

State of North Dakota



Module 8 – General Ledger PeopleSoft Financials 9.0

Office of Management & Budget - Fiscal Management
01/01/2011

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 8 - General Ledger

General Ledger Module

General Ledger serves as the core of the PeopleSoft Financial Management System. Journals encompass correcting journal entries, InterDepartmental Billings (IDB's) and online deposits; they also represent transactions that are processed through the General Ledger and Posted to the "Actuals" ledger.

To view or print the General Ledger Training Guide, click on OMB's training webpage:
(<http://www.nd.gov/fiscal/accounting/manuals/>)

ST Lesson 8.1 - Journal Entry

Journal Entry

Journal Entries in General Ledger consist of Header and Line totals which uniquely identifies the journal entry and records the monetary amount to the affected Chartfields.

The journal Header contains three attributes that uniquely identify the journal: Journal ID, Journal Date, and Business Unit.

The journal Lines record the monetary and statistical amounts and ChartField values associated with each line of the transaction.

A single journal entry can have many detail lines, but *must have at least two*, because the total debits must equal the total credits.

ST 8.1.1 - Creating a Journal Entry - Revenue

Creating a Journal Entry - Revenue

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

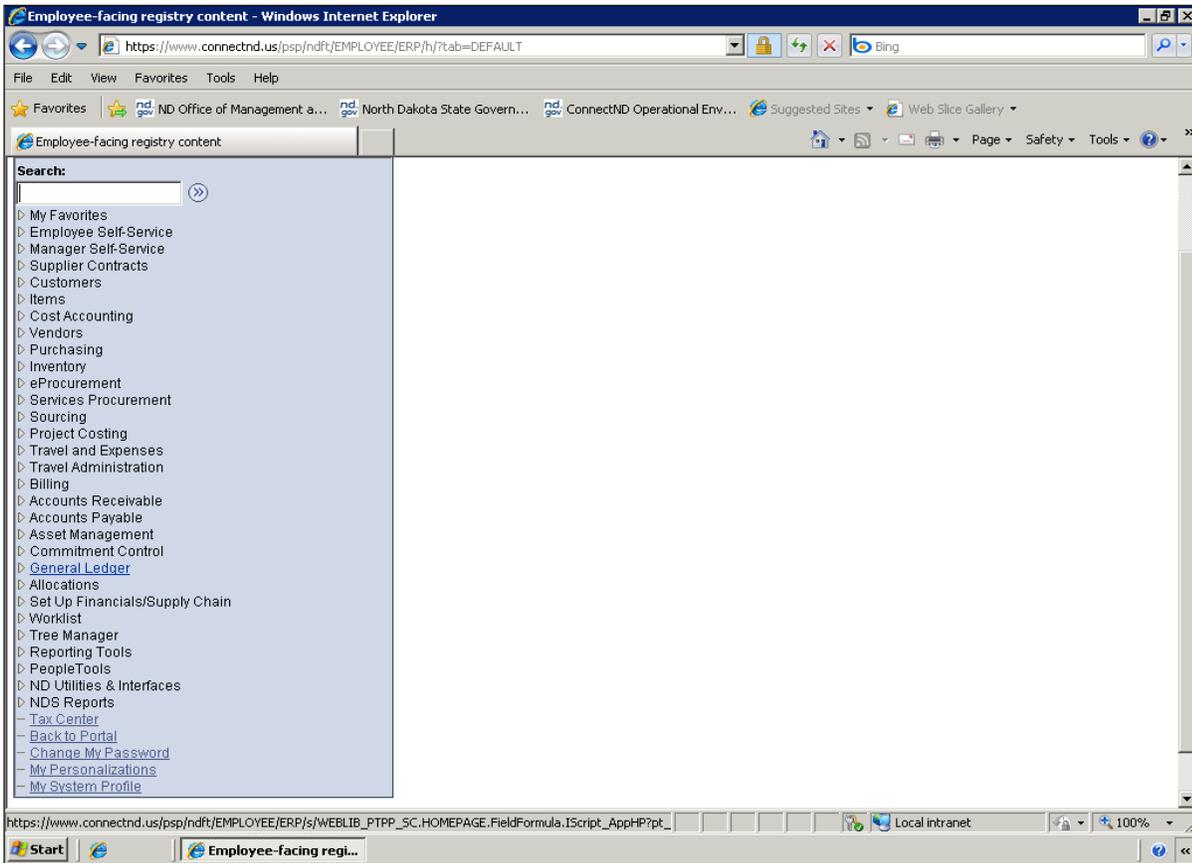
A journal entry to correct revenue must contain the correct chartfield account codes. A correcting journal entry can contain both revenue and expenditure accounts; however, the cash account must be used if moving between funds.

For a listing of PeopleSoft Revenue and Expenditure Accounts, click on the link below:
(<http://www.nd.gov/fiscal/accounting/revenue/>)

Procedure

This topic shows how to Create a Revenue Journal Entry correction and the required information associated with it.

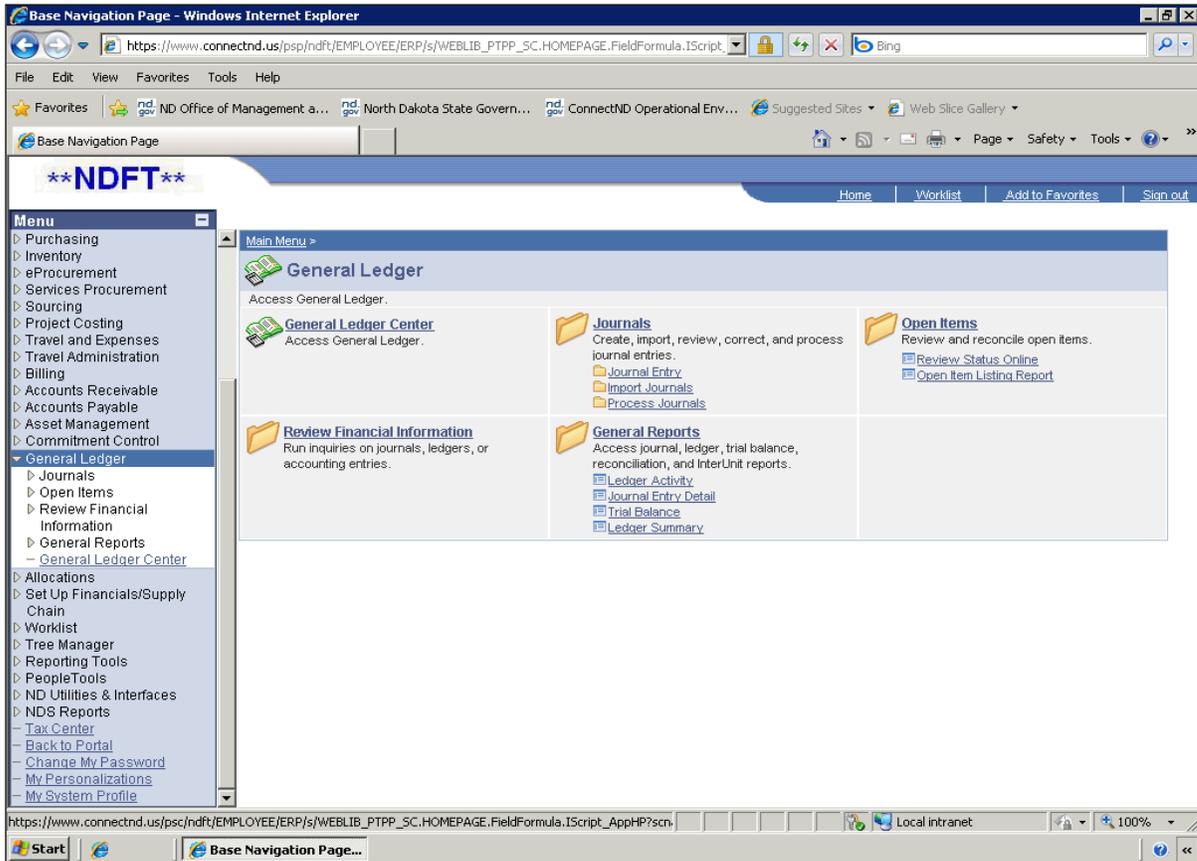
NOTE: When correcting from fund to fund, cash lines must be included in the journal entry.



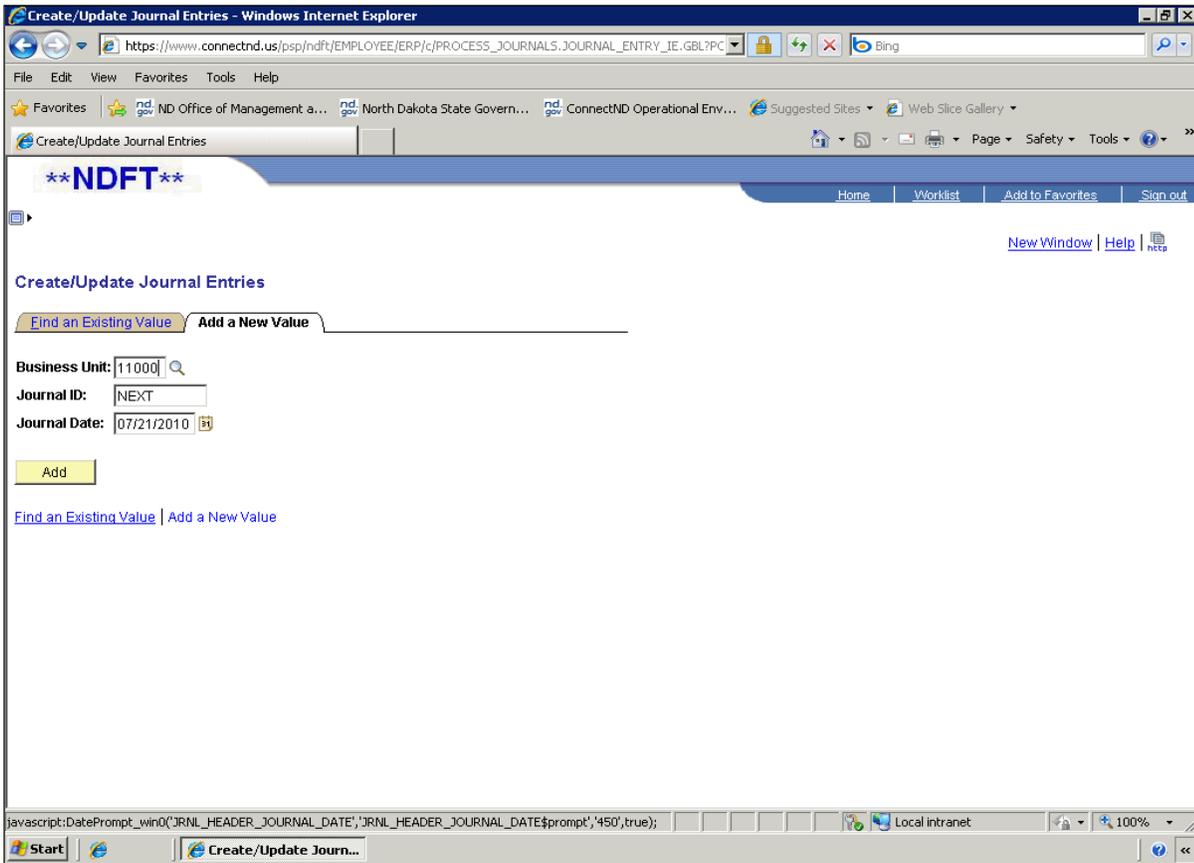
Step	Action
1.	Click the General Ledger link. ▶ General Ledger



Training Guide Module 8 – General Ledger



Step	Action
2.	Click the Journal Entry link. Journal Entry
3.	Click the Create/Update Journal Entries link. Create/Update Journal Entries
4.	The Business Unit will default based on the User's preferences. Journal ID will default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.



Step	Action
5.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field.</p> 
6.	<p>Select the date of the current month, or click on the left arrow to view the previous month.</p> 
7.	<p>Click the desired date. If you want to apply to the prior month, select the appropriate date.</p> 

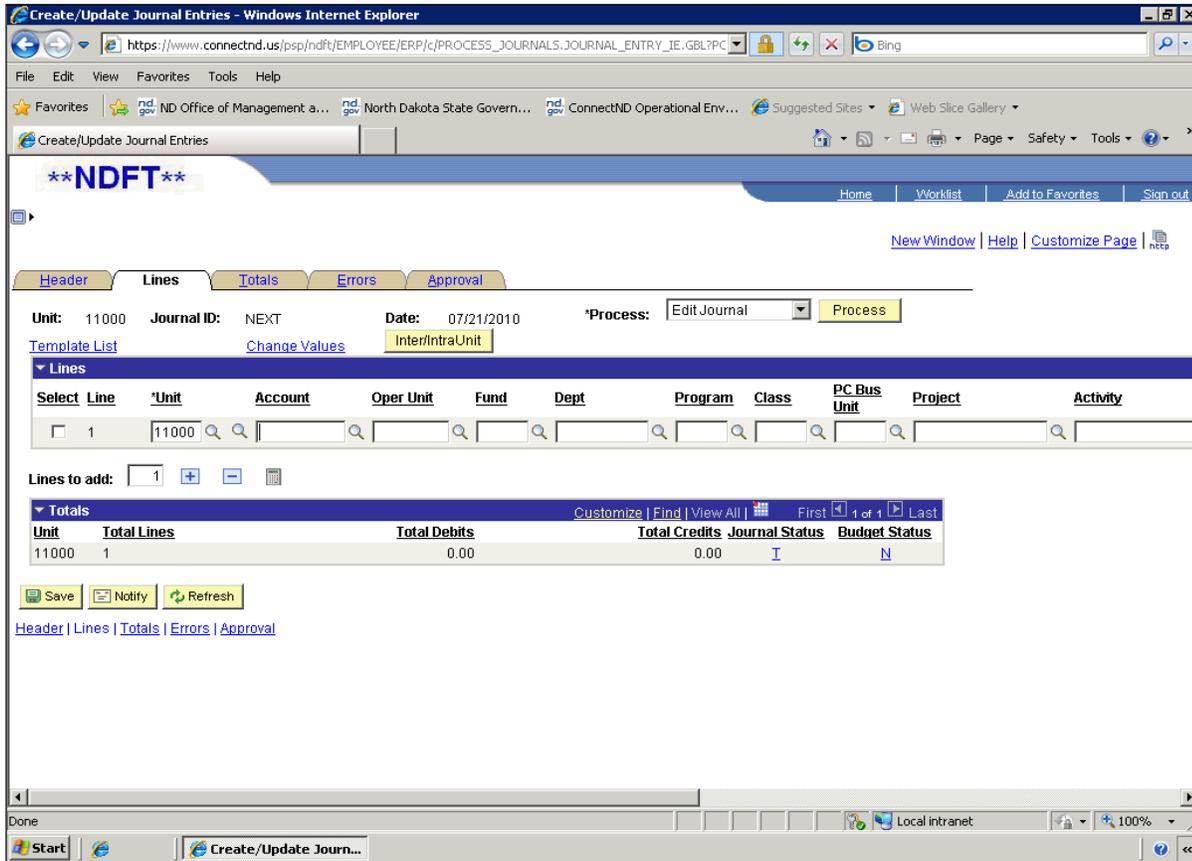


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Step	Action
8.	<p>Note: The journal date cannot be changed after you <u>Add the journal</u>.</p> <p>For example, if you want to apply the journal to the prior open month/accounting period, it must be done on this screen.</p>
9.	<p>Click the Add button.</p> 

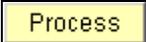
Step	Action
10.	<p>Enter the desired information into the Long Description field. Enter "Correction to account".</p> <p>Note: This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters; however, only the first 30 will appear in prompt lists for journals.</p>
11.	<p>Enter the desired information into the Source field. Enter "ONL".</p>

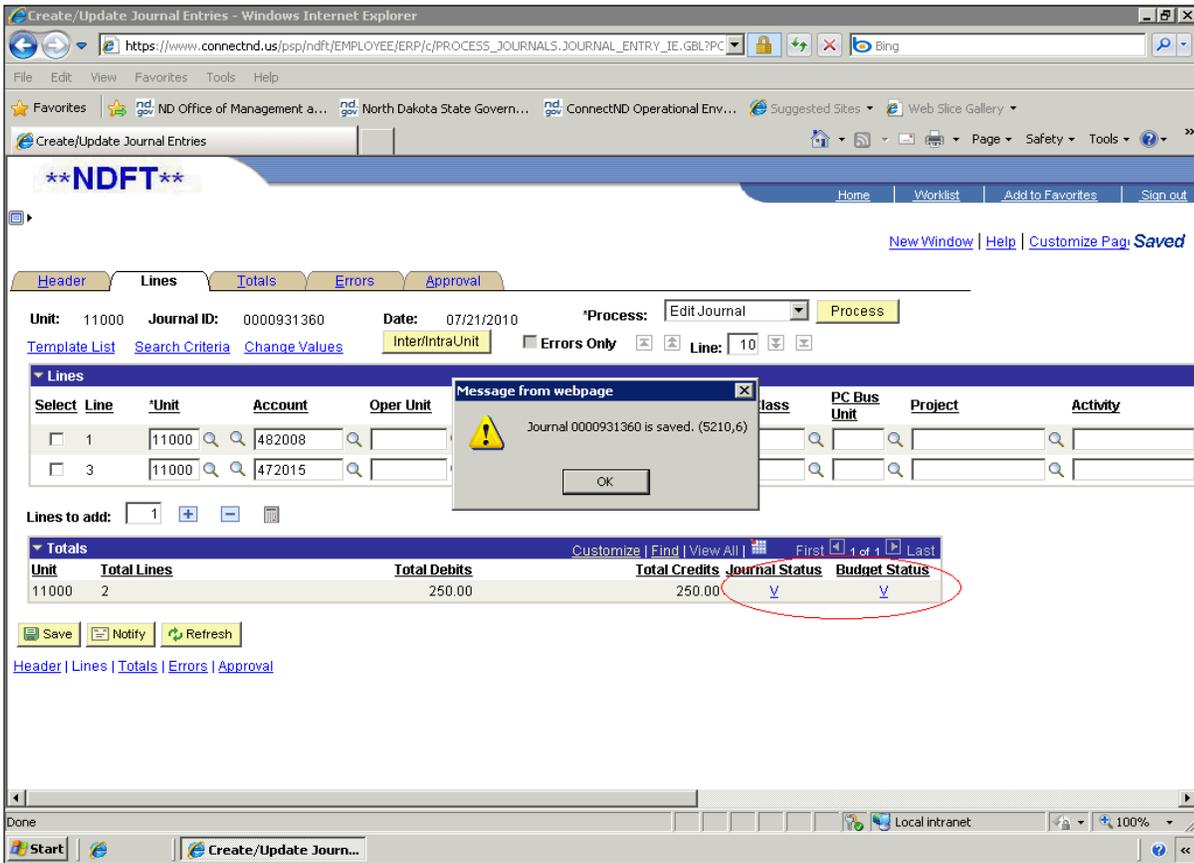
Step	Action
12.	You will only need to populate the <u>Long Description</u> and <u>Source</u> fields on the journal Header page.
13.	Click the Lines tab. 



Step	Action
14.	Enter the desired information into the Account field. Enter " 482008 ".
15.	Enter the desired information into the Fund field. Enter " 790 ".
16.	Enter the desired information into the Dept field. Enter " 5500 ".
17.	Project, Activity, and Analysis Type would be used at this point, if necessary. Note: PC Business Unit <u>must be populated</u> prior to adding project information.



Step	Action
18.	Enter the desired information into the Amount field. Enter " 250.00 ". Reminder: Positive amounts are debits and negative amounts are credits.
19.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " correction ".
20.	This field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description. Enter the desired information into the Journal Line Description field. Enter " correction to account ".
21.	Click the Insert Lines button. 
22.	Chartfield values will populate from Line 1 into Line 2 <i>except for</i> Account Code, Reference and Journal Line Description.
23.	Enter the desired information into the Account field. Enter " 472015 ".
24.	Amount will populate into Line 2 as the appropriate corresponding accounting entry. Note: Positive amounts are debits and negative amounts are credits. In this example on Line 2, a credit will increase the revenue account. If additional coding is needed for the journal correction, add Lines with appropriate coding and amount distributions. If moving from fund to fund, cash lines must be included in the transaction or the journal will be out of balance. <u>Cash account code is 105251.</u>
25.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " correction ".
26.	This field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description. Enter the desired information into the Journal Line Description field. Enter " correction to account ".
27.	Click the Process button. 



Step	Action
28.	<p>Click the OK button. After the journal is processed, a unique journal number will be assigned to it.</p> <p>Note: Journal Status and Budget Status must both be Valid (V) before journal will post.</p> <div style="text-align: center; border: 1px solid black; width: 80px; margin: 10px auto; padding: 5px;">OK</div>



Training Guide Module 8 – General Ledger

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931360 Date: 07/21/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	11000	482008		790	5500					
<input type="checkbox"/>	3	11000	472015		790	5500					

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	250.00	250.00		

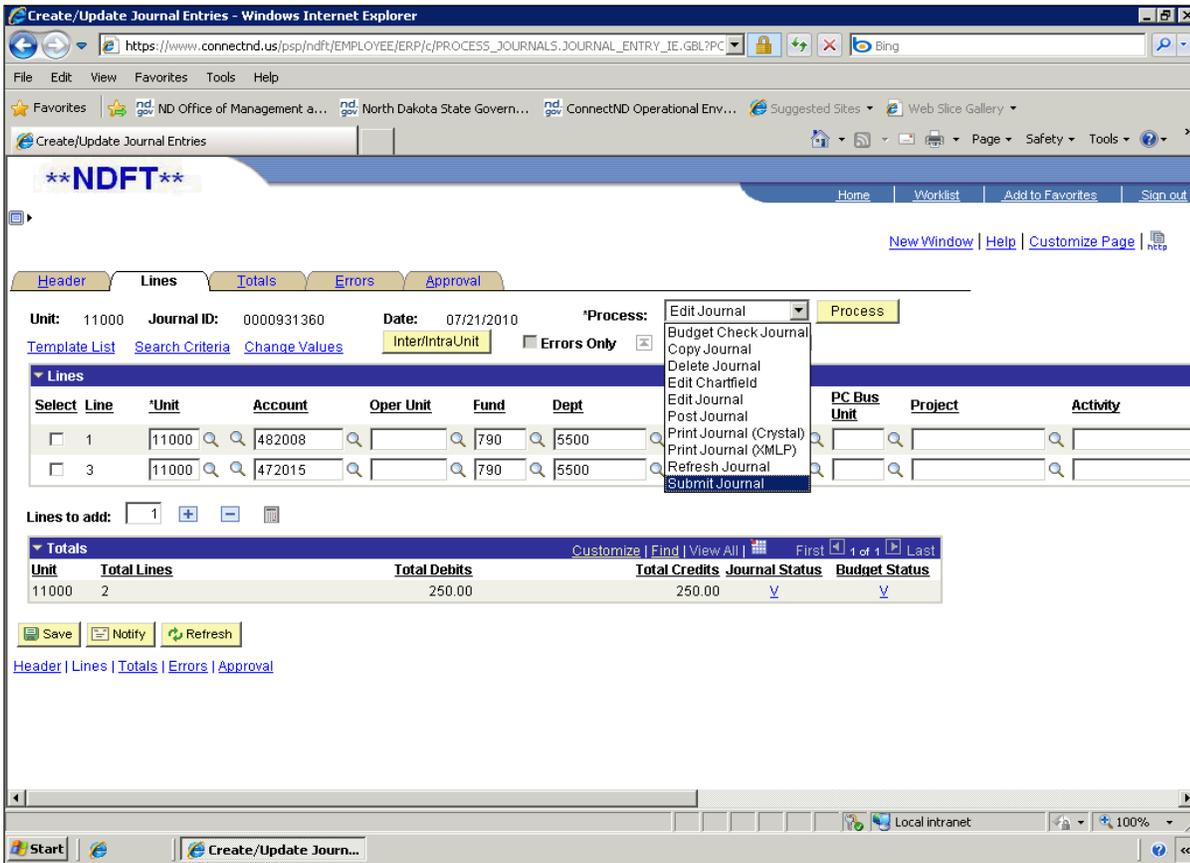
Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Local intranet 100%

Start Create/Update Journ...

Step	Action
29.	Click the Process drop down list. 



Step	Action
30.	Click the Submit Journal list item. This will initiate the process to send the journal to the Final Approver's work list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Journal</div>



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Step	Action
31.	Click the Process button. 
32.	Click the OK button. 
33.	This topic showed how to Create a Revenue Journal Entry. End of Procedure.

ST 8.1.2 - Creating a Journal Entry - Expenditure

Creating a Journal Entry - Expenditure

Navigation: General Ledger > Journals > Journal Entry > Create Update Journal Entries

A journal entry to correct an expenditure must contain the correct chartfield account codes. A correcting journal entry can contain both revenue and expenditure accounts; however, the cash account must be used if moving between funds.

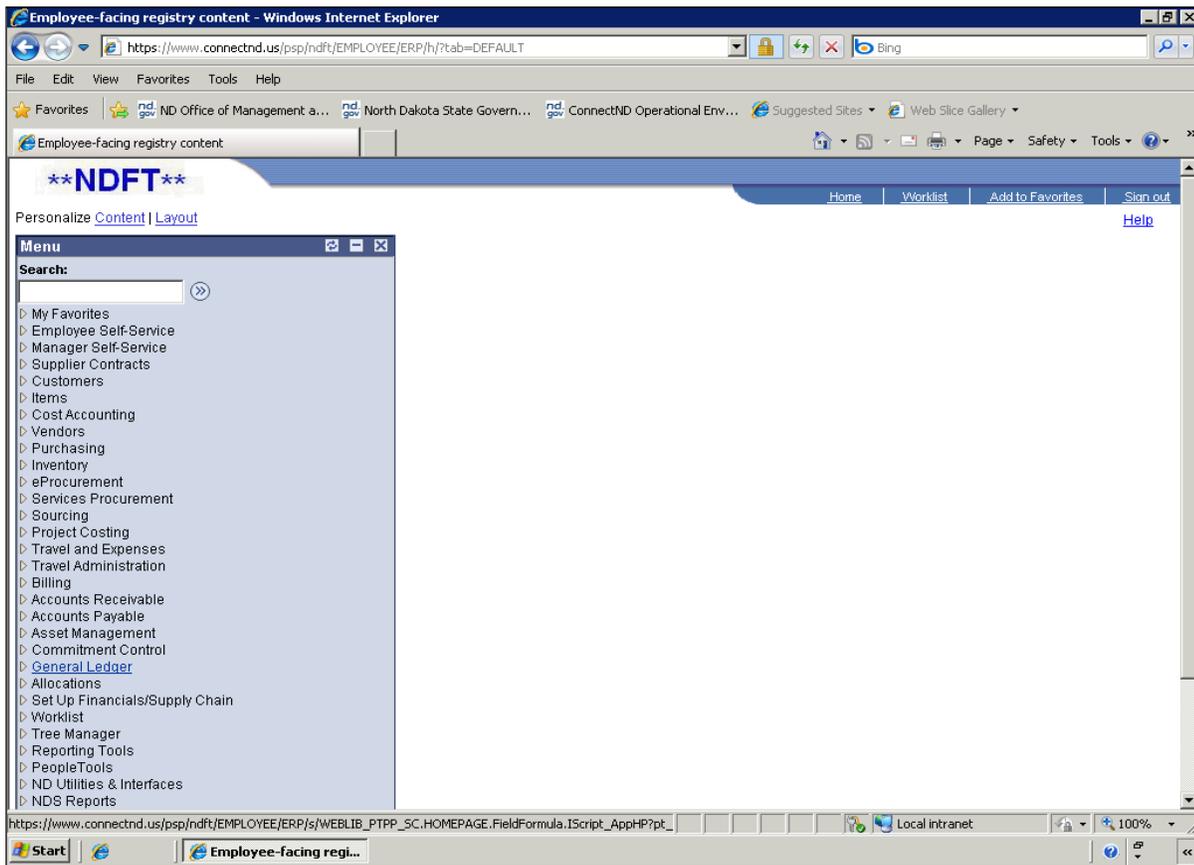
For a listing of PeopleSoft Revenue and Expenditure Accounts, click on the link below:

[\(http://www.nd.gov/fiscal/accounting/revenue/\)](http://www.nd.gov/fiscal/accounting/revenue/)

Procedure

This topic shows how to Create an Expenditure Journal entry correction and the required information associated with it.

NOTE: When correcting from fund to fund, cash lines must be included in the journal entry.

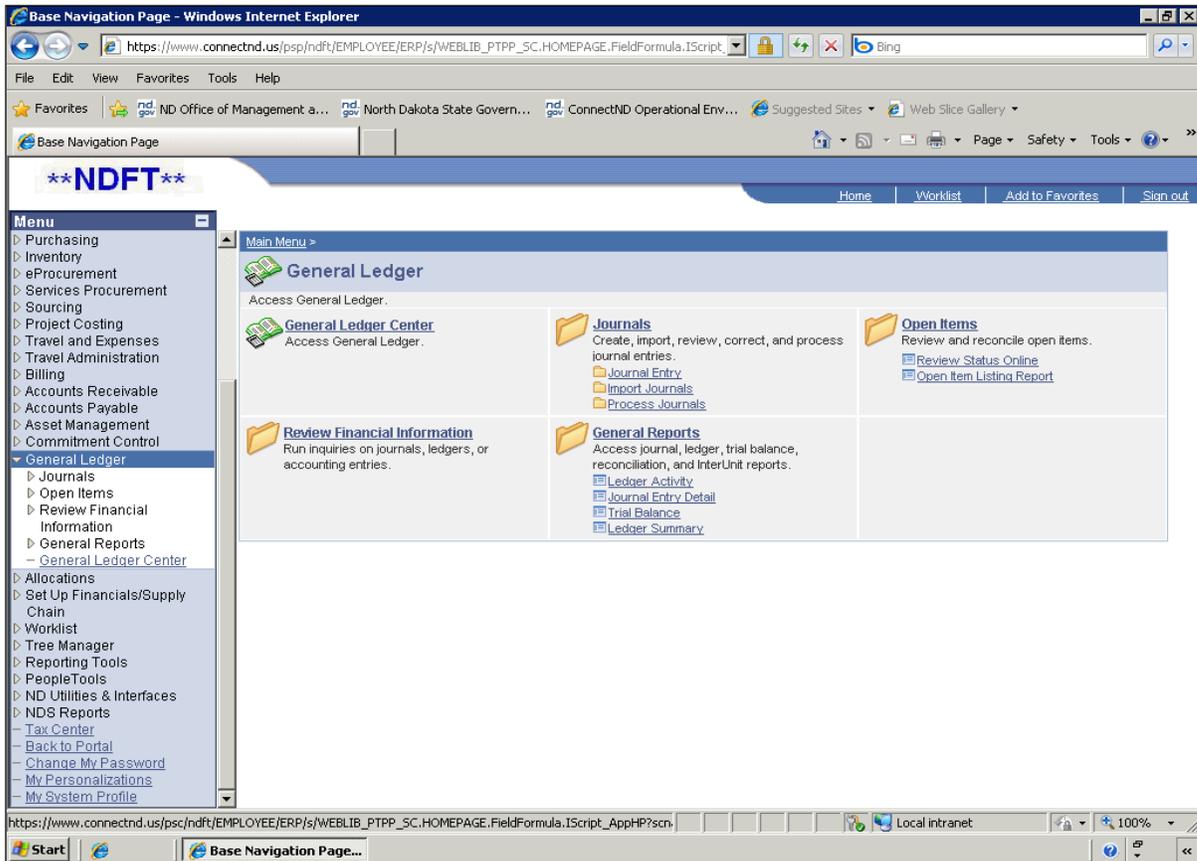




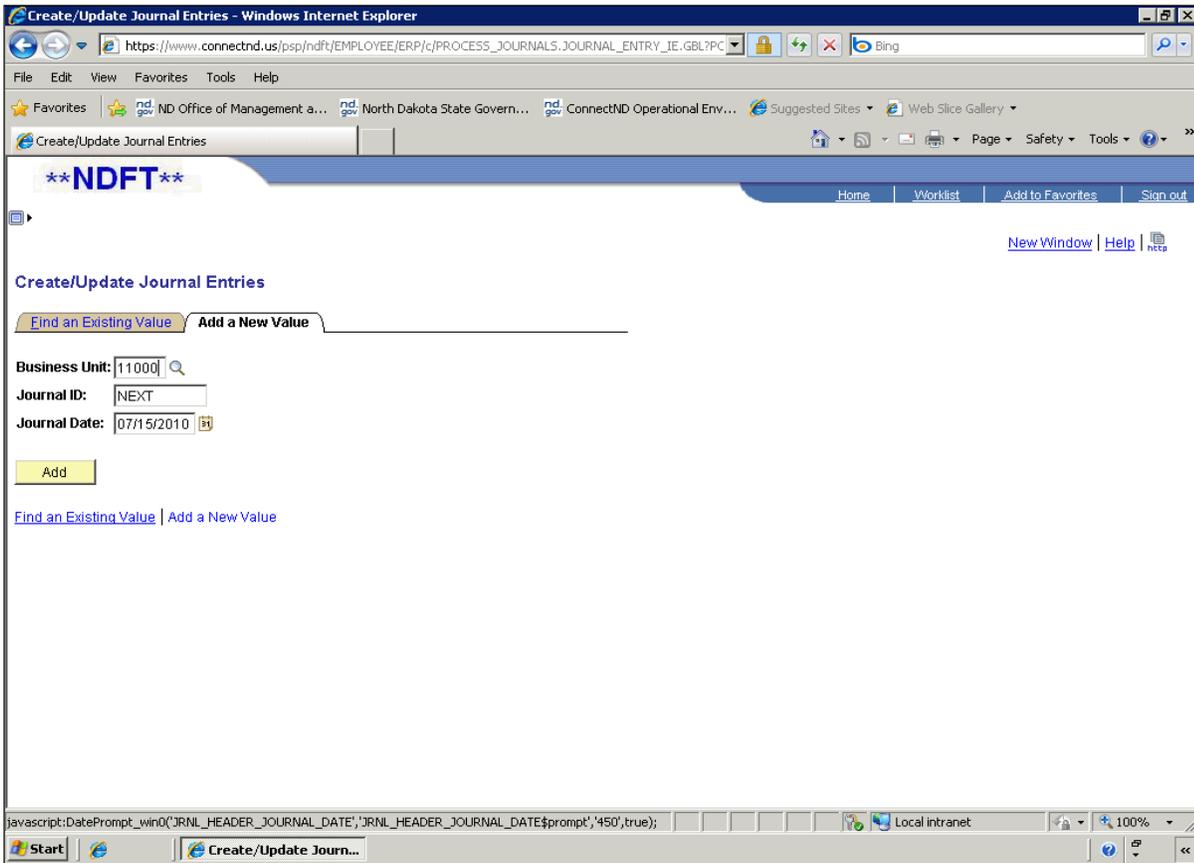
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Step	Action
1.	Click the General Ledger link. 



Step	Action
2.	Click the Journal Entry link. 
3.	Click the Create/Update Journal Entries link. 
4.	The Business Unit will default based on the User's preferences. Journal ID will default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.



Step	Action
5.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field.</p> 
6.	<p>Select date of the current month, or click on the left arrow to view the previous month.</p> 
7.	<p>Click the desired date. If you want to apply to the prior month, select the appropriate date.</p> 

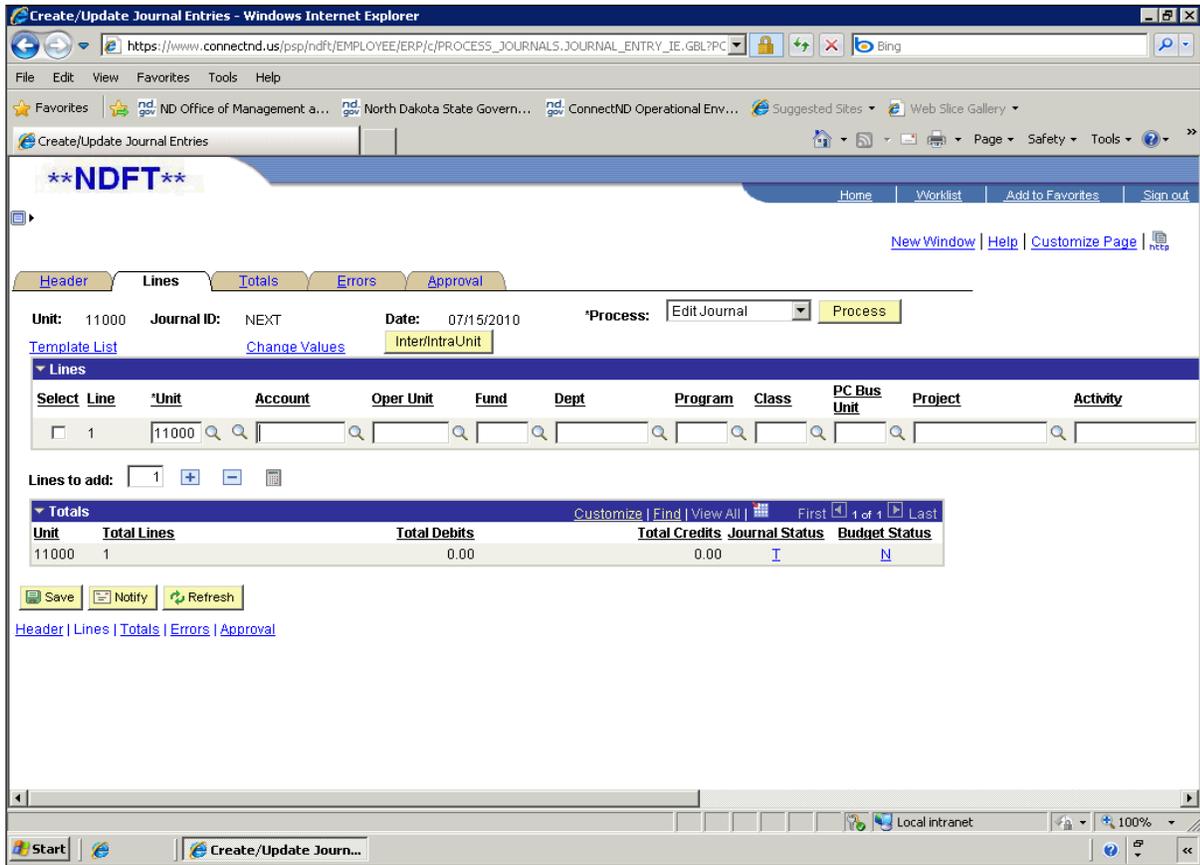


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Step	Action
8.	<p>Note: The journal date cannot be changed after you <u>Add the journal</u>.</p> <p>For example, if you want to apply the journal to the prior open month/accounting period, it must be done on this screen.</p>
9.	<p>Click the Add button.</p> 

Step	Action
10.	<p>Enter the desired information into the Long Description field. Enter "Central Services adjustment".</p> <p>Note: This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters; however, only the first 30 will appear in prompt lists for journals.</p>

Step	Action
11.	Enter the desired information into the Source field. Enter " ONL ".
12.	You will only need to populate the <u>Long Description</u> and <u>Source</u> fields on the journal Header page.
13.	Click the Lines tab. Lines

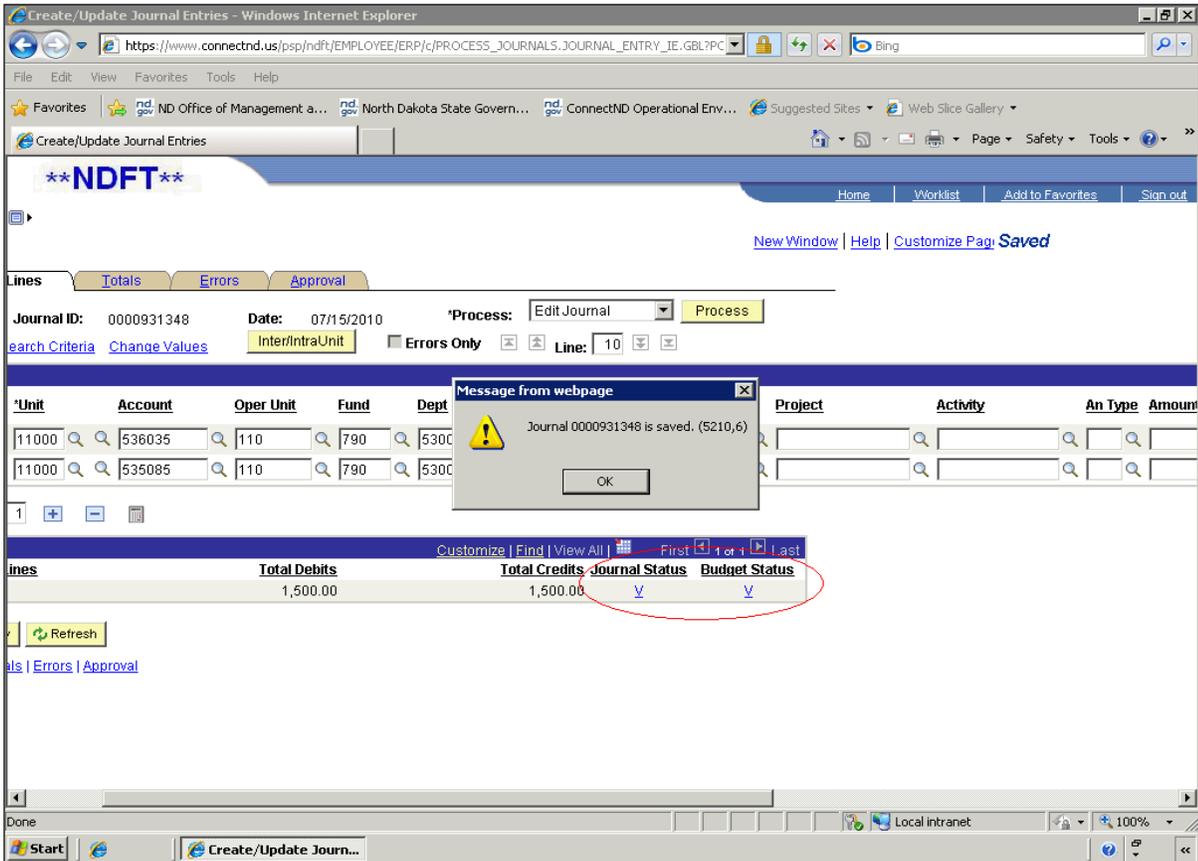


Step	Action
14.	Enter the desired information into the Account field. Enter " 536035 ".
15.	Enter the desired information into the Oper Unit field. Enter " 110 ". Operating Unit is a required chartfield when using an expenditure account.
16.	Enter the desired information into the Fund field. Enter " 790 ".
17.	Enter the desired information into the Dept field. Enter " 5300 ".



Step	Action
18.	Enter the desired information into the Class field. Enter " 11030 ". Class is a required chartfield when using an expenditure account.
19.	Project, Activity, and Analysis Type would be used at this point, if necessary. Note: PC Business Unit field <u>must be populated</u> prior to adding project information.
20.	Enter the desired information into the Amount field. Enter " 1500.00 ". Reminder: Positive amounts are debits and negative amounts are credits.
21.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " correction ".
22.	This field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description. Enter the desired information into the Journal Line Description field. Enter " correct account code-exp ".
23.	Click the Insert Lines button. 
24.	Chartfield values will populate from Line 1 into Line 2 <i>except for</i> Account Code, Reference and Journal Line Description.
25.	Enter the desired information into the Account field. Enter " 535085 ".
26.	Amount will populate into Line 2 as the appropriate corresponding accounting entry. Note: Positive amounts are debits and negative amounts are credits. If additional coding is needed for the journal correction, add Lines with appropriate coding and amount distributions. If moving from fund to fund, cash lines must be included in the transaction or the journal will be out of balance. <u>Cash account code is 105251.</u>
27.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " correction ".
28.	This field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description. Enter the desired information into the Journal Line Description field. Enter " correct account code-exp ".

Step	Action
29.	Click the Process button to Edit the journal. 



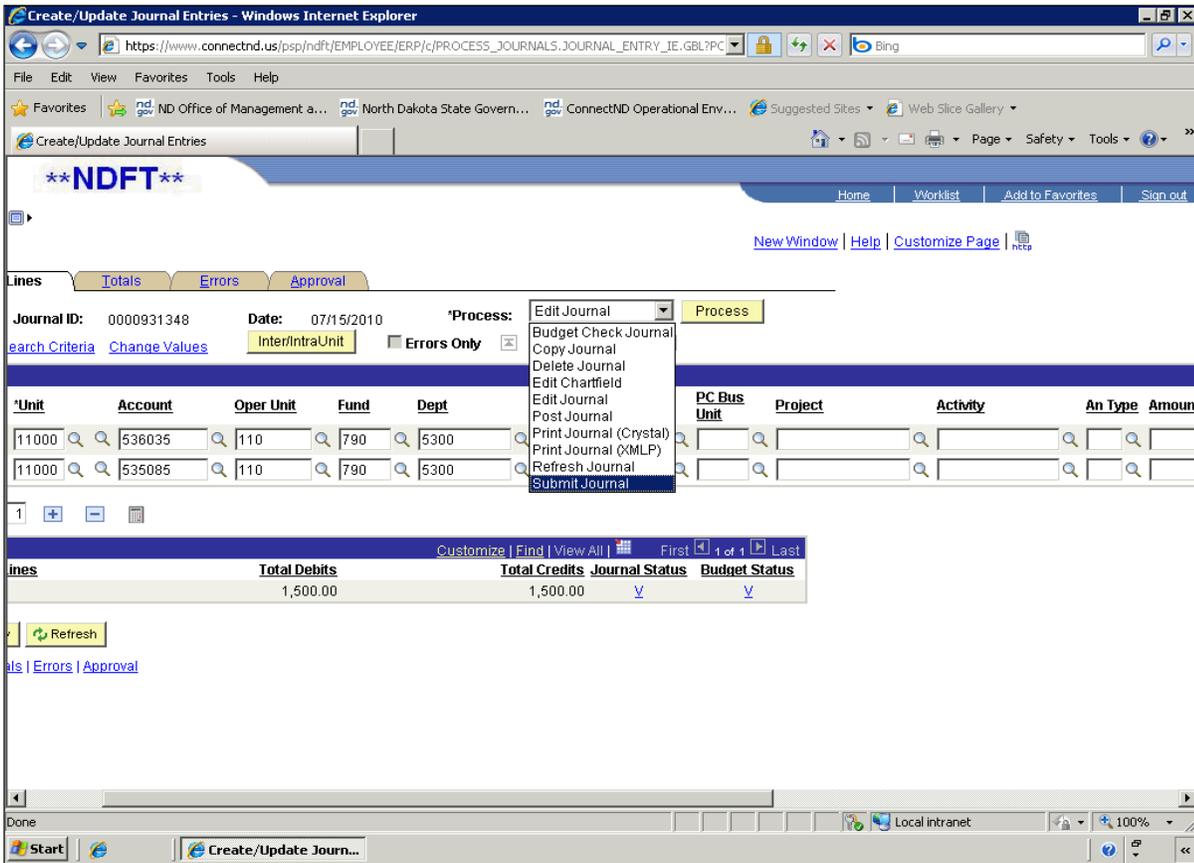
Step	Action
30.	Click the OK button. After the journal is processed, a unique journal number will be assigned to it. Note: Journal Status and Budget Status must both be Valid (V) before journal will post. 



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Step	Action
31.	Click the Process drop down list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



Step	Action
32.	Click the Submit Journal list item. This will initiate the process to send the journal to the Final Approver's work list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Journal</div>



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Step	Action
33.	Click the Process button. 
34.	Click the OK button. 
35.	This topic showed how to Create an Expenditure Journal Entry. End of Procedure.

ST 8.1.3 - Deleting a Journal Entry

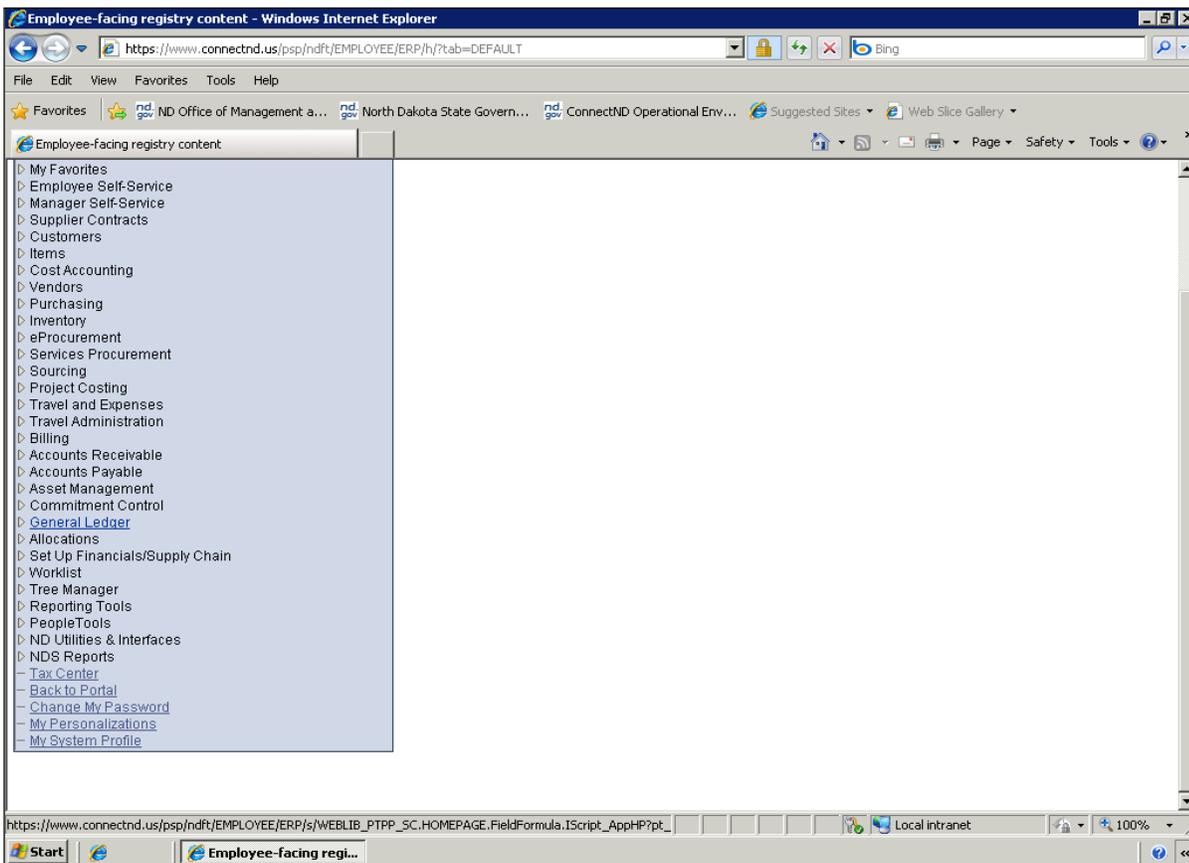
Deleting a Journal Entry

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entries in General Ledger can only be deleted if they have not been posted. The system makes no audit trail of the deletion because it assumes you are correcting a mistake.

Procedure

This topic shows how to delete a journal entry if the Journal Status is not Posted (P).



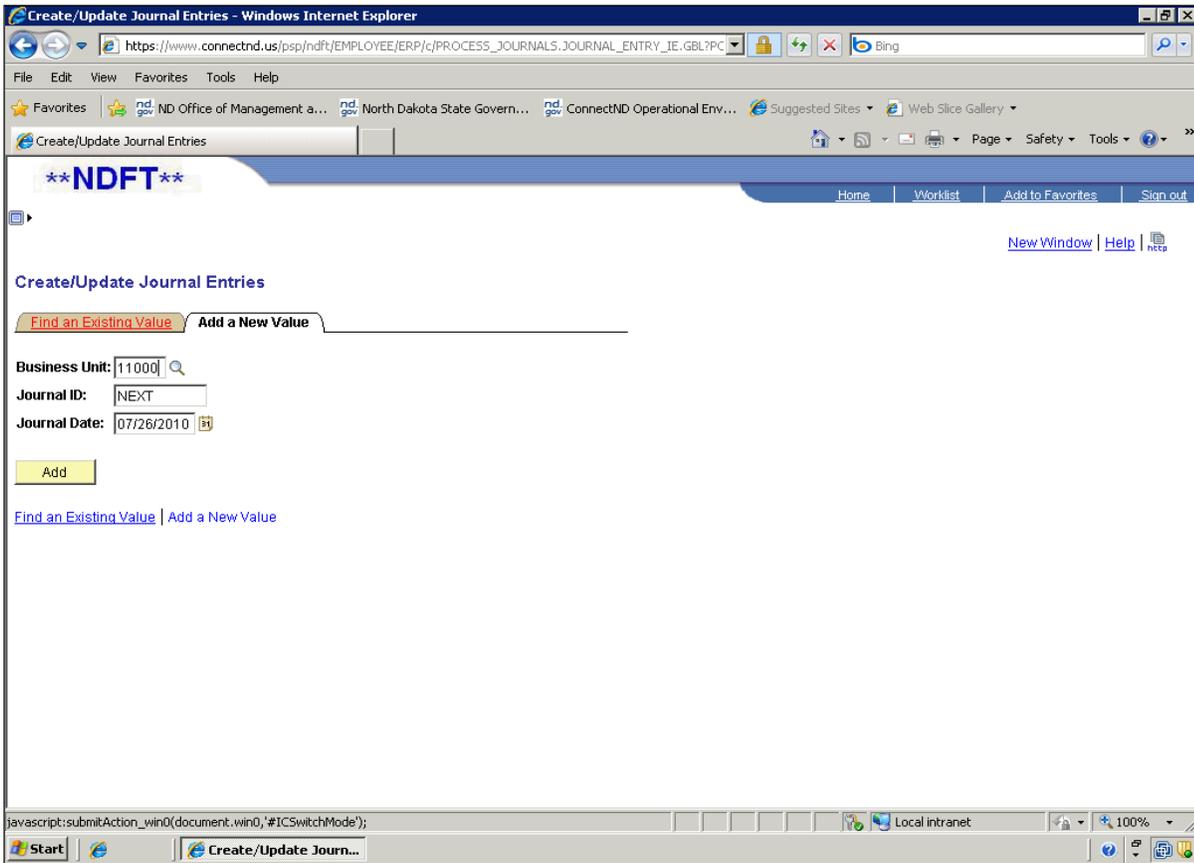
Step	Action
1.	Click the General Ledger link. ▶ General Ledger



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Step	Action
2.	Click the Journal Entry link. Journal Entry
3.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Journal Header Status list. 



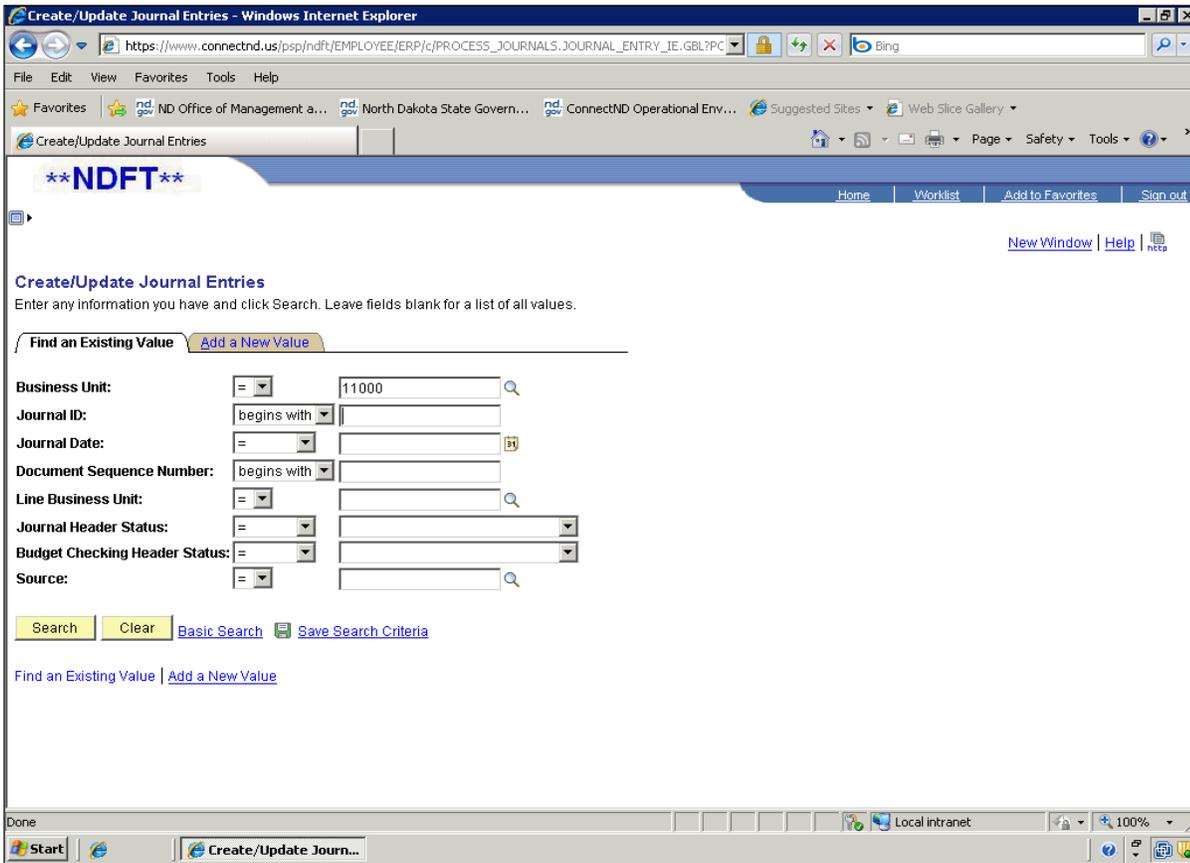
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The screenshot shows the 'Create/Update Journal Entries' web application. The 'Source' dropdown menu is open, displaying the following options:

- Deleted - anchor jml unposted
- Journal Entry Incomplete
- Journal Has Errors
- No Status - Needs to be Edited
- Posted to Ledger(s)
- Posting Incomplete-Repot ASAP
- Unposted
- Upgrade Journal - Can't Unpost
- Valid Journal - Edits Complete
- Valid SJE Model -- Do Not Post

Step	Action
6.	Click the "blank" list item. 



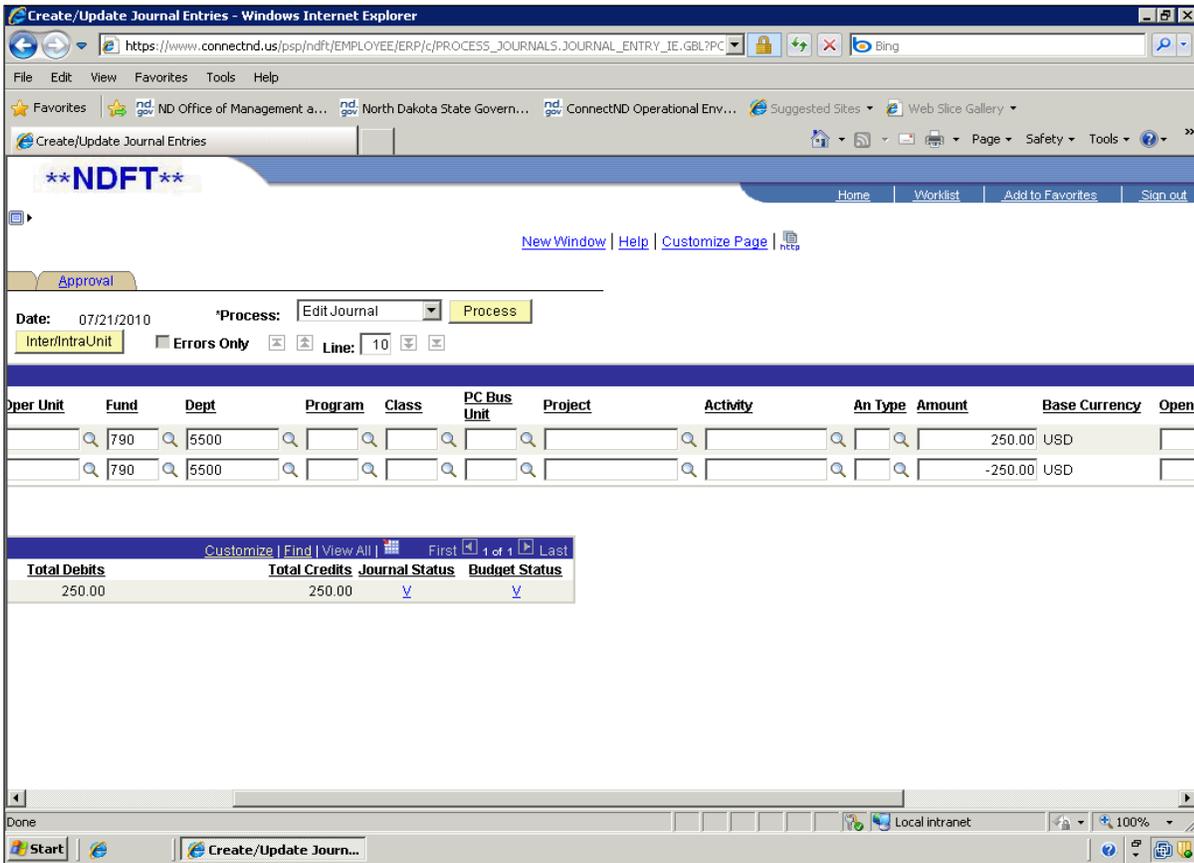
Step	Action
7.	Enter the desired information into the Journal ID field. Enter " 0000931358 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
8.	Click the Search button. 
9.	Verify this is the journal you want to delete.



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Step	Action
10.	Click the Lines tab. 
11.	Note: The Journal must be in Valid status (V) to be deleted. If the Journal Status is posted (P), it cannot be deleted. A posted journal will have to be reversed. See topic 8.1.5.



Step	Action
12.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



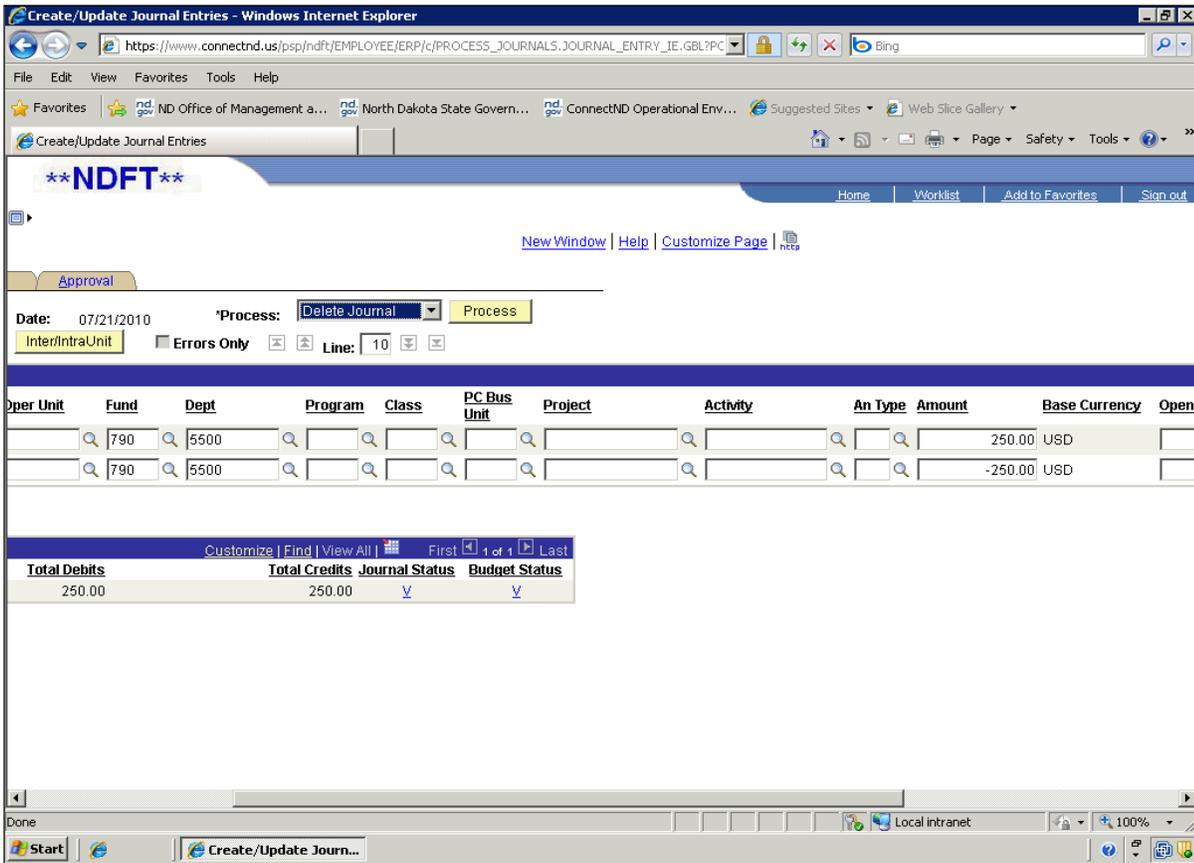
Training Guide Module 8 – General Ledger

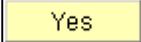
The screenshot shows the 'Create/Update Journal Entries' web application. The date is set to 07/21/2010 and the process is 'InterIntraUnit'. A dropdown menu is open, showing the 'Delete Journal' option highlighted. Below the menu is a table with columns for 'Oper Unit', 'Fund', 'Dept', 'PC Bus Unit', 'Project', 'Activity', 'An Type', 'Amount', 'Base Currency', and 'Open'. The table contains two rows of data with amounts of 250.00 and -250.00. At the bottom, there is a summary table with 'Total Debits' and 'Total Credits' both at 250.00.

Oper Unit	Fund	Dept	PC Bus Unit	Project	Activity	An Type	Amount	Base Currency	Open
	790	5500					250.00	USD	
	790	5500					-250.00	USD	

Total Debits	Total Credits	Journal Status	Budget Status
250.00	250.00	✓	✓

Step	Action
13.	Click the Delete Journal list item. Delete Journal



Step	Action
14.	Click the Process button. 
15.	Click the Yes button. 



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Step	Action
16.	Click the OK button. 
17.	This topic showed how to Delete a Journal Entry. End of Procedure.

ST 8.1.4 - Copying a Journal Entry

Copying a Journal Entry

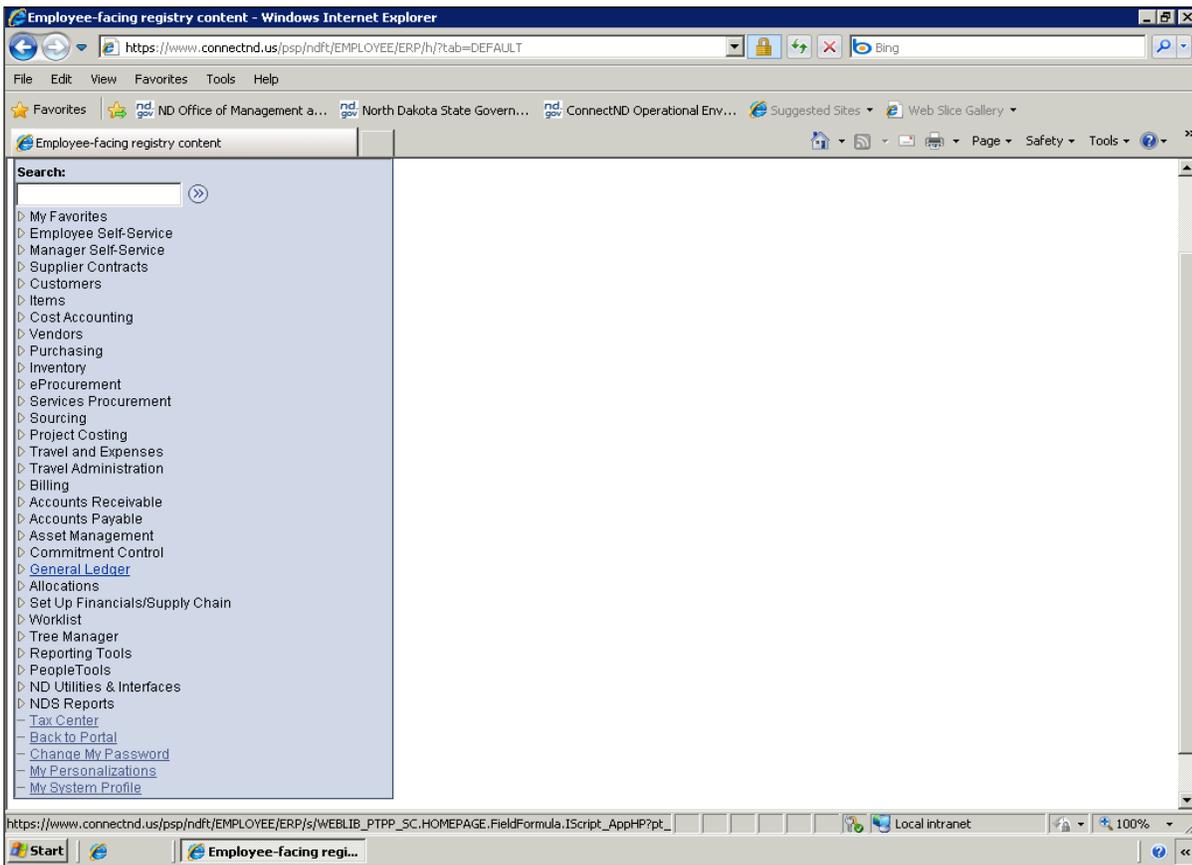
Navigation: [General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)

General Ledger enables you to copy the information of an existing journal. Copying a journal saves time as you can use an existing journal entry as the basis for the new one. You can copy journals that are posted, unposted, or saved and then change the Header or Line information, as desired.

Procedure

This topic shows how to copy a journal. The journal which you are copying from can have a Journal Status of Valid (V) or Posted (P).

Copying a journal saves time as you can use an existing journal as the basis for a new journal entry.

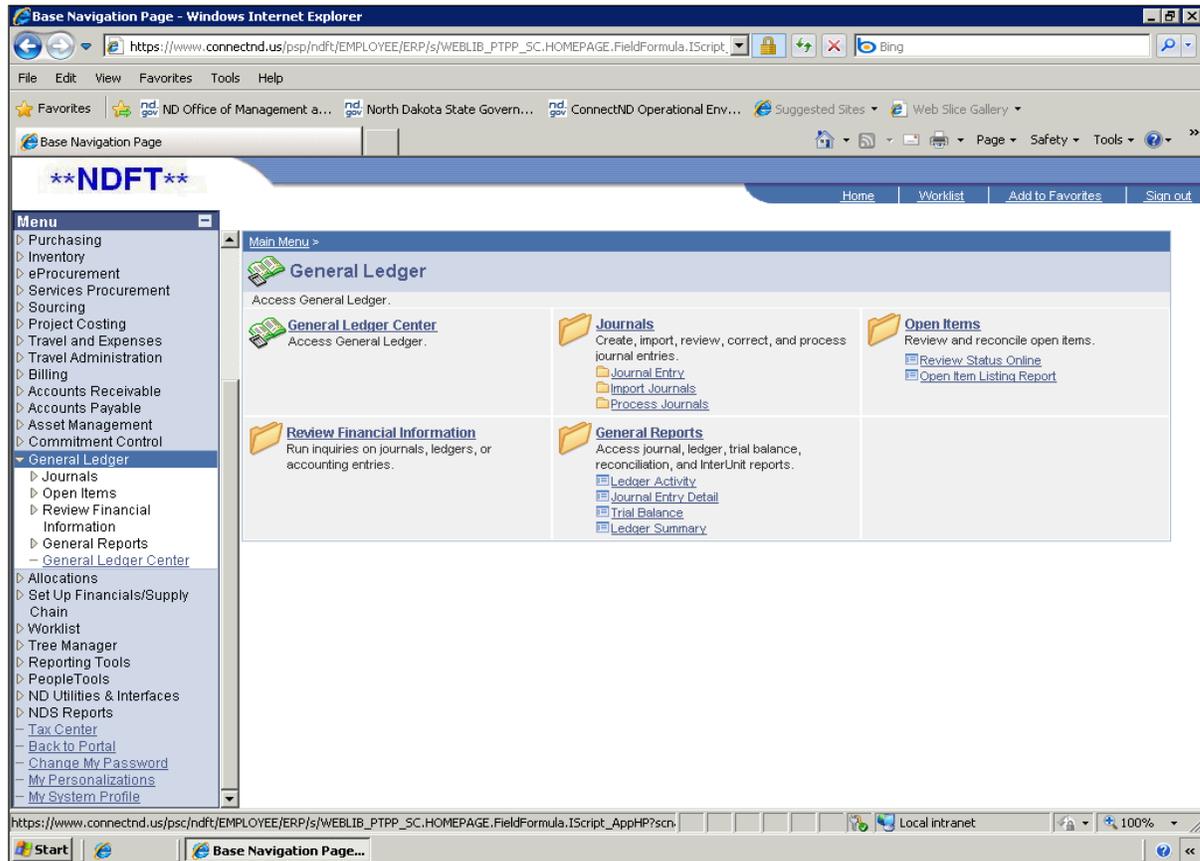




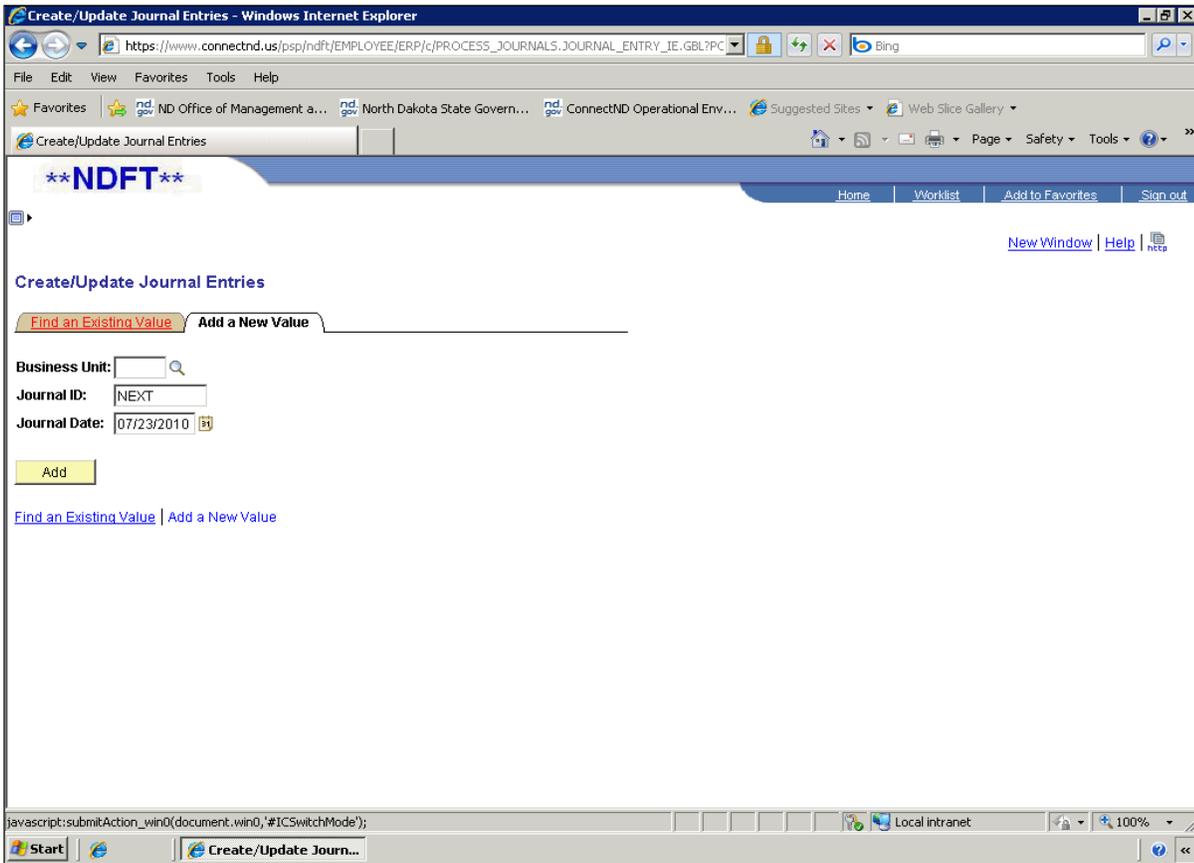
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Step	Action
1.	Click the General Ledger link. 



Step	Action
2.	Click the Journal Entry link. 
3.	Click the Create/Update Journal Entries link. 



Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Journal Header Status list. 



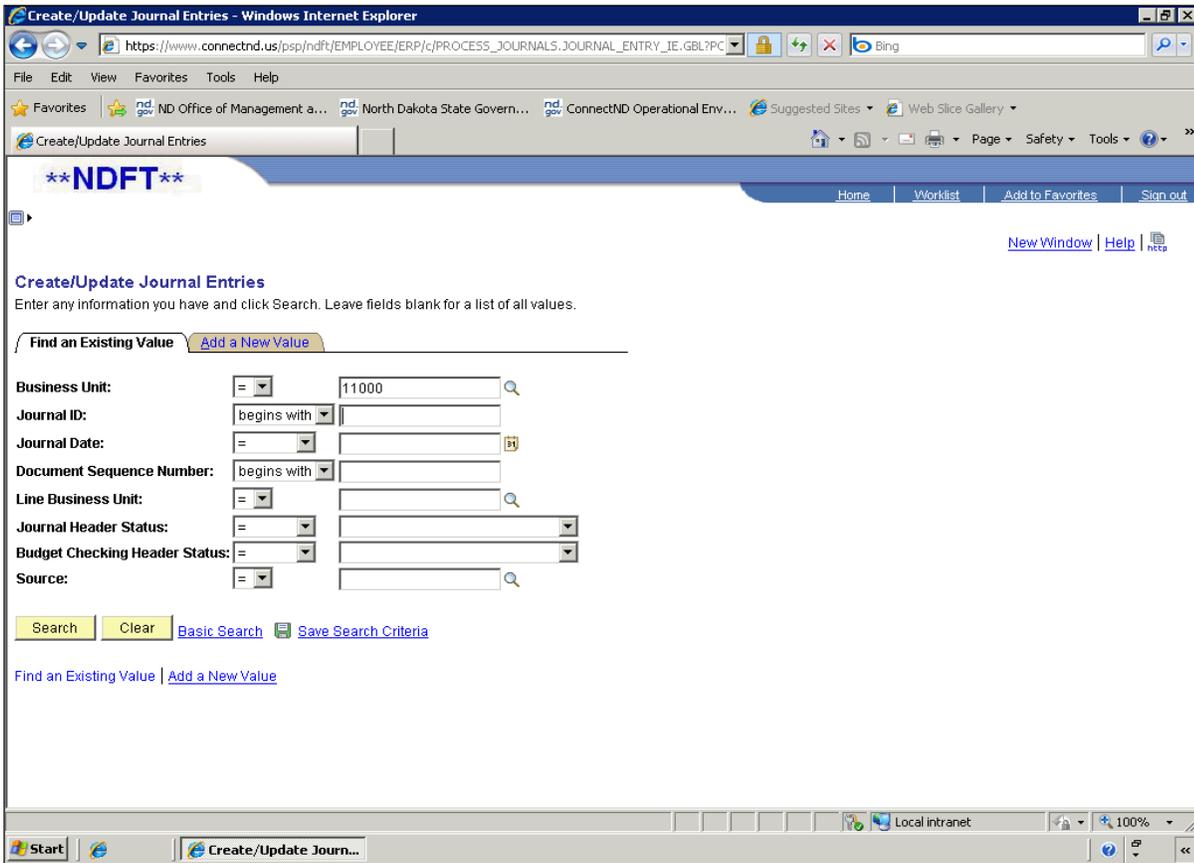
Training Guide

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The screenshot shows the 'Create/Update Journal Entries' web application. The 'Source' dropdown menu is open, displaying the following options:

- No Status - Needs to be Edited
- Deleted - anchor jml unposted
- Journal Entry Incomplete
- Journal Has Errors
- No Status - Needs to be Edited
- Posted to Ledger(s)
- Posting Incomplete-Repot ASAP
- Unposted
- Upgrade Journal - Can't Unpost
- Valid Journal - Edits Complete
- Valid SJE Model -- Do Not Post

Step	Action
6.	Click the "blank" list item. 



Step	Action
7.	Enter the desired information into the Journal ID field. Enter " 0000931348 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
8.	Click the Search button. 
9.	Verify this is the journal you want to copy.



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Unit: 11000 Journal ID: 0000931348 Date: 07/15/2010

Long Description: Central Services adjustment

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year: 2011

Reference Number: Period: 1

SJE Type: ADB Date: 07/15/2010

Journal Class: Save Journal Incomplete Status

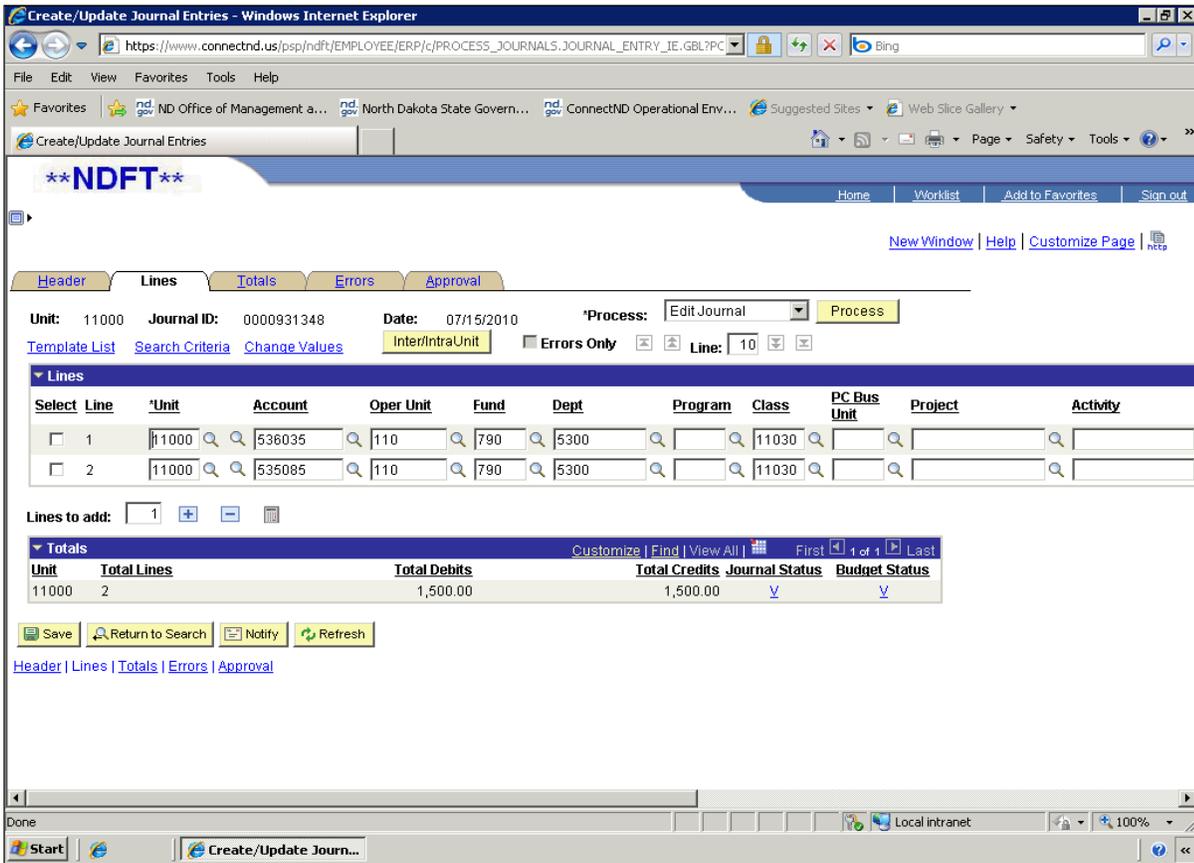
Transaction Code: GENERAL Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1 Commitment Control

Reversal: Do Not Generate Reversal

Save Return to Search Notify Refresh Add Update/Display

Step	Action
10.	Click the Lines tab. Lines



Step	Action
11.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



Training Guide

Module 8 – General Ledger

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_JE_GBL?PC

File Edit View Favorites Tools Help

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931348 Date: 07/15/2010 *Process: [Process]

Template List Search Criteria Change Values Inter/IntraUnit Errors Only

Select	Line	*Unit	Account	Oper Unit	Fund	Dept
<input type="checkbox"/>	1	11000	536035	110	790	5300
<input type="checkbox"/>	2	11000	535085	110	790	5300

Lines to add: 1

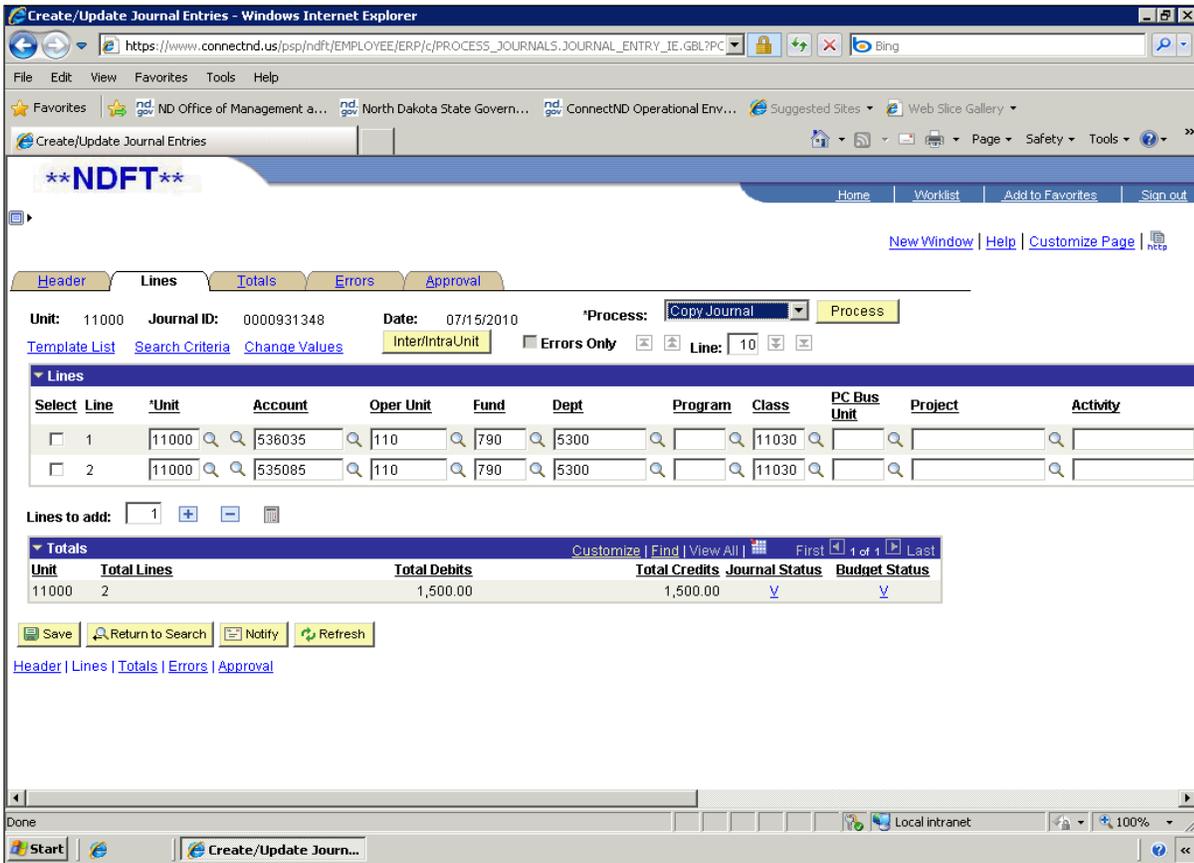
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	1,500.00	1,500.00	✓	✓

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Click the Copy Journal list item.

Copy Journal

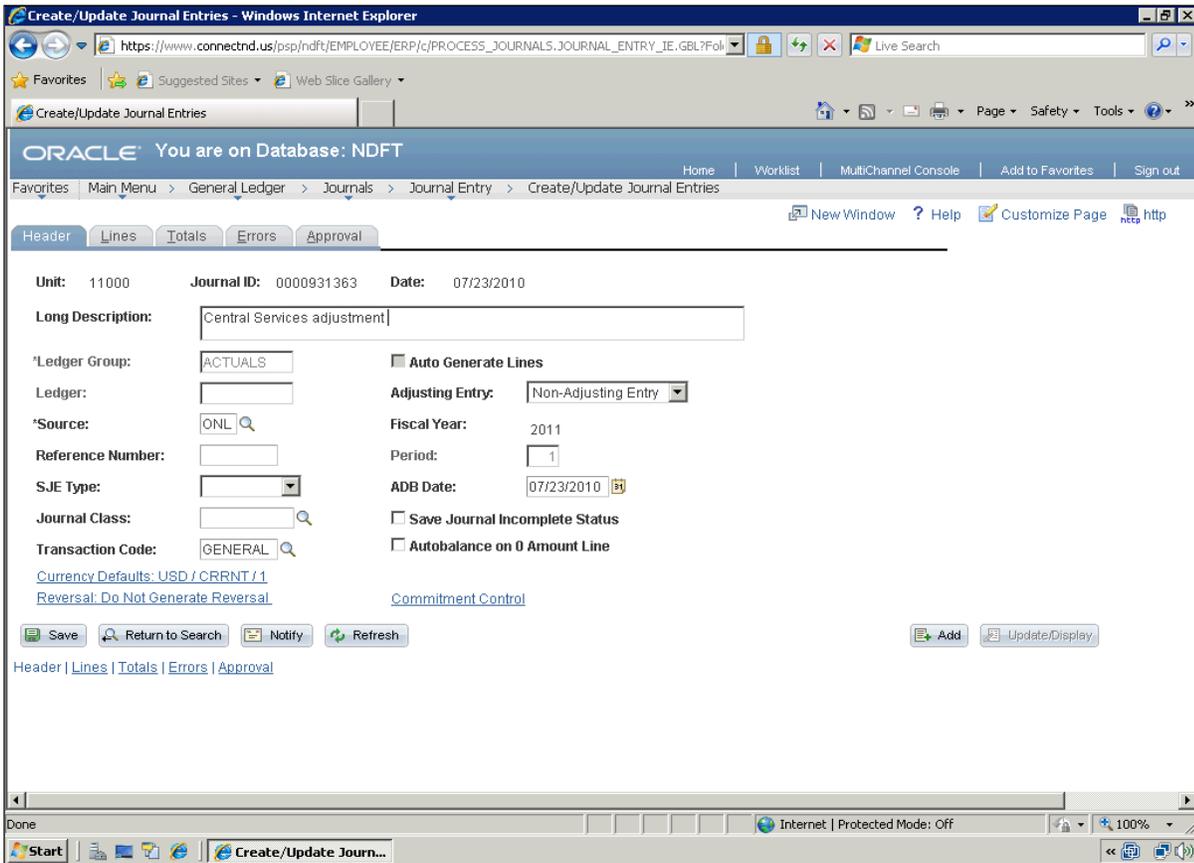


Step	Action
13.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process</div>



Training Guide Module 8 – General Ledger

Step	Action
14.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to a prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field.</p> 
15.	<p>Click the previous month button.</p> 
16.	<p>Click the 30 link.</p> 
17.	<p>Click the OK button.</p> 



Step	Action
18.	<p>The new/copied journal description can be changed or modified. The only change in this example will be an addition to the description.</p> <p>Enter the desired information into the Long Description field. Enter "- July".</p>



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931363 Date: 07/23/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	11000	536035	110	790	5300		11030			
<input type="checkbox"/>	2	11000	535085	110	790	5300		11030			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	0.00	0.00	N	N

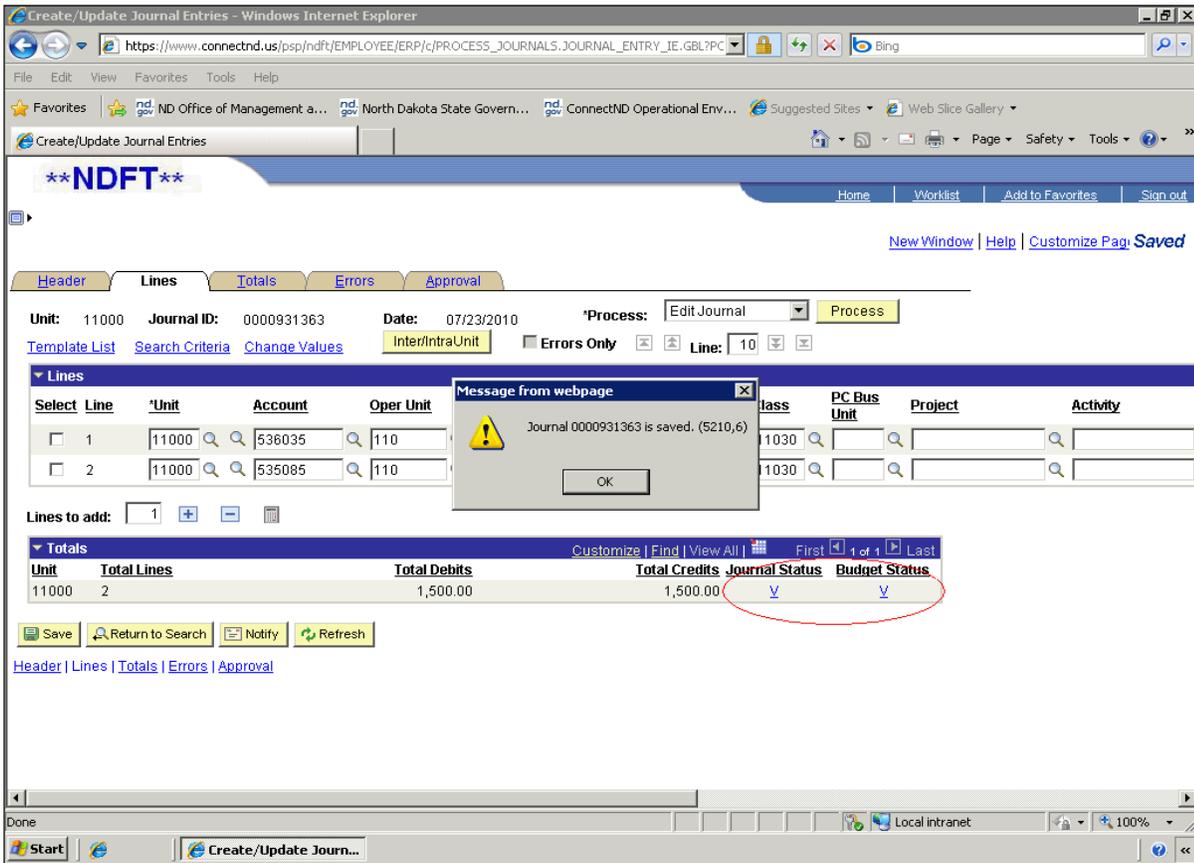
Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Done Local intranet 100%

Start Create/Update Journ...

Step	Action
19.	Click the Process button. 



Step	Action
20.	<p>Click the OK button. After the journal is processed, a unique journal number will be assigned to it.</p> <p>Note: Journal Status and Budget Status must both be Valid (V) before journal will post.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">OK</div>



Training Guide Module 8 – General Ledger

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931363 Date: 07/23/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	11000	536035	110	790	5300		11030			
<input type="checkbox"/>	2	11000	535085	110	790	5300		11030			

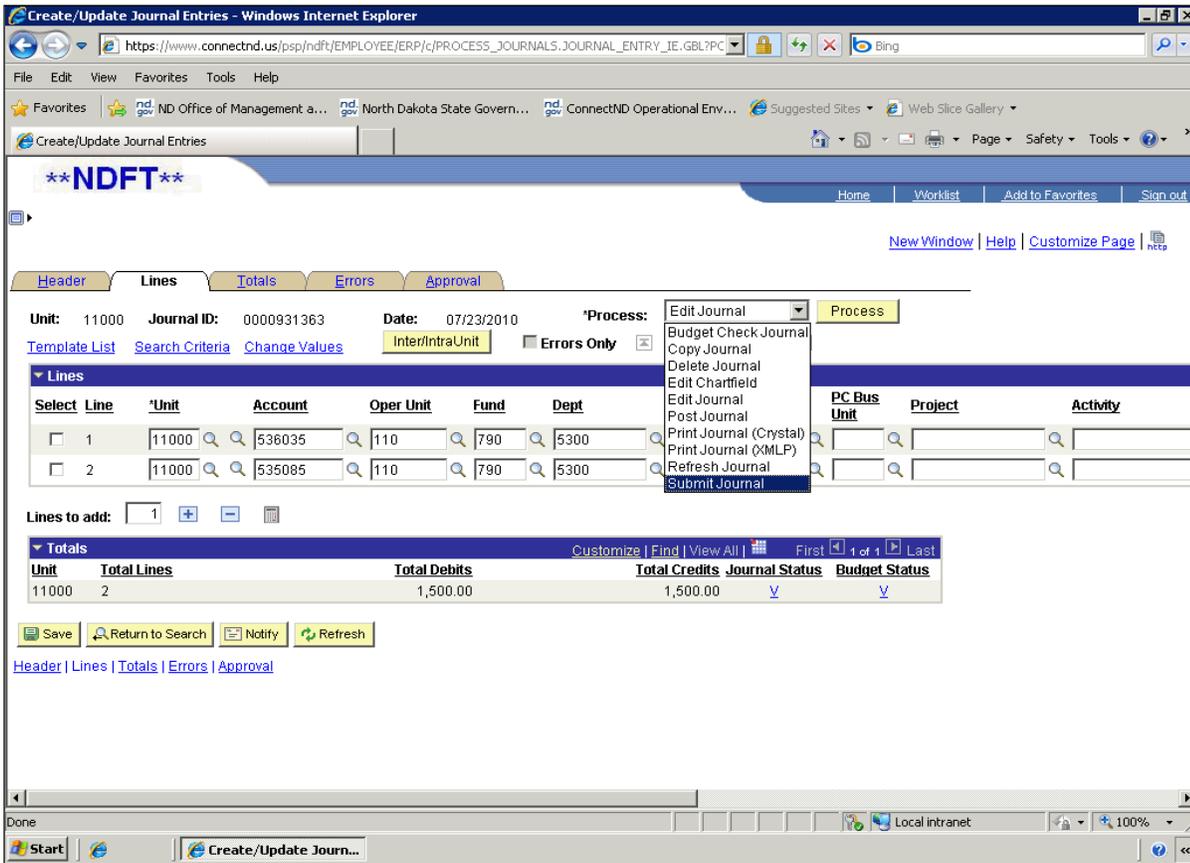
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	1,500.00	1,500.00		

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
21.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



Step	Action
22.	Click the Submit Journal list item. 



Training Guide Module 8 – General Ledger

Step	Action
23.	Click the Process button. 
24.	Click the OK button. 
25.	This topic showed how to Copy a Journal Entry. End of Procedure.

ST 8.1.5 - Reversing a Journal Entry

Reversing a Journal Entry

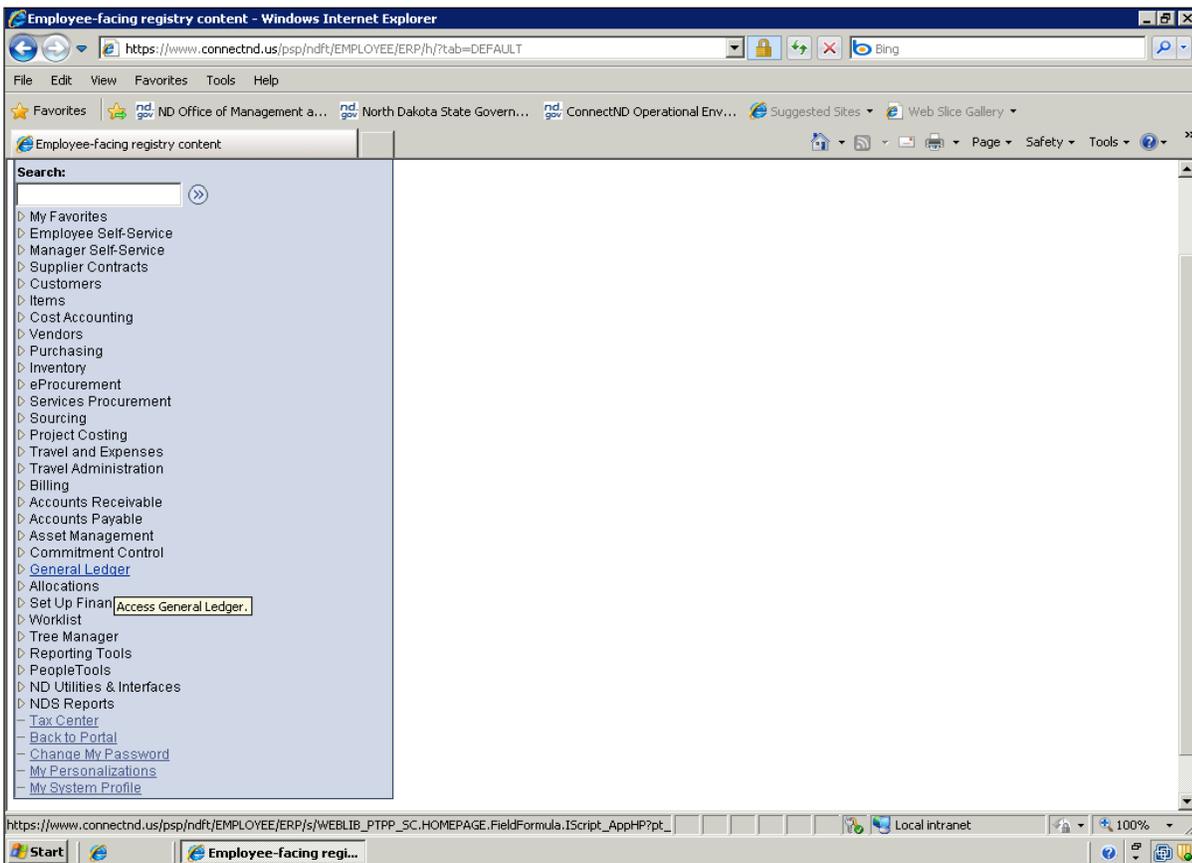
Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

A journal entry can be reversed by preparing a new journal with reversed accounting signs, or by copying the original journal and reversing the accounting signs. This topic will show how to copy the original journal and reverse the accounting signs.

Refer to ST 8.1.4 - Copying a Journal Entry, if necessary.

Procedure

This topic will show how to Reverse a Journal Entry by copying an existing journal and selecting the Reverse Signs checkbox.

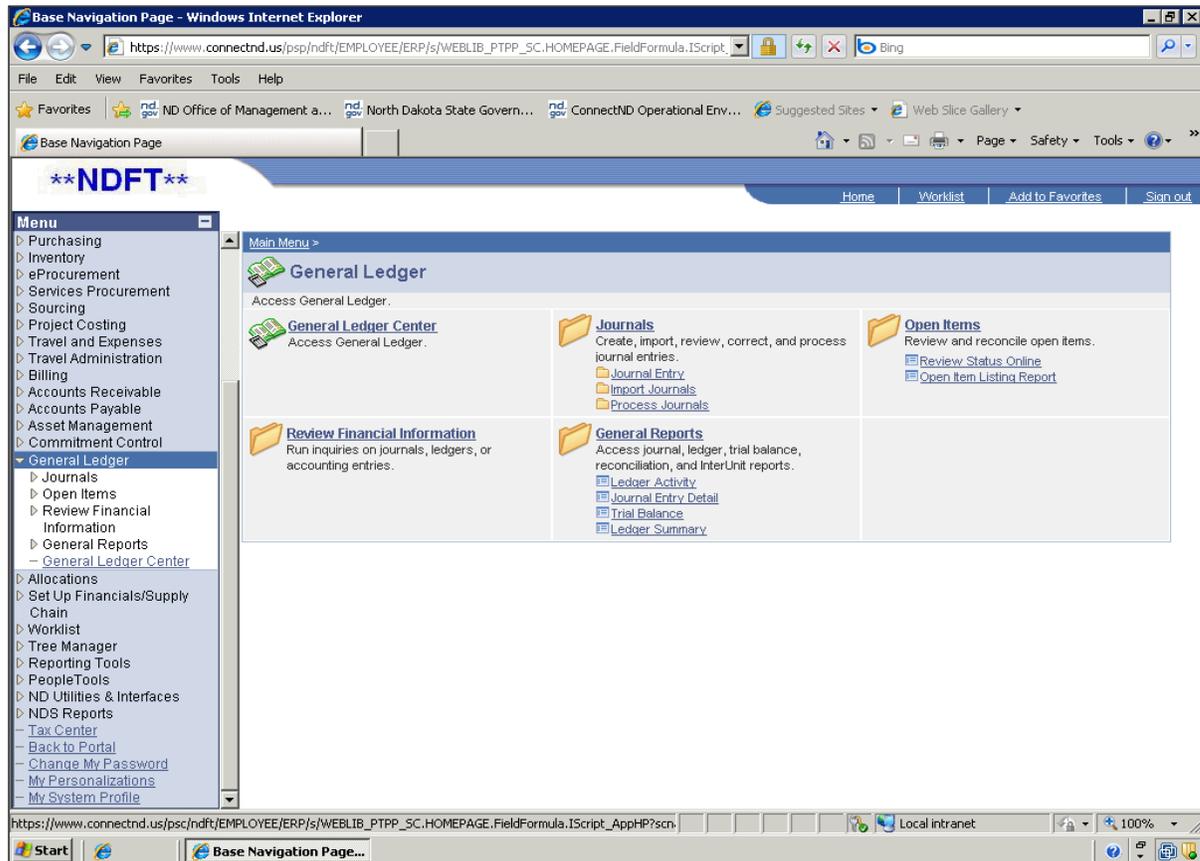




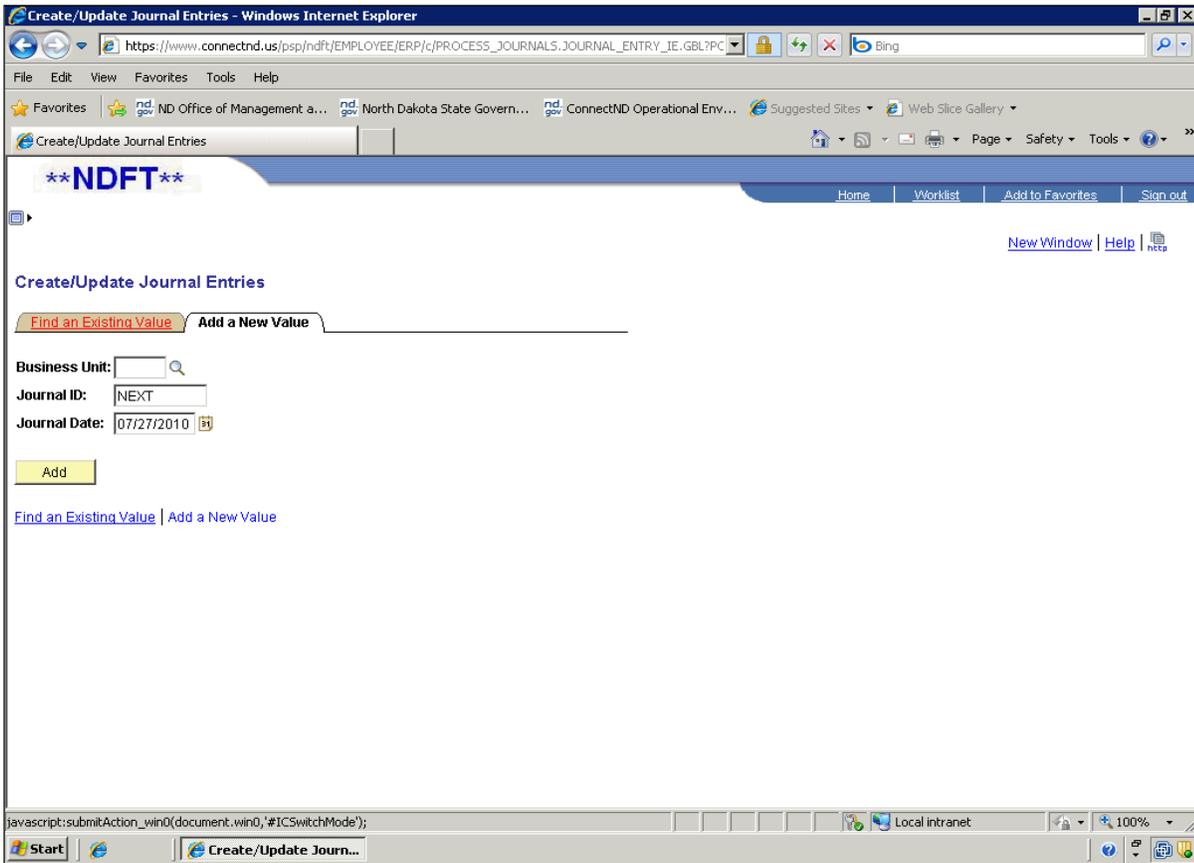
Training Guide

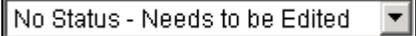
Module 8 – General Ledger

Step	Action
1.	Click the General Ledger link. 



Step	Action
2.	Click the Journal Entry link. 
3.	Click the Create/Update Journal Entries link. 



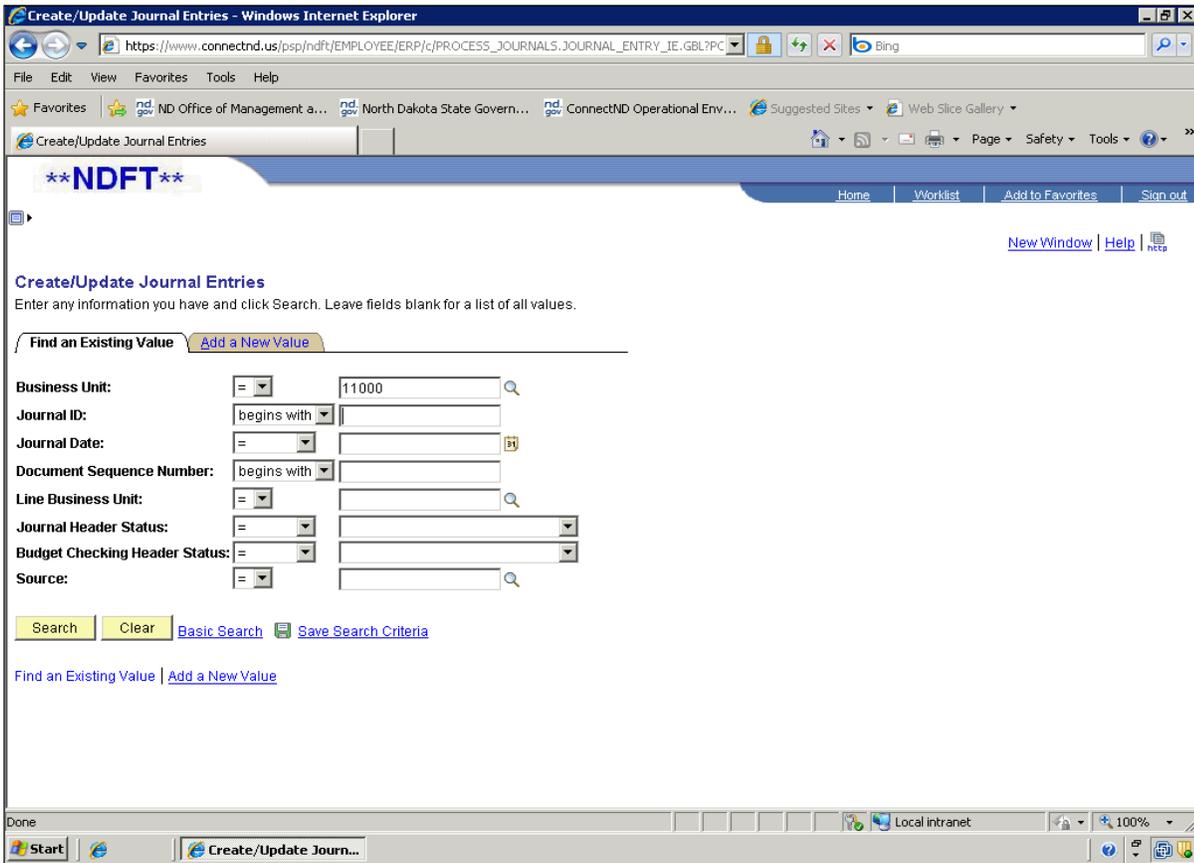
Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Journal Header Status list. 



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Step	Action
6.	Click the "blank" list item. 



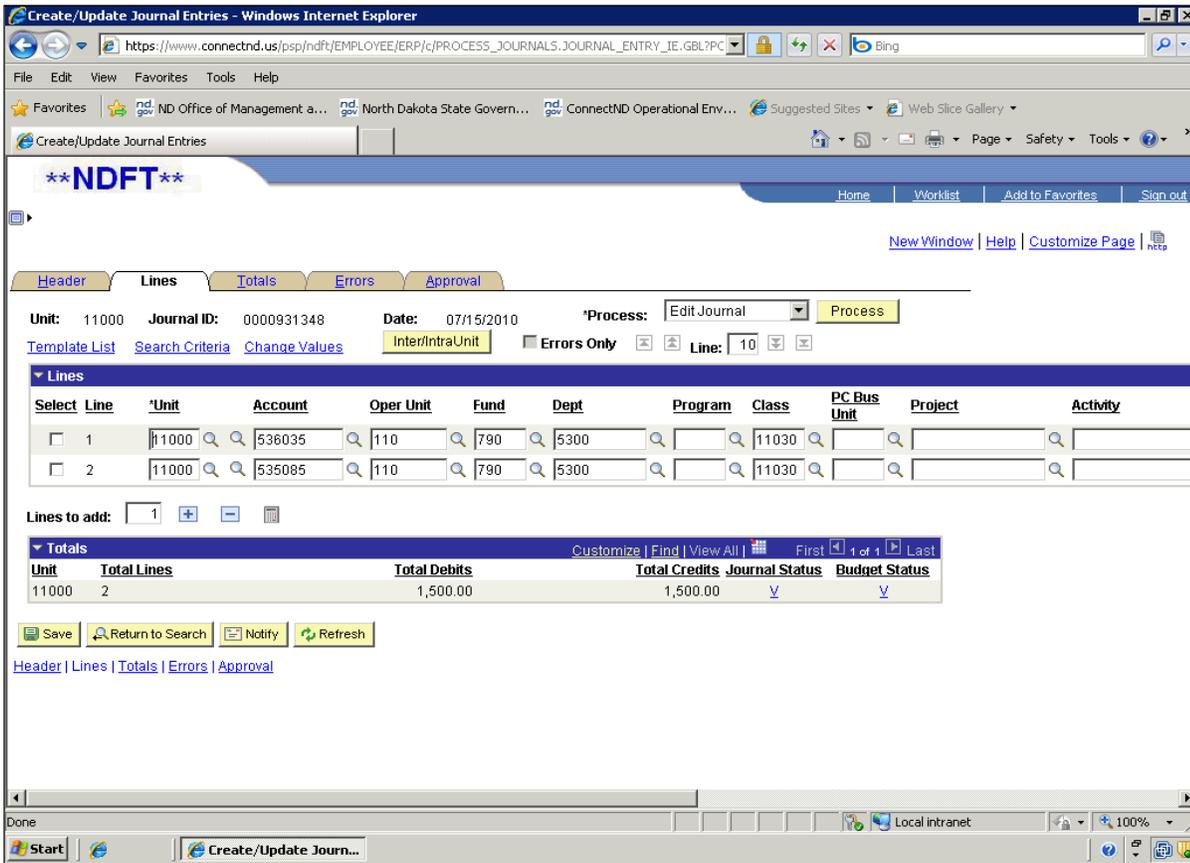
Step	Action
7.	<p>Enter the desired information into the Journal ID field. Enter "0000931348".</p> <p>This is the journal from which you are going to copy <u>from</u> and reverse.</p> <p>All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.</p>
8.	<p>Click the Search button.</p> 
9.	<p>Verify this is the correct journal to copy and reverse.</p>



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Step	Action
10.	Click the Lines tab. Lines



Step	Action
11.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_IE_GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931348 Date: 07/15/2010 *Process: [Process]

Template List Search Criteria Change Values Inter/IntraUnit Errors Only

Lines

Select	Line	*Unit	Account	Oper Unit	Fund	Dept	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	11000	536035	110	790	5300			
<input type="checkbox"/>	2	11000	535085	110	790	5300			

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	1,500.00	1,500.00		

Save Return to Search Notify Refresh

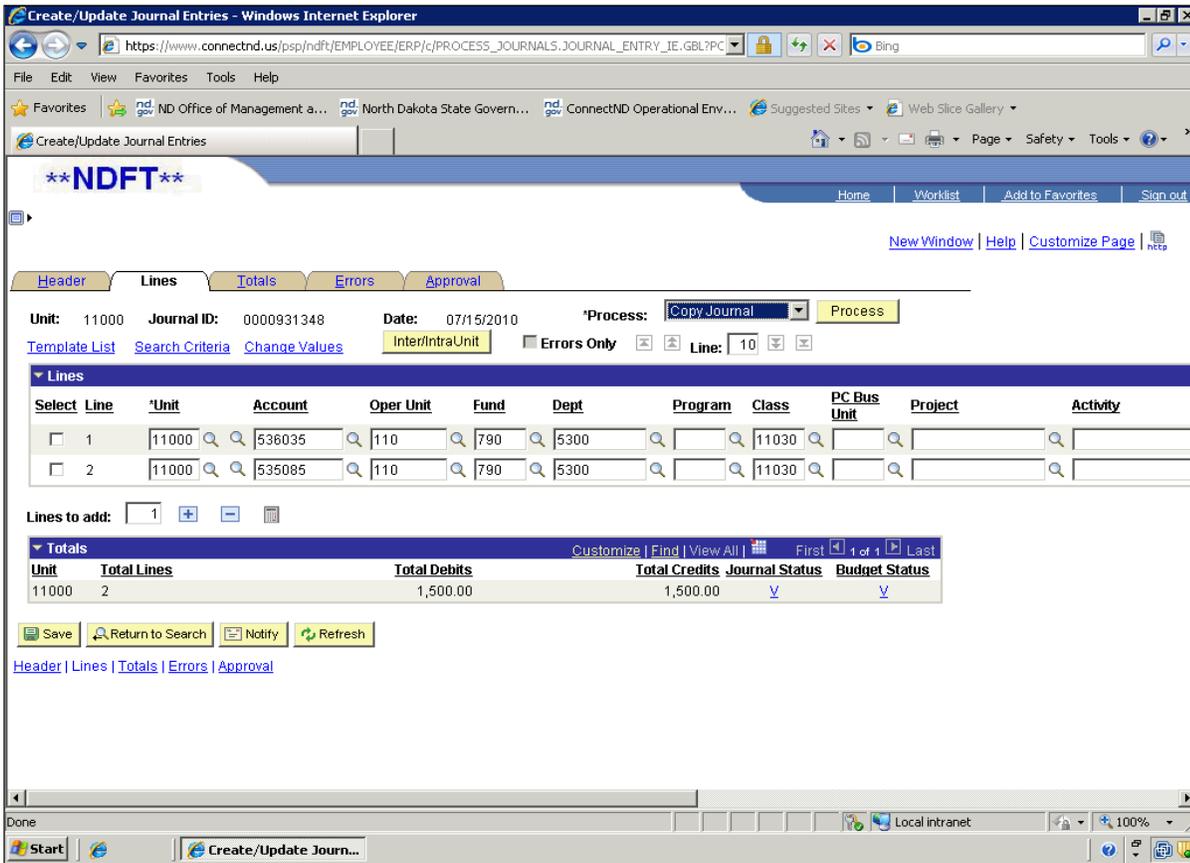
Header | Lines | Totals | Errors | Approval

Done Local intranet 100%

Start Create/Update Journ...

Step	Action
12.	Click the Copy Journal list item.

Copy Journal



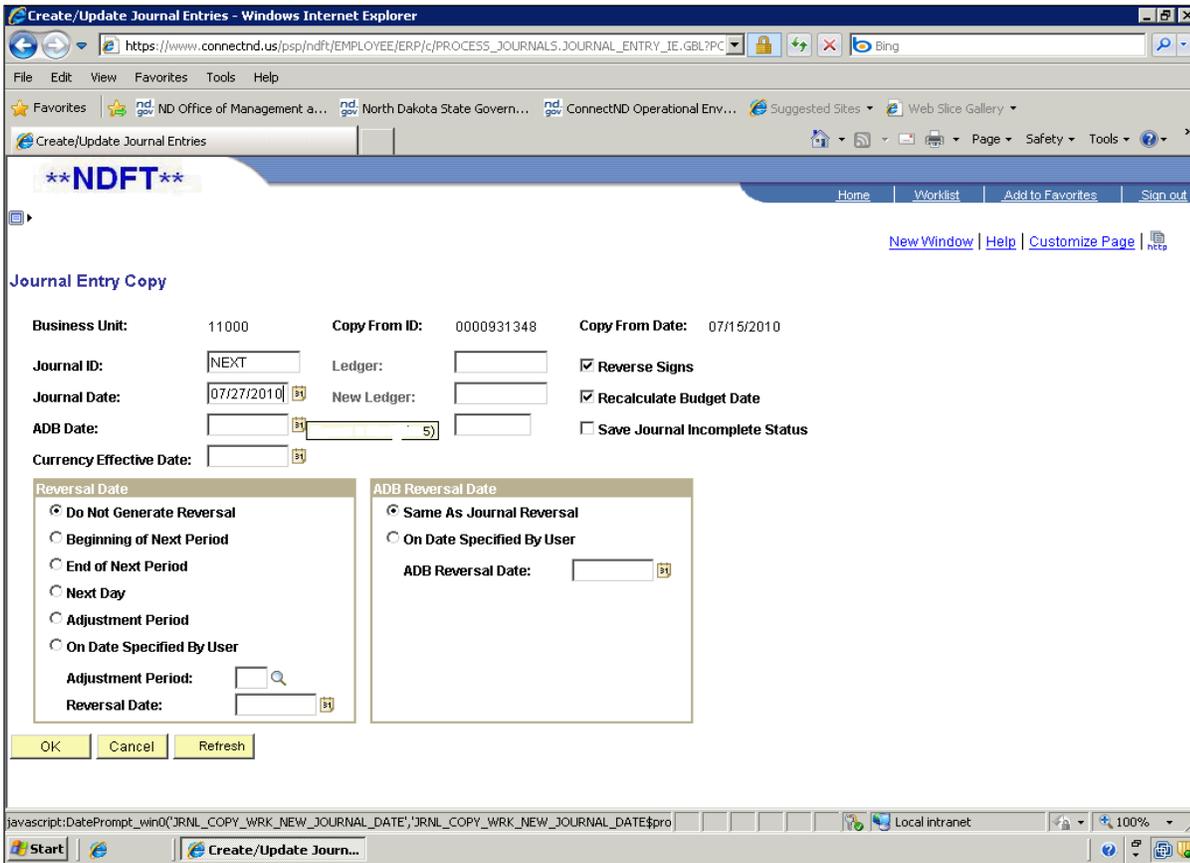
Step	Action
13.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process</div>



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Step	Action
14.	Click the Reverse Signs option. <input checked="" type="checkbox"/> Reverse Signs



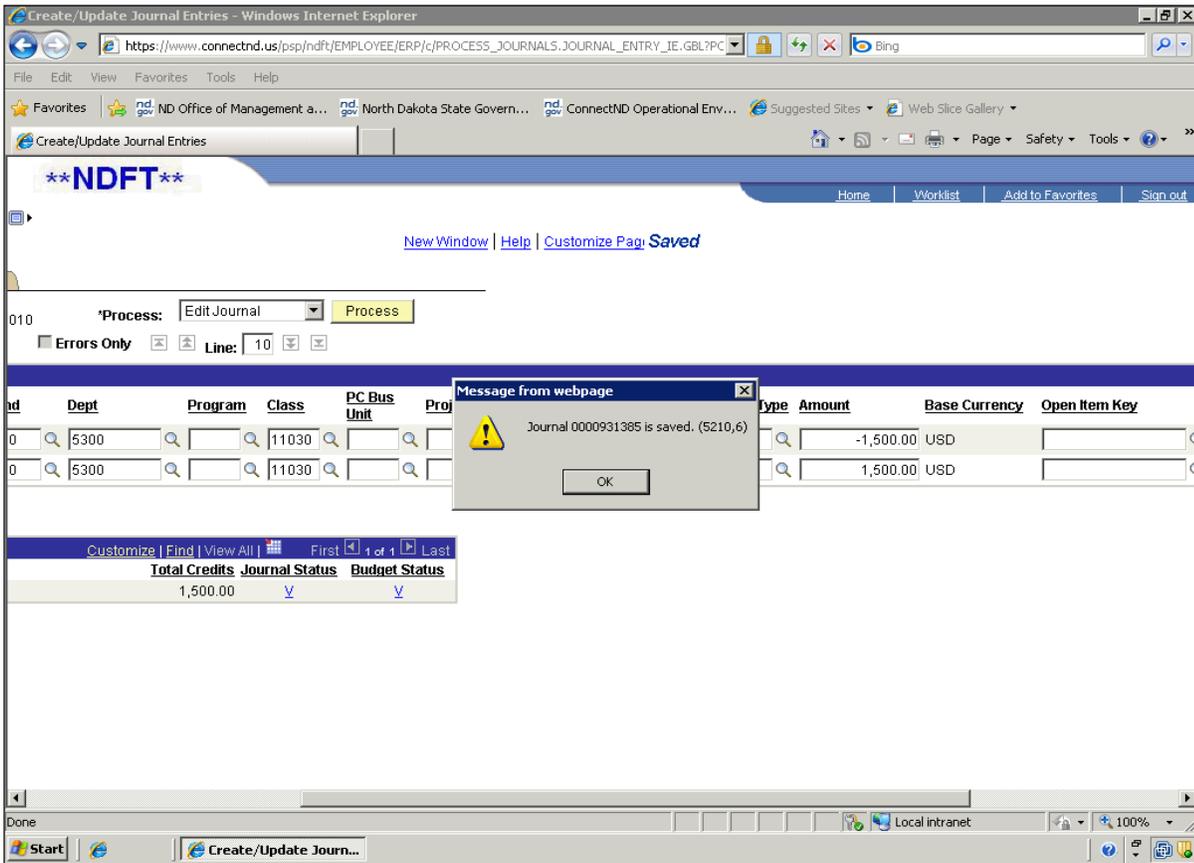
Step	Action
15.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field..</p> 
16.	<p>Select date of the current month, or click on the left arrow to view the previous month.</p> 
17.	<p>Click the desired date. If you want to apply to the prior month, select the appropriate date.</p> 



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Step	Action
18.	You may want to apply back the reversal journal entry if the original entry was done in the prior month, so the entries will offset each other within the same accounting period.
19.	Click the OK button. 
20.	Accounting entry amounts (signs) have been reversed.

Step	Action
21.	Click the Process button to Edit/Validate the journal. 



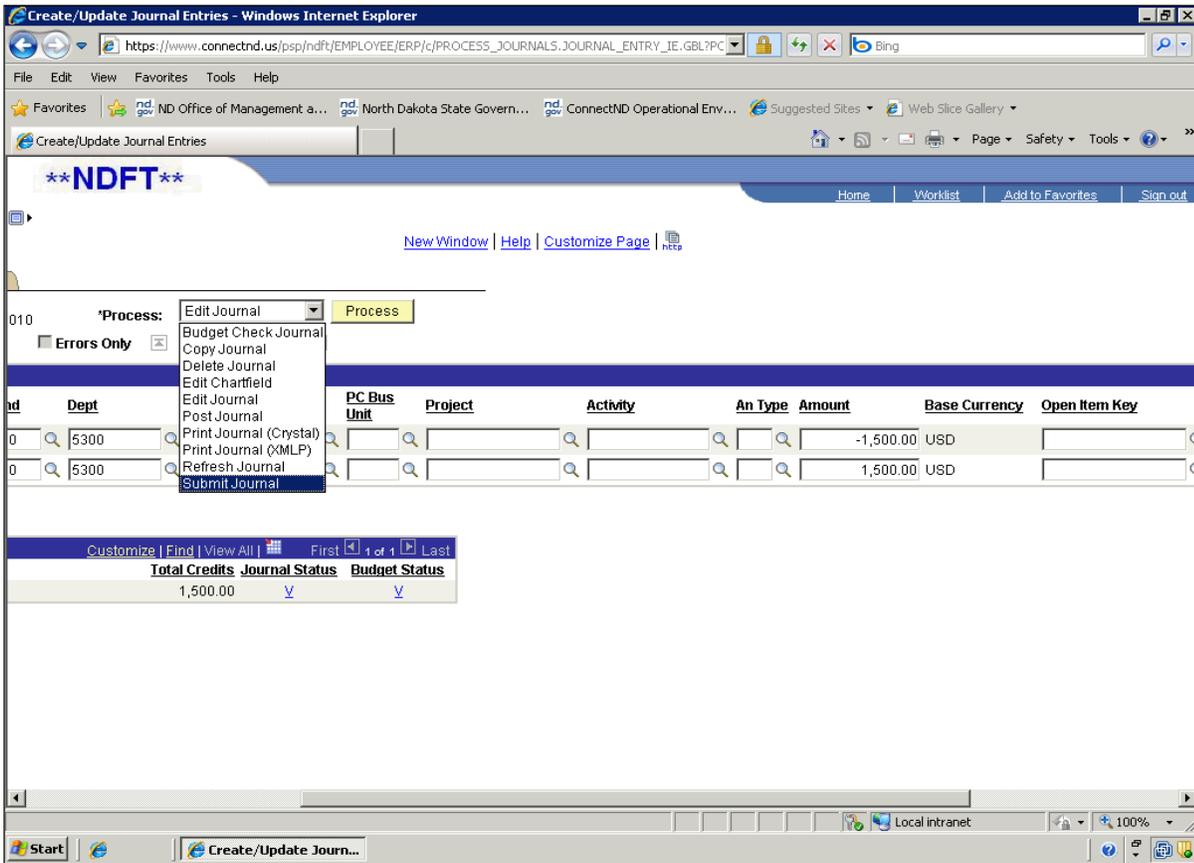
Step	Action
22.	Click the OK button. 



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Step	Action
23.	Click the Process drop down list to submit the journal for final approval. 

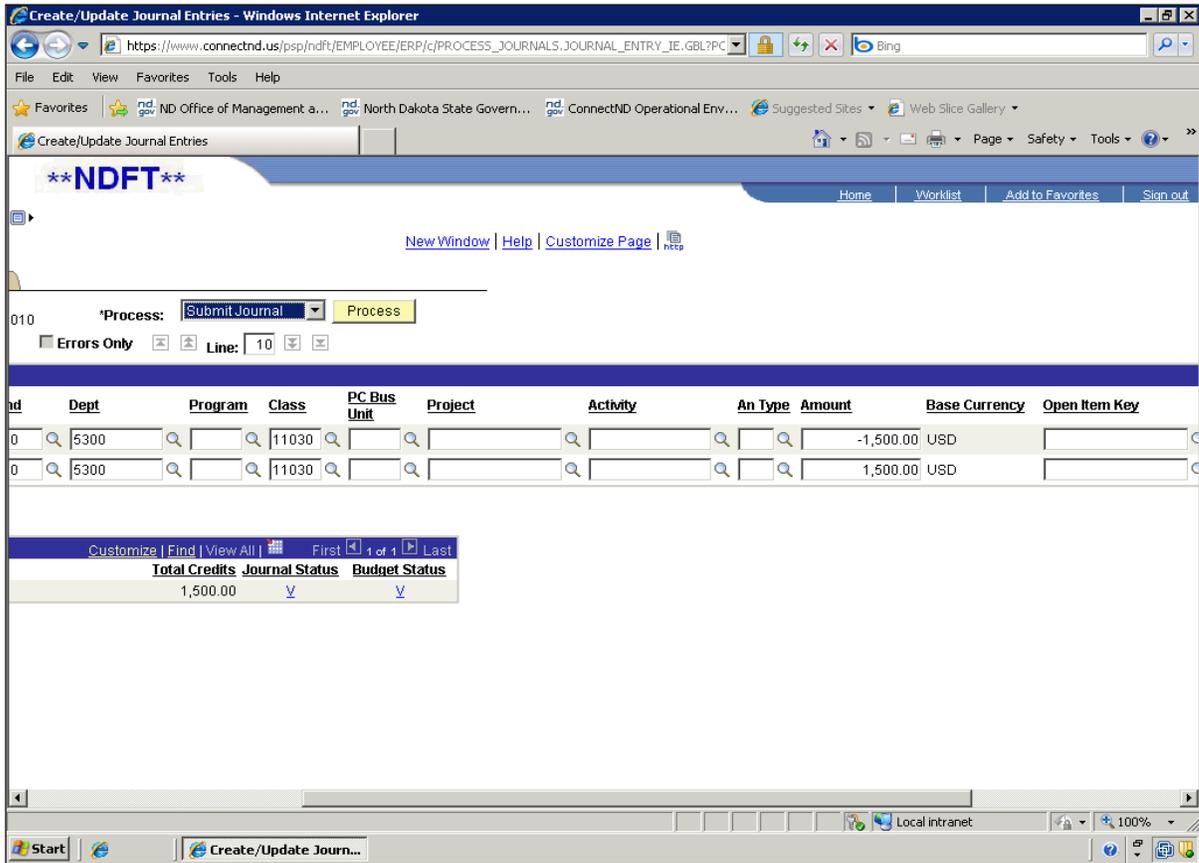


Step	Action
24.	Click the Submit Journal list item. 



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Module 8 – General Ledger



Step	Action
25.	Click the Process button. 
26.	Click the OK button. 
27.	This topic showed how to copy and Reverse a Journal Entry. End of Procedure.

ST 8.1.6 - Errors on a Journal Entry

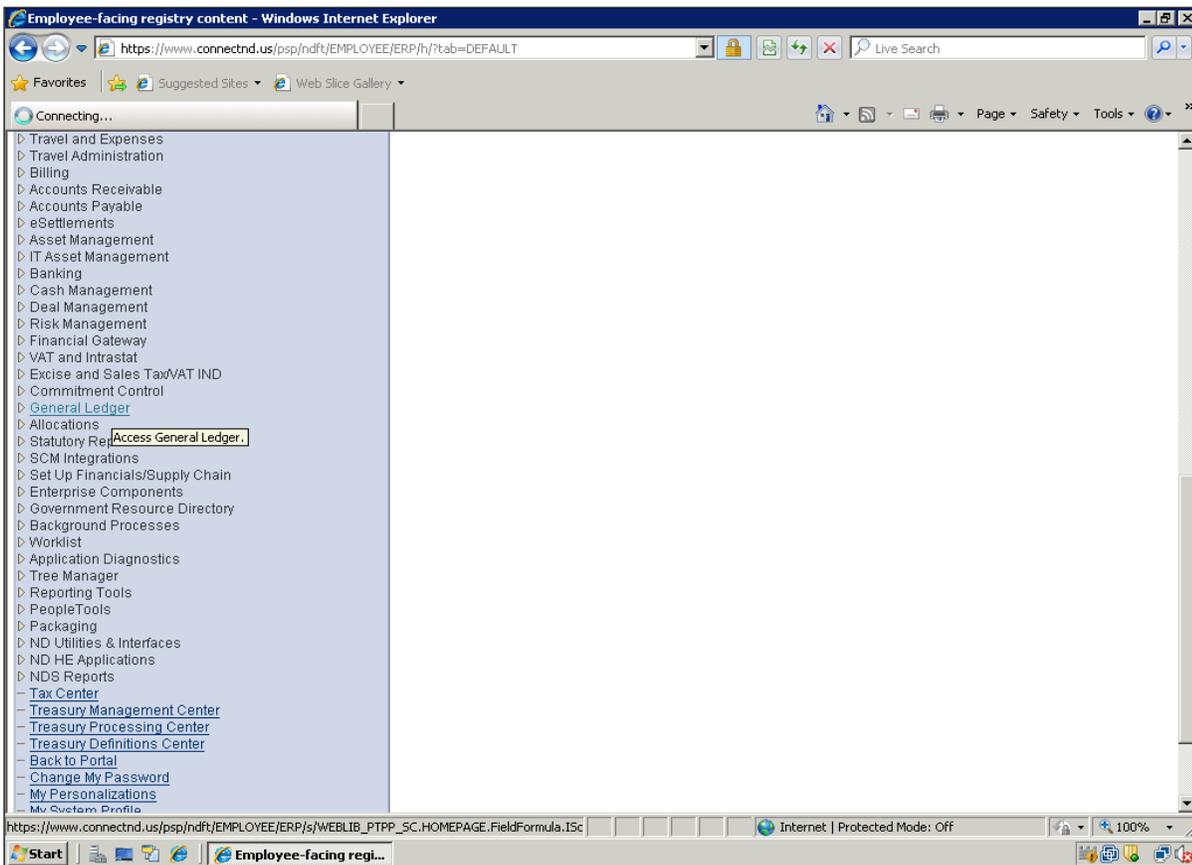
Errors on a Journal Entry

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

For any journal entry to post, the Journal Status and Budget Status must both be Valid (V), after the journal is processed. If the Journal Status or Budget Status is in Error (E), the journal must be corrected and re-processed.

Procedure

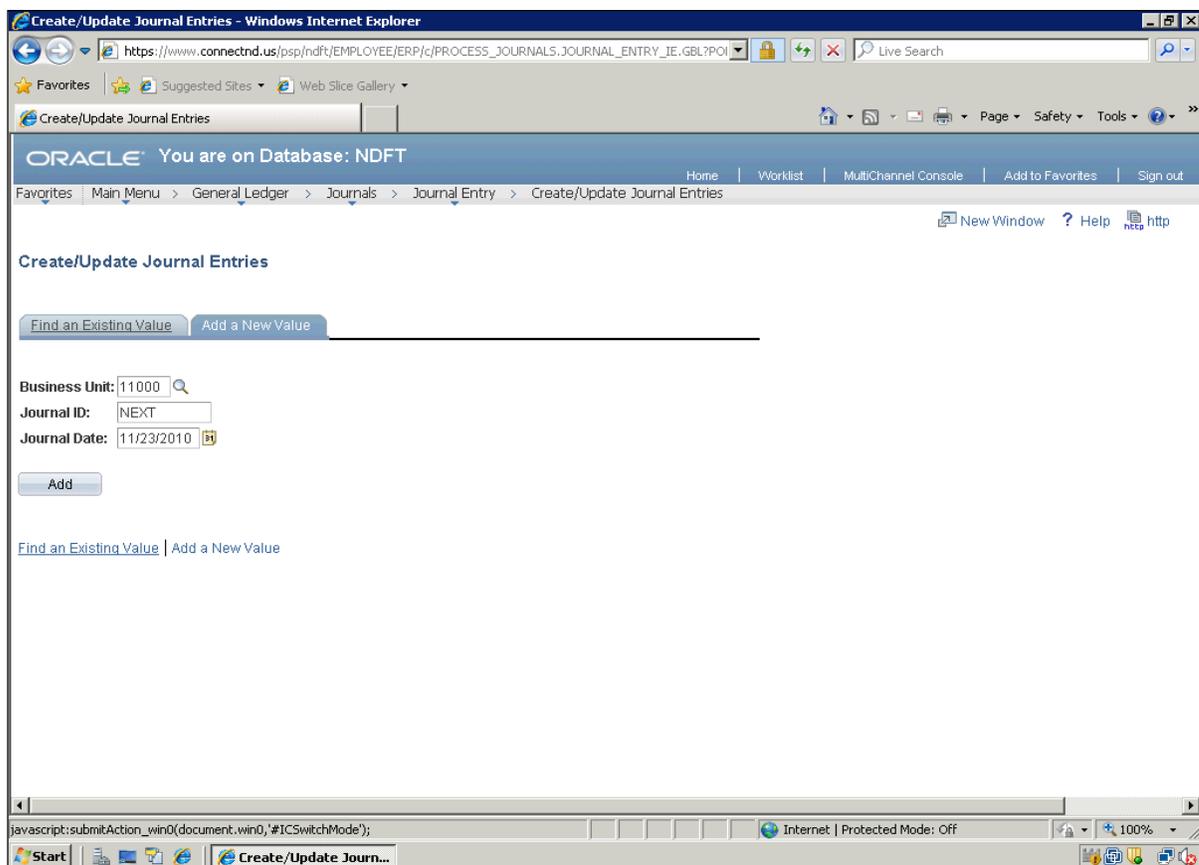
This topic shows how to correct Errors on a Journal Entry.





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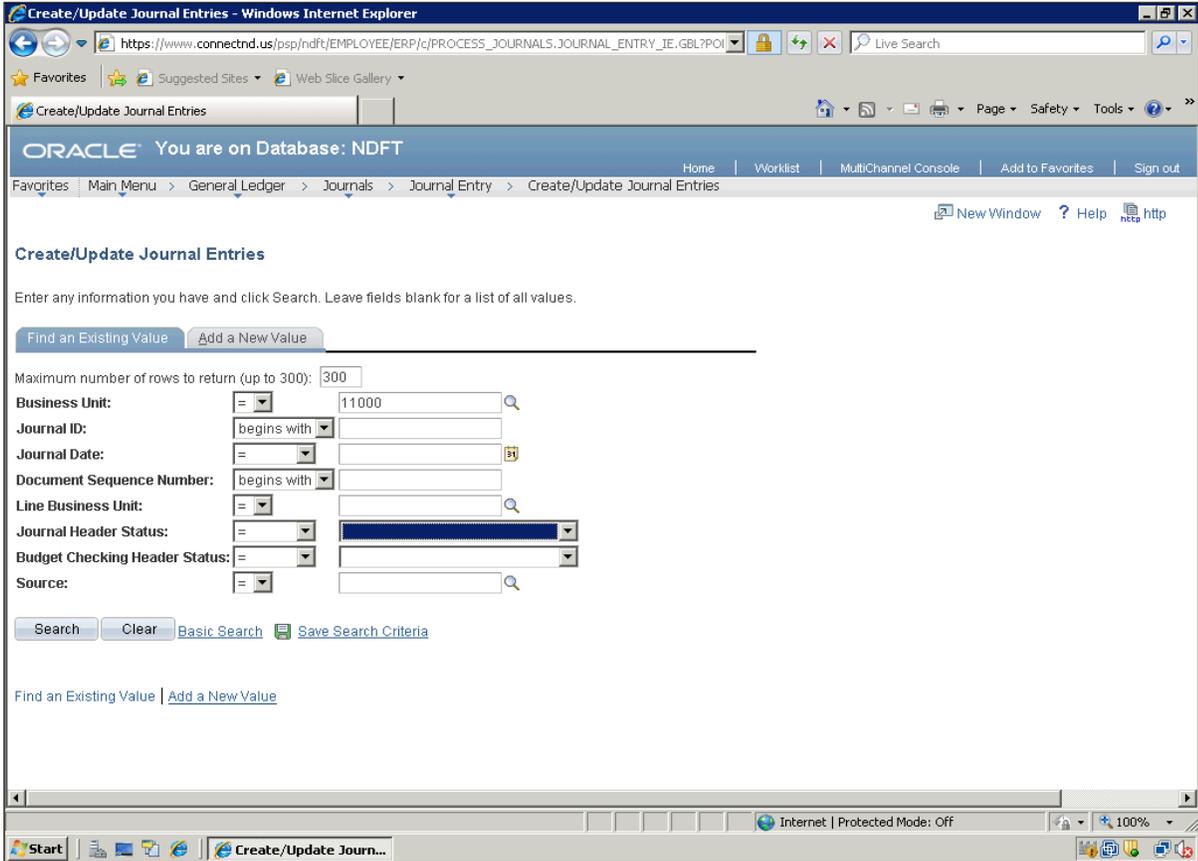
Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



The screenshot shows a web browser window titled "Create/Update Journal Entries - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?POI. The page header includes the Oracle logo and "You are on Database: NDFT". The breadcrumb trail is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main content area is titled "Create/Update Journal Entries" and features two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there are input fields for "Business Unit" (11000), "Journal ID" (NEXT), and "Journal Date" (11/23/2010). An "Add" button is located below these fields. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The browser's status bar shows "Internet | Protected Mode: Off" and "100%" zoom.

Step	Action
5.	Click the Find an Existing Value tab. 

Step	Action
6.	Click the Journal Header Status list. 



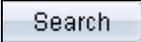
Step	Action
7.	Click the "blank" list item. 

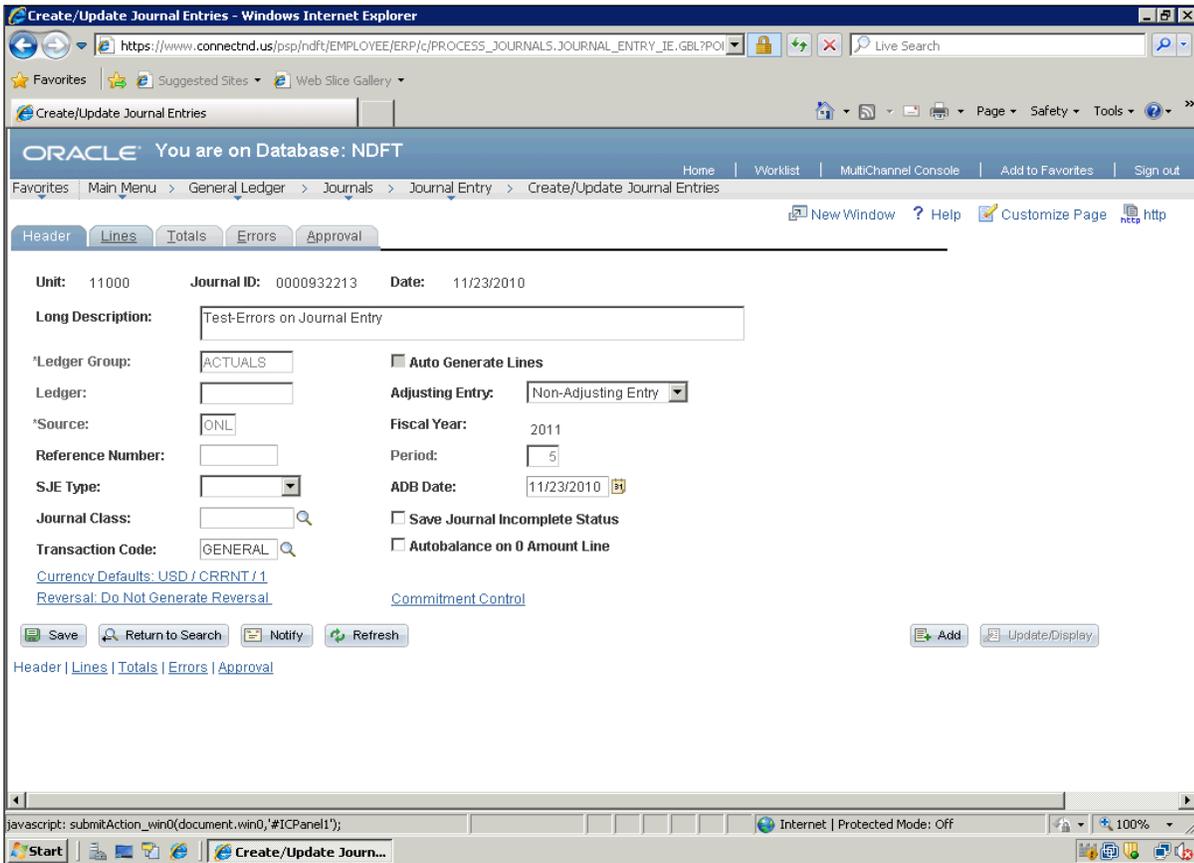


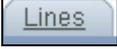
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The screenshot shows the Oracle E-Business Suite interface for 'Create/Update Journal Entries'. The browser title is 'Create/Update Journal Entries - Windows Internet Explorer'. The URL is 'https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?POI'. The page header includes 'ORACLE You are on Database: NDFT' and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The main content area is titled 'Create/Update Journal Entries' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A search criteria form is displayed with the following fields: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = 11000', 'Journal ID: begins with 0', 'Journal Date: =', 'Document Sequence Number: begins with', 'Line Business Unit: =', 'Journal Header Status: =', 'Budget Checking Header Status: =', and 'Source: ='. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with 'Internet | Protected Mode: Off' and '100%' zoom level.

Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000932213 ".
9.	Click the Search button. 



Step	Action
10.	Click the Lines tab. 
11.	Journal Status is E (Error). Click on the error hyperlink for more information. Note: In this example, the journal is missing the Fund chartfield on Line 1 and 2.



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Step	Action
12.	Enter the desired information into the Fund field. Enter " 790 ".
13.	Enter the desired information into the Fund field. Enter " 790 ".
14.	Click the Process button. 
15.	This topic showed how to correct Errors on a Journal Entry. End of Procedure.

ST 8.1.7 - Spreadsheet Journal Import

Spreadsheet Journal Import

Open JRNL_TEMPLATE.XLS <NEW>

The spreadsheet journal workbook allows you to enter journal information *offline* using Excel and then import the journal into PeopleSoft.

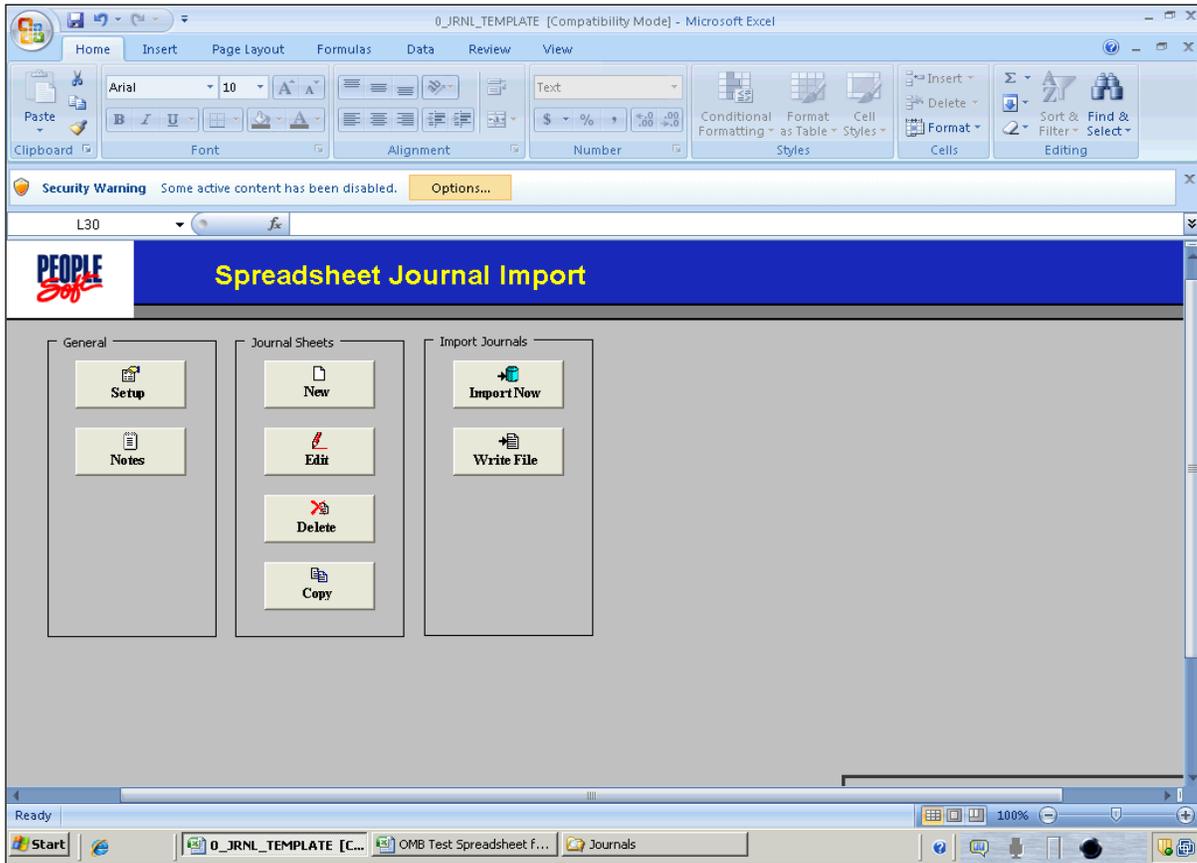
Procedure

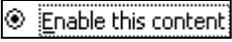
This topic shows how to create a Spreadsheet Journal Import.

Step	Action
1.	The journal template JRNL_TEMPLATE.XLS and macro file is required for this upload process. Contact OMB for these files.

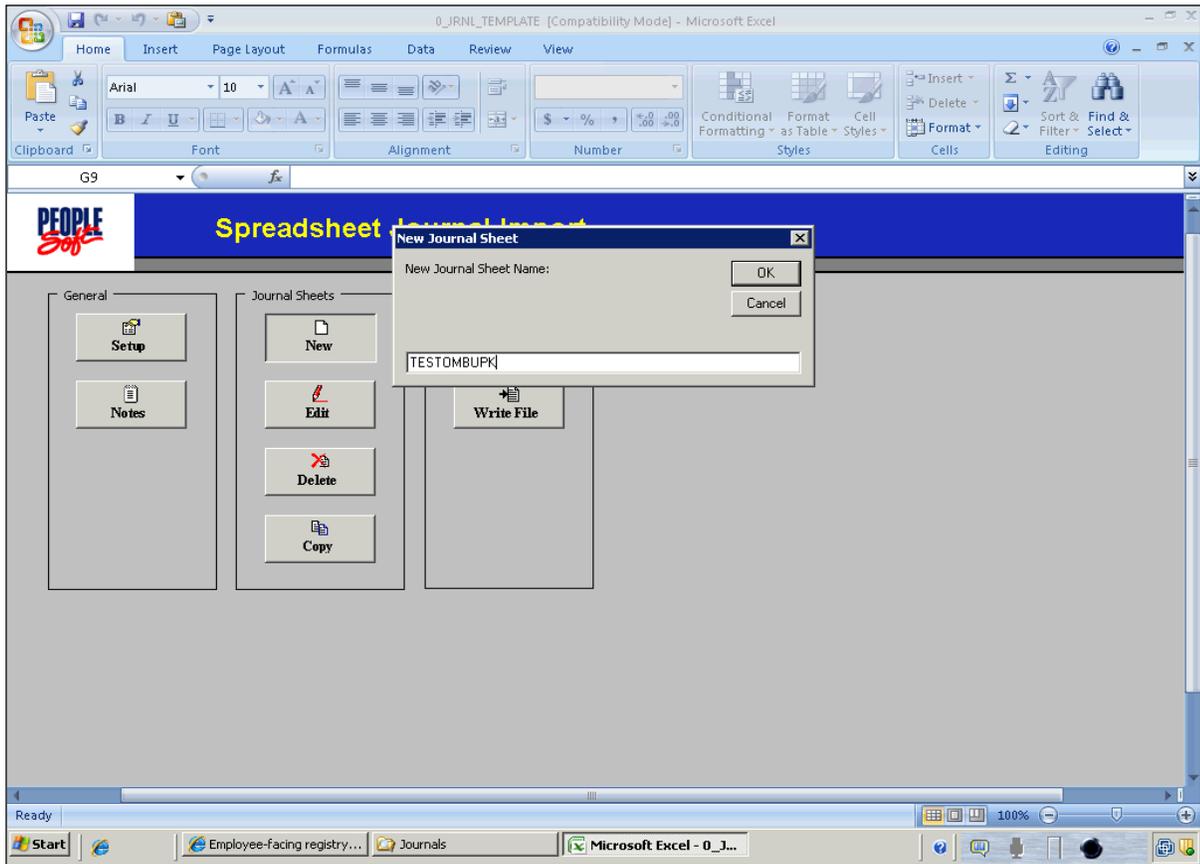


Training Guide Module 8 – General Ledger



Step	Action
2.	Once the template file is open, click the Options... button. 
3.	The Security Alert - Macros & ActiveX screen will default to: <u>Help protect me from unknown content (recommended).</u> The default must be changed. Click the Enable this content option. 
4.	Click the OK button. 
5.	Click the New icon under Journal Sheets options. 

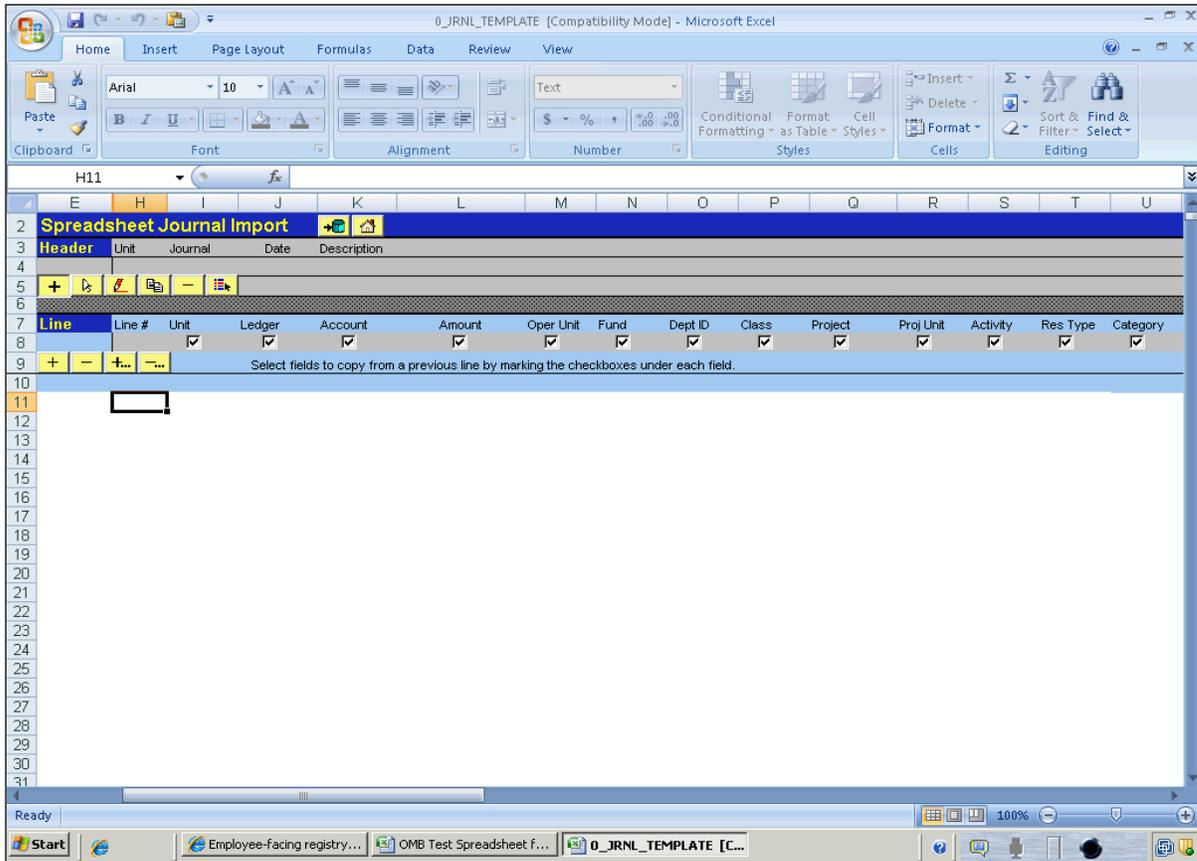
Step	Action
6.	Enter the desired information into the New Journal Sheet Name: field. Enter " TESTOMBUPK ".

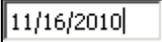


Step	Action
7.	Click " OK ". 



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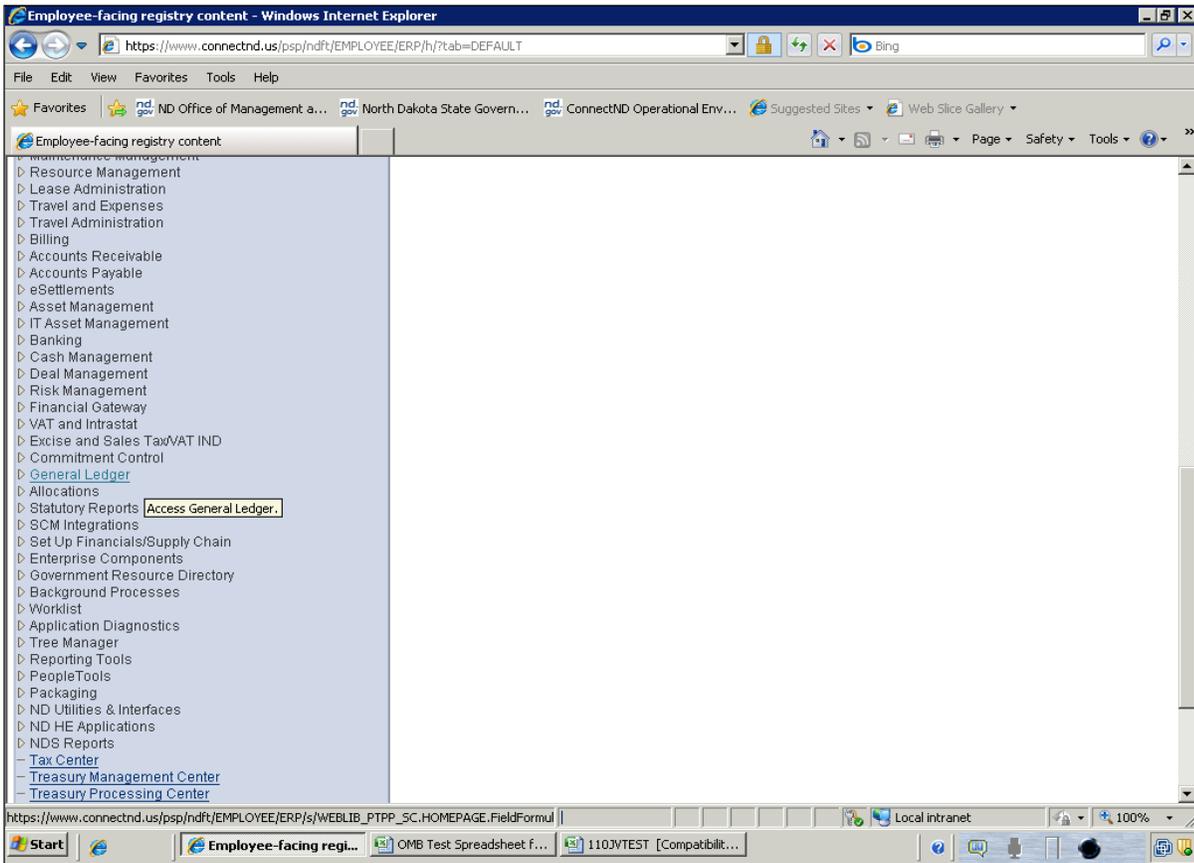
Step	Action
8.	Click the + (plus) to enter New Journal Header Information. 
9.	Enter the desired information into the New Journal Header field. Enter " 11000 ".
10.	Enter the desired information into the New Journal Header field. Enter " TESTOMBUPK ". This field cannot exceed 10 characters.
11.	Click in the Journal Date: field to enter the desired journal date. Note: This is where you apply back the journal date, if necessary. 
12.	Enter the desired information into the New Journal Header field. Enter " Test Journal Upload ".

Step	Action
13.	Click the OK button. 
14.	Click the +... to add journal lines. Note: This number will be the number of actual lines on the Excel spreadsheet, not the line number. 
15.	Enter the desired information into the Insert Multiple Lines field. Enter " 16 ". Note: This information comes from the journal lines on the Excel spreadsheet template.
16.	Click the Insert button. 
17.	Once the Line fields are populated, click back to the original Excel journal spreadsheet.
18.	Toggle back to Excel spreadsheet file that you are copying from.
19.	Copy selection from Business Unit (BU) to Class and down to last journal line. Note: If you have project information, copy selection from Business Unit to Activity and down to last journal line. Do not copy Line # as this is already populated in the Journal Template. Press [Ctrl+C] .
20.	Make sure the cursor is positioned at the Unit field and not Line # field.
21.	Click the Paste Special... button. 
22.	Click the Values option. 
23.	Click the OK button. 
24.	This template must be saved as a different file name. If you click Save, it will save over the Journal Template. Note: Remember where the file is saved to, as you will need to retrieve it before the upload. Click the Save As (File Save As) button. 



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Step	Action
25.	<p>Once "Save As" is selected, you will be prompted to name the new file.</p> <p>Note: Make sure to select a name/location where all the upload files will be saved together. Click the Save button.</p> 
26.	<p>Click the Home object.</p> 
27.	<p>Click the Write File object.</p> 
28.	<p>Select the file that was currently saved.</p> <p>Click the TESTOMBUPK list item.</p> <p>Note: This is the Journal Sheet name from the template, not the Excel file you just named.</p> 
29.	<p>Click the OK button.</p> 
30.	<p>Access PeopleSoft Financial's. If you are not already signed into PeopleSoft, do so at this time.</p>

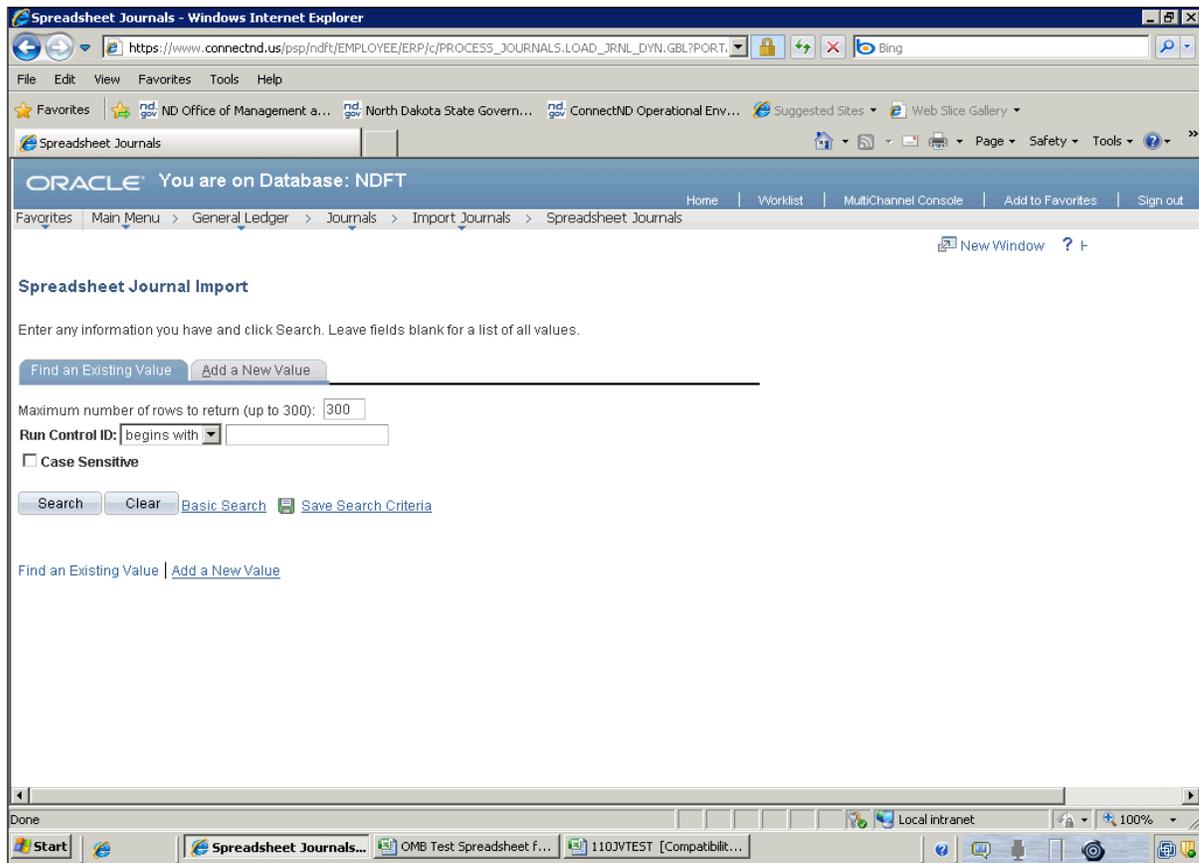


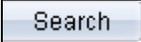
Step	Action
31.	Click the General Ledger link. 
32.	Click the Journals link. 
33.	Click the Import Journals link. 
34.	Click the Spreadsheet Journals link. 

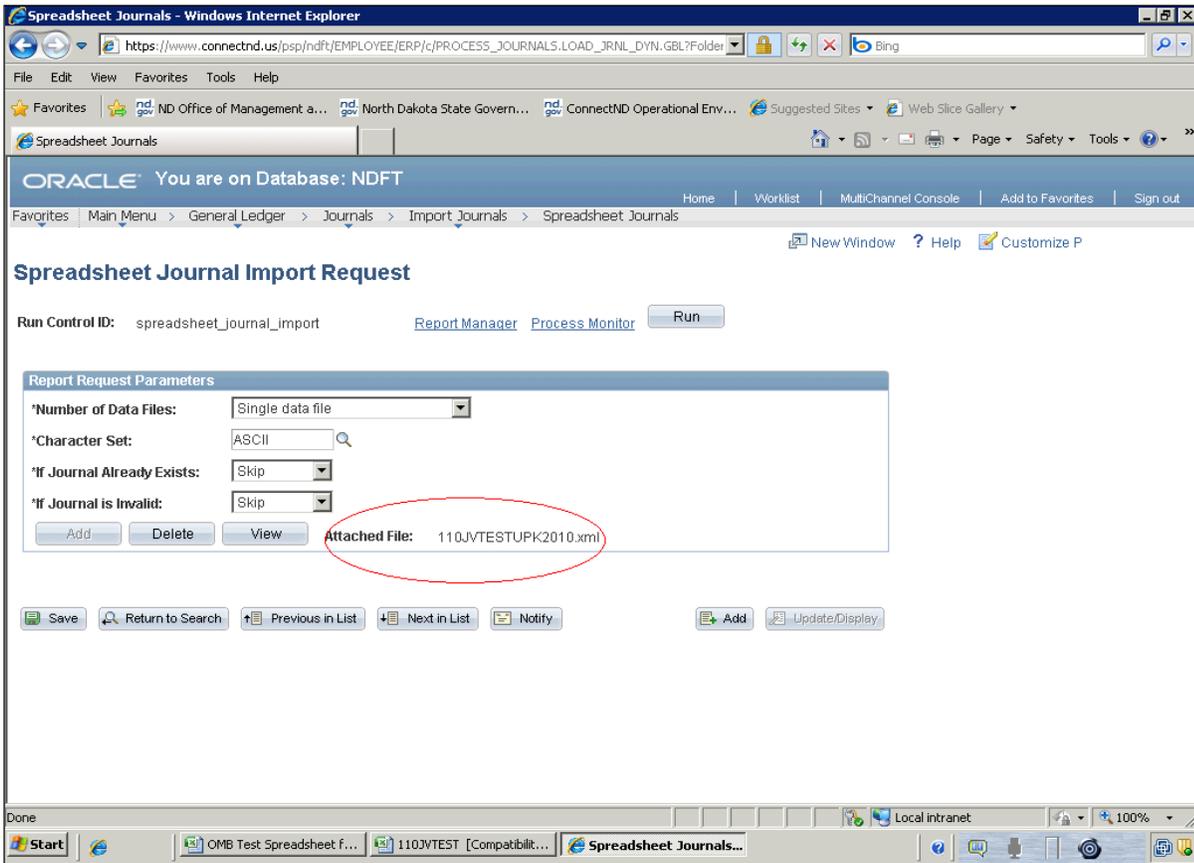


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Step	Action
35.	<p>After navigating to the import screen, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>



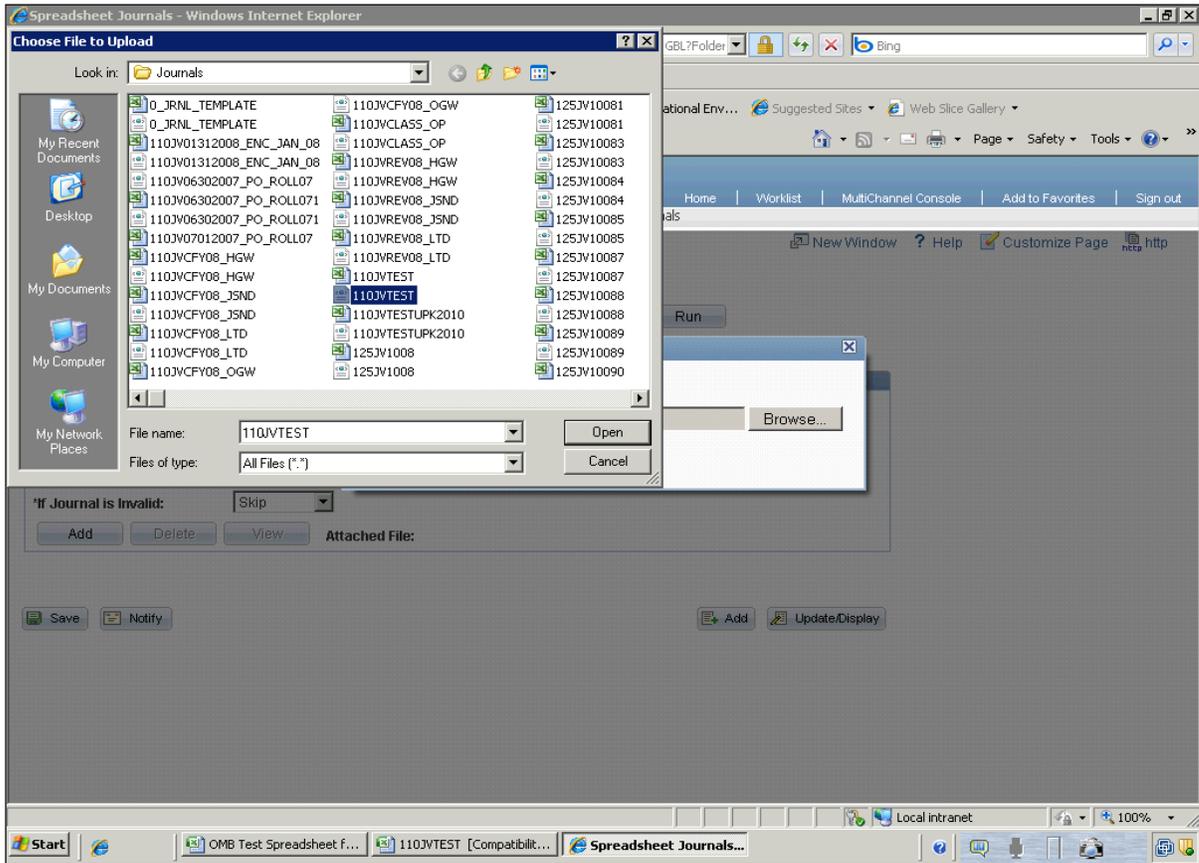
Step	Action
36.	<p>Click the Search button to select the Run Control.</p> <p></p>



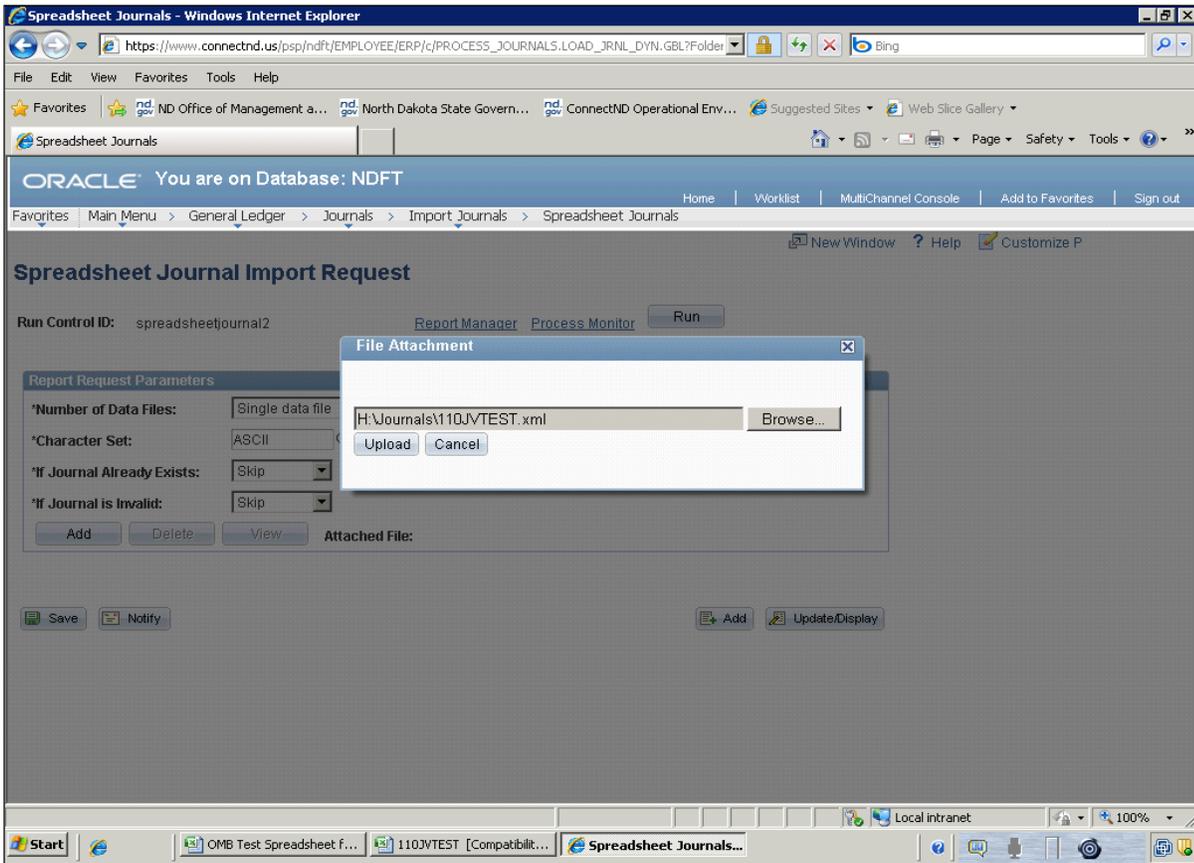
Step	Action
37.	The previously uploaded file must be deleted before the current file can be added, unless this is the first time using this Run Control. Click the Delete button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Delete</div>
38.	Click the Add button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Add</div>
39.	Click the Browse... button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Browse...</div>

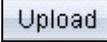


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Step	Action
40.	Locate the file you want to upload. Double-click the 110JVTEST list item. 



Step	Action
41.	Click the Upload button. 
42.	Click the Run button. 



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Module 8 – General Ledger

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: spreadsheetjournal2

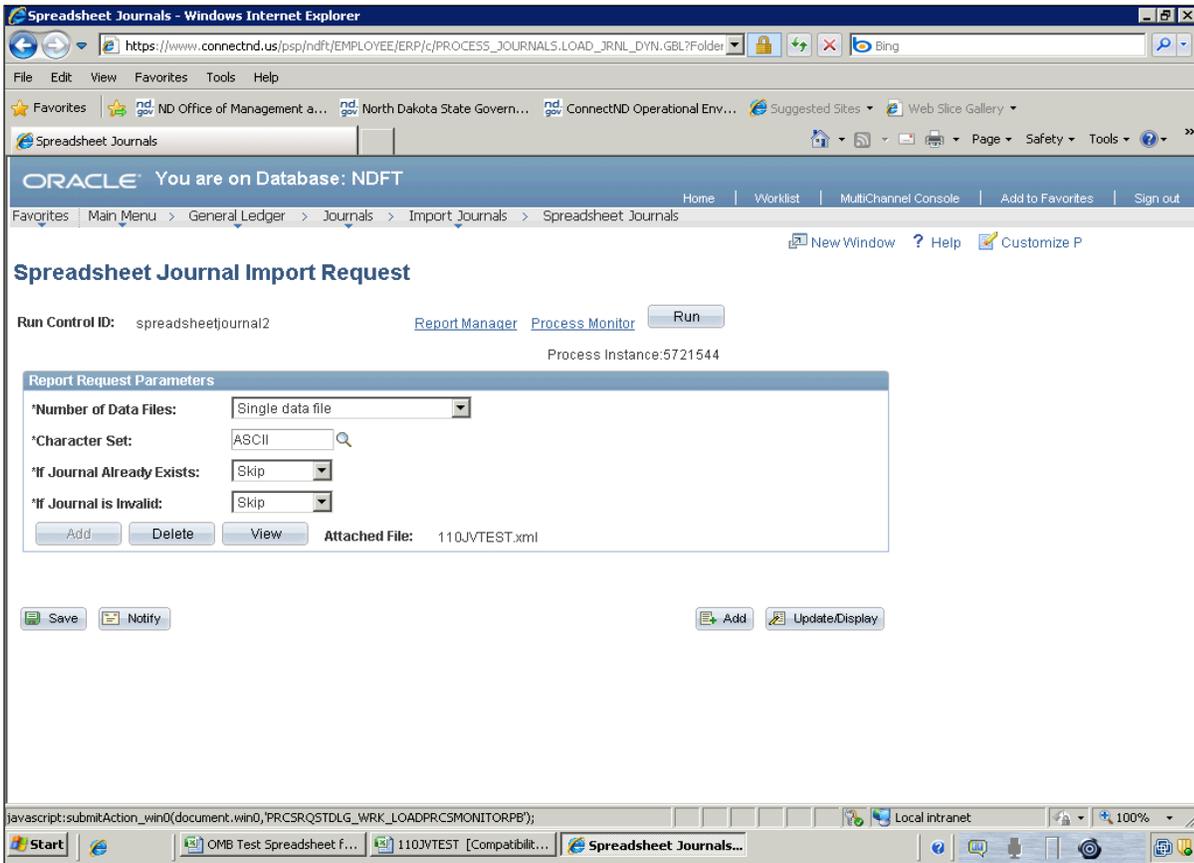
Server Name: Run Date: 11/16/2010

Recurrence: Run Time: 10:59:18AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

Step	Action
43.	Click the OK button. <input type="button" value="OK"/>



Step	Action
44.	Click the Process Monitor link. Process Monitor

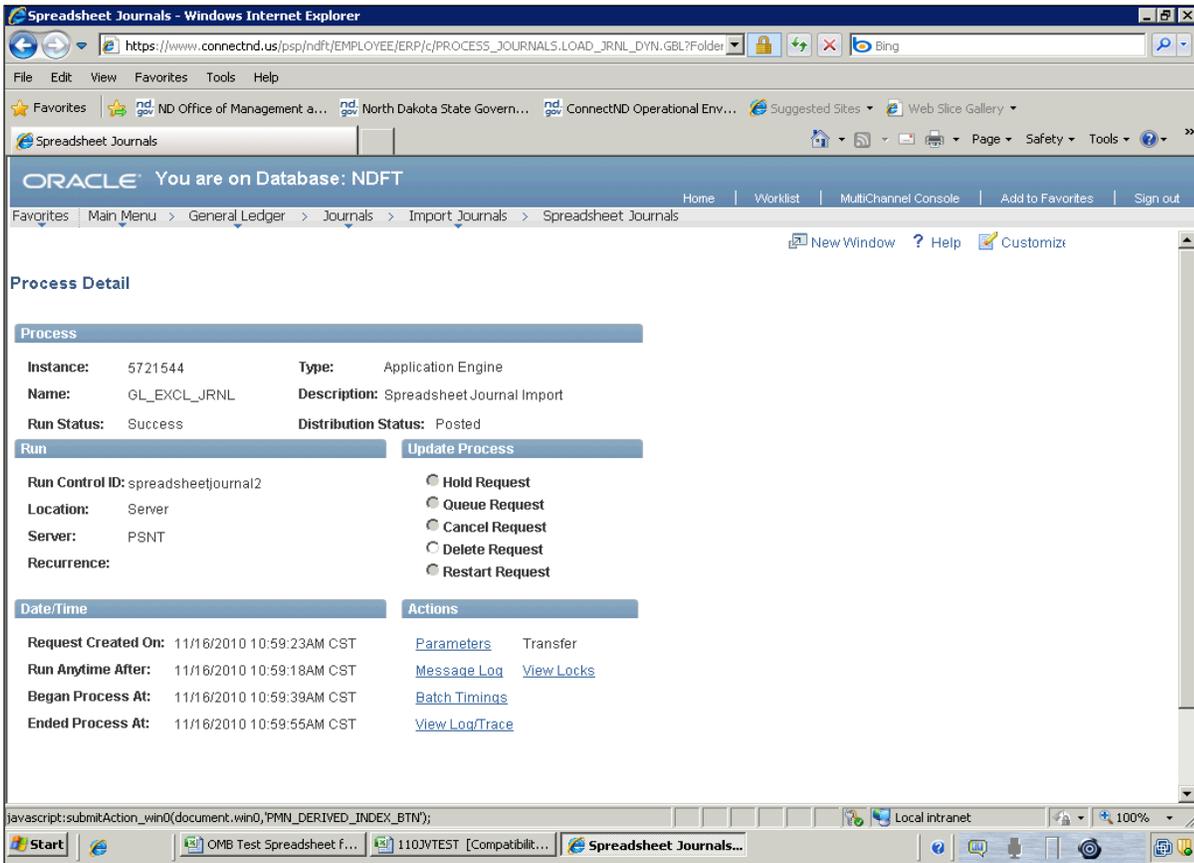


Training Guide Module 8 – General Ledger

The screenshot shows the Oracle Spreadsheet Journals interface. At the top, there's a navigation bar with 'Process List' and 'Server List' tabs. Below that is a 'View Process Request For' section with search filters for User ID, Server, Name, Instance, Run Status, and Distribution Status. The main area contains a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5721544		Application Engine	GL_EXCL_JRNL	LDSHANNON@ND.GOV	11/16/2010 10:59:18AM CST	Queued	N/A	Details
<input type="checkbox"/>	5721530		Application Engine	GL_EXCL_JRNL	LDSHANNON@ND.GOV	11/15/2010 3:05:31PM CST	Success	Posted	Details
<input type="checkbox"/>	5721184		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:35:17PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721182		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:28:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721180		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:19:53PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721012		PSJob	ARPREDC	LDSHANNON@ND.GOV	11/01/2010 12:18:57PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721005		PSJob	ARUPDATE	LDSHANNON@ND.GOV	11/01/2010 12:16:42PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721001		PSJob	ARPREDC	LDSHANNON@ND.GOV	11/01/2010 11:30:56AM CDT	Success	Posted	Details
<input type="checkbox"/>	5720942		PSJob	ARPREDC	LDSHANNON@ND.GOV	10/29/2010 12:47:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720935		PSJob	ARUPDATE	LDSHANNON@ND.GOV	10/29/2010 12:44:08PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720934		SQR Report	AR30003	LDSHANNON@ND.GOV	10/29/2010 12:35:50PM CDT	Success	Posted	Details

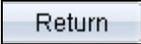
Step	Action
45.	<p>The Process List tab shows the Run Status of the process. The process may run through several status types before Success.</p> <p>Click the Refresh button.</p> <p></p>
46.	<p>Click the Details link.</p> <p></p>

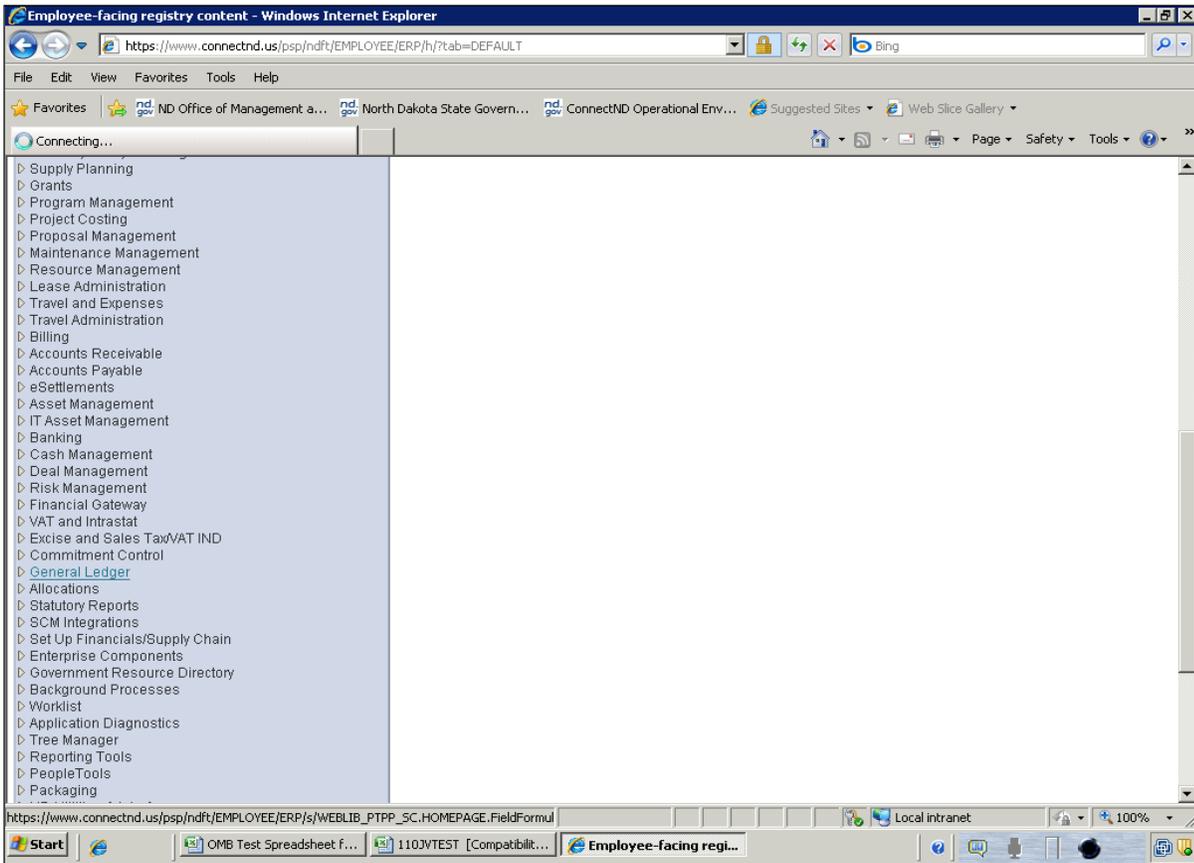


Step	Action
47.	Click the View Log/Trace link. View Log/Trace



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Step	Action
48.	Click the AE_GL_EXCL_JRNL_5721544.stdout link. 
49.	The message will indicate that 1 journal was imported. If there was an error on the import process, the message will indicate that 0 (Zero) journals were imported.
50.	Click the Return button. 
51.	Return to the PeopleSoft Financial's Main Menu by clicking on Home.

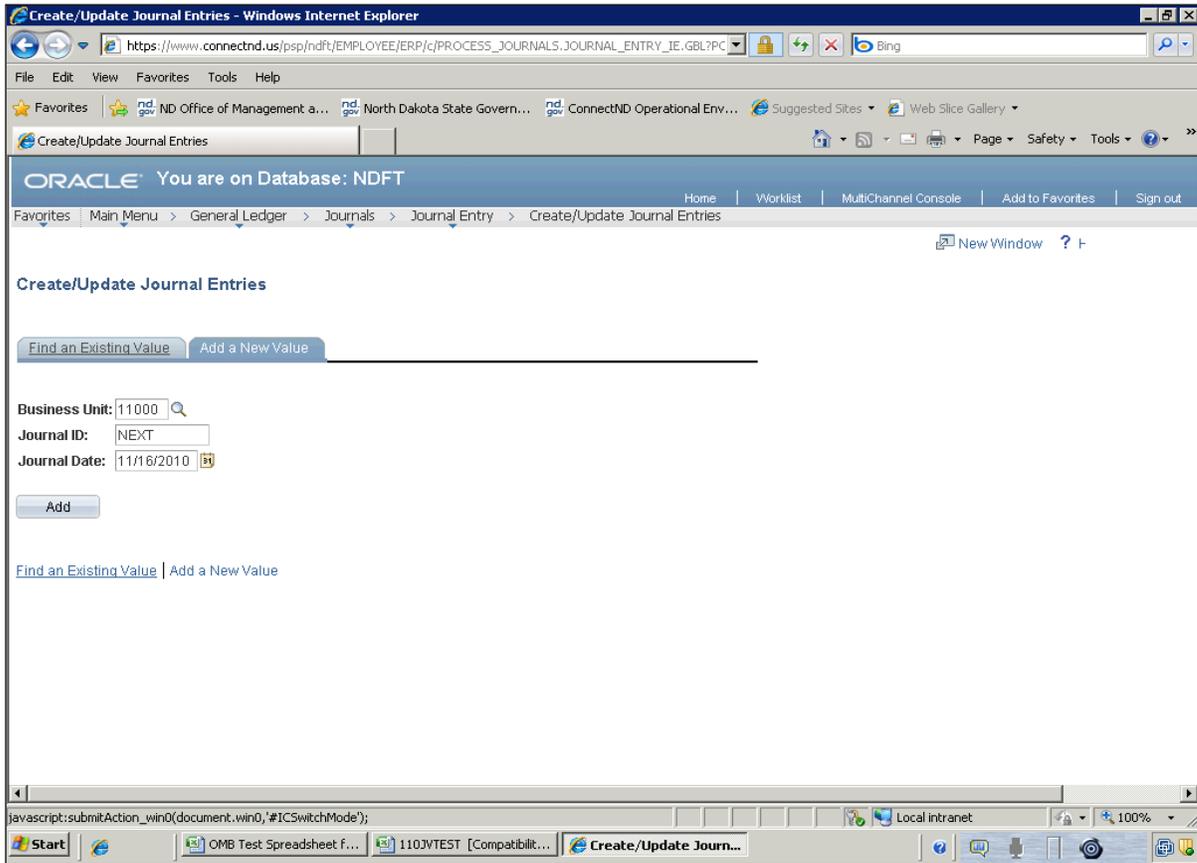


Step	Action
52.	Click the General Ledger link. ▶ General Ledger
53.	Click the Journals link. Journals
54.	Click the Journal Entry link. Journal Entry
55.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

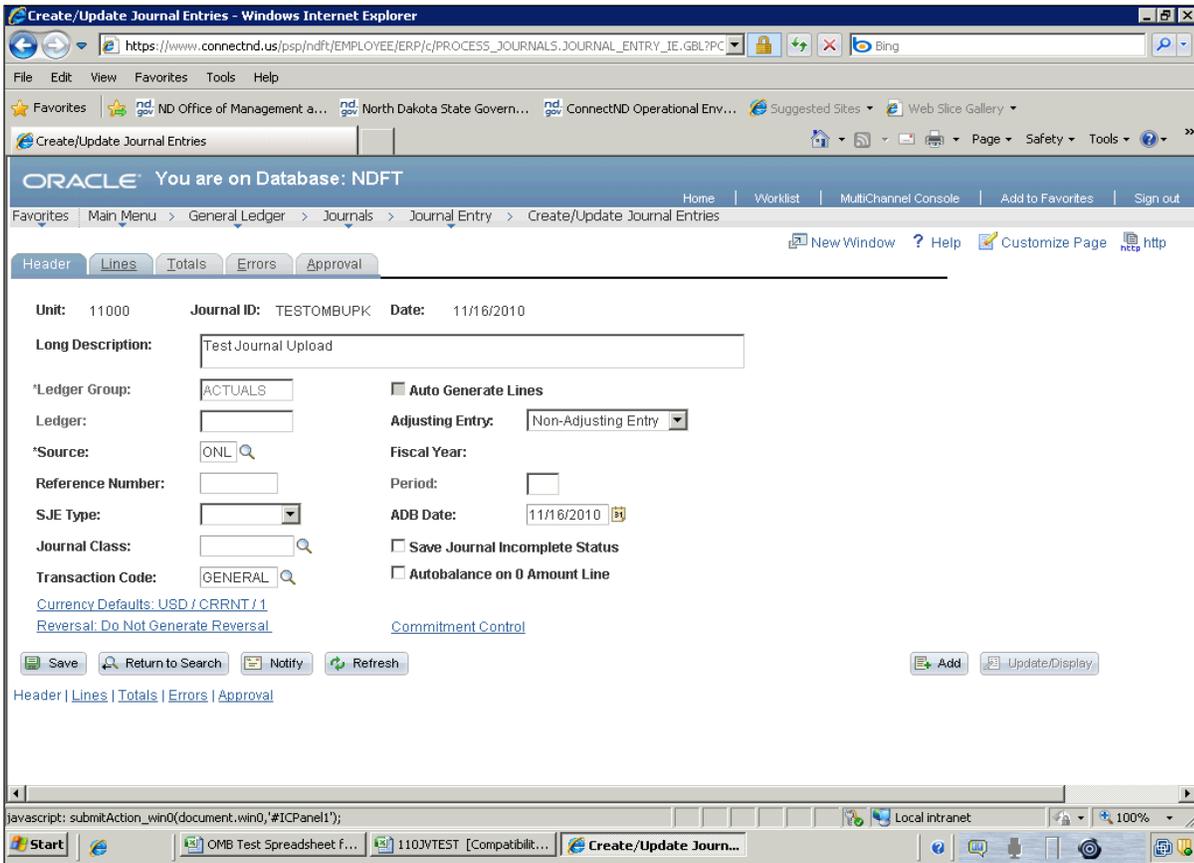


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Step	Action
56.	Click the Find an Existing Value tab. 
57.	Click the Clear button or clear out the Journal Header Status. 
58.	Select current date or the date that was used for the journal. Click the Choose a date (Alt+5) button. 
59.	Click the Search button. 



Step	Action
60.	Click the Lines tab. 



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Step	Action
61.	Enter the number of journal lines so they are all displayed. Enter the desired information into the Line field. Enter " 16 ".
62.	Press [Enter] . This will display all lines of the uploaded journal.
63.	Click the Process button. Once the journal is in Valid state, it can be submitted for Final Approval. 
64.	This topic showed how to create a Spreadsheet Journal Import. End of Procedure.

ST 8.1.8 - Submitting a Journal Entry for Final Approval

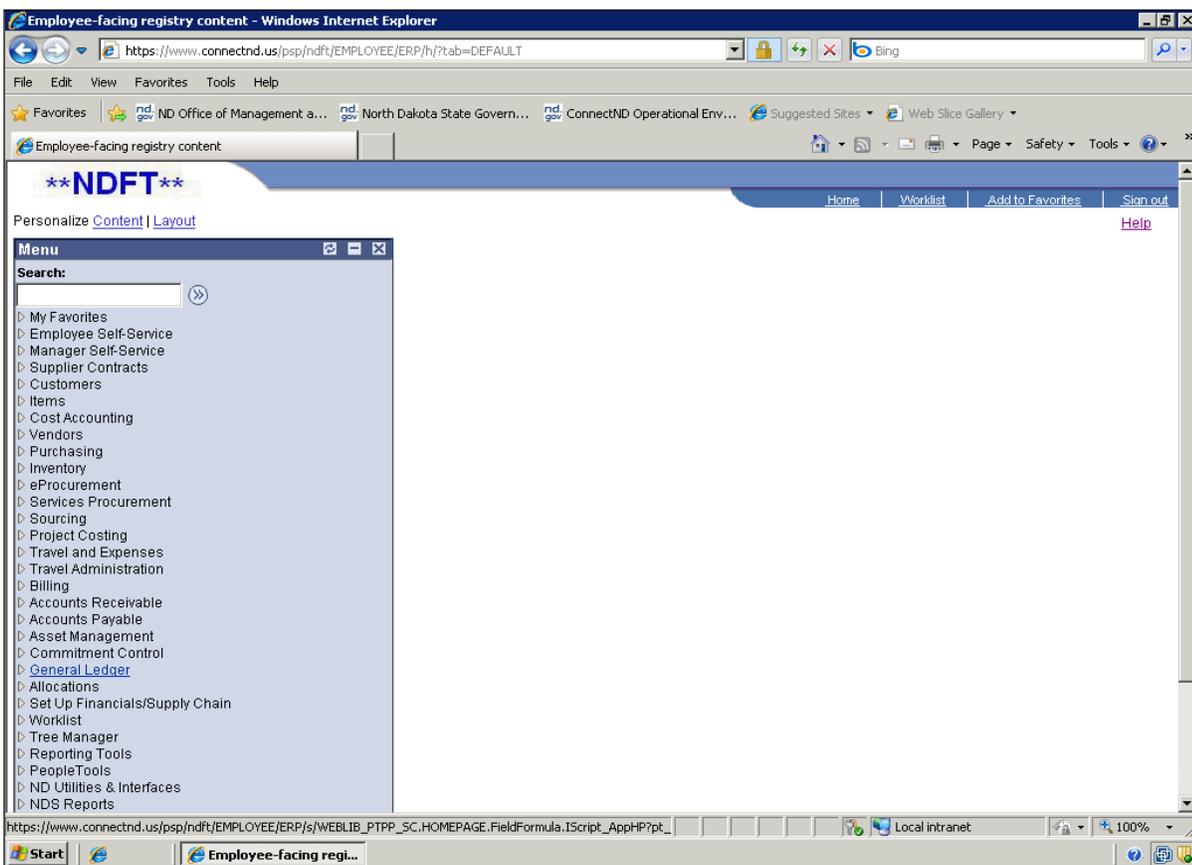
Submitting a Journal Entry for Final Approval

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

After the journal is processed and the Journal Status and Budget Status are Valid (V), it must be entered into workflow to be final approved.

Procedure

This topic shows how to Submit a Journal Entry for Final Approval.



Step	Action
1.	Click the General Ledger link. ▶ General Ledger



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Module 8 – General Ledger

The screenshot shows the NDFT web application interface. The browser title is "Base Navigation Page - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psc/ndft/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript...

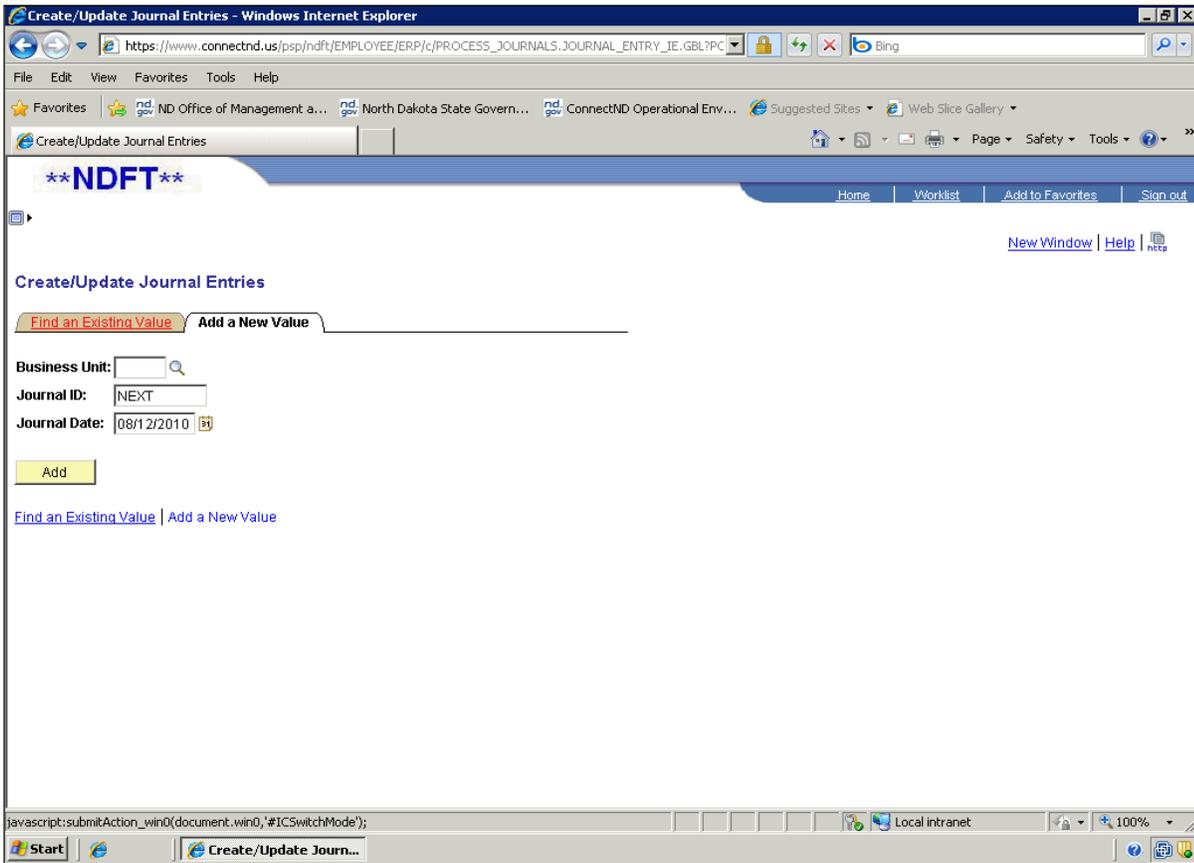
The page features a navigation menu on the left with the following items:

- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Project Costing
- Travel and Expenses
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger**
 - Journals
 - Open Items
 - Review Financial Information
 - General Reports
 - General Ledger Center
- Allocations
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- ND Utilities & Interfaces
- NDS Reports
 - Tax Center
 - Back to Portal
 - Change My Password
 - My Personalizations
 - My System Profile

The main content area is titled "General Ledger" and includes the following sections:

- General Ledger Center**: Access General Ledger.
- Journals**: Create, import, review, correct, and process journal entries.
 - Journal Entry
 - Import Journals
 - Process Journals
- Open Items**: Review and reconcile open items.
 - Review Status Online
 - Open Item Listing Report
- Review Financial Information**: Run inquiries on journals, ledgers, or accounting entries.
- General Reports**: Access journal, ledger, trial balance, reconciliation, and InterUnit reports.
 - Ledger Activity
 - Journal Entry Detail
 - Trial Balance
 - Ledger Summary

Step	Action
2.	Click the Journal Entry link. Journal Entry
3.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Journal Header Status list. 



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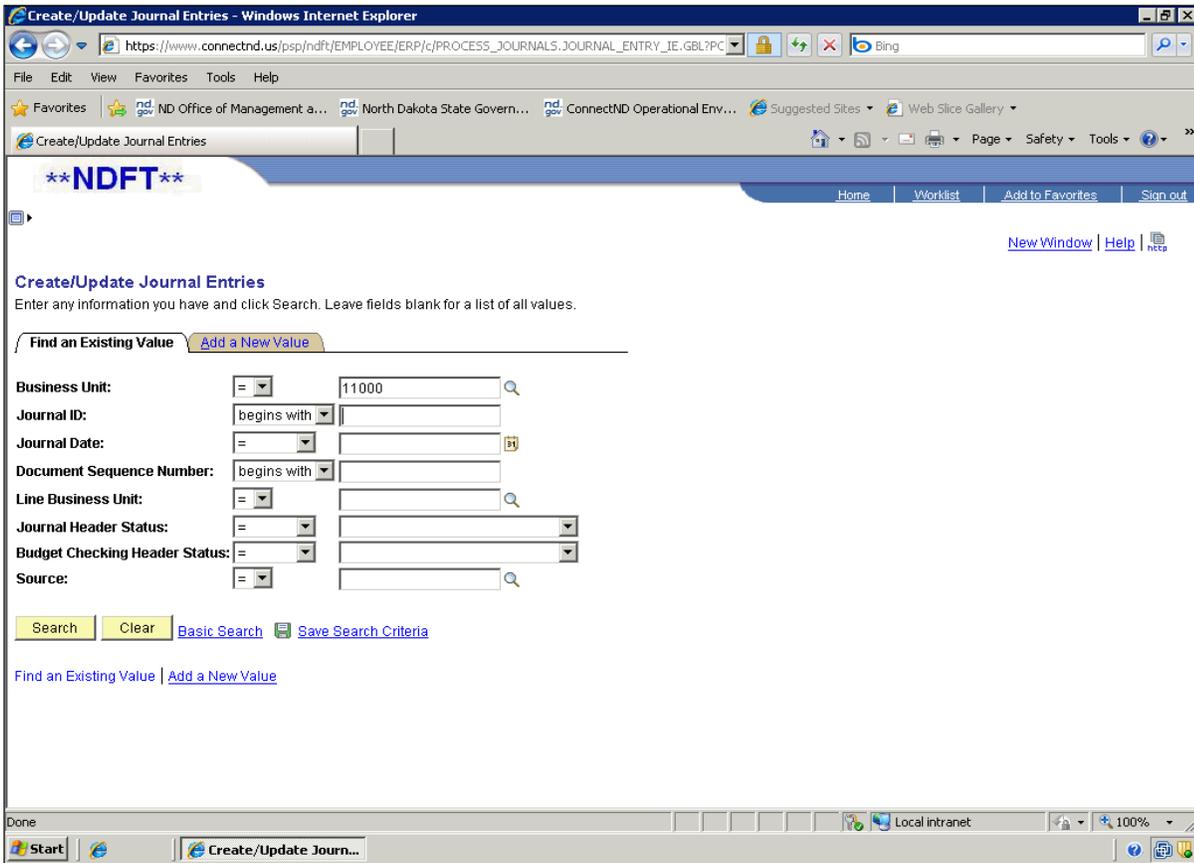
Module 8 – General Ledger

The screenshot shows the 'Create/Update Journal Entries' page in a Windows Internet Explorer browser. The page title is 'Create/Update Journal Entries - Windows Internet Explorer'. The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PC. The page content includes a search form with the following fields:

- Business Unit:** = [dropdown] 11000 [search icon]
- Journal ID:** begins with [text input]
- Journal Date:** = [dropdown] [text input]
- Document Sequence Number:** begins with [text input]
- Line Business Unit:** = [dropdown] [text input]
- Journal Header Status:** = [dropdown] No Status - Needs to be Edited [dropdown]
- Budget Checking Header Status:** = [dropdown]
- Source:** = [dropdown] Deleted - anchor jml unposted, Journal Entry Incomplete, Journal Has Errors, No Status - Needs to be Edited, Posted to Ledger(s), Posting Incomplete-Repot ASAP, Unposted, Upgrade Journal - Can't Unpost, Valid Journal - Edits Complete, Valid SJE Model -- Do Not Post

Buttons: Search, Clear, Basic Search, Save. Links: Find an Existing Value, Add a New Value.

Step	Action
6.	Click the "blank" list item. 



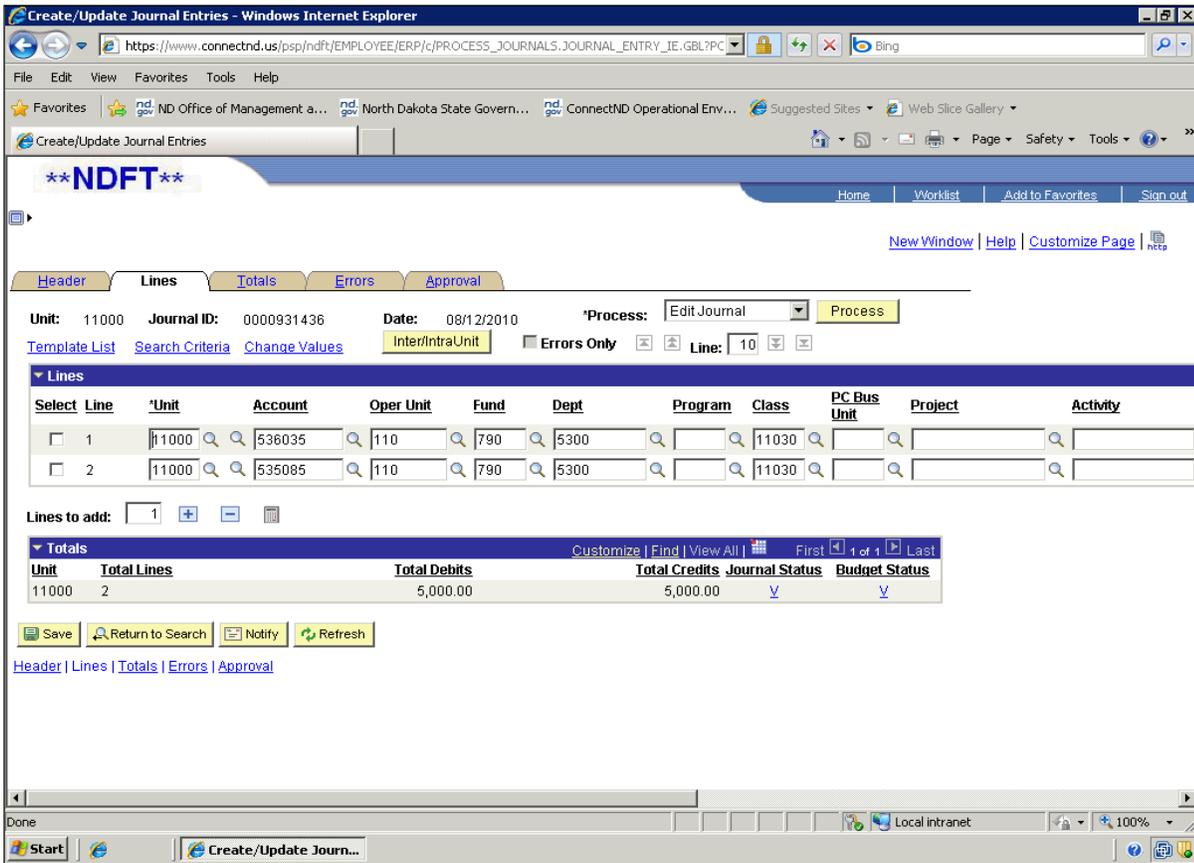
Step	Action
7.	Enter the desired information into the Journal ID field. Enter " 0000931436 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
8.	Click the Search button. 
9.	Verify this is the journal you want to submit for final approval.



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Step	Action
10.	Click the Lines tab. 



Step	Action
11.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_JE_GBL?PC

File Edit View Favorites Tools Help

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931436 Date: 08/12/2010 *Process: [Process]

Template List Search Criteria Change Values Inter/IntraUnit Errors Only

Select	Line	*Unit	Account	Oper Unit	Fund	Dept
<input type="checkbox"/>	1	11000	536035	110	790	5300
<input type="checkbox"/>	2	11000	535085	110	790	5300

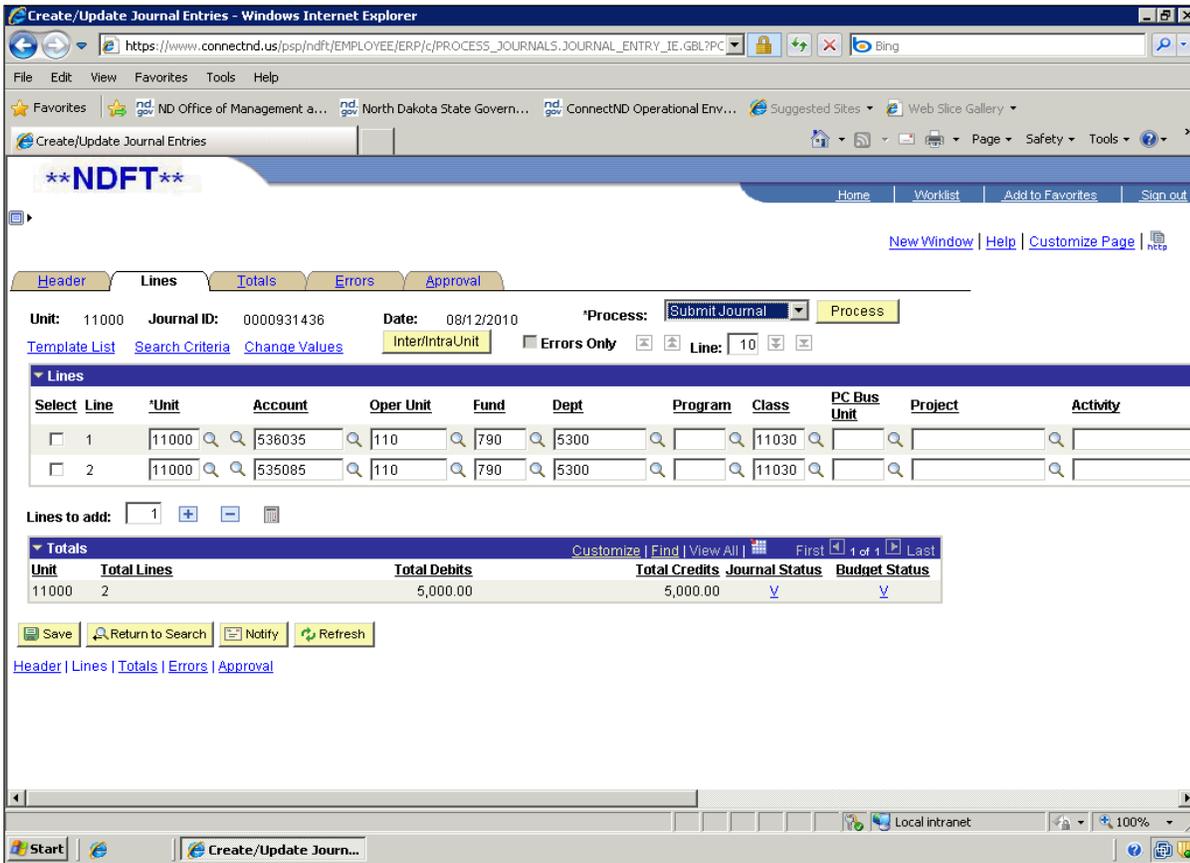
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	5,000.00	5,000.00	✓	✓

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Click the Submit Journal list item. 



Step	Action
13.	Click the Process button. 
14.	Click the OK button. 
15.	Note: If you receive this message after you Submit Journal, the journal was already submitted for approval. Message from webpage: Approval at this authority level has already been processed. No further approval is necessary at this level, nor is it necessary to submit this to workflow again.



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The screenshot displays the 'Create/Update Journal Entries' web application. A dialog box titled 'Message from webpage' is open, showing a warning icon and the following text: 'Approval at this authority level has already been processed. No further approval is necessary at this level, nor is it necessary to submit this to workflow again. The PeopleCode program executed an Error statement, which has produced this message.' Below the text is an 'OK' button. The background interface shows a 'Totals' table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	5,000.00	5,000.00	V	V

Step	Action
16.	Click the OK button. 
17.	This topic showed how to Submit a Journal Entry for Final Approval after the journal was in Valid (V) status. End of Procedure.

ST 8.1.9 - Printing a Journal Entry

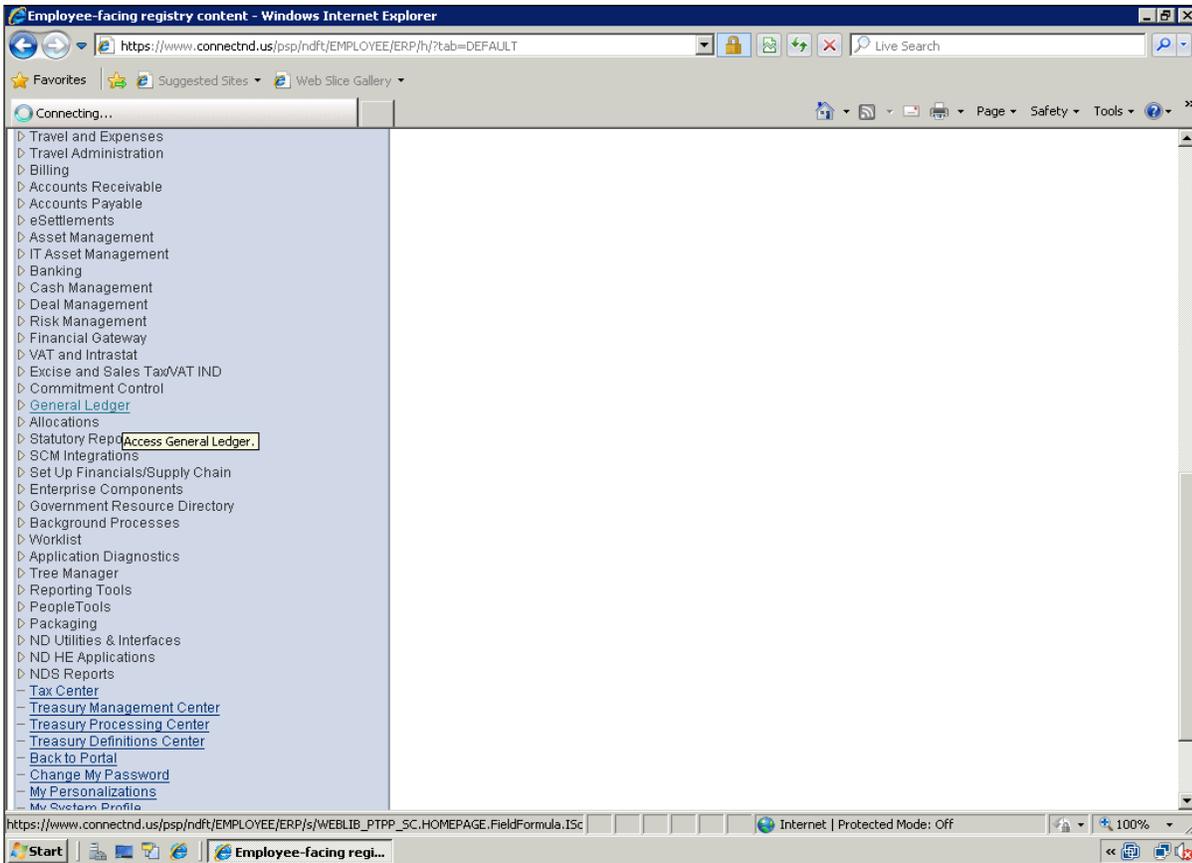
Printing a Journal Entry

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The Journal Entry can be printed in report form.

Procedure

This topic will show how to Print a Journal Entry.



Step	Action
1.	Click the General Ledger link. 



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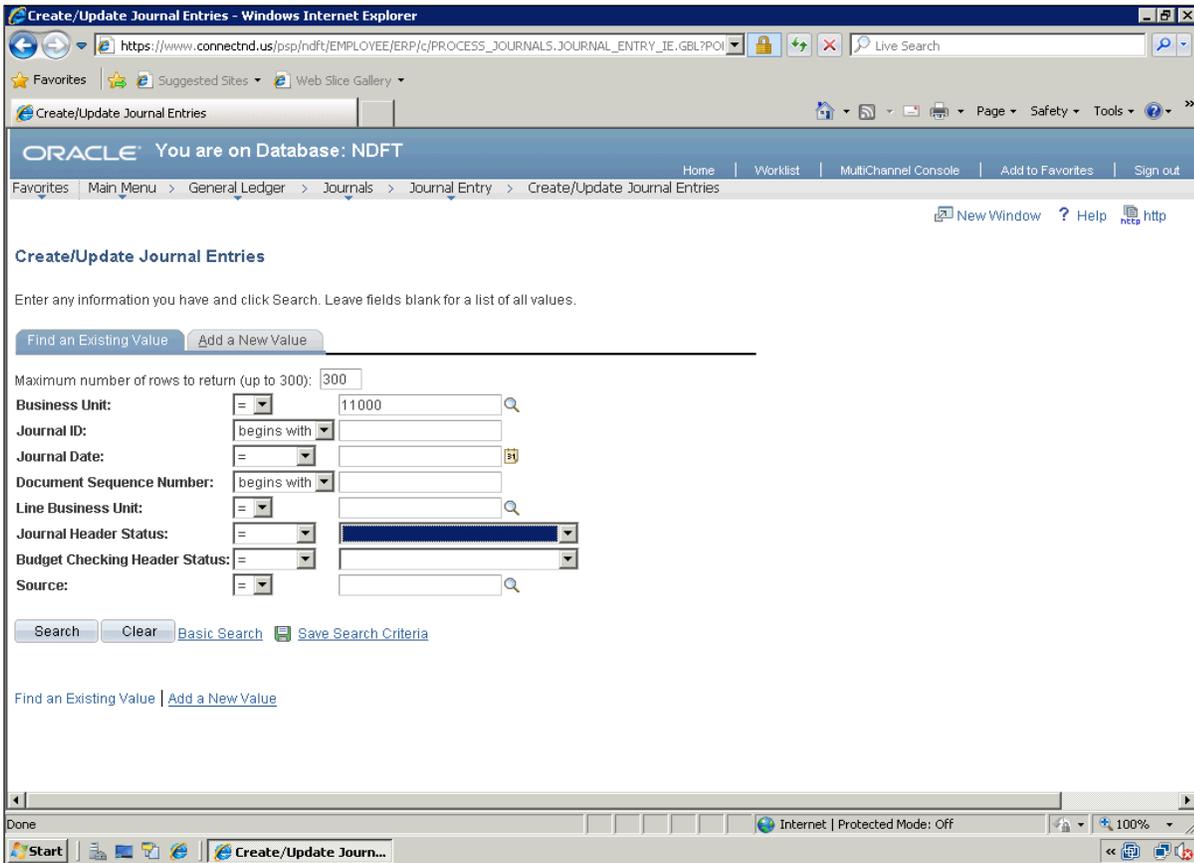
Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

The screenshot shows the Oracle E-Business Suite interface for 'Create/Update Journal Entries'. The browser is Windows Internet Explorer. The page title is 'ORACLE You are on Database: NDFT'. The breadcrumb navigation is 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The 'Find an Existing Value' tab is active. The form contains the following fields:

- Business Unit: 11000
- Journal ID: NEXT
- Journal Date: 11/23/2010

An 'Add' button is located below the form fields. The status bar at the bottom indicates 'Internet | Protected Mode: Off'.

Step	Action
5.	Click the Find an Existing Value tab. Find an Existing Value
6.	Click the Journal Header Status list. No Status - Needs to be Edited

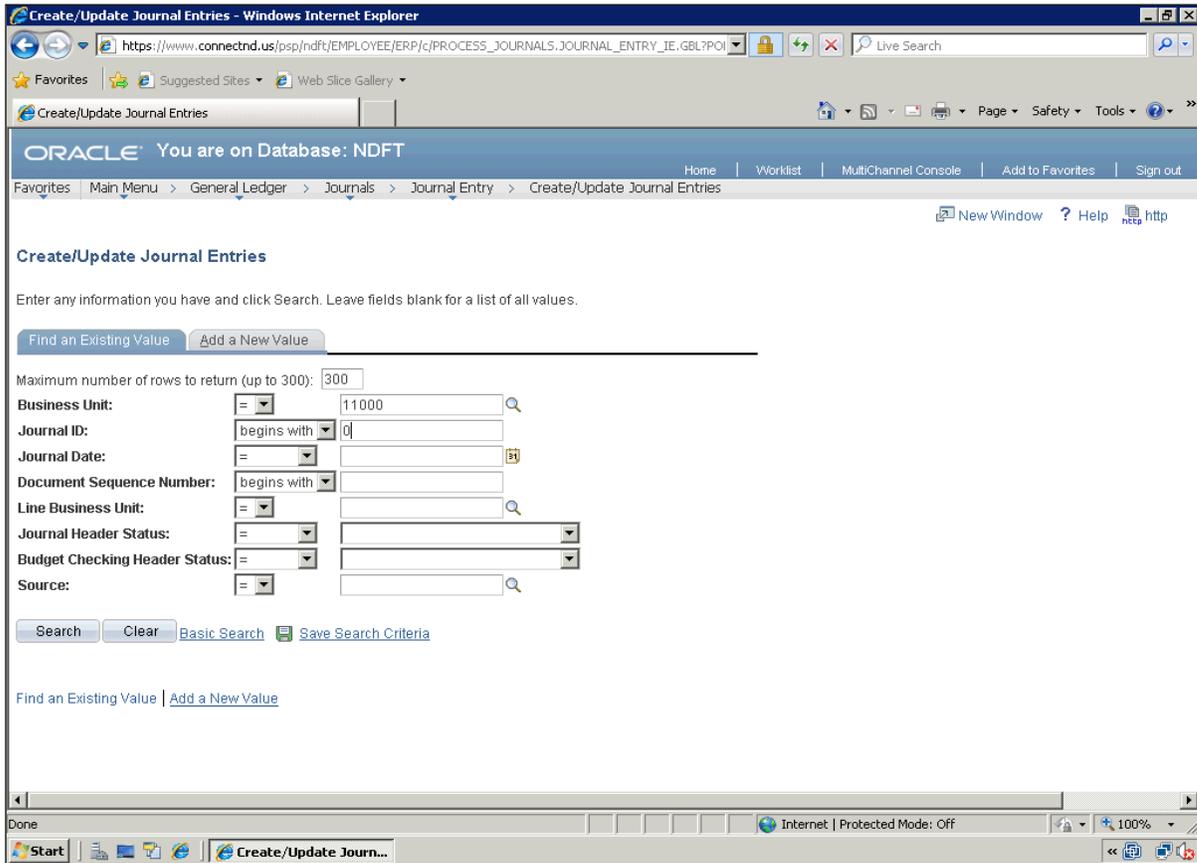


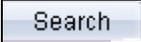
Step	Action
7.	Click the "blank" list item. 

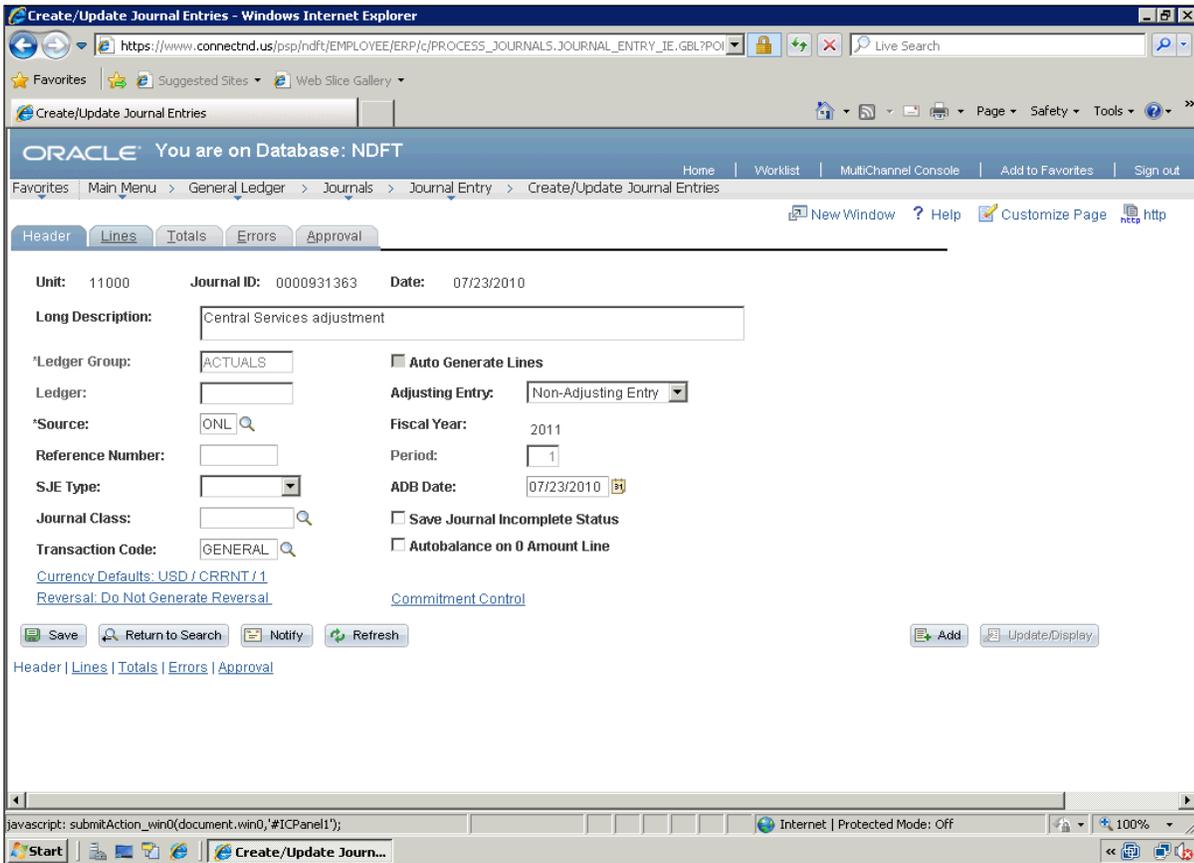


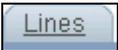
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Step	Action
8.	<p>Enter the desired information into the Journal ID field. Enter "0000931363".</p> <p>All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.</p>
9.	<p>Click the Search button.</p> 



Step	Action
10.	Click the Lines tab. 



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?POI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: 11000 Journal ID: 0000931363 Date: 07/23/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Project	Activity	An Type
<input type="checkbox"/>	1	11000	536035	110	790	5300			
<input type="checkbox"/>	2	11000	535085	110	790	5300			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	1,500.00	1,500.00	√	√

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Done Internet | Protected Mode: Off 100%

Start Create/Update Journ...

Step	Action
11.	Click the Process list. 

Oracle EBS Create/Update Journal Entries interface. The browser title is "Create/Update Journal Entries - Windows Internet Explorer". The URL is https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/C/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?POI. The page header shows "ORACLE You are on Database: NDFT".

Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Breadcrumbs: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Page Actions: New Window | Help | Customize Page | http

Header: Header | Lines | Totals | Errors | Approval

Unit: 11000 | Journal ID: 0000931363 | Date: 07/23/2010 | *Process: **Print Journal (Crys)** | Process

Template List | Search Criteria | Change Values | Inter/IntraUnit | Errors Only | Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	11000	536035	110	790	5300	11030				
<input type="checkbox"/>	2	11000	535085	110	790	5300	11030				

Lines to add: 1

Unit	Total Lines	Total Credits	Total Debits	Journal Status	Budget Status
11000	2		1,500.00		

Buttons: Save | Return to Search | Notify | Refresh

Navigation: Header | Lines | Totals | Errors | Approval

Step	Action
12.	Click the Print Journal (Crystal) list item. 



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Unit: 11000 Journal ID: 0000931363 Date: 07/23/2010 *Process: Print Journal (Crys) Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	11000	536035	110	790	5300	11030				
<input type="checkbox"/>	2	11000	535085	110	790	5300	11030				

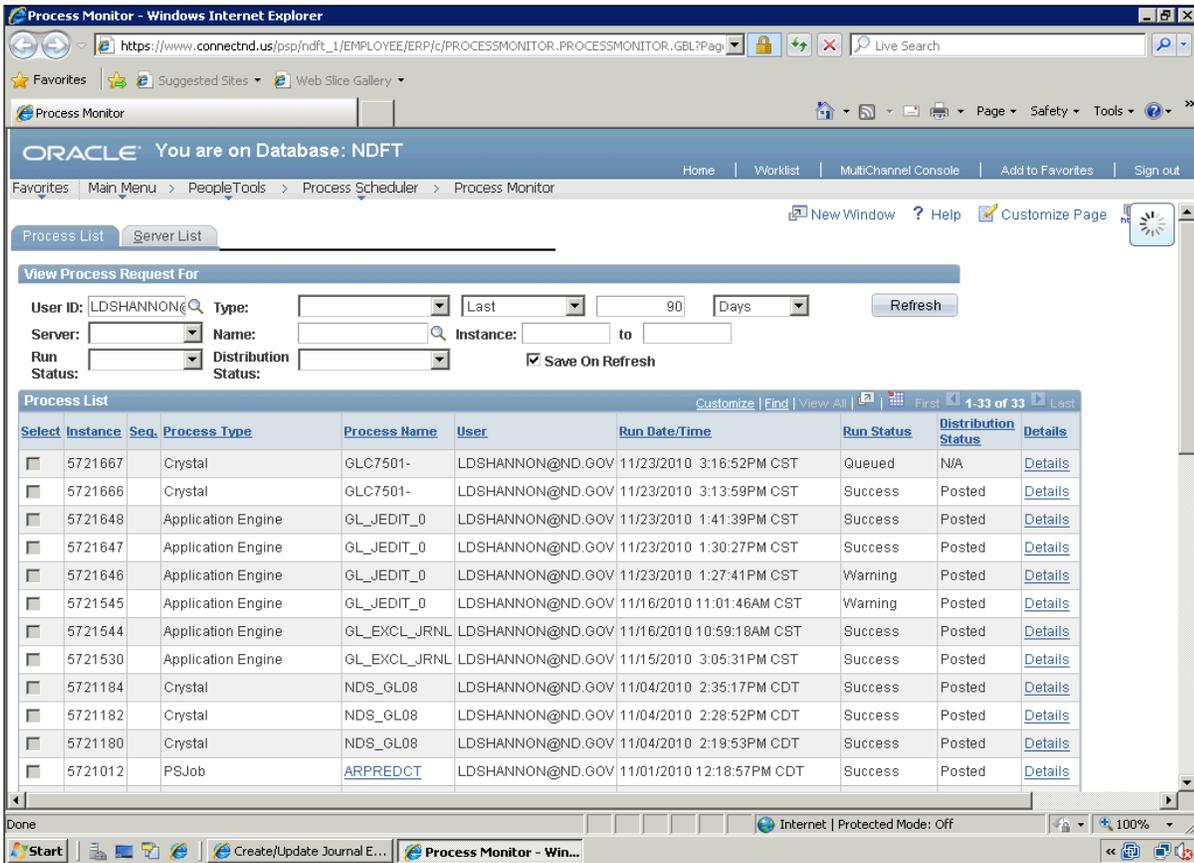
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	1,500.00	1,500.00	√	√

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
13.	Click the Process button. 
14.	Click the Process Monitor link. Note: This link will open a new window. 



Step	Action
15.	The Process List tab shows the Run Status of the process. The process may run through several status types before Success. Click the Refresh button. 
16.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
17.	Click the Details link. 



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The screenshot shows the Oracle Process Monitor web interface in a Windows Internet Explorer browser. The browser address bar shows the URL: https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/PROCESSMONITOR.PROCESSMONITOR.GBL?Page=.... The Oracle logo and "You are on Database: NDFT" are visible at the top. The breadcrumb navigation is: Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor. The main content area is titled "Process Detail" and contains the following information:

Process	
Instance:	5721667
Type:	Crystal
Name:	GLC7501-
Description:	Journal Entry Print
Run Status:	Success
Distribution Status:	Posted

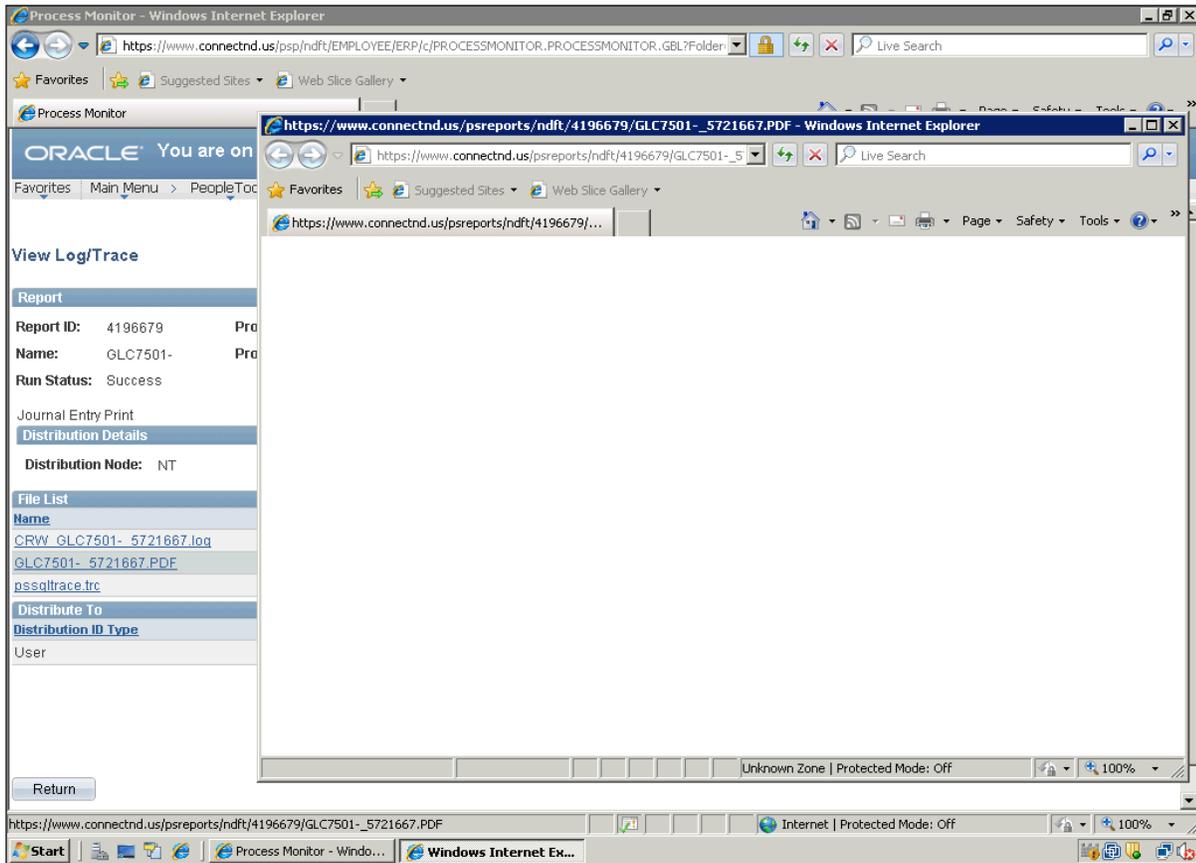
Below the process details are two columns of controls:

- Run**: Run Control ID: CJY, Location: Server, Server: PSNT, Recurrence: (empty)
- Update Process**: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request

At the bottom, the **Date/Time** and **Actions** sections are visible:

Date/Time	Actions
Request Created On: 11/23/2010 3:17:02PM CST	Parameters Transfer
Run Anytime After: 11/23/2010 3:16:52PM CST	Message Log
Began Process At: 11/23/2010 3:17:17PM CST	Batch Timings
Ended Process At: 11/23/2010 3:18:01PM CST	View Log/Trace

Step	Action
18.	Click the View Log/Trace link. View Log/Trace



Step	Action
19.	Click the GLC7501-5721667.PDF link.
20.	The Journal is now in PDF format and ready to print.
21.	This topic showed how to Print a Journal Entry. End of Procedure.



ST 8.1.10 - Final Approval of Journal Entry from Worklist

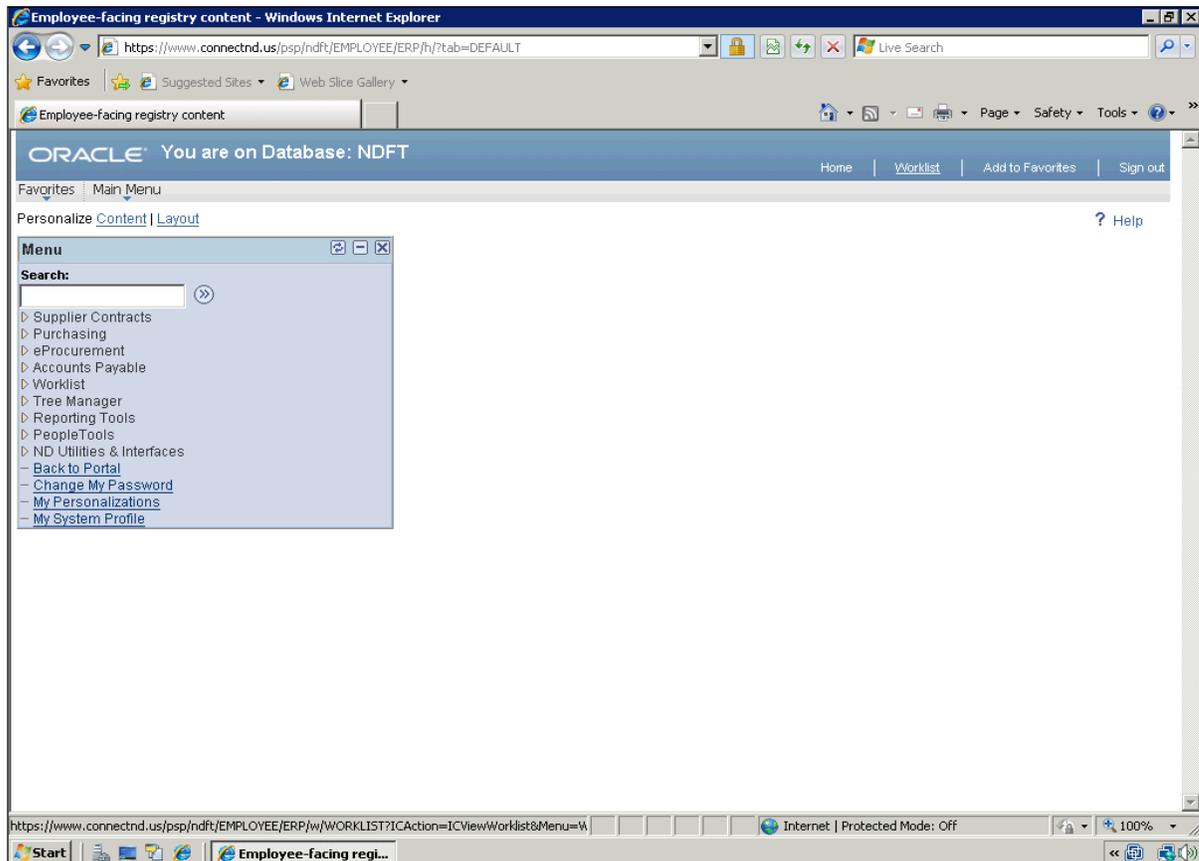
Final Approval of Journal Entry from Worklist

Navigation: [PeopleSoft Financials Main Menu](#)

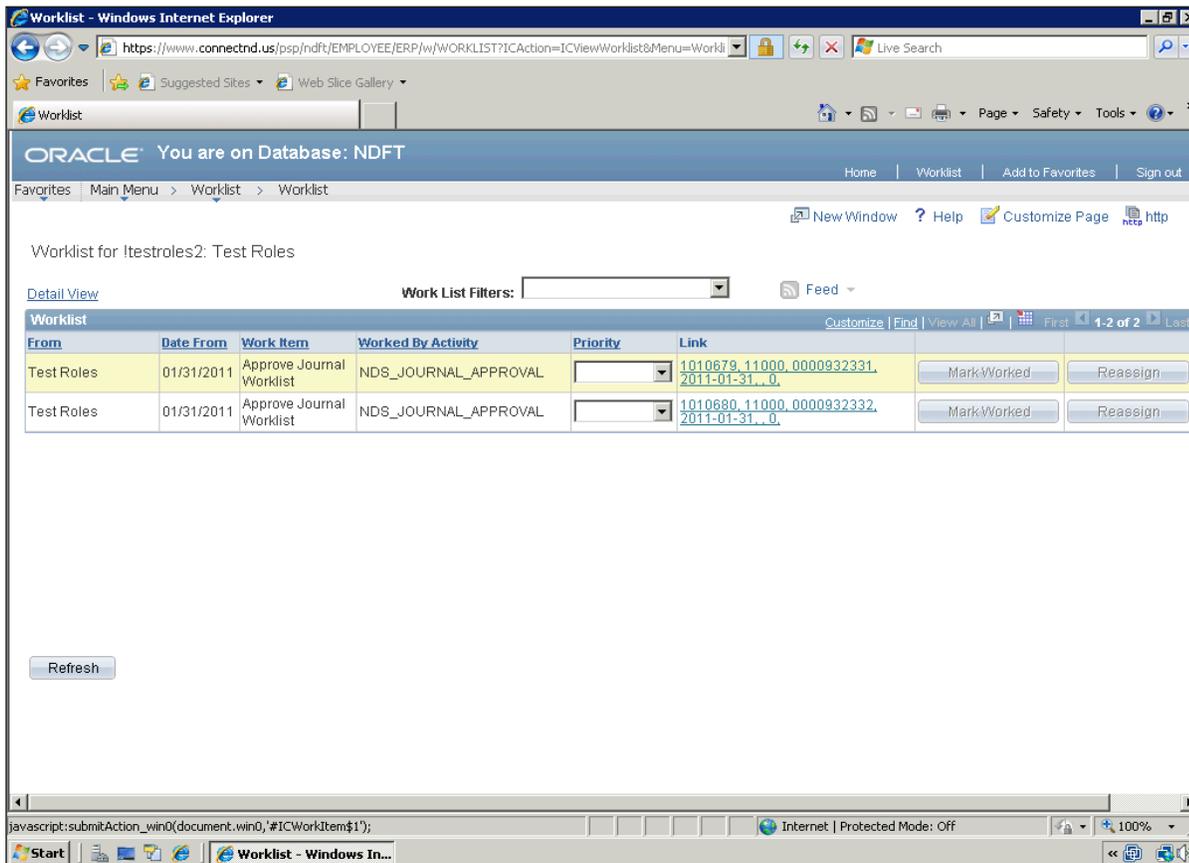
After a journal entry is processed and validated, it must be initiated for Final Approval. To locate the journal after it's been sent off for Final Approval, click on the Worklist on the main menu of PeopleSoft Financials.

Procedure

This topic shows how to Final Approve a journal entry from the Worklist.



Step	Action
1.	Click the Worklist link. Worklist



Step	Action
2.	Click the 1010679, 11000, 0000932331, 2011-01-31, , 0 , link. Note: This link contains the business unit, journal number and date. 1010679, 11000, 0000932331, 2011-01-31, , 0
3.	The link gives you direct access to the journal entry.



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Unit: 11000 Journal ID: 0000932331 Date: 01/31/2011 *Process: Edit Journal

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

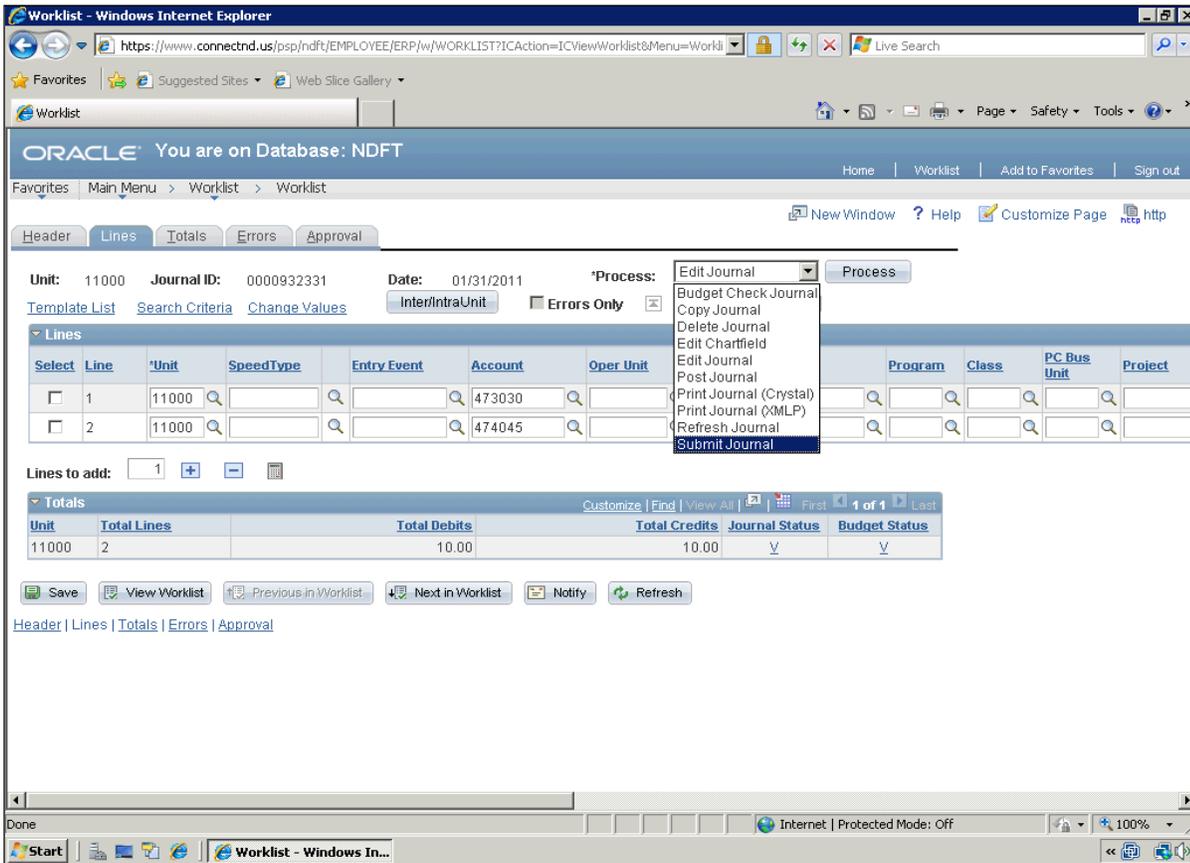
Select	Line	Unit	SpeedType	Entry Event	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	11000			473030		001	0905				
<input type="checkbox"/>	2	11000			474045		001	0905				

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	10.00	10.00	√	√

Save View Worklist Previous in Worklist Next in Worklist Notify Refresh

Step	Action
4.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



Step	Action
5.	Click the Submit Journal list item. 



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Step	Action
6.	Click the Process button. 
7.	Click the Approval tab. 
8.	The journal is approved.
9.	This topic showed how to Final Approve a journal entry from a Worklist. End of Procedure.

ST Lesson 8.2 - InterDepartmental Billings

InterDepartmental Billings

InterDepartmental Billings (IDB's) in General Ledger consist of Header and Line totals which uniquely identifies the IDB and records the monetary amount to the affected Chartfields.

The journal Header contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

The journal Lines record the monetary and statistical amounts and ChartField values associated with each line of the transaction.

An IDB can have many detail lines, but *must have at least two*, because the total debits must equal the total credits.

ST 8.2.1 - Creating an InterDepartmental Billing/IDB

Creating an InterDepartmental Billing/IDB

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

InterDepartmental Billing (IDB) entries in PeopleSoft must have an Open Item key when billing another state agency. The Open Item key is the business unit to which you are billing and coincides with the IDB receivable account code (131002).

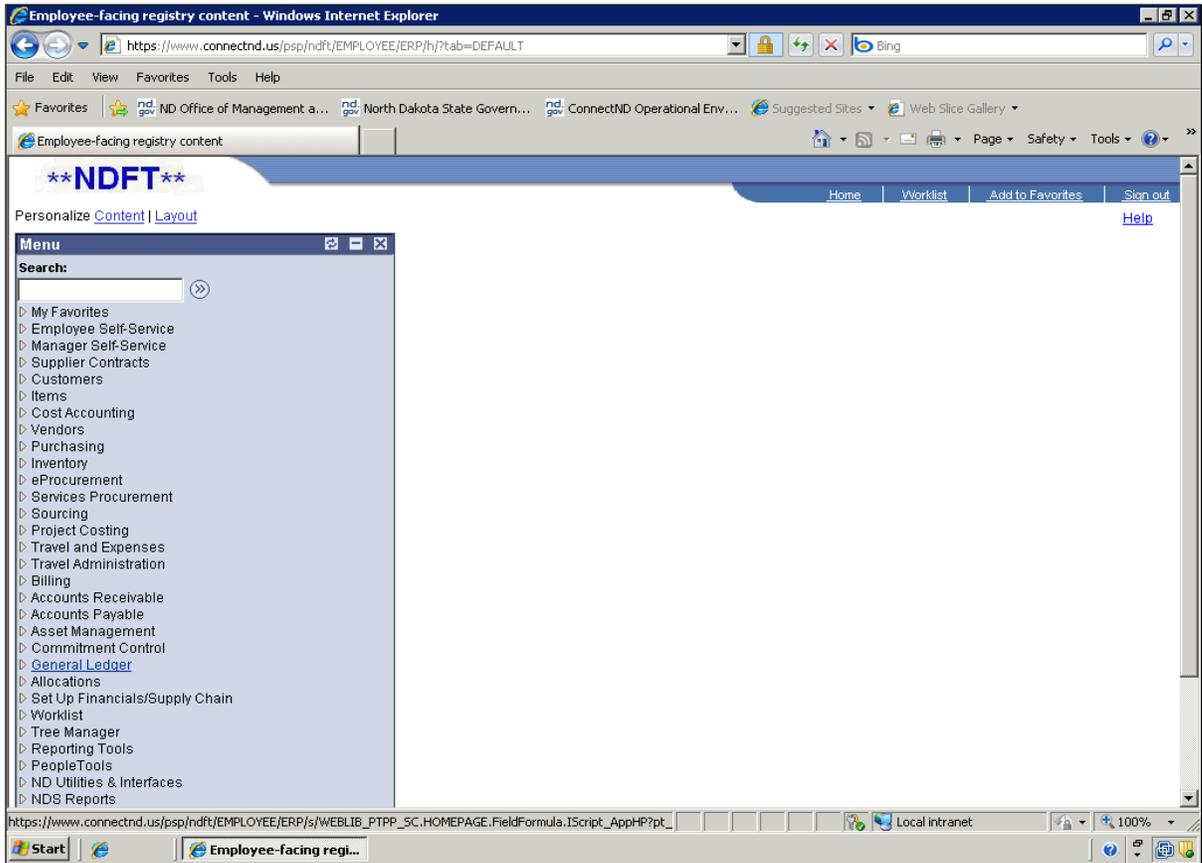
Procedure

This topic shows how to create an InterDepartmental Billing/IDB. An IDB requires a business unit in the Open Item field, which creates the AP voucher for the billed agency to pay.

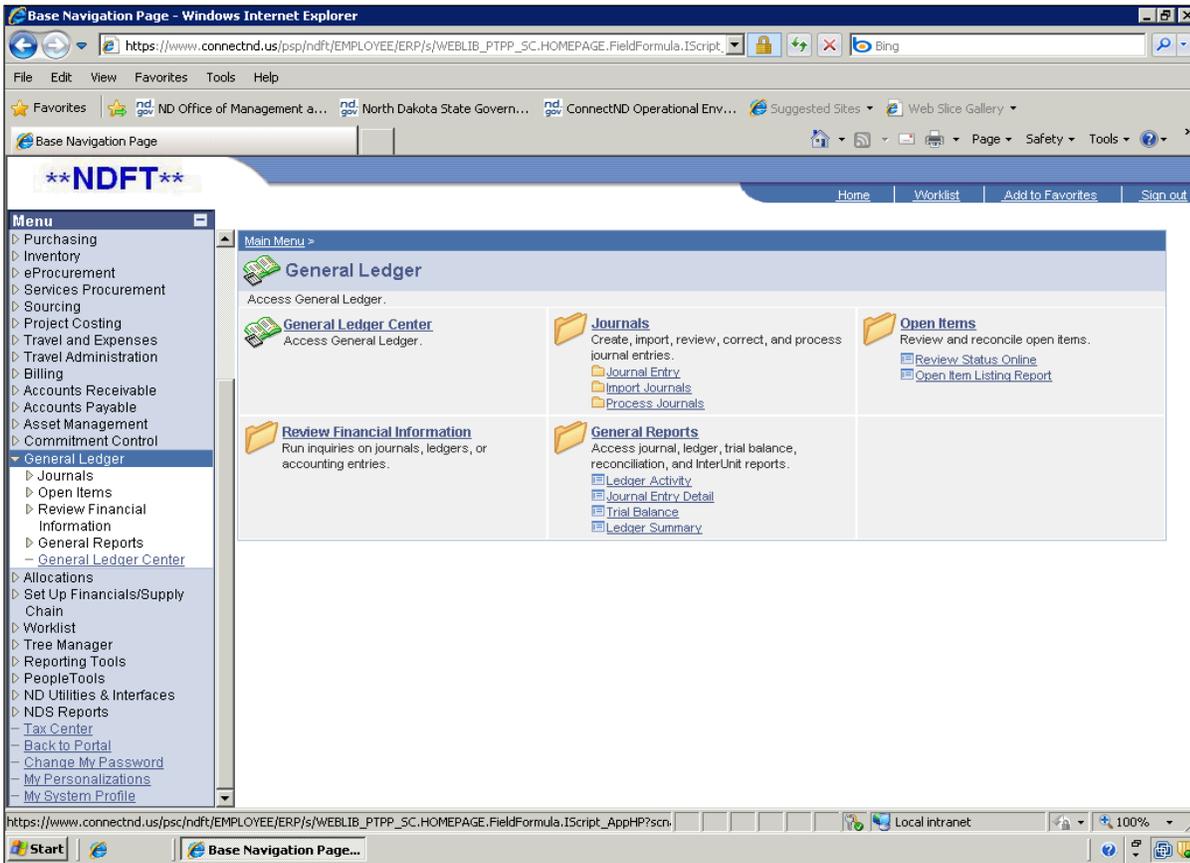


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Step	Action
1.	Click the General Ledger link. 

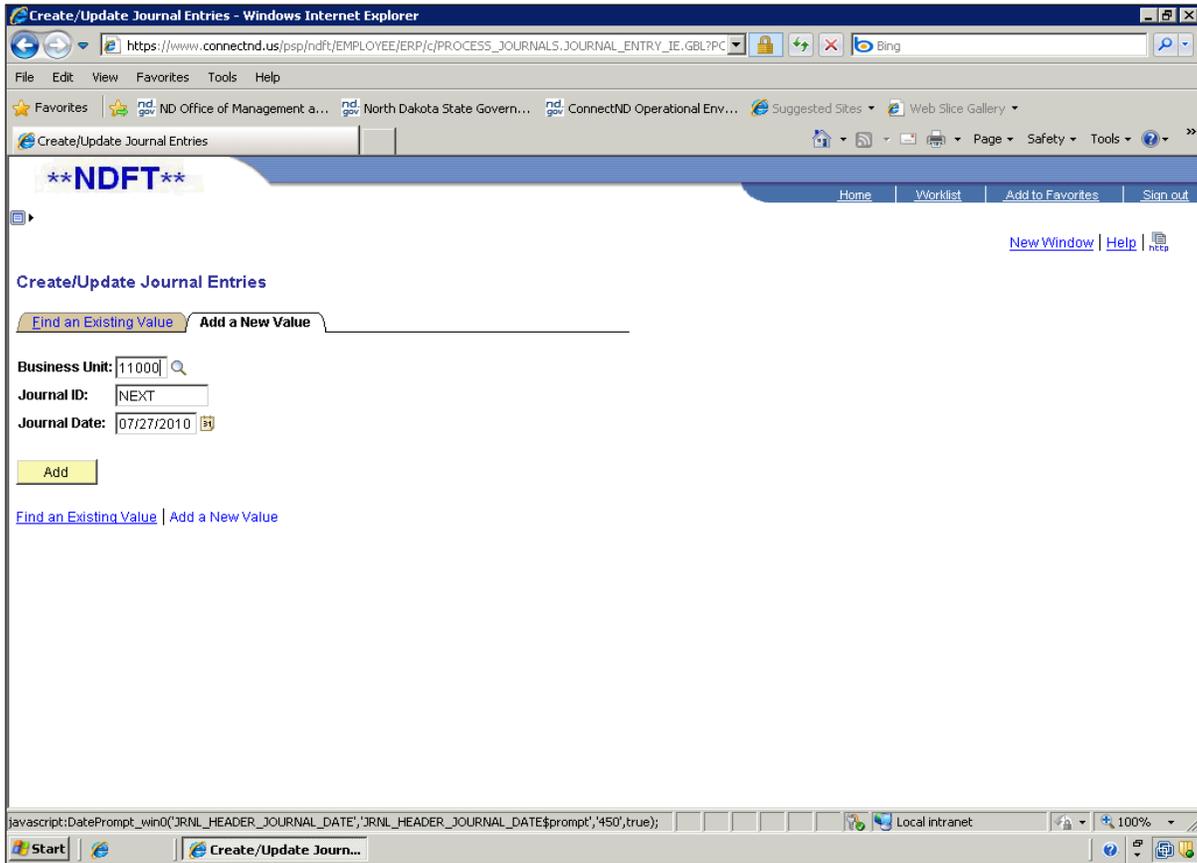


Step	Action
2.	Click the Journal Entry link. Journal Entry
3.	Click the Create/Update Journal Entries link. Create/Update Journal Entries
4.	The Business Unit will default based on the User's preferences. Journal ID will default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.



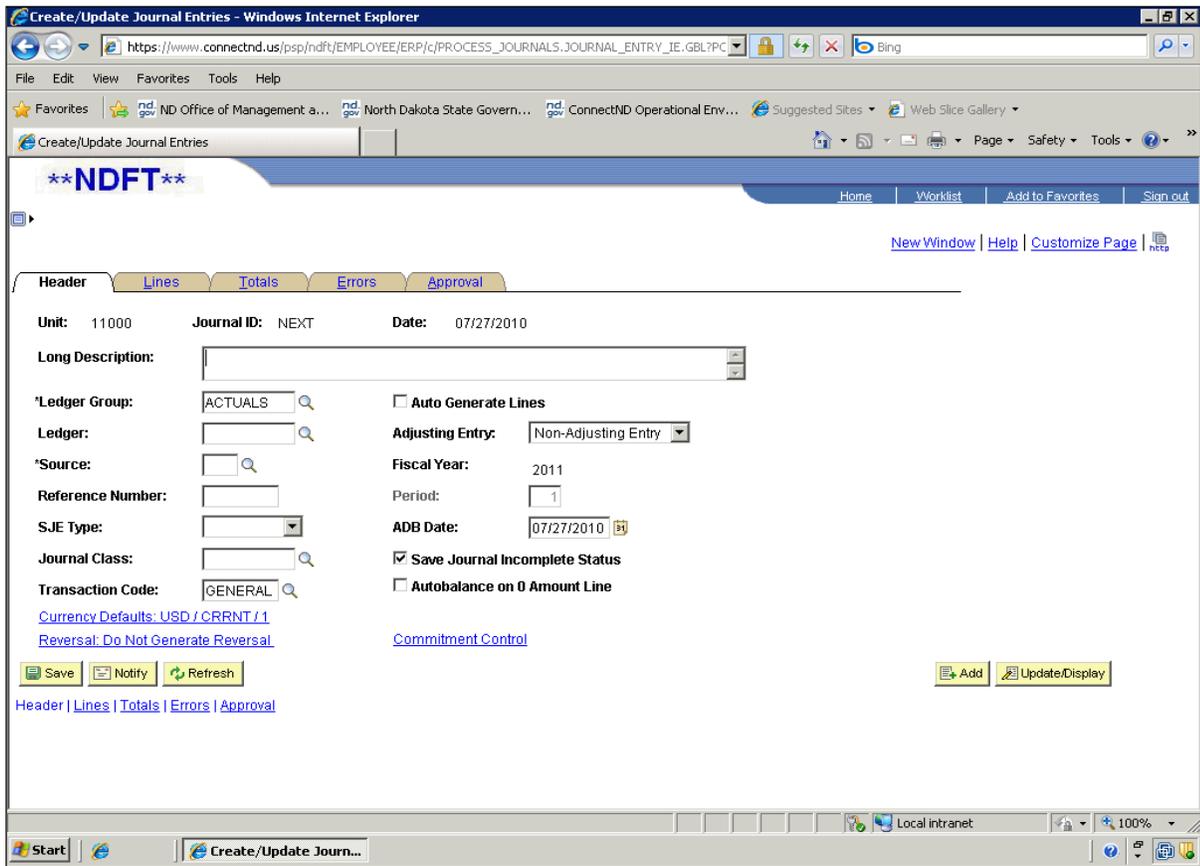
Training Guide

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Step	Action
5.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field.</p> 
6.	<p>Select date of the current month, or click on the left arrow to view the previous month.</p> 
7.	<p>Click the desired date. If you want to apply to the prior month, select the appropriate date.</p> 

Step	Action
8.	<p>Note: The journal date cannot be changed after you <u>Add the journal</u>.</p> <p>For example, if you want to apply the journal to the prior open month/accounting period, it must be done on this screen.</p>
9.	<p>Click the Add button.</p> 



Step	Action
10.	<p>Enter the desired information into the Long Description field. Enter "Postage Stamps for February 2010".</p> <p>Note: This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters; however, only the first 30 will appear in prompt lists for journals.</p>
11.	<p>Enter the desired information into the Source field. Enter "IDB".</p>
12.	<p>You will only need to populate the Long Description and Source fields.</p>



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Step	Action
13.	Click the Lines tab. Lines

Step	Action
14.	Enter the Interdepartmental Receivable account into the Account field. Enter " 131002 ".
15.	Enter the desired information into the Fund field. Enter " 701 ".
16.	Enter the desired information into the Dept field. Enter " 8900 ".
17.	Enter the desired information into the Amount field. Enter " 44.00 ".
18.	Enter the desired information into the Open Item Key field. Enter " 72000 ". Note: In this example, we are billing Game & Fish (Business Unit 72000). The Open Item Key field is the Business Unit <u>to be billed</u> .
19.	Account 131002 is the only line where the Open Item Key is entered.

Step	Action
20.	<p>The Reference field is <i>optional</i>. It is a 10 character field used for transaction descriptions.</p> <p>Enter the desired information into the Reference field. Enter "SLIP1713".</p>
21.	<p>This field is <i>optional</i>. It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description.</p> <p>Enter the desired information into the Journal Line Description field. Enter "postage".</p>
22.	<p>Click the Insert Lines button.</p> 
23.	<p>Chartfield values will populate from Line 1 into Line 2 <i>except for</i> Account Code, Reference and Journal Line Description.</p>
24.	<p>Enter the Revenue Account into the Account field. Enter "462115".</p>
25.	<p>The Reference field is <i>optional</i>. It is a 10 character field used for transaction descriptions.</p> <p>Enter the desired information into the Reference field. Enter "SLIP1713".</p>
26.	<p>This field is <i>optional</i>. It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description.</p> <p>Enter the desired information into the Journal Line Description field. Enter "postage".</p>
27.	<p>Click the Process button.</p> 



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Step	Action
28.	<p>Click the OK button. After the journal is processed, a unique journal number will be assigned to it.</p> <p>Note: Journal Status and Budget Status must both be Valid (V) before the journal will post in the nightly process.</p> 
29.	<p>This topic showed how to create an InterDepartmental Billing/IDB.</p> <p>End of Procedure.</p>

ST 8.2.2 - Deleting an InterDepartmental Billing/IDB

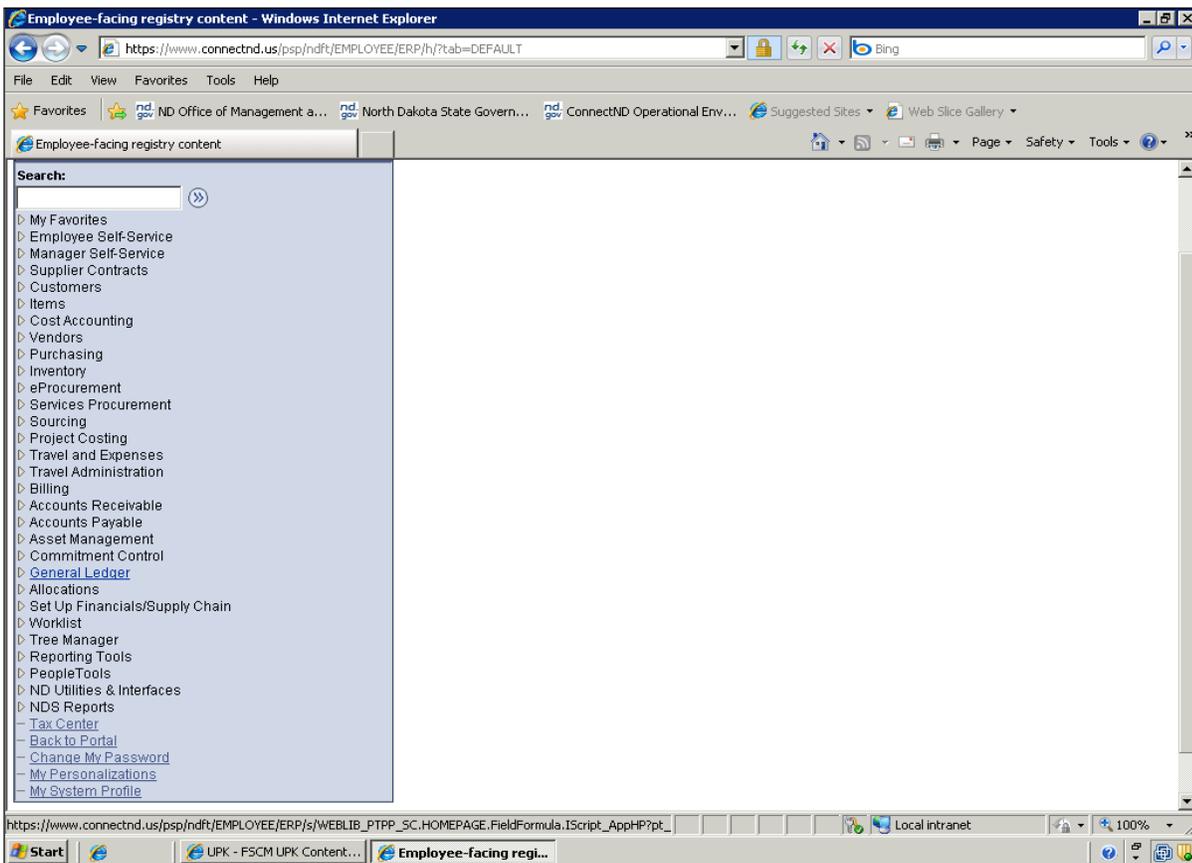
Deleting an InterDepartmental Billing/IDB

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

InterDepartmental Billing (IDB) entries in General Ledger can only be deleted if they have not been posted. The system makes no audit trail of the deletion because it assumed you are correcting a mistake.

Procedure

This topic shows how to Delete an IDB if the Journal Status is not Posted (P).



Step	Action
1.	Click the General Ledger link. ▶ General Ledger

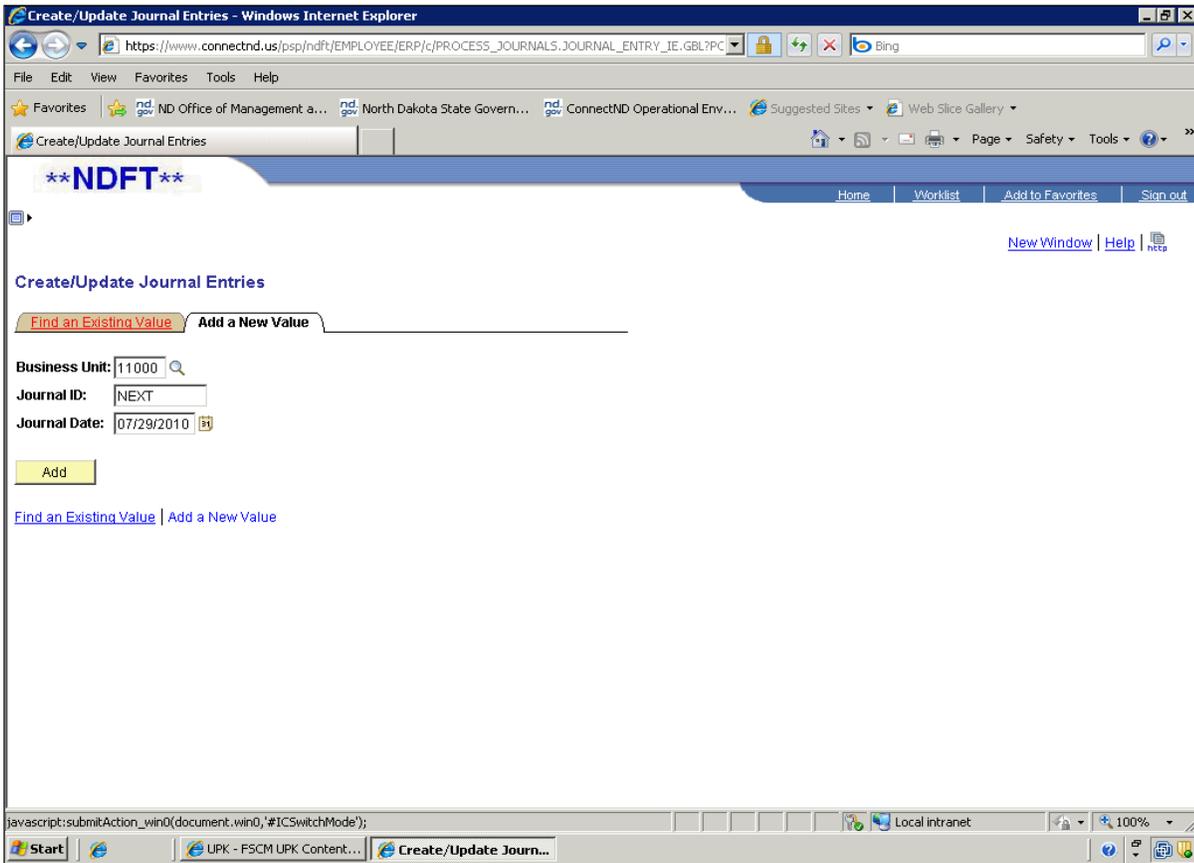


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Module 8 – General Ledger

The screenshot displays the 'Base Navigation Page' in a Windows Internet Explorer browser. The address bar shows the URL: https://www.connectnd.us/psc/ndft/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript.... The page features a navigation menu on the left with categories like Purchasing, Inventory, eProcurement, and General Ledger. The main content area is titled 'General Ledger' and includes sections for 'General Ledger Center', 'Journals', 'Open Items', 'Review Financial Information', and 'General Reports'. The 'Journals' section is expanded, showing sub-links for 'Journal Entry', 'Import Journals', and 'Process Journals'. The 'Open Items' section includes links for 'Review Status Online' and 'Open Item Listing Report'. The 'General Reports' section includes links for 'Ledger Activity', 'Journal Entry Detail', 'Trial Balance', and 'Ledger Summary'.

Step	Action
2.	Click the Journal Entry link. Journal Entry
3.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Journal Header Status list. 



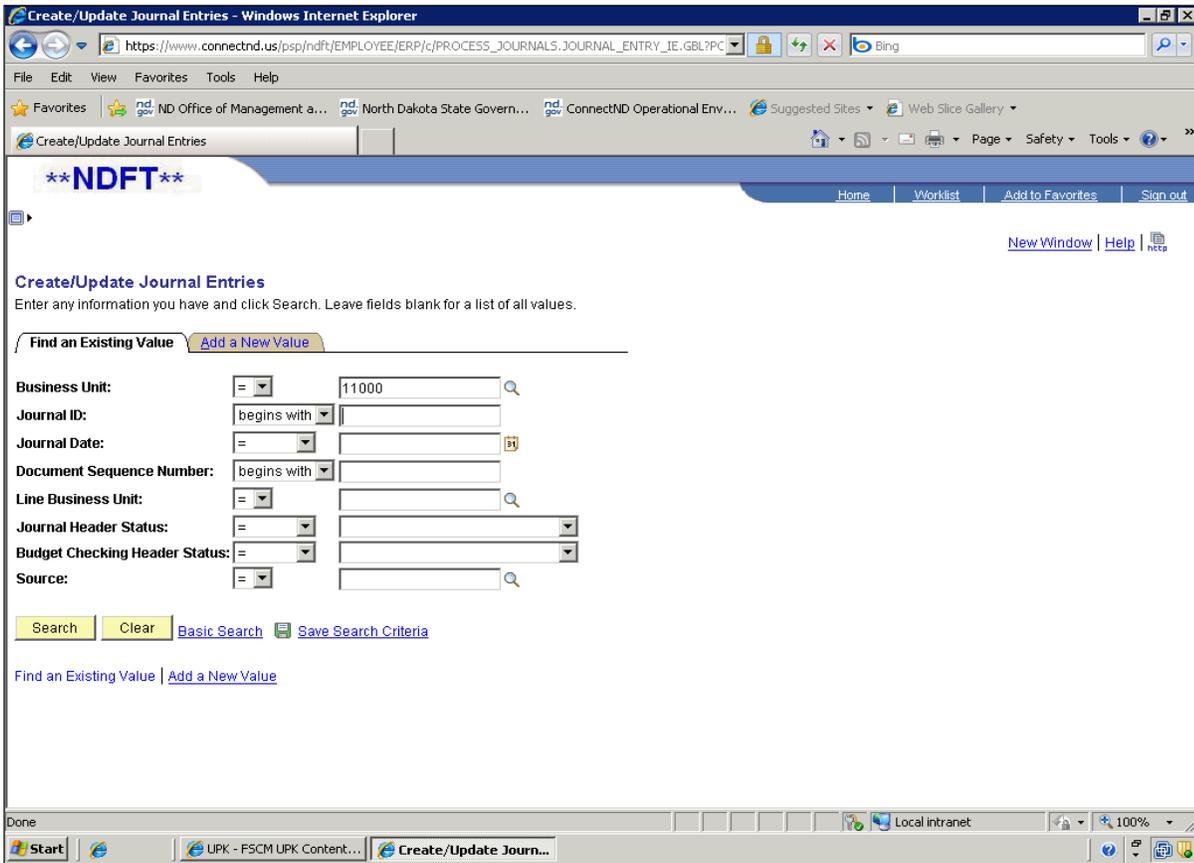
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The screenshot shows the 'Create/Update Journal Entries' web application. The 'Source' dropdown menu is open, displaying the following options:

- Deleted - anchor jml unposted
- Journal Entry Incomplete
- Journal Has Errors
- No Status - Needs to be Edited
- Posted to Ledger(s)
- Posting Incomplete-Repot ASAP
- Unposted
- Upgrade Journal - Can't Unpost
- Valid Journal - Edits Complete
- Valid SJE Model -- Do Not Post

Step	Action
6.	Click the "blank" list item. 



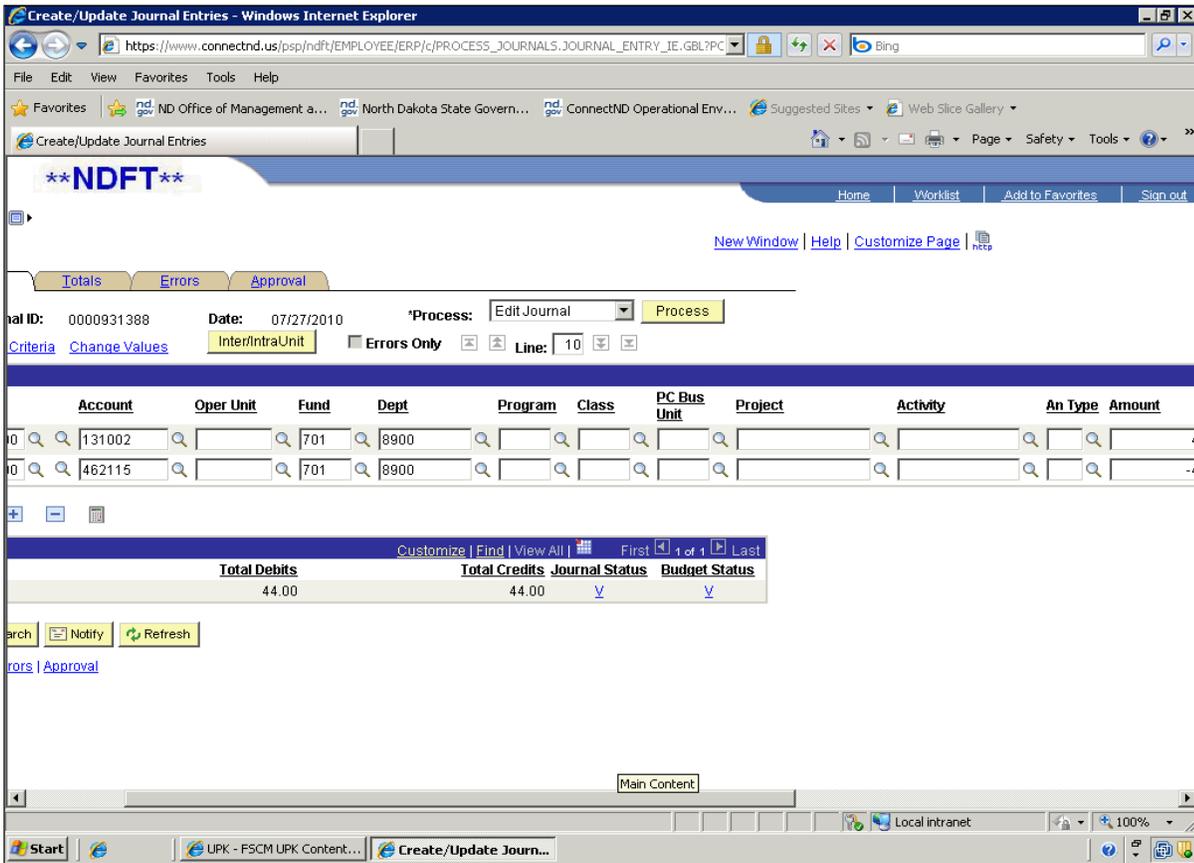
Step	Action
7.	Enter the desired information into the Journal ID field. Enter " 0000931388 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
8.	Click the Search button. 
9.	Verify this is the IDB you want to delete.



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Module 8 – General Ledger

Step	Action
10.	Click the Lines tab. 
11.	Note: If the Journal Status is posted (P), it cannot be deleted. A posted journal will have to be reversed. See topic 8.2.3.



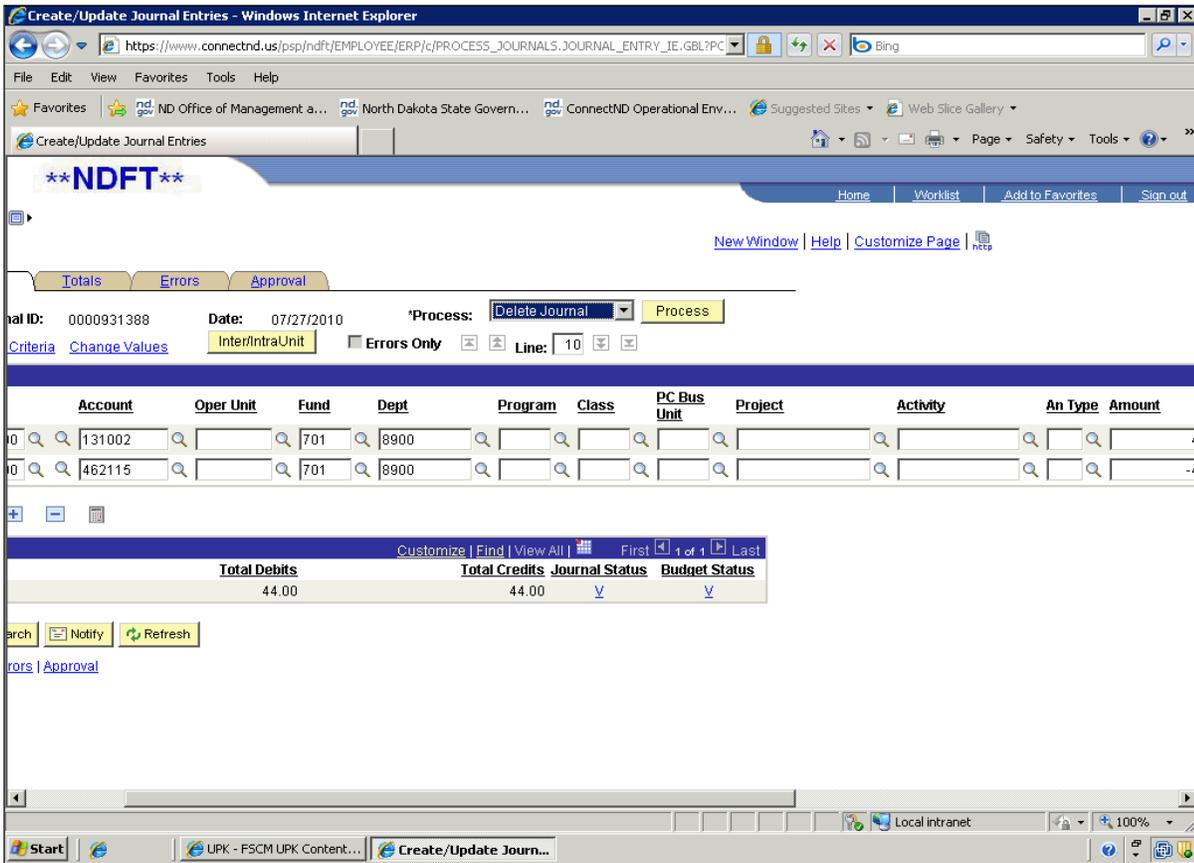
Step	Action
12.	Click the Process drop down list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>

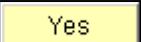


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Step	Action
13.	Click the Delete Journal list item. 



Step	Action
14.	Click the Process button. 
15.	Click the Yes button. 



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Step	Action
16.	Click the OK button. 
17.	This topic showed how to Delete an InterDepartmental Billing/IDB. End of Procedure.

ST 8.2 3 - Copying an InterDepartmental Billing/IDB

Copying an InterDepartmental Billing/IDB

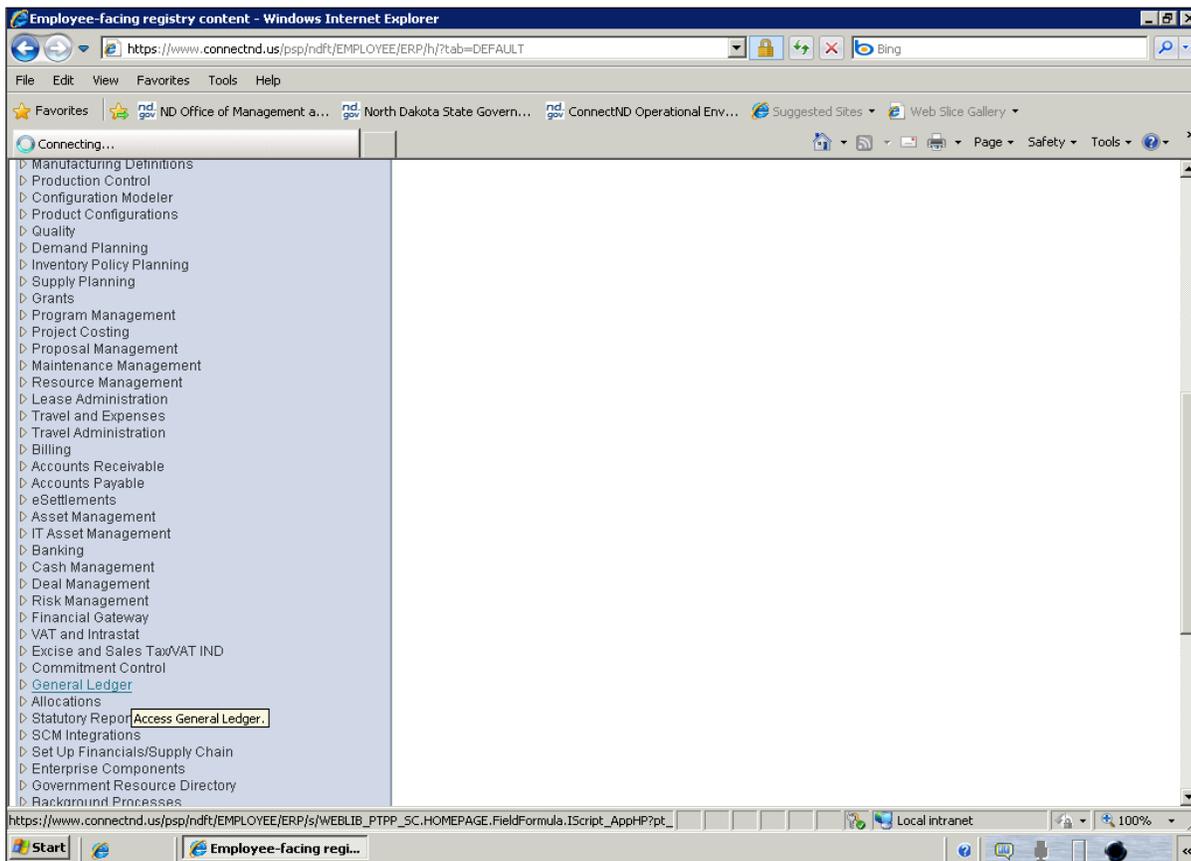
Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

General Ledger enables you to copy the information of an existing IDB. Copying an IDB saves data entry time because you use an existing IDB as the basis for a new one. You can copy IDB's that are posted, unposted or saved. You can then change the Header or Line information, as desired.

Procedure

This topic shows how to Copy an IDB. The IDB which you are copying from can have a Journal Status of Valid (V) or Posted (P).

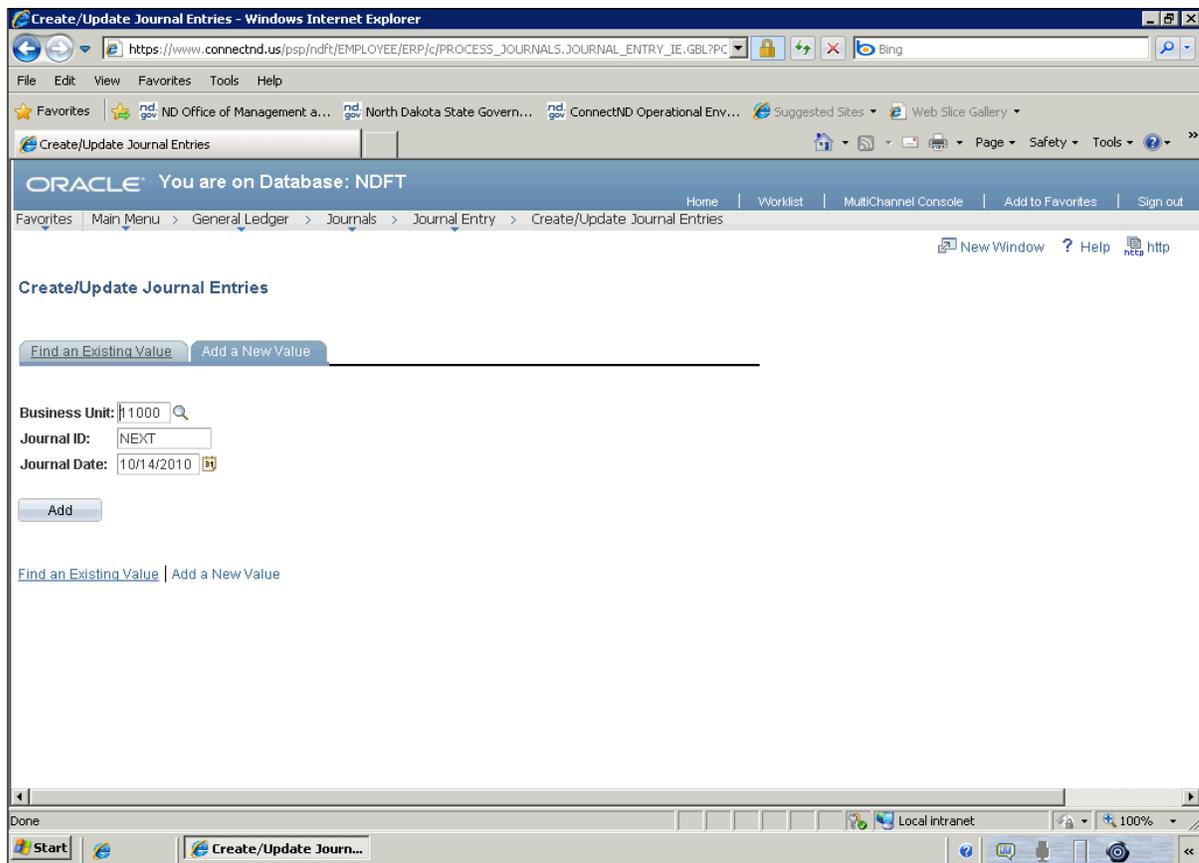
Copying an IDB saves time as you can use an existing journal as the basis for a new journal entry.



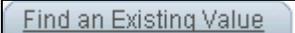


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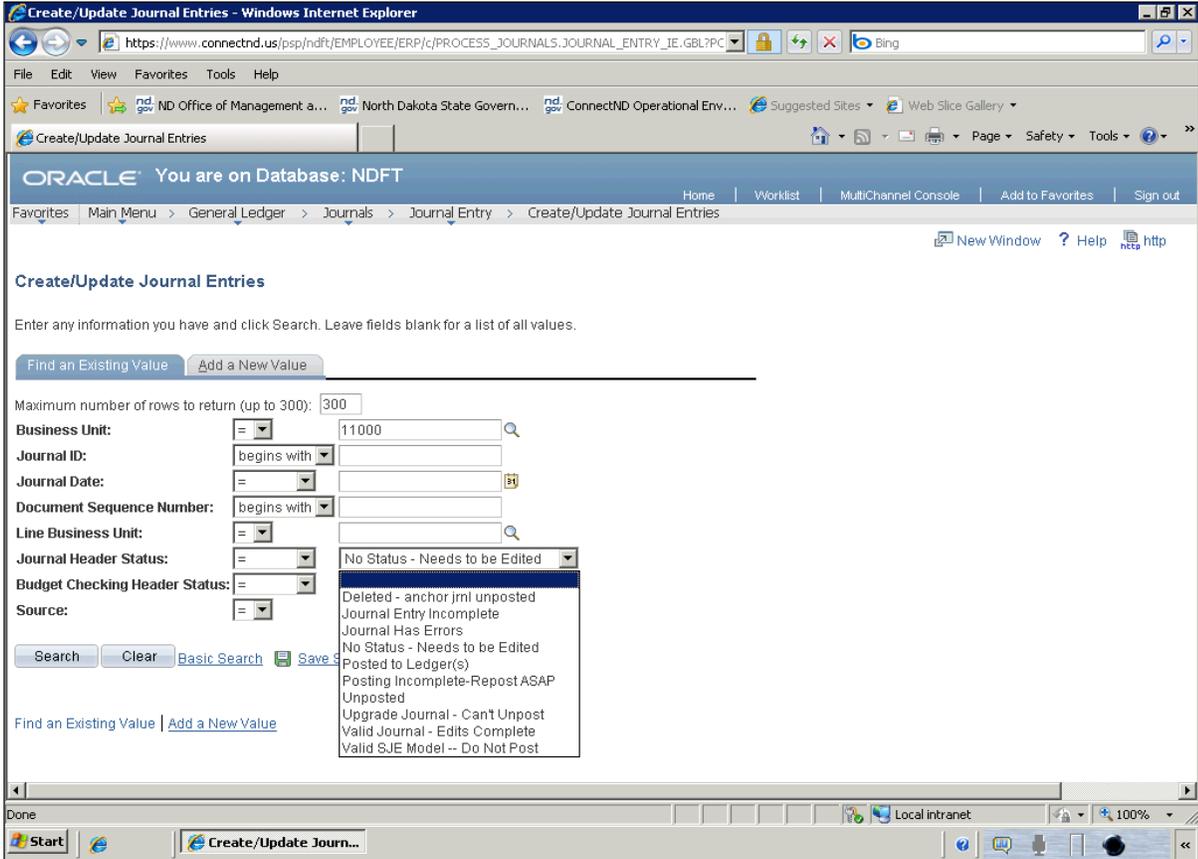
Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



The screenshot shows the Oracle EBS 'Create/Update Journal Entries' page. The browser title is 'Create/Update Journal Entries - Windows Internet Explorer'. The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC. The page header includes 'ORACLE You are on Database: NDFT' and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The main content area has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are input fields for 'Business Unit' (11000), 'Journal ID' (NEXT), and 'Journal Date' (10/14/2010). An 'Add' button is located below the fields. The Windows taskbar at the bottom shows the Start button and the active window 'Create/Update Journ...'. The system tray shows 'Local intranet' and a zoom level of 100%.

Step	Action
5.	Click the Find an Existing Value tab. 

Step	Action
6.	Click the Journal Header Status list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">No Status - Needs to be Edited</div>

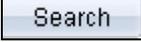


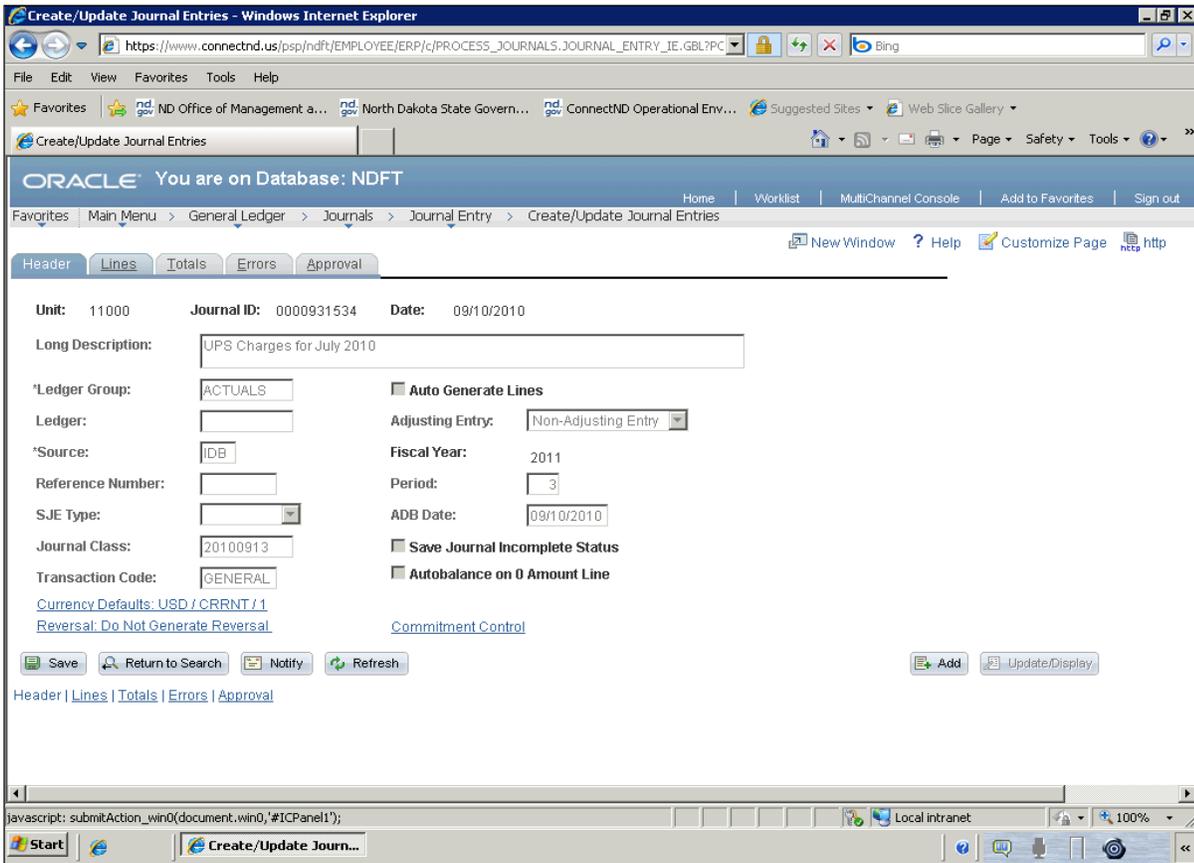
Step	Action
7.	Click the "blank" list item. <div style="background-color: #000080; width: 100px; height: 15px; margin-top: 5px;"></div>

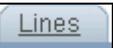


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Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000931534 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
9.	Click the Search button. 
10.	Verify this is the IDB you want to copy.



Step	Action
11.	Click the Lines tab. 



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Header | **Lines** | Totals | Errors | Approval

Unit: 11000 Journal ID: 0000931534 Date: 09/10/2010 *Process: **Edit Journal** Process

Template List Search Criteria Errors Only Line: 10

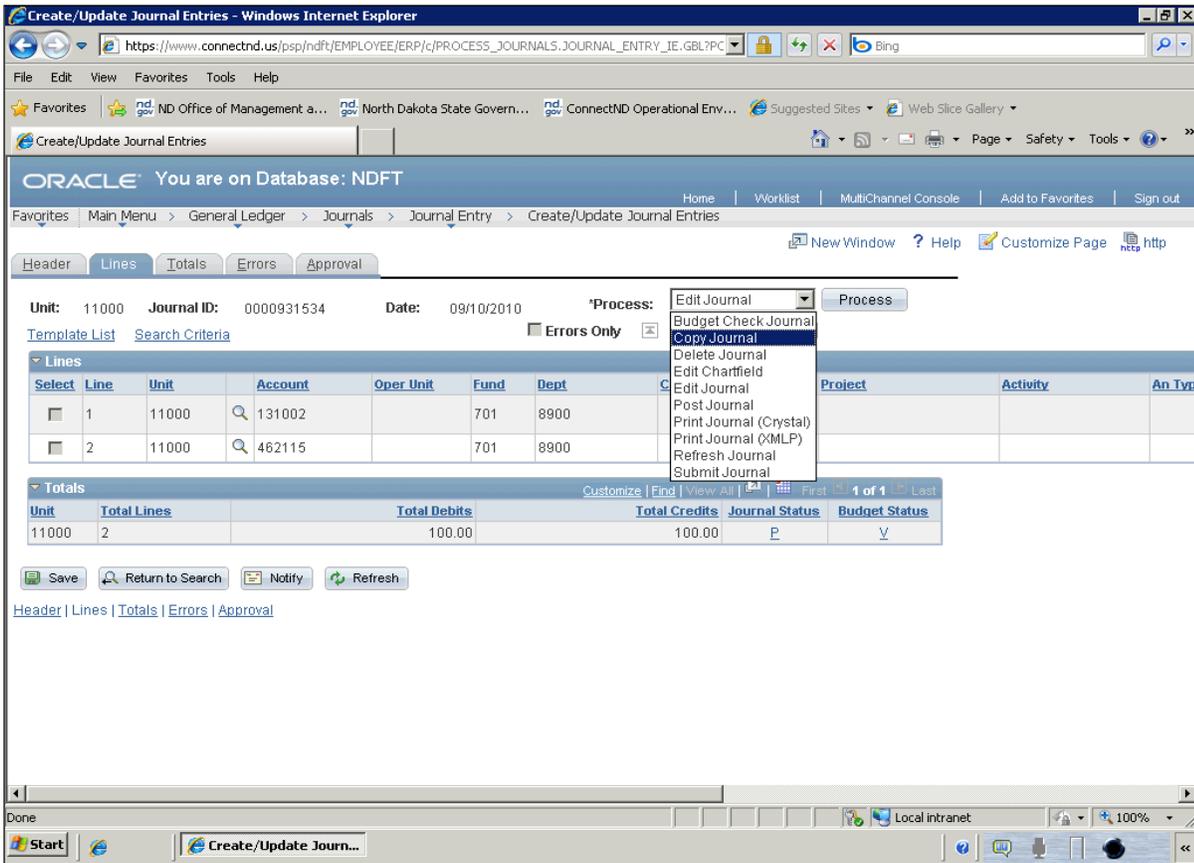
Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Typ
<input type="checkbox"/>	1	11000	131002		701	8900					
<input type="checkbox"/>	2	11000	462115		701	8900					

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	100.00	100.00	P	V

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Click the Process list. 

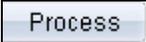


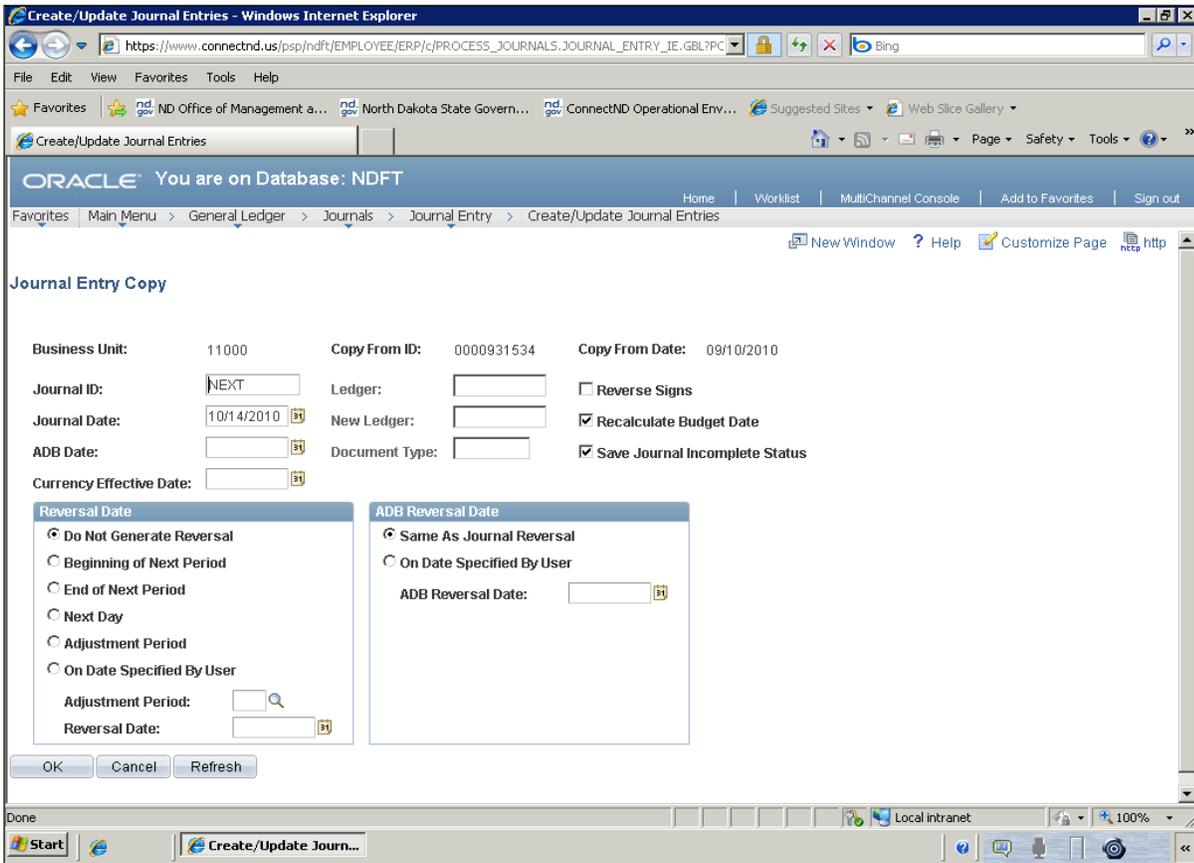
Step	Action
13.	Click the Copy Journal list item. 

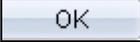


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Step	Action
14.	Click the Process button. 
15.	Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000). The entry cannot be back-dated to a closed accounting period.



Step	Action
16.	Click the OK button. 



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_JE_GBL?PC

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: 11000 Journal ID: 0000932172 Date: 10/14/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Typ
<input type="checkbox"/>	1	11000	131002		701	8900					
<input type="checkbox"/>	2	11000	462115		701	8900					

Lines to add: 1

Unit	Total Lines	Total Credits	Total Debits	Journal Status	Budget Status
11000	2	0.00	0.00	I	N

Save Return to Search Notify Refresh

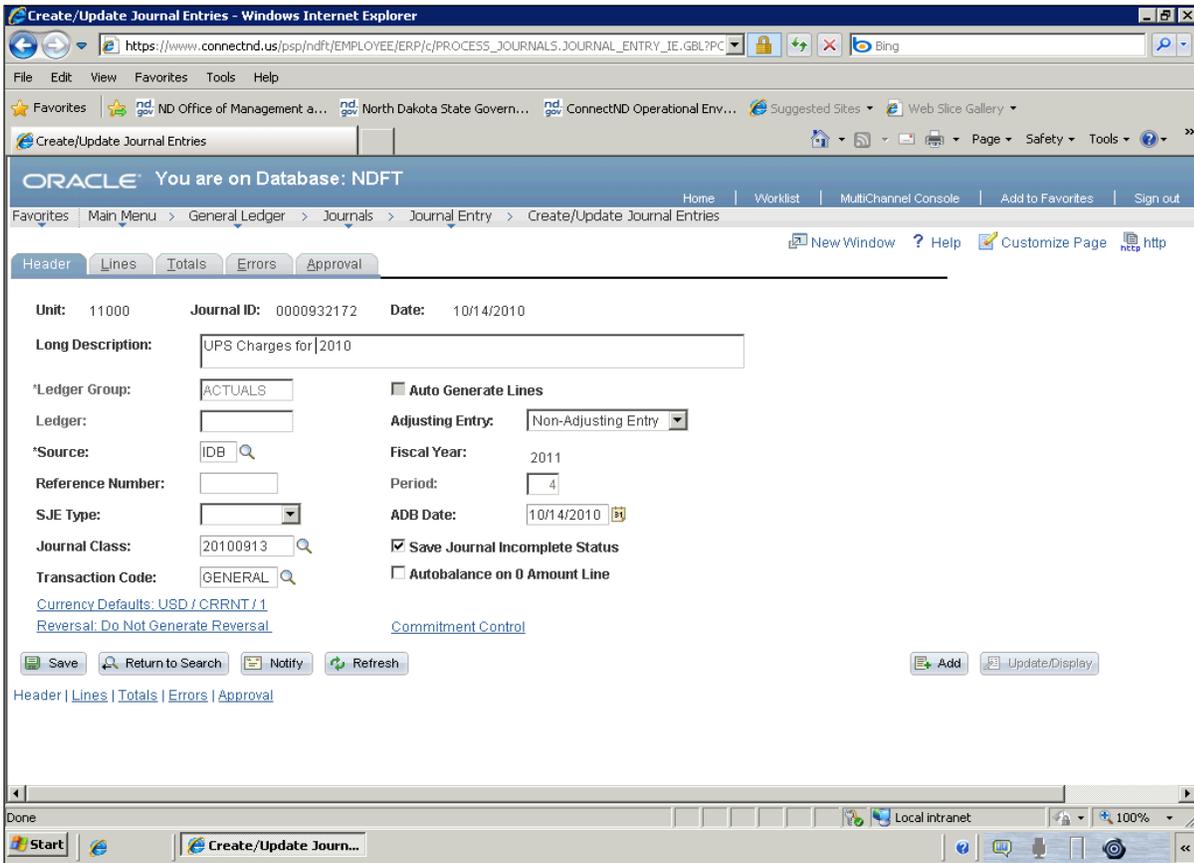
Header | Lines | Totals | Errors | Approval

javascript: submitAction_win0(document.win0, #ICPanel0);

Local intranet 100%

Start Create/Update Journ...

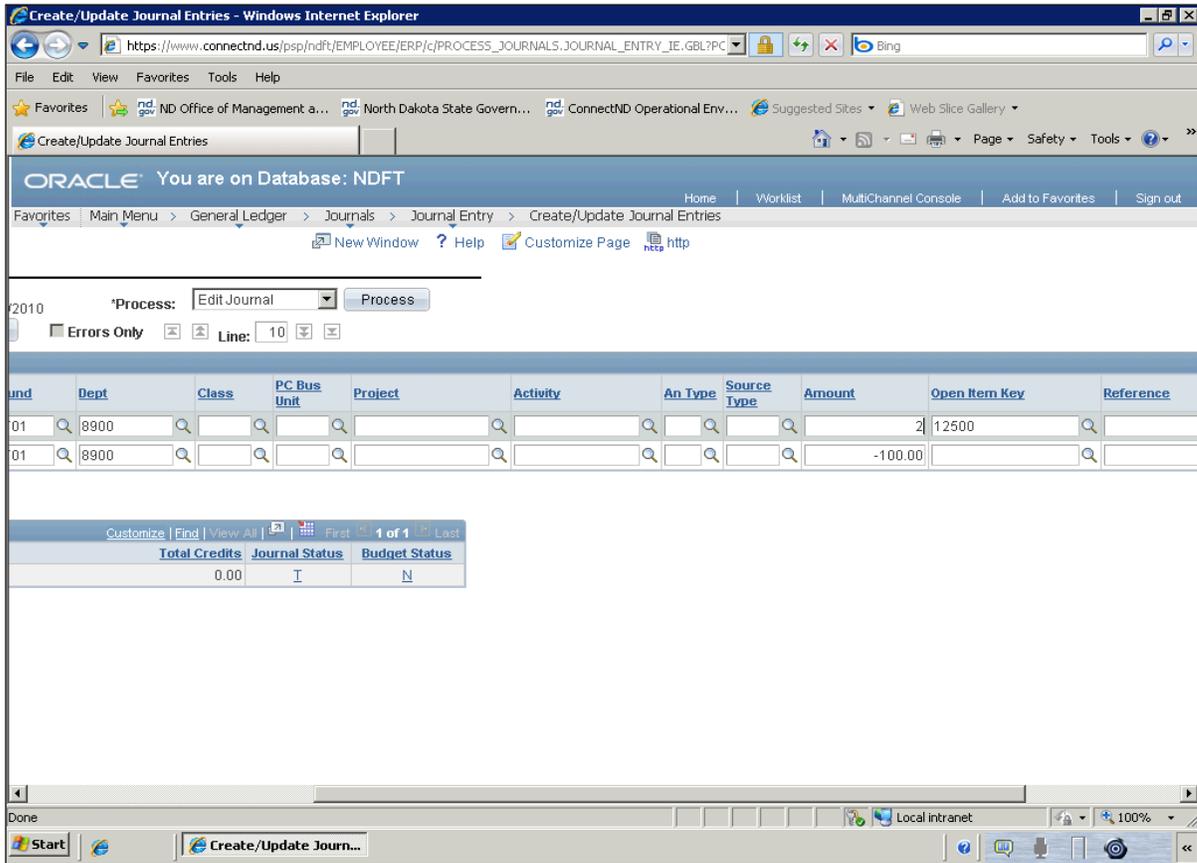
Step	Action
17.	Click the Header tab. 

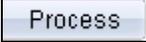


Step	Action
18.	The new/copied IDB description can be changed or modified. The only change in this example will be the month. Enter the desired information into the Long Description field. Enter " August ".
19.	Click the Lines tab. 
20.	Change the amounts and Open Item Key, if necessary.



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Step	Action
21.	Enter the desired information into the Amount field. Enter " 200.00 ".
22.	Enter the desired information into the Amount field. Enter " -200.00 ".
23.	Click the Process button. 
24.	Click the OK button. After the IDB is processed, a unique journal number will be assigned to it. Note: Journal Status and Budget Status must both be Valid (V) before journal will post. 
25.	This topic showed how to Copy an InterDepartmental Billing/IDB. End of Procedure.

ST 8.2.4 - Reversing an InterDepartmental Billing/IDB

Reversing an InterDepartmental Billing/IDB

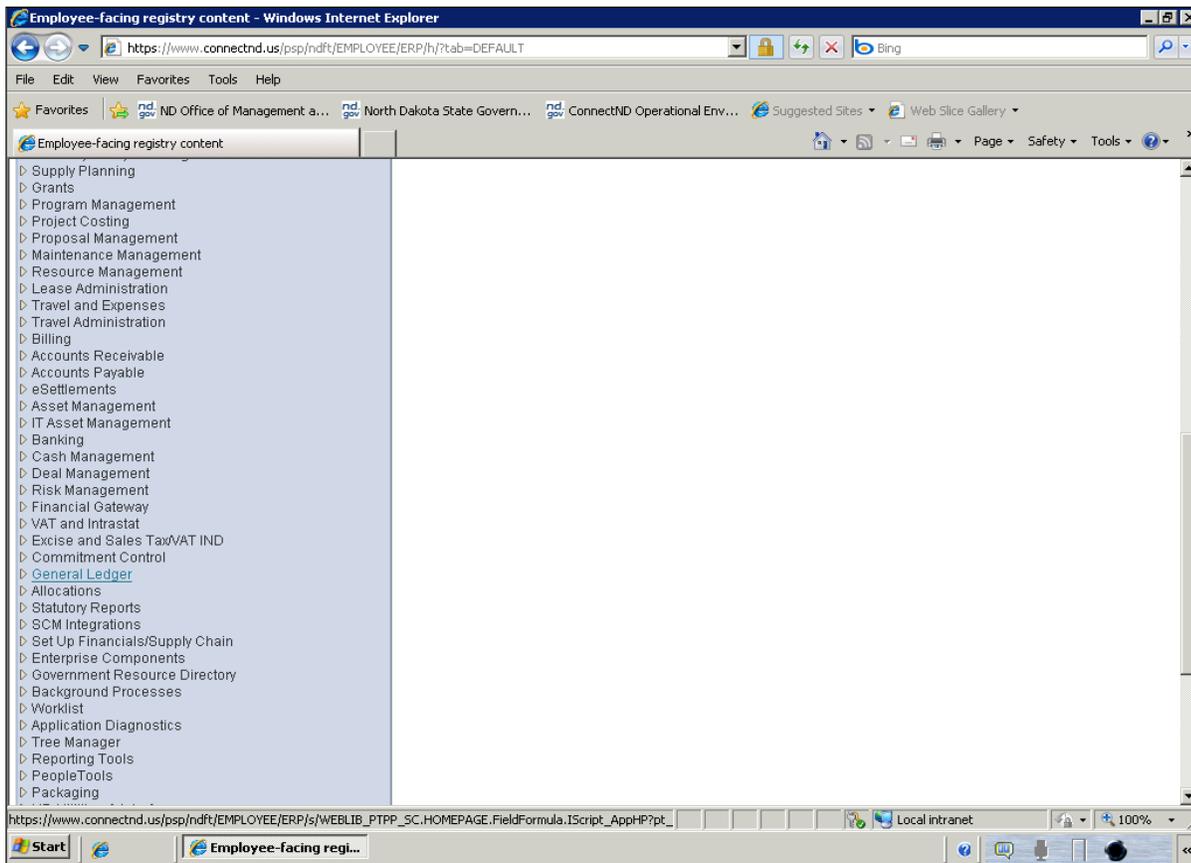
Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

IDB's can be reversed by preparing a new IDB with reversed accounting signs, or by copying the original IDB and reversing the accounting signs. This topic will show how to copy the original IDB and reverse the accounting signs.

Refer to ST 8.2.3 - Copying an InterDepartmental Billing/IDB, if necessary.

Procedure

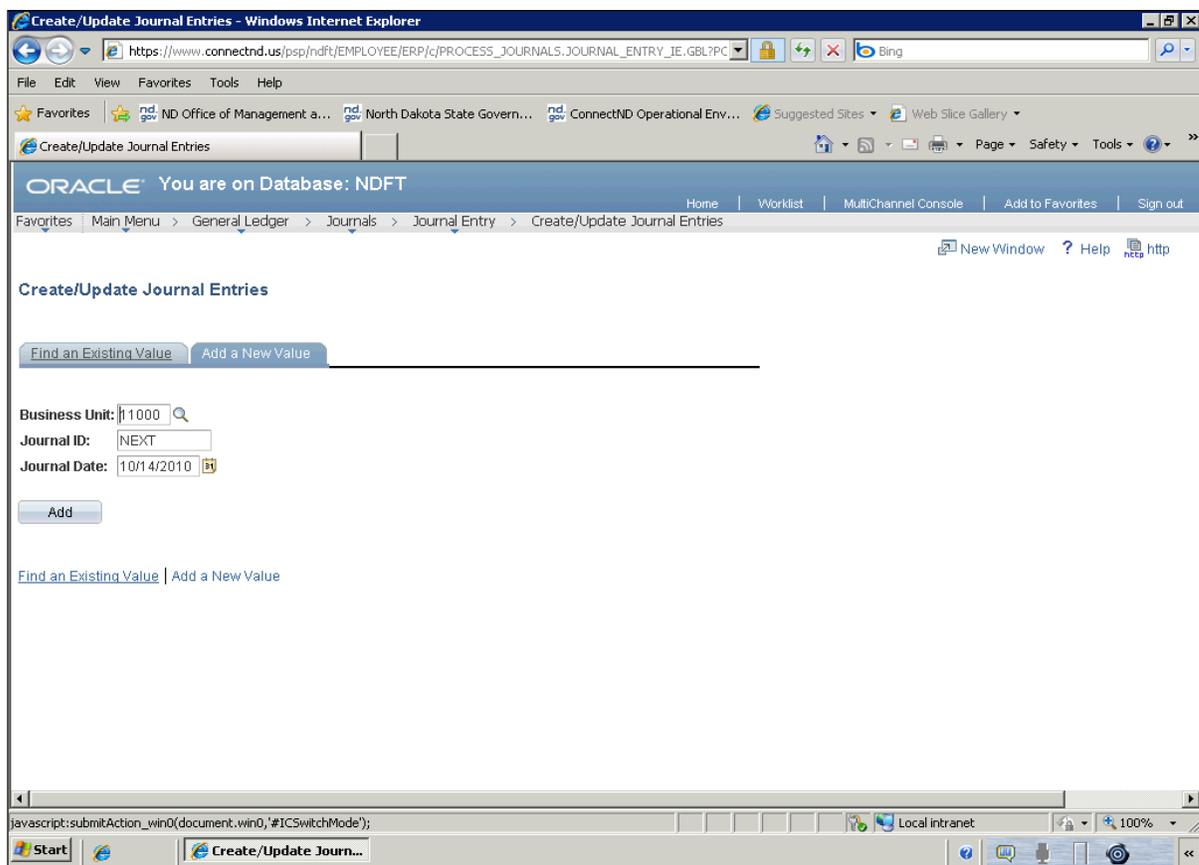
This topic will show how to Reverse an IDB by copying an existing journal and selecting the Reverse Signs checkbox.





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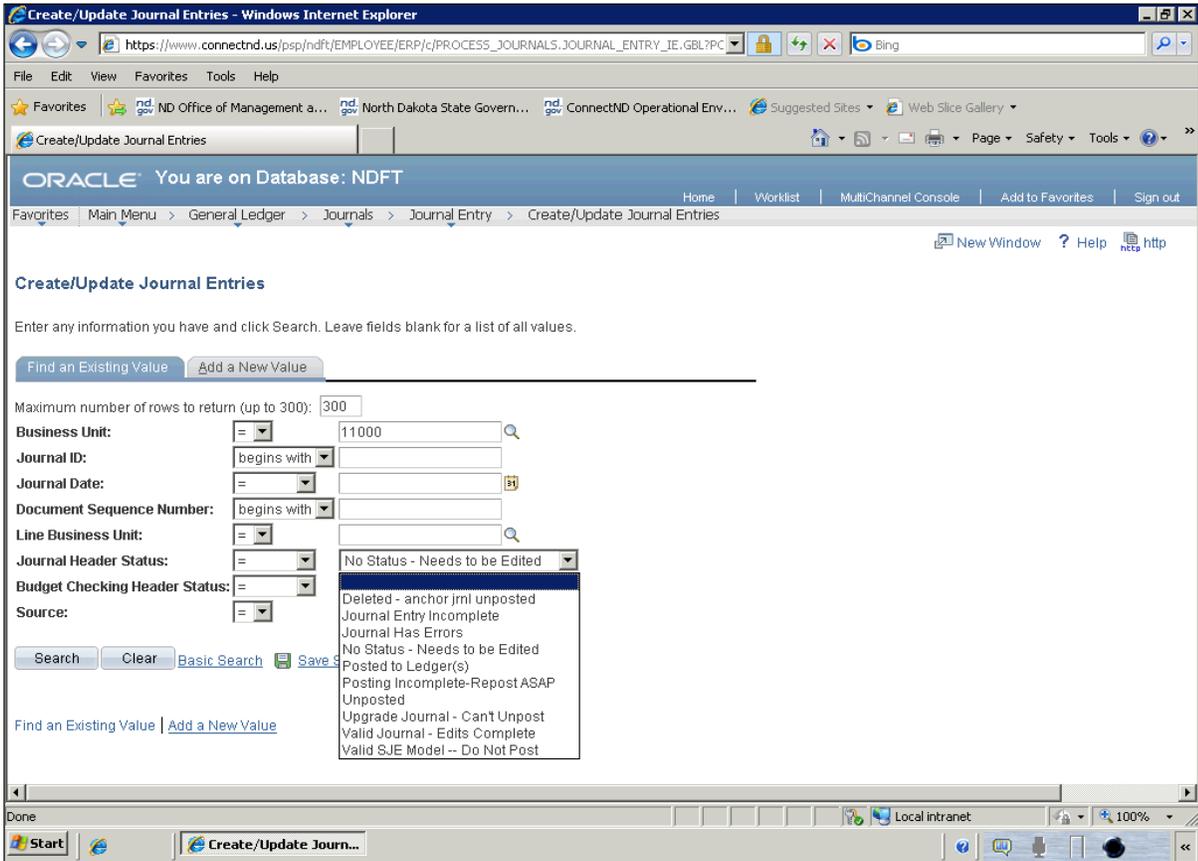
Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



The screenshot shows a web browser window displaying the Oracle ERP interface. The browser title is "Create/Update Journal Entries - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_JE.GBL?PC. The page header includes the Oracle logo and "You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main content area is titled "Create/Update Journal Entries" and features two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs are input fields for "Business Unit" (value: 11000), "Journal ID" (value: NEXT), and "Journal Date" (value: 10/14/2010). An "Add" button is located below the input fields. At the bottom of the page, there is a footer with the text "javascript:submitAction_win0(document.win0, '#ICSwitchMode');".

Step	Action
5.	Click the Find an Existing Value tab. 

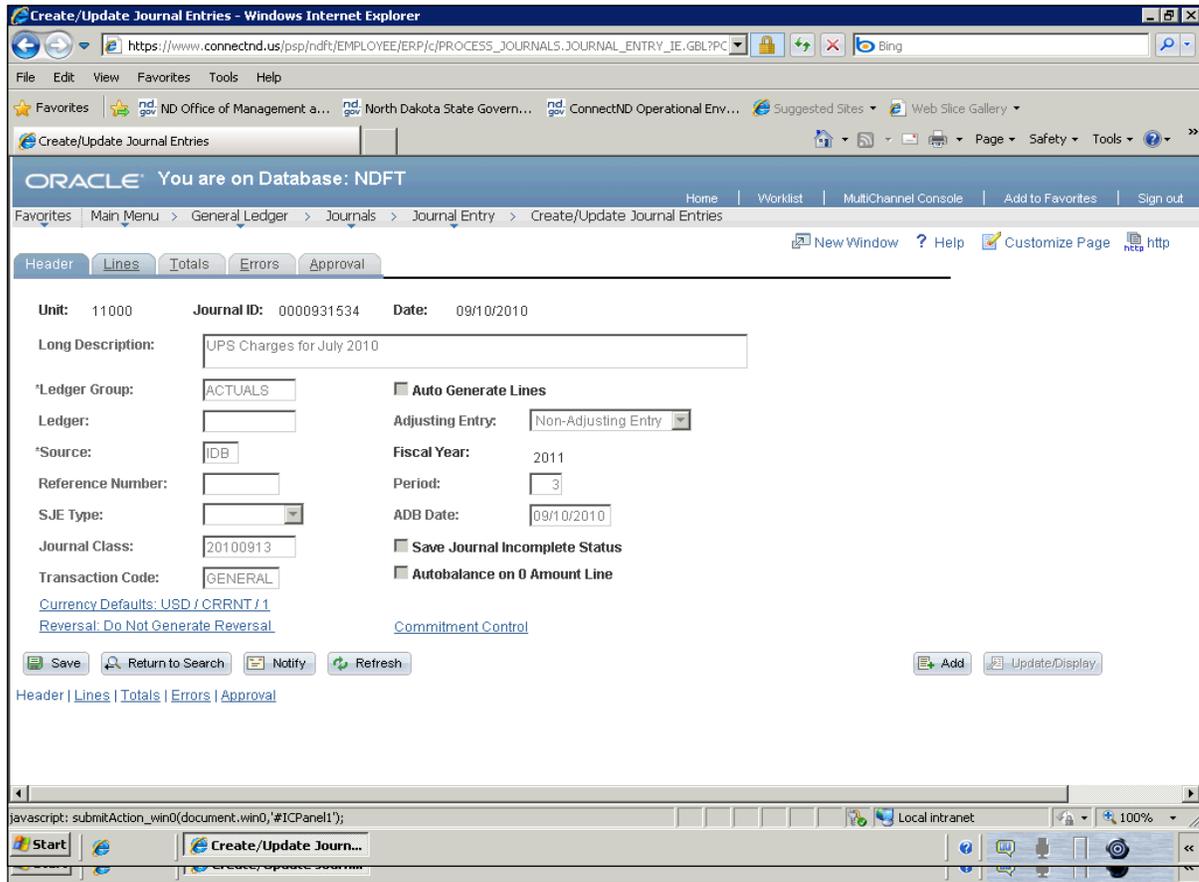
Step	Action
6.	Click the Journal Header Status list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">No Status - Needs to be Edited</div>



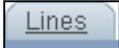
Step	Action
7.	Click the "blank" list item. <div style="background-color: #000080; width: 100px; height: 15px; margin-top: 5px;"></div>

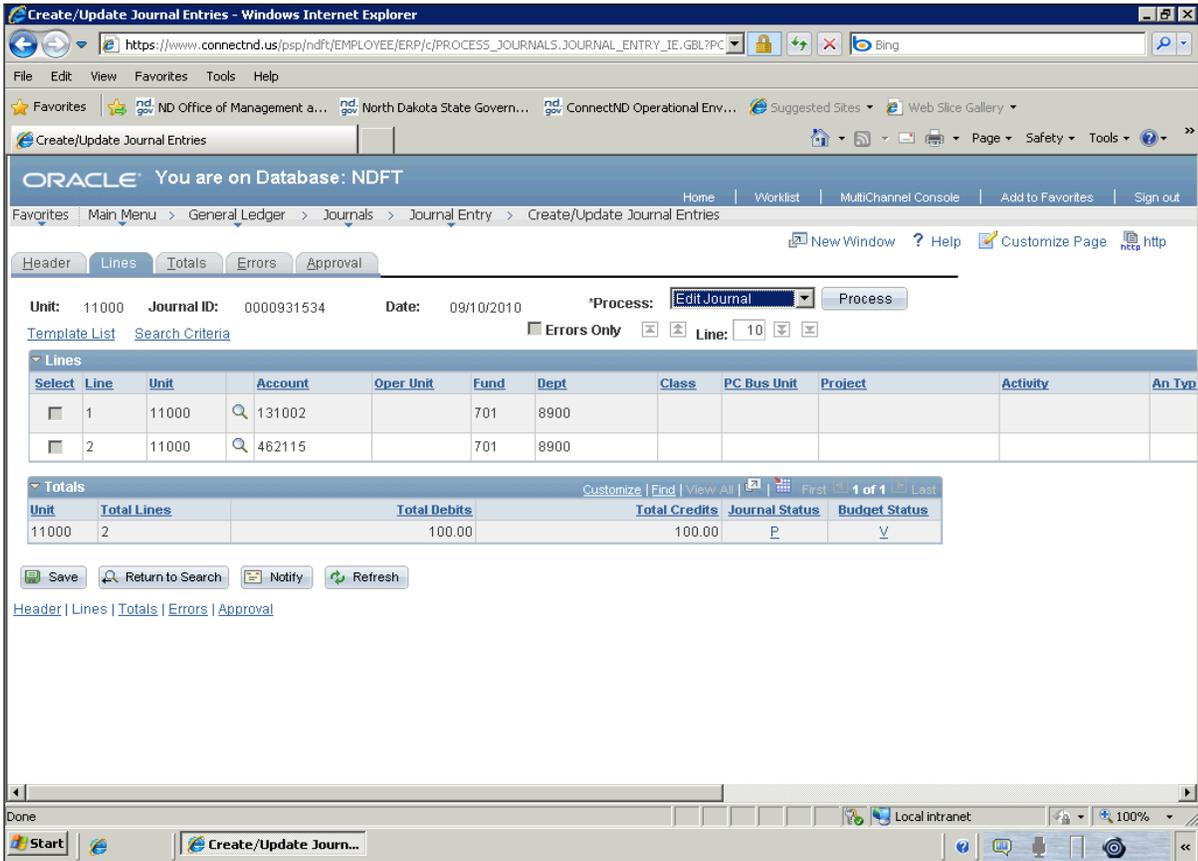


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Step	Action
8.	<p>Enter the desired information into the Journal ID field. Enter "0000931534".</p> <p>This is the IDB from which you are going to copy <u>from</u> and reverse.</p> <p>All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.</p>
9.	<p>Click the Search button.</p> 
10.	<p>Verify this is the correct journal to copy and reverse.</p>

Step	Action
11.	Click the Lines tab. 



The screenshot shows the Oracle Financials interface for creating or updating journal entries. The 'Lines' tab is active, displaying a table with two entries:

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Typ
<input type="checkbox"/>	1	11000	131002		701	8900					
<input type="checkbox"/>	2	11000	462115		701	8900					

Below the table, the 'Totals' section shows a summary for Unit 11000 with 2 total lines, 100.00 total debits, and 100.00 total credits. The 'Process' dropdown menu is currently set to 'Edit Journal'.

Step	Action
12.	Click the Process list. 



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Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | **Lines** | Totals | Errors | Approval

Unit: 11000 Journal ID: 0000931534 Date: 09/10/2010 *Process: Edit Journal Process

Template List Search Criteria Errors Only

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Project	Activity	An Typ
<input type="checkbox"/>	1	11000	131002		701	8900			
<input type="checkbox"/>	2	11000	462115		701	8900			

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	100.00	100.00	P	V

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Done Local intranet 100%

Start Create/Update Journ...

Step	Action
13.	Click the Copy Journal list item. 

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/bsp/nd/r/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_IE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window Help Customize Page http

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: 0000931534 Date: 09/10/2010 *Process: Copy Journal Process

Template List Search Criteria Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Typ
<input type="checkbox"/>	1	11000	131002		701	8900					
<input type="checkbox"/>	2	11000	462115		701	8900					

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	100.00	100.00	P	V

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Done Local intranet 100%

Start Create/Update Journ...

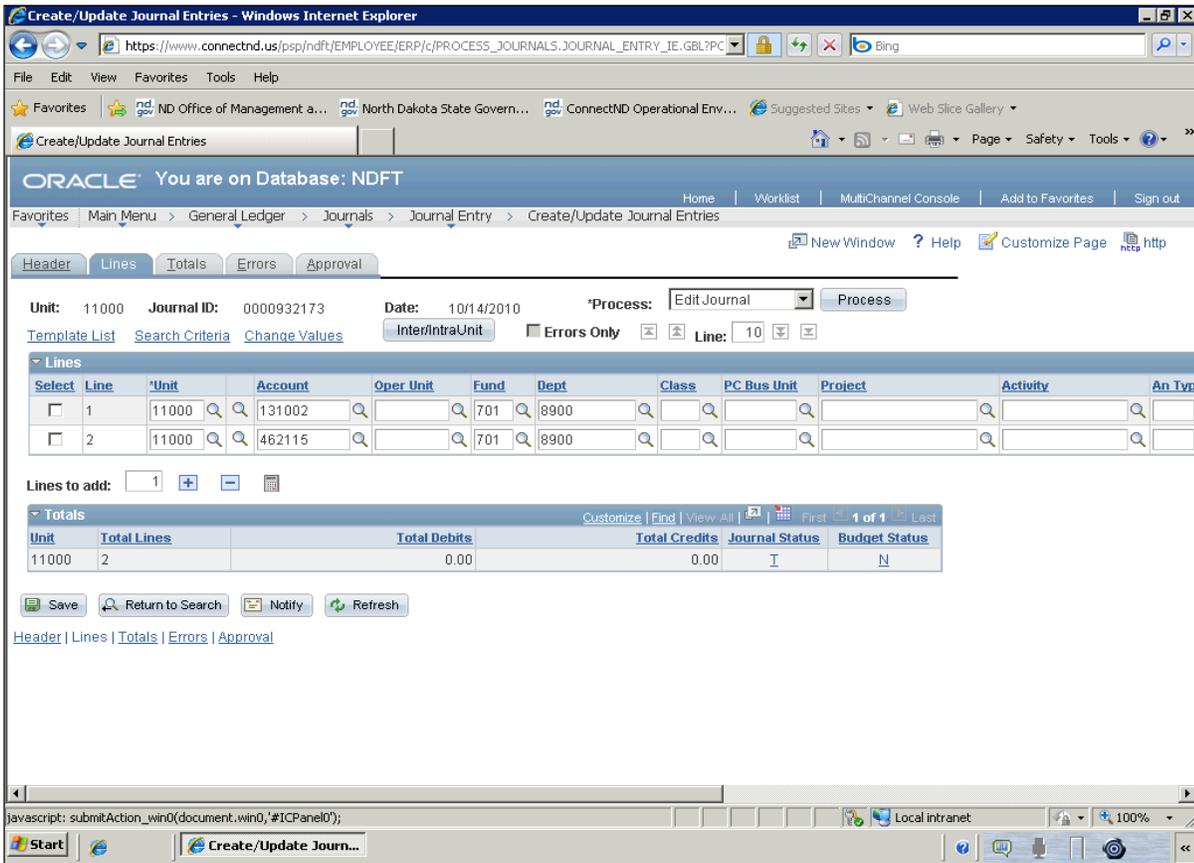
Step	Action
14.	Click the Process button.

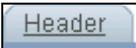


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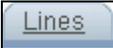
Step	Action
15.	Click the Reverse Signs option. <input checked="" type="checkbox"/> Reverse Signs
16.	Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000). The entry cannot be back-dated to a closed accounting period.
17.	Click the OK button. <input type="button" value="OK"/>
18.	Accounting entries (signs) have been reversed.

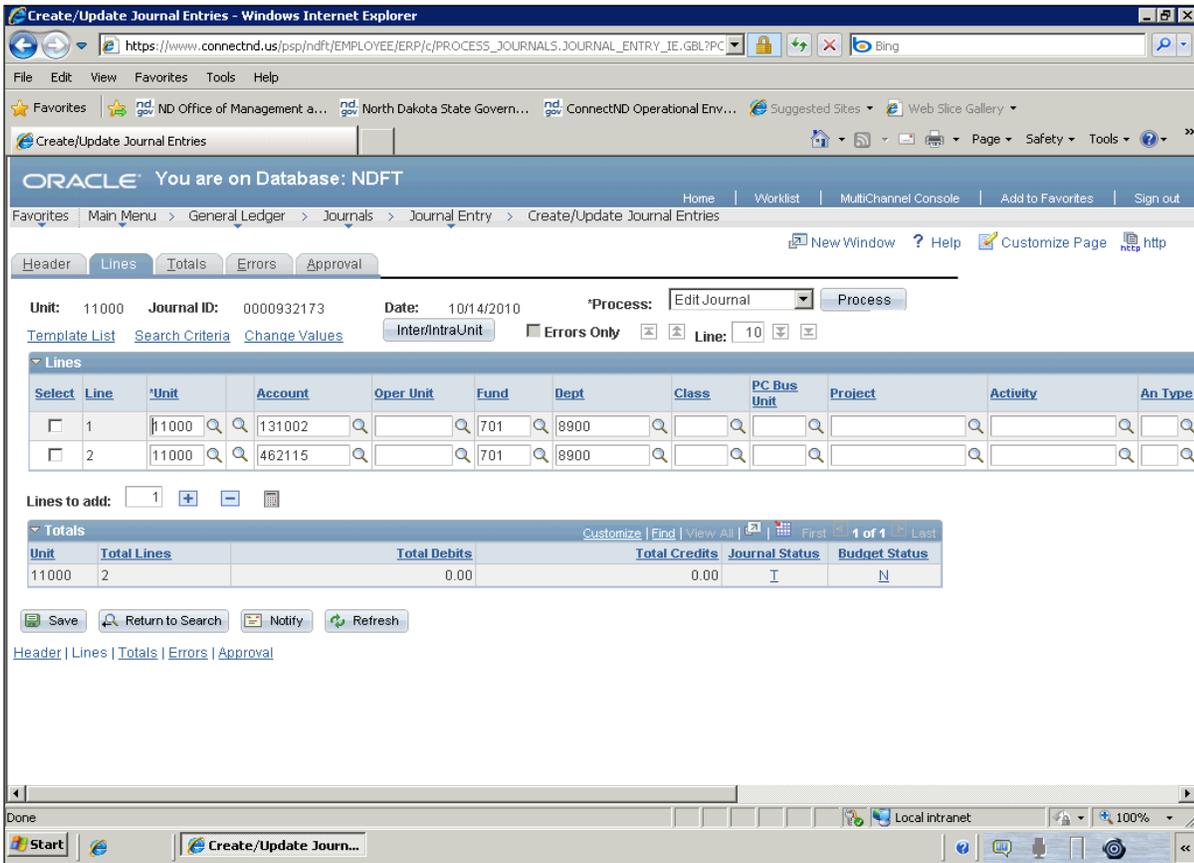


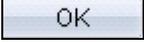
Step	Action
19.	Click the Header tab. 



Training Guide Module 8 – General Ledger

Step	Action
20.	<p>Enter the desired information into the Long Description field. Enter "REVERSE 931534".</p> <p>It is recommended that the original IDB journal number is referenced on the reversal Header description field.</p>
21.	<p>Click the Lines tab.</p> 



Step	Action
22.	Click the Process button. 
23.	Click the OK button. 
24.	This topic showed how to Reverse an IDB. End of Procedure.



ST 8.2.5 - Printing an InterDepartmental Billing/IDB

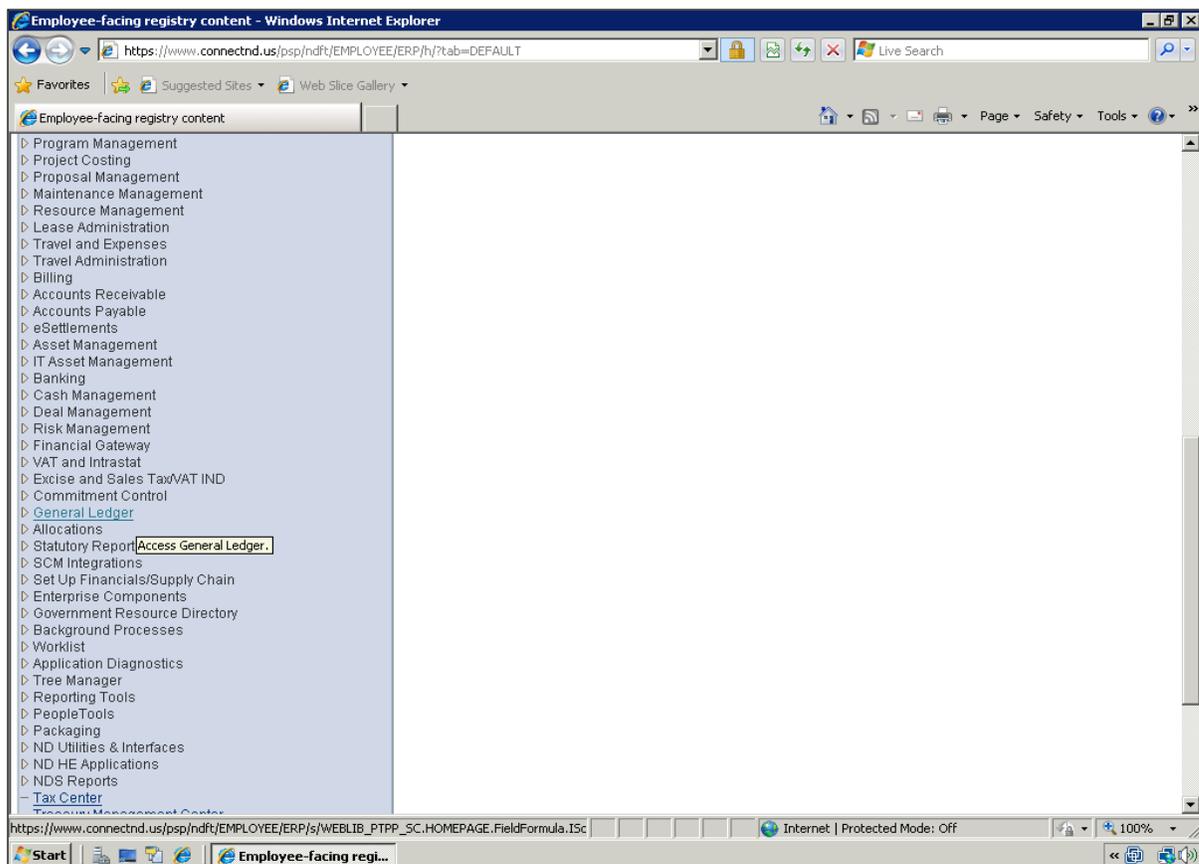
Printing an InterDepartmental Billing/IDB

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The InterDepartmental Billing/IDB can be printed in report form.

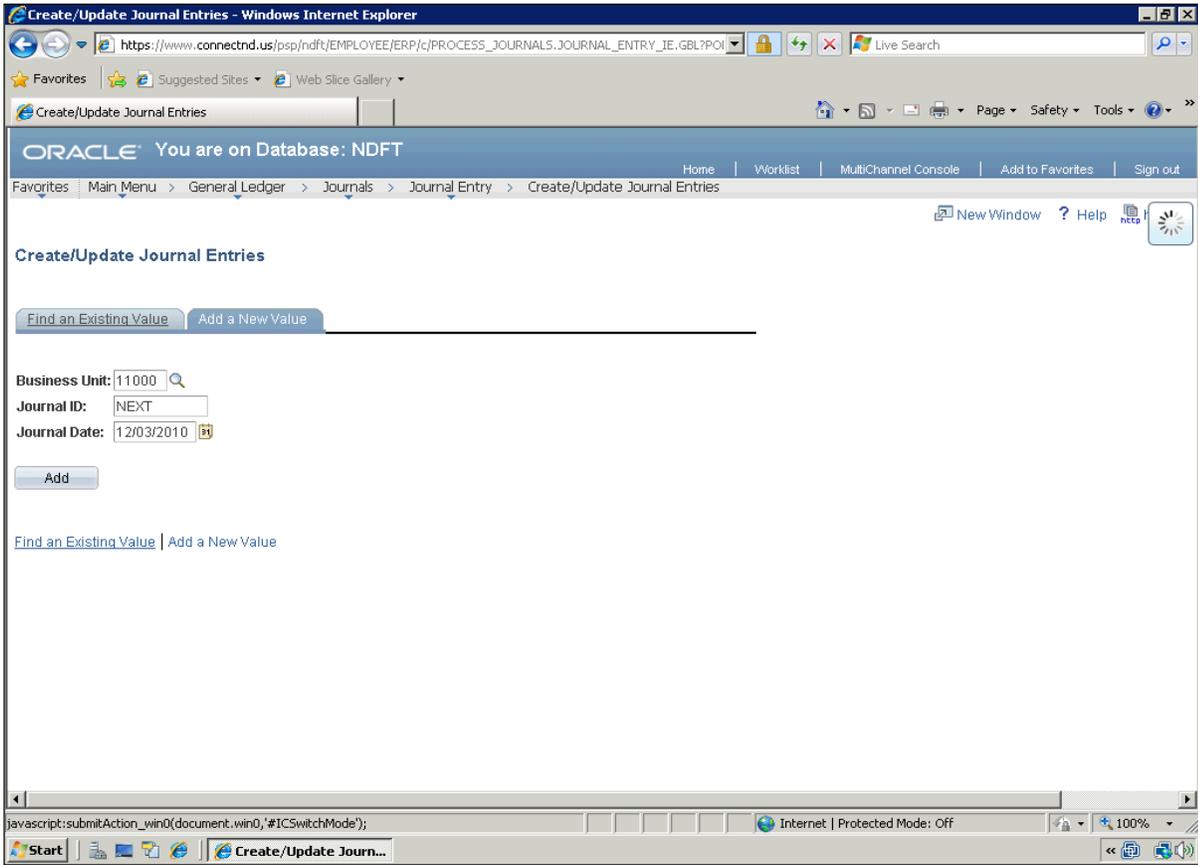
Procedure

This topic will show how to print an InterDepartmental Billing/IDB.



Step	Action
1.	Click the General Ledger link. 

Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



Step	Action
5.	Click the Find an Existing Value tab. Find an Existing Value
6.	Click the Journal Header Status list. No Status - Needs to be Edited



Training Guide

Module 8 – General Ledger

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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

Maximum number of rows to return (up to 300): 300

Business Unit: = [] 11000 []

Journal ID: begins with []

Journal Date: = [] [] []

Document Sequence Number: begins with []

Line Business Unit: = [] []

Journal Header Status: = [] []

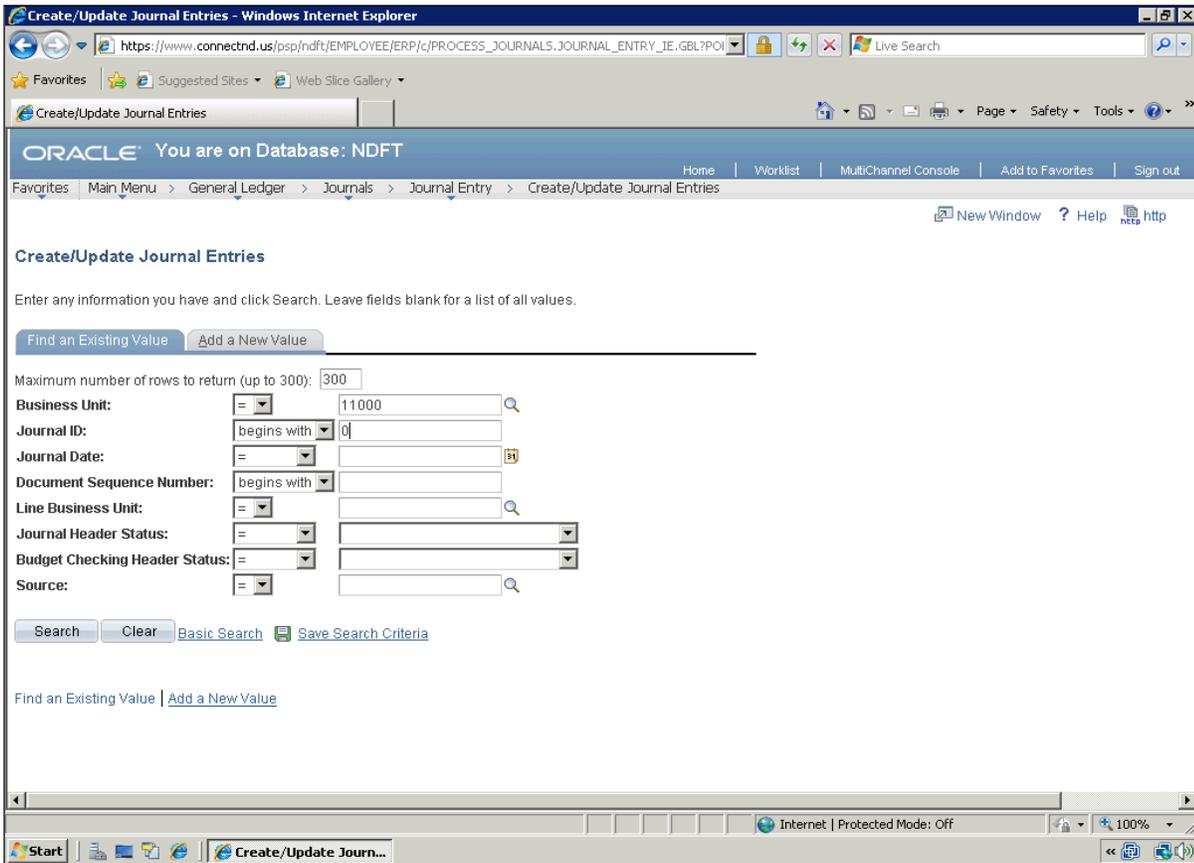
Budget Checking Header Status: = [] []

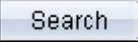
Source: = [] []

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
7.	Click the "blank" list item. 



Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000928401 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
9.	Click the Search button. 



Training Guide

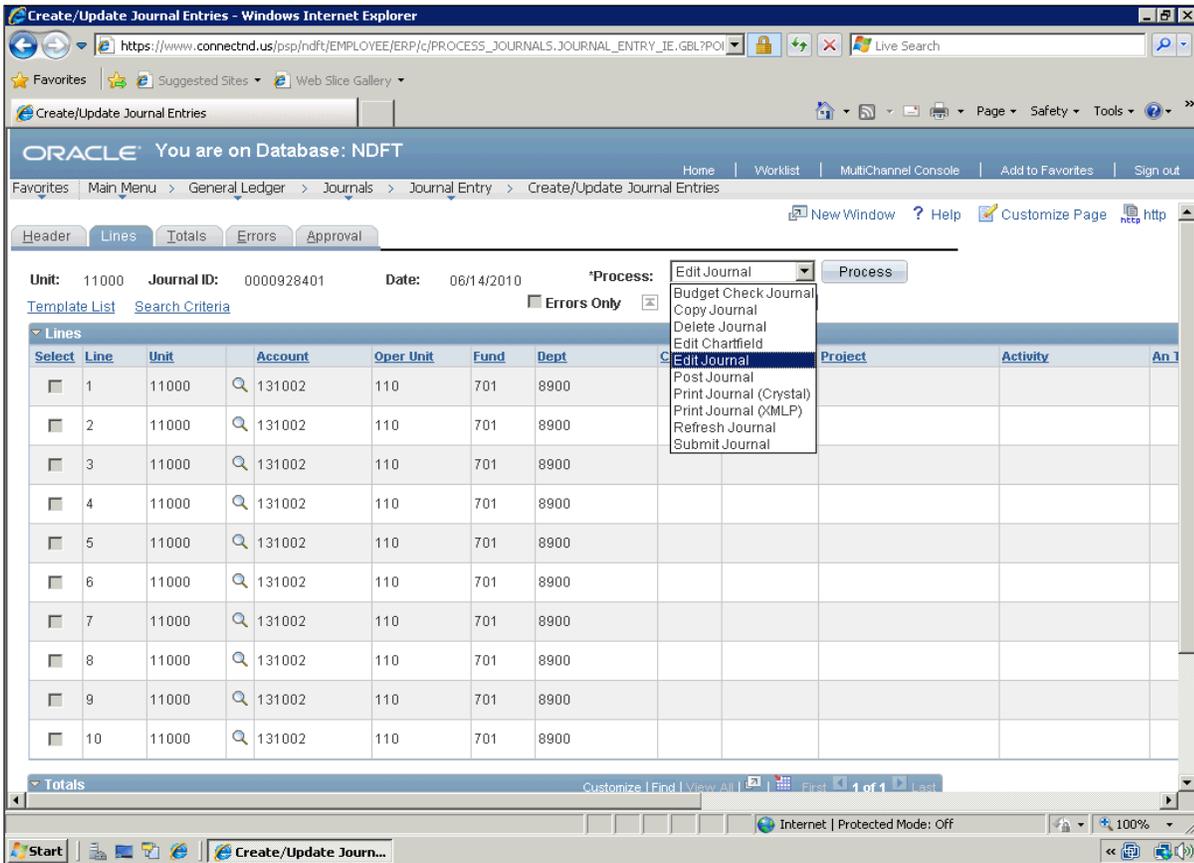
Module 8 – General Ledger

The screenshot shows the Oracle EBS 'Create/Update Journal Entries' form. The 'Lines' tab is selected. The form contains the following fields and values:

- Unit: 11000
- Journal ID: 0000928401
- Date: 06/14/2010
- Long Description: UPS charges for May 2010
- Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2010
- Period: 12
- ADB Date: 06/14/2010
- Journal Class: 20100614
- Transaction Code: GENERAL

Buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, and Update/Display.

Step	Action
10.	Click the Lines tab. 



Step	Action
11.	Click the Process list. 



Training Guide

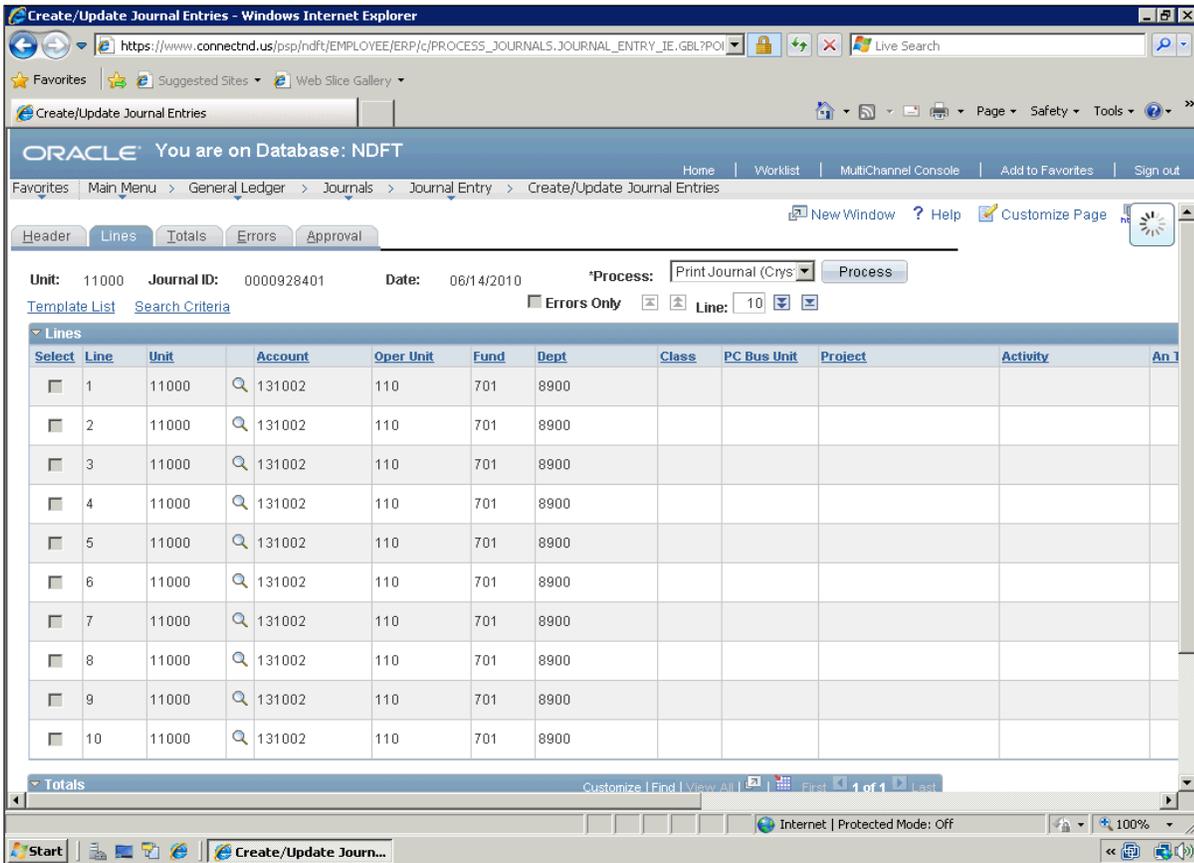
Module 8 – General Ledger

Unit: 11000 Journal ID: 0000928401 Date: 06/14/2010 *Process: **Print Journal (Crys)** Process

Template List Search Criteria Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	Amount
<input type="checkbox"/>	1	11000	131002	110	701	8900					
<input type="checkbox"/>	2	11000	131002	110	701	8900					
<input type="checkbox"/>	3	11000	131002	110	701	8900					
<input type="checkbox"/>	4	11000	131002	110	701	8900					
<input type="checkbox"/>	5	11000	131002	110	701	8900					
<input type="checkbox"/>	6	11000	131002	110	701	8900					
<input type="checkbox"/>	7	11000	131002	110	701	8900					
<input type="checkbox"/>	8	11000	131002	110	701	8900					
<input type="checkbox"/>	9	11000	131002	110	701	8900					
<input type="checkbox"/>	10	11000	131002	110	701	8900					

Step	Action
12.	Click the Print Journal (Crystal) list item. 



Step	Action
13.	Click the Process button. 
14.	Click the Process Monitor link. Note: This link will open a new window. 

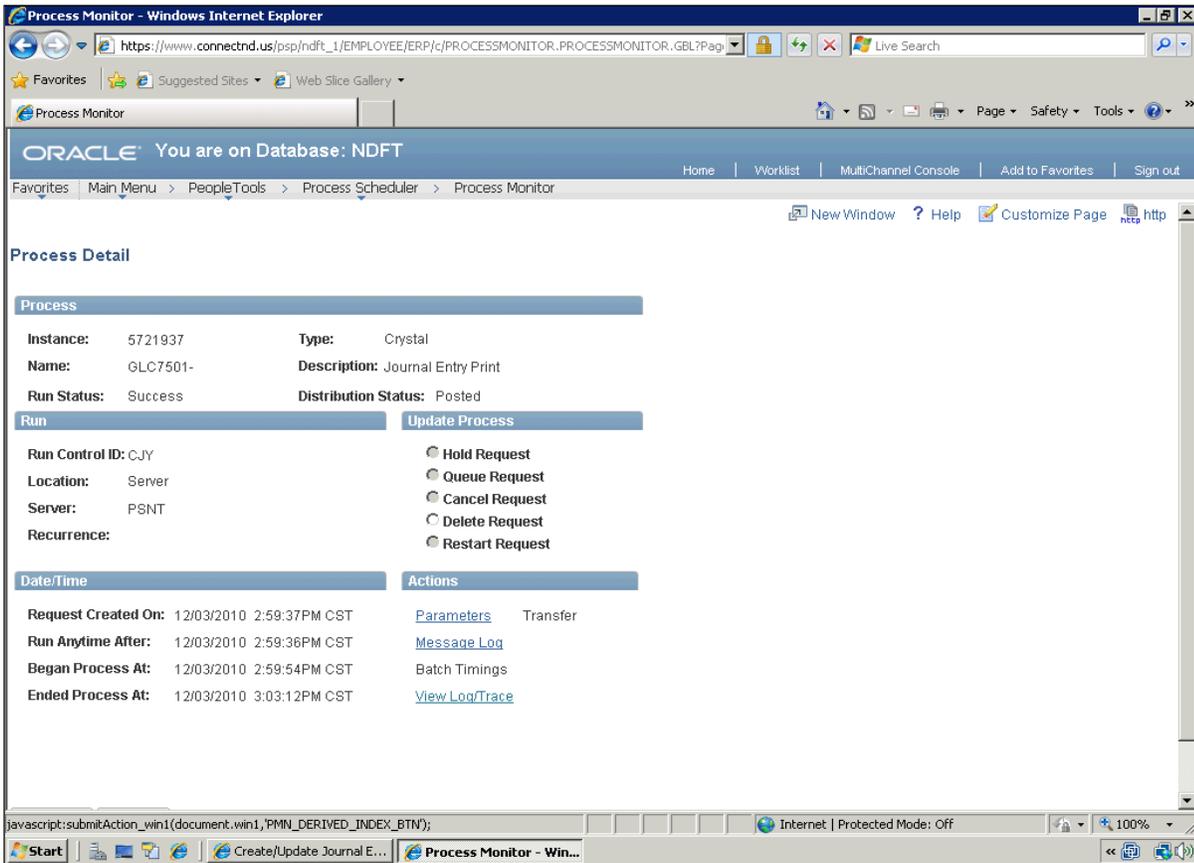


Training Guide Module 8 – General Ledger

The screenshot shows the Oracle Process Monitor interface. At the top, there's a navigation bar with 'Process List' and 'Server List' tabs. Below that, there are search filters for 'View Process Request For' including User ID, Type, Last, Days, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. The main area contains a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LD SHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Queued	N/A	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LD SHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LD SHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LD SHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LD SHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LD SHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details
<input type="checkbox"/>	5721647		Application Engine	GL_JEDIT_0	LD SHANNON@ND.GOV	11/23/2010 1:30:27PM CST	Success	Posted	Details
<input type="checkbox"/>	5721646		Application Engine	GL_JEDIT_0	LD SHANNON@ND.GOV	11/23/2010 1:27:41PM CST	Warning	Posted	Details
<input type="checkbox"/>	5721545		Application Engine	GL_JEDIT_0	LD SHANNON@ND.GOV	11/16/2010 11:01:46AM CST	Warning	Posted	Details
<input type="checkbox"/>	5721544		Application Engine	GL_EXCL_JRNL	LD SHANNON@ND.GOV	11/16/2010 10:59:18AM CST	Success	Posted	Details
<input type="checkbox"/>	5721530		Application Engine	GL_EXCL_JRNL	LD SHANNON@ND.GOV	11/15/2010 3:05:31PM CST	Success	Posted	Details
<input type="checkbox"/>	5721184		Crystal	NDS_GL08	LD SHANNON@ND.GOV	11/04/2010 2:35:17PM CDT	Success	Posted	Details

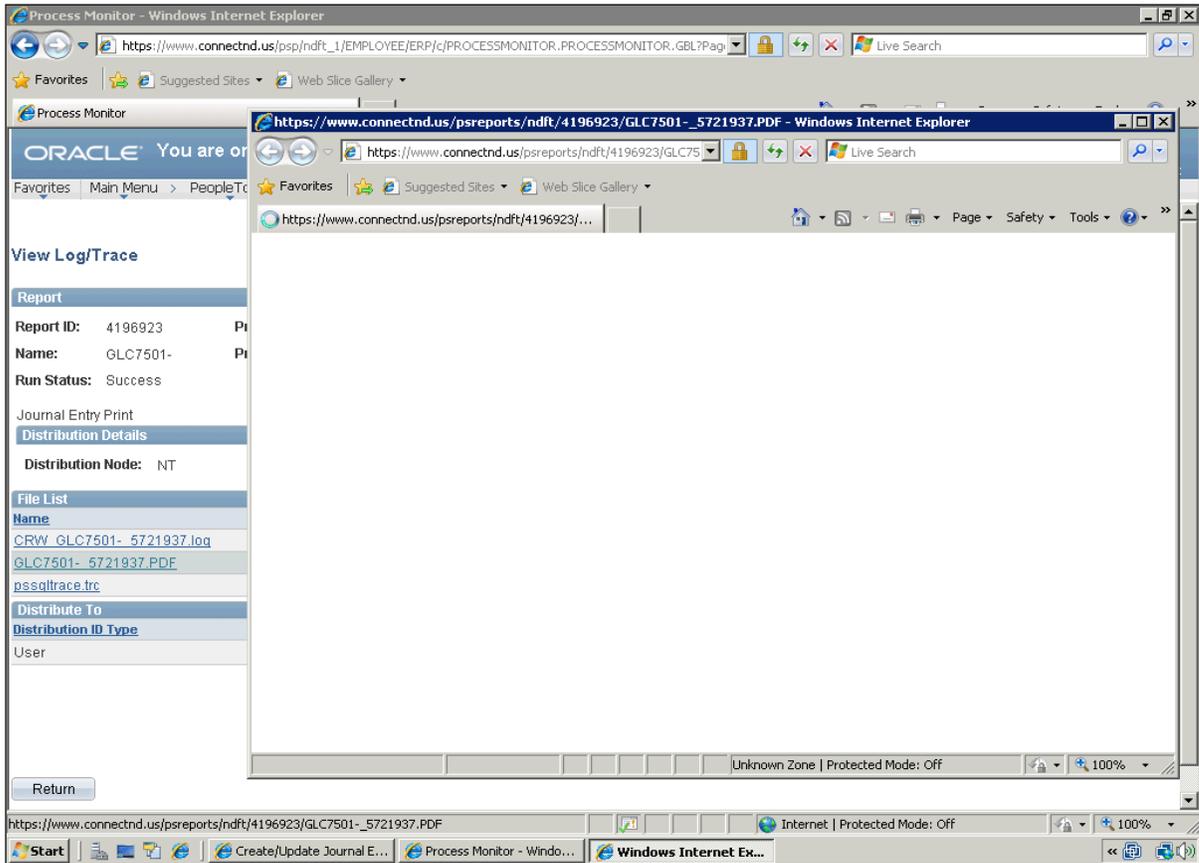
Step	Action
15.	The Process List tab shows the Run Status of the process. The process may run through several status types before Success. Click the Refresh button. 
16.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
17.	Click the Details link. 



Step	Action
18.	Click the View Log/Trace link. View Log/Trace



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Step	Action
19.	Click the GLC7501-5721937.PDF link. GLC7501-5721937.PDF
20.	The InterDepartmental Billing is displayed.
21.	This topic showed how to print an IDB. End of Procedure.

ST 8.2.6 - Creating an IDB SpeedType

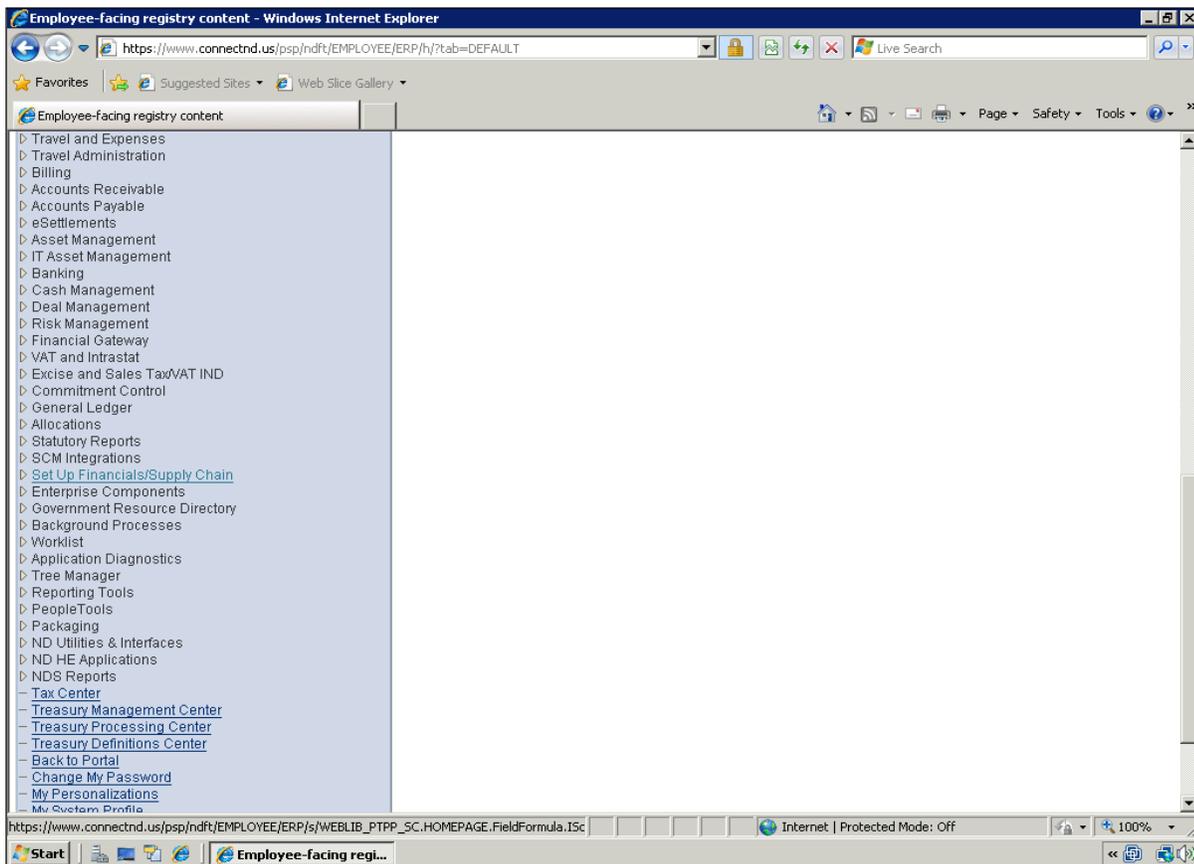
Creating an IDB SpeedType

Navigation: [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Design Chartfields](#) > [Define Values](#) > [SpeedTypes](#)

SpeedTypes can be used in General Ledger when creating InterDepartmental Billings (IDB's). They are similar to SpeedCharts in Accounts Payable when entering vouchers but do not have the ability to split funds. A SpeedType can only create one accounting line of chartfields.

Procedure

This topic shows how to Create an IDB SpeedType.



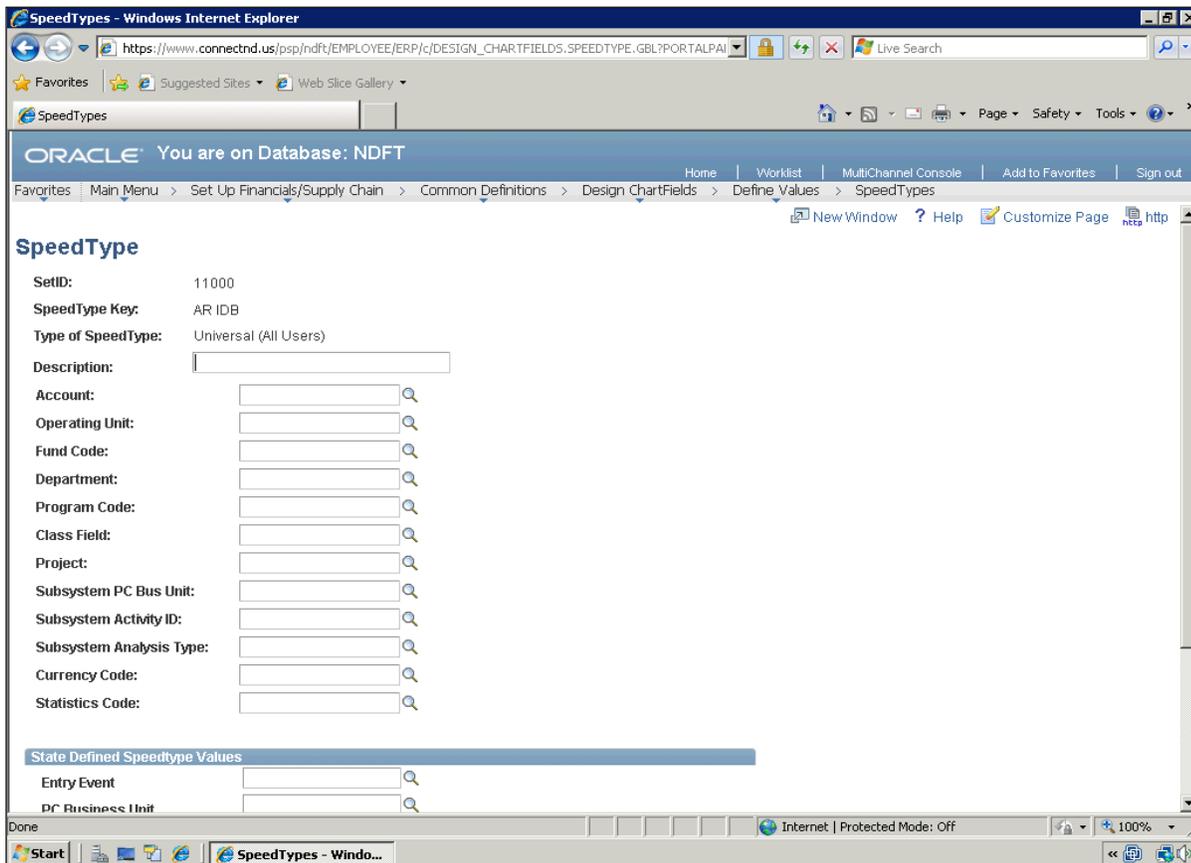


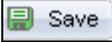
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Step	Action
1.	Click the Set Up Financials/Supply Chain link. Set Up Financials/Supply Chain
2.	Click the Common Definitions link. Common Definitions
3.	Click the Design ChartFields link. Design ChartFields
4.	Click the Define Values link. Define Values
5.	Click the SpeedTypes link. SpeedTypes

Step	Action
6.	Click the Add a New Value tab. Add a New Value

Step	Action
7.	Enter the desired information into the SetID field. Enter " 11000 ".
8.	Enter the desired information into the SpeedType Key field. Enter " AR IDB ".
9.	Click the Add button. 



Step	Action
10.	Enter the desired information into the Description field. Enter " ACCOUNTS RECEIVABLE - IDB ".
11.	Enter the desired information into the Account field. Enter " 131002 ".
12.	Enter the desired information into the Fund Code field. Enter " 730 ".
13.	Enter the desired information into the Department field. Enter " 4400 ".
14.	Click the Save button. 



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Step	Action
15.	This topic showed how to Create an IDB Speed Type. End of Procedure.

ST 8.2.7 - Using an IDB SpeedType

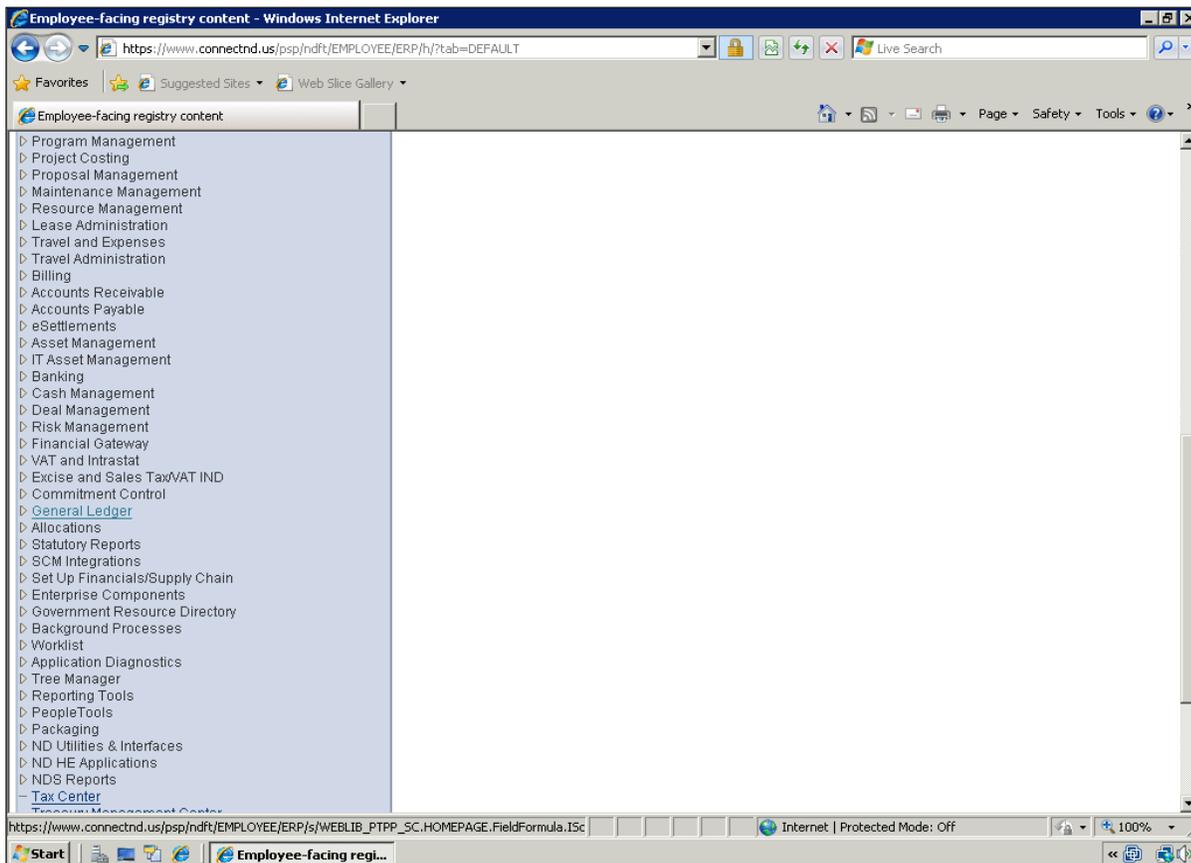
Using an IDB SpeedType

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

SpeedTypes can reduce redundant chartfield coding in an InterDepartmental Billing (IDB). When the SpeedType is selected, it will populate the accounting chartfields that were identified in the initial set up.

Procedure

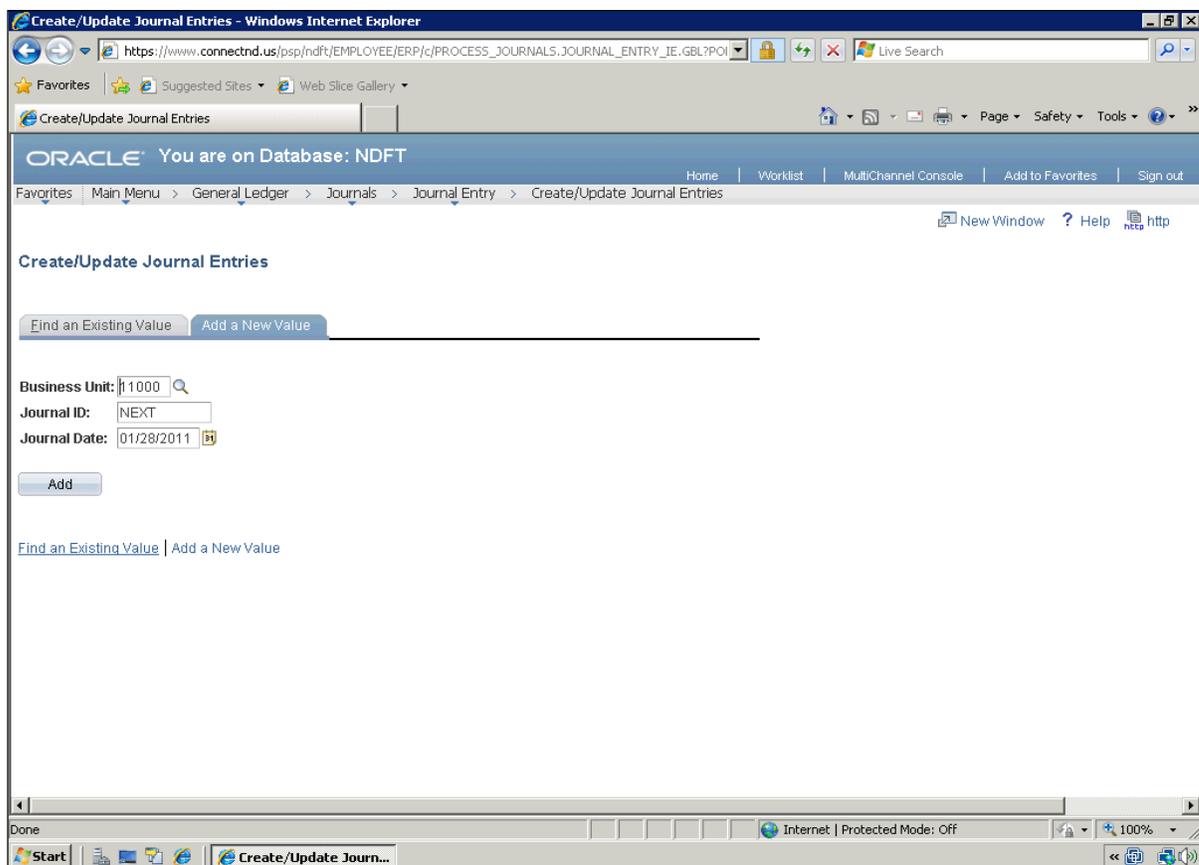
This topic shows how to Use an IDB SpeedType.





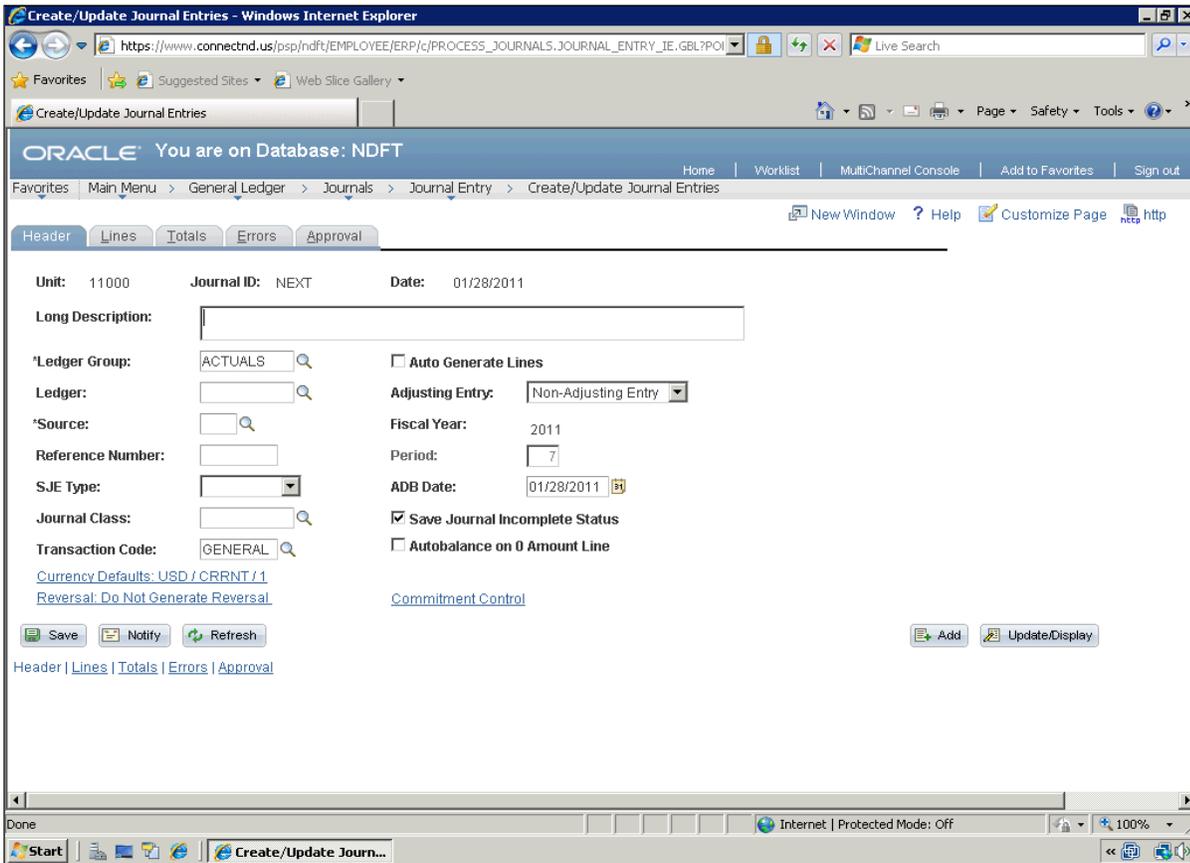
Training Guide Module 8 – General Ledger

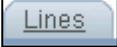
Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



The screenshot shows a web browser window titled "Create/Update Journal Entries - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?POI. The page header includes the Oracle logo and "You are on Database: NDFT". The breadcrumb trail is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main content area is titled "Create/Update Journal Entries" and contains two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs are three input fields: "Business Unit" with the value "11000", "Journal ID" with the value "NEXT", and "Journal Date" with the value "01/28/2011". An "Add" button is located below these fields. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The browser's status bar shows "Done" and "Internet | Protected Mode: Off".

Step	Action
5.	Click the Add button. 

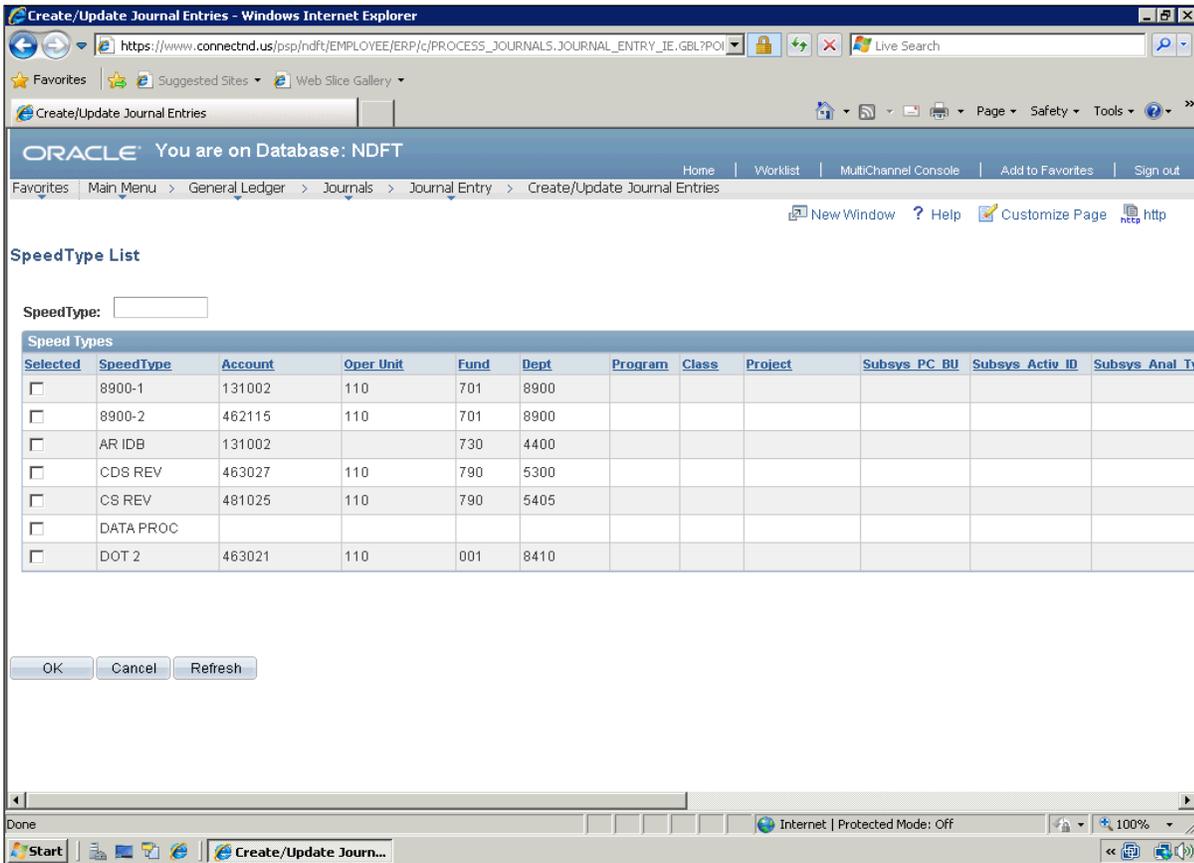


Step	Action
6.	Enter the desired information into the Long Description field. Enter " Billing for 1-28-2011. ".
7.	Enter the desired information into the Source field. Enter " idb ".
8.	Click the Lines tab. 



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Step	Action
9.	Click in the SpeedType field. 
10.	Click the Show SpeedType Prompt button. 

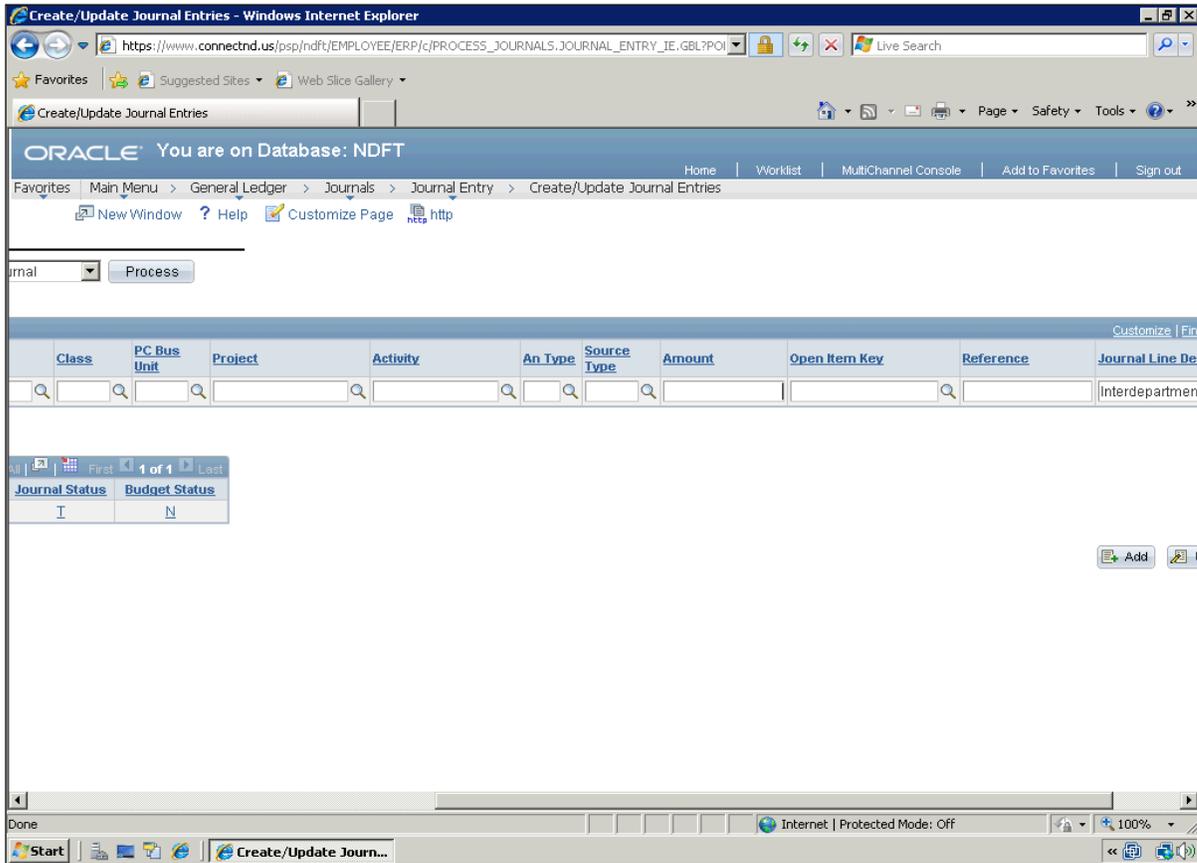


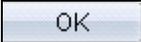
Step	Action
11.	Select the appropriate SpeedType you want to use for this IDB. Click the Selected option. <input type="checkbox"/>
12.	Click the OK button. <input type="button" value="OK"/>



Training Guide

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Step	Action
13.	Enter the desired information into the Amount field. Enter " 50.00 ".
14.	Enter the desired information into the Open Item Key field. Enter " 12500 ".
15.	Click the Insert Lines button. 
16.	Enter the desired information into the Account field. Enter " 463027 ".
17.	Click the Process button. 
18.	Click the OK button. 
19.	This topic showed how to Use an IDB SpeedType. End of Procedure.

ST Lesson 8.3 - Online Deposits

Online Deposits

Deposits in General Ledger consist of Header and Line totals which uniquely identifies the deposit and records the monetary amount to the affected Chartfields.

The journal Header contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

The journal Lines record the monetary and statistical amounts and ChartField values associated with each line of the transaction.

A deposit can have many detail lines, but *must have at least two*, because the total debits must equal the total credits.

ST 8.3.1 - Creating an Online Deposit

Creating an Online Deposit

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Deposits are entered into General Ledger and released/posted by the State Treasurer's Office.

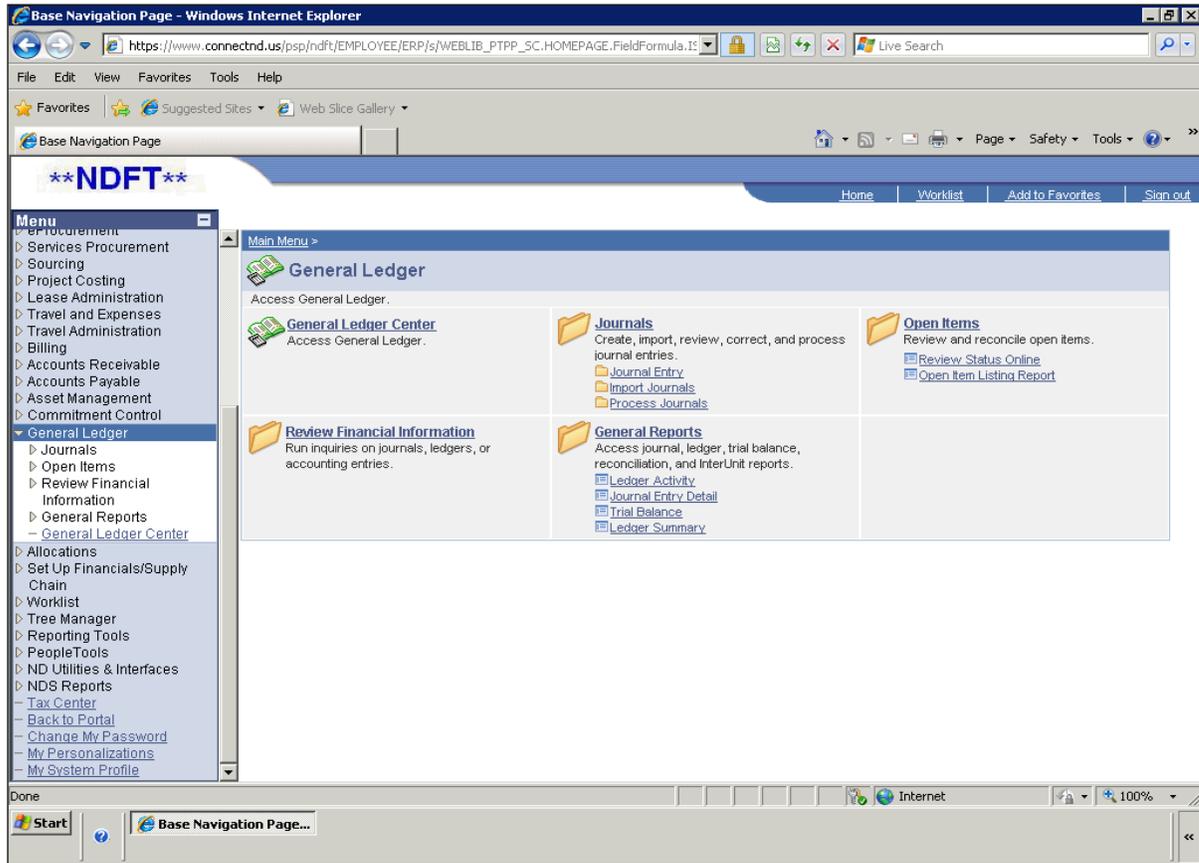
Procedure

This topic shows how to Create an Online Deposit.

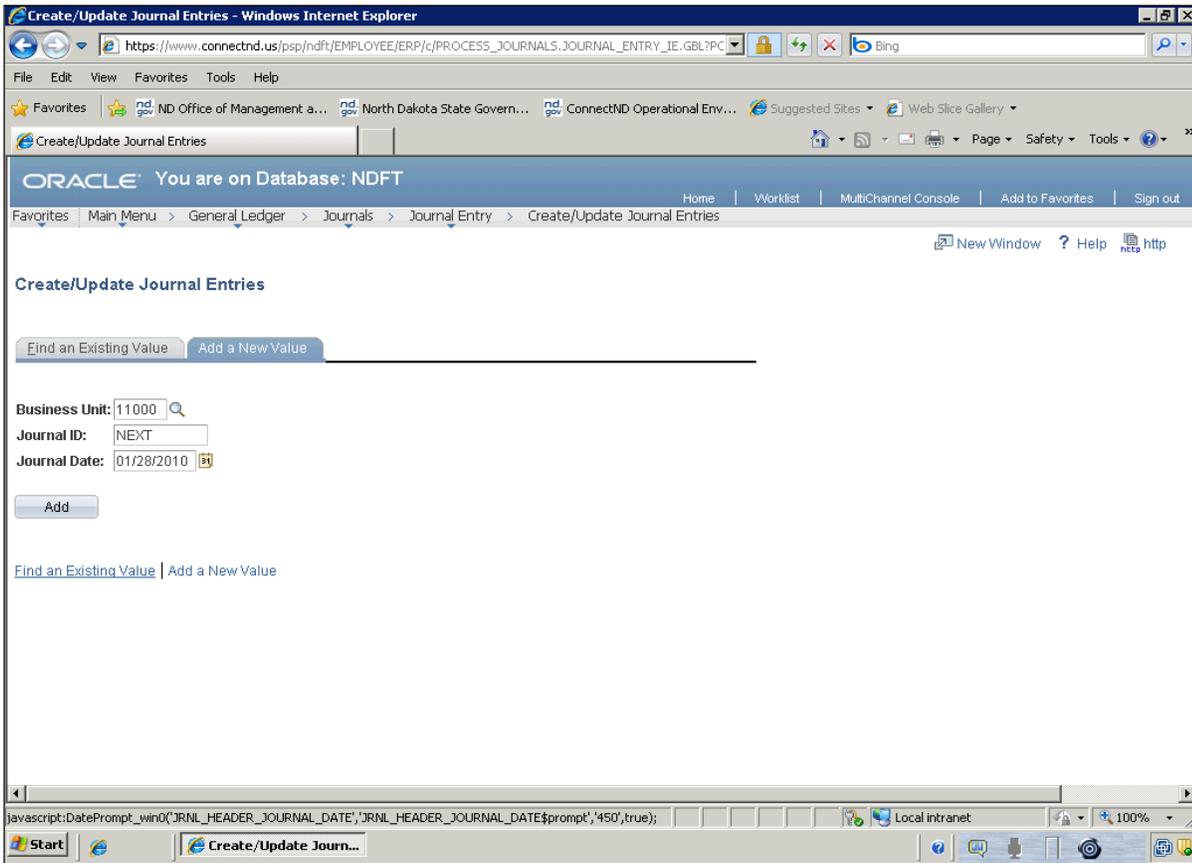


Training Guide

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Step	Action
1.	Click the Access General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 
5.	The Business Unit will default based on the User's preferences. Journal ID will default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.



Step	Action
6.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field..</p> 
7.	<p>Select date of the current month, or click on the left arrow to view the previous month.</p> <p>Click the Previous Month button.</p> 



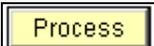
Training Guide Module 8 – General Ledger

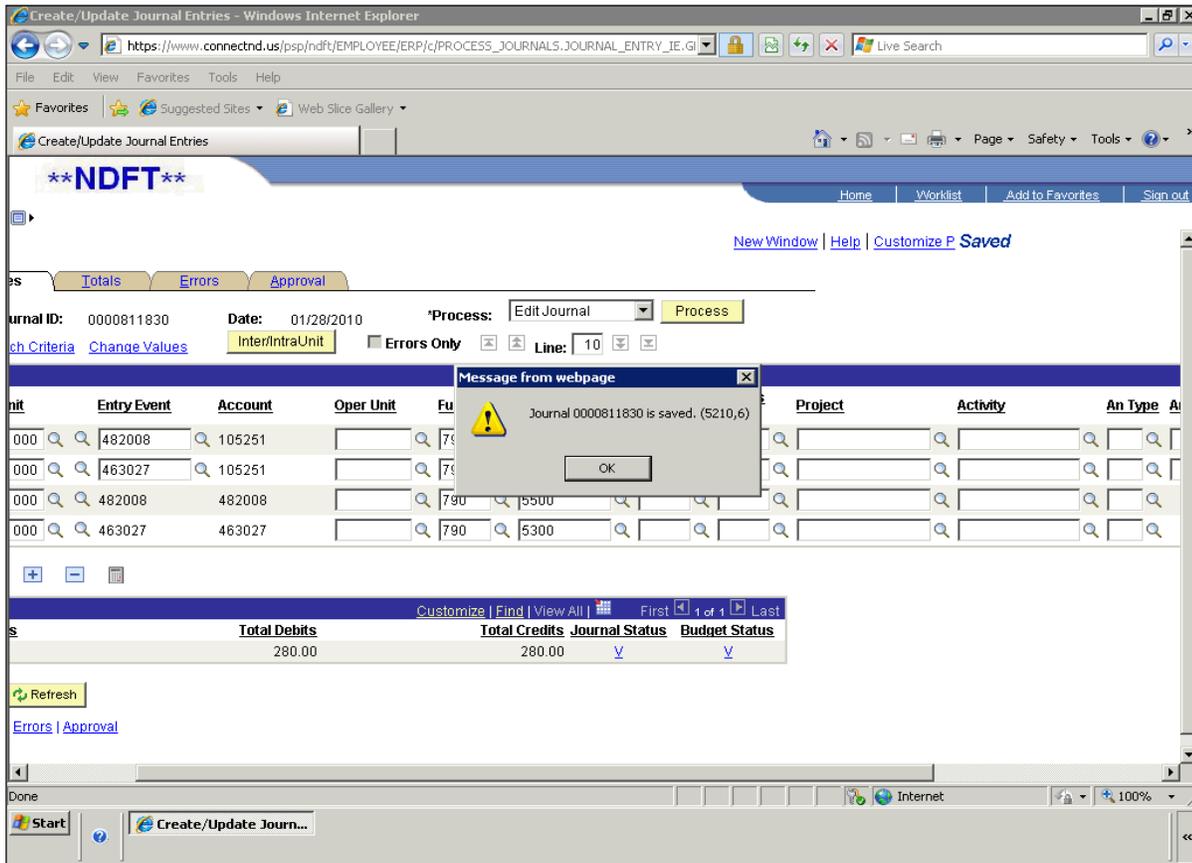
Step	Action
8.	<p>Click the desired date. If you want to apply to the prior month, select the appropriate date.</p> <p>Click the 31 object.</p> 
9.	<p>Note: The journal date cannot be changed after you <u>Add the journal</u>.</p> <p>For example, if you want to apply the journal to the prior open month/accounting period, it must be done on this screen.</p>
10.	<p>Click the Add button.</p> 

Step	Action
11.	Enter the desired information into the Long Description field. Enter " Sale of Salvage & Scrap ". Note: This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters; however, only the first 30 will appear in prompt lists for journals.
12.	Enter the desired information into the Source field. Enter " DEP ".
13.	You will only need to populate the Long Description and Source fields.
14.	Click the Lines tab. 
15.	The revenue account code is entered in the <u>Entry Event</u> field unless the deposit is a refund (See Refund of Current Biennium Expenditure Deposit - ST 8.3.2). Note: Once the Entry Event is entered, the Account field populates with the cash account code (105251). This indicates that the cash lines will automatically be created when the deposit is Processed.



Training Guide Module 8 – General Ledger

Step	Action
16.	Enter the desired information into the Fund field. Enter "790".
17.	Enter the desired information into the Dept field. Enter "5500".
18.	Enter the desired information into the Amount field. Enter "240.00".
19.	<p>This field is <i>optional</i>. It is a 30 character field used for transaction descriptions. If left blank, this field will default to account code description.</p> <p>Enter the desired information into the Journal Line Description field. Enter "Bill Martin Ck 1871".</p>
20.	<p>Click the Insert Lines button.</p> 
21.	Chartfield values will populate from Line 1 into Line 2 <i>except</i> Journal Line Description.
22.	Enter the desired information into the Entry Event field. Enter "463027".
23.	Enter the desired information into the Dept field. Enter "5300".
24.	Enter the desired information into the Amount field. Enter "40.00".
25.	<p>When you have finished entering all the data for the deposit, you will need to Edit the Journal which will check for any errors and add the cash lines.</p> <p>Click the Process button.</p> 



Step	Action
26.	<p>Click the OK button. After the journal is processed, a unique journal number will be assigned to it.</p> <p>Note: Journal Status and Budget Status must both be Valid (V) before deposit can be posted by the State Treasurer's Office.</p> 

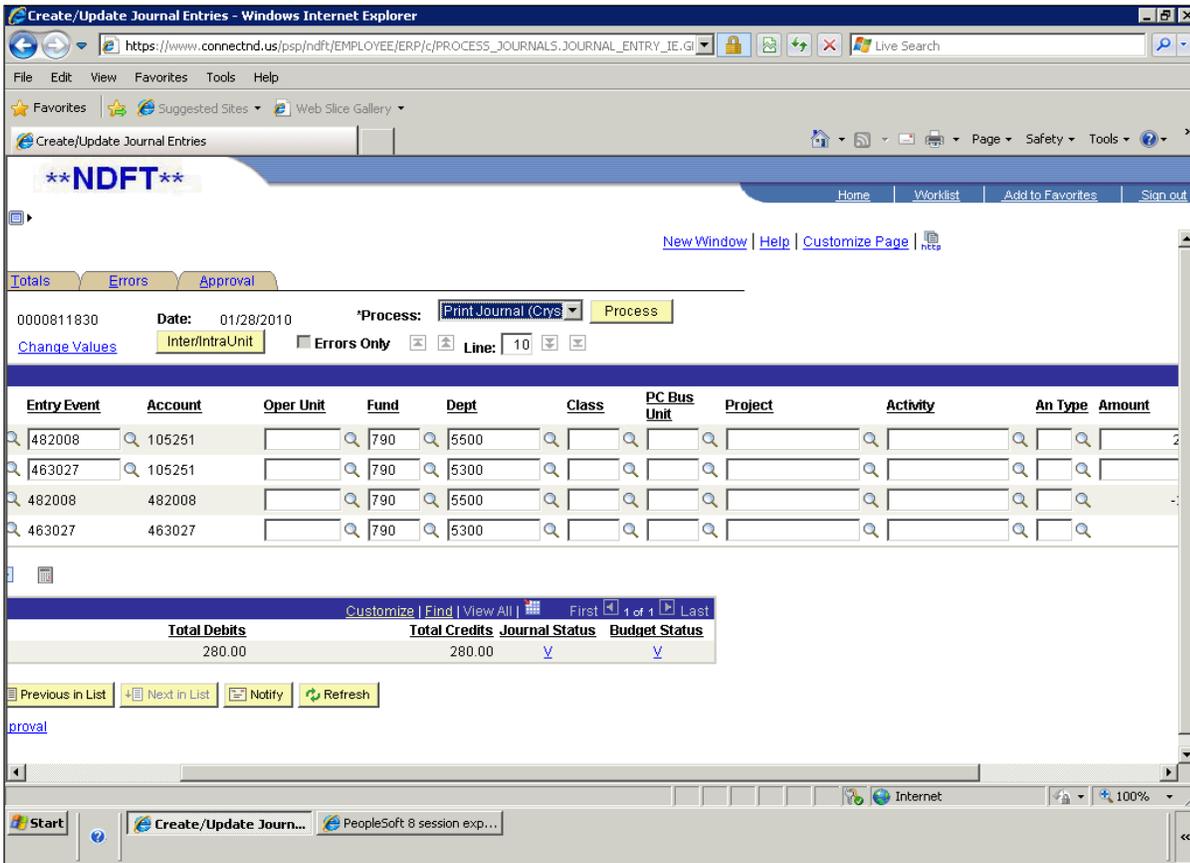


Training Guide Module 8 – General Ledger

The screenshot displays the 'Create/Update Journal Entries' web application. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. Below this is a 'Totals' section with tabs for 'Totals', 'Errors', and 'Approval'. The main area contains a table of journal entries. A dropdown menu is open over the 'Print Journal (Crystal)' option. The table shows entries for 01/28/2010 with a total debit of 280.00 and a total credit of 280.00.

Entry Event	Account	Oper Unit	Fund	Journal Status	PC Bus Unit	Project	Activity	An Type	Amount
482008	105251		790						
463027	105251		790						
482008	482008		790						
463027	463027		790						
Total Debits									280.00
Total Credits									280.00

Step	Action
27.	<p>A copy of the deposit or wire transfer must be printed and submitted (along with checks/cash/currency) to the State Treasurer's Office for reconciliation/posting.</p> <p>Click the Print Journal (Crystal) list item.</p> <p>Print Journal (Crystal)</p>



Step	Action
28.	Click the Process button. 
29.	Click the Process Monitor link. Note: This link will open a new window. 

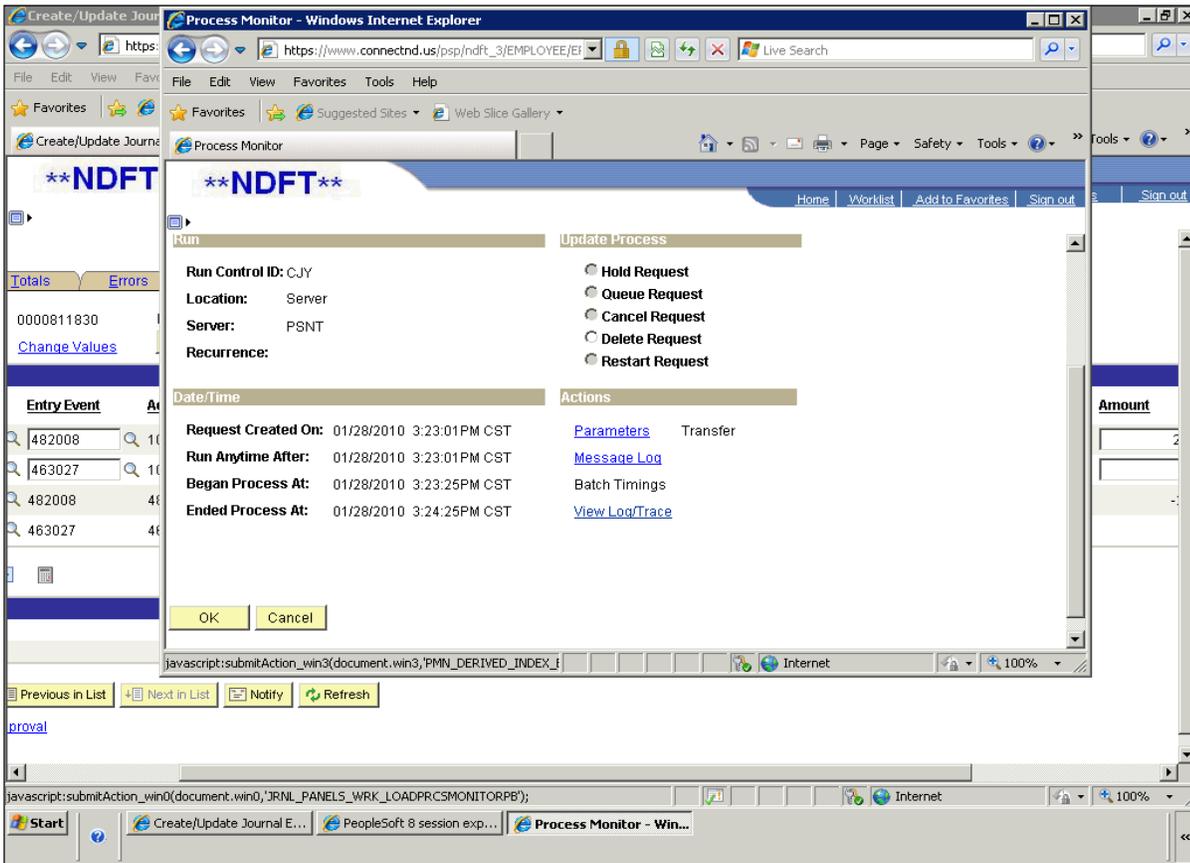


Training Guide Module 8 – General Ledger

The screenshot shows the Process Monitor web application interface. The 'Process List' tab is active, displaying a table of processes. The 'Run Status' column is circled in red. The table contains the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	5241494		Crystal	GLC7501-	ltestomb	01/28/2010 2:33:20PM CST	Initiated	N/A	Details
	5241493		Application Engine	GL_JEDIT_0	ltestomb	01/28/2010 2:32:38PM CST	Success	Posted	Details
	5241491		Crystal	GLC7501-	ltestomb	01/28/2010 1:57:21PM CST	Success	Posted	Details
	5241490		Application Engine	GL_JEDIT_0	ltestomb	01/28/2010 1:56:30PM CST	Success	Posted	Details
	5241489		Application Engine	GL_JEDIT_0	ltestomb	01/28/2010 12:49:41PM CST	Success	Posted	Details

Step	Action
30.	<p>The Process List tab shows the Run Status of the process. The process may run through several status types before Success.</p> <p>Click the Refresh button.</p> 
31.	<p>The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u>.</p>
32.	<p>Click the Details link to access the Process Detail list.</p> 



Step	Action
33.	Click the View Log/Trace link to access the File List. View Log/Trace



Training Guide Module 8 – General Ledger

The screenshot displays a web application window titled "Process Monitor - Windows Internet Explorer". The main content area shows a "View Log/Trace" report for a process instance. The report includes the following details:

- Report ID:** 3537433
- Process Instance:** 5241495
- Name:** GLC7501- Crystal
- Process Type:** Crystal
- Run Status:** Success

The report also shows a "Distribution Details" section with the following information:

- Distribution Node:** NT
- Expiration Date:** 03/29/2010

A "File List" table is displayed below the distribution details:

Name	File Size (bytes)	Datetime Created
CRW_GLC7501- 5241495.log	0	01/28/2010 3:24:25.817000PM CST
GLC7501- 5241495.PDF	43,297	01/28/2010 3:24:25.817000PM CST
psqltrace.trc	500	01/28/2010 3:24:25.817000PM CST

The taskbar at the bottom shows the Start button and several open applications, including "Create/Update Journal E...", "PeopleSoft 8 session exp...", and "Process Monitor - Win...".

Step	Action
34.	Click the GLC7501- 5241495.PDF link. Note: The PDF link contains the Job Name (GLC7501), the Process Instance (5241495), and the PDF file. GLC7501- 5241495.PDF
35.	The Journal is now in PDF format and ready to print.
36.	This process showed how to Create an Online Deposit. End of Procedure.

ST 8.3.2 - Refund of Current Biennium Expenditure Deposit

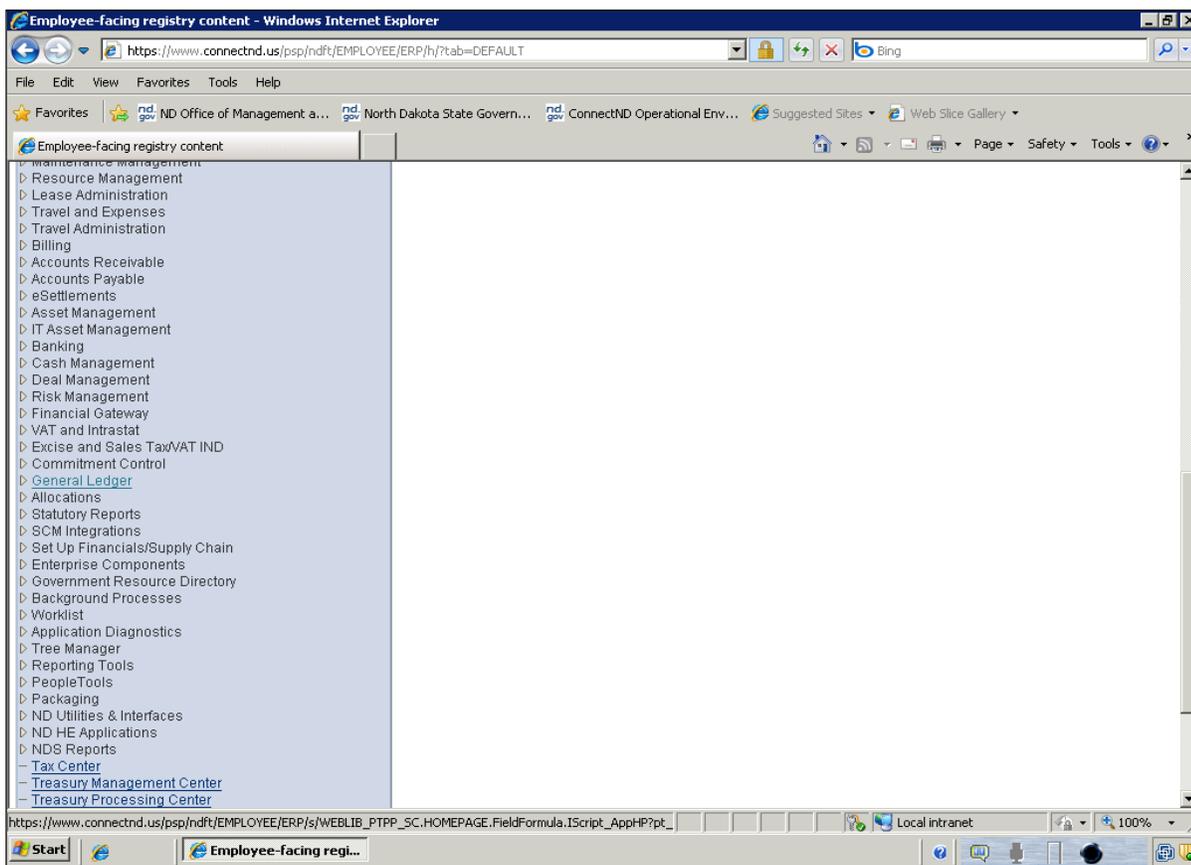
Refund of Current Biennium Expenditure Deposit

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

For most deposit lines, agencies will use the Entry Event field. However, those are only used for revenue accounts. The Account field must be used to record a refund of an expenditure.

Procedure

This topic will show how to deposit a Refund of a Current Biennium Expenditure.



Step	Action
1.	Click the General Ledger link. 



Training Guide Module 8 – General Ledger

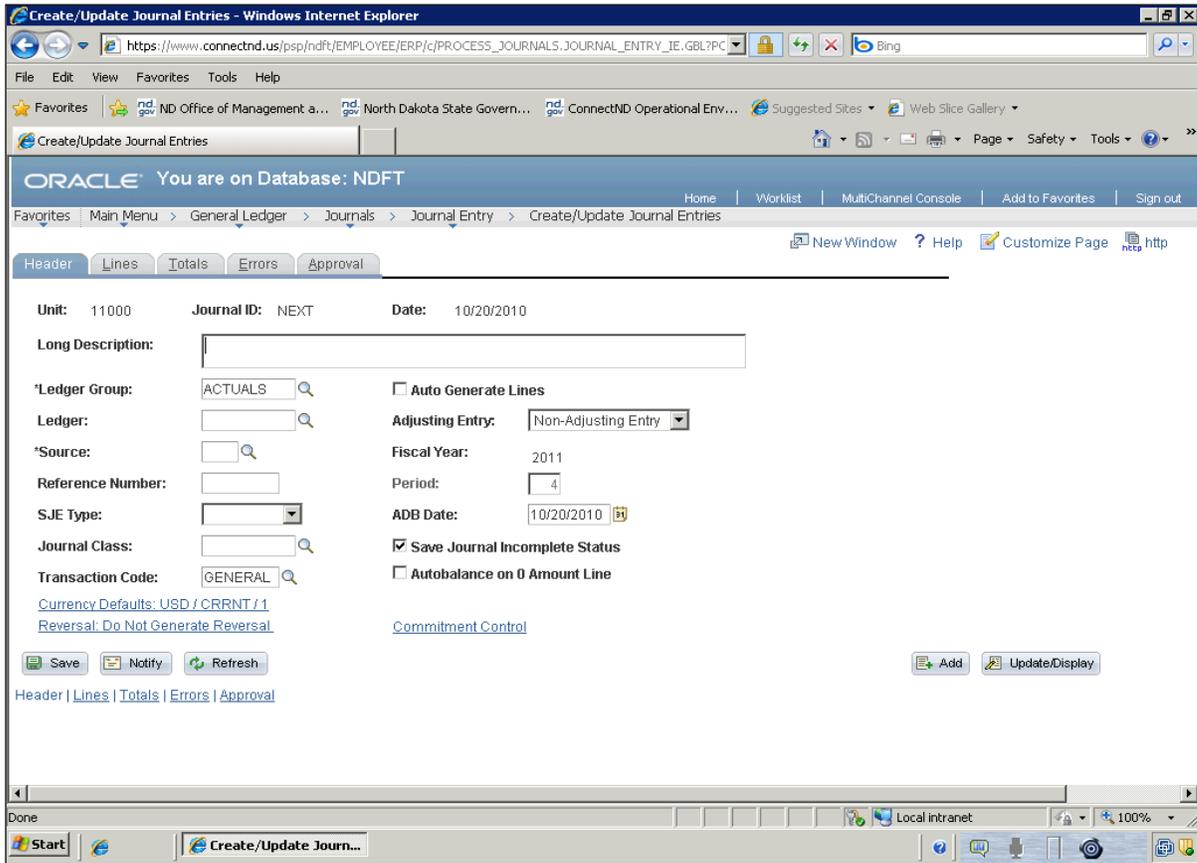
Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries
5.	The Business Unit will default based on the User's preferences. Journal ID will default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.

The screenshot displays the Oracle 'Create/Update Journal Entries' interface. The browser window is titled 'Create/Update Journal Entries - Windows Internet Explorer'. The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS_JOURNAL_ENTRY_IE.GBL?PC. The page header includes the Oracle logo and the text 'You are on Database: NDFIT'. The breadcrumb navigation path is: [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#). The main content area is titled 'Create/Update Journal Entries' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there are three input fields: 'Business Unit' with the value '11000', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/20/2010'. An 'Add' button is located below these fields. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar shows the Start button and the active window 'Create/Update Journ...'. The system tray includes icons for Local intranet, volume, network, and system clock.

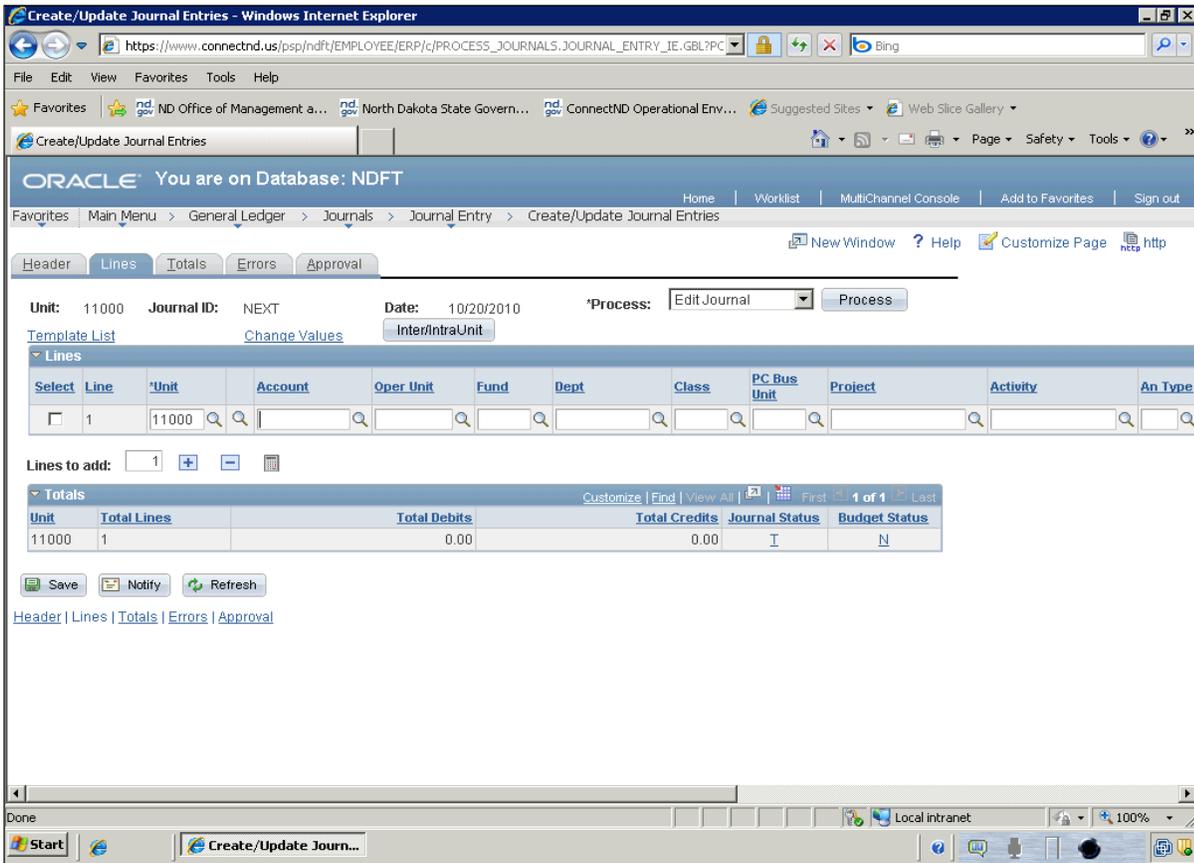
Step	Action
6.	<p>Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a journal to prior month/fiscal year, use 6/30/0000).</p> <p>The entry cannot be back-dated to a closed accounting period.</p> <p>Click the Choose a date (Alt+5) button to display the current calendar month. The date can also be typed into the Journal Date field.</p> 
7.	<p>Select date of the current month, or click on the left arrow to view the previous month.</p> 
8.	<p>Note: The journal date cannot be changed after you <u>Add the journal</u>.</p> <p>For example, if you want to apply the journal to the prior open month/accounting period, it must be done on this screen.</p>
9.	<p>Click the Add button.</p> 



Training Guide Module 8 – General Ledger

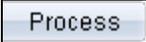
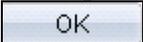


Step	Action
10.	Enter the desired information into the Long Description field. Enter " Deposit - Refund ". Note: This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters; however, only the first 30 will appear in prompt lists for journals.
11.	Enter the desired information into the Source field. Enter " dep ".
12.	You will only need to populate the <u>Long Description</u> and <u>Source</u> fields.
13.	Click the Lines tab. 



Step	Action
14.	Enter the desired information into the Account field. Enter " 105251 ". In this example, Line 1 is depositing Cash (debit). Note: <u>Do not use the Entry Event field for this type of deposit.</u> That is only used for regular deposits.
15.	Enter the desired information into the Fund field. Enter " 001 ".
16.	Enter the desired information into the Dept field. Enter " 1000 ".
17.	Enter the desired information into the Amount field. Enter " 275.00 ".
18.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " Refund ".
19.	Journal Line Description field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to the account code description.



Step	Action
20.	Click the Insert Lines button. 
21.	Chartfield values will populate from Line 1 into Line 2 <i>except for</i> Account Code, Reference and Journal Line Description.
22.	Enter the desired information into the Account field. Enter " 623005 ". In this example, Line 2 is reversing the expenditure back into the correct account code.
23.	Enter the desired information into the Oper Unit field. Enter " 110 ". Note: Operating Unit is required on the expenditure line.
24.	Enter the desired information into the Class field. Enter " 11030 ". Note: Class is required on the expenditure line.
25.	The Reference field is <i>optional</i> . It is a 10 character field used for transaction descriptions. Enter the desired information into the Reference field. Enter " REFUND ".
26.	The Journal Line Description field is <i>optional</i> . It is a 30 character field used for transaction descriptions. If left blank, this field will default to the account code description.
27.	Click the Process button. 
28.	Click the OK button. After the journal is processed, a unique journal number will be assigned to it. Note: Journal Status and Budget Status must both be Valid (V) before deposited can be posted by the State Treasurer's Office. 
29.	Click the Process drop down list. 

Oracle Financials - Create/Update Journal Entries

Unit: 11000 Journal ID: 0000932176 Date: 10/20/2010 *Process: **Print Journal (Crys)** Process

Inter/IntraUnit Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	11000	105251		001	1000					
<input type="checkbox"/>	2	11000	623005	110	001	1000	11030				

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	275.00	275.00	V	V

Buttons: Save, Return to Search, Notify, Refresh

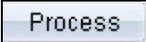
Navigation: Header | Lines | Totals | Errors | Approval

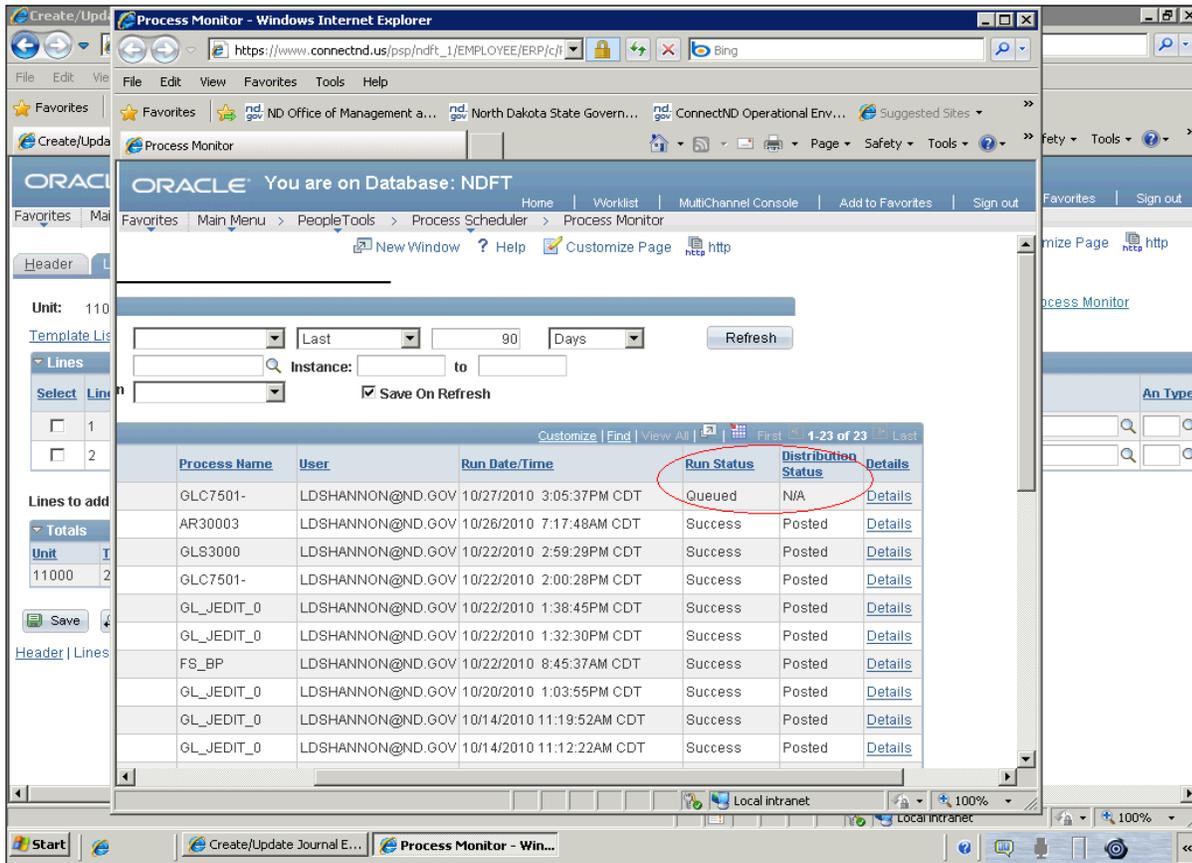
Step	Action
30.	Click the Print Journal (Crystal) list item. 



Training Guide

Module 8 – General Ledger

Step	Action
31.	Click the Process button. 
32.	Click the Process Monitor link. Note: This link will open a new window. 



Step	Action
33.	<p>The Process List tab shows the Run Status of the process. The process may run through several status types before Success.</p> <p>Click the Refresh button.</p> <p></p>
34.	<p>The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u>.</p>
35.	<p>Click the Details link to access the Process Detail list.</p> <p></p>



Training Guide Module 8 – General Ledger

View Log/Trace

Report

Report ID: 4196105 Process Instance: 5720727 [Message Log](#)
 Name: GLC7501-5720727.PDF Process Type: Crystal
 Run Status: Success

Journal Entry Print

Distribution Details

Distribution Node: NT Expiration Date: 12/21/2010

File List

Name	File Size (bytes)	Datetime Created
CRW_GLC7501- 5720727.log	0	10/22/2010 2:03:24.000000PM CDT
GLC7501- 5720727.PDF	45,554	10/22/2010 2:03:24.000000PM CDT
pssdltrace.trc	496	10/22/2010 2:03:24.000000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

[Return](#)

Step	Action
36.	Click the GLC7501 - 5720727.PDF Name link. Note: The PDF link contains the Job Name (GLC7501), the Process Instance (5241495), and the PDF file. GLC7501- 5720727.PDF
37.	Journal Entry Detail Report is displayed.
38.	This topic showed how to prepare a Refund of Current Biennium Expenditure Deposit. End of Procedure.

ST 8.3.3 - Deleting an Online Deposit

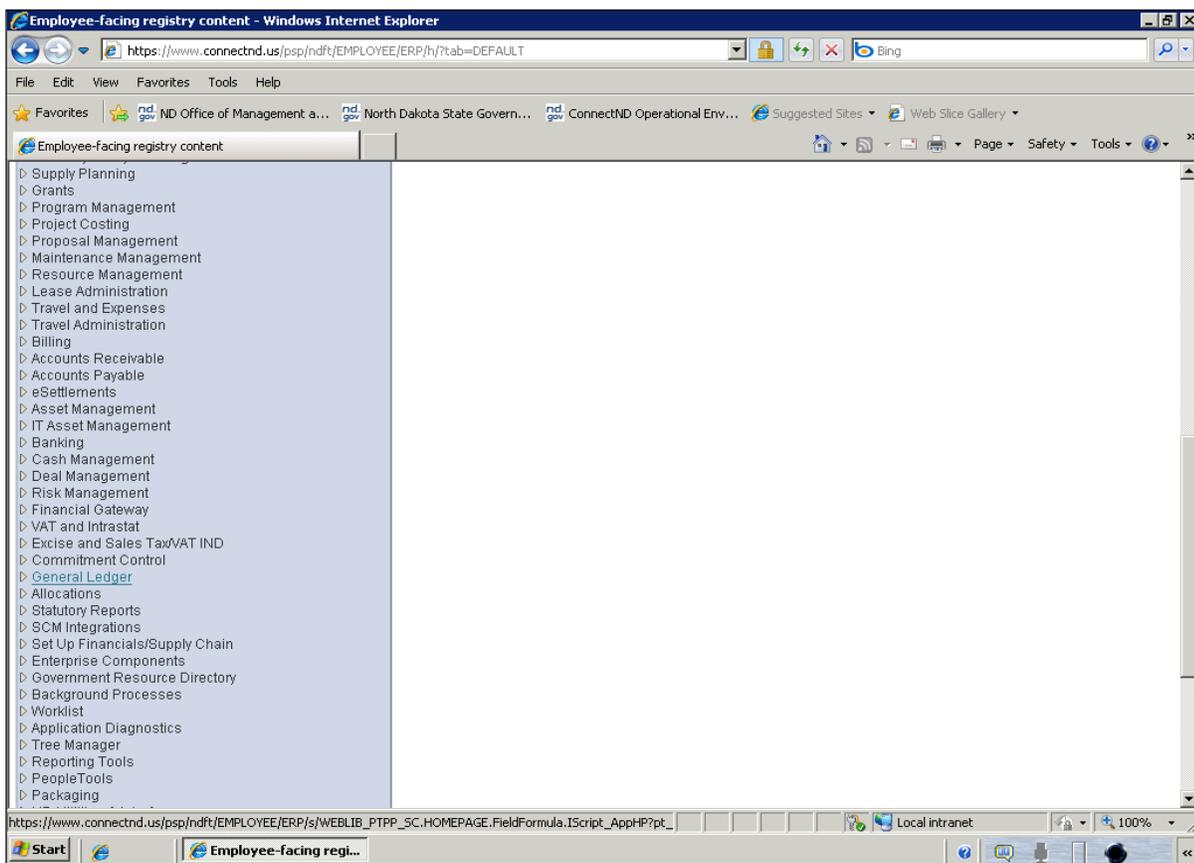
Deleting an Online Deposit

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entries/Deposits in General Ledger can only be deleted if they have not been posted. The system makes no audit trail of the deletion because it assumes you are correcting a mistake.

Procedure

This topic shows how to delete a deposit if the Journal Status is not Posted (P).



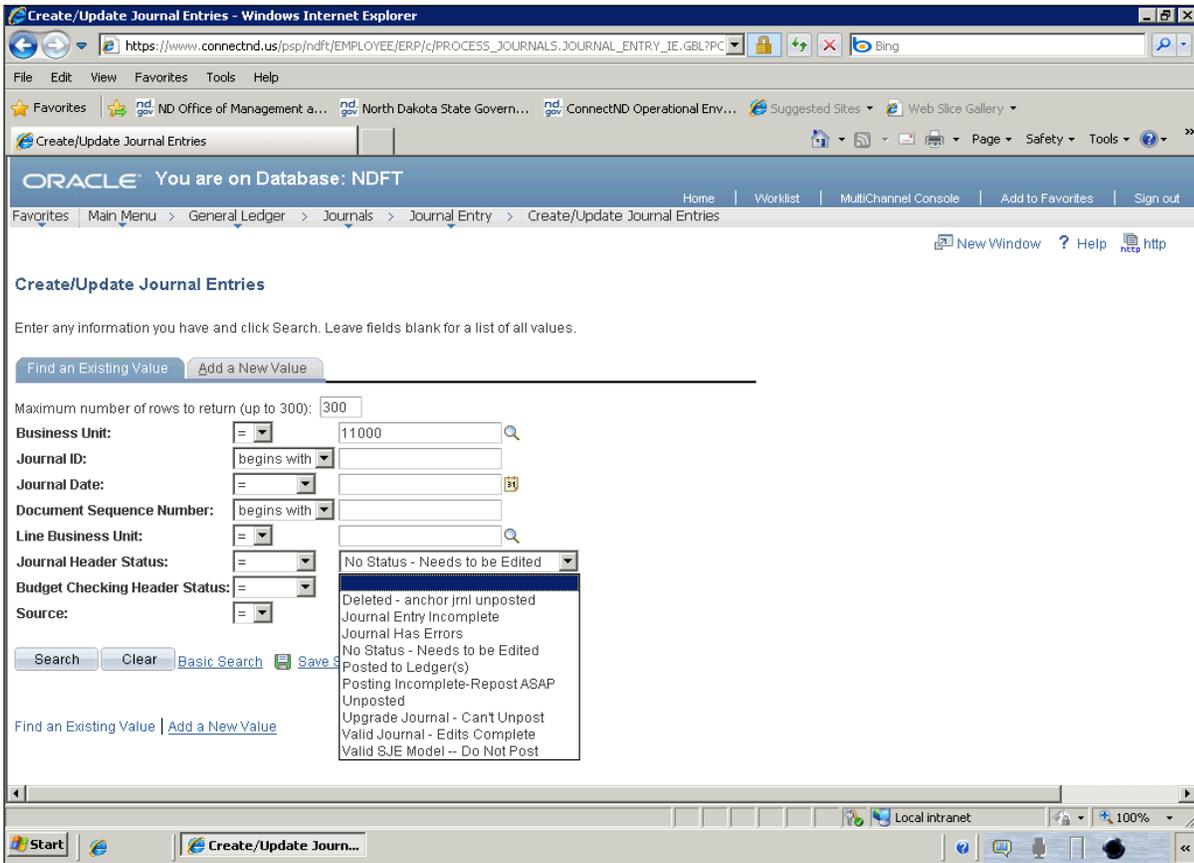
Step	Action
1.	Click the General Ledger link. 



Training Guide Module 8 – General Ledger

Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

Step	Action
5.	Click the Find an Existing Value tab. Find an Existing Value
6.	Click the Journal Header Status list. No Status - Needs to be Edited

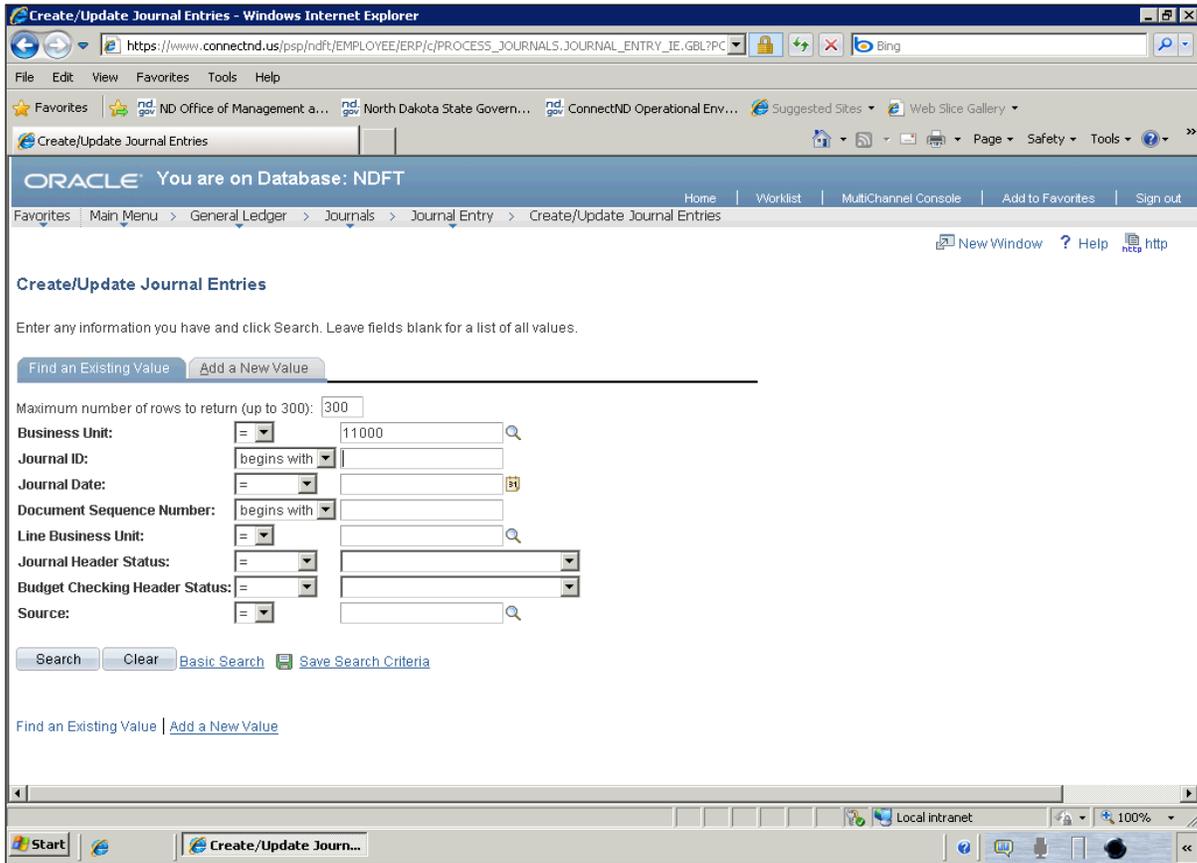


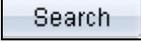
Step	Action
7.	Click the "blank" list item. <div style="background-color: #000080; width: 100px; height: 15px; margin-top: 5px;"></div>

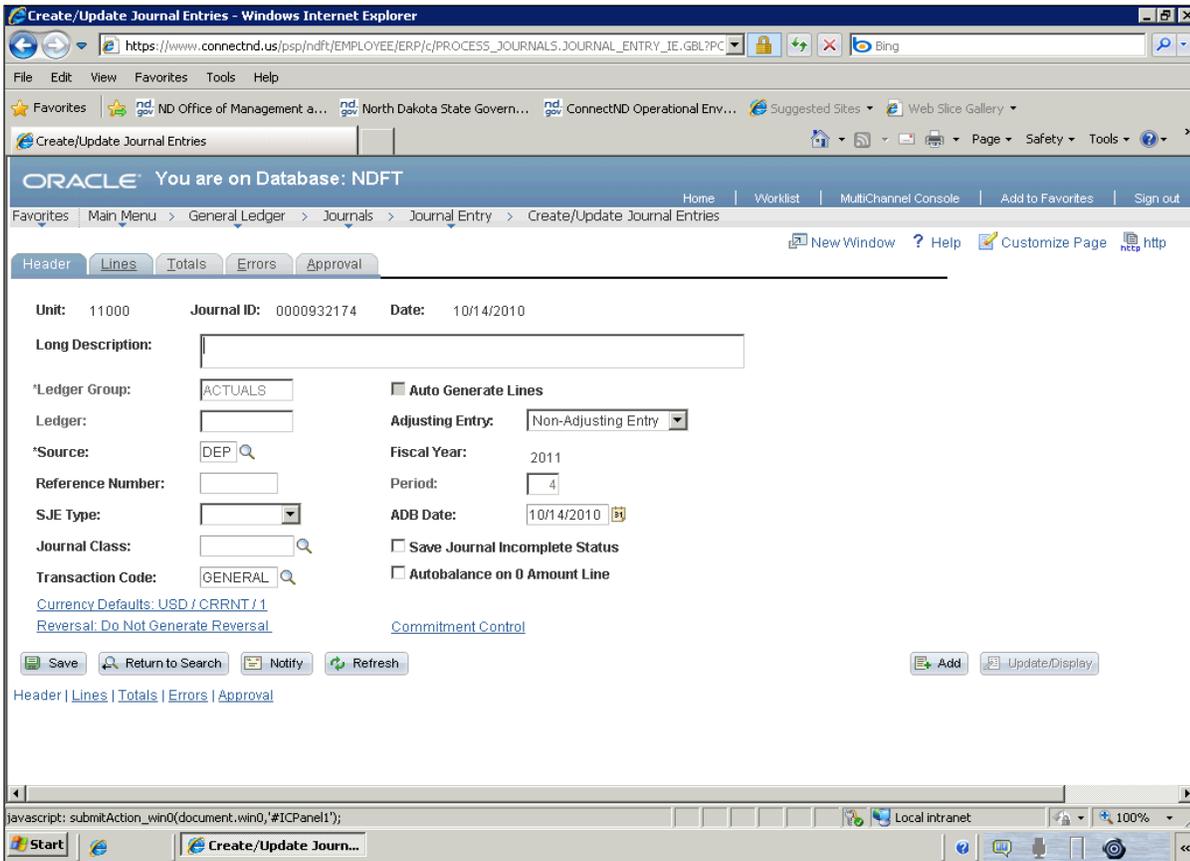


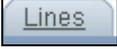
Training Guide

Module 8 – General Ledger



Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000932174 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
9.	Click the Search button. 
10.	Verify this is the journal you want to delete.



Step	Action
11.	Click the Lines tab. 
12.	Note: The Deposit must be in Valid status (V) to be deleted. If the Journal Status is posted (P), it cannot be deleted. A posted deposit will have to be reversed. See topic 8.1.5.



Training Guide Module 8 – General Ledger

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | **Lines** | Totals | Errors | Approval

Unit: 11000 Journal ID: 0000932174 Date: 10/14/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	11000	105251		001	3000					
<input type="checkbox"/>	2	11000	462115		001	3000					

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	10.00	10.00	√	√

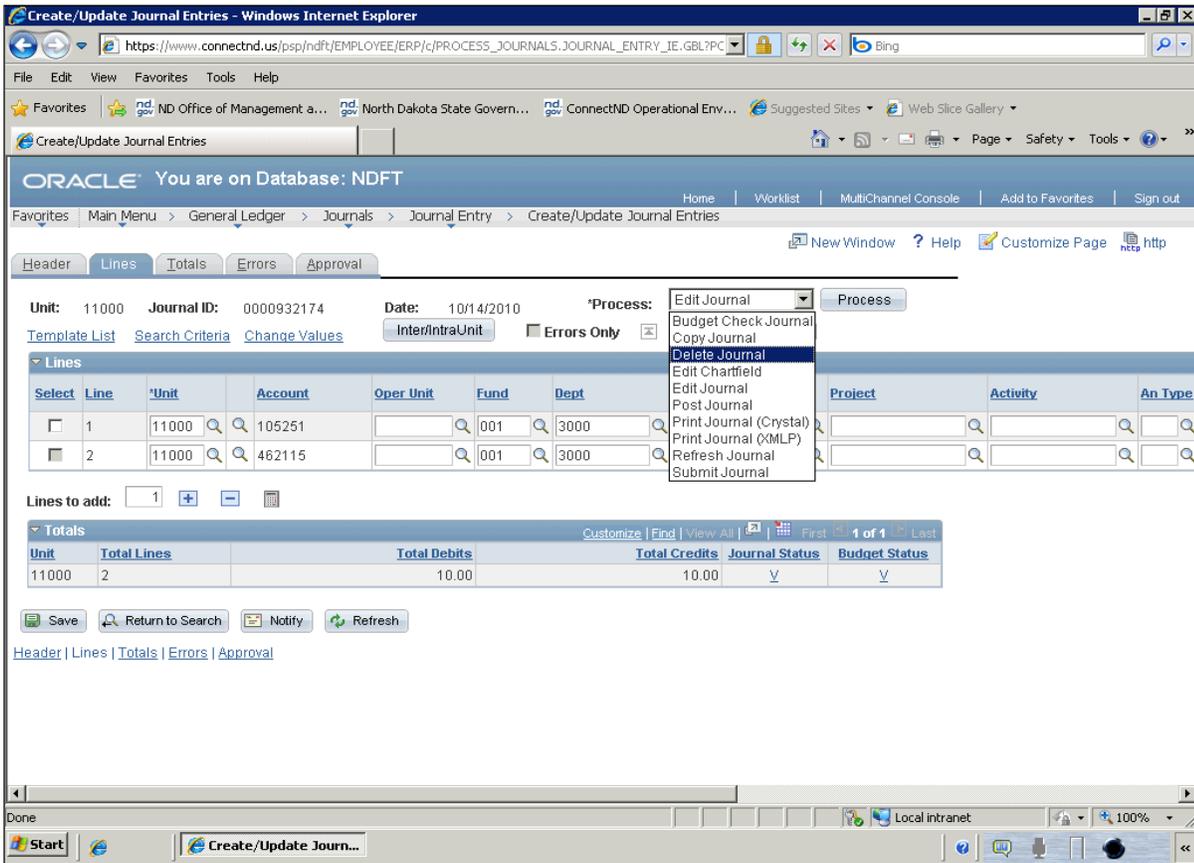
Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Done Local intranet 100%

Start Create/Update Journ...

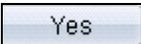
Step	Action
13.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



Step	Action
14.	Click the Delete Journal list item. 



Training Guide Module 8 – General Ledger

Step	Action
15.	Click the Process button. 
16.	Click the Yes button. 
17.	After you click OK, the journal will be deleted and will not show up in any Search requests.
18.	This topic showed how to Delete an Online Deposit. End of Procedure.

ST 8.3.4 - Copying an Online Deposit

Copying an Online Deposit

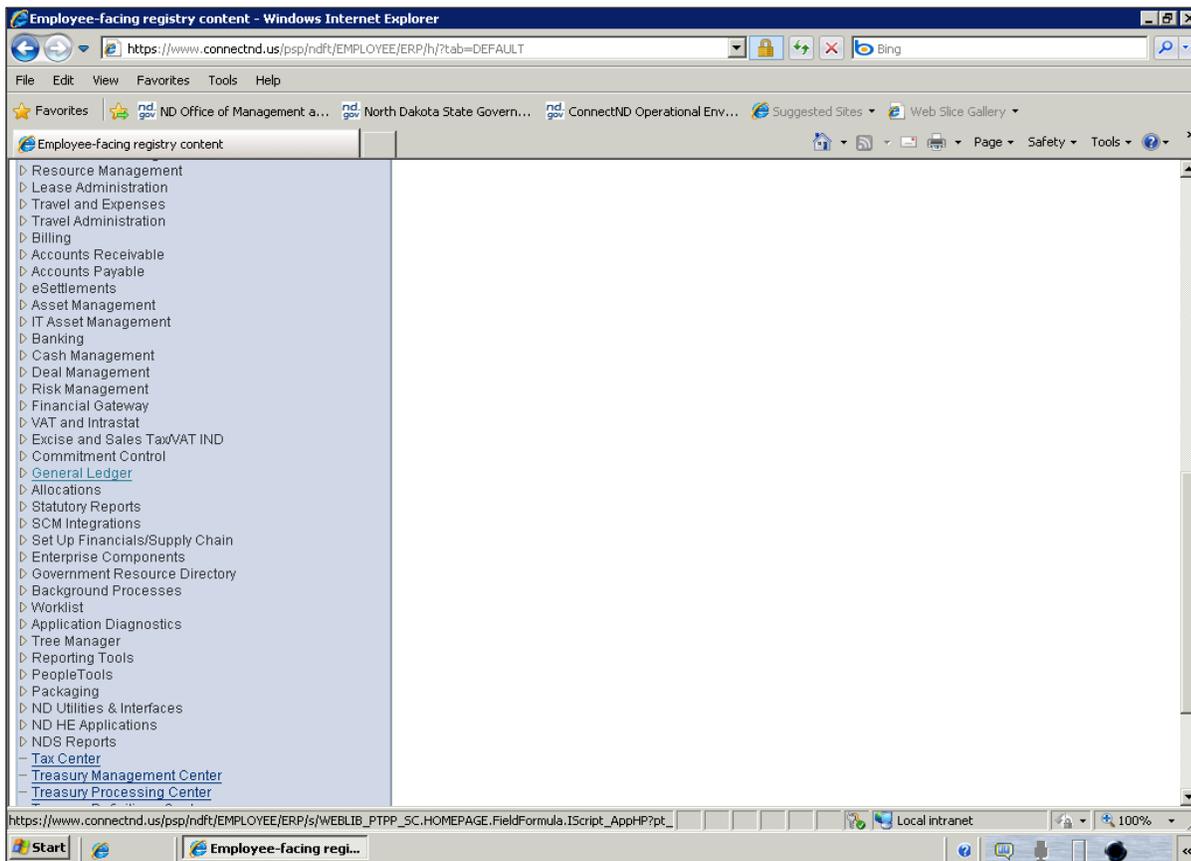
Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

General Ledger enables you to copy the information of an existing journal/deposit. Copying a deposit saves time as you can use an existing journal entry/deposit as the basis for the new one. You can copy journals that are posted, unposted, or saved and then change the Header or Line information, as desired.

Procedure

This topic shows how to copy a deposit. The deposit which you are copying from can have a Journal Status of Valid (V) or Posted (P).

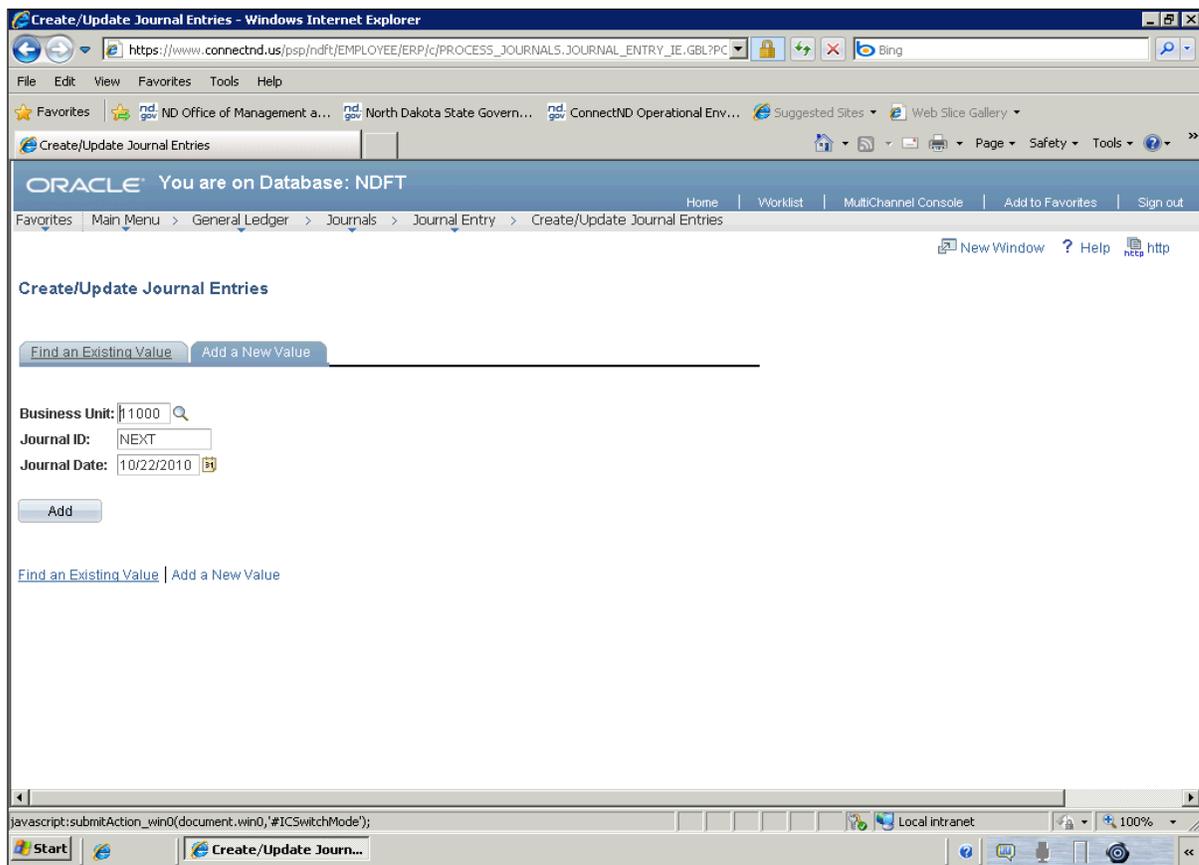
Copying a deposit saves time as you can use an existing deposit as the basis for a new deposit.



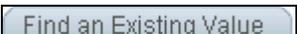


Training Guide Module 8 – General Ledger

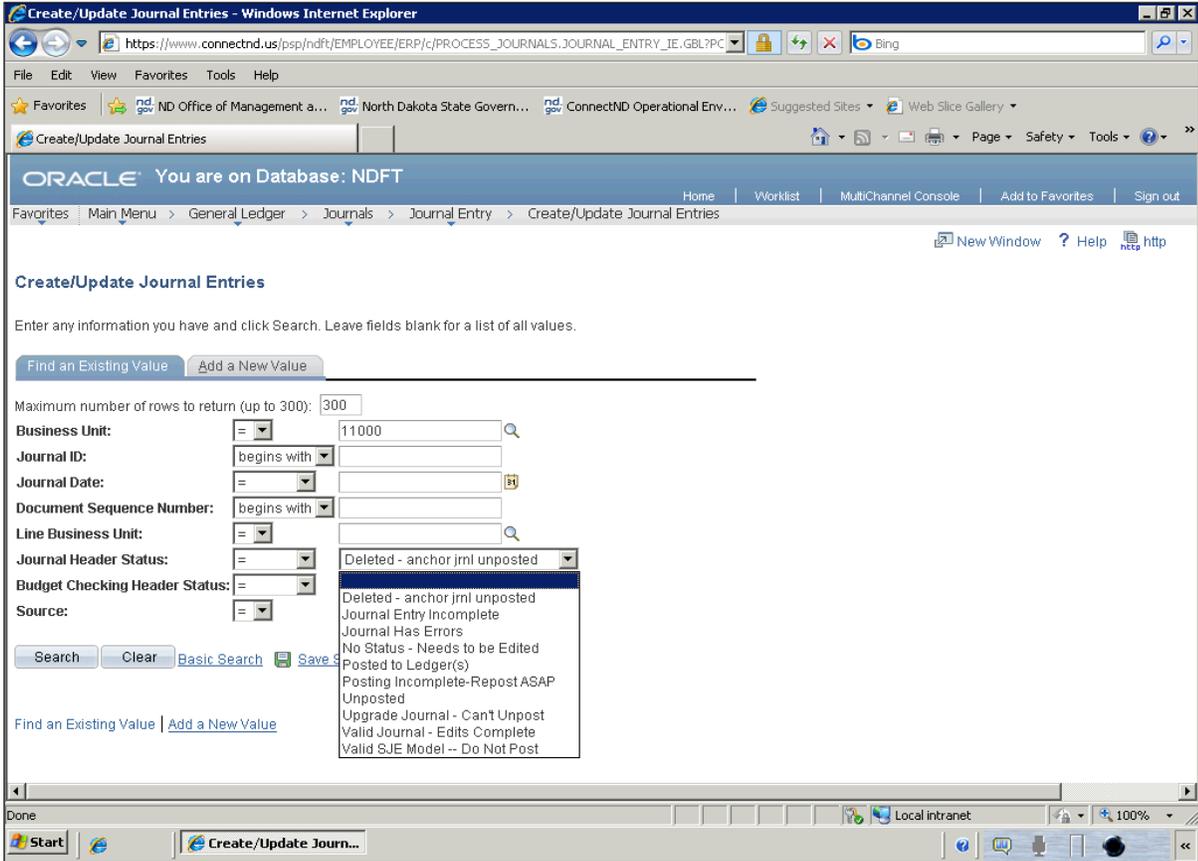
Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



The screenshot shows the Oracle EBS 'Create/Update Journal Entries' page. The browser title is 'Create/Update Journal Entries - Windows Internet Explorer'. The URL is 'https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?PC'. The page header includes 'ORACLE You are on Database: NDFT' and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Below the breadcrumb, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active. Below the tabs, there are three input fields: 'Business Unit' with the value '11000', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/22/2010'. Below these fields is an 'Add' button. At the bottom of the page, there is a footer with 'Local intranet' and a zoom level of '100%'.

Step	Action
5.	Click the Find an Existing Value tab. 

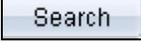
Step	Action
6.	Click the Journal Header Status list. 

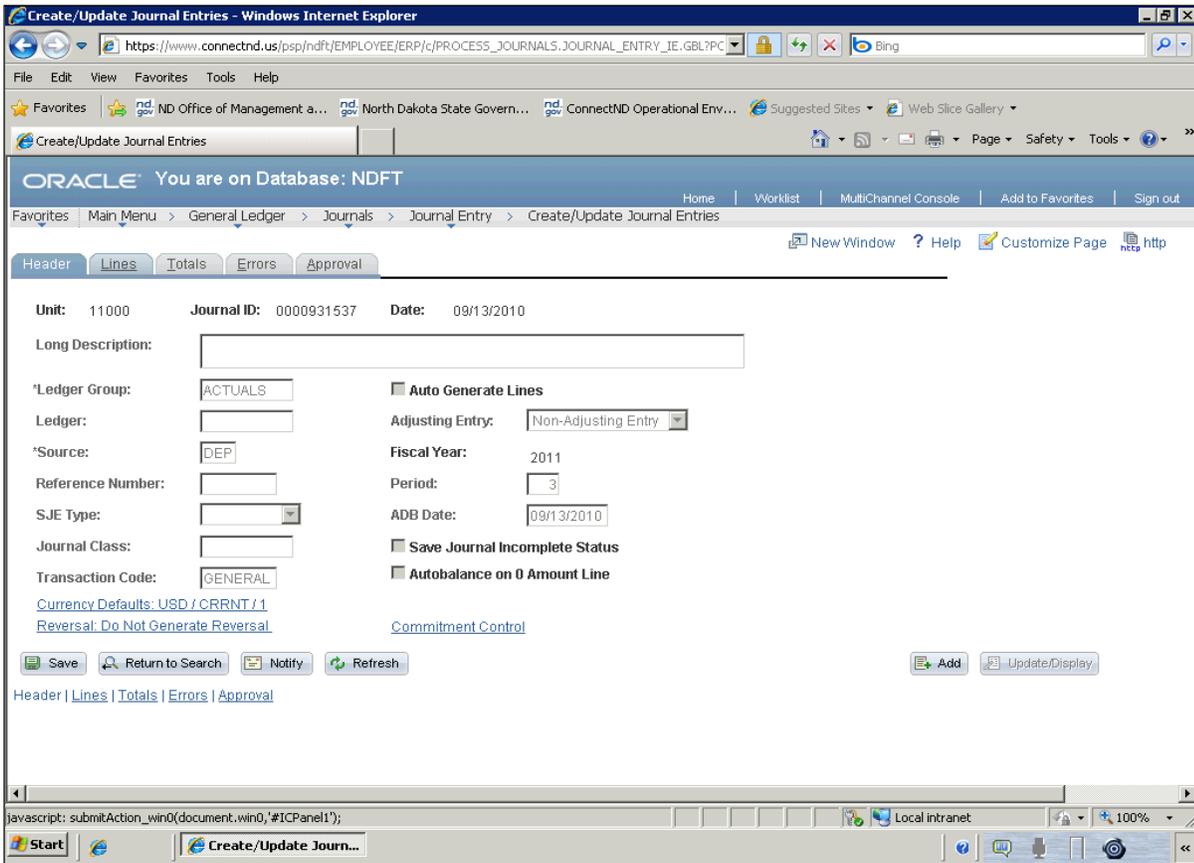


Step	Action
7.	Click the "blank" list item. 



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Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000931537 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal/deposit more efficiently.
9.	Click the Search button. 
10.	Verify this is the deposit you want to copy.



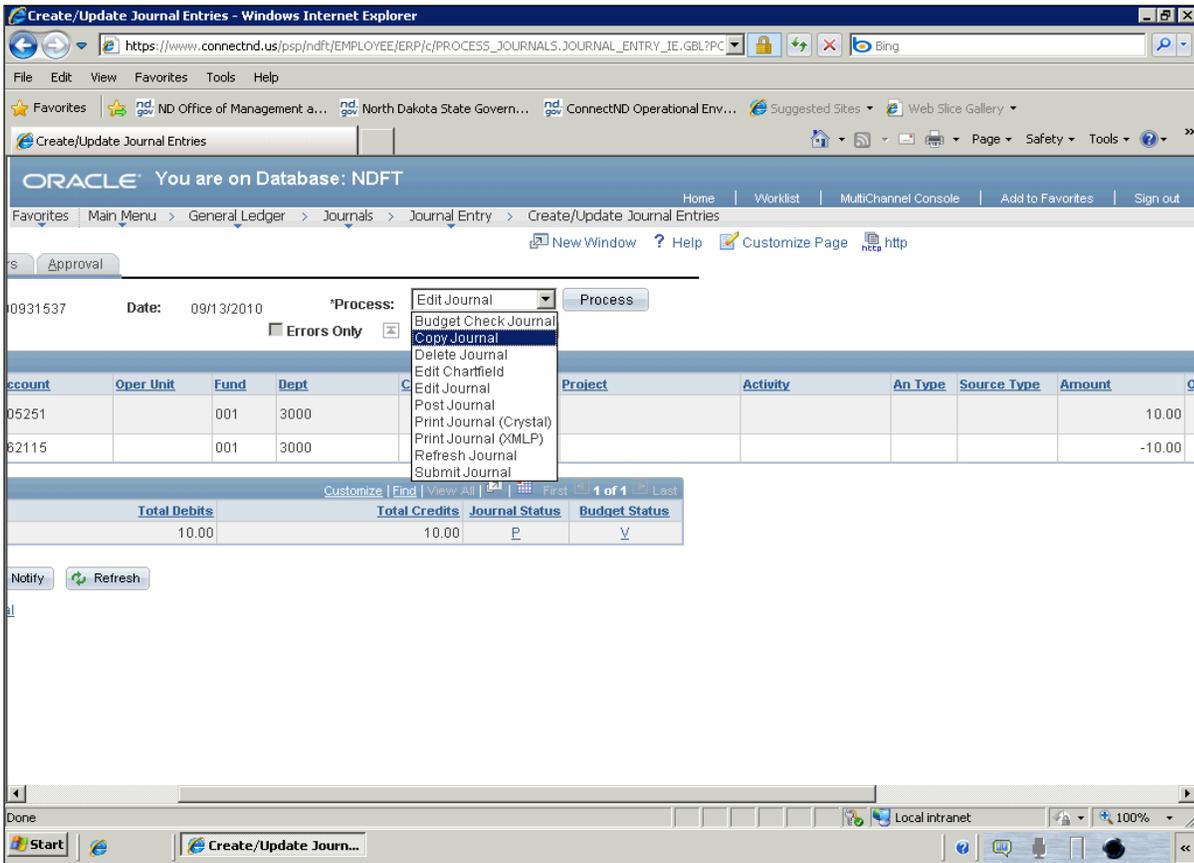
Step	Action
11.	Click the Lines tab. 



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Step	Action
12.	Click the Process list. 



Step	Action
13.	Click the Copy Journal list item. 



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Module 8 – General Ledger

0931537 Date: 09/13/2010 *Process: **Copy Journal** Process

Errors Only Line: 10

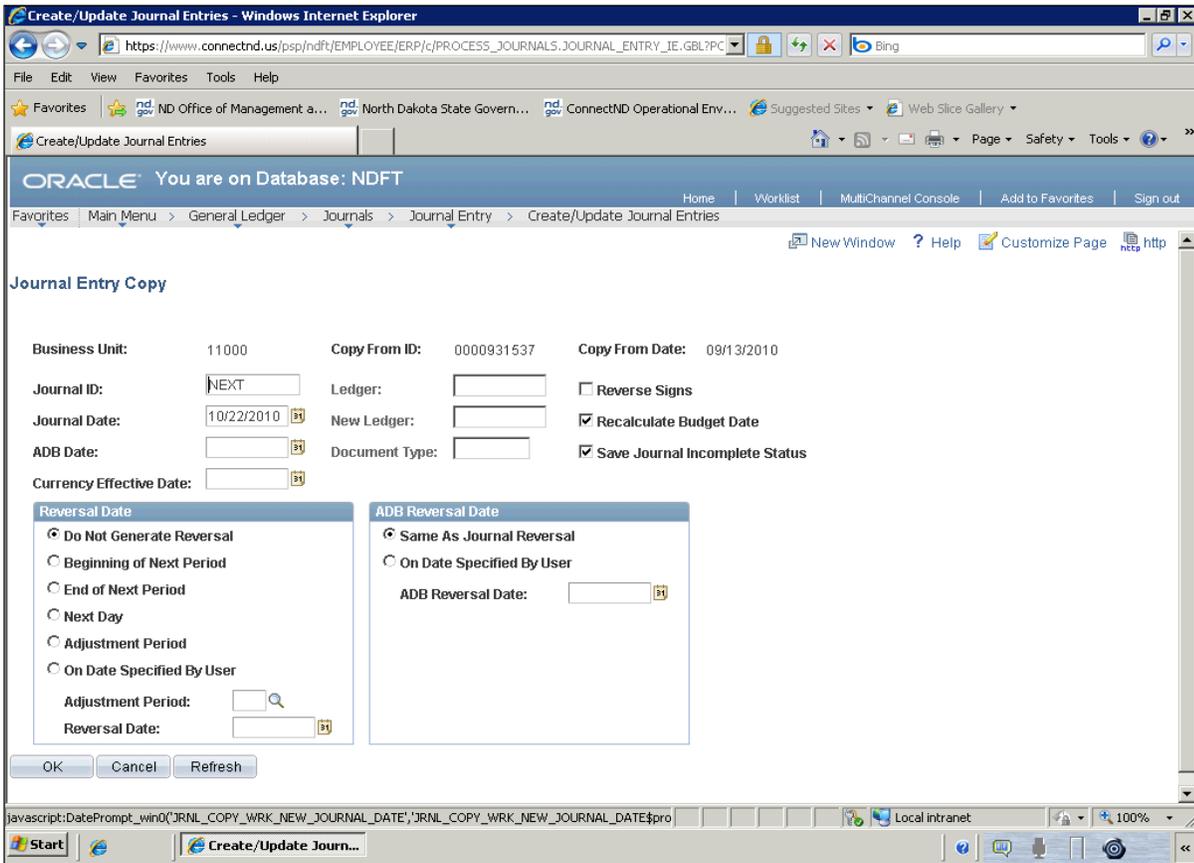
Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type	Source Type	Amount
05251		001	3000							10.00
62115		001	3000							-10.00

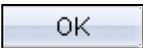
Total Debits	Total Credits	Journal Status	Budget Status
10.00	10.00	P	V

Process

Step	Action
14.	Click the Process button.

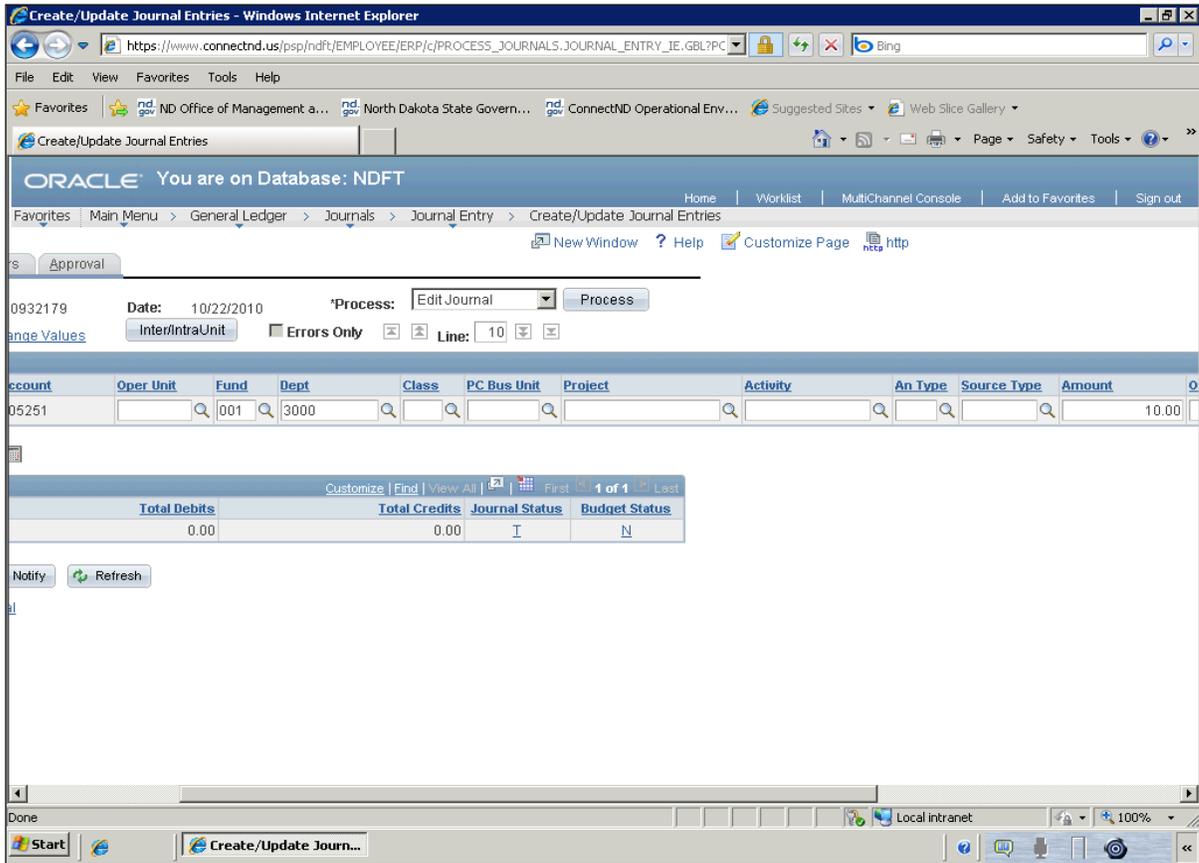
Process



Step	Action
15.	Journal Date will always default to the current date or may be applied back to an open accounting period (for example, when applying back a deposit to a prior month/fiscal year, use 6/30/0000). The entry cannot be back-dated to a closed accounting period. Click the Choose a date (Alt+5) button. 
16.	Click the Previous Month button. 
17.	Click the 30 link. 
18.	Click the OK button. 



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Step	Action
19.	Click the Process button. 
20.	Click the OK button. 
21.	This topic showed how to Copy an Online Deposit. End of Procedure.

ST 8.3.5 - Printing an Online Deposit

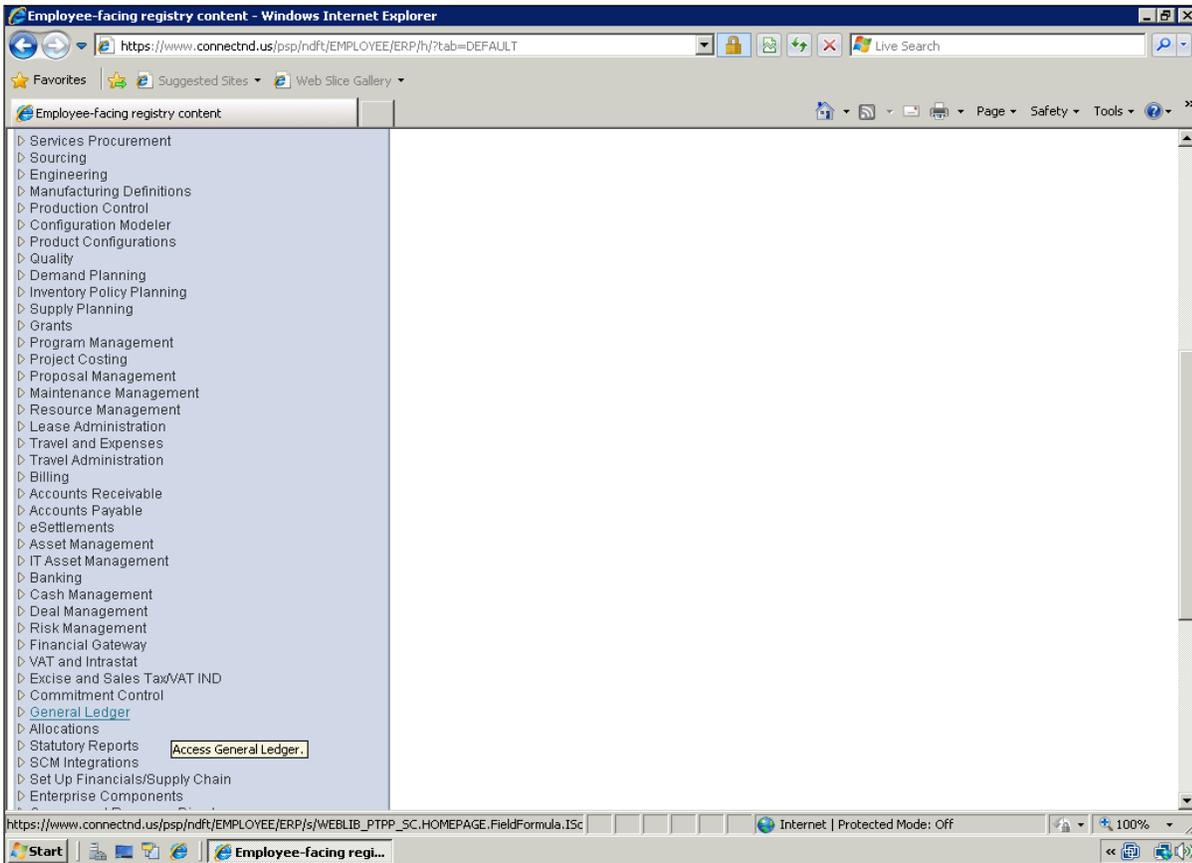
Printing an Online Deposit

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The Deposit can be printed in report form.

Procedure

This topic shows how to Print an Online Deposit.



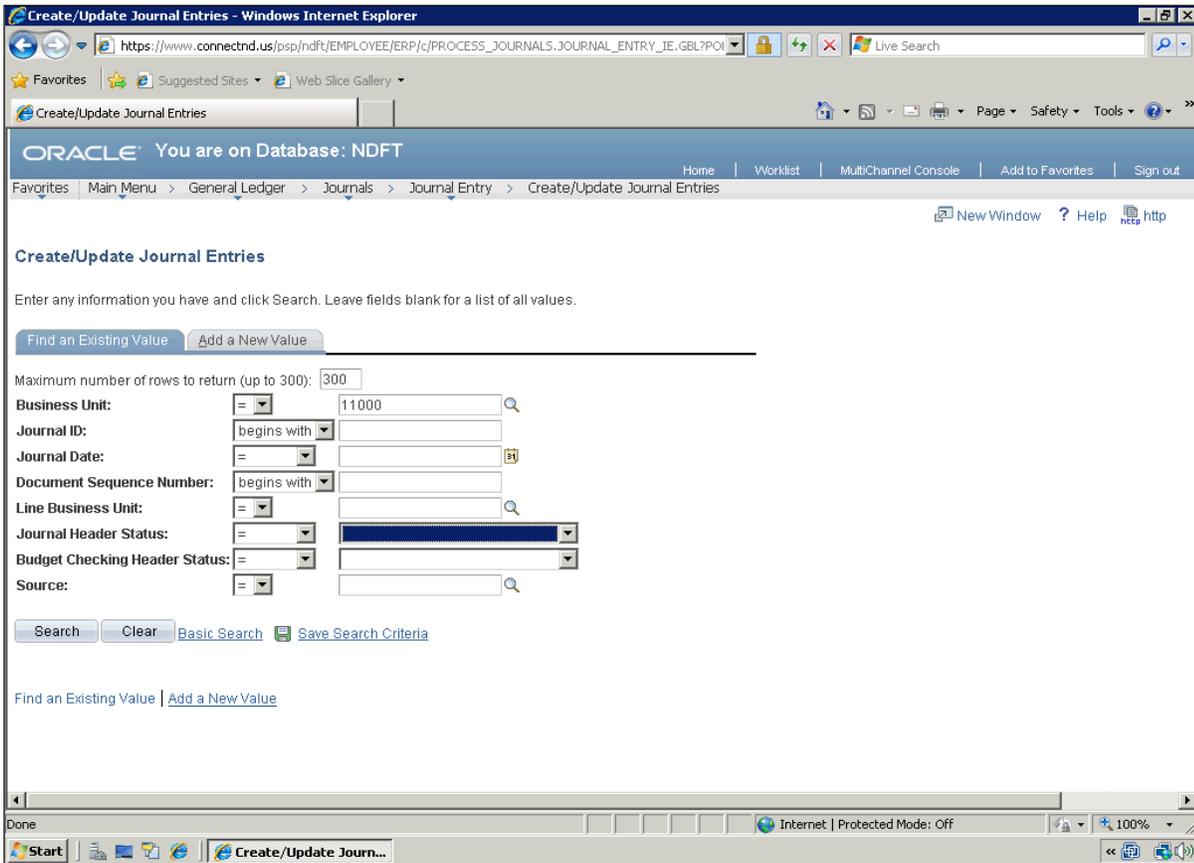
Step	Action
1.	Click the General Ledger link. 



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Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

Step	Action
5.	Click the Find an Existing Value tab. Find an Existing Value
6.	Click the Journal Header Status list. No Status - Needs to be Edited



Step	Action
7.	Click the "blank" list item. 



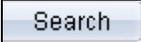
Training Guide

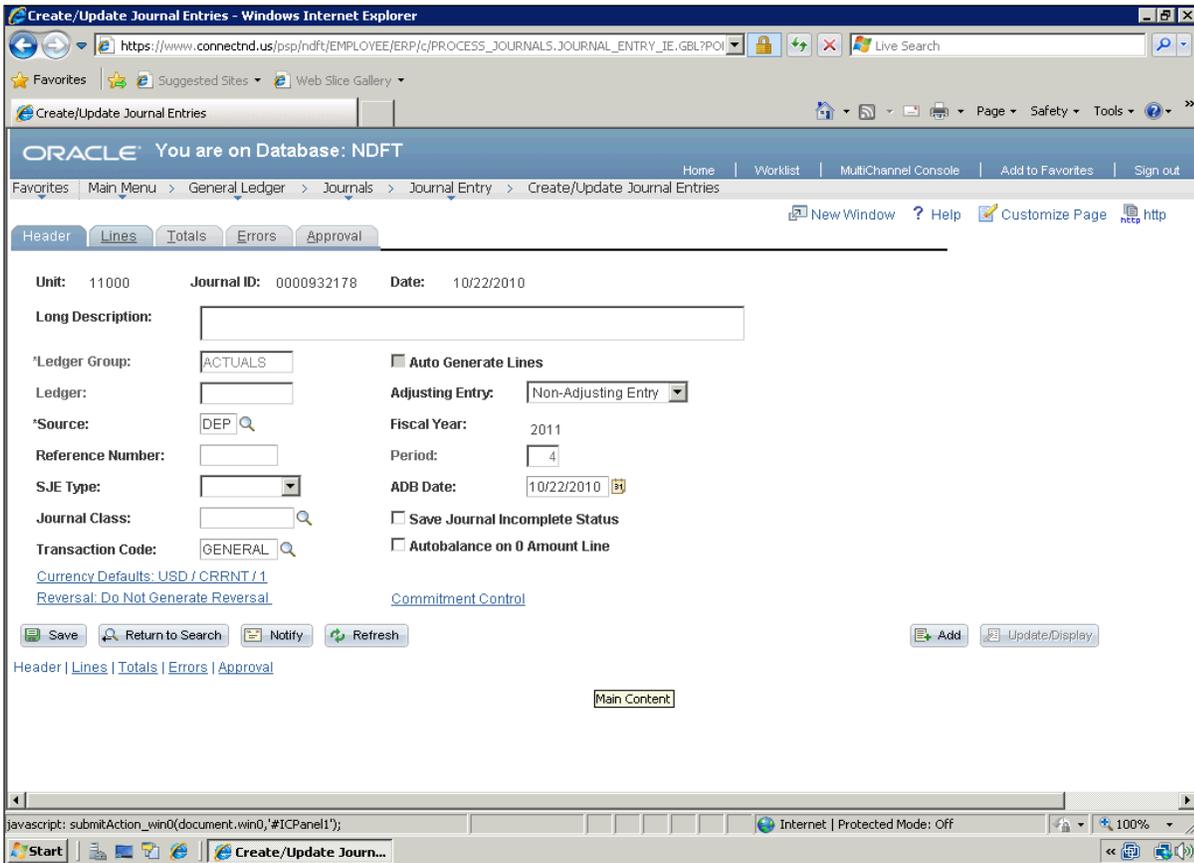
Module 8 – General Ledger

The screenshot shows the Oracle E-Business Suite interface for 'Create/Update Journal Entries'. The browser window title is 'Create/Update Journal Entries - Windows Internet Explorer'. The URL is 'https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?POI'. The page header indicates 'ORACLE You are on Database: NDFT'. The breadcrumb trail is 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The main content area has the title 'Create/Update Journal Entries' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A search criteria form follows with the following fields:

- Maximum number of rows to return (up to 300): 300
- Business Unit: = [dropdown] 11000 [search icon]
- Journal ID: begins with [dropdown] 0 [search icon]
- Journal Date: = [dropdown] [text box] [BT icon]
- Document Sequence Number: begins with [dropdown] [text box]
- Line Business Unit: = [dropdown] [text box] [search icon]
- Journal Header Status: = [dropdown] [dropdown]
- Budget Checking Header Status: = [dropdown] [dropdown]
- Source: = [dropdown] [text box] [search icon]

 At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the form are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the Start button, several application icons, and the active window 'Create/Update Journ...'. The system tray shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of 100%.

Step	Action
8.	Enter the desired information into the Journal ID field. Enter " 0000932178 ". All fields should be blank except for Business Unit and Journal ID. This will allow the system to locate the journal more efficiently.
9.	Click the Search button. 



Step	Action
10.	Click the Lines tab. 



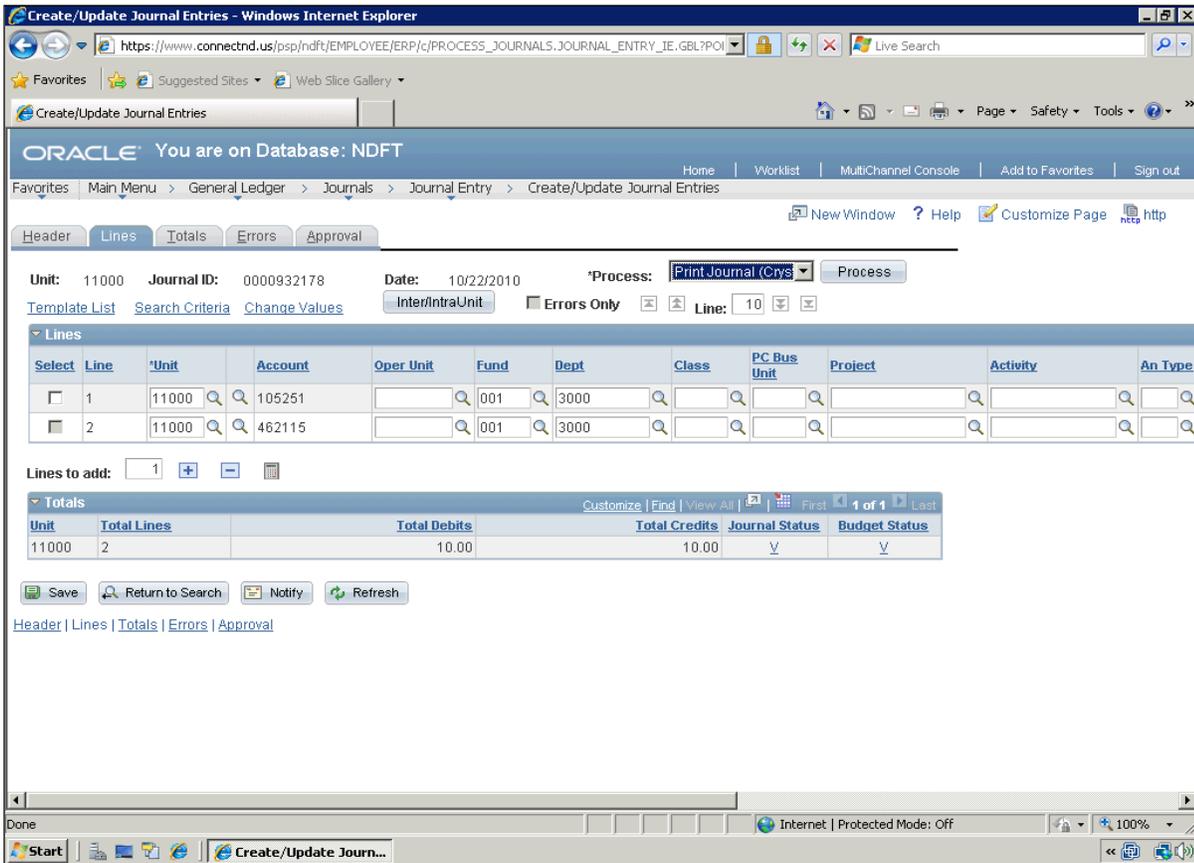
Training Guide

Module 8 – General Ledger

The screenshot shows the Oracle Financials 'Create/Update Journal Entries' web interface. The 'Process' dropdown menu is open, and 'Edit Journal' is selected. The interface includes fields for Unit (11000), Journal ID (0000932178), Date (10/22/2010), and a 'Process' button. Below these are two journal lines with account numbers 105251 and 462115. A 'Totals' table is also visible.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	10.00	10.00	√	√

Step	Action
11.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal ▼ </div>



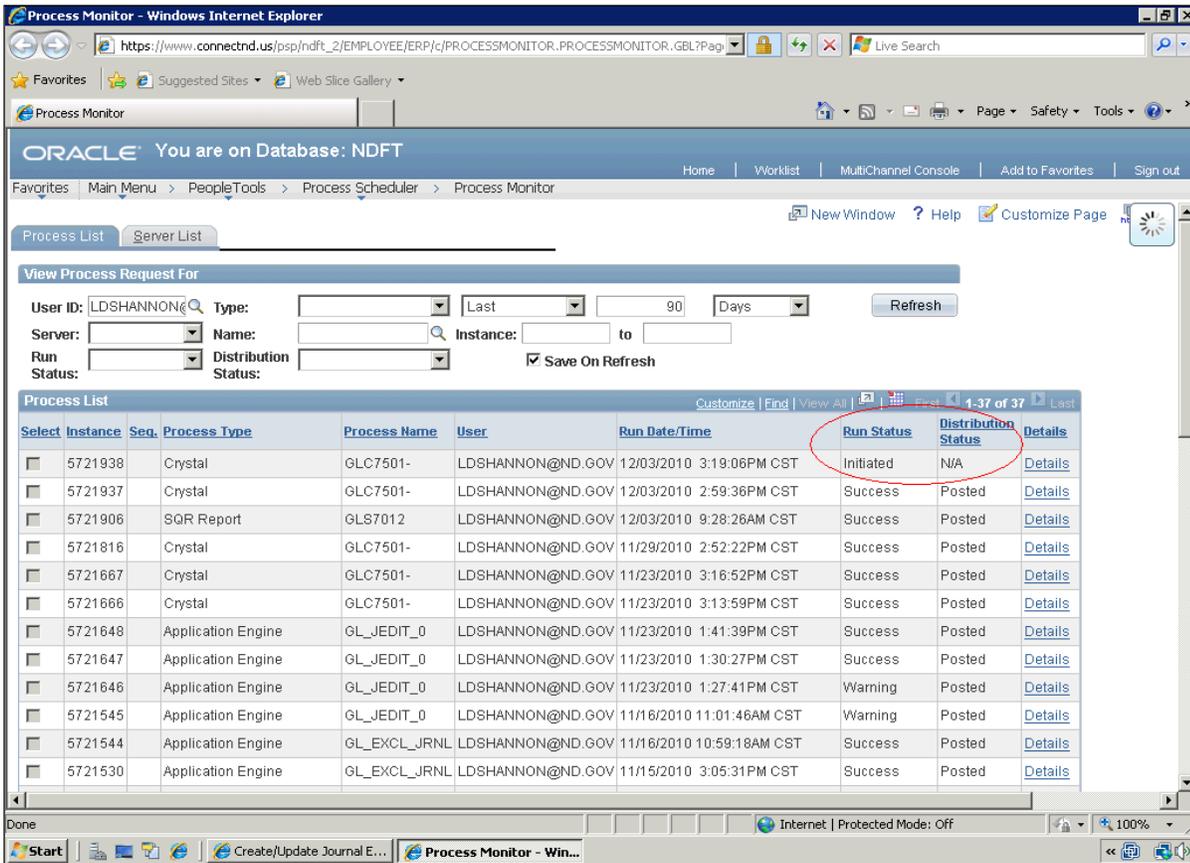
Step	Action
12.	Click the Print Journal (Crystal) list item. 



Training Guide

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Step	Action
13.	Click the Process button. 
14.	Click the Process Monitor link. Note: This link will open a new window. 



Step	Action
15.	<p>The Process List tab shows the Run Status of the process. The process may run through several status types before Success.</p> <p>Click the Refresh button.</p> <p></p>
16.	<p>The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u>.</p>
17.	<p>Click the Details link.</p> <p></p>



Training Guide

Module 8 – General Ledger

The screenshot shows the Oracle Process Monitor web interface in Internet Explorer. The browser address bar shows the URL: https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/PROCESSMONITOR.PROCESSMONITOR.GBL?Page=.... The page title is "ORACLE You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor. The "Process Detail" section shows the following information:

Process	
Instance:	5721938
Type:	Crystal
Name:	GLC7501-
Description:	Journal Entry Print
Run Status:	Success
Distribution Status:	Posted

Below the process details are two main sections: "Run" and "Update Process".

Run Section:

Run Control ID:	CJY
Location:	Server
Server:	PSNT
Recurrence:	

Update Process Section:

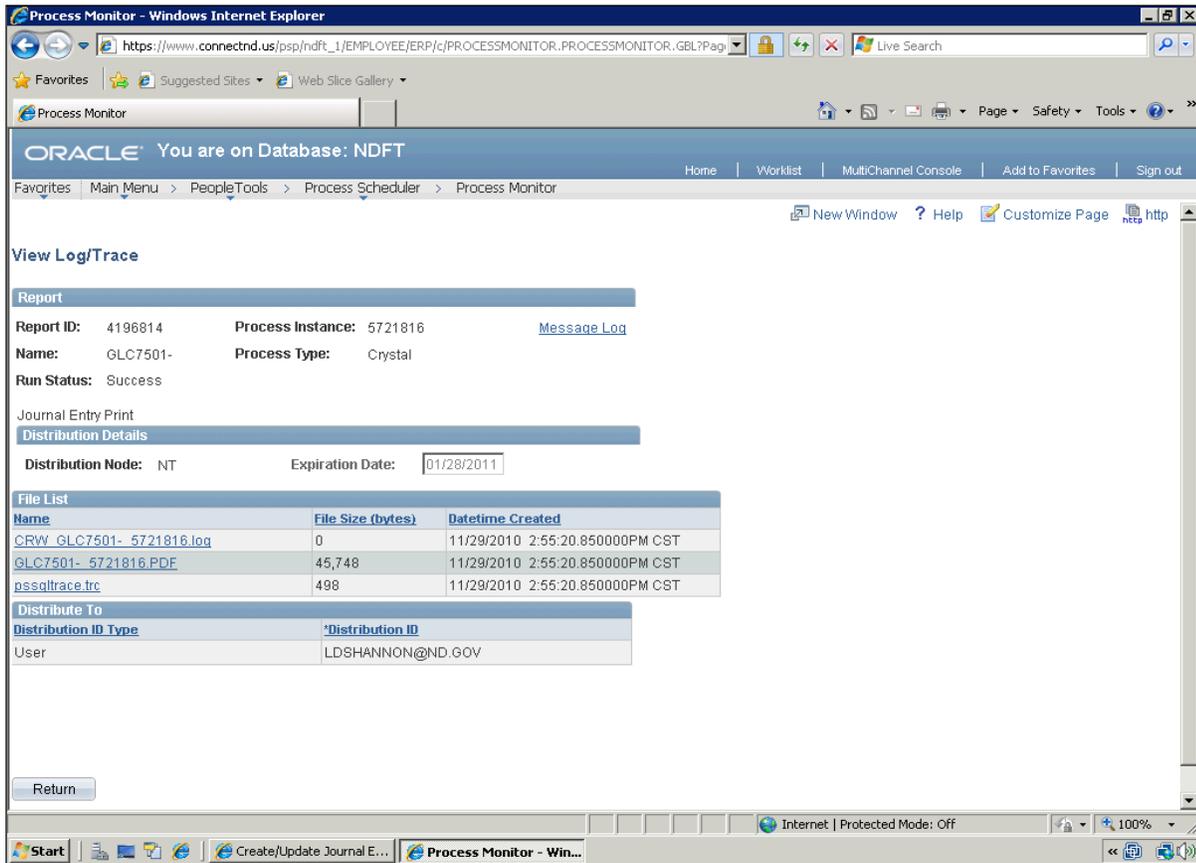
- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time Section:

Date/Time	Actions
Request Created On:	12/03/2010 3:19:06PM CST
Run Anytime After:	12/03/2010 3:19:06PM CST
Began Process At:	12/03/2010 3:19:25PM CST
Ended Process At:	12/03/2010 3:20:22PM CST

Under the "Actions" column, there are links: [Parameters](#) (with "Transfer" text next to it), [Message Log](#), [Batch Timings](#), and [View Log/Trace](#).

Step	Action
18.	Click the View Log/Trace link. View Log/Trace



Step	Action
19.	Click the PDF file. <u>GLC7501- 5721816.PDF</u>
20.	The Journal Entry Detail Report is displayed.
21.	This topic showed how to Print an Online Deposit. End of Procedure.



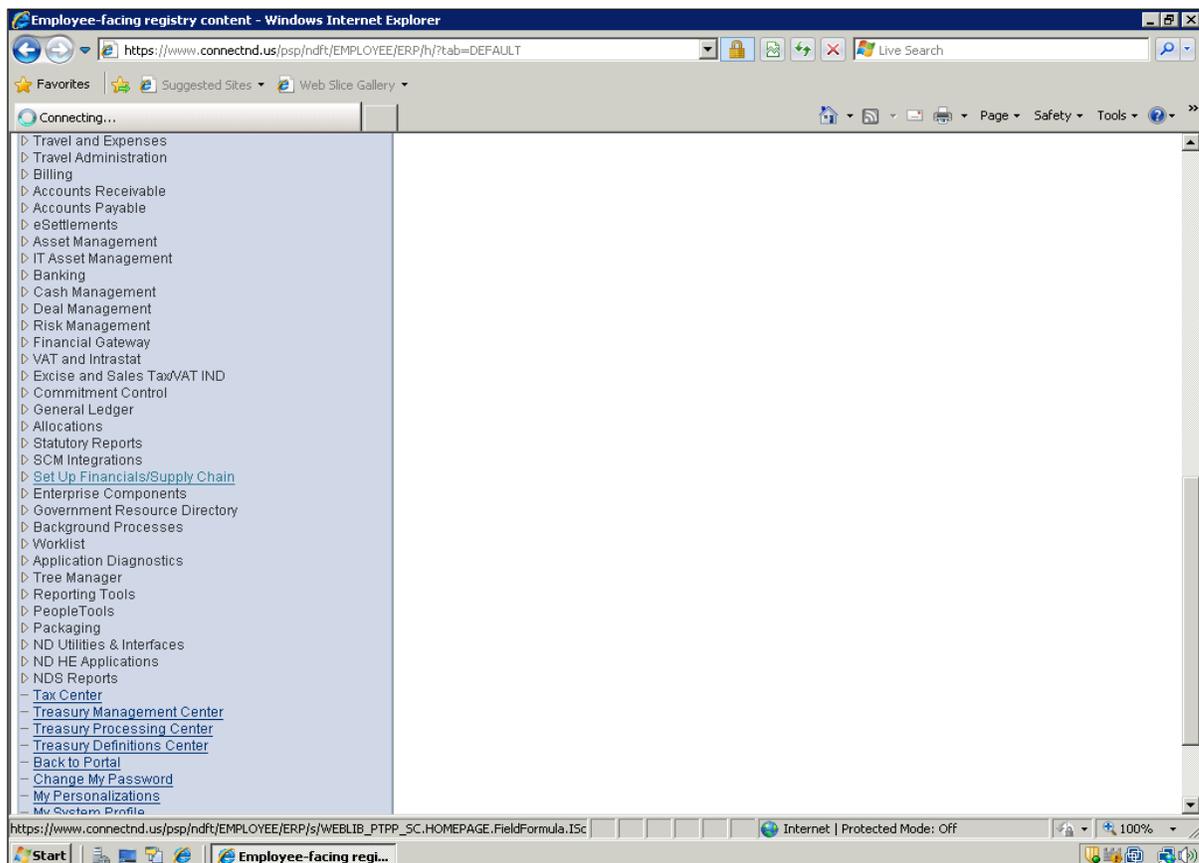
ST 8.3.6 - Creating a Deposit SpeedType SpeedTypes

Navigation: [Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > SpeedTypes](#)

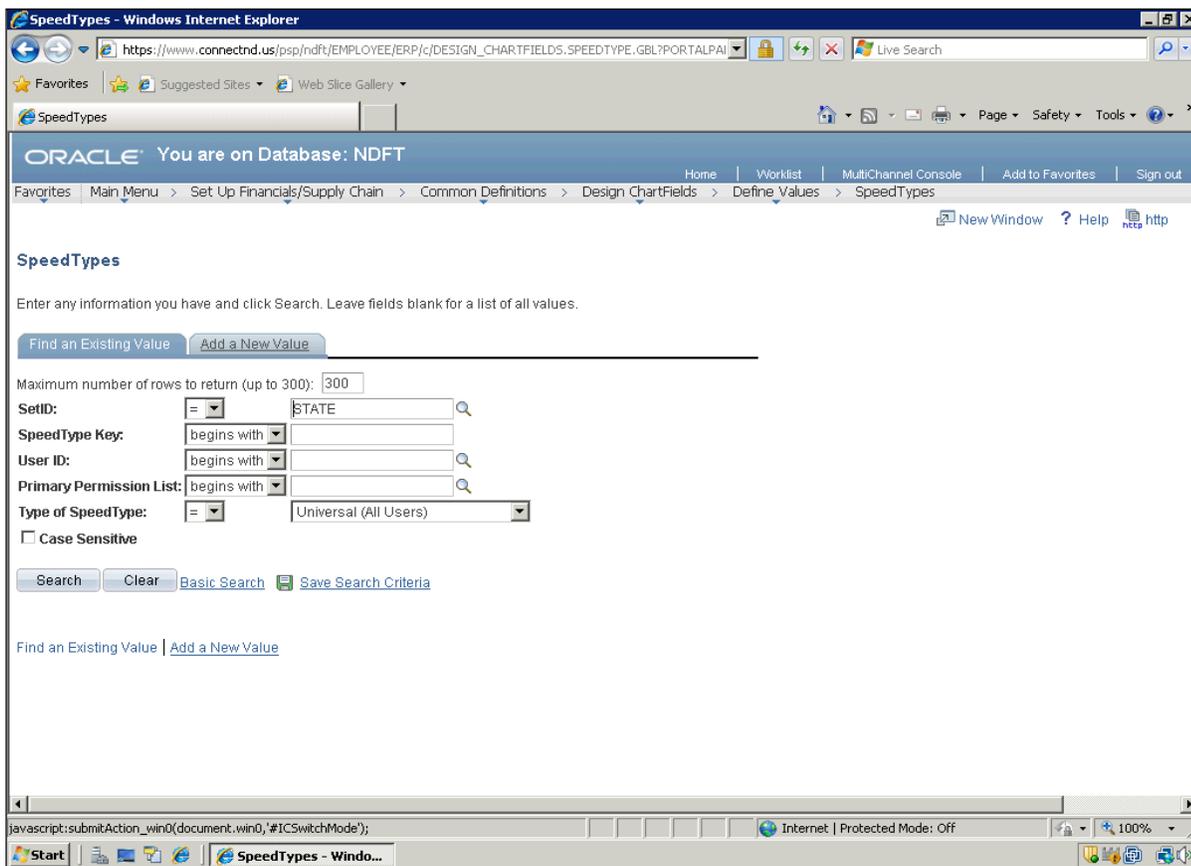
SpeedTypes can be used in General Ledger when entering deposits. They are similar to SpeedCharts used in Accounts Payable when entering vouchers but do not have the ability to split funds. A SpeedType can only create one accounting line of chartfields.

Procedure

This shows how to set up a SpeedType.



Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain
2.	Click the Common Definitions link. Common Definitions
3.	Click the Design ChartFields link. Design ChartFields
4.	Click the Define Values link. Define Values
5.	Click the SpeedTypes link. SpeedTypes



Step	Action
6.	Click the Add a New Value tab. Add a New Value



Training Guide Module 8 – General Ledger

Step	Action
7.	Enter the desired information into the SpeedType Key field. Enter " REVENUE CD ".
8.	Click the Add button. 

SpeedTypes - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/DESIGN_CHARTFIELDS.SPEEDTYPE.GBL?PORTALPAI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

SpeedTypes

SpeedType

SetID: 11000
 SpeedType Key: REVENUE CD
 Type of SpeedType: Universal (All Users)
 Description:
 Account:
 Operating Unit:
 Fund Code:
 Department:
 Program Code:
 Class Field:
 Project:
 Subsystem PC Bus Unit:
 Subsystem Activity ID:
 Subsystem Analysis Type:
 Currency Code:
 Statistics Code:

State Defined Speedtype Values

Entry Event
 DC Business Unit

Step	Action
9.	Enter the desired information into the Description field. Enter " REVENUE - CENTRAL DUP ".
10.	Enter the desired information into the Fund Code field. Enter " 790 ".
11.	Enter the desired information into the Department field. Enter " 5300 ".
12.	Enter the desired information into the Entry Event field. Enter " 463027 ".
13.	Click the Save button. 

Step	Action
14.	This topic showed how to create a SpeedType. End of Procedure.



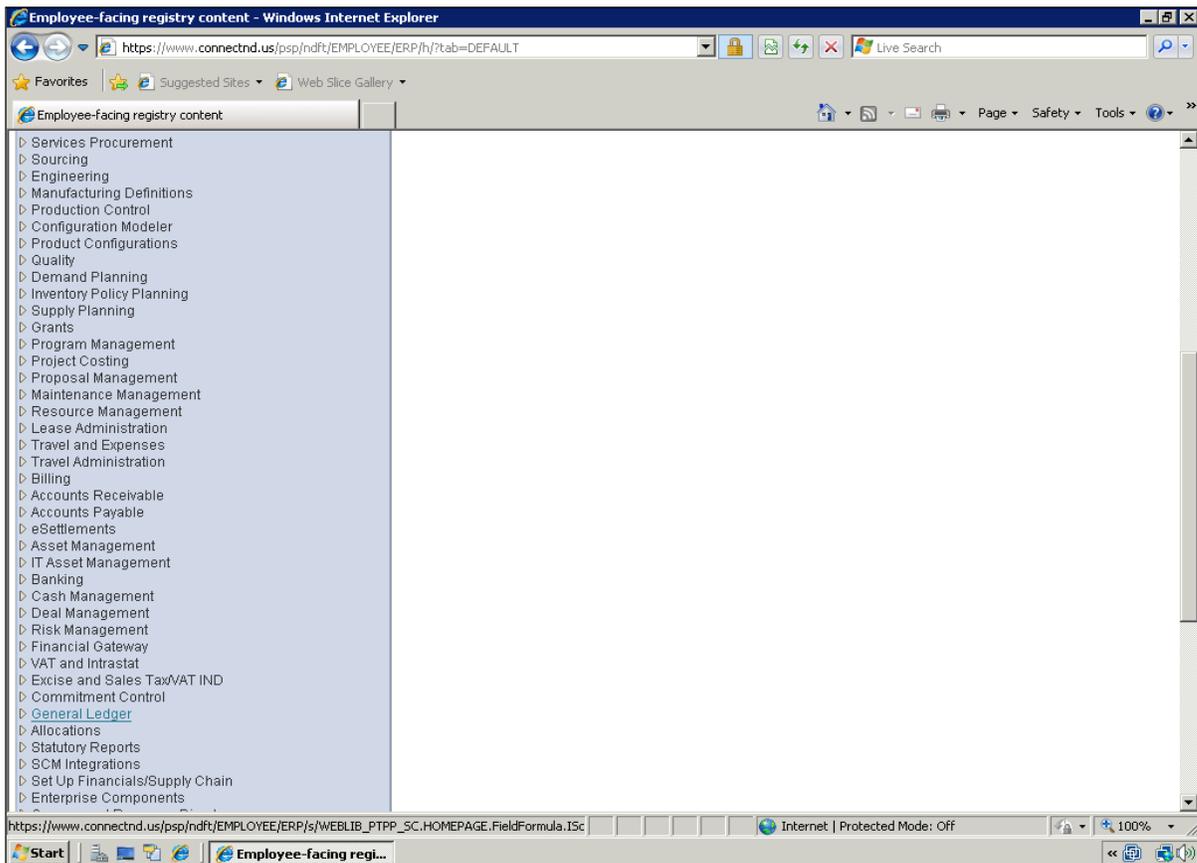
ST 8.3.7 - Using a Deposit SpeedType Using a Deposit SpeedType

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

SpeedTypes can reduce redundant chartfield coding in a deposit. When the revenue account code is also an Entry Event, the deposit journal will populate the cash lines as well.

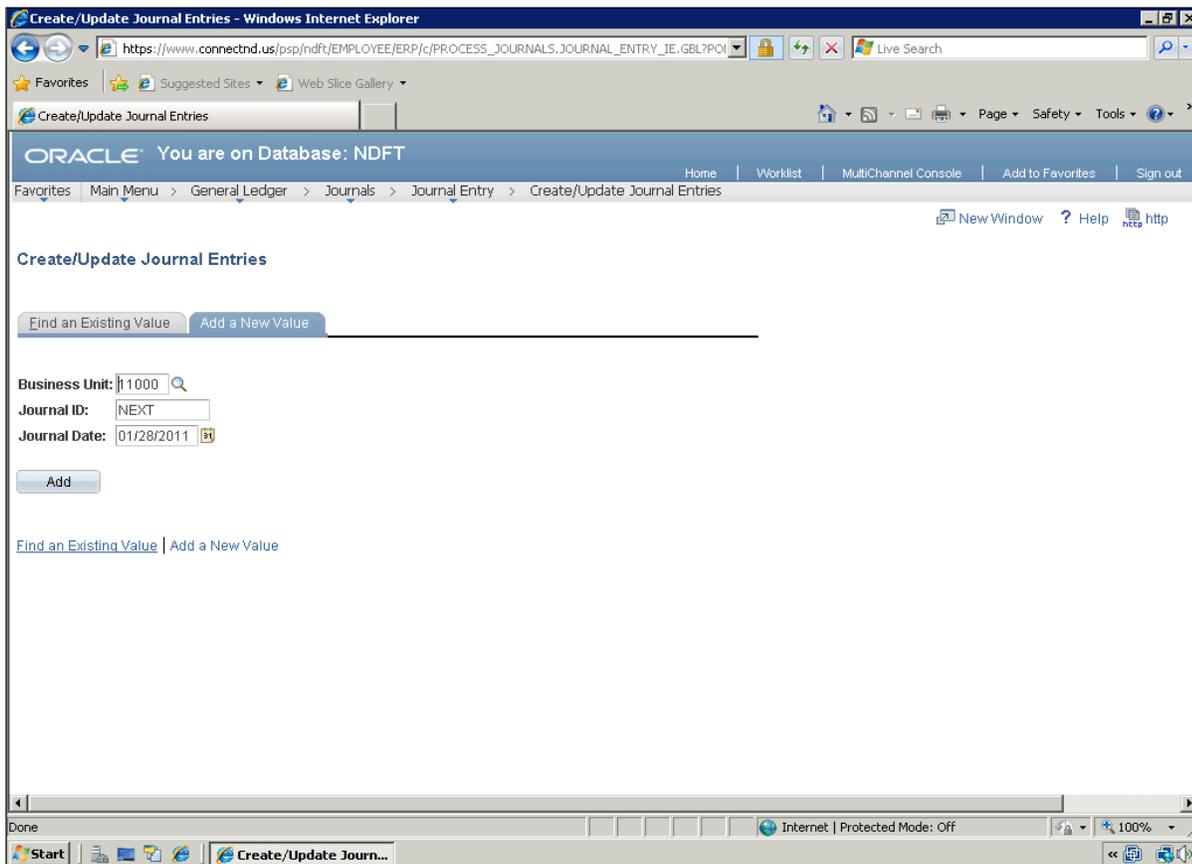
Procedure

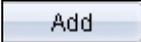
This topic shows how to use a Deposit SpeedType.



Step	Action
1.	Click the General Ledger link. 

Step	Action
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

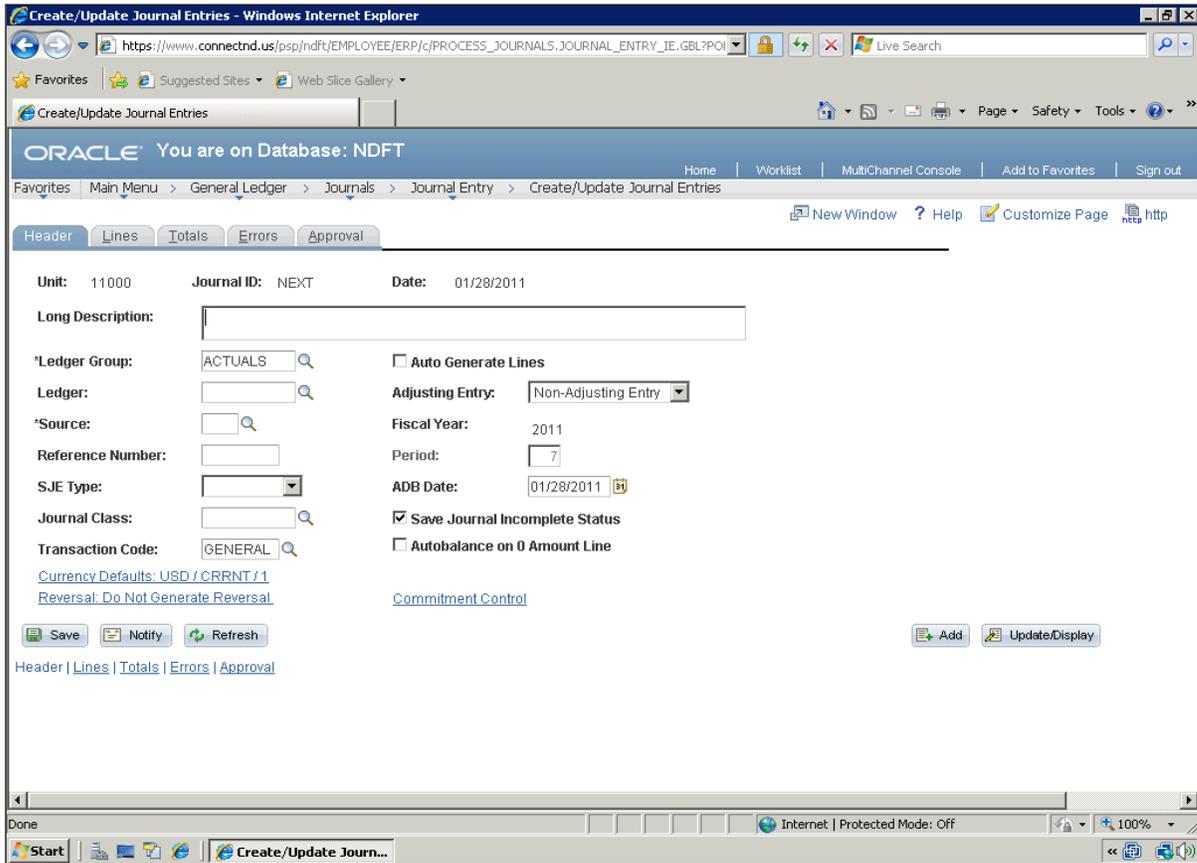


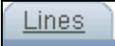
Step	Action
5.	Click the Add button. 



Training Guide

Module 8 – General Ledger



Step	Action
6.	Enter the desired information into the Long Description field. Enter " Deposit for 1-28-2011 ".
7.	Enter the desired information into the Source field. Enter " dep ".
8.	Click the Lines tab. 

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/CJ/PROCESS_JOURNALS.JOURNAL_ENTRY_JE.GBL?POI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 11000 Journal ID: NEXT Date: 01/28/2011 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	SpeedType	Account	Oper Unit	Fund	Dept	Class	P.C. Bus Unit	Project	Activity
<input type="checkbox"/>	1	11000									

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
9.	Click the Show SpeedType Prompt button. 



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Module 8 – General Ledger

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?POI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

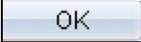
General Ledger > Journals > Journal Entry > Create/Update Journal Entries

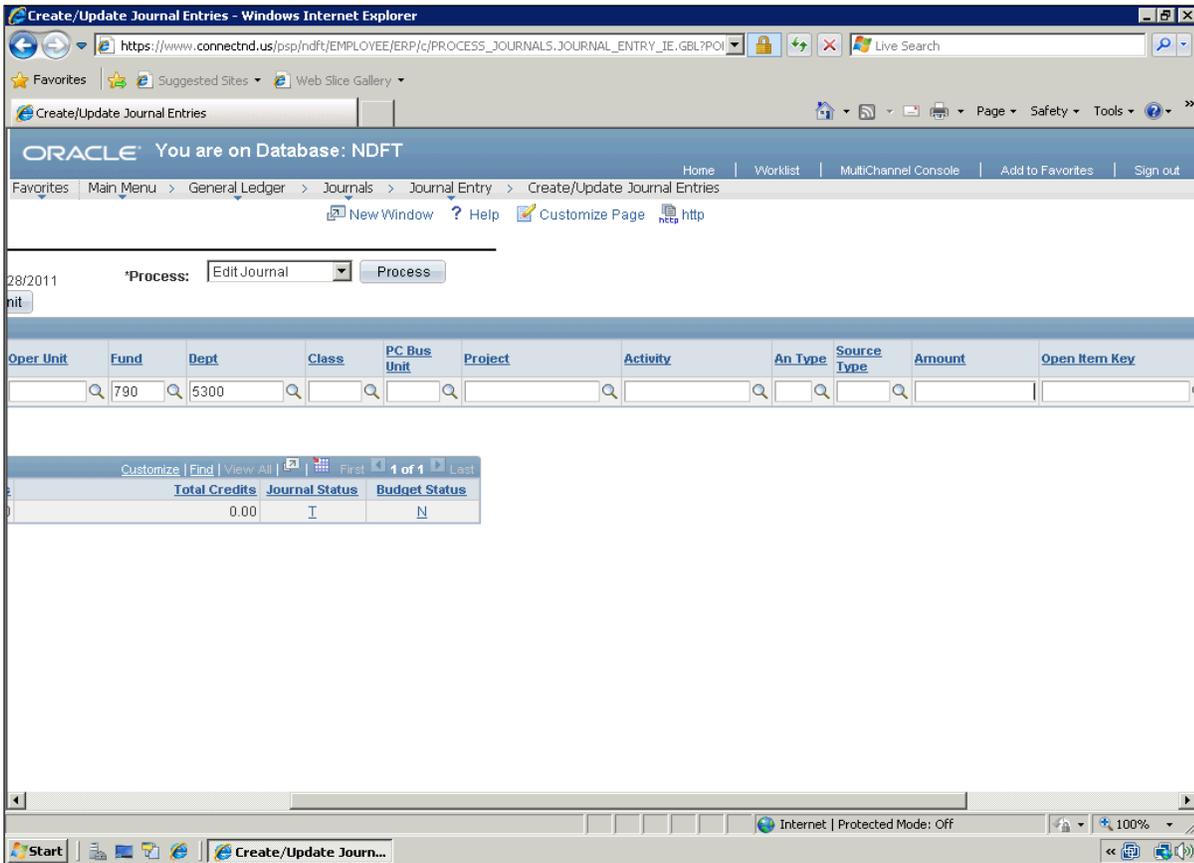
SpeedType List

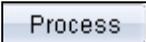
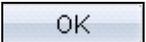
SpeedType:

Selected	SpeedType	Account	Oper Unit	Fund	Dept	Program	Class	Project	Subsys	PC	BU	Subsys	Activ ID	Subsys	Anal Ty
<input type="checkbox"/>	8900-1	131002	110	701	8900										
<input type="checkbox"/>	8900-2	462115	110	701	8900										
<input type="checkbox"/>	CDS REV	463027	110	790	5300										
<input type="checkbox"/>	CS REV	481025	110	790	5405										
<input type="checkbox"/>	DATA PROC														
<input type="checkbox"/>	DOT 2	463021	110	001	8410										
<input type="checkbox"/>	DOT REC	131002	110	001	8410										

OK Cancel Refresh

Step	Action
10.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
11.	Click the View All link. 
12.	Click the Selected option. 
13.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
14.	Click the OK button. 



Step	Action
15.	Enter the desired information into the Amount field. Enter " 500.00 ".
16.	Click the Process button. 
17.	Click the OK button. 
18.	End of Procedure.



ST Lesson 8.4 - Reports, Inquiries and Queries

Reports and Queries

A variety of reports and queries are available for end users. Most modules contain content specific delivered reports. This module contains reports/queries non specific to a particular financial's module. These reports retrieve data to accommodate agencies with data validation, reconciliation, and preparation of other reports.

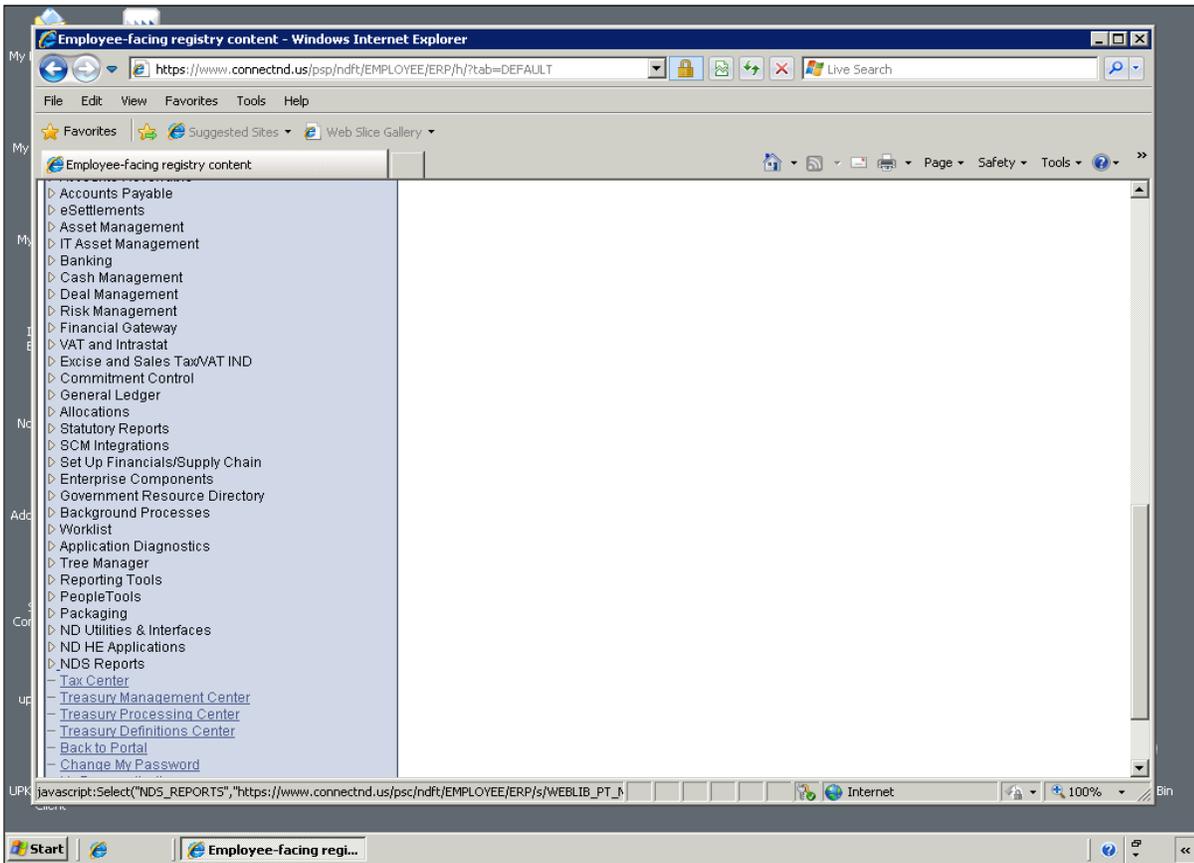
ST 8.4.1 - Itemized Transaction Register Report

Itemized Transaction Register Report

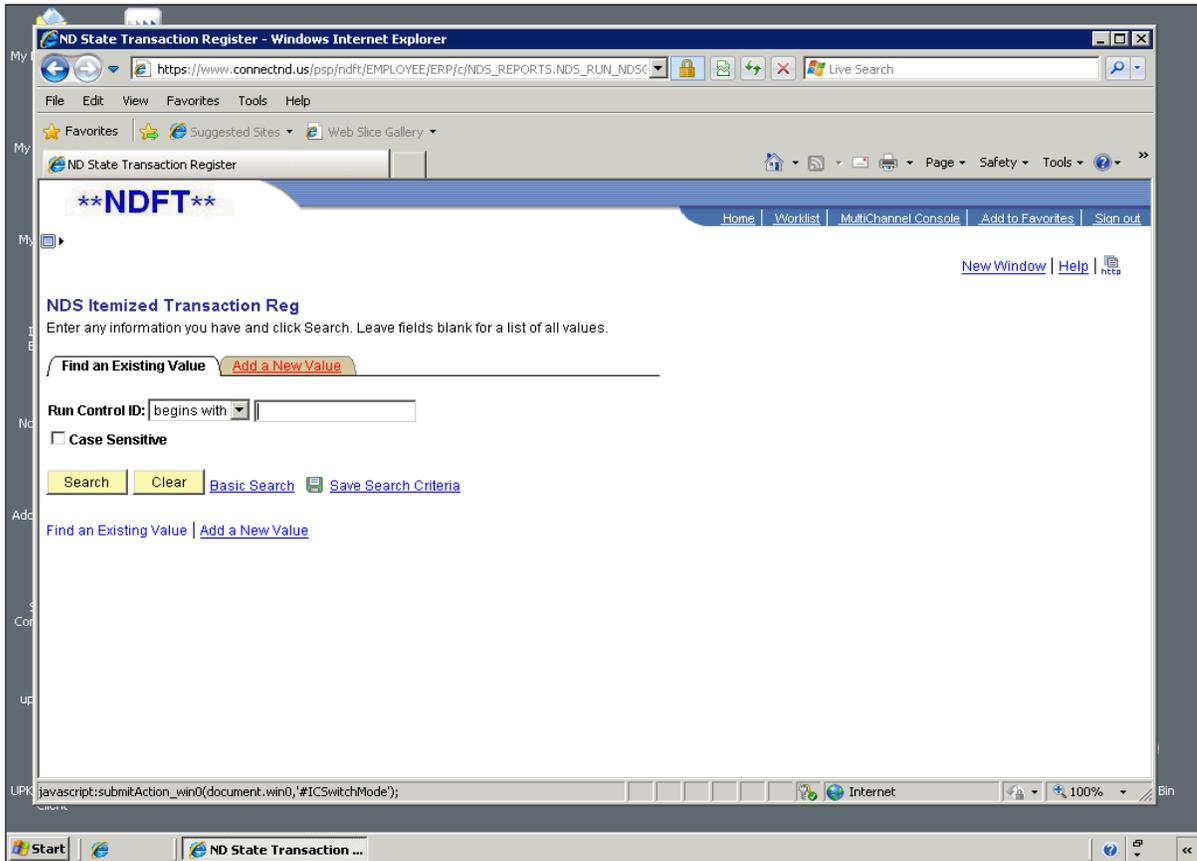
Navigation: [NDS Reports > General Ledger > ND State Transaction Register](#)

Procedure

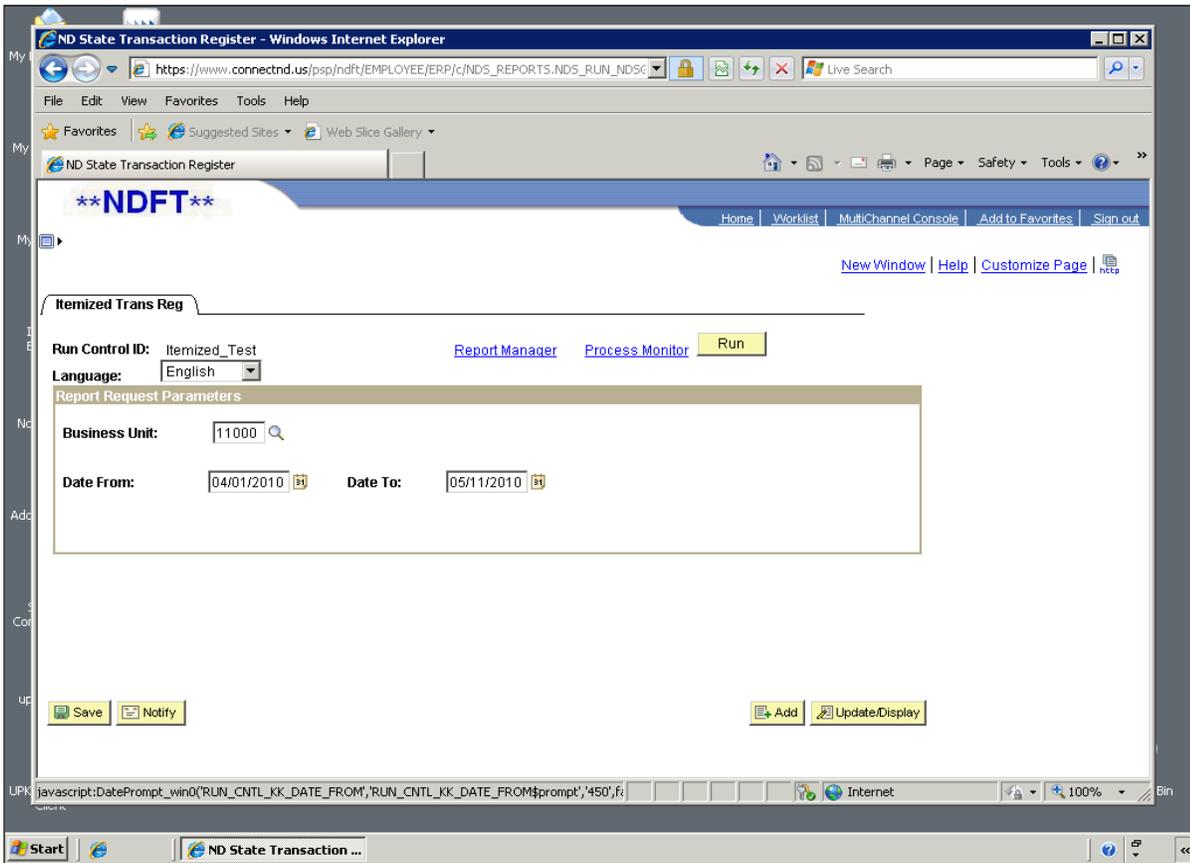
This topic shows how to run the Itemized Transaction Register Report.



Step	Action
1.	Click the NDS Reports link. 
2.	Click the General Ledger link. 
3.	Click the ND State Transaction Register link. 



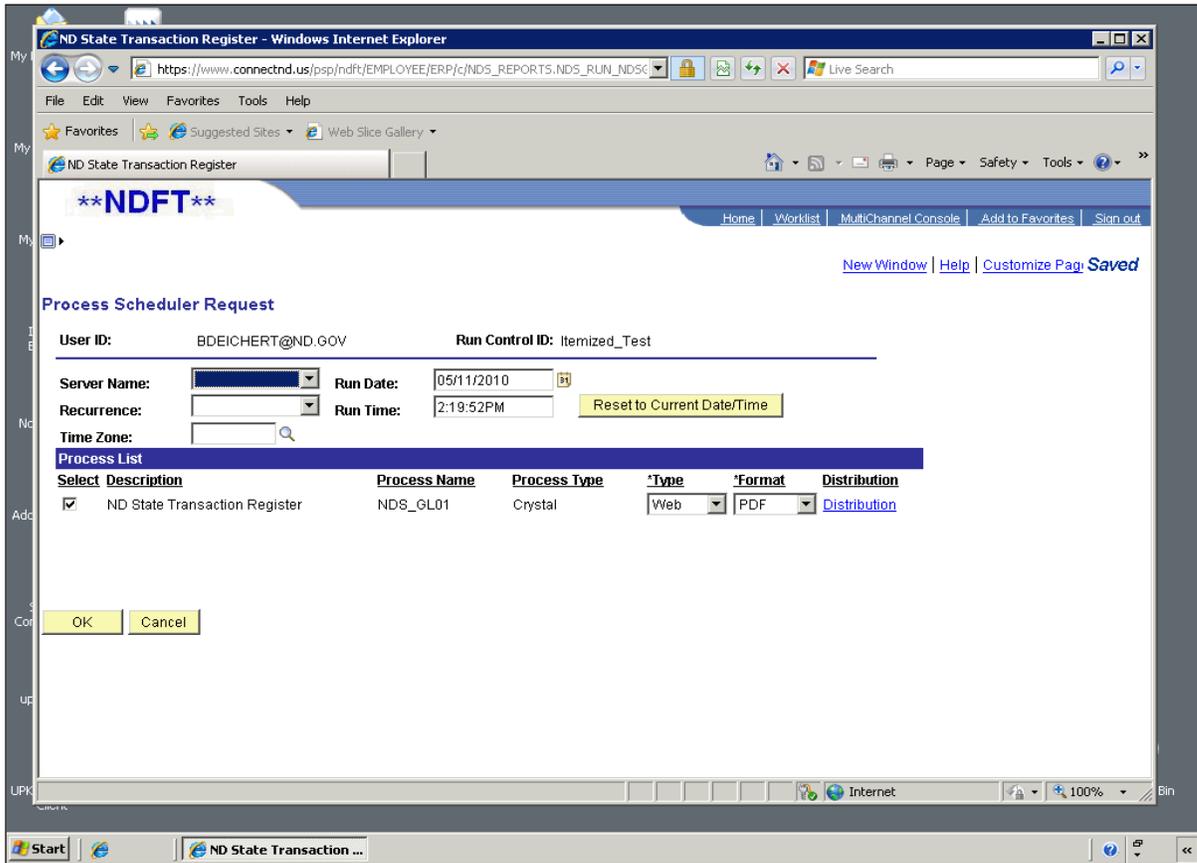
Step	Action
4.	Click the Add a New Value tab. Add a New Value
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the Run Control ID field. Enter " Itemized_Test ".



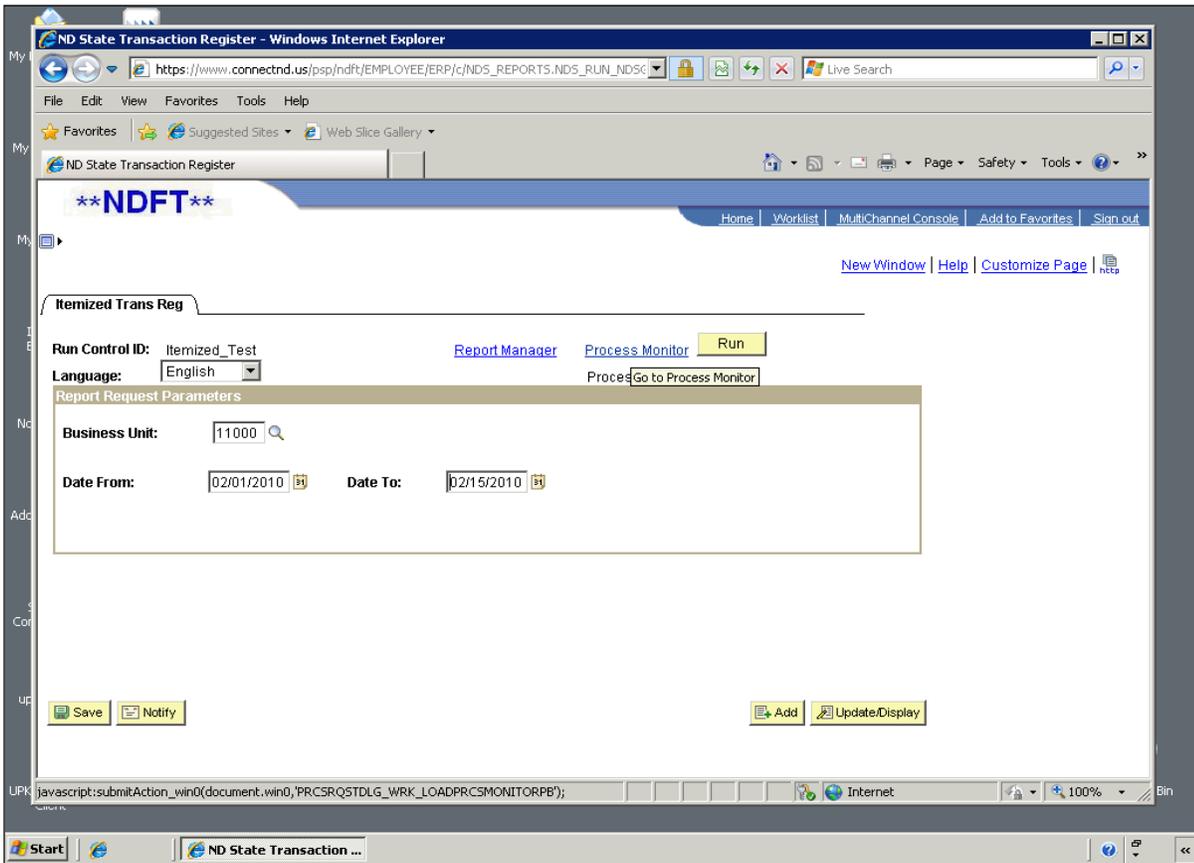
Step	Action
7.	Select "Date From" range. Click the Choose a date (Alt+5) button. 
8.	Select "Date To" range. Click the Choose a date (Alt+5) button. 
9.	Click the Run button. 



Training Guide Module 8 – General Ledger



Step	Action
10.	Click the OK button. <div style="border: 1px solid black; background-color: yellow; display: inline-block; padding: 2px 10px;">OK</div>



Step	Action
11.	Click the Process Monitor link. Process Monitor

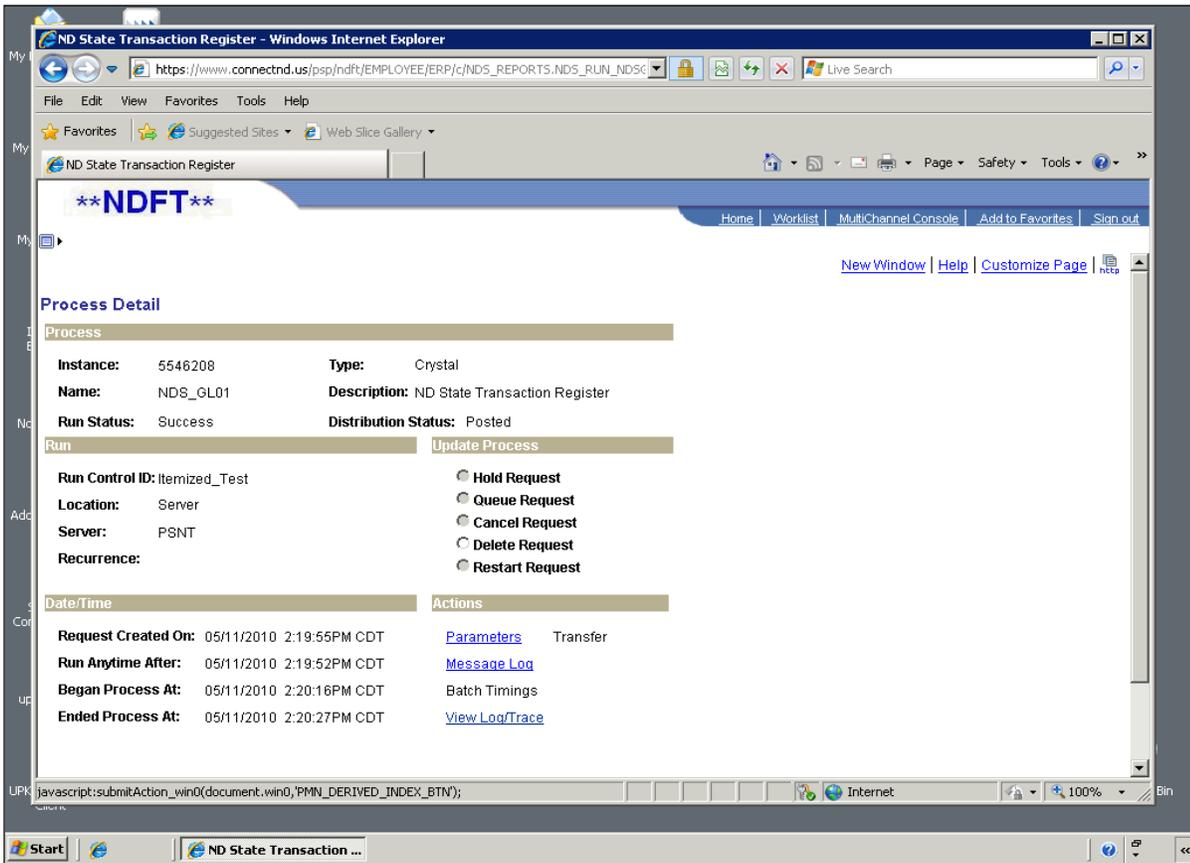


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The screenshot shows the ND State Transaction Register web application. The 'Process List' tab is active. The 'View Process Request For' section includes fields for User ID (BDEICHERT@ND.GOV), Type, Last (10 Days), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below is a table of process requests:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5546208		Crystal	NDS_GL01	BDEICHERT@ND.GOV	05/11/2010 2:19:52PM CDT	Queued	N/A	Details
<input type="checkbox"/>	5546201		SQR Report	GLS7012	BDEICHERT@ND.GOV	05/11/2010 1:59:57PM CDT	Success	Posted	Details
<input type="checkbox"/>	5546200		SQR Report	GLS7012	BDEICHERT@ND.GOV	05/11/2010 1:48:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	5546199		Crystal	NDS_GL01	BDEICHERT@ND.GOV	05/11/2010 1:27:24PM CDT	Success	Posted	Details
<input type="checkbox"/>	5546198		Crystal	NDS_GL01	BDEICHERT@ND.GOV	05/11/2010 1:24:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	5546194		SQR Report	GLS7012	BDEICHERT@ND.GOV	05/11/2010 12:29:40PM CDT	Success	Posted	Details
<input type="checkbox"/>	5546192		SQR Report	GLS7012	BDEICHERT@ND.GOV	05/11/2010 12:24:26PM CDT	Success	Posted	Details

Step	Action
12.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p></p>
13.	<p>Click the Details link.</p> <p></p>



Step	Action
14.	Click the View Log/Trace link. View Log/Trace



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View Log/Trace

Report

Report ID: 3944773 Process Instance: 5546208 [Message Log](#)

Name: NDS_GL01 Process Type: Crystal

Run Status: Success

ND State Transaction Register

Distribution Details

Distribution Node: NT Expiration Date: 07/10/2010

File List

Name	File Size (bytes)	Datetime Created
CRW_NDS_GL01_5546208.log	0	05/11/2010 2:20:27.893000PM CDT
NDS_GL01_5546208.PDF	78,634	05/11/2010 2:20:27.893000PM CDT
psalltrace.trc	500	05/11/2010 2:20:27.893000PM CDT

Distribute To

Distribution ID Type

User: BDEICHERT@ND.GOV

Step	Action
15.	Click the NDS_GL01_5546208.PDF link.
16.	This topic showed how to run the Itemized Transaction Register Report. End of Procedure.

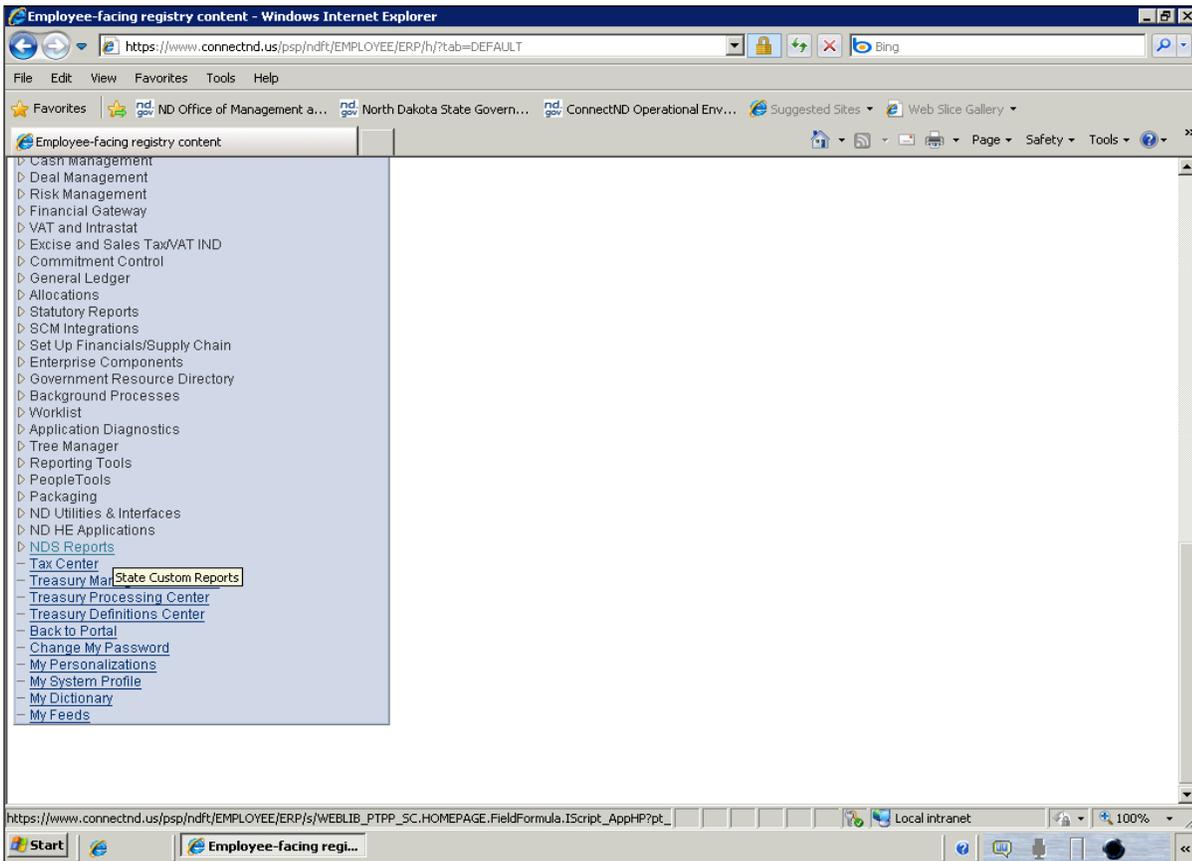
ST 8.4.2 - NDS Fund Balance - Statewide Report

NDS Fund Balance - Statewide Report

Navigation: [NDS Reports](#) > [General Ledger](#) > [NDS Fund Balance Statewide](#)

Procedure

This topic shows how to run the NDS Fund Balance Statewide Report.



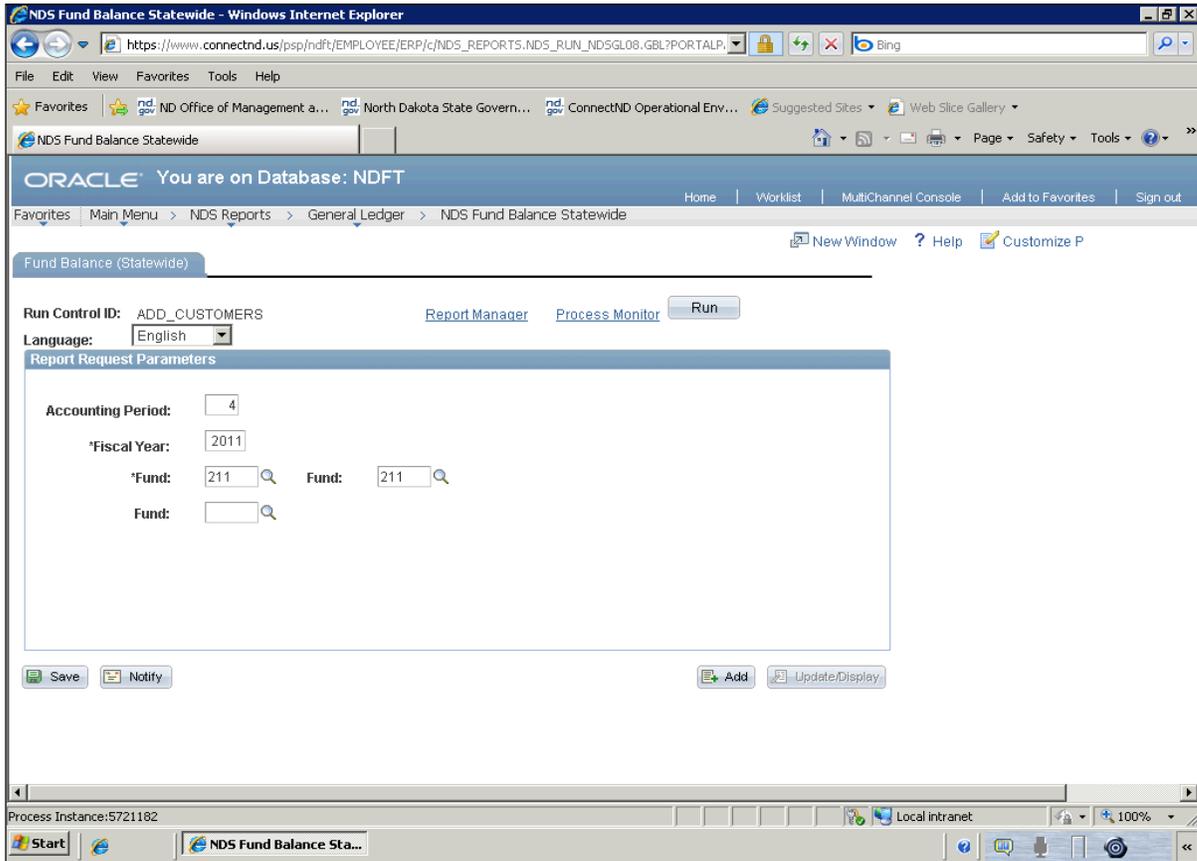
Step	Action
1.	Click the NDS Reports link. ▶ NDS Reports
2.	Click the General Ledger link. General Ledger
3.	Click the NDS Fund Balance Statewide link. NDS Fund Balance Statewide



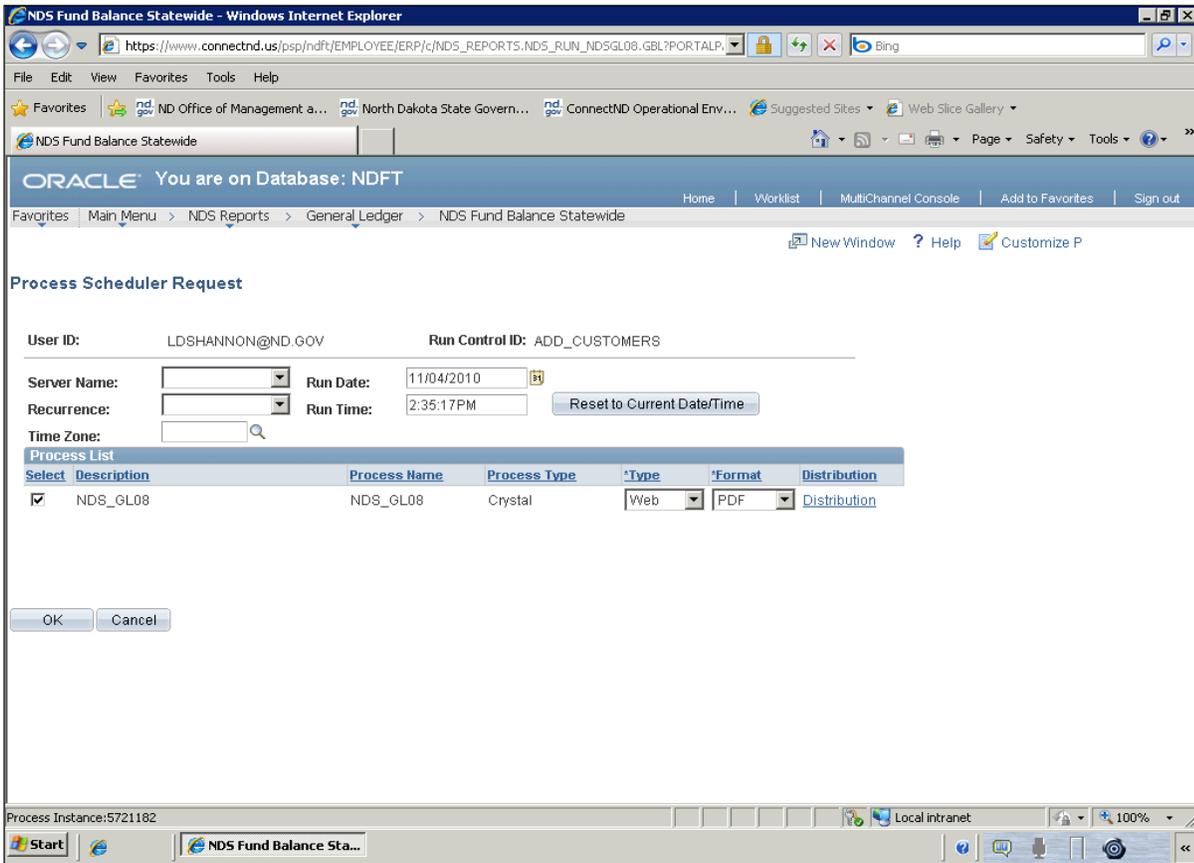
Training Guide

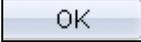
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Step	Action
4.	Enter Accounting period, Fiscal Year and Fund information.



Step	Action
5.	Click the Run button.



Step	Action
6.	Click the OK button. 



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The screenshot shows the Oracle NDS Fund Balance Statewide report interface. The browser title is "NDS Fund Balance Statewide - Windows Internet Explorer". The URL is "https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/NDS_REPORTS.NDS_RUN_NDSGL08.GBL?PORTALP...". The page header includes "ORACLE You are on Database: NDFT" and navigation links like "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". The breadcrumb trail is "Favorites | Main Menu > NDS Reports > General Ledger > NDS Fund Balance Statewide". The main content area has a "Fund Balance (Statewide)" tab and a "Run" button. Below the "Run" button are links for "Report Manager" and "Process Monitor". The "Run Control ID" is "ADD_CUSTOMERS" and the "Language" is "English". The "Report Request Parameters" section contains the following fields:
Accounting Period: 4
Fiscal Year: 2011
Fund: 211
Fund: 211
At the bottom of the form are buttons for "Save", "Notify", "Add", and "Update/Display".

Step	Action
7.	Click the Process Monitor link. Process Monitor

The screenshot displays the Oracle NDS Fund Balance Statewide application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites Main Menu > NDS Reports > General Ledger > NDS Fund Balance Statewide'. The main content area is titled 'View Process Request For' and includes search filters for 'User ID', 'Server', 'Run Status', 'Name', 'Instance', and 'Distribution Status'. A 'Refresh' button is located to the right of these filters. Below the filters is a 'Process List' table with the following columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 13 rows of process data. The first row (Instance 5721184) has a 'Queued' Run Status and 'N/A' Distribution Status, which are circled in red. The remaining rows have 'Success' Run Status and 'Posted' Distribution Status. At the bottom of the screenshot, the Windows taskbar shows the Start button and the application title 'NDS Fund Balance Sta...'. The system tray includes 'Local intranet' and a zoom level of 100%.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5721184		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:35:17PM CDT	Queued	N/A	Details
<input type="checkbox"/>	5721182		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:28:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721180		Crystal	NDS_GL08	LDSHANNON@ND.GOV	11/04/2010 2:19:53PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721012		PSJob	ARPREDC	LDSHANNON@ND.GOV	11/01/2010 12:18:57PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721005		PSJob	ARUPDATE	LDSHANNON@ND.GOV	11/01/2010 12:16:42PM CDT	Success	Posted	Details
<input type="checkbox"/>	5721001		PSJob	ARPREDC	LDSHANNON@ND.GOV	11/01/2010 11:30:56AM CDT	Success	Posted	Details
<input type="checkbox"/>	5720942		PSJob	ARPREDC	LDSHANNON@ND.GOV	10/29/2010 12:47:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720935		PSJob	ARUPDATE	LDSHANNON@ND.GOV	10/29/2010 12:44:08PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720934		SQR Report	AR30003	LDSHANNON@ND.GOV	10/29/2010 12:35:50PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720889		Application Engine	FS_BP	LDSHANNON@ND.GOV	10/28/2010 12:34:24PM CDT	Success	Posted	Details
<input type="checkbox"/>	5720888		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	10/28/2010 12:33:09PM CDT	Success	Posted	Details

Step	Action
8.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p><input type="button" value="Refresh"/></p>
9.	<p>Click the Details link.</p> <p><input type="button" value="Details"/></p>



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The screenshot shows the Oracle Process Monitor web interface. The browser address bar displays the URL: <https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESSMONITOR.PROCESSMONITOR.GBL?Folded>. The page title is "ORACLE You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor. The "Process Detail" section shows the following information:

- Process:** Instance: 5721184, Type: Crystal, Name: NDS_GL08, Description: NDS_GL08, Run Status: Success, Distribution Status: Posted.
- Run Control ID:** ADD_CUSTOMERS
- Location:** Server
- Server:** PSNT
- Recurrence:** (empty)
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On: 11/04/2010 2:35:21PM CDT, Run Anytime After: 11/04/2010 2:35:17PM CDT, Began Process At: 11/04/2010 2:35:44PM CDT, Ended Process At: 11/04/2010 2:35:54PM CDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

Step	Action
10.	Click the View Log/Trace link. View Log/Trace
11.	To access the report, click on the PDF file.
12.	This topic showed how to run the NDS Fund Balance Statewide Report. End of Procedure.

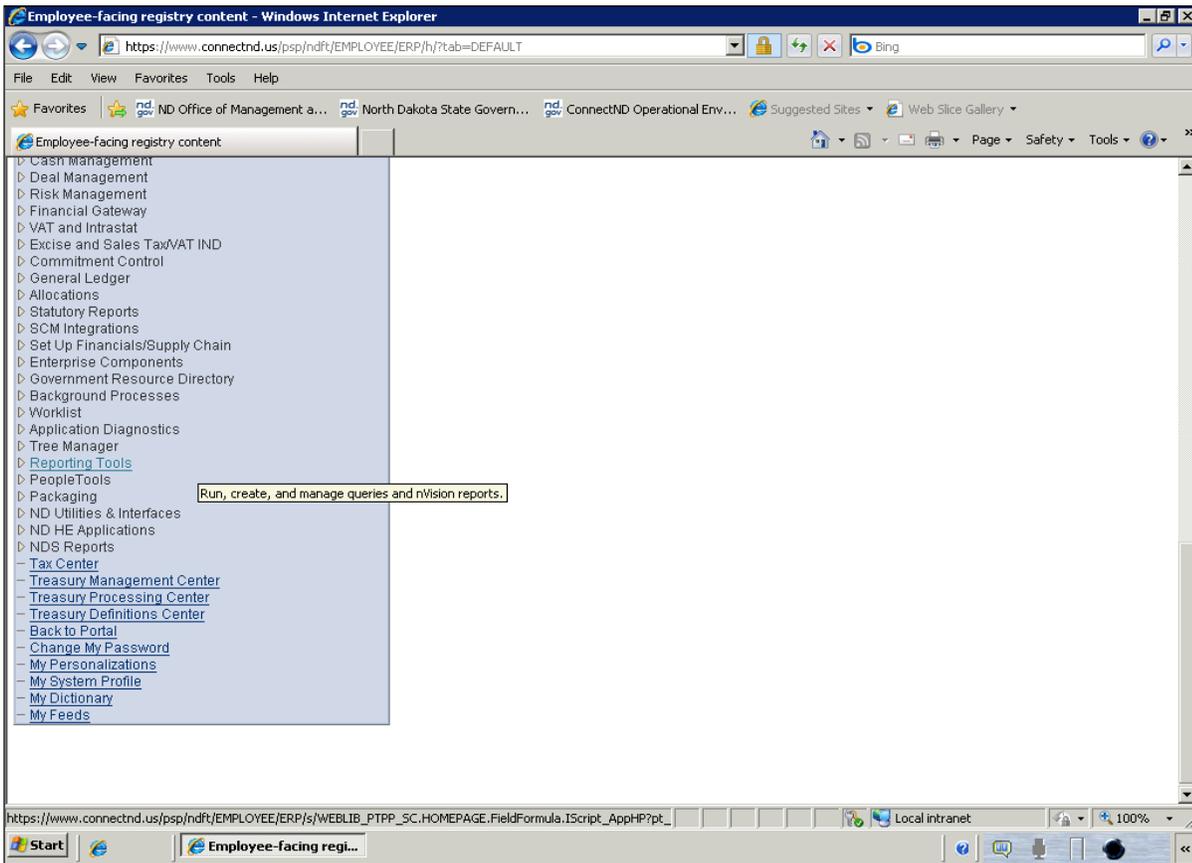
ST 8.4.3 - NDS_GL01 Itemized Query

NDS_GL01 Itemized Query

Navigation: [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

Procedure

This topic shows to run the NDS_GL01 Itemized Query.

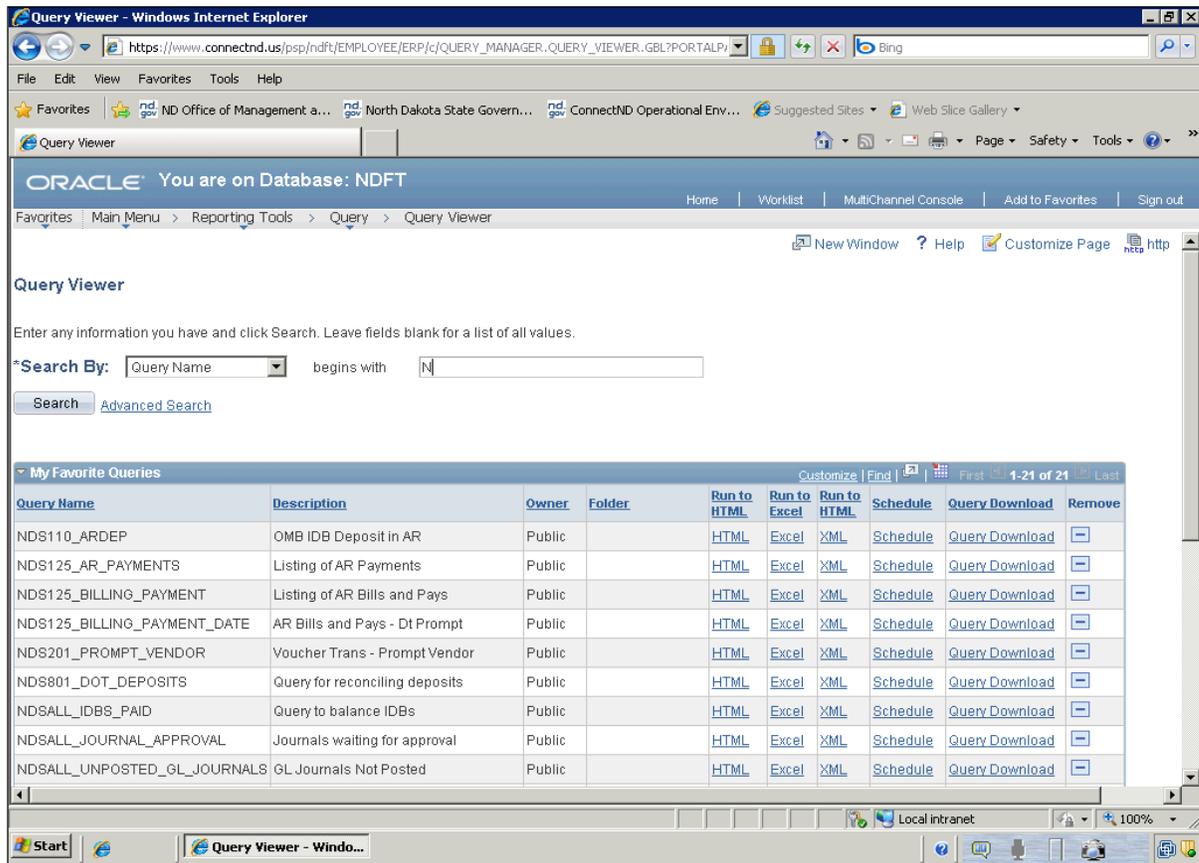


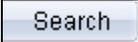
Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools
2.	Click the Query link. Query
3.	Click the Query Viewer link. Query Viewer

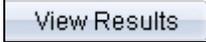


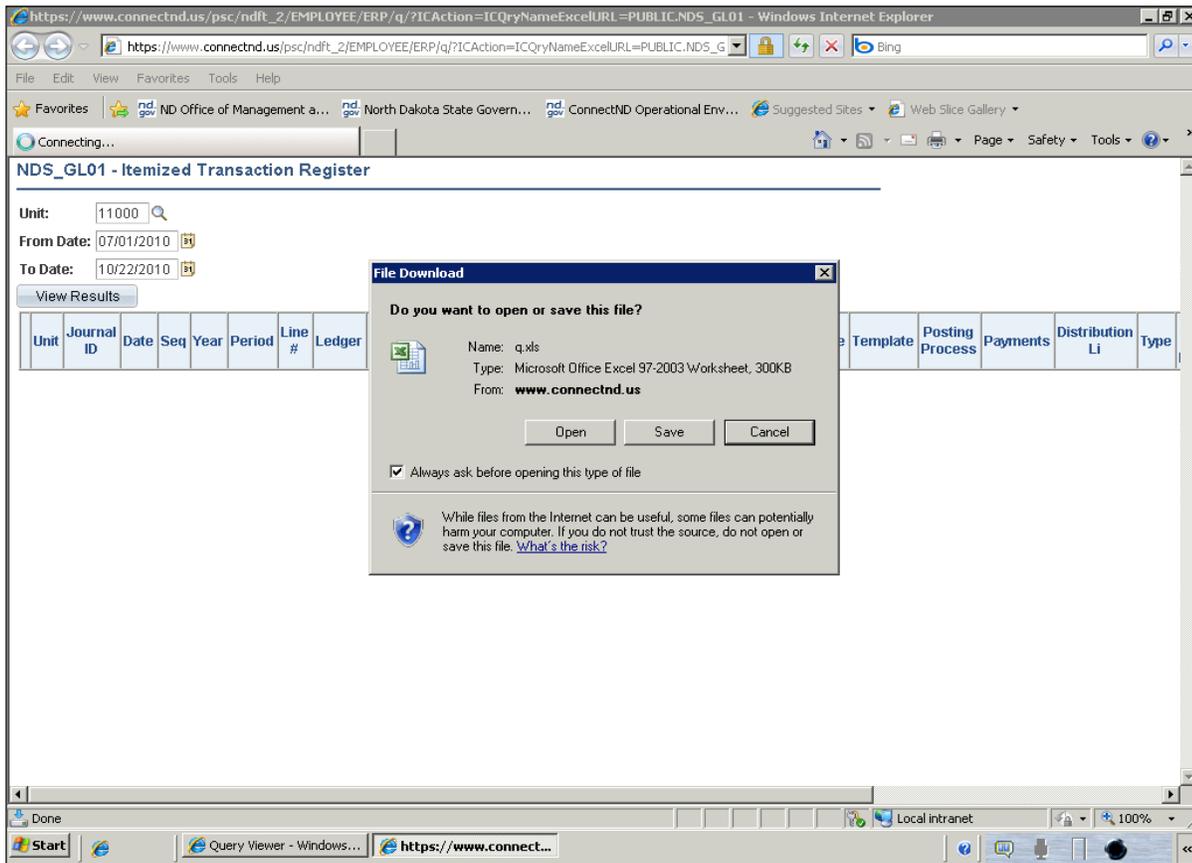
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Step	Action
4.	Enter the desired information into the begins with field. Enter " NDS_GL01 ". Note: This is a search tool if you do not know the name of the Query.
5.	Click the Search button. 
6.	Click the Excel link. Note: This report can Run to HTML or Excel. 
7.	Enter the <u>From Date</u> or select dates from the calendar icon. Click the Choose a date (Alt+5) button. 

Step	Action
8.	Enter the <u>To Date</u> or select dates from the calendar icon. Click the Choose a date (Alt+5) button. 
9.	Click the View Results button. 



Step	Action
10.	Click the Open button. 
11.	The Excel spreadsheet displays the results of the query.
12.	This topic showed how to run the NDS_GL01 Itemized Query. End of Procedure.



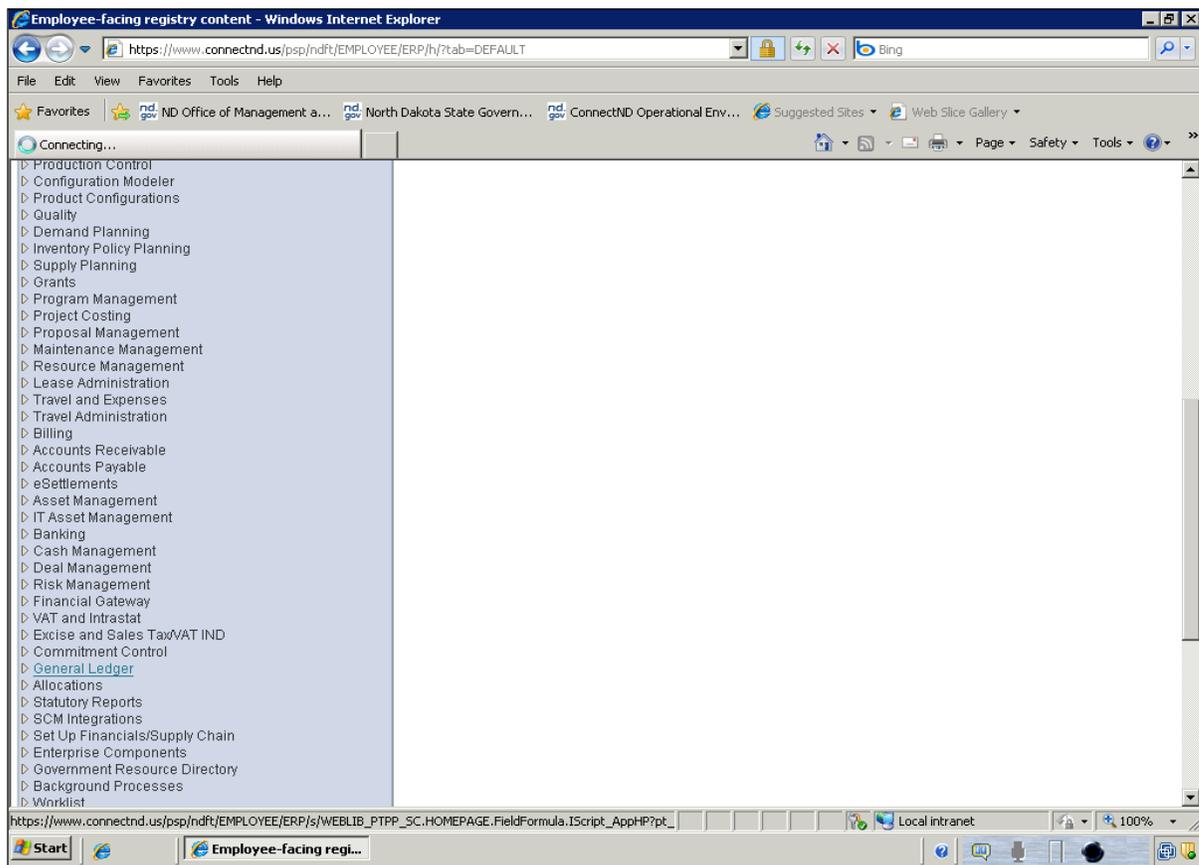
ST 8.4.4 - Ledger Inquiry

Ledger Inquiry

Navigation: [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)

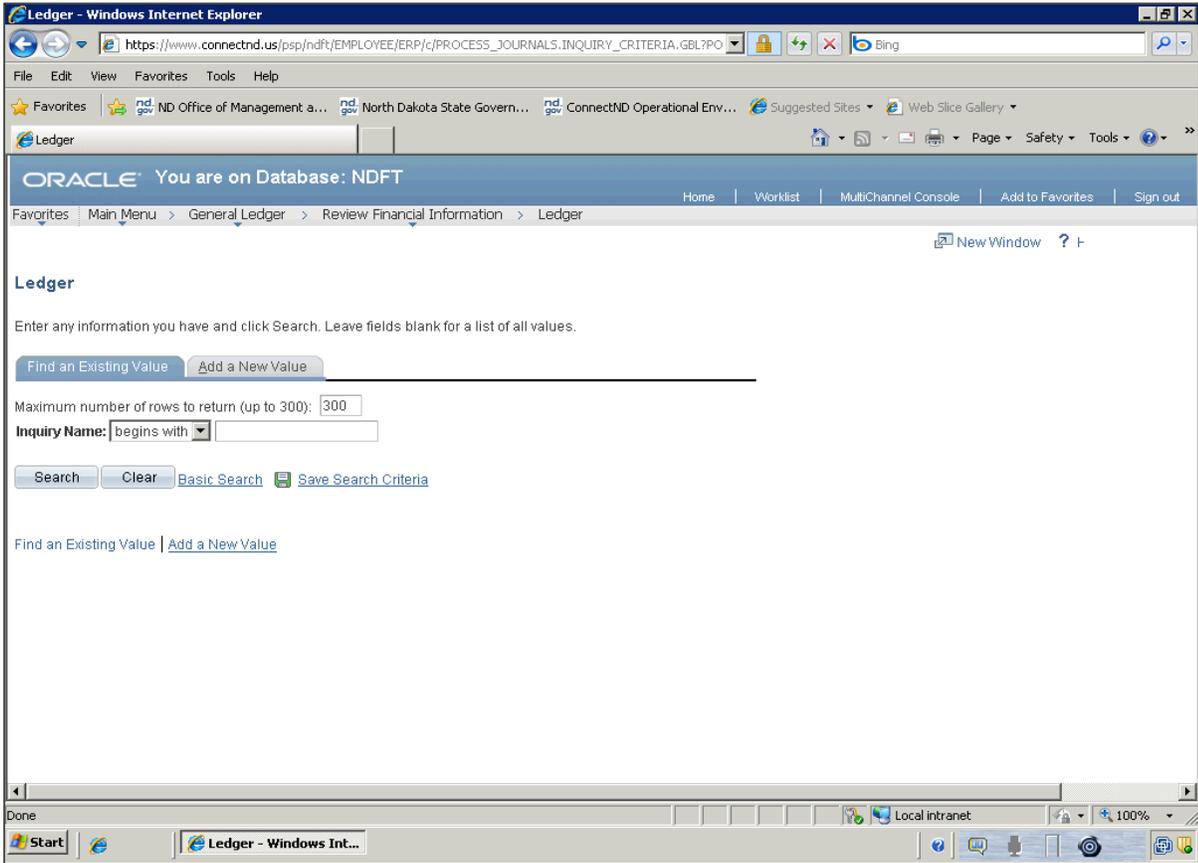
Procedure

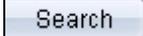
This topic shows how to run a Ledger Inquiry.



Step	Action
1.	Click the General Ledger link. 
2.	Click the Review Financial Information link. 

Step	Action
3.	Click the Ledger link. 



Step	Action
4.	Click the Search button. 



Training Guide

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Step	Action
5.	Enter the desired information into the Unit field. Enter " 11000 ".
6.	Enter the desired information into the Fiscal Year field. Enter " 2011 ".
7.	Enter the desired information into the To Period field. Enter " 12 ".
8.	Click the Show Transaction Details option. <input checked="" type="checkbox"/> Show Transaction Details
9.	Enter the desired information into the Value field. Enter " 131002 ".
10.	Click the Look up Value (Alt+5) button. <input type="text" value=""/>
11.	Click the Interdepartmental Receivable link. Interdepartmental Receivable
12.	Click the Search button. <input type="button" value="Search"/>

Ledger - Windows Internet Explorer

https://www.connectnd.us/bsp/nd/r/EMPLOYEE/ERP/c/PROCESS_JOURNALS.INQUIRY_CRITERIA.GBL?PO

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Transaction Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
JRNLRVIEW	11000	ACTUALS	2011	1	12		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency

Max Ledger Rows: 100

Go To [Inquiry Criteria](#) [Transaction Criteria](#)

Transaction Details Find | View All | First | 1 of 3 | Last

Period	Account	Account Description	Stat
1	131002	Interdepartmental Receivable	

Amount (in Transaction Currency): 25.00 USD Amount (in Base Currency): 25.00 USD

Journals Customize | Find | First | 1 of 1 | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
LM00931404	14290	07/01/2010		0.00	N	25.00	USD	25.00	USD

javascript:submitAction_win0(document.win0, \$ICField38\$viewall\$0);

Local intranet 100%

Start | Ledger - Windows Int...

Step	Action
13.	Click the View All link. View All
14.	Detail is listed for the criteria selected.
15.	This topic showed how to run a Ledger Inquiry. End of Procedure.



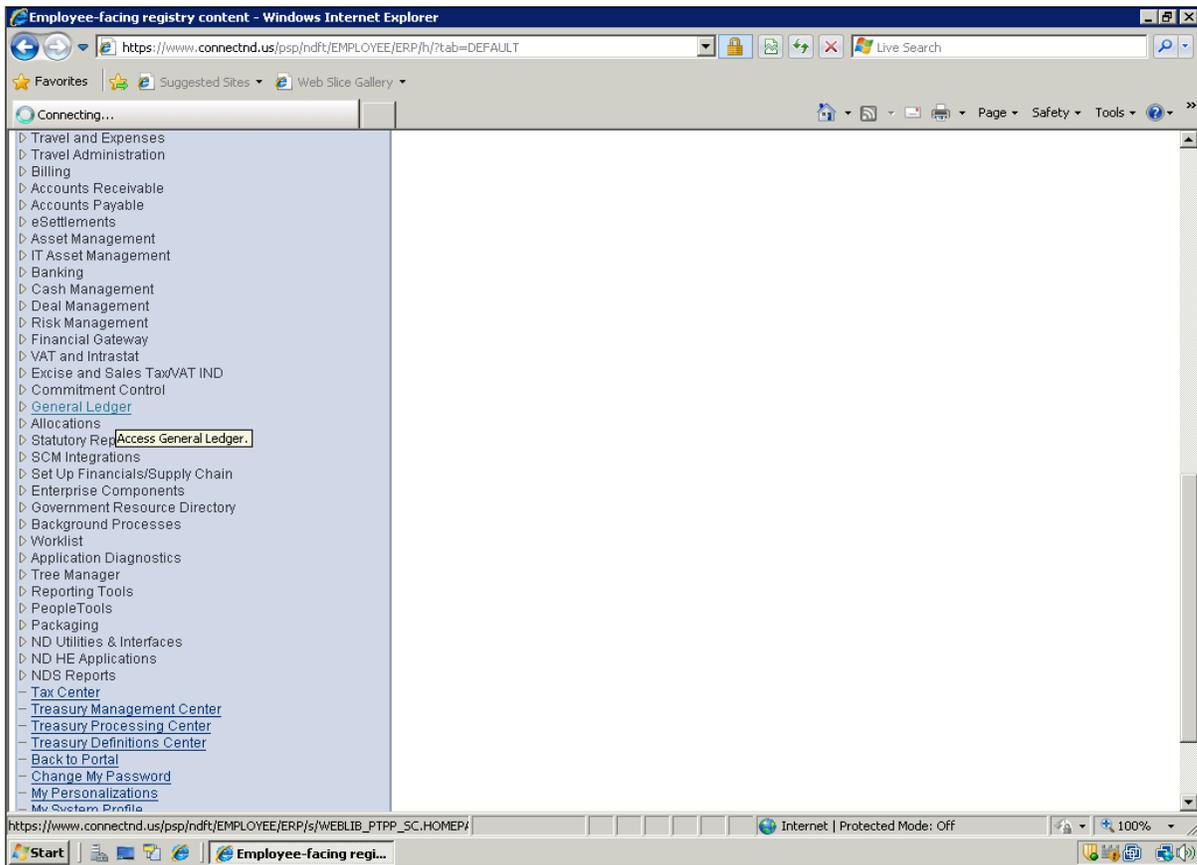
ST 8.4.5 - Trial Balance Report

Trial Balance

Navigation: General Ledger > General Reports > Trial Balance

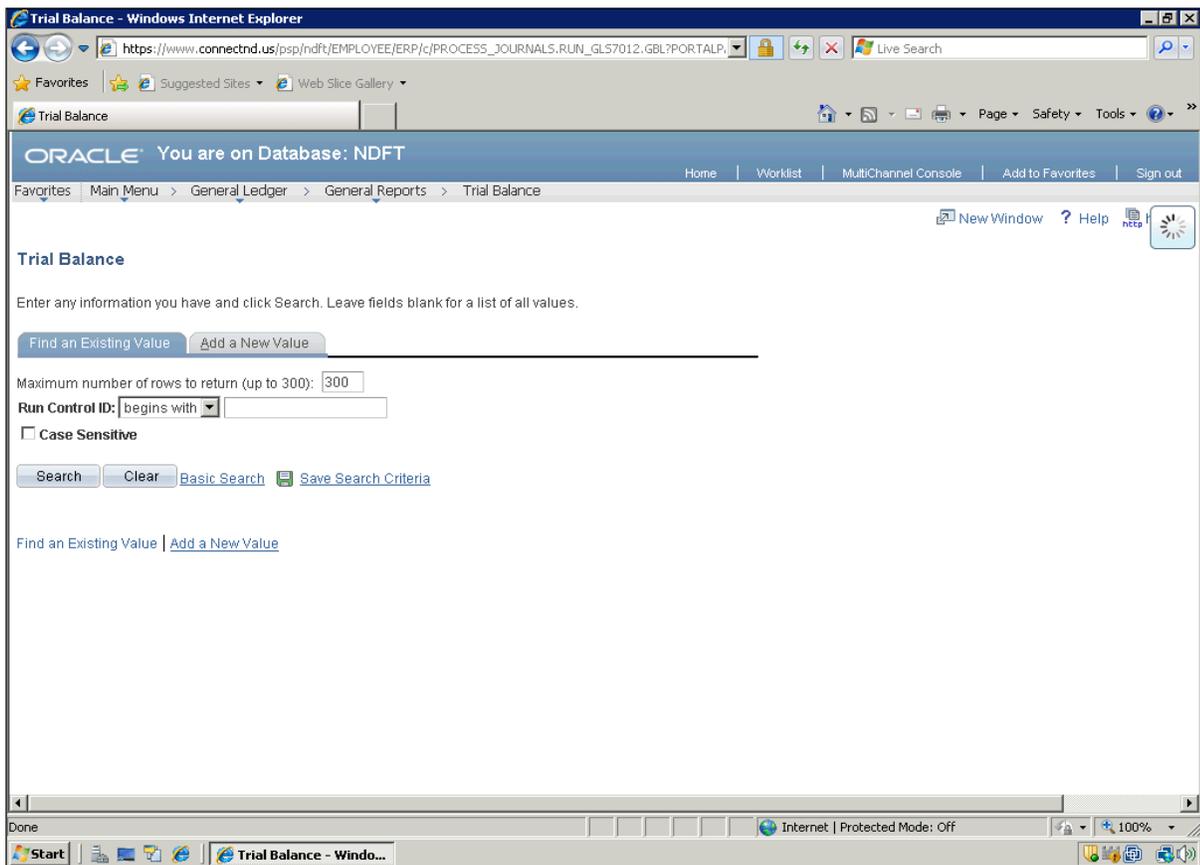
Procedure

This topic shows how to run a Trial Balance Report.



Step	Action
1.	Click the General Ledger link. 
2.	Click the General Reports link. 

Step	Action
3.	Click the Trial Balance link. Trial Balance
4.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>



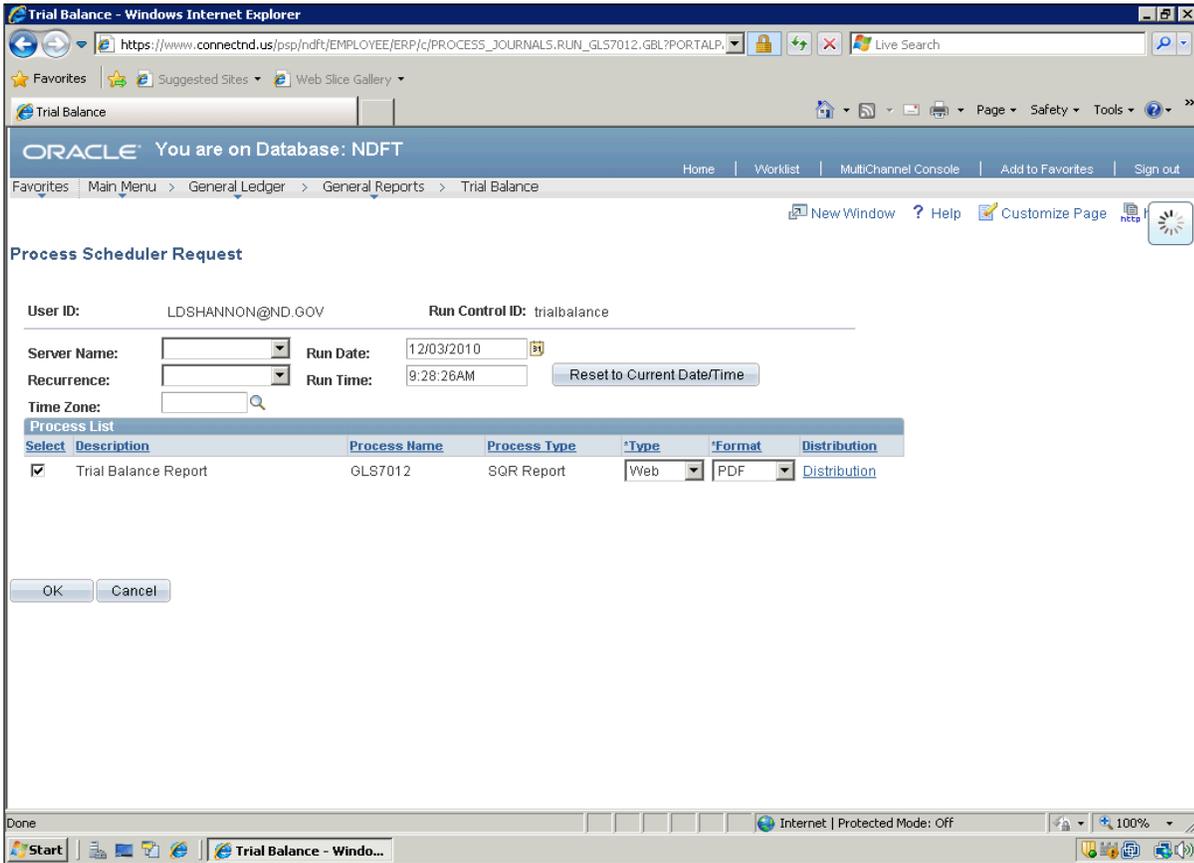
Step	Action
5.	Click the Search button. Search

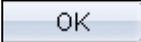


Training Guide Module 8 – General Ledger

Step	Action
6.	Click the trialbalance link.

Step	Action
7.	Enter the desired information into the Fiscal Year field. Enter " 2010 ".
8.	Enter the desired information into the Period field. Enter " 6 ".
9.	Click the Refresh button. This will re-sort the ChartField Selection section.
10.	Select the Include CF, Descr, or Subtotal boxes as needed. This will provide a more detailed breakdown.
11.	Click the Run button.



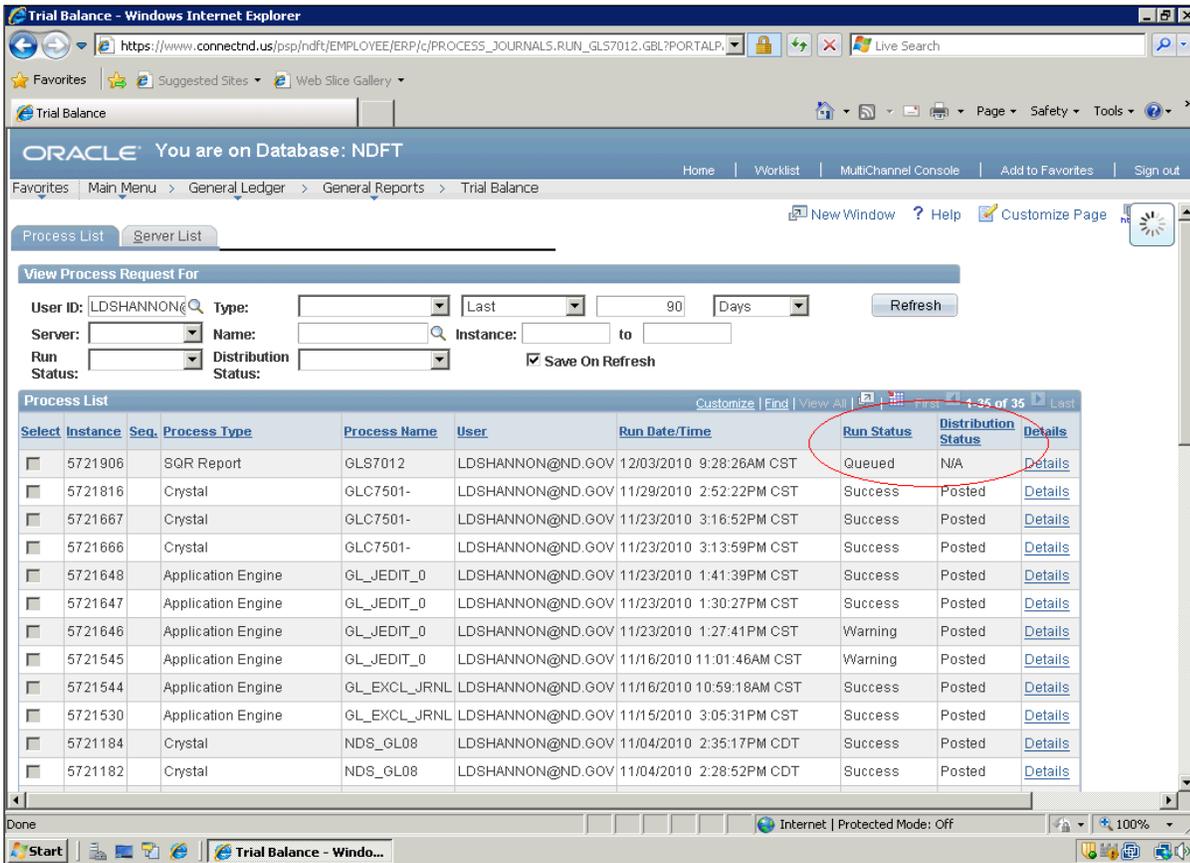
Step	Action
12.	Click the OK button. 



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Step	Action
13.	Click the Process Monitor link. Process Monitor



Step	Action
14.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p><input type="button" value="Refresh"/></p>
15.	<p>Click the Details link.</p> <p><input type="button" value="Details"/></p>



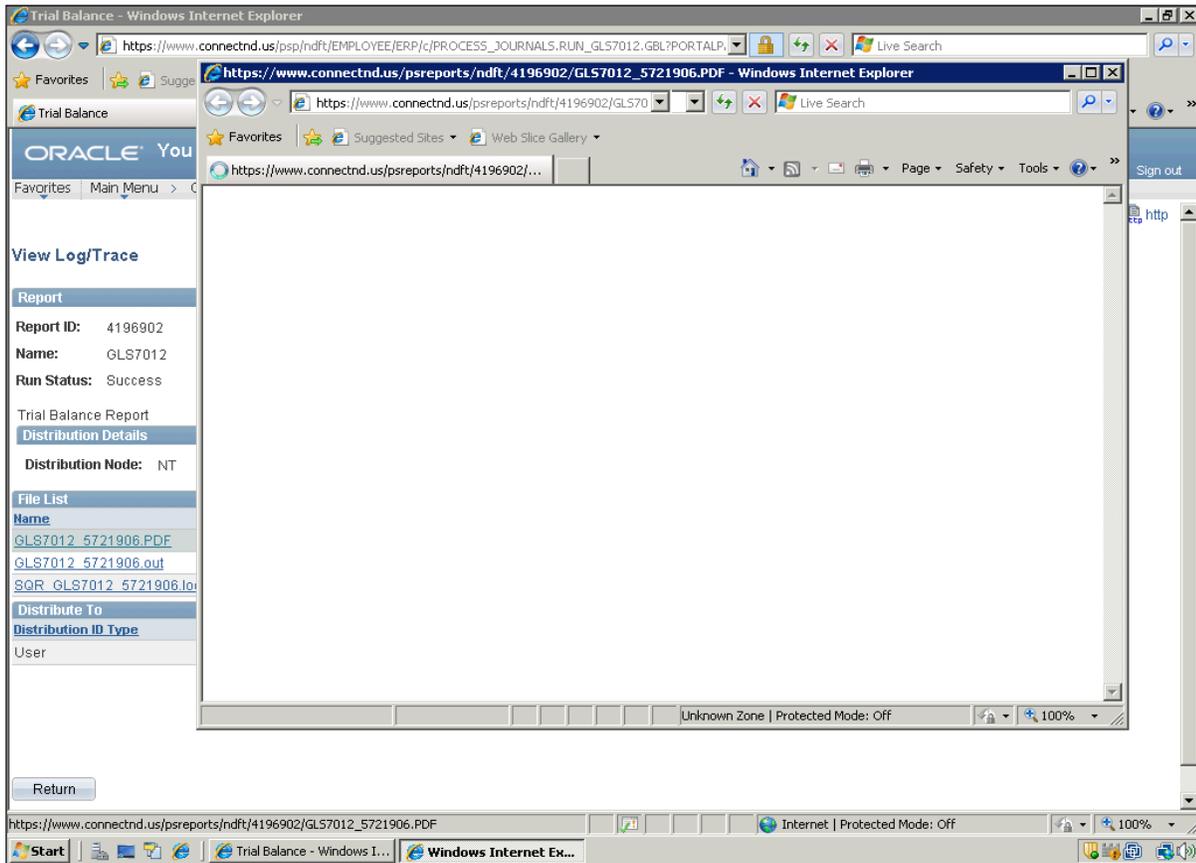
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The screenshot shows the Oracle Trial Balance report interface. The breadcrumb navigation is: Favorites | Main Menu > General Ledger > General Reports > Trial Balance. The 'Process Detail' section includes the following information:

- Process:** Instance: 5721906, Type: SQR Report, Name: GLS7012, Description: Trial Balance Report, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: trialbalance, Location: Server, Server: PSNT, Recurrence: (empty).
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On: 12/03/2010 9:28:31AM CST, Run Anytime After: 12/03/2010 9:28:26AM CST, Began Process At: 12/03/2010 9:28:50AM CST, Ended Process At: 12/03/2010 9:29:01AM CST.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, [View Log/Trace](#).

Step	Action
16.	Click the View Log/Trace link. View Log/Trace



Step	Action
17.	Click the GLS7012_5721906.PDF link. GLS7012_5721906.PDF
18.	The Trial Balance report is displayed.
19.	This topic showed how to run the Trial Balance Report. End of Procedure.



ST Lesson 8.5 - Open Items

Open Items

The Open Item feature in PeopleSoft allows you to monitor the balance of your Interdepartmental receivable accounts by agency and fund.

ST 8.5.1 - Review Open Item Status

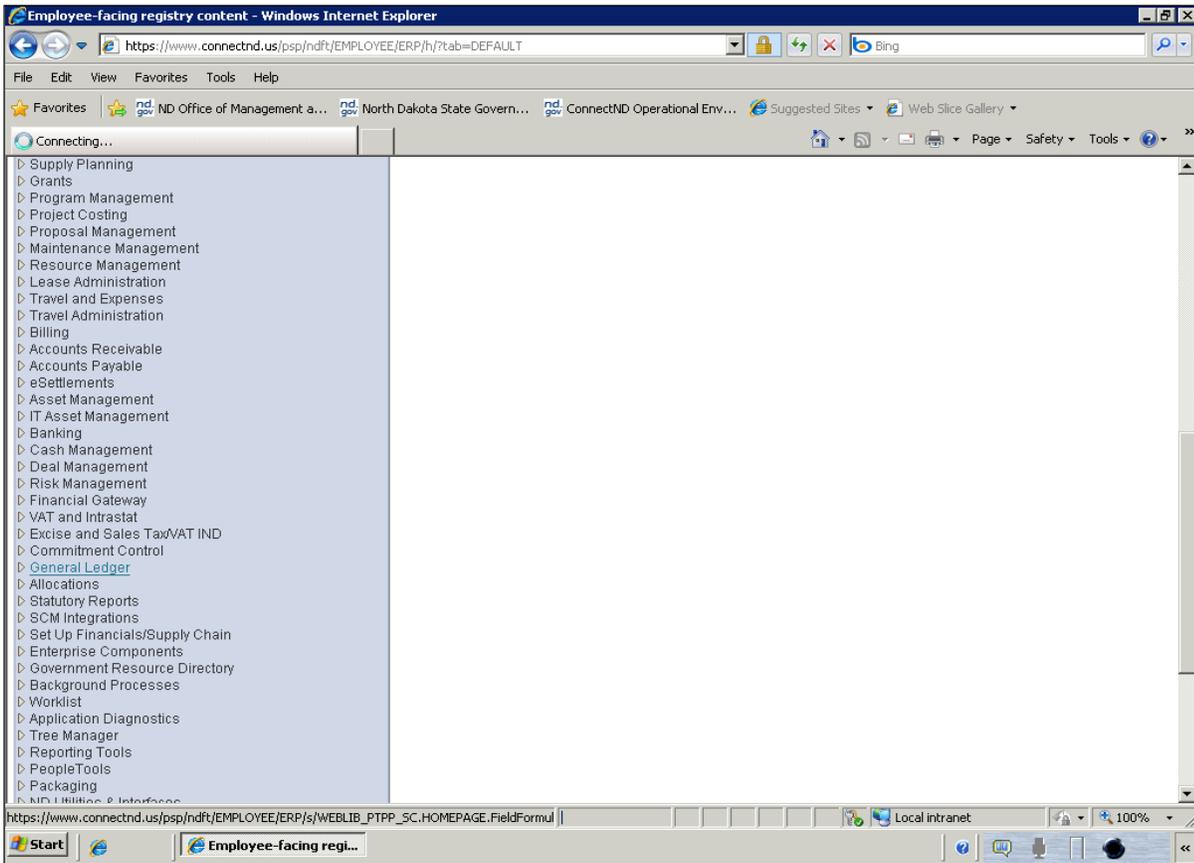
Review Open Item Status

Navigation: [General Ledger > Open Items > Review Status Online](#)

Open Item Status inquiry displays open item billing, payment and balance information originating from InterDepartmental Billings (IDB's) in General Ledger. Open item status, date range, and business unit can be specified to isolate the results.

Procedure

This topic shows how to Review Open Item Status.



Step	Action
1.	Click the General Ledger link. ▶ General Ledger
2.	Click the Open Items link. Open Items
3.	Click the Review Status Online link. Review Status Online



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Review Open Item Status

*Unit: 11000 | *Ledger: ACTUALS | *Inquire: Open | Journal ID: | Journal Date From To: 10/01/2004 to 06/17/2010 | Closed Date From To: 01/01/1990 to 04/21/2010 | Reconcile Nbr: |

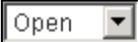
Account	Oper Unit	Inquire	Dept	Program	Class	Project	Subsys_PC_BU	Subsys_Activ_ID	Subsys_Anal_Typ	Book Code	Scenario	Currency	Open It
131002		Open											12500

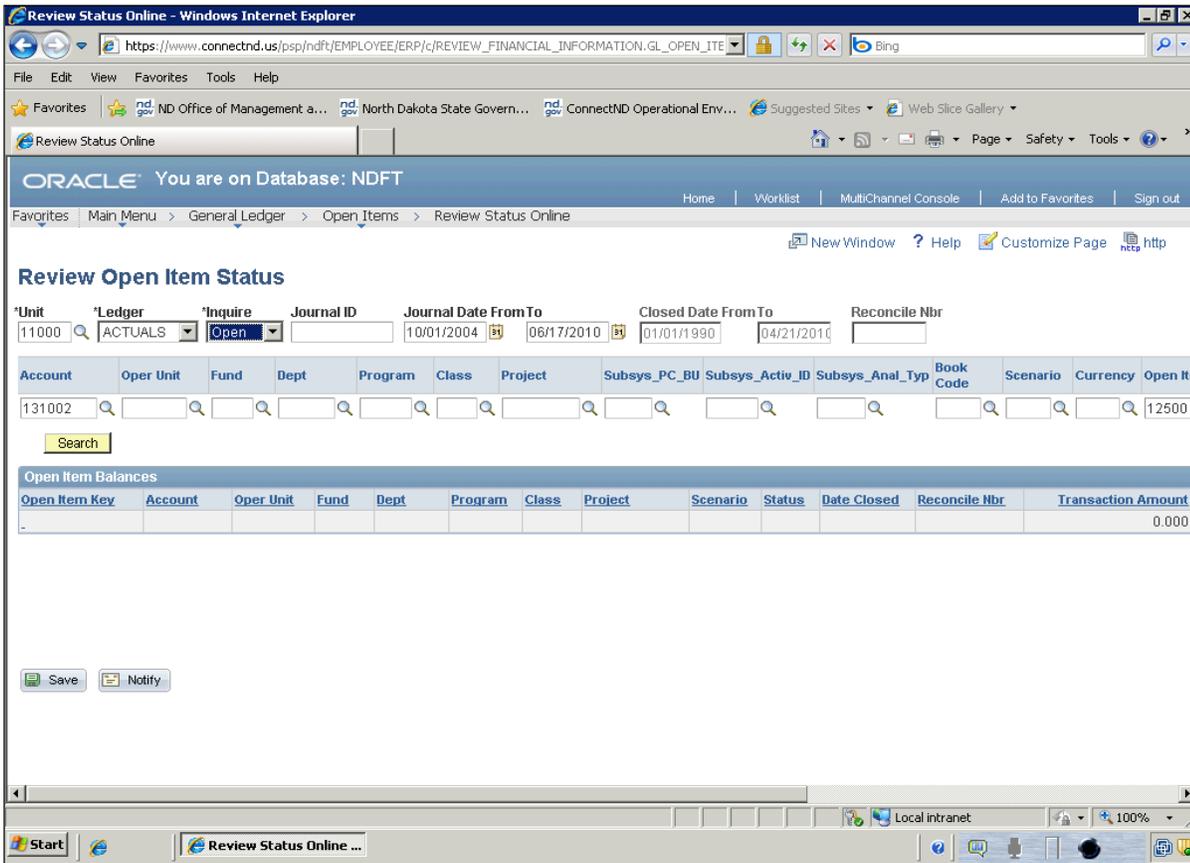
Search

Open Item Balances

Open Item Key	Account	Oper Unit	Fund	Dept	Program	Class	Project	Scenario	Status	Date Closed	Reconcile Nbr	Transaction Amount
												0.000

Save | Notify

Step	Action
4.	Click the Inquire drop down list. 

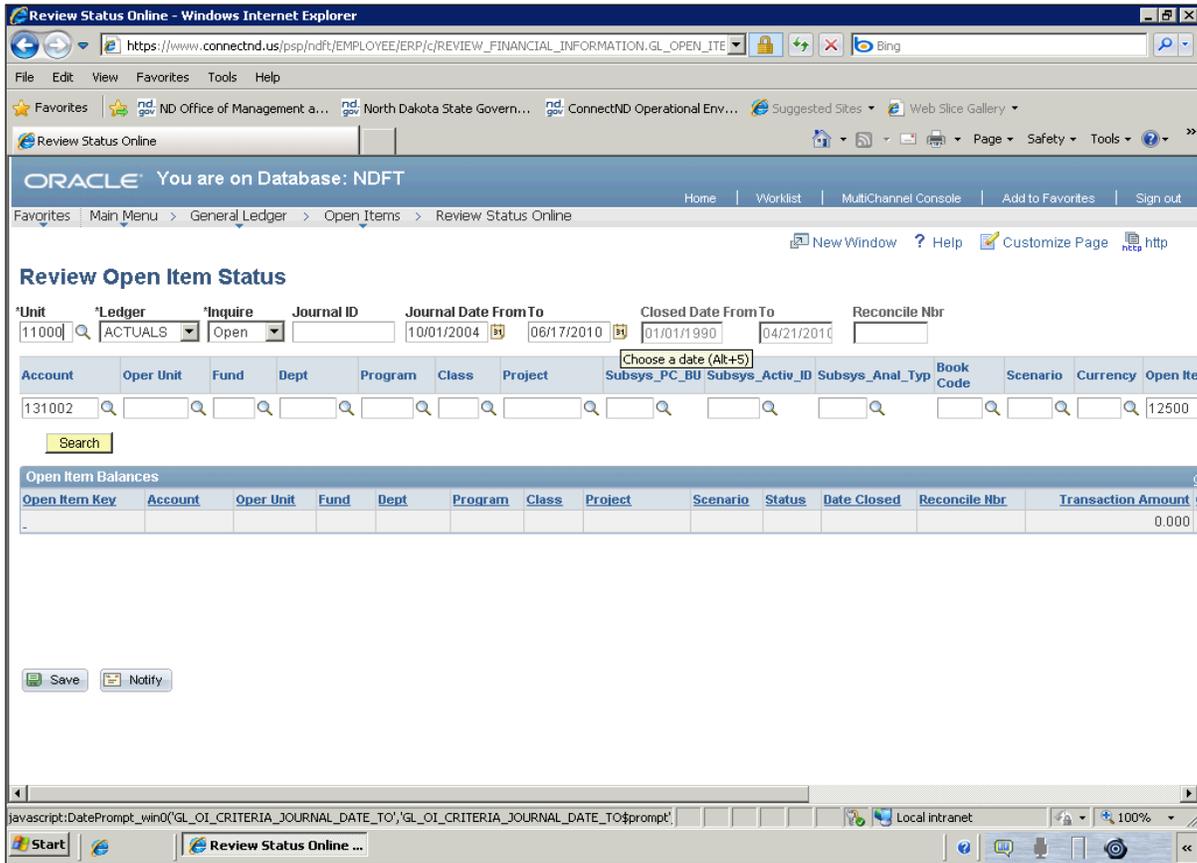


Step	Action
5.	<p>Select the Open list item.</p> <p>Note: <u>Open</u> will only display Open status items. <u>Both</u> will display Open and Closed status items. <u>Closed</u> will only display Closed status items.</p> <p></p>
6.	<p>"Journal Date From To" dates will remain the same from the prior saved search. <u>These must be changed if you want current information or if a certain date range is needed.</u></p>



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Step	Action
7.	<p>A few options are available for the "To" field:</p> <ol style="list-style-type: none"> 1) Keep previously saved date 2) Type in desired date 3) Choose a date from the calendar icon <p>Click the Choose a date (Alt+5) button.</p> 
8.	<p>Click the Current Date link.</p> 
9.	<p>For a specific business unit inquiry, enter the desired information into the Open Item Key field. Enter "12500".</p> <p>The Open Item Key field can also be left blank to display all business unit activity.</p>
10.	<p>Click the Fetch Selection (Search) button.</p> 

Step	Action
11.	Open Item Balances information is displayed. Note: Only this status is displayed because the Inquire selection was Open.
12.	Click the 12500 link. 12500
13.	This selection displays activity for the Open Item business unit.
14.	This topic showed how to Review Open Item Status. End of Procedure.



ST 8.5.2 - Open Item Listing Report

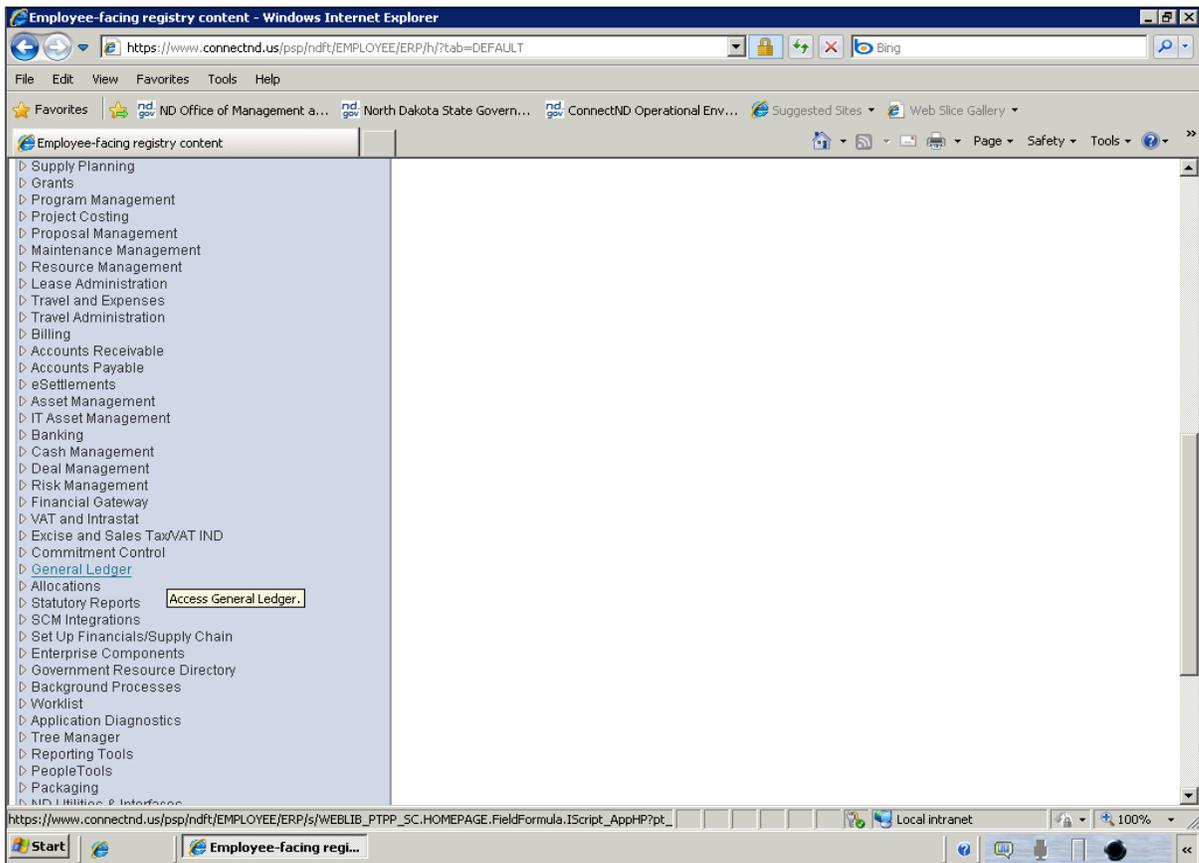
Open Item Listing Report

Navigation: General Ledger > Open Items > Open Item Listing Report

The Open Item Listing Report displays a listing of outstanding balances per open item (business unit). This report is beneficial in maintaining customer balances and activity.

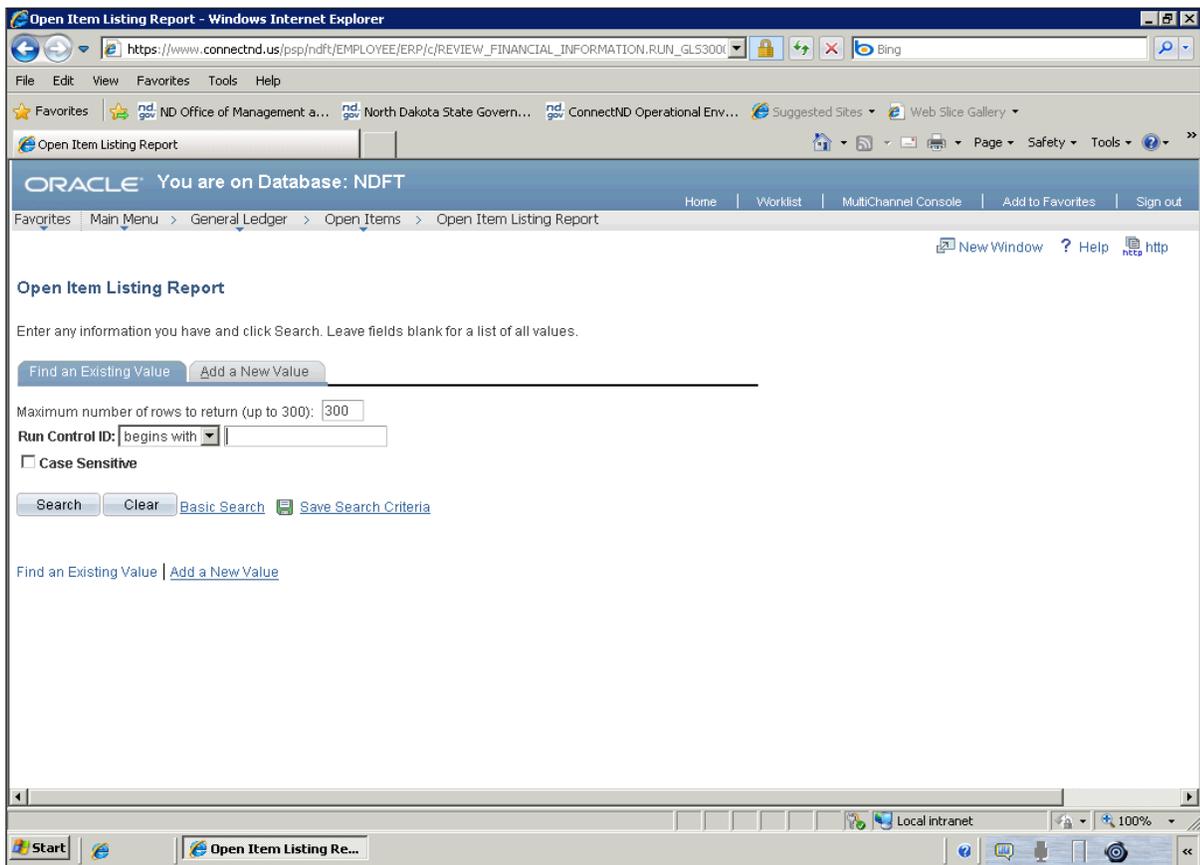
Procedure

This topic shows how to run an Open Item Listing Report.



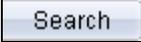
Step	Action
1.	Click the General Ledger link. 

Step	Action
2.	Click the Open Items link. Open Items
3.	Click the Open Item Listing Report link. Open Item Listing Report
4.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>



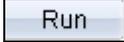


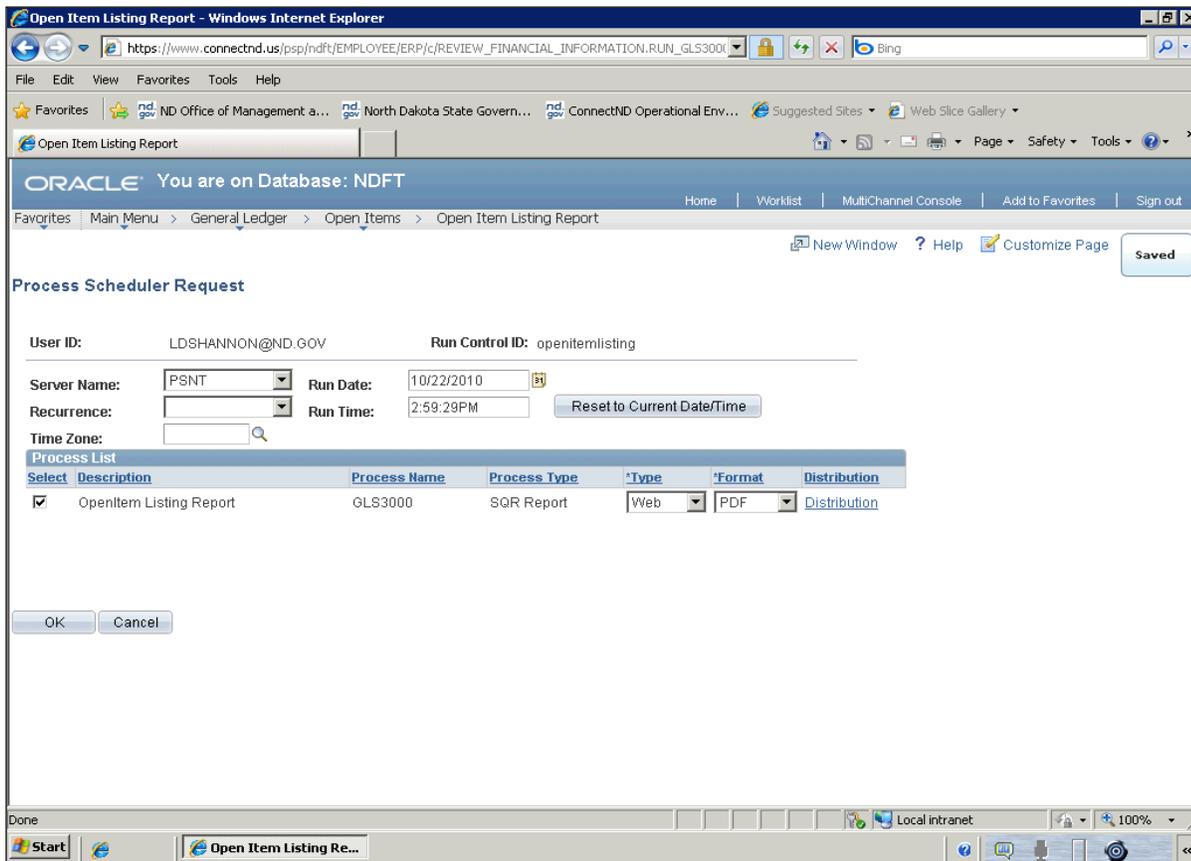
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Step	Action
5.	Click the Search button. 
6.	Click the openitemlisting link. 

Sequence	ChartField Name	Include CF	Descr	Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
	Budget Period	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		

Step	Action
7.	Enter the desired information into the Unit field. Enter " 11000 ".
8.	A few options are available for the " As of Date: " field: <ul style="list-style-type: none"> 1) Keep currently saved date 2) Type in desired date 3) Choose a date from the calendar icon. Click the Choose a date (Alt+5) button. 

Step	Action
9.	Click the Current Date link. 
10.	Select Include CF (Chartfield) boxes to be displayed in the report. The Sequence field will sort them accordingly.
11.	Click the Include CF (Chartfield) option. 
12.	Click the Descr option. 
13.	Enter the desired Account code in the Value field. Enter " 131002 " (InterDepartmental Receivable account).
14.	Click the Run button. 



The screenshot shows a web browser window displaying the Oracle Open Item Listing Report process scheduler request interface. The browser title is "Open Item Listing Report - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/REVIEW_FINANCIAL_INFORMATION.RUN_GLS3000. The page title is "ORACLE You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > General Ledger > Open Items > Open Item Listing Report. The page contains a "Process Scheduler Request" form with the following fields:

- User ID: LDSHANNON@ND.GOV
- Run Control ID: openitemlisting
- Server Name: PSNT
- Run Date: 10/22/2010
- Recurrence: (empty)
- Run Time: 2:59:29PM
- Time Zone: (empty)

Below the form is a "Process List" table with the following columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. The table contains one row:

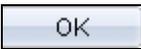
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	OpenItem Listing Report	GLS3000	SGR Report	Web	PDF	Distribution

At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar shows "Done" and "Local intranet".



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Step	Action
15.	Click the OK button. 

Step	Action
16.	Click the Process Monitor link. 

Step	Action
17.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
18.	<p>Click the Details link.</p> 



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The screenshot displays the Oracle Open Item Listing Report interface. The browser title is "Open Item Listing Report - Windows Internet Explorer". The URL is "https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/REVIEW_FINANCIAL_INFORMATION.RUN_GLS3000". The page header shows "ORACLE You are on Database: NDFT". The breadcrumb navigation is "Main Menu > General Ledger > Open Items > Open Item Listing Report".

Process Detail

Process	
Instance: 5720733	Type: SQR Report
Name: GLS3000	Description: OpenItem Listing Report
Run Status: Success	Distribution Status: Posted

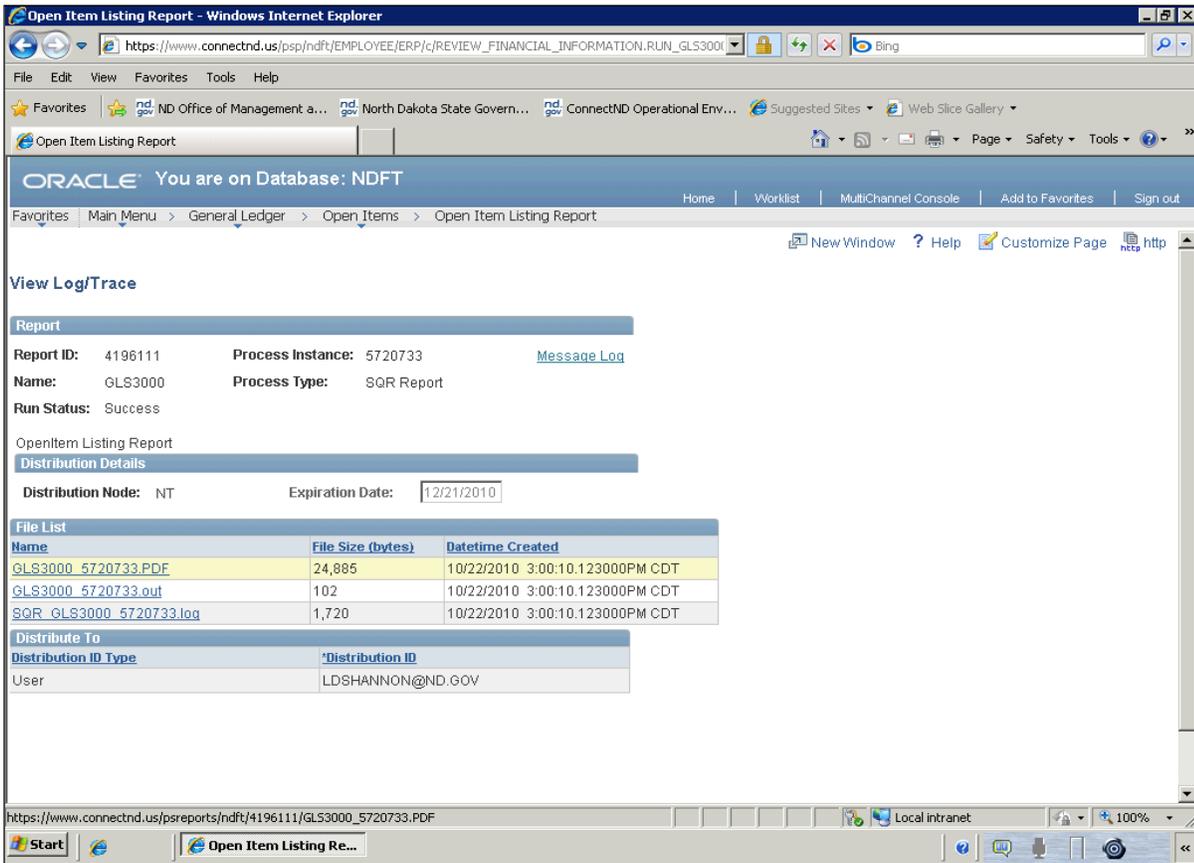
Run Control

Run Control ID: openitemlisting	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSNT	
Recurrence:	

Date/Time

Request Created On: 10/22/2010 2:59:34PM CDT	Parameters Transfer
Run Anytime After: 10/22/2010 2:59:29PM CDT	Message Log
Began Process At: 10/22/2010 2:59:55PM CDT	Batch Timings
Ended Process At: 10/22/2010 3:00:10PM CDT	View Log/Trace

Step	Action
19.	Click the View Log/Trace link. View Log/Trace



Step	Action
20.	Click the GLS3000_5720733.PDF link.
21.	The Open Items Listing Report is displayed.
22.	This topic showed how to run the Open Item Listing Report. End of Procedure.



ST Lesson 8.6 - Chartfields

ChartFields

PeopleSoft General Ledger defines the financial structure of an organization into structural components called ChartFields. These fields classify accounts into the appropriate reporting entities and expenditure categories for financial reporting.

ST 8.6.1 - Setting up a Fund

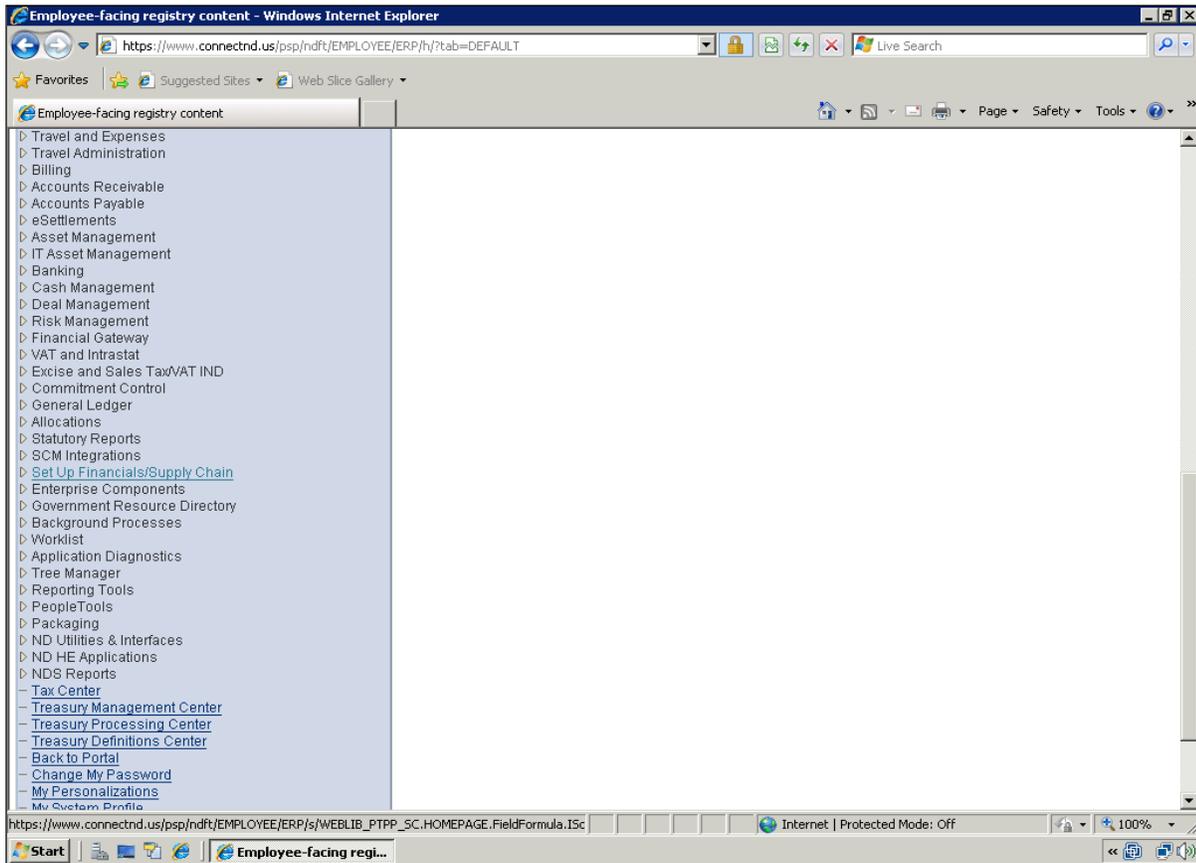
Setting up a Fund

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund Code

This component is for agencies authorized to set up their own funds.

Procedure

This topic shows how to Set up a Fund.

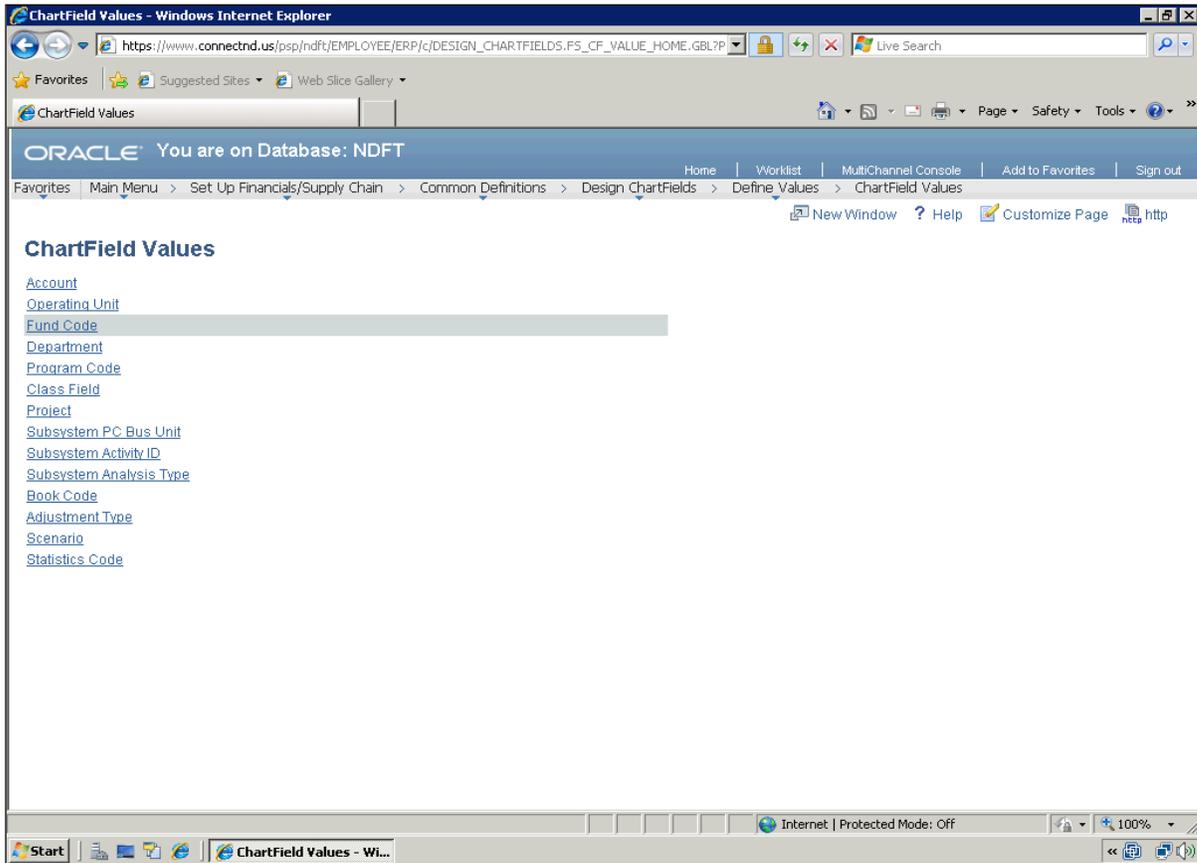


Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain
2.	Click the Common Definitions link. Common Definitions
3.	Click the Design ChartFields link. Design ChartFields
4.	Click the Define Values link. Define Values
5.	Click the ChartField Values link. ChartField Values

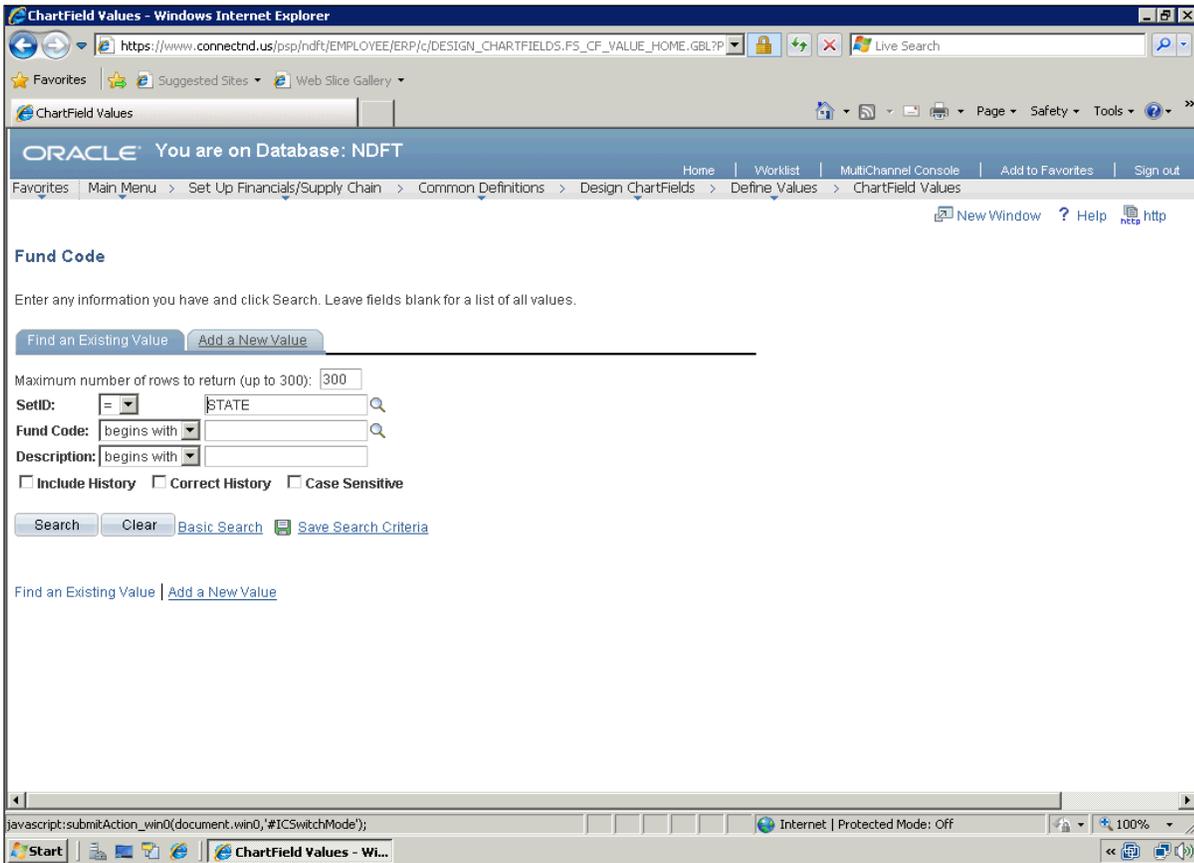


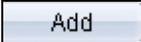
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Step	Action
6.	Click the Fund Code link. Fund Code

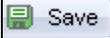


Step	Action
7.	Click the Add a New Value tab. 
8.	Enter the desired information into the Fund Code field. Enter " G1220 ".
9.	Click the Add button. 
10.	The Effective Date will populate to the current date. The date can be changed, if necessary.



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Step	Action
11.	Enter the desired information into the Description field. Enter " FUND TEST ".
12.	Enter the desired information into the Short Description field. Enter " FUND TEST ".
13.	Click the Save button. 
14.	This topic showed how to Set up a Fund. End of Procedure.

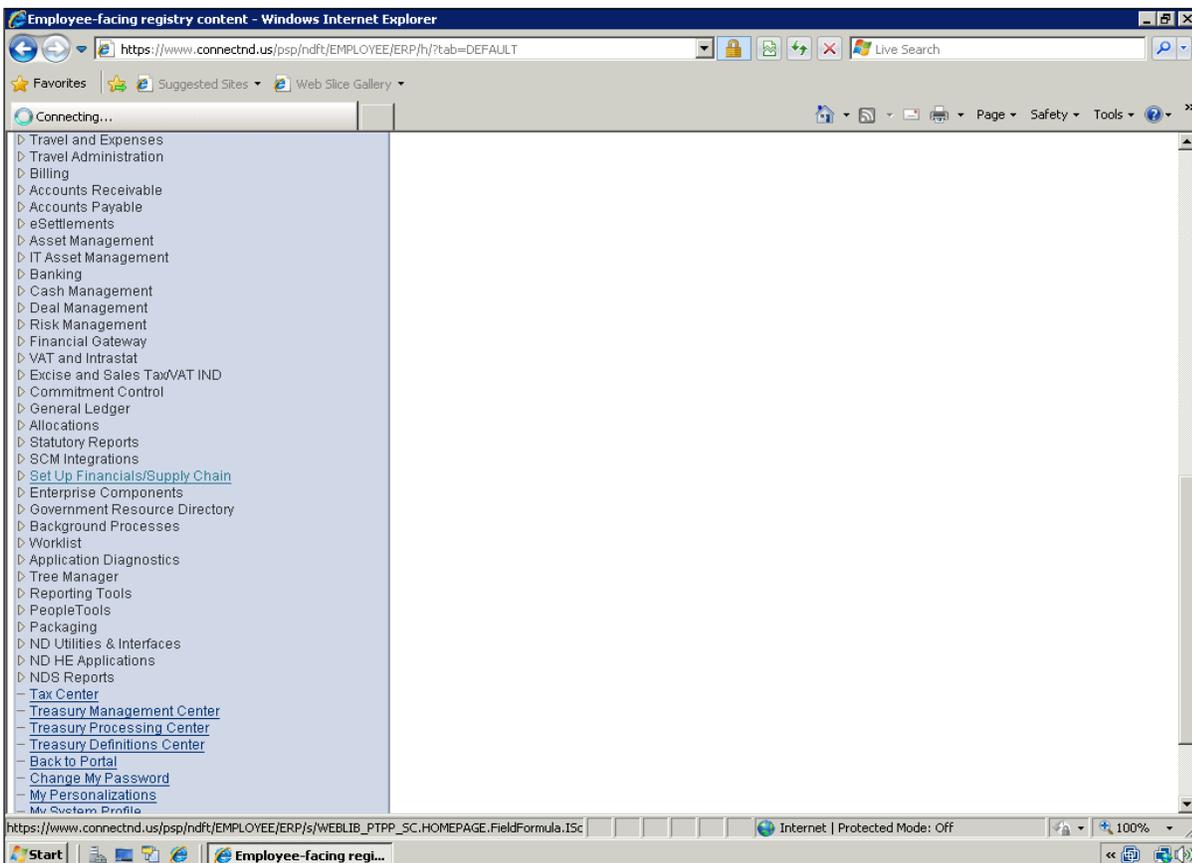
ST 8.6.2 - Assigning a CFDA to a Fund

Assigning a CFDA to a Fund

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund Code

Procedure

This topic shows how to Assign a CFDA to a Fund.



Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain
2.	Click the Common Definitions link. Common Definitions

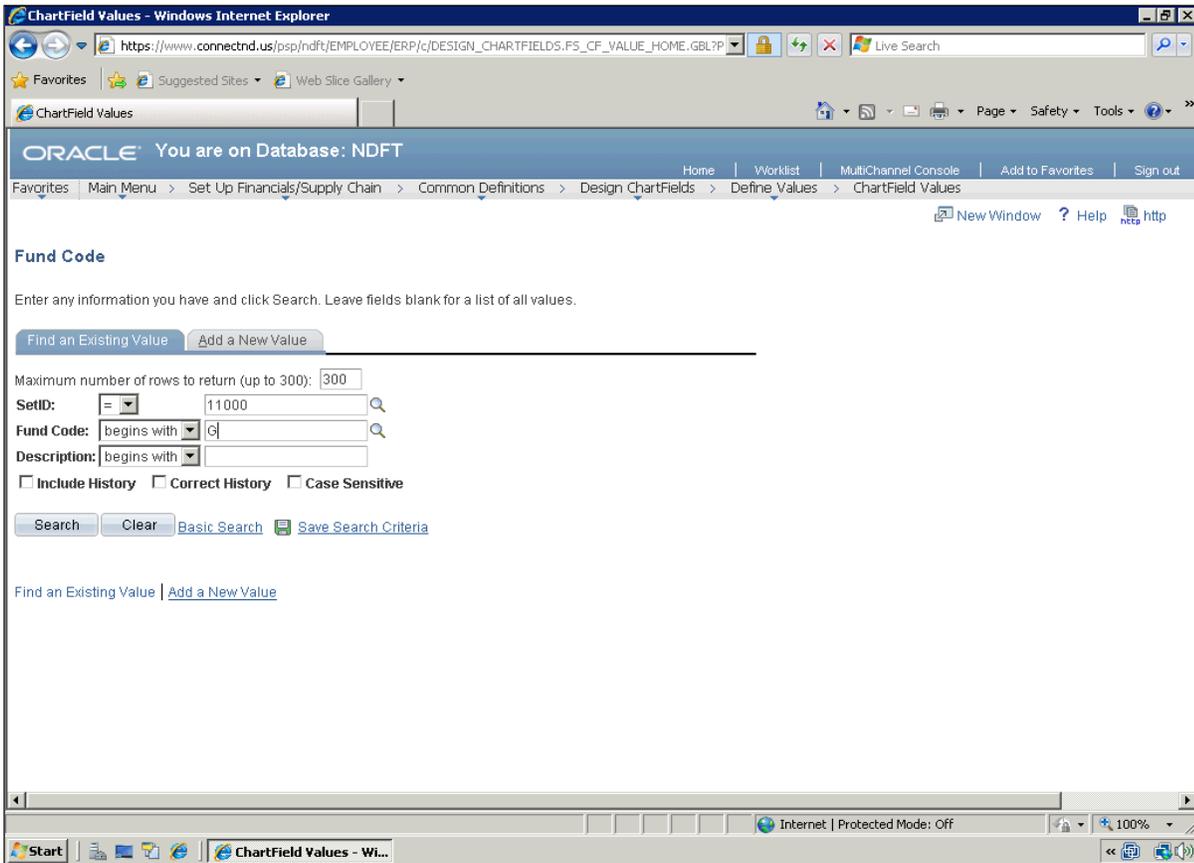


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Step	Action
3.	Click the Design ChartFields link. Design ChartFields
4.	Click the Define Values link. Define Values
5.	Click the ChartField Values link. ChartField Values

The screenshot shows a web browser window titled "ChartField Values - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/DESIGN_CHARTFIELDS.F5_CF_VALUE_HOME.GBL?P. The page header includes "ORACLE You are on Database: NDFT" and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, Sign out. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The main content area is titled "ChartField Values" and lists several links: Account, Operating Unit, Fund Code (highlighted in yellow), Department, Program Code, Class Field, Project, Subsystem PC Bus Unit, Subsystem Activity ID, Subsystem Analysis Type, Book Code, Adjustment Type, Scenario, and Statistics Code. The status bar at the bottom shows "Internet | Protected Mode: Off" and "100%".

Step	Action
6.	Click the Fund Code link. Fund Code



Step	Action
7.	Enter the desired information into the Fund Code field. Enter " G1220 ".
8.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



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ChartField Values - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/DESIGN_CHARTFIELDS.FS_CF_VALUE_HOME.GBL?P

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

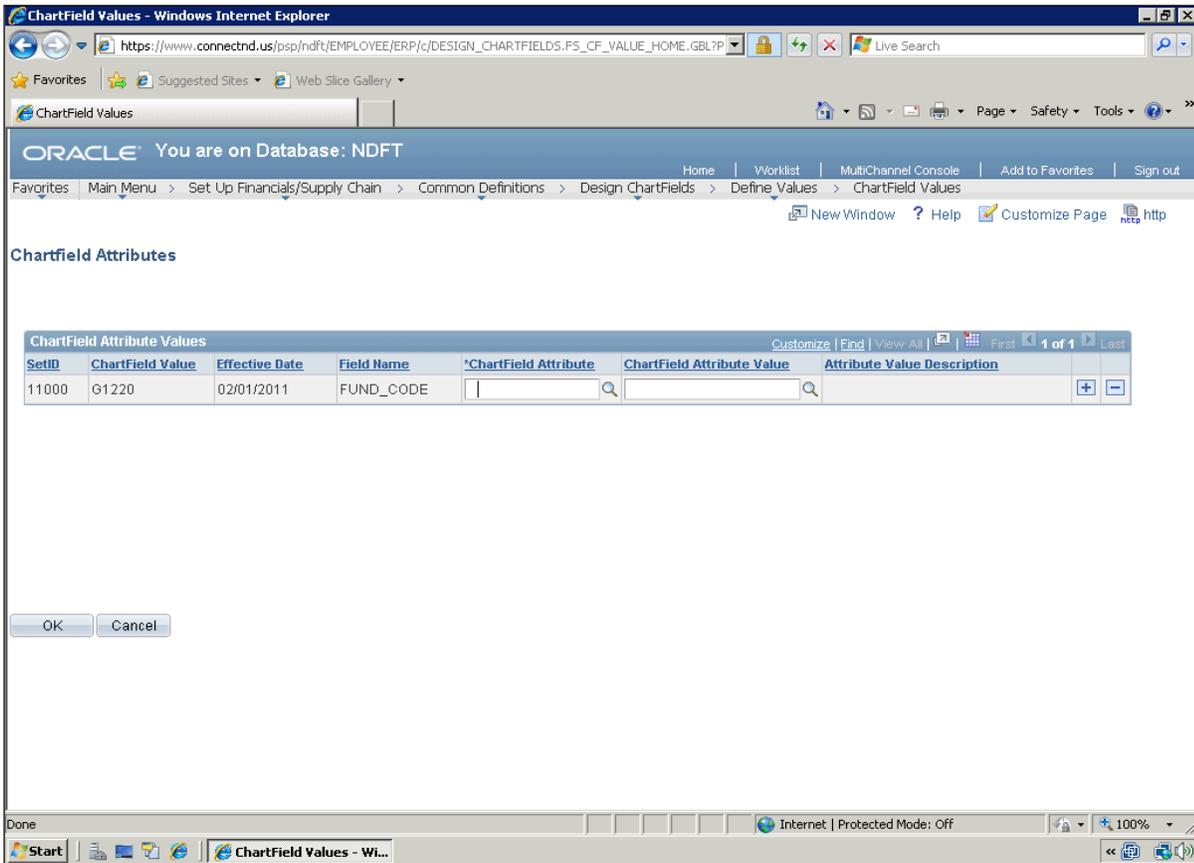
Fund Code

SetID: 11000 Fund Code: G1220

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
02/01/2011	Active	FUND TEST	FUND TEST	<input type="checkbox"/>	Attributes

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

Step	Action
9.	Click the Correct History button. 
10.	Click the Attributes link. 



Step	Action
11.	Enter the desired information into the ChartField Attribute field. Enter " CFDA ".
12.	Enter the desired information into the ChartField Attribute Value field. Enter " 10.216 ".
13.	Click OK.



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Step	Action
14.	Click the Save button. 
15.	This showed how to Assign a CFDA to a Fund. End of Procedure.