



**Office of the Controller
General Accounting – GL Team
Journal Entry**

Table of Contents

I. Objectives	2
II. Tips and Tricks	2
III. Understanding Journal/Budget Status	3
IV. Creating a Journal Entry	3
V. Printing a Journal Entry	12
VI. Inquiring on a Journal Entry	15
VII. Personalizing Your Journal Entry Lines Page	16

I. Objectives

By the end of this procedure, you should be able to:

- Create a Journal Entry
- Print a Journal Entry
- Inquire on a Journal Entry

II. Tips and Tricks

Here are few tips and tricks when creating a Journal Entry:

- A JE must be **self-containing** and **self-supporting** so that someone reviewing the entry (including AUDITORS) can see what adjustment was made and why.
- Supporting documentation must be attached to the JE. Types of supporting documentation are:
 - Pages or screenshots from PeopleSoft or the Finance Intranet can support the entry amount.
 - Spreadsheets with labels, emails, or memos can support why the JE is being submitted.
 - Relevant attachments are required for the JE to be approved and posted.
- Remember the different **required chartfields** (depending on project/non-projects).
- Journal Reference/Journal Line descriptions should reflect the purpose of the JE and is required for JE approval. These descriptions appear on the queries and GL Activity on the Intranet and provide a quick view of why the transactions was created.
- When submitting a JE and a project is involved, use the **Speed type** field to automatically populate the chartstring. The speed type for a project is the letter P followed by the project ID (Pxxxxxx).
- **SAVE** often when working in PeopleSoft!

III. Understanding Journal/Budget Status

Errors could be caused by various things, including chartfield errors, exceeds budget, or budget date out of bounds. Below are different status codes and their definitions.

Status Code	Description	Definition
N	Not Edited	Not edited, cannot be processed
E	Error	Edited, contains errors
V	Valid	Valid, ready for posting to GL
P	Posted	Posted to the GL
T	Incomplete	Marked incomplete to bypass processing
I	In Process	Process still running, email GL if status remains for extended period

Note: If you use an award that has been expired for more than 60 days the system will show E for Error because all expenses should have been posted before that time. If you have permission to charge after the 60 days, contact GFM.

IV. Creating a Journal Entry

Use a journal entry (JE) to correct:

- Deposit corrections; 86/81 transfers; Creating/Correcting internal charges
- ONL source transaction adjustment (Online Journal Entry)
- Any Single Pay AP payment Vouchers

This is an example of correcting an internal charge, where one USC department provides a good or service to another USC department.

To create a JE, navigate to:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry

Step 1: On the Add a New Value page, click the **New** button. Please do not change any information on this page.

The screenshot displays the 'Create/Update Journal Entries' interface. At the top, there is a navigation breadcrumb: 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The page title is 'Create/Update Journal Entries'. Below the title, there is a search bar and a 'Find an Existing Value' button. The main section is titled 'Add a New Value'. It contains three input fields: '*Business Unit' with the value 'USC01', '*Journal ID' with the value 'NEXT', and '*Journal Date' with the value '04/12/2024'. An 'Add' button is located at the bottom of this section and is highlighted with a red rectangular box.

Tab #1: Header Tab

Step 2: Enter a description for the correction in the **Long Description** field. The level of detail in the information should be sufficient for someone unfamiliar with the JE to accurately comprehend the specific actions being performed.

Step 3: Click the **Attachment** link.

Unit USC01 Journal ID NEXT Date 04/12/2024

Long Description CAS Electron Billing charges for the month of February 2024.

194 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2024

*Source ONL Period 10

Reference Number ADB Date 04/12/2024

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By BASHOJAS Jason W. Bashore

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

Step 4: Click the **Add Attachment** button.

Unit USC01 Journal ID NEXT Date 04/12/2024

Long Description CAS Electron Billing charges for the month of February 2024.

194 characters remaining

Journal Entry Attachments

Unit USC01 Journal ID NEXT Date 04/12/2024

Details

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.

Add Attachment OK...

Save Notify Refresh Add Update/Display

Step 5: Enter a description for the attachment in the **Description** field.

Step 6: Click the **Ok** button.

The screenshot shows a 'Journal Entry Attachments' dialog box. At the top, it displays 'Unit USC01', 'Journal ID NEXT', and 'Date 04/12/2024'. Below this is a search bar and a table with the following data:

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
JE_sample_attachment.xlsx	<input checked="" type="checkbox"/>	Internal Charges February 2024			

Below the table, there is a note: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom of the dialog, there are two buttons: 'Add Attachment' and 'OK...'. The 'OK...' button is highlighted with a red box.

Tab #2: Lines Tab

The lines tab contains the accounting strings and debits/credits for the entry. When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

Step 7: Begin by adding additional lines. For this example, three lines are needed. Enter 2 in the **Lines to add** field and click the **+ plus** button.

- Line one is the positive line.
- Lines two and three are the negative lines for the departments that will receive the internal charge.

The screenshot shows the 'Lines' tab of the journal entry interface. At the top, it displays 'Unit USC01', 'Journal ID NEXT', and 'Date 04/12/2024'. Below this is a search bar and a table with the following data:

Select	Line ↑	*Unit	*Ledger	SpeedType	Budget Date ↑	Reference	Amount	Cost Share	Oper Unit	Dept
<input type="checkbox"/>	1	USC01	ACTUALS		04/12/2024					

Below the table, there is a 'Lines to add' field with the value '2' and a '+' button. The '+' button is highlighted with a red box. Below this is a 'Totals' section with a table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	1	0.00	0.00	T	N

At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step 8: Enter information in the **Reference** field.

Step 9: Enter the amount that needs to be transferred in the **Amount** field.

Step 10: Enter the chartfield string for the department providing the goods or service. The 6xxxx account code is the **credit/negative** value on the JE. The 6xxxx account acts as a revenue for the department for financial reporting purposes.

The screenshot shows the 'Lines' tab in the financial system. The header information includes Unit: USCO1, Journal ID: NEXT, and Date: 04/12/2024. Below the header, there are buttons for 'Inter/IntraUnit', 'Process', and 'Edit Journal'. The main table has the following columns: Select, Line#, Budget Date#, Reference, Amount, Cost Share, Oper Unit, Dept, Fund, Account#, and Class. The first row is highlighted with red boxes around the Reference field (containing 'INV 1-2'), the Amount field (containing '-750.00'), and the Oper Unit, Dept, Fund, and Account# fields (containing 'CL049', '220000', 'E0658', and '62070' respectively).

Select	Line#	Budget Date#	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account#	Class
<input type="checkbox"/>	1	04/12/2024	INV 1-2	-750.00		CL049	220000	E0658	62070	202
<input type="checkbox"/>	2	04/12/2024								
<input type="checkbox"/>	3	04/12/2024								

Step 11: Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

The screenshot shows the 'Lines' tab in the financial system, scrolled down to show the 'Journal Line Description' column. The header information is the same as in the previous screenshot. The main table has the following columns: Select, Line#, Fund, Account#, Class, PC Bus Unit, Project, Activity, An Type, and Journal Line Description. The first row is highlighted with a red box around the Journal Line Description field (containing 'February 2024 Billing').

Select	Line#	Fund	Account#	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description
<input type="checkbox"/>	1	E0658	62070	202					February 2024 Billing
<input type="checkbox"/>	2								
<input type="checkbox"/>	3								

Step 12: Enter information in the **Reference** field.

Step 13: Enter the amount that needs to be transferred in the **Amount** field.

Step 14: Enter the chartfield string for the department receiving the goods or service. The 5xxxx account code is the **debit/positive** value on your JE and determines the 6xxxx contra account to use.

Select	Line	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account	Class
<input type="checkbox"/>	1	04/12/2024	INV 1-2	-750.00		CL049	220000	E0658	62070	202
<input type="checkbox"/>	2	04/12/2024	INV 1	250.00		CL010	620499	A0001	52070	602
<input type="checkbox"/>	3	04/12/2024								

Step 15: Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

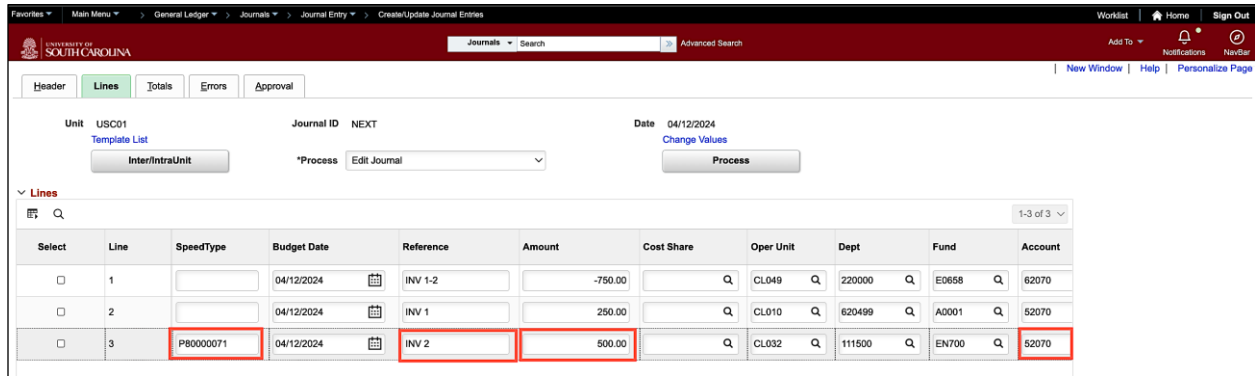
Select	Line	Fund	Account	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description
<input type="checkbox"/>	1	E0658	62070	202					February 2024 Billing
<input type="checkbox"/>	2	A0001	52070	602					February 2024 Billing
<input type="checkbox"/>	3								

Step 16: Enter the project speedtype in the **Speedtype** field and hit the Tab key on your keyboard. This auto-populates a chartfield string when entering a project. In the Speedtype field, simply type the letter “P” followed by the full project number, the system will automatically populate the full chartfield but will not include the account.

Step 17: Enter information in the **Reference** field.

Step 18: Enter the amount that needs to be transferred in the **Amount** field.

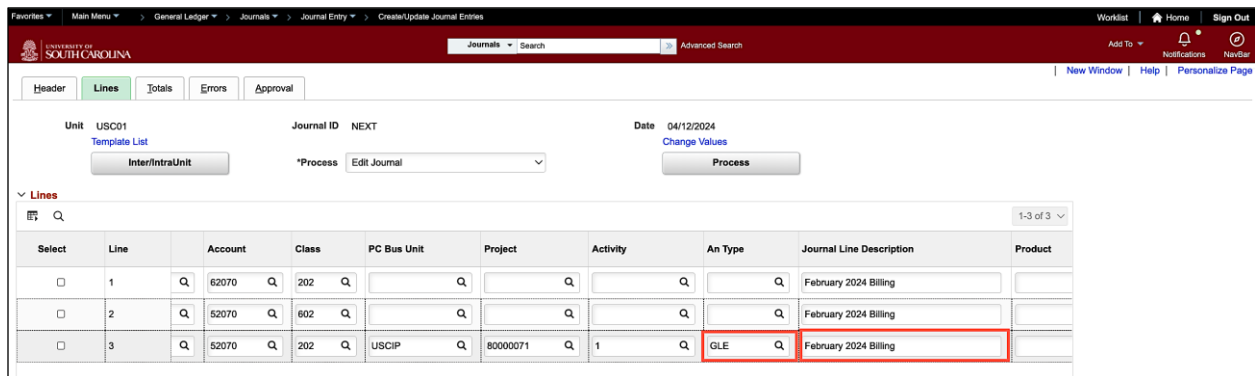
Step 19: Enter the applicable account number in the **Account** field.



Select	Line	SpeedType	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account
<input type="checkbox"/>	1		04/12/2024	INV 1-2	-750.00		CL049	220000	E0658	62070
<input type="checkbox"/>	2		04/12/2024	INV 1	250.00		CL010	820499	A0001	52070
<input type="checkbox"/>	3	P80000071	04/12/2024	INV 2	500.00		CL032	111500	EN700	52070

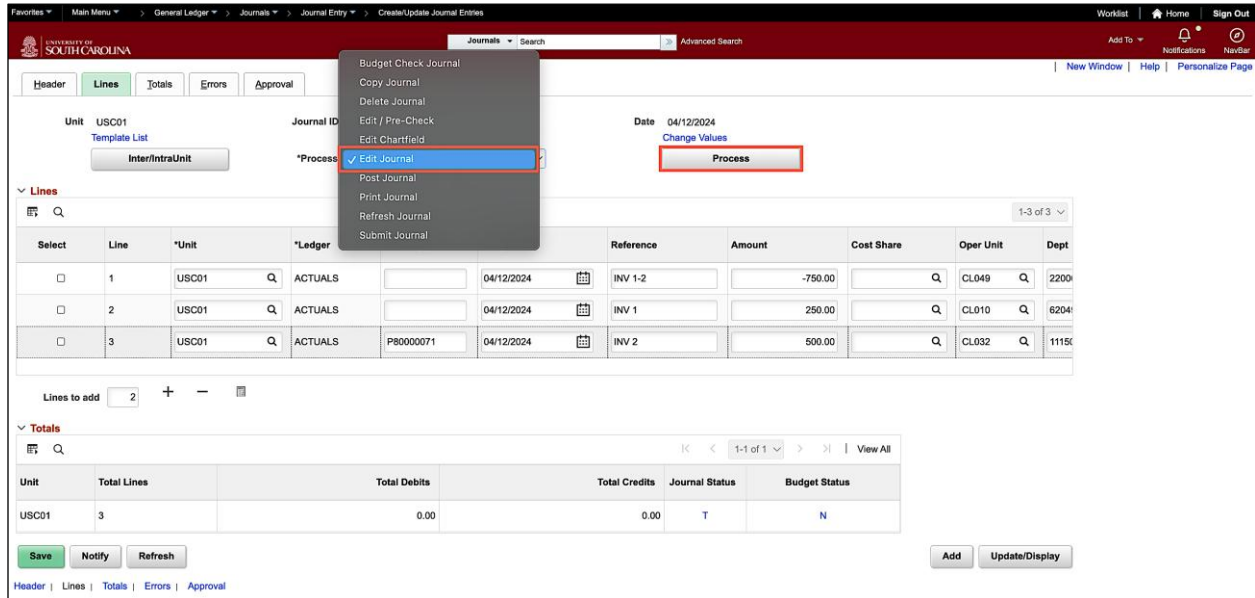
Step 20: Scroll over and enter the **Analysis Type** for this chartfield. Analysis types are used in the Project Costing module for creating invoices for sponsors and running other processes. They are required on ALL lines that use a project within USCSP, USCIP, USCEN, and USCSA business units. For this example, enter **GLE** for expenses and contra expenses (5xxxx and 6xxxx account codes)

Step 21: Enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

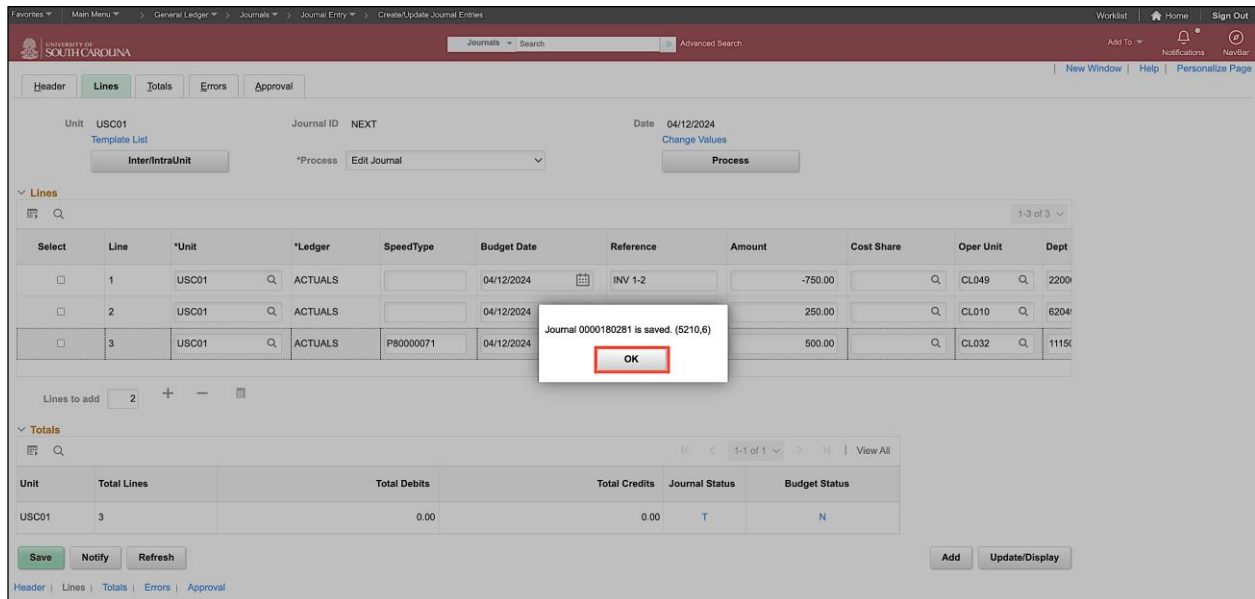


Select	Line	Account	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description	Product
<input type="checkbox"/>	1	62070	202					February 2024 Billing	
<input type="checkbox"/>	2	52070	602					February 2024 Billing	
<input type="checkbox"/>	3	52070	202	USCIP	80000071	1	GLE	February 2024 Billing	

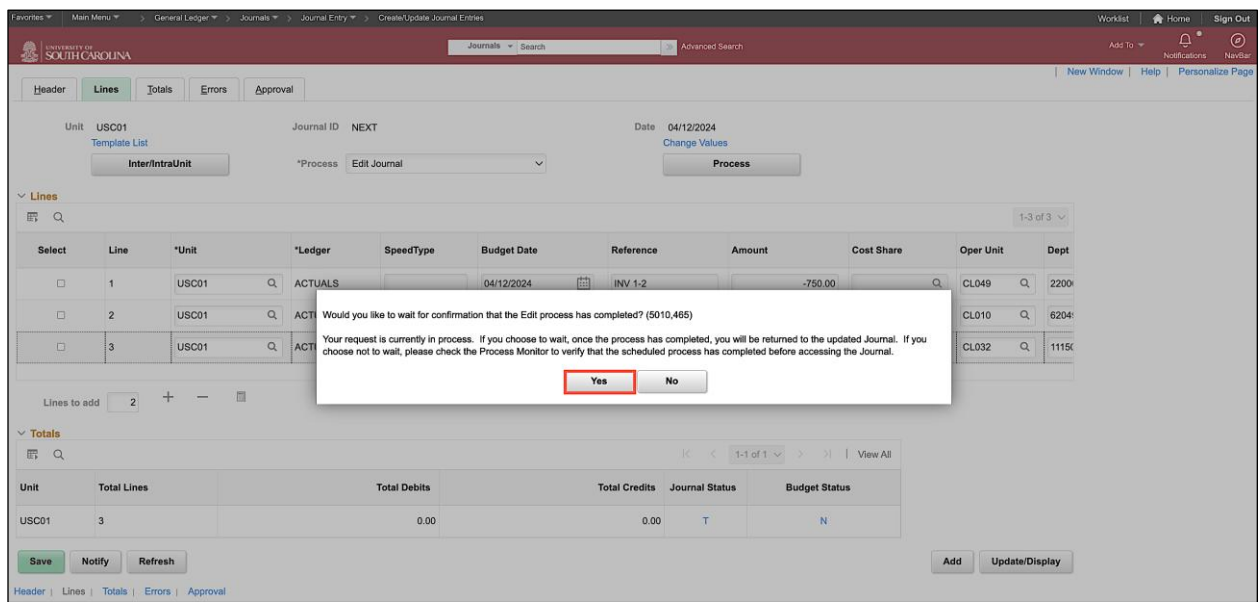
Step 22: Select Edit Journal from the **Process** drop-down and click the **Process** button. The process is checking accounting, debits and credits, and validity of chartfields.



Step 23: The system assigned a Journal Entry number. Click the **Ok** button to continue.

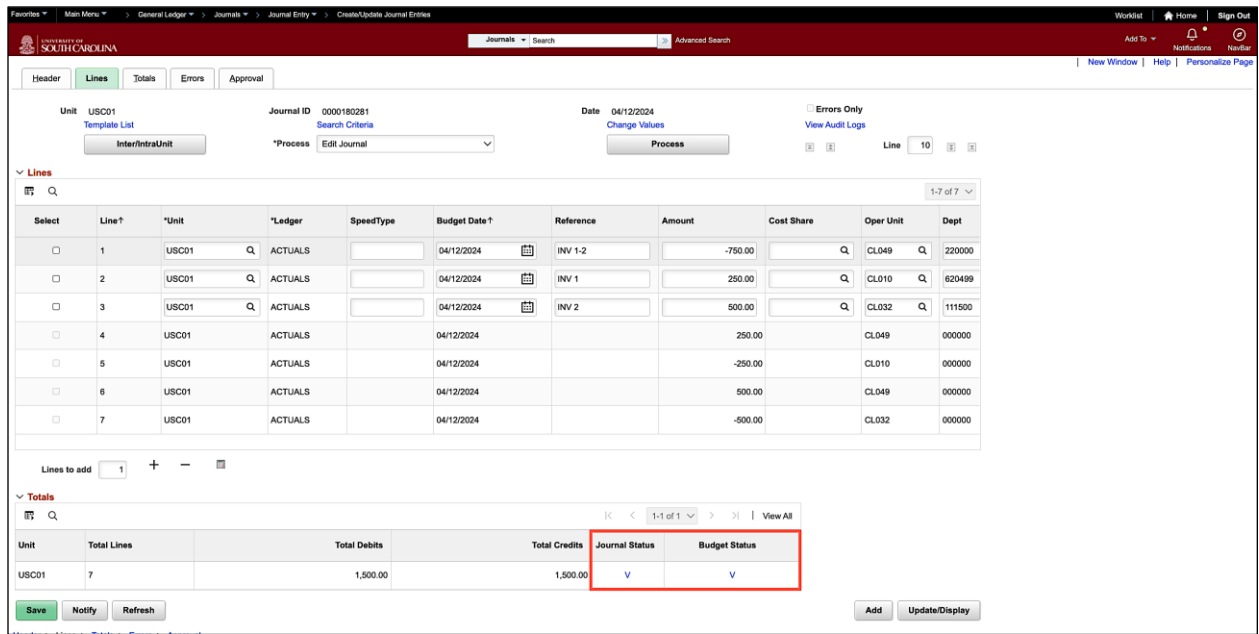


Step 24: The message gives you an opportunity to decide if you want to wait for the JE to process. For this example, click the **Yes** button.



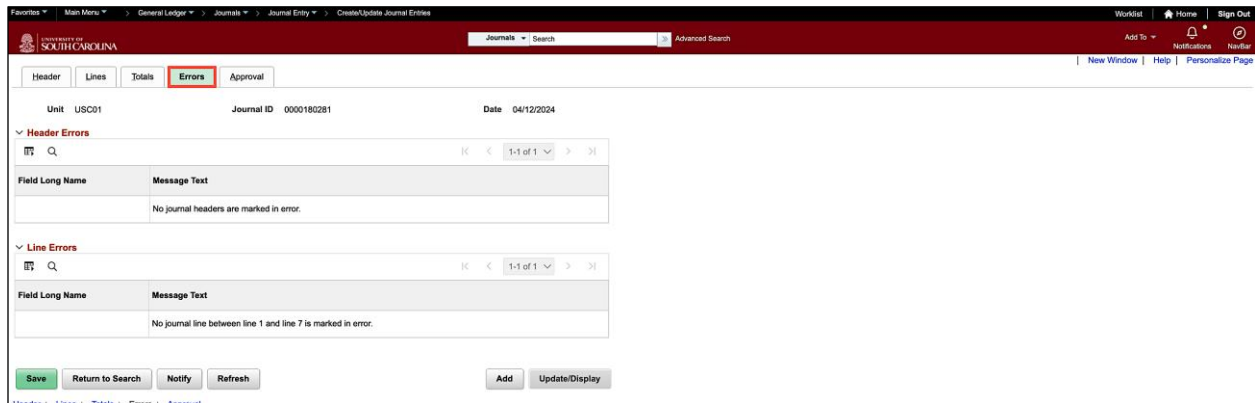
Step 25: Verify the Journal Status and Budget Status are **V** and **V**, indicating the JE is valid and ready for posting.

Note: If different balancing chartfields (such as operating unit, fund, or project) are utilized in the entry, it will result in the automatic creation of 10300 lines. These lines are crucial and cannot be modified as they ensure that the cash is accurately allocated in the appropriate locations within the general ledger.



Tab #3: Errors

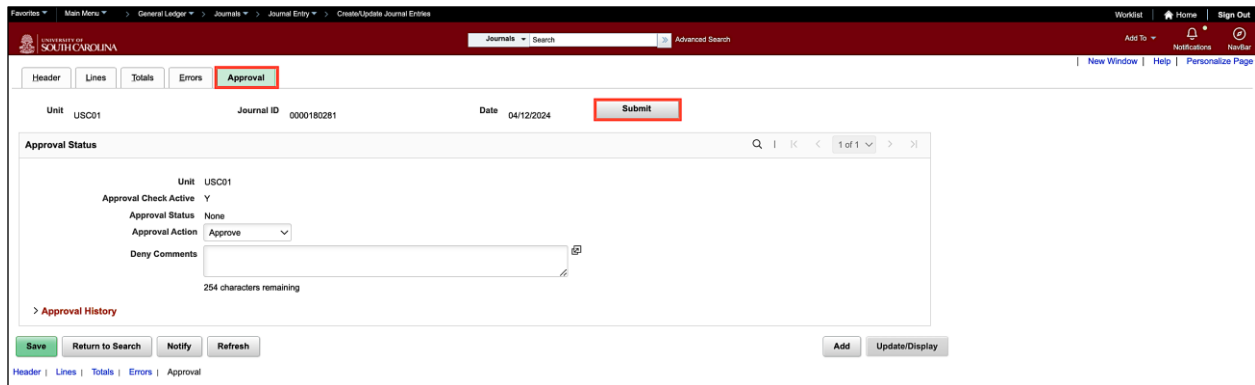
Step 26: Click the **Error** tab to determine if there are any errors you may have with brief explanations of each.



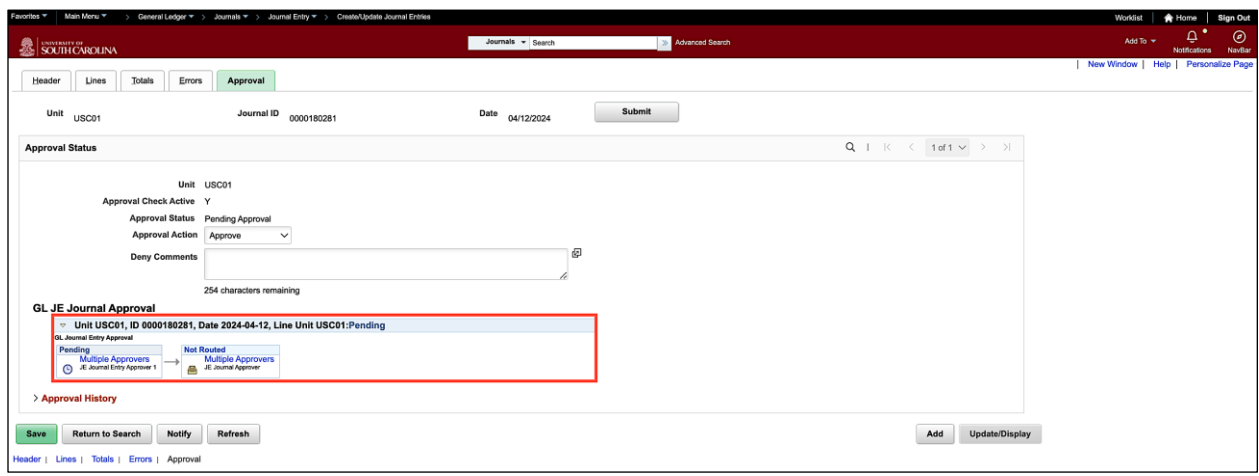
Tab #4: Approval

Step 27: Click the **Approval** tab. This is where the JE is submitted for approval and shows where the JE is in the approval process.

Step 28: Click the **Submit** button.



Step 29: Once submitted, the approval workflow information becomes available. Click on the Multiple Approvers link to see who can approve the JE at each approval level.

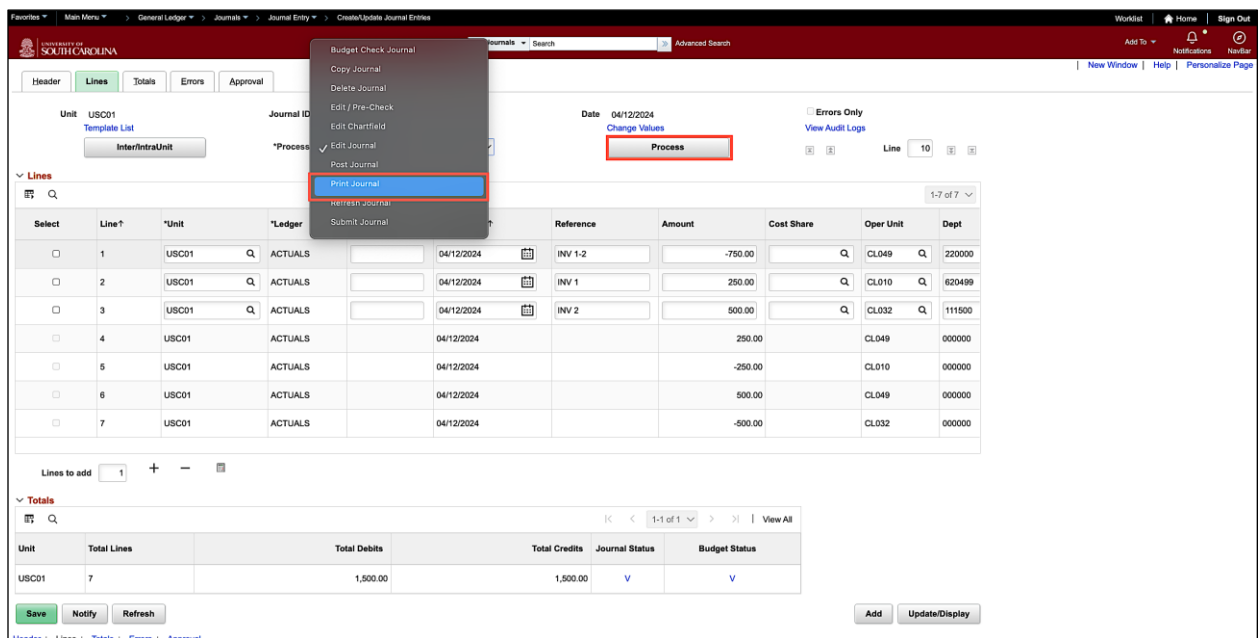


V. Printing a Journal Entry

The system provides a printable version of the journal entry.

Step 1: Click the **Process** drop-down and select **Print Journal** from the list.

Step 2: Click the **Process** button.



Step 3: Click the **Report Manager** link.

The screenshot shows the 'Journal Entry' interface for Unit USC01, Journal ID 0000180281, dated 04/12/2024. The 'Report Manager' link is highlighted with a red box. Below the header, there is a table of journal entry lines with columns for Select, Line#, *Unit, *Ledger, SpeedType, Budget Date, Reference, Amount, Cost Share, Oper Unit, and Dept. A 'Totals' section at the bottom shows a total of 7 lines with a total debit of 1,500.00 and a total credit of 1,500.00.

Select	Line#	*Unit	*Ledger	SpeedType	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept
<input type="checkbox"/>	1	USC01	ACTUALS		04/12/2024	INV 1-2	-750.00		CL049	220000
<input type="checkbox"/>	2	USC01	ACTUALS		04/12/2024	INV 1	250.00		CL010	620499
<input type="checkbox"/>	3	USC01	ACTUALS		04/12/2024	INV 2	500.00		CL032	111500
<input type="checkbox"/>	4	USC01	ACTUALS		04/12/2024		250.00		CL049	000000
<input type="checkbox"/>	5	USC01	ACTUALS		04/12/2024		-250.00		CL010	000000
<input type="checkbox"/>	6	USC01	ACTUALS		04/12/2024		500.00		CL049	000000
<input type="checkbox"/>	7	USC01	ACTUALS		04/12/2024		-500.00		CL032	000000

Step 4: Click the **Refresh** button until the PDF row appears indicating the process is complete.

Step 5: To view the pdf version of the JE, click the **pdf** link.

The screenshot shows the 'Report Manager' interface. The 'Refresh' button is highlighted with a red box. Below the header, there is a table of reports with columns for Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The first report, 'GLX7501 - GLX7501.pdf', is highlighted with a red box.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLX7501 - GLX7501.pdf	GLX7501 - GLX7501.PDF	General	04/12/24 11:35AM	1899634	3013924
3 GL_EDIT_0	PS/GL ONLINE JOURNAL EDIT	General	04/12/24 11:32AM	1899630	3013920
4 GL_EDIT_0	PS/GL ONLINE JOURNAL EDIT	General	04/12/24 11:15AM	1899629	3013919

Step 6: Click the pdf link.

The screenshot shows the PeopleSoft Financials Report Manager interface. At the top, there are navigation tabs for 'Main Menu', 'General Ledger', 'Journals', 'Journal Entry', 'Create/Update Journal Entries', and 'Report Manager'. The 'Report Manager' tab is active, displaying details for a report named 'GLX7501 - GLX7501.pdf'. The report ID is 1899634, and the process instance is 3013524. The process type is 'XML Publisher'. The distribution details show a distribution node of 'DNOOE' and an expiration date of '04/27/2024'. A file list table shows the file 'GLX7501.pdf' with a size of 8,049 bytes and a creation date of 04/12/2024 11:35:18. The user 'BASHQJAS' is listed as the user for the distribution. A 'Return' button is visible at the bottom.

Step 7: From here you can download and/or print the JE.

The screenshot shows a PDF viewer displaying two pages of a 'PeopleSoft Financials Journal Entry Detail Report'. The report is for 'Report Definition: GLX7501' and 'Journal ID: 0001802281'. The journal date is 4/12/24, and the description is 'CAB Election Billing charges for the month of February 2024'. The report is in 'ACTUALS' mode, with a foreign currency of 'USD'. The first page shows a table of journal entries with columns for 'Date', 'Amount', 'PC Rec Unit', and 'Project'. The second page shows a summary table with columns for 'Currency', 'Debit', and 'Credit'. The report is displayed on a dark background with a navigation bar at the top showing '1 / 2' and a zoom level of '50%'. A download and print icon is visible in the top right corner of the viewer.

VI. Inquiring on a Journal Entry

Use the Find an existing Value button the Create/Update Journal Entries page to view Status, Date, Description, etc. for a Journal Entry.

To inquire on a journal entry, navigate to:

Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries

Step 1: Click the **Find an Existing Value** button.

The screenshot shows the 'Create/Update Journal Entries' page. Under the 'Add a New Value' section, there is a button labeled 'Find an Existing Value' which is highlighted with a red rectangular box. Below this button are input fields for '*Business Unit' (USCD1), '*Journal ID' (NEXT), and '*Journal Date' (04/12/2024), along with an 'Add' button.

Step 2: To find a JE, search by name, date, JE #, etc. For this example, enter the **Journal ID**.

The screenshot shows the 'Find an Existing Value' search criteria form. The 'Journal ID begins with' field is highlighted with a red rectangular box and contains the value '0000180281'. At the bottom of the form, the 'Search' button is also highlighted with a red rectangular box. Other fields include Business Unit (USCD1), Journal Date, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Source (ONL), Entered By (BASHOJAS), Attachment Exist, Journal Class, and Long Description.

Step 3: Review the JE details.

Search Results
1 rows - Business Unit "USC01" Journal ID "0000180281" +2 more

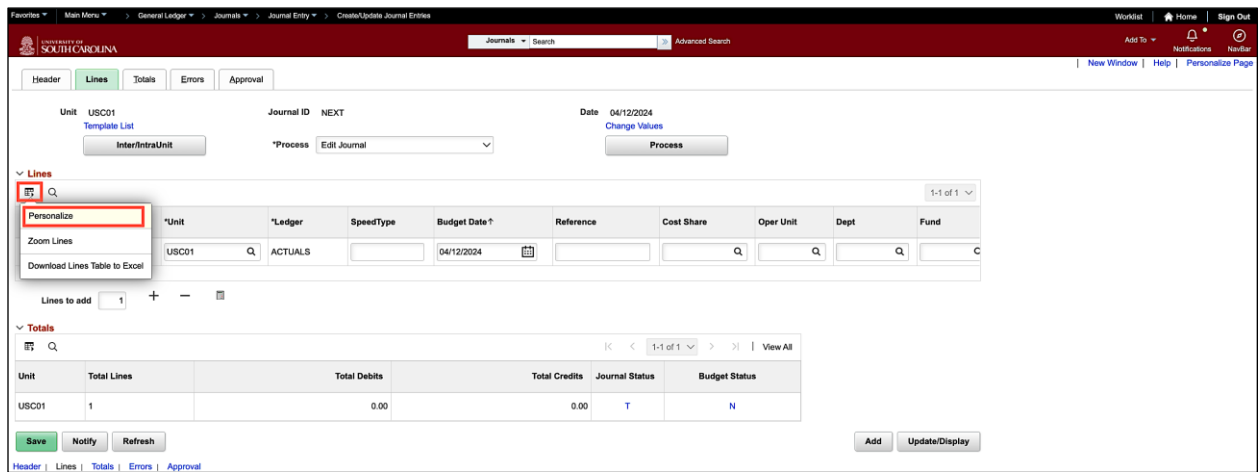
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class	Long Description
USC01	0000180281	04/12/2024	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	7	1,500.00	0	CAS Electron Billing charges f	BASHOJAS	Y	(blank)	CAS Electron Billing charges for the month of February 2024

VII. Personalizing Your Journal Entry Lines Page

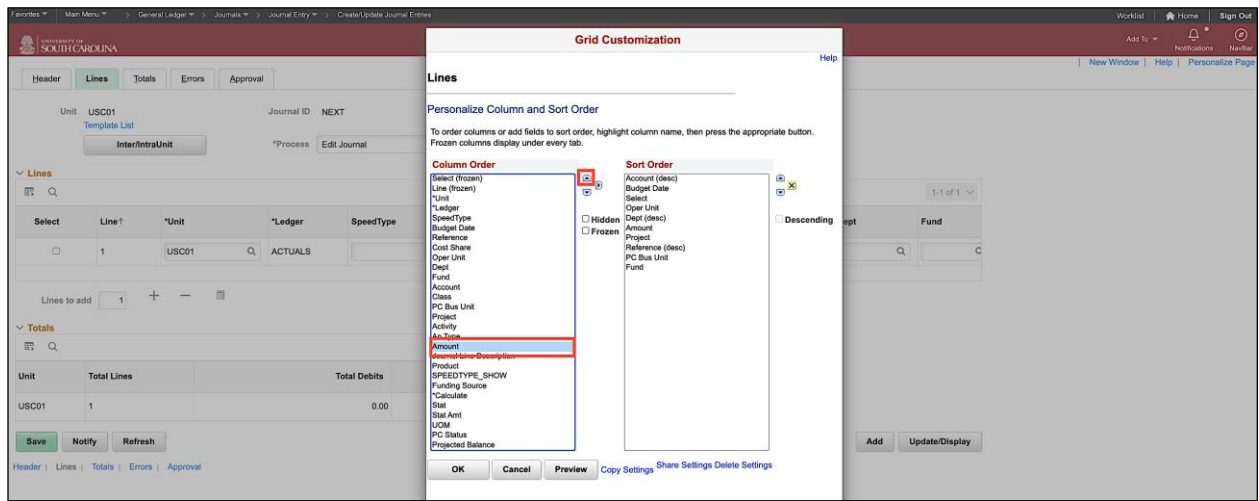
On the Lines tab page use the **Grid Action Menu** icon on the left of the screen to personalize the order of the individual fields for your entries or to download your entry to Excel as needed.

Step 1: To personalize your journal line, click the **Grid Action Menu** icon.

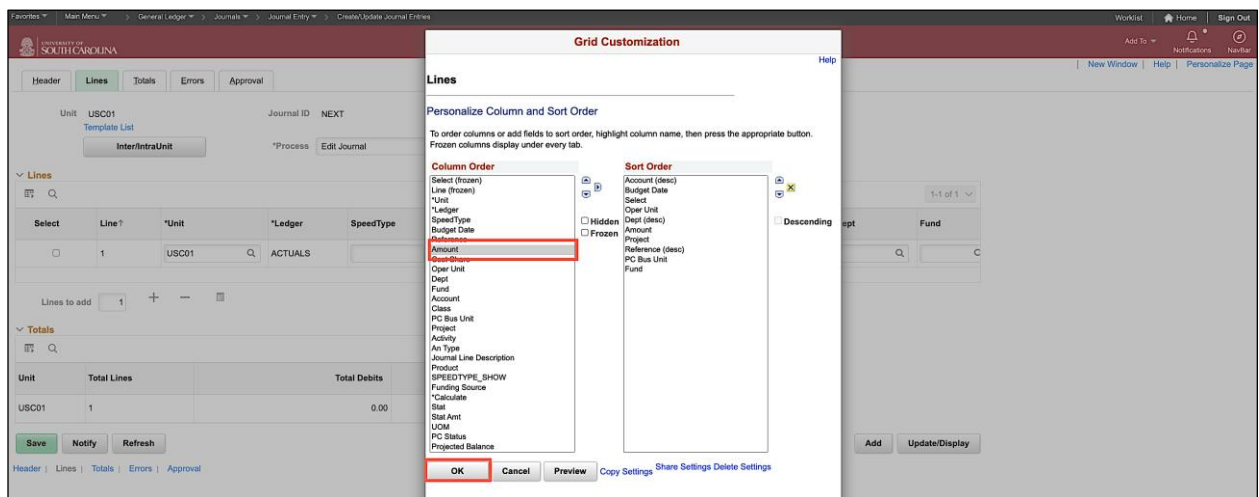
Step 2: Click the **Personalize** option from the drop-down.



Step 3: Highlight the field you would like to move and use the arrows to move it up or down.



Step 4: Notice the Amount field is now moved closer to the beginning of the row. Click the **Ok** button to return to the Lines page.



Step 5: The Amount field is now visible at the beginning of the lines row.

