



**Office of the Controller  
General Accounting – GL Team  
Journal Entry**

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## I. Objectives

By the end of this procedure, you should be able to:

- Create a Journal Entry
- Print a Journal Entry
- Inquire on a Journal Entry

## II. Tips and Tricks

Here are few tips and tricks when creating a Journal Entry:

- A JE must be **self-containing** and **self-supporting** so that someone reviewing the entry (including AUDITORS) can see what adjustment was made and why.
- Supporting documentation must be attached to the JE. Types of supporting documentation are:
  - Pages or screenshots from PeopleSoft or the Finance Intranet can support the entry amount.
  - Spreadsheets with labels, emails, or memos can support why the JE is being submitted.
  - Relevant attachments are required for the JE to be approved and posted.
- Remember the different **required chartfields** (depending on project/non-projects).
- Journal Reference/Journal Line descriptions should reflect the purpose of the JE and is required for JE approval. These descriptions appear on the queries and GL Activity on the Intranet and provide a quick view of why the transactions was created.
- When submitting a JE and a project is involved, use the **Speed type** field to automatically populate the chartstring. The speed type for a project is the letter P followed by the project ID (Pxxxxxxx).
- **SAVE** often when working in PeopleSoft!

### III. Understanding Journal/Budget Status

Errors could be caused by various things, including chartfield errors, exceeds budget, or budget date out of bounds. Below are different status codes and their definitions.

Status Code	Description	Definition
N	Not Edited	Not edited, cannot be processed
E	Error	Edited, contains errors
V	Valid	Valid, ready for posting to GL
P	Posted	Posted to the GL
T	Incomplete	Marked incomplete to bypass processing
I	In Process	Process still running, email GL if status remains for extended period

**Note:** If you use an award that has been expired for more than 60 days the system will show E for Error because all expenses should have been posted before that time. If you have permission to charge after the 60 days, contact GFM.

### IV. Creating a Journal Entry

Use a journal entry (JE) to correct:

- Deposit corrections; 86/81 transfers; Creating/Correcting internal charges
- ONL source transaction adjustment (Online Journal Entry)
- Any Single Pay AP payment Vouchers

This is an example of correcting an internal charge, where one USC department provides a good or service to another USC department.

To create a JE, navigate to:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry**

**Step 1:** On the Add a New Value page, click the **New** button. Please do not change any information on this page.

The screenshot shows the 'Create/Update Journal Entries' page in a web browser. The breadcrumb trail at the top reads: 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The page title is 'Create/Update Journal Entries'. Below the title, there is a section 'Add a New Value' with a search button 'Find an Existing Value'. The form contains three input fields: '\*Business Unit' with the value 'USC01', '\*Journal ID' with the value 'NEXT', and '\*Journal Date' with the value '04/12/2024'. A red box highlights the 'Add' button at the bottom of the form.

## Tab #1: Header Tab

**Step 2:** Enter a description for the correction in the **Long Description** field. The level of detail in the information should be sufficient for someone unfamiliar with the JE to accurately comprehend the specific actions being performed.

**Step 3:** Click the **Attachment** link.

The screenshot shows the 'Create/Update Journal Entries' form for Unit USC01. The 'Long Description' field is highlighted with a red box and contains the text 'CAS Electron Billing charges for the month of February 2024.' Below this, the 'Attachments (0)' link is highlighted with a red box. Other fields include 'Ledger Group' (ACTUALS), 'Adjusting Entry' (Non-Adjusting Entry), 'Fiscal Year' (2024), 'Period' (10), and 'ADB Date' (04/12/2024). The 'Entered By' field is BASHOJAS and the 'Entered On' field is Jason W. Bashore.

**Step 4:** Click the **Add Attachment** button.

The screenshot shows the 'Journal Entry Attachments' dialog box. The dialog box has a title bar 'Journal Entry Attachments' and a 'Help' link. It displays the same journal entry details as the previous screenshot. Below the details, there is a table with the following columns: File Name, Show to Approver?, Description, User, Name, and Date/Time Stamp. The table contains one row with the text 'View' in the 'File Name' column and a checked box in the 'Show to Approver?' column. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom of the dialog box, the 'Add Attachment' button is highlighted with a red box, along with an 'OK...' button.

**Step 5:** Enter a description for the attachment in the **Description** field.

**Step 6:** Click the **Ok** button.

The screenshot shows the 'Journal Entry Attachments' dialog box. The main window behind it displays 'Unit: USC01', 'Journal ID: NEXT', and 'Date: 04/12/2024'. The 'Long Description' is 'CAS Electron Billing charges for the month of February 2024'. The dialog box has a search bar and a table with the following data:

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
JE_sample_attachment.xlsx	<input checked="" type="checkbox"/>	Internal Charges February 2024			

Below the table, there is a note: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom of the dialog, there are two buttons: 'Add Attachment' and 'OK...'. The 'OK...' button is highlighted with a red box.

## Tab #2: Lines Tab

The lines tab contains the accounting strings and debits/credits for the entry. When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

**Step 7:** Begin by adding additional lines. For this example, three lines are needed. Enter 2 in the **Lines to add** field and click the **+ plus** button.

- Line one is the positive line.
- Lines two and three are the negative lines for the departments that will receive the internal charge.

The screenshot shows the 'Lines' tab of the journal entry form. The 'Unit' is 'USC01', 'Journal ID' is 'NEXT', and 'Date' is '04/12/2024'. The 'Lines to add' field is set to '2' and the '+' button is highlighted with a red box. Below this, there is a table with the following data:

Select	Line ↑	*Unit	*Ledger	SpeedType	Budget Date ↑	Reference	Amount	Cost Share	Oper Unit	Dept
<input type="checkbox"/>	1	USC01	ACTUALS		04/12/2024					

Below the table, there is a 'Totals' section with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	1	0.00	0.00	T	N

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Lines to add' field and the '+' button are highlighted with red boxes.

**Step 8:** Enter information in the **Reference** field.

**Step 9:** Enter the amount that needs to be transferred in the **Amount** field.

**Step 10:** Enter the chartfield string for the department providing the goods or service. The 6xxxx account code is the **credit/negative** value on the JE. The 6xxxx account acts as a revenue for the department for financial reporting purposes.

Unit: USC01      Journal ID: NEXT      Date: 04/12/2024

Inter/IntraUnit      \*Process: Edit Journal      Process

Select	Line ↑	Budget Date ↑	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account ↓	Class
<input type="checkbox"/>	1	04/12/2024	INV 1-2	-750.00		CL049	220000	E0668	62070	202
<input type="checkbox"/>	2	04/12/2024								
<input type="checkbox"/>	3	04/12/2024								

**Step 11:** Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

Unit: USC01      Journal ID: NEXT      Date: 04/12/2024

Inter/IntraUnit      \*Process: Edit Journal      Process

Select	Line ↑	Fund	Account ↓	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description
<input type="checkbox"/>	1	E0668	62070	202					February 2024 Billing
<input type="checkbox"/>	2								
<input type="checkbox"/>	3								

**Step 12:** Enter information in the **Reference** field.

**Step 13:** Enter the amount that needs to be transferred in the **Amount** field.

**Step 14:** Enter the chartfield string for the department receiving the goods or service. The 5xxxx account code is the **debit/positive** value on your JE and determines the 6xxxx contra account to use.

Select	Line	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account	Class
<input type="checkbox"/>	1	04/12/2024	INV 1-2	-750.00		CL049	220000	E0658	62070	202
<input type="checkbox"/>	2	04/12/2024	INV 1	250.00		CL010	620499	A0001	52070	602
<input type="checkbox"/>	3	04/12/2024								

**Step 15:** Scroll over and enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

Select	Line	Fund	Account	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description
<input type="checkbox"/>	1	E0658	62070	202					February 2024 Billing
<input type="checkbox"/>	2	A0001	52070	602					February 2024 Billing
<input type="checkbox"/>	3								

**Step 16:** Enter the project speedtype in the **Speedtype** field and hit the Tab key on your keyboard. This auto-populates a chartfield string when entering a project. In the Speedtype field, simply type the letter “P” followed by the full project number, the system will automatically populate the full chartfield but will not include the account.

**Step 17:** Enter information in the **Reference** field.

**Step 18:** Enter the amount that needs to be transferred in the **Amount** field.

**Step 19:** Enter the applicable account number in the **Account** field.

Select	Line	SpeedType	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept	Fund	Account
<input type="checkbox"/>	1		04/12/2024	INV 1-2	-750.00		CL049	220000	E0658	62070
<input type="checkbox"/>	2		04/12/2024	INV 1	250.00		CL010	620499	A0001	52070
<input type="checkbox"/>	3	P80000071	04/12/2024	INV 2	500.00		CL032	111500	EN700	52070

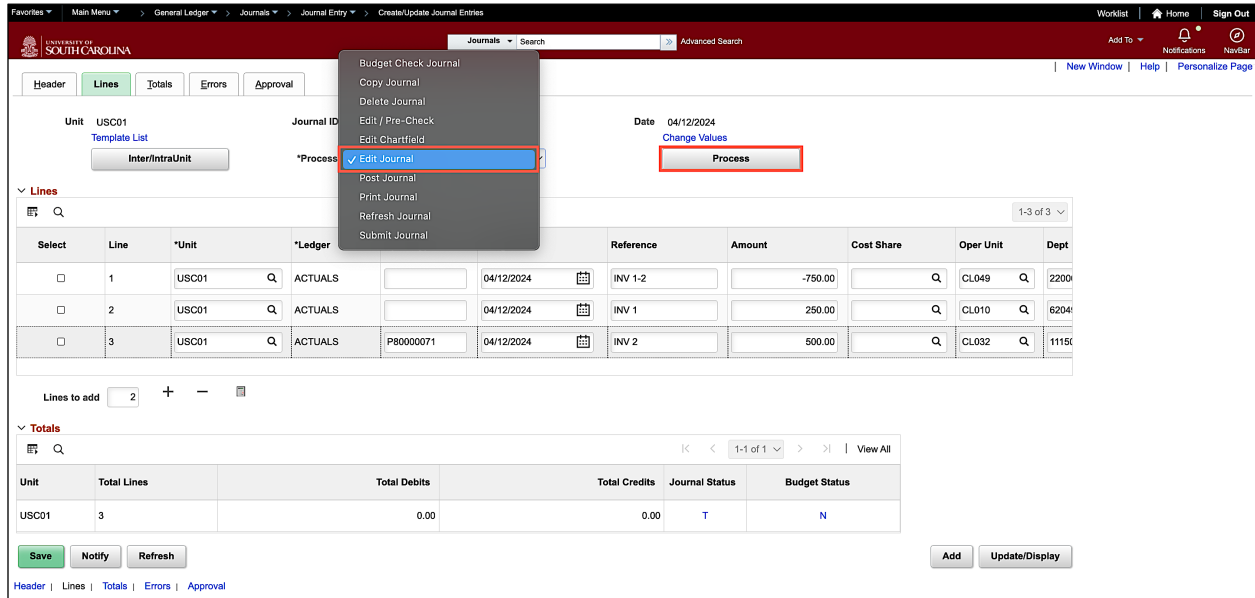
**Step 20:** Scroll over and enter the **Analysis Type** for this chartfield. Analysis types are used in the Project Costing module for creating invoices for sponsors and running other processes. They are required on ALL lines that use a project within USCSP, USCIP, USCEN, and USCSA business units. For this example, enter **GLE** for expenses and contra expenses (5xxxx and 6xxxx account codes)

**Step 21:** Enter information in the **Journal Line Description** field. This entry is stored in the system and can be helpful after the entry posts when running queries or Finance Intranet reports.

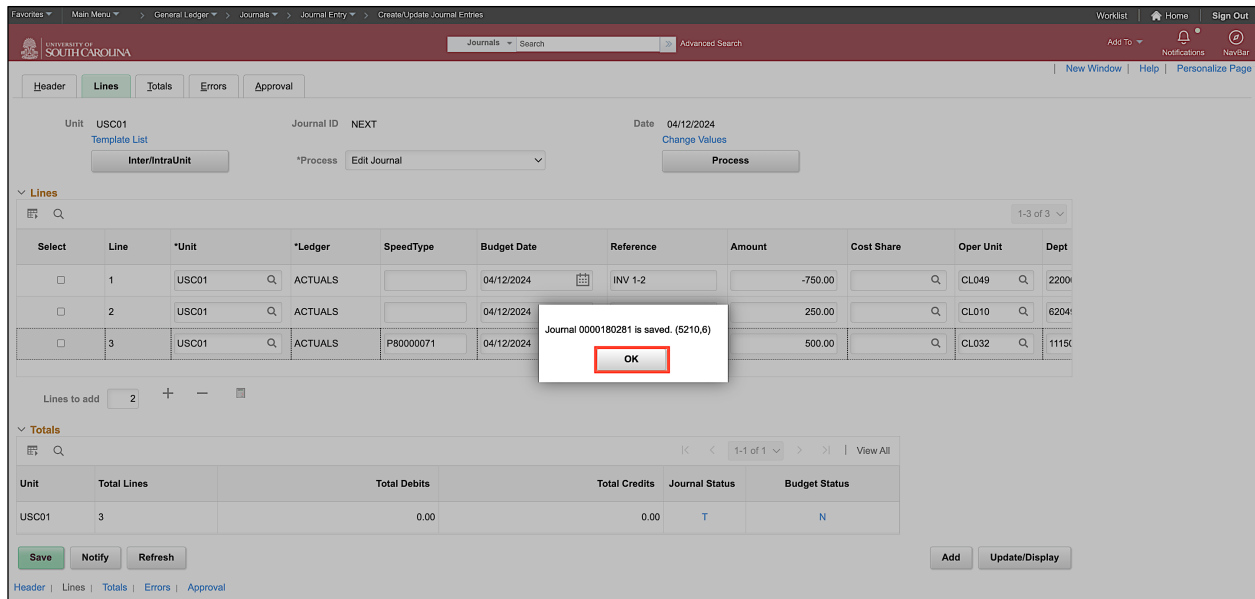
Select	Line	Account	Class	PC Bus Unit	Project	Activity	An Type	Journal Line Description	Product
<input type="checkbox"/>	1	62070	202					February 2024 Billing	
<input type="checkbox"/>	2	52070	602					February 2024 Billing	
<input type="checkbox"/>	3	52070	202	USCIP	80000071	1	GLE	February 2024 Billing	



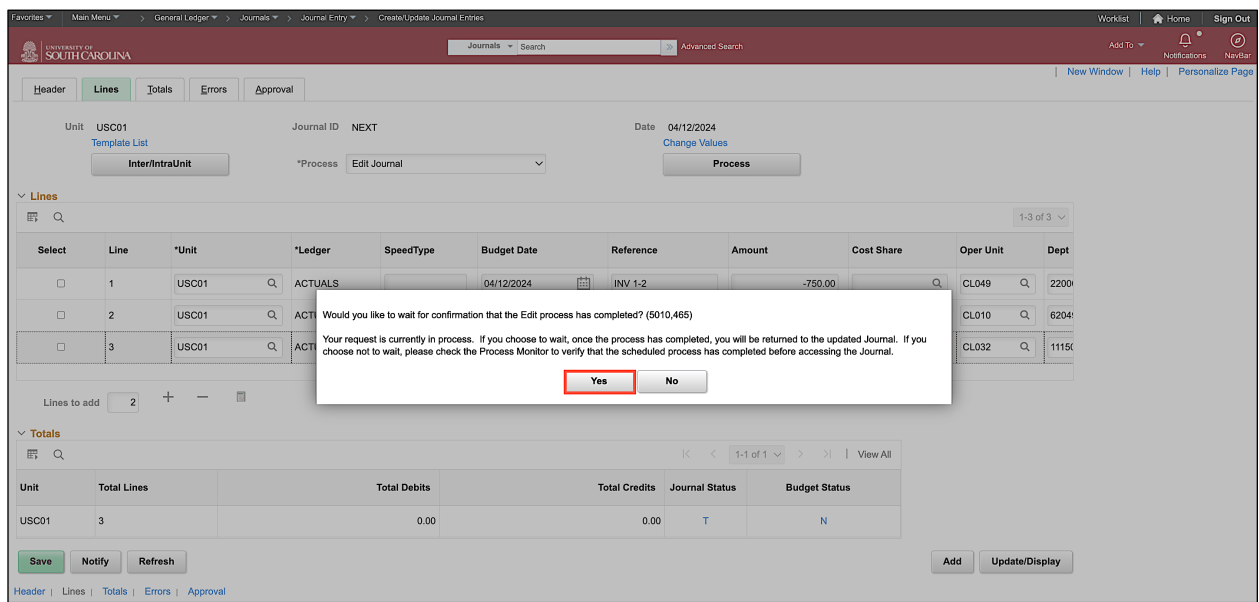
**Step 22:** Select Edit Journal from the **Process** drop-down and click the **Process** button. The process is checking accounting, debits and credits, and validity of chartfields.



**Step 23:** The system assigned a Journal Entry number. Click the **Ok** button to continue.

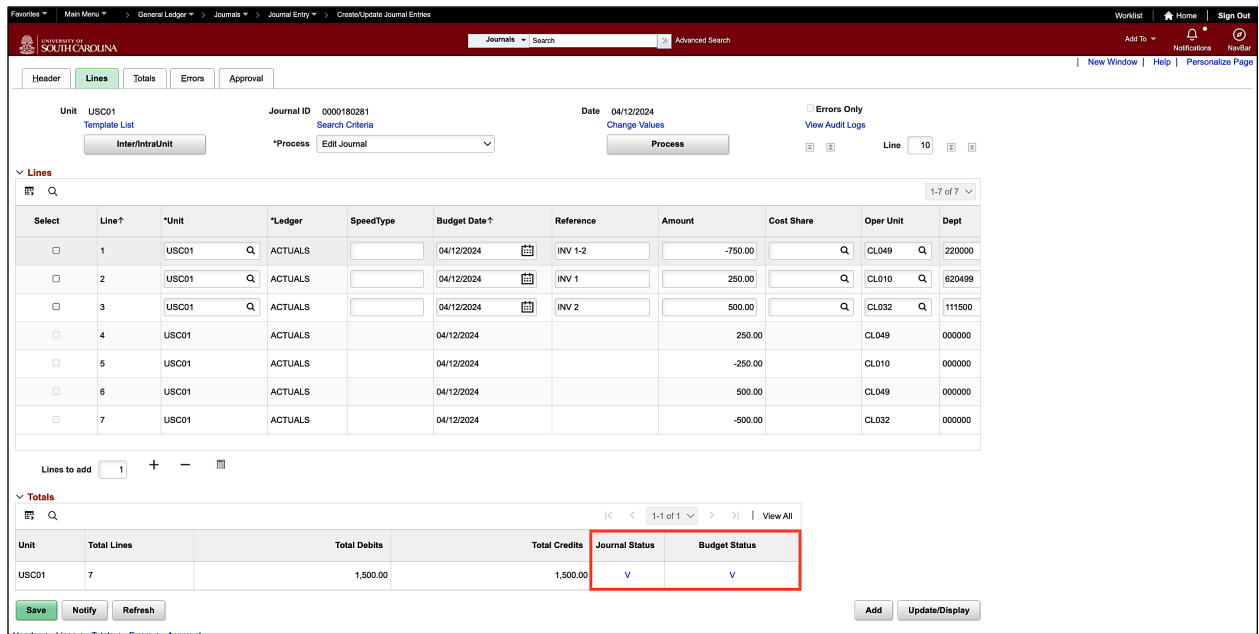


**Step 24:** The message gives you an opportunity to decide if you want to wait for the JE to process. For this example, click the **Yes** button.



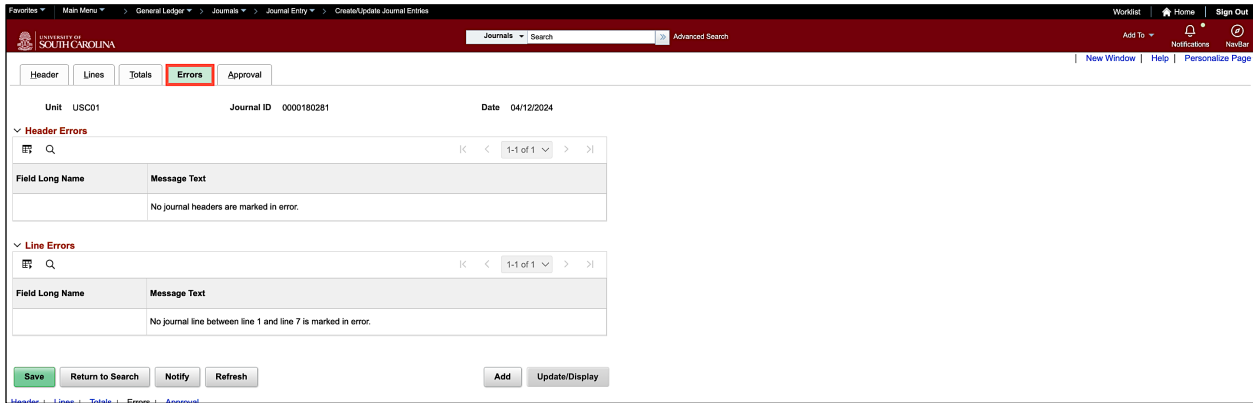
**Step 25:** Verify the Journal Status and Budget Status are **V** and **V**, indicating the JE is valid and ready for posting.

**Note:** If different balancing chartfields (such as operating unit, fund, or project) are utilized in the entry, it will result in the automatic creation of 10300 lines. These lines are crucial and cannot be modified as they ensure that the cash is accurately allocated in the appropriate locations within the general ledger.



### Tab #3: Errors

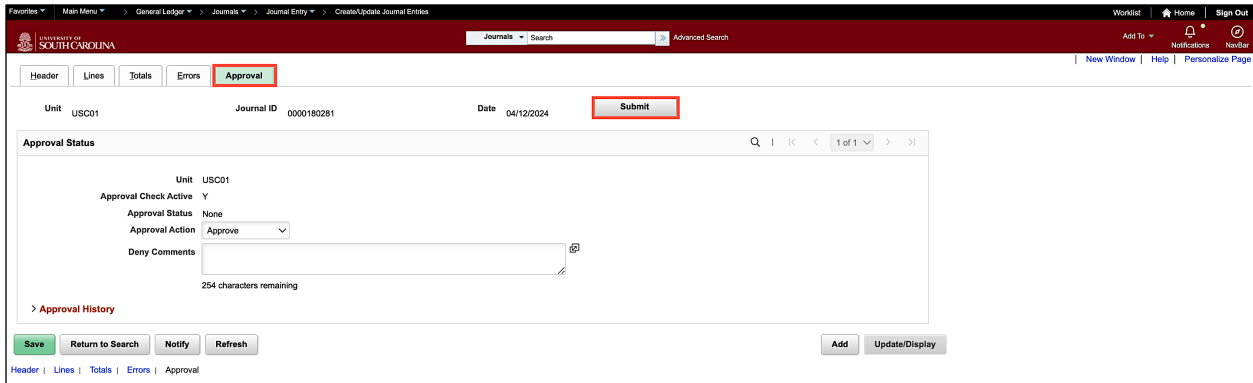
**Step 26:** Click the **Error** tab to determine if there are any errors you may have with brief explanations of each.



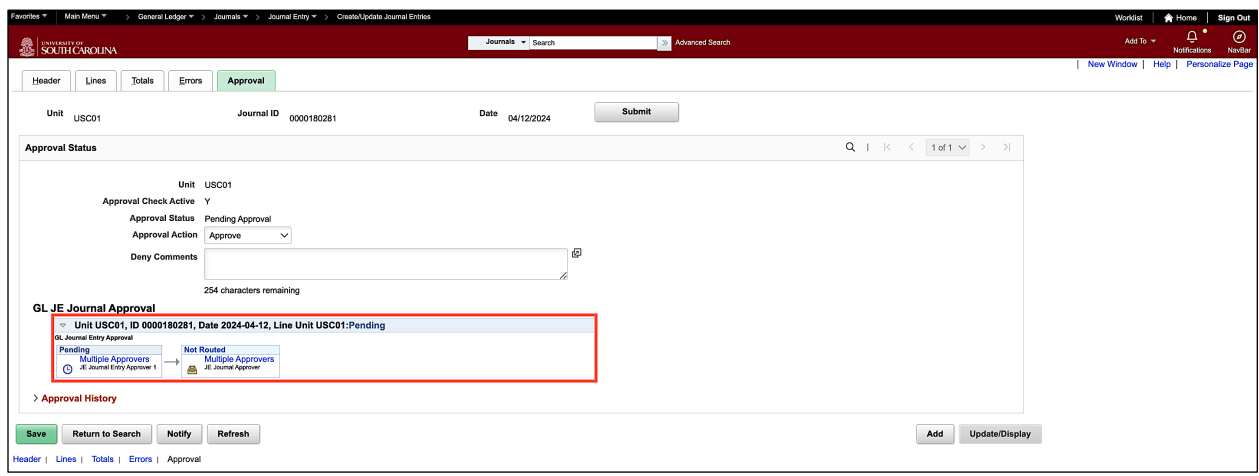
### Tab #4: Approval

**Step 27:** Click the **Approval** tab. This is where the JE is submitted for approval and shows where the JE is in the approval process.

**Step 28:** Click the **Submit** button.



**Step 29:** Once submitted, the approval workflow information becomes available. Click on the Multiple Approvers link to see who can approve the JE at each approval level.

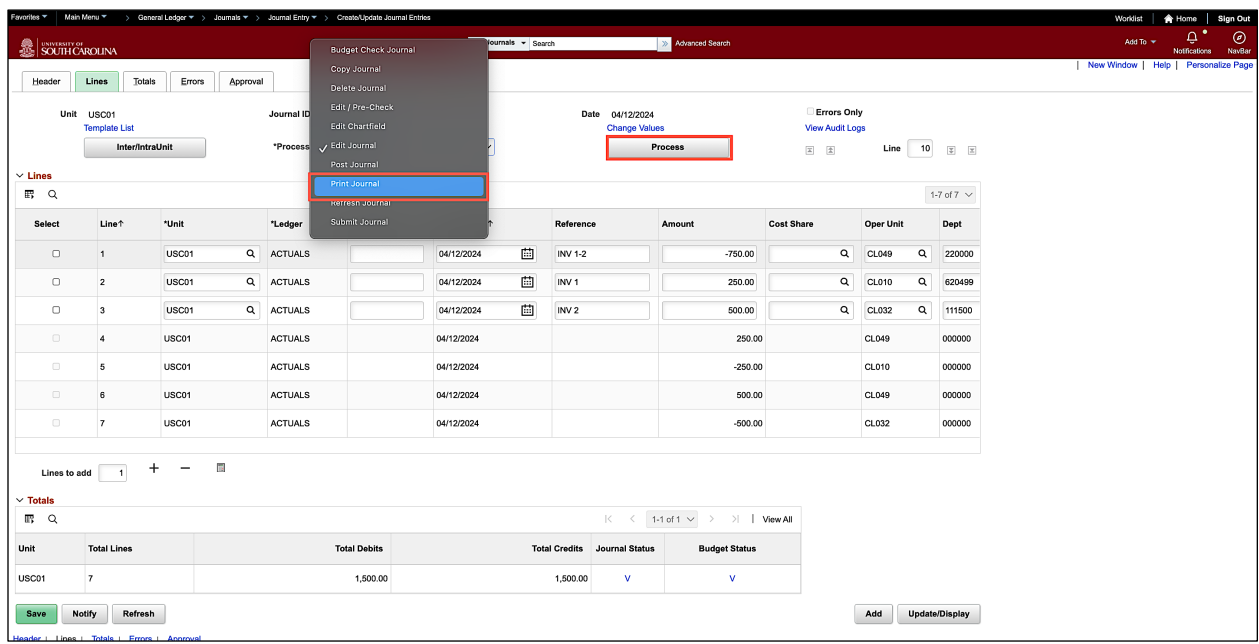


## V. Printing a Journal Entry

The system provides a printable version of the journal entry.

**Step 1:** Click the **Process** drop-down and select **Print Journal** from the list.

**Step 2:** Click the **Process** button.



**Step 3:** Click the **Report Manager** link.

The screenshot shows the 'Journal Entry' interface for the University of South Carolina. At the top, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit' (USC01), 'Journal ID' (0000180281), and 'Date' (04/12/2024). A 'Report Manager' link is highlighted with a red box. Below this, there is a table with 7 rows of journal entry lines. At the bottom, there is a 'Totals' section and a 'Save' button.

Select	Line	*Unit	*Ledger	SpeedType	Budget Date	Reference	Amount	Cost Share	Oper Unit	Dept
<input type="checkbox"/>	1	USC01	ACTUALS		04/12/2024	INV 1-2	-750.00		CL049	220000
<input type="checkbox"/>	2	USC01	ACTUALS		04/12/2024	INV 1	250.00		CL010	620499
<input type="checkbox"/>	3	USC01	ACTUALS		04/12/2024	INV 2	500.00		CL032	111500
<input type="checkbox"/>	4	USC01	ACTUALS		04/12/2024		250.00		CL049	000000
<input type="checkbox"/>	5	USC01	ACTUALS		04/12/2024		-250.00		CL010	000000
<input type="checkbox"/>	6	USC01	ACTUALS		04/12/2024		500.00		CL049	000000
<input type="checkbox"/>	7	USC01	ACTUALS		04/12/2024		-500.00		CL032	000000

**Step 4:** Click the **Refresh** button until the PDF row appears indicating the process is complete.

**Step 5:** To view the pdf version of the JE, click the **pdf** link.

The screenshot shows the 'Report Manager' interface. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. The 'List' tab is active. Below the tabs, there are fields for 'Folder', 'Instance', and 'Name'. A 'Refresh' button is highlighted with a red box. Below this, there is a table with 4 rows of reports. At the bottom, there is a 'Save' button.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLX7501 - GLX7501.pdf	GLX7501 - GLX7501.PDF	General	04/12/24 11:35AM	1899634	3013924
3 GL_JEDIT_0	PS/IGL ONLINE JOURNAL EDIT	General	04/12/24 11:32AM	1899630	3013920
4 GL_JEDIT_0	PS/IGL ONLINE JOURNAL EDIT	General	04/12/24 11:15AM	1899629	3013919

Step 6: Click the pdf link.

Report

Report ID 1899634      Process Instance 3013524      Message Log

Name XMLP      Process Type XML Publisher

Run Status Success

GLX7501 - GLX7501.pdf

Distribution Details

Distribution Node DNGOE      Expiration Date 04/27/2024

File List

Name	File Size (bytes)	Datetime Created
<a href="#">GLX7501.pdf</a>	8,049	04/12/2024 11:35:18.317946AM EDT

Distribute To

Distribution ID Type -Distribution ID

User BASHOJAS

Return

Step 7: From here you can download and/or print the JE.

GLX7501.pdf      1 / 2      50%      [Download] [Print] [More]

**ORACLE** PeopleSoft Financials  
Report Definition: GLX7501 Journal Entry Detail Report

Unit: US001      Ledger Group: ACTUALS      Foreign Currency: USD  
Journal ID: 000190281      Source: CNA      Rate Type: CRPNT  
Journal Date: 4/12/24      Reversal: None      Effective Date: 4/12/24  
Description: CNA Election Billing charges for the month of February 2024      Reversal Date:      Exchange Rate: 1.0000000

Line	Unit	Ledger	Account	Amount	PC Bal Unit	Project	Activity	Amount	Rate	Rate Amount	Rate Type
1	US001	ACTUALS	2000	2000				2000		2000	CRPNT
2	US001	ACTUALS	4000	4000				4000		4000	CRPNT
3	US001	ACTUALS	5000	5000				5000		5000	CRPNT
4	US001	ACTUALS	6000	6000				6000		6000	CRPNT
5	US001	ACTUALS	7000	7000				7000		7000	CRPNT
6	US001	ACTUALS	8000	8000				8000		8000	CRPNT
7	US001	ACTUALS	9000	9000				9000		9000	CRPNT

Print and Confidential

**ORACLE** PeopleSoft Financials  
Report Definition: GLX7501 Journal Entry Detail Report

Unit: US001      Ledger Group: ACTUALS      Foreign Currency: USD  
Journal ID: 000190281      Source: CNA      Rate Type: CRPNT  
Journal Date: 4/12/24      Reversal: None      Effective Date: 4/12/24  
Description: CNA Election Billing charges for the month of February 2024      Reversal Date:      Exchange Rate: 1.0000000

Line	Unit	Ledger	Account	Amount	PC Bal Unit	Project	Activity	Amount	Rate	Rate Amount	Rate Type
7	US001	ACTUALS	10000	10000				10000		10000	CRPNT

Base Currency: USD      Date: 4/12/24      Amount: 1,000.00  
Rate: 1.0000000  
Base Currency: USD      Date: 4/12/24      Amount: 1,000.00  
Rate: 1.0000000

Journal Lines: 7

## VI. Inquiring on a Journal Entry

Use the Find an existing Value button the Create/Update Journal Entries page to view Status, Date, Description, etc. for a Journal Entry.

To inquire on a journal entry, navigate to:

**Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries**

**Step 1:** Click the **Find an Existing Value** button.

The screenshot shows the 'Create/Update Journal Entries' page. At the top, there is a navigation breadcrumb: 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Below the breadcrumb, there is a search bar with 'Journals' selected and a search icon. The main content area is titled 'Create/Update Journal Entries'. Underneath, there is a section 'Add a New Value' with a button 'Find an Existing Value' highlighted in a red box. Below this, there are input fields for '\*Business Unit' (USC01), '\*Journal ID' (NEXT), and '\*Journal Date' (04/12/2024). An 'Add' button is at the bottom of this section.

**Step 2:** To find a JE, search by name, date, JE #, etc. For this example, enter the **Journal ID**.

The screenshot shows the 'Find an Existing Value' search criteria page. At the top, there is a navigation breadcrumb: 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Below the breadcrumb, there is a search bar with 'Journals' selected and a search icon. The main content area is titled 'Find an Existing Value'. Underneath, there is a section 'Search Criteria' with a button 'Add a New Value'. Below this, there are input fields for 'Business Unit' (USC01), 'Journal ID' (begins with 0000180281), 'Journal Date', 'Document Sequence Number', 'Line Business Unit', 'Journal Header Status', 'Budget Checking Header Status', 'Source' (ONL), 'Entered By' (BASHOJAS), 'Attachment Exist', 'Journal Class', and 'Long Description'. The 'Journal ID' field is highlighted in a red box. At the bottom, there are buttons for 'Search', 'Clear', and 'Save Search'.

**Step 3:** Review the JE details.

▼ Search Results  
1 rows - Business Unit "USC01" Journal ID "0000180281" +2 more

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exec	Journal Class	Long Description
USC01	0000180281	04/12/2024	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	7	1,500.00	0	CAS Electron Billing charges f	BASHQJAS	Y	(blank)	CAS Electron Billing charges for the month of February 2024

## VII. Personalizing Your Journal Entry Lines Page

On the Lines tab page use the **Grid Action Menu** icon on the left of the screen to personalize the order of the individual fields for your entries or to download your entry to Excel as needed.

**Step 1:** To personalize your journal line, click the **Grid Action Menu** icon.

**Step 2:** Click the **Personalize** option from the drop-down.

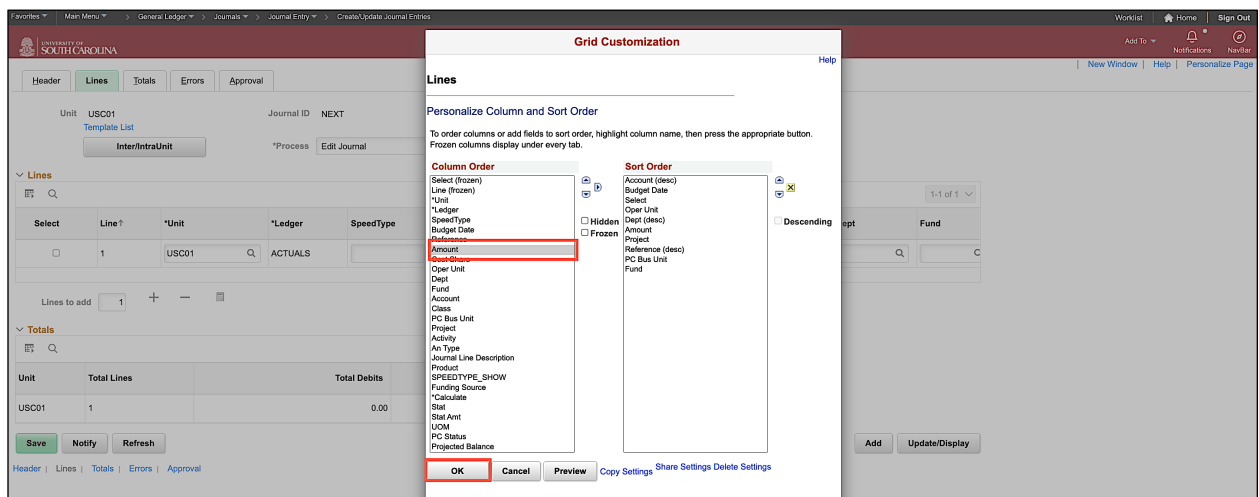
The screenshot shows the 'Journal Entry Lines' page for USC01. The 'Grid Action Menu' is open, and the 'Personalize' option is highlighted with a red box. Other options include 'Zoom Lines' and 'Download Lines Table to Excel'. The main table shows one line with a total debit of 0.00.

**Step 3:** Highlight the field you would like to move and use the arrows to move it up or down.

The screenshot shows the 'Grid Customization' dialog box. The 'Column Order' list has 'Amount' highlighted with a red box. The 'Sort Order' list is also visible. The dialog allows users to customize the display and sorting of columns in the grid.



**Step 4:** Notice the Amount field is now moved closer to the beginning of the row. Click the **Ok** button to return to the Lines page.



**Step 5:** The Amount field is now visible at the beginning of the lines row.

