



General Ledger Manual

Draft PeopleSoft Version 8.9

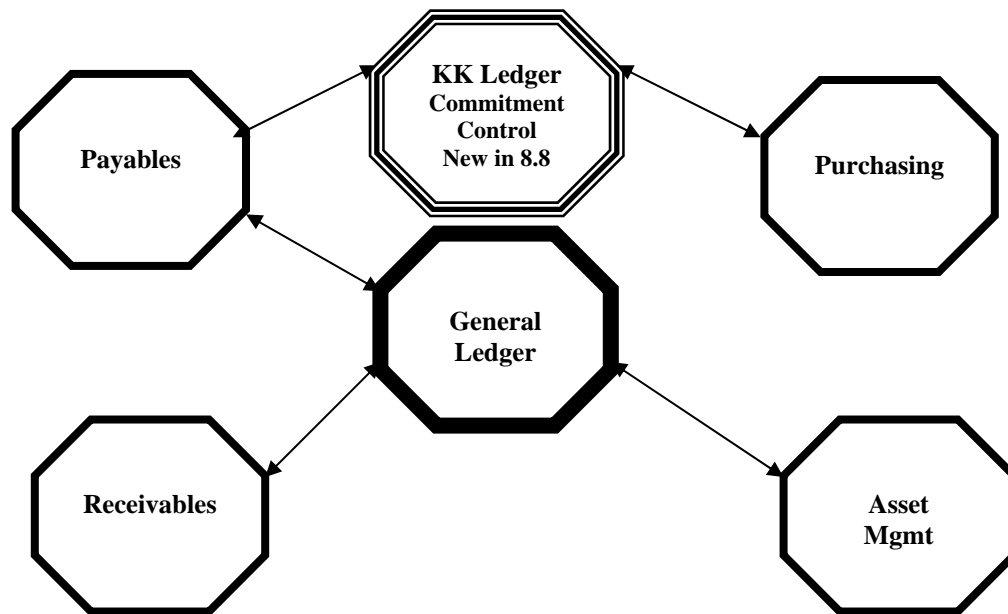
January 17, 2007

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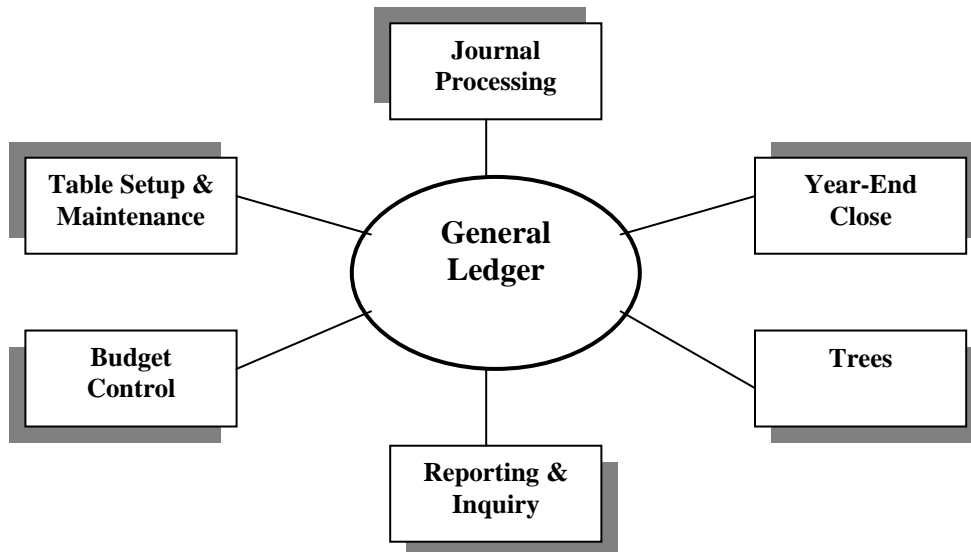
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The Big Picture

The General Ledger module is the core of the SFS system. Many of the tables set up here are used by other modules throughout the system. This is where data from all modules comes together and where most of the financial reporting is done. The following illustrates the other SFS modules that interface with the SFS General Ledger.



The following illustrates the major components of the SFS General Ledger. These will be discussed throughout this manual.



Ledgers

Ledgers store posted general ledger journals for a set of Chartfield values by accounting period and fiscal year. They represent a set of books for each business unit and are usually populated by journal entries. There are several ledgers that are delivered with the SFS system. Most campuses are currently using the ACTUALS Ledger, which stores all transactions except budgets and the STD_BUDGET Ledger, which stores budget information. New in SFS 8.8 is the Commitment Control Ledger that enables you to create *budgets* and budget check source *transactions* originating in various PeopleSoft applications such as Purchasing. Following are the major fields in a ledger table. Note the year-to-date balances are not stored but instead are calculated at the time a report is run.

- Business Unit (BU)
- Ledger (i.e. ACTUALS, CC_EXP (COMMITMENT CONTROL) or STD_BUDGET)
- Statistics (we aren't currently using this option)
- Currency (always USD)
- Fiscal Year
- Accounting Period
- ChartFields
 - ◆ Account
 - ◆ Fund
 - ◆ Department
 - ◆ Program
 - ◆ Class
 - ◆ Project
 - ◆ New in version 8 (not currently being used)
 - ◆ Chartfield1
 - ◆ Chartfield2
 - ◆ Chartfield3
 - ◆ Operating Unit

General Ledger Control Table Setup

Business Units, SetIDs, Chartfields and Effective Dating are important concepts to understand before discussing the setup of the General Ledger.

TableSets

Control tables store information that defines the accounting structure and processing rules that apply when a transaction is entered. The data in these tables is entered by SetID. A TableSet is a group of control table rows identified by the same SetID.

SFS has a SetID for each Business Unit (BU) (campus) so they can enter their own unique control table values. For example, the Department chartfield identifies the divisions, departments and subdepartments of a business unit. Each BU will want to enter their own department codes with a SetID that is unique, so, within SFS, the Department table will point to a business unit SetID (see panel view below). Then, when someone enters a transaction and uses the search features to select from a list, the list they see will contain only their department codes.

SFS also has a SetID called SHARE that is used for control table values that are the same for all business units. For example, account codes are the same for all business units. A single table of valid account codes is maintained under the SetID of SHARE. When someone enters a transaction and uses the search features to select from a list, they will see the SHARE table of values.

Linking to the appropriate TableSets/SetIDs has already been done for you as part of the setup of your Business Unit in SFS. However, the concept is important to understand and is a basic part of the SFS system. Following is a view of one of the pages that is used to link tables to SetIDs. This view includes the Departments and Accounts table mentioned in the examples above.

The screenshot displays the 'TableSet Control' interface. On the left is a 'Menu' pane with various administrative options. The main area shows the 'Record Group' tab selected. Below this, the 'Set Control Value' is 'UWOSH'. A search bar for 'SetID' is present, with 'SHARE' entered. The main table, titled 'Record Group Control', lists 14 record groups with their descriptions, SetIDs, and short descriptions. Each row includes expand/collapse icons.

Record Group ID	Description	*SetID	Short Description
FS_05	Accounts	SHARE	SHARE
FS_06	Departments	UWOSH	UWOSH
FS_07	Products	SHARE	SHARE
FS_08	Projects	UWOSH	UWOSH
FS_09	Statistics Codes	SHARE	SHARE
FS_10	Operating Unit Record Group	SHARE	SHARE
FS_11	Sources	UWOSH	UWOSH
FS_12	SpeedTypes	UWOSH	UWOSH
FS_13	CF Value Sets - Budget Closing	SHARE	SHARE
FS_14	Payment Terms	SHARE	SHARE

Calendars

A detail calendar is used to identify accounting periods. When a journal transaction is entered, SFS uses the detail calendar to translate the journal date into the correct posting period and year. The calendar must meet the following requirements:

- Accounting Periods (beginning and ending dates) cannot overlap.
- Every day of the fiscal year must be included in the detail calendar.
- The number of rows per fiscal year must equal the number of periods in a year.

Activity: View calendars that have been set up.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Calendar/Schedules>Detail Calendar

- Change the SetID to SHARE. Calendars are shared by all campuses.
- Search for a calendar to view and then click the calendar period.
- Calendars identified as CC define the accounting periods in our Fiscal Year. Note there are 13 periods in the FY. The 13th period is used to process transactions for the previous fiscal year that are received in early July.
- Calendars identified as TX are used for 1099 reporting.

Menu

- Set Up Financials/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Accounting Entry Templates
 - Activities
 - Activity Monitor
 - Agency Location Codes
 - Approvals
 - Attachments
 - Bank Branch File
 - Calendars/Schedules
 - Budget Period Calendar
 - Budget Period Calendar Builder
 - Business Calendar Calendar Builder
 - Closure Calendar
 - Detail Calendar**
 - Detail Calendar Report
 - Schedules
 - Schedules Report
 - Summary BP Calendar
 - Summary Calendar Report
 - Summary Calendar Report
 - TimeSpans
 - TimeSpans Report
 - Cash Processing
 - Codes and Auto Numbering
 - Credit Card Encryption
 - Currency
 - Customers
 - Design ChartFields
 - Distribution Accounting

Calendar Periods | **Depreciation**

SetID: SHARE Calendar: CC *Description: Monthly Closing Calendar

*Periods in a Year: 13 End Date Default: Year Month BiMonth Quarter Semi-Annual Days Specify:

Long Description: Prior to June 30,2001, Monthly Calendar used for closing each monthly period on the last Saturday of the month. This calendar was setup to coincide with the closing calendar at UWPC. Calendars after June 30,2001

*Year	*Period	*Begin Date	*End Date	*Period Name	*Abbrev
2007	1	07/02/2006	07/31/2006	Period 1 - July	JUL
2007	2	08/01/2006	08/31/2006	Period 2 - August	AUG
2007	3	09/01/2006	09/30/2006	Period 3 - September	SEP
2007	4	10/01/2006	10/31/2006	Period 4 - October	OCT
2007	5	11/01/2006	11/30/2006	Period 5 - November	NOV
2007	6	12/01/2006	12/31/2006	Period 6 - December	DEC
2007	7	01/01/2007	01/31/2007	Period 7 - January	JAN
2007	8	02/01/2007	02/28/2007	Period 8 - February	FEB
2007	9	03/01/2007	03/31/2007	Period 9 - March	MAR
2007	10	04/01/2007	04/30/2007	Period 10 - April	APR
2007	11	05/01/2007	05/31/2007	Period 11 - May	MAY
2007	12	06/01/2007	06/30/2007	Period 12 - June	JUN
2007	13	07/01/2007	07/01/2007	Period 13 - Cls	CLS

Adjustment Periods

Adjustment Period	Period Name	Abbreviation
998	998	998

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

The journal date uses this calendar to determine the accounting period and fiscal year. To process a transaction into the adjustment period (998) you need to change the JRNL_HEADER. ADJUSTING_ENTRY field to “Y”. This can be done online on the Journal header entry page.

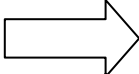






The screenshot displays the 'Journal Entry Header' page in the Peoplesoft system. On the left is a 'Menu' tree with categories like 'General Ledger', 'Journals', and 'Journal Entry'. The main content area has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing fields for 'Unit: UWOSH', 'Journal ID: NEXT', and 'Date: 01/10/2007'. Below these are fields for 'Long Description', 'Ledger Group' (set to 'ACTUALS'), 'Ledger', 'Source', 'Reference Number', 'SJE Type', 'Journal Class', and 'Transaction Code'. There are also checkboxes for 'Auto Generate Lines' and 'Save Journal Incomplete Status', and a dropdown for 'Adjusting Entry' set to 'Adjusting Entry'. The 'Fiscal Year' is 2007, and the 'ADB Date' is 01/10/2007. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'New Window' link is in the top right corner.

In addition to the periods create in the calendar, the year end closing process creates ledger only entries into:

- Period 0 – contains the balance sheet brought forward from the previous year and optional you can elect to roll forward revenue and expenditure information (inception to date).
- Period 999 – entry closing revenue and expense balances to fund equity.

Chartfields

The individual accounting codes that transactions are charged to are referred to as chartfields. The conversion chart is here for your reference. The following pages walk you through the control tables of the chartfields that each campus is responsible to establish and maintain.

<u>Legacy Code</u>		<u>SFS Chartfield</u>	<u>SetID</u>	<u>Maintenance Responsibility</u>
Fiscal Year		Derived from calendar	SHARE	UW System Admin
Fund		Fund	SHARE	UW System Admin
Activity		Program	SHARE	UW System Admin
DDS		Department	Institution Specific	Each Institution
Object Class		Account	SHARE	UW System Admin
Account		Project	Institution Specific	Each Institution
None		Class	Institution Specific	Each Institution

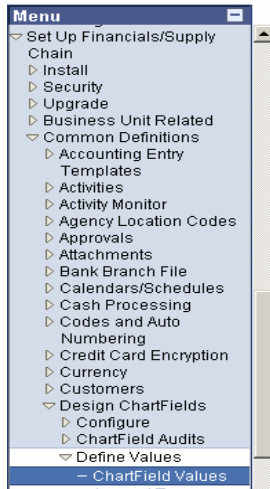
Trees are used in SFS for grouping chartfields for the purpose of reporting and chartfield combination editing and are discussed in a later section of this manual. Whenever you enter a new chartfield value, you should check to see if any trees need to be updated to include that code.

Chartfield - Department

Activity: View Department control table values.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>ChartFields>Department

- Leave SetID at **UWOSH** or your business unit and enter a department code or select one from a search list. Remember that you can enter part of the number and click Search to get a list of values that begin with the number you entered in the field. Select and click the value to bring up the view of the Department.
- If you are **adding** a new department code, use the **first day of the current accounting period** as the effective date if you create a new tree each month, otherwise date it the date of the most current tree.
- If you are **updating** an existing department, use the **last day of the current accounting period** as the effective date or the current or chosen date.



Department
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](#)

SetID: [=] [UWOSH] [Search]

Department: [begins with] [301000] [Search]

Description: [begins with] [] [Search]

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter department 301000 and click Search to review the department information.

Department

SetID: UWOSH Department: 301000

Effective Date: [07/01/2002] [B] *Status: Active [v] [Attributes](#) [+] [-]

*Description: VICE CHANCELLOR ADMIN SERVICES

*Short Description: VICE CHANC [] Budgetary Only

Manager ID: [] [Search] Manager Name: Sonnleitner,Thomas

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) Include History Correct History

Manager name is last name,(no space) first name.

Chartfield - Project

Activity: View Project control table values.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>Chartfield Values>Project

The screenshot shows the 'Project ID' search interface on the left and the 'Project' details view on the right. An arrow points from the search results table to the details view.

Project ID Search Interface:

- Menu:** Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Project
- Project ID:** 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**
- SetID:** [=] [UWOSH]
- Project:** [begins with] []
- Description:** [begins with] []
- Correct History Case Sensitive
- Buttons:** Search, Clear, Basic Search, Save Search Criteria

Search Results:

SetID	Project	Description
UWOSH 1610550	ARPS, H.F & E N	
UWOSH 1610766	HUHN, SOPHIE, FUND	
UWOSH 1610769	MONTEITH, BARBARA DONNER	
UWOSH 1610872	DETTLE MINNIE ROSS	
UWOSH 1610894	CLASS OF 1971-UW OSHKOSH	
UWOSH 1611028	BROWN, LELAND P. SCHOLARSHIP	
UWOSH 1611056	UW-OSH BUCKSTAFF PROPERTY TRUS	
UWOSH 1611217	WEINSTEIN, L & f	

Project Details View:

- Project:** UWOSH
- Project:** 1610766
- Description:** HUHN, SOPHIE, FUND
- Status:** Active
- Summary Project
- Start Date:** 01/08/1975
- End Date:** 12/31/9999
- Project Manager:**

Effective Date	Manager	Manager Name
07/02/2001		
- Project Status:**

Effective Date	Project Status
07/02/2001	Open
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Correct History

The description tab allows the user to enter a long description.

- If you are **adding** a new Project number, use the **first day of the current accounting period** as the effective date if you create a new tree each month, otherwise date it the date of the most current tree.
- If you are **updating** an existing Project number, use the **last day of the current accounting period** as the effective date or the current or chosen date.

Chartfield - Class

- When a building number is required, it will be recorded in the **Class Field** table. Otherwise, Class can be used at a campuses' discretion.
- Usually, Class will be used to further define the Account Codes when more detailed tracking is desired.
- If you are **adding** a new **Class** code, use the **first day of the current accounting period** as the effective date if you create a new tree each month, otherwise date it the date of the most current tree.
- If you are **updating** an existing **Class** code, use the **last day of the current accounting period** as the effective date or the current or chosen date.

Activity: View Class control table values.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Chartfields>Class Field>Find an Existing Value Or Add a New Value

Click Search to view selected Class field.

Class Field
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

SetID: [UWOSH] [Search]
 Class Field: [begins with] [] [Search]
 Description: [begins with] [] [Search]

Include History Correct History Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Search Results
[View All](#) First 1-100 of 140 Last

SetID	Class Field	Description
UWOSH 51001	New Textbook	
UWOSH 51002	Used Textbook	
UWOSH 51003	General Book	
UWOSH 51004	Supplies	
UWOSH 51005	Cards	
UWOSH 51006	Gifts	
UWOSH 51007	Sundries	
UWOSH 51008	Clothing	
UWOSH B0001	Albee Hall	
UWOSH B0002	Demnsev Hall	

Class Field

SetID: UWOSH Class Field: B0001

Effective Date Customize | Find | View All | First 1 of 1 Last

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
03/27/2001	Active	Albee Hall		<input type="checkbox"/>	Attributes + -

Save Return to Search Notify Add Update/Display

When a new Class code is added or an existing code is updated, be sure to click **Save**.

Summarizing Chartfields with Trees

Trees allow you to organize your chartfield values in a hierarchical manner and are mainly used in setting up security, in editing and in reporting. They are used to summarize chartfield values so that the summary levels can be used in other areas of SFS. Keep in mind you can create multiple trees using the same chartfield values and summarize those values differently for various purposes.

Some trees have already been created for chartfields that are shared. However, you will still need to set up a tree for your specific department codes. So, using that as an example, the following pages walk you through the steps in setting up a tree.

Some things to understand about trees:

- Trees are based on a single chartfield – they are not used to combine chartfields.
- You may set up an unlimited number of trees for any chartfield.
- Trees are effective dated so you can add new codes or make changes and have them take effect whenever you specify. Effective dating also allows you to retain historical data.
- Trees have various levels including a parent level, a sibling and a child level.
- Trees should always be created from the top down.
- Each level/node of the tree is named so that it can be easily referred to for editing and reporting. A node represents the group of detail values that “report” to it.
- Detail values can be defined as a range or as individual, specific values.

Following is what a portion of an account tree might look like:

All Accounts

 All Salaries

 LTE/Student Salary

 LTE Salary

 LTE Salary

 1601 – LTE Hourly

 1602 – LTE Lump Sum

 1603 – LTE Overtime

 1604 – LTE Purchased Svcs IIA

 Student Salary

 Student Wages Regular

 1771 – Student Hourly

 1772 – Student Lump Sum

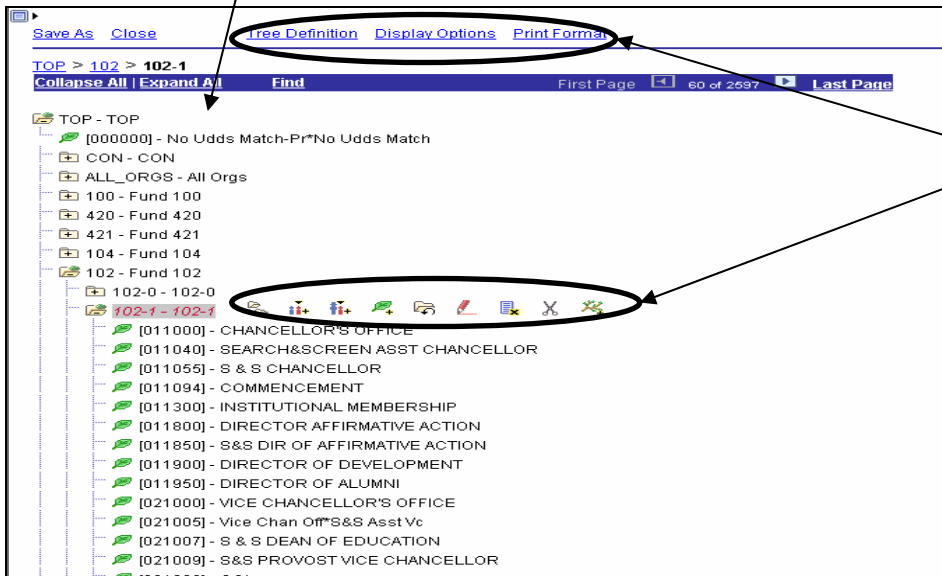
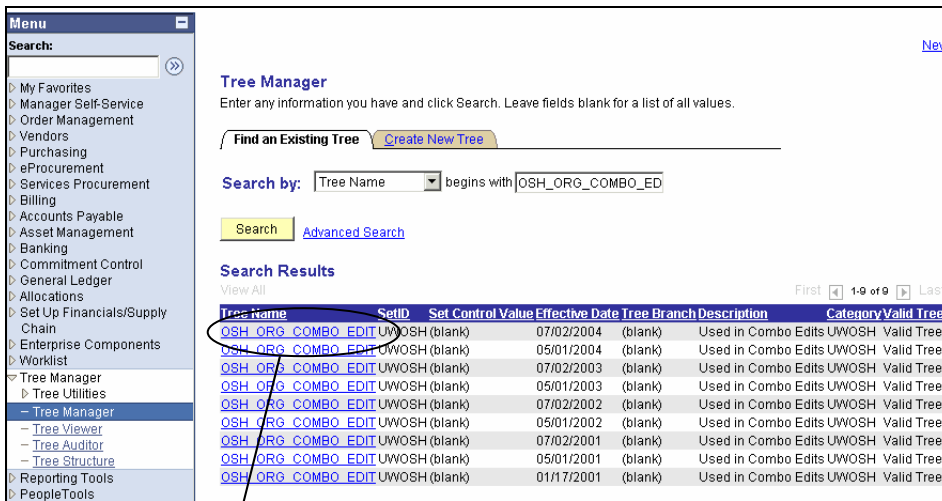
 1773 – Student Overtime

The following allows you to view the trees set up in SFS and get a better idea of the various levels and groupings that are available.

Activity: View Trees in SFS.

Navigation: Tree Manager>Tree Manager

- Drill down on the left side to view the levels, nodes and detail values associated with the tree. Do this by clicking on the plus (+) sign next to each node.



Various Tree Manager maintenance commands used to update or display data.

Complete and expanded detail on Trees can be found in the SFS Tree Manager Manual.

SpeedTypes

If you have chartfield combinations that you use frequently, you can set up a shortcut key called a SpeedType and then use that code when entering documents. SpeedTypes can save keying and reduce errors. The following exercise shows you how to define a SpeedType.

Activity: Add a SpeedType.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Define Values>SpeedTypes >Find an Existing Value or Add a New Value

- Determine a name for the SpeedType Key. Make it meaningful so that it is easy to recognize and interpret when you want to use it.
- If you want to restrict the use of a SpeedType key to a particular operator or operator class, complete those fields. If you leave them blank, the SpeedType key will be universally available to all operators on your campus.
- Click **Add** to go to the input page.

The screenshot displays the 'SpeedTypes' configuration interface. On the left, a 'Menu' pane shows the navigation path: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > SpeedTypes. The main content area has a title 'SpeedTypes' and two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are four input fields: 'SetID:' with the value 'JWOSH', 'SpeedType Key:' with the value 'STUFF', 'User ID:', and 'Primary Permission List:'. Each of the last three fields has a magnifying glass icon to its right. A yellow 'Add' button is positioned below the fields. At the bottom of the main area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'.

Complete all the fields that will be of benefit when entering documents that have the same chartfields.

Menu

- Set Up Financials/Supply
 - Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Accounting Entry
 - Templates
 - Activities
 - Activity Monitor
 - Agency Location Codes
 - Approvals
 - Attachments
 - Bank Branch File
 - Calendars/Schedules
 - Cash Processing
 - Codes and Auto Numbering
 - Credit Card Encryption
 - Currency
 - Customers
 - Design ChartFields
 - Configure
 - ChartField Audits
 - Define Values
 - ChartField Values
 - Account Types
 - SpeedTypes**
 - Combination Editing
 - ChartField Value Sets
 - ChartField Inheritance
 - Review

SpeedType

SetID: UWOSH

SpeedType Key: STUFF

Type of SpeedType: Universal (All Users)

Description:

Account:

Fund Code:

Department:

Program Code:

Class Field:

Project:

Affiliate:

Currency Code:

Statistics Code:

- Complete the page and **Save** your work.
- When entering a document, you click on the **SpeedType** button and select the appropriate key from the list instead of completing all of the chartfields on the journal line.

Chartfield Combination Edits

SFS allows you to define rules about which chartfield values should be combined for accounting entries that are posted to the system. Any entries created in the various modules of SFS are required to go through an edit process. Each time an individual chartfield value is entered, the system immediately checks to see if it is valid. However, the validity of the combination of chartfields is not checked until the edit process is run. This process compares the chartfields on the entry to the chartfield combination table and identifies invalid combinations.

This portion of the manual explains the steps for setting up combination rules and building the combination edit tables. The following exercises walk you through the steps and the panels. These steps are:

- 1) Define the Combination Edit Templates – these should already be defined, but you should look at them to get a better understanding of the process.
- 2) Link the Combination Template to the Ledger Template – these should already be defined, but you should look at them to get a better understanding of the process.
- 3) Set up a Combination Definition that specifies the chartfields you want to edit in combination.
- 4) Define Combination Edit Rules.
- 5) Define Combination Edit Groups.
- 6) Tie Combination Edit Groups to a Business Unit and Ledger.
- 7) Run the Build Combination Edit Process.

Define the Combination Edit Templates

PeopleSoft delivers several templates for its applications that define the record names, field names, and line status values to be used in combination editing.

You do not need to change the delivered templates for the various PeopleSoft applications or create new templates unless you *customize* your system.

In the general ledger, we will be using the Peoplesoft delivered template below. Note the “Line Error Log” is set to the TSE_JLNE_FLD record.

Activity: Define Combination Edit Template.

Navigation: Set Up Financials/Supply Chain>Common Definition>Design Chartfields>Combination Editing>Chartfield Editing Template

ChartField Combination Editing Template

Template: JOURNALS *Descr: Combo Template for Journals

Record Names

Line Record: JRNL_LN Line Error Log: TSE_JLNE_FLD

Header Record: JRNL_HEADER *Map Option: PS/GL

Field Names

Transaction Date: JOURNAL_DATE Foreign Currency: FOREIGN_CURRENCY

GL Business Unit: BUSINESS_UNIT

Field Name	*Status Code	Status Value
JRNL_LINE_STATUS	Invalid	1
JRNL_LINE_STATUS	Process	0
JRNL_LINE_STATUS	Valid	0

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add

Link the Combination Template to the Ledger Template

For PeopleSoft applications that use the background combination editing process, you must link the combination edit template for the application to a ledger template on the Ledger Template - Fields Definition page (see below). The Journal Edit process uses the specified combination edit template for ChartField validation during journal editing.

Combination Edit Template Select the templates applicable to the ledger template from the drop-down list box.

Warning! The Journal Edit process requires this template for ChartField validation. The Journal Edit process fails if the Combination Edit Template field is blank.

Activity: Link Combination Template to Ledger Template.
Navigation: General Ledger>Ledgers>Templates>Find An Existing Value>STANDARD>Record Definitions Tab

Menu	
General Ledger	
Journals	
Ledgers	
Templates	
Detail Ledgers	
Ledger Groups	
Ledger Codes	
Import Ledger from Flat File	
Export Ledger Data	
Ledger File Formats	
Template Report	
Detail Ledger Report	
Ledger Codes Report	
Summary Ledgers	
Close Ledgers	
Process Multi-Currency	
Average Daily Balance	
Open Items	
Consolidate Financial Data	
Maintain Standard Budgets	
Monitor Background Process	
Review Financial Information	
Regulatory Ledger Reports	
XBRL	
Cash Flow Statement	
General Reports	
Federal Reports	

Record Definitions		Field Definitions	
Ledger Template:	STANDARD	*Description:	Standard Detail Ledger
<input checked="" type="radio"/> Detail <input type="radio"/> Summary		Default Ledger Type:	Standard General Ledger Default
*Record (Table) Name:	LEDGER	Account ChartField:	GL_ACCOUNT_TBL
Ledger Tmp:	LEDGER_TMP	Combo Data:	COMBO_DATA_TBL
Ledger Tmp2:	LEDGER_TMP2	Jrnl Gen Tmp:	JGEN_WRK_TMP
Journal Line:	JRNL_LN	Summary Ledger Stage Tbl:	SLEDGER_STG
Journal Line Tmp:	JRNL_LN_TMP	Consolidations Log:	CONSOL_LOG
Secured Rptg Vw:		Consolidation Equity Temp:	CONSOL_EQTY_TM
Closing Record Names			
Closing Log:	CLOSE_LEDG_LOG	Closing Account Tmp:	CLO_ACCT_TMP
Closing Tmp:	CLO_LEDG_TMP	Closing Journal Header Tmp:	CLO_JNHD_TMP
Closing RE Tmp:	CLO_EARN_TMP	Closing Journal Line Tmp:	CLO_JNLN_TMP
Closing ChartField Table:	CLO_CF_TBL	Closing Journal Line Tmp2:	CLO_JLN2_TMP
Multicurrency Record Names			
MultiCurrency Log:	CURR_LOG_TBL	MultiCurrency Tmp1:	CUR_WRK1_TBL
MultiCurrency Tmp:	CURR_WRK_TBL		
ADB Record Names			

Set up a Combination Definition

Decide what combination of codes you want to edit and list those chartfields on this panel. Keep in mind that the more rules you implement, the more time will be required to edit the journals and maintain the rules. **It is recommended to limit your combinations to two or three chartfields due to performance.** The following definition shows an edit that controls which Funds and Program Codes can be used with each Department code. Note that the Department code (formerly known as deptid) is the anchor. The anchor chartfield drives the combination rule that you define in the next step.

Activity: View the Combination Definition.

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Combination Editing>Combination Definition

ChartField Combination Editing Definition

SetID: UWOSH Combination Definition: ORGEDIT

*Description: Org Edit

Long Description: This combination edit validates the fund and program that are associated with the organization code.

ChartField	Anchor ChartField
Department	<input checked="" type="checkbox"/>
Fund Code	<input type="checkbox"/>
Program Code	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Refresh Add

Define Combination Edit Rules

Activity: Define Combination Edit Rules

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Combination Editing>Combination Rule

Chartfield Combination Rule - Rule Definition Tab

- In the Description and Long Description fields enter short and long descriptions of the Combination Rule.
- Effective date range determines the time frame the rule is valid.
- Combo CF Definition identifies which chartfields are included in this combination (below). You can only modify this field if you are in the 'add' mode.

- Value Required Field Edit – if the checkbox is turned on the rule does not have to specify values or tree nodes.

Rule Definition **ChartField Combinations**

SetID: UWOSH Combination Rule: ORGEDIT

Description: ORGEDIT

Long Description: When a new Org is added you must add the ORG to each applicable Fund-Prog node under the OSH_ORG_COMBO_EDIT tree. If a new fund is added you must add the Fund_prog node to the tree with applicable Orgs as detail, then add new fund-prna to this rule.

Effective Date From: 01/01/1900 Open Effective Date To Effective Date To: 01/01/2099

Combination Definition: ORGEDIT Effective Date for Prompting: 01/11/2007

Non-Anchor ChartField Option	Value Required
Fund Code	<input type="checkbox"/>
Program Code	<input type="checkbox"/>

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add

Chartfield Combination Rule – Chartfield Combinations Tab

- The top portion of this panel identifies the anchor chartfield and its value(s).
- The bottom portion identifies valid values of the other chartfields in this combination edit rule.
- Values can be listed in detail or you can refer to a tree node. If you select the tree node, you will need to complete the Tree Information also – the name of the tree and the level.
- Note carefully which fields the various scroll bars control.

Rule Definition **ChartField Combinations**

SetID: UWOSH Combination Rule: ORGEDIT Descr: ORGEDIT

Anchor ChartFields Find | View All | First 1 of 139 | Last

ChartField: Department Tree: OSH_ORG_COMBO_EC Level: Seq: 1

How Specified: Selected Detail Values Selected Tree Nodes

Chartfield values / Tree nodes Find | View All | First 1 of 2 | Last

Node/Value
118-4

Non-Anchor ChartFields Find | View All | First 1 of 2 | Last

Non-Anchor ChartField: Fund Code Tree: Level: Seq: 1

How Specified: Selected Detail Values Selected Tree Nodes

Chartfield values / Tree nodes Find | View All | First 1 of 2 | Last

Node/Value
118

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Define Combination Edit Groups

Combination Rules can be linked together into a Combination Group. Then, SFS General Ledger applies these rules collectively as a group during the Journal Edit process. Note that within one group, all combination rules must have the same combination definition.

Activity: View a Combination Edit Group

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Combination Editing>Combination Group

- “User Defined” Combination Data checkbox would be turned on if you have a pre-populated combination data table that you want to edit against instead of the Combination Rules.
- “Anchor Values Not In Rules” would be turned on if you want to limit the validation of journal lines to those that contain the anchor chartfield values defined in your rule. The following example illustrates this.

Assume you have a combination rule set up that includes the following values:

Department	Fund	Account
053000	301	1120
053000	301	1210
053000	301	3100
053000	350	1120
053000	350	1210
053000	350	3100

Assume you are running the following journal line chartfield values through the edit process.

Journal Line	Department	Fund	Account	Amount
1	053000	301	1120	1250.00
2	054000	350	3100	1025.00

Result:

- Journal Line 1 would pass the edits regardless of whether or not the Bypass Anchor Values checkbox was turned on.
- Journal Line 2 would pass the edits if the Anchor Values Not In Rules was turned on – otherwise it would be marked invalid because it isn’t included in the rules.

Menu

- Set Up Financials/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Accounting Entry Templates
 - Activities
 - Activity Monitor
 - Agency Location Codes
 - Approvals
 - Attachments
 - Bank Branch File
 - Calendars/Schedules
 - Cash Processing
 - Codes and Auto Numbering
 - Credit Card Encryption
 - Currency
 - Customers
 - Design ChartFields
 - Configure
 - ChartField Audits
 - Define Values
 - Combination Editing
 - ChartField Editing Template
 - Combination Definition
 - Combination Rule
 - Combination Group

ChartField Combination Editing Group

SetID: UWOSH **Process Group:** ORGEDIT

***Description:**

Long Description:

***Combination Definition:**

***Combo Editing Option:** **User Defined**

***Anchor Values Not In Rules:**

***Combination Group Defines:**

Combination Rule	
<input type="text" value="ORGEDIT"/>	<input type="text" value="ORGEDIT"/>

Tie Combination Edit Groups to a Business Unit & Ledger

Activity: Tie Edit Groups to a Business Unit & Ledger

Navigation: Set Up Financials/Supply Chain>Business Unit Related>General Ledger>Ledgers for a Unit>Journal Edit Options Tab

- Select your business unit and click Search. (In this example, scroll to actuals)
- Use this page to designate which combination rules apply to specific transactions. Do this by selecting one or more Combination Edit Groups (in the bottom part of page).
- If you don't want to use Combination Editing, you can turn it off by not entering Combination Editing Groups in the Process Group field on this page. If no Combination Editing groups are attached to this field, the system does not apply any Combination Editing rules.

The screenshot shows the 'Journal Edit Options' tab for Business Unit UWOSH. The 'Ledger Group' is set to 'ACTUALS'. The 'Process Group' field is highlighted with a red circle and contains the following entries:

Process Group	Search	+	-
BLDG_NBR	🔍	+	-
FNDMAJCLAS	🔍	+	-
FUND_PROJ	🔍	+	-
ORGEDIT	🔍	+	-

Run the Build Combination Edit Process

Activity: View the Build Combination Edit Process

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Combination Editing>Build Combination Data

This process will be scheduled to run nightly by UW System Administration. Business units should ***only*** run this process if a change in the rule or tree used in the combination edit process is made and entries would be effected by the change before the nightly process is run by UW System Administration.

Use this process to update combination edit tables for new and invalid combinations.

- Select the “Build Data Table” in the “Build Option” drop down.
- The “As of Date” will be compared to the tree and rule dates to build the combinations.
- Do not check the “Use Wildcards in Combination” box (GL Star complications).
- Do not check the “Use Active Values Only” check box.
- From Peoplebooks: “ Select to use only the active ChartField values as of the “as of date” when building the COMBO_DATA_TBL. If you select this option, combination editing considers your ChartField combination invalid even if the ChartField values you use are active at the date of the transaction. Use this option to reduce the COMBO_DATA_TBL size. However, you should not select this option if you need to edit transactions earlier than the inactive date.”

Build Combination Data Request

Run Control ID: COMBO_EDIT_SELECT [Report Manager](#) [Process Monitor](#) [Run](#)

As of Date: 01/11/2007 [Update](#)

Request Number	Process Frequency	Business Unit	Ledger Group	Build Option	As of Date	Use Wildcard in Combination	Use Active Values Only
1	Once	UWMSF	STD_BUDGE	Build Data Table	06/21/2006	<input type="checkbox"/>	<input type="checkbox"/>
2	Once	UWPK	ACTUALS	Build Data Table	08/31/2006	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

Things that could cause your chartfield combinations to become invalid and require you to update them include:

- Inactivating a chartfield on a date that is within the effective date range of that combination.
- Changing a chartfield Combination Rule to exclude chartfield values that were valid before the change.
- Changing the tree used in a Combination Rule so that the resulting valid values are now different.
- Using the same anchor values twice within a combination group.

Combination Edit Inquiries

Use the following navigation to query the contents of your combination tables.

Activity: Query a Combination Edit table

Navigation: Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Combination Editing>Review Combination Data

- Enter the value or values you wish to see for a business unit.
- Use % as a wildcard to query ranges of values. See the Department field in the following panel for an example of how to select combination edits for all organizations that begin with 05.
- Click the **Search** button to display your requested data in the lower portion of the panel.

Note that 271 rows were returned with the Dept using 30 and % (wildcard).

Review Combination Data

*SetID: UWOSH | *Group: ORGEDIT | Rule: ORGEDIT | Business Unit for Prompting: UWOSH | **Search**

Account Fund Dept Program Class Project Affiliate Book Code Stat Currency

30%

Combination: Groups and Rules

Group	Rule	Definition	From Date	To Date	Group Defines
ORGEDIT	ORGEDIT	ORGEDIT	01/01/1900	01/01/2099	Valid

Max Rows Displayed: 10

Number of Rows Retrieved: 271

Combination Data

Account	Fund	Dept	Program	Class	Project	Affiliate	Book Code	Statistics Code	Currency Code
102	301000	1							
128	301000	1							
131	301002	1							
133	301002	1							
131	301003	1							
133	301003	1							
150	301004	4							
128	301020	1							
128	301022	1							
128	301025	1							

Budgets

Budgets are stored in a separate ledger from all other types of transactions.

SFS supports five types of Control budgets.

Currently none of these are used.

- **Appropriation** – establishes a budget for money authorized for expenditures for a specific purpose during a specific period of time.
- **Allotment** – allocates a portion (or the full amount) of an appropriation and makes it available for encumbrance or disbursement over a specific period of time.
- **Departmental Budget** – tracks and controls spending of a budget at a lower level of detail than the appropriation. This is often called the expense budget and is the one that we will concentrate on in this manual.
- **Revenue Estimate** – tracks revenues recognized and cash collected against estimated revenues.
- **Project** – controls expenditures specifically for a project or a grant. This will be used more as we make more use of the project/grant features of SFS.

There are two options available for budgets, Standard Budgets and Control Budgets. At this time business units are using only the Standard Budget. There is no link between the two, so if you use both options you must enter transactions into both separately.

Following is a description of each option along with the pros and cons of each.

- **Standard Budgets** are entered for reporting purposes only. Journal entries to adjust Standard Budgets are more flexible than the control budget journal entries. You can enter numerous budget lines to transfer or establish budget amounts at the fund-program-department level. Standard Budgets can be edited for valid chartfield combinations – control budgets cannot.
- **Control Budgets will be used by only a few business units.** Control budgets are set up in two stages. In the first stage, you establish Commitment Control ledgers and ledger groups and then set up your budget definitions by attaching processing parameters to the ledger groups. Within a control budget definition, you can set up one or more Rulesets, or sets of key ChartFields, translation rules, and calendars. You can also attach certain budget-checking options to specific values of the *control ChartField* (the values for which determine if the Budget Processor considers a transaction for budgetary control). Control Budget use will be described further in a different document.

Budgetary Control

- The Budget Checking Module (BCM) enforces budgetary control on financial transactions. Even if you are not using Control Budgets the BCM process must still be run and transactions must still be marked as passing budgetary control. How this fits into the process will be clearer when you complete the section of this manual on Journal Processing.

Entering Standard Budgets

There are two methods that we are currently using to enter budget amounts. They are:

- Enter budget journals.
- Import budgets from spreadsheets.

Activity: Enter a Standard Budget

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

The screenshot shows the 'Create/Update Journal Entries' form. The 'Menu' pane on the left is expanded to show the path: General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main form area has a title 'Create/Update Journal Entries' and two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are input fields for 'Business Unit' (UWEXT), 'Journal ID' (NEXT), and 'Journal Date' (01/09/2007). An 'Add' button is visible at the bottom left of the form area.

Header Tab

- Select the Ledger Group to which the journal will post (this will most likely be **STD_BUDGET**).
- Ledger is grayed out whenever there is only one ledger linked to a ledger group.
- Reference Number can be used for whatever you would like.
- Source should be **"BUD"**.

- Fiscal year and Period are derived from the journal date based on the calendar associated with the ledger group.

The screenshot shows the 'Journal Entry' form in the General Ledger system. The 'Header' tab is selected, displaying the following information:

- Unit: UWOSH
- Journal ID: NEXT
- Date: 01/11/2007
- Long Description: (empty field)
- Ledger Group: STD_BUDGET
- Ledger: (empty field)
- Source: BUD
- Reference Number: (empty field)
- SJE Type: (dropdown menu)
- Journal Class: (empty field)
- Transaction Code: (empty field)
- Auto Generate Lines: (checkbox, unchecked)
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2007
- Period: 7
- ADB Date: 01/11/2007
- Save Journal Incomplete Status: (checkbox, unchecked)

Additional features include links for 'Currency Defaults: USD / CRRNT / 1', 'Reversal: Do Not Generate Reversal', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Lines Tab

- Use this page to record the budget transaction. **Budgets can be a single sided entry – no offset is required.**
- Note that for budgets, the account number is often a word instead of a four-digit code. For example, in the panel view below, SEXP1 refers to a rollup of all Supplies and Expense. To determine what is included in these summary levels, go to Tree Manager and view the tree node names.
- Once you've entered the transaction, save your work and click on the edit button. This runs the combination edits.

The screenshot displays the 'Edit Journal' process in the Peoplesoft financial system. The interface includes a header section with fields for Unit (UWOSH), Journal ID (0000121282), and Date (06/23/2005). A dropdown menu is set to 'Edit Journal', and a 'Process' button is highlighted. Below this is a table for 'Lines' with columns for Select, Line, Unit, Ledger, Account, Fund, Dept, Program, Class, Bud Ref, Project, and Budget Period. A 'Totals' section shows a total debit of 1,000,000 and a total credit of 0.000. A 'Save' button is also visible. A callout box on the right instructs the user to 'Select 'Edit Journal' from dropdown and click Process to run combination edits.' Another callout box on the left says 'Save your work' pointing to the 'Save' button.

Totals Tab

This panel allows you to use control totals for debit and credit amounts and the number of lines.

Errors Tab

This page will show you any error messages that resulted from running the edit process. When all errors have been corrected, go back to the Lines page and click on the Post icon to post the budget entry.

Header	Lines	Totals	Errors	Approval
Unit: UWOSH Journal ID: 0000121282 Date: 06/23/2005				
▼ Header Errors Customize Find First 1 of 1 Last				
Field Long Name Message Text				
No journal headers are marked in error.				
▼ Line Errors Customize Find First 1 of 1 Last				
Field Long Name Message Text				
No journal line between line 1 and line 1 is marked in error.				
Save Notify Refresh Add Update/Display				

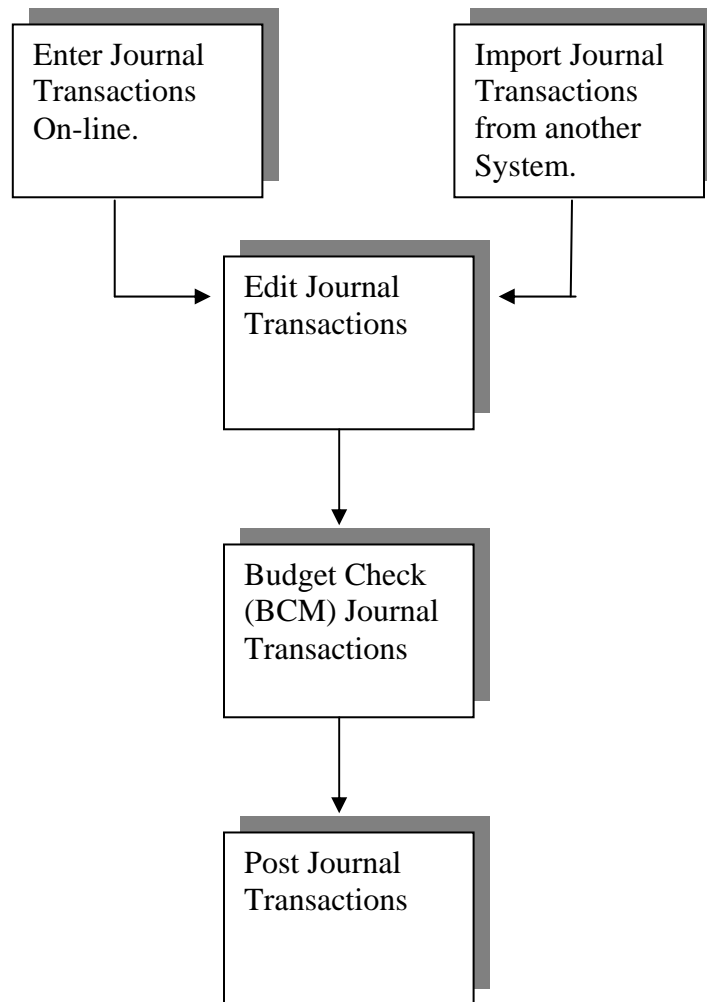
Approvals Tab

This panel is used only if you have implemented workflow. At this time, we are not using workflow.

Journal Processing

Journal Entry Processing accepts journal entry input transactions, edits them for accuracy and completeness, balances them to ensure accounting rules are followed, ensures they pass budget checking parameters and posts them to a ledger. After posting, the original journal entries are retained by PeopleSoft General Ledger for analysis and audit trail purposes.

The following diagram shows the General Ledger journal processing flow:



Note. Although the diagram above denotes edit and budget check as two systems, in 8.8, if you edit a journal and there are no errors, the system will return a journal and budget status of valid. In this case, two processes do not have to be run separately.

Enter Journal Transactions Online

Journals are identified by a combination of Business Unit, Journal ID and Journal Date. So, it is possible for you to use the same Journal ID if desired, as long as the Journal Date is different.

Activity: Enter a Journal Transaction

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

Header Tab

- On the criteria panel, use a Business Unit of UWOSH or your business unit and allow the GL Journal ID to default to the next number if you are using auto-numbering otherwise enter Journal ID. Use today as the Journal Date. Click OK to go to the header panel.
- Select the Ledger Group to which the journal will post (this will most likely be ACTUALS).
- Ledger is grayed out whenever there is only one ledger linked to a ledger group.
- Reference Number can be used for whatever you would like.
- Source should be “INT” for most journals. You can setup a default general ledger source code in your user preferences.
- Enter a description in the Long Description field.
- Accounting Period and Fiscal Year are taken from the calendars that are set up.
- Selecting Adjusting Entry will cause this to be posted to an accounting period of 998. Be sure this is what you really want to do if you select it. Note. The journal will not process if the fiscal year to be adjusted is not set up on the CC Detail Calendar.
- If you want this entry automatically reversed (i.e. an accrual), select the appropriate reversal option. The choices are:
 - ◆ None – assumes no automatic reversal of this entry. This is the default.
 - ◆ Begin Next – creates a reversing entry dated the first day of the next accounting period.
 - ◆ End Next – creates a reversing entry dated the last day of the next accounting period.
 - ◆ On Date Specified by User – creates a reversing entry on the date you specify.
 - ◆ The SJE Type field should be blank. We do not use it.
 - ◆ The Journal Class field type should be blank. We do not use it.
 - ◆ The Transaction Code field type should be blank. We do not use it.

- ◆ The journal prefix for an encumbrance journal must be PO.
 - ◆ If an encumbrance journal is being entered online, Source Code must be ENC.
 - ◆ If an ENC journal is being entered, the user must click on the commitment control item and select Encumbrance for the journal to be processed correctly.
 - ◆ If a Budget journal is being entered, STD_Budget must be selected as the ledger group.

Menu

- General Ledger
 - Journals
 - Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Suspense Correction
 - UW Procard Setup
 - Ledgers
 - Summary Ledgers
 - Close Ledgers

Create/Update Journal Entries

[Find an Existing Value](#) **Add a New Value**

Business Unit: UWEXT

Journal ID: NEXT

Journal Date: 01/09/2007

Add

[New Window](#) | [Help](#)

Journal ID is not changed if auto numbering is used otherwise enter the name of the journal. In this journal auto numbering is not used

Menu

- General Ledger
 - Journals
 - Journal Entry
 - Create/Update Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Suspense Correction
 - UW Procard Setup
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
 - Average Daily Balance
 - Open Items
 - Consolidate Financial Data
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - Regulatory Ledger Reports
 - XBRL

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UWEXT Journal ID: JVPARK Date: 01/11/2007

Long Description: _____

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: _____ Adjusting Entry: Non-Adjusting Entry

*Source: INT Fiscal Year: 2007

Reference Number: _____ Period: 7

SJE Type: _____ ADB Date: 01/11/2007

Journal Class: _____ Save Journal Incomplete Status

Transaction Code: _____

[Currency Defaults: USD / CRRNT / 1](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Lines Tab

- Use this page to record the transaction lines. Entries must be double sided and net to zero. For example, a direct charge payment would be recorded as a debit to an expense account and a credit to Cash (account 6100). The most frequently used offset accounts are:
 - ◆ 6100 – Cash
 - ◆ 8120 – Reserve for Encumbrance
- If you want to use a SpeedType instead of entering chartfield values, click on the SpeedType button and select the appropriate SpeedType code. See the section on SpeedTypes for instructions on defining them.

The screenshot displays the 'Lines Tab' in the Peoplesoft General Ledger system. On the left is a 'Menu' tree with options like 'General Ledger', 'Journals', and 'Journal Entry'. The main window has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, Class, and Project. Three lines are listed, all with Unit 'UWEXT' and Ledger 'ACTUALS'. Below the table is a 'Lines to add' section with a count of 1 and buttons for adding, deleting, and clearing lines. At the bottom, there is a 'Totals' section with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' row shows 3 total lines, 0.00 total debits, and 0.00 total credits for Unit UWEXT. Navigation buttons like 'Save', 'Notify', and 'Refresh' are also visible.

Totals Tab

This panel allows you to use control totals for debit and credit amounts and the number of lines.

Errors Tab

If errors occur in the process of editing your journal entries, this panel will be helpful to determine the problem.

Approvals Tab

This panel is used only if you have implemented workflow. At this time, we are not using workflow.

Edit, Budget Check and Post Journals Online

- Once you've entered the transaction, save your work and click on the Edit Journal drop down. This runs the combination edits. The following conditions could cause an error:
 - ◆ The accounting period (determined by the Journal Date) is not currently open.
 - ◆ Total Debits do not equal total Credits and the ledger is defined as a balanced ledger.
 - ◆ Actual Totals for the journal do not match the control totals (if entered).
 - ◆ One or more journal lines use invalid chartfield values or chartfield combinations as of the Journal Date.
- Check the Error panel to see if there are problems. If there are, make corrections and edit the transactions again.
- Once the transactions have successfully passed the edit process, click on the Budget Check button. When this process is successful, the status next to the line description will change to "Valid Budget Check".
- Next you can post your transactions by clicking on the Post Journal drop down.

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[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UWOSH Journal ID: CBSTORES Date: 06/02/2005 Process: Edit Journal Process

[Template List](#) | [Search Criteria](#) | [Change Values](#) | InterIntraUnit | Errors Only

▼ Lines											
Select	Line	Error	Unit	Ledger	Account	Fund	Dept	Class	Bud Ref	Project	Currency
<input type="checkbox"/>	1	X	UWOSH	ACTUALS	3100	102	036100				USD
<input type="checkbox"/>	2	X	UWOSH	ACTUALS	6100	102	036100				USD
<input type="checkbox"/>	3	X	UWOSH	ACTUALS	3100	128	250136	8			USD
<input type="checkbox"/>	4	X	UWOSH	ACTUALS	6100	128	250136	8			USD
<input type="checkbox"/>	5	X	UWOSH	ACTUALS	3100	128	250113	8			USD
<input type="checkbox"/>	6	X	UWOSH	ACTUALS	6100	128	250113	8			USD
<input type="checkbox"/>	7	X	UWOSH	ACTUALS	3100	133	402400	5			000
<input type="checkbox"/>	8	X	UWOSH	ACTUALS	6100	133	402400	5			000
<input type="checkbox"/>	9	X	UWOSH	ACTUALS	3100	102	301200	1			000
<input type="checkbox"/>	10	X	UWOSH	ACTUALS	6100	102	301200	1			000

Lines to add: + - ☰

▼ Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWOSH	96	3,343,400	0.000	E	N

Edit, Budget Check and Post Journals in Batch

If you have a large volume of journal entries, it will be more efficient to edit, budget check and post them in batch processes that are run overnight. Following is documentation of those processes for your reference.

Edit Journals in Batch

Activity: Edit Journal Entries in Batch

Navigation: General Ledger>Journals>Process Journals>Edit Journals

The following page shows how the Batch Edit Process should be set up.

The screenshot displays the 'Edit Journals' interface. On the left, a 'Menu' sidebar is visible with the following structure:

- General Ledger
 - Journals
 - Journal Entry
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Permanent Interface
 - Zero GPR Cash Transfer
 - AR/BI Journal Update
 - Edit Journals**
 - Budget Check Journals
 - Mark Journals for Override
 - Entry Event Journals
 - Mark Journals for Posting
 - Mark Journals for Unposting
 - Post Journals
 - Review Journal Status
 - Journal Edit Errors

The main content area is titled 'Edit Journals' and includes the following elements:

- Instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- Buttons: 'Find an Existing Value' and 'Add a New Value'.
- Search Criteria: 'Run Control ID: begins with' dropdown menu with 'triple_shot_j' entered.
- Checkbox: 'Case Sensitive' (unchecked).
- Buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.
- Section: 'Search Results' with 'View All', 'First', '1 of 1', and 'Last' navigation options.
- Table:

Run Control ID	Language Code
Triple Shot Journals	English
- Footer: 'Find an Existing Value | Add a New Value'.

The next page displays the Edit Journals Request which provides multiple options available which allows you to run single processes or multiple processing, i.e., budget checking and posting. The following page also illustrates a process similar to the SFS 7.5 version of the 'Triple Shot' that allows for editing, budget checking and posting of the documents in a batch in one process run.

The run control has the boxes checked to run the 'Triple Shot' but can select less if not all processes are to be run.

Clicking on the 'Run' button on the page results in the following "Process Scheduler Request" page.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/GL Jrnl Edit and Error Rpt	GLJEDERR	PSJob	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PS/GL Journal Edit	GL_JEDIT	Application Engine	Web	PDF	Distribution

- Server should be selected and **PSUNX** should be identified.
- Output Destination should be File with the file name as shown below.
- The **PS/GL Jrnl Edit and Error Rpt** process should be highlighted and both processes selected.
- Clicking on **OK** will run the process.

- You can review messages that come from this process by navigating to the **Process Monitor** to view the status which should display **'Success and Posted'** when completed.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2389708		Application Engine	GL_JEDIT	G1M	06/21/2005 1:12:07PM PDT	Queued	N/A	Details
<input type="checkbox"/>	2389705		PSJob	GLJEDERR	G1M	06/21/2005 1:12:07PM PDT	Queued	N/A	Details
<input type="checkbox"/>	2389704		Application Engine	GL_JEDIT	G1M	06/21/2005 12:40:21PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389701		PSJob	GLJEDERR	G1M	06/21/2005 12:40:21PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389672		Application Engine	GL_JRNL_COPY	G1M	06/21/2005 8:20:24AM PDT	Success	Posted	Details

Budget Checking Journals in Batch

Activity: Budget Check Journal Entries in Batch

Navigation: General Ledger>Journals>Process Journals>Budget Check Journals

The following page shows how the Batch Budget Checking Process should be set up. The Process Scheduler Request is the same as described above for the Journal Edit.

- Be sure this process is successful before going on to the Post process.
- You can review the status of the journals by navigating to **General Ledger>Journals>Process Journals>Budget Check Journals>Review Journal Status>Find an Existing Value**

Budget Check Journals Request

Run Control ID: BUDGET_CHECK_JOURNALS [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency: Don't Run Process Once Always Process

Request Number: 1

Description: BUDGET CHECK JOURNALS

Business Unit: UWOSH

InterUnit Business Unit:

Source:

Journal ID From:

Journal Date From:

Ledger Group: ACTUALS

System Source:

To Journal ID:

To Journal Date:

Leave a field blank to select all its values.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Process Scheduler Request

User ID: G1M Run Control ID: GL_BUDGET_CHECK

Server Name: PSUNX Run Date: 06/21/2005

Recurrence: Run Time: 8:55:08PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)	Distribution

[OK](#) [Cancel](#) [Refresh](#)

Process List [Server List](#)

View Process Request For

User ID: G1M Type: Last: 15 Days [Refresh](#)

Server: PSUNX Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-35 of 35 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2389784		COBOL SQL	FSPKBDP3	G1M	06/21/2005 8:55:08PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389714		Application Engine	GL_JEDIT	G1M	06/21/2005 1:41:51PM PDT	Success	Posted	Details

Post Journals in Batch

There are two steps to posting a journal in batch. First you must mark the journals that you want to post. Then you run the process to post them.

Activity: Mark Journals for Posting

Navigation: General Ledger>Journals>Process Journals>Mark Journals for Posting.

Mark Journals for Posting

'Unit' 'Ledger Group' Year 'Period' Source Journal ID Journal Date From Journal Date To

UWOSH ACTUALS 2005 12

Search Select All Deselect All Post Selected Journals Include Adj. Periods

Process	Unit	Line Unit	Journal ID	Date	Lines	Description
<input type="checkbox"/>	UWOSH	UWOSH	CASHIER	06/03/2005	57	CASHIER DAILY RECEIPTS
<input type="checkbox"/>	UWOSH	UWOSH	CBLABEL	06/17/2005	20	JUNE LABELING & CHARGES
<input type="checkbox"/>	UWOSH	UWOSH	CBSTORES	06/04/2005	96	CUSTODIAL AND CLERICAL SUPPL

Save Notify Refresh

Select the Journals that you wish to Post; if you choose to do all, then click the button 'Select All' and Save.

Activity: Post Journal in Batch

Navigation: General Ledger>Journals>Process Journals>Post Journals

Post Journals Request

Run Control ID: Journal_Posting

Report Manager Process Monitor Run

Process Instance: 2389789,2389792,2389793

Process Request Parameters

Process Frequency: Once Always Don't Run

Request Number: 1

Description: Journal Posting

Business Unit: UWOSH Ledger Group: ACTUALS

Source: System Source:

Process Partition ID:

Journal ID From: Journal ID To:

Journal Date From: Journal Date To:

From Year: To Year:

From Period: To Period:

Skip Open Item Reconciliation Skip Summary Ledger Update

Leave a field blank to select all its values.

Save Notify Refresh Add Update/Display

Run the request and the Process Scheduler Request page will display and check all boxes for server PSUNX; then click OK. **NOTE:** you will return to the Post Journals Request page with three process instances.

Process Scheduler Request

User ID: G1M Run Control ID: Journal_Posting

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/GL Journal and ADB Post	GLADBPST	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PS/GL Journal Post	GLPPPOST	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PS/GL Post Daily Balances	GL_ADB_POST	Application Engine	Web	TXT	Distribution

Server is PSUNX and select all.

Click on **Process Monitor** on the **Post Journals Request** page to see the status of the various processes and when the processes have finished the screen should display **Success and Posted**.

Process List **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First | 1-39 of 39 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2389793		Application Engine	GL_ADB_POST	G1M	06/21/2005 9:32:55PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389792		COBOL SQL	GLPPPOST	G1M	06/21/2005 9:32:55PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389789		PSJob	GLADBPST	G1M	06/21/2005 9:32:55PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389788		Application Engine	GL_JRNLCOPY	G1M	06/21/2005 9:13:58PM PDT	Success	Posted	Details

When complete you may wish to view the status of the journals using Journal Inquiry.

Journal Inquiry

You can review the status of the journals that have been entered in the General Ledger as follows:

Activity: View Journal

Navigation: General Ledger>Review Financial Information>Journals

Menu

- Commitment Control
- General Ledger
 - Journals
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Average Daily Balance
 - Open Items
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - Journals
 - Ledger

Journals

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**

Inquiry Name: begins with []

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Click Search to go to Journal Inquiry Criteria and fill in data to narrow the search. Click Search on the Journal Inquiry Criteria and the Journal Inquiry Details page will display.

Journal Inquiry Criteria

Journal Inquiry

Ledger Criteria

Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Suspense Status	Search
JOURNAL	UWOSH	ACTUALS	2005	12	12		

Journal ID	Date	Status	Source	Currency	Stat	Document Type
		P				

User [] Document Sequence [] Max Rows 100 Sort By Journal Id

Save Return to Search Notify Refresh Add Update/Display

Journal Inquiry Criteria

Journal Inquiry

Ledger Criteria

Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Suspense Status	Search
JOURNAL	UWOSH	ACTUALS	2005	12	12		

Journal ID	Date	Status	Source	Currency	Stat	Document Type
		P				

User [] Document Sequence [] Max Rows 100 Sort By Journal Id

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000121274	06/21/2005	UWOSH	Posted	OSH	No Susp	G1M	06/21/2005	TEST
0000121276	06/21/2005	UWOSH	Posted	OSH	No Susp	G1M	06/21/2005	TEST BATCH
0000121277	06/21/2005	UWOSH	Posted	OSH	No Susp	G1M	06/21/2005	test 3
AP00121180	06/01/2005	UWOSH	Posted	APA	No Susp	G1M	06/01/2005	AP Accrual
CASHIER	06/03/2005	UWOSH	Posted	OSH	No Susp	G1M	06/03/2005	CASHIER DAILY RECEIPTS
CASHIER	06/04/2005	UWOSH	Posted	OSH	No Susp	G1M	06/04/2005	CASHIER DAILY RECEIPTS
CBTSTIX	06/08/2005	UWOSH	Posted	OSH	No Susp	G1M	06/08/2005	TEST JOURNAL

Save Return to Search Notify Refresh Add Update/Display

Select a Journal ID to display all of the information about the journal.

Journal Inquiry Details											
Journal Inquiry											
Ledger Criteria											
Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Suspense Status	Doc Type			
JOURNAL	UWOSH	ACTUALS	2005	1	13						
Go To: Journal Criteria						Header Msg:					
Journal Header											
Journal ID:	0000121277	Date:	06/21/2005	Source:	OSH	Schedule:					
Ledger Grp:	ACTUALS	Original Date:	06/21/2005	Lines:	4	Doc Seq:					
Status:	Posted	InterUnit BU:	UWOSH	Posted:	06/21/2005	Process: Edits OK					
Balanced:	DR=CR	Reversal:	None	Reversal Date:							
Operator ID:	G1M										
Long Description	test 3										
Totals by Currency Find View All First 1 of 1 Last											
Currency:	USD	DR:	200.000	CR:	200.000	Net: 0.000					
<input checked="" type="radio"/> Show All Lines <input type="radio"/> Show From Line: <input type="text"/> Thru Line: <input type="text"/> Query Journal Lines											
Journal Line											
Line #	Transaction Amount	Currency	Account	Operating Unit	Fund Code	Dept	Program	Class	Bud Ref	Product	Project
1	100.000	USD	3195		102	301500		1			
2	-100.000	USD	6100		102	301500		1			
3	100.000	USD	6100		128	301500		1			
4	-100.000	USD	3195		128	301500		1			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>											

Copying Journals

To save on keying, you can use an existing journal entry as the basis for a new journal entry.

Activity: Copy a Journal to save keying.

Navigation: General Ledger>Journals>Journal Entry>Copy Journals

Select the Run Control ID or Add a New Value and click Search.

Find an Existing Value [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First [Last](#)

Run Control ID	Language Code
ACTUAL_EXCEL_UPLOAD	English
ACTUAL_LOADS_WITH_OFFSETS	English
ALLCRYSTAL	English
ALLJOBS	English

- Select a Journal and enter the journal date and a new journal ID. When using auto-numbering be certain to leave 'NEXT' in new journal field or enter the new Journal ID.
- Click **Run** to begin the process. Once the copy is complete, the new journal will be marked with a status of "No-Status-Edit Required."

Copy Journals Request

Run Control ID: Journal_Copy [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Request Parameters

Process Frequency	Unit	Journal ID	Journal Date	ADB Date	New Journal	New Date	New ADB Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date
Once	UWOSH	0000121276	06/21/2005	06/21/2005	NEXT	06/21/2005	06/21/2005	Reversal	06/21/2005	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Refresh](#)

The Process Scheduler Request is now displayed. Select server 'PSUNX', and be sure the process is selected and click **OK**.

Process Scheduler Request

User ID: G1M Run Control ID: Journal_Copy

Server Name: PSUNX Run Date: 06/21/2005
 Recurrence: Run Time: 9:13:58PM
 Time Zone: [Search]

[Reset to Current Date/Time](#)

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

OK Cancel Refresh

Go to **Process Monitor** and review the process instance until it displays **Success and Posted**.

Process List Server List

View Process Request For

User ID: G1M Type: Last: 15 Days Refresh
 Server: PSUNX Name: Instance: to
 Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2389788		Application Engine	GL_JRNLCOPY	G1M	06/21/2005 9:13:58PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389784		COBOL SQL	FSPKBDP3	G1M	06/21/2005 8:55:08PM PDT	Success	Posted	Details
<input type="checkbox"/>	2389714		Application Engine	GL_JEDIT	G1M	06/21/2005 1:41:51PM PDT	Success	Posted	Details

To view the copied journal navigate: **General Ledger>Journals>Create Journal Entries>Find an Existing Journal (normally has had no editing done).**

Header Lines Totals Errors Approval

Unit: UWOSH Journal ID: 0000121280 Date: 06/21/2005 Process: Edit Journal Process

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

Select	Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Bud Ref	Project	Currency
<input type="checkbox"/>	1	UWOSH	ACTUALS	3100	102	301500	1				USD
<input type="checkbox"/>	2	UWOSH	ACTUALS	6100	102	301500	1				USD
<input type="checkbox"/>	3	UWOSH	ACTUALS	6100	128	301500	1				USD
<input type="checkbox"/>	4	UWOSH	ACTUALS	3100	128	301500	1				USD

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWOSH	4	0.000	0.000	N	N

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

The copy journal process is now complete after **Edit, Budget Check and Post**.

Deleting a Journal

If a journal has not been posted it may be deleted.

Activity: Delete a Journal

Navigation: General Ledger>Journals>Create Journal Entries>Find an Existing Journal

- Create a journal, edit it which will also budget check but do not post.
- On the Lines page, select the process 'Delete Journal' and click Process.

Journal ID: 0000121279 Date: 06/21/2005 *Process: Delete Journal Process

Select	Line	Unit	Ledger	Account	Fund	Dept	Program	Class	Bud Ref	Project	Currency	Amount
<input type="checkbox"/>	1	UWOSH	ACTUALS	3100	102	301500	1				USD	10.000
<input type="checkbox"/>	2	UWOSH	ACTUALS	6100	102	301500	1				USD	-10.000

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
2	10.000	10.000	✓	✓

- SFS will display a message verifying deletion before it deletes the journal. Click 'Yes' to delete the journal.

Are you sure that you want to delete this journal? (5010,30)

Create Journal Entry

Find an Existing Value | Add a New Value

Business Unit: UWOSH
 Journal ID: NEXT
 Journal Date: 06/21/2005

Add

Find an Existing Value | Add a New Value

Microsoft Internet Explorer

Journal 0000121279 is deleted. (5210,7)

OK

Message indicates that the journal has been deleted.

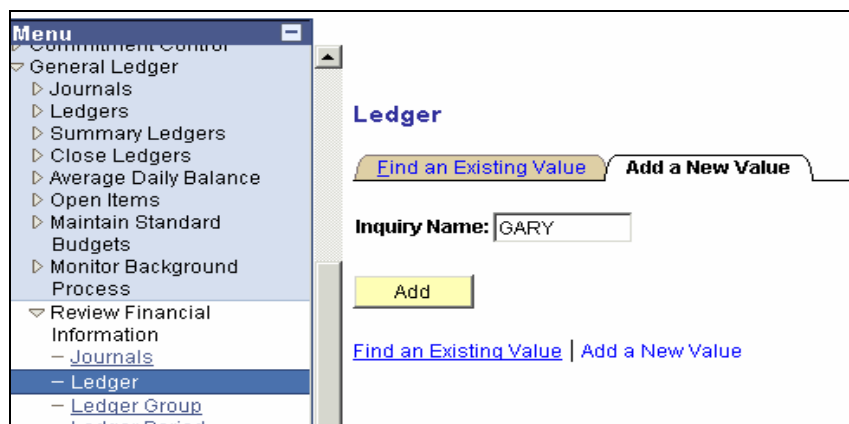
Inquiring in the General Ledger

There are many queries and reports that are set up to view data in the General Ledger as well as in other modules such as Purchasing and Accounts Payables. These queries and reports are discussed in a separate manual. The inquiry panel below is another alternative that allows you to view General Ledger information through the SFS panels rather than in a report format.

Activity: Inquire into the General Ledger

Navigation: General Ledger>Review Financial Information>Ledger

- Use your own name or make one up for the Inquiry Name
- Complete the fields at the top of the panel with the information you want to view. When you select a ledger, the chartfields and the list of reports will be populated.
- Check the appropriate boxes if you want to include Balance Forward or Adjustment amounts. 'Balance Forward' must be selected in order to see some of the summary reports.
- Enter any chartfield values that are useful in narrowing down the number of records you want to view. A wildcard of % can be used to designate a range.
- You can view either summary or detail information by selecting the magnifying glass under the appropriate column.



Ledger Inquiry Criteria

Ledger Inquiry

Enter ledger, period, and ChartField selection criteria. Click on one of the Summarization hyperlinks located in the lower right side of the page to execute the query.

Ledger Criteria

Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Currency	Stat
GARY	UWOSH						

Include Balance Forward
 Include Adjustment Period(s)
 Include Closing
 Only in Base Currency
 Max Rows:

Clear Criteria

Save Notify Refresh Add Update/Display

Select the ledger 'Actuals' and the following page will display.

Ledger Inquiry Criteria

Ledger Inquiry

Enter ledger, period, and ChartField selection criteria. Click on one of the Summarization hyperlinks located in the lower right side of the page to execute the query.

Ledger Criteria

Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Currency	Stat
GARY	UWOSH	ACTUALS					

Include Balance Forward
 Include Adjustment Period(s)
 Include Closing
 Only in Base Currency
 Max Rows:

Chartfield Criteria				Customize	Find	First	4-13 of 13	Last	View
ChartField	Value	ChartField	Value Set	Update/New	View				
Account				Update/New	✓	Balance by Period, Acct, Dept			
Department				Update/New	✓	Balance by Period, Acct, Project			
Operating Unit				Update/New	✓	Period Balances by Account			
Product				Update/New	✓	Sum by Period, Account, Dept			
Fund Code				Update/New	✓	Sum by Period, Alt Account			
Class Field				Update/New	✓	Sum by Period, Project			
Program Code				Update/New	✓	Ledger Balances			
Budget Reference				Update/New	✓	Ledger Activity			
Affiliate				Update/New	✓	Clear Criteria			
Fund Affiliate				Update/New	✓	Delete Criteria			
Operating Unit Affiliate				Update/New	✓				
Project				Update/New	✓				
Adjustment Type				Update/New	✓				

Enter a **Department 301500, Account 3100, Unit, Ledger, Year, and Accounting Periods** and click hyperlink **Sum by Period Account** and the following page will display.

Summarization Details
Ledger Inquiry

Ledger Criteria

Inquiry	Unit	Ledger	Year	From	To	Currency	Stat
GARY	UWOSH	ACTUALS	2005	1	13	USD	

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

Go To: [Inquiry Criteria](#) Query Results: [Find](#) | [View All](#) First Last

Ledger Amount by Currency [Customize](#) | [Find](#) | [First](#) [Last](#)

Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount	Base Currency
2	Activity	Detail	3100	396.000	USD	396.000	USD
3	Activity	Detail	3100	170.580	USD	170.580	USD
4	Activity	Detail	3100	150.630	USD	150.630	USD
5	Activity	Detail	3100	0.000	USD	0.000	USD
9	Activity	Detail	3100	1,015.000	USD	1,015.000	USD
10	Activity	Detail	3100	2,810.000	USD	2,810.000	USD
11	Activity	Detail	3100	0.000	USD	0.000	USD
12	Activity	Detail	3100	3,100.000	USD	3,100.000	USD

Currency Totals

Transaction Amount:	7,642.210	USD	Base Amount:	7,642.210	USD
----------------------------	-----------	-----	---------------------	-----------	-----

Click the hyperlink or **Activity** or **Detail** for an expanded view of the data. By clicking **Detail** link the resulting page will display the **Activity** link for a finer breakdown of data such as document number.

Ledger Balances
Ledger Inquiry

Ledger Criteria

Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Stat Code
GARY	UWOSH	ACTUALS	2005	1	13	USD	

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

Go To: [Inquiry](#) * [Sum by Period/Account](#) Scroll Message Detail: 1 to 1 of 1

Ledger Details

Period	Activity	Account	Oper Unit	Fund	Department	Program Code	Class	Bud Ref	Product	Project	Affiliate Fund Affil
2	Activity	3100		128	301500	1					

Additional information when scrolling to the right on above page.

Oper Unit Affil	Adjustment	Stat	Transaction Amt	Currency	Base Amount	Base Currency
			396.000	USD	396.000	USD

If this inquiry is used regularly you may wish to **SAVE**. It can be changed/updated each time or removed to meet the needs of the inquiry.

Journal Generator

Generally, a large number of transactions originate in another SFS module or outside the system and are fed into the General Ledger. Journal Generator is a tool within SFS that converts accounting entries into journals and transfers them to the appropriate ledger. The following exercises walk you through the setup for converting transactions from the Accounts Payable module to the General Ledger module. Steps include:

- 1) Set up accounting entry definitions to map data to appropriate fields and tables.
- 2) Prepare template to summarize accounting entries and create the journals.
- 3) Run Journal Generator.

Activity: View Accounting Definition for Accounts Payable Transactions.

Navigation: General Ledger>Journals>Subsystems Journals>Accounting Entry Definition

- Select APDEFN – Accounts Payable Definition

Accounting Entry Definition
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

SetID: [UWOSH] [Search]

Accounting Definition Name: begins with [] [Search]

Search | Clear | Basic Search | Save Search Criteria

Search Results
View All | First | 1-3 of 3 | Last

SetID	Accounting Definition Name	Description
UWOSH AMDEFN		Asset Management Definition
UWOSH APDEFN		Accounts Payable Definition
UWOSH REQDEFN		Requisition Definition

Find an Existing Value | Add a New Value

Accounting Entry Definition

SetID: UWOSH Accounting Definition: APDEFN Description: Accounts Payable Definition

Accounting Entry

*Record: VCHR_ACCTG_LINE Record Update: VCHR_ACCTG_LINE *System Source: JGen-AP

Page Name: AP_GL_DRILL Cross Product Drill Down

Skip Commitment Control In GL Commitment Control Amount Type: Actuals

Field Names

*Accounting Date: ACCOUNTING_DT Journal Ref: VOUCHER_ID

*Monetary Amount: MONETARY_AMOUNT Jrnl Descr: DESCR

*Foreign Amount: FOREIGN_AMOUNT Open Item Key: JRNL_LN_REF

Statistical Amount: STATISTIC_AMOUNT

Chartfield Mapping Customize | Find | View 2 | First 1-6 of 6 Last

Field Name	ChartField	Summarize ChartField		
Account	Account	<input checked="" type="checkbox"/>	+	-
Fund Code	Fund Code	<input checked="" type="checkbox"/>	+	-
Department	Department	<input checked="" type="checkbox"/>	+	-
Project	Project	<input checked="" type="checkbox"/>	+	-
Affiliate	Affiliate	<input checked="" type="checkbox"/>	+	-
Class Field	Class Field	<input checked="" type="checkbox"/>	+	-

▶ Multibook Order By

Save Return to Search Previous in List Next in List Notify Add Update/Display

- This page defines the tables and the fields that are used in the conversion and where the data will be placed.
- The Chartfield mapping at the bottom of the page identifies the chartfield names that are in the Accounts Payable module and the General Ledger chartfield that each will be mapped to.

Activity: View Journal Generator Template for Accounts Payable

Navigation: General Ledger>Journals>Subsystems Journals>Journal Generator Template

- Note the various templates listed in the following page.
- Select and click on the **AP Accrual** template.

Journal Generator Template
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

SetID: = UWOSH

Journal Template: begins with

Include History Correct History

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-19 of 19 Last

SetID	Journal Template	Description
UWOSH ADDASSET		Asset Additions
UWOSH ADJASSET		Asset Adjustment
UWOSH AP ACCRUAL		AP Accrual
UWOSH AP CANCEL		AP Cancel
UWOSH AP REVALUE		AP Revalue
UWOSH CLOSURE		AP Closure
UWOSH DPRASSET		Asset Depreciation
UWOSH ENC		Encumbrances
UWOSH ENC CLO		Encumbrance Closure
UWOSH ENC REV		Encumbrance Reversal
UWOSH LPYASSET		Asset Lease Payment

The screenshot shows the 'Defaults' and 'Summarization' tabs for the Journal Generator. The 'Template' field is circled and contains the value 'AP_ACCRUAL'. Other visible fields include 'SetID: UWOSH', 'Effective Date: 01/01/2000', 'Status: Active', and 'Descr: AP Accrual'. The 'Journal ID Mask' is set to 'AP'. The 'Journal Source' is 'APA', and the 'Journal Date' is 'Accounting Date on Transaction'. The 'Reversal Code' is set to 'Do Not Generate Reversal'. The 'Journal Line Fields' section is also visible.

- Review the various options on the Defaults tab and the Summarization tab.
- Note especially the Journal ID Mask. This ID is used as the first digits of the Journal ID in the General Ledger. This identifier, along with the journal number, becomes very important any time it is necessary to track transactions through the system.

Activity: View Process to Run Journal Generator.

Navigation: General Ledger>Journals>Subsystems Journals>Generate Journals>Add A New Value

Once the setup is done and the templates are designed, you can initiate Journal Generator by running a process. Following is how that process might look – you can initiate it by clicking on run.

The screenshot shows the 'Generate Journals Request' process form. The 'Run Control ID' is 'Journal_Generator'. The 'Process Request Parameters' section includes 'Process Frequency' (Always selected), 'Request Number: 1', 'SetID: UWOSH', and 'Accounting Definition Name: APDEFN'. The 'Application Business Unit' is 'UWOSH' and the 'Ledger Group' is 'ACTUALS'. The 'From Date' and 'To Date' fields are empty. The 'Journal Processing Options' section includes 'Edit', 'Budget Check', and 'Post' checkboxes.

The server is PSUNX; select the process and click OK.

Process Scheduler Request

User ID: G1M Run Control ID: Journal_Generator

Server Name: PSUNX Run Date: 06/22/2005
Recurrence: Run Time: 2:56:16PM [Reset to Current Date/Time](#)
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FS_JGEN	FS_JGEN	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Appendix A

Sources for Help

PeopleBooks is on-line documentation that is available in SFS. It is especially valuable when you are trying to understand some terminology or some of the options that you see on the various panels. To activate PeopleBooks, select the “Help” hyperlink on the top of the page SFS.

Helpful Hints

PeopleBooks can also be opened without having the SFS system running, type the following address in your browser:

<http://sfswbtest.services.wisc.edu:6001/PSOL/htmldoc/eng/psbooks/index.htm> .

Help Desk procedures will be determined by each campus. Most campuses have a central help desk number for technical questions, such as:

- I can't get into the database.
- My computer keeps locking up on me.
- I keep getting an error that throws me out of the system.

A business unit's administrative department (such as the controller's office) may handle functional questions or you may be directed to contact your campus help desk first and they will track the call and get the appropriate help. Examples of functional questions include:

- I can't find my purchase order in the system.
- How do I set up a new vendor?
- How do I correct an error that I made?
- How do I find the status of a purchase order?

Check with your business unit's Controller's Office if you are not sure of the proper procedures for your campus.

Appendix B

Home Pages

SFS version 8.8 has a concept of 'Centers' or 'Home Pages' which will appear in the target area. The home pages are designed to make navigation easier. Home pages are set up for each module, and may look different based on the level of security.

The following page is used to navigate to General Ledger Center:

