

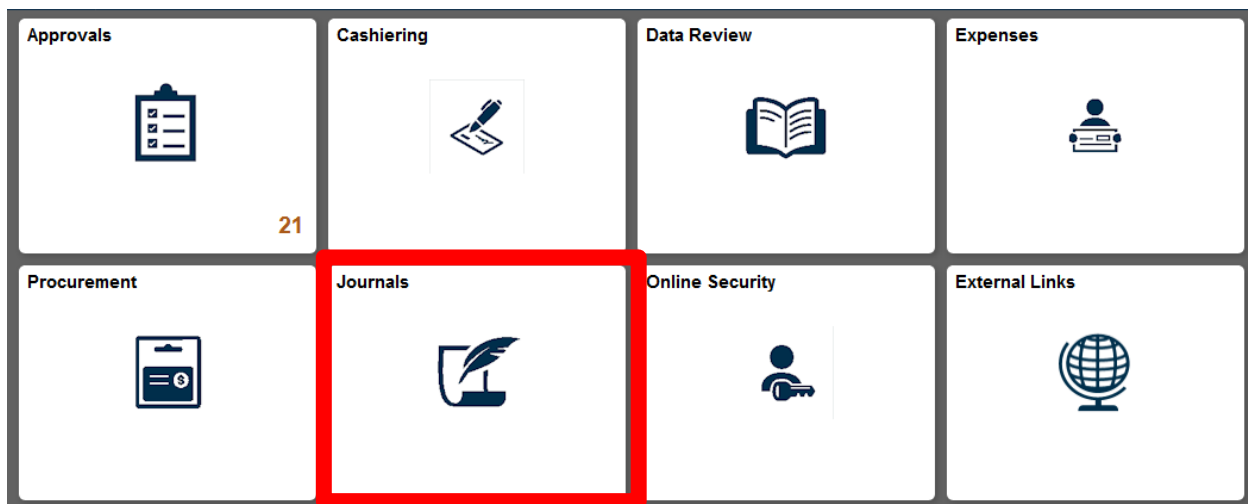
PeopleSoft - General Ledger- Creating a Journal

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

Edit Journals

Create/Update Journal Entries

Find an Existing Value
Add a New Value

Business Unit

Journal ID

Journal Date

Add

||

[Find an Existing Value](#) | [Add a New Value](#)

4. Click the **Add** button.

[New Window](#) | [Help](#) | [Personalize](#)

Header

Lines

Errors

Approval

Unit CASE1
Journal ID NEXT
Date 02/02/2021

*Long Description

254 characters remaining

*Ledger Group

Ledger

*Source

Reference Number

Journal Class

Transaction Code

Adjusting Entry

Fiscal Year

Period

ADB Date

Auto Generate Lines

Save Journal Incomplete Status

CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0) [Commitment Control](#)

Comments

Author

Elliott, David

- 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.**

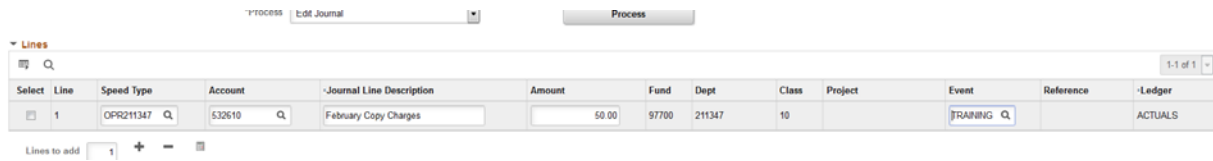
NOTE:** If the journal entry requires cost share override, please indicate so with the first characters on the description in uppercase: **COST SHARE OVERRIDE.

- Click the **Lines** tab

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

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



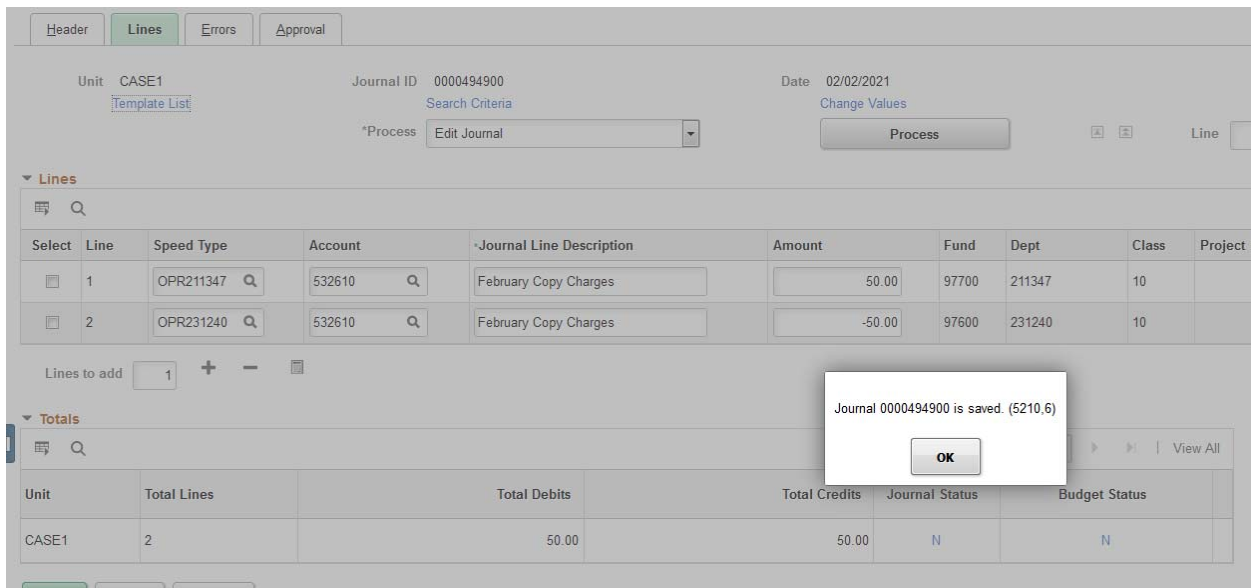
12. Click the + to enter as many journal lines necessary. You may enter a number in the lines to add: box and then click the + to add multiple lines at one time.

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

13. After you have added a journal line, enter the information for the credit to a SpeedType and Account.

14. Enter the desired information into the **Journal Entry Line Description** field. **This is a required field**(e.g. enter “**Copy Charges for February.**”).

15. When you are finished, click the **Save** button.




16. 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

[Header](#) | [Lines](#) | [Errors](#) | [Approval](#)

Unit CASE1 Journal ID 0000494900 Date 02/02/2021


*Long Description 
 238 characters remaining


*Ledger Group Adjusting Entry

Ledger Fiscal Year

*Source Period

Reference Number ADB Date

Journal Class 


Transaction Code 

Auto Generate Lines
 Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1

Attachments (0) CTA
 Commitment Control

Comments



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

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

Journal Entry Attachments

Unit CASE1 Journal ID 0000494900 Date 02/02/2021 [Help](#)

Details

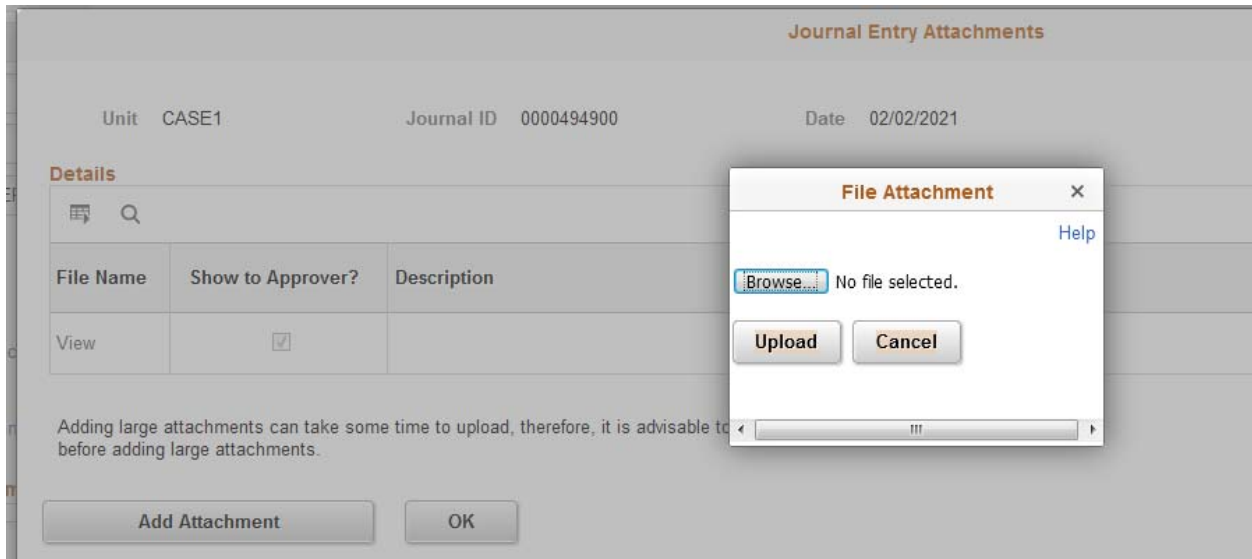
 1-1 of 1 [View All](#)

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

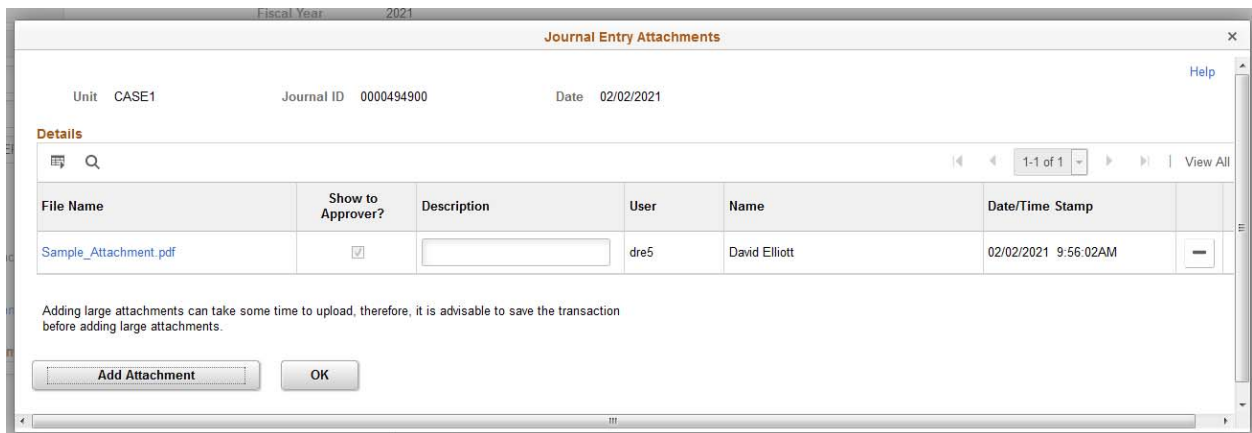
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

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.

Header Lines Errors Approval

Unit CASE1 Journal ID 0000494900 Date 02/02/2021

*Long Description

238 characters remaining

*Ledger Group Adjusting Entry

Ledger Fiscal Year

*Source Period

Reference Number ADB Date

Journal Class

Transaction Code

Auto Generate Lines

Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1

CTA

[Attachments \(1\)](#) [Commitment Control](#)

Comments

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.

Header | **Lines** | Errors | Approval

Unit: CASE1 Journal ID: 0000494900 Date: 02/02/2021
 Template List Search Criteria Change Values

*Process: Edit Journal Process Line: 2

▼ Lines

Select	Line	Speed Type	Account	Journal Line Description	Amount	Fund	Dept	Class	Project	Event
<input type="checkbox"/>	1	OPR211347	532610	February Copy Charges	50.00	97700	211347	10		TRAINING
<input type="checkbox"/>	2	OPR231240	532610	February Copy Charges	-50.00	97600	231240	10		

Lines to add: 1

▼ Totals

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

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. Choose Edit Journal from the drop down and click the Process button. It will prompt to ask a user if they would like to wait to for the journal to edit. We recommend users select Yes and wait for the journal to edit.

Header | **Lines** | Errors | Approval

Unit: CASE1 Journal ID: 0000494900 Date: 02/02/2021
 Template List Search Criteria Change Values

*Process: Edit Journal Process Line: 2

▼ Lines

Select	Line	Speed Type	Account	Journal Line Description	Amount	Fund	Dept	Class	Project	Event	Reference	Ledger
<input type="checkbox"/>	1	OPR211347	532610	February Copy Charges	50.00	97700	211347	10		TRAINING		ACTUALS
<input type="checkbox"/>	2	OPR231240	532610	February Copy Charges	-50.00	97600	231240	10				ACTUALS

Lines to add: 1

▼ Totals

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

Would you like to wait for confirmation that the Edit process has completed? (5010.465)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

Yes No

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 0000494900 Date 02/02/2021 **Submit**

Approval Status

Unit CASE1

Approval Check Active Y

Approval Status None

Approval Action

Deny Comments

254 characters remaining

▶ **Approval History**

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**

Unit CASE1 Journal ID 0000494900 Date 02/02/2021 **Submit**

Approval Status

Unit CASE1

Approval Check Active Y

Approval Status Pending Approval

Approval Action

Deny Comments

254 characters remaining

Internal Billing Accounts

▼ Unit CASE1, ID 0000494900, Date 2021-02-02, Line Unit CASE1:Pending

Internal Billing Accounts

Pending

DeGeorge, Nick

XBL Approvers

▶ **Approval History**

○ 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.

Unit CASE1

Journal ID 0000494900

Date 02/02/2021

Approval Status

Unit CASE1

Approval Check Active Y

Approval Status Approved to Post

Approval Action

Deny Comments

254 characters remaining

Internal Billing Accounts

▼ Unit CASE1, ID 0000494900, Date 2021-02-02, Line Unit CASE1:Approved

Internal Billing Accounts

Approved

DeGeorge, Nick

✓ XBL Approvers

02/02/21 - 10:10 AM

► Approval History

- 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.

Report Manager

List | Explorer | **Administration** | Archives

View Reports For

User ID: dre5 Type: [] Last: [] 1 Minutes: [] Refresh

Status: [] Folder: [] Instance: [] to: []

Report List

1-1 of 1 | View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4449868	6227743	GLX7501 - Journal Print.pdf	02/02/2021 10:12:01AM	Acrobat (* .pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

List | Explorer | Administration | Archives

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 **GLX7501 - Journal 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