## JOURNAL ENTRIES

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# PeopleSoft Financials User Guide: Journal Entries

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Overview

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

Typically, journal entries are created to:

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

Journal Entry Instructions

Create/Update Journal Entries

1. Log in to PeopleSoft 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 06/30.
5. Click Add.
The Header Tab

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 (FRAS) 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.

7. 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.
8. Type in a three-character Source value or 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. If it does not, log a **Footprint** to have the default Journal Source changed to the appropriate value.

9. **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, see the **Accounting Policies** and **FAQs** sections of this document.
The Lines Tab

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

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

   **NOTE:** Clicking the magnifying glass 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.

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 in the Base Amount field.

13. 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.
14. 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 arrow icon in the top right corner to open a pop-up window to make data entry easier.

- Click the **Personalize** link in the top right corner 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.

15. Now enter the credit amount. Next to **Lines to add** click the plus sign 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 plus sign every time.

16. When the plus sign is selected, the new line autopopulates with the appropriate credit/debit.

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

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

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

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

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

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.
20. 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>

21. 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.

22. Click the **Approval Tab** to check that a journal has been submitted. It should have an approval status of **Pending Approval**.

**NOTE:** PurCard journals will have an approval status of Approved to Post as soon as they are submitted.
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** from the PeopleSoft portal page (www.uvm.edu/~erp/portal/).
3. Select the **Find an Existing Value** tab.
4. Ensure that the **Business Unit** field value is UVM01.
5. In the **Entered By** field, type the user’s **NetID**, enter relevant criteria (Journal date, etc.) to limit the search results, and click **Search**.

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

   ![Search Results Table]

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

   ![Navigational Buttons]

**Search 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/**).

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. 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 6** 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 6** 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.

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

7. Click **Add**. A journal inquiry page will open.
8. Enter UVM01 as the business Unit, enter ACTUALS as the Ledger, and enter the fiscal year as the Year.

9. 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.

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

11. 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.

12. 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).

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

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

15. Download the search results into Excel by clicking on the Download to Excel icon at the top of the search results table.

16. Click a Journal ID from the search results in order to see detailed information on that particular journal.

17. 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.

Run 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 Query Name **begins with** field, 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.

![Query Viewer](image)

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. (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). 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.

   ![Jrnl Source Like(%)](image)
8. After the criteria have been entered, click View Results.

9. 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.

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.

   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 from the PeopleSoft portal page (www.uvm.edu/~erp/portal/)


4. **Confirm that the data to be deleted permanently is the correct 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.

**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.

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 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_INTERIMPURCARD_QRY – Purcard in Jrnls-Interim qry
  - Purcard Reallocation Process
- Do traveler’s default chartstrings need to be updated?
  - PeopleSoft query: UV_EXPENSEPROFILEBYDEPT1 – Look up exp profiles by dept.
- Does a requester’s default chartstring need to be updated?
- The Close Out Report 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.

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. 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 FRAS 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><a href="#">John Lovelette</a></td>
</tr>
<tr>
<td></td>
<td>See the <a href="#">Animal Care website</a> for detailed information about how to gain more information about the charges.</td>
<td>656-2206</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Manager, Animal Care Management</td>
</tr>
<tr>
<td>XBK</td>
<td>UVM Bookstore charges</td>
<td><a href="#">Phil Geraghty</a></td>
</tr>
<tr>
<td></td>
<td>Generated by <a href="#">Nebraska Books System</a></td>
<td>656-3379</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TechStore Supervisor, UVM Bookstore</td>
</tr>
<tr>
<td>XBN</td>
<td>BANNER – Transactions from the Student Financial system</td>
<td><a href="#">Joan Solomon</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-0884</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Manager, Student Financial Svcs</td>
</tr>
<tr>
<td>XCS</td>
<td>Generated by <a href="#">FAMIS</a></td>
<td>Business Manager, Custodial Services</td>
</tr>
<tr>
<td>XDA</td>
<td>UVM Foundation automated gift deposits.</td>
<td><a href="#">Mark Metivier</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-8401</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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>
<tr>
<td>XEC</td>
<td>Student Loan Servicing</td>
<td>Joan Solomon</td>
</tr>
<tr>
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<td>656-0884</td>
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<tr>
<td></td>
<td></td>
<td>Business Manager, Student Financial Svcs</td>
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<td>XES</td>
<td>University Event Services Transactions</td>
<td>Aide Ramirez- Shepard</td>
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<td></td>
<td></td>
<td>Business Manager, University Event Svcs</td>
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<tr>
<td>XFA</td>
<td>Generated by FAMIS</td>
<td>Karen Lemire or Mary Cannizzaro-Barton</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-2083 or 656-1078</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Plant</td>
</tr>
<tr>
<td>XFD</td>
<td>Endowment-related accounting entries uploaded from the FundDriver software system.</td>
<td>Patty Dubie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-1335</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fin Rptng &amp; Acct Svcs</td>
</tr>
<tr>
<td>XKP</td>
<td>CompTimeErn-Police generated by Kronos</td>
<td>Anne Martin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-1037</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Manager, Transportation &amp; Parking Admn</td>
</tr>
<tr>
<td>XKT</td>
<td>CompTimeErn-TrnsParking generated by Kronos</td>
<td>Anne Martin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-1037</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Manager, Transportation &amp; Parking Admn</td>
</tr>
<tr>
<td>XMA</td>
<td>Medical Admissions deposits</td>
<td>Tiffany Delaney</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-2267</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student/Acad Srvs Mgr., College of Medicine Admissions</td>
</tr>
<tr>
<td>XMI</td>
<td>Microscopy Imaging Center charges</td>
<td>Dawn Richardson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>656-0617</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Manager, Pathology</td>
</tr>
</tbody>
</table>
Journal Source | Description | Contact
--- | --- | ---
XMP | Medical Photo charges. | Raj Chawla
 |  | 656-2254
 |  | Medical Photography
XSF | Environmental Safety Facility Billings generated by Chemical System | Francis Churchill
 |  | 656-5400
 |  | Sr. Asst Dir for Safety & Health
XTC | Telecom monthly telephone and network charges | Delia Tardella
 |  | 656-7898
 |  | Telecomm & Network Services
XTP | Generated by Parking System | Anne Martin
 |  | 656-1037
 |  | Business Manager, Transportation & Parking

**Accounting Cheat Sheet**

If it’s been a while since taking an accounting class (maybe never!), this table provides some 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 <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>
</tbody>
</table>
Liability (these begin with 2) | Credit (−) increases liability. (Liability is what UVM owes to an external vendor/contractor.)

If doing a new journal entry to correct the signs entered backwards the first time around, simply flip the signs as they appeared in the original entry, and double the amounts posted.

<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 increase budget</td>
</tr>
<tr>
<td>−</td>
<td>Budget Only or Expense Account</td>
<td>Credit (−) to decrease 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:

![Image of journal errors]

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 for more information.)

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

![Image of chartfield errors]

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.

![Image of line errors]

**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 button 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 chartstring causing the issue can then be viewed.

Clicking the **magnifying glass** 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

SpeedTypes

SpeedTypes 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. (Note: SpeedTypes are different from SpeedCharts, which are used on requisitions.)

1. Navigate to: Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > SpeedTypes.

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

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

4. 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.

NOTE: SpeedTypes can be deleted by clicking on the trash can icon.
5. After creating a SpeedType, select it for use on the journal entry lines page.

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.

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**.
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 drawing only 10.

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

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

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

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

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.
Customize the order that fields appear on the Journal page

Use the **Personalize** link to change the column order, hide fields, or sort the data.

**NOTE:** Columns that are frozen always appear at the right side of the tab; 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 Find link 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 spreadsheet icon is displayed. Click the spreadsheet icon to download the data to Excel. For more information on downloading data to Excel, see Running Reports and Queries in PeopleSoft.

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

See Browser Tips for PeopleSoft 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?

The appendix of the Commitment Control Reporting User Guide 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 Financial Reporting and 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, call 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 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.

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 SpeedTypes section of this document.

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 Reporting and Accounting Services
- Sponsored Project Administration
- University Financial Services

Related Policies

- Cost Transfers Involving Sponsored Agreements UOP
- Cost Transfer Justification Form