



JOURNAL ENTRIES

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Overview

Journals are entries made to the PeopleSoft General Ledger to redistribute or reallocate money from one budget line to another. Each journal entry must have at least two lines in order to record both a debit and a credit for every transaction, and the total debits and total credits must be equal.

Typically, journal entries are created to:

- Correct or adjust prior journal entries
- Move expenses from one funding source to another
- Account for the internal sale of goods or services
- Transfer funds from one chartstring to another

Journal Entry Instructions

Create/Update Journal Entries

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Create/Update Journal Entries**.
4. Select the **Add a New Value Tab** at top.

The screenshot shows the 'Create/Update Journal Entries' interface. On the left, a sidebar menu has 'GL & Budget' expanded, with 'Create/Update Journal Entries' highlighted. The main content area has a tab labeled 'Add a New Value'. Below the tab, there are input fields for 'Business Unit' (containing 'UVM01'), 'Journal ID' (containing 'NEXT'), and 'Journal Date' (containing '11/10/2020'). An 'Add' button is located at the bottom of the form.



- The journal ID field will default to **Next**. The journal date field will default to the current date. Always use the current date unless processing a period 12 journal in July. In that case, change the date to 06/30.

- Click **Add**.

The Header Tab

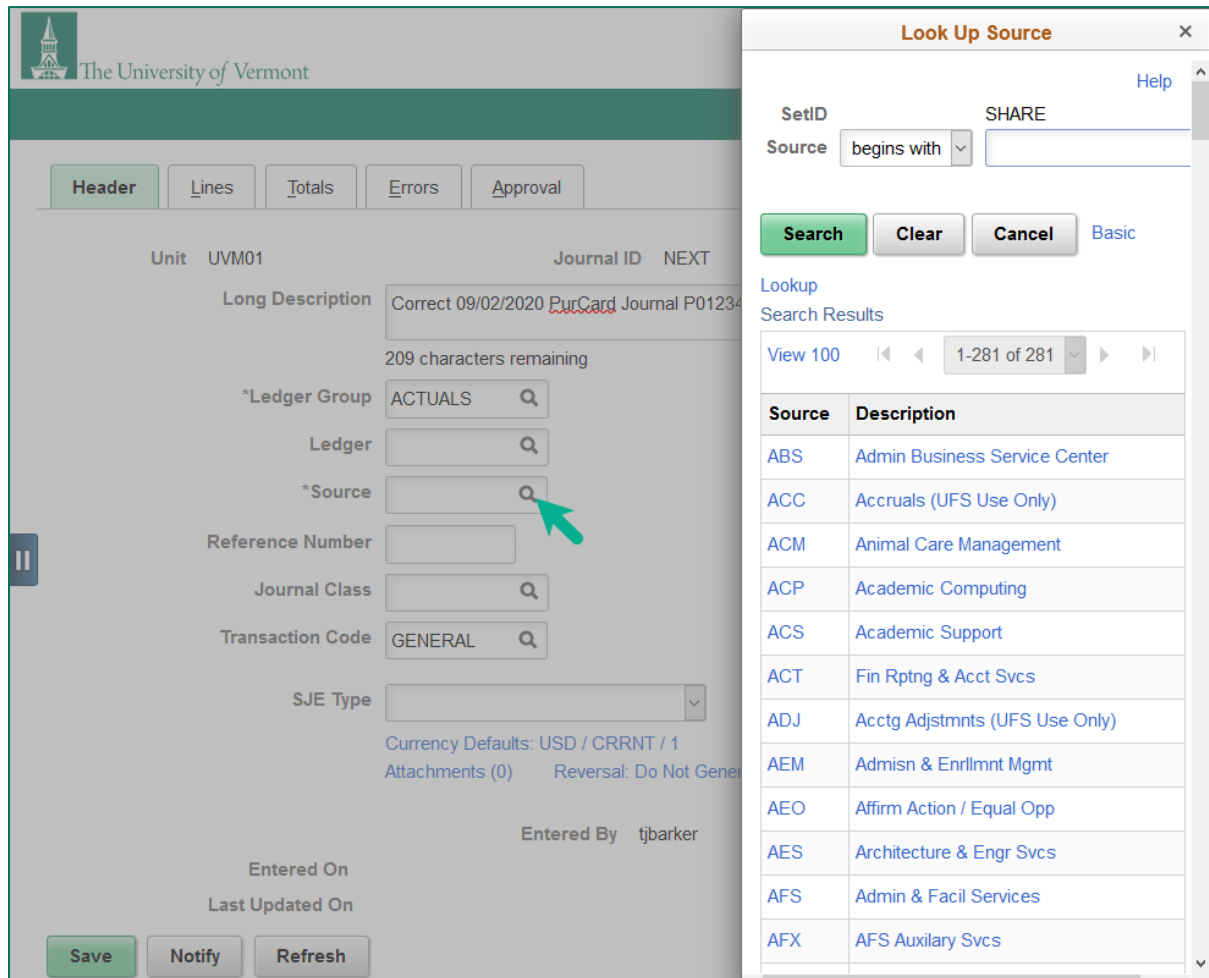
- The **Header Tab** will appear. Enter text into the **Long Description Field**. This field should explain, in detail, the reason for the journal entry in under 254 characters. Financial and Cost Accounting Services (FCAS) and Sponsored Project Administration (SPA) will use this information to ensure that the journal is doing what it is intended to do and that the journal is appropriate.
 - Use full sentences.
 - Provide as much identifying information as possible.
 - No acronyms or abbreviations – the approvers and auditors need to understand what this journal is trying to accomplish.
 - No payroll transfers – salary, wage, and benefits transfers must be processed by Payroll Services. Submit a request by email to payroll@uvm.edu.
 - If the journal is a correction, indicate the source of the original transaction (PurCard journal P12345-51, PO45678 etc.).
 - When making corrections, one journal can correct multiple transactions that are charged to incorrect chartstrings. Indicate in the description field what each of the lines is correcting.

NOTE: Use the little arrow in the upper right corner of the Long Description box to pop out the text box so that you can see all of the text at once.

- Use the Attachments link in the center left section of the page to add any attachment that you like to support the journal, if desired.



9. Type in a three-character Source value or click the **Look Up**  icon on the **Source** field to select the source. The **Source** code in the Header section should always represent the unit of the individual entering the journal. (If it does not, navigate to Main Menu > Employee Self-Service > User Defaults to update it, or log a [Footprint](#) to have the default Journal Source changed to the appropriate value.)



10. Journal Class: Use the following grid to select the appropriate class.

Journal Class	Use on Sponsored Project?	When to use
AR	No	When entering a journal entry to record your external billing and accounts receivable for non-sponsored customers



CSTTR<90*	Yes	Use for cost transfers when the submit date of the journal is less than 90 days from the original accounting
CSTTR>90*	Yes	Use for cost transfer when the submit date of the journal is greater than 90 days from the original accounting
IC	Yes	Use for all internal charges.
Other	Yes	Use for all other journals or leave blank

*By selecting the **CSSTR<90** and **CSSTR>90** journal classes, an additional tab called “Cost Transfer Justification” will appear. This tab **is required for sponsored project (chartstrings with GCA01 project) cost transfers**. If you are not processing a journal against a sponsored project, you do **not** need to select one of these journal classes or complete the Cost Transfer Justification tab. Refer to the [Non-Payroll Cost Transfer Procedure](#) describing the process for creation, review and approval of these sorts of journal entries.

NOTE: For more information on ICs, see the [Accounting Policies](#) and [FAQs](#) sections of this document.

The Lines Tab

- Once all of the required criteria has been entered, click on the **Lines** tab.

- Enter the chartfield values and journal information in the appropriate boxes below:

NOTE: Clicking the **Look Up**  icon next to each chartfield to select each value (account, operating unit, dept, etc.); can be time-consuming. It is more efficient to have the chartstring handy and type it in manually.



- 13.** After entering the chartstring, scroll all the way over to the right side of the screen and enter the amount to be credited or debited for the selected transaction in the **Base Amount** field.



14. Click the **Projected Balance** link at the end of the row to display the T-Account information for the journal line's chartstring. This amount reflects what the ledger balance of the selected chartstring would be if the selected journal line is posted.

Projected Balance

BusinessUnit, Ledger and ChartField Combination

1-1 of 1

Business Unit	Ledger	Account	Operating Unit	Department	Fund Code	Fund Affiliate	Source	Function	Pr
UVM01	ACTUALS	60501	32	50040	150		130196	421	

Projected Balance

Currency USD

Current Balance : 0.00

Line Amount

Line #	Amount	DR/CR
1	500.00	DR

Projected Balance : 500.00

Return

15. The **Journal Line Description** will update automatically in based on the account chartfield entered. In most cases, change this Line Description to something about the transaction that is more meaningful than just the account name.

NOTE: Click the **Grid Action Menu**  icon in the top left corner and select **Zoom Lines** to open a pop-up window to make data entry easier.

- Click **Personalize** in the **Grid Action Menu** to change the order of the fields and to hide certain fields. See [Customizing the order that fields appear on the Journal page](#) for information on how to customize grids.
- Use the Reference field on the journal line to hold a voucher number, a PO number, or a previous journal number.
- A user can edit the journal line description to something other than the account name default.
- Enter information that will be meaningful on a budget report.



Unit: UVM01 Journal ID: 0000359593 Date: 11/10/2020

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Errors Only View Audit Logs

Line 10

Lines

Unit	Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
UVM01	ACTUALS	TJB_TEST	60501	32	50040	150	130196	421	
UVM01	ACTUALS		60521	32	50040	150	130196		

Lines to add 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	500.00	500.00	N	N	None

16. Now enter the credit amount. Next to **Lines to add** click the **Add**  icon to add more lines.

Lines to add 1 + -

NOTE: If entering multiple journal entries, add multiple lines by typing in a numeric value in the **Lines to add** field, rather than clicking the Add icon every time.

17. When the Add icon is selected, the new line autopopulates with the appropriate credit/debit.

18. Totals are displayed in the **Totals** box at the bottom next to the **Journal Status**.

Unit: UVM01 Journal ID: 0000359593 Date: 11/10/2020

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Errors Only View Audit Logs

Line 10

Lines

Select	Line	Unit	Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	ACTUALS	TJB_TEST	60501	32	50040	150	130196	421	
☐	2	UVM01	ACTUALS		60521	32	50040	150	130196		

Lines to add 1 + -

Totals

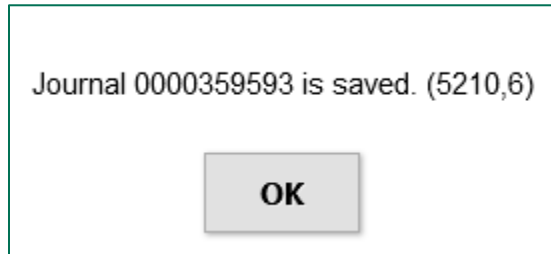
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	500.00	500.00	N	N	None

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval



19. Click **Save**. This message will appear, click **OK**. The number that appears will be the new **Journal ID**.



The Cost Transfer Justification Tab

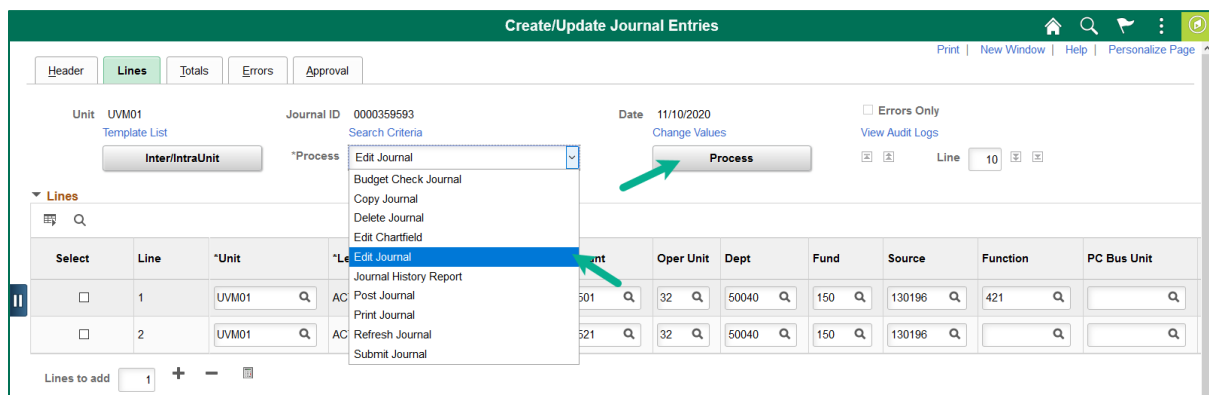
20. By selecting the **CSSTR<90** and **CSSTR>90** journal classes on the **Header Tab**, this tab will appear.

This tab is **required for sponsored project (chartstrings with GCA01 project) cost transfers**. Refer to the [Non-Payroll Cost Transfer Procedure](#) describing the process for creation, review and approval of these sorts of journal entries.

If you are not processing a journal against a sponsored project, you do **not** need to select a journal class on the **Header Tab** that will generate the Cost Transfer Justification tab.

Edit & Submit

21. Select **Edit Journal** from the **Process** drop-down box and click **Process** to check for various types of errors.



NOTE: If the journal is 20 lines or fewer, while the journal is editing a spinning circle will appear and users will not be able to navigate away from the page or do anything else in PeopleSoft.



If the journal is greater than 20 lines, it will be edited in batch mode. Users will receive a notification and be brought to the Process Monitor page while the journal edit process runs. Click **OK**. If **Cancel** is clicked, the journal will not be edited.

Journal P024756-51 will be edited in Batch mode. (22548,1)

Please note your journal ID. You will be transferred to the Process Monitor. After your process completes, return to your journal to view any errors and/or to submit the journal. Do not modify your journal until this process completes.

OK **Cancel**

In the **Process Monitor**, periodically click **Refresh** until the Run Status is either **Success** or **Warning**. Return to the Journal Entry page and open the journal. If the Run Status is **Success**, there are no edit or budget check errors; if it reads **Warning**, any edit or budget check errors need to be resolved before submitting the journal.

When the process is complete, navigate back into the journal to submit it or to correct errors.

22. The Journal Status and Budget Status should read **V** (for valid). If an error occurs, see [Journal Errors](#) section of this document to learn more.

Create/Update Journal Entries

Unit UVM01 Journal ID 0000359593 Date 11/10/2020

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process

Errors Only View Audit Logs

Line 10

Lines

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	ACTUALS	TJB_TEST	60501	01	11200	100	100001	521	
☐	2	UVM01	ACTUALS		60521	01	11200	100	100001	521	

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	500.00	500.00	V	V	None

Save

Return to Search

Notify

Refresh

23. Select **Submit Journal** from the **Process** drop-down box and click **Process**. This must be done in order for the journal to be processed and posted.



Create/Update Journal Entries

Unit: UVM01 Journal ID: 0000359593 Date: 11/10/2020 ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal **Process**

Budget Check Journal
Copy Journal
Delete Journal
Edit Chartfield
Edit Journal
Post Journal
Print Journal
Refresh Journal
Submit Journal

Lines

Select	Line	*Unit	*Le	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	AC	501	01	11200	100	100001	521	
☐	2	UVM01	AC	521	01	11200	100	100001	521	

Lines to add: 1

Totals

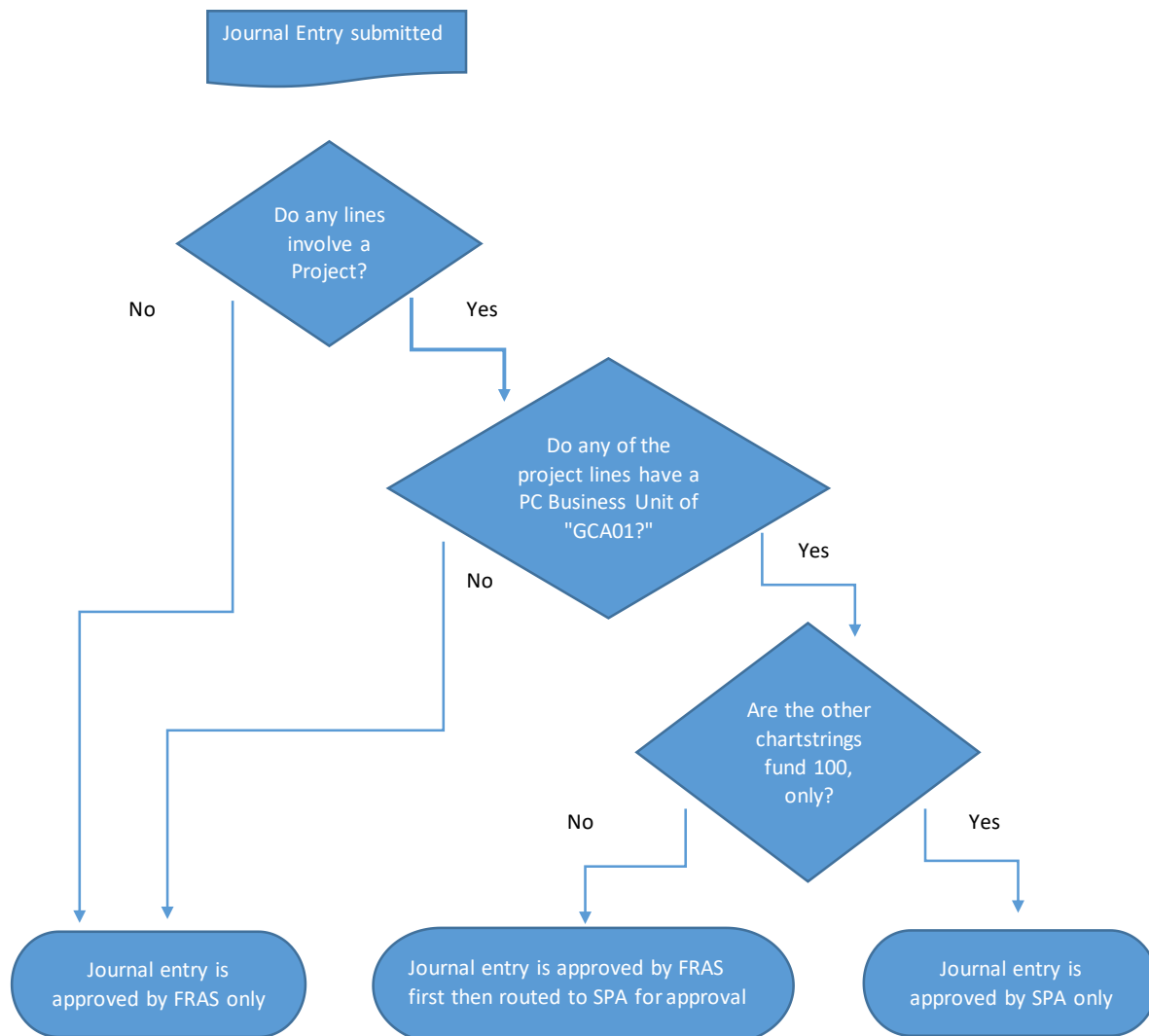
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	500.00	500.00	V	V	None



The Approval Tab

Once a journal entry is submitted, the system will route it for approval. Financial and Cost Accounting Services (FCAS) and Sponsored Project Administration (SPA) have responsibility for reviewing and approving all manual journals.

Depending on the chartstrings entered on the lines tab, the system will route the journal using the following flowchart:



Note: If your journal includes a cost transfer or late cost transfer (using journal source CSSTR<90 and CSSTR>90), additional approvals will be needed for the cost transfer justification tab. Refer to the [Non-Payroll Cost Transfer Procedure](#) describing the process for creation, review and approval of these sorts of journal entries.



You will be able to view the approval status on the **Approval Tab** of the journal entry. If any of the approvers have left comments, they will be visible by clicking the “View/Hide Comments” hyperlink.

Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** | Cost Transfer Justification

Unit UVM01 Journal ID 0000359509 Date 10/16/2020 **Submit**

Approval Status 1 of 1

Unit UVM01
Approval Check Active Y
Approval Status Pending Approval
Approval Action Approve
Deny Comments
254 characters remaining

SPA Journal Approval

Unit UVM01, ID 0000359509, Date 2020-10-16, Line Unit UVM01:Pending **View/Hide Comments**

SPA Journal Approval

Approved
Margaret Hall
UVM SPA Journal Approver FA
10/16/20 - 4:09 PM

Pending
Multiple Approvers
UVM SPA Journal Approver

Imetayer, 1
Pending
Christian Skalka
Inserted Approver

mahall, 1
Approved
Carolynn Halin
Inserted Approver
10/16/20 - 4:08 PM

Comment History

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh** **Add** **Update/Display**

UFS Journal Approval denotes Financial and Cost Accounting Services and **SPA Journal Approval** denotes Sponsored Project Administration.



Journal History Report

The Journal History Report itemizes the entire submission and approval history of a journal. On the **Lines Tab**, select **Journal History Report** from the dropdown and select the **Process** button. A PDF file will automatically generate.

Create/Update Journal Entries

Header

Lines

Totals

Errors

Approval

Cost Transfer Justification

Unit

UVM01

Journal ID

0000359582

Date

11/04/2020

☐ Errors Only

[Template List](#)

[Search Criteria](#)

[Change Values](#)

[View Audit Logs](#)

Inter/IntraUnit

*Process

Process

Line

10

▼ Lines

Select

Line

*Unit

*Le

Account

Oper Unit

Dept

Fund

Source

Function

PC

☐

1

UVM01

AC

071

14

54005

300

201001

311

GC

☐

2

UVM01

AC

001

14

54000

100

100001

201

☐

3

UVM01

ACTUALS

19100

300

GC

☐

4

UVM01

ACTUALS

19100

100

Lines to add

1

+

-

▼ Totals

Unit

Total Lines

Total Debits

Total Credits

Journal Status

Budget Status

Approval Status

UVM01

4

0.02

0.02

V

V

None

Save

Return to Search

Previous in List

Next in List

Notify

Refresh



Below is a screenshot of a sample report with the information that pulls in:

UVM Journal Actions History Report			
Journal ID:	0000343150	Report As Of:	4/29/2020
Journal Date:	6/1/2020	Journal Class:	CSTTR<90
Submitted Date:	4/29/20	Source:	ACT
Post Date:	4/29/2020	Created By:	deptuser
Total Debits:	150	Total Credits:	150
Descr: Testing journal workflow. SPA only journal (GCA01 project and GCA01 project).			
Date/Time	Originator	Status/ Action	Comments
4/29/2020 4:07 PM	Departmental User	JE Created	
4/29/2020 4:08 PM	Departmental User	JE Edited	
4/29/2020 4:09 PM	Departmental User	Submitted	
4/29/2020 4:11 PM	SPA FA Approver	Comment Added	Reason for rejection: missing back-up documentation.
4/29/2020 4:11 PM	SPA FA Approver	Denied	
4/29/2020 4:18 PM	Departmental User	JE Edited	
4/29/2020 4:20 PM	Departmental User	Submitted	
4/29/2020 4:21 PM	SPA FA Approver	Approved	
4/29/2020 4:24 PM	SPA Team Lead	Approved	
4/29/2020 4:26 PM	UFS Journal Poster	JE Posted	



Find Journal Entries

There are three ways to find a particular journal that has already been created:

- 1) [Search on the Create/Update Journals Screen.](#)
- 2) [Searching for the journal\(s\) using the Journal Inquiry.](#)
- 1) [Running the General Ledger Query called UV GL JRNL INQUIRY.](#)

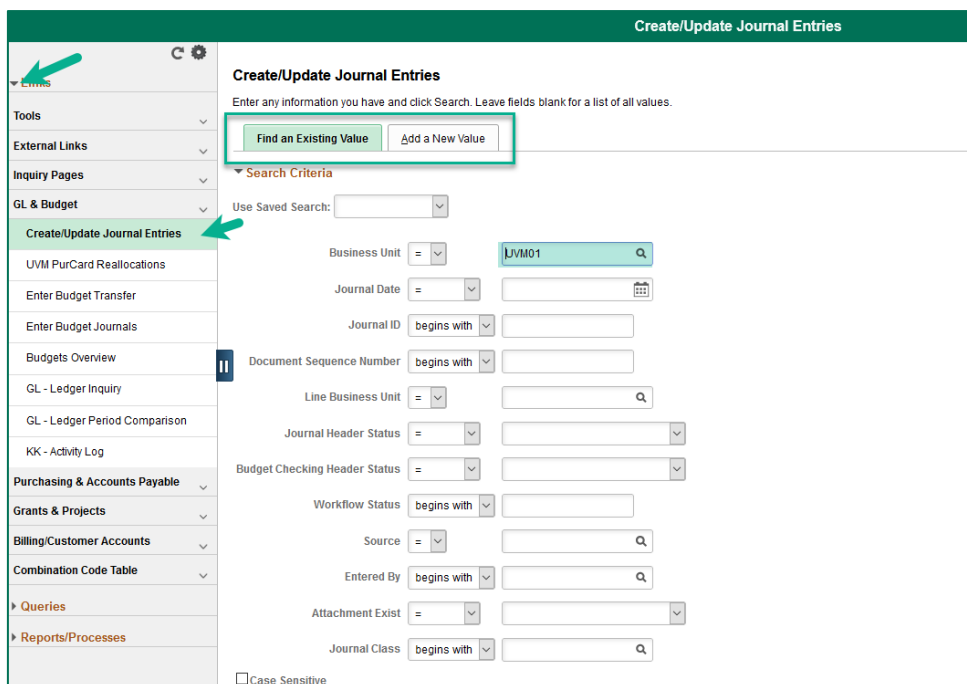
Search on the Create/Update Journals Screen

The easiest way to find a journal in PeopleSoft is to search on the **Create/Update Journals** screen.

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Create/Update Journal Entries**.
4. Select the **Find an Existing Value** tab.
5. Ensure that the **Business Unit** field value is **UVM01**.





6. In the **Entered By** field, type the user's **NetID**, enter relevant criteria (Journal date, etc.) to limit the search results, and click **Search**.

Click any line in the **Search Results** table to open that particular journal.

Search Results																
View All																
Business Unit	Journal Date	Journal ID	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Workflow Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By
UVM01	12/18/2019	0000343805	0	(blank)	UVM01	Posted	Valid	NONE	ACTUALS	DSB	USD	10	1571.04	0	Adjust accounting lines on exp	tjbarker
UVM01	01/14/2019	0000319418	0	(blank)	UVM01	Posted	Valid	NONE	ACTUALS	DSB	USD	2	162.16	0	Correct AR211421, this deposit	tjbarker
UVM01	11/30/2018	0000316962	0	(blank)	UVM01	Posted	Valid	NONE	ACTUALS	DSB	USD	4	2280	0	Write off unreconciled cash ad	tjbarker
UVM01	09/07/2018	0000311117	0	(blank)	UVM01	Posted	Valid	NONE	ACTUALS	DSB	USD	2	300.4	0	Payroll deduction for PurCard	tjbarker
UVM01	01/11/2018	0000293718	0	(blank)	UVM01	Posted	Valid	NONE	ACTUALS	DSB	USD	2	42.54	0	Reconcile Cash Advance 2314 (W	tjbarker

7. On the open journal page, use the navigational buttons at the bottom to move between journals or to return to the **Search Results** table.

Create/Update Journal Entries

Header

Lines

Totals

Errors

Approval

Unit

UVM01

Journal ID

0000343805

Date

12/18/2019

Long Description

Adjust accounting lines on expense report 121759 which do not balance with the header amount.

161 characters remaining

*Ledger Group

ACTUALS

Adjusting Entry

Non-Adjusting Entry

Ledger

Fiscal Year

2020

*Source

DSB

Disbursement Center

Period

6

Reference Number

ADB Date

12/18/2019

Journal Class

Transaction Code

GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (2)

Reversal: Do Not Generate Reversal

Entered By

tjbarker

Commitment Control

Tiffany Barker Cook

Entered On

12/18/2019 9:43:49AM

Last Updated On

12/18/2019 10:11:47PM

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

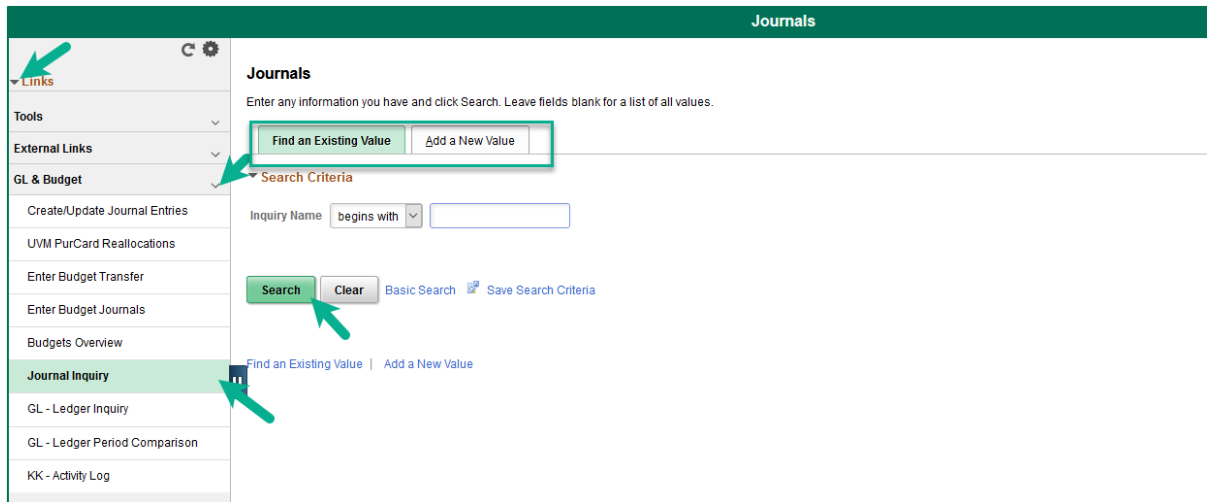
Search Using Journal Inquiry

1. To search for journals using **Journal Inquiry**, log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.





3. Click the **Arrow**  icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Journal Inquiry**.
4. Select the **Find an Existing Value** tab (if necessary).



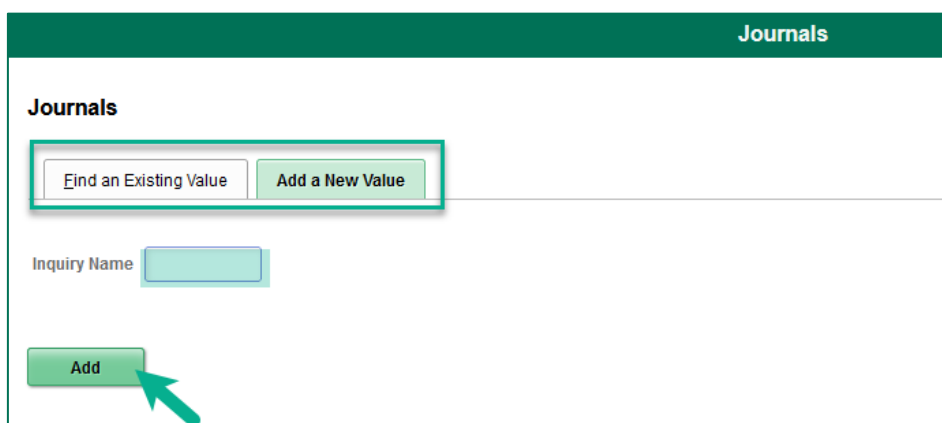
5. Click the **Search** button.
6. If there is one journal inquiry already in the system, it will open. If there are multiple journal inquiries in the system, the system will ask to choose one from among them to open.

If there are no journal inquiries in the system, the message - **No matching values were found** - will be returned. Go to **Step 7** to create an inquiry.

If the search brought back an inquiry that can be used, skip to **Step 8**; otherwise follow the directions in **Step 7** to create a new inquiry.

NOTE: Unlike a **Run Control ID**, **Inquiries** may be deleted at any time, so don't worry about adding too many new ones.

7. Select the **Add a New Value** tab. Type in a name for the inquiry up to 10 characters long. Spaces are okay. Click **Add**.





8. A journal inquiry page will open.

9. Enter **UVM01** as the business **Unit**, enter **ACTUALS** as the **Ledger**, and enter the fiscal year as the **Year**.
10. Enter the **From Period** and **To Period** fields. If period **1** to period **12** is entered, the search will return all journals within the fiscal year indicated.
11. To search for all existing journals, enter the **NetID** in the **User** field and leave the other fields blank.
12. To search for all the journals that have been entered from a particular source, enter the three-letter source code in the **Source** field (e.g., **CHM** for Chemistry, etc., click the **Search** icon for a list) and leave the other fields blank.
13. Journals can also be searched for by date or by status (e.g., to see journals that are valid but not yet posted, enter a **"V"** in the **Status** field).
14. Press the **Search** button to bring up a list of the journals.
15. **Sort** the search results by clicking on a column heading.
16. **Download** the search results into Excel by clicking on the **Grid Action Menu**  icon at the top left of the search results table then select **Download Journals Table to Excel**.



17. Click a **Journal ID** from the search results in order to see **detailed information** on that particular journal.
18. To edit a journal that has not been posted, first find and open the journal. Return to the UVM Employee Homepage and click the **UVM Business Mgr WorkCenter** tile.
19. Click the **Arrow**  icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Create/Update Journal Entries**.

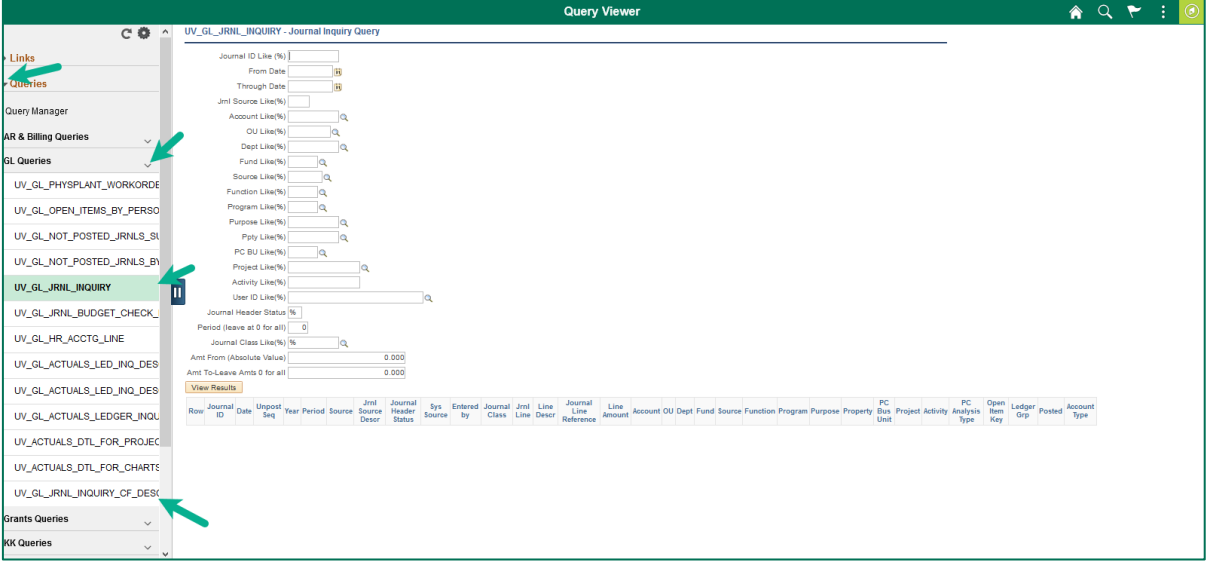
Run the UV_GL_JRNL_INQUIRY query

1. To search for journals using the **UV_GL_JRNL_INQUIRY** query, log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon next to **Queries** and **GL Queries** to expand the menus, showing a list of frequently used queries. Select **UV_GL_JRNL_INQUIRY**, or **UV_GL_JRNL_INQUIRY_CF_DESCRS**.

NOTE: These queries will return identical results. The only difference is that the results for the second query ending with **CF_DESCRS** will include a column for each **chartfield description** – the textual representation of each chartfield – which can be helpful, though makes for a very wide report.



The screenshot shows the PeopleSoft Query Viewer interface for the **UV_GL_JRNL_INQUIRY - Journal Inquiry Query**. The left sidebar contains a navigation menu with 'Links' and 'Queries' expanded. The main area displays the query configuration fields and a table of results.

Query Configuration Fields:

- Journal ID Line (%):
- From Date:
- Through Date:
- Jrnl Source Line(%):
- Account Line(%):
- OU Line(%):
- Dept Line(%):
- Fund Line(%):
- Source Line(%):
- Function Line(%):
- Program Line(%):
- Purpose Line(%):
- PC BU Line(%):
- Project Line(%):
- Activity Line(%):
- User ID Line(%):
- Journal Header Status:
- Period (leave at 0 for all):
- Journal Class Line(%):
- Amount From (Absolute Value): 0.000
- Amount To-Less Amount 0 for all: 0.000

View Results

Row	Journal ID	Date	Unpost Seq	Year	Period	Source	Jrnl Source Desor	Jrnl Source Status	Sys Source	Entered By	Journal Class	Jrnl Line Desor	Journal Line Reference	Line Amount	Account	OU	Dept	Fund	Source	Function	Program	Purpose	Property	PC Bus Unit	Project	Activity	PC Analysis Type	Open Item Key	Ledger	Posted	Account Type
-----	------------	------	------------	------	--------	--------	-------------------	--------------------	------------	------------	---------------	-----------------	------------------------	-------------	---------	----	------	------	--------	----------	---------	---------	----------	-------------	---------	----------	------------------	---------------	--------	--------	--------------



4. Enter a **From**, and **Through Date** range. Enter any other search criteria necessary in order to limit the search. (The example below is set to search for journals between January 1 and January 31, with a valid status and have not yet been posted from Financial and Cost Account Services (Journal Source ACT). Note the **V** in the Journal Header Status box.)

NOTE: Most queries will not return any data unless a wildcard character is entered in the empty search criteria fields. Look for the **(%) percentage sign** in parenthesis, or lack thereof, to know what to type in a field that will not be populated with a value related to the search.

Query Viewer

UV_GL_JRNL_INQUIRY - Journal Inquiry Query

Journal ID Like (%) %

From Date 01/01/2020

Through Date 01/31/2020

Jmrl Source Like (%) ACT

Account Like (%) %

OU Like (%) %

Dept Like (%) %

Fund Like (%) %

Source Like (%) %

Function Like (%) %

Program Like (%) %

Purpose Like (%) %

Ppty Like (%) %

PC BU Like (%) %

Project Like (%) %

Activity Like (%) %

User ID Like (%) %

Journal Header Status V

Period (leave at 0 for all) 0

Journal Class Like (%) %

Amt From (Absolute Value) 0.000

Amt To-Less Amts 0 for all 0.000

View Results

Row	Journal ID	Date	Inpost Seq	Year	Period	Source	Jmrl Source Descr	Sys Source	Entered by	Journal Class	Jmrl Line Descr	Journal Line Reference	Line Amount	Account	OU	Dept	Fund	Source	Function	Program	Purpose	Property	PC Bus Unit	Project	Activity	PC Analysis Type	Open Item Key	Ledger Grp	Posted	Account Type
-----	------------	------	------------	------	--------	--------	-------------------	------------	------------	---------------	-----------------	------------------------	-------------	---------	----	------	------	--------	----------	---------	---------	----------	-------------	---------	----------	------------------	---------------	------------	--------	--------------

5. After the criteria have been entered, click **View Results**.
6. The results will be displayed below the criteria selection area. If the query returns more than 100 lines, click the **View All** link in order to see them all displayed.
7. To download the results into an Excel spreadsheet or a comma-delimited file click the appropriate hyperlink for the desired results.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1702 kb\)](#)

NOTE: After reviewing the journals, it may be determined that some journals that have been entered but have not yet posted may be deleted.

Once a journal has been posted, it cannot be deleted. See the [Delete a Journal Entry](#) section for instructions on how to delete a journal.



Copy a Journal Entry

1. Create new journals by copying existing journals. Open the existing journal to copy, on the **Lines** tab, select **Copy Journal** from the Process menu, and click **Process**.

The screenshot shows the 'Create/Update Journal Entries' window. The 'Lines' tab is active. The 'Process' dropdown menu is open, and 'Copy Journal' is selected. The 'Process' button is highlighted. The window displays fields for Unit (UVM01), Journal ID (0000359593), Date (11/10/2020), and a table of journal lines.

2. Select the Journal Date for the new, copied journal, if the date needs to be something other than the current date. Journals cannot be posted to closed periods, so do not select a date in a closed fiscal period.

NOTE: The copy function can also reverse a journal: check the box “Reverse Signs” and a new journal will be created with the original debits and credits reversed.

Click **OK** and a new journal will open.

The screenshot shows the 'Journal Entry Copy' window. The 'Reverse Signs' checkbox is checked. The 'OK' button is highlighted. The window displays fields for Business Unit (UVM01), Journal ID (NEXT), Journal Date (11/10/2020), ADB Date, Currency Effective Date, Copy From ID (0000359593), Ledger, New Ledger, Document Type, Copy From Date (11/10/2020), and options for Reversal Date and ADB Reversal Date.

NOTE: Everything on the journal will copy, so make sure to update the header description on the new journal as appropriate. If copying someone else’s journal, update the Journal Source in the header to the new department’s source.



Print a Journal Entry

1. Select **Print Journal** from the process box at the top of the lines page and press **Process**.

Select	Line	*Unit	*Le	Amount	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	AC	301	01	11200	100	100001	521	
☐	2	UVM01	AC	521	01	11200	100	100001	521	

2. A new browser tab will open, displaying the printable report in PDF format. If the tab does not open, there may be a message indicating that pop-ups are blocked. Change the browser set-up to allow pop-up windows for uvm.edu.
3. Print the report using the print icon, the location of which may vary depending on your browser.

Delete a Journal Entry

Once a journal has been posted, it cannot be deleted. As long as the journal has not yet been posted, it can be deleted.

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.
3. Click the **Arrow**  icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Create/Update Journal Entries**.
4. Select **Delete Journal** from the Process box and press the **Process** button.

Select	Line	*Unit	*Le	Amount	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	AC	301	01	11200	100	100001	521	
☐	2	UVM01	AC	521	01	11200	100	100001	521	



5. Confirm that the data to be deleted permanently is the correct journal to be deleted before pressing **Yes**.

NOTE: If the journal was budget-checked (which updates the Commitment Control ledgers), deleting the journal will undo that process. Recognize that once a journal is deleted, it is gone from the system.

Are you sure that you want to delete this journal? (5010,30)

Yes **No**

Notify Someone about a Journal Entry

1. To send an email to someone who needs to review the journal, click the **Notify** button at the bottom of the page. This can be done from any page in PeopleSoft where the **Notify** button is seen.

The screenshot shows the 'Create/Update Journal Entries' page. At the bottom, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The 'Notify' button is highlighted with a red box. Above the buttons, there are various fields and tabs. The 'Lines' tab is selected. The 'Unit' is 'UVM01', 'Journal ID' is '0000359512', and 'Date' is '10/01/2020'. There are also buttons for 'Inter/IntraUnit', 'Process', and 'Errors Only'.

2. When the **Send Notification** page appears, choose which template to use. If it is a general journal entry you should choose Journal Notification. For PurCard Journals choose PurCard Journal Notification.

The screenshot shows the 'Select Notification Template' page. At the top, there is a section titled 'Send Notification'. Below it, there is a section titled 'Select Notification Template'. Under this section, there is a table titled 'Templates Defined for this Component'.

Description	Subject	Select
UVM Specific Journal Notify	Journal Notification	Select
UVM PurCard Journal Link	PurCard Journal Notification	Select



3. Fill in the email addresses using a semi-colon to separate multiple addresses. Enter the **Subject**. Do not change anything in the **Template** text box because this section creates the link in the email that allows the user to click into the journal entry from within the email. Type the message in the message box and press **OK** to send the email.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: Rally.Cat@uvm.edu; Supervisor@uvm.edu

CC: Self@uvm.edu

BCC:

Priority:

Subject: Please review this journal

Template: The sender wishes to notify you about journal.0000359512
DO NOT EDIT THE TEXT IN THIS SECTION

Message: Hi Rally,
I created this journal. Please review it at your earliest convenience and let me know it is okay.

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

Lookup Recipient
Delivery Options
☐ RichText

Accounting Policies and Information

Journal Classes - IC and Other

When processing interdepartmental billing journals (using journal class IC), make sure the revenue accounts are in the following ranges of IC accounts:

- Credits to IC Revenue accounts 48001 – 48999, or accounts that start with 452.
- If the journal is to transfer/correct a regular expense, do **not** use journal class IC.

The journal class **OTHER** can be used to indicate that the journal is not for internal charges. Using this class is optional (the journal class field can also be left blank if the journal is not for internal charges).



Projects Information

When entering a project journal, make sure to select the **Projects** Business Unit first, then the project ID, then the activity ID, then the Analysis Type. The Project Business Unit controls the list of project IDs, so that if GCA01 is selected, only sponsored projects will be seen. If PC001 is selected, only non-sponsored projects will be seen. Similarly, after selecting a project ID, only the Activities associated with that project will be seen.

Whenever a chartstring involves a project, then the Project Business Unit, Project ID, Activity, and Analysis Type fields must be filled in. If there is no project, then the Project Business Unit, Project ID, Activity, and Analysis Type fields must be left blank.

Analysis Type on the Journal Line

The Analysis Type on the journal line is used in Grants billing processes and project reporting. It is important that this field be filled in accurately.

Here are the rules for selecting the Analysis Type:

1. If there is a project on the journal line, and if the account is a revenue account, use **Analysis Type GLR** (GL Revenue).
2. If the project is sponsored (the business unit will be GCA01), the account is an expense account, and the function is a cost share function, then use the **Analysis Type CGE** (Cost Sharing GL Expense). Otherwise, use the analysis type GLE (GL Expense).

The current cost share functions are:

212	CostShr-Inst-Spon
213	CostShr-SalCap-Ins
312	CostShr -Rsch-Spon
313	CostShr -SalCap -Rsch
352	Cost Shr-Exp Station
412	Cost Shr- Public Service
413	Cost Shr- Sal Cap Pub Service
422	Cost Shr-Extension Services

3. If there is no project on the line, leave the **Analysis Type blank**.

Correcting Journals

If a journal is being entered in order to correct another journal entry, enter the details of the work being done in the journal and, if possible, the reference number of the original document that is being corrected in the **Long Description** field of the Journal Header. Examples of original document reference numbers include: original journal ID, Expense Report number for travel- or expense-related journals, and PO ID or Voucher number for payables/purchasing-related transfers.



- Simple corrections to the chartstring of another transaction are not considered internal charges. Internal charges are generated by income/expense activities, such as the Bookstore or Print and Mail.
- A correcting journal does not need the IC in the journal class field on the header tab. Removing the IC from the journal class field cannot be done centrally. PeopleSoft will assign the ID of the person performing the edits to the journal.

If frequent corrections are being made, ask why. Consider whether the origin of the transactions needs updating:

- Do the PurCard default chartstrings need to be updated?
 - PeopleSoft query: UV_INTERIM_PURCARD_QRY –Purcard in Jrnl-Interim Qry
 - [Purcard Reallocation User Guide \(PDF\)](#)
- Do traveler's default chartstrings need to be updated?
 - PeopleSoft query: UV_EXPENSE_PROFILE_BY_DEPT1 – Look up exp profiles by dept.
- Does a requester's default chartstring need to be updated?
- The [Close Out Report \(PDF\)](#) is a good way to verify traveler (section 12B) and PurCard (section 12A) defaults.

Combination Editing Rules for Chartstrings

There are certain chartfields that work in combination. These rules are called “combination edit” or “combo edit” rules in PeopleSoft. For more information about which chartfields work together, see the [Chart of Accounts User Guide \(PDF\)](#).

Internal Charges Accounts

The revenue and expense accounts for internal charges must be used in pairs.

- Revenue accounts 452XX-Product Sales Internal Charges or 48XXX-Internal Income are used with Expense accounts 8XXXX-Internal Charge Expense.
 - A journal with a 452XX IC revenue account and an 6XXXX true expense account will not be processed.
 - A journal with a 451XX true revenue account with an 8XXXX IC expense account will not be processed.

Donations, Sponsorships, etc.

- **Account 64011-Bookstore Donations** is for use only by the Bookstore when making a donation to other University activities.



- When **two chartstrings are both in fund 100**, enter a **budget transfer** instead of a journal entry to complete the transaction.
- If the donating chartstring is a gift or endowment (funds 310, 311, 320, or 321), a true expense needs to be moved to the gift or endowment (i.e. 6XXXX or 8XXXX).
 - The UVM Foundation will not reimburse fund transfers processed against fund 311 Foundation Gift and fund 321 Foundation Endowment income.
 - A fund balance transfer cannot be processed on an endowment income fund 320 or endowment principal fund 400.
- In cases where the chartstrings are between two different funds (except as noted above), a fund transfer is more appropriate than a journal entry.
 - The credit line should use account 49900 with function 994.
 - The expense line should use account 81900.

Chartfield Value Lists

There are two ways to access a list of available chartfield values.

Chartfield Queries

For the most current list of chartfield values and their descriptions, run the relevant query for the chartfield of interest. **Click** on the **UVM Business Mgr WorkCenter** tile on the **UVM Employee** homepage, or navigate to **Main Menu > Reporting Tools > Query > Query Viewer** and search for one of the following:

UV_GL_DEPARTMENT_LIST
UV_GL_FUNCTION_LIST
UV_GL_FUND_LIST
UV_GL_OPER_UNIT_LIST
UV_GL_ACCOUNT_LIST
UV_GL_PROJECT_LIST
UV_GL_PROPERTY_LIST
UV_GL_PURPOSE_LIST
UV_GL_SOURCE_LIST
UV_GL_PROGRAM_LIST

Chartfield Spreadsheets

[Excel spreadsheets listing each of the valid chartfield values](#) are updated annually in July and posted on the Chart of Accounts webpage.



Fund Balancing – what it is and why it is affecting the journal

The system will automatically produce fund-balancing entries that will be non-editable and appear at the bottom of the journal when it is edited. The fund-balancing entries are necessary to ensure that the University can create balance sheets by fund. These entries will automatically be created whenever the journal shows credits and debits to different funds. The fund that is credited will have a debit asset-balancing entry and the fund that is debited will have a credit asset-balancing entry.

The debits and credits for these lines will be added to the total debits and credits seen on the journal. In order to see the totals without the fund-balancing debits and credits, [print the journal](#), which will show the totals without the fund-balancing entries.

Understanding External Journal Sources

Some journals come into PeopleSoft from external systems. The transactions are created in other systems and imported into PeopleSoft. If the journal source of a journal starts with **X**, that means the journal has come from another system outside of PeopleSoft. The journal source can be seen on the journal header page.

Example: Work order charges are generated in the FAMIS Work Order system and brought into PeopleSoft as journal entries. Often, the system that originated the transactions contains the detail behind the transactions. In order to find out more about a transaction from one of these systems, contact the person responsible for that system. PeopleSoft can only display the information that is sent from the source system. If PeopleSoft does not contain the information that is needed, contact the unit in question.

Journal Source	Description	Contact
XAC	Animal Care Billing See the Animal Care website for detailed information about how to gain more information about the charges.	Keirsten Rapoza & John Lovelette 656-0459 / 656-2206 Animal Care Management
XBK	UVM Bookstore charges Generated by Nebraska Books System	Sybelle Alger Bookstore Accounting Office Manager
XBN	BANNER – Transactions from the Student Financial system	Shawn Leene 656-5700 Business Manager, Student Financial Svcs
XCS	Generated by FAMIS	656-3385 Business Manager, Custodial Services
XDA	UVM Foundation automated gift deposits.	Mark Metivier 656-8401 Assistant Vice President and Controller, UVMF



Journal Source	Description	Contact
XEC	Student Loan Servicing	Shawn Leene 656-5700 Business Manager, Student Financial Svcs
XEL	Elevate Non-Credit Registration Transactions	Sally Libby-Baldwin 656-5816 Associate Manager Finance, Continuing and Distance Education
XFA	Generated by FAMIS	Mary Cannizzaro-Barton 656-1078 Physical Plant
XFD	Endowment-related accounting entries uploaded from the FundDriver software system.	Patty Dubie 656-2715 Fin Rptng & Acct Svcs
XFT	Generated by FAMIS for Transportation and Parking transactions	Taylor Page 656-1037 Business Manager, Transportation & Parking Admn
XIL	Generated by iLabs for Core Facilities and Laboratory Billing	Various, depending on the Core Facility / Laboratory
XKP	CompTimeErn-Police generated by Kronos	Daniel Greaves 656-5751 Business Manager, Police Services
XKT	CompTimeErn-TrnsParking generated by Kronos	Taylor Page 656-1037 Business Manager, Transportation & Parking Admn
XPR	Generated for Physical Plant PCard Billing	Mary Cannizzaro-Barton 656-1078 Physical Plant
XTC	Telecom monthly telephone and network charges	Delia Tardella 656-7798 Telecomm & Network Services
XTP	Generated by Parking System	Taylor Page 656-1037 Business Manager, Transportation & Parking Admn
X1A	Generated by EMS for University Event Services Charges	Aide Shepard 656-0563 Business Manager, University Event Svcs
X1C	Generated by EMS for Police Services Charges	Daniel Greaves 656-5751 Business Manager, Police Services
X1D	Generated by EMS for Davis Center Event Billing See the Davis Center website for more information about Events	Jessica Lavery 656-0815 Business Manager, Davis Center



Journal Source	Description	Contact
X1G	Generated by EMS for Sodexo Catering Services	Michael Wiggett Sodexo Unit Controller
X1H	Generated by EMS for Transportation & Parking Charges	Taylor Page 656-1037 Business Manager, Transportation & Parking Admn
X1I	Generated by EMS for UVM Video / Continuing and Distance Education	Taylor Putnam Financial Assistance, Continuing and Distance Education
X1J	Generated by EMS for Ifshin Hall Event Space Billing	Jen O'Donnell & Yuliya Cruz 656-4613 / 656-0804 Grossman School of Business

Note, if a journal source does not appear in the table below, please send an email to [Financial and Cost Accounting Services](#).

Accounting Cheat Sheet

This table provides guidance on which sign (+ or –) to use for basic journal entry in PeopleSoft.

General Ledger Journal	Account Type Used on Journal	Action
+	Expense (6) or IC (8)	Debit (+) expense to increase expense
–	Expense (these begin with 6)	Credit (–) expense to decrease expense
+	Revenue (these begin with 4)	Debit (+) revenue to decrease revenue
–	Revenue (these begin with 4)	Credit (–) revenue to increase revenue
+	Assets (these begin with 1)	Debit (+) asset to increase asset
–	Assets (these begin with 1)	Credit (–) asset to decrease asset
–	Liability (these begin with 2)	Credit (–) increases liability. (Liability is what UVM owes to an external vendor/contractor.)
If doing a new journal entry to correct the signs entered backwards the first time around, simply flip the signs as they appeared in the original entry, and double the amounts posted.		



Commitment Control Budget Transfer	Account Type Used on Transfer	Action
+	Budget Only or Expense Account	Debit (+) to increase budget
–	Budget Only or Expense Account	Credit (–) to decrease budget



Journal Errors

Invalid Field Value Errors

If an invalid chartfield is entered, the field will turn red and the system will require the value to be changed. Select a valid value from the list.

Journal Edit Errors

The journal edit process checks for various types of errors. To see only the lines in error, check the **Errors Only** checkbox in the top row of the Lines tab.

Debits and Credits Not Equal

The journal edit process makes sure that the journal's debits and credits are balanced. If they are not, the Errors tab will display this message:



Chartfield Combination Errors

The journal edit process will check for adherence to chartfield combination (combo edit) rules. (See **Budget Checking Errors** section in the [Chart of Accounts User Guide \(PDF\)](#) for more information.)

A blue **X** will appear next to the line in error.

The screenshot shows the 'Look Up Oper Unit' window. The 'Lines' tab is active. The table below shows two lines. Line 2 has a blue 'X' in the 'Error' column.

Select	Line	Error	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source
☐	1		UVM01	ACTUALS		60501	01	11200	100	10
☐	2	X	UVM01	ACTUALS		60521	03	11290	100	10

Click the **X** to go to the **Errors** tab and see the errors.

Although not always included in a combo edit, the only chartfields that should be left blank are the ones related to projects (Project, Activity, and Analysis Type). All others should have a valid value or zeros.

Account-Function combination: The message below indicates that the combination of the **account** and **function** chartfields is inappropriate. For example, the use of an expense function with a revenue account would cause this. For revenue accounts, the function must be a revenue, agency, or recharge function.

The screenshot shows the 'Look Up Function' window. The 'Errors' tab is active. The 'Line Errors' section shows a message:

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Dept/Function/Fund/Oper Unit/Program/Property /Purpose/Source in group



Expense transactions require the **account, department, function** (expense or non-IPEDs functions only), **fund, operating unit, program, property, purpose, and source** chartfields.

Revenue transactions require the **account, department, function** (revenue, agency, or recharge only), **fund, operating unit, program, purpose, and source** chartfields.

Balance sheet transactions require the **account, department, fund, operating unit and source** chartfields. For balance sheet transactions, the function chartfield must be 000. The error below means that a function other than 000 has been used on a balance sheet account.

The screenshot shows the 'Look Up Account' window with the 'Errors' tab selected. The header information includes Unit UVM01, Journal ID 0000359512, and Date 10/01/2020. Under 'Header Errors', there is one error listed:

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Function in group BAL_FUNC.

Buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

Budget Checking Errors

If there is an "E" in the Budget Status field on the bottom of the journal lines page, it means that there are budget checking errors. The budget errors will need to be resolved before the journal entry can be posted.

The screenshot shows the 'Look Up Purpose' window with the 'Totals' tab selected. The header information includes Unit UVM01, Journal ID 0000359512, and Date 10/01/2020. The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	4	1,000.00	1,000.00	V	E	None

The 'Budget Status' field is highlighted with a red box, showing the value 'E'. Buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.



To view the budget checking errors, click the **E** under Budget Status. This will open a new window where the errors can be reviewed.

GL Journal Exceptions | Line Exceptions

Business Unit: UVM01 | Journal ID: 0000359512 | Journal Date: 10/01/2020

*Exception Type: Error | ☐ Override Transaction | ☐ More Budgets Exist

Maximum Rows: 100

Search | Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	UVM01	OPS_PA	No Budget Exists	More Detail	☐	Go To ...

Save | Return to Search | Notify

Click the Budget Chartfields tab to see the line(s) with an error. Then click the **Expand**  icon to expand the section to see all chartfield values. There may be multiple journal lines that are in error. This is because the system is performing checks at various levels and will repeat the message.

The type of error generated will depend on the fund being used in the chartstring:

A **“no budget exists”** error means that a budget for that chartstring is required but does not yet exist. A budget needs to be created for that chartstring to be used in a transaction.

An **“exceeds budget tolerance”** error means that the transaction exceeds the established budget for that chartstring (applicable for funds that are on control and do not allow spending over budget).

A **“Date out of bounds”** error means that the transaction date exceeds the project start/end date.

GL Journal Exceptions | Line Exceptions

Business Unit: UVM01 | Journal ID: 0000359512 | Journal Date: 10/01/2020

*Exception Type: Error | ☐ Override Transaction | ☐ More Budgets Exist

Maximum Rows: 100

Search | Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Account	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Budget
1	UVM01	OPS_PA		15	55120	305	200028	320	0000	9998	2021

Save | Return to Search | Notify

GL Journal Exceptions | Line Exceptions



The chartstring causing the issue can then be viewed.

Details	Business Unit	Ledger Group	Account	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Budget
1	UVM01	OPS_PA		15	55120	305	200028	320	0000	9998	2021

Clicking the **Drill Down**  icon will open a page that shows the details of the line causing the error. Click **OK** to go back to the lines page. When done reviewing errors, close this browser window and return to the window with the original journal entry, or click the link next to the journal ID on this page to return to the original journal.

Account	Operating Unit	Department	Fund Code	Source	Function	PC Business Unit	Project	Activity	Program Code	Purpose	Property
60521	15	55120	305	200028	320	PC001	033892	NCAP	0000	9998	0000

Line Status: Error
Budget Date: 10/01/2020
Line Amount: -500.00 USD

OK

Shortcuts & Tips

Accounting Tags

Accounting Tags allow users to assign a set of chartfield values to a specific name and to add them to a journal or budget transfer with one click. See the [Accounting Tag Guide \(PDF\)](#) for more information on how to create and manage accounting tags.



Spreadsheet Upload Process

In order to do a spreadsheet journal upload (a batch process for loading Excel spreadsheets into journals), review instructions in the [Spreadsheet Journal Upload Process User Guide \(PDF\)](#).

Save Search Criteria

When frequently searching for journals using the same criteria, save this criteria to make the search more efficient. This saved search feature can be used anywhere in PeopleSoft where **Save Search Criteria** is seen. Saved searches can also be deleted or edited.

1. Enter search criteria.

Create/Update Journal Entries

Journal Date = [dropdown] [calendar icon]

Journal ID begins with [text box]

Document Sequence Number begins with [text box]

Line Business Unit = [dropdown] [text box] [magnifying glass icon]

Journal Header Status = [dropdown] [text box]

Budget Checking Header Status = [dropdown] [text box]

Workflow Status begins with [text box]

Source = [dropdown] [text box] [magnifying glass icon]

Entered By begins with [text box] [magnifying glass icon]

Attachment Exist = [dropdown] [text box]

Journal Class begins with [text box] [magnifying glass icon]

☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria** **Delete Saved Search**

2. Click the **Save Search Criteria** link. On the Save Search As page, enter a name for the search and click **Save**.

Create/Update Journal Entries

Create/Update Journal Entries

Save Search As

Name the search and then click Save.

Name of Search: **Unposte JE**

The saved search will contain these values:

Business Unit = UVM01

Journal Date =

Journal ID begins with

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Workflow Status begins with

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Save **Return to Advanced Search**



3. A message like the one below will appear. Click **Return to Advanced Search**.

Create/Update Journal Entries

[Save Search As](#)

Search saved as Unposte JE.

[Return to Advanced Search](#)

4. When searching for journals, the **Use Saved Search** box will appear and select the saved search. Selecting it automatically searches for the journals. There is no need to press the **Search** button.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Search Criteria

Use Saved Search: **Purcards in Error**

Business Unit: **UVM01**

Journal Date:

Journal ID: **begins with**

Document Sequence Number: **begins with**

5. To edit an existing saved search, select a saved search, modify the criteria, click **Save Search Criteria**, and keep the same name.

View More than 10 Lines at Once; Scroll through Lines

The journal lines page only shows 10 lines at once by default. This is to enhance page performance since drawing hundreds of lines on the page is slower than drawing only 10.

Create/Update Journal Entries

Unit: **UVM01** Journal ID: **0000359512** Date: **10/01/2020**

[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

[Inter/IntraUnit](#) [Process](#) [Process](#)

Line: **10**

To see more than 10 lines at once:

Change the number from “10” to the number of lines desired to be seen, and press Enter or the button to the right of the Line box to retrieve that number of lines.

To scroll through 10 lines at a time:



Press the double down-arrow or double up-arrow buttons to the right or left of the **Line** box at the top of the page.

To go to the first or last set of lines:

Press the single down-arrow or single up-arrow buttons to the left or right of the **Line** box.

Using the Search Feature

Use the **Search Criteria** link on the Journal Lines tab to search for a particular chartfield value on a journal line, to find lines using a particular set of chartfields, or to go to a journal line (which can be useful on a particularly large journal). Fill in the chartfields and click **OK**.

The screenshot shows the 'Create/Update Journal Entries' window. The 'Lines' tab is active. The 'Search Criteria' link is highlighted with a red box. Other fields include Unit: UVM01, Journal ID: 0000359612, Date: 10/01/2020, and Line: 10. The 'Process' button is visible.

The 'Selection Criteria' dialog box is shown. It has a title bar with a close button. The 'Journal Line Number' field contains '1'. The 'Business Unit' field contains 'UVM01'. Below these are several chartfield fields, each with a search icon: Account, Affiliate, Fund Affiliate, Purpose, Property, Function, Department, Fund Code, Operating Unit, Source, Program Code, and Project. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.



Using Change Values to Replace All Values

Use the **Change Values** link on the Journal Lines tab to replace all instances of one chartfield with another or to replace a blank chartfield with a value. For instance, to fill in all blank property value lines with 0000, set up the page as below and click **OK**. Make sure to check the **Selected** checkbox for lines that are to be changed.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Lines' tab selected. The 'Change Values' link is highlighted in the top right. Below it, the 'Change ChartField Values' dialog box is open, titled 'Change ChartField Values - Apply Changes To All Displayed Lines'. The dialog box contains a table with columns: Field Name, Field Value, Change to, and Selected. The fields listed are Account, Purpose, Property, Function, Department, Fund Code, Operating Unit, Source, and Program Code. Each field has a search icon and a 'Selected' checkbox. The 'OK', 'Cancel', and 'Refresh' buttons are at the bottom.

Field Name	Field Value	Change to	Selected
Account			☐
Purpose			☐
Property			☐
Function			☐
Department			☐
Fund Code			☐
Operating Unit			☐
Source			☐
Program Code			☐

Customize the order that fields appear on the Journal page

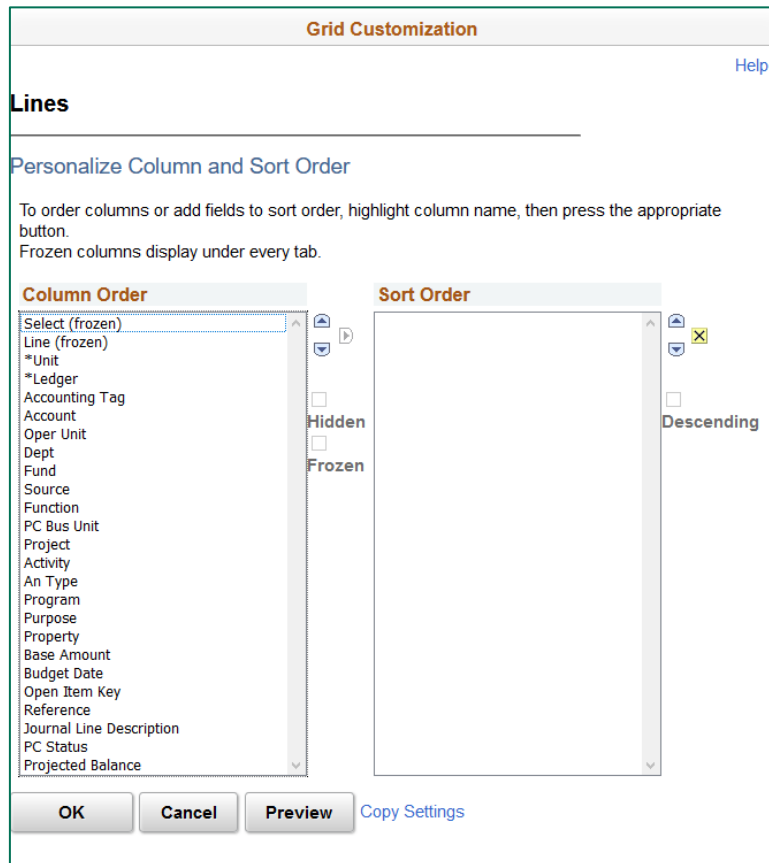
Use the **Personalize** option in **Grid Action Menu**  to change the column order, hide fields, or sort the data.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Lines' tab selected. The 'Personalize' option is highlighted in the 'Grid Action Menu' (indicated by a green arrow). The 'Lines' table is visible below, showing columns: *Unit, *Ledger, Accounting Tag, Account, Oper Unit, Dept, Fund, Source, Function, and PC Bus Unit. The table contains three rows of data.

*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
UVM01	ACTUALS		60501	01	11200	100	100001	521	
UVM01	ACTUALS		60521	15	55120	305	200028	320	PC001
UVM01	ACTUALS		19100			100			



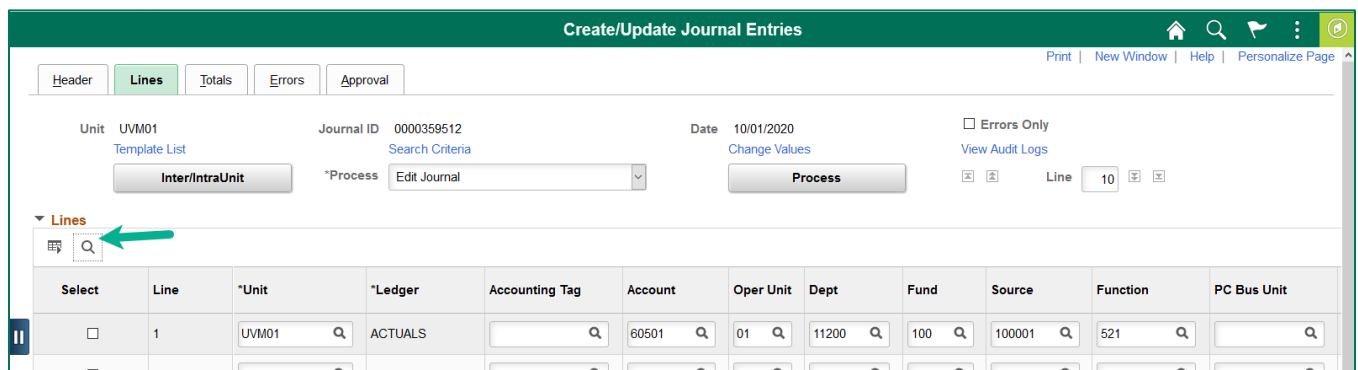
NOTE: Columns that are frozen always appear at the left side of the table; this works similarly to the Freeze Panes feature in Excel. Unfreezing a column allows more chartfields to be visible at once on the line.



The **Grid Customization** dialog box is used to personalize column and sort order. It features a **Lines** section with a **Personalize Column and Sort Order** instruction. Below this, there are two main panels: **Column Order** and **Sort Order**. The **Column Order** panel contains a list of fields such as **Select (frozen)**, **Line (frozen)**, ***Unit**, ***Ledger**, **Accounting Tag**, **Account**, **Oper Unit**, **Dept**, **Fund**, **Source**, **Function**, **PC Bus Unit**, **Project**, **Activity**, **An Type**, **Program**, **Purpose**, **Property**, **Base Amount**, **Budget Date**, **Open Item Key**, **Reference**, **Journal Line Description**, **PC Status**, and **Projected Balance**. The **Sort Order** panel is currently empty. To the right of the **Sort Order** panel, there are checkboxes for **Hidden** and **Frozen**, and a **Descending** checkbox. At the bottom, there are **OK**, **Cancel**, and **Preview** buttons, along with a **Copy Settings** link.

Find Data on a Page

Use the **Look up**  icon to find a value in the page. After the value is entered, the cursor will move to the field where the value first appears.



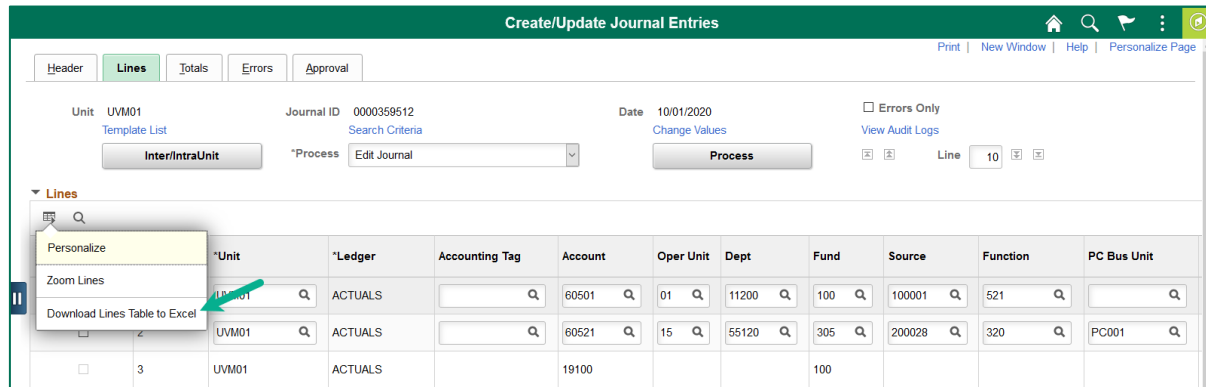
The **Create/Update Journal Entries** screen displays a header section with tabs for **Header**, **Lines**, **Totals**, **Errors**, and **Approval**. The **Lines** tab is active. The header section includes fields for **Unit** (UVM01), **Journal ID** (0000359512), **Date** (10/01/2020), and **Errors Only** checkbox. Below these are buttons for **Template List**, **Inter/IntraUnit**, ***Process** (Edit Journal), and **Process**. A **Line** field shows the value 10. The **Lines** section is expanded, showing a table with columns: **Select**, **Line**, ***Unit**, ***Ledger**, **Accounting Tag**, **Account**, **Oper Unit**, **Dept**, **Fund**, **Source**, **Function**, and **PC Bus Unit**. A green arrow points to the **Look up** icon in the ***Unit** column of the first row.

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
☐	1	UVM01	ACTUALS		60501	01	11200	100	100001	521	
☐	2	UVM01	ACTUALS		60521	15	55120	205	200028	320	PC001



Download Data in a Grid

Data can be downloaded from any page in PeopleSoft where the **Grid Action Menu**  icon is displayed. Click the **Grid Action Menu** icon then **Download Lines Table to Excel** to download the data to Excel. For more information on downloading data to Excel, see [Running Reports and Queries in PeopleSoft \(PDF\)](#).



*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
UVM01	ACTUALS		60501	01	11200	100	100001	521	
UVM01	ACTUALS		60521	15	55120	305	200028	320	PC001
UVM01	ACTUALS		19100			100			

Open Spreadsheets in the Full Version of Excel, Not Web Excel

See [Browser Tips for PeopleSoft \(PDF\)](#) to learn how to make the Excel downloads open the full version of Excel rather than the web version on computers using Windows versions earlier than Windows 7.

Frequently Asked Questions

Who is able to create Journal Entries?

Any individual whose job requires them to create journal entries may be granted a journal entry role.

What if I do not have access to create a journal entry?

If there is an infrequent need to create a journal entry, ask the departmental business manager to create the entry. Otherwise, the business manager should submit a request to grant the user the journal entry role by submitting a [Footprint](#). The ticket should include the user's UVM netID and roles needed.

Where can I find an explanation of the various ledgers available?

See the appendix of the [Commitment Control Reporting User Guide \(PDF\)](#) under “**Choosing the Correct Ledger Group.**”



When do I use “Internal Charge” for the journal class?

The Internal Charge journal classification is used when processing interdepartmental billing journals (where an income/expense activity bills another department). It is only appropriate to use this classification when the revenue account falls between the ranges of 45201 to 45220, or 48001 to 48999.

When do I use “Other” for the journal class?

When creating a journal entry that is not an Internal Charge, use the journal classification “other” or leave it blank.

What is the account number and how do I find the correct one?

The Account number (chartfield value) represents the expense type (in the case of expenditures) or the revenue type (in the case of revenue).

There are two main ways to find the correct account number: (1) look it up while working on a journal in PeopleSoft by clicking the magnifying glass icon, or (2) look it up in the [chartfield values spreadsheets](#).

If searching for an account number within PeopleSoft, follow these general instructions:

1. Typically, when an account number is needed, there will be a search icon (magnifying glass) beside the account field. Click the search icon to bring up a search page.
2. Narrow the search by typing the appropriate number in the **Account begins with** box. (For revenue, type “4”; for expenses related to salary or benefits, type “5”; for operating expenses, type “6”, “7”, or “8”.)
3. In the upper header row of the **Search Results** table, click **View All** to see every account in the category being searched.
4. In the lower header row, click on the word **Description** to sort the results alphabetically. Choose an appropriate account from the list by clicking on the hyperlinked account number.
5. If unsure which correct account to use, contact the Dean’s Office, a business manager, or [email Financial and Cost Accounting Services](#).

How do I resolve a “no budget exists” error?

First, review the chartstring and make sure it is correct.

If using a grant project (fund 300), call [Sponsored Projects Administration](#). If using a UVM Foundation gift or endowment chartstring (funds 311, 321, or 371), call the [UVM Foundation](#). If using fund 100, call [Financial Analysis & Budgeting \(FAB\)](#). If using any other fund chartstring, [email General Accounting](#).



Why can't I print my journal entries?

When printing a journal, PeopleSoft creates a .pdf document that can be printed. In order to print the document, use the Process Monitor. The Process Monitor will not open if the browser is set to block pop-up windows. See the [Browser Tips User Guide \(PDF\)](#) for how to allow pop-ups for uvm.edu. If allowing pop-ups from uvm.edu still does not allow for printing a journal using the process monitor, submit a [Footprint](#) and explain the problem.

Depending on the browser settings, a full cache can prevent a journal from being printed. Try [deleting the browser cache](#). If that does not work, try printing the journal from another computer. For help with computer settings, locate the [appropriate IT support person](#) and/or call the UVM Computing helpline at 656-0800.

Resources

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

Training

- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training](#)

Relevant UVM Departments

- [Financial Analysis & Budgeting](#)
- [Financial and Cost Accounting Services](#)
- [Sponsored Project Administration](#)

Related Policies

- [Cost Transfers Involving Sponsored Agreements UOP](#)
- [Payroll Cost Transfer Form \(PDF\)](#)
- [Non-Payroll Cost Transfer Procedure \(PDF\)](#)

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.