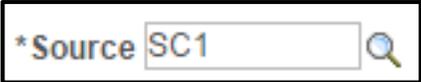
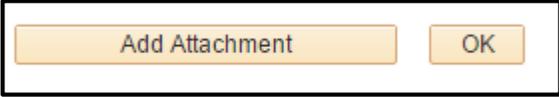
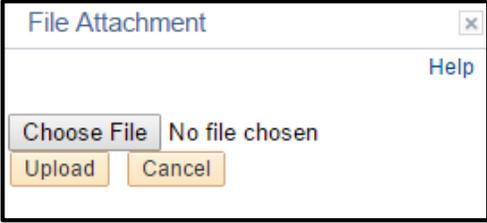
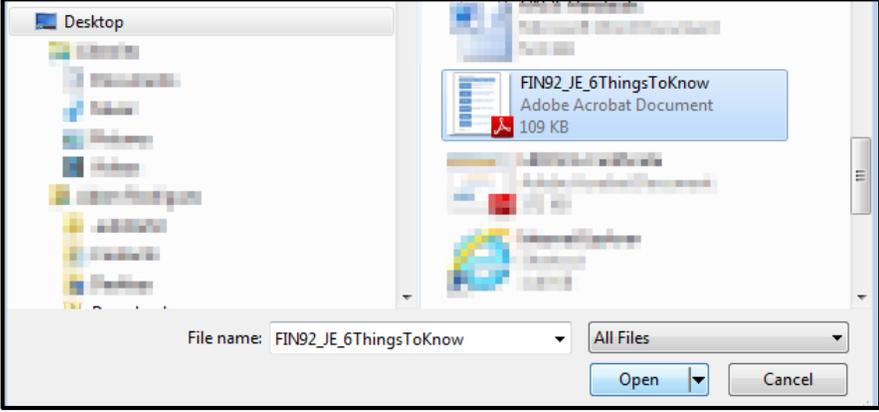


# Creating Journal Entries

In the PeopleSoft Finance System, there is a central navigation path for all journal entry types, regardless if the journal entry is an actual journal entry, a budget journal entry, etc.

Step	
1.	On the Home Page, select <b>Main Menu</b> . 
2.	Sort the <b>Main Menu</b> by alphabetical order. 
3.	Select <b>General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</b> .
4.	On the <b>Add a New Value</b> page, select <b>Add</b> . 
5.	On the Header page, the <b>Long Description</b> is where you will enter the journal description detail. You have 254 characters available in this field. 
6.	Be sure that the appropriate <b>Ledger Group</b> on the <b>Header</b> page is identified. 
7.	The <b>Journal Source Code</b> will default and is tied to your User ID. The journal source code is an important piece of information on your financial reports. 

# Creating Journal Entries

8.	<p>Select <b>Attachments</b> to add supporting documentation for this journal entry.</p> 
9.	<p>Select <b>Add Attachment</b>.</p> 
10.	<p>Select <b>Choose File</b>.</p> 
11.	<p>Locate and select the file on your computer and select <b>Open</b>.</p> 
12.	<p>Select <b>Upload</b>.</p> 

# Creating Journal Entries

13. If you wish, insert a file description in the **Description** field.

Details		
File Name	Show to Approver?	Description
FIN92_JE_6ThingsToKnow.pdf	<input checked="" type="checkbox"/>	Enter file description here

14. Select **Ok**.

<input type="button" value="Add Attachment"/>	<input type="button" value="OK"/>
---	-----------------------------------

15. The **Attachments** link on the **Header** page should now have a numerical value in parentheses. This indicates that the file was successfully attached.

[Attachments \(1\)](#)

16. After completing the information on the **Header** page, select the **Lines** page.

<a href="#">Header</a>	<a href="#">Lines</a>	<a href="#">Totals</a>	<a href="#">Errors</a>	<a href="#">Approval</a>
------------------------	-----------------------	------------------------	------------------------	--------------------------

17. The **Lines** section will default with Line 1. Enter the appropriate **SpeedType** in the **SpeedType** field and select tab on your keyboard. Selecting tab on your keyboard after you enter the **SpeedType** will populate the other ChartField information for Fund, Org, and Program or Project. **Note:** If you work with projects, you should always enter the SpeedType on a journal line instead of the FOPPS. The SpeedType will default additional required fields for projects such as PC Bus Unit and Activity ID.

▼ Lines							
Select	Line	*Unit	*Ledger	SpeedType	Fund	Organization	Program
<input type="checkbox"/>	1	UCOLO	ACTUALS	51019448	10	50027	46291

# Creating Journal Entries

18. Enter the **Account**. When you enter the **Account**, the **Account Description** will populate the **Journal Line Description** field. This should be changed to reflect the purpose of the transaction.

Select	Line	Account	Bud Ref	Amount
<input type="checkbox"/>	1	480101		

19. Enter the **Amount**.

Select	Line	Account	Bud Ref	Amount
<input type="checkbox"/>	1	480101		55

20. Remember to update the **Journal Line Description** field, as discussed in step 18, to reflect the purpose of this transaction.

Journal Line Description

Office Supplies (Update this)

21. **Project Related Journal Entries:**

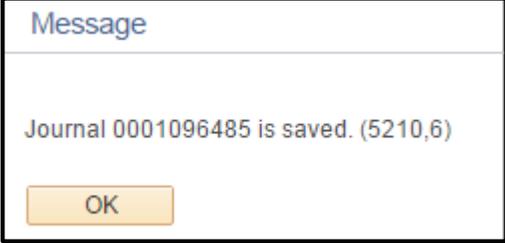
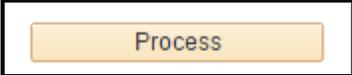
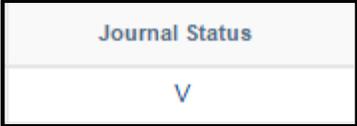
You will need to complete the AN Type field.

22. To add an additional line to the journal entry, select the **plus sign** (insert lines button). You can add multiple lines at one time by changing the number in the **Lines to Add** field. Repeat steps 17-21 for the additional lines.

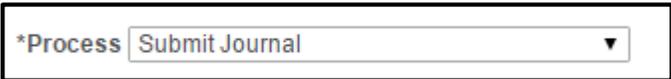
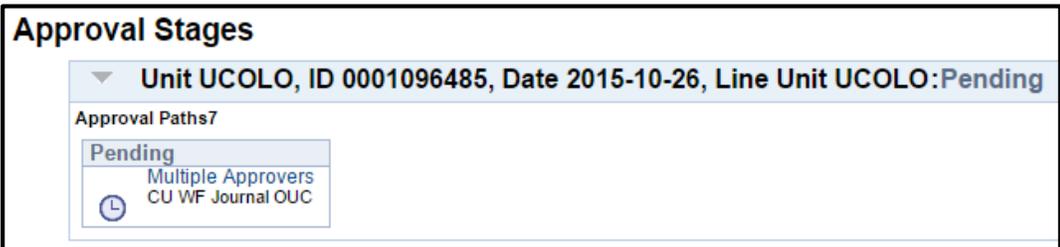
Lines to add

23. Select **Save**.

## Creating Journal Entries

24.	<p>The Finance System will assign a Journal ID to the Journal Entry.</p> 
25.	<p>After you have entered and saved a journal entry, you must run the <b>Edit Journal</b> process to ensure that the journal entry is validated. You validate a journal entry to ensure:</p> <ul style="list-style-type: none"> <li>• Your Fund and Account combination is valid</li> <li>• The Accounts on your JE are not System-Maintained Accounts</li> <li>• You are not using a Budget-Only Account on an Actual JE</li> <li>• The JE is in balance (for Actual JEs)</li> </ul>
26.	<p><b>The Edit Journal</b> process is completed on the <b>Lines</b> Page. Select <b>Edit Journal</b> in the <b>Process</b> dropdown menu. Prior to completing the <b>Edit Journal</b> process, the <b>Journal Status</b> will be <b>N</b>, meaning “Not yet edited.”</p> 
27.	<p>Select <b>Process</b>.</p> 
28.	<p>After the <b>Edit Journal</b> process runs, the <b>Journal Status</b> field will reflect either <b>V for Valid</b> status or <b>E for Error</b> status. You can check the error by selecting the <b>Errors</b> page.</p> 

# Creating Journal Entries

29.	<p>Once the journal is validated, select <b>Submit Journal</b> from the <b>Process</b> dropdown menu. Note: you can also submit the journal from the Approvals page by selecting the Submit button.</p>  <p>The screenshot shows a dropdown menu with the text '*Process' on the left and 'Submit Journal' in the center, with a downward arrow on the right.</p>
30.	<p>Select <b>Process</b>.</p>  <p>The screenshot shows a rectangular button with the word 'Process' in the center.</p>
31.	<p>You can view the approval flow under the <b>Approval Stages</b> section. Select Multiple Approvers to see who the journal routed to for approval.</p>  <p>The screenshot shows a section titled 'Approval Stages'. Below the title is a dropdown menu with the text 'Unit UCOLO, ID 0001096485, Date 2015-10-26, Line Unit UCOLO:Pending'. Below this is a sub-section 'Approval Paths7' with a 'Pending' status and 'Multiple Approvers' listed as 'CU WF Journal OUC'.</p> <p><b>End procedure.</b></p>