

JOURNAL ENTRY GENERAL LEDGER USER MANUAL

The Spectrum+ System
Georgia State University

PeopleSoft Financials
Version 8.9



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1. Introduction

1.1. Use of the General Ledger Journal Entries

A *Journal Entry* is a batch of accounting entries entered online or input from a feeder system to the *General Ledger*. It is composed of journal lines that carry different chartfields and needs to be balanced, (debits = credits).

Journal Entries are used to record original transactions in the general ledger from other PeopleSoft applications (feeder systems) like Accounts Payable, Asset Management, Purchasing and Accounts Receivable which typically generate accounting or voucher lines from transaction data entered in that particular application. PeopleSoft then posts these accounting lines to an accounting entry table and Journal Generator processes the data in the accounting entry table to create journals in the General Ledger. Original transactions are also recorded from ADP, Banner/Core, PCard/Works, Telecommunications.

Journal Entries are also used to make adjusting entries/corrections/cost transfers to existing transactions such as an incorrect account was used on a voucher, telephone billing was charged to an incorrect speedtype, to move expense charged on a previous journal entry to another department, record Departmental Sales and Services revenue, Agency expenses, Continuing Education revenue and expenses, etc.

This guide demonstrates how to create, edit and budget check a journal entry. Journal entries are made to record the financial transactions of any business.

Journal entries in PeopleSoft consist of a header and detail lines. On the Header page, you record information that uniquely identifies the journal entry. On the Detail Lines page, you record the individual transactions and the affected Chartfields that comprise a journal. A single journal entry must be at least two lines in length because total debits must equal total credits for a single journal entry.

A journal can only be posted if it has a valid journal status and it passes budget checking. When selecting "Edit Journal" from the Detail Lines page, the journal edit and budget check processes are initiated in sequential order.

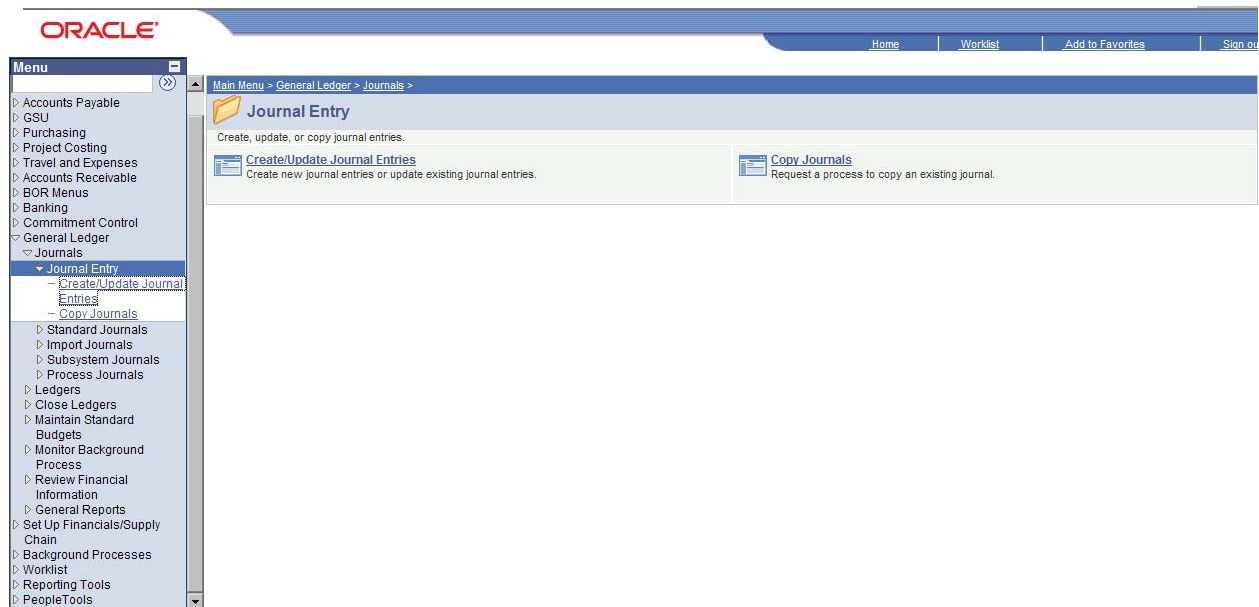
A major change in creating journals in Peoplesoft 8.9 is the Inter/Intra Unit functionality of balancing the journal entry by fund. There is now PeopleSoft delivered functionality that automatically creates the cash offset lines when the journal is edited.

2. How to Enter a Journal Entry

Each step in the online process of entering a Journal Entry will be described below. Compare your screen to the ones shown in the example for each step.

2.1. Selecting your panel Group

Click on General Ledger, Journals, Journal Entry, Create/Update Journal Entries.



2.2. Creating a Journal Entry

Click the Add button.

The screenshot displays the Oracle Spectrum+ interface for creating or updating journal entries. The left-hand menu is expanded to show the 'Journal Entry' section, with 'Create/Update Journal Entries' selected. The main content area features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is currently active, revealing input fields for 'Business Unit' (set to GSUFS), 'Journal ID' (set to NEXT), and 'Journal Date' (set to 04/10/2009). A prominent yellow 'Add' button is located below these fields. At the bottom of the main area, there are links to 'Find an Existing Value' and 'Add a New Value'.

2.2.1. Add a New Value Panel

You will see a panel to Add a New Value (journal). The Spectrum System default for **Business Unit** is **GSUFS** (Georgia State University Financial System).

The **Journal Entry ID** is automatically assigned by the system. **Caution:** Do not change the value in this field.

Journal Date will be the transaction date. This field needs to be verified before proceeding with the transaction. This date will determine the accounting period of the transaction.

Click **Add** to proceed.

3. Header Panel

The first panel you will need to complete will be Journal Entry Header.

The screenshot shows the Oracle Journal Entry Header panel. On the left is a menu with options like Accounts Payable, GSU, Purchasing, Project Costing, Travel and Expenses, Accounts Receivable, BOR Menus, Banking, Commitment Control, General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Copy Journals, Standard Journals, Import Journals, Subsystem Journals, Process Journals, Ledgers, Close Ledgers, Maintain Standard Budgets, Monitor Background Process, Review Financial Information, General Reports, Set Up Financials/Supply Chain, Background Processes, Worklist, Reporting Tools, and PeopleTools. The main panel has tabs for Header, Lines, Totals, Errors, and Approval. The Header tab is active, showing fields for Unit (GSUFS), Journal ID (NEXT), Date (04/10/2009), and User ID (GSUGLM). There is a Long Description field with a scrollbar. Other fields include *Ledger Group, Ledger, *Source, Reference Number, SJE Type, Journal Class, and Transaction Code (DEFAULT). There are checkboxes for Auto Generate Lines and Save Journal Incomplete Status. A dropdown for Adjusting Entry is set to Non-Adjusting Entry. A Fiscal Year field is empty. A Period field is empty. An ADB Date field is set to 04/10/2009. There are links for Currency Defaults (USD // 1), Reversal (Do Not Generate Reversal), and Commitment Control. At the bottom are buttons for Save, Notify, Refresh, Add, and Update/Display.

The field **Long Description** is used to enter a general description or explanation for the transaction. Although we can only see two lines the user can write up to 254 characters and then use the scrollbars to move up and down written text.

Long Description:

The **Source** will determine the origin of this transaction. It is a key field for Workflow purposes. Source will determine the next step of approval for this transaction. To select the Source click on the magnifying glass and make the appropriate selection.

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Menu

- Accounts Payable
- GSU
- Purchasing
- Project Costing
- Travel and Expenses
- Accounts Receivable
- BOR Menus
- Banking
- Commitment Control
- General Ledger
- Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Ledgers
 - Close Ledgers
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - General Reports
 - Set Up Financials/Supply Chain
 - Background Processes
 - Worklist
 - Reporting Tools
 - PeopleTools

Look Up Source

Source: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-3 of 3 Last

Source	Description
DRG	Department Regular
ISO	Internal Service Organization
PRJ	Project Regular

Note:

Source type must be **DRG**, **ISO** or **PRJ**. This is a workflow requirement. **ISO** is used by Internal Service Organizations such as Accounting Services, Revenue & Receivable Services, Auxiliary Services, etc. to move expenses or post charges to Campus Units. **PRJ** is used for all adjusting entries which move revenue and expenses to or from a Restricted Project (Fund Code 2xxxx). **DRG** is used for all other adjusting entries.

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Menu

- Accounts Payable
- GSU
- Purchasing
- Project Costing
- Travel and Expenses
- Accounts Receivable
- BOR Menus
- Banking
- Commitment Control
- General Ledger
 - Journals
 - Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Ledgers
 - Close Ledgers
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
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 - Background Processes
 - Worklist
 - Reporting Tools
 - PeopleTools

Header | Lines | Totals | Errors | Approval

Unit: GSUFS Journal ID: NEXT Date: 04/10/2009 User ID: GSUGLM

Long Description:

*Ledger Group: ACTUALS ☐ Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: DRG Fiscal Year: 2009

Reference Number: Period: 10

SJE Type: ADB Date: 04/10/2009

Journal Class: ☐ Save Journal Incomplete Status

Transaction Code: DEFAULT

Workflow Department: [Commitment Control](#)

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#)

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

The **Reference Number** field is used to write information that may help us to explain the purpose of the transaction or can be used as a reference in the future.

Caution: The **SJE Type** option will not be used by the end user under any circumstances. *Do not select or write anything in this field.*

Caution: The **Journal Class** option will not be used by the end user under any circumstances. *Do not select or write anything in this field.*

Caution: The **Auto Generate Lines** checkbox will not be used by the end user under any circumstances. *Do not select this field.*

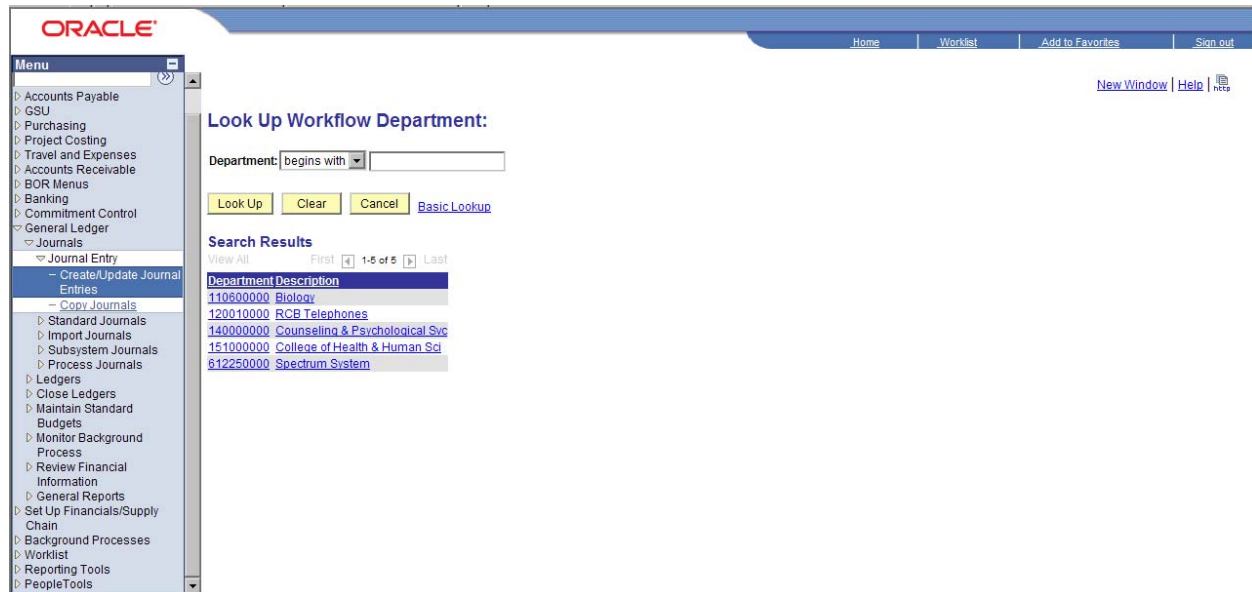
Caution: The **Adjusting Entry** option will default to Non-Adjusting Entry. *Do not change this field.*

The **Save Journal Incomplete Status** check box will NOT be used. Since Georgia State University does not use batch processing for journals, journals can still be saved incomplete without checking this box.

The **Reversal: Do Not Generate Reversal** option will NOT be activated. *Do not select this option.*

Select your **Department Id in the Workflow Department field** by clicking the magnifying glass and making the appropriate selection. When searching for the correct Department ID, we recommend that the user input some criteria. If not, the system will give the first three hundred available choices in the table.

Workflow Department: 



The screenshot displays the Oracle Spectrum+ web interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Look Up Workflow Department:'. It features a search input field with a dropdown menu set to 'begins with'. Below the input field are buttons for 'Look Up', 'Clear', 'Cancel', and a link for 'Basic Lookup'. The 'Search Results' section shows a table with two columns: 'Department' and 'Description'. The table lists five entries, each with a department ID and a description, all of which are hyperlinks.

Department	Description
110600000	Biology
120010000	RCB Telephones
140000000	Counseling & Psychological Svc
151000000	College of Health & Human Sci
612250000	Spectrum System

4. Journal Entry Lines Panel

This is the panel in which the user will enter all chartfields to be affected by this transaction.

The first step for the user will be to go into the **Lines** section of the panel and start entering the chartfield combinations to be affected with this journal. The user can also select its *Speedtype*, enter account number, amount and journal line description.

Note: Balancing of journal entries by fund have been replaced with PeopleSoft delivered functionality. The cash offset lines will be automatically entered by the system when the journal is edited.

4.1.1. Adding and/or Deleting Rows

Lines to add:

To *add* rows to the transaction enter the number and select the + sign.

To *delete* rows from the transaction select the check box next to the line(s) you want to delete and select the – sign

*Once all lines intended to be part of the transaction have been entered, the user must run a few processes to complete and then send it into **Workflow**.*

4.1.2. Edit/Budget Check Process

Once all your lines have been entered select the *Edit Journal* process. The edit journal process is used to run a check on the transactions. It will verify that the transaction is correctly balanced and if the edit is valid, it will also run the budget checking process. If there are multiple fund codes within the transaction, the Cash – Control Account balancing lines will be automatically entered by the system. Running the edit journal process will save and assign a number to the transaction. If successful, the transaction should now have a valid Journal Status and Budget Status. If the status is Error, refer to the Errors and Totals panel for further inquiry.

The screenshot shows the Oracle Journal Entry interface. On the left is a menu with options like 'Journal Entry', 'Create/Update Journal Entries', and 'Copy Journals'. The main area has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing fields for Unit (GSUFS), Journal ID (NEXT), Date (04/10/2009), and *Process (Edit Journal). A yellow 'Process' button is highlighted with a white arrow. Below the header is a 'Lines' section with a table of journal lines. The 'Totals' section shows a summary of the transaction.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	1	0.000	0.000	I	N

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	11.11	11.11	V	V

If the Edit Status is Error select the “X” in the Lines Section or the “E” hyperlink in the Totals Section which will take you to the Errors Page so that you can review the error. Once you have resolved the Edit error, you will run the Edit Journal Process again.

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Menu: Journal Entry

- Create/Update Journal Entries
- Copy Journals
- Standard Journals
- Import Journals
- Subsystem Journals
- Process Journals
- Suspense Correction
- Ledgers
- Summary Ledgers
- Close Ledgers
- Process Multi-Currency
- Average Daily Balance
- Open Items
- Consolidate Financial Data
- Maintain Standard Budgets
- Monitor Background Process
- Review Financial Information
- Regulatory Ledger Reports
- XBRL
- Cash Flow Statement
- General Reports
- Federal Reports
- Project Costing
- Purchasing
- Reporting Tools
- Set Up Financials/Supply Chain
- Tree Manager

Unit: GSUFS Journal ID: 0000041920 Date: 03/12/2009 *Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Errors Only Line: 10

Select	Line	Error *Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount
X	ACTUALS			843105	Equip & Furn Purch > \$4.9	15000	110600000		11000	2009		
X	ACTUALS			714100	Supplies and Materials	15000	110600000		11000	2009		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	225.00	225.00	E	

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

ORACLE

Menu: Journal Entry

- Create/Update Journal Entries
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- Cash Flow Statement
- General Reports
- Federal Reports
- Project Costing
- Purchasing
- Reporting Tools
- Set Up Financials/Supply Chain
- Tree Manager

Unit: GSUFS Journal ID: 0000041917 Date: 03/12/2009

Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
GSUFS	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Program/Account/Program in group ACCT_PROG.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Program/Account/Program in group ACCT_PROG.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

If the Budget Check status is Error select the “E” hyperlink in the Totals Section which will open a new window in Review Budget Check Exceptions so that you can review the error. Once you have resolved the Budget Check error, you will run the Budget Check Journal Process.

Totals					
Customize Find View All First 1 of 1 Last					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	55.00	55.00	V	E

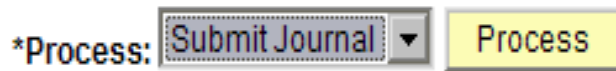
4.1.3. Delete Journal

Use this option if the user does not want to continue or save the Journal Entry. This can also be used if a Department Approver determines that the journal is incorrect. This will completely eliminate the transaction.

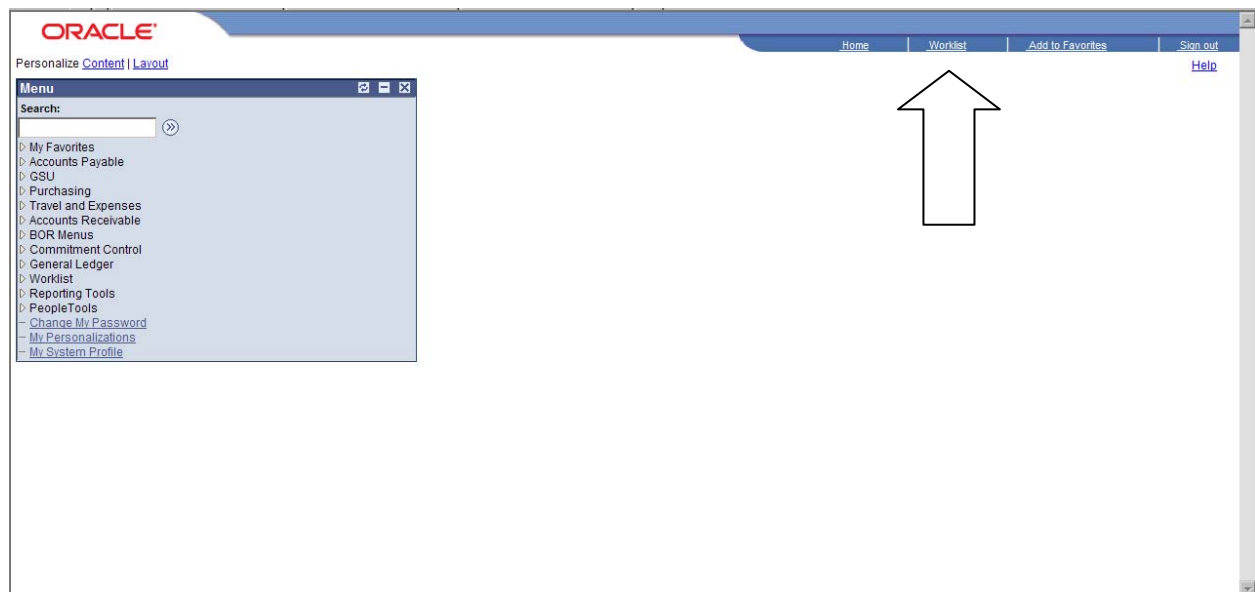
Note: This option will not be available after the Journal has been **POSTED**.

4.1.4. Submit to Workflow

This process is used for Workflow purposes. If a transaction has been completely validated, the user can use this option to move the transaction through workflow and move it into its next step of approval by selecting the Submit Journal process.



When the next level approver signs in, they can go to the Worklist link at the right top of the page and click the hyperlink. This will open the Worklist for that user and they can select which work list item they want to work on by clicking the hyperlink.



Oracle Worklist for DA2BIOL: Department Approver 2 Biology

Work List Filters: [Dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	Actions
Department 1 Approver Biology	04/10/2009	Journal Approval	Approve/Deny Journal	[Dropdown]	1173_GSUFSS_0000041819_2009-04-10_V.0_GSUFSS	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000018_1234TEST_MHA_1131	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000010_1234TESTYS_1133	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000011_1234TESTBP_1134	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000013_1234TESTMBB_1135	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000014_1234TESTNP_1136	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000015_S1234cc_1137	[Mark Worked] [Reassign]
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS	[Dropdown]	GSUFSS_00000016_1234TESTRC_1138	[Mark Worked] [Reassign]

Example of Worklist items to be approved

The approver then can go to the Approval Page and either Approve or Recycle. If you select Approve, you must also click the Lines Tab and select the Submit Journal Process to continue the workflow process. If you recycle, you can send it back to the Initiator or prior Approver for correction or deletion.

Oracle Approval

Unit: GSUFS Journal ID: 0000042123 Date: 04/28/2009

Approval Status: Pending Approval

Approval Action: [Dropdown: Approve, Recycle]

Comments for Denial: [Text Area]

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	04/28/2009 12:40:30PM	GSUUSER2
01	A	Approved	04/28/2009 12:43:42PM	DA1SPEC
02	A	Approved	04/28/2009 12:45:11PM	DA2SPEC
03	A	Pending	04/28/2009 12:40:30PM	

Save View Worklist Previous in Worklist Next in Worklist Notify Refresh Add Update/Display

You can notify the individual it is being sent back to via the Notify Button on the Lines Page and select their email address and detail what the issue is in the message box.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Header | Lines | Totals | Errors | Approval

Unit: GSUFS Journal ID: 0000041977 Date: 03/24/2009 *Process: Submit Journal Process Report Manager Process Monitor

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Reference	PC Bus Unit
<input type="checkbox"/>	1	ACTUALS		714990	Purchase Card Transaction	10000	612250000	16200	11200	2009		-11.11	1000456896	
<input type="checkbox"/>	2	ACTUALS		714100	Supplies and Materials	10000	612250000	16200	11200	2009		11.11		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	11.11	11.11	Y	Y

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

4.1.5 Print Journal

The user can print the content of a Journal Entry by selecting the Print Journal Process in the Lines tab.

*Process:

The page will refresh and show the Report Manager link and the Process Monitor link. Click the Process Monitor link.

*Process: [Report Manager](#) [Process Monitor](#)

Once the report (GLC7501) has completed processing, you will need to click Refresh until the **Run Status** is Success and **Distribution Status** is Posted. Click the Details hyperlink and the Process Details page opens.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Process List | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4189		Crystal	GLC7501-	RLASTER	04/10/2009 2:04:42PM EDT	Success	Posted	Details
<input type="checkbox"/>	4188		Application Engine	FS_BP	RLASTER	04/10/2009 1:39:01PM EDT	Success	Posted	Details

[Process List](#) | [Server List](#)

Click the View Log/Trace link and that window opens.

The screenshot shows the 'Process Detail' window in the Oracle Spectrum+ system. The window has a blue header with the Oracle logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are links for New Window, Help, Customize Page, and a help icon. The main content area is titled 'Process Detail' and contains several sections: 'Process' with fields for Instance (4189), Name (GLC7501-), Type (Crystal), Description (Journal Entry Print), Run Status (Success), and Distribution Status (Posted); 'Run' with fields for Run Control ID (CJY), Location (Server), Server (PSNT), and Recurrence; and 'Date/Time' with fields for Request Created On, Run Anytime After, Began Process At, and Ended Process At. To the right of these fields are links for Parameters, Message Log, Batch Timings, and View Log/Trace. At the bottom left, there are OK and Cancel buttons.

Process	
Instance:	4189
Name:	GLC7501-
Type:	Crystal
Description:	Journal Entry Print
Run Status:	Success
Distribution Status:	Posted

Run	
Run Control ID:	CJY
Location:	Server
Server:	PSNT
Recurrence:	

Date/Time	
Request Created On:	04/10/2009 2:04:43PM EDT
Run Anytime After:	04/10/2009 2:04:42PM EDT
Began Process At:	04/10/2009 2:04:58PM EDT
Ended Process At:	04/10/2009 2:05:05PM EDT

Actions:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

Click the GLC7501 – xxxx.HTM hyperlink and the Crystal Report of the Journal will appear in a new window.

The screenshot shows the 'View Log/Trace' window in the Oracle Spectrum+ system. The window has a blue header with the Oracle logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are links for New Window, Help, Customize Page, and a help icon. The main content area is titled 'View Log/Trace' and contains several sections: 'Report' with fields for Report ID (2073), Process Instance (4189), Name (GLC7501-), Process Type (Crystal), and Run Status (Success); 'Journal Entry Print' with a Distribution Details section showing Distribution Node (F89SAN) and Expiration Date (05/25/2009); 'File List' with a table of files; and 'Distribute To' with a table of distribution details. At the bottom left, there is a Return button.

Report	
Report ID:	2073
Process Instance:	4189
Name:	GLC7501-
Process Type:	Crystal
Run Status:	Success

Journal Entry Print

Distribution Details

Distribution Node: F89SAN Expiration Date: 05/25/2009

File List		
Name	File Size (bytes)	Datetime Created
Message Log		04/10/2009 2:05:05.000000PM EDT
GLC7501- 4189.HTM		04/10/2009 2:05:05.000000PM EDT
pssnltrace.trc		04/10/2009 2:05:05.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	RLASTER

Return

The Spectrum+ System

Entering a Journal Entry

Georgia State University

PEOPLE Soft Report ID: GLC7501 PeopleSoft Financials **JOURNAL ENTRY DETAIL** Page No. 1
Run Date May/13/2009
Run Time 10:57:36 AM

Unit: GSUFS Ledger Group: ACTUALS Foreign Currency: USD
Journal ID: 0000041977 Source: DRG Rate Type: CBENT
Date: Mar/24/2009 Reversal: N Effective Date: Mar/24/2009
Description: MOVE P-CARD EXP TO 714100 Reversal Date: Exchange Rate: 1.00000000

Line #	Account	Fund	Deptid	Prog	Class	Bd Rf	Pfp/Grant	Bus Unit	Activity	An Typ	Stat	Reference	Description	Open Item Key	Base Amount
ACTUALS															
1	714990	10000	612250000	16200	11000	2009						1000456895	Purchase Card Transactions		-11.11 USD
2	714100	10000	612250000	16200	11000	2009							Supplies and Materials		11.11 USD

In order to print the journal in landscape and without extra pages, change the orientation to Landscape and the Bottom margin to .50.

Page Setup

Paper
Size: Letter
Source: Automatically Select

Headers and Footers
Header: &w&bPage &p of &P
Footer: &u&b&d

Orientation
☐ Portrait
☒ Landscape

Margins (inches)
Left: 0.75 Right: 0.75
Top: 0.75 Bottom: 0.50

OK Cancel Printer...

5. Find an Existing Value

There are many ways to search for an existing value. You can search by Journal ID or Journal Date. Make sure that the Budget Checking Header Status is left blank and enter the appropriate Source if known.

ORACLE

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Menu

- Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Suspense Correction
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
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 - Monitor Background Process
 - Review Financial Information
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 - Reporting Tools
 - Set Up Financials/Supply Chain
 - Tree Manager

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: = [dropdown] GSUFS

Journal ID: begins with [text box]

Journal Date: = [dropdown] [text box]

Document Sequence Number: begins with [dropdown] [text box]

Line Business Unit: = [dropdown] [text box]

Journal Header Status: = [dropdown] [dropdown]

Budget Checking Header Status: = [dropdown] [dropdown]

Source: = [dropdown] [text box]

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

6. Inquiring on Journals

The journal inquiry page is used to verify that the journals were created. The summary and detail information, including the status and source, about a journal is provided from this inquiry. Note: Once journals are budget checked you can view them using this process even if they are not posted.

*Click on **General Ledger, Review Financial Information, Journals.***

Note: The first time you use this process, you will need to set up a run control. Enter JRNL_INQ or any other name and click **Add**.

The screenshot shows the Oracle Spectrum+ web interface. On the left is a navigation menu with the following items: My Favorites, Accounts Payable, Commitment Control, General Ledger (expanded), Journals (selected), Ledgers, Summary Ledgers, Close Ledgers, Process Multi-Currency, Average Daily Balance, Open Items, Consolidate Financial Data, Maintain Standard Budgets, Monitor Background Process, Review Financial Information (expanded), Journals (expanded), Ledger, Ledger Group, Ledger Period, Comparison, Compare Across Ledgers, Payroll Accounting Entries, Enterprise Learning Mgmt Acctg, Generic Accounting Entries, Student Fin Accounting Entries, and Contributor Relations. The main content area is titled 'Journals' and contains two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Inquiry Name:' with the value 'JRNL_INQ' entered. Below the input field is a yellow 'Add' button. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page features the Oracle logo and a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. In the top right corner, there are links for 'New Window', 'Help', and a user icon.

Enter all or some of the information at the top of this page and click Search. You can do an inquiry on a specific Journal ID, Date, User, etc. You can also use a wildcard “%” if you want a larger return. You can save this information so that when you want to use the inquiry again, the information is there. In addition, you can save several inquiries with different run control names.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Journal Inquiry

Ledger Criteria

Inquiry: JRNL_INQ *Unit: GSUFS *Ledger: ACTUALS *Year: 2009 *From Period: 1 *To Period: 12 Suspense Status:
 Journal ID: 0000041920 Status:
 User: Document Sequence: Sort By: Journal Id Max Rows: 100 *** No Records Found ***

Search Delete Clear

Save Return to Search Notify Add Update/Display

Menu

- My Favorites
- Accounts Payable
- Commitment Control
- General Ledger
 - Journals
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
 - Average Daily Balance
 - Open Items
 - Consolidate Financial Data
 - Maintain Standard Budgets
 - Monitor Background Process
- Review Financial Information
 - Journals
 - Ledger
 - Ledger Group
 - Ledger Period
 - Comparison
 - Compare Across Ledgers
 - Payroll Accounting Entries
 - Enterprise Learning Mgmt Acctg
 - Generic Accounting Entries
 - Student Fin Accounting Entries
 - Contributor Relations

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New Window | Help | Customize Page |

Journal Inquiry

Ledger Criteria

Inquiry: JRNL_INQ *Unit: GSUFS *Ledger: ACTUALS *Year: 2009 *From Period: 1 *To Period: 12 Suspense Status:
 Journal ID: 0000041920 Status:
 User: Document Sequence: Sort By: Journal Id Max Rows: 100

Search

Journals

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000041920	03/12/2009	GSUFS	Errors	DRG	No Susp	BPOLING	03/12/2009	To correct account code

Save Return to Search Notify Add Update/Display

You can review the status of the journal entry. If the journal originated from a PeopleSoft Financials subsystem, the budget status will be valid even though the edit status may not be valid.

You can drill to the source document by clicking the Journal ID hyperlink.

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Go To: [Journal Criteria](#)

Journal Header

Journal ID:	0000041920	Date:	03/12/2009	Schedule:	
Ledger Group:	ACTUALS	Original Date:	03/12/2009	Process:	No Request
Source:	DRG	Date Posted:		Total Lines:	2
Journal Status:	Errors	Reversal Date:		User ID:	BPOLING
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	GSUFS
Doc Seq:		Budget Status:	Not Chk'd		

Long Description: To correct account code

Totals by Currency

Currency:	USD	Debit Amount:	225.00	Credit Amount:	225.00	Net:	0.00
-----------	-----	---------------	--------	----------------	--------	------	------

☒ All Lines
☐ From/To From Line: To Line: [Query Journal Lines](#)

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Book Code	Adjustment	S
1	Equip & Furn Purch > \$4,999.99	-225.00	USD	843105	15000	110600000		11000	2009							
2	Supplies and Materials	225.00	USD	714100	15000	110600000		11000	2009							

For an Accounts Payable journal, you can drill to the Voucher

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[New Window](#) | [Help](#) | [Customize Page](#) |

Journal Inquiry

Ledger Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
JRNL_INQ	GSUFS	ACTUALS	2009	1	12	
Journal ID		Status	Source	Currency	Stat	Document Type
AP00041890						
User	Document Sequence	Sort By	Max Rows			
		Journal Id	100			

[Search](#) [Delete](#) [Clear](#)

Journals

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00041890	02/09/2009	GSUFS	Posted	AP	No Susp	JBACHNER	02/09/2009	Accounts Payable

[Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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Go To: [Journal Criteria](#)

Journal Header

Journal ID:	AP00041890	Date:	02/09/2009	Schedule:	
Ledger Group:	ACTUALS	Original Date:	02/09/2009	Process:	No Request
Source:	AP	Date Posted:	03/05/2009	Total Lines:	2
Journal Status:	Posted	Reversal Date:		User ID:	JBACHNER
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	GSUFS
Doc Seq:		Budget Status:	Valid		

Description: Accounts Payable

Currency: USD Debit Amount: 100.00 Credit Amount: 100.00 Net: 0.00

From Line: To Line: [Query Journal Lines](#)

Journal Line

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Book Code	Adjus
	1	Accounts Payable	-100.00	USD	211000	10000	110600000	11100	11200	2009						
	2	test	100.00	USD	714100	10000	110600000	11100	11200	2009						

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[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Drill to Source

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal
GSUFS	AP00041890	02/09/2009	ACTUALS	1	Accounts Payable	

Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Statistic Amount	Stat
211000	10000	110600000	11100	11200	2009						

Base Currency: USD Base Amount: -100.00 Currency: USD Transaction Amount: -100.00

Details


[Chartfields](#) | [Voucher Information](#) | [Document Information](#) | [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Voucher ID	Descr	Vchr Line	Distrib Line	Amount Currency	Base Amount Currency
00000001	Accounts Payable	1	1	-100.00 USD	-100.00 USD

[Return to Search](#) | [Notify](#)

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[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

Voucher Accounting Entries

*Business Unit: Voucher ID: Invoice Number:

*Accounting Line View Option: ☐ Show Foreign Currency

Invoice Date: 02/09/2009 Vendor ID: 0000001740 Vendor Name: AMERICAN HEART ASSOCIATION

Accounting Information [Find](#) | [View All](#) [First](#) [1 of 1](#) [Last](#)

Posting Process: AP Accrual GL Dist Status: Distributed

Main Information [Chartfields](#) [Journal](#) [FTT](#) [Customize](#) | [Find](#) | [View All](#) [First](#) [1 of 2](#) [Last](#)

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-100.00 USD	ACTUALS	GSUFS	
test	100.00 USD	ACTUALS	GSUFS	

7. Inquiring on Ledgers

The ledger inquiry page is used to view detail and summary ledger information for a specified string of chartfield values. The ledger inquiry allows you to view its journal detail transactions. Note: Information will only appear in the ledger once a transaction has been posted.

*Click on **General Ledger, Review Financial Information, Ledger.***

Note: The first time you use this process, you will need to set up a run control. Enter LDGR_INQ or any other name and click **Add**.

The screenshot shows the Oracle Spectrum+ interface. On the left is a 'Menu' sidebar with a tree view. The 'Review Financial Information' section is expanded, and 'Ledger' is selected. The main content area is titled 'Ledger' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs, there is an 'Inquiry Name' text box containing 'LED_INQ'. Below the text box is a yellow 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has a blue header with the Oracle logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. There are also links for 'New Window', 'Help', and a printer icon.

In the Ledger Criteria, enter ACTUALS for the Ledger Group, the Fiscal Year you want to do an inquiry on, the period from and to that you want to do an inquiry on and USD for the Currency at the top of the page.

In the Chartfield Criteria, enter the chartfield information that you are looking for. You can do an inquiry on a specific Accounts, Departments, etc. You can also use a wildcard “%” if you want a larger return. You can save this information so that when you want to use the inquiry again, the information is there. In addition, you can save several inquiries with different run control names.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Review Financial Information
 - Journals
 - Ledger
 - Ledger Group
 - Ledger Period
 - Comparison
 - Compare Across Ledgers
 - Payroll Accounting Entries
 - Enterprise Learning Mgmt Acctg
 - Generic Accounting Entries
 - Student Fin Accounting Entries
 - Contributor Relations Acctg
 - Entry Event Budget Acctg
 - Entry Event GL Adjust Acctg
 - Regulatory Ledger Reports
 - XBRL
 - Cash Flow Statement
 - General Reports
 - Federal Reports
 - Project Costing
 - Purchasing
 - Reporting Tools
 - Set Up Financials/Supply Chain
 - Tree Manager
 - Vendors

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LED_INQ Unit: GSUFS Ledger: ACTUALS Fiscal Year: 2009 From Period: 1 To Period: 12 Currency: USD Stat Code:

☐ Show YTD Balance ☐ Include Closing Adjustments
☒ Show Transaction ☐ Only in Base Currency Max Ledger Rows: 100

Search

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order
Account	7%		Update/New	✓	✓	1
Department	612250000		Update/New			
Fund Code	10000		Update/New			
Class Field			Update/New			
Program Code			Update/New			
Budget Reference			Update/New			
Project			Update/New			
Adjustment Type			Update/New			

Adjustment Periods

Set	Period
<input type="checkbox"/>	998

Save **Notify** **Add** **Update/Display**

Click Search and the Results will be displayed.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Review Financial Information
 - Journals
 - Ledger
 - Ledger Group
 - Ledger Period
 - Comparison
 - Compare Across Ledgers
 - Payroll Accounting Entries
 - Enterprise Learning Mgmt Acctg
 - Generic Accounting Entries
 - Student Fin Accounting Entries
 - Contributor Relations Acctg
 - Entry Event Budget Acctg
 - Entry Event GL Adjust Acctg
 - Regulatory Ledger Reports
 - XBRL
 - Cash Flow Statement
 - General Reports
 - Federal Reports
 - Project Costing
 - Purchasing
 - Reporting Tools
 - Set Up Financials/Supply Chain
 - Tree Manager
 - Vendors

Ledger Inquiry

Transaction Details

Ledger Criteria

Inquiry Name: LED_INQ Unit: GSUFS Ledger: ACTUALS Fiscal Year: 2009 From Period: 1 To Period: 12 Currency: USD Stat:

☐ Show YTD Balance ☐ Include Closing Adjustments
☒ Show Transaction Details ☐ Only in Base Currency Max Ledger Rows: 100

[Go To Inquiry Criteria](#) [Transaction Criteria](#)

Transaction Details

Period	Account	Account Description	Stat
9	714100	Supplies and Materials	

Amount (in Transaction Currency): 1,022.22 USD Amount (in Base Currency): 1,022.22 USD

Journals

Journal ID	Line Descr	Date	Seg	Stat Amt	N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
0000041937	Supplies and Materials	03/19/2009		0.00	N	0.00 USD	0.00 USD
0000041981	Supplies and Materials	03/24/2009		0.00	N	11.11 USD	11.11 USD
0000041998	Supplies and Materials	03/26/2009		0.00	N	11.11 USD	11.11 USD
AP00041908	Office Machines	03/03/2009		0.00	N	1,000.00 USD	1,000.00 USD

You can drill to the source documents by selecting the Journal ID number for the transaction you are looking at.

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Go To: [Inquiry](#) | [Transaction Details](#)
[Criteria](#)

Journal Header

Journal ID:	0000041981	Date:	03/24/2009	Schedule:	
Ledger Group:	ACTUALS	Original Date:	03/24/2009	Process:	No Request
Source:	DRG	Date Posted:	03/24/2009	Total Lines:	2
Journal Status:	Posted	Reversal Date:		User ID:	KGEBREAB
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	GSUFS
Doc Seq:		Budget Status:	Valid		
Long Description:	MOVE CARD EXPENSES TO 714100				

Totals by Currency Find | View All First 1 of 1 Last

Currency:	USD	Debit Amount:	11.11	Credit Amount:	11.11	Net:	0.00
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☒ All Lines
☐ From/To From Line: To Line: [Query Journal Lines](#)

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Book Code	Adjustment
2	Supplies and Materials	11.11	USD	714100	10000	612250000	16200	11200	2009						

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Go To: [Inquiry](#) | [Transaction Details](#)
[Criteria](#)

Journal Header

Journal ID:	AP00041908	Date:	03/03/2009	Schedule:	
Ledger Group:	ACTUALS	Original Date:	03/03/2009	Process:	No Request
Source:	AP	Date Posted:	03/11/2009	Total Lines:	14
Journal Status:	Posted	Reversal Date:		User ID:	MFRANKLIN
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	GSUFS
Doc Seq:		Budget Status:	Valid		
Long Description:	Accounts Payable				

Totals by Currency Find | View All First 1 of 1 Last

Currency:	USD	Debit Amount:	8,195.00	Credit Amount:	8,195.00	Net:	0.00
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☒ All Lines
☐ From/To From Line: To Line: [Query Journal Lines](#)

Journal Line

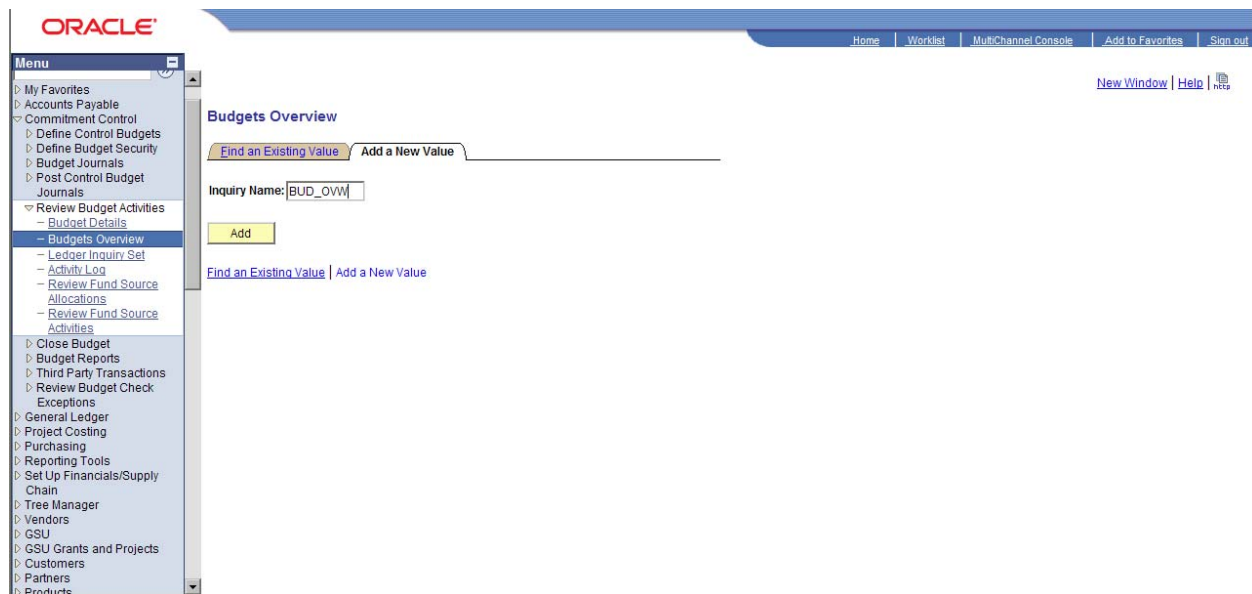
Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Book Code	Adjustment
	13	Office Machines	1,000.00	USD	714100	10000	612250000	16200	11200	2009						

9. Budget Overview Inquiries

The Budget Overview Inquiry component provides summarized and detailed information based on the provided chartfield search criteria.

*Click on **Commitment Control**, **Review Budget Activities**, **Budgets Overview**.*

Note: The first time you use this process, you will need to set up a run control. Enter BUD_OVW or any other name and click **Add**.



In the Budget Type Criteria, enter ORG for the Ledger Group.

In the TimeSpan Criteria, enter the Fiscal Year and Budget Periods that you are inquiring on.

In the Chartfield Criteria, enter the chartfield information that you are looking for. You can do an inquiry on specific Accounts (remember that these are Budget Accounts and not Expenditure Accounts), Departments, etc. You can also use a wildcard “%” if you want a larger return. You can save this information so that when you want to use the inquiry again, the information is there. In addition, you can save several inquiries with different run control names.

Click Search and you will see the results.

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Home

Worklist

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Add to Favorites

Sign out

Revenue Associated

Return to Criteria

Max Rows:

100

Display Options

Search

Ledger Totals (3 Rows)

Budget:

1,028,147.00

Expense:

15,061.11

Encumbrance:

22,950.00

Pre-Encumbrance:

0.00

Budget Balance:

990,135.89

Associate Revenue:

0.00

Available Budget:

990,135.89

Net Transfers:

0.00




Budget Overview Results

Customize

Find

View All

First 1 of 3 Last

	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Avail
1	 ORG	NEQ000	10000	612250000	16200	11200	2009				2009	503,000.00	0.00	0.00	0.00	503,000.00	100.
2	 ORG	NSP000	10000	612250000	16200	11200	2009				2009	520,777.00	15,061.11	22,950.00	0.00	482,765.89	92.
3	 ORG	NTR000	10000	612250000	16200	11200	2009				2009	4,370.00	0.00	0.00	0.00	4,370.00	100.

Return to Criteria

*Notes

From this page, you can drill to detail budget, expenses, encumbrances and detail transactions.