

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



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

Thanks

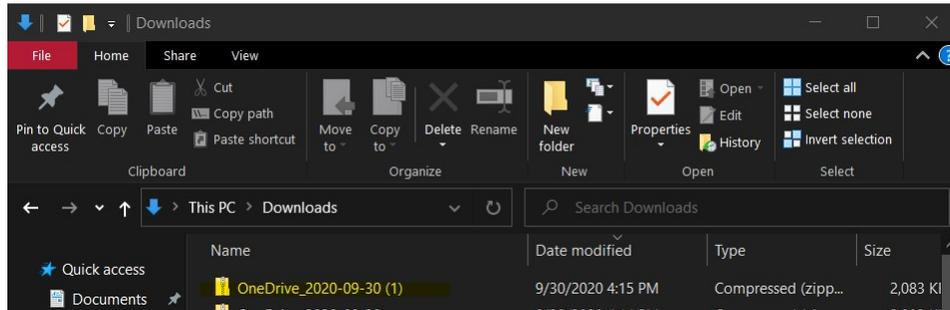
Linda Champagne, PMP
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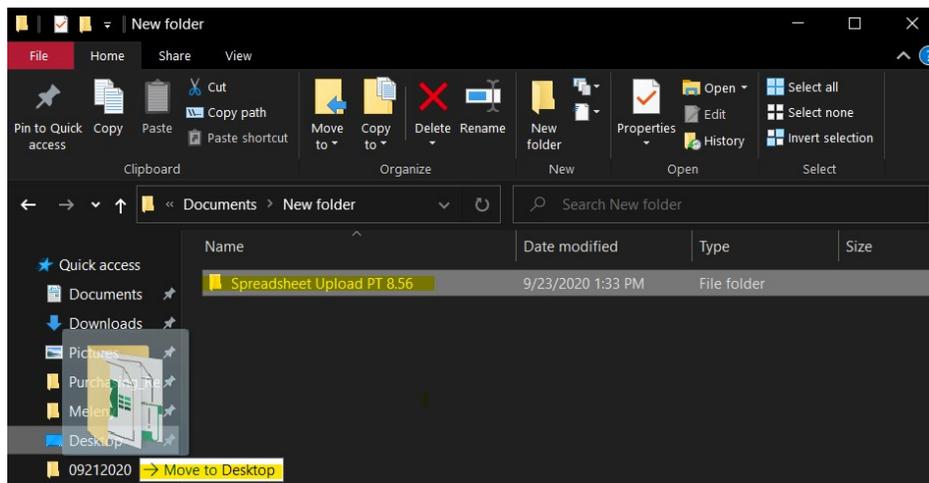
Wear a face covering and do not touch your face
Wash your hands or use hand sanitizer
Practice physical distancing and stay 6ft apart
Stay home if you feel ill
Clean surfaces

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:

- a. Right click on the zip file and select "Open With"
- b. Select "Windows Explorer"
- c. A folder will appear, copy the folder to your preferred location
- d. 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>

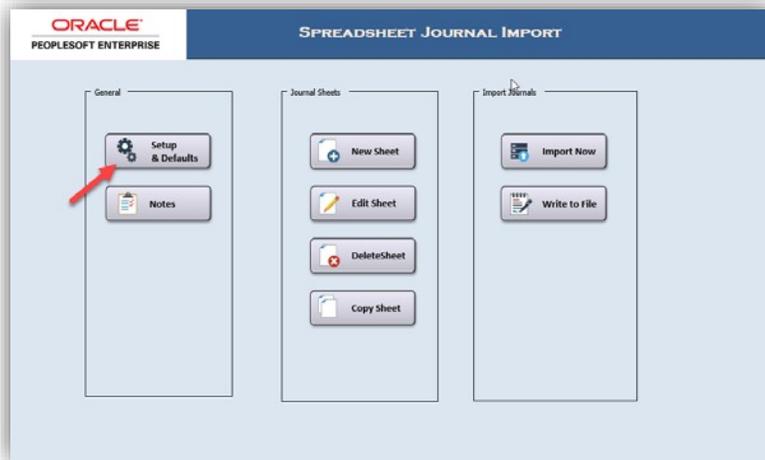
For Production: <https://myportal.fiu.edu/>

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

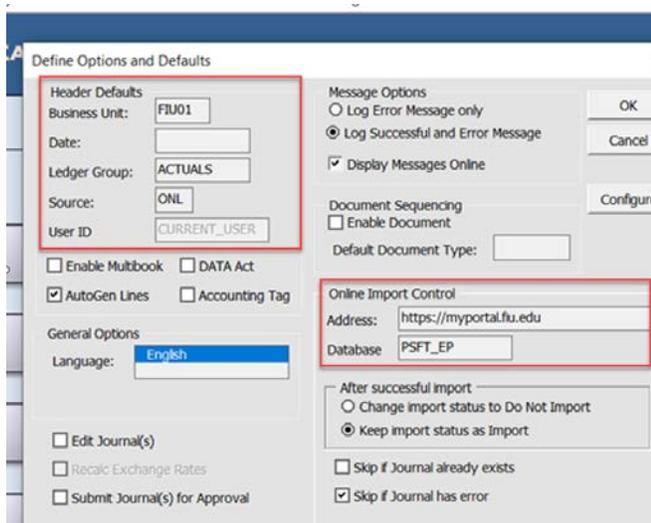
To upload to STAGE or PRODUCTION you simply change the path in the Address window.

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.

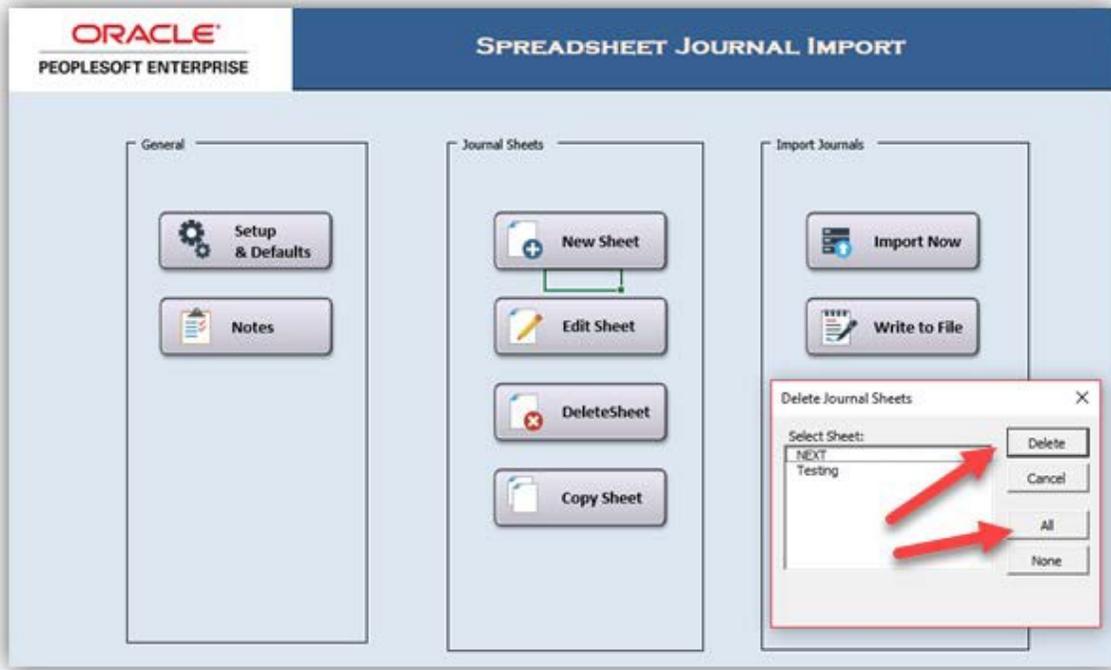
Note: After importing a journal from a spreadsheet, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals import (or for that matter, flat file journal import) must 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:

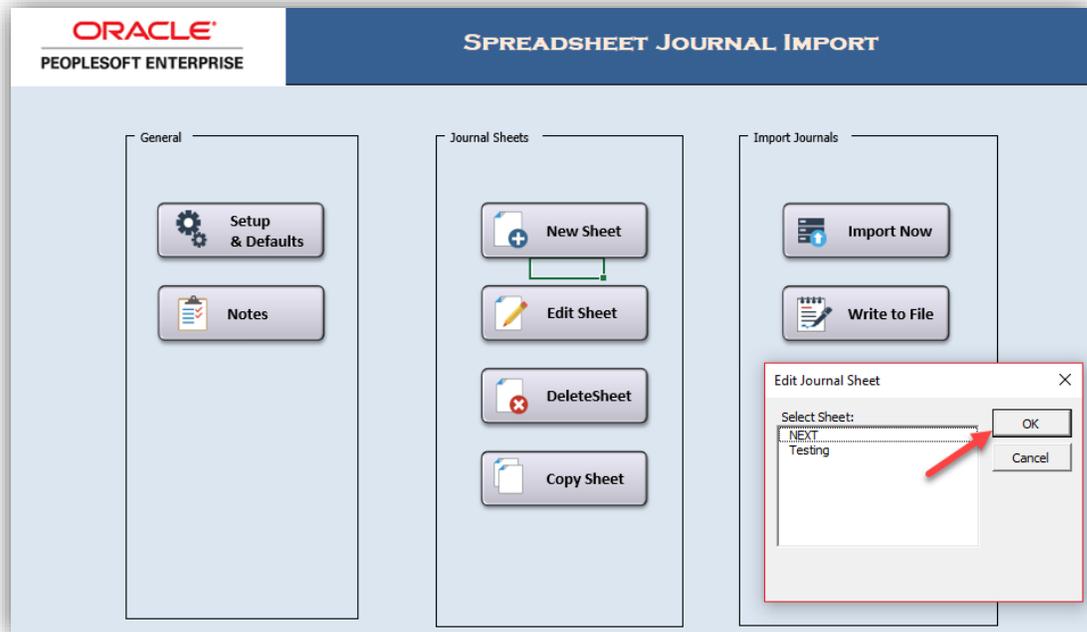
To clear the Journal sheets:

1. Click on **DeleteSheet**

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



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

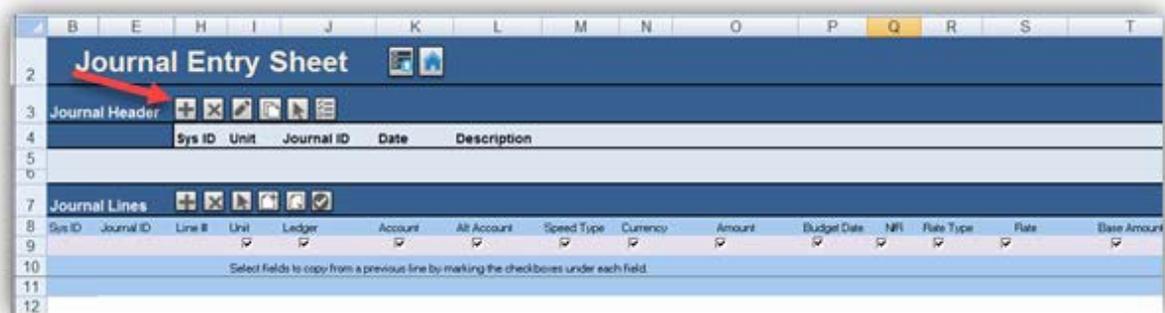


Journal Sheets> New Sheet

- 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

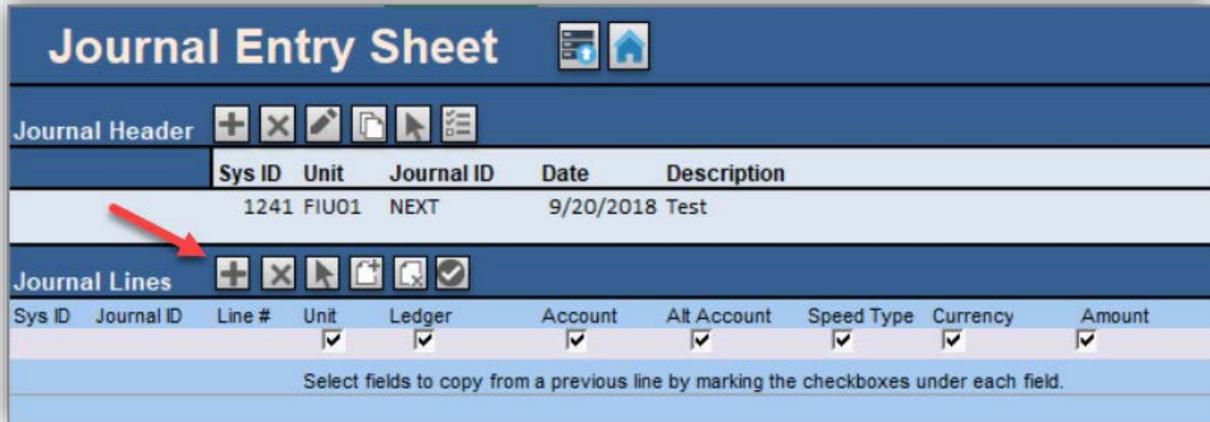
System ID: 1245
 Unit: FIU01
 Journal ID: 0001147150
 Journal Date: 7/24/2020
 Reference Number:
 Ledger Group: ACTUALS
 Ledger:
 Source: ONL
 User ID: CURRENT_USER
 Journal Class:
 Transaction Code:
 Description: test
 AutoGen Lines
 Adjusting Entry
 Document Type:
 Doc:
 Adjustment Type:
 Commitment 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:

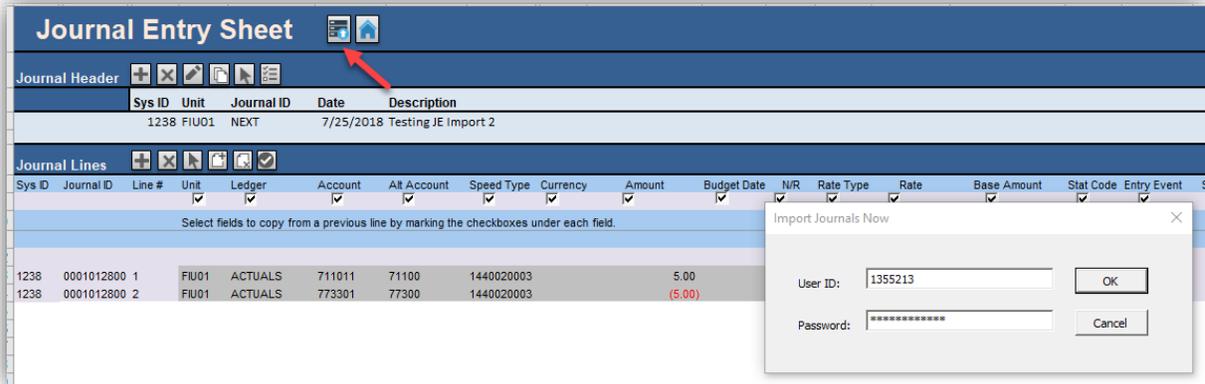
SORT	Unit	Ledger	Account	Alt Account	Speed Type	Fund	Reference	Amount	Description	Cost PID	Activity	Analysis Type
Batch 679												
1	FIU01	ACTUALS	773501		1110130008			1448.82	Fuel 10/28/14			
1	FIU01	ACTUALS	672231		1110130007			-1448.82	Fuel 10/28/14			
2	FIU01	ACTUALS	773501		1232020001			19.13	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+ sign in the Journal Lines and enterUnit, Ledger, Account and Amount

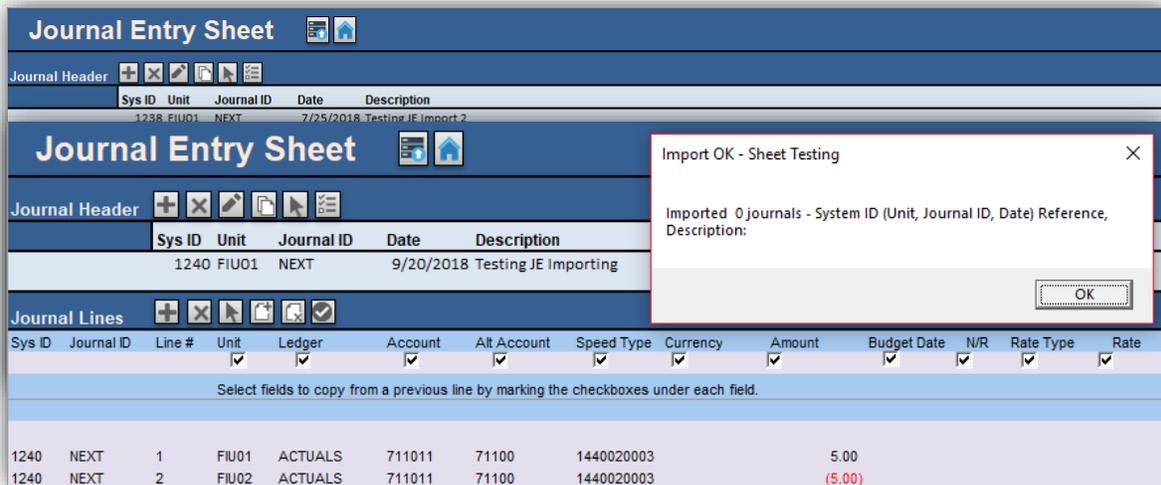


Please note: For Commitment Control KK JE's please include Budget Date. So if you are adjusting entry with today's date and the transaction is required to release Prior Budget Period, you will need to input PY Ending date. This will release pre-encumbrance and/or encumbrance balances for Prior Year.

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



- If it passes journal edit, you will get the below subpage with "Imported 1 journal"



- If it does not pass journal edit, you will get a pop-up message "Imported 0 journal" and journal edit error message
- 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	H

Save Return to Search Notify Refresh Add Update/Display

Data was uploaded to PeopleSoft and JE# 0000759647 was generated

Spreadsheet Journal Import

Journal Header		Sys ID	Unit	Journal ID	Date	Description
		1033	FIU01	NEXT	12/19/2014	

Journal Lines		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
12	1033	NEXT	1	FIU01	ACTUALS	773501								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								7.19					Fuel 10/28/14
19	1033	NEXT	8	FIU01	ACTUALS	672231								(7.19)					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			1110130008					37.23					Fuel 10/28/14
25	1033	NEXT	14	FIU01	ACTUALS	672231			1110130007					(37.23)					Fuel 10/28/14
26	1033	NEXT	15	FIU01	ACTUALS	773501			1110130004					8.87					Fuel 10/28/14
27	1033	NEXT	16	FIU01	ACTUALS	672231			1110130007					(8.87)					Fuel 10/28/14
28	1033	NEXT	17	FIU01	ACTUALS	773501			1110130009					140.40					Fuel 10/28/14
29	1033	NEXT	18	FIU01	ACTUALS	672231			1110130007					(140.40)					Fuel 10/28/14
30	1033	NEXT	19	FIU01	ACTUALS	773501			1110020001					270.28					Fuel 10/28/14
31	1033	NEXT	20	FIU01	ACTUALS	672231			1110130007					(270.28)					Fuel 10/28/14
32	1033	NEXT	21	FIU01	ACTUALS	773501			2025830005					79.28					Fuel 10/28/14
33	1033	NEXT	22	FIU01	ACTUALS	672231			1110130007					(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

Spreadsheet Journal Import

Journal Header		Sys ID	Unit	Journal ID	Date	Description
		1033	FIU01	0000759647	12/19/2014	

Journal Lines		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
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			1232020001					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

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

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

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

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: Fiscal Year: 2015

*Source: CON Period: 0

Reference Number: ADB Date: 12/19/2014

Journal Class: IDTFR

Transaction Code: GENERAL

SJE Type: Auto Generate Lines

Currency Defaults: USD / CRRNT / 1 Save Journal Incomplete Status

Attachments (0) Autobalance on 0 Amount Line

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

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

4. Click on the **lines** tab to check journal lines

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

Inter-Intra Unit *Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	Speed Type	Account	Alt Acct	Dept	Site	Fund	Amount	Program	Actr
<input type="checkbox"/>	1	FIU01	ACTUALS		773501		111010000	01	334	1,448.82	74	1115
<input type="checkbox"/>	2	FIU01	ACTUALS		672231		111010000	01	334	-1,448.82	74	1115
<input type="checkbox"/>	3	FIU01	ACTUALS		773501		123200000	01	210	19.13	51	1232
<input type="checkbox"/>	4	FIU01	ACTUALS		672231		111010000	01	334	-19.13	74	1115
<input type="checkbox"/>	5	FIU01	ACTUALS		773501		110100000	01	411	2.49	88	1101
<input type="checkbox"/>	6	FIU01	ACTUALS		672231		111010000	01	334	-2.49	74	1115
<input type="checkbox"/>	7	FIU01	ACTUALS		773501		310000000	01	240	17.19	11	3100
<input type="checkbox"/>	8	FIU01	ACTUALS		672231		111010000	01	334	-17.19	74	1115
<input type="checkbox"/>	9	FIU01	ACTUALS		773501		110830000	01	210	607.18	03	1108
<input type="checkbox"/>	10	FIU01	ACTUALS		672231		111010000	01	334	-607.18	74	1115

Lines to add: 1

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

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

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

The screenshot shows the 'Create/Update Journal Entries' window. At the top, the breadcrumb trail is 'Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The window has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing 'Unit FIU01', 'Journal ID 0000759647', and 'Date 12/19/2014'. Below this, there are buttons for 'Inter/IntraUnit', 'Process', and 'Change Values'. A dropdown menu is set to '*Process Edit Journal'. The 'Lines' table below has 15 rows, each with columns for 'Line', 'Unit', 'Ledger', 'Activity Nbr', 'Account', 'Alt Acct', 'Dept', 'Site', 'Fund', 'Amount', and 'Program'. The 'Totals' table at the bottom shows 'Unit FIU01', 'Total Lines 44', 'Total Debits 6,557.73', 'Total Credits 6,557.73', 'Journal Status V', and 'Budget Status V'. A blue arrow points to the 'Journal Status' field in the Totals table.

Change order of columns to see the ones needed for review

The screenshot shows the same 'Create/Update Journal Entries' window, but the column order in the 'Lines' table has been changed. The columns are now: 'Select', 'Line', 'Unit', 'Ledger', 'SpeedType', 'Account', 'Alt Acct', 'Dept', 'Site', 'Fund', 'Amount', 'Program', and 'Acti'. The 'SpeedType' column is currently empty for all rows. The 'Acti' column contains values like '1111', '1111', '1233', '1111', '110', '1111', '310', '1111', '118', and '1111'. The 'Totals' table at the bottom remains the same as in the previous screenshot, showing 'Journal Status V' and 'Budget Status V'. The 'Line' number in the header is now '10'.

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

The screenshot shows the 'Create/Update Journal Entries' window for Unit FIU01, Journal ID 0000759647, dated 12/19/2014. The 'Lines' tab is active, displaying a table with 15 rows. The 'Line' field at the bottom is set to 44, and a blue arrow points to the double arrow down icon next to it.

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	

JE# 759647 submitted for approval

The screenshot shows the 'Approval Status' window for Unit FIU01, Journal ID 0000759647, dated 12/19/2014. The 'Approval Status' is 'Pending Approval'. The 'Controllers Journals' section shows 'Unit FIU01, ID 0000759647, Date 2014-12-19, Line Unit FIU01: Pending'. A pop-up window displays the list of approvers:

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

RESULTS

As expected, journal upload completed