# 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.
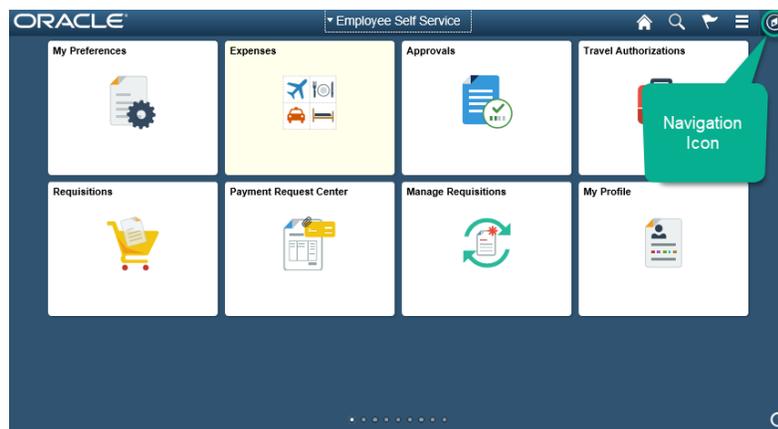

2. Select the **Navigator Icon**
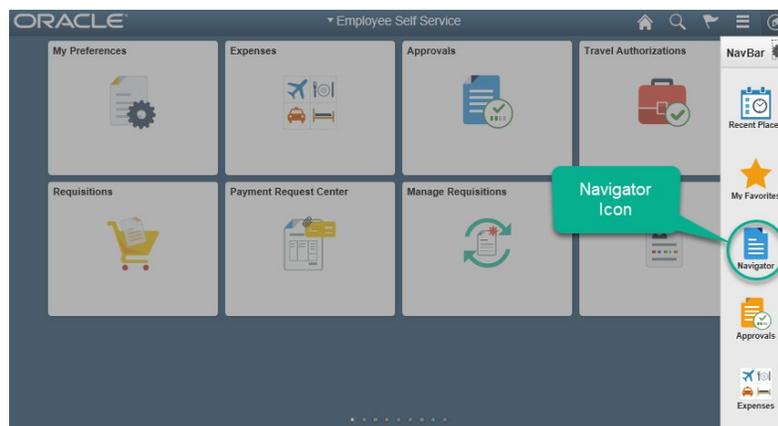
3. Scroll down to the *General Ledger* menu item.

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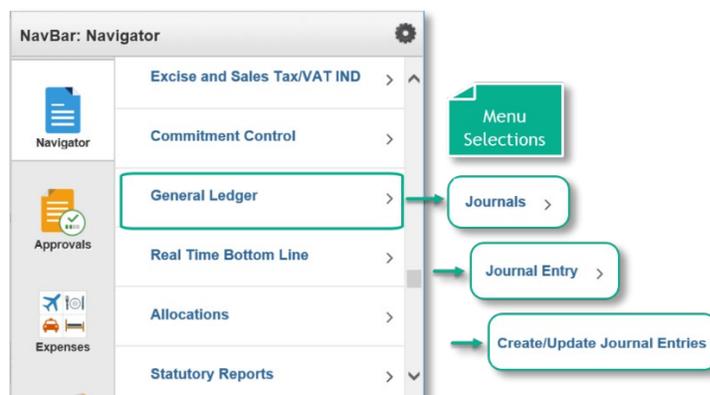
5. Create Journal Entries:

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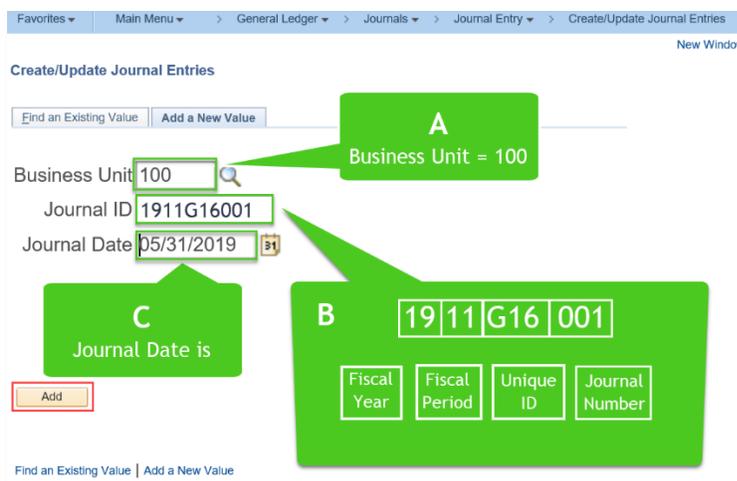
6. Enter the data into the required fields. Add an Attachment: Select the Attachments link. Notice that the field has zero Attachments.

7. Select the Add Attachment button.

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

9. Select a file to attach, then click the **Upload** button from the *File Attachment* window.
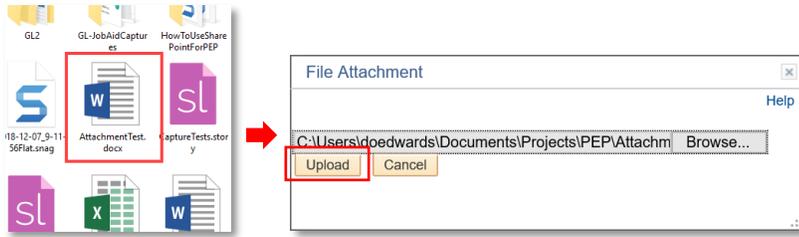
10. Notice the attachment is now listed under filename.
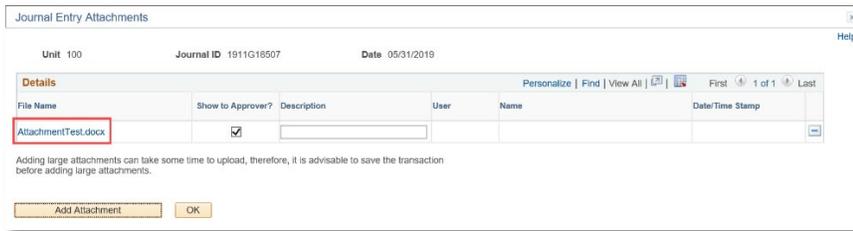
11. (a) Type in a description, then (b) click the **OK** button
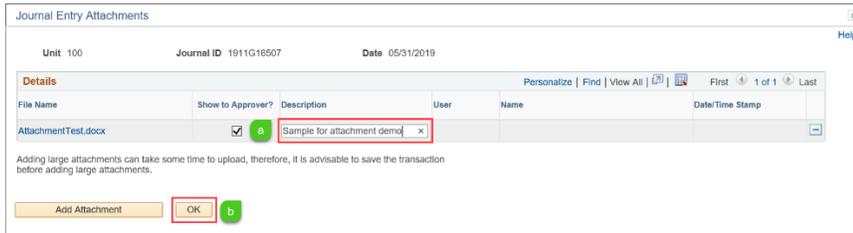
12. Now you see the Attachments field indicating that there is one attachment.
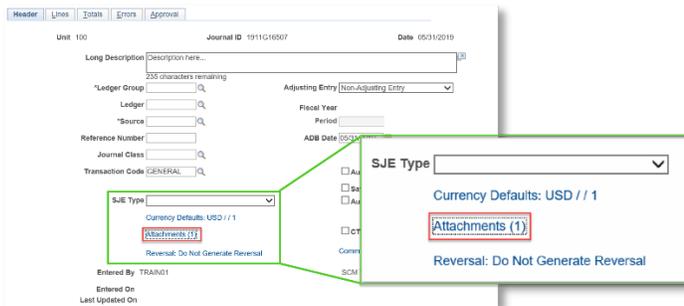
13. Lines tab:

(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.

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

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.
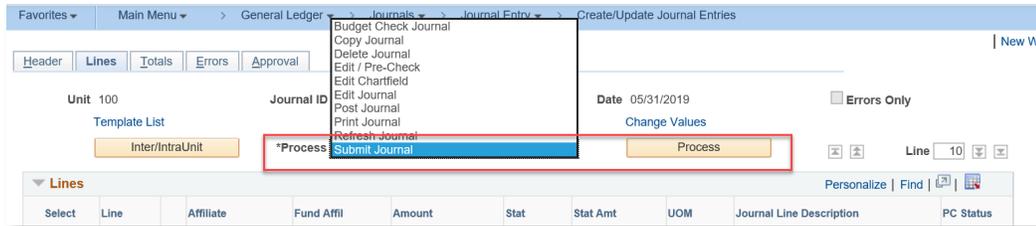
16. In case the journal is submitted twice, the following message will pop-up. Select the **OK** button from the Message window to close.
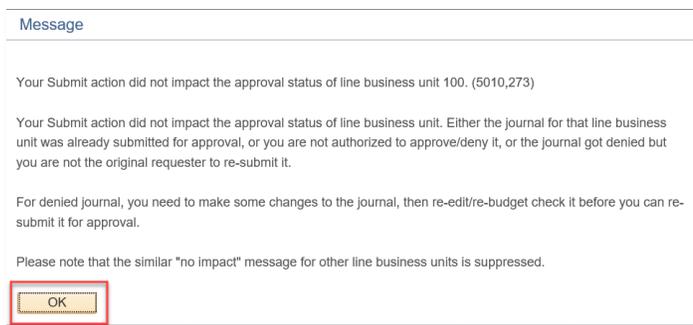
17. Review approval history: (a) Click on Approval tab, then (b) click on approval history drop down to review approval status.
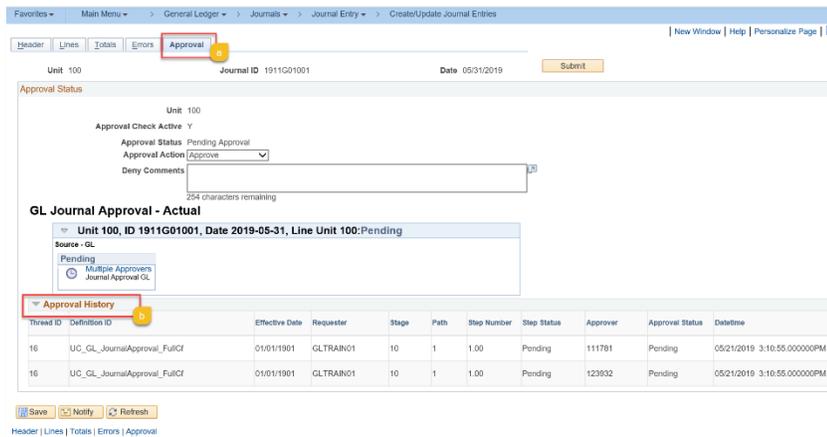
REFERENCE: Journal Sources and Approval Routing Path

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	FD0	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	BBI	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	EF0	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