JOURNAL ENTRY GENERAL LEDGER USER MANUAL

The Spectrum+ System
Georgia State University

PeopleSoft Financials
Version 9.2

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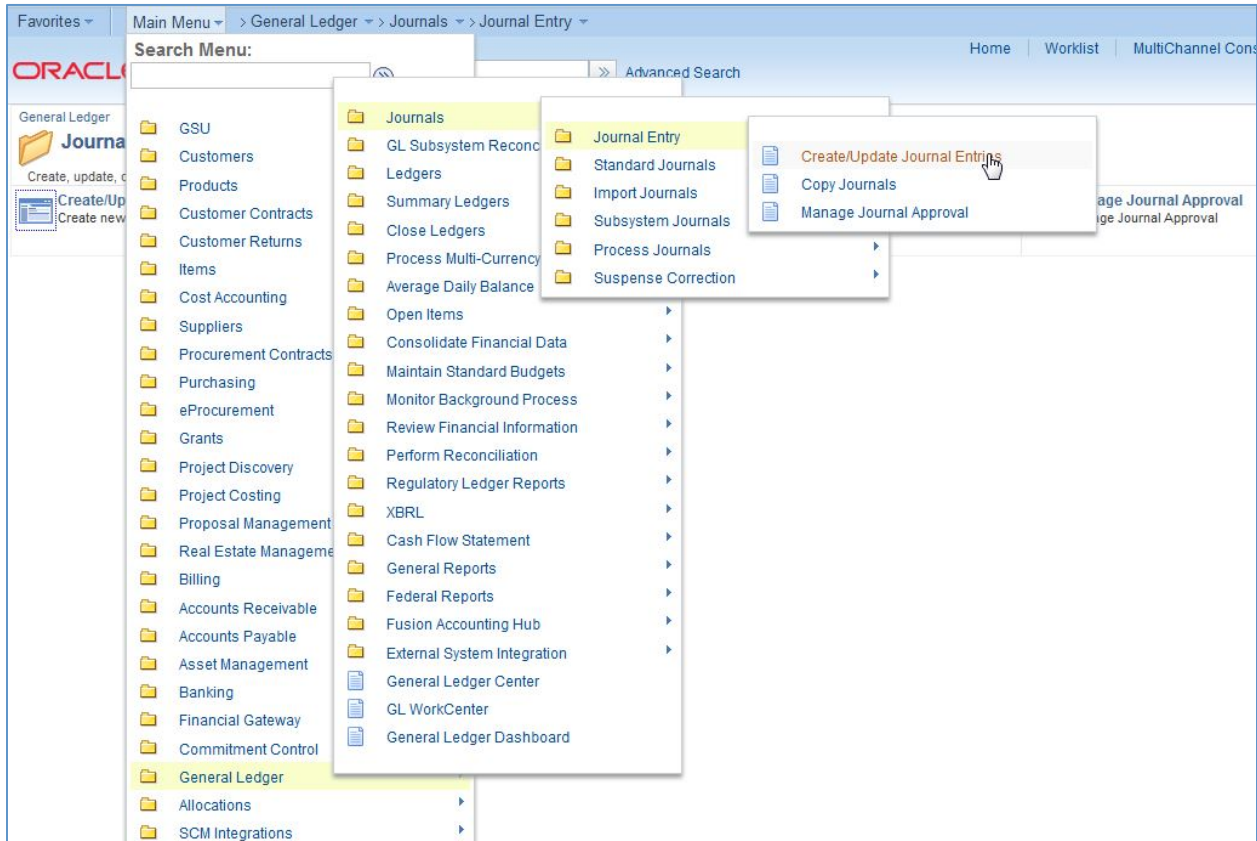
A journal can only be posted if it has a valid journal status and it passes budget checking. When selecting "Edit Journal" from the Detail Lines page, the journal edit and budget check processes are initiated in sequential order.

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.

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 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.

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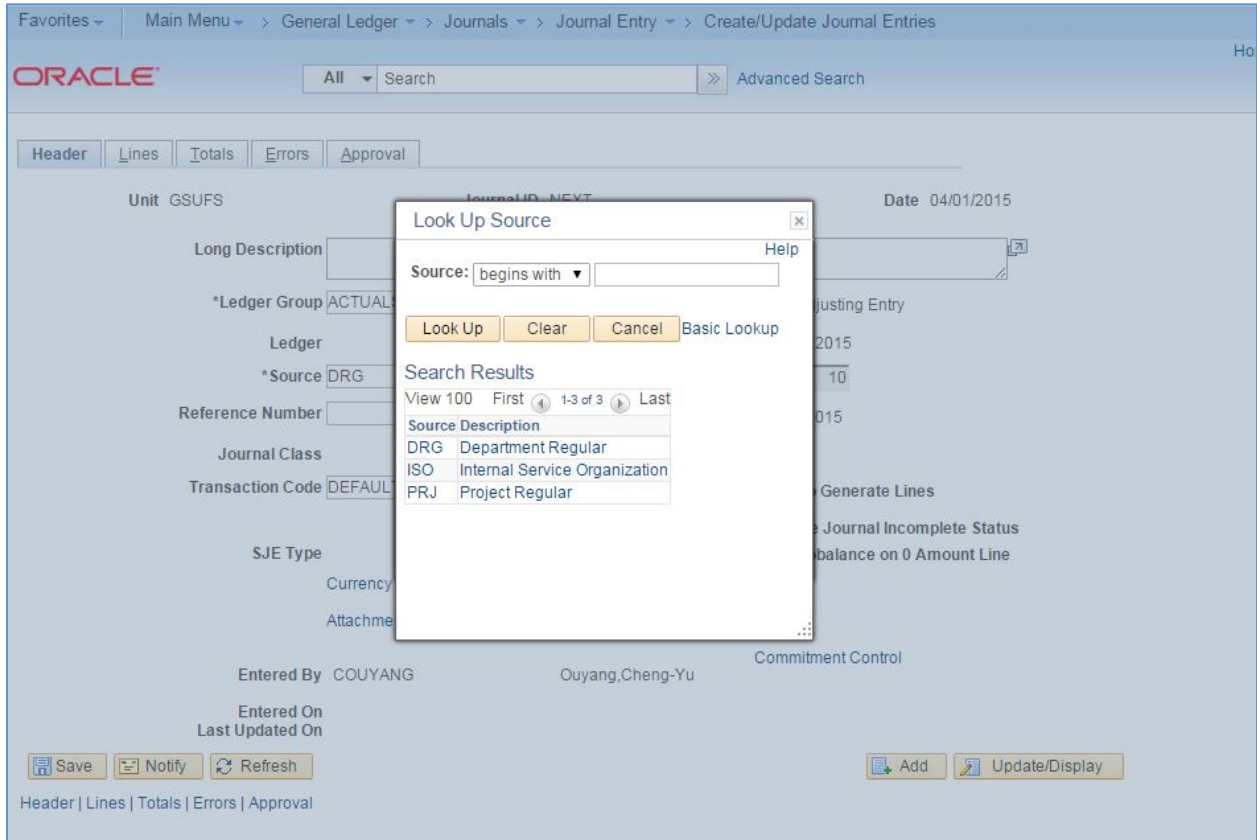
Note:
Source type must be **DRG**, **ISO** or **PRJ**. This is a workflow requirement. **ISO** is used by Internal Service Organizations such as Accounting Services, Revenue & Receivable Services, Auxiliary Services, etc. to move expenses or post charges to Campus Units. **PRJ** is used for all adjusting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

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.

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. 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**.*

4.2. 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.

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.

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.

4.3. 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**.

4.4. 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.

The approver then can go to the Approval Page and click Approve, Deny, Hold, or Pushback.

You can notify the individual it is being pushed back to via the Pushback Button. The Comment is required when Deny or Hold or Pushback journal so you need to enter Comment for Deny, Hold, or Pushback action.

Once the journal is pushed back, the workflow status will be updated as well.

4.5 Print Journal

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

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

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

Once the process is completed, go back to Journal Lines page and click Report Manager.
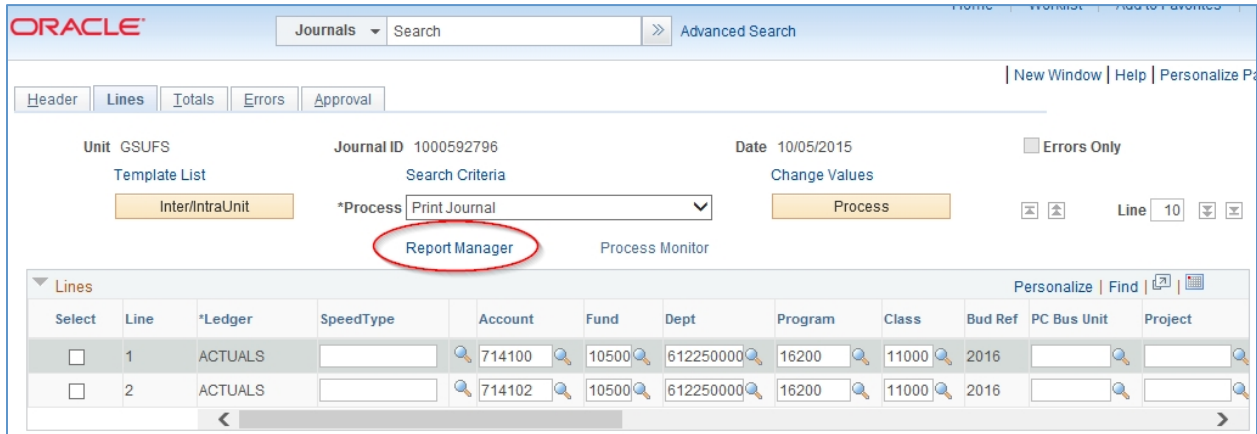
Click the GLX7501 – GLX7501.pdf link
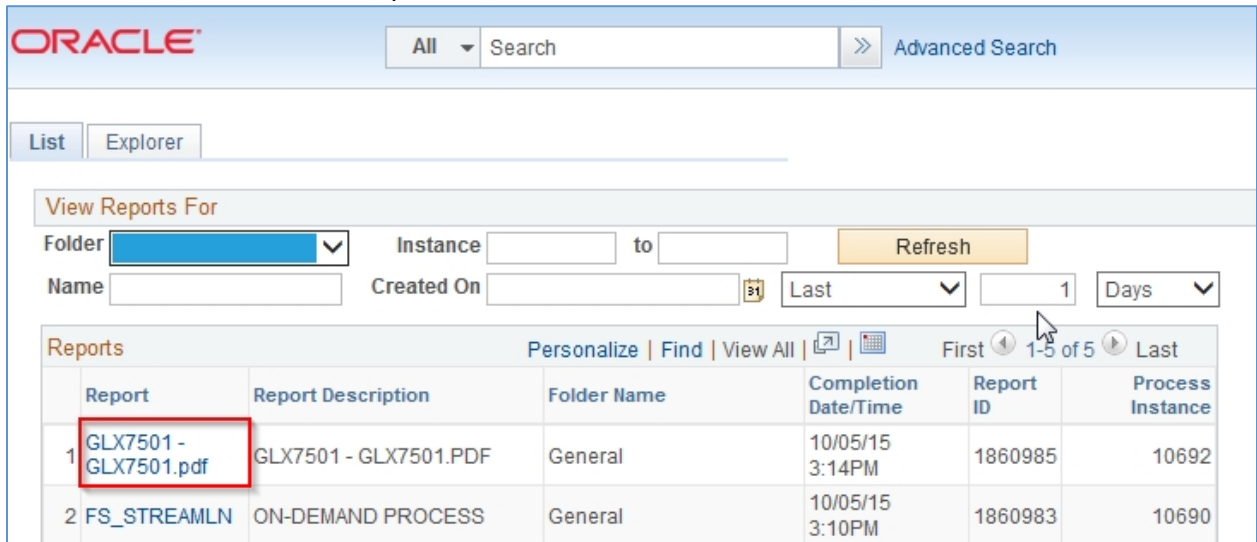
Click the GLC7501.pdf hyperlink and the Crystal Report of the Journal will appear in a new window.

In order to print the journal in landscape and without extra pages, change the orientation to Auto portrait/landscape.
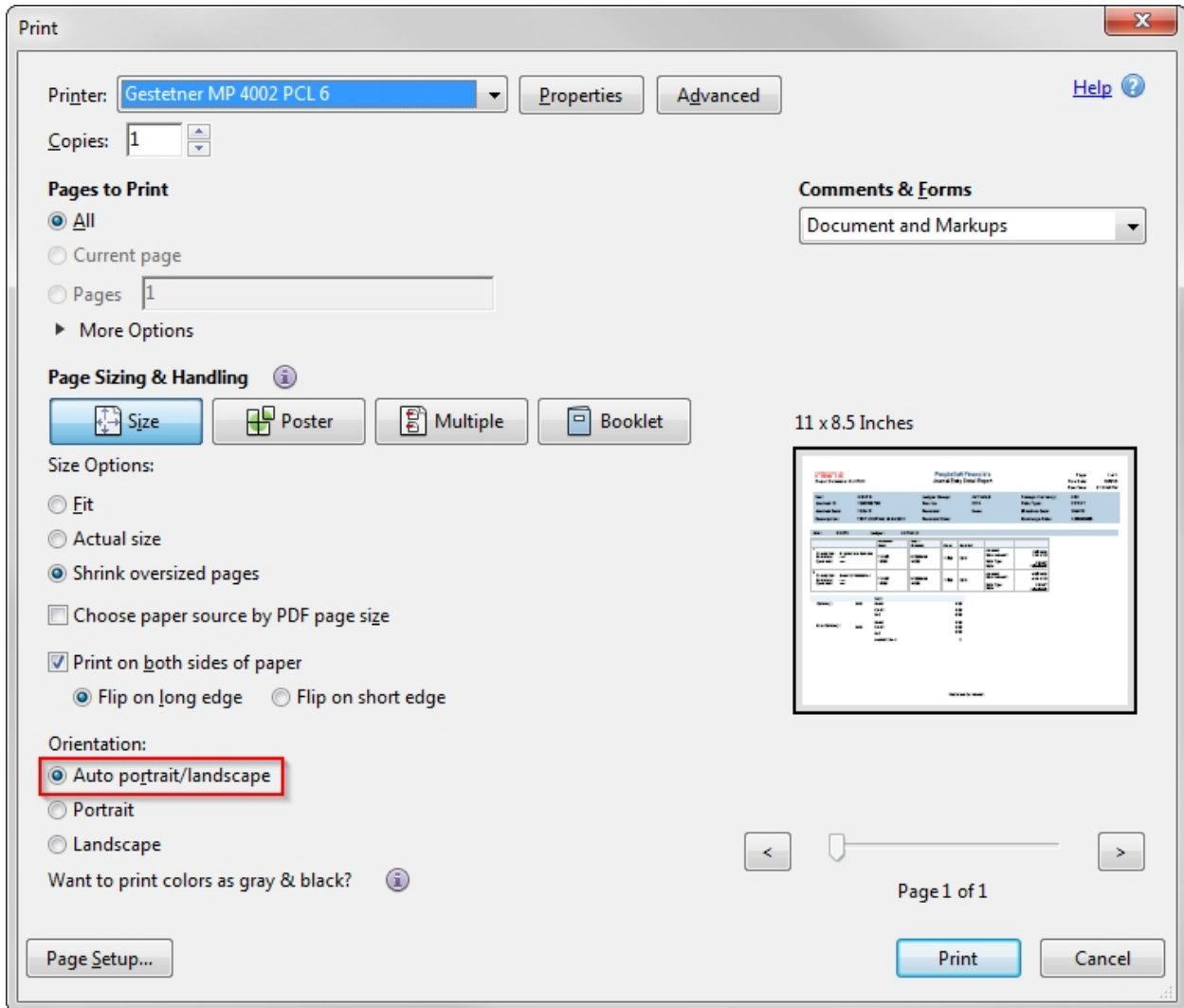
5. Find an Existing Value

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.

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**.

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.

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.

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

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**.

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.

Click Search and the Results will be displayed.

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

8. 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.

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