

FINANCIAL MANAGEMENT – CFS FINANCIAL SERVICES

**CSULB Ger003.967 02 In2 Td. LeS**

## REVISION CONTROL

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<b>Document Title:</b>	CSULB Training Guide: CSU Journal Entry Process
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## **1.0 Online Journal Entry**

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All financial information is recorded in the general ledger via journal entries. In PeopleSoft, there are five ways that journals can be created: Online Journal Entry, Copy Journals, Journal Upload, Journal Generation from a subsystem or interface, and Allocations. The first section of this guide will cover the Online Journal Entry Process.

### **1.1 Create Journal Entry**

#### **Create/Update Journal Entries Page**

*Navigation: General Ledger tile > Journals > Create/Update Journal Entrox1J0.002TwTc le*

**Journal Header Page**

<b>Processing Steps / Field Name</b>	<b>Screenshot / Description</b>
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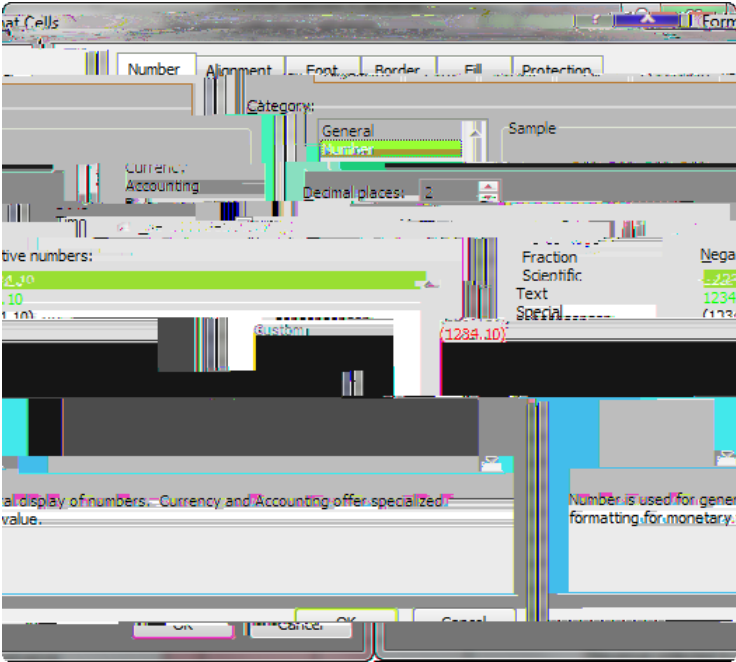


The following describes each of the fields in the Body:

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL-19.5 ( )-2.3 (T)-7.4 (BL-7A4.44 6 /P #MCID 12 BDC -0.0023Tc 0		

## Format Cells Page

Navigation: Excel > Home > Number

Processing Steps / Field Name	Screenshot / Description
1. Format the cells based on the information above.	 <p>The screenshot shows the 'Format Cells' dialog box in Microsoft Excel, with the 'Number' tab selected. The 'Category' is set to 'General'. The 'Decimal places' is set to 2. The 'Negative numbers' section is expanded, showing options for 'Fraction', 'Scientific', 'Text', and 'Special'. The 'Text' option is selected. The 'Number is used for general formatting for monetary values' checkbox is checked. The 'OK' button is highlighted.</p>

### **2.1.5 Save First as an xlsx File**

Once the journal data for upload is completed save the file as an excel spreadsheet in case you must



Navigation: General Ledger > Journals > Import Journals > CSU Journal Entry Upload > Add or Update an existing Run Control

Processing Steps / Field Name	Screenshot / Description
1. Complete the Run Control Information.	

CSU Journal Entry Upload Field Definitions/Values

Fields	Description/Value	Required/Optional
Business Unit	LBCMP/LBFDN/LB49R/LBGAP/LBCSU	Required
Ledger	Actuals Ledger or Budget Ledger	Required
Journal Date	Journal Date. (Message will appear if period is not open)	Required
Source	TRF	Required
Ref No	Journal Reference No. Not Used	Optional
Journal Class	Journal Header Class. Not Used	Optional
Description	Journal Header Description. First Initial, Last Name then a description of the purpose for the journal.	Required
Offset Required	If you want the program to balance those funds that are not in balance, select this. (Not applicable to Budget Journals.)	Optional

**Offset Account Logic**

**If a Journal is out of balance by Fund and you want the Journal Upload program to balance it, you need to select the “Offset Required” on the Run Control.**

The program will use the following logic to determine the Chartfield(s) string for the “side” that is out of balance:

Fund - Automatically inherit the Fund that is out of Balance.

Account - Use the “Offset Account” specified on the Run Control.

Dept/Class/Project/Program – no values will be inherited.

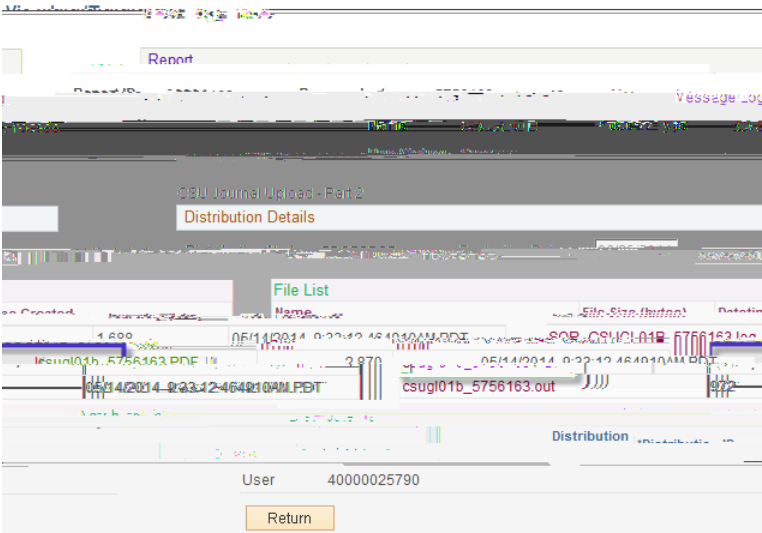
**Select Journal File**

This is used to FTP the file you want to Upload.







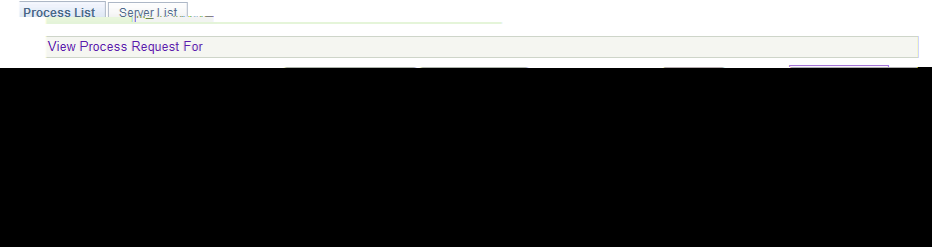
Processing Steps / Field Name	Screenshot / Description
<p>4. Select the PDF file to find the Journal ID that was created.</p>	
<p>This report displays the number of Journal Lines, total Debits and credits, and the Journal ID that was created.</p>	


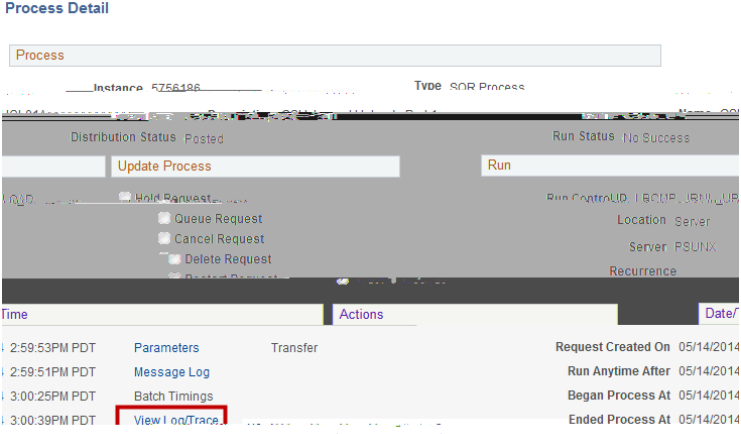
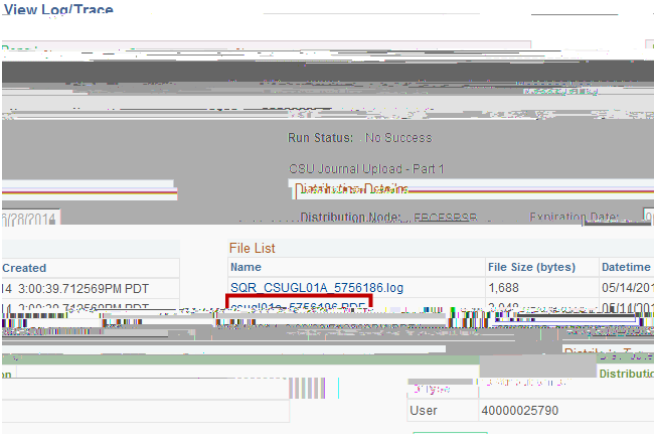
### 2.2.3 Journal Upload No Success Example

The Journal Upload file will be rejected for the following reasons:

- CSUGL01A – File layout issues and Fund balancing issues.
- CSUGL01B - Chartfield Values are not Valid and Combination Edits.

**Note:** If the file is rejected due to errors, a PDF file(s) will be generated and will list what errors were encountered. You must return to the excel spreadsheet you saved and make the necessary changes to the data. Once the corrections have been made, save the file again as an Excel (xls) file. Then save the file again as a CSV (csv) file. Re-run the CSU Journal Entry Process. Select the Select Journal File first to FTP the new file then run the process. If the file was a success the PDF file will list the Journal ID that was created.

Processing Steps / Field Name	Screenshot / Description
<p>The run Status will say <b>No Success, which means a journal was not created.</b></p> <p>1. Click <u>CSUGL01J</u></p>	

Processing Steps / Field Name	Screenshot / Description
<p>2. There are 2 jobs that identify the types of errors that might have occurred:</p> <ul style="list-style-type: none"> <li>CSUGL01A - Fields do not match file layout specifications and/or funds that are out of balance.</li> <li>CSUGL01B - Chartfield Values are not valid and/or Combination Edit errors exist.</li> </ul> <p>You will only need to view the job(s) that have a No Success by them.</p> <p>3. Click <u>CSUGL01A No Success</u></p>	 <p>The screenshot shows a web interface with a 'Process Name' field set to 'CSUGL01A'. Below it, a table lists process instances. One instance, '186 - CSUGL01A No Success', is highlighted with a red border. To the right of this entry is a small icon and the number '5756'.</p>
<p>4. Click <u>View/Log Trace</u></p>	 <p>The screenshot shows the 'Process Detail' page for instance 5756186. The 'Run Status' is 'No Success'. There are buttons for 'Update Process' and 'Run'. Below these are options for 'Hold Request', 'Queue Request', 'Cancel Request', and 'Delete Request'. At the bottom, there is a table with columns for 'Time' and 'Actions'. The 'View Log Trace' action is highlighted with a red box.</p>
<p>5. Select the PDF report</p>	 <p>The screenshot shows the 'View Log/Trace' page. It displays 'Run Status: No Success' and 'CSU Journal Upload - Part 1'. Below this is a 'File List' table with columns for 'Created', 'Name', 'File Size (bytes)', and 'Datetime'. The file 'SOR_CSUGL01A_5756186.pdf' is highlighted with a red box.</p>



Processing Steps / Field Name	Screenshot / Description
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8. Select the PDF report.

