

The Virginia Tech Journal Entry Application is designed to allow data entry for the following types of financial journal entries: beginning balance adjustments, year end adjustments, manual journal entries and reversing entries. The data entered through this program is validated and then stored in a file to be used as input into the automated Banner journal entry batch process.

This application requires SAS 8.2 to run. To run the application, start SAS and open the following program:

\\Co3\Departments\Cost Accounting\sasprog\miscell\prompt_jentry_v5.sas

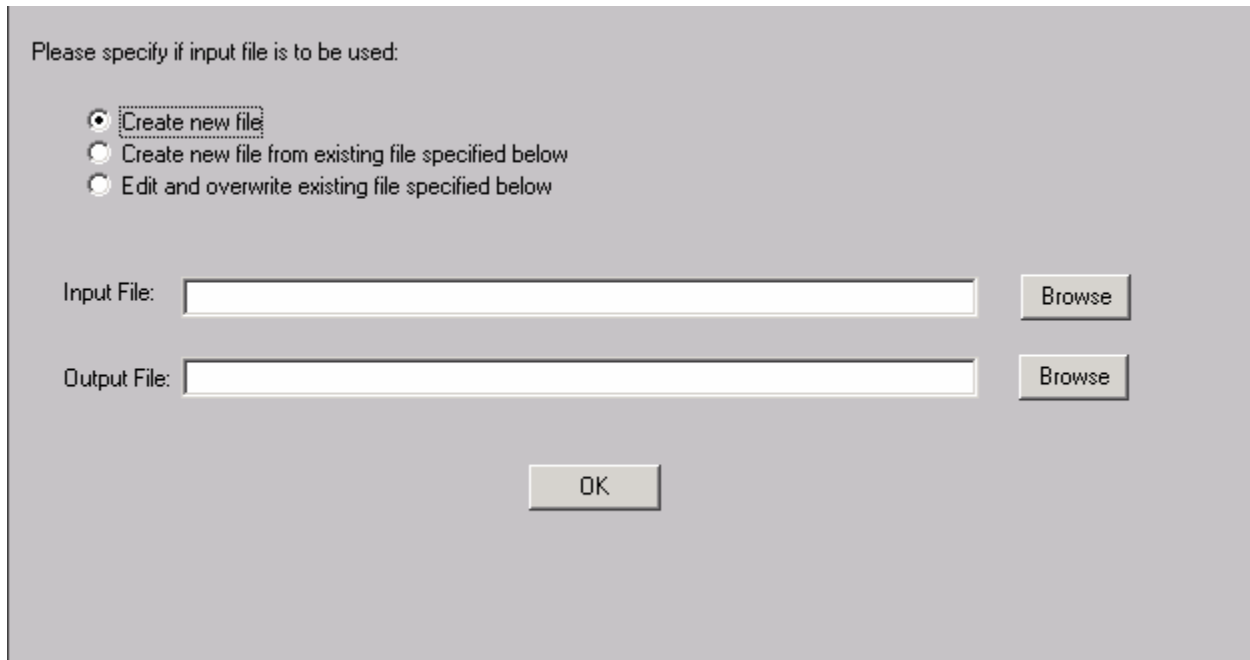
Submit the program. The first task of this program is to gather fund and account information tables from Banner finance tables FTVFUND and FTVACCT. The following screen is displayed, in which a valid user id, password and banner instance must be entered:

```
WHO
Command ===>

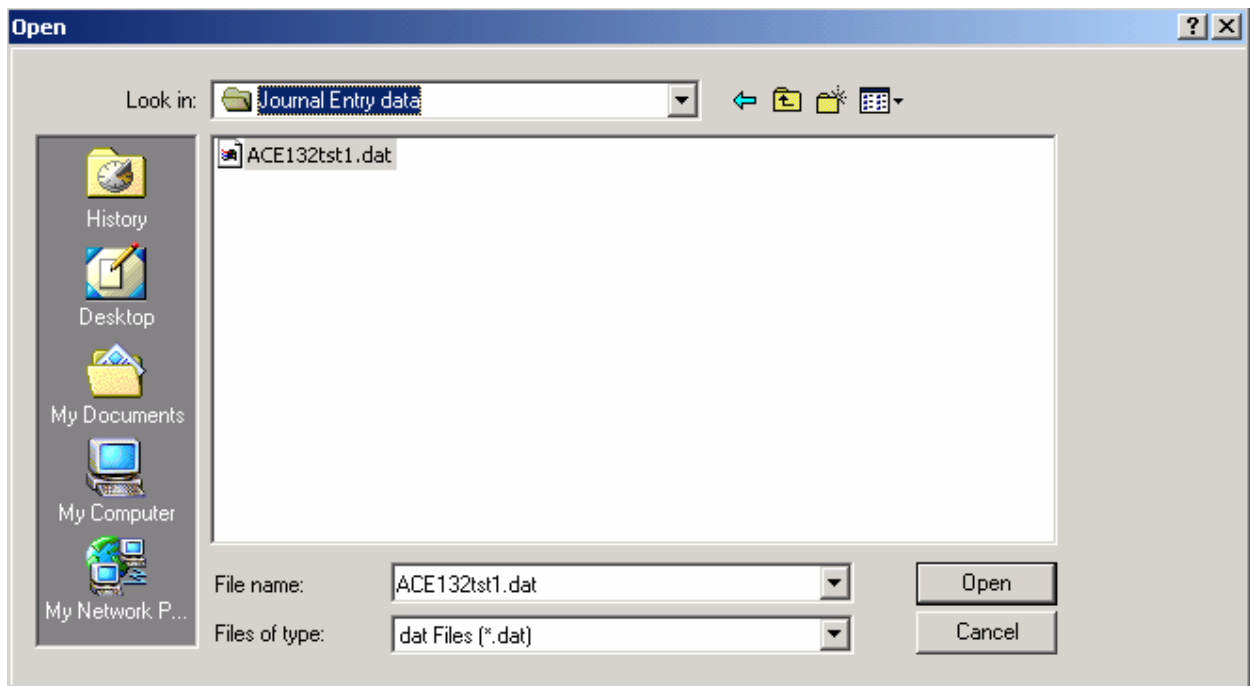
Welcome to the SAS Oracle/Banner Access Menu
      Today's date is Tuesday, 16MAR04.

Please enter the requested information below to access Oracle/Banner via SAS
      Enter your USER ID: your Banner id
Your password will not display on screen when you key.
      Enter your PASSWORD:
      Enter your Banner Instance (no @ required): robanner
```

The program will run for a couple of minutes while creating the necessary tables, after which the journal entry program will begin, with the first screen displayed as shown on the next page.



The first screen to appear gives the user the choice of input files. See Appendix A for a description of the all the options available on this screen.



This window opens if the input browse button is clicked. A similar window opens if the output browse button is clicked, giving the user the option to select the output file name. Alternatively, the file name can be typed directly into the output file name box, or the output file name box may be left blank and typed on the next screen.

Virginia Tech
Banner Finance
Journal Entry (Transfer) Form
Screen # 1

Please enter file name: or leave blank to use Doc Ref# as file name

Please select system ID: FSBEGBAL Beg Bal Entry FSBREVX Reversing Entry FSJE1X Year End Entry

	Debit (Charge)					Description	Encumb#	DocRef#	Credit			
	Fund	Org	Acct	Activity	Amount				Fund	Org	Acct	Activity
1					0.00							
2					0.00							
3					0.00							
4					0.00							
5					0.00							
6					0.00							
7					0.00							
8					0.00							
9					0.00							
10					0.00							
11					0.00							
12					0.00							
13					0.00							
14					0.00							

Screen SUM

Entry TOTAL

A blank journal entry screen, as displayed when no input file is to be used.

To create a journal entry follow these steps:

1. Enter the name of the file to be created by the journal entry. If a file was selected in the previous screen, the filename will be displayed here. If no file was selected on the previous screen, then this field will be blank and a new name can be typed here. If the document reference number is to be used as the file name, this field can be left blank. Use the tab key to go to the next field.
2. Determine the system id, depending on the type of entry to be made. Use the right or left arrow key, or mouse click to make the selection. Only one of the system id's may be selected and all details on the *current screen* will contain this system id. If a file was selected for input, then this field reflects the system id from the input file. Otherwise, FSJE1X (id for year-end entries) is the default. Use the tab key to go to the next field.
3. Enter or modify the details of the journal entry. If a file was selected for input, then the first 14 input lines will be displayed. Using the tab key, the cursor will go to the required fields: debit fund, debit account, amount, description, document reference number, credit fund, and credit account. Data may be into other fields by using the mouse to click on the desired fields. To copy between fields, highlight the selected data and press CTRL-C. To paste into a new field, tab to or click on the new field and press CTRL-V.

Virginia Tech
Banner Finance
Journal Entry (Transfer) Form
Screen # 2

Please enter file name: or leave blank to use Doc Ref # as file name

Please select system ID: FSBEGBAL FSBREVX FSJE1X
Beg Bal Entry Reversing Entry Year End Entry

	Debit (Charge)					Description	Encumb#	DocRef#	Credit			
	Fund	Org	Acct	Activity	Amount				Fund	Org	Acct	Activity
1	992393		7209		1,700.00	RECLASS AGY FND LIAB BAL		ACE132	992393		7206	
2	992394		7209		2,600.00	RECLASS AGY FND LIAB BAL		ACE132	992394		7206	
3	992395		7209		6,200.00	RECLASS AGY FND LIAB BAL		ACE132	992395		7206	
4	992396		7209		5,100.00	RECLASS AGY FND LIAB BAL		ACE132	992396		7206	
5	992397		7209		900.00	RECLASS AGY FND LIAB BAL		ACE132	992397		7206	
6	992398		7209		1,400.00	RECLASS AGY FND LIAB BAL		ACE132	992398		7206	
7	992400		7209		5,800.00	RECLASS AGY FND LIAB BAL		ACE132	992400		7206	
8	992401		7209		17,700.00	RECLASS AGY FND LIAB BAL		ACE132	992401		7206	
9	992402		7209		1,100.00	RECLASS AGY FND LIAB BAL		ACE132	992402		7206	
10	992403		7209		3,900.00	RECLASS AGY FND LIAB BAL		ACE132	992403		7206	
11	992408		7209		12,200.00	RECLASS AGY FND LIAB BAL		ACE132	992408		7206	
12	992414		7209		3,900.00	RECLASS AGY FND LIAB BAL		ACE132	992414		7206	
13	992415		7209		19,500.00	RECLASS AGY FND LIAB BAL		ACE132	992415		7206	
14	992429		7209		1,700.00	RECLASS AGY FND LIAB BAL		ACE132	992429		7206	

Screen SUM
 Entry TOTAL

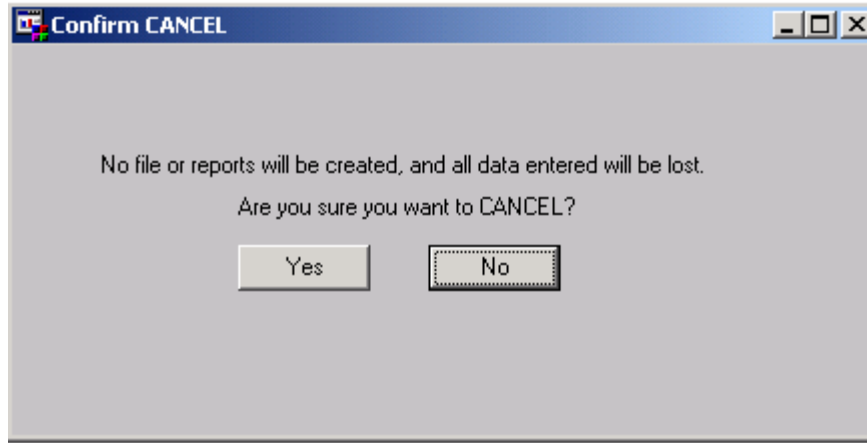
4 →

← 5

A completed journal entry screen with updated totals.

6

4. When the mouse is clicked or the enter key is pressed, the SUM and TOTAL fields at the bottom of the screen will be updated with a total of the amounts entered. The Screen SUM is the total of the lines on the current screen. The Entry TOTAL is the total of the lines entered thus far in the journal entry. The summary of any previous screens will be included in this total.
5. Three options are available after entering detail lines: 1) if more details are necessary, click on the MORE button at the bottom of the screen, 2) if all details have been entered, click on the FINISHED button at the bottom of the screen, or 3) click on the CANCEL button to end the application immediately.
6. When the CANCEL button is clicked, indicating that the user wishes to completely exit the application without saving any data, a dialog box will appear asking for confirmation.



If 'No' is selected, the main journal entry screen will return and the cancel command will be ignored. If 'Yes' is selected, then the application window will close and all detail data keyed up to that point will be deleted. No journal entry file will be created, and no reports will be created.

7. When the MORE button is clicked, the detail lines entered will be saved and considered as a page of journal entry data. The data is checked for fund and account validity, and one of the following two scenarios will occur:
 - a. If no errors are found, a report (R1) is displayed which shows the contents of the detail lines as entered. The user may then return to the journal entry screen, which is ready for more details. If an input file was selected, then the next 14 input lines will be displayed. Otherwise, the detail lines will be blank. The Entry TOTAL amount at the bottom will include the total amount from the previous screens.
 - b. If errors are found, two reports (R1 and R2) are displayed. R1 shows the contents of the detail lines as entered, while R2 shows the detail lines in error. When the user returns to the journal entry screen, the details will still display as entered so that corrections can be made.

Output - (Untitled) DM statement running

14:01 Monday, March 15, 2005

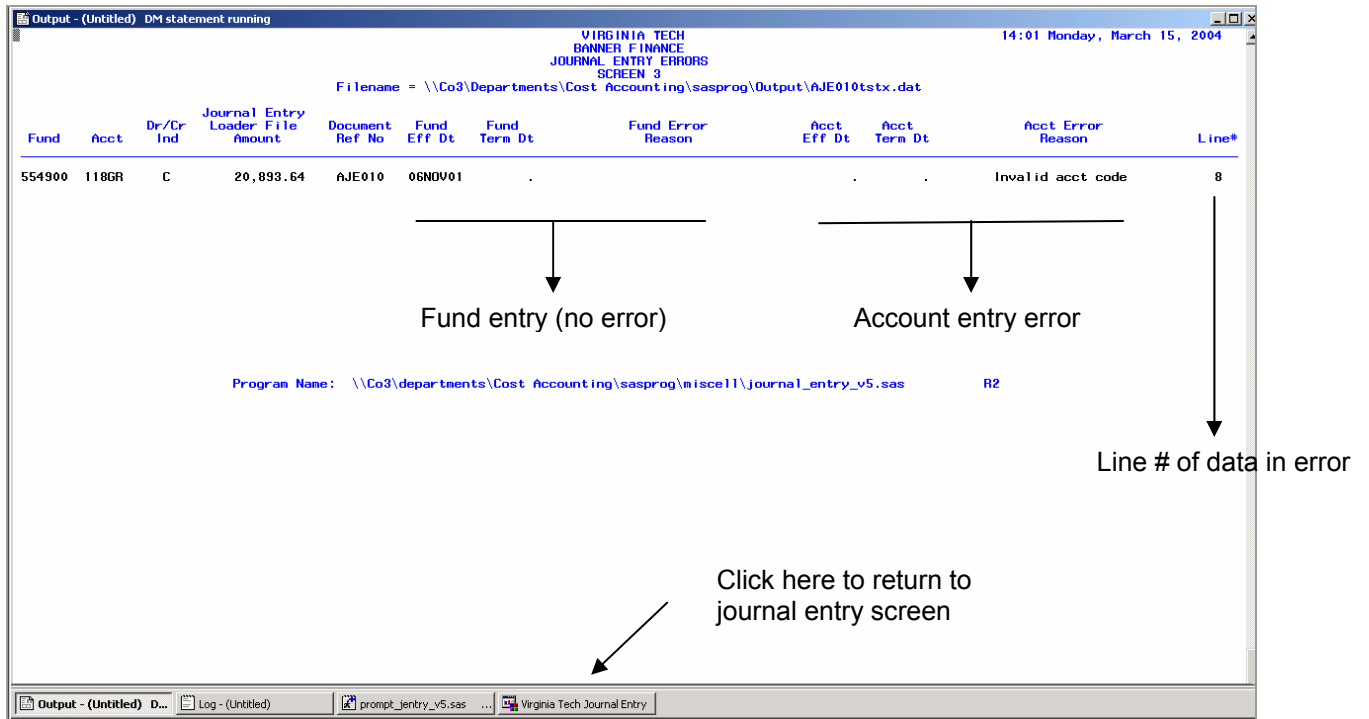
VIRGINIA TECH
BANNER FINANCE
CONTENTS OF DATA ENTRY FIELDS
SCREEN 1

Filename = \\Co3\Departments\Cost Accounting\sasprog\Output\ACE132tstx.dat

systemid	drFund	drOrg	drAcct	dr Activ	amount	description	encumbr	docref	crFund	crOrg	crAcct	cr Activ	screen
FSJE1X	659722		7209		1,155.92	RECLASS AGY FND LIAB BAL		ACE132	659722		7206		1
FSJE1X	998737		7209		100.00	RECLASS AGY FND LIAB BAL		ACE132	998737		7206		1
FSJE1X	998738		7209		18,855.88	RECLASS AGY FND LIAB BAL		ACE132	998738		7206		1
FSJE1X	998737		7207		2,105.00	RECLASS AGY FND LIAB BAL		ACE132	998737		7206		1
FSJE1X	657585		7209		231.75	RECLASS AGY FND LIAB BAL		ACE132	657585		7206		1
FSJE1X	992350		7209		106,230.46	RECLASS AGY FND LIAB BAL		ACE132	992350		7206		1
FSJE1X	992369		7209		333.09	RECLASS AGY FND LIAB BAL		ACE132	992369		7206		1
FSJE1X	992371		7209		9,877.83	RECLASS AGY FND LIAB BAL		ACE132	992371		7206		1
FSJE1X	992372		7209		5,530.42	RECLASS AGY FND LIAB BAL		ACE132	992372		7206		1
FSJE1X	992374		7209		6,138.33	RECLASS AGY FND LIAB BAL		ACE132	992374		7206		1
FSJE1X	992378		7209		11,657.45	RECLASS AGY FND LIAB BAL		ACE132	992378		7206		1
FSJE1X	992379		7209		76.03	RECLASS AGY FND LIAB BAL		ACE132	992379		7206		1
FSJE1X	992382		7209		582.35	RECLASS AGY FND LIAB BAL		ACE132	992382		7206		1
FSJE1X	992384		7209		7,500.00	RECLASS AGY FND LIAB BAL		ACE132	992384		7206		1
					=====								
					170,374.51								

Program Name: \\Co3\departments\Cost Accounting\sasprog\miscell\journal_entry_v5.sas R1

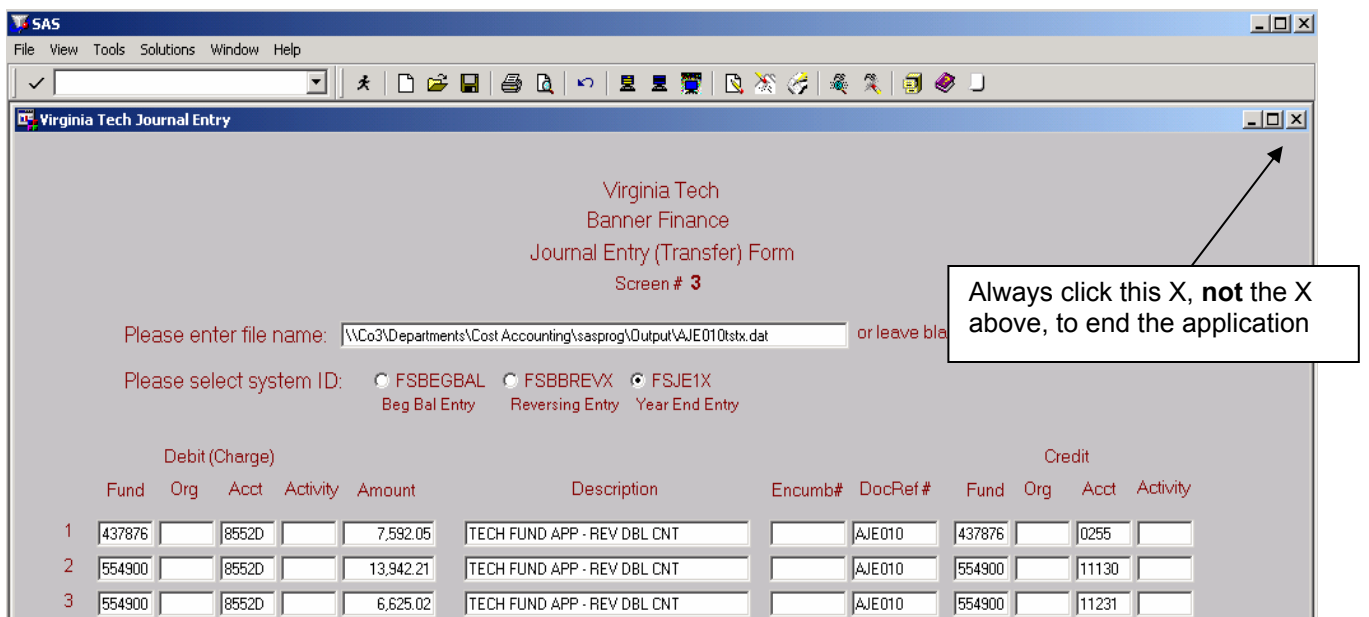
(7a) Report R1 shows contents of detail lines as entered on the journal entry screen.



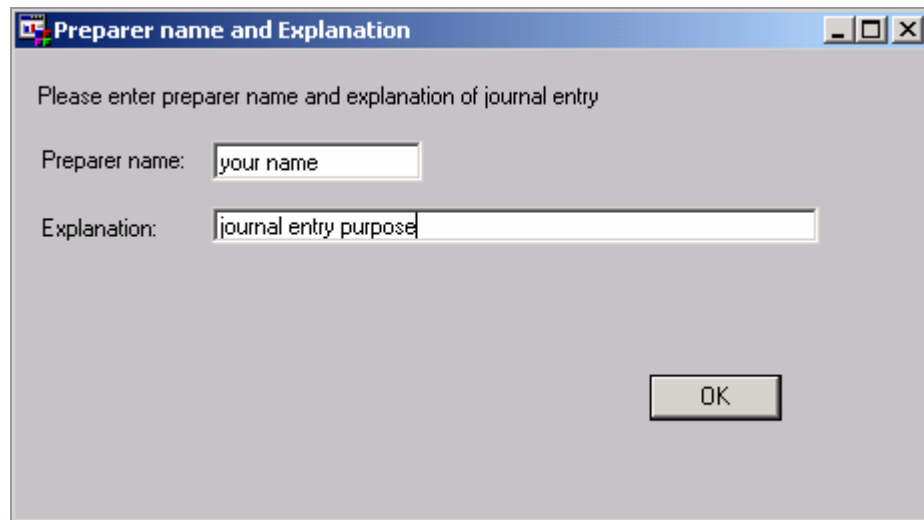
(7b) Report R2 shows detail lines with error in fund or account entries.

- When the FINISHED button is clicked, the detail lines entered will be saved and considered as the last page of journal entry data. The data is checked for fund and account validity and the R1 and/or R2 reports will be displayed as described above. If the data is deemed complete, the user may return to the journal entry screen and click on the top-right X to close the application.

NOTE: The journal entry application must always be closed using the X button at the top-right of the application window (NOT the X button at the top right of SAS, as clicking this will cause SAS to end without finishing the journal entry). It is only after closing the journal entry that the file and final reports will be created.



9. When the application has been closed by clicking the X at the top-right of the application window, a small final window will appear in which the user's name must be entered, along with an explanation for the journal entry. The tab key will cause the cursor move between fields. To finish, tab to OK and press the enter key.



The image shows a Windows-style dialog box with a blue title bar that reads "Preparer name and Explanation". Inside the dialog, there is a prompt: "Please enter preparer name and explanation of journal entry". Below this, there are two input fields. The first is labeled "Preparer name:" and contains the text "your name". The second is labeled "Explanation:" and contains the text "journal entry purpose". At the bottom right of the dialog is a button labeled "OK".

After OK is selected, the journal entry application will close, leaving the SAS output, log, and editor windows open.

10. Two final reports will be displayed:

- a. The Journal Entry Form (R3), showing all details of the journal entry along with the user name, entry date, user explanation, and blank line for authorized signature.
- b. The Journal Entry file validation report (R4), showing all details of the journal entry file – by system id.

These reports (along with R1/R2) should be printed from SAS to be used for validation of the journal entry and kept as final documentation in the appropriate journal entry folder.

VIRGINIA TECH
BANNER FINANCE
JOURNAL ENTRY FORM

14:01 Monday, March 15, 2004

Filename = \\Co3\Departments\Cost Accounting\sasprog\Output\AJE010tstx.dat

Fund (6)	Source Orgn (6)	Debit Acct (6)	Activity (6)	Amount	Description (30 Characters Maximum)	Document Ref No	Bank Code	Info DR/CR Match	Fund (6)	Offset Orgn (6)	Credit Acct (6)	Activity (6)	Entry Screen	Line
554903		8552D		4,111.52	TECH FUND APP - REV DBL CNT	AJE010	31	15	554903		11130		2	1
554903		8552D		3,340.26	TECH FUND APP - REV DBL CNT	AJE010	31	16	554903		11231		2	2
554903		8552D		3,440.63	TECH FUND APP - REV DBL CNT	AJE010	31	17	554903		11303		2	3
554903		8552D		140.65	TECH FUND APP - REV DBL CNT	AJE010	31	18	554903		13410		2	4
554902		8552D		5,780.00	TECH FUND APP - REV DBL CNT	AJE010	31	19	554902		12170		2	5
554900		8552D		4.09	TECH FUND APP - REV DBL CNT	AJE010	31	20	554900		12130		2	6
554900		8552D		2.29	TECH FUND APP - REV DBL CNT	AJE010	31	21	554900		12140		2	7
554900		8552D		145.00	TECH FUND APP - REV DBL CNT	AJE010	31	22	554900		12440		2	8
554900		8552D		3,917.00	TECH FUND APP - REV DBL CNT	AJE010	31	23	554900		12440		2	9
554900		8552D		87.40	TECH FUND APP - REV DBL CNT	AJE010	31	24	554900		12570		2	10
554900		8552D		40.01	TECH FUND APP - REV DBL CNT	AJE010	31	25	554900		13223		2	11
554900		8552D		423.51	TECH FUND APP - REV DBL CNT	AJE010	31	26	554900		13410		2	12
554900		8552D		2.70	TECH FUND APP - REV DBL CNT	AJE010	31	27	554900		13417		2	13
554900		8552D		604.02	TECH FUND APP - REV DBL CNT	AJE010	31	28	554900		13540		2	14
437876		8552D		7,592.05	TECH FUND APP - REV DBL CNT	AJE010	31	1	437876		0255		3	1
554900		8552D		13,942.21	TECH FUND APP - REV DBL CNT	AJE010	31	2	554900		11130		3	2
554900		8552D		6,625.02	TECH FUND APP - REV DBL CNT	AJE010	31	3	554900		11231		3	3
554900		8552D		20,870.37	TECH FUND APP - REV DBL CNT	AJE010	31	4	554900		11303		3	4
554900		8552D		630.00	TECH FUND APP - REV DBL CNT	AJE010	31	5	554900		11440		3	5
554900		8552D		5,989.00	TECH FUND APP - REV DBL CNT	AJE010	31	6	554900		11601		3	6
554900		8552D		71,475.37	TECH FUND APP - REV DBL CNT	AJE010	31	7	554900		11603		3	7
554900		8552D		20,893.64	TECH FUND APP - REV DBL CNT	AJE010	31	8	554900		11800A		3	8
554900		8552D		17.45	TECH FUND APP - REV DBL CNT	AJE010	31	9	554900		12130		3	9
554900		8552D		75.45	TECH FUND APP - REV DBL CNT	AJE010	31	10	554900		12140		3	10
554900		8552D		40.00	TECH FUND APP - REV DBL CNT	AJE010	31	11	554900		12150		3	11
554900		8552D		234.17	TECH FUND APP - REV DBL CNT	AJE010	31	12	554900		12440		3	12
554900		8552D		197.20	TECH FUND APP - REV DBL CNT	AJE010	31	13	554900		12570		3	13
554900		8552D		14.99	TECH FUND APP - REV DBL CNT	AJE010	31	14	554900		12840		3	14
				193,675.91										

Prepared by: Jenni Schoner Date: 15MAR04
Explanation: test explanation
Dept Head/Director: _____ Date: _____

Program Name: \\Co3\departments\Cost Accounting\sasprog\misc11\journal_entry_v5.sas R3

(10a) Report R3 shows a summary of the journal entry, with documentation and approval lines. This example reflects the last page of a two-page report.

VIRGINIA TECH
BANNER FINANCE
JOURNAL ENTRY FILE VALIDATION

14:01 Monday, March 15, 2004

Filename = \\Co3\Departments\Cost Accounting\sasprog\Output\Journal Entry data\AJE010tstix.dat

systemid	Fund	Acct	Dr/Cr Ind	Journal Entry Dr/Cr Summary	Journal Entry Loader File Amount	Description	Tran Date	Document Ref No	Activity Date	Bank Code	Dr/Cr Match	Screen	Line
FSJEIX	554900	11130	C	-1,700.00	1,700.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	1	1	1
	554900	8552D	D	1,700.00	1,700.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	1	1	1
	554900	12440	C	-9,122.10	9,122.10	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	2	1	2
	554900	8552D	D	9,122.10	9,122.10	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	2	1	2
	554900	12820	D	-464.45	464.45	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	3	1	3
	554900	8552D	D	464.45	464.45	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	3	1	3
	554900	12840	C	-78.03	78.03	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	4	1	4
	554900	8552D	D	78.03	78.03	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	4	1	4
	554900	12850	C	-406.13	406.13	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	5	1	5
	554900	8552D	D	406.13	406.13	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	5	1	5
	554900	12880	C	-261.53	261.53	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	6	1	6
	554900	8552D	D	261.53	261.53	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	6	1	6
	554900	13120	C	-136.18	136.18	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	7	1	7
	554900	8552D	D	136.18	136.18	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	7	1	7
	554900	13123	C	-1,628.60	1,628.60	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	8	1	8
	554900	8552D	D	1,628.60	1,628.60	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	8	1	8
	554900	13410	C	-1,272.34	1,272.34	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	9	1	9
	554900	8552D	D	1,272.34	1,272.34	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	9	1	9
	554900	12440	C	-10.00	10.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	10	1	10
	554900	8552D	D	10.00	10.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	10	1	10
	554900	13410	C	-296.18	296.18	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	11	1	11
	554900	8552D	D	296.18	296.18	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	11	1	11
	554900	13417	C	-0.90	0.90	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	12	1	12
	554900	8552D	D	0.90	0.90	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	12	1	12
	554900	13540	C	-50.74	50.74	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	13	1	13
	554900	8552D	D	50.74	50.74	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	13	1	13
	554902	12170	C	-7,592.05	7,592.05	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	14	1	14
	554902	8552D	D	7,592.05	7,592.05	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	14	1	14
	554903	11130	C	-4,000.00	4,000.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	15	2	1
	554903	8552D	D	4,000.00	4,000.00	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	15	2	1
	554903	11231	C	-3,340.26	3,340.26	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	16	2	2
	554903	8552D	D	3,340.26	3,340.26	TECH FUND APP - REV DBL CNT	0315	AJE010	03152004	31	16	2	2
FSJEIX				0.00	60,718.98								

Program Name: \\Co3\departments\Cost Accounting\sasprog\misc11\journal_entry_v5.sas R4

(10b) Report R4 displays information to validate the journal entry file.

11. If an output file name is not specified on the Journal Entry screen (described on page 2), then the file created by this application may be found on the network server:
<\\Co3\Departments\Cost Accounting\sasprog\output\Journal Entry data\<filename>>
where filename is that name specified previously in step 1.

This file may be viewed with any text editor application (like Notepad), if necessary. In addition, this file may be subsequently modified using this application by specifying its name as the input file as shown previously on page 2.

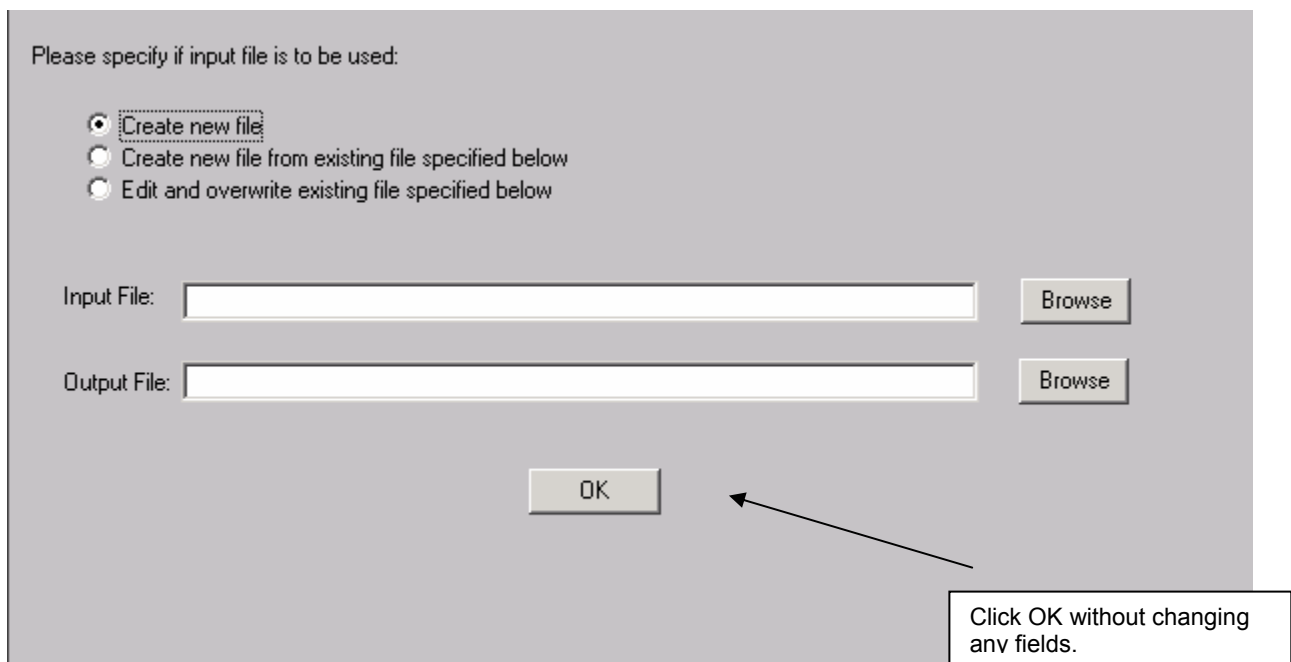
Appendix A – Specifying input and output files in the Journal Entry Application

There are three input/output file options available with this journal entry application: 1) a new file may be created without using an existing file, 2) an existing file may be used as input to create a new file, or 3) an existing file may be modified and overwritten. This appendix gives details on the steps used to accomplish each option.

1) Creating a new file

It is not necessary to specify any file names on the first screen. Discussion (a) explains the how a file can be created by leaving the first screen blank. However, an output file destination may be selected here if desired, and discussion (b) shows how this can be accomplished.

(a) Creating a new file without specifying an output file name



The screenshot shows a dialog box with the following elements:

- Title: Please specify if input file is to be used:
- Three radio button options:
 - Create new file
 - Create new file from existing file specified below
 - Edit and overwrite existing file specified below
- Input File: [text box] [Browse button]
- Output File: [text box] [Browse button]
- [OK button]

An arrow points from a callout box to the OK button. The callout box contains the text: "Click OK without changing any fields."

When this screen appears, the 'create new file' option is automatically selected. It is not necessary to select anything else. The user may just click the OK button to continue to a blank journal entry screen.

Virginia Tech
Banner Finance
Journal Entry (Transfer) Form
Screen # 1

Please enter file name: or leave blank to use Doc Ref # as file name

Please select system ID: FSBEGBAL Beg Bal Entry FSBREVX Reversing Entry FSJE1X Year End Entry

	Debit (Charge)					Description	Encumb#	DocRef#	Credit			
	Fund	Org	Acct	Activity	Amount				Fund	Org	Acct	Activity
1					0.00							
2					0.00							
3					0.00							
4					0.00							
5					0.00							
6					0.00							
7					0.00							
8					0.00							
9					0.00							
10					0.00							
11					0.00							
12					0.00							
13					0.00							
14					0.00							

Screen SUM

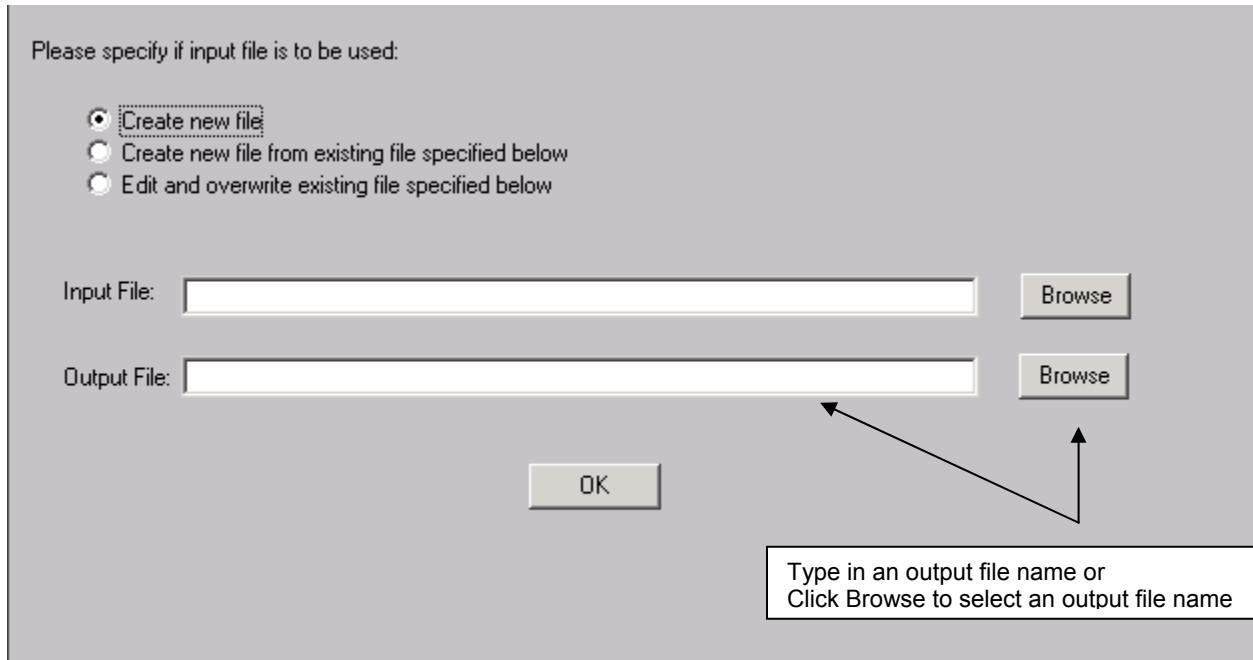
Entry TOTAL

When this screen appears the user may type in a fully qualified file name, such as \\Co3\Departments\Cost Accounting\your_file_name.dat, and when all details of the entry are completed, the file will be saved under this name.

Alternatively, the user may specify a short file name such as your_file_name.dat. When the entry is complete, the file will be saved under \\Co3\Departments\Cost Accounting\sasprog\output\Journal Entry\data\your_file_name.dat.

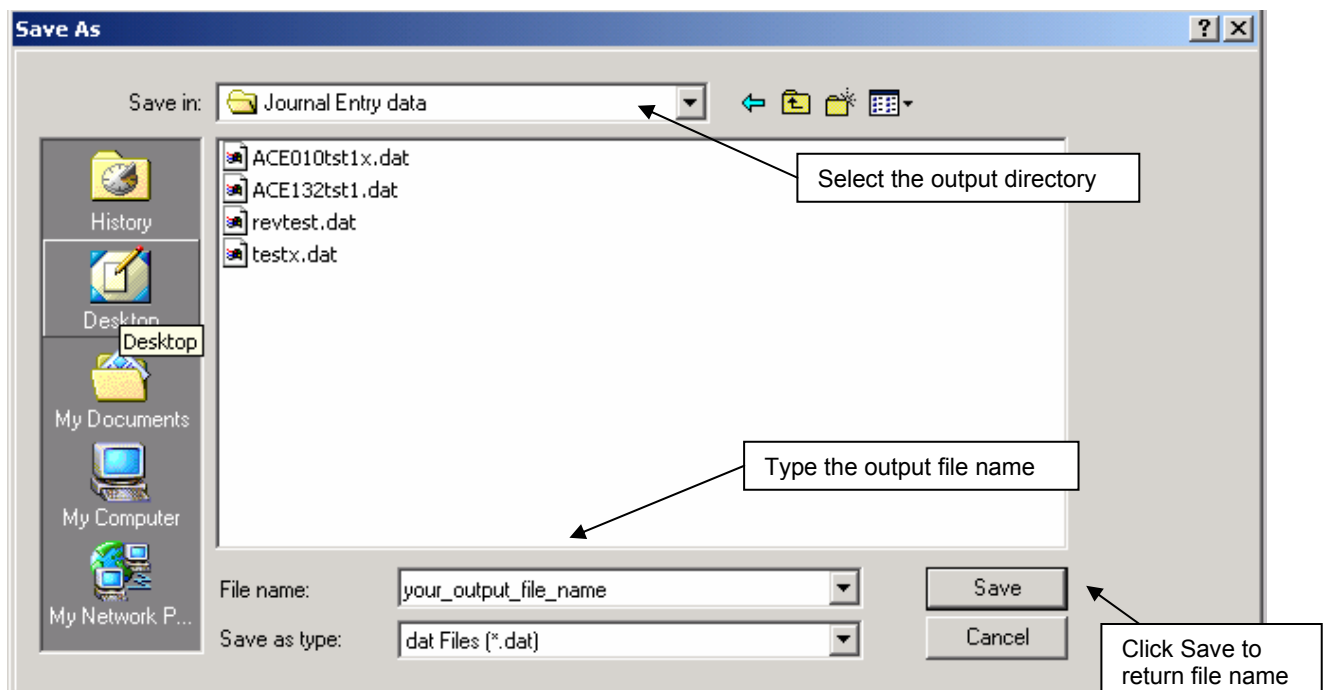
The last possibility is that the user may leave the file name blank, allowing the document reference number on the first detail line to be used as the file name. In this case, when the entry is complete the file will be saved under \\Co3\Departments\Cost Accounting\sasprog\output\Journal Entry data\your_doc_ref.dat.

(b) Creating a new file with an output file specification



When this screen appears, the 'create new file' option is automatically selected. The name of the output file destination may be typed in the 'Output File' entry box, or the 'Browse' button near the output file entry box may be clicked.

If the 'Browse' button is selected, the following screen appears, from which a file name and output directory may be chosen:



Once the output directory and file name have been specified, the fully qualified name carries through to the 'Select Input / Output File' screen:

Select input / output file

Please specify if input file is to be used:

- Create new file
- Create new file from existing file specified below
- Edit and overwrite existing file specified below

Input File: Browse

Output File: Browse

OK

Click OK to return file name

The fully qualified output name also carries through to the 'filename' field on the main journal entry screen:

Virginia Tech Journal Entry

Virginia Tech
Banner Finance
Journal Entry (Transfer) Form
Screen # 1

Please enter file name: or leave blank to use Doc Ref # as file name

Please select system ID: FSBEGBAL Beg Bal Entry FSBBREVX Reversing Entry FSJE1X Year End Entry

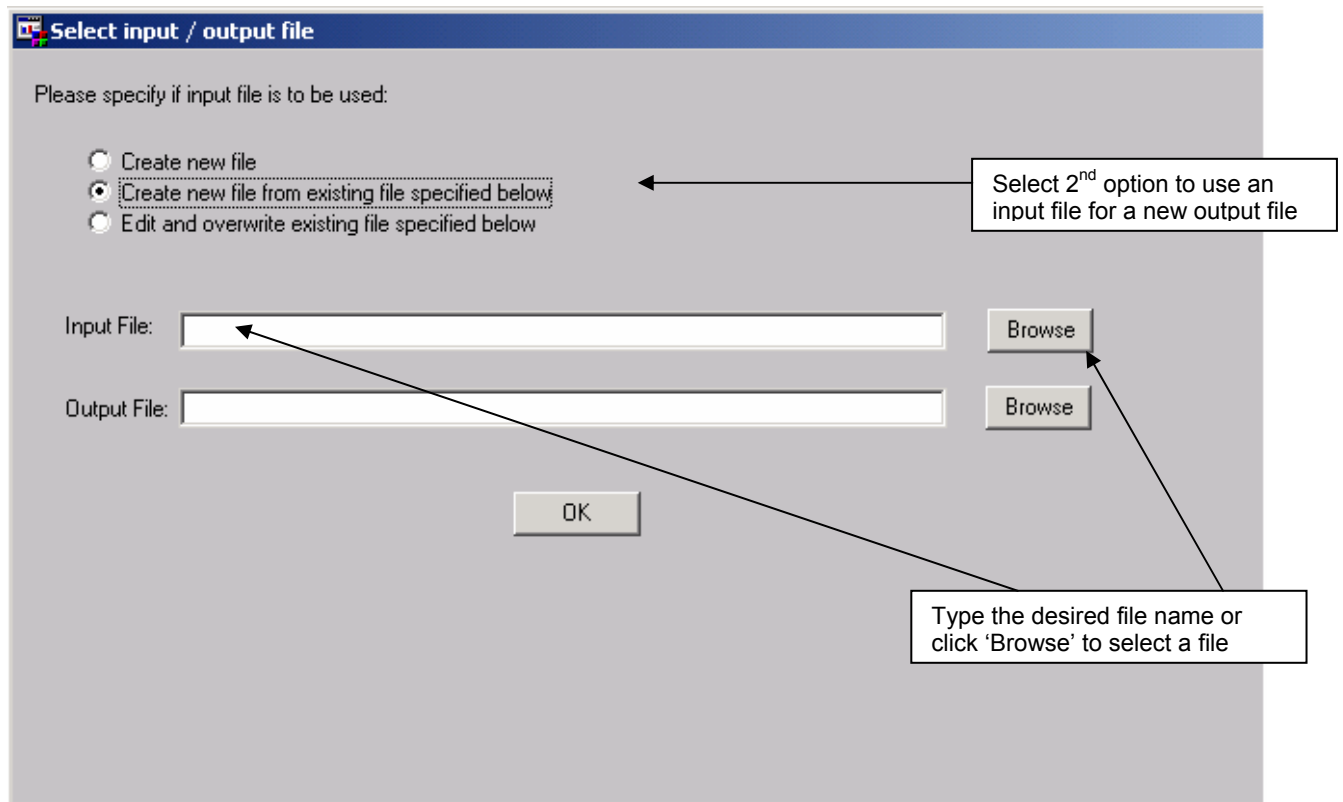
File name selected above

After all detail lines of the journal entry have been created, the new file will be saved under this name.

2) Creating a new file, using an existing file as input

This option allows the user to bring an existing file into the application, modify it and save it under a new name.

When the 'Select Input/Output file' screen appears, select the second option using the up/down arrow or clicking with the mouse.



To specify the input file name, key the fully qualified name (including directory name) into the input file field or click on the 'Browse' button next to the input file entry box to select a file name. If the 'Browse' button is clicked, a dialog box will open to allow the selection of a file (described previously) and the selected file name will be returned to the input file entry box.

After an input file name has been typed or selected, the output file name can be selected in the same way. A fully qualified name may be typed in the output file text entry box, or the 'Browse' button may be clicked to choose a file in a 'Save As' dialog box. If desired, the output file text entry box may be left blank allowing the user to type a file name or use the 'Doc Ref' name from the main journal entry screen as the output file name.

Select input / output file

Please specify if input file is to be used:

- Create new file
- Create new file from existing file specified below
- Edit and overwrite existing file specified below

Input File: \\Co3\Departments\Cost Accounting\sasprog\Output\AJP251.dat Browse

Output File: Browse

OK

Type the desired file name
OR
Click 'Browse' to select a file
OR
Leave blank to specify a file name
on the main journal entry screen

When the desired names have been specified, click 'OK' to proceed to the main journal entry screen. The output file name will appear in the 'file name' text entry box, and the first 14 lines of the input file will appear in the detail section of the screen. After all detail lines of the journal entry have been created, the new file will be saved under the name displayed in the 'file name' box.

Virginia Tech Journal Entry

Virginia Tech
Banner Finance
Journal Entry (Transfer) Form
Screen # 1

Please enter file name: or leave blank to use Doc Ref # as file name

Please select system ID: FSBEGBAL Beg Bal Entry FSBREVX Reversing Entry FSJE1X Year End Entry

Debit (Charge)					Description	Credit					
Fund	Org	Acct	Activity	Amount		Encumb#	DocRef#	Fund	Org	Acct	Activity
1	779299		9119		1,794,412.79		AJP251	779299		9123	
2					0.00						
3					0.00						
4					0.00						
5					0.00						
6					0.00						
7					0.00						
8					0.00						
9					0.00						
10					0.00						
11					0.00						
12					0.00						
13					0.00						
14					0.00						

Screen SUM

Entry TOTAL

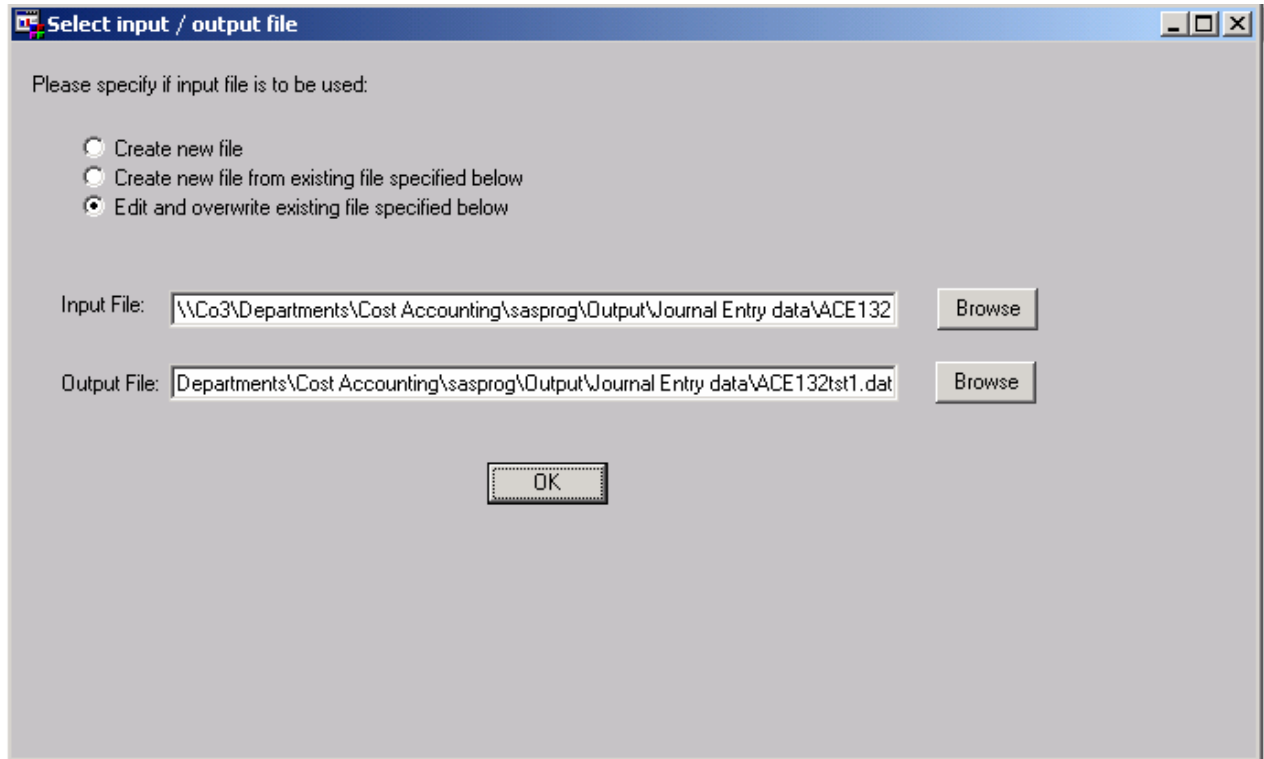
Cancel More Finished

Output file name is displayed

Detail lines from input file display here

3) Editing and replacing an existing file

An input file may be selected in the same way as described above, and the same file name may be used as the output file name, if desired. To accomplish this, select the third option on the 'Select input/output' screen and then use the input browse button to select the file to be edited. After the file name has been selected, the same name will appear in both the input file entry box and the output file entry box.



When 'OK' is selected, the main journal entry screen will appear. The file name will appear in the 'file name' text box, and the first 14 lines of the file data will appear in the detail lines. The file may be edited, one screen (14 lines) at a time, and then will be saved under the same name when the 'Finished' box is clicked.