

## GL.020.003 - CREATING AN INTRAUNIT JOURNAL ENTRY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Define intraunit transactions.</li> <li>Identify the purpose of intraunit journal entries.</li> <li>Identify the account that the system creates balancing entries for during a fund-to-fund transfer.</li> <li>Create and post an Intraunit Journal Entry</li> </ul>
<b>Description</b>	<p>Intraunit transactions are related-party transactions that occur within the same PeopleSoft business unit. PeopleSoft enables users to create Intraunit journal entries to balance transfers between funds.</p> <p>When a fund-to-fund transfer occurs, the journal edit process automatically creates balancing entries to the 118200 account. If the program code or project ID fields are populated, they are included in the offset.</p> <p>After entering the Lines information, users can assign interunit anchors for the intraunit journal entry lines. If users choose to use the anchor functionality for intraunit journal entry lines, it is recommended that Fund 10000 is used as the anchor.</p>
<b>Security Role</b>	BOR_GL_PRC_JRNL_MNT
<b>Dependencies/Constraints</b>	<ul style="list-style-type: none"> <li>Appropriate budgets must be established for all GL transactions containing revenue or expense accounts in funds subject to budgetary control.</li> <li>Appropriate grant (sponsored projects) budgets must be established.</li> <li>All journals entered must be balanced overall (e.g., total debits = total credits). This process demonstrates the use of automated intrafund balancing when users enter a debit to one fund and a credit to another. The journal will also be balanced within funds.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions on how to enter a journal for an intrafund transfer. For the purposes of the instructions below, ITS provided a specific example. In the steps below, the user transfers \$100 from Fund 10000 to Fund 12100. However, users can enter journals for any intrafund transfer.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Journal Entry</b> link.
6.	Click the <b>Create/Update Journal Entries</b> link.
7.	Click the <b>Add</b> button. The system navigates to the Create/Update Journal Entries page and defaults to the Header tab. The Header tab displays journal header information that uniquely identifies a journal, such as business unit, journal ID, and journal date. This page also contains options for setting, adjusting, and reversing entries and foreign currencies.
8.	Enter a Description in the <b>Long Description</b> field.
9.	Enter a Ledger Group in the <b>Ledger Group</b> field.
10.	In the <b>Source</b> field, select a journal source that best represents the journal entry origin. In most cases, the Online Journal Entry (ONL) source is the appropriate source for General Ledger journals.
11.	Click the magnifying glass next to the <b>Transaction Code</b> field. The system generates the Look Up Transaction Code popup window.
12.	Click <b>"DEFAULT"</b> under Transaction Code. The system navigates back to the Create/Update Journal Entries page.
13.	Users can select the <b>Save Journal Incomplete Status</b> checkbox when they wish to finalize and process the journal at a later time.
14.	Click the <b>Lines</b> tab. The <b>Lines</b> page records transactions that comprise a journal. A single journal entry must be at least two lines in length because total debits must equal total credits for a single journal entry. The account numbers entered here classify the nature of a transaction.
15.	Enter an Account number in the <b>Account</b> field.
16.	Enter <b>"10000"</b> in the <b>Fund</b> field.
17.	Enter a Department number in the <b>Department</b> field.
18.	Enter a Program number in the <b>Program</b> field.
19.	Enter a Class number in the <b>Class</b> field.

Step	Action
20.	Enter a Bud Ref number in the <b>Bud Ref</b> field.
21.	Enter a Project number in the <b>Project</b> field, if applicable.
22.	Click the horizontal scrollbar, if needed, to navigate to the remaining fields.
23.	<p>The <b>Budget Date</b> field automatically populates to that of the journal date. This date can be changed, if needed. The Budget Ref should correspond to the Budget Date.</p> <p><b>Note:</b> If the Budget Date field is not visible, click on the Template List link and change the ChartField view to "ALL."</p>
24.	Enter " <b>100.00</b> " in the <b>Amount</b> field.
25.	The journal line description field populates with the description of the account if no value is entered.
26.	Click the <b>Plus Icon</b> to insert lines. When users add lines, the fields specified in the journal line copy down feature in the journal entry template populates automatically.
27.	Enter an Account number in the <b>Account</b> field on the line created.
28.	Enter " <b>12100</b> " in the <b>Fund</b> field on the line created.
29.	Click the horizontal scroll bar to verify the journal entry is correct.
30.	Click the <b>Save</b> button.
31.	A message box appears informing users that the journal cannot post because its status is not complete. This is because the <b>Save Journal Incomplete</b> Status option on the Header page is selected. Notice the journal status is set to <b>T</b> , the code for incomplete.
32.	Click the <b>OK</b> button.
33.	Clear the <b>Save Journal Incomplete Status</b> check box.
34.	Click the <b>Lines</b> tab.
35.	Notice the journal is balanced because the value in the <b>Total Debits</b> column is equal to the value in the <b>Total Credits</b> column. Begin processing the journal directly from this page.
36.	Choose <b>Edit Journal</b> from the Process dropdown list and click the <b>Process</b> button. The Edit Journal process option initiates the journal edit and budget checking processes, if security allows.
37.	Review the accounting entries created by the intraunit processor. The fund code and the Project ID should be specified on the system created entries. The 118200 account is used as the intraunit payable/receivable account.
38.	Notice the Journal Status changes to <b>V</b> for Valid after the journal is edited. Users can only post a journal with a valid journal status that also passed budget checking.

Step	Action
39.	To review any budget exceptions, click the <b>Budget Status</b> link located under the <b>Lines</b> tab and within the <b>Totals</b> section.
40.	<p>If necessary, review budget exceptions and take corrective action. For more information on correcting budget checking errors, refer to the <a href="#">KK.050.001 - Reviewing Budget Check Exceptions – General Ledger Journals</a>.</p> <p>Once users correct the budget exception root cause, the journal entry can be budget checked again through the GL Journal Exceptions page or the Journal Entry page.</p> <p>To budget check in the exceptions page, click the <b>Budget Check Document</b> button.</p>
41.	When the budget status hyperlink is selected, a separate window opens leaving the journal entry page open. Correct budget errors, then return to the journal entry screen to continue processing.
42.	Once the journal has a valid header and budget status, submit the journal for approval. Click on the <b>Approval</b> tab and confirm the Approval Action is set to Approve.
43.	Click on the <b>Lines</b> tab.
44.	<p>Select Submit Journal from the <b>Process</b> list. When users select <b>Submit Journal</b>, the system records their UserID as the initiator of the journal. The journal then appears in an approver's worklist to await approval and posting.</p> <p><b>Note:</b> Make sure that Submit Journal is chosen once the journal is edited and budget checked to ensure the journal initiates into workflow correctly.</p>