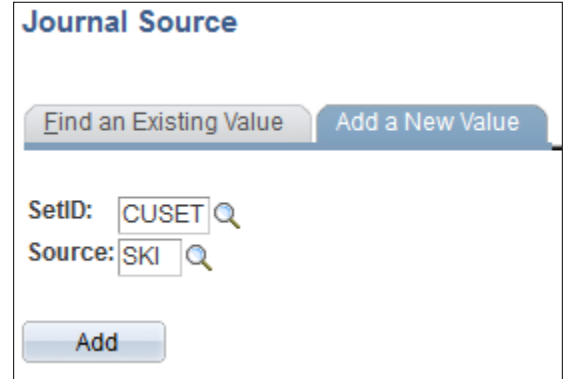1. Create a New Journal Source
   a. Navigate to: NavBar > Set Up Financial/Supply Chain > Common Definitions > Journals > Source
   b. Click the **Add New Value Tab**
      i. Set ID = CUSET
      ii. Source = 3 Character Journal code ie: SKI for Facilities Skire CUIT
      iii. Click **Add**
   c. Fill out definition
      i. Enter Effective Date = 01/01/1901
      ii. Description = Journal source name ie: Facilities Skire CUIT
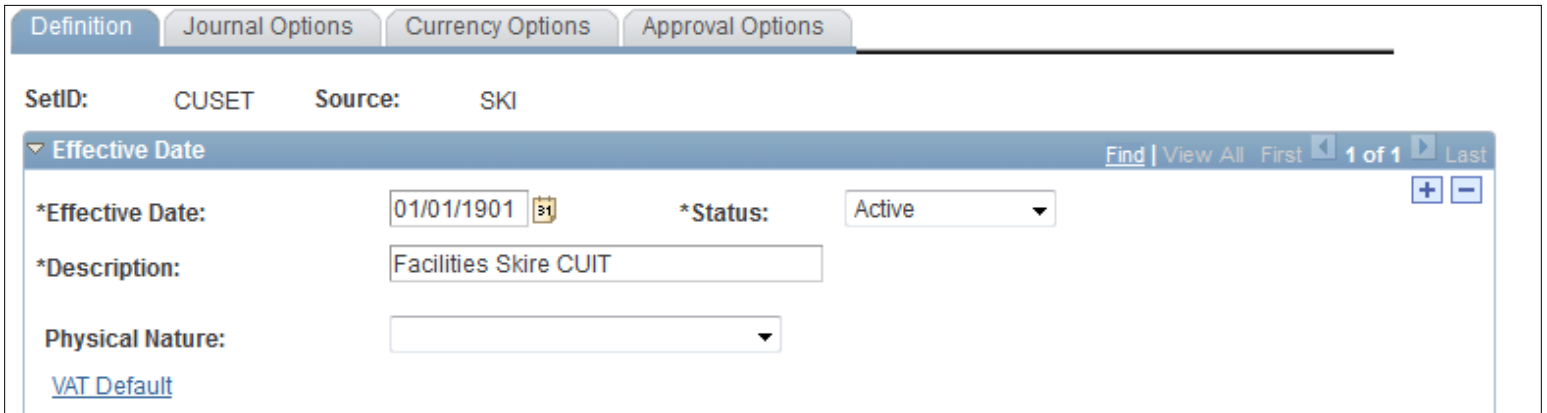
   d. Go to **Journal Options** Tab
      i. Determine if journal Suspense or Recycle and change the following accordingly:
         - Journal Balance Option
         - Journal Edit Error Option
         - Journal Amount Errors Option

ii. Click **Balance Suspense Chartfield**
  - Group = Default
  - Enter Chart Fields and Values
  - Click OK

iii. Repeat step 1.d.ii for **Edit Suspense Chartfields** and **Amount Suspense Chartfield**

iv. Check if this journal needs to change **Currency Options** or **Approval Options**

e. **Click Save**

2. Create a New Journal Generator Template
   a. Navigate to: NavBar > General Ledger > Journal> Subsystem Journals > Journal Generator Template
   b. Click **Add a New Value** tab
      i. SetID = CUSET
      ii. Journal Template = 3 Character Journal code
   c. Click **Add**
   d. Enter Field Values:
      i. Effective Date = 01/01/1901
      ii. Descr = Journal source name
      iii. Accounting Entry in Sync = checked

    iv. Journal Source = 3 character Journal code
    v. Journal ID Mask = 3 character Journal code
   vi. Journal Date = Accounting Date on Transaction
  vii. Alt. Journal Date = Begin Date – From Period

Defaults	Summarization				

SetID: CUSET   Template: SKI

Effective Date   Find | View All   First   1 of 1   Last

*Effective Date: 01/01/1901   *Status: Active   Descr: Facilities Skire CUIT

Options

☑ Accounting Entry In Sync   *Create One Journal Per: Application Business Unit

Reversal Code

◉ Do Not Generate Reversal   ○ Beginning of Next Period   ○ End of Next Period   ○ Next Day

Journal Header Fields

*Journal Source: SKI   Journal ID Mask: SKI
*Journal Date: Accounting Date on Transaction
*Alt. Journal Date: Begin Date - From Period   ☐ Stay in Period
Descr: Reference:
     *Currency Effective Date: Journal Date

Journal Line Fields

Line Descr: Reference:

[Save] [Return to Search] [Notify]   [Add] [Update/Display] [Include History] [Correct History]

    e. Click the **Summarization** Tab
       i. Click Retain Detail

Defaults	Summarization		

SetID: CUSET   Template: SKI

Effective Date   Find | View All   First   1 of 1   Last

Effective Date: 01/01/1901   Status: Active   Descr: Facilities Skire CUIT

Primary Summarization Option   **Alternate Summarization Option**

How Specified Option

○ Summarize to Account, AltAcct
○ Summarize to All ChartFields
○ Summarize by Selected CF's
◉ Retain Detail

How Account Specified

◉ All Account Values
○ Selected Account Values
○ Selected Tree Nodes

How Default Specified

○ Summarize to Account, AltAcct
○ Summarize to All ChartFields
○ Summarize by Selected CF's
◉ Retain Detail

Tree Information

Tree Name:

[Save] [Return to Search] [Notify]   [Add] [Update/Display] [Include History] [Correct History]

      f.   Click **Save**

3. Create an Accounting Entry Definition
   a. Navigate to: NavBar > General Ledger > Journals > Subsystem Journals > Accounting Entry Definition
   b. Click **Add New Value**
      i. SetID = CUSET
      ii. Accounting Definition Name = 3 Character journal code + DEFN ie: SKIDEFN
   c. Click **Add**
   d. Enter Field Values:
      i. Description = Journal source name
      ii. Record = ZCU_EXT_ACCT_LN
      iii. Default Template = 3 character Code
      iv. Record Update = ZCU_EXT_ACCT_LN
      v. System source = JrnlGen – Accounts Payable
      vi. Accounting Date = ACCOUNTING_DT
      vii. Monetary Amount = MONETARY_AMOUNT
      viii. Foreign amount = FOREIGN_AMOUNT
      ix. Statistical Amount = STATISTICAL_AMOUNT

Accounting Entry Definition

Find an Existing Value | Add a New Value

SetID: CUSET
Accounting Definition Name: SKIDEFN

Add

Accounting Entry Definition

SetID: CUSET   Accounting Definition: SKIDEFN
Description: Facilities Skire CUIT

Accounting Entry

*Record: ZCU_EXT_ACCT_LN   Default Template: SKI
Record Update: ZCU_EXT_ACCT_LN   *System Source: JrnlGen - Other
Page Name: ☑ Cross Product Drill Down
☐ Skip Commitment Control In GL   Commitment Control Amount Type: Actuals and Recognized

Field Names

*Accounting Date: ACCOUNTING_DT   Journal Ref:
*Monetary Amount: MONETARY_AMOUNT   Jrnl Descr:
*Foreign Amount: FOREIGN_AMOUNT   Open Item Key:
Statistical Amount: STATISTIC_AMOUNT

▼ Chartfield Mapping   Customize | Find | View All | 🗗 | ⊞ First ◄ 1-2 of 10 ► Last

Field Name	ChartField	Summarize ChartField		
Account	Account	☑	+	−
Fund Code	Fund Code	☑	+	−

▶ Multibook Order By

e. For **Chartfield Value Mapping** enter the flowing values Under **Field Name** and **ChartField** click the **+** button to add a new row.
   i.   Account
   ii. Fund Code
   iii. Department
   iv. PC Business Unit
   v.   Project
   vi. Activity
   vii. Initiative
   viii. Segment
   ix. Site
   x.   Function

f. Click **Save**

4. Add Journal Source to CU_JRNL_SRC_SEC tree
   a. Navigate to: NavBar > Tree Manager > Tree Manager
   b. Enter tree name CU_JRNL_SRC_SEC

       i. Click Search

c. If Journal Source is an Internal Transfer click the leaf that appears on the line when INTERNAL_TRANSFER_JE is highlighted and skip to set e.

d. If the Journal Source is from an external source click the leaf next to REGULAR_JE that appears when that line is highlighted.

e. Enter field values:
      i. Range From = 3 character journal code
     ii. Range To: 3 character journal code
    iii. Click **Add**

f. Click **Save** at the top of the tree that only appears after the tree has been altered.

5. If Journal Source requires approval add journal source to CU_JOURNAL_SOURCE tree
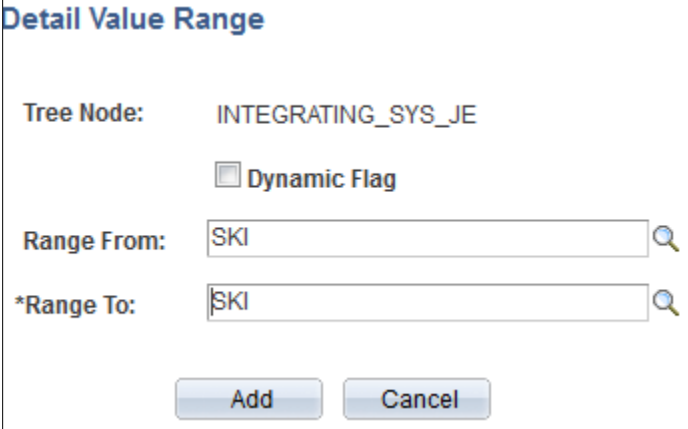
a. to: NavBar > Tree Manager >
   Tree Manager
b. Enter tree name
   CU_Journal_Source
   i. Click **Search**
c. Click the leaf next to the
   appropriate Node. Most likely
   this will be INTERGRATING_SYSTEM_JE
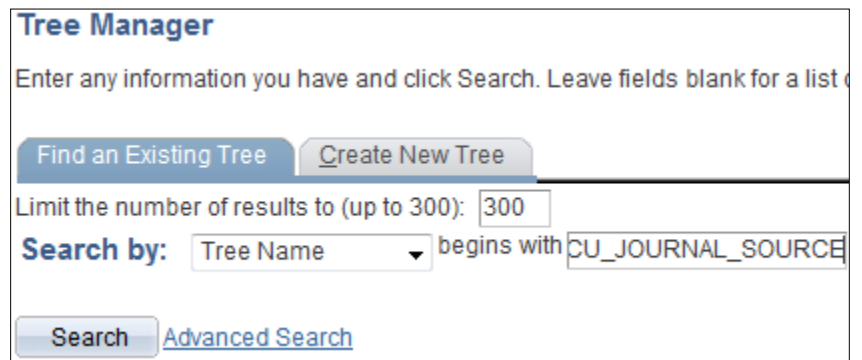
d. Enter field values:
   i. Range From = 3 character journal code
   ii. Range To: 3 character journal code
   iii. Click **Add**

e. Click **Save** at the top of the tree that only appears after the tree has been altered.

6. If Journal Source requires approval add journal source as a new Route Control Profile
   a. Navigate to: NavBar > People Tools > Workflow > Routings & Roles > Route Control Profiles
   b. Click the **Add New Value** Tab
      i. Enter field Value:
         • Route Control Profile = JRNL_SOURCE_(3 chacracter Journal code)
      ii. Click **Add**
   c. Enter field values:
      i. Description = Journal Source name
      ii. Route Control Type = Journal Source
      iii. Range: From Value = 3 Character Journal code
      iv. Range: To Value = 3 character Journal code
   d. Click **Save**

Route Control Profile

Route Control Profile: JRNL_SOURCE_SKI

Description: Facilities Skire CUIT

Routing Control

Find | View All First ◄ 1 of 1 ► Last

*Route Control Type: Journal Source

Range

Find | View All First ◄ 1 of 1 ► Last

From Value: SKI

To Value: SKi

Save | Return to Search | Notify | Refresh | Add | Update/Display

7. Identify approver for new Journal Source and assign role "CU_LL_WF_INTEGRATING_SYSTEM" and apply new route control to approver profile