

# Morehead Planetarium Journal Entry (Deposit & Accounts Receivable)

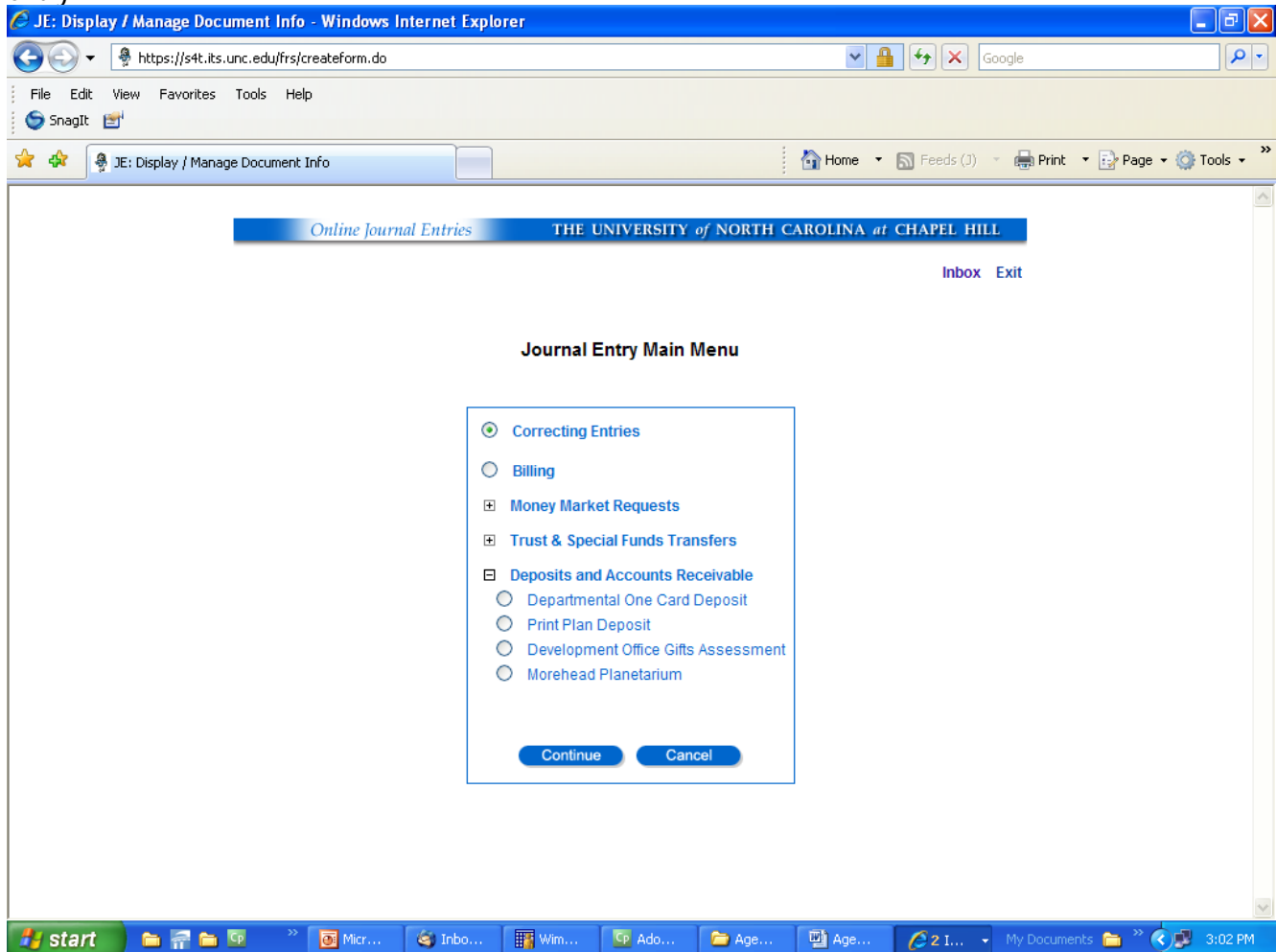
The journal entry is designed to create an entry to record a deposit or account receivable for the Morehead Planetarium, and access is limited to that department (8911).

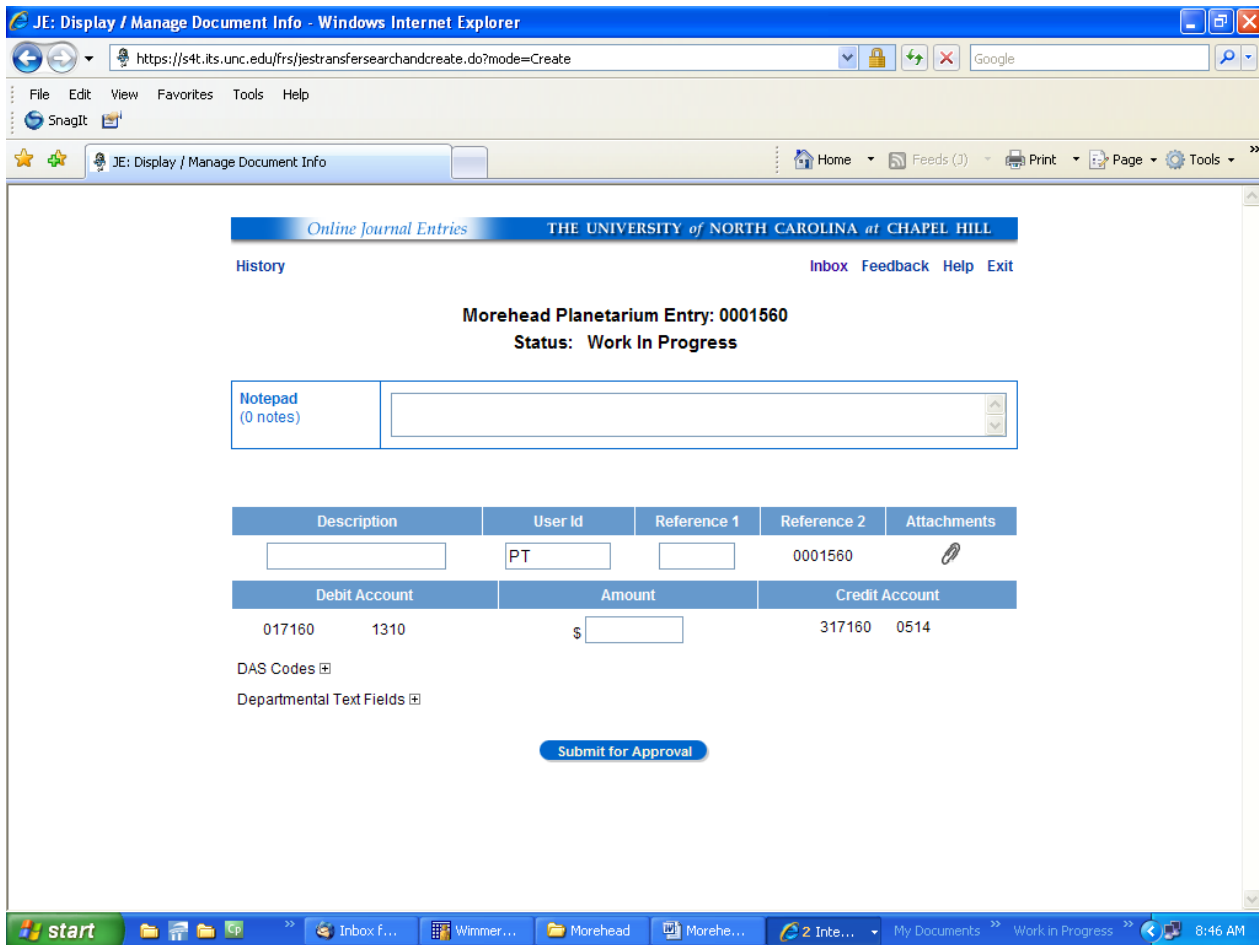
The transaction will require electronic approval at the department level, and then will route directly to Accounting Services for posting.

Business rules unique to this transaction are:

- Debit account (GL) will be 017160-1310
- Credit account (SL) will be 317160-0514

If you select Deposits and Accounts Receivable, then “Morehead Planetarium” from the Journal Entry Main Menu and click **Continue**, this will take you to a screen where you can create a new journal entry.





1. **Notepad:** Enter in the justification in the notepad section.
2. **Description:** Enter in the description.
3. **User ID:** Enter User Id as assigned by Morehead Planetarium.
4. **Ref 1:** Enter deposit number, or other reference.
5. **Ref 2:** This will be the journal entry number, as listed at the top of the page.
6. **Debit and Credit Account number:** These will automatically display the allowed accounts.
7. **Amount:** Enter the amount of the deposit.
8. **Attachments:** Attachments may be added, but are not required.
9. (If you use **InDEPTH** or **Departmental Text Fields**, click the + (plus symbol) next to each area to open up each section.)
10. Click **Submit for Approval**.

You will then receive a confirmation page, which you will want to print for your records. The document will then be routed to the departmental approver. This document will be kept in your Created tab for your records.

The screenshot shows a web browser window titled "JE: Display / Manage Document Info - Windows Internet Explorer". The address bar shows the URL: <https://s4t.its.unc.edu/frs/jessavejetransactionssubtype.do>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Snagit, Home, Feeds, Print, Page, and Tools.

The main content area displays the following information:

- Page Header: **Online Journal Entries** THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL
- Navigation: [History](#) [Inbox](#) [Feedback](#) [Help](#) [Exit](#)
- Entry Title: **Morehead Planetarium Entry: 0001537**
- Status: **Work In Progress**
- Notepad (1 note): 06/03/2008 Test Entry
- Journal Entry Table:

(actions)	Description	TC	Ref 1	Ref 2	Debit Acct	Amount	Credit Acct	DAS
	deposit # 2222	064	inv234	0001537	0-17160-1310 MOREHEAD PLANETARIUM	\$50.00	3-17160-0514 MOREHEAD PLANETARIUM	
						<b>\$50.00</b>	<b>= Total amount of Journal Entry</b>	

Below the table, the routing information is displayed:

This JE will be routed to the following department:

Dept: 8911      Route(s):       Approved: No

A **Submit** button is located below the routing information.

The Windows taskbar at the bottom shows the start button, several open applications (Micro..., Inbo..., Wim..., Ado..., Age..., Age...), and the system clock showing 3:06 PM.

To view the History of the document, or view routing details, click History at the top left of the page. The history will show who created the document and where it is in the approval process.

JE: Document History - Windows Internet Explorer  
https://s4t.its.unc.edu/frs/jeshistorylink.do?jeFormHeaderIDRequest=44428&jeDocIDRequest=0001537&jeSubsystemIDRequest=147&subTypeName=Morehead Planetarium&subTypeID=177

Online Journal Entries THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

**Morehead Planetarium History: 0001537**

Date/Time	Status Before	Status After	Description	By Whom	Program
06/03/2008 15:03:08		Work In Progress	Document Successfully Created.	Wimmer, Kathi E	SaveJETransactionSubtypeAction

[Close Window](#)

Internet 100% 3:08 PM