

JOURNAL ENTRY GENERAL LEDGER USER MANUAL

The Spectrum+ System
Georgia State University

PeopleSoft Financials
Version 9.2



Table of Contents

1. Introduction	3
1.1. Use of the General Ledger Journal Entries.....	3
2. How to Enter a Journal Entry	4
2.1. Selecting your panel Group.....	4
2.2. Creating a Journal Entry.....	5
2.2.1. Add a New Value Panel.....	5
3. Header Panel.....	6
4. Journal Entry Lines Panel	10
4.1. Adding and/or Deleting Rows	10
4.2. Edit/Budget Check Process	11
4.3. Delete Journal	13
4.4. Submit to Workflow.....	14
4.5 Print Journal.....	17
5. Find an Existing Value	22
6. Inquiring on Journals.....	23
7. Inquiring on Ledgers	28
8. Budget Overview Inquiries.....	31

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.

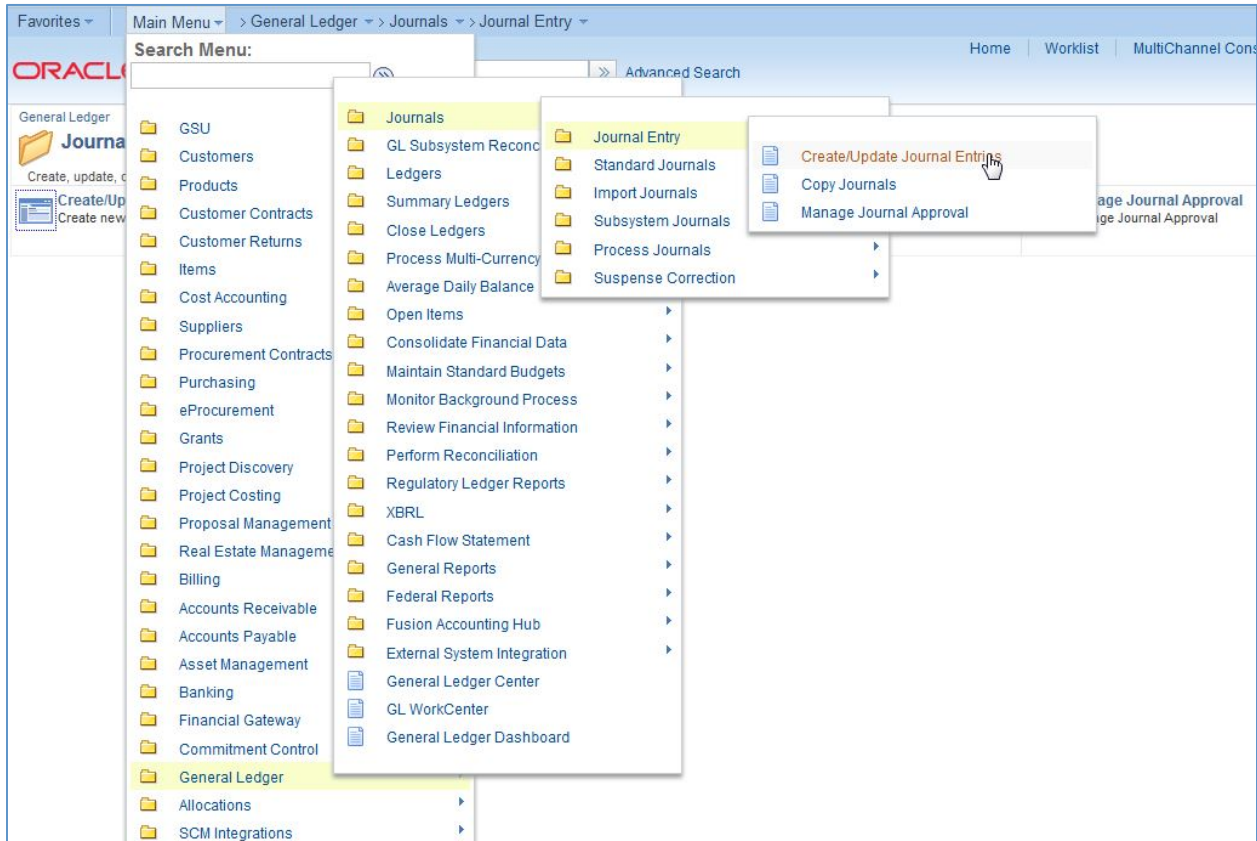
A journal can only be posted if it has a valid journal status and it passes budget checking. When selecting "Edit Journal" from the Detail Lines page, the journal edit and budget check processes are initiated in sequential order.

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 shows the Oracle Spectrum+ web interface. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' options is on the right. The main heading is 'Create/Update Journal Entries'. Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted. The form fields are: 'Business Unit' with a dropdown menu showing 'GSUFS', 'Journal ID' with a text box containing 'NEXT', and 'Journal Date' with a date picker showing '07/08/2015'. An 'Add' button is located below the fields. At the bottom of the form, there are links for '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. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right. Below the breadcrumb is a navigation bar with tabs: Header (selected), Lines, Totals, Errors, and Approval. The main form area contains the following fields and controls:

- Unit: GSUFS
- Journal ID: NEXT
- Date: 04/01/2015
- Long Description: A large text area with a scrollbar.
- *Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: (empty)
- Fiscal Year: 2015
- *Source: DRG
- Period: 10
- Reference Number: (empty)
- ADB Date: 04/01/2015
- Journal Class: (empty)
- Transaction Code: DEFAULT
- Auto Generate Lines:
- Save Journal Incomplete Status:
- Autobalance on 0 Amount Line:
- SJE Type: (empty)
- Currency Defaults: USD / CRRNT / 1
- Attachments (0)
- Entered By: COUYANG
- Ouyang,Cheng-Yu
- Commitment Control
- Entered On: (empty)
- Last Updated On: (empty)

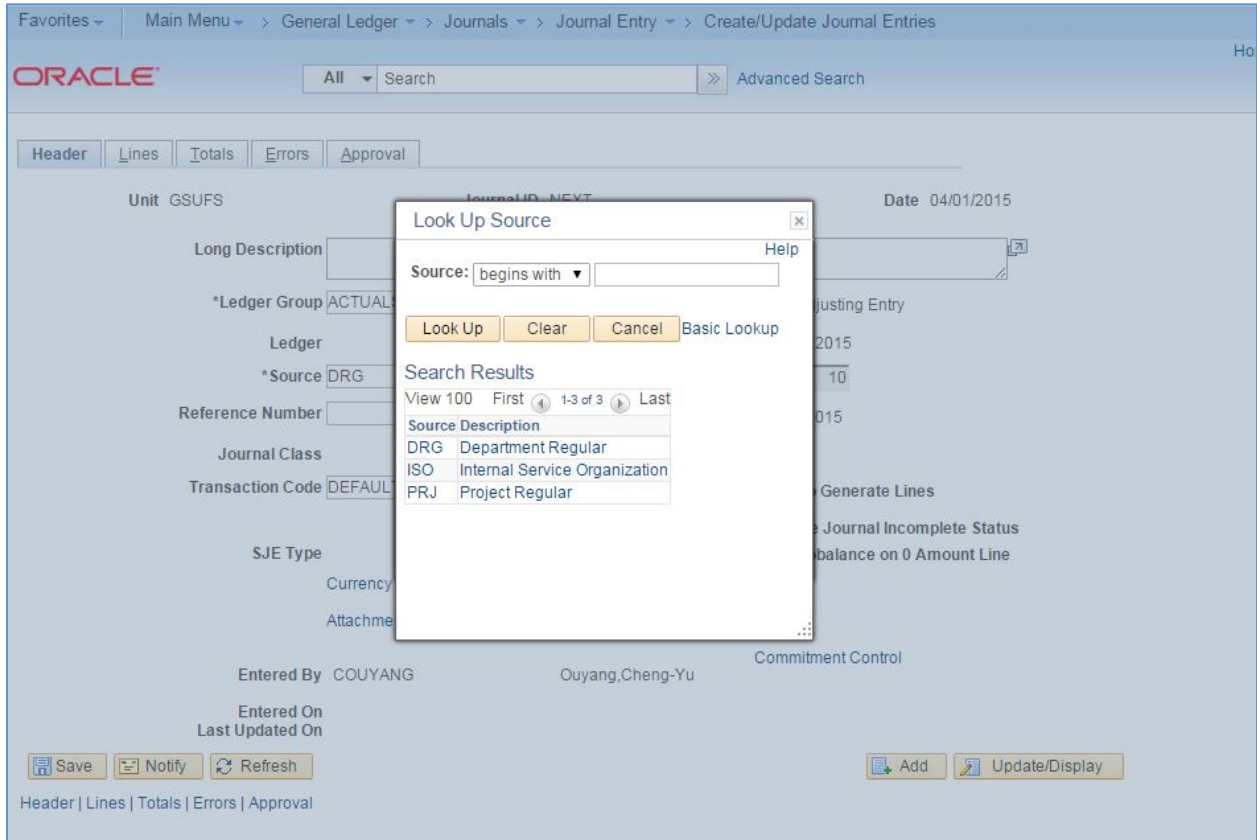
At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the very bottom reads: Header | Lines | Totals | Errors | Approval.

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:

A close-up view of the Long Description text area, showing a single line of text with a scrollbar on the right side.

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 screenshot shows the Oracle Journal Entry form. At the top, there is a search bar with 'All' and 'Search' options, and an 'Advanced Search' button. Below the search bar are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form fields are organized as follows: Unit: GSUFS, Journal ID: NEXT, Date: 04/01/2015. A 'Long Description' text area is present. The 'Ledger Group' is set to 'ACTUALS'. There are radio buttons for 'Adjusting Entry' and 'Non-Adjusting Entry'. The 'Ledger' field is empty, and the 'Fiscal Year' is '2015'. The '*Source' is 'DRG', and the 'Period' is '10'. The 'Reference Number' field is empty, and the 'ADB Date' is '04/01/2015'. Under 'Journal Class', the 'Transaction Code' is 'DEFAULT'. There are three checkboxes: 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line'. The 'SJE Type' field is empty, and the 'Currency Defaults' are 'USD / CRRNT / 1'. There are 'Attachments (0)'. The 'Entered By' is 'COUYANG' and 'Ouyang, Cheng-Yu'. There are fields for 'Entered On' and 'Last Updated On'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The bottom of the form has a breadcrumb trail: '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.

The screenshot shows a form with the following fields: Ledger, *Source (DRG), Reference Number, Fiscal Year (2015), Period (11), and ADB Date (05/01/2015). The Department field is highlighted with a red circle.

The screenshot shows the Oracle Journal Entry interface. A 'Look Up' dialog box is open, displaying a search results table for departments. The table lists department IDs and descriptions.

Department	Description
11000000	Workflow
11001000	COAS - Dean's Office
11001001	IEP Residuals
11001002	Center for the Arts
11001003	Center for Humanities
11001005	Arts & Sci. Stem Initiative
11004000	Middle East Institute
11020000	African American Studies
11030000	Anthropology
11040000	Applied Linguistics & ESL
11041000	Intensive English Program
11044000	ESL Testing Account
11050000	E.G. Welch School of Art & Des
11060000	Biology
11070000	Viral Immunology Facility
11071000	Viral Immunology Support
11072000	Viral Immunology Maintenance
11080000	Chemistry
11090000	Communication
11100000	Computer Science
11110000	English
11111000	Writing Across the Curriculum
11112000	Five Points Magazine
11113000	Eudora Welby Newsletter

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.

The screenshot shows the Oracle Journal Entry interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this is the Oracle logo and a search bar. 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 (09/01/2015), and Template List (Inter/IntraUnit). A dropdown menu for '*Process' is set to 'Edit Journal'. A red circle highlights a 'Change Values' button with a 'Process' sub-button below it. Below the header is a 'Lines' section with a table containing one line with Line ID 1 and Ledger ACTUALS. At the bottom, there is a 'Totals' section with a table showing one unit (GSUFS) with 1 total line, 0.00 total debits, and 0.00 total credits. Buttons for Save, Notify, Refresh, Add, and Update/Display are visible at the bottom.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	10.00	10.00	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.

ORACLE All Search Advanced Search Last Search Results

Header Lines Totals Errors Approval

Unit GSUFS Journal ID 1000573011 Date 03/13/2014 Errors Only

Template List Inter/IntraUnit *Process Search Criteria Edit Journal Change Values Process

Line 10

Select	Line	Error	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit
<input type="checkbox"/>	1	X	ACTUALS		441110	10000	412500000	14600	11000	2014	
<input type="checkbox"/>	2	X	ACTUALS		441110	14100	110440000	11100	41100	2014	
<input type="checkbox"/>	3	X	ACTUALS		118200	10000				2014	
<input type="checkbox"/>	4	X	ACTUALS		118200	14100				2014	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	4	600.00	600.00	E	N

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

Header | Lines | Totals | Errors | Approval

ORACLE All Search Advanced Search Last Search Results

Header Lines Totals Errors Approval

Unit GSUFS Journal ID 1000573011 Date 03/13/2014

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/Fund in group ACCT_FUND.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund in group ACCT_FUND.

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.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	100.00	100.00	V	E

ORACLE All Search Advanced Search Home

GL Journal Exceptions Line Exceptions

Business Unit GSUFS Journal ID TEST1 Journal Date 01/20/2015

*Exception Type Error Override Transaction More Budgets Exist

Maximum Rows 100

Search

Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-4 of 4 Last

Budget Override	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		GSUFS	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		GSUFS	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3		GSUFS	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
4		GSUFS	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

GL Journal Exceptions | Line Exceptions

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**.

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries Home Worklist MultiChannel

ORACLE All Search Advanced Search Last Search Results

Header Lines Totals Errors Approval

Unit GSUFS Journal ID TEST1 Date 01/20/2015 Errors Only

Template List Inter/IntraUnit Search Criteria Change Values View Audit Logs

*Process Delete Journal Process Line 10

Select	Line	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project
<input type="checkbox"/>	1	ACTUALS		742110	96000	A42200000	28100	43000	2015		
<input type="checkbox"/>	2	ACTUALS		714100	96000	A42200000	28100	43000	2015		

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	100.00	100.00	V	E

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

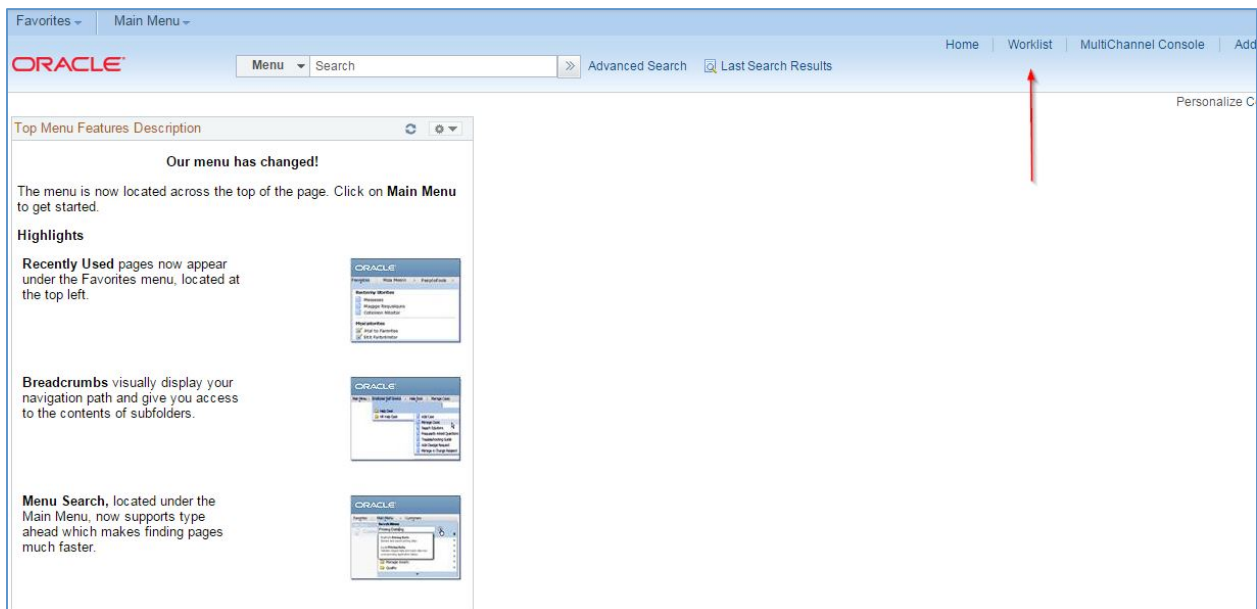
Header | Lines | Totals | Errors | Approval

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 screenshot shows the Oracle Worklist interface. At the top, there are navigation tabs: Favorites, Main Menu, Worklist, and Worklist. The Oracle logo is in the top left. Below the navigation, the page title is "Worklist" and the subtitle is "Worklist for TESTAP2: Test Approver 2". There are "Detail View" and "Worklist Filters" (set to "Approval Routing") options. A red arrow points to a row in the "Worklist Items" table with the text "Example of Worklist items to be approved".

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Test Approver 1	07/09/2015	Approval Routing	Approval Workflow	1-High	GL-JournalApproval_181_GSUFS_1901-01-04_N_D_BUSINESS_UNIT_GSUFS_JOURNAL_ID_1000573559_JOURNAL_DATE_2015-05-01_BUSINESS_UNIT_LINGSUFS_RDC:RAOA		

Buttons: Refresh

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

The screenshot shows the Oracle GL Journal Approval page. It displays various fields for the journal entry, including Business Unit (GSUFS), Journal ID (1000573559), Journal Date (05/01/2015), Line Unit (GSUFS), Ledger Group (ACTUALS), Adjusting Entry (N), Fiscal Year (2015), and Period (11). The status is "Pending".

Department or Project Approval

Unit GSUFS, ID 1000573559, Date 2015-05-01, Line Unit GSUFS: Pending

Approval Flow:

```

    graph LR
      A[Self Approved  
Test Approver 1  
GSU GL Dept Approver 1  
07/09/15 - 9:50 AM] --> B[Pending  
Test Approver 2  
GSU GL Dept Approver 2]
      B --> C[Not Routed  
Multiple Approvers  
GSU GL AS Post]
    
```

To add comments to the journal's approval process, enter them below and click any one of the four approval action buttons underneath the comments. Then the comments can be viewed from the Approval Flow Graphic Display above.

Buttons: Approve, Deny, Hold, Pushback, Add Comments

Journal Lines Table:

Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An T
1	GSUFS	ACTUALS	714100	10500	612250000	16200	11000	2015				
2	GSUFS	ACTUALS	714102	10500	612250000	16200	11000	2015				

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.

Oracle GL Journal Approval interface showing journal details and approval workflow.

GL Journal Approval

Business Unit: GSUFS | Journal ID: 1000573560 | Journal Date: 05/01/2015 | Line Unit: GSUFS | Ledger Group: ACTUALS | Adjusting Entry: N | Fiscal Year: 2015 | Period: 11

Status: Pending | Debits: \$10.00 | Credits: \$10.00 | Description: | Requester: TESTAP1

Department or Project Approval

Unit GSUFS, ID 1000573560, Date 2015-05-01, Line Unit GSUFS: Pending

Department Approval Flow:

```

    graph LR
      A[Self Approved  
Test Approver 1  
GSU GL Dept Approver 1  
07/09/15 - 10:58 AM] --> B[Pending  
Test Approver 2  
GSU GL Dept Approver 2]
      B --> C[Not Routed  
Multiple Approvers  
GSU GL AS Post]
    
```

Comments:

Account 714101 needs to be changed to 714102

Buttons: Approve, Deny, Hold, Pushback, Add Comments

Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An T
1	GSUFS	ACTUALS	714100	10500	612250000	16200	11000	2015				
2	GSUFS	ACTUALS	714101	10500	612250000	16200	11000	2015				

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

Department or Project Approval interface showing the workflow after a pushback action.

Unit GSUFS, ID 1000573560, Date 2015-05-01, Line Unit GSUFS: Pending

Department Approval Flow:

```

    graph LR
      A[Pending  
Multiple Approvers  
GSU GL Dept Approver 1] --> B[Pushed Back  
Test Approver 2  
GSU GL Dept Approver 2  
07/09/15 - 11:12 AM]
      B --> C[Not Routed  
Multiple Approvers  
GSU GL AS Post]
    
```

Comments:

4.5 Print Journal

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

A screenshot of a web interface showing a search criteria dropdown menu with 'Print Journal' selected. To the right is a 'Change Values' button with 'Process' written below it.

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

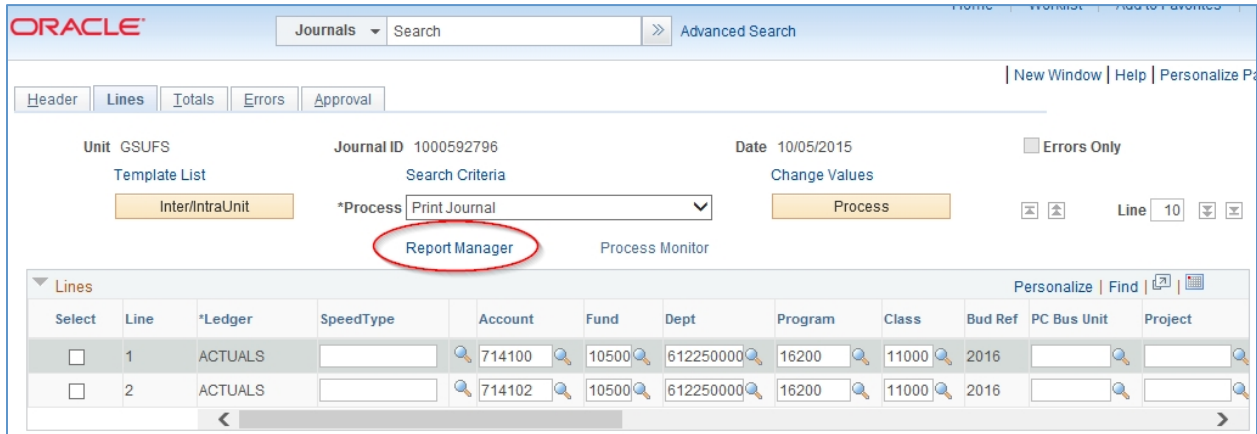
A screenshot of the same web interface, but now with two links, 'Report Manager' and 'Process Monitor', appearing below the search criteria dropdown. The 'Process Monitor' link is highlighted with a blue border.

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

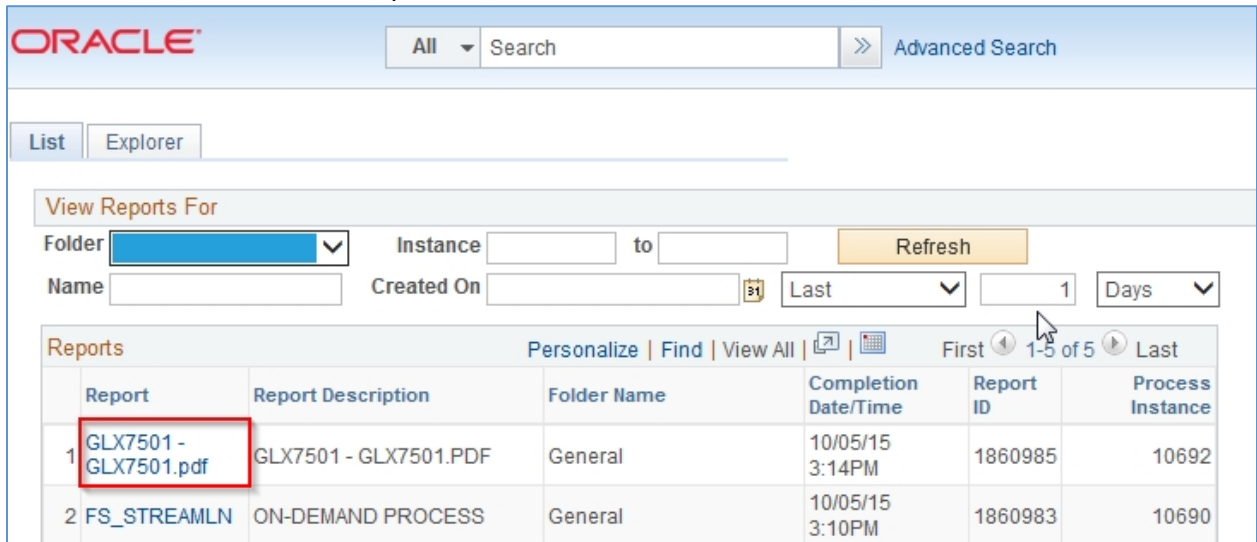
A screenshot of the Oracle Process Scheduler Process Monitor page. The breadcrumb trail shows 'Main Menu > PeopleTools > Process Scheduler > Process Monitor'. The page title is 'ORACLE'. There are tabs for 'Process List' and 'Server List'. Below is a 'View Process Request For' section with search criteria: User ID (TESTAP1), Type (Last), 1 Days, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row for process GLX7501, user TESTAP1, run on 07/09/2015 1:46:00PM EDT, with Run Status 'Success' and Distribution Status 'Posted'. A red arrow points to the 'Details' link in the last column of the table. At the bottom, there are 'Save' and 'Notify' buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6092		BI Publisher	GLX7501	TESTAP1	07/09/2015 1:46:00PM EDT	Success	Posted	Details

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.

ORACLE All Search >> Advanced Search

Report

Report ID: 1860985 Process Instance: 10692 [Message Log](#)
Name: XMLP Process Type: XML Publisher
Run Status: Success

GLX7501 - GLX7501.pdf

Distribution Details

Distribution Node: F92QA Expiration Date: 10/12/2015

File List

Name	File Size (bytes)	Datetime Created
GLX7501.pdf	4,995	10/05/2015 3:14:57.332093PM EDT

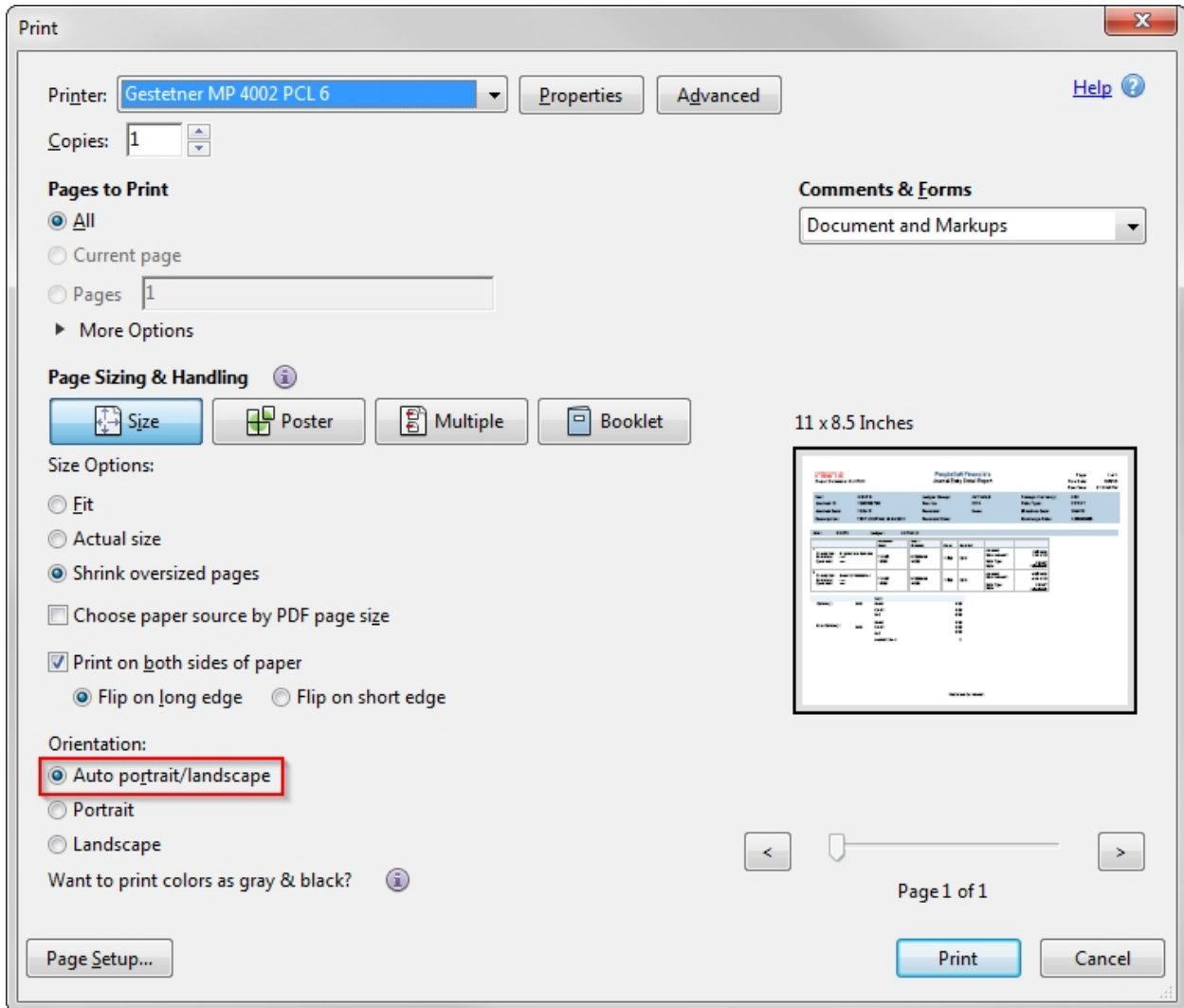
Distribute To

Distribution ID Type	*Distribution ID
User	TESTUSER1

ORACLE		PeopleSoft Financials			Page: 1 of 1		
Report Definition: GLX7501		Journal Entry Detail Report			Run Date: 10/5/15		
					Run Time: 3:14:44 PM		
Unit	GSUFS	Ledger Group:	ACTUALS	Foreign Currency:	USD		
Journal ID:	1000592796	Source:	DRG	Rate Type:	CRRNT		
Journal Date:	10/5/15	Reversal:	None	Effective Date:	10/5/15		
Description:	TEST JOURNAL 10-05-2015	Reversal Date:		Exchange Rate:	1.00000000		
Unit: GSUFS Ledger: ACTUALS							
	Account / Fund	Dept / Program	Class	Bud Ref			
1	Description: Supplies and Materials Reference: ---- Open Item: ----	714100 10500	612250000 16200	11000	2016	Amount: Base Amount: Rate Type: Rate:	5.00 USD 5.00 USD CRRNT 1.00000000
2	Description: Books & Publications Reference: ---- Open Item: ----	714102 10500	612250000 16200	11000	2016	Amount: Base Amount: Rate Type: Rate:	-5.00 USD -5.00 USD CRRNT 1.00000000
Total							
Currency:	USD	Debit:	5.00				
		Credit:	5.00				
		Net:	0.00				
Base Currency:	USD	Debit:	5.00				
		Credit:	5.00				
		Net:	0.00				
		Journal Lines:	2				

Private and Confidential

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.

The screenshot shows the Oracle 'Create/Update Journal Entries' search interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Below this is the Oracle logo and a search bar with a dropdown set to 'All' and a search button. An 'Advanced Search' link is also present.

The main section is titled 'Create/Update Journal Entries' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (which is selected) and 'Add a New Value'.

A 'Search Criteria' section is expanded, showing the following fields:

- Business Unit: = [dropdown] GSUFS [magnifying glass icon]
- Journal ID: begins with [dropdown] [text input]
- Journal Date: = [dropdown] [text input] [calendar icon]
- Document Sequence Number: begins with [dropdown] [text input]
- Line Business Unit: = [dropdown] [text input] [magnifying glass icon]
- Journal Header Status: = [dropdown] [dropdown menu]
- Budget Checking Header Status: = [dropdown] [dropdown menu]
- Source: = [dropdown] [text input] [magnifying glass icon]
- Entered By: begins with [dropdown] [text input] [magnifying glass icon]
- Attachment Exist: = [dropdown] [dropdown menu]

There is a checkbox for 'Case Sensitive' which is currently unchecked.

At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' (with a save icon).

At the very bottom of the page, there are links for 'Find an Existing Value' and '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.**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Journals

ORACLE All ▾ Search >> Advanced Search

Journals

Find an Existing Value Add a New Value

Inquiry Name: JRNL_INQ

Add

Find an Existing Value | Add a New Value

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.

The screenshot shows the Oracle Journal Inquiry form. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Review Financial Information > Journals. The Oracle logo is in the top left. A search bar contains 'All' and 'Search'. Below the search bar is the 'Journal Inquiry' section with 'Journal Criteria' fields: Inquiry (JRNL_INQ), *Unit (GSUFS), *Ledger (ACTUALS), *Year (2015), *From Period (1), *To Period (12), Suspense Status, Journal ID (1000573560), Status, Source, Currency, Stat, Document Type, User, Document Sequence, Sort By (Journal Id), Max Rows (100), Attachment Exist, and Date Code Adj. Buttons for Search, Delete, Clear, Save, Notify, Add, and Update/Display are visible.

The screenshot shows the Oracle Journal Inquiry form with search results. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Review Financial Information > Journals. The Oracle logo is in the top left. A search bar contains 'All' and 'Search'. Below the search bar is the 'Journal Inquiry' section with 'Journal Criteria' fields. A red arrow points to the 'Search' button. Below the criteria is a table titled 'Journals' with columns: Journal ID, Date, Unit IU, Status, Source, Suspense Status, User, Unpost Date, and Descr. The table contains one row: 1000573560, 05/01/2015, GSUFS, Valid, DRG, No Susp, TESTAP1, 05/01/2015. Buttons for Save, Notify, Add, and Update/Display are visible.

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
1000573560	05/01/2015	GSUFS	Valid	DRG	No Susp	TESTAP1	05/01/2015	

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.

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To [Journal Criteria](#)

Journal Header

Journal ID	1000573560	Date	05/01/2015	Schedule	
Ledger Group	ACTUALS	Original Date	05/01/2015	Process	Pending
Source	DRG	Date Posted		Total Lines	2
Journal Status	Valid	Reversal Date		User ID	TESTAP1
Balanced	DR=CR	Reversal	None	InterUnit BU	GSUFS
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description					

View Attachment (0)

All Lines From/To

From Line To Line

[Query Journal Lines](#)

Totals by Currency

Currency	USD	Debit Amount	10.00	Credit Amount	10.00	Net	0.00
----------	-----	--------------	-------	---------------	-------	-----	------

Journal Line

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus I
1	Supplies and Materials	SPECT	10.00	USD	714100	10500	612250000	16200	11000	2015	
2	Construction Supplies & Svcs		-10.00	USD	714101	10500	612250000	16200	11000	2015	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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

Journal Inquiry

Journal Criteria

Inquiry *Unit *Ledger *Year *From Period *To Period Suspense Status

Journal ID Status Source Currency Stat Document Type Date Code Adj

User Document Sequence Sort By Max Rows Attachment Exist

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

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00573556	06/12/2015	GSUFS	Posted	AP	No Susp	GSUBATCH	06/12/2015	Accounts Payable

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To [Journal Criteria](#)

Journal Header

Journal ID	AP00573556	Date	06/12/2015	Schedule	
Ledger Group	ACTUALS	Original Date	06/12/2015	Process	No Request
Source	AP	Date Posted	06/12/2015	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	GSUBATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	GSUFS
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable				

View Attachment (0)

From Line To Line

Query Journal Lines

Totals by Currency

Currency	USD	Debit Amount	12.00	Credit Amount	12.00	Net	0.00
----------	-----	--------------	-------	---------------	-------	-----	------

Journal Line

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref
	1	Accounts Payable		-12.00	USD	211500	10500	612250000	16200	11000	2015
	2	Expense Distribution		12.00	USD	714100	10500	612250000	16200	11000	2015

Save Notify Add Update/Display

Drill to Source

Journal ID

Business Unit GSUFS Journal AP00573556 Date 06/12/2015 GL Journal

Ledger ACTUALS Line 1 Line Descr Accounts Payable

Chartfields

Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	Analysis Type
211500	10500	612250000	16200	11000	2015				

Base Currency USD Base Amount -12.00

Currency USD Transaction Amount -12.00

Statistics Code Statistic Amount

Details

Chartfields Voucher Information Document Information

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
01687250	Accounts Payable	1	1	-12.00	USD	-12.00	USD

Save Return to Search Notify

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Vouchers](#) > [Accounting Entries](#)
Home | [Worklist](#) | [MultiChannel Console](#) | Ad

ORACLE New Wind

All Search Advanced Search

Voucher Accounting Entries

*Business Unit Voucher ID Invoice Number

*Accounting Line View Option Invoice Date Show Foreign Currency

Supplier ID *Sort By

Supplier Name

Accounting Information Find | View All | First 1 of 1 Last

Posting Process GL Dist Status Posting Date

Personalize | Find | View All | First 1-2 of 2 Last

Main Information Chartfields Journal <input type="button" value="Print"/>					
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-12.00	USD	ACTUALS	GSUFS	06/12/2015
Expense Distribution	12.00	USD	ACTUALS	GSUFS	06/12/2015

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.**

Favorites > Main Menu > General Ledger > Review Financial Information > Ledger

ORACLE All Search >> Advanced Search

Ledger

Find an Existing Value Add a New Value

Inquiry Name: LDGR_INQ

Add

Find an Existing Value | Add a New Value

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.

ORACLE All Search >> Advanced Search

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

Ledger Criteria

Inquiry Name: LDGR_INQ
 *Unit: GSUFS
 *Ledger: ACTUALS
 *Fiscal Year: 2015
 *From Period: 1
 *To Period: 12
 Currency: USD
 Stat Code:
 Settlement or Trade Date View:
 Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows: 100

Search Clear Delete

Chartfield Search Criteria Personalize Find 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Save Notify Add Update/Display

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

ORACLE All Search >> Advanced Search

Ledger Inquiry
Transaction Details

Ledger Criteria
Go To [Inquiry Criteria](#)

Transaction Criteria
Find | View All First 1 of 26 Last

Ledger by Period and Chartfields Personalize Find 1 of 1

Period	Account	PC Bus Unit	Activity	Product	Oper Unit	ChartField 3	ChartField 2	ChartField 1	Alt Acct	Oper Unit Affil	Fund Affil
3	211500										

Amount (in Transaction Currency) -50.00 USD Amount (in Base Currency) -50.00 USD

Journals Personalize Find 1-10 of 10 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AP00573452	Accounts Payable	09/10/2014		0.00	N	-10.00	USD	-10.00	USD
AP00573452	Accounts Payable	09/10/2014		0.00	N	-10.00	USD	-10.00	USD
AP00573452	Expense Distribution	09/10/2014		0.00	N	10.00	USD	10.00	USD

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Ledger Home | Worklist

ORACLE All ▾ Search » Advanced Search

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LDGR_INQ	GSUFS	ACTUALS	2015	1	12	USD	
Date Code Adjustment							

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

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

Journal Header

Journal ID	AP00573452	Date	09/10/2014	Schedule	
Ledger Group	ACTUALS	Original Date	09/10/2014	Process	No Request
Source	AP	Date Posted	09/10/2014	Total Lines	4
Journal Status	Posted	Reversal Date		User ID	SHIBUJOYS
Balanced	DR=CR	Reversal	None	InterUnit BU	GSUFS
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable				

[View Attachment](#)

All Lines From/To
 From Line To Line
Query Journal Lines

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

Currency	USD	Debit Amount	20.00	Credit Amount	20.00	Net	0.00
----------	-----	--------------	-------	---------------	-------	-----	------

Journal Line Personalize | Find | View All | First 1 of 1 Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Class	Bud Ref
	1	Accounts Payable		-10.00	USD	211500	10500	612250000	16200	11000	2014

Save
Notify

Add
Update/Display

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.**

Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

ORACLE All Search Advanced Search

Budgets Overview

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

Search Criteria

Inquiry Name: begins with BUD_OVW

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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.

Favorites | Main Menu | Commitment Control | Review Budget Activities | Budgets Overview

ORACLE | All | Search | Advanced Search | Home | Worklist | MultiChannel Console | Add to

Budget Inquiry Criteria
 Budget Overview

Inquiry BUD_OVW Description Budget Overview

Amount Criteria Search Clear Reset

Budget Type

*Business Unit GSUFS Ledger Group/Set Ledger Group Ledger Group ORG
 View Stat Code Budgets Org Budget Ledger Group
 Display Chart

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	YE	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	812250000	%	i		Update/Add
Fund	%	%	i		Update/Add
Class	%	%	i		Update/Add
Program	%	%	i		Update/Add
Bud Ref	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	%	%	i		Update/Add
Activity	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Save Notify Refresh Add Update/Display

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

ORACLE Search Home | Worklist | MultiChanneler Console

Inquiry Results New W

Business Unit: GSUFS
 Ledger Group: ORG Organization Budget Defn
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: Display Options

Ledger Totals (3 Rows)

			Net Transfers
Budget	3,010,014.00		0.00
Expense	2,199.56		
Encumbrance	1,522.00		
Pre-Encumbrance	0.00		
Budget Balance	3,006,292.44		
Associate Revenue	0.00		
Available Budget	3,006,292.44		

Budget Overview Results Personalize | Find | View All | | First 1-3 of 3 Last

		Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project Id	Activity	Budget Period	Bud
1		ORG	NEQ000	10500	612250000	16200	11000	2015				2015	1,010,010
2		ORG	NSP000	10500	612250000	16200	11000	2015				2015	1,000,004
3		ORG	NTR000	10500	612250000	16200	11000	2015				2015	1,000,000

Return to Criteria *Notes