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## Journal Entry Utility Manual





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## INTRODUCTION

The Journal Entry Spreadsheet is a journal entry report for use with the Everest Payroll system. It allows you to manage the mapping of payroll items to your specific general ledger codes to create a custom report specific to your organization's needs. Additionally, the added functionality will allow you to retrieve further information about your payroll, employee and department costs as well as the ability to create an a file to import journal entries to a range of accounting programs.

If you have any questions or need assistance is setting up your Journal Entry Spreadsheet for your organization, please contact the Alpine Crew:

**Email** [alpinecrew@ibexherd.com](mailto:alpinecrew@ibexherd.com)

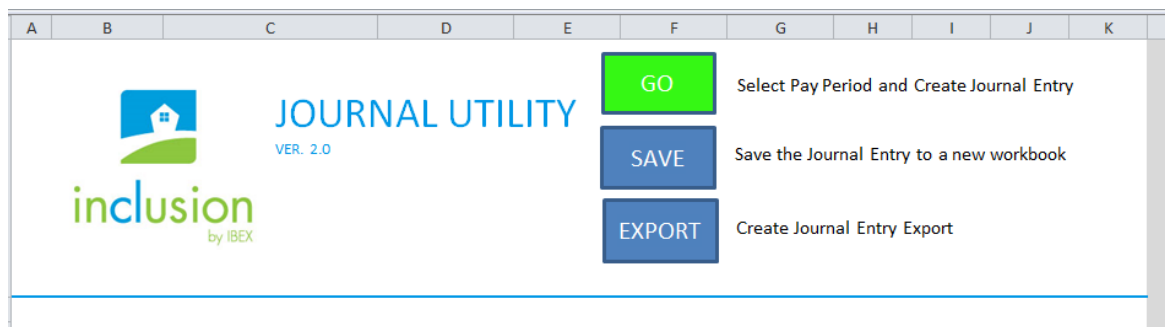
**Phone** 204-478-3700

**Toll Free** 1-800-335-0039

## SPREADSHEET OVERVIEW

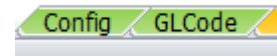
### Main Tab

The **Main** tab contains the buttons necessary to load in data from Everest, saving a journal entry report in a new workbook and exporting a journal entry import file for different accounting software. More on this tab and its functions is covered in the *Functions* page.

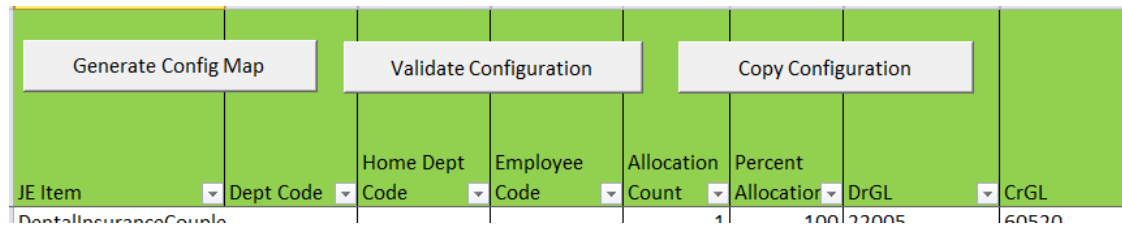


### Configuration Tabs

The Configuration tabs (Config, GLCode) are the tabs that you input the data that determines the journal entries.



The **Config** tab holds the mapping of the JEItems to GLCodes. More on this tab is covered in the *Mapping* page.



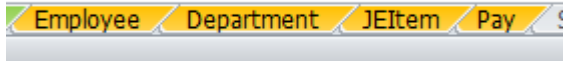
JE Item	Dept Code	Home Dept Code	Employee Code	Allocation Count	Percent Allocation	DrGL	CrGL
DentalInsuranceCouple				1	100	22005	60520



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## Data Tabs

The Data tabs (Employee, Department, JEItem, and Pay) hold the information retrieved from Everest on the company and payroll. These tabs should not be edited, and are refreshed whenever transactional data is retrieved (see *Run the Report*).



The **Employee** tab holds information on every employee in the company, both active and inactive.

The **Department** tab holds information on every department defined in the company.

The **JEItem** tab holds information on every item that may be used in the Journal Entry report. Each item is identified with a *JEItem Code*, which is used when configuring the Journal, a description (*ItemDescription*) and the item type (*ItemType*) which identifies each item as a Deduction, Benefit, Earning, Hourly Earning, Salary Earning, Company Contribution or Invoice Charge. Item types are explained in more detail in the *Journal Entry Item Types* table below.

The **Pay** tab holds information on all transactions occurring in the currently loaded payrun or date range. This data is used to generate the resulting Journal Entry Report.



### ***Journal Entry Item Types***

Journal Entry Item Types categorizes each pay item into the type of transaction. Each type is defined in the below chart:

<b>JE Type</b>	<b>Originates From</b>
<b>Deduction</b>	Deduction payroll instruction
<b>Benefit</b>	Benefit payroll instruction
<b>Earning</b>	Earning payroll instruction
<b>Hourly Earning</b>	Hourly Earning payroll instruction
<b>Salary Earning</b>	Salary Earning payroll instruction
<b>Employer Contribution</b>	Calculated employer contributions (CPP, EI, QPIP, QPP)
<b>Invoice Charge</b>	Items that appear on the payroll invoice.

### **JE Import Tab**

After a successful export, a tab named *JE Import* will appear. This tab is populated by the current payroll data loaded into the utility in a format specified by the accounting software chosen. Each time new data is loaded, this sheet will disappear. Each time EXPORT is clicked, the data in this sheet will be cleared.



## FUNCTIONS

### Connecting to Everest

On the *Main* tab, click the *GO* button in the upper right-hand corner.



Select Pay Period and Create Journal Entry

A pop-up window similar to the one below will be displayed. Complete your login information (same as your login credentials for Everest) and click *Login*. You may check *Remember Me* if you want the form to remember your user name.

Once you have successfully logged in, you can select the options you want for loading the data.

Select the organization you are working with.

Then select which information you want to retrieve. You may choose to not select the *Pay* option if you are only interested in employee, department and journal entry information.

**Load Data**

User Name:

Password:

Remember Me

Organization:

Employee

Department

JE Item

Pay

Enter Pay Data Range

By Payrun

Payrun No:

Pay Year:

By Date Range

Start Date:

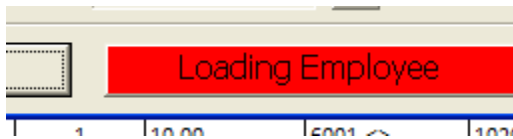
End Date:

Load

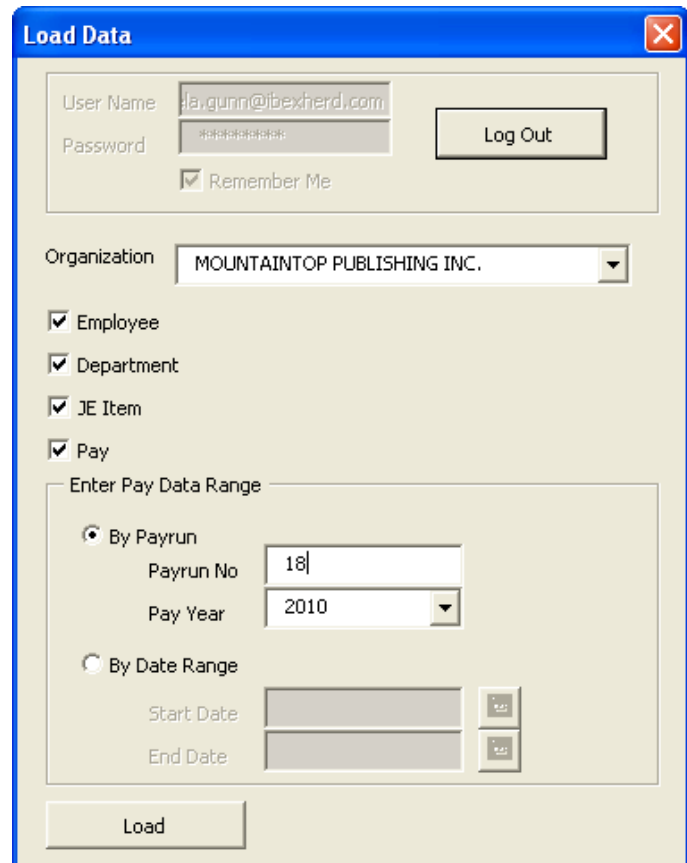
If you do opt to load payrun information, you will select either to retrieve data by payrun or by a date range.

If you load by payrun, enter the *Payrun No* **without spaces**. For example; a regular payrun would require “18” an adhoc payrun would be “18A”

Click *Load* when you are ready to load the selected data. A status bar will be displayed indicating what data the spreadsheet is currently loading.



A pop up indicating the loading has been completed will appear. Click OK.

**Load Data**

User Name: ja.gunn@ibexherd.com  
 Password: [REDACTED]   
 Remember Me

Organization: MOUNTAINTOP PUBLISHING INC.

Employee  
 Department  
 JE Item  
 Pay

Enter Pay Data Range

By Payrun  
 Payrun No: 18  
 Pay Year: 2010

By Date Range  
 Start Date: [REDACTED]   
 End Date: [REDACTED]

Then, close the *Load Data* window by clicking the close button (x) in the top right corner. After a successful load, a journal entry report will be available on the Main tab to view.



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### Running the Report

Once you have loaded your data from Everest, clicking on the *SAVE* button on the *Main* tab will generate the JE report in a new spreadsheet. For more information on this see *Journal Entry Report Overview*.



Save the Journal Entry to a new workbook

### Creating an Export File

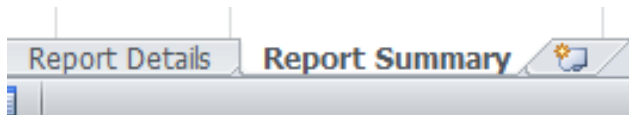
Once you have loaded your data from Everest, clicking on the *EXPORT* button on the *Main* tab will create a file to import journal entries to a selected accounting program. See *Export Overview* for more information.



Create Journal Entry Export

## REPORT OVERVIEW

By clicking SAVE on the Main tab, the Journal Entry Report opens in a new spreadsheet. This spreadsheet has two sheets: *Report Details* and *Report Summary*. *Report Summary* will default as the active sheet.



### Report Summary

The Report Details tab is a list of all data that is used to generate the Report Summary. **Do not edit this data**; changes will result in changes to the resulting Journal Entry Report. You can add a filter to the header row to view specific information in this list, but typically you will not need to use this data, as it is summarized for you on the Report Summary. If you need a break-down on the source of each journal entry, use the Report Summary page's functionality, described in *Getting More Detail*. Useful on this page is the Report Notes column, which will identify transactions that are not allocated.

### Report Details

The first three lines of the sheet contain the report name, payrun and pay date of the journal entry displayed.

Below that are filters that allow you to narrow the resulting journal by JE Item, Employee Code, Department Code (where item was generated), Home Department (of the employee) and Comments (as entered on the Config Tab).

Below the filters is the resulting journal entry. This grid can be sorted and filtered by GL Code, Description and Transaction (Dr or Cr).

Below you will see what a typical generated journal entry looks like. The data has been collected and aggregated in a *Pivot Table*.



B	C	D	E	F	G
Journal Entry Report					
Payrun : 2					
Pay Date : 19/04/2012					
JE Item	(All) ▼				
Emp Code	(All) ▼				
Dept Code	(All) ▼				
Comments	(All) ▼				
			Transaction ▼		
GL Code ▼	Description ▼	Home Dept Code ▼	Dr	Cr	
22005	Bank		3530.38	121328.91	
22055	RPP			2619.54	
22095	LTD			507.67	
23110	GST		5.3		
60000	SalaryPay		82065.49		
60010	OvertimePay		2425.71		
60030	BonusPay		31125		
60500	CPP_EC / EI_EC		5532.5		
60520	DentalInsuranceSingle			403.17	
60550	VacationPayEarnedPaid		61.48		
65510	Processing Fees		113.43		
Grand Total			124859.29	124859.29	

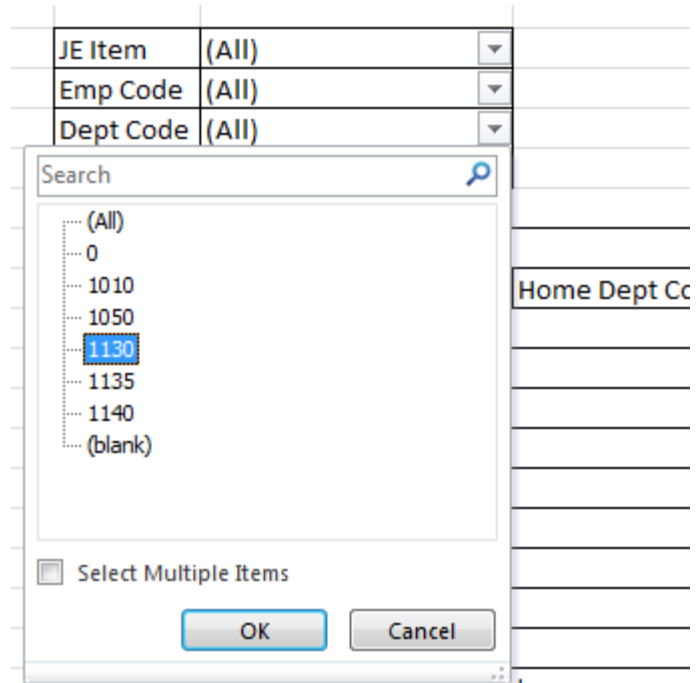
## Journal Entry Report: Getting More Detail

The Journal Entry Report on the *Report Details* tab provides many ways of viewing, filtering and drilling-down into the data.

### Filtering Data

Filters above the journal table allow you to narrow the resulting journal by JE Item, Employee Code, Department Code (where item was generated), Home Department (of the employee) and Comments (as entered on the Config Tab). To set a filter, click on the down arrow beside the filter item, and select the values to be displayed.

Below is a view on how the journal looks if only Dept. 1050 is considered:



The screenshot shows a filter dropdown menu with the following options: (All), 0, 1010, 1050, 1130 (highlighted), 1135, 1140, and (blank). Below the list is a checkbox for 'Select Multiple Items' and 'OK' and 'Cancel' buttons.

JE Item	(All)			
Emp Code	(All)			
Dept Code	1050			
Comments	(All)			

GL Code	Description	Home Dept Code	Transaction	
			Dr	Cr
22005	Bank		110.1	2620.93
22055	RPP			73.27
22095	LTD			17.79
60000	SalaryPay		2442.4	
60500	CPP_EC / EI_EC		178.53	
60520	DentalInsuranceSingle			19.04
<b>Grand Total</b>			<b>2731.03</b>	<b>2731.03</b>

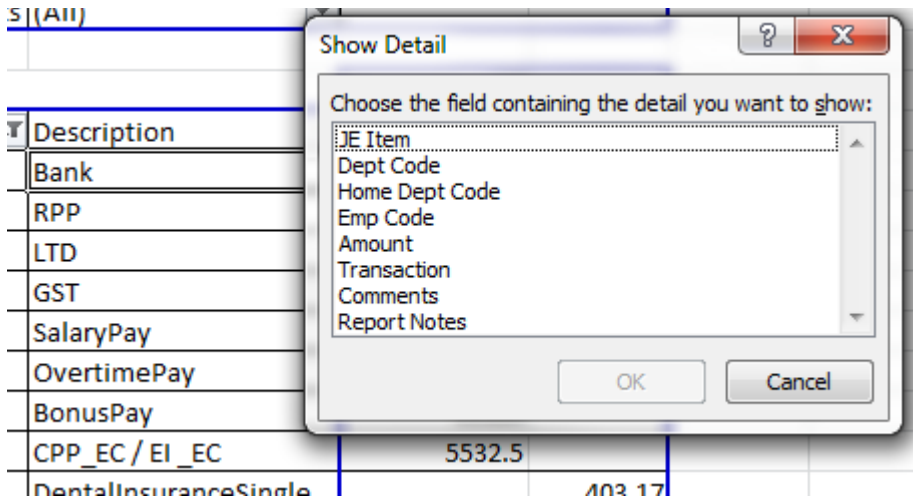
### Expanding Data

To view more detail in the journal, double click one of the cells under Description. A *Show Detail* pop-up will appear, in which you can select the field you want the detail on.

		Transaction	
GL Code	Description	Dr	Cr
22005	Bank	3530.38	121328.91
22055	RPP		2619.54
22095	LTD		507.67
23110	GST	5.3	
60000	SalaryPay	82065.49	
60010	OvertimePay	3435.71	

Double click a single cell under the *Description* column.

In the below example, after double clicking on Bank, the show detail window appears. Home Dept. Code is selected. By clicking the + symbol beside the Description of each GL Code the individual transaction amounts from each home department are displayed.



Description	Dr	Cr
Bank		
RPP		
LTD		
GST		
SalaryPay		
OvertimePay		
BonusPay		
CPP_EC / EI_EC	5532.5	
DentalInsuranceSingle		403.17

The result shown here has the *Bank*, *LTD* and *SalaryPay* GL Codes expanded to show additional details for each GL Code by *Home Dept. Code*.

			Transaction	
GL Code	Description	Home Dept Code	Dr	Cr
22005	Bank	0		118.73
		1010	7.19	696.25
		1050	110.1	2620.93
		1130	458.35	15006.03
		1135	47.82	2375.86
		1140	2906.92	100511.11
		Bank Total		
22055	RPP			2619.54
22095	LTD	1050		17.79
		1130		94.22
		1135		19.06
		1140		376.6
LTD Total				507.67
23110	GST		5.3	
60000	SalaryPay	1010	640	
		1050	2442.4	
		1130	13551.92	
		1135	2220.8	
		1140	63210.37	
SalaryPay Total			82065.49	
60010	OvertimePay		2425.71	
60030	BonusPay		31125	
60500	CPP_EC / EI_EC		5532.5	
60520	DentalInsuranceSingle			403.17
60550	VacationPayEarnedPaid		61.48	
65510	Processing Fees		113.43	
Grand Total			124859.29	124859.29



### Drilling-Down Data

Note: This action must be performed in the journal entry you've created by clicking SAVE as opposed to the journal entry that was created on the Main tab after clicking GO.

To determine exactly how a transaction debit or credit amount was calculated, Double-click on that transaction value in the Journal grid. A new sheet is created that shows each item that contributed to the transaction amount.

		Transaction	
GL Code	Description	Dr	Cr
22005	Bank	3530.38	121328.91
22055	RPP		2619.54
22095	LTD		507.67
23110	GST	5.3	
60000	SalaryPay	82065.49	
60010	OverTimePay	2425.71	

Double click a cell under DR or CR to see the items contributing to this amount

In the below example, the details of the Accrued Liabilities debit amount is detailed.

JE Item	Dept Code	Home Dept Code	Emp Code	Amount	GL Code	Transaction	Description
Auto Expenses	130	130	18	186.59	2300	Dr	Accrued Liabilities
NonTaxExp	130	130	18	274.13	2300	Dr	Accrued Liabilities

Description	Comments	Report Notes
Accrued Liabilities	Car Expenses - 2300 account is only applicable if the expenses were separately entered in the books	
Accrued Liabilities	Expenses - 2300 account is only applicable if the expenses were separately entered in the books	

## EXPORT OVERVIEW

The Journal Entry utility allows you to create an export file in which you can import your journal entries into an accounting program of your choosing.

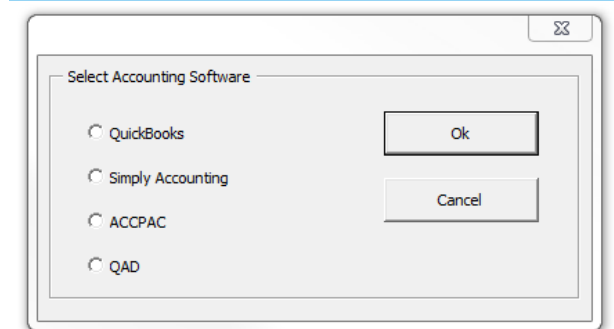
The programs currently available are: QuickBooks, Simply Accounting, ACCPAC, and QAD.

### Exporting

To begin, click EXPORT on the Main tab. This will create a pop-up window that allows you to select the accounting program you wish to export to.

After selecting the program on the left, click OK to create the import file or cancel to exit.

This will then create a new tab named *JE Import*, which will be filled with the journal entry data in the format necessary for an import to the program selected.



### Saving

You will then be prompted to save the file. Select a location and enter a name, the file type has already been set to whichever is necessary for the chosen accounting program.

If while saving you decide to cancel and then want to save, you can go to *File > Save As* and then set the name, location and file type for yourself. Below are the required file types for each accounting program if you so choose to do this.

Accounting Software	Import File Type
QuickBooks	Save As: Tab Delimited Note: After saving, the file's extension must be changed to .iif
Simply Accounting	Save As: Comma Delimited (CSV)
ACCPAC	Save As: Comma Delimited (CSV)
QAD	Save As: Comma Delimited (CSV)

Note: There is no need to close and re-open the journal entry utility to create more import files. Clicking GO will load in new data from a different payrun and another import file can be created



## APPENDIX

### Configuring the Spreadsheet

#### GL Codes

The GL Codes tab lists the GL account codes the organization uses.

	B	C	
1	GLCode	Description	Validation
2	22005	Bank	
3	22025-<>	CPP	
4	22030-<>	EI	
5	22055	RDP	

Column	Description
GL Code	The account code
Description	A free-text description of the account code
Validation	System populated - will display an error message if validation fails (See Validating the Configuration)

#### Department Place Holder <>

In the case where journal entries should be broken out by department, the place holder <> can be used.

If we have departments with codes 100, 110, and 220, and we have the above GLCode for CPP Expense, the resulting journal will show the breakdowns as 5492-100, 5492-110 and 5492-220.

5492-100	EI Expense	20.14	
5492-100	CPP Expense	9.09	
5492-120	CPP Expense	50.45	
5492-130	CPP Expense	50.86	
Grand Total		1294.22	1294.22



## Mapping

The core of setting up and maintaining the journal entry spreadsheet is within the mapping of journal entry items (JE items) and GL Codes. This is done on the *Config* Tab.

	JE Item	Dept Code	Home Dept Code	Employee Code	Allocation Count	Percent Allocatio	DrGL	CrGL
2	ALL_RUNS				1	100	65510	2200
3	BankedTimeTakenPaid				1	100	60000	2200
4	BereavementPay				1	100	60000	2200
5	BerevPay				1	100	60000	2200
6	BonusPay				1	100	60030	2200
7	CM_CHQ				1	100	65510	2200
8	CM_DD				1	100	65510	2200

	CrGL	Dept Code Override	Comments	Validation
10	22005			
10	22005			
10	22005			
10	22005			
10	22005			
10	22005			
10	22005			
10	22005			

Each row corresponds to an item that will contribute to journal entries. Each JE Item corresponds to two different accounts, one that will be Debited (DR) and another Credited (CR). Dept, Home Dept and Allocation Codes are additional levels of classification but are not necessary for successful journal entry reports.



Column	Description
<b>JE Item</b>	The JE Item code as listed in the JE Item tab. Double-click to get a list of all available JE Items.
<b>Dept. Code</b>	Dept. Code to apply to the rule for the mapping. For example, if all values for a particular department should go to a specific account, you would enter that department code here. Dept. Codes are listed in the Department tab. Double-click to get a list of all available departments.
<b>Home Dept. Code</b>	Home Dept. Code to apply to the rule for the mapping. For example, if all values for a particular JE Item should go to a specific account depending on the employee's home department, you would enter that department code here. Home Dept. Codes are listed in the Department tab. Double-click to get a list of all available departments.
<b>Employee Code</b>	Employee to apply the rule for the mapping. For example, if all values for a particular JE Item should go to a specific account depending on the employee, you would enter that employee code here. Employee Codes are listed in the Employee tab. Double-click to get a list of all available employees.
<b>Allocation Count</b>	The number of accounts this rule applies to. For example, GST may be allocated to 2 different accounts. The rule is listed in two lines, and so the Allocation Count is 2.
<b>Percent Allocation</b>	The percentage of the value that is allocated to the specified account. For example, 50% of the GST is allocated to account 1080, and 50% is allocated to account 5452. The Percent Allocation for the rules must equal 100%.
<b>DrGL</b>	The GL Account Code (GL Code) that will be debited by the mapping rule. GL Codes are listed in the GL Code tab. Double-click to get a list of all available GL codes.
<b>CrGL</b>	The GL Account Code (GL Code) that will be credited by the mapping rule. GL Codes are listed in the GL Code tab. Double-click to get a list of all available GL codes.
<b>Dept. Code Override</b>	Forces the chevron (<>) to use a specific department code regardless of the department the value was generated from. For example, if we wanted all of the employer EI expense (EI_EC) to be allocated to 5490-100, then we would put 100 in the Dept. Code Override field. Entering 5490-100 in the DrGL or CrGL will result in a validation error.
<b>Comments</b>	A free-text comment of the mapping rule.
<b>Validation</b>	System populated - will display an error message if validation fails (See Validating the Configuration)

Below illustrates the pop-up that is presented when the DrGL cell is double-clicked.

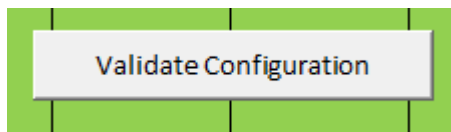
		1	100	60000	22005
		1	100	60000	22005
		1	100	60030	22005
		1	100	65510	22005
		1	100	60500	22005
		1	100	65510	22005
		1	100	65510	22005

Select GL Code

22005	Bank
22025-<>	CPP
22030-<>	EI
22055	RPP
22095	LTD
23110	GST
60000	SalaryPay
60010	OvertimePay

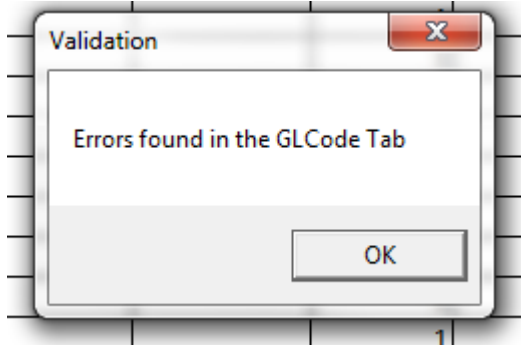
### Validating the Configuration

Once the GL Codes and Mappings have been configured, validate both the Config and GLCode tab by clicking *Validate Configuration* on the Config tab. You will **not** be able to generate the configuration map or a JE Report unless the mappings are valid. Validation is also performed when *Generate Config Map* or *SAVE* is clicked.



### GL Code Validation

If there is an error on the GLCode tab, the following message will appear:



Clicking Yes will open the GLCode tab. In the below example, there is a row with its GLCode missing.

B	C	D
GLCode	Description	Validation
	Bank	Please delete rows with no GLCode
22025-<>	CPP	
22030-<>	EI	
22055	PPP	

Please delete rows with no GLCode is the typical error message you will get on this page if there is an error.

### JE Mappings Validation

Error Message	Trouble Shooting
Allocation cannot be empty	The Percent Allocation value is missing - enter a number.
Allocation Count cannot be empty	The Allocation Count value is missing - enter a number.
CrGL cannot be empty	The CrGL value is missing - enter a valid GL account.
CrGL Code Error, please update CrGL code	The CrGL value is invalid (it does not exist in the GLCode tab). Update the value to a valid GL account code.
Dept. Code Error, please update Dept. Code code	The Dept. Code value is invalid (it does not exist in the Department tab). Update the value to a valid department code.
DrGL cannot be empty	The DrGL value is missing - enter a valid GL account.
DrGL Code Error, please update DrGL code	The DrGL value is invalid (it does not exist in the GLCode tab). Update the value to a valid GL account code.
Employee Code Error, please update Employee code	The Employee Code value is invalid (it does not exist in the Employee tab). Update the value to a valid employee code.
Home Dept. Code Error, please update Home Dept. code	The Home Dept. Code is invalid (it does not exist in the Department table). Update the value to a valid department code
JE Item cannot be empty	The JE Item value is missing - enter a valid JE Item code.
JE Item Code Error, please update JE Item code	The JE Item value is invalid (it does not exist in the JEItem tab). Update the value to a valid JE Item code.

