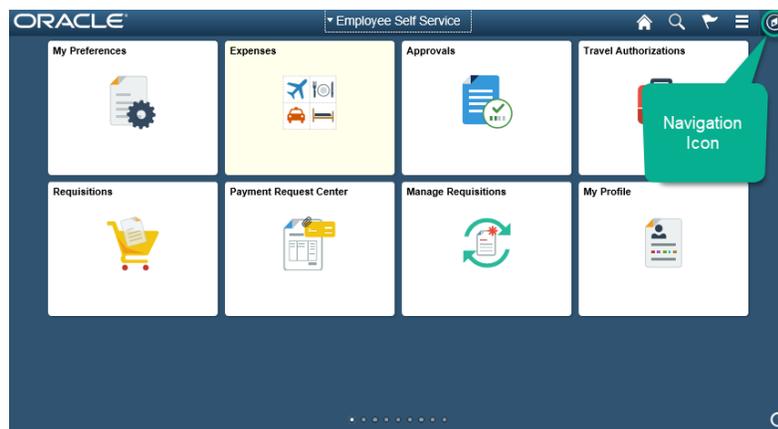


Create Online Journal Entry

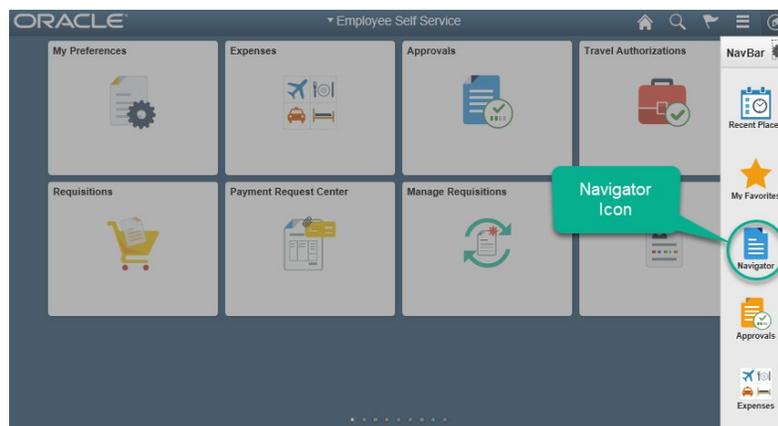
Actions

- ◆ Step 1-4: Navigate to Create/Update Journal Entries
- ◆ Step 5: Create a Journal
- ◆ Step 6-12: Upload attachments
- ◆ Step 13-14: Fill-in Chartfield lines
- ◆ Step 15-16: Submit Journal
- ◆ Step 17: Review Approval History
- ◆ Reference: Journal Sources and Approval Routing Path

1. After logging into PeopleSoft, Click the **Classic View** icon.



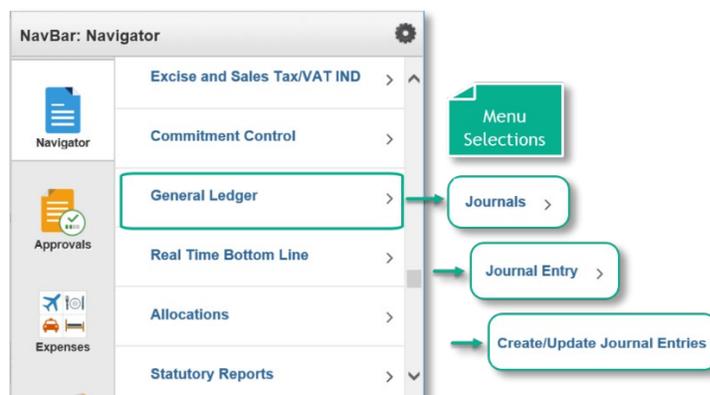
2. Select the **Navigator Icon**



3. Scroll down to the *General Ledger* menu item.

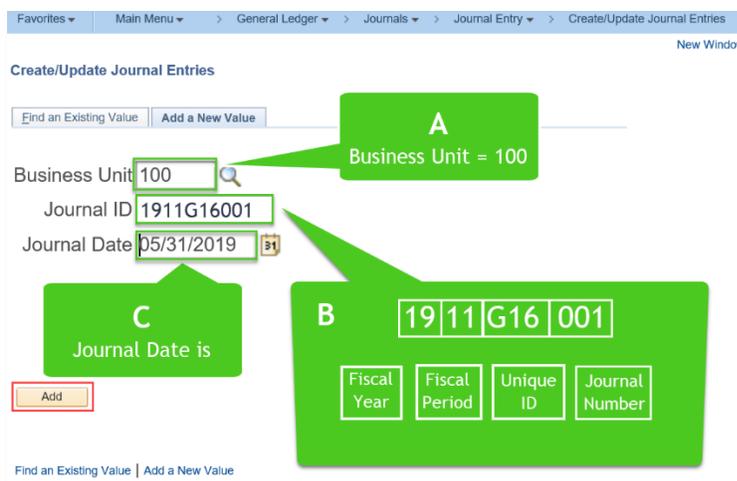


4. Select **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**



5. Create Journal Entries:
 - A. Enter the Business Unit (100 is used for this example).
 - B. Journal ID will not be next number - continue to use CHLA convention.
 - C. The Journal Date should be the last day of the current closing period.

When finished entering the data, select the **Add** button.



6. Enter the data into the required fields. Add an Attachment: Select the Attachments link. Notice that the field has zero Attachments.

Unit 100 Journal ID 1911G01001 Date 05/31/2019

Long Description To transfer between two accounts. - TRAIN01

*Ledger Group ACTUAL Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source PCO Period 11

Reference Number ADB Date 05/31/2019

Journal Class Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By GLTRAIN01 GL Train 01

Entered On Last Updated On

Save Notify Refresh Add Update/Display

7. Select the Add Attachment button.

Journal Entry Attachments

Unit 100 Journal ID 1911G16507 Date 05/31/2019

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Add Attachment OK

8. Select the **Browse** button to find an attachment.

Journal Entry Attachments

Unit 100 Journal ID 1911G16507 Date 05/31/2019

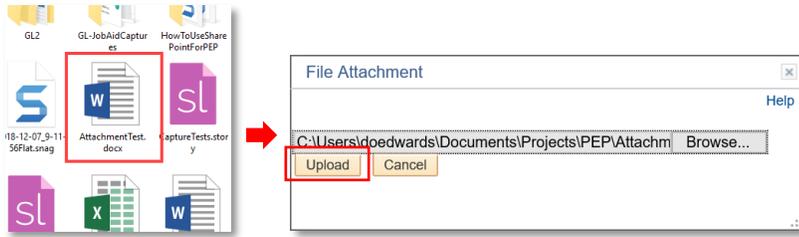
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Add Attachment OK

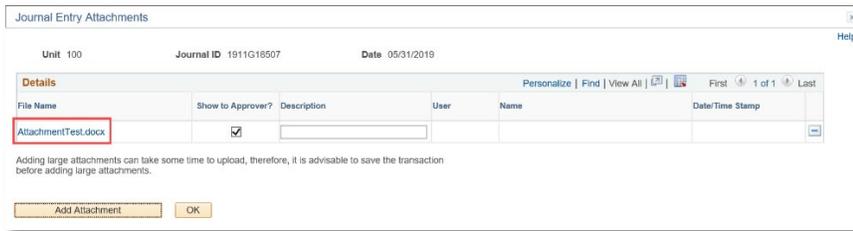
File Attachment

Upload Cancel Browse...

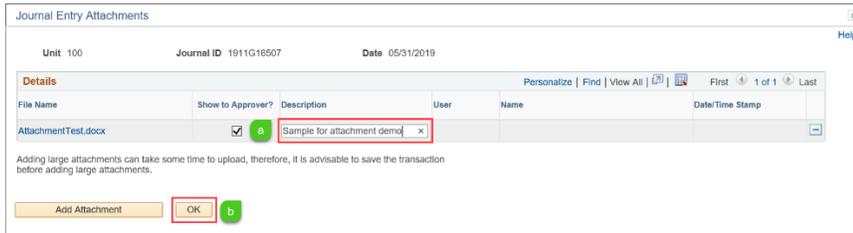
9. Select a file to attach, then click the **Upload** button from the *File Attachment* window.



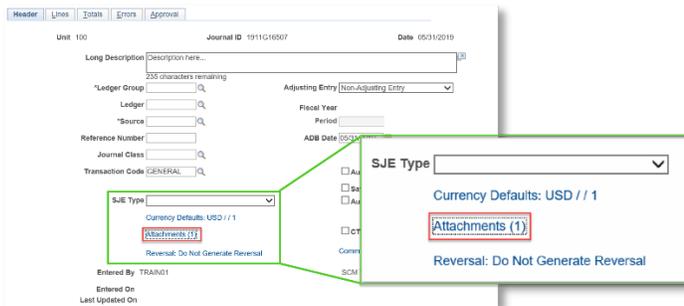
10. Notice the attachment is now listed under filename.



11. (a) Type in a description, then (b) click the **OK** button



12. Now you see the Attachments field indicating that there is one attachment.



13. Lines tab:

- (1) Select the **Lines** tab
- (2) Enter in Chartfields information. Add new lines as needed using the "+" button.
- (3) Save if you have the correct data,
- (4) Select **Edit Journal** from the *Process drop-down menu*, then click the **Process** button.

Select	Line	Unit	Ledger	Account	Fund	Dept	PC Bus Unit	Project	Activity	An Type	Source Type
<input type="checkbox"/>	1	100	ACTUAL	695900	1020	8227000	GM100	TGF011813	TGF		
<input type="checkbox"/>	2	105	ACTUAL	695900	1000	7187000					

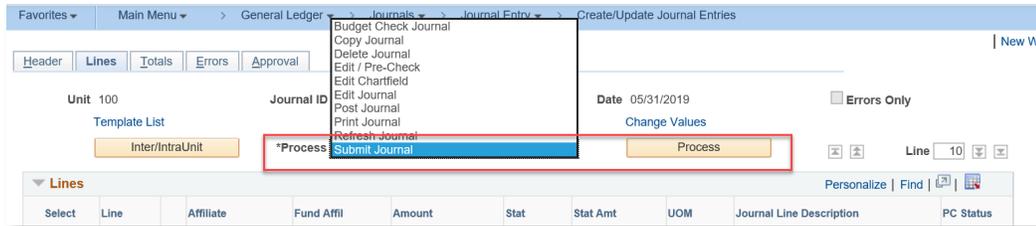
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
100	1	0.00	0.00	N	N
105	1	0.00	0.00	N	N

14. Noted that transferring between two different Business Units and/or Fund Codes will automatically generate a fund balance section below the entry lines:

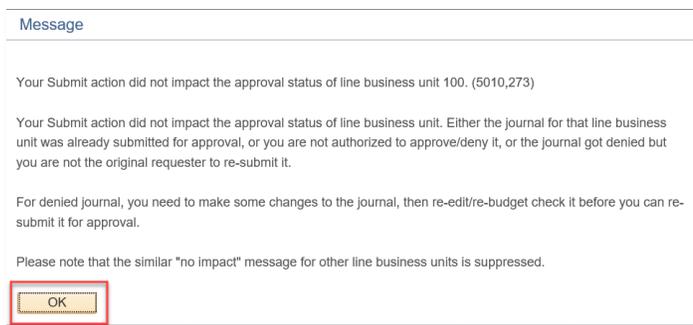
Select	Line	Unit	Ledger	Account	Fund	Dept	PC Bus Unit	Project	Activity	An Type	Source Type
<input type="checkbox"/>	1	100	ACTUAL	695900	1020	8227000	GM100	TGF011813	TGF	GLE	
<input type="checkbox"/>	2	105	ACTUAL	695900	1000	7187000					
<input type="checkbox"/>	3	100	ACTUAL	107000	1020		GM100				
<input type="checkbox"/>	4	105	ACTUAL	107000	1000						

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
100	2	100.00	100.00	V	V
105	2	100.00	100.00	V	V

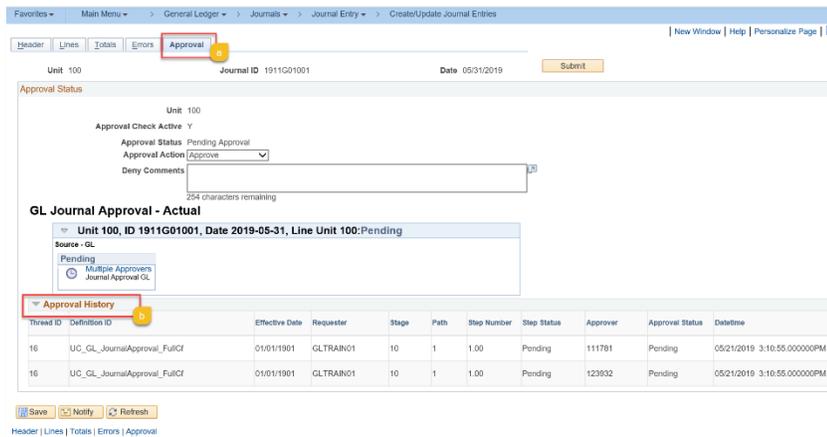
15. Ensure that both the journal status and budget status are valid. Select **Submit Journal** from the process option, then click the **Process** button for journal approval.



16. In case the journal is submitted twice, the following message will pop-up. Select the **OK** button from the Message window to close.



17. Review approval history: (a) Click on Approval tab, then (b) click on approval history drop down to review approval status.



REFERENCE: Journal Sources and Approval Routing Path

SetID	Source	Descr	Status	Jrnl Approval Path
MDATA	CRM	CRM Integration	A	Foundation routing
MDATA	F00	CHLA Employees Donations	A	Foundation routing
MDATA	F01	CGAs to Nothern Trust	A	Foundation routing
MDATA	F09	New Pledges	A	Foundation routing
MDATA	F10	Pledge Payments	A	Foundation routing
MDATA	F11	Pledge Discounts	A	Foundation routing
MDATA	F12	Pledge Write-Off	A	Foundation routing
MDATA	F00	Donations	A	Foundation routing
MDATA	FD1	Foundation Cash	A	Foundation routing
MDATA	FRP	Fundraising Rev Prod	A	Foundation routing
MDATA	340	340b Hemophillia Program	A	GL routing
MDATA	AC1	Miscellaneous Accruals	A	GL routing
MDATA	AC4	Property Tax Accrual	A	GL routing
MDATA	ADM	Admissions Statistic	A	GL routing
MDATA	BB1	Blackbaud Interface Journals	A	GL routing
MDATA	CNT	Contractual Allowance	A	GL routing
MDATA	DR1	Draw for Budgeted Income	A	GL routing
MDATA	DSC	Discharges Statistic	A	GL routing
MDATA	DUE	Medical Staff Dues	A	GL routing
MDATA	EFO	Unrealized Gains-Loss Invest	A	GL routing
MDATA	EF1	Investment Income_Expenses	A	GL routing
MDATA	EF2	Realized Gains-Loss on Invest	A	GL routing
MDATA	EF3	Other Income_Expenses	A	GL routing
MDATA	EQT	Equipment Funding	A	GL routing
MDATA	F07	AP Expenses Accrual	A	GL routing
MDATA	G10	Payroll Taxes	A	GL routing
MDATA	G12	401K	A	GL routing
MDATA	G31	Salaries Accrual	A	GL routing

MDATA	G35	Misc Income	A	GL routing
MDATA	G49	Miscellaneous Corrections	A	GL routing
MDATA	G79	2017 Bonds	A	GL routing
MDATA	G80	2012 Bonds	A	GL routing
MDATA	G88	SWAP Payable-Receivable	A	GL routing
MDATA	MIS	Miscellaneous Exp Transfers	A	GL routing
MDATA	OH	MGP Overhead	A	GL routing
MDATA	OH1	Overhead Draw	A	GL routing
MDATA	PDY	Patient Days Statistic	A	GL routing
MDATA	PHA	Pharmacy Transfers	A	GL routing
MDATA	PLV	Payroll Leave Accruals	A	GL routing
MDATA	PLY	Payroll Leave Accruals	A	GL routing
MDATA	PO1	Prepaid Amortization	A	GL routing
MDATA	RT	Revenue Transfer	A	GL routing
MDATA	SPF	Research and Education Adm	A	GL routing
MDATA	XTF	Expense Transfers	A	GL routing
MDATA	CRE	Cash Deposit - Research & Educ	A	Grants routing
MDATA	PCO	Project Close Out	A	Grants routing
MDATA	PTC	Patient Care Charges	A	Grants routing
MDATA	RCH	Core/Recharges	A	Grants routing
MDATA	RGR	Grant/Contract Receivable Adj	A	Grants routing
MDATA	F08	Bank Charges	A	Treasury route
MDATA	FEL	Group Health Insurance	A	Treasury route
MDATA	G47	Grp Hlth Insur-Dep Care Reimb	A	Treasury route
MDATA	MCP	Miscellaneous Cash	A	Treasury route
MDATA	PRK	Parking Validation Stickers	A	Treasury route
MDATA	TRY	Cash Entries	A	Treasury route