

# JOURNAL TRAINING

## Welcome to part 2 of journal training

### The Bones of a journal

#### **How to DATE a journal**

The originating department dates the journals. If the department does not provide the date, P&PS will enter the current date. NOTE: At fiscal year-end, some journals could be backdated to 6/30 in July and August.

- For example, if a journal is dated 7/15 but the department wants it backdated to 6/30; it will **NOT** be backdated by dating the journal 7/15; it will be entered in July.
- On the flip side, dating a journal 2/28 and submitting it on 3/10, it will not be backdated to 2/28 because the general ledger for February will be closed.

#### **What is the purpose of a reference number on a Journal?**

The department chooses the reference number. The reference number is limited to 10 characters and cannot have spaces. If a department submits a journal with a blank reference number, P&PS will select a reference number.

- For example, Facilities charges campus for services using a journal, these journals start with FAC and have month and year, FACDEC19.
- The largest group of journals we see **not completed accurately** are correcting journals. Why not use the same reference number of the journal you are correcting. For example, if correcting the FACDEC19 journal previously mentioned because a line was posted to the wrong fund number, submit your journal with the reference number FACDEC19. Remember, the limit is 10 characters. The benefit when someone inquires on a FACDEC19, the original and all corrections will be displayed.
- Remember, Reference numbers are only unique to the journal date so the system will not **disallow** the same journal number.

#### **Who can sign a journal?**

##### **SIGNATURES**

- *Who approves a journal is changing significantly for departments , fewer trained individuals will now be journal approvers*
  - *Approvers can train preparers but approvers will require training and be approved by the UND Controller, Payment Services Manager or Assistant Controller*
  - *Departments receiving goods and services from other departments can still approve the department charge using the P&PS authorized signature list. This listing is available in Perceptive Content in the folder labeled UND-AP-Department Authorization.*

Other tidbits on signatures

- The department charged (debited on the j/e) and the department receiving revenue (credited on the j/e) can be the same or different department numbers.
- A department approver of charges or journal approver may approve via an order form or by email attached to the journal instead of signing on the journal entry form. The actual submission process will change and become streamlined, stay tuned as Eileen Johnson will be training on a new process in the near future.

## Remember DEBITS AND CREDITS MUST ALWAYS EQUAL on a journal

### Why do I need a DESCRIPTION on a journal?

A description is highly recommended for each journal, the description field in PeopleSoft is limited to 30 characters. A good journal description can tell a story so it does not need to be pulled if anyone has questions. *Each line on the journal import can have a description, when this field is used, it can be very helpful to all individuals looking at that journal. Remember, a good description, can assist in answering all internal and external reviewer questions so the approver does not need to take extra time in answering these questions.*

### Why do I need BACKUP DOCUMENTATION, I know why I am approving the journal?

The largest bone of a journal, backup documentation! This is required for every journal, recall the risk and data integrity issues that come with journals, good documentation is the key to never again having to explain why you made the journal. The backup can be attached or documented on the face of the journal. In either method, use a reference or tic mark to reference the number on the journal face to the backup documentation.

See example

Journal ID: COR22112B  
 Purpose: Move from one fund to another  
 Date: 3/22/2019  
 Period Covered: September - February

Bus. Unit	Ledger	Account	Alt Acct	Fund	Dept	Program	Project ID	Amount	PC Bus Unit	Activity ID	Res. Analysis Type	Description
UND01	ACTUALS	521045		22112	3430			-102.89				
UND01	ACTUALS	521045		22069	3430			102.89				
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				

Handwritten notes: D, 3/22/19

Annotations: A blue arrow points from the amount column to the value "1" in the Activity ID column. A note on the right says "A 30 character line can be added to each journal".

Currency Fund Dept Account  
 USD 22112 3430 521000

Post Date	Transaction Document ID	Line Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
09/20/2018	GL JOURNAL COR22112	1 09/20/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	-343.53
09/25/2018	GL JOURNAL MPAG019	91 09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	93.63
09/25/2018	GL JOURNAL MPAG019	90 09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	4.32
09/25/2018	GL JOURNAL MPAG019	89 09/25/2018/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	4.59
Number of Transactions 4							
Totals			0.00	0.00	0.00	0.00	-240.84

Currency Fund Dept Account  
 USD 22112 3430 541000

Post Date	Transaction Document ID	Line Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
09/20/2018	GL JOURNAL COR22112	3 09/20/2018/Postage Stamps	0.00	0.00	0.00	0.00	-6.88
Number of Transactions 1							
Totals			0.00	0.00	0.00	0.00	-6.88

Currency Fund Dept Account  
 USD 22112 3430 542000

Post Date	Transaction Document ID	Line Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
09/13/2018	GL JOURNAL DEY0018	83 09/13/2018/Recharge - Copying	0.00	0.00	0.00	0.00	20.00
09/20/2018	GL JOURNAL COR22112	5 09/20/2018/Recharge - Copying	0.00	0.00	0.00	0.00	-10.50
Number of Transactions 2							
Totals			0.00	0.00	0.00	0.00	9.50

Currency Fund Dept Account  
 USD 22112 3430 561000

Inactivating Fund 22112 getting charges moved to Fund 22069

"1"

*Good backup and reference marks are the best assistance for any internal and external reviewer so the approver does not need to take any extra time to answer those questions.*

**CHARTFIELDS or also known as chart of accounts** are required with the exception of program and project numbers. Program or project numbers are required only when applicable. UND Chartfield's are fund/dept/account/project/program/. The Controller's team does not assume we know what chartfield the department wants, journals with blank chartfields will be returned.

**ADDITIONAL REVIEW:** Fund numbers beginning with a 4xxxx and project numbers UNDOXXXXXX or UNDPXXXXXX will be forwarded to Grants and Contracts for additional approval.

Think of a journal with no backup as you and I have a withdrawal from our checking account, we have no idea what the withdrawal is for and do not ask anyone what it is for.