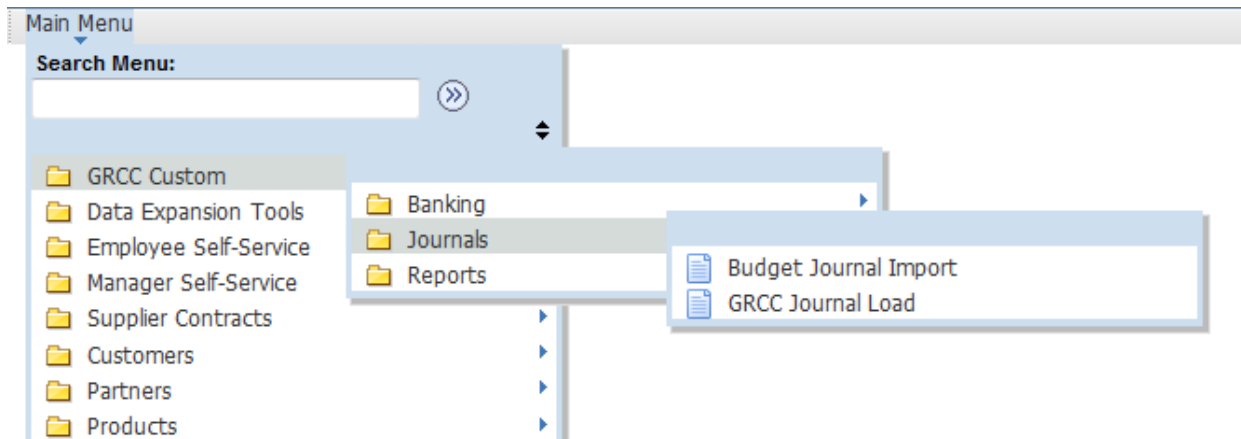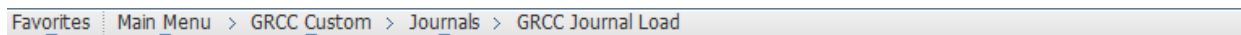# Creating Procard Journals

**Step 1:**

Navigate to GRCC Custom > Journals > GRCC Journal Load



Select the 'Procard' run control and enter the file pathname for in input transactions and left click on the 'Run' button. The filename must be in the following format…..PROCARD-YYYYMMDD.txt.
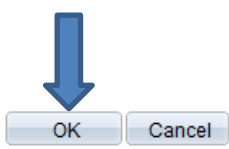


Left click on the 'OK' button to run the process.

Left click on the 'Process Monitor' link to verify the process was successful

**Load GRCC Journals**

| Run Control ID: | Procard_Journals | | Report Manager | Process Monitor | Run |
| Language: | English ▼ | | | | |

**Report Request Parameters**

Unit: GRCC1 🔍

File Name:
\\fas01\shared\groups\public\PSRPT\FINSRV\PROCARD-20121101.txt

Process List | Server List

**Actions**

| User ID JHITCHINGS 🔍 | Type ▼ | Last ▼ | 1 | Days ▼ | Refresh |
| Server ▼ | Name 🔍 | Instance | to | | |
| Run Status ▼ | Distribution Status ▼ | ☑ Save On Refresh | | | |

**Process List**

Personalize | Find | View All | 📊 | 🗓 | First ◄ 1 of 1 ► Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 335870 | | SQR Report | GLS9002 | JHITCHINGS | 01/08/2013 3:52:42PM EST | Success | Posted | Details |

## Step 2:
Navigate to General ledger > Journals > Subsystem Journals > Generate Journals

Favorites | Main Menu

Search Menu:
[                    ] ⊗

- 📁 Cash Management ▶
- 📁 Deal Management ▶
- 📁 Risk Management ▶
- 📁 Financial Gateway ▶
- 📁 VAT and Intrastat ▶
- 📁 Excise and Sales Tax/VAT IND ▶
- 📁 Commitment Control ▶
- 📁 General Ledger
- 📁 Allocations
- 📁 Statutory Reports
- 📁 SCM Integrations
- 📁 Set Up Financials/Supply
- 📁 Enterprise Components
- 📁 Government Resource Dir
- 📁 Background Processes
- 📁 Worklist
- 📁 Application Diagnostics
- 📁 Tree Manager

- 📁 Journals
- 📁 Ledgers
- 📁 Summary Ledgers
- 📁 Close Ledgers
- 📁 Process Multi-Currency
- 📁 Average Daily Balance
- 📁 Open Items
- 📁 Consolidate Financial Data ▶
- 📁 Maintain Standard Budgets ▶
- 📁 Monitor Background Process ▶

- 📁 Journal Entry ▶
- 📁 Standard Journals ▶
- 📁 Import Journals ▶
- 📁 Subsystem Journals
- 📁 Process Journals
- 📁 Suspense Correction

- 📄 Accounting Entry Definition
- 📄 Journal Generator Template
- 📄 Generate Journals

Select the 'Procard' run control and verify the parameters:

- Edit box is checked
- 'Always' push button is on
- Application Business Unit: (blank)
- Ledger Group: ACTUALS
- Template: PROCARD
- Setid: GRCC1
- Accounting Definition Name: PROCARD
- From Date Option: Specify Date
- To Date Option: Specify Date
- From Date: First date on input file transactions
- To Date: Last date on input file transactions

Left click on the 'Run' button

## Generate Journals Request

**Run Control ID:** Procard_Test     Report Manager     Process Monitor     [ Run ]

**Journal Processing Options**

| ☑ Edit | ☐ Budget Check | ☐ Post |
|---|---|---|

**Process Request Parameters**                                                   Find | View All  First ◁ 1 of 1 ▷ Last

**Process Frequency**
- ○ Once
- ● Always
- ○ Don't Run

| | | | |
|---|---|---|---|
| | | Request Number: | 1   [+] [−] |
| | | *SetID: | GRCC1 🔍 |
| | | *Accounting Definition Name: | PROCARD 🔍 |

| Application Business Unit: | 🔍 |
|---|---|
| Ledger Group: | ACTUALS 🔍 |
| Template: | PROCARD 🔍 |

| *From Date Option: | Specify Date ▼ | From Date: | 11/01/2012 📅 |
|---|---|---|---|
| *To Date Option: | Specify Date ▼ | To Date: | 11/30/2012 📅 |

Left click on the 'OK' button to run the process.

## Process Scheduler Request

**User ID:** JHITCHINGS          **Run Control ID:** Procard_Journals

| Server Name: | ▼ | Run Date: | 01/16/2013 📅 |
|---|---|---|---|
| Recurrence: | ▼ | Run Time: | 1:23:41PM   [ Reset to Current Date/Time ] |
| Time Zone: | 🔍 | | |

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|---|---|---|---|---|---|---|
| ☑ | FS_JGEN | FS_JGEN | Application Engine | Web ▼ | TXT ▼ | Distribution |

[ OK ]   [ Cancel ]   [ Refresh ]

Left click on the 'Process Monitor' link to verify the process was successful

# Generate Journals Request

**Run Control ID:** Procard_Test          Report Manager     Process Monitor     [ Run ]

| Journal Processing Options | | |
|---|---|---|
| ☑ Edit | ☐ Budget Check | ☐ Post |

**Process Request Parameters**                                          Find | View All  First ◄ 1 of 1 ► Last

**Process Frequency**
- ○ Once
- ● Always
- ○ Don't Run

**Request Number:** 1                                                    [+] [−]

**\*SetID:** GRCC1 🔍

**\*Accounting Definition Name:** PROCARD 🔍

**Application Business Unit:** [        ] 🔍

**Ledger Group:** ACTUALS 🔍

**Template:** PROCARD 🔍

**\*From Date Option:** Specify Date ▼          **From Date:** 11/01/2012 📅

**\*To Date Option:** Specify Date ▼            **To Date:** 11/30/2012 📅

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### Process List | Server List

**Actions**

| User ID | JHITCHINGS 🔍 | Type | [    ] ▼ | Last ▼ | 1 | Days ▼ | [ Refresh ] |
| Server | [    ] ▼ | Name | [        ] 🔍 | Instance | [    ] to [    ] | | |
| Run Status | [    ] ▼ | Distribution Status | [        ] ▼ | ☑ Save On Refresh | | | |

**Process List**                                        Personalize | Find | View All | 🔳 | 🔢  First ◄ 1 of 1 ► Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 335869 | | Application Engine | FS_JGEN | JHITCHINGS | 01/08/2013 3:29:49PM EST | Success | Posted | Details |

Navigate to Query Manager

Enter query name, JOURNAL_PROCARD

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By  Query Name ▼  begins with  JOURNAL_PROCARD

Search  Advanced Search

Left click on the search key button

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By  Query Name ▼  begins with  JOURNAL_PROCARD

Search  Advanced Search

**Search Results**

*Folder View  -- All Folders -- ▼

Check All  Uncheck All  *Action  -- Choose -- ▼  Go

| Query | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

Personalize | Find | View All | First 1 of 1 Last

| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Run to XML | Schedule |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | JOURNAL_PROCARD | Journal Drill | Public | | Edit | HTML | Excel | XML | Schedule |

Left click on the **Excel** link

Enter the first day of the month that is being processed.

**JOURNAL_PROCARD - Journal Drill**

Date: 01012013 📅

View Results

| Journal ID | Date | Project/Grant Manager Name | Dept Manager | Dept Descr | Project/Grant Descr | Line # | Account | Dept | Fund | Program | Amount | Ref | Line Descr | Instance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Correct information as necessary and send out to Pro card Holder Group via email.

| Journal Drill | 832 | | | | | |
|---|---|---|---|---|---|---|
| Journal ID | Date | Project/Grant Manager Name | Dept Manager | Dept Descr | Project/Grant Descr | Line # |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 2 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 4 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 6 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 7 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 10 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 9 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 5 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 3 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 1 2 |
| PC00139758 | 1/1/2013 | Ross,Raynard | Peterson,James | General College | UPWARD BOUND 2012-2013 | 8 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 7 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 6 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 5 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 3 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 4 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 1 2 |
| PC00139734 | 1/1/2013 | Sherman,Anne | Peterson,James | General College | SPECIAL POPULATIONS 2012-2013 | 9 2 |

The journal entries created by this two-step process can be review by navigating to:
General ledger > Journals > Journal Entry > Create/Update Journal Entries entering the appropriate search parameters, and left clicking on the 'Search' button.