



PeopleSoft General Ledger 9.1

Journal Processing Training Manual

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PURPOSE

This document will review the Journal Processing flow, showing you how to create a journal, process it, review the work you have done and other useful tools for processing general ledger journals.

CHAPTER 1 - JOURNAL ENTRY

Topic 1: Entering Journal Header Information

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

ORACLE®

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit: US001 🔍

Journal ID: NEXT

Journal Date: 04/16/2010 📅

Add

Figure 1

To add a journal, navigate to General Ledger – Journals – Journal Entry – Create Journal Entries.

A prompt box will default a predetermined **Business Unit**, a Journal ID of **NEXT** and today's date.

Business Unit: If the default Business Unit is not correct enter the Business Unit for which you are creating the journal entry.

Journal ID: The GL Journal ID defaults to NEXT, but can be changed by the operator to something more meaningful. NEXT returns a system generated sequential number. The Journal ID field is 10 characters in length and can accommodate both alpha and numeric values.

Journal Date: The Journal Date is the transaction or effective date of the journal.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Header

ORACLE

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: US001 Journal ID: NEXT Date: 04/16/2010

Long Description:

*Ledger Group: REPORTING Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year: 2010

Reference Number: Period: 4

SJE Type: ADB Date: 04/16/2010

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL Autobalance on 0 Amount Line

Agency Location Code:

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

Figure 2

Long Description: A Long Description is optional, but you might find it useful for identifying the purpose of the journal or explaining any anomalies in the transaction. The first 30 characters of your description will appear in prompt lists for this journal.

Ledger Group: Select the Ledger Group to which this journal will post.

Ledger: You can select a Ledger within the Ledger Group to indicate that all the journal lines must be posted to that ledger. Or you can leave this field blank to indicate that the journal lines can be distributed to secondary ledgers. This field will be unavailable for non-multibook ledgers and KLS (Keep Ledgers in Sync) ledgers, or if the Auto Generate Lines option is selected.

Source: Select the Journal Source.

Reference Number: The optional Reference Number field lets you refer each journal back to a document, person, invoice, date, or any other piece of information that will be helpful to you when tracking the source of the transaction.

Auto Generate Lines: The Auto Generate Lines check box will be available only if the ledger group contains multiple ledgers and the Keep Ledgers in Sync (KLS) option for multibook ledgers is not selected on the Detail Ledger Group page. The KLS option determines whether a transaction should be posted to all ledgers in a group or only to a specific ledger. If KLS is selected, the **Auto Generate Lines** option is selected and unavailable—meaning that the system will automatically generate journal lines to support transaction detail for each ledger in the group.

Adjusting Entry: Indicate whether this is an Adjusting Entry by drop down box. If you leave this option Non-Adjusting, the journal date determines the accounting period to which the entry will post. Adjusting Entries are audit adjustments that affect the overall net income but cannot be associated to any specific accounting period. The default adjusting entry period is 998.

Save Journal Incomplete Status will be checked or unchecked based on your operator preference. Journals with an incomplete status cannot be edited or posted.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Currency Defaults

ORACLE

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Currency Default

*Transaction Currency: USD

Currency Code: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Currency Effective Date: 04/16/2010

Get Rate [Exchange Rate Detail](#)

OK Cancel Refresh

Figure 3

The **Currency** option lets you enter currency information that will default to the individual journal lines. When you click this button, the above page appears.

The **base currency** for the business unit will default, but you can override it by selecting another currency.

Click the **Exchange Rate Detail** hyperlink to display the detail information.

Foreign currency transactions require conversion to the business unit base currency.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Journal Entry Reversal

ORACLE

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Reversal

Reversal

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

Same As Journal Reversal
 On Date Specified By User

ADB Reversal Date:

Figure 4

If you want this entry automatically reversed (as with an accrual), PeopleSoft General Ledger can generate a reversing entry at the time this entry is posted. To choose the date of the reversing entry, click the Reversal hyperlink from the Journal Header page. The above page will be displayed.

Select the appropriate reversal option:

Foreign currency transactions require conversion to the business unit base currency.

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 day following the journal date.

On Date Specified By User Lets you select any date in the calendar of the target (posting) ledger. When you select this option, the system makes available the reversal date edit box for you to enter the appropriate date.

Reversals are marked valid and ready to post when created—they don't need editing. Based on the General Ledger configuration settings the system will post reversals as soon as they are created or they will be posted when the accounting period is opened and a post process is run.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Lines

ORACLE

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: US001 Journal ID: NEXT Date: 04/16/2010 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Entry Event	Account	Dept
<input type="checkbox"/>	1	US001	BUDGETS	>>		100003	
<input type="checkbox"/>	2	US001	BUDGETS	>>		401000	21100

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	2	0.00	0.00	N

Figure 5

Typically, for reasons of efficiency, you will edit journals and post later, in the background. If you want to edit and post in a more timely fashion, however, you can do so from this page. You can also correct lines, copy, and print by clicking selecting one of the following options next to the Process button:

Edit the journal. The Edit process initiates immediately.

Edit Chartfield. Performs an edit of valid chartfields including combination edits.

Post the journal. The post process initiates immediately.

Print the journal.

Copy the journal to a new journal.

Budget Check. If commitment control is configured, budget checks the journal.

Delete the current journal.

Refresh the data on the page.

Submit journal. If workflow is configured, submits the journal through workflow for approval.

Template List – if configured provides additional templates for journal entry.

Search Criteria – Once the journal is saved, provides search for lines to review or correct by opening a search page.

Change Values – provides a mass update to change Chartfield values. For example, if deptid 0001 is entered on several lines and it needs to be changed to deptid 0002.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Lines

ORACLE

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: US001 Journal ID: NEXT Date: 04/16/2010 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Lines

Select	Line	Unit	Ledger	>>	SpeedType	Entry Event	Account	Oper Unit	Fund	Dept
<input type="checkbox"/>	1	US001	BUDGETS	>>						

Lines to add: 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	1	0.00	0.00	N

Figure 6



PeopleSoft General Ledger reserves three accounts for system-generated balancing lines: Suspense, InterUnit From/To, and Base Currency Rounding Adjustment. You never need to enter a balancing account directly—you just enter the offsetting entry. When the journal is edited, the system will automatically balance for you. Posting the journal will adjust the accounts and clear the balancing accounts.

The Errors Only check box is available only when the system has identified lines containing errors. Select this check box and press the Refresh button to refresh the page with only journal lines containing errors.

Enter the Account number and any other ChartField values that are required to correctly record the transaction. Use the bottom scroll bar to view more ChartFields on the grid.

Enter the monetary Amount. Note that you can change the currency for line items in the preceding field.

To add a journal line(s), enter the number in the Lines to Add box and press the + button.

To delete a journal line(s), check the box in the Select column and press the “-” button.

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Totals

ORACLE

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: US001 Journal ID: NEXT Date: 04/16/2010

Totals Find | View All | First | 1 of 1 | Last

Unit	Ledger	Control Totals		Actual Totals		Differences	
US001	BUDGETS	Debits:		Debits:	0.00	Debits:	
		Credits:		Credits:	0.00	Credits:	
				Net:	0.00		
Base Currency: USD		Debits:		Debits:	0.00	Debits:	
		Credits:		Credits:	0.00	Credits:	
				Net:	0.00		
		Units:		Units:	0.00	Units:	
		Lines:		Lines:	1	Lines:	

Figure 7

Journal Entry – Totals. Move to the Journal Entry - Totals page. To enforce a greater degree of control over the journal entry process, you may want to use control totals for debit and credit amounts, unit value of statistical entries, and the number of lines.

Journal Entry – Totals (optional)

Control Totals – let you specify the total **Debits**, **Credits**, statistical **Units**, and number of **Lines** to be entered in the journal. As you enter the journal lines, the system displays a running total of the actual debits, credits, units, and lines, as well as the net difference between the amounts entered and the Control Totals. If you leave any of the control total fields blank, the system will not validate against the associated actual total.

For example, you have plans to allocate rent expense across several departments and know that the total rent expense is \$50,000 for 2,000 square feet. Because you know how many departments are involved, you know that there will be 15 lines in the completed journal entry. You enter these amounts as Control Totals to ensure that when one of your staff enters the journal lines, these figures will match before it can be posted.

When the journal lines are entered, the system calculates the **Actual Totals** and compares it against any control totals entered, noting any **Differences** in amounts. When you edit the journal and the control totals don't equal the actual totals, the system will flag the journal as having errors, and you'll need to correct the errors before you can post.

Control totals are maintained by business unit and currency code. If you enter an InterUnit journal, for example, the system will maintain a set of control totals for each business unit. Also, if additional balancing ChartFields are defined, the system will maintain a separate set of control totals for each unique combination of the ChartFields entered.

Topic 2: Create Journal Entry

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Lines

Add Page	
Business Unit	US001
Journal	Use "Next" default
Journal Date	Use default date
Journal Header	
Long Description	Exercise 1 – Accrued expense
Journal Lines	
Line 1	
Account	620000
Org Code	21000
Amount	500.00
Line 2	
Account	207000
DeptID	210000
Amount	500.00
Save Journal	
Edit Journal & Post Journal	

Topic 3: Enter Journal Entry with a Statistical Account

NAVIGATION: Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Lines

Add Page	
Business Unit	US001
Journal	Use "Next" default
Journal Date	Use default date
Journal Header	
Long Description	Exercise 2 – Headcount
Journal Lines	
Line 1	
Account	999905
DeptID	21000
Statistical Amount	3
Line 2	
Account	999905
DeptID	21100
Statistical Amount	5
Edit Journal & Post Journal	