



Business Process

Journal Entry – Process Posting

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Validated by:
Date:

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Business Process Description

This script, “Journal Entry – Process Posting,” explains how to post one or more journal entries using the Process Posting option. Use Process Posting to post long journal entries or groups of journal entries.

A separate Business Process titled “Journal Entry – Post From the Lines Page” explains how to post a single journal entry using the Process Box on the Journal Lines page. It is appropriate to Post from the Lines Page only when posting a short journal entry.

Process Assumptions

Process Flow Steps

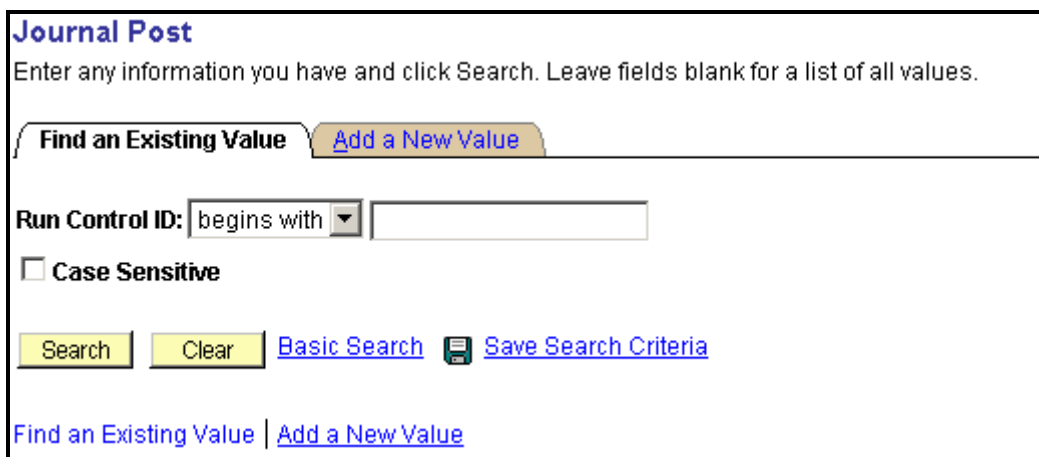
Step I: Access and Enter Run Control ID

- 1.1) Access the Journal Post page:

Navigation:

General Ledger > Journals > Process Journals > Process Posting

- 1.1.1) The Journal Post page appears with the “Find an Existing Value” page open.




Journal Post
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 1.1.2) Find an Existing Value on the Journal Post page refers to finding an existing **Run Control ID**. A Run Control ID is a unique identifier that associates a user with the parameters that that user specifies on the Run Journal Post page (we will do so in step 2.1). By creating a Run Control ID (using the Add a New

Value page) and then using that same Run Control ID each time a user posts journals (by selecting it from the Find an Existing Value page) the user will not need to re-establish the parameters each time posting is done. For purposes of this exercise, we will use an existing Run Control ID called “journalpost”.

- 1.1.3) On the Find an Existing Value page in step 1.1.1, click **Search** to bring up a list of existing Run Control IDs. A list of Run Control IDs appears:

Journal Post

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Run Control ID:

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

Search Results

View All First 1-28 of 28 Last

Run Control ID	Language Code
postoje31	English
postoje3	English
postoje2	English
postOJEs32	English
post	English
journalpost	English
VP1	English
VOUCHER POSTING REQUEST	English
REQ RFQ CROSS REPORT	English
RECONCILE RTVS	English
QUICK3	English
QUICK1	English

Step II: Open Run Journal Post page

- 2.1) **Run Control ID:** Click on [journalpost](#) the Run Control ID we will use in this exercise. The Run Journal Post page opens:

Run Journal Post

Run Control ID: journalpost [Report Manager](#) [Process Monitor](#) Run

Process Request Parameters

Find | View All First ◀ 1 of 1 ▶ Last

Process Frequency

Request Number: 1
+
-

*Description:

Leave a field blank to select all its values.

Business Unit: 🔍

Source: 🔍

Process Partition ID: 🔍

Journal ID From: 🔍

Journal Date From: 📅

From Year:

From Period:

Ledger Group: 🔍

System Source:

Journal ID To: 🔍

Journal Date To: 📅

To Year:

To Period:


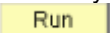
Skip Open Item Reconciliation

Skip Summary Ledger Update

Save
Return to Search
Next in List
Previous in List
Notify
Add
Update/...


Step III: Complete Process Request Parameters on Run Journal Post Page


- 3.1) Most of the process request parameters are already filled in because we are using an existing Run Control ID, “journalpost.” (Had we instead decided to “Add a New Value”, the process request parameters would need to be filled in.) Verify information on the Run Journal Post page and change it if needed:
 - 3.1.1) Click **Always** in the Process Frequency portion of the Run Journal Post page. By choosing “Always” you will not need to reset the Process Frequency each time you post journals.
 - 3.1.2) ***Description:** Enter “Post Journals” into the description box. It is a required item.
 - 3.1.3) **Business Unit:** Enter the Business Unit of the Journal Entries you wish to post if it does not appear by default. Use the search 🔍 button located to the right of the Business Unit box if you need to verify your Business Unit. For the purposes of this exercise, enter “UMS05”.
 - 3.1.4) **Ledger Group:** Enter the Ledger Group for the Journal Entries you will post. Use the search 🔍 button located to the right of the Ledger Group box if you need to verify which Ledger Group you want. For purposes of this exercise, enter “ACTUALS” into the Ledger Group box. If you leave Ledger Group blank, journal entries in ALL ledger groups that meet the criteria specified in steps 3.1.X will post.
 - 3.1.5) **Source:** Enter the Source for the Journal Entries you will post. Use the 🔍 search button to see valid sources. Leave the Source box blank if you wish to post journal entries from all sources. For purposes of this exercise, choose source ‘EXL’.
 - 3.1.6) **System Source:** Leave blank.
 - 3.1.7) **Process Partition ID:** Leave blank.


- 3.1.8) **Journal ID From** and **Journal ID To:** If you want to restrict the Journal Entries you will post, enter the Journal ID (or range of Journal ID's) into the **Journal ID From:** and **Journal ID To:** boxes. You may leave these boxes blank if you want ALL Journal Entries that meet the criteria specified in steps 3.1.X to be posted. For purposes of this exercise, leave the **Journal ID From:** and **Journal ID To:** boxes blank.
- 3.1.9) **Journal Date From** and **Journal Date To:** Enter the start and end dates (mm/dd/yy) of the Journal Entries you wish to post. Or, leave step 3.1.9 blank and complete step 3.1.11. For purposes of this exercise, we will complete step 3.1.11 instead of step 3.1.9.
- 3.1.10) **From Year** and **To Year:** Enter the 4-digit fiscal year into the **From Year:** and **To Year:** boxes. If you leave these boxes blank, all Journal Entries that are marked for posting and meet the criteria you specified in 3.1X steps will be posted, regardless of what fiscal year they are in. For purposes of this exercise, enter 2004 into the **From Year:** and **To Year:** boxes.
- 3.1.11) **From Period** and **To Period:** Enter the 2-digit accounting period for the journal entries you wish to post. Or, leave step 3.1.11 blank and complete step 3.1.9. For purposes of this exercise, enter "12" into the **From Period:** and **To Period:** boxes.
- 3.1.12) **Skip Open Item Reconciliation:** Leave blank
- 3.1.13) **Skip Summary Ledger Update:** This box should be checked. Click it if it is not.
- 3.2) After you have entered and reviewed items in steps 3.1.1 through 3.1.13, click . (If you were adding a new Run Control ID or if you changed any items on an existing Run Control ID, they will be saved. After saving, click  and the following Process Scheduler Request page appears:









Process Scheduler Request

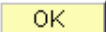
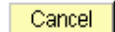
User ID: JWARNERT **Run Control ID:** journalpost

Server Name: **Run Date:** 

Recurrence: **Run Time:** 

Time Zone: 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	
<input type="checkbox"/>	PS/GL Journal and ADB Post	GLADBPST	PSJob	(None) 	(None) 	
<input checked="" type="checkbox"/>	PS/GL Journal Post	GLPPPOST	COBOL SQL	(None)	(None) 	
<input type="checkbox"/>	PS/GL Post Daily Balances	GL_ADB_POST	Application Engine	Web 	TXT 	

Step IV: Complete Process Scheduler Request

- 4.1) Complete the Process Schedule Request page as follows:
 - 4.1.1) **Server Name:** Enter PSUNX if it does not appear by default.

- 4.1.2) **Recurrence:** Leave blank.
- 4.1.3) **Time Zone:** Leave blank.
- 4.1.4) **Run Date:** By default, will show today’s date. Leave as is.
- 4.1.5) **Run Time:** By default, will show the current time. Leave as is.
- 4.1.6) **Process List:** In the Process List portion of the Process Scheduler Request page, place a checkmark in the box located to the left of PS/GL Journal Post.
- 4.2) After you entered and reviewed items in steps 4.1.1 through 4.1.6, click **OK**. The following Run Journal Post page reappears with a Process Instance number #1429 assigned telling you that the process is submitted to run. Make a note of the Process Instance number for reference when you get to step 4.4.

- 4.3) To verify success of the process run, you may click on **Process Monitor** on the Run Journal Post page and the Process List page appears:

Process List
Server List

View Process Request For

User ID:
 Type:
 Last: Days

Server:
 Name:
 Instance: to

Run Status:
 Save On Refresh

Customize | Find | View All |
First 1-11 of 11 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
1429		COBOL SQL	GLPPPOST	JWARNERT	06/17/2004 3:18:24PM EDT	Success	Details
1428		COBOL SQL	GLPPPOST	JWARNERT	06/17/2004 2:41:06PM EDT	Success	Details
1426		SQR Report	GLS7009	JWARNERT	06/17/2004 2:15:03PM EDT	Queued	Details

- 4.4) Refer to step 4.2 to find the Process Instance number assigned at that time (#1429). Locate it in the Instance Seq. column of the Process List page above. When you locate the number, read across the line to the Run Status column and note a status of "Success" telling you the process instance #1429 has run. (If the Run Status reads "Queued," "Initiated," or "Posted," instead of "Success", wait a few moments and click the **Refresh** button. These three phases of the run process precede "Success.")
- 4.5) Your journal entry(s) have posted. If you want to see additional information about the processing, click [Details](#) and the Process Detail page appears:

Process Detail

Process

Instance: 1429 **Type:** COBOL SQL
Name: GLPPPOST **Description:** PS/GL Journal Post

Run

Run Control ID: journalpost
Location: Server
Server: PSUNX
Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 06/17/2004 3:19:39PM EDT
Run Anytime After: 06/17/2004 3:18:24PM EDT
Began Process At: 06/17/2004 3:19:50PM EDT
Ended Process At: 06/17/2004 3:19:51PM EDT

Actions

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

- 4.6) Click [Message Log](#). The Message Log page appears with the message telling you the number of journal entries posted in process instance #1429.

Message Log

Process

Instance:	1429	Type:	COBOL SQL
Name:	GLPPPOST	Description:	PS/GL Journal Post

[Customize](#) | [Find](#) | [View All](#) | First ◀ 1-5 of 5 ▶ Last

Severity	Log Time	Message Text	Explain
10	3:19:50PM	Begin Posting at 2004-06-17-15.19.50.280000.	Explain
10	3:19:50PM	Begin processing Journal Posting Request number 001 for User ID "JWARNERT" and Run Control ID "journalpost".	Explain
10	3:19:51PM	Unit "UMS05", Ledger Group "ACTUALS": Journals Posted: 1; UnPosted: 0; Reversals Created: 0.	Explain
10	3:19:51PM	Finished Posting at 2004-06-17-15.19.51.500000.	Explain
	3:20:05PM	Successfully posted generated files to the report repository	Explain

[Return](#)

- 4.7) Click on a PeopleSoft menu item to quit the Message Log.

Success

You have successfully completed the Business Process "Journal Entry – Process Posting."