Creating a Journal Entry

This job aid provides step-by-step information on how to create a manual journal entry directly in the General Ledger for fund transfers, redistribution of expenses, or correcting General Ledger entries. Follow these steps when creating a journal.

### Prior to EFS Entry

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### STEP 1: GETTING STARTED

Before creating a journal, make certain the following questions are answered.

- If the request is for a funds transfer, are the paired account values used accurately? See the “Fund Transfer Account Codes” job aid.
- If the request is for a correcting an entry, is the original transaction number and date referenced?
- What date will be used for the journal?
- Will this journal require using an Analysis Type? If yes, which one should be used?
- What approvals will be required for this journal?
- What period will this journal post to? Is the period open or closed? Is the module opened or closed?
- Do you have the DeptID of the originating unit of this journal?

### STEP 2: CREATE JOURNAL

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

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1. Enter or select Business Unit “UMN01.”
2. Leave “NEXT” in Journal ID.
3. Update Journal Date if needed.
   a. Note: If the period is closed but the module is opened, modify the date.

STEP 3: POPULATE JOURNAL FIELDS: HEADER TAB

1. Enter the journal justification in Long Description (limited to 254 characters).
2. Verify “ACTUALS” is selected for Ledger Group.
3. Enter either “ONN” or “ONS” in Source.
   a. Note: If Sponsored or Cost Share ChartFields are used for the journal, the source must be “ONS.”
Creating a Journal Entry (cont.)

4. Enter the DeptID of the department that originated the journal in *Journal Class*.

5. Open the Attachment link to upload supporting documentation for the journal.
   a. Support examples: Journal Entry Form, original transaction document, email request for the journal in PDF, Word, or Excel format.

6. Click <Add Attachment>.

7. Click <Choose File>.

8. Locate the file on the computer, then click <Open>.

9. Click <Upload>.

10. Enter a short description of the attachment in *Description*.

11. Click <OK>.

**STEP 4: POPULATE JOURNAL FIELDS: LINES TAB**

1. Update the total number of lines to add to the journal in *Lines to add*.

2. Enter the number of lines to add to the journal, then click <+> to add lines.

3. Enter the ChartFields information in each line.

4. Enter *An Type* for Sponsored or Cost Share ChartField strings.
   a. Sponsored ChartFields require “GLE.”
   b. Cost Share ChartField strings require “CGE” with expense accounts or “CSR” with revenue accounts.

5. Enter the debit and credit totals in the *Amount* fields.
   a. Note: A journal is an internal document that must always be in balance.

6. Enter the date of the original transaction in *Reference* when entering a journal for redistribution of expenses or correcting entries.

7. Enter the original transaction document in *Journal Line Description* when entering a journal for redistribution of expenses or correcting entries.

**STEP 5: EDIT JOURNAL PROCESS**

1. Select “Edit Journal” from the drop-down in the *Process* field.
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2. Click <Process>.

3. A message will display indicating the Journal is saved. The system automatically assigns a Journal ID.

4. Click <OK>.

5. If Journal Status and Budget Status are “V” for valid, then the journal may be submitted for approval. If other statuses display, consult the Journal Entry reference manual for additional information.

STEP 6: SUBMIT JOURNAL

1. Select “Submit Journal” from the drop-down in the Process field.

2. Click <Process>.

3. Click the Approval tab to verify the journal has routed for approval.

![Journal Approval Status](image)

STEP 7: MONITOR JOURNAL

Journal must be approved and posted prior to the module close otherwise the preparer must recreate the journal. Tips on monitoring can be found in the "Journal Entry" manual.