FINANCIAL MANAGEMENT – CFS FINANCIAL SERVICES

CSULB General Ledger
CSU Journal Entry Process - CFS 9.2

REVISION CONTROL

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Author:	CMS Financial Services
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07/31/14	M D'Aloisio	Added online journal entry process, updated screens to 9.2, and updated Journal Upload Template	
7/17/2023	A Reid	Revision to import template changes	All

Table of Contents   **Page**

Introduction

The CSU Journal Entry Guide describes the steps to manually create online journals or upload a journal into PeopleSoft.

A custom Run Control and SQR process is used to upload a journal. The format of the file is "CSV".   The CSU Journal Upload includes open period validation, combo edits, valid values, and balancing journals if specified, on all data at one time.

It also supports all types of journal entries including Actuals, Budgets and Encumbrance journal entries in accordance with CSU business processes.

This document will review the setup requirements and the processing steps for the CSU Journal Upload.

Related Documentation

In addition to this business process guide, users can review the following documents related to this process: *(Reference any accompanying policy guides, upgrade session notes, configuration guides, etc.)*

- N/A

1.0 Online Journal Entry

All financial information is recorded in the general ledger via journal entries. In PeopleSoft, there are five ways that journals can be created: Online Journal Entry, Copy Journals, Journal Upload, Journal Generation from a subsystem or interface, and Allocations. The first section of this guide will cover the Online Journal Entry Process.
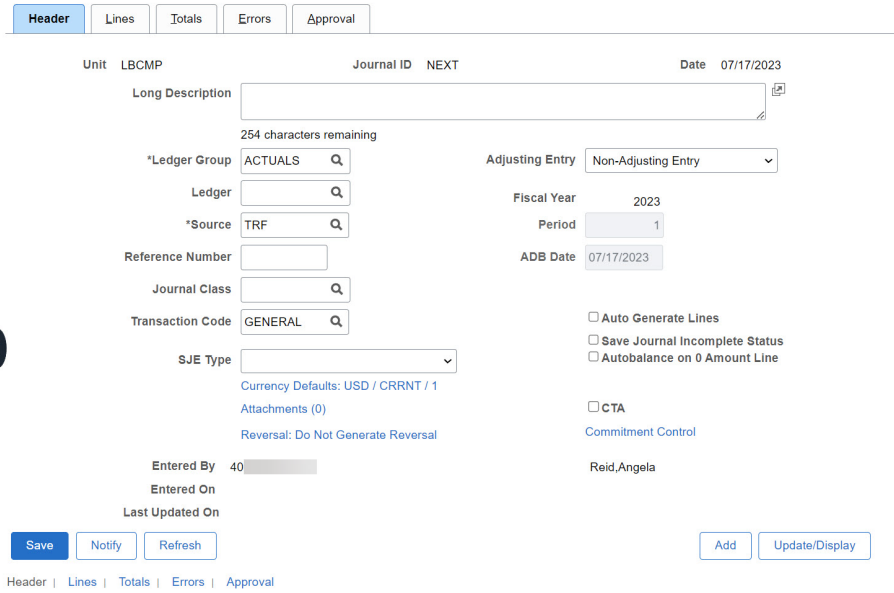
1.1 Create Journal Entry

Create/Update Journal Entries Page

Navigation: General Ledger tile > Journals > Create/Update Journal Entries

Processing Steps / Field Name	Screenshot / Description
1. Click on the *Add a New Value* tab 2. Enter values (see table below) 3. Click on [Add]	**Create/Update Journal Entries** [Find an Existing Value] [Add a New Value] Business Unit: LBCMP 🔍 Journal ID: NEXT Journal Date: 04/14/2014 📅 [Add]

Fields	Description/Value	Required/Optional
Business Unit:	LBCMP/LBFDN/LB49R/LBGAP/LBCSU	Required
Journal ID	Leave default ("NEXT"). The system automatically assigns the next available journal number.	Required
Journal Date 📒 **Note:** The journal date cannot be changed after you add the journal.	Transaction Date. Will default to current date but can be changed to any date within an open period. (Message will appear if period is not open).	Required

Journal Header Page

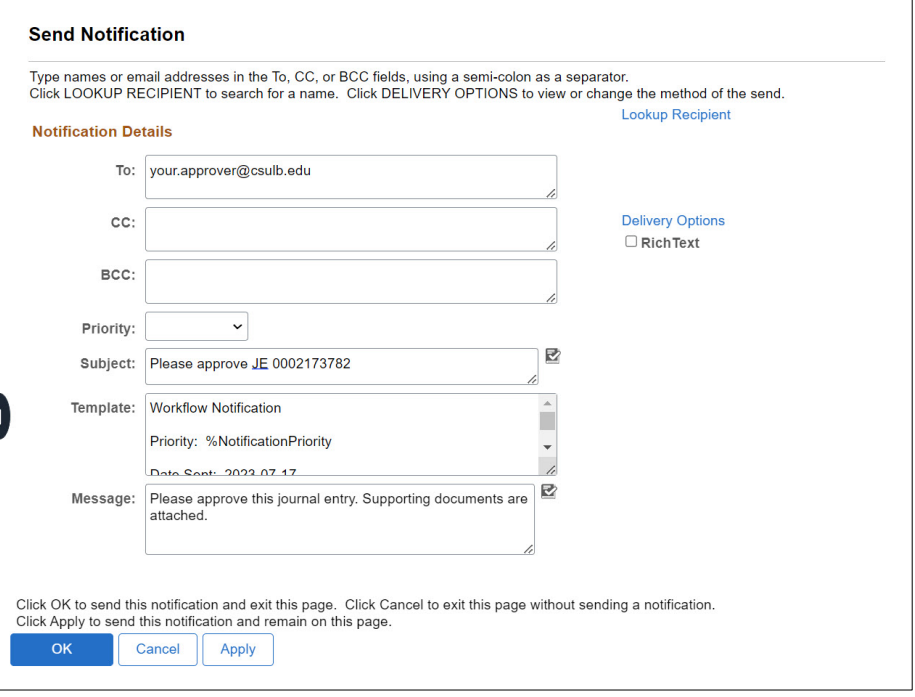| Processing Steps / Field Name	Screenshot / Description
1. Enter values (see table below)	Header / Lines / Totals / Errors / Approval Unit LBCMP Journal ID NEXT Date 07/17/2023 Long Description [ ] 254 characters remaining *Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry Ledger [ ] Fiscal Year 2023 *Source TRF Period 1 Reference Number [ ] ADB Date 07/17/2023 Journal Class [ ] Transaction Code GENERAL ☐ Auto Generate Lines ☐ Save Journal Incomplete Status SJE Type [ ] ☐ Autobalance on 0 Amount Line Currency Defaults: USD / CRRNT / 1 Attachments (0) ☐ CTA Reversal: Do Not Generate Reversal Commitment Control Entered By 40_____ Reid,Angela Entered On Last Updated On Save / Notify / Refresh Add / Update/Display Header	Lines	Totals	Errors	Approval
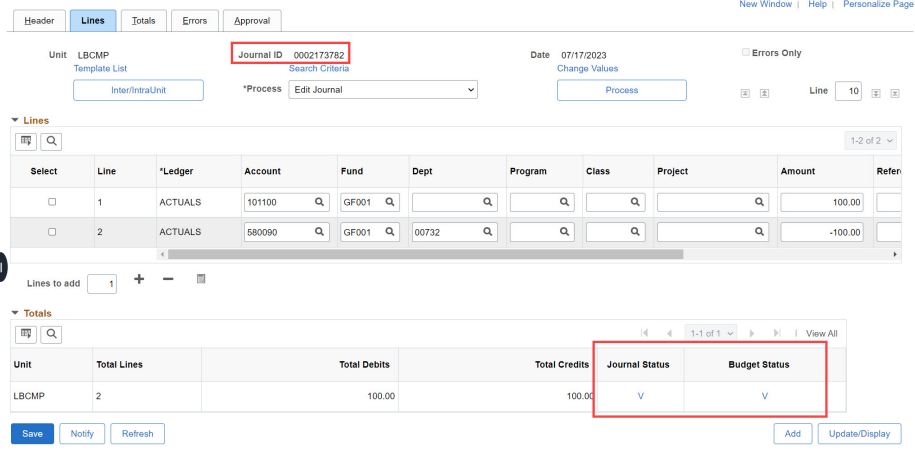
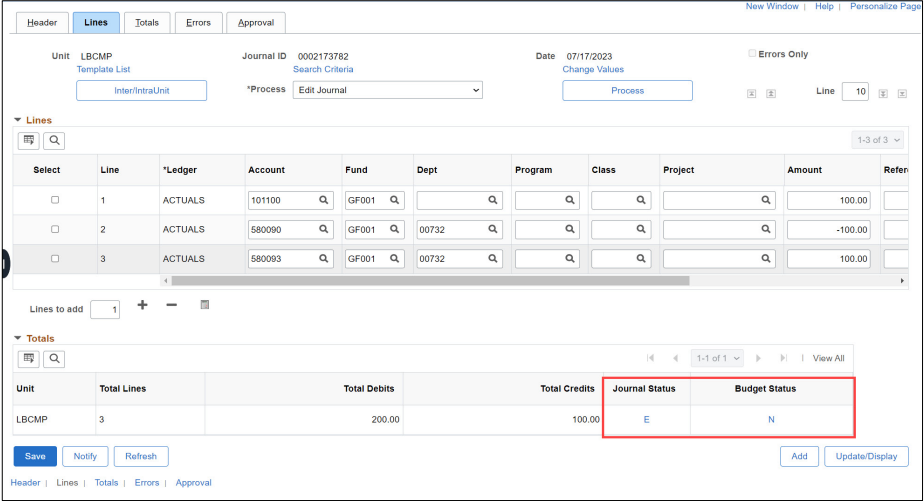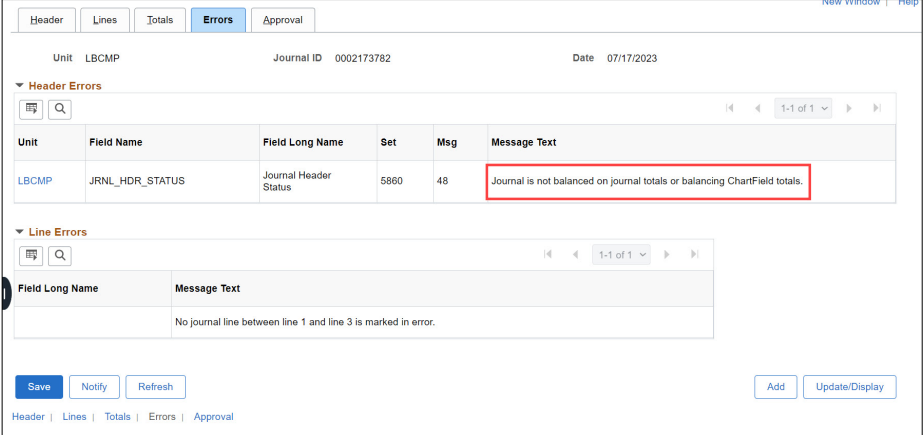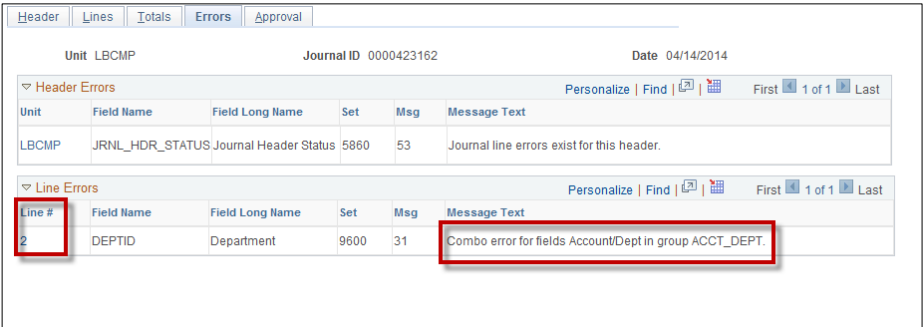| Fields	Description/Value	Required/Optional
Long Description	First Initial, Last Name then a description of the purpose for the journal. Field length is up to 254 characters.	Required
Ledger Group	Actuals Ledger or Budget Ledger	Required
Ledger	Leave blank	Optional
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions	Required
Reference Number	Journal Reference No. Not Used	Optional
SJE Type	Not Used	Optional
Attachments	Click on hyperlink to add attachment	Optional
Reversal	Accounting Use Only	Optional
Commitment Control	Accounting Use Only	Optional
Auto Generate Lines	Uncheck	Optional
Adjusting Entry	Non-Adjusting Entry = Default Adjusting Entry = Used by General Accounting Office only. Associated with adjusting periods (901-998)	Required
Save Journal Incomplete Status	Uncheck	Optional

Journal Lines Page

Processing Steps / Field Name	Screenshot / Description
1. Enter values (see table below) 2. To add lines, enter number of lines and click on ➕ 3. After lines have been entered, verify that drop down menu selection is at **"Edit Journal"**, then click Process	

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	Required for Budget Ledger only	10
Line Description	Line Description	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amt	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item	30
Journal Line Reference	Campus Specific	Optional	10
Monetary Amount	Amount. Positive amounts are debits and negative amounts are credits.	Required	2 decimal places required

1.2 Valid Journal Entry Example

Processing Steps / Field Name	Screenshot / Description
1. System will assign a unique Journal ID number. 2. Click on [Notify] to obtain approval from appropriate administrator (based on DOA). Alternatively, an email can be sent to the appropriate administrator. **Note:** Journal Status Budget Status must both be "Valid" (V) before journal will post.	
3. Type email address of approver on the "To:" line and reference journal entry number and the action requested on the "Subject:" line. Click [OK] to send. Approver will notify General Accounting via the notify button or email to fisgl@csulb.edu that journal is ready for posting.	

1.3 Example of Journal Entry Errors

Processing Steps / Field Name	Screenshot / Description
1. Click [OK]. System will assign a unique Journal ID number. **Note:** Journal Status will show "Error" (E) and Budget Status will show "Not Checked" (N). 2. Click on "E" hyperlink under Journal Status to determine error.	
Journal total is out of balance or journal is not balanced by fund.	
Combo edit error. Message displays line number and identifies combo edit rule error.	

2.0   Journal Upload

2.1   Prepare Custom Spreadsheet Journal

The CSU Journal Upload functionality facilitates rapid data entry using Microsoft Excel. The journal information can be reviewed and approved before uploading into the system. The functionality will streamline the journal processing and simplify journal data entry. CSULB has created a Journal Entry Upload Form for that is used to capture the journal information in an excel template.

2.1.1   Fields and Descriptions in Custom Spreadsheet Journal Template - Actuals

Journal Date	Source	Ledger	CFS Actuals Journal Entry Upload Form							Debit	Credit	Net	Convert to CSV
	TRF	ACTUALS								0.00	0.00	0	
Required			Optional			Not Applicable	Required		Optional	Not Applicable		Required	
Account	Fund	Deptid	Program	Class	Project	Scenario	Line Descr (30 characters)	Stat	Stat Amount	Open Item	Jrnl Line Ref	Amount	

The following describes the header fields:

Header Fields	Description
Journal Date	The Accounting date which determines the period the system will post the journals.
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions
Ledger	ACTUALS
Debit	Total debit (positive amounts) recorded on spreadsheet. This field is automatically calculated.
Credit	Total credit (negative amounts) recorded on spreadsheet. This field is automatically calculated.
Net	The net amount of the Debit plus the Credit. This should equal to zero.

The following describes each of the fields in the Body:

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	N/A for Actuals ledger	10
Line Description	Line Description.	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amount	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item. Currently not used at CSULB.	30
Journal Line Reference	Campus Specific	Optional	10
Monetary Amount	Amount	Required	2 decimal places required

2.1.2   Fields and Descriptions in Custom Spreadsheet Journal Template - Budget

2014-15 CFS Budget Journal Entry Upload Form									Convert to CSV
					DR =	0.00	CR =	0.00	NET= 0

Journal Date	Journal #	Source	Ledger	Auth.			Orig. Dept.		cc:
		TRF	BUDGET						

Journal Desc:								Ref:	
Account	Fund	Deptid	Program	Class	Project	Scenario (ORIGINAL/TRANSFER)	Line Desc		Amount

The following describes the header fields:

Header Fields	Description
Journal Date	The Accounting date which determines the period the system will post the journals.
Source	TRF - "Transfers" used for corrections, reclassifications, or transfer of funds DCB - "Departmental Chargebacks" used to record interdepartmental chargeback transactions
Ledger	ACTUALS
Debit	Total debit (positive amounts) recorded on spreadsheet. This field is automatically calculated.
Credit	Total credit (negative amounts) recorded on spreadsheet. This field is automatically calculated.
Net	The net amount of the Debit plus the Credit. This should equal to zero.

The following describes each of the fields in the Body:

Fields	Description	Required/ Optional	Field Length
Account	PS Account Chartfield – GL_ACCT_TBL	Required	6
Fund	PS Fund Chartfield – FUND_TBL	Required	5
Dept	PS Department Chartfield – DEPT_TBL	Required for Revenue & Expense Accounts	10
Program	PS Program Chartfield – PROGRAM_TBL	Optional	5
Class	PS Class Chartfield – CLASS_CF_TBL	Optional	5
Project	PS Project Chartfield – PROJECT Table	Optional	15
Scenario	PS Scenario Chartfield – BD_SCENARIO_TBL	Required for Budget Ledger	10
Line Description	Line Description.	Optional	30
Stat	PS Statistics Code Chartfield – STAT_TBL	Optional	3
Stat Amount	Non-Monetary Amount. Used in conjunction with Stat Code	Optional	2 decimal places required
Open Item	OPEN_ITEM_GL Table	Required only for Accounts marked as Open Item. Currently not used at CSULB.	30

Note: Line Description cannot contain ", - Commas".

2.1.3   Upload Template

Journal Actuals Template.xlsm
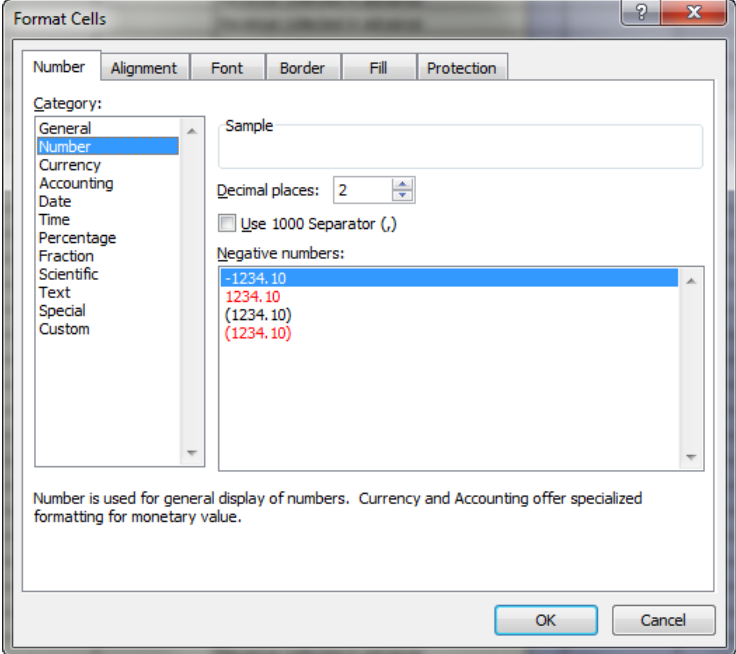

NEW BTR Form 1415 Template.xlsm

2.1.4   Format Cells

It is critical that the formatting of this form be left intact and that the form be filled out correctly.

- The SQR that uploads the data is comma delimited; therefore, the order of each column must not change.
- Columns A through I, K & L should be "Text" formatted. Columns J & M should be "Number" formatted with 2 decimal places.
- There cannot be blank rows between lines.
- Do not hide or delete columns, if a column is not being used, leave it blank.
- Make a copy of the original template and keep the original in a safe place. The template can be copied as many times as necessary using the "File Save As" Excel functionality.

Format Cells Page

Navigation: Excel > Home > Number

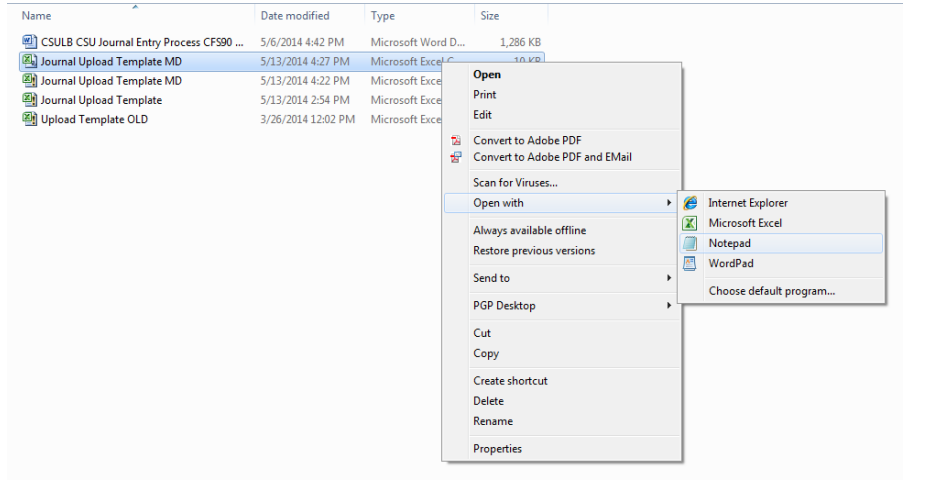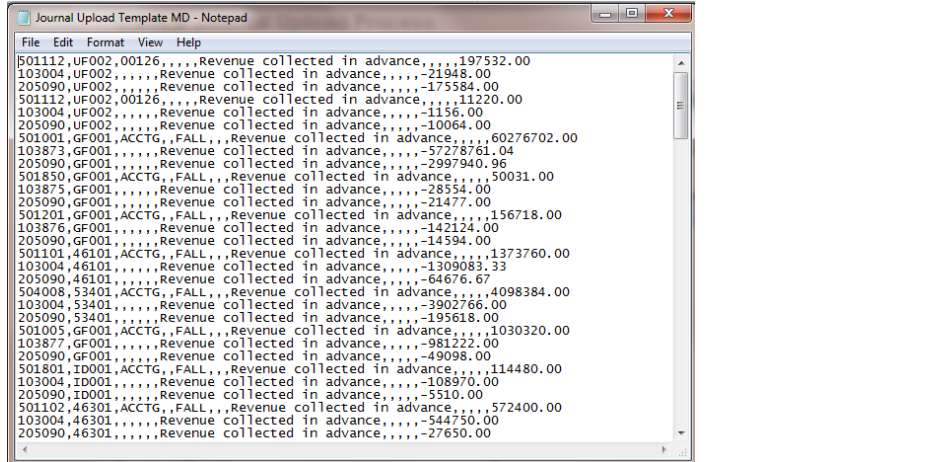| Processing Steps / Field Name	Screenshot / Description
1. Format the cells based on the information above.	
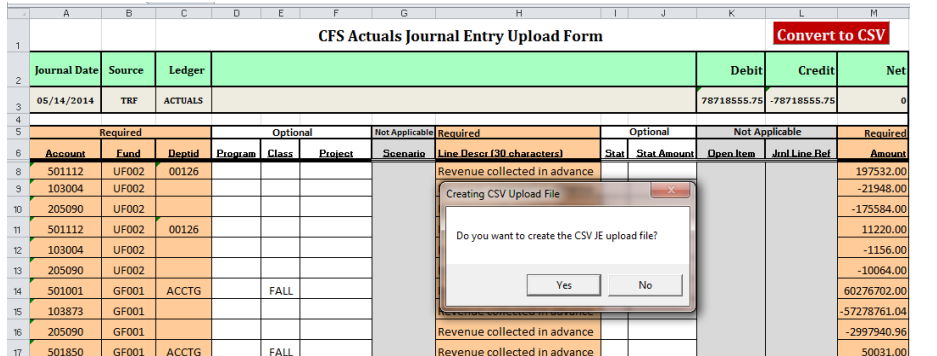
2.1.5 Save First as an xlsm File

Once the journal data for upload is completed save the file as an excel spreadsheet in case you must go back and make changes.

Processing Steps / Field Name	Screenshot / Description
1. Open Excel Template or previously saved xlsm upload file 2. Format cells or update data. 3. Save file as xxxxxx.xlsm	

2.1.6 Save xlsm File as a csv File

Save the file a 2nd time as a csv file.

Processing Steps / Field Name	Screenshot / Description
1. Click on **Convert to CSV** button 2. Click on Yes 3. Save as xxxxxxx.csv	
Review the file to verify file is saved as a csv file **without** header. **Note:** To review the csv file, use the "Open With" command, and open in notepad. If you re-open the csv file into excel, you will lose all the formatting of the spreadsheet and the unseen zero's in the file.	
Sample of a csv file opened in Notepad **Note:** If the file contains extra lines at the bottom, be sure to delete them prior to loading. Then resave the file.	

2.2 Upload the Custom Spreadsheet Journal File

2.2.1 Run Control

The following program is used to upload the CSV which was created in the above steps.

Processing Steps / Field Name	Screenshot / Description
1. Complete the Run Control Information.	

CSU Journal Entry Upload Field Definitions/Values

Fields	Description/Value	Required/Optional
Business Unit	LBCMP/LBFDN/LB49R/LBGAP/LBCSU	Required
Ledger	Actuals Ledger or Budget Ledger	Required
Journal Date	Journal Date. (Message will appear if period is not open)	Required
Source	TRF	Required
Ref No	Journal Reference No. Not Used	Optional
Journal Class	Journal Header Class. Not Used	Optional
Description	Journal Header Description. First Initial, Last Name then a description of the purpose for the journal.	Required
Offset Required	If you want the program to balance those funds that are not in balance, select this. (Not applicable to Budget Journals.)	Optional

Offset Account Logic

If a Journal is out of balance by Fund and you want the Journal Upload program to balance it, you need to select the "Offset Required" on the Run Control.

The program will use the following logic to determine the Chartfield(s) string for the "side" that is out of balance:
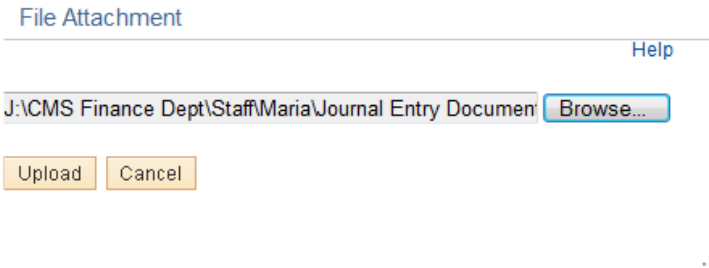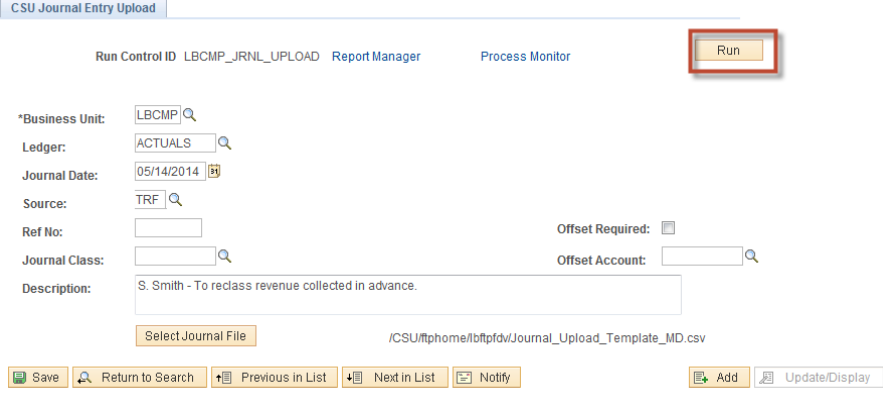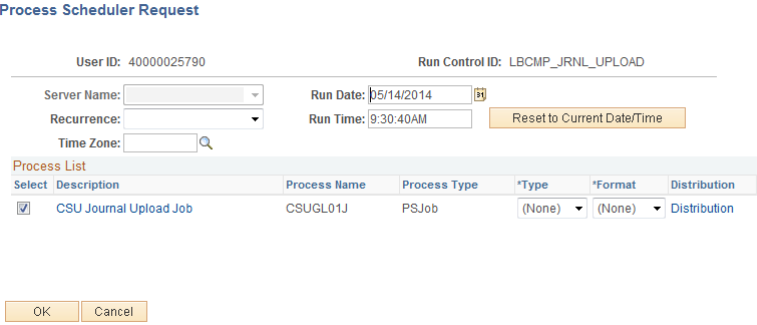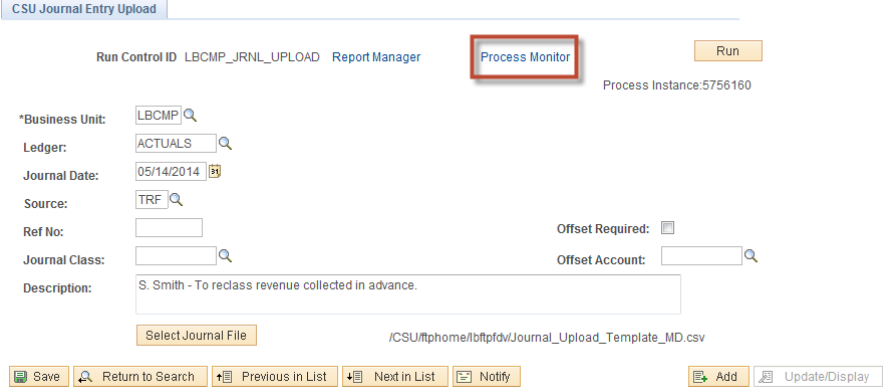
Fund - Automatically inherit the Fund that is out of Balance.

Account - Use the "Offset Account" specified on the Run Control.
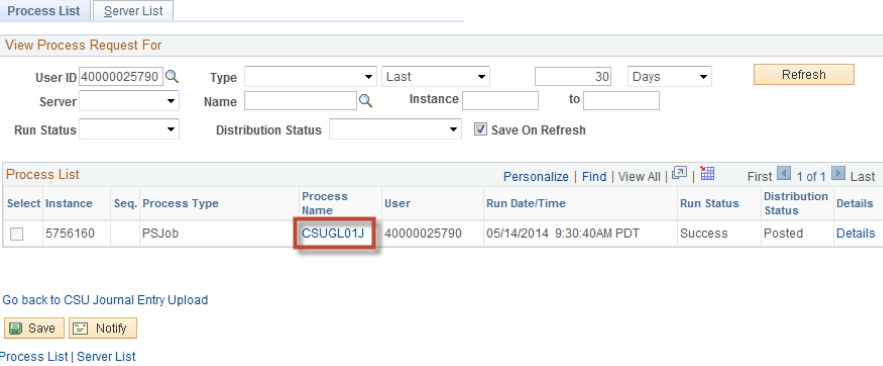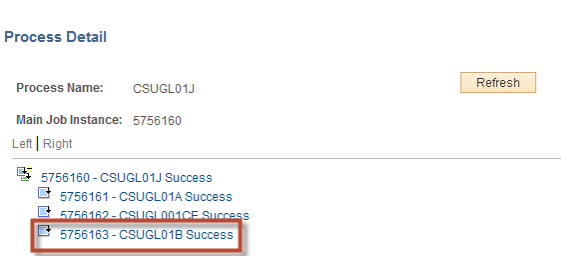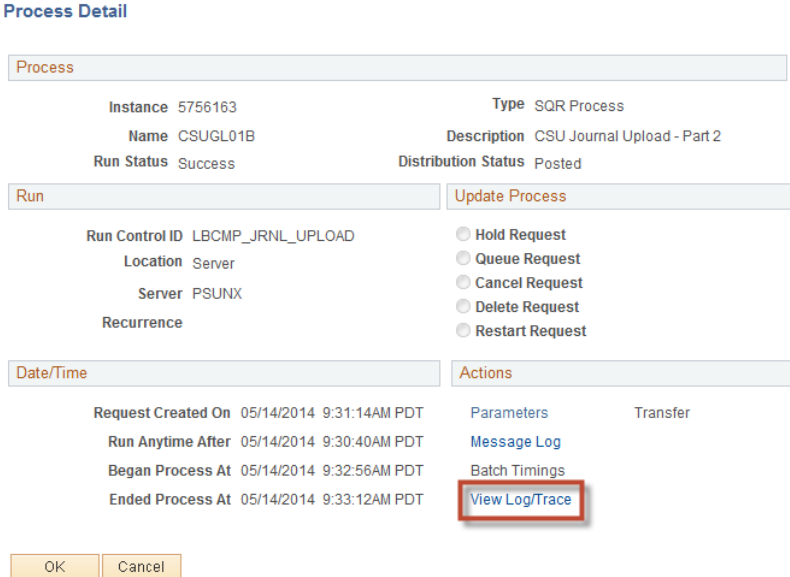
Dept/Class/Project/Program – no values will be inherited.

Select Journal File

This is used to FTP the file you want to Upload.

Processing Steps / Field Name	Screenshot / Description
1. Select Browse and then select the "csv" file you want upload. Click on the file, and then select Upload.	**File Attachment** Help J:\CMS Finance Dept\Staff\Maria\Journal Entry Document [Browse...] [Upload] [Cancel]
2. Click Run to process the job.	**CSU Journal Entry Upload** Run Control ID LBCMP_JRNL_UPLOAD Report Manager Process Monitor [Run] *Business Unit: LBCMP Ledger: ACTUALS Journal Date: 05/14/2014 Source: TRF Ref No: ____ Offset Required: ☐ Journal Class: ____ Offset Account: ____ Description: S. Smith - To reclass revenue collected in advance. [Select Journal File] /CSU/ftphome/lbftpfdv/Journal_Upload_Template_MD.csv [Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]
The Process Scheduler Request page will display 3. Select ☑ CSU Journal Upload Job. 4. Click OK to process	**Process Scheduler Request** User ID: 40000025790 Run Control ID: LBCMP_JRNL_UPLOAD Server Name: ____ Run Date: 05/14/2014 Recurrence: ____ Run Time: 9:30:40AM [Reset to Current Date/Time] Time Zone: ____ Process List Select	Description	Process Name	Process Type	*Type	*Format	Distribution ☑	CSU Journal Upload Job	CSUGL01J	PSJob	(None)	(None)	Distribution [OK] [Cancel]
The CSU Journal Entry Upload page will display. 5. Click the Process Monitor link.	**CSU Journal Entry Upload** Run Control ID LBCMP_JRNL_UPLOAD Report Manager [Process Monitor] [Run] Process Instance:5756160 *Business Unit: LBCMP Ledger: ACTUALS Journal Date: 05/14/2014 Source: TRF Ref No: ____ Offset Required: ☐ Journal Class: ____ Offset Account: ____ Description: S. Smith - To reclass revenue collected in advance. [Select Journal File] /CSU/ftphome/lbftpfdv/Journal_Upload_Template_MD.csv [Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]

2.2.2   Journal Upload Success Example

Processing Steps / Field Name	Screenshot / Description
The Run Status will say Success, which means the upload is successful. 1. Click *CSUGL01J*.	 Process List Server List View Process Request For User ID 40000025790 Type ▼ Last ▼ 30 Days ▼ Refresh Server ▼ Name ▼ Instance to Run Status ▼ Distribution Status ▼ ☑ Save On Refresh **Process List** Personalize | Find | View All | 🔀 | 🖩 First ◄ 1 of 1 ► Last | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
---	---	---	---	---	---	---	---	---	---
☐	5756160		PSJob	**CSUGL01J**	40000025790	05/14/2014 9:30:40AM PDT	Success	Posted	Details	 Go back to CSU Journal Entry Upload 💾 Save 🔔 Notify Process List | Server List

2. Click *CSUGL01B Success*	**Process Detail**
	
	Process Name: CSUGL01J Refresh
	
	Main Job Instance: 5756160
	Left | Right
	
	📑 5756160 - CSUGL01J Success
	    📄 5756161 - CSUGL01A Success
	    📄 5756162 - CSUGL001CE Success
	    📄 **5756163 - CSUGL01B Success**

3. Click *View Log/Trace*.	**Process Detail** Process Instance 5756163 Type SQR Process Name CSUGL01B Description CSU Journal Upload - Part 2 Run Status Success Distribution Status Posted Run Update Process Run Control ID LBCMP_JRNL_UPLOAD ○ Hold Request Location Server ○ Queue Request Server PSUNX ○ Cancel Request Recurrence ○ Delete Request ○ Restart Request Date/Time Actions Request Created On 05/14/2014 9:31:14AM PDT Parameters Transfer Run Anytime After 05/14/2014 9:30:40AM PDT Message Log Began Process At 05/14/2014 9:32:56AM PDT Batch Timings Ended Process At 05/14/2014 9:33:12AM PDT **View Log/Trace** OK Cancel

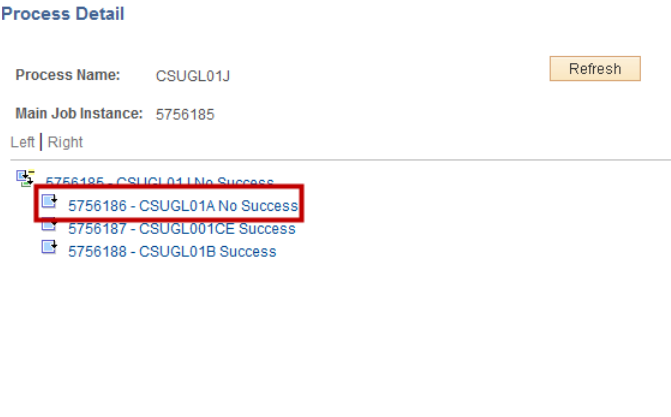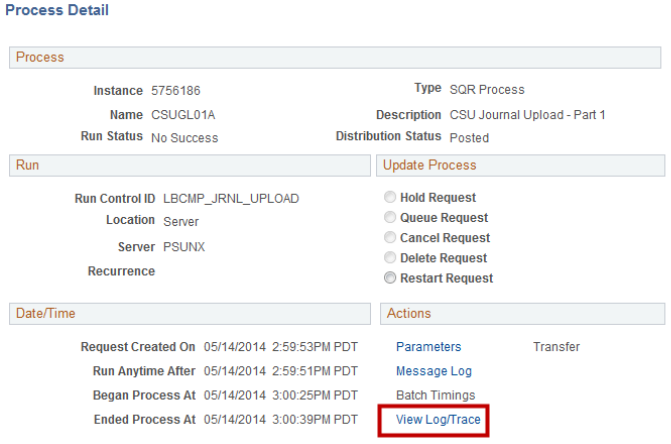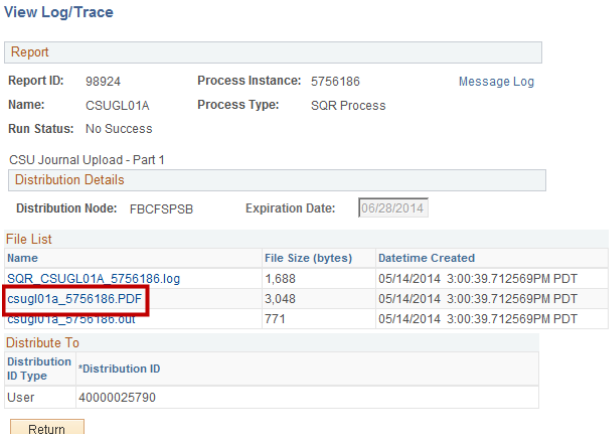| Processing Steps / Field Name	Screenshot / Description
4. Select the PDF file to find the Journal ID that was created.	**View Log/Trace** **Report** Report ID: 98904 Process Instance: 5756163 Message Log Name: CSUGL01B Process Type: SQR Process Run Status: Success CSU Journal Upload - Part 2 Distribution Details Distribution Node: FBCFSPSB Expiration Date: 06/28/2014 File List | Name	File Size (bytes)	Datetime Created
---	---	---
SQR_CSUGL01B_5756163.log	1,688	05/14/2014 9:33:12.464910AM PDT
csugl01b_5756163.PDF	2,870	05/14/2014 9:33:12.464910AM PDT
csugl01b_5756163.out	972	05/14/2014 9:33:12.464910AM PDT | Distribute To | Distribution ID Type	*Distribution ID
User	40000025790 | [Return]
This report displays the number of Journal Lines, total Debits and credits, and the Journal ID that was created.	Report ID: CSUGL01B JOURNAL ENTRY UPLOAD - POST CHARTFIELD VA Operator: 40000025790 Update Description Count Total Credits Total Debits -------------------- ------- ---------------- ---------------- No Errors Found - CF & Combo Edit Total Journal Header Inserts 1 Total Journal Line Inserts 153 Total Open Item Inserts 0 Journal Created = 0000513644 153 -78,718,555.75 78,718,555.75

2.2.3 Journal Upload No Success Example

The Journal Upload file will be rejected for the following reasons:

- CSUGL01A – File layout issues and Fund balancing issues.
- CSUGL01B - Chartfield Values are not Valid and Combination Edits.

Note: If the file is rejected due to errors, a PDF file(s) will be generated and will list what errors were encountered. You must return to the excel spreadsheet you saved and make the necessary changes to the data. Once the corrections have been made, save the file again as an Excel (xlsm) file. Then save the file again as a CSV (csv) file. Re-run the CSU Journal Entry Process. Select the Select Journal File first to FTP the new file then run the process. If the file was a success the PDF file will list the Journal ID that was created.

Processing Steps / Field Name	Screenshot / Description
The run Status will say No Success, which means a journal was not created. 1. Click CSUGL01J	Process List Server List View Process Request For User ID 40000025790 Type [Last] 30 Days [Refresh] Server Name Instance to Run Status Distribution Status ☑ Save On Refresh Process List Personalize	Find	View All	First 1-2 of 2 Last | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
---	---	---	---	---	---	---	---	---	---
☐	5756185		PSJob	CSUGL01J	40000025790	05/14/2014 2:59:51PM PDT	No Success	Posted	Details	

Processing Steps / Field Name	Screenshot / Description

2. There are 2 jobs that identify the types of errors that might have occurred:
 	
• CSUGL01A - Fields do not match file layout specifications and/or funds that are out of balance.
 	
• CSUGL01B - Chartfield Values are not valid and/or Combination Edit errors exist.
 	
You will only need to view the job(s) that have a No Success by them.
 	
3. Click <u>CSUGL01A No Success</u>
	Process Detail
	
	Process Name: CSUGL01J [Refresh]
	
	Main Job Instance: 5756185
	
	Left | Right
	
	5756185 - CSUGL01J No Success
	    5756186 - CSUGL01A No Success
	    5756187 - CSUGL001CE Success
	    5756188 - CSUGL01B Success

4. Click <u>View/Log Trace</u>	**Process Detail** **Process** Instance 5756186 Type SQR Process Name CSUGL01A Description CSU Journal Upload - Part 1 Run Status No Success Distribution Status Posted **Run** **Update Process** Run Control ID LBCMP_JRNL_UPLOAD ○ Hold Request Location Server ○ Queue Request Server PSUNX ○ Cancel Request Recurrence ○ Delete Request ○ Restart Request **Date/Time** **Actions** Request Created On 05/14/2014 2:59:53PM PDT Parameters Transfer Run Anytime After 05/14/2014 2:59:51PM PDT Message Log Began Process At 05/14/2014 3:00:25PM PDT Batch Timings Ended Process At 05/14/2014 3:00:39PM PDT View Log/Trace
5. Select the PDF report	**View Log/Trace** **Report** Report ID: 98924 Process Instance: 5756186 Message Log Name: CSUGL01A Process Type: SQR Process Run Status: No Success CSU Journal Upload - Part 1 **Distribution Details** Distribution Node: FBCFSPSB Expiration Date: 06/28/2014 **File List** | Name	File Size (bytes)	Datetime Created
---	---	---
SQR_CSUGL01A_5756186.log	1,688	05/14/2014 3:00:39.712569PM PDT
csugl01a_5756186.PDF	3,048	05/14/2014 3:00:39.712569PM PDT
csugl01a_5756186.out	771	05/14/2014 3:00:39.712569PM PDT | **Distribute To** | Distribution ID Type	*Distribution ID
User	40000025790 | [Return]

Processing Steps / Field Name	Screenshot / Description
| CSUGL01A Error Report. Displays Fields that do not match the layout specifications and/or funds are out of balance. | ```
Report ID:    CSUGL01A                          JOURNAL ENTRY UPLOAD - PRE CHARTFIELD VALIDATION & CO
Operator:     40000025790                        Input File = /CSU/ftphome/lbftpfdv/Journal_Upload_Templat

Line # Err #  E/W  Field In Error                              Value of Field
----- -----  ---  -------------------------------------------  -------------------------------------
       Run Control edits completed .....

  1      1    E   Number of Input Record fields                Fields encountered = 14
       Input Record is supposed to contain exactly 13 fields
  2      2    E   Number of Input Record fields                Fields encountered = 14
       Input Record is supposed to contain exactly 13 fields

       Input File edits completed .....

 153     3    E   Fund/Monetary Debits/Monetary Credits        UF002/11,220.00/-186,804.00
       Fund is out of balance

       Fund Balance edits completed .....
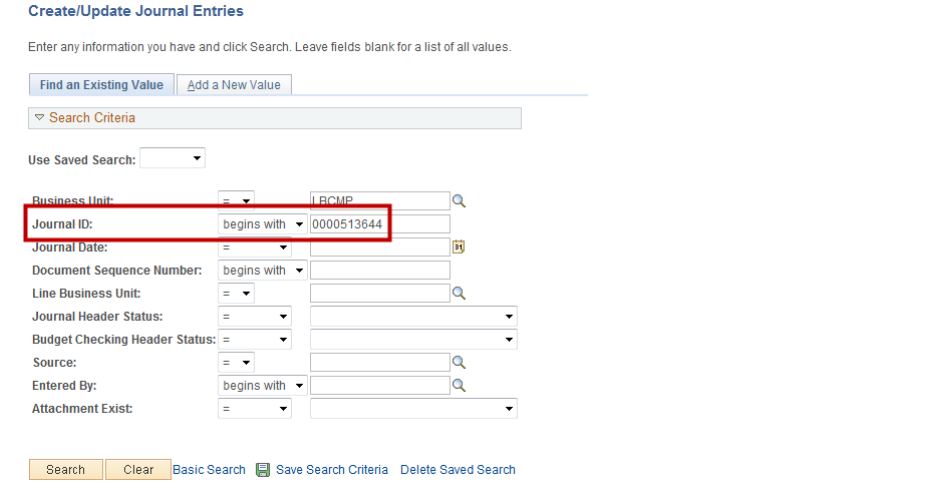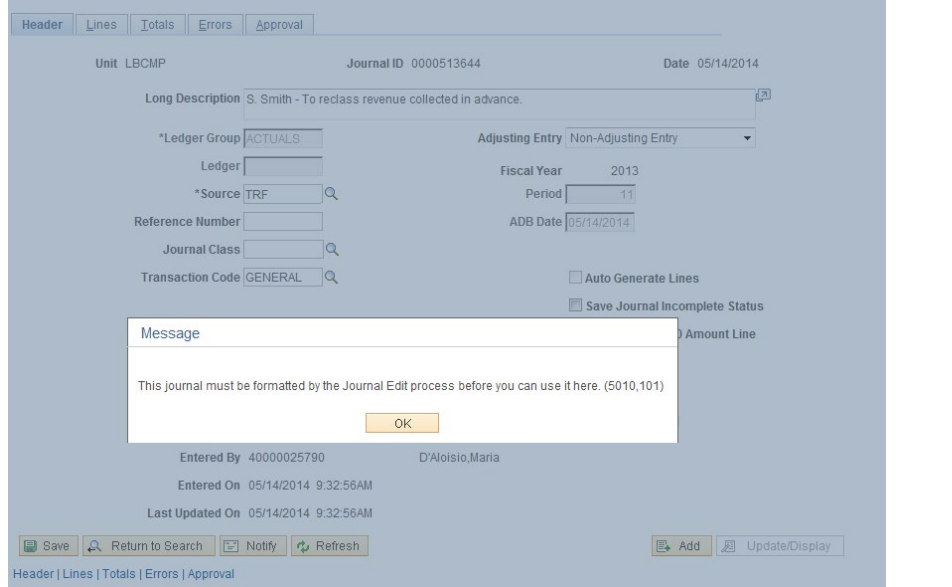

No Warnings Found
Errors Found - Pre CF & Combo Edit:     3
``` |
| 6. Click CSUGL01B No Success. | **Process Detail**

Process Name: CSUGL01J   [Refresh]

Main Job Instance: 5756189

Left \| Right

5756189 - CSUGL01J No Success
　5756190 - CSUGL01A Success
　5756191 - CSUGL001CE Success
　5756192 - CSUGL01B No Success |
| 7. Click View Log/Trace | **Process Detail**

Process

　Instance 5756192　　Type SQR Process
　Name CSUGL01B　　Description CSU Journal Upload - Part 2
　Run Status No Success　　Distribution Status Posted

Run　　**Update Process**
　Run Control ID LBCMP_JRNL_UPLOAD　　○ Hold Request
　Location Server　　○ Queue Request
　Server PSUNX　　○ Cancel Request
　Recurrence　　○ Delete Request
　　　○ Restart Request

Date/Time　　**Actions**
　Request Created On 05/14/2014 3:22:04PM PDT　　Parameters　Transfer
　Run Anytime After 05/14/2014 3:22:01PM PDT　　Message Log
　Began Process At 05/14/2014 3:23:57PM PDT　　Batch Timings
　Ended Process At 05/14/2014 3:24:02PM PDT　　View Log/Trace |

Processing Steps / Field Name	Screenshot / Description
8. Select the PDF report.	**View Log/Trace** Report **Report ID:** 98929 **Process Instance:** 5756192 Message Log **Name:** CSUGL01B **Process Type:** SQR Process **Run Status:** No Success CSU Journal Upload - Part 2 Distribution Details **Distribution Node:** FBCFSPSB **Expiration Date:** 06/28/2014 File List | Name	File Size (bytes)	Datetime Created
---	---	---
SQR_CSUGL01B_5756192.log	1,688	05/14/2014 3:24:02.982198PM PDT
csugl01b_5756192.PDF	3,521	05/14/2014 3:24:02.982198PM PDT
csugl01b_5756192.out	932	05/14/2014 3:24:02.982198PM PDT | Distribute To | Distribution ID Type	*Distribution ID
User	40000025790	
9. CSUGL01B Error Report Displays Invalid Chartfields and/or Combination Edits.	Report ID: CSUGL01B JOURNAL ENTRY UPLOAD - POST CHARTFIELD VALIDATION & COMBO EDIT Operator: 40000025790 Line # Err # E/W Field In Error Value of Field Message ------ ----- --- ------------- -------------- ------- 6 1 E Account 20509 Invalid chartfield - Account Errors Found - CF & Combo Edit: 1

2.3   Review Journal

Once the Journal is uploaded, Edit & Post the Journal. Refer to your campus business processes for more information on running Journal Edit and Journal Post.

Create/Update Journal Entries Page

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

Processing Steps / Field Name	Screenshot / Description
1. Click on the Find an Existing Value tab 2. Enter uploaded Journal ID 3. Click on Search	**Create/Update Journal Entries** 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 ▽ Search Criteria Use Saved Search: [▾] Business Unit: [= ▾] [LBCMP] 🔍 Journal ID: [begins with ▾] [0000513644] Journal Date: [= ▾] [ ] 📅 Document Sequence Number: [begins with ▾] [ ] Line Business Unit: [= ▾] [ ] 🔍 Journal Header Status: [= ▾] [▾] Budget Checking Header Status: [= ▾] [▾] Source: [= ▾] [ ] 🔍 Entered By: [begins with ▾] [ ] 🔍 Attachment Exist: [= ▾] [▾] [Search] [Clear] Basic Search 💾 Save Search Criteria Delete Saved Search
📒 **Note:** The system will display the warning error message at the right: **This is only a Warning message.** 4. Click OK. 5. The Journal is ready to be Edited, Budget Checked and Posted.	Header | Lines | Totals | Errors | Approval Unit LBCMP Journal ID 0000513644 Date 05/14/2014 Long Description S. Smith - To reclass revenue collected in advance. *Ledger Group [ACTUALS] Adjusting Entry [Non-Adjusting Entry ▾] Ledger [ ] Fiscal Year 2013 *Source [TRF] 🔍 Period 11 Reference Number [ ] ADB Date [05/14/2014] Journal Class [ ] 🔍 Transaction Code [GENERAL] 🔍 ☐ Auto Generate Lines ☐ Save Journal Incomplete Status **Message** This journal must be formatted by the Journal Edit process before you can use it here. (5010,101) [OK] Entered By 40000025790 D'Aloisio,Maria Entered On 05/14/2014 9:32:56AM Last Updated On 05/14/2014 9:32:56AM 💾 Save 🔍 Return to Search 📧 Notify ↻ Refresh ➕ Add 📄 Update/Display Header | Lines | Totals | Errors | Approval |