## 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 than 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.

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#### 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.

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Chain D Background Processes					
D Worklist Reporting Tools					
▷ PeopleTools					

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:	
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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.

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#### 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.

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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.

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## 4. Journal Entry Lines Panel

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

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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



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.

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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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ORACLE      Journal Entry     Journal Entry     Orado/Jodata Journa     Entries     Coox Journals     Standard Journals     Standard Journals     Standard Journals     Suspense Correction     Gegers     Journals     Suspense Correction     Gegers     Journals     Suspense Correction     Jose Ledgers     Jose Ledger     Jose Ledger     Say     Jose Ledger     Jose     Jose Ledger     Jose     Jose Ledger     Jose	Header Unit: GSUI <u>Header Er</u> <u>Unit</u> <u>GSUFS</u> <u>Line Error</u> Line # 1 2	FS Journ Tors Field Name JRNL_HDR_STA S Field Name ACCOUNT ACCOUNT	ial ID: 000004191 Field Long Na TUS Journal Heado Field Long Na Account	7 Dat me <u>Set</u> er Status 5860 me <u>Set</u> 9600	8: 03/12/ 53 Msg 31 31 31	Message Text Journal line errors Message Text Combo error for fit ACCT_PROG. Combo error for fit ACCT_PROG.	s exist for this he <u>Customiz</u> elds Account/Pr	ize   Find   ## aader. 2e   Eind   ## ogram/Account/ ogram/Account/	First 🗹 1 First र 1:3 Program in Program in	New Wind of 1 D Last 2 of 2 D Last group	and the second		
ORACLE      Jumal Entry     – Creato/Jodate Journal Entries     Standard Journals     Standard Journals     Subsystem Journals     Subsystem Journals     Subsystem Journals     Subsystem Journals     Process Journals     Subsystem Jalance     Jose Ledgers     Jornsolidate Financial     Joanslidate Financial     Joanslidate Financial     Joantor Background     Process Infancial     Joantor Jackground     Process Infancial     Joantor Jackground     Process     Review Financial     Information     Reports     Genet     Sash Flow Statement     Seneral Reports	Header Unit: GSUI GSUFS Line Error Line # 1 2	FS Journ Tors Field Name JRNL_HDR_STA' S Field Name ACCOUNT ACCOUNT ACCOUNT	Initial ID:     000004191       Field Long Na       TUS Journal Heads       Field Long Na       Account       Account	7 Dat me <u>Set</u> er Status 5860 <u>9600</u> 9600	8: 03/12/ 53 Msg 31 31 31	Message Text Journal line errors Message Text Combo error for fit ACCT_PROG. Combo error for fit ACCT_PROG.	s exist for this he <u>Customiz</u> elds Account/Pr	ize   Find   ## aader. 2e   Eind   ## ogram/Account/ ogram/Account/	First 🗹 1 First र 1:3 Program in Program in	New Wind	and the second		
Create/Update Journals     Create/Update Journals     Entrices     Create/Update Journals     Entrices     Conv Journals     Standard Journals     Import Journals     Subsystem Journals     Process Journals     Subsystem Journals     Process Journals     Subsystem Journals     Process Multi-Currency     werage Daily Balance     Jone Items     Jone Ledgers     Jones Ledgers     Jonest Ledger     Seports     Sequilatory Ledger     Seports     Seneral Reports     ederal Reports     ederal Reports     ederal Reports     ederal Reports     ederal Reports     ederal Reports	Header Unit: GSUI GSUFS Line Error Line # 1 2	FS Journ Tors Field Name JRNL_HDR_STA S Field Name ACCOUNT ACCOUNT	Initial ID:     000004191       Field Long Na       TUS Journal Heads       Field Long Na       Account       Account	7 Dat me <u>Set</u> er Status 5860 <u>9600</u> 9600	8: 03/12/ 53 Msg 31 31 31	Message Text Journal line errors Message Text Combo error for fit ACCT_PROG. Combo error for fit ACCT_PROG.	s exist for this he <u>Customiz</u> elds Account/Pr	ize   Find   ## aader. 2e   Eind   ## ogram/Account/ ogram/Account/	First 🗹 1 First र 1:3 Program in Program in	New Wind	and the second		
Create/Update Journals     Create/Update Journals     Entrices     Create/Update Journals     Entrices     Conv Journals     Standard Journals     Import Journals     Subsystem Journals     Process Journals     Subsystem Journals     Process Journals     Subsystem Journals     Process Multi-Currency     werage Daily Balance     Jopen Items     Jada     Jataintain Standard     Jaudgets     Jonitor Background     Trocess     Sudgets     Jander Journals     Safered Reports     Seneral Reports     General Reports     Ge	Header Unit: GSUI GSUFS Line Error Line # 1 2	FS Journ Tors Field Name JRNL_HDR_STA' S Field Name ACCOUNT ACCOUNT ACCOUNT	Initial ID:     000004191       Field Long Na       TUS Journal Heads       Field Long Na       Account       Account	7 Dat me <u>Set</u> er Status 5860 <u>9600</u> 9600	8: 03/12/ 53 Msg 31 31 31	Message Text Journal line errors Message Text Combo error for fit ACCT_PROG. Combo error for fit ACCT_PROG.	s exist for this he <u>Customiz</u> elds Account/Pr	ize   Find   ## aader. 2e   Eind   ## ogram/Account/ ogram/Account/	First 🗹 1 First र 1:3 Program in Program in	New Wind	and the second		
ORACLE      June Entry     – Creat/Update Journal Entries     Standard Journals     Standard Journals     Standard Journals     Standard Journals     Subsystem Journals     Subsystem Journals     Process Journals     Subsystem Journals     Subsystem Journals     Process Journals     Consolidate Financial     Jata     Jantain Standard     Judgets     Monitor Background     Process     Review Financial     normation     Review Financial     normation     Review Financial     normation     Review Financial     normation     Settem Consolidate Financial     Santard Reports     Settem Consolidate Financial     Santard Reports     Settem Consolidate Financial     formation     formation     Settem Consolidate Financial     formation     f	Header Unit: GSUI GSUFS Line Error Line # 1 2	FS Journ Tors Field Name JRNL_HDR_STA' S Field Name ACCOUNT ACCOUNT ACCOUNT	Initial ID:     000004191       Field Long Na       TUS Journal Heads       Field Long Na       Account       Account	7 Dat me <u>Set</u> er Status 5860 <u>9600</u> 9600	8: 03/12/ 53 Msg 31 31 31	Message Text Journal line errors Message Text Combo error for fit ACCT_PROG. Combo error for fit ACCT_PROG.	s exist for this he <u>Customiz</u> elds Account/Pr	ize   Find   ## aader. 2e   Eind   ## ogram/Account/ ogram/Account/	First 🗹 1 First र 1:3 Program in Program in	New Wind	and the second		

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		<u>c</u>	Customize   Find   View All   🏙 👘 Fi	rst 🕙 1 of 1 🕑 Last
<u>Unit</u>	Total Lines	Total Debits	Total Credits Journal Stat	us Budget Status
GSUFS	2	55.00	55.00 <u>V</u>	E

ORACLE'		<u>Home</u> Worklist MultiChannel Console Add to Favorites Sign out
Menu  Close Budget Budget Reports Third Party Transactions Review Budget Check	GL Journal Exceptions     Line Exceptions	New Window   Help   Customize Page   🗮
Exceptions D Purchasing and Cost	Business Unit: GSUFS Journal ID: 0000041859 J Journal Date: 03/03/2009	
Management D Travel and Expenses D Accounts Pavable	*Exception Type: Error 🔹 🖸 Override Transaction	
<ul> <li>Project and Grants</li> <li>Revenues</li> </ul>	Maximum Rows: 100 More Budgets Exist Advanced Budget Criteria	
<ul> <li>Payroll</li> <li>Generic Transaction</li> </ul>	Budgets with Exceptions           Customize         Find         First         1-4 of 4         Last           Budget Override         Budget Chartfields         Image: Application of the second s	
Entry – Budget Journal	Business Ledger Exception More Detail Override Budget Transfer	
<ul> <li>Reset Budget Transactions</li> </ul>	1 @ GSUFS PRMST_EXP No Budget Exists More Detail 🗌 Go To	
- Budget Checking Status	2 🖲 GSUFS PRMST_EXP No Budget Exists More Detail 🔲 Go To 月	
- Budget Exceptions General Ledger	3 🔍 GSUFS PROJ_GRT No Budget Exists More Detail 🔲 Go To 🗏	
Project Costing Purchasing	4 🔍 GSUFS PROJ_GRT No Budget Exists More Detail 🔲 Go To 🖟	
> Reporting Tools > Set Up Financials/Supply		
Chain Tree Manager Vendors	Save Return to Search Notify	
GSU GSU Grants and Projects	GL Journal Exceptions   Line Exceptions	
Customers		
> Partners > Products		
Catalog Management	•	

#### 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**.

ORACLE'			<u>Home Worklist Mu</u>	utiChannel Console Add to Favorites Sign out
Header Lines Totals Errors  Unit: GSUFS Journal ID: 0000041920  Template List Search Criteria Change Values  Lines	Date: 03/12/2009 *Process:	Delete Journal  Process Line: 10  Example I	- <	New Window   Help   Customize Page   開
Select Line     Error *Ledger     SpeedType       1     X     ACTUALS       2     X     ACTUALS       Lines to add:     1     Image: The second seco	Q 843105 Equip & Furn Purch > \$4,9	15000 Q 110600000 Q Q	Bud Ref         Project           11000         2009            11000         2009	Amount         Reference         Project           Q         -225.00
▼ Totals	Customize   Find   \			
Unit Total Lines GSUFS 2		dits         Journal Status         Budget Status           5.00         E         N		
Header   Lines   Totals   Errors   Approval	E Next in List E Notify Crefresh			
. •				•

#### 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	
	Home Worklist Add to Favorites Sign out
Personalize Content   Lavout	
Menu 🛛 🗖 🗙	
Search:	
> My Favorites	
D Accounts Payable	
▷ GSU ▷ Purchasing	
D Travel and Expenses D Accounts Receivable	
D BOR Menus	
<ul> <li>▷ Commitment Control</li> <li>▷ General Ledger</li> </ul>	
▷ Worklist ▷ Reporting Tools	
D PeopleTools	
- <u>Change My Password</u> - <u>My Personalizations</u>	
- My System Profile	
1	1

RACLE					Home	Worklist Add to	Favorites
<b>□</b>						23 0012 3	Help Customize P
rites Is Payable	Worklist for DA	2BIOLI: Department Approv	ver 2 Biology				
sing nd Expenses	Detail View		we	ork List Filters:	•		
ts Receivable enus	Worklist			101000000	Customize	Find   View All	∎ 1-9 of 9 🕑 Last
itment Control	From	Date From Work Item	Worked By Activity	Priority	Link		Mandalist Starson
I Ledger t	Department 1 Approver Biology	04/10/2009 Journal Approval	Approve/Deny Journal		1173, GSUFS, 0000041819, 2 04-10, V, 0, GSUFS	to be approv	Worklist items ved
list Details ng Tools	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		<ul> <li>GSUFS, 00000018, 1234TEST_MHA, 1131</li> </ul>	Mark W rked	Reassign
Fools My Password onalizations	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000010, 1234TES 1133	TYS. Mark Worked	Reassign
em Profile	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000011, 1234TES 1134	TBP. Mark Worked	Reassign
	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000013, 1234TES 1135	TMBB. Mark Worked	Reassign
	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS. 00000014, 1234TES 1136	TNP. Mark Worked	Reassign
	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000015, S1234cc,	1137 Mark Worked	Reassign
	Department 1 Approver Biology	Route for 04/09/2009 Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000016, 1234TES 1138	IRC. Mark Worked	Reassign

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'				Home	Worklist	Add to Favorites	Sign out
earch:  Accounts Payable GSU Purchasing		tais <u>Frrors</u> Approval	109		Wittest	New Window   Help   Cu	
Project Costing Travel and Expenses	Approval Status		Eind First 🛃 1 of 1 🗈	Last			
BOR Menus Banking	Unit: GSU	8					
Commitment Control General Ledger	Approval Check Active: Y						
Bet Up Financials/Supply	Approval Status: Pend	ing Approval					
Chain Background Processes	Approval Action: Appr	we 💌					
Vorklist - Worklist	Comments for Denial Aport Email: Recy	ve le		0			
- Worklist Details Reporting Tools	Approval History						
PeopleTools	Step Path Status	Date/Time Stamp	<u>User ID</u>				
	0 A Initiated	04/28/2009 12:40:30PM 04/28/2009 12:43:42PM	GSUUSER2				
	01 A Approved 02 A Approved	04/28/2009 12:43:42PM 04/28/2009 12:45:11PM	DA1SPEC DA2SPEC				
	03 A Pending	04/28/2009 12:40:30PM	DAZOFEG				
	Save View Worklist 10 Pr	evious in Worklist 42 Next in Worklist EN	btify CRefresh	isplay			

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			Ho	ne <u>Worklist</u>	MultiChannel Console	Add to Favorites	Sign ou
					New Window	Help   Customize Pa	age   💼
Header Lines Totals	Errors Approval						
Unit: GSUFS Journal ID: 0000041977 Template List Search Criteria Change Value	Date: 03/24/2009	*Process: Submit Journal 🔻		ocess Monitor			
Lines     Select Line <u>*Ledger</u> SpeedTy	<u>pe Account Journal Line D</u>	escription Fund Dept	Program <u>Class Bud</u>	Ref <u>Project</u>	Amount	<u>Reference</u>	PC B Unit
1 ACTUALS	Q 714990 Q Purchase Car	d Transactio 10000 🔍 612250000	Q 16200 Q 11200 Q 2009		Q -11.	11 1000456896	
2 ACTUALS	🔍 714100 🔍 Supplies and	Materials 10000 Q 612250000	Q 16200 Q 11200 Q 2009		Q 11.	11	
ines to add: 1 +	Total Debits	Customize   Find   View All   # Find   View All   Find   View All   Find   View All   # Find   View All	st 💶 1 of 1 🕩 Last				
GSUFS 2	11.11	11.11 <u>V</u>	¥				
ਡ Save	st +III Next In List E Notify	Refresh					

#### 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: Print Jou	rnal 💌	Process	ļ
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The page will refresh and show the Report Manager link and the Process Monitor link. Click the Process Monitor link.

*Process: Print Journal	▼	Process	Report Manager	Process Monitor
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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.

	ORACL	E 🔪							Home Worklist	MultiChannel Console	Add to Favorites
									<u>Home</u> Workiist	<u>Multichannel Console</u>	Add to Pavonites Sign out
										New Window   H	elp   Customize Page   🖳
F	rocess List	erver List									
Vi	ew Process Requ	est For									
1	User ID: RLASTE	R 🔍 Type:		•	Last: 1 Days 💌 F	Refresh					
	Server:	Name:		Q	Instance: to						
	Run Status:	Distribution     Status		•	Save On Refresh						
P	rocess List	ali e to com			Customize   Find   Vie	ew All   🔠 🛛 F	irst 🖪 1-2 of		1		
Se	elect Instance Se	q. Process Type	Process Name	User	Run Date/Time	Run Status	Distributio Status	n Details			
П	4189	Crystal	GLC7501	RLASTE	R 04/10/2009 2:04:42PM EDT	Success	Posted	Details	$\langle$		
П	4188	Application Engine	FS_BP	RLASTE	R 04/10/2009 1:39:01PM EDT	Success	Posted	Details			
									N		
6	Save Notify										
Pro	cess List   <u>Server</u>	List									
1											

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

	1 1	
ORACLE'		
Process Detail		
Process		
	Type: Crystal	
	Description: Journal Entry Print	
Run Status: Success I Run	Distribution Status: Posted Update Process	
Contraction of the second s		
Run Control ID: CJY	Hold Request Queue Request	
Location: Server Server: PSNT	Cancel Request	
Recurrence:	O Delete Request	
Necurence.	Restart Request	
Date/Time	Actions	
Request Created On: 04/10/2009 2:04:43	PM EDT <u>Parameters</u> Transf	sfer
Run Anytime After: 04/10/2009 2:04:42	PM EDT Message Log	
Began Process At: 04/10/2009 2:04:58	PM EDT Batch Timings	
Ended Process At: 04/10/2009 2:05:05	PM EDT <u>View Log/Trace</u>	
OK Cancel		

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

ORACLE'		
URACLE		
<b>□</b> ►		
View Log/Trace		
Report		
Report ID: 2073	Process Instance: 4189	Message Log
Name: GLC7501-	Process Type: Crystal	
Run Status: Success		
Journal Entry Print		
Distribution Details		
Distribution Node: F89SAN	Expiration Date:	05/25/2009
File List		Datetime Created
Name Message Log	File Size (bytes)	04/10/2009 2:05:05.000000PM
GLC7501- 4189.HTM		04/10/2009 2:05:05.000000PM
pssqltrace.trc		04/10/2009 2:05:05.000000PM
Distribute To		
Distribution ID Type	*Distribution ID	
User	RLASTER	
Return		

Unit: Journal ID: Date: Description:	GSUFS 0000041 Mar/24/2					PeopleSoft JOURNAL EN Ledger Group: Source: Reversal Date:	TRY DETAIL		Page I Run D Run Ti Foreign Currency: Rate Type: Effective Date: Exchange Rate:	ate May/13/2009
Line # Account		Deptid	Prog	Class Bd Rf Prjt/Grant	Bus Unit Ac		Reference	Description	Open Item Key	Base Amount
1 714990 2 714100				11000 2009			1000456895	Purchase Card Transactions 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.

ige Setup			X	
Paper Size:		Hamilton on Salahan Hamana and Hama Tanan Persona dan Jana Manangkanan Person Manangkanan Person		
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Automatically Sel	ect 💌			
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Footer				
&u&b&d			1	
Orientation Portrait	Margins (inches)	Right: 0.75		
-				
<ul> <li>Landscape</li> </ul>	Top: 0.75	Bottom: 0.50	$\leq$	
$\wedge$				
$/ \setminus$	ОК	Cancel Printer		
ר ר				

## 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
Menu  Sournal Entry					
- Create/Update Journal	•				New Window   Help   🖷
Entries					
- Copy Journals	Create/Update Journal Entries				
Standard Journals	Enter any information you have and click Search. Leave fields blank for a list of all values.				
Import Journals					
Subsystem Journals Process Journals	Find an Existing Value				
D Suspense Correction					
D Ledgers	Business Unit: = 💌 GSUFS 🔍				
D Summary Ledgers	Journal ID: begins with 👻				
D Close Ledgers					
Process Multi-Currency Average Daily Balance					
D Open Items	Document Sequence Number: begins with 💌				
D Consolidate Financial	Line Business Unit: = 💌 🔍				
Data					
Maintain Standard Budgets					
Monitor Background	Budget Checking Header Status: =				
Process	Source:				
Review Financial					
Information	Search Clear Basic Search 📕 Save Search Criteria				
Regulatory Ledger Reports	Search Clear Basic Search 🗐 Save Search Criteria				
D XBRL					
D Cash Flow Statement	Find an Existing Value Add a New Value				
D General Reports					
Federal Reports Project Costing					
D Purchasing					
D Reporting Tools					
Set Up Financials/Supply					
Chain					
D Tree Manager	•				

### 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**.

ORACLE'						
ORACLE				Home Workli	st MultiChannel Console	Add to Favorites   Sign out
						Add to ravorites
Menu 🗖						
	1					New Window   Help
My Favorites						New Window   Help   http
Accounts Payable						
D Commitment Control	Journals					
🗢 General Ledger						
D Journals	Eind an Existing Value Add a Ne	ew Value				
D Ledgers	The drickburg value / Had a li		-			
D Summary Ledgers	the second s					
D Close Ledgers	Inquiry Name: JRNL_INQ					
D Process Multi-Currency						
▷ Average Daily Balance						
D Open Items	Add					
Consolidate Financial						
Data	and the second second problem in the					
D Maintain Standard	Find an Existing Value Add a New Va	alue				
Budgets						
D Monitor Background						
Process						
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	1					
<ul> <li>Community (Selaminis)</li> </ul>	et					

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.

ORACLE'	Home   Worklist   MultiChannel Console   Add to Favorites   Skin out
Menu 🗖	
▷ My Favorites ▷ Accounts Payable	New Window   Help   Customize Page   🚇
▷ Commitment Control	Journal Inquiry
<ul> <li>▷ Journals</li> <li>▷ Ledgers</li> <li>▷ Summary Ledgers</li> </ul>	Ledger Criteria Inquiry *Unit *Ledger *Year *From Period *To Period Suspense Status
D Close Ledgers	JRNL_INQ GSUFSQ ACTUALS 2009Q 1Q 12Q Q Journal ID Status Source Currency Stat Document Type
<ul> <li>Average Daily Balance</li> <li>Open Items</li> </ul>	
<ul> <li>Consolidate Financial</li> <li>Data</li> <li>Maintain Standard</li> </ul>	User Document Sequence Sort By Max Rows           Journal Id         100         *** No Records Found ***
Budgets Monitor Background	Search Delete Clear
Process Review Financial Information	Bave & Return to Search E Notify E∔Add ØUpdate/Display
– Journals – Ledger	
- Ledger Group - Ledger Period	
Comparison - Compare Across	
Ledgers – Pavroll Accounting Entries	
- Enterprise Learning Mgmt Acctg	
- Generic Accounting Entries	
<ul> <li>Student Fin Accounting Entries</li> <li>Contributor Relations</li> </ul>	v
ORACLE'	Home   Worklist   MultiChannel Console   Add to Favorites   Sign out
Menu 🗖	
My Favorites     Accounts Pavable	New Window   Help   Customize Page   📲
Commitment Control General Ledger	Journal Inquiry
D Journals D Ledgers	Ledger Criteria Inquiry *Unit *Ledger *Year *From Period *To Period Suspense Status
<ul> <li>Summary Ledgers</li> <li>Close Ledgers</li> <li>Process Multi-Currency</li> </ul>	JRNL_INQ GSUFS A ACTUALS Q 2009 Q 1 Q 12 Q
<ul> <li>Average Daily Balance</li> <li>Open Items</li> </ul>	
<ul> <li>Consolidate Financial</li> <li>Data</li> <li>Maintain Standard</li> </ul>	User Document Sequence Sort By Max Rows
Budgets Monitor Background	Search
Process Review Financial	Journals Customize   Find   # First I t of 1 D Last
Information – Journals	Journal ID Date Unit IU Status Source Suspense User Unpost Date Descr
- <u>Ledger</u> - <u>Ledger Group</u> - <u>Ledger Period</u>	0000041920 03/12/2009 GSUFS Errors DRG No Susp BPOLING 03/12/2009 To correct account code
Comparison - Compare Across	Save Q Return to Search Notify
Ledgers – Pavroll Accounting Entries	
<ul> <li>Enterprise Learning Mgmt Acctg</li> </ul>	
- Generic Accounting	
Entries - Student Fin Accounting	

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

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## 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**.

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- Generic Accounting						
Entries						
- Student Fin Accounting						
Entries						
- Contributor Relations	<b>*</b>					

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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Review Financial Information	Ledger Inqu	iry									-
- Journals	Enter ledger, period,	ChartField and rest of	the criteria. Click on Sear	ch button to execute	the query.						
- Ledger - Ledger Group	Ledger Criteria										
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- Student Fin Accounting	ChartField	Malua				Order-	Sel	Period			
- Contributor Relations		Value	ChartField Value Set	Update/New B	um <u>Value</u> ( <u>Require</u>	d <u>By</u>		998			
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*Click* Search and the Results will be displayed.

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ols cials/Supply	0000041998	Supplies and Materials	03/26/2009		0.00 N	11.11 US	SD	11.11 USD		
ciais/Supply	AP00041908	Office Machines	03/03/2009		0.00 N	1,000.00 US	SD	1,000.00 USD		
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You can drill to the source documents by selecting the Journal ID number for the transaction you are looking at.

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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			
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Balanced: DR=CR	Reversal: None	InterUnit BU: GSUFS			
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## 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**.

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Review Budget Activities						
- Budget Details						
- Budgets Overview	Add					
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- Activity Log	Find an Existing Value Add a New Value					
- Review Fund Source	Find an Existing value   Add a New Value					
Allocations						
- Review Fund Source						
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Close Budget						
D Budget Reports						
D Third Party Transactions						
Review Budget Check						
Exceptions						
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Project Costing						
D Purchasing						
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Set Up Financials/Supply						
Chain						
Tree Manager						
D Vendors						
D GSU						
GSU Grants and Projects Customers						
D Customers						
D Products	*					

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.

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Commitment Control Define Control Budgets Define Budget Security	Inquiry: BUD_	_OVW Description	Budget Overview		Û		
Budget Journals     Post Control Budget     Journals	Amount Criteria Budget Type	Search					
Review Budget Activities – Budget Details	*Business Unit:	GSUFS CLedger Group	Set: Ledger Group	Ledger Group:	RG Q		
- Budgets Overview	View Stat Co		oup				
- Ledger Inquiry Set - Activity Log	Display Char	t 🛈			110		
- Review Fund Source	Time Span				d,		
Allocations – Review Fund Source	*Type of Calenda	ar: Detail Budget Period	Ψ.				
Activities				Customize   Find   View All	First 🗹 1 of 1 🕩 Last		
D Budget Reports	Select Ledger	r Group Calendar ID	From Budget Period	To Budget Period Include Adjustr Period(s)			
Review Budget Check Exceptions	ORG ORG	YE	2009	2009 🔍 🗹			
D General Ledger	ChartField Criteri	a			Budget Status		
<ul> <li>▷ Project Costing</li> <li>▷ Purchasing</li> </ul>	ChartField	ChartField From Cha	artField To	ChartField Value Set Update/Ad			
<ul> <li>Reporting Tools</li> <li>Set Up Financials/Supply</li> </ul>	Account		R000 Q 🕤	Q Update/Ad	Closed		
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Click Search and you will see the results.

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