

Western Peoplesoft Financials Online Journal Entries

Objectives

By the end of this exercise you will be able to:

- Understand the procedure for entering Journals
- Enter and delete Journals
- Copy existing Journals
- Edit Journals
- Inquire to view Journals
- Print a posted Journal

Content

1. Overview of Journal Entries
2. Entering Journals
3. Viewing Journals That Are Not Posted
4. Viewing Journal That Are in All Stages of Processing
5. Copying Journal Entries
6. Deleting a Journal
7. Printing Posted Journals

Western Peoplesoft Financials Online Journal Entries

1. Overview of Journal Entries

Navigation: UWO Menu\UWO Journal Entry\Actuals Journal Entry

Journal Entry

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

Business Unit:

Journal ID:

Journal Date:

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

You can forward date a journal entry to the end of the fiscal year or you can backdate a journal entry to the beginning of the current accounting date.

The Journal Entry contains several tabs; Header, Lines, Totals, Errors and Approvals. We will go over each in the next few pages.

Header | Lines | UWO Lines | Totals | Errors | Approval

Unit: UWO Journal ID: NEXT Date: 07/19/2011

Long Description:

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger:

*Source: ONL Fiscal Year: 2012

Reference Number: Period: 3

Journal Class: ADB Date: 07/19/2011

Transaction Code: UWO Auto Generate Lines

SJE Type:

Save Journal Incomplete Status

Autobalance on 0 Amount Line

[Currency Defaults: CAD / CRRNT / 1](#) [SJE Schedule](#)

[Attachments \(0\)](#)

[Reversal](#)

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

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Header contains information that uniquely identifies the journal

Some fields are faded or entered by default and do not allow data entry, other fields you will enter the information.

The screenshot shows the 'Header' tab of the 'Online Journal Entries' form. The form contains the following fields and controls:

- Unit:** UWO
- Journal ID:** NEXT
- Date:** 07/19/2011
- Long Description:** (Text field, circled 1)
- *Ledger Group:** ACTUALS
- Adjusting Entry:** Non-Adjusting Entry (Dropdown menu, circled 2)
- Ledger:** (Text field)
- Fiscal Year:** 2012 (Text field, circled 4)
- *Source:** ONL (Text field, circled 3)
- Period:** 3 (Text field, circled 5)
- Reference Number:** (Text field, circled 6)
- Journal Class:** (Text field, circled 7)
- Transaction Code:** UWO (Text field, circled 8)
- SJE Type:** (Dropdown menu)
- Auto Generate Lines:**
- Save Journal Incomplete Status:** (circled 9)
- Autobalance on 0 Amount Line:**
- Currency Defaults:** CAD / CRRNT / 1 (Text field, circled 10)
- SJE Schedule:** (Text field)
- Attachments (0):** (Text field)
- Reversal:** (Text field, circled 11)

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display. Navigation tabs at the top are Header, Lines, UWO Lines, Totals, Errors, and Approval.

1. Long Description - useful for identifying purposes or explaining any anomalies
2. Adjusting Entry - Defaults to Non-Adjusting Entry. This is normally only changed by Financial Services for year-end adjustments
3. Source - Defaults to ONL to specify On-line entry.
4. Fiscal Year - Defaults to the current fiscal year
5. Period - Defaults to the accounting period for the date of your journal
6. Reference Number - Provides you a reference to a document, person, invoice or any other data that will be helpful to track backup for the journal entry. This is optional.
7. Journal Class - Normally left blank. Used by Research Accounting as part of the grant close down process with a value of XYZ
8. Transaction Code - Defaults to UWO and cannot be changed
9. Save Journal/Incomplete Status - Check this box to ensure that the nightly batch edits and posts will not impact your journal. You must eventually uncheck to allow your journal entry to be fully processed
10. Currency Defaults - Defaults to CAD/CRRNT/1. This would only be changed in exceptional circumstances
11. Reversal - Defaults to Do Not Generate Reversal. This field identifies whether or not you want an entry

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to automatically reverse (such as an accrual). You must choose the date of the reversing entry by selecting the appropriate option below.

Note that the reversing entry will be given the same Journal ID as the originating entry.

Journal Entry Reversal

Reversal

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date:

OK Cancel Refresh

- **Do Note Generate Reversal** – Assumes no automatic reversal of this entry. This is the default
- **Beginning of Next Period** – Creates a reversing entry dated the first day of the next accounting period
- **End of Next Period** – Creates a reversing entry dated the last day of the next accounting period
- **Next Day** – Creates a reversing entry dated the next calendar day
- **Adjustment Period** – Used only by Financial Services to create a reversing entry in the year end adjustment period
- **On Date Specified By User** – Select the date you want the entry to reverse
- **ADB Reversal** – faded and entry not allowed

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UWO Lines

Journal ID will be assigned when you save the entry

Date the Journal Entry is started

Processes can be selected here and run by clicking the Process button. See below for process definitions.

Header | UWO Lines | Totals | Errors

Unit: UWO Journal ID: NEXT Date: 06/18/2013

*Process: Edit Journal Process

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Program	Project	Currency	Amount	Base Currency
<input type="checkbox"/>	1	UWO							CAD		CAD

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWO	1	0.000	0.000	N	N

Save Notify Refresh

Header | UWO Lines | Totals | Errors

Budget Check Journal, Edit Journal and Post Journal do not have to be run as these will run by the system nightly process for all Journal Entries that are balanced and do not have the Save Journal Incomplete Status checked.

Process Definitions

Budget Check Journal – Initiates the budget check process. A journal must have a Journal Status of V in order to run this process.

Delete Journal – Delete the current journal

Edit Journal – Initiates the edit process which validates the chartfield combinations, fiscal year and accounting period. If the journal receives a valid (V) status the process will continue and begin the **Budget Check** process. Although it is optional to run the **Edit Journal** process as it will be run during the nightly process, you may want to run it and correct any errors if you want your journal posted by the next day.

Post Journal – Initiates the posting process. A journal must have a Journal Status of V and a Budget Status of V in order to run this process.

Print Journal – Print the current journal

Refresh Journal – Refresh this page. If process is complete the page will automatically refresh

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UWO Lines is used to record the transactions making up the journal entry. A Journal Entry may consist of multiple debit and credit lines.

1

Lines

Select – Check box to identify rows that you want to delete

SpeedType or Chartfields – SpeedType (Speed Code) represents the combination of a Unit (e.g. Business Unit - UWO) plus chartfields comprised of Fund, Dept, Program, **or** Project. You can enter a Speed Code and the chartfields will fill in or you can enter each chartfield.

Account – indicates the type of revenue, expense or balance sheet item

Reference – Provides information specific to each line in the journal entry (optional)

Journal Line Description – Defaults to the description defined for the Account. You can change this and enter your own descriptive information.

2

Lines to add – You can add (+) or **Select** and delete (-) lines

3

Totals You must save your journal before values will appear in this section.

There will be one row in this section for each (business) Unit you have used in the Lines section. The values for each business unit is a summary of all lines for that business unit.

Journal Status - Shows status of chartfield validation and journal posting process

N = no edit yet performed

E = error in edit

V = valid budget check

P = posted

Budget Status - Shows status of budget checking process

N = no budget check yet performed

E = error in budget check

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V = valid budget check

Totals can be used to provide greater control in preventing data entry errors. If you do not want to use this feature leave the fields blank.

Header | UWO Lines | **Totals** | Errors

Unit: UWO Journal ID: NEXT Date: 06/18/2013

Totals Find | View All First 1 of 1 Last

*Unit: UWO *Ledger: ACTUALS

	Control Totals	Actual Totals	Differences
Currency: CAD	Debits: <input type="text"/>	Debits: 0.00	Debits: 0.00
	Credits: <input type="text"/>	Credits: 0.00	Credits: 0.00
		Net: 0.00	
Base Currency: CAD	Debits: <input type="text"/>	Debits: 0.00	Debits: 0.00
	Credits: <input type="text"/>	Credits: 0.00	Credits: 0.00
		Net: 0.00	
	Units: <input type="text"/>	Units: 0.00	Units: 0.00
	Lines: <input type="text"/>	Lines: 1	Lines: 1

Save Notify Refresh Add Update/Display

Header | UWO Lines | Totals | Errors

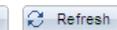
Specify the Control Totals, that is the total dollar value of Debits and Credits or the total number of Lines to be entered in the journal. As you enter the journal lines, the system displays the Actual Totals and the Differences between the amounts entered and the Control Totals.

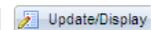
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Errors

The journal entry errors page will be updated after you run the Edit Journal process from the UWO Lines page or when the error checking is run in the nightly process.

Header	UWO Lines	Totals	Errors		
Unit:	UWO	Journal ID:	NEXT	Date:	06/18/2013
▼ Header Errors Customize Find First 1 of 1 Last					
Field Long Name		Message Text			
No journal headers are marked in error.					
▼ Line Errors Customize Find First 1 of 1 Last					
Field Long Name		Message Text			
No journal line between line 1 and line 1 is marked in error.					

 Save  Notify  Refresh

 Add  Update/Display

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

The Header Errors section contains Journal Status errors that apply to the overall journal entry. The Line Errors section contains Journal Status errors specific to a certain line in the journal.

Journal Status Error examples:

- The accounting period, determined by the Journal Date, is not currently open
- Total debits do not equal total credits
- The actual totals for the journal, debits, credits, number of lines or units, do not equal the control totals.
- One or more journal lines use invalid Chartfield values as of the Journal Date
- One or more journal lines use invalid Chartfield combinations as of the Journal Date.

Valid combinations are:

- All funds must have a fund, department, account
- Fund 1 and 3 must also have a program but NOT a project
- Fund 2,4,5,6 must also have a project but NOT a program

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Budget Status Errors

Budget errors occur if a valid chartfield combination does not have a budget set up in PeopleSoft. Financial Analysts are notified when a budget needs to be set up. You do not need to contact your Analyst.

Lines to add: [+](#) [-](#) [🗑️](#)

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWO	2	225.00	225.00	Y	E

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

[Header](#) | [Lines](#) | [Uwo Journal Entry2](#) | [Totals](#) | [Errors](#) | [Approval](#)

GL Journal Exceptions | **Line Exceptions**

Business Unit: UWO Journal ID: 0001894955 Journal Date: 06/24/2011

*Exception Type: Override Transaction More Budgets Exist

Maximum Rows: [Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions		Budget Override	Budget Chartfields	Exception	More Detail	Override Budget	Transfer
1	🔍	UWO	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	🔍	UWO	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save](#) [Return to Search](#) [Notify](#)

GL Journal Exceptions | **Line Exceptions**

Business Unit: UWO Journal ID: 0001894955 Journal Date: 06/24/2011

*Exception Type: Override Transaction More Budgets Exist

Maximum Rows: [Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions		Budget Override	Budget Chartfields	Account	Fund	Dept	Program	Budget Period
1	🔍	UWO	ORG	605545	1	421030	00000	2012
2	🔍	UWO	ORG	605580	1	421030	00000	2012

[Save](#) [Return to Search](#) [Notify](#)

GL Journal Exceptions | **Line Exceptions**

Click E to view error exceptions and chartfield/s in error.

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2. Entering Journals

Navigation: UWO Menu\UWO Journal Entry\Actuals Journal Entry

Journal Entry

Business Unit:

Journal ID:

Journal Date:

Journal Date defaults to the current date. You can set the date forward as far as the end of the fiscal year or you can set it back as far as the current accounting period.

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

1. Click You should now be on the Header tab.
2. Enter you description in the Long Description field.
3. Click on the **UWO Lines** tab.
4. Enter the chartfields and amount for Line 1:
Account 622000 Fund 1 Dept 470400 Project R4493A01 Amount 225
5. Click on the plus sign to add a row.
6. Enter the following chartfields and amount for Line 2:
Account 645000 Fund 1 Dept 470400 Program 00000 Amount -225

New window

Unit: UWO Journal ID: 0001942234 Date: 01/01/2012 [View Audit Logs](#)

*Process: Line:

Select	Line	Unit	SpeedType	Account	Fund	Dept	Program	Project	Currency	Amount	Base Currency
<input type="checkbox"/>	1	UWO		622000	1	470400		R4493A01	CAD	225.00	CAD
<input type="checkbox"/>	2	UWO		645000	1	470400	00000	R4493A01	CAD	-225.00	CAD

Lines to add:

Totals		Total Debits	Total Credits	Journal Status	Budget Status
Unit	Total Lines				
UWO	2	225.00	225.00	N	N

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

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7. Click



8. A Journal ID will be assigned. Write this number down JE# _____

The remaining steps are optional as they are run in the nightly process. However, we recommend you “edit journal” after creating to ensure you have valid account combinations. If you do not, you will have to check journal next day.

9. Select 'Process: Edit Journal

10. Click **Process**

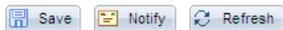
11. Click on the error link **E** under Journal Status

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWO	2	225.00	225.00	E	N

12. This takes you to the Errors tab. Notice that the error is a combination error.

13. Click on the Line # in the Line Errors box. This takes you to the line in error on the UWO Lines page.

Header					
Unit	Journal ID	Date			
UWO	0001942236	06/18/2013			
Header Errors					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
UWO	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.
Line Errors					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Account/Dept/Program/Project in group



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

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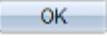
14. For line one the fund is 1 and should be a fund 2, as we have a project. Correct this error in the following steps.
15. Click in the Fund box.
16. Replace the Fund 1 to a Fund 2.
17. Click  and journal status will revert back to 'N'.
18. Select 'Process: 
19. Click **Process**
20. Your journal should now have a Journal Status of V and a Budget Status of V.
If you have a budget error th budget error will be handled through a nightly process. The analyst will be notified when a budget needs to be set up. You do not need to contact your analyst. Your journal will be recycled and posted the following night.

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	225.00	225.00	V	V	

21. If you chose to post your journal you can do so by following the next few steps.
However, transactions will not be posted to your accounts until the nightly process has been finalized.

22. Select 'Process: 

23. Click **Process**

24. Click 

25. Once complete your journal should now have a Journal Status of P (Posted). See below.

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
UWO	2	225.00	225.00	P	V	

You have now completed the entire journal entry process.

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Reminder - The processes, Edit and Post Journal, do not have to be done. This will be handled by the system nightly process for all saved journals that are balanced and do not have Save Journal Incomplete Status checked.

3. Viewing Journals That Are Not Posted

Navigation: UWO Menu/UWO Journal Entry/Actuals Journal Entry

1. Click on Find an Existing Value tab.

The screenshot shows the 'Find an Existing Value' tab selected. Below the tabs, there are three input fields: 'Business Unit' with 'UWO', 'Journal ID' with 'NEXT', and 'Journal Date' with '06/28/2011'. An 'Add' button is located below these fields. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

2. Click on search.

The screenshot shows the 'Journal Entry' search interface. It includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. A search criteria form follows, with fields for: 'Business Unit' (UWO), 'Journal ID' (begins with), 'Journal Date' (=), 'Document Sequence Number' (begins with), 'Line Business Unit' (=), 'Journal Header Status' (=, No Status - Needs to be Edited), 'Budget Checking Header Status' (=), 'Source' (=, ONL), 'User ID' (begins with, Your ID), and 'Attachment Exist' (=). There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

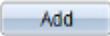
If you enter a Journal ID or if you have only one journal that is not posted then you will be taken directly into the Journal screen
OR

If you leave the Journal ID blank you will get a list of all journals you have created that are not posted. Click on the journal you want to view and you will be taken into the Journal screen.

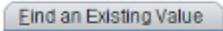
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4 Viewing Journals That Are In All Stages of Processing

Navigation: UWO Menu\UWO Inquiries\Journal Inquiry

1. If you have not previously done so. Add a new Inquiry Name. Select Add a New Value link or tab and enter an Inquiry Name, for example, JRNL_INQ and click 

Journal

Inquiry Name:

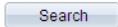
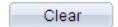


2. Enter the following criteria; Ledger ACTUALS, Year 2012, From Period 1, To Period 12.
3. Enter your Journal ID or your USER ID. For training purposes use JE 0001942227.

Journal Inquiry

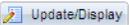
Journal Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
INQUIRY	<input type="text" value="UWO"/>	<input type="text" value="ACTUALS"/>	<input type="text" value="2012"/>	<input type="text" value="1"/>	<input type="text" value="12"/>	<input type="text"/>
Journal ID	Status	Source	Currency	Stat	Document Type	
<input type="text" value="0001942227"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
<input type="text"/>	<input type="text"/>	<input type="text" value="Journal Id"/>	<input type="text" value="100"/>	<input type="text"/>		

Journals Customize | Find | First 1 of 1 Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0001942227	04/30/2012	UWO	Posted	AP	No Susp	PURAAB	04/30/2012	AP Invoice

4. Click 

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5. Click on the Journal ID in the results below your search box.

Your results will show the first 25 lines of your Journal Entry. You can adjust this by entering From Line and To Line.

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header

Journal ID:	0001942227	Date:	04/30/2012	Schedule:	
Ledger Group:	ACTUALS	Original Date:	04/30/2012	Process:	No Request
Source:	AP	Date Posted:	05/28/2013	Total Lines:	16
Journal Status:	Posted	Reversal Date:		User ID:	PURAAAB
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	UWO
Doc Seq:		Budget Status:	Valid	View Attachment (0)	

Long Description:

All Lines
 From/To

From Line: To Line: [Query Journal Lines](#)

Totals by Currency

Currency:	CAD	Debit Amount:	6,677.18	Credit Amount:	6,677.18	Net:	0.00
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[View All](#) [First 10](#) of 16 Lines

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity	An Type	Book Code	Adjustment	Scena
1		566.68	CAD	012539	1	000000									
2		-6,677.18	CAD	100100	1	000000									
3	Invoice - Low Inut Quickamp -	840.21	CAD	621930	2	370450		R4493A01							

Click View All to see 100 and > to view next.

5. Copying Journal Entries

Use this feature if you would like to use an existing journal entry as the basis for a new journal entry. Once you copy a journal you can then change the header or detail information as needed.

Navigation: UWO Menu\UWO Journal Entry\Journal Copy

1. If you have not previously done so, add a new Run Control. Select Add a New Value link or tab and enter a Run Control ID, for example, JRNL_COPY, and click

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Copy Journal

Run Control ID:

2. Enter the necessary parameters such as Journal ID (0001942231) and Date. You must change New Date to a valid date.

Copy Journals Request

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

Process Request Parameters										
Process Frequency	*Unit	*Journal ID	*Date	New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Always	UWO	0001942231	05/30/2013	0001942235	04/01/2012	Reversal	06/17/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Click . A new Journal number will be assigned.
4. To initiate the process click

You will be taken to the **Process Scheduler Request** window which should appear as below.

Process Scheduler Request

User ID: EGRAY28 Run Control ID: JRNL_COPY

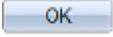
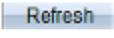
Server Name:
 Run Date:

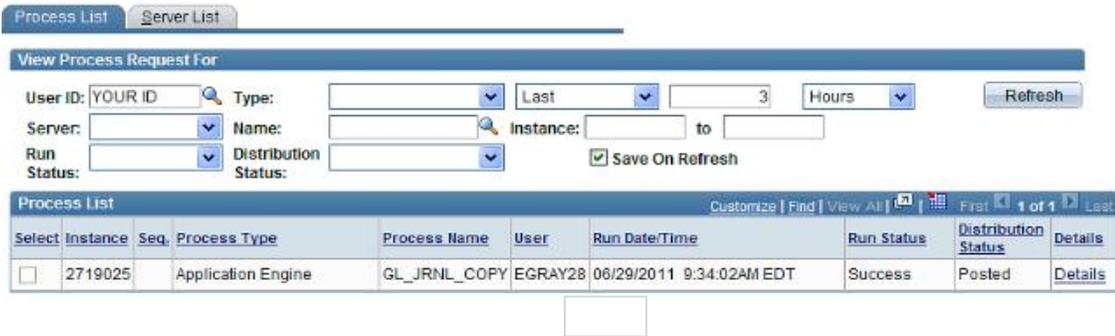
Recurrence:
 Run Time:

Time Zone:

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

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5. Ensure the Select box beside Journal Copy Process is checked and Click 
6. You will be returned to the Copy Journals Request window. Click on [Process Monitor](#). You will be directed to your Process List where you can view the status of your Copy Journal process. The initial status that you will see is Queued.
7. Click on the  button until you see a Run Status of Success and Distribution Status of Posted. When completed your screen will look like the following:



The screenshot shows the 'Process List' window. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request for' section with various search filters: User ID (YOUR ID), Type (Last), Hours (3), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is also present. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2719025		Application Engine	GL_JRNL_COPY	EGRAY28	06/29/2011 9:34:02AM EDT	Success	Posted	Details

[Go back to Copy Journal](#)

8. You will now be able to access your new Journal ID using the UWO Journal Entry pages.

Western Peoplesoft Financials Online Journal Entries

6. Deleting a Journal

You can only delete journals that you have created and that have not been posted.

Navigation: UWO Menu\UWO Journal Entry\Actuals Journal Entry

1. On the Find an Existing Value tab

Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = UWO

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: = ONL

User ID: begins with EGRAY28

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

2. Type the Journal ID or leave it blank
3. Click on **Search** or if you left the Journal ID blank, click on the correct Journal ID from the list provided.
4. Click on the UWO Lines tab.
5. **Process:** **Delete Journal** and Click **Process**

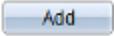
A message will display to verify deletion. Once deleted a Message will be displayed confirming the Journal ID is deleted.

Western Peoplesoft Financials Online Journal Entries

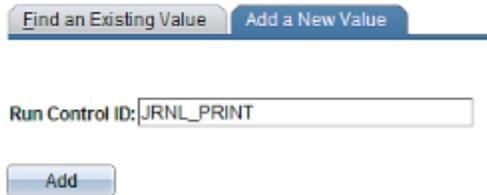
6. Printing Posted Journals

Journal Entry Reprint is a report that lets you print your journals even after they are posted.

Navigation: /UWO Menu/UWO Journal Entry/Journal Print

If you have not previously done so, add a new Run control ID. Select Add a New Value link or tab and enter Run control ID, for example, JRNL_PRINT, and click 

Print Journal Entry

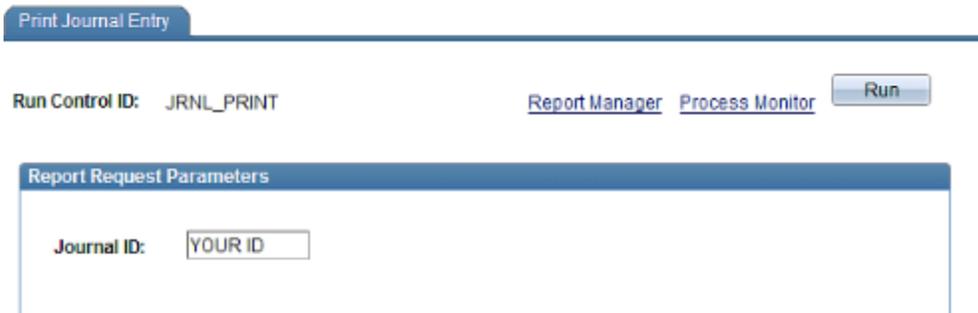


Find an Existing Value Add a New Value

Run Control ID: JRNL_PRINT

Add

Enter your Journal ID number, for example, 0001942231.



Print Journal Entry

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

Report Request Parameters

Journal ID: YOUR ID

Click Run.

Western Peoplesoft Financials Online Journal Entries

You will be taken to the **Process Scheduler Request** window which should appear as below.

Process Scheduler Request

User ID: E Run Control ID: JRNL_PRINT

Server Name: Run Date: 06/29/2011

Recurrence: Run Time: 1:08:39PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Listing	UFSG751	Crystal	Window	PDF	Distribution

Click to generate a Journal Entry PDF report.

Page No. 1 of 1

Journal Entry Detail Listing
Journal: 0001942231; Date: 5/30/2013

Report ID: UFSG751 Budget Status: Error in Budget Check
 Query Name: UFSG751 Journal Status: V Run Date: 17.Jun.2013
 Operator: TRAIN15 Source: ONL Description: testing Run Time: 11:47:30AM

Line #	BU	Line Reference	Line Description	Fund	Account	Dept	Program	Project	Amount
1	UWO		Supplies	1	622000	470400	00000		225.00
2	UWO		Travel - General	1	645000	470400	00000		(225.00)
Total Debits									225.00
Total Credits									(225.00)
Journal Total									0.00