The Journal Entries Barcode is a form that must be completed by the user in order to have the backup documentation for a Journal Entry scanned into the Optidoc/WebIT imaging system. This form should be completed after the Journal Entry has been created.

1. After following the menu path listed above, the JOURNAL ENTRIES BARCODE form will appear as shown. The fields that are marked with an asterisk (*) are required fields.

(Note: The required information is to be obtained from the journal entry that was created in the system. You can copy the required information from the system and paste it into the fields on the barcode form.)

2. Enter the system-assigned batch name in the BATCH NAME field.

3. Enter the system-assigned journal name in the JOURNAL NAME field.

4. Enter the user-defined batch description that was used in the BATCH DESCRIPTION field.

5. Enter the user-defined journal description that was used in the JOURNAL DESCRIPTION field.

6. Enter a brief explanation of the journal entry in the EXPLANATION field.
7. The completed **JOURNAL ENTRIES BARCODE** form should look similar to the form shown. Click on the **CREATE BARCODE** button located at the bottom of the form to produce the barcode page.

8. The barcode page will appear with the information that has been entered. Click on the **PRINT** button that is located directly under the barcode image to the left-hand side of the form.

9. The **PRINT** window will appear. Select the desired printer and then click on the **PRINT** button.

10. You may receive more than one printed page. Fax the page(s) with the barcode image, along with your backup documentation to the Optidoc/WebIT imaging system at extension **6-4701** (996-4701 if off campus).

11. Close the form by clicking on one of the **CLOSE WINDOW** links that are located in both the top right-hand corner and bottom center of the form. If there is no visible **CLOSE WINDOW** link, click on the **HOME** link to navigate back to your homepage.

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