
Journal Workflow Guide

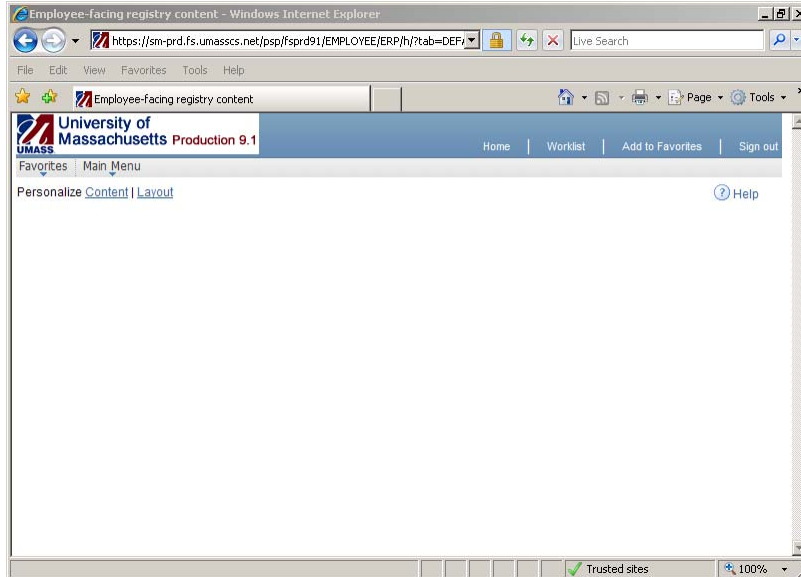
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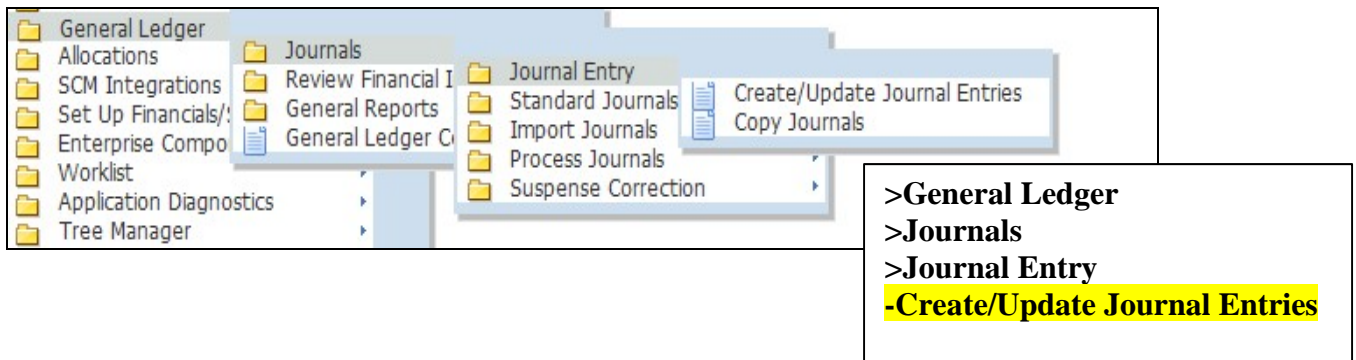
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Part I Navigation to Process Journal

1. Log into Production
2. After you have signed in you will be directed to the following page.



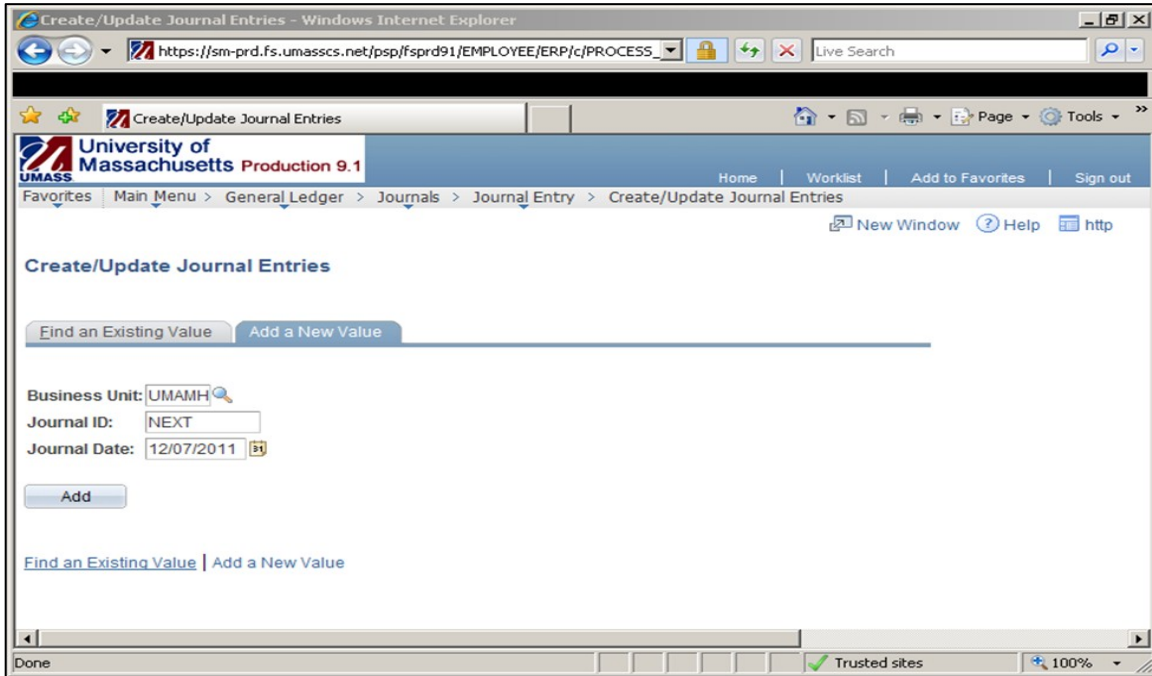
3. Navigate to the following path:



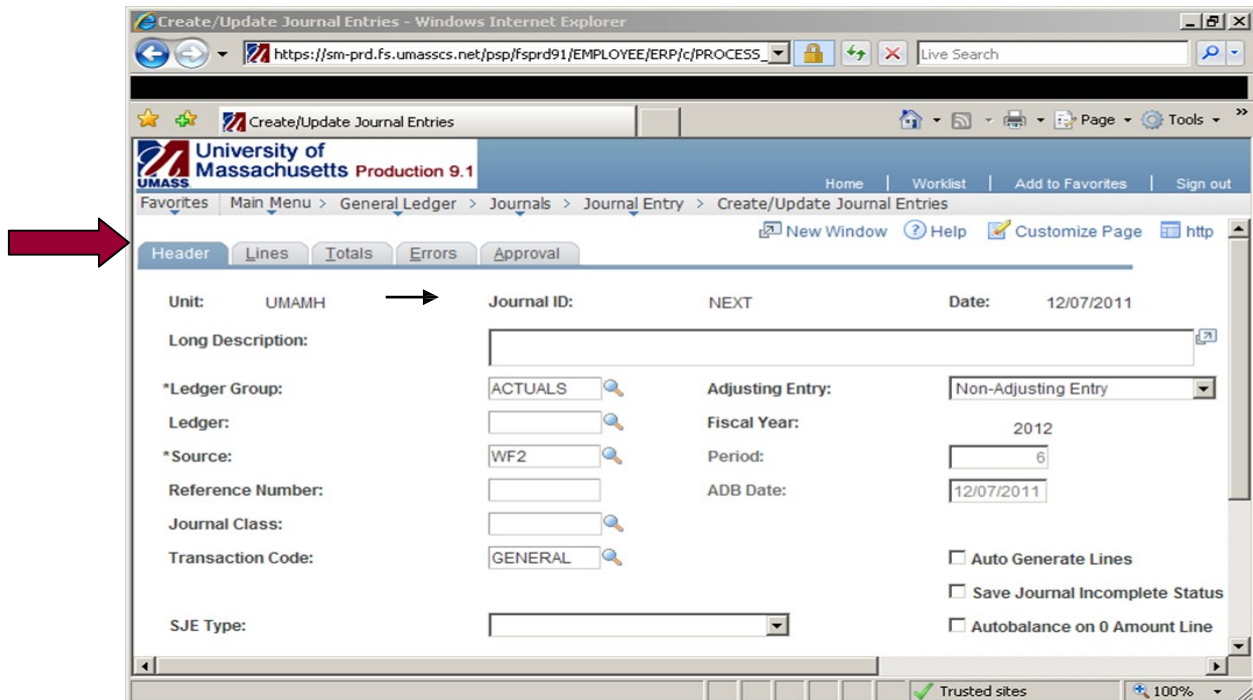
Part II Creating a Journal Header

1. Once you have clicked on **Create/Update Journal Entries** you should be directed to the following screen. Enter the correct **Business Unit** and **Journal Date (See note below)**, if they are not already correct. The **Journal ID** can remain **NEXT** or you can create your own number. Click **Add** when these 3 fields are complete.

Note: Date should be left as is unless you intend to post an entry in the prior month. Back dating to the prior month can be done until the Wednesday of the close week for only the previous month. For example, the month of November officially closes on December 4th; a Friday. Backdating entries to November may be accomplished until the end of the day on Wednesday, December 2nd.



2. After Clicking **Add** the following screen should appear. Note that there are 5 tabs at the top of the page, you are currently on the **Header** tab.



- Start by entering a **Long Description** of the transaction. (You have 254 Char.)

Long Description:

Please include all information relevant to the journal so that any report users will be able to understand the purpose of the journal. Please refer to the Journal Entry Guide (Section V, B, 1 Journal Header Description).

- Ledger Group** can remain **ACTUALS**

*Ledger Group:

- Source:** For journal entries with a sponsored chart string as either the debit or the credit use WF1.

*Source:

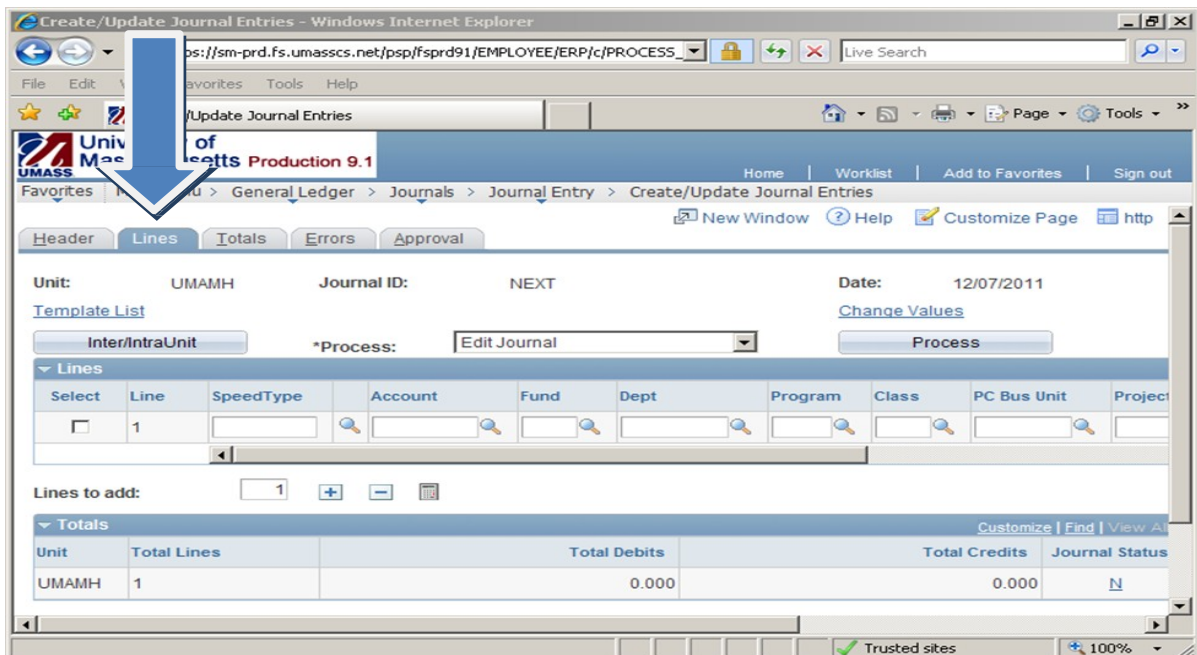
For Non Sponsored chart strings use WF2 (should default).

*Source:

- Transaction Code** can remain **GENERAL**

Transaction Code:

- All other fields can remain blank or unaltered, shift over to the **Lines** tab at the top of the page.



Part III Inputting the Journal Lines

1. Now that you have selected the lines tab you should see a screen similar to the one below. As you scroll to the right you will see that there are several fields. Not all of the fields will be required.

2. Fill in the **SpeedType** for the debit side of the expense. Note that when you enter a speed type some fields will auto fill such as **Fund** and **Dept**. **Program**, **Class** (if applicable), **Project** (if applicable), **PC Bus Unit**, and **Activity**.
3. If a project number appears you will need to provide **An Type** which is; **GLE**.

4. Once the speed type is entered tab over to the **Account** column. As you do so the speed type will auto populate the applicable fields. Fill in the proper account code for the type of expense you are transferring. See the Journal Entry Guide, Appendix B, for proper account code use.

5. Scroll to the right so you can see more of the field headers and stop when you find the column **Amount**, Enter the amount of the transaction here. See the Journal Entry Guide, Appendix C, for help on the Amount field.

A screenshot of a software interface for journal entries. The interface has a header bar with 'Customize | Find' and a grid icon. Below the header is a table with five columns: 'Activity', 'An Type', 'Amount', 'Reference', and 'Journal Line Description'. Each column has a search icon. The 'Amount' column is highlighted in yellow.

6. Scroll to the **Reference** field. See the Journal Entry Guide, Section V, B, 2, Journal Line Reference, for help on the **Reference** field.

A screenshot of the same software interface. The 'Reference' column is now highlighted in yellow, while the 'Amount' column is no longer highlighted.

7. Scroll to the **Journal Line Description** field. Please see the Journal Entry Guide, Section V. B. 3, Journal Line Description, for help on the **Journal Line Description** field.

A screenshot of the software interface. The 'Journal Line Description' column is highlighted in yellow. The 'Activity' column is no longer visible as it has been scrolled out of the frame.

You have completed the debit side of the entry!

8. Scroll back to the left, until you see the **Lines to add:** option, which is highlighted in a yellow box in the picture below.

A screenshot of the software interface showing the 'Lines' section. At the top, there are buttons for 'Inter/IntraUnit', a dropdown menu for '*Process:' set to 'Edit Journal', and a 'Process' button. Below this is a table with columns: 'Select', 'Line', 'SpeedType', 'Account', 'Fund', 'Dept', 'Program', 'Class', 'PC Bus Unit', 'Project', and 'Activity'. The first row contains values: a checkbox, '1', '123456', '732520', '51342', 'A000000000', 'A01', and several empty fields. Below the table is a 'Lines to add:' control, which is highlighted in yellow and contains a text box with '1' and '+' and '-' buttons.

- Add one line by pressing the plus **+** symbol. You can also select to add more than one line if desired. You should now see a credit line under your debit line. Notice that all the pervious fields have been copied except for the speed type. (See example below)

Unit: UMAMH Journal ID: NEXT Date: 02/29/2012

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	123456	732510	51342	A000000000	A01				
<input type="checkbox"/>	2		732510	51342	A000000000	A01				

Lines to add: 1 **+** **-** **☒**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMAMH	2	0.00	0.00	N	N

- We now need to complete the credit side of the entry. Start by filling in speed type that needs to be credited. Notice that when you enter a new speed type the **Account** to the right disappears.

The **Fund, Dept ID, Program, Class, Project, PC Bus Unit and Activity** are also changed to match the speed type. **Remember to add GLE as the An Type if a project number appears.**

Select	Line	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	123456	732510	51342	A000000000	A01				
<input type="checkbox"/>	2	123456		51342	A000000000	A01				

Enter the credit speed type here

These fields change to match the credit speed type you have entered

- Now enter an account code for the credit line highlighted in the box below. This may be the same account code as the debit line, depending on the type of transaction you are uploading. See the Journal Entry Guide, Appendix B, for help on the Amount field.

Select	Line	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	123456	732510	51342	A000000000	A01				
<input type="checkbox"/>	2	123456		51342	A000000000	A01				

11. Scroll to the right to make sure the credit amount equals the debit amount. The credit amount should have a negative symbol as seen below.

Activity	An Type	Amount
<input type="text"/>	<input type="text"/>	85.00
<input type="text"/>	<input type="text"/>	-85.00

12. To complete the credit scroll all the way to the left to confirm that Journal Line Description has copied to the credit line. You may have a different description on this line than the debit side. Please see the Journal Entry Guide, Section V. B. 3, Journal Line Description

Amount	Reference	Journal Line Description
85.00	EXT1234567	XTFR Dell 000123456
-85.00	EXT1234567	XTFR Dell 000123456

Part IV Edit and Budget Checking Journals

1. Once you feel that you have entered the correct information, find the **Process:** drop down menu. Select **Edit Journal** and press the **Process** button.

Header	Lines	Totals	Errors	Approval
Unit: UMAMH	Journal ID: NEXT	Date: 02/29/2012		
Template List	Change Values			
<input type="button" value="Inter/IntraUnit"/>	*Process: <input type="text" value="Edit Journal"/>	<input type="button" value="Process"/>		

2. When Edit Journal has finished processing you will receive a message that your journal has been saved, click OK. To continue the **Journal Status** and **Budget Status** must now equal V as seen below.

Total Debits	Total Credits	Journal Status	Budget Status
12,000.00	12,000.00	V	V



3. If Journal Status and Budget Status do not equal V an error has been made. Review the data you have entered and be sure that all speed types, accounts, funds, depts., etc. Are correct and correspond with each other.

Note: If you still cannot find the error, either Journal Status or Budget Status, click on the letter under the Journal Status or Budget Status field. This will show the lines in error.

Edit Errors

Clicking on the Journal Status letter takes you to the screen listing the line(s) in error. To get back to the journal lines, click on the **Lines** tab two tabs to the right of the **Errors** tab you are currently in.

Budget Errors

Clicking on the Budget Status letter takes you to a new window listing the line(s) in error. To get back to the journal lines sign out of the screen listing the budget errors.

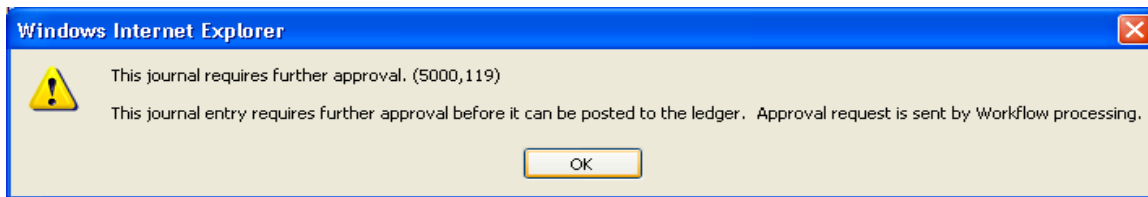
4. After making any corrections repeat step 1 of Part IV.

Part V Submitting the Journal

1. Once Journal Status and Budget Status both equal the letter V return to the process drop down menu select **Submit Journal** and click the **Process** button.



1. After submitting the journal you should receive a message similar to the following:



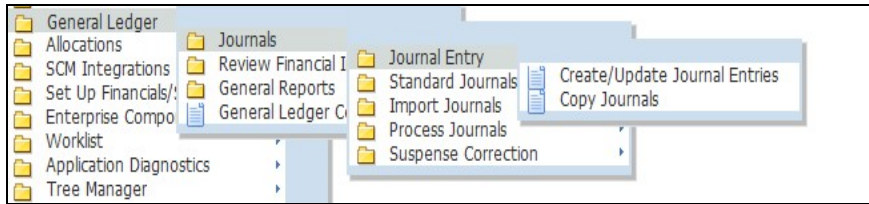
The Journal entry has now been submitted to the approver's worklist. The approver has three options; approve, recycle, or deny.

Part VI Copying a Journal

Copying a journal is a useful tool when you have a similar transaction that occurs regularly. Copying can also be used when a posted journal needs to be reversed (See part VI below) and/or corrected.

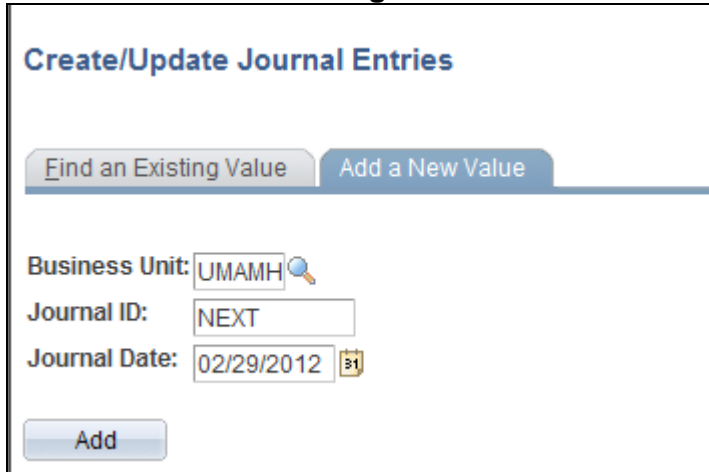
Coping a journal

1. Navigate back to Create/Update Journal Entries

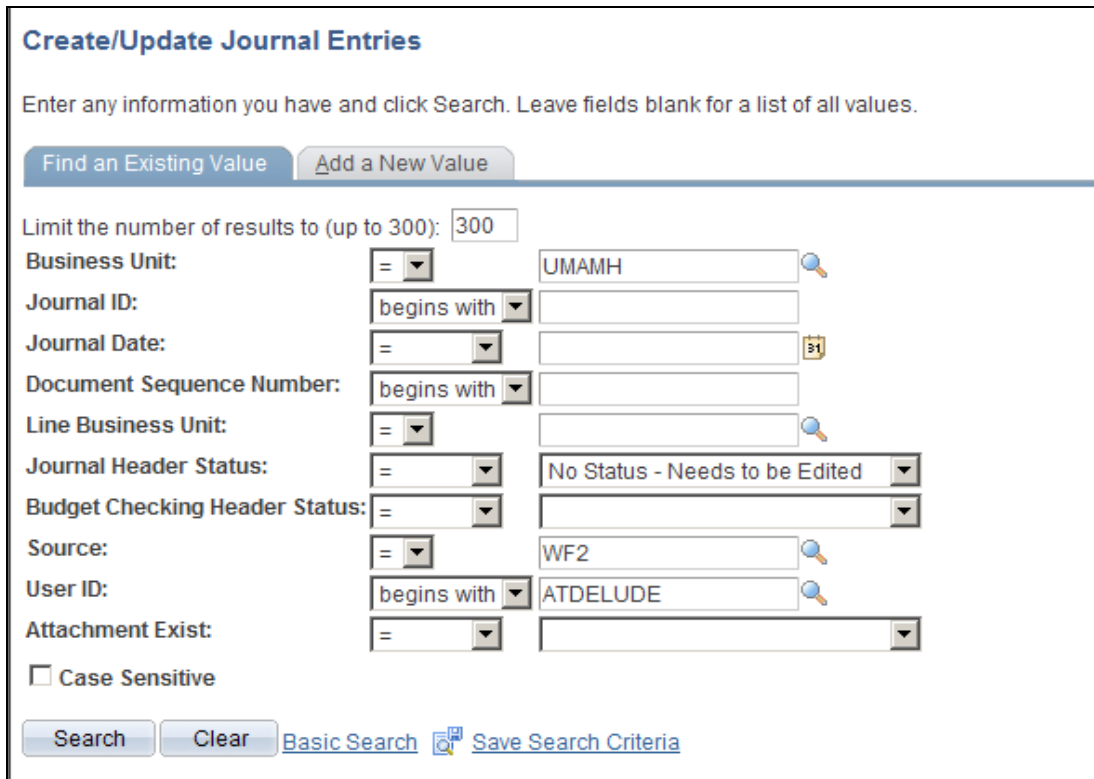


>General Ledger
>Journals
>Journal Entry
-Create/Update Journal Entries

2. Select the **Find an Existing Value** Tab.

A screenshot of the 'Create/Update Journal Entries' form. The 'Find an Existing Value' tab is selected and highlighted with a red arrow. The form contains the following fields: 'Business Unit' with the value 'UMAMH', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '02/29/2012'. There is an 'Add' button at the bottom left.

3. You will be directed to the following page:

A screenshot of the 'Create/Update Journal Entries' form, showing search criteria. The 'Find an Existing Value' tab is selected. The form includes a search limit of 300 results. The search criteria are: Business Unit: UMAMH; Journal ID: begins with; Journal Date: =; Document Sequence Number: begins with; Line Business Unit: =; Journal Header Status: No Status - Needs to be Edited; Budget Checking Header Status: =; Source: WF2; User ID: begins with ATDELUDE; Attachment Exist: =. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

4. Enter the Journal Id
5. Change Journal Header Status to Blank
6. Change source to WF1 or WF2
7. User ID should default to your User ID
8. Click **Search**
9. You should now be viewing the header page of your journal transaction, similar to the one seen below.

10. Shift over to the Lines tab at the top of the page.

11. Change the ***Process** box to **Copy Journal** by clicking the down arrow key.

Then click the **Process** button.

- The Journal Entry Copy screen comes up. On this screen you have the option to change the **Journal ID** or the **Journal Date**. **NOTE: Do not change any other field or check any other boxes on this screen.**

- Click the **OK** button. This will take you back to a new journal on the Line tab. You can make edits to the fields in the **Lines** tab as well as go back to edit the description field on the **Header** tab.

- Go to Part VI to complete the Edit and Budget check.

Part VII Reversing a Journal

Reversing a journal may be necessary when an error was made and the journal has already been posted. A journal may be deleted at any time prior to it being posted. To process a reversing journal complete steps 1 through 10 in **Part V Copying a Journal**.

- After you have completed **Part V** steps 1 through 10 click the **Reverse signs** box. You may also change the Journal ID and the Journal Date if necessary. **NOTE: Do not change any other field or check any other boxes on this screen.**

- Click the **OK** button. This will take you back to a new journal on the Line tab. You can make edits to the fields in the **Lines** tab as well as go back to edit the description field on the **Header** tab.
- Go to Part VI to complete the Edit and Budget check.

Part VIII Saving a Journal in an Incomplete Status

By saving a journal in the incomplete status after you have completed the edit and budget check you can ensure that your entry does not get swept by a system automated post process during the day or overnight. This may be useful if you intend to continue to add to your journal at a later time or if you have an internal control that requires an offline approval prior to submission.

Note: A system month end cannot close if you have any entries in an incomplete status.

- Go to the header tab and check the box 'Save Journal Incomplete Status' box and save.

The screenshot shows the 'Header' tab of a journal entry form. The 'Save Journal Incomplete Status' checkbox is checked and highlighted in yellow. A red arrow points to this checkbox. Other fields include Unit: UMAMH, Journal ID: 0002889834, Date: 02/29/2012, Long Description: correct expenses on ST 120460 to ST 138826 due to data entry error, *Ledger Group: ACTUALS, Adjusting Entry: Non-Adjusting Entry, Ledger: (empty), Fiscal Year: 2012, *Source: WF2, Period: 8, Reference Number: (empty), ADB Date: 02/29/2012, Journal Class: (empty), Transaction Code: GENERAL, SJE Type: (empty), Auto Generate Lines: (unchecked), and Autobalance on 0 Amount Line: (unchecked).

- To continue working your entry, uncheck the box. Once unchecked you can add/delete or change lines. You will be required to re-edit and re-budget check your entry prior to submitting the journal (Part VI).

Part IX Checking the Journal Status

- If the journal has been submitted, you can check the status of the journal entry.

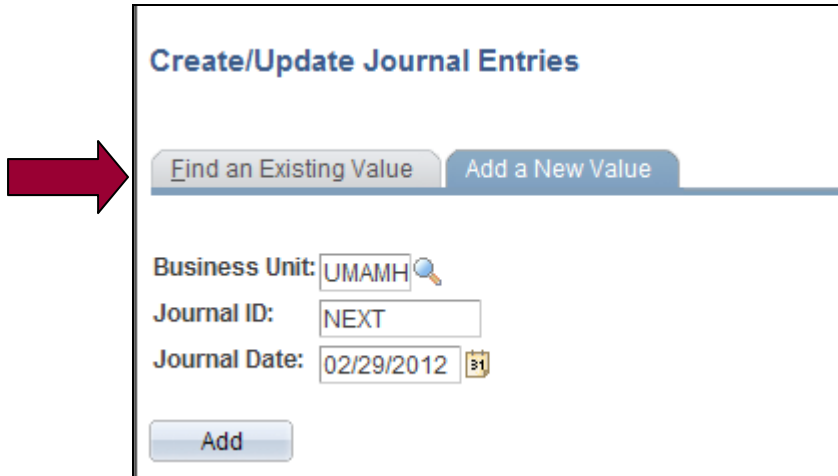
Navigate back to Create/Update Journal Entries

The screenshot shows a navigation tree with the following structure:

- General Ledger
 - Allocations
 - SCM Integrations
 - Set Up Financials/!
 - Enterprise Compo
 - Worklist
 - Application Diagnostics
 - Tree Manager
- Journals
 - Review Financial I
 - General Reports
 - General Ledger C
- Journal Entry
 - Standard Journals
 - Import Journals
 - Process Journals
 - Suspense Correction
- Create/Update Journal Entries
- Copy Journals

A callout box on the right lists the navigation path: >General Ledger, >Journals, >Journal Entry, -Create/Update Journal Entries.

2. You should remember the following screen from below, this time select the **Find an Existing Value** Tab.



Create/Update Journal Entries

Find an Existing Value Add a New Value

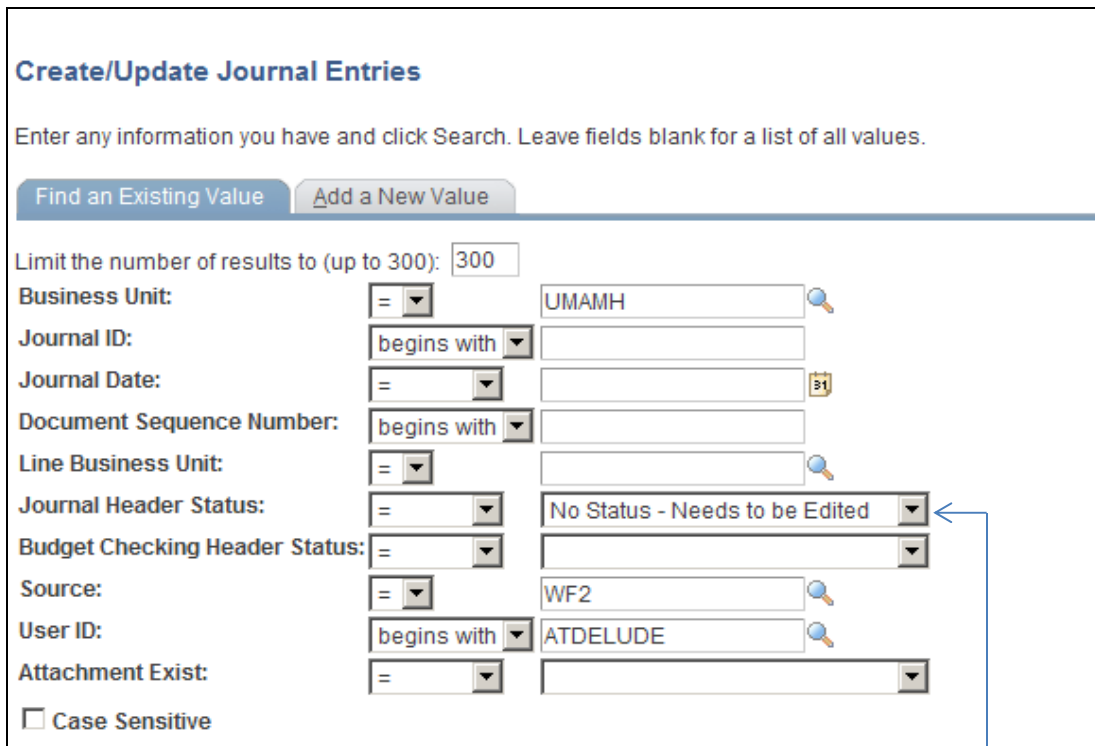
Business Unit: UMAMH

Journal ID: NEXT

Journal Date: 02/29/2012

Add

3. You will be directed to the following page



Create/Update Journal Entries

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = UMAMH

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: = WF2

User ID: begins with ATDELUDE

Attachment Exist: =

Case Sensitive

4. Enter the Journal Id
5. Change Journal Header Status to Blank
6. Change source to WF1 or WF2
7. Enter or change User ID
8. Click **Search**

- You should now be viewing the header page of your journal transaction, similar to the one seen below.

- Shift over to the Approval tab at the top of the page. Here you can check the status of your journal entry. As seen below the Journal entry has been approved.

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	02/29/2012 11:19:13AM	AMPRESKO
01	A	Approved	02/29/2012 11:48:55AM	AJURBAN

Part X. Print a Journal

- If you would like to **Print** a journal, shift to the **Lines** tab. From the process drop down menu select **Print Journal (Crystal)**, and click **Process**.

- After the request has been processed two links will appear next to the process drop down menu, click on **Process Monitor**

Unit: UMAMH Journal ID: 0002889834 Date: 02/29/2012

[Template List](#) [Search Criteria](#) [Change Values](#)

Inter/IntraUnit *Process: Print Journal (Crystal) Process

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

- A new window should pop up. Similar to the one below.

Process List Server List

View Process Request For

User ID: ATDELUDE Type: Last 2 Days Refresh

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4249425		Crystal	GLC7501-	ATDELUDE	02/29/2012 2:19:48PM EST	Initiated	N/A	Details
<input type="checkbox"/>	4244926		Application Engine	GL_JEDIT_0	ATDELUDE	02/27/2012 2:24:13PM EST	Success	Posted	Details

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4249425		Crystal	GLC7501-	ATDELUDE	02/29/2012 2:19:48PM EST	Success	Posted	Details

- Find your journal entry in the list; the **Process Type** will always be **Crystal**.
- You will not be able to view details until the **Run Status** equals **Success** and **Distribution Status** equals **Posted**, this may take several minutes. You will have to continue to refresh the screen every minute or so.

- Once **Run Status** equals **Success**, click on **Details** to the right. A screen similar to the one below will appear. Select the **View Log/Trace** link.

Process Detail

Process

Instance: 4249425 Type: Crystal
 Name: GLC7501- Description: Journal Entry Print
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: CJY Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 02/29/2012 2:19:48PM EST [Parameters](#) Transfer
 Run Anytime After: 02/29/2012 2:19:48PM EST [Message Log](#)
 Began Process At: 02/29/2012 2:21:43PM EST Batch Timings
 Ended Process At: 02/29/2012 2:26:41PM EST [View Log/Trace](#)

- You will be directed to a screen like the one below. Select the middle link that begins with GLC.

View Log/Trace

Report

Report ID: 2665642 Process Instance: 4249425 [Message Log](#)
 Name: GLC7501- Process Type: Crystal
 Run Status: Success
 Journal Entry Print

Distribution Details

Distribution Node: RPTDIST Expiration Date: 03/15/2012

File List

Name	File Size (bytes)	Datetime Created
CRW_GLC7501-4249425.log	132	02/29/2012 2:26:41.419971PM EST
GLC7501-4249425.PDF	47,853	02/29/2012 2:26:41.419971PM EST
pssqltrace.trc	336	02/29/2012 2:26:41.419971PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	ATDELUDE



8. This is the report that can be printed.

ORACLE		Report ID: GLC7501	PeopleSoft Financials JOURNAL ENTRY DETAIL REPORT							Page No. 1
										Run Date 2/13/2015
										Run Time 9:24:29 AM

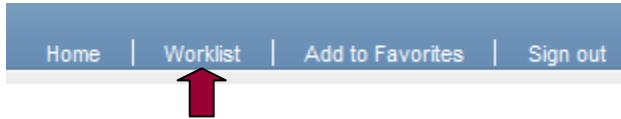
Unit: UMAMH	Ledger Group: ACTUALS	Foreign Currency: USD
Journal ID: 0003064939	Source: GA	Rate Type: CRRNT
Date: 1/14/2015	Reversal: N	Effective Date: 1/14/2015
Description: expense transfer per nancy Lattinville	Reversal Date:	Exchange Rate: 1.00

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department	Program	Class	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base Amount
	Budget Ref	Product	Project		Affiliate	Fund Affiliate	Scenario	Book Code						
ACTUALS														
1	UMAMH	753020			51086	A220400000	A01				CRRNT	1.00000000	27.00 USD	27.00 USD
	Description:	XTFR 12/10 Bus cards					Reference:	AC1204			Open Item Key:			
2	UMAMH	753020			51342	A220400000	A01				CRRNT	1.00000000	-27.00 USD	-27.00 USD
	Description:	XTFR 12/10 Bus cards					Reference:	AC1204			Open Item Key:			
3	UMAMH	110000			51086	A220400000					CRRNT	1.00000000	-27.00 USD	-27.00 USD
	Description:	Cash			UMAMH		Reference:				Open Item Key:			
4	UMAMH	110000			51342	A220400000					CRRNT	1.00000000	27.00 USD	27.00 USD
	Description:	Cash			UMAMH		Reference:				Open Item Key:			

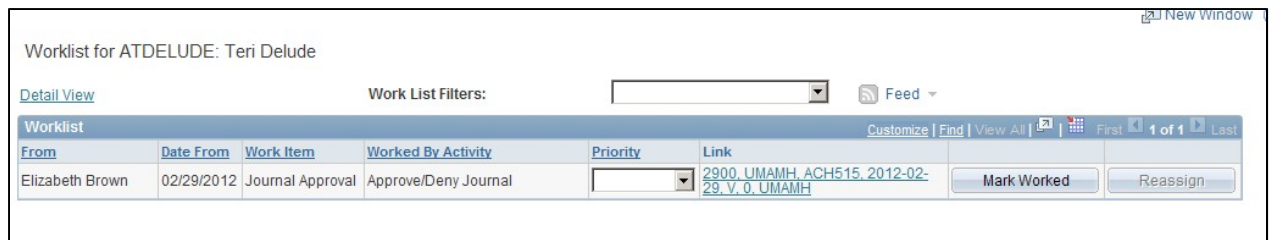
Business Unit	Total Lines	Total Base Debits	Total Base Credits
UMAMH	4	54.00	54.00

Part XI Addressing a Journal that needs correcting (Recycled)

1. If a journal you have needs to be changed you can either click on your Worklist. This is located in the top right corner of the screen, or go to “Create/Update Journal Entries” (see page 15)



2. Once you have entered Worklist you should see a journal that has been sent back. Follow the link. View comments left by the approver and make corrections.



3. When corrections have been made you must re-edit and re-submit the journal to the approver using the same steps provided in **Part IV**
4. If a journal you have submitted has been recycled or denied, you will receive an email or phone call from the approver. If the journal has been denied, the journal will be deleted but only after the approver has contacted you.

***Note: The approver cannot make changes to your journal for you as it takes the journal out of Workflow.**