

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**




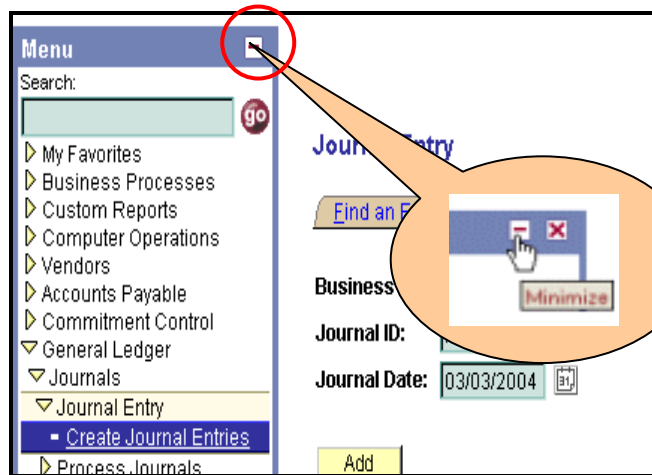
Be sure to add to "Favorites"!

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:

Unit: 00765 Journal ID: NEXT Date: 04/12/2004 *Process: Edit Journal Process

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

Lines to add: 1

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

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

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 Process

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

Source:

Approval Instance: 0
 Approval Status:
 Approval Action:

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

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.

PEOPLESOFT FINANCIALS – GL JOURNAL ENTRY

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