

FLORIDA INTERNATIONAL UNIVERSITY
Journal Upload PUM 46

Purpose:

Journal Upload Tool in PUM 46

The Spreadsheet Journal Import process is used to streamline the journal import and simplify journal data entry using Microsoft Excel. Spreadsheet Journal Import uses a front-end interface that provides you with an easy-to-follow menu for entering data, specifying defaults, and importing journals. With Spreadsheet Journal Import, you can enter foreign, base, and statistical journals, as well as adjusting journal entries.

Detailed Steps:

1. Locate the Journal Upload Tool Files here:

FW: Spreadsheet upload tool



Linda Champagne

To: ● Jose Zubimendi; ● Bonnie Bair; ● Liza Del Campo; ● Eva Ramirez; ● Giulietta Ardito; ● Melyvette Gonzalez-Velez; ● Tracye Eades-Mickle; ● Adrienne Perdomo; ● Jacqueline Gonzalez; ● Ana Ramos; ● Edgar Salazar; ● Ciro Castro; ● Alicia Sagastume; ● Valentina Petre; +3 others
Cc: ● Luis Aguilar; ● Odette Yero; ● Emma Lam; ● Pedro Valencia-Polanco; ● Luisa Galecio; ● Melissa Souza; ● Natalia Correa; ● Bianchi Rosario; ● Marie Lambert; ● Aida Parets; ● David Correa; ● Linda Champagne



Journal Upload PUM 46.zip
1 MB



Effective Monday May 8th please use the attached spreadsheet for uploading entries into Financials.

Thanks

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Wear a face covering and do not touch your face

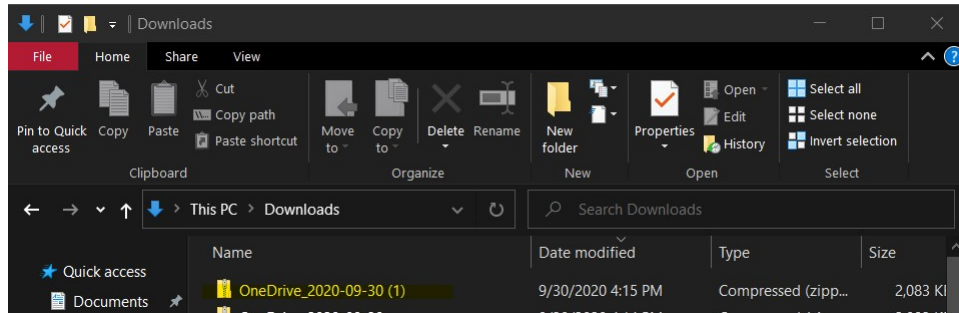
Wash your hands or use hand sanitizer

Practice physical distancing and stay 6ft apart

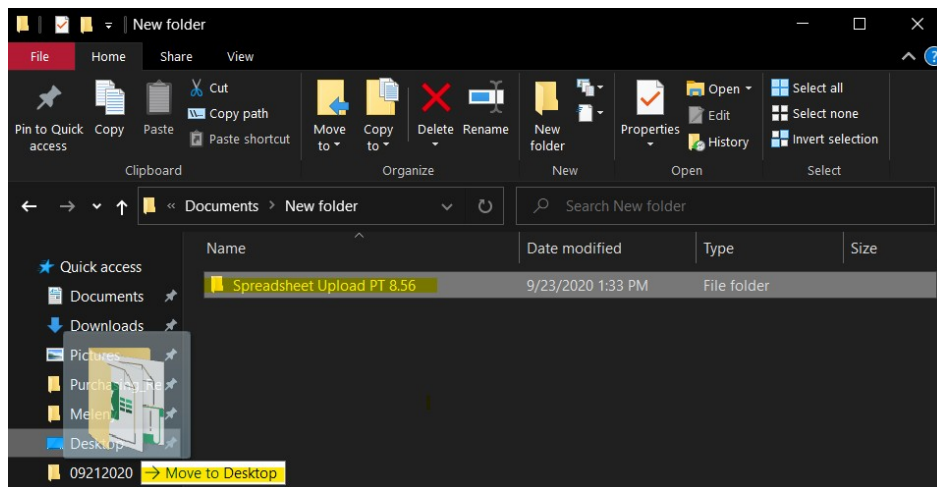
Stay home if you feel ill

Clean surfaces

2. Access your **Downloads** in **File Explorer** where a zip file should have been downloaded to your **DESKTOP**.



3. Open the Zip File and **copy and paste/drag Spreadsheet Upload PUM 46 Folder** to your **Desktop**.
- Do not create a shortcut.



4. Access the **Spreadsheet Upload PUM 46** selecting the (**JRNL1_WS.xlsm**) file.

*If you are having issues opening the zip file:

- Right click on the zip file and select "Open With"
- Select "Windows Explorer"
- A folder will appear, copy the folder to your preferred location
- Access the **JRNL1_WS.xlsm** file

Please do not create a shortcut to the JRNL1.xls file. The file should be accessed only from the location that it was saved on your computer.

Note: It is advised that you first carry out the upload process in STAGE to avoid the possibility of uploading incorrect or unwanted data to PRODUCTION. Once you are ok with the data uploaded to STAGE, change the path to PRODUCTION and carry out the upload again.

Below is the path to STAGE and PRODUCTION for the Journal Spreadsheet Upload:

Stage2 Testing Purposes ONLY:

<https://mystageportal.fiu.edu/PSIGW>

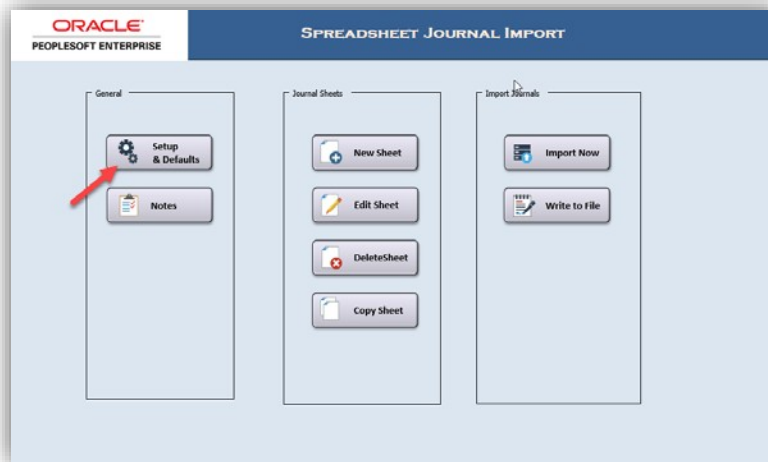
For Production: <https://myportal.fiu.edu/>

For Stage (OCI): <https://mystageportal-oci.fiu.edu/>

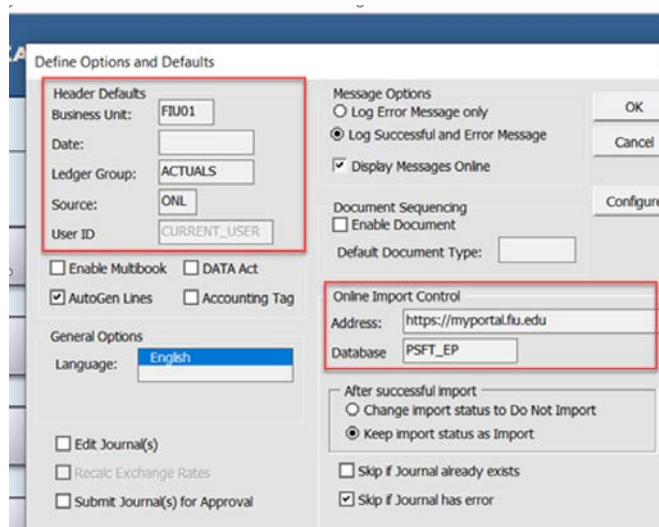
To upload to STAGE or PRODUCTION you simply change the path in the Address window.

Detailed Steps:

6. Click on **Setup and Defaults**.



- Copy the entire path and paste it in the **Address window of** the Online Import Control section. See below:



Journal Upload – General Information

PeopleSoft Journal Workbook: JRNL1_WS.xlsm

The JRNL1_WS.xlsm workbook is the PeopleSoft Spreadsheet Journal Import user interface. You use it to prepare and enter journals, group and manage journals in journal sheets, and import them into your PeopleSoft database using various pages, dialog boxes, and buttons.

There is a built-in utility that you can use to move ChartFields and rearrange columns in your journal workbook. The workbook contains one or more journal sheets, and each journal sheet can contain one or more journals.

When you open the file JRNL1.xlsm, you begin with the Control page. The Control page contains three sets of buttons that enable you to:

- Set workbook defaults, configure ChartFields, and rearrange columns.
- Maintain the journal sheets in the workbook.
- Import the journal sheets from the workbook.

You use the journal sheet page to prepare journals. There are buttons and dialog boxes for you to add, delete, and copy journals. Because you are entering data offline in the spreadsheet, there is no validation of the values that you are entering. Validation of journals takes place when you import the journal and during the Journal Edit process.

However, while there is no data validation, spreadsheet journal import provides offline validation in that journal IDs cannot contain an apostrophe and open item key values cannot contain spaces.

User ID

When the User ID is blank on the spreadsheet journal header it defaults to the import process User ID. For online import the User ID defaults to the Import Now login user ID, and for batch import, it defaults to the user ID of the run control. The user ID is not a required field for the spreadsheet journal header, so the check against user preferences for the user ID is at load time when the system derives the user ID according to the following rules:

- If a user ID is populated on the spreadsheet journal header, the system considers that user ID to check for user preferences.
- If the user ID field is not populated on the spreadsheet journal header, the system considers the user ID of the individual loading the spreadsheet journal to check for user preferences.

Business Unit

The business unit that you specify on the spreadsheet journal header is defaulted to those spreadsheet lines for which you have left the business Unit blank when you import the spreadsheet.

However, just as with Ledger, SpeedType, and ChartFields, if you select the check box that is located below the Unit field on the spreadsheet lines page, the system copies to the next line the business unit that you entered on the previous spreadsheet line. That is to say, if the copy down check box is selected for Unit, the system immediately copies the business unit from the previous line and does not default the business unit entered on the spreadsheet journal header to the new line that you are adding.

In either instance you can manually add and change the business unit on spreadsheet lines.

NEXT Journal ID

When you create a new journal spreadsheet header, the default is to the value *NEXT* for the Journal ID field and if your user ID preference is not set up to always use *NEXT*, you can change the value by manually entering a journal ID value in the opening dialog box for a new spreadsheet header.

If your user ID is designated on the User Preference page to always use *NEXT*, the Journal ID field is always populated with *NEXT* and the field is unavailable for change or for the entry of a manual Journal ID in the add mode.

The user ID is not a required field for the spreadsheet journal header, to check against user preferences for the user ID is at load time when the system derives the user ID according to the following rules:

- If a user ID is populated on the spreadsheet journal header, the system considers that user ID to check for user preferences.
- If the user ID field is not populated on the spreadsheet journal header, the system considers the user ID of the individual loading the spreadsheet journal to check for user preferences.

You can load a journal using *NEXT* as the journal ID through online import and batch import:

- Batch Import: If you choose to use *NEXT* as the journal ID and write the journal data to a file, the text file in XML format has *NEXT* as the journal ID for each journal header.
- Online Import: If you choose to import the spreadsheet journal online using the Import Now functionality, the *NEXT* journal ID on the spreadsheet is updated with an actual system generated journal ID number.

System ID

The system ID is a sequential number that is unique to each journal created across all journal sheets within a spreadsheet journal workbook file. System ID starts with a value of 1001 and recycles when it reached 9999.

The purpose of system ID is to avoid confusion when using *NEXT* as the journal ID where there are multiple journal headers in a journal spreadsheet with each showing the value *NEXT*. The system generates a separate system ID for each journal header as a visual indicator that makes it possible to identify different journal headers both while they are all showing *NEXT* and after the various journal IDs are generated. The system ID is called a visual indicator because it is not stored in the journal tables but is available to differentiate the journals within the spreadsheet interface and when performing various spreadsheet functions, such as:

- Copy Journal
- Delete Journal
- Change Import Status
- Edit Journal Header
- Select Journal Header

The system ID is also included in error messages in addition to reference, business unit, journal ID, and date to more easily identify problem journals.

Journal Header Reference

The journal header reference ID enables you to enter reference information for each journal header on the spreadsheet. The Journal Header Reference field on the journal header is updated with the spreadsheet value at upload.

The Journal Header Reference field identifies a document, person, invoice, date, or any other piece of information that is associated with a journal entry and is helpful when you need to trace back to the source of a transaction.

Error messages that are logged contain the journal header reference because it is helpful in researching the source of a transaction.

SpeedTypes

You can specify a SpeedType for a spreadsheet journal entry line. You can also copy the SpeedType to subsequent journal lines that you insert by selecting the copy down check box below SpeedType on the spreadsheet lines interface.

A spreadsheet journal user might specify a SpeedType, to which the user does not have access. At load time, the SpeedType that is entered on the Spreadsheet Journal is validated against the valid list of SpeedTypes available for the user ID that is specified in the Spreadsheet Journal Header.

If the user ID is not specified on the spreadsheet journal header, then the SpeedType is validated against the valid list of SpeedTypes available for the user ID of the user that imports the spreadsheet journal.

An error message is logged if an invalid SpeedType is specified on the Spreadsheet Journal. The error message is logged at import time for both batch or online import.

At import, the system first populates the ChartField values based on the SpeedType but then it can override a generated ChartField value with a ChartField value that is specified in the spreadsheet.

For example, consider the SpeedType, *Peripheral*, which is available in the demo data that is defined to specify account 500000, department 212000, and product *Config*. If you populate a spreadsheet journal line using this SpeedType, *Peripheral*, but enter a department 10000, at import time the system populates the ChartFields with account 500000, department 10000, product *Config*.

Note: If the SpeedType is created under One User ID or One Permission list, the Spreadsheet will not differentiate, unlike the online journal where the selection is limited by Type of SpeedTypes. This is due to the fact that a prompt table (which is equivalent to a dropdown box in Excel) could potentially create a performance bottleneck due to the large volume of data that would have to be retrieved and displayed in the Spreadsheet.

Validation

Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the Journal Entry page.

For example, validations can be done for Project ID and other project costing ChartFields for journals entered online using the Journal Entry page. However, the spreadsheet load process is not considered a replacement for online journal entry but is supplemental and is not recommended for journals where there is a need for broad project costing ChartField validation.

In addition, after importing a journal from a spreadsheet, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals import (or for that matter, flat file journal import) must be edited using batch edit only. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. After importing journals, if you then open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit, separate debit credit reversals, and multibook lines.

Spreadsheet journal entry provides consistent error messages across batch import and online import. For batch import the messages are provided in a separate log file and are not part of the message log. However the message log provides reference to the log file and incorporates the *Reference ID* field value in all the messages logged.

The system indicates in the process monitor if any error or warning message are written to the log file. The following are examples of error and warning messages that might be logged by the system:

- Logs error if *NEXT* is not used where only *NEXT* should be used.
- Logs journal header validation errors.

- Logs journal line validation errors.
- Logs message for skipped journal headers.
- Logs message for skipped invalid journals.
- Logs error message if specified SpeedType value does not exist.
- Logs error message if a commitment control ledger group is used and the business unit is not set up for commitment control.
- Logs error messages if the validation of the commitment control ledger against the commitment control ledger group is not valid.
- Logs error if commitment control is not enabled for General Ledger.

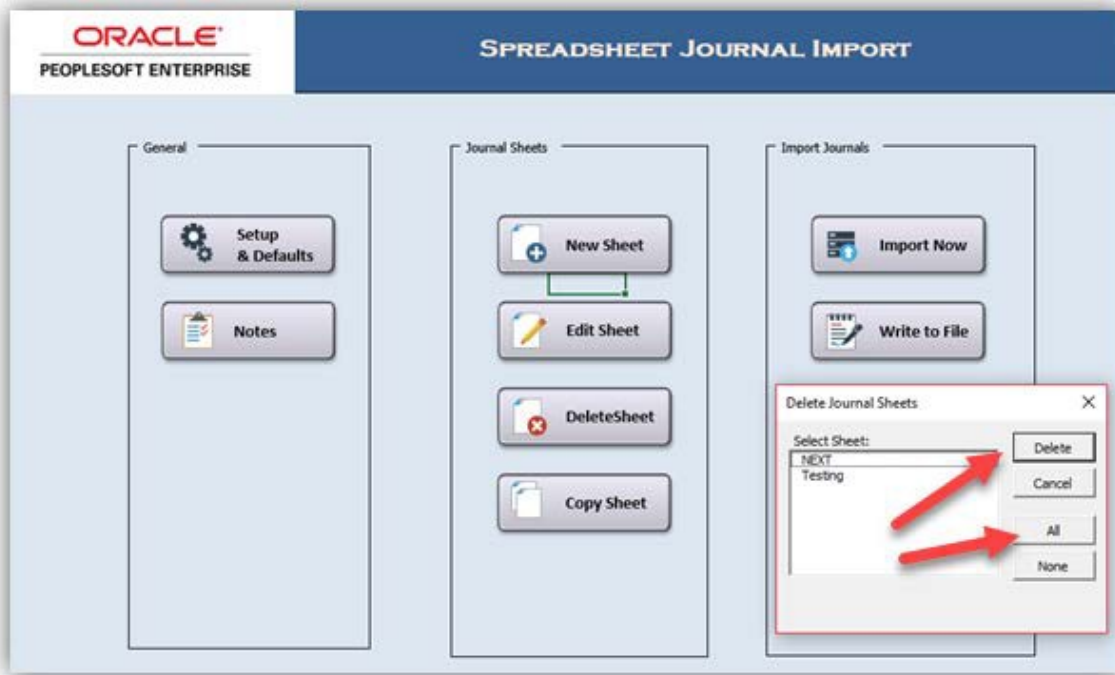
Note: After importing a journal from a spreadsheet, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals import (or for that matter, flat file journal import) must be edited using batch edit only. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. They should not be edited online. After importing journals if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit, separate debit credit reversals, and multibook lines.

Detailed steps:

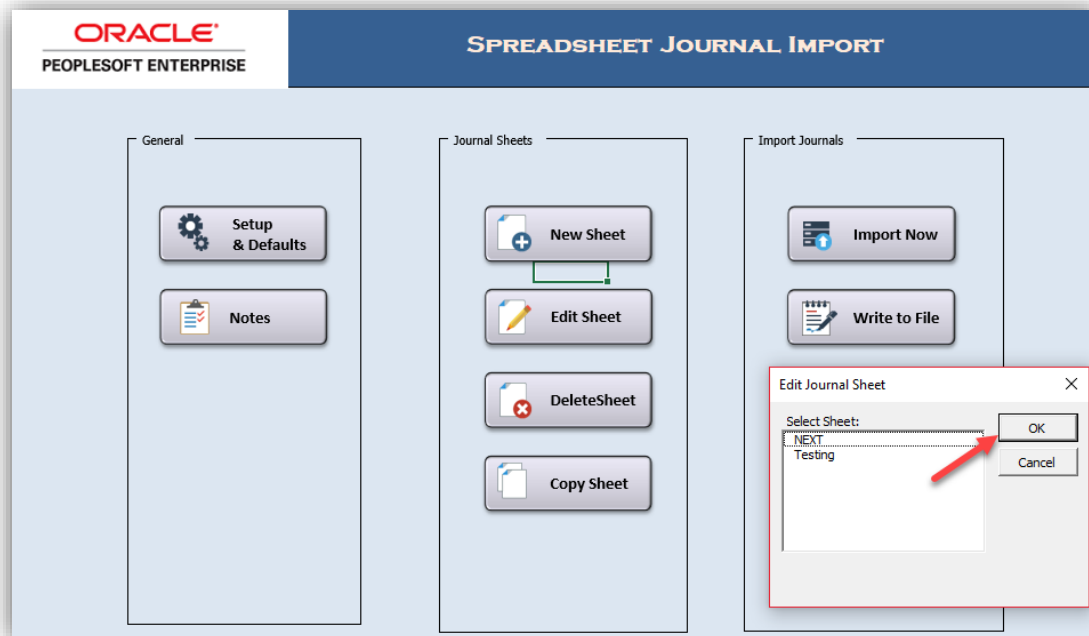
To clear the Journal sheets:

1. Click on **DeleteSheet**

On the delete Journal Sheets window, click **All** then Click **Delete**



Click on **Edit Journal Sheet** then **OK**

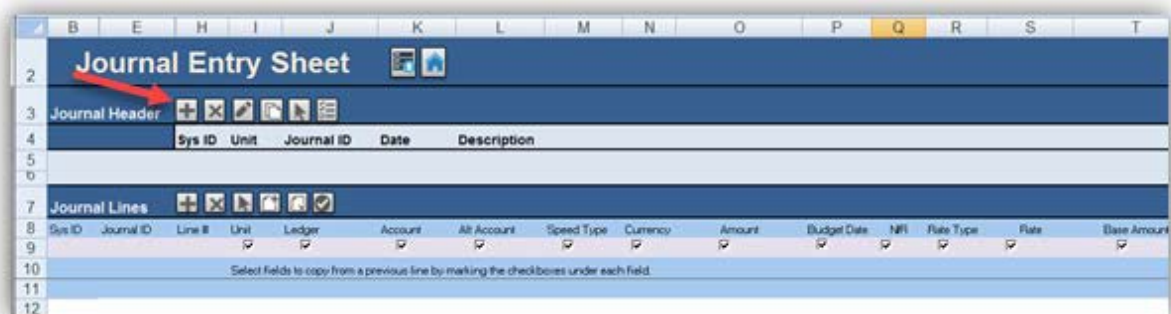


Journal Sheets> New Sheet

- Enter “**NEXT**” for New Journal Sheet Name then click**OK**



- Click the+ sign in the Journal Header



- Fill out Journal Header then click **OK**

Edit Journal Header

System ID: 1238
Unit: FIU01
Journal ID: NEXT
Journal Date: 7/25/2018
Reference Number:
Ledger Group: ACTUALS
Ledger:
Source: ONL
User ID: CURRENT_USER
Journal Class:
Transaction Code:

Description: Testing JE Import 2

☐ AutoGen Lines
☐ Adjusting Entry

Document Type:
Doc Sequence:
Adjustment Type:
Commitment Control Amount Type:
Agency Location Code:

Currency Information
Foreign Currency:
Effective Date: 7/25/2018
Rate Type:
Exchange Rate: 0

Reversal
☒ None
☐ Beginning of Next Period
☐ End of Next Period
☐ Next Day
☐ Specified Date

OK
Cancel

Please note: PT 8.56 now requires selection in the Commitment Control/Amount Type drop-down option. If you are doing Commitment control KK JE upload, select Pre-Encumbrance or Encumbrance option.

Edit Journal Header

System ID: 1245
Unit: FIU01
Journal ID: 0001147150
Journal Date: 7/24/2020
Reference Number:
Ledger Group: ACTUALS
Ledger:
Source: ONL
User ID: CURRENT_USER
Journal Class:
Transaction Code:

Description: test

☐ AutoGen Lines
☐ Adjusting Entry

Document Type:
Doc:
Adjustment Type:
Commitment Control Amount Type: Encumbrance

Actuals and Recognized
Encumbrance
Pre-Encumbrance
Collected Revenue
Planned
Actuals, Recognize and Collect

☐ End of Next Period
☐ Next Day
☐ Specified Date

OK
Cancel

Upload Data:

SORT	Unit	Ledger	Account	Alt Account	Speed Type	Fund	Reference	Amount	Description	Cost PID	Activity	Analysis Type
Batch 679												
1	FIU01	ACTUALS	773501		1110130008			1448.82	Fuel 10/28/14			
1	FIU01	ACTUALS	672231		1110130007			-1448.82	Fuel 10/28/14			
2	FIU01	ACTUALS	773501		1232020001			19.13	Fuel 10/28/14			
2	FIU01	ACTUALS	672231		1110130007			-19.13	Fuel 10/28/14			
3	FIU01	ACTUALS	773501		1101040007			2.49	Fuel 10/28/14			
3	FIU01	ACTUALS	672231		1110130007			-2.49	Fuel 10/28/14			
4	FIU01	ACTUALS	773501		3100020001			17.19	Fuel 10/28/14			
4	FIU01	ACTUALS	672231		1110130007			-17.19	Fuel 10/28/14			
5	FIU01	ACTUALS	773501		1183020002			607.18	Fuel 10/28/14			
5	FIU01	ACTUALS	672231		1110130007			-607.18	Fuel 10/28/14			
6	FIU01	ACTUALS	773501		1442020001			37.98	Fuel 10/28/14			
6	FIU01	ACTUALS	672231		1110130007			-37.98	Fuel 10/28/14			
7	FIU01	ACTUALS	773501		1110130001			37.23	Fuel 10/28/14			
7	FIU01	ACTUALS	672231		1110130007			-37.23	Fuel 10/28/14			
8	FIU01	ACTUALS	773501		1110130004			8.87	Fuel 10/28/14			
8	FIU01	ACTUALS	672231		1110130007			-8.87	Fuel 10/28/14			
9	FIU01	ACTUALS	773501		1110130009			140.4	Fuel 10/28/14			
9	FIU01	ACTUALS	672231		1110130007			-140.4	Fuel 10/28/14			
10	FIU01	ACTUALS	773501		1110020001			270.28	Fuel 10/28/14			
10	FIU01	ACTUALS	672231		1110130007			-270.28	Fuel 10/28/14			
11	FIU01	ACTUALS	773501		2025830005			79.28	Fuel 10/28/14			
11	FIU01	ACTUALS	672231		1110130007			-79.28	Fuel 10/28/14			

•Click the+ signin the Journal Lines and enterUnit, Ledger, Account and Amount

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1241	FIU01	NEXT	9/20/2018	Test

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select fields to copy from a previous line by marking the checkboxes under each field.

Please note: For Commitment Control KK JE's please include Budget Date. So if you are adjusting entry with today's date and the transaction is required to release Prior Budget Period, you will need to input PY Ending date. This will release pre-encumbrance and/or encumbrance balances for Prior Year.

- Click the **Import Now** icon then enter your **User ID** and **password** then click **OK**

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1238	FIU01	NEXT	7/25/2018	Testing JE Import 2

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	Budget Date	N/R	Rate Type	Rate	Base Amount	Stat Code	Entry Event
1238	0001012800	1	FIU01	ACTUALS	711011	71100	1440020003		5.00							
1238	0001012800	2	FIU01	ACTUALS	773301	77300	1440020003		(5.00)							

Import Journals Now

User ID: 1355213

Password: *****

OK Cancel

- a) If it passes journal edit, you will get the below subpage with “Imported 1 journal”

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1240	FIU01	NEXT	9/20/2018	Testing JE Importing

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	Budget Date	N/R	Rate Type	Rate
1240	NEXT	1	FIU01	ACTUALS	711011	71100	1440020003		5.00				
1240	NEXT	2	FIU02	ACTUALS	711011	71100	1440020003		(5.00)				

Import OK - Sheet Testing

Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description:

OK

- b) If it does not pass journal edit, you will get a pop-up message “Imported 0 journal” and journal edit error message
- c) If so, go back to the template and correct the journal lines
- d) Repeat step 5: Click on the **Import Now** icon, enter your **User ID** and **password** then click **OK**

e) Ensure that the imported journal is now instatus V

Header Lines Totals Errors Approval

Unit FIU01 Journal ID 0001012800 Date 07/20/2018 Errors Only
Template List Search Criteria Change Values
Inter/IntraUnit *Process Edit Journal Process Line 10

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Alt Acct	Fund	Dept	Program	Site	Bud Ref	Task	PC Bus Unit
<input type="checkbox"/>	1	FIU01	ACTUALS		711011	71100	210	144000000	61	01			
<input type="checkbox"/>	2	FIU01	ACTUALS		773301	77300	210	144000000	61	01			

Lines to add 1

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	2	5.00	5.00	V	N

Save Return to Search Notify Refresh Add Update/Display

Data was uploaded to PeopleSoft and JE# 0000759647 was generated

2 Spreadsheet Journal Import

3 Journal Header

4 Sys ID Unit Journal ID Date Description

5 1033 FIU01 NEXT 12/19/2014

6 Journal Lines

7 Sys ID Journal ID Line # Unit Ledger Account Alt Account Speed Type Currency N/R Rate Type Rate Base Amount Stat Code Entry Event Stat Amount Reference Description

8 + - + -

9 Select fields to copy from a previous line by marking the checkboxes under each field.

10

11

12 1033 NEXT 1 FIU01 ACTUALS 773501 1110130008 1448.82 Fuel 10/28/14

13 1033 NEXT 2 FIU01 ACTUALS 672231 -8.82 Fuel 10/28/14

14 1033 NEXT 3 FIU01 ACTUALS 773501 9.13 Fuel 10/28/14

15 1033 NEXT 4 FIU01 ACTUALS 672231 -9.13 Fuel 10/28/14

16 1033 NEXT 5 FIU01 ACTUALS 773501 2.49 Fuel 10/28/14

17 1033 NEXT 6 FIU01 ACTUALS 672231 -2.49 Fuel 10/28/14

18 1033 NEXT 7 FIU01 ACTUALS 773501 17.19 Fuel 10/28/14

19 1033 NEXT 8 FIU01 ACTUALS 672231 -17.19 Fuel 10/28/14

20 1033 NEXT 9 FIU01 ACTUALS 773501 7.18 Fuel 10/28/14

21 1033 NEXT 10 FIU01 ACTUALS 672231 -7.18 Fuel 10/28/14

22 1033 NEXT 11 FIU01 ACTUALS 773501 7.98 Fuel 10/28/14

23 1033 NEXT 12 FIU01 ACTUALS 672231 -7.98 Fuel 10/28/14

24 1033 NEXT 13 FIU01 ACTUALS 773501 37.23 Fuel 10/28/14

25 1033 NEXT 14 FIU01 ACTUALS 672231 -37.23 Fuel 10/28/14

26 1033 NEXT 15 FIU01 ACTUALS 773501 8.87 Fuel 10/28/14

27 1033 NEXT 16 FIU01 ACTUALS 672231 -8.87 Fuel 10/28/14

28 1033 NEXT 17 FIU01 ACTUALS 773501 140.40 Fuel 10/28/14

29 1033 NEXT 18 FIU01 ACTUALS 672231 -140.40 Fuel 10/28/14

30 1033 NEXT 19 FIU01 ACTUALS 773501 270.28 Fuel 10/28/14

31 1033 NEXT 20 FIU01 ACTUALS 672231 -270.28 Fuel 10/28/14

32 1033 NEXT 21 FIU01 ACTUALS 773501 79.28 Fuel 10/28/14

33 1033 NEXT 22 FIU01 ACTUALS 672231 -79.28 Fuel 10/28/14

Import OK - Sheet NEXT

Imported 1 journals - System ID (Unit, Journal ID, Date) Reference.
Description:
1033 (FIU01, 0000759647, 12/19/2014) -, -

OK

Import OK - Sheet NEXTT

Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description:
1033 (FIU01, 0000759647, 12/19/2014) -, -

OK

2	Spreadsheet Journal Import																		
3	Journal Header		Sys ID	Unit	Journal ID	Date	Description												
4			1033	FIU01	0000759647	12/19/2014													
5	Journal Lines																		
6																			
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	N/R	Rate Type	Rate	Base Amount	Stat Code	Entry Event	Stat Amount	Reference	Description	
8	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>																		
9	Select fields to copy from a previous line by marking the checkboxes under each field.																		
10																			
11																			
12	1033	0000759647	1	FIU01	ACTUALS	773501		1110130008					1448.82					Fuel 10/28/14	
13	1033	0000759647	2	FIU01	ACTUALS	672231		1110130007					(1448.82)					Fuel 10/28/14	
14	1033	0000759647	3	FIU01	ACTUALS	773501		1230200001					19.13					Fuel 10/28/14	
15	1033	0000759647	4	FIU01	ACTUALS	672231		1110130007					(19.13)					Fuel 10/28/14	
16	1033	0000759647	5	FIU01	ACTUALS	773501		1101040007					2.49					Fuel 10/28/14	
17	1033	0000759647	6	FIU01	ACTUALS	672231		1110130007					(2.49)					Fuel 10/28/14	
18	1033	0000759647	7	FIU01	ACTUALS	773501		3100020001					17.19					Fuel 10/28/14	
19	1033	0000759647	8	FIU01	ACTUALS	672231		1110130007					(17.19)					Fuel 10/28/14	
20	1033	0000759647	9	FIU01	ACTUALS	773501		1183020002					607.18					Fuel 10/28/14	
21	1033	0000759647	10	FIU01	ACTUALS	672231		1110130007					(607.18)					Fuel 10/28/14	
22	1033	0000759647	11	FIU01	ACTUALS	773501		1442020001					37.98					Fuel 10/28/14	
23	1033	0000759647	12	FIU01	ACTUALS	672231		1110130007					(37.98)					Fuel 10/28/14	
24	1033	0000759647	13	FIU01	ACTUALS	773501		1110130001					37.23					Fuel 10/28/14	
25	1033	0000759647	14	FIU01	ACTUALS	672231		1110130007					(37.23)					Fuel 10/28/14	
26	1033	0000759647	15	FIU01	ACTUALS	773501		1110130004					8.87					Fuel 10/28/14	
27	1033	0000759647	16	FIU01	ACTUALS	672231		1110130007					(8.87)					Fuel 10/28/14	
28	1033	0000759647	17	FIU01	ACTUALS	773501		1110130009					140.40					Fuel 10/28/14	
29	1033	0000759647	18	FIU01	ACTUALS	672231		1110130007					(140.40)					Fuel 10/28/14	
30	1033	0000759647	19	FIU01	ACTUALS	773501		1110020001					270.28					Fuel 10/28/14	
31	1033	0000759647	20	FIU01	ACTUALS	672231		1110130007					(270.28)					Fuel 10/28/14	
32	1033	0000759647	21	FIU01	ACTUALS	773501		2025830005					79.28					Fuel 10/28/14	
33	1033	0000759647	22	FIU01	ACTUALS	672231		1110130007					(79.28)					Fuel 10/28/14	

2. Log into Peoplesoft to check journal

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

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

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:	=	FIU01
Journal ID:	begins with	0000759647
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	CON
Entered By:	begins with	1260522
Attachment Exist:	=	

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

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

Header | Lines | Totals | Errors | Approval

Unit: FIU01 | Journal ID: 0000759647 | Date: 12/19/2014

Long Description:

*Ledger Group: ACTUALS | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2015

*Source: CON | Period: 6

Reference Number: | ADB Date: 12/19/2014

Journal Class: IDTFR

Transaction Code: GENERAL

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal | Commitment Control

Entered By: 1260522 | Sagastume, Alicia E

Entered On: 12/19/2014 9:38:30AM

Last Updated On: 12/19/2014 9:38:30AM

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

3. Enter Long Description to JE# 0000759647

Unit FIU01 Journal ID 0000759647 Date 12/19/2014

Long Description IDTFR-Batch 679-Vehicle Services. Back-up documentation is maintained and available for review at Vehicle Services by Victor Arroliga

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

*Source CON Fiscal Year 2015 Period 6

Reference Number ADB Date 12/19/2014

Journal Class IDTFR

Transaction Code GENERAL

SJE Type

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal Do Not Generate Reversal

Commitment Control

Entered By 1260522 Sagastume, Alicia E

Entered On 12/19/2014 9:38:30AM

Last Updated On 12/19/2014 9:38:30AM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

4. Click on the lines tab to check journal lines

Unit FIU01 Journal ID 0000759647 Date 12/19/2014

Template List Search Criteria Change Values

InterIntraUnit *Process Edit Journal Process Line 10

Select	Line	Unit	Ledger	SpeedType	Account	Alt Acct	Dept	Site	Fund	Amount	Program	Actn
<input type="checkbox"/>	1	FIU01	ACTUALS		773501		111010000	01	334	1,448.82	74	111H
<input type="checkbox"/>	2	FIU01	ACTUALS		672231		111010000	01	334	-1,448.82	74	111H
<input type="checkbox"/>	3	FIU01	ACTUALS		773501		123200000	01	210	19.13	51	123C
<input type="checkbox"/>	4	FIU01	ACTUALS		672231		111010000	01	334	-19.13	74	111H
<input type="checkbox"/>	5	FIU01	ACTUALS		773501		110100000	01	411	2.49	88	110H
<input type="checkbox"/>	6	FIU01	ACTUALS		672231		111010000	01	334	-2.49	74	111H
<input type="checkbox"/>	7	FIU01	ACTUALS		773501		310000000	01	240	17.19	11	310K
<input type="checkbox"/>	8	FIU01	ACTUALS		672231		111010000	01	334	-17.19	74	111H
<input type="checkbox"/>	9	FIU01	ACTUALS		773501		110830000	01	210	607.18	03	118H
<input type="checkbox"/>	10	FIU01	ACTUALS		672231		111010000	01	334	-607.18	74	111H

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	22	2,668.850	2,668.850	Y	Y

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

5. Edit the journal and ensure it is in VV Status

Unit FIU01 Journal ID 0000759647 Date 12/19/2014 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process Line 44

Select	Line	*Unit	*Ledger	Activity Nbr	Account	Alt Acct	Dept	Site	Fund	Amount	Program	Cost
<input type="checkbox"/>	1	FIU01	ACTUALS	1110130008	773501	77300	111010000	01	334	1,448.82	74	
<input type="checkbox"/>	2	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-1,448.82	74	
<input type="checkbox"/>	3	FIU01	ACTUALS	1232020001	773501	77300	123200000	01	210	19.13	51	
<input type="checkbox"/>	4	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-19.13	74	
<input type="checkbox"/>	5	FIU01	ACTUALS	1101040007	773501	77300	110100000	01	411	2.49	88	
<input type="checkbox"/>	6	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-2.49	74	
<input type="checkbox"/>	7	FIU01	ACTUALS	3100020001	773501	77300	310000000	01	240	17.19	11	
<input type="checkbox"/>	8	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-17.19	74	
<input type="checkbox"/>	9	FIU01	ACTUALS	1183020002	773501	77300	110830000	01	210	607.18	03	
<input type="checkbox"/>	10	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-607.18	74	
<input type="checkbox"/>	11	FIU01	ACTUALS	1442020001	773501	77300	144200000	01	210	37.98	61	
<input type="checkbox"/>	12	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-37.98	74	
<input type="checkbox"/>	13	FIU01	ACTUALS	1110130001	773501	77300	111010000	01	334	37.23	74	
<input type="checkbox"/>	14	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-37.23	74	
<input type="checkbox"/>	15	FIU01	ACTUALS	1110130004	773501	77300	111010000	01	334	8.87	74	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	44	6,557.73	6,557.73	V	V

Change order of columns to see the ones needed for review

Unit FIU01 Journal ID 0000759647 Date 12/19/2014 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Alt Acct	Dept	Site	Fund	Amount	Program	Acti
<input type="checkbox"/>	1	FIU01	ACTUALS		773501	77300	111010000	01	334	1,448.82	74	1111
<input type="checkbox"/>	2	FIU01	ACTUALS		672231	67220	111010000	01	334	-1,448.82	74	1111
<input type="checkbox"/>	3	FIU01	ACTUALS		773501	77300	123200000	01	210	19.13	51	1233
<input type="checkbox"/>	4	FIU01	ACTUALS		672231	67220	111010000	01	334	-19.13	74	1111
<input type="checkbox"/>	5	FIU01	ACTUALS		773501	77300	110100000	01	411	2.49	88	110
<input type="checkbox"/>	6	FIU01	ACTUALS		672231	67220	111010000	01	334	-2.49	74	1111
<input type="checkbox"/>	7	FIU01	ACTUALS		773501	77300	310000000	01	240	17.19	11	310
<input type="checkbox"/>	8	FIU01	ACTUALS		672231	67220	111010000	01	334	-17.19	74	1111
<input type="checkbox"/>	9	FIU01	ACTUALS		773501	77300	110830000	01	210	607.18	03	118
<input type="checkbox"/>	10	FIU01	ACTUALS		672231	67220	111010000	01	334	-607.18	74	1111

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	44	6,557.73	6,557.73	V	V

Save Return to Search Notify Refresh Add Update/Display

To view all lines, enter total number of lines on the journal and click on the **double arrow down** icon

Unit FIU01 Journal ID 0000759647 Date 12/19/2014

Inter/IntraUnit *Process Submit Journal Process

Line 44

Select	Line	Unit	Ledger	Activity Nbr	Account	Alt Acct	Dept	Site	Fund	Amount	Program	Cos
<input type="checkbox"/>	1	FIU01	ACTUALS	1110130008	773501	77300	111010000	01	334	1,448.82	74	
<input type="checkbox"/>	2	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-1,448.82	74	
<input type="checkbox"/>	3	FIU01	ACTUALS	1232020001	773501	77300	123200000	01	210	19.13	51	
<input type="checkbox"/>	4	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-19.13	74	
<input type="checkbox"/>	5	FIU01	ACTUALS	1110140007	773501	77300	111010000	01	411	2.49	88	
<input type="checkbox"/>	6	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-2.49	74	
<input type="checkbox"/>	7	FIU01	ACTUALS	3100020001	773501	77300	310000000	01	240	17.19	11	
<input type="checkbox"/>	8	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-17.19	74	
<input type="checkbox"/>	9	FIU01	ACTUALS	1183020002	773501	77300	110830000	01	210	607.18	03	
<input type="checkbox"/>	10	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-607.18	74	
<input type="checkbox"/>	11	FIU01	ACTUALS	1442020001	773501	77300	144200000	01	210	37.98	61	
<input type="checkbox"/>	12	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-37.98	74	
<input type="checkbox"/>	13	FIU01	ACTUALS	1110130001	773501	77300	111010000	01	334	37.23	74	
<input type="checkbox"/>	14	FIU01	ACTUALS	1110130007	672231	67220	111010000	01	334	-37.23	74	
<input type="checkbox"/>	15	FIU01	ACTUALS	1110130004	773501	77300	111010000	01	334	8.87	74	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	44	6,557.73	6,557.73	Y	Y

JE# 759647 submitted for approval

Unit FIU01 Journal ID 0000759647 Date 12/19/2014

Approval Status: Pending Approval

Controllers Journals: Unit FIU01, ID 0000759647, Date 2014-12-19, Line Unit FIU01: Pending

Approver #	Name	Description
Approver #1	Ramirez, Eva M	
Approver #2	Triana, Leslie-Anne	
Approver #3	Juana-Falcon, Hilda	

RESULTS

As expected, journal upload completed