JOURNAL ENTRY
GENERAL LEDGER
USER MANUAL

The Spectrum+ System
Georgia State University

PeopleSoft Financials
Version 8.9

July 1, 2009

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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, and 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.

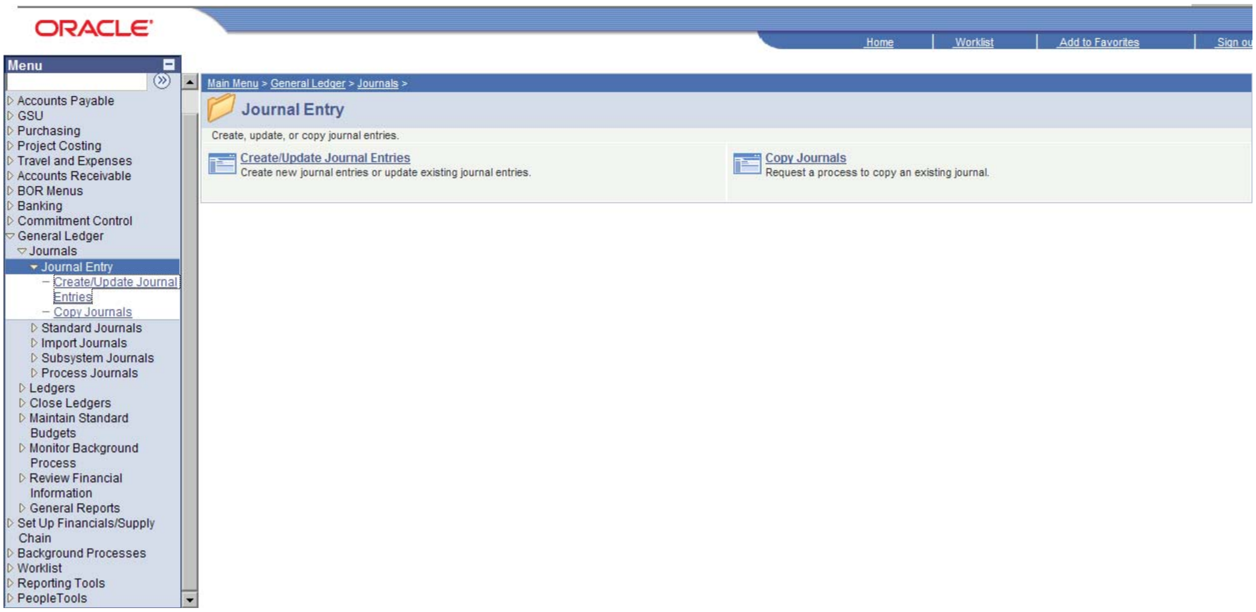
A major change in creating journals in PeopleSoft 8.9 is the Inter/Intra Unit functionality of balancing the journal entry by fund. There is now PeopleSoft delivered functionality that automatically creates the cash offset lines when the journal is edited.

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. Page Navigation

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


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

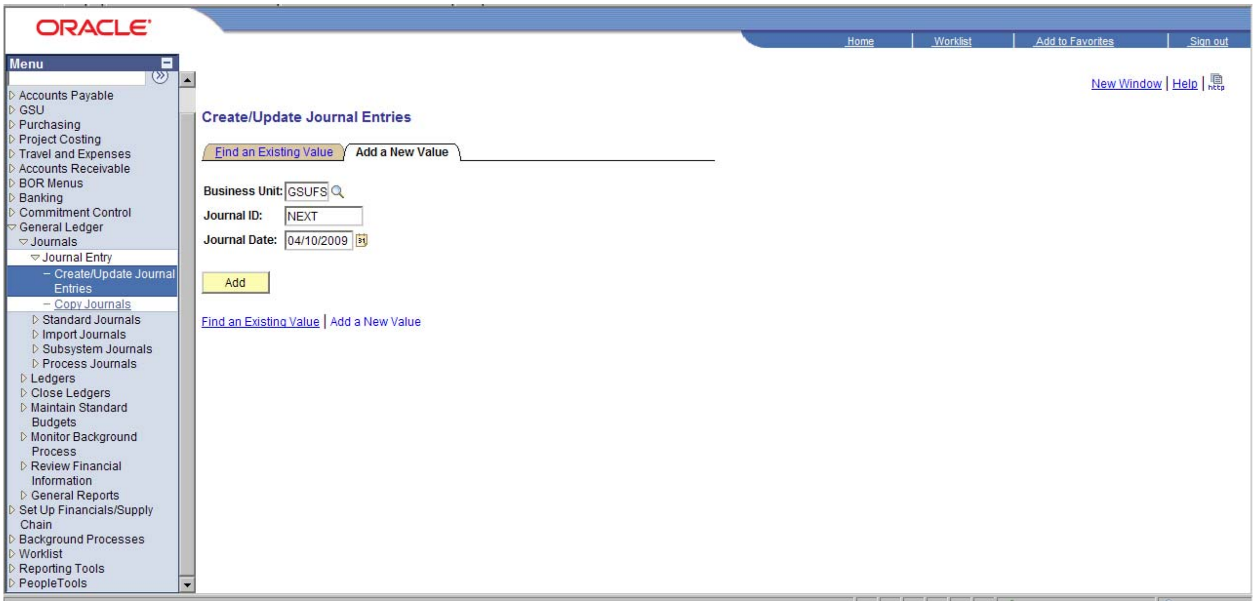
Create, update, or copy journal entries.

Create/Update Journal Entries
Create new journal entries or update existing journal entries.

Copy Journals
Request a process to copy an existing journal.

2.2. Creating a Journal Entry

Click the Add button.


ORACLE
Home
Worklist
Add to Favorites
Sign out
Menu
Accounts Payable
GSU
Purchasing
Project Costing
Travel and Expenses
Accounts Receivable
BOR Menus
Banking
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
– Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Ledgers
Close Ledgers
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
General Reports
Set Up Financials/Supply Chain
Background Processes
Worklist
Reporting Tools
PeopleTools
New Window | Help |
Create/Update Journal Entries
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Business Unit: GSUFS
Journal ID: NEXT
Journal Date: 04/10/2009

2.2.1. Add a New Value Tab

The Add a New Value (journal) page is displayed. **Business Unit** defaults to ***GSUFS*** (Georgia State University Financial System).

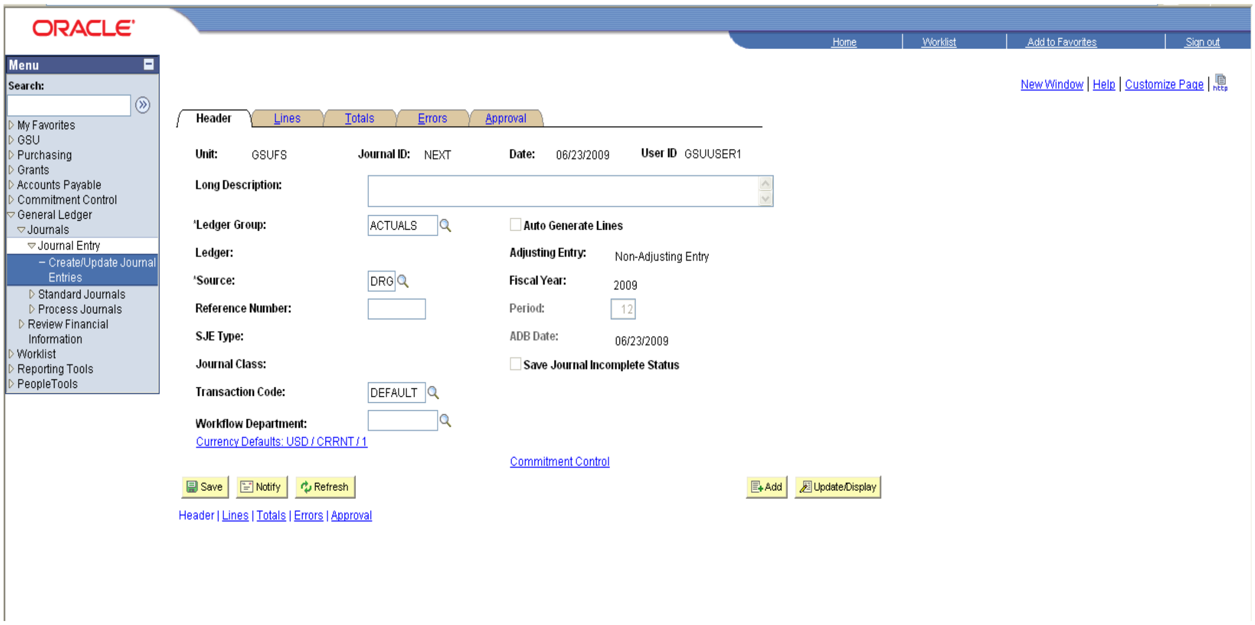
The **Journal ID** defaults to **NEXT**. The system automatically assigns a **Journal ID** when you save the transaction. ***Caution:*** Do not change the value in this field.

Journal Date defaults to current date and is 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.

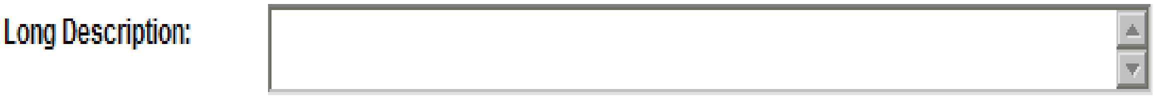
3. Header Page

The first page you will need to complete will be Journal Entry Header. This page records information that identifies the Journal Entry.


ORACLE
Home
Worklist
Add to Favorites
Sign out
Menu
Search:
My Favorites
GSU
Purchasing
Grants
Accounts Payable
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
Standard Journals
Process Journals
Review Financial Information
Worklist
Reporting Tools
PeopleTools
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Save
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

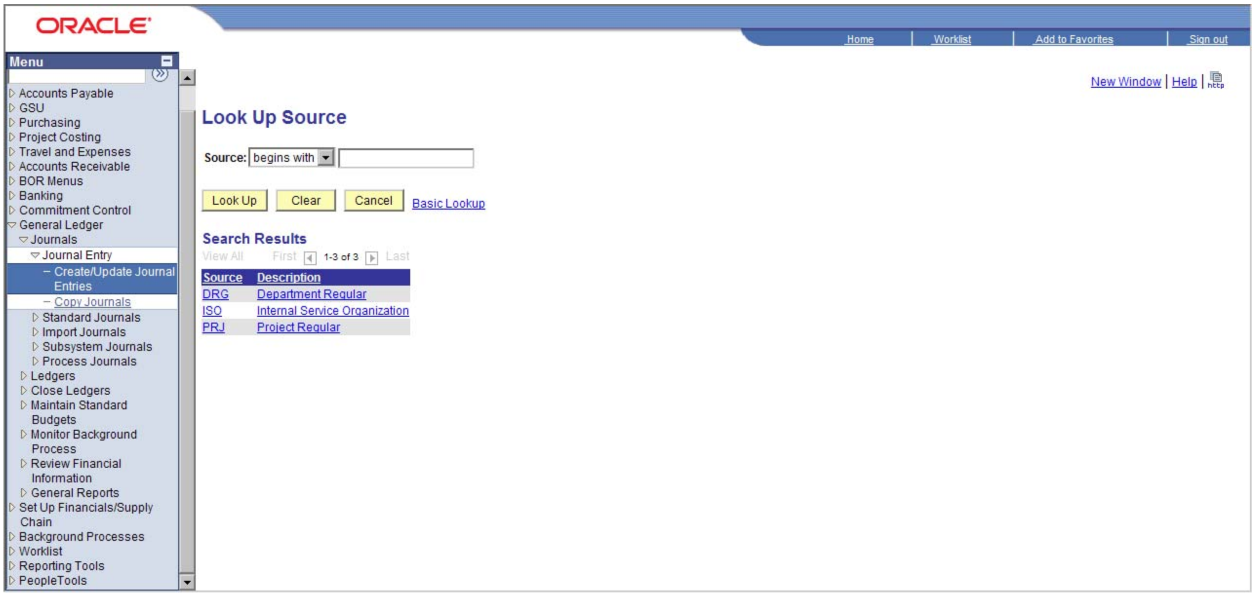
Unit: GSUFS
Journal ID: NEXT
Date: 06/23/2009
User ID GSUUSER1
Long Description:
*Ledger Group: ACTUALS
☐ Auto Generate Lines
Ledger:
Adjusting Entry: Non-Adjusting Entry
*Source: DRG
Fiscal Year: 2009
Reference Number:
Period: 12
SJE Type:
ADB Date: 06/23/2009
Journal Class:
☐ Save Journal Incomplete Status
Transaction Code: DEFAULT
Workflow Department:
Currency Defaults: USD / CRRNT / 1
Commitment Control

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


Long Description:

The **Long Description** should include the purpose of the journal. If you are reclassifying a previous transaction, include the original Journal ID number, Voucher ID number, Check Date, Check Number or any other identifying information.

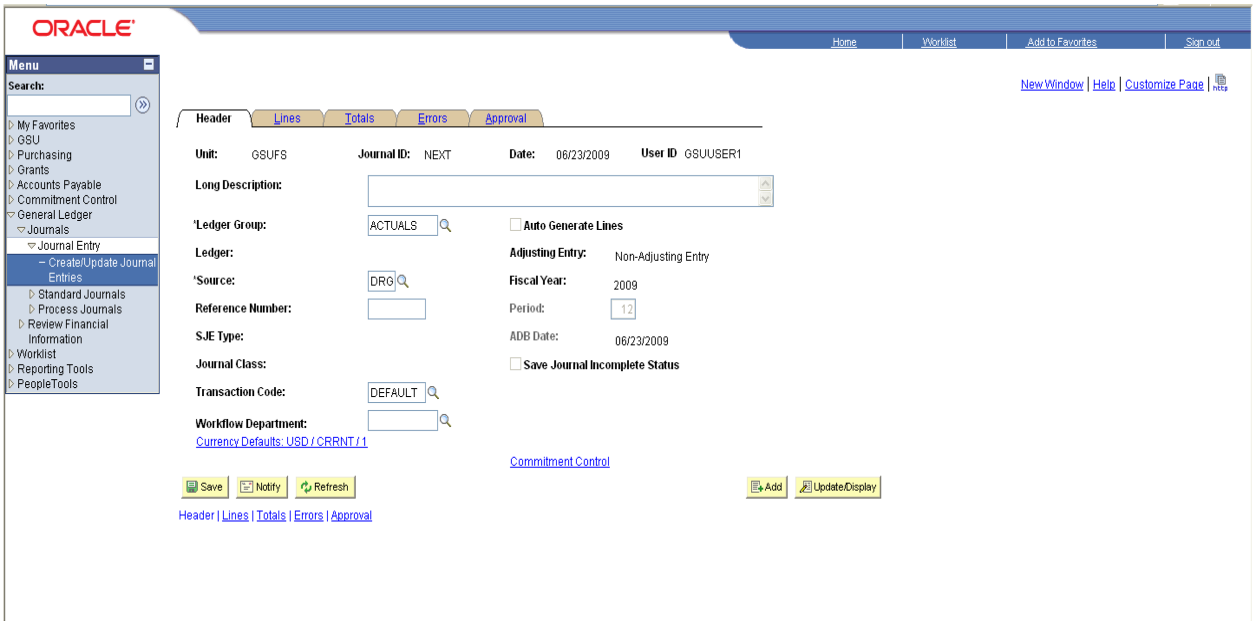
The **Source Field** will determine the origin of this transaction. It is a key field for Workflow purposes. Source will determine the next step of approval for this transaction. To select the Source click on the magnifying glass and make the appropriate selection.


ORACLE
Home
Worklist
Add to Favorites
Sign out
Menu
Accounts Payable
GSU
Purchasing
Project Costing
Travel and Expenses
Accounts Receivable
BOR Menus
Banking
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
– Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Ledgers
Close Ledgers
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
General Reports
Set Up Financials/Supply Chain
Background Processes
Worklist
Reporting Tools
PeopleTools
New Window | Help
Look Up Source
Source: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First
1-3 of 3
Last

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

Note:

Source type must be **DRG**, **ISO** or **PRJ**. This is a workflow requirement. **ISO** (Internal Service Organizations) are units that provide products or services to other University Departments such as Auxiliary and Support Services, Facilities and Management Services, IS&T, DS&S and Supply Room Charges. The **ISO** Source is used by these areas to post charges. **PRJ** (Project Regular) is used for all adjusting entries which move revenue and expenses to or from a Restricted Project (Fund Code 2xxxx). **DRG** (Department Regular) is used for all other adjusting entries.

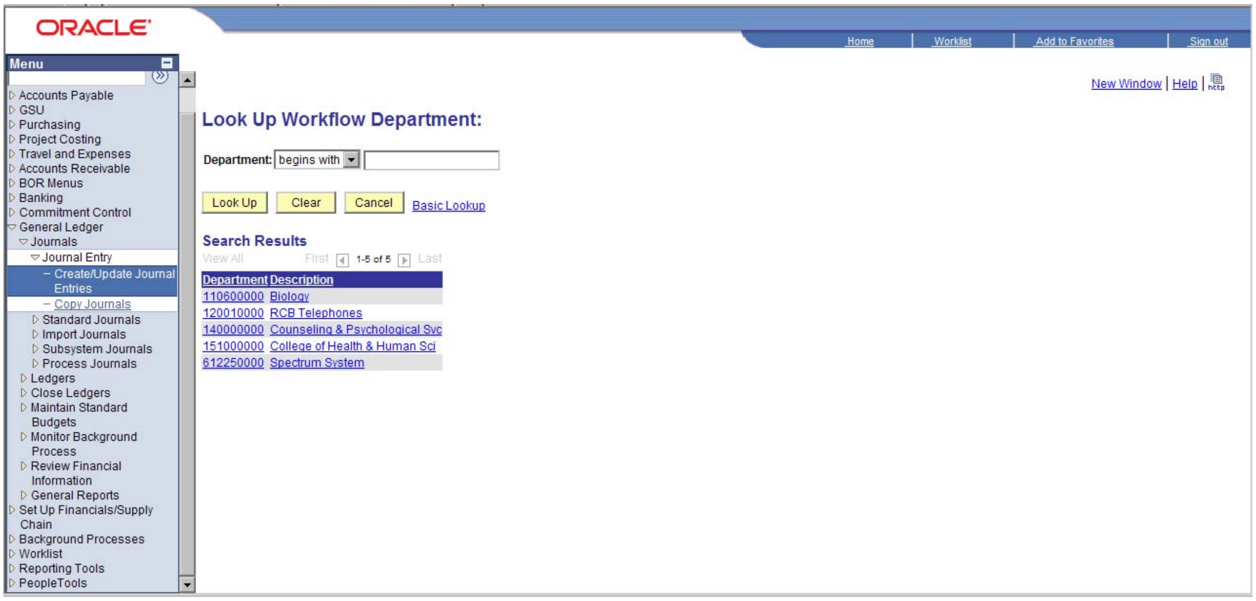

ORACLE
Home
Worklist
Add to Favorites
Sign out
Menu
Search:
My Favorites
GSU
Purchasing
Grants
Accounts Payable
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
Standard Journals
Process Journals
Review Financial Information
Worklist
Reporting Tools
PeopleTools
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Save
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: GSUFS
Journal ID: NEXT
Date: 06/23/2009
User ID GSUUSER1
Long Description:
*Ledger Group: ACTUALS
☐ Auto Generate Lines
Ledger:
Adjusting Entry: Non-Adjusting Entry
*Source: DRG
Fiscal Year: 2009
Reference Number:
Period: 12
SJE Type:
ADB Date: 06/23/2009
Journal Class:
☐ Save Journal Incomplete Status
Transaction Code: DEFAULT
Workflow Department:
Currency Defaults: USD / CRRNT / 1
Commitment Control

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.

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

Workflow Department:


ORACLE
Home
Worklist
Add to Favorites
Sign out
Menu
Accounts Payable
GSU
Purchasing
Project Costing
Travel and Expenses
Accounts Receivable
BOR Menus
Banking
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
– Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Ledgers
Close Ledgers
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
General Reports
Set Up Financials/Supply Chain
Background Processes
Worklist
Reporting Tools
PeopleTools
New Window | Help |
Look Up
Clear
Cancel
Basic Lookup
View All
First
1-5 of 5
Last

Look Up Workflow Department:

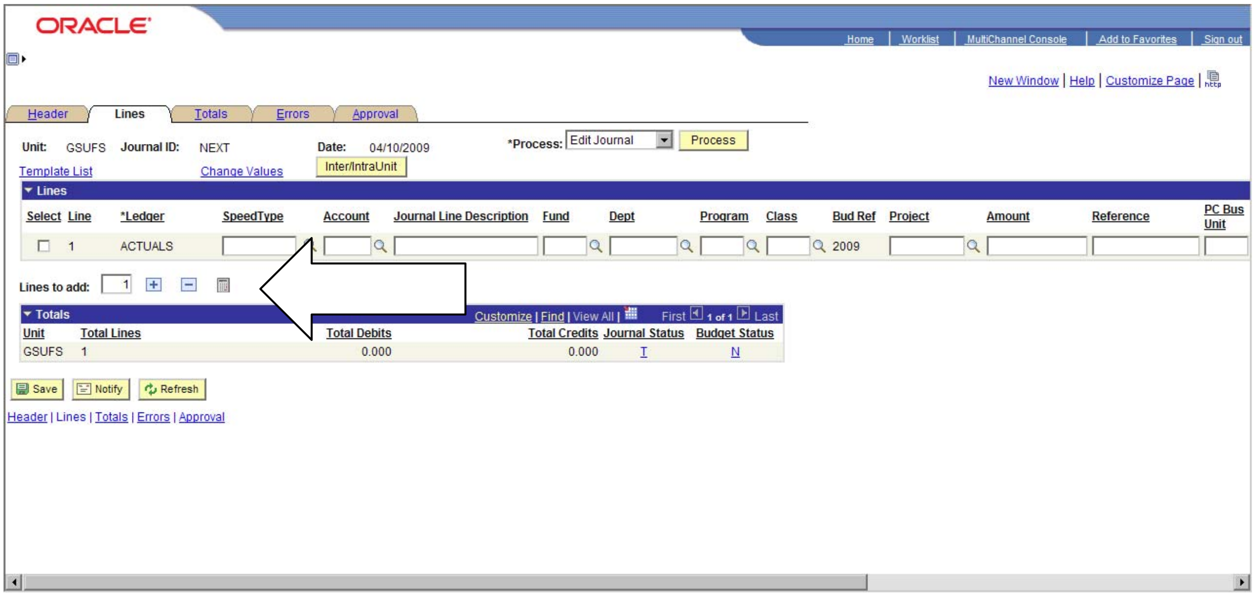
Department: begins with

Search Results

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

4. Journal Entry Lines Page

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


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Template List
Change Values
Inter/IntraUnit
Process
Customize | Find | View All
First 1 of 1 Last
Save
Notify
Refresh
Header | Lines | Totals | Errors | Approval

Unit: GSUFS Journal ID: NEXT Date: 04/10/2009 *Process: Edit Journal

Lines

Select	Line	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Reference	PC Bus Unit
☐	1	ACTUALS								2009				

Lines to add: 1

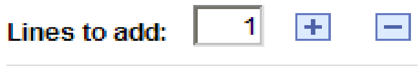
Totals

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

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

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

4.1.1. Adding and/or Deleting Rows

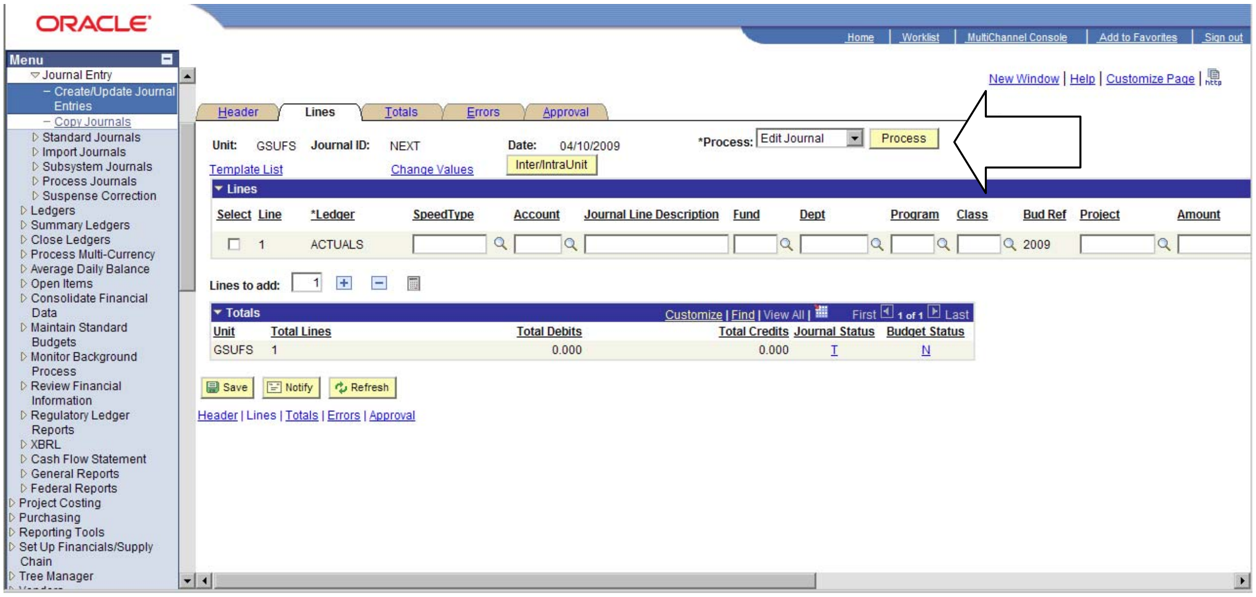

Lines to add:
1

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


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
Journal Entry
– Create/Update Journal Entries
– Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Suspense Correction
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Template List
Change Values
Inter/IntraUnit
Process
Lines to add:
Customize | Find | View All | First 1 of 1 Last
Save
Notify
Refresh
Header | Lines | Totals | Errors | Approval

Unit: GSUFS Journal ID: NEXT Date: 04/10/2009 *Process: Edit Journal

Lines

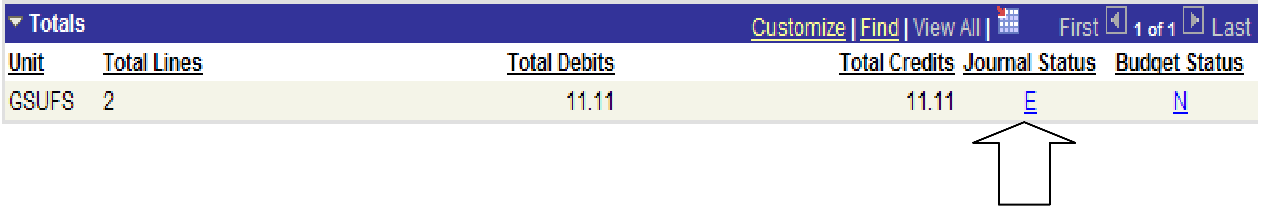
Select	Line	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount
☐	1	ACTUALS								2009		

Lines to add: 1

Totals

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

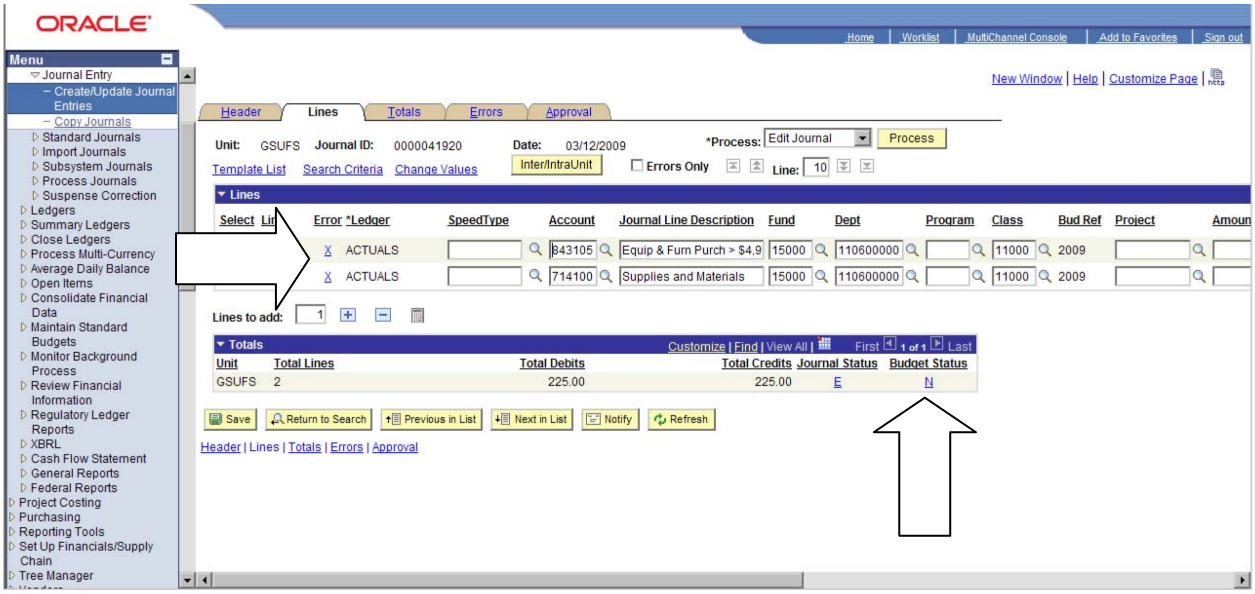
Once all your lines have been entered select the *Edit Journal* process. The edit journal process is used to run a check on the transactions. It will verify that the transaction is correctly balanced and if the edit is valid, it will also run the budget checking process. If there are multiple fund codes 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.


Customize | Find | View All | First 1 of 1 Last

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	11.11	11.11	E	N

If the Journal Status "E" 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
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Menu
Journal Entry
Create/Update Journal Entries
Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Suspense Correction
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Header
Lines
Totals
Errors
Approval
Process
Inter/IntraUnit
Template List
Search Criteria
Change Values
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Header | Lines | Totals | Errors | Approval

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

☐ Errors Only Line: 10

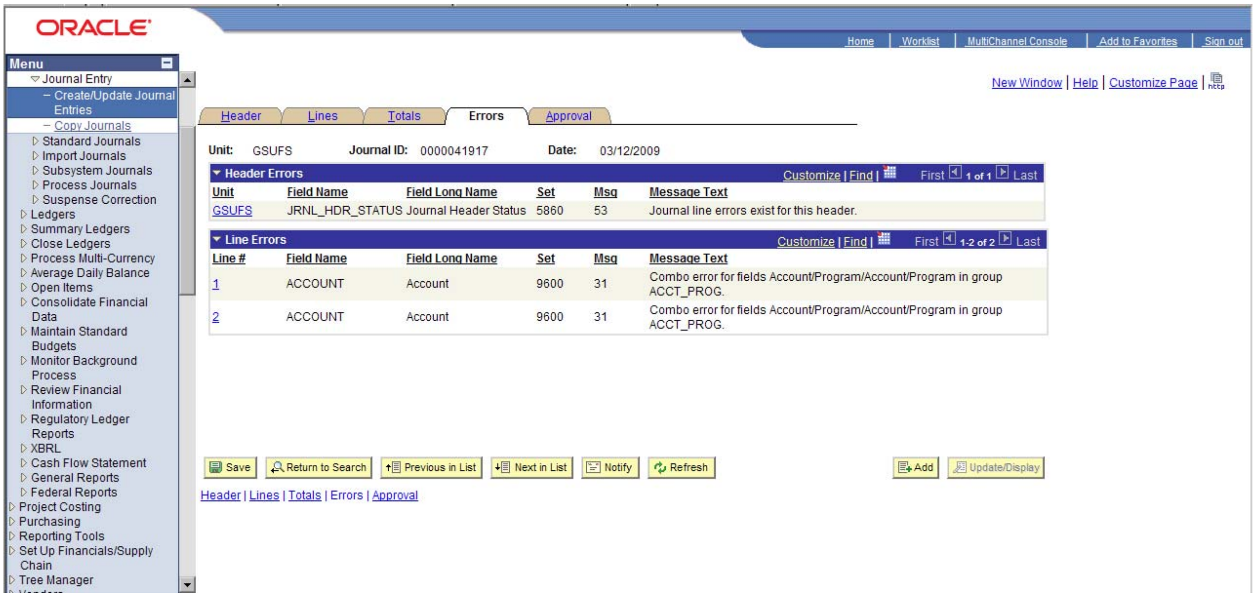
Lines

Select	Lin	Error	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amoun
		X	ACTUALS		843105	Equip & Furn Purch > $4,9	15000	110600000		11000	2009		
		X	ACTUALS		714100	Supplies and Materials	15000	110600000		11000	2009		

Lines to add: 1

Totals — Customize | Find | View All | First 1 of 1 Last

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


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Menu
Journal Entry
Create/Update Journal Entries
Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Suspense Correction
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Header
Lines
Totals
Errors
Approval
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

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

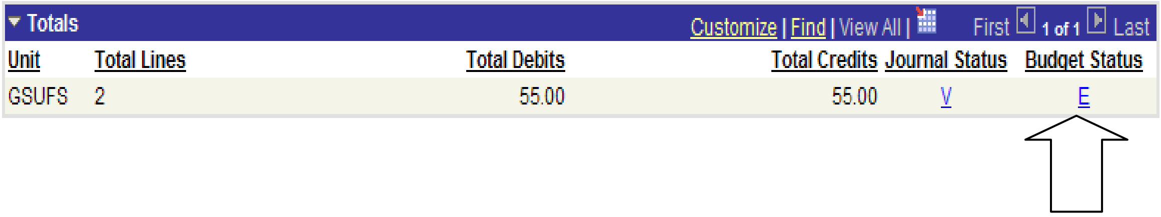
Header Errors — Customize | Find | First 1 of 1 Last

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 — Customize | Find | First 1-2 of 2 Last

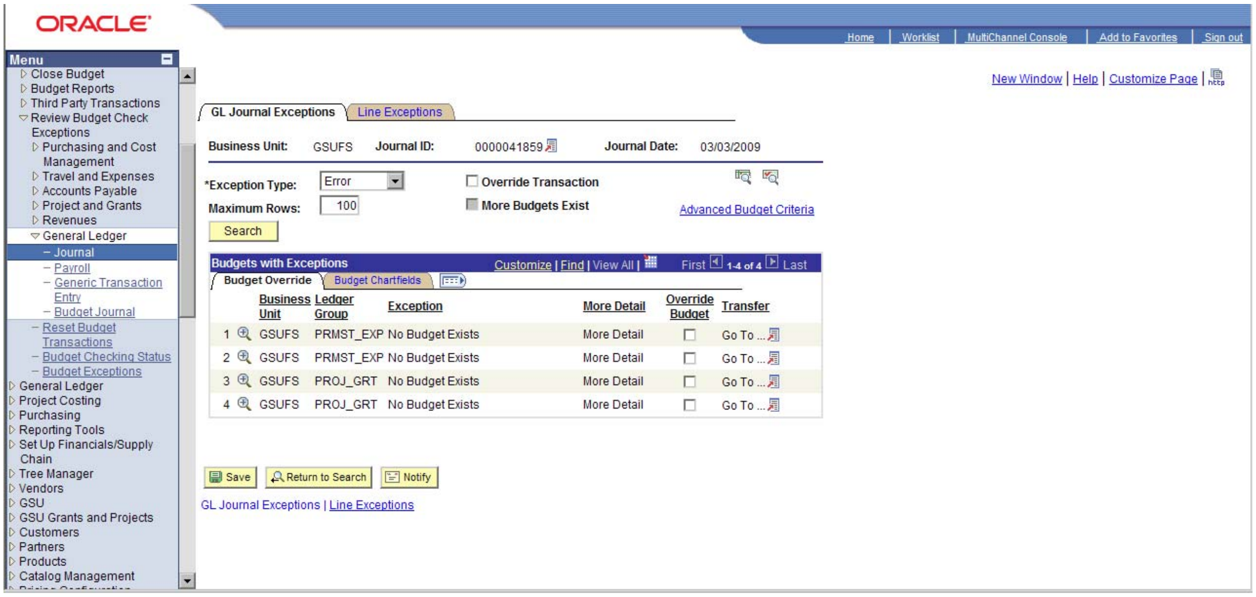
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Program/Account/Program in group ACCT_PROG.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Program/Account/Program in group ACCT_PROG.

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



Totals — Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	55.00	55.00	V	E


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Menu
Close Budget
Budget Reports
Third Party Transactions
Review Budget Check Exceptions
Purchasing and Cost Management
Travel and Expenses
Accounts Payable
Project and Grants
Revenues
General Ledger
– Journal
– Payroll
– Generic Transaction Entry
– Budget Journal
– Reset Budget Transactions
– Budget Checking Status
– Budget Exceptions
General Ledger
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Vendors
GSU
GSU Grants and Projects
Customers
Partners
Products
Catalog Management
GL Journal Exceptions
Line Exceptions
Search
Advanced Budget Criteria
Budget Override
Budget Chartfields
Customize | Find | View All | First 1-4 of 4 Last
Save
Return to Search
Notify
GL Journal Exceptions | Line Exceptions

Business Unit: GSUFS Journal ID: 0000041859 Journal Date: 03/03/2009

*Exception Type: Error
Maximum Rows: 100
☐ Override Transaction
☐ More Budgets Exist

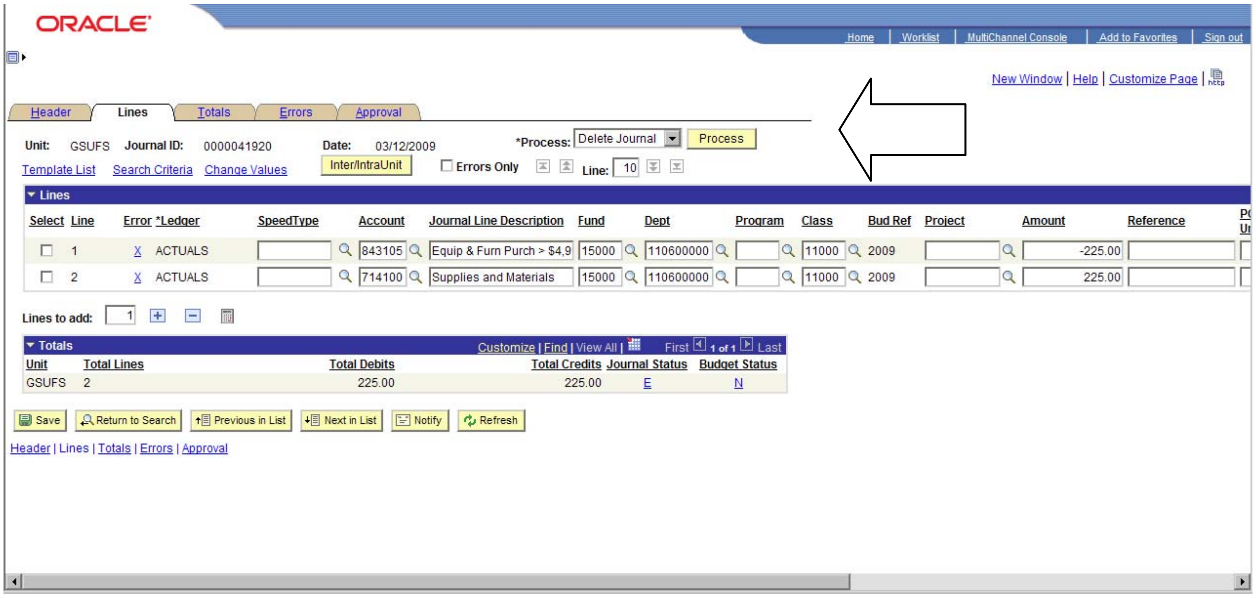
Budgets with Exceptions

	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	GSUFS	PRMST_EXP	No Budget Exists	More Detail	☐	Go To ...
2	GSUFS	PRMST_EXP	No Budget Exists	More Detail	☐	Go To ...
3	GSUFS	PROJ_GRT	No Budget Exists	More Detail	☐	Go To ...
4	GSUFS	PROJ_GRT	No Budget Exists	More Detail	☐	Go To ...

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
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Process
Template List
Search Criteria
Change Values
Inter/IntraUnit
Customize | Find | View All | First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Header | Lines | Totals | Errors | Approval

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

☐ Errors Only Line: 10

Lines

Select	Line	Error	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Reference
☐	1	X	ACTUALS		843105	Equip & Furn Purch > $4,9	15000	110600000		11000	2009		-225.00	
☐	2	X	ACTUALS		714100	Supplies and Materials	15000	110600000		11000	2009		225.00	

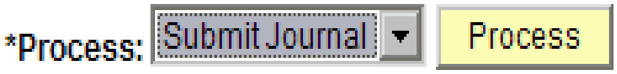
Lines to add: 1

Totals

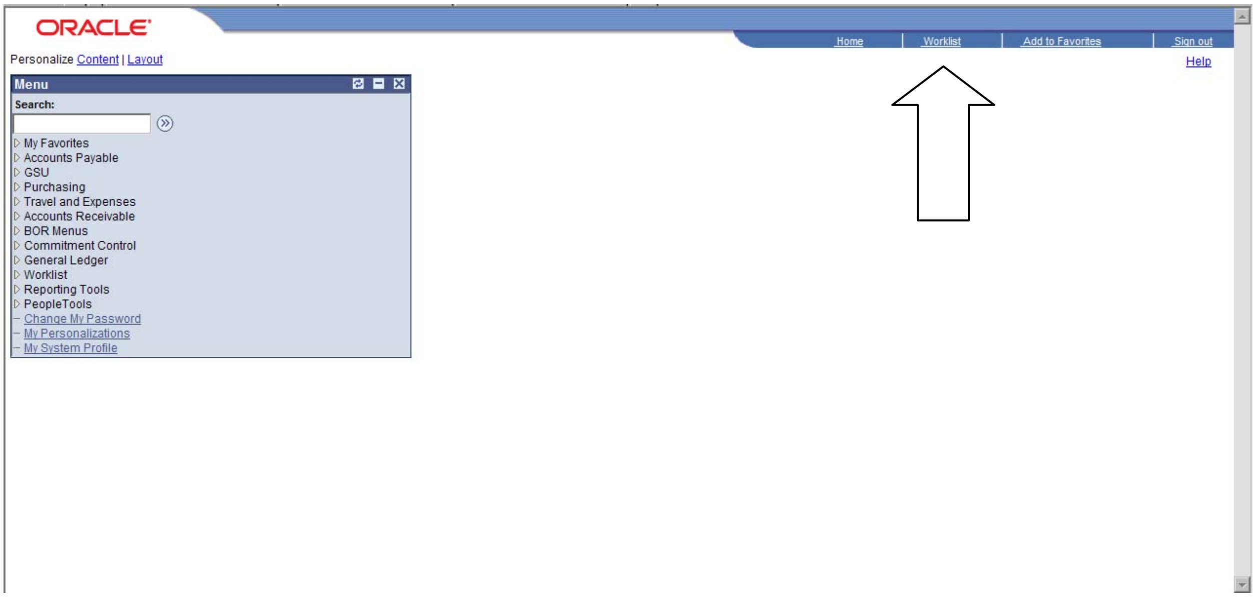
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	225.00	225.00	E	N

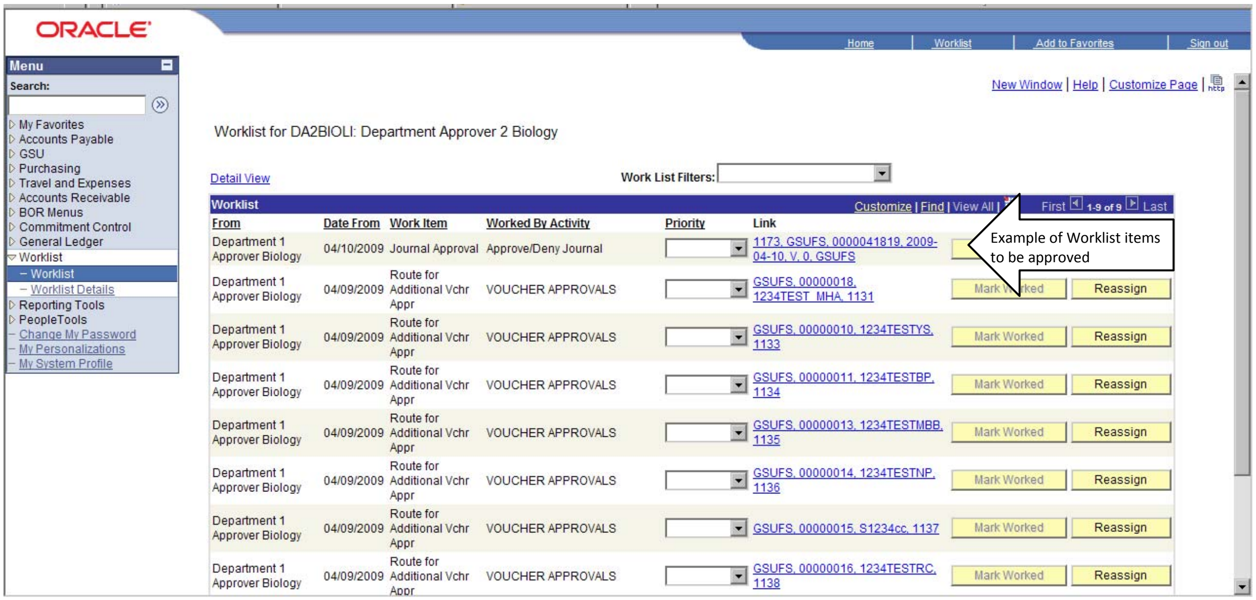
4.1.4. Submit to Workflow

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.


*Process: Submit Journal

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
Help
Personalize Content | Layout
Menu
Search:
My Favorites
Accounts Payable
GSU
Purchasing
Travel and Expenses
Accounts Receivable
BOR Menus
Commitment Control
General Ledger
Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile

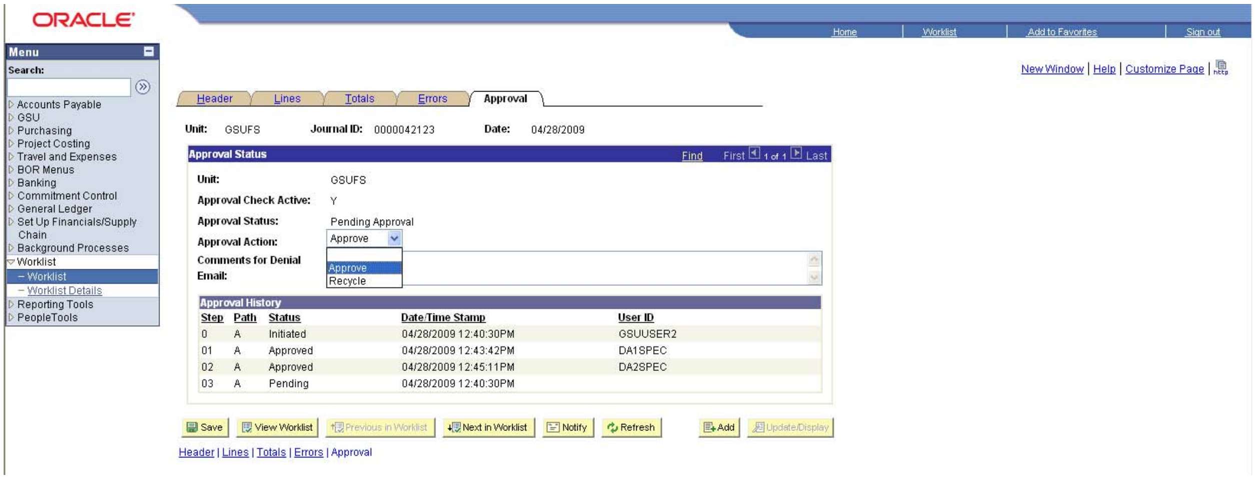

ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
Menu
Search:
My Favorites
Accounts Payable
GSU
Purchasing
Travel and Expenses
Accounts Receivable
BOR Menus
Commitment Control
General Ledger
Worklist
– Worklist
– Worklist Details
Reporting Tools
PeopleTools
– Change My Password
– My Personalizations
– My System Profile
Detail View
Work List Filters:
Customize | Find | View All
First 1-9 of 9 Last
Mark Worked
Reassign

Worklist for DA2BIOLI: Department Approver 2 Biology

From	Date From	Work Item	Worked By Activity	Priority	Link
Department 1 Approver Biology	04/10/2009	Journal Approval	Approve/Deny Journal		1173, GSUFS, 0000041819, 2009-04-10, V, 0, GSUFS
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000018, 1234TEST_MHA, 1131
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000010, 1234TESTYS, 1133
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000011, 1234TESTBP, 1134
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000013, 1234TESTMBB, 1135
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000014, 1234TESTNP, 1136
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000015, S1234cc, 1137
Department 1 Approver Biology	04/09/2009	Route for Additional Vchr Appr	VOUCHER APPROVALS		GSUFS, 00000016, 1234TESTRC, 1138

Example of Worklist items to be approved

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


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
Menu
Search:
Accounts Payable
GSU
Purchasing
Project Costing
Travel and Expenses
BOR Menus
Banking
Commitment Control
General Ledger
Set Up Financials/Supply Chain
Background Processes
Worklist
– Worklist
– Worklist Details
Reporting Tools
PeopleTools
Header
Lines
Totals
Errors
Approval
Find
First 1 of 1 Last
Approve
Recycle
Save
View Worklist
Previous in Worklist
Next in Worklist
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

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

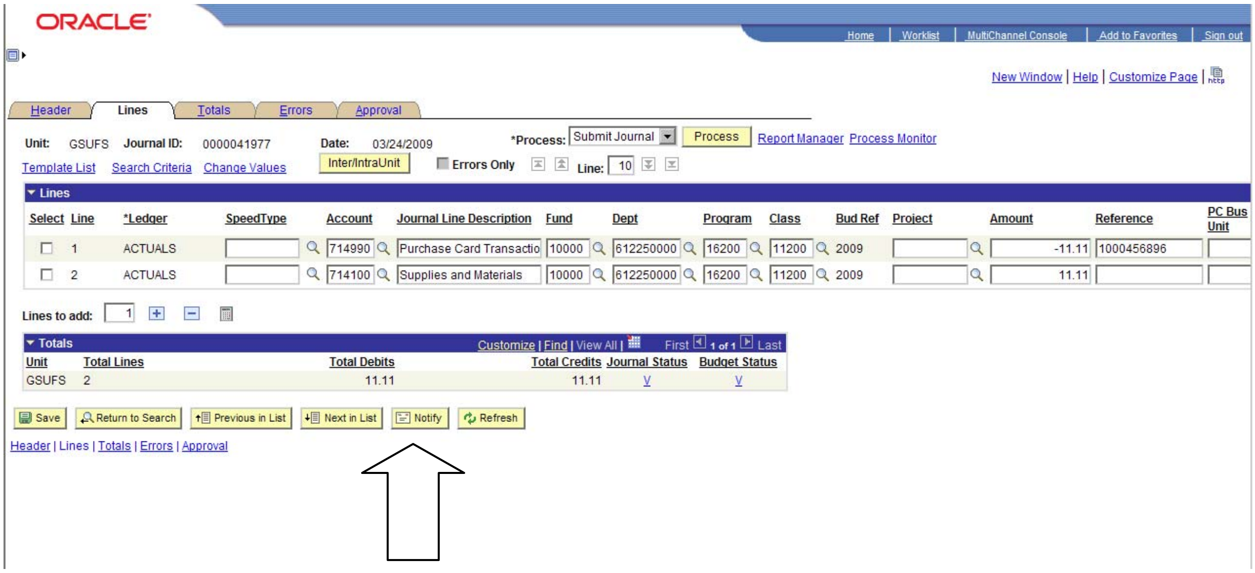
Approval Status

Unit: GSUFS
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve
Comments for Denial Email:

Approval History

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

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


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Process
Report Manager
Process Monitor
Template List
Search Criteria
Change Values
Inter/IntraUnit
Lines to add:
Customize | Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Header | Lines | Totals | Errors | Approval

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

☐ Errors Only Line: 10

Lines

Select	Line	*Ledger	SpeedType	Account	Journal Line Description	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Reference	PC Bus Unit
☐	1	ACTUALS		714990	Purchase Card Transactio	10000	612250000	16200	11200	2009		-11.11	1000456896	
☐	2	ACTUALS		714100	Supplies and Materials	10000	612250000	16200	11200	2009		11.11		

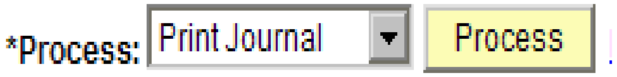
Lines to add: 1

Totals

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

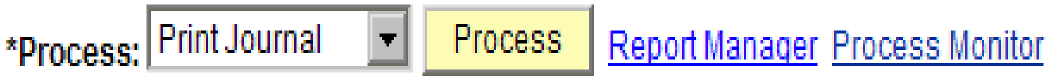
4.1.5 Print Journal

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



*Process: Print Journal

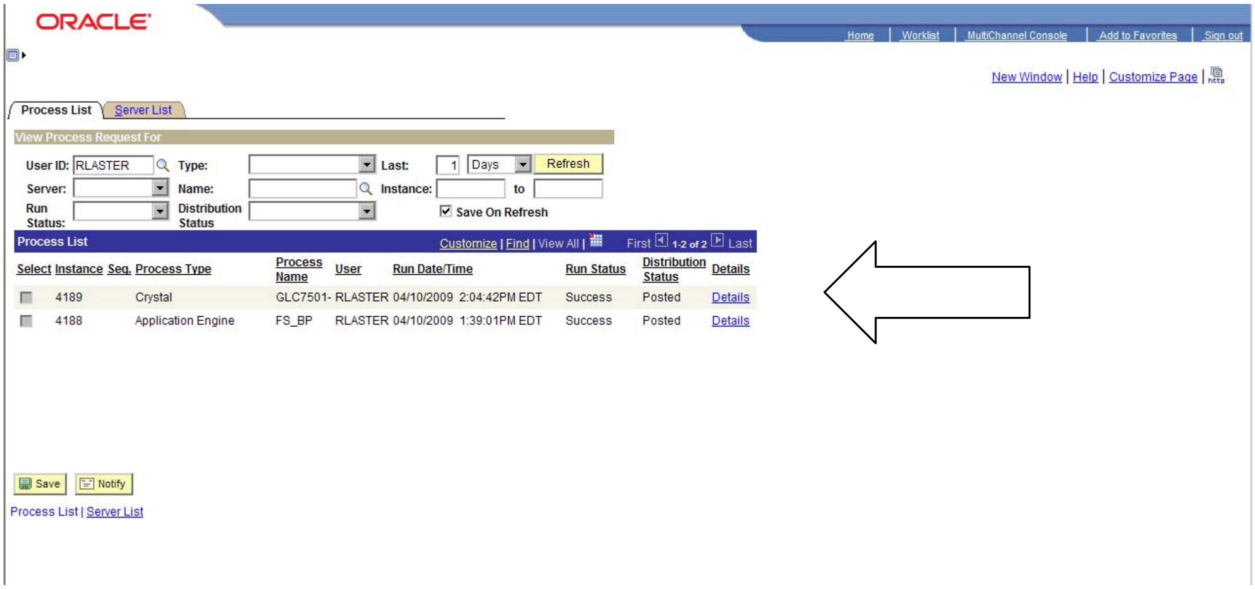
The page will refresh and show the Report Manager link and the Process Monitor link. Click the Process Monitor link.



*Process: Print Journal

Process
Report Manager
Process Monitor

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



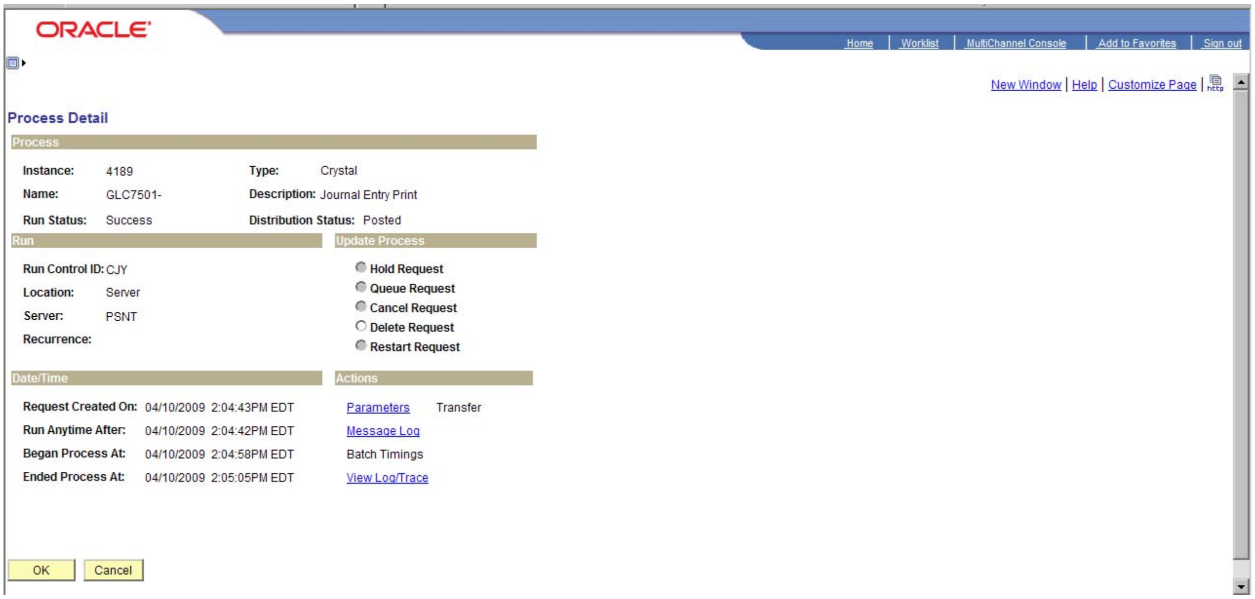
ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page
Process List
Server List
View Process Request For
Type:
Server:
Name:
Instance:
to
Run Status:
Distribution Status
Refresh
Customize | Find | View All |
First 1-2 of 2 Last
Save
Notify
Process List | Server List

User ID: RLASTER
Last: 1 Days
☑ Save On Refresh

Process List

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

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


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
New Window
Help
Customize Page
OK
Cancel

Process Detail

Process

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

Run

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

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

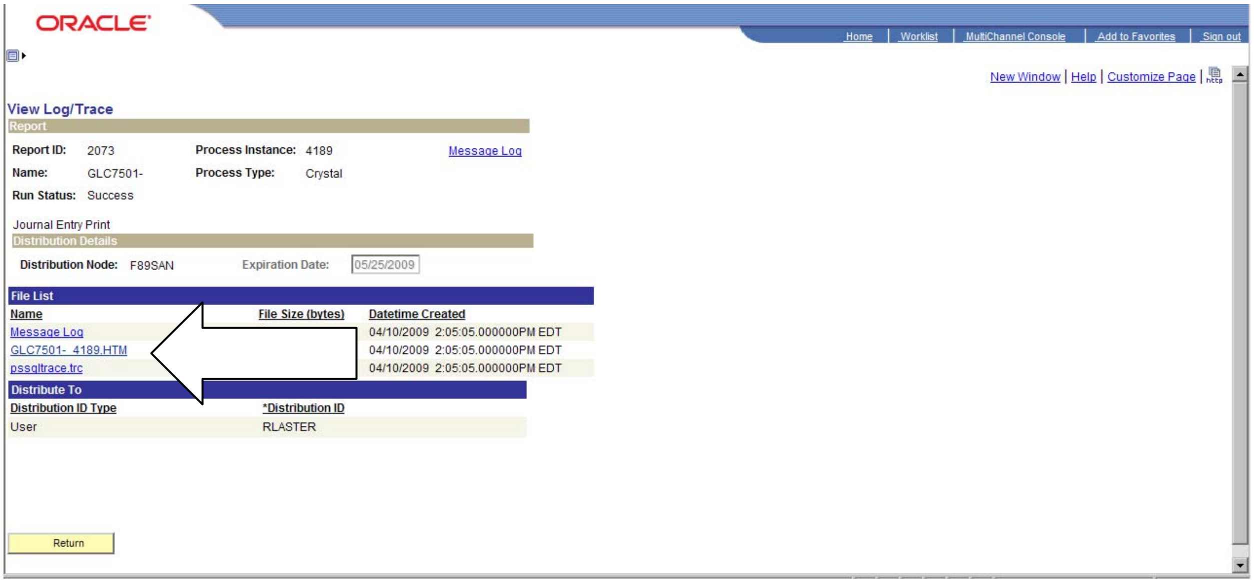
Date/Time

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

Actions

Parameters Transfer
Message Log
Batch Timings
View Log/Trace

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


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
New Window
Help
Customize Page
Return

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

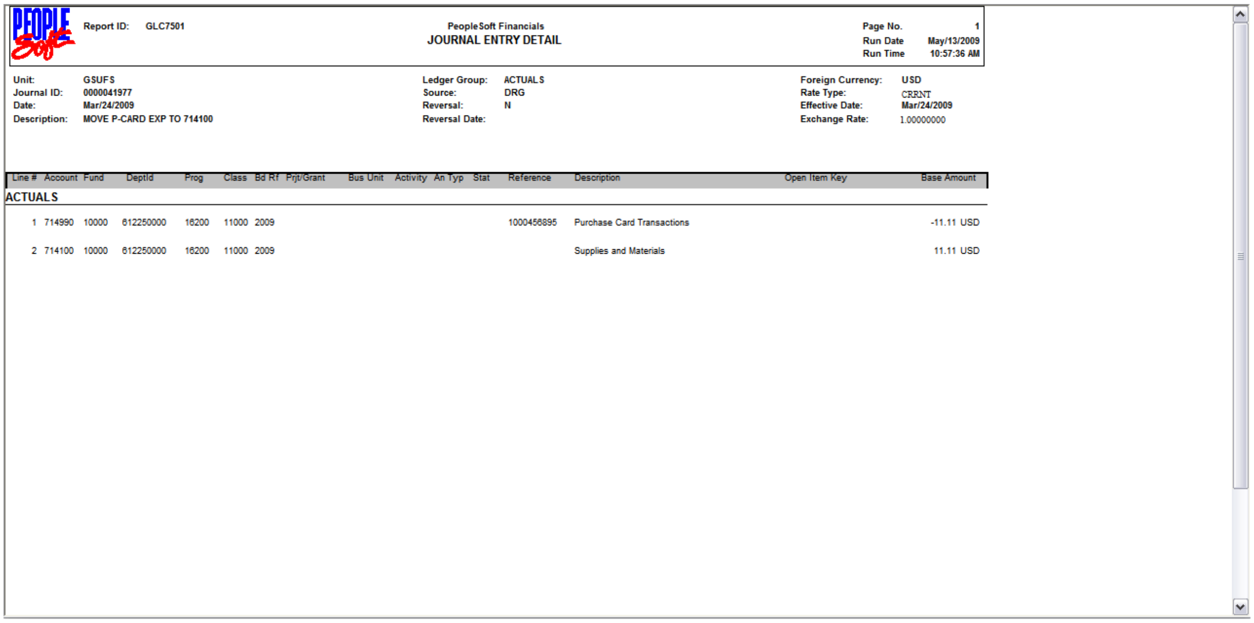
Distribution Node: F89SAN
Expiration Date: 05/25/2009

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	RLASTER



Report ID: GLC7501

PeopleSoft Financials
JOURNAL ENTRY DETAIL

Page No. 1
Run Date May/13/2009
Run Time 10:57:36 AM

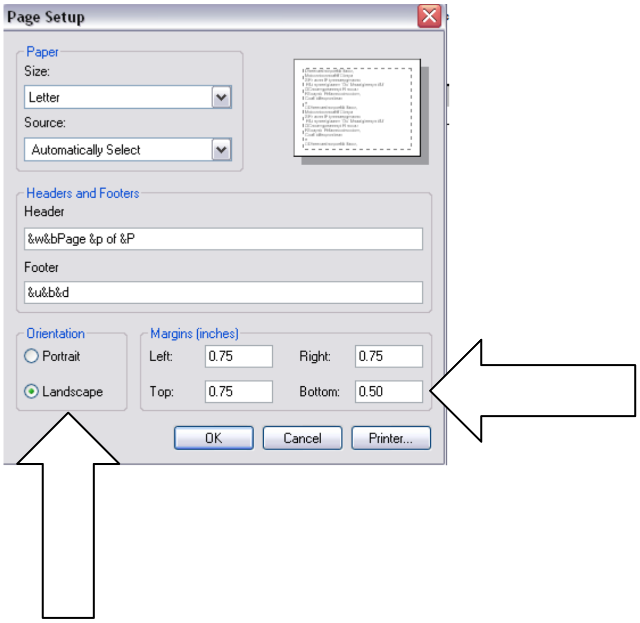
Unit: GSUFS
Journal ID: 0000041977
Date: Mar/24/2009
Description: MOVE P-CARD EXP TO 714100

Ledger Group: ACTUALS
Source: DRG
Reversal: N
Reversal Date:

Foreign Currency: USD
Rate Type: CRRNT
Effective Date: Mar/24/2009
Exchange Rate: 1.00000000

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

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



Size: Letter
Source: Automatically Select

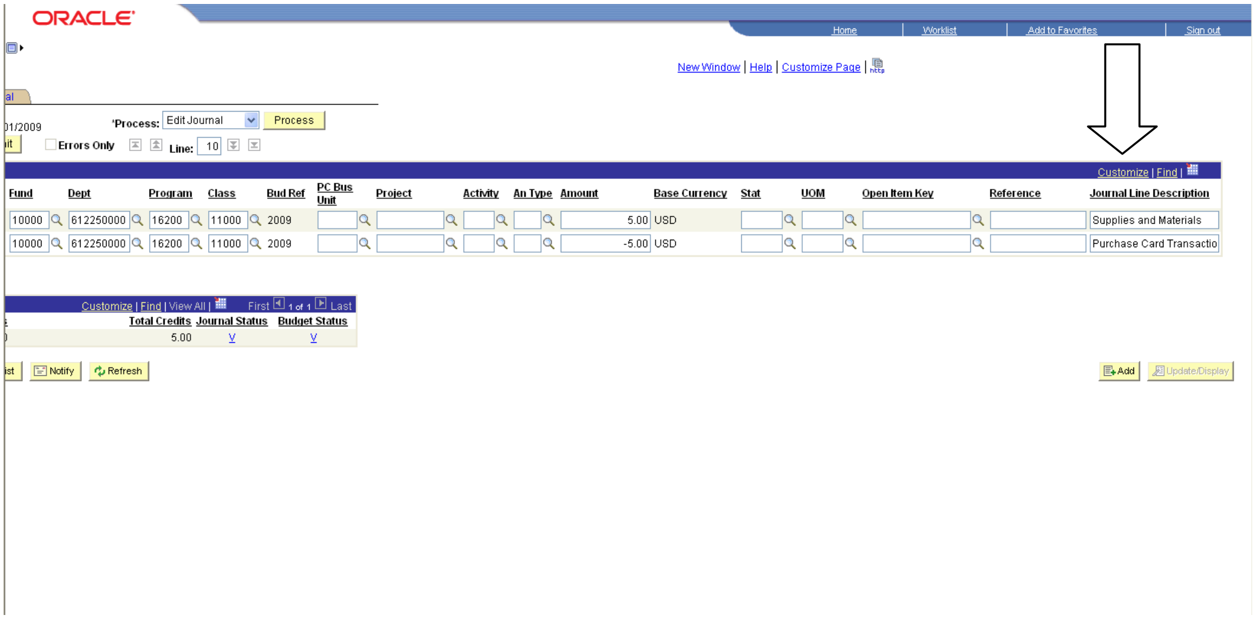
Headers and Footers
Header: &w&bPage &p of &P
Footer: &u&b&d

Orientation
○ Portrait
● Landscape

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

4.1.6 Journal Template

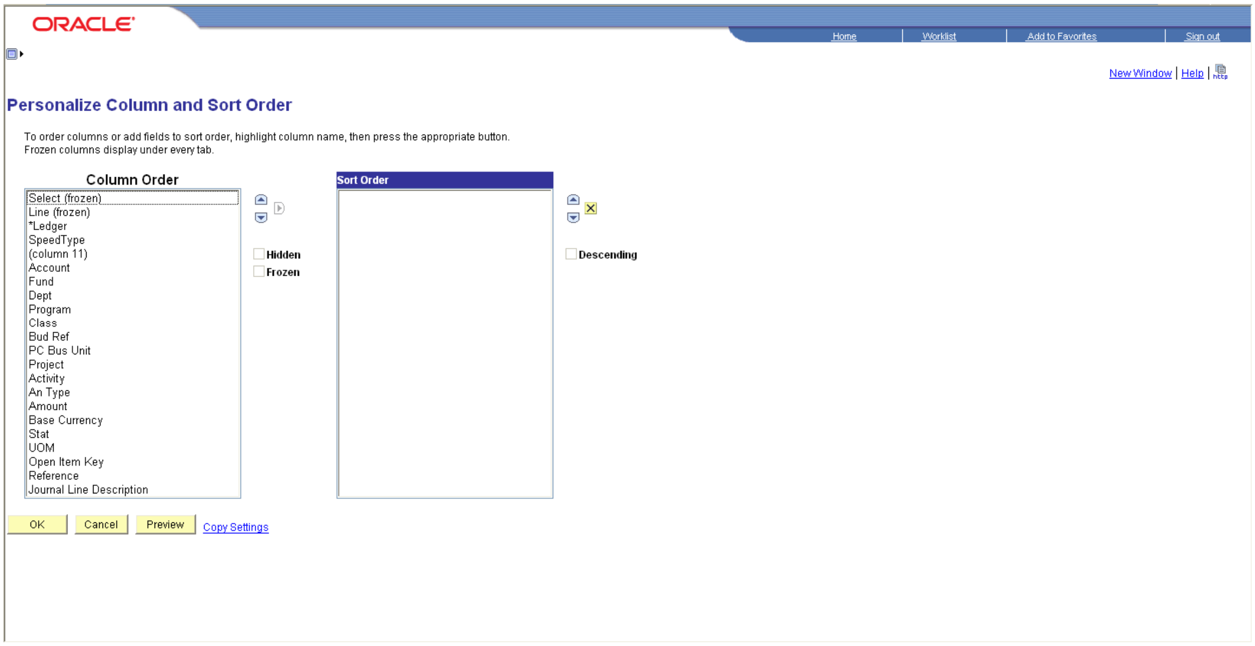
The user can customize the journal line fields on the Journal Lines page by selecting the Customize hyperlink in the Lines panel.


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
*Process:
Edit Journal
Process
Errors Only
Line:
10
Customize | Find |
Customize | Find | View All |
First 1 of 1 Last
Notify
Refresh
Add
Update/Display

Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Amount	Base Currency	Stat	UOM	Open Item Key	Reference	Journal Line Description
10000	612250000	16200	11000	2009					5.00	USD					Supplies and Materials
10000	612250000	16200	11000	2009					-5.00	USD					Purchase Card Transactio

Total Credits	Journal Status	Budget Status
5.00	V	V

From the Column Order box highlight the appropriate field name and click the Move up or Move down arrow.


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help
Hidden
Frozen
Descending
OK
Cancel
Preview
Copy Settings

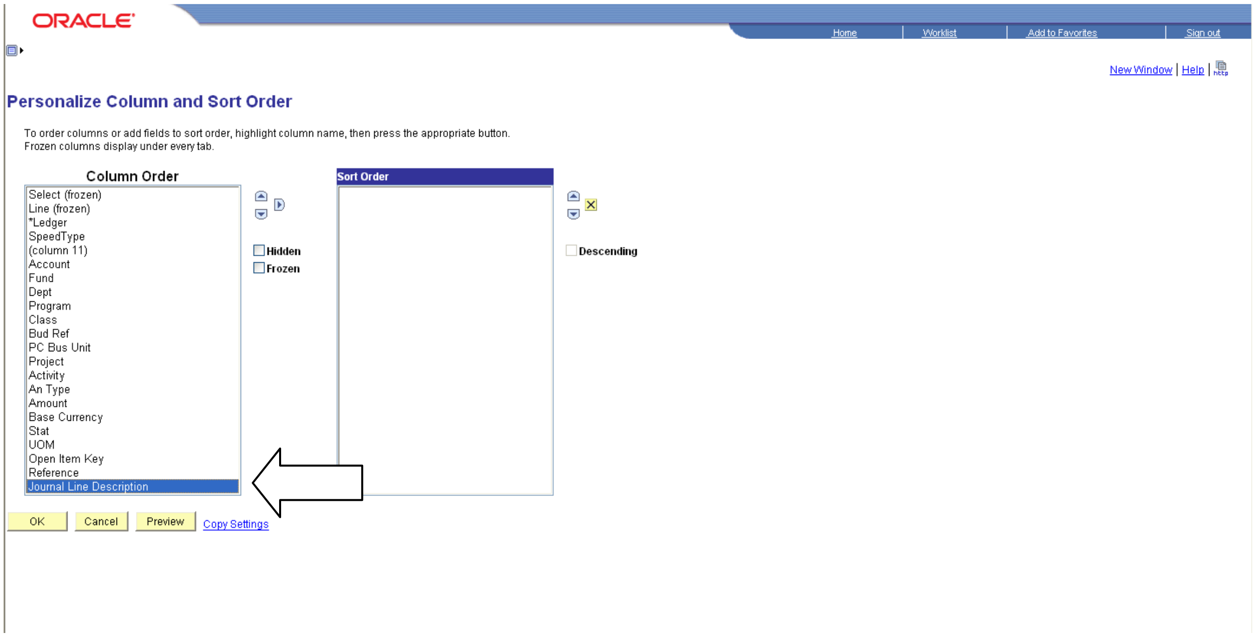
Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order
- Select (frozen)
- Line (frozen)
- *Ledger
- SpeedType
- (column 11)
- Account
- Fund
- Dept
- Program
- Class
- Bud Ref
- PC Bus Unit
- Project
- Activity
- An Type
- Amount
- Base Currency
- Stat
- UOM
- Open Item Key
- Reference
- Journal Line Description

Sort Order

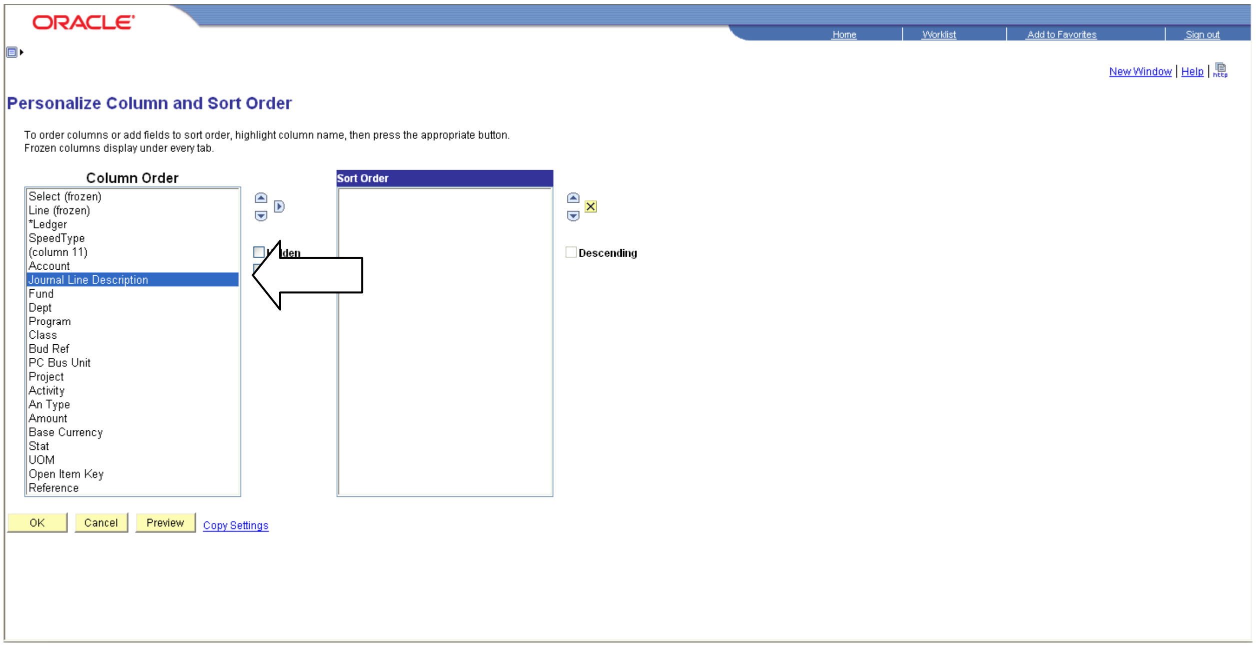
For example, if the Journal Line Description field is desired to be shown after the Account field, then you would select the Journal Line Description field and click the move up arrow until it is after the Account field.


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help |
Column Order
Sort Order
☐ Hidden
☐ Frozen
☐ Descending
OK
Cancel
Preview
Copy Settings

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order:
Select (frozen)
Line (frozen)
*Ledger
SpeedType
(column 11)
Account
Fund
Dept
Program
Class
Bud Ref
PC Bus Unit
Project
Activity
An Type
Amount
Base Currency
Stat
UOM
Open Item Key
Reference
Journal Line Description


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help |
Column Order
Sort Order
☐ Hidden
☐ Descending
OK
Cancel
Preview
Copy Settings

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

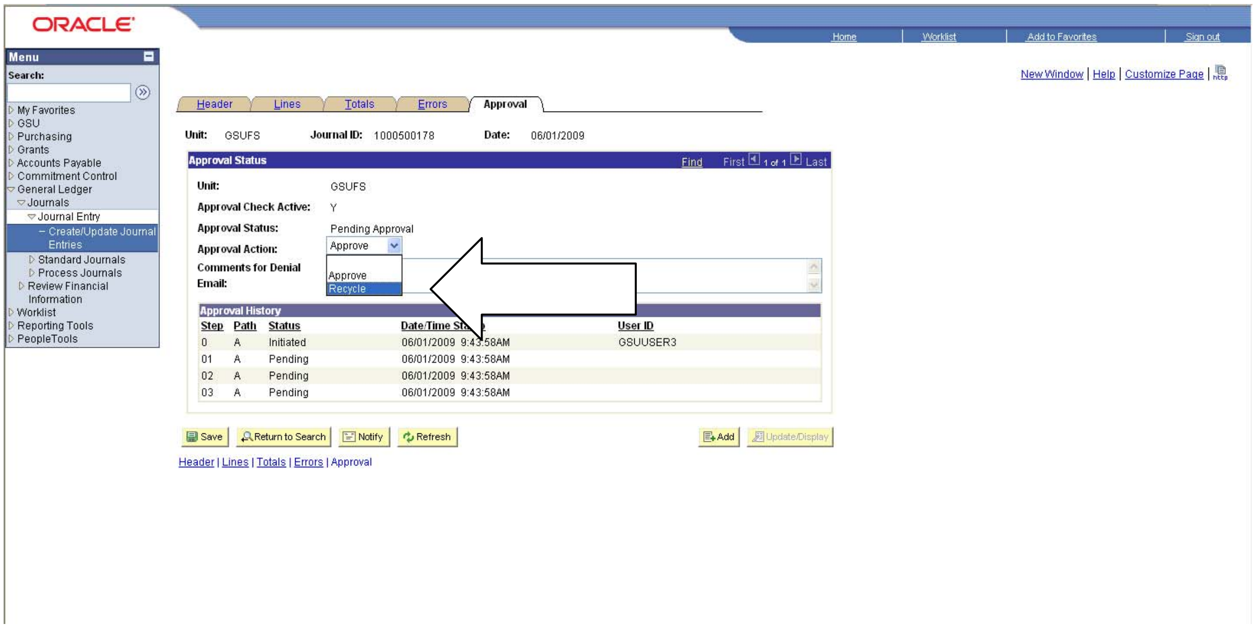
Column Order:
Select (frozen)
Line (frozen)
*Ledger
SpeedType
(column 11)
Account
Journal Line Description
Fund
Dept
Program
Class
Bud Ref
PC Bus Unit
Project
Activity
An Type
Amount
Base Currency
Stat
UOM
Open Item Key
Reference

You can repeat this process until all fields are in the desired order. When complete, click the OK button. This will bring you back to the Lines page with the new changes made.

5. Recycle Journal

A journal is recycled when an approver sends the journal back to the Initiator or prior Approver for correction or deletion. If the journal is recycled, the individual it is being sent back to can be notified via the Notify Button. The journal can then be corrected and resubmitted to workflow.

The approver can access the recycle option from the Approval Page of the journal in their workflow.

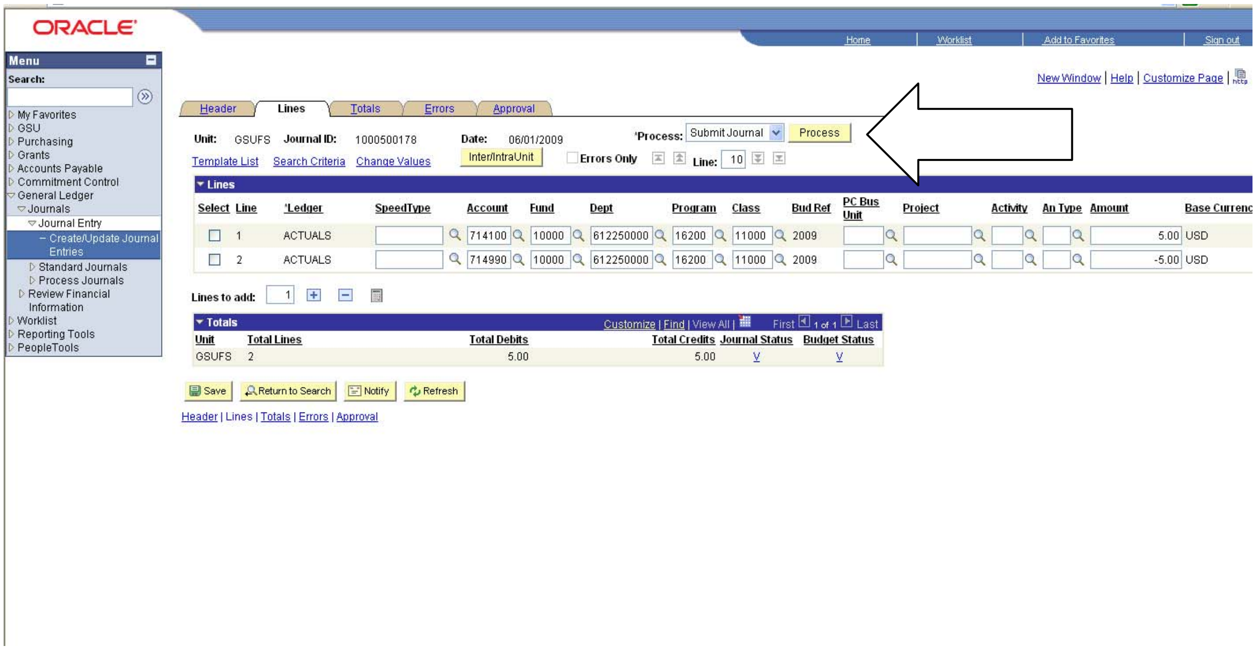

ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
Menu
Search:
My Favorites
GSU
Purchasing
Grants
Accounts Payable
Commitment Control
General Ledger
Journals
Journal Entry
– Create/Update Journal Entries
Standard Journals
Process Journals
Review Financial Information
Worklist
Reporting Tools
PeopleTools
Header
Lines
Totals
Errors
Approval
Approval Status
Find
First 1 of 1 Last
Approve
Recycle
Approval History
Save
Return to Search
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: GSUFS **Journal ID:** 1000500178 **Date:** 06/01/2009

Unit: GSUFS
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve
Comments for Denial Email:

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	06/01/2009 9:43:58AM	GSUUSER3
01	A	Pending	06/01/2009 9:43:58AM	
02	A	Pending	06/01/2009 9:43:58AM	
03	A	Pending	06/01/2009 9:43:58AM	

Once the recycle option has been selected, the approver will need to go to the Lines Page to initiate the recycle status by selecting the Submit Journal item from the Process list.


ORACLE
Home | Worklist | Add to Favorites | Sign out
Menu
Search:
My Favorites
GSU
Purchasing
Grants
Accounts Payable
Commitment Control
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
Standard Journals
Process Journals
Review Financial Information
Worklist
Reporting Tools
PeopleTools
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Template List
Search Criteria
Change Values
Inter/IntraUnit
Process
Save
Return to Search
Notify
Refresh
Header | Lines | Totals | Errors | Approval

Unit: GSUFS **Journal ID:** 1000500178 **Date:** 06/01/2009 ***Process:** Submit Journal

☐ Errors Only **Line:** 10

Lines

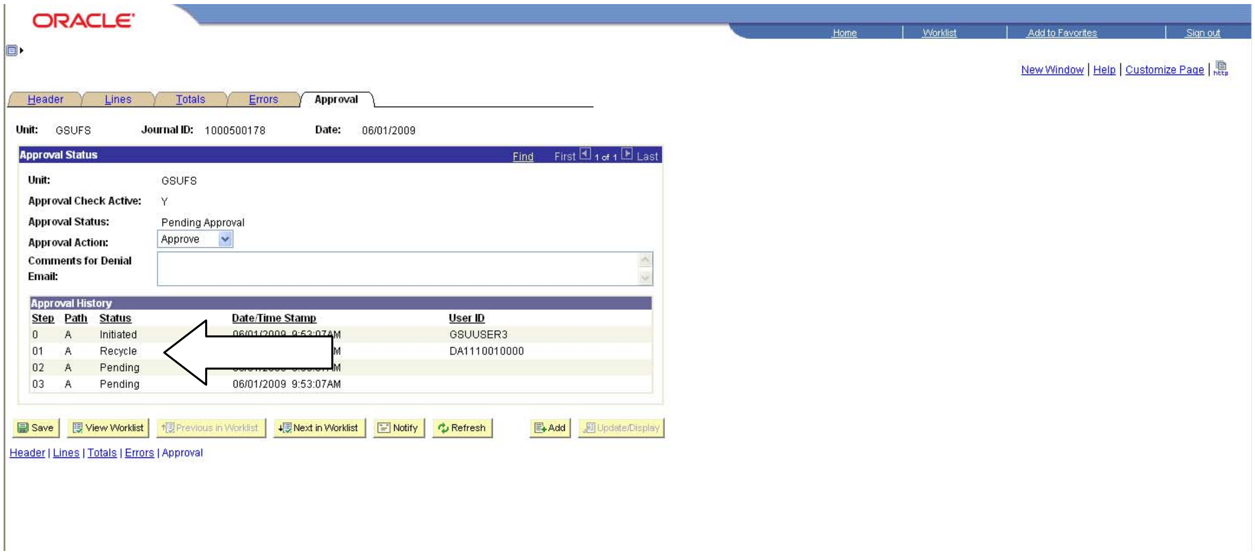
Select	Line	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity	An Type	Amount	Base Currenc
☐	1	ACTUALS		714100	10000	612250000	16200	11000	2009					5.00	USD
☐	2	ACTUALS		714990	10000	612250000	16200	11000	2009					-5.00	USD

Lines to add: 1

Totals Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GSUFS	2	5.00	5.00	V	V

Once the approver recycles the journal, the approval history on the Approval page is updated to show that the journal has been recycled by that particular approver.


ORACLE
Home | Worklist | Add to Favorites | Sign out
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Save
View Worklist
Previous in Worklist
Next in Worklist
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: GSUFS **Journal ID:** 1000500178 **Date:** 06/01/2009

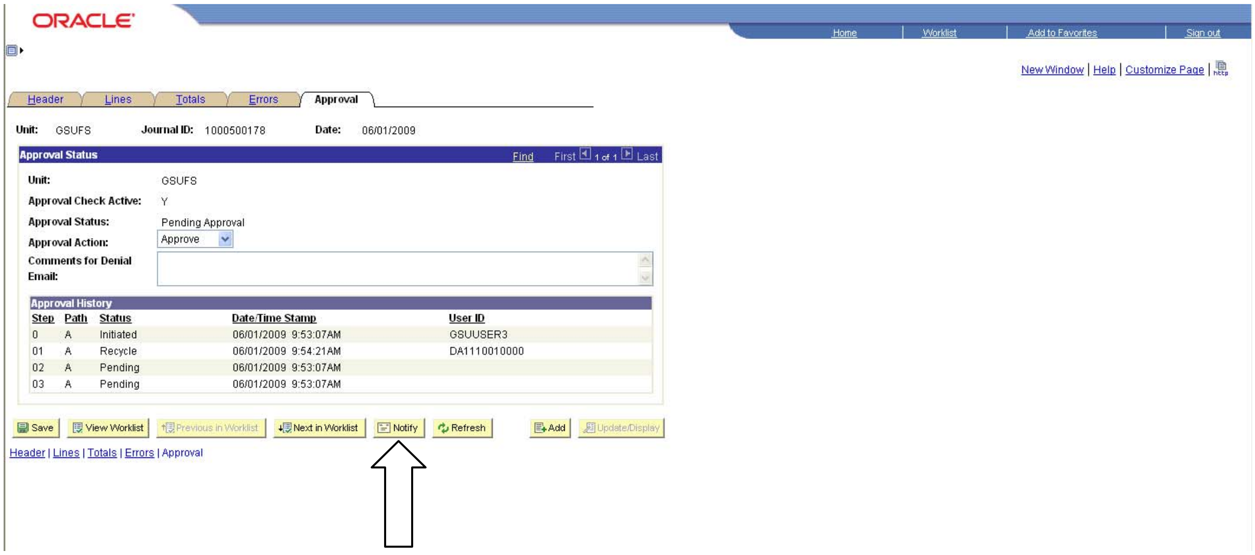
Approval Status Find First 1 of 1 Last

Unit: GSUFS
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve
Comments for Denial Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	06/01/2009 9:53:07AM	GSUUSER3
01	A	Recycle	[illegible]M	DA1110010000
02	A	Pending	[illegible]M	
03	A	Pending	06/01/2009 9:53:07AM	

You can notify the individual it is being sent back to via the Notify Button and select their email address and detail what the issue is. The Initiator can view the recycled journal, correct the journal line(s), edit the journal, and submit it again for approval.


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
Header
Lines
Totals
Errors
Approval
Find
First 1 of 1 Last
Save
View Worklist
Previous in Worklist
Next in Worklist
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

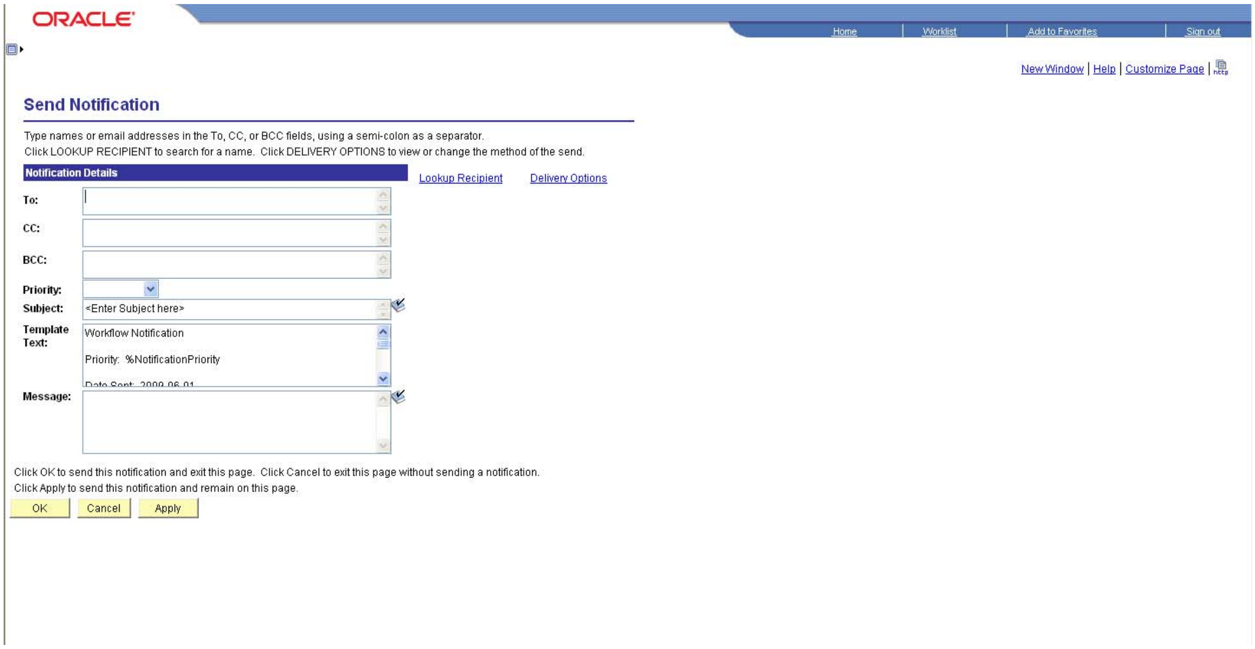
Unit: GSUFS **Journal ID:** 1000500178 **Date:** 06/01/2009

Approval Status

Unit: GSUFS
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve
Comments for Denial Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	06/01/2009 9:53:07AM	GSUUSER3
01	A	Recycle	06/01/2009 9:54:21AM	DA1110010000
02	A	Pending	06/01/2009 9:53:07AM	
03	A	Pending	06/01/2009 9:53:07AM	


ORACLE
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Customize Page
Lookup Recipient
Delivery Options
OK
Cancel
Apply

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

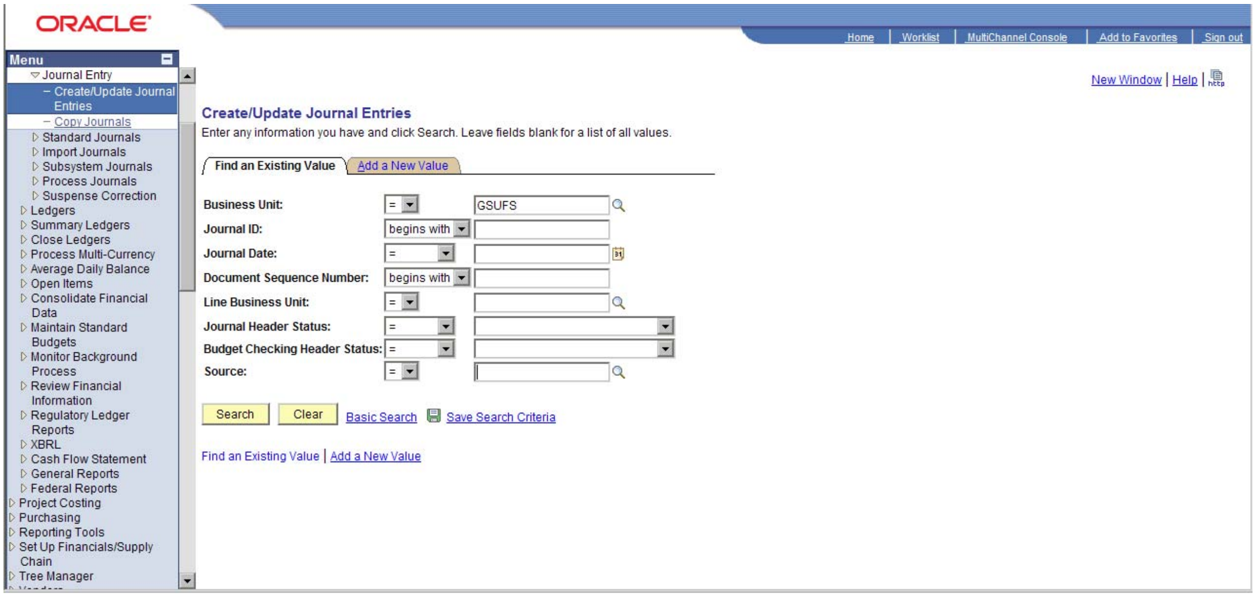
Notification Details

To:
CC:
BCC:
Priority:
Subject: <Enter Subject here>
Template Text: Workflow Notification
Priority: %NotificationPriority
Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

6. Find an Existing Value Tab

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
Journal Entry
Create/Update Journal Entries
Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Suspense Correction
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
New Window
Help
Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value
Add a New Value

Create/Update Journal Entries

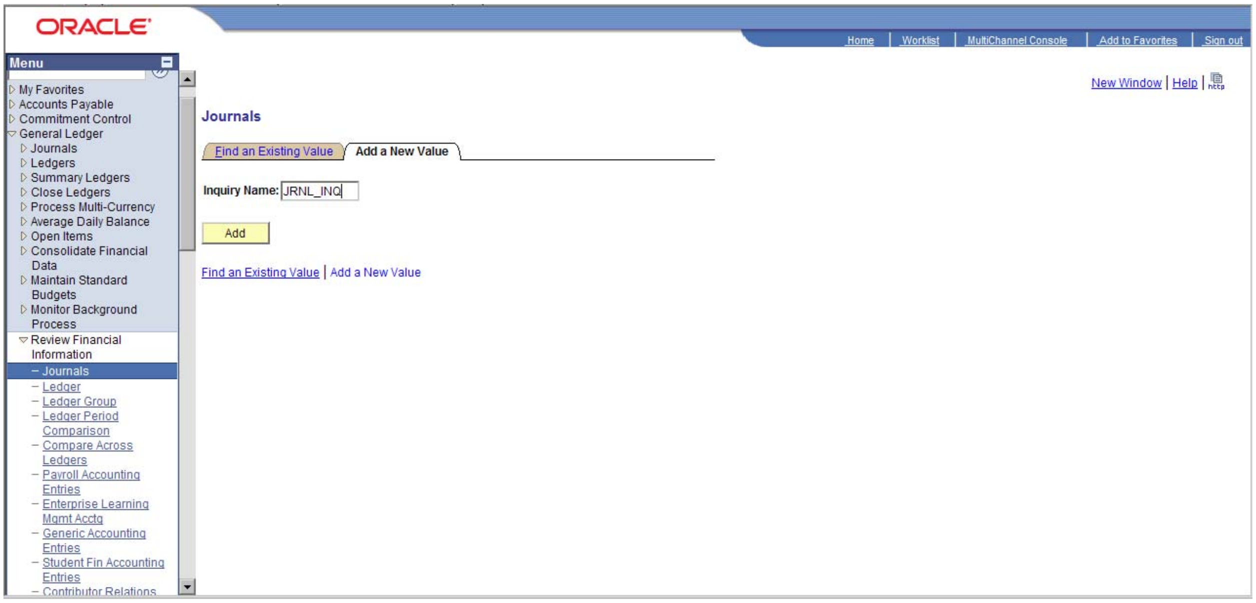
Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit:	=	GSUFS
Journal ID:	begins with	
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	

7. Inquiring on Journals

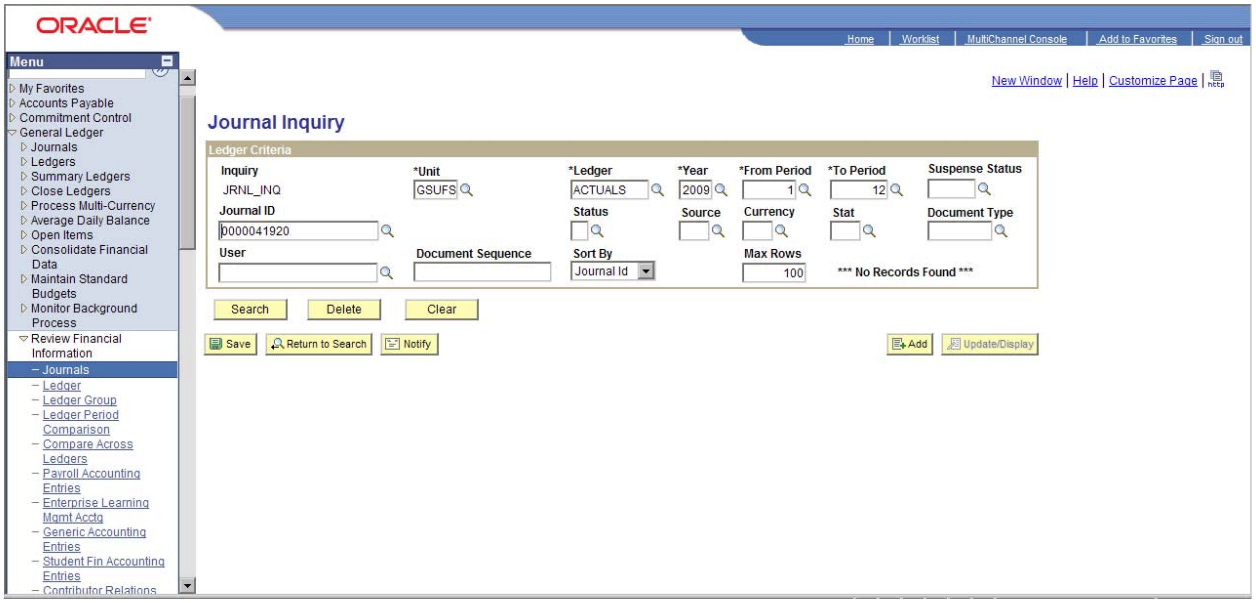
The journal inquiry page is used to verify that the journals were created. The summary and detail information, including the status and source, about a journal is provided from this inquiry. Note: Once journals are budget checked you can view them using this process even if they are not posted.

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
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help
Menu
My Favorites
Accounts Payable
Commitment Control
General Ledger
Journals
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations
Journals
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Inquiry Name: JRNL_INQ

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.

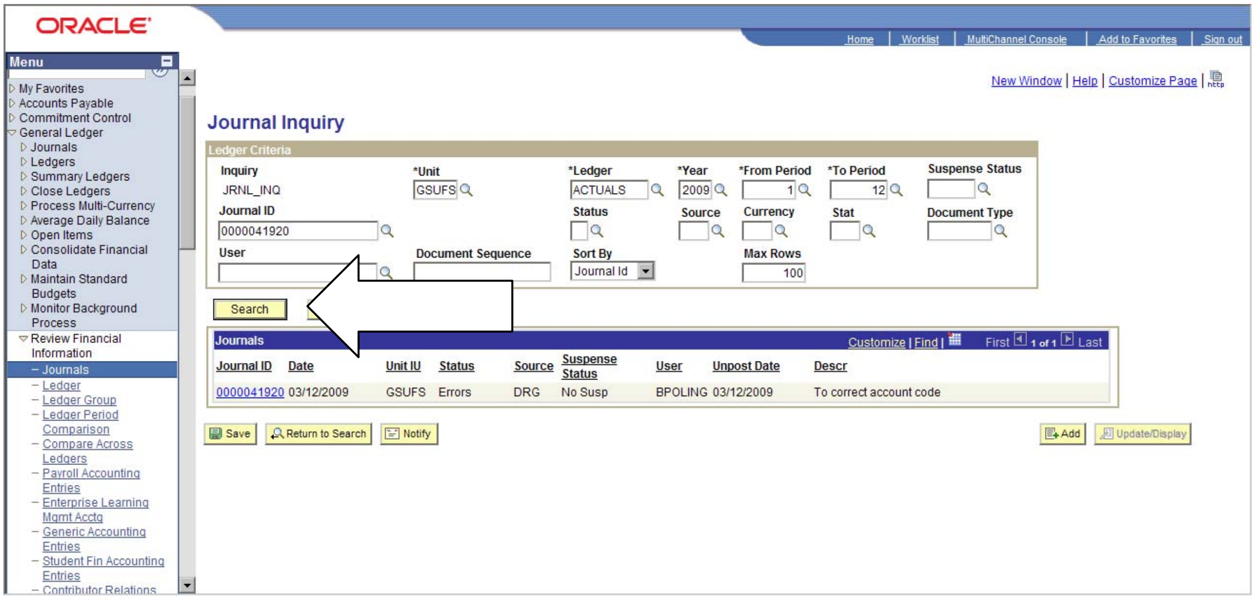

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
My Favorites
Accounts Payable
Commitment Control
General Ledger
Journals
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations
New Window | Help | Customize Page
Search
Delete
Clear
Save
Return to Search
Notify
Add
Update/Display

Journal Inquiry

Ledger Criteria

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

*** No Records Found ***


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
My Favorites
Accounts Payable
Commitment Control
General Ledger
Journals
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations
New Window | Help | Customize Page
Search
Customize | Find
First 1 of 1 Last
Save
Return to Search
Notify
Add
Update/Display

Journal Inquiry

Ledger Criteria

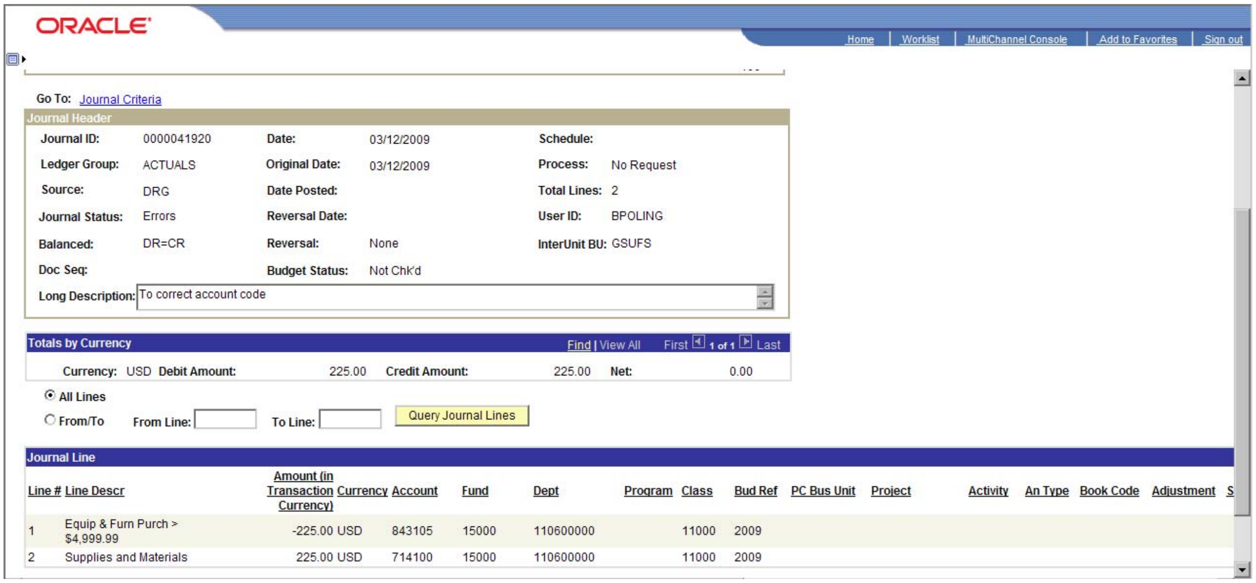
Inquiry: JRNL_INQ
*Unit: GSUFS
*Ledger: ACTUALS
*Year: 2009
*From Period: 1
*To Period: 12
Suspense Status:
Journal ID: 0000041920
Status:
Source:
Currency:
Stat:
Document Type:
User:
Document Sequence:
Sort By: Journal Id
Max Rows: 100

Journals

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

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.


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
Query Journal Lines
Find | View All First 1 of 1 Last

Go To: Journal Criteria

Journal Header

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

Totals by Currency

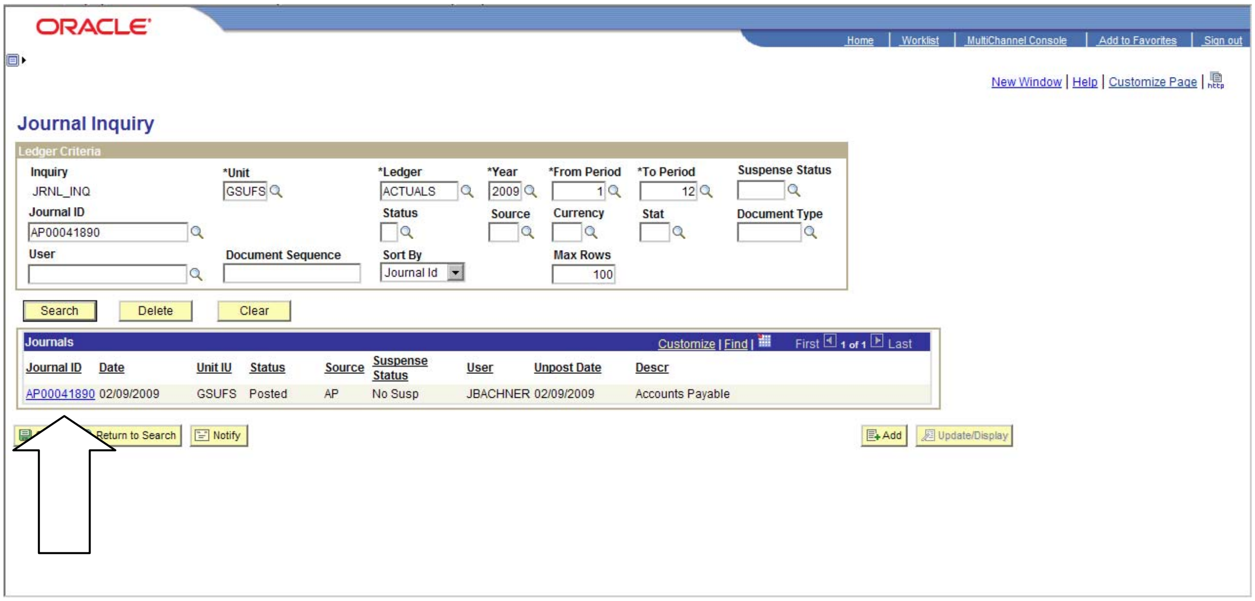
Currency: USD Debit Amount: 225.00 Credit Amount: 225.00 Net: 0.00

● All Lines
○ From/To From Line: To Line:

Journal Line

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

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


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
New Window | Help | Customize Page
Search
Delete
Clear
Customize | Find | First 1 of 1 Last
Return to Search
Notify
Add
Update/Display

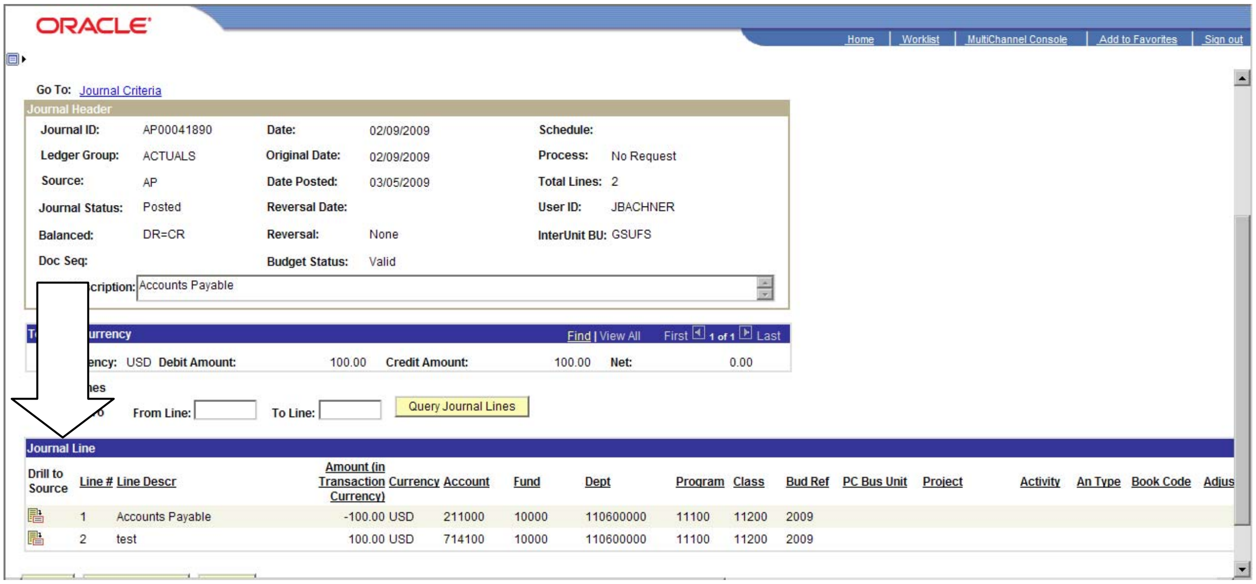
Journal Inquiry

Ledger Criteria

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

Journals

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


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
Go To: Journal Criteria
Query Journal Lines
Find | View All
First 1 of 1 Last

Journal Header

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

cription: Accounts Payable

urrency

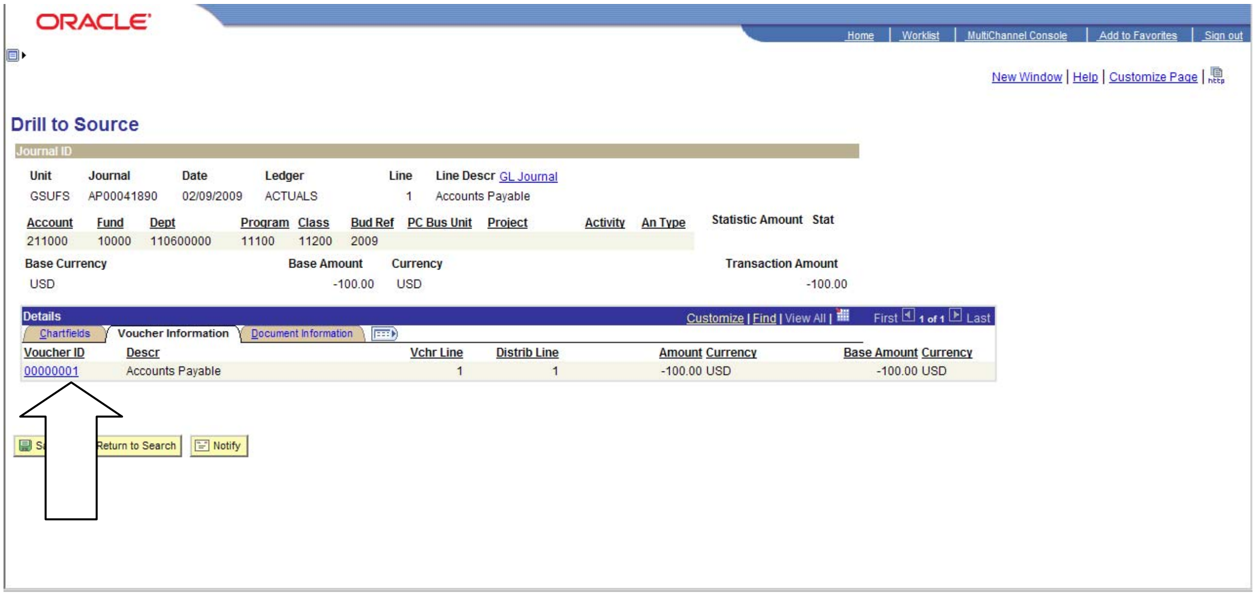
ency: USD Debit Amount: 100.00 Credit Amount: 100.00 Net: 0.00

nes

From Line: To Line:

Journal Line

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


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
New Window | Help | Customize Page |
Customize | Find | View All |
First 1 of 1 Last
Chartfields
Voucher Information
Document Information
Sa
Return to Search
Notify

Drill to Source

Journal ID

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

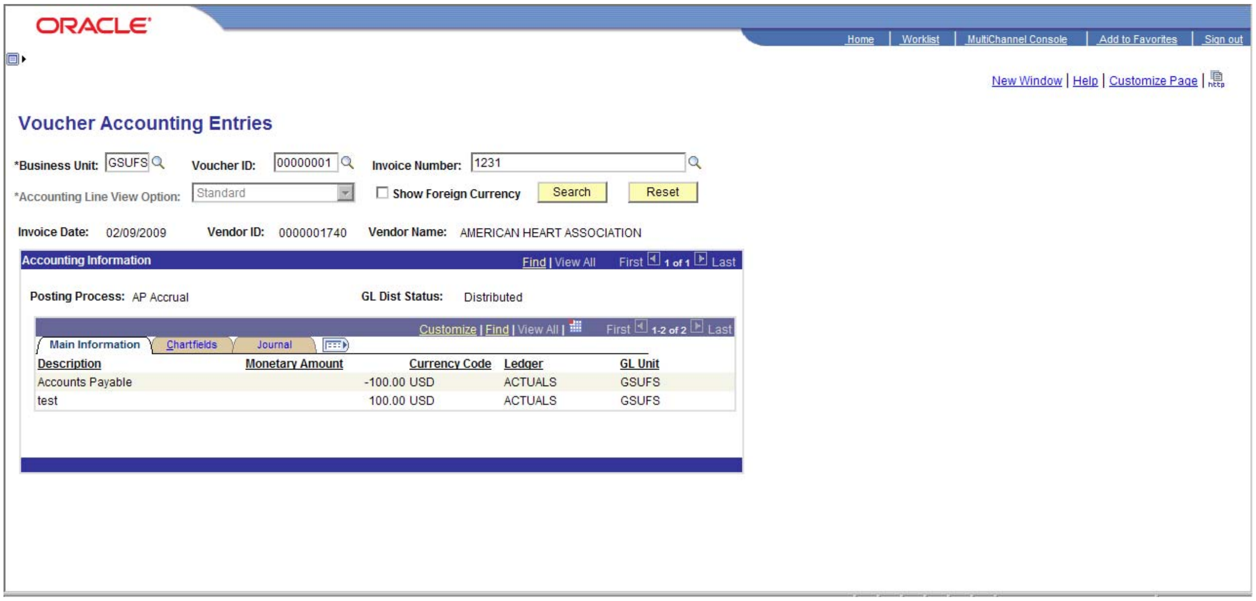
GL Journal

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

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

Details

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


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window | Help | Customize Page

Voucher Accounting Entries

*Business Unit: GSUFS Voucher ID: 00000001 Invoice Number: 1231

*Accounting Line View Option: Standard ☐ Show Foreign Currency

Search
Reset

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

Accounting Information

Find | View All First 1 of 1 Last

Posting Process: AP Accrual GL Dist Status: Distributed

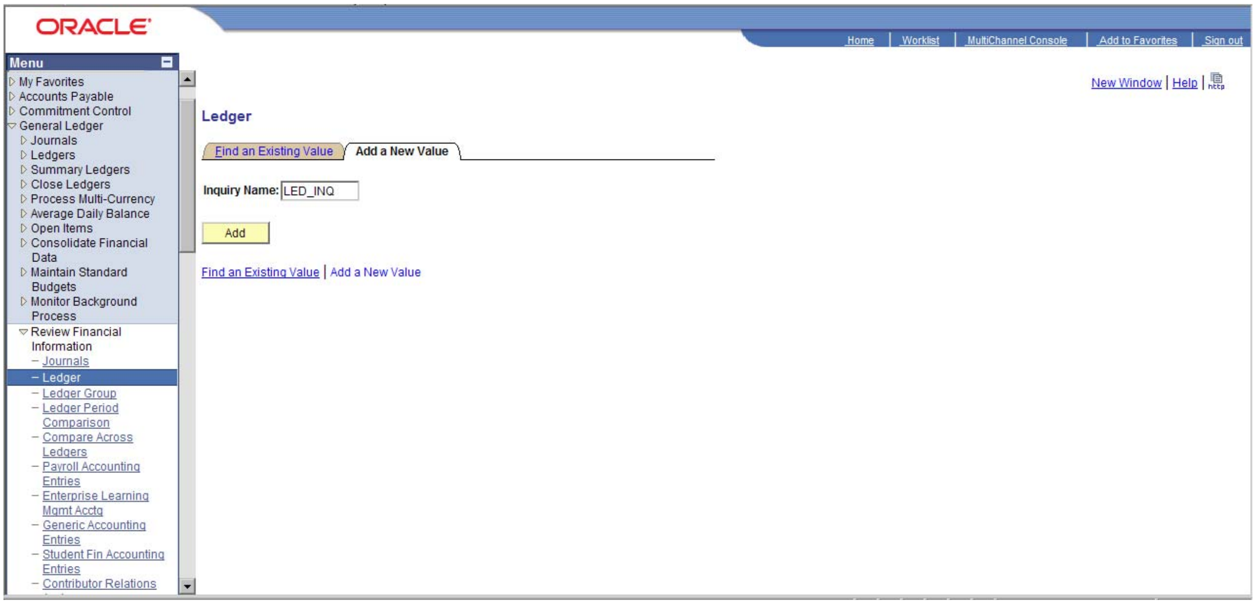
Customize | Find | View All | First 1-2 of 2 Last
Main Information
Chartfields
Journal

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

8. 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.

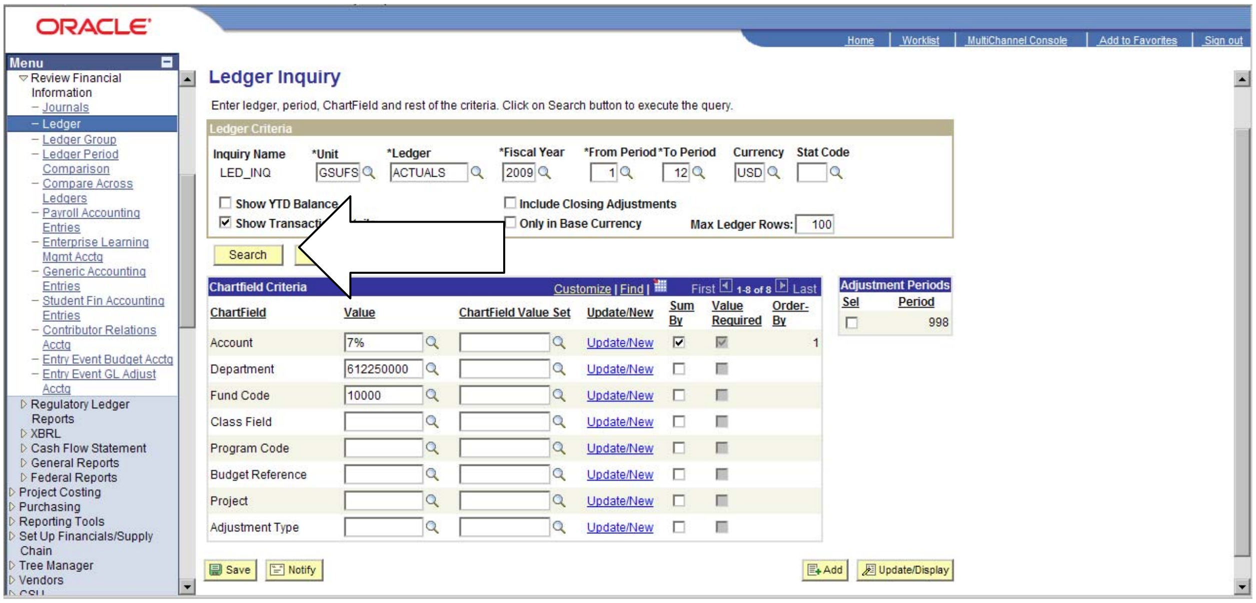
Click on **General Ledger, Review Financial Information, Ledger.**
Note: The first time you use this process, you will need to set up a run control. Enter LDGR_INQ or any other name and click **Add**.


ORACLE
Home
Worklist
MultiChannel Console
Add to Favorites
Sign out
Menu
My Favorites
Accounts Payable
Commitment Control
General Ledger
Journals
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations
New Window | Help
Ledger
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Inquiry Name: LED_INQ

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.


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations Acctg
Entry Event Budget Acctg
Entry Event GL Adjust Acctg
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Vendors
Search
Save
Notify
Add
Update/Display

Ledger Inquiry

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

Ledger Criteria

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

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

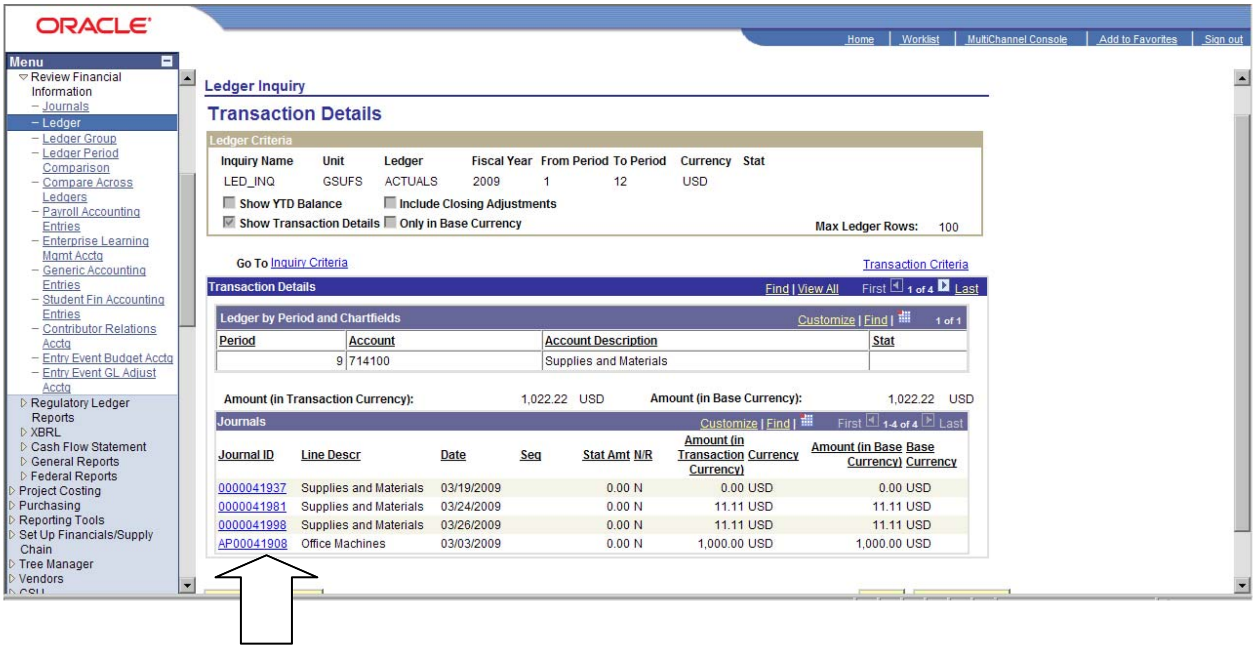
Chartfield Criteria — Customize | Find | First 1-8 of 8 Last

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

Adjustment Periods

Sel	Period
☐	998

Click Search and the Results will be displayed.


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
Review Financial Information
Journals
Ledger
Ledger Group
Ledger Period Comparison
Compare Across Ledgers
Payroll Accounting Entries
Enterprise Learning Mgmt Acctg
Generic Accounting Entries
Student Fin Accounting Entries
Contributor Relations Acctg
Entry Event Budget Acctg
Entry Event GL Adjust Acctg
Regulatory Ledger Reports
XBRL
Cash Flow Statement
General Reports
Federal Reports
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Vendors

Ledger Inquiry

Transaction Details

Ledger Criteria

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

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

Go To Inquiry Criteria — Transaction Criteria

Transaction Details — Find | View All — First 1 of 4 Last

Ledger by Period and Chartfields — Customize | Find | 1 of 1

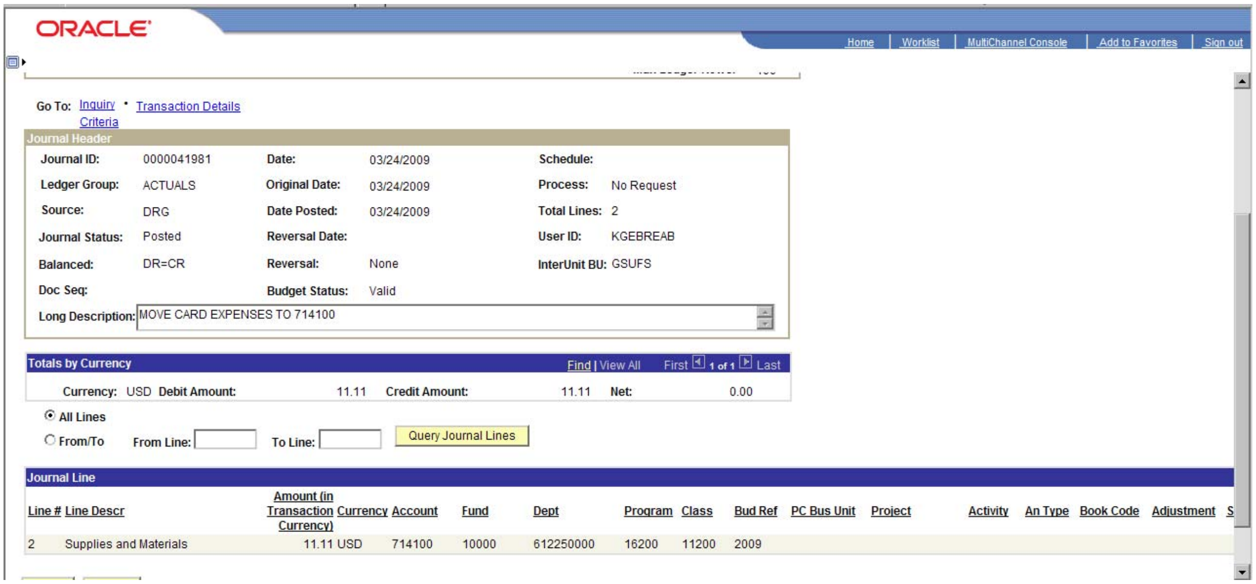
Period	Account	Account Description	Stat
9	714100	Supplies and Materials	

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

Journals — Customize | Find | First 1-4 of 4 Last

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

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


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

Go To: Inquiry Criteria • Transaction Details

Journal Header

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

Long Description: MOVE CARD EXPENSES TO 714100

Totals by Currency

Find | View All First 1 of 1 Last

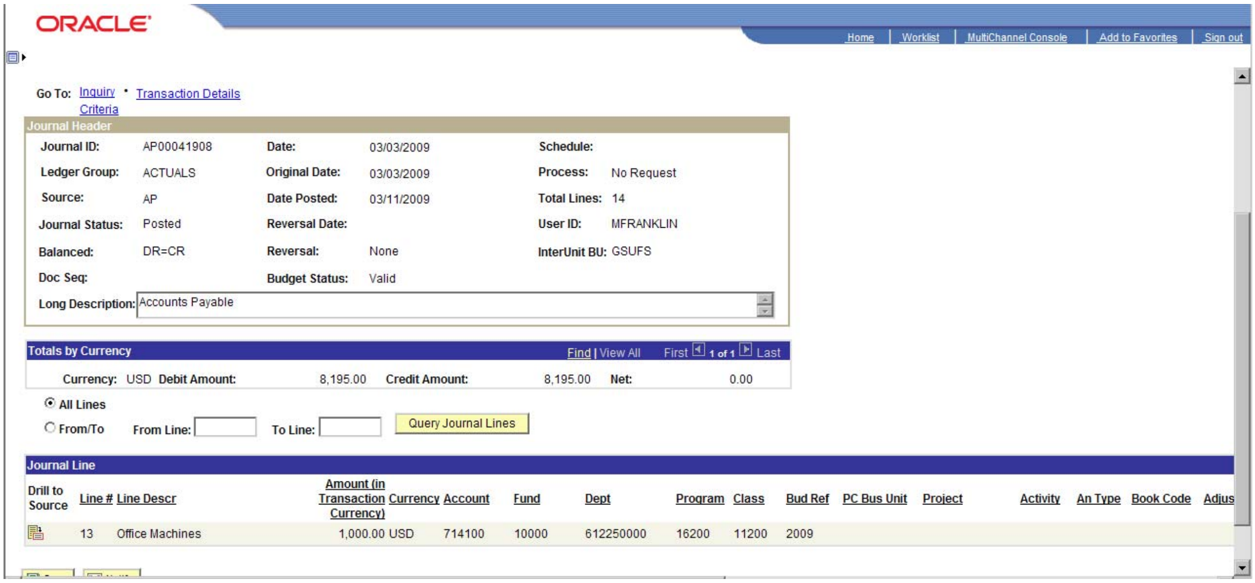
Currency: USD **Debit Amount:** 11.11 **Credit Amount:** 11.11 **Net:** 0.00

● All Lines
○ From/To **From Line:** ☐ **To Line:** ☐

Query Journal Lines

Journal Line

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


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

Go To: Inquiry Criteria • Transaction Details

Journal Header

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

Long Description: Accounts Payable

Totals by Currency

Find | View All First 1 of 1 Last

Currency: USD **Debit Amount:** 8,195.00 **Credit Amount:** 8,195.00 **Net:** 0.00

● All Lines
○ From/To **From Line:** ☐ **To Line:** ☐

Query Journal Lines

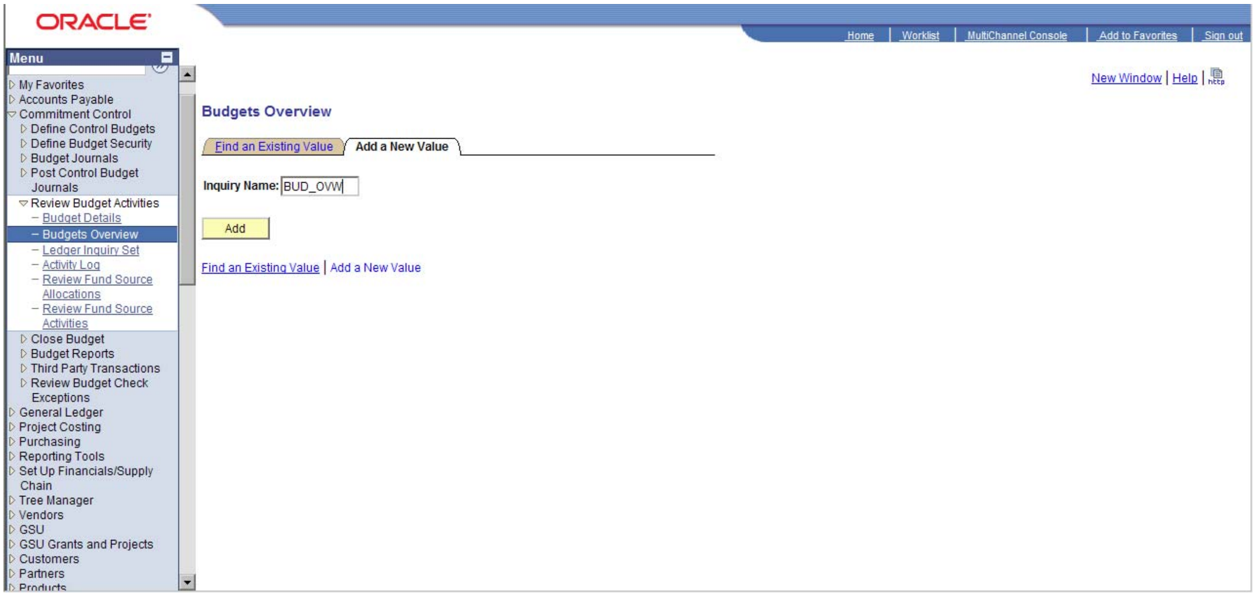
Journal Line

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

9. Budget Overview Inquiries

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

Click on **Commitment Control, Review Budget Activities, Budgets Overview.**
Note: The first time you use this process, you will need to set up a run control. Enter BUD_OVW or any other name and click **Add**.

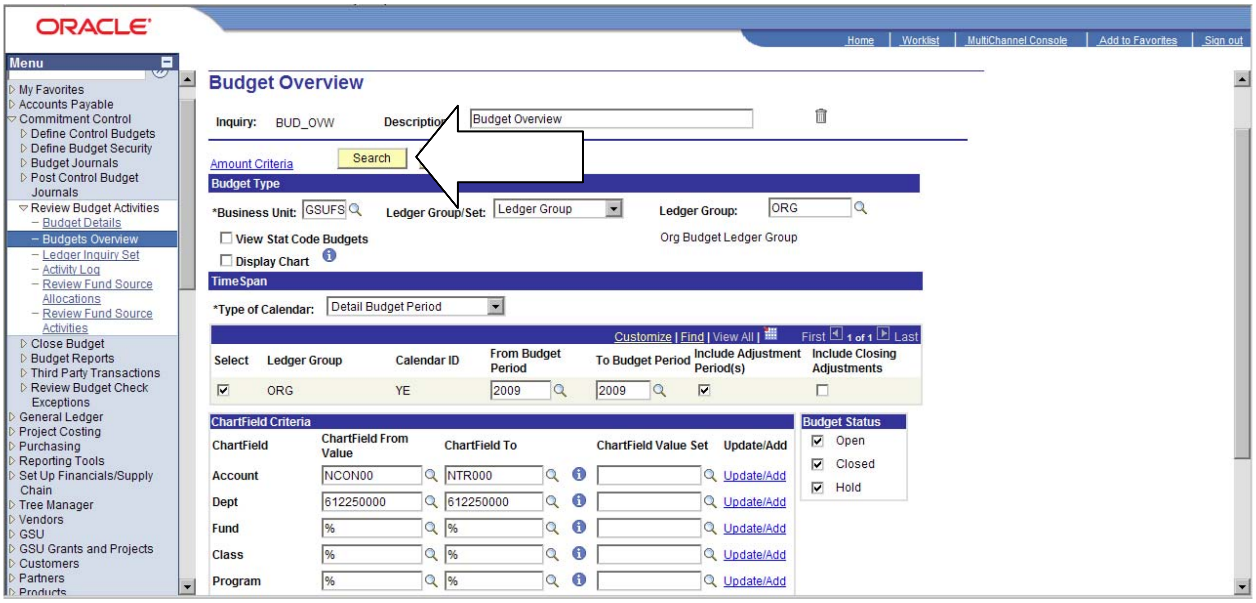

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
My Favorites
Accounts Payable
Commitment Control
Define Control Budgets
Define Budget Security
Budget Journals
Post Control Budget Journals
Review Budget Activities
Budget Details
Budgets Overview
Ledger Inquiry Set
Activity Log
Review Fund Source Allocations
Review Fund Source Activities
Close Budget
Budget Reports
Third Party Transactions
Review Budget Check Exceptions
General Ledger
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Vendors
GSU
GSU Grants and Projects
Customers
Partners
Products
New Window | Help
Budgets Overview
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Inquiry Name: BUD_OVW

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.


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Menu
My Favorites
Accounts Payable
Commitment Control
Define Control Budgets
Define Budget Security
Budget Journals
Post Control Budget Journals
Review Budget Activities
Budget Details
Budgets Overview
Ledger Inquiry Set
Activity Log
Review Fund Source Allocations
Review Fund Source Activities
Close Budget
Budget Reports
Third Party Transactions
Review Budget Check Exceptions
General Ledger
Project Costing
Purchasing
Reporting Tools
Set Up Financials/Supply Chain
Tree Manager
Vendors
GSU
GSU Grants and Projects
Customers
Partners
Products
Amount Criteria
Search
Customize | Find | View All | First 1 of 1 Last
Update/Add

Budget Overview

Inquiry: BUD_OVW Description: Budget Overview

Budget Type

*Business Unit: GSUFS Ledger Group/Set: Ledger Group Ledger Group: ORG

Org Budget Ledger Group

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	ORG	YE	2009	2009	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	NCON00	NTR000		Update/Add
Dept	612250000	612250000		Update/Add
Fund	%	%		Update/Add
Class	%	%		Update/Add
Program	%	%		Update/Add

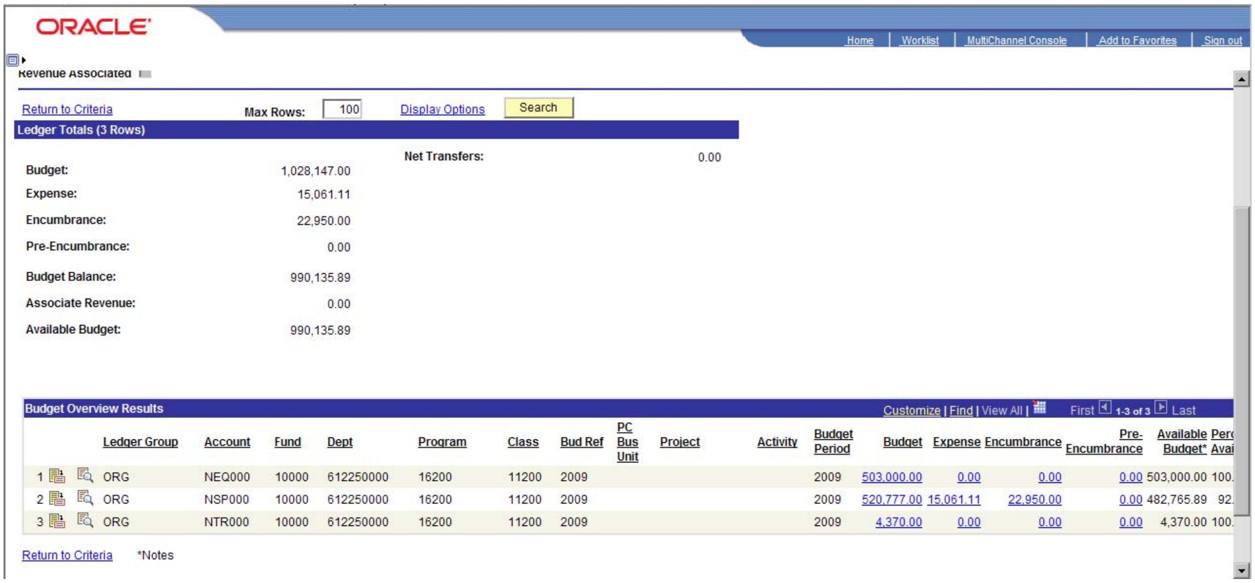
Budget Status

☑ Open

☑ Closed

☑ Hold

Click Search and you will see the results.


ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Revenue Associated
Return to Criteria
Display Options
Search
Customize | Find | View All | First 1-3 of 3 Last
Return to Criteria
*Notes

Max Rows: 100

Ledger Totals (3 Rows)

Budget:	1,028,147.00
Expense:	15,061.11
Encumbrance:	22,950.00
Pre-Encumbrance:	0.00
Budget Balance:	990,135.89
Associate Revenue:	0.00
Available Budget:	990,135.89

Net Transfers: 0.00

Budget Overview Results

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

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

***Note**: When accessing the Journal Entry Source from the Journal Line Drill Down page, be sure to write down the Journal ID as you will need to enter it when you access the Journal Inquiry page.*