Operational Excellence Online Journal Entries

Session Topics

1. Enter an Online Journal
2. Edit, Budget-check, and Post
3. Create a new Journal by copying from an existing Journal
4. Delete an un-posted Journal
5. Print a Journal
6. Inquire on a Journal

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We'll start by walking through the topics in today's session:

We will do some large and small group discussion along the way and overall the session will be fast paced and fun and we are glad you are joining us today!

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Online Journal Entry

- Journal Date
- Header Tab
- Lines Tab
- Errors Tab

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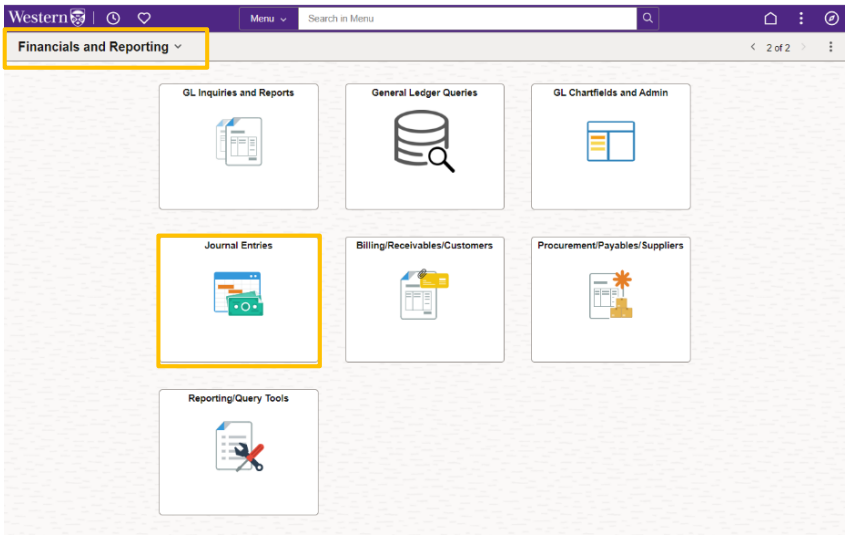
What is a Journal Entry?
A journal entry is a balanced transaction that moves money between chartfield combinations and contains debits and credits.

When entering a Journal Entry, there are a few items a user will need to address. These items include: Journal date, Header tab, UWO Lines tab, Totals tab, Errors tab.

Journal Entries Dashboard - Navigation Path



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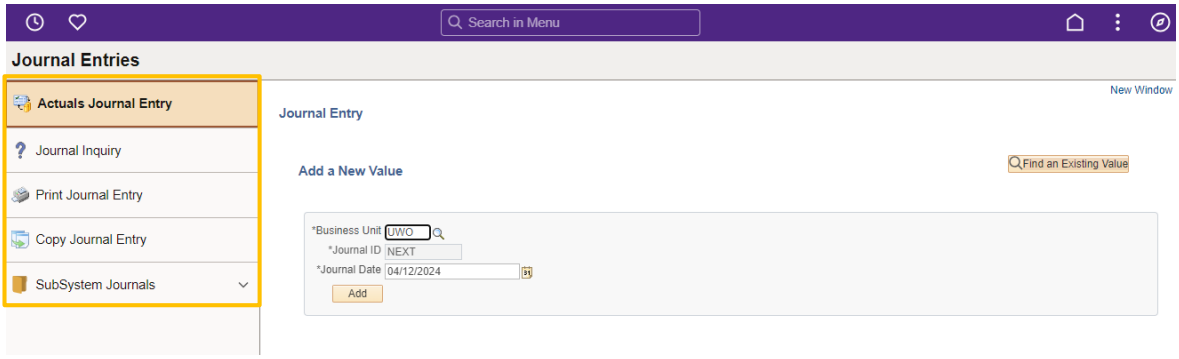
To access the **Journal Entries dashboard**, click on the **Financials and Reporting** homepage, then click on the **Journal Entries** tile.

Journal Entries Dashboard-Navigation Path



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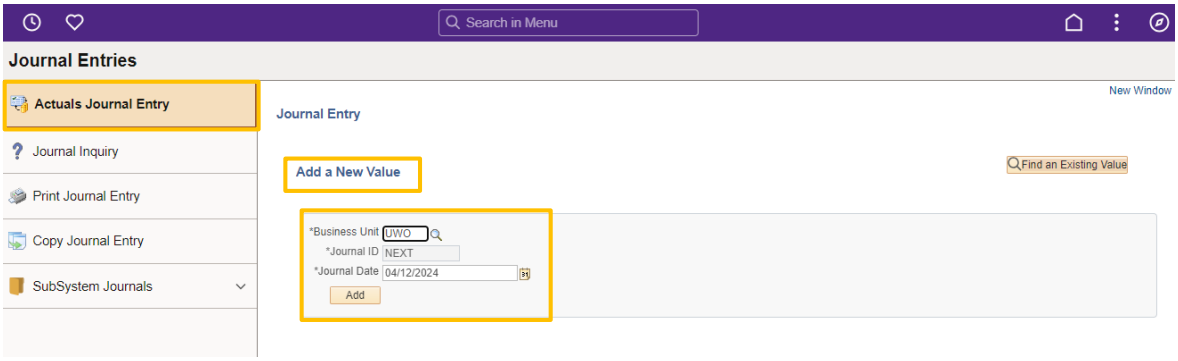
All of the different Journal Entry related topics we will cover today, will be listed in the menu options area in the Journal Entries dashboard (as highlighted on the left side of this page)

Enter an Online Journal- Navigation Path



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To enter on online journal entry, click on **Actuals Journal Entry** menu option. This will automatically open on the Add a New Value tab.

Business Unit will default according to your user profile (for most users this will be "UWO").

Journal ID will always be "Next", for the next available journal number in the system. The journal ID number will be visible for all GL transactions and can be used to track down additional information when reconciling (e.g. who created the journal, when, for how much, etc.) Users cannot enter their own journal number.

Journal Date will default to "Today's" date, but can be changed:

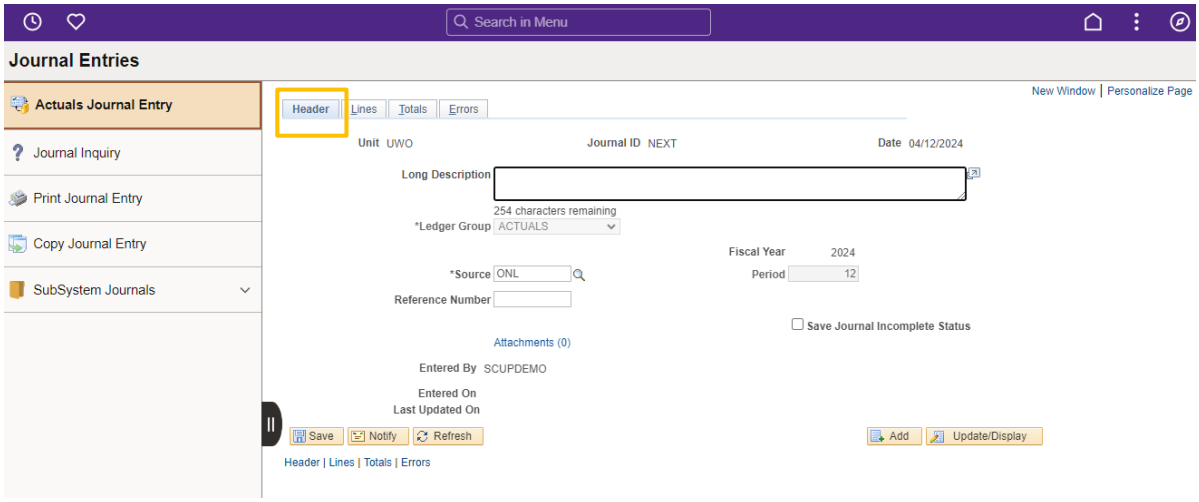
- If the journal date needs to be changed, it can only be changed HERE, and not later
- The journal date determines the accounting period of the transaction (e.g. if the journal is date is May, then it will be posted in Period 1)
- Most users should not need to alter the default journal date, and would only change the date if the journal needed to be posted in a specific month or accounting period that is not "today's" date (e.g. today is the last day of the month, but you want to create a journal for the next month – you could change the date to "tomorrow", which will post the journal into the next month)
- Most users need special permission from Financial Services to back-date a

journal – please check before you try!

- Journals created with the wrong date must be deleted if not yet posted, or copied, and must be reversed if posted
- Journal dates can be forward-dated to any open accounting period, (to end of current Fiscal Year), but can only be back-dated to the first day of the month of the current open period (e.g. if today's date is September 29, the open period is 5, so the earliest possible journal date would be September 1)
- Western's Fiscal Year runs from May 1 to April 30, with 12 accounting periods (May = Period 1, December = Period 8, etc.)

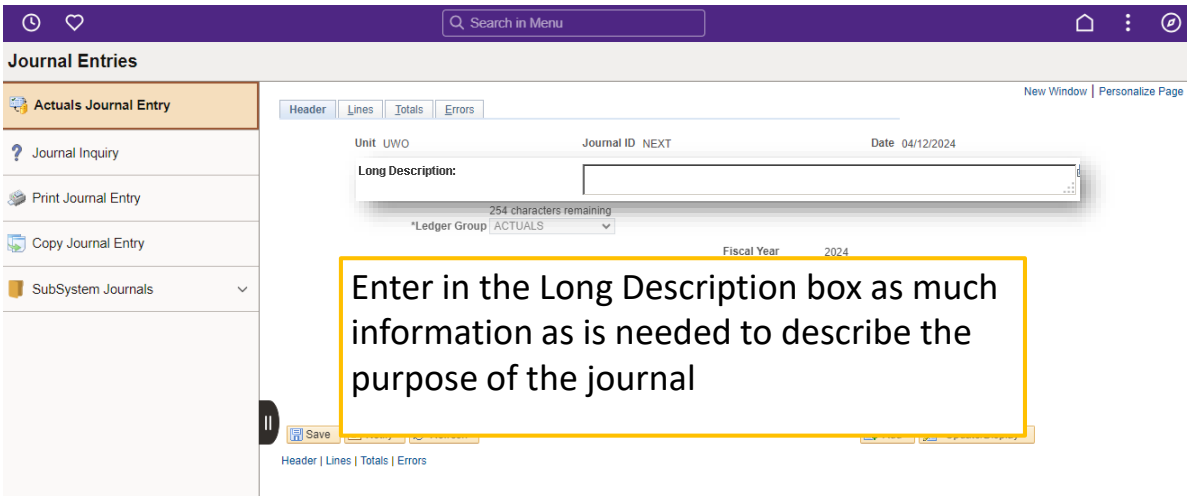
Once the ***Business Unit** and ***Journal Date** fields have been addressed, click on the "Add" button to being the journal entry process.

Enter an Online Journal - Header Tab



The Header contains the high level information about the Journal – i.e. the Journal number, date, description, entered-by, source, etc. Each journal has only 1 Header, but will contain multiple journal lines.

Enter an Online Journal - Header Tab



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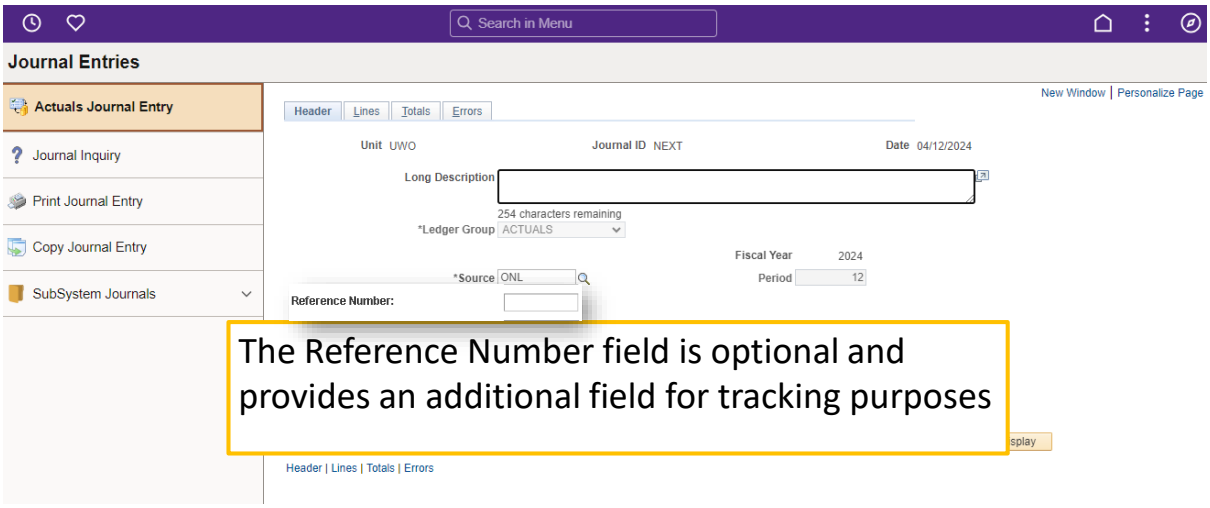
A Long Description is highly recommended. Enter a description that explains the purpose of the journal (e.g. transfer of unspent funds from account A to account B). Be descriptive as this information helps others too. The more descriptive, the better!

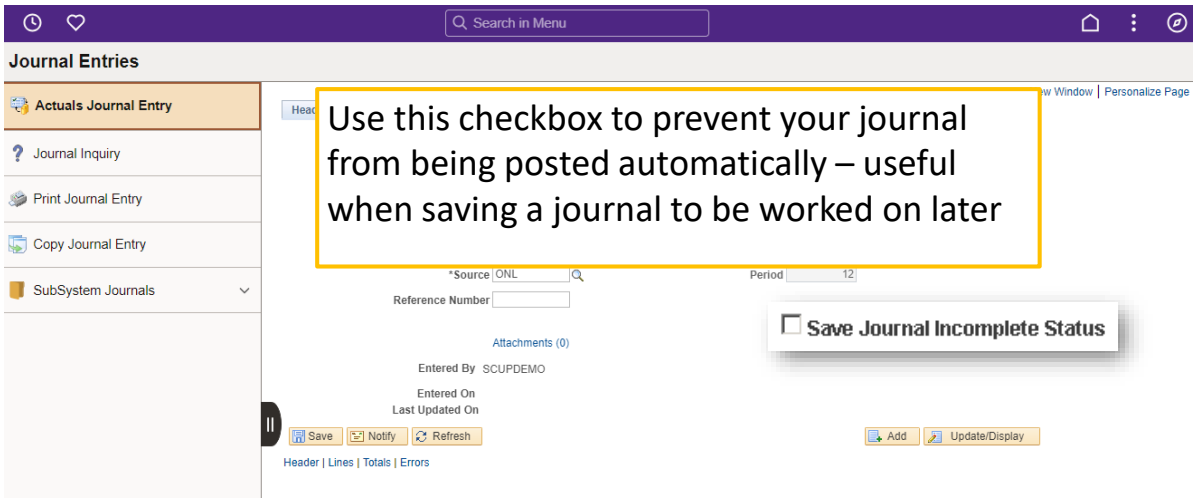
Enter an Online Journal - Header Tab



The Reference Number field is optional and provides an additional field for tracking purposes

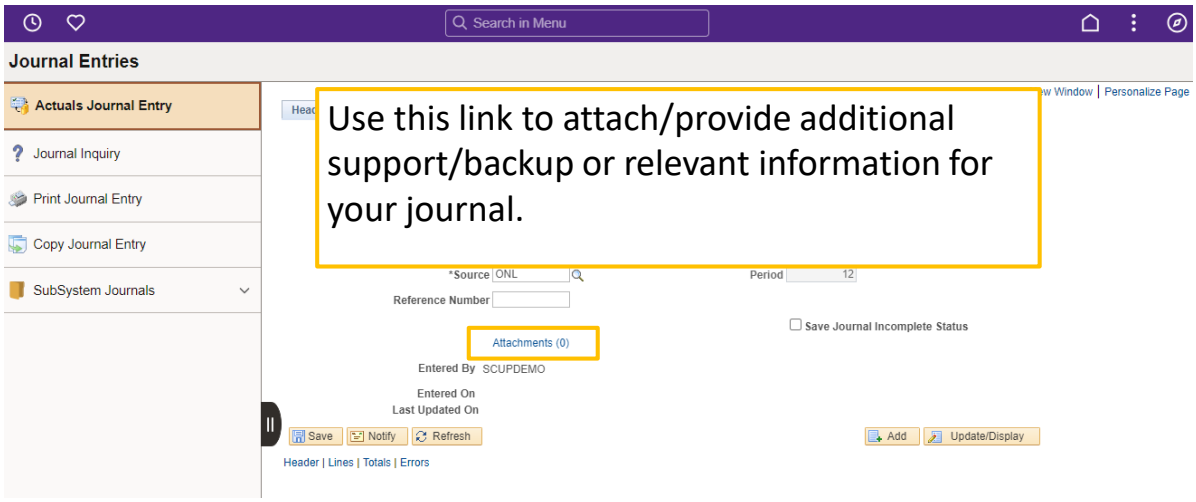
Reference Number is optional but can be useful if you need this to track your entries. Can be used in queries later if you need to follow up.

Enter an Online Journal - Header Tab



Only use the checkbox for "Save Journal Incomplete Status" when you save a journal to work on later. This prevents the system from processing the journal until you are ready, however you must remove the checkbox for the journal to eventually post.

Enter an Online Journal - Header Tab



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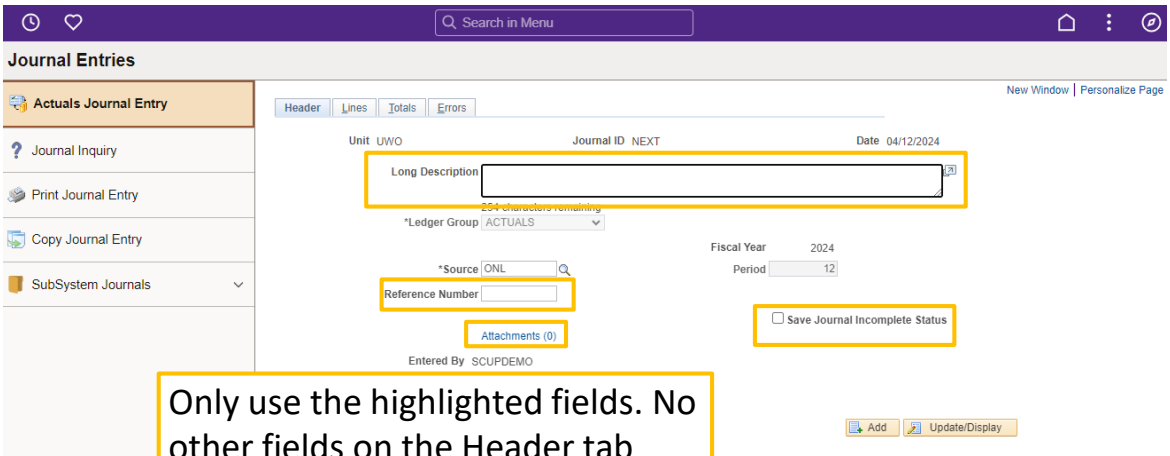
Use the *Attachments link to attach/provide additional support/backup or relevant information for your journal entry.

Please note an attachment can only be added prior to posting your own journal.

Journal attachments can be viewed from the Journal Print report (accessible from the Journal Print navigation option but not currently from the drop-down option on the Journal Lines page), or from the Journal Inquiry page.

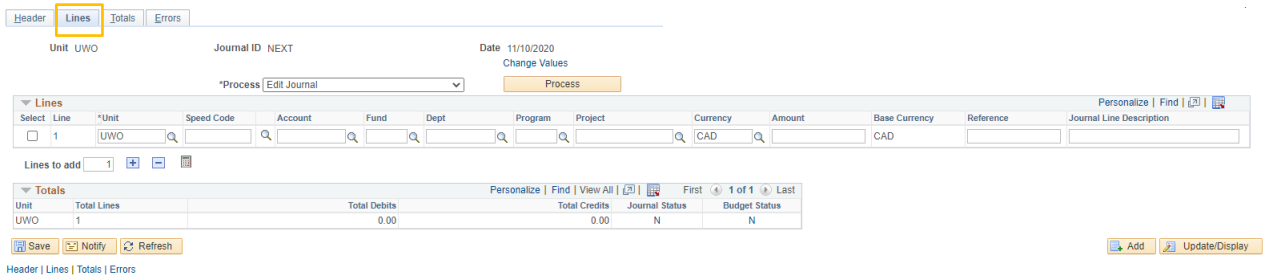
Enter an Online Journal - Header Tab



Only use the highlighted fields. No other fields on the Header tab should be used.

Most of the remaining fields and links on this page should not be used. Any questions regarding the use of other fields should be directed to Western Financial Services.

Enter an Online Journal - Lines Tab



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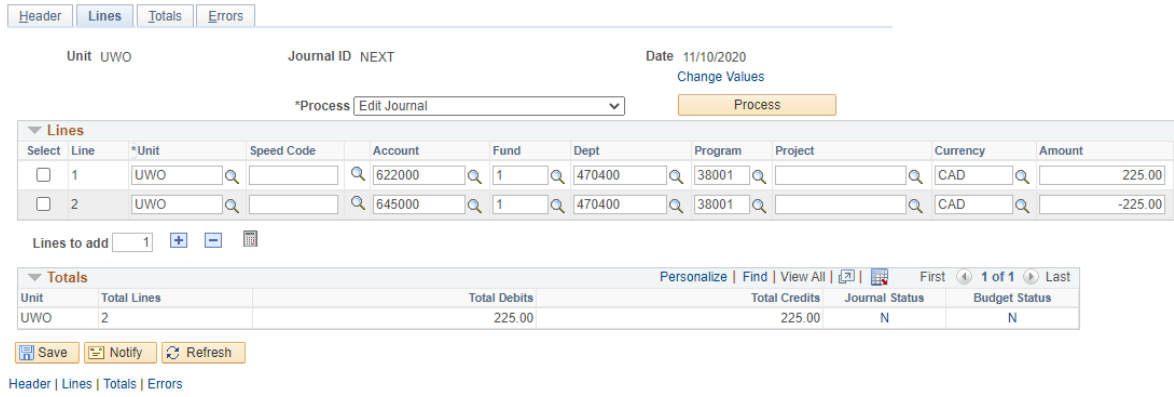
Once you've entered all relevant information in the Header tab, next you'll want to click on the Lines tab to enter your lines.

Enter an Online Journal- Lines Tab



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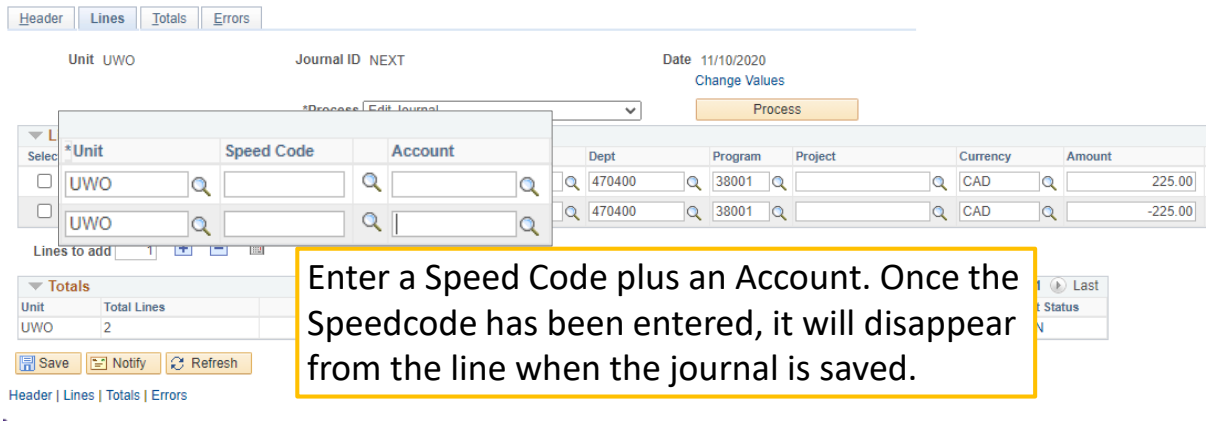
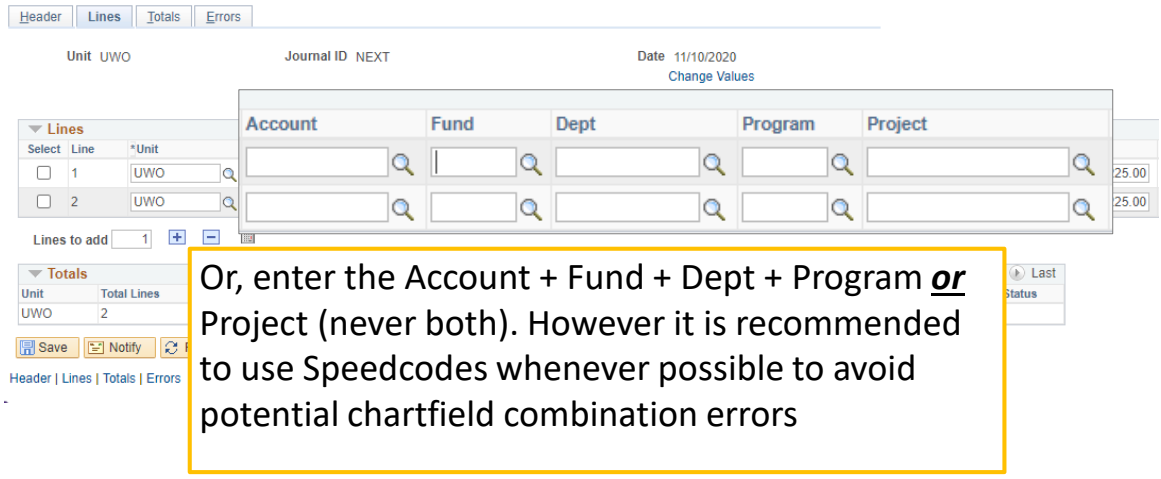
Here you can see the user entered two lines for their journal entry.

Enter an Online Journal- Lines Tab



It is recommended that you enter your journal lines using a Speed Code plus an Account. Entering a speed code will automatically populate all other related chartfield combinations. Please note, once the journal is saved, the speedcode will disappear from the journal line.

Enter an Online Journal - Lines Tab



Or, enter the Account + Fund + Dept + Program ***or*** Project (never both). However it is recommended to use Speedcodes whenever possible to avoid potential chartfield combination errors

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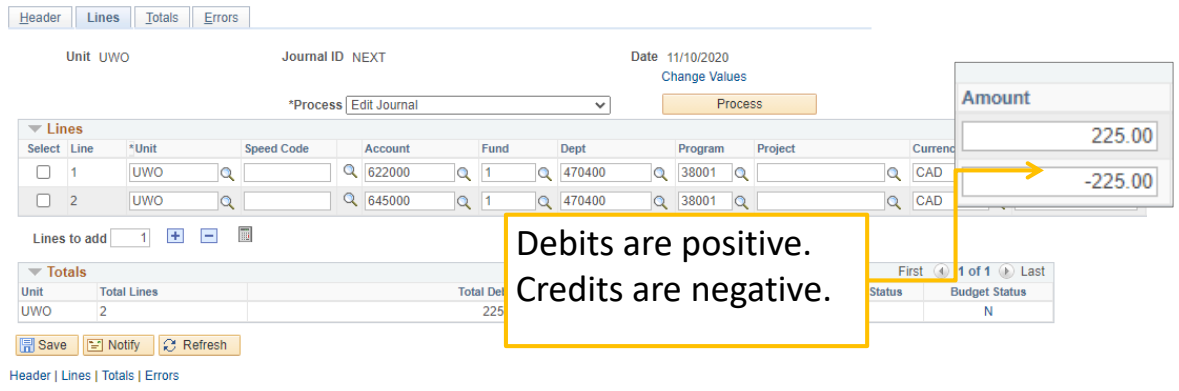
Alternatively, you can enter the full chartfield combination of Unit, Account, Fund, Dept, and either Program or Project (never both Program and Project).

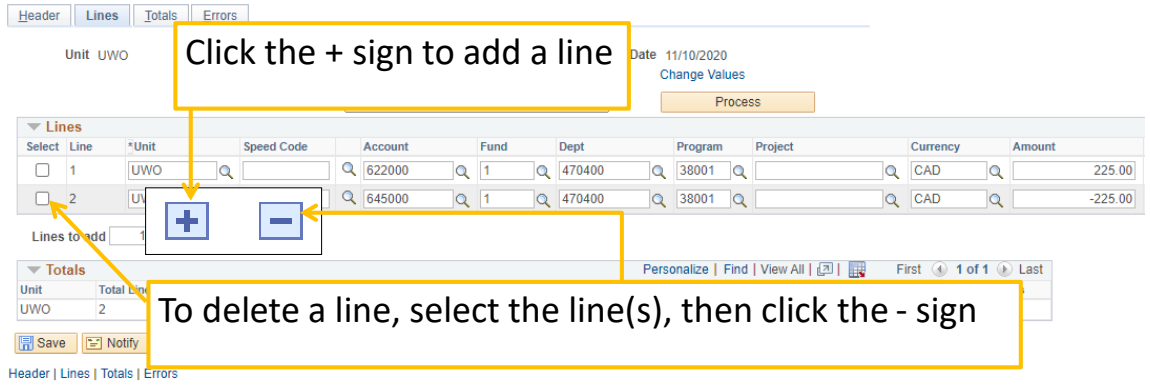
- We strongly recommend using Speedcodes to avoid edit errors.
- Funds 1 and 3 will usually have a Program, but never a Project.
- Funds 2, 4, and 6 will never have a Program but must always have a Project.

Enter an Online Journal- Lines Tab



Every journal must have at least 2 lines – one will always be your credit line and the other one will be your debit line. Debits are positive numbers (+) and Credits are negative (-).

Enter an Online Journal - Lines Tab



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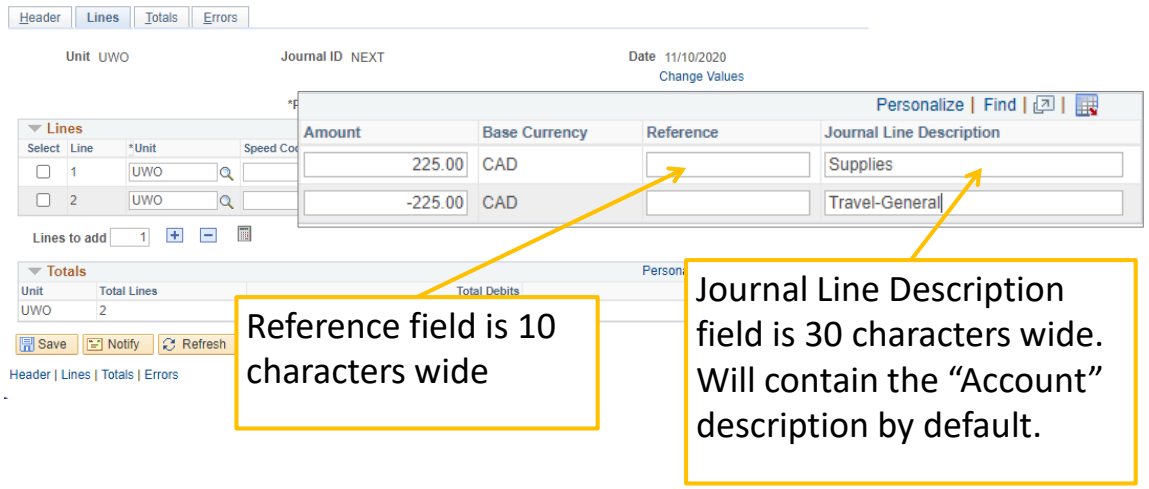
To add one or more new lines, enter the number of new lines and click the + symbol. Alternatively, to delete lines, select the line(s) and then click the – symbol.

Enter an Online Journal -Lines Tab



The Reference field is 10 characters wide, and the Journal Line Description is 30 characters wide. Use them to provide more information that is specific to the transaction line (e.g. "Purolator" as a Reference, or "September 2015 charges" as a Line description).

- Journal Line Description will default to the "account description" if you do not enter a line description.

Enter an Online Journal-Lines Tab Standard Accounting Practices

- Expenses moved by a Journal Entry should *identify* the specific expenses being moved by *referencing* the original expense transaction.
  - *Identify* the specific expense to be moved by locating the transaction using the GL Inquiry tool.
  - *Reference* the original expense transaction in the Journal Line Reference Field to create an audit trail.

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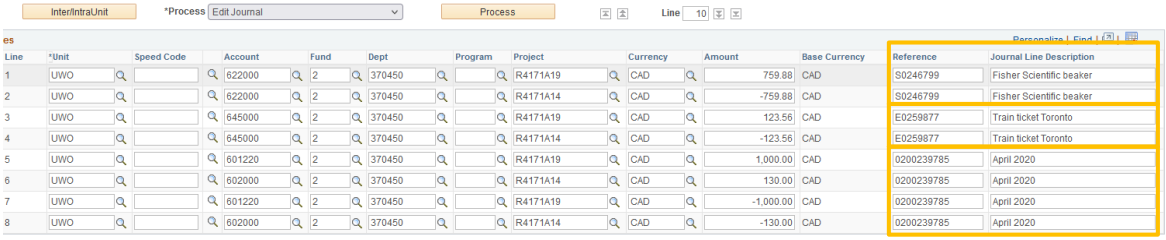
When moving an expense, there are standard accounting practices you should follow.

Expenses moved by a Journal Entry should identify the specific expenses being moved by referencing the original expense transaction.

You can identify the specific expense to be moved by first locating the original transaction in Western's General Ledger using the GL Inquiry tool. You'll want to note the transaction's Account code, the Program/Project where it is posted, and the amount. This is the Account and Program/Project that must be credited (-) by the Journal Entry.

Once you've identified your expense, you can then reference the original expense transaction using the Reference and Journal Line Description Fields.

Enter an Online Journal-Lines Tab
Standard Accounting Practices



Inter/IntraUnit | *Process: Edit Journal | Process | Line 10

Line	*Unit	Speed Code	Account	Fund	Dept	Program	Project	Currency	Amount	Base Currency	Reference	Journal Line Description
1	UWO		622000	2	370450		R4171A19	CAD	759.88	CAD	S0246799	Fisher Scientific beaker
2	UWO		622000	2	370450		R4171A14	CAD	-759.88	CAD	S0246799	Fisher Scientific beaker
3	UWO		645000	2	370450		R4171A19	CAD	123.56	CAD	E0259877	Train ticket Toronto
4	UWO		645000	2	370450		R4171A14	CAD	-123.56	CAD	E0259877	Train ticket Toronto
5	UWO		601220	2	370450		R4171A19	CAD	1,000.00	CAD	0200239785	April 2020
6	UWO		602000	2	370450		R4171A14	CAD	130.00	CAD	0200239785	April 2020
7	UWO		601220	2	370450		R4171A19	CAD	-1,000.00	CAD	0200239785	April 2020
8	UWO		602000	2	370450		R4171A14	CAD	-130.00	CAD	0200239785	April 2020

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Here is an example of how you can reference the original expense transaction in your journal entry.

Lines 1 and 2 move Supplies Expenses:
- The journal line Reference field is the Voucher number.
- The Journal Line Description field provides details on the expense being moved.

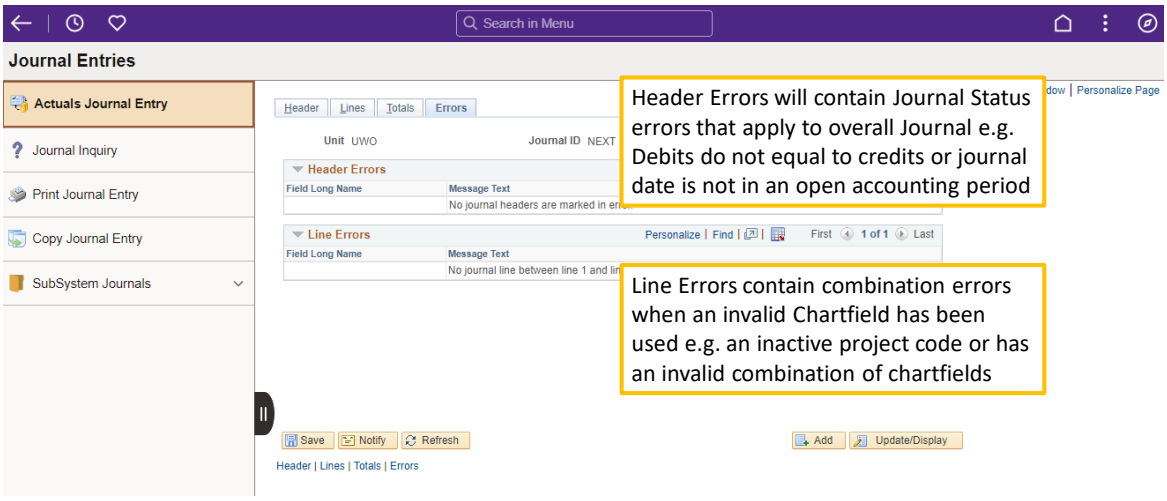
Lines 3 and 4 move Travel Expenses:
- The Journal Line Reference field is the Expense Claim number.
- The Journal Line Description provides details on the expense being moved.

Lines 5 through 8 move Salary and Benefit Expenses:
- When Salary Expenses are moved, the corresponding Benefit expenses must also be moved.
- The journal line Reference field represents the Employee ID number.
- The Journal Line Description field indicates the time period of salary/benefits being moved.

As you'll notice, every expense requires its own pair of Journal Lines. One line for the debit and the other for the credit.

Please note, Journal Entries may not be used to move expenses planned for the future or to provide a generalized reimbursement; specific expenses must be identified.

Enter an Online Journal - Errors Tab



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The Errors tab will display Header and Line Errors you Journal Entry may have if entered incorrectly.

Header errors will contain Journal Status errors that apply to the overall journal – e.g. debits do not equal credits, or the journal date is not in an open accounting period.

Line Errors contain combination errors when an invalid Chartfield has been used (e.g. an inactive Project code) or where an invalid combination of chartfields exits (e.g. having Fund 2 but missing a Project).

- Valid chartfield combinations must include a Unit, Account, Fund, and Dept
- Funds 1 and 3 will usually have a Program, but never a Project
- Funds 2, 4, 5, and 6 must always have a Project, but never a Program

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Once you create the Journal Entry the next step is doing an Edit check. You can also do a Budget check and post it, if everything passes. Let's have a look at that now…

Edit, Budget-Check, & Post

- Not required to be done by the user, but users are responsible to ensure that their journals pass the Edit check
- All 3 processes are run automatically each night in batch by the system
- Once a journal is successfully posted, it will be reflected in the GL Inquiry details after the nightly processes are completed

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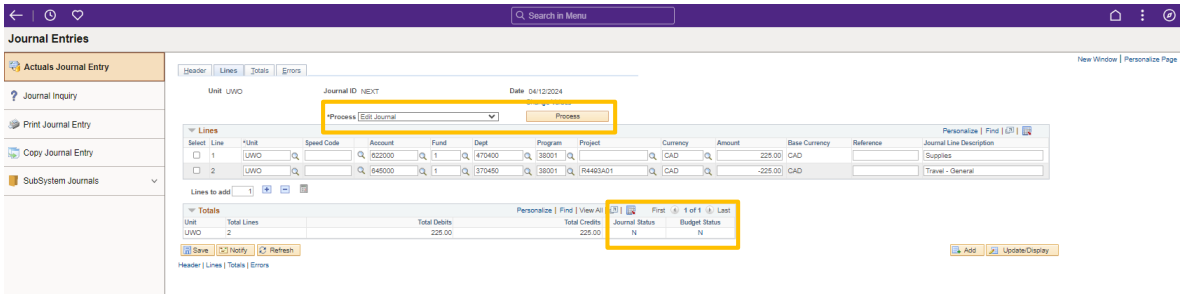
Journals must successfully pass an Edit check and a Budget check before they can be posted, and are 3 separate processes.

Once posted, the journal activity is reflected in the GL Inquiry reports the next day. Reporting tables are updated nightly.

Users do not have to run any of these processes, however users must ensure that their journal passes the Edit check.

Edit Check



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The Edit process will verify that a journal is balanced for debits and credits, and will check that all chartfields are valid and active.

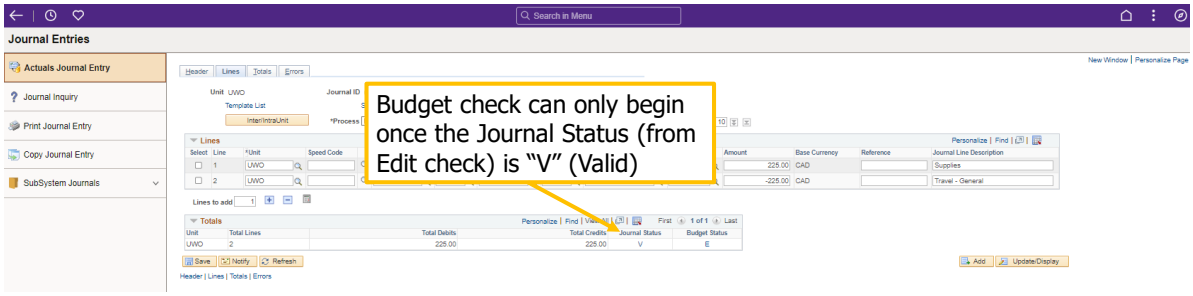
It also checks that the combination of chartfields is correct – e.g. Funds 1 or 3 with a Program, Funds 2, 4 ,5, or 6 with a Project.

Before the Edit process is initiated, the Journal Status on the UWO Lines tab will be "N" – Not checked.

Once completed, the Journal Status will be either "V" for Valid, or "E" for Error. Users must ensure that their journals have a Journal Status = "V" whether they run the Edit Journal process or not. Some users choose to run the process immediately, while others will wait for the overnight process to run and then check the journal status later.

If you want to run the Edit Check process immediately after entering your journal details, select the Edit Journal process and click on the process button to run the check.

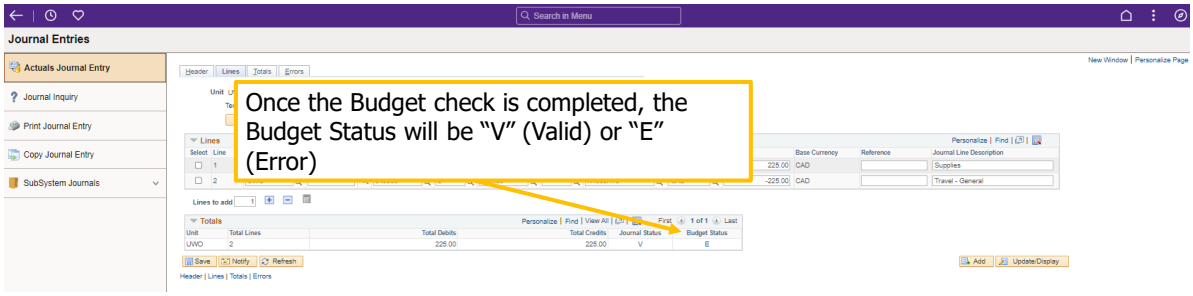
Budget Check



The journal must successfully pass the Edit check (Journal Status = "V") before Budget check can begin.

Budget check ensures that each journal line (having a valid combination) has a valid budget set up for expenses or revenues, depending on the account used. Valid combinations that pass Edit check may still fail Budget check.

Budget Check



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The Budget check process is done in conjunction with the Edit Journal process on the UWO Lines tab of the Actuals Journal Entry pages.

If all of the journal lines pass the Budget check, the Budget Status will be "V". If any lines have a budget error, the Budget Status will be "E".

Most users do not need to verify that their journal is successfully Budget checked. If there are Budget errors, the appropriate analyst in Financial Services or IPB will be notified and they will determine whether to set up a budget or move the affected line to a different combination. You do not have to contact your Analyst.
You will be contacted by someone in Financial Services if any action is required on your part.

Post

- Journals can only be Posted once they are Valid for both Journal Status (Edit check) and Budget Status (Budget check)
- Once a journal is posted, the debits and credits will be reflected in the GL Inquiry reports once the nightly processes are completed

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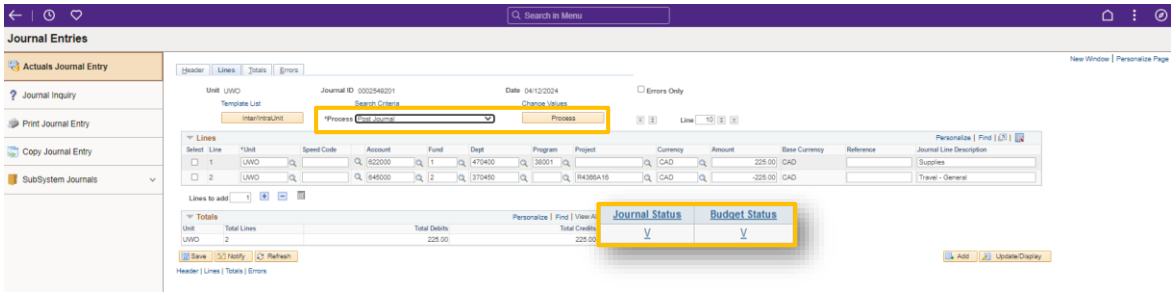
Once a Journal is Valid for both Edit check and Budget check, it can be Posted. We often refer to these journals as "Valid-Valid".

Posting the journal will update the General Ledger, and the debits and credits from the journal lines will be visible in the GL Inquiry reports the next day, once the nightly processes have completed. Even if the journal is posted by the user during the day, it will not be visible in the GL Inquiry reports until the next day.

Post



This Journal can be posted now because it is Valid-Valid (see the bottom right corner for Journal Status and Budget Status).

Choose the Process option "Post Journal" (already selected in this example) and then click the Process button. Once a journal is posted, the Journal Status will be changed to "P" but the Budget Status will always remain "V".

Posted Journals cannot be modified, deleted, or un-posted.

Most users do not need to Post their journals, especially if the Journals are already in a Valid-Valid state. The system will Post all journals later in the evening and will update the GL Inquiry reports. The Post process runs efficiently in batch mode and it is an un-necessary step for most users.

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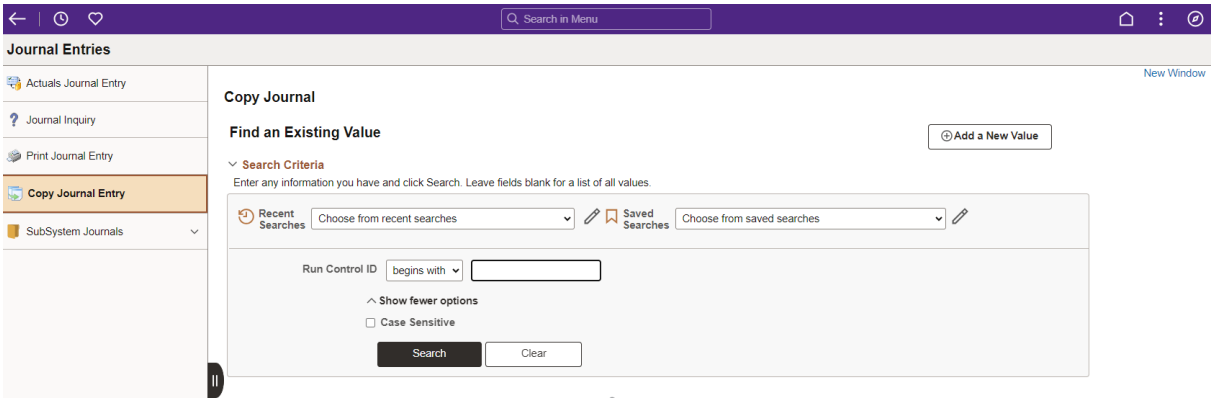
Copy a Journal



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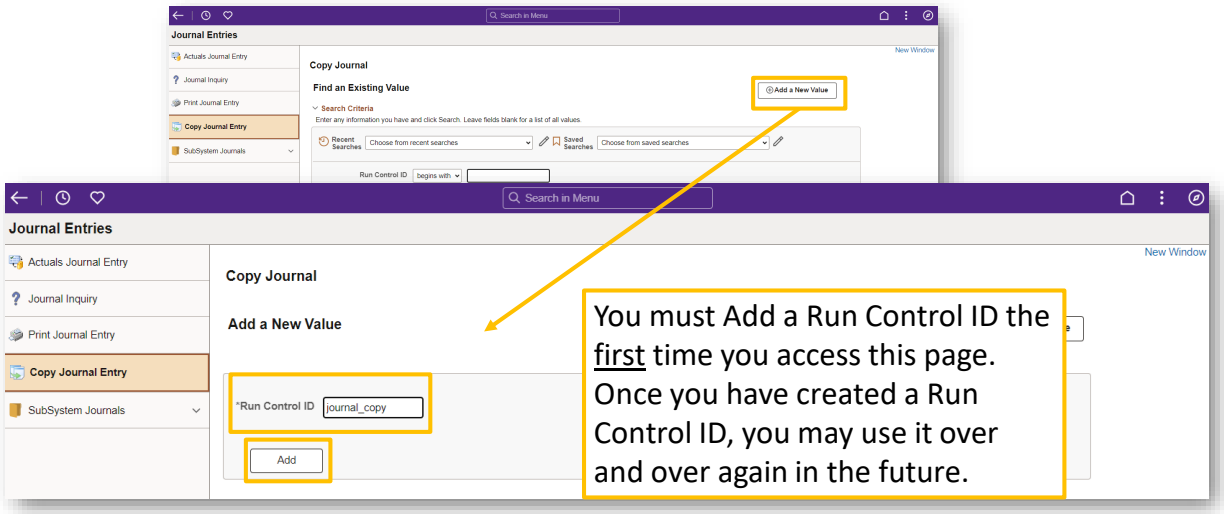
Copying a journal can be effective when the same type of journal needs to be created on a regular basis.

It is not the same as "printing a copy", but many users have mistakenly copied journals when they meant to print a journal.

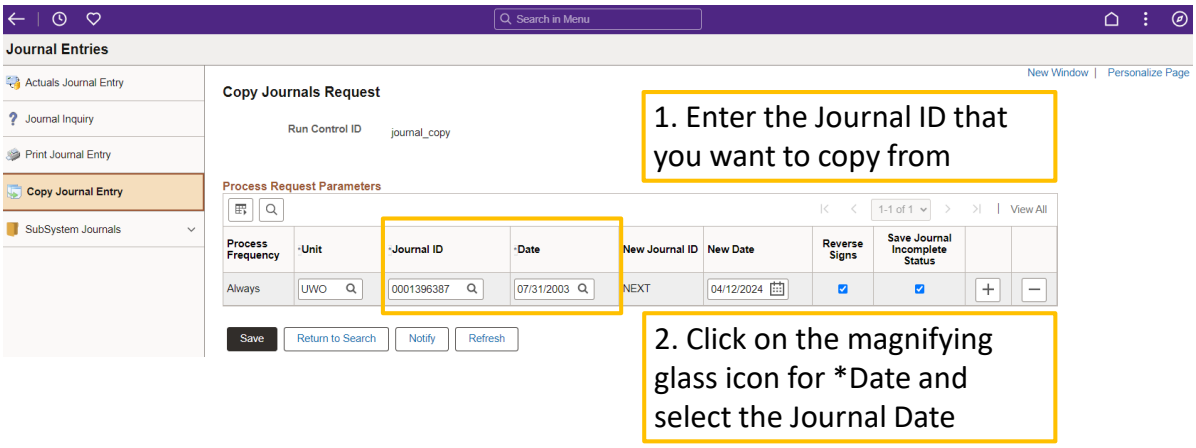
Not all users will have the ability to copy a journal, but we will cover the process during this class. If you must copy a journal, you need to contact Financial Services to request additional security access. The Copy Journal Entry menu option highlighted above will not be listed if you do not have access.

Copy a Journal



When copying a journal for the first time, a new "Run Control ID" must be created. To create a new Run Control ID, click on the "Add a New Value" button. Do not use spaces when creating a new run control ID.

Copy a Journal



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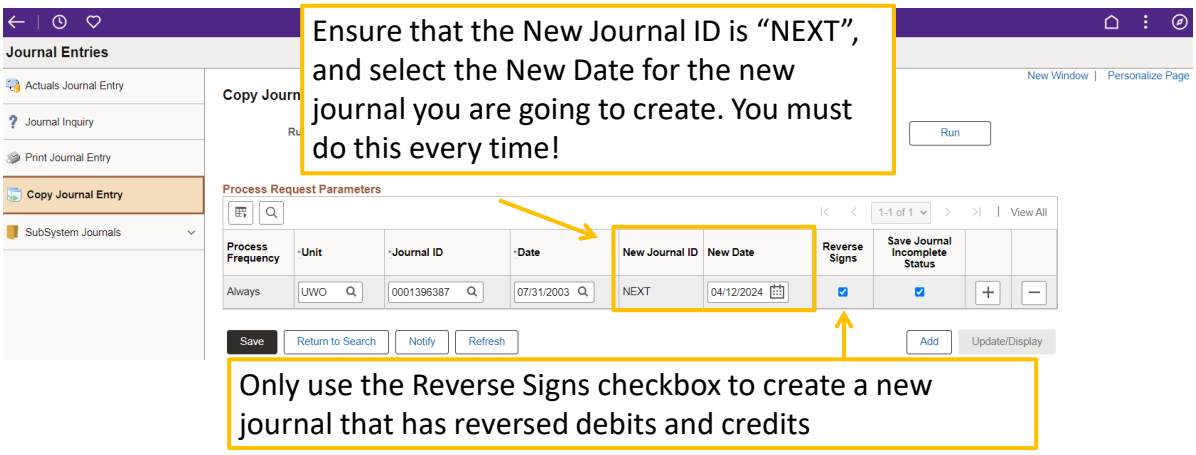
Enter the prior journal number and date that you want to copy from in the *Journal ID and *Date fields.

Copy a Journal



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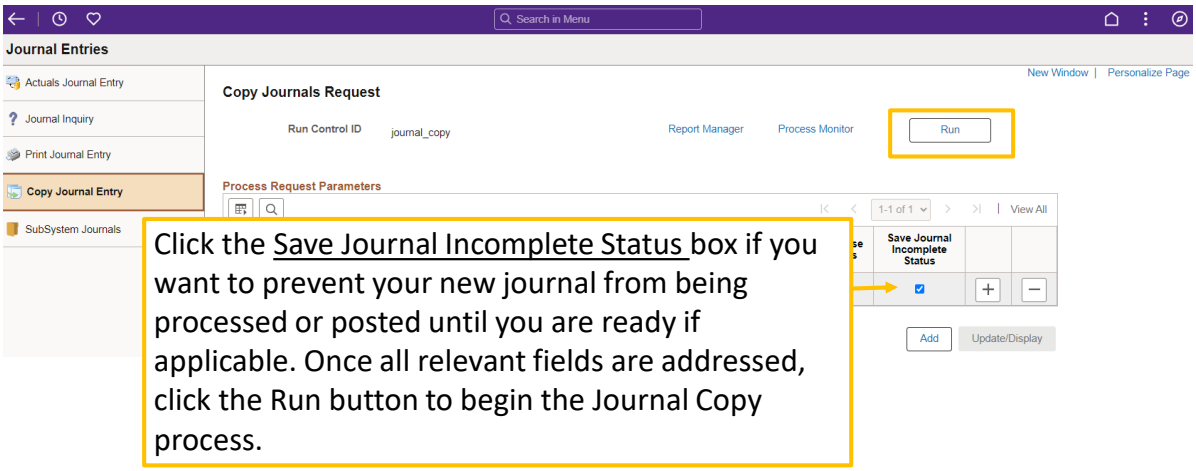
Ensure that "NEXT" is always displayed in the field under "New Journal ID", and select the new date for the new journal before proceeding to run the copy process. You must do this EVERY time.

- Same rules as creating an online journal, can be forward-dated to any open accounting period, (to end of current Fiscal Year), but can only be back-dated to the first day of the month of the current open period (e.g. if today's date is September 29, the open period is 5, so the earliest possible journal date would be September 1).

Use the reverse signs checkbox when you want to create a new journal with reversed debits and credits.

Copy a Journal



Click the Save Journal Incomplete Status box if you want to prevent your new journal from being processed or posted until you are ready if applicable. Once all relevant fields are addressed, click the Run button to begin the Journal Copy process.

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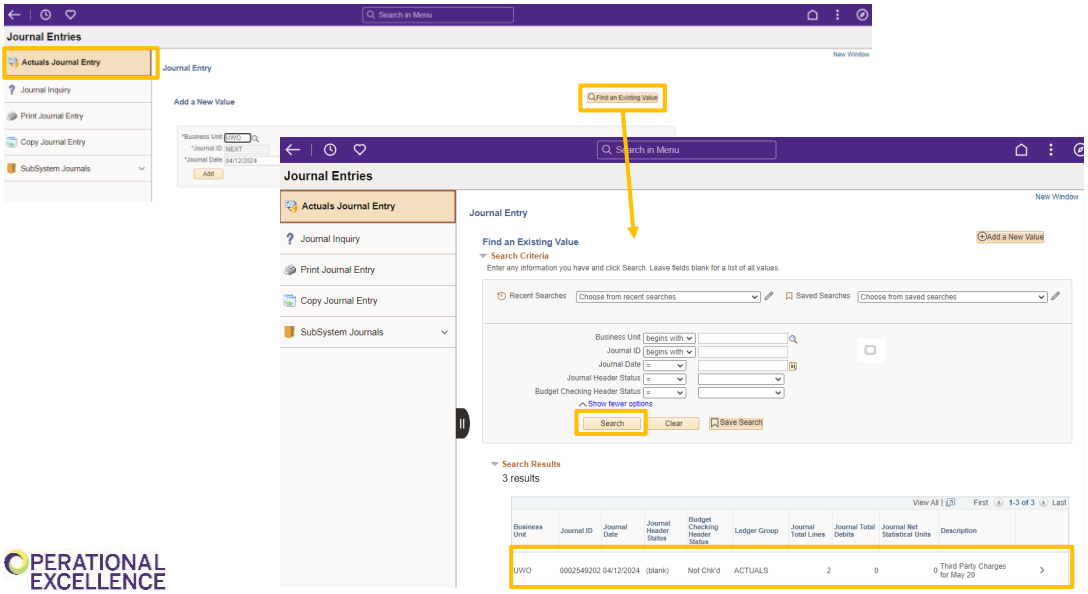
You can use the "Save Journal Incomplete Status" flag to prevent the new journal from being processed or posted until you are ready. If you choose this option, remember that you will need to remove the flag (and hit the "save" button to save your change) from the Journal Header tab before your journal can be posted.

Click the Run button to begin the Journal Copy process.

Copy a Journal



To access a journal you just copied, go to the Find an Existing Value tab on Actuals Journal Entry menu option and click on the Search button to populate your unposted journals. From there, select the applicable copied journal by clicking on the Journal ID's blue link to make any relevant edits.

Session Topics

1. Enter an Online Journal
2. Edit, Budget-check, and Post
3. Create a new Journal by copying from an existing Journal
4. Delete an un-posted Journal
5. Print a Journal
6. Inquire on a Journal

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Delete an un-posted Journal Demo

- Only **un-posted** journals can be **deleted**
- Useful when you realize you have made a mistake that cannot be fixed (e.g. incorrect journal date, or copied a journal and forgot to reverse signs, etc.)
- You can only delete your own journal
- Deleted journals are gone forever!

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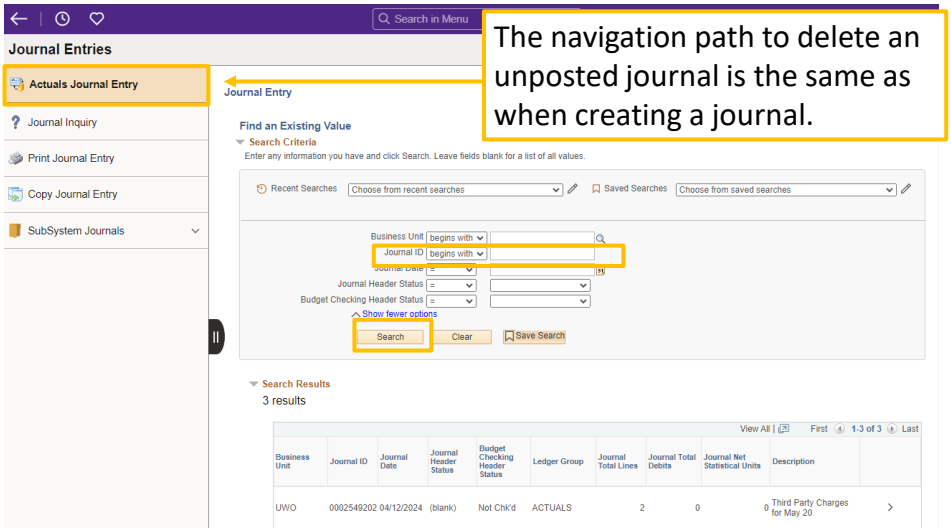
Occasionally you will find that a journal that you just created needs to be deleted – perhaps the date was incorrect, or you mistakenly copied the wrong journal, or forgot to reverse the signs.

Journals can only be deleted if they have not already been posted.

If you need to delete a posted journal (you can't) then you will have to create a correcting journal to fix the incorrect journal – either by entering a new online journal entry, or by copying the posted journal and reversing the signs.

Once deleted, a journal cannot be resurrected.

Delete an un-posted Journal



The navigation path to delete an unposted journal is the same as when creating a journal.

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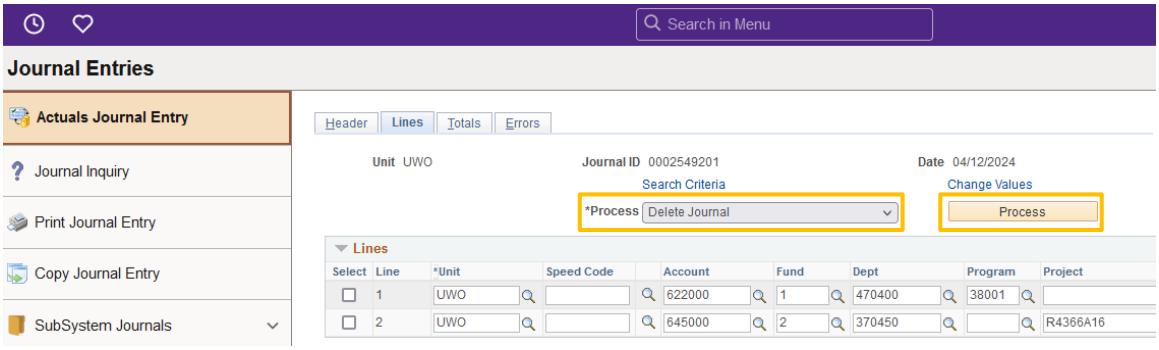
The navigation path to delete an unposted journal is the same as when creating a journal in that you click on the Actuals Journal Entry menu option. To pull up an unposted journal, navigate to the Find an Existing Value tab on the Actuals Journal Entry menu option, then click on the search button to populate unposted entries, or search by entering a journal ID into the Journal ID field.

Delete an un-posted Journal



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Once you've found your unposted journal, click on the Lines tab (this is the second tab next to the Header tab).

Deleting a journal can only be done from the Lines tab.

Remember to change the "Process" option from Edit Journal to **Delete Journal**

If you cannot find the journal you want to delete, it's possible that the journal has already been posted. You can only view unposted journals in the **Actuals Journal Entry** menu option.

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Print a Journal Demo

There are two ways to print a journal

1. From the Lines tab on the Actuals Journal Entry (journal must still be un-posted, and created by you)
2. From the Print Journal Entry(journal can be in any status, created from any user)
   - A new Run Control ID will be required (no spaces in the name!)

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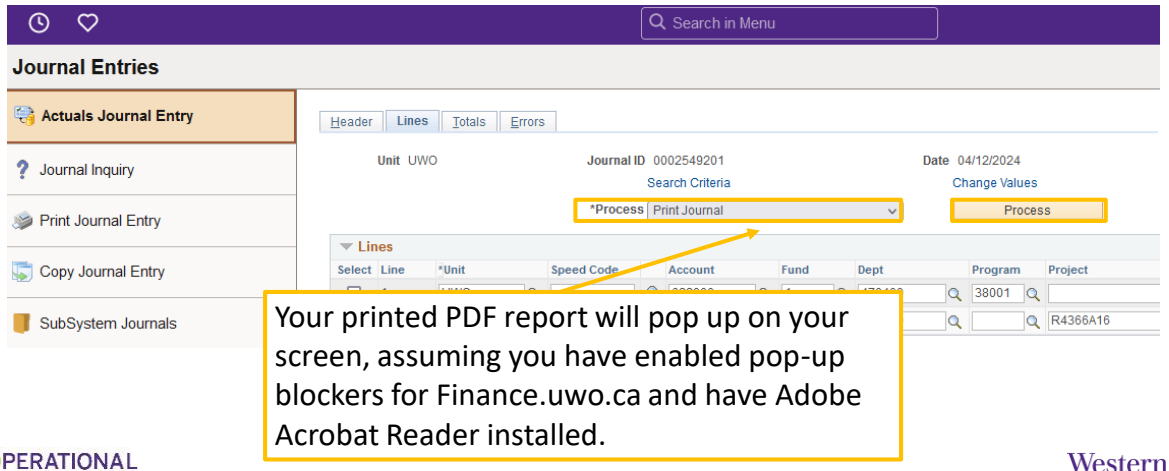
Printing a journal entry is very easy to do from the Actuals Journal Entry page while the journal is still in an un-posted state.

Once a journal has been posted, or to print a journal that someone else created, use the Print Journal Entry menu option listed in the Journal Entries dashboard.

- When using the Print Journal Entry option, a Run Control ID will have to be created the first time you run the process. From then on, you can re-use the same run control over and over. Do not use any spaces when creating a run control ID.

Print an unposted Journal From the Lines tab



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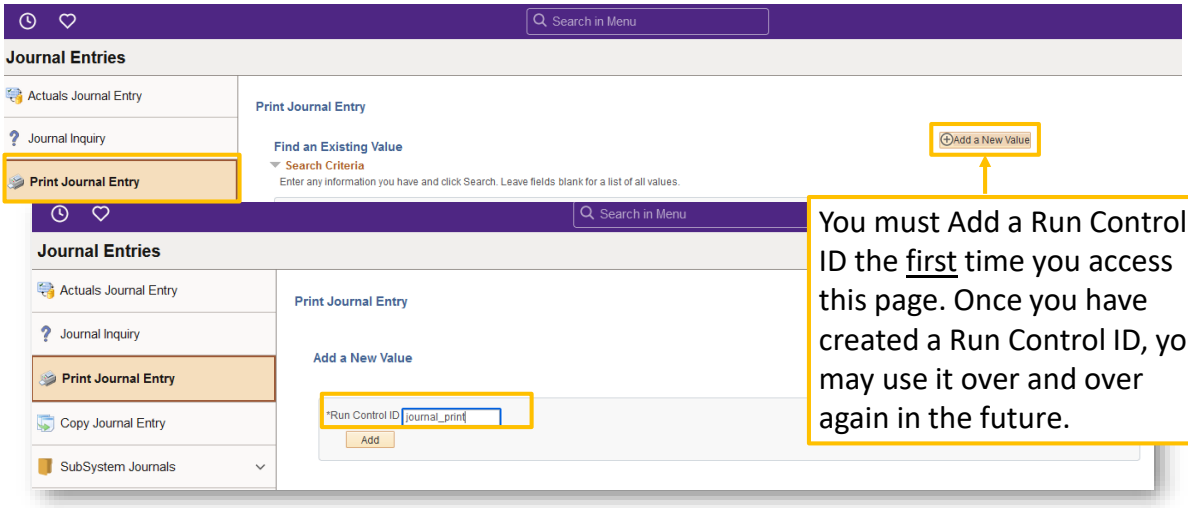
To print an unposted journal that has been created by you, click on the Actuals Journal tab and find your unposted journal by searching it in the find an existing value tab.

Go to the Lines tab of the unposted journal entry and select the Process option "Print Journal" (already selected here). Click on the Process button. Your printed report should pop up on your screen, assuming that you have enabled pop-up blockers for finance.uwo.ca and have Adobe Acrobat Reader installed on your computer.

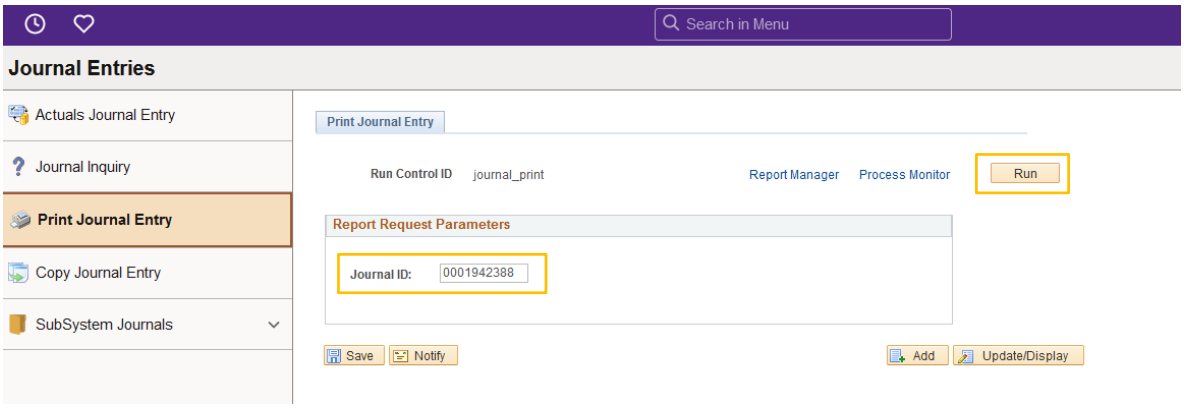
Print a Journal From the Journal Print menu



To print a posted journal created by you or another user- use the Print Journal Entry menu option listed in the Journal Entries dashboard.

Create a new Run Control ID the first time you run this process. Afterwards you can use the same run control ID again.

Print a Journal From the Journal Print menu



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Enter your journal number in the box beside Journal ID and click the Run button. Your printed report should pop up on your screen, assuming that you have enabled pop-up blockers for finance.uwo.ca and have Adobe Acrobat Reader installed on your computer.

Session Topics

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Journal Inquiry Demo

- A useful tool for reconciliation purposes
- You may need to know more about a journal number that appears in your GL Inquiry or nVision report
- Can inquire on any journal

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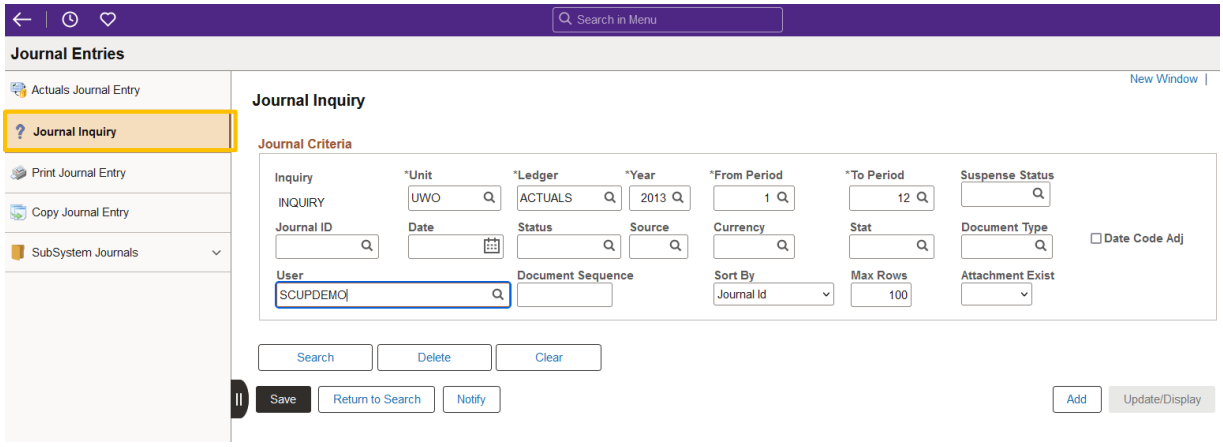
The Journal Inquiry page is very useful in looking up other journals to find more information. This can be useful for administrators who must reconcile GL Inquiry or nVision statements and have a journal number that is for an unknown charge.

Any journal can be found using the Journal Inquiry page.

You can verify the status of journals created the previous day, if you did not perform the edit check. If journal(s) have an error, you must fix your journal.

Journal Inquiry



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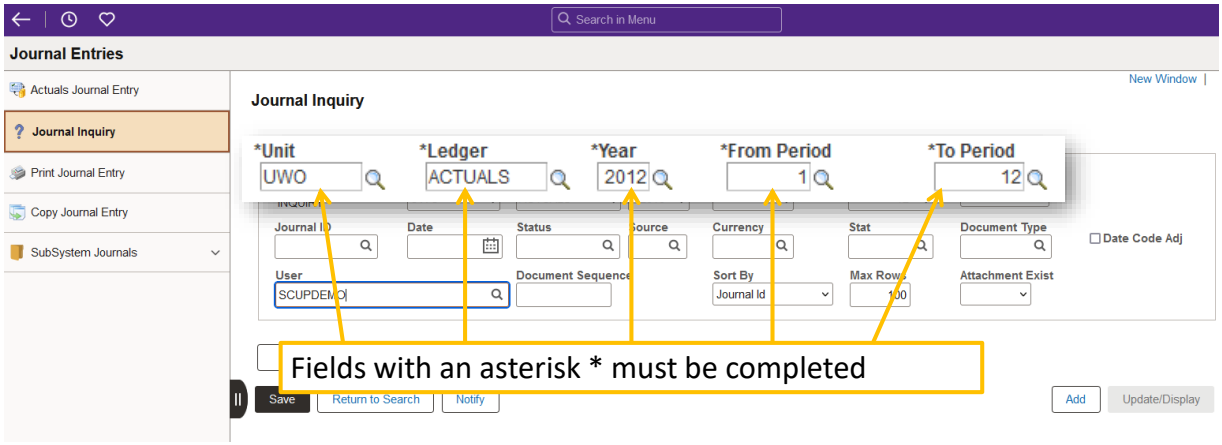
Navigation path (breadcrumb) Financials and Reporting Homepage> Journal Entries dashboard> Journal Inquiry.

You can find the Journal Inquiry tool listed as a menu option in the Journal Entries dashboard, as well as in the GL Inquiries and Reports tile under the Inquiries menu option as "Journal Inquiry".

The Journal Inquiry page requires a new Inquiry Name the first time you use it. From then on, you can use the same Inquiry Name every time.

Journal Inquiry



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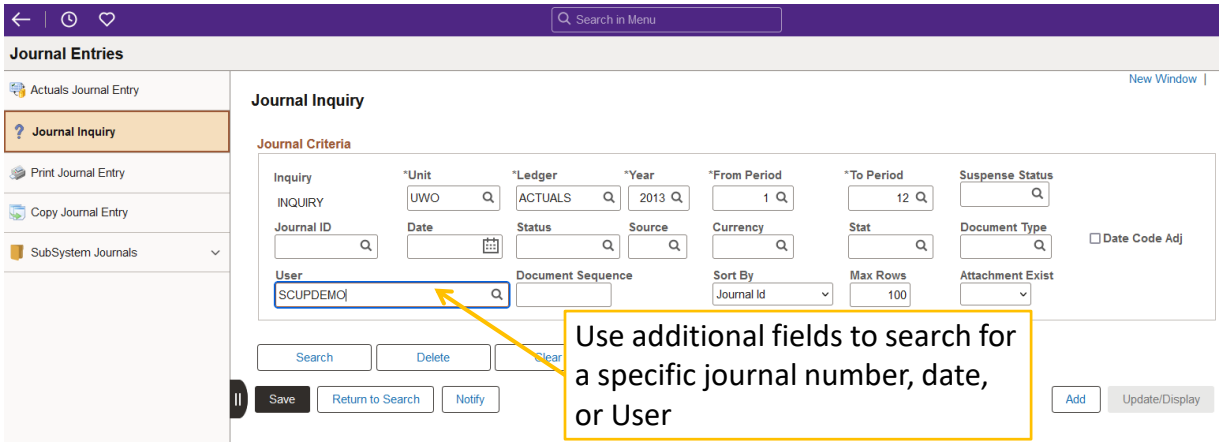
You must enter values in all fields that have an asterisk beside them. Unit, Ledger, Year, From Period and To Period.

Journal Inquiry



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You can inquire on a specific journal (*Journal ID field) or all journals for a USERID (SCUPDEMO in this example).

Online Journal Entry - Tips

- Check out the **Help and FAQs** menu option in the Journal Entries Tile for more information and training/reference materials related to journal entries.

- For journals with a large number of lines, ask us about the Journal Import Template (an Excel-based tool). This offline utility imports journal lines directly into Western Financials. Contact us by email at finsys@uwo.ca

Journal Import Template

Worksheet File for Creating PeopleSoft Upload Journal Files

Instructions:

1 Enter ***either*** SpeedCode ***or*** complete ChartField Combination. If you enter both, the SpeedCode will be used.
2 Verify the Journal Header information on the Control Worksheet.
3 Enter the ChartField Information on this worksheet. ***Data after the first blank row will be ignored.***
4 You must not move, insert or delete any of the columns on the details worksheet.
5 Verify that the Journal is balanced by reviewing the summary information on this panel.
6 Upload the journal by clicking on the "Upload Journal Button".
7 You must enter an amount on every line (even if it zero) or some of the lines will not be uploaded.

Journal Header Information

Journal Source	PO
Operator ID	PURAAB
Business Unit	UWO
JournalDate	20151119
Journal Description	My Header description here
Backdate (#of days)	

<-- Zero exceg

Upload Journal

Reset

Line Count	36
Total Debits	173,704.42
Total Credits	(173,704.42)
Net Amount	0.00

Journal #	NEXT
Status	Ready

Limitations:

1 It takes about 1 second for every 25 lines being uploaded.
2 The maximum number of lines you can upload in a single journal is 2500 lines.
3 In order to use this template, you must have been given access to the **UWO_GL_ACT_JRNL_LOAD** role.

This Spreadsheet has been configured to upload journals to FSPRD.

	A	B	C	D	E	F	G	H	I	J
1	Business Unit	Speed Code (4 Long)	Account	Fund	Department	Program	Project/Grant	Amount	Reference (10)	Description (30)
2	UWO		613920	1	440220			-0.14	My Ref	My line description
3	UWO		613100	1	440220			-3.24	My Ref	My line description
4	UWO		622000	1	440540	00000		-5.79	My Ref	My line description
5	UWO		613100	1	440220			-6.53	My Ref	My line description
6	UWO		613100	1	440220			-17.38	My Ref	My line description
7	UWO		613100	1	440220			-0.01	My Ref	My line description
8	UWO		613100	1	440220			-0.95	My Ref	My line description
9	UWO		613100	1	440220			-0.01	My Ref	My line description
10	UWO		613100	1	440220			-0.27	My Ref	My line description
11	UWO		613100	1	440220			-3.15	My Ref	My line description
12	UWO		623360	1	440550	00000		-51.16	My Ref	My line description
13	UWO		623360	1	440550	00000		-40.36	My Ref	My line description
14	UWO		622000	1	440550	00000		-2.25	My Ref	My line description
15	UWO		631450	1	370108	00000		-2805.65	My Ref	My line description
16	UWO		631607	1	240050	12381		-204.59	My Ref	My line description
17	UWO		645450	1	370600	00000		-169.08	My Ref	My line description
18	UWO		613060	1	230600			-41.41	My Ref	My line description
19	UWO		611600	1	360600	13625		-188.51	My Ref	My line description
20	UWO		606200	1	370300	13447		-3270.26	My Ref	My line description
21	UWO		605500	1	370600	00000		-2068.32	My Ref	My line description
22	UWO		605400	1	150100	00000		-4741.81	My Ref	My line description
23	UWO		622000	1	360200	14686		-2.06	My Ref	My line description
24	UWO		622600	1	260150	15331		-1807.91	My Ref	My line description
25	UWO		603000	1	240050	14191		-326.12	My Ref	My line description
26	UWO		623230	3	520610	97000		-28.33	My Ref	My line description
27	UWO		623230	3	520570	96100		-3.22	My Ref	My line description
28	UWO		607755	3	530110	94023		-1116.83	My Ref	My line description
29	UWO		631300	3	140230	98120		-17.05	My Ref	My line description
30	UWO		605500	4	262300		250603	-15716.82	My Ref	My line description

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The *Journal Import Template* will upload journal lines from an Excel template directly into Western Financials without having to enter the lines online via the Journal Entry menu.

This is very useful for creating journals with a large number of journal lines.

Summary

In this session, here's what we've covered…

- Creating, Deleting, and Copying Journals
- Edit, Budget-check, and Post processes
- How to print a journal
- How to inquire on a journal
- The concept of Run Control ID's/Inquiry Names

Contact Information

Department	Contact Information
Financial Systems	
Email:	finsys@uwo.ca or WesternFinancialsHelp@uwo.ca
Phone:	519-661-2111, ext 85432

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If you have questions or need help in the future, please contact the Financial Services Systems Team using this email shown here! They are happy to answer your questions or hold a Zoom session to do a walk through with you.