Welcome to What’s New with Prime Journals.
We have made several improvements to Prime Journals.

- **Journal instructions, rules, and error messages** clarified and updated.
- **Journal entry usability improved** – No more scrolling to find the journal amount! Journal amounts display up front, line totals automatically recalculate, action buttons visible only when appropriate.
- **Journal search and visibility broadened** – You can now search for and view journals by Department, Program and/or Project, not just the journals you created.
- **Fund and Account selection lists narrowed** – You are only able to select what is allowable by journal type.
- **Fund Transfer Request Routing improved** – Requests now route first for Department approval then to Finance & Treasury.
- **Journal Approval improved** – Link to Journal Entry Page now takes Approver to the Prime Journal Page. Approver can now see the full journal description.

Let’s look at each improvement more closely.
On the Journal Selection Page, each journal type has an updated journal description. In addition, a Transfer Journal radio button has now been added to make selection consistent with other journal types.
Your Chartfield security now determines what you are able to search and view. This means that you are no longer limited to search and view only journals that you’ve created. You may now search by User ID, Department, Program and/or Project.
To help identify the journal you’d like to review, the Journal Creator’s User ID and the Journal purpose fields have been added to the Search Results screen.
Based on your Chartfield Security you may view journals created by others in your department. To view journals to which you have access, clear out all search criteria fields, including your User ID, and click search.
Let's look at the overall Journal updates.
Under Journal Information, the Status has been clarified to include statuses such as New, Saved, Error, Edited, Completed, and Submitted.
Journal Rules descriptions have been updated to include additional journal information.
Great news! No more scrolling for the Amount! The Journal Amount and Description fields have been moved to the beginning of the entry fields.
Line Totals automatically recalculate to ensure debits and credits balance.

- When you create a journal, you can Save, Save and Edit, or Save and Submit.
- For previously saved journals, you may modify, edit, or submit the journal.
- For an edited journal, you may either modify or submit the journal.
- Once a journal is posted, you are no longer able to make any changes to it; therefore, no buttons will appear.
On Cost Transfer/Correction journals, the **Journal Amount** and **Description** fields have been moved to the left.

The **Reference** field is no longer an open text field and now automatically populates with the Original Journal ID.

The **Justification Form** link will now appear once a journal is saved if the original journal date is over 90 days.
For **Assignment Journals**, the Fund selection is now limited to those allowed for Assignment. A0000, G0001, & G0002 cannot be selected.

Account automatically populates based on the sign in Amount field. Debit will default to Account 4803, which is an Assignment-Out and Credit will default to Account 4802, which is an Assignment-In.
Transfer Journals are now routed first for Department approval then to Finance and Treasury.

Fund selection is limited to those allowed for Transfer. A0000, G0001, & G0002 cannot be selected.

Account automatically populates based on the sign in Amount field. Debit will default to Account 4805, which is a Transfer-Out and Credit will default to Account 4804, which is a Transfer-In.
Under GL Journal Approval, the “Go to Journal Entry Page” link now takes the Approver to the Prime Journal Page.
For more information about Journals, visit the Financial Management section of our website.

For additional information about Journals, visit the Financial Management section of our website.