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## JOURNAL ENTRY and JOURNAL IMPORT

### QUICK FACTS SHEET-Frequently Asked Questions

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#### Q: What is the difference between a journal entry and a journal import and which should I use?

- A journal entry is keyed directly into Peoplesoft Finance by the department. The journal then routes for approvals based on the department numbers in the account chartfields.
  - Must use if correcting a previous entry.
  - Can use for cash transfers or inter-departmental billings if nine or fewer lines
- A journal import is keyed by the department into a pre-defined template. The import is sent to a central location and uploaded to Peoplesoft Finance.
  - Should be used when there are ten or more lines.
- A journal entry and journal import accomplish the same task.

#### Q: I received an email that the journal did not pass budget check. What do I do?

- Navigate to the general ledger, GL Workcenter and select the “Create/Update Journal Entries” link.
- Select “Find an Existing Value” tab.
  - The search criteria should include only business unit=UND01 and the journal ID you are searching for. Click Search.
- Select the lines tab.
- Under budget status, select the “E.” This will take you to the details of the budget error.
  - *Exceeds budget tolerance*=submit a budget journal to increase the budget, or change the funding source.
  - *No budget exists*=submit a budget journal to create the budget, or change the funding source.
- Once the budget journal has been processed or the funding source changed on the journal, the journal will be picked up in the system budget check and move forward for journal approvals.

#### Q: I received an email requesting correction of JOURNAL errors. What do I do?

- Navigate to the general ledger, GL Workcenter and select the “Create/Update Journal Entries” link.
- Select “Find an Existing Value” tab.
  - The search criteria should include only business unit=UND01 and the journal ID you are searching for. Click Search.
- Select the errors tab and review the error details.
- Select the lines tab and select the checkbox labeled “errors only.”
- Make corrections to the chartfields and click save.
- Once the errors have been corrected and the journal saved, the journal will be picked up in the system journal edit and move forward for budget check.

#### Q: I received an email that the journal entry was denied due to not using the journal id of the original entry on the journal id of the correcting entry. What do I do?

- Re-key the journal with the journal id of the original entry as the journal id of the correcting entry
  - Reference the “JE-Quick Facts-Entering a Journal” document for details on this process
- Send an email to [UND.journalimports@UND.edu](mailto:UND.journalimports@UND.edu) requesting that the denied journal be deleted.

**Q: I received an automated email that the journal entry was denied. What do I do?**

- Navigate to the general ledger, GL Workcenter and select the “Create/Update Journal Entries” link.
- Select “Find an Existing Value” tab.
  - The search criteria should include only business unit=UND01 and the journal ID you are searching for. Click Search.
- Select the “approval” tab and review the journal deny comments.
- Make corrections and click save.
- Navigate to the approval tab and select “submit.” The journal will not re-enter the workflow until “submit” is clicked when a journal has been denied.

**Q: I received an email that the journal entry was denied due to insufficient backup from the general ledger. I’m not familiar with which general ledger reports would work best. What do I do?**

- For entries correcting a previous journal entry/import, use query NDU\_GL73. Filter to include the appropriate transaction being corrected and attach to the journal entry.
- For entries correcting a deposit, use the general ledger detail provided by the UND Treasury department, [listed here](#). The “receipt information” button should be selected which will download an excel file, as originally pulled from finance. Filter to include the appropriate transaction being corrected and attach to the journal entry.
  - Note, if the deposit was received via ACH, UND treasury records the deposit on journal entry. The department should use query NDU\_GL73 to obtain the gl detail.
- Navigate to the approval tab and select “submit.” The journal will not re-enter the workflow until “submit” is clicked when a journal has been denied.

**Q: I keyed a journal into finance, how do I know if it is moving through the system toward posting?**

- Once the journal has been entered and saved, the journal will automatically move during pre-defined times (approximately every two hours) to a journal edit check and journal budget check.
  - If the journal passes, it will move to the approval string.
  - If the journal does not pass, the department must correct journal and or budget errors. Automated notices will be sent to the user who entered the journal.

**Q: I submitted a journal import to UND.journalimports@UND.edu, how do I know if it is moving through the system toward posting?**

- Once the journal has been uploaded to PeopleSoft Finance, the journal will automatically move during pre-defined times (approximately every two hours) to a journal edit check and journal budget check.
  - If the journal passes, it will move to the approval string.
  - If the journal does not pass, the department must correct journal and or budget errors. Notices will be sent to the user who submitted the journal import.

**Q: I want to look up a journal to review the posting status, approval string, or other details. How do I do this?**

- Navigate to the general ledger, GL Workcenter and select the “Create/Update Journal Entries” link.
- Select “Find an Existing Value” tab.
  - The search criteria should include only business unit=UND01 and the journal ID you are searching for. Click Search.
- Select the lines tab
  - Journal status = P (journal has posted)
  - Journal status = E (there is a journal error that the department must correct)
  - Budget status = V (the journal has passed budget check)
  - Budget status = E (there is a budget error that the department must correct-see budget error quick facts)
- Select the approval tab
  - Approval strings are determined by the journal class keyed during journal entry.
    - A green check mark with a time stamp indicates that the journal has been approved at that stop.

**Q: I am aware of a journal in PeopleSoft Finance that has not posted and needs to be deleted. What should I do?**

- Send an email to [UND.journalimports@UND.edu](mailto:UND.journalimports@UND.edu) requesting that the journal be deleted.

**Q: I am waiting for a journal to post and it is nearing month end. What happens if all approvals are not completed prior to the third business day in the month following the date of the journal?**

- The journal will be re-dated to the following month and will re-start the approval workflow. Any deny comments will be removed from the journal.