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## JOURNAL ENTRY

### QUICK FACTS SHEET

**Department Use:** For use by departments in the completion of a journal entry. Journal entries are used to correct a prior journal entry or to record a transaction in the general ledger that does not run through a PeopleSoft Finance module. If the entry is ten or more lines, consider a journal import.

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**Step 1:** Log into PeopleSoft Finance and use the navigator to access the general ledger, GL Workcenter.

**Step 2:** Select “Create/Update Journal Entries.”

**Step 3:** Key in the journal ID and the journal date.

- If correcting a prior journal entry, deposit, etc, the journal id of the correcting entry must be the journal id of the original entry.
- The journal date should not be backdated, unless asked to do so by central finance or at fiscal year-end. The current date will auto-populate and should be used in most instances.

**Step 4:** Click “Add” (Enter information only in the fields listed in the following steps).

**Step 5:** Enter a journal description.

- The journal description should be a short phrase summarizing what the journal will accomplish. Example: “To reclassify an expense.” “To reclassify a deposit.” “To record inter-departmental revenue.” This journal description flows to the general ledger reports.
- If a department wishes to add additional details regarding the need for the entry, those details can be added as an attachment to the journal.

**Step 6:** Enter a journal class. See the [Journal Class Quick Reference Guide](#) for detailed assistance.

- COR-To correct a previous entry.
- CTF-To transfer cash from one fund to another (must use account codes 722010 and 490004).
- IDB-To charge another department for a service (must use revenue account code 479010).

**Step 7:** Add backup to the journal using the attachments link. The journal must have enough backup to stand alone for internal or external review. A department may add correspondence or detail to support the journal.

- Required backup for every correcting entry is general ledger detail showing the original transaction and any other entries affecting the transaction being corrected. (Query NDU\_GL73)

**Step 8:** Select the lines tab and key in the appropriate chartfields.

- Required fields: Unit (UND01), Account, Fund, Dept, Amount (enter credits as negative numbers).
- If a project number is used, the PC Bus Unit (UND01), Project, Activity (1), and An Type must be completed.
- Ensure that debits and credits equal before moving on.

**Step 9:** Select Save. The journal will be picked up for budget check and journal chartfield check in the system automated process. Once the journal has passed these checks, it will begin routing for approval.

**Step 10:** To check the status of a journal, navigate to the general ledger, GL Workcenter and select “find an existing value.” Key in the business unit of UND01 as well as the journal id and navigate to the approval tab.