The University of New Orleans
PeopleSoft 9.0: Create/Update Journal Entry

Training Group
Create/Update Journal Entry


Procedure

1. Click the Add a New Value Tab
   The following are required fields:
   - Business Unit: Defaults to UNOLF
   - Journal ID: Defaults to NEXT (A Journal ID will be assigned once the entry has been saved)
   - Journal Date: Defaults to the current date.

2. Click the Add button.
3. Notice the Journal Entry Header display the Business Unit, Journal ID and the Journal Date.
4. Enter a long description.
5. Enter the Ledger group ACTUALS.
6. Enter the Source ONL
7. Click the lines tab.
8. The first line of the Journal Entry appears by default.
9. Enter the line information: Enter the Speed type. The Dept and Fund will populate.
10. Enter Account.
11. Enter the line amount. Credit values should be entered as negative numbers and debits as positive. If cents are other than zero, enter a period after the dollar.

12. After completing line 1 of the Journal Entry, you can add additional lines by clicking the add button.
1. Enter second line amount and select the calculate amounts button.

2. The totals section will display the total number of Journal lines and the total number of (-) debits and credits. The Journal Status column displays the journal’s current status.
3. Once the lines values have been entered, run the journal through the Edit process. Click the Process button to initiate the Edit process.

4. After the Journal Entry has completed the Edit process status should be V for valid displays. The status must be Valid in order to post.

5. Navigate back to the Header tab and the Save Journal Incomplete Status box is automatically unchecked and the journal entry will be picked up during the next batch process.