STEPS TO ENTERING A JOURNAL ENTRY IN THE SPECTRUM SYSTEM

To correctly enter a Journal Entry the user must follow these steps:

1. Select Go from the Menu Bar. A menu display box will popup, select Process Financial Information. Another menu will popup, select Process Journals.

2. Select Use from the Menu Bar. A menu display box will popup, select Journal Entry Base Currency. Another window will appear. Select Add to enter a new transaction or Update/Display for an existing one.

3. After selecting Add a dialog box appears. Click OK to continue. Do not change any information in this dialog box.

4. After selecting OK all transaction panels will appear. You will be able to see all panel tabs. Start entering information.

5. The Header Panel should be the first one to complete. Enter data into all required fields;
   - Long Description
   - Source
   - Reference Number
   - Department ID

6. After completing the Headers Panel click on the Lines Panel Tab and start entering information.

7. Start creating lines. You can use Speedtypes to retrieve chartfields. To add lines select F7 or to delete lines select F8.

8. After completing lines data entry proceed to run the following steps to the transaction;
   - Edit
   - Refresh
   - Budget Check

9. If there are errors the user must go into the Errors Panel Tab to verify error messages and then proceed with corrections.

10. If there are no errors the users can Submit Transaction for Approval by clicking in the hand with ad envelope icon.

11. To add another Journal Entry Click on the green plus sign in the tool bar. To quit this type of transaction and its panels, Click on the red X in the toolbar.