PEOPLESOFT 9.2 JOURNAL ENTRY

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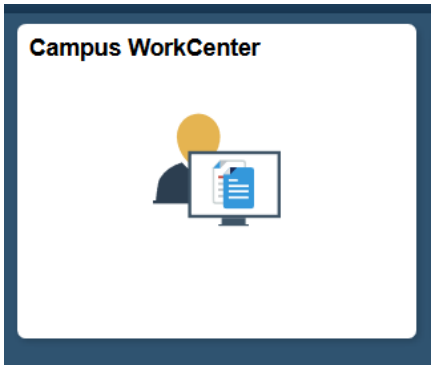
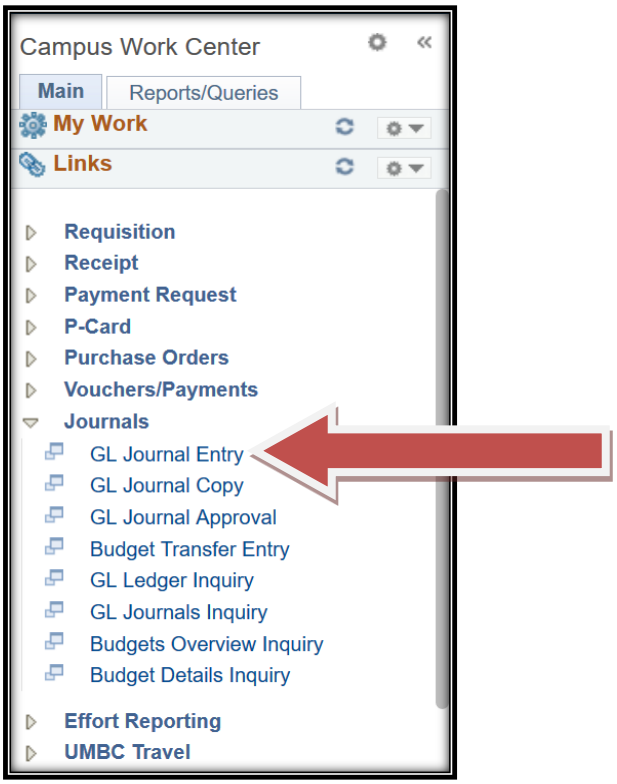
JOURNAL ENTRY NAVIGATION

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

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

IMPORTANT: Journal Date dictates the Fiscal Period and Year

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

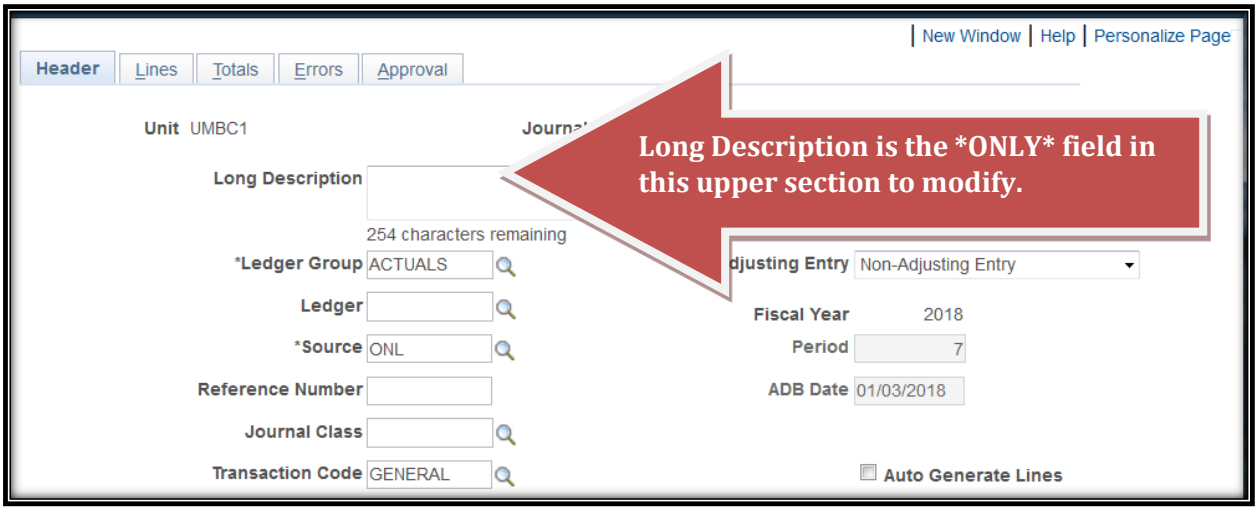
Monthly JE Deadline emails are sent by Financial Services with the sponsored funds and non-sponsored funds deadlines. If you miss a sponsored fund journal entry deadline, please FUTURE DATE the journal to go into the NEXT Fiscal Period.

> For example, if you miss January Deadline, please put February 1, so the journal goes into the next month.

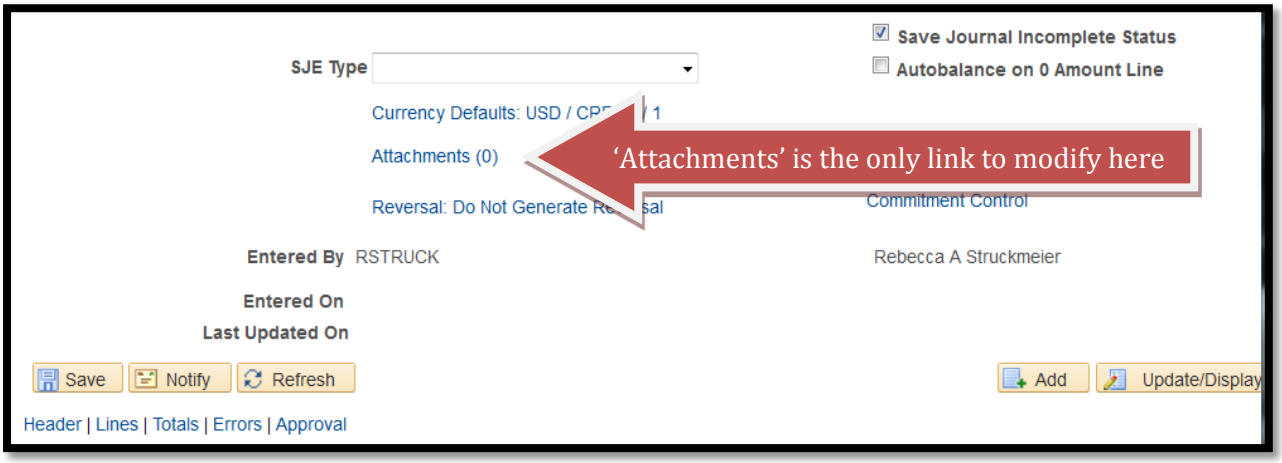
To create a new Journal Entry, Press the **'Add'** Button.

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.

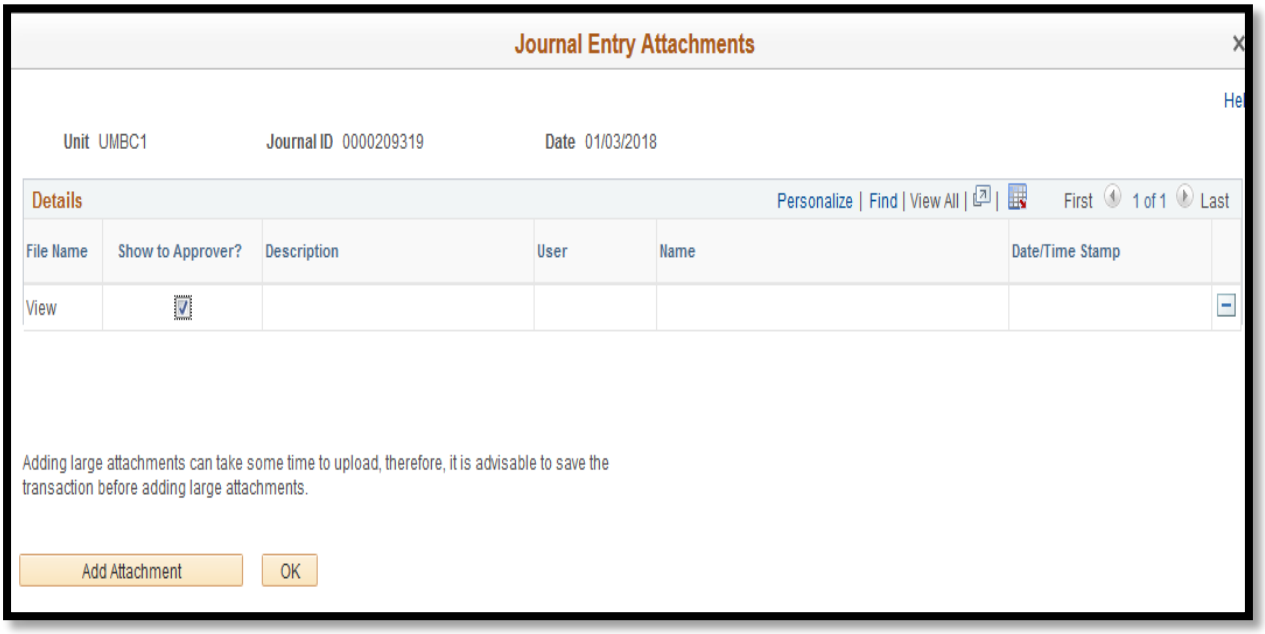


A new 9.2 Feature in the Journal Entry process is **Attachments**, which will save the backup supporting the journal in PeopleSoft Finance. This can be viewed by anyone on campus, so please avoid sensitive data, such as social security numbers.



STEP 3: JOURNAL ATTACHMENTS

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



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.

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.

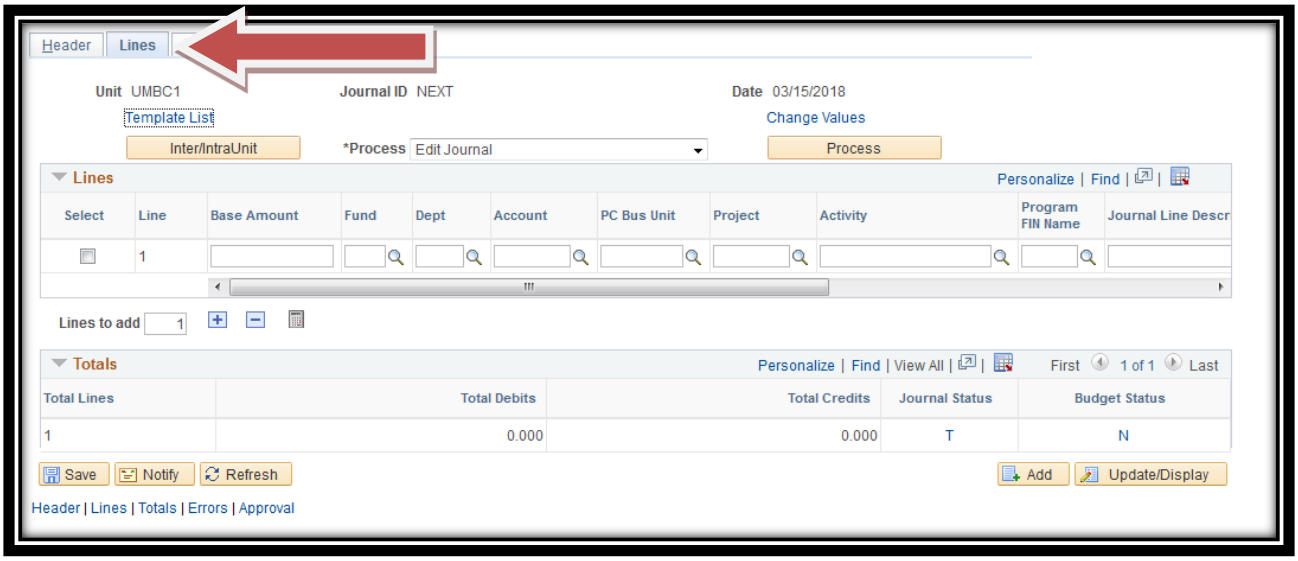
Sponsored funding requires backup for Cost Transfers. For details and deadlines on Cost Transfers, please visit:https://cga.umbc.edu/cost-transfer-procedures-on-sponsored-projects-2

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

JOURNAL LINE ENTRY

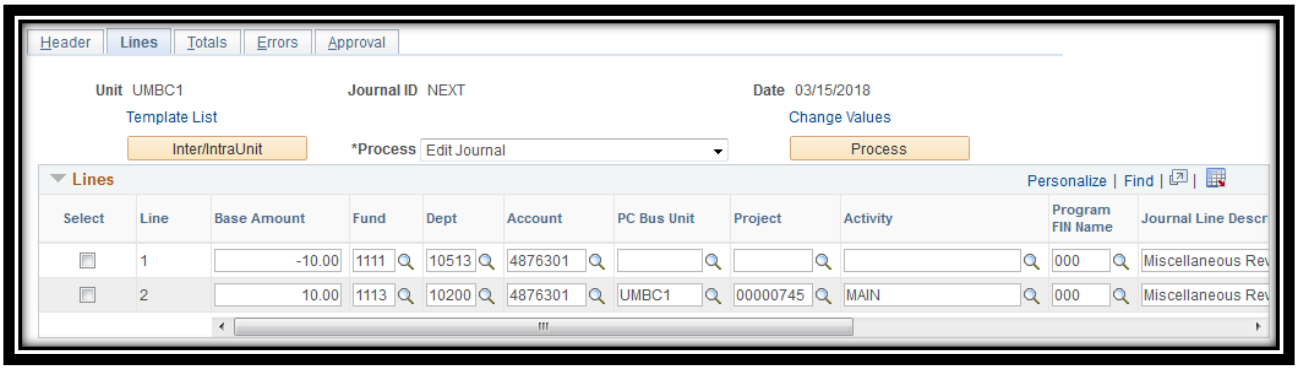
STEP 5: ENTER LINE INFORMATION

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



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.

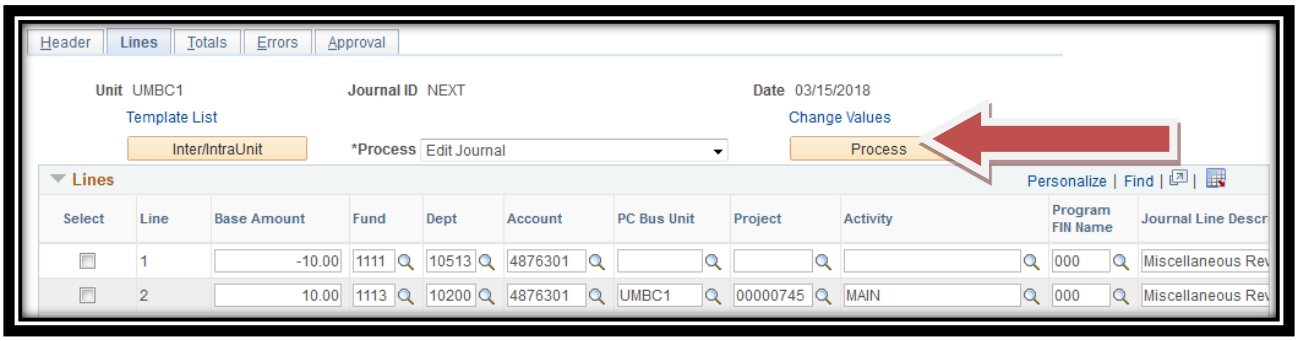
Enter chartfield information by typing the information into the fields or selecting the magnifying glass. **IMPORTANT: Start with your department chartstring on line 1, because those approvers will have the worklist items.**

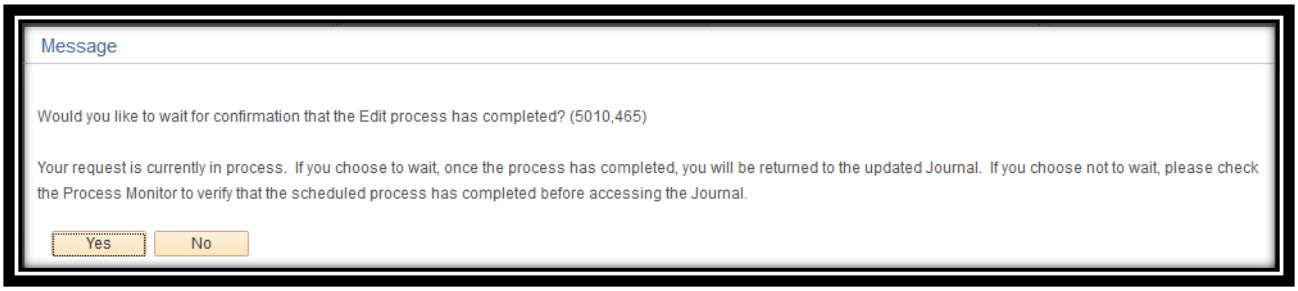


Now that the journal has been entered, please click **'Save'** in the lower left hand corner. This will change Journal ID from NEXT to a 10 digit number.

STEP 6: EDIT JOURNAL

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

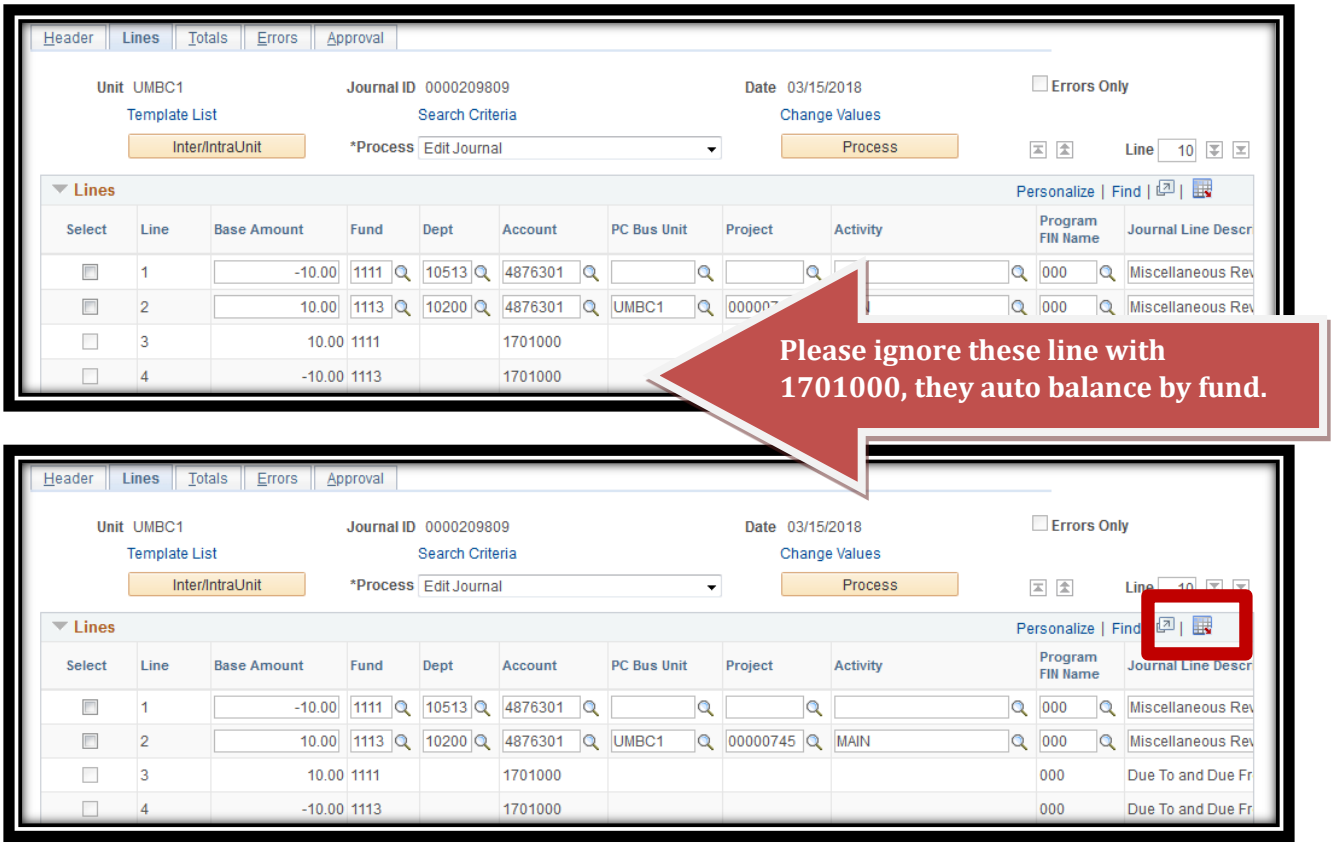




Answer **'YES'** if you would like to wait while system processes the journal.

Answer **'NO'** if you want the edit process to run in Process Monitor, so you can continue onto another task. Then submit for Approval via the Approval Tab via "Find an Existing Value Tab" or "My Work". See Table of Contents.

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



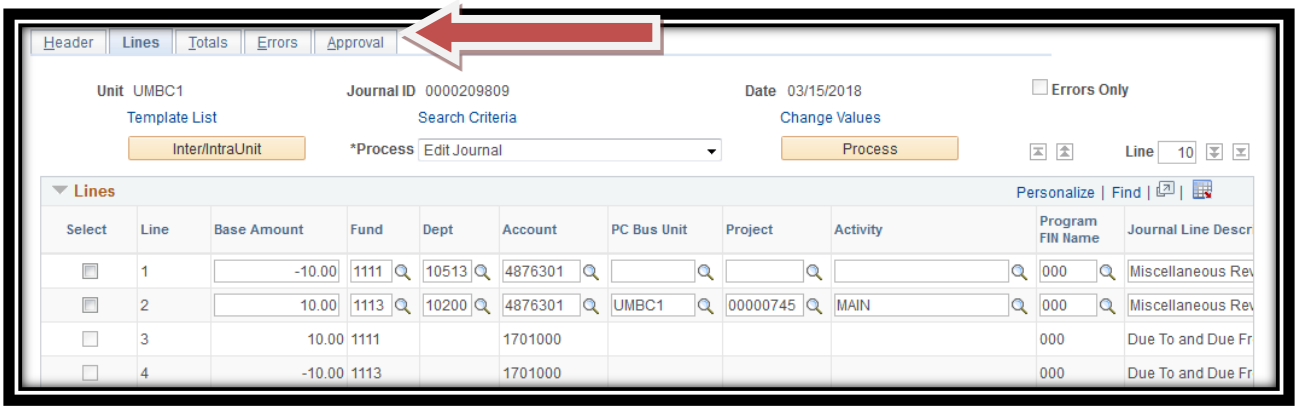
To review the lines without the new 1701000 account numbers, the lines can be downloaded form the red box.

SUBMIT FOR APPROVAL

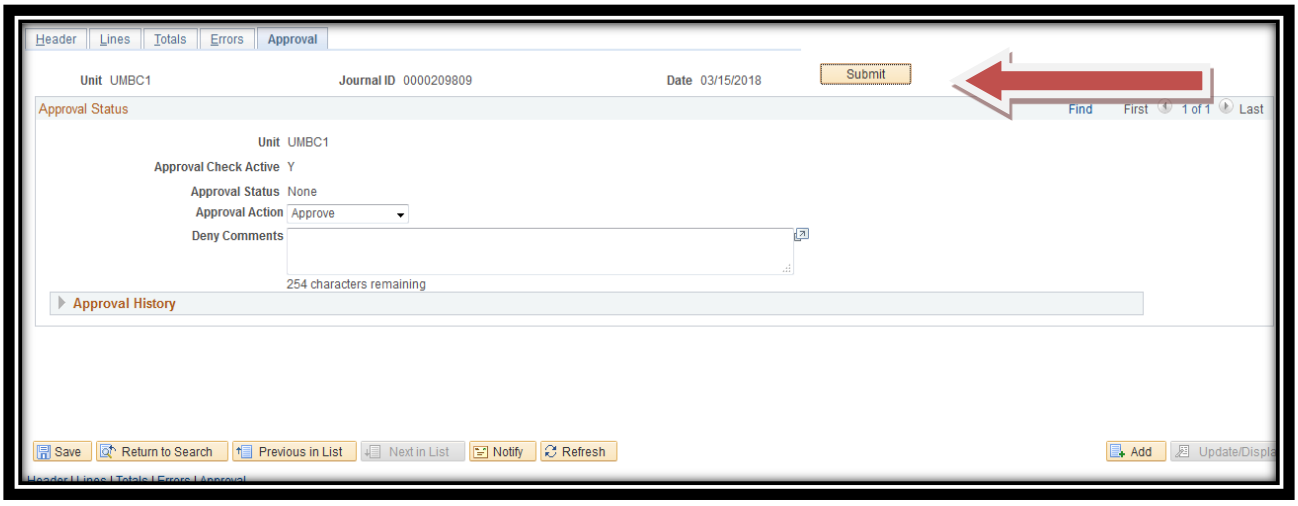
STEP 7: SUBMIT JOURNAL ENTRY

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.



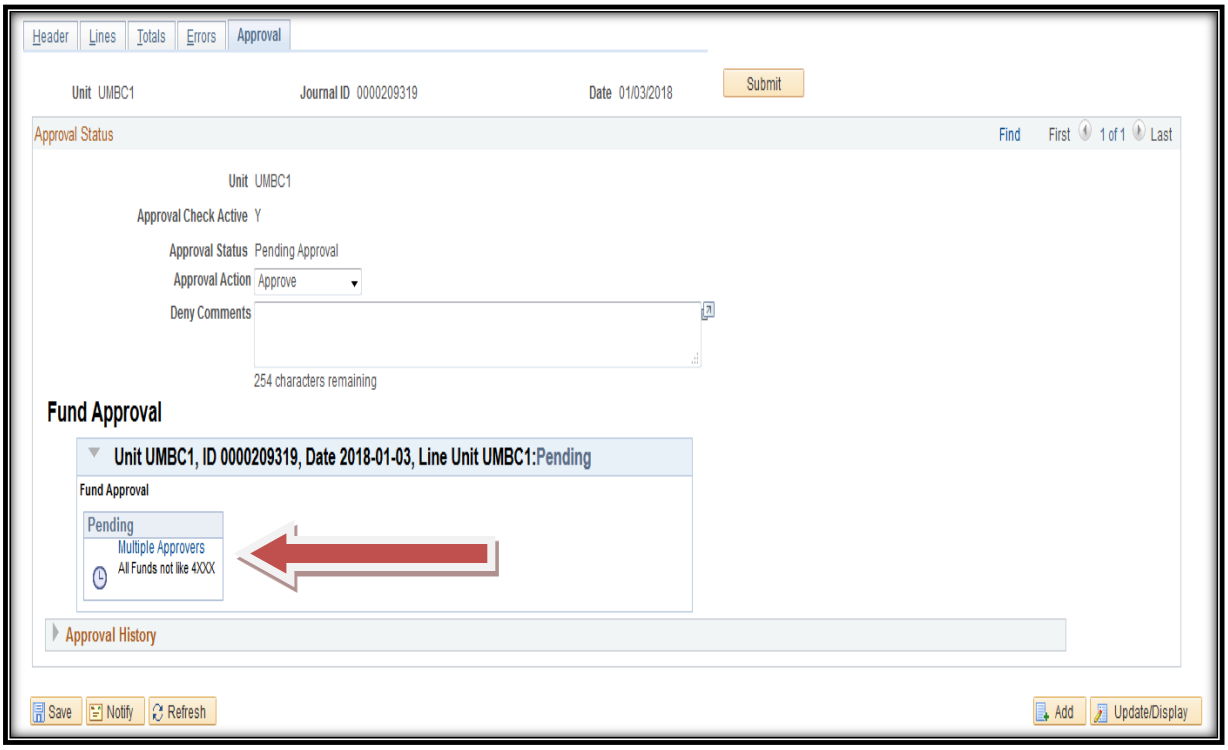
Next Click Submit button.



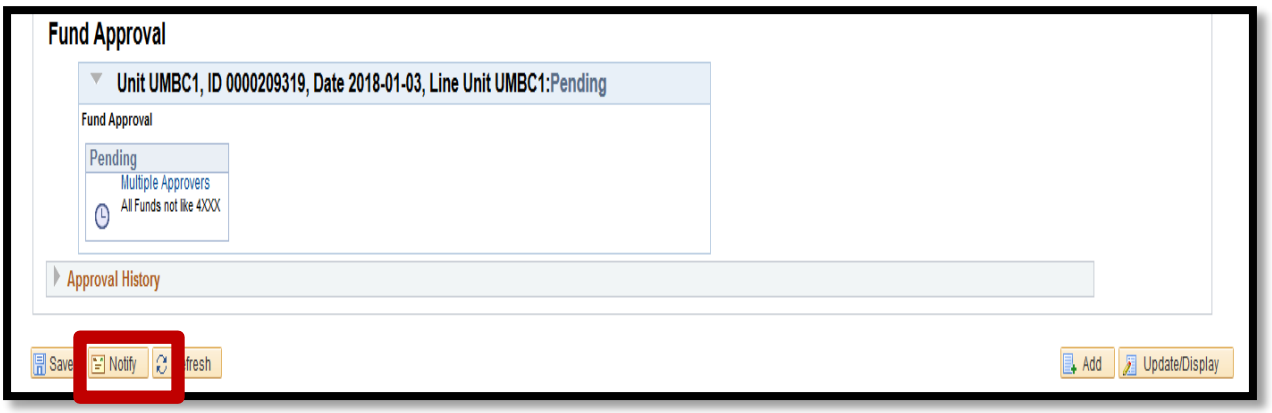
When the Journal is submitted for approval, it enters a "Worklist Item" to the Departmental Approvers for the department listed on the Journal Line 1.

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.



STEP 9: NOTIFY OTHER CAMPUS DEPARTMENTS

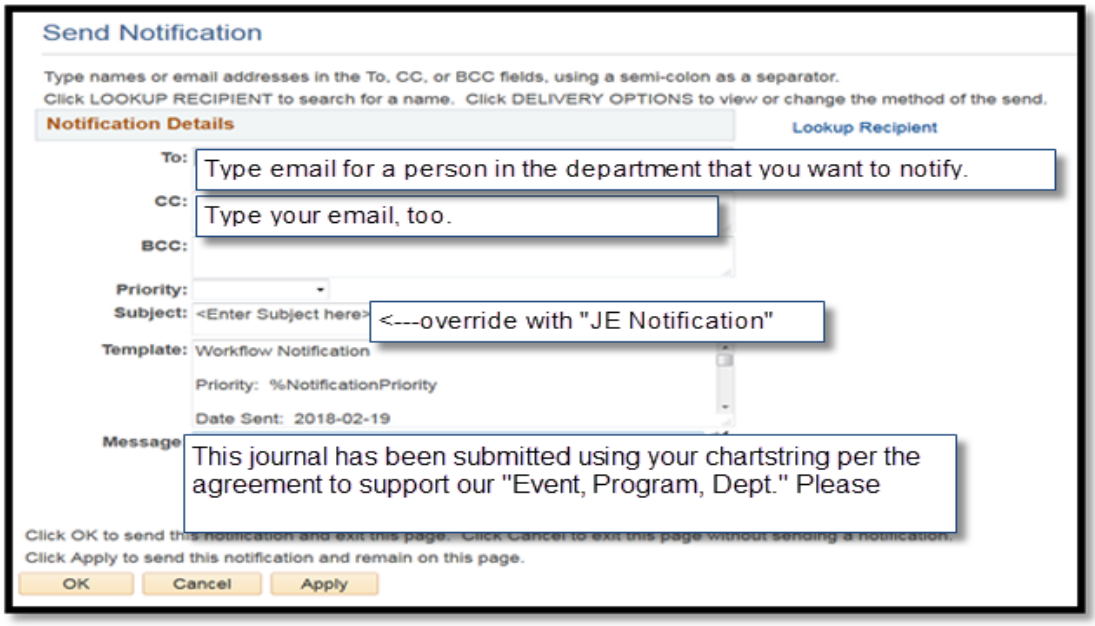


Business Process for "Notify": Colleges or Units may have business processes to include more than one approver to notify. This Notify Button may be used to accommodate this business process. It can be used in conjunction with the "Attachments" feature.

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

Update the Workflow Notification Email:

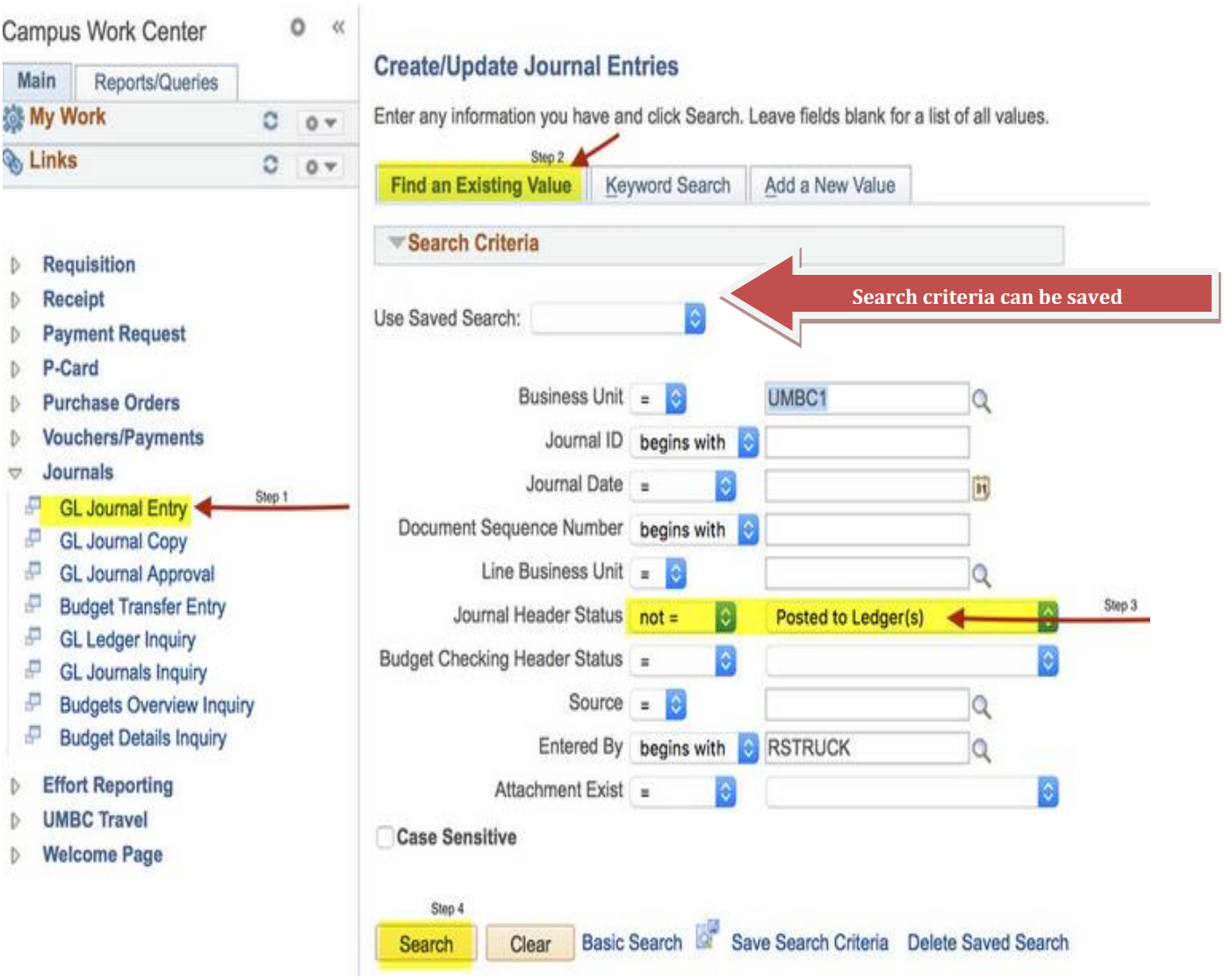
1. To:
2. Subject
3. Message



JOURNAL ENTRY FEATURES

STEP 10A: 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.

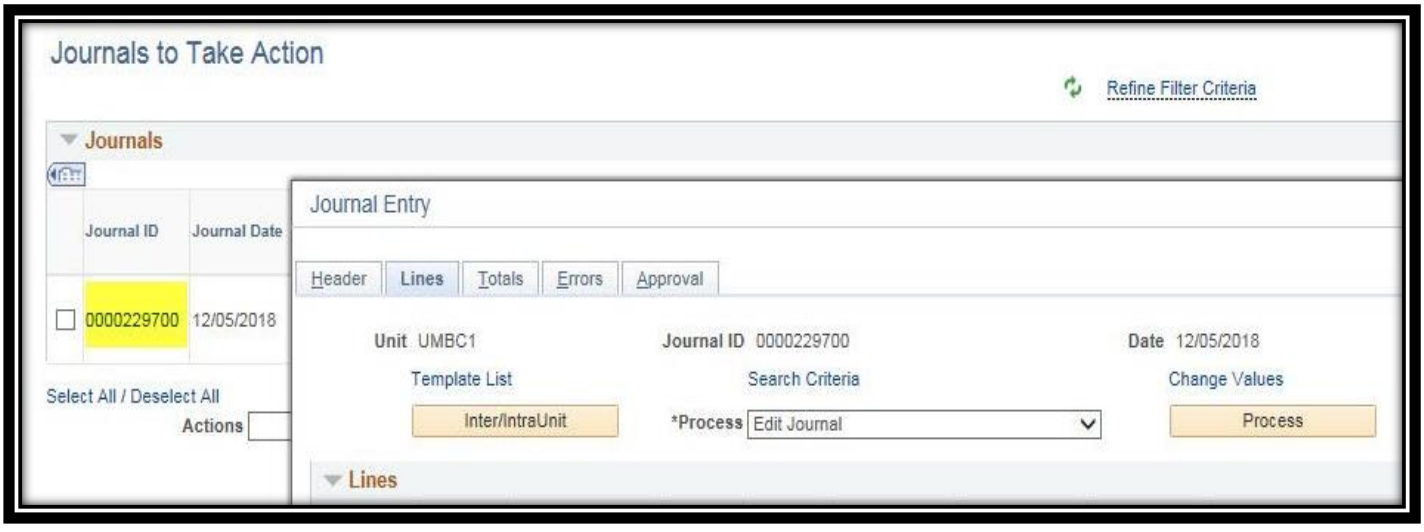


STEP 10B: JOURNALS TO TAKE ACTION LINK

During the Journal Edit Process, if you Answered **'NO'**, it is possible to use the links in the "My Work" section have been organized as below, to act as a reminder for you to take action on your journals:

For the person that **KEYED THE JOURNAL,** there will be an item in the "Journals to Take Action" link, to act as a reminder, or to click on the hyperlink to take action.

It is possible to take actions from this screen, e.g. Submit for Approval, Check the Approval Tab, Edit again.

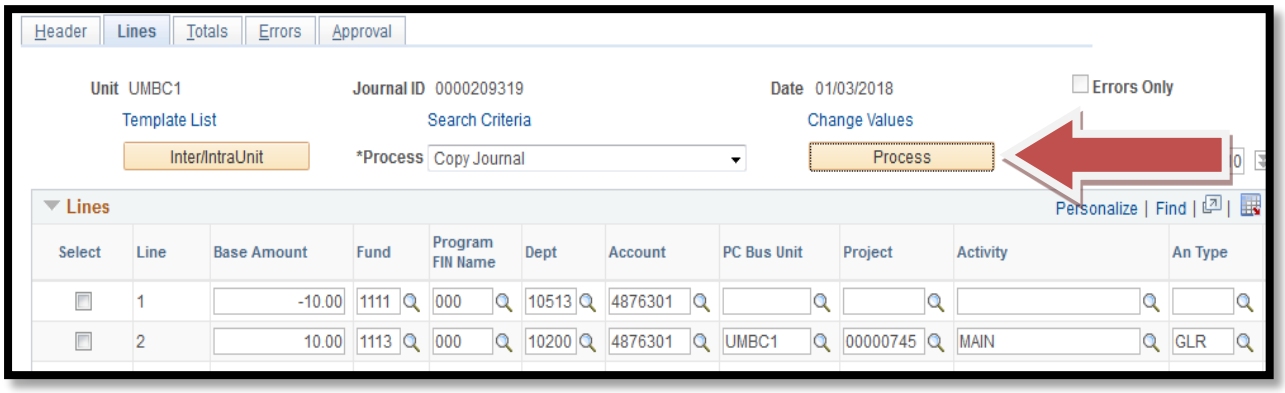


STEP 11: JOURNAL ENTRY COPY

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

To **COPY** 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

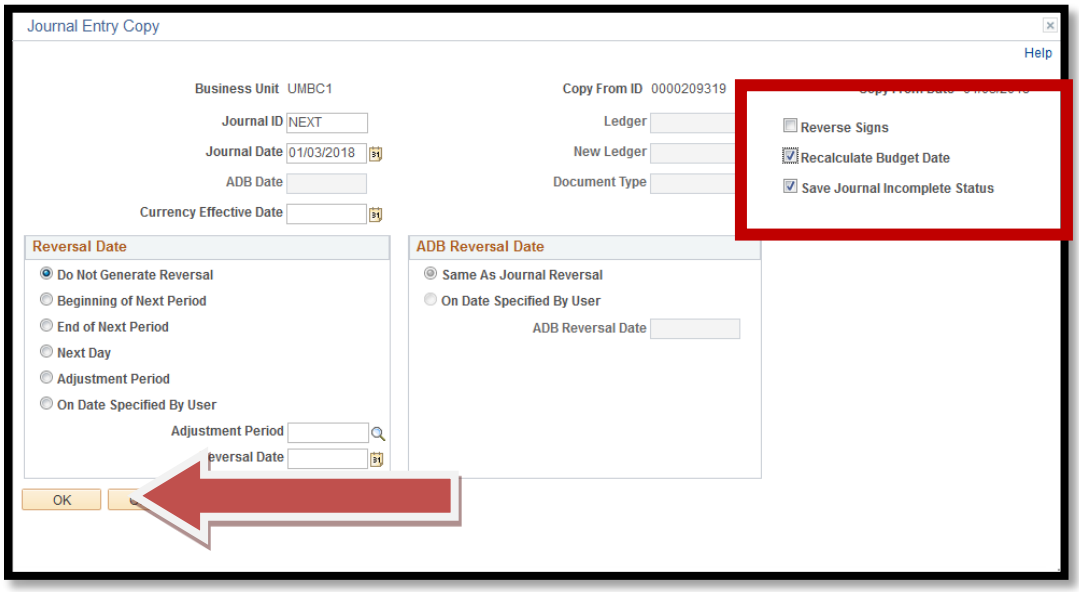


To **COPY** the original Journal, please:

A. Ensure the date in Journal Date will be in the Fiscal Period you need.

e.g. 1/3/201X = Period 7

B. Check Box 'Recalculate Budget Data'
C. Then click OK button at bottom left.



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

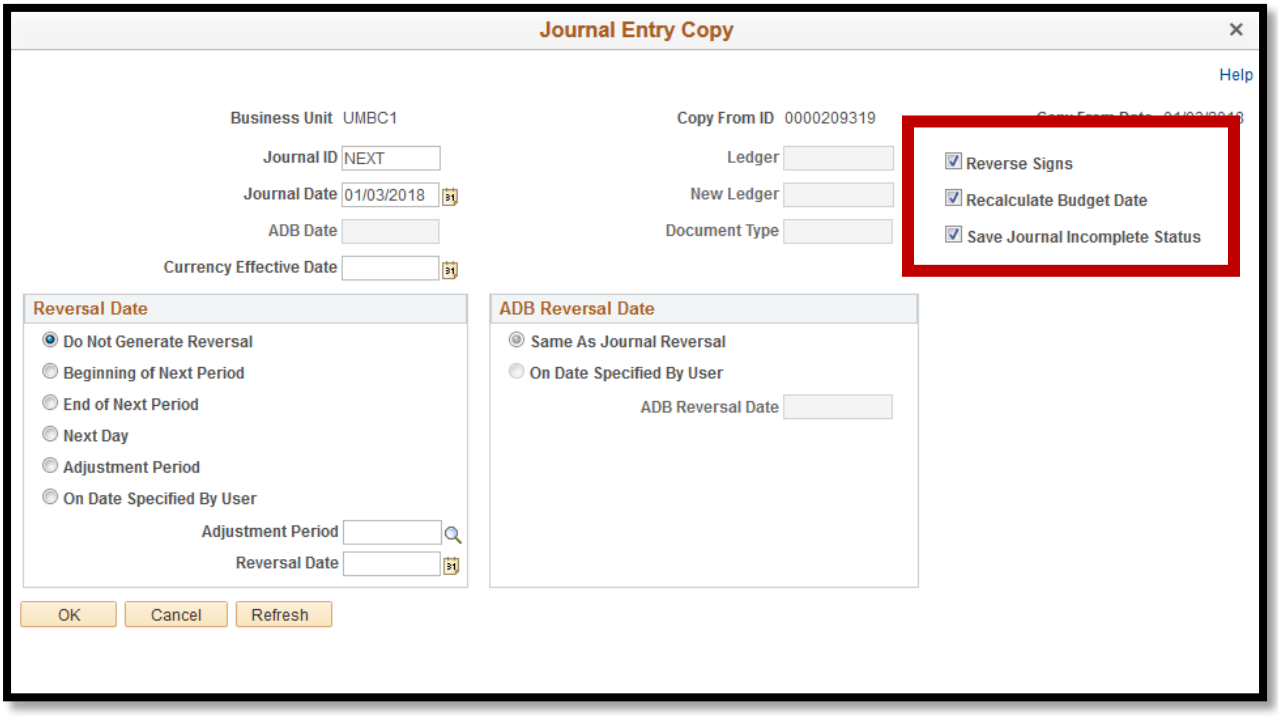
STEP 12: JOURNAL ENTRY REVERSAL

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
D. IMPORTANT: Ensure the date in Journal Date will be the Fiscal Period you need. e.g. 1/3/201X = Period 7



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/