NOTE: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please email psguides@uvm.edu.

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Journal Entry Instructions

Background
Journals are entries made to the PeopleSoft General Ledger to redistribute or reallocate money from one budget line to another.

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

Create/Update Journal Entries

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).


3. Select the Add a New Value Tab at top.

4. 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 6/30.
5. Click **Add**.

6. 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 Reporting and Accounting Services and GCA will use this information to ensure that the journal is doing what it is intended to do and that the journal is appropriate.

**NOTE:** 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. There is an Attachments link on the bottom left corner of the page. Use this to add attachments to the journal. Please see the [Sponsored Project Administration](#) and/or [Financial Reporting and Accounting Services](#) websites for information about what should be attached to journal entries. Until these units state the business process for attachments, you may either chose to not include an attachment, or to include any attachment that you like to support the journal.
7. Next, click the magnifying glass 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.

![Look Up Source](image1)

8. **Journal Class:** Leave blank unless there is an income/expense activity and the transactions are to bill Internal Charges to other departments. If these transactions are Internal Charges, click the magnifying glass on the Journal Class field to **select IC** (Internal Charges).

**NOTE:** For more information on ICs click [here](#) and see the FAQs section of this document.

![Look Up Journal Class](image2)

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

![Lines Tab](image3)
10. Enter the chartfield values and journal information in the appropriate boxes below:

![Journal Entry Screen]

11. Clicking the magnifying glass next to each chartfield to select the string (account, operating unit, dept, etc.); can be time consuming. It is more efficient to have the chartstring handy to type it in manually.

12. 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.

13. The Journal Line Description will update automatically 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:** The little arrow on the darker blue line opens a pop out the journal lines grid to make data entry easier.

![Journal Line Description]

14. Click the Customize link to change the order of the fields and to hide certain fields. See the section on [Customizing the order that fields appear on the Journal page](#) for information on how to customize grids.

15. Now enter the credit amount. Next to **Lines to add** click on the plus sign to add more lines.

![Lines to Add]

16. If entering multiple journal entries, add multiple lines by typing in a numeric value in the **Lines to add** field, rather than click on the plus sign every time.
17. When the plus sign 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.

19. Click Save. Then, select Edit Journal from the drop-down box and click Process.

**NOTE:** If the journal is less than 20 lines, 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, users will be brought to the process monitor page while the journal edit process runs. When the process is complete navigate back into the journal to submit it or to correct errors.
20. After clicking the **SAVE** button, this message will appear, click **OK**. The number that appears will be the new **Journal ID**.

![Message](image)

21. 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.

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

22. Next select **Submit Journal** from the drop-down box and click **Process**.

![Process](image)

**Find Journal Entries**

**Background**: There may be a need to find particular journals or entries which have already been created. The steps below will indicate the easiest way to do that.

**NOTE**: Two alternate methodologies are outlined in the sections - **Using Journal Inquiry** and **UV_GL_JRNL_INQUIRY**.

1. Log in to PeopleSoft **Financials** from the PeopleSoft portal page (www.uvm.edu/~erp/portal/).


3. Ensure that the **Find an Existing Value** tab is selected.
4. Ensure that the **Business Unit** field is **UVM01**.

![Image of Create/Update Journal Entries form]

5. In the **User ID** field type the user’s **NetID**, enter relevant criteria (Journal date, etc.) to limit the search results, and click **Search**.

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

![Image of Search Results table]

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.
The Journal Inquiry and the UV_GL_JRNL_INQUIRY Query

**Background**: The easiest way to find a journal in PeopleSoft is to search on the Create/Update Journals screen. This process is described in the section entitled Find Journal Entries.

This instruction will show two distinct alternatives to find existing journals:

1. **Searching for the journal(s) using the Journal Inquiry**.
2. **Running the General Ledger Query called UV_GL_JRNL_INQUIRY**.

### Find journal information using Journal Inquiry

1. To search for journals using Journal Inquiry, log in to PeopleSoft Financials from the PeopleSoft portal page ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).

2. Navigate to: **Main Menu > General Ledger > Review Financial Information > Journals**.

3. Select the **Find an Existing Value** tab (if necessary).

4. Click the **Search** button.

5. If there is one journal inquiry already in the system, it will open. Use it, or create a new one according to the instructions in **Step 9**.

   If there are multiple journal inquiries in the system, the system will ask to choose one from among them to open. Pick one, or create a new one according to the instructions in **Step 9**.

   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.

6. If the search brought back an inquiry that can be used, skip to **Step 9**, 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, and spaces are okay.

![Add a New Value tab](image)

8. Click **Add**. A journal inquiry page will open.

![Journal Inquiry](image)

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, leave the other fields blank and enter the **NetID** in the **User** field.

12. To search for all the journals that have been entered from a particular source, leave the other fields blank and enter the three-letter source code in the **Source** field (e.g., **CHM** for Chemistry, etc., click the **Search** icon for a list).

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 **Download to Excel** icon at the top of the search results table.

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. Navigate to: **Main Menu> General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

Find journal information using the **UV_GL_JRNL_INQUIRY** query

1. To search for journals using the **UV_GL_JRNL_INQUIRY** query, log in to PeopleSoft **Financials** on the portal page (www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu> Reporting Tools > Query > Query Viewer**.

3. In the field **begins with**, type **UV_GL_JRNL_INQUIRY**, or **UV_GL_JRNL_INQUIRY_CF_DESCRS**, and click **Search**.

   **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.

4. Choose the appropriate query from the list.

5. If the query will be used frequently, click the **Favorite** link in the **Add to Favorites** column. The selected query will appear under **My Favorite Queries** on the Query Viewer page.
6. Click the **HTML** link to open the results of this query in a web browser, or click on **Excel** to open the results of the query search in an Excel spreadsheet.

**NOTE:** If running the query to the screen (HTML), the option of downloading to an Excel spreadsheet later will be available.

7. Enter a **From**, and **Through Date** range. Enter any other search criteria necessary in order to limit the search.

**NOTE:** 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 Reporting and Account Services (Journal Source ACT). Notice the **V** in the Journal Header Status box.

8. After the criterion has been entered, click **View Results**.

**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.

9. The results should be displayed below the criteria selection area. Note that if the query returns more than 100 lines, click the **View All** link in order to see them all displayed.
10. If the query ran to HTML, click the link to download the results into an Excel spreadsheet or a comma-delimited file if desired.

**NOTE:** After reviewing the journals, it may be determined that some of the journals which have been entered in the system 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.

Download results in: Excel Spreadsheet CSV Text File

---

## Policies

### Use of 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.
- A new journal class has been added called **OTHER** for regular journals. This step is optional, and can be used to indicate that the journal is not for internal charges. This option was added because some users felt that some value should be selected in this field and were selecting “IC” when they should not have.

### Regarding Description on Top of Journal

The Journal Description field should contain details of work to be done in the journal, and reference the number of the original document that is trying to be corrected (if possible). For example, for travel or expense related journals include the Expense Report number. For payables/purchasing related transfers, include the PO ID or the Voucher number.

Corrections/transfers related to other journal entries should reference the original journal ID. Payroll expenses for wages should NOT be transferred with Journals – these changes must be made in the Human Resource system, so a request must be submitted by email to payroll@uvm.edu.

There are 254 characters to use for the journal description. Financial Reporting and Accounting Services and SPA will use this information to ensure that the journal is doing what it is intended to do and that the journal is appropriate.

### Combination Editing Rules for Chartstrings

There are certain chartfields that work in combination. For more information about which chartfields work together, see the [Chart of Accounts](#) mini-manual.
What Value Should Appear in the “Source” Field on the Journal Header?
The three-character Source field on the Journal Header Page should reflect the unit of the individual making the journal entry. If it does not, log a Footprint to have the default Journal Source changed to the appropriate value.

The Header Tab:
- Complete a long description on the header tab. Use full sentences, it allows for a maximum of 254 characters. 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.

- Indicate the source of the original transaction (PurCard journal P12345-51, PO45678 etc.), if the journal is a correction.

- 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.

- If frequent corrections are being made, ask why? Consider if the origin of the transactions needs updating.
  - Do the PurCard default chartstrings need to be updated?
    - PeopleSoft query: UV_INTERIM_PURCARD_QRY – Purcard in Jrnls-Interim Qry
    - Purcard Reallocation Process Mini-Manual

  - 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 is a good source to verify traveler (section 12B) and PurCard (section 12A) defaults.
The Lines Tab:

- Use the reference field on journal line. It will 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.

- If simply correcting the chartstring of another transaction, it is not considered an internal charge. Internal charges are generated by income/expense activities like 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.

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

Donations, Sponsorships, etc.

- Account 64011 has been renamed to Bookstore donations. It is only appropriate for the Bookstore to use this account when making donation to other University activities.

- When two chartstrings are both fund 100, a budget transfer is more appropriate to complete the transfer.

- 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 University 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.
  - The credit line should use account 49900 with function 994.
  - The expense line should use account 81900.
Remember to submit Journal when finished

When entering a journal, after editing it and there are no errors, the last step is to submit the journal. This must be done in order for it to be processed and posted.

Select **Submit Journal** and press **Process** on the top of the **Lines** page.

![Submit Journal screenshot](image1)

Check that a journal has been submitted by looking under the **Approval Tab**. It should have an approval status of **Pending Approval**.

**NOTE:** Budget Transfers are not submitted in the same way as regular journals for approval. For budget transfers, press the **Notify** button to send an email to the person designated as the budget transfer approver.

![Approval Tab screenshot](image2)

PurCard journals will have an approval status of **Approved to Post** as soon as they are submitted.

![PurCard Journal screenshot](image3)
Edit Large Journals

When editing a large journal (more than 20 lines) it will be edited in batch mode. Edit the journal from Journal Lines page as is normally done. If the journal has more than 20 lines it will automatically be run in batch mode when Edit Journal and Process button is clicked. The batch will run immediately and will be transferred to the Process Monitor.

Click OK. If Cancel is clicked, the journal will not be edited.

Once 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.
- As always, the last step is to submit the journal entry. Even if the Run Status in the Process Monitor is “Success” for the edit process, the user must return to the journal and submit it.
Fund Balancing – what it is and why it is affecting the journal

The system will automatically produce fund balancing entries which will be non-editable and will appear at the bottom of the journal when edited. The debits and credits for these lines will be added into the total debits and credits that will be seen on the journals. In order to see the totals without the fund balancing debits and credits, run the Journal Report, which will show the totals without the fund balancing entries. (See the Print the Journal section of this document.)

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.

Enter Projects Information

Make sure to select the Projects Business Unit first, then the project ID, then the activity ID, then the Analysis Type. The Projects 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.

Use of the Analysis Type on the Journal Line

The analysis type on the journal line is used in Grants billing processes and in project reporting. It is important that this field be filled in accurately. Here are the rules for selecting the analysis type:

- If there is a project on the journal line, and if the account is a revenue account, use analysis type GLR.

- 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. Otherwise, use the analysis type GLE.

- If there is no project on the line, leave the Analysis Type blank.
The current cost share functions are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>212</td>
<td>CostShr-Inst-Spon</td>
</tr>
<tr>
<td>213</td>
<td>CostShr-SalCap-Ins</td>
</tr>
<tr>
<td>312</td>
<td>CostShr-Rsch-Spon</td>
</tr>
<tr>
<td>313</td>
<td>CostShr-SalCap-Rsch</td>
</tr>
<tr>
<td>352</td>
<td>Cost Shr-Exp Station</td>
</tr>
<tr>
<td>412</td>
<td>Cost Shr- Public Service</td>
</tr>
<tr>
<td>413</td>
<td>Cost Shr- Sal Cap Pub Service</td>
</tr>
<tr>
<td>422</td>
<td>Cost Shr-Extension Services</td>
</tr>
</tbody>
</table>

**Journal Errors**

The journal edit process checks for various types of errors.

**Invalid Field Value Errors**

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**

To see only the lines in error, check the **Errors Only** checkbox.

The edit process makes sure that the journal is balanced. If it is not, go to the Errors tab to see this message:

**Chartfield Combination Errors**

The edit process will check for adherence to combo edit rules. A blue X will appear next to the line in error. Clicking on the X will bring up the **Errors** page where the errors can be seen. See **Budget Checking Errors** section in **Chart of Accounts** mini-manual for more information.
The message reproduced below indicates that the combination of the account with the function chartfield 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.

**NOTE:** For expense accounts, the required chartfields are **account**, **department**, **function** (expense or non-IPEDs functions only), **fund**, **operating unit**, **program**, **property**, **purpose**, and **source**.

Required chart fields for a revenue transaction are **account**, **department**, **function** (revenue, agency, or recharge only), **fund**, **operating unit**, **program**, **purpose**, and **source**.

Required chart fields for balance sheet transactions are **account**, **department**, **fund**, **operating unit** and **source**.

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

To view the budget checking errors, hold down the CTRL key while pressing the E under Budget Status. This will open a new window where the errors can be reviewed.

Click the Budget Chartfields tab to see the line with an error. In this example, there are six journal lines that are in error. This is because the system is performing checks at various levels and will repeat the message.

The best thing to do on this page is to click the Expand button to expand the section.
The chartstring causing the issue can then be viewed.

Clicking on the magnifying glass will show a page where the details of the line causing the error will be seen. Press **OK** to go back to the lines page. When done reviewing errors, simply close this browser window because the window with the original journal entry should still be open. Or click on the link next to the journal ID on this page to return to the original journal.
Shortcuts

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](image)

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

![Save Search As](image)
3. A message like the one below will appear. Click 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.

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 just drawing 10.

To scroll through 10 lines at a time:
Press the button next to the Line box at the top of the page. To go to the last set of lines, press the second button to the right of the Line box. Do the same to scroll up through sets of lines using the buttons to the left of the Line box.

To see more than 10 lines at once:
Change the number from “10” to the number of lines desired to be seen, and press the button to the right of the line box to retrieve that number of lines.
Using the Search Feature

To search for a particular chartfield value on a journal line or to find lines using a particular set of chartfields, use the **Search Criteria** link. This can also be used to go to a journal line, which can be useful on a particularly large journal. Just fill in the chartfields and click **OK**.

![Search Criteria](image)

Using the Replace Feature

The **Change Values** link can be used 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.

![Replace Values](image)
Download Data in a Grid

This can be done from any page in PeopleSoft where this grid icon is seen. Click the grid icon and the results will be downloaded to Excel. For more information on downloading data and using Excel to view the data, see the general information Running Reports and Queries in PeopleSoft mini-manual.

Another Way to Find Data on a Page

The Find link can be used to find a value in the page. After the value is entered, the cursor will move to the field where the value first appears.

Customize the order that fields appear on the Journal page

The Customize link can be used to change the column order and to hide fields on any page. Use this to sort the data as well.

NOTE: Columns that are frozen always appear at the right side of the tab; this works just similar to the Freeze Panes feature in Excel. Unfreezing a column provides the ability to see more chartfields at once on the line.
Make Spreadsheets Open in the Full Version of Excel, Not Web Excel

See the Browser Tips mini-manual to learn how to make the Excel downloads open the full version of Excel rather than the web version.

Print the Journal


2. Click the Process Monitor hyperlink.

3. Click on the Refresh button until the Run Status equals Success and the Distribution Status equals Posted.

4. Click on the Details hyperlink. This will bring up the Process Detail screen.

5. Click on the View Log/Trace hyperlink. This will bring up the View Log/Trace screen.

6. Select the PDF file, which is the output from printing the journal. This will now make it available to save it to a computer or send the file to a printer.

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.

Instructions to Delete a Journal Entry

1. Log in to PeopleSoft Financials from the PeopleSoft portal page (www.uvm.edu/~erp/portal/)


4. Make sure to confirm that the data to be deleted permanently is the journal to be deleted before pressing OK.

**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.

![Message dialog](image)

**Copy a Journal Entry**

Create new journals by copying existing journals.

**Instructions to Copy a Journal Entry**

1. Open the existing journal to copy, select **Copy Journal** from the Process menu, and click **Process**.

![Process dialog](image)

2. Select the Journal Date for this 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. Then press **OK** and a new journal will open.

**NOTE:** Everything on the journal will copy, so make sure to update the header description as appropriate. If copying someone else's journal, be sure to update the Journal Source in the header to the appropriate department's source.
3. 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.

![Journal Entry Copy](image)

**Notify Someone about the 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.

![Notify](image)

2. When the Send Notification page appears, fill in the email addresses using a semi-colon to separate multiple addresses. Enter the **Subject**. Do not change anything in the **Template Text** part because this is the section that creates the link in the email that allows the user to click right into the journal entry from within the email. Type the message in the message box and press **OK** to send the email.

![Send Notification](image)
Chartfield Values Reports

Follow this link to access lists of chartfield values. There is only one parameter for these reports. Set it to the current date to get the currently active chartfield values. Navigate to: Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports.

Spreadsheet Upload Process

In order to do a spreadsheet journal upload (a batch process for loading Excel spreadsheets into journals), review the instructions in the mini-manual entitled Spreadsheet Journal Upload Process.

SpeedTypes

When entering journals and budget transfers, SpeedTypes can be used. Note: These are different from SpeedCharts, which are used on requisitions. Navigate to: Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > SpeedTypes.
Instructions to a new value or find an existing value

1. The SetID must = SHARE, if it is changed, it will not be able to retrieve the SpeedTypes. These SpeedTypes can only be seen and edited by the user that set them up.

2. Click Search to edit an existing Speed Type, or select the Add a New Value tab to create a new one.

   NOTE: SpeedTypes can be deleted by clicking on the trash can icon.

3. To create a new SpeedType, fill in the chartfields to populate by default. There is no need to enter all of them. For the ones that aren’t filled in, manually type them in when entering the journal. This is a fast way to fill in some or most of the fields on the journal line for chartstrings that are commonly used.

4. After creating a SpeedType, select it for use on the journal entry lines page.
Understand External Journal Sources

**Background:** 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 will contain 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 in from the source system. So if the system isn’t giving the information that is needed, contact the unit in question.

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| XAC    | Animal Care Billing  
See the Animal Care website on Blackboard for detailed information about how to gain more information about the charges. | John Lovelette  
656-2206  
Business Manager, Animal Care Management |
| XBK    | UVM Bookstore charges  
Generated by Nebraska Books System | Enrique Peredo  
656-2352  
Business Support Assistant, UVM Bookstore |
| XBN    | BANNER – Transactions from the Student Financial system | Joan Solomon  
656-0884  
Business Manager, Student Financial Svcs |
| XCS    | Generated by FAMIS | Business Manager, Custodial Services |
| XDA    | UVM Foundation automated gift deposits. | Mark Metivier  
656-8401  
Financial Manager, UVMF |
| XEC    | Student Loan Servicing | Joan Solomon  
656-0884  
Business Manager, Student Financial Svcs |
| XES    | Conference and Events Services Transactions | Aide Ramirez-Shepard  
656-0563  
Business Manager, Conference and Event Svcs |
<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>XFA</td>
<td>Generated by FAMIS</td>
<td>656-1077 Administrative Professional Sr, Physical Plant</td>
</tr>
<tr>
<td>XFD</td>
<td>Endowment-related accounting entries uploaded from the FundDriver software system.</td>
<td>Patty Dubie 656-1335 Fin Rptng &amp; Acct Svcs</td>
</tr>
<tr>
<td>XKP</td>
<td>CompTimeErn-Police generated by Kronos</td>
<td>Anne Martin 656-1037 Business Manager, Transportation &amp; Parking Admn</td>
</tr>
<tr>
<td>XKT</td>
<td>CompTimeErn-TrnsParking generated by Kronos</td>
<td>Anne Martin 656-1037 Business Manager, Transportation &amp; Parking Admn</td>
</tr>
<tr>
<td>XMA</td>
<td>Medical Admissions deposits</td>
<td>Tiffany Delaney 656-2267 Student/Acad Srvs Mgr., College of Medicine Admissions</td>
</tr>
<tr>
<td>XMI</td>
<td>Microcospy Imaging Center charges</td>
<td>Dawn Richardson 656-0617 Business Manager, Pathology</td>
</tr>
<tr>
<td>XMP</td>
<td>Medical Photo charges.</td>
<td>Raj Chawla 656-2254 Medical Photography</td>
</tr>
<tr>
<td>XSF</td>
<td>Environmental Safety Facility Billings generated by Chemical System</td>
<td>656-5403 Asst Dir for Environmental Sfty</td>
</tr>
<tr>
<td>XTC</td>
<td>Telecom monthly telephone and network charges</td>
<td>Delia Tardella 656-7898 Telecom &amp; Network Services</td>
</tr>
<tr>
<td>XTP</td>
<td>Generated by Parking System</td>
<td>Anne Martin 656-1037 Business Manager, Transportation &amp; Parking</td>
</tr>
</tbody>
</table>
Accounting Cheat Sheet

**Background:** It’s been a while since taking an accounting class (maybe never!) and some help is needed to understand the signs (+ or –) for basic journal entry in PeopleSoft. This table should provide some guidance on which sign to use.

<table>
<thead>
<tr>
<th>General Ledger Journal</th>
<th>Account Type Used on Journal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Expense (6) or IC (8)</td>
<td>Debit (+) expense to <em>increase</em> expense</td>
</tr>
<tr>
<td>–</td>
<td>Expense (these begin with 6)</td>
<td>Credit (–) expense to <em>decrease</em> expense</td>
</tr>
<tr>
<td>+</td>
<td>Revenue (these begin with 4)</td>
<td>Debit (+) revenue to <em>decrease</em> revenue</td>
</tr>
<tr>
<td>–</td>
<td>Revenue (these begin with 4)</td>
<td>Credit (–) revenue to <em>increase</em> revenue</td>
</tr>
<tr>
<td>+</td>
<td>Assets (these begin with 1)</td>
<td>Debit (+) asset to <em>increase</em> asset</td>
</tr>
<tr>
<td>–</td>
<td>Assets (these begin with 1)</td>
<td>Credit (–) asset to <em>decrease</em> asset</td>
</tr>
<tr>
<td>–</td>
<td>Liability (these begin with 2)</td>
<td>Credit (–) <em>increases</em> liability. (Liability is what UVM owes to an external vendor/contractor.)</td>
</tr>
</tbody>
</table>

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, then double the amounts posted.

<table>
<thead>
<tr>
<th>Commitment Control Budget Journal</th>
<th>Account Type Used on Journal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Budget Only or Expense Account</td>
<td>Debit (+) to <em>increase</em> budget</td>
</tr>
<tr>
<td>–</td>
<td>Budget Only or Expense Account</td>
<td>Credit (–) to <em>decrease</em> budget</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

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

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

If using a grant project, call Sponsored Projects Administration. If using a gift chartstring (fund 310), call Gift Records. If using fund 100, call Financial Analysis & Budgeting (FAB). If using any other fund chartstring, call General Accounting.

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 request the journal entry role by submitting a Footprint. The ticket should include the NetId and roles needed.

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

Find this information in the appendix of the Commitment Control Reporting mini-manual 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.” Alternatively, the journal class can be left blank if the journal is not for internal charges.
What is the account number and how do I find the correct one?

The account number 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: look it up while working on a journal in PeopleSoft by clicking the magnify glass icon, or look it up in the Chartfield values spreadsheets.

If searching for an account number within PeopleSoft, try following these general instructions:
1. Typically, when an account number is needed, there will be a search icon 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 the Financial Reporting and Accounting Services department.

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 PeopleSoft process monitor will not open if the browser is set to block pop-up windows. 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; follow the directions in the Browser Tips mini-manual. If that does not work, try printing the journal from another computer. For help with computer settings, locate the appropriate IT support person – see the list here and/or call the UVM Computing helpline at 656-0800.

What are SpeedTypes and how do I use them?

SpeedTypes allow users to assign a set of chartfield values to a specific name and to add them to a journal with one click. Follow the directions in the section of this document on SpeedTypes, for information.
Helpful Links

Here are links to register for related classes, policies, and other resources.

- Cost Transfer Justification Form
- Professional Development & Training
- Individual Learning Opportunities

Relevant UVM Departments

- Financial Analysis & Budgeting
- Financial Reporting and Accounting Services
- Sponsored Project Administration (656-3360)
- Human Resource Services
- University Financial Services

Related Policy

- Business Meal, Hospitality and Amenity policy
- Cost Transfers Involving Sponsored Agreements

Suggestions? Updates? Send an email to psguides@uvm.edu

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.