

Lesson 1: Creating Manual Journals

Introduction

Use the **Home**→**Process Financial Information**→**Process Journals**→**Use**→**Journal Entry**→**Add a New Value** page to create journals online. The **Journal Entry** component consists of four pages:

- Header
- Lines
- Totals
- Errors

The **Header**, **Lines**, and **Totals** pages are used to create journals online. The **Errors** page is used in error correction and is discussed in Module 3.

When you create journals online, some information on the **Header** page and the **Lines** page is required. The **Totals** page is optional; however, it is suggested that you use this page to prevent data entry errors.

Before you can access the **Journal Entry** component, you must enter the following information on the **Journal Entry**→**Add a New Value** page:

- Business Unit
- GL Journal ID
- Journal Date

This information defaults to other pages in the **Journal Entry** component. These defaults cannot be changed on the other pages.



The **GL Journal ID** field defaults with value of **NEXT**. Accept the default value.

Objectives

After completing this lesson, you will be able to:

- Create manual journals
- Translate legacy values
- Identify parts of the **Header**, **Totals**, and **Lines** pages
- View multiple rows
- Copy down journal lines

Preparing a Manual Journal Entry

When a financial event occurs it is necessary to create a journal entry. Typically, the journal entry preparer receives a source document that initiates the journal process. The preparer reviews the source document to determine the information required on the journal entry.

Note: The source document may be written in legacy terms, but the information must be entered in PeopleSoft with PeopleSoft chartfields and data elements. Refer to AOP Chapter 011, Section 102 for more information about chartfields and data elements.

A journal entry preparer has the option of using a journal entry voucher. It is not required for all entries. The preparer can choose to write and enter the journal using the journal entry voucher, which assists the preparer in planning and preparing a correct journal entry. See AOP Chapter 11, Section 120 for an example of the journal entry voucher.

Translation

Before creating a journal entry, you must translate any legacy values. Inbound translations convert legacy information from feeder systems format to a PeopleSoft format before reaching the PeopleSoft ledger. Translation tables receive legacy information and values and convert them to PeopleSoft values. Outbound translations convert PeopleSoft information and values back to legacy data before that data is sent back out to recipient systems. Changes to legacy values or PeopleSoft values require updates to translation tables in order to keep the two sets of data in synch. However, translation tables are not required for every piece of data.

PeopleSoft provides two ways of translating legacy data:

1. Using **Define Business Rules**→**Design ChartFields**→**Translate** and then choosing the legacy code that needs to be translated (for example, center).
2. Using **PeopleTools**→**Query Manager**→**Use**→**QueryManager**, which gives you the option of searching for Public queries. The translation queries begin with GLQMA. You can enter GLQMA in the **Search for** field.

For more information on translating legacy values, see AOP Chapter 11, Section 103.

For more information on the Public translation queries, see AOP Chapter 11, Section 203.

Creating a Journal

The **Journal Entry** component consists of tabs that access the pages below:


1. **Header** page—allows you to enter a long description of the journal. This description is useful for identifying or referencing the journal. Clear and accurate descriptions make it easier to find journals later.

The default currency code for the United States is USD. The default code for Canada is CAD.

You can move among pages by clicking the tabs labeled with the page names or you can move to the next page in the group by pressing **ALT+** the hot key (the underlined letter on each tab name), followed by pressing the **ENTER** key. You can also move through the component by using the hyperlinks at the bottom of the page.

The **Lines** page follows the **Header** page in the **Journal Entry** component.

2. **Lines** page—allows you to enter detailed journal line information on the **Lines** page.

You can add lines to this page by using the **Insert**  button.

Keep in mind that the **Lines** page contains more fields than can display on the page at one time. Use the horizontal scroll bar near the bottom of the page to view all the available fields. The required fields are:

- Business Unit
- Account Number
- Center

These fields are among the first displayed on the page. Some fields are not available to all users. The user's individual security access level determines which fields are available.

3. **Totals** page—allows you to set control totals regarding the journal on the **Totals** page. You can set control totals for:

- Debits
- Credits
- Total number of lines

The **Totals** page compares these controls to the amounts determined from the **Lines** page and displays the differences. You enter the debit sum and the credit sum from the source documentation into the control totals fields. The **Totals** page displays the net amount of the debits and credits, which should be zero. The **Totals** page also displays the differences between the actual debit and credit totals entered on the **Lines** page and the control totals you set.

No differences should occur between control totals and actual totals in a valid journal. The **Totals** page is helpful when you are entering a large volume of information into the system. Using the page consistently eliminates many journal errors and reduces the time you spend on error correction.

The Totals status bar at the bottom of the **Lines** page displays a running total of the debits and credits by business unit. Use these running totals to make sure the journal balances, to prevent out-of-balance errors and reduce the need to correct errors.

The Errors page is discussed in Module 3.

For more information on Journal Entry procedures, see AOP Chapter 011, Section 120.

Journal Entry → Add a New Value Page

Use the **Journal Entry → Add a New Value** page to enter the business unit, journal ID, and journal date.

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Home View Worklist Help Sign Out

Home > Process Financial Information > Process Journals > Use > Journal Entry [New Window](#)

Journal Entry

Add a New Value

Business Unit:

GL Journal ID:

Journal Date:

[Find an Existing Value](#)

Field	Description/Action
Business Unit	This field defaults from the User Preferences page, but it can be changed.
GL Journal ID	NEXT defaults in this field. When you save the component, the system assigns the journal a number. Manual journals are numbered sequentially.
Journal Date	The current date defaults in this field, but can be changed.

The fields on this page are the key fields, or the unique identifiers of this journal. This information defaults to the other pages in the **Journal Entry** component.

Once these defaults have been established, they cannot be changed. They are the key fields.

Header Page

The **Header** page allows you to uniquely identify each journal.

The screenshot shows the PEOPLE Soft web interface. At the top, there is a navigation bar with links for Home, View Worklist, Help, and Sign Out. Below this is a breadcrumb trail: Home > Process Financial Information > Process Journals > Use > Journal Entry. The main content area is titled 'Journal Entry' and has tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active. The form contains the following fields and options:

- Unit:** 00001
- Journal:** NEXT
- Date:** 02/05/2001
- Long Description:** A text input field.
- Ledger Group:** ACTUALS (with a search icon)
- Ledger:** (with a search icon)
- Source:** 100
- Fiscal Year:** 2001
- Reference Number:** (with a search icon)
- Period:** 2 (with a search icon)
- SJE Type:** (with a dropdown arrow)
- ADB Date:** 02/05/2001
- Auto Generate Lines:**
- Adjusting Entry:**
- Accrual Indicator:**

Field	Description/Action
Long Description	Describes the journal in this field. Descriptions are required for all journals. There are 240 characters available; however, only the first 30 characters appear in the prompt lists for the journal.
Ledger Group	This field identifies the ledger group. This field defaults to the value selected on your User Preferences page. Generally, this is set to ACTUALS.
Auto Generate Lines	<i>Currently not being used by ABC.</i> This check box is available only if the ledger group contains multiple ledgers.
Ledger	<i>Currently not being used by ABC.</i> Select a ledger within the ledger group to indicate that all the journal lines must be posted to that ledger, or leave this field blank to indicate that the journal lines can be distributed to secondary ledgers. Use this field only if the ledger group contains multiple ledgers and the Auto Generate Lines option is not selected.

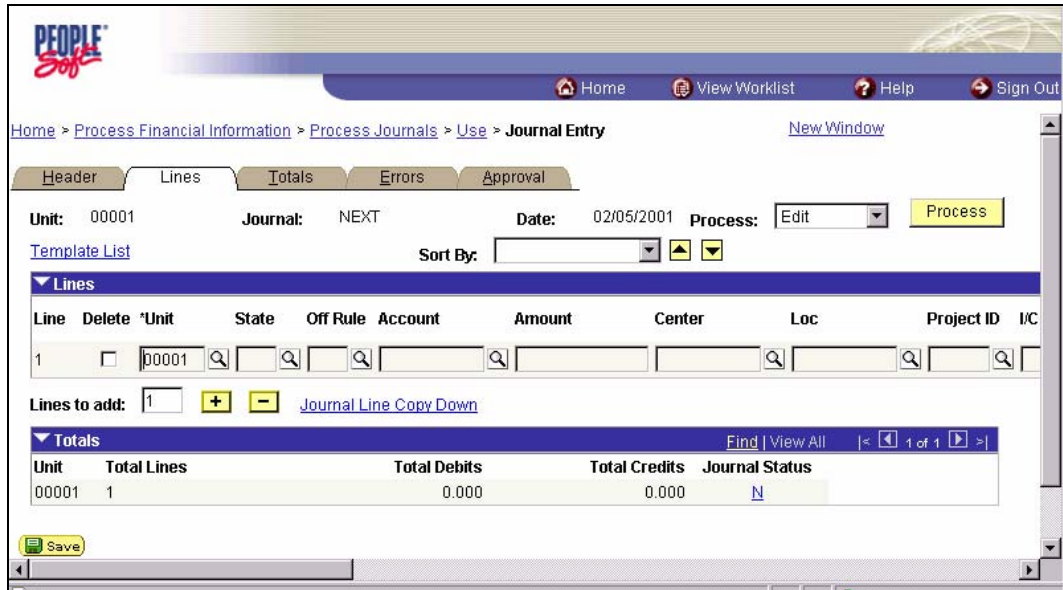
Field	Description/Action
Adjusting Entry	<i>Currently not being used at ABC.</i>
Source	The value for this field defaults from the your user preferences. Each region and most corporate departments have a unique source identifying them. The source is used during the journal approver process.
Fiscal Year	This is a four-digit numeric field that represents the fiscal year in which a transaction is recorded. This field defaults from the journal date entered on the Journal Entry → Add a New Value page.
Reference Number	<i>Currently not being used at ABC.</i>
Period	This field defaults from the date and business unit entered on the Journal Entry → Add a New Value page.
SJE Type	Leave the SJE Type field blank if this is not a standard journal. Select Model as the SJE type if this is a model journal you will use to create standard journals. See Lesson 4 for more information about creating standard journals.
ADB Date	<i>Currently not being used at ABC.</i>
Accrual Indicator	Select the check box to identify the entry as an accrual entry. The Accrual Indicator check box defines whether a transaction is an accrual, reversal, or non-accrual. The accrual indicator identifies incurred, but unpaid expenses in an accounting period. A reversal period of "Beginning Next" should always be used with accruals.

Accrual journal entries need to be created for all accrual accounts on a monthly basis. See AOP Chapter 11, Section 112 for more information on Accrual journal entries.

Accruals are created on the header by checking the **Accrual Indicator** check box. Always select Beginning of Next Period by clicking the **Reversal** hyperlink and selecting the **Beginning of Next Period** option.


Lines Page

The **Lines** page is used to enter the details of the journal. You can add lines and view the totals for each business unit on this page.



Field	Description/Action
Process	Allows a user to select a value from the drop-down list. Use this field only if running a process, such as edit or print. The options available depend on your security access.

Lines Section

Field	Description/Action
Delete	Select this check box for each line you want to delete, and then click the  button.
Unit	This field defaults from information you entered on the Journal Entry→Add a New Value page.
State	Select the appropriate ABC State code in this field.
Off Rule	Office Rule is a code representing a specific rule to allocate an expense to the necessary profit center office or offices. If the State field is populated, you must also populate the Off Rule field. Your journal entry will error if both the State and Off Rule fields are filled out.
Account	Select the appropriate account in this field. An account is required for all journals.
Amount	Type the appropriate amount in this field. Debits should be positive numbers and credits should be negative numbers.
Center	Select the appropriate center in this field. The Center field is used for expense charging. The center is required on all journal lines.
Loc	Location is a data element that identifies a unique location.
Project ID	The Project ID codes identify specific business activities incurring expenses.
I/C Code	The InterCompany code identifies a specific rule used in the allocation process to distribute the journal line to the appropriate company during month-end distribution.
Journal Description	This field displays the description defined for the account chartfield value; you can change this to better describe the transaction. The description appears in prompt lists for this journal line.
Cntrl Type 1	The Control Type designates a type of control entry associated with a control ID on a particular journal entry line. Legacy feeder systems use the control type to pass data through the ledger to other systems.
Cntrl Nbr 1	The Control Number is used to track back to a legacy source document.
Cntrl Type 2	This is a second Control Type field.
Cntrl Nbr 2	This is a second Control Number field.

Field	Description/Action
Cntrl Type 3	This is a third Control Type field.
Cntrl Nbr 3	This is a third Control Number field.
Affiliate	This field shows relationships among interunit journal entries. This field is automatically populated when an interunit entry completes the edit and validation process.
CAT	Select the appropriate Catastrophe code. These codes are assigned to disasters such as hailstorms, tornadoes, and hurricanes.
Geo Area	The Geographic Area code is used to identify, control, and report ledger transactions by the region from which the transactions originate. Values for this field default from the user preferences.
Acr In	For accruals and non-accruals, this field defaults from information you entered on the Journal Entry→Add a New Value page.
Event	The Event Type indicates whether a financial event is a direct bill, intercompany, expense distribution, or non-intercompany transaction.



Expert users have access to the following fields:

Field	Description/Action
Cov	The Coverage code represents an insurance coverage written within the Mutual business units. Each code represents a specific type of loss protection provided by a policy.
ASLN	The Annual Statement Line Number is used to support ABC's classification of business needed to support regulatory annual statement line categories.
Pft Ctr Ofc	The Profit Center Office value represents the profit center associated with a particular expense transaction. Values for this field default from the associated center value.
Group Rule	Group Rule codes represent rules used to allocate expenses to the correct Regulation 30 Group. Only selected users have access to enter Group Rule codes. There are no special pre-coding considerations as all Regulation 30 Groups are valid in all companies.
Reg 30 Exp	Regulation 30 Expense identifies a specific rule used to allocate an expense to the necessary regulation groups.
Product	This field is a six-digit code used for asset and liability accounts.
Product Rule Code	A Product Rule code identifies a specific rule used to allocate an expense to a product. This code is three digits and used only with expense accounts.
Reference	This field is used at ABC to reference the originating transaction in another PeopleSoft module.
Currency	The Currency field displays the currency this transaction uses. This field defaults from the business unit and cannot be edited.



Lines Page Status Bar

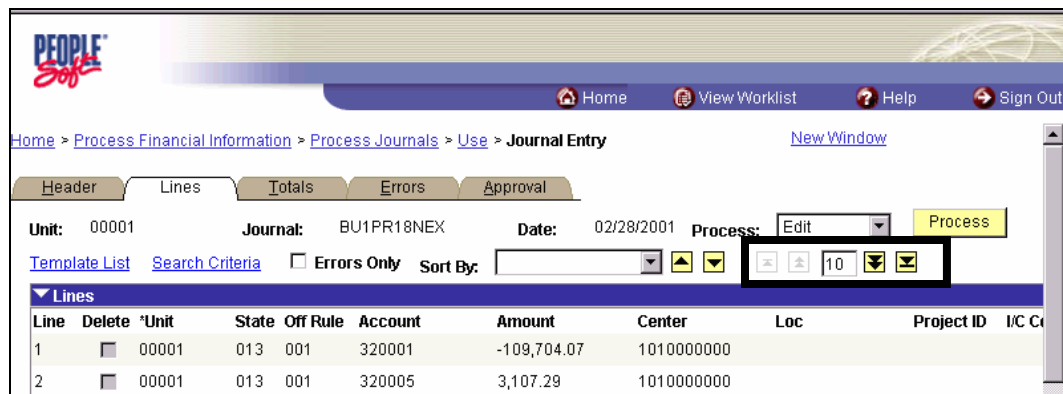
The **Lines** page status bar indicates the totals for all lines by business unit in a journal entry.

▼ Totals				
Unit	Total Lines	Total Debits	Total Credits	Journal Status
00001	2	1,000.00	1,000.00	N

Field	Description/Action
Unit	This field defaults from information you entered on the Journal Entry → Add a New Value page.
Total Lines	This field indicates the total lines for your journal entry.
Total Debits	This field indicates the total amount of debits for your journal entry.
Total Credits	This field indicates the total amount of credits for your journal entry.
Journal Status	This field indicates the status of your journal.
Scroll Bar	Use the  to go to the next page of the status bar, or use the  to go to the previous page of the status bar.

Viewing Multiple Rows

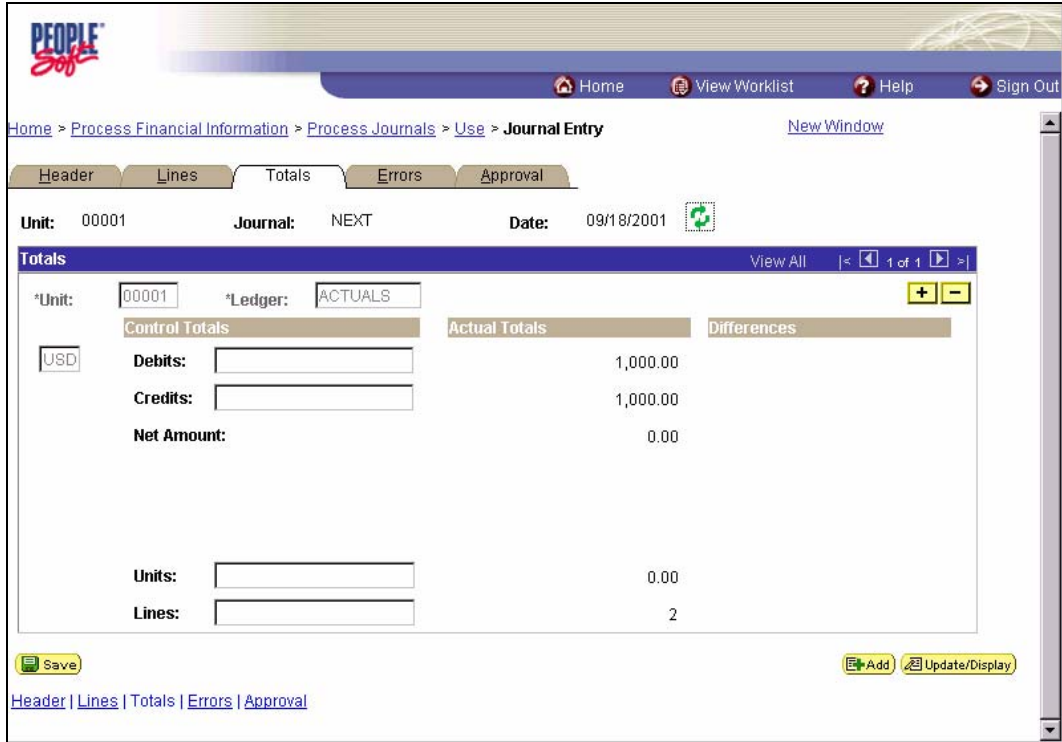
Some journals contain too many lines to view at one time. You can retrieve multiple rows for viewing. To display the next set of rows, click the **Next Group**  arrow. To retrieve the last row, click the **Last Row**  arrow.





Line	Delete	Unit	State	Off Rule	Account	Amount	Center	Loc	Project ID	I/C
1	<input type="checkbox"/>	00001	013	001	320001	-109,704.07	1010000000			
2	<input type="checkbox"/>	00001	013	001	320005	3,107.29	1010000000			

Totals Page

The **Totals** page allows you to enter the total amount of debits and credits for the journal.



Field	Description/Action
Unit	The business unit defaults from the Journal Entry → Add a New Value page.
Ledger	The default is ACTUALS. Do not change the default.
Currency	This field is not labeled on the page. USD defaults in United States. CAD defaults for Canada.
Debits	Type the expected debit total of the journal. This is compared to the actual debit total to ensure that the two are equal.
Credits	Type the expected credit total of the journal. This is compared to the actual credit total to ensure that the two are equal. It isn't necessary to enter a "-" for the credits on this page.

Field	Description/Action
Units	<i>Not currently being used at ABC.</i> It records statistical control amounts for the statistics code.
Lines	Type the total number of lines in the journal. This field is used to provide a control against which the actual number of lines is compared.
Scroll Bar	The scroll bar is used to display additional business units and their control totals. Click the  button to see the next page, or the  button to see the previous page. You can also click the View All hyperlink to view all business units and control totals.

Creating an Online Journal

Now that we have reviewed the pages, let's use them to create a journal online.

1. From the **Home** page, select **Process Financial Information** → **Process Journals** → **Use** → **Journal Entry**.

The **Journal Entry** → **Add a New Value** page opens.

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Home View Worklist Help Sign Out

Home > Process Financial Information > Process Journals > Use > Journal Entry [New Window](#)

Journal Entry

Add a New Value

Business Unit: 00001

GL Journal ID: NEXT

Journal Date: 09/18/2001

[Find an Existing Value](#)

2. Verify that 00001 defaults in the **Business Unit** field or type it.
3. Accept the default of NEXT in the **GL Journal ID** field and the current date in the **Journal Date** field.

4. Click the **Add** button.

A *Processing* message appears in the top right hand corner of the page, and then the **Header** page opens. ACTUALS defaults in the **Ledger Group** field.

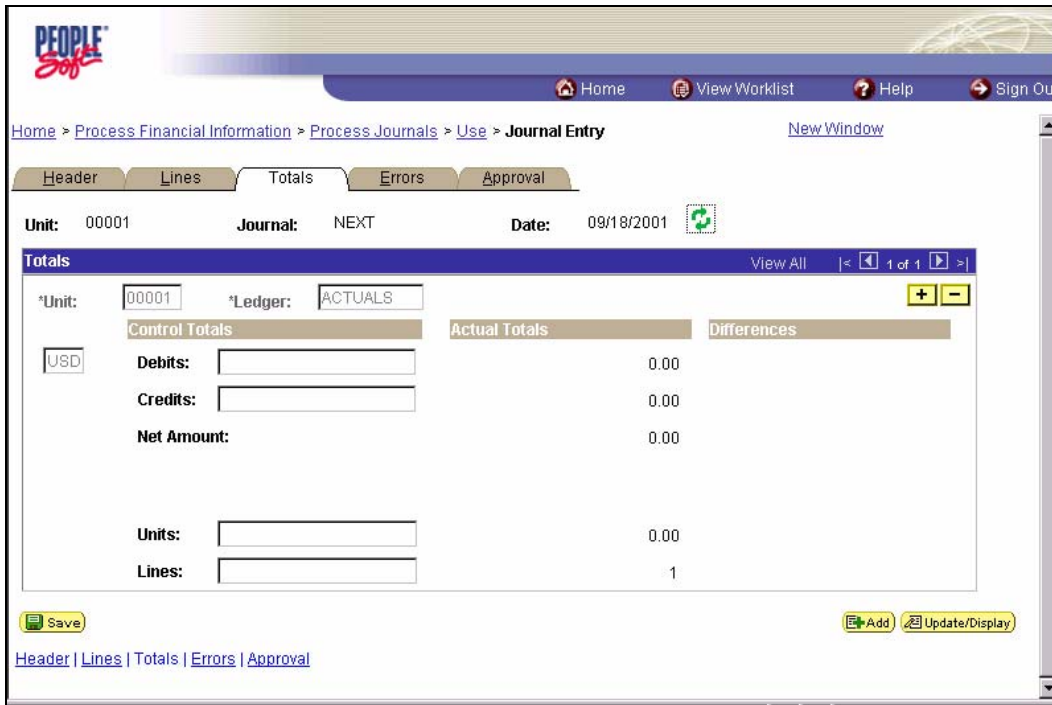
The screenshot shows the PEOPLE Soft Journal Entry form. The top navigation bar includes Home, View Worklist, Help, and Sign Out. The breadcrumb trail is Home > Process Financial Information > Process Journals > Use > Journal Entry. The form has tabs for Header, Lines, Totals, Errors, and Approval. The Header tab is active, showing the following fields and values:

Unit:	00001	Journal:	NEXT	Date:	09/18/2001
Long Description:	<input type="text"/>				
Ledger Group:	ACTUALS	<input type="checkbox"/>	Auto Generate Lines		
Ledger:	<input type="text"/>	<input type="checkbox"/>	Adjusting Entry		
Source:	100	Fiscal Year:	2001		
Reference Number:	<input type="text"/>	Period:	9		
SJE Type:	<input type="text"/>	ADB Date:	09/18/2001		
		<input type="checkbox"/>	Accrual Indicator		

5. Type "Rent for Owned Buildings" in the **Long Description** field.

6. Click the **Totals** tab.

The **Totals** page opens. USD or CAD, depending on your location, defaults in the **Currency** field.



7. Press the **TAB** key.

Your cursor moves to the **Debits** field.

8. Type 7312.39 in the **Debits** field.

9. Press the **TAB** key.

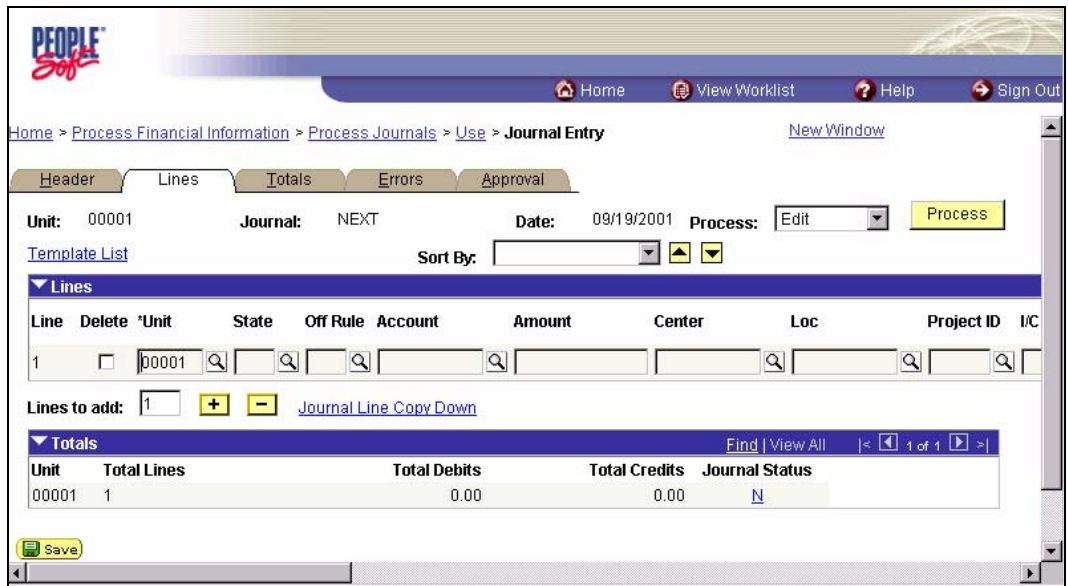
10. Type 7312.39 in the **Credits** field.

Note: **DO NOT** type the “-” on the **Totals** page.

11. Press the **TAB** key twice, and type 2 in the **Lines** field.

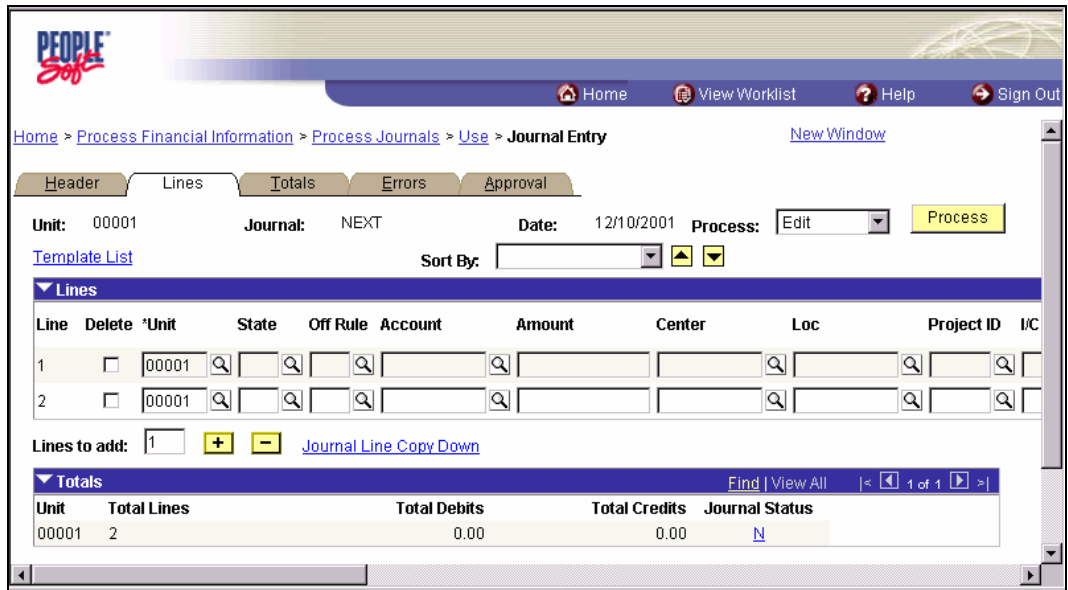
12. Click the **Lines** tab.


The **Lines** page opens.



- Verify that 1 is in the **Lines to add** field, and click the **Insert a Line**  button to insert a line.

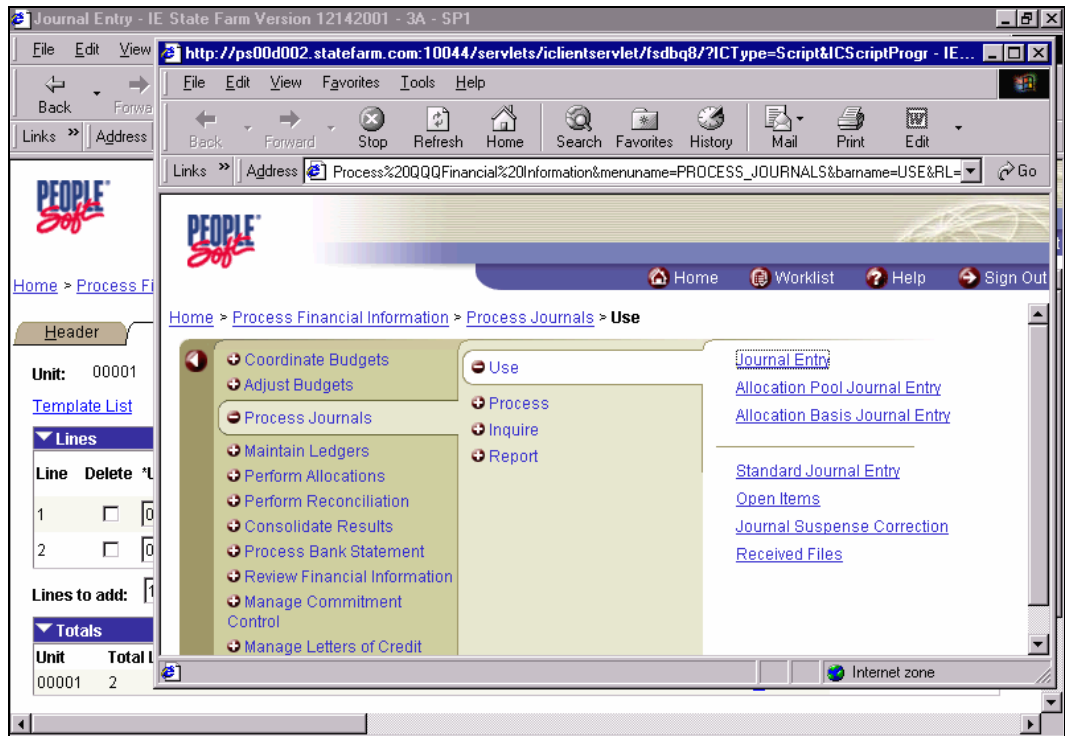
A new line appears.



Note: If you need to delete a line, select the **Delete** check box next to the line and click the  button.

14. Click the **New Window** hyperlink.

A new window opens.



15. Click the **Home** hyperlink.

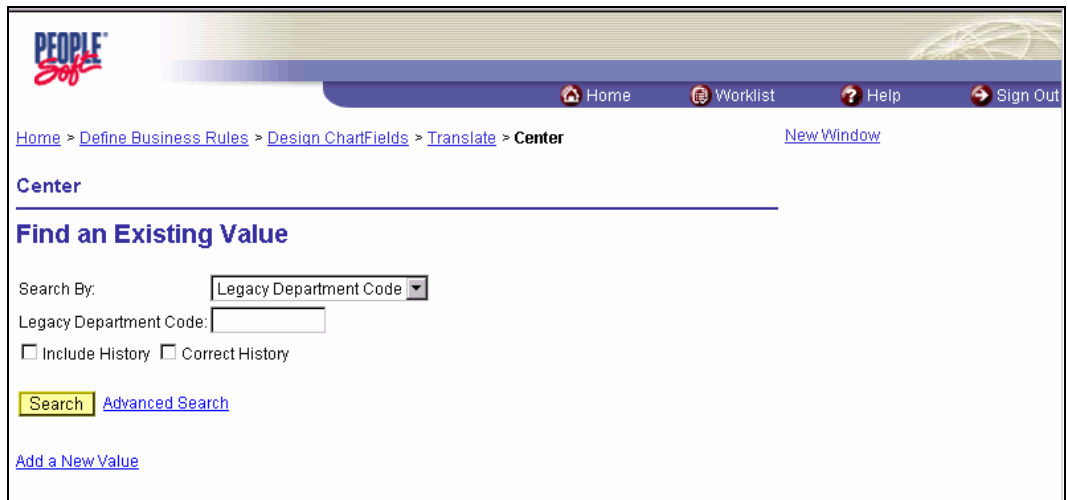
16. Select **Define Business Rules**→**Define ChartFields**→**Translate**.

The **Translate** page opens.



17. Click the **Center** hyperlink.

18. The **Translate**→**Center** page opens.



19. Enter 105002921 in the **Legacy Department Code** field.

20. Click **Search**.

The **Center Translation** page opens with the PeopleSoft value.

Center Translation	
Legacy Department Code:	105002921
Recording Office:	05
Effective Date	View All < 1 of 1 >
*Effective Date:	01/01/1902
*Status:	Active
*Business Unit:	00001 MUTUAL US
*Profit Center Office:	05 NORTH CENTRAL
*Center:	1050002000 NC PUBLIC AFFAIRS
Location:	05921 North Central

21. Write the _____ PeopleSoft Center and Location values.

22. Close the **Translation** page and go back to **Lines** page.

23. Go to the first line and type 150008 in the **Account** field.

24. Press the **TAB** key two times.

Note: Each time you tab out of a field, the system verifies your entry. Sometimes this verification takes longer than other times. Wait until the system finishes its verification before trying to type information in the next field.

25. Type 7312.39 in the **Amount** field, and press the **TAB** key.

26. Type the Center number from step 21 in the **Center** field and press the **TAB** key twice.

27. Type 05921 in the **Loc** field.

28. Place your cursor in the **Account** field on the second line and type 097001.

29. Press the **TAB** key two times.

30. Type -7312.39 in the **Amount** field and press the **TAB** key once.
31. Type 1050040001 in the **Center** field and press the **TAB** key twice.
32. Type 05921 in the **Loc** field.
33. Click the **Totals** tab.

The **Totals** page opens.

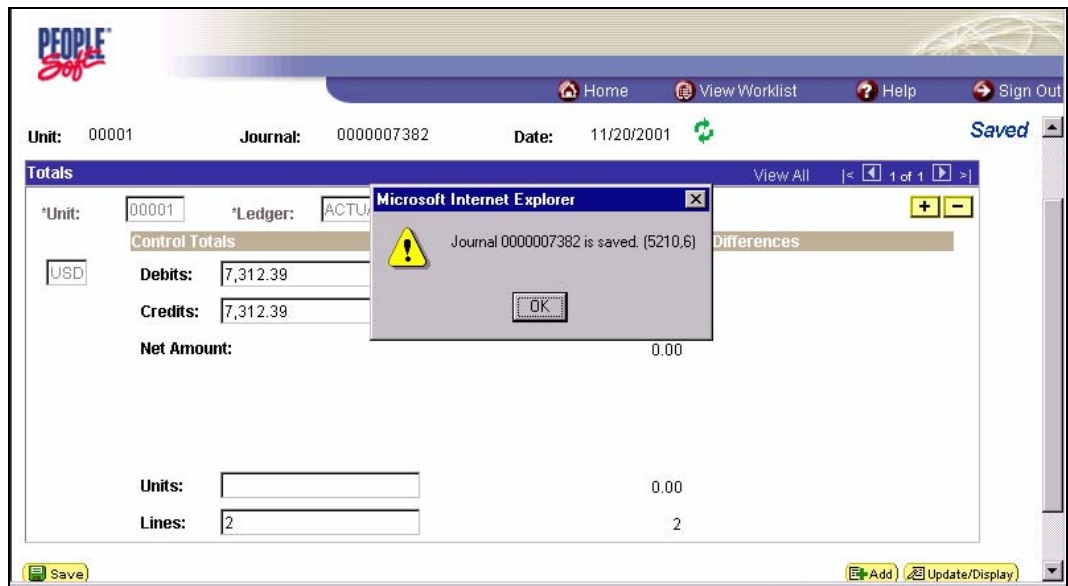
The screenshot shows the 'Totals' page in the PEOPLE Soft application. At the top, there are navigation links for Home, View Worklist, Help, and Sign Out. Below these are tabs for Header, Lines, Totals (selected), Errors, and Approval. The main area displays journal information: Unit: 00001, Journal: NEXT, Date: 11/20/2001. A 'Totals' section contains a table with three columns: Control Totals, Actual Totals, and Differences. The table shows Debits of 7,312.39, Credits of 7,312.39, and a Net Amount of 0.00. At the bottom, there are fields for Units (0.00) and Lines (2).

Control Totals		Actual Totals	Differences
Debits:	7,312.39	7,312.39	
Credits:	7,312.39	7,312.39	
Net Amount:			0.00
Units:			0.00
Lines:	2		2

34. Verify that the Net amount displays 0.00.
35. Verify that the Differences frame does not display any differences.

36. Click the  button.

The system assigns the journal the next available number when the component is saved.



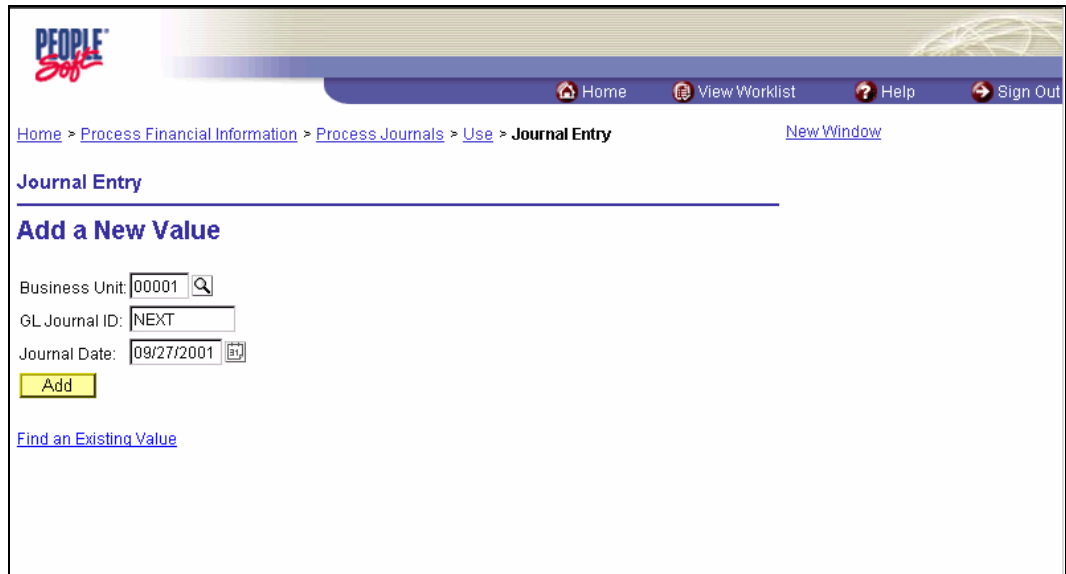
Note: If needed, you can always exit a journal without saving.

37. Write down the new journal ID number _____. This ID will be used in a later module.
38. Click the **OK** button.
39. Click the **Process Journals** hyperlink in the breadcrumbs to exit the journal.

Copying Down Journal Lines

1. From the **Home** page, select **Process Financial Information**→**Process Journals**→**Use**→**Journal Entry**.

The **Journal Entry**→**Add a New Value** page opens.



The screenshot shows the 'Add a New Value' page in the PEOPLE Softe system. The page has a blue header with the PEOPLE Softe logo and navigation links: Home, View Worklist, Help, and Sign Out. Below the header is a breadcrumb trail: Home > Process Financial Information > Process Journals > Use > Journal Entry. A 'New Window' link is also present. The main content area is titled 'Journal Entry' and 'Add a New Value'. It contains three input fields: 'Business Unit' with the value '00001', 'GL Journal ID' with the value 'NEXT', and 'Journal Date' with the value '09/27/2001'. There is a yellow 'Add' button and a blue link 'Find an Existing Value'.

2. Verify that 00001 is in the **Business Unit** field.
3. Accept the default of NEXT in the **Journal ID** field and the current date in the **Journal Date** field.
4. Click the **Add** button.

The **Header** page opens.

The screenshot shows the 'Header' page of the PEOPLE Soft Journal Entry system. The page has a navigation bar at the top with links for Home, View Worklist, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Process Financial Information > Process Journals > Use > Journal Entry. The main content area is divided into tabs: Header (selected), Lines, Totals, Errors, and Approval. The 'Header' tab contains the following fields and options:

Unit:	00001	Journal:	NEXT	Date:	10/01/2001
Long Description:	<input type="text"/>				
*Ledger Group:	<input type="text" value="ACTUALS"/>	<input type="checkbox"/>	Auto Generate Lines		
Ledger:	<input type="text"/>	<input type="checkbox"/>	Adjusting Entry		
Source:	100	Fiscal Year:	2001		
Reference Number:	<input type="text"/>	Period:	<input type="text" value="10"/>		
SJE Type:	<input type="text"/>	ADB Date:	<input type="text" value="10/01/2001"/>		
		<input type="checkbox"/>	Accrual Indicator		

5. Type "Change Project Code" in the **Long Description** field.

- Click the **Totals** tab.

The **Totals** page opens.

The screenshot shows the 'Totals' page in the PEOPLE Soft system. The page includes a navigation bar with 'Home', 'View Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar is a breadcrumb trail: 'Home > Process Financial Information > Process Journals > Use > Journal Entry'. The 'Totals' tab is selected. The page displays fields for 'Unit: 00001', 'Journal: NEXT', and 'Date: 10/11/2001'. Below these fields is a table with columns for 'Control Totals', 'Actual Totals', and 'Differences'. The table has rows for 'Debits', 'Credits', and 'Net Amount', all showing '0.00'. There are also fields for '*Unit: 00001' and '*Ledger: ACTUALS'.

- Press the **TAB** key, and type 1000 in the **Debits** field and press the **TAB** key.
- Type 1000 in the **Credits** field.
- Press the **TAB** key twice and type 2 in the **Lines** field.

10. Click the **Lines** tab.

The **Lines** page opens.

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Home View Worklist Help Sign Out

Home > Process Financial Information > Process Journals > Use > Journal Entry [New Window](#)

Header Lines Totals Errors Approval

Unit: 00001 Journal: NEXT Date: 10/01/2001 Process: Edit

[Template List](#) Sort By:

▼ Lines

Line	Delete	*Unit	State	Off Rule	Account	Amount	Center	Loc	Project ID	I/C
1	<input type="checkbox"/>	00001								

Lines to add: [Journal Line Copy Down](#)

▼ Totals [Find](#) | [View All](#) | 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00001	1	0.00	0.00	N

11. Type 148001 in the **Account** field and press the **TAB** key twice.

12. Type 1000 in the **Amount** field and press the **TAB** key once.

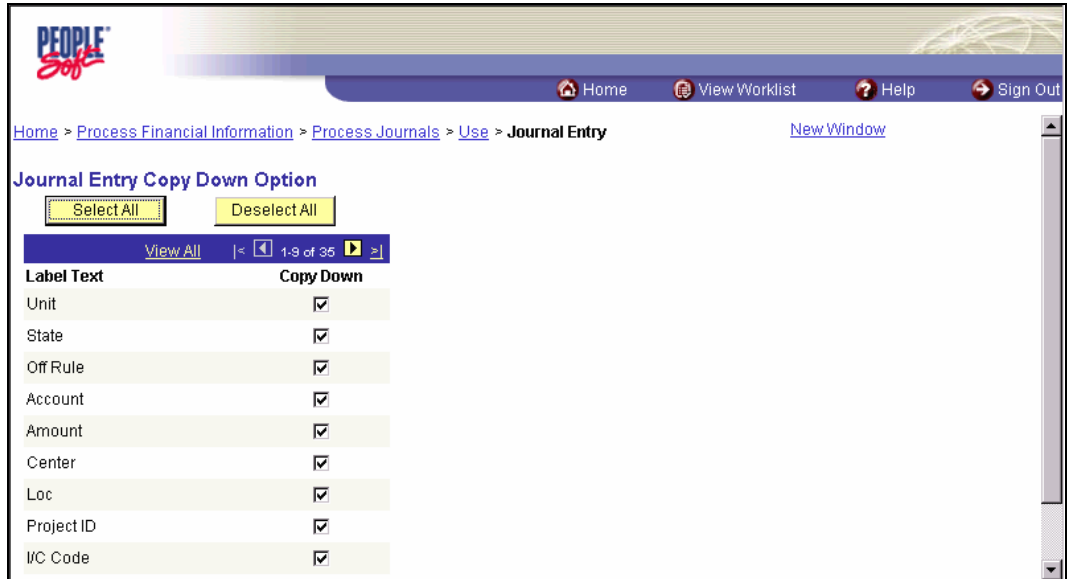
13. Type the 120010000 in the **Center** field and press the **TAB** key two times.

14. Type 20921 in the **Loc** field and press the **TAB** key twice.

15. Type 9219063 in the **Project ID** field.


16. Click the **Journal Line Copy Down** hyperlink.

The **Journal Line Copy Down** page opens.

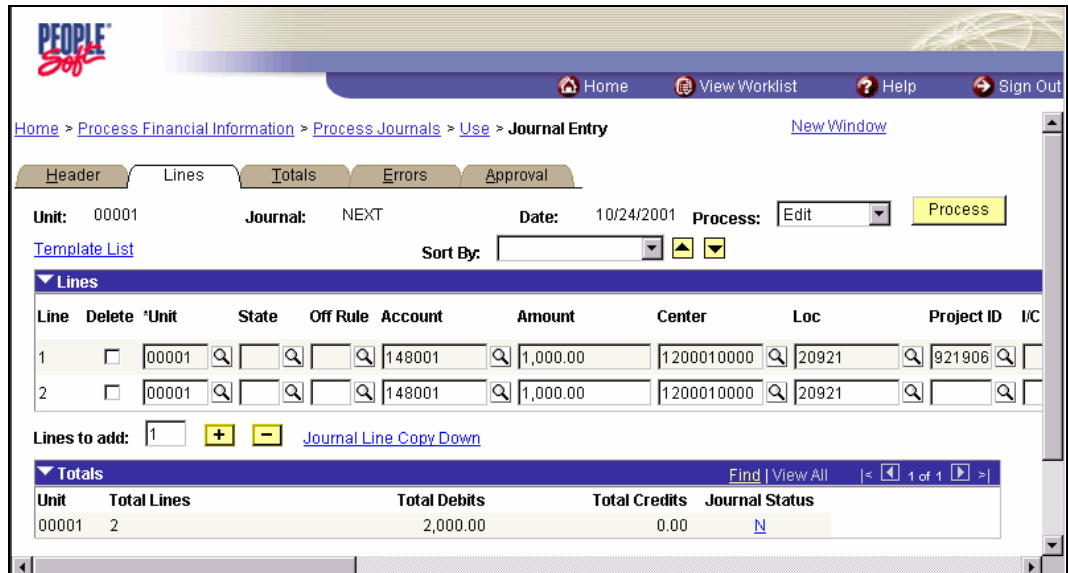


17. Deselect the **Project ID** check box by clicking the inside the check box.

18. Click the **OK** button.

19. Click the **Insert a Line**  button.

The journal line copies.





PEOPLE Soft

Home View Worklist Help Sign Out

Home > Process Financial Information > Process Journals > Use > Journal Entry [New Window](#)



Header Lines Totals Errors Approval

Unit: 00001 Journal: NEXT Date: 10/24/2001 Process: Edit

[Template List](#) Sort By:  

▼ Lines

Line	Delete	*Unit	State	Off Rule	Account	Amount	Center	Loc	Project ID	I/C
1	<input type="checkbox"/>	00001	<input type="text"/>	<input type="text"/>	148001	1,000.00	1200010000	20921	921906	
2	<input type="checkbox"/>	00001	<input type="text"/>	<input type="text"/>	148001	1,000.00	1200010000	20921		

Lines to add:   [Journal Line Copy Down](#)

▼ Totals [Find | View All](#) |< 1 of 1 >|

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00001	2	2,000.00	0.00	N

20. On the second line, change the **Amount** field to -1000.

21. Type 8899760 in the **Project ID** field.

22. Click the **Totals** tab.

The **Totals** page opens.

The screenshot shows the PEOPLE Soft General Ledger interface. At the top, there is a navigation bar with 'Home', 'View Worklist', 'Help', and 'Sign Out' buttons. Below this is a tabbed interface with 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' tabs. The 'Totals' tab is active. The page displays the following information:

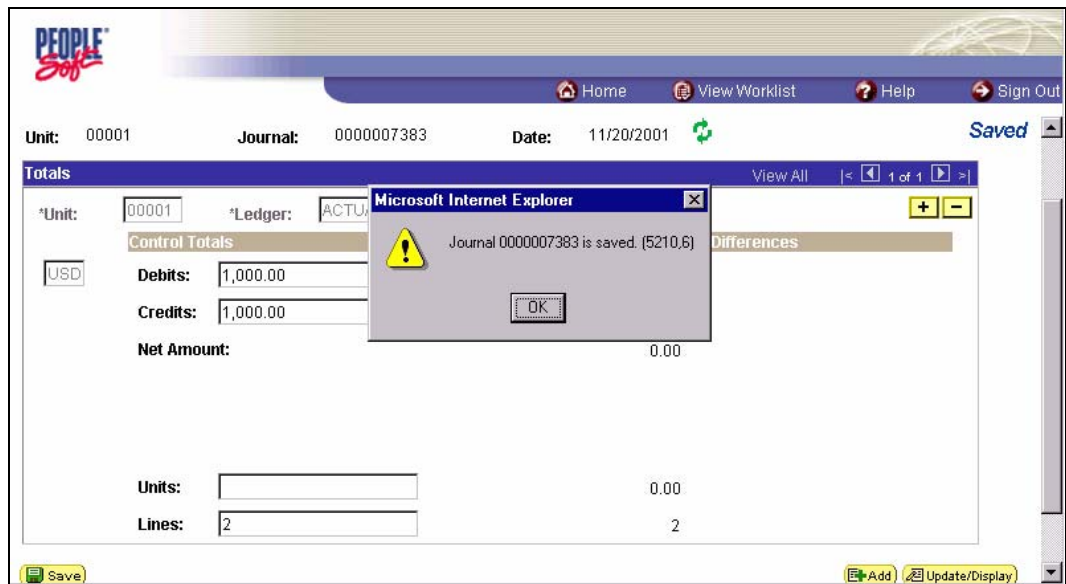
- Unit: 00001, Journal: NEXT, Date: 11/20/2001
- *Unit: 00001, *Ledger: ACTUALS
- USD
- Control Totals: Debits: 1,000.00, Credits: 1,000.00, Net Amount: 0.00
- Actual Totals: 1,000.00, 1,000.00, 0.00
- Differences: (Empty)
- Units: (Empty), 0.00
- Lines: 2, 2

23. Verify that the Net amount displays 0.00.

24. Verify that the Differences frame does not display any differences.

25. Click .

The journal is saved and a dialog box opens with the new journal ID number.



26. Write down the new journal ID number _____ and click the **OK** button.

27. Click the **Process Journal** hyperlink in the breadcrumbs to exit the journal.

Self Check

Select the best answers to the following questions:

1. The sum of journal amounts should be:
 - a. Zero
 - b. Equal
 - c. Greater than the number of entries
 - d. Less than the number of entries
2. Journals must be edited before being posted to the ledger.
True False
3. Debits and credits on the _____ page are compared to the debits and credits on the _____ page.
4. Place these events in the correct order:
_____ Edit journal lines for validity
_____ Create journal totals
_____ Create journal lines
_____ Create journal header
5. Each header uniquely identifies _____ journal.

Self-Check Answers

Select the best answers to the following questions:

1. The sum of journal amounts should be:
 - a. **Zero**
 - b. Equal
 - c. Greater than the number of entries
 - d. Less than the number of entries
2. Journals must be edited before being posted to the ledger.
True False
3. Debits and credits on the **Totals** page are compared to the debits and credits on the **Lines** page.
4. Place these events in the correct order:
 - 4** Edit journal lines for validity
 - 2** Create journal totals
 - 3** Create journal lines
 - 1** Create journal header
5. Each header uniquely identifies **one** journal.