

PeopleSoft 8.4 Journal Entry and Inquiry

Training Participant Guide for



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PeopleSoft Assistance

To obtain additional help with your PeopleSoft functionality, contact **368-HELP (368-4357)** or **help@case.edu**.

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Before you begin...

You will use this guide during class to follow the topics as your instructor presents them. The instructor may also provide you with additional materials to support the training outlined in this guide.

After class, use this guide as a reference document for completing tasks within the PeopleSoft system.

Intended Audience

This guide is intended for personnel who are responsible for entering and processing data in the PeopleSoft system.

We assume that you are familiar with Microsoft Windows. If you are new to the Windows environment, you should complete a Windows Tutorial prior to working in the PeopleSoft environment.

How This Guide Is Organized

This guide is organized into modules and lessons to correspond with the topics your instructor will cover in class. Each module contains practice exercises that your instructor will walk you through, and individual exercises for you to complete on your own. There are review questions at the end of each module to recap the major points of the module.

Symbols and Conventions

The following conventions are used in this guide to help you distinguish between various types of information:

Element	How It Is Used			
bold text	Command and toolbar buttons that you click.			
	Text you type.			
	Menus, text and radio buttons that you select.			
	Check boxes you turn on or off.			
<bold text=""></bold>	Function keys on your keyboard that you press.			
Ø	Procedural information.			
	Warnings and cautions that require careful attention.			
	Term definition—appears in the page margin.			
<u></u>	Noteworthy comments or important additional information—generally about the item immediately preceeding the note. Appears in the main body of the document.			
*	Noteworthy comments or important additional information—generally additional information about a series of steps or the topic being discussed. Appears in the page margin.			

Chapter 1 Introducing PeopleSoft General Ledger

PeopleSoft General Ledger is where all of the financial applications are posted. As you order items, receive goods and pay invoices, the information is collected in the General Ledger. To track your funds, you will need to use this application.

Chapter Objectives

This chapter explains:

- The agenda and objectives for this course.
- The PeopleSoft General Ledger system.
- PeopleSoft application setup overview.
- How to add an Event ChartField
- The basics of Commitment Control

Chapter Contents

This chapter contains the following lessons:

Lesson 1: Course Overview	1-2
Lesson 2: General Ledger Overview	1-4
Lesson 3: Adding an Event ChartField Error! Bookmark not defi	ned. -7
Review Questions	1-10

Lesson 1: Course Overview

The *PeopleSoft 8.4 Journal Entry and Inquiry* Training Participants Guide includes five chapters and one appendix:

- Chapter 1, "Introducing PeopleSoft General Ledger," explains the objectives for the course and provides an agenda for the class. This chapter also provides an overview of the PeopleSoft General Ledger system, ChartFields, and Commitment Control.
- Chapter 2, "Entering Journals," explains how to enter journals, use SpeedTypes, print journals, and provides and overview of the journal approval process.
- Chapter 3, "Maintaining Journals," shows you how to locate, edit, and delete a journal.
- Chapter 4, "Making Inquiries," discusses how to review ledger balances, journal headers and lines, OpenItem status, and InterUnit activity.
- Chapter 5, "Using Offline Journal Entry," learn how to enter journals into a spreadsheet, and then import them to PeopleSoft.
- Appendix A, "Review Questions and Answers," provides answers to the review questions at the end of each chapter.

Course Objectives

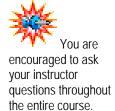
This course on PeopleSoft General Ledger teaches you how to:

- Explain the basic structure of the General Ledger application.
- Create, update, and process journal entries.
- Make Ledger and Journal inquiries.

Chapter Structure

Most chapters are structured the same way and generally consist of the following:

- **Objectives.** The objectives are found at the beginning of the chapter and define what you will learn in the chapter.
- Lessons. Each chapter has one or more lessons that explain the various concepts. Some lessons are reinforced through hands-on practice.
 - Procedures are step-by-step instructions for completing a procedure that the instructor and class participants walk-through together.
- **Review Questions.** You will find review questions at the end of the chapter that recap material covered in the chapter. The answers to the questions will be discussed among class participants and the instructor.



Lesson 2: General Ledger Overview

The PeopleSoft General Ledger application is designed to meet the most demanding general ledger, budgeting, and financial reporting needs.

Financial Application Integration

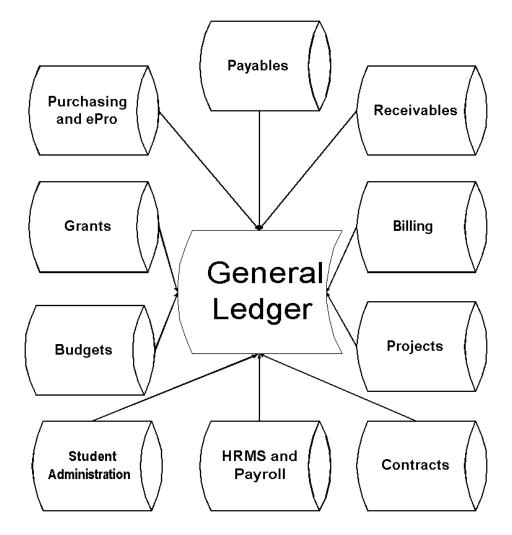
Four PeopleSoft Financials applications are being implemented with Phase 1:

- General Ledger being upgraded from PeopleSoft version 7.5 to PeopleSoft version 8.4. New functionality is being added.
- Accounts Payable (AP)
- Purchasing (PO)
- eProcurement (ePro)

Plans are in place to implement the additional financial applications at a later time. These include:

- Accounts Receivable (AR)
- Grants (GR)
- Billing (BI)
- Budgets
- Contracts
- Projects

In addition, the PeopleSoft HRMS and Student Administration implementations will also interact with your PeopleSoft 8.4 General Ledger system.



General Ledger

The budgets, budget checking rules, ledgers, and chart of accounts are setup in General Ledger.

The major General Ledger activities are:

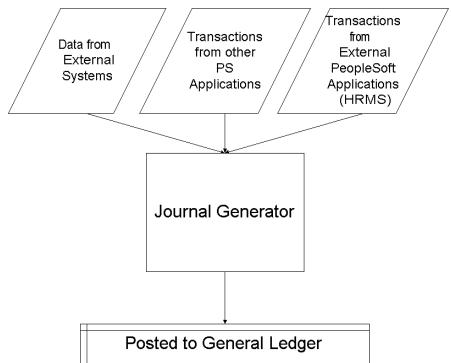
- Manage/maintain budgets.
- Maintain chart of accounts.
- Journal entries.
- Maintain ledgers.
- Close ledgers.
- Run allocations.
- Receive accounting entries from all other modules.
- Reporting.



course.

General Ledger Integration

Information processed in other applications is posted to the general ledger in addition to entries made to general ledger journals. This is illustrated in the diagram below.



Data from External systems come in from spreadsheets and other non-PeopleSoft journals. Other PS applications are those such as AR and AP.

Lesson 3: Adding an Event ChartField

Most of the ChartFields will be set up and maintained in one location for all of the University.

The Event ChartField will be maintained by individual departments. It will represent a particular program, event or conference for which you want to track expenditures and/or revenues.

You will use the Event page to enter the information for tracking.

Navigation

The Event page can be located by following this navigation path:

M	en	u G	roup	S	Setup Financials/Supply Chain			
Menu Comm			omr	mon	Definitions			
Menu Item		De	Design ChartFields					
	Menu Item				Define Values			
	Componer		nent	t	С	nartField Values		
	Hyperlink		k		Event			

Event Page

When you set up an event, you are registering your identifier and marking the event as active or inactive.

This is the Event page:

Even	it					
SetID:	CASE1	Event:	JULY4CONF			
Effectiv	<i>v</i> e Date				Customize Find View All 🛅	First 💽 1 of 1 💽 Last
*Effect	ive Date		*Status	*Description	<u>*Short</u> Description	<u>Attributes</u>
05/25/	2004 🗊		Active			Attributes + -

These are the fields on the Event page:

Field	Definition
SetID	Displays the SetID you selected on the Add a New Value page. This will be CASE1 .
Event	Displays the identifier you entered on the Add a New Value page. This can be any identifier you choose.

Field	Definition		
*Effective Date	Enter the date that you enter the earliest date to which you will begin tracking charges to this event.		
*Status	Select a status from the drop-down list. Options are <i>Active</i> or <i>Inactive</i> .		
*Description	Enter a long description for the event. You can use up to 30 alpha-numeric characters.		
*Short Description	Enter a short description (10 characters) for the event. If nothing is entered, the long description will be truncated.		
<u>Attributes</u>	Case will not use this link which is the setup behind this field.		

Procedure – Adding an Event ChartField

Use these steps to add an Event ChartField.



- 1. From the left-hand navigation menu, click **Setup Financials/Supply Chain**.
- 2. Click Common Definitions.
- 3. Click Design ChartFields.
- 4. Click Define Values.
- 5. Click <u>ChartField Values</u>.

The ChartField Values page appears.

ChartField Values You do not have security privileges to access the ChartFields that are not hyperlinks. Account Alternate Account Operating Unit Fund Code Department Program Code Class Field Budget Reference Product Project Event Speed Type Book Code Adjustment Type Scenario Statistics Code



PeopleSoft provides "Chartfield#" for customization. Case has designated Chartfield1 as Event. 6. Click Event.

The Chartfield1 – Find an Existing Values page appears. You use this page to look up and modify an existing event.

Chartfield1
Enter any information you have and click Search. Leave fields blank for a list of all valu
Find an Existing Value Add a New Value
SetID: = V
Event: begins with
Include History Correct History
Search Clear Basic Search 📳 Save Search Criteria
Find an Existing Value Add a New Value

7. Click the Add a New Value tab.

The Add a New Value page appears.

Chartfield1
Eind an Existing Value Add a New Value
SetID: Q Event:
Add
Find an Existing Value Add a New Value

- 8. Verify or enter **CASE1** as the SetID.
- 9. Enter a **Event** identifier of up to 10 alpha-numeric characters.
- 10. Click Add

The Event page appears.

Event					
SetID: CASE1	Event:	JULY4CONF			
Effective Date				Customize Find View All 🛅	First 🖪 1 of 1 🕨 Last
*Effective Date		*Status	*Description	<u>*Short</u> Description	<u>Attributes</u>
05/25/2004		Active	•		Attributes + -

- **11.** Enter an **Effective Date**. This is the current date or a date before any charges will be to this event.
- **12.** Select **Active** as the status.
- **13.** Enter a **Description** for the Event. This may be up to 30 alphanumeric characters.
- 14. Enter a Short Description (up to 10 characters) for the Event.
- 15. Click 🔲 Save).

The information is saved. This value will appear in search lists for entries made after the Effective Date entered.

Review Questions

- 1. What is the General Ledger business unit used by the University?
- 2. What two ChartFields can you enter when entering a financial transaction?
- 3. How do the remaining ChartFields get entered?
- 4. What are the three levels of Commitment Control?

Chapter 2 Entering Journals

You may have a simple entry or a journal that involves transferring items between funds. The PeopleSoft General Ledger journal entry pages allow you to enter your transaction quickly and easily without compromising control or accuracy.

Chapter Objectives

This chapter teaches you how to:

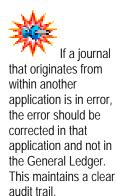
- Identify the different components of a journal entry.
- Explain the life cycle of a journal entry.
- Enter a journal.

Chapter Contents

This chapter contains the following lessons:

Lesson 1: Journal Entry Overview	2-2
Lesson 2: Journal Entry Processing Flow	2-6
Lesson 3: Entering a Journal	2-8
Lesson 4: Journal Approval	2-24
Review Questions	2-26

Lesson 1: Journal Entry Overview



A PeopleSoft General Ledger <u>journal</u> is a financial transaction that is entered directly into the General Ledger application. Journal entries can also be created in other PeopleSoft applications, such as Accounts Payable, Accounts Receivable, or Billing, and sent to the General Ledger. Regardless of source, once the journal is in the General Ledger, the journal must be edited, budget checked and posted.

Before we begin journal entry, we will:

- Examine components of a journal entry.
- Identify different types of journal entries.
- Examine how journal entries are identified.
- Examine the life cycle of a journal entry.

Journal Components

PeopleSoft journals consist of two main components:

- Journal header
- Journal detail lines

Journal Header

The journal header contains key information that uniquely identifies the journal. This includes:

- Business unit
- Journal ID
- Journal date

The journal header also includes:

- Ledger to which the journal will be posted
- Source or location of the journal entries
- A description of the journal's purpose
- Applicable reversal information
- Schedule information if the entry is a Standard Journal Entry
- Commitment Control amount type

Journal Detail Lines

The journal detail lines record:

- ChartField values associated with the transaction
- Monetary and/or statistical amounts of the journal



The use of the Totals page is optional and is intended to help you to balance your journal entry.

Control Totals

In addition to the journal header and detail lines, you can also enter control totals on the Totals page.

Control totals allow you to enter the debit and credit amounts and the number of journal detail lines.

Identifying Journals

When you create new journals in PeopleSoft, the system prompts you to enter data that uniquely identifies that journal.

Journal Entry	
Eind an Existing Value Add a New Value	\
Business Unit: CASE1	
Journal ID: NEXT	
Journal Date: 06/15/2004	
Add	
Find an Existing Value Add a New Value	

These data fields are known as keys, which allow you to find, track, and organize your journals more easily. These three key fields are:

Field	Description					
Business Unit	Use CASE1 . This will be the default and cannot be changed.					
Journal ID	Accept the default journal ID of "NEXT" and the system will generate a journal ID automatically.					
	If you type 'NEXT' in the Journal ID field, the journal will be named NEXT. If you want the General Ledger application to assign a number, DO NOT change the default Journal ID.					

Field	Description
Journal Date	Enter the date that the journal is to be posted. Generally you will use the default date, but you can future date to post in a different period.

It is the <u>combination</u> of these key fields that makes each journal entry unique.

The three keys (business unit, journal ID, and journal date) allow you to find, track, and organize your journals more easily.

Status of Journals

From the time you enter a journal until it is posted, the journal maintains a status. This status changes at each stage of the journal's processing and you will see a status code on the Journal Lines page.

<u>H</u> eac	ier Line:	s <u>T</u> otal	s <u>E</u> rrors	Approval							
Unit:	CASE1	Journal	D: NEXT	Date:	06/01/2004 "Pr	ocess: Edit Jou	umal 🔽	Process			
Templ	ate List	Cha	inge Values	Inter/IntraUnit							
🔽 Lin	es										
Sel	ect <u>Line</u>	Speed Type	Account	Event	Journal Line	Description A	Amount	Fund	Project	DeptiD	Class
E	1		٩	9	9						
Lines t		+ - 1			Customize Find Vie	w All 📜 🛛 Fit	rst 🔳 1 of 1	▶ Last			
<u>Unit</u>	Total Lines	<u>i</u>		Total Debits	<u>Total (</u>	<u>. </u>	nal Status	Budget Status)		
CASE	1 1			0.00		0.00	N	N	/		
Bave Header	• Ø Refresh	Errors Approva	1								

It is important for you to be familiar with the different statuses so that you know what actions you need to take to make sure that all of your journals are processed successfully. You can check the status of your journals at any time during journal processing.

The available status options include:

Status Code	Explanation						
N	No Status – Edit Required . The journal entry has been entered into the system, but has not been edited or posted.						
Е	Errors . The journal has been edited and cannot be posted due to errors.						
V	Valid. The journal has passed editing and is ready to be posted.						
Р	Posted. The journal has been posted.						
Т	Incomplete . The Journal Entry is incomplete. This is the status that results when you turn on the Save Journal Incomplete Status check box on the Journal Header.						

Status Code	Explanation
U	UnPosted . A journal has been created and posted by the system to reverse the effects of a posted journal. Therefore, the original journal is unposted.
D	Deleted. Anchor journal is unposted.
I	Posting Incomplete. Repost ASAP.
М	Valid SJE Model. Do not post.

Lesson 2: Journal Entry Processing Flow

You will need to enter journals for transactions that are not generated through Accounts Payable or eProcurement.

The steps below give an overview of how a journal is entered and processed. Information in bold-faced type is the information for which you are responsible.

Step	Action						
1	You enter the journal header, detail lines, and then save the journal. During the process, the system verifies that values have been entered in all required fields.						
2	You initiate the Journal edit process after the journal is in balance. The Budget Check will also be run as part of this process.						
	During the edit process, the system verifies the following:						
	Accounting period is open.						
	ChartField values are valid.						
	• Debits equal credits (if the journal is for a balanced ledger).						
	ChartField combinations are valid.						
	Control totals, if used, balance to the detail.						
	No other errors exist.						
	If the system detects errors in the journal edit process, it responds based on the defined error processing settings. If the system detects balancing errors, invalid ChartField combinations, or unmatched control totals errors, the journal will be recycled. Recycled journals are saved, but are not posted until the errors are corrected.						
	The commitment control budget processor checks the journals against control budgets to ensure that they comply with the rules established for budgets. A transaction will fail if it does not comply with the budget rules. These rules control whether or not spending may exceed a budget. The process also verifies that you have valid ChartFields based on the commitment control ledger(s) and updates these ledgers with the journal amounts.						
	If your transaction fails the budget check, you cannot continue with the processing unless the errors are corrected or a sufficient budget amount becomes available.						
	Once you correct the errors, you run the Edit Journal process again.						



The edit process will not process the journals saved with the Save Journal Incomplete Status checkbox turned on.

Step	Action							
3	If the edit process completes with the Journal and Budget Status as V alid, you are ready to run the Submit Journal process .							
	This will submit the journal into the approval workflow for follow- up by the approver.							
4	Journals with SpeedTypes that contain a Fund in the range of 96xxx will go through the approval process. Approval for those Funds will take place after you edit the journal. Approval resides in the grants area within each school and/or Grants Accounting.							
5	The central processing group will ensure that all valid approved and budget-checked journals are posted.							
	As journals charged to grants funds are posted, the system will perform a "cost share sweep". This process moves the charges to a university-funded account (cost share) for any project that has ended or is in deficit.							

Other Journal Options

You can also perform the following actions when entering journals:

- Identify a journal that will need to be reversed in the next accounting period. When you process the journal, the reversing entry will also be created for the specified date.
- Copy a journal and reverse the signs to undo a transaction that was inadvertently entered and posted. The copied journal will be posted to cancel out the incorrect journal.
- Enter journals in a specially designed spreadsheet and upload to the General Ledger for further processing. More information on this can be found in "*Chapter 5, Using Offline Journal Entry*".

Lesson 3: Entering a Journal

You are now ready to enter journals to record General Ledger financial transactions using the following steps.

Step	Action								
1	Enter the Journal Header information.								
2	Enter the Journal Line information.								
3	Save the Journal								
4	Run the Edit Journal process.								
5	Run the Submit Journal process.								

Creating Journal Entries

You use the Create Journal Entries component to enter a journal in PeopleSoft.

Navigation

These pages can be located by following this path.

Menu Group Gener		nera	I Ledger			
	Menu Jour			ć	Jour	nals
	Menu Item		Jo	purnal Entry		
	Component			Create Journal Entries		

The Journal Entry component contains the following five standard pages:

- Journal Entry Header
- Journal Entry Lines
- Journal Entry Totals
- Journal Entry Errors
- Journal Entry Approval

There are hyperlinks from the Header page to the following three secondary pages:

- Commitment Control
- Journal Entry Currency Default
- Journal Entry Reversal

Journal Entry Header Page

You use the Journal Entry Header page to record the journal's key header information, which uniquely identifies the journal (business unit, journal ID, and journal date). You will record the keys on the Add an Existing Value

page and then click OK to begin entering the journal.

This is the Journal Entry Header page:

Header Lines	<u>T</u> otals <u>E</u> rror	s <u>A</u> pproval			
Unit: CASE1	Journal ID: NEXT	Date:	06/01/2004		
Long Description:					
*Ledger Group:	٩	Auto Generate L	ines		
Ledger:	٩	Adjusting Entry			
*Source:	٩	Fiscal Year:			
Reference Number:		Period:	Q		
SJE Type:	~	ADB Date:	06/01/2004		
Journal Class:	٩	📃 Save Journal Ine	complete Status	R	
Transaction Code:	Q			Author	
Currency Defaults: USD /	/1			Hansen, Dana	
Reversal: Do Not General	te Reversal	Commitment Contro	1	dnh6	
Save) 🕫 Refresh					🕞 Add) 🖉 Update/Display)
Header <u>Lines</u> <u>Totals</u> <u>Error</u>	rs <u>Approval</u>				

The fields and buttons you will use on the Journal Entry Header page include:

Field	Description
Long Description	Enter a description to indicate the purpose of the journal entry. The first 30 characters of this description appear in prompt lists for the journal and make it easier to identify.
	To assist Grants Accounting and/or approval, indicate whether or not the transaction is 120 days and over.
Ledger Group	Indicates the ledger group to which the journal entry will post.
Ledger	Leave this field blank. If Ledger Group is specified, ledger is blank and does not allow update. Indicates the ledger to which the journal entry will post. If a ledger group has not been entered, and a specific ledger is identified, the journal lines will be posted only to the ledger identified here. If a ledger group has been entered and this field is left blank, the journal lines can be distributed to secondary ledgers within the group.

Field	Description
Source	Defaults from user preferences setup, but can be changed. <i>At Case, the default value will indicate your school.</i>
	If you are an internal service department and are cross-billing costs to other internal departments at Case, use XBL as your source.
Reference Number	Enter a value to refer each journal to a document, person, or date. This field is optional.
Auto Generate Lines	Indicates if the selected ledger group has the Keep Ledgers in Sync (KLS) option selected. If selected, the system will automatically generate journal entry lines for each ledger in the ledger group.
	This checkbox will be grayed out if you selected a ledger group that contains only one ledger (this is called a non-multibook ledger) or if a ledger is specified in the Ledger field.
Adjusting Entry	Used by Processors for year-end adjustment posted to period 998. Do not check this box.
	So that the adjustments do not distort period-to- period results, they are segregated from the regular accounting period and posted to period 998.
	If this checkbox is not turned on, the journal date determines the accounting period to which the entry will post.
Fiscal Year	Displays the fiscal year in which this journal will be posted.
Period	Enter or verify the period in which this journal will be posted. This information is derived from the journal date, unless the journal is an adjusting entry.
ADB Date	Displays the date to use for calculating average balances.
SJE Type	Leave blank if this is a standard journal.
Journal Class	Journal class is an optional field. Journal classes enable you to put your journal entries into multiple categories for reporting, as well as categorize journal entries loaded from non-PeopleSoft systems.
Transaction Code	Accept GENERAL , the default value.

Field	Description
Save Journal Incomplete Status	Select this option when you want to save an incomplete transaction and anticipate completing it at a later time. Edit, budget check and posting processes will bypass this journal. Remember to uncheck this option when you complete the entry.
Currency Defaults	Click the link to enter currency default information on this page to default to individual journal lines. Case will only use one currency, so you will not use this page.
Reversal: Do not Generate Reversal	Click this link to generate a reversal for the journal entry by entering a reversal date. This page will be reviewed in a following section.
Commitment Control	Click this link to access the page to specify the commitment control amount type for a control budget.

Journal Entry Lines Page

You use the Journal Entry Lines page to enter the journal's detail lines, which record the ChartField values and monetary or statistical amounts of the journal. You will also use this page to edit, budget check, print, copy, and delete a journal.

This is the Journal Entry Lines page:

(<u>H</u> ea	der Lin	es <u>T</u> otal	ls <u>E</u> rrors	Approval						
Unit:	CASE1	Journal	ID: NEXT	Date:	06/01/2004 'Process:	Edit Journal 🛛 🗸	Process			
Temp	late List	Cha	ange Values	Inter/IntraUnit						
🔽 Li	ies									
<u>Se</u>	elect <u>Line</u>	Speed Type	Account	Event	Journal Line Descript	ion <u>Amount</u>	<u>Fund</u>	Project	DeptID	<u>Class</u>
	1		٩	9	<u>a</u>					
Lines	to add: 1	+ - (
🔽 To	tals				Customize Find View All	First 🖪 1 of	1 🕨 Last			
<u>Unit</u>	<u>Total Line</u>	<u>is</u>		<u>Total Debits</u>	Total Credits	Journal Status	<u>Budget</u> Status			
CASE	51 1			0.00	0.00	N	N			
(E) Sav <u>Header</u>		 <u>Errors</u> <u>Approva</u>	<u>il</u>							

Journal header, balancing, and status information is displayed at the bottom of the page.

On the Journal Entry Lines page, there are specific buttons or button groups that you should become familiar with before using the page:

Eleme	ent	Description
Edit Journal 💌 Budget Check Journ		Select the process to be initiated.
Copy Journa Delete Journ Edit Chartfie Edit Journal Post Journa Print Journa Refresh Jour	nal Id II Innal	'Refresh' displays the current status of the journal.
Proce	SS	Select the process to be initiated, and hit the 'Process' button.
🗆 Err	ors Only	Turn on the check box to display only error lines.
	First	These buttons are called chunking buttons. They are used with the Selection Criteria dialog box.
	Previous	
₹	Next	
	Last	

These are the fields, buttons and hyperlinks on the Journal Entry Lines page:

Field	Description
<u>Template List</u>	Click to access the Journal Entry Template List that allows you to view which fields on the journal lines page are displayed or hidden.
Search Criteria	Click to access the GL Journal Entry Processing Selection Criteria page.
<u>Change Values</u>	Click to access the Change ChartField Values page to make global changes to the ChartFields in your journal.
Inter/IntraUnit	Click to display the Inter/IntraUnit group box with row counts. The new fields that appear are used to set the anchor values for Inter/Intra Unit journals.
Select	Click to select a line number for processing.
Line	Displays the line number assigned to the journal line.

Field	Description
Speed Type	Click Sto select a SpeedType, from a list of pre- defined SpeedTypes, to automatically enter the ChartField combination for your journal.
Account	Enter the General Ledger account to which the line will be posted.
Event	Enter the event to which the line is related, if applicable. This will allow you to track your transactions within an event.
Amount	Enter the amount to be charged to the selected account.
Journal Line	Enter a description that tells about the line, if needed.
Description	This description will print on the expense statement for this transaction.
Fund	Displays the fund code to that indicates the source of the money for this transaction.
DeptID	Displays the code for the department that will be charged for this line. This defaults from the Speed Type and cannot be changed.
Class	Displays the code for the class that will be charged for this line. This defaults from the Speed Type and cannot be changed.
Project	Displays the code for the project that will be charged for this line. This defaults from the Speed Type and cannot be changed.
	You can click on the link to view more information about the project.

Lines to Add section

For each line that you want to add, you use these buttons.

Lines to add: 1	Enter the number of lines you want to add or delete from the transaction.
+	Click the button to add the specified numbers of lines.
-	Click the button to delete the specified numbers of lines.
	Click this button to re-calculate the totals in the Journal Lines Totals section.

Journal Lines Totals

This group box contains additional information about the lines you have entered. These fields are display only.

Fields in this section include:

Field	Description
Unit	Displays the business unit.
Total Lines	Displays the total number of journal lines.
Total Debits	Displays the total amount of debits.
Total Credits	Displays the total amount of credits.
Journal Status ⊻	This field displays the line status. In case of an error, it navigates to the error page.
Budget Status	This field displays the budget check status. In case of error, it navigates to the budget checking error page.

Journal Entry Totals Page

You use the Journal Entry Totals page to record control totals for the journal.

For journals with multiple funds, the control totals must be entered by fund. After you have entered the journal, the system compares the control totals entered here with the actual totals of amounts entered in the detail lines and alerts you to any differences. You cannot post the journal if the control totals and the detail line totals do not match.

otals			<u>Find</u> V	ïew All 🛛 First 🔳 1 of	
*Unit	*Ledger	Book Code	Bal Sheet Ind	Adjustment	+ -
CASE1	ACTUALS	٩	٩		
	Control Totals	Actual Totals	Di	fferences	
Currency: USD Q	Debits:	Debits:	0.00 D	ebits:	
	Credits:	Credits:	0.00 Ci	redits:	
		Net:	0.00		
Base Currency: USD	Debits:	Debits:	0.00 D	ebits:	
	Credits:	Credits:	0.00 C i	edits:	
		Net:	0.00		
	Units:	Units:	0.00 U	nits:	
	Lines:	Lines:	1 L	ines:	

This is the Journal Entry Totals page:

These are the fields on the Journal Entry Totals page:

Element	Explanation
---------	-------------



Element	Explanation
Unit, Ledger, Book code, Bal Sheet Ind., Fund, DeptID, Bud Ref, Project, Adjustment	Balancing ChartFields were defined at the ledger group level on the installation options page. The balancing ChartFields appear across the top of this page. Unit, Ledger, Book code, Bal Sheet Ind., Fund, DeptID, Bud Ref, Project, Adjustment
Control Totals	Specifies the totals the journal should have after entry is complete.
Actual Totals	Displays the actual totals for the journal after entry. These totals should match the control totals.
Differences	Displays the differences between the control totals and actual totals. If the two do not match, you must correct the error prior to editing and posting.
Debits	Enter the debit total for this journal.
Credits	Enter the credit total for this journal. After you enter the debit amount, the credit amount automatically equals the debit. You can change the amount, if necessary.
Units	Specifies the number of statistical units the journal should have after data entry.
Lines	Specifies the number of journal detail lines the journal should have after data entry.

Journal Entry Errors Page

You use the Journal Entry Errors page to view any journal entry errors that were found during the editing process. Errors encountered during system processing will be listed here. You can go to the appropriate page (Header or Lines) to make corrections. No errors will display until the journal is edited.

This is the Journal Entry Errors page:

<u>H</u> eac	der Y <u>L</u> ines Y	Totals Errors	Approv	/al	
Unit:	CASE1 J	lournal ID: DEV0036992	Da	ite:	03/14/2002
🔽 Hea	der Errors				<u>Customize</u> <u>Find</u> 🛅 🛛 First 💽 1 of 1 🕨 Last
<u>Unit</u>	Field Name	Field Long Name	Set	Msg	Message Text
CASE1	JRNL_HDR_ST	FATUS Journal Header Status	5860	53	Journal line errors exist for this header.
🔽 Line	e Errors				<u>Customize Find</u> 📜 🛛 First 🗹 1-2 of 2 🕨 Last
Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	FUND_CODE	Fund Code	9600	32	ChartField error for value 22572 fieldname Fund Code, (prompt table FUND_TBL).
3	FUND_CODE	Fund Code	9600	32	ChartField error for value 22572 fieldname Fund Code, (prompt table FUND_TBL).

Journal Entry Approval Page

If you use workflow to approve journals you will use the Journal Entry Approval Page. The journal will be routed to the pre-determined worklists for approval and comments. You can review that information on this page.

This is the Journal Entry Approval page:

iit: CASE1 pproval Status	Journal ID:	NEXT	Date:	06/01/2004	Find	First 🖪 1 of 1 🕨 La
Unit:	CASE1				<u>, ma</u>	
Approval Check Active:	Y					
Approval Status:	1					
Approval Action:	Approve	*				
Comments for Denial Email:						< v
Approval History						
<u>Step Path Status</u>		Date/Time Stamp	<u>)</u>	<u>User</u>	ID	
Save)						🕞 Add) 🔏 Update/D

Procedure - Entering a Journal

Use the following steps to create a new journal entry.

Orcreate a new journal:

- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Journals.
- 3. Select Journal Entry.
- 4. Select Create Journal Entries.

The Add - Journal Entry Page appears.

Journal Entry
Eind an Existing Value Add a New Value
Business Unit: CASE1
Journal ID: NEXT
Journal Date: 06/15/2004
Add
Find an Existing Value Add a New Value

5. Verify or enter the Journal Date.

6. Click Add.

The Journal Entry Header page appears.

Header Lines	∑	rs <u>A</u> pproval	
Unit: CASE1	Journal ID: NEXT	Date: 06/0	01/2004
Long Description:			
*Ledger Group:	٩	Auto Generate Lines	
Ledger:	٩	Adjusting Entry	
*Source:	٩	Fiscal Year:	
Reference Number:		Period:	٩
SJE Type:	~	ADB Date: 06/01/	2004
Journal Class:	٩	📃 Save Journal Incomple	
Transaction Code:	٩		Author
Currency Defaults: USD /	/1		Hansen, Dana
Reversal: Do Not Genera	te Reversal	Commitment Control	dnh6
Save Sefresh			(国+Add) (紀 Update/Display)
Header <u>Lines</u> <u>Totals</u> <u>Erro</u>	rs Approval		

You are now ready to enter the Journal Header information.

To enter the Journal Header information:

- 7. Enter a Long Description that describes this journal entry. Remember that only 30 characters will display on search lists.
- 8. Enter the Ledger Group.
- 9. Enter the Source.
- **10.** Verify or change the **Accounting Period** for this journal entry.

When your header information is complete, you are ready to enter journal lines.



To enter the journal lines:

11. Click on the **Lines** tab.

The Journal Entry Lines page appears.

Template L	int	Chi	ange Values	InterIntraUnit						
Select	Line 1	Speed Type	Account	Event	Journal Line Descripti	on Amount	Eund	Project	<u>DeptID</u>	Clas
ines to ad	d: 1	• - 1	1		Customite End Mau 201	Citer (1) and	Flat			
ines to ad	d: 1	• • •	1	Total Debits	Customize Eind View All 🎽 Total Credits	First (1) car o Journal Status	D Last Budget Status			

12. Click to select the **SpeedType** for the journal line from a list of pre-defined values.



For cross-

billing between Case departments, use

XBL as your source.

Notice that the system assigns the journal an ID when the journal is saved. You may wish to record the new Journal ID for future reference.



If you mark the Save Journal Incomplete Status checkbox on the header page, you will receive a message when you try to save. **13.** Click **Q** to select the **Account** for the journal line from a list of pre-defined values.

The Account Description will appear in the Journal Line Description field.

- **14.** Enter the **Journal Line Description** you want to appear on the expense statement to identify this line.
- **15.** Enter the **Amount** for this line.
- **16.** Enter an **Event** for this line, if applicable.
- **17.** Click **+** to enter the next line.

Line 2 appears with the ChartFields except Account being the same as the previous line. The amount shows as an offset for the amount on the first line.

18. Follow steps 15 through 20 until all lines are entered.

A running totals section is displayed at the bottom of the page where you will see the business unit, the number of journal lines you have entered, and the debit and credit amounts which have been entered. These totals change as you continue adding journal lines. The status of the journal is also indicated.



If you want to delete a journal line, check the Select

checkbox on the line you want to delete and click _____. If you delete a line, the system does not renumber the journal lines. For example, if you enter a journal with five lines and you delete line 3, the journal line numbers will be 1, 2, 4, and 5.

19. Click **Save**

The journal is saved.

Editing and Budget Checking the Journal

After you enter the journal, you will run the edit process to check that there are no errors in the journal and to run a budget check for the accounts and SpeedTypes used.

Procedure – Running the Edit Journal **Process**

Follow these steps to edit your journal.

To run the Edit Journal process:

1. Click on the Lines tab.

The Lines page appears.

- 2. Select Edit Journal in the Process field.
- Process Click 3.

The edit process runs and the Journal Status changes. When the journal edit is complete, the Budget Check will be run as part of this process. If the Journal Status is anything but V. check the errors page and return to the lines page to correct the errors. Each time you make a change, you must save and re-run the Edit Journal process.

When the Journal Status is V, click \blacksquare save. 4.

The edited journal is saved with its new status.

Submitting the Journal to Workflow

After the journal is edited and budget checked and errors are corrected. you must run the process that will submit the journal into workflow for approval.

Procedure – Running the Submit Journal Process

Follow these steps to submit your journal for approval processing.

To run the Submit Journal process:

1. Click on the Lines tab.

The Lines page appears.

- 2. Select Submit Journal in the Process field.
- Process Click 3.

The journal is sent to your approver's worklist ...



If you have an error (E) in the Budget Check status you will need to wait for verification before moving to the next step. You will receive notification by e-mail when it is OK to rerun the Edit Journal process.

4. Click **Save**.

The journal is saved.

Printing a Journal

You can print both posted and unposted journals. Select the Print Journal process and click Process on the Journal Entry Lines page. The process that you initiate displays the journal and allows you to print to your local printer.

Procedure – Printing a Journal

Use the following steps to print a journal.



- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Journals.
- 3. Select Journal Entry.
- 4. Select Create Journal Entries.

The Journal Entry – Add a New Value page appears.

5. Click the Find an Existing Value tab.

The Journal Entry – Find an Existing Value page appears.

- 6. Enter the **Journal ID** or **any other criteria** to narrow your search for the journal to be printed.
- 7. Click Search.

A list of journals appears.

8. Select the journal to be printed.

The Journal Entry - Header page appears.

9. Click on the Lines tab.

The Lines page appears.

- **10.** Select **Print Journal** in the Process field at the top of the page.
- 11. Click Process
- **12.** Click the <u>New Window</u> hyperlink at the top right hand corner of the page.

A new PeopleSoft window appears.

- **13.** Select **Reporting Tools** in the new window.
- 14. Select Report Manager.

The Report Manager – Explorer page appears.

15. Click the **Administration** tab.

The Administration page appears.

Administra	ation Archives				_
View Repo	ts For				
User ID:	dnh6	Type:	🚩 Last:	1 Days	Refresh
Status:	~	Folder:	✓ Instance:		to:
Report List	:		Customize Find View	All 📜 👘 Firs	st 🗹 1 of 1 🕨 Last
Select	<u>Report Prcs</u> ID Instance	eport Description	<u>Req</u> Date	<u>.iest</u> <u>/Time</u> Format	<u>Status</u> <u>Details</u>
					<u>Details</u>

16. Click the **View** hyperlink.

The Report Detail page appears.

17. Click the <u>GLC7501-nnn.pdf</u> hyperlink in the File list.

The Journal Entry Detail Report appears in a new browser window. You can view and/or print the journal from this window.

12001														
4		Pageri IO	0107401						et Promision Y DETAIL REPORT	0			Page Ins. Run Dale Run Tata	Jun 21 000-
Unit Journ Cath Cath		CASE1 8089808118 Juni21/2004 JUNE PROJE	CT COPY BIL	LLINGS				Ladgar Group Journe Pereruki Recercal Date	t SOM N			Paringin Corner Rain Type Etherhon Cain Raininge Rain		s0 50 #1212094 1.0
Der	Assort		Openal Unit	Fund Gale		Program Book sook	Dans	Nution For Stat	Statutes APP	Rate Type	Auto	Fanigr Ansult	_	Base Arrow
CASE	Product						Date	- Spinstered	Statistics Are	Rulle Type	Nuix 240.00	Family: Amount Total Base Challe		540.00
CASE	Product		Affiliate	Fund Amage		-	8 813	- Spinstered	and California	Rate Type 1	100		-30	
CASE	Product 1		Affiliate Open her	Fund Athen \$7500 OFR26122 eft Kay: N \$66320 OSA42108	Donard	-		- Spinstered	e Bace Debille	122120	340.00	Total Base Credits 0.00 Copy	30	
CASE	Product 1 1 532810	Project	Affiliate Open her	Pune Attrace S71000 OPR26122 eff: Kay: N S6320	Donard	-	10	- Spinstered	e Bace Debille	122120	240.00 1.00000000	Total Base Create 0.00 Copy Reference	-750	

Lesson 4: Journal Approval

After you have completed your budget journal entry and have completed editing and budget checking, the journal is ready for approvals. If you have approval authority, you will use your worklist to approve the journal.

Additional approvals are required if the SpeedType contains a fund in the range of 96xxx. After you edit the journal, workflow will submit the journal to the worklist of the approval. Approval resides in the grants area within each school or in Grants Accounting.

Using Your Worklist

Approvals are done as a result of workflow. After the journal has been edited and budget checked, you will submit the journal to the worklist of the person responsible for approval.

Worklist

This is the Worklist page:

Worklist for 1	FRNA201: Training ID							
Detail View			Work List Filters:		~			
Worklist					Customize Find View	<u>100 📜 🛛 F</u>	irst 🖪 ·	1-25 of 104 🕨 Las
From	Date From Work Item	Worked By Activity	Priority	Link				
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		<u>21, V, 0</u>	.0000000074.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		30, CASE1 21, V, 0	.000000092.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		33, CASE1 21, V, 0	.0000000082.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		✓ 42, CASE1 21, V, 0	.0000000135.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		46, CASE1 21, V, 0	.0000000123.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		✓ 38, CASE1 21, V, 0	.0000000131.2004-06-	Mark Wor	ked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		35, CASE1 21, V, 0	,0000000120,2004-06-	Mark Wor	ked	Reassign

These are the fields on the Worklist page:

Elements	Description
<u>Detail View</u>	Hyperlink to detail view of the same page. Detail view contains worklist specific information such as worklist name and activity process and timestamps of last usage. This information is not normally helpful to the average user and is used more for debugging purposes.
Worklist Filters	Dropdown list of pre-defined filters to limit the number of items appearing in your Worklist display.
From	Name of the person who sent this item to your Worklist
Date from	Date the item was sent

Elements	Description
Link	Link to the transaction work page.
Work Item	Kind of request, such as ePro Req Approval Worklist.
Priority	Default is not priority. The settings are Low, medium, and high
Link	Item hyperlink to the approval page.
Mark Worked	Click to approve the journal without going to the transaction page. Do not use this option as it does not allow you to review the messages that may have been entered.
Reassign	Reassign button allows you to route the item to someone else.

Approval

You will enter your comments and choose to approve or deny the journal on the Approval page of the journal. You can review all of the Header and Lines information as you are actually taken to the journal.

This is the Approval page.

it:	CASE1		Journal ID:	0000000092	Date:	06/21/2004				
pprova	al Statu	s						<u>Find</u>	First 🖪 1 of 1 🕨	La
Unit:			CASE1							
Approval Check Active:		Y								
Аррго	val Stat	us:	Pending A	oproval						
Аррго	val Acti	on:	Approve	~						
Comments for Denial Email:									< >	
Approval History										
<u>Step</u>	<u>Path</u>	<u>Status</u>		<u>Date/Time St</u>			<u>User ID</u>			
<u>Step</u> O	<u>Path</u> B	Status Initiated		06/21/2004 1	1:27:52AM		TRNA001			
<u>Step</u> 0 01	<u>Path</u> B A	Status Initiated Approved		06/21/2004 1	1:27:52AM 1:31:18AM					
<u>Step</u> 0 01 01	Path B A B	Status Initiated Approved Skipped		06/21/2004 1 06/21/2004 1 06/21/2004 1	1:27:52AM 1:31:18AM 1:27:52AM		TRNA001			
<u>Step</u> 0 01 01 02	Path B A B B A	Status Initiated Approved Skipped Pending		06/21/2004 1 06/21/2004 1 06/21/2004 1 06/21/2004 1	1:27:52AM 1:31:18AM 1:27:52AM 1:27:52AM		TRNA001			
<u>Step</u> 0 01 01	Path B A B	Status Initiated Approved Skipped		06/21/2004 1 06/21/2004 1 06/21/2004 1	1:27:52AM 1:31:18AM 1:27:52AM 1:27:52AM		TRNA001			

Procedure – Approving a Journal

Use these steps to approve a journal.



To approve a journal:

1. Click Worklist on the home page navigation bar.

3/17/2005

Home Worklist MultiChannel Console Add to Favorites Sign out

The worklist appears with items that have been assigned to you.

Detail View			Work List Filters:	¥		
Worklist				Customize Find View 1	00 (🎦 🛛 First 🖪	1-25 of 104 🕨
Erom	Date From Work.Rem	Worked By Activity	Priority	Link		
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		29. CASE1. 0000000074. 2004-06- 21. V.0	Mark Worked	Pleassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		20. CASE1.000000032.2004-06-	Mark Worked	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		₩ 33, CASE1, 0000000032, 2004-06- 21, Y, 0	MarkWorlind	Reassign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		42. CASE1.0000000135.2004-06- 21. V. 0	Mark Worked	Beautips
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		¥6 CASE1.000000123.2004-06- 21.V.0	Mark Worked .	Fiessaign
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		38. CASE1, 0000000131, 2004-06- 21, V, 0	Mark Winoved	Revestor
Training ID	06/21/2004 Journal Approval	Approve/Deny Journal		35. CASE1.0000000120.2004-06-	Mail(Wolling)	Resocion

2. Click the link for the journal to open.

The Journal Header page appears.

- 3. Click the <u>Header</u> and/or <u>Lines</u> pages to review the requisition details.
- 4. Click the Approval tab.

The Approval page appears.

nrosz	CASE1 al Statu	e	Journal ID:	0000050316	Date:	07/27/2004		Find	First 💽 1 of 1	
-		3						<u>FIIIQ</u>		
Unit:			CASE1							
Approval Check Active:			Y							
Аррго	wal Stat	tus:	Pending A	pproval						
Аррго	wal Acti	ion:	Approve	-						
Comn	nents fo	r Denial								-
Comments for Denial										
mail	:									
		ton								
Appro	oval His			Date(Time)	Stamn		liser ID			
	oval His	tory <u>Status</u> Initiated		Date/Time 1	Stamp 3:12:11PM		User ID TRNA001			
Appro <u>Step</u>	oval His <u>Path</u>	<u>Status</u> Initiated		07/26/2004			User ID TRNA001			
Appro <u>Step</u> O	oval His <u>Path</u> B	<u>Status</u>		07/26/2004	3:12:11PM					
Appro <u>Step</u> 0 01	oval His <u>Path</u> B A	Status Initiated Pending		07/26/2004 07/26/2004 07/26/2004	3:12:11PM 3:12:11PM					
Appro <u>Step</u> O	oval His <u>Path</u> B	<u>Status</u> Initiated		07/26/2004	3:12:11PM					

- 5. Enter Comments for Denial if you deny the approval.
- 6. Select either **Approve**, **Deny** or **Recycle** from the drop-down list.
- 7. Click **Save**.

The approval information is saved.

8. Click the Lines tab.

The lines page appears.

- 9. Select Submit Journal from the Process menu.
- 10. Click Process

The journal is submitted to workflow for the next step.

11. Repeat steps 2-10 as needed until all approvals are complete.

ঈ

Procedure - Assigning Approver Duties

Because automated workflow assigns transactions to the approver's worklist, you may find a need to temporarily assign your approver duties if you are out of the office for a significant period of time. The following steps will allow you to re-assign those duties to another individual.

To re-assign approver duties:

1. Click My System Profile at the bottom of the PeopleSoft main menu.

General Profile Information
Training ID
Password
Change password
Change or set up forgotten password help
Personalizations
Your current language preference is: English
My preferred language for reports and email is: English 💌
Currency Code: USD Q
Default Mobile Page:
Email
Edit Email Addresses
Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID:
From Date: (example:12/31/2000)
To Date: (example:12/31/2000)
Workflow Attributes
🗹 Email User 🔍 Worklist User
Miscellaneous User Links
Save

The General Profile Information page appears.

- 2. Enter an Alternate User ID in the Alternate User section. This is the Case ID for the user to assume your duties.
- 3. Enter the first date you will be gone as the From Date.
- 4. Enter the date you will return as the To Date.
- 5. Click **Save**.

The information is saved and in effect for the selected dates.

Review Questions

- 1. What three keys uniquely identify a journal?
- 2. Name the steps you perform to enter a journal.
- 3. What is the purpose of a SpeedType?
- 4. What ChartField(s) do you have to enter after you select a Speed Type?

Chapter 3 Maintaining Journals

After you enter a journal, you may need to make changes to it. PeopleSoft provides an easy way to locate, edit, or delete journals.

Chapter Objectives

This chapter teaches you how to:

- Locate a journal in the system.
- Correct/change a journal.
- Copy a journal.
- Delete a journal.

Chapter Contents

This chapter contains the following lessons:

Lesson 1: Maintenance Overview	3-2
Lesson 2: Locating a Journal	3-3
Lesson 3: Changing or Correcting a Journal	3-9
Lesson 4: Copying a Journal	3-11
Lesson 5: Deleting a Journal	3-14
Review Questions	3-16

Lesson 1: Maintenance Overview

Occasionally you will enter a journal in error and need to change it or delete it. You can update or delete journals that have not been posted.

Once a journal is posted, all fields are grayed out and you can no longer make changes.

When to Change or Delete a Journal

You can change or delete any journal that is not already posted.

Steps to Update or Delete a Journal

Step	Action						
1	Locate the journal to be changed.						
2	Change the Journal Line information.						
3	Save the Journal						
4	Run the Edit Journal process.						
5	Run the Submit Journal process.						

The steps that you follow when updating or deleting a journal.

Lesson 2: Locating a Journal

After you have entered a journal into the system, you may easily locate it to review or change the lines. Changes can be made to the journal till it is posted. You may locate and change a journal by using the Journal Entry Lines page.

After you select the journal, use the search fields on the Journal Entry Lines page to find a specific journal line you wish to review or change. These search fields can be extremely helpful if you are searching for a specific line in a journal with many lines.

You can access journals you have already created using the Create Journal Entries component. You use the Find an Existing Value tab, to enter information that allows you to view and update an existing journal.

Pages Used

You can access the Create Journal Entries Find an Existing Value page by using the following path:

Μ	en	u G	Group	G	enera	al Ledger
	Μ	en	u		Jour	nals
		Μ	enu Item		J	ournal Entry
			Compone	ent	t	Create Journal Entries

淼

If you leave the status field and source blank and click Search, all journals appear in the List. It is helpful to enter values to narrow down your search. This is the Find an Existing Value page:

Journal Entry		
Enter any information you have an	d click Search. Le	ave fields blank for a list of all values.
Find an Existing Value Add	a New Value	
Business Unit:	= 💌	Q
Journal ID:	begins with 🔽	
Journal Date:	- ~	EI,
Line Business Unit:	= 🗸	Q
Journal Header Status:	= 🗸	×
Budget Checking Header Status:	= 🗸	×
Source:	= 🛩	٩
	arch 📳 <u>Save Se</u>	arch Criteria
Find an Existing Value Add a Nev	<u>v value</u>	

Search Operators

On most of the search fields you can select from a variety of search operators. These help select the field values that you enter in the search fields.

Field	Explanation
Begins with	Searches for the value that begins with the value entered in the search field.
Contains	Searches for the value that contains the value entered in the search field.
=	Searches for the value that matches exactly the value entered in the search field.
not =	Searches for the value that does not match exactly the value entered in the search field.
<	Searches for the value that is less than the value entered in the search field.
<=	Searches for the value that is less than or equal to the value entered in the search field.
Between	Searches for the value(s) between the values entered in the search field. When you select this operator, two search fields will appear. Enter the starting value in the first field and the ending value in the second field.
in	Searches for the values contained in the search field. Enter several values in the search field. Separate the values with commas.

Search operators that you can search from include:

Search Fields

These are the search fields on the Journal Entry – Find an Existing Value page.

Field	Explanation
Business Unit	The business unit responsible for the journal. This will default to CASE1 and is the only business unit used at the university.
Journal ID	Enter all or part of the Journal ID based on the operator you selected.
Journal Date	Enter the date to match or range of dates based on the operator you selected.

Field	Explanation
Line Business Unit	Enter the business unit for the lines in the journal. This will default to CASE1 and is the only business unit used at the university.
Journal Header Status	Select a status from those listed in the drop-down list. These include:
	 Deleted – anchor jrnl unposted: Searches for ledgers with a Journal Status = 'D' (deleted)
	• Journal Entry Incomplete: Searches for journals with the 'Save Journal Incomplete Status' checkbox selected.
	 Journal Has Errors: Searches for journals with Journal Status = 'Error' (journals with edit errors).
	 No Status – Needs to be Edited: Searches for journals with Journal Status = 'N' (not edited). This is the default value.
	 Posted to Ledger(s): Searches for journals with Journal Status = 'P' (posted to Ledger).
	• Posting Incomplete-Repost ASAP: Searches for journals that were not posted and need to be reposted immediately.
	• Unposted: Searches for journals that have been unposted.
	• Upgrade Journal-Can't Unpost: Searches for journals that can't be unposted because they are an upgrade to another journal.
	 Valid Journals-Edits Complete: Searches for journals with Journal Status = 'V' (successfully edited; valid journals).
	 Valid SJE Model-Do not Post: Searches for S(tandard) J(ournal) E(ntry) templates that are used as models.

Field	Explanation
Budget Checking	Select a status from those listed in the drop-down list. These include:
Header Status	Error in Budget Check – Searches for journals with Budget Status = 'E' (encountered a budget check error).
	Not Budget Checked – Searches for journals with Budget Status = 'N' (not budget checked).
	Valid Budget Checked – Searches for journals with Budget Status = 'V' (successfully budget checked; valid journals).
Source	Enter a source that would appear on the journal header. Your general ledger source based on your school will default as a part of your security.

Retrieving a Journal Line

When you review a journal that contains many lines, you can easily use selection criteria to find the line you are looking for without scrolling through all of the journal lines. After you retrieve the journal line, you can update it as necessary.

This is the Journal Entry Lines page:

	SE1	Journal I		000050009		Date: 07/05/2004			Process				
emplate L	list <u>Sear</u>	h Criteria Cha	nge v	alues		Entris	Jiny 🖾 🖾 Line:						
Lines Select	Line	Speed Type	ļ	Account	J	Journal Line Description	Amount	Event	Fund	Project	DeptID	Class	<u>Fir</u> Ledg
	1	OPR261221	٩	531800	9	Computer Software	100.00		97600		261221	10	ACTU
	2	OPR231230] (531800	٩	Computer Software	-100.00		Q 97600		231230	10	ACTU
ines to ad Totals		OPR231230] _ (531800	<u>a</u>	Computer Software <u>Customize Fin</u>		First 🖪 1 of 1			231230	10	ACTU
ines to ad 🔽 Totals		+ -] _ (531800		<u>Customize Fin</u>	id View All 🎬 🛛 I				231230	10	ACTU

Field	Explanation			
Search Criteria	Accesses the GL Journal Entry Processing Selection Criteria page. Enter the ChartFields for the line you want to retrieve.			
Line	Determines the maximum number of rows (a grouping) that may appear in the scrolling region on the panel. This is the number of rows that you want to review at a given time. PeopleSoft limits the number of rows you retrieve at a given time to decrease the amount of required memory on your PC.			
	The max rows field also controls the amount of data you want the system to search. For example, if you change the max rows field to 5 and the journal has 15 lines, the system will only search 5 lines of the journal, not 15.			
	The system defaults to 10 in the max rows field. This field resets to 10 whenever you access the Journal Entry Lines page.			
	Each group of rows is known as a chunk. Therefore, if you enter 10 in the max rows field for a journal with 50 lines, you will have 5 chunks of 10 rows each.			
Chunking Arrows	Moves from one chunk to the next. The up and down double arrows move you forward or backward one			
	chunk. The single arrows take you to the initial or final chunks. If the last chunk of the journal is displayed, the down arrows are grayed out. If the first chunk of the journal is displayed, the up arrows are grayed out.			
Errors Only	Searches only for journal lines with errors when the checkbox is activated.			

These are the search fields on the Journal Entry Lines page:

Using the Selection Criteria

When you click on the <u>Search Criteria</u> hyperlink, the GL Journal Entry Processing selection criteria page appears. You use this page to enter the ChartFields in the journal line you want to retrieve.

This is the Journal Entry Processing selection criteria page:

GL Journal Entry Pr	ocessing
Selection Criteria:	
GL Journal Line Number:	: h
Business Unit:	UNIV1
Account:	٩
Affiliate:	Q
Fund Affiliate:	٩
Book Code:	
Budget Reference:	٩
Class Field:	<u> </u>
Department:	٩
Fund Code:	Q
Operating Unit:	٩
Product:	Q
Program Code:	٩
Project:	٩
Foreign Currency Code:	Q
OK Cancel	

The GL Journal Line Number field indicates at which line in the journal you want to begin your search. This field works together with the Line field found on the Lines page. If you have set the Line field to 10 and the GL Journal Line Number field to 1, the system will begin the search at row 1 in the journal, search the first ten journal lines to see if they match the criteria, and display the appropriate rows. You will then need to use the chunking buttons to display the next group of rows, if needed.

If you do not change the GL Journal Line Number field or the Line field and click on the **Search** button again, the system will return the same rows of information.

Lesson 3: Changing or Correcting a Journal

You can edit any journal that has not been posted. The date of the journal can be past, present, or future. You use the same pages to update a journal that you use to enter the journal.

Procedure - Changing a Journal

Use the following steps to change a journal.



- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Journals.
- 3. Select Journal Entry.
- 4. Select Create Journal Entries.

Journal Entry-Add a new Value page appears.

5. Click the Find an Existing Value tab.

Journal Entry-Find an Existing Value page appears.

Journal Entry Enter any information you have and	click Search. Lea	ve fields blank for a list of a	Il values.					
Find an Existing Value								
Use Saved Search:	*							
Business Unit:	= 🗸	CASE1	9					
Journal ID:	begins with 💌]					
Journal Date:	= ~		Ð					
Line Business Unit:	= 🗸	CASE1	9					
Journal Header Status:	= 🗸	No Status - Needs to be E	dited 🔽					
Budget Checking Header Status	: = 🗸		~					
Source:	= 🛩	A&S	9					
Search Clear Basic Sear		arch Criteria Delete Save	<u>d Search</u>					
Add a New	value							

- 6. Fill in the **appropriate fields** to narrow the search for your journal.
- 7. Click Search.

A list of journals that match the search criteria appears.

8. Click on the row in the Search Results that matches the journal to be edited.

The Journal Entry- Header page appears.

9. Click the Lines tab.

The Journal Entry Lines page appears.

- **10.** Enter a number of lines to display in the **Line** field.
- **11.** Click **Search Criteria**.

The Selection Criteria page appears.

- **12.** Enter the line number where the search should begin in the GL **Journal Line Number** field.
- **13.** Enter other criteria to locate the specific lines you want to edit.
- 14. Click OK.

The criteria page closes and the lines matching the criteria you entered appear.

- **15.** Make the appropriate changes.
- 16. Click Save.

The changes are saved.

- **17.** Run the Edit Journal process.
- **18.** Run the Submit Journal process.



Chapter 2, Entering Journals, for steps to run the Edit Journal and Submit Journal processes.

Lesson 4: Copying a Journal

If you have similar or identical journals that recur with some frequency, you can avoid retyping the same information each time by copying a journal entry. You can copy any journal entry and then change the header or detail lines, as desired.

Using the Copy Journal functionality you may:

- Reverse signs.
- Save the copy with 'Incomplete' status.

Pages Used

You can copy a Journal by running the Copy process from the Journal Entry Lines page.

This page can be located by following this path:

Μ	Menu Group Genera			Ge	enera	I Ledger
	Μ	en	u		Jour	nals
		Μ	enu Item		Jo	ournal Entry
	Component			Create Journal Entries		

Journal Entry Lines Page

You can copy a journal by selecting 'Copy Journal' in the Process field and clicking the Process button on the Journal Lines page.

This is the Journal Entry Lines page:

<u>H</u> eader Unit: CAS	Ŋ Lin∙ BE1	es <u>\ Total</u> Journal I		<u>Approval</u> Date: 06/09/2	004 'Process: Edit.	ournal 💌 Process		
emplate Li Lines	ist <u>Sea</u> r	<u>rch Criteria</u> <u>Cha</u>	nge Values	Inter/IntraUnit Err	ors Only 🔺 🖄 Line	10 🔻 🗵		
Select	Line	Speed Type	Account	Journal Line Descript	<u>on Amount</u>	Event Eund	Project DeptID	CI
	1	RES425024	Q 532610	🔍 May 2004 Copy Charg	es 25.25	Q 96010	RES425024	10
	2	RES423006	Q 532610	🔍 May 2004 Copy Charg	es 75.25	96020	RES423006	10
	3	TRN450103	S32610	May 2004 Copy Charg	es 50.25	Q 96120	TRN450103	10
	4	TRN450103	S32610	🔍 May 2004 Copy Charg	es 50.25	Q 96120	TRN450103	10
	5	OSA481083	S32610	May 2004 Copy Charg	es 50.25	Q 96320	OSA481083	10
	6	RES420017	Q 532610	May 2004 Copy Charg	es 25.25	Q 96010	RES420017	10
	7	OPR261221	S32610	🔍 may 2004 Copy Charj	es -276.50	Q 97600	261221	10
nes to ade	d: 1	+ -			5			
Totals	Total Line	<u>IS</u>		Customize		First 🖪 1 of 1 🕨 Last Irnal Status Budget		
ASE1	7			276.50	276.50	<u>⊻ E</u>		
		Search) (∔≣Nextin L I <u>Errors Approva</u>	ist) (†≣Previous in L	st) 🖻 Notify) 🗳 Refresh				

Procedure – Copying a Journal

Use the following steps to copy a journal using the Journal Entry Lines page.

To copy a journal entry using the Journal Entry Lines page:

- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Journals.
- 3. Select Journal Entry.
- 4. Select Create Journal Entries.

Journal Entry – Add a New Value page appears.

- 5. Click the Find an Existing Value tab.
- 6. Click 'Search' to lookup the journal you wish to copy.

The Journal Entry Header page appears for the selected journal.

If multiple journals match the search criteria, the search results appear in the Search Results grid.

7. Click the Lines tab.

The Journal Entry Lines page appears.

- 8. Select Copy Journal as the Process.
- 9. Click the **Process** button.

The Journal Entry Copy page appears.

Journal ID:	NEXT	Ledge	r:	🗌 Reverse Sign	s
Journal Date:	06/21/2004	New L	edger:	📃 Recalculate E	Budget Date
ADB Date:	06/21/2004	Docun	nent Type:	Save Journal	Incomplete Status
Currency Effective Date:	06/21/2004				
Reversal Date Do Not Generate Rev De Beginning of Next Period End of Next Period			ADB Reversal Date Same As Journal Reve O On Date Specified By U		
 Next Day Adjustment Period 			ADB Reversal Date:		
 On Date Specified B Adjustment Period: Reversal Date: 	y User	Ē			

10. Accept "**NEXT**" in the Journal ID field to allow the system to assign an ID.

- **11.** Verify or change the **Journal Date**.
- **12.** Enter the appropriate **Ledger** field.
- **13.** Turn on the checkboxes for the following if they apply:
 - Reverse Signs use if amounts are to be reversed (negative) of the original journal.
 - Save Journal Incomplete Status use if you want to be able to save the journal before it is complete.
- **14.** Fill in the appropriate options for **Reversal Date** if this is to be an entry with automatic reversal.
- 15. Click OK.

The Copy Journals Process is initiated.

The Journal Entry Lines page reappears for the new journal. A number has been assigned and the status of the new journal is 'N'.

Select	Line	Speed Type	-	Account		Journal Line Description	Amount	Event	Fund	Project	DeptID	Clas
	1	RE8425024	9	532610	9	May 2004 Copy Charges	25.25		96010	RE8425024		10
	2	RES423006	9	532610	9	May 2004 Copy Charges	75.25		96020	RES423006		10
	3	TRN450103	9	532610	9	May 2004 Copy Charges	50.25		96120	TRN450103		10
	4	TRN450103	9	532610	9	May 2004 Copy Charges	50.25		96120	TRN450103		10
	5	OSA481083	9	532610	9	May 2004 Copy Charges	50.25		Q 96320	OSA481083		10
	6	RES420017	Q	532610	9	May 2004 Copy Charges	25.25		Q 96010	RES420017		10
	7	OPR261221	9	532610	9	may 2004 Copy Charges	-276.60		97600		261221	10

16. Change any information that needs to be changed and run the processes to edit and submit to workflow.

Lesson 5: Deleting a Journal

A journal can be deleted anytime *prior* to posting. You cannot delete a posted journal.

You will use the Journal Entry Lines page to delete the journal.

Procedure - Deleting a Journal

Use the following steps to delete a journal.



To delete a journal entry:

- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Journals.
- 3. Select Journal Entry.
- 4. Select Create Journal Entries.

The Journal Entry – Add a New Value page appears.

5. Click Find an Existing Value tab.

The Journal Entry – Find an Existing Value page appears.

- 6. Enter the appropriate search options.
- 7. Click the **Search** button.

A list of available journals appear.

8. Click the **link** to the journal you wish to delete.

The Journal Entry Header page appears for the selected journal.

- 9. Click the Lines tab.
- 10. Select Delete Journal in the Process field.
- **11.** Click the **Process** button.

The system displays the following message.

Are you sure that you want to delete this journal? (5010,30)
Yes No

12. Click Yes.

The system deletes the journal, displays the deletion confirmation message and the page closes.

Review Questions

- 1. What is the purpose of the Journal Header Status field on the Find an Existing Value page?
- 2. True or False? All fields are grayed out on a posted journal.
- 3. True or False? If you leave a ChartField blank on the Selection Criteria dialog box, the system searches for all values for that field.
- 4. How do you delete a journal that has been posted?

Chapter 4 Making Inquiries

Information is posted to the General Ledger application from many different sources. Inquiry pages are provided to help you review the information that you need to make good business decisions. Using these inquiry tools, you can obtain information quickly whenever you need it.

Chapter Objectives

This chapter teaches you how to review:

• Journal headers and lines.

Chapter Contents

This chapter contains the following lessons:	
Lesson 1: General Ledger Inquiry Overview	4-2
Lesson 2: Performing a Journal Inquiry	4-3
Review Questions	4-7

Lesson 1: General Ledger Inquiry Overview

The inquiry components for the General Ledger application are found on the Review Journal/Ledger Data menu.

The Journal Inquiry can be found by following this path:

Μ	Menu Group Gen			en	eral Ledger
	М	enu Item		R	eview Journal/Ledger Data
	Component			Journals	

The component begins with a criteria page where you enter search criteria

to locate the specific data you want to view. After you click Search a list that matches the criteria appears. The matching journals will have a hyperlink that takes you to the Journal Header Detail page that allows you to view the header and line information for the selected journal. Header and line information is all presented on the same page.

You can create and save your inquiry parameters so that you can access it again at a later time. If no saved inquiries exist for your operator ID, you will need to create one. Saving your inquiry saves time if you use the same criteria often.

Lesson 2: Performing a Journal Inquiry

You can use the Journal or Ledger components to inquire on journal header and line detail. Since we have already seen how to access this information using the Ledger component, let's examine how we can use the Journal component to verify information.

The two pages that make up the Journal component are:

- Journal Criteria
- Journal Header Detail

Journal Criteria

The Journal Criteria page is used to specify your search criteria. The Unit, Ledger, Year, and Period fields are required.

This is the Journal Criteria page:

Journal Criteria	\					
Inquiry: TRAINING Journal ID:	*Unit: CASE1 Q	*Ledger: Status:	*Year:	*From: *To Period:S	uspense Status:	Search
User:			C Max Rows:	100 Sort By: Jou	rnal Id 💌	
🕞 Save) 🕞 Notify	Refresh				(🗗 Add) 🖉 Update/Display)

Fields that appear on the Journal Criteria page include:

Field	Description
Inquiry	Displays the name of the inquiry that you select.
*Unit	Enter the business unit that owns the journal(s) you want to review. CASE1 is the unit used at the University.
*Ledger	Enter the Ledger that contains the journal(s) you want to review. Posted revenues and expenses are found in the ACTUALS ledger.
*Year	Enter the fiscal year for which you want to see the information.
*From Period	Enter the beginning period you wish to review.
*To Period	Enter the closing period you wish to review.
Suspense Status	Enter a status that indicates a specific stage of suspense processing. This occurs when there is an out-of-balance condition and the amount to bring the journal into balance is posted to a suspense account.



If you are searching for journals with a specific date, status, currency, or source, you can enter the value in the appropriate field. You can also use wildcards in the Journal ID and Source fields.

Use the % character to represent multiple characters in your search. A journal ID with 32 in the number can be found by typing %32%.

Field	Description
Journal ID	Enter the ID of the journal(s) you want to view, if known.
Date	Enter the date of the journal(s) you want to view.
Status	Enter the status code for the journal(s) you want to view.
Source	Enter the source (creator) of the journal(s) you want to view.
Currency	Enter the currency for the journal(s) you want to view. Since Case will only use USD , you can leave this field blank.
Stat	Case will not use this field . This field is to designate statistical ledgers that are not used at Case.
Document Type	Enter a type of journal that you wish to view. These may be journals that were generated from AP or PO.
User	Enter the ID of the person who entered the journal(s) you want to view.
Max Rows	Enter the maximum number of rows to retrieve if many match your search.
Sort By	Enter a sort order for your results. You can select to sort by Journal ID or by Journal Date.
Search	Click when you have finished entering the criteria to return rows that match what you have entered.
Save	Click to save the inquiry for a later date.
Add)	Click to return to the Add a New Value page to create a new inquiry.
🖉 Update/Display)	Click to return to the Find an Existing Value page to select a inquiry you have already created.

After you enter the search criteria, you click Search to find the journals that match your search criteria. The results of the search are displayed at the bottom of the page.

This is the Journal Criteria page with the search results:

Inquiry: TRAIN		Unit: CASE1		*Ledger: ACTUALS	Q	"Year: 2004		: "To Period:	uspense Status:	Bearch		
Journal ID:		Date:	-	Status:		Sourc	والتنبيب الاسرار	icy: Stat:	Document Type:			
	9	-	1	9			9	9 9	9			
User: TRN	M001				9	Max Ro	ws: 100	Sort By: Jou	mal Id 💌			
	_											
Journals										Customize Find 📒	First 🔳 1-3 or 3 🗈 Last	
Contention Contention	Date		Unit	U <u>Status</u>	s	Source	Suspense Status	User	Unpost Date	Customize Find 🚟 Descr	First 🔳 1-3 or 3 🕩 Last	
Journal ID	Date 06/05/	2004	Unit CASE	-	-			00000	Unpost Date 06/05/2004		First 🔳 1.3 or 3 🕨 Last	
000000057	-		-	1 Valid	A	\&S	Status	TRNA001	000000000000000000000000000000000000000		First 🔳 1-3 or 3 🗈 Lest	

Journal Header Detail

Clicking one of the Journal ID links on the Journal Criteria page takes you to the Journal Header Detail page for the selected journal. The Journal Header Detail page displays the header and line information.



Inquiry TRAIN	Unit CASE1	Ledger ACTUALS	Year Fro 2004	am To: 1 12	Curr	Source Journ	al ID	Status S	uspense	e Status (Doc Type				
Go To: <u>Journa</u>	Criteria							Heade	r Msg:						
Journal ID: Ledger Grp: Status:	000000005 ACTUALS		06/05/2004 06/05/2004	Lines:		Schedul 2 Occur: Process		Source: InterUnit Bl Reversal:							
Balanced: Operator Id:			Ctris OK		1	Errors: Doc Sequence #	Edits OK	Reversa Date		5ê					
Long Descrip	rency						Find View A			ast					
Currency	# USD	DR:	15.0	0	CR:	15	00 Net:	0.	00						
Show All Show I	Lines From Line:		Thru Line:		9										
Journal Line Line # 1	Ŕ	Transaction	Amount 15.00 USI	Accourt 0 101030	t Ope	erating Unit D	eptiD	Product Fun 960	d Code 10	Class 10	Program	Bud Ref	Affiliate	Fund Affil	Event
2			-15.00 USI	0 101030				960	10	10					

Procedure – Performing a Journal Inquiry

Use the following steps to perform a new journal inquiry.

To perform a journal inquiry:

- 1. From the left-hand navigation, select the **General Ledger** menu.
- 2. Select Review Journal/Ledger Data menu.
- 3. Select Journal.

The Journal – Find an Existing Value page appears.

4. Click the Add A New Value tab.

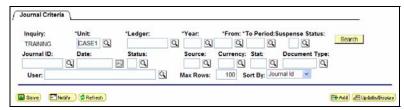
The Add a New Value page appears.

Journal	
<u>Eind an Existing</u>	g Value 🖌 Add a New Value 🔪
Inquiry Name:	
Add	
Find an Existing V	'alue Add a New Value

5. Enter a name for your search.

6. Click Add

The Journal Criteria page appears.

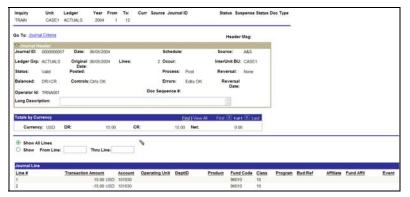


- 7. Enter the criteria that will help you find the journal(s) you want to view.
- 8. Click Search

The Search results are displayed.

9. Click a Journal ID link to view the journal details.

The Journal Header Details page appears.



10. If you want to view only certain lines within the journal (helpful if the journal has many lines), you can Select the **Show...From** Line...Thru Line radio button.

C Show A	All Lines				N
Show	From Line:	2	Thru Line:	4	

- 11. Enter the lines you want to view and click >.
- **12.** Only the lines you entered will display.
- **13.** Click <u>Journal Criteria</u> to return to the Journal Criteria page.



Review Questions

- 1. Why do you use the Journal inquiry page?
- 2. When you save an inquiry, what does the system save?
- 3. What do you see when you click the journal results hyperlinks that appear as a result of your search?
- 4. Which fields are required on the Journal Criteria page?

Chapter 5 Using Offline Journal Entry

With PeopleSoft, you can enter journals in Microsoft Excel worksheets and import the journals into the PeopleSoft General Ledger application. This allows you to complete large journal entries using the cut and paste options of Excel.

Chapter Objectives

This chapter teaches you how to:

- Enter journals using a spreadsheet
- Import journals into PeopleSoft General Ledger

Chapter Contents

This chapter contains the following lessons:

Lesson 1: Overview of Using Spreadsheets	5-2
Lesson 2: Setting Workbook Defaults	5-4
Lesson 3: Entering Journals	5-6
Lesson 4: Importing Your Journal	5-12
Lesson 5: Reviewing Spreadsheet Journals	5-14

Lesson 1: Overview of Using Spreadsheets

Using a spreadsheet to enter journals into Microsoft Excel is helpful if you are an experienced Excel user. You may find it quicker to enter large amounts of journals in Excel rather than PeopleSoft. You can enter the journal information into the Excel file and upload it into PeopleSoft where it can then be edited and processed like all other journals.

The processing differences with spreadsheet journals are:

- The journals must be imported into PeopleSoft and edited online by the user like all other journals.
- The Account (6-digits) must be entered during the journal line entry.
- SpeedTypes and Accounts are validated when loading into PeopleSoft.
- The journals are assigned a number on import.

You may enter almost any kind of transaction in Excel to be imported to PeopleSoft. Exceptions to this rule include:

- You must open the journal in PeopleSoft, run the edit process and save each journal individually. You can then edit and approve journals as if you had entered the journal on-line.
- Control accounts are not available to spreadsheet Journal import.

Journal Workbook

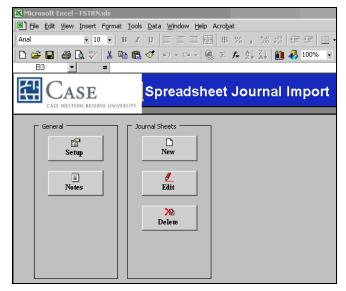
You will be given a set of files that has been modified by Case to create and import journals using the control worksheet. The name of the journal workbook you will use is FSPRD.xls.

Control Worksheet

You use the Control worksheet to:

- Create and maintain the sheets in the workbook
- Set workbook defaults
- Import sheets from the workbook

This is the Control Worksheet from the FSPRD.xls spreadsheet: Access the control page by double clicking on the FSPRD.xls file name and enabling the macros.



You use buttons on the worksheet to perform tasks governed by the Control Worksheet. These buttons are divided into two groupings as shown in the following table:

Button	Description	
General		
Setup	Activates the Define Options and Defaults dialog box. Using this dialog box, you can set journal header defaults, import options, message logging options, online import controls for the workbook, general options, and document sequencing.	
Notes	Transfers you to the Notes worksheet in the workbook. You use this worksheet as "scratch paper" to enter instructions, calculations, notes etc.	
Journal Sheets Options		
New	Inserts a new journal sheet. You can add as many journal sheets as necessary and enter as many journals on each sheet as you like.	
Edit	Selects a specific journal sheet from a list of journals sheets in the workbook to edit.	
Delete	Selects one or more journal sheets in the workbook to delete.	
Сору	Copies a selected journal worksheet to a new name.	

Lesson 2: Setting Workbook Defaults

Before you begin entering journals in Excel, you can set the defaults for your workbook. These defaults control variables, such as business unit and ledger, so that you do not have to enter them each time you open the workbook. You will set the defaults using the Define Options and Defaults dialog box that you access from the Control worksheet. You can access the Control page opening the FSPRD.xls file.

Procedure – Setting Defaults

Practice setting your defaults with the class. Enter Defaults for Business Unit, date, Ledger Group and Source



To set workbook defaults:

- 1. Open the Microsoft Excel program.
- 2. Select the File menu.
- 3. Select Open.

The Open dialog box appears.

- 4. Navigate to the folder that contains the *FSPRD.xls* spreadsheet.
- 5. Highlight **FSPRD** and click **Open**.

A message to enable macros appears.



6. Click Enable Macros.

The spreadsheet opens to the Control page.



7. Click the **Setup** button.

The Define Options and Defaults dialog box appears.

Define Options and Defaults		X
Header Defaults Business Unit: CASE1 Date: Ledger Group: ACTUALS	Message Options Log Error Message only Log Successful and Error Message Josplay Messages Online	OK Cancel
Source: User ID: Enable Multibook AutoGen Lines	Document Sequencing Enable Document Sequencing Default Document Type: Online Import Control	Configurate
General Options Language: English	Addesss: http://erp.case.edu:8660/xmllii User ID: After successful import Change import status to Do Not Impor Keep import status as Import	

The Business Unit, Ledger Group and Online Import Control Address will default. These values will not allow you to change them.

If you leave any of these fields blank, you must enter data for these fields when you enter the journal.

- 8. Enter your source in the Source field.
- 9. Enter your User ID in the User ID field (case sensitive).
- **10.** Accept the default for **Language Preference**.
- 11. Accept the **URL of the database** in the Address field.
- 12. Enter your **PeopleSoft user id** in the User ID field.
- 13. Click OK.

Your options and defaults are set. The dialog box closes.

Source is a three-character field that typically identifies your school. If you are internal service department and are cross-billing costs to other internal departments at Case, use XBL as your source.

Lesson 3: Entering Journals

After you set your options and defaults for your workbook, you are ready to begin entering journals. You will enter journals using a copy of the Template worksheet that is part of the journal workbook.

This is the Template worksheet:

M	licros	soft E	xcel - FS1	FRN.xls						
	Eile	<u>E</u> dit	<u>V</u> iew <u>I</u> nse	ert F <u>o</u> rmat	<u>T</u> ools <u>D</u> ata	<u>W</u> indow <u>H</u> elp /	Acro <u>b</u> at			
Aria	al I		-	8 • F	IU		\$%,	+.0 .00 .00 +.0	E 🔛 + 🕭 + 🗛	<u> </u>
	2		a 🗟	V 🐰 🗈	a 🛍 🝼 🛛	ю + сі + 🍓	$\Sigma f_{\mathbf{x}} \stackrel{\mathbb{A}}{\geq} \downarrow$	🕌 🛍 🚜 10	D% • 🛛 • 👖	12
	H4	ļ	•	=						
		E	Н		J	K	L	M	N	0
2	Sp	read	dsheet	Journal	Import	+ 🔂				
3	Hea	der	Unit	Journal	Date	Description				
4				1						
5	+		[
6										
7	Line	9	Line #	Unit	Ledger	Speed Type	Account	Amount	Description	Event
8				V						
9	+	-	+		Select fi	elds to copy from a	a previous line	by marking the chec	kboxes under each	i field.
10										

The buttons on this worksheet are described in the table below:

Button	Description					
Spreadsheet						
+	Opens the Import Journals Now page.					
	Returns you to the Control worksheet.					
Header						
+	Displays the New Journal Header page that you use to add a new journal header with its own defaults.					
1	Allows you to edit a journal header.					
Line						
+	Adds a journal line.					
-	Deletes the journal line where the cursor is currently located.					
+	Allows you to copy a block of lines for the journal whose header is displayed at the top of the page					
—	Allows you to delete several lines within a range at one time.					

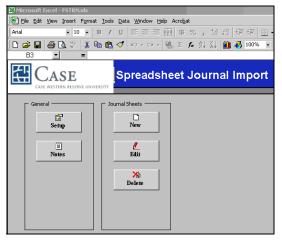
Procedure – Entering Journals

Use the following steps to enter a journal.

To enter journals in a spreadsheet:

1. Open the FSPRD.xls file.

The journal workbook opens and the Control worksheet appears.



2. Click the **New** button.

The New Journal Sheet dialog box appears.

New Journal Sheet	×
New Journal Sheet Name:	OK
	Cancel

- 3. Enter a name for the new journal sheet.
- 4. Click the **OK** button.

The new journal sheet appears. This worksheet is a copy of the Template worksheet.

	licrosoft I	Excel -	FSTRN	l.xls												
	<u>Eile E</u> dit	⊻iew	Insert	Forma	it <u>T</u> ools	Data	Window	Help	Acro <u>b</u> at							
Aria	al		• 8	•	B Z	Ū			\$	%,	+.0 .00 .00 +.00	律律		• 👌 • ;	<u>A</u>	
	i 🖉 🚔	3	🕫 🗸	*	h 🔒	1	K) v Ci	-	Σ /	× ∆↓	Z I	l 🦓 10	0% 🔹	2.		
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4																
5	+ 🗶															
6																
7	Line	Line	:# U	Init	Lei	dger	Speed	Туре	Acco	unt	Am	ount	Descrip	tion	Even	nt
8				V		V	V		u			V	V		F	~
9	+ -	+			s	elect fi	elds to cop	y from	a previo	us line l	by markin	the chec	kboxes (under eac	h field.	
10																

5. Click + in the Header Section. This allows you to enter a new journal header.

The New Journal Header dialog box appears. Default information for Unit, Journal ID, Journal Date, Ledger Group, Ledger will default and should not be changed. If you filled in your Source and User ID on the Setup page, these values will also appear.

New Journal Header			×
Unit: CASE1	Journal ID:	NEXT Journal	Date: 6/17/2004
Ledger Group:	ACTUALS	Document Type:	
Ledger:	ACTUALS	Doc Sequence:	ОК
Source:	A85	Adjustment Type:	Cancel
User ID:	TRNA001	AutoGen Lines	
Journal Class:		Adjusting Entry:	
Transaction Code:			
Currency Informatio	n	Reversal None	
Effective Date:	6/17/2004	C Beginning of Next Period	
Rate Type:		C End of Next Period	
Exchange Rate:	I	C Specified Date	
Description:			

- 6. Verify or enter your **Source**.
- 7. Verify or enter your User ID.
- 8. Enter an **appropriate description** in the Description field.

If you enter a description that is longer than the defined field in PeopleSoft, the system abbreviates the data.

9. Click OK.

The journal header information now appears at the top of the worksheet.

Spreadsheet Journal Import				
Header	Unit	Journal	Date	Description
	CASE1	NEXT	6/17/2004	Journal 1
<u>/</u>				



three-character field that typically identifies your school.

If you are internal service department and are cross-billing costs to other internal departments at Case, use XBL as your source.



When entering information, you can enter text in upper or lower case. When the journals are imported, all characters are converted to upper case except for descriptions.

If you want to change the header information, click	
This displays the Select Header to Edit dialog box.	

dit Journal Header	×
Journals (Unit, Journal ID, Date):	
CASE1 NEXT 6/17/2004	ОК
	Cancel

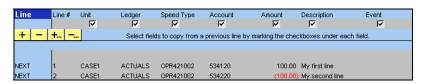
A list of the journals on this worksheet appears. You then select the journal header you want to edit and click **OK**.

10. Click + in the lines section to add a journal line.

A blank line is added to the worksheet for you to enter the first detail line information. The Business Unit (CASE1) and Ledger (ACTUALS) will already be entered. Do not change these default values.

- 11. Enter the **SpeedType** on the line.
- **12.** Enter the **Account**.
- **13.** Enter an **Event**, if applicable.
- **14.** Click + in the lines section to add a new journal line.

A second line appears. All of the data you entered in the first line is copied to the next line. The system copies the data for a field if the checkbox underneath the field name is selected.



- **15.** Follow steps 10-14 to enter information for each additional line. Omit step 14 after the last line.
- 16. Click Save.

The journal is saved.

NOTE: When entering credit dollar amounts a minus (-) sign must be entered.

Copying Journal Line Values to Multiple Lines

If you have several lines you need to copy to the same SpeedType or Account, you can copy the lines and values to multiple lines at one time.

To copy multiple lines with selected values:

1. Check the values you wish to copy to each line by turning on the checkboxes at the top of the line section.



2. Click to add more than one row.

The Insert Multiple Lines dialog box appears.

Insert Multiple Lir	ies		×
Number of Lines		1	
From Line:		3	Insert
To Line:		3	Cancel
Copy data fro			

3. Type in the number of lines you want to add.

The To Line number will adjust accordingly.

4. Click Insert.

The lines are copied and appear on the spreadsheet with the values you selected.

Line	Line #	Unit	Ledger	Speed Type	Account	Amount	Description	Event
		V		V				V
+ -	- +		Select fiel	ds to copy from	a previous line k	y marking the ch	eckboxes under eac	h field.
NEXT	1	CASE1	ACTUALS	OPR421002	534120	100.0	0 My first line	
NEXT	2	CASE1	ACTUALS	OPR421002	534220		0) My second line	
NEXT	3	CASE1	ACTUALS				-, .,	
NEXT	4	CASE1	ACTUALS					
NEXT	5	CASE1	ACTUALS					
NEXT	6	CASE1	ACTUALS					
NEXT	7	CASE1	ACTUALS					
NEXT	8	CASE1	ACTUALS					
NEXT	9	CASE1	ACTUALS					
NEXT	10	CASE1	ACTUALS					
NEXT	11	CASE1	ACTUALS					
NEXT	12	CASE1	ACTUALS					

- 5. Enter the remaining values you need.
- 6. Click Save.

The journal is saved.

Deleting Multiple Lines

You cannot save a journal with blank lines. If you added too many lines and need to delete multiple lines, use the _____ button to delete them.

To delete multiple lines with selected values:

1. Click ----

The Delete Block of Lines dialog box appears.

- 2. Type the Line # to begin the delete in the From Line field.
- 3. Type the Line # to end the delete in the **To Line** field.
- 4. Click Delete.

The extra lines are removed.

Beginning An Additional Journal

Once the journal worksheet is complete, you can create another worksheet.



- 1. Click the dutton and the Control worksheet reappears.
- 2. Click the button and follow the steps above to create a new worksheet.

Lesson 4: Importing Your Journal



You cannot validate your entries from within Excel. You must know the correct SpeedType and Account number to make the entry. To make sure you have a successful import, you should verify the following before you begin either import process:

- All journal lines have a valid ledger and account
- Journal headers contain a business unit and ledger group
- Data is entered in the proper PeopleSoft format

After you have checked the items above, you are ready to import the journals.

Import Journals Now

You can access the Import Journals Now dialog box by clicking 📌 on the journal sheet page.

The URL appears above the User ID. Enter your User ID and password and click OK.

Import Journals	Now		X
http://erp.case.e	edu:8660/xmllink/fstrn/		
	TRNA001	OK	
User ID:			
Password:		Cancel	

Procedure – Importing Journals

Use the following steps to import a journal.



To import journals from an open journal:

1. With the journal spreadsheet open, click → to import the current spreadsheet.

Import Journals Now dialog box appears.

Import Journal	s Now		×
http://erp.case.	edu:8660/xmllink/fstrn/		
User ID:	TRNA001	ОК	
Password:		Cancel	

- 2. Enter your PeopleSoft User ID in the User ID field.
- 3. Enter your PeopleSoft **Password** in the Password field.

4. Click the **OK** button.

The import process runs and a message is returned confirming the successful import. The Journal ID will be assigned and will appear in place of the "NEXT" designation in front of each journal line.

5. Note the Journal ID number. You will need it to edit the journal in PeopleSoft.

Lesson 5: Reviewing Spreadsheet Journals

Reviewing Spreadsheet Journals

You must run the journal edit process before you can view/update the spreadsheet journal in PeopleSoft General Ledger. The process edits and formats the journal and makes it available for update and display.

Follow the steps to edit the journal found in *Chapter 3, "Maintaining Journals*".

Appendix A Review Questions and Answers

The following are the review questions and answers for each chapter.

Chapter 1: Introducing PeopleSoft General Ledger

- 1. What is the General Ledger business unit used by the University? CASE1.
- 2. What two ChartFields can you enter when entering a financial transaction? Account, Event
- 3. How do the remaining ChartFields get entered? SpeedType or Speedchart selection.
- 4. What are the three levels of Commitment Control? *Pre-encumbrance; Encumbrance; Actuals/Recognized*

Chapter 2: Entering Journals

- 1. What three keys uniquely identify a journal?
- 2. Name the steps you perform to enter a journal.
- 3. What is the purpose of a SpeedType?
- 4. What ChartField(s) do you have to enter after you select a Speed Type?

Chapter 3: Maintaining Journals

- 1. What is the purpose of the Journal Header Status field on the Find an Existing Value page?
- 2. True or False? All fields are grayed out on a posted journal.
- 3. True or False? If you leave a ChartField blank on the Selection Criteria dialog box, the system searches for all values for that field.
- 4. How do you delete a journal that has been posted?

Chapter 4: Making Inquiries

- 1. Why do you use the Journal inquiry page?
- 2. When you save an inquiry, what does the system save?
- 3. What do you see when you click the journal results hyperlinks that appear as a result of your search?
- 4. Which fields are required on the Journal Criteria page?