

Used for: ➤ *correcting a voucher that has already been posted → MUST APPEAR ON 1074 FIRST!*
 ➤ *as the second part of moving budgeted monies from one cost center to another;*
 ➤ *part of deposits processing;*
 ➤ *reimbursing another cost center/department for expenses;*
 ➤ *will need forms 1063.2 or 1074.1, or 1074.3b to be attached as back-up.*

Access the Financial Production database: <https://my.uh.edu>

Remember to use ALL CAPS

Please check to make sure that you are set up for workflow process by, Above the PeopleSoft **Menu**, click on: **Contents**

Or See the [SetUp for WorkFlow in Financial Production](#) job aid

This is a one-time process.

NAVIGATION / PATH

Under **Menu** click on:

- ▶ **General Ledger**
- ▶ **Journals**
- ▶ **Journal Entry**
- ▶ **Create Journal Entries**




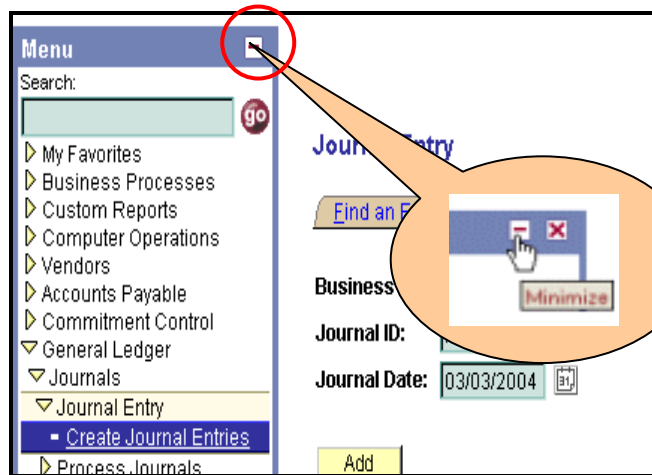
Be sure to add to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button

 if needed again.



INSTRUCTIONS

STEP 1: Under the Add a New Value tab:

- **Business Unit:** Defaults to whatever your Business Unit is. (ie., 00765 for UHV).
- **Journal ID: NEXT**
(Default; should always be NEXT)
- **Journal Date:** (Defaults to the current date.)
- Click .

Journal Entry

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

Business Unit: 00765

Journal ID: NEXT

Journal Date: 04/06/2006

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

STEP 2: Under the Header tab:

Enter the following information:

- **Long Description:** precise description of transaction.
- **Ledger Group: ACTUALS** (Default)
- **Source:** Per departmental "Source"
- **Reference #:** enter your department's reference number. (appears on 1074 report):
VXXSEQNO
 - the 2 digits of your DeptID chartfield
 - **SEQNO** should be a sequentially assigned number in your department
- **Transaction Code: GENERAL**
(Default)
- **Click** on the **Lines** tab at top of window or [Lines](#) link at the bottom of the panel.

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval2](#) | [Documents](#)

Unit: 00765 Journal ID: NEXT Date: 04/06/2006

Long Description: To correct account number from general office supplies (53900) to computer supplies (53911) on voucher # 20669.

Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry

Source: GEN Fiscal Year: 2006

Reference Number: V10 Period: 8

SJE Type: ADB Date: 04/06/2006

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval2](#) | [Documents](#)

PEOPLESOFT FINANCIALS – GL JOURNAL ENTRY

STEP 3: Under the Lines tab:

➤ Enter the **SpeedType**, then hit your tab key and the cost center will populate.

➤ Enter the **Account Number**.

➤ May have to scroll right.

➤ Enter the **Amount** and **Journal Line Description**. (The system automatically puts in a **Journal Line Description** for the **Account** number you have entered, if you wish to change the description, just type over it.)

➤ Click on the **+** button to add a line or lines (It will copy the journal line down with all values populated).

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	DeptID	Program	Bud Ref	Project	Chartfield 1
<input type="checkbox"/>	1	00765	ACTUALS	11627	53900	2063	V0010	A0375	BP2004	NA	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	1	0.00	0.00	N	N

DeptID	Program	Project	Bud Ref	Chartfield 1	Chartfield 1 Value	Amount	Reference	Journal Line Description
V0010	F0548	NA	BP2006			-100.00		V20669-Correct AcctNo

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	DeptID
<input type="checkbox"/>	1	00765	ACTUALS	11527	53900	2063	V0010

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	1	0.00	0.00	N	N

STEP 4: Now enter the second line of the entry.

➤ Change whatever is necessary:
 → Account number
 → Cost Center
 → Journal Line Description

➤ Click on to show totals.

➤ Click on

➤ If finished with the entries go to Step 5, otherwise, repeat Steps 3 & 4, as needed.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	DeptID	Program	Project	Bud Ref	Chartfield 1
<input type="checkbox"/>	1	00765	ACTUALS	11627	53900	1008	V0010	F0548	NA	BP2006	
<input type="checkbox"/>	2	00765	ACTUALS		53911	1008	V0010	F0548	NA	BP2006	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	2	100.00	100.00	N	N

Totals should equal

PEOPLESOFT FINANCIALS – GL JOURNAL ENTRY

STEP 5: Budget Check Journal:

➤ **Process:** Edit Journal (Default)

➤ Click on **Process**.

This process edits, budget-checks, and saves the journal.

Notice change in status:

The screenshot shows the 'Process' dropdown menu with 'Edit Journal' selected. The 'Journal ID' is 'NEXT' and the 'Date' is '04/12/2004'. The 'Lines' table is visible below.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	DeptID	Program	Bud Ref	Proj
<input type="checkbox"/>	1	00765	ACTUALS	11527	53900	2063	V0010	A0375	BP2004	NA
<input type="checkbox"/>	2	00765	ACTUALS		53911	2063	V0010	A0375	BP2004	NA

The screenshot shows the 'Totals' table with 'Journal Status' and 'Budget Status' highlighted. The 'Journal Status' is 'N' and the 'Budget Status' is 'N'.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	2	100.00	100.00	N	N

NOTE:

Once you process the Edit function, PeopleSoft will generate "Claim on Cash" entries only when you are using two or more different funds. These are system-generated and cannot be deleted and should not be changed. They will increase your totals, but all you need to do is make sure that the Debits & Credits balance.

STEP 6: Under the Approval2 tab:

- **Select appropriate Source**
- **Process:** click on to select **Approve**
- **Click** on (Now **Approval Status** is Pending)

Unit: 00765 Journal ID: 0001231843 Date: 04/06/2006 Process: Edit Journal

*Please select the appropriate approval path:
 Dept: Coll Div - Accounting Office

Workflow Fields

Business Unit	00765	Journal ID	0001231843
Journal Date	04/06/2006		
OperID	TRAINVIC16		
System Source	GL Panel		

Approval

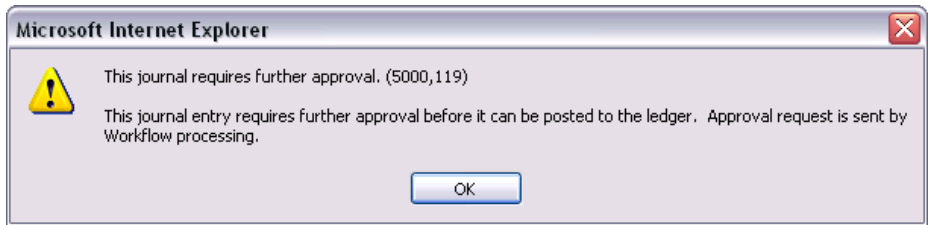
Approval Instance: 0
 Approval Status:
 Approval Action:

Approval

Approval Instance: 843544
Approval Status: Pending
 Approval Action:

You will receive this message.

Click to enter the journal into workflow.



NOTE:

No manager's signature is necessary if changing an account number & the original voucher has proper signature(s)—Source the journal to AAP—Also, be sure to attach a copy as a back-up.

NOTE:

Once the journal has been approved you cannot make any changes unless the journal is denied/recycled to you.

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STEP 7: Under the **Approval2** tab, **Approval History** section:

The **Approval History** section shows who initiated the journal and what stage the journal is in the approval process.

If the journal is denied or recycled, the **Approval History** will only show the last round of approvals after the journal was denied or recycled.

Also, the **Comment Log** captures all Workflow approvals, including previous journal denials or recycles, as well as comments pertaining to the approval of the journal.

Journal Date	04/06/2006	Approval Action	<input type="button" value="Apply"/>
OperID	TRAINVIC16		
System Source	GL Panel		
Comment Log			
04-06-06 04:44 PM : Approve : Victoria - Training 16:			
Add Comment			
Approval History			
Step	Status	Date/Time Stamp	User ID
	Initiated	04/06/06 4:44:15PM	TRAINVIC16
Step 1	Approved	04/06/06 4:44:15PM	TRAINVIC16
Step 2	Pending	04/06/06 4:44:15PM	

STEP 8: Display the Journal

➤ Click on **Documents** tab.

➤ Click on [Print Journal Entry Detail](#) link to preview.

A new window will open and the journal will appear in PDF format.

➤ **Check** on the journal contents:

- Header Description
- Journal Line Detail
- Budget Check Status

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00765	Journal ID:	0001231840	Date:	04/06/2006
Print Journal Entry Detail					
GL Jnl Document Images					
<input checked="" type="checkbox"/> Display Active Documents Only					<input type="button" value="Add New Document"/>
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
Header Lines Totals Errors Approval Documents					

STEP 9: Attach Appropriate Backup

➤ 1074 detail to show item(s) are posted

➤ Get additional signatures if needed.

See Debit Vs. Credits for GL Journal Examples at www.uhv.edu/peoplesoft/journals.asp