

FAQ'S FOR GENERAL LEDGER

How do I gain access to General Ledger?

Once completing General Ledger training and completing the User Security Form you will be granted access to the General Ledger.

What are SpeedTypes?

SpeedTypes are shortcut data entry functions that automatically populate ChartField values for the user. These function similarly to and replace the traditional 7 or 11-digit FMS account numbers in PeopleSoft. SpeedTypes are used system-wide for tasks such as creating purchase requisitions and check requests, entering journal transactions or running reports in the general ledger.

How do I search for a journal?

There are two ways to search for a journal:

1) Navigation:

General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value
You can search by Journal ID, Journal Header Status and/or Source.

2) Navigation:

General Ledger > Review Journal/Ledger Data > Journals

You can search by Period, Journal ID, Journal Status, User ID and Source.

How can I verify my Journal Entry has been approved?

Navigation:

General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value
You can search by Journal ID and check the Approval tab. Here is where you can validate that your journal has been approved.

How can I verify my Journal Entry was Posted?

Navigation:

General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value
You can search by Journal ID and check the Lines tab. The bottom portion of the journal lists a section that reads Journal Status. If the status is P then your journal has been posted.

How do I copy and reverse a Journal Entry performed in error or duplicated?

Navigation:

General Ledger> Journals> Journal Entry> Copy Journals

You will need to assign a “**Run Control ID**” i.e.: COPY_JOURNAL, this can be saved for further use to copy journals.

You will be required to enter the following data:

Process Frequency: Once

Unit: CASE1 (Should default)

Journal ID: The journal you wish copy or reverse

Date: Should default to the original journal date

Next Journal: NEXT – indicates your copied/reversed journal number after process is ran

New Date: Identify the date at which you would like your copied/reversed journal date

Reversal: If this is a reversal journal click to indicate so

CurEffdt: Defaults to the same date as the New Journal Date

Reverse Signs: If this is a reversal journal click box to reverse the signs of the original journal

Recalculate Budget: BLANK

Save Journal Incomplete Status: BLANK

By Clicking “**SAVE**” you are saving the run control in the name that you assigned

Click “**RUN**” to start the journal copy/reversal process

The *Process Scheduler Request* page appears

Choose a server, and click the box next to Journal Copy Process

Click “**OK**” and you are returned to the Copy Journal Request page, where a journal ID is identified

Click “**Process Monitor**” to monitor the journal copy/reversal process (click Refresh to update the status of your process)

Once a success is identified, search for your new copied or reversed entry by going to the journals panel

Navigation:

General Ledger> Journals> Journal Entry> Create Journal Entries>Find an Existing Value

Fill in your new journal ID and edit the journal for further processing

How do I add to My Favorites?

Navigate to the page at which you would like to add to your favorites and click “Add to Favorites.” You also have the option of changing the name of your favorite page to a naming convention that is identifiable by you the “user.”

When a journal involves two departments/schools for approval, will it go to the second department's worklist or will the preparing department still need to obtain a signature?

Workflow processes journals based on the "source" in the journal header. Each school has a designated "approver" based on the source. Therefore, the SpeedType does not prompt workflow.