

# JD Edwards – Attaching Backup Documentation to a Journal Entry

## Overview and Audience

JD Edwards allows users to attach documents or add text notes to a journal entry. Once attached, users whom have rights to view these journals can also review the supporting documentations. In order to cut down on paper storage and filing, accountants are encouraged to eschew hard copy journal approval documents in favor of these electronic attachments.

**This is a two-step process.** First create the journal entry. Then, after the journal has been created, edit the journal to add the attachment. **You cannot add the attachment at the same time you are creating the journal entry.**

## Adding Backup Documentation to a Journal Entry

1. You will first create the journal entry, noting the batch number and document number associated with the transaction. Find and select that journal from the *Work with Journal Entries* page.

*For details on how to create, edit, delete, or post journal entries please see the JD Edwards General Accounting user guide.*

| Document Type | Document Number | Document Company | G/L Date   | P N | Explanation               | Ledger Type | Batch Type | Batch Number | User ID  |
|---------------|-----------------|------------------|------------|-----|---------------------------|-------------|------------|--------------|----------|
| J1            | 80 75917        |                  | 05/31/2016 |     | 5 Rvrs Onesite beg Balnce | AA          | G          | 1556590      | FNORELLI |

2. On the *Enter Journal Entries* page, you will be in edit mode. Be careful not to change any of the journal data. Select the FIRST detail line of the journal entry. As a best practice, you will only attach backup to the first line. **There is no need to do so on every detail line.**
3. With the first detail line selected, **Row** exit to the **Attachment** option.

| Account Number * | Debit Amount | Credit Amount | Account Description   | Remark                  |
|------------------|--------------|---------------|-----------------------|-------------------------|
| 75917 100410     |              | 83,907.92     | Cash Operating-1      | Rvrs Onesite beg Balnce |
| 75917.104410     | 83,907.92    |               | Tenant Receivable     | Rvrs Onesite beg Balnce |
| 75917.207091     | 43,285.50    |               | Dep Pay-Trnt Security | Rvrs Onesite beg Balnce |
| 75917.101109     |              | 43,285.50     | Cash Sec Dep-Tenant   | Rvrs Onesite beg Balnce |
| 75917.207091     | 522.00       |               | Dep Pay-Trnt Security | Rvrs Onesite beg Balnce |
| 75917.101109     |              | 522.00        | Cash Sec Dep-Tenant   | Rvrs Onesite beg Balnce |

4. The *Media Object Viewer* page will appear. There are numerous types of attachments that can be added to a journal; text, file, or URL are the most common. For the purposes of this job aid, we will assume the attachment is a file document. Examples can be saved approval emails, copies of work papers, or other documents received showing a requirement for a journal entry.
5. To attach a file, select the **File** icon from the application tool bar.

Media Object Viewer

Text File URL QLE Templates Characterize

- On the *Media Object Viewer Add – File* page, click the radio button to **Select Local File**, and then **Browse** to that file located on your computer or shared network drive.

If utilizing the IE11 internet browser, you can drag and drop the file from the File Explorer application to the section that reads “drop file here”

- Once you’ve added a file document, an icon will display on the left of the screen indicating the file that was added. You will also receive a message indicating that the media object is for viewing purposes only.
- Whilst still in the *Media Object Viewer* application you can continue to add files. When completed adding files, click the **Save** button on the application tool bar.

- The system returns to the *Journal Entry* screen. Next to the detail line you selected you will see a paperclip icon indicating that the line has an attachment. Select **OK** to save the edits to the journal entry and exit the journal entry application.

| Records 1 - 10                      | Account Number * | Debit Amount | Credit Amount | Account Description  |
|-------------------------------------|------------------|--------------|---------------|----------------------|
| <input checked="" type="checkbox"/> | 75917.100410     |              | 83,907.92     | Cash Operating-1     |
| <input type="checkbox"/>            | 75917.104410     | 83,907.92    |               | Tenant Receivable    |
| <input type="checkbox"/>            | 75917.207091     | 43,285.50    |               | Dep Pay-Tnt Security |
| <input type="checkbox"/>            | 75917.101109     |              | 43,285.50     | Cash Sec Dep-Tenant  |

**NOTE:** If the journal entry document types is for both accrual and cash ledgers (document type 'JE') this process will need to be performed to each transaction).

## Reviewing Journal Attachments in the Ledger

The **Account Ledger Inquiry** application (P09200) is used to review all the transactions within one account. You can drill into the transaction details from within this application. As such, you can search for journal entries (*where document type equals J1, JZ, JE, etc.*), drill into them to see the details, and retrieve the corresponding backup documentation. This is the reason we added the backup documentation on the first detail line of the journal entry and did not need to add it to the other detail lines.

1. From the *Account Ledger Inquiry*, inquire on one of the accounts listed in the details of your journal entry.
2. Find and select the journal entry transaction to drill into its details.

**Account Ledger Inquiry - Work With Account Ledger**

Account: 75917.207091 Dep Pay-Tnt Security  
 Ledger Type 1: AA USD General Ledger  
 Type/Subledger: \*  
 From Date: 05/01/2016  
 Thru Date: 05/31/2016  
 Currency Code: \*  
 Cumulative: 44,316.09  
 YTD: 1,201.00

Records 1 - 6

| Do Ty                               | Document Type | Doc Number                   | Doc Co   | G/L Date   | Explanation             | LT 1 Amount | LT 1 Debit |
|-------------------------------------|---------------|------------------------------|----------|------------|-------------------------|-------------|------------|
| <input checked="" type="checkbox"/> | J1            | Journal Entry - Accrual Only | 80 75917 | 05/31/2016 | Rvrs Onesite beg Balnce | 43,285.50   | 43,285.50  |
| <input type="checkbox"/>            | J1            | Journal Entry - Accrual Only | 80 75917 | 05/31/2016 | Rvrs Onesite beg Balnce | 522.00      | 522.00     |
| <input type="checkbox"/>            |               |                              |          |            | Column Total            | 43,807.50   | 43,807.50  |
| <input type="checkbox"/>            |               |                              |          |            | Ledger Total            | 43,807.50   | 43,807.50  |
| <input type="checkbox"/>            |               |                              |          |            | Posted Total            |             |            |
| <input type="checkbox"/>            |               |                              |          |            | Unposted Total          | 43,807.50   | 43,807.50  |

3. The *Journal Entry* application will open, displaying all the details recorded within that transaction. Note that the backup documentation for this journal entry is attached to the first detail line. You can click directly on the paperclip icon associated with the first line in order to view the backup documents.

**Account Ledger Inquiry - Journal Entry**

Batch Number: 1556590 Model: Percent: Reverse:

Doc Type/No/Co: J1 80 75917 G/L Date: 05/31/2016  
 Explanation: Rvrs Onesite beg Balnce Ledger Type: AA USD  
 Currency: USD Exchange Rate: Base Currency: USD Foreign:

Records 1 - 10 > X

| Account Number *                      | Debit Amount | Credit Amount | Account Description  |
|---------------------------------------|--------------|---------------|----------------------|
| <input type="checkbox"/> 75917.100410 |              | 83,907.92     | Cash Operating-1     |
| <input type="checkbox"/> 75917.104410 | 83,907.92    |               | Tenant Receivable    |
| <input type="checkbox"/> 75917.207091 | 43,285.50    |               | Dep Pay-Tnt Security |
| <input type="checkbox"/> 75917.101109 |              | 43,285.50     | Cash Sec Dep-Tenant  |