



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 an 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.