JOURNAL ENTRIES

TABLE OF CONTENTS

Overview ..............................................................................................................................3

Journal Entry Instructions ...............................................................................................3
  Create/Update Journal Entries .........................................................................................3
  The Header Tab ..................................................................................................................4
  The Lines Tab .....................................................................................................................6
  The Cost Transfer Justification Tab ................................................................................10
  Edit & Submit ...................................................................................................................10
  The Approval Tab .............................................................................................................13

Journal History Report ......................................................................................................15

Find Journal Entries ..........................................................................................................17
  Search on the Create/Update Journals Screen ..............................................................17
  Search Using Journal Inquiry .......................................................................................18
  Run the UV_GL_JRNL_INQUIRY query .....................................................................21

Copy a Journal Entry ..........................................................................................................23

Print a Journal Entry .........................................................................................................24

Delete a Journal Entry ........................................................................................................24

Notify Someone about a Journal Entry .............................................................................25

Accounting Policies and Information ..................................................................................26
  Journal Classes - IC and Other .......................................................................................26
  Projects Information .........................................................................................................27
  Analysis Type on the Journal Line ....................................................................................27
  Correcting Journals ............................................................................................................27
  Combination Editing Rules for Chartstrings .................................................................28
    Internal Charges Accounts .............................................................................................28
    Donations, Sponsorships, etc. .......................................................................................28
  Chartfield Value Lists ........................................................................................................29
    Chartfield Queries .........................................................................................................29
    Chartfield Spreadsheets .................................................................................................29
  Fund Balancing – what it is and why it is affecting the journal ........................................30
  Understanding External Journal Sources .......................................................................30
  Accounting Cheat Sheet .................................................................................................32

Journal Errors ...................................................................................................................34
PeopleSoft Financials User Guide:  
Journal Entries

Invalid Field Value Errors ........................................................................................................ 34
Journal Edit Errors................................................................................................................... 34
Debits and Credits Not Equal ..................................................................................................... 34
Chartfield Combination Errors .................................................................................................. 35
Budget Checking Errors........................................................................................................... 36

Shortcuts & Tips .......................................................................................................................... 38
Accounting Tags ........................................................................................................................ 38
Spreadsheet Upload Process ..................................................................................................... 39
Save Search Criteria .................................................................................................................. 39
View More than 10 Lines at Once; Scroll through Lines .......................................................... 40
Using the Search Feature ......................................................................................................... 41
Using Change Values to Replace All Values ............................................................................. 42
Customize the order that fields appear on the Journal page ...................................................... 42
Find Data on a Page .................................................................................................................... 43
Download Data in a Grid ........................................................................................................... 44
Open Spreadsheets in the Full Version of Excel, Not Web Excel ................................................ 44

Frequently Asked Questions ..................................................................................................... 44
Who is able to create Journal Entries? ...................................................................................... 44
What if I do not have access to create a journal entry? ............................................................. 44
Where can I find an explanation of the various ledgers available? ............................................ 44
When do I use “Internal Charge” for the journal class? ............................................................ 45
When do I use “Other” for the journal class? ............................................................................. 45
What is the account number and how do I find the correct one? .............................................. 45
How do I resolve a “no budget exists” error? ............................................................................. 45
Why can’t I print my journal entries? ....................................................................................... 46

Resources .................................................................................................................................... 46
Help/Footprints .......................................................................................................................... 46
Training .......................................................................................................................................... 46
Relevant UVM Departments ..................................................................................................... 46
Related Policies .......................................................................................................................... 46
Overview

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

Typically, journal entries are created to:

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

Journal Entry Instructions

Create/Update Journal Entries

1. Log in to PeopleSoft Financials
2. On the UVM Employee Homepage click the UVM Business Mgr WorkCenter tile.
3. Click the Arrow icon next to Links and GL & Budget to expand the menus, showing a list of frequently used items. Select Create/Update Journal Entries.
4. Select the Add a New Value Tab at top.
5. The journal ID field will default to **Next**. The journal date field will default to the current date. Always use the current date unless processing a period 12 journal in July. In that case, change the date to 06/30.

6. Click **Add**.

**The Header Tab**

7. The **Header Tab** will appear. Enter text into the **Long Description Field**. This field should explain, in detail, the reason for the journal entry in under 254 characters. Financial and Cost Accounting Services (FCAS) and Sponsored Project Administration (SPA) will use this information to ensure that the journal is doing what it is intended to do and that the journal is appropriate.

   - Use full sentences.
   - Provide as much identifying information as possible.
   - No acronyms or abbreviations – the approvers and auditors need to understand what this journal is trying to accomplish.
   - No payroll transfers – salary, wage, and benefits transfers must be processed by Payroll Services. Submit a request by email to payroll@uvm.edu.
   - If the journal is a correction, indicate the source of the original transaction (PurCard journal P12345-51, PO45678 etc.).
   - When making corrections, one journal can correct multiple transactions that are charged to incorrect chartstrings. Indicate in the description field what each of the lines is correcting.

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

8. Use the Attachments link in the center left section of the page to add any attachment that you like to support the journal, if desired.
9. Type in a three-character Source value or click the Look Up icon on the Source field to select the source. The Source code in the Header section should always represent the unit of the individual entering the journal. (If it does not, navigate to Main Menu > Employee Self-Service > User Defaults to update it, or log a Footprint to have the default Journal Source changed to the appropriate value.)

![Image of PeopleSoft interface]

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

<table>
<thead>
<tr>
<th>Journal Class</th>
<th>Use on Sponsored Project?</th>
<th>When to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>No</td>
<td>When entering a journal entry to record your external billing and accounts receivable for non-sponsored customers</td>
</tr>
</tbody>
</table>
CSTTR<90* Yes Use for cost transfers when the submit date of the journal is less than 90 days from the original accounting

CSTTR>90* Yes Use for cost transfer when the submit date of the journal is greater than 90 days from the original accounting

IC Yes Use for all internal charges.

Other Yes Use for all other journals or leave blank

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

NOTE: For more information on ICs, see the Accounting Policies and FAQs sections of this document.

The Lines Tab

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

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

NOTE: Clicking the Look Up icon next to each chartfield to select each value (account, operating unit, dept, etc.); can be time-consuming. It is more efficient to have the chartstring handy and type it in manually.
13. After entering the chartstring, scroll all the way over to the right side of the screen and enter the amount to be credited or debited for the selected transaction in the Base Amount field.
14. Click the **Projected Balance** link at the end of the row to display the T-Account information for the journal line's chartstring. This amount reflects what the ledger balance of the selected chartstring would be if the selected journal line is posted.

![Projected Balance](image)

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

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

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

![Lines to add](image)

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

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

18. Totals are displayed in the **Totals** box at the bottom next to the **Journal Status**.
19. Click Save. This message will appear, click OK. The number that appears will be the new Journal ID.

Journal 0000369593 is saved. (5210,6)

OK

The Cost Transfer Justification Tab

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

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

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

Edit & Submit


NOTE: If the journal is 20 lines or fewer, while the journal is editing a spinning circle will appear and users will not be able to navigate away from the page or do anything else in PeopleSoft.
If the journal is greater than 20 lines, it will be edited in batch mode. Users will receive a notification and be brought to the Process Monitor page while the journal edit process runs. Click OK. If Cancel is clicked, the journal will not be edited.

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

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

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

23. Select Submit Journal from the Process drop-down box and click Process. This must be done in order for the journal to be processed and posted.
PeopleSoft Financials User Guide: Journal Entries
The Approval Tab

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

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

Note: If your journal includes a cost transfer or late cost transfer (using journal source CSSTR<90 and CSSTR>90), additional approvals will be needed for the cost transfer justification tab. Refer to the Non-Payroll Cost Transfer Procedure describing the process for creation, review and approval of these sorts of journal entries.
You will be able to view the approval status on the **Approval Tab** of the journal entry. If any of the approvers have left comments, they will be visible by clicking the “View/Hide Comments” hyperlink.

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

The Journal History Report itemizes the entire submission and approval history of a journal. On the Lines Tab, select Journal History Report from the dropdown and select the Process button. A PDF file will automatically generate.
Below is a screenshot of a sample report with the information that pulls in:

## UVM Journal Actions History Report

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Date:</td>
<td>6/1/2020</td>
<td>Journal Class:</td>
<td>CSTTR-90</td>
</tr>
<tr>
<td>Submitted Date:</td>
<td>4/29/20</td>
<td>Source:</td>
<td>ACT</td>
</tr>
<tr>
<td>Post Date:</td>
<td>4/29/2020</td>
<td>Created By:</td>
<td>deptuser</td>
</tr>
<tr>
<td>Total Debits:</td>
<td>150</td>
<td>Total Credits:</td>
<td>150</td>
</tr>
</tbody>
</table>

**Descr:** Testing journal workflow. SPA only journal (GCA01 project and GCA01 project).

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Originator</th>
<th>Status/ Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/29/2020 4:07 PM</td>
<td>Departmental User</td>
<td>JE Created</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:08 PM</td>
<td>Departmental User</td>
<td>JE Edited</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:09 PM</td>
<td>Departmental User</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:11 PM</td>
<td>SPA FA Approver</td>
<td>Denied</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:18 PM</td>
<td>Departmental User</td>
<td>JE Edited</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:20 PM</td>
<td>Departmental User</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:21 PM</td>
<td>SPA FA Approver</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:24 PM</td>
<td>SPA Team Lead</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>4/29/2020 4:26 PM</td>
<td>UFS Journal Poster</td>
<td>JE Posted</td>
<td></td>
</tr>
</tbody>
</table>
Find Journal Entries

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

1) **Search on the Create/Update Journals Screen.**
2) **Searching for the journal(s) using the Journal Inquiry.**
3) **Running the General Ledger Query called UV.GL_JRNL_INQUIRY.**

Search on the Create/Update Journals Screen

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

1. Log in to **PeopleSoft Financials**
2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.
3. Click the **Arrow** icon next to **Links** and **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Create/Update Journal Entries**.
4. Select the **Find an Existing Value** tab.
5. Ensure that the **Business Unit** field value is **UVM01**.
6. In the **Entered By** field, type the user’s **NetID**, enter relevant criteria (Journal date, etc.) to limit the search results, and click **Search**.

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

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.

---

**Search Using Journal Inquiry**

1. To search for journals using **Journal Inquiry**, log in to **PeopleSoft Financials**

2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.
3. Click the Arrow icon next to Links and GL & Budget to expand the menus, showing a list of frequently used items. Select Journal Inquiry.

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

5. Click the Search button.

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

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

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

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

7. Select the Add a New Value tab. Type in a name for the inquiry up to 10 characters long. Spaces are okay. Click Add.
8. A journal inquiry page will open.

9. Enter UVM01 as the business Unit, enter ACTUALS as the Ledger, and enter the fiscal year as the Year.

10. Enter the From Period and To Period fields. If period 1 to period 12 is entered, the search will return all journals within the fiscal year indicated.

11. To search for all existing journals, enter the NetID in the User field and leave the other fields blank.

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

13. Journals can also be searched for by date or by status (e.g., to see journals that are valid but not yet posted, enter a “V” in the Status field).

14. Press the Search button to bring up a list of the journals.

15. Sort the search results by clicking on a column heading.

16. Download the search results into Excel by clicking on the Grid Action Menu icon at the top left of the search results table then select Download Journals Table to Excel.
17. Click a Journal ID from the search results in order to see detailed information on that particular journal.

18. To edit a journal that has not been posted, first find and open the journal. Return to the UVM Employee Homepage and click the UVM Business Mgr WorkCenter tile.

19. Click the Arrow icon next to Links and GL & Budget to expand the menus, showing a list of frequently used items. Select Create/Update Journal Entries.

Run the UV_GL_JRNL_INQUIRY query

1. To search for journals using the UV_GL_JRNL_INQUIRY query, log in to PeopleSoft Financials.

2. On the UVM Employee Homepage click the UVM Business Mgr WorkCenter tile.

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

NOTE: These queries will return identical results. The only difference is that the results for the second query ending with CF_DESCRS will include a column for each chartfield description – the textual representation of each chartfield – which can be helpful, though makes for a very wide report.
4. Enter a From, and Through Date range. Enter any other search criteria necessary in order to limit the search. (The example below is set to search for journals between January 1 and January 31, with a valid status and have not yet been posted from Financial and Cost Account Services (Journal Source ACT). Note the V in the Journal Header Status box.)

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

5. After the criteria have been entered, click View Results.

6. The results will be displayed below the criteria selection area. If the query returns more than 100 lines, click the View All link in order to see them all displayed.

7. To download the results into an Excel spreadsheet or a comma-delimited file click the appropriate hyperlink for the desired results.

   Download results in: Excel Spreadsheet  CSV Text File  XML File  (1702 kb)

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

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

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

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

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

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

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

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

2. A new browser tab will open, displaying the printable report in PDF format. If the tab does not open, there may be a message indicating that pop-ups are blocked. Change the browser set-up to allow pop-up windows for uvm.edu.

3. Print the report using the print icon, the location of which may vary depending on your browser.

Delete a Journal Entry

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

1. Log in to **PeopleSoft Financials**

2. On the **UVM Employee** Homepage click the **UVM Business Mgr WorkCenter** tile.

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

4. Select **Delete Journal** from the Process box and press the **Process** button.
5. **Confirm that the data to be deleted permanently is the correct journal to be deleted** before pressing Yes.

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

![Confirmation Dialog](image)

**Notify Someone about a Journal Entry**

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

![Notify Journal Entry](image)

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

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

---

**Accounting Policies and Information**

**Journal Classes - IC and Other**

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

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

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

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

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

Analysis Type on the Journal Line

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

Here are the rules for selecting the Analysis Type:

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

The current cost share functions are:

<table>
<thead>
<tr>
<th>Code</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>

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

Correcting Journals

If a journal is being entered in order to correct another journal entry, enter the details of the work being done in the journal and, if possible, the reference number of the original document that is being corrected in the Long Description field of the Journal Header. Examples of original document reference numbers include: original journal ID, Expense Report number for travel- or expense-related journals, and PO ID or Voucher number for payables/purchasing-related transfers.
• Simple corrections to the chartstring of another transaction are not considered internal charges. Internal charges are generated by income/expense activities, such as the Bookstore or Print and Mail.

• A correcting journal does not need the IC in the journal class field on the header tab. Removing the IC from the journal class field cannot be done centrally. PeopleSoft will assign the ID of the person performing the edits to the journal.

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

• Do the PurCard default chartstrings need to be updated?
  ○ PeopleSoft query: UV_INTERIM_PURCARD_QRY – Purcard in Jrnls-Interim Qry
  ○ Purcard Reallocation User Guide (PDF)

• Do traveler’s default chartstrings need to be updated?
  ○ PeopleSoft query: UV_EXPENSE_PROFILE_BY_DEPT1 – Look up exp profiles by dept.

• Does a requester’s default chartstring need to be updated?

• The Close Out Report (PDF) is a good way to verify traveler (section 12B) and PurCard (section 12A) defaults.

**Combination Editing Rules for Chartstrings**

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

**Internal Charges Accounts**

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

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

**Donations, Sponsorships, etc.**

• Account 64011-Bookstore Donations is for use only by the Bookstore when making a donation to other University activities.
• When **two chartstrings are both in fund 100**, enter a **budget transfer** instead of a journal entry to complete the transaction.

• If the donating chartstring is a gift or endowment (funds 310, 311, 320, or 321), a true expense needs to be moved to the gift or endowment (i.e. 6XXXX or 8XXXX).
  - The UVM Foundation will not reimburse fund transfers processed against fund 311 Foundation Gift and fund 321 Foundation Endowment income.
  - A fund balance transfer cannot be processed on an endowment income fund 320 or endowment principal fund 400.

• In cases where the chartstrings are between two different funds (except as noted above), a fund transfer is more appropriate than a journal entry.
  - The credit line should use account 49900 with function 994.
  - The expense line should use account 81900.

**Chartfield Value Lists**

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

**Chartfield Queries**

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

- UV_GL_DEPARTMENT_LIST
- UV_GL_FUNCTION_LIST
- UV_GL_FUND_LIST
- UV_GL_OPER_UNIT_LIST
- UV_GL_ACCOUNT_LIST
- UV_GL_PROJECT_LIST
- UV_GL_PROPERTY_LIST
- UV_GL_PURPOSE_LIST
- UV_GL_SOURCE_LIST
- UV_GL_PROGRAM_LIST

**Chartfield Spreadsheets**

Excel spreadsheets listing each of the valid chartfield values are updated annually in July and posted on the Chart of Accounts webpage.
Fund Balancing – what it is and why it is affecting the journal

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

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

Understanding External Journal Sources

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

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

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAC</td>
<td>Animal Care Billing</td>
<td>Keirsten Rapoza &amp; John Lovelette&lt;br&gt;656-0459 / 656-2206&lt;br&gt;Animal Care Management</td>
</tr>
<tr>
<td>XBK</td>
<td>UVM Bookstore charges&lt;br&gt;Generated by Nebraska Books System</td>
<td>Sybelle Alger&lt;br&gt;Bookstore Accounting Office Manager</td>
</tr>
<tr>
<td>XBN</td>
<td>BANNER – Transactions from the Student Financial system</td>
<td>Shawn Leene&lt;br&gt;656-5700&lt;br&gt;Business Manager, Student Financial Svcs</td>
</tr>
<tr>
<td>XCS</td>
<td>Generated by FAMIS</td>
<td>656-3385&lt;br&gt;Business Manager, Custodial Services</td>
</tr>
<tr>
<td>XDA</td>
<td>UVM Foundation automated gift deposits.</td>
<td>Mark Metivier&lt;br&gt;656-8401&lt;br&gt;Assistant Vice President and Controller, UVMF</td>
</tr>
<tr>
<td>Journal Source</td>
<td>Description</td>
<td>Contact</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| XEC            | Student Loan Servicing | Shawn Leene  
656-5700  
Business Manager, Student Financial Svcs |
| XEL            | Elevate Non-Credit Registration Transactions | Sally Libby-Baldwin  
656-5816  
Associate Manager Finance, Continuing and Distance Education |
| XFA            | Generated by FAMIS | Mary Cannizzaro-Barton  
656-1078  
Physical Plant |
| XFD            | Endowment-related accounting entries uploaded from the FundDriver software system. | Patty Dubie  
656-2715  
Fin Rptng & Acct Svcs |
| XFT            | Generated by FAMIS for Transportation and Parking transactions | Taylor Page  
656-1037  
Business Manager, Transportation & Parking Admn |
| XIL            | Generated by iLabs for Core Facilities and Laboratory Billing | Various, depending on the Core Facility / Laboratory |
| XKP            | CompTimeErn-Police generated by Kronos | Daniel Greaves  
656-5751  
Business Manager, Police Services |
| XKT            | CompTimeErn-TrnsParking generated by Kronos | Taylor Page  
656-1037  
Business Manager, Transportation & Parking Admn |
| XPR            | Generated for Physical Plant PCard Billing | Mary Cannizzaro-Barton  
656-1078  
Physical Plant |
| XTC            | Telecom monthly telephone and network charges | Delia Tardella  
656-7798  
Telecomm & Network Services |
| XTP            | Generated by Parking System | Taylor Page  
656-1037  
Business Manager, Transportation & Parking Admn |
| X1A            | Generated by EMS for University Event Services Charges | Aide Shepard  
656-0563  
Business Manager, University Event Svcs |
| X1C            | Generated by EMS for Police Services Charges | Daniel Greaves  
656-5751  
Business Manager, Police Services |
| X1D            | Generated by EMS for Davis Center Event Billing  
See the Davis Center website for more information about Events | Jessica Lavery  
656-0815  
Business Manager, Davis Center |
## Journal Entries

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

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

### Accounting Cheat Sheet

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

<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 increase expense</td>
</tr>
<tr>
<td>−</td>
<td>Expense (these begin with 6)</td>
<td>Credit (−) expense to decrease expense</td>
</tr>
<tr>
<td>+</td>
<td>Revenue (these begin with 4)</td>
<td>Debit (+) revenue to decrease revenue</td>
</tr>
<tr>
<td>−</td>
<td>Revenue (these begin with 4)</td>
<td>Credit (−) revenue to increase revenue</td>
</tr>
<tr>
<td>+</td>
<td>Assets (these begin with 1)</td>
<td>Debit (+) asset to increase asset</td>
</tr>
<tr>
<td>−</td>
<td>Assets (these begin with 1)</td>
<td>Credit (−) asset to decrease asset</td>
</tr>
<tr>
<td>−</td>
<td>Liability (these begin with 2)</td>
<td>Credit (−) increases 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, and double the amounts posted.
<table>
<thead>
<tr>
<th>Commitment Control Budget Transfer</th>
<th>Account Type Used on Transfer</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>
Journal Errors

Invalid Field Value Errors

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

Journal Edit Errors

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

Debits and Credits Not Equal

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

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

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

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

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

**Account-Function combination:** The message below indicates that the combination of the account and function chartfields is inappropriate. For example, the use of an expense function with a revenue account would cause this. For revenue accounts, the function must be a revenue, agency, or recharge function.
Expense transactions require the account, department, function (expense or non-IPEDs functions only), fund, operating unit, program, property, purpose, and source chartfields.

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

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

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

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

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

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

- **A “Date out of bounds”** error means that the transaction date exceeds the project start/end date.
The chartstring causing the issue can then be viewed.

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

Shortcuts & Tips

Accounting Tags

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

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

Save Search Criteria

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

1. Enter search criteria.

2. Click the Save Search Criteria link. On the Save Search As page, enter a name for the search and click Save.
3. A message like the one below will appear. Click **Return to Advanced Search**.

![Create/Update Journal Entries](image)

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

![Create/Update Journal Entries](image)

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

**View More than 10 Lines at Once; Scroll through Lines**

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

![Create/Update Journal Entries](image)

**To see more than 10 lines at once:**

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

**To scroll through 10 lines at a time:**
Press the double down-arrow or double up-arrow buttons to the right or left of the Line box at the top of the page.

**To go to the first or last set of lines:**
Press the single down-arrow or single up-arrow buttons to the left or right of the Line box.

**Using the Search Feature**

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

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

![Change ChartField Values](image)

Customize the order that fields appear on the Journal page

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

![Create/Update Journal Entries](image)
NOTE: Columns that are frozen always appear at the left side of the table; this works similarly to the Freeze Panes feature in Excel. Unfreezing a column allows more chartfields to be visible at once on the line.

Find Data on a Page

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

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

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

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

Frequently Asked Questions

Who is able to create Journal Entries?

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

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

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

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

See the appendix of the Commitment Control Reporting User Guide (PDF) under “Choosing the Correct Ledger Group.”
When do I use “Internal Charge” for the journal class?

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

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

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

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

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

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

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

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

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

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

If using a grant project (fund 300), call Sponsored Projects Administration. If using a UVM Foundation gift or endowment chartstring (funds 311, 321, or 371), call the UVM Foundation. If using fund 100, call Financial Analysis & Budgeting (FAB). If using any other fund chartstring, email General Accounting.
Why can’t I print my journal entries?

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

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

Resources

Help/Footprints

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

Training

- UFS Roadshow Training Topics (PDF)
- Professional Development & Training

Relevant UVM Departments

- Financial Analysis & Budgeting
- Financial and Cost Accounting Services
- Sponsored Project Administration

Related Policies

- Cost Transfers Involving Sponsored Agreements UOP
- Payroll Cost Transfer Form (PDF)
- Non-Payroll Cost Transfer Procedure (PDF)

Suggestions? Updates?

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