GL.020.xxx - CREATING AND SUBMITTING A SIMPLE JOURNAL

Purpose	• To identify what is recorded on the Simple Journal page. • To identify what is recorded on the Simple Journal Header page. • To identify what is recorded on the Simple Journal Line Details page. • To describe when a Simple Journal may be processed directly from any of the Simple Journal pages. • To create and submit a Simple Journal.
Description	Simple Journal entries record the financial transactions between departments within an institution. Entries are made in a double-entry system where debits equal credits. Simple Journal entries in PeopleSoft consist of a simple journal page, header page and line details page. The simple journal page records the information that uniquely identifies a simple journal entry. The line details page records the individual transactions and affected ChartFields. The Simple Journal page is used to view or enter journals. This page also displays the information that uniquely identifies a simple journal, such as Business Unit, Journal ID and Journal Date. On the Simple Journal Header page, users can select the Save Journal Incomplete Status option if they need to finalize the journal at a later time.
Security Role	BOR_GL_SIMPLE_JRNL_ENTRY
Dependencies/ Constraints	• Appropriate budgets must be established for all General Ledger transactions that contain revenue or expense accounts. • Users can enter a Journal ID or let the system assign one. Users can reuse the same Journal ID throughout the year, or even within the same accounting period, changing only the date for each instance. Users will select the appropriate Journal Type and Journal Template.

	• A journal can only post if it has a valid journal status and passes budget checking. Additionally, simple journals are required to be approved by additional users with the Simple Journal Department/Project Approval role and the Simple Journal Approval role. • Simple Journal entries balance by fund and project. ***Note:*** *Allowing online journals to go through the Batch Editing and Budget Checking Processes causes online journals to bypass the journal workflow process and can potentially create audit issues.* • Review User Preferences to ensure no users have the “Mark Journals to Post” option. Alternatively, query the PS_OPR_DEF_TBL_GL table where MARK_POST_OPTN is ‘Y’ to identify users who still have the ability to mark journals to post.

Procedure

Below are step by step instructions on how to create and submit a simple journal entry.

Step	Action
1.	Select the **Simple Journal** tile from the Finance and Accounting homepage. The system navigates to the Simple Journal page.
2.	Click the **Add** button.
3.	Select the desired **Journal Type**.
4.	Select the desired **Journal Template**.
5.	Click the **Add** button.
6.	Enter a Reference Number in the **Reference Number** field.
7.	Enter a Description in the **Long Description** field.
8.	Users can select the **Save Journal Incomplete Status** option when they wish to finalize and process the journal at a later time.
9.	Click the **Lines** section in the left pane. The Line Details page consists of 4 tabs; Basic, Chartfields, Currency, and Miscellaneous.
10.	Select a **SpeedType** on the **Basic** tab if your institution uses these.
11.	Click the **Chartfields** tab. These fields may or may not be populated based on what fields your institution chose for the template.
12.	Enter the following **Chartfields** if they are not already populated based on the template.
13.	Enter an Account number in the **Account** field.
14.	Enter a Fund number in the **Fund** field.
15.	Enter a Department number in the **Dept** field.
16.	Enter a Program number in the **Program** field.
17.	Enter a Class number in the **Class** field & Enter a Budget Reference in the **Budget Reference** field.
18.	Click the **Currency** tab. Enter an Amount in the **Base Amount** field.
19.	Click the **Save** button.
20.	A message box appears informing users that the journal cannot be edited or posted because its status is not complete. This is because the **Save Journal Incomplete** Status option on the Header page is selected. Change the journal status to *Complete*. Notice the journal status is set to **T**, the code for incomplete.
21.	Click the **OK** button.

Step	Action
22.	Click the **Header** section in the left pane.
23.	Change the **Save Journal Incomplete Status** from Yes to No.
24.	Click the **Attachment** section in the left pane and upload the supporting documentation.
25.	Choose **Edit Journal** from the Process dropdown list and click the **Process** button. The Edit Journal process option initiates the journal edit and budget checking processes, if security allows.
26.	Click the **Lines** section in the left pane to view the Journal Status after the journal is edited. Users can only post a journal with a valid journal status that also passed budget checking.
27.	To review any budget exceptions, click the **Budget Status** link located under the **Lines** section and within the **Totals** row.
28.	If necessary, review budget exceptions and take corrective action. For more information on correcting budget checking errors, refer to the KK.050.001 - Reviewing Budget Check Exceptions – General Ledger Journals. Once users correct the budget exception root cause, the journal entry can be budget checked again through the GL Journal Exceptions page or the Journal Entry page. To budget check in the exceptions page, click the **Budget Check Document** button.
29.	Once the simple journal has a valid header (**V**) and budget status (**V**), submit the journal for approval.
30.	Select **Submit Journal** from the Process list and click **Process**. When users select **Submit Journal**, the system records their UserID as the initiator of the journal. The journal then appears in an approver's worklist to await approval and posting. Click on the **Approval** section in the left pane and confirm the Approval Status is set to Pending Approval. ***Note:*** *Make sure that Submit Journal is chosen once the journal is edited and budget checked to ensure the journal initiates into workflow correctly.*
31.	If you would like a copy of the journal, select **Print Journal** and click **Process.** Search the Menu bar in the top middle of the page and search for **Report Manager**. In the Listing click the .pdf that starts with GLX#### - GLX####.