICHIGAN  
UNIVERSITY**

Journal Entry System (JES)  
User Guide

September 2022

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# JES Quick Reference Guide

**WMU Campus Community** **WMU JES** New Window | Help |

**WMU GL JES Entry**

### Journal Entry

**Business Unit:** WMICH  
**JES ID:** NEXT  
**JES Fringe Year:** 2021

**JES Status:** Not Saved

**For Accounting Review**  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

**Limited to 250 Non-Fringe Journal Lines** Find | First 1-2 of 2 Last

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="button" value="+"/>	<input type="button" value="-"/>
2		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

**JES ACTIONS:**  
[Print JES](#) [Export JES to Excel](#) [Copy JES](#)

**Journal Date:** 02/19/2021 **Journal ID:** NEXT **OprID:** a5kniffin **Source:** JES

**\*Reversal Code:** None **Reversal Date:**   Review Complete

**Annotations:**  
A: Business Unit, JES ID, JES Fringe Year  
B: JES Status  
C: \*Phone ext + Initials, \*Internal Description  
D: For Accounting Review options  
E: Journal Lines table  
F: Journal Lines table actions  
G: JOURNAL LINES actions  
H: Save button  
I: JES ACTIONS links  
J: Add, Update/Display buttons  
K: Journal Date, Journal ID, OprID, Source, \*Reversal Code, Reversal Date, Review Complete

- A. JES ID
- This defaults to “NEXT” but will become a unique ID when you click the “Save” button. This is not the journal ID that will show in GLOW, but this number can be provided to Accounting Services if you need assistance.
- B. JES Status
- *Not Saved* – You have not clicked the “Save” button yet.
  - *Errors* – You have saved the JES and the error checking process has identified problems that you must correct before your JES can continue processing.
  - *Valid - Accounting Review* – You have selected “begin period reversal” or “post to prior period” which requires action from Accounting Services to continue processing.
  - *Valid - Ready to Post* – Your JES will flow over to the general ledger (GLOW) during the nightly process.
  - *Complete* – The JES has successfully flowed over to GLOW.
- C. Phone ext + Initials and Internal Description
- The 5 digit phone extension followed by the JES maker’s 3 initials. The description entered here is **not** seen in GLOW and is only visible to Accounting Services.
- D. Begin period reversal and Post to prior period
- *Begin period reversal* – The JES will be automatically reversed the first day of the following month.
  - *Post to prior period* – The first two business days of the month, click this box to request that Accounting Services change the journal date to the end of the prior month (additional days are granted at year-end).
- E. Journal Detail Lines
- 4-digit account number (object code)
  - 2-digit fund number
  - 7-digit department number (cost center)
  - Dollar amount (positive amounts are debits and negative amounts are credits)
  - Meaningful description that **does** flow over to GLOW
- F. +/- buttons
- Insert or delete journal detail lines
- G. Journal Lines
- *Delete Blank Rows* – Any blank journal lines will be deleted (no blank lines can be in your JES when you click the “Save” button).
  - *Hide Fringe Rows* – A JES using payroll account codes that require fringe calculations will automatically populate the fringe lines when the “Save” button is clicked. They can be hidden using this link.
  - *Insert 1-to-1 Offsetting Entries* – Enter all the debits of your JES, and the credits will automatically be populated by clicking this link. You must enter the fund and department. This is especially useful for 4995/8995 transfer journal entries.
- H. Save
- You can save a journal entry in error and come back to it later.
- I. JES actions
- *Print JES* – This will bring up a PDF of the JES that can be saved or printed.
  - *Export JES to Excel* – This will bring up an excel file of the JES that can be saved.
  - *Copy JES* – This will create a **duplicate** of the JES that is on the screen.
- J. Add and Update/Display
- *Add* – This will take you back to the “Add a New Value” screen in JES.
  - *Update/Display* – This will take you back to the “Find an Existing Value” screen in JES.
- K. Accounting-use only box

## Log-in to JES (applicable to BES and DME)

To gain access to JES, please fill out the access request form here:

<https://wmich.edu/accounting-services/accounting/accounting-forms>.

Please note that PeopleSoft Financials (GLOW, JES, BES, and DME) is different than PeopleSoft HR (payroll and employee information). Your internet browser (Chrome, Firefox, Internet Explorer, etc.) will remember which system you used last and automatically take you back to that system. Therefore, it is recommended to use a different internet browser for PeopleSoft Financials than you do for PeopleSoft HR.

Go to <https://go.wmich.edu/s/>. Click the “Login” button or the “Login” link and enter your Bronco NetID and password.



## Welcome to goWMU!

A place where you can easily find solutions and ask questions



### Students

Frequently used resources, topics and tools for students



### Instructors

Frequently used resources, topics and tools for instructors



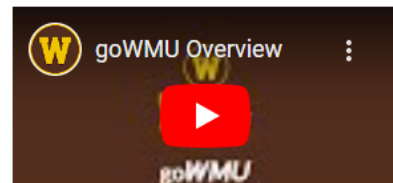
### Employees

Frequently used resources, topics and tools for employees

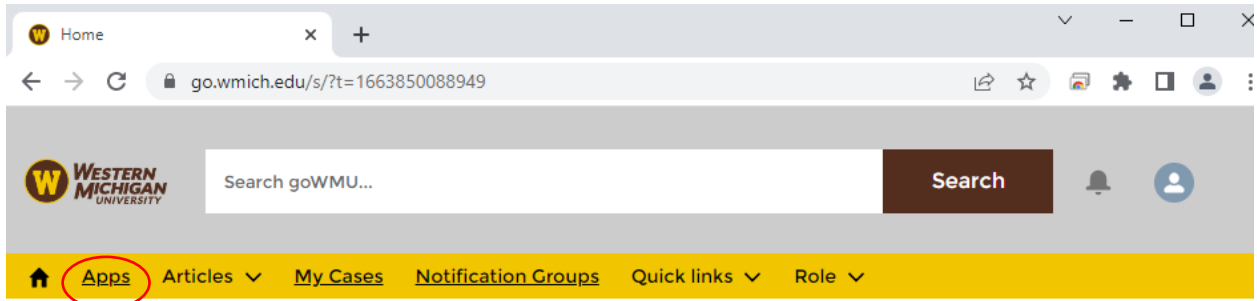
## Featured topics

### Login

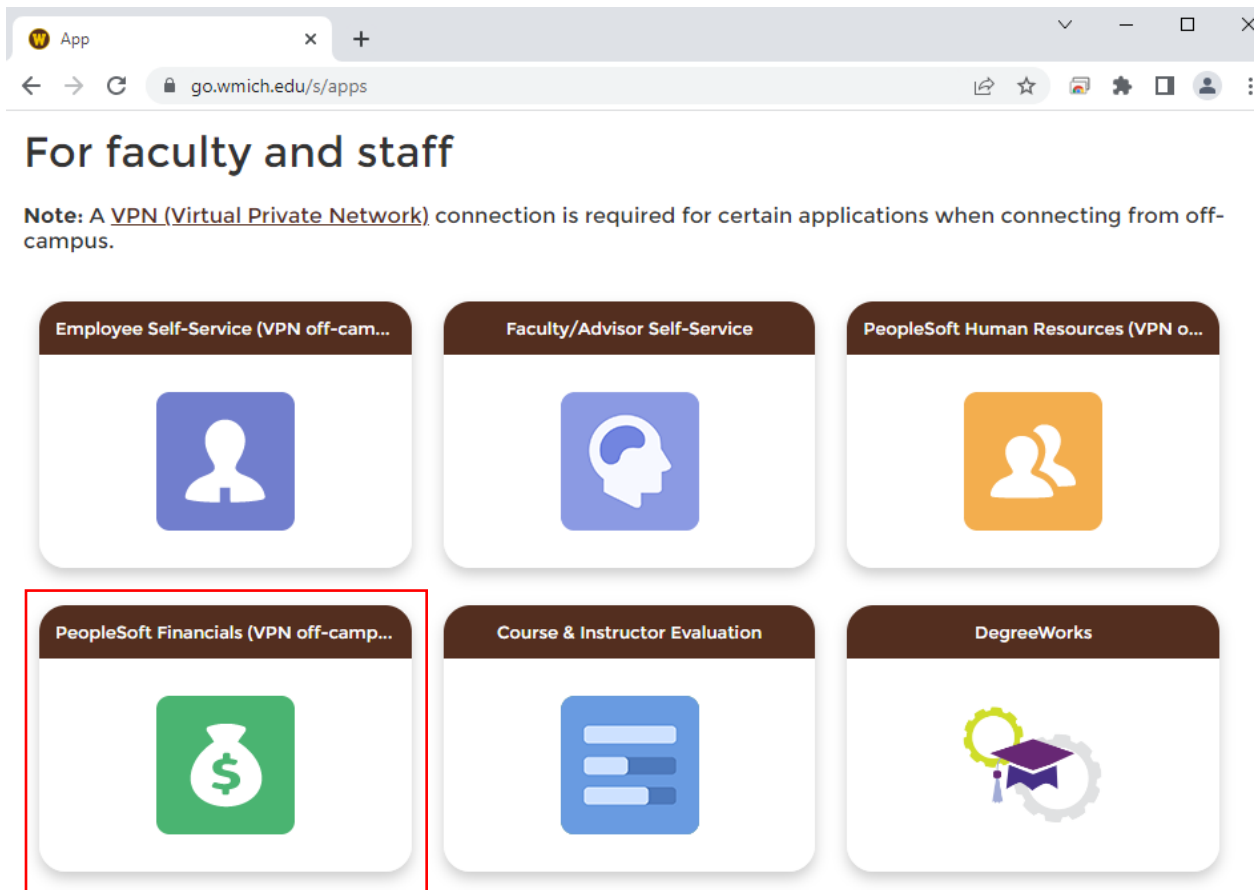
Log in with your Bronco NetID to access all content and the full goWMU experience.



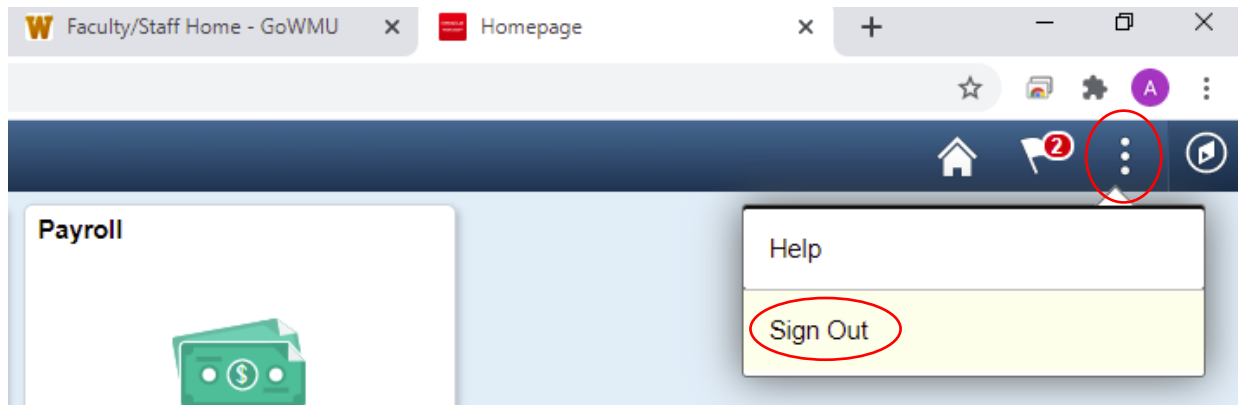
On the top of the page, click the “Apps” link.



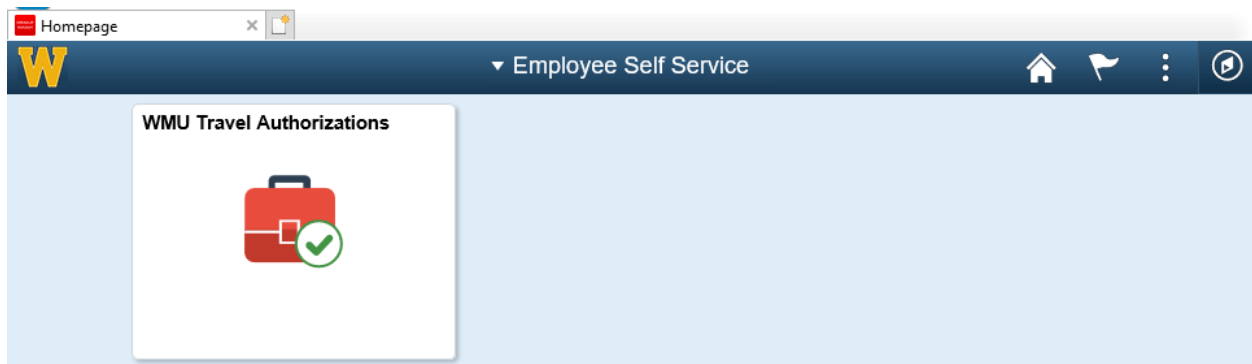
Scroll down to the “For faculty and staff” section and click on the “PeopleSoft Financials” tile.



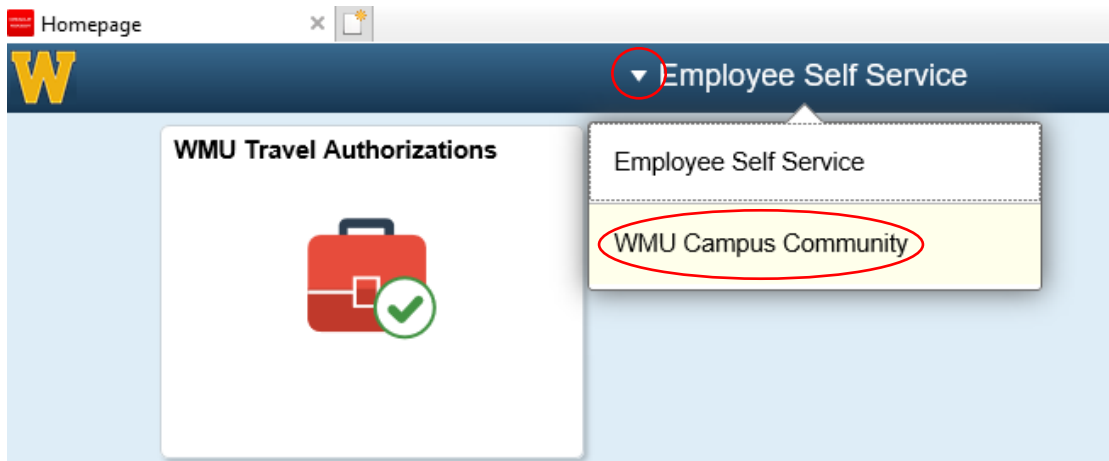
If you see the Payroll tile, your internet browser automatically took you to PeopleSoft HR. Either officially log out of PeopleSoft HR by clicking the three dots in the upper right corner and clicking “Sign Out,” or try logging in with a different browser.



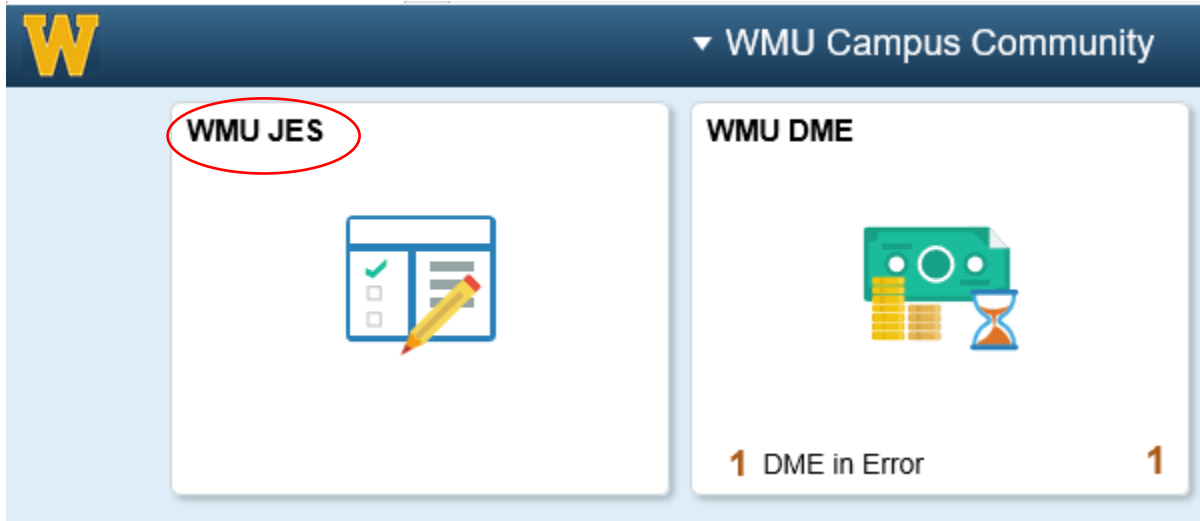
You should not see the Payroll tile when you log-in to PeopleSoft Financials. What tiles you see depends on your level of security access.



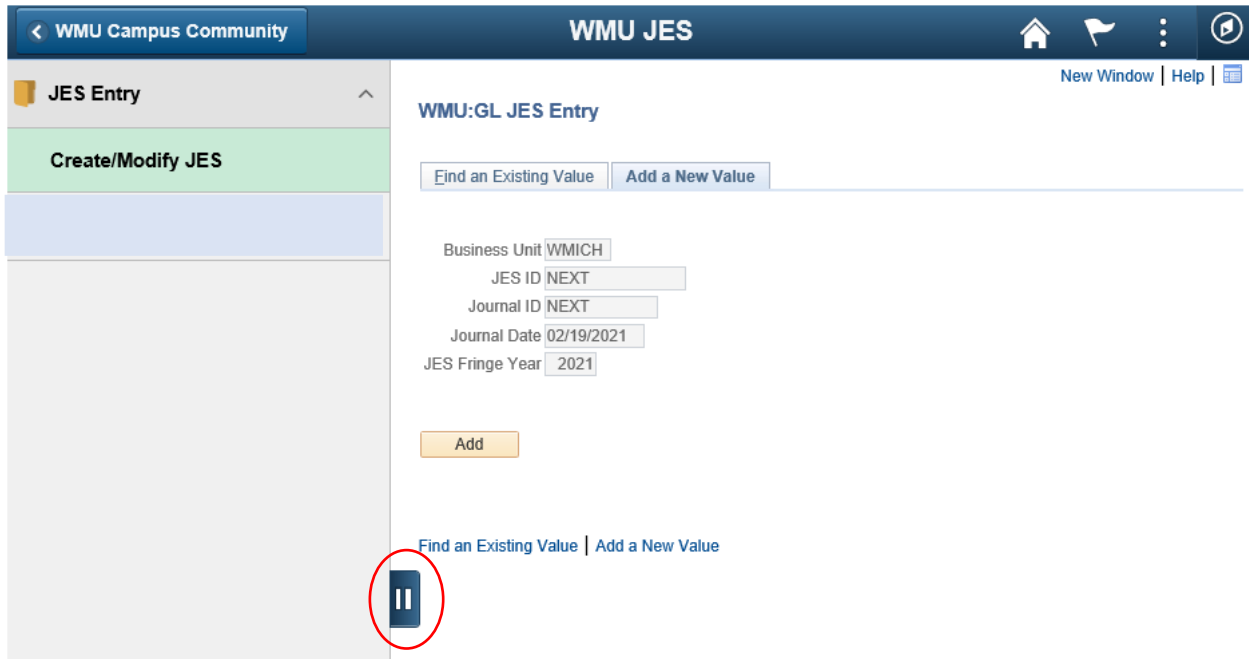
Click on the down arrow next to “Employee Self Service” and select “WMU Campus Community.”



Click on the WMU JES tile to make journal entries that will appear in the “Actuals” column in GLOW. Do not use this tile to make budget entries (BES) or encumbrance entries (DME).



You can click on the blue box with the two vertical lines to close the menu on the left.



# Make a New Journal Entry

The screen will default to “Add a New Value” with pre-populated information which cannot be changed.

To make a new journal entry, click on the “Add” button.

## WMU:GL JES Entry

Business Unit   
JES ID   
Journal ID   
Journal Date   
JES Fringe Year

You will be taken to the JES input screen.

WMU Campus Community **WMU JES** New Window | Help

WMU GL JES Entry

**Journal Entry** JES Status: Not Saved

Business Unit: WMICH  
JES ID: NEXT  
JES Fringe Year: 2021

For Accounting Review  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

Limited to 250 Non-Fringe Journal Lines Find | First 1-2 of 2 Last

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"/>
2		<input type="checkbox"/>	<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](#)

Journal Date 02/19/2021 Journal ID NEXT OprID a5kniffin Source JES  
\*Reversal Code  Reversal Date   Review Complete

**Example #1**

I forgot to allocate the expenses on my procard to the correct expense accounts before signing off on it. Now I have membership fees (4331) in supplies expense (4570). I need to correct this.

**WMU GL JES Entry**

---

**Journal Entry** JES Status: Valid - Ready to Post

Business Unit: WMICH  
 JES ID: JES0000005417  
 JES Fringe Year: 2021

\*Phone ext + Initials  x \*Internal Description

For Accounting Review  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

**Limited to 250 Non-Fringe Journal Lines** Find | First 1-2 of 2 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	<input type="text" value="4331"/>	<input type="text" value="11"/>	<input type="text" value="6411200"/>	500.00	<input type="text" value="Correct Dec procard expenses"/>		
2		<input type="checkbox"/>	<input type="text" value="4570"/>	<input type="text" value="11"/>	<input type="text" value="6411200"/>	-500.00	<input type="text" value="Correct Dec procard expenses"/>		

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

**JES ACTIONS:**  
[Print JES](#) [Export JES to Excel](#) [Copy JES](#)

Journal Date 02/19/2021 Journal ID NEXT OprID a5kniffin Source JES  
 \*Reversal Code  Reversal Date   Review Complete


Save

Add Update/Display

I entered my journal detail, including a meaning GLOW description and clicked save. My JES Status is “Valid – Ready to Post,” so this will flow over to GLOW in the nightly process.

**Example #2**

I disbursed scholarships out of my fund 21 departments and now they are in deficit. I need to transfer funds from my endowments in fund 24.

 4995 and 8995 should be used to transfer funds between two different departments and when it is not correcting an error.

I will enter my debits to 4995 first, then click the "Insert 1-to-1 Offsetting Entries" link.

**WMU GL JES Entry**

---


**Journal Entry** JES Status: Not Saved

Business Unit: WMICH  
JES ID: NEXT  
JES Fringe Year: 2021

For Accounting Review

\*Phone ext + Initials   \*Internal Description  
74238AMK   Fund deficit from scholarship

BEGIN PERIOD REVERSAL    POST TO PRIOR PERIOD

**Limited to 250 Non-Fringe Journal Lines** Find |  First 1-2 of 2 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	4995	24	0000680	5000	Fund deficit from scholarship	<input type="button" value="+"/>	<input type="button" value="-"/>
2		<input type="checkbox"/>	4995	24	0037150	4000	Fund deficit from scholarship	<input type="button" value="+"/>	<input type="button" value="-"/>

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

**JES ACTIONS:**  
[Print JES](#)   [Export JES to Excel](#)   [Copy JES](#)

Journal Date 02/19/2021   Journal ID NEXT   OprID a5kniffin   Source JES  
\*Reversal Code None   Reversal Date    Review Complete

Now I have the lines with credits to 8995, and all I have to do is enter the fund and department and click the "Save" button.

**WMU GL JES Entry**

**Journal Entry**

JES Status: Not Saved

Business Unit: WMICH

JES ID: NEXT

JES Fringe Year: 2021

\*Phone ext + Initials    \*Internal Description  
 74238AMK                  Fund deficit from scholarship

For Accounting Review

BEGIN PERIOD REVERSAL     POST TO PRIOR PERIOD

**Limited to 250 Non-Fringe Journal Lines**

Find | First 1-4 of 4 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	4995	24	1234567	5000.00	Fund deficit from scholarship		
2		<input type="checkbox"/>	8995			-5000.00	Fund deficit from scholarship		
3		<input type="checkbox"/>	4995	24	9876543	4000.00	Fund deficit from scholarship		
4		<input type="checkbox"/>	8995			-4000.00	Fund deficit from scholarship		

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

**JES ACTIONS:**  
[Print JES](#)    [Export JES to Excel](#)    [Copy JES](#)

Journal Date 02/19/2021    Journal ID NEXT    OprID a5kniffin    Source JES  
 \*Reversal Code     Reversal Date      Review Complete

Save

Add    Update/Display

**Example #3**

I have employees charged to multiple departments, so I need to allocate out their payroll expense.

- ⚠ All journal entries to grant funds (funds 25-30) are reviewed and approved by Grants and Contracts. Please make sure to send supporting documentation to them when you make the journal entry.

Journal entries to payroll accounts must be formatted in a specific way for grant time and effort reporting purposes, even if the journal entry is not made to a grant fund. The “Glow Description” must be the Employee ID, the pay period #, the employee’s last name, and any additional comments (not to exceed 30 characters). There are commas but **no spaces** between criteria.

WMU GL JES Entry

**Journal Entry**

JES Status: Not Saved

Business Unit: WMICH

JES ID: NEXT

JES Fringe Year: 2021

For Accounting Review

\*Phone ext + Initials    \*Internal Description  
 74238AMK                  Transfer payroll charges

BEGIN PERIOD REVERSAL     POST TO PRIOR PERIOD

Limited to 250 Non-Fringe Journal Lines

Find | First 1-4 of 4 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	3311	23	2807610	550.00	23456,BW2102,Bronco,Buster	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	3311	23	2905520	-550.00	23456,BW2102,Bronco,Buster	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	3211	26	7025670	275.00	356789,SM2102,Montgomery,NSF	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	3211	11	11230500	-275.00	356789,SM2102,Montgomery,NSF	<input type="checkbox"/>	<input type="checkbox"/>
+...									

## Error Messages

When you click the “Save” button, JES checks for certain errors. Following are some possible errors messages and what to do to fix them.

Remember that you can save the journal entry in error and come back to it later. You will receive an email message every morning you have journal entries saved in error as a reminder to resolve the error.

### Example #4

I made a journal entry to payroll accounts and get an error message when I save it.

*Account	*Fund	*Department	*Amount	*Glow Description
3311	23	2807610	550.00	23456,BW2102,Bronco,Buster
3311	23	2905520	-550.00	23456,BW2102,Bronco,Buster
3211	26	7025670	275.00	356789,SM2102,Montgomery,NSF
3211	11	11230500	-275.00	356789,SM2102,Montgomery,NSF

The Journal Description for Journal Line 0 is not in the proper format for Payroll validation. Please update the Journal Description.  
- ERROR-INVALID EMPLID

The PeopleCode program executed an Error statement, which has produced this message.

OK

---

The employee ID for Buster Bronco is invalid. Enter a valid employee ID to correct the error.

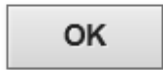
**Example #5**

I made a journal entry to payroll accounts and get an error message when I save it.

*Account	*Fund	*Department	*Amount	*Glow Description
3311	23	2807610	550.00	transfer payroll <span style="color: red;">x</span>
3311	23	2905520	-550.00	transfer payroll
3211	26	7025670	275.00	transfer payroll
3211	11	11230500	-275.00	transfer payroll

The Journal Description for Journal Line 0 is not in the proper format for Payroll validation. Please update the Journal Description.  
- ERROR-NO COMMA FOUND IN JOURNAL LINE DESCRIPTION

The PeopleCode program executed an Error statement, which has produced this message.



---

The "Glow Description" is formatting improperly. See example #3 for how to properly format the "Glow Description."

**Example #6**

My journal entry is out of balance (does not net to \$0). The Errors box details what is causing the error.

**WMU GL JES Entry**

### Journal Entry

Business Unit: WMICH  
JES ID: JES0000005417  
JES Fringe Year: 2021

JES Status: Errors  
Errors: - Total does not net to \$0

For Accounting Review  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

\*Phone ext + Initials   \*Internal Description  
74238AMK   Correct Dec procard expenses

Limited to 250 Non-Fringe Journal Lines   Find |   First 1-2 of 2 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
1		<input type="checkbox"/>	4331	11	6411200	50.00	Correct Dec procard expenses		
2		<input type="checkbox"/>	4570	11	6411200	-500.00	Correct Dec procard expenses		

JES0000005417 has been saved with Status = Errors.

**OK**

I mistyped the debit of \$50.00. When I correct it to \$500.00, the JES Status changes to "Valid – Ready to Post."

**Example #7**

I transferred funds from one department to another, but I accidentally did not use 8995 with 4995. Furthermore, the departments I used do not go with the funds that I used. The Errors box details what is causing the error.

WMU GL JES Entry

**Journal Entry**

Business Unit: WMICH  
JES ID: JES0000005418  
JES Fringe Year: 2021

JES Status: Errors

Errors: - Fund/Deptid/Account Error(s)  
- 4995/8995 does not net to \$0

\*Phone ext + Initials \*Internal Description  
74238AMK x Transfer funds for deficit

For Accounting Review  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

Limited to 250 Non-Fringe Journal Lines

Find | First 1-2 of 2 Last

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description
1		<input checked="" type="checkbox"/>	4995	11	1234567	500.00	Transfer funds for deficit
2		<input checked="" type="checkbox"/>	8996	21	9876543	-500.00	Transfer funds for deficit

JES0000005418 has been saved with Status = Errors.

OK

I mistyped 8995, so when I correct that, the 4995/8995 error goes away. I need to double check what funds 1234567 and 9876543 are in.

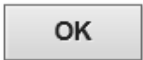
**Example #8**

I want to close an old department that I am not using anymore, but there is still a balance in it. I get a pop-up error message when I try to move the balance in account 9200.

Limited to 250 Non-Fringe Journal Lines								Find	First	1-2 of 2	Last
Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description				
1		<input type="checkbox"/>	9200	23	0003770	1000.00	To close department				
2		<input type="checkbox"/>	8980	23	0032780	-1000.00	To close department				

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.



9200 is an invalid account number in JES. In this instance, use 4995 and 8995 to transfer the balance out of the department you want to close.

Limited to 250 Non-Fringe Journal Lines								Find	First	1-2 of 2	Last
Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description				
1		<input type="checkbox"/>	4995	23	0003770	1000.00	To close department				
2		<input type="checkbox"/>	8995	23	0032780	-1000.00	To close department				

## Look up an Existing Journal Entry

JES allows you to look up journal entries that you have already made. From the JES home screen, click on the “Find an Existing Value” tab.

**WMU:GL JES Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

Use Saved Search:

Business Unit =

JES ID begins with

Journal ID begins with

Journal Date =

JES Status =

User ID =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

You can use a pre-set search by clicking the “Use Saved Search” dropdown box to make a selection:

- 1-My JES Worklist – This will have your journal entries that are saved in error and journal entries you have made today that have not flowed over to GLOW in the nightly process yet.
- 2-My Completed JES – This will have your journal entries that have flowed over to GLOW.
- 3-All My JES – This will have all journal entries you have made.

**WMU:GL JES Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

Use Saved Search:  ▼

Business Unit =

JES ID begins with

Journal ID begins with

Journal Date =

JES Status =

User ID =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

You can also do an advanced search if you know the specific JES ID or the date you made the journal entry.

**Example #9**

I know I made a journal entry to adjust the postage balance in the meter machine on or after 11/30/2020.

I filter the Journal Date as “>=” 11/30/2020. The results show me the four journal entries that are complete (flowed over to GLOW) as well as the two journal entries that I still have in error.

**WMU:GL JES Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

▼ Search Criteria

Use Saved Search: 2-My Completed JES ▼

Business Unit = ▼ WMICH    
 JES ID begins with ▼   
 Journal ID begins with ▼   
 Journal Date >= ▼ 11/30/2020   
 JES Status = ▼   
 User ID = ▼ a5kniffin

Case Sensitive

Save Search Criteria

**Search Results**

View All First 1-6 of 6 Last

Business Unit	JES ID	Journal ID	Journal Date	Description	JES Status	User ID	Comments
WMICH	JES0000005171	J000439303	11/30/2020	Correct Rent Pymts	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005222	J000439372	11/30/2020	Nov Metered Postage Used	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005264	J000439432	11/30/2020	SALES/COGS NOV 2020	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005326	J000439534	12/07/2020	Transfer to 8980	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005417	NEXT	02/19/2021	Correct Dec procard expenses	Errors	a5kniffin	Waiting for Completed JES processing
WMICH	JES0000005418	NEXT	02/19/2021	Transfer funds for deficit	Errors	a5kniffin	Waiting for Completed JES processing

## Copy a Journal Entry

The “Copy JES” link on the JES input screen makes a duplicate of the journal entry on that screen. This is not to be used to print your JES for your records.

### Example #10

I searched for and found the journal entry I made to adjust the postage balance in the meter machine on 11/30/2020. I clicked on the search result to take me to the journal entry input screen.

#### Search Results

Business Unit	JES ID	Journal ID	Journal Date	Description	JES Status	User ID	Comments
WMICH	JES0000005171	J000439303	11/30/2020	Correct Rent Pymts	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005222	J000439372	11/30/2020	Nov Metered Postage Used	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005264	J000439432	11/30/2020	SALES/COGS NOV 2020	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005326	J000439534	12/07/2020	Transfer to 8980	Complete	a5kniffin	Journal Posted to General Ledger
WMICH	JES0000005417	NEXT	02/19/2021	Correct Dec procard expenses	Errors	a5kniffin	Waiting for Completed JES processing
WMICH	JES0000005418	NEXT	02/19/2021	Transfer funds for deficit	Errors	a5kniffin	Waiting for Completed JES processing

Click the “Copy JES” link.

WMU GL JES Entry
Journal Entry
JES Status: Complete

Business Unit: WMICH  
 JES ID: JES0000005222  
 JES Fringe Year: 2021

Phone ext + Initials	Internal Description
74238AMK	Nov Metered Postage Used

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"/>	4340	43	1140150	33298.00	Nov Metered Postage Used
2		<input type="checkbox"/>	1764	43	1140150	-33298.00	Nov Metered Postage Used

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

**JES ACTIONS:**  
[Print JES](#) [Export JES to Excel](#) Copy JES

Journal Date	11/30/2020	Journal ID	J000439372	OpriD	a5kniffin	Source	JES
Reversal Code	None	Reversal Date		<input checked="" type="checkbox"/> Review Complete			

Save Return to Search Previous in List Next in List

Add Update/Display

A duplicate of JES0000005222 is created. I need to enter the new dollar amounts, update the Internal Description, update the Glow Description, and click the "Save" button.

If today was the first or second business day of the month and I wanted this to post to last month, I could also click the "Post to Prior Period" box.

WMU GL JES Entry

### Journal Entry

Business Unit: WMICH  
JES ID: JES0000005420  
JES Fringe Year: 2021

JES Status: Errors  
Errors: - This JES is a copy of JES0000005222 created by a5kniffin. Please make any necessary changes and save the JES.

For Accounting Review  
 BEGIN PERIOD REVERSAL  POST TO PRIOR PERIOD

*Phone ext + Initials	*Internal Description
74238AMK	Nov Metered Postage Used

Limited to 250 Non-Fringe Journal Lines

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description
1		<input type="checkbox"/>	4340	43	1140150		Nov Metered Postage Used
2		<input type="checkbox"/>	1764	43	1140150		Nov Metered Postage Used

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

JES ACTIONS:  
[Print JES](#) [Export JES to Excel](#) [Copy JES](#)

Journal Date: 02/19/2021    Journal ID: NEXT    OprID: a5kniffin    Source: JES  
\*Reversal Code: None    Reversal Date:     Review Complete