



**University of Maine System  
PeopleSoft General Ledger**

**PeopleSoft Financials 8.4**

**Online Journal Entry**

**TABLE OF CONTENTS**

<b>1. PEOPLESFT FINANCIALS GENERAL LEDGER.....</b>	<b>4</b>
<b>2. ONLINE JOURNAL ENTRY PROCESS .....</b>	<b>4</b>
<b>3. ACCESS FINANCIALS .....</b>	<b>5</b>
PEOPLESFT LOGIN .....	5
<b>4. JOURNAL ENTRY PAGE .....</b>	<b>7</b>
FIND AN EXISTING VALUE.....	8
ADD A NEW VALUE .....	9
ADD THE JOURNAL ENTRY .....	10
<b>5. JOURNAL ENTRY HEADER .....</b>	<b>10</b>
<b>6. JOURNAL ENTRY LINES.....</b>	<b>14</b>
CUSTOMIZE CHARTFIELD ORDER .....	14
ENTER THE JOURNAL LINE DESCRIPTION .....	19
ENTER THE AMOUNT.....	19
<b>7. ENTER JOURNAL LINE CHARTFIELDS .....</b>	<b>20</b>
ENTER THE DEPARTMENT ID .....	20
ENTER THE ACCOUNT .....	21
VIEW JOURNAL ID ASSIGNED BY NEXT .....	22
ERRORS DETECTED WHEN JOURNAL ENTRY SAVED.....	22
ENTER THE CLASS.....	23
ENTER THE FUND .....	24
ENTER THE PROGRAM.....	24
ENTER THE PROJECT .....	24
ENTER THE OPERATING UNIT.....	25
REFERENCE.....	26
COMPLETED LINES PAGE .....	26
<b>8. MANAGE LINES .....</b>	<b>27</b>
<i>Add Lines - .....</i>	<i>27</i>
<i>Template List Options – .....</i>	<i>28</i>
<i>Delete Lines - .....</i>	<i>28</i>
<b>9. SPEEDTYPE .....</b>	<b>29</b>
<b>10. EDIT JOURNAL ENTRY .....</b>	<b>32</b>
JOURNAL STATUS.....	32
RUN THE EDIT PROCESS.....	33
JOURNAL ENTRY ERRORS .....	33
<b>11. SUBMIT JOURNAL ENTRY FOR APPROVAL .....</b>	<b>34</b>
PROCESS OVERVIEW .....	34
SUBMIT JOURNAL ENTRY.....	34
CONFIRM APPROVAL WORKFLOW INITIATED .....	35

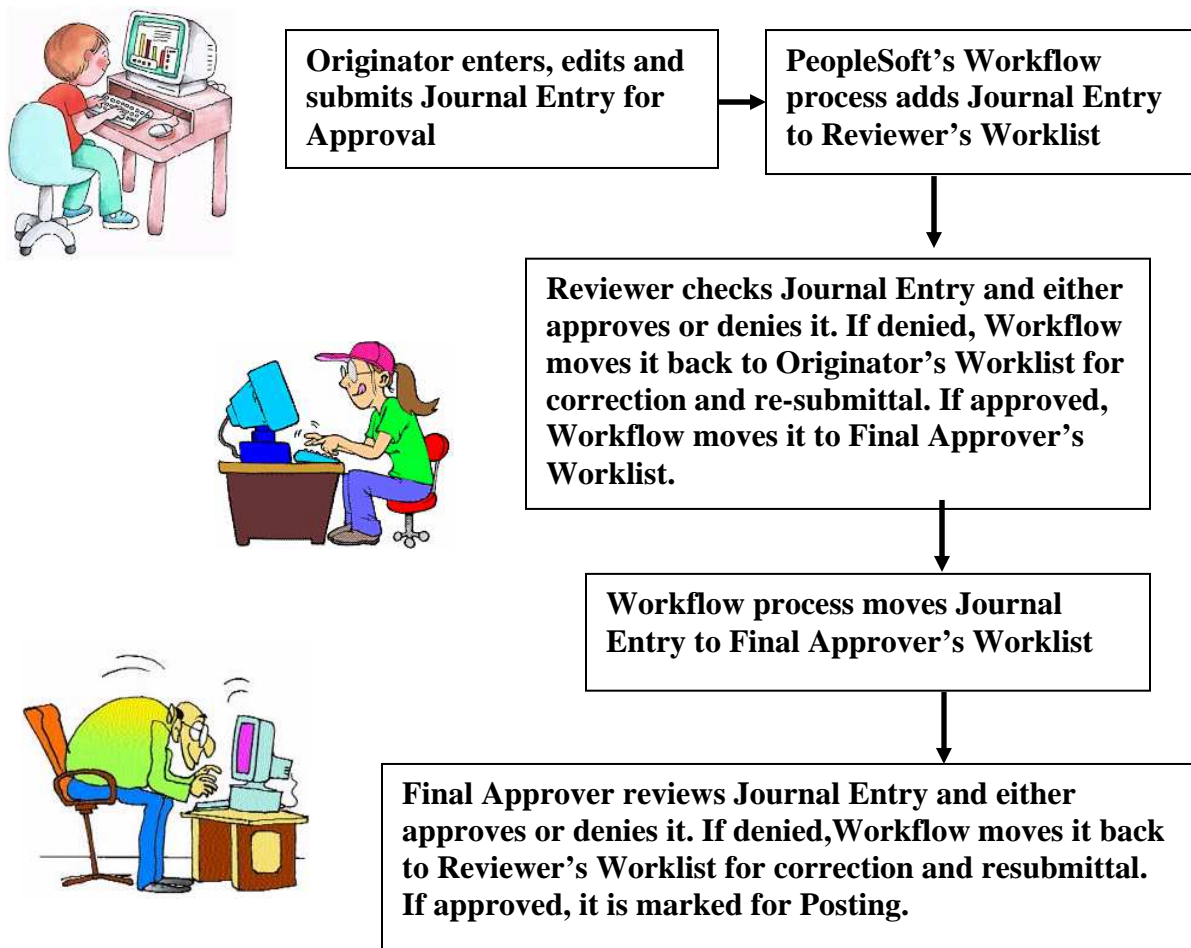
<b>12. WORKFLOW PROCESS STARTS .....</b>	<b>36</b>
<b>13. INTERUNIT JOURNAL ENTRY .....</b>	<b>38</b>
EDIT AN INTERUNIT JOURNAL ENTRY .....	39
<b>14. COPY JOURNAL ENTRY .....</b>	<b>41</b>
COPY FROM LINES PAGE .....	41
JOURNAL ENTRY COPY PAGE.....	43
COPY JOURNAL PROCESS .....	44
<b>15. REASSIGN WORKLIST ITEMS .....</b>	<b>50</b>
<b>16. KEYBOARD SHORTCUTS AND PERSONALIZING OPTIONS .....</b>	<b>51</b>
KEYBOARD SHORTCUTS.....	51
MY PERSONALIZATIONS .....	51
<b>17. ONLINE JOURNAL ENTRY GLOSSARY .....</b>	<b>54</b>

## 1. PeopleSoft Financials General Ledger

The PeopleSoft General Ledger is a central financial database with built-in accounting, budgeting, financial analysis, and reporting features. It is built to handle multiple financial systems within a single database. This reduces redundancy, maintenance, and data integrity problems since all transactions are entered into one system.

## 2. Online Journal Entry Process

Journal Entries are used to update the General Ledger for many types of transactions, including cash receipts, transfers of revenue or expense, and budget changes. The PeopleSoft Online Journal Entry system enables you to enter and submit Journal Entries with relative ease. This manual specifically covers how to utilize the Online Journal Entry system.



### 3. Access Financials

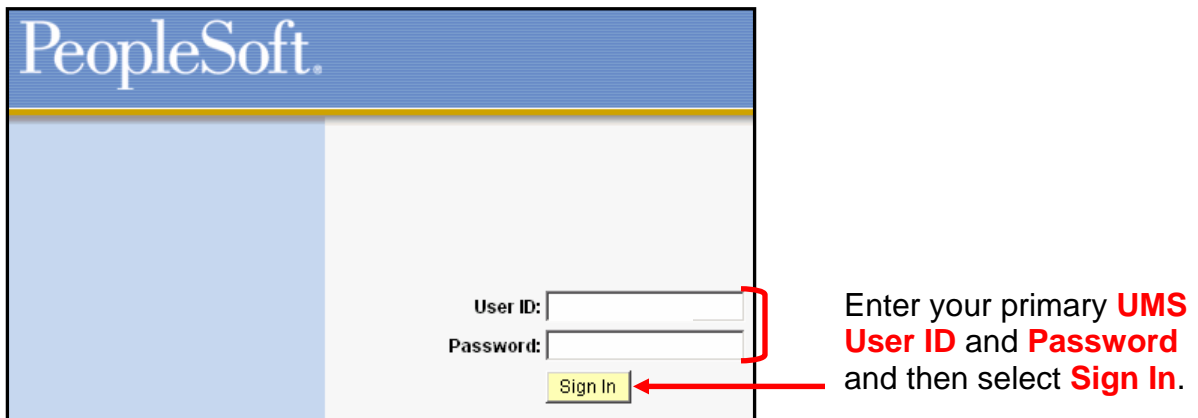
#### PeopleSoft Login

You must login to your PeopleSoft account to access the Enterprise Portal and the Financials system. If you do not know your UMS User ID and password, contact the computing Help Center on your campus or phone the UNET Help Desk at 561-3587.

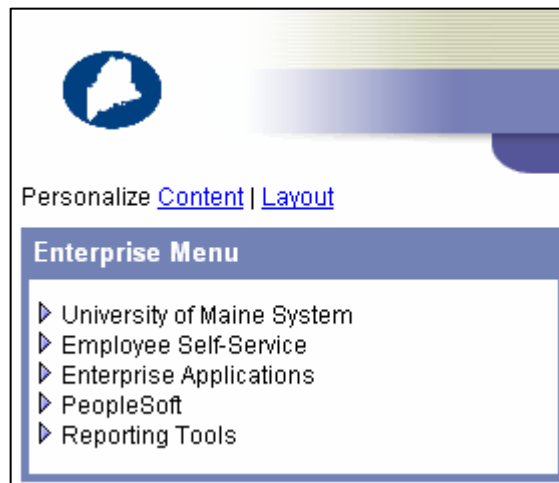
To access the Enterprise Portal, open a web browser (e.g. Internet Explorer) and navigate to <http://www.maine.edu>. Select the **Employee Access** link located in the upper-right corner of the page.



When you select this link, the PeopleSoft login screen will display.



After you login to your PeopleSoft account, the Enterprise Portal opens:



To access the Financial system, from the Portal menu select:

***Enterprise Applications > Financials***



When you select the link to [Financials](#), a new window for the Financial system opens. The items listed in your Financials menu depend on what Financial roles are assigned to you. Staff with different roles will see slightly different

menus. The menu you see should give you access to all the Financial-related tasks you need to perform.



When you are finished with your work in the Financials system, select the [Return to Portal](#) link to logout of Financials and return to the Enterprise Portal.

#### 4. Journal Entry Page

From your PeopleSoft Financial Menu select:

General Ledger > Journals > Journal Entry > Create Journal Entries

The **Journal Entry** page appears with the **Add a New Value** page open.

**Journal Entry**

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

Business Unit:

Journal ID:

Journal Date:

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

### Find An Existing Value

Select the [Find an Existing Value](#) page to search for and select already existing Journal Entries.

**Journal Entry**

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](#)

Business Unit:

Journal ID:

Journal Date:

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source:

[Basic Search](#) [Save Search Criteria](#)

Journal Entry **Originators** will only see Journals they have entered and submitted. Journal Entry **Approvers** will see all Journals entered for their Business Unit but will only be able to open Journals they have approved or need




to approve. The **Campus Accounting** office will be able to see and open all Journal Entries.

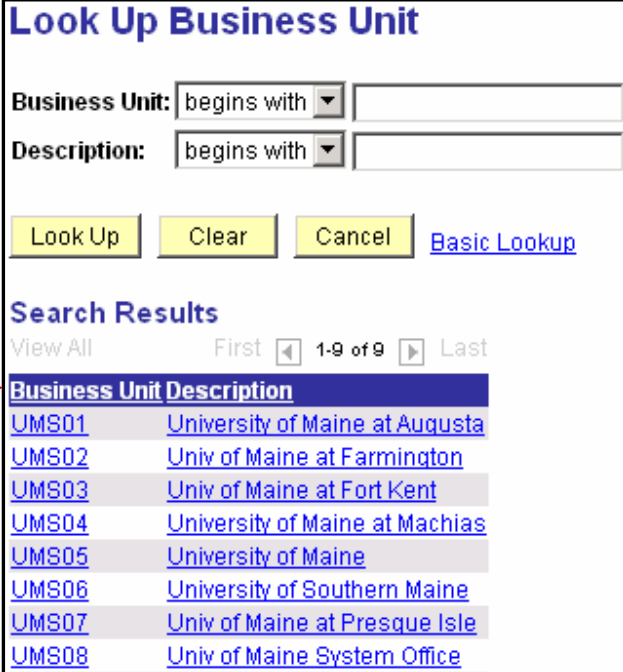
## Add a New Value

When you select the **Add a New Value** page, it displays the three elements required of every Journal Entry: **Business Unit**, **Journal ID**, and **Journal Date**. Values will appear in these boxes by default and you will either verify the values are correct or change the values for the Journal Entry.

### **Enter the Business Unit**

Enter the five-character Business Unit that identifies your institution, if it did not appear by default. If you do not know or wish to verify the Business Unit, click on  (the look up button) located next to the Business Unit box. The **Look Up Unit** page appears.

Review the search results on the **Look Up Business Unit** page. When you locate your Business Unit in the listing, select it to enter it in the Business Unit box.



**Look Up Business Unit**

Business Unit: begins with

Description: begins with

[Basic Lookup](#)

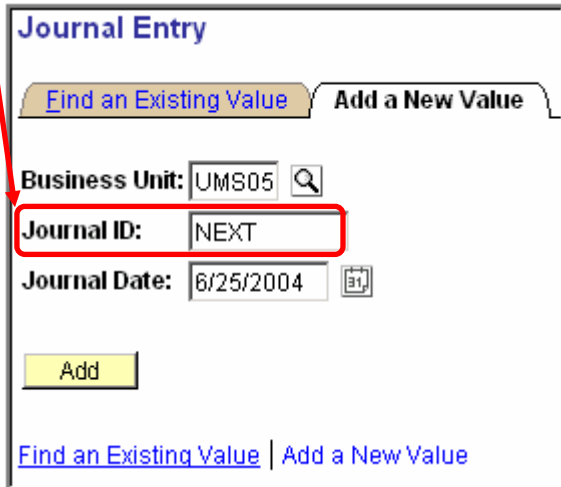
**Search Results**

View All First 1-9 of 9 Last

Business Unit	Description
UMS01	University of Maine at Augusta
UMS02	Univ of Maine at Farmington
UMS03	Univ of Maine at Fort Kent
UMS04	University of Maine at Machias
UMS05	University of Maine
UMS06	University of Southern Maine
UMS07	Univ of Maine at Presque Isle
UMS08	Univ of Maine System Office


### **Enter the Journal ID**

**NEXT** appears in the **Journal ID** box by default. When the Journal ID is **NEXT**, a ten-digit number will be assigned to your Journal Entry later during the Journal Entry process. You will not see the Journal ID number on the Journal Entry page. Instead of using **NEXT**, you can assign a Journal ID that is meaningful to you by entering it into the Journal ID box. It can contain up to ten alpha/numeric characters. When assigning a Journal ID, keep in mind the combination of Business Unit, Journal ID, and Journal Date must be unique for each Journal Entry.




**Journal Entry**

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


Business Unit: UMS05 

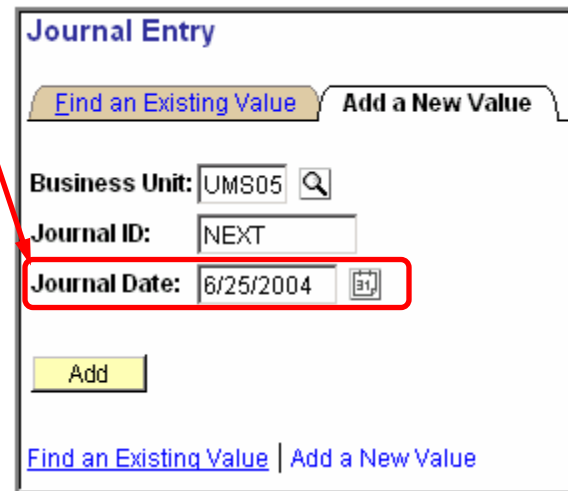
**Journal ID:** NEXT

Journal Date: 6/25/2004 

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


## Enter the Journal Date

Today's date appears by default in the **Journal Date** box. The Journal Date will determine the default accounting period (month) that is posted. Generally, you will use the default date when entering a Journal Entry. Situations may occur, however, where a Journal Entry needs to be included with transactions for a prior period or a future period. To assign a date, other than today's date, click on the  button located next to the **Journal Date** box. A calendar will open from which you can select a date.




**Journal Entry**

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

Business Unit: UMS05 

Journal ID: NEXT

Journal Date: 6/25/2004 

[Add](#)

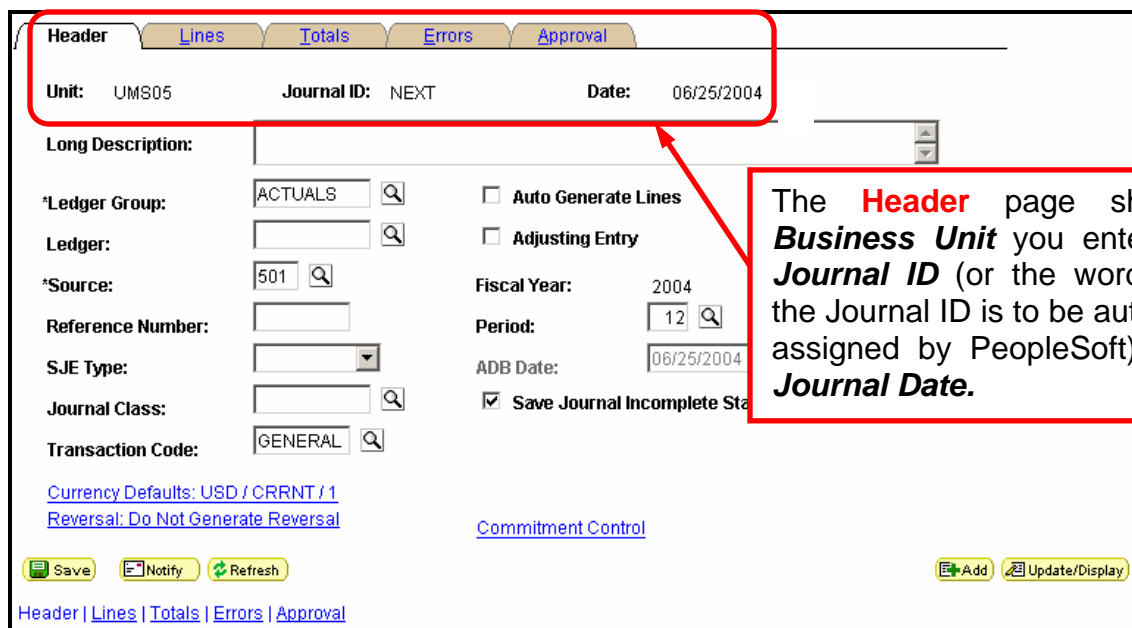
[Find an Existing Value](#) | [Add a New Value](#)

## Add the Journal Entry

You are now ready to add the Business Unit, Journal ID and Journal Date you selected to the Journal Entry **Header** page. Do so by selecting [Add](#) on the **Add a New Value** page. This will prompt the **Header** page to display.

## 5. Journal Entry Header


The Journal Entry Header contains information that uniquely identifies the Journal Entry: The Business Unit, the Journal ID and the Journal Date. It enables you to set parameters for the Journal Entry, as well.





**Header** | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)


Unit: UMS05      Journal ID: NEXT      Date: 06/25/2004

Long Description:


\*Ledger Group: ACTUALS       ☐ Auto Generate Lines


Ledger:        ☐ Adjusting Entry

\*Source: 501       Fiscal Year: 2004

Reference Number:       Period: 12 

SJE Type:       ADB Date: 06/25/2004

Journal Class:        ☒ Save Journal Incomplete Sta

Transaction Code: GENERAL 

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

[Save](#) [Notify](#) [Refresh](#)      [Add](#) [Update/Display](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The **Header** page shows the **Business Unit** you entered, your **Journal ID** (or the word **NEXT** if the Journal ID is to be automatically assigned by PeopleSoft), and the **Journal Date**.

(1) The **Long Description** box will allow you to enter an alpha/numeric description up to 254 characters. Enter a description for your Journal Entry that provides a meaningful explanation for a supervisor and others who might look up this Journal Entry via GL Inquiry Pages or other reporting methods. Only the first thirty characters will appear on the **Journal Entry Search Results** page that you can use after you submit the Journal Entry.

Header | Lines | Totals | Errors | Approval

Unit: UMS05      Journal ID: NEXT      Date: 06/25/2004

1 Long Description:

2 \*Ledger Group: ACTUALS  ☐ Auto Generate Lines

Ledger:   ☐ Adjusting Entry

\*Source: 501  Fiscal Year: 2004

Reference Number:  Period: 12

SJE Type:  ADB Date: 06/25/2004

Journal Class:   ☒ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Header | Lines | Totals | Errors | Approval

(2) A **Ledger Group** must be entered into the **Ledger Group** field. The **ACTUALS** Ledger Group will typically appear by default. If you are not certain of the Ledger Group you should use, click on the  button located next to the Ledger Group box to open the **Look Up Ledger Group** page.

### Look Up Ledger Group

Business Unit: UMS05

Ledger Group: begins with

[Basic Lookup](#)

### Search Results

View All First 1-4 of 4 Last

Ledger Group Description	
<a href="#">ACTUALS</a>	<a href="#">Actuals Ledger Group</a>
<a href="#">BASEBUD</a>	<a href="#">Base Budget</a>
<a href="#">BUDGET</a>	<a href="#">Budget Ledger Group</a>
<a href="#">CC_EXP</a>	<a href="#">Expenses CC Ledger Group</a>

When you find the Ledger Group you want, click on either the Ledger Group or its description. The Ledger Group should be **ACTUALS** to record entries for assets or liabilities, and to modify actual revenue or expense. Journal Entries that affect budgets will be posted to either the **BUDGET** or **BASEBUD** ledger group.

**(3)** A three-digit **Source** is assigned to employees who enter Journal Entries. Generally, the first character of the Source assigned to an employee will begin with the last character of the Business Unit to which the user belongs. For example, the digit "5" will be the first character for all UMaine Sources. The same Source may be assigned to more than one user. In most cases, the Source is used to set the Journal Entry Workflow approval process.

The screenshot shows the 'Header' tab of a Journal Entry form. The fields are as follows:

- Unit:** UMS05
- Journal ID:** NEXT
- Date:** 06/25/2004
- Long Description:** Copier Charges to Depts May FY04
- Ledger Group:** ACTUALS
- Ledger:** (blank)
- Source:** 501 (highlighted with a red box and callout 3)
- Reference Number:** 0504 (highlighted with a green box and callout 4)
- SJE Type:** (dropdown menu, highlighted with a blue box and callout 5)
- Journal Class:** (dropdown menu, highlighted with a blue box and callout 5)
- Transaction Code:** GENERAL (highlighted with a purple box and callout 6)
- Auto Generate Lines:** (checkbox, highlighted with a blue box and callout 5)
- Adjusting Entry:** (checkbox, highlighted with a blue box and callout 5)
- Fiscal Year:** 2004
- Period:** 12
- ADB Date:** 06/25/2004
- Save Journal Incomplete Status:** (checkbox, highlighted with a blue box and callout 5)

**(4)** The **Reference Number** on the Header page allows you to refer the Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry. You may enter up to eight alpha and/or numeric characters in the Reference Number box.

**Note:** This is the **HEADER** Reference Number. You will see later that a Reference can also be entered for each Line of your Journal Entry.

**(5) Ledger, SJE Type, Journal Class and Auto Generate Lines:** You will leave these Journal Header fields blank.

**(6)** The **Header** page shows a **Transaction Code** of GENERAL. The Transaction Code will always default to GENERAL. Do not change.

(7) Not all employees have access to do **Adjusting Entries**. When you click the Adjusting Entry box, the Period will change to 998 (Year End Adjustments). Unless Period 998 is open, you will not be able to post the Journal Entry. It can, however, be saved for posting when Period 998 is open.

8) The Header page shows a grayed-out **ADB Date** (Average Daily Balance that by default will be the same as the Journal Date), the **Fiscal Year** and the **Period** of the Journal Date entered on the **Add a New Value** page.

(9) The **Save Journal Incomplete** box is checked by default when the **Header** page is created. When this box is checked, you can enter and save part of a Journal Entry and know that it will not be batch processed until you have finished it.

**CAUTION:** The **Save Journal Incomplete Status** feature only works up to the time that you edit your Journal Entry. If you edit your Journal Entry using the Process Box on the Lines page of your Journal Entry, the **Save Journal Incomplete** box is automatically unchecked because PeopleSoft assumes you edited the Journal Entry because you are ready for it to be moved by Workflow to the next step in the process. Even if you recheck the box after you edit the Journal Entry, it will not prevent a batch process or overnight sweep process from processing your Journal entry.

See more information about this "feature" in the **Edit Journal Entry** section of this manual.

The Journal Header is now complete. Be aware that you cannot successfully save Journal Entry until later in the process.

## 6. Journal Entry Lines

We use Journal Entry lines to record the transactions making up the Journal Entry – the debit and credit entries, and to enter ChartField information that describes details of the Journal Entry. From the **Header** page, Click the [Lines](#) tab to open the **Lines** page. The page is very wide so you will need to scroll from one side to the other.

### Left-side Lines page

### Right-side Lines page

### Customize ChartField Order

The first time you create a Journal Entry, the ChartField order will appear in the default PeopleSoft order. We suggest that you reset the ChartField order to appear in the order recommended by the Project Enterprise functional team. Here's how:

Select the [Customize](#) link located at the far right of the Journal Entry just above the first line to open the **Personalize Column and Sort Order** page.

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

**Column Order**

Select (frozen)  
Line (frozen)  
\*Unit  
\*Ledger  
SpeedType  
(column 11)  
Account  
Oper Unit  
Fund  
DeptID  
Program  
Class  
Project  
Amount  
Stat  
Stat Amt  
UOM  
Budget Date  
Reference  
Journal Line Description

☐ Hidden  
☐ Frozen

**Sort Order**

☐ Descending

OK Cancel Preview [Copy Settings](#)

Click the [Copy Settings](#) link to open the **Copy Settings** page.

**Copy Settings**

Copy Your Customization Settings

Settings to Copy:

OK Cancel

Select the Look Up icon adjacent to the **Settings to Copy** box to open the **Look Up Settings to Copy** page.

On the **Look Up Settings to Copy** page, click **Look Up** to display all available settings.

**Look Up Settings to Copy**

Setting Name: begins with

**Look Up** **Clear** **Cancel** [Basic Lookup](#)

**Search Results**

View All First 1 of 1 Last

Setting Name
JE CHARTFIELD ORDER

Next, select **JE CHARTFIELD ORDER** from the **Setting Name** list.

**Copy Settings**

Copy Your Customization Settings

Settings to Copy: JE CHARTFIELD ORDER

**OK** **Cancel**

Click **OK** to return to the **Personalize Column and Sort Order** page

**Column Order**

Select (frozen)  
Line (frozen)  
\*Unit  
\*Ledger  
SpeedType  
(column 11)  
Account  
Oper Unit  
Fund  
DeptID  
Program  
Class  
Project  
Amount  
Stat  
Stat Amt  
UOM  
Budget Date  
Reference  
Journal Line Description

☐ Hidden  
☐ Frozen

**OK** **Cancel** **Preview** [Copy Settings](#)

Click **OK** to return to the **Lines** page



The UMS recommended ChartField order will now appear:



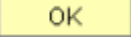
### Left-side Lines page

Header										Lines	Totals	Errors	Approval
Unit: UMS05		Journal ID: NEXT		Date: 06/25/2004		Process: Edit Journal		Process					
<a href="#">Template List</a>		<a href="#">Change Values</a>		<a href="#">Inter/IntraUnit</a>									
▼ Lines													
Select	Line	Unit	Ledger	SpeedType	Journal Line Description	Amount	DeptID	Account	Class				
<input type="checkbox"/>	1	UMS05	ACTUALS										
Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Grid"/>													
▼ Totals													
Customize   Find   View All   First 1 of 1 Last													
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status								
UMS05	1	0.00	0.00	I	N								

### Right-side Lines page

Fund					Program	Project	Oper Unit	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can also customize the ChartField order according to your preferences on the **Personalize Column and Sort Order** page appears. See next page for instructions:

The **Column Order** section displays the current ChartField order. To move a ChartField, click on it where it appears in the list and then click on either the up  or down  arrow. You can also hide a ChartField from view by placing a checkmark in the ☐ **Hidden** box. After you have set the ChartField order, Click . The ChartField order you set will display on every line of every Journal Entry you create. Whatever order you set on the **Personalize Column and Sort Order** page will appear on all Journal Entries you create after applying the settings. You can adjust this order any time you wish.

Lines

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

Column Order	Sort Order
Select (frozen)	
Line (frozen)	
*Unit	
*Ledger	
SpeedType	
(column 11)	
Journal Line Description	
Amount	
DeptID	
Account	
Class	
Fund	
Program	
Project	
Oper Unit	
Reference	
Open Item Key (hidden)	
Currency (hidden)	
Rate Type (hidden)	
Affiliate (hidden)	
Exchange Rate (hidden)	
>> (hidden)	
Base Currency (hidden)	
Base Amount (hidden)	
Fund Affil (hidden)	
Bud Ref (hidden)	
*Calculate (hidden)	

☐ Hidden  
☐ Frozen

☐ Descending

[Copy Settings](#)
[Share Settings](#)
[Delete Settings](#)

## Enter the Journal Line Description

The **Journal Line Description** box is where you briefly, but precisely, explain what each line of your Journal Entry does.

The screenshot shows the 'Lines' tab of the Journal Entry interface. The 'Unit' is UMS05, 'Journal ID' is NEXT, and 'Date' is 06/25/2004. The 'Process' button is labeled 'Edit Journal'. The 'Lines' table has columns: Select, Line, Unit, Ledger, SpeedType, Journal Line Description, and Amount. The first line (Line 1) has Unit UMS05, Ledger ACTUALS, and a description 'Copier May FY04 Charges' in the 'Journal Line Description' field, which is highlighted with a red box. A red arrow points from the text above to this field.

When entering information into the Journal Line Description box, imagine your supervisor will read it in order to get enough information to approve the Journal Entry. For example, avoid descriptions such as "correct error" or "transfer expense." In many cases, that type of information is already known because it is contained in the Account description. Better Journal Entry line descriptions might be "office equip for Jones Lab" or "scholarship to Bob Nelson" or "share copier cost w/ Art Dept." Limit your Journal Line Description to thirty alpha/numeric characters.

## Enter the Amount

Every line of every Journal Entry requires values in the **Amount** box. Enter all credit values as negative numbers. Enter all debit values as positive numbers. Do not enter a positive sign. Do not enter dollar signs or commas. If cents are other than zero, enter a period after the dollar

The screenshot shows the 'Lines' tab of the Journal Entry interface. The 'Unit' is UMS05, 'Journal ID' is NEXT, and 'Date' is 06/25/2004. The 'Process' button is labeled 'Edit Journal'. The 'Lines' table has columns: Select, Line, Unit, Ledger, SpeedType, Journal Line Description, and Amount. The first line (Line 1) has Unit UMS05, Ledger ACTUALS, and a description 'Copier May FY04 Charges'. The 'Amount' field for this line contains '-300.50' and is highlighted with a red box. A red arrow points from the text above to this field.

Repeat the above steps to add Amounts to the debit lines of your Journal Entry. In the example used in this manual, the debit lines are lines 2 and 3 of your Journal Entry.

## 7. Enter Journal Line ChartFields

### Enter the Department ID

Every line of every Journal Entry requires **Department**. Enter the seven-digit Department for the first line of your Journal Entry in the **DeptID** box.

Journal Line Description	Amount	DeptID
Copier May FY04 Charges	-300.50	5303100

If you do not know the seven-digit DeptID, enter the last digit of your Business Unit into the DeptID box and click on the button located next to the Dept ID box. A list of Departments appears that begin with the number you entered into the DeptID box. The list includes 300 consecutive departments and their descriptions in groups of 100.

**NOTE:** If you know part of the department number you are looking up, it helps to enter that portion into the department box.

**PROCEED WITH CAUTION** whenever a search results in 300 findings. This usually means more than 300 items that met your criteria were found, but they are not all displayed because there is a 300-item cap on what can be listed at any one time. When over 300 items are found, the items in your group of 300 are randomly assigned from the total group of items. While you can alphabetically or numerically sort the 300 items in your group of 300, remember your group of 300 will NOT include items that would otherwise have been included if the ENTIRE group of more than 300 items had been sorted at once.

If your search yields more than 300 items, you may prefer to use the **ChartFields** feature on the **FAST Look Up Display** page of the **FAST to GL Translate Tool**. **FAST Lookup** option allows you to search for ChartField combinations for existing FAST accounts. The ChartFields feature is not limited by the 300-item cap that applies to PeopleSoft look up screens. To use the FAST to GL Translate Tool at the same time you Edit a Journal Entry, open a second browser window, File > New > Window. A second PeopleSoft window opens from where you can navigate to the **FAST to GL Translate Tool**.

**Look Up DeptID**

SetID: UMSYS

Department: begins with 5

Manager Name: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

**Search Results**

Only the first 300 results can be displayed. Enter more information above and [View All](#) First 1-100 of 300 Last

Department	Description	Manager Name
5000000	E&G Control	Waldron, Janet
5000001	Employee Benefits	Waldron, Janet
5000002	Unemployment Compensation	Waldron, Janet
5000003	Compensation Adjustment	Waldron, Janet
5000004	UM Insurance	Nobles, Edward
5000005	Plant Fund	Reynolds, Darla
5000099	Used for InterUnit Trans	Reynolds, Darla
5000100	ITV Distribution	Waldron, Janet
5000101	Electronic Digital Library	Waldron, Janet

Review the search results on the **Look Up DeptID** page. When you find the Department you want, click on either the Department or its description. After you select the appropriate Department, it will appear in the **DeptID** box on the **Lines** page.

Repeat the above steps to add applicable Departments to the debit lines of your Journal Entry.

### Enter the Account

Every line of every Journal Entry requires **Account**. Enter the five-digit Account for the first line of your Journal Entry into the **Account** box.

Amount	DeptID	Account
-300.50	5303100	60699

If you do not know the five-digit Account, enter the first digit of the account type into the Account box, then click on the button located next to the Account box.

### As a reminder:

Asset accounts begin with 1; Liability accounts begin with 2; Fund Balance accounts begin with 3; Revenue accounts begin with 4; Expense accounts begin with 5 or 6; Transfers-In and Transfers-Out begin with 7 or 8.

**NOTE:** Refer to information in DeptID section above regarding Look Ups that generate more than 300 results.

Review the search results on the **Look Up Account** page. When you find the Account you want, click on either the Account or its description. The Account you selected will appear in the Account box on the Lines page. Repeat the above steps to add applicable Accounts to the debit lines of your Journal Entry.

### Look Up Account

SetID: UMSYS

Account: begins with

Description: begins with

Account Type: begins with


[Basic Lookup](#)

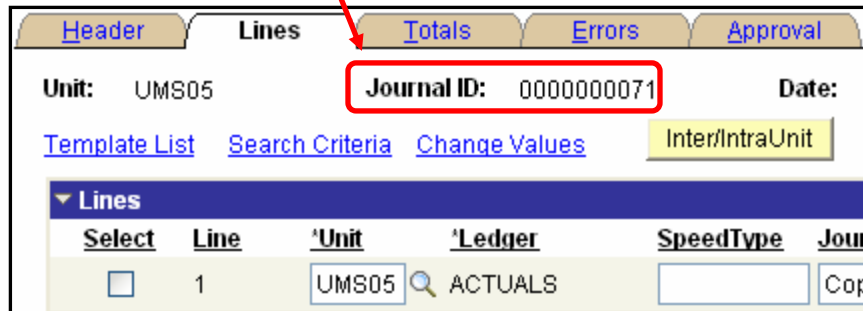
#### Search Results

Only the first 300 results can be displayed. Enter more information above and [View All](#) First  1-100 of 300  [Last](#)

Account	Description	Account Type	Control Flag
60000	<a href="#">Independent Personal Svcs</a>	E	N
60001	<a href="#">Athletic Officials/Game Crew</a>	E	N
60002	<a href="#">Consulting Services Fees</a>	E	N
60003	<a href="#">Entertainers/Performers</a>	E	N
60004	<a href="#">Honoraria and Lecture Fees</a>	E	N
60005	<a href="#">Non-Employee Other Expenses</a>	E	N
60006	<a href="#">Non-Employee Travel</a>	E	N
60007	<a href="#">Temp Employee Svcs (Non-Univ)</a>	E	N

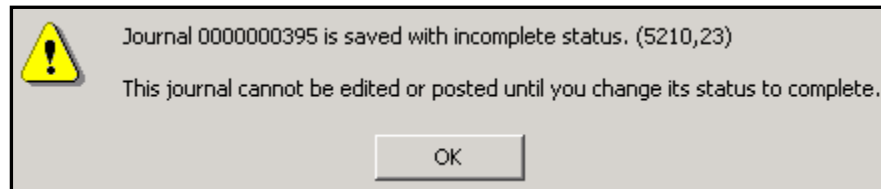
## View Journal ID Assigned by NEXT

When you create a Journal Entry and select **NEXT**, the default option, for assigning a Journal, a ten-digit Journal ID number is assigned to the Journal Entry after at least one Account value has been entered and the Journal Entry is saved. To assign and view the ten-digit Journal ID, click the  button on the Lines page and notice that the word NEXT is replaced with a PeopleSoft assigned **ten-digit Journal ID** (as long as no errors were detected during the Save process. See below).



Select	Line	Unit	Ledger	SpeedType	Journal
<input type="checkbox"/>	1	UMS05	ACTUALS		Cop

**Note:** When you save the Journal Entry the following message will display:



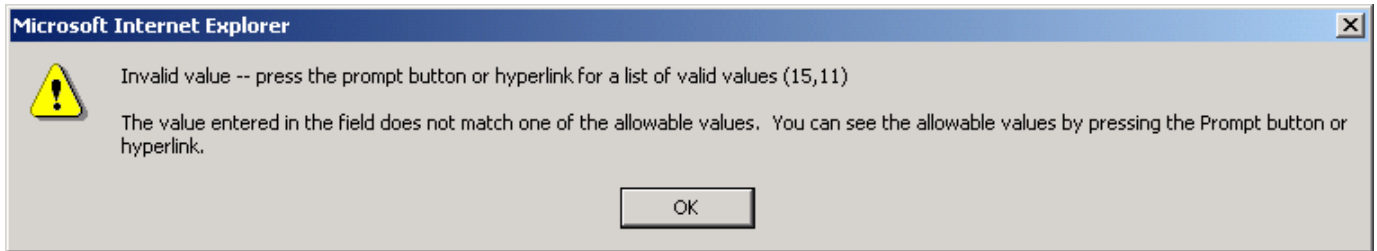
This message means the Journal Entry will not be **batch** edited until you either uncheck the "Save Journal Incomplete Status" box on the **Header** page, or until you manually run the **Edit** process from the **Lines** page.

## Errors Detected When Journal Entry Saved





Journal Entry errors are detected when you attempt to save a Journal Entry or during the Edit process. Errors detected when a Journal Entry is saved prompt error messages to display. You need to correct the detected errors in order to proceed with Journal Entry process.

When you attempt to save a Journal Entry prior to the Edit process, PeopleSoft alerts you to errors you have entered up to that point.

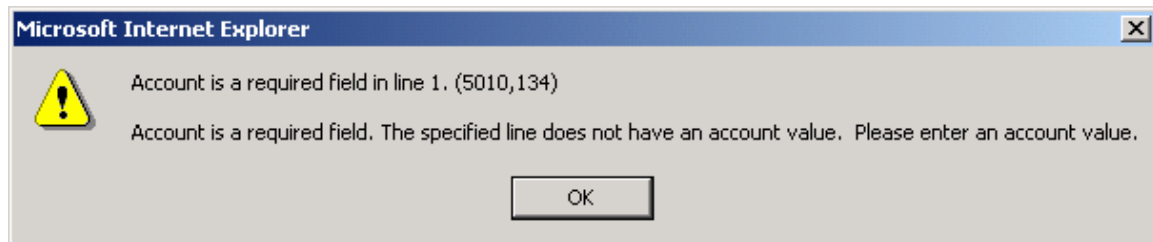
**The following error message displays when you attempt to save a Journal Entry with invalid ChartField values entered:**




An invalid ChartField value is a value that is not included in the PeopleSoft ChartField *values* tables set for the University of Maine System.

To correct the error, click  to review and choose the correct **Account**. Click  again. If you have another invalid ChartField on your Journal Entry, it will highlight in red and the invalid value error message will appear again. If you forget to  your work before you edit your Journal Entry, the **Edit Journal** process will alert you to invalid ChartField values in the same way  does.

**The following error message displays when you try to save a Journal Entry with missing required ChartField value/s:**



The Account ChartField is a required ChartField. An Account  st be entered into each line of your Journal Entry.


**Enter the Class**

If you use the two-digit Class in your Journal Entry, enter the two-digit number into the **Class** box.

DeptID	Account	Class
5303100	60699	

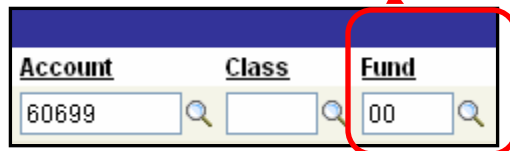
Class values range from 00 through 99 and are defined by the user with the exception of several classes that have been specified for distinct purposes at some campuses. Check with your supervisor or the Financial Officer for your campus to review restrictions before using class.

## Enter the Fund

Every line of every Journal Entry requires Fund. Enter the two-digit Fund for the first line of your Journal Entry in the **Fund** box. If you do not know the two-digit Fund, click the  button located next to the Fund box. When you click this search button, the **Look Up Fund** page appears:

Fund Code	Description
00	<a href="#">Unrestricted E&amp;G</a>
03	<a href="#">Unrestricted Auxiliary</a>
04	<a href="#">Unrestricted Cost Sharing</a>
10	<a href="#">Designated</a>
11	<a href="#">Unrestricted Quasi-Endowment</a>
12	<a href="#">Unrestricted Federal FY</a>
15	<a href="#">Reserves E&amp;G</a>
16	<a href="#">Reserves Auxiliary</a>
18	<a href="#">Unrestricted Plant</a>
19	<a href="#">Unrestricted Debt Service</a>
20	<a href="#">Restricted Expendable</a>
21	<a href="#">Restricted Quasi-Endowment</a>
22	<a href="#">Restricted Federal FY</a>
23	<a href="#">Restricted Appropriations</a>
24	<a href="#">Restricted Cost Sharing</a>
25	<a href="#">Perkins Loan Fund</a>
26	<a href="#">Nursing Loan Fund</a>
27	<a href="#">University Loan Fund</a>
28	<a href="#">Restricted Plant</a>
29	<a href="#">Restricted - Debt Service</a>
31	<a href="#">Restricted Non-Expendable</a>
48	<a href="#">Plant Fund - Net Investment</a>
50	<a href="#">Agency Funds</a>
51	<a href="#">Endowments Held for Others</a>

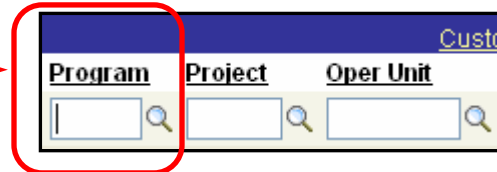
After you click on the Fund or its description, the Fund you selected will appear in the **Fund** box on the Lines page.



Account	Class	Fund
60699		00

## Enter the Program

If you use the five-digit **Program** code in your Journal Entry, follow the same instructions previously described for entering other ChartFields on how to locate and add Program.

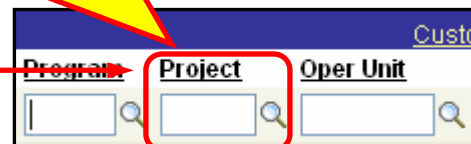


Program	Project	Oper Unit

**Project code is comprised of seven digits, but only six digits display in the Project field. You can place your cursor in the field and scroll to view the entry code.**

## Enter the Project

If you use the seven-digit **Project** code in your Journal Entry, follow the same instructions previously described for entering other ChartFields on how to locate and add Project.




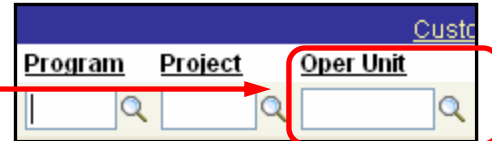
Program	Project	Oper Unit



**Note** - You can use more than one Program or Project with a Department on a Journal Entry. You will need to enter a different Line for each different Program or Project, however.

## Enter the Operating Unit

For lines on which you will include Operating Unit in addition to Department, enter the three-digit Operating Unit in the **OperUnit** box. If you do not know the three-digit Operating Unit, click the  button located next to the Operating Unit box and the **Look Up Oper Unit** appears.



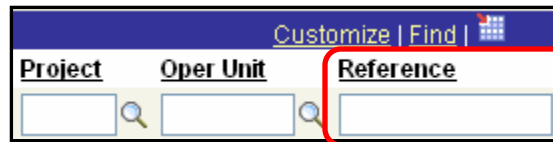
Review the search results on the **Look Up Oper Unit** page. When you find the Operating Unit you want, click on either the Operating Unit or its description. After you select the appropriate Operating Unit, it will appear in the **Oper Unit** box.


Operating Unit	Description	Short Description
<a href="#">200</a>	<a href="#">Farmington Campus</a>	<a href="#">Farmington</a>
<a href="#">300</a>	<a href="#">Fort Kent Campus</a>	<a href="#">Fort Kent</a>
<a href="#">400</a>	<a href="#">Machias Campus</a>	<a href="#">Machias</a>
<a href="#">500</a>	<a href="#">Orono Campus</a>	<a href="#">Orono</a>
<a href="#">600</a>	<a href="#">Portland</a>	<a href="#">Portland</a>
<a href="#">610</a>	<a href="#">Gorham</a>	<a href="#">Gorham</a>
<a href="#">620</a>	<a href="#">Lewiston/Auburn</a>	<a href="#">Lewis-Aub</a>
<a href="#">625</a>	<a href="#">Bath/Brunswick</a>	<a href="#">Bath/Bruns</a>
<a href="#">626</a>	<a href="#">Calais</a>	<a href="#">Calais</a>
<a href="#">627</a>	<a href="#">East Millinocket</a>	<a href="#">EMillinock</a>
<a href="#">628</a>	<a href="#">Ellsworth</a>	<a href="#">Ellsworth</a>

**Remember to periodically save your work!**

## Reference

The **Reference** box on the Lines page allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters in the line **Reference** box. Contrast **Reference**, explained here, with **Reference Number**, explained in the Journal **Header** section.



Customize | Find | 


Project	Oper Unit	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Completed Lines Page

### Left-side Lines page

Header	Lines	Totals	Errors	Approval			
Unit: UMS05      Journal ID: 0000000071      Date: 06/25/2004      'Process: Edit Journal      Process							
<a href="#">Template List</a> <a href="#">Search Criteria</a> <a href="#">Change Values</a> <a href="#">Inter/IntraUnit</a> <a href="#">Line: 1</a>							
▼ Lines							
Select	Line	'Unit	'Ledger	SpeedType	Journal Line Description	Amount	DeptID
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May FY04 Charges	-300.50	5303100

### Right-side Lines page

Customize   Find   							
Account	Class	Fund	Program	Project	Oper Unit	Reference	
60699		00				HP 4600	

## 8. Manage Lines

### Add Lines -

When you open the **Lines** page for your Journal Entry, the first line of the Journal Entry appears by default. It shows the Business Unit and Ledger you entered on the Journal Header. Since every Journal Entry requires at least two lines (one for the debit and one for the credit), you need to add at least one line to the entry. You add lines to the Journal Entry by entering the number of additional lines you anticipate needing into the **Lines to Add** box.

The screenshot shows the 'Lines' tab of the Journal Entry page. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is 'UMS05', 'Journal ID' is 'NEXT', and 'Date' is '06/25/2004'. There are links for 'Template List', 'Change Values', and a button for 'Inter/IntraUnit'. A table with columns 'Select', 'Line', 'Unit', 'Ledger', 'SpeedType', and 'Account' is shown. The first line is selected. At the bottom, the 'Lines to add' box contains the number '1', with '+' and '-' buttons next to it. A red box highlights the 'Lines to add' box and its buttons, and a red arrow points from the text 'Lines to Add' in the paragraph above to this box.

By default, the number "1" appears in the **Lines to add** box. If you over- or underestimate, you may add more lines, or delete unneeded lines later. After you enter your best guess into the **Lines to Add** box, add the lines to the page by selecting the **+** button. The screen below shows that two lines were added to the **Lines** page and that they appear directly below the default line. The new line contains the Business Unit and Ledger values that you assigned on the Journal Entry **Header** page.

The screenshot shows the 'Lines' tab of the Journal Entry page after adding two more lines. The 'Unit' is 'UMS05', 'Journal ID' is 'NEXT', and 'Date' is '06/25/2004'. The 'Process' dropdown is set to 'Edit Journal'. There are links for 'Template List', 'Search Criteria', and 'Change Values'. A checkbox for 'Errors Only' is present. The 'Line' dropdown is set to '10'. The table has columns 'Select', 'Line', 'Error', 'Unit', 'Ledger', 'SpeedType', 'Journal Line Description', and 'Amount'. Three lines are shown, all with 'UMS05' as the unit and 'ACTUALS' as the ledger. At the bottom, the 'Lines to add' box contains the number '1', with '+' and '-' buttons next to it. A red box highlights the 'Lines to add' box and the table, and a red arrow points from the text 'Lines to Add' in the paragraph above to this box.

## Template List Options –

Select the [Template List](#) link located on your Journal Entry to open the **Journal Entry Template List** page. Among other tasks, you can set which fields are copied (or not copied) from a previous line when adding lines to your Journal Entry. This is accomplished in the **Journal Line Copy Down** section.

**Journal Entry Template List**

Journal Entry Template - Show Journal Line Grid Columns

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	All	BUDGET	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

**Journal Line Copy Down** Copy Journal Line Columns to

Amount Miscellaneous

Selected	Template Type	Copy Down ID	Budget Date	Reference	Description
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click the [Miscellaneous](#) tab to access checkboxes for additional Journal Line fields. Click [OK](#) when finished.

## Delete Lines -

If you mistakenly add too many lines, you can delete the unneeded lines by placing a check mark in each **Select** box located to the left of the **Line** number and then select the [-](#) button. The line(s) you select will disappear.

Header Lines Totals Errors Approval

Unit: UMS05 Journal ID: NEXT Date:

[Template List](#) [Search Criteria](#) [Change Values](#)

**Lines**

Select	Line	Error	Unit	Ledger	SpeedType
<input type="checkbox"/>	1	X	UMS05	ACTUALS	
<input checked="" type="checkbox"/>	2		UMS05	ACTUALS	
<input type="checkbox"/>	3		UMS05	ACTUALS	

Lines to add: 2 + -

Header Lines Totals Errors Approval

Unit: UMS05 Journal ID: NEXT Date:

[Template List](#) [Search Criteria](#) [Change Values](#)

**Lines**

Select	Line	Error	Unit	Ledger	SpeedType
<input type="checkbox"/>	1	X	UMS05	ACTUALS	
<input type="checkbox"/>	3		UMS05	ACTUALS	

Lines to add: 2 + -

Note the gap in Line numbers after deleting a line.

As you add and delete lines to a Journal Entry, the line numbers automatically assigned in the second column may have gaps. For example, you may end up with a total of three lines in your entry, but the assigned numbers are 1, 3, and 7. This is because during the course of adding and deleting lines, you deleted lines 2, 4, 5, and 6. Be aware that having gaps in the line numbers does not create a problem. The lines you deleted are, in fact, gone. The total number of lines in your journal entry will show in the **Totals** section of the Lines page, regardless of which individual line number is assigned to each line in the Lines section of the Lines page.

The screenshot shows the 'Lines' tab of a journal entry interface. At the top, there are tabs for 'Header', 'Lines', and 'Totals'. Below the tabs, the 'Unit' is set to 'UMS05' and the 'Journal ID' is 'NEXT'. There are links for 'Template List', 'Search Criteria', and 'Change'. The 'Lines' section is expanded, showing a table with columns: 'Select', 'Line', 'Error', and 'Unit'. Two lines are listed: Line 1 and Line 3, both with 'UMS05' as the unit. Below this, there is a 'Lines to add' section with a value of 1 and '+' and '-' buttons. The 'Totals' section is highlighted with a red box and contains a table with columns 'Unit' and 'Total Lines'. The table shows 'UMS05' with a total of 2 lines. A red arrow points from the text 'Totals section of the Lines page' to this red box.

## 9. SpeedType

You can use **SpeedTypes** to automatically enter ChartField values on a Journal Entry line. For example, if you often use the same ChartField combinations on Journal Entry lines, you can set up a SpeedType that, when selected from your SpeedType Look Up list, automatically enters ChartField values on a Journal Entry line. You can create more than one SpeedType. Only you will see the SpeedTypes you create.

The screenshot shows the 'Totals', 'Errors', and 'Approval' tabs of a journal entry interface. The 'Journal ID' is 'NEXT' and the 'Date' is empty. There is a 'Change values' link. Below this, there is a table with columns: 'Unit', 'Ledger', and 'SpeedType'. The 'Unit' is 'UMS05' and the 'Ledger' is 'ACTUALS'. The 'SpeedType' field is highlighted with a red box. A red arrow points from the text 'SpeedTypes' to this red box.

To create a new SpeedType, from your Enterprise menu select

**Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes**

The **SpeedType** page will appear with the **Find an Existing Value** tab selected.

**SpeedTypes**  
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**

SetID: = UMSYS  
User ID: begins with 9000001  
Primary Permission List: begins with  
SpeedType Key: begins with  
Type of SpeedType: = One User  
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Select the **Add a New Value** tab.

By default, **UMSYS** will appear in the **SetID** field and you will not be able to change this entry.

Your seven-digit employee ID will appear by default in the **User ID** field.

You will not be able to enter information in the **Primary Permission List** field.

Enter a name for your SpeedType in the **SpeedType Key** field. Can enter up to ten alpha/numeric characters.

Select **Add** when finished.

**SpeedTypes**

**Find an Existing Value** **Add a New Value**

SetID: UMSYS  
User ID: 9000001  
Primary Permission List:  
SpeedType Key:  
Add

The SpeedType setup page will appear:

**SpeedTypes**

SetID: UMSYS  
Type of SpeedType: One User  
User ID: Johnny B. Good

First 1 of 1 Last

'SpeedType Key: JE  
Description: Journal Entry

Account: 60699 Copying - Credits  
Operating Unit: Unrestricted E&G  
Fund Code: 00 School of Social Work  
Department: 5303100  
Program Code:  
Class Field:  
Budget Reference:  
Project:  
Affiliate:  
Fund Affiliate:  
Currency Code:  
Statistics Code:

Save Notify Add Update/Display

Enter a **Description** for your SpeedType.

Enter **ChartField** values you want to automatically enter for this SpeedType.

Select **Save** when finished.

Once your SpeedType is saved, you can look it up and enter it in the SpeedType field on Journal Entry lines.

## 10. Edit Journal Entry

A Journal Entry must be edited before it is submitted for approval.

### Journal Status

You can check the status of the Journal Entry in the **Journal Status** section of the Lines page.

The screenshot shows the 'Lines' tab of the Journal Entry page. The 'Unit' is UMS05, 'Journal ID' is 0000000071, and 'Date' is 06/25/2004. The 'Lines' table has one line with 'Unit' UMS05 and 'Ledger' ACTUALS. Below the lines table is the 'Totals' section. The 'Totals' table has columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The row for UMS05 shows 1 total line, 0.00 total debits, 0.00 total credits, a status of 'I' (highlighted with a red box), and a budget status of 'N'. A red arrow points from the 'Journal Status' text in the paragraph above to the 'I' status code in the 'Journal Status' column of the 'Totals' table.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

A complete listing of the Journal Status codes as they appear on the Journal Entry Lines page is listed below.

#### Journal Status Codes:

- N** – Journal Entry was edited and cannot be posted
- E** – Journal Entry was edited and contains errors
- V** – Journal Entry passed editing and is ready to submit for approval
- P** – Journal Entry was posted
- U** – Journal Entry was posted and then unposted
- T** – Journal Entry is incomplete – the journal will be bypassed for batch edit and posting until you complete the entry.

If you remove the checkmark next to the **Save Incomplete Status** box, a Journal Status of **N** will display. This means your Journal Entry needs to be edited, but is **not** protected from batch processing.

It is important to note that when a Journal Entry goes through the Edit process, the checkmark next to the **Save Incomplete Status** box on the **Header** page is automatically removed. This means the Journal Entry is no longer protected from a batch edit process. You can restore a Journal Entry's incomplete status by applying an adjustment to a Journal line ChartField and saving the Journal Entry.



## Run the Edit Process

To edit a Journal Entry, go to the **Process:** Edit Journal Process box of the **Lines** page and select Edit Journal from the dropdown menu. Click Process and wait while the Edit process runs. While it runs, you will see the word **Processing** blinking in the upper right-hand portion of your screen. Do not interact with your screen while the process runs. When the word **Processing** disappears, the Edit process is complete.

After the Journal Entry has completed the Edit process, refer to the **Journal Status** section of the **Lines** page to determine if the Journal Entry passed the Edit process. If no errors were detected during the Edit process, the Journal Status of V displays.

Had errors been recognized when the Edit process ran, a Journal Status of E would display. A Journal Status of E means the Journal Entry has been edited and contains errors.

If you return to the **Header** page, you will see that the "Save Journal Incomplete Status" box was automatically unchecked when you ran the **Edit** process.

## Journal Entry Errors

Journal Entry errors occur for a number of reasons. For example, do total debits equal total credits? Is a required ChartField value, such as Account missing? Are there invalid ChartFields entered? Was an invalid combination of ChartFields entered? Is the accounting Period entered in the Journal Entry Header open?

To identify the Journal Entry errors detected during the Edit process, from the **Lines** page, click on the Errors tab to go to the **Errors** page.

Header					
Lines					
Totals					
Errors					
Approval					
Unit: UMS05      Journal ID: 0000000071      Date: 06/25/2004					
▼ Header Errors <span>Customize   Find   First 4 of 4 Last</span>					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
UMS05	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.
▼ Line Errors <span>Customize   Find   First 1 of 1 Last</span>					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	32	ChartField error for value 60799 fieldname Account, (prompt table GL_ACCOUNT_TBL).

Information about the errors detected during the Edit process will appear in the **Message Text** sections for **Header Errors** and **Line Errors**.

After the Journal Entry errors have been identified, return to the **Lines** page correct the errors and re-run the **Edit Journal** process. It is necessary to run the Edit process again because errors are detected and flagged one by one per line. So, if a single line has two errors, the first error will be flagged after the first Edit process. When the first error is fixed, the second error will be flagged when the

Edit process is run again. When the Edit process yields no additional errors, you will see a Journal Status and Budget Status of [V](#).

## 11. Submit Journal Entry for Approval

### Process Overview

In most cases, when the **Originator** of a Journal Entry submits it for approval, it will be approved through a Workflow process. When Workflow processing applies to a Journal Entry, it is subject to approval by at least one **Reviewer** (Supervisor) and then by a **Final Approver** (Campus Accounting) before it is posted.

When a Journal Entry is submitted, the Workflow process automatically places it on the appropriate Reviewer's worklist. The Reviewer then decides whether to approve or deny the Journal Entry. **Deny** either means that the transaction entered on the Journal Entry is denied, or that changes need to be applied to the Journal Entry before it is approved. When a Reviewer denies a Journal Entry, it is returned to the Originator's worklist. When the Reviewer approves a Journal Entry, the Workflow process automatically submits the Journal Entry to a Final Approver's worklist.

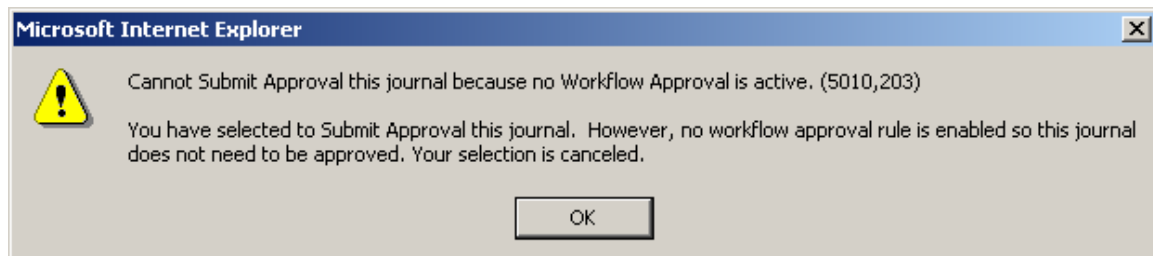
### Submit Journal Entry

To submit a Journal Entry for approval, from the **Lines** page, go to the

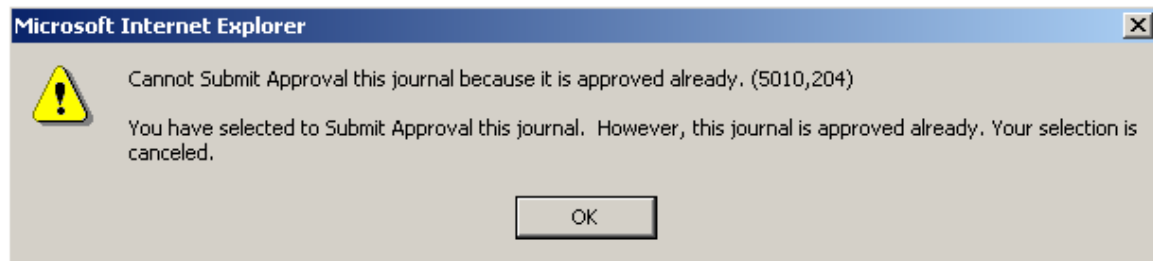
**Process:**   box and select  from the dropdown menu. Click  to run the **Submit Journal** process. While it is running, you will see the word **Processing** blinking in the upper right-hand portion of your screen. Do not interact with your screen while the process runs.

When **Processing** disappears, you will receive one of three messages:

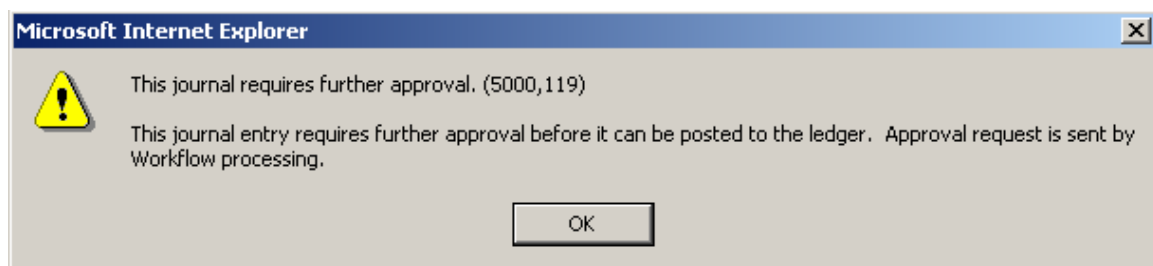
The message below means your Journal entry does not need to be approved through the Workflow process. It will be reviewed by a means other than workflow. Click . No further action is required to submit the Journal Entry to Post. Your work with this Journal Entry is complete.



The message below appears if you have already submitted the Journal Entry and inadvertently submitted it again. Click . No further action is required to submit the Journal Entry to Post. Your work with this Journal Entry is complete.



The message below means your Journal Entry DOES require approval through the Workflow process and by selecting  in the **Process** box you have already submitted it. The message in the dialogue box is simply telling you the Journal Entry you submitted has been moved on to the next person in the approval Workflow process. Click .



## Confirm Approval Workflow Initiated

To confirm you initiated the Workflow process, from the **Lines** page, click the **Approval** tab to open the **Approval** page.

Unit: UMS01      Journal ID: 0000000412      Date: 06/23/2004  
 Unit: UMS05      Journal ID: 0000000071      Date: 06/25/2004

**Approval Status**      Find      First      1 of 1      Last

Unit: UMS01  
 Approval Check Active: Y  
 Approval Status: Pending Approval  
 Approval Action:   
 Comments for Denial:  
 Email:

**Approval History**

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	06/23/2004 12:52:22PM	Johnny B. Good
01	A	Pending	06/23/2004 12:52:22PM	
02	A	Pending	06/23/2004 12:52:22PM	

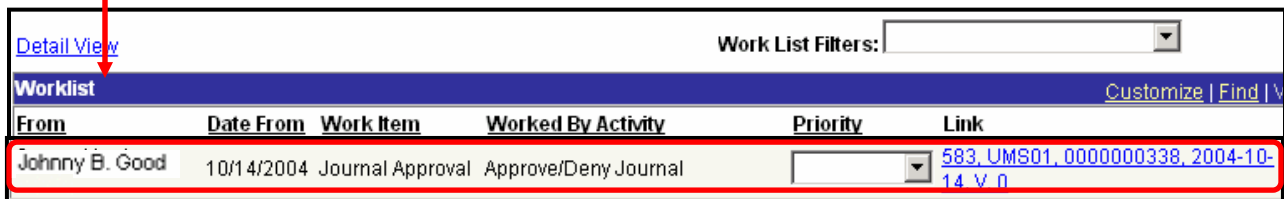
                

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

In the **Approval History** section of the **Approval** page you will see your name. The Approval History tells you in **Step 0** that Johnny B. Good, the Originator, initiated the Approval Workflow process when he submitted Journal Entry 0000000071.

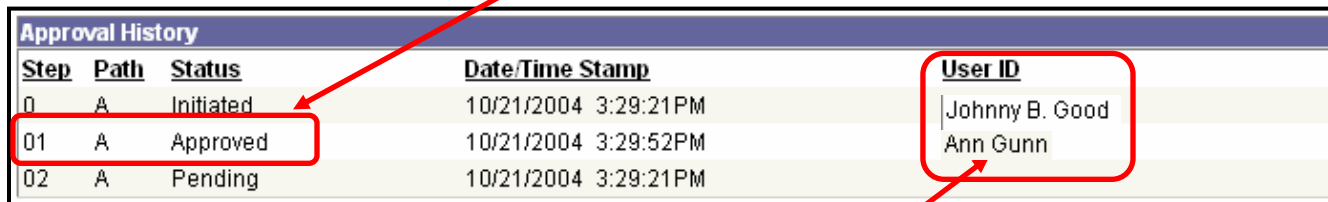
## 12. Workflow Process Starts

When Johnny B. Good submitted Journal Entry 0000000071, Workflow added a link to the Journal Entry to his Supervisor's (Reviewer in the Workflow process) **Worklist**. The link indicates the Journal Entry is pending Approval.



From	Date From	Work Item	Worked By Activity	Priority	Link
Johnny B. Good	10/14/2004	Journal Approval	Approve/Deny Journal		<a href="#">583, UMS01, 0000000338, 2004-10-14 V 0</a>

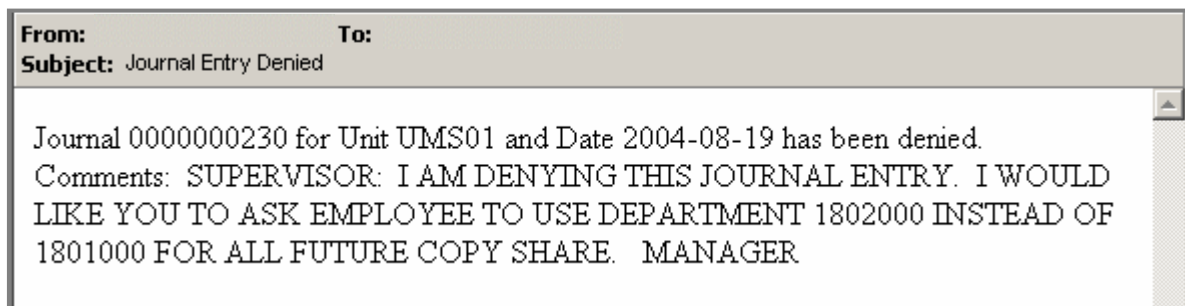
When the Reviewer acts on the Journal Entry, Workflow will remove the status of "Pending" from the line labeled **Step 01** in the **Approval History** and replace it with a status of either "Approved" or "Denied" based on the Reviewer's actions.



Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	10/21/2004 3:29:21PM	Johnny B. Good
01	A	Approved	10/21/2004 3:29:52PM	Ann Gunn
02	A	Pending	10/21/2004 3:29:21PM	

The Reviewer's name will appear under User ID on line **Step 01**.

If denied, Workflow will move the Journal Entry link to the Originator's Worklist and any comments the Reviewer entered in the **Comments for Denial** box will be emailed to the Originator, as well.



**From:** **To:**  
**Subject:** Journal Entry Denied

Journal 0000000230 for Unit UMS01 and Date 2004-08-19 has been denied.  
 Comments: SUPERVISOR: I AM DENYING THIS JOURNAL ENTRY. I WOULD LIKE YOU TO ASK EMPLOYEE TO USE DEPARTMENT 1802000 INSTEAD OF 1801000 FOR ALL FUTURE COPY SHARE. MANAGER

If approved, Workflow will move the Journal Entry link to the Final Approver's worklist.

When the Final Approver acts on the Journal Entry, the line labeled **Step 02** will reflect the decision to "Approve" or "Deny" the Journal Entry. If the Final Approver denies the Journal Entry, Workflow will move the Journal Entry link to the Reviewer's Worklist and will email any comments entered into the **Comments for Denial** box to the Reviewer. If the Final Approver approves the Journal Entry, it will be marked for Posting.

**Success!**

**You have successfully entered, edited and submitted your Journal Entry!**

### 13. InterUnit Journal Entry

To properly report on University of Maine System financial transactions, each Business Unit must remain “in balance” at all times. A Business Unit is in balance when debits within the Business Unit equal credits. The InterUnit Journal Entry automatically keeps each Business Unit in balance when a financial transaction is done between or among Business Units.

InterUnit Journal Entries are entered the same way you enter an Online Journal Entry, but when the entry is edited, PeopleSoft automatically runs additional processes in the background that balance the entry. For example, the InterUnit Journal Entry below moves \$1,200 of Undefined Expenses (Account 65000) into Business Unit UMS05, Department 5500103. The expenses are moved from two sources:

- \$400 is from Business Unit **UMS05**, Department 5207982
- \$800 is from Business Unit **UMS06**, Department 6375013

Unit: UMS05      Journal ID: 0000000106      Date: 07/26/2004      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values      Line: 2

Select	Line	Unit	Ledger	SpeedType	Journal Line Description	Amount	DeptID	Account
<input type="checkbox"/>	1	UMS05	ACTUALS		Undefined Expenses	1,200.00	5500103	65000
<input type="checkbox"/>	2	UMS05	ACTUALS		Undefined Expenses	-400.00	5207982	65000
<input type="checkbox"/>	3	UMS06	ACTUALS		Undefined Expenses	-800.00	6375013	65000

Lines to add: 1    +    -    [icon]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	2	1,200.00	400.00	N	N
UMS06	1	0.00	800.00	N	N

Save    Notify    Refresh

(Right-side of Journal entry)

Customize   Find   [icon]									
Class	Fund	Program	Project	Oper Unit	Reference	Open Item Key Currency			
<input type="text"/>	<input type="text" value="00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="USD"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="04"/>	<input type="text"/>	<input type="text" value="540085"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="USD"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="10"/>	<input type="text" value="67624"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="USD"/>	<input type="text"/>

Keep in mind this InterUnit Journal Entry has not yet been edited.

Refer to the **Totals** section of the InterUnit Journal Entry. Click **View All** on the **Totals** bar to view the total for each Business Unit. For each of the two Business Units, the **Totals** section lists:

- the Business Unit
- the Total Lines on the InterUnit Journal Entry related to that Business Unit
- the Total Debits on the Total Lines for that Business Unit
- the Total Credits on the Total Lines for that Business Unit

In our example, Business Unit **UMS05** has 2 lines with total debits of \$1,200 and total credits of \$400 summing to a debit balance of \$800. To balance, we want UMS05 debits and credits to sum to \$0.

Business Unit **UMS06** has 1 line with total debits of \$0 and total credits of \$800 summing to a credit balance of \$800. To balance, we want UMS06 debits and credits to sum to \$0

IF the InterUnit Journal Entry were to be posted as is (editing will prevent this from happening), debits of \$1,200 and credits of \$400 would be recorded to Business Unit UMS05 and the Business Unit would not be in balance. Likewise, Business Unit UMS06 would be out of balance with debits of \$0 and credits of \$800. To prevent these out-of-balance situations, when the InterUnit Journal Entry is edited, PeopleSoft automatically generates the additional balancing lines.

## **Edit an InterUnit Journal Entry**

Edit the InterUnit Journal Entry in the same way you edit a regular Online Journal Entry. Significant changes occur when an InterUnit Journal Entry is edited, however.

In the **Lines** section of the Journal Entry, line 4 is automatically generated to balance Business Unit UMS05 and line 5 is automatically generated to balance Business Unit UMS06. These lines balance the debits and credits within each Business Unit:

- On line 4, Business Unit UMS05 receives a credit of \$800 on the 13900 "Due from Other Units" **Account**, and on its "Used for InterUnit Trans" **Department** 5000099.
- On line 5, Business Unit UMS06 receives a debit of \$800 on the 13900 "Due from Other Units" **Account**, and on its "Used for InterUnit Trans" **Department** 6000099.

Unit: UMS05 Journal ID: 0000000 07/26/2004 \*Process: Edit Journal Process

Template List Search Criteria Change Values

Errors Only Line: 10

Select	Line	*Unit	*Ledger	Type	Journal Line Description	Amount	DeptID	Account
<input type="checkbox"/>	1	UMS05	ACTUALS		Undefined Expenses	1,200.00	5500103	65000
<input type="checkbox"/>	2	UMS05	ACTUALS		Undefined Expenses	-400.00	5207982	65000
<input type="checkbox"/>	3	UMS06	ACTUALS		Undefined Expenses	-800.00	6375013	65000
<input checked="" type="checkbox"/>	4	UMS05	ACTUALS		Due from Other Units	-800.00	5000099	13900
<input checked="" type="checkbox"/>	5	UMS06	ACTUALS		Due from Other Units	800.00	6000099	13900

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	3	1,200.00	1,200.00	V	V
UMS06	2	800.00	800.00	V	V

Save Return to Search Next in List Previous in List Notify Refresh

The **Totals** section of the edited InterUnit Journal Entry sums total debits and credit by Business Unit:

For Business Unit UMS05, when all 3 lines are summed (the 2 lines the user entered and the automatically generated balancing line), total debits of \$1,200 equal total credits of \$1,200.

For Business Unit UMS06, when 2 lines are summed (the line the user entered and the automatically generated balancing line), total debits of \$800 equal total credits of \$800.

The InterUnit Journal Entry is complete and both Business Units are in balance.

**Note:** Be aware that when an InterUnit Journal Entry that requires approval is submitted and workflow places it on the Reviewer's worklist, multiple instances of the journal entry will appear on the worklist. The number of instances is equal to the number of Business Units included on the Journal. When the Reviewer opens one of the instances of the Journal Entry, approves it and submits it, all instances of the Journal Entry will be removed from the worklist.



## 14. Copy Journal Entry

There are two options available to copy a Journal Entry. You can copy directly from the Journal Entry **Lines** page or you can copy from the **Copy Journal Process** page.

### Copy from Lines Page

You first need to locate the Journal Entry you wish to copy. From **Enterprise Menu**, select **General Ledger > Journals > Journal Entry > Create Journal Entries**. From the **Journal Entry** page select the **Find an Existing Value** Page.

**Journal Entry**  
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](#)

**Business Unit:** [=] UMS08 [Q]  
**Journal ID:** [begins with] [ ]  
**Journal Date:** [=] [ ] [BT]  
**Line Business Unit:** [=] UMS08 [Q]  
**Journal Header Status:** [=] No Status - Needs to be Edited [v]  
**Budget Checking Header Status:** [=] [ ] [v]  
**Source:** [=] ONL [Q]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

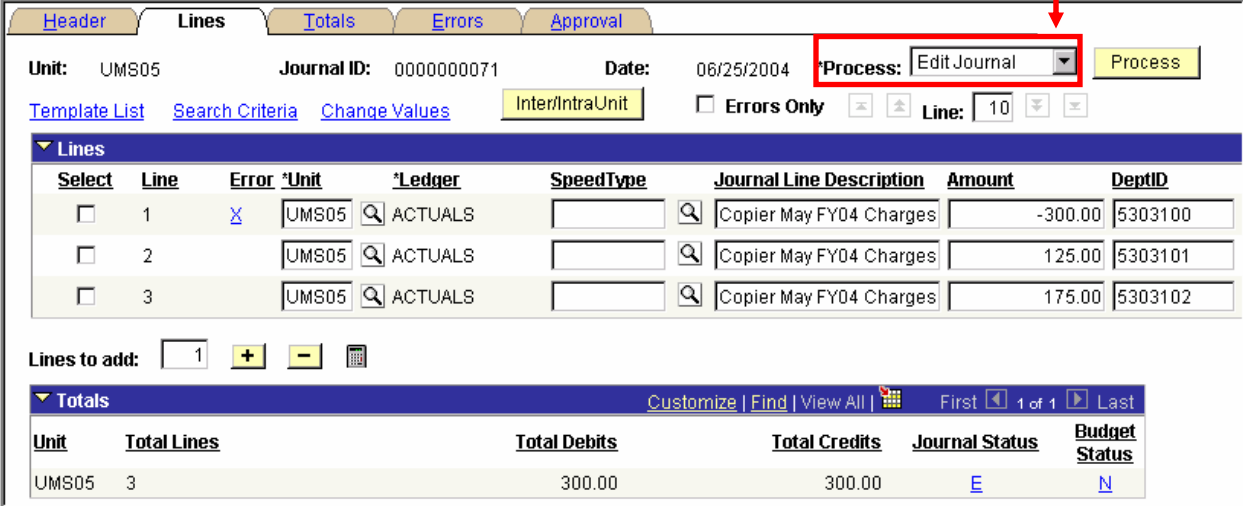
If you do not know the Journal ID, select [Clear](#) to remove all existing values from the page.

Set up search criteria to locate the Journal Entry you wish to copy starting with the Business Unit and entering additional criteria to narrow your search (**Note: entering the Source used on the Journal Entry really helps to narrow the search**). If you know Business Unit and Journal ID of the Journal Entry, go directly to the Journal Entry by entering that information into the appropriate boxes on **Find an Existing Value** page and search on that criteria.

If there is more than one Journal Entry with Business Unit and Journal ID entered, a list of Journal Entries will display. You can select appropriate Journal Date associated with the Journal Entry.

Once you locate the link to the Journal Entry you wish to copy, click on it to open the Journal Entry. Select the **Lines** page tab to go to the **Lines** page.

Select the drop-down arrow in the **Process** box.



Unit: UMS05      Journal ID: 0000000071      Date: 06/25/2004      \*Process: Edit Journal      Process

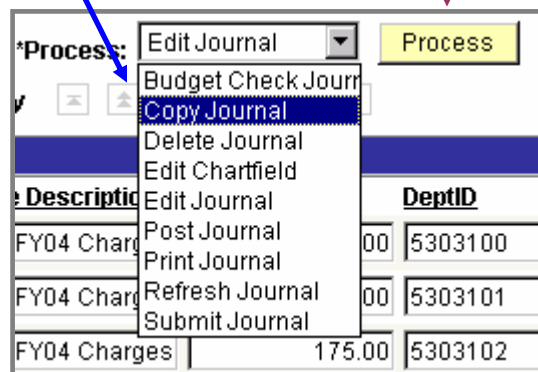
[Template List](#)   [Search Criteria](#)   [Change Values](#)   [Inter/IntraUnit](#)   ☐ Errors Only   Line: 10

Select	Line	Error	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	DeptID
<input type="checkbox"/>	1	X	UMS05	ACTUALS		Copier May FY04 Charges	-300.00	5303100
<input type="checkbox"/>	2		UMS05	ACTUALS		Copier May FY04 Charges	125.00	5303101
<input type="checkbox"/>	3		UMS05	ACTUALS		Copier May FY04 Charges	175.00	5303102

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	3	300.00	300.00	E	N

Choose **Copy Journal** and then **Process**.



\*Process: Edit Journal      Process

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

Description	Amount	DeptID
FY04 Charges	00	5303100
FY04 Charges	00	5303101
FY04 Charges	175.00	5303102

## Journal Entry Copy Page

By default, **NEXT** appears in the Journal ID box on the Journal Entry Copy page. Rather than using NEXT, you can enter a 10-character Journal ID.

**Journal Entry Copy**

Journal ID:  Ledger:  ☐ Reverse Signs

Journal Date:  New Ledger:  ☐ Recalculate Budget Date

ADB Date:  Document Type:  ☒ Save Journal Incomplete Status

Currency Effective Date:

**Reversal Date**

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period:

Reversal Date:

**ADB Reversal Date**

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date:

OK Cancel Refresh

By default, today's date appears in the **Journal Date** box. You will generally use today's date. Select the calendar icon next to the **Journal Date** box to choose an alternative date.

The **ADB Date**, **Ledger**, **New Ledger** and **Document Type** are grayed out. You will leave these fields blank.

Check the **Reverse Signs** box if you want signs on the copied Journal Entry to be reverse of those on the Journal Entry you are copying from. Do not check **Recalculate Budget Date**.

Check the **Save Journal Incomplete Status** box if the new Journal Entry should be bypassed for batch edit, post, or budget check.

By default, the **Do Not Generate Reversal** radio button is selected. If the new Journal Entry requires a reversing entry, click the appropriate button or indicate the **Reversal Date**.

By default, all options in the **ADB Reversal Date** area are grayed out.

When ready, select **Okay** on the **Journal Entry Copy** page. The Copy process occurs and the **Lines** page of your Journal Entry appears again.

Notice a **Journal ID** has been assigned to the copied Journal Entry.

Unit: UMS05 **Journal ID: 0000000284** Date: 09/09/2004 \*Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) [Inter/IntraUnit](#) ☐ Errors Only Line: 10

Select	Line	Error	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	DeptID
<input type="checkbox"/>	1	X	UMS05	ACTUALS		Copier May FY04 Charges	-300.00	5303100
<input type="checkbox"/>	2		UMS05	ACTUALS		Copier May FY04 Charges	125.00	5303101
<input type="checkbox"/>	3		UMS05	ACTUALS		Copier May FY04 Charges	175.00	5303102

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	3	0.00	0.00	I	N

Notice **Journal Status** of **I** displays. Remember to Edit your copied Journal Entry prior to submitting it for approval.

## Copy Journal Process

To access the Copy Journal Process page, from your Enterprise menu select

**General Ledger > Journals > Journal Entry > Copy Journals**

The **Copy Journal** page appears with the **Find an Existing Value** page open.

**Copy Journal**  
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 by:** Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

The ***Find an Existing Value*** on **Copy Journal** page refers to finding an existing **Run Control ID**. A **Run Control ID** is used whenever a PeopleSoft process is run. You can save Run Controls for frequently used processes. Only you will see the Run Control IDs that you create.

**Copy Journal**  
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 by:** Run Control ID begins with

☐ Case Sensitive

**Search** [Advanced Search](#)

By setting up a Run Control ID, you will not need to re-establish parameters each time you need to copy a Journal Entry.

To create a new Run Control ID, go to the **Add a New Value** page to create a new Run Control ID.

**Copy Journal**

**Find an Existing Value** **Add a New Value**

**Run Control ID:** journalcopy

**Add**

**Enter a name** for the Run Control ID. It usually helps to apply a name that relates to the process. After you enter the name, select **Add**.

The **Copy Journals Request** page will open.


**Copy Journals Request**

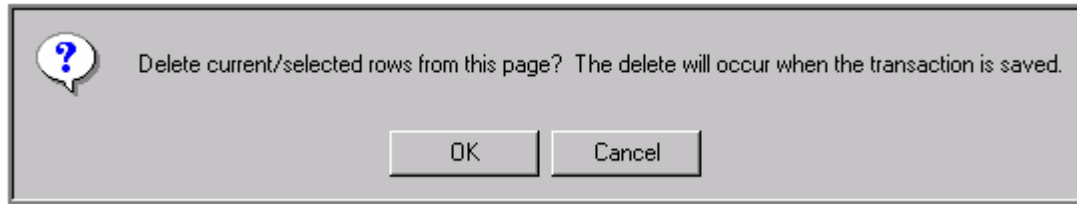
Run Control ID: journalcopy [Report Manager](#) [Process Monitor](#) **Run**

Language: English

**Process Requests** [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	UMS05	<input type="text"/>	<input type="text"/>	NEXT	09/09/2004	Reversal	09/09/2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you had previously used the selected Run Control ID to copy a Journal Entry, select the  icon to delete information from the last copy request. A Dialogue box will open asking you to verify you want to delete the previously copied Journal Entry lines.



Select  and refreshed lines will appear.

On the **Copy Journals Request** page, do not apply adjustments to the **Language** and **Process Frequency** sections. The same information we covered when copying from the the Journal Entry Lines page applies here for the **Reversal**, **Cur Effdt**, **Reverse Signs**, **Recalculate Budget Date** and **Save Incomplete Status** page sections.

**Unit** - Is a required field. Enter your Business Unit.

**Journal ID** - Is a required field. Enter the Journal ID of the Journal Entry you wish to copy. You can search for your Business Unit's Journal Entries just as we did when copying from the Journal Entry Lines page.

**Date** - Is a required field. If the Journal ID is unique, **Date** box will fill with Journal Date associated with that Journal ID. If Journal ID is not unique, use drop-down arrow on **Date** box to verify you chose the correct Journal ID/Date combination for the Journal Entry you want to copy.

**Copy Journals Request**

Run Control ID: journalcopy [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

**Process Requests** [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	UMS05			NEXT	09/09/2004	Reversal	09/09/2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**New Journal** – Is a required field. Enter a Journal ID for the new Journal Entry or allow the **NEXT** option to choose the next available Journal ID.

**New Date** - Today's date will enter by default as the Journal Date for the new Journal Entry. Change if you want a different Journal Date.

The [+](#) button at the end of first Journal Entry line adds a line on which you can request a second copy of original Journal Entry, or on which you can request copy of a different Journal Entry.

When you are finished, select [Run](#) and the **Process Schedule Request** page appears.

**Process Scheduler Request**

User ID: RSHALER Run Control ID: journalcopy

Server Name: PSUNX Run Date: 09/09/2004

Recurrence: Run Time: 1:40:23PM [Reset to Current Date/Time](#)

Time Zone: [?](#)

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Journal Copy Process	GL_JRNL_COPY	Application Engine	Web	TXT

All necessary information should enter by default. Make certain a checkmark is entered next to **Journal Copy Process** and then select [OK](#).

The **Copy Journals Request** page re-opens. Notice that a **Process Instance** number has been assigned. This means the process has been submitted to run.

Copy Journals Request

Run Control ID: journalcopy      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: English      Process Instance: 3410

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal	New Date	Reversal	Cur Effdt
Once	UMS05	0000000044	06/11/04	0000000312	09/20/2004	<a href="#">Reversal</a>	09/20/2004

Notice that a **Journal ID** has been assigned to the new Journal Entry.

Do not select [Run](#). Select the [Process Monitor](#) link to verify the success of process.

Locate the **Process Instance** number in the **Instance Seq.** column.

Process List    [Server List](#)

View Process Request For

User ID: RSHALER    Type:    Last: 1 Days    [Refresh](#)

Server: PSUNX    Name:    Instance:    to   

Run Status:    ☒ Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
3410	Application Engine	GL_JRNL_COPY	RSHALER	09/20/2004 9:53:52AM EDT	Success	<a href="#">Details</a>

Check the **Run Status** column to determine if the process ran and if it was successful. If process is still queued or running, will see **Queued**, **Initiated** or

To view additional details about processing, select the **Details** link.

Process List    [Server List](#)

View Process Request For

User ID: RSHALER    Type:    Last: 1 Days    [Refresh](#)

Server: PSUNX    Name:    Instance:    to   

Run Status:    ☒ Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
3410	Application Engine	GL_JRNL_COPY	RSHALER	09/20/2004 9:53:52AM EDT	Success	<a href="#">Details</a>



The **Process Detail** page will open. Select the **Message Log** link to view details about process

**Process Detail**

Process	
<b>Instance:</b> 3410	<b>Type:</b> Application Engine
<b>Name:</b> GL_JRNL_COPY	<b>Description:</b> Journal Copy Process

Run	Update Process
<b>Run Control ID:</b> journalcopy	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNIX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 09/20/2004 9:58:03AM EDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 09/20/2004 9:53:52AM EDT	<a href="#">Message Log</a> Temp Tables
<b>Began Process At:</b> 09/20/2004 9:58:23AM EDT	<a href="#">Batch Timings</a>
<b>Ended Process At:</b> 09/20/2004 9:58:32AM EDT	<a href="#">View Log/Trace</a>

OK Cancel

**Message Log**

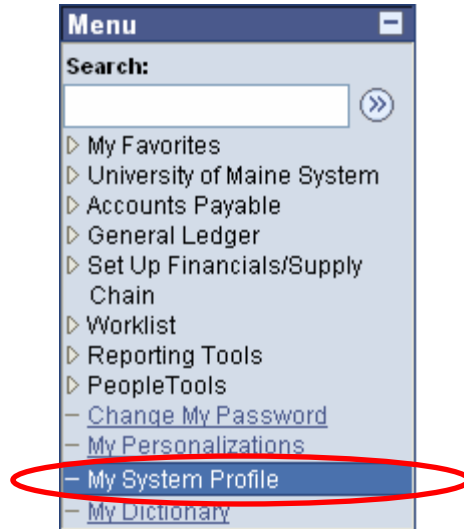
Process			
<b>Instance:</b> 3410	<b>Type:</b> Application Engine		
<b>Name:</b> GL_JRNL_COPY	<b>Description:</b> Journal Copy Process		

Customize | Find | View All | First 1-5 of 5 Last

Severity	Log Time	Message Text	Explain
10	9:58:25AM	Journal copy processing has begun.	<a href="#">Explain</a>
10	9:58:26AM	Begin request number 1 for User ID "RSHALER" and Run Control ID "journalcopy".	<a href="#">Explain</a>
10	9:58:28AM	End request number 1 for User ID "RSHALER" and Run Control ID "journalcopy".	<a href="#">Explain</a>
	9:58:32AM	Published message with Pub ID of 1520 to request to have report added in folder GENERAL	<a href="#">Explain</a>
	9:58:32AM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

## 15. Reassign Worklist Items

To assign an alternate employee for items routed to your worklist for a given period of time, from your PeopleSoft Financials menu navigate to [My System Profile](#).



The **General Profile Information** page will open:

A screenshot of the 'General Profile Information' page. The page has a title 'General Profile Information' in blue. Below the title, the name 'Tom Terrific' is displayed. A message states: 'If you will be temporarily unavailable, you can select an alternate user to receive your routings.' Below this message, there are three fields: 'Alternate User ID:' with a text input box and a magnifying glass icon; 'From Date:' with a date input box and a calendar icon, followed by the text '(example:12/31/2000)'; and 'To Date:' with a date input box and a calendar icon, followed by the text '(example:12/31/2000)'. At the bottom left, there is a 'Save' button with a green icon.

Enter the **User ID** (7-digit Employee ID) of the alternate employee or click the Look up icon to select from a list of employees. Before selecting an Alternate User ID, you should consider the following factors:

- The alternate employee must be someone who has the same role as you in the Journal Entry process.

- If you are a Reviewer, the alternate must be someone who is qualified to approve Journal Entries normally routed to you.

After you enter the Alternate User ID, enter the beginning and ending dates for the time period in the **From Date** and **To Date** fields. Both dates are required.

When finished, click **Save** to save the changes.

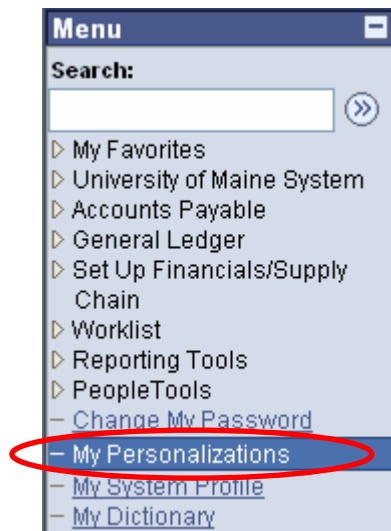
## 16. Keyboard Shortcuts and Personalizing Options

### Keyboard Shortcuts

PeopleSoft is designed with certain keyboard shortcuts (these may only work with certain browsers). To see a list of shortcuts, hold down the control key and press the letter K (denoted "ctrl-k"). You may find some of these shortcuts useful.

### My Personalizations

The tab key will move your cursor from one field to the next in a data entry page such as the Journal Entry Lines page. You can customize this behavior to a certain degree, as well as control some other settings, via **My Personalizations**. To access the **My Personalizations** page, from the PeopleSoft Financials menu select the [My Personalizations](#) link located near the bottom of the menu.



The **My Personalizations** page will open:

## Personalizations

Tom Terrific

Standard settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

### Personalization Categories

Description	Personalize Option
General Options	<input type="button" value="Personalize Option"/>
Regional Settings	<input type="button" value="Personalize Option"/>
System & Application Messages	<input type="button" value="Personalize Option"/>
Navigation Personalizations	<input type="button" value="Personalize Option"/>

For example, to set **General Options**, select the  button adjacent to that heading in the **Description** column.

## Personalizations

Find First 1-4 of 4 Last

Personalization Option	Default Value	Override Value	
Accessibility Features	Accessibility features off	<input type="text"/>	<a href="#">Explain</a>
Time page held in cache	900	<input type="text"/>	<a href="#">Explain</a>
Multi Language Entry	No	<input type="text"/>	<a href="#">Explain</a>
Spell Check Dictionary	Use session language	<input type="text"/>	<a href="#">Explain</a>

This is where you can select accessibility, cache, language and spell check options. For more information on what this option means, click the [Explain](#) link.

To set Tab defaults for the pages you access in PeopleSoft Financials, from the **My Personalizations** page select the  button adjacent to **Navigation Personalizations**.

Personalizations			Find	First	1-10 of 10	Last
Personalization Option	Default Value	Override Value				
Automatic menu collapse	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Calendar Button	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Grid Tabs	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Header Icons	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Lookup Button	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Navigation Bar	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Browser Elements	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Page Links	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Related Page Links	No	<input type="text"/>	<a href="#">Explain</a>			
Tab over Toolbar	No	<input type="text"/>	<a href="#">Explain</a>			
<input type="button" value="Restore Category Defaults"/>						
<input type="button" value="OK"/> <input type="button" value="Cancel"/>						

Note that one of your options is to change the default value of “No” to “Yes” to tab over Lookup Buttons.

After applying changes to the page, select  to save the changes or select  to restore the default settings.

## 17. Online Journal Entry Glossary

**Account** – Required five-digit PeopleSoft ChartField. Can be compared to what we currently refer to as Object Code in FAST system.

**Business Unit** – Required five-digit PeopleSoft ChartField. Each University Unit is a Business Unit. This ChartField represents high-level Business Unit-related information that can be shared during inter-Business Unit transactions.

**ChartFields** – Components that make up PeopleSoft's Chart of Accounts. Each ChartField provides key information related to a transaction.

**ChartField String** – PeopleSoft ChartFields joined together in various combinations to tell the system specifically what to record about each financial transaction.

**Chart of Accounts** – Foundation of an accounting system. The PeopleSoft Chart of Accounts is made up of informational fields (see "ChartFields") that provide the basic structure for financial transactions.

**Class** – An Optional two-digit PeopleSoft ChartField. It is user-defined and will enable users to further qualify the account on the transaction (e.g. advertising costs by newspaper – Kennebec Journal, Bangor Daily News, Portland Press Herald...).

**Component** – A group of related PeopleSoft pages.

**Department** – Required seven-digit PeopleSoft ChartField. It tracks information according to organizational structure within each Business Unit.

**FAST to GL Translate tool** – Will provide information about what ChartField Combination replaces an existing FAST Account.

**Fund** – Required two-digit PeopleSoft ChartField. Is used for financial reporting and will vary based on different types of Projects and Programs.

**Final Approver** – During the Journal Entry workflow process, the Final Approver reviews Journal Entries submitted for approval by Reviewers. The Final Approver determines whether or not to mark Journal Entries for posting or deny them.

**General Ledger** – Central financial database with built-in accounting, budgeting, financial analysis, and reporting features.

**Journal Header** – The header contains the information that uniquely identifies the journal Entry, the Business Unit, Journal ID, and Journal Date.

**Journal Entry** – A PeopleSoft accounting entry entered online or input from a feeder system (payables, receivables, asset management, and so on) to the general ledger. Replace what were called Journal Vouchers in FAST system. In PeopleSoft, you can enter Journals through PeopleSoft-provided Excel spreadsheets or online in PeopleSoft Financials.

**Journal ID** – Each Journal Entry needs to have a Journal ID either manually or automatically assigned to it. Manually entered Journal IDs may consist of up to

ten alpha/numeric characters. Automatically assigned Journal IDs will consist of ten digits.

**Journal Lines** – Journal lines record the monetary amounts and the cost center values associated with each Journal Entry.

**Operating Unit** – Optional three-digit PeopleSoft ChartField. Can be used with *Department* to indicate a location, such as a center or campus within a Business Unit.

**Originator** – At the start of the Journal Entry workflow process, the Originator enters, edits and submits Journal Entries.

**Page** – PeopleSoft display and data entry screens.

**Program** – Sometimes required five-digit PeopleSoft ChartField. It is used to track expenses and revenues regarding gifts, endowments, loans and other sources of funds that need to be tracked across multiple departments, programs or Business Units.

**Project** – Sometimes required seven-digit PeopleSoft ChartField. It is required for all capital projects, grants & contracts and any other projects that have specific begin/end dates or that cross fiscal years.

**Reference** – On the Journal Entry Lines page, Reference allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters in the Journal Entry line Reference.

**Reference Number** - The Reference Number on a Journal Entry Header enables you to refer the Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry. You may enter up to eight alpha/numeric characters in the Journal Header Reference Number.

**Reviewer** – During the Journal Entry workflow process, the Reviewer (usually a supervisor) reviews Journal Entries submitted by Originator (an employee) and determines whether to approve, deny or request changes to the Journal Entry.

**SpeedType** – If you often use the same ChartField combination on Journal Entry lines, you can create a SpeedType that, when selected from your SpeedType Look Up list, automatically enters the ChartField values on a Journal Entry line. You create your own SpeedTypes and will see the SpeedTypes you create.

**Workflow** – Is the automation of a PeopleSoft business process (e.g. Journal approval). It essentially passes work from one participant in the process to the next. Rules are set up that determine workflow paths.

**Worklist** – The automated to-do list Workflow creates. PeopleSoft tool which enables you to view tasks that require your attention.