


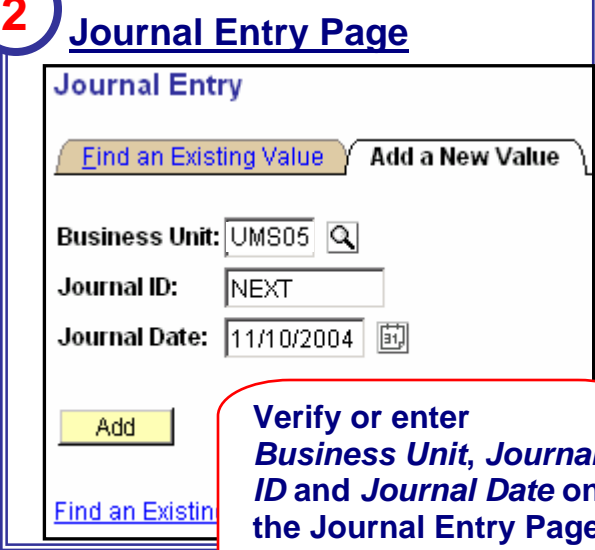
# Online Journal Entry

## Quick Reference Guide

**1** **Navigation**  
 From PeopleSoft Financials menu select  
**General Ledger >**  
**Journals >**  
**Journal Entry >**  
**Create Journal Entry**

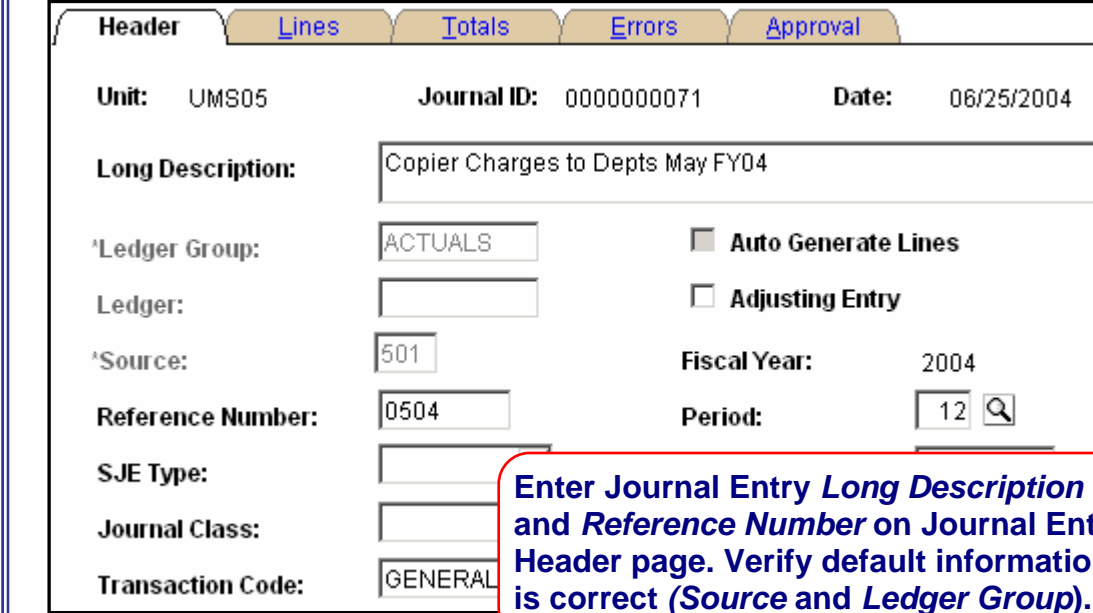


**2** **Journal Entry Page**



Verify or enter *Business Unit, Journal ID and Journal Date* on the Journal Entry Page. Select "Add."

**3** **Complete Journal Entry Header Page**



Enter Journal Entry *Long Description* and *Reference Number* on Journal Entry Header page. Verify default information is correct (*Source* and *Ledger Group*).

**4** **Go to Lines Page**

From *Header* page, select the *Lines* tab.

**5** **Add Lines to Journal Entry**

Add necessary number of lines to Journal Entry now or after you enter all values on first line.

**6** **Enter Journal Line Description**

Briefly explain each line of Journal Entry. Use up to thirty alpha/numeric characters.

**7** **Enter Amount**

Enter *Amounts* to credit and debit lines of Journal


**8** **Enter DeptID**

Enter applicable Department values in *DeptID* box on each line.

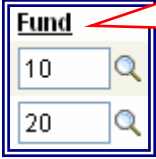
**9** **Enter Account**

Enter applicable Account code in *Account* box for each line.

**10** **Save Journal Entry**

Save Journal Entry by clicking  button located on **Lines** page.

**11** **Enter Fund**

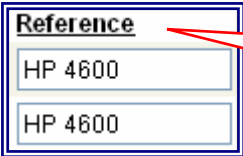


Enter applicable Fund Codes in **Fund** box on each line.

**12** **Enter Values in Remaining ChartFields Related to Transaction**



Class	Fund	Program	Project	Oper Unit
<input type="text"/>	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	20	<input type="text"/>	540082	<input type="text"/>

**13** **Enter Journal Line Reference**






Enter reference information for Journal Entry line in **Reference** box. Use up to thirty alpha/numeric

**14** **Edit Journal Entry**

On **Lines** page, go to the **Process:** Edit Journal  **Process** box, select **Edit Journal** from the drop-down menu and then click . Correct detected errors, if any, and re-run the **Edit** process.

**15** **Submit Journal Entry**

On **Lines** page, go to **Process:** Edit Journal  **Process** box, select **Submit Journal**  from drop-down menu and click .

**16** **Journal Entry Process Completed!**

You have successfully entered, edited and submitted your Journal Entry!