

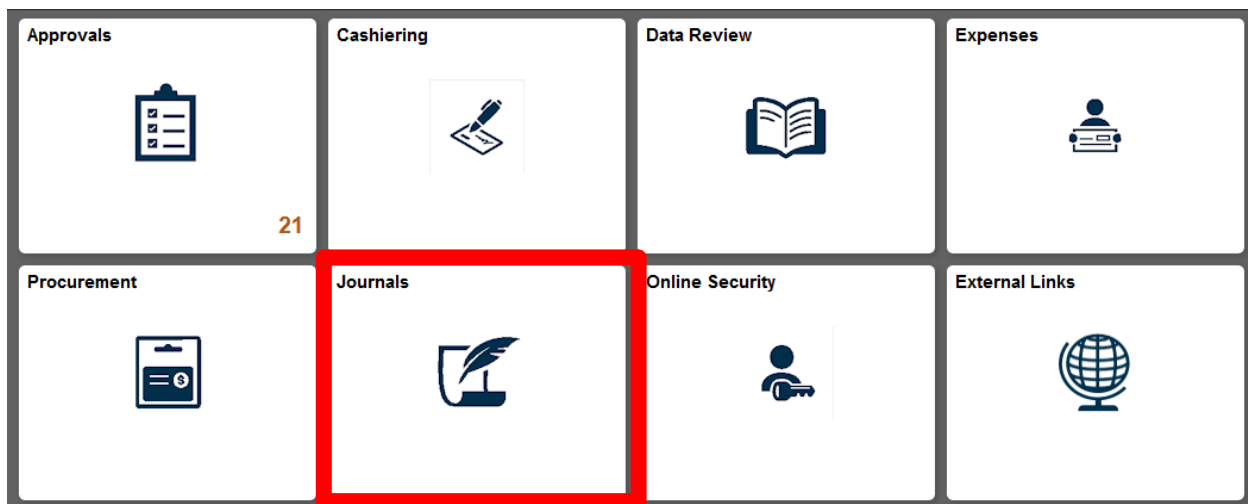
PeopleSoft - General Ledger- Creating a Journal

Concept

This business process explains how to create a journal using the ESP process.

Procedure

There are three main parts to process a journal successfully: ESP. The first step is to **EDIT**. The edit process system checks to journals for errors. The next step is **SUBMIT** the journal. This submits your journal to workflow. **PLEASE NOTE:** If you are not using the attachment feature, the last step is to optional **PRINT** journal. You must print a copy of the journal and forward it along with supporting documentation to Sponsored Projects Accounting or the Controller's Office as needed.



1. Select the Journals Tile from the main screen.
2. The Journal Entry search screen will appear. Verify or enter a new Journal date.

NOTE: A journal is posted in the period based on the journal date.

If you backdate a journal to a period that is no longer open, the journal status will update to "E" (Error) as a result of the edit process.

- 3.

User Homepage **Journals**

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: CASE1
 Journal ID: NEXT
 Journal Date: 02/10/2020

Add

Find an Existing Value | Add a New Value

4. Click the **Add** button.

Header | Lines | Errors | Approval

Unit: CASE1 | Journal ID: NEXT | Date: 03/10/2015

*Long Description: [Empty]

Ledger Group: ACTUALS | Adjusting Entry: Non-Adjusting Entry

Ledger: [Empty] | Fiscal Year: 2015

*Source LGR: [Empty] | Period: 5

Reference Number: [Empty] | AOB Date: 03/10/2015

Journal Class: [Empty] | Auto Generate Lines

Transaction Code: GENERAL | Save Journal Incomplete Status

S/E Type

Currency Defaults: USD / CRRNT / 1

Attachments (0) | Comment Control

Comments: [Empty]

Save | Notify | Refresh | Add | Update/Cancel

Header | Lines | Errors | Approval

5. Enter the desired information into the **Long Description** field. This is a required field (e.g. “**To charge monthly copy charges for February, 2015**”).

The description should include why you are processing a journal. The first 30 characters will display on search lists when you search for the journal. The first 30 characters will display on search lists when you search for the journal. **This is a required field.**

NOTE: If the journal entry requires cost share override, please indicate so with the first characters on the description in uppercase: **COST SHARE OVERRIDE**.

6. Click the **Lines** tab

Select	Line	Speed Type	Account	Journal Line Description	Amount	Project	Event	Reference	Fund	Dept	Class	Ledger
	1		532R10	Copy Charges for February	0.00				9700	211417	10	ACTUALS

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	1	0.00	0.00	N	N

7. The journal entry screen appears. Enter the SpeedType into the **Speed Type** field.

8. Enter the Account Number in the **Account Field**. This will be a six-digit number, usually starting with the number “5”. Use the magnifying glass icon to search for the correct account.

9. Enter the desired information in the **Journal Line Description** field. **This is a required field** (e.g. enter “**copy charges for February**”). This is the description that will appear on your monthly reports for reconciliation purposes.

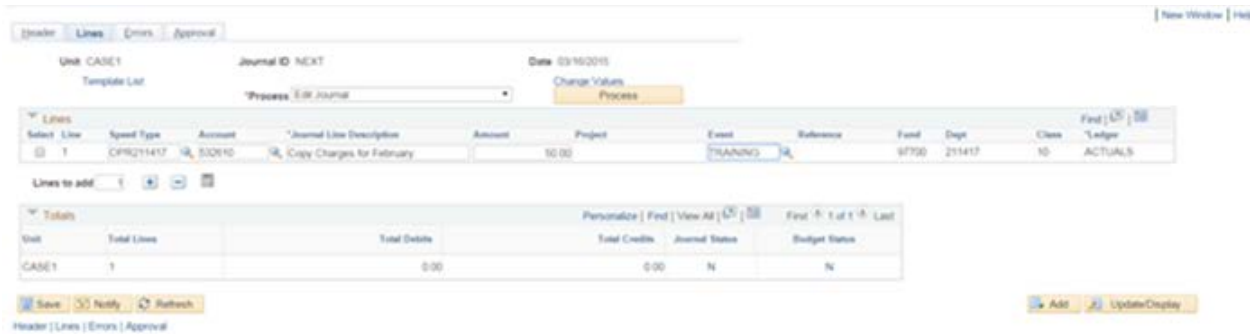
10. Enter amount in the **Amount** field (e.g. “**50.00**”).

***NOTE:** for a SpeedType receiving a credit, the amount will appear as a negative. For a SpeedType receiving a debit, the amount will appear as a positive.*

Select	Line	Speed Type	Account	Journal Line Description	Amount	Project	Event	Reference	Fund	Dept	Class	Ledger
	1	CP10211417	532R10	Copy Charges for February	10.00				9700	211417	10	ACTUALS

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	1	0.00	0.00	N	N

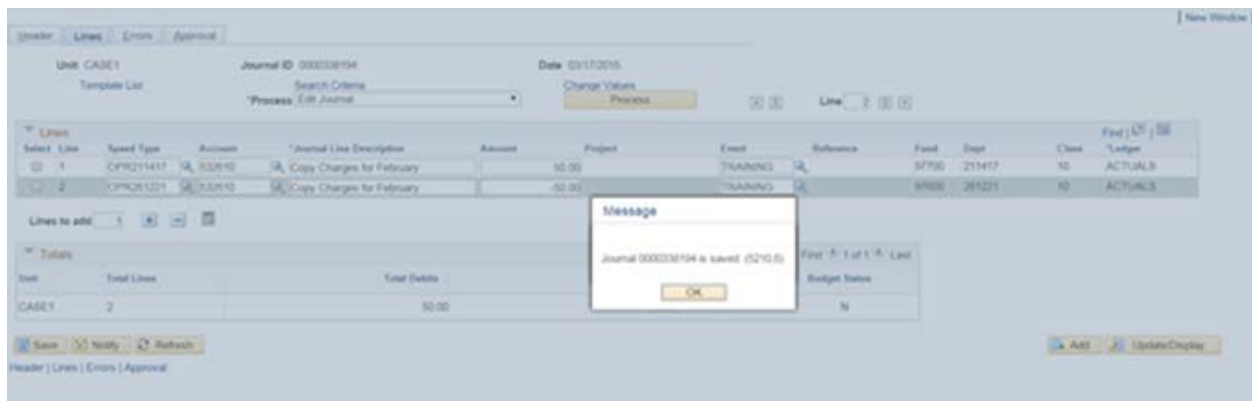
11. Enter an Event in the **Event Field** if applicable.



- Click the + to enter as many journal lines necessary. You may enter a number in the lines to add: box and then click the + to add multiple lines at one time.

Repeat previous steps to enter as many journals as you will need.

- After you have added a journal line, enter the information for the credit to a SpeedType and Account.
- Enter the desired information into the **Journal Entry Line Description** field. **This is a required field**(e.g. enter “**Copy Charges for February.**”).
- When you are finished, click the **Save** button.



- A 10-digit journal number is assigned by the system as a Journal ID. You may want to record it for future reference.

NOTE: If you are processing a large journal, save frequently to avoid a potential loss of data. Click the **Okay** button

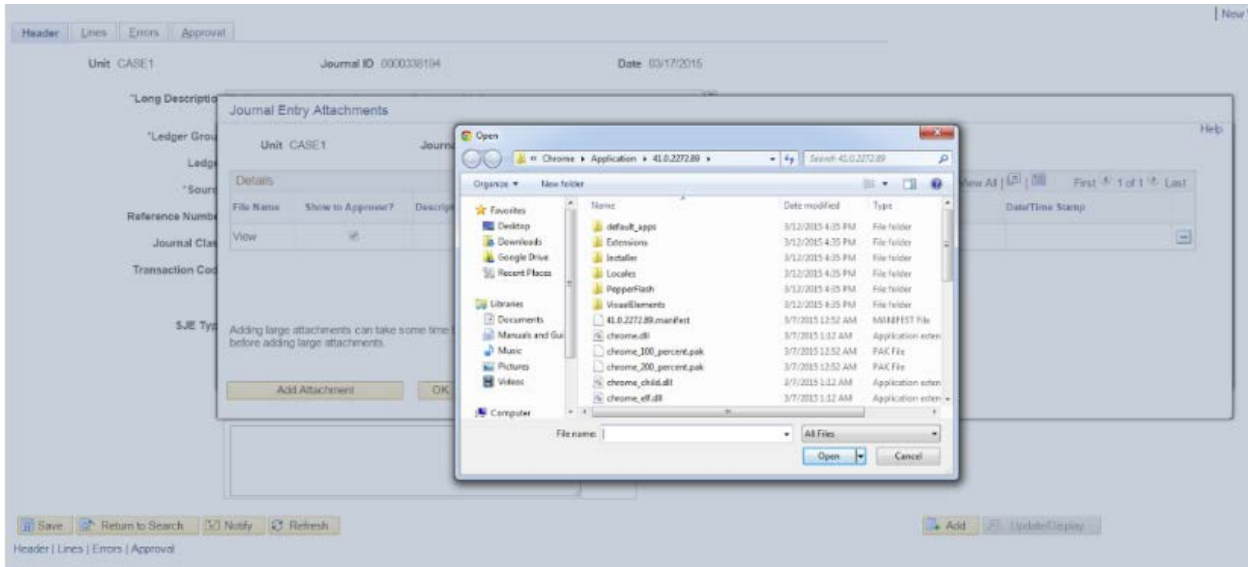
17. To add attachments and comments, click on the Header link.

18. Click on the **Attachments** link.

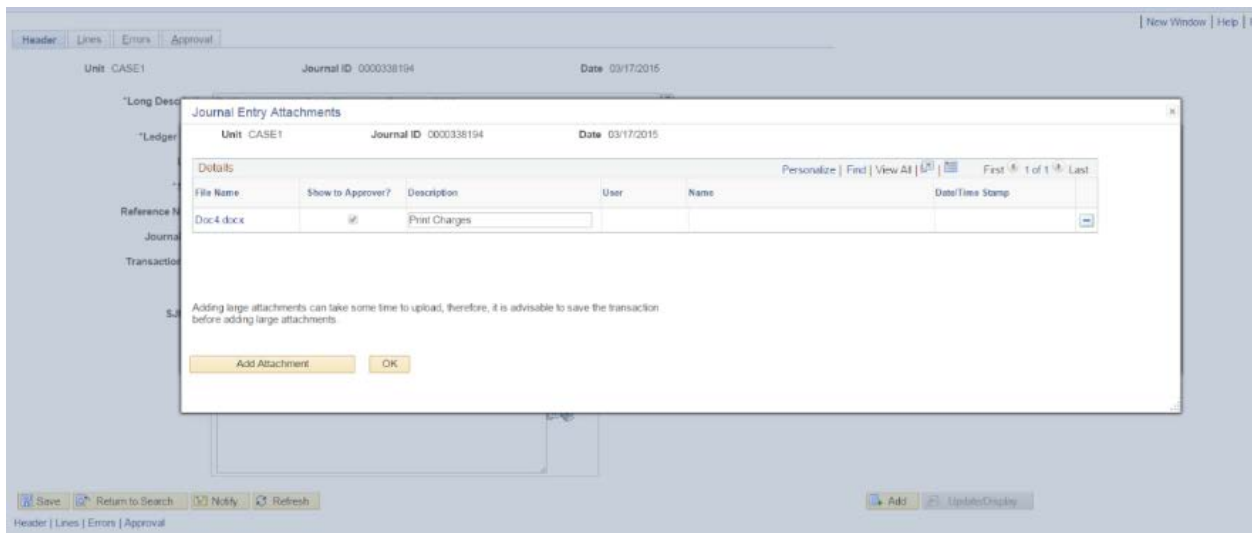
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Click **Add Attachments** button.

19. Click **Choose File** button to select desired file to upload.



20. Once you select desired file, click **Open** button.



21. You can open your attachment by clicking on the link with the name of your attachment under the **File Name** box.

To delete the attachment, click on the - button.

***NOTE:** Adding large attachments can take time to upload. It is advisable to save the transaction before adding large attachments.*

22. Type a description of the attachment in the **Description** box.

23. Once you are done adding attachments, click the **OK** button.

Unit CASE1 Journal ID 0000338194 Date 03/17/2015

*Long Description To Charge Monthly Copy Charges for February, 2015

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2015

*Source UGN Period

Reference Number ADB Date 03/17/2015

Journal Class

Transaction Code GENERAL

Auto Generate Lines

Save Journal Incomplete Status

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

Commitment Control

Comments

Add comments about attachments in this box.


Author

Moore,Deonna
dgm75

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Errors | Approval

24. You may also add comments about your attachment(s) in the **Comments** box.

Click on the  button next to the box. A larger box will pop up and you may enter comments there. You can also click on the Dictionary icon next to the arrow to spell check your entry.

25. Once you are done adding comments, click the **OK** button.

Unit CASE1 Journal ID NEXT Date 03/17/2015

Template List *Process 1.00 Journal Change Values Process

Select	Line	Spend Type	Account	*Normal Line Description	Amount	Project	Event	Reference	Fund	Dept	Class	*Ledger
<input type="checkbox"/>	1	CPRO21417	552810	Copy Charges for February	50.00		TRAINING		8730	211417	50	ACTUALS
<input type="checkbox"/>	2	CPRO21221	752810	Copy Charges for February	50.00		TRAINING		8760	281221	50	ACTUALS

Lines to add

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	2	50.00	50.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Errors | Approval

26. You will need to Edit your journal. This process validates there are no errors and budget checks your journal. N status means NONE; V status means VALID. Any other status cannot be submitted.

27. a Choose Edit Journal from the drop down and click the Process button.

Header | Lines | Errors | **Approval**

Unit CASE1 Journal ID 0000338194 Date 03/17/2015

Approval Status Find First 1 of 1 Last

Unit CASE1

Approval Check Active Y

Approval Status None

Approval Action

Deny Comments

28. You will see in the totals section, both Journal Status and budget status boxes have changed to **V** for **VALID**.

Header | Lines | Errors | **Approval**

Unit CASE1 Journal ID 0000338194 Date 03/17/2015

Approval Status Find First 1 of 1 Last

Unit CASE1

Approval Check Active Y

Approval Status None

Approval Action

Deny Comments

Header | Lines | Errors | **Approval**

29. Click the **Approval** tab at the left bottom corner of screen. When the journal has only been edited and not submitted, the **Approval Status** is none. The journal has not been submitted.

30. Once you have a Valid status, you can submit your journal. Click the **Submit** button.

Header | Lines | Errors | **Approval** | New Window | Help | Personalize Page

Unit CASE1 | Journal ID 0000339579 | Date 04/20/2015 | Submit

Approval Status | Find | First 1 of

Unit CASE1
 Approval Check Active Y
 Approval Status Pending Approval
 Approval Action Approve
 Deny Comments

Non-CON Non Salary Grant Fund

Unit CASE1, ID 0000339579, Date 2015-04-20, Line Unit CASE1:Pending

Grants Funds
 Pending
 Multiple Approvers
 Grant Approval

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
571	GLJournalApproval	01/02/2000	dgm75	200	1	2.00	Pending	TRNA201	Pending	04/20/2015 1:55:06.00

- Here is an example of a submitted journal:

On this page, you can view the approval status, the date and time journal was submitted for approval.

Header | Lines | Errors | **Approval** | New Window | Help | Personalize Page

Unit CASE1 | Journal ID 0000339579 | Date 04/20/2015 | Submit

Approval Status | Find | First 1 of

Unit CASE1
 Approval Check Active Y
 Approval Status Approved to Post
 Approval Action Approve
 Deny Comments

Non-CON Non Salary Grant Fund

Unit CASE1, ID 0000339579, Date 2015-04-20, Line Unit CASE1:Approved

Grants Funds
 Approved
 Thomas,Angela M.
 Grant Approval
 04/20/15 - 2:04 PM

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
571	GLJournalApproval	01/02/2000	dgm75	200	1	2.00	Approved	amt46	Approved	04/20/2015 2:04:46.00

- Here is an example of an approved journal.

On the **Approval Status screen**, you can see the approval process, the name of the approver, date and time that the journal was approved. This would look the same if the journal were in deny, hold or send back status.

You can also see this under the **Approval History** section.

Here are the approval options for journal entries:

Approved: Journal is approved to Post

Deny: The designated approver denies journal and e-mail is generated to user

Hold: Journal is not approved and system e-mail to user asking for more information

Send Back: Journal is pushed back to user to make updates.

The screenshot shows a web interface for viewing reports. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. Below this is a section titled 'View Reports For' with search filters for 'User ID' (set to 'sgm75'), 'Type', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is present. The main area is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains seven rows of 'Journal Entry Print' reports, all with a status of 'Posted'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button with a tooltip, and a 'Save' button. At the bottom, there are navigation links: 'List | Explorer | Administration | Archives'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2443554	3733843	Journal Entry Print	03/18/2015 12:02:40PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443553	3733842	Journal Entry Print	03/18/2015 11:47:22AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443552	3733841	Journal Entry Print	03/18/2015 11:47:09AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443551	3733840	Journal Entry Print	03/18/2015 11:47:05AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443550	3733839	Journal Entry Print	03/18/2015 11:28:49AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443549	3733838	Journal Entry Print	03/18/2015 11:28:31AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2443507	3733772	Journal Entry Print	03/17/2015 8:11:59PM	Acrobat (*.pdf)	Posted	Details

31. If you need to print the journal, click the Lines tab, choose Print Journal from the drop down list, and click the Process button.
32. From the main menu tab, select and click on Reporting Tools. Then select and click on Report Manager
33. A new window will open and default to the **Administration** tab. From here, you can see your Journal Entry print process
34. Click the **Refresh** button until the status says “Posted” and a link titled “Details” will appear when the process is complete.
35. Click the **Journal Entry Print** link in the **Description** column.
36. A new window will open with a PDF file version of your journal. You may save or print this file. Click the **X** in the top right to close this window and return to the journal page.
37. When complete, you may move to another screen or log out. If you receive a message pop up, click the **Cancel** button to continue.

End of Procedure