Western Peoplesoft Financials
Online Journal Entries

Objectives

By the end of this exercise you will be able to:

- Understand the procedure for entering Journals
- Enter and delete Journals
- Copy existing Journals
- Edit Journals
- Inquire to view Journals
- Print a posted Journal

Content

1. Overview of Journal Entries
2. Entering Journals
3. Viewing Journals That Are Not Posted
4. Viewing Journal That Are in All Stages of Processing
5. Copying Journal Entries
6. Deleting a Journal
7. Printing Posted Journals
1. Overview of Journal Entries

**Navigation:** UWO Menu\UWO Journal Entry\Actuals Journal Entry

You can forward date a journal entry to the end of the fiscal year or you can backdate a journal entry to the beginning of the current accounting date.

The Journal Entry contains several tabs; Header, Lines, Totals, Errors and Approvals. We will go over each in the next few pages.
Western Peoplesoft Financials  
Online Journal Entries

**Header** contains information that uniquely identifies the journal. Some fields are faded or entered by default and do not allow data entry, other fields you will enter the information.

1. **Long Description** - useful for identifying purposes or explaining any anomalies
2. **Adjusting Entry** - Defaults to Non-Adjusting Entry. This is normally only changed by Financial Services for year-end adjustments
3. **Source** - Defaults to ONL to specify On-line entry.
4. **Fiscal Year** - Defaults to the current fiscal year
5. **Period** - Defaults to the accounting period for the date of your journal
6. **Reference Number** - Provides you a reference to a document, person, invoice or any other data that will be helpful to track backup for the journal entry. This is optional.
7. **Journal Class** - Normally left blank. Used by Research Accounting as part of the grant close down process with a value of XYZ
8. **Transaction Code** - Defaults to UWO and cannot be changed
9. **Save Journal/Incomplete Status** - Check this box to ensure that the nightly batch edits and posts will not impact your journal. You must eventually uncheck to allow your journal entry to be fully processed
10. **Currency Defaults** - Defaults to CAD/CRRNT/1. This would only be changed in exceptional circumstances
11. **Reversal** - Defaults to Do Not Generate Reversal. This field identifies whether or not you want an entry
to automatically reverse (such as an accrual). You must choose the date of the reversing entry by selecting the appropriate option below.
Note that the reversing entry will be given the same Journal ID as the originating entry.

- **Do Not Generate Reversal** – Assumes no automatic reversal of this entry. This is the default
- **Beginning of Next Period** – Creates a reversing entry dated the first day of the next accounting period
- **End of Next Period** – Creates a reversing entry dated the last day of the next accounting period
- **Next Day** – Creates a reversing entry dated the next calendar day
- **Adjustment Period** – Used only by Financial Services to create a reversing entry in the year end adjustment period
- **On Date Specified By User** – Select the date you want the entry to reverse
- **ADB Reversal** – faded and entry not allowed
Budget Check Journal, Edit Journal and Post Journal do not have to be run as these will run by the system nightly process for all Journal Entries that are balanced and do not have the Save Journal Incomplete Status checked.

Process Definitions

**Budget Check Journal** – Initiates the budget check process. A journal must have a Journal Status of V in order to run this process.

**Delete Journal** – Delete the current journal

**Edit Journal** – Initiates the edit process which validates the chartfield combinations, fiscal year and accounting period. If the journal receives a valid (V) status the process will continue and begin the Budget Check process. Although it is optional to run the Edit Journal process as it will be run during the nightly process, you may want to run it and correct any errors if you want your journal posted by the next day.

**Post Journal** – Initiates the posting process. A journal must have a Journal Status of V and a Budget Status of V in order to run this process.

**Print Journal** – Print the current journal

**Refresh Journal** – Refresh this page. If process is complete the page will automatically refresh
Western Peoplesoft Financials
Online Journal Entries

**UWO Lines** is used to record the transactions making up the journal entry. A Journal Entry may consist of multiple debit and credit lines.

<table>
<thead>
<tr>
<th>Header</th>
<th>UWO Lines</th>
<th>Totals</th>
<th>Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>UWO</td>
<td>NEXT</td>
<td>06/20/2013</td>
</tr>
</tbody>
</table>

### Lines
- **Select** – Check box to identify rows that you want to delete
- **SpeedType or Chartfields** – SpeedType (Speed Code) represents the combination of a Unit (e.g. Business Unit - UWO) plus chartfields comprised of Fund, Dept, Program, or Project. You can enter a Speed Code and the chartfields will fill in or you can enter each chartfield.
- **Account** – indicates the type of revenue, expense or balance sheet item
- **Reference** – Provides information specific to each line in the journal entry (optional)
- **Journal Line Description** – Defaults to the description defined for the Account. You can change this and enter your own descriptive information.

### Lines to add
- You can add (+) or **Select** and delete (-) lines

### Totals
- You must save your journal before values will appear in this section.
- There will be one row in this section for each (business) Unit you have used in the Lines section. The values for each business unit is a summary of all lines for that business unit.
- **Journal Status** - Shows status of chartfield validation and journal posting process
  - N = no edit yet performed
  - E = error in edit
  - V = valid budget check
  - P = posted
- **Budget Status** - Shows status of budget checking process
  - N = no budget check yet performed
  - E = error in budget check
Websphere Peoplesoft Financials
Online Journal Entries

V = valid budget check

**Totals** can be used to provide greater control in preventing data entry errors. If you do not want to use this feature leave the fields blank.

Specify the **Control Totals**, that is the total dollar value of Debits and Credits or the total number of Lines to be entered in the journal. As you enter the journal lines, the system displays the **Actual Totals** and the **Differences** between the amounts entered and the **Control Totals**.
Western Peoplesoft Financials
Online Journal Entries

Errors
The journal entry errors page will be updated after you run the Edit Journal process from the UWO Lines page or when the error checking is run in the nightly process.

The **Header Errors** section contains Journal Status errors that apply to the overall journal entry. The **Line Errors** section contains Journal Status errors specific to a certain line in the journal.

Journal Status Error examples:

- The accounting period, determined by the Journal Date, is not currently open
- Total debits do not equal total credits
- The actual totals for the journal, debits, credits, number of lines or units, do not equal the control totals.
- One or more journal lines use invalid Chartfield values as of the Journal Date
- One or more journal lines use invalid Chartfield combinations as of the Journal Date.

**Valid combinations are:**

- All funds must have a fund, department, account
- Fund 1 and 3 must also have a program but NOT a project
- Fund 2,4,5,6 must also have a project but NOT a program
Budget Status Errors
Budget errors occur if a valid chartfield combination does not have a budget set up in PeopleSoft. Financial Analysts are notified when a budget needs to be set up. You do not need to contact your Analyst.

Click Ε to view error exceptions and chartfield/s in error.
2. Entering Journals

**Navigation:** UWO Menu\UWO Journal Entry\Actuals Journal Entry

1. **Click** You should now be on the Header tab.

2. **Enter** your description in the Long Description field.

3. **Click** on the **UWO Lines** tab.

4. **Enter** the chartfields and amount for Line 1:
   - Account 622000  Fund 1  Dept 470400  Project R4493A01  Amount 225

5. **Click** on the plus sign to add a row.

6. **Enter** the following chartfields and amount for Line 2:
   - Account 645000  Fund 1  Dept 470400  Program 00000  Amount -225

   Journal Date defaults to the current date. You can set the date forward as far as the end of the fiscal year or you can set it back as far as the current accounting period.
7. **Click**

8. A Journal ID will be assigned. Write this number down **JE# __________________**

The remaining steps are optional as they are run in the nightly process. However, we recommend you “edit journal” after creating to ensure you have valid account combinations. If you do not, you will have to check journal next day.

9. **Select**  

10. **Click**  

11. **Click** on the error link **E** under Journal Status

12. This takes you to the Errors tab. Notice that the error is a combination error.

13. Click on the Line # in the Line Errors box. This takes you to the line in error on the UWO Lines page.
14. For line one the fund is 1 and should be a fund 2, as we have a project. Correct this error in the following steps.

15. Click in the Fund box.

16. Replace the Fund 1 to a Fund 2.

17. Click and journal status will revert back to ‘N’.


19. Click Process

20. Your journal should now have a Journal Status of _V_ and a Budget Status of _V_.
   If you have a budget error the budget error will be handled through a nightly process. The analyst will be notified when a budget needs to be set up. You do not need to contact your analyst. Your journal will be recycled and posted the following night.

21. If you chose to post your journal you can do so by following the next few steps.
   However, transactions will not be posted to your accounts until the nightly process has been finalized.


23. Click Process

24. Click OK

25. Once complete your journal should now have a Journal Status of _P_ (Posted). See below.

You have now completed the entire journal entry process.
Reminder - The processes, Edit and Post Journal, do not have to be done. This will be handled by the system nightly process for all saved journals that are balanced and do not have Save Journal Incomplete Status checked.

3. Viewing Journals That Are Not Posted

**Navigation:** UWO Menu/UWO Journal Entry/Actuals Journal Entry

1. Click on Find an Existing Value tab.

   ![Find an Existing Value Tab](image1)

   - **Business Unit:** UWO
   - **Journal ID:**
   - **Journal Date:** 06/28/2011
   - **Add**

2. Click on search.

   ![Search Journal Entry](image2)

   - **Journal ID:**
   - **Journal Date:**
   - **Document Sequence Number:**
   - **Journal Header Status:**
   - **Budget Checking Header Status:**
   - **Source:**
   - **User ID:**
   - **Attachment Units:**
   - **Search**

If you enter a Journal ID or if you have only one journal that is not posted then you will be taken directly into the Journal screen.

OR

If you leave the Journal ID blank you will get a list of all journals you have created that are not posted. Click on the journal you want to view and you will be taken into the Journal screen.
4 Viewing Journals That Are In All Stages of Processing

Navigation: UWO Menu\UWO Inquiries\Journal Inquiry

1. If you have not previously done so. Add a new Inquiry Name. Select Add a New Value link or tab and enter an Inquiry Name, for example, JRNL_INQ and click

   Inquiry Name: JRNL_INQ

   Add

2. Enter the following criteria; Ledger ACTUALS, Year 2012, From Period 1, To Period 12.

3. Enter your Journal ID or your USER ID. For training purposes use JE 0001942227.

4. Click Search
Western Peoplesoft Financials
Online Journal Entries

5. **Click** on the Journal ID in the results below your search box.

Your results will show the first 25 lines of your Journal Entry. You can adjust this by entering From Line and To Line.

5. **Copying Journal Entries**

Use this feature if you would like to use an existing journal entry as the basis for a new journal entry. Once you copy a journal you can then change the header or detail information as needed.

**Navigation:** UWO Menu\UWO Journal Entry\Journal Copy

1. If you have not previously done so, add a new Run Control. Select **Add a New Value** link or tab and enter a Run Control ID, for example, JRNL_COPY, and click **Add**.
2. **Enter** the necessary parameters such as Journal ID (0001942231) and Date. You must change New Date to a valid date.

3. **Click** ![Save](image) A new Journal number will be assigned.

4. To initiate the process **click** ![Run](image)

   You will be taken to the **Process Scheduler Request** window which should appear as below.
5. Ensure the Select box beside Journal Copy Process is checked and Click .

6. You will be returned to the Copy Journals Request window. Click on Process Monitor. You will be directed to your Process List where you can view the status of your Copy Journal process. The initial status that you will see is Queued.

7. Click on the Refresh button until you see a Run Status of Success and Distribution Status of Posted. When completed your screen will look like the following:

8. You will now be able to access your new Journal ID using the UWO Journal Entry pages.
6. Deleting a Journal

You can only delete journals that you have created and that have not been posted.

**Navigation:** UWO Menu\UWO Journal Entry\Actuals Journal Entry

1. On the Find an Existing Value tab

2. **Type** the Journal ID or leave it blank

3. Click on **Search** or if you left the Journal ID blank, click on the correct Journal ID from the list provided.

4. Click on the UWO Lines tab.

5. **Process:** [Delete Journal] and **Click** Process

A message will display to verify deletion. Once deleted a Message will be displayed confirming the Journal ID is deleted.
6. Printing Posted Journals

**Journal Entry Reprint** is a report that lets you print your journals even after they are posted.

**Navigation:** /UWO Menu/UWO Journal Entry/Journal Print

If you have not previously done so, add a new Run control ID. Select **Add a New Value** link or tab and enter Run control ID, for example, JRNL_PRINT, and click **Add**.

Enter your Journal ID number, for example, 0001942231.

Click Run.
You will be taken to the Process Scheduler Request window which should appear as below.

Click **OK** to generate a Journal Entry PDF report.