

# Copying a Journal

## Information Technology Services Reference Sheet Copying a Journal

### Procedure

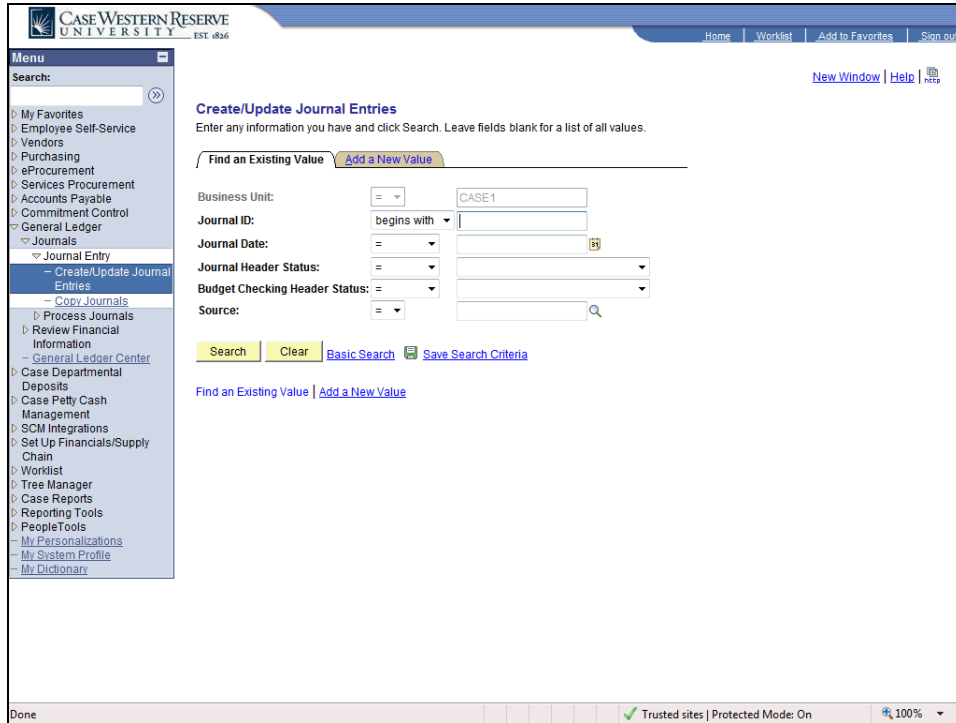
This guide explains how to copy an existing or old journal to edit or update the information.

Step	Action
1.	Log into PeopleSoft Financials. Click the <b>General Ledger</b> menu item, Click the <b>Journals</b> link. Click the <b>Journal Entry</b> link. Click the <b>Create/Update Journal Entries</b> link.



Step	Action
2.	The Create/Update Journal Entries page appears. Click the <b>Find an Existing Value</b> tab. <b>Find an Existing Value</b>

# Copying a Journal



Step	Action
3.	Use the search criteria to find a journal to copy. In this example, enter the full <b>Journal ID</b> number or change the drop down to contains to enter a partial journal number. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span data-bbox="391 1136 532 1167">begins with</span> ▼   <input style="width: 150px; height: 20px;" type="text"/> </div>
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span data-bbox="391 1241 532 1272">Search</span> </div>

**Create/Update Journal Entries**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Business Unit: CASE1  
Journal ID: begins with 0000204196  
Journal Date:   
Journal Header Status:   
Budget Checking Header Status:   
Source:

Search | Clear | Basic Search | Save Search Criteria

**Search Results**  
View All | First | 1-12 of 12

Journal ID	Journal Date	UnPost Sequence	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
0000204196	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	Reclass copy charges for alloc
0000204197	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	TRANSFER FUNDS TO OPR ACCO
0000204198	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	250 characters: 250 characters
0000204199	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	Journal journal journal journa
0000204200	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	Moving copy charges from cost
0000204201	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	This journal is being done bec
0000204202	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	Training journal, learning how
0000204203	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	To correct charge made to Mand
0000204204	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	50	0	0	Fell asleep while entering req
0000204205	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	5	0	0	Training journal.
0000204206	09/13/2010	0	Valid	Valid	ACTUALS UGN	USD	2	247.16	0	0	SCTL meeting 9.15.10 incorrect
0000204209	09/13/2010	0	Edit Read	Not Chkd	ACTUALS UGN	USD	2	0	0	0	SCTL meeting 9.15.10 incorrect

Step	Action
5.	A list of journals based on the search criteria will appear. Choose the Journal to copy. <b>0000204196</b>

Unit: CASE1 | Journal ID: 0000204196 | Date: 09/13/2010

\*Long Description: Reclass copy charges for allocation purposes

\*Ledger Group: ACTUALS | Auto Generate Lines:

Ledger: | Adjusting Entry: Non-Adjusting Entry

\*Source: UGN | Fiscal Year: 2011

Reference Number: 3 | Period: 3

SJE Type: | ADB Date: 09/13/2010

Journal Class: | Save Journal Incomplete Status:



Transaction Code: GENERAL

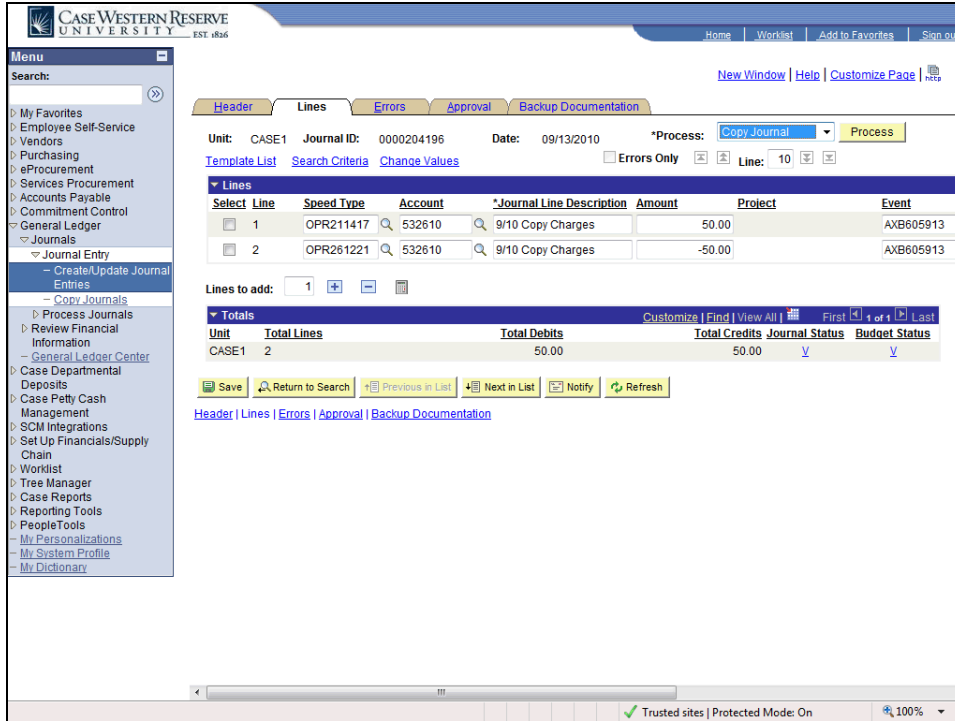
Currency Defaults: USD / CRRNT / 1

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Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh

# Copying a Journal

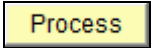
Step	Action
6.	The Journal appears. Click the <b>Lines</b> tab. 
7.	Choose <b>Copy Journal</b> from the dropdown list. 



The screenshot shows the 'Case Western Reserve University' financial system interface. The 'Lines' tab is active, displaying a table of journal lines. The 'Process' dropdown menu is set to 'Copy Journal'. The table shows two lines: Line 1 with a debit of 50.00 and Line 2 with a credit of -50.00, both for '9/10 Copy Charges'. A 'Totals' section at the bottom shows a total debit of 50.00 and a total credit of 50.00. The 'Process' button is highlighted in yellow.

Select	Line	Speed Type	Account	*Journal Line Description	Amount	Project	Event
<input type="checkbox"/>	1	OPR211417	532610	9/10 Copy Charges	50.00		AXB605913
<input type="checkbox"/>	2	OPR261221	532610	9/10 Copy Charges	-50.00		AXB605913

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

Step	Action
8.	Click the <b>Process</b> button. 

# Copying a Journal

**Journal Entry Copy**

Business Unit: CASE1    Copy From ID: 0000204196    Copy From Date: 09/13/2010

Journal ID: NEXT    Ledger:     Reverse Signs

Journal Date: 09/20/2010    New Ledger:     Recalculate Budget Date

ADB Date:    Document Type:     Save Journal Incomplete Status

Currency Effective Date:   

**Reversal Date**

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period:     Reversal Date:

**ADB Reversal Date**

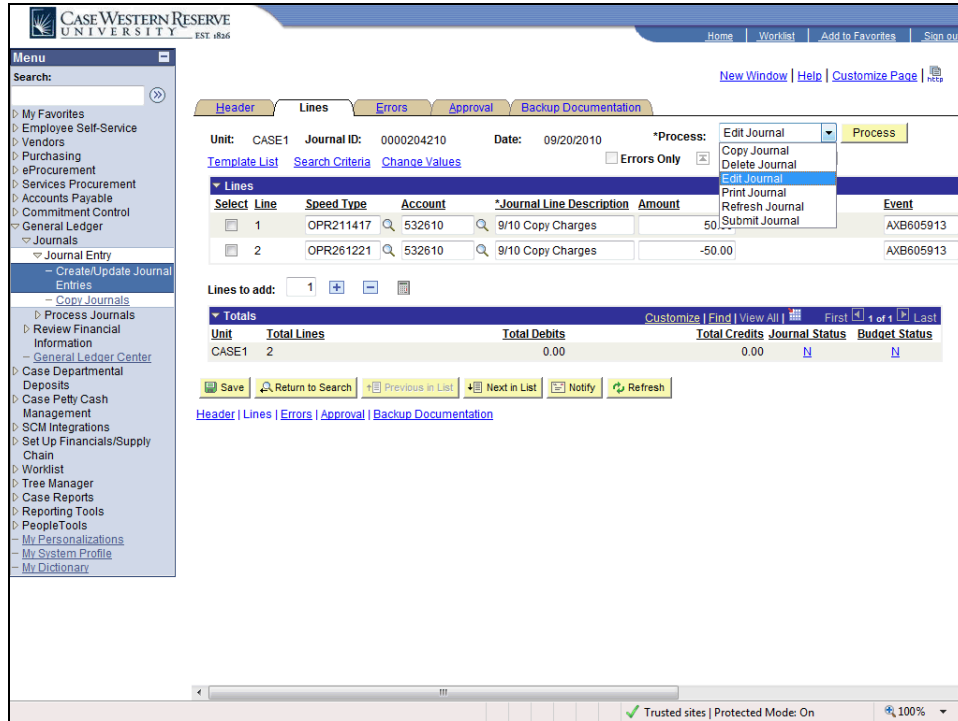
- Same As Journal Reversal
- On Date Specified By User

ADB Reversal Date:

OK    Cancel    Refresh

Step	Action
9.	The Journal Entry Copy page appears. If necessary, check the <b>Reverse Signs</b> checkbox to reverse the signs of the original journal being copied. <input type="checkbox"/> <b>Reverse Signs</b>
10.	Click the <b>OK</b> button. <input type="button" value="OK"/>
11.	The Journal has been copied, make note of the new Journal ID number. Also, note the Journal and Budget Status are now <b>N</b> .  Click on the <b>Header</b> tab to update the header description and other information that is necessary.

# Copying a Journal



Step	Action
12.	To complete the new journal follow the Edit and Submit process using the Process dropdown choices.
13.	This completes the instructions for copying a journal. <b>End of Procedure.</b>