



JOURNAL ENTRIES

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Overview

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

Typically, journal entries are created to:

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

Journal Entry Instructions

Create/Update Journal Entries

1. Log in to [PeopleSoft Financials](#)
2. Navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.
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.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

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Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit UVM01
Journal ID NEXT
Journal Date 03/08/2018

Add

Find an Existing Value | Add a New Value

5. Click **Add**.



The Header Tab

- The **Header Tab** will appear. Enter text into the **Long Description Field**. This field should explain, in detail, the reason for the journal entry in under 254 characters. Financial 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.

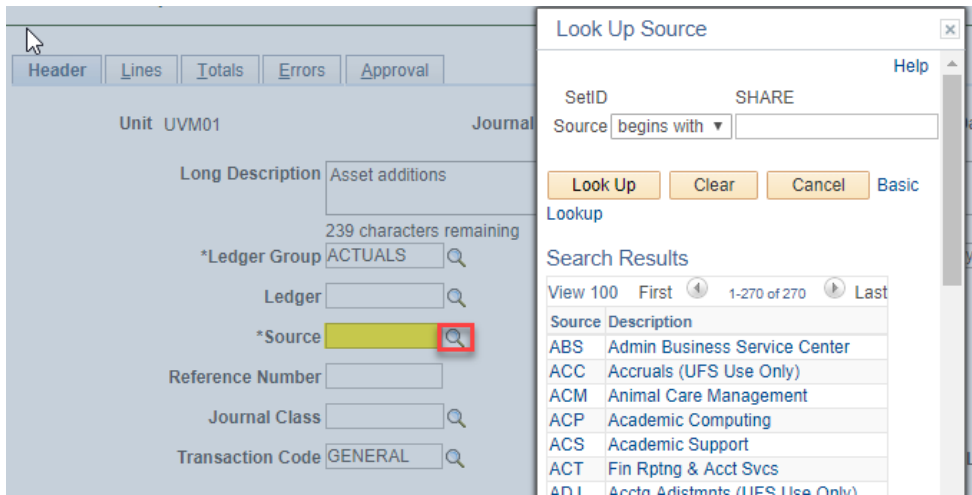
- Use the Attachments link in the center left section of the page to add any attachment that you like to support the journal, if desired.

The screenshot displays the 'Header' tab of a journal entry form. At the top, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form contains the following fields and controls:

- Unit:** UVM01
- Journal ID:** NEXT
- Date:** 03/08/2018
- Long Description:** Asset additions (with a tooltip 'Display Long Description in Modal Window' pointing to a small arrow icon in the top right corner of the text box)
- 239 characters remaining** (text below the Long Description field)
- *Ledger Group:** ACTUALS
- Fiscal Year:** 2018
- *Source:** ASD (with a search icon) Arts & Sciences Deans Ofc
- Period:** 9
- Reference Number:** (empty text box)
- Journal Class:** (empty text box with a search icon)
- Attachments (0):** (highlighted in yellow)
- Entered By:** rberteau
- Entered On:** (empty text box)
- Last Updated On:** (empty text box)
- Save Journal Incomplete Status:** (checkbox)
- Autobalance on 0 Amount Line:** (checkbox)
- Buttons:** Save, Notify, Refresh, Add, Update/Display



- 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, 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.)



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

Journal Class	Use on Sponsored Project?	When to use
AR	No	When entering a journal entry to record your external billing and accounts receivable for non-sponsored customers
CSTTR<90	Yes	Use for cost transfers when the submit date of the journal is less than 90 days from the original accounting
CSTTR>90	Yes	Use for cost transfer when the submit date of the journal is greater than 90 days from the original accounting
IC	Yes	Use for all internal charges.
Other	Yes	Use for all other journals or leave blank



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:

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bu
<input type="checkbox"/>	1	<input type="text" value="UVM01"/>	ACTUALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lines to add

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.



BusinessUnit, Ledger and ChartField Combination								Personalize Find
Business Unit	Ledger	Account	Operating Unit	Department	Fund Code	Fund Affiliate	Source	Function
UVM01	ACTUALS		12	52000	100		100001	905

Projected Balance		
	Debit Amount	Credit Amount
Current Balance :	0.00	0.00
	100.00	0.00
Projected Balance :	100.00	0.00

[Return](#)

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.

Property								Personalize Find
Base Amount	Budget Date	Open Item Key	Reference	Journal Line Description	PC Status	Projected Balance	Zoom Lines	
100.00	03/08/2018			Copier Supplies	Not Distributed	Projected Balance		

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

Lines to add:

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.

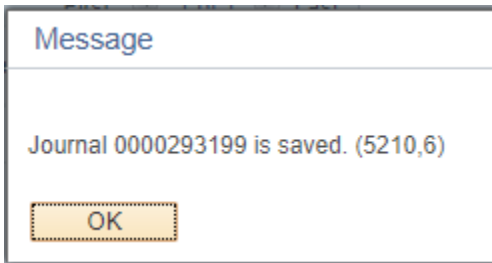


Select	Line	*Unit	*Ledger	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus
<input type="checkbox"/>	1	UVM01	ACTUALS								
<input type="checkbox"/>	2	UVM01	ACTUALS								

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

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	2	100.00	100.00	N	N	

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



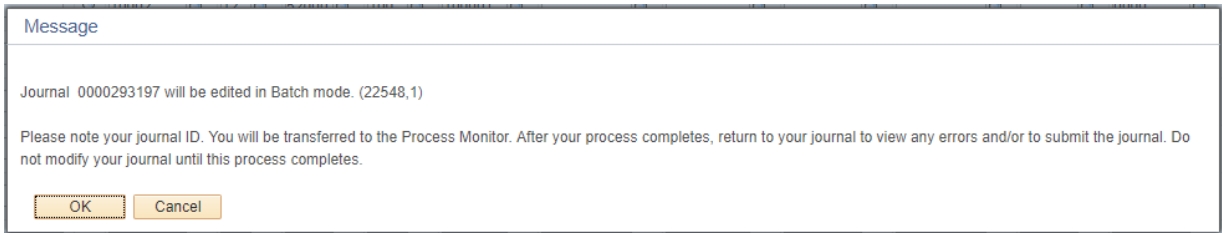
Edit & Submit

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

The screenshot shows the 'Process' dropdown menu with the following options: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Edit Journal (highlighted), Post Journal, Print Journal, Refresh Journal, and Submit Journal. The 'Process' button is highlighted with a red box.

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.

Journal Status	Budget Status
V	V

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**.

Header | Lines | Totals | Errors | **Approval**

Unit UVM01 Journal ID 0000293199 Date 03/08/2018 **Submit**

Approval Status Find First 1 of 1 Last

Unit UVM01
 Approval Check Active Y
 Approval Status **Pending Approval**
 Approval Action Approve

Comments for Denial Email
 254 characters remaining

Approval History				
Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	03/16/2018 3:27:18PM	omitted
01	A	Pending	03/16/2018 3:27:18PM	



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

Header | Lines | Totals | Errors | Approval

Unit: UVM01 Journal ID: 0000 Date: 01/12/2012

Approval Status Find First 1 of 1 Last

Unit: UVM01
Approval Check Active: Y
Approval Status: Approved to Post
Approval Action: Approve
Comments for Denial Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	01/13/2012 8:36:28AM	Info Omitted
01	A	Approved	01/13/2012 8:36:28AM	Info Omitted

Once a journal entry has been submitted, it will be routed to worklist for approval to either Financial Reporting and Accounting Services (FRAS) or Sponsored Project Administration (SPA), depending on what types of budgets are being charged. If the journal entry has activity on Sponsored Projects (GCA01 business unit projects), it requires approval by SPA.



To determine what worklist the journal entry is in, refer to the "Approval Rule Set" column in the Search Results on the Create/Update Journal Entry page.

Navigation: Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Home | Process Monitor | Add to Favorites | Sign Out

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Welcome to UVM, Malik
Print | New Window | Help

Create/Update Journal Entries

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: UVM01
 Journal Date: []
 Journal ID: begins with []
 Journal Header Status: []
 Budget Checking Header Status: []
 Workflow Status: begins with []
 Source: []
 Entered By: begins with []
 Attachment Exist: []
 Approval Rule Set: begins with []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-72 of 72 | Last

Business Unit	Journal Date	Journal ID	InPost Sequence	Journal Header Status	Budget Checking Header Status	Workflow Status	Ledger Group	Source	Journal Total Lines	Journal Total Debits	Description	Entered By	Attachment Exist	Approval Rule Set
UVM01	03/16/2016	[]		Posted	Valid	None	ACTUALS	DSB	8	272.16	Correcting entry for expense r	[]	Y	SPA Worklist
UVM01	12/01/2015	[]		Posted	Valid	None	ACTUALS	ACT	5	135.84	Correcting entry for expense r	[]	Y	SPA Worklist
UVM01	12/01/2015	[]		Posted	Valid	None	ACTUALS	ACT	4	307.06	Correcting entry for expense r	[]	Y	SPA Worklist
UVM01	09/01/2015	[]		Posted	Valid	None	ACTUALS	ACT	8	2500	Reverse JER 204179 for Cash Ad	[]	Y	FRAS Worklist
UVM01	07/28/2015	[]		Posted	Valid	None	ACTUALS	ACT	3	376.23	Re-class payroll deduction to	[]	Y	FRAS Worklist
UVM01	06/30/2015	[]		Posted	Valid	None	ACTUALS	ACT	9	15082.12	Correct accounting entries on	[]	N	FRAS Worklist



Find Journal Entries

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

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

Search on the Create/Update Journals Screen

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

1. Log in to [PeopleSoft Financials](#)
2. Navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**
3. Select the **Find an Existing Value** tab.
4. Ensure that the **Business Unit** field value is **UVM01.**



Create/Update Journal Entries

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

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

Search Criteria

Business Unit =

Journal Date =

Journal ID begins with

Journal Header Status =

Budget Checking Header Status =

Workflow Status begins with

Source =

Entered By begins with

Attachment Exist =

Approval Rule Set begins with

Case Sensitive

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

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

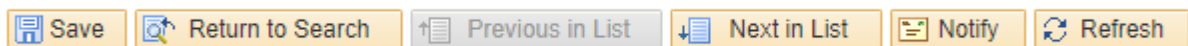
Click any line in the **Search Results** table to open that particular journal.

Search Results

[View All](#)

Business Unit	Journal Date	Journal ID	UnPost Sequence	Journal Header Status	Budget Checking Header Status	Workflow Status	Ledger Group	Source	Journal Total Lines	Journal Total Debits
UVM01	12/12/2017	0000292171 0		Posted	Valid	None	ACTUALS	ASD	40	578833.68
UVM01	11/20/2017	0000290823 0		Posted	Valid	None	ACTUALS	ASD	2	500
UVM01	10/23/2017	0000289012 0		Posted	Valid	None	ACTUALS	ASD	2	139975

- 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

- To search for journals using **Journal Inquiry**, log in to [PeopleSoft Financials](#)
- Navigate to: **Main Menu > General Ledger > Review Financial Information > Journals**
- 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.



Journal Inquiry

Journal Criteria

Inquiry TEST	*Unit UVM01	*Ledger ACTUALS	*Year 2018	*From Period 1	*To Period 12	Suspense Status
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By Journal Id	Max Rows 100	Attachment Exist	<input type="checkbox"/> Date Code Adj	

Search

Save Notify Add Update/Display

- Enter **UVM01** as the business **Unit**, enter **ACTUALS** as the **Ledger**, and enter the fiscal year as the **Year**.
- 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.
- To search for all existing journals, enter the **NetID** in the **User** field and leave the other fields blank.
- 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.
- 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).
- Press the **Search** button to bring up a list of the journals.
- Sort** the search results by clicking on a column heading.
- Download** the search results into Excel by clicking on the **Download to Excel** icon at the top of the search results table.

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	
P017384-51	01/02/2018	UVM01	Errors	PUR	No Susp	omitted	01/02/2018	USBank PURCARD 01/02/2018 417

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

- To search for journals using the **UV_GL_JRNL_INQUIRY** query, log in to [PeopleSoft Financials](#)
- 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

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

*Search By Query Name begins with UV_GL_JRNL_INQUIRY

Search [Advanced Search](#)

- 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.

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UV_GL_JRNL_INQUIRY	Journal Inquiry Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_JRNL_INQUIRY_CF_DESCRS	Journal Inquiry w/CF Descrs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UV_GL_JRNL_INQUIRY_POSTDT	Journal Inquiry Query by PostDt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 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(%):



UV_GL_JRNL_INQUIRY_CF_DESCRS - Journal Inquiry w/CF Descrs

Journal ID Like (%)

From Date

Through Date

Jrnl Source Like(%)

Account Like(%)

OU Like(%)

Dept Like(%)

Fund Like(%)

Source Like(%)

Function Like(%)

Program Like(%)

Purpose Like(%)

Ppty Like(%)

PC BU Like(%)

Project Like(%)

Activity Like(%)

User ID Like(%)

Journal Header Status (%)

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.

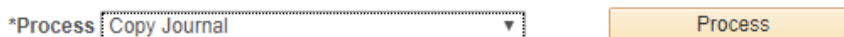
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1702 kb)

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.

Journal Entry Copy

Business Unit UVM01 Copy From ID 0000293199 Copy From Date 03/08/2018

Journal ID NEXT Ledger

Journal Date 03/16/2018 Reverse Signs

ADB Date New Ledger Recalculate Budget Date

Currency Effective Date Document Type Save Journal Incomplete Status

Reversal Date

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

- Same As Journal Reversal
- On Date Specified By User

ADB Reversal Date

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**.

Header Lines Totals Errors Approval

Unit UVM01 Journal ID 0000293199 Date 03/08/2018 Errors Only

Template List Search Criteria Change Values

*Process Print Journal Line 10

Report Manager Process Monitor

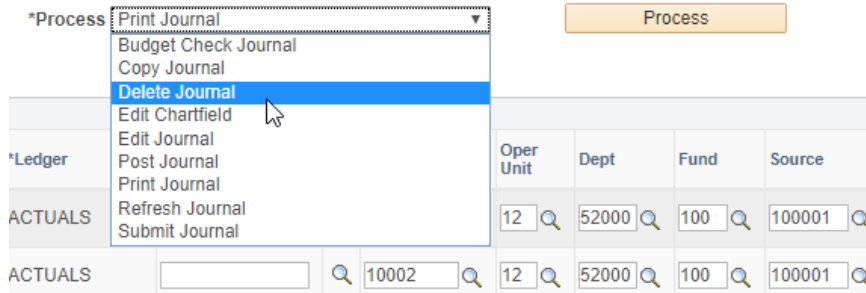
2. A new browser tab will open, displaying the printable report in PDF format. If the tab does not open, there may be a message indicating that pop-ups are blocked. Change the browser set-up to allow pop-up windows for uvm.edu.
3. Print the report using the print icon, the location of which may vary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

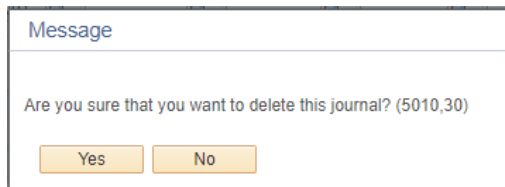


1. Log in to [PeopleSoft Financials](#)
2. Navigate to: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal.**
3. Select **Delete Journal** from the Process box and press the **Process** button.



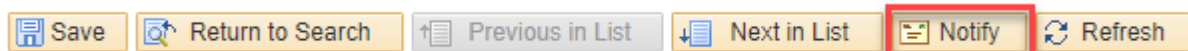
4. **Confirm that the data to be deleted permanently is the correct journal to be deleted** before pressing **OK**.

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.



Send Notification

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

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template:

Message:

Lookup Recipient
Delivery Options
 RichText

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

Accounting Policies and Information

Journal Classes - IC and Other

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

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

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

Projects Information

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



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

Analysis Type on the Journal Line

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

Here are the rules for selecting the Analysis Type:

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

The current cost share functions are:

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

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

Correcting Journals

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

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



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

- Do the PurCard default chartstrings need to be updated?
 - PeopleSoft query: UV_INTERIM_PURCARD_QRY –Purcard in 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. 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.

Journal Source	Description	Contact
XAC	Animal Care Billing See the Animal Care website for detailed information about how to gain more information about the charges.	John Lovelette 656-2206 Business Manager, Animal Care Management
XBK	UVM Bookstore charges Generated by Nebraska Books System	Phil Geraghty 656-3379 TechStore Supervisor, UVM Bookstore
XBN	BANNER – Transactions from the Student Financial system	Joan Solomon 656-0884 Business Manager, Student Financial Svcs
XCS	Generated by FAMIS	Business Manager, Custodial Services
XDA	UVM Foundation automated gift deposits.	Mark Metivier 656-8401 Assistant Vice President and Controller, UVMF
XEC	Student Loan Servicing	Joan Solomon 656-0884 Business Manager, Student Financial Svcs
XES	University Event Services Transactions	Aide Ramirez-Shepard 656-0563 Business Manager, University Event Svcs
XFA	Generated by FAMIS	Karen Lemire or Mary Cannizzaro-Barton 656-2083 or 656-1078 Physical Plant



Journal Source	Description	Contact
XFD	Endowment-related accounting entries uploaded from the FundDriver software system.	Patty Dubie 656-1335 Fin Rptng & Acct Svcs
XKP	CompTimeErn-Police generated by Kronos	Anne Martin 656-1037 Business Manager, Transportation & Parking Admn
XKT	CompTimeErn-TrnsParking generated by Kronos	Anne Martin 656-1037 Business Manager, Transportation & Parking Admn
XMA	Medical Admissions deposits	Tiffany Delaney 656-2267 Student/Acad Svcs Mgr., College of Medicine Admissions
XMI	Microscopy Imaging Center charges	Dawn Richardson 656-0617 Business Manager, Pathology
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

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

General Ledger Journal	Account Type Used on Journal	Action
+	Expense (6) or IC (8)	Debit (+) expense to increase expense
–	Expense (these begin with 6)	Credit (–) expense to decrease expense
+	Revenue (these begin with 4)	Debit (+) revenue to decrease revenue
–	Revenue (these begin with 4)	Credit (–) revenue to increase revenue
+	Assets (these begin with 1)	Debit (+) asset to increase asset



-	Assets (these begin with 1)	Credit (-) asset to decrease asset
-	Liability (these begin with 2)	Credit (-) increases liability. (Liability is what UVM owes to an external vendor/contractor.)
If doing a new journal entry to correct the signs entered backwards the first time around, simply flip the signs as they appeared in the original entry, and double the amounts posted.		
Commitment Control Budget Transfer	Account Type Used on Transfer	Action
+	Budget Only or Expense Account	Debit (+) to increase budget
-	Budget Only or Expense Account	Credit (-) to decrease budget

Journal Errors

Invalid Field Value Errors

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

The screenshot shows a journal entry form with columns for Account, Oper Unit, Dept, Fund, Source, Function, PC Bus Unit, Project, Activity, An Type, and Prog. The 'Account' field contains '99999' and is highlighted in red. Below the form, a message box displays the following text:

Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

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.



Errors Only

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:

Header	Lines	Totals	Errors	Approval
--------	-------	--------	--------	----------

Unit	UVM01	Journal ID	0000293199	Date	03/08/2018
<div style="float: right;"> Personalize Find Print First 1-2 of 2 Last </div>					
Header Errors					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
UVM01	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

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.

Lines		
Select	Line	Error
<input type="checkbox"/>	1	X
<input checked="" type="checkbox"/>	2	X

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.

Line Errors					
Personalize Find Print First 1 of 1 Last					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Dept/Function/Fund/Oper Unit/Program/Property/Purpose/Source in group

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



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

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

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

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.

Totals								
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status		
UVM01	2	100.00	100.00	V	E	None		

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

GL Journal Exceptions | Line Exceptions

Business Unit UVM01 | Journal ID 0000293198 | Journal Date 03/08/2018

*Exception Type Error | Override Transaction | More Budgets Exist

Maximum Rows 100 | Search | Advanced Budget Criteria

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	UVM01	OPS_PA	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	

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 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.

Budgets with Exceptions Personalize | Find | View All | First 1 of 1 Last

Budget Override		Budget Chartfields											
	Details	Business Unit	Ledger Group	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Budg		
1		UVM01	OPS_PA		12	52000	100	chartstring omitted			2018		

The chartstring causing the issue can then be viewed.

Budgets with Exceptions Personalize | Find | View All | First 1 of 1 Last

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Budget Period
1		UVM01	OPS_PA	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...		12	52000	100	chartstring omitted		2018	

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.

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit UVM01 Journal ID 0000293198 Date 03/08/2018
 Line 1 Ledger ACTUALS

Additional Source Information

Journal Line Description Copier Supplies

Transaction Line Details

Account	Operating Unit	Department	Fund Code	Source	Function	Program Code	Purpose	Property
52000	12	52000	100		chartstring omitted			0000

Line Status Error
 Budget Date 03/08/2018
 Line Amount 100.00 USD



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**.



Create/Update Journal Entries

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

- Business Unit = UVM01
- Journal Date =
- Journal ID begins with
- Journal Header Status =
- Budget Checking Header Status =
- Workflow Status begins with
- Source =
- Entered By begins with
- Attachment Exist =
- Approval Rule Set begins with

[Return to Advanced Search](#)

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

Create/Update Journal Entries

Save Search As

Search saved as AEO-Unposted JEs.

[Return to Advanced Search](#)

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

Create/Update Journal Entries

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

▼ Search Criteria

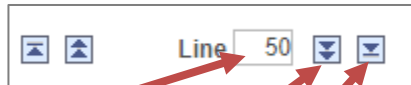
Use Saved Search:



- 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:

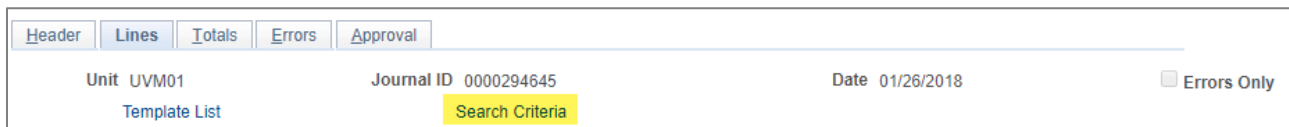
Press the double down-arrow or double up-arrow buttons to the right or left of the **Line** box at the top of the page.

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**.





Selection Criteria:

Journal Line Number

Business Unit

Account

Affiliate

Fund Affiliate

Purpose

Property

Function

Department

Fund Code

Operating Unit

Source

Program Code

Project

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.

Header | **Lines** | Totals | Errors | Approval

Unit UVM01 Journal ID 0000296806 Date 03/01/2018 Errors Only

Template List Search Criteria **Change Values**

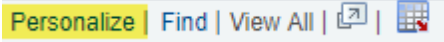
Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines Personalize | Find | View All | First 1-9 of 9 Last

Field Name	Field Value	Change to	Selected
Account	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Purpose	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Property	<input type="text" value=""/>	0000	<input checked="" type="checkbox"/>
Function	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Department	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Fund Code	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Operating Unit	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Source	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Program Code	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

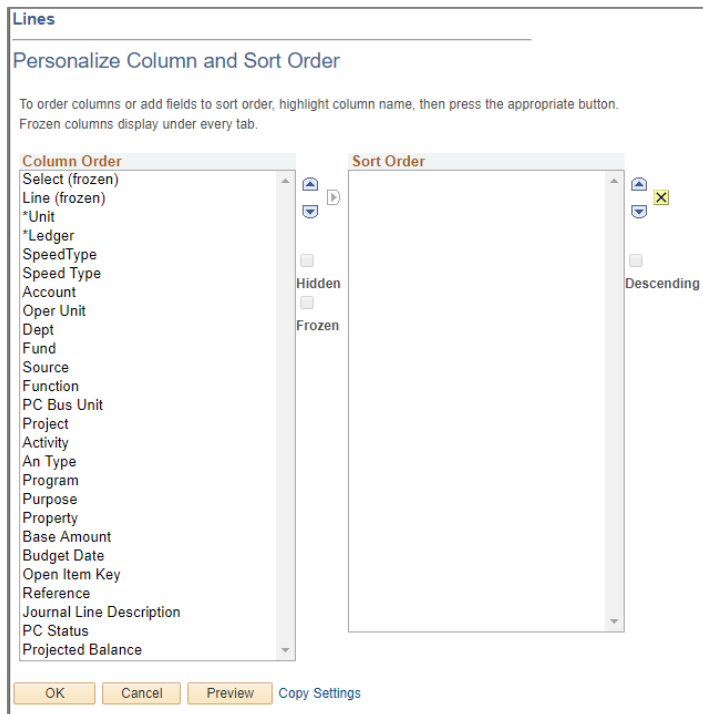


Customize the order that fields appear on the Journal page



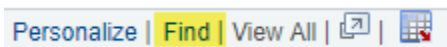
Use the **Personalize** link to change the column order, hide fields, or sort the data.

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.



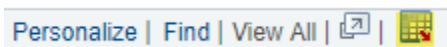
Find Data on a Page

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 \(PDF\)](#).





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 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, [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 Reporting and Accounting Services](#)
- [Sponsored Project Administration](#)

Related Policies

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