General Ledger Manual

This manual walks you through Adding, Copying, Editing and Budget Checking Journals as well as Inquiring on Journals and Running General Ledger Reports.

State of Vermont

Department of Finance & Management

February - 2024

Revisions to Manual

February 2024

- Updated for PeopleTools 8.60 upgrade

September 2020

- Corrected the Enter a Journal (ONL) to correct an Account and Enter a Journal (ONL) to correct a Chartfield other than Account exercises

July 2020

- Corrected the Copy a Journal Entry exercise

July 2019

- Added VT_AMORTIZATION_TYPE query reference to the Create an Amortization Schedule exercise

April 2019:

- Manual finalized

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- Manual written

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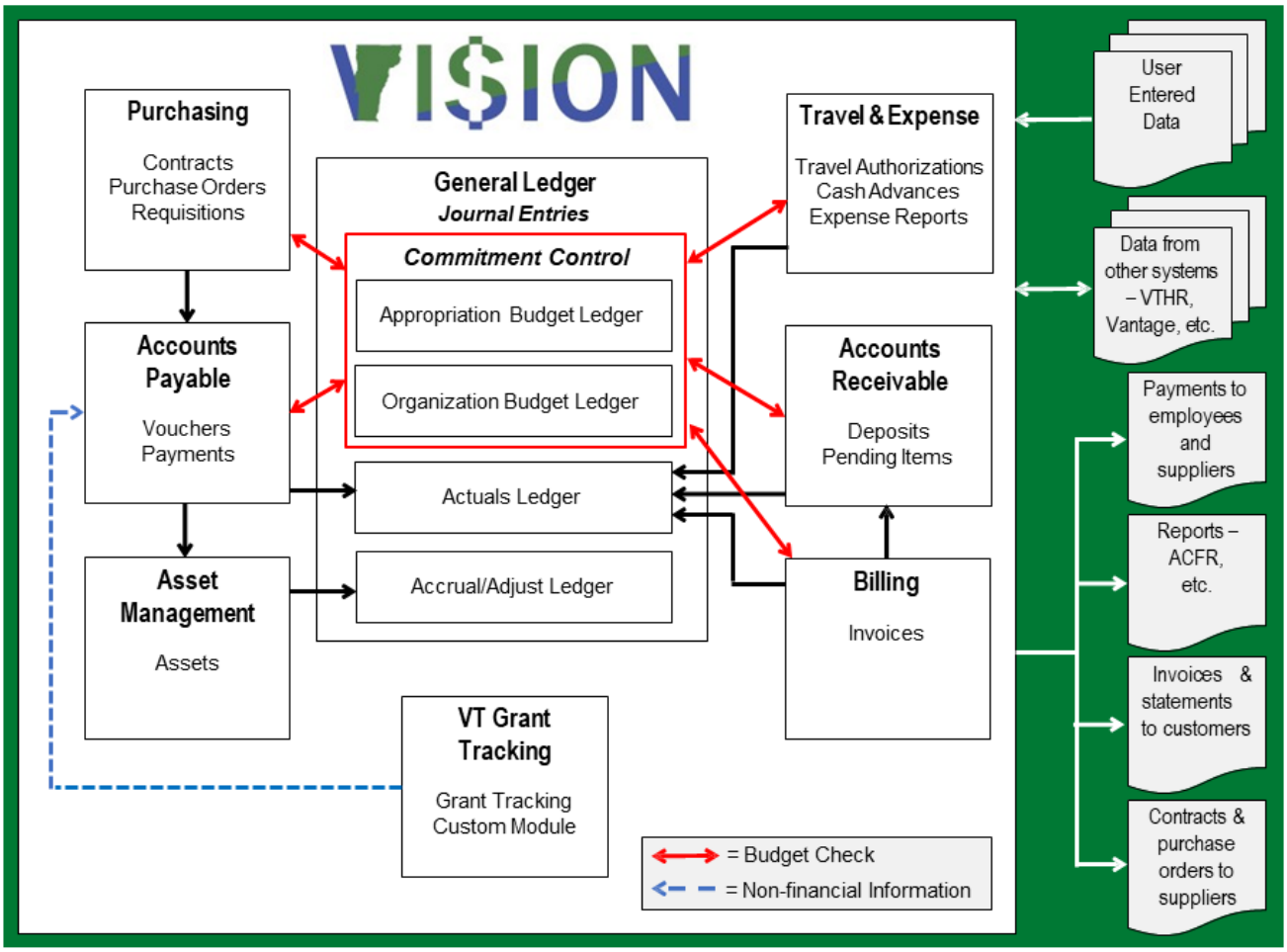
Introduction to the General Ledger Module

Overview of VISION Financial System



General Ledger Transactions

The General Ledger module summarizes and stores all transactions from sub modules in the form of journal entries. Journal entries are also manually entered directly to the general ledger. The journal source code indicates how the journal was created, as indicated in the listing below:

ADJ	GAAP adjustments entered manually – used by Financial Operations only
ALO	Allocation journals created by the system when the allocation process is run
AM	Journals created by the journal generator process from the asset management module
AMR	Journals created by the generate amortization journal request process from the accounts payable module
AP	Journals created by the journal generator process from the accounts payable module
AR	Journals created by the journal generator process from the accounts receivable module
BI	Journals created by the journal generator process from the billing module
CAJ	Cash adjustments entered manually – Used by the Treasurer's office only
CNV	Used to book beginning general ledger balances when converting to VISION on 7/1/01 – Used by Financial Operations only
HR	Payroll journal entries interfaced from VTHR and created by the system
INV	Journals created by the journal generator process from the inventory module
ONL	Entered manually by users to book intra-business unit transfers and corrections
TSF	Entered manually by users to book inter-business unit transfers
TSN	Entered manually to book funding and cash transfers directed by statute or legislation – used by Financial Operations or by special permission only

VISION users may enter journals to the general ledger using the journal source codes of ONL and TSF only; unless directed to do otherwise by Financial Operations.

General Ledger Periods

The State of Vermont's fiscal year ends on June 30. The fiscal year coincides with the calendar year of its June 30 ending date; i.e. the fiscal year ending 6/30/2019 is fiscal year 2019. The general ledger periods in VISION coincide with the state's fiscal year rather than a calendar year. July is period 1; August is period 2; … June is period 12. Period 0 is the carryforward period. Vision also allows for an adjustment period 998 to be used for all adjusting entries to a prior fiscal year. Period 998 is open for approximately two weeks in the beginning of July. A fiscal year of activity would include periods 1 through 12 and period 998.

General Ledger FAQ's

What Information do I need to include in the long description of my journal entry?

Regardless of what the source of your journal is, you should always include a description that truly describes why you are entering the journal and that references the original transaction.

What should I do when a department tells me that they cannot see a transfer journal that I initiated to them on the VT_BU_TRANSFER query?

There are a few criteria that must be met for a journal entry to show on this query. You should check your journal entry to make sure it was completed with the following:

- There is an offsetting line with account 100105 on your journal
- The business unit you are doing the transfer with is entered as the affiliate for all lines of your journal
- You used "TSF" as the source on the header page of your journal
- The journal entry has been approved by your department

Transfer Types in VISION

There are various transfer scenarios that Finance has identified. Transfer types and procedures of how to process them have been established for each scenario and are described in this section. Please refer to VISION Procedure #7 on the Finance & Management website at http://finance.vermont.gov/policies-and-procedures/vision-procedures

Funding Transfers Directed by Statute or Current Year Law

- These transfers are processed by the Department of Finance and Management with a journal source code of TSN. Departments will not process these transfers unless directed to do so by Finance, in which case a written notification will be given to the department. Finance and Management will use transfer in and out account codes 701005, 701505, 720000, and 720005 to transfer funds in these transactions. For non-budgeted transfers Finance and Management will use transfer in and out account codes of 701006, 701506, 720001, and 720006

Inter-Unit Grant Transfers – Reimbursement (Grant) Transfers

- One business unit (sending) furnishes funds to another business unit (receiving) with **NO expectation of reimbursement or services provided, except as required by the terms of a grant agreement or MOU if applicable**
- These transfers should be budgeted by the sending department as a grant expenditure and should be budgeted by the receiving department as a funding source in fund 21500. These transfers are processed with a journal source code of TSF. The sending department will debit the proper grant expenditure account code (account codes in the 550--- series for all departments and the 6 -----series for AHS only) under the proper fund and DeptID and credit cash account 100105 under the proper fund and DeptID. The receiving department will debit cash account 100105 under fund 21500 and the proper DeptID and credit revenue account 495000 under fund 21500 and the proper DeptID

  Note: If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to obtain authority to spend the funds received by the transfer.

  Note: The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 495000.

Inter-Unit Reimbursement Transfers Non-Budgeted (Refund of Expenditure)

This type of transfer should be used in limited circumstances, in order to prevent understatement of budget-based reporting. Appropriate examples are:

- One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. (Also known as a refund of expenditure.) If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.
- These transfers are processed with a journal source code of TSF. The sending business unit debits the proper expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the expense account, fund, DeptID and any other chartfields used on the original transaction processed to pay the bill

- An employee works for another department. For example, an employee changes jobs in the middle of a pay week. **Important Note:** For reporting purposes, whenever salary codes are used on one side of a TSF journal, they must be used in the same (but opposite) way on the other side. All appropriate salary codes must be used, not just salaries (FICA, Life Ins., etc.). **The initiating department needs to give the salary code breakdown to the responding department**

  Note: In the description of the journal, the receiving business unit must identify the A/P business unit and Voucher ID or Journal ID on which the original bill was paid.

  Note: Please refer to VISION Procedure #6 http://finance.vermont.gov/policies-and-procedures/vision-procedures on our Finance and Management website for information on how to process prior year refund of expenditures.

Surplus Property Sales

- Must be received into **Surplus Property Special Fund 21584**. If the item was originally expensed, use Revenue account 480001 **(Sale of Surplus Property).** If the item was originally capitalized, use Revenue account **480030 (Proceeds from Sale of Assets)**
- If you did not receive spending authority in Fund 21584 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to receive spending authority for your surplus property receipts

  Note: Internal Service funds are the exception.

Inter-Unit Reimbursement Transfers Budgeted

- One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other state departments
- The department providing the funds includes the reimbursement as an expenditure on their budget. The business unit providing the service budgets the reimbursement as a funding source under fund 21500. The transfer is processed with a journal source code of TSF. The sending business unit debits the proper expenditure account, fund and DeptID for the service provided and credits cash account 100105. The receiving business unit debits cash account 100105 under fund 21500, and the proper DeptID and credits revenue account 490000 under fund 21500 and the proper DeptID

  Important Note: If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to obtain authority to spend the funds received by the transfer.

  Note: If the Inter-Unit Grant transfer has not been budgeted, the receiving department must still receive the transfer into fund 21500 and then process an excess receipt request to receive spending authority in this fund.

  Note: The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 490000.

Inter-Unit Transfer of Receipts

- One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to
- This transfer is processed with a journal source code of TSF. The sending business unit debits the revenue code, fund, DeptID, and other chartfields used on the original transaction to post the receipt, and credits cash account 100105. The receiving business unit must debit cash account 100105 and credit the appropriate revenue account

  Note: In the description of the journal, the sending department must identify the A/R business unit and Deposit ID or Journal ID in which the original receipt was posted.

Intra-Unit Transfers

- Expenditure and revenue transfers and corrections between chartfields within the same general ledger business unit are processed as intra-unit transfers
- These transfers are processed with a journal source code of ONL. If the transfer or correction is between a fund, DeptID or any other chartfield other than account, offsetting debit and credits to cash account 100106 must be used. If the transfer or correction is between accounts only, then offsetting debits and credits to cash account 100106 are not needed

  Note: Corrections to chartfield information on transactions originating from an AP Voucher must be corrected using a Journal Voucher in AP and not with an Intra-Unit Transfer.

Inter-unit Transfer for Payment of Goods or Services

- One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units
- This transfer is processed with a journal source code of TSF. The sending business unit debits an appropriate expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the appropriate revenue account

  Note: If the receiving business unit is set up as a vendor in the accounts payable module, the sending business unit must process an AP voucher to pay for the goods and services and not an Inter-unit transfer.

Requirements Regarding Processing Journal Entries

Departments must follow certain guidelines when entering interunit and intraunit transfer journals in the General Ledger Module to ensure that the transactions can be reported correctly and researched easily. The following describes requirements for the two types of transfers.

Interunit Transfer Journal Entries (TSF)

VT_BU_TRANSFER Query - Departments are responsible for running this query on a regular basis throughout the month to see if they have outstanding transfers to process. The query must also be run by each department on the 26th of each month to see what journals need to be responded to before the last day of the month.

Timing of interunit transfer journal entries (TSF) - All TSF journals MUST be initiated by the 25th of the month. Any TSF journals that are initiated after the 25th of the month may be deleted. All responding TSF journals MUST be entered by the last day of the month. These time requirements will allow all revenues to be processed by the end of the month so that Financial Operations can produce the Comparative Statement of Revenues Report on the first day of the new month.

Debit/Credit Memo deadlines (TSF) - All Debit/Credit memo adjustments must be processed within 5 business days of receipt from the Treasurer's Office. See the Debit/Credit Memo job aid at http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance

Note: This is an initiating TSF journal entry so they must be entered by the 25th of the month or wait until the 1st day of the following month.

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).

Balanced Journal Entries - All journals must be balanced by fund, DeptID, class, program, and project/grant. Cash Account 100105 must be used in both sides of the TSF journal and must net to zero between both journals (debit on receiving side; credit on paying side).

Importance of Proper Chartfield Use - It is important to realize that the guidelines and requirements for TSF's as outlined in VISION Procedure #7, found on the Finance and Management website at http://finance.vermont.gov/policies-and-procedures/vision-procedures, are a result of **Statewide Reporting Requirements.** It is critical that TSF's are processed correctly for statewide budget and GAAP reporting, including preparation of the CAFR, to be completed timely and accurately.

Proper use of revenue accounts 490000 and 495000 and fund 21500 allows the Reporting section to identify interdepartmental fund transfer transactions and eliminate them from their reporting data. Use 495000 to receive funds for Reimbursement (Grant) Transfers and use 490000 to receive funds for Reimbursement Transfers for Services.

Editing, budget checking and approving interunit transfer journals - TSF journals must be edited, budget checked, AND submitted for approval. The approval will go to the department's approval pool. Once approved by the department, it will be submitted to Finance for final approval where they will match it to the corresponding entry.

The following must match on both sides of the journals before they can be posted:

- Journal ID
- Journal Date
- Reference
- Journal class

Affiliate (Business Unit of other Department) must be on all lines of the journal.

Intraunit Transfer Journal Entries (ONL)

Correcting transactions originating in accounts payable - Transactions originating in the Accounts Payable Module must be corrected by doing a journal voucher in Accounts Payable and not an ONL journal in the General Ledger.

Timing of intraunit transfer journal entries (ONL) - Departments may enter intraunit transfer journal entries at any time during the month. Departments also have the first 5 business days of each month to enter intraunit transfer journal entries for the previous month.

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and the original VISION transaction id. (HR Journal ID, Deposit ID and AR Business Unit, or TSF Journal ID).

Balanced Journal Entries - All journals must be balanced by fund, DeptID, class, program, and project/grant. This means that the debits for each fund, DeptID, etc. must equal the credits for each fund, DeptID, etc.. When transferring amounts from one fund to another, one DeptID to another, etc.., departments must use cash account 100106 to balance intraunit transfer journal entries (ONL).

Editing and budget checking intraunit transfer journals (ONL) - Departments must edit, budget check, and approve all ONL journal entries in order for the journals to post. All ONL journal entries for the previous month must be edited, budget checked, and approved by the 5th working day of the current month or they may be deleted by Financial Operations.

State of Vermont Required Fields

Note: Departments may define additional required fields as needed for their own business process.

Header Page

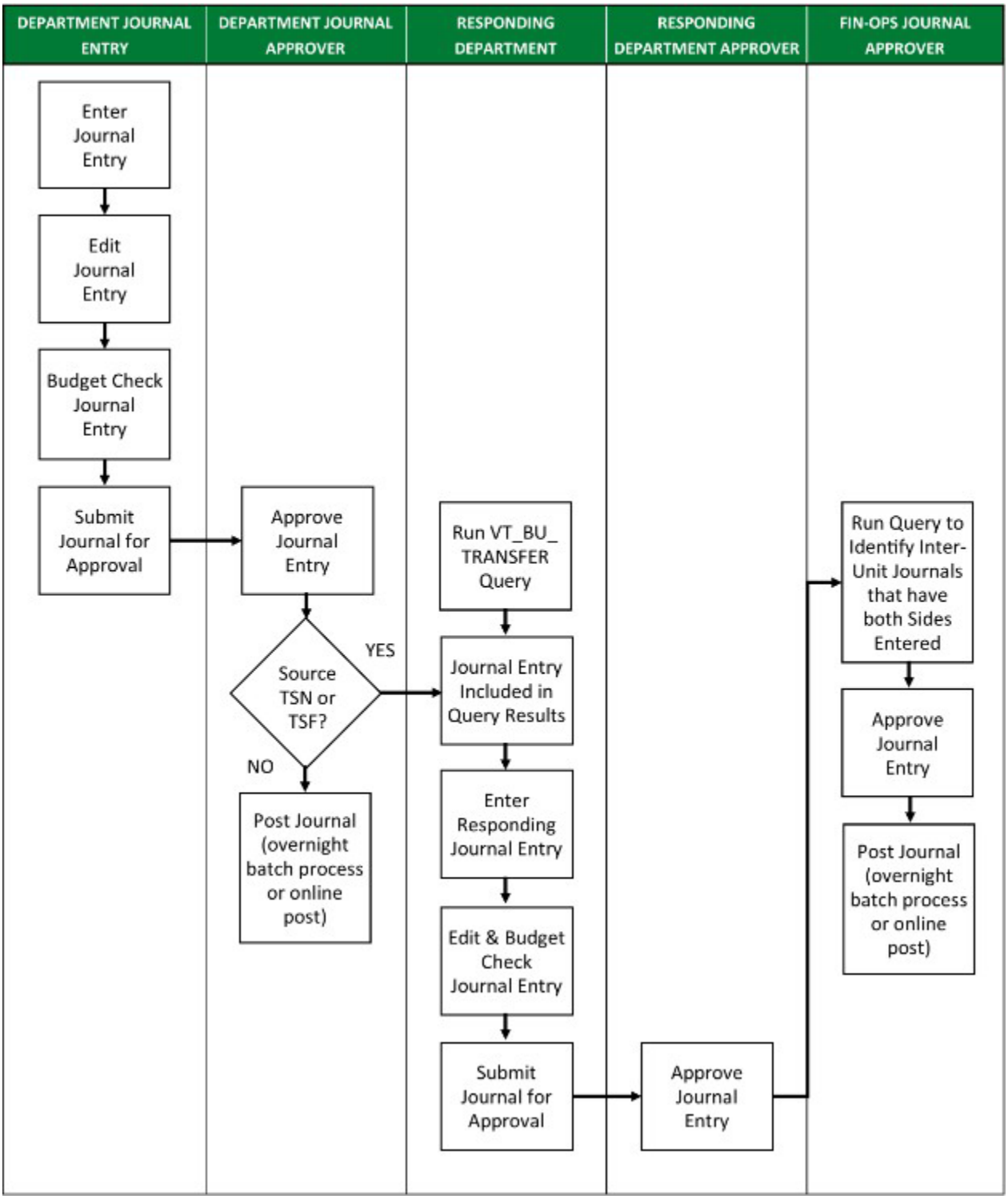
- Long Description
- Ledger Group (defaults as Actuals)
- Source (defaults as ONL)
- Reference Number (for TSF journal entries)
- Journal Class (Must be populated with either “CY” for current fiscal year or “PY” for prior fiscal year.)
- Transaction Code (defaults as General – accept default)
- Adjusting Entry (Defaults as Non-Adjusting. Should only be changed if entering journals to period 998 at fiscal year-end.)
- Period (Defaults based on journal date. Should only be changed if selecting period 998 to record correcting journals at fiscal year-end.)

Lines Page

- Unit (defaults in from Header page)
- Account
- Fund
- Dept
- Affiliate (If a TSF journal)
- Amount
- Journal Line Description (defaults based on account code chosen)

General Ledger Process Flow Chart

Journals



ACTUALS Ledger vs the ACCRL/ADJ Ledger

VISION includes multiple ledgers that are merged to produce full accrual basis Financial Statements that are in accordance with generally accepted accounting principles as prescribed by the Government Accounting Standards Board. The two ledgers that departments have day-to-day exposure to are the ACTUALS Ledger and the ACCRL/ADJ Ledger.

ACTUALS Ledger

The ACTUALS Ledger is where transactions from sub modules such as, Accounts Payable, Accounts Receivable and Billing, Journal Generate and post to. The Journal Generate process takes the accounting entries from the posted transaction in the sub module and creates a journal entry on the ACTUALS ledger in the General Ledger Module. Expenditure transactions recorded in the ACTUALS ledger are also recorded in the commitment control ledger.

ACCRL/ADJ Ledger

The ACCRL/ADJ Ledger is the ledger where capital assets are recorded and depreciated. The Journal Generate process takes the accounting entries from the posted Asset Management module transactions and creates a journal entry on the ACCRL/ADJ ledger in the General Ledger Module. Internal service, enterprise and fiduciary funds also use the ACCRL/ADJ Ledger to record full accrual adjustment entries such as accounts payable, payroll, and compensated absences liabilities, as well as additional receivables at fiscal year-end.

Journal entries are entered and processed the same way in each ledger. When adding a journal, departments choose the appropriate ledger on the header page of the journal.

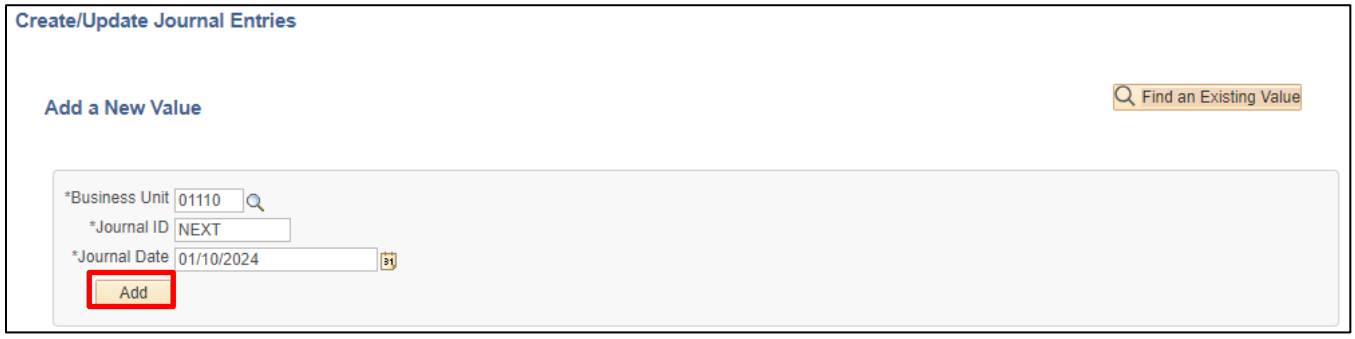
Enter a Journal (ONL) to Correct an Account

Possible situations when this function is used: To correct an account used on a deposit. To correct an account used on a TSF or an ONL journal entry.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

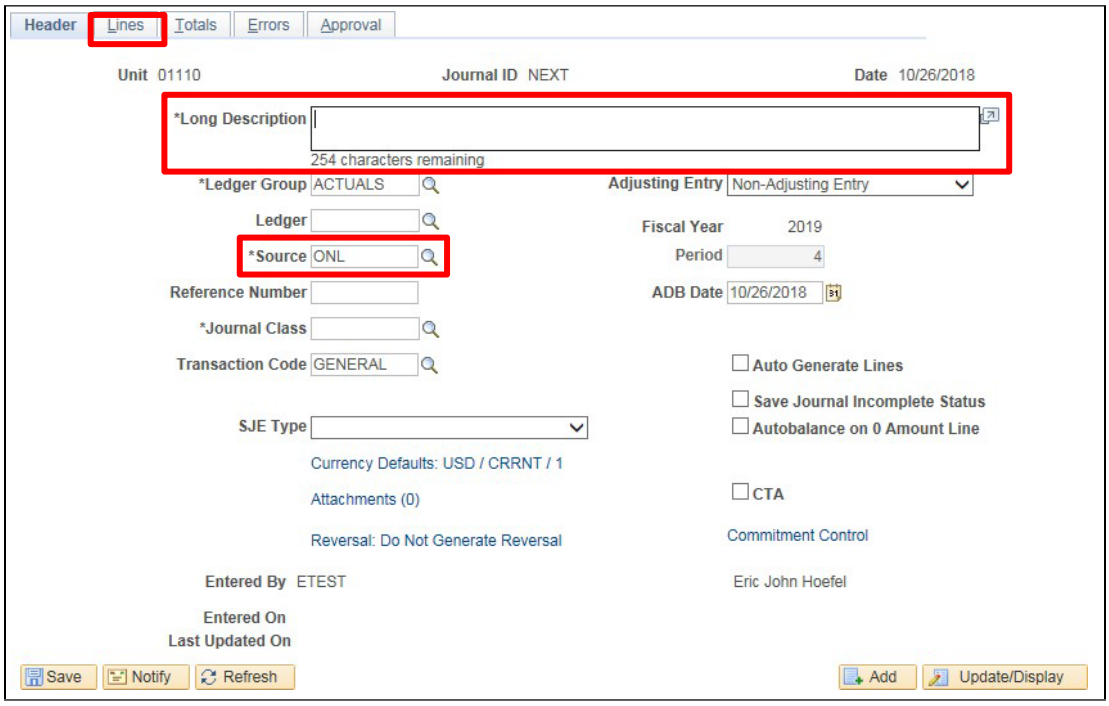
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -**
   a. Leave as NEXT if entering an ONL journal for an initial correction or if entering an ONL journal for a reallocation of cost
   b. **Or** if a previously manually entered ONL or TSF Journal ID requires a correction, change the Journal ID to match the Journal ID of the ONL or TSF journal being corrected. (**Note: journal date must be different than the original journal**)
   c. **Or** if a system generated journal requires a correction, follow the guidance outlined in VISION Procedure #7: General Ledger Transfers and enter the correcting ONL journal using a Journal ID of NEXT (Note: this is in reference to journals associated with a source other than ONL or TSF)
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date (Note: The journal can be backdated to the previous month as long as it is within the first 5 business days of the next month. The exception to this is the end of the fiscal year. Period 998 must be used to make adjusting entries at the end of the fiscal year)
4. Click **Add**

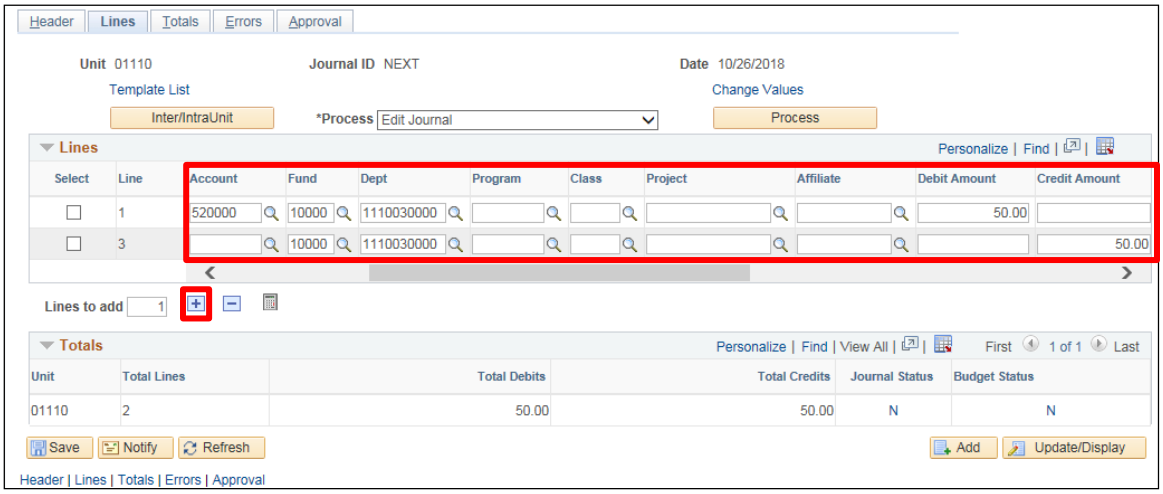
The **Header** page displays. See page 16 for required fields.



The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description -** Enter a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable
6. **Journal Class (Required) -** CY – Current Year; PY – Prior Year
7. Click on the **Lines** tab

The **Lines** page displays:

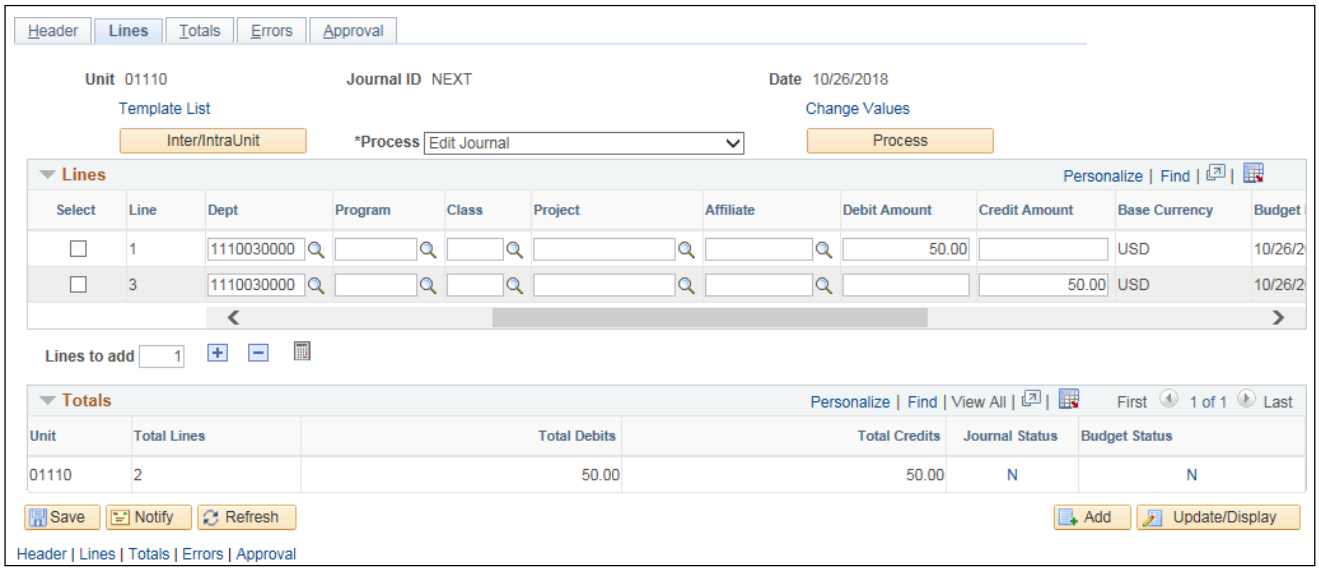


In the Lines box, business unit and ledger defaults from the header page.

Under Lines; Line 1:

8. **Account -** Enter account from original transaction that is being corrected
9. **Fund -** Enter fund from original transaction that is being corrected
10. **DeptID -** Enter DeptID from original transaction that is being correct
11. **Class -** Enter class from original transaction that is being corrected
12. **Program -** Enter program from original transaction that is being corrected
13. **Project/Grant -** Enter project/grant from original transaction that is being corrected
14. **Debit Amount -** Enter amount of correction here if amount on original transaction is a credit
15. **Credit Amount** - Enter amount of correction here if amount on original transaction is a debit
16. **Affiliate -** Enter affiliate number (BU) if a TSF journal
17. Click the **+** sign next to lines to add a line

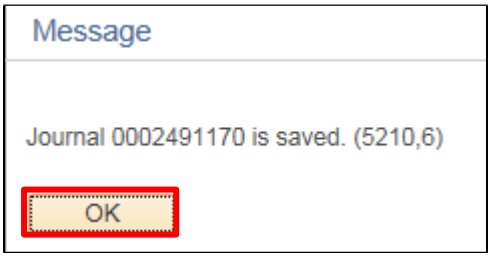
Line 2 is added. All chartfields, except account, from line 1 are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under Lines; Line 2:

18. **Account -** Enter the new account that you are moving the original transaction to
19. **Fund -** Leave as default from line 1
20. **DeptID -** Leave as default from line 1
21. **Class -** Leave as default from line 1
22. **Program -** Leave as default from line 1
23. **Project/Grant -** Leave as default from line 1
24. **Debit Amount -** Leave as default, which balances the journal
25. **Credit Amount -** Leave as default, which balances the journal
26. Click **Save**

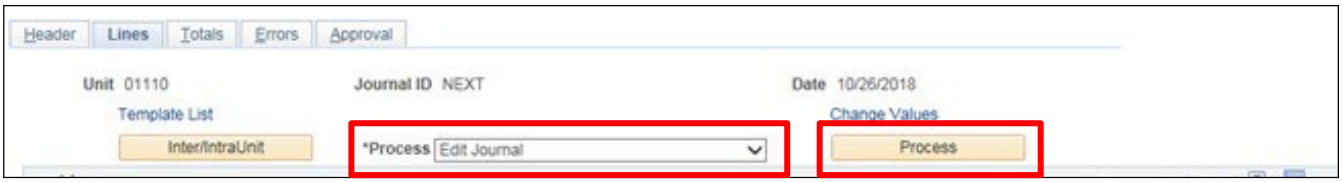
The following Message opens - Journal entry has been saved:



A Journal ID has been assigned if the journal ID was NEXT when added.

27. Click **OK**

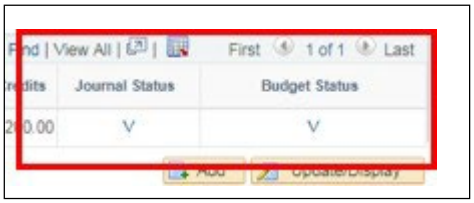
The Journal now needs to be edited and budget checked. Remember; a successful edit check automatically invokes the Budget Check process.



28. Select **Edit Journal** from the *Process drop-down menu

29. Click **Process**

The journal now shows Journal Status valid and Budget Status valid:



Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Enter a Journal (ONL) to Correct an Account is Complete

Enter a Journal (ONL) to Correct a Chartfield other than Account

Possible situations when this function is used: To correct a fund, DeptID, class, program or project/grant or any combination of these chartfields and an account that are used on any transaction with the exception of transactions originating in the Accounts Payable module. **Transactions that originate in the Accounts Payable module must be corrected with a journal voucher in the Accounts Payable module.**

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

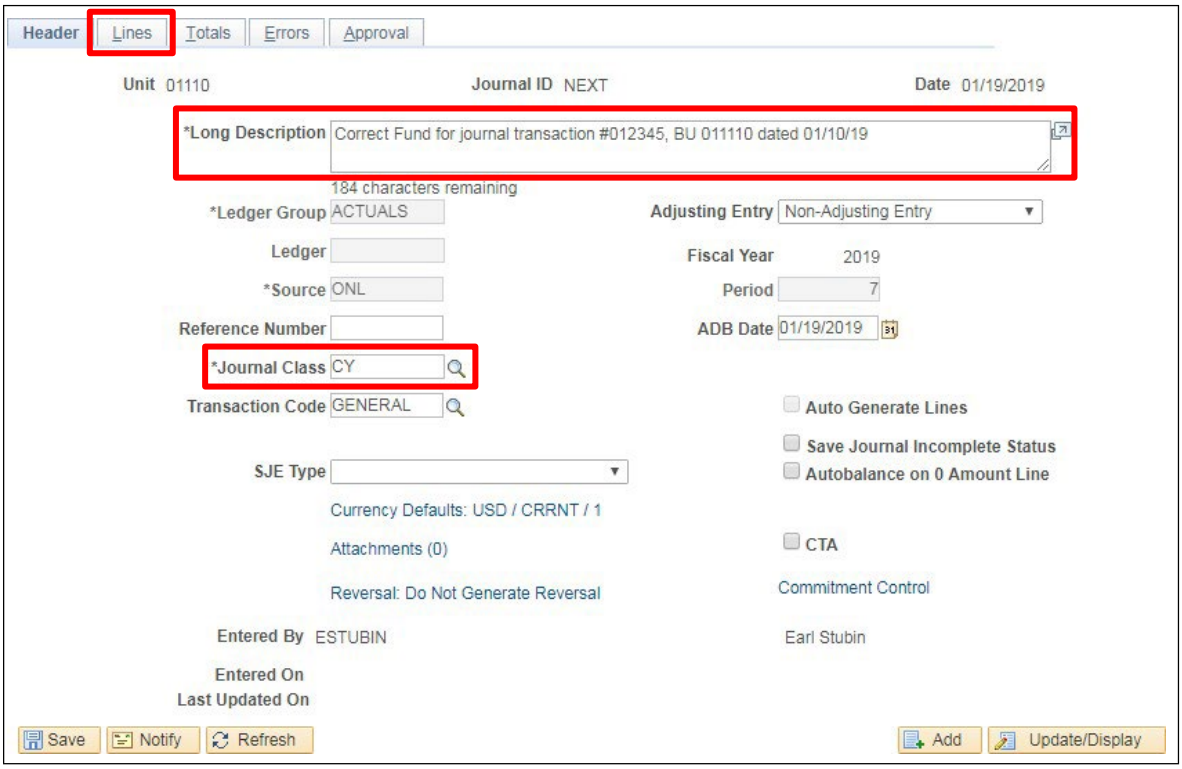
Navigator Menu Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID –**
    a. Leave as NEXT if entering an ONL journal for an initial correction or if entering an ONL journal for a reallocation of cost
    b. **Or** if a previously manually entered ONL or TSF Journal ID requires a correction, change the Journal ID to match the Journal ID of the ONL or TSF journal being corrected. (**Note: journal date must be different than the original journal**)
    c. **Or** if a system generated journal requires a correction, follow the guidance outlined in VISION Procedure #7: General Ledger Transfers and enter the correcting ONL journal using a Journal ID of NEXT (Note: this is in reference to journals associated with a source other than ONL or TSF)
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

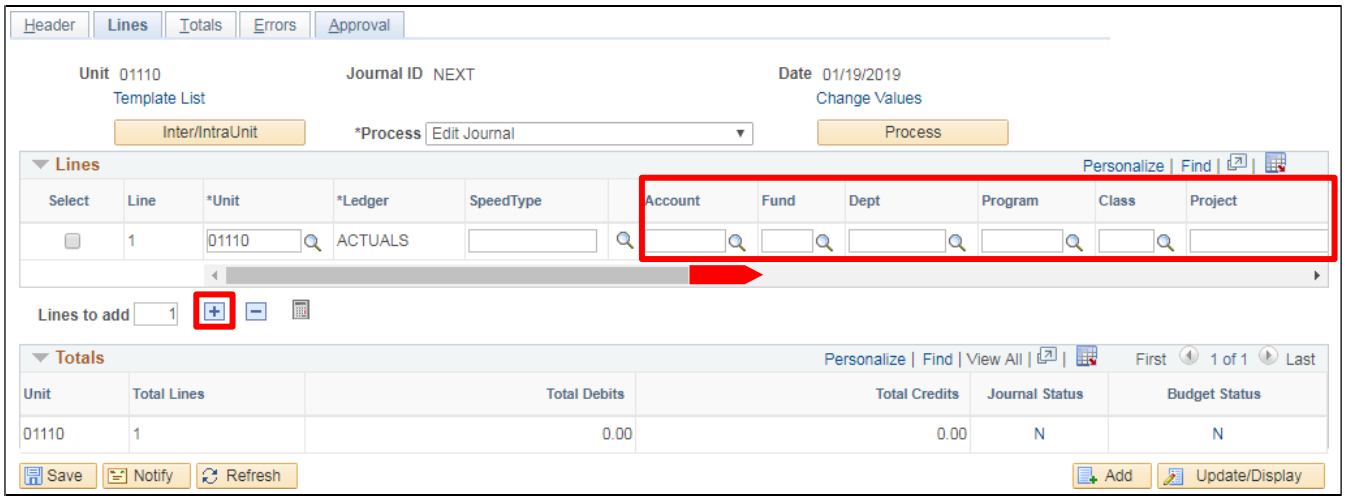
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description, a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable
6. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
7. Click on the **Lines** tab

The **Lines** page displays:

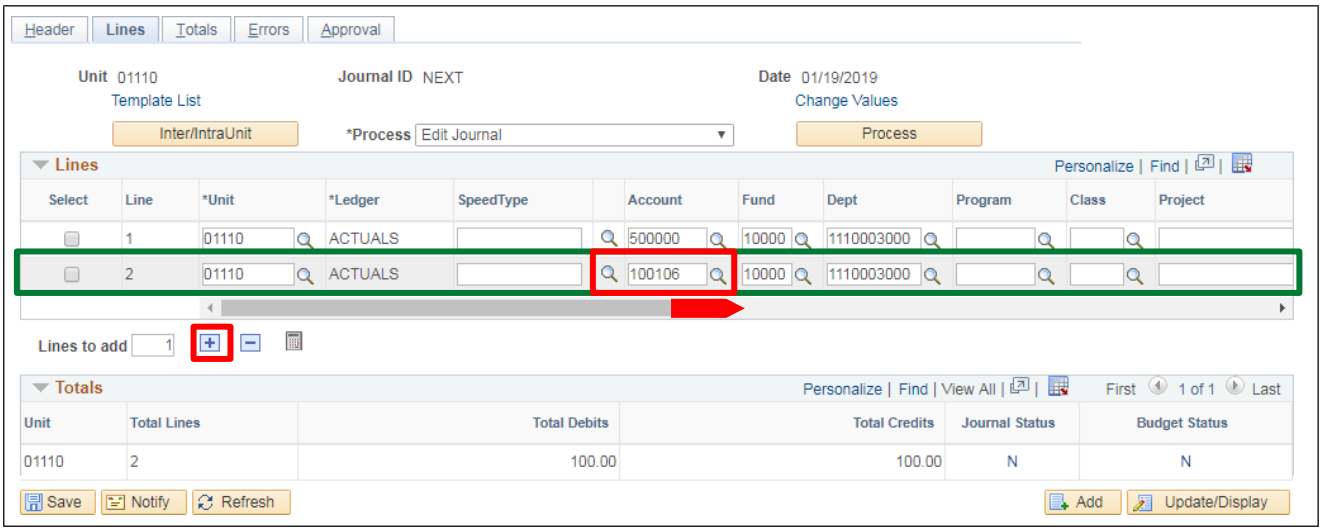


In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

8. **Account -** Enter account from original transaction that is being corrected
9. **Fund -** Enter fund from original transaction that is being corrected
10. **DeptID -** Enter DeptID from original transaction that is being corrected
11. **Class -** Enter class from original transaction that is being corrected
12. **Program -** Enter program from original transaction that is being corrected
13. **Project/Grant -** Enter project/grant from original transaction that is being corrected
14. **Debit Amount -** Enter amount of correction here if amount on original transaction is a credit
15. **Credit Amount -** Enter amount of correction here if amount on original transaction is a debit
16. Click the **+** icon to add a line

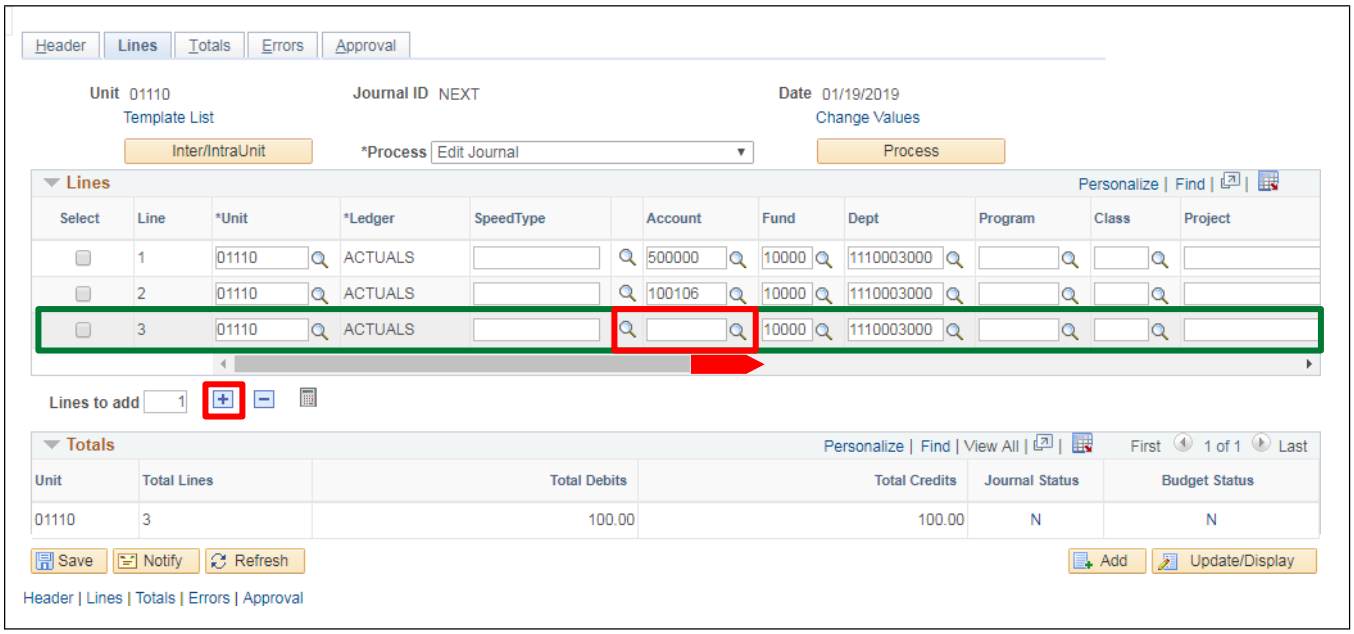
Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2:



Under **Lines; Line 2**

17. **Account -** Set to 100106
18. **Fund -** Leave as default from line 1
19. **DeptID -** Leave as default from line 1
20. **Class -** Leave as default from line 1
21. **Program -** Leave as default from line 1
22. **Project/Grant -** Leave as default from line 1
23. **Debit Amount -** Leave as default, which balances the journal
24. **Credit Amount -** Leave as default, which balances the journal
25. Click the + icon to add a line

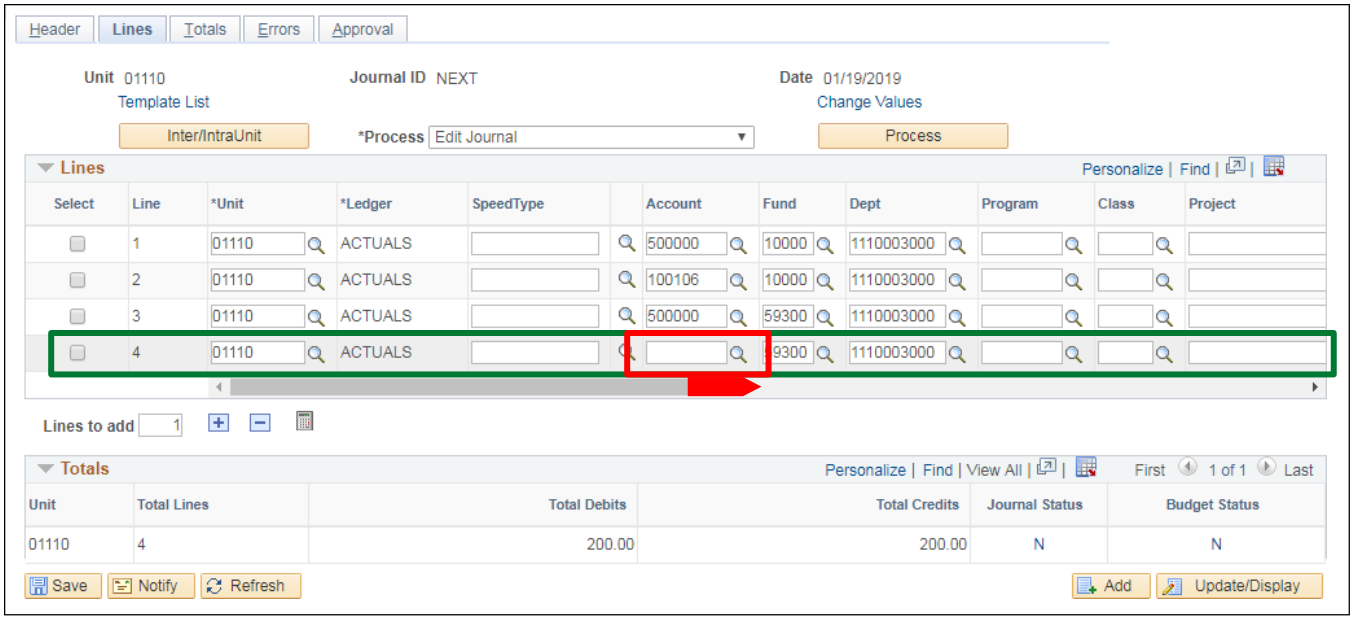
Line 3 is added. All chartfields from line 2 are defaulted in line 3 except account:



Under **Lines; Line 3**

26. **Account -** If correcting the account, enter the new account you are changing the original transaction to, otherwise enter account from original transaction
27. **Fund -** If correcting fund, enter the new fund you are changing the original transaction to, otherwise leave as default from line 2
28. **DeptID -** If correcting DeptID, enter the new DeptID you are changing the original transaction to, otherwise leave as default from line 2
29. **Class -** If correcting class, enter the new class you are changing the original transaction to, otherwise leave as default from line 2
30. **Program -** If correcting program, enter the new program you are changing the original transaction to, otherwise leave as default from line 2
31. **Project/Grant -** If correcting project/grant, enter the new project/grant you are changing the original transaction to, otherwise leave as default from line 2
32. **Debit Amount -** Enter amount of correction here if amount on original transaction is a debit
33. **Credit Amount -** Enter amount of correction here if amount on original transaction is a credit
34. Click the + icon to add a line

Line 4 is added. All chartfields from line 3 are defaulted in line 4 except account. The amount in line 4 defaults to balance the journal:



Under **Lines; Line 4**

35. Account - Enter 100106

36. Fund - Leave as default from line 3

37. DeptID - Leave as default from line 3

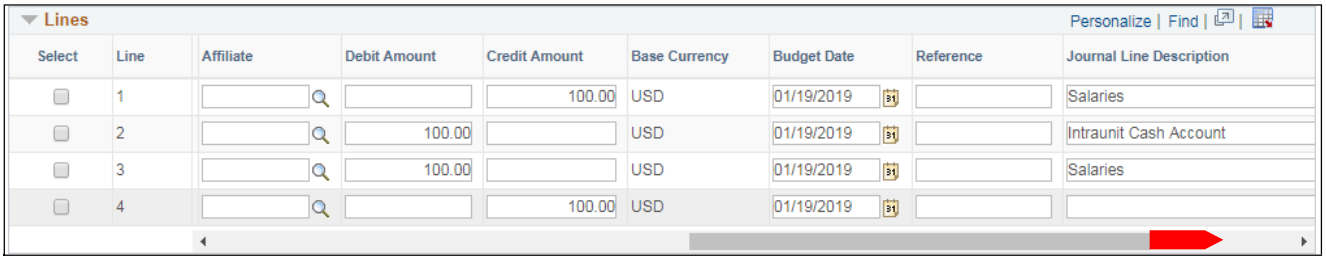
38. Class - Leave as default from line 3

39. Program - Leave as default from line 3

40. Project/Grant - Leave as default from line 3

41. Debit Amount - Leave as default, which balances the journal

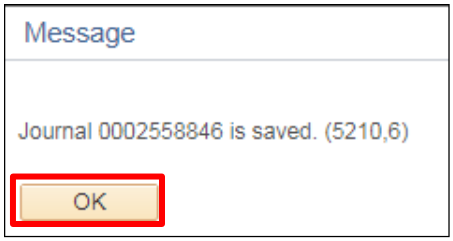
42. Credit Amount - Leave as default, which balances the journal



Scroll to the right to view more information.

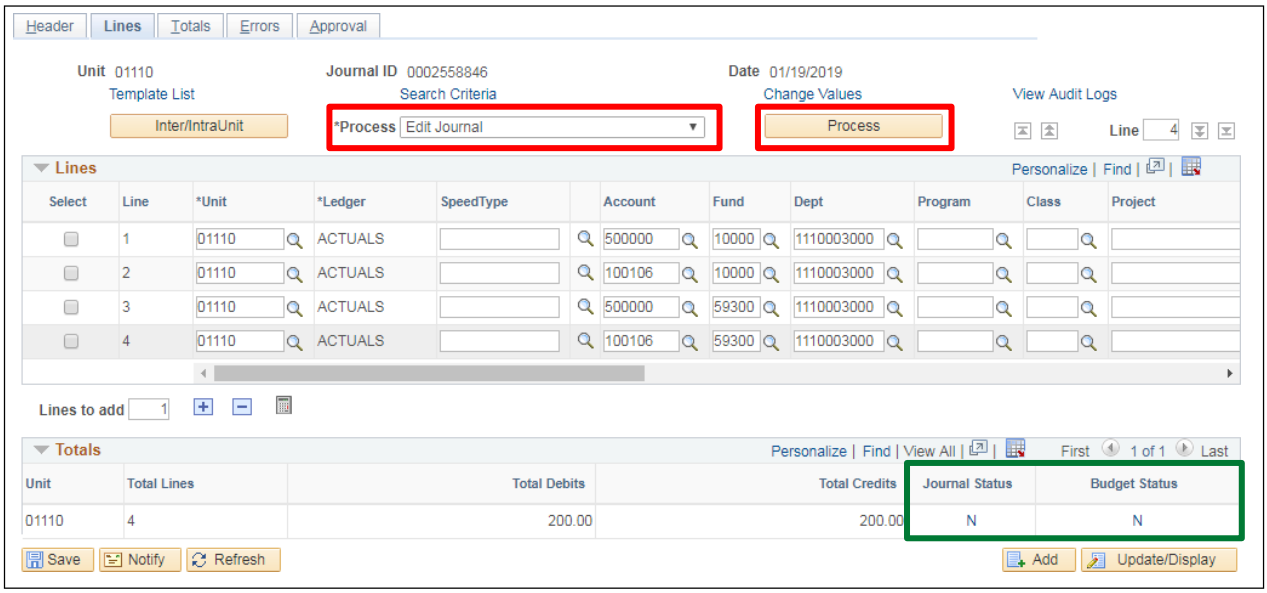
43. Click **Save**

The following **Message** opens:



The journal entry has been saved and a Journal ID assigned. The Journal Status is Not Valid and the Budget Status is Not Valid.

44. Click **OK**

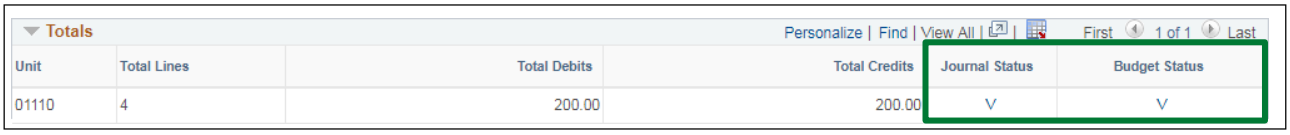


The Journal now needs to be edited and budget checked. Remember; a successful Edit Check automatically invokes the Budget Check process.

45. Select **Edit Journal** (default) in the **Process** drop-down box

46. Click **Process**

The journal now shows Journal Status valid and Budget Status valid:



Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

For the Approval Process, see the Submitting a Journal for Approval exercise in this manual.

For the Posting Process, see the Post a Journal exercise in this manual.

Enter a Journal (ONL) to Correct a Chartfield other than Account is Complete

Enter an Initiating Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

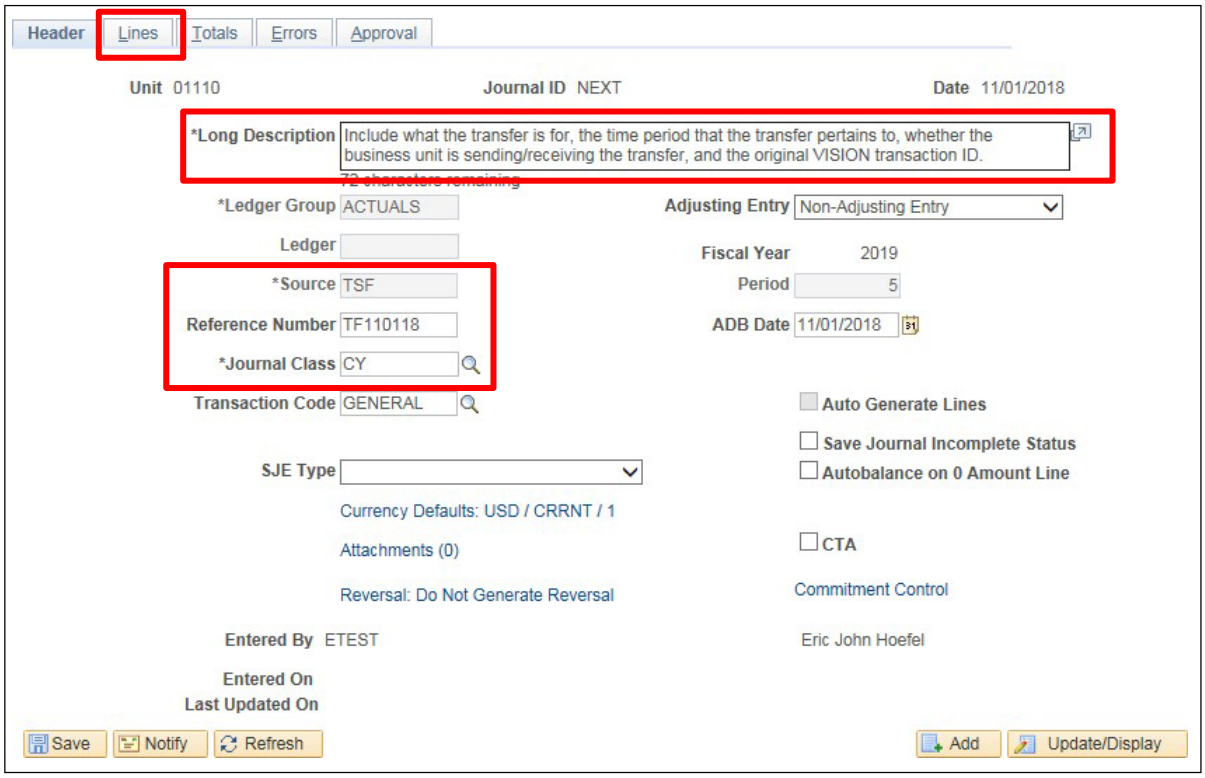
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The Create/Update Journal Entries page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

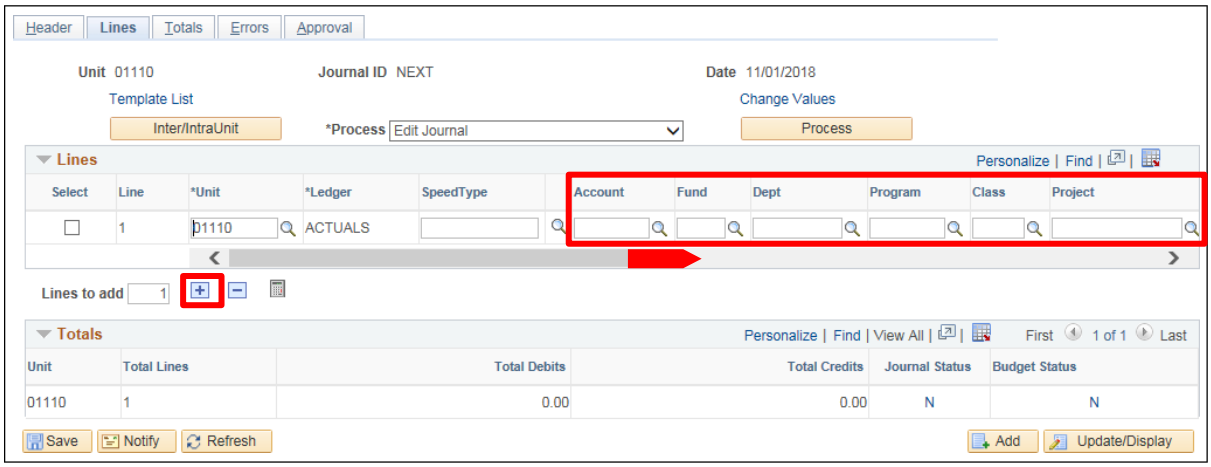
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a long description, a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

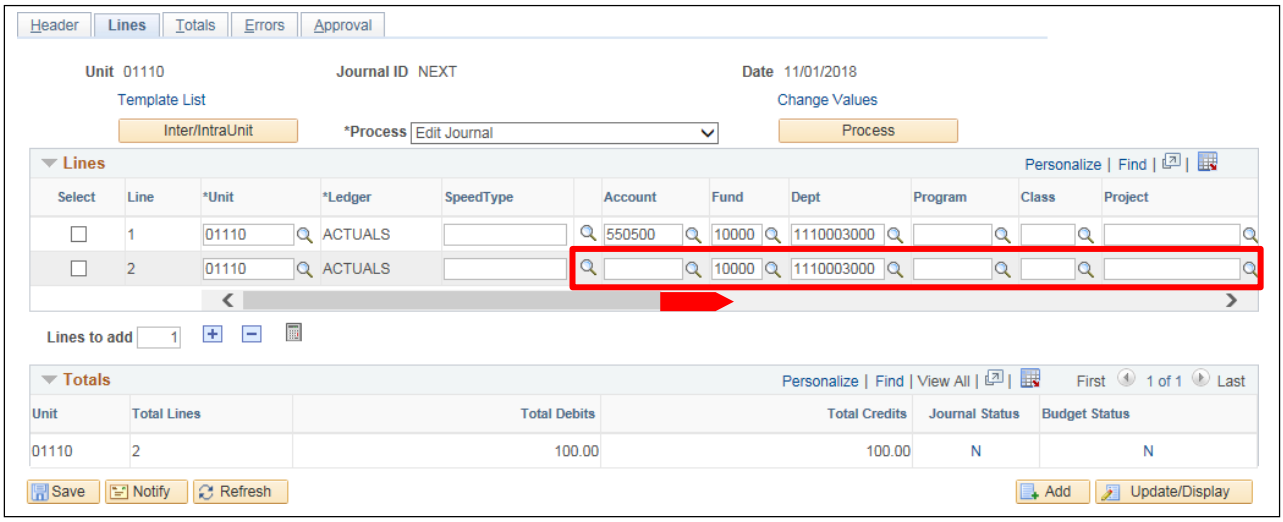


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
11. **Fund -** If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department that you are receiving from or sending to
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of grant here
18. **Credit Amount -** If you are the receiver enter amount of the grant here, if you are the sender leave blank
19. Click the + icon to add a line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

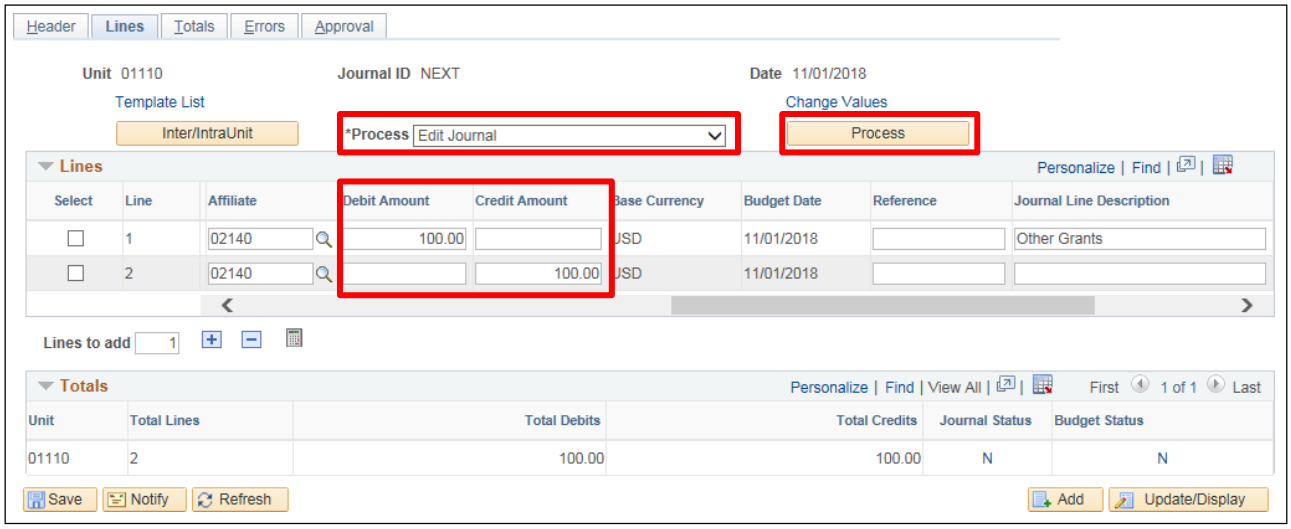
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to see additional fields:



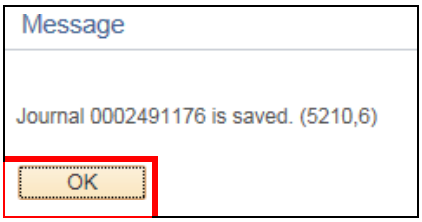
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** (default) from the **Process** drop-down list

30. Click **Process**

The following **Message** opens:



The journal entry has been saved, edited, and budget checked.

31. Click **OK**

The Journal ID has been assigned, the Journal Status is V and the Budget Status is V:

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) https://finance.vermont.gov/vision-module-support/general-ledger

Enter an Initiating Grant Transfer Journal Entry (TSF) is Complete

Enter a Responding Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your business unit has run the VT_BU_TRANSFER Query and notice that the other business unit has initiated the transfer.

An example of the VT_BU_TRANSFER Query results are shown below. You can find information on how to run this query in this manual.

	A	B	C	D	E	F	G	H	I	J	K
1	query to ck	7									
2	Unit	Affiliate	Journal ID	Date	Source	Year	Period	Amount	Ref No	Class	Long Descr
3	01260	02140	0002556751	11/1/2018	TSF	2019	5	136.700	TF080118		Public Safety Courier billing for August 2018. dwc (Copied by Finops-Orig entered by DCURRIER dated 10/16/18)
4	08100	02140	0002560509	11/1/2018	TSF	2019	5	-171279.670	TF102418	PY	AOT is paying DPS PY MU0197 Rpt 1 6/1-6/30/18 education for $171279.67 -DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
5	08100	02140	0002557359	11/1/2018	TSF	2019	5	-24820.120	TF101718	PY	AOT is paying DPS for PY MU0188 Report 03 May 5/1-5/31/18 for DRE 2018 For 24,820.12 -DML (Copied by Finops-Orig entered by DLUCE dated 1
6	08100	02140	0002557374	11/1/2018	TSF	2019	5	-2629.170	TF101718	PY	AOT is paying DPS for PY MU0181 for Education Rpt03 June for $ 2629.17 -DML (Copied by Finops-Orig entered by DLUCE dated 10/17/18)
7	08100	02140	0002560490	11/1/2018	TSF	2019	5	-49320.360	TF102418	PY	AOT is paying DPS for PY MU0198 6/1-6/30/18 for $ 49,320.36 -DML (Copied by Finops-Orig entered by DLUCE dated 10/24/18)
8	08100	02140	0002559194	11/1/2018	TSF	2019	5	-5445.430	TF102218	PY	AOT is Paying DPS for PY MU0182 for 5/1-5/31/2018 Education Rpt02 May invoices for $ 7415.87 - DML (Copied by Finops-Orig entered by DLUCE
9	08100	02140	0002559194	11/1/2018	TSF	2019	5	-1970.440	TF102218	PY	AOT is Paying DPS for PY MU0182 for 5/1-5/31/2018 Education Rpt02 May invoices for $ 7415.87 - DML (Copied by Finops-Orig entered by DLUCE

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

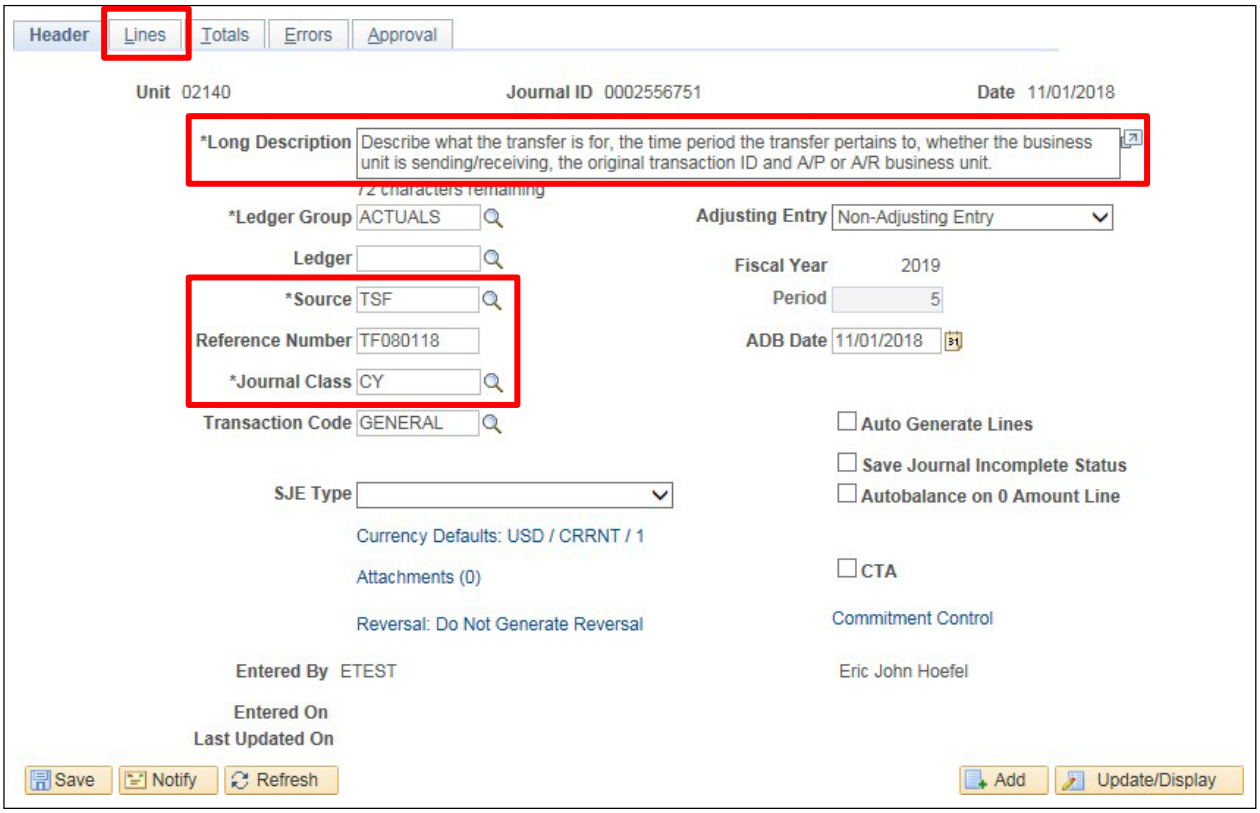
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter the Journal ID from the VT_BU_TRANSFER Query. The journal ID must be the same as is on the query or the journal will need to be deleted
3. **Journal Date -** Enter the Journal Date from the VT_BU_TRANSFER Query
4. **Click Add**

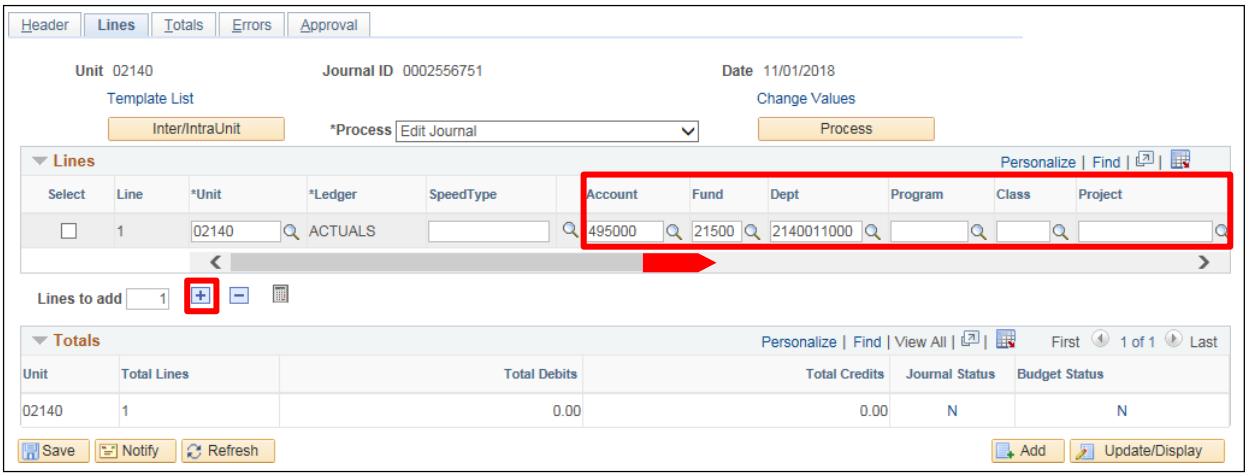
The **Header** page displays with the journal ID entered:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a long description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

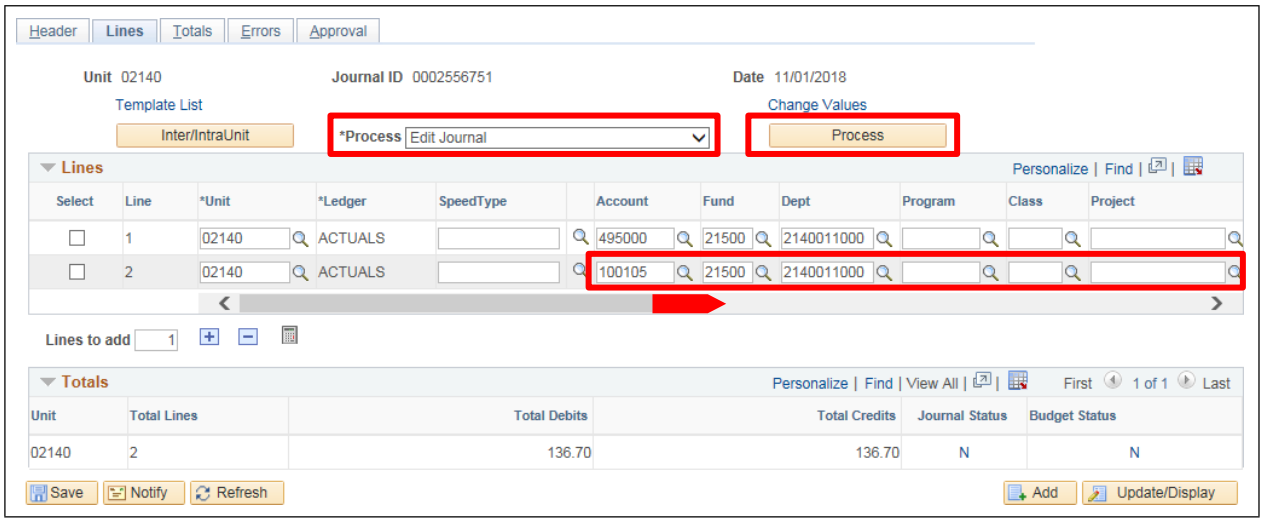


In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
11. **Fund -** If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department from the VT_BU_TRANSFER Query
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of grant here
18. **Credit Amount -** If you are the receiver enter amount of the grant here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:

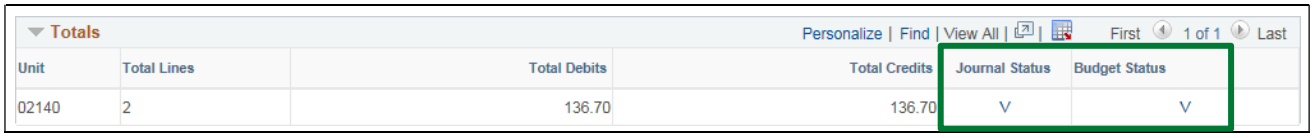


Under **Lines; Line 2**

20. **Account -** Enter account 100105
21. **Fund** - Leave as default from line 1
22. **DeptID -** Leave as default from line 1
23. **Class -** Leave as default from line 1
24. **Program -** Leave as default from line 1
25. **Project/Grant -** Leave as default from line 1
26. **Affiliate -** Leave as default from line 1
27. **Debit Amount -** Leave as default, which balances the journal
28. **Credit Amount -** Leave as default, which balances the journal
29. Choose **Edit Journal** (default) from the **Process** drop-down list
30. Click **Process**

Remember; a successful edit check automatically invokes the Budget Check process.

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V.



Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the department approves the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Grant Transfer Journal Entry (TSF) is Complete

Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. **(Also known as a refund of expenditure.)** If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

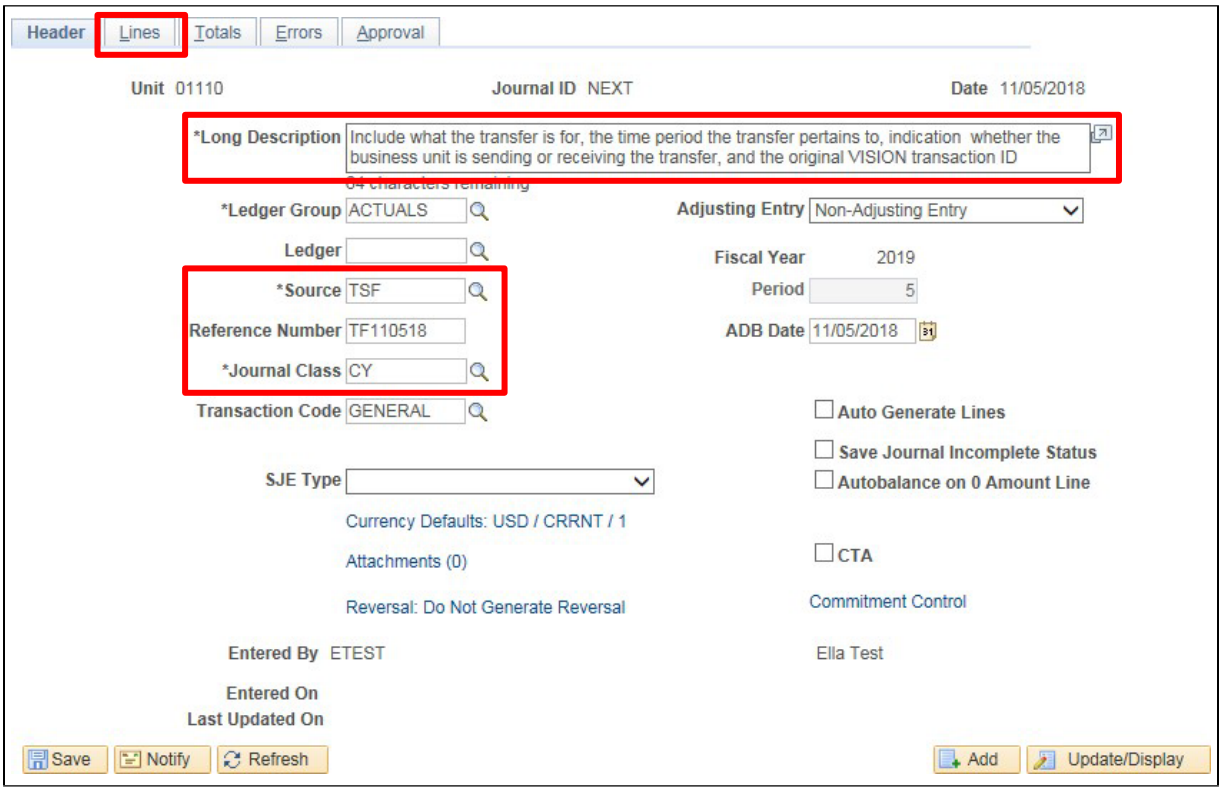
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

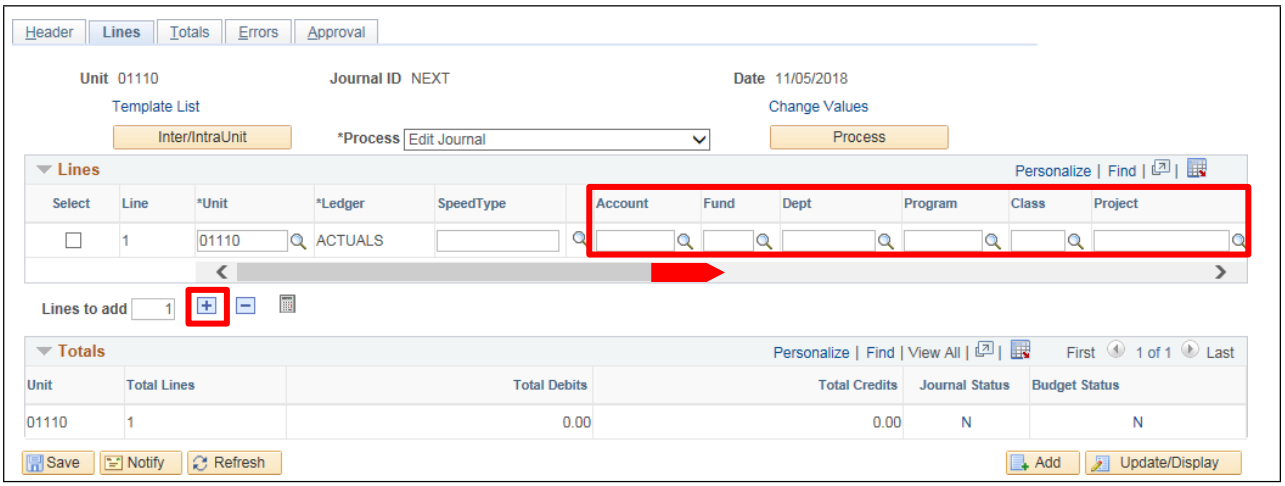
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Cod**e defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The Lines page displays:

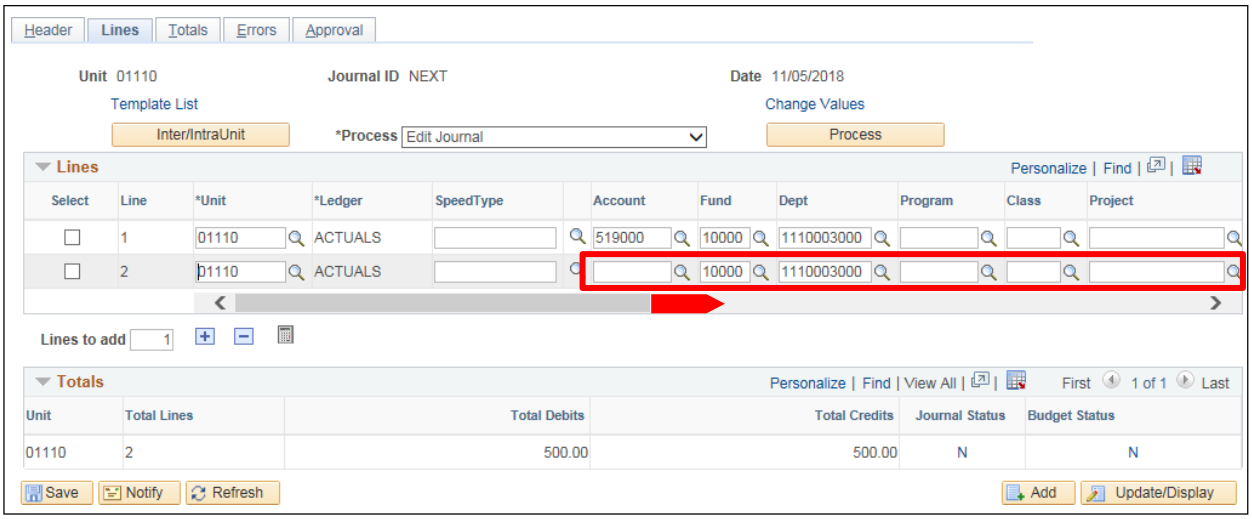


In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use the account that was used on the original payment of the bill. If it is a prior year refund of expenditure (PY), see **VISION Procedure #7** located on the Finance and Management website at http://finance.vermont.gov/policies-and-procedures/vision-procedures, for information on what account to use. If you are the sender use the appropriate expenditure account.
11. **Fund -** If you are the receiver use the fund that was used on the original payment of the bill, if you are the sender use the appropriate fund for the expenditure
12. **DeptID -** If you are the receiver use the DeptID that was used on the original payment of the bill, if you are the sender use the appropriate DeptID for the expenditure
13. **Class -** If you are the receiver use the class that was used on the original payment of the bill, if you are the sender use the appropriate class for the expenditure
14. **Program -** If you are the receiver use the program that was used on the original payment of the bill, if you are the sender use the appropriate program for the expenditure
15. **Project/Grant -** If you are the receiver use the project/grant that was used on the original payment of the bill, if you are the sender use the appropriate project/grant for the expenditure
16. **Affiliate -** Enter Business Unit of department that you are receiving from or sending to
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
18. **Credit Amount -** If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

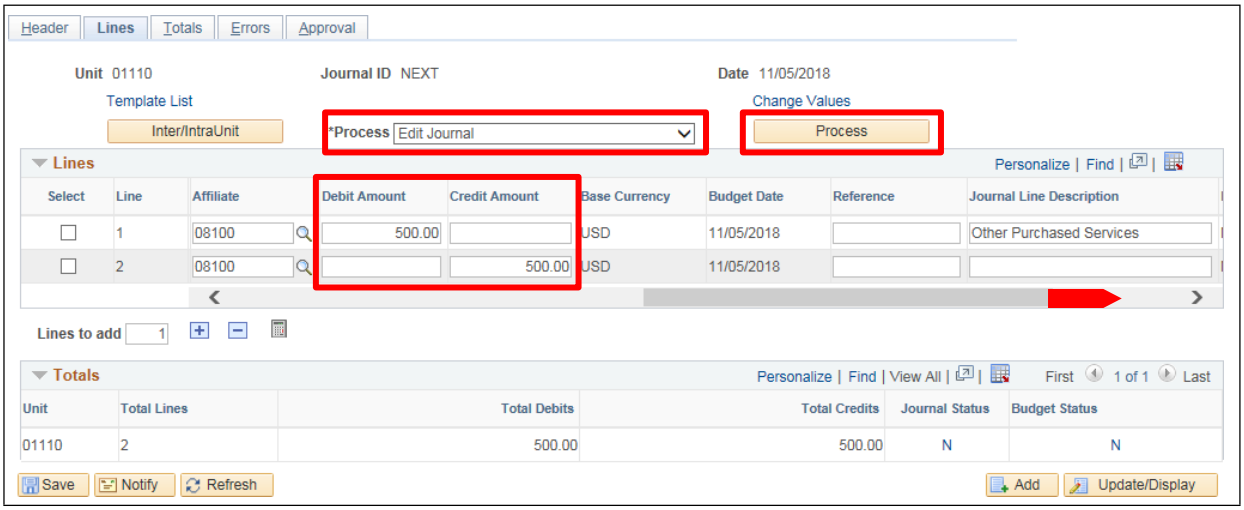
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to see additional fields:



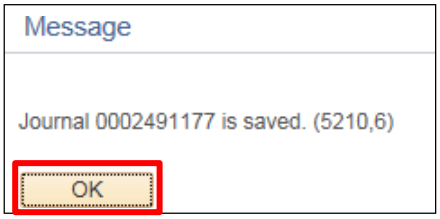
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** (default) from the **Process** drop-down list

30. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) https://finance.vermont.gov/vision-module-support/general-ledger

Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. Your department has run the VT_BU_TRANSFER Query and notice that the other department has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

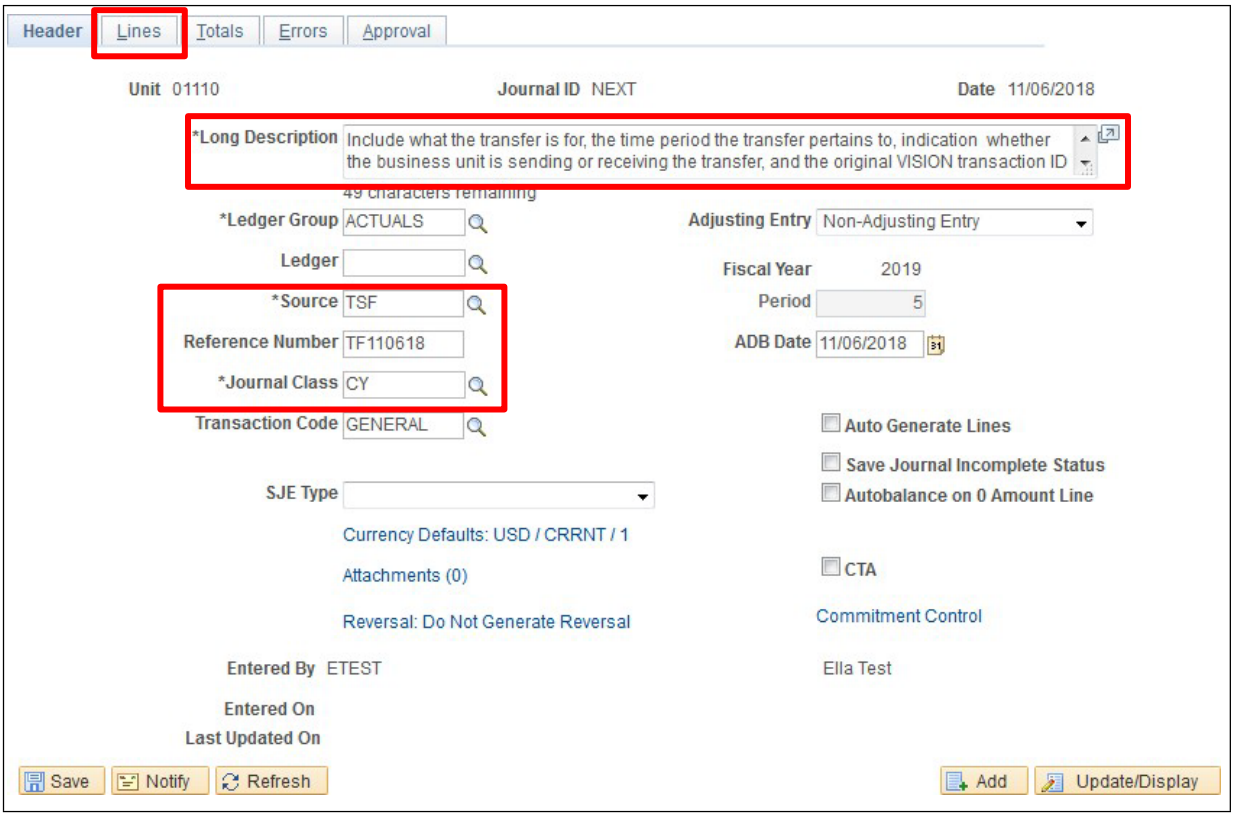
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Udate Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter the journal ID from the VT_BU_TRANSFER Query
3. **Journal Date -** Enter the journal date from the VT_BU_TRANSFER Query
4. Click **Add**

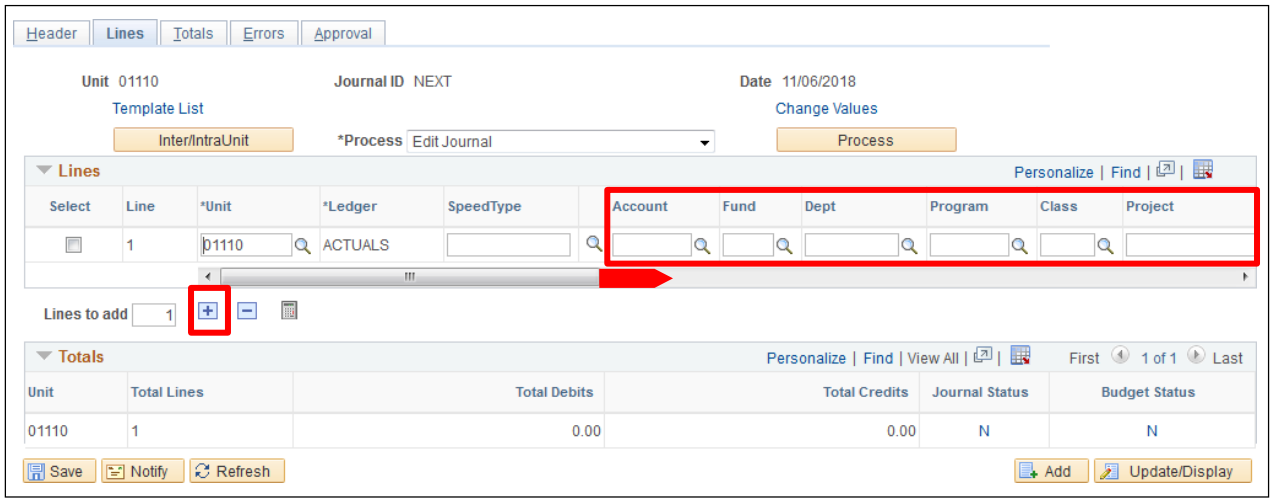
The **Header** page displays with the journal ID entered:



The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

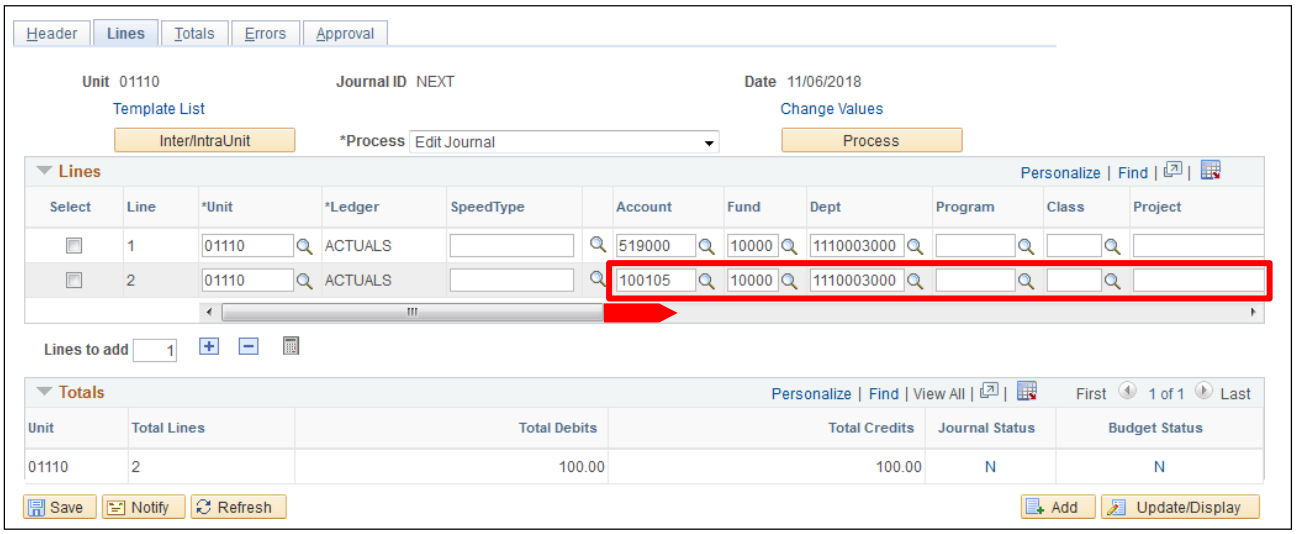


In the Lines box, Business Unit and Ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use the account that was used on the original payment of the bill, if you are the sender use the appropriate expenditure account
11. **Fund** - If you are the receiver use the fund that was used on the original payment of the bill, if you are the sender use the appropriate fund for the expenditure
12. **DeptID -** If you are the receiver use the DeptID that was used on the original payment of the bill, if you are the sender use the appropriate DeptID for the expenditure
13. **Class -** If you are the receiver use the class that was used on the original payment of the bill, if you are the sender use the appropriate class for the expenditure
14. **Program -** If you are the receiver use the program that was used on the original payment of the bill, if you are the sender use the appropriate program for the expenditure
15. **Project/Grant -** If you are the receiver use the project/grant that was used on the original payment of the bill, if you are the sender use the appropriate project/grant for the expenditure
16. **Affiliate -** Enter Business Unit of department from the VT_BU_TRANSFER Query
17. **Debit Amount** - If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
18. **Credit Amount -** If you are the receiver enter amount of the reimbursement here, if you are the sender, leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

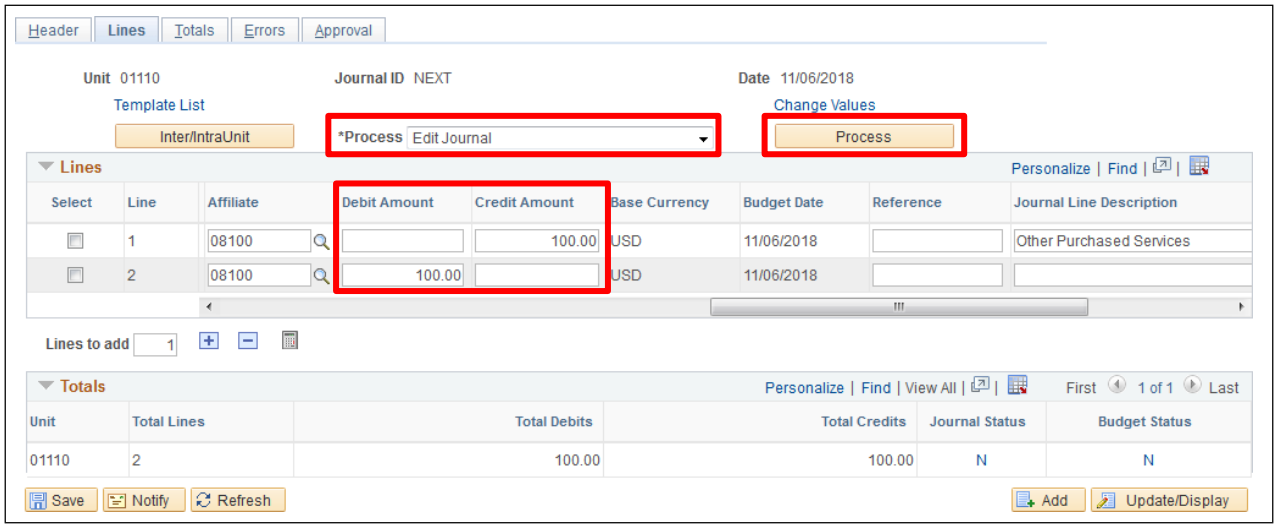
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll right to view additional fields:



27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** (default) from the **Process** drop-down list

30. Click **Process**

The following **Message** opens:

Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the journal has been approved by the department, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your department is initiating the transfer.

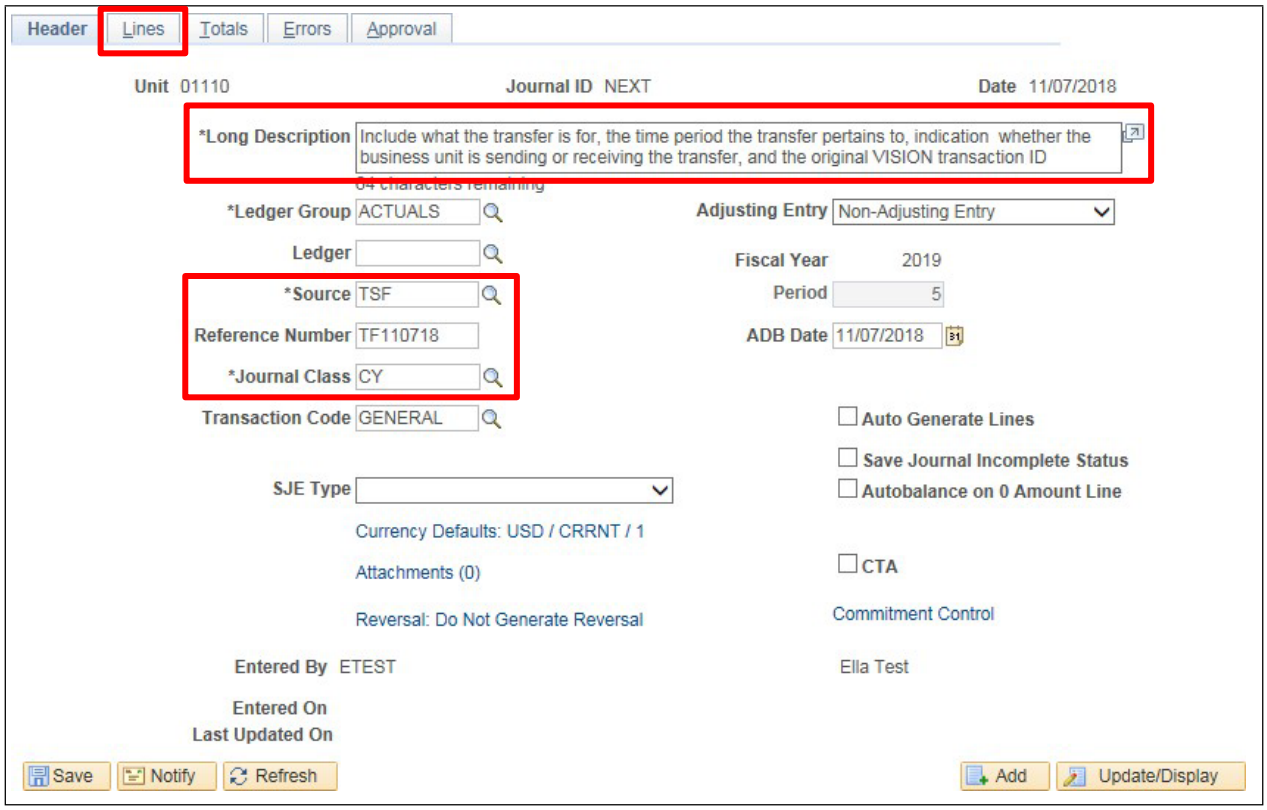
WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries
The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

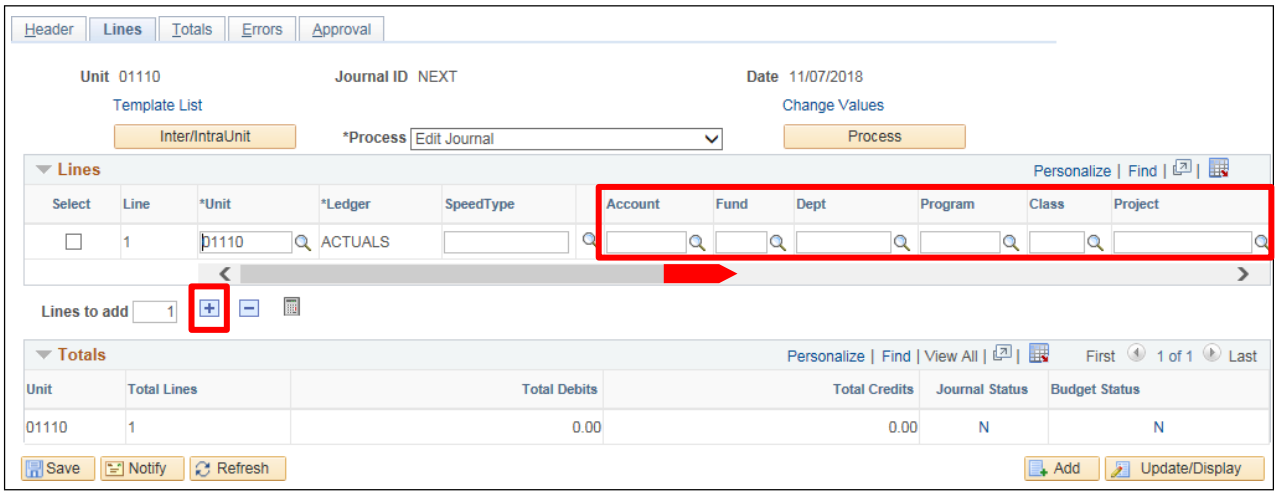
The Header page displays:



The **Ledger Group** will default as ACTUALS. The Source defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

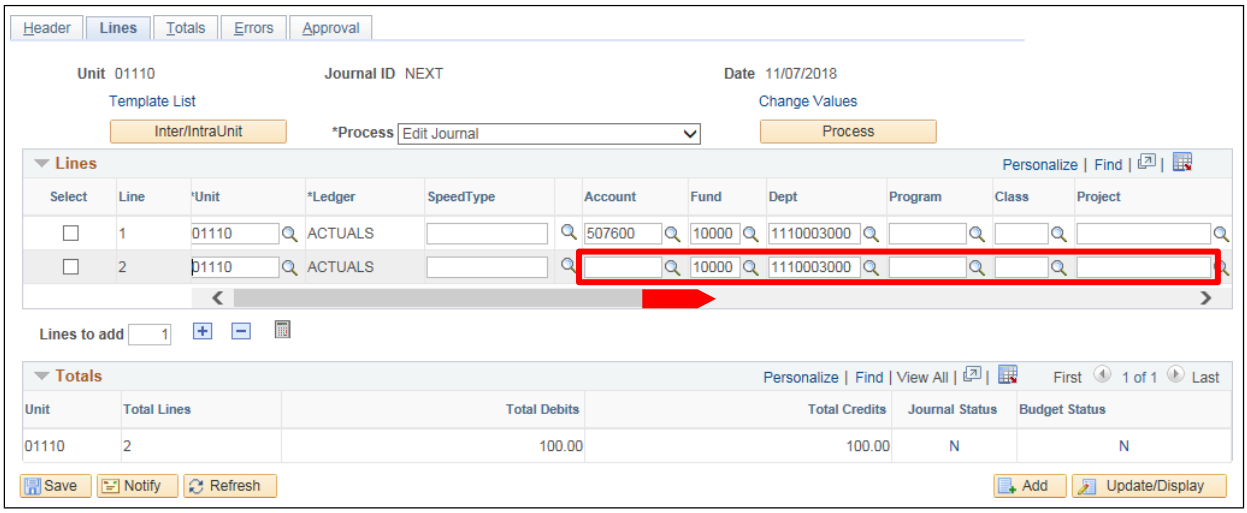


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
11. **Fund -** If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department that you are receiving from or sending to
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
18. **Credit Amount -** If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

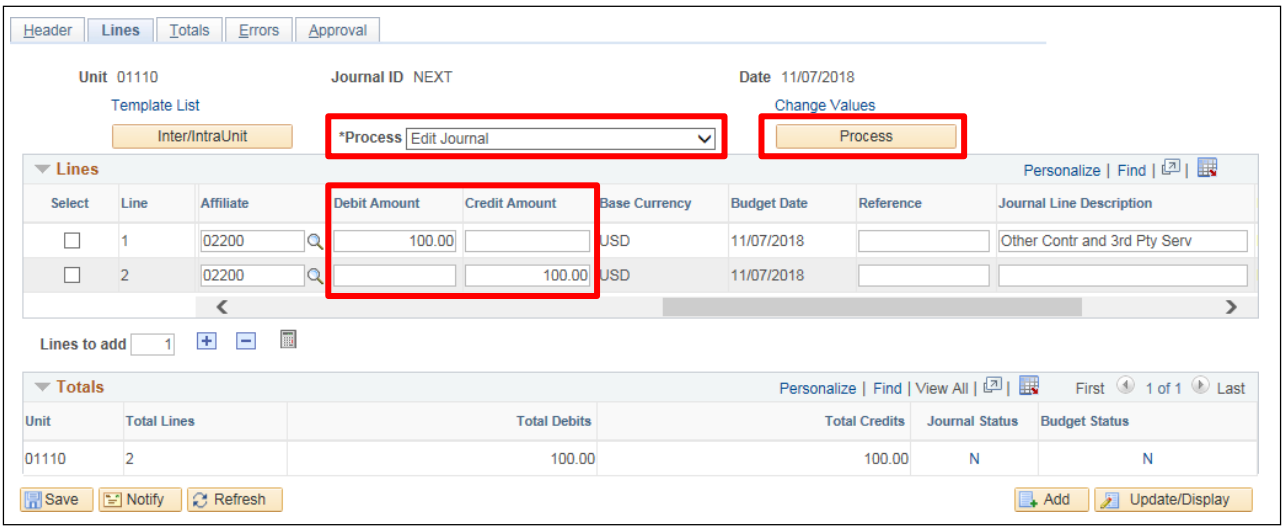
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to view additional fields:



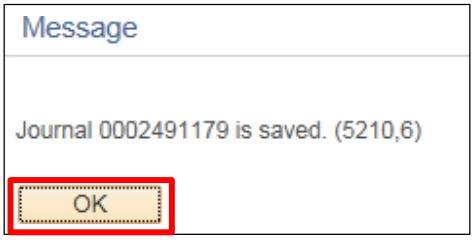
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** from the **Process** drop-down list

30. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) https://finance.vermont.gov/vision-module-support/general-ledger

Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your business unit has run the VT_BU_TRANSFER Query and has seen that the other business unit has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

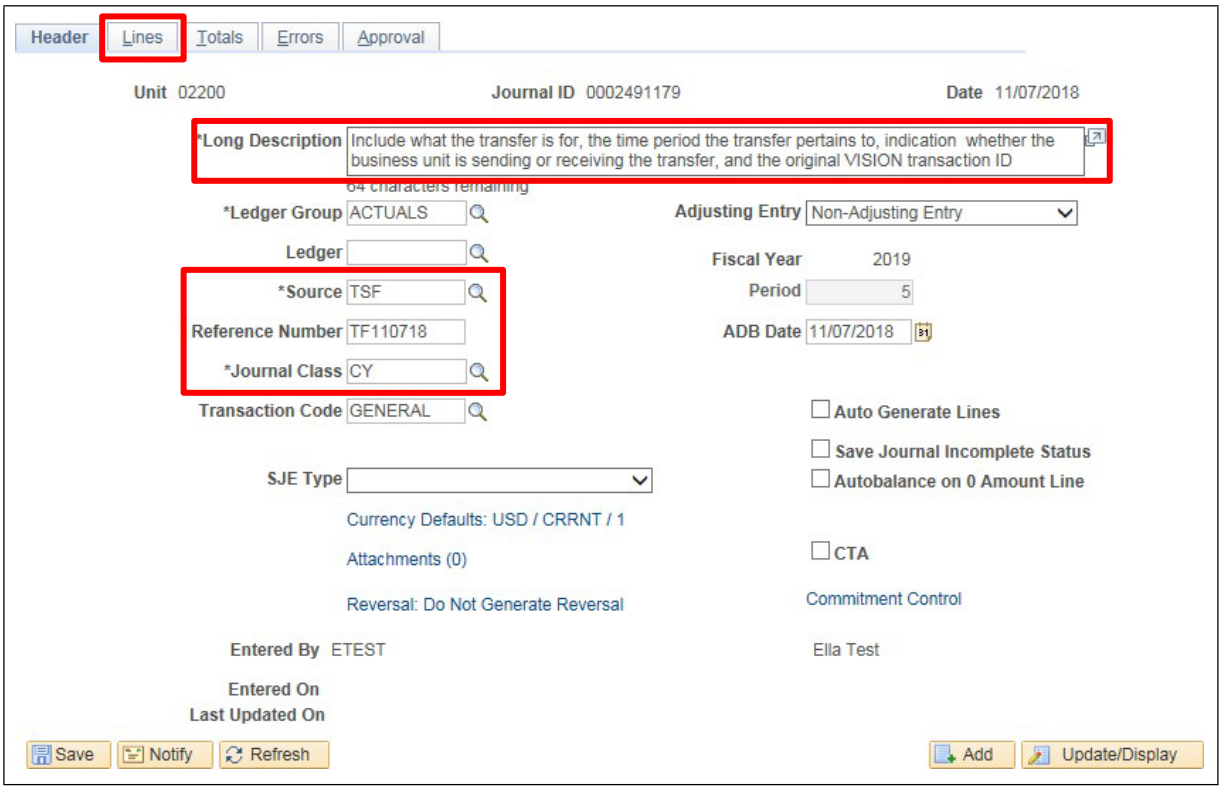
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date -** Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

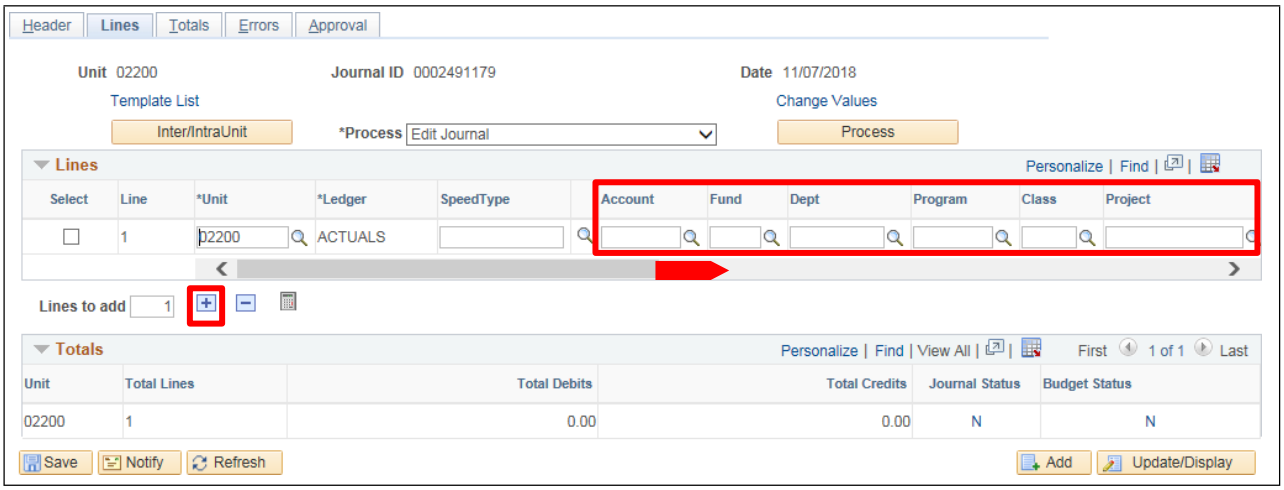
The **Header** page displays with the journal ID entered:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

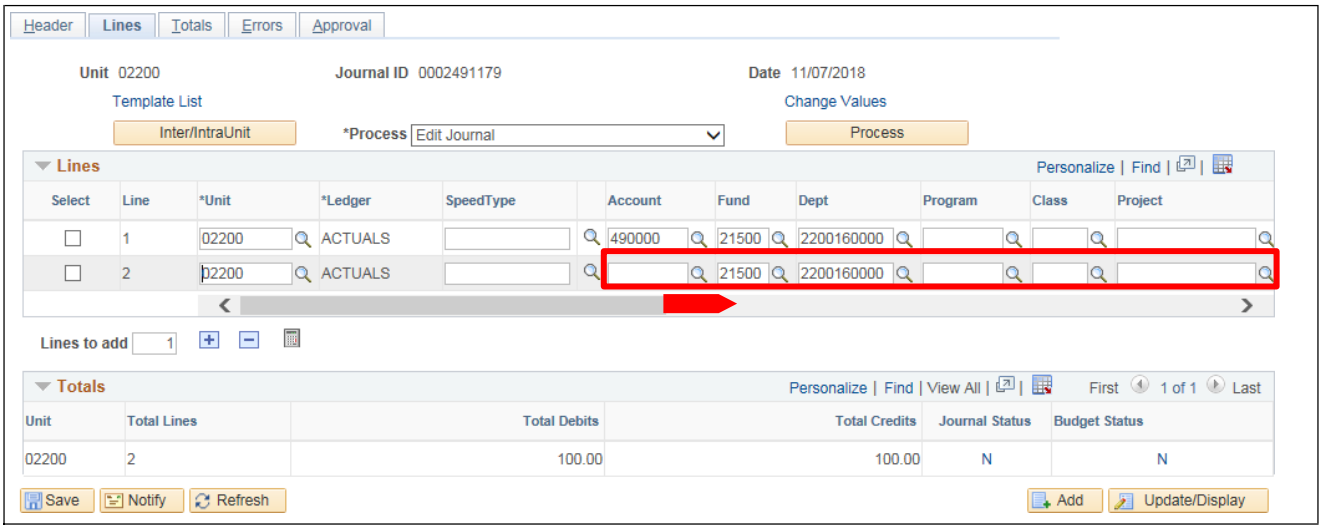


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
11. **Fund -** If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department from the VT_BU_TRANSFER Query
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
18. **Credit Amount -** If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

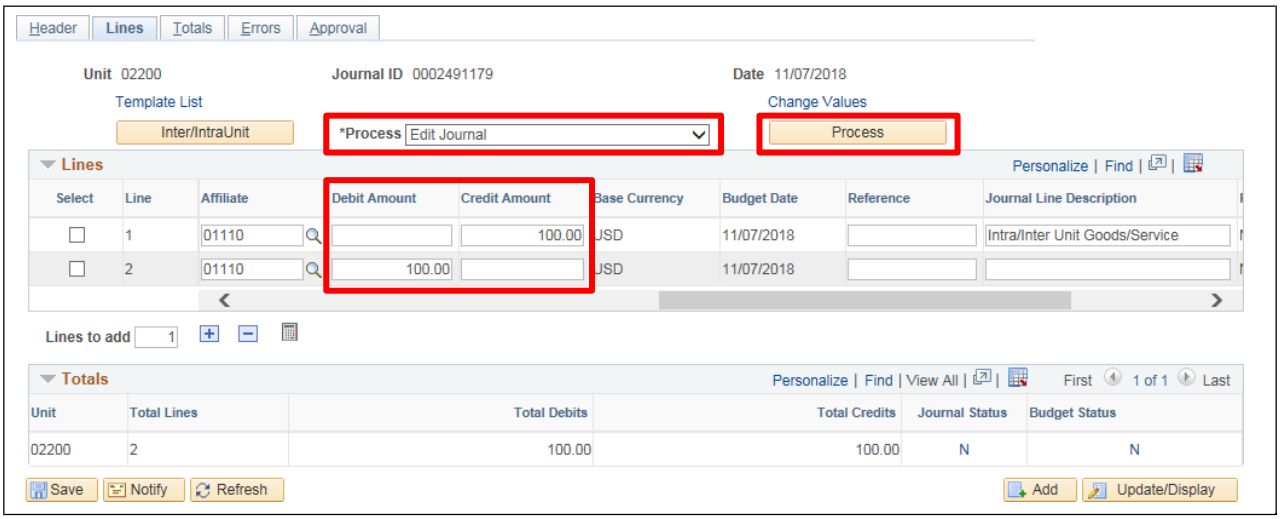
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to view additional fields:



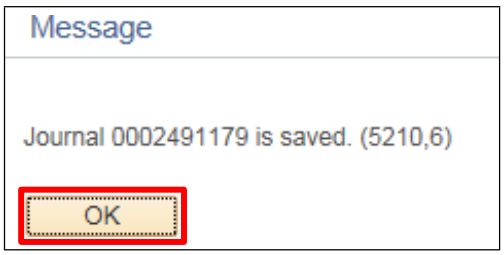
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** (default) from the **Process** drop-own list

30. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V.

Journal Status	Budget Status
V	V

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units but is not set up as a vendor in the accounts payable module. Your department is initiating the transfer.

WorkCenter navigator: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

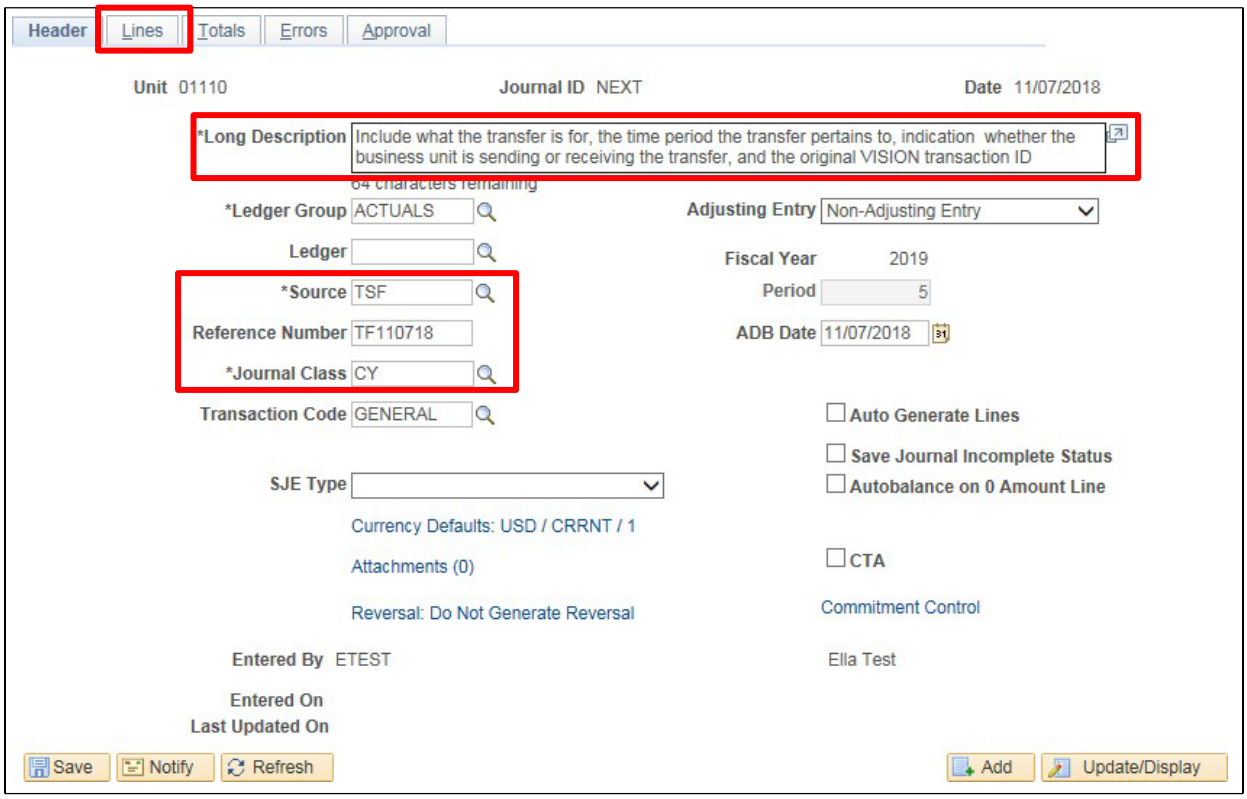
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

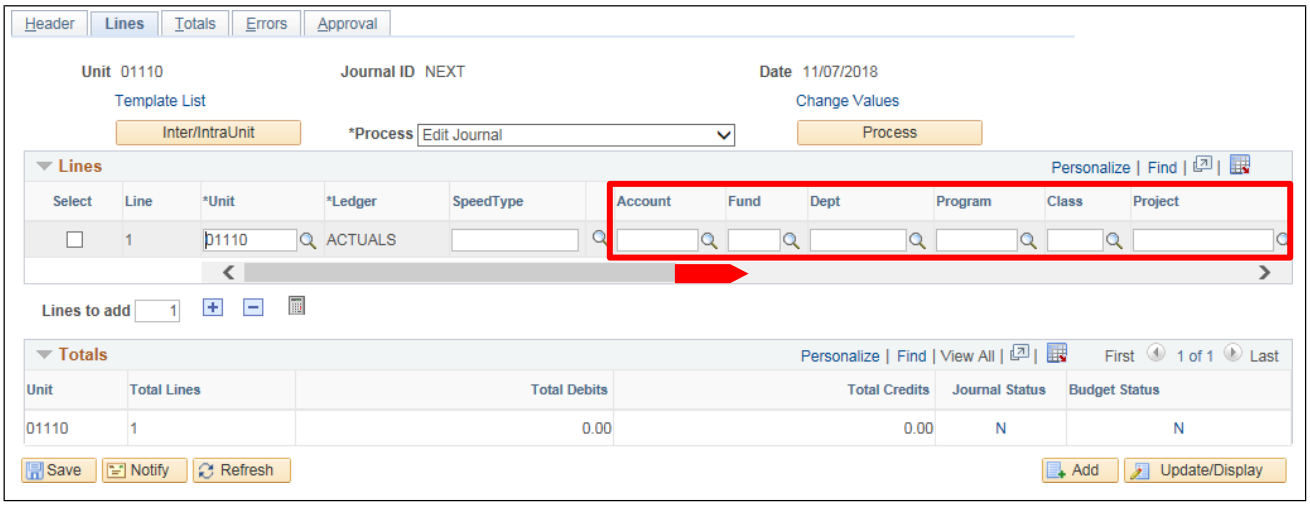
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The Source defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

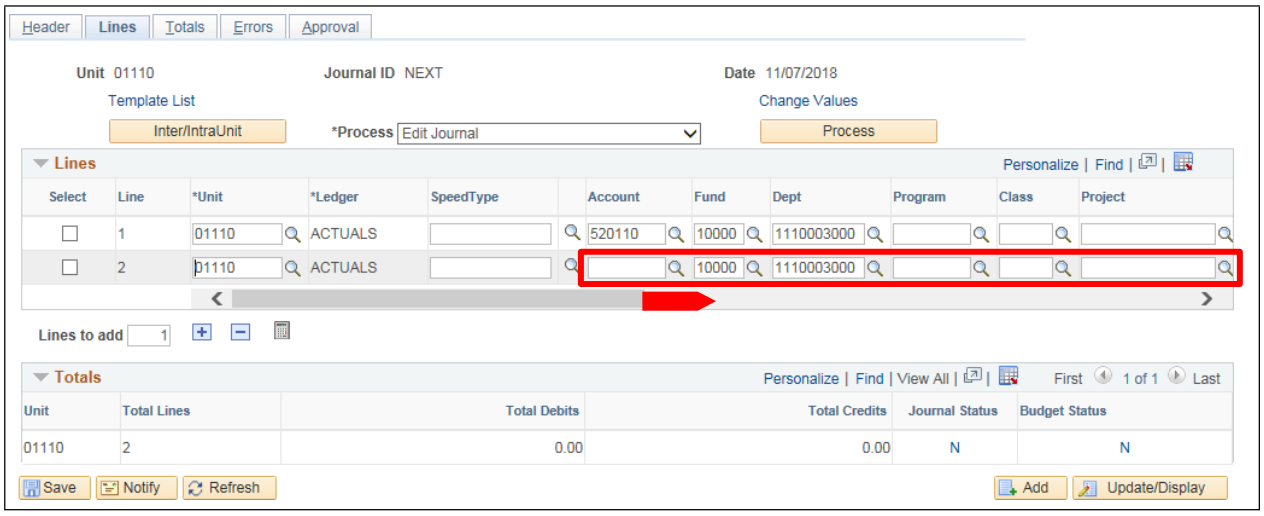


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use the appropriate revenue account, if you are the sender use the appropriate expenditure account
11. **Fund -** Enter the appropriate fund
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department that you are receiving from or sending to
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of payment here
18. **Credit Amount -** If you are the receiver enter amount of the receipt here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

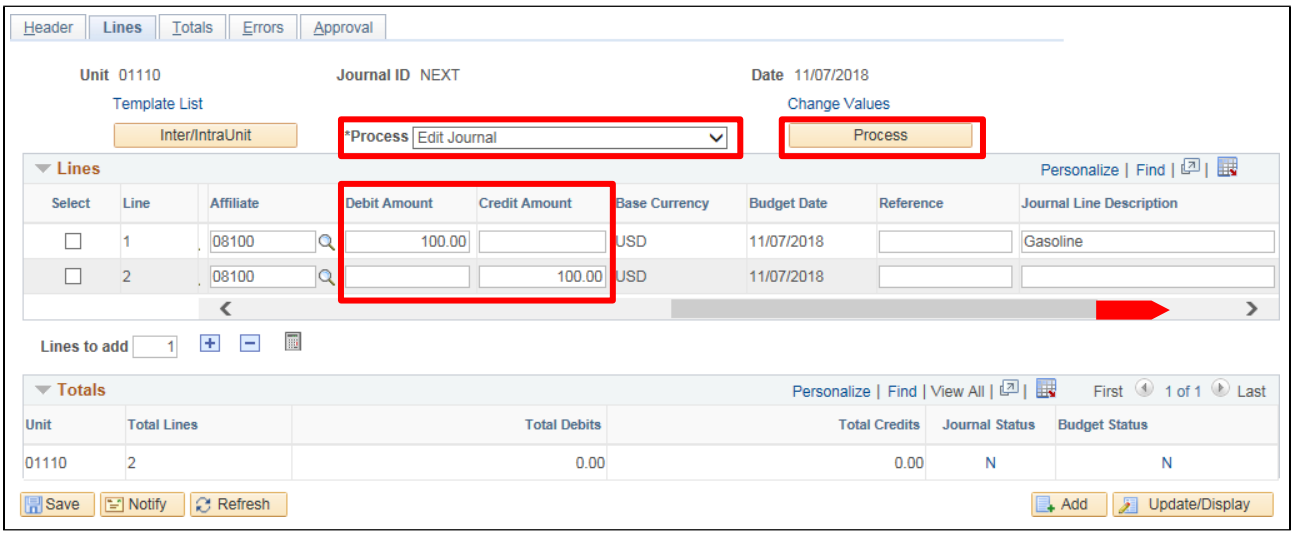
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to view additional fields:



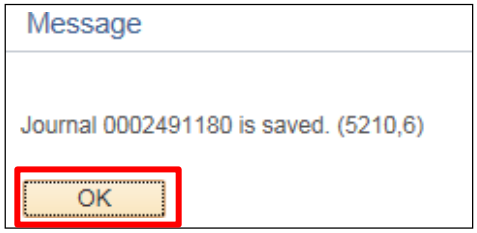
26. Debit Amount - Leave as default, which balances the journal

27. Credit Amount - Leave as default, which balances the journal

28. Choose **Edit Journal** from the **Process** drop-down list

29. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

30. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID has been assigned, the Journal Status is V and the Budget Status is V:

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match, approve, and post them.

Reports and Queries – Reports and Queries for General Ledger can be found in the Reporting Manual(s) https://finance.vermont.gov/vision-module-support/general-ledger

Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete

Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units but is not set up as a vendor in the accounts payable module. Your business unit has run the VT_BU_TRANSFER Query and seen that the other business unit has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

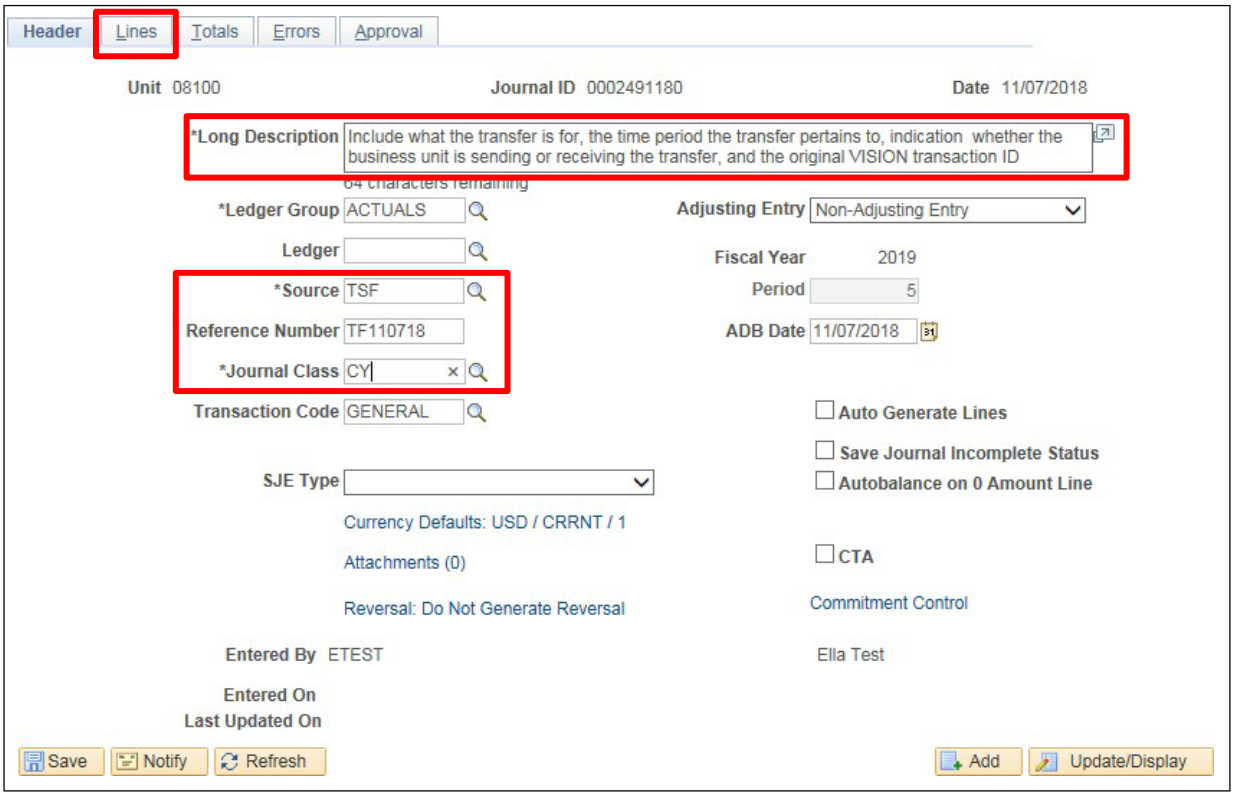
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date -** Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

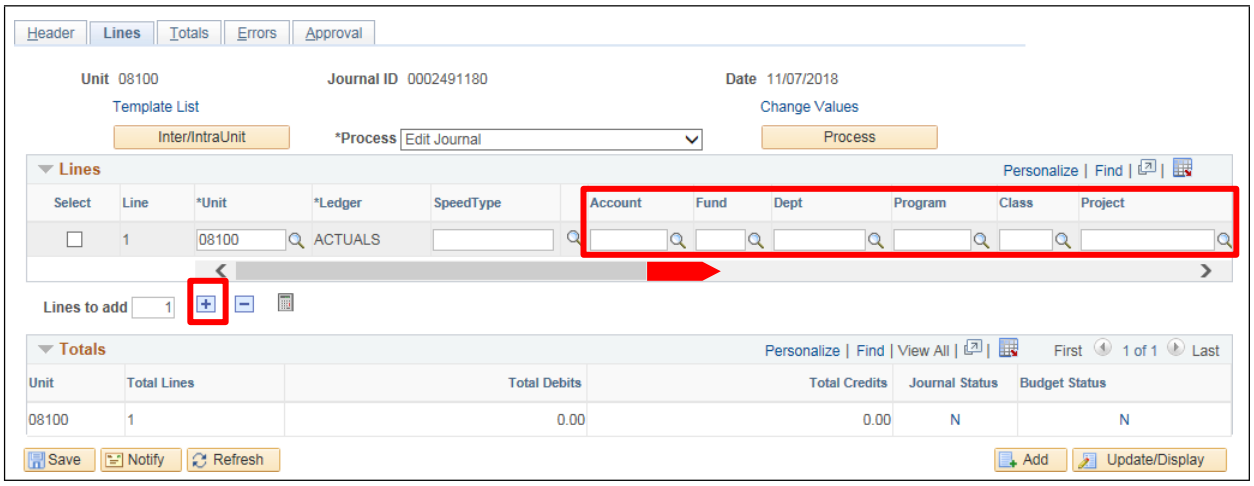
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

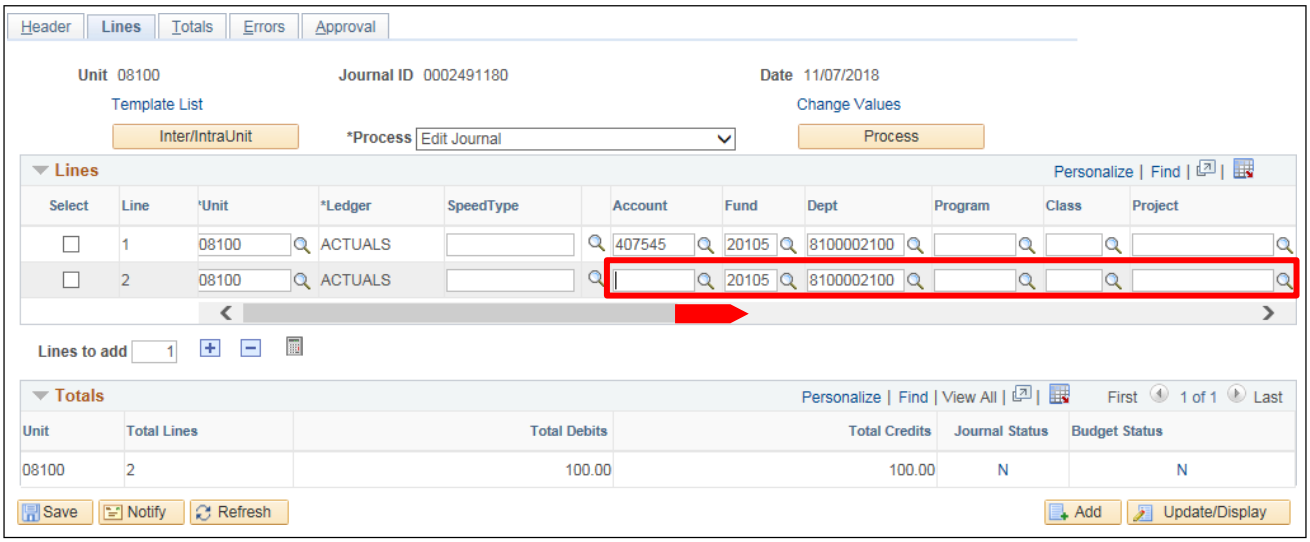


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the receiver use account 490000, if you are the sender use the appropriate expenditure account
11. **Fund -** If you are the receiver use fund 21500, if you are the sender use the appropriate fund for payment of the expenditure
12. **DeptID -** Enter the appropriate DeptID
13. **Class -** Enter the appropriate class
14. **Program -** Enter the appropriate program
15. **Project/Grant -** Enter the appropriate project/grant
16. **Affiliate -** Enter Business Unit of department from the VT_BU_TRANSFER Query
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
18. **Credit Amount -** If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

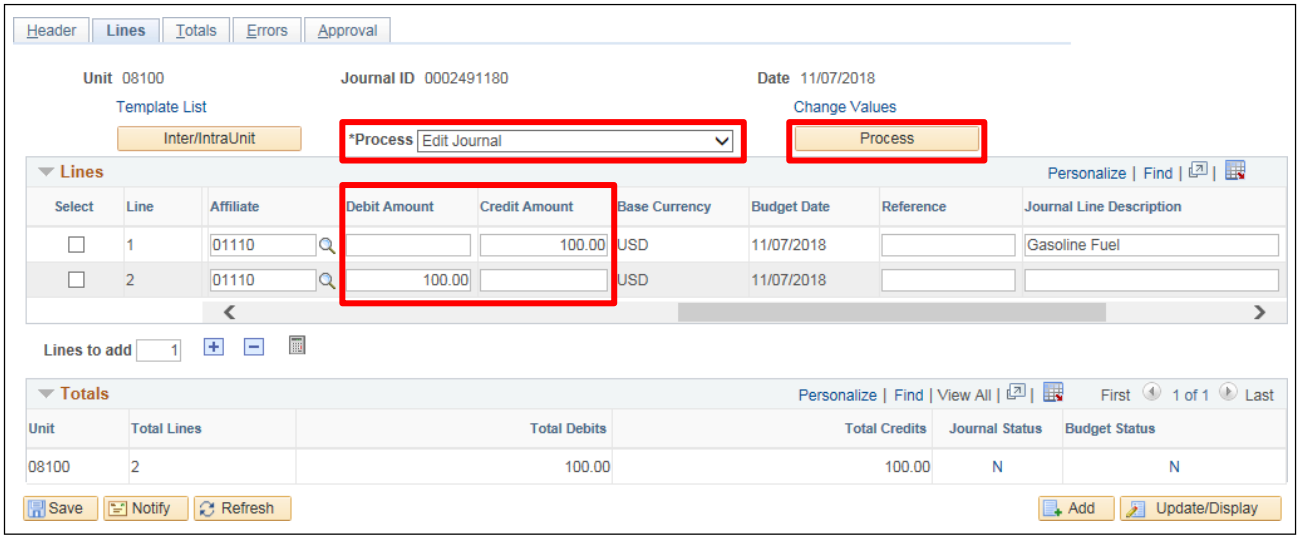
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to view additional fields:



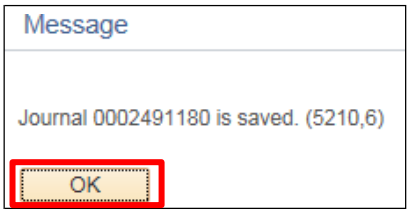
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** from the **Process** drop-down list

30. Click **Process**

The following **Message** opens:



Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

The journal entry has been saved, edited and budget checked. The Journal ID have been assigned, the Journal Status is V and the Budget Status is V:

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the department has approved the journal, the journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be approved and posted by Financial Operations.

Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete

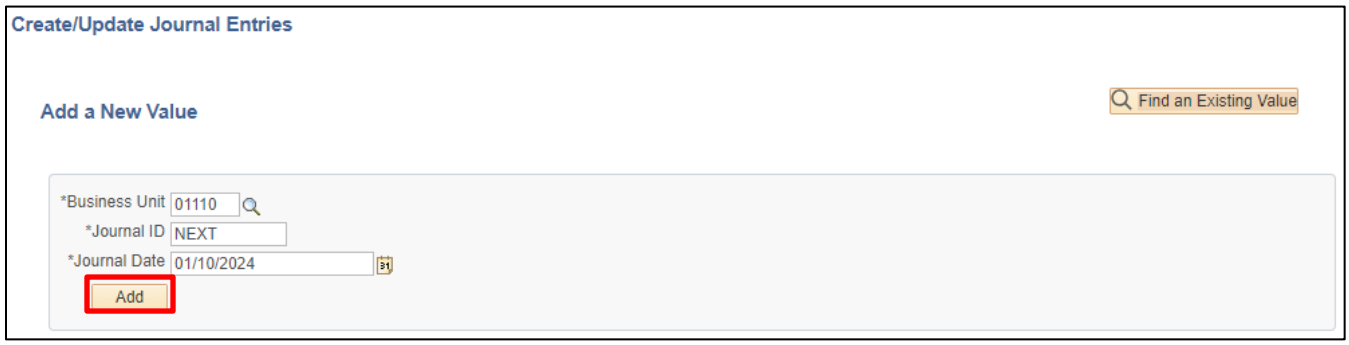
Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

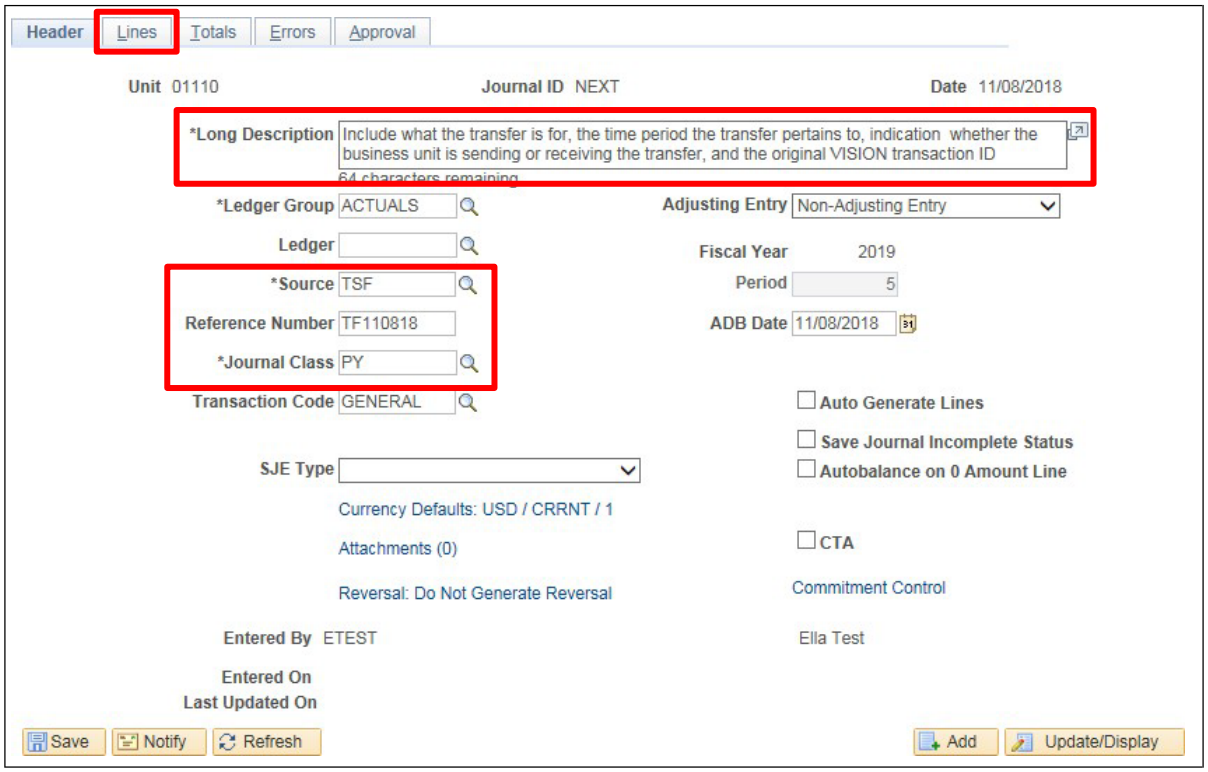
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

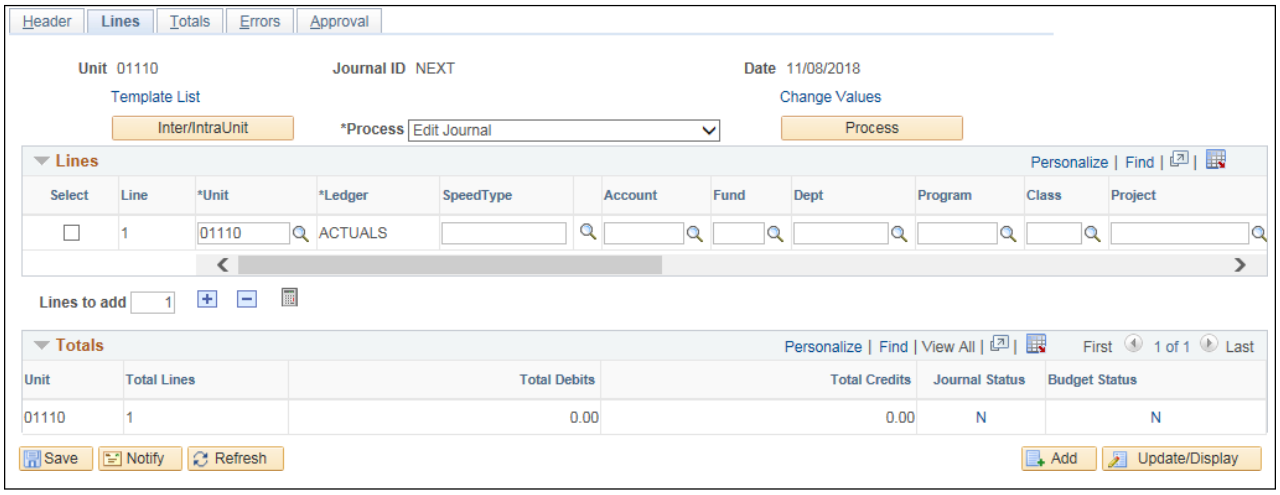
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Set to **PY**
9. Click on the **Lines** tab

The **Lines** page displays:



In the Lines box, business unit and ledger defaults from the header page.

10. Finish the journal entry per previous instructions for each TSF scenario

Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year is Complete

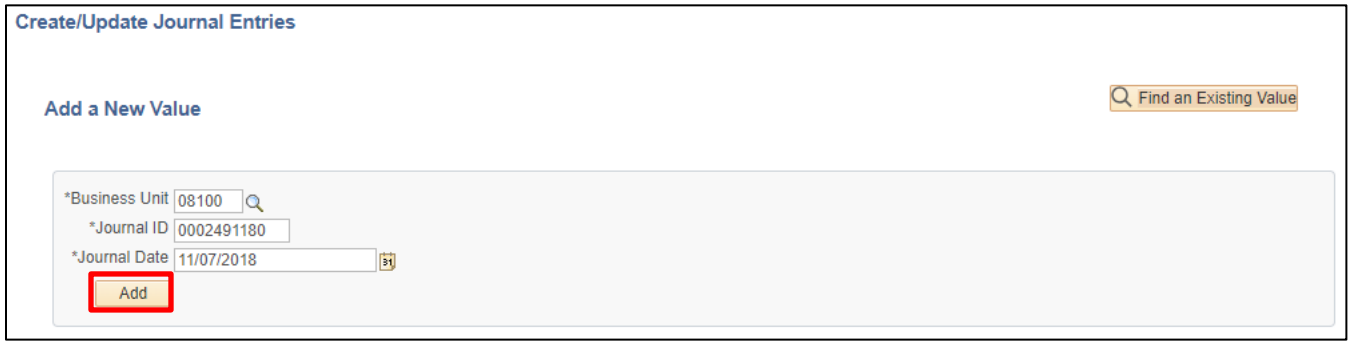
Enter a Responding Prior Year Interunit Journal Entry (TSF)

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

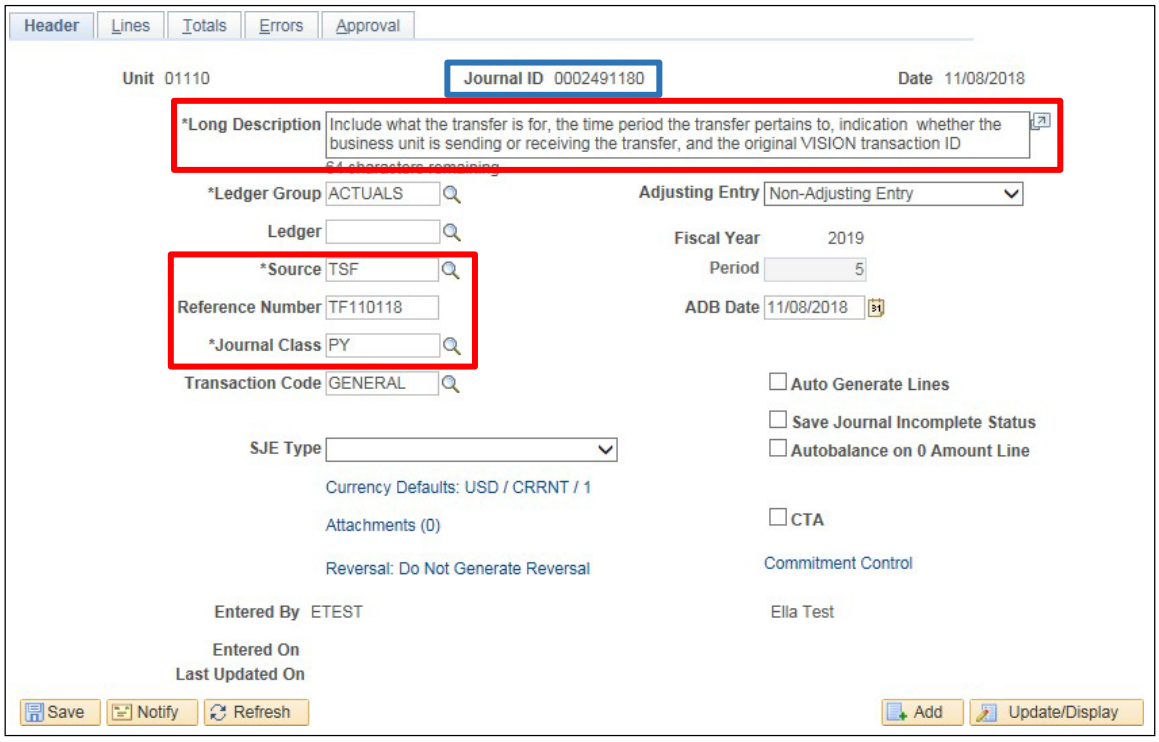
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter the Journal ID from the VT_BU_TRANSFER Query
3. **Journal Date -** Enter the Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

The **Header** page displays with the entered journal ID:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Set to **PY**

Finish the journal entry per previous instructions for each TSF scenario.

Enter a Responding Prior Year Interunit Journal Entry (TSF) is Complete

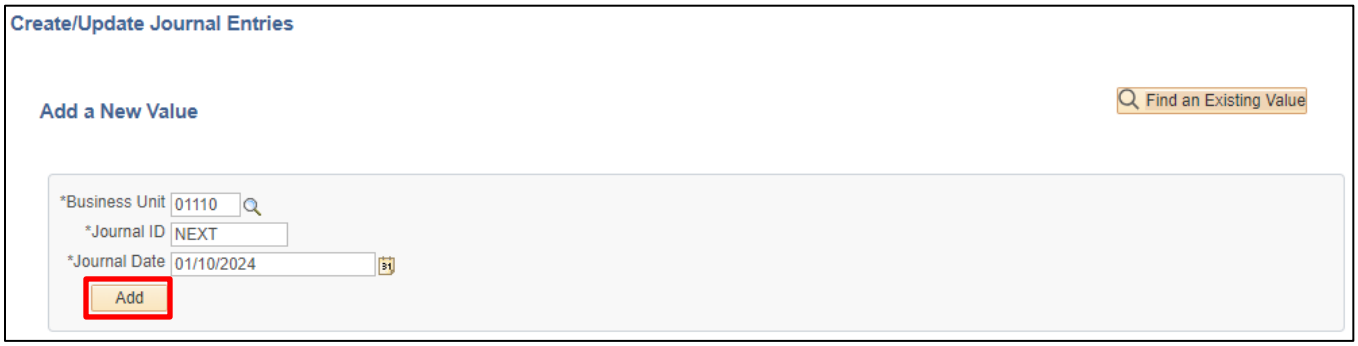
Enter an Initiating Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department is initiating the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

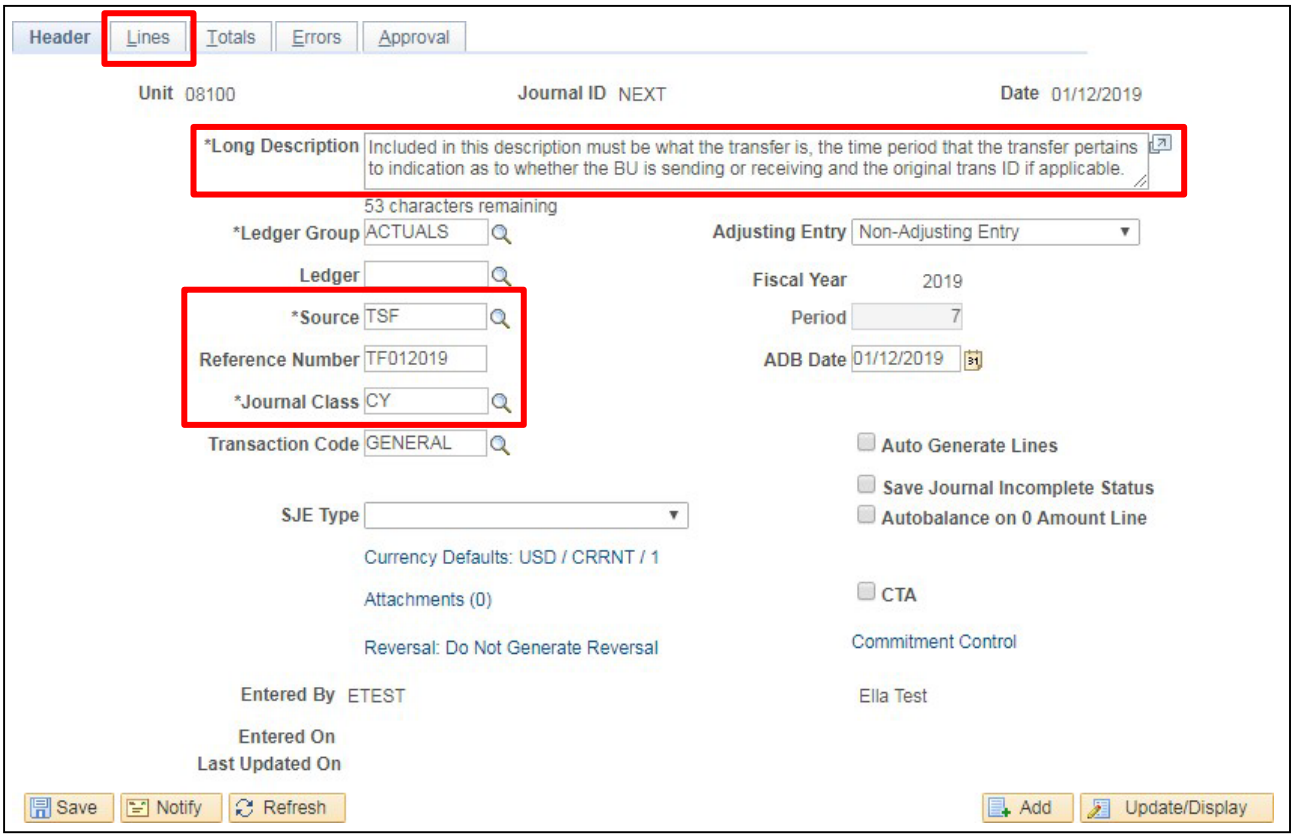
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as current date **or** enter the appropriate journal date
4. Click **Add**

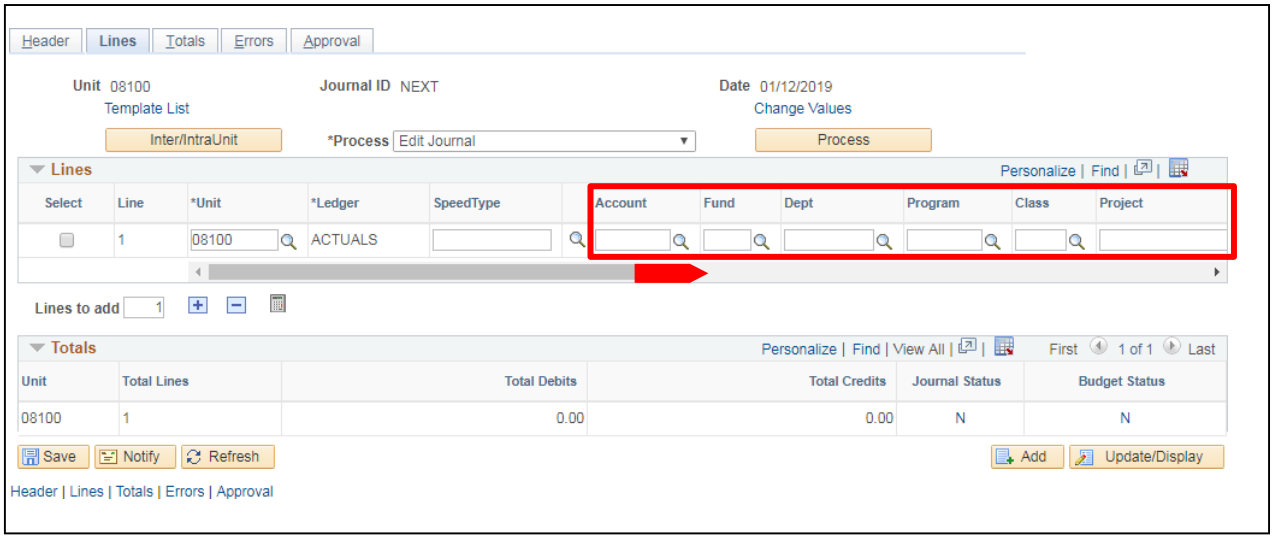
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter a reference number using the following format: TF followed by the date in format MMDDYY
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

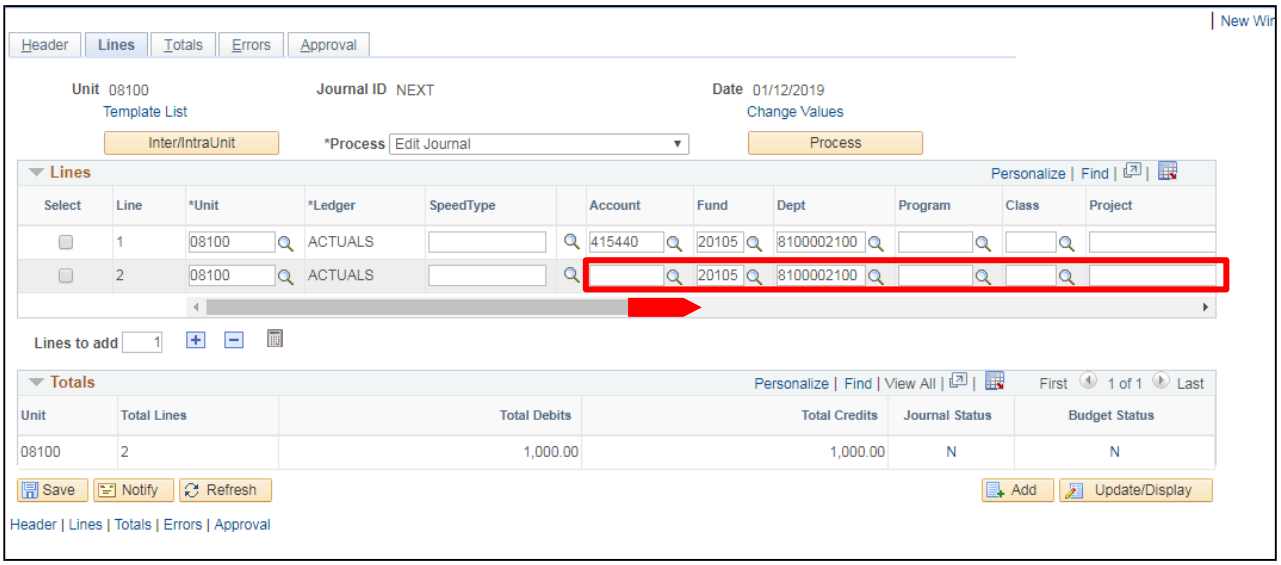


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account** - If you are the sender use the revenue account that was used on the original deposit, if you are the receiver use the appropriate revenue account for the receipt
11. **Fund -** If you are the sender use the fund that was used on the original deposit, if you are the receiver use the appropriate fund for the receipt
12. **DeptID** - If you are the sender use the DeptID that was used on the original deposit, if you are the receiver use the appropriate DeptID for the receipt
13. **Class -** If you are the sender use the class that was used on the original deposit, if you are the receiver use the appropriate class for the receipt
14. **Program -** If you are the sender use the program that was used on the deposit, if you are the receiver use the appropriate program for the receipt
15. **Project/Grant** - If you are the sender use the project/grant that was used on the original deposit, if you are the receiver use the appropriate project/grant for the receipt
16. **Affiliate -** Enter Business Unit of department that you are receiving from or sending to
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of the receipt here
18. **Credit Amount -** If you are the receiver enter amount of the receipt here, if you are the sender leave blank
19. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

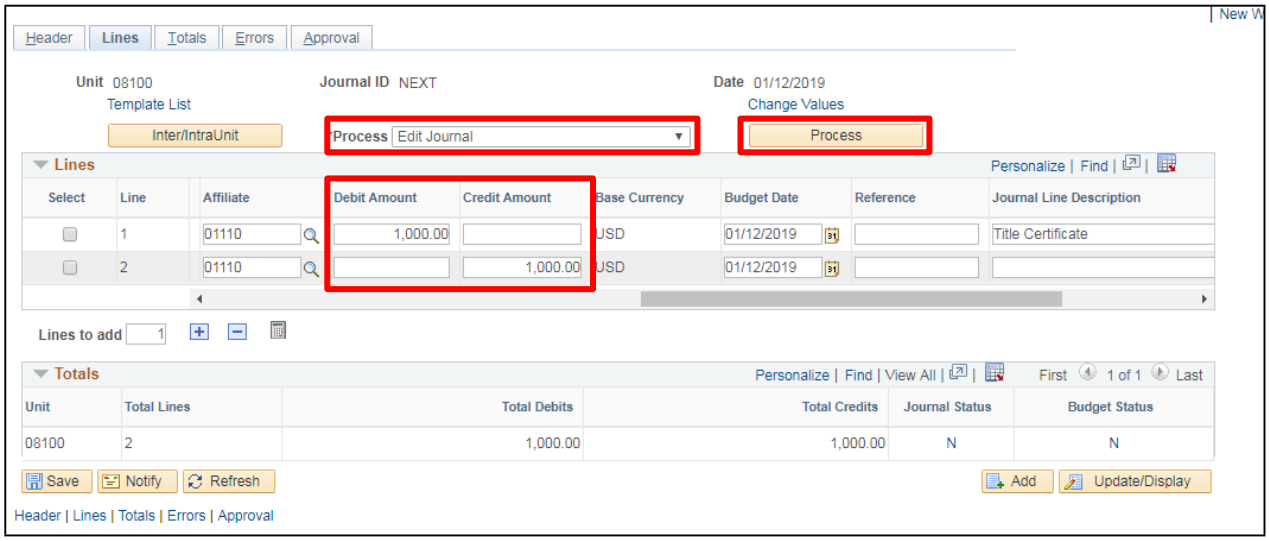
23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

Scroll to the right to view additional fields:



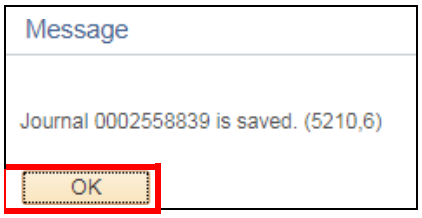
27. Debit Amount - Leave as default, which balances the journal

28. Credit Amount - Leave as default, which balances the journal

29. Choose Edit Journal from the Process drop-down list

30. Click **Process**

The following **Message** displays:



Journal entry has been saved and edited. A Journal ID has been assigned.

31. Click **OK**

Under Totals, journal status is V and budget status is V:

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Once the journal entry is approved it will be ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Transfer of Receipt Journal Entry (TSF) is Complete

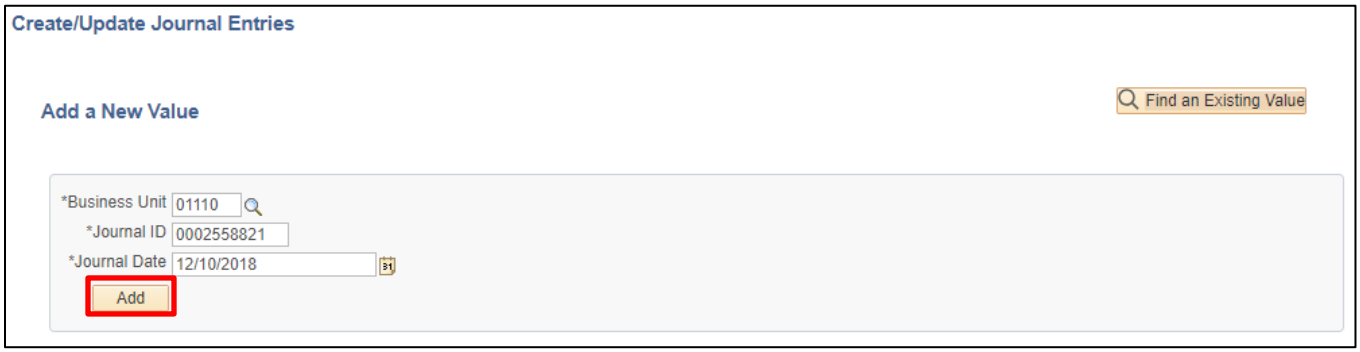
Enter a Responding Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department has run the VT_BU_TRANSFER Query and seen that the other department has initiated the transfer.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entry

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

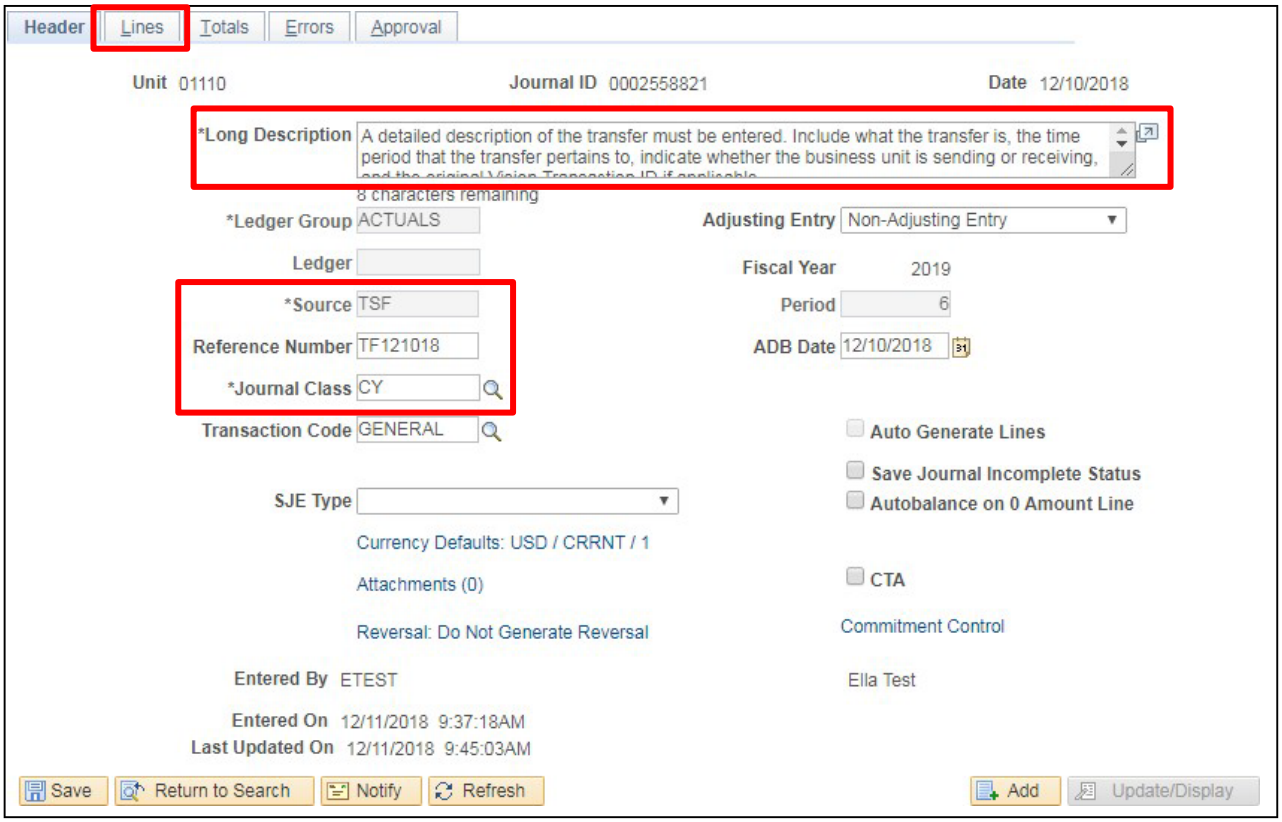
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Enter Journal ID from VT_BU_TRANSFER Query
3. **Journal Date -** Enter Journal Date from the VT_BU_TRANSFER Query
4. Click **Add**

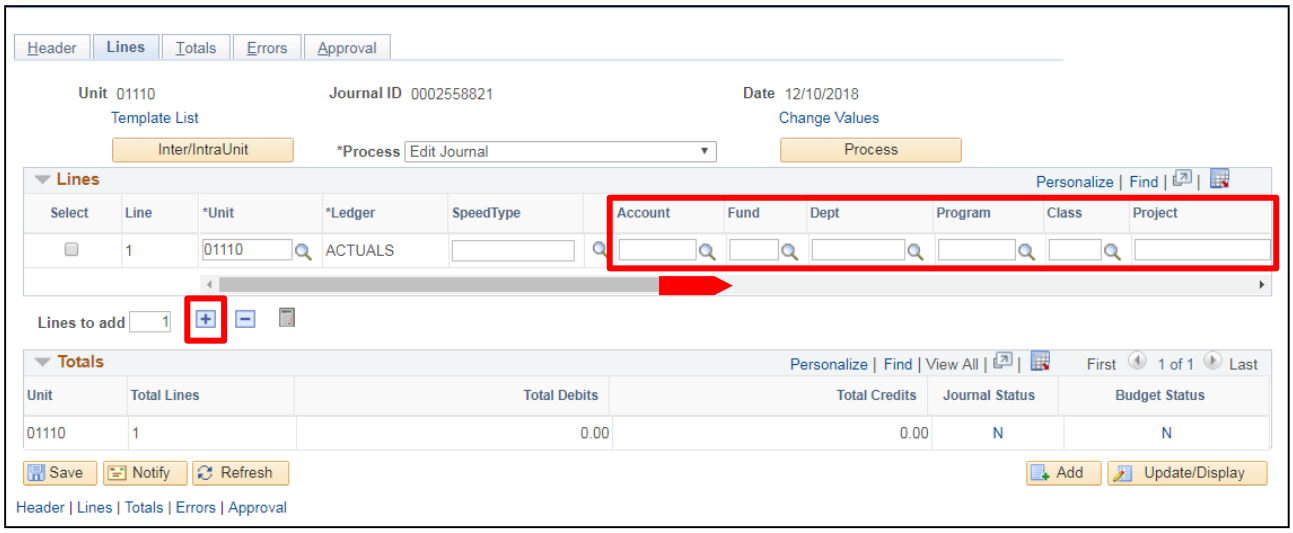
The **Header** page displays with the journal ID entered.



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - a detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and the original VISION transaction id if applicable. (HR Journal ID, Deposit ID and AR Business Unit, Voucher ID and AP Business Unit, or TSF Journal ID).
6. **Source -** Change to **TSF**
7. **Reference Number -** Enter the Reference Number from the VT_BU_TRANSFER Query
8. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
9. Click on the **Lines** tab

The **Lines** page displays:

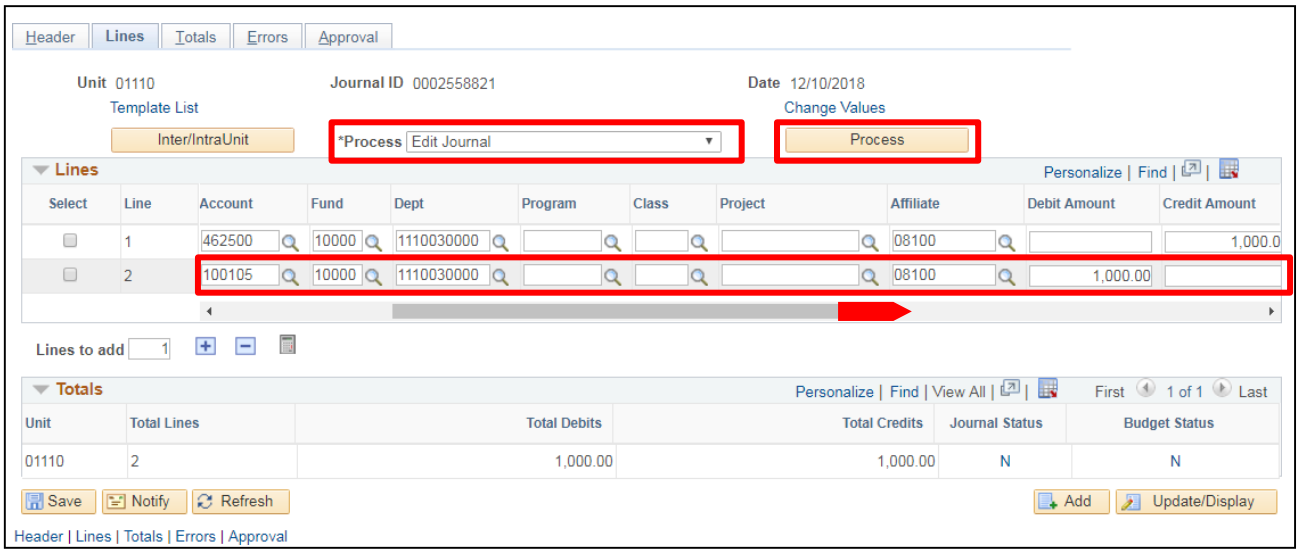


In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account -** If you are the sender use the revenue account that was used on the original deposit, if you are the receiver use the appropriate revenue account for the receipt
11. **Fund -** If you are the sender use the fund that was used on the original deposit, if you are the receiver use the appropriate fund for the receipt
12. **DeptID -** If you are the sender use the DeptID that was used on the original deposit, if you are the receiver use the appropriate DeptID for the receipt
13. **Class -** If you are the sender use the class that was used on the original deposit, if you are the receiver use the appropriate class for the receipt
14. **Program -** If you are the sender use the program that was used on the deposit, if you are the receiver use the appropriate program for the receipt
15. **Project/Grant** - If you are the sender use the project/grant that was used on the original deposit, if you are the receiver use the appropriate project/grant for the receipt
16. **Affiliate -** Enter Business Unit of department from the VT_BU_TRANSFER Query
17. **Debit Amount -** If you are the receiver leave blank, if you are the sender enter amount of the receipt here
18. **Credit Amount -** If you are the receiver enter amount of the receipt here, if you are the sender leave blank
19. Click the **+** icon to add anew line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



Under **Lines; Line 2**

20. Account - Enter account 100105

21. Fund - Leave as default from line 1

22. DeptID - Leave as default from line 1

23. Class - Leave as default from line 1

24. Program - Leave as default from line 1

25. Project/Grant - Leave as default from line 1

26. Affiliate - Leave as default from line 1

27. Debit Amount - Leave as default, which balances the journal

28. Enter Credit Amount - Leave as default, which balances the journal

29. Choose **Edit Journal** from the **Process** drop-own list

30. Click **Process**

The following **Message** opens:

Remember; a successful edit check automatically invokes the Budget Check process.

31. Click **OK**

Journal entry has been saved and edited. Journal status is V:

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Enter a Responding Transfer of Receipt Journal Entry (TSF) is Complete

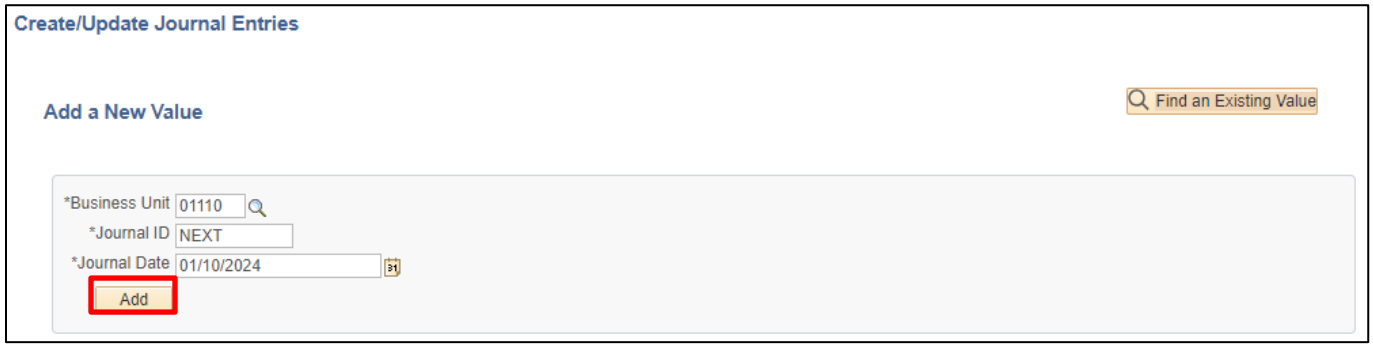
Enter an Intraunit Transfer Journal Entry (ONL) to Period 998

Situation when this function is used: Period 998 is the adjustment period used at year-end to record transfers and corrections to the year ending books after June 30.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

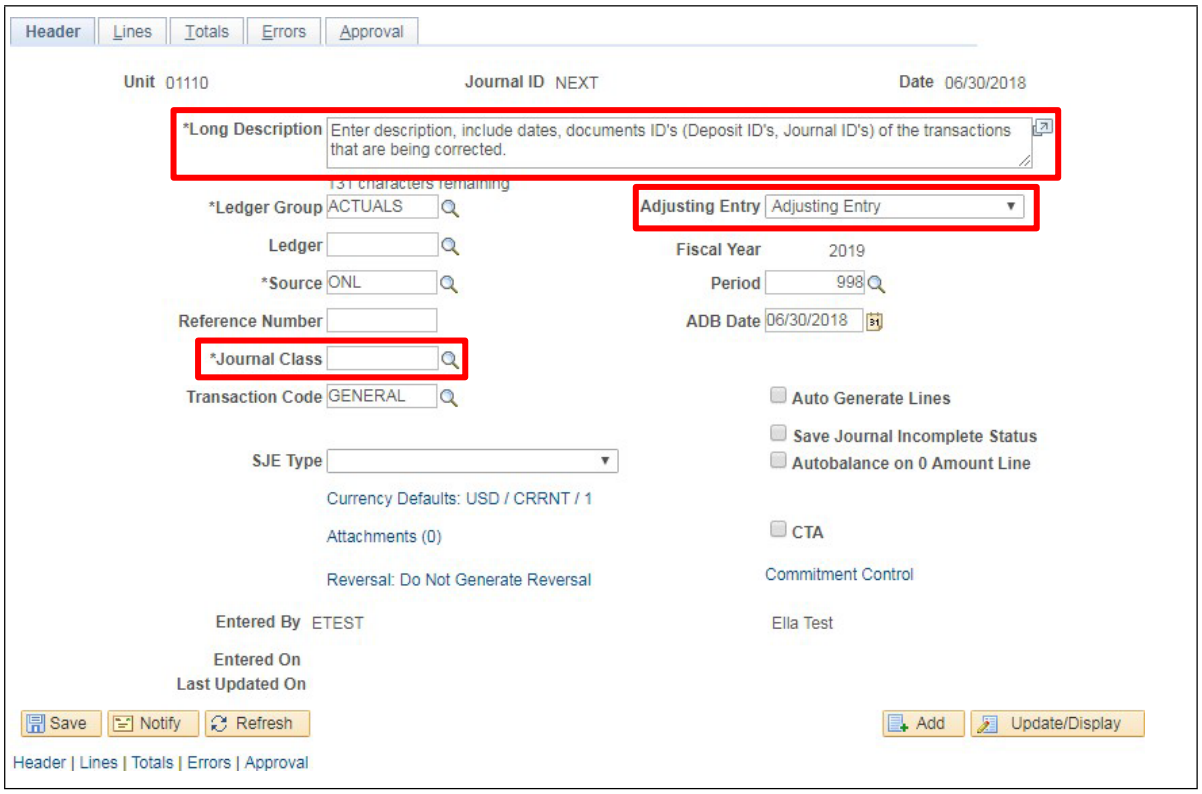
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT **or** if you are correcting a previously enter Journal ID, you may change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**
3. **Journal Date -** June 30, (year just ended)
4. Click **Add**

The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

5. **Long Description -** Enter a description - include detailed description of what the transfer is doing. Include dates and document ID's (Deposit ID's, Journal ID's etc.) of the transactions that are being corrected.
6. **Journal Class -** Enter a Journal Class - CY = Current Year; PY = Prior Year
7. **Adjusting Entry -** Select **Adjusting Entry** from the drop-down list

The Fiscal Year will be the fiscal year just ended and the Period will change to 998.

You may now go to the lines page to finish your journal.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

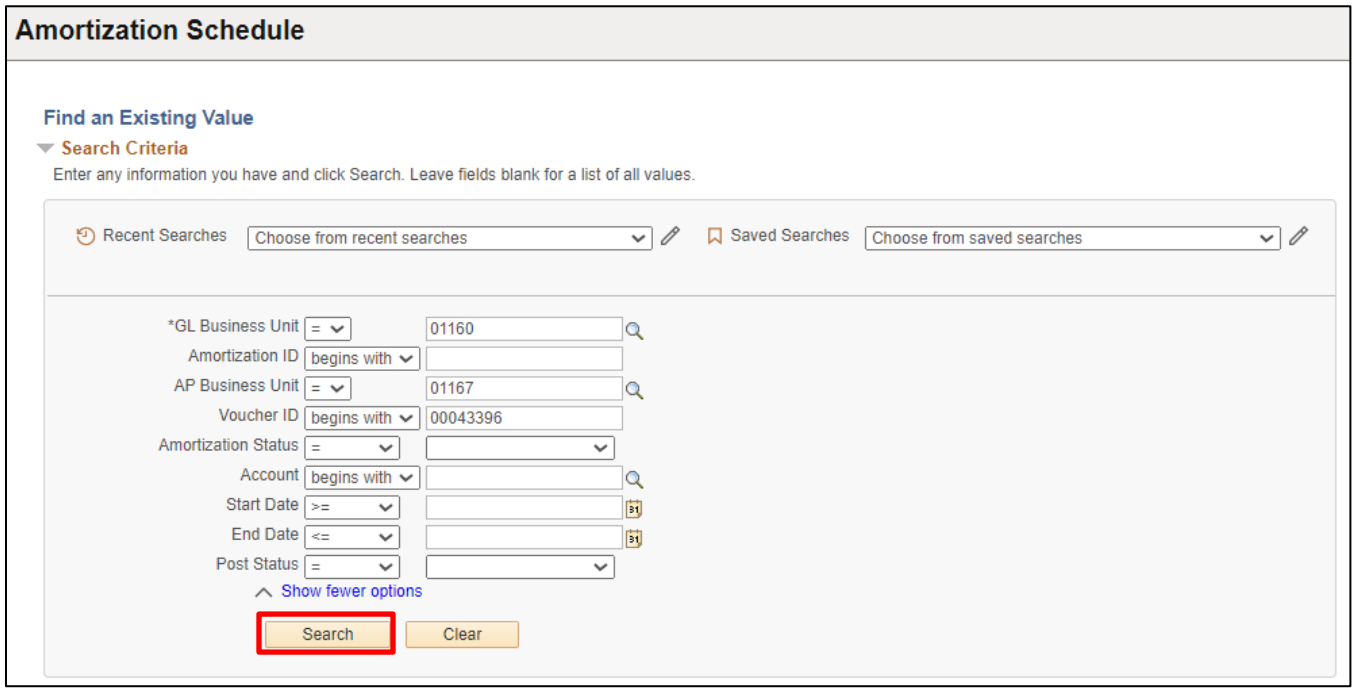
See the Submitting a Journal for Approval exercise in this manual.

Enter an Intraunit Transfer Journal Entry (ONL) to Period 998 is Complete

Create an Amortization Schedule

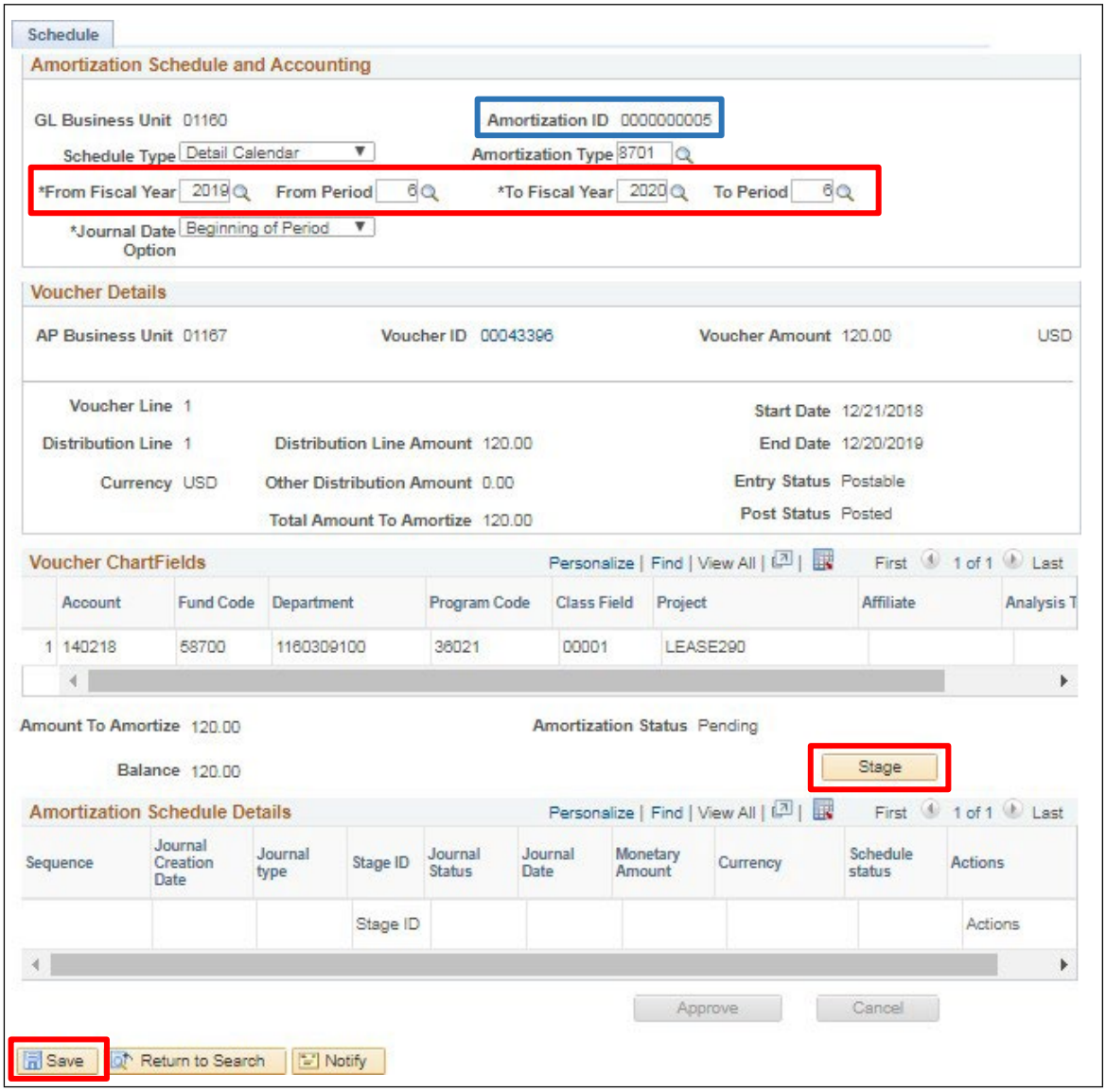
Navigator Menu navigation: General Ledger > Journals > Pre-Amortization Journals > Amortization Schedule

The **Amortization Schedule** page displays:



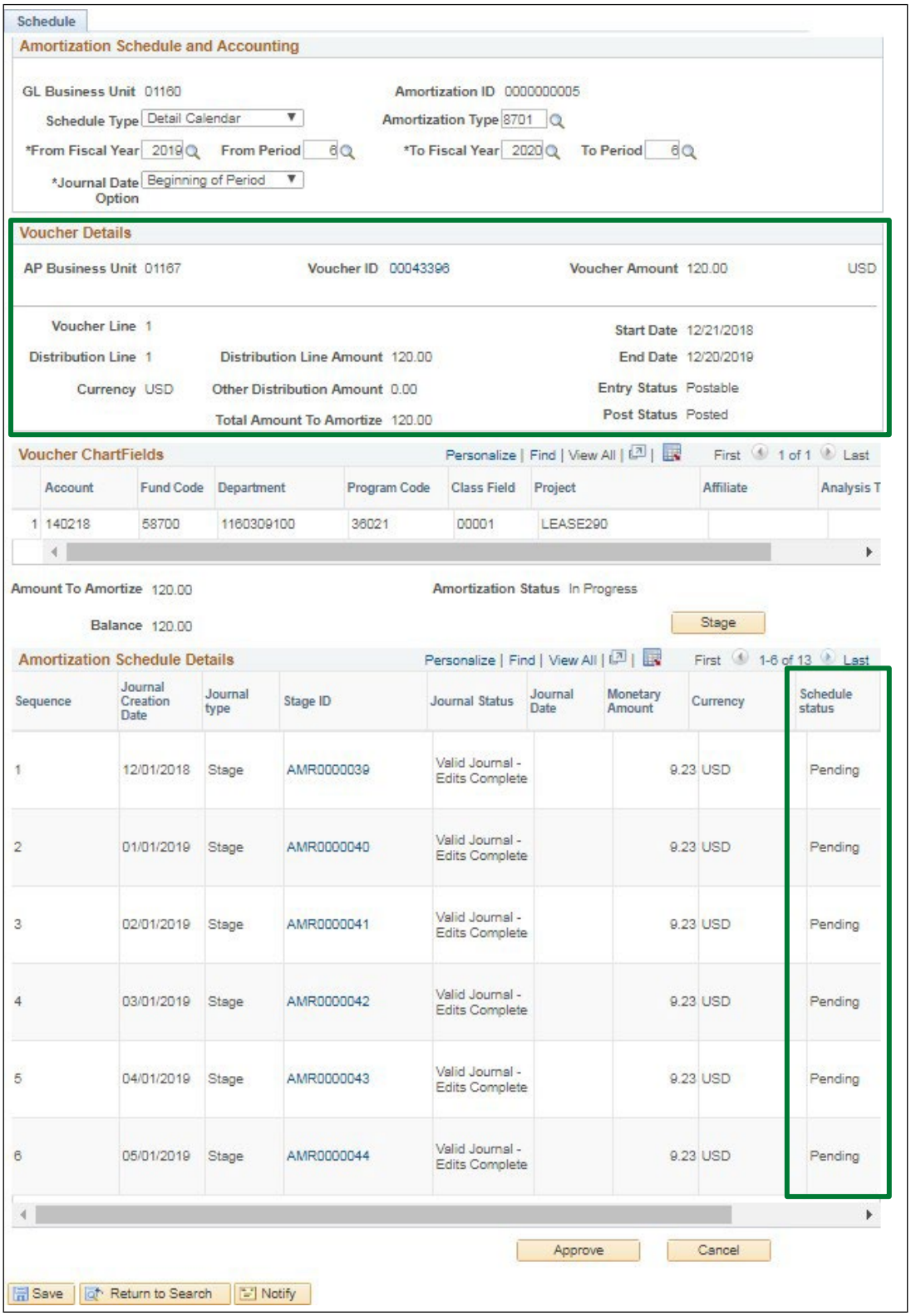
1. **GL Unit -** Enter the GL Unit
2. **AP Business Unit -** Enter the AP Business Unit
3. **Voucher ID –** Enter the voucher ID number
4. Click **Search**

The **Amortization Schedule and Accounting** page displays and has been assigned an Amortization ID number:

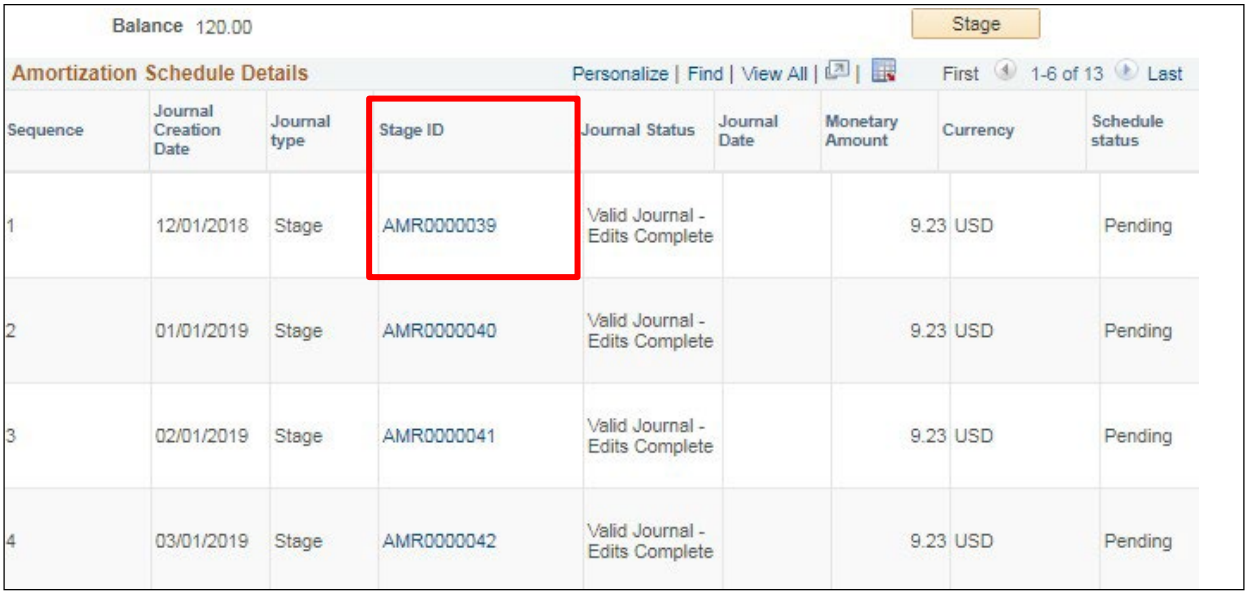


5. Confirm the **From** Fiscal year and period and the **TO** Fiscal year and period are correct, update if necessary
6. Click **Save**
7. Click **Stage**

The **Amortization Schedule and Accounting** page shows a schedule status of **Pending**:

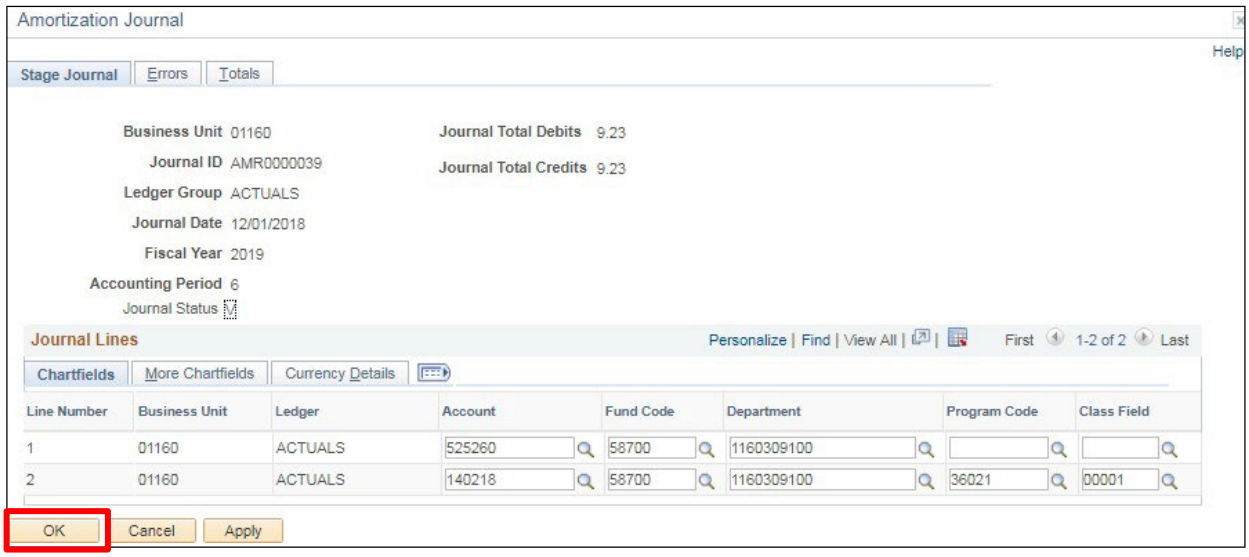


The Amortization schedule Details are populated. One Stage ID is generated for the balance of schedule not Journal Generated. The total of the amortization schedule details matches the total amount to amortize in voucher details section.



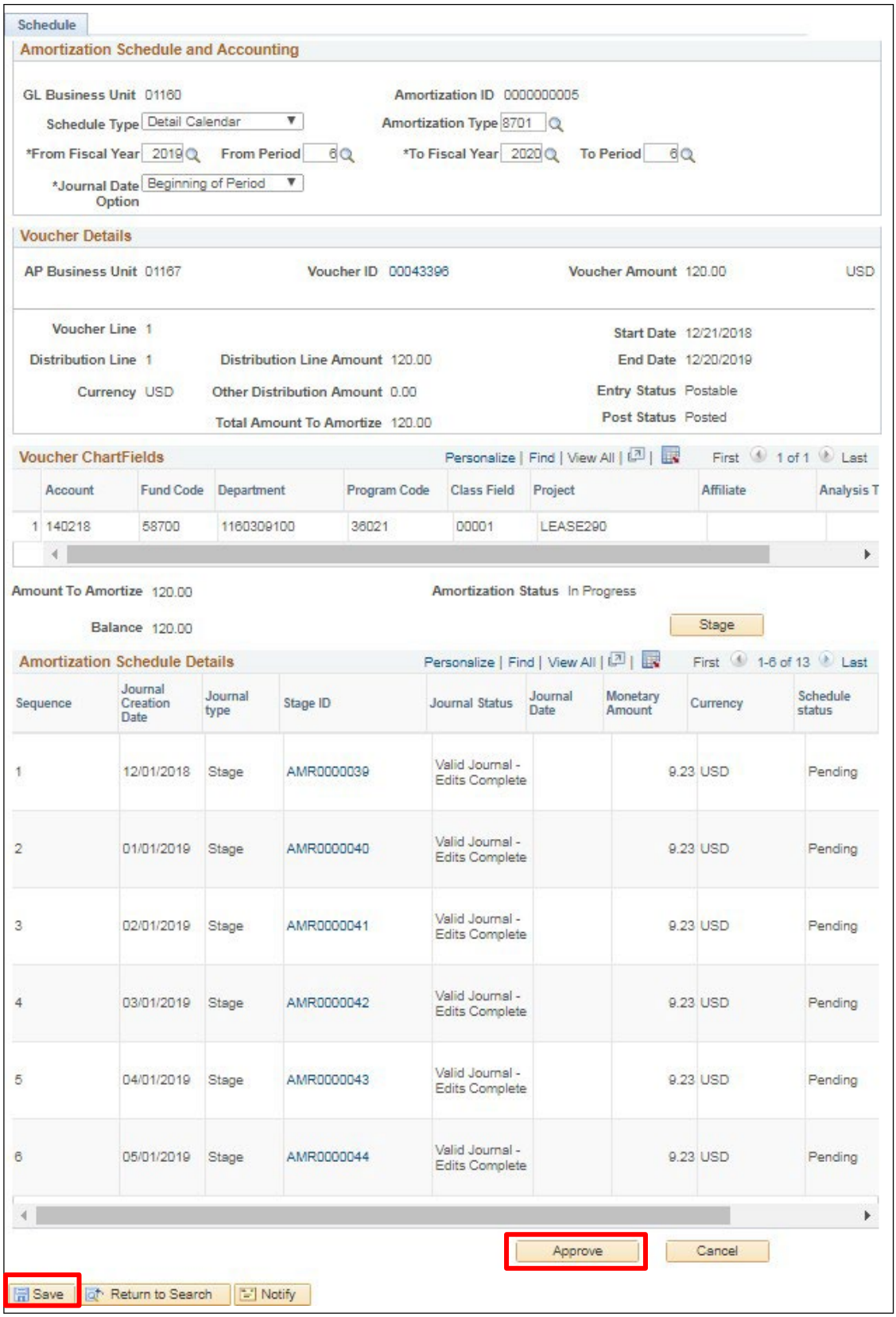
8. Click on the **Stage ID** link for the Amortization Schedule Details

The Amortization Journal page is displayed to confirm the Chartfield information is correct and make any necessary changes as needed:



9. Click **OK**

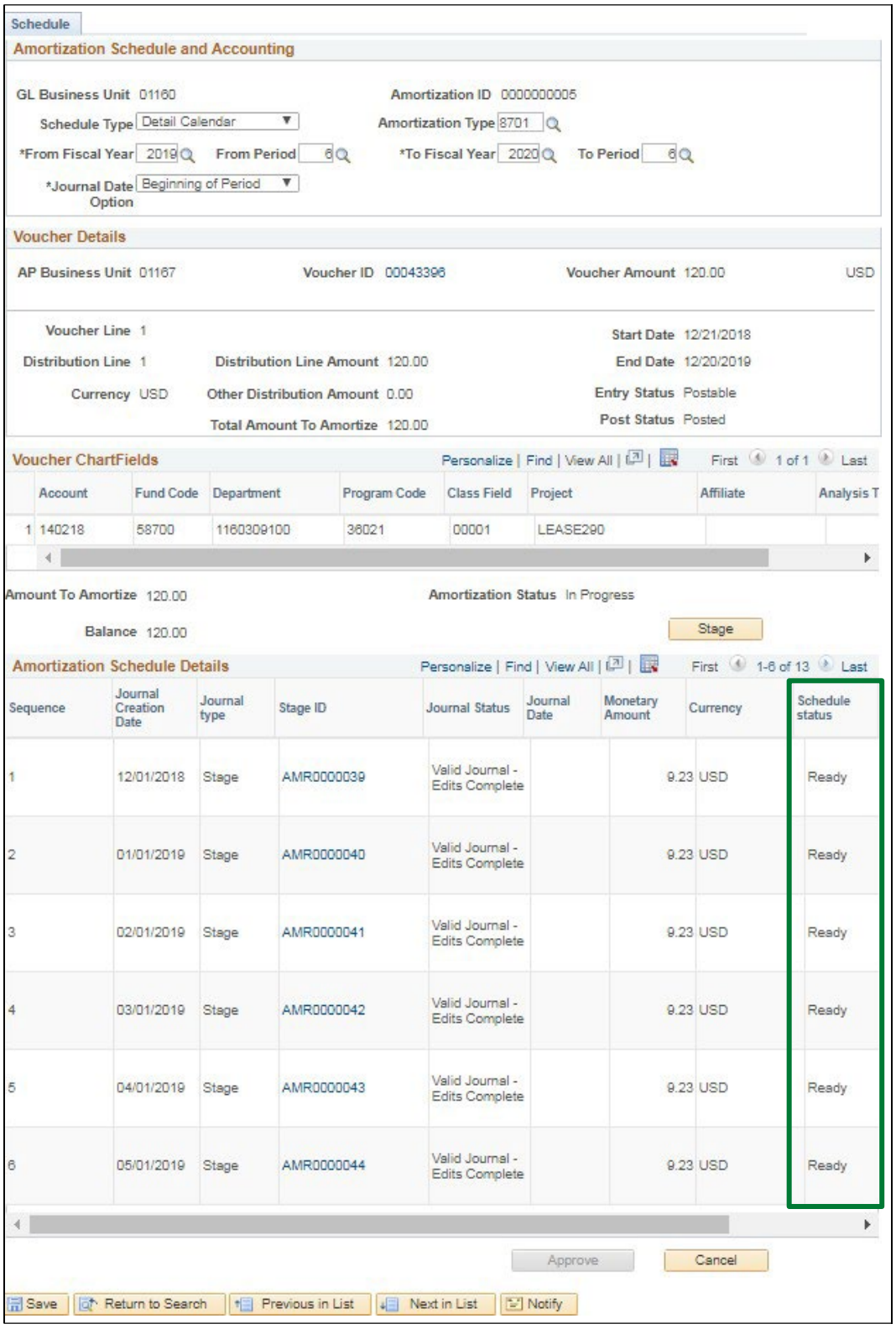
You are returned to the **Amortization Schedule and Accounting** page:



10. Click **Save**

11. Click **Approve**

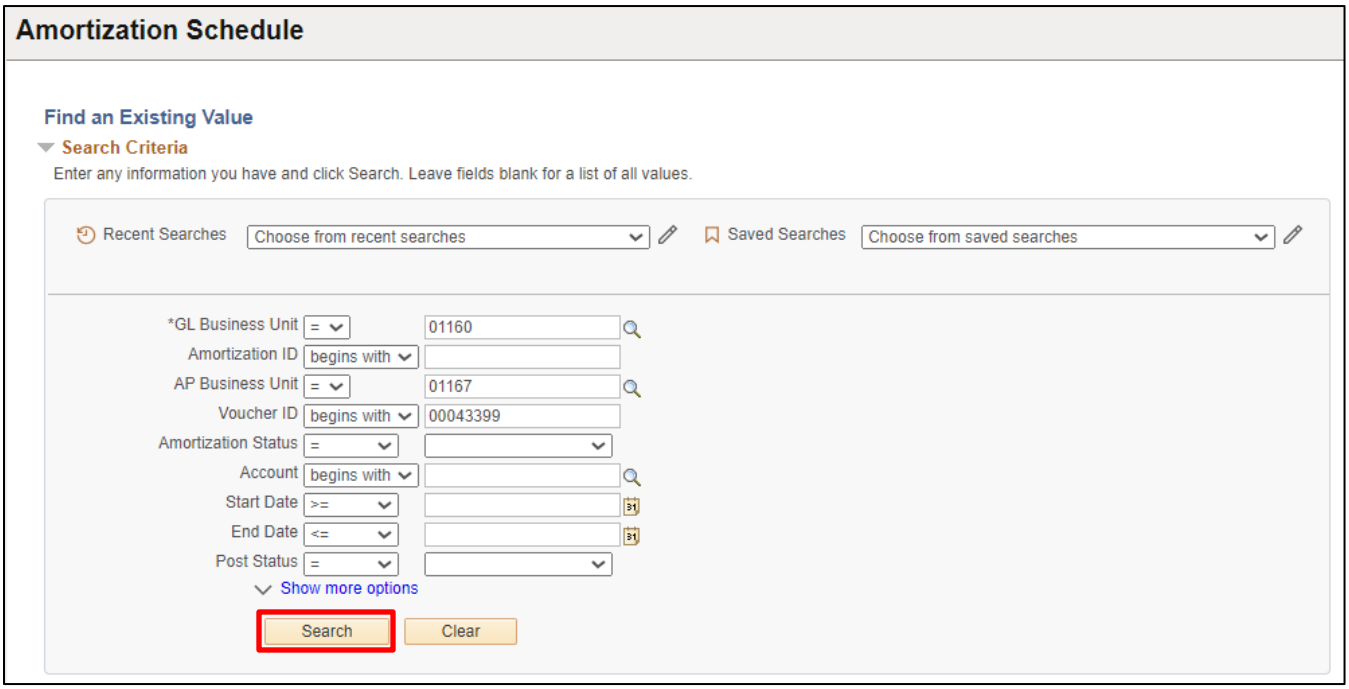
The Schedule Status changes from **Pending** to **Ready**:



There is a BATCH job that runs nightly to pick up any amortization journals that are ready to process.

The Amortization Schedule can be viewed following the navigation below.

Navigator Menu navigation: General Ledger > Journals > Pre-Amortization Journals > Amortization Schedule



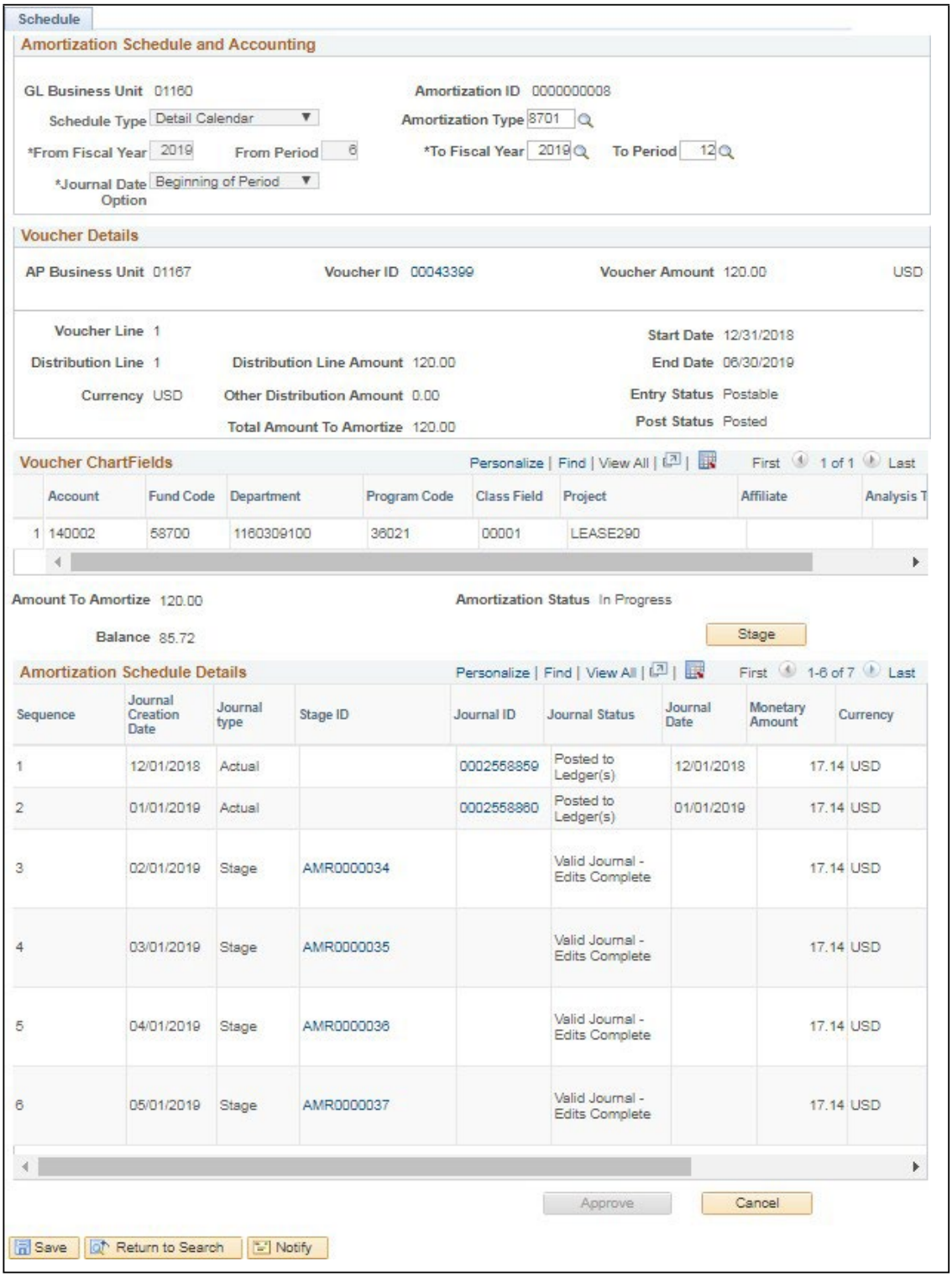
12. GL Business Unit - Enter the GL Business Unit

13. AP Business Unit - Enter the AP Business Unit

14. Voucher ID - Enter the Voucher ID Number

15. Click **Search**

The **Amortization Schedule and Accounting** page displays:



In the example above, on 12/1/18 and 1/1/19 the BATCH journal generator job selected the journal with the journal creation dates of 12/1/18 and 1/1/19 and edited, budget checked and posted them. The 2/1/19 journal will be picked up on 2/1/19 and processed.

Create an Amortization Schedule is Complete

Allocate Interest Income

Possible situations when this function is used: The State allocates interest to Special Funds monthly based on the average daily balance and the interest rates earned during the month.

Predecessor: The Average Daily Balances are posted during the nightly batch process. Thus, at the end of each month, the average daily balances are available for allocation of the monthly interest.

Steps:

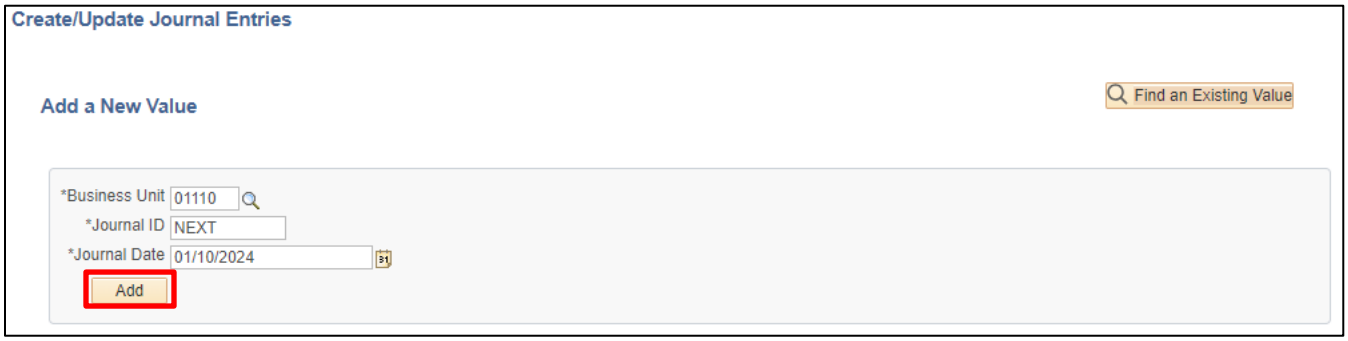
1. Record interest rate for the month in the STATS ledger.
2. Run the SFI Allocation process
3. Review the Allocation Calculation Logs
4. Inquire on Allocation Journals

Step 1. Record interest rate for the month in the STATS ledger

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

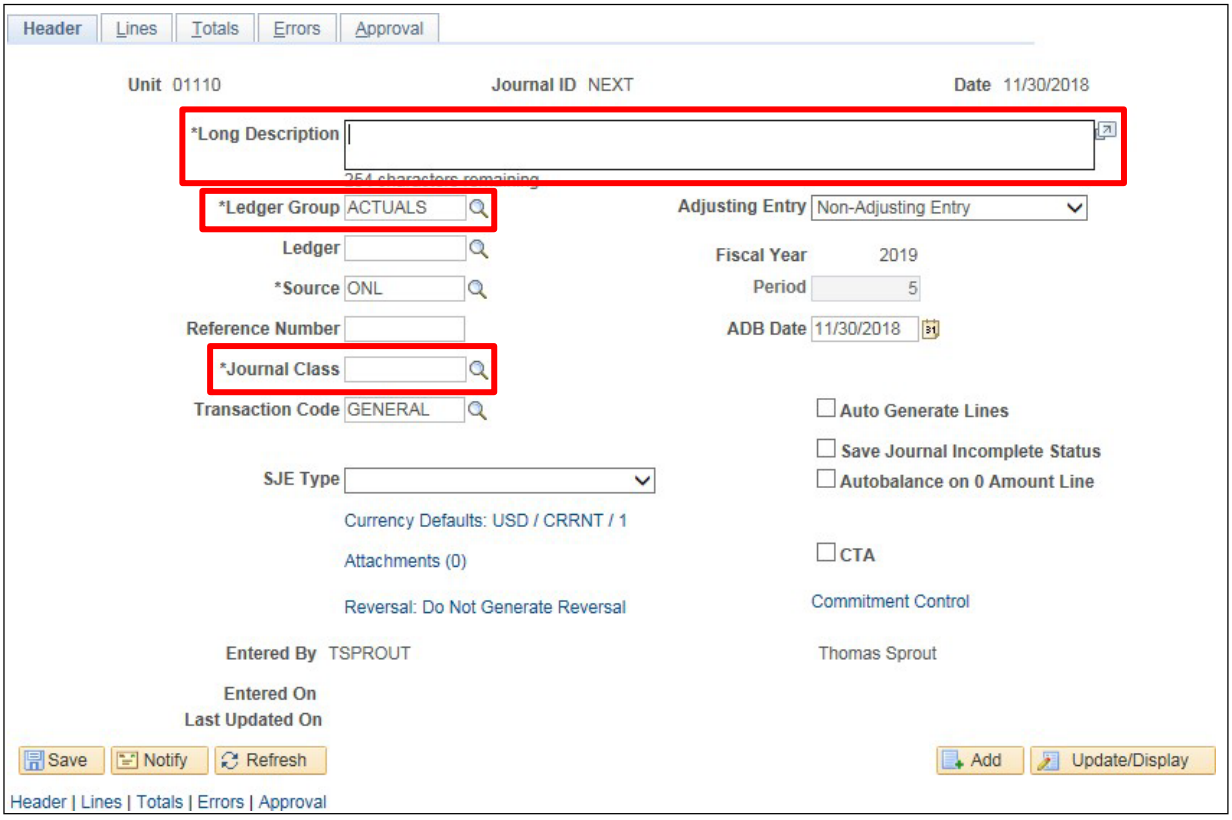
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** The value should be 01110
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Enter journal date as of the end of the appropriate month.
4. Click **Add**

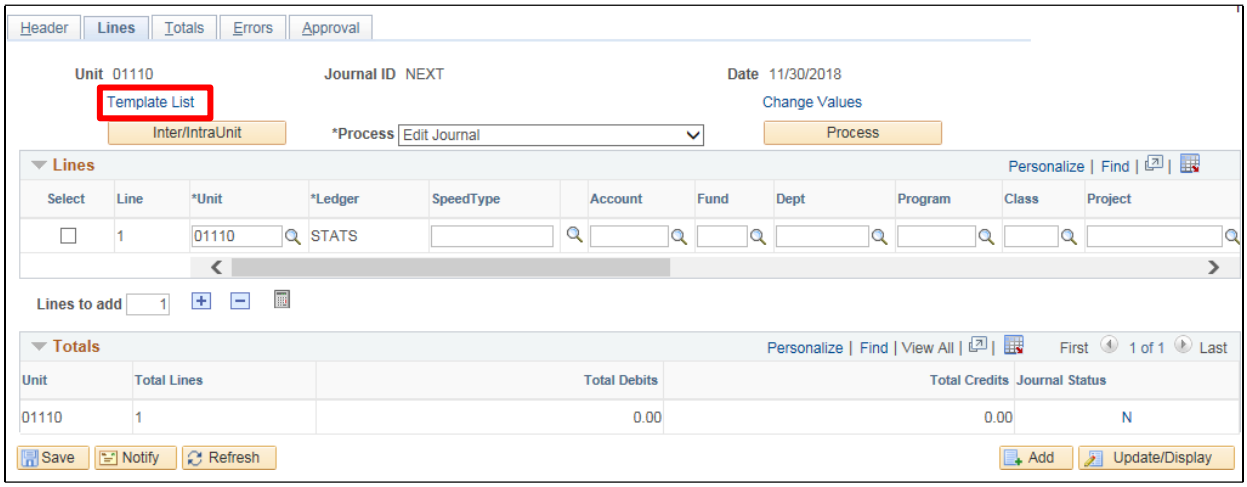
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date.

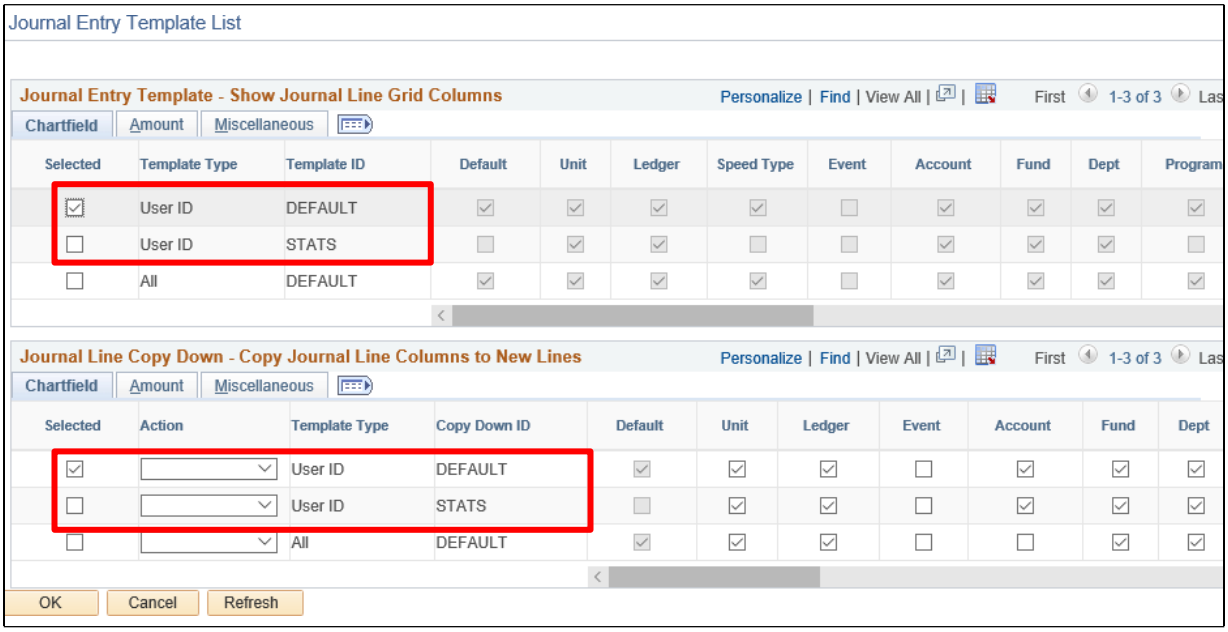
5. **Long Description -** Enter description of **SFI Interest Rate**
6. **Ledger Group -** Change to **STATS**
7. **Journal Class -** Set to **CY**
8. Click on the **Lines tab**

The **Lines** page displays:



9. Click on the **Template List** link

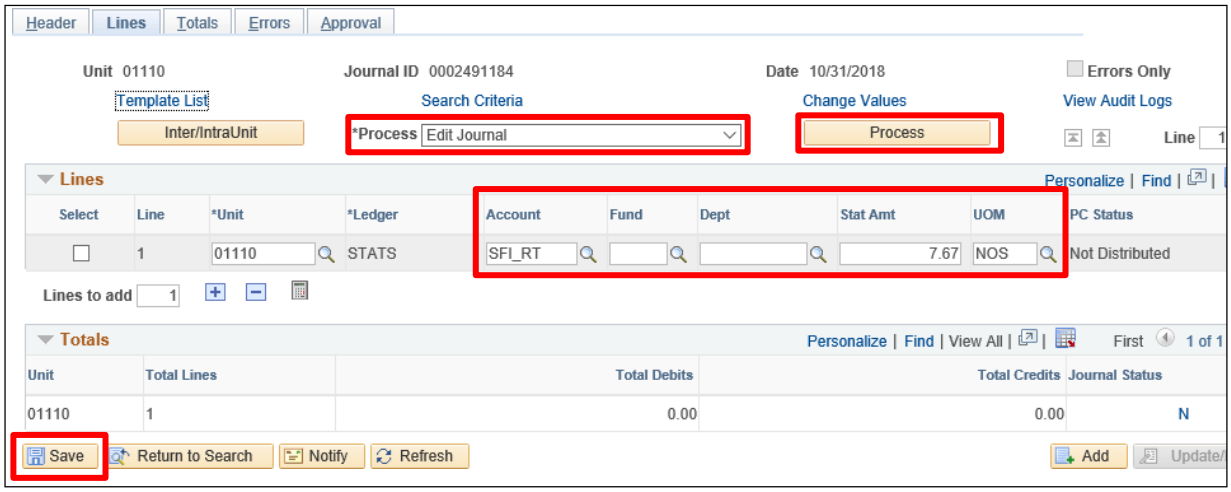
The **Journal Entry Template** List page displays:



10. Select the **STATS** template ID for both the Journal Entry Template and the Journal Line Copy Down by unchecking the box next to **Default** and checking the box next to **STATS**

11. Click **OK**

The **Lines** page updates:



In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

12. Account - Enter **SFI_RT**

13. Stat Amt - Enter the Interest Rate. (Note: for .000767 enter 7.67)

14. UOM - Defaults in based on the account value. It should be **NOS**

15. Click **Save**

A **Message** is received that the Journal entry has been saved.

16. Click **OK**

17. Select **Edit Journal** from the **Process** drop-down list

18. Click **Process**

The **Journal Status** changes to **V**.

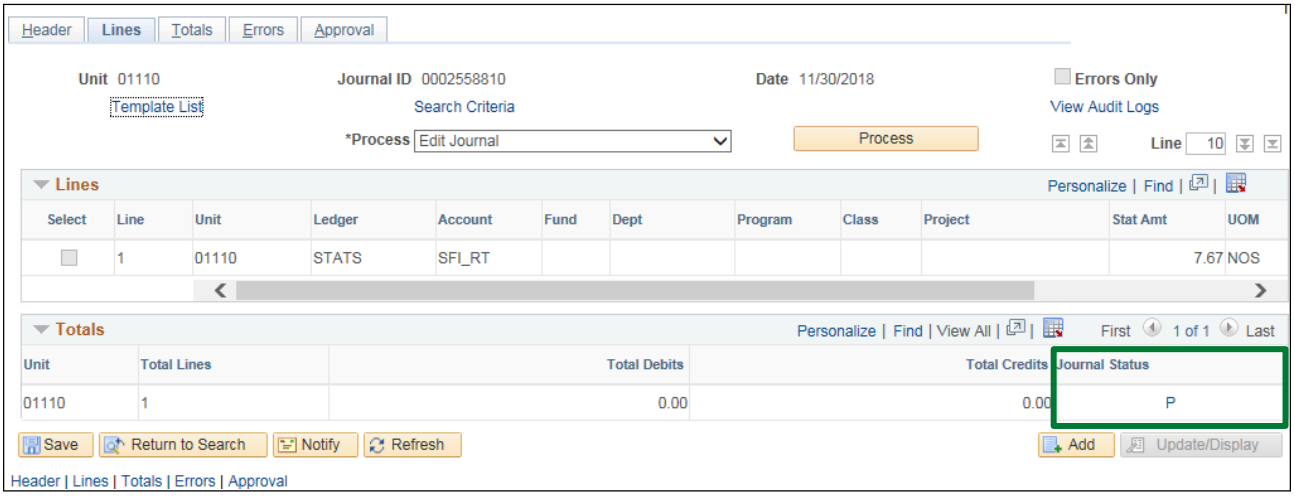
19. Select **Post Journal** from the Process drop-down list

20. Click **Process**

The following *Message* is opens:

21. Click **OK**

The **Journal Status** changes to **P** for posted:

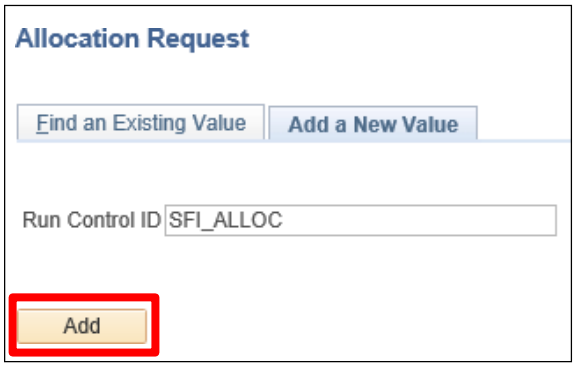


Step 2. Run the SFI Allocation process

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Define and Perform Allocations > Request Allocation

Navigator Menu navigation: Allocations > Define and Perform Allocations > Request Allocations

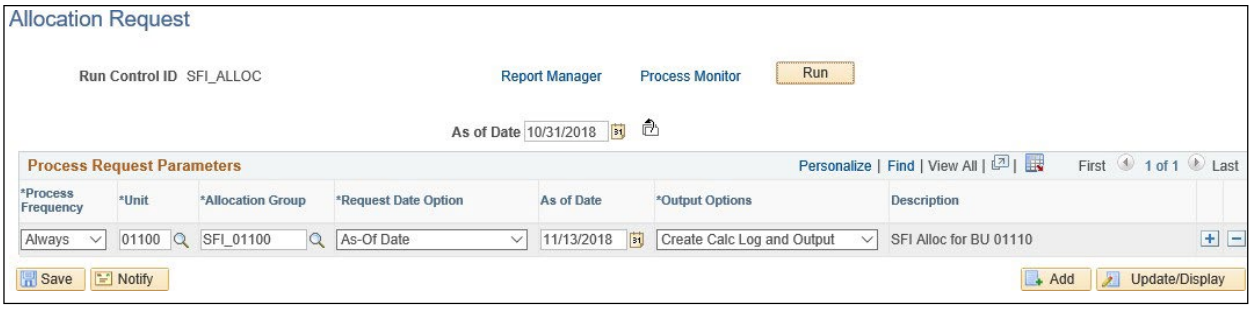
The **Allocation Request** page displays, click on the **Add a New Value** tab:



22. Run Control ID - Enter Run Control ID of **SFI_ALLOC**

23. Click **Add**

The **Allocation Request** page displays:



25. Process Frequency - Set to **Always**

26. Business Unit - Enter BU of **01100**

27. Allocation Group - Select **SFI_01100**

28. Request Date Option - Select **As of Date**

29. Output Options - Select **Create Calc Log and Output**

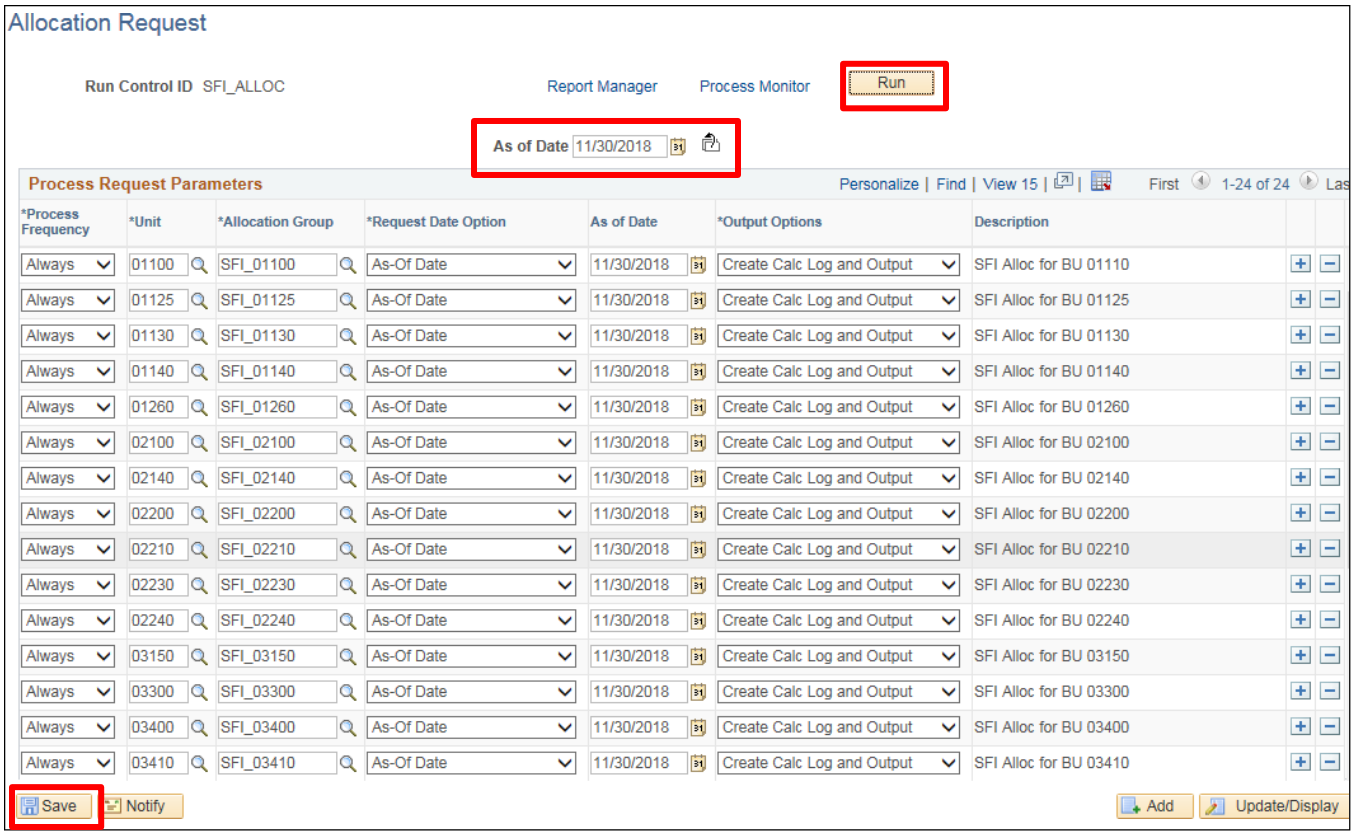
30. Click the **+** icon at the end of the first row to insert a new row

31. Repeat the steps above but for the next business unit (01105)

Repeat the above for the following B**usiness Units** and **Allocation Groups**:

SFI_01110	SFI_02230	SFI_03465
SFI_01125	SFI_02240	SFI_06120
SFI_01130	SFI_03150	SFI_06130
SFI_01140	SFI_03300	SFI_06140
SFI_01260	SFI_03400	SFI_07100
SFI_02100	SFI_03410	SFI_07120
SFI_02140	SFI_03420	SFI_07150
SFI_02200	SFI_03440	SFI_08100
SFI_02210	SFI_03460	SFI_09150

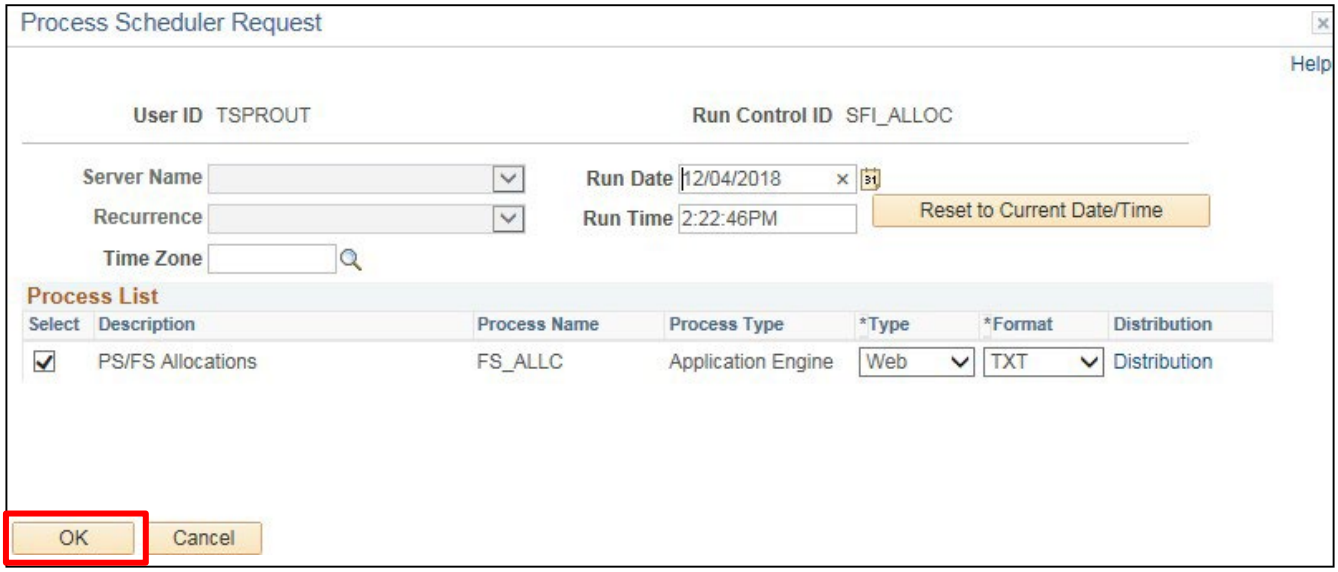
Once all 29 rows are entered, then select as of date at the overall run control level. In this case, the allocation is for the month of November so enter 11/30/2018. Then press the "Update As of Date" icon to copy the date to all rows.



32. Click **Save**

33. Click **Run**

The **Process Scheduler Request** page displays:

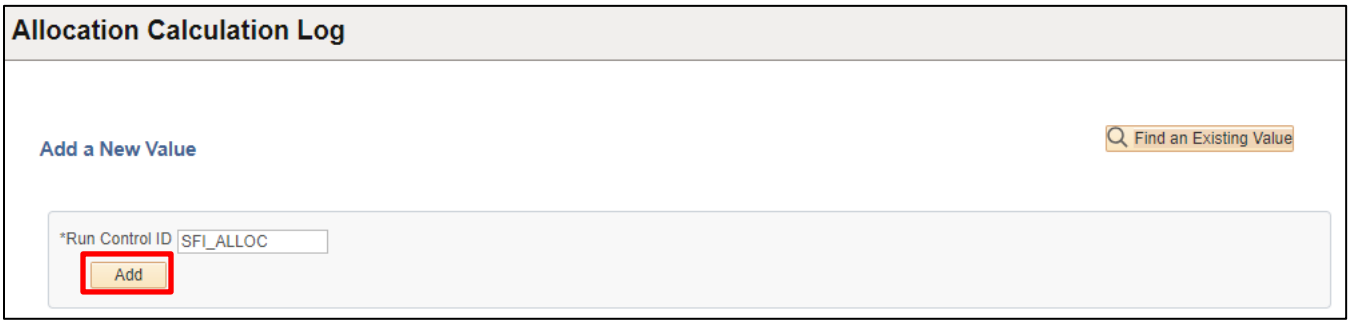


34. Click **OK**

Step 3. Review the Allocation Calculation Logs

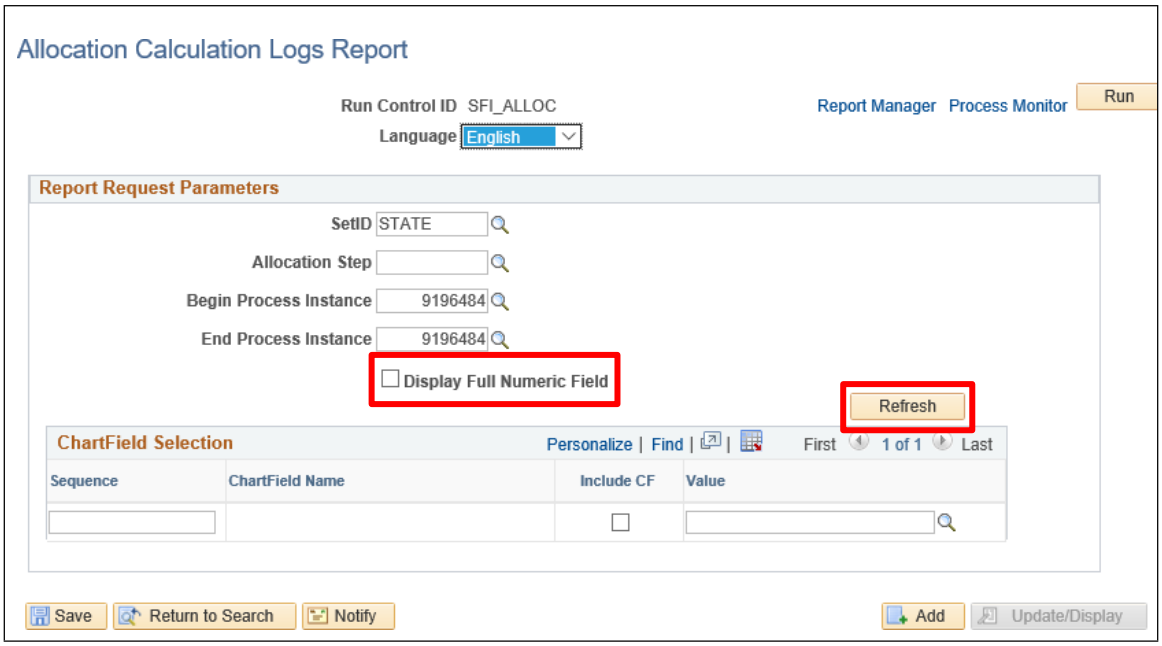
Navigator Menu navigation: Allocations > Reports > Allocation Calculation Logs

The **Allocation Calculation Log** page displays, click on the **Add a New Value** button:

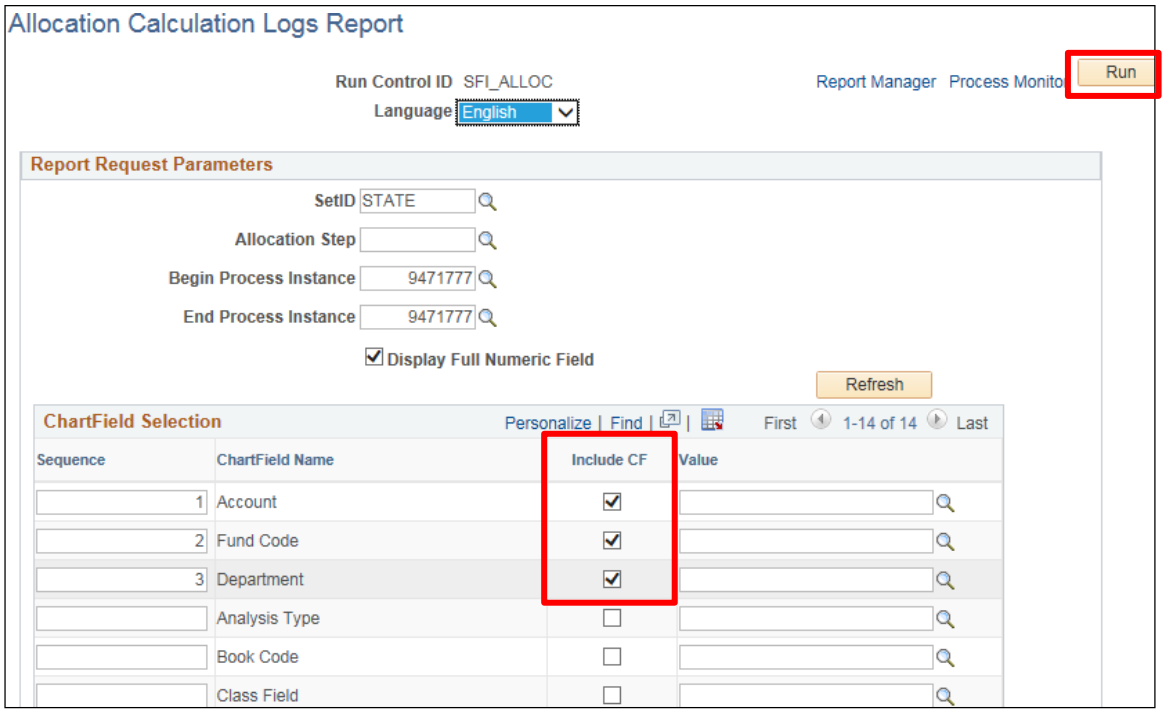


35. **Run Control ID -** Enter Run Control ID of **SFI_ALLOC**
36. Click **Add**

The **Allocation Calculation Logs Report** page displays:



37. Select **Display Full Numeric Field**
38. Click **Refresh**

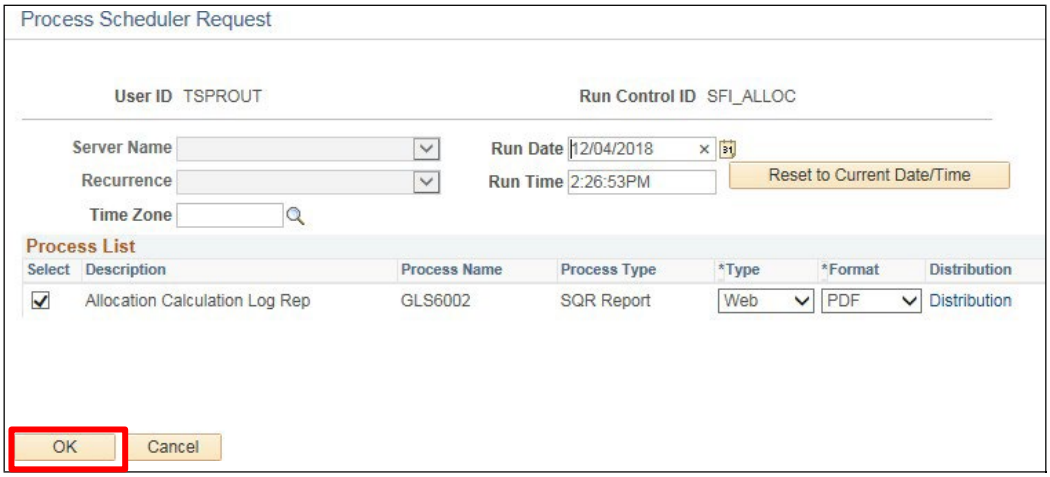


39. Select **Include CF** for Account, Fund Code, Department, Program, Class, and Project

40. Click **Save**

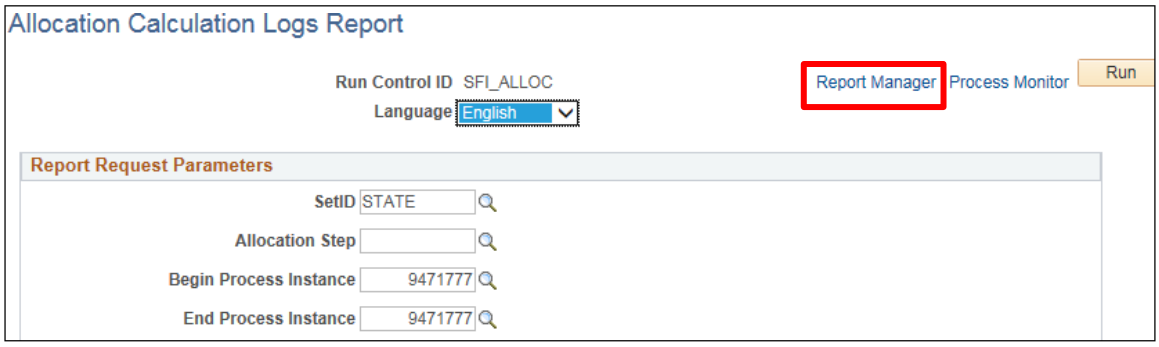
41. Click **Run**

The **Process Scheduler Request** window opens:



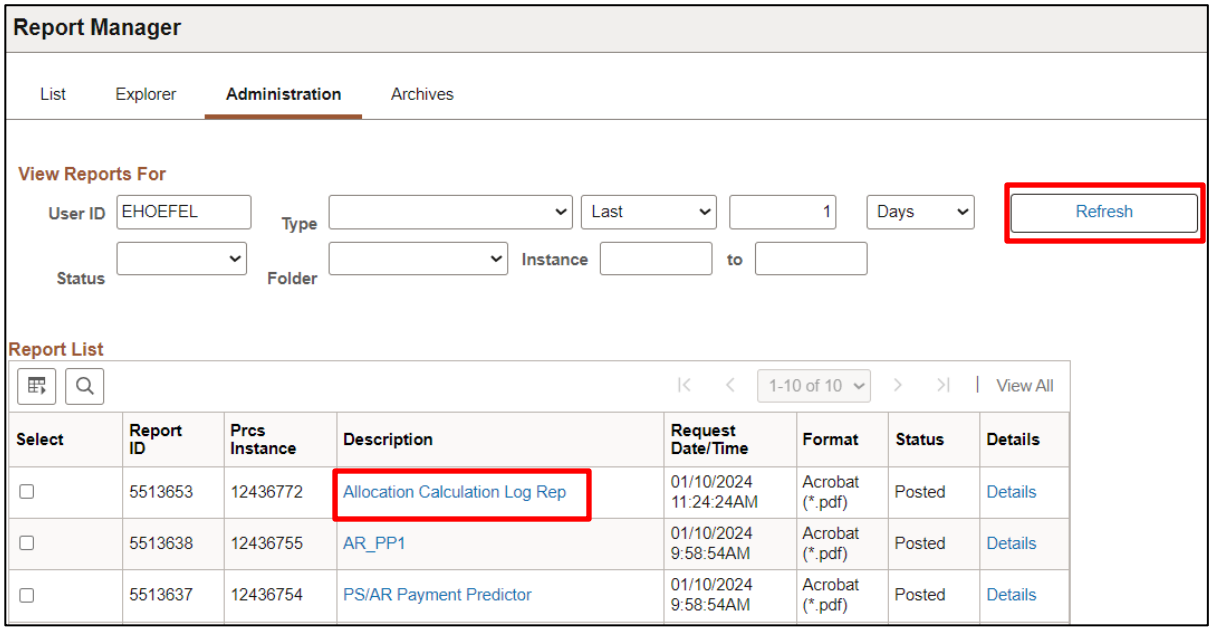
42. Click **OK**

You are returned to the **Allocation Calculation Logs Report** page:



43. Click on the **Report Manager** link

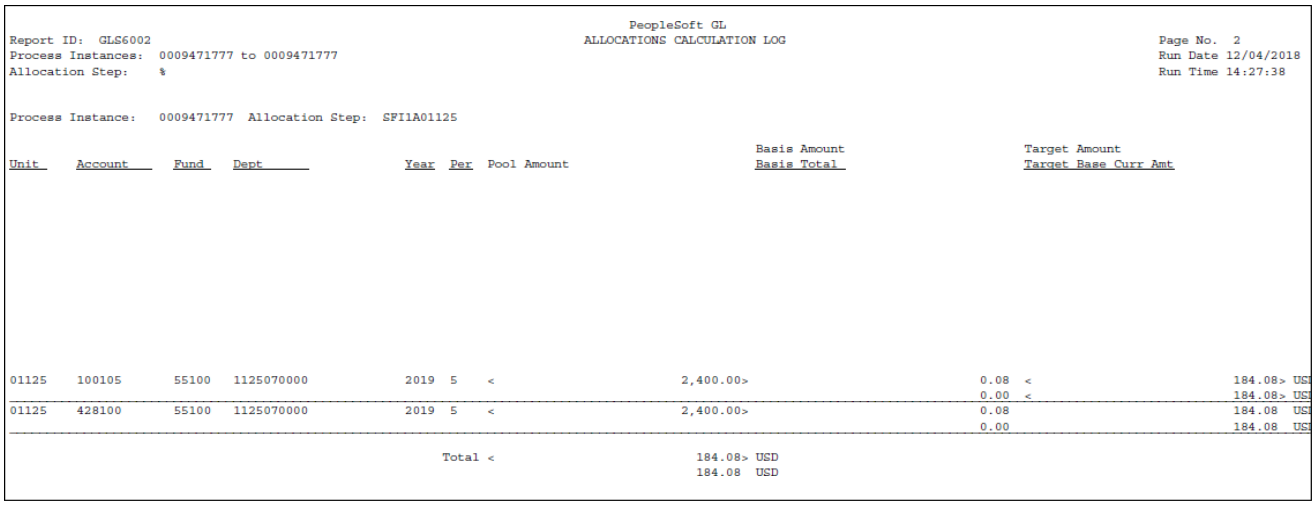
The **Report List** page displays:



44. Click on the **Administration** tab

45. Click **Refresh** until the “Allocation Calculation Log Rep” displays as a blue link in the Description column

The Allocation Calculation Log is shown below. There are multiple pages: one for each allocation step.



PeopleSoft GL
ALLOCATIONS CALCULATION LOG

Report ID: GLS6002
Process Instances: 0009471777 to 0009471777
Allocation Step: %

Page No. 2
Run Date 12/04/2018
Run Time 14:27:38

Process Instance: 0009471777 Allocation Step: SFI1A01125

Unit	Account	Fund	Dept	Year	Per		Pool Amount	Basis Amount Basis Total		Target Amount Target Base Curr Amt	
01125	100105	55100	1125070000	2019	5	<	2,400.00>	0.08	<	184.08>	USD
								0.00	<	184.08>	USD
01125	428100	55100	1125070000	2019	5	<	2,400.00>	0.08		184.08	USD
								0.00		184.08	USD
					Total	<	184.08>	USD			
							184.08	USD			

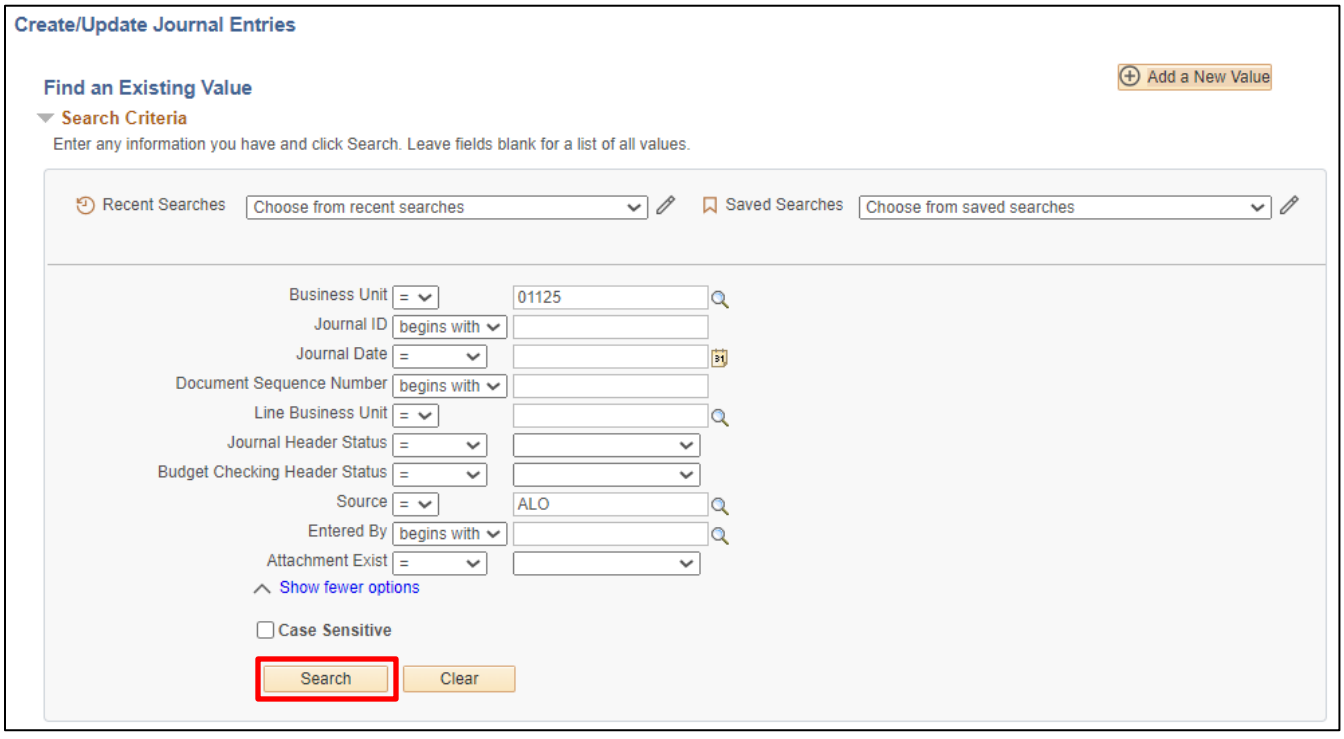
In the above log, the user can see that the average daily balance of $2,400 for business unit 01125 and fund 55100 was multiplied by .0767 to get $184.08 dollars of interest allocation.

Step 4. Inquire on Allocation Journals

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

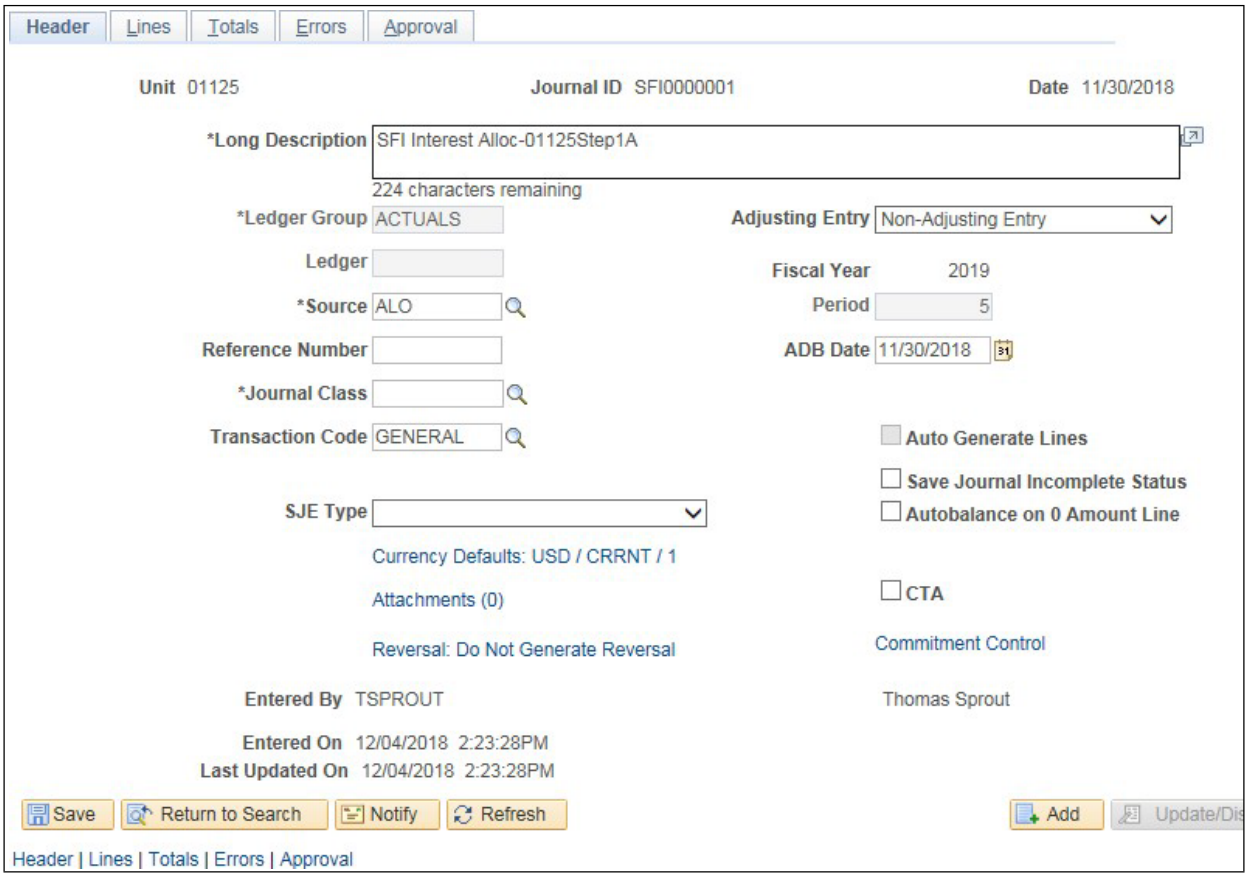
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



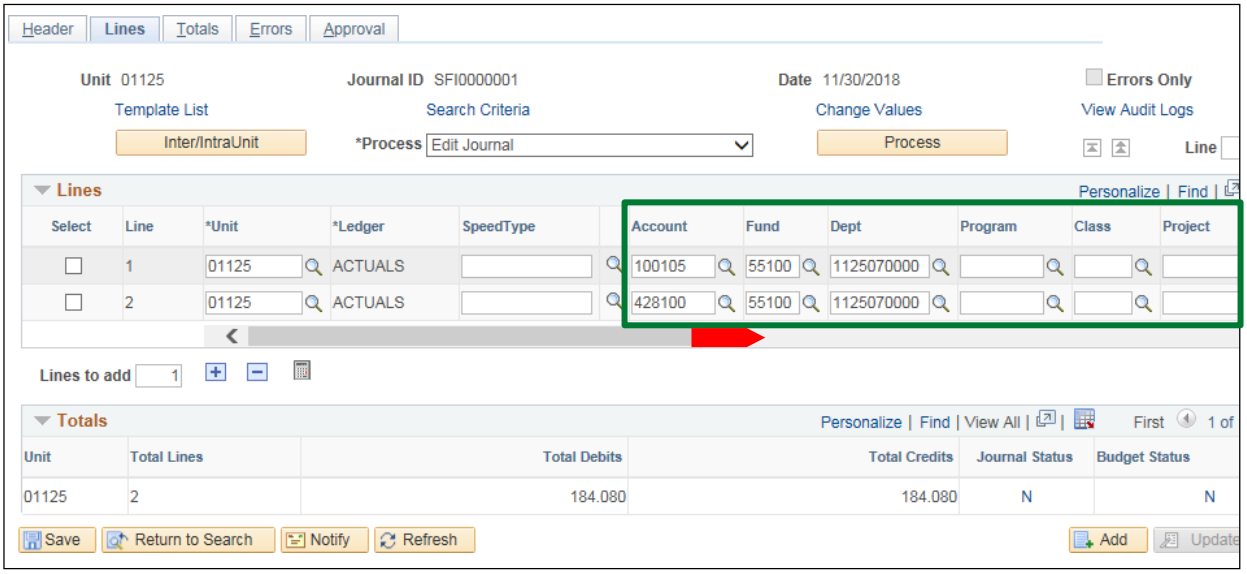
45. **Business Unit -** Enter business unit. This should be any one of the business units that show on the calculation log. In this case, use business unit 01125
46. **Source -** Set to **ALO**
47. Click **Search**

The **Journal Entry** for the business unit and fund displays:

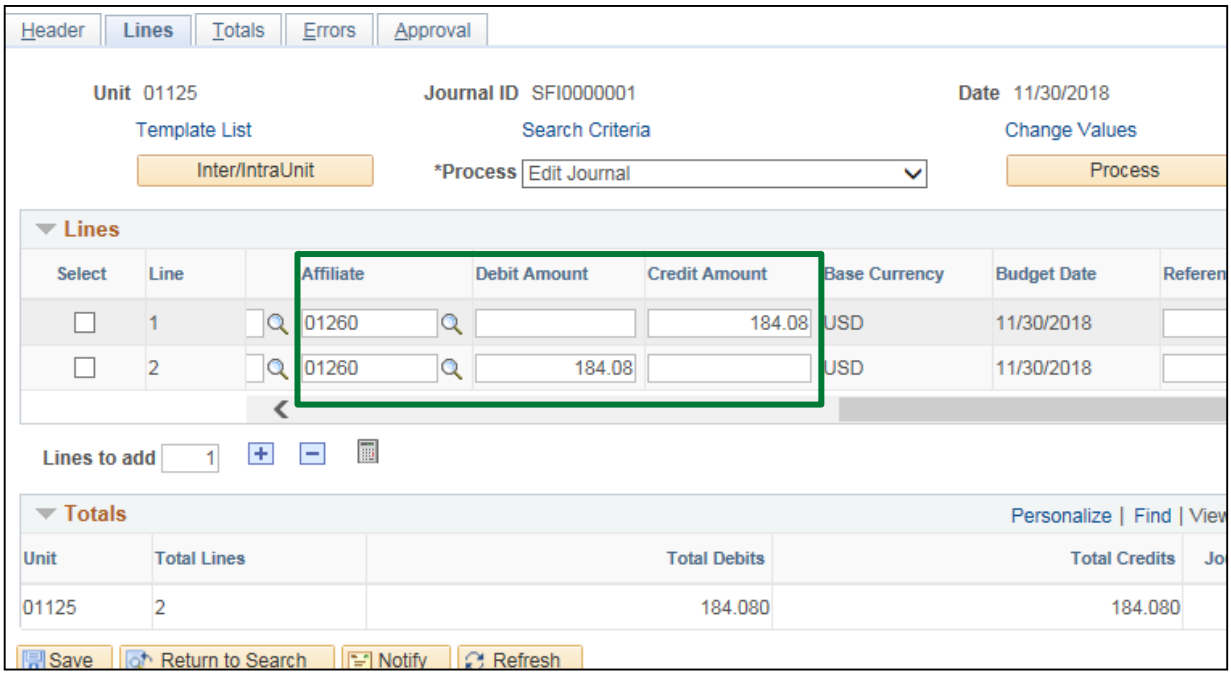


48. Click on the **Lines** tab

The **Lines** page displays:



Notice that the entry chartfields and amount match the allocation calculation log.



Notice that the entry chartfields and amount match the allocation calculation log.

This journal is ready to be processed.

Allocate Interest Income is Complete

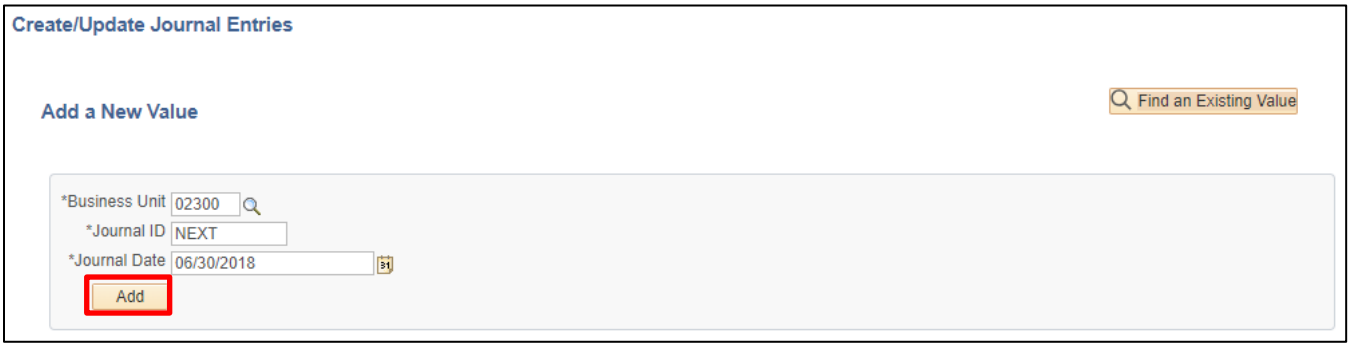
Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger - Internal Service Funds and Enterprise Funds and Fiduciary Funds Only

Situations when this function is used: Entries are made to the ACCRL/ADJ ledger by Internal Service Funds, Enterprise Funds, and Fiduciary Funds to record accrual entries at year-end and sometimes during the year.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries > Create Journal Entries

Navigator Manu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

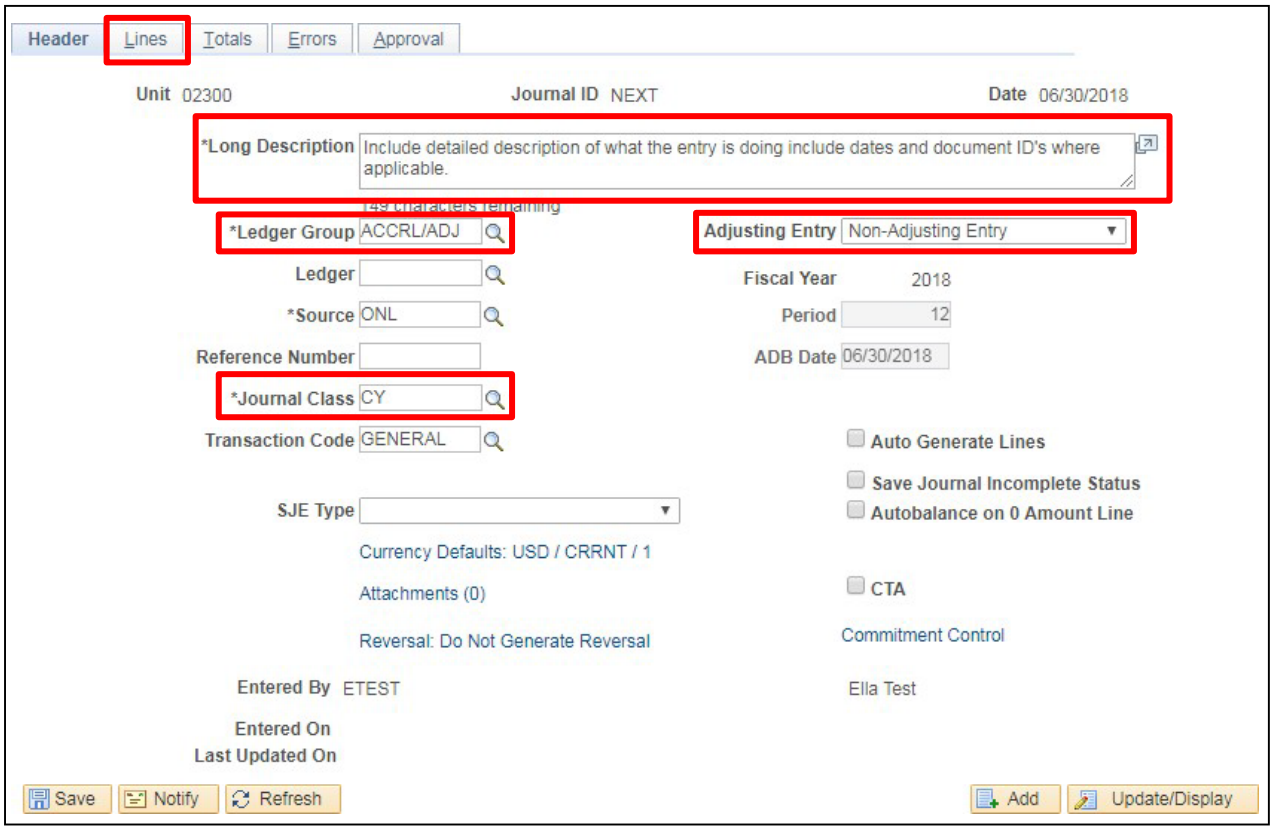
The **Create/Update Journal Entries** page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT **or** if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**
3. **Journal Date -** Should be June 30th date and then reversed on July 1st
4. Click **Add**

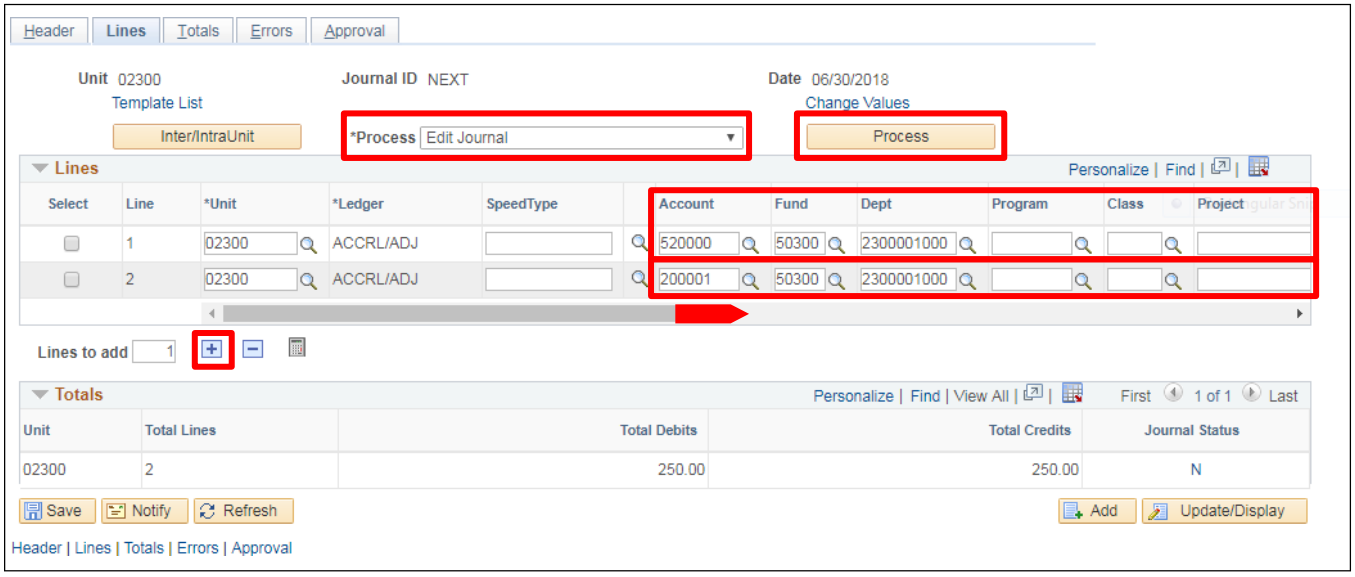
The Header page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a description - include detailed description of what the entry is doing **and** include dates and document ID's where applicable
6. **Ledger Group -** Select **ACCRL/ADJ**
7. **Journal Class -** Enter **CY** for current year or **PY** for prior year
8. **Adjusting Entry -** Leave as **Non-Adjusting Entry** or click on drop down and choose **Adjusting Entry Period**. If the journal is a year-end adjusting journal entry, you would select **Period 998**
9. Click on the **Lines** tab

The **Lines** page displays:



Under **Lines; Line 1**

10. Enter Account/Fund/Dept ID/Amount

11. Click the **+** icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

Under **Lines; Line 2**

12. Enter the correct account

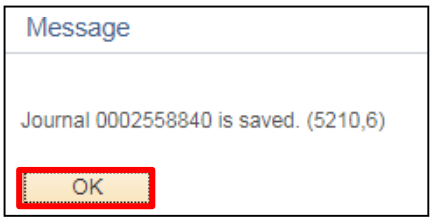
If more rows are required repeat clicking the plus sign and updating the account.

Once all lines are entered,

13. Choose **Edit Journal** from the **Process** drop-down list

14. Click **Process**

The following Message opens:



The journal has been saved and a journal number is assigned.

15. Click **OK**

The journal now has a Journal Status = V

Once the Journal Status is Valid you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Important Note: ACCRL/ADJ journals do not budget check. They are just edited, approved, and posted.

The approver can approve and Post the Journal or it will post overnight once approved.

For the approval process, please see section Approving a Journal Entry of this manual.

For the posting process, please see section Post a Journal of this manual.

Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only is Complete

Enter Year End Accrual and Reversal Journal Entries for the ACCRL/ADJ Ledger – Internal Service Funds, Enterprise Funds and Fiduciary Funds Only

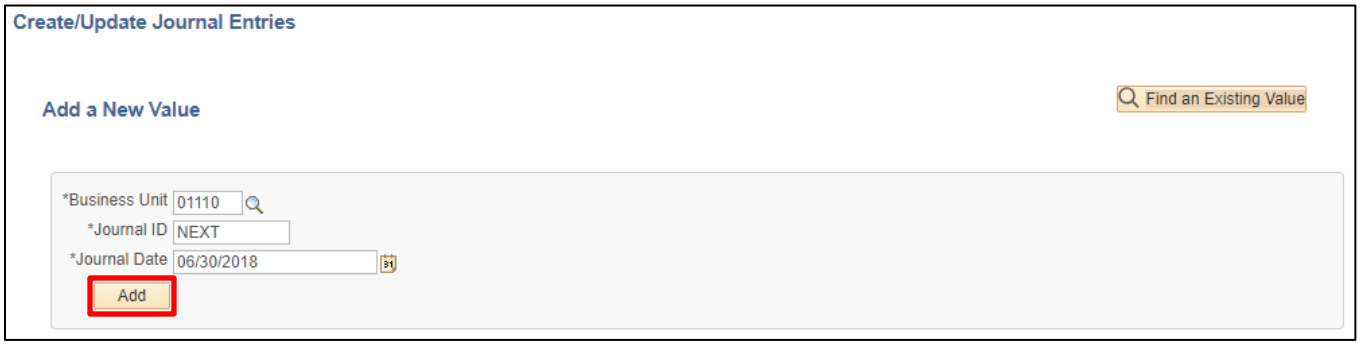
Situations when this function is used: Accrual entries are made to the ACCRL/ADJ ledger by Internal Service, Enterprise, and Fiduciary Fund departments to record year end accrual entries such as Payroll accruals, payables accruals and sales accruals.

Important Note: Both the accrual entry journal and the reversal journal must be posted manually. The reversal journal is created when the accrual entry journal is posted.

WorkCenter navigation: General Ledger WorkCenter > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

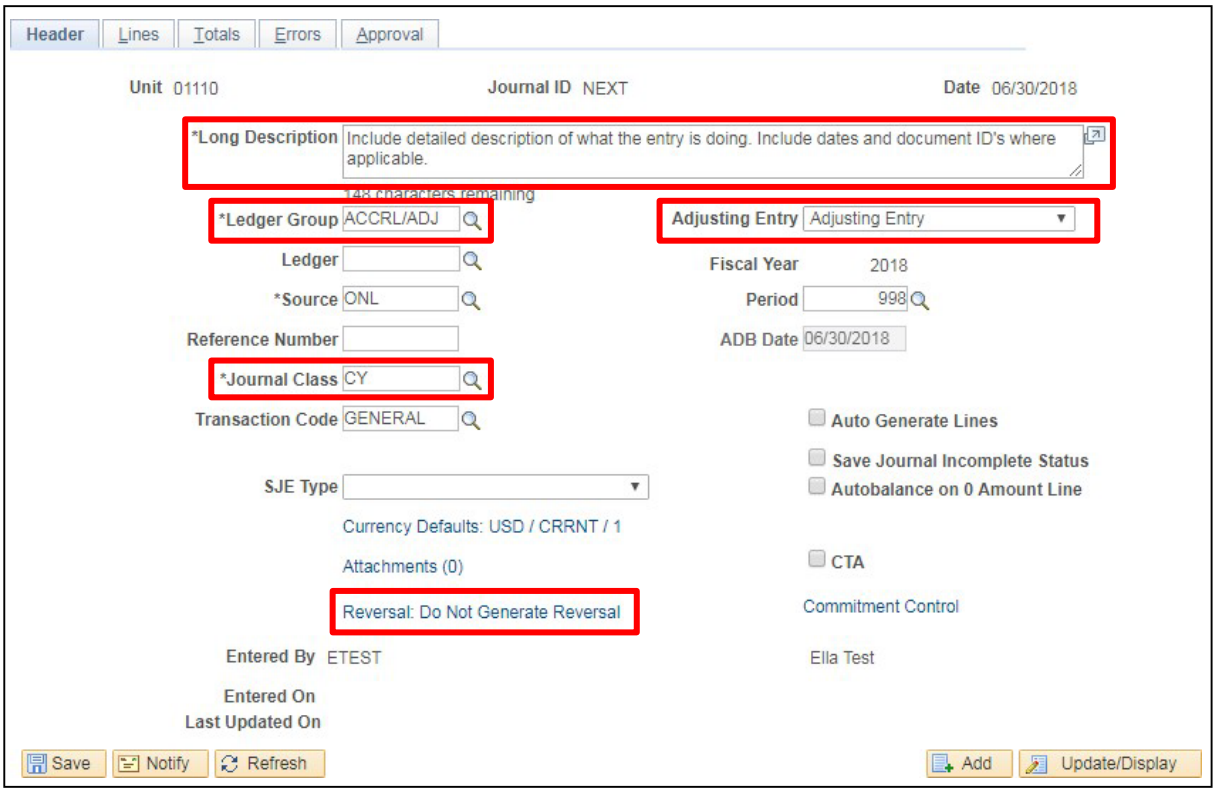
The **Create/Update Journal Entrie**s page displays:



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Should be June 30th date
4. Click **Add**

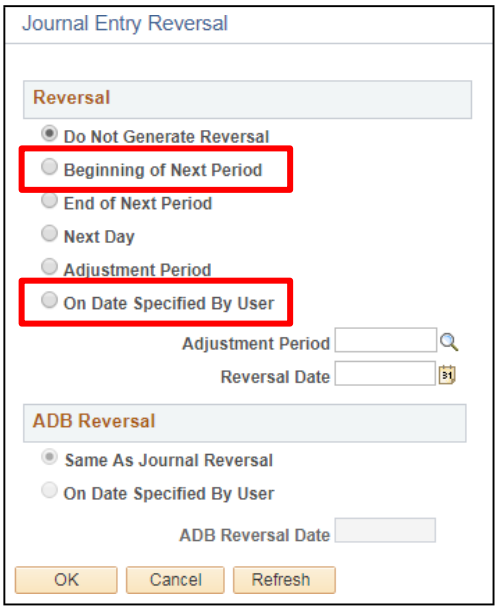
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The **Transaction Code** defaults to GENERAL. The fiscal year and period default based on the Date. **Save Journal Incomplete Status** defaults as unchecked.

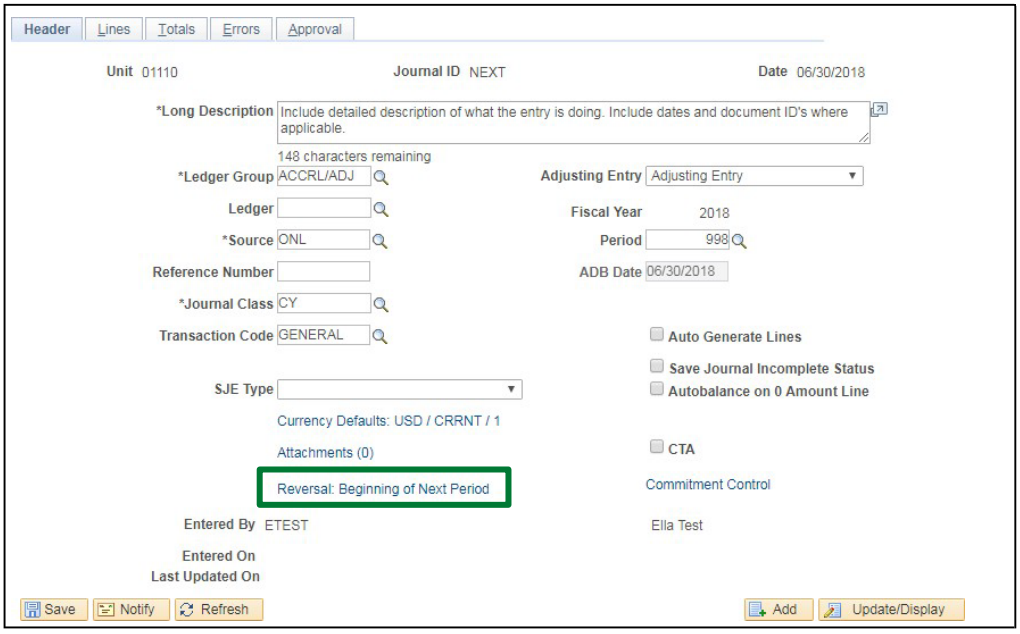
5. **Long Description -** Enter a description - Include detailed description of what the entry is doing and **i**nclude dates and document ID's where applicable
6. **Ledger Group -** Select **ACCRL/ADJ**
7. **Source -** Leave as **ONL**
8. **Journal Class -** Select **CY**
9. **Adjusting Entry -** Select **Adjusting Entry** from the drop-down list, Period will default in as 998
10. Click on the **Reversal: Do Not Generate Reversal** link

The **Journal Entry Reversal** page displays:

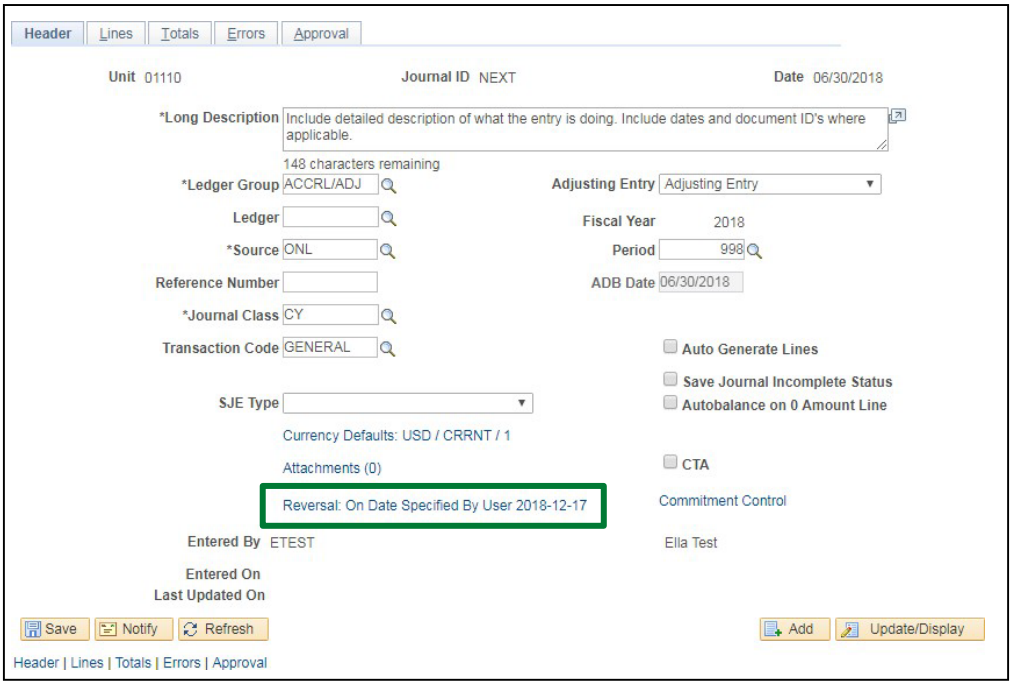


11. **If July is open,** then **Click on Beginning of Next Period** – This will create a reversal journal entry with an accounting date of July 1st. **If July is closed**, then **Click on Date Specified by User and enter the current date** – This will create a reversal journal entry with an accounting date of the current date
12. Click **OK**

If **Beginning of Next Period** was chosen, the blue link on the header page of the journal will reflect that:



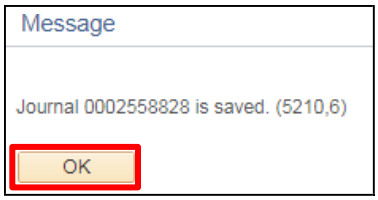
If **On Date Specified by User** was chosen, the blue link on the header page of the journal will reflect that:



13. You may now go to the Lines page to finish your journal.

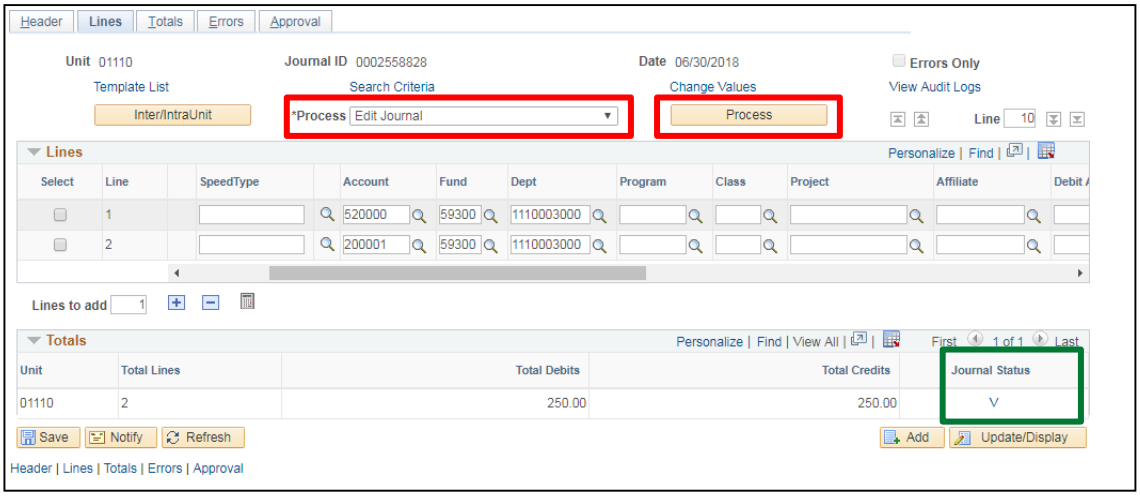
14. Click Save

The following **Message** opens:



The journal is saved and assigned a journal ID.

15. Click **OK**



16. Choose **Edit Journal** from the Process drop-down list

17. Click **Process**

After the process completes the journal now has a Journal Status = V

Once the Journal Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Important Note: ACCRL/ADJ journals do not budget check. They are just edited, approved, and posted.

The approver can approve and Post the Journal or it will post overnight once approved.

For the approval process, please see section Approving a Journal Entry of this manual.

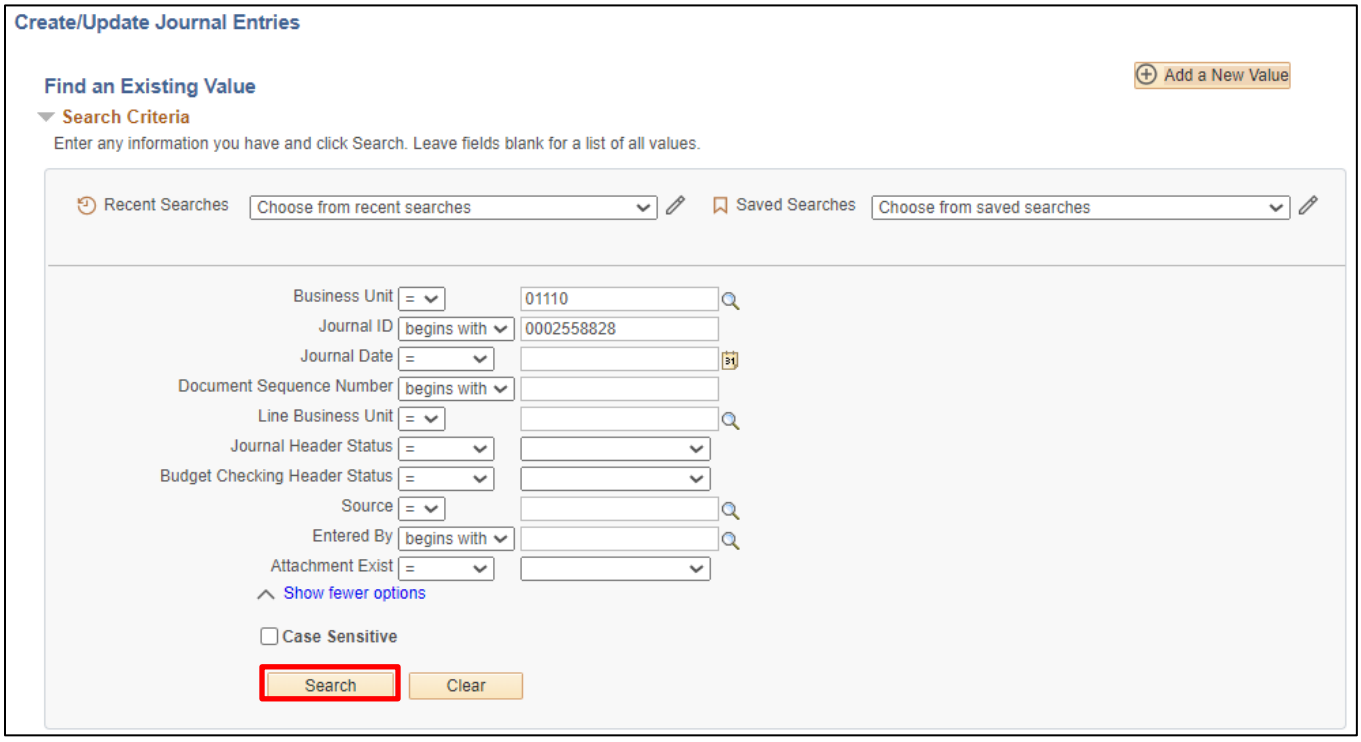
For the posting process, please see section Post a Journal of this manual.

You can find the reversal journal that was created after the original accrual journal is posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

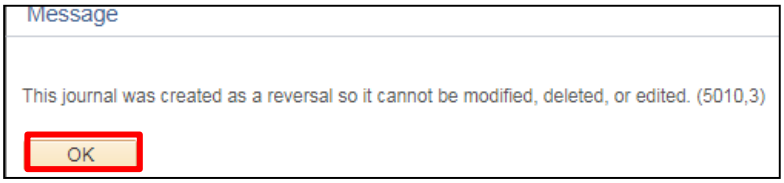
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



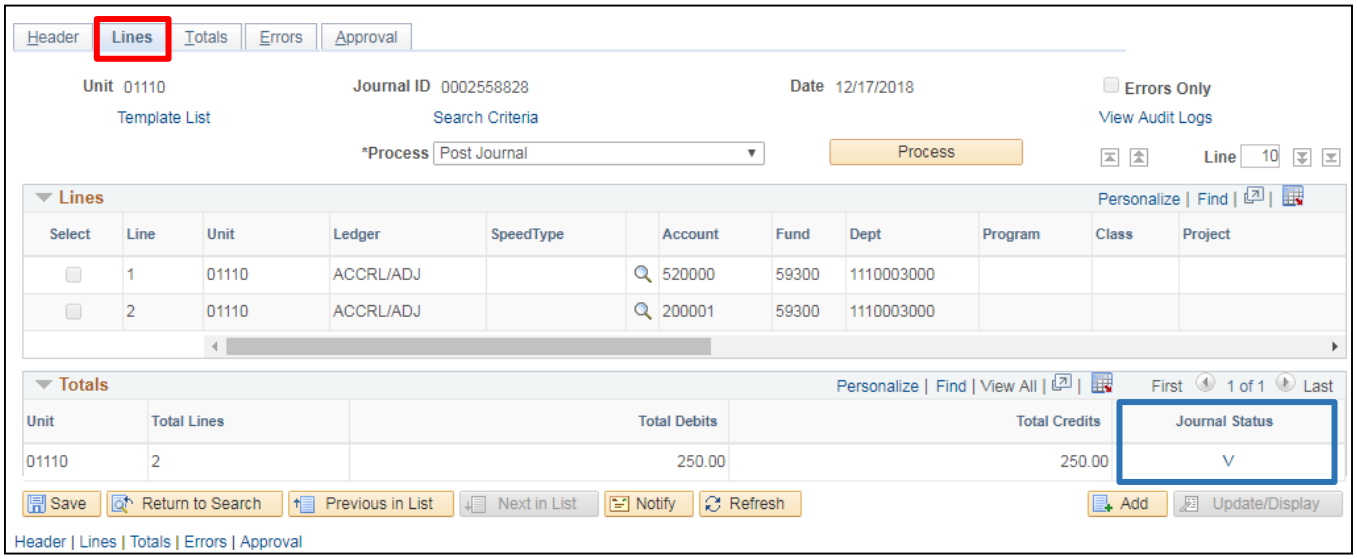
1. Click **Clear**
2. **Business Unit -** Enter the appropriate business unit
3. **Journal ID -** Enter the Journal ID from saved journal above (including the leading zero's) **or**
4. **Journal Date -** Enter Journal date equal to July 1st if "Beginning of Next Period" was chosen or enter current date if "On Date Specified by User" is chosen on the Journal Entry Reversal Page
5. Click **Search**

The following **Message** opens when the journal opens:



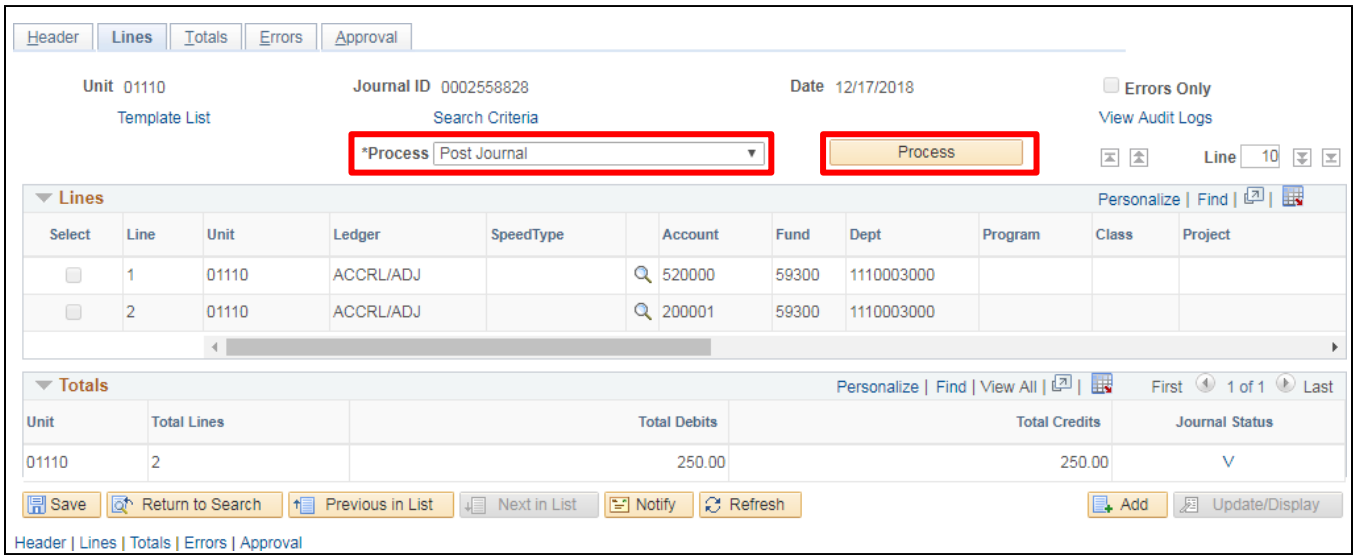
6. Click **OK**

The **Create/Update Journal Entries** page displays, click on the **Lines** tab:



Journal Status is V and the line amounts are the exact opposite of the original entry.

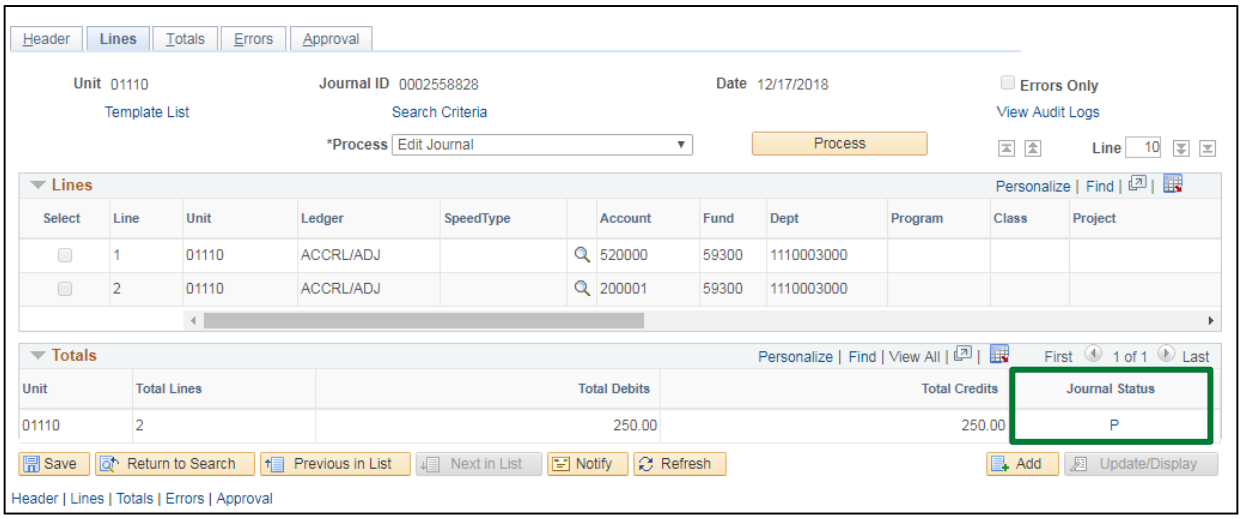
Important: The journal must be posted. The journal will not post in the overnight batch process so it must be posted manually.



7. Select **Post Journal** from the **Process** drop-down list
8. Click **Process**

The following **Message** opens:

9. Click **OK**



Journal Status is now **Posted**.

Enter Year End Accrual Entries for the ACCRL/ADJ Ledger – Internal Service Funds, Enterprise Funds and Fiduciary Funds Only is Complete

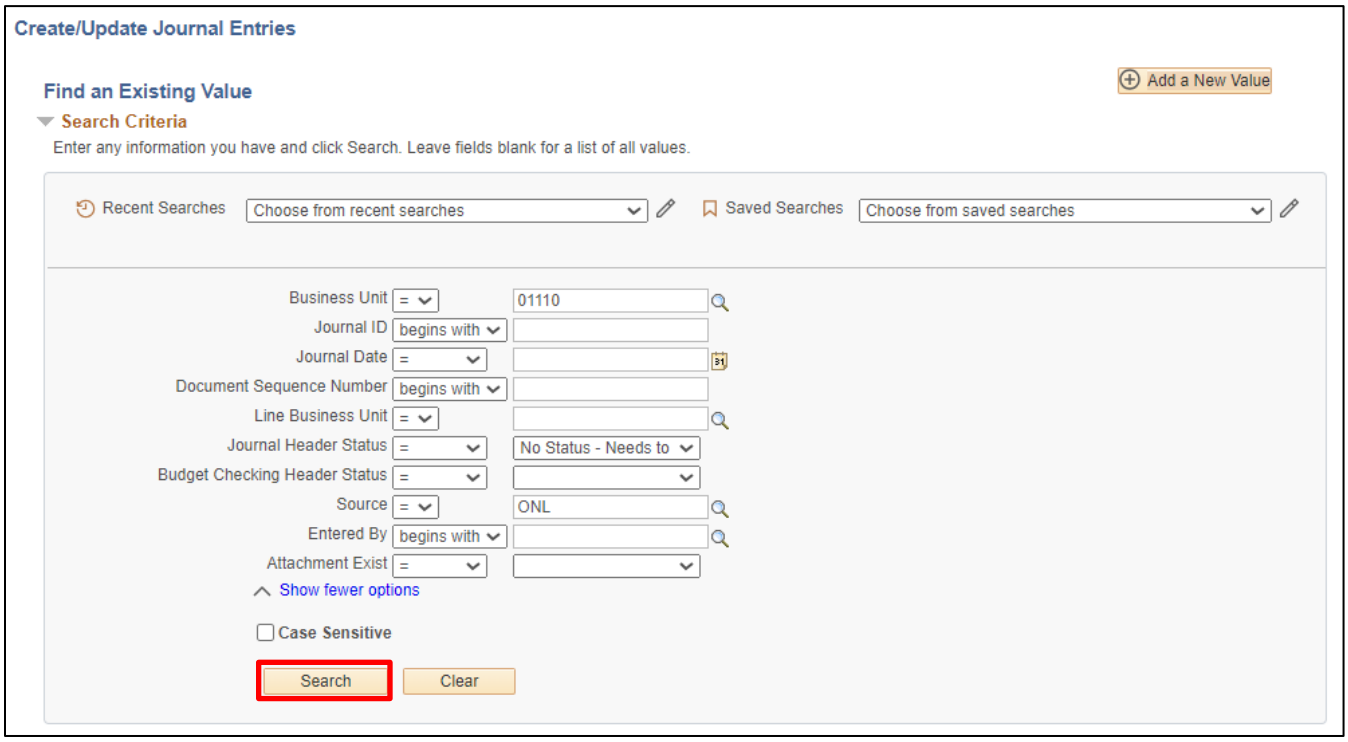
Edit a Saved Journal Entry

Situations when this function is used: A journal entry has been saved. The journal needs to be edited so it can be budget checked and posted.

WorkCenter navigation: General Ledger WorkCenter > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



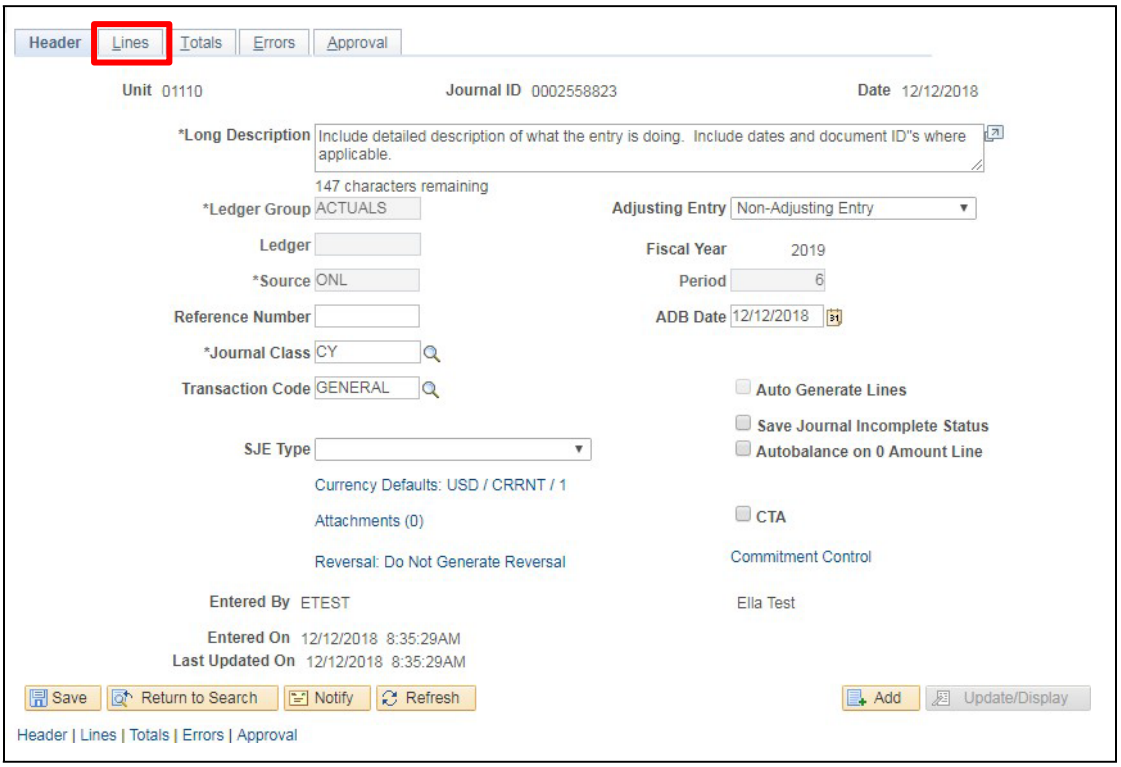
Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit -** Leave as default or enter the appropriate Business Unit
2. **Journal Header Status -** Select **No Status-Needs to be Edited**
3. **Source -** Leave as Default or enter the appropriate Source
4. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

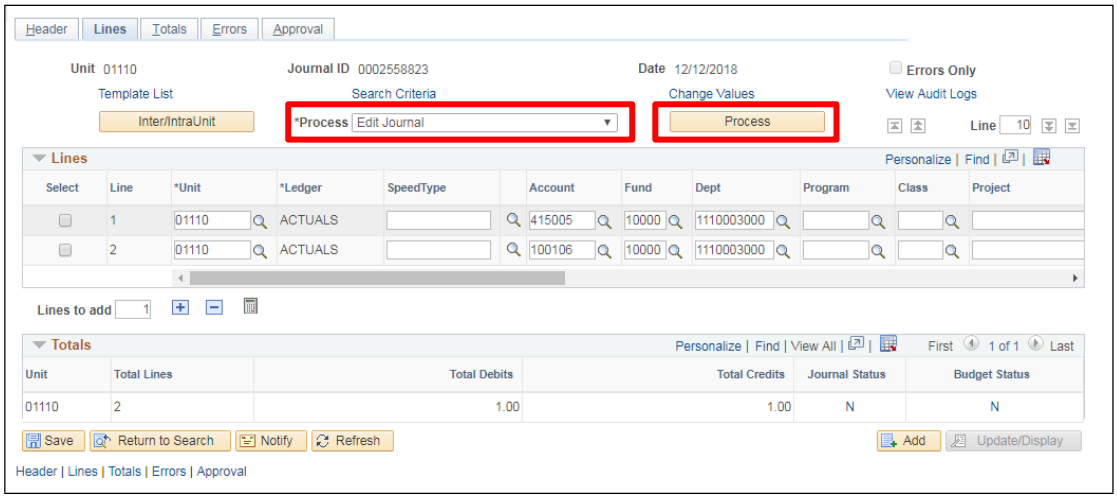
5. Click any **hyperlinks** in the line for the journal that you want to edit

The **Journal Header** page displays:



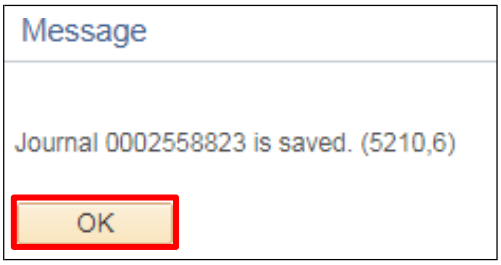
6. Click on the **Lines** tab

The **Lines** page displays:



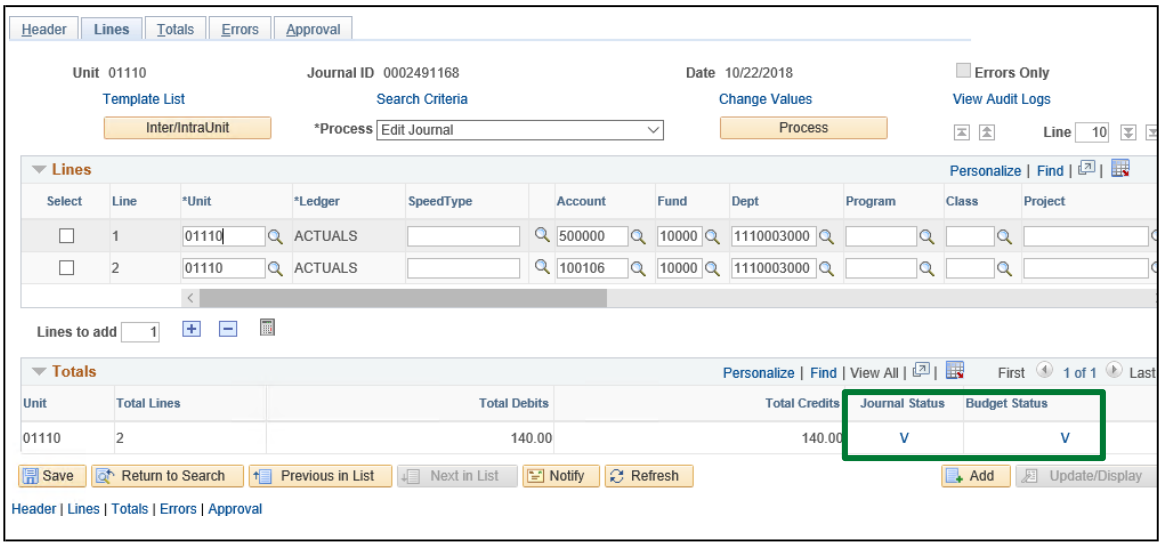
7. Make any necessary edits
8. **Process -** Choose **Edit Journal** from the drop-down list
9. Click **Process**

After processing, the following **Message** displays:



10. Click **OK**

The journal has been edited. Under Totals, Journal Status is V. A successful edit check automatically invokes the Budget Check process. Thus, the budget status will become either V for valid or E for error. In this case, both the edit and budget check are valid:



Note: The edit process may not be successful. In which case there will either be a pop-up message about errors on the header or an E displayed in the Journal Status field for Error. Errors are discussed in the next section.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Edit a Saved Journal Entry is Complete

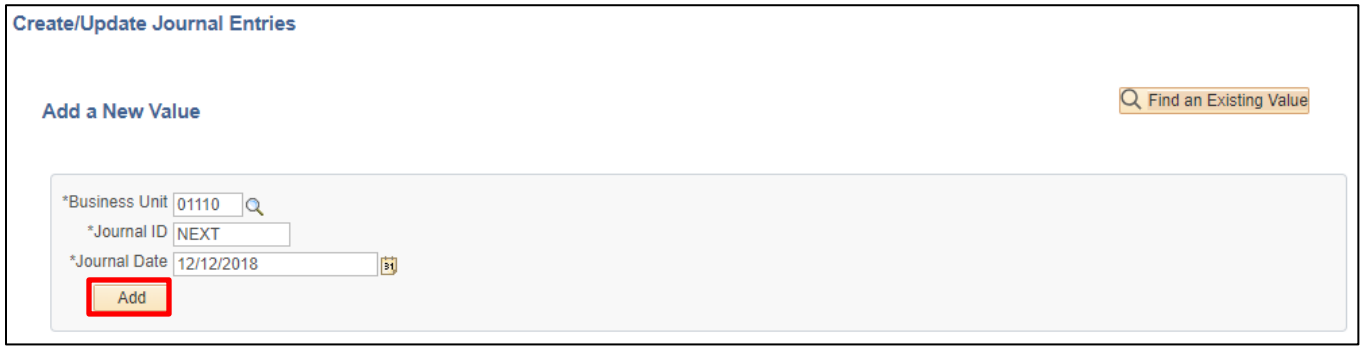
Edit Error Corrections

Situations when this function is used: During the journal entry process, a user runs the journal entry process and encounters edit errors on both header and lines.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

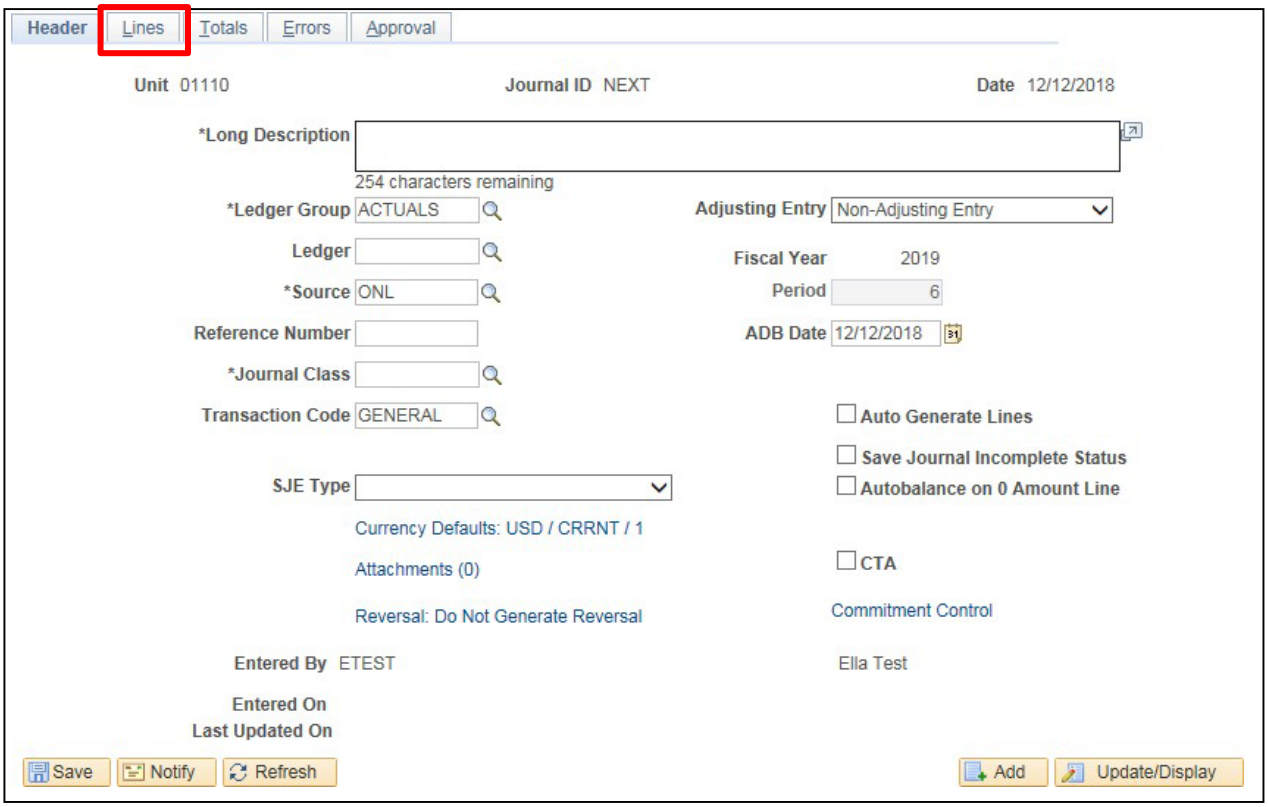
The **Create/Update Journal Entries** page displays:



The Create Journal Entry, Add a New Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit -** Leave as default or enter the appropriate Business Unit
2. **Journal ID -** Leave as NEXT
3. **Journal Date -** Leave as default
4. Click **Add**

The **Journal Header** page displays:

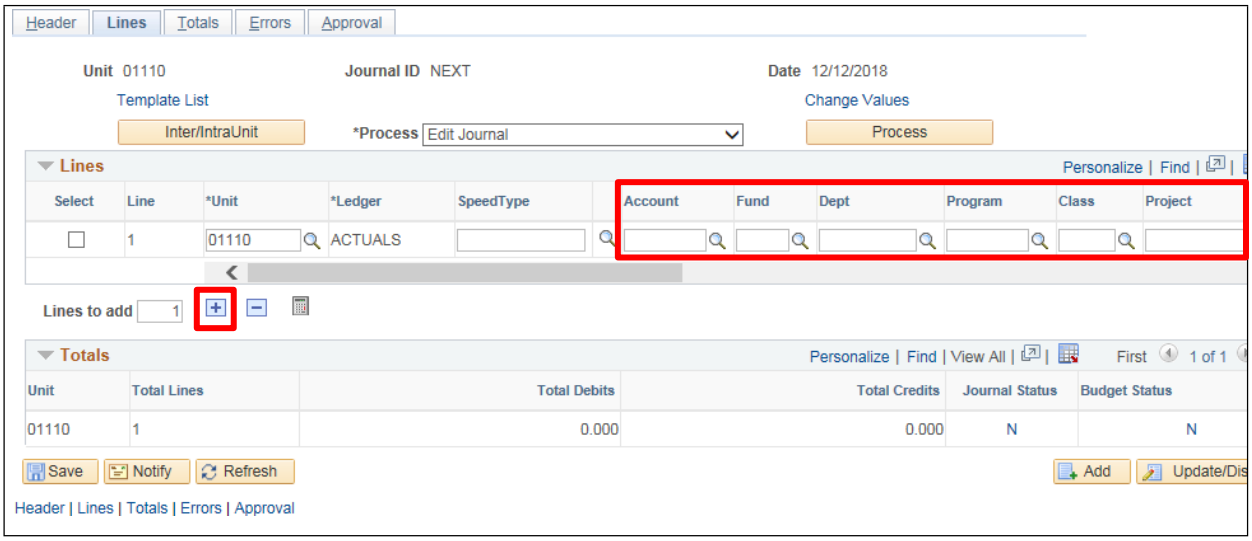


Various fields default in such as Ledger Group, Source, Transaction Code, Adjusting Entry, and ADB Date.

Other fields require data entry. They are **Long Description and Journal Class**. For this scenario leave these fields blank.

5. Click on the **Lines** tab

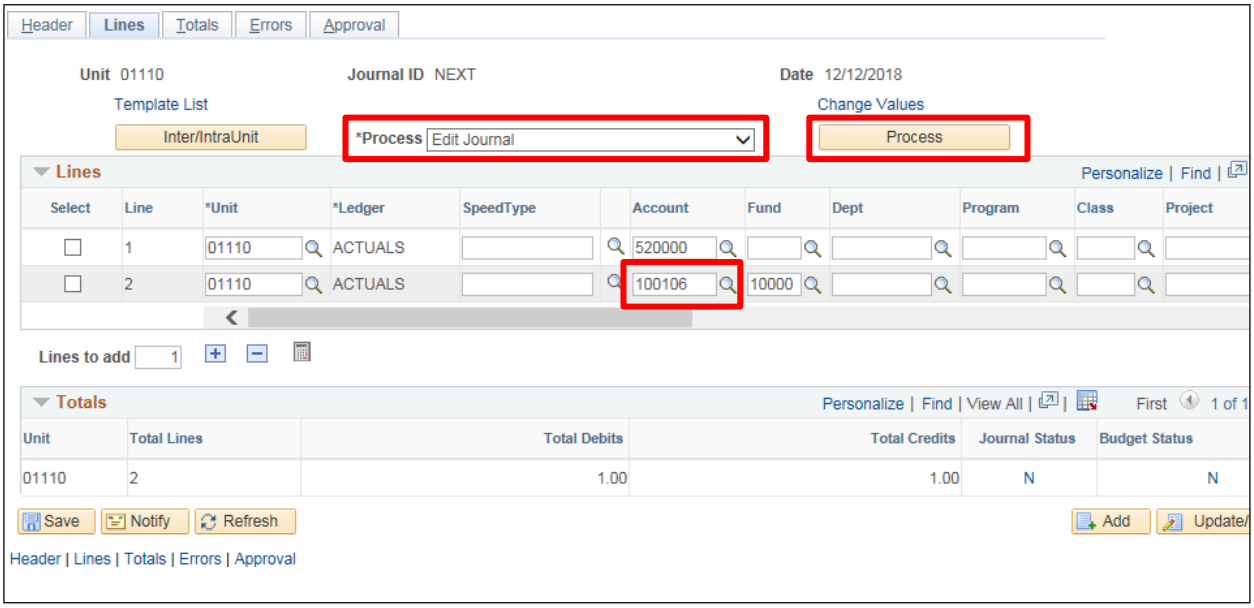
The **Lines** page displays:



Under **Lines; Line 1**

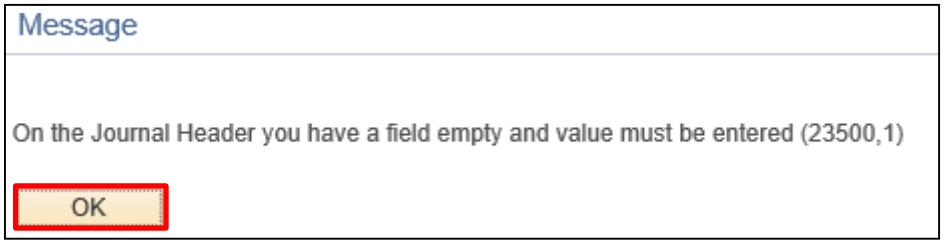
6. **Account -** Enter account
7. **Fund -** Enter Fund
8. **DeptID -** Enter DeptID
9. **Class -** Leave blank
10. **Program -** Leave blank
11. **Project/Grant -** Leave blank
12. **Affiliate -** Leave blank
13. **Debit Amount -** Enter amount to be charged
14. **Credit Amount -** Enter offsetting amount
15. Click the + icon to add a new line

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal:



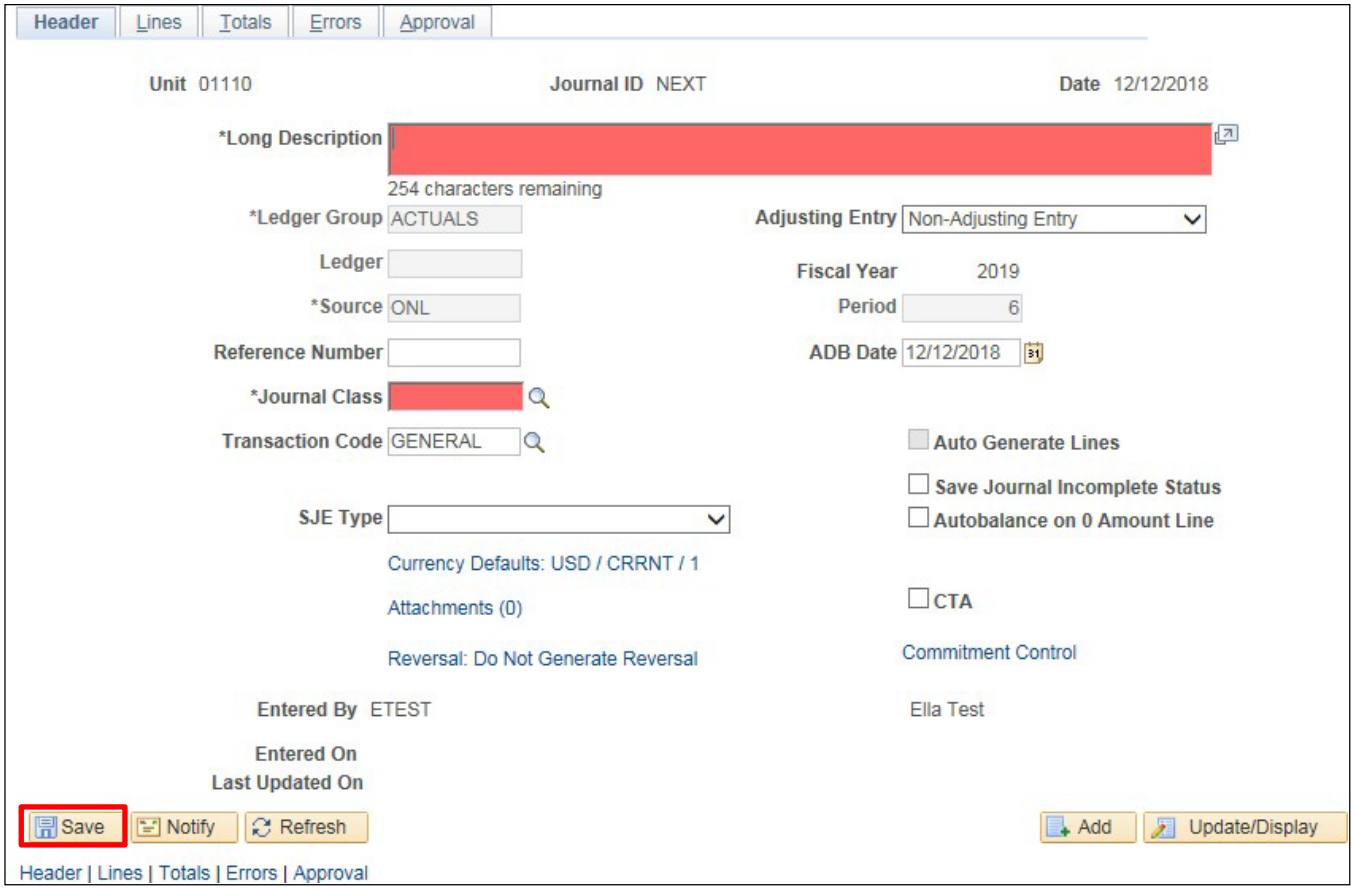
16. **Account -** Enter **100106**
17. **Process -** Choose **Edit Journal** from the drop-down list
18. Click **Process**

Since the journal has header errors, the following **Message** opens:



17. Click **OK**
18. Click on the **Header** tab

The fields with errors are highlighted in red. In this case, the user forgot to enter a long description or the Journal class value:

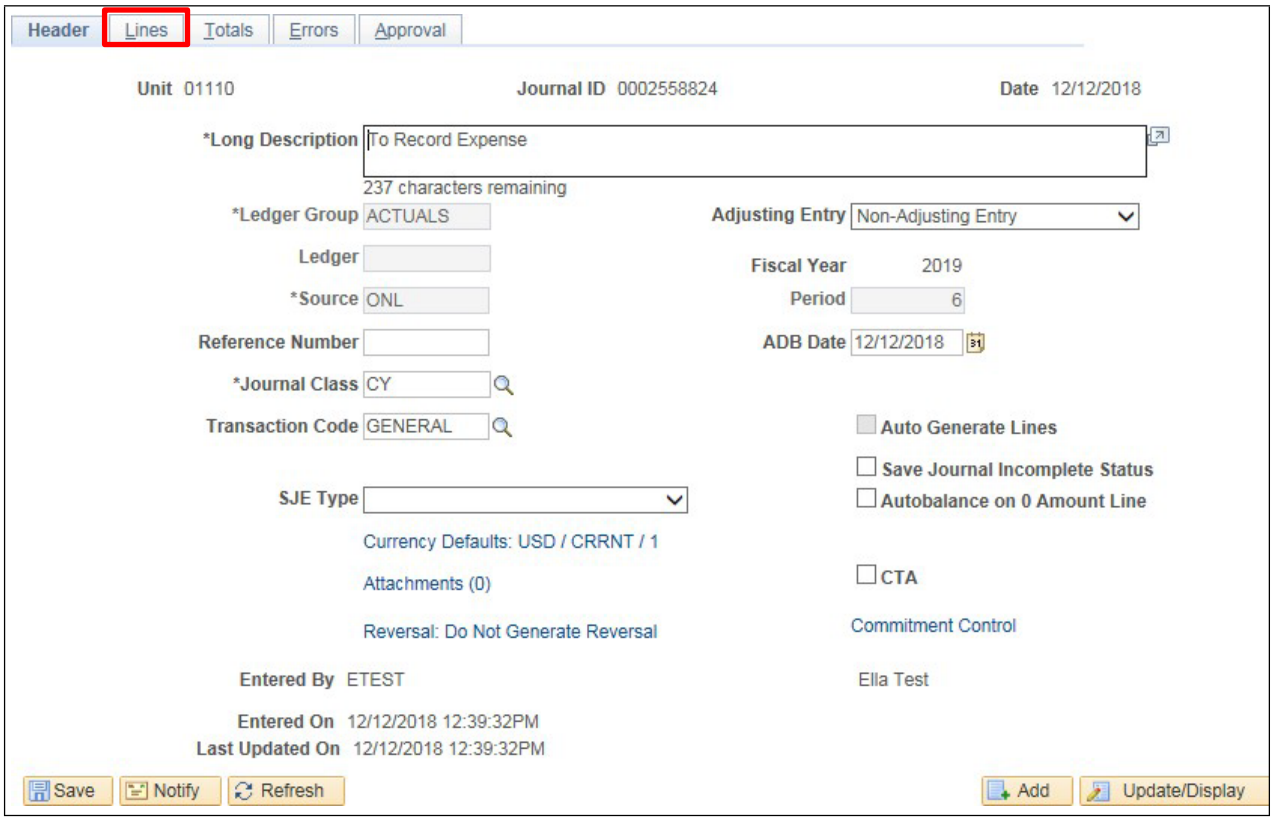


19. Long Description - Add a detailed description

20. Journal Class - Enter **CY** for current year or **PY** for prior year

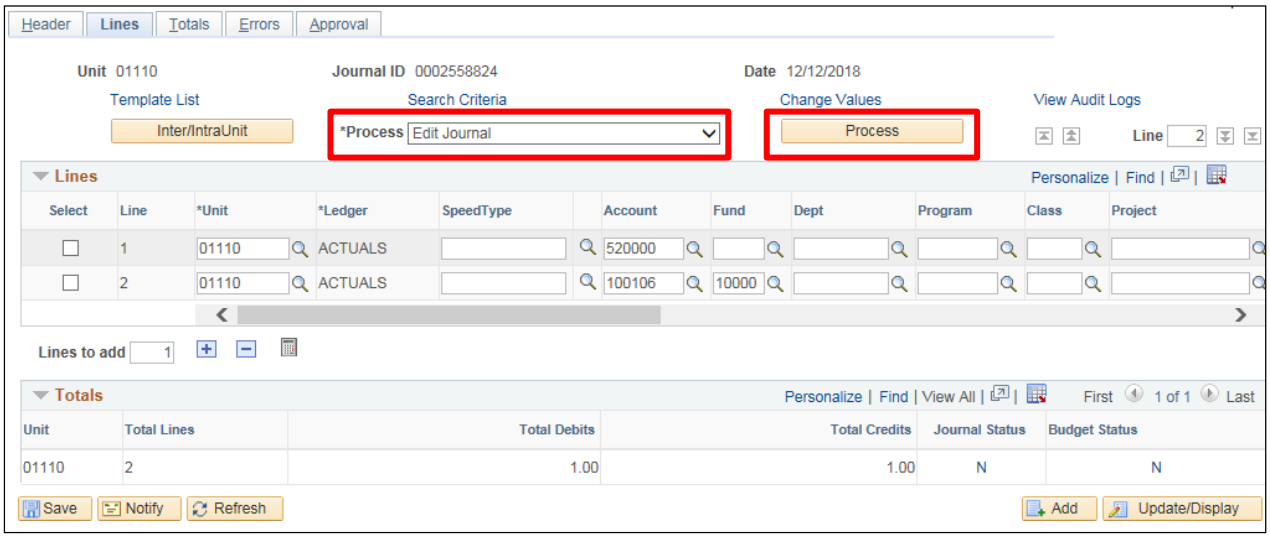
21. Click **Save**

There are no red fields remaining:



22. Click on the **Lines** tab

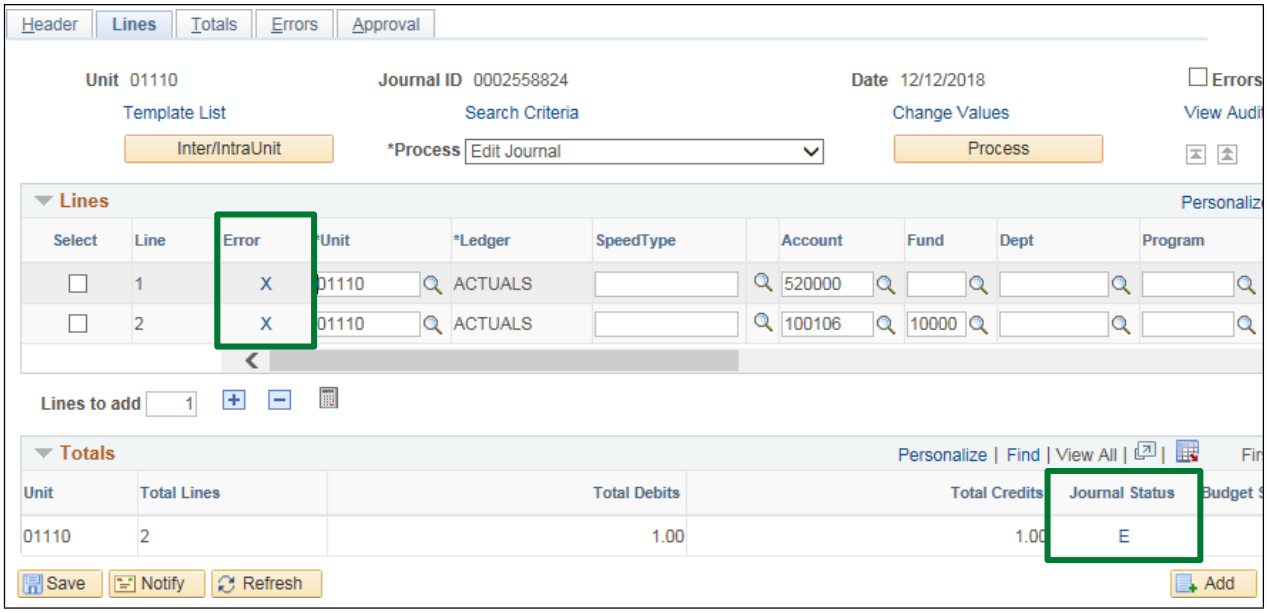
The **Lines** page displays:



23. Process - Choose **Edit Journal** from the **Process** drop-down list

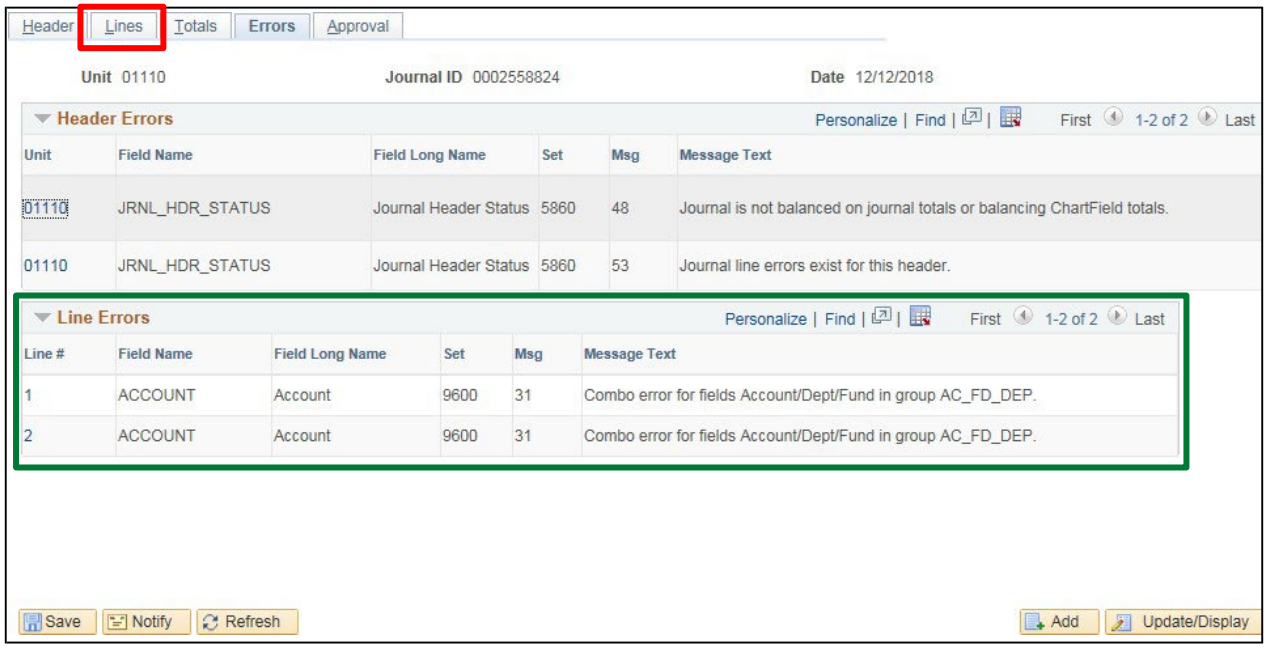
24. Click **Process**

There is no longer a pop-up error message for the Header. However, the Journal Status is now “E” for error. Further the rows with errors have an “X” in the Error column:



25. Click on the **E** link under the Journal Status

The **Errors** page displays:



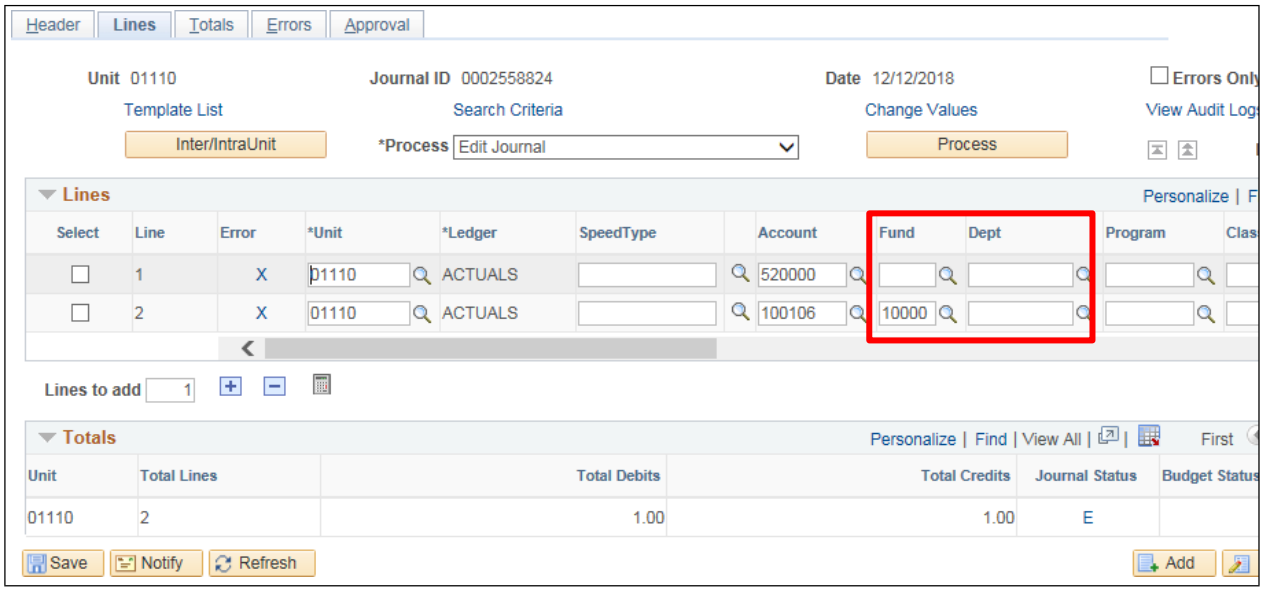
There are several errors noted above:

At the overall journal level “Journal is not balanced on journal totals or balancing Chartfield totals.” Also both lines 1 and 2 have “Combo error for fields Account/Dept/Fund in group AC_FD_DEP.”

The State requires both Fund and Department to be populated for all ACTUALS transactions. Combo Group AC_FD_DEP checks for this. Thus, the lines in error have a blank value in on or more of the Fund or Department fields. These must be populated.

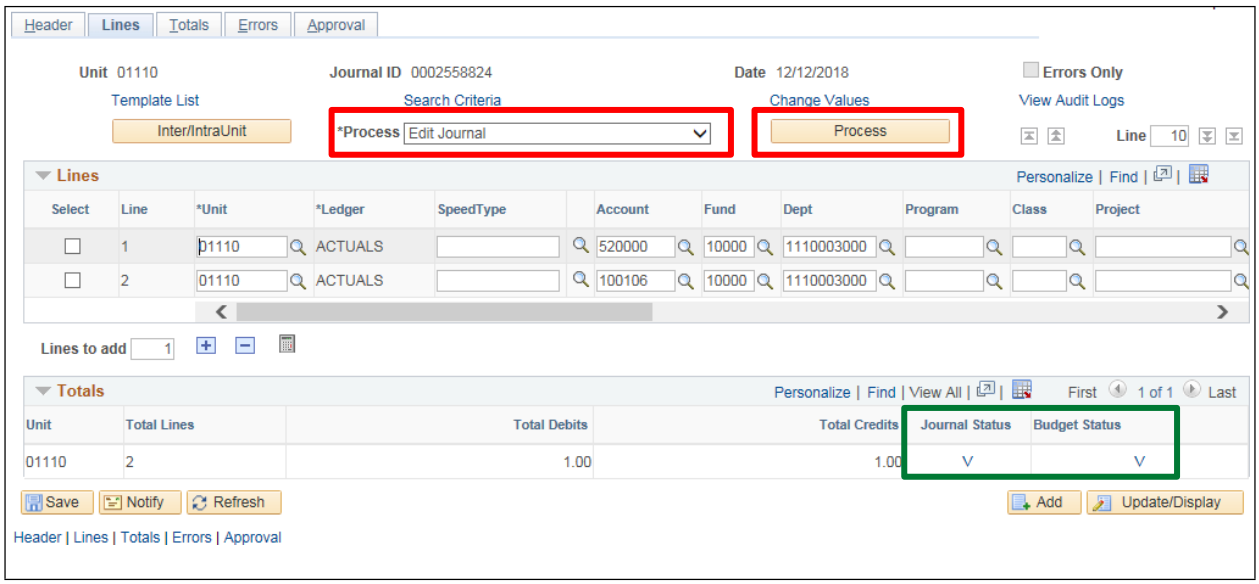
26. Click on the **Lines** tab

The **Lines** page displays, find the blank fund and department fields:



27. Fund - Enter a valid value

28. Department - Enter a valid value



29. Process - Choose **Edit Journal** from the Process drop-down list

30. Click **Process**

Note: In some of the business units within the ACCRUAL / ADJ ledger, there is only a requirement for a department to be populated and fund can be left blank. These error situations are checked by combination group ACCT_DEP.

For all situations where account 100105 is used, combination group ACCT_AFFIL checks to see that the **Affiliate** field is populated.

Notice that the Journal Status is now V. Further, a Valid edit check automatically invokes the budget check process.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Edit Error Corrections is Complete

Budget Check a Journal

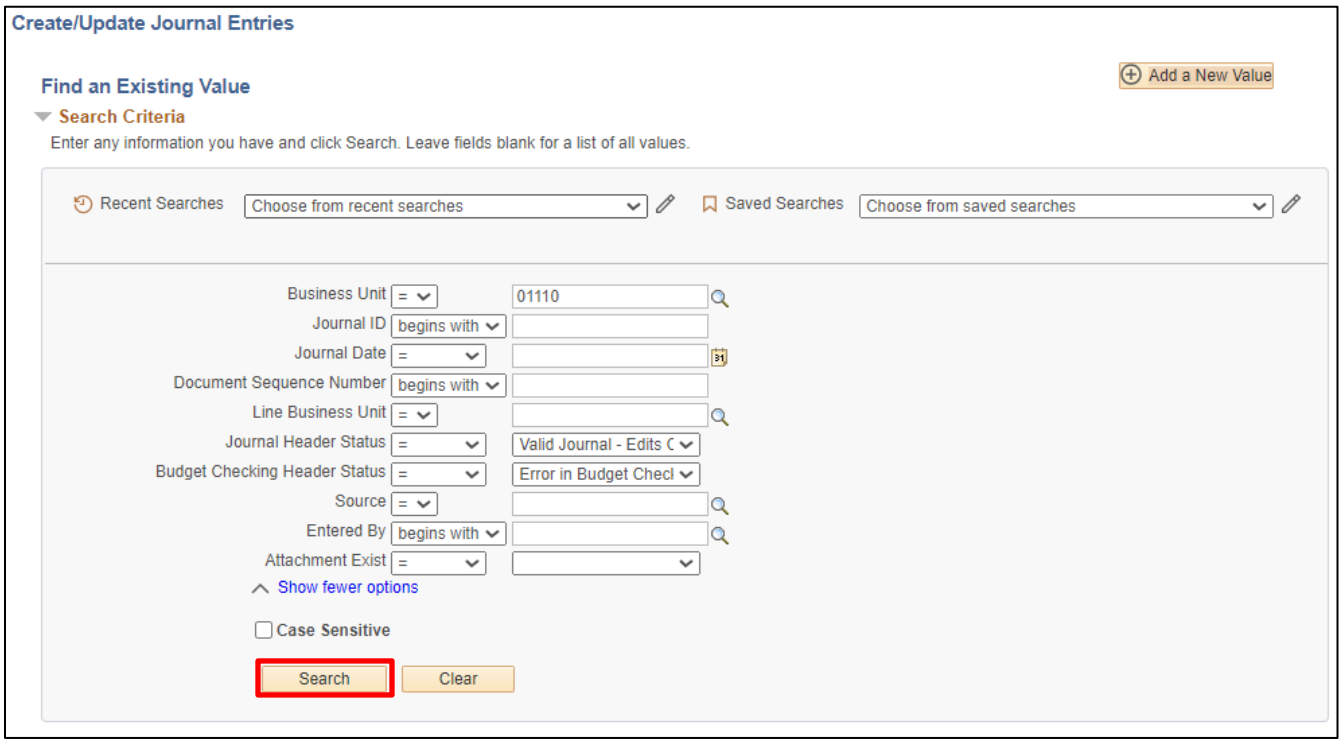
Situations when this function is used: A journal entry has been edited. The journal needs to be budget checked so it can post.

Remember; a successful edit check automatically invokes the Budget Check process. Below are the steps to budget check when edits to the journal are not needed.

WorkCenter navigation: General Ledger WorkCenter> Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit -** Leave as default or enter the appropriate Business Unit
2. **Journal ID -** Leave as default or enter the appropriate Journal ID
3. **Journal Date -** Leave as Default or enter the appropriate date
4. **Journal Header Status -** Select **Valid Journal-Edits Complete**
5. **Budget Checking Header Status -** Select **Error in Budget Check**
6. Click **Search**

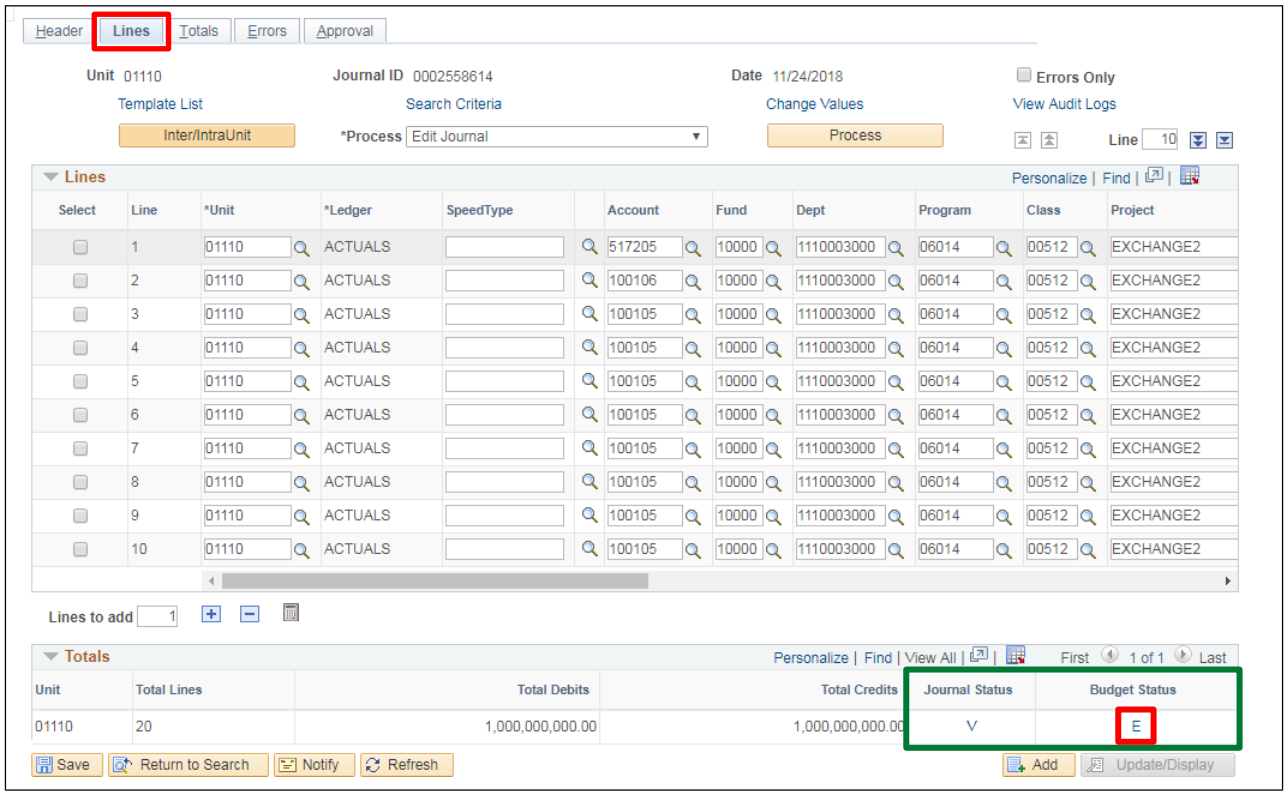
A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click the line for the journal that you want to budget check.

The **Journal Header** page displays:

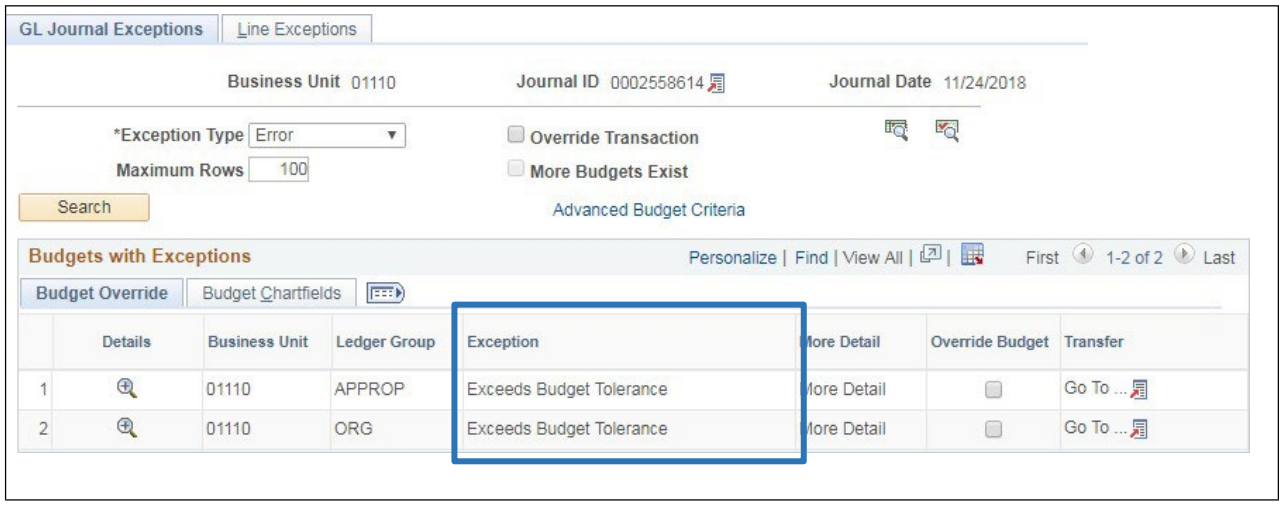
7. Click on the **Lines** tab

The **Lines** page displays, the Journal Status is Valid and the Budget Status is in error:



8. Click on the **E** under **Budget Status**

The **GL Journal Exceptions** page displays, in this scenario the exception is **Exceeds Budget Tolerance**:



You would either contact your Financial business manager to transfer or add funds or you would need to make changes to the Chartfield string to a string with budget money. In this case, let's assume funds are added to the budget and thus you would then be able to budget check with this process.

Back on the **Lines** page:

9. **Process -** Choose **Budget Check Journal** from the **Process** drop-down list
10. Click **Process**

The journal has been budget checked.

Journal Status	Budget Status
V	V

Under Totals, Journal Status is V, Budget Check status is V.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

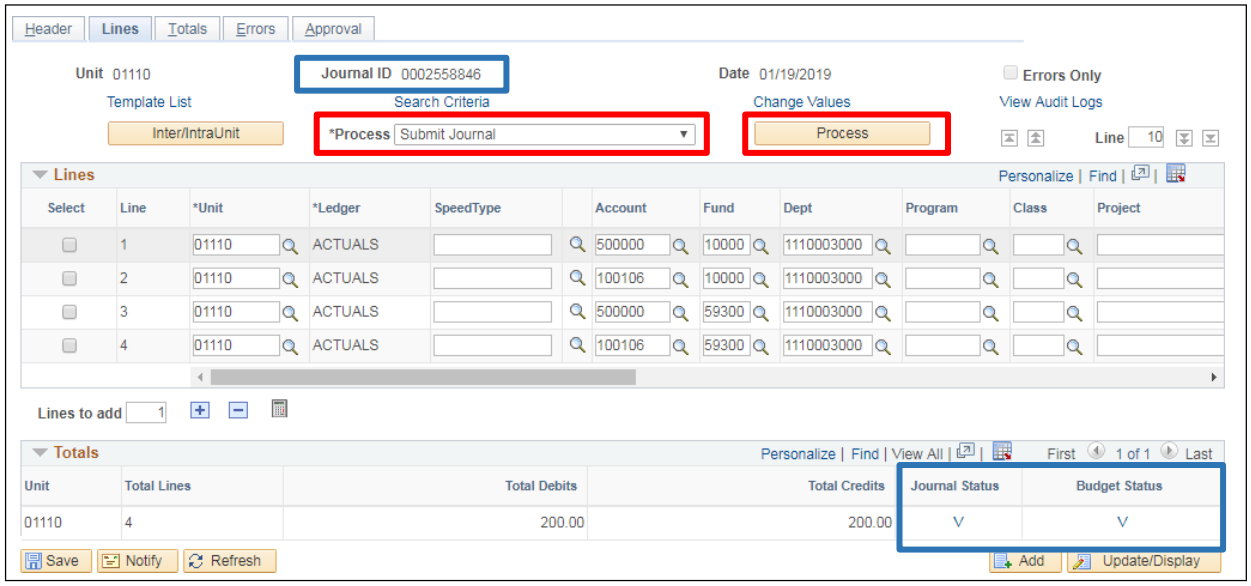
See the Submitting a Journal for Approval exercise in this manual.

Budget Check a Journal is Complete

Submitting a Journal for Approval

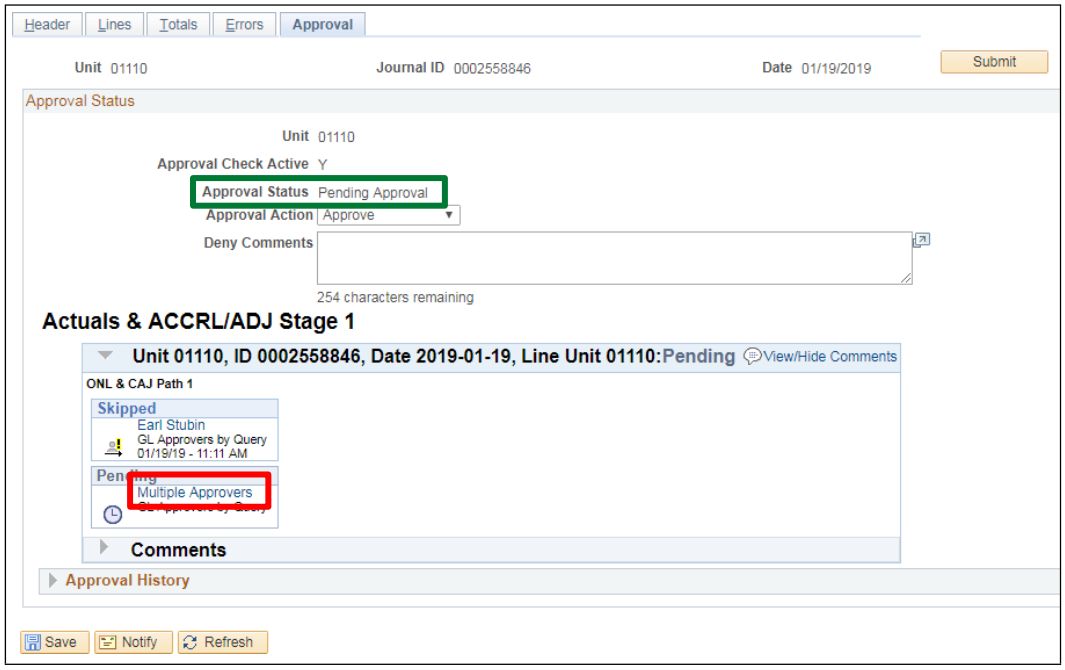
Situations when this function is used: Once a Journal has been saved with a Journal ID assigned, and it has a Valid Journal Status and Valid Budget Status, it needs to be Submitted for approval.

Below you will see a Journal ID has been assigned and the Journal Status = Valid and Budget Status = Valid:



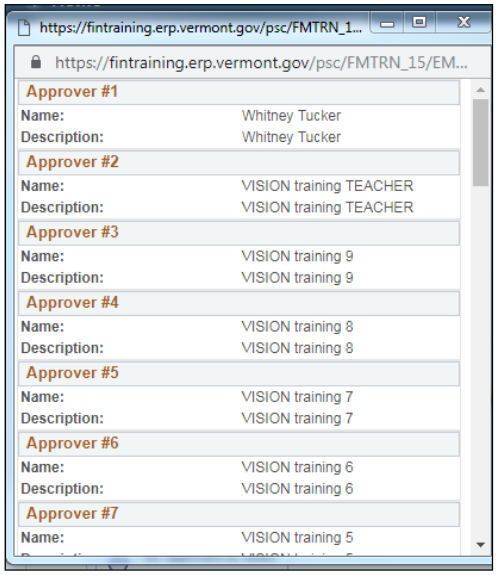
1. **Process -** Choose **Submit Journal** from the **Process** drop-down list
2. Click **Process**
3. Click on the **Approval** tab

The **Approval** page displays:



The journal has been submitted for approval and shows **Pending Approval**.

You can click on the **Multiple Approvers** link and see who is in the Approval Pool:



The approver can Approve and Post the Journal or it will post in a batch process overnight once approved. The exception is source TSF journals. Once approved by the department, TSF journals will be subject to a second level of approval at the Department of Finance and then will be posted.

For the approval process, please see section Approving a Journal Entry of this manual.

For the posting process, please see section Post a Journal of this manual.

Submitting a Journal for Approval is Complete

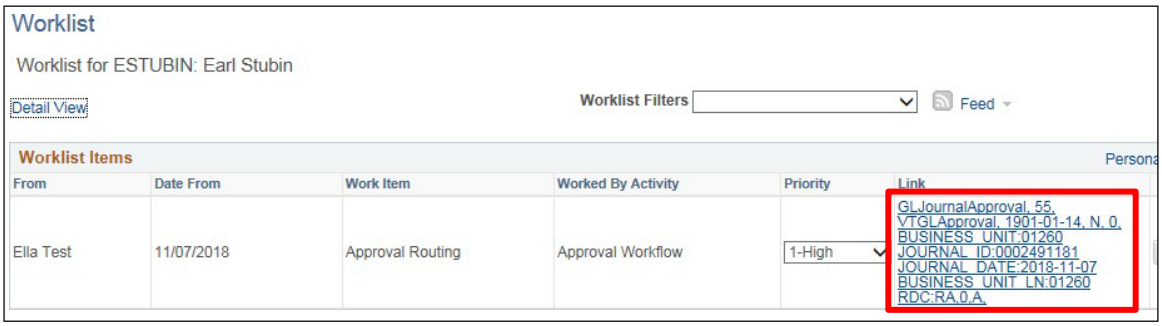
Deny a Journal Entry

Situations when this function is used: A journal entry has been edited and budget checked. The journal must be approved by the appropriate user prior to it being eligible for posting. However, the journal is denied with a request to make changes. The journal is modified, resubmitted, approved and posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

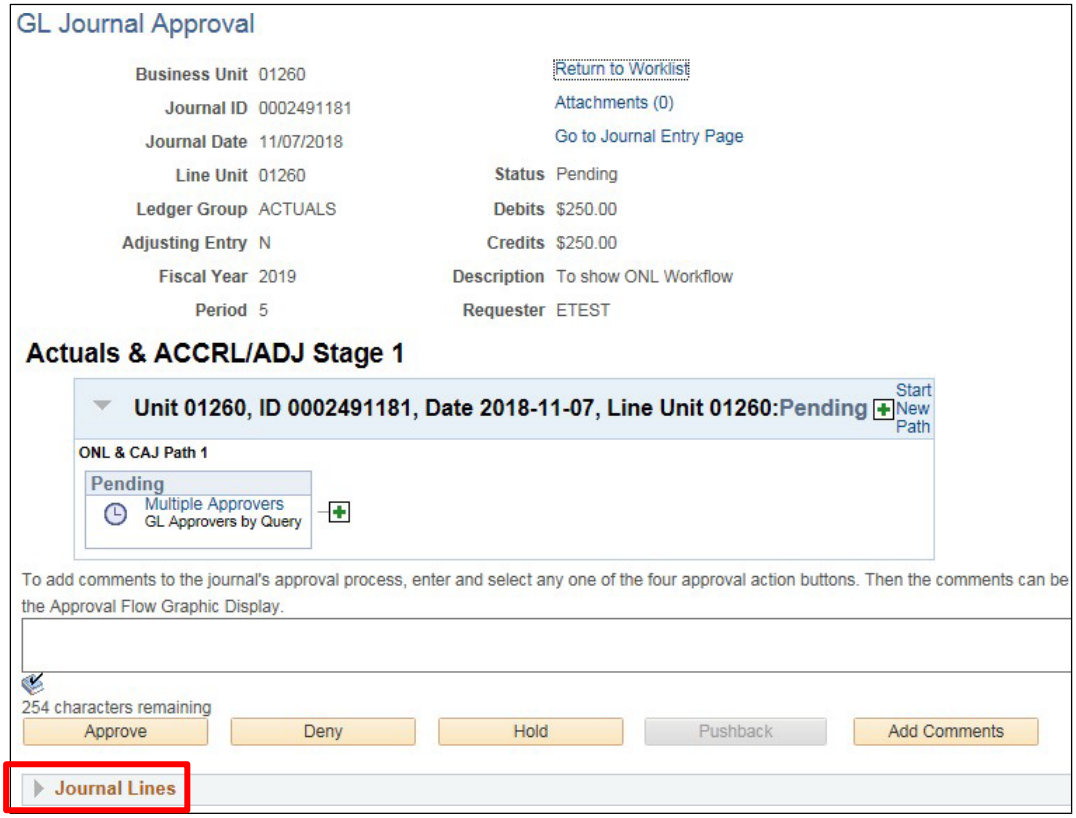
Navigator Menu navigation: Worklist > Worklist

Your **Worklist** displays, the journal entries that have been routed to you are listed:

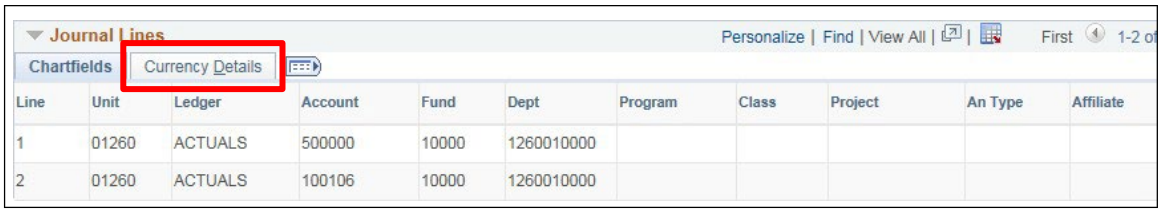


1. Click on the **blue link** for the appropriate journal entry

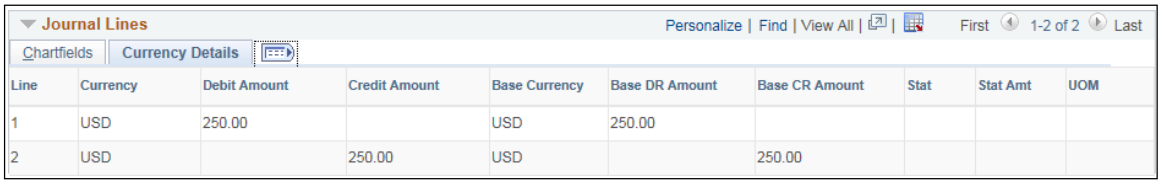
The **GL Journal Approval** page displays:



2. Click on the **Journal Lines** **down arrow** to see the Chartfields on the lines

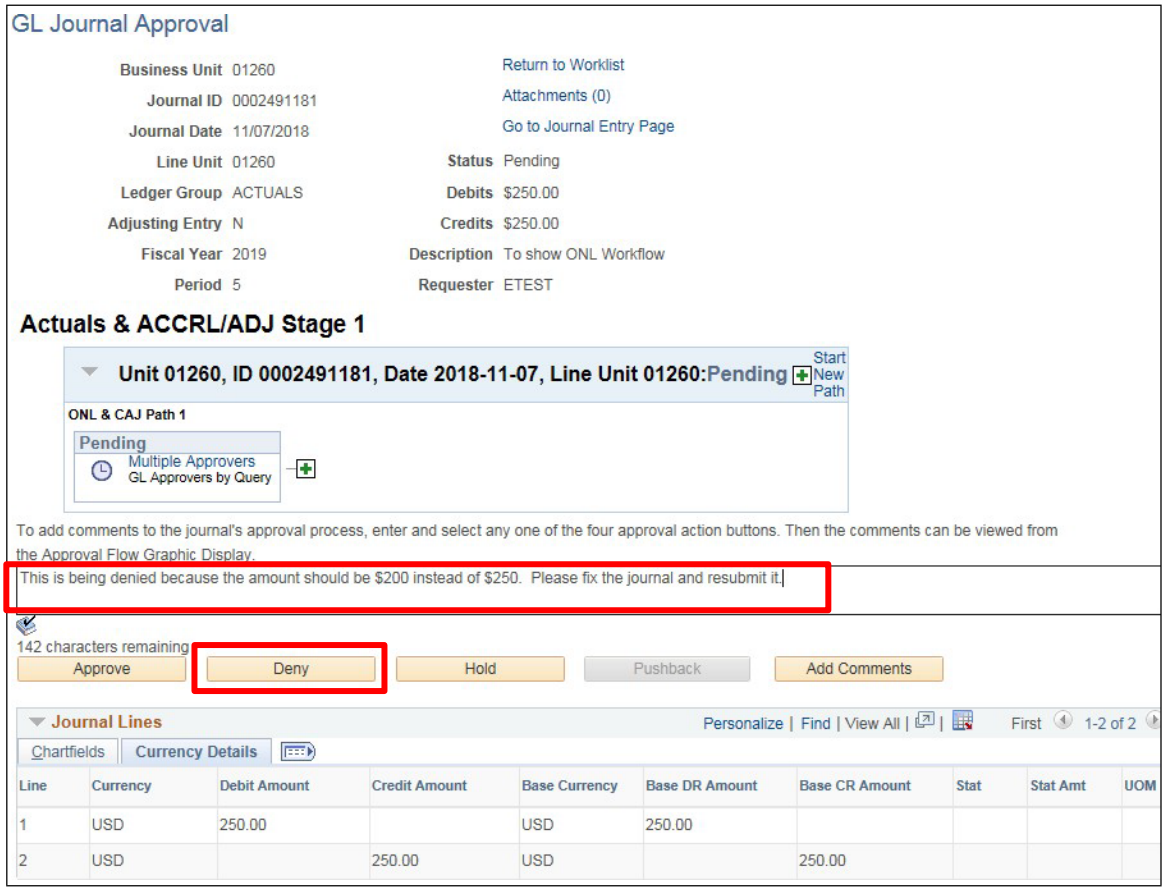


3. Click on the **Currency Details** tab to see the amounts



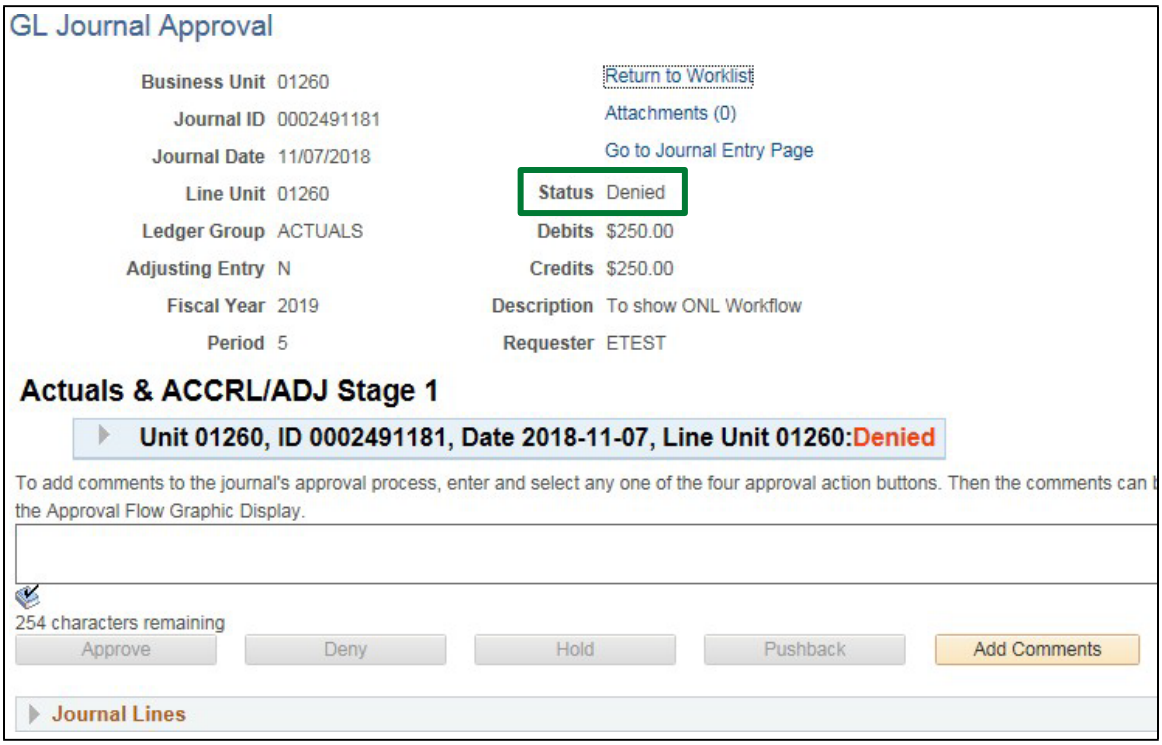
In this case the approver wishes to deny the journal because the amount is wrong. It should be $200 instead of $250.

4. Enter **denial comments** (required for denials)



5. Click **Deny** to send the journal back to the journal entry creator

The **Journal Status** = **Denied**:

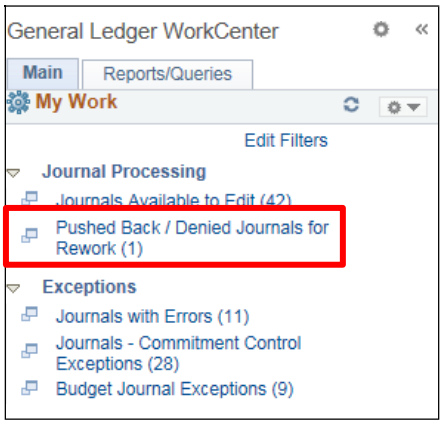


Deny a Journal Entry is Complete

Updating a Denied Journal Entry

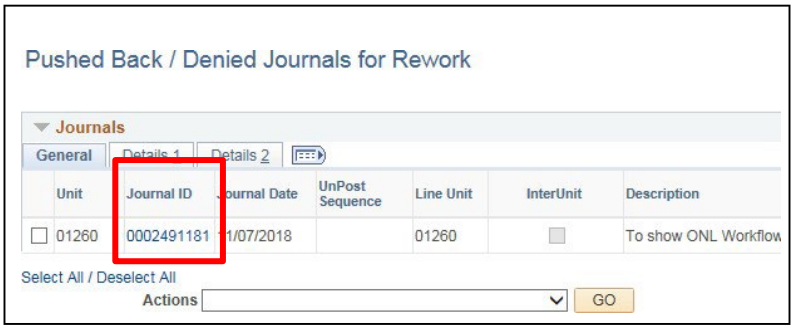
Situations when this function is used: A journal entry has been denied with a request to make changes. The journal is modified and resubmitted.

WorkCenter navigation: General Ledger WorkCenter > My Work pagelet > Journal Processing > Pushed Back/Denied Journals for Rework



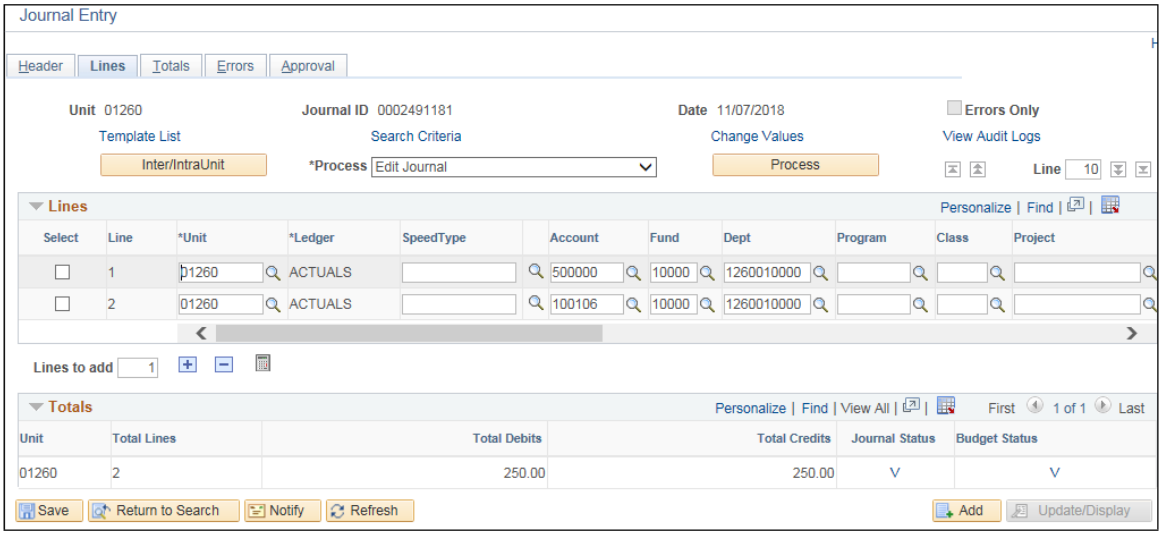
1. Click on the **Pushed Back / Denied Journals for Rework** link

The **Pushed Back / Denied Journal for Rework** list displays:

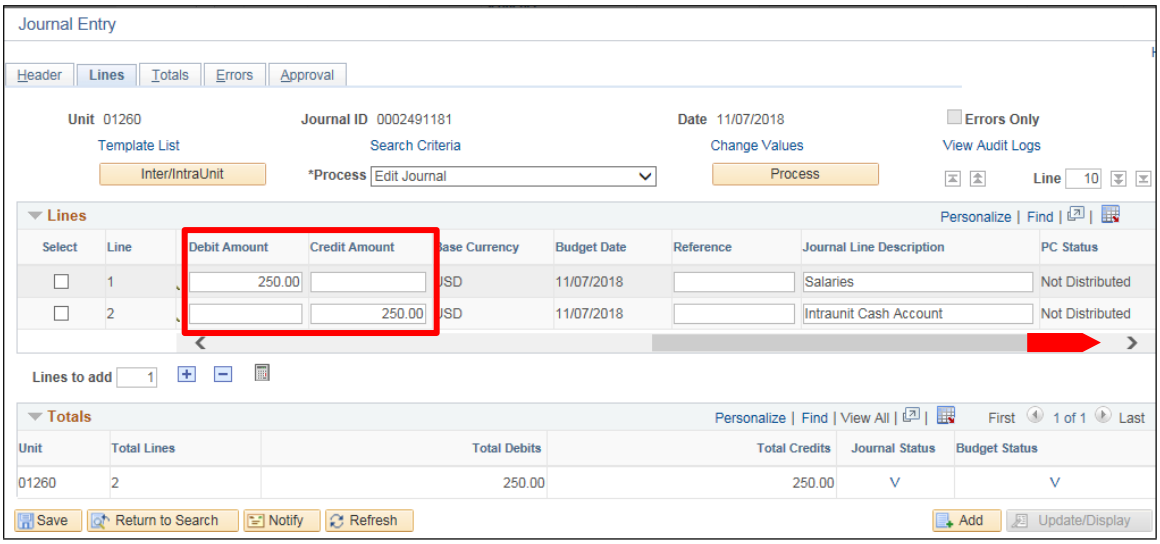


2. Click on the **blue link** for the appropriate journal entry

The **Journal Entry** page displays:

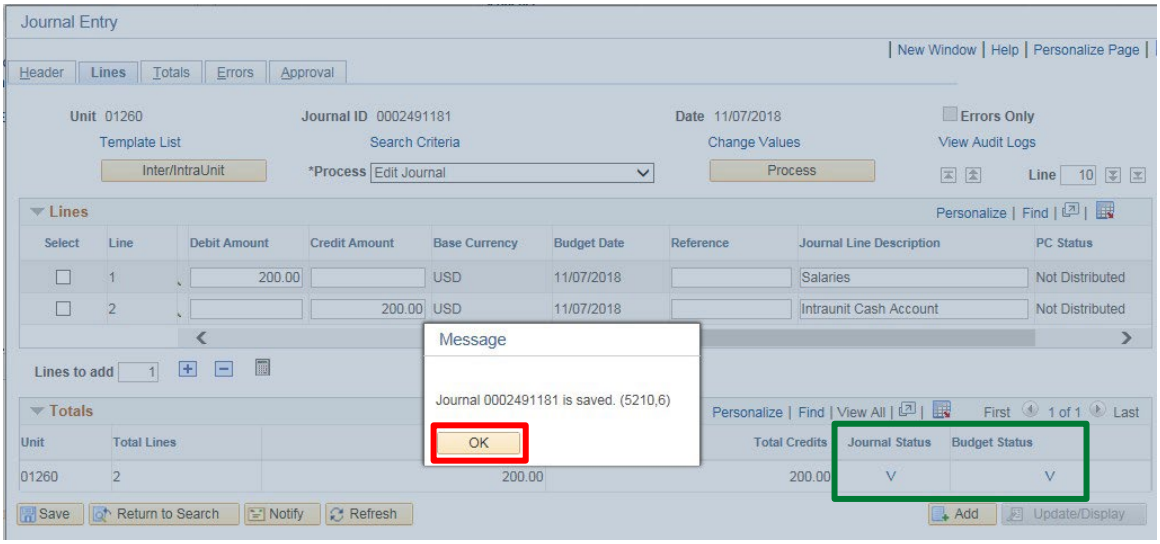


Scroll to the right to see the amounts:



3. Change the amount to $200 on both rows
4. **Process -** Choose **Edit Journal** from the **Process** drop-down list
5. Click **Process**

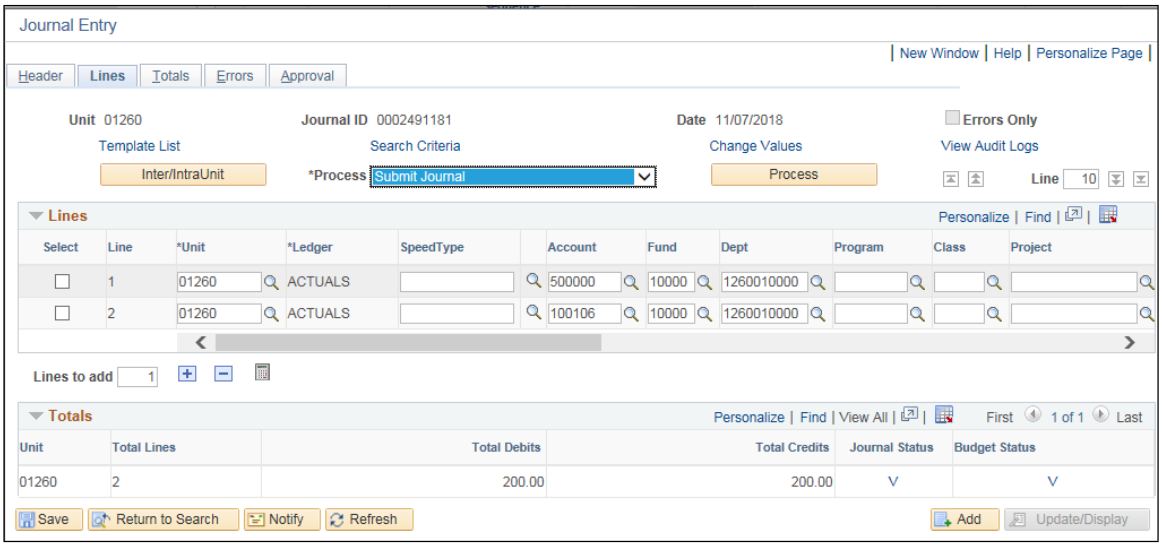
The following **Message** opens:



The Journal has been saved and the edit and budget check statuses are updated again to **V**.

6. Click **OK**

You are retuned to the **Lines** page:



7. **Process -** Choose Submit Journal from the Process drop-down list
8. Click **Process**

Updating a Denied Journal Entry is Complete

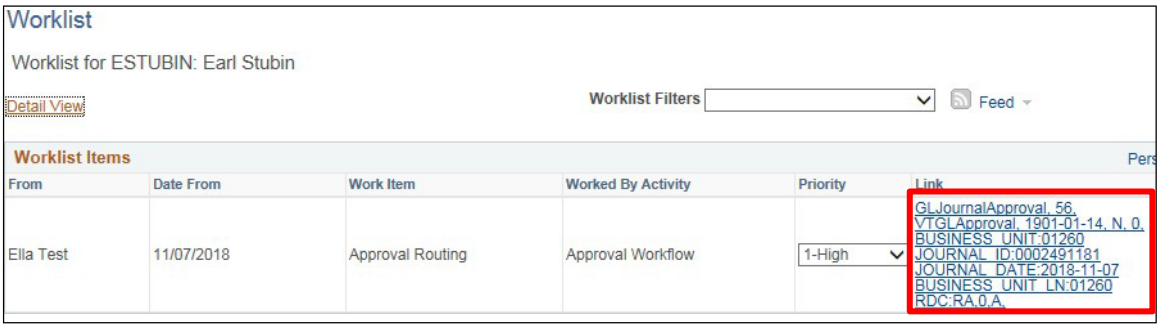
Approving a Journal Entry

Situations when this function is used: A previously denied journal entry has been resubmitted for approval. The journal must be approved by the appropriate user prior to it being eligible for posting.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

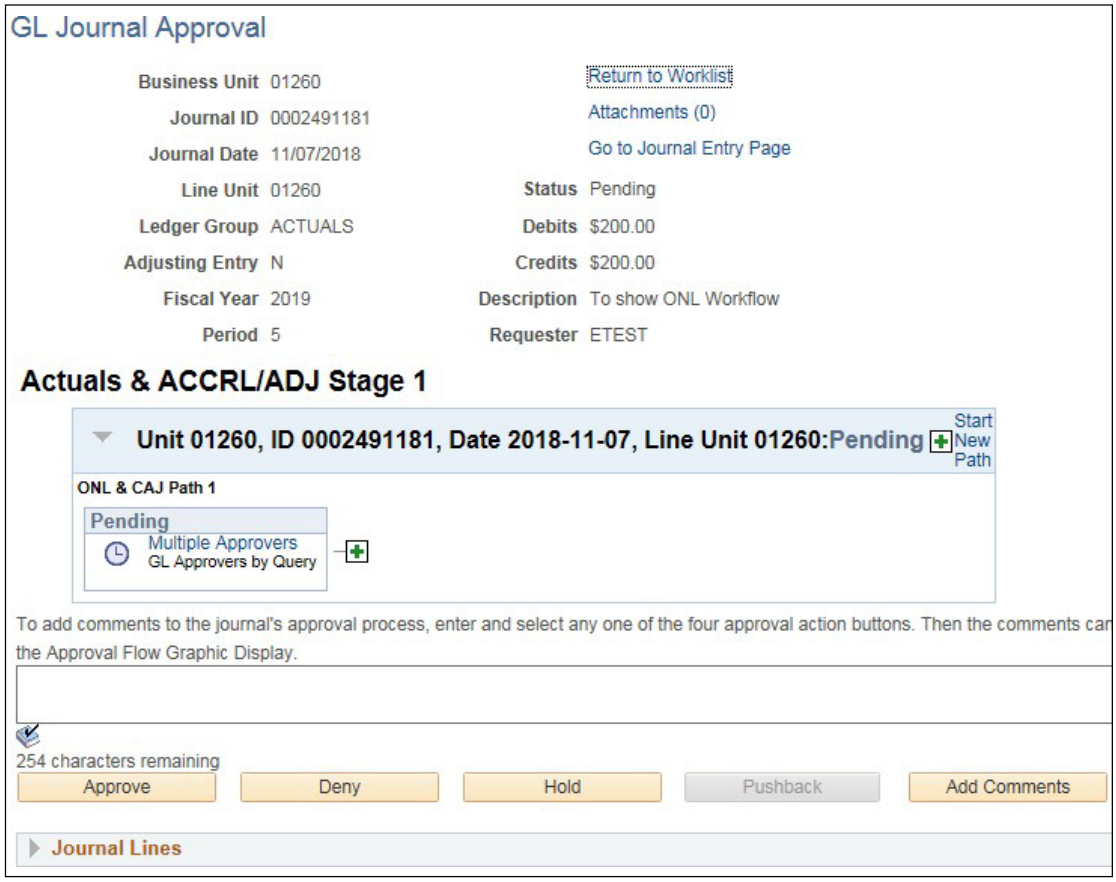
Navigator Menu navigation: Worklist > Worklist

Your **Worklist** displays, the journal entries that have been routed to you are listed:

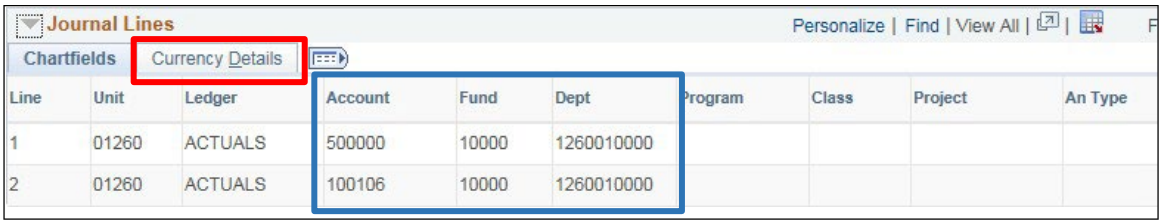


1. Click on the **blue link** for the appropriate journal entry

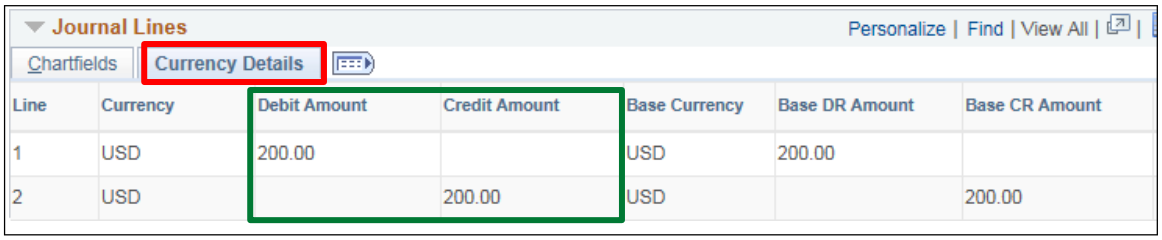
The **GL Journal Approval** page displays:

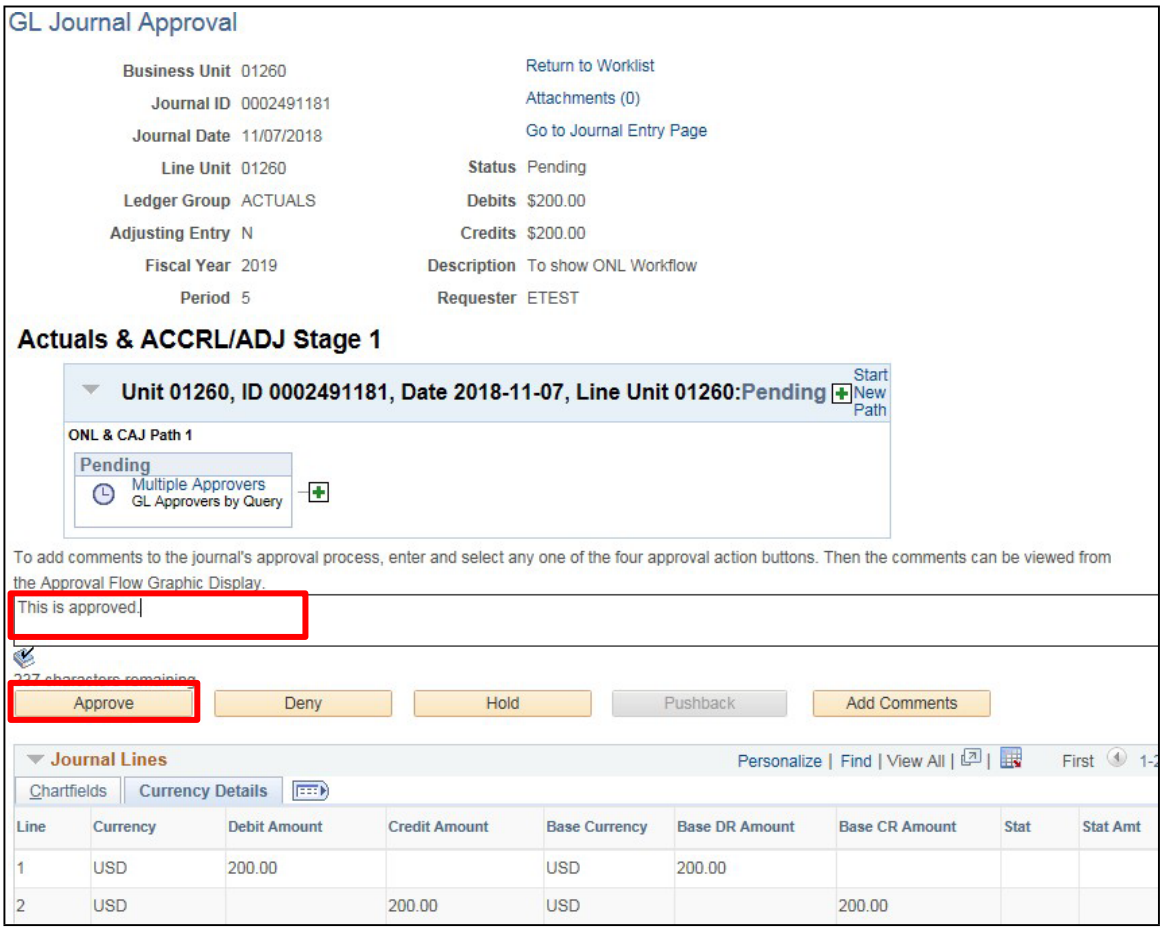


2. Click on the **Journal Lines** **down arrow** to see the Chartfields on the lines



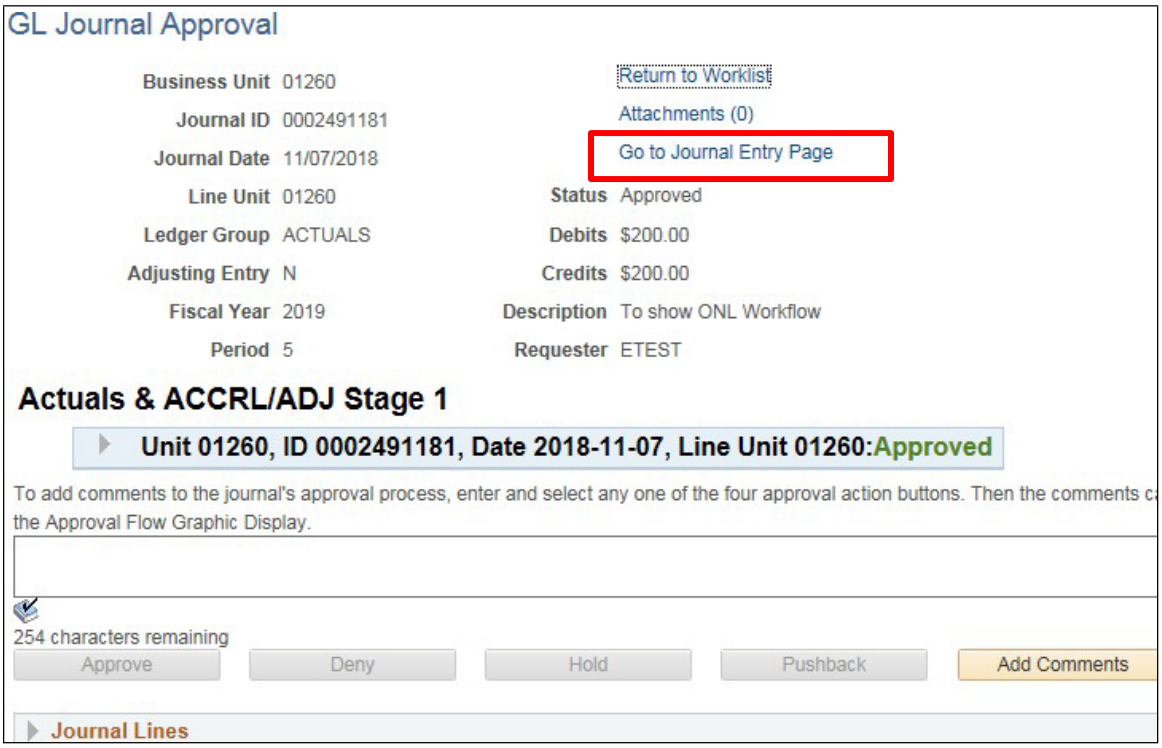
3. Click on the **Currency Details** tab to see the amounts





4. Enter **Approval Comments** if desired
5. Click **Approve**

The GL Journal Approval page updates as follows:



At this point, the journal could be posted by users with the posting authority. Either click on the **Go to Journal Entry Page** link above to be transferred to the journal entry page or follow the guidance in the Post a Journal section of this training manual. The approver can also choose to let the nightly batch process post the journal entry.

See the Post a Journal exercise in this manual.

Approving a Journal Entry is Complete

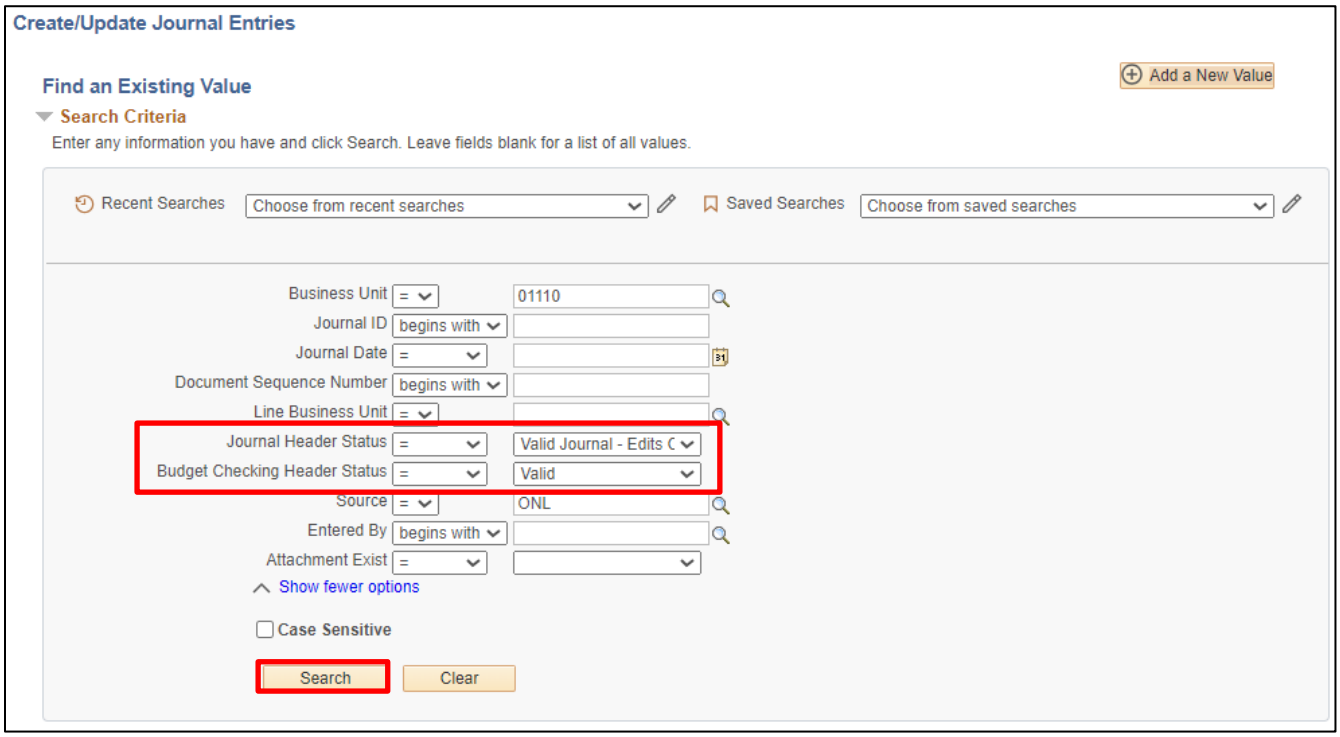
Post a Journal

Situations when this function is used: A journal entry has been edited, budget checked and approved. The journal will post in the nightly process or the journal can be posted immediately.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

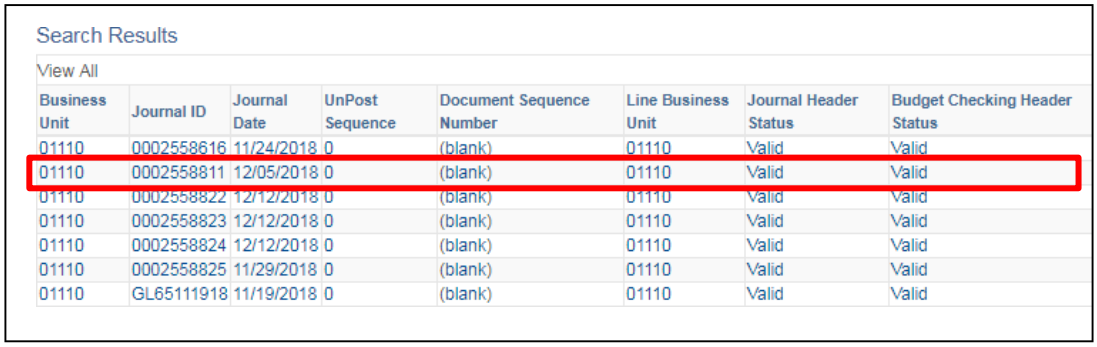
The Create/Update Journal Entry page displays, click on the **Find an Existing Value** button:



Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

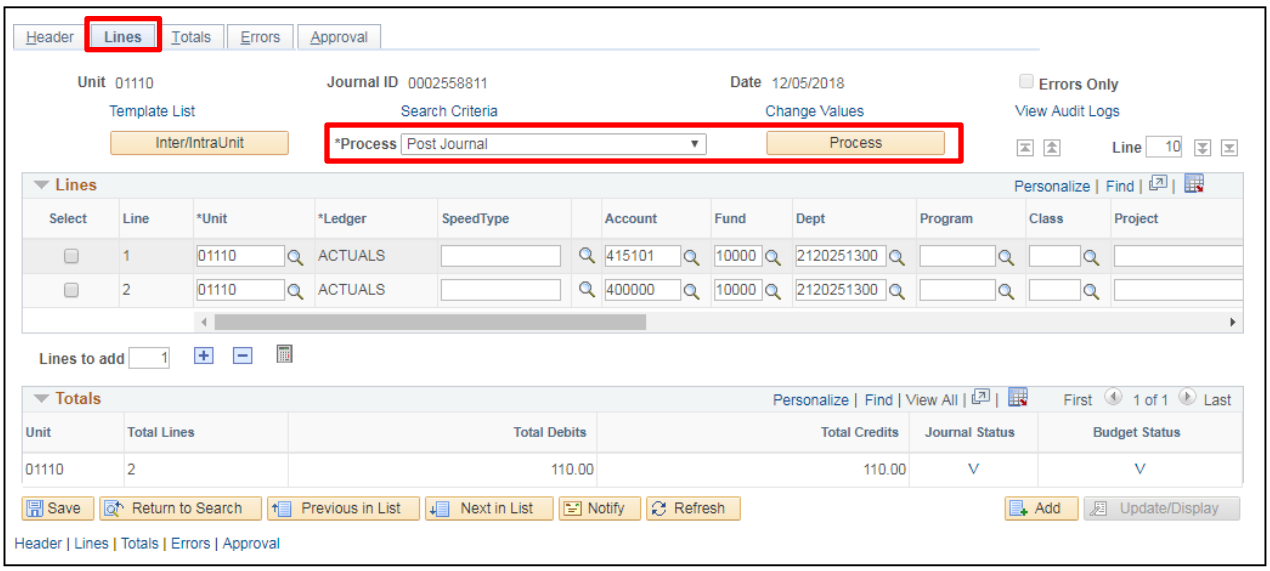
1. **Business Unit -** Leave as default or enter the appropriate Business Unit
2. **Journal Header Status -** Select **= Valid Journals - Edits Complete**
3. **Budget Checking Header Status -** Select **= Valid Budget Check**
4. **Source -** Leave as Default or enter the appropriate Source
5. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)



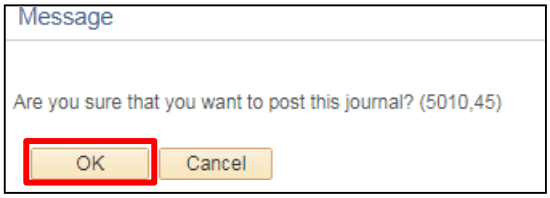
6. Click in the line for the journal that you want to post
7. The **Journal Header** page displays, click on the **Lines** tab

The **Lines** page displays:



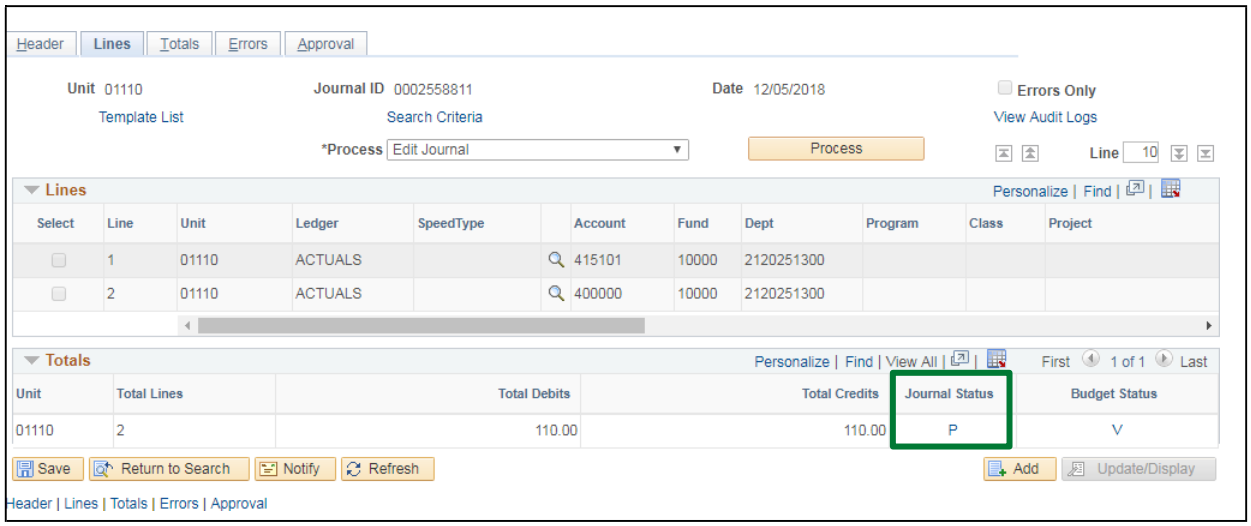
8. **Process -** Choose **Post Journal** from the **Process** drop-down list
9. Click **Process**

The following **Message** opens:



10. Click **OK**

Journal is posted, Journal Status is **P**:



Post a Journal is Complete

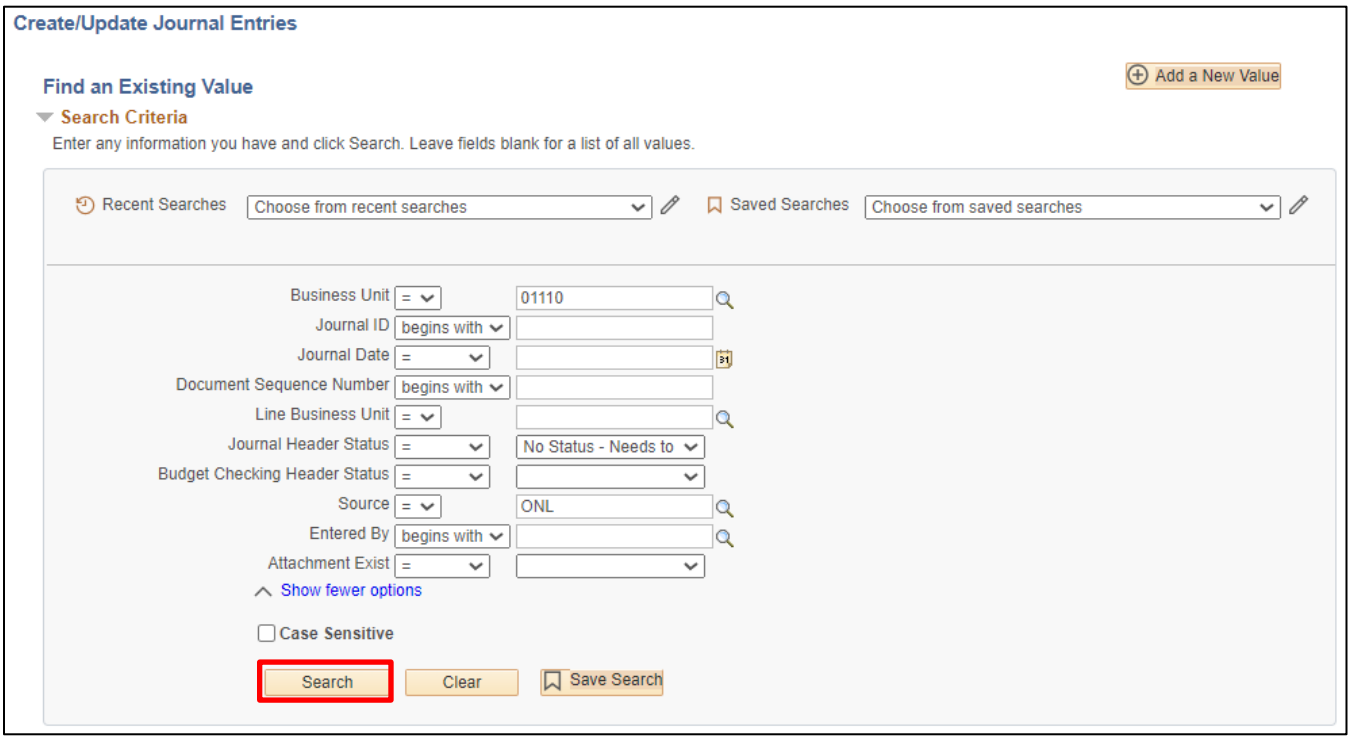
Copy a Journal Entry

Situations when this function is used: A journal needs to be entered that is like one already in the system. The copy function can be used to copy the journal and create a new one. This saves on data entry time.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The Create/Update Journal Entries page displays, click on the **Find an Existing Value** button:



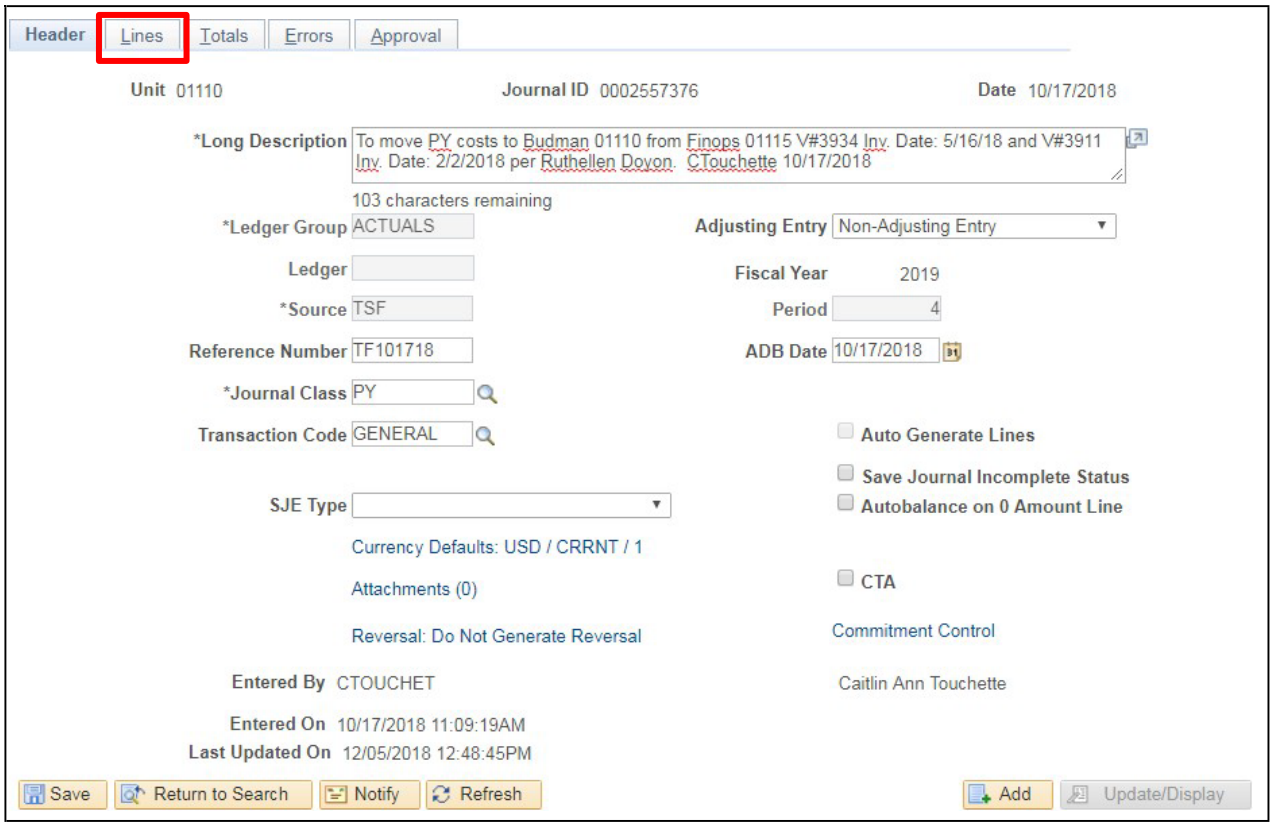
Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. **Business Unit -** Leave as default or enter the appropriate Business Unit
2. **Journal ID -** Enter the Journal ID of the journal you want to copy
3. **Journal Date -** Enter the Journal date of the journal you want to copy
4. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

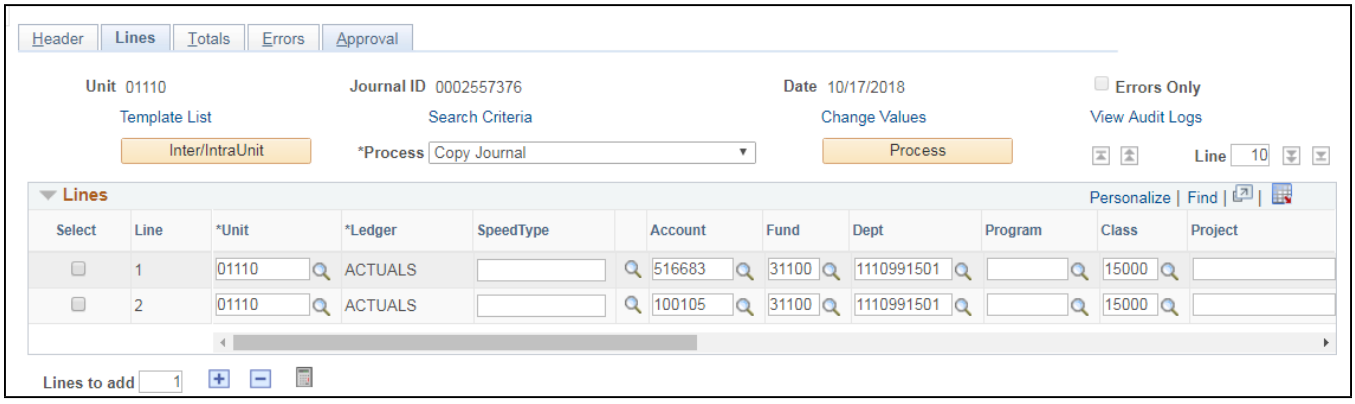
5. Click in the line for the journal that you want to copy

The **Header** page displays:



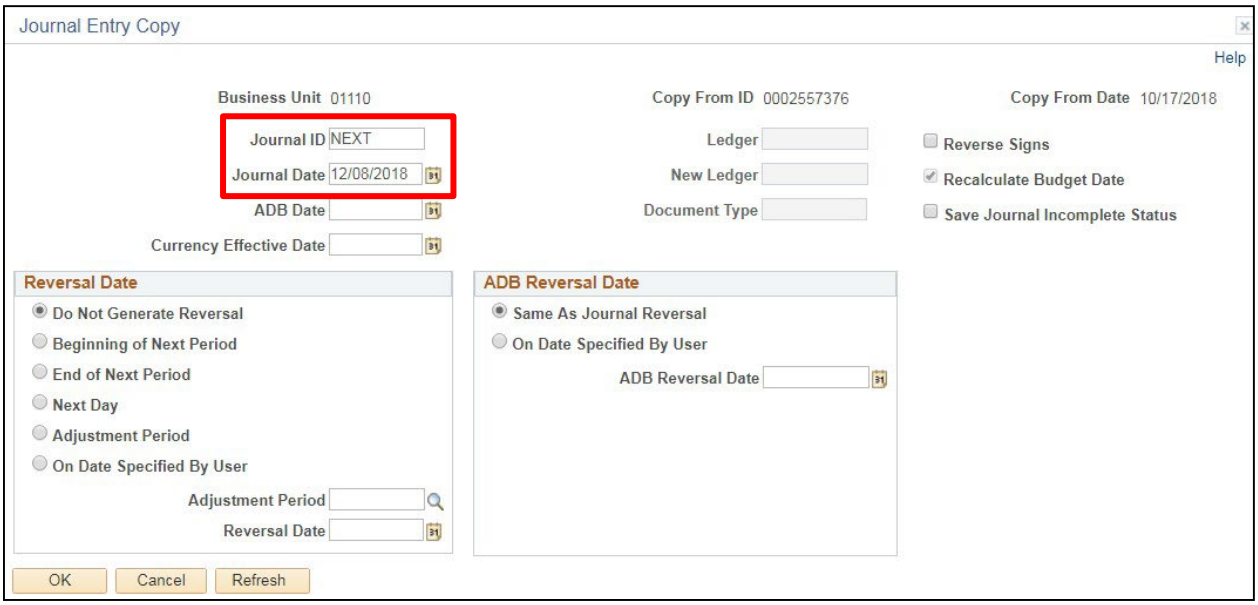
6. Click on the **Lines** tab

The **Lines** page displays:



7. **Process -** Choose **Copy Journal** from the Process drop-down list
8. Click Process

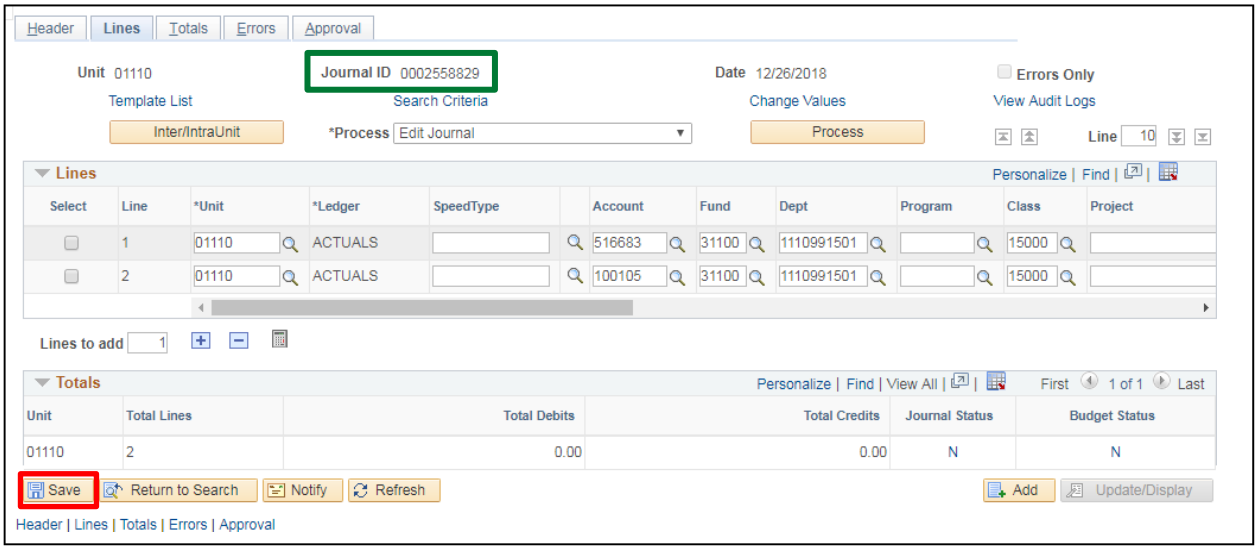
The **Journal Entry Copy** page displays:



Note: Do not adjust any information in the Reversal Date or ADB Reversal Date boxes.

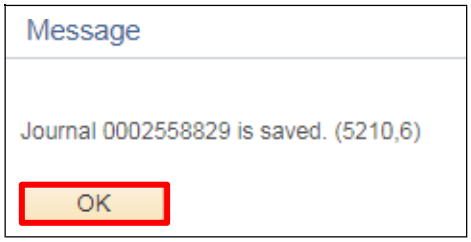
9. **Journal ID -** Leave as NEXT
10. **Journal Date -** Leave as current date **or** enter a journal date
11. Click **OK**

The **Lines** page displays with the new journal data and indicates that the new journal has been saved. If the journal ID was left as next, a journal ID has been assigned:



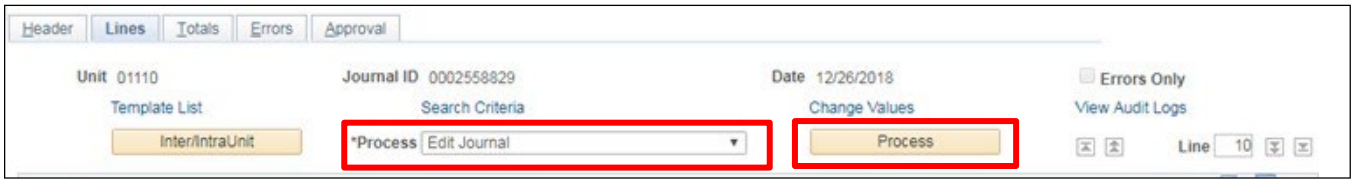
12. Click **Save**

The following **Message** opens:



13. Click **OK**
14. Make and changes to journal descriptions, chartfields, amounts, etc.
15. Click **Save**

The journal is ready to be edited, budget checked.



16. **Process -** Choose **Edit Journal** from the **Process** drop-down list
17. Click **Process**

Remember; a successful edit check automatically invokes the Budget Check process.

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Copy a Journal Entry is Complete

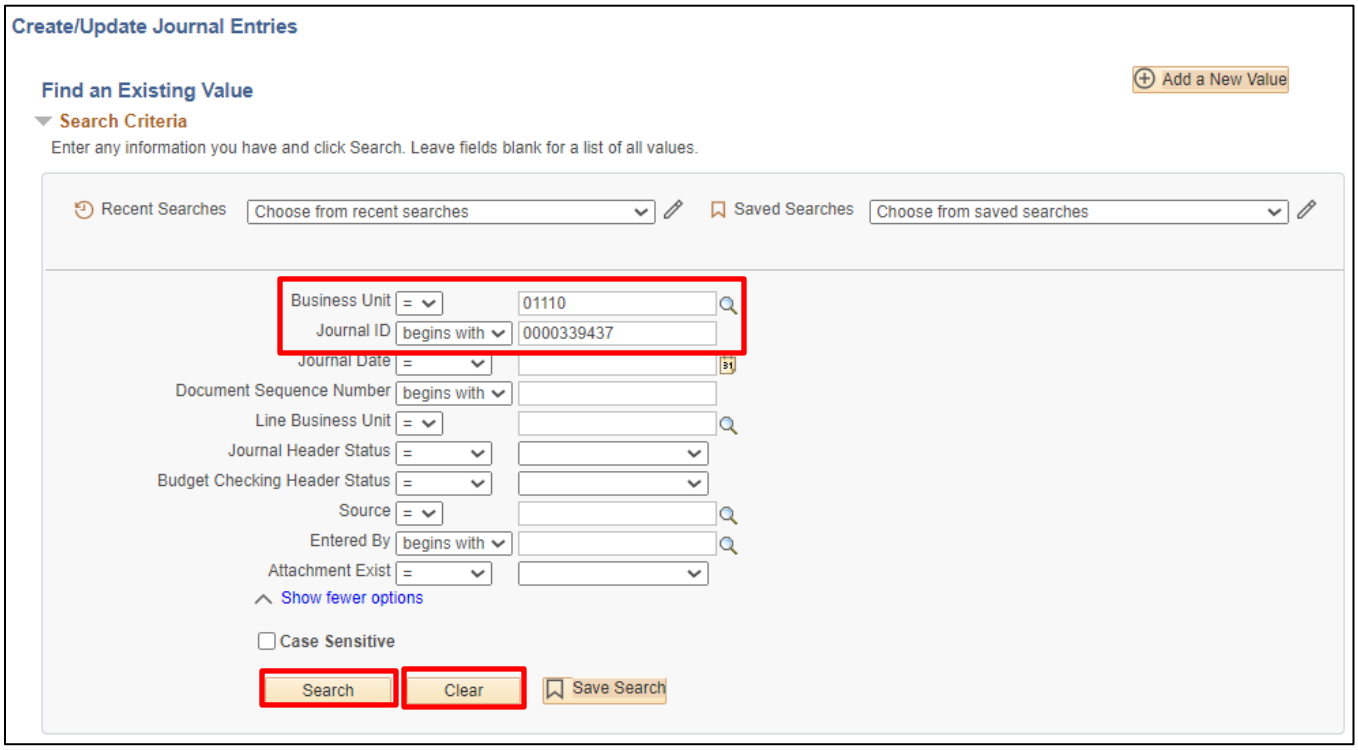
Copy and Reverse a Journal Entry

Situations when this function is used: To reverse an incorrect journal entry that can't be deleted because it has posted and is in a closed period. (To correct a journal entry that has posted in a current, open period contact Financial Operations and they will unpost the journal.)

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

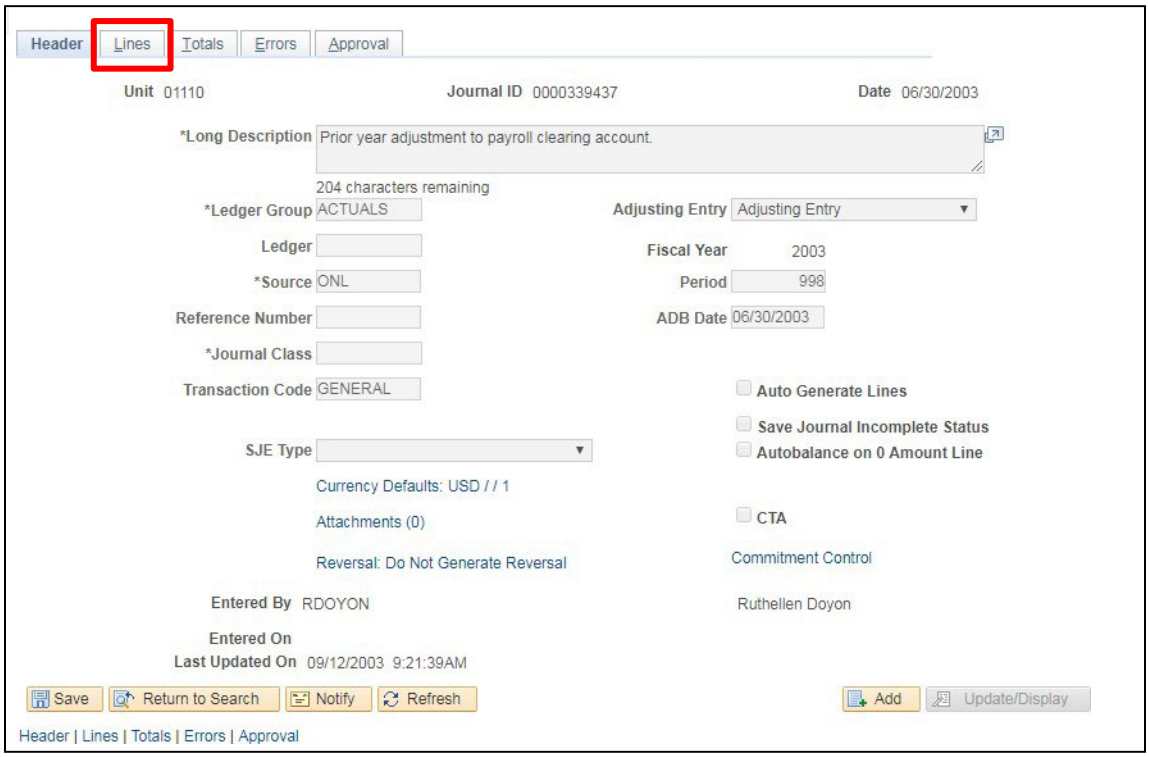
The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



Business Unit and Line Business Unit will default in as your default business unit. Journal Header Status defaults as No Status – Needs to be Edited. Source will default as ONL.

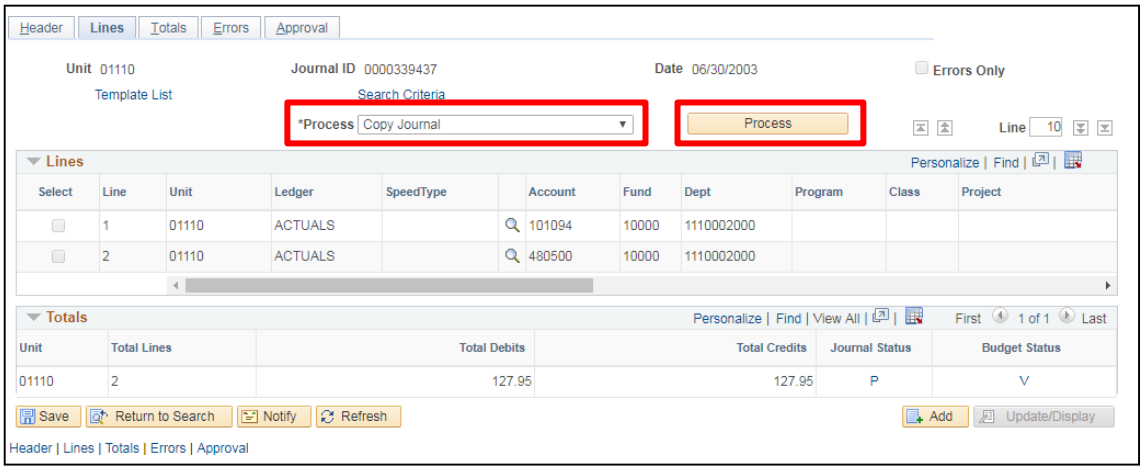
1. Click **Clear**
2. **Business Unit -** Enter business unit
3. **Journal ID -** Enter the Journal ID of the journal you want to reverse
4. Click **Search**

The **Header** page displays:



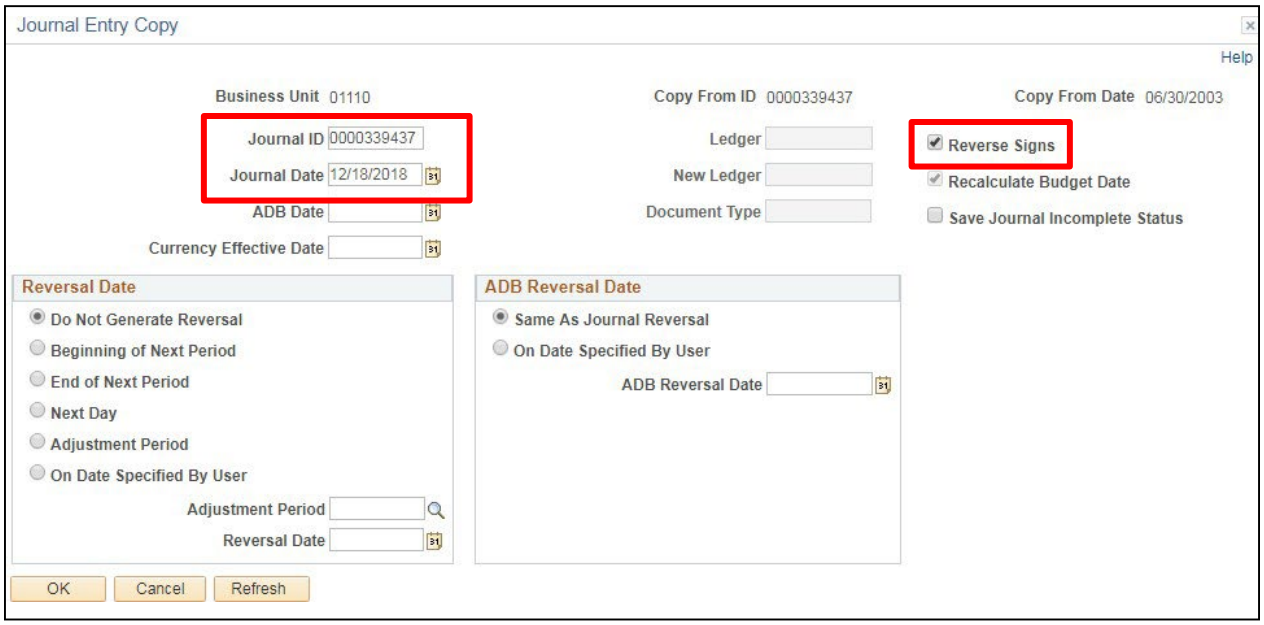
5. Click on the **Lines** tab

The **Lines** page displays:



6. **Process -** Choose **Copy Journal** from the **Process** drop-own list
7. Click **Process**

The **Journal Entry Copy** page displays:



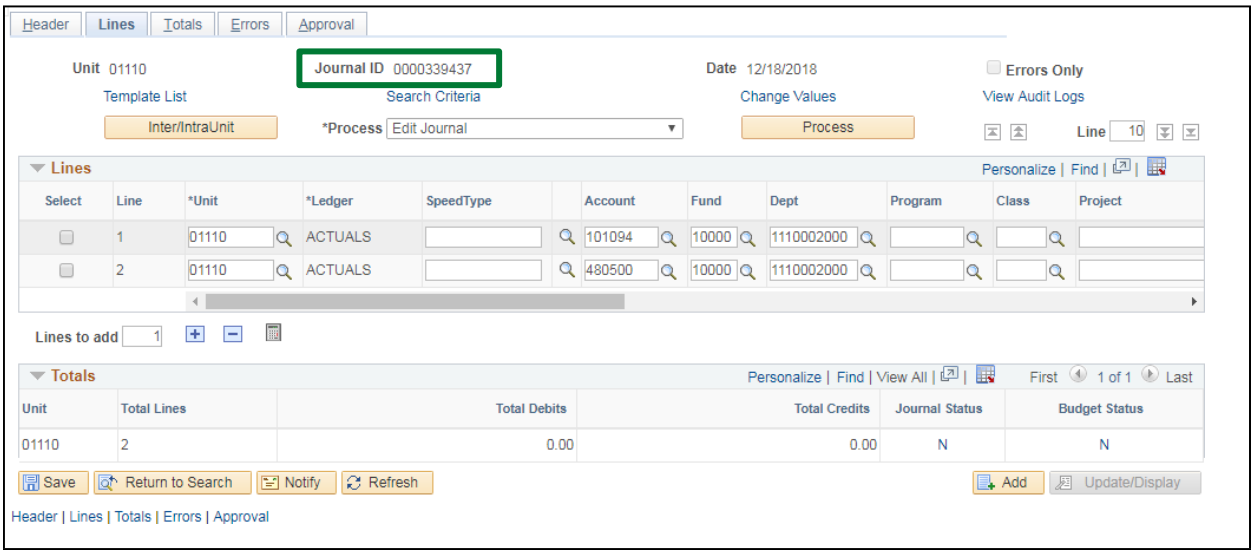
Note: Do not adjust any information in the Reversal Date or ADB Reversal Date boxes.

8. **Journal ID -** Enter the Journal ID of the journal you are reversing – must include the leading zero's
9. **Journal Date -** Leave as current date **or** enter a journal date
10. Click on **Reverse Signs** box - this will make the journal to be an exact opposite of the journal you are copying

Note - The check box for "Recalculate Budget Date"– is greyed out. It cannot be changed.

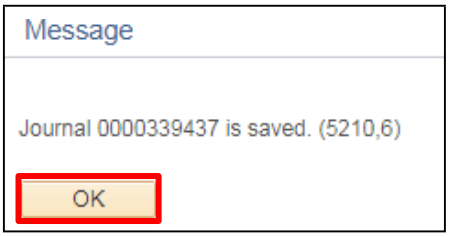
11. Click **OK**

The journal Lines page loads with the new journal data and indicates that the new journal has been saved:



12. Click **Save**

The following **Message** opens:



13. Click **OK**

The Journal now needs to be edited and budget checked.

Next to Process choose Edit Journal (default) and select the process button.

The journal now shows Journal Status valid and Budget Status valid

Once the Journal Status is Valid and the Budget Status is Valid, you will Submit the journal for approval.

See the Submitting a Journal for Approval exercise in this manual.

Copy and Reverse a Journal Entry is Complete

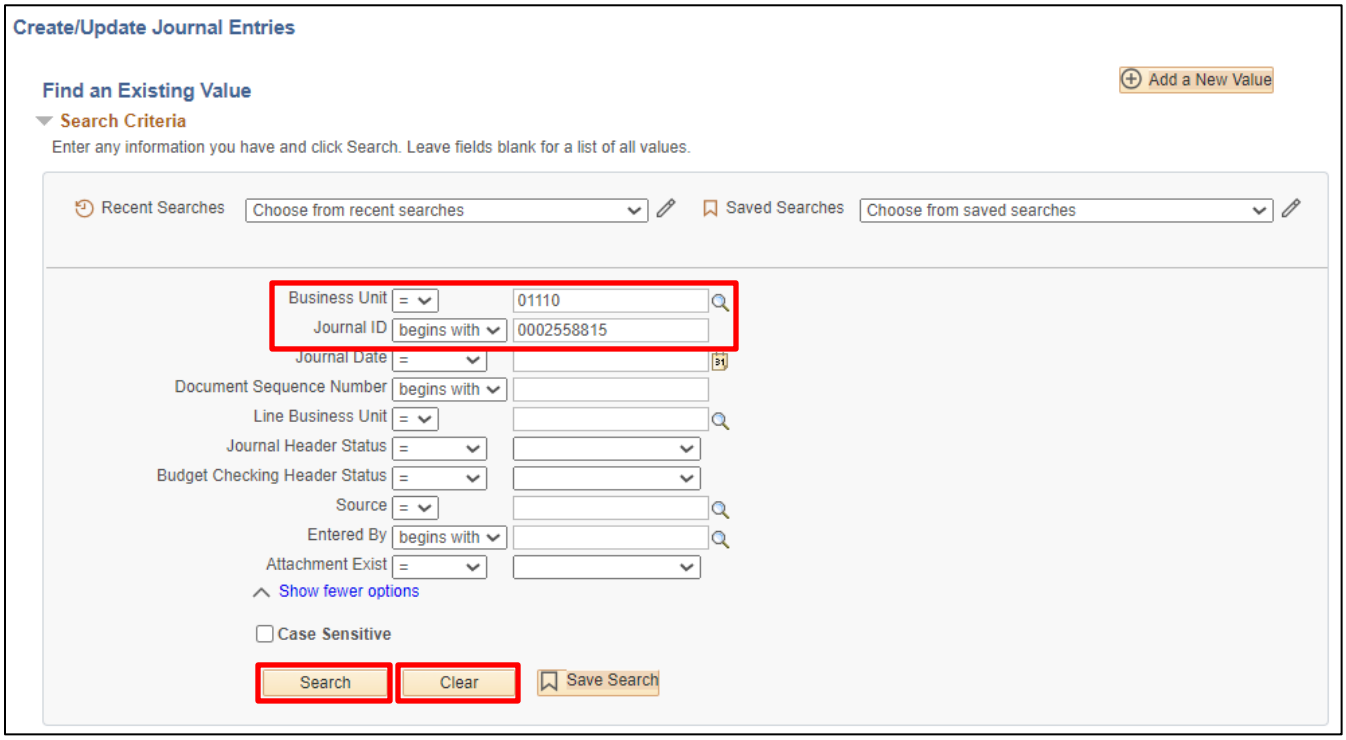
Print a Journal Entry

Situations when this function is used: A printed copy of the journal entry is needed.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

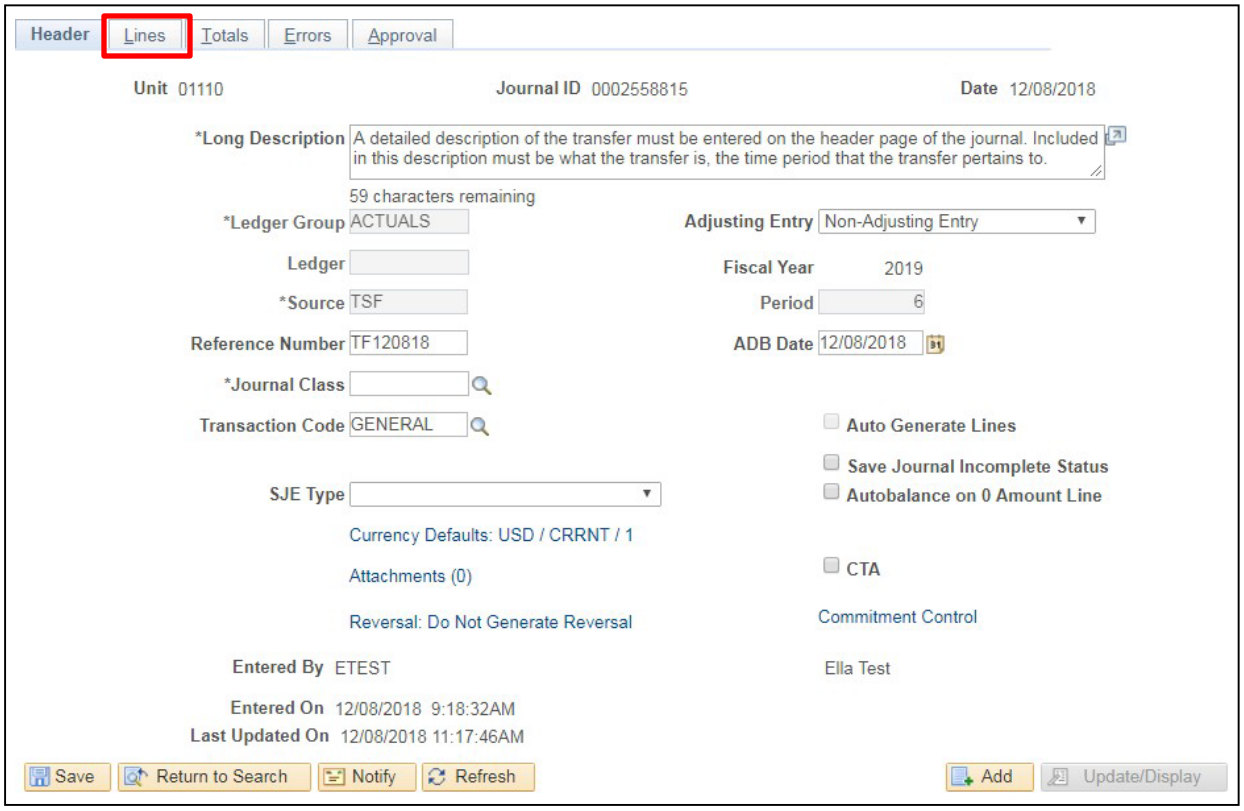
The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



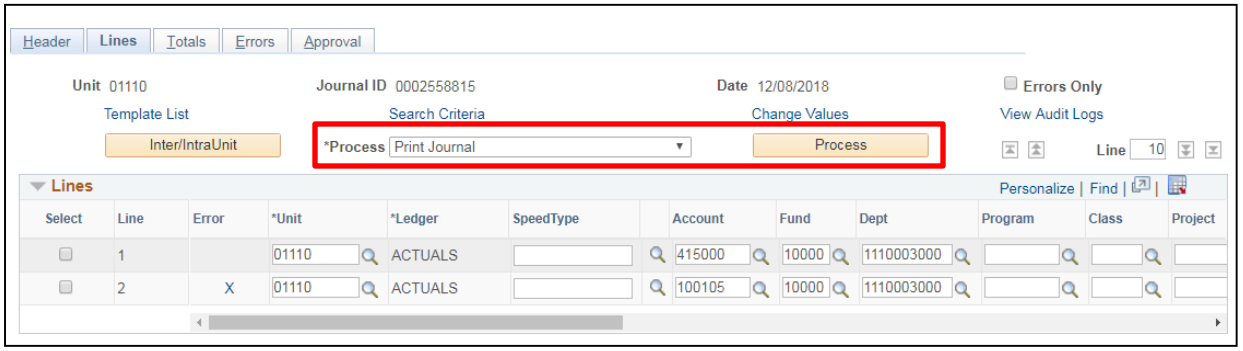
Business Unit and Line Business Unit will default in as your default business unit. Journal Header Status defaults as No Status – Needs to be Edited. Source will default as ONL.

1. Click **Clear**
2. **Business Unit -** Enter the Business Unit
3. **Journal ID -** Enter the Journal ID of the journal you want to print - be sure to include the leading zero's
4. Click **Search**

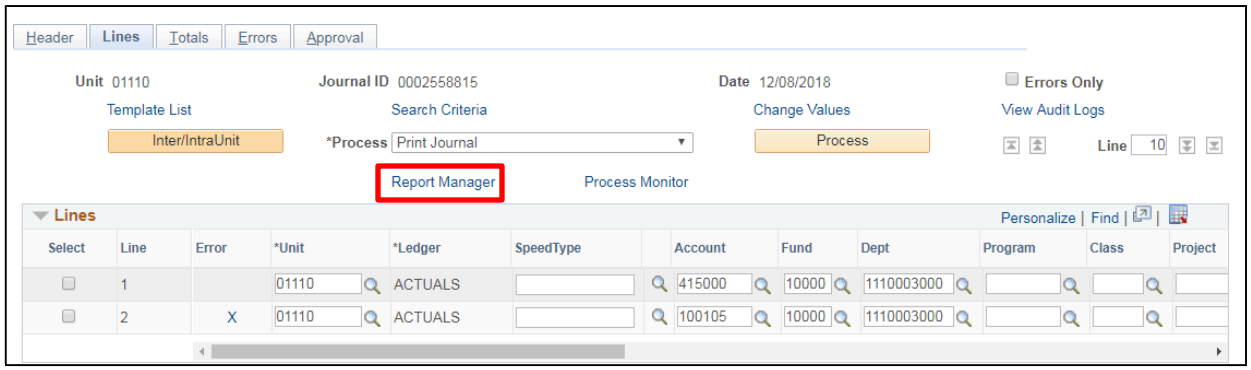
The **Header** page displays:



5. Click on the **Lines** tab

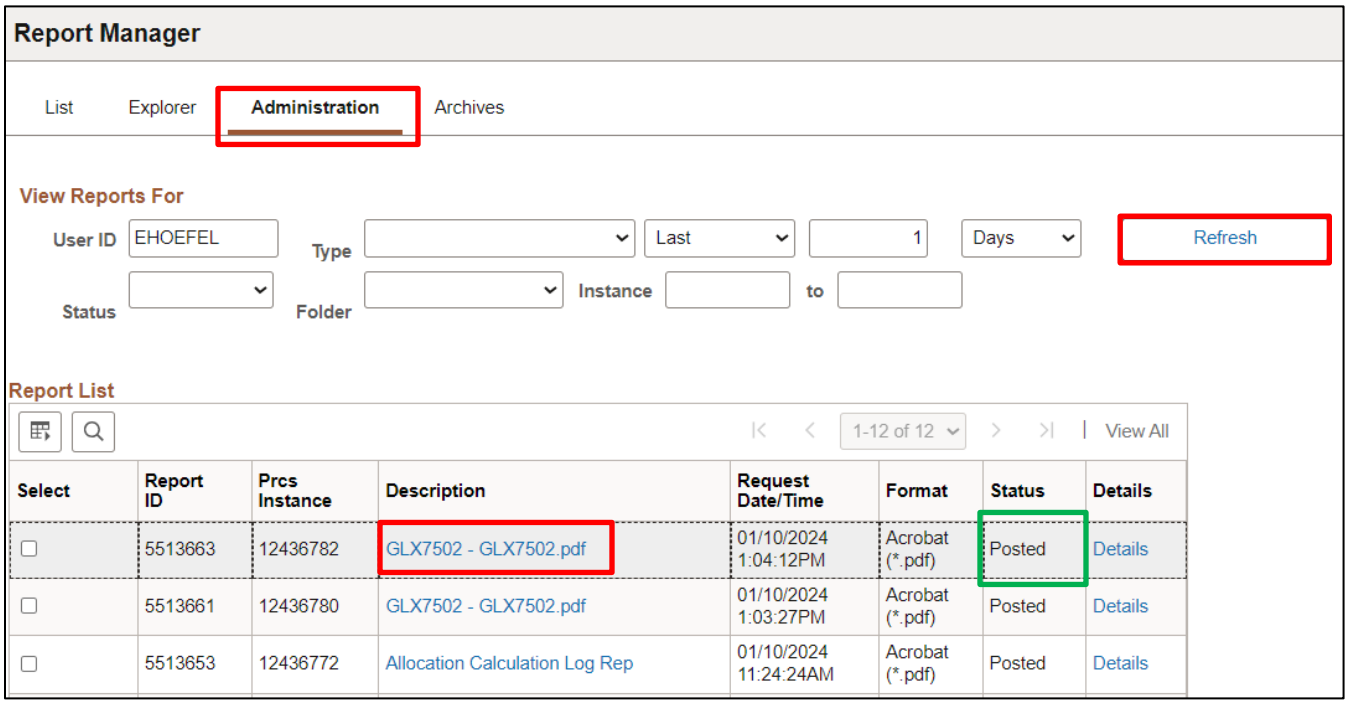


6. **Process -** Choose **Print Journal** from the **Process** drop-down list
7. Click **Process**



8. Click on the **Report Manager** link

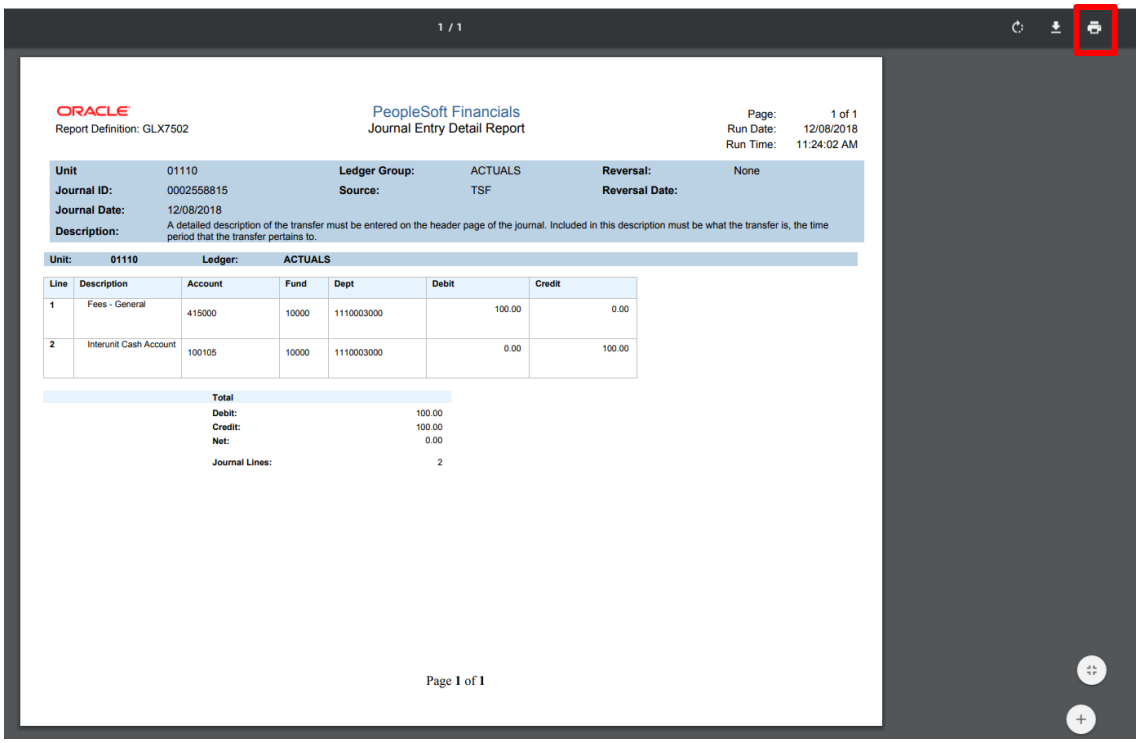
The **Report Manager** page displays, click on the **Administration** tab:



9. Click **Refresh** until **Status = Posted**

10. Click on **Journal Entry Print** link, the report name is **GLX7502-GLX7502.pdf**

Copy of journal opens:



11. Click on the **Printer** icon to print

Printing a Journal is Complete

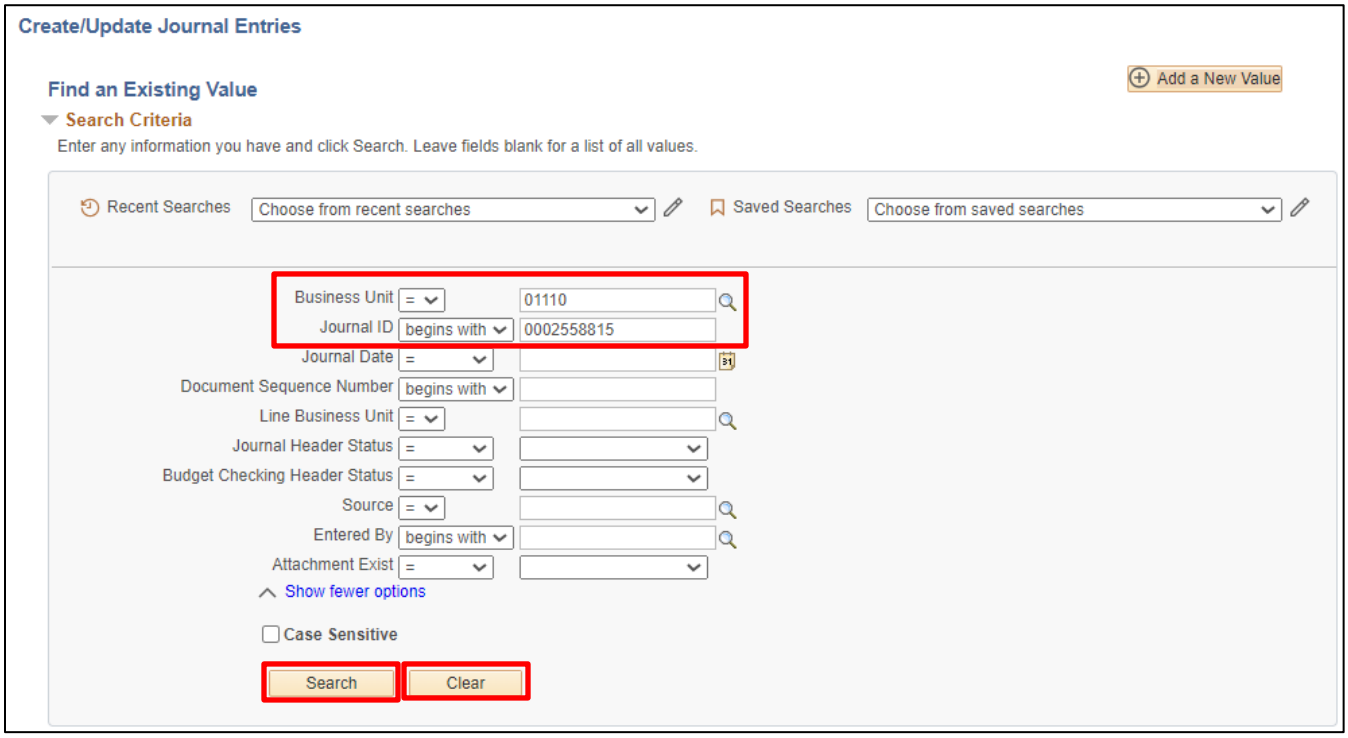
Deleting a Journal Entry

Situations when this function is used: A journal has been entered in error. As long as the journal has not been posted, it can be deleted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



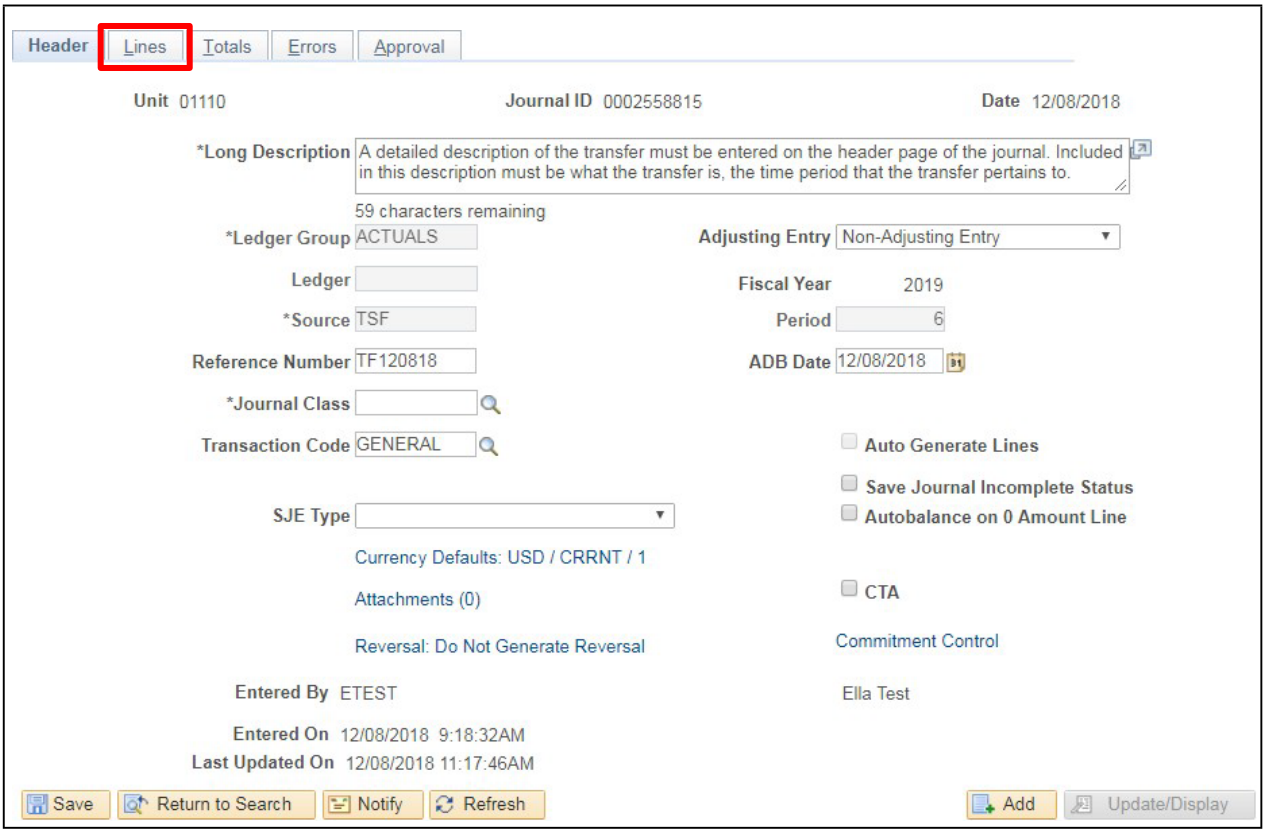
Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

1. Click **Clear**
2. **Business Unit -** Leave as default or enter the appropriate Business Unit
3. **Journal ID -** Enter the Journal ID of the journal you want to delete
4. **Journal Date -** Enter the Journal date of the journal you want to delete or leave blank
5. Click **Search**

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically load.)

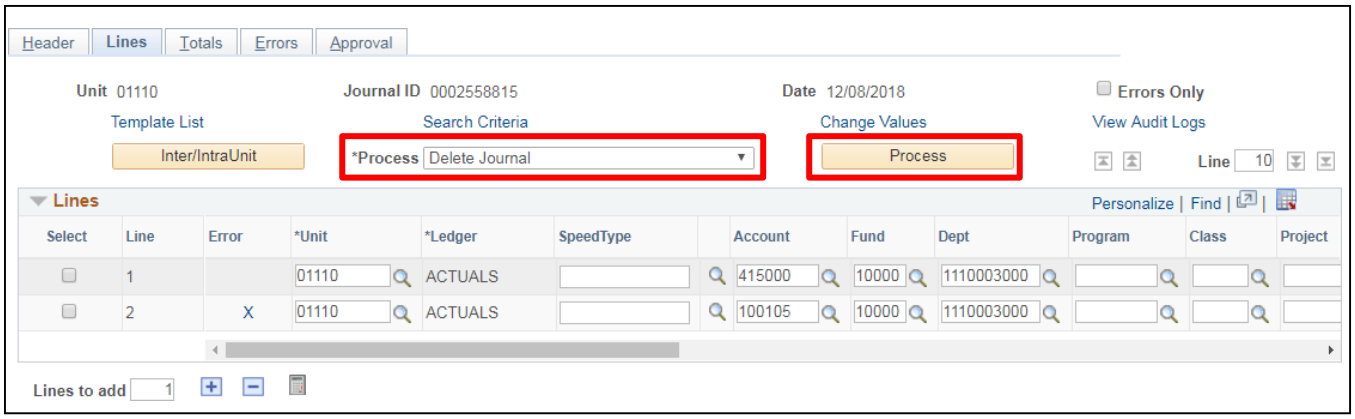
Click the line for the journal that you want to delete.

The **Header** page displays:



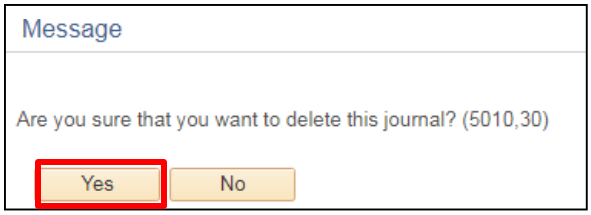
6. Click on the **Lines** tab

The **Lines** page displays:



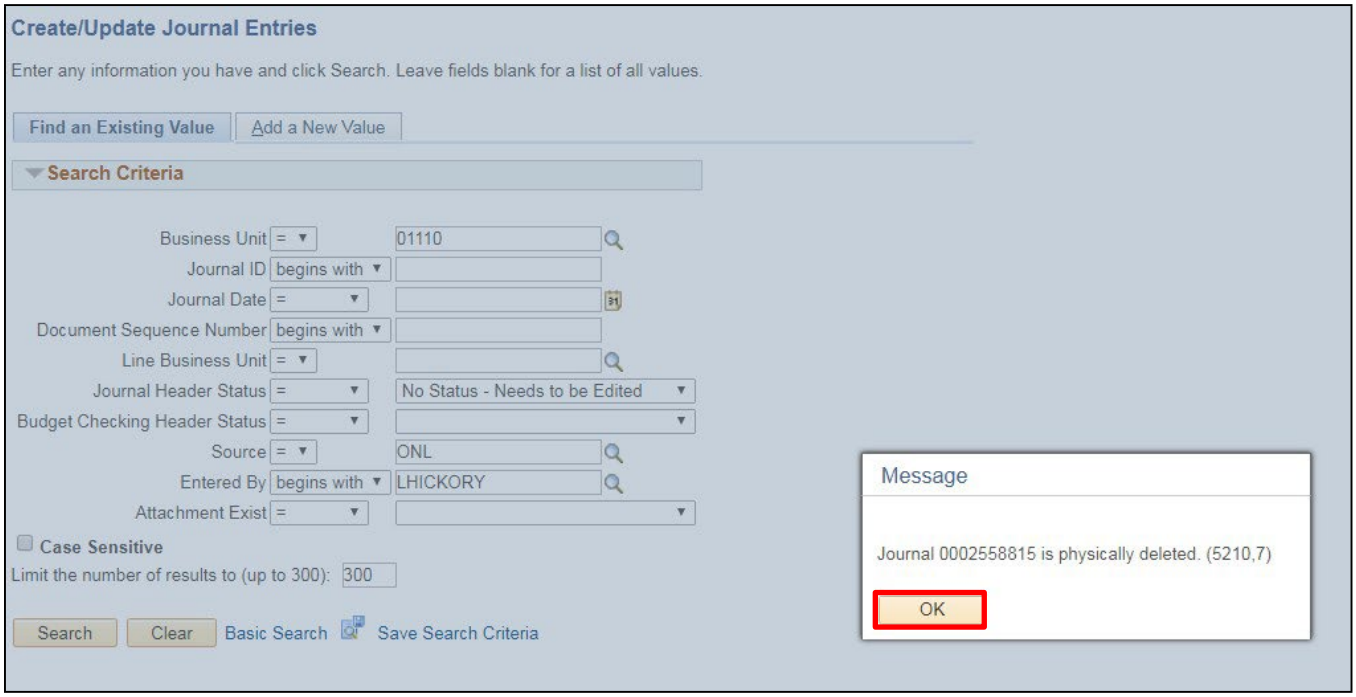
7. **Process -** Choose **Delete Journal** from the **Process** drop-down menu
8. Click **Process**

The following **Message** opens:



9. Click **Yes**

The **Find an Existing Value** page loads with a message saying that the journal has been deleted:



10. Click **OK**

Deleting a Journal Entry is Complete

Recurring Journal Entries

Situations when this function is used: On a monthly basis revenue is recorded by a department in a certain account. However, a portion needs to be re-allocated to another account. The reallocation needs to happen every month of the fiscal year.

Steps involved:

1. Create first monthly journal entry and process normally through to post.
2. Define Standard Journals
3. Create Standard Journals
4. Review Standard Journals
5. Process Standard Journals

Step 1. Create first monthly journal entry and process normally through to post

WorkCenter navigation: General Ledger WorkCenter > Links > Journals > Journal Entry > Create/Update Journal Entries

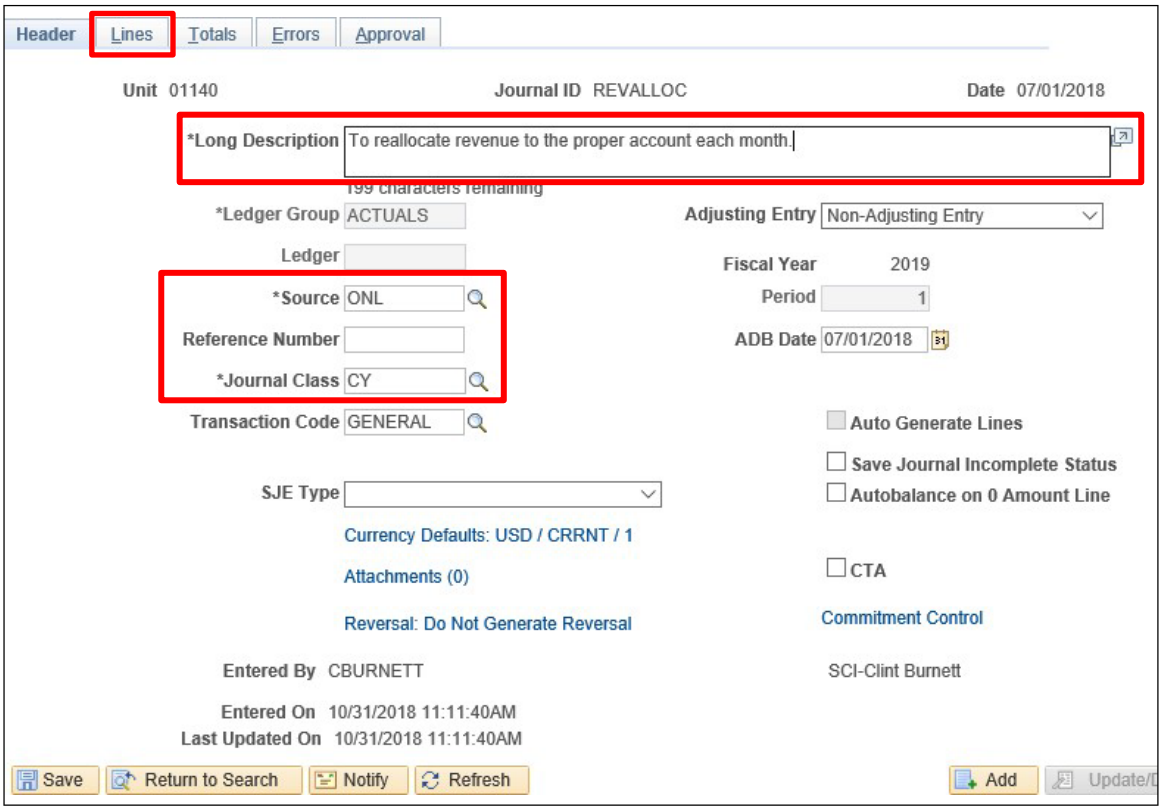
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays:

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

1. **Business Unit -** Leave as default **or** enter the appropriate business unit. In this case, enter 01140
2. **Journal ID -** Enter the Journal ID you wish to have on all 12 monthly journals. In this case use REVALLOC
3. **Journal Date -** Enter the date the allocation should happen. Usually this would be the first, middle or end of the month. In this case use the 1st of the month
4. Click **Add**

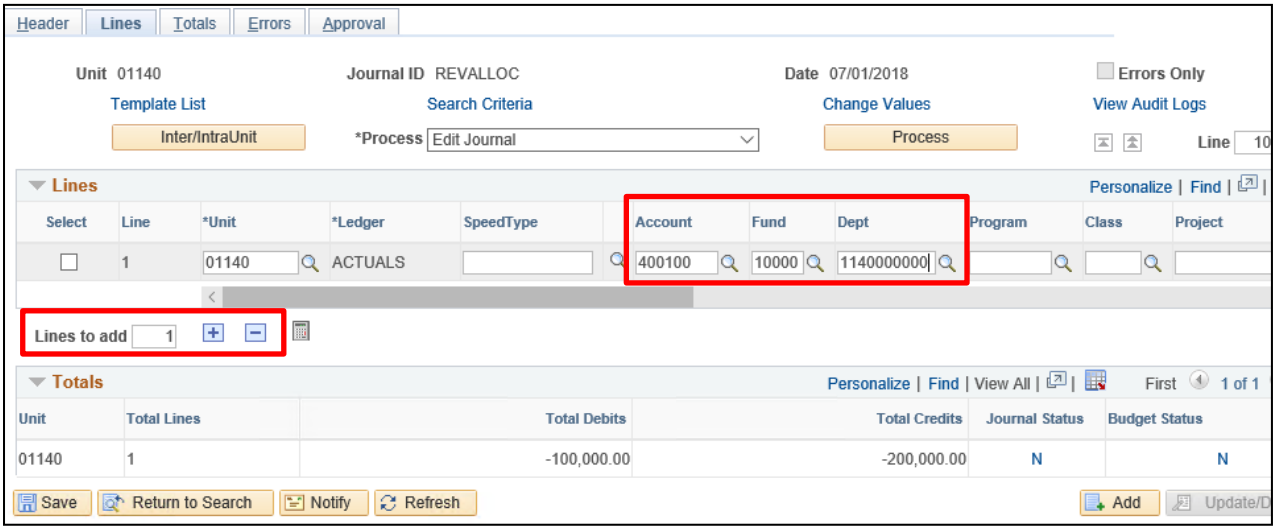
The **Header** page displays:



The **Ledger Group** will default as ACTUALS. The **Source** defaults as ONL. **Adjusting Entry** defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. **Save Journal Incomplete Status** defaults as unchecked.

5. **Long Description -** Enter a detailed description of the rent being allocation should be documented
6. **Source -** Leave as **ONL**
7. **Reference Number -** Leave blank
8. **Journal Class -** Use **CY** since this relates to an allocation of current month rent
9. Click on the **Lines** tab

The **Lines** page displays:

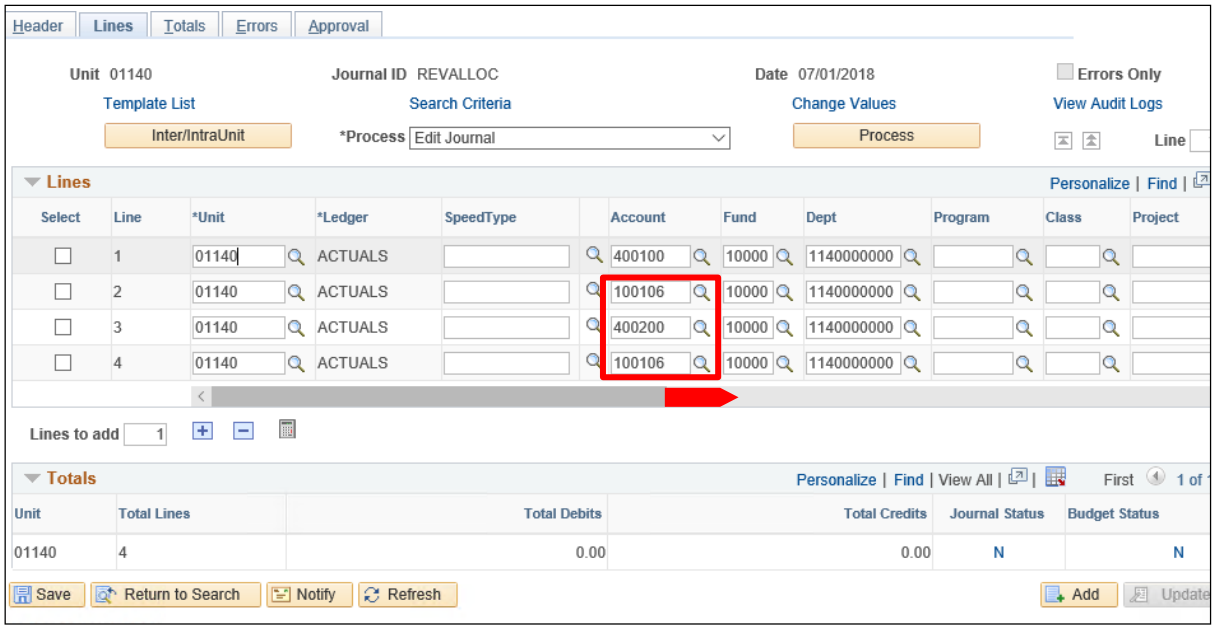


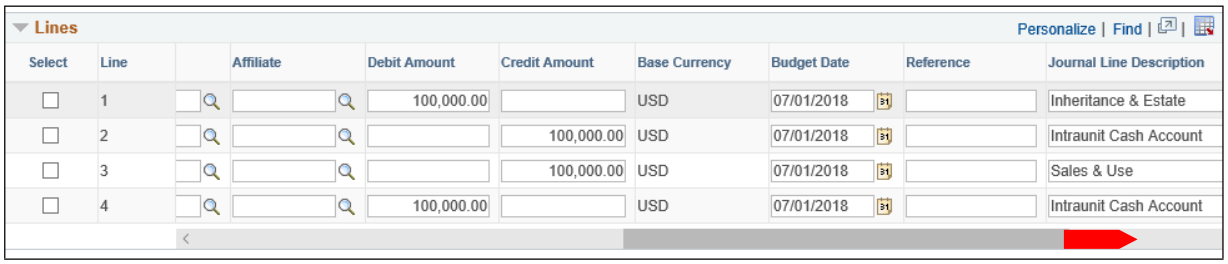
In the Lines box, business unit and ledger defaults from the header page.

Under **Lines; Line 1**

10. **Account** - This should be the account where the revenue was originally recorded
11. **Fund** - Enter the appropriate fund
12. **DeptID -** Enter the appropriate DeptID
13. **Class** - Leave blank in this case
14. **Program -** Leave blank in this case
15. **Project/Grant -** Leave blank in this case
16. **Affiliate -** Leave blank in this case
17. **Debit Amount -** Enter the amount to be reclassified. In this case enter $100,000
18. **Credit Amount -** Leave blank in this case
19. In the **Lines to add** box, enter **3** and click the **+** icon

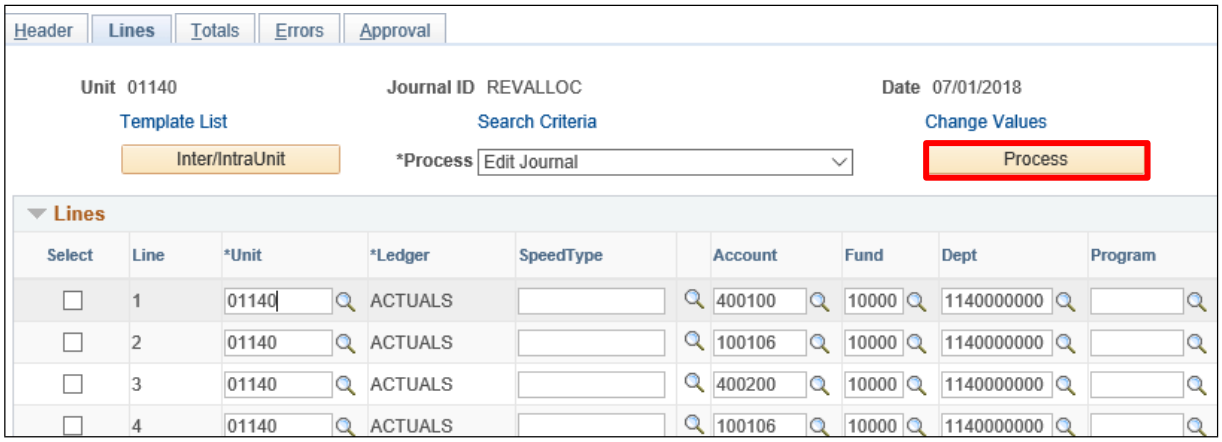
Line 2, 3 and 4 are added. All chartfields from line 1, except account, are defaulted to the new lines:





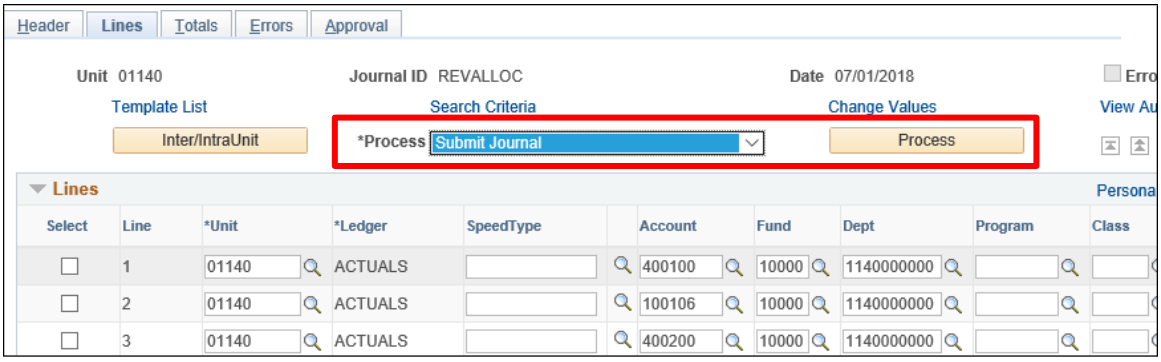
20. Enter the following on the new lines:

- **Line 2 enter account 100106**
- **Line 2 enter credit amount $100,000**
- **Line 3 enter account 400200**
- **Line 3 enter credit amount $100,000**
- **Line 4 enter account 100106**
- **Line 4 enter debit amount $100,000**



21. Click **Process**

A message displays indicating the journal is saved. Also, the Journal status changes to V (valid).



22. Process - Choose **Submit Journal** from the **Process** drop-down list

23. Click **Process**

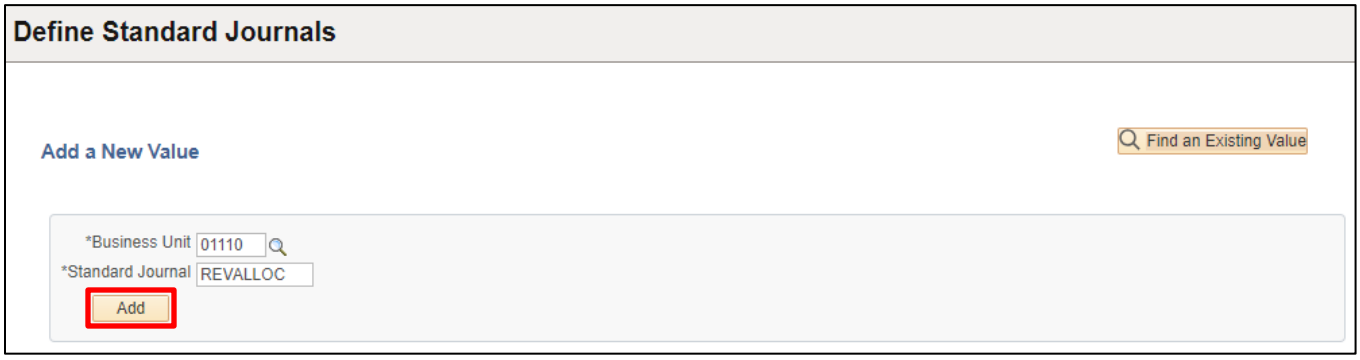
The above journal entry needs to be approved and posted by an approver. Please follow the guidance in sections “Approve a Journal Entry” and “Post a Journal Entry” to complete the journal. Once posted, this journal can be used as a model for the remaining 11 monthly entries in the fiscal year.

Once this entry is posted, please move on to step 2 below.

Step 2. Define Standard Journals

Navigator Menu navigation: General Ledger > Journals > Standard Journals > Define Standard Journals

The **Define Standard Journals** page displays, click on the **Add a New Value** button:

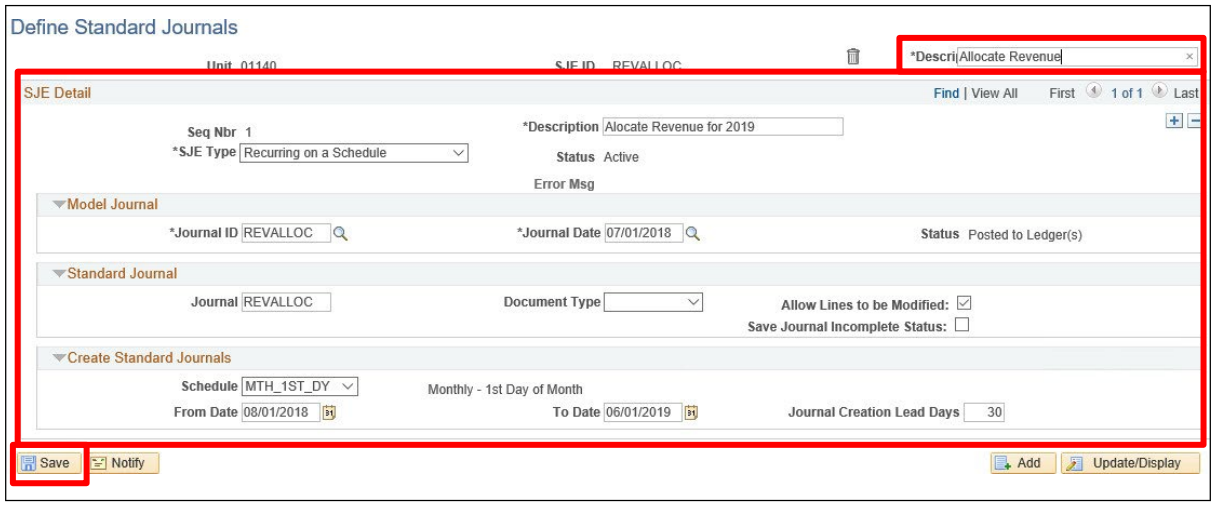


24. Business Unit - Leave as default **or** enter the appropriate business unit

25. Standard Journal - Enter the Standard Journal ID. In this case use REVALLOC

26. Click **Add**

The **Define Standard Journals** page displays:



27. **Description of the Definition -** This description identifies the definition page for the specific standard journal entry

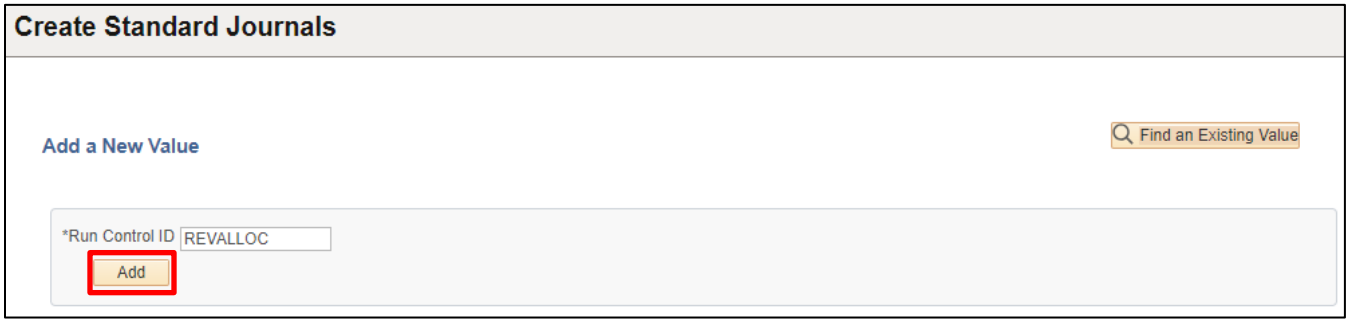
In the **SJE Detail** section:

28. **Description for the Journal -** This will be the description on the standard journal entries.
29. **SJE Type -** Select from the following list: Recurring on a Schedule, Spread Across Periods, Spread Daily Proration, Template to be Completed. For this case, we will select Recurring on a Schedule
30. **Model Journal ID -** This is the journal ID on which the Standard Journal will be based
31. **Model Journal Date -** This is the journal date of the Journal ID on which the Standard Journal will be based
32. **Standard Journal ID -** This represents the Journal ID that the new Standard Journal will be named
33. **Allow Lines to be Modified -** Leave as checked. This allows the authorized users the ability to make changes if necessary
34. **Save Journal Incomplete Status -** Leave as unchecked
35. **Schedule -** There are predefined schedules configured by the State. Select the schedule that is needed. For instance, in this case, select schedule MTH_1ST_DY which represents a monthly schedule on the first day of the month
36. **From Date -** Enter the first day of the range for creation of these standard journals
37. **To Date -** Enter the last day of the range for creation of these standard journals.
38. **Creation Lead Days -** This number represents the number of days the journal will be created in advance. For instance, if the lead days are 35 and today is 7/26, then both the 8/1 and 9/1. In this case, use 30 days
39. Click **Save**

Step3. Create Standard Journals

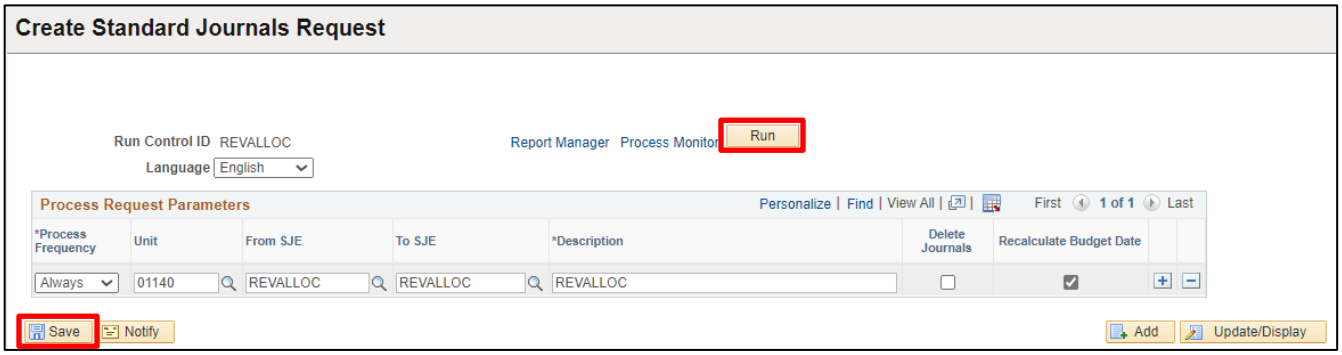
Navigator Menu navigation: General Ledger > Journals > Standard Journals > Create Standard Journals

The **Create Standard Journals** page displays, click on the **Add a New Value** button:



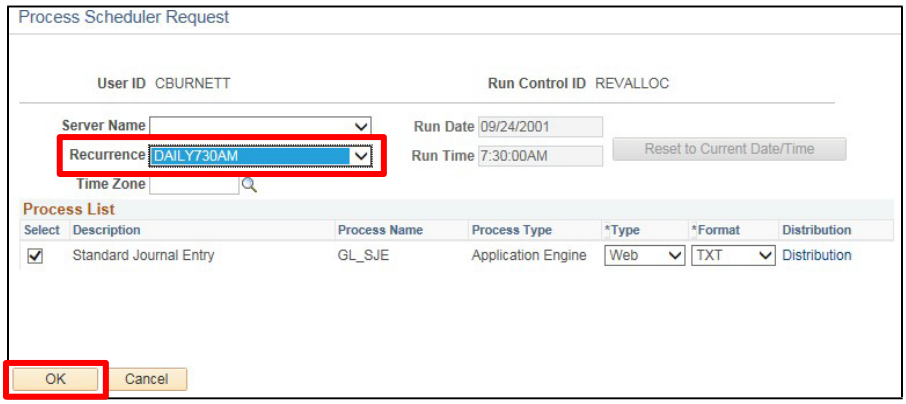
40. **Run Control ID -** Enter a run control ID, In this case use REVALLOC
41. Click **Add**

The **Create Standard Journals Request** page displays:



42. **Process Frequency -** Change to **Always**
43. **Business Unit** – Enter a BU, use 01140 for this example
44. **From SJE -** Use REVALLOC
45. **To SJE -** Use REVALLOC.
46. **Description -** Enter a description of the Run Control. Use REVALLOC
47. **Delete Journals -** Leave unchecked
48. **Recalculate Budget Date -** Check
49. Click **Save**
50. Click **Run**

The **Process Scheduler Request** window opens:



50. Recurrence - In this case use Daily730AM

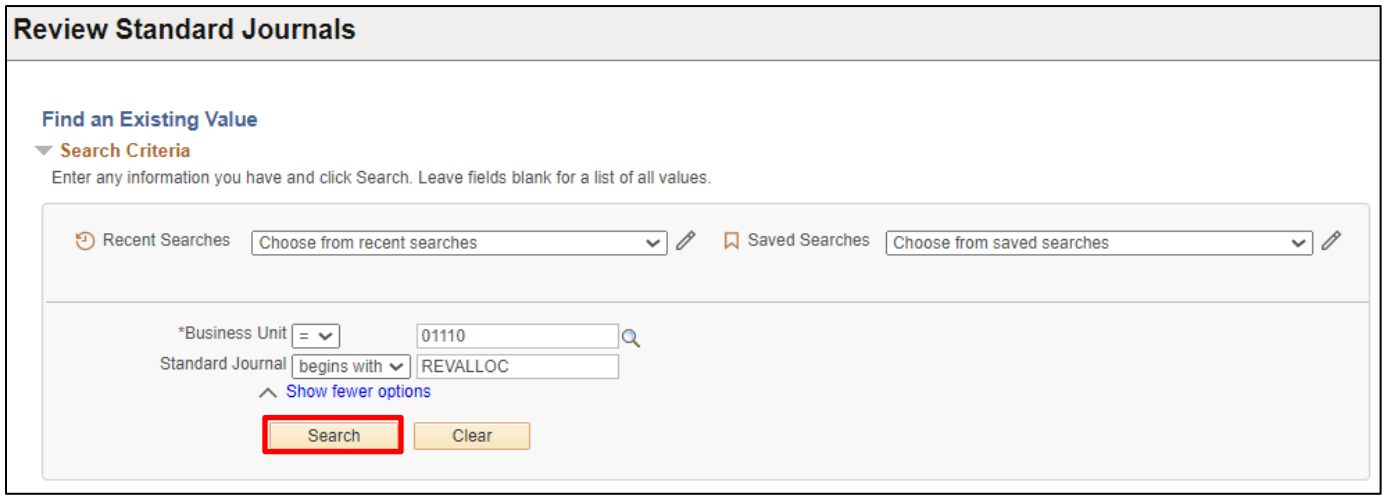
51. Click **OK**

The process is now scheduled to run every day at 7:30 AM. This process creates the standard journals once the date is within the lag period.

Step 4. Review Standard Journals

Navigator Menu navigation: General Ledger > Journals > Standard Journals > Review Standard Journals

The **Review Standard Journals** page displays:



52. Business Unit - Leave as default **or** enter the appropriate business unit

53. Standard Journal - Leave blank or enter Standard Journal name

54. Click **Search**

The **Review Standard Journals** page displays:

Journal	Date	Ledger Group	Source	Status	Currency	Debits	Lines	Run Date
REVALLOC	12/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	11/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	10/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	09/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018
REVALLOC	08/01/2018	ACTUALS	ONL	No Status - Needs to be Edited	USD		4	11/05/2018

Since this exercise is for Standard Journals from 8/1/2018 to 6/1/2019 and it was first run on 11/5, there were 5 standard journals created.

Step 5. Process Standard Journals

The above journals are now ready for the normal journal processing for edit, budget check, approval and post.

Recurring Journal Entries is Complete

Inquiring on a Journal Entry – Inquiry Page

Situation when this function is used: To look at a journal for inquiry purposes only. No updates to the journal can be performed through these pages.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Review Financial Information > Journal Inquiry

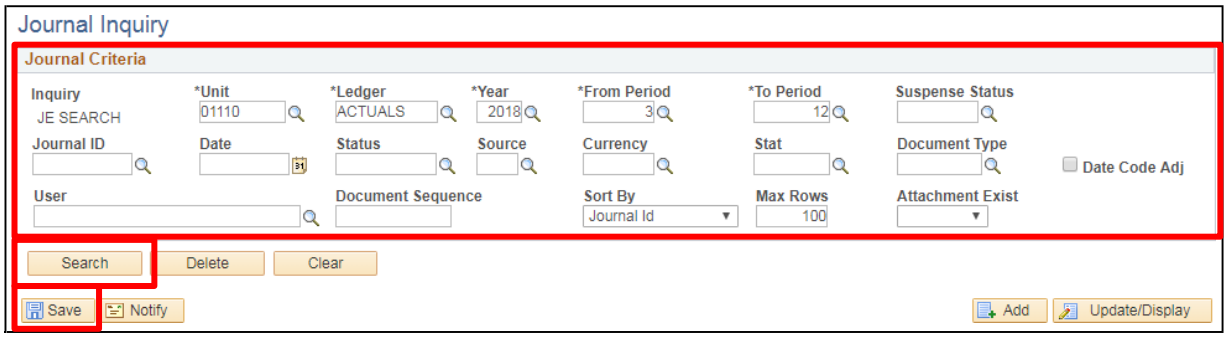
Navigator Menu navigation: General Ledger > Review Financial Information > Journals

The **Journals** page displays, click on the **Add a New Value** button:

1. **Inquiry Name -** Enter a name for the inquiry, in this case – **JE SEARCH**
2. Click **Add**

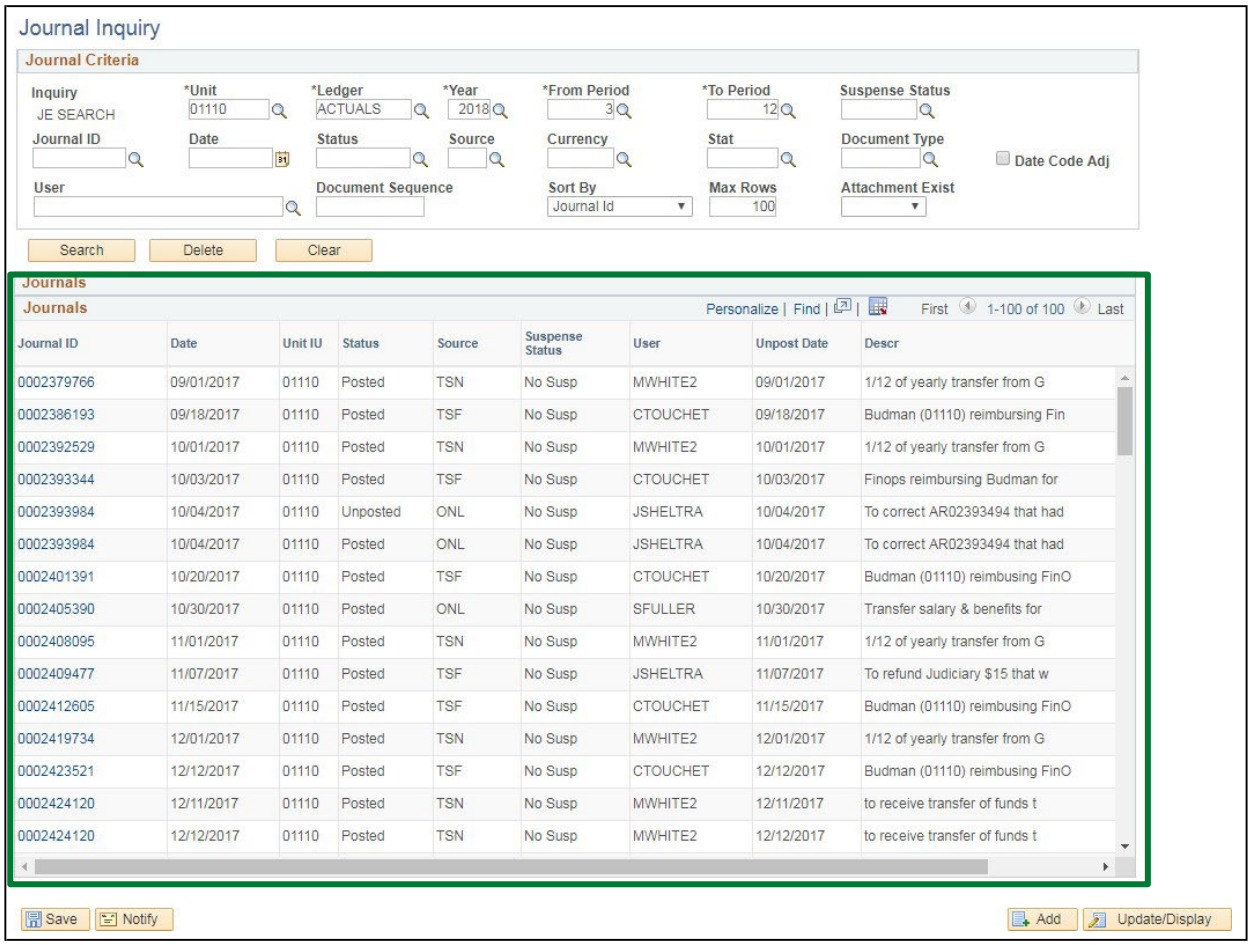
   Note: If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

The **Journal Inquiry Criteria** page displays:



3. **Unit -** Leave as default **or** enter the appropriate business unit
4. **Ledger -** Enter the Ledger for the journal or journals you are searching for (**ACTUALS** or **ACCRL/ADJ**)
5. **From Period -** Enter the beginning period for the journal or journals you are searching for
6. **To Period -** Enter the ending period for the journal or journals you are searching for
7. **Enter remaining criteria fields -** Leave blank **or** enter values to narrow your search
8. Click **Save -** This saves your inquiry for future use
9. Click **Search**

Rows of data matching the criteria entered loads at the bottom of the page:

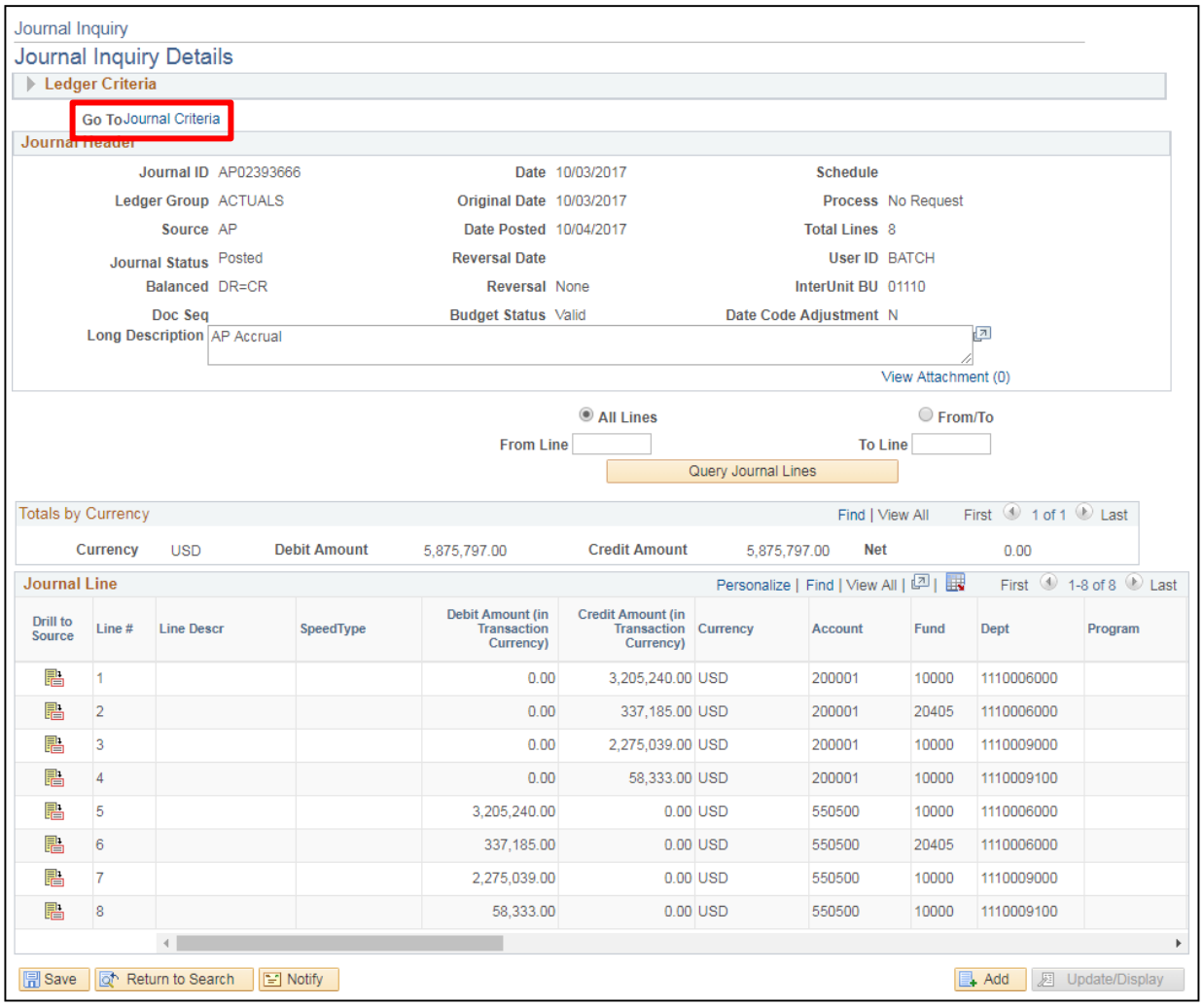


Use your right and bottom scroll bars to see all the rows returned and all the details.

Note: If there is no data matching your criteria, no data will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, only the first 100 results will be displayed. If the journal you are looking for is not in the first 100 rows of data matching your criteria, you can increase the Max Rows field to be greater than 100.

10. Click on the **Journal ID** link that corresponds with the row of data that you want to review

The **Journal Inquiry Details** page displays:



Use the right scroll bar to view additional journal information, if applicable. Use the bottom scroll bar to review additional journal line details.

11. Click on the **Journal Criteria** link at the top of **Journal Inquiry Details** page to inquire on a different Journal ID

Inquiring on a Journal Entry – Inquiry Page is Complete

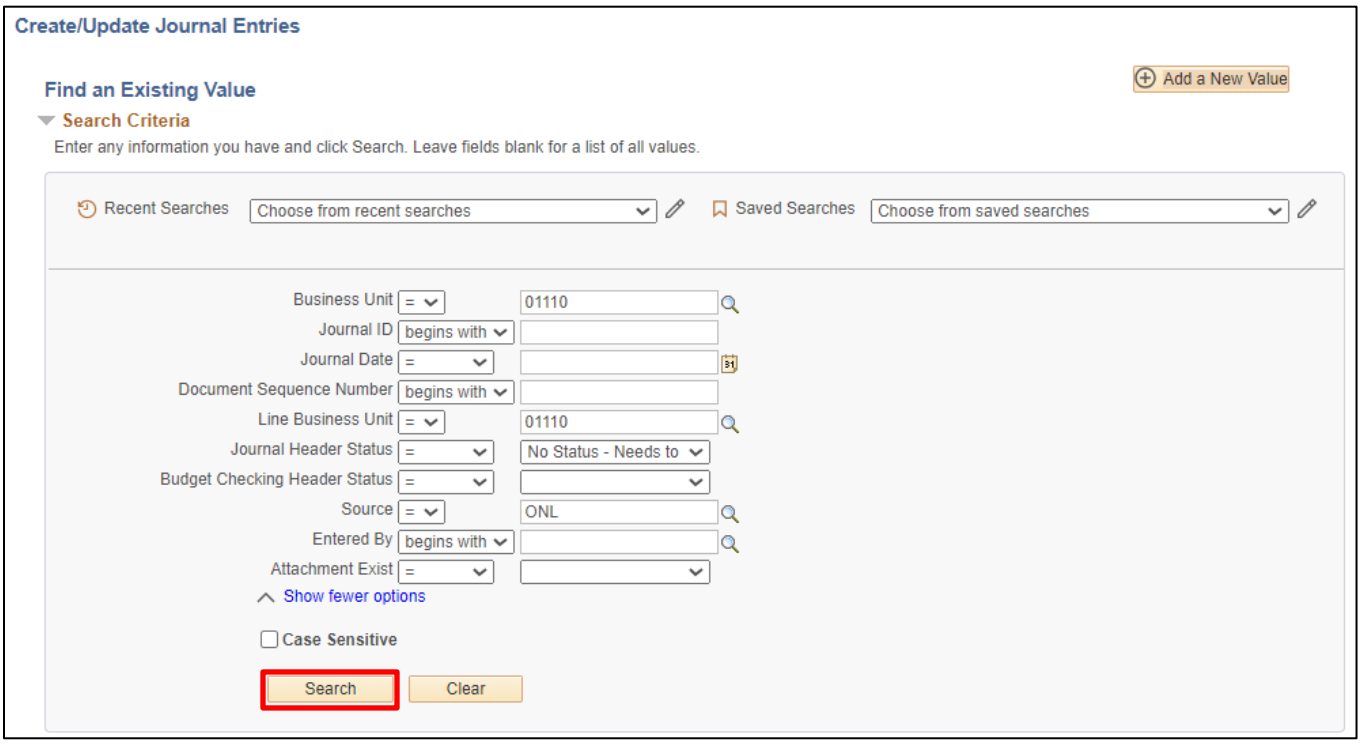
Inquiring on a Journal Entry - Using Find an Existing Value Page

Situations when this function is used: Journal entries can be pulled up to perform additional processes on them such as edit, budget check or post or to review errors. This function can also be used on posted transactions for review purposes only.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



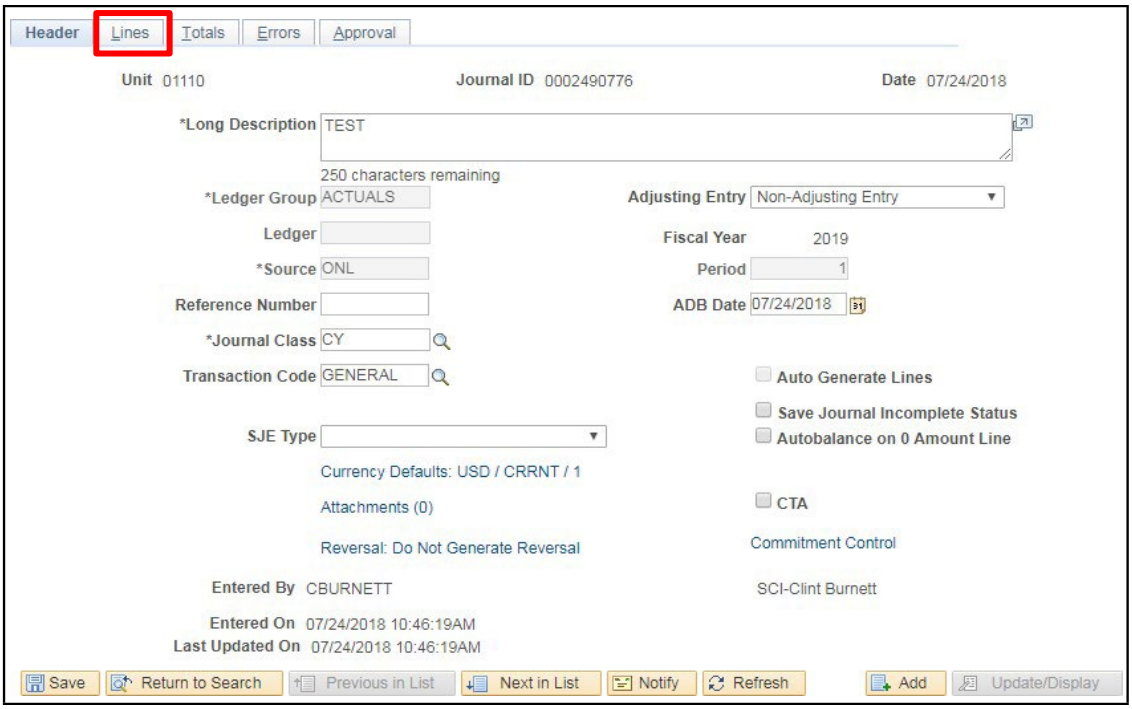
1. **Business Unit -** Leave as default **or** choose a condition an appropriate business unit
2. **Journal ID -** Leave as blank **or** choose an appropriate Journal ID
3. **Enter Journal Date -** Leave as blank **or** choose a condition the appropriate journal date
4. **Document Sequence Number -** Leave as blank
5. **Line Business Unit -** Leave as default **or** Change to match Business Unit criteria above
6. **Journal Header Status -** Defaults as No Status – Needs to be Edited. You can leave this as is, make it blank **or** choose another condition
7. **Budget Checking Header Status -** Leave as blank **or** choose an appropriate Status
8. **Source -** Leave as default **or** choose a condition an appropriate source
9. Click **Search**

The first 300 results can be displayed. And up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

Note: If there is only one row of data that matches your criteria, the header panel of the journal will automatically load when you click search. If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen.

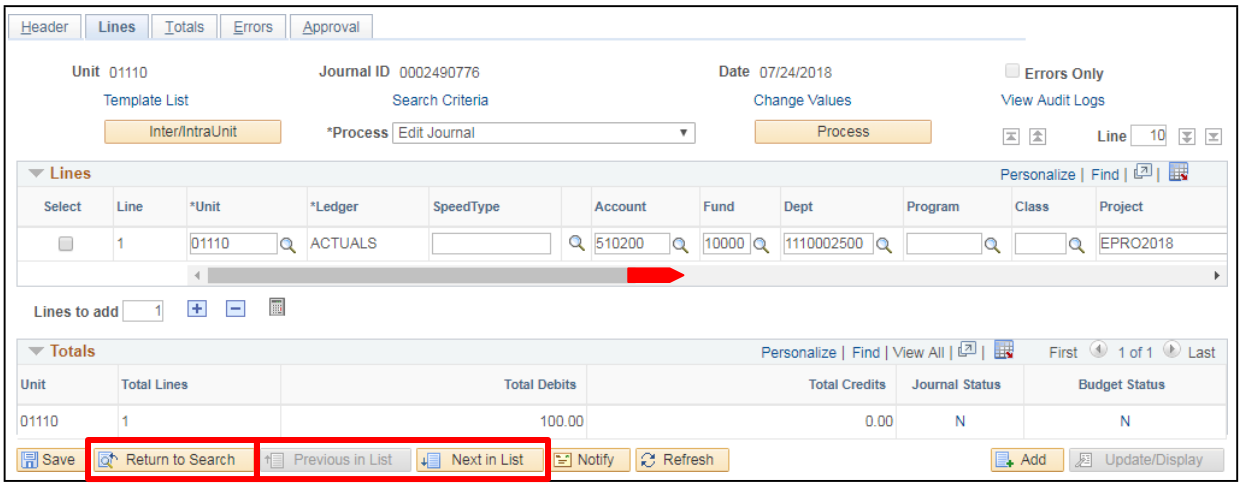
10. Click on any row of data you are looking for

The **Header** page for the journal displays. If the journal has been posted, all fields will be grayed out and cannot be changed:



11. Click on the **Lines** tab

The **Lines** page displays showing lines detail including chartfields, amounts and statuses:



12. Use the bottom scroll bar to see more of the screen

13. To view additional rows of data from your original search click on the **Next in List** and **Previous in List** buttons at the bottom left of the screen

14. Click on **Return to Search** to begin a new search

Inquiring on a Journal Entry – Using Find an Existing Value Page is Complete

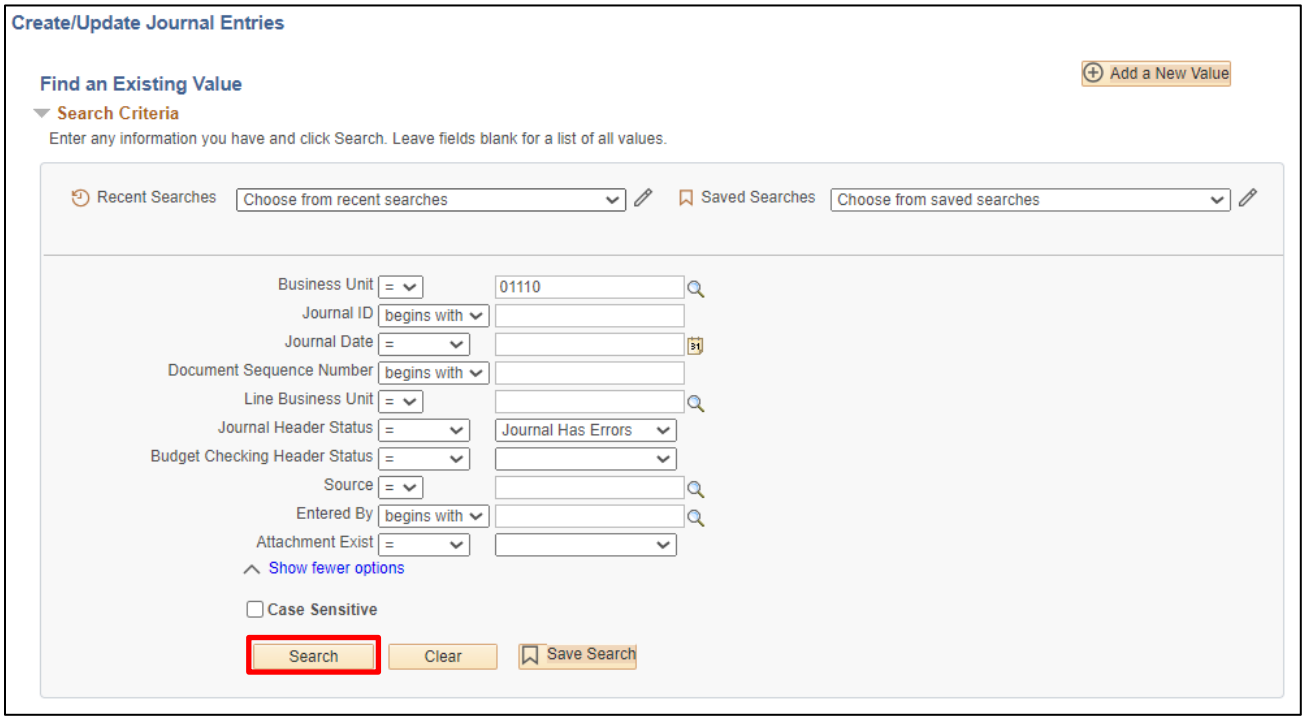
Journal has an Out of Balance Edit Error – Find & Correct Journal

Situations when this function is used: A journal entry has an out of balance edit error. This error must be fixed so that the journal can be budget checked and posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

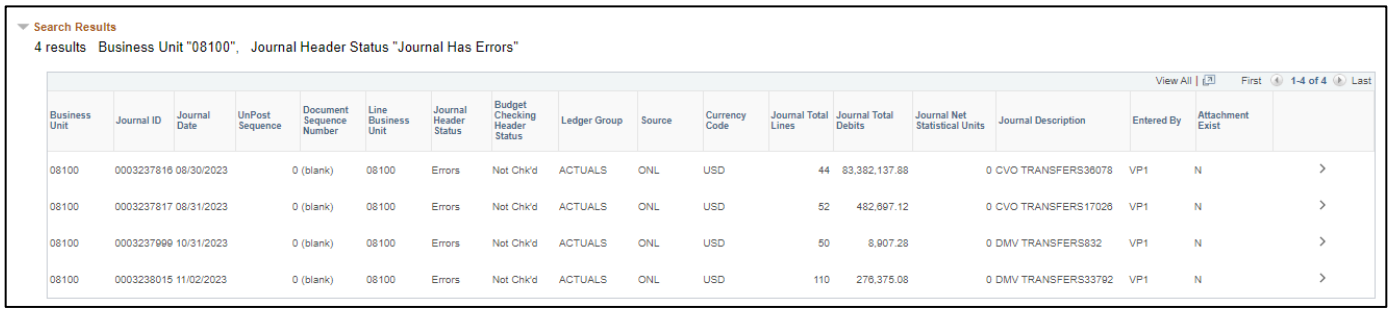
The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



Your default BU will appear in the Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

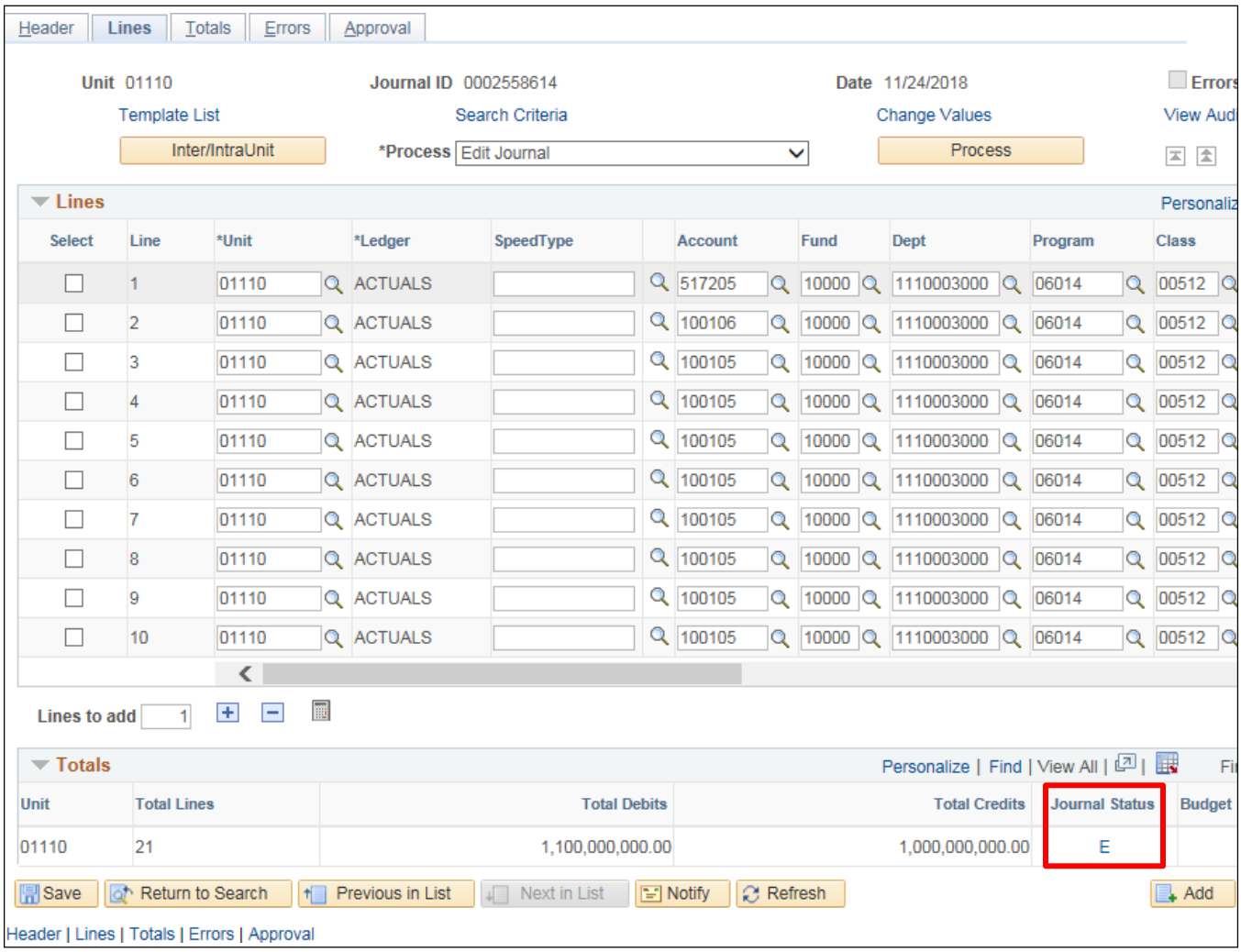
1. **Business Unit -** Leave as default **or** enter a value for the appropriate business unit
2. **Journal ID -** Leave as blank **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate Journal ID
3. **Journal Date -** Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate journal date
4. **Document Sequence Number -** Leave as blank
5. **Line Business Unit -** Leave as default **or** change to match Business Unit criteria above
6. **Journal Header Status -** Choose the condition **=** and choose **Journal Has Errors**
7. **Budget Checking Header Status -** Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate Status
8. **Source -** Leave as default **or** enter a value for the appropriate source
9. **Entered By -** Leave as default **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate user ID
10. **Attachment Exist -** Leave as blank
11. Click **Search**

Journals with errors that meet your search criteria show in the **Search Results** grid:



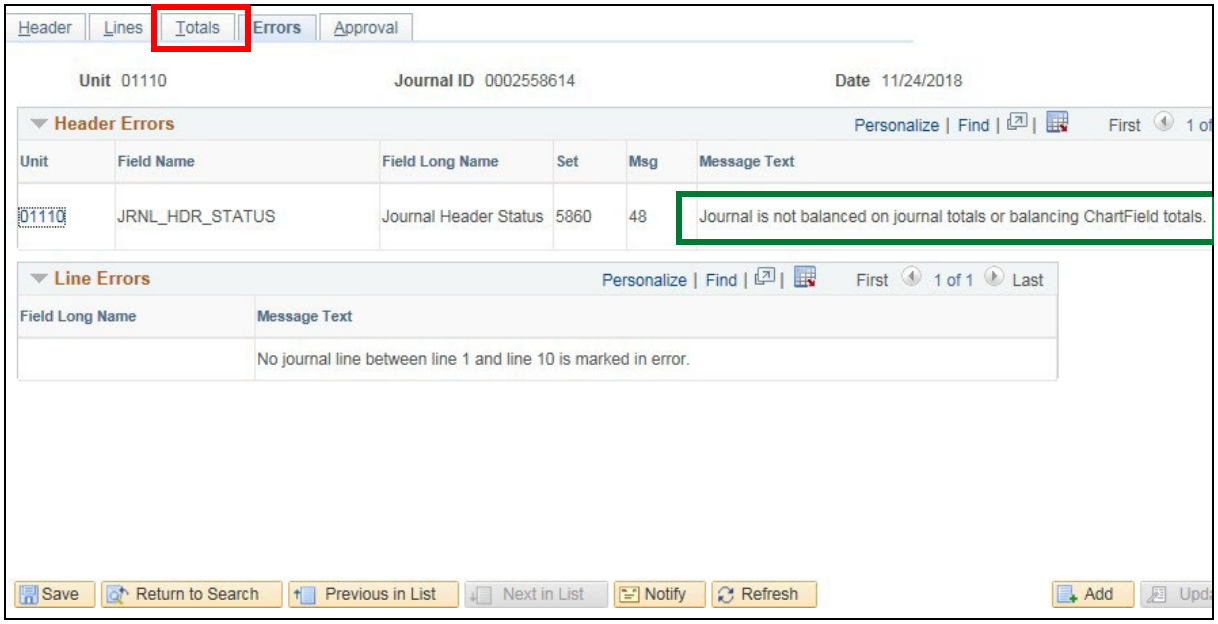
NOTE: If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

12. Click on the row of data you are looking for The **Lines** page displays:



13. Click on the **E** link under **Journal Status**

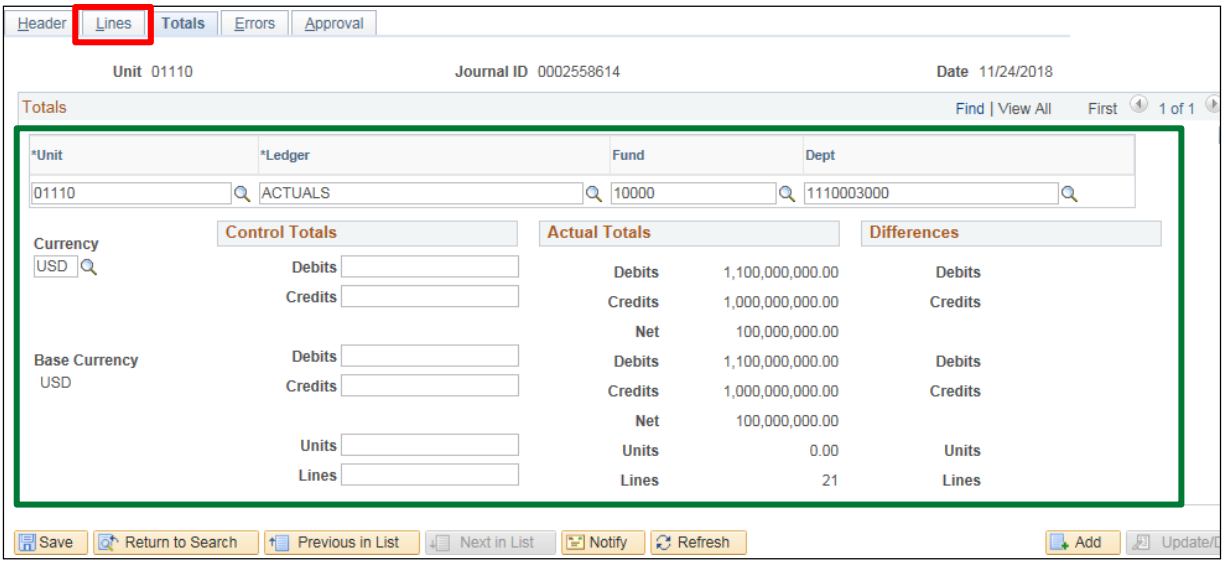
The Errors page displays with the error message:



Under **Message Text** is the error message: Journal is not balanced on journal totals or balancing ChartField totals.

14. Click on the **Totals** tab

The **Totals** page displays:

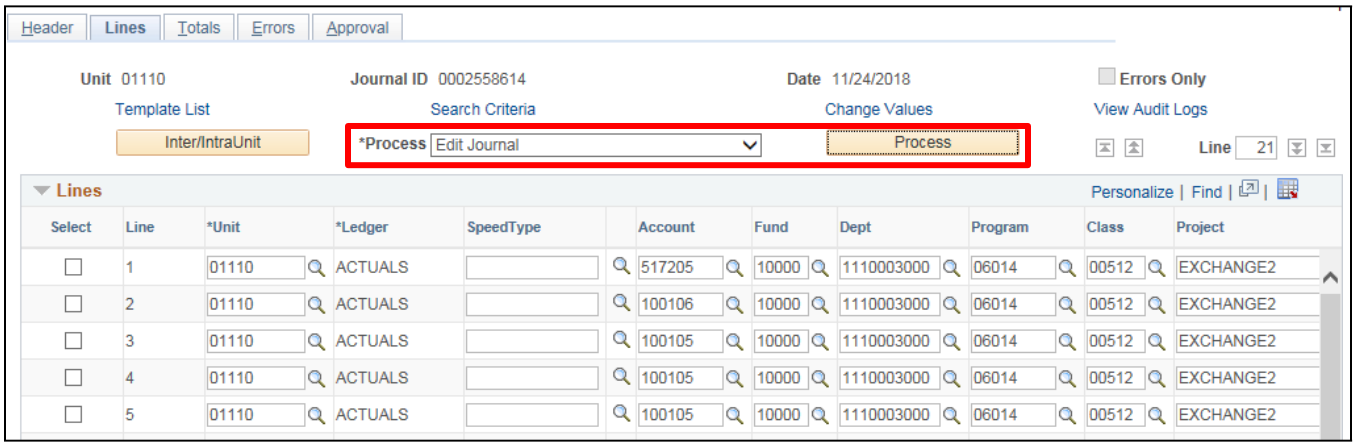


Totals are grouped by Business Unit, Ledger, Fund, Dept and Currency. Review the total debits versus the total credits by each grouping. Do they equal?

- If they do not equal, you must adjust your lines amounts so that debits and credits equal
- If they do equal, then your journal balances in total and the journal must be out of balance by chartfield
- Chartfields must be balanced by both fund and Dept ID

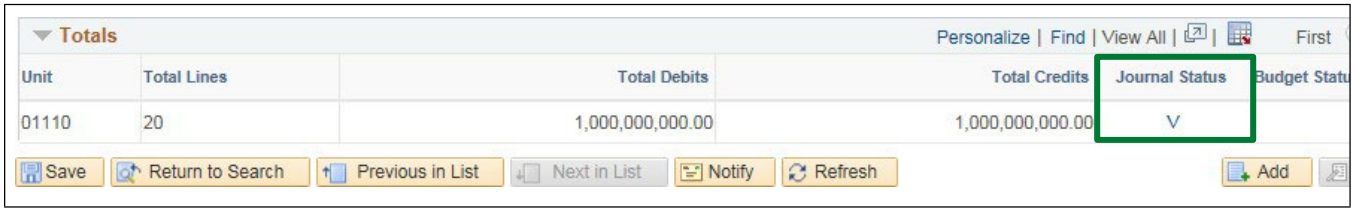
15. Click on the **Lines** tab

16. **Review the line data to find the chartfield that does not have equal debits and credits.** (In this case, an additional credit is needed for $100,000,000.00 to fund 10000.)
17. **Once the error is found, make the necessary adjustments to make the chartfields balanced including adding additional offsetting lines if needed.**



19. **Process -** Choose **Edit Journal** from the **Process** drop-own list
20. Click **Process**

The **Journal Status** is now **V**:



Once the journal has a valid edit, it automatically invokes the budget check process.

Journal has an Out of Balance Edit Error – Find and Correct Journal is Complete

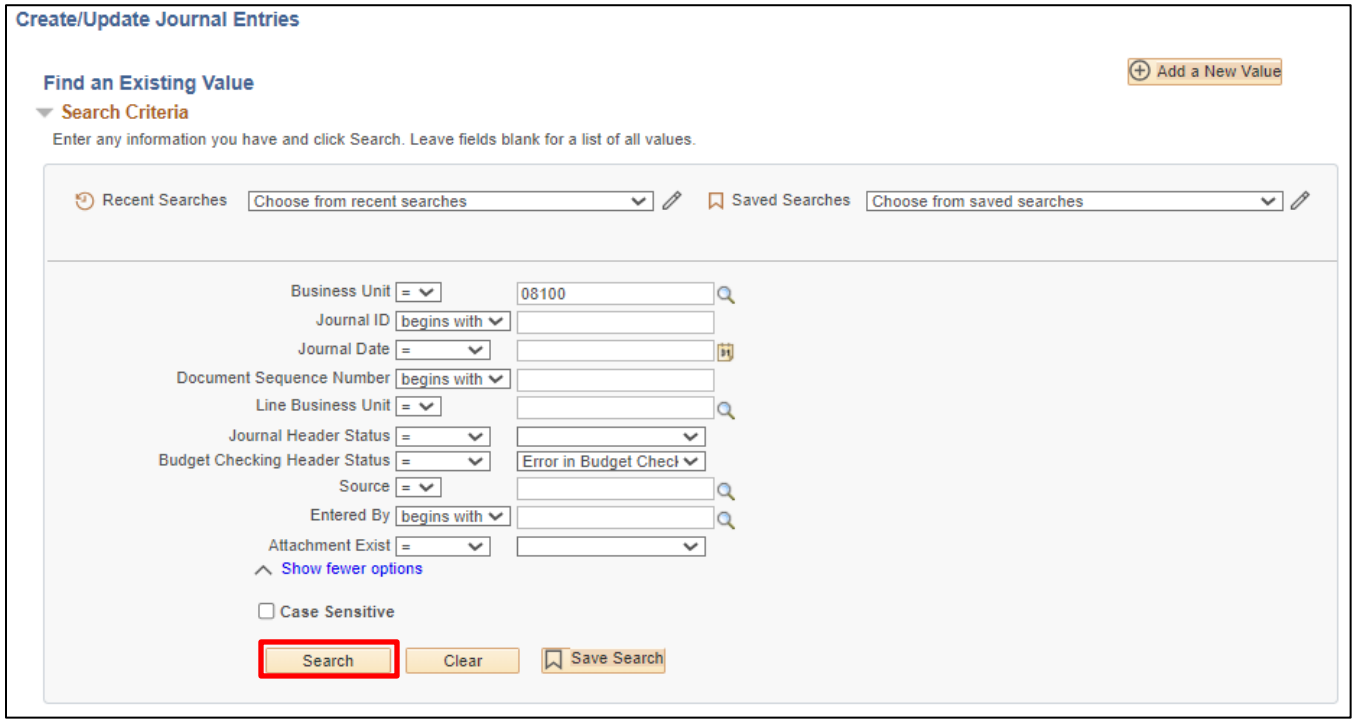
Finding and Correcting Journals in Budget Check Error

Situations when this function is used: A journal entry has a budget check error. This error must be fixed so that the journal can be posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:

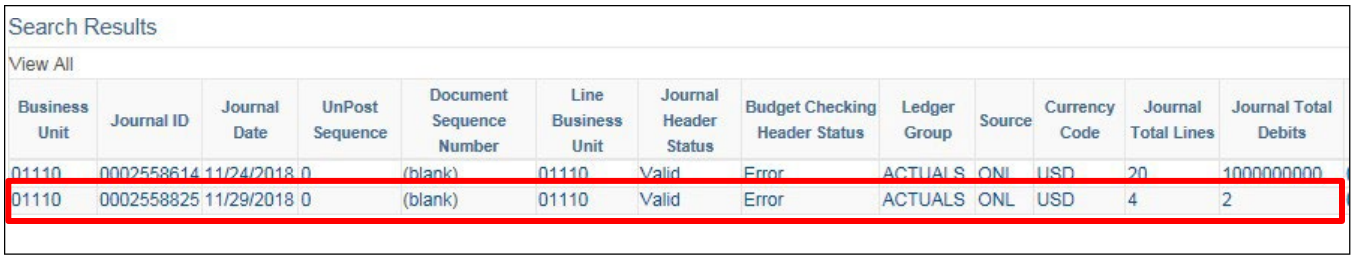


Your default BU will appear in the Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

1. **Business Unit -** Leave as default **or** enter a value for the appropriate business unit
2. **Journal ID -** Leave as blank **or** choose a condition (=, begins with, etc.) and enter a value for the appropriate Journal ID
3. **Journal Date -** Leave as blank **or** choose a condition (=, not =, etc.) and enter a value for the appropriate journal date
4. **Document Sequence Number -** Leave as blank
5. **Line Business Unit -** Leave as default **or** change to match Business Unit criteria above
6. **Journal Header Status -** Choose the condition **=** and choose **Valid Journal – Edits Complete**
7. **Budget Checking Header Status -** Choose the condition **=** and choose **Error in Budget Check**
8. **Source -** Leave as default **or** enter a value for the appropriate source
9. Click **Search**

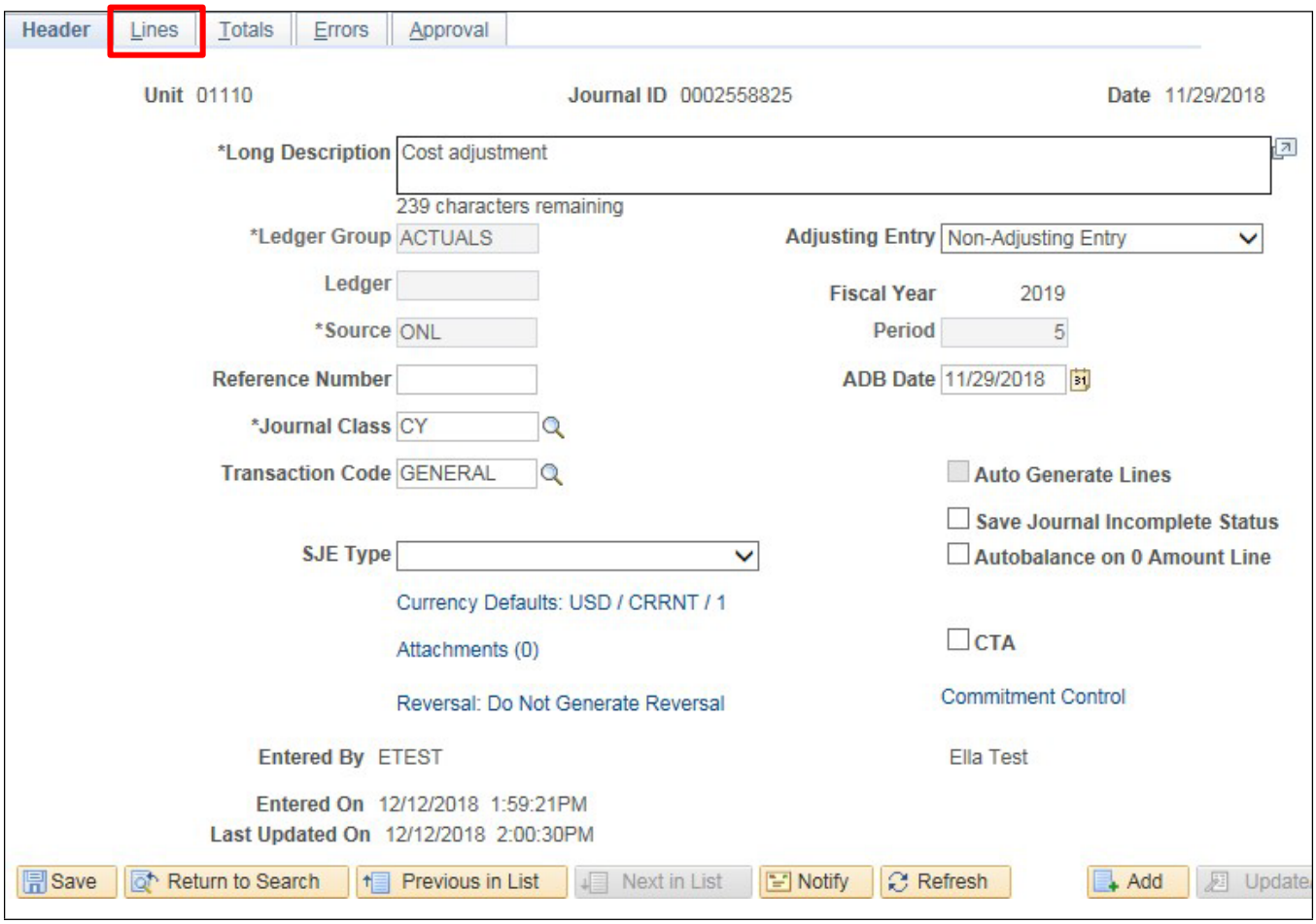
If there are more than one journal that matches the criteria, it will be shown in a Search Results grid. If there is only one row of data that matches your criteria, the header page of the journal will automatically load when you click search.

NOTE: If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left-hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.



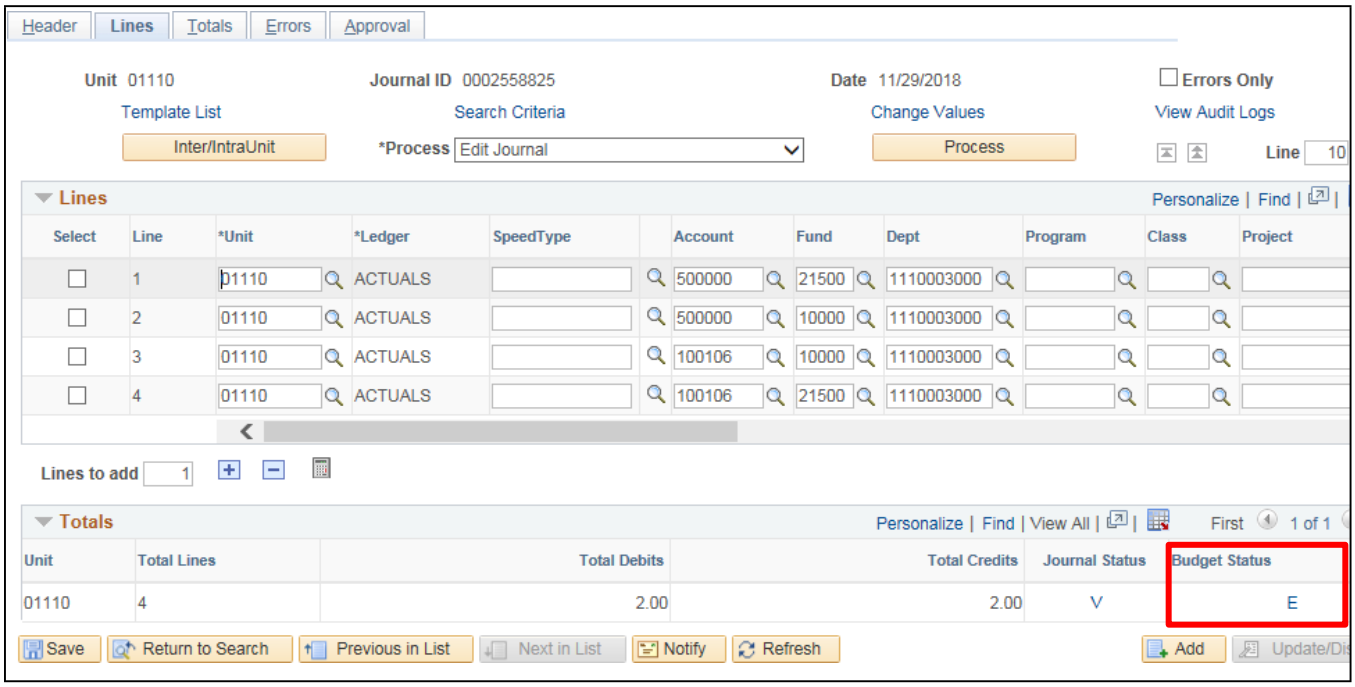
10. Click on the **Journal**

The **Header** page displays:



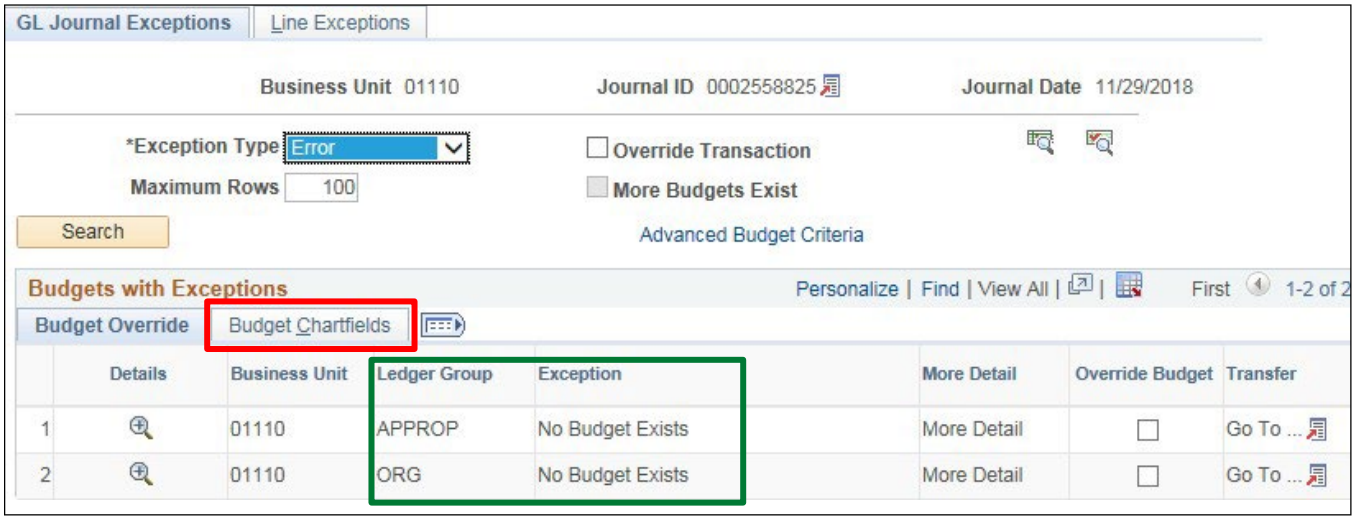
11. Click on the **Lines** tab

The **Lines** page loads showing lines detail including chartfields, amounts and statuses:



12. Click on the **E** hyperlink under **Budget Status**

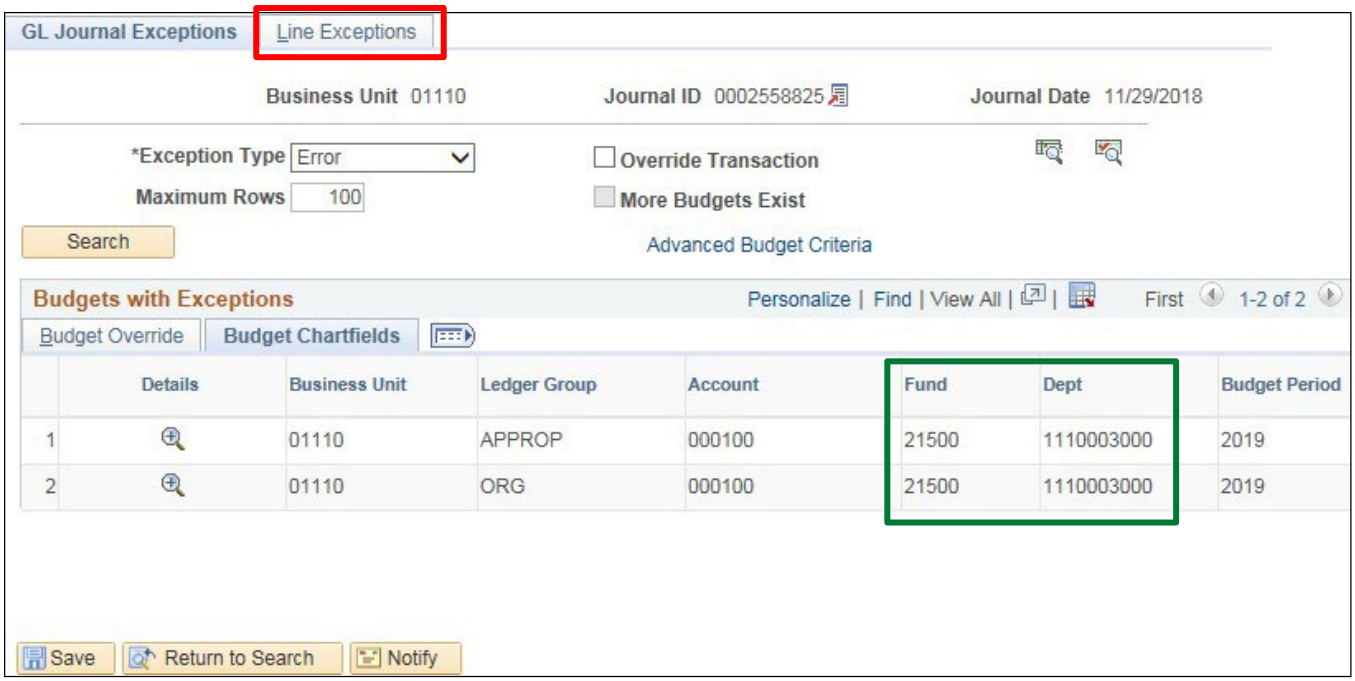
A new window is opened and the **GL Journal Exceptions** page displays:



The error is indicated under the Exception column, and the appropriation and Organization level chartfields that are associated with the error are listed for each line.

13. Click on the **Budget ChartFields** tab

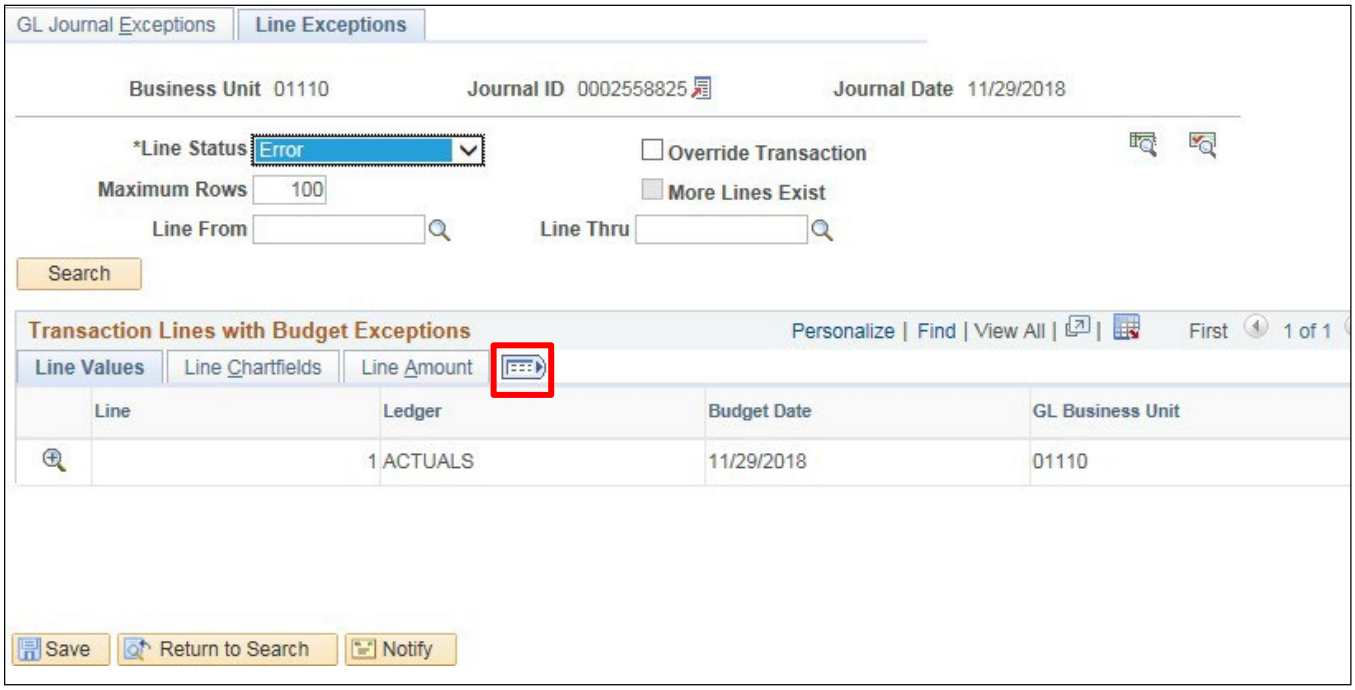
The **Budget Chartfields** display:



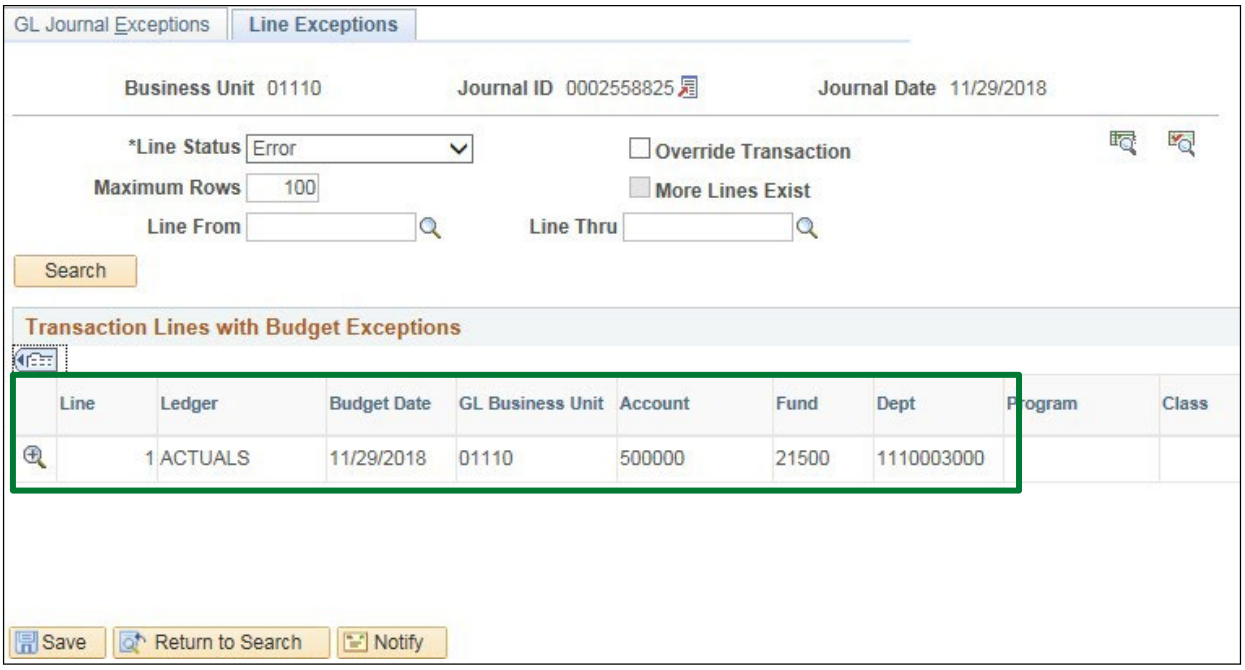
In the case above, there is no budget for fund 21500 and DeptID 1110030000.

14. Click on the **Line Exceptions** tab

The Line Exceptions Page loads. Under Transactions Lines with Budget Exceptions, each line from the journal that has the budget check error is listed.



15. Under **Transaction Lines with Budget Exceptions**, click on the **Show All Columns** icon to the left of the **Line Amount** tab to see all of the details for the lines in error

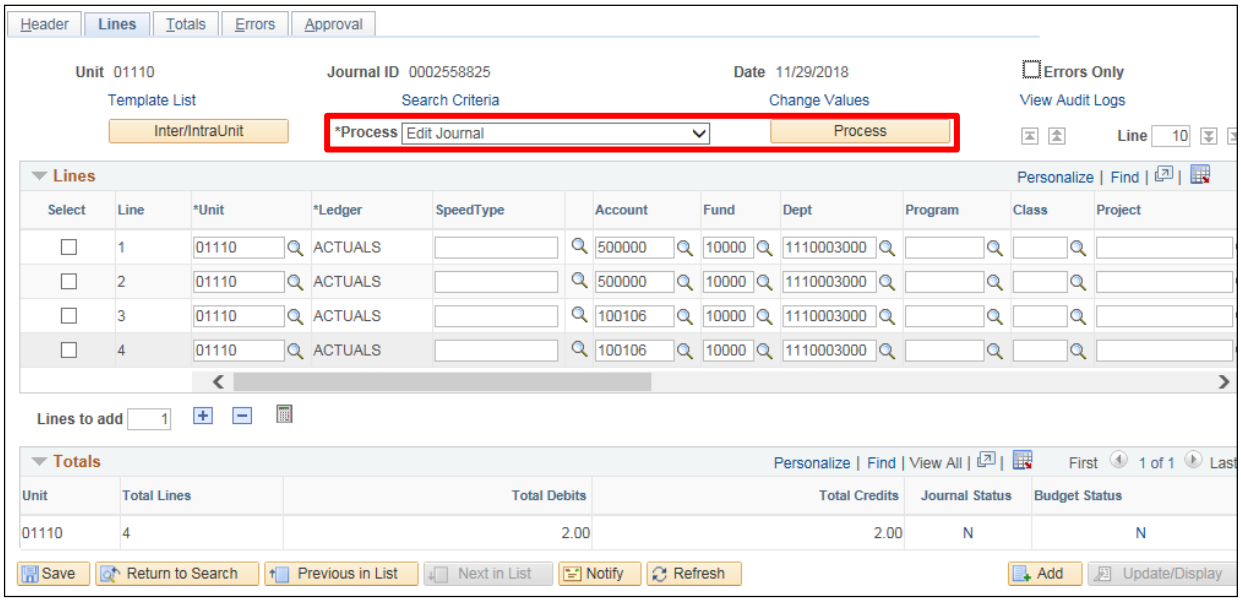


16. After reviewing the budget exception pages, close the window. The window with the journal line page will open back up

17. **Make the necessary adjustments either to the journal or to your budget to fix the budget check error.** (In the example the fund was data entered incorrectly and has been changed)

Refer to the Commitment Control Manual for correcting other types of budget errors.

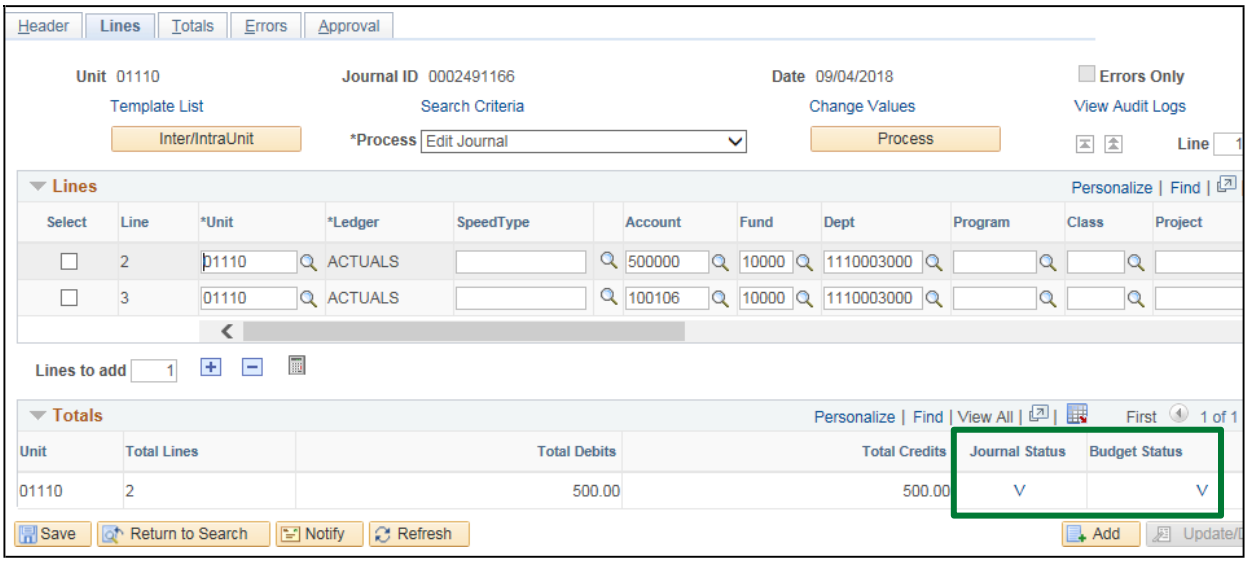
NOTE: If the journal entry has been adjusted, edit the journal to get a valid Journal Status and to invoke the budget check process.



18. **Process -** Choose **Edit Journal** from the **Process** drop-own list

19. Click **Process**

The **Journal Status** and **Budget Status** are now **V**:



The journal is now ready to be submitted for approval.

Finding and Correcting Journals in Budget Check Error is Complete

How do I Find the Cash Balance in My Fund?

Situation when this function is used: To determine the cash balance in a fund. Fund balances can be specific to one business unit or could cross multiple business units or all of state government.

If the fund is specific to your business unit and all receipts and disbursements in the fund occur in your business unit only:

- Run the Trial Balance Report using criteria for a specific fund. Go to the Trial Balance by Fund Exercise in this manual for details on how to run this report
- Debits and Credits are both shown as positive numbers on these reports. To get cash balance in the fund, you would sum the debits and then subtract the sum of the credits

If the fund is not specific to your business unit and receipts and disbursements in this fund occur in multiple business units or all of state government:

- Run the **VT Trial Balance - All BUs** Report
- Debits and Credits are both shown as positive numbers on these reports. To get cash balance in the fund, you would sum the debits and then subtract the sum of the credits.

For Special Funds cash balances only, the following query can be run:

VT_SP_FUND_CURRENT_YR_CASH_BAL - This query prompts for FY and Fund and will give net cash activity in the fund by period and BU. It is intended to be used to query current year transactions, but it could actually be used for prior years as well. Since the results include Accounting Period, Period 0 contains carryforward balances and all other periods contain the net activity (Deposits less Expenditures) for that period. Summing total activity reported (including period 0) will give you the current cash balance in the fund. This query also shows period 998.

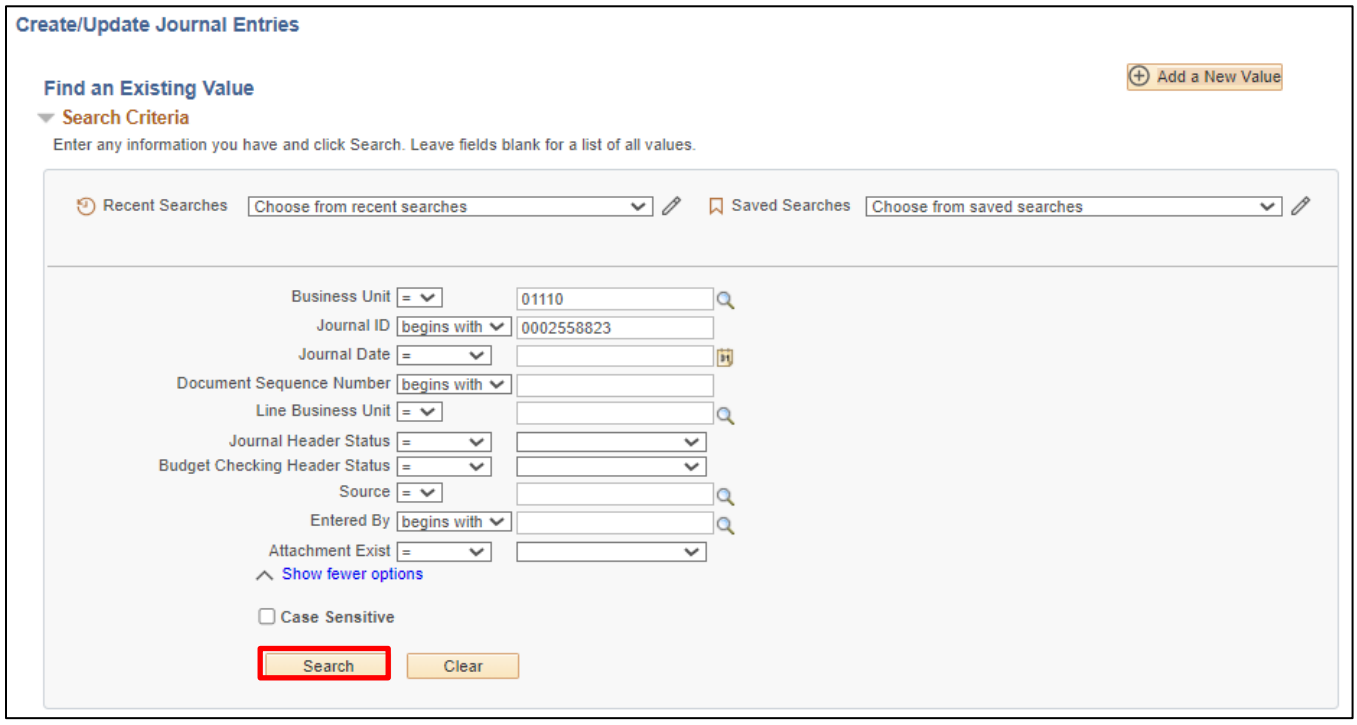
Who Entered this Journal?

Situation when this function is used: To inquire on the user that entered a particular journal entry.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Journals > Journal Entry > Create/Update Journal Entries

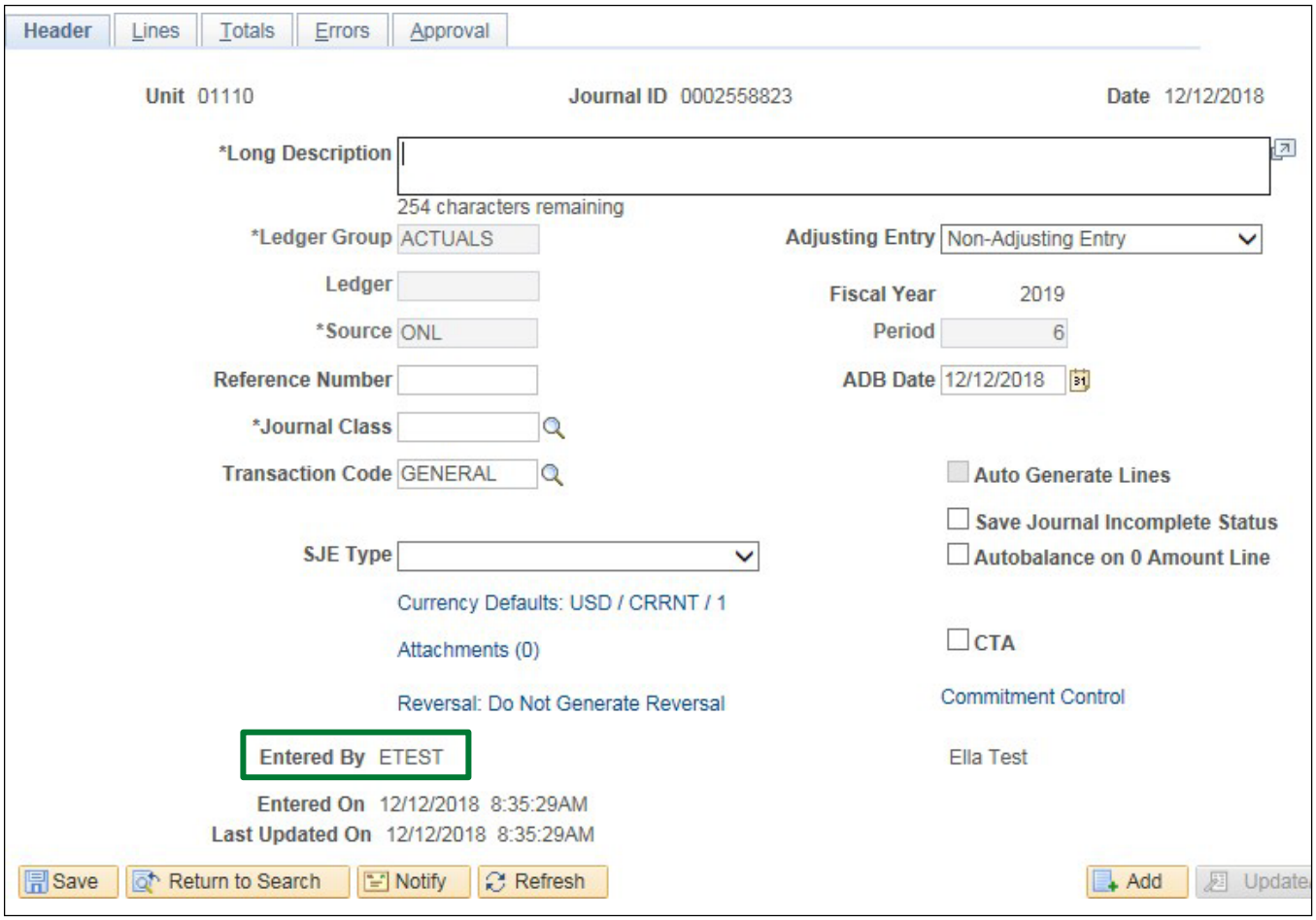
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

The **Create/Update Journal Entries** page displays, click on the **Find an Existing Value** button:



1. **Business Unit -** Enter the business unit of the entry
2. **Enter Journal ID -** Enter the Journal ID you are researching
3. **Journal Header Status -** Blank out
4. **Budget Checking Header Status -** Leave blank
5. **Enter Source -** Enter Source for the Journal ID or blank out
6. **Entered by -** This defaults as your user ID. However, it should be blanked out so it does not restrict the search
7. Click **Search**

The **Header** page displays:



8. The user who entered the journal entry is displayed.

Who Entered this Journal? is Complete

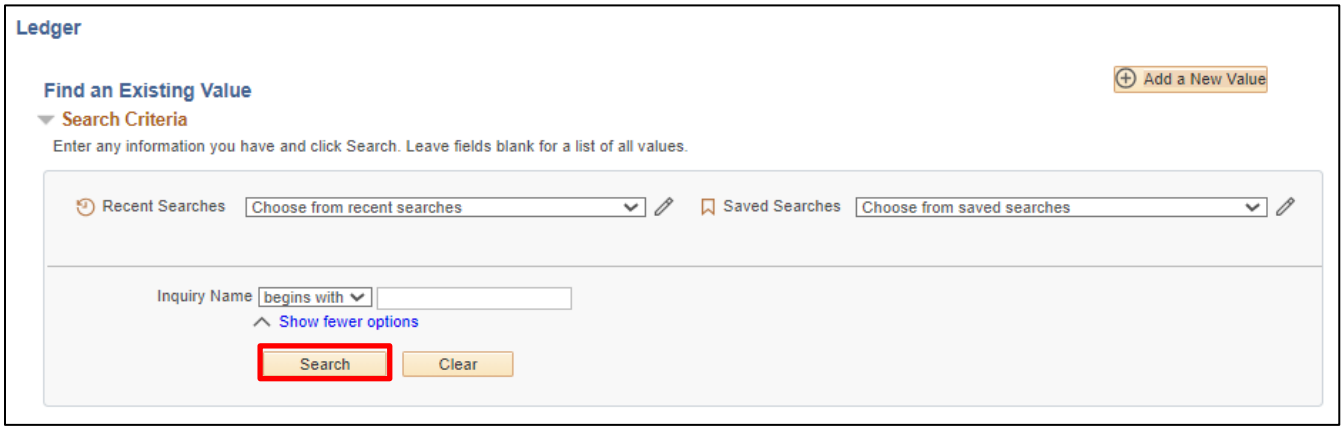
Ledger Inquiries

Situations where this function is used: The Ledger Inquiry is useful to get balances for your business unit on a Ledger for a specified time period and Chartfields. Using ledger inquiry allows you to drill from the ledger balance to the sub-module transaction detail that makes up an inquiry result row.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Review Financial Information > Ledger Inquiry

Navigator Menu navigation: General Ledger > Review Financial Information > Ledger

The **Ledger** page displays:

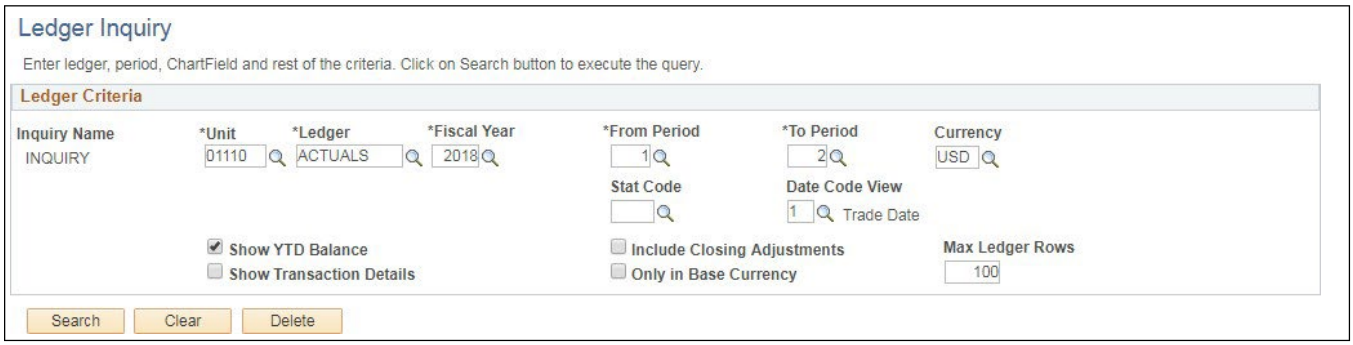


1. Click **Search** (if finding an existing Inquiry)

OR

1. Click on the **Add a New Value** button (if adding a new Inquiry)
2. **Inquiry Name -** Enter a name for your new inquiry
3. Click **Add**

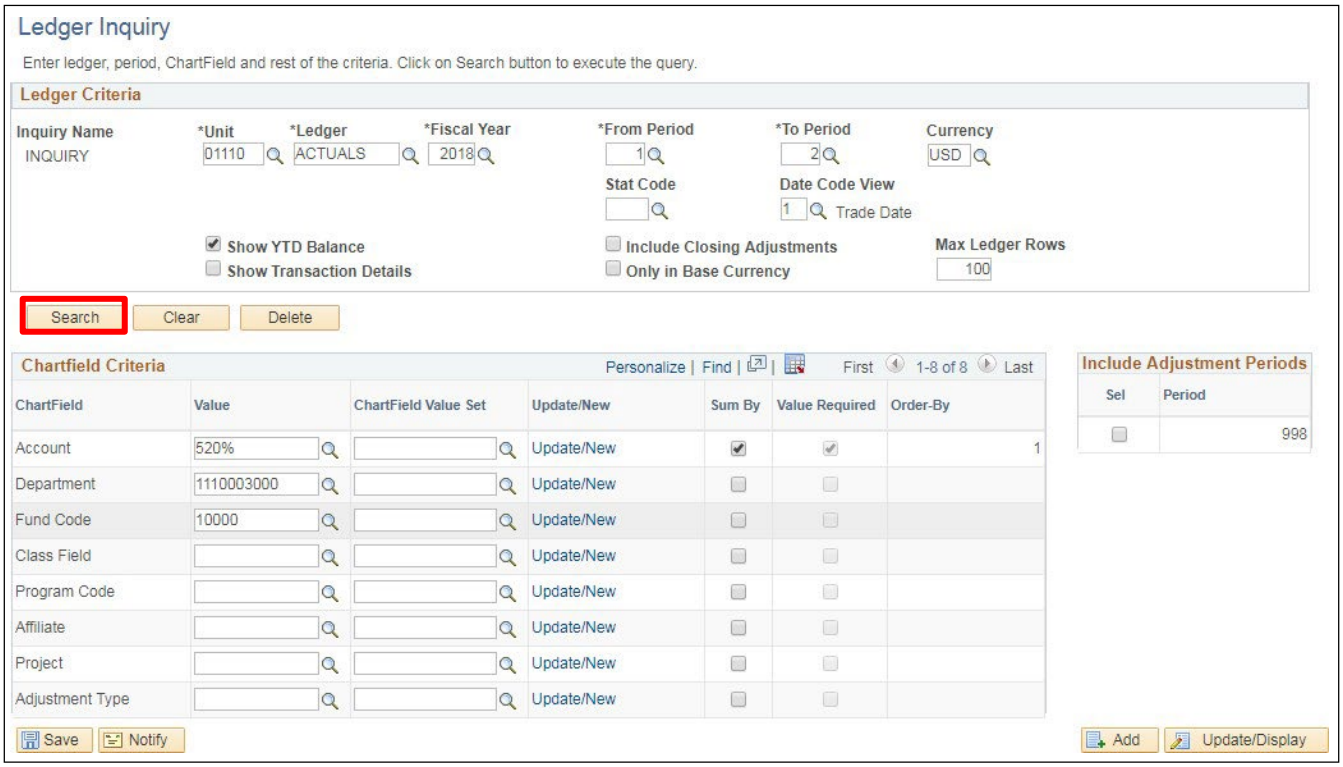
The **Ledger Inquiry** page displays:



Ledger Criteria - You can enter or select the following fields to establish ledger criteria:

4. **Unit -** The General Ledger Business Unit from your operator preferences defaults into this field
5. **Ledger -** Enter the Ledger or use the magnifying glass to select the ledger
6. **Fiscal Year -** Enter the fiscal year. (Four-digit year – i.e. 2018)
7. **From Period -** Enter the beginning period for your inquiry
8. **To Period -** Enter the ending period for your inquiry
9. **Currency -** Enter USD
10. **Stat Code** (Statistics Code) **-** Leave blank
11. **Show YTD Balance -** Select this checkbox and the inquiry returns year-to-date balances for specified Chartfields for a period. For example, results are summed in order by account for the periods which appears in the numerical order of the account. Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period. This field is not available if the selected Ledger in the ledger criteria uses the Average Daily Balance ledger template
12. **Show Transaction Detail -** Select to see the ledger data along with the journal transactions that contributed to the balance. For example, if you select this check box and select all Chartfields in the Sum By check boxes, the inquiry returns a list of all journals that contribute to the ledger lines
13. **Include Closing Adjustments -** Select this option to include closing balances (period 999) along with the current open period amounts
14. **Only in Base Currency -** Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit
15. **Max. Rows -** You can override the default of 100 with any number <=200 rows of data that you can display in a scroll area
16. **Include Adj. Period(s)** - Select this option to include any adjustment period amounts. If you select this option a range of adjustment period fields appear: Adjustment Period From and To 998 displays in both fields because it is the adjustment period used by Vermont

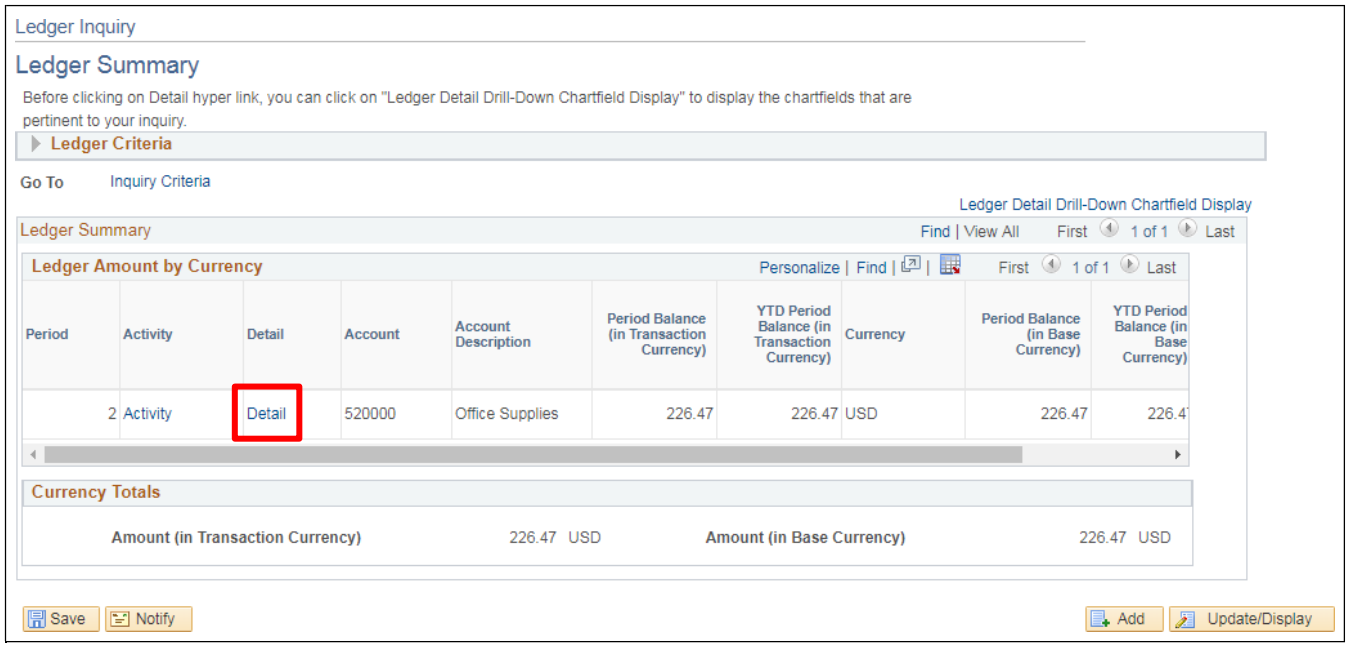
Upon tabbing out of the field, the page updates with the **Chartfield Criteria** grid:



Chartfield Criteria - You can select one or more ChartField values or leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria:

17. **Value -** Lists all the ChartFields. Select a ChartField value for one or more ChartFields to review specific data in a ledger or use a wildcard (%) to select a range of values
18. **Chartfield Value Set -** Select a predefined set of selection criteria for a given ChartField
19. **Update/New -** Select this option to update an existing ChartField Value Set's data or create a new ChartField Value Set
20. **Sum By -** Allows you to Sum By specified period. Select this checkbox to filter out Chartfields with blank values
21. **Value Required -** This checkbox is only available when the Sum By checkbox is selected. This checkbox will automatically checkmark as necessary
22. Click **Search**

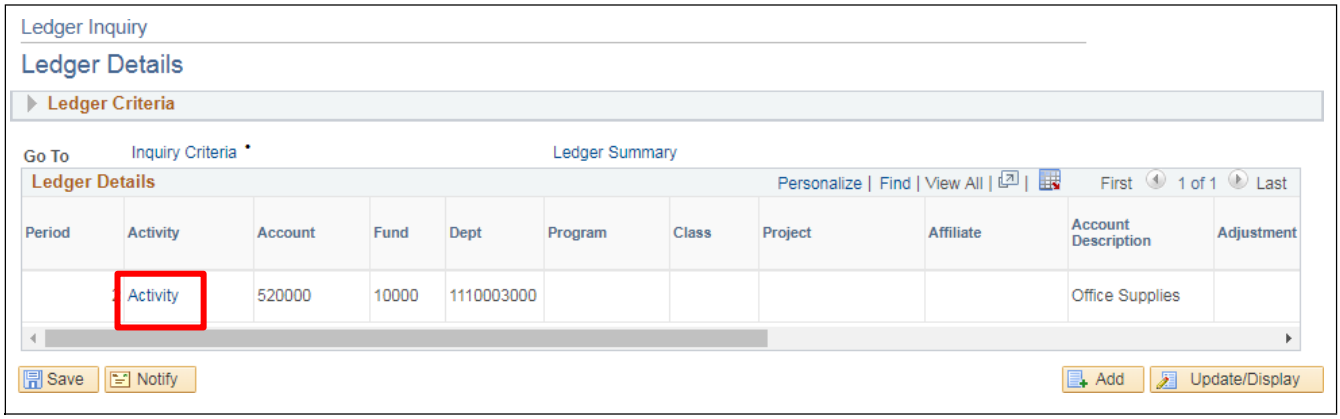
The **Ledger Summary** page displays:



Note: If you need to return to the Criteria page click on the Go to the Inquiry Criteria hyperlink.

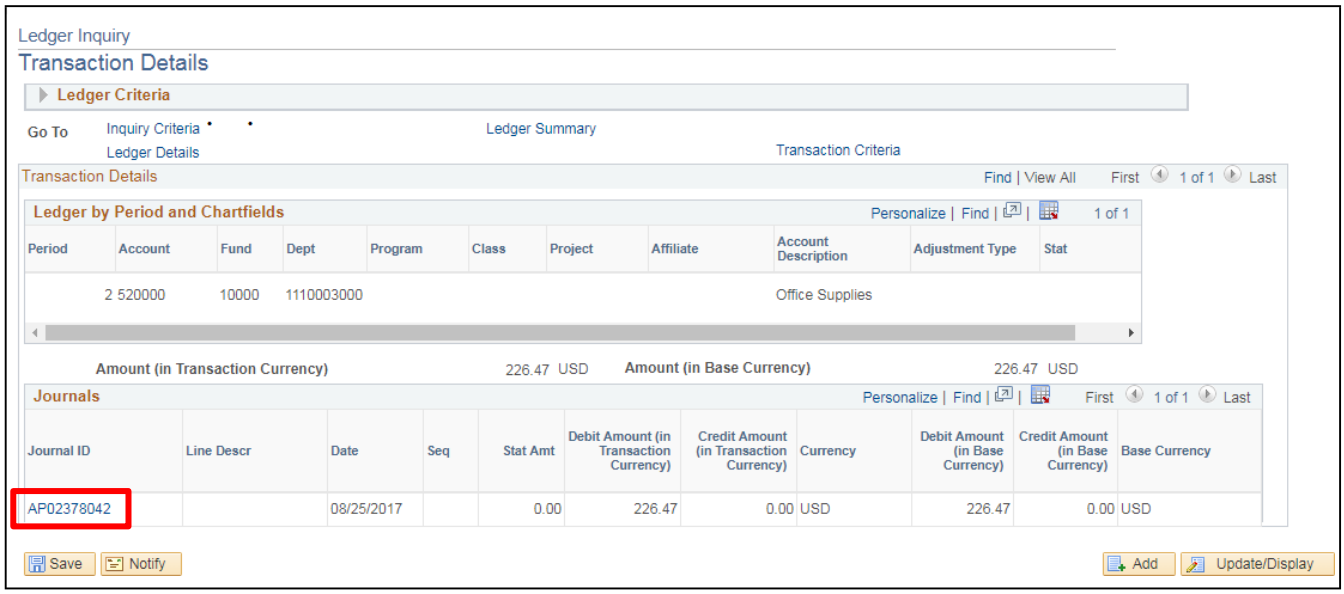
23. Click on the **Detail** hyperlink on the line to view the Chartfield detail for a summary line

The **Ledger Details** page displays:



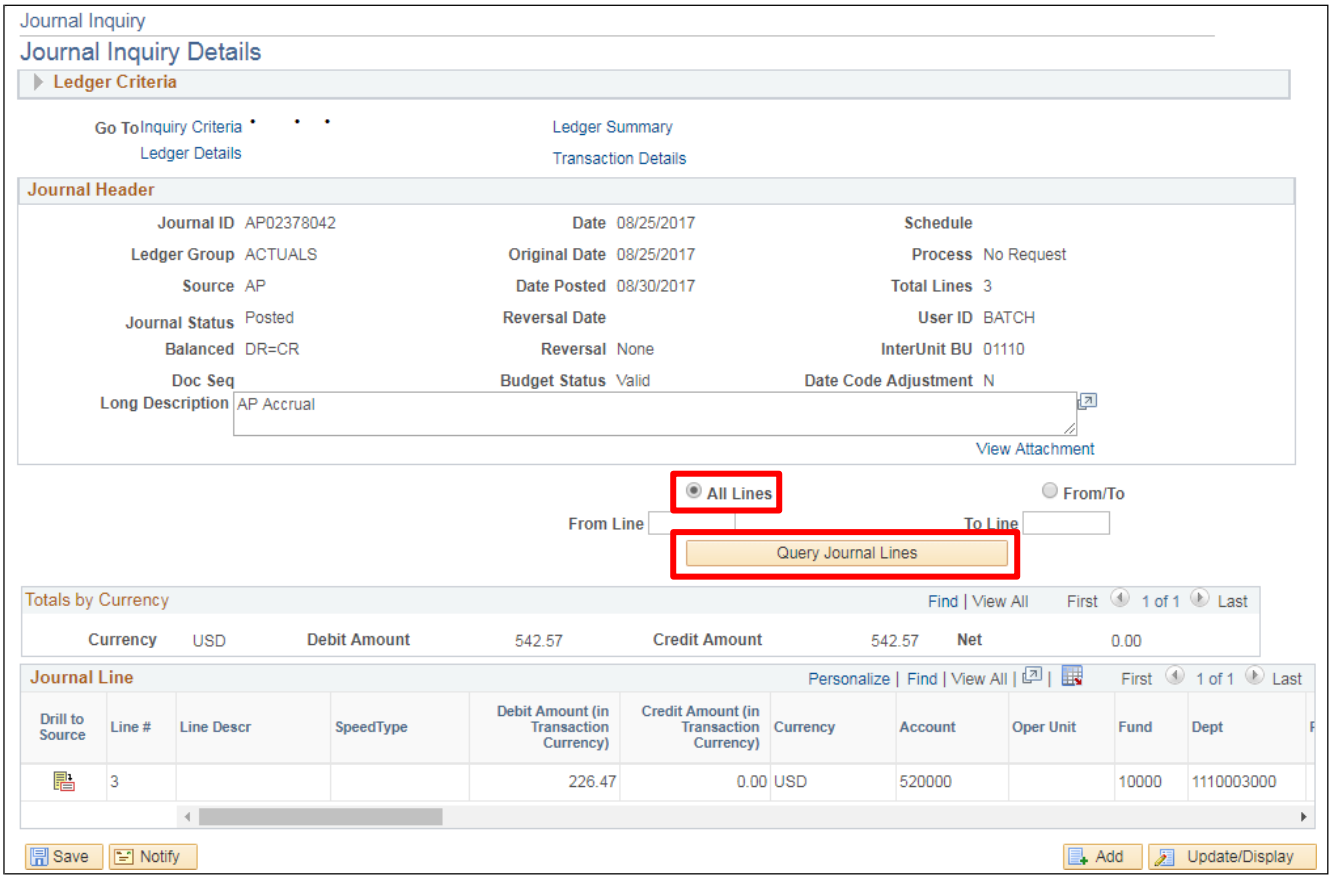
24. Click on the **Activity** hyperlink to view the activity that makes up the summary line

The **Transaction Details** page displays:



25. Click on the **Journal ID** hyperlink to view a general ledger transaction

The Journal Inquiry Details page displays, it shows the Journal line(s) that meet the transaction criteria specified in the inquiry criteria:



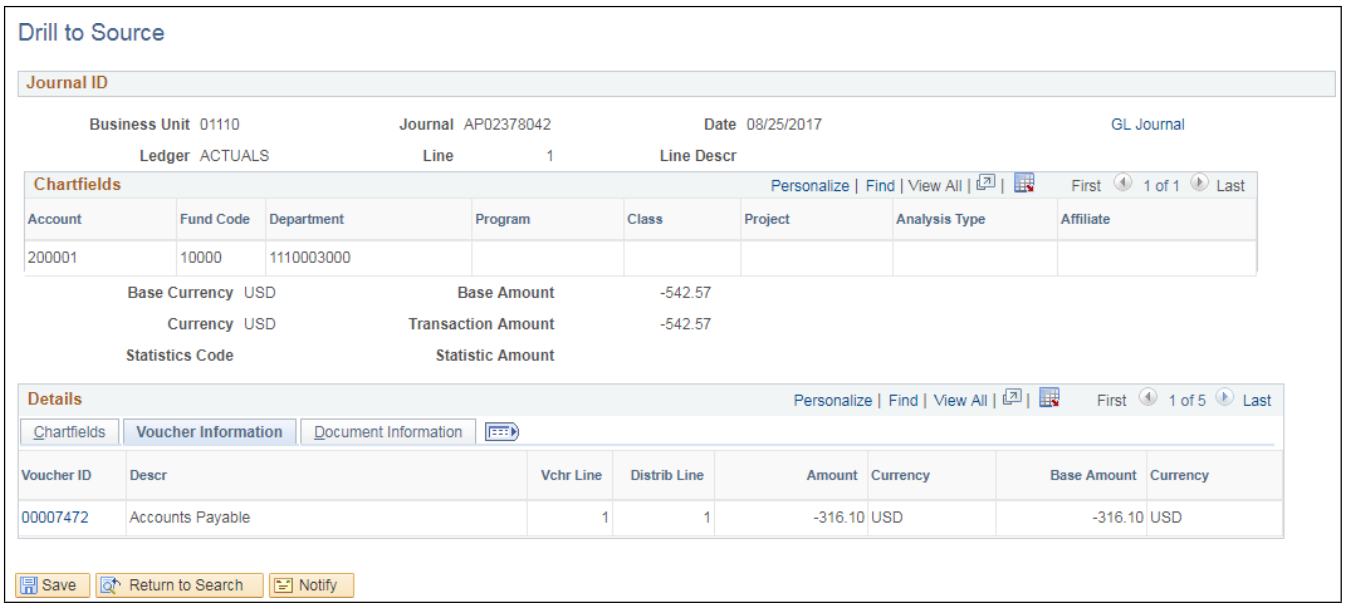
26. Click on the radio button in front of All Lines to view all lines for the journal

27. Click **Query Journal Lines**

All lines for the journal display:

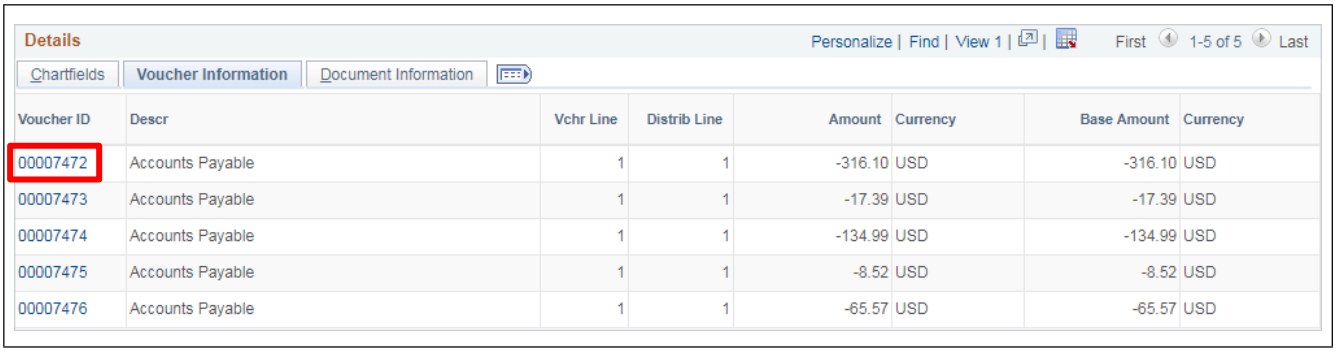
28. Click on the **Drill to Source** icon in front of the line number to view the sub-module detail that is summarized a journal line

A new window opens with the journal drill down for the journal line. The sub-module transactions are listed:

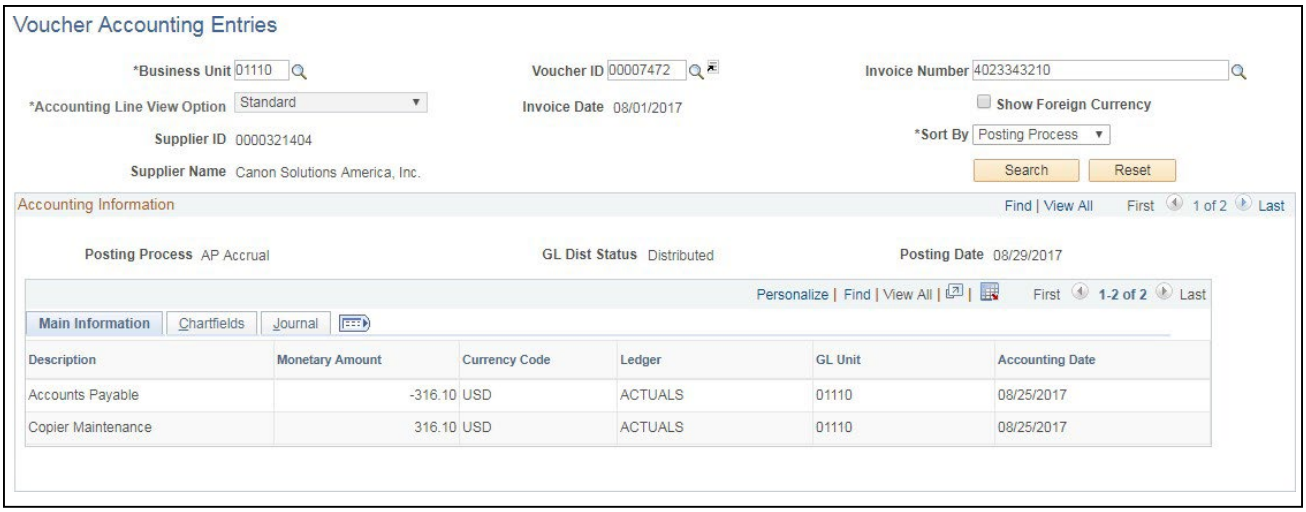


This example is an AP voucher.

29. Click on the **View All** link on the voucher information tab to continue to see all vouchers that make up the journal line



30. Click on a **Voucher ID** hyperlink to view the accounting entries for the voucher



Ledger Inquiries is Complete

Reports & Queries

A complete listing of reports and queries available in VISION for the General Ledger module can be found in the Reporting Manual.