

PeopleSoft 8.4 Quick Reference Guide: General Ledger

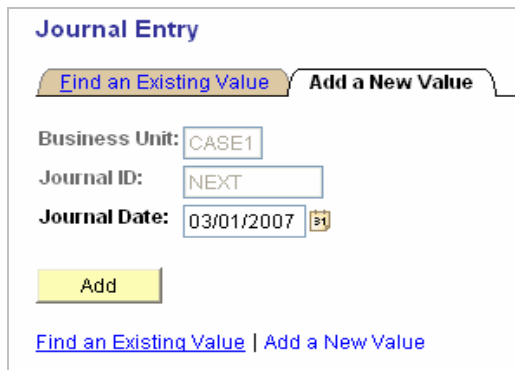
www.case.edu/erp/fin

There are three main parts to process a journal successfully: ESP. The first step is **Edit**. During the edit process the system checks the journals for errors. The next step is to **Submit** the journal. This will submit your journal to workflow. The last step is **Print**. You must print a copy of the journal and forward it along with supporting documentation to Grants Accounting or the Controller's Office as appropriate.

Creating a Journal

1. From the left hand navigation menu, click **General Ledger**.
2. Click **Journals**.
3. Click **Journal Entry**.
4. Click **Create Journal Entries**.

The Journal Entry search screen will appear.



5. Verify or enter the **Journal Date**.



A journal is posted in the period based on the journal date. You may back date your journal to post in a prior period as long as that period is still open. (i.e. on March 2, 200x, February 200x – period 8 remains open until March 5, 200x, therefore you are able to back date your journal to a date in February 200x, 02/28/200x).

If you back date a journal to a period that is no longer open the journal status will be “E” for error.

6. Click .

The Journal Entry Header screen will appear.

Header | **Lines** | Totals | Errors | Approval

Unit: CASE1 Journal ID: NEXT Date: 03/01/2007

Long Description:

'Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry

'Source: UGN Fiscal Year: 2007

Reference Number: Period: 9

SJE Type: ADB Date: 03/01/2007

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

Currency Defaults: USD / CRRNT / 1

[Commitment Control](#)

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Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

7. Enter a **Long Description** that describes the journal entry.



The description should include “**why**” you are doing the journal.



The first 30 characters will display on search lists when you search for the journal.



For cost transfers that fall into the **90 day** and over category, this information should be entered as part of the long description.

8. Click the **Lines** tab.

The Journal Entry Lines screen will appear.

Header | **Lines** | Totals | Errors | Approval

Unit: CASE1 Journal ID: NEXT Date: 03/01/2007 'Process: Edit Journal

[Template List](#) [Change Values](#)

Select	Line	Speed Type	Account	Journal Line Description	Amount	Projects	Event	Fund
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Projects	<input type="text"/>	<input type="text"/>

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	1	0.000	0.000	N	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval


9. Enter the **SpeedType** for the journal line.



You may also click the to select a SpeedType from a list of pre-defined values.

10. Enter the **Account** for the journal line.



You may also click the  to select an Account from a list of pre-defined values.

11. In the **Journal Line Description**, override the default and provide the original description of the transaction in question.



The first 30 characters of this description will appear on reports.

12. Enter the **Amount** for the journal line.



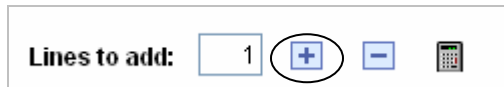
For a SpeedType receiving a credit, the amount will appear as a negative (i.e. -50.00).






For a SpeedType receiving a debit, the amount will appear as a positive (i.e. 50.00).

13. Enter an **Event**, if applicable.

14. Click the  next to the **Lines to Add** field to add the next line.



Lines to add:   

15. Follow steps 10 through 15 until all lines are entered.

16. Click  Save .



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



Note: If you are processing a large journal, please be sure to save frequently to avoid the loss of data.

Editing and Budget Checking the Journal

After the journal is entered, run the edit process. This process verifies that there are no edit errors in the journal and it also budget checks the journal. Once the process is complete the journal status and budget status located in the bottom right hand portion of the Lines tab will change from none (N) to valid (V). Any status other than “V” can not be submitted for processing.

Unit: CASE1 Journal ID: NEXT Date: 05/08/2007 'Process: Submit Journal Process

Template List Change Values

Select	Line	Speed Type	Account	Journal Line Description	Amount	Projects	Event	Fund	DeptID
<input type="checkbox"/>	1	OPR261221	532610	April Copy Charges	-100.00	Projects		97600	261221
<input type="checkbox"/>	2	OPR211417	532610	April Copy Charges	100.00	Projects		97700	211417

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	2	100.00	100.00	N	N

This is the “E” in the ESP process!

1. From the Lines tab, select **Edit Journal** from the Process field.

Unit: CASE1 Journal ID: 0000080516 Date: 02/22/2005 'Process: Edit Journal Process

Template List Search Criteria Change Values Errors Only Line: 10

2. Click **Process**.

This allows the system to run the edit process and the budget checking process for the journal.

Unit: CASE1 Journal ID: 0000080576 Date: 05/08/2007 'Process: Edit Journal Process

Template List Search Criteria Change Values Errors Only Line: 10

Select	Line	Speed Type	Account	Journal Line Description	Amount	Projects	Event	Fund	DeptID
<input type="checkbox"/>	1	OPR261221	532610	April Copy Charges	-100.00	Projects		97600	261221
<input type="checkbox"/>	2	OPR211417	532610	April Copy Charges	100.00	Projects		97700	211417

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	2	100.00	100.00	V	V



If the Journal Status is anything but “V”, click either the Errors tab or the Errors Only box (located under the journal date) to find out more details about the

error. Return to the Journal Entry Lines screen to correct the error. **Each time you make a change, you MUST save and re-run the Edit Journal process (steps 1 through 2).**



If there is an “E” in the Budget Status you will need to wait for verification before moving to the next step. You will receive an email notification instructing you to re-run the Edit Journal process. Otherwise, you will receive notification informing you what to do next.

Submitting the Journal to Workflow

This is the “S” in the ESP process!

After the journal is edited, budget checked and any errors are corrected you must run a process to submit the journal into workflow.

1. When the Journal Status and Budget Status is “V”, select **Submit Journal** from the Process field.

The screenshot shows the Journal Entry Lines screen with tabs for Header, Lines, Totals, Errors, and Approval. The Process field is highlighted with a yellow box and a red circle. The Process field contains a dropdown menu with 'Submit Journal' selected and a 'Process' button next to it. Below the Process field are links for 'Template List' and 'Change Values'.

2. Click .



If the journal contains SpeedTypes that begin with CSR, OSA, RES, SPC, or TRN then the journal is sent electronically to Grants Accounting for approval.



If the SpeedType begins with anything else, the journal will be sent electronically to the Controller’s Office for approval.

To verify this, click on the Approval tab. An approval status (circle) of Pending Approval means the journal is on the grants worklist and awaiting documentation for approval. An approval status of Approved to Post requires no documentation and will post when the post process is ran. Approval status of none indicates the journal has NOT been successfully submitted.


Printing a Journal

This is the “P” in the ESP process!

1. From the Lines tab, select **Print Journal** from the Process field.



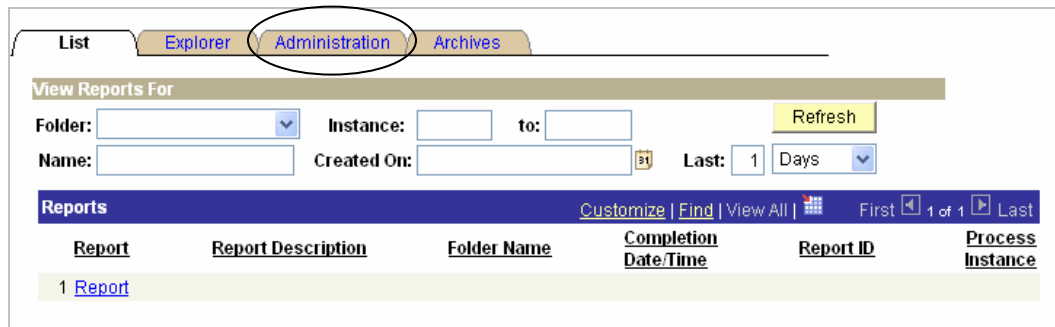
The screenshot shows the 'Lines' tab of a journal entry. The 'Process' dropdown menu is set to 'Print Journal' and is circled in red. A yellow 'Process' button is also circled in red. Other fields include Unit: CASE1, Journal ID: 0000080576, Date: 05/08/2007, and Line: 10. There are also links for 'Template List', 'Search Criteria', and 'Change Values'.

2. Click .
3. Click the [New Window](#) blue underlined hyperlink at the top right hand corner of the screen. A new PeopleSoft window will appear.
- 4.



The screenshot shows the 'Lines' tab of a journal entry. The 'Process' dropdown menu is set to 'Edit Journal' and is circled in red. A yellow 'Process' button is also circled in red. The date is now 02/22/2005. At the top right, there are links for 'New Window', 'Help', and 'Customize Page', with 'New Window' circled in red. Other fields include Unit: CASE1, Journal ID: 0000080516, and Line: 10.


5. In the new window, click **Reporting Tools** from the menu.
6. Click **Report Manager**.
The Report Manager screen will appear.



The screenshot shows the 'Administration' tab of the Report Manager. The 'Administration' tab is circled in red. Below the tabs, there are search filters for Folder, Instance, Name, and Created On, along with a 'Refresh' button. A table of reports is displayed below, with one report listed: '1 Report'. The table has columns for Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance.

7. Click the **Administration** tab.
The Administration screen will appear.



Click  until the Status is “Posted”.

[List](#) | [Explorer](#) | **Administration** | [Archives](#)

View Reports For
 User ID: Type: Last: Days Refresh
 Status: Folder: Instance: to:


Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-7 of 7 | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	117326	351636	Journal Entry Print	02/22/2007 10:04:42AM	Acrobat (*.pdf)	Posted	Details

- Click the blue underlined hyperlink [Journal Entry Print](#).
The report (journal) will appear in a new window.

Congratulations you have just completed your journal (ESP process)!

Be sure to submit documentation where applicable or your journal will not be approved.

 When closing out of the journal page or PeopleSoft entirely, you may receive the message below that indicates there is unsaved data on the page. Click Cancel to continue.

