

FINANCIAL MANAGEMENT - CFS FINANCIAL SERVICES

CSULB General Ledger CSU Journal Entry Process - CFS 9.2

CSULB General Ledger CSU Journal Entry Process – CFS 9.2

REVISION CONTROL

Document Title:	CSULB Training Guide: CSU Journal Entry Process
Author:	CMS Financial Services
File Reference:	CSULB CSU Journal Entry Process CFS92

Date	Ву	Action	Pages
06/30/13	E Kist	Release of new document	All
07/31/14	M D'Aloisio	Added online journal entry process, updated screens to 9.2, and updated Journal Upload Template	
7/17/2023	A Reid	Revision to import template changes	All

Table of Contents

Intro	ductio	٦	1
1.0	Onlir	e Journal Entry	2
	1.1	Create Journal Entry	2
	1.2	Valid Journal Entry Example	5
	1.3	Example of Journal Entry Errors	6
2.0	Jour	nal Upload	7
	2.1	Prepare Custom Spreadsheet Journal	7
	2.2	Upload the Custom Spreadsheet Journal File	12
	2.3	Review Journal	20

Page

Introduction

The CSU Journal Entry Guide describes the steps to manually create online journals or upload a journal into PeopleSoft.

A custom Run Control and SQR process is used to upload a journal. The format of the file is "CSV". The CSU Journal Upload includes open period validation, combo edits, valid values, and balancing journals if specified, on all data at one time.

It also supports all types of journal entries including Actuals, Budgets and Encumbrance journal entries in accordance with CSU business processes.

This document will review the setup requirements and the processing steps for the CSU Journal Upload.

Related Documentation

In addition to this business process guide, users can review the following documents related to this process: (*Reference any accompanying policy guides, upgrade session notes, configuration guides, etc.*)

• N/A

1.0 Online Journal Entry

All financial information is recorded in the general ledger via journal entries. In PeopleSoft, there are five ways that journals can be created: Online Journal Entry, Copy Journals, Journal Upload, Journal Generation from a subsystem or interface, and Allocations. The first section of this guide will cover the Online Journal Entry Process.

1.1 Create Journal Entry

Create/Update Journal Entries Page

Navigation: G	General Ledger tile >	Journals > Create/U	pdate Journal Entries
---------------	-----------------------	---------------------	-----------------------

Processing Steps / Field Name	Screenshot / Description
 Click on the Add a New Value tab 	Create/Update Journal Entries
 Enter values (see table below) Click on Add 	Eind an Existing Value Add a New Value
	Business Unit: LBCMP Journal ID: NEXT Journal Date: 04/14/2014

Fields	Description/Value	Required/Optional
Business Unit:	LBCMP/LBFDN/LB49R/LBGAP/LBCSU	Required
Journal ID	Leave default ("NEXT"). The system automatically assigns the next available journal number.	Required
Journal Date Note: The journal date cannot be changed after you add the journal.	Transaction Date. Will default to current date but can be changed to any date within an open period. (Message will appear if period is not open).	Required

Journal Header Page

Processing Steps / Field Name	Screenshot / Descrip	otion			
1. Enter values (see table below)	Header Lines Iotals	Errors Approva	Journal ID NEXT		Date 07/17/2023
	Long Description		Southand NEXT		E E
	*Ledger Group	254 characters rema	ining	Adjusting Entry	Non-Adjusting Entry
	Ledger	٩		Fiscal Year	2023
	*Source Reference Number	TRF Q		Period ADB Date	1 07/17/2023
	Journal Class	٩			
	Transaction Code	GENERAL Q			Auto Generate Lines Save Journal Incomplete Status
	SJE Type	Currency Defaults: U	V		Autobalance on 0 Amount Line
		Attachments (0)			ОСТА
		Reversal: Do Not Ge	enerate Reversal		Commitment Control
	Entered By 4	0			Reid,Angela
	Entered On				
	Last Updated On Save Notify Refresh Header Lines Totals Errors Aj	pproval			Add Update/Display
	Construction of the second of				

Fields	Description/Value	Required/Optional
Long Description	First Initial, Last Name then a description of the purpose for the journal. Field length is up to 254 characters.	Required
Ledger Group	Actuals Ledger or Budget Ledger	Required
Ledger	Leave blank	Optional
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions	Required
Reference Number	Journal Reference No. Not Used	Optional
SJE Type	Not Used	Optional
Attachments	Click on hyperlink to add attachment	Optional
Reversal	Accounting Use Only	Optional
Commitment Control	Accounting Use Only	Optional
Auto Generate Lines	Uncheck	Optional
Adjusting Entry	Non-Adjusting Entry = Default Adjusting Entry = Used by General Accounting Office only. Associated with adjusting periods (901-998)	Required
Save Journal Incomplete Status	Uncheck	Optional

Journal Lines Page

	ocessing Steps / Field Ime	Screen	shot	/ Descr	ription							
	Enter values (see table below)	Unit L	Ines Iota	als <u>E</u> rrors	Approval			Date 07/17		New W	indow ∣ Help ∣ Pers	onalize Page
2.	To add lines, enter number of lines and click on +	▼ Lines	mplate List Inter/Intra	aUnit	*Process Edit Journa	I	~	Chang	e Values Process		1-1	of 1 🗸
3.	After lines have been entered, verify that drop down menu selection is at " Edit Journal" , then	Select	Line 1 1	*Ledger ACTUALS	Account Q	Fund	Q,	Program	Class	Project Q	Amount	Refen
	click Process	Unit LBCMP	Total Lines			Total Debits		Total Credi			tatus	
		Save Not									Add Update/	Display

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	Required for Budget Ledger only	10
Line Description	Line Description	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amt	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item	30
Journal Line Reference	Campus Specific	Optional	10
Monetary Amount	Amount. Positive amounts are debits and negative amounts are credits.	Required	2 decimal places required

1.2 Valid Journal Entry Example

Processing Steps / Field Name	Screenshot / Description
 System will assign a unique Journal ID number. 	Header Lines Totals Errors Δpproval Unit LBCMP Journal ID 0002173782 Date 07/17/2023 Tamplate List Search Criteria Change Values Errors Only Inter/intraUnit *Process Etit Line 10
 2. Click on weights to obtain approval from appropriate administrator (based on DOA). Alternatively, an email can be sent to the appropriate administrator. Note: Journal Status Budget Status must both be "Valid" (V) before journal will post. 	Lines Select Line Account Pund Dept Program Class Project Amount Refer 1 ActuALS 100.00 2 ActuALS 50000 300722 300722 300722 30072
 3. Type email address of approver on the "To:" line and reference journal entry number and the action requested on the "Subject:" line. Click ow to send. Approver will notify General Accounting via the notify button or email to fisgl@csulb.edu that journal is ready for posting. 	Send Notification Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send. Lookup Recipient Notification Details To: our.approver@csulb.edu CC: Delivery Options BCC: Click LOOUT/3782 Viperionity: Subject: Priority: Visitification Priority: Visitificatio

1.3 Example of Journal Entry Errors

Processing Steps / Field Name	Screenshot / Description
1. Click [∞] . System will	New Window Help Personalize Page
assign a unique Journal	Header Lines Iotals Errors Approval
ID number.	Unit LBCMP Journal ID 0002173782 Date 07/17/2023 Errors Only Template List Search Criteria Change Values
	Inter/IntraUnit *Process Edit Journal * Process E Line 10 E E
Note: Journal Status	▼ Lines
will show "Error" (E) and	Select Line 'Ledger Account Fund Dept Program Class Project Amount Refer
Budget Status will show "Not	Image: Contract of the second secon
Checked" (N).	2 ACTUALS 580000 Q GF001 Q 00732 Q Q Q Q -100.00
	3 ACTUALS 580083 Q GF001 Q 00732 Q Q Q 100.00
2. Click on "E" hyperlink	Lines to add 1 + -
under Journal Status to	▼ Totals
determine error.	Unit Total Lines Total Debits Total Credits Journal Status Budget Status
	LBCMP 3 200.00 100.00 E N
	Save Notify Refresh Add Update/Display
	Header Lines Totals Errors Approval
Journal total is out of	Header Lines Totals Errors Approval
balance or journal is not	Unit LBCMP Journal ID 0002173782 Date 07/17/2023
balanced by fund.	▼ Header Errors
	III Q I1-1 of 1 → H
	Unit Field Name Field Long Name Set Msg Message Text
	LBCMP JRNL_HDR_STATUS Journal Header 5860 48 Journal is not balanced on journal totals or balancing ChartField totals.
	▼ Line Errors
	Field Long Name Message Text
	No journal line between line 1 and line 3 is marked in error.
	Save Notify Refresh Add Update/Display
	Header Lines Totals Errors Approval
Combo edit error. Message	Header Lines Totals Errors Approval
displays line number and	
	Unit LBCMP Journal ID 0000423162 Date 04/14/2014
identifies combo edit rule	マ Header Errors Personalize Find [2] ₩ First ▲ 1 of 1 ▲ Last Unit Field Name Field Long Name Set Msg Message Text
error.	LBCMP JRNL_HDR_STATUS Journal Header Status 5860 53 Journal line errors exist for this header.
	▼ Line Errors Personalize Find 2 1 ■ First ■ 1 of 1 ■ Last Line # Field Name Field Long Name
	Line # Field Name Field Long Name Set Msg Message Text 2 DEPTID Department 9600 31 Combo error for fields Account/Dept in group ACCT_DEPT.

2.0 Journal Upload

2.1 Prepare Custom Spreadsheet Journal

The CSU Journal Upload functionality facilitates rapid data entry using Microsoft Excel. The journal information can be reviewed and approved before uploading into the system. The functionality will streamline the journal processing and simplify journal data entry. CSULB has created a Journal Entry Upload Form for that is used to capture the journal information in an excel template.

2.1.1 Fields and Descriptions in Custom Spreadsheet Journal Template - Actuals

			CFS Actuals Journal Entry Upload Form							Convert to CSV		
Journal Date	Source	Ledger								Debit	Credit	Net
	TRF	ACTUALS								0.00	0.00	0
	Required			Optio	nal	Not Applicable	Required		Optional	Not A	oplicable	Required
Account	Eund	Deptid	Program	<u>Class</u>	Project	Scenario	Line Descr (30 characters)	Stat	Stat Amount	<u>Open Item</u>	Jrnl Line Ref	Amount

The following describes the header fields:

Header Fields	Description
Journal Date	The Accounting date which determines the period the system will post the journals.
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions
Ledger	ACTUALS
Debit	Total debit (positive amounts) recorded on spreadsheet. This field is automatically calculated.
Credit	Total credit (negative amounts) recorded on spreadsheet. This field is automatically calculated.
Net	The net amount of the Debit plus the Credit. This should equal to zero.

The following describes each of the fields in the Body:

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	N/A for Actuals ledger	10
Line Description	Line Description.	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amount	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item. Currently not used at CSULB.	30
Journal Line Reference	Campus Specific	Optional	10
Monetary Amount	Amount	Required	2 decimal places required

2.1.2 Fields and Descriptions in Custom Spreadsheet Journal Template - Budget

2014-15 CFS Budget Journal Entry Upload Form							Conv	vert to CSV			
						DR =	0.00	CR = 0	00	NET=	0
Journal Date	Journal #	Source	Ledger	Auth.			Orig. Dept.		cc:		
		TRF	BUDGET								
Journal Desc:										Ref:	
Account	Fund	Deptid	Program	Class	Project	Scenario (ORIGINAL/TRANSFER)	Line Desc				Amount

The following describes the header fields:

Header Fields	Description
Journal Date	The Accounting date which determines the period the system will post the journals.
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions
Ledger	ACTUALS
Debit	Total debit (positive amounts) recorded on spreadsheet. This field is automatically calculated.
Credit	Total credit (negative amounts) recorded on spreadsheet. This field is automatically calculated.
Net	The net amount of the Debit plus the Credit. This should equal to zero.

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	Required for Budget Ledger	10
Line Description	Line Description.	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amount	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item. Currently not used at CSULB.	30

The following describes each of the fields in the Body:

Note: Line Description cannot contain ", - Commas".

2.1.3 Upload Template

Journal Actuals Template.xlsm

NEW BTR Form 1415 Template.xlsm

2.1.4 Format Cells

It is critical that the formatting of this form be left intact and that the form be filled out correctly.

- The SQR that uploads the data is comma delimited; therefore, the order of each column must not change.
- Columns A through I, K & L should be "Text" formatted. Columns J & M should be "Number" formatted with 2 decimal places.
- There cannot be blank rows between lines.
- Do not hide or delete columns, if a column is not being used, leave it blank.
- Make a copy of the original template and keep the original in a safe place. The template can be copied as many times as necessary using the "File Save As" Excel functionality.

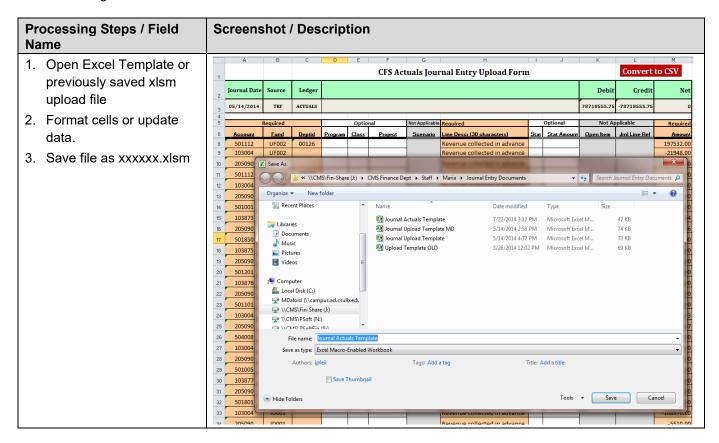
Format Cells Page

Navigation: Excel > Home > Number	Navigation:	Excel > Home > Number
-----------------------------------	-------------	-----------------------

Processing Steps / Field Name	Screenshot / Description
 Format the cells based on the information above. 	Format Cells Number Alignment Category: General Number Queroncy Date Decimal places: Queroncy Queroncy<

2.1.5 Save First as an xlsm File

Once the journal data for upload is completed save the file as an excel spreadsheet in case you must go back and make changes.



2.1.6 Save xIsm File as a csv File

Save the file a 2nd time as a csv file.

Processing Steps / Field Name	Screenshot / Description
1. Click on Convert to CSV	
button	Image: source ledger CFS Actuals Journal Entry Upload Form Convert to CSV
	Journal Date Source Ledger Debit Credit Net 2 05/14/2014 TRF ACTUALS 78718555.75 78718555.75 00
2. Click on Yes	3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
3. Save as xxxxxxx.csv	6 Account Fund Deptid Program Class Project Scenario Line Descr/30 characters3 Stat Stat Amount Open Item Intel Descr Amount 8 501112 UF002 00126 U Scenario Revenue collected in advance U 197532.00
	3 103004 UF002 Creating CSV Upload File -21948.00
	10 205090 UF002 -175584.00 11 501112 UF002 00126 100 you want to create the CSV JE upload file?
	12 103004 UF002
	14 501001 GF001 ACCTG FALL Yes No 60276702.00
	15 103873 GF001 -57278761.04 16 205090 GF001 -2997940.96
	π 501850 GF001 ACCTG FALL Revenue collected in advance 50031.00
Review the file to verify file is	Name Date modified Type Size CSULB CSU Journal Entry Process CFS90 5/6/2014 4:42 PM Microsoft Word D 1,286 KB
saved as a csv file without	Journal Upload Template MD 5/13/2014 4:27 PM Microsoft Excel
header.	Journal Upload Template S/13/2014 2:54 PM Microsoft Exce Print
	Depart Template OLD 3/26/2014 12:02 PM Microsoft Exce Edit Convert to Adobe PDF
	Convert to Adobe PDF and EMail Scan for Viruses
Note: To review the	Open with 🤌 🏉 Internet Explorer
csv file, use the " <u>Open With</u> "	Always available offline
command, and open in	Restore previous versions Average Aver
notepad.	PGP Desktop
If you re-open the csv file into	Cut
excel, you will lose all the	Copy Create shortcut
formatting of the spreadsheet	Delete
and the unseen zero's in the	Rename Properties
file.	
Sample of a csv file opened	🗍 Journal Upload Template MD - Notepad
in Notepad	File Edit Format View Help
	S01112, UF002, 00126,, Revenue collected in advance,, 197532.00 ▲ 103004, UF002,, Revenue collected in advance,, -21948.00 ▲ 205090, UF002,, Revenue collected in advance,, -175584.00 ▲
Note: If the file	S01112,UF002,00126,,Revenue collected in advance,,11220.00 103004,UF002,,Revenue collected in advance,,-1156.00 205090,UF002,,Revenue collected in advance,,-10064.00
contains extra lines at the	501001,GF001,ACCTG,,FALL,,,Revenue collected in advance,,,,,6027672.00
	205090,GF001,,,,,Revenue collected in advance,,,,-2997940.96 501850,GF001,ACCTG,FALL,,Revenue collected in advance,,,,50031.00 103875,GF001,,.,,Revenue collected in advance,,,-28554.00
bottom, be sure to delete	205090,GF001,,Revenue collected in advance,,214/7.00 501201,GF001,ACCTG,FALL,,Revenue collected in advance,,156718.00
them prior to loading. Then	103876,GF001,,,,,,Revenue collected in advance,,,,,-142124.00 205090,GF001,,,,,Revenue collected in advance,,,,-14594.00 501101,46101,ACCTG,,FALL,,Revenue collected in advance <u>,,,</u> 1373760.00
resave the file.	103876,GF001,,Revenue collected in advance,,-142124.00 205090,GF001,,Revenue collected in advance,,-14594.00 501101,46101,,Revenue collected in advance,,-1309083.33 205090,46101,,Revenue collected in advance,,-64076.67 504008,53401,ACCT6,FALL,,Revenue collected in advance,,-6098384.00 103004,953401,ACCT6,FALL, Revenue collected in advance,,-0098384.00 103003,53401,ACCT6,FALL, Revenue collected in advance,,-0098384.00 1030390,33401,ACCT6,FALL, Revenue collected in advance,,-1309618.00 501005,GF001,ACCT6,FALL, Revenue collected in advance,,-309618.00 501005,GF001,ACCT6,FALL, Revenue collected in advance,,-303030.00 103877,GF001,,Revenue collected in advance,,-981222.00 205090,GF001,,Revenue collected in advance,,-49098.00
	103004,53401,,,,,,Révenué collected in advance,,,,,-3902766.00 205090,53401,,,,,Révenue collected in advance,,,,,-195618.00 501005 coll Acter EALL Bearenue collected in Advance, 102020.00
	10387, GF01,, Revenue collected in advance,, -981222.00 205090, GF01,, Revenue collected in advance,, -981220.00
	501801,ID001,ACCTG,FALL,,Revenue collected in advance,,,,114480.00 103004,ID001,,,,,Revenue collected in advance,,,,-108970.00 205090.10001Revenue collected in advance5510.00
	10387,G+001,,Revenue collected in advance,94098.00 205309,G+001,,Revenue collected in advance,44098.00 103004,ACCT6,FALL,,Revenue collected in advance,118480.00 103004,G501,ACCT6,FALL,Revenue collected in advance,512400.00 205190,G501,,Revenue collected in advance,512400.00 205104,G501,ACCT6,FALL,Revenue collected in advance,572400.00 103004,G501,,Revenue collected in advance,27650.00 205109,G501,,Revenue collected in advance,27650.00
	205090,46301,,,,,Revenue collected in advance,,,,-2/650.00

2.2 Upload the Custom Spreadsheet Journal File

2.2.1 Run Control

The following program is used to upload the CSV which was created in the above steps.

Navigation: General Ledger > Journals > Import Journals > CSU Journal Entry Upload > Add or Update an existing Run Control

Processing Steps / Field Name	Screenshot / Description
1. Complete the Run Control Information.	CSU Journal Entry Upload Run Control ID LBCMP_JRNL_UPLOAD Report Manager Process Monitor Run
	*Business Unit: LBCMP Q Ledger: ACTUALS Q Journal Date: 05/14/2014 © Source: TRF Q Ref No: Offset Required: Journal Class: Q Journal Class: S. Smith - To reclass revenue collected in advance. Description: S. Smith - To reclass revenue collected in advance. Select Journal File /CSU/ftphome/lbftpfpd/FBC_Adj.csv

CSU Journal Entry Upload Field Definitions/Values

Fields	Description/Value	Required/Optional
Business Unit	LBCMP/LBFDN/LB49R/LBGAP/LBCSU	Required
Ledger	Actuals Ledger or Budget Ledger	Required
Journal Date	Journal Date. (Message will appear if period is not open)	Required
Source	TRF	Required
Ref No	Journal Reference No. Not Used	Optional
Journal Class	Journal Header Class. Not Used	Optional
Description	Journal Header Description. First Initial, Last Name then a description of the purpose for the journal.	Required
Offset Required	If you want the program to balance those funds that are not in balance, select this. (Not applicable to Budget Journals.)	Optional

Offset Account Logic

If a Journal is out of balance by Fund and you want the Journal Upload program to balance it, you need to select the "Offset Required" on the Run Control.

The program will use the following logic to determine the Chartfield(s) string for the "side" that is out of balance:

Fund - Automatically inherit the Fund that is out of Balance.

Account - Use the "Offset Account" specified on the Run Control.

Dept/Class/Project/Program - no values will be inherited.

Select Journal File

This is used to FTP the file you want to Upload.

Processing Steps / Field Name	Screenshot / Description
 Select Browse and then select the "csv" file you want upload. Click on the file, and then select Upload. 	File Attachment Help J:\CMS Finance Dept\Staff\Maria\Journal Entry Documen Browse Upload Cancel
2. Click Run to process the job.	CSU Journal Entry Upload Run Control ID LBCMP_JRNL_UPLOAD Report Manager Process Monitor *Business Unit: LBCMP_Q Ledger: ACTUALS Journal Date: 06/14/2014 Source: TRF Ref No: Offset Required: Journal Class: Q Journal Class: Q Select Journal File /CSU/flphome/lbflpfdv/Journal_Upload_Template_MD.csv
 The Process Scheduler Request page will display 3. Select CSU Journal Upload Job. 4. Click OK to process 	Process Scheduler Request User ID: 40000025790 Run Control ID: LBCMP_JRNL_UPLOAD Server Name: Image: I
 The CSU Journal Entry Upload page will display. 5. Click the <u>Process</u> <u>Monitor</u> link. 	CSU Journal Entry Upload Run Control ID LBCMP_JRNL_UPLOAD Report Manager Process Monitor Run Process Instance 5756160 *Business Unit: Ledger: ACTUALS Journal Date: 05/14/2014 Source: TRF Ref No: Journal Class: Q Journal Class: Select Journal File /CSU/ftphome/Ibitpfdv/Journal_Upload_Template_MD.csv

2.2.2 Journal Upload Success Example

Processing Steps / Field Name	Screenshot / Description
The Run Status will say Success, which means the upload is successful.	Process List Server List View Process Request For
1. Click CSUGL01J.	Server Name Q Instance to Run Status Distribution Status
	Process List Personalize Find View All [2] III First II of 1 II Last Select Instance Seq. Process Type Process Type Run Date/Time Run Date/Time Run Status Distribution Status Details 5756160 PSJob CSUGL01J 40000025790 05/14/2014 9:30:40AM PDT Success Posted Details
	Go back to CSU Journal Entry Upload
2. Click CSUGL01B Success	Process Detail
	Process Name: CSUGL01J Refresh Main Job Instance: 5756160 Left Right 5756160 - CSUGL01J Success 5756162 - CSUGL01A Success 5756163 - CSUGL01B Success 5756163 - CSUGL01B Success
3. Click View Log/Trace.	Process Detail
	Instance 5756163 Type SQR Process Name CSUGL01B Description CSU Journal Upload - Part 2 Run Status Success Distribution Status Posted
	Run Control ID LBCMP_JRNL_UPLOAD Hold Request Location Server Queue Request Server PSUNX Cancel Request Recurrence Restart Request
	Date/Time Actions Request Created On 05/14/2014 9:31:14AM PDT Parameters Transfer Run Anytime After 05/14/2014 9:30:40AM PDT Message Log Began Process At 05/14/2014 9:33:12AM PDT Batch Timings Ended Process At 05/14/2014 9:33:12AM PDT View Log/Trace

Processing Steps / Field Name	Screenshot / Description
4. Select the PDF file to find the Journal ID that was created.	View Log/Trace
	Report
created.	Report ID: 98904 Process Instance: 5756163 Message Log
	Name: CSUGL01B Process Type: SQR Process
	Run Status: Success
	CSU Journal Upload - Part 2
	Distribution Details
	Distribution Node: FBCFSPSB Expiration Date: 06/28/2014
	File List
	Name File Size (bytes) Datetime Created
	SQR_CSUGL01B_5756163.log 1,688 05/14/2014 9:33:12.464910AM PDT
	csugl01b_5756163.PDF 2,870 05/14/2014 9:33:12.464910AM PDT csugl01b_5756163.out 972 05/14/2014 9:33:12.464910AM PDT
	Distribute To
	Distribution
	ID Type *Distribution ID
	User 40000025790
	Return
This report displays the	
number of Journal Lines,	
,	Report ID: CSUGL01B JOURNAL ENTRY UPLOAD - FOST CHARTFIELD VA Operator: 40000025790
total Debits and credits, and	
the Journal ID that was	Update Description Count Total Credits Total Debits
created.	No Errors Found - CF & Combo Edit
	Total Journal Header Inserts 1 Total Journal Line Inserts 153 Total Open Item Inserts 0
	Journal Created = 0000513644 153 -78,718,555.75 78,718,555.75

2.2.3 Journal Upload No Success Example

The Journal Upload file will be rejected for the following reasons:

- CSUGL01A File layout issues and Fund balancing issues.
- CSUGL01B Chartfield Values are not Valid and Combination Edits.

Note: If the file is rejected due to errors, a PDF file(s) will be generated and will list what errors were encountered. You must return to the excel spreadsheet you saved and make the necessary changes to the data. Once the corrections have been made, save the file again as an Excel (xlsm) file. Then save the file again as a CSV (csv) file. Re-run the CSU Journal Entry Process. Select the Select Journal File first to FTP the new file then run the process. If the file was a success the PDF file will list the Journal ID that was created.

Processing Steps / Field Name	Screenshot / Description
The run Status will say No Success, which means a journal was not created. 1. Click <u>CSUGL01J</u>	Process List Server List View Process Request For User ID 40000025790 Q Type Last 30 Days Refresh Server Name Q Instance to Refresh Run Status View Distribution Status View Save On Refresh View Process
	Process List Personalize Find View All 🖾 🛗 First 🔳 1-2 of 2 🔟 Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details
	5756185 PSJob CSUGL01J 40000025790 05/14/2014 2:59:51PM PDT No Success Posted Details

Processing Steps / Field Name	Screenshot / Description
 There are 2 jobs that identify the types of errors that might have occurred: CSUGL01A - Fields do not match file layout specifications and/or funds that are out of balance. CSUGL01B - Chartfield Values are not valid and/or Combination Edit errors exist. You will only need to view the job(s) that have a No Success by them. Click CSUGL01A No 	Process Detail Process Name: CSUGL01J Refresh Main Job Instance: 5756185 Left Right S756186 - CSUGL014 No Success S756187 - CSUGL01CE Success S756188 - CSUGL01B Success
Success	
4. Click <u>View/Log Trace</u>	Process Detail Process Instance 5756186 Type SQR Process Name CSUGL01A Description CSU Journal Upload - Part 1 Run Status No Success Distribution Status Posted Run Update Process Run Control ID LBCMP_JRNL_UPLOAD Location Server Server PSUNX Cancel Request Cancel Request Cancel Request Cancel Request Recurrence Request Created On 05/14/2014 2:59:53PM PDT Run Anytime After 05/14/2014 2:59:51PM PDT Began Process At 05/14/2014 3:00:39PM PDT Location Server View Log/Trace View Log/Trace
5. Select the PDF report	View Log/Trace Report Report Name: CSUGL01A Process Instance: 5756186 Message Log Name: CSUGL01A Process Type: SQR Process Run Status: No Success CSU Journal Upload - Part 1 Distribution Details Distribution Node: FBCFSPSB Expiration Date: 06/28/2014 File Size (bytes) Datetime Created SQR CSUGL01A 5756186.log Sug01a_5756186.PDF S,048 05/14/2014 3:00:39.712569PM PDT Csug01a_5756186.PDF 3,048 05/14/2014 3:00:39.712569PM PDT Distribution To Distribution To User 40000025790

Processing Steps / Field Name	Screenshot / Description	
CSUGL01A Error Report. Displays Fields that do not	Report ID: CSUGLO1A J(Operator: 40000025790 Input	OURNAL ENTRY UPLOAD - PRE CHARTFIELD VALIDATION & CO File = /CSU/ftphome/lbftpfdv/Journal_Upload_Templat
	Line # Err # E/W Field In Error	Value of Field
match the layout	Run Control edits completed	
specifications and/or funds	1 1 E Number of Input Record fields Input Record is supposed to contain exactly 13 field 2 2 E Number of Input Record fields	Fields encountered = 14
are out of balance.	2 2 E Number of Input Record fields Input Record is supposed to contain exactly 13 field	Fields encountered = 14 ds
	Input File edits completed	
	153 3 E Fund/Monetary Debits/Monetary Credits Fund is out of balance	UF002/11,220.00/-186,804.00
	Fund Balance edits completed	
	No Warnings Found Errors Found - Pre CF & Combo Edit: 3	
6. Click <u>CSUGL01B No</u>		
<u>Success</u> .	Process Detail	
	Process Name: CSUGL01J	Refresh
	Main Job Instance: 5756189 Left Right	
	5756189 - CSUGL01J No Success 5756190 - CSUGL01A Success	
	5756191 - CSUGL001CE Success	
	5756192 - CSUGL01B No Success	
7. Click View Log/Trace	Process Detail	
	Process	
	Process	
	Instance 5756192	Type SQR Process
	Name CSUGL01B Desc	cription CSU Journal Upload - Part 2
	Name CSUGL01B Desc Run Status No Success Distribution	cription CSU Journal Upload - Part 2 Status Posted
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Up	cription CSU Journal Upload - Part 2 I Status Posted date Process
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD O Location Server O	cription CSU Journal Upload - Part 2 I Status Posted date Process
	Name CSUGL01B Desc Run Status No Success Distribution Run Upp Run Control ID LBCMP_JRNL_UPLOAD Image: Control in Server Server PSUNX	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Location Server Server PSUNX	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Control ID Location server Image: Control ID Server PSUNX Image: Control ID Recurrence Image: Control ID Image: Control ID	cription CSU Journal Upload - Part 2 I Status Posted date Process Hold Request Queue Request Cancel Request Delete Request
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Control ID Location Server Server PSUNX Image: Control ID Location Server Date/Time Action	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Control in Server Server PSUNX Recurrence Image: Control in Server Date/Time Act Request Created On 05/14/2014 3:22:04PM PDT F	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request stions
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Control in Server Server PSUNX Recurrence Image: Control in Server Date/Time Act Request Created On 05/14/2014 3:22:04PM PDT F Run Anytime After 0:14/2014 3:22:04PM PDT	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request ctions Parameters Transfer
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Construction Server Server PSUNX Recurrence Image: Construction Server Date/Time Acc Request Created On 05/14/2014 3:22:01PM PDT Regan Process At 0:14/2014 3:22:01PM PDT	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request ctions Parameters Transfer Message Log
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Construction Server Server PSUNX Image: Construction Server Date/Time Acc Request Created On 05/14/2014 Began Process At 05/14/2014 Server PSUNX Image: Construction Server	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request ctions Parameters Transfer Message Log Batch Timings
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Construction Server Server PSUNX Image: Construction Server Date/Time Acc Request Created On 05/14/2014 Began Process At 05/14/2014 Server PSUNX Image: Construction Server	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request ctions Parameters Transfer Message Log Batch Timings
	Name CSUGL01B Desc Run Status No Success Distribution Run Up Run Control ID LBCMP_JRNL_UPLOAD Image: Construction Server Server PSUNX Image: Construction Server Date/Time Acc Request Created On 05/14/2014 Began Process At 05/14/2014 Server PSUNX Image: Construction Server	cription CSU Journal Upload - Part 2 Status Posted date Process Hold Request Queue Request Cancel Request Delete Request Restart Request ctions Parameters Transfer Message Log Batch Timings

Processing Steps / Field Name	Screenshot / Description
8. Select the PDF report.	View Log/Trace Report Report ID: 98929 Process Instance: 5756192 Message Log Name: CSUGL01B Process Type: SQR Process Run Status: No Success CSU Journal Upload - Part 2 Distribution Details Distribution Details 06/28/2014 File List 1.688 05/14/2014 3:24:02.982198PM PDT SQR_CSUGL01B_5756192.IDF 3,521 05/14/2014 3:24:02.982198PM PDT Csuglo1b_5756192.PDF 3,521 05/14/2014 3:24:02.982198PM PDT Distribute To 932 05/14/2014 3:24:02.982198PM PDT
9. CSUGL01B Error Report Displays Invalid Chartfields and/or Combination Edits.	Distribution ID Distribution ID USer 40000025790 Seport ID: CSOULDIE Operator: JOURNAL ENTRY UPLOAD - POST CHARTPIELD VALIDATION & COMEO EDIT Line # Err # E/M Pield In Error Value of Field Nessage k 1 E Account 20509 Invalid chartfield - Account Errors Found - CF & Combo Edit: 1 1 Invalid chartfield - Account

2.3 Review Journal

Once the Journal is uploaded, Edit & Post the Journal. Refer to your campus business processes for more information on running Journal Edit and Journal Post.

Create/Update Journal Entries Page

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

Processing Steps / Field Name	Screenshot / Description
1. Click on the Find an	Create/Update Journal Entries
Existing Value tab	Enter any information you have and click Search. Leave fields blank for a list of all values.
2. Enter uploaded Journal	Find an Existing Value Add a New Value
ID	Search Criteria
3. Click on Search	Use Saved Search:
	Journal Date: = -
	Document Sequence Number: begins with
	Line Business Unit:
	Journal Header Status:
	Budget Checking Header Status: = Source: =
	Entered By: begins with
	Attachment Exist:
	Search Clear Basic Search 🗐 Save Search Criteria Delete Saved Search
	Header Lines Iotals Errors Approval
Note: The system will	Unit LBCMP Journal ID 0000513644 Date 05/14/2014
display the warning error	
message at the right:	Long Description (S. Smith - To reclass revenue collected in advance.
	*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry
This is only a Warning	Ledger Fiscal Year 2013
	*Source TRF Q Period 11
message.	ADB Date 05/14/2014
4. Click OK.	Transaction Code GENERAL
5. The Journal is ready to	Save Journal Incomplete Status
be Edited, Budget	Message Amount Line
Checked and Posted.	
Checked and Fosted.	This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)
	OK
	Entered By 40000025790 D'Aloisio,Maria
	Entered On 05/14/2014 9:32:56AM
	Last Updated On 05/14/2014 9:32:56AM
	📓 Save 🔍 Return to Search 💽 Notify 🖕 Refresh
	Header Lines Totals Errors Approval
	Leader Ferres Leans Ferres Lebrares