



# **PeopleSoft End-User Training**

## **GENERAL LEDGER TRAINING**

PARTICIPANT GUIDE

PEOPLESOFT DISTRIBUTION 7.0  
PEOPLESOFT GENERAL LEDGER  
MAY 2000

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# NC State University's General Ledger Training



Welcome to the NC State University's General Ledger Training class! This module contains the tools needed to learn the NC State University's PeopleSoft General Ledger system.

**Goal** To have the skills and knowledge to use PeopleSoft to perform standard General Ledger procedures.

**Participant Objectives** At the end of this class you will be able to...

1. Enter, edit, and route journal entries.
2. Copy journal entries.
3. Copy journals using the reversal feature.
4. Print journals.
5. Approve, budget check, and post journals.
6. Use the online Library to locate information about PeopleSoft General Ledger.

## Outline

### Getting Started...

- A. The Learning Materials
- B. PeopleSoft Navigation
- C. PeopleSoft Basics

### Entering and Processing Journals



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## Getting Started...



Let's get started! This section contains the tools needed to create the foundation required to learn the concepts and activities involved in PeopleSoft General Ledger.

**Goal**

To have the skills and knowledge to describe concepts and perform activities identified in the Using the online Library and PeopleSoft Basics sections of the online Library.

**Participant Objectives**

At the end of this section you will be able to...

1. Use the PeopleSoft End-User Training learning materials.
2. Use the online Library.
3. Navigate through PeopleSoft.
4. Retrieve and enter data.
5. Navigate through the online Library to locate additional information about Using the online Library and PeopleSoft Basics.

**Outline****The Learning Materials**

- A. Introduction
- B. Concepts
- C. Exercises
- D. Summary and Review

**PeopleSoft Navigation**

- A. Introduction
- B. Concepts
- C. Exercises
- D. Summary and Review

**PeopleSoft Basics**

- A. Introduction
- B. Concepts
- C. Summary and Review









# Getting Started...

## The Learning Materials

### A. Introduction

Activity	Materials		
 LECTURE	 GUIDE	 LIBRARY	 FLIPCHART

<b>Step 1</b>	<b>Goal:</b> To have an overall understanding of the tools available to assist you in learning PeopleSoft both in the classroom and while on the job.
<b>Expected Results:</b>	The goal for this section is introduced.

<b>Step 2</b>	<b>Classroom Materials:</b>  Participant Guide, online Library, PeopleSoft Training Database, flipcharts
<b>Expected Results:</b>	The classroom materials are introduced.



## B. Concepts

Activity	Materials
	  

<b>Step 1</b>	The components of the learning materials are listed below:  online Library Participant Guide Training Database
<b>Expected Results:</b>	An awareness of the components of PeopleSoft End-User Training.

## Concepts (continued)

<b>Step 2</b>	<div data-bbox="386 310 509 424" data-label="Image"> </div> <p data-bbox="531 409 730 441"><b>online Library</b></p> <p data-bbox="380 485 1421 741">The online Library serves as an online training manual in the classroom and as an online reference guide when you return to your job. Having an online manual eliminates the need for a paper manual that often sits on the shelf and becomes out-of-date. The online Library is completely indexed and lets you quickly and easily find the exact information you need. The online Library is modified centrally, creating one online Library viewed by all users. The online Library contains the following sections:</p> <p data-bbox="380 785 716 816"><b>Using the online Library</b></p> <p data-bbox="427 823 1414 854">Provides an overview of how to use the online training and reference manual.</p> <p data-bbox="380 861 618 892"><b>PeopleSoft Basics</b></p> <p data-bbox="427 898 1414 968">Describes how PeopleSoft operates. This section explains how to navigate through PeopleSoft and perform data entry. Key concepts are also explained.</p> <p data-bbox="380 974 815 1005"><b>Processes, Reports, and Queries</b></p> <p data-bbox="427 1012 1406 1119">Describes how to run processes and reports. This section also describes how to use Query to extract information from the PeopleSoft database and print reports.</p> <p data-bbox="380 1125 748 1157"><b>PeopleSoft General Ledger</b></p> <p data-bbox="427 1163 1417 1270">Contains the end-user concepts and procedures for the PeopleSoft General Ledger application. This section describes end-user PeopleSoft procedures in detail.</p> <p data-bbox="380 1276 621 1308"><b>PeopleSoft Panels</b></p> <p data-bbox="427 1314 930 1346">Provides a snapshot of end-user panels.</p>
<b>Expected Results:</b>	An understanding of the purpose of the online Library.


## Concepts (continued)

<b>Step 3</b>	<div data-bbox="386 310 516 426" data-label="Image"> </div> <p data-bbox="537 411 781 447"><b>Participant Guide</b></p> <p data-bbox="380 489 1425 636">The participant guide is the script that guides you through your PeopleSoft class. It directs you to the online Library where you will find the information necessary to help you understand the subject matter and complete your participant exercises. Each participant guide contains the following sections:</p> <p data-bbox="380 678 553 709"><b>Introduction</b></p> <p data-bbox="428 716 1422 783">Lists the objectives for the module and displays a list of relevant concepts and procedures to support the objectives.</p> <p data-bbox="380 789 505 821"><b>Concepts</b></p> <p data-bbox="428 827 1393 894">Lists the main concepts for the topics and directs you to their location in the online Library.</p> <p data-bbox="380 900 505 932"><b>Exercises</b></p> <p data-bbox="428 938 1360 1045">Provides three levels of complexity in the exercises to prepare you to use PeopleSoft on the job effectively. The module includes directions for the completion of each exercise and shows the results for the exercises.</p> <p data-bbox="380 1052 678 1083"><b>Summary and Review</b></p> <p data-bbox="428 1089 1349 1157">Restates the objectives for the module, and provides review questions to ensure comprehension of the subject matter.</p>
<b>Expected Results:</b>	An understanding of basic PeopleSoft concepts.

<b>Step 4</b>	<p data-bbox="380 1318 634 1350"><b>Exercise Example:</b></p> <div data-bbox="488 1394 1317 1623" data-label="Form"> <table border="1"> <tr> <td data-bbox="488 1394 613 1570"> <b>Step 13</b> </td><td data-bbox="613 1394 1317 1570"> Enter or select the following:   Business Unit:        <b>NCSU1</b>  GL-Journal-ID:       <b>0000008252</b> (six zeros + 8252)   Click: <b>OK</b> </td></tr> <tr> <td data-bbox="488 1570 613 1623"> <b>Expected Results:</b> </td><td data-bbox="613 1570 1317 1623"> A dialog box displays. </td></tr> </table> </div>	<b>Step 13</b>	Enter or select the following:  Business Unit: <b>NCSU1</b> GL-Journal-ID: <b>0000008252</b> (six zeros + 8252)  Click: <b>OK</b>	<b>Expected Results:</b>	A dialog box displays.
<b>Step 13</b>	Enter or select the following:  Business Unit: <b>NCSU1</b> GL-Journal-ID: <b>0000008252</b> (six zeros + 8252)  Click: <b>OK</b>				
<b>Expected Results:</b>	A dialog box displays.				
<b>Expected Results:</b>	An understanding of the type of information available in the participant guide.				

## Concepts (continued)

<b>Step 5</b>	 <p><b>Training Database</b></p> <p>A training database has been installed on your classroom PC. The exercises in your participant guide work with the data contained in this database so you can practice procedures without worrying about any data corruption if you make an error. While on the job, you will be using the production database.</p>
<b>Expected Results:</b>	An understanding of the function of the training database used with the learning materials.

<b>Step 6</b>	<p>Discuss the following questions:</p> <ol style="list-style-type: none"> <li>1. What is the purpose of the online Library?</li> <li>2. What is the purpose of your participant guide?</li> <li>3. What is the purpose of the training database?</li> </ol>
<b>Expected Results:</b>	An understanding of the main concepts.

## C. Exercises

Activity	Materials	
		

### Exercise Levels

**Level 1** exercises involve a single procedure which is explained in the online Library. The instructor demonstrates how to perform these exercises while the participants follow along at their classroom workstations.

**Level 2** exercises are more complex than Level 1 exercises. They may be a combination of steps and procedures found in the online Library. The participants perform these exercises individually.

**Level 3** exercises are challenging because they do not list step-by-step instructions. Participants determine how to perform the activity, using the online Library as a reference tool. The participants perform these exercises individually.

### Exercises in The online Library

**Exercise 1 - Find Information Using the Table of Contents (Level 1)**

**Exercise 2 - Find Information Using the Table of Contents (Level 2)**

## Exercise 1 - Find Information Using the Table of Contents (Level 1)

**Scenario:** You wish to learn how to navigate through the online Library to find the information on PeopleSoft you need. Your goal is to use the Table of Contents to successfully find a topic.

**online Library:** USING THE ONLINE LIBRARY

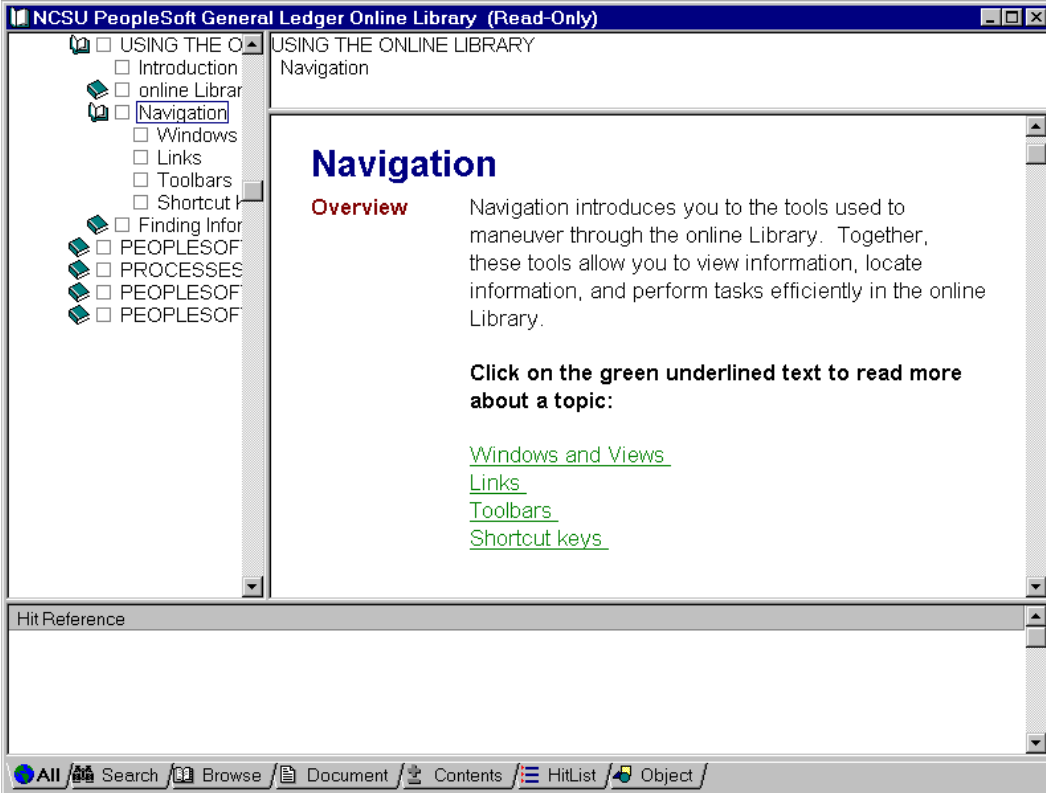

<b>Step 1</b>	From the Table of Contents window in the online Library, expand the heading <b>USING THE ONLINE LIBRARY</b> .
<b>Expected Results:</b>	The topic subheadings display.

<b>Step 2</b>	Locate and highlight the section on <b>Navigation</b> .
<b>Expected Results:</b>	The section is highlighted.

<b>Step 3</b>	Double-click <b>Navigation</b> and view the information on navigation in the document window.
<b>Expected Results:</b>	The Navigation topic displays in the document window.



## Exercise 1 (continued)

<b>Step 4</b>	<p>Compare your window with the one shown below:</p> 
<b>Expected Results:</b>	<p>The window matches. If these elements do not match, review the steps and ask the instructor.</p>
<b>Step 5</b>	<p>Click  to collapse any expanded branches in the Table of Contents.</p>
<b>Expected Results:</b>	<p>The Table of Contents collapses.</p>

Exercise completed.

## Exercise 2 - Find Information Using the Table of Contents (Level 2)

**Scenario:** You need to find information regarding effective dating. Your goal is to use the Table of Contents in the online Library to find information on effective dating.

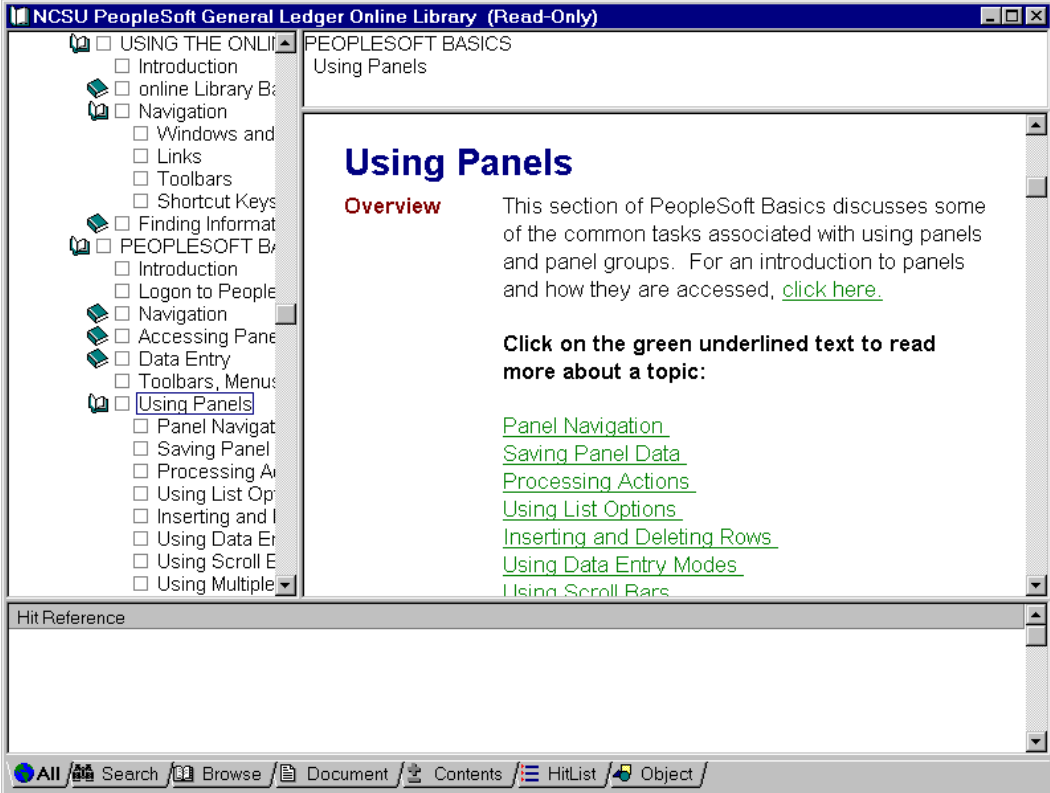

**online Library:** USING THE ONLINE LIBRARY

<b>Step 1</b>	From the Table of Contents window in the online Library, expand the heading <b>PEOPLESFT BASICS</b> .
<b>Expected Results:</b>	The topic subheadings display.

<b>Step 2</b>	Locate and highlight the section on <b>Using Panels</b> .
<b>Expected Results:</b>	The section is highlighted.

<b>Step 3</b>	Double-click <b>Using Panels</b> and view the information in the document window.
<b>Expected Results:</b>	The Using Panels topic displays in the document window.





## Exercise 2 (continued)

<b>Step 4</b>	<p>Compare your window with the one shown below:</p> 
<b>Expected Results:</b>	<p>The window matches. If these elements do not match, review the steps and ask the instructor.</p>
<b>Step 5</b>          <b>Expected Results:</b>	<p>Click  to collapse any expanded branches in the Table of Contents.</p> <p>The Table of Contents collapses.</p>

Exercise completed.



## D. Summary and Review




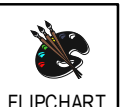
Activity	Materials		
 LECTURE	 GUIDE	 FLIPCHART	 REVIEW

<b>Step 1</b>	<b>Goal:</b> To have an overall understanding of the tools available to assist you in learning PeopleSoft both in the classroom and while on the job.
<b>Expected Results:</b>	Discussion of the completed goal.



# PeopleSoft Navigation

## A. Introduction

<b>Activity</b>  LECTURE	<b>Materials</b> <div>  GUIDE            LIBRARY            FLIPCHART         </div>
---	--

<b>Step 1</b>	<b>Goal:</b> To have the skills and knowledge necessary to describe the concepts and perform the activities identified in the Logon to PeopleSoft, Navigation Options, and Accessing Panels sections of the online Library.
<b>Expected Results:</b>	The goal for this section is introduced.

<b>Step 2</b>	<b>Classroom Materials:</b>  Participant Guide, online Library, PeopleSoft, flipchart
<b>Expected Results:</b>	The classroom materials are introduced.

<b>Step 3</b>	From the Table of Contents window in the online Library, expand down the following path:  PEOPLESFT BASICS Introduction  Select: <b>Introduction</b>
<b>Expected Results:</b>	The Introduction section displays.

**Introduction (continued)**

<b>Step 4</b>	<p>View the list of topics available under the following heading:</p> <p>Perform Procedures</p> <p><b>Note: Not all topics listed in the online Library are covered in class.</b></p>
<b>Expected Results:</b>	An awareness of the information available.



## B. Concepts

Activity	Materials				
 LECTURE	 GUIDE	 LIBRARY	 FSPSDMO	 FLIPCHART	

<b>Step 1</b>	<p>The main topics are listed below:</p> <p>Logon to PeopleSoft Accessing Panels Navigation</p>
<b>Expected Results:</b>	An awareness of the main concepts.

## Concepts (continued)

<b>Step 2</b>	<p>Toggle to the online Library.</p> <p>Identify where information can be found about the following topics:</p> <p>PEOPLESOFT BASICS  <b>Logon to PeopleSoft</b></p> <p>PEOPLESOFT BASICS            Navigation  <b>Windows</b>  <b>Panels</b>  <b>Panel Groups</b></p>
<b>Expected Results:</b>	Understanding of how to logon to PeopleSoft.


<b>Step 3</b>	<p>Logon to PeopleSoft using the following information:</p> <p>Database Name: <b>FSPSDMO</b>            Operator ID: <b>GLTRAIN</b></p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	The PeopleSoft window displays.

## Concepts (continued)


<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 5</b>	Select: Use, Journal Entry, <b>Journal Entry Header</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Business Unit:       <b>NCSU1</b></p> <p>GL Journal ID:       <b>0000008252</b> (six zeros + 8252)</p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 7</b>	Click: 
<b>Expected Results:</b>	The Header panel displays.

**Concepts (continued)**

<b>Step 8</b>	Click the panel tabs to view each panel in the panel group.
<b>Expected Results:</b>	The panels display.
<b>Step 9</b>	Click: 
<b>Expected Results:</b>	The panel closes.

**Concepts (continued)**

<b>Step 10</b>	<p>Discuss the following questions:</p> <ol style="list-style-type: none"><li>1. What is the purpose of windows in PeopleSoft?</li><li>2. List examples of menu items.</li><li>3. What are screens called in PeopleSoft? What are they used for?</li></ol>
<b>Expected Results:</b>	Discussion of the main concepts.



## C. Exercises

Activity	Materials		
			

### Exercise Levels

**Level 1** exercises involve a single procedure which is explained in the online Library. The instructor demonstrates how to perform these exercises while the participants follow along at their classroom workstations.

**Level 2** exercises are more complex than Level 1 exercises. They may be a combination of steps and procedures found in the online Library. The participants perform these exercises individually.

**Level 3** exercises are challenging because they do not list step-by-step instructions. Participants determine how to perform the activity, using the online Library as a reference tool. The participants perform these exercises individually.

### Exercises in PeopleSoft Navigation

**Exercise 1 - Navigate through PeopleSoft Windows (Level 1)**

**Exercise 2 - Inquire on a Journal (Level 1)**


**Exercise 3 - Locate Panels (Level 3)**

## Exercise 1 - Navigate through PeopleSoft Windows (Level 1)

**Scenario:** Preston Jones is new to using PeopleSoft. He needs to practice navigating through the system. Your goal is to successfully navigate to each window and identify panels accessible from that window in PeopleSoft.

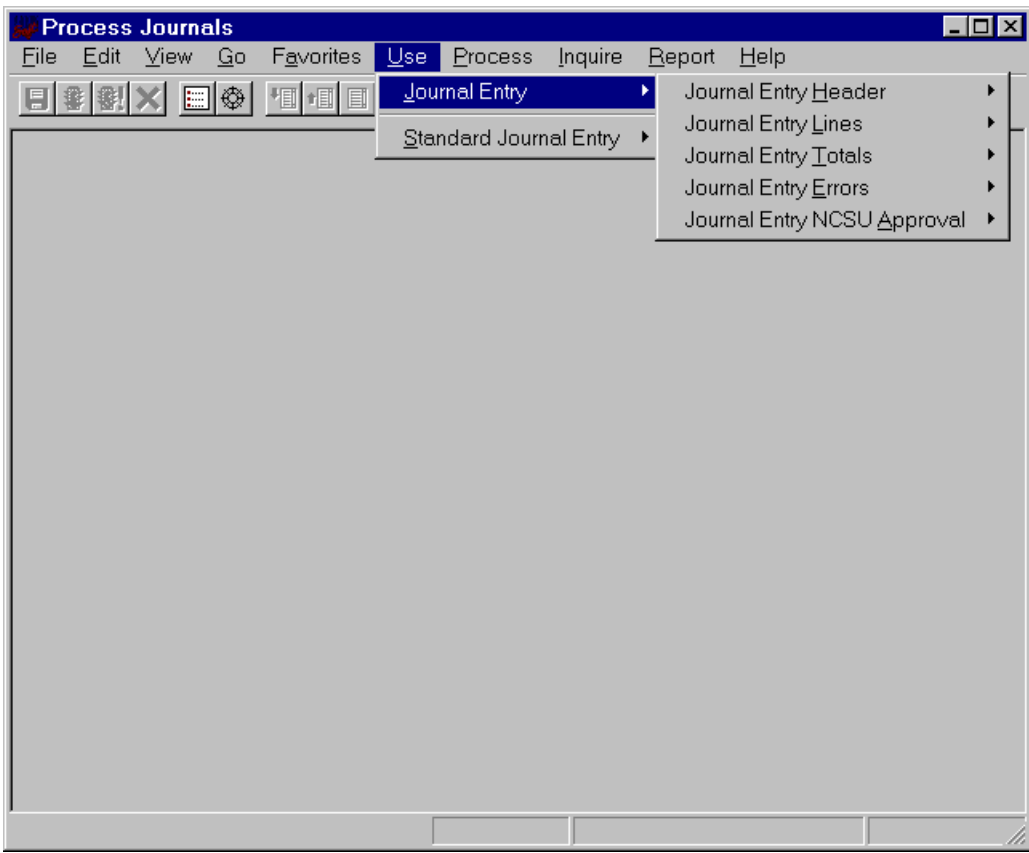
**online Library:** Windows

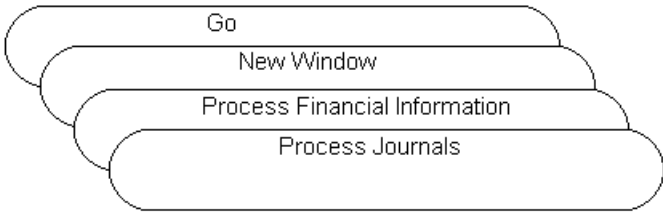
<b>Step 1</b>	Toggle to PeopleSoft, if necessary.
<b>Expected Results:</b>	The current window displays.

<b>Step 2</b>	<p>Show the navigation path to the Journal Entry options:</p>  <p>List five panels accessible from this window:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Expected Results:</b>	Successful navigation to the Journal Entry options.



## Exercise 1 (continued)

<b>Step 3</b>	<p>From the Process Journals window, navigate to the Journal Entry options using drop-down menus. Compare your window with the one shown here:</p>  <p>The screenshot shows the 'Process Journals' window with the following menu structure:</p> <ul style="list-style-type: none"> <li>File</li> <li>Edit</li> <li>View</li> <li>Go</li> <li>Favorites</li> <li><b>Use</b> <ul style="list-style-type: none"> <li><b>Journal Entry</b> <ul style="list-style-type: none"> <li>Journal Entry Header</li> <li>Journal Entry Lines</li> <li>Journal Entry Totals</li> <li>Journal Entry Errors</li> <li>Journal Entry NCSU Approval</li> </ul> </li> <li>Standard Journal Entry</li> </ul> </li> <li>Process</li> <li>Inquire</li> <li>Report</li> <li>Help</li> </ul>
<b>Expected Results:</b>	The window matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

<b>Step 4</b>	<p>Select a new Process Journals window (keeping the original window open):</p>  <p>The diagram illustrates the sequence of actions to open a new window:</p> <ol style="list-style-type: none"> <li>Go</li> <li>New Window</li> <li>Process Financial Information</li> <li>Process Journals</li> </ol>
<b>Expected Results:</b>	Successful navigation to the Process Journals window using New Window. The original window will minimize automatically.

Exercise completed.

## Exercise 2 - Navigate Using Menus, Tabs, Toolbars, and Keyboard Functions (Level 1)

**Scenario:** George Lewis wants to view journal entries in PeopleSoft. Your goal is to successfully use the menu items to access specific panels.


**online Library:** Navigation

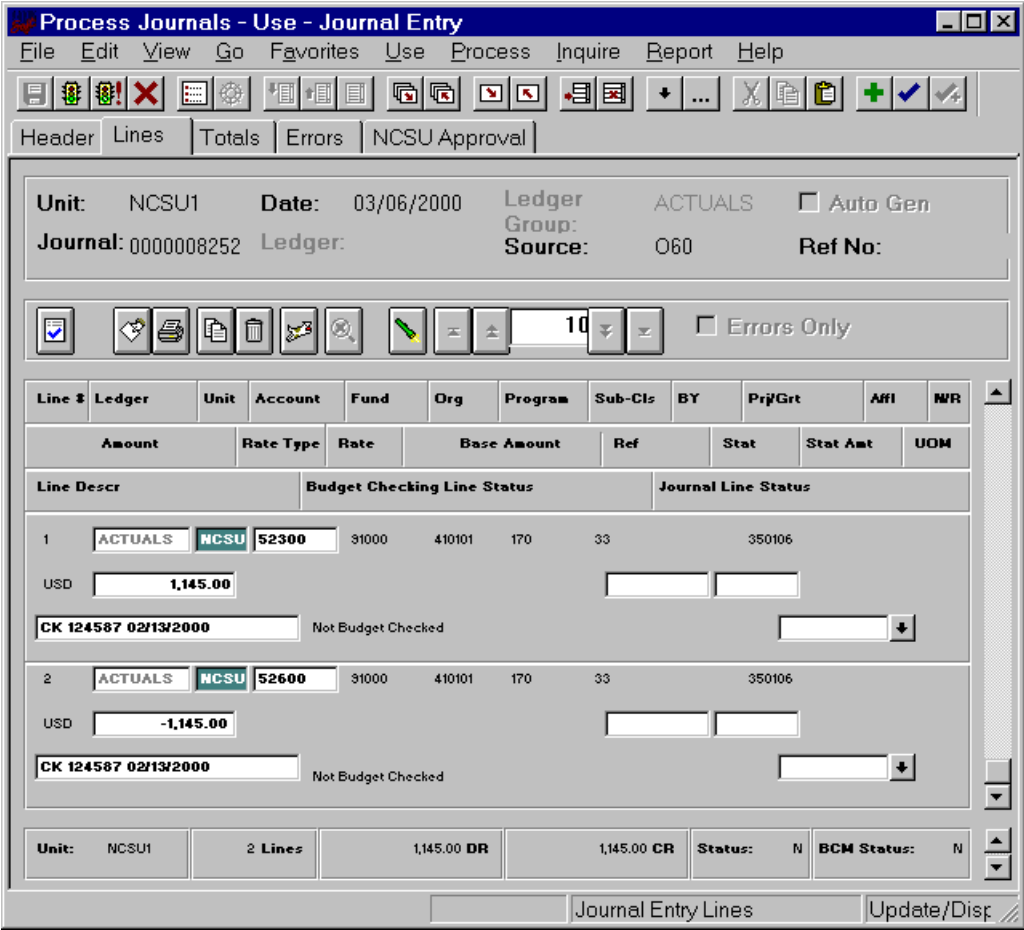
<b>Step 1</b>	Select: Go, Process Financial Information, <b>Process Journals</b>  <b>Note: If you are already in the Process Journals window, you do not have to perform this navigation.</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 2</b>	Select: Use, Journal Entry, <b>Journal Entry Lines</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.



<b>Step 3</b>	Enter or select the following:  Business Unit: <b>NCSU1</b> GL Journal ID: <b>0000008252</b> (six zeros + 8252)  Click: <b>OK</b>
<b>Expected Results:</b>	A dialog box displays.


## Exercise 2 (continued)

<b>Step 4</b>	Click: 
<b>Expected Results:</b>	The Journal Entry Lines panel displays.


<b>Step 5</b>	<p>Compare your Lines panel with the one shown below:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 2 (continued)

<b>Step 6</b>	<p>Click  to move to the Journal Entry Errors panel.</p> <p>Click  to move back to the Journal Entry Lines panel.</p> <p><b>Note: F2 and Shift+F2 will also move you to the Next Panel in Group and Previous Panel in Group.</b></p>
<b>Expected Results:</b>	Successful navigation within the panel group using toolbar buttons and keystrokes.

<b>Step 7</b>	Click: 
<b>Expected Results:</b>	The Header panel displays.

<b>Step 8</b>	Select: Use, <b>Journal Entry</b> , Journal Entry Errors
<b>Expected Results:</b>	The Errors panel displays.

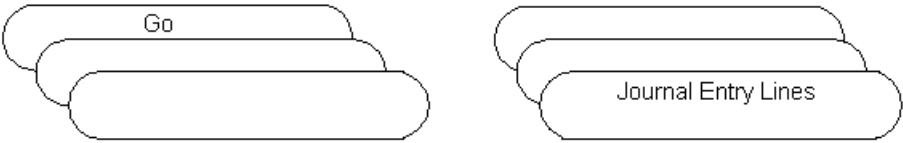
<b>Step 9</b>	Click: 
<b>Expected Results:</b>	The panel closes.

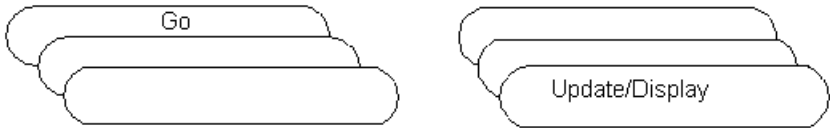
Exercise completed.

### Exercise 3 - Locate Panels (Level 3)

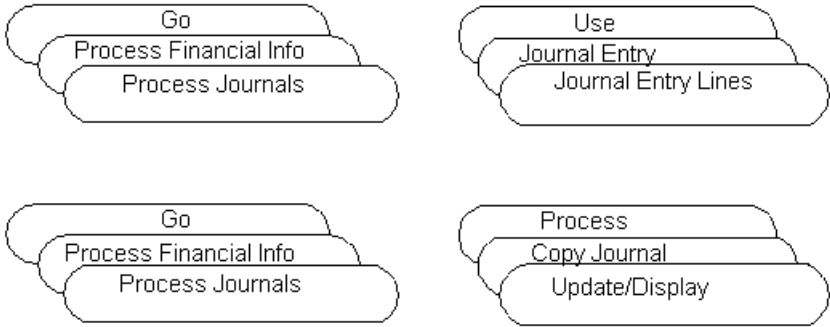
**Scenario:** Tom Jones wants to view journal entries in PeopleSoft. Your goal is to determine a navigation path for each panel listed. Use PeopleSoft to fill in the navigation paths in the bubbles provided.

**online Library:** Navigation Options

<b>Step 1</b>	<p>Fill in the bubbles, writing down the path to access the Journal Entry Lines panel:</p> 
<b>Expected Results:</b>	Correct navigation path displays.

<b>Step 2</b>	<p>Fill in the bubbles, writing down the path to Update/Display through the Copy Journal panel:</p>  <p><b>Hint: In order to copy a journal in PeopleSoft, you must perform what PeopleSoft refers to as a process.</b></p>
<b>Expected Results:</b>	Correct navigation path displays.



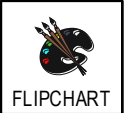

**Exercise 3 (continued)**

<b>Step 3</b>	<p>Compare your navigation paths with the those shown below:</p>  <p>The diagrams show four navigation paths, each represented by three overlapping rounded rectangles. The top-left path consists of 'Go', 'Process Financial Info', and 'Process Journals'. The top-right path consists of 'Use', 'Journal Entry', and 'Journal Entry Lines'. The bottom-left path consists of 'Go', 'Process Financial Info', and 'Process Journals'. The bottom-right path consists of 'Process', 'Copy Journal', and 'Update/Display'.</p>
<b>Expected Results:</b>	The navigation paths match. If these elements do not match, review the steps and ask the instructor.

Exercise completed.



## D. Summary and Review

<b>Activity</b>  LECTURE	<b>Materials</b> <div>    </div> GUIDE      FLIPCHART      REVIEW
---	---

<b>Step 1</b>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> <li>1. What is the first thing that you must do in order to access the Journal Entry panels in PeopleSoft?</li> <li>2. What is a panel group?</li> <li>3. Name the four ways that you can move between panels in a panel group.</li> <li>4. If you want more than one PeopleSoft window open at the same time, what option do you select from the Go menu?</li> </ol> <p><b>Note: Answers can be found in the online Library.</b></p>
<b>Expected Results:</b>	An understanding of the key concepts for PeopleSoft Navigation.







## Summary and Review (continued)

<b>Step 2</b>	<b>Goal:</b> To have the skills and knowledge necessary to describe the concepts and perform the activities identified in the Logon to PeopleSoft, Navigation Options, and Accessing Panels sections of the online Library.
<b>Expected Results:</b>	Discussion of the completed goal.

# PeopleSoft Basics

## A. Introduction

<b>Activity</b>  LECTURE	<b>Materials</b> <div>    </div> GUIDE   LIBRARY   FLIPCHART
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<b>Step 1</b>	<b>Goal:</b> To have the skills and knowledge necessary to perform data entry and use toolbars, menus, shortcut keys, and scrollbars in PeopleSoft.
<b>Expected Results:</b>	The goal is introduced.

<b>Step 2</b>	<b>Classroom Materials:</b>  Participant Guide, online Library, PeopleSoft, flipchart
<b>Expected Results:</b>	The classroom materials are introduced.



## B. Concepts

Activity	Materials			
 LECTURE	 GUIDE	 LIBRARY		

<b>Step 1</b>	<p>The main concepts are listed below:</p> <ul style="list-style-type: none"> <li>Data entry</li> <li>Toolbars, menus, and shortcut keys</li> <li>Using panels</li> </ul>
<b>Expected Results:</b>	An awareness of the main concepts.


<b>Step 2</b>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <ul style="list-style-type: none"> <li>PEOPLESFT BASICS             <ul style="list-style-type: none"> <li>Data Entry                 <ul style="list-style-type: none"> <li>Data Entry Basics</li> <li>Edit Boxes</li> <li>Drop-Down List Boxes</li> <li>Radio Buttons</li> <li>Checkboxes</li> <li>Long Edit Boxes</li> </ul> </li> <li>Toolbar, Menus, and Shortcut Keys</li> <li>Using Panels</li> </ul> </li> </ul>
<b>Expected Results:</b>	The Table of Contents expands.

## Concepts (continued)

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Select: Go, Process Financial Information, <b>Process Journals</b></p>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 4</b>	Select: Use, Journal Entry, <b>Journal Entry Lines</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 5</b>	<p>Enter or select the following:</p> <p>Business Unit:       <b>NCSU1</b></p> <p>GL Journal ID:       <b>0000008253</b> (six zeros + 8253)</p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	Click: 
<b>Expected Results:</b>	The Journal Entry Lines panel displays.





## Concepts (continued)

<b>Step 7</b>	<p>Use <b>Tab</b> and <b>Shift+Tab</b> keys to move within the panel.</p> <p>View, enter, or select edit boxes, drop-down list boxes, and checkboxes on this panel.</p> <p>DO NOT SAVE THE DATA!</p>
<b>Expected Results:</b>	Successful practice of data entry using various data entry elements.


<b>Step 8</b>	<p>Place your cursor in the Account field.</p> <p>Practice the F4, Ctrl + F4 and Shift + F4 search features.</p>
<b>Expected Results:</b>	Introduction of the F4 search capabilities.



<b>Step 9</b>	<p>Click <b>NCSU Approval</b> to proceed to the next panel.</p> <p>View the radio buttons and long edit box on this panel.</p> <p>If you type in the long edit box, DO NOT SAVE THE DATA!</p>
<b>Expected Results:</b>	Successful practice of data entry using various data entry elements.

## Concepts (continued)

<b>Step 10</b>	<p>Click  to view your worklist. <b>THIS SHOULD BE DONE AT LEAST DAILY!</b></p> <p>Click  to return to the Journal Entry Lines panel.</p> <p>Click  to close the panel.</p>
<b>Expected Results:</b>	The panel closes.
<b>Step 11</b>	Click  to access the search dialog box.
<b>Expected Results:</b>	A dialog box displays.
<b>Step 12</b>	<p>Enter or select the following:</p> <p>Business Unit:       <b>NCSU1</b></p> <p>GL Journal ID:       <b>0000008253</b> (six zeros + 8253)</p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	A dialog box displays.

## Concepts (continued)

<b>Step 13</b>	Click: 
<b>Expected Results:</b>	The NCSU Approval panel displays.

<b>Step 14</b>	<p>Click  to proceed to the Lines panel.</p> <p>Place your cursor in the Line Descr field of Line 2.</p> <p>Click: </p>
<b>Expected Results:</b>	The new row is inserted.

<b>Step 15</b>	<p>Enter or select the following:</p> <p>Account:       <b>52300</b></p> <p>Amount:       <b>-500.00</b></p> <p>Line Descr:   <b>CK34710023 2/25/1999</b></p> <p>Tab to populate the related fields for the line of information.</p>
<b>Expected Results:</b>	Correct data entry.



## Concepts (continued)

### Step 16

Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/06/2000 Ledger: ACTUALS ☐ Auto Gen  
 Journal: 0000008253 Ledger Group: O60 Source: O60 Ref No:

☐ Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cls	BY	PrjGrt	Affl	NR
2	ACTUALS	NCSU	52300	16030	137501	106	23376			304781	
			USD	-1,363.00							
			CK34710023 2/25/2000	Not Budget Checked							
3	ACTUALS	NCSU	52300	16030	137501	106	23376			304781	
			USD	-500.00							
			CK34710023 2/25/2000	Not Budget Checked							

Unit: NCSU1 3 Lines 2,363.00 DR 1,863.00 CR Status: E BCM Status: N


Journal Entry Lines Update/Disp

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.


### Step 17

Place your cursor in the Line Descr field of Line 3.

Click  to insert a new row.

Enter or select the following:

Account: **52200**  
 Amount: **-500.00**  
 Line Descr: **CK34710023 2/25/1999**

<b>Step 17</b>	<p>Place your cursor in the Line Descr field of Line 3.</p> <p>Click  to insert a new row.</p> <p>Enter or select the following:</p> <p>Account:       <b>52200</b> Amount:       <b>-500.00</b> Line Descr:   <b>CK34710023 2/25/1999</b></p>
<b>Expected Results:</b>	Correct data entry.

## Concepts (continued)

### Step 18


Compare your Lines panel with the one shown below:

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

### Step 19

Place your cursor in any field in Line 4.

Click  to delete a row.

Click: **Yes**

### Expected Results:


The row is deleted.

**Concepts (continued)**


<b>Step 20</b>	<p>Toggle to the online Library.</p> <p>Select and discuss the following concepts:</p> <p>PEOPLESOFT BASICS</p> <p>Using Panels</p> <p><b>Using Scroll Bars</b></p> <p><b>Using Multiple Scroll Bars</b></p>
<b>Expected Results:</b>	An understanding of using scroll bars.

<b>Step 21</b>	<p>Toggle to PeopleSoft.</p> <p>Click on the scroll bar to view the three rows of data on the Lines panel.</p>
<b>Expected Results:</b>	View the rows of data.

## Concepts (continued)

<b>Step 22</b>	Click  to proceed to the Errors panel.
<b>Expected Results:</b>	The Errors panel displays.



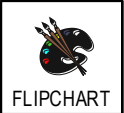

<b>Step 23</b>	Practice using nested and independent scroll bars.
<b>Expected Results:</b>	An understanding of how to use multiple scroll bars.

<b>Step 24</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.



## C. Summary and Review

<b>Activity</b>  LECTURE	<b>Materials</b> <div>    </div> GUIDE      FLIPCHART      REVIEW
<b>Step 1</b>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> <li>1. How do you move from field to field on a panel?</li> <li>2. How do you save data?</li> <li>3. Why and how do you insert rows of data?</li> <li>4. How do you delete rows of data? What is critical to remember before deletion?</li> <li>5. How does the panel indicate that there are multiple rows?</li> <li>6. List the main data entry elements found in a panel.</li> </ol> <p><b>Note: Answers can be found in the online Library. Use the space below to write your answers and notes.</b></p>
<b>Expected Results:</b>	An understanding of the key concepts for PeopleSoft Basics.

## Summary and Review (continued)

<b>Step 2</b>	<b>Goal:</b> To have the skills and knowledge necessary to perform data entry and use toolbars, menus, shortcut keys, and scrollbars in PeopleSoft.
<b>Expected Results:</b>	Discussion of the completed goal.



## Getting Started...



Congratulations! You have completed the Getting Started module. This module contains the tools needed to create the foundation required to learn the concepts and activities involved in PeopleSoft Purchasing.

**Goal** You should have the skills and knowledge to describe concepts and perform activities identified in the Using the online Library and PeopleSoft Basics sections of the online Library.

**Participant Objectives** You should be able to...

1. Describe the PeopleSoft End-User Training learning materials.
2. Use the online Library.
3. Navigate through PeopleSoft.
4. Retrieve and enter data.
5. Navigate through the online Library to locate additional information about Using the online Library and PeopleSoft Basics.



# Making and Processing Journals



Welcome to the Making and Processing Journals module! This module contains the tools needed to learn the concepts and procedures involved in Making and Processing Journals.

**Goal** To have the skills and knowledge necessary to perform the procedures included in the Making and Processing Journals section of the online Library.




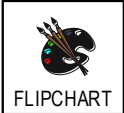
**Participant Objectives** At the end of this module you will be able to...

1. Enter a journal entry.
2. Inquire on a journal entry.
3. Copy a journal entry and automatically reverse the signs.
4. Delete a journal that has not been budget checked.
5. Edit and Route a journal entry.
6. Print journals.
7. Correct edit errors.
8. Approve and budget check a journal.
9. Post a journal entry.
10. Recycle a journal entry.
11. Navigate through the online Library to locate all other making and processing journals procedures.

## Outline

- A. Introduction
- B. Concepts
- C. Exercises
- D. Summary and Review

## A. Introduction

<b>Activity</b> 	<b>Materials</b>   
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<b>Step 1</b>	<p><b>Goal:</b> To have the skills and knowledge necessary to perform all procedures included in the Making and Processing Journals section of the online Library.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Enter a journal entry.</li> <li>2. Inquire on a journal entry.</li> <li>3. Copy a journal entry and automatically reverse the signs.</li> <li>4. Delete a journal that has not been budget checked.</li> <li>5. Edit and Route a journal entry.</li> <li>6. Print journals.</li> <li>7. Correct edit errors.</li> <li>8. Approve and budget check a journal.</li> <li>9. Post a journal entry.</li> <li>10. Recycle a journal entry.</li> <li>11. Navigate through the online Library to locate all other making and processing journals procedures.</li> </ol>
<b>Expected Results:</b>	The goal and objectives are introduced.





<b>Step 2</b>	<p><b>Classroom Materials:</b></p> <p>Participant Guide, online Library, PeopleSoft, flipchart</p>
<b>Expected Results:</b>	The classroom materials are introduced.

**Introduction (continued)**

<b>Step 3</b>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;">PEOPLESFT GENERAL LEDGER Making and Processing Journals Introduction</p> <p>Select:    <b>Introduction</b></p>
<b>Expected Results:</b>	The Introduction section displays.

<b>Step 4</b>	<p>View the list of topics available:</p> <p style="text-align: center;">Describe Concepts Record Data Process Information View Information Generate Reports</p> <p style="text-align: center;"><b>Note: Not all topics listed in the online Library are covered in class.</b></p>
<b>Expected Results:</b>	An awareness of the information available.

## B. Concepts

<b>Activity</b>  LECTURE	<b>Materials</b> <div>    </div> GUIDE   LIBRARY   FLIPCHART
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<b>Step 1</b>	The main concepts are listed below:  Journal entries ChartFields SpeedTypes Journal approvals Journal life cycle
<b>Expected Results:</b>	An awareness of the main concepts.

<b>Step 2</b>	Toggle to the online Library, if necessary.  PEOPLESFT GENERAL LEDGER Making Journal Entries Concepts Journal Entries, Understanding Chartfields, Understanding SpeedTypes, Understanding Journal Approvals, Understanding Journal Life Cycle, Understanding
<b>Expected Results:</b>	The concepts for this section display.

**Concepts (continued)**

<b>Step 3</b>	Select and read the following concepts:  <b>Journal Entries, Understanding Journal Life Cycle, Understanding Journal Approvals, Understanding ChartFields, Understanding SpeedTypes, Understanding</b>
<b>Expected Results:</b>	An understanding of the main concepts.





**Concepts (continued)**

<b>Step 4</b>	<p>Discuss the following questions:</p> <ol style="list-style-type: none"><li>1. What is the minimum number of lines that a journal entry can have and why?</li><li>2. What are the account balances in the general ledger used to create?</li><li>3. What is the purpose of SpeedType values?</li><li>4. Before a journal is routed for approval, what must its status be?</li></ol>
<b>Expected Results:</b>	Discussion of the main concepts.





## C. Exercises

Activity	Materials		
	 GUIDE	 LIBRARY	

### Exercise Levels

**Level 1** exercises involve a single procedure which is explained in the online Library. The instructor demonstrates how to perform these exercises while the participants follow along at their classroom workstations.

**Level 2** exercises are more complex than Level 1 exercises. They may be a combination of steps and procedures found in the online Library. The participants perform these exercises individually.

**Level 3** exercises are challenging because they do not list step-by-step instructions. Participants determine how to perform the activity, using the online Library as a reference tool. The participants perform these exercises individually.

### Exercises in Entering and Processing Journals

**Exercise 1 - Enter a Journal Entry (Level 1)**

**Exercise 2 - Inquire on a Journal (Level 1)**

**Exercise 3 - Edit, Print, and Route a Journal Entry (Level 1)**

**Exercise 4 - Copy a Journal Entry (Level 1)**

**Exercise 5 - Delete a Journal that has not been Budget Checked (Level 1)**

**Exercise 6 - Approve, Budget Check, and Post a Journal Entry (Level 1)**

**Exercise 7 - Enter, Edit, Route, and Print a Compound Journal Entry (Level 2)**

**Exercise 8 - Recycle a Journal Entry (Level 2)**

**Exercise 9 - Review a Journal Entry with more than Ten Lines (Level 2)**

**Exercise 10 - Copy, Edit, and Route a Journal Entry (Level 3)**

**Exercise 11 - Enter, Edit, Approve, Budget Check, and Post a Journal Entry (Level 3)**

## Exercise 1 - Enter a Journal Entry (Level 1)

**Scenario:** Dave Williams posted a check to the incorrect account. Your goal is to create a correcting journal entry to transfer this disbursement to the correct account in PeopleSoft.

**online Library:** Journal Entry

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Making</p>
<b>Expected Results:</b>	The procedure displays.

<b>Step 2</b>	Read <b>Journal Entries, Making</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to enter journals in PeopleSoft.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

**Exercise 1 (continued)**

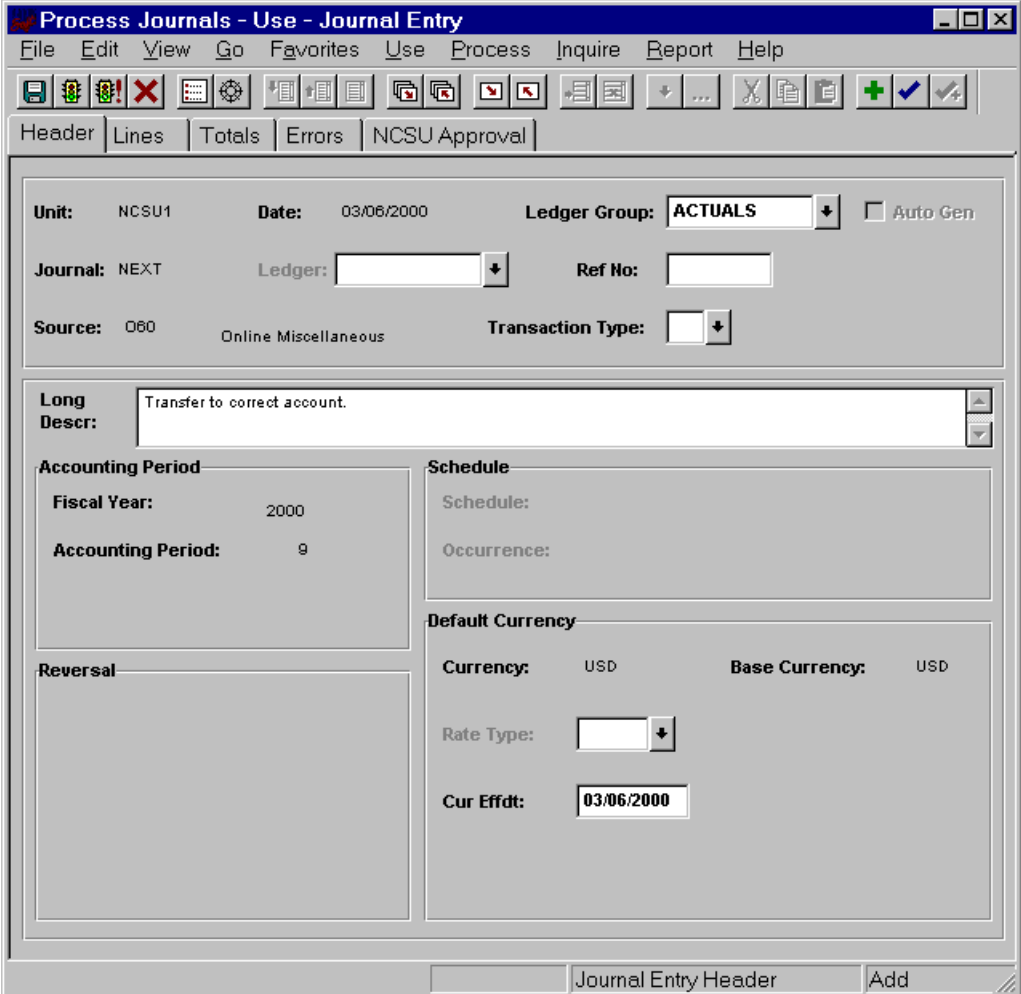
<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 5</b>	Select: Use, Journal Entry, <b>Journal Entry Header</b> , Add
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	Enter or select the following:  Business Unit: <b>NCSU1</b> GL Journal ID: <b>NEXT</b> Journal Date: (Current Date)  Click: <b>OK</b>
<b>Expected Results:</b>	The Header panel displays.


<b>Step 7</b>	Enter or select the following:  Ledger Group: <b>ACTUALS</b> Long Descr: <b>Transfer to correct account.</b>
<b>Expected Results:</b>	Correct data entry.

## Exercise 1 (continued)

<b>Step 8</b>	<p>Compare your Header panel with the one shown below:</p> 
<b>Expected Results:</b>	<p>The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.</p>
<b>Step 9</b>	<p>Click: <u>Lines</u></p>
<b>Expected Results:</b>	<p>The Lines panel displays.</p>

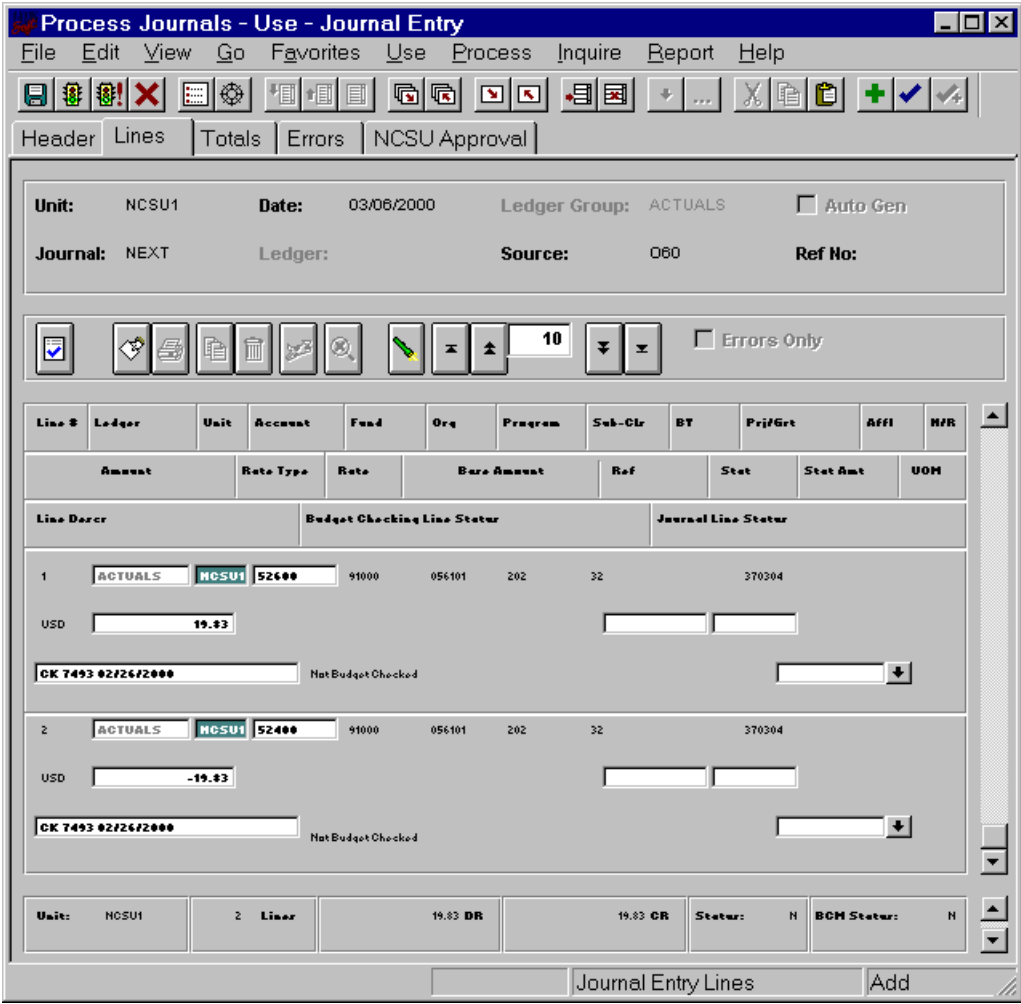
**Exercise 1 (continued)**

<b>Step 10</b>	<p>Enter or select the following:</p> <p>(SpeedType):     <b>370304</b></p> <p>Account:           <b>52600</b> (5 = Expense + 2600 = Object Code)</p> <p>Amount:           <b>19.83</b> (DR)</p> <p>Line Descr:       <b>CK 7493 02/26/2000</b> (Overwrite the description which defaults from the Account field)</p>
<b>Expected Results:</b>	Correct data entry.

<b>Step 11</b>	<p>Put your cursor in the Line Descr field.</p> <p>Click: </p>
<b>Expected Results:</b>	The new row is inserted.

## Exercise 1 (continued)


<b>Step 12</b>	Enter or select the following:  Account: <b>52400</b> (5 = Expense + 2400 = Object Code) Amount: <b>-19.83</b> (CR) (Defaults) Line Descr: <b>CK 7493 02/26/2000</b>
<b>Expected Results:</b>	Correct data entry.


<b>Step 13</b>	Compare your Lines panel with the one shown below:  
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor.





**Exercise 1 (continued)**

<b>Step 14</b>	Click: 
<b>Expected Results:</b>	The new information is saved.

<b>Step 15</b>	Record the Journal ID here _____ and at Step #6 of Exercise #3 (page 73)  Click  to close the panel.
<b>Expected Results:</b>	The panel closes.

Exercise completed.

## Exercise 2 - Inquire on a Journal (Level 1)

**Scenario:** Shelley Warner entered a correcting journal entry last month which was posted by the college approver. Your goal is to inquire on the journal entry in PeopleSoft.

**online Library:** Journal Status, Viewing

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          View Procedures          Journal Status, Viewing</p>
<b>Expected Results:</b>	The procedure displays.

<b>Step 2</b>	Read <b>Journal Status, Viewing</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to inquire on journal entries.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

**Exercise 2 (continued)**

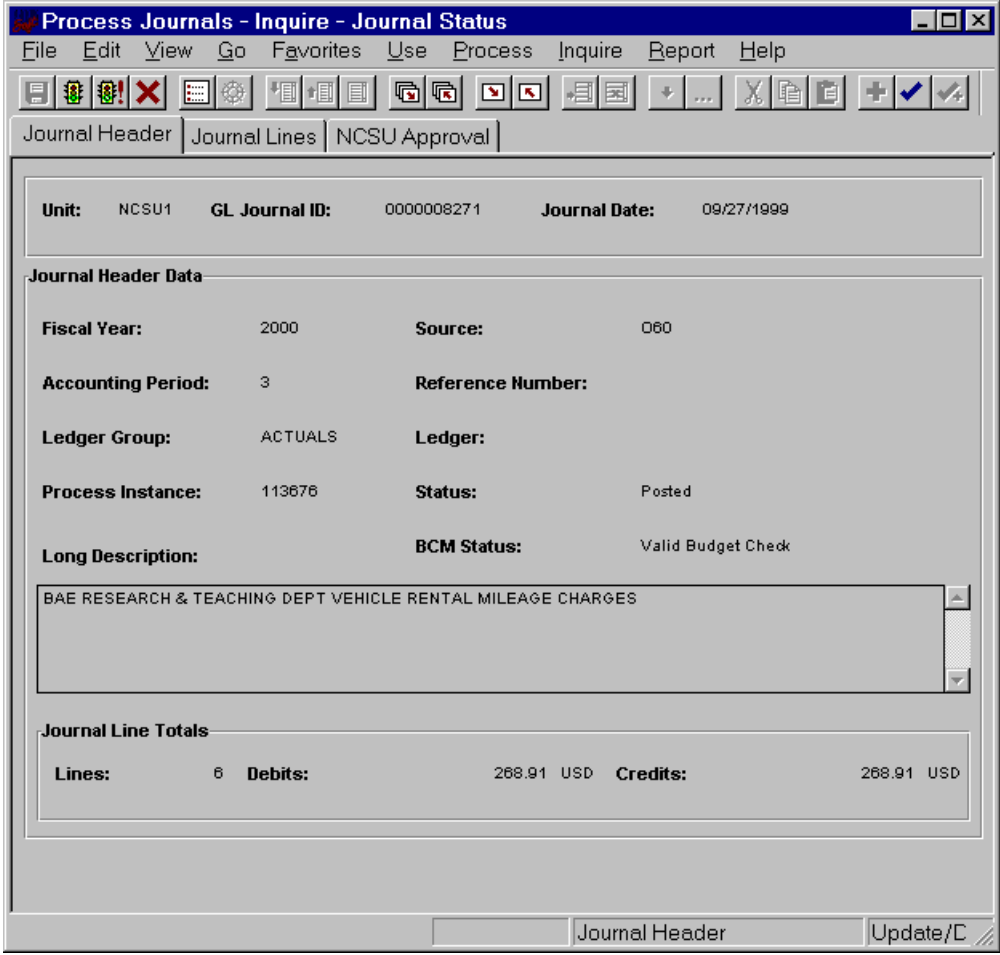
<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 5</b>	Select: Inquire, Journal Status, <b>Journal Header</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	Enter or select the following:  Business Unit: <b>NCSU1</b> GL Journal ID: <b>0000008271</b> (six zeroes + 8271)  Click: <b>OK</b>
<b>Expected Results:</b>	A dialog box displays.

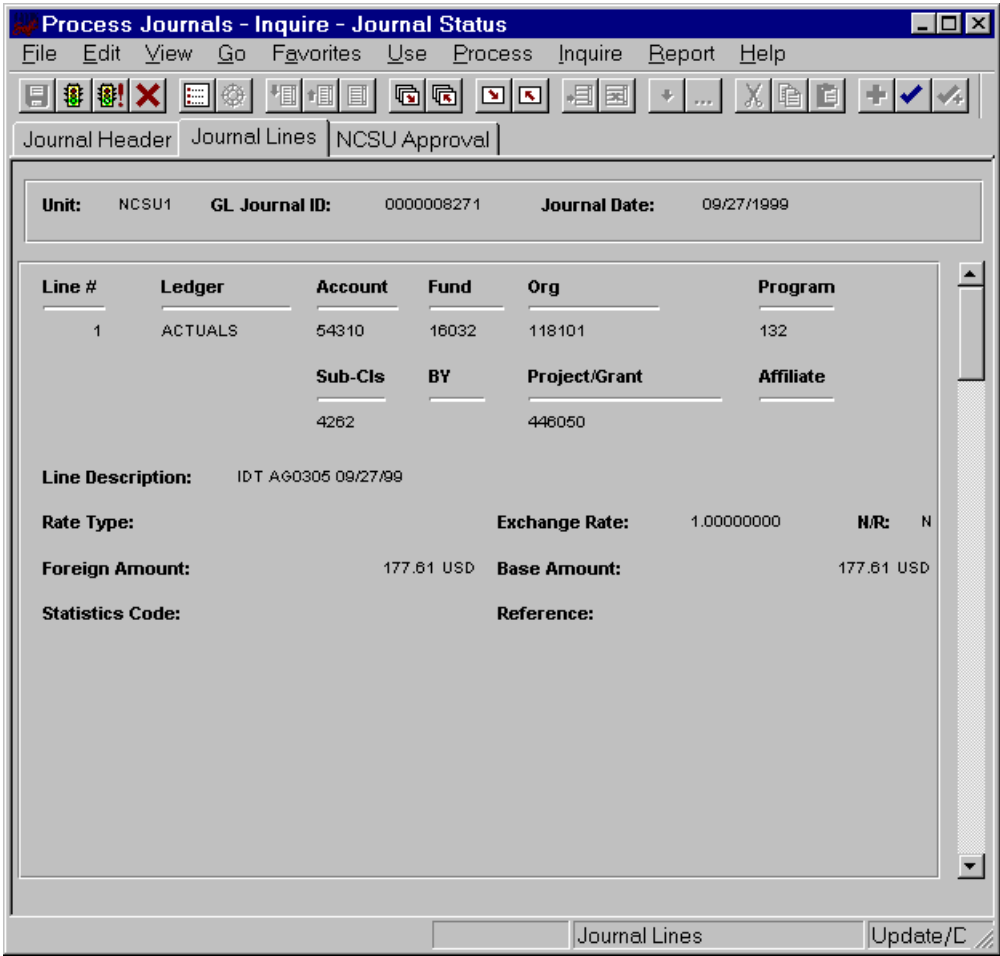
## Exercise 2 (continued)

<b>Step 7</b>	Click: <input type="button" value="Select"/>
<b>Expected Results:</b>	The Journal Header panel displays.

<b>Step 8</b>	<p>Compare your Journal Header panel with the one shown below:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 2 (continued)

<b>Step 9</b>	Click: <b>Journal Lines</b>
<b>Expected Results:</b>	The Journal Lines panel displays.

<b>Step 10</b>	<p>Compare your Journal Lines panel with the one shown below:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 2 (continued)

### Step 11

Click on the scroll bar to view Line #2.

Compare your Journal Lines panel with the one shown below:

**Process Journals - Inquire - Journal Status**

File Edit View Go Favorites Use Process Inquire Report Help

Journal Header Journal Lines NCSU Approval

Unit: NCSU1 GL Journal ID: 0000008271 Journal Date: 09/27/1999

Line #	Ledger	Account	Fund	Org	Program
2	ACTUALS	40791	16031	118101	990

Sub-Cls	BY	Project/Grant	Affiliate
4166		406952	

**Line Description:** IDT AG0305 09/27/99

**Rate Type:** **Exchange Rate:** 1.00000000 **N/R:** N

**Foreign Amount:** -177.61 USD **Base Amount:** -177.61 USD

**Statistics Code:** **Reference:**

Journal Lines Update/C

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

### Step 12

Click: **NCSU Approval**

### Expected Results:

The NCSU Approval panel displays.

## Exercise 2 (continued)

Step 13

Compare your NCSU Approval panel with the one shown below:


The screenshot displays a software window titled "Process Journals - Inquire - Journal Status". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons for file operations and data manipulation. The main area of the window is divided into tabs: "Journal Header", "Journal Lines", and "NCSU Approval". The "NCSU Approval" tab is currently selected. Within this tab, there is a section for "Business Unit: NCSU1", "GL Journal ID: 0000008271", and "Journal Date: 09/27/1999". Below this, there is an "Approval Action" section with three radio buttons: "Approve" (selected), "Deny", and "Recycle". To the right of these buttons is a "Comments for Denial:" text area. Below the text area is an "Originator:" field with the value "Hagins, Peggy A". At the bottom of the window, there is a table with the following data:

	Approval Required	Approved	Chart Field	Line Number	Approved By
College	N	Y			Buehring, Chastity D
Administration	N	Y	4262	1	Buehring, Chastity D
Contracts	N	N			
Foundations	N	Y	62	3	Killian, Teresa A
Budget	N	N			
General Acct.	N	N			

At the bottom right of the window, there are two buttons: "Journal Approval" and "Update/C".

Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor.

<p><b>Step 14</b></p>	<p>Click  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel closes.</p>

Exercise completed.

### Exercise 3 - Edit, Print, and Route a Journal Entry (Level 1)

**Scenario:** Steve Earl recently entered a journal entry and saved it, but was called into a meeting before he had a chance to finish processing it. Your goal is to edit check and route the journal entry in PeopleSoft.

**online Library:** Journal Entry, Making  
Journal Entry Details — FIN2001

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Making          Reports          Journal Entry Details — FIN2001</p>
<b>Expected Results:</b>	The procedures display when selected.

<b>Step 2</b>	Review <b>Journal Entry, Making</b> and read <b>Journal Entry Details — FIN2001</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to edit, print, and route journal entries for approval.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.




### Exercise 3 (continued)


<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

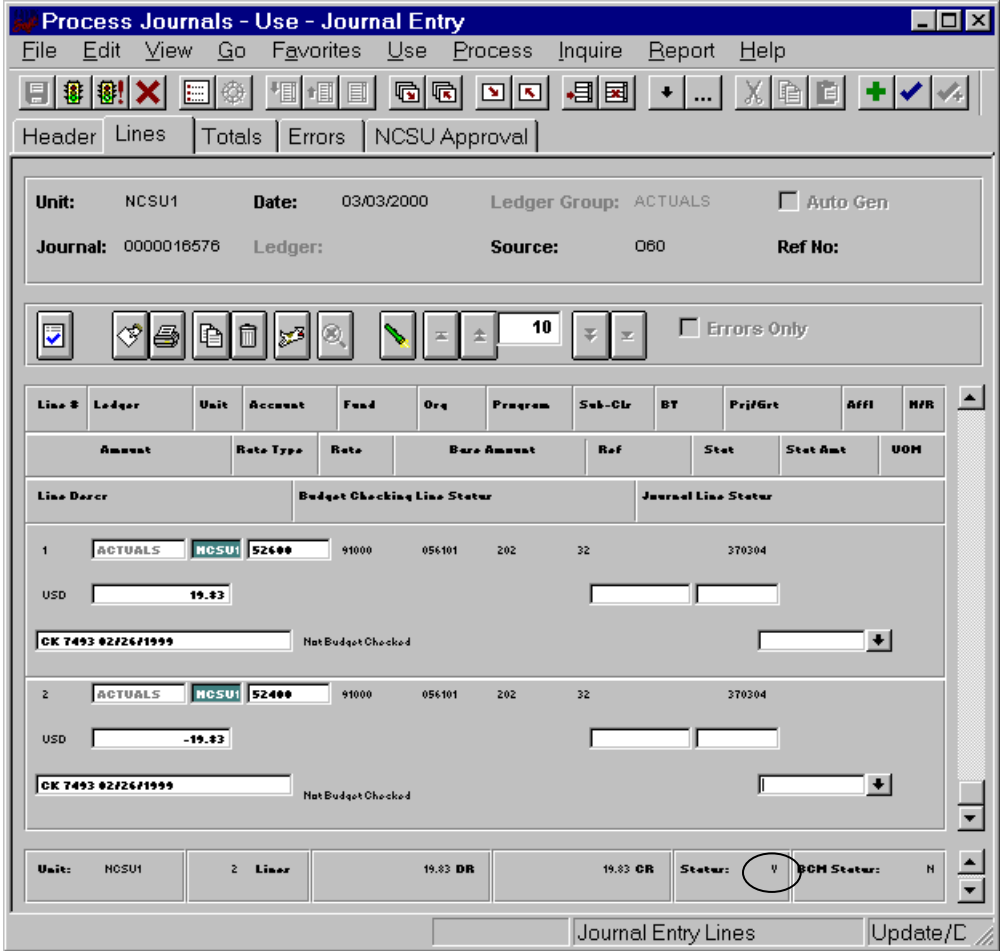
<b>Step 5</b>	Select: Use, Journal Entry, <b>Journal Entry Lines</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Business Unit:       <b>NCSU1</b></p> <p>GL Journal ID:       <b>Enter the Journal ID created in Exercise 1. (see p 65)</b></p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	A list box displays.


<b>Step 7</b>	Click: 
<b>Expected Results:</b>	The Lines panel displays.

## Exercise 3 (continued)

<b>Step 8</b>	Click:  Click: OK
<b>Expected Results:</b>	The journal edit process runs and the Confirmation box closes.

<b>Step 9</b>	<p>Compare your Lines panel with the one shown below:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

<b>Step 10</b>	Click: 
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<b>Step 10</b>	Click: 
<b>Expected Results:</b>	The approval routing process runs and the button disappears.

## Exercise 3 (continued)

### Step 11

Compare your Lines panel with the one shown below:

### Expected Results:


The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

### Step 12

Record the Journal ID here \_\_\_\_\_.  
(You will use it in a later exercise. Same as Exercise 1 and used in Exer 6-5)

### Expected Results:


Your Journal ID is recorded.

<b>Step 13</b>	Click: 
<b>Expected Results:</b>	The journal entry print process runs.

## Exercise 3 (continued)

### Step 14

Compare your Journal Entry Detail report with the one shown below:



Report ID: 0LCY601

PeopleSoft Financials

JOURNAL ENTRY DETAIL

Unit: NCSU1

Journal ID: 0000016678

Date: 03.Mar.2000

Ledger Group: ACTUALS

Source: 060

Reversal: None

Reversal Date:

Foreign Currency: USD

Rate Type:

Effective Date: 03.Mar.2000

Exchange Rate: 1.000000

Description: Transfer to correct account.

Line #	Account	Fund	Org	Prog	Sub Cts	BY	Proj/Gr	Stat	Reference	Statistics Amount	Rate Type	Exchange Rate	Foreign Amount	Base Amount
1	52600	91000	056101	202	32		370304					1.000000	19.83 USD	19.83 USD
							Description: CK 7493 02/26/1999							
2	52400	91000	056101	202	32		370304					1.000000	-19.83 USD	-19.83 USD
							Description: CK 7493 02/26/1999							

Totals for Journal: 0000016678

Total Lines: 2

Total Base Debits: 19.83


Total Base Credits: 19.83

End of Report

### Expected Results:

The report matches. If these elements do not match, review the steps and ask the instructor.


### Step 15

Click  to close the Crystal Report window.

### Expected Results:

The window closes.

**Exercise 3 (continued)**

<b>Step 16</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.

## Exercise 4 - Copy a Journal Entry (Level 1)

**Scenario:** Katherine James entered a correcting journal entry last month. However, she entered incorrect account information. Rather than create a new journal entry to correct her mistake, you want to copy the incorrect journal entry and modify it in order to save data entry time. Your goal is to copy the existing journal and reverse the signs in PeopleSoft.

**online Library:** Journals, Copying

<b>Step 1</b>	Toggle to the online Library, if necessary.  PEOPLESFT GENERAL LEDGER Making and Processing Journal Entries Process Procedures Journals, Copying
<b>Expected Results:</b>	The procedure displays.

<b>Step 2</b>	Read <b>Journals, Copying</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to copy a journal in PeopleSoft.

<b>Step 3</b>	Toggle to PeopleSoft.  Logon to PeopleSoft, if necessary.
<b>Expected Results:</b>	A PeopleSoft window displays.



**Exercise 4 (continued)**

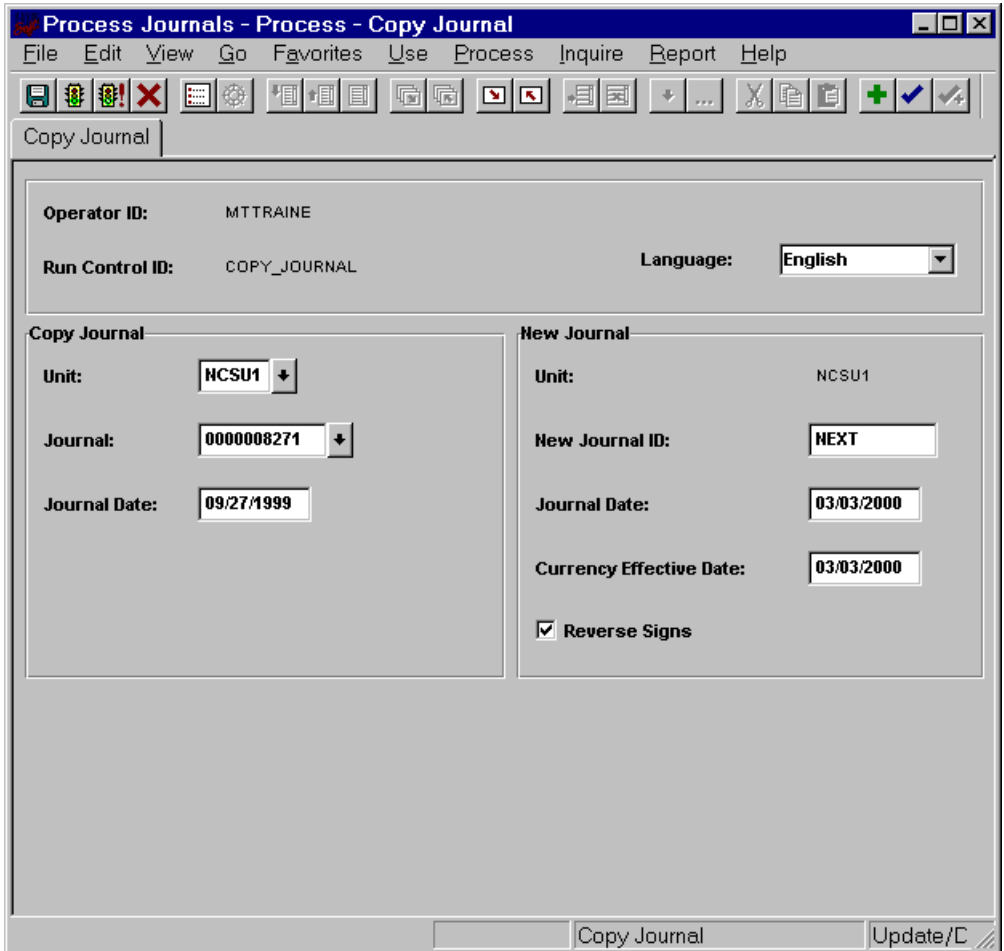
<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 5</b>	Select: Process, <b>Copy Journal</b> , Add
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	Enter or select the following:  Run Control ID: <b>COPY_JOURNAL</b> (case sensitive)  Click: <b>OK</b>  Click: <b>Yes</b>
<b>Expected Results:</b>	The Copy Journal panel displays.

## Exercise 4 (continued)

<b>Step 7</b>	<p>Enter or select the following:</p> <p>Unit: <b>NCSU1</b></p> <p>Journal: <b>0000008271</b> (six zeroes + 8271)</p> <p>Journal Date: <b>09/27/1999</b></p> <p>New Journal ID: <b>NEXT</b></p> <p>Journal Date: (Current Date)</p> <p>Currency Effective Date: (Current Date)</p> <p>Reverse Signs: <b>On</b></p>
<b>Expected Results:</b>	Correct data entry.

<b>Step 8</b>	<p>Compare your Copy Journal with the one shown below:</p> 
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**Step 8**

Compare your Copy Journal with the one shown below:

**Process Journals - Process - Copy Journal**

File Edit View Go Favorites Use Process Inquire Report Help

Copy Journal

Operator ID: MTTRANE

Run Control ID: COPY\_JOURNAL Language: English

**Copy Journal**

Unit: NCSU1

Journal: 0000008271

Journal Date: 09/27/1999

**New Journal**

Unit: NCSU1

New Journal ID: NEXT

Journal Date: 03/03/2000

Currency Effective Date: 03/03/2000


☒ Reverse Signs

Copy Journal Update/C

**Expected Results:**

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

**Exercise 4 (continued)**

<b>Step 9</b>	Click: 
<b>Expected Results:</b>	The Process Scheduler displays.

<b>Step 10</b>	Enter or select the following:  Client: <b>On</b> File: <b>On</b>  Click: <b>OK</b>
<b>Expected Results:</b>	The process runs.

<b>Step 11</b>	Select: Use, Journal Entry, <b>Journal Entry Header</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 12</b>	Verify or select the following:  Business Unit: <b>NCSU1</b> GL Journal ID: <b>New Journal ID</b>  Click: <b>OK</b>
<b>Expected Results:</b>	A list box displays.

**Exercise 4 (continued)**

<b>Step 13</b>	Click: <input type="button" value="Select"/>
<b>Expected Results:</b>	The Header panel displays.

<b>Step 14</b>	Enter or select the following:  Long Descr: <b>Reversing incorrect journal entry number 0000008271 from 09/27/1999.</b>
<b>Expected Results:</b>	Correct data entry.

**Step 15**

Compare your Header panel with the one shown below:

The screenshot shows the 'Process Journals - Use - Journal Entry' window. The title bar is 'Process Journals - Use - Journal Entry'. The menu bar includes File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, and Help. The toolbar contains various icons for file operations and journal processing. The 'Header' tab is selected, showing the following fields:

- Unit:** NCSU1
- Date:** 03/03/2000
- Ledger Group:** ACTUALS (dropdown)
- Auto Gen:** ☐
- Journal:** 0000016578
- Ledger:** (dropdown)
- Ref No:** (text field)
- Source:** 060
- Online Miscellaneous:** (checkbox)
- Transaction Type:** (dropdown)

The **Long Descr:** field contains the text: 'Reversing incorrect journal entry number 0000008271 from 09/27/1999.'

The **Accounting Period** section shows:

- Fiscal Year:** 2000
- Accounting Period:** 9

The **Schedule** section shows:

- Schedule:** (text field)
- Occurrence:** (text field)

The **Default Currency** section shows:

- Currency:** USD
- Base Currency:** USD
- Rate Type:** (dropdown)
- Cur Effdt:** 03/03/2000

The **Reversal** section is empty.

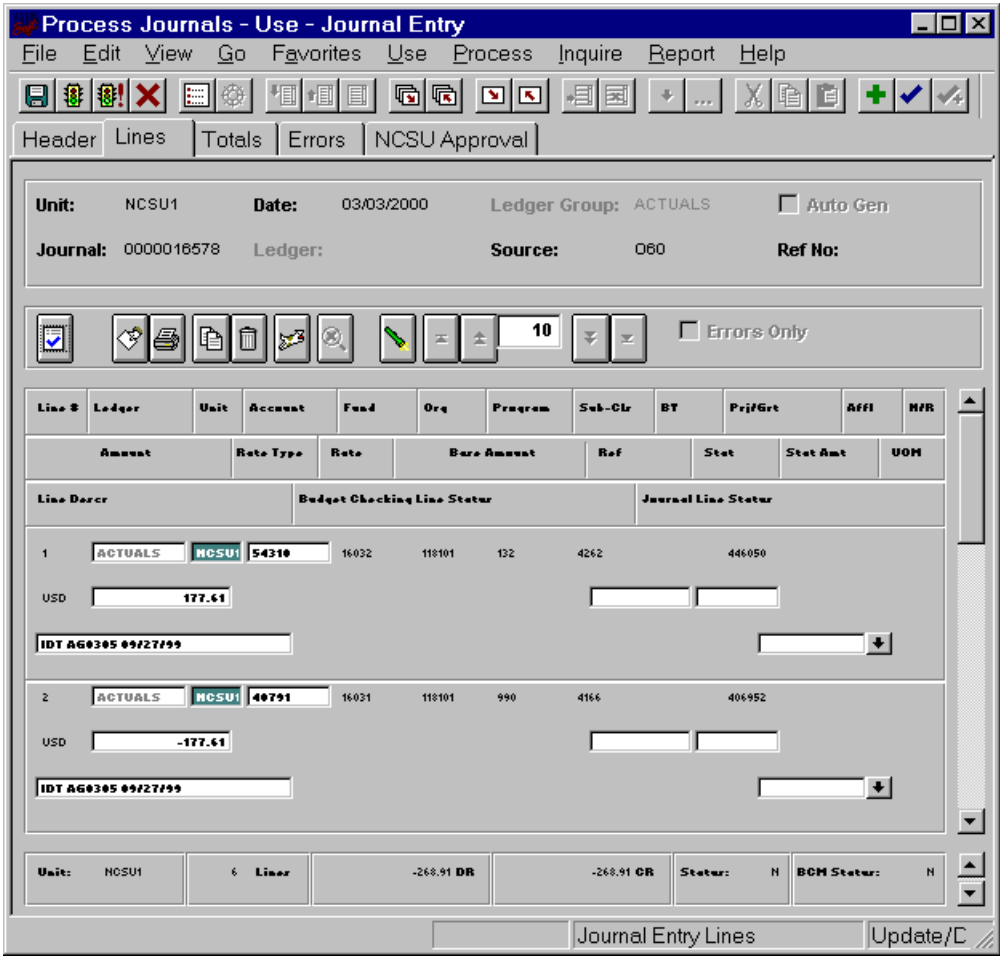
At the bottom right, there are buttons for 'Journal Entry Header' and 'Update/C'.

**Expected Results:**


The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 4 (continued)

<b>Step 16</b>	Click: <span style="border: 1px solid black; padding: 2px;">Lines</span>
<b>Expected Results:</b>	The Lines panel displays.

<b>Step 17</b>	<p>Compare your Lines panel with the one shown below:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

**Exercise 4 (continued)**

<b>Step 18</b>	Click: 
<b>Expected Results:</b>	The new information is saved.

<b>Step 19</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.



## Exercise 5 - Delete a Journal that has not been Budget Checked (Level 1)

**Scenario:** Before routing the journal you created in the previous exercise, you realize Katherine's correcting journal fixed the problem. Your goal is to delete your journal entry in PeopleSoft.

**online Library:** Journal Entry, Making

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESOFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Making</p>
<b>Expected Results:</b>	The procedure displays.

<b>Step 2</b>	Review <b>Journal Entry, Making</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to delete journal entries.


<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

## Exercise 5 (continued)


<b>Step 4</b>	Select: Go, Process Financial Information, <b>Process Journals</b>
<b>Expected Results:</b>	The Process Journals window displays.

<b>Step 5</b>	Select: Use, Journal Entry, <b>Journal Entry Lines</b> , Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Business Unit: <b>NCSU1</b></p> <p>GL Journal ID: <b>Enter the Journal ID for the journal you created in the previous exercise.</b></p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	A list box displays.

<b>Step 7</b>	Click: 
<b>Expected Results:</b>	The Lines panel displays.

**Exercise 5 (continued)**

<b>Step 8</b>	Click:   Click: <b>Yes</b>  <b>Note: You cannot delete a journal after it has been budget checked.</b>
<b>Expected Results:</b>	The journal is deleted and the panel closes.

Exercise completed.

## Exercise 6 - Approve, Budget Check, and Post a Journal Entry (Level 1)

**Scenario:** A journal entry has just been routed to you for approval. Your goal is to review, approve, budget check, and post the journal entry in the general ledger.


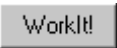

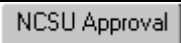
**online Library:** Journal Entry, Approving

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Approving</p>
<b>Expected Results:</b>	The procedures display when selected.

<b>Step 2</b>	Read <b>Journal Entry Approving</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to approve, budget check, and post a journal entry.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Close all windows.</p> <p>Logon to PeopleSoft using the operator ID of <b>GLSUPR</b>.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

## Exercise 6 (continued)


<b>Step 4</b>	Click: 
<b>Expected Results:</b>	The Select Worklist window displays.
<b>Step 5</b>	<p>Double-click <b>Journal Entry Approval</b>.</p> <p>Select: <b>The journal you edit checked and routed in Exercise 3.</b> (See Exercise 3 Step 12 on page 76)</p> <p>Click: </p>
<b>Expected Results:</b>	A dialog box displays.
<b>Step 6</b>	<p>Click  to proceed to the Lines panel.</p> <p>Review the journal entry.</p>
<b>Expected Results:</b>	The journal entries are reviewed.
<b>Step 7</b>	<p>Click  to proceed to the NCSU Approval panel.</p> <p>Approve: <b>On</b></p>
<b>Expected Results:</b>	The approval action is verified.


## Exercise 6 (continued)

<b>Step 8</b>	<p>Compare your NCSU Approval panel with the one shown below:</p> <div><div>Process Journals - Use - Journal Entry</div><div>File Edit View Go Favorites Use Process Inquire Report Help</div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><di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## Exercise 6 (continued)

<b>Step 10</b>	Click:   Click: <b>OK</b>  <p><b>Note: When all approvals have been completed, the Budget Check button displays.</b></p>
<b>Expected Results:</b>	The Budget Check process runs.

<b>Step 11</b>	Click:   Click: <b>Yes</b>  <p><b>Note: When the journal has been budget checked, the Post button displays.</b></p>
<b>Expected Results:</b>	The GL journal entry posting process runs.

<b>Step 12</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.

## Exercise 7 - Enter, Edit, Route, and Print a Compound Journal Entry (Level 2)

**Scenario:** At the end of each accounting period it is your responsibility to enter all corrections for incorrect journal entries for your department. Your goal is to enter a compound journal entry, edit, route, and print the journal entry in PeopleSoft General Ledger.

**online Library:** Journal Entry, Making  
Journal Errors, Viewing

<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Making          Journal Errors, Viewing</p>
<b>Expected Results:</b>	The procedure displays.

<b>Step 2</b>	Review <b>Journal Entry, Making</b> and read <b>Journal Errors, Viewing</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to enter, edit, route, and print a journal.



**Exercise 7 (continued)**

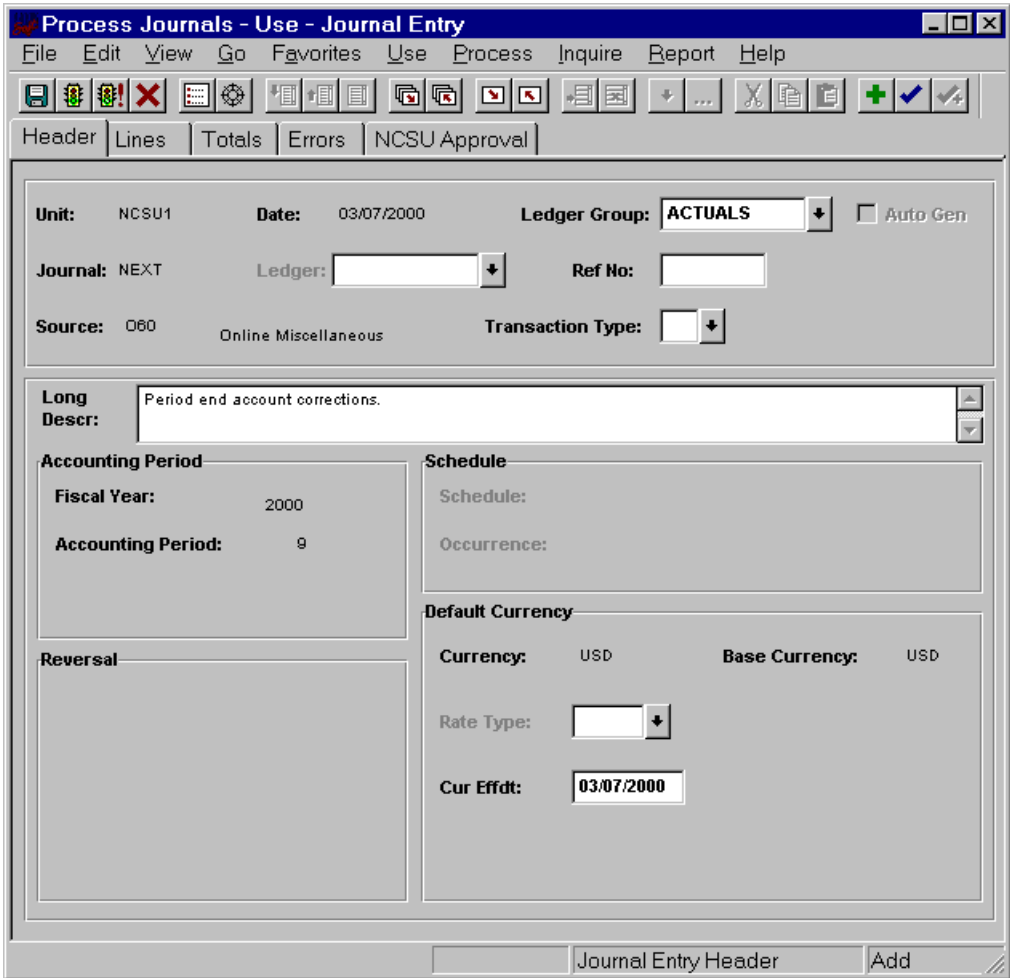
<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Close all windows.</p> <p>Logon to PeopleSoft using the operator ID of <b>GLTRAIN</b>.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

<b>Step 4</b>	<p>Select: Go, Process Financial Information, <b>Process Journals</b></p> <p>Select: Use, Journal Entry, <b>Journal Entry Header</b>, Add</p>
<b>Expected Results:</b>	The Journal Entry input screen displays.



<b>Step 5</b>	<p>Enter or select the following:</p> <p>Business Unit: <b>NCSU1</b></p> <p>GL Journal ID: <b>NEXT</b></p> <p>Journal Date: (Current Date)</p> <p>Click: <b>OK</b></p>
<b>Expected Results:</b>	The Header panel displays.

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Ledger Group: <b>ACTUALS</b></p> <p>Long Descr: <b>Period end account corrections.</b></p>
<b>Expected Results:</b>	Correct data entry.

## Exercise 7 (continued)

<b>Step 7</b>	<p>Compare your Header panel with the one shown below:</p> 
<b>Expected Results:</b>	<p>The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.</p>
<b>Step 8</b>	<p>Click: <u>Lines</u></p>
<b>Expected Results:</b>	<p>The Lines panel displays.</p>

**Exercise 7 (continued)**

<b>Step 9</b>	<p>Enter or select the following:</p> <p><b>Line 1:</b>            (SpeedType):       <b>412952-06409</b> (FAS Account - Project)            Account:           <b>53925</b> (5 = Expense + 3925 = Object Code)            Amount:           <b>350.00</b> (DR)            Line Descr:       <b>CK 6456 02/02/1999</b></p> <p>Click  to insert a row.</p> <p><b>Line 2:</b>            Account:           <b>53929</b>            Amount:           <b>400.00</b> (DR)            Line Descr:       <b>CK 6456 02/02/1999</b></p> <p>Click  to insert a row.</p> <p><b>Line 3:</b>            (SpeedType):       <b>405050</b>            Account:           <b>52400</b>            Amount:           <b>-700.00</b> (CR)            Line Descr:       <b>CK 6456 02/02/1999</b></p> <p><b>Note: The error in Line 3 is intentional. Make sure to change the default amount to -700.00 or else the remainder of this exercise will not work correctly.</b></p>
<b>Expected Results:</b>	Correct data entry.

## Exercise 7 (continued)

### Step 10

Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger Group: ACTUALS ☐ Auto Gen  
 Journal: NEXT Ledger: Source: 060 Ref No:

☐ Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Ctr	BT	Pri/Gr	Affl	N/R
Amount		Rate Type		Rate		Base Amount		Ref		Stat	
Line Descr		Budget Checking Line Status				Journal Line Status					
2	ACTUALS	NCSU1	53929	16031	111201	990	4166			412952-06409	
USD		400.00									
CK 6456 02/02/2000		Not Budget Checked									
3	ACTUALS	NCSU1	52400	16031	110401	122	4162			405050	
USD		-700.00									
CK 6456 02/02/2000		Not Budget Checked									
Unit: NCSU1		3 Linear		750.00 DR		700.00 CR		Status: N		BCM Status: N	

Journal Entry Lines Add

### Expected Results:

Continue to the next step.

## Exercise 7 (continued)

### Step 11

Click on the scroll bar to view Line 1. Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger Group: ACTUALS ☐ Auto Gen  
 Journal: NEXT Ledger: Source: 060 Ref No:

☐ Errors Only


Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cl	BT	Pri/Gr	Aff	M/R
Amount		Rate Type	Rate	Base Amount		Ref	Stat	Stat Amt	UOM		
Line Descr				Budget Checking Line Status				Journal Line Status			
1	ACTUALS	NCSU1	53925	16031	111201	990	4166		412952-06409		
USD		350.00									
CK 6456 02/02/2000				Not Budget Checked							
2	ACTUALS	NCSU1	53929	16031	111201	990	4166		412952-06409		
USD		400.00									
CK 6456 02/02/2000				Not Budget Checked							
Unit: NCSU1		3 Linear		750.00 DR		700.00 CR		Status: N		BCH Status: N	

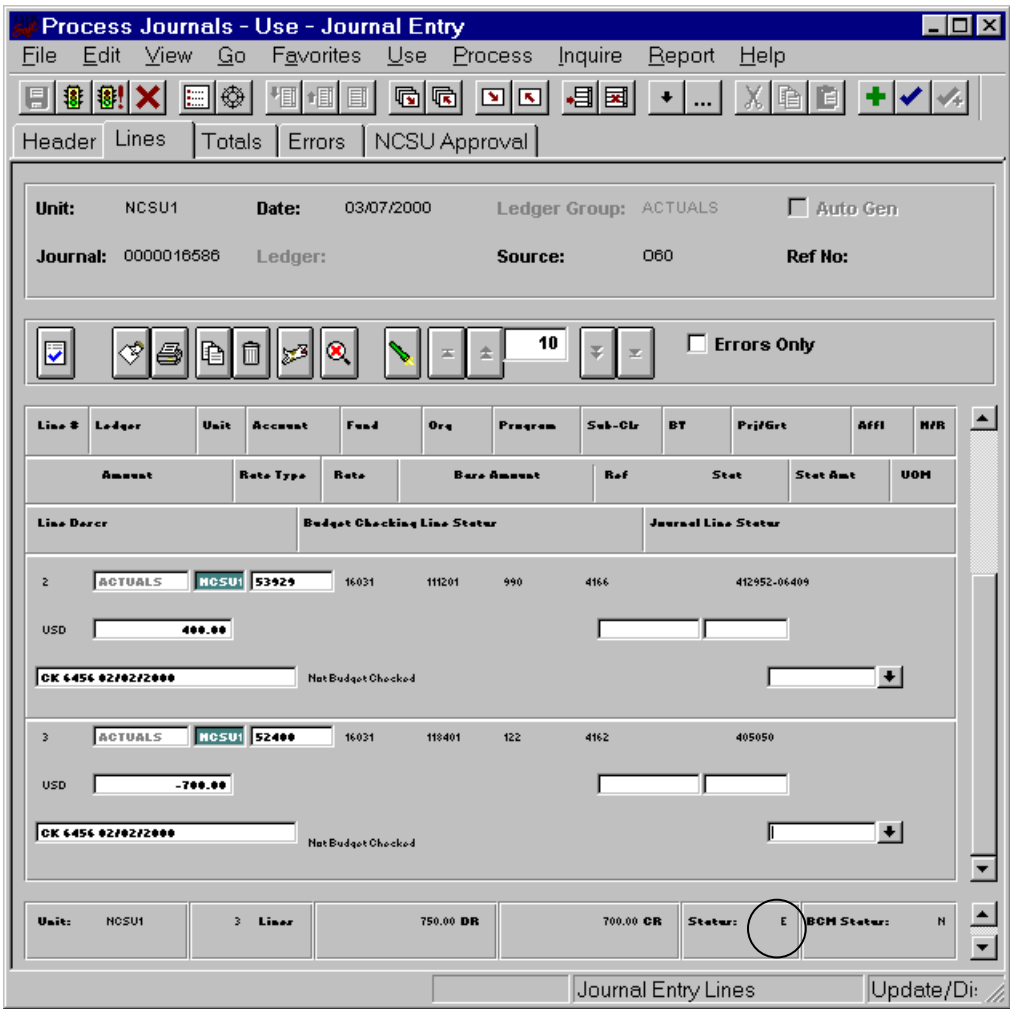
Journal Entry Lines Add


### Expected Results:

Continue to the next step.

## Exercise 7 (continued)

<b>Step 12</b>	Click:  Click: OK
<b>Expected Results:</b>	The journal edit process runs and the Confirmation Box closes.

<b>Step 13</b>	<p>Compare your Lines panel with the one shown here. Notice that the status of this entry has changed:</p> 
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

<b>Step 14</b>	Click  to view the errors panel.
<b>Expected Results:</b>	The Errors panel displays.

## Exercise 7 (continued)

### Step 15

Compare your Errors panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger Group: ACTUALS ☐ Auto Gen

Journal: 0000016586 Ledger: Source: 060 Ref No:

**Journal Header Budget Errors**

Budget Checking Header Status: N Not Budget Checked

**Journal Header Edit Errors**

Unit: NCSU1  
Field Name: JRNL\_HDR\_STATUS  
Message Seq: 1 of 1  
Message Nbr: 5860 of 48

Journal is not balanced.

Line # Line Desc:

**Journal Line Edit Errors**

Field Name:  
Message Seq: of  
Message Nbr:

No journal lines are marked in error.

Journal Entry Errors Update/L

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

### Step 16

Click **Lines** to return to the Lines panel.

### Expected Results:

The Lines panel displays.



## Exercise 7 (continued)

<b>Step 17</b>	Enter or select the following:  <b>Line 3:</b> Amount: <b>-750.00 (CR)</b>
<b>Expected Results:</b>	Correct data entry.

<b>Step 18</b>	Compare your Lines panel with the one shown below:
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger Group: ACTUALS ☐ Auto Gen


Journal: 0000016586 Ledger: Source: 060 Ref No:

10 ☐ Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Ctr	BT	Pri/Gr	Affl	N/R
2	ACTUALS	NCSU1	53929	16021	111201	990	4166				
			USD	400.00							
			CK 6456 02/02/2000	Not Budget Checked							
3	ACTUALS	NCSU1	52400	16021	118401	122	4162				
			USD	-750.00							
			CK 6456 02/02/2000	Not Budget Checked							

Unit: NCSU1 3 Lines 750.00 DR 750.00 CR Status: E BCM Status: N

Journal Entry Lines Update/L

<b>Step 19</b>	Click:  Click: OK
<b>Expected Results:</b>	The journal edit process runs, the Confirmation Box closes, and the Journal Status changes from “E” to “V.”

## Exercise 7 (continued)

### Step 20

Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger Group: ACTUALS ☐ Auto Gen

Journal: 0000016586 Ledger: Source: 060 Ref No:

Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cl	BT	Proj/Grt	Affl	N/R	
2	ACTUALS	NCSU1	53929	16021	111201	990	4166		412952-06409			
			USD	400.00								
			CK 6456 02/02/2000	Not Budget Checked								
3	ACTUALS	NCSU1	52400	16021	118401	122	4162		405050			
			USD	-750.00								
			CK 6456 02/02/2000	Not Budget Checked								

Unit: NCSU1 3 Linear 750.00 DR 750.00 CR Status: V JCM Status: N

Journal Entry Lines Update/L

### Expected Results:

The report matches. If these elements do not match, review the steps and ask the instructor.

### Step 21


Click:

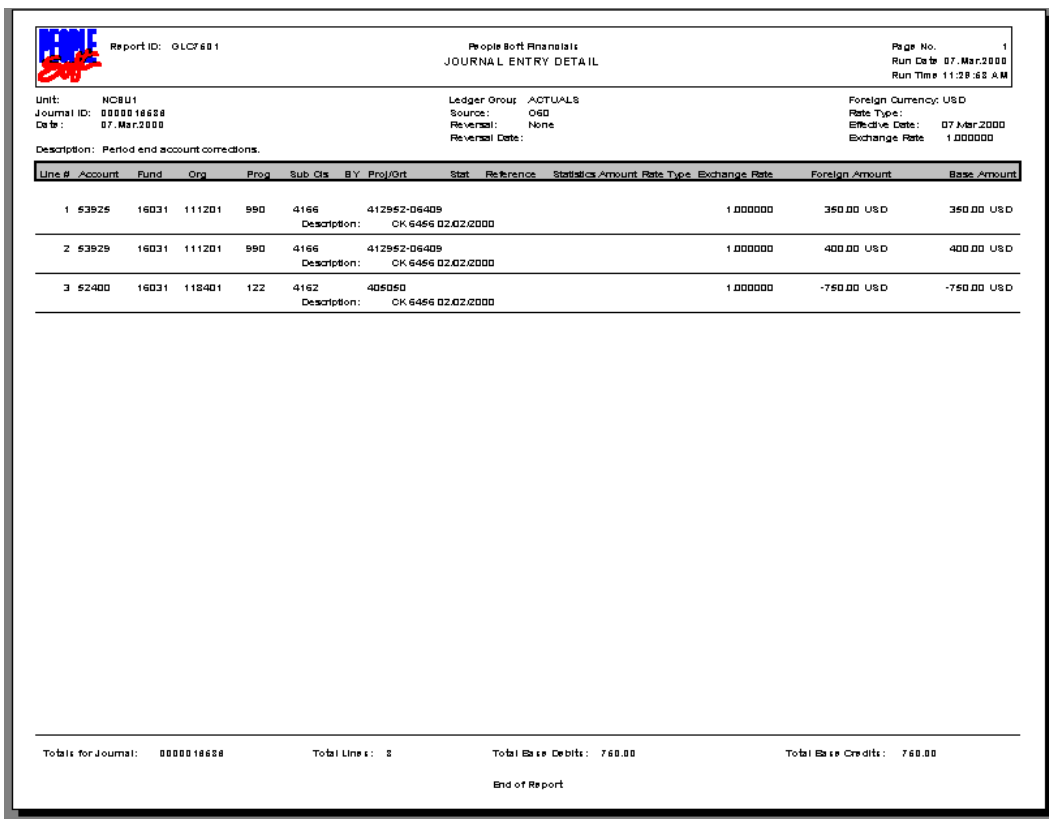
Record your Journal ID: \_\_\_\_\_.

### Expected Results:


The approval routing process runs.


## Exercise 7 (continued)


<b>Step 22</b>	Click:  <p><b>Note: When using this method, journals which have previously been posted cannot be retrieved and printed. Use the Journal Entry Detail Report to print a range of journals, including journals which have been posted.</b></p>
<b>Expected Results:</b>	The journal entry print process runs.

<b>Step 23</b>	<p>Compare your section of the Journal Entry Detail report with the one shown below:</p> <div data-bbox="378 848 1421 1661">  <p>The screenshot shows a report titled 'JOURNAL ENTRY DETAIL' for 'PeopleSoft Financials'. It includes a 'Report ID: GLCF681' and a 'Page No. 1'. The report details three journal entries (lines 1, 2, and 3) with columns for Line #, Account, Fund, Org, Prog, Sub Cts, BY, Proj/Gr, Stat, Reference, Statistics Amount, Rate Type, Exchange Rate, Foreign Amount, and Base Amount. The entries are dated 02.02.2000 and involve various accounts and amounts in USD.</p> </div>
<b>Expected Results:</b>	The report matches. If these elements do not match, review the steps and ask the instructor.

**Exercise 7 (continued)**

<b>Step 24</b>	Click: 
<b>Expected Results:</b>	The report prints.

<b>Step 25</b>	Click  to close the Crystal Report window.
<b>Expected Results:</b>	The window closes.

<b>Step 26</b>	Click: 
<b>Expected Results:</b>	The panel closes.

<b>Step 27</b>	Select: Report, <b>Journal Entry Detail</b> , Add
<b>Expected Results:</b>	A dialog box displays.

## Exercise 7 (continued)

<b>Step 28</b>	<p>Enter or select the following:</p> <p>Run Control ID:      <b>NCSU_REPORTS</b> (case-sensitive)</p> <p>Click: <b>OK</b></p> <p><b>Note: This is an alternate printing method which allows the user to specify a wide range of criteria when printing journal transactions.</b></p>
<b>Expected Results:</b>	The Parameters panel displays.

<b>Step 29</b>	<p>Enter or select the following:</p> <p>Unit:                      <b>NCSU1</b></p> <p>Ledger Group:          <b>ACTUALS</b></p> <p>Ledger:                  <b>ACTUALS</b></p> <p>GL Journal ID:        <b>Enter the Journal ID you recorded in Step 21.</b></p> <p><b>Note: By changing the report request parameters, a wide range of journal entry transactions can be printed.</b></p>
<b>Expected Results:</b>	Correct data entry.

## Exercise 7 (continued)

### Step 30

Compare your Parameters panel with the one shown below:

The screenshot shows a software window titled "Process Journals - Report - Journal Entry Detail". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons. The "Parameters" tab is selected, showing the following fields:


- Operator ID:** MTTRaine
- Run Control ID:** NCSU\_REPORTS
- Language:** English (dropdown menu)
- Report Request Parameters:**
  - Unit:** HCSU1 (dropdown menu)
  - Ledger Group:** ACTUALS (dropdown menu)
  - Ledger:** ACTUALS (dropdown menu)
  - Source:** (dropdown menu)
  - GL Journal ID:** 0000016586
  - Date Range:**
    - From:** (text box)
    - To:** (text box)
  - Journal Status:** (dropdown menu)
- Report Layout Options:**
  - ☒ Show Journal Line Description
  - Chartfields Option:** All CFs (dropdown menu)

At the bottom of the window, there is a "Parameters" button and an "Add" button.

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

**Exercise 7 (continued)**

<b>Step 31</b>	Click  to access the Process Scheduler.  Client: <b>On</b> Output Destination: <b>Printer</b> File/Printer: <b>LPT1</b>  Click: <b>OK</b>
<b>Expected Results:</b>	The Journal Entry Detail report prints.

<b>Step 32</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.



## Exercise 8 - Recycle a Journal Entry (Level 2)

**Scenario:** Your worklist includes an item that needs to be processed. Your goal is to recycle the journal entry in PeopleSoft.


**online Library:** Journal Entry, Approving

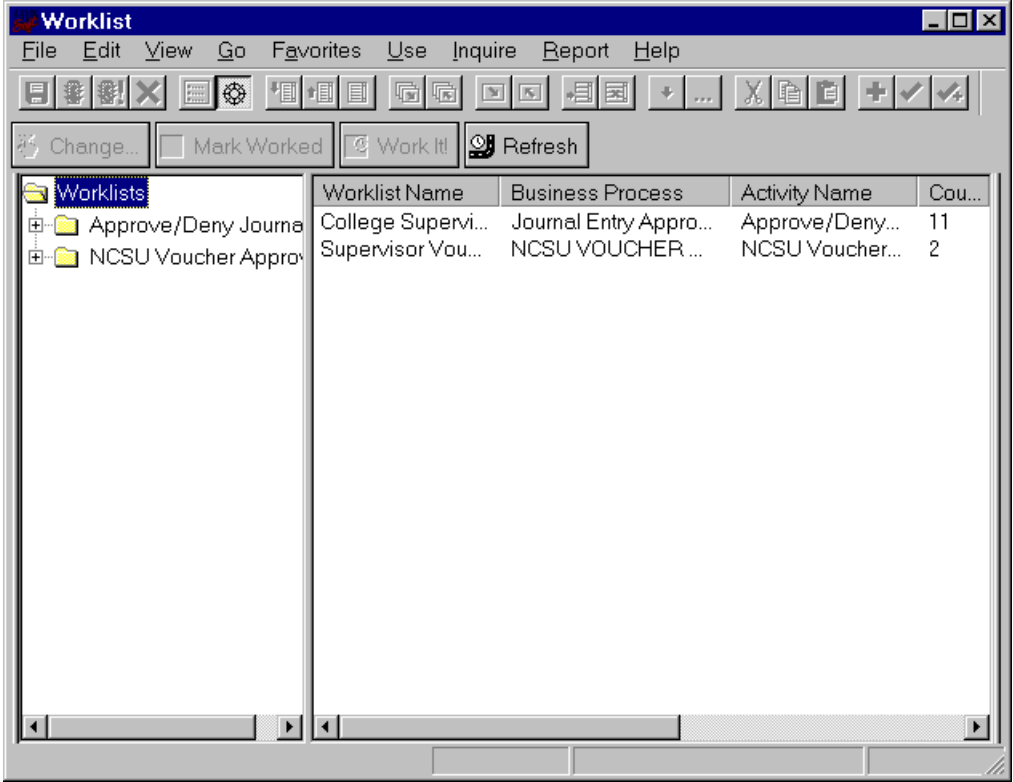
<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Approving</p>
<b>Expected Results:</b>	The procedures displays.

<b>Step 2</b>	Review <b>Journal Entry, Approving</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to approve, budget check, and post a journal entry.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Close all PeopleSoft windows.</p> <p>Logon to PeopleSoft as <b>GLSUPR</b>.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.


## Exercise 8 (continued)


<b>Step 4</b>	Click: 
<b>Expected Results:</b>	The Select Worklist window displays.

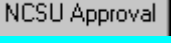
<b>Step 5</b>	<p>Compare your Select Worklist window with the one shown below:</p> 
<b>Expected Results:</b>	The window matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.



<b>Step 6</b>	Click <b>Approve/Deny Journal</b>
<b>Expected Results:</b>	The list of journals in your worklist displays.

## Exercise 8 (continued)


<b>Step 7</b>	Select the journal entry you created in the previous exercise.  Click: 
<b>Expected Results:</b>	The NCSU Approval panel displays.

<b>Step 8</b>	Click  to proceed to the Lines panel.  Review the journal lines.
<b>Expected Results:</b>	The journal entries are reviewed.

<b>Step 9</b>	Click  to proceed to the NCSU Approval panel.  Recycle: <b>On</b> Comments for Denial: <b>Correct Account on Line 3 to 52310.</b>  <b>Note: In the current version of PeopleSoft, the Deny and Recycle approval actions perform the same function — they both route the journal to the previous approver or originator.</b>
<b>Expected Results:</b>	Correct data entry.

<b>Step 10</b>	Click  to proceed to the Lines panel.  Click: 
<b>Expected Results:</b>	The approval process runs and the Submit For Approval button disappears.

## Exercise 8 (continued)

<b>Step 11</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.

## Exercise 9 - Review a Journal Entry with more than Ten Lines (Level 2)


**Scenario:** A journal with more than ten lines has been routed to you for approval. Your goal is to review all lines in the journal entry in PeopleSoft.

**online Library:** Journal Entry, Making


<b>Step 1</b>	<p>Toggle to the online Library, if necessary.</p> <p>PEOPLESFT GENERAL LEDGER          Making and Processing Journal Entries          Data Entry Procedures          Journal Entry, Making</p>
<b>Expected Results:</b>	The procedure displays.


<b>Step 2</b>	Review <b>Journal Entry, Making</b> in the online Library.
<b>Expected Results:</b>	An understanding of how to view journals with more than ten lines.

<b>Step 3</b>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft if necessary as <b>GLSUPR</b>.</p>
<b>Expected Results:</b>	A PeopleSoft window displays.

<b>Step 4</b>	Click: 
<b>Expected Results:</b>	The Select Worklist window displays.

## Exercise 9 (continued)


<b>Step 5</b>	<p>Select journal entry 0000008278. (This journal entry does not currently exist, and information is not available to re-create it.)</p> <p>Click: </p>
<b>Expected Results:</b>	The NCSU Approval panel displays.

<b>Step 6</b>	<p>Click: </p> <p><b>Note: This journal entry has 11 lines.</b></p>
<b>Expected Results:</b>	The Lines panel displays.


<b>Step 7</b>	<p>Compare your Lines panel with the one shown below:</p> <p>(PLACE GRAPHIC HERE)</p>
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 9 (continued)

<b>Step 8</b>	Using your scrollbar, scroll to the bottom of the journal.  <b>Note: Only ten journal lines are displayed.</b>
<b>Expected Results:</b>	The first ten journal lines are reviewed.


<b>Step 9</b>	Click the  button to the right of the number 10 on the icon bar.
<b>Expected Results:</b>	The eleventh journal line is displayed.

<b>Step 10</b>	Using your scrollbar, scroll to the top of the journal.  <b>Note: The first journal line is not displayed.</b>
<b>Expected Results:</b>	Journal lines two through eleven are displayed.

<b>Step 11</b>	Change the number 10 on the icon bar to 11.  Click on the  to the left of the number 11 on the icon bar.  Using your scroll bar, scroll through all eleven journal lines.
<b>Expected Results:</b>	All eleven journal lines are displayed.

**Exercise 9 (continued)**

<b>Step 12</b>	Compare your Lines panel with the one shown below:  (PLACE GRAPHIC HERE)
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor.

<b>Step 13</b>	Click: 
<b>Expected Results:</b>	The panel closes.

Exercise completed.



## Exercise 10 - Copy, Edit, and Route a Journal Entry (Level 3)

**Scenario:** At the end of each monthly accounting period, you are required to enter the same recurring journal entry. Instead of entering this information from scratch, you copy a previously entered journal without reversing the signs. Your goal is to copy, modify, edit, and route the journal entry in PeopleSoft. Use the following information to complete the exercise:

**Hint:** You will need to logoff of PeopleSoft and log back in as GLTRAIN.

Run Control ID:	<b>COPY_JOURNAL</b>
Unit:	<b>NCSU1</b>
Journal:	<b>0000008276</b>
Journal Date:	<b>09/27/1999</b>
New Journal ID:	<b>NEXT</b>
Journal Date:	(Current Date)
Currency Effective Date:	(Current Date)
Reverse Signs:	<b>OFF</b>

### Line 1

Line Descr:	<b>CK 2376 03/02/2000</b>
-------------	---------------------------

### Line 2

Line Descr:	<b>CK 2376 03/02/2000</b>
-------------	---------------------------

**online Library:** Journals, Copying  
Journal Entry, Making

**Exercise 10 (continued)**

<b>Step 1</b>	<p>The steps are not listed for Level 3 exercises. As you progress through this exercise, write down the paths and procedures used to complete it.</p> <p>Navigation Path (How did you get to the panels you used?)</p> <p>Panel(s) (Which panels did you use to complete the exercise?)</p> <p>Action(s) (What steps did you take to enter the data or perform the process?)</p> <p>Additional Comments</p>
<b>Expected Results:</b>	An understanding of the procedures necessary to complete the scenario.

## Exercise 10 (continued)

### Step 2

Compare your Copy Journal panel with the one shown below:

**Process Journals - Process - Copy Journal**

File Edit View Go Favorites Use Process Inquire Report Help

Copy Journal

Operator ID: MTTRaine

Run Control ID: COPY\_JOURNAL

Language: English

**Copy Journal**

Unit: NCSU1

Journal: 0000008276

Journal Date: 09/27/1999

**New Journal**

Unit: NCSU1

New Journal ID: NEXT

Journal Date: 03/06/2000

Currency Effective Date: 03/06/2000

☐ Reverse Signs

Copy Journal Update/Disp

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 10 (continued)

### Step 3

Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/06/2000 Ledger: ACTUALS ☐ Auto Gen  
 Journal: 0000016588 Ledger: Source: O60 Ref No:

☐ Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cls	BY	Prj/Grt	Am	Nr
		Amount	Rate Type	Rate	Base Amount		Ref	Stat	Stat Amt	UOM	
Line Descr			Budget Checking Line Status				Journal Line Status				
1	ACTUALS	NCSU	54310	31000	118101	110	31			350517	
		USD	154.33								
CK 2376 03/02/2000				Not Budget Checked							
2	ACTUALS	NCSU	54310	31000	118101	132	56			549833	
		USD	94.76								
CK 2376 03/02/2000											
Unit: NCSU1		14 Lines		755.03 DR		755.03 CR		Status: N	BCM Status: N		

Journal Entry Lines Update/Disp

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor.

Exercise completed.

## Exercise 11 - Enter, Edit, Approve, Budget Check, and Post a Journal Entry (Level 3)

**Scenario:** You are a college approver with the authority to enter and approve your own journal entries. You discover an error and need to make a correcting entry. Your goal is to create the correcting journal entry in PeopleSoft using the following information:

**Hint: You will need to logoff of PeopleSoft and log back in as GLSUPR.**

Business Unit:	<b>NCSU1</b>
GL Journal ID:	<b>NEXT</b>
Journal Date:	(Current Date)
Long Descr:	<b>Correcting Entry for Account.</b>

**Line 1:**

SpeedType:	<b>311276</b>
Account:	<b>52200</b>
Amount:	<b>450.00 (DR)</b>
Line Descr:	<b>CK 2198 02/02/1999</b>

**Line 2:**

Account:	<b>52300</b>
Amount:	<b>-450.00 (CR)</b>
Line Descr:	<b>CK 2198 02/02/1999</b>

**online Library:** Journal Entry, Making

**Exercise 11 (continued)**

<b>Step 1</b>	<p>The steps are not listed for Level 3 exercises. As you progress through this exercise, write down the paths and procedures used to complete it.</p> <p>Navigation Path (How did you get to the panels you used?)</p> <p>Panel(s) (Which panels did you use to complete the exercise?)</p> <p>Action(s) (What steps did you take to enter the data or perform the process?)</p> <p>Additional Comments</p>
<b>Expected Results:</b>	An understanding of the procedures necessary to complete the scenario.

## Exercise 11 (continued)

### Step 2

Compare your Header panel with the one shown below:

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.

## Exercise 11 (continued)

### Step 3

Compare your Lines panel with the one shown below:

**Process Journals - Use - Journal Entry**

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors NCSU Approval

Unit: NCSU1 Date: 03/07/2000 Ledger: ACTUALS ☐ Auto Gen  
Journal: NEXT Ledger: Source: O60 Ref No:

☐ Errors Only

Line	Ledger	Unit	Account	Fund	Org	Program	Sub-Cls	BY	PrpGrt	Affl	NWR
1	ACTUALS	NCSU	52200	16030	072101	142	23376		311276		
			USD	450.00							
			CK 2198 02/02/2000	Not Budget Checked							
2	ACTUALS	NCSU	52300	16030	072101	142	23376		311276		
			USD	-450.00							
			CK 2198 02/02/2000	Not Budget Checked							

Unit: NCSU1 2 Lines 450.00 DR 450.00 CR Status: N BCM Status: N

Journal Entry Lines Add

### Expected Results:

The panel matches. If these elements do not match, review the steps and ask the instructor. Continue to the next step.



**Exercise 11 (continued)**

<b>Step 4</b>	Compare your NCSU Approval panel with the one shown below:  <b>(PLACE GRAPHIC HERE)</b>
<b>Expected Results:</b>	The panel matches. If these elements do not match, review the steps and ask the instructor.

Exercise completed.



## Summary and Review (continued)

### Answers/Notes:



## Summary and Review (continued)

<b>Step 2 (optional)</b>	Participate in a review activity.
<b>Expected Results:</b>	Completion of the review activity.

<b>Step 3</b>	<b>Objectives:</b> <ol style="list-style-type: none"> <li>1. Enter a journal entry.</li> <li>2. Inquire on a journal.</li> <li>3. Enter a compound journal entry.</li> <li>4. Copy a journal entry.</li> <li>5. Copy a journal entry using the reversal feature.</li> <li>6. Edit and route a journal entry.</li> <li>7. Print journals.</li> <li>8. Correct edit errors.</li> <li>9. Approve and budget check a journal.</li> <li>10. Post a journal entry.</li> <li>11. Navigate through the online Library to locate all other making and processing journals procedures.</li> </ol>
<b>Expected Results:</b>	Discussion of the objectives.

## Making and Processing Journals



Congratulations! You have completed the Making and Processing Journals module. This module contains the tools needed to learn the concepts and procedures involved in entering and processing journals.

**Goal** You should have the skills and knowledge necessary to perform the procedures identified in the Making Journal Entries section of the online Library.

**Participant Objectives**

You should be able to...

1. Enter a journal entry.
2. Inquire on a journal entry.
3. Copy a journal entry and automatically reverse the signs.
4. Delete a journal that has not been budget checked.
5. Edit and Route a journal entry.
6. Print journals.
7. Correct edit errors.
8. Approve and budget check a journal.
9. Post a journal entry.
10. Recycle a journal entry.
11. Navigate through the online Library to locate all other making and processing journals procedures.