


# Module 2 Instructor Notes: Creating Online Journals

## Objectives

- Lesson 1:
  - Create manual journals
  - Translate legacy values
  - Identify parts of the **Header**, **Totals**, and **Lines** pages
  - View multiple rows
  - Copy down journal lines
- Lesson 2:
  - Understand the interunit editing process
  - Create interunit journals
- Lesson 3:
  - Use a run control to copy a journal
  - Copy journals
- Lesson 4:
  - Understand Copy, Recurring, Spread, and Template journals
  - Create standard journals entries
- Lesson 5:
  - Understand how to document journals
  - Print a journal

## Common Questions

InterUnit journals can be a difficult concept at first. The offsetting accounts can be a bit confusing. In addition, when looking at the Lines page, you only see the totals for the header business unit. You must click the  button to see additional business units. Make sure that your students understand that interunit journals can only be used for expense accounts and not all business units can be used with the PeopleSoft InterUnit functionality.

See AOP Chapter 11, Section 124 for more information regarding interunit entries.

The *Journal Entry Detail* report is the only report that goes to Report Manager. The rest of the reports can be found in Control D or TRMS.

A process is used to create standard journals. The journal entries are not created until this process is run.

## Alternative Explanations

Below is a list of alternative explanations to some concepts that may be difficult for your students to understand.

<b>Page</b>	<b>Explanation</b>
2-39	Think of the offsetting lines like a check register. One of the offsetting lines indicates who owes the money and the other indicates who you expect to receive the money from.

## Important Pages

Below is a list of important pages in the student manual. These pages have some items that may be important to emphasize in class.

Page	Information
2-1	Debits and credits must equal zero.
2-1	Two basic features of journals: journal header & journal lines.
2-5	Pages in a <b>Journal Entry</b> component (Header, Lines, Totals, and Errors pages).
2-5	The three keys in the journal entry component: business unit, journal ID, journal date. Very important to stress that together these three things uniquely identify a journal. If any of these need to be changed in a journal entry that hasn't been posted, the journal must be deleted and a new journal should be created.
2-8	Outlines the two ways to translation legacy values and tells students where to find more information in the AOPs.
2-11	<b>Journal Entry-Add a New Value</b> page—the business unit default is defined on the User Preferences page, which is set up by security. The business unit can be changed.
2-11	Remind users to make sure they use the correct JE date at month end (i.e., on March 1, the system date defaults to March 1. If it is a Feb. JE, use Feb 28).
2-12	<b>Header</b> page.
2-14	<b>Lines</b> page.
2-18	<b>Lines</b> page status bar—find the total lines, debits, and credits here by business unit. The journals status can also be found here. All the business units can be show by clicking the <b>View All</b> hyperlink.
2-20	<b>Totals</b> page—use to input control totals.
2-24	Emphasize that you do not type a "-" in the <b>Credit</b> field on the Totals page.
2-34	When using Query Manager to translate legacy values, click the <b>Run</b> hyperlink. Do not click the hyperlink with the name of the query.
2-42	PeopleSoft automatically creates the offsetting payable and receivable lines for interunit journals during the edit process
2-42	When you enter information in an interunit journal, the journal lines balance, but the individual business units may not—this is why PS creates the offsetting lines.
2-53	The first two paragraphs explain why you would copy a journal and gives a basic overview of the process.
2-56	<b>Copy Journal</b> page.

Page	Information
2-57	The <b>Reversal</b> hyperlink is used to create a reversing entry for the newly copied journal. The <b>Reverse Signs</b> check box is used to create an entry that reverses the copied entry.
2-67	The three types of standard journal entries. Rent JE is an example of how the user would use a Recurring JE. Utilities JE is an example of how the user would use a Template JE.
2-70	The standard journal naming convention is new.
2-71	<b>Standard Journal Entry</b> page.
2-73	The Journal Creation Lead Days is how many days from today that the journals will be created. If you are creating monthly journals in January for the entire year, you should put 365 days in this field to create all the journals.
2-75	Refer to page 2-66 for the new naming convention when doing number 4.
2-86	Description of report manager.
2-86	Currently, only the <i>Journal Entry Detail</i> report is set up to go to Report Manager.
2-95	Refer to p. 2-80 (statuses N, V, E, & P) for number 1.

## Slides

The PowerPoint slides (Mod2IS.ppt) are intended to be visual aids for the manual. Below is a list of the slides and the correlating page in the manual.

Manual Page	Slide Description	PowerPoint Page
2-1—Introduction	Module name and list of lessons	2-2
2-5—Lesson 1	Lesson name and objectives	2-3
2-5—Lesson 1	Journal Entry component	2-4
2-5—Lesson 1	Journal Entry key fields	2-5
2-8—Lesson 1	Translation	2-6
2-11—Lesson 1	Journal Entry-Add a New Value page	2-7
2-12—Lesson 1	Header page	2-8
2-14—Lesson 1	Lines page	2-9
2-18—Lesson 1	Lines page status bar	2-10
2-20—Lesson 1	Totals page	2-11
2-41—Lesson 2	Lesson name and objectives	2-12
2-42—Lesson 2	InterUnit Journals	2-13
2-53—Lesson 3	Lesson name and objectives	2-14
2-55—Lesson 3	Copy Journal-Add a new Value page	2-15
2-56—Lesson 3	Copy Journal page	2-16
2-67—Lesson 4	Lesson name and objectives	2-17
2-69—Lesson 4	Types of Standard Journal Entries	2-18
2-70—Lesson 4	Standard Journal-Add a New Value page	2-19
2-71—Lesson 4	Standard Journal Entry page	2-20
2-71—Lesson 4	Standard Journal Batch page	2-21
2-85—Lesson 5	Lesson name and objectives	2-22
2-85—Lesson 5	Report Manager	2-23
2-85—Lesson 5	Report Manager	2-24

## System Contingencies

There is a file of backup PowerPoint (Mod2backup.ppt) slides in case the system fails. The file contains screenshots to go along with each step in the examples and exercises.