



UND Journal Approver Training

3/4/2019

10,000 journals a year

175,000 journal lines a year

#3 (will replace #1)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UND01 Journal ID: NEXT Date: 03/04/2019

Long Description: 254 characters remaining

Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry:

Ledger: Fiscal Year: 2019

Source: DPT Period: 9

Reference Number: ADB Date: 03/04/2019

Journal Class:

Transaction Code: GENERAL Auto Generate Lines

SJE Type: Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1 Autobalance on 0 Amount Line

Attachments (0) CTA

Reversal: Do Not Generate Reversal Commitment Control

Entered By: sharon.loiland *Loiland,Sharon H

Entered On:

Last Updated On:

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UND01 Journal ID: NEXT Date: 03/04/2019

Template List: Change Values:

▼ Lines											
Select	Line	Unit	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	An Typ
<input type="checkbox"/>	1	UND01									

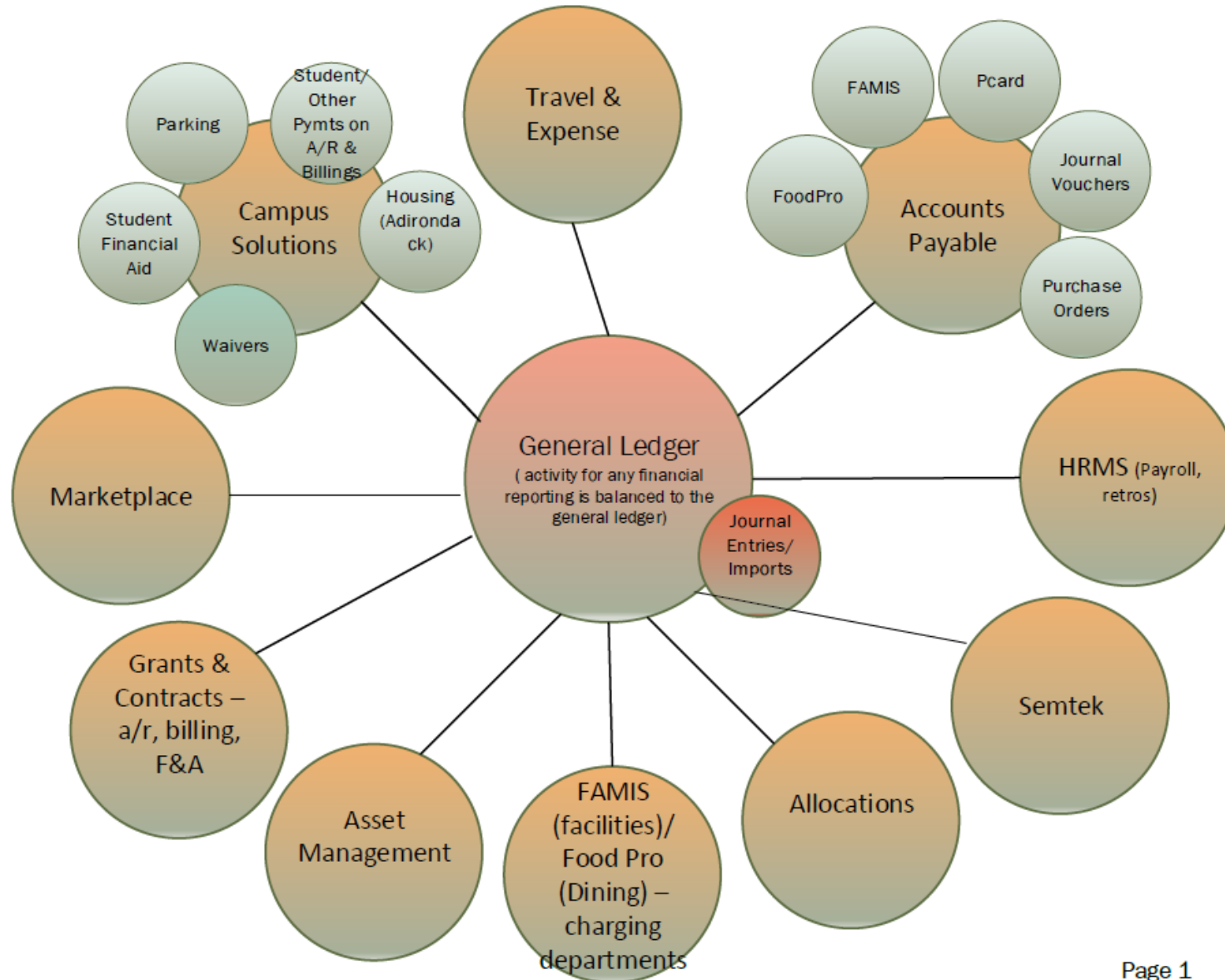
Lines to add: 1

▼ Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UND01	1	0.000	0.000	N	N

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

How do UND financial transactions/sub-ledgers impact the general ledger

June 15, 2018





UND Journal Approver Training

3/4/2019

JOURNAL TRAINING

Welcome to part 2 of journal training

The Bones of a journal

Journal ID: COR22112B

Purpose: Move from one fund to another

Date: 3/22/2019

Period Covered: September - February

Always UND01	Ledger will always be ACTUALS	6 numeric characters	Leave this column blank	5 numeric characters	4 numeric characters	5 numeric characters with first character always a 0, therefore format column as text so all characters are displayed	10 alpha-numeric characters	Format as number, not currency	Populate these 3 columns only if Column G is populated with a Project number Always UND01	Always populated with a 1 See Recourse analysis tab for details on populating this column. The 3 alpha characters should be all caps. If using a balance sheet account number, leave the cell blank.	Optional field. Maximum of 30 characters
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<u>Bus. Unit</u>	<u>Ledger</u>	<u>Account</u>	<u>Alt Acct</u>	<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Project ID</u>	<u>Amount</u>	<u>PC Bus Unit</u>	<u>Activity ID</u>	<u>Res. Analysis Type</u>	<u>Description</u>
UND01	ACTUALS	521045		22112	3430			-102.69				
UND01	ACTUALS	521045		22069	3430			102.69				
UND01	ACTUALS	542040		22112	3430			-20.00				
UND01	ACTUALS	542040		22069	3430			20.00				
UND01	ACTUALS	602030		22112	3430			-1323.00				
UND01	ACTUALS	602030		22069	3430			1323.00				
UND01	ACTUALS	602035		22112	3430			-105.47				
UND01	ACTUALS	602035		22069	3430			105.47				



"1"

A 30 character line can be added to each journal

D
3/22/19
8

Report ID: GL59005
 Bus. Unit: UN001--University of North Dakota
 Ledger Grp: FNDDET -- Fund Detail Ledger Group
 Post Date: From 09/01/2018 To 03/22/2019
 Tran Type: All Types

PeopleSoft GL
 BUDGET TRANSACTION DETAIL

Page No. 1
 Run Date 03/22/2019
 Run Time 10:20:35

<u>Currency Fund</u> <u>Dept</u> <u>Account</u>								
USD	22112	3430	321000					
<u>Post Date</u>	<u>Transaction Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Budget</u>	<u>Planned</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Expended</u>
				<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
09/20/2018	GL_JOURNAL	COR22112	1	09/20/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00
09/25/2018	GL_JOURNAL	MFA0619	91	09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00
09/25/2018	GL_JOURNAL	MFA0619	90	09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00
09/25/2018	GL_JOURNAL	MFA0619	89	09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00
Number of Transactions 4				Totals	0.00	0.00	0.00	0.00
								-240.84

<u>Currency Fund</u> <u>Dept</u> <u>Account</u>								
USD	22112	3430	341000					
<u>Post Date</u>	<u>Transaction Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Budget</u>	<u>Planned</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Expended</u>
				<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
09/20/2018	GL_JOURNAL	COR22112	3	09/20/2018/Postage Stamps	0.00	0.00	0.00	0.00
Number of Transactions 1				Totals	0.00	0.00	0.00	0.00
								-6.88

<u>Currency Fund</u> <u>Dept</u> <u>Account</u>								
USD	22112	3430	342000					
<u>Post Date</u>	<u>Transaction Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Budget</u>	<u>Planned</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Expended</u>
				<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
09/13/2018	GL_JOURNAL	DUP0818	83	09/13/2018/Recharge - Copying	0.00	0.00	0.00	0.00
09/20/2018	GL_JOURNAL	COR22112	5	09/20/2018/Recharge - Copying	0.00	0.00	0.00	0.00
Number of Transactions 2				Totals	0.00	0.00	0.00	0.00
								9.50

Currency Fund Dept Account
 USD 22112 3430 361000

Inactivating Fund 22112 getting charges moved to Fund 22069

"1"



UND Journal Approver Training

3/4/2019

Part 3 – the types of journals

**University of North Dakota
JOURNAL ENTRY**

677882
REFERENCE #

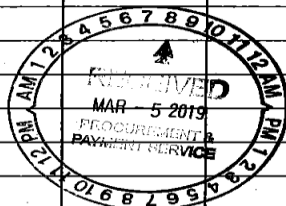
Do not use for salary corrections on Grant/Contract Funds
** Do not use for Voucher corrections **

2/28/2019
Transaction Date

Medical Lab Science	7-2628	9037
<small>Originating Department</small>	<small>Phone #</small>	<small>Stop#</small>

Minot CFM
<small>Department Being Charged</small>

ACCT	FUND	DEPT	PROGRM	PROJECT	DESCRIPTION	CHARGES (+)	CREDITS (-)
611020	21224	8175			Employee Registration	300.00	
462430	21264	8011			LEND Course		300.00
979010 8					see attachment		
					TOTAL	300.00	300.00



57
60
300

Department to be Credited

Certification of Goods or Services Provided
Cherie Stottman
Signature in ink
Date 2-28-19

Department to be Charged

I acknowledge receipt of the above stated goods or services and authorize payment as indicated.

[Signature] 3/1/19
Signature in ink

Date

Signature in ink

Date

For Accounting Services Use Only

Audited	G & C	Accounting Services

Cherie,

The fund number is 21224, the department is 8175, Continuing Ed Account number 623095.

Names for the LEND Training:

Stacy Askvig - stacy.askvig@med.und.edu

Rose Barkie- rose.barkie@und.edu

Shelby Beyer - shelby.beyer@und.edu

Sharon Reistad - Sharon.reistad@und.edu

Cheryl Lepp - cheryl.lepp@med.und.edu

\$60 ea
\$300 ea

Address for all: 1201 11th Ave SW

Minot, ND 58701

701-858-6789

Stacy Askvig

Laboratory Supervisor

Center for Family Medicine

701-858-6789

Note new email address: stacy.askvig@med.und.edu

From: Askvig, Stacy

Sent: Wednesday, February 27, 2019 3:39:55 PM

To: Stoltman, Cherie

Subject: RE: LEND