

2009

The University of New Orleans

PeopleSoft 9.0: Create/Update Journal Entry



THE UNIVERSITY *of*
NEW ORLEANS



Create/Update Journal Entry

Navigation: General Ledger>Journals>Journal Entry>Create/Update Journal Entries

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.

Create/Update Journal Entries

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

Business Unit: UNOLF

Journal ID: NEXT

Journal Date: 04/09/2009

Add

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

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

Header		Lines	Totals	Errors	Approval
Unit:	UNOLF	Journal ID:	NEXT	Date:	04/09/2009
Long Description:	payment shoud have been charged to FY 99-00				
*Ledger Group:	ACTUALS	<input type="checkbox"/>	Auto Generate Lines		
Ledger:		<input type="checkbox"/>	Adjusting Entry: Non-Adjusting Entry		
*Source:	ONL	<input type="checkbox"/>	Fiscal Year: 2009		
Reference Number:		<input type="checkbox"/>	Period: 10		
SJE Type:		<input type="checkbox"/>	ADB Date: 04/09/2009		
Journal Class:		<input type="checkbox"/>	<input type="checkbox"/> Save Journal Incomplete Status		
Transaction Code:	GENERAL	<input type="checkbox"/>			
Currency Defaults: USD / CRRNT / 1					
Reversal: Do Not Generate Reversal			Commitment Control		
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>					
Header Lines Totals Errors Approval					

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.

Unit: UNOLF Journal ID: NEXT Date: 04/09/2009 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Fund	Dept	Project
<input type="checkbox"/>	1	UNOLF	ACTUALS	13139		646700	101XX	1300650000	

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNOLF	1	0.00	0.00	N	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

12. After completing line 1 of the Journal Entry, you can add additional lines by clicking the add button.

Unit: UNOLF Journal ID: NEXT Date: 04/09/2009 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Fund	Dept	Project
<input type="checkbox"/>	1	UNOLF	ACTUALS	13139		646700	101XX	1300650000	

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNOLF	1	0.00	0.00	N	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Click the add a row button to add additional lines.

1. Enter second line amount and select the calculate amounts button.

The screenshot shows the 'Journal Entry' interface with the following details:

- Unit:** UNOLF **Journal ID:** NEXT **Date:** 04/09/2009 ***Process:** Edit Journal
- Template List:** Change Values **Inter/IntraUnit**
- Lines Table:**

Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Fund	Dept	Project
<input type="checkbox"/>	1	UNOLF	ACTUALS	13139			101XX	1300650000	
<input type="checkbox"/>	2	UNOLF	ACTUALS				101XX	1300650000	
- Totals Section:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNOLF	2	30.00	0.00	N	N

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.

This screenshot shows the same interface as above, but with the 'Calculate Amounts' button highlighted in red. Red arrows point from this button to the updated values in the 'Totals' section:

- Lines to add:** 1 [+] [-] [Calculate Amounts]
- Totals Section:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNOLF	2	15.00	15.00	N	N

- Once the lines values have been entered, run the journal through the Edit process. Click the Process button to initiate the Edit process.
- 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.

Unit: UNOLF Journal ID: 0000322902 Date: 04/09/2009 *Process: Edit Journal **Process**

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Fund	Dept	Project
<input type="checkbox"/>	1	UNOLF	ACTUALS			646700	101XX	1300650000	
<input type="checkbox"/>	2	UNOLF	ACTUALS			646700	101XX	1300650000	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNOLF	2	15.00	15.00	V	V

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

- 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.

Unit: UNOLF Journal ID: 0000322902 Date: 04/09/2009

Long Description: payment description

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year: 2009

Reference Number: Period: 10

SJE Type: ADB Date: 04/09/2009

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

Currency Defaults: USD / CRRNT / 1 Reversal: Do Not Generate Reversal Commitment Control

Save Notify Refresh

Header | Lines | Totals | Errors | Approval