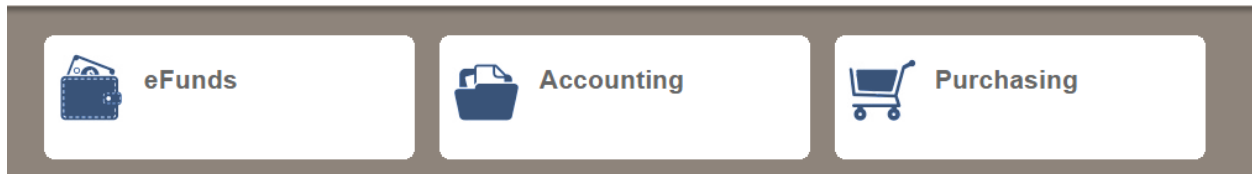


## Journal Entry Support Documentation

- Print the journal entry
- Attach support documentation
  - Accounting Request form or similar form, signed by the Principal
  - Print G/L detail report & highlight the item (revenue or expense) that is being journal entered to another account
  - Attach the original entry support documentation (i.e. original invoice or receipt)

## G/L Detail Report Instructions

### 1. Via - eFunds



### G/L Report



### 2. Details by Department, Account, Dates (July 1, XXXX - June 30, XXXX)

Report Layout	Details By Department, Account	
Page Break?	<input type="checkbox"/>	
Date	July 1, 2018	To June 30, 2019
Report Group	Select ...	***ALL***
Department	Select ...	***ALL***
Account	Select ...	***ALL***

### 3. Department - Uncheck All - Check the relevant Department - OK

Department	Title	Select?
3511	Invest-Short Term	<input type="checkbox"/>
3513	Nancy Jones Legacy	<input type="checkbox"/>
3514	Playground	<input type="checkbox"/>
3517	Resale – Supplies	<input type="checkbox"/>
3518	Scholastic Books	<input type="checkbox"/>
6000	Athletics/Extra Curricular	<input type="checkbox"/>
6009	Field Trips	<input type="checkbox"/>
6022	Swimming	<input type="checkbox"/>
6031	Winter Activ-General	<input checked="" type="checkbox"/>
7002	Coupon Book Fundraiser	<input type="checkbox"/>
7004	Donations-General	<input type="checkbox"/>
7011	Playground Fundraising	<input type="checkbox"/>

4. Account - Uncheck All - Check the relevant Account - OK

Account	Name	Select?
39999	Schools Bank Charges	<input type="checkbox"/>
51700	Schools – Supplies	<input checked="" type="checkbox"/>
51701	Schools – Equipment – General	<input type="checkbox"/>
51702	Schools – Equipment – Technolo	<input type="checkbox"/>
51703	Schools – Postage & Mailing	<input type="checkbox"/>
65200	Schools – Fundraising	<input type="checkbox"/>
65201	Schools – Sales	<input type="checkbox"/>
65202	Schools – Donations	<input type="checkbox"/>
65203	Schools – Fees	<input type="checkbox"/>
66199	Schools Interest Earned	<input type="checkbox"/>
71507	Bank – Schools	<input type="checkbox"/>
71508	Bank – Savings Schools	<input type="checkbox"/>

5. Print

Report Layout: Details By Department, Account

Page Break?

Date: July 1, 2018 To June 30, 2019

Report Group: Select ... \*\*\*ALL\*\*\*

Department: Select ... 6031

Account: Select ... 51700

Print

6. Print G/L detail & highlight the item that is being moved

GL Details By Department, Account

Blewett Elementary School

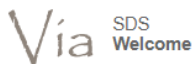
Date : July 1, 2018 To June 30, 2019


Department	Account	Date	Trx No.	Ty	PayTo (Chq#)/RecFrom/Desc	Asset/Liability	Surplus	Revenue	Expense	Balance
6031	Winter Activ-General									
	51700	Schools - Supplies								
		Oct 09, 18	18-05-12	IN	Shantalla Hill (Chq# 499)			499.96		(499.96)
		Nov 20, 18	3419	IN	Lindsay MacKay (Chq# 507)			25.00		(25.00)
		Dec 19, 18	DEC. 19/18 B	IN	Mary-Ann Gaschnitz (Chq# 518)			7.50		(7.50)
		Dec 20, 18	298660000	JC	GST Rebate (12/20/2018)				(.24)	.24
		Jan 18, 19	JAN. 18/19	IN	Jennifer Johnson (Chq# 522)			10.00		(10.00)
		Feb 12, 19	201904	IN	Kootenay Climbing Association (Chq# 529)			1,276.80		(1,276.80)
		Feb 12, 19	FEB. 12/19	IN	Cathy Ahrens (Chq# 530)			55.00		(55.00)
		Feb 15, 19	305	IN	Nelson Soccer Association - Indoor (Chq# 531)			441.00		(441.00)
		Mar 01, 19	FEB. 27/19	IN	Glacier Gymnastics Club (Chq# 534)			1,508.00		(1,508.00)
		Mar 04, 19	6075 & 6074	IN	Whitewater Ski Resort (Chq# 535)			2,098.91		(2,098.91)
		Mar 15, 19	6083 & 6096	IN	Whitewater Ski Resort (Chq# 539)			2,169.40		(2,169.40)
		Apr 03, 19	JAN.16/23/31	IN	Nelson Nordic Ski Club (Chq# 537)			2,030.00		(2,030.00)
		Apr 09, 19	BE003	IN	Malin Christensson (Chq# 543)			240.00		(240.00)
		Apr 09, 19	FEB. 20/19	IN	Shannon Bennett (Chq# 544)			125.00		(125.00)
					51700 Schools - Supplies Total	.00	.00	.00	10,486.33	(10,486.33)
					6031 Winter Activ-General Total	.00	.00	.00	10,486.33	(10,486.33)
					Grand Total	.00	.00	.00	10,486.33	(10,486.33)

7. Attach original entry support documentation (e.g. the original invoice or receipt)


## Entering Journal Entries Instructions

1. Via - eFunds






eFunds



Accounting



Purchasing

2. Journal Entry

eFunds

**General Ledger**

- > Create Departments/Accounts
- > Journal Entry
- > Journal Entry Listing
- > Department Transfers
- > G/L Report

3. Enter Posting Date - Add

Posting Date:

Balance:

Dept	Description	Account	Name	Trx Description	Debit	Credit	+ Add

4. Select information for the account the entry is currently in: Department - Select Account - Enter Description (include relevant dates or transactions numbers e.g. invoice number, receipt number, cheque number)

Department	<input type="text" value="6031"/>	<input type="button" value="v"/>	Winter Activ-General
Account	<input type="text" value="51700"/>	<input type="button" value="v"/>	Schools - Supplies
Description	<input type="text" value="Koot Climb Inv201904 Cheq529 to"/> <small>(Maximum length: 35 characters)</small>		
Debit	<input type="text"/>		
Credit	<input type="text"/>		

Acct Type	Increase	Decrease
Asset	Debit	Credit
Liability	Credit	Debit
Revenue	Credit	Debit
Expense	Debit	Credit
Surplus	Credit	Debit

5. Debit or Credit as appropriate - OK



✓ Ok    ✕ Cancel

Department	6031	▼	Winter Activ-General
Account	51700	▼	Schools – Supplies
Description	Koot Climb Inv201904 Cheq529 to <small>(Maximum length: 35 characters)</small>		
Debit			
Credit	1,276.00		

6. Add

Posting Date:

Balance:

Dept	Description	Account	Name	Trx Description	Debit	Credit	+ Add
2012	Grade 4/5	51700	Schools – Supplies	Koot Climb Inv201904 Chq529 to		1,276.00	

7. Select information for the account the item is being moved to: Department - Select Account - Description - Debit or Credit as appropriate - OK

✓ Ok    ✕ Cancel

Department	6022	▼	Swimming
Account	51700	▼	Schools – Supplies
Description	Koot Climb Inv201904 Chq529 to Swim <small>(Maximum length: 35 characters)</small>		
Debit	1,276.00		
Credit			

8. Print Now - Save



Save Cancel Print Now Print Later

Close

Posting Date: September 19, 2019  
Balance: 0.00

Dept	Description	Account	Name	Trx Description	Debit	Credit	+ Add
2012	Grade 4/5	51700	Schools - Supplies	Koot Clim Inv201904 Chq529 to		1,276.00	
6022	Swimming	51700	Schools - Supplies	Koot Clim Inv201904 Chq529 to Swim	1,276.00		