General Ledger CREATE ONLINE JOURNAL ENTRY



Create Online Journal Entry

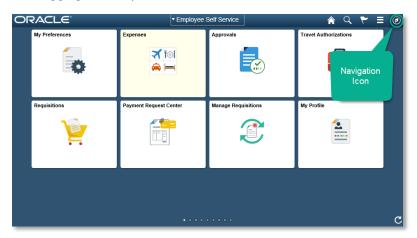
Actions

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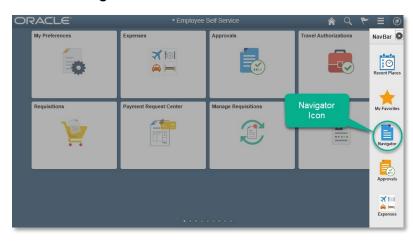
'ANGELES

OS

- 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







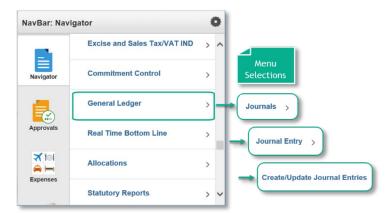
3. Scroll down to the General Ledger menu item.

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ANGELES

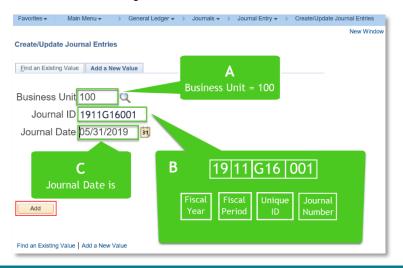


4. Select General Ledger > Journals > Journal Entry > Create/Update Journal Entries



- 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.

Favorites - Main Menu - >	General Ledger + > Journals + >	Journal Entry ->	Create/Update Journ	nal Entries
Header Lines Totals Errors	Approval			
Unit 100	Journal ID 1911G01	001	Date	05/31/2019
Long Description	To transfer between two accounts TRA	UN01		<u>[</u>]
*Ledger Group	210 characters remaining ACTUAL	Adjusting Entry	Non-Adjusting Entry	~
Ledger	٩	Fiscal Year	2019	
*Source	PCO	Period	11	
Reference Number		ADB Date	05/31/2019	
Journal Class	٩			
Transaction Code	GENERAL		Auto Generate Lin	les
			Save Journal Inco	
SJE Type			Autobalance on 0	Amount Line
	Currency Defaults: USD / CRRNT / 1 Attachments (0)		□ста	
	Reversal: Do Not Generate Reversal		Commitment Control	
Entered By G	LTRAIN01		GL Train 01	
Entered On Last Updated On				
Save Notify Refresh			Ac	dd 🕖 Update/Display
Header Lines Totals Errors Approval				
Header Lines Totals Errors Approval				

7. Select the Add Attachment button.

Last
-

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

Unit	100	Journal ID 1911	G18507 Date 05/31/2019			
Details				Personalize Find View Al	I 🕼 🔜 🛛 First 🛞 1 of 1 🛞 Last	
File Name	Show to Approver?	Description	File Attachment	×	Date/Time Stamp	
/lew				Help	E	
		ome time to upload,	Upload Cancel	Browse		





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

GL2	GL-JobAidCaptur es	HowToUseShare PointForPEP	1		
5	w	S		File Attachment	× Help
18-12-07_9-11- 56Flat.snag	AttachmentTest. docx	CaptureTests.stor y	,	C:\Users\doedwards\Documents\Projects\PEP\Attachm Browse	
sl	x	w			.::

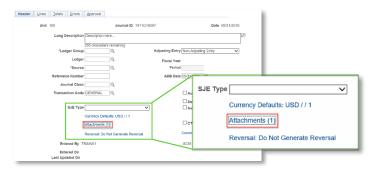
10. Notice the attachment is now listed under filename.

Unit 100	Journal ID 1911G1650	Dati	e 05/31/2019			
Details				Personalize Find	View All 🖾 🔣 🛛 First 🚯 1 of 1 🛞	Last
ile Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
AttachmentTest.docx						-

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

Unit 100	Journ	al ID 1911G1650	7 Date 05/31/201	9			
Details					Personalize Find View All 🖾 🌆	First 🕘 1 of 1 🕭 Las	st
ile Name	5	show to Approver?	Description	User	Name	Date/Time Stamp	
ttachmentTest.docx		🗹 🔒	Sample for attachment demo ×]		(-

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





13. Lines tab:

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- (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.

	geader Lines Journal ID 1911001001 Date 05312019 Template List Change Values Netrituation Process Edit Journal Dept PCB us Unit Activity An Type Source Type Select Lines Ledger Account Fund Dept PCB us Unit Project Activity An Type Source Type 1 100 ACTUAL 666600 1000 T67011613 TGF Image <	avorites -	Main	Menu 👻 🔷 🔿	Ge	neral Ledger -	 Journal 	S -	> Journa	Entry 🗸 >	Create/Upda	ie Jo	urnal Entries				N	ew Window Help Personalize
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	05 1 0.00 N N Save 3 voty (2) Refresh Image: Add (2) Update/Osplay	Jnit	Total Lin	nes				Tota	I Debits			1	Total Credits	Journal Statu	is Budg	et Status		
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		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:

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Unit T	Template I	List er/IntraUnit	Journal ID 1 Se *Process E	earch Criteria		~			019 Values Process			rrors Only	e 10 🐺 🗵	
Lines											Perso	nalize Find	121	
Select	Line	*Unit	*Ledger	Account	Fund	Dept	PC Bus Unit		Project	Activity		An Type	Source Type	
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	2	105	ACTUAL	695900	1000	Q 7187000 Q		٩	Q		٩		Q	
	3	100	ACTUAL	107000	1020		GM100							
	4	105	ACTUAL	107000	1000									
		<							1				>	a
Lines to ad	id 1	+ = 1												
Totals							Perso	nalia	te Find View	All 🖓 🛄		First 🕚 1-	2 of 2 🕑 Last	
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05	2				100.00				100.00	v		1	/	





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.

Favorites Main Menu		rnals - Journa	l Entry 🗸 🚿	Create/Update J	ournal Entrie	S		
Header Lines Totals Errors	Approval Edit / Pre-	nal Irnal						New W
Unit 100 Template List	Journal ID Post Journ Print Journ	al nal		Date 05/31/ Change	2019 • Values		Errors Only	
Inter/IntraUnit	*Process Submit Jo				Process		⊥ ± Line	10 🐺 🗵
▼ Lines							Personalize Find	2 🔜
Select Line Affiliate	Fund Affil	Amount	Stat	Stat Amt	UOM	Journal Line Des	cription	PC Status

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

Message
Your Submit action did not impact the approval status of line business unit 100. (5010,273)
Your Submit action did not impact the approval status of line business unit. Either the journal for that line business unit was already submitted for approval, or you are not authorized to approve/deny it, or the journal got denied but you are not the original requester to re-submit it.
For denied journal, you need to make some changes to the journal, then re-edit/re-budget check it before you can re- submit it for approval.
Please note that the similar "no impact" message for other line business units is suppressed.
ОК

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

	<u>8</u>						Sub	tion		
		urnal ID 1911G0100			Date	05/31/2019	500	in the		
proval \$	Status									
	Unit 100									
	Approval Check Active Y									
	Approval Status Pending Ap									
	Approval Action Approve	~								
	Deny Comments						2			
		iers remaining								
	ournal Approval - Actual	ers remaining								
31. 31										
	 Unit 100, ID 1911G01001, Date 	2019-05-31, Lin	e Unit 100:Per	nding						
	Source - GL									
	Pending Multiple Approvers									
	Muttiple Approvers Journal Approval GL									
- App	proval History									
	D Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
	h h	Effective Date 01/01/1901	Requester GLTRAIN01	Stage 10	Path 1	Step Number	Step Status Pending	Approver 111781	Approval Status Pending	
'hread IC	D Definition ID				Path 1 1					Datetime 05/21/2019 3:10:55.000000F 05/21/2019 3:10:55.000000F





REFERENCE: Journal Sources and Approval Routing Path

Children's Hospital Los Angeles

			ooning i	am
SetID	Source	Descr	Status	Jrnl Approval Path
MDATA	CRM	CRM Integration	A	Foundation routing
MDATA	FOO	CHLA Employees Donations	А	Foundation routing
MDATA	FO1	CGAs to Nothern Trust	А	Foundation routing
MDATA	F09	New Pledges	А	Foundation routing
MDATA	F10	Pledge Payments	А	Foundation routing
MDATA	F11	Pledge Discounts	А	Foundation routing
MDATA	F12	Pledge Write-Off	А	Foundation routing
MDATA	FD0	Donations	А	Foundation routing
MDATA	FD1	Foundation Cash	А	Foundation routing
MDATA	FRP	Fundraising Rev Prod	А	Foundation routing
MDATA	340	340b Hemophillia Program	А	GL routing
MDATA	AC1	Miscellaneous Accruals	А	GL routing
MDATA	AC4	Property Tax Accrual	А	GL routing
MDATA	ADM	Admissions Statistic	А	GL routing
MDATA	BBI	Blackbaud Interface Journals	А	GL routing
MDATA	CNT	Contractual Allowance	А	GL routing
MDATA	DR1	Draw for Budgeted Income	А	GL routing
MDATA	DSC	Discharges Statistic	А	GL routing
MDATA	DUE	Medical Staff Dues	А	GL routing
MDATA	EFO	Unrealized Gains-Loss Invest	А	GL routing
MDATA	EF1	Investment Income_Expenses	А	GL routing
MDATA	EF2	Realized Gains-Loss on Invest	А	GL routing
MDATA	EF3	Other Income_Expenses	A	GL routing
MDATA	EQT	Equipment Funding	А	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



General Ledger CREATE ONLINE JOURNAL ENTRY



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