



PEOPLESOFT 9.2 JOURNAL ENTRY

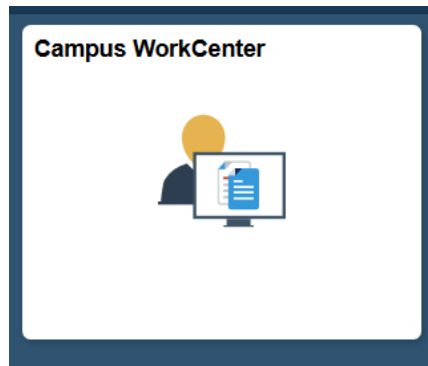
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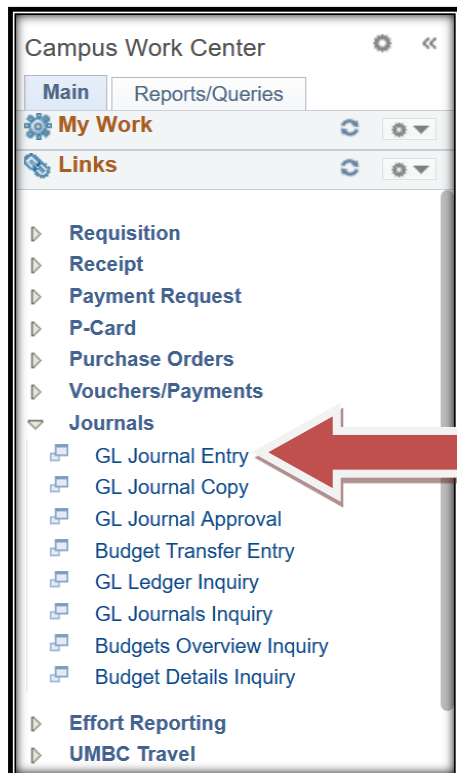
JOURNAL ENTRY NAVIGATION

JOURNAL HEADER

After logging in, access the Campus WorkCenter.



On the left hand side, under Links, select the dropdown arrow next to Journal Entry. Select GL Journal Entry.



STEP 1: ADD A NEW VALUE



The screenshot shows a web interface titled "Create/Update Journal Entries". At the top, there are three tabs: "Find an Existing Value", "Keyword Search", and "Add a New Value". A large red arrow points to the "Add a New Value" tab. Below the tabs, there are three input fields: "Business Unit" with the value "UMBC1" and a magnifying glass icon, "Journal ID" with the value "NEXT", and "Journal Date" with the value "01/03/2018" and a calendar icon. At the bottom left, there is an orange "Add" button.

On the **Add a New Value** Tab, the default values are "UMBC1", "NEXT" and Journal Date.

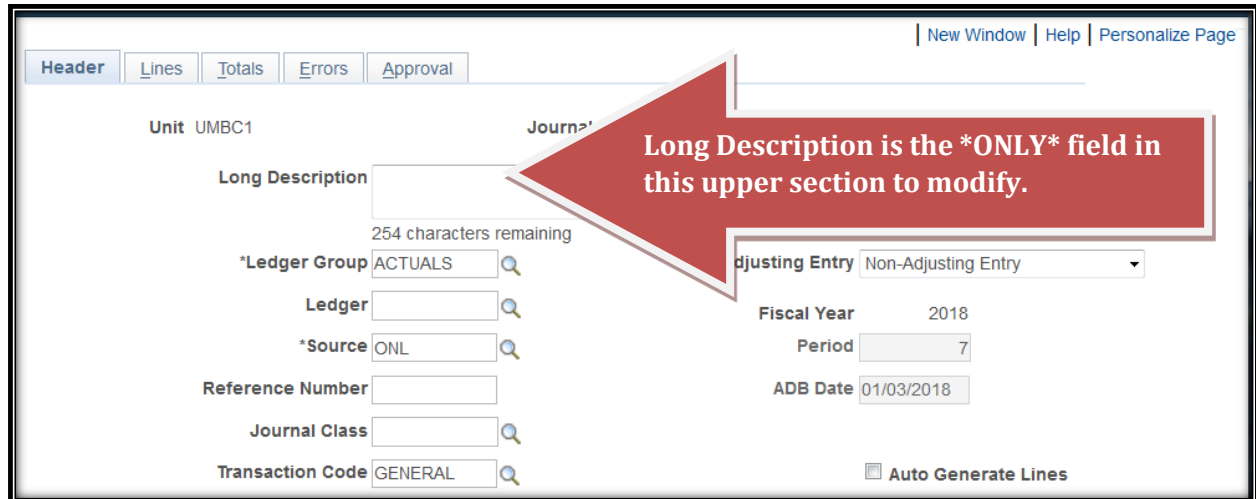
Journal Date is the current date, unless it needs to be changed per Monthly Journal Entry Deadlines.

The Monthly JE Deadline emails are sent by Financial Services with the sponsored funds and non-sponsored funds deadlines.

To create a new Journal Entry, Press the '**Add**' Button.

STEP 2: JOURNAL HEADER

This screen is the Journal Header. The **Long Description**, next to the arrow, holds 254 characters. This is where you type the purpose of the Journal.



The screenshot shows the Journal Header screen with the following fields and values:

- Unit: UMBC1
- Journal: JOURNAL
- Long Description: (Empty field, 254 characters remaining)
- *Ledger Group: ACTUALS
- Ledger: (Empty field)
- *Source: ONL
- Reference Number: (Empty field)
- Journal Class: (Empty field)
- Transaction Code: GENERAL
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2018
- Period: 7
- ADB Date: 01/03/2018
- Auto Generate Lines: (Checked)

A red arrow points to the Long Description field with the text: "Long Description is the *ONLY* field in this upper section to modify."

A new 9.2 Feature in the Journal Entry process is **Attachments**, which will save the backup supporting the journal in PeopleSoft Finance. This can be viewed by anyone on campus, so please avoid sensitive data, such as social security numbers.



The screenshot shows the Journal Entry screen with the following fields and values:

- SJE Type: (Empty dropdown)
- Currency Defaults: USD / CPT / 1
- Attachments (0)
- Reversal: Do Not Generate Reversal
- Commitment Control
- Entered By: RSTRUCK
- Entered On: (Empty field)
- Last Updated On: (Empty field)
- Save Journal Incomplete Status: (Checked)
- Autobalance on 0 Amount Line: (Unchecked)
- Buttons: Save, Notify, Refresh, Add, Update/Display

A red arrow points to the Attachments link with the text: "'Attachments' is the only link to modify here"

STEP 3: JOURNAL ATTACHMENTS

After clicking the **Attachments** Link, it will bring you to this screen.

Journal Entry Attachments

Unit UMBC1 Journal ID 0000209319 Date 01/03/2018

Details Personalize Find View All First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	☒				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK

Please leave the box next to “**Show to Approver?**” checked.

Please click **Add Attachment**.

1.1 Browse button to select File, select the file, Click **Open** button to select.

1.2 Click Upload button to attach.

1.3 For 1 file, click OK button. For 2 or more files, click **Add Attachment** again.

1.4 For each file, please enter a **Description** that will assist the Approver in understanding the purpose of the attachment.

Journal Entry Attachments

Unit UMBC1 Journal ID 0000209319 Date 01/03/2018

Details Personalize Find View All

File Name	Show to Approver?	Description	User	Name
10013911.jpg	☒	Agreement between two depts		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK

STEP 4: BUSINESS PROCESS FOR JE ATTACHMENTS

Business Process for Attachments:

Attachments should be supporting information for the Approver to better understand the purpose of the transaction.

Examples of attachments:

- Detail report from REX Finance
- Pcard report
- Grant Detail Report
- Scanned Emails indicating that Department A is supporting Department B
- Scanned Formal agreements indicating ongoing financial support to/from departments on journal lines.

Sponsored funding requires backup for Cost Transfers. For details and deadlines on Cost Transfers, please visit: <https://cga.umbc.edu/cost-transfer-procedures-on-sponsored-projects-2>

The attachment follows the Journal Entry and can be viewed by anyone on campus. Please avoid attachments with sensitive information.

JOURNAL LINE ENTRY

STEP 5: ENTER LINE INFORMATION

Now that an appropriate **Attachment** has been included, please click on the **'Lines'** Tab.

Unit: UMBC1 Journal ID: NEXT Date: 03/15/2018

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Lines Personalize | Find | [Icon] | [Icon]

Select	Line	Base Amount	Fund	Dept	Account	PC Bus Unit	Project	Activity	Program FIN Name	Journal Line Descr
☐	1									

Lines to add: 1 + - [Icon]

Totals Personalize | Find | View All | [Icon] | [Icon] First 1 of 1 Last

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
1	0.000	0.000	T	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

The next steps are to enter the Journal Line chartstring information. See “Journal Entry Helpful Hints” at the end of this document for help with some of the chartfield data entry, including Debit or Credit information.

Enter chartfield information by typing the information into the fields or selecting the magnifying glass. **Start with your department chartstring on line 1, because those approvers will have the worklist items.**

Unit: UMBC1 Journal ID: NEXT Date: 03/15/2018

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Lines Personalize | Find | [Icon] | [Icon]

Select	Line	Base Amount	Fund	Dept	Account	PC Bus Unit	Project	Activity	Program FIN Name	Journal Line Descr
☐	1	-10.00	1111	10513	4876301				000	Miscellaneous Rev
☐	2	10.00	1113	10200	4876301	UMBC1	00000745	MAIN	000	Miscellaneous Rev

Header | Lines | Totals | Errors | Approval

Now that the journal has been entered, please click **'Save'** in the lower left hand corner. This will change Journal ID from NEXT to a 10 digit number.

STEP 6: EDIT JOURNAL

Next, Press '**Process**' button while the 'Edit Journal' option is selected.

The screenshot shows the 'Edit Journal' screen. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is 'UMBC1', 'Journal ID' is 'NEXT', and 'Date' is '03/15/2018'. There are buttons for 'Template List', 'Inter/IntraUnit', 'Change Values', and 'Process'. The '*Process' dropdown is set to 'Edit Journal'. A red arrow points to the 'Process' button. Below the buttons is a table with columns: Select, Line, Base Amount, Fund, Dept, Account, PC Bus Unit, Project, Activity, Program FIN Name, and Journal Line Descr. The table has two rows: Line 1 with Base Amount -10.00, Fund 1111, Dept 10513, Account 4876301, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'; and Line 2 with Base Amount 10.00, Fund 1113, Dept 10200, Account 4876301, PC Bus Unit 'UMBC1', Project '00000745', Activity 'MAIN', Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'.

After the Edit Journal Process runs, it creates internal account numbers to auto balance by fund shown below.

The first screenshot shows the 'Edit Journal' screen after the process runs. The 'Journal ID' is now '0000209809'. The 'Process' button is highlighted with a red arrow. The table has four rows: Line 1 with Base Amount -10.00, Fund 1111, Dept 10513, Account 4876301, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'; Line 2 with Base Amount 10.00, Fund 1113, Dept 10200, Account 4876301, PC Bus Unit 'UMBC1', Project '00000745', Activity 'MAIN', Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'; Line 3 with Base Amount 10.00, Fund 1111, Dept, Account 1701000, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Due To and Due Fr'; and Line 4 with Base Amount -10.00, Fund 1113, Dept, Account 1701000, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Due To and Due Fr'. A red arrow points from the first screenshot to the second.

Please ignore these line with 1701000, they auto balance by fund.

The second screenshot shows the 'Edit Journal' screen after the process runs. The 'Journal ID' is now '0000209809'. The 'Process' button is highlighted with a red arrow. The table has four rows: Line 1 with Base Amount -10.00, Fund 1111, Dept 10513, Account 4876301, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'; Line 2 with Base Amount 10.00, Fund 1113, Dept 10200, Account 4876301, PC Bus Unit 'UMBC1', Project '00000745', Activity 'MAIN', Program FIN Name 000, and Journal Line Descr 'Miscellaneous Rev'; Line 3 with Base Amount 10.00, Fund 1111, Dept, Account 1701000, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Due To and Due Fr'; and Line 4 with Base Amount -10.00, Fund 1113, Dept, Account 1701000, PC Bus Unit, Project, Activity, Program FIN Name 000, and Journal Line Descr 'Due To and Due Fr'. A red box highlights the 'Find' button in the top right corner.

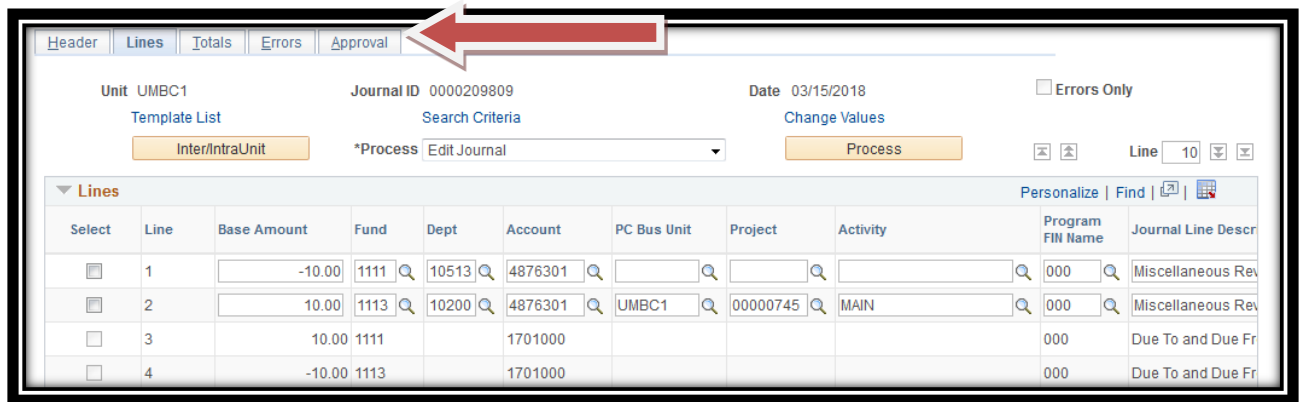
To review the lines without the new 1701000 account numbers, the lines can be downloaded from the red box.

SUBMIT FOR APPROVAL

STEP 7: SUBMIT JOURNAL ENTRY

Since PeopleSoft Finance will house the journal and backup in the attachments, printing the journal is ***NOT REQUIRED***. When the Journal is free of Errors, please continue to Submitting for Approval.

Please click the Approval Tab.



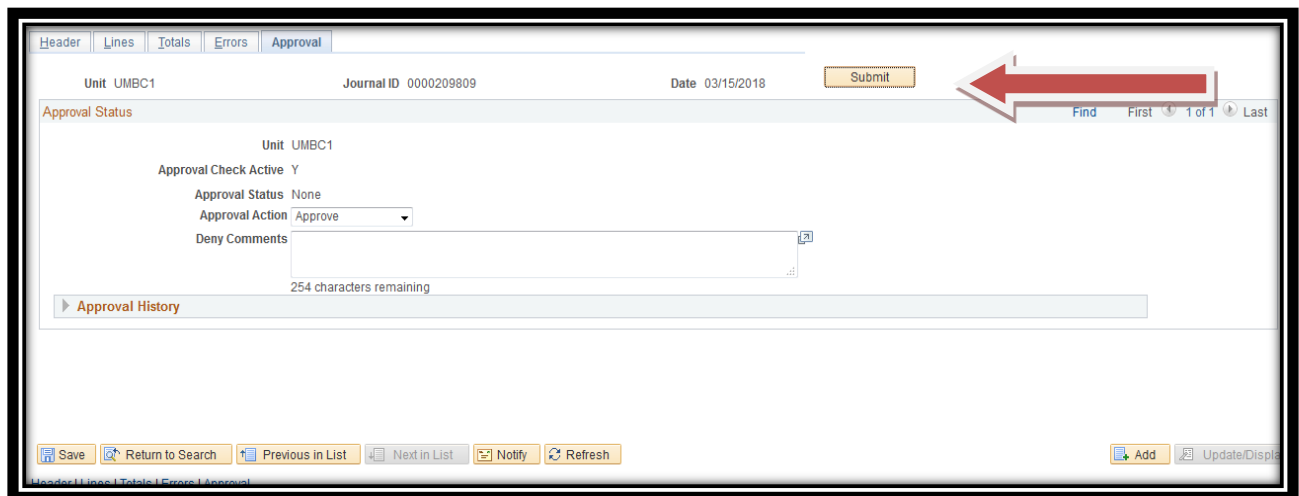
The screenshot shows the PeopleSoft Finance Journal Entry screen. The 'Approval' tab is selected, indicated by a red arrow. The screen displays the following information:

- Unit: UMBC1
- Journal ID: 0000209809
- Date: 03/15/2018
- Errors Only: ☐
- Template List: [Inter/IntraUnit](#)
- Search Criteria: [Change Values](#)
- *Process: Edit Journal
- Process: [Process](#)
- Line: 10

The 'Lines' section shows a table with the following data:

Select	Line	Base Amount	Fund	Dept	Account	PC Bus Unit	Project	Activity	Program FIN Name	Journal Line Descr
☐	1	-10.00	1111	10513	4876301				000	Miscellaneous Rev
☐	2	10.00	1113	10200	4876301	UMBC1	00000745	MAIN	000	Miscellaneous Rev
☐	3	10.00	1111		1701000				000	Due To and Due Fr
☐	4	-10.00	1113		1701000				000	Due To and Due Fr

Next Click Submit button.



The screenshot shows the PeopleSoft Finance Journal Entry screen with the 'Approval' tab selected. The 'Approval Status' section is visible, showing the following information:

- Unit: UMBC1
- Journal ID: 0000209809
- Date: 03/15/2018
- Submit: [Submit](#)
- Approval Status: None
- Approval Action: [Approve](#)
- Deny Comments: [Deny Comments](#)
- 254 characters remaining
- Approval History: [Approval History](#)

The bottom of the screen shows navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

When the Journal is submitted for approval, it enters a "Worklist Item" to the Departmental Approvers for the department listed on the Journal Line 1.

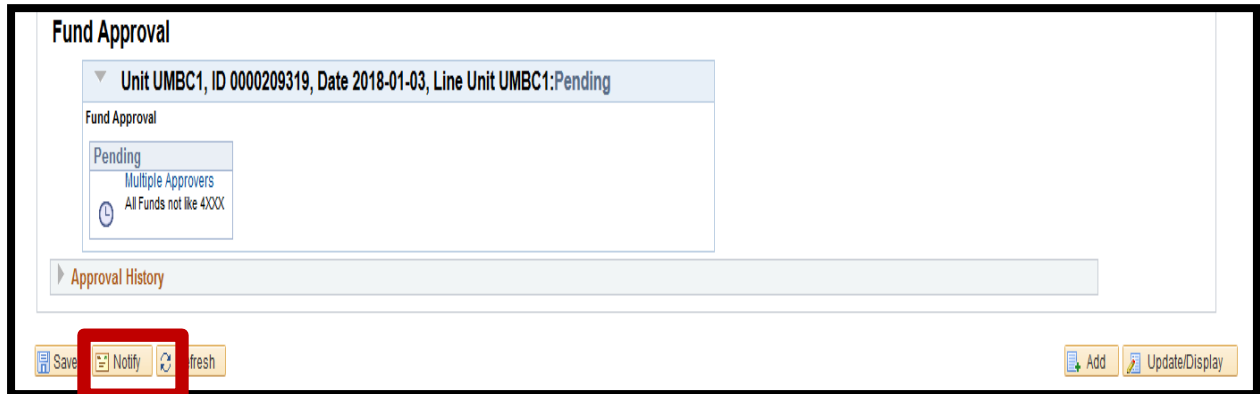
STEP 8: JOURNAL APPROVAL INFORMATION

When the Journal is submitted for approval, it enters a “Worklist Item” to the Departmental Approvers for the department listed on the Journal Line 1.

To see who will be approving the journals, please click on the link in the “Pending” box. This example has one Fund Approval box, but other journals may have multiple.

The screenshot displays the 'Approval' tab of a PeopleSoft journal entry interface. At the top, the header shows 'Unit UMBC1', 'Journal ID 0000209319', and 'Date 01/03/2018', with a 'Submit' button to the right. Below this, the 'Approval Status' section shows 'Unit UMBC1', 'Approval Check Active Y', 'Approval Status Pending Approval', 'Approval Action Approve' (in a dropdown), and a 'Deny Comments' text area with a '254 characters remaining' indicator. The 'Fund Approval' section is expanded, showing a dropdown for 'Unit UMBC1, ID 0000209319, Date 2018-01-03, Line Unit UMBC1:Pending'. Below this, a 'Fund Approval' box contains a 'Pending' status, a link for 'Multiple Approvers' (highlighted with a red arrow), and a note 'All Funds not like 4XXX'. At the bottom, there is an 'Approval History' section and a footer with 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

STEP 9: NOTIFY OTHER CAMPUS DEPARTMENTS

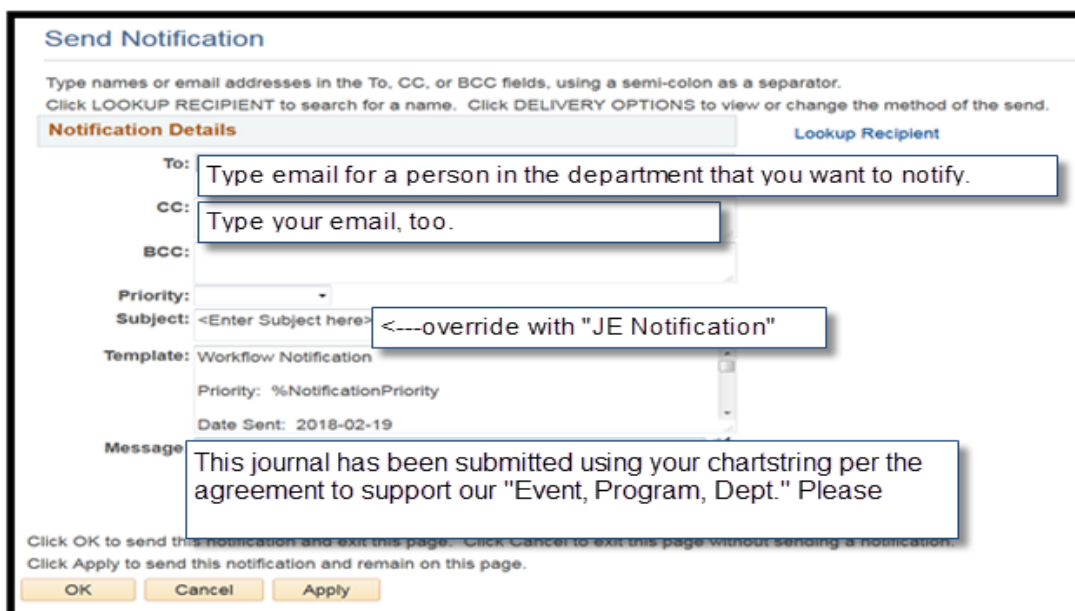


Business Process for “Notify”: Colleges or Units may have business processes to include more than one approver to notify. This Notify Button may be used to accommodate this business process. It can be used in conjunction with the “Attachments” feature.

There is also a step that an Approver can take, which is in the Approver’s Instructions.

Update the Workflow Notification Email:

1. To:
2. Subject
3. Message



JOURNAL ENTRY FEATURES

STEP 10: FIND AN EXISTING VALUE

Check the status of your keyed journals via **“Find an Existing Value”** menu. This also has a new feature to search by your USER NAME or Campus ID.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ Search Criteria

Use Saved Search:

Business Unit

=

Journal ID

begins with

Journal Date

=

Document Sequence Number

begins with

Line Business Unit

=

Journal Header Status

=

Budget Checking Header Status

=

Source

=

Entered By

begins with

Attachment Exist

=

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)

[Save Search Criteria](#) [Delete Saved Search](#)

On occasion, it is necessary to **COPY or REVERSE** a journal

1. While in the Lines tab of a journal:
2. Select the Process drop down box to be 'Copy Journal'.
3. Click Process

Header

Lines

Totals

Errors

Approval

Unit UMB1

Journal ID 0000209319

Date 01/03/2018

☐ Errors Only

Template List

Search Criteria

Change Values

Inter/IntraUnit

*Process Copy Journal

Process

▼ Lines

Personalize | Find |  

Select	Line	Base Amount	Fund	Program FIN Name	Dept	Account	PC Bus Unit	Project	Activity	An Type
☐	1	-10.00	1111	000	10513	4876301				
☐	2	10.00	1113	000	10200	4876301	UMBC1	00000745	MAIN	GLR

- A. Recalculate Budget Data
- B. Save Journal in Incomplete Status
- C. Then click OK button.

Journal Entry Copy

Business Unit UMBC1

Journal ID NEXT

Journal Date 01/03/2018

ADB Date

Currency Effective Date

Copy From ID 0000209319

Ledger

New Ledger

Document Type

☐ Reverse Signs

☒ Recalculate Budget Date

☒ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK Cancel

PeopleSoft 9.2 Journal Entry 3.1

STEP 12: JOURNAL ENTRY REVERSAL

To **COPY** with the objective of making a **REVERSAL of a previous JE**:

1. While in the Lines tab of a journal:
2. Select the Process drop down box to be 'Copy Journal'.
3. Click Process

Check the boxes below for:

- A. Reversal Signs Button
- B. Recalculate Budget Data
- C. Save Journal in Incomplete Status

Journal Entry Copy

Business Unit UMBC1 Copy From ID 0000209319

Journal ID NEXT Ledger

Journal Date 01/03/2018 New Ledger

ADB Date Document Type

Currency Effective Date

☒ Reverse Signs

☒ Recalculate Budget Date

☒ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

Once the original journal has been Reversed and recopied, please update the

1. Journal Header: Long Description to explain why it is being reversed
2. Journal Lines: Line Description shown on these instructions (if needed).
3. Journal Lines: Reference shown on these instructions (optional).
4. These appear on the General Ledger Detail reports so if you indicate that a journal is a **REVERSAL** and **REDO** of a previous journal, it will make research easier.

PLEASE REMEMBER TO ATTACH BACKUP TO THE "NEW COPY" of the JOURNAL.

APPENDIX A: JE HELPFUL HINTS 9.2

Field	Description	Values
Base Amount	Balance Sheet Accounts (Usually Central Use) 1,2,3	CR (-) DR (+)
	Revenue Accounts (Campus Wide) 4, 5	CR (-) increase revenue DR (+) decrease revenue
	Expense Accounts (Campus Wide) 6,7,8	CR (-) decrease expense DR (+) increase expense
Fund	1111 State Fund	* Journals with 1114,1253,1263 will be reviewed by OCGA.
	1112 Auxiliary Fund	
	1113 DRIF or Revolving Fund	
	1114* Cost Share fund for Grant	
	1253* Grant Fund	
	1263* Financial Aid	
Prog FIN	Revenue Accounts / Balance Sheet	Must be 000
	Expense Accounts	Never be 000
	Expense Accounts – Fund 1112 special rule	Must be 081 for expenses
Dept	Use Magnifying class to search. e.g Enter 10% in the field then press 'Look Up'	Be careful typing Dept ID.
Account	Use Magnifying class to search. e.g Enter 4, 5, 6, or 7 in the field Account field then press 'Look Up'	
PC BUS Unit	Needed for Projects	Blank if there is NO project
		UMBC1 for UMBC projects
		CAPPJ* for Facilities Mgmt
Project	Use Magnifying class to search.	FYI: List will only appear if UMBC1 is in PC BUS Unit.
Activity	Use Magnifying class to search.	Needed if Project field is populated
Journal Line Description	Enter information that will be helpful on Detail Reports – 30 characters long. See Appendix A	
References	Enter information that will be helpful on Detail Reports – 10 characters long.	

APPENDIX B: COMMON CHART STRING ERRORS

Error		Description	What to do?
COMMON ERRORS	FIX_STRING	Project ID does not match either Fund or Department or Prog Fin	1) Please run this query to determine correct fund: UM_GL_VALID_FIX_STRING_COMBO
Error		Description	What to do?
COMMON ERRORS	NO1111FUND or NO1112FUND	Department has no State Funds (1111) or Auxiliary Funds (1112)	Ensure there is no typo, then contact department. If Dept has budgeted Fund 1111 or 1112, open RT ticket in Financial Services & Accounting Queue.
	FUND_PROJE	E.g. Fund 1113 has been used without a PC BUS Unit or Project ID.	Confirm the chartstring.
	UM_PROGFIN	The Prog FIN selected is intended for a different account type.	Change the Prog FIN based on the Helpful Hints.
Error		Description	What to do?
UN-COMMON ERRORS	ACCT_FUND	A Fund is required for this transaction.	Enter the fund.
	FS_DBT_SRV	Debt Service requires specific chartstring and departments.	Please review Ledger Inquiry for the previously accepted chartstrings.
	FS_PAYROLL	The account selected is a system generated payroll department and is not available for manual journal entries.	Please check Tree Viewer for the Tree CC_ACCOUNTS. Look under the "6015099 Fringes – Manual Calc" for correct manual account.
	UM_DPT_REQ	Department required.	Enter a Department ID.
	UM_INVL_DP	The department or account selected is a roll up value, which means it cannot have transactions directly charged to it.	Please check Tree Viewer to review CC_ACCOUNTS or CC_DEPT
	UM_INVL_FD	Invalid Field.	
	UM_ROLLUP	The department or account selected is a roll up value, which means it cannot have transactions directly charged to it.	Please check Tree Viewer to review CC_ACCOUNTS or CC_DEPT
	UM_SOF_X	Field Source of Funds (SOF) is no longer used.	Remove value from SOF. Customize JE screen to exclude SOF.

APPENDIX C "COST TRANSFER PROCEDURES ON SPONSORED PROJECTS"

Printed for class, but also available on OCGA Website: [https://cga.umbc.edu/cost-transfer-procedures-on-sponso fred-projects-2/](https://cga.umbc.edu/cost-transfer-procedures-on-sponso-fred-projects-2/)