PeopleSoft Journal Entry Creation

UND Financial Services
This session will cover the topic of creating a journal in the PeopleSoft Finance module.
Journal Entry & Workflow

• Log into PeopleSoft Finance
  – Duo Authentication is required

• Select the GL WorkCenter tile
Journal Entry & Workflow

• WorkCenter - Manage and Monitor Journals menu
• Select the Create/Update Journal Entries
Journal Entry & Workflow

• **Add a New Value** tab
  – **Business Unit** will default to UND01
  – **Journal ID** will default to NEXT
    • Can be changed from NEXT to a user keyed identifier
    • IF correcting a previous entry, the exact ID as the entry you are correcting should be used
Journal Entry & Workflow

• **Add a New Value** tab
  – **Journal Date** will default to current date
    • **IMPORTANT!** The date of the journal cannot be changed later in the process
  – Click **Add** to move on
Journal Entry & Workflow

• Header tab
  – Enter desired Description
    • First 30 characters will pull into General Ledger queries
  – Ledger Group & Source should not be changed
Journal Entry & Workflow

• Header tab
  – Reference Number
    • currently an unused field
  – Journal Class
    • use the lookup option – details on the next few slides
Journal Entry & Workflow

Journal Class is used for routing purposes within the workflow

- **ACT**-Central Accounting Office – only journals entered by individuals in PPS or Controller’s Office.
Journal Entry & Workflow

- **CARRYFWD** - Carry forward - BudgetOffice – This class should only not be selected by departmental users.
- **CCE** - Cash Correction – one-sided journal entries. Designed to have a positive or negative effect on cash. Example would include NSF checks.
Journal Entry & Workflow

• **COR**-Correction – journals that are **correcting a previous journal**. Requires the reference number.

• **CTF**-Cash Transfer – Uses the account codes 722010 and 490004. ONLY used to move cash from one fund to another.
Journal Entry & Workflow

• **IDB-Inter-Department Billing** — When one department is charging another department for a commodity/service. These journals will have an **expense account code** for one department and a **revenue account code** for the other department. The journal will require both departments to approve the journal prior to it being processed by PPS or GCA and posting.
If you are unsure which journal class to select, please consult with your departmental or division business officer to determine the best class to select.
Journal Entry & Workflow

• Backup Documentation
  – Attachments

Any documentation to clarify and support the journal should be attached here
Required Backup:

- Backup documentation that must be attached:
  - General ledger detail showing the original transaction and any other entries affecting the transaction being corrected.

- General ledger detail can be obtained in a variety of ways from PeopleSoft finance.
  - Query NDU_GL73
### Journal Entry & Workflow

- **Lines tab**

#### Lines tab details:
- **Unit**: UNDO1
- **Journal ID**: 0001590295
- **Date**: 01/17/2019

#### Lines section:
- **Select**
- **Line**
- ***Unit**
- **Account**
- **Fund**
- **Dept**
- **Program**
- **PC Bus Unit**
- **Project**
- **Activity**
- **An Type**
- **Class**
- **Amount**
- **Base Currency**

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>An Type</th>
<th>Class</th>
<th>Amount</th>
<th>Base Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>521045</td>
<td>17501</td>
<td>1040</td>
<td></td>
<td>UNDO1</td>
<td>UNDA000270</td>
<td>1</td>
<td>GLE</td>
<td></td>
<td>-215.00</td>
<td>USD</td>
</tr>
<tr>
<td>2</td>
<td>521045</td>
<td>20039</td>
<td>1040</td>
<td></td>
<td>UNDO1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>215.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

#### Totals section:
- **Unit**: UNDO1
- **Total Lines**: 2
- **Total Debits**: 215.00
- **Total Credits**: 215.00
- **Journal Status**: N
- **Budget Status**: N

---

**Save**  |  **Notify**  |  **Refresh**

**Export Entry**  |  **Add**  |  **Update/Display**

**Header**  |  **Lines**  |  **Totals**  |  **Errors**  |  **Approval**
Journal Entry & Workflow

• Lines tab
  – Account, Fund, Dept, and Amount must be completed
  – Credit amounts must be prefaced with a minus sign.
Journal Entry & Workflow

• Lines tab

  – When entering a project, the PC Bus Unit must be completed with **UND01**, the Activity field must contain 1, and an An Type (analysis type) must be completed.
Journal Entry & Workflow

• Lines tab
  
  – Total *Debits* and *Credits* should be equal.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UND01</td>
<td>2</td>
<td>215.00</td>
<td>215.00</td>
<td>N</td>
</tr>
</tbody>
</table>
Journal Entry & Workflow

• **Lines tab**

Offsetting cash lines will be created automatically when budget checking process is run.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>An T</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UND01</td>
<td>521045</td>
<td>20030</td>
<td>1040</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>UND01</td>
<td>521045</td>
<td>17501</td>
<td>1040</td>
<td>UND01</td>
<td>UNDA000270</td>
<td>1</td>
<td>GLE</td>
</tr>
<tr>
<td>3</td>
<td>UND01</td>
<td>105251</td>
<td>17501</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UND01</td>
<td>105251</td>
<td>20030</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Init</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>JND01</td>
<td>4</td>
<td>430.00</td>
<td>430.00</td>
<td>V</td>
</tr>
</tbody>
</table>
Journal Entry & Workflow

• Lines tab

– The journal edit process and budget checking will run periodically.

– *Journal Status* and *Budget Status* must be Valid for a journal to enter the workflow.
Journal Entry & Workflow

• Approval tab
  – Once a valid budget/journal is confirmed, the workflow path will be visible on the Approval tab.
Journal Entry & Workflow

• The journal creation is now complete
• The journal will move through the workflow approval and post to the General Ledger once all necessary approvals are obtained.