General Information	. 1	
Create a Journal Entry (JE)	. 1	
Enter Rows	. 2	EJ GEJGE

3. Click on *New Regular Batch* in the upper left corner.

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Description	Status	Added By	Date Added	Last Changed By	Date Changed	Quety	stch #
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- 4. Enter Description (required).
 - Description (batch name) should be something that will help you remember purpose of the batch. Maximum of 60 characters. Note: If the Journal Entry is going to be a recurring JE for you, use the same description/name each time, except change the date or date range. (Ex. Controller's office expense allocation March 2016)
 New Batch Favorites Tools the provide the
 - Click on the save Jubutton to save the JE.
- 1. Click in *Account number* in row 1; enter account number (fund-account code-department). Format = xxxxxx-xxxxx. Use tab key to navigate through fields.

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Project description Account number Account description Post date	Journal Reference Journal Debit Amount Credit Amount Project ID						

- 2. Account description will automatically populate after entering the account number.
 - If description does not auto populate that means the account number you entered does not exist. Email journalentries@brynmawr.edu and request the account number be set up.
 - If description auto populates with ******* that means you do not have the security to use the account. Re-enter account number as 1-79998-99999 (default account number). Then enter the correct account number in the *Batch Notes* field noting the line to change.
- 3. *Post date* Enter post date, must use SAME post date on ALL rows in the batch.
- 4. *Journal Reference* Enter a description of the line you are entering. Be as descriptive as possible because this is the description you will see when you run reports, there is a maximum of 100 characters.
- 5. Journal Should default to Journal entry, DO NOT CHANGE.