


Entering a Journal – Budgets or Actuals


Journal Entries are used for requesting corrections and/or transfers to existing financial transactions, both Actual and Budget. JE's can be entered on line or using CSU Journal Upload process.

Online Journal Entry

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

Section	Steps/Fields
Journal Entry Add (A)	<ol style="list-style-type: none"> Business Unit - LBCMP/LBFDN/LB49R Journal ID - Leave the default ("NEXT"). The system automatically assigns the next available journal number. Journal Date - Transaction Date. Will default to current date but can be changed to any date within an open period.
Header Page (B)	<ol style="list-style-type: none"> Long Description - First Initial, Last Name then a description of the purpose for the journal. Field length is up to 254 characters. - Required Ledger Group - ACTUALS OR BUDGETS. Select based on the type of JE you are creating. - Required Source - TRF - "Transfers" used for corrections, reclassifications, or transfer of funds. - Required Reference Number – Department Specific. Save Journal Incomplete Status - Select this check box when you are unable to enter all journal transactions and anticipate finishing the entries at a later time. This will prevent the journal from processing.
Journal Lines Page (C)	<ol style="list-style-type: none"> Chartfields – Account/Fund/Dept/Program/Class/Project/Scenario (budget JE Only) - Required Amount - Positive amounts are debits and negative amounts are credits. - Required Reference – If you have a Dept reference, enter here otherwise leave blank. Line Description - Enter up to a 30 character description of what the journal line is for. This will assist with the DWH reports when drilling to the detail. If no description is entered, it defaults to the Account description. - Required Select Save. Journal ID is assigned. If your Journal is complete, the next step is to Edit/Budget Check the Journal. Select the  button. (Budget Checking is only applicable to ACTUAL JE's) Verify the Journal is complete and valid. You can verify this has completed, as the Journal and Budget Statuses should update to "V" = Valid.

Journal Upload

Section	Steps/Fields
Journal Upload Templates ACTUAL and BUDGET	<ol style="list-style-type: none"> Once you have created your Journal using the JE Upload Template select the Convert to CSV button . <p>The JE Upload Templates can be found on the following sites:</p> <ol style="list-style-type: none"> http://daf.csulb.edu/forms/financial/controller/index.html#accounts – ACTUALS http://daf.csulb.edu/forms/univ_svcs/budget/index.html - BUDGETS <p>This will be the file you upload to create a Journal.</p>
Navigation	General Ledger > Journals > Import Journals > CSU Journal Entry Upload > Add/Update existing Run Ctrl
Journal Upload Process (D)	<ol style="list-style-type: none"> Business Unit - LBCMP/LBFDN/LB49R Ledger - ACTUALS OR BUDGETS. Select based on the type of JE you are creating. - Required Journal Date - Transaction Date. Will default to current date but can be changed to any date within an open period. - Required Source - TRF - "Transfers" used for corrections, reclassifications, or transfer of funds. - Required Long Description - First Initial, Last Name then a description of the purpose for the journal. Field length is up to 254 characters. – Required

Navigation Path **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

Add a Journal Entry

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit:
 Journal ID:
 Journal Date:

Add

Header Page

Header Lines Totals Errors Approval

Unit: LBCMP Journal ID: NEXT Date: 04/14/2014
 Long Description: J. Smith - Reclassification of expenses. Originally post to the wrong Dept. See JE 0000098887.
 *Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry
 Ledger: Fiscal Year: 2013
 *Source: TRF Period: 10
 Reference Number: ADB Date: 04/14/2014
 Journal Class:
 Transaction Code: GENERAL
 SJE Type:
 Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal Commitment Control
 Entered By: 40011891280 Kist, Elaine
 Entered On:
 Last Updated On:

Save Notify Refresh Add Update/Display

Lines Page

Header Lines Totals Errors Approval

Unit: LBCMP Journal ID: 0000561797 Date: 04/14/2014 Errors Only
 Template List Search Criteria Change Values
 Inter/IntraUnit *Process: Edit Journal Process Line: 10

Select	Line	*Ledger	Account	Fund	Dept	Program	Class	Project	Amount	Stat	Stat Amt	Reference	Journal Line Description
<input type="checkbox"/>	1	ACTUALS	660003	GF001	00053				50.00				Other Student Scholar/Grants
<input type="checkbox"/>	2	ACTUALS	660003	GF001	00052				-50.00				Other Student Scholar/Grants

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LBCMP	2	50.00	50.00	V	V

Save Notify Refresh Add Update/Display

Journal Upload Process

CSU Journal Entry Upload

Run Control ID: LBCMP_JRNL_UPLOAD Report Manager Process Monitor Run

*Business Unit:
 Ledger:
 Journal Date:
 Source:

Ref No: Offset Required:
 Journal Class: Offset Account:

Description:

Select Journal File /CSU/tp/home/tbtp/fpd/FBC_Adj.csv

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