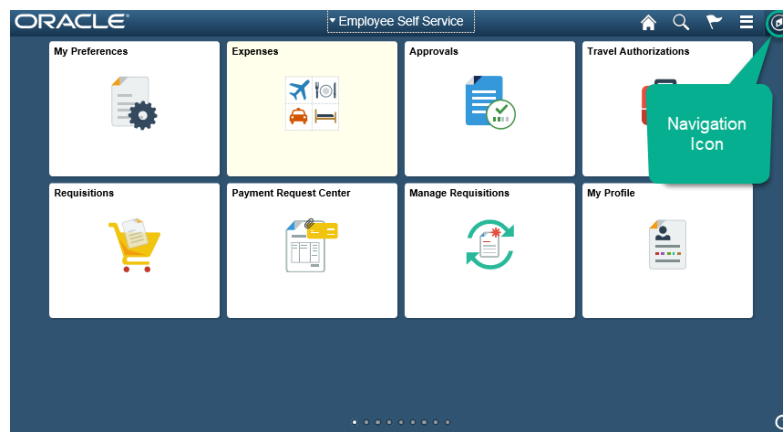


## Create Online Journal Entry

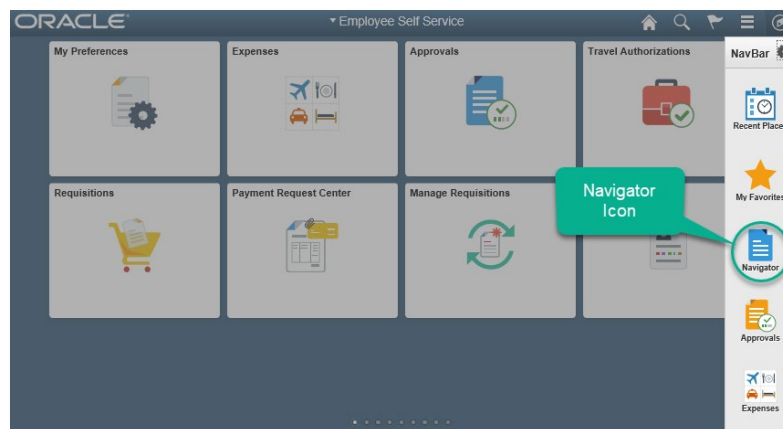
### Actions

- ◆ 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

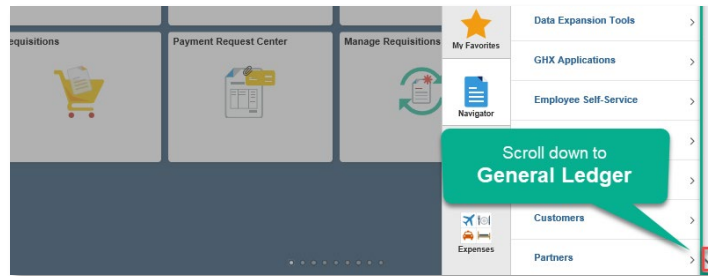
1. After logging into PeopleSoft, Click the **Classic View** icon.



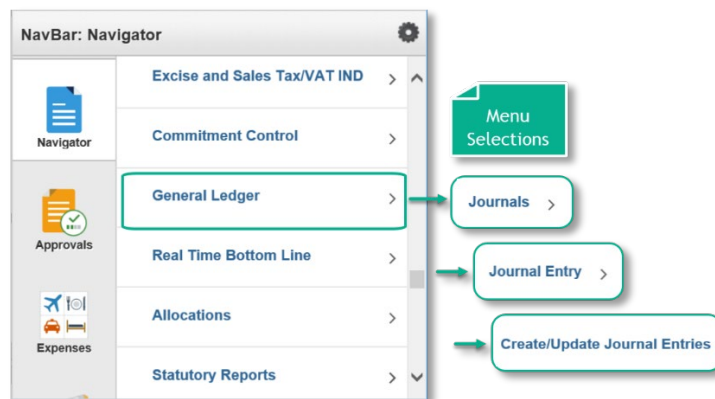
2. Select the **Navigator Icon**



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



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



5. Create Journal Entries:

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

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

A screenshot of the 'Create/Update Journal Entries' form. The form has fields for Business Unit, Journal ID, and Journal Date. Annotations are provided for each field:
 

- A** points to the Business Unit field, which contains '100'. A callout box says 'Business Unit = 100'.
- B** points to the Journal ID field, which contains '1911G16001'. A callout box breaks down the ID: '19' is Fiscal Year, '11' is Fiscal Period, 'G16' is Unique ID, and '001' is Journal Number.
- C** points to the Journal Date field, which contains '05/31/2019'. A callout box says 'Journal Date is'.

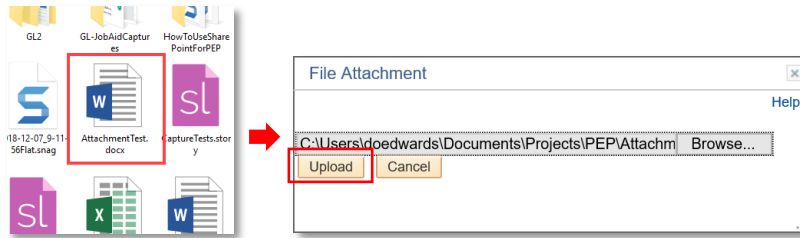
 The 'Add' button is highlighted at the bottom left of the form.

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

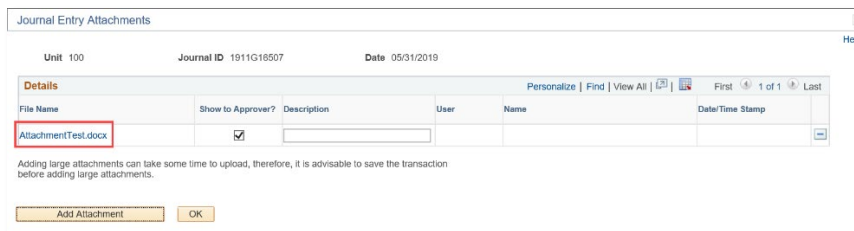
- Select the Add Attachment button.

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

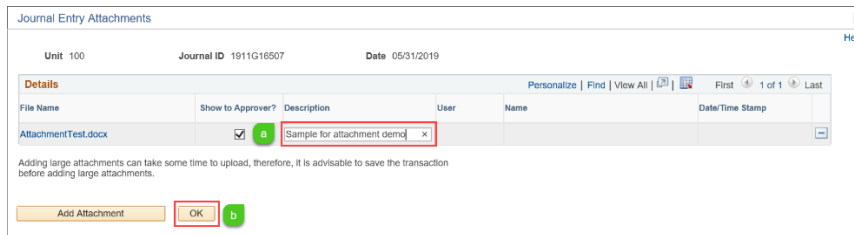
9. Select a file to attach, then click the **Upload** button from the *File Attachment* window.



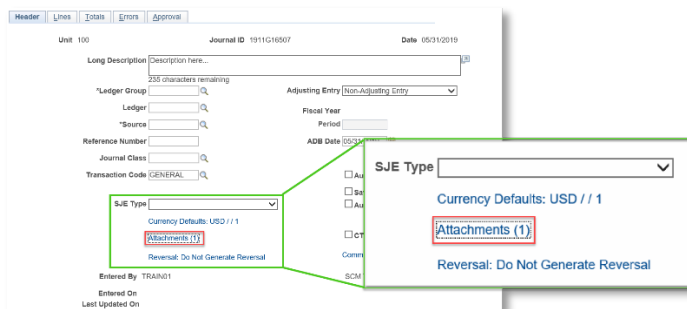
10. Notice the attachment is now listed under filename.



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.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Process' dropdown menu is open, and 'Submit Journal' is selected. The 'Process' button is also highlighted.

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

The message dialog box contains the following text:

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.

The 'OK' button is highlighted.

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

The screenshot shows the 'Approval' tab with the 'Approval History' dropdown open. The dropdown shows a list of approval history entries.

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
16	UC_GL_JournalApproval_FullCI	01/01/1901	GLTRAIN01	10	1	1.00	Pending	111781	Pending	05/21/2019 3:10:55.000000PM
16	UC_GL_JournalApproval_FullCI	01/01/1901	GLTRAIN01	10	1	1.00	Pending	123932	Pending	05/21/2019 3:10:55.000000PM

### 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	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	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