

Create / Process Journals

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This Job Aid covers the process of creating Process Journals in the upgraded ONEPeralta system.

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Log on to ONEPeralta

Sign in

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



ORACLE[®]
PEOPLESOFT

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

[Set Trace Flags](#)

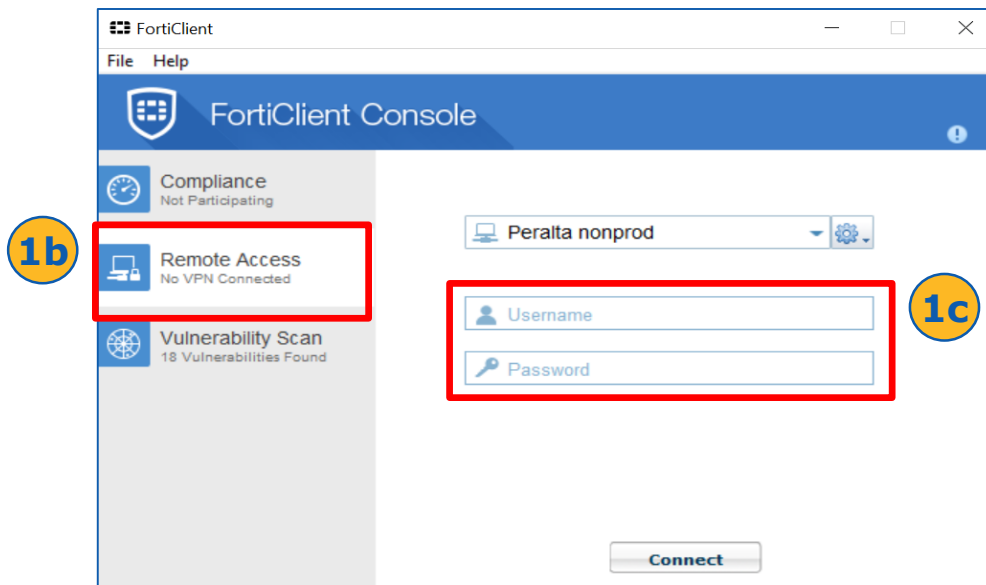
Log on to ONEPeralta (cont'd)

Turn on VPN

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using one of two methods:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**

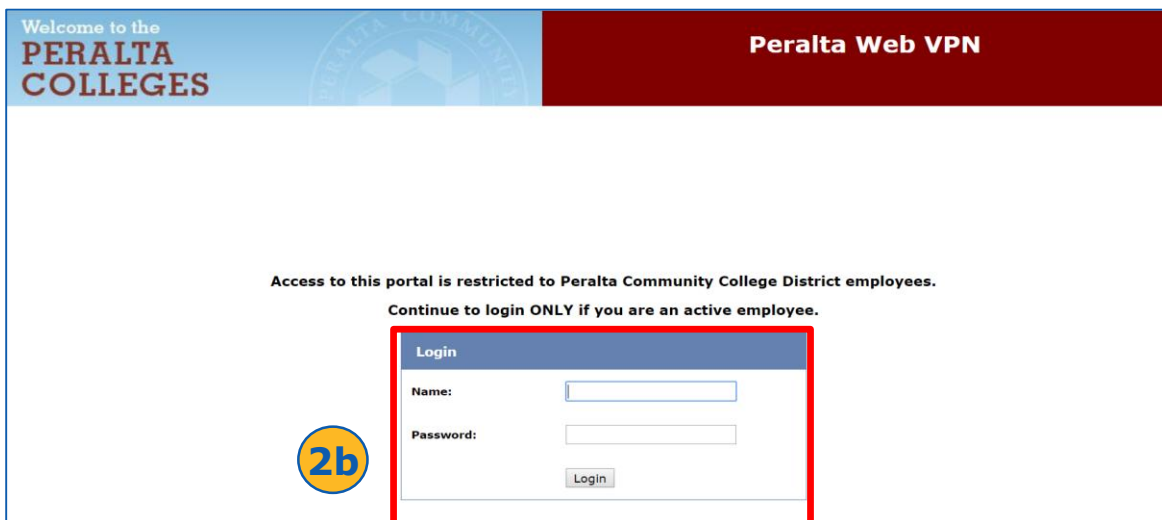


Log on to ONEPeralta (cont'd)

Turn on VPN

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

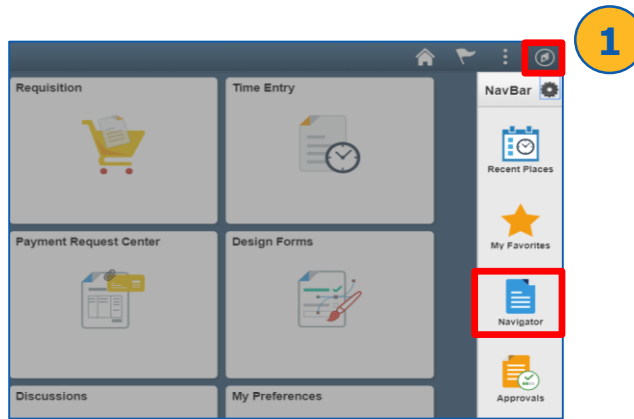
Login

Create / Process Journals

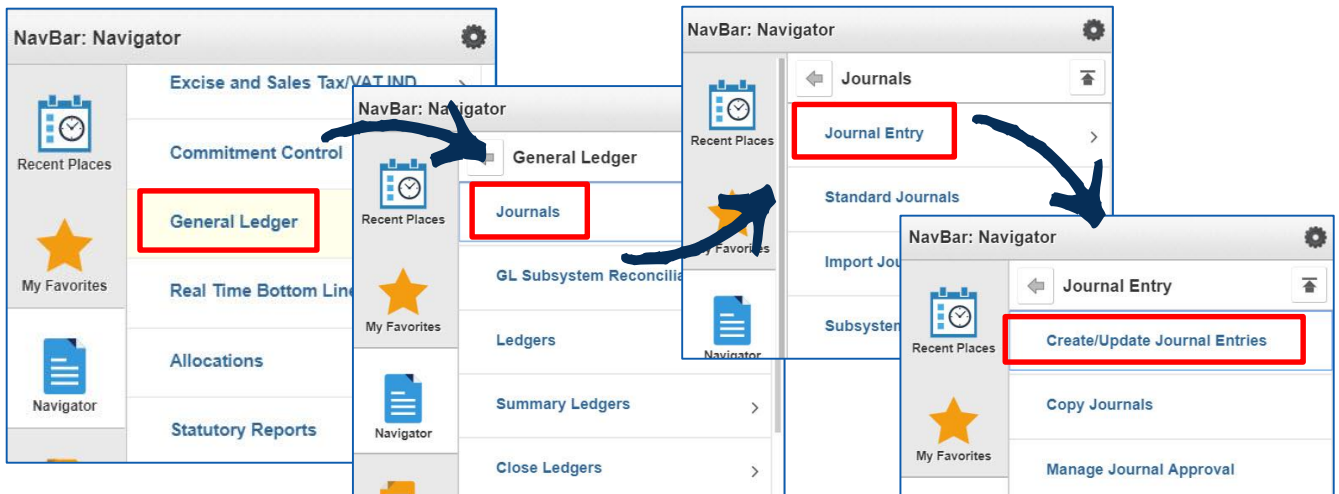
Create Journal Entries Online

With ONEPeralta, Campus Business Managers will create, process, and approve GL journals, and District Finance will have final approval.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Journals** > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal Entries**



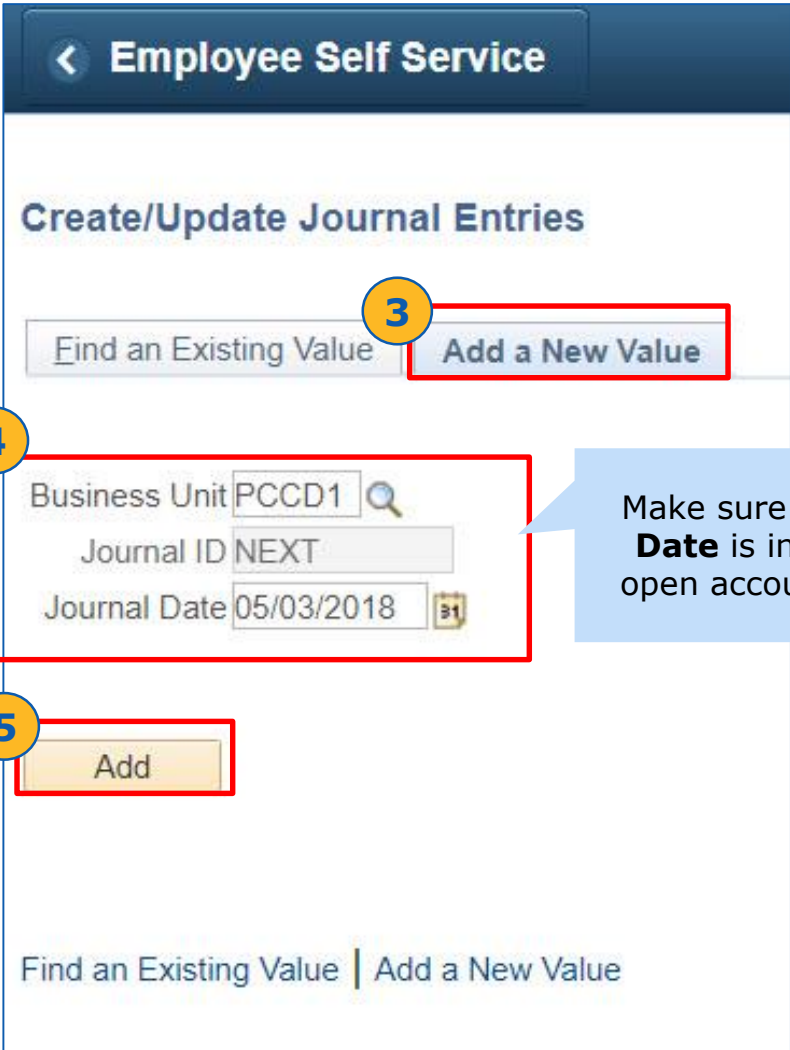
2



Create / Process Journals

Create Journal Entries Online

3. Click > **Add a New Value**
4. Enter > **Business Unit** > **Journal ID** > **Journal Date**
5. Click > **Add**



The screenshot shows the 'Employee Self Service' interface for 'Create/Update Journal Entries'. It features a navigation bar with a back arrow and the text 'Employee Self Service'. Below the title, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 3. Below these buttons, there are three input fields: 'Business Unit' with the value 'PCCD1' and a search icon, 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '05/03/2018' and a calendar icon. These three fields are grouped together in a red box with a yellow circle containing the number 4. Below the input fields is an 'Add' button, highlighted with a red box and a yellow circle containing the number 5. A blue callout box points to the 'Journal Date' field with the text: 'Make sure the **Journal Date** is in a currently open accounting period'. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Create / Process Journals

Create Journal Entries Online

6. Enter > **Long Description** > **Ledger Group** > **Source** > **Transaction Code**
7. Select > **Non-Adjusting Entry** from the dropdown
8. Click > **Commitment Control** hyperlink
9. Click > **Actuals and Recognized** box

Adjusting Entry is selected only when an adjusting entry is entered during quarter end close or year-end close

Create / Process Journals

Create Journal Entries Online

10. Click > **Lines** and verify that the business unit defaults to PCCD1
11. Enter > **Location** > **Fund** > **Cost Center** > **Object Code** > **Program** > **Activity Suffix** > **Project** > **Accounting Line** > **Amount**

10 Header | **Lines** | Errors | Approval

Unit: PCCD1 | Journal ID: NEXT | Date: | Process: Edit Journal

Select	Line	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Currency	Amount
<input type="checkbox"/>	1	9	01	115	2352	1	000000	0055	00		USD	

11 You may need to scroll right to see all the fields

12. Verify > **Journal Line Description**
13. Click > **Projected Balance** to view current and projected balance
14. Click > **Return**

12 Journal Line Description: Cler Tech & Sup Stf (Repl)

13 Projected Balance

Business Unit	Ledger	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project
PCCD1	ACTUALS	9	01	115	2352	1	000000	0055

Projected Balance		
	Debit Amount	Credit Amount
Current Balance :	0.00	0.00
	0.00	0.00
Balance :	0.00	0.00

14 Return

Create / Process Journals

Create Journal Entries Online

15. Click > **Header**
16. Click > **Attachments** to attach supporting documents
17. Click > **Add Attachment**

Journal Entry Attachments			
Unit	PCCD1	Journal ID	NEXT
Details			
File Name	Show to Approver?	Description	
View	<input checked="" type="checkbox"/>		

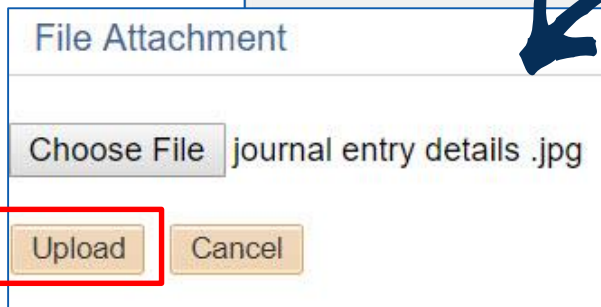
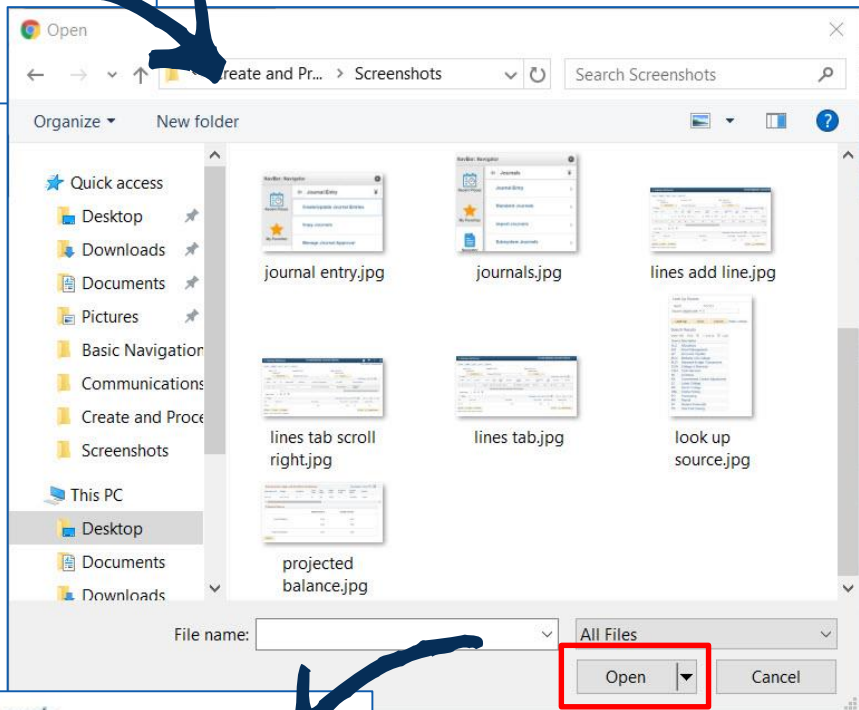
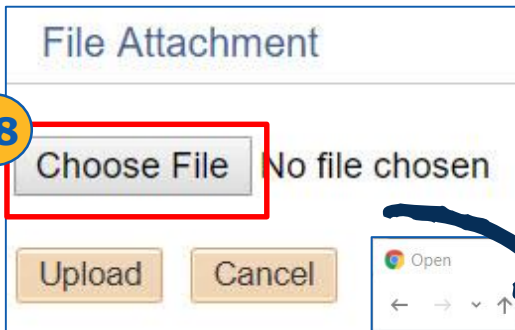
Adding large attachments can take some time to upload, therefore please wait before adding large attachments.

17 Add Attachment OK

Create / Process Journals

Create Journal Entries Online

18. Click > **Choose File** > Select File > **Open** > **Upload**



Create / Process Journals

Create Journal Entries Online

19. Enter > **Description**
20. Click > **OK**
21. Click > **Save**
22. Click > **OK**

Journal Entry Attachments

Unit PCCD1 Journal ID NEXT Date 05/04/2018

Details			
File Name	Show to Approver?	Description	User
journal_entry_details_.jpg	<input checked="" type="checkbox"/>	Journal entry details	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment **OK**

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

Reversal: Do Not Generate Revers

Entered By FUNC_2

Entered On

Last Updated On

Save **Notify** **Refresh**

Header | Lines | Totals | Errors | Approval

Message

Journal NEXT is saved. (5210,6)

OK

Create / Process Journals

Create Journal Entries Online

23. Click > **Attachments**
24. Confirm > **User** > **Name** > **Date/Time Stamp** updated
25. Click > **OK**

SJE Type

Currency Defaults: USD / CRRNT / 1

23 Attachments (1)

Reversal: Do Not Generate Reversal

Entered By FUNC_2

Entered On

Updated On

s | Approval

Journal Entry Attachments

Unit PCCD1 Journal ID NEXT Date 05/04/2018

Details						
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
journal_entry_details_.jpg	<input checked="" type="checkbox"/>	Journal entry details	FUNC_2	Functional User 2	05/04/2018 1:45:48PM	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments

25

Create / Process Journals

Create Journal Entries Online

26. Click > **Lines** tab
27. Select > **Edit Journal** as Process Option
28. Click > **Process**
29. Verify > **Journal Status: V** and **Budget Status: V**
30. If Either Status is Marked E, Click > **Errors** to view Errors

The screenshot shows the 'Create/Update Journal Entries' interface. At the top, there are tabs for 'Lines', 'Totals', and 'Errors'. Callout 26 points to the 'Lines' tab. Below the tabs, there are fields for 'Unit' (PCCD1), 'Journal ID' (NEXT), and 'Date' (05/14/2018). Callout 27 points to the 'Search Criteria' field where '*Process' is entered. Callout 28 points to the 'Process' button. Below this is a table of journal lines with columns for Select, Line, *Unit, *Ledger, SpeedType, Location, Fund, Cost Ctr, Object Code, Program, Activity Suffix, and Project. Callout 29 points to the 'Journal Status' and 'Budget Status' columns in the 'Totals' section, both showing 'V'. Callout 30 points to the 'Errors' tab.

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input type="checkbox"/>	1	PCCD1	ACTUALS		1	01	115	2352	1	000000	0055
<input type="checkbox"/>	2	PCCD1	ACTUALS		1	01	115	2352	1	000000	0055

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	2	1.00	1.00	V	V

Create / Process Journals

Create Journal Entries Online

31. Select > **Submit Journal** as Process option
32. Click > **Process**
33. Click > **Approval** to review approval workflow

Employee Self Service | Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** | New Window | Personalize Page

Unit PCCD1 | Journal ID NEXT | Date 05/14/2018 | Errors Only

Template List | Search Criteria | Change Values

Inter/IntraUnit | *Process Submit Journal | Process | Line 10

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input type="checkbox"/>	1	PCCD1	ACTUALS		1	01	115	2352	1	000000	0055

Employee Self Service | Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** | New Window | Personalize Page

Unit PCCD1 | Journal ID 000065624 | Date 05/14/2018 | Submit

Approval Status | Find

Unit PCCD1

Approval Check Active N

Approval Status None

Approval Action Approve

Deny Comments

254 characters remaining

Approval History

Save | Notify | Refresh

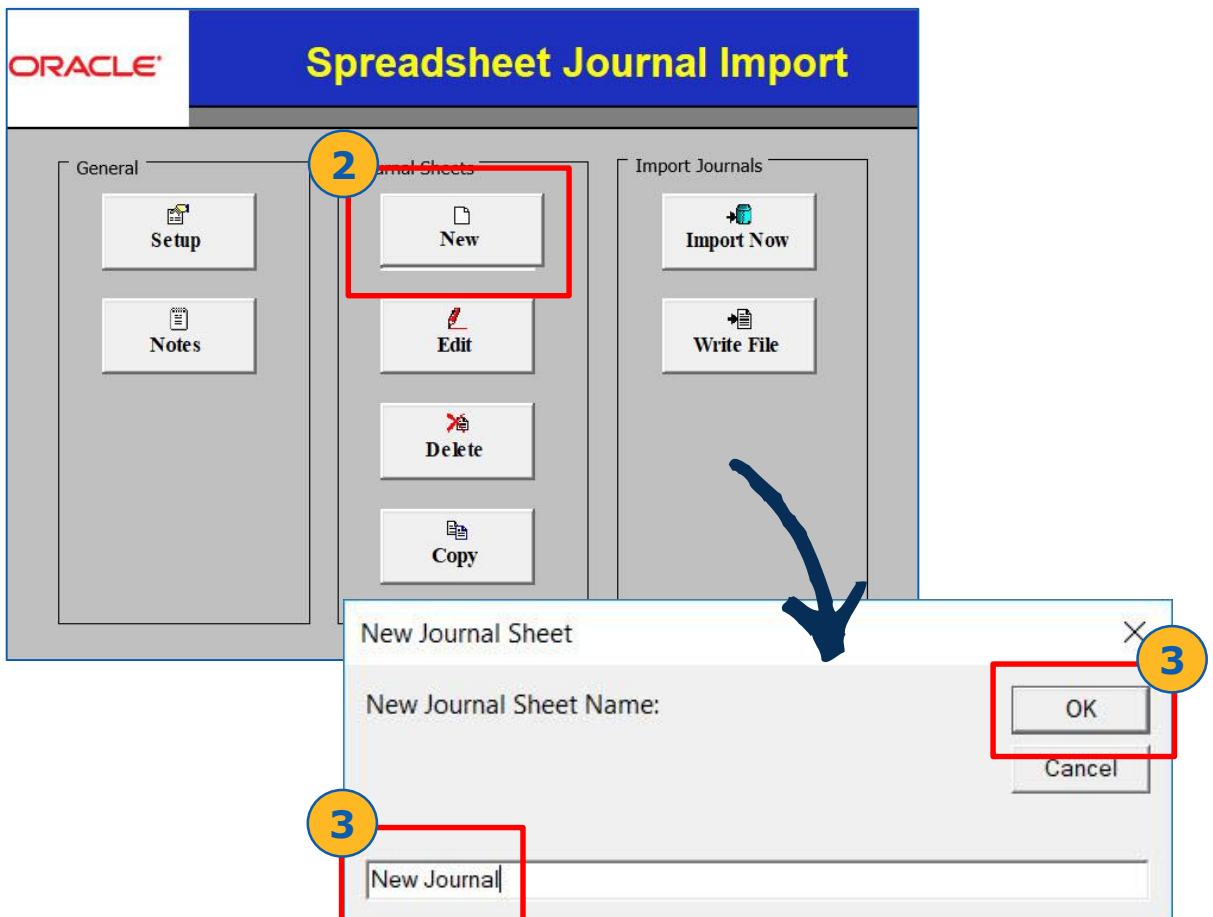
Header | Lines | Totals | Errors | Approval

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

In the ONEPeralta system, Journal Entries can also be created by uploading a spreadsheet. The spreadsheet upload file enables you to **create GL journals offline** using Excel and then import the journals into ONEPeralta.

1. Open > ONEPeralta-compatible **Spreadsheet Upload File**
2. Click > **New**
3. Type name for the journal. Click > **OK**

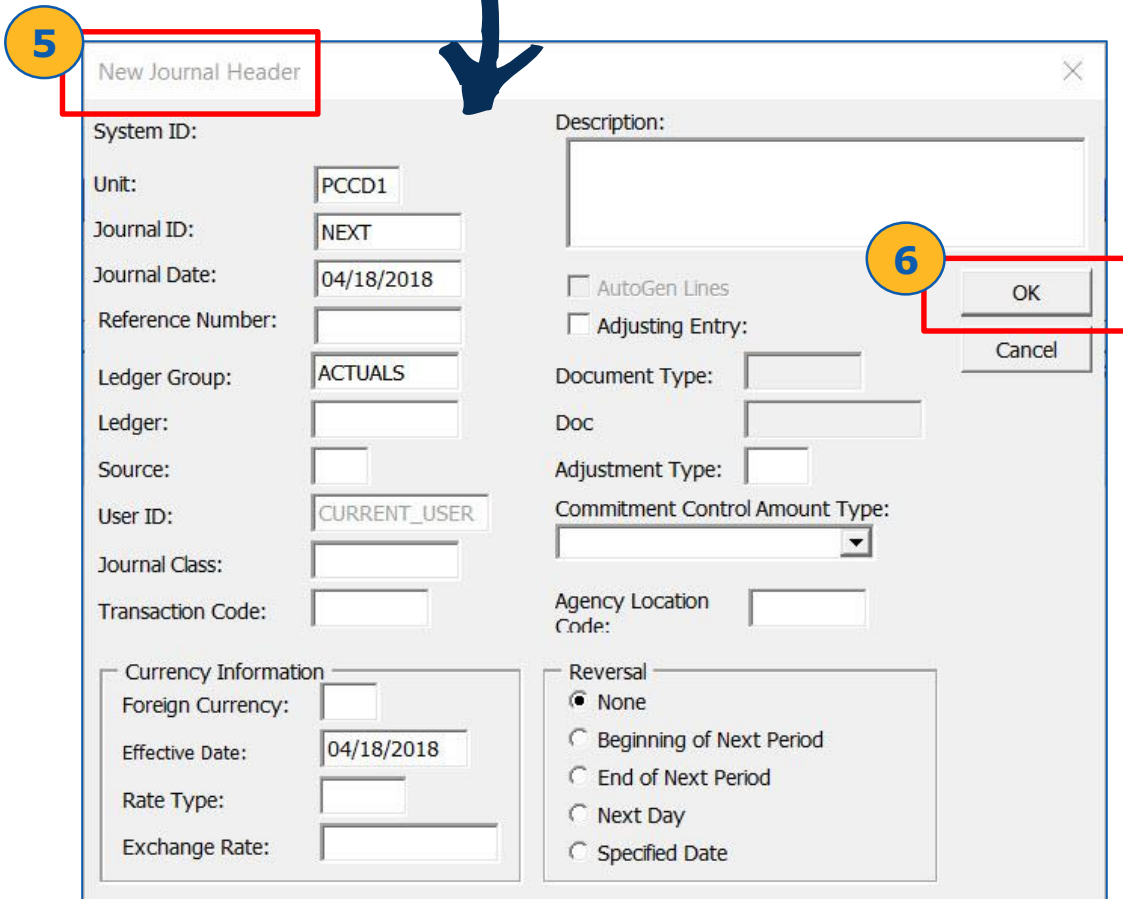
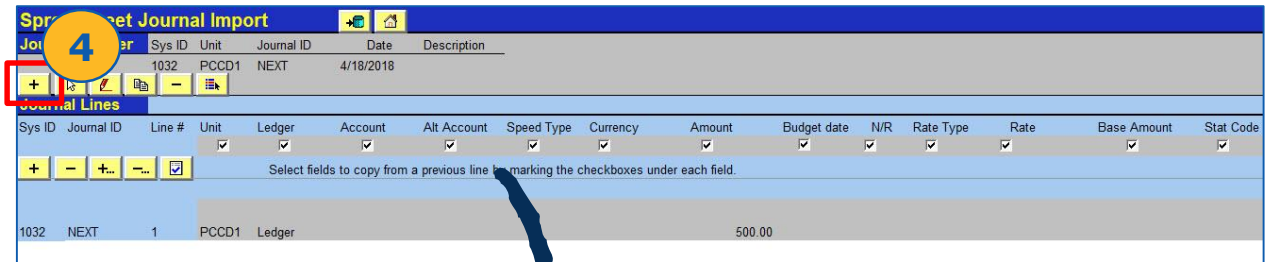


The screenshot displays the Oracle 'Spreadsheet Journal Import' interface. The 'General' tab is active, showing a 'Journal Sheets' section with a 'New' button highlighted by a red box and a yellow circle labeled '2'. Below it are 'Edit', 'Delete', and 'Copy' buttons. To the right, the 'Import Journals' section contains 'Import Now' and 'Write File' buttons. A blue arrow points from the 'New' button to a 'New Journal Sheet' dialog box. In the dialog box, the 'New Journal Sheet Name' field contains 'New Journal' and is highlighted by a red box and a yellow circle labeled '3'. The 'OK' button is also highlighted by a red box and a yellow circle labeled '3'.

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

4. Click > **+** under **Journal Header**
5. Enter > fields for the **New Journal Header**
6. Click > **OK**



Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

7. Click > **+** under **Journal Lines**
8. Enter relevant journal entry fields
9. Repeat 7 & 8 for all journal entries
10. Click > **Save** icon on the top left corner of the window

Spreadsheet Journal Import

Journal Header	Sys ID	Unit	Journal ID	Date	Description
	1031	PCCD1	TEST	4/18/2018	

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	Budget date
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.										
1031	TEST	1	PCCD1	ACTUALS	1101			USD	100.00	
1031	TEST	2	PCCD1	ACTUALS	1101			USD	(100.00)	

10

File Home Insert

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

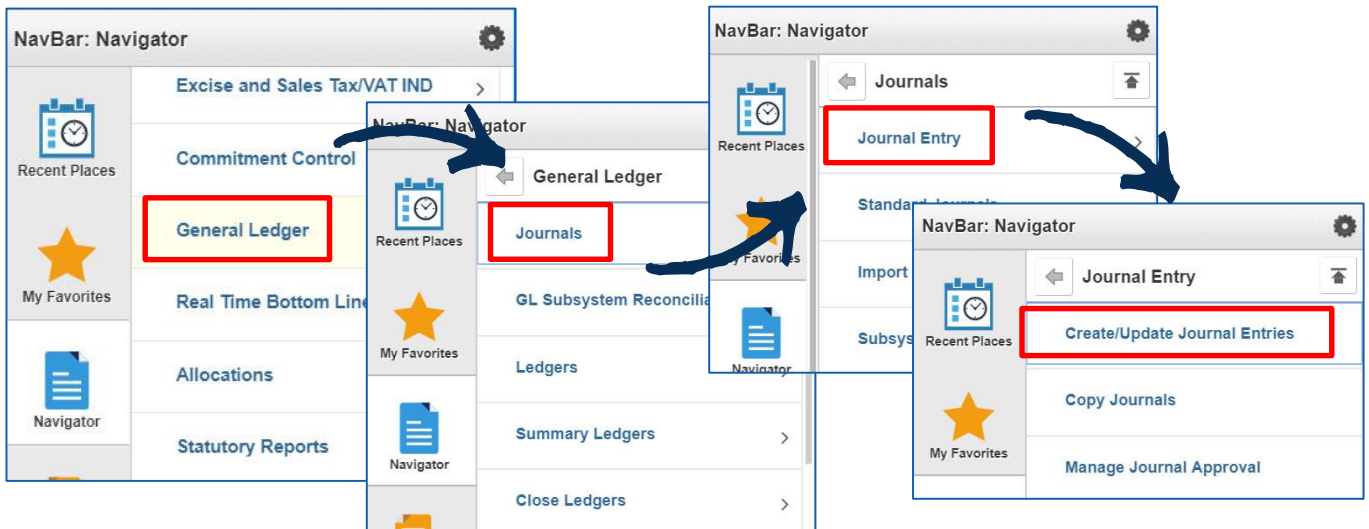
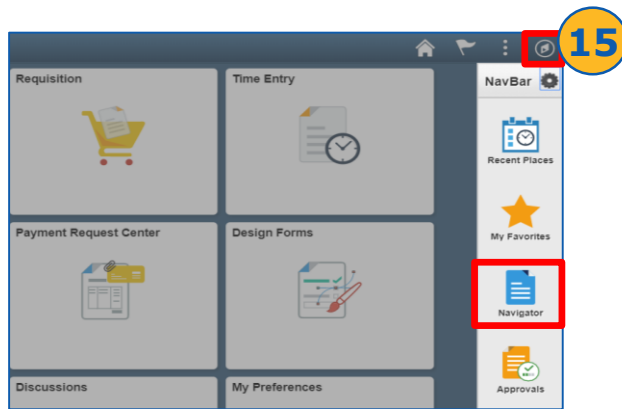
11. Click > **Home** > **Import Now**
12. Select > **Sheet** to import
13. Enter > **User ID** > **Password**
14. Click > **OK** > **OK**

The screenshot shows the Oracle Financials 'Spreadsheet Journal Import' interface. The main window has a 'Journal Header' table with columns: Sys ID, Unit, Journal ID, Date, and Description. The data row shows: 1032, PCCD1, NEXT, 4/18/2018. Below this is the 'Journal Lines' section with an 'ORACLE' logo and a 'Spreadsheet Journal Import' title. The interface is divided into three panels: 'General' (Setup, Notes), 'Journal Sheets' (New, Edit, Delete, Copy), and 'Import Journals' (Import Now, Write File). A callout '11' points to the 'Import Now' button in the 'Import Journals' panel. An 'Import Journals Now' dialog box is open, showing a 'Select Sheet:' list with 'New Journal 2', 'New Journal', and 'Test'. A callout '12' points to the list, and a callout '14' points to the 'OK' button. Below the dialog is the 'Import Control' section with 'User ID: FUNC_2' and 'Password: *****'. A callout '13' points to the 'User ID' field. An 'Import OK - Sheet' dialog box is also open, showing import statistics: 'Imported 0 journals' and 'Updated 1 journals' (1031 PCCD1, TEST, 04/18/2018). A callout '14' points to the 'OK' button in this dialog.

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

- 15. Click > **NavBar** > **Navigator** > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal Entries**



Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

16. Click > **Find an Existing Value**
17. Enter > **Search Criteria** to find the correct GL Journal
18. Click > **Search**
19. Select > **Journal ID**

Employee Self Service **Create/Update Journal Entries**

Create/Update Journal Entries

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

16 **Find an Existing Value** | Add a New Value

17 **Search Criteria**

Business Unit = PCCD1

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Case Sensitive

18 **Search** | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost	Sequence	Document	Sequence Number	Line Business Unit	Journal Header Status	Budget Checking H
PCCD1	0000065573	04/18/2018	0		(blank)		PCCD1	Posted	Valid
PCCD1	0000065575	04/18/2018	0		(blank)		PCCD1	Valid	Valid
PCCD1	NEXT	04/18/2018	0		(blank)		PCCD1	Edit Req'd	Not Chk'd

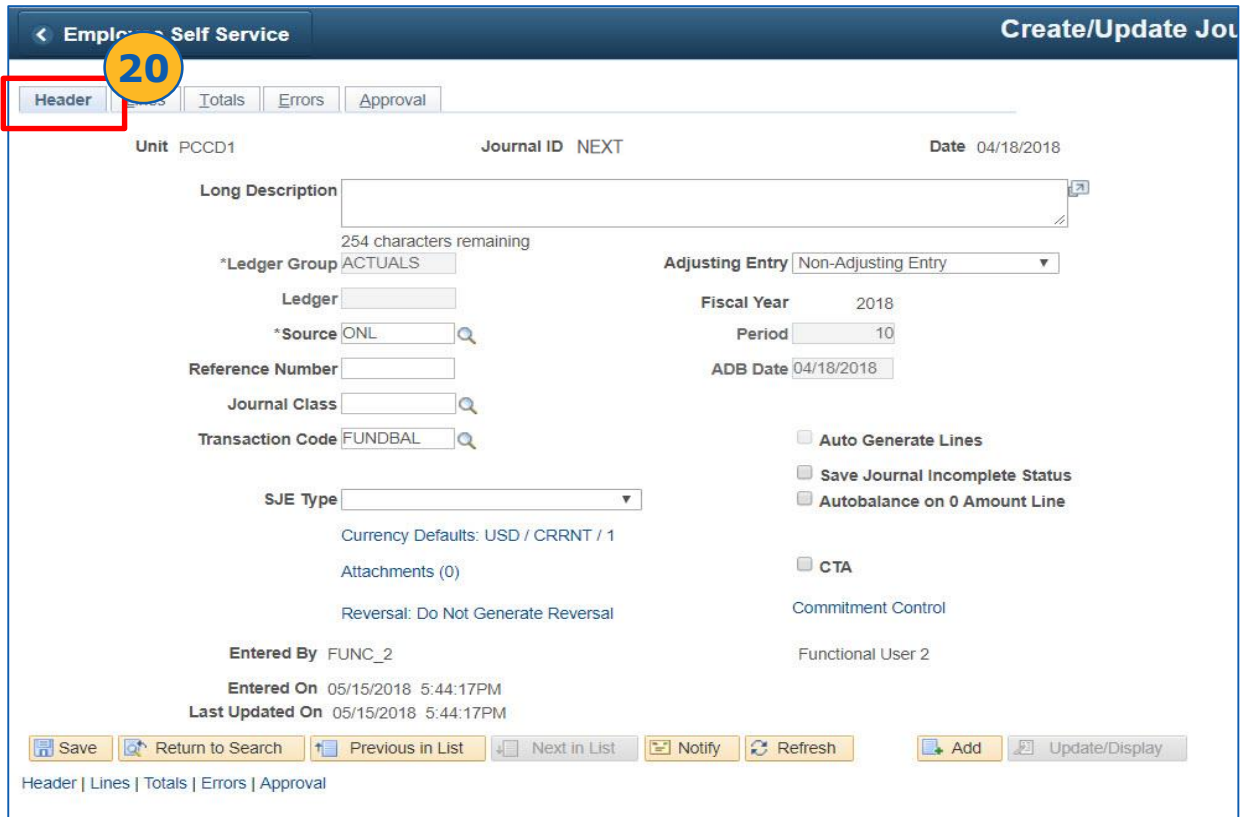
Find an Existing Value | Add a New Value

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

20. Click > **Header**

21. Verify > Journal Information



Header | Totals | Errors | Approval

Unit: PCCD1 Journal ID: NEXT Date: 04/18/2018

Long Description: (254 characters remaining)

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2018

*Source: ONL Period: 10

Reference Number: ADB Date: 04/18/2018

Journal Class: Auto Generate Lines

Transaction Code: FUNDBAL Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

CTA

Entered By: FUNC_2 Commitment Control

Entered On: 05/15/2018 5:44:17PM Functional User 2

Last Updated On: 05/15/2018 5:44:17PM

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

Header | Lines | Totals | Errors | Approval

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

- 22. Click > **Attachments**
- 23. Click > **Add Attachment**
- 24. Click > **Choose File**

Employee Self Service > Create

Unit PCCD1 Journal ID NEXT

Long Description New journal entry
237 characters remaining

*Ledger Group ACTUALS

Ledger

*Source COA

Reference Number

Journal Class

Transaction Code FUNDBAL

SJE Type

Currency Defaults: US\$ / CRRNT / 1

22 Attachments (0)

Reversal: Do Not Generate Reversal

Journal Entry Attachments

Unit PCCD1 Journal ID NEXT

Details

File Name	Show to Approver?	Description
View	<input checked="" type="checkbox"/>	

Adding large attachments can take some time to upload, therefore before adding large attachments.

23 Add Attachment OK

File Attachment

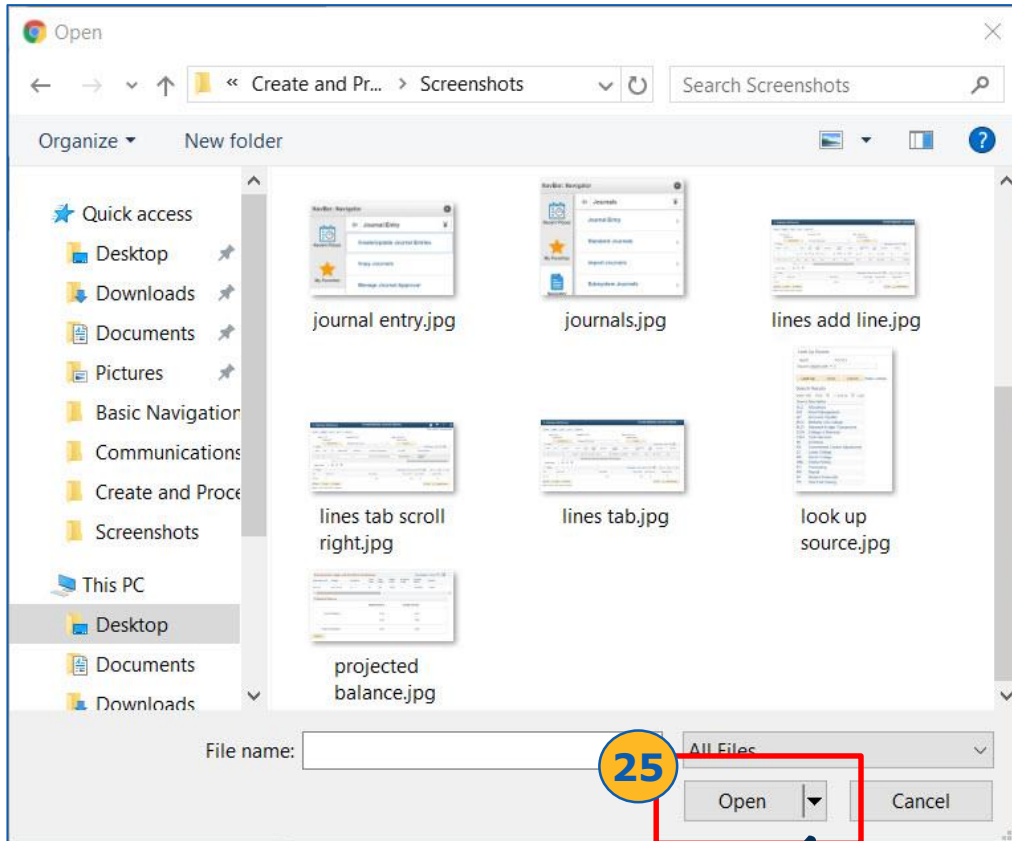
24 Choose File No file chosen

Upload Cancel

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

25. Select File. Click > **Open** > **Upload**



Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

26. Enter > **Description**
27. Click > **OK**
28. Click > **Save**.
29. Click > **OK**

Journal Entry Attachments

Unit	PCCD1	Journal ID	NEXT	Date	05/04/2018
Details					
File Name	Show to Approver?		Description	User	
journal_entry_details_.jpg	<input checked="" type="checkbox"/>		Journal entry details		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

27 Add Attachment **OK**

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

Reversal: Do Not Generate Reversal

Entered By FUNC_2

Entered On

Last Updated On

28 Save Notify Refresh

Header | Lines | Totals | Errors | Approval

29 OK

Message
Journal NEXT is saved. (5210,6)

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

30. Click > **Attachments**

31. Verify > **User** > **Name** > **Date/Time Stamp** are updated

SJE Type

Currency Defaults: USD / CRRNT / 1

30 Attachments (1)

Reversal: Do Not Generate Reversal

Entered By FUNC_2

Entered On

Journal Entry Attachments

Unit PCCD1 Journal ID 0000065605 Date 05/04/2018

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
journal_entry_details_.jpg	<input checked="" type="checkbox"/>	Journal entry details	FUNC_2	Functional User 2	05/04/2018 1:45:48PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK

31

Create / Process Journals

Create Journal Entries Via Spreadsheet Upload

32. Click > **Lines**

33. Verify > **ChartField** information on journal lines

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is selected and highlighted with a red box and a yellow circle containing the number '32'. Below the tab, there are fields for Unit (PCCD1), Journal ID (NEXT), Date (05/08/2018), and Errors Only (unchecked). There are also buttons for 'Inter/IntraUnit', '*Process' (with a dropdown menu), and 'Process'. A 'Line' dropdown is set to '10'. Below this is a table with the following data:

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input checked="" type="checkbox"/>	1	PCCD1	ACTUALS		1	11	112	1101	1	660200	0000
<input checked="" type="checkbox"/>	2	PCCD1	ACTUALS		1	11	112	1103	1	660200	0000

The table is highlighted with a red box and a yellow circle containing the number '33'. Below the table, there are 'Lines to add' controls (set to 1) and a 'Totals' section. The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	2	10.00	10.00	V	V

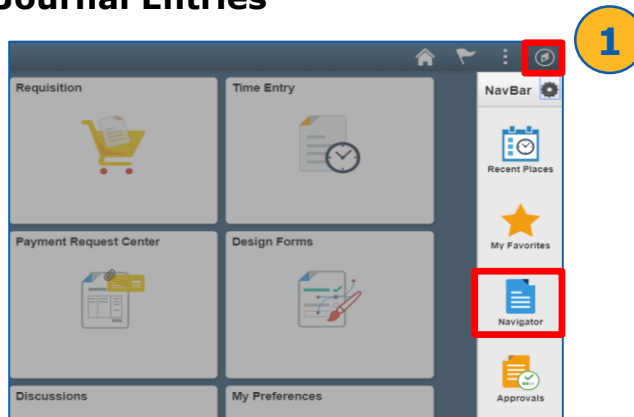
At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom left reads 'Header | Lines | Totals | Errors | Approval'.

Create / Process Journals

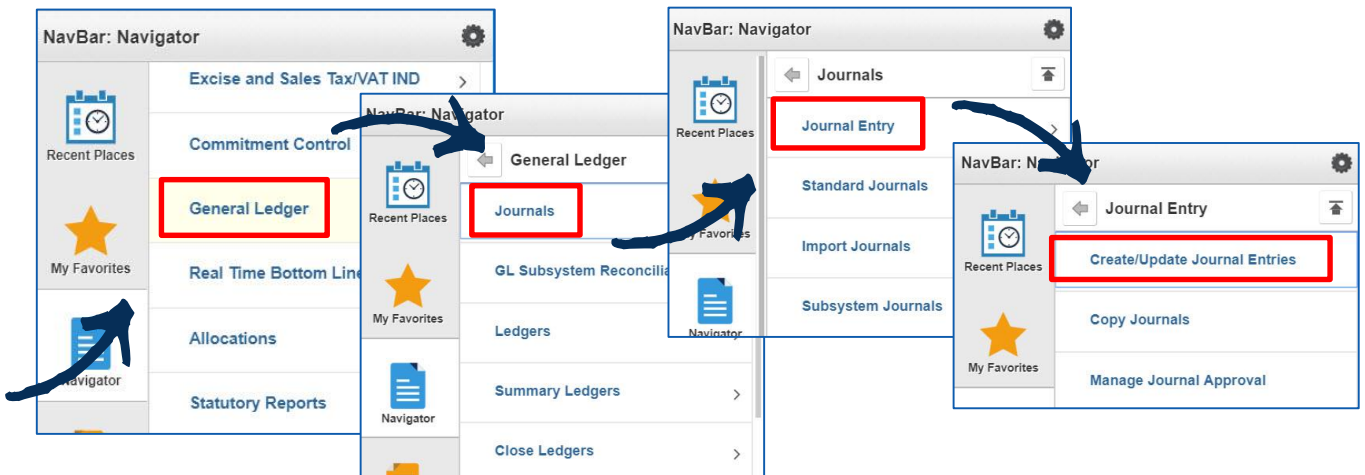
Create Reversal Journal Entries

A reversal entry is commonly used when either revenue or expenses were accrued in the preceding period, and you do not want the accruals to remain for another period. Reversal entries should not be created when a GL journal is posted by mistake (see **Lesson 5** for how to **Delete Journal Entries** or **Lesson 7** for how to **Unpost Journal Entries**)

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal Entries**



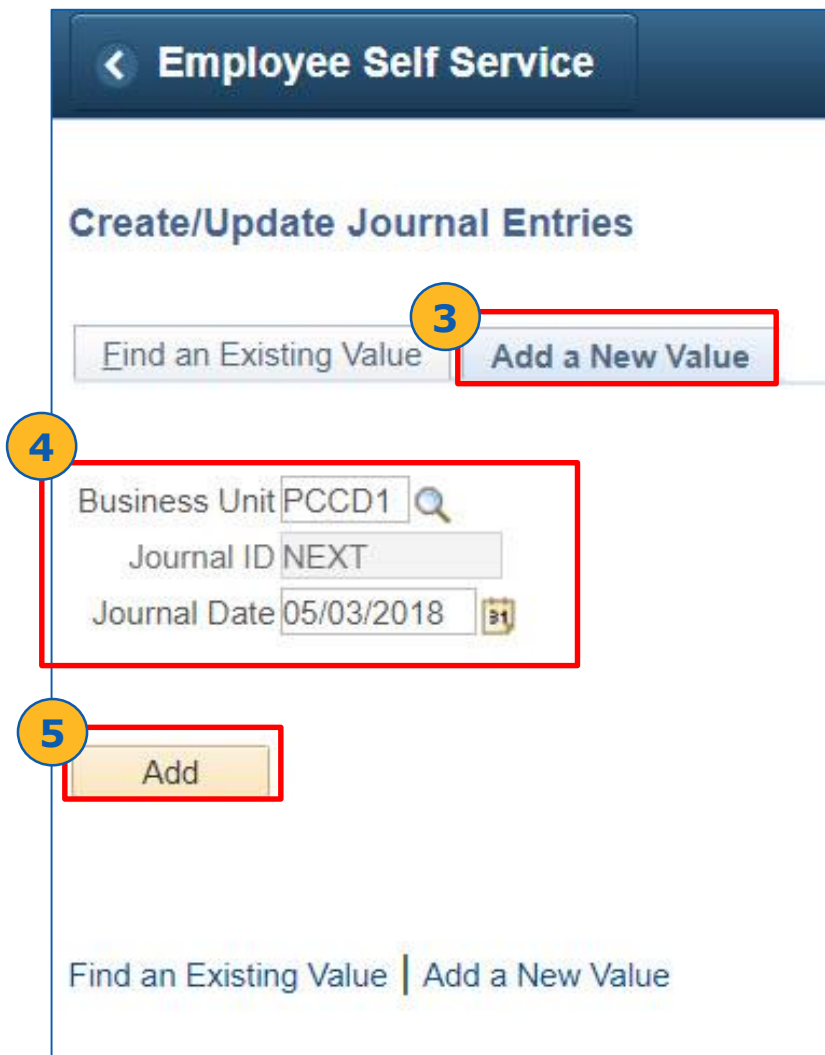
2



Create / Process Journals

Create Reversal Journal Entries

3. Click > **Add a New Value**
4. Enter > **Business Unit** > **Journal ID** > **Journal Date**
5. Click > **Add**



Employee Self Service

Create/Update Journal Entries

Find an Existing Value **3** Add a New Value

4 Business Unit PCCD1
Journal ID NEXT
Journal Date 05/03/2018

5 Add

Find an Existing Value | Add a New Value

Create / Process Journals

Create Reversal Journal Entries

6. Enter > **Long Description** > **Ledger Group** > **Source** > **Transaction Code**
7. Select > **Non-Adjusting Entry** in dropdown
8. Click > **Commitment Control**
9. Select > **Actuals and Recognized**

The screenshot shows the 'Create/Update Journal Entries' interface. A blue callout box at the top right contains the text: "Adjusting Entry is selected only when an adjusting entry is entered during quarter end close or year-end close".

- 6:** A red box highlights the 'Long Description' field (containing 'New journal entry'), '*Ledger Group' (containing 'ACTUALS'), 'Ledger', '*Source' (containing 'COA'), 'Reference Number', 'Journal Class', and 'Transaction Code' (containing 'FUNDBAL').
- 7:** A red box highlights the 'Adjusting Entry' dropdown menu, which is currently set to 'Non-Adjusting Entry'.
- 8:** A red box highlights the 'Commitment Control' checkbox, which is currently unchecked.
- 9:** A red box highlights the 'Actuals and Recognized' radio button in the 'Commitment Control' dialog box.

Other visible fields include: Unit: PCCD1, Journal ID: NEX, Fiscal Year: 2018, Period: 11, ADB Date: 05/14/2018, SJE Type, Currency Defaults: USD / CRRNT / 1, Attachments (0), Reversal: Do Not Generate Reversal, and Functional User 2. Buttons for 'Add' and 'Update/Display' are visible at the bottom right.

Create / Process Journals

Create Reversal Journal Entries

10. Click > **Reversal: Do Not Generate Reversal**
11. Click > **Beginning of Next Period**
12. Click > **OK**
13. Verify > **Reversal: Beginning of Next Period**

The screenshot shows the 'Create/Update Journal Entries' interface. The main form includes fields for Unit (PCCD1), Journal ID (NEXT), Date (05/04/2018), Long Description (New journal entry), Ledger Group (ACTUALS), Ledger, Source (COA), Reference Number, Journal Class, Transaction Code (FUNDBAL), SJE Type, Currency Defaults (USD / CRRNT / 1), and Adjusting Entry (Adjusting Entry). The 'Reversal: Do Not Generate Reversal' option is highlighted with a red box and callout 10. Below this, the 'Journal Entry Reversal' section is visible, with 'Beginning of Next Period' selected and highlighted with a red box and callout 11. The 'OK' button is highlighted with a red box and callout 12. A secondary view on the right shows the 'Reversal: Beginning of Next Period' option highlighted with a red box and callout 13.

Create / Process Journals

Create Reversal Journal Entries

14. Click > **Lines**
15. Verify > default **Business Unit** appears
16. Enter > **Location** > **Fund** > **Cost Center** > **Object Code** > **Program** > **Activity Suffix** > **Project** > **Accounting Line** > **Amount**

Employee Self Service **Create/Update Journal Entries**

Header | **Lines** | Errors | Approval

Unit PCCD1 Journal ID NEXT Date 05/09/2018
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Select	Line	*Unit	Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input type="checkbox"/>	1	PCCD1	ACTUALS								

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Create / Process Journals

Create Reversal Journal Entries

17. Verify > **Journal Line Description**
18. Click > **Projected Balance** on the rightmost of the journal line and view the current and projected balance for a journal line

< Employee Self Service
Create/Update Journal Entries

Unit PCCD1 Journal ID NEXT Date 05/09/2018
Template List Change Values

Inter/IntraUnit
*Process Edit Journal
Process

▼ Lines
Personalize | Find | [Print] | [Refresh]

Select	Line	Qty	Base Amount	Referen	Journal Line Description	PC Status	Projected Balance
<input type="checkbox"/>	1					Not Distribu	Projected Balance

Lines to add + - [Print]

▼ Totals
Personalize | Find | View All | [Print] | [Refresh]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	1	0.00	0.00		N

BusinessUnit, Ledger and ChartField Combination
Personalize | Find | [Print] | [Refresh]

Business Unit	Ledger	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project
PCCD1	ACTUALS							

Projected Balance

	Debit Amount	Credit Amount
Current Balance :	0.00	0.00
	0.00	0.00
Projected Balance :	0.00	0.00

Return

Create / Process Journals

Create Reversal Journal Entries

19. Click > **Header**
20. Click > **Attachments**
21. Click > **Add Attachment**

< Employee Self Service
Create/Update Journal

19
Header
Lines
Totals
Errors
Approval

Unit PCCD1
Journal ID NEXT
Date 04/18/2018

Long Description

254 characters remaining

*Ledger Group

Ledger

*Source

Reference Number

Journal Class

Transaction Code

Adjusting Entry

Fiscal Year

Period

ADB Date

SJE Type

Currency Defaults: USD / CRPNT / 1

Entered By FUNC_2

Entered On 05/15/2018 5:43:17PM

Last Updated On 05/15/2018 5:43:17PM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Journal Entry Attachments

Unit PCCD1
Journal ID NEXT

Details		
File Name	Show to Approver?	Description
View	<input checked="" type="checkbox"/>	

Adding large attachments can take some time to upload, therefore before adding large attachments.

20
Attachments (0)

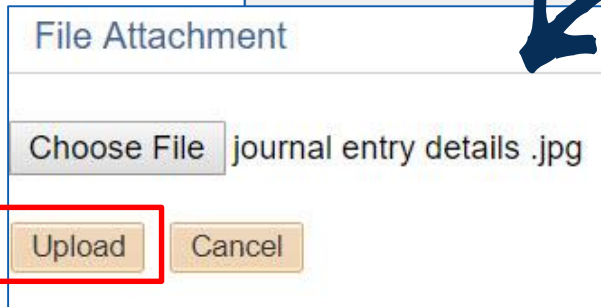
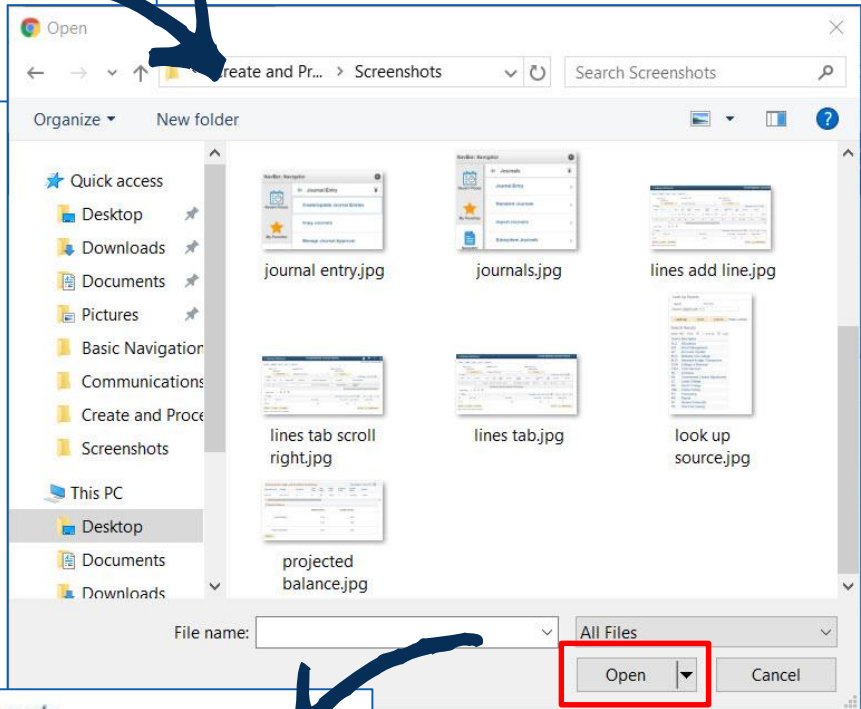
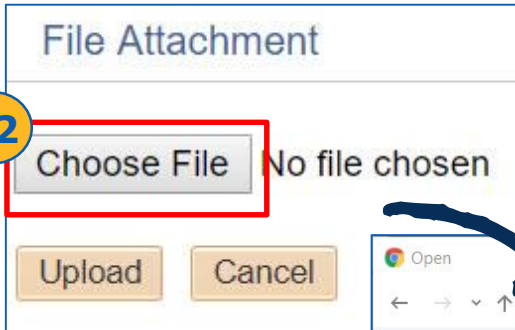
21
Add Attachment

OK

Create / Process Journals

Create Reversal Journal Entries

22. Click > **Choose File** > Select File > **Open** > **Upload**



Create / Process Journals

Create Reversal Journal Entries

23. Enter > **Description**

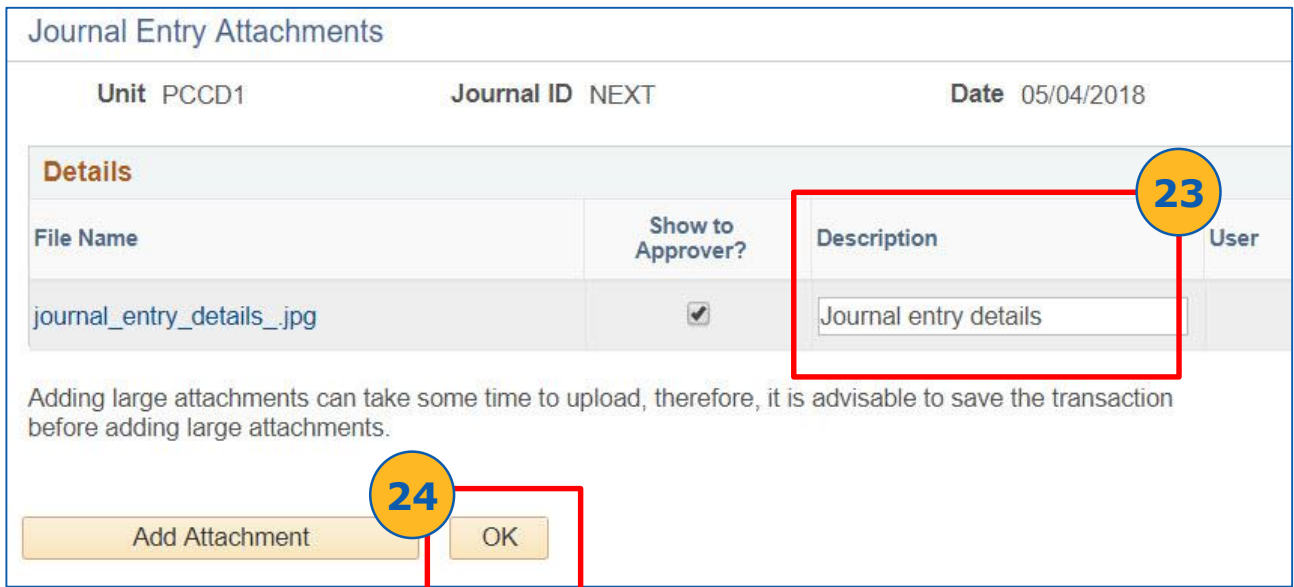
24. Click > **OK**

Journal Entry Attachments

Unit PCCD1 Journal ID NEXT Date 05/04/2018

Details			
File Name	Show to Approver?	Description	User
journal_entry_details_.jpg	<input checked="" type="checkbox"/>	<input type="text" value="Journal entry details"/>	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

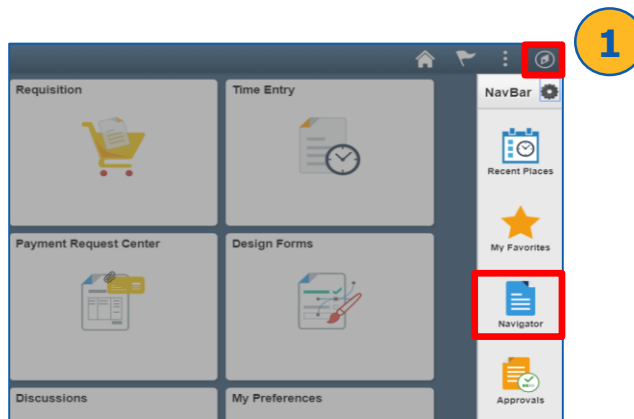


Create / Process Journals

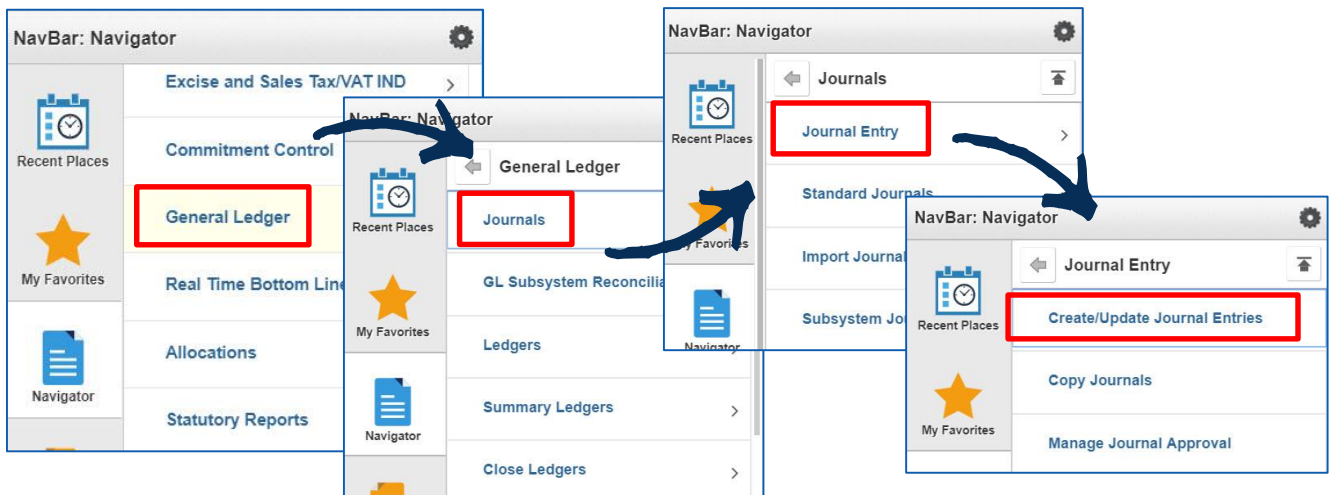
Copy Journal Entries

You can **copy GL journal entries** when you create a similar type of journal every month with few updates, or if you have unposted a journal and only minor corrections are required to post the journal again.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal Entries**



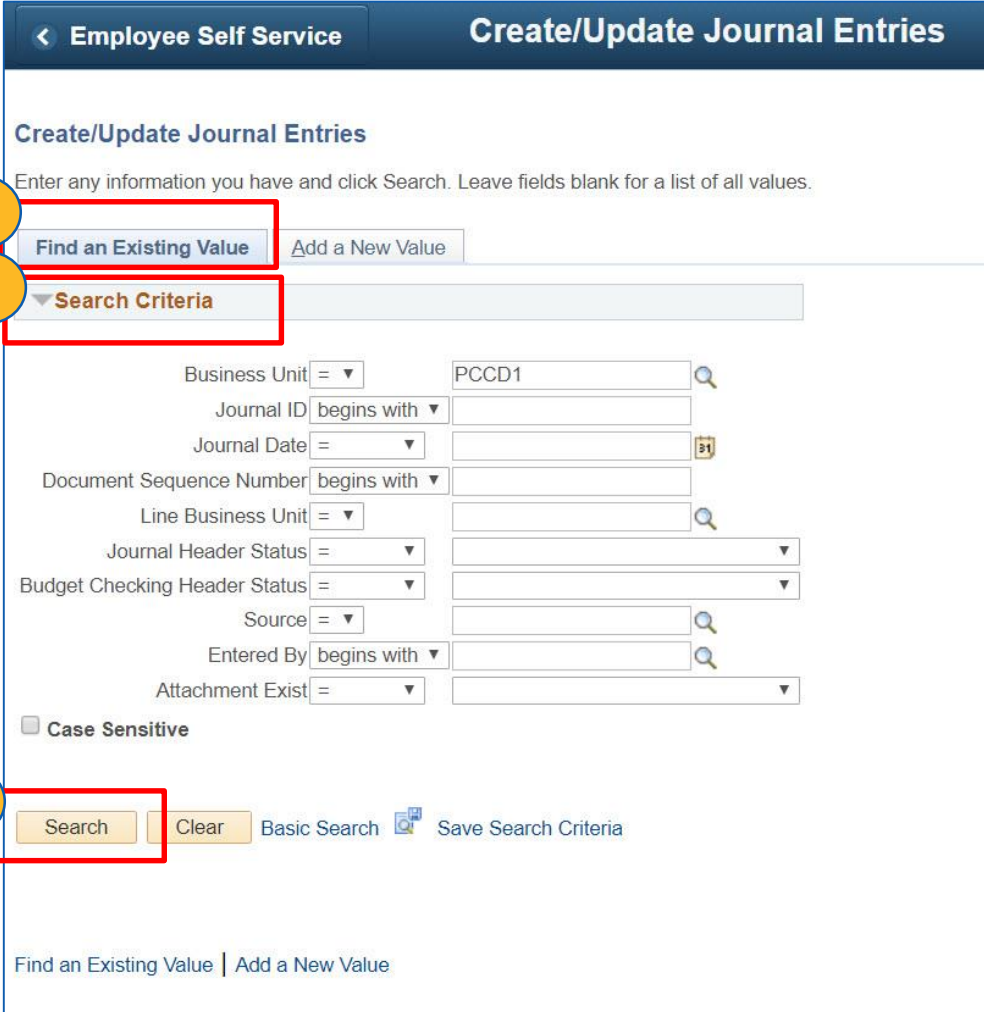
2



Create / Process Journals

Copy Journal Entries

3. Click > **Find an Existing Value**
4. Enter > **Search Criteria**
5. Click > **Search**




Employee Self Service **Create/Update Journal Entries**

Create/Update Journal Entries


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

3 **Find an Existing Value** Add a New Value


4 **Search Criteria**

Business Unit = 

Journal ID begins with


Journal Date = 


Document Sequence Number begins with

Line Business Unit = 

Journal Header Status =


Budget Checking Header Status =

Source = 

Entered By begins with 

Attachment Exist =

Case Sensitive

5 **Search** **Clear** Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

Create / Process Journals

Copy Journal Entries

6. Select > **Journal Entry** you wish to copy
7. Click > **Lines**
8. Select > **Process Option: Copy Journal**
9. Click > **Process**

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost	Sequence	Document	Sequence Number	Line	Business Unit	Journal Header	Status	Budget	Checking H
PCCD1	NEXT	04/18/2018	0		(blank)			PCCD1	Posted	Valid		
PCCD1	0000005575	04/18/2018	0		(blank)			PCCD1	Valid	Valid		
PCCD1	TEST	04/18/2018	0		(blank)			PCCD1	Edit Req'd	Not Chk'd		

Find an Existing Value | Add a New Value

Employee Self Service

Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: PCCD1 Journal ID: NEXT Date: 05/08/2018 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Copy Journal Process Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input checked="" type="checkbox"/>	1	PCCD1	ACTUALS		1	11	112	1101	1	660200	0000
<input type="checkbox"/>	2	PCCD1	ACTUALS		1	11	112	1103	1	660200	0000

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	2	10.00	10.00	V	V

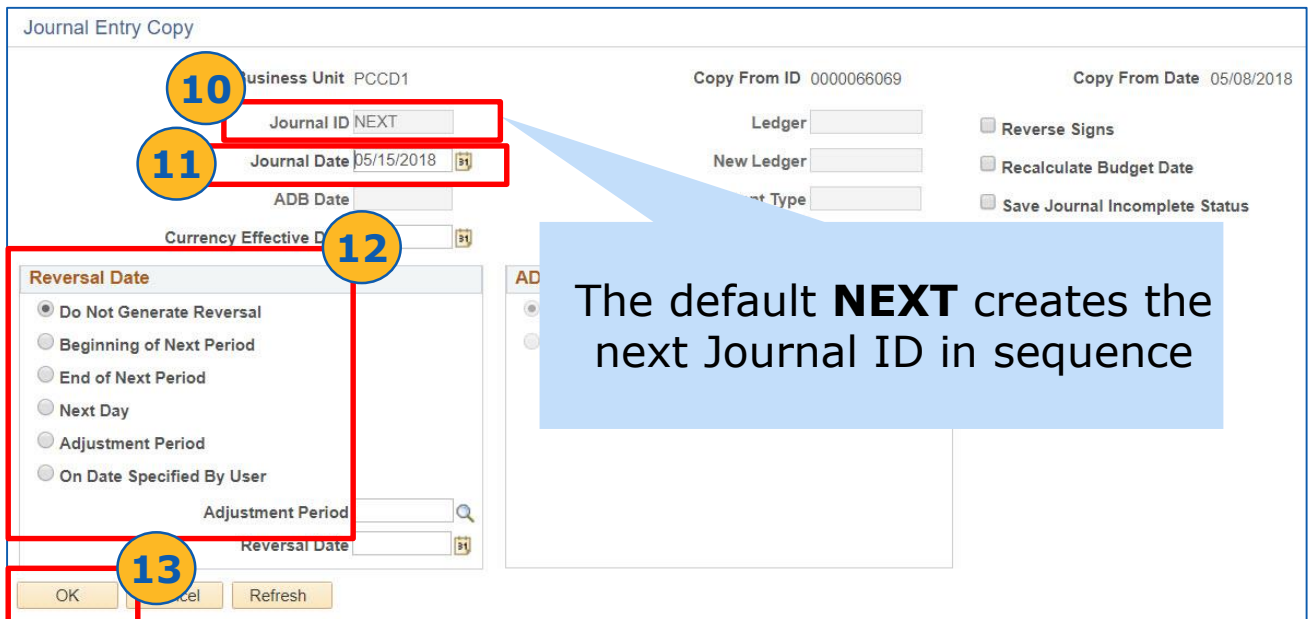
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Create / Process Journals

Copy Journal Entries

10. Modify > **Journal ID**, if required
11. Modify > **Journal Date**, if required
12. Select > **Reversal Date** option if copied journal needs to be reversed
13. Click > **OK**



The screenshot shows the 'Journal Entry Copy' form with the following fields and options:

- Business Unit:** PCCD1
- Copy From ID:** 0000066069
- Copy From Date:** 05/08/2018
- Journal ID:** NEXT (highlighted with a red box and circled 10)
- Journal Date:** 05/15/2018 (highlighted with a red box and circled 11)
- ADB Date:** (empty)
- Currency Effective Date:** (empty)
- Reversal Date:** (highlighted with a red box and circled 12)
- Reversal Date Options:**
 - Do Not Generate Reversal
 - Beginning of Next Period
 - End of Next Period
 - Next Day
 - Adjustment Period
 - On Date Specified By User
- Adjustment Period:** (empty)
- Reversal Date:** (empty)
- Buttons:** OK, Cancel, Refresh (OK is highlighted with a red box and circled 13)
- Other Options:** Ledger, New Ledger, Account Type, Reverse Signs, Recalculate Budget Date, Save Journal Incomplete Status

A blue callout box contains the text: "The default **NEXT** creates the next Journal ID in sequence".

Create / Process Journals

Copy Journal Entries

14. Click > **Header**

15. Modify > **Long Description**, as needed

< Lines
Create/Update Journal Entries

14
Header
Totals
Errors
Approval

Unit PCCD1
Jour 15 T
Date 05/15/2018

Long Description Copy of journal entry

233 characters remaining

***Ledger Group** ACTUALS

Ledger

***Source** ONL

Reference Number

Journal Class

Transaction Code FUNDBAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By FUNC_2

Entered On 05/15/2018 11:45:19PM

Last Updated On 05/15/2018 11:45:19PM

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2018

Period 11

ADB Date 05/15/2018

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Save
Return to Search
Notify
Refresh

Add
Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Create / Process Journals

Copy Journal Entries

16. Click > **Lines**
17. Modify > **ChartFields** > **Amount**, as needed
18. Click > **Save**

Employee Self Service **Create/Update Journal Entries**

Header | **Lines** | Errors | Approval

Unit: PCCD1 Journal ID: NEXT Date: 05/08/2018 Errors Only

Template List: Inter/IntraUnit Search Criteria: *Process: Copy Journal Change Values: Process Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input checked="" type="checkbox"/>	1	PCCD1	ACTUALS		1	11	112	1101	1	660200	0000
<input type="checkbox"/>	2	PCCD1	ACTUALS		1	11	112	1103	1	660200	0000

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1		10.00	10.00	V	V

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

Header | Lines | Totals | Errors | Approval

Create / Process Journals

Copy Journal Entries

19. Select > **Process Options: Edit Journal**
20. Click > **Process**
21. Verify > **Journal Status: V > Budget Status: V**

< Lines
Create/Update Journal Entries

Unit PCCD1
Journal ID | NEXT
Date 05/15/2018
 Errors Only

Template List
Search Criteria
Change Values

Inter/IntraUnit
Process Edit Journal
Process
Line 10

19 Process Edit Journal Process **20**

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input type="checkbox"/>	1	PCCD1	ACTUALS		1	11	112	1101	1	660200	0000
<input type="checkbox"/>	2	PCCD1	ACTUALS		1	11	112	1103	1	660200	0000

Lines to add + - 🗑️

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
PCCD1	2	10.00	10.00	V	V

Save
Return to Search
Notify
Refresh
Add
Update/Display

Header | Lines | Totals | Errors | Approval

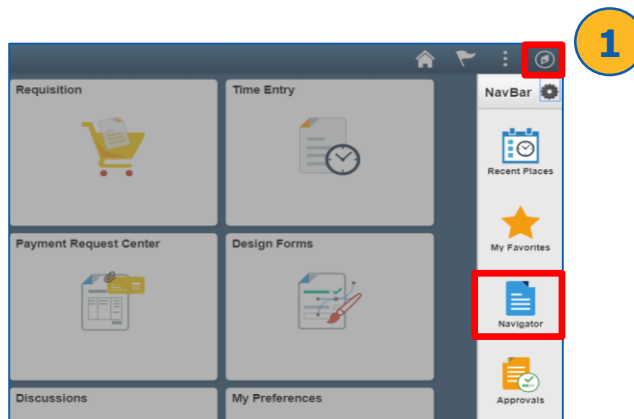
21

Create / Process Journals

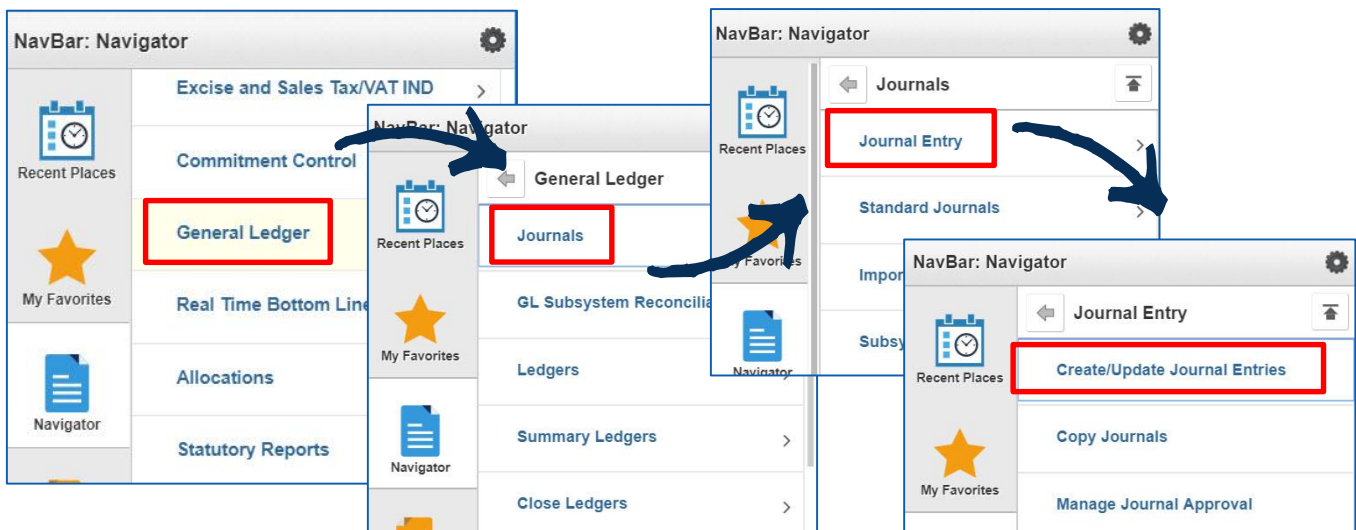
Delete Journal Entries

A GL journal entry **can be deleted if it has not yet been posted**. This functionality is useful when an error is identified before posting.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal Entries**



2



Create / Process Journals

Delete Journal Entries

3. Click > **Find an Existing Value**
4. Enter > **Search Criteria**
5. Click > **Search**
6. Select > **Journal ID** to delete

Employee Self Service **Create/Update Journal Entries**

Create/Update Journal Entries

Enter any information you want to search for. Click Search. Leave fields blank for a list of all values.

3 Find an Existing Value | Add a New Value

4 Search Criteria

Business Unit = [dropdown] PCCD1 [search icon]

Journal ID begins with [input]

Journal Date = [dropdown] [input] [calendar icon]

Document Sequence Number begins with [input]

Line Business Unit = [dropdown] [input] [search icon]

Journal Header Status = [dropdown]

Budget Checking Header Status = [dropdown]

Source = [dropdown] [input] [search icon]

Entered By begins with [input] [search icon]

Attachment Exist = [dropdown]

Case Sensitive

5 Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking H
PCCD1	0000065573	04/18/2018	0	(blank)	PCCD1	Posted	Valid
PCCD1	NEXT	04/18/2018	0	(blank)	PCCD1	Valid	Valid
PCCD1	TEST	04/18/2018	0	(blank)	PCCD1	Edit Req'd	Not Chk'd

6

Find an Existing Value | Add a New Value

Create / Process Journals

Delete Journal Entries

7. Click > **Lines**
8. Select > **Process Option: Delete Journal**
9. Click > **Process**
10. Select > **Yes** > **OK**

The screenshot shows the 'Create/Update Journal Entries' window. The 'Lines' tab is selected (7). The 'Process' button is highlighted (9). A confirmation message dialog box is displayed with the text: 'Are you sure that you want to delete this journal? (5010,30)'. The 'Yes' button is highlighted (10).

Select	Line	*Unit	*Ledger	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project
<input type="checkbox"/>	1	PCCD1	ACTUALS		1	11	112	1101	1	660200	0000
<input type="checkbox"/>	2	PCCD1	ACTUALS		1	11		1103	1	660200	0000

The screenshot shows a confirmation message dialog box with the text: 'Journal NEXT is logically deleted. (5210,7)'. The 'OK' button is highlighted (10).

Create / Process Journals

Delete Journal Entries

11. Click > **Find an Existing Value**
12. Enter > **Search Criteria**
13. Click > **Search**
14. Verify > **Journal Header Status: Deleted**

Employee Self Service
Create/Update Journal Entries

Create/Update Journal Entries

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

Find an Existing Value
Add a New Value

Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find a

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status
PCCD1	NEXT	05/08/2018	0	(blank)	PCCD1	Deleted	Not Chk'd

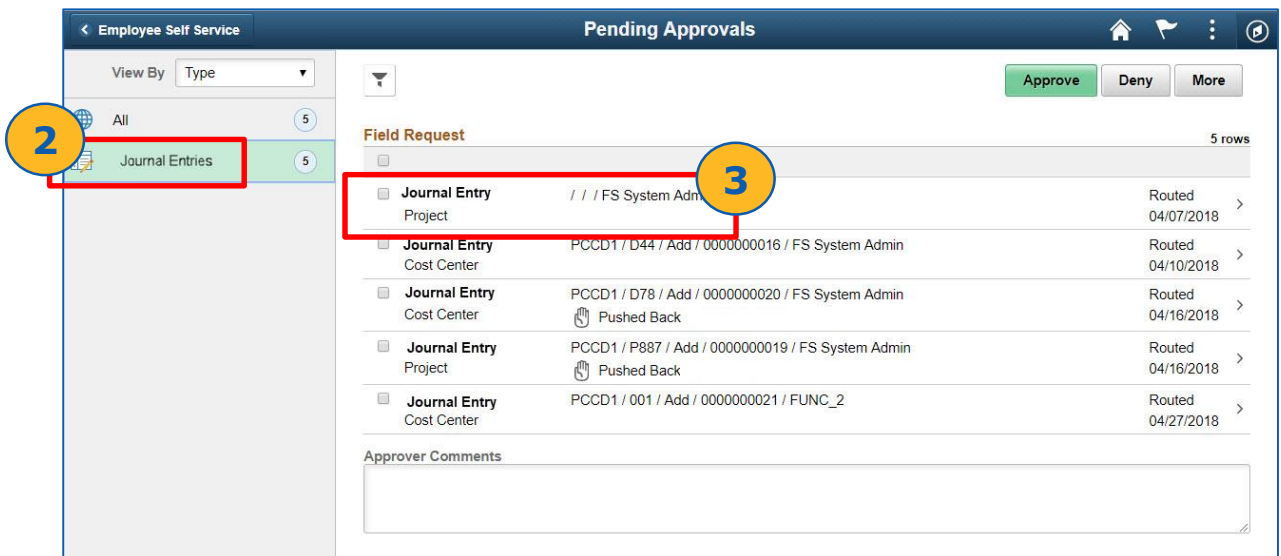
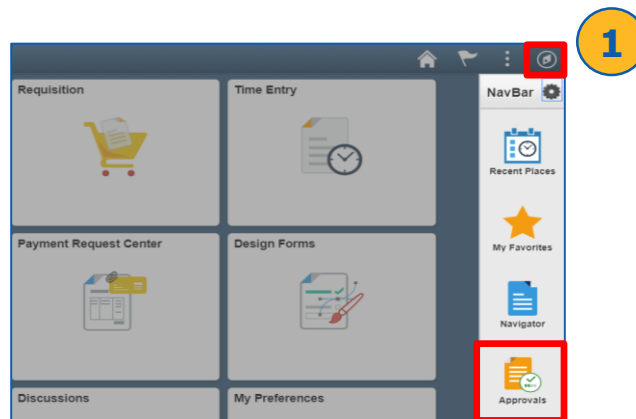
Find an Existing Value | Add a New Value

Create / Process Journals

Approve / Deny / Pushback Journal Entries

After a user requests a ChartField, the appropriate approvers will see the request in their Approvals page.

1. Click > **NavBar** icon > **Approvals** OR Click > **Approvals** tile
2. Click > **Journal Entries**
3. Select > **Journal Entry** to review



Create / Process Journals

Approve / Deny / Pushback Journal Entries

4. Click > **View Attachments** > X
5. Click > **Approval Chain** (optional) > X

4 Attachments

View Attachments >

Approver Comments

View Attachments

Request ID NEXT

▼ Comment

Sequence	Attached File	Description	Created By
1	Maintain_Chartfield_Values.jpg	ChartField Value Request Form	

▼ Attachments

View Attachments >

Approver Comments

Approval Chain

Approval Chain

Chart Field Request

▼ Request ID Pending

Start New Path

ChartField Request Approval

⌚ Pending +

Multiple Approvers
ChartField Campus Manager Appr >

📄 Not Routed +

Multiple Approvers
Chartfield District Finance >

▼ Comments

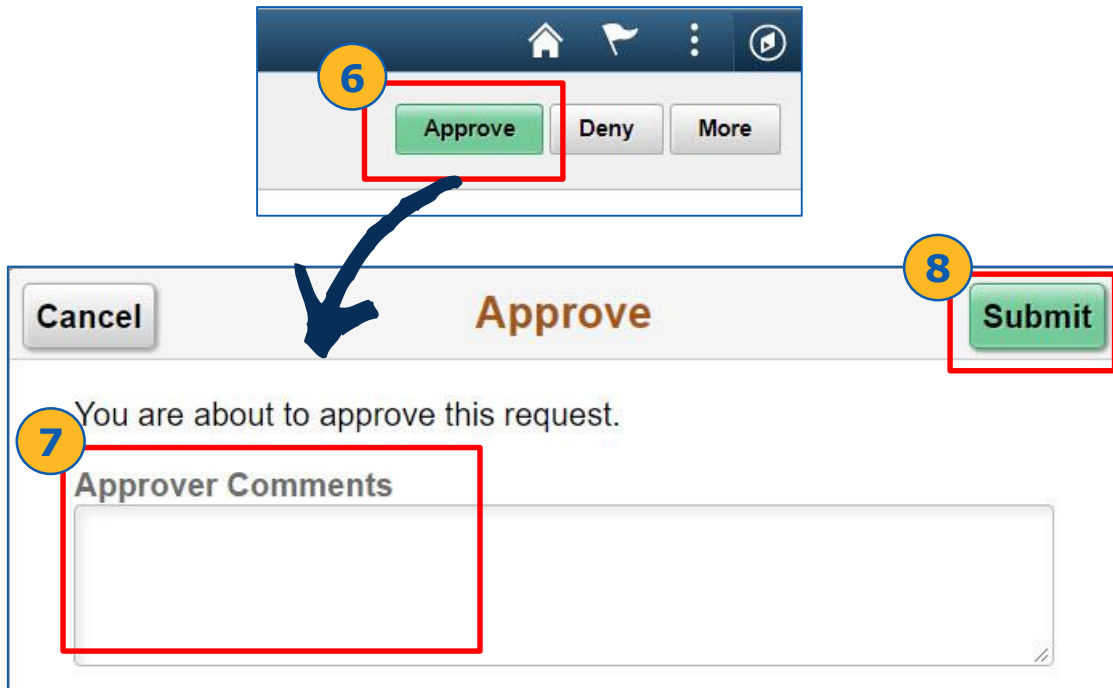
FUNC_2 at 04/27/18 - 4:36 PM
Approver(s): Please make sure the Field Value is not blank and all the info is correct!

Create / Process Journals

Approve / Deny / Pushback Journal Entries

Approve

6. Click > **Approve**
7. Enter > **Approver Comments** (optional)
8. Click > **Submit**



The image shows a two-step process for approving a journal entry. The first step is a mobile app interface with a dark blue header and navigation icons. A red box highlights the 'Approve' button, with a yellow circle containing the number '6' next to it. The second step is a larger dialog box titled 'Approve' in brown text. It has a 'Cancel' button on the left and a 'Submit' button on the right, both highlighted with red boxes and yellow circles containing the numbers '7' and '8' respectively. A blue arrow points from the 'Approve' button in the first step to the 'Approve' title in the second step. Below the title, the text 'You are about to approve this request.' is followed by a text input field labeled 'Approver Comments', which is also highlighted with a red box and a yellow circle containing the number '7'.

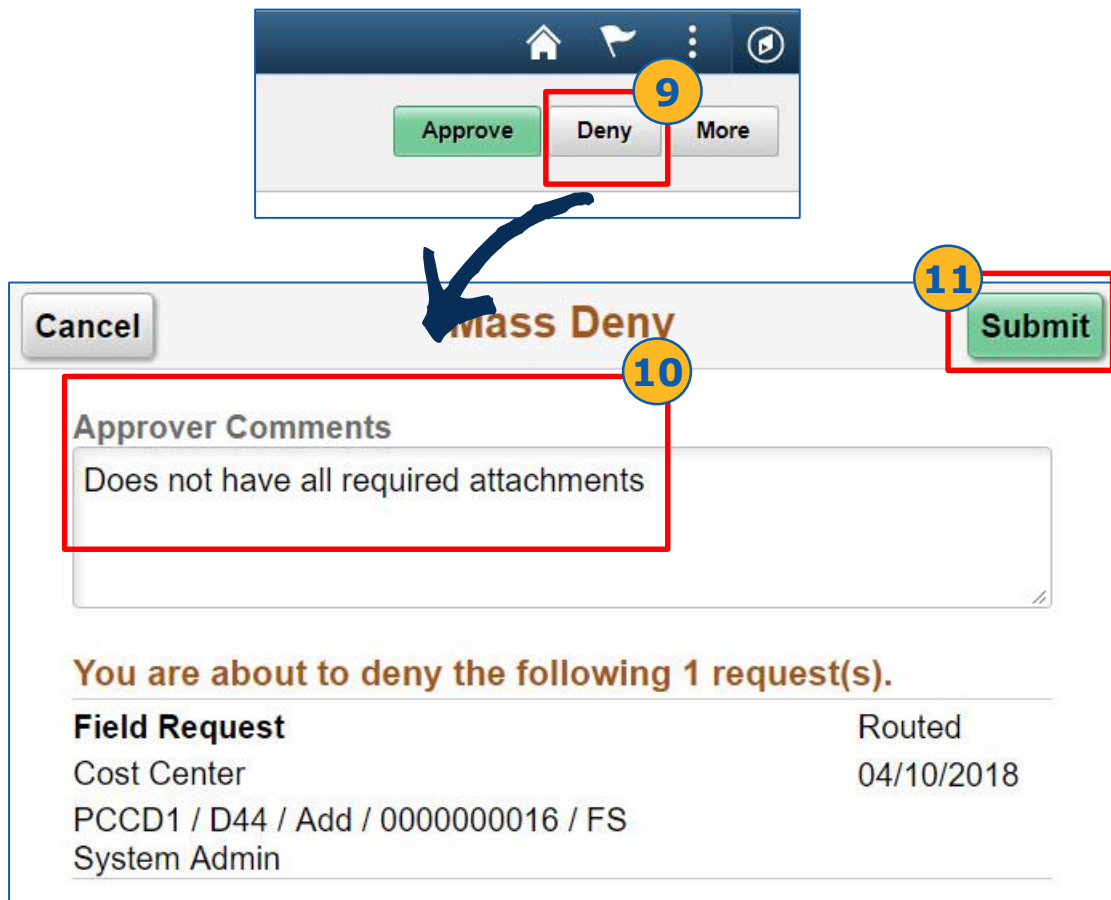
Create / Process Journals

Approve / Deny / Pushback Journal Entries

If any details are incorrect, or if any supporting documents are missing, you should deny or pushback the GL journal entry. **Deny will send it back to the original requestor for correction.**

Deny

9. Instead of clicking Approve, click > **Deny**
10. Enter > **Approver Comments** (mandatory)
11. Click > **Submit**



Approve Deny More

Cancel **Mass Deny** Submit

Approver Comments
Does not have all required attachments

You are about to deny the following 1 request(s).

Field Request	Routed
Cost Center	04/10/2018
PCCD1 / D44 / Add / 0000000016 / FS	
System Admin	

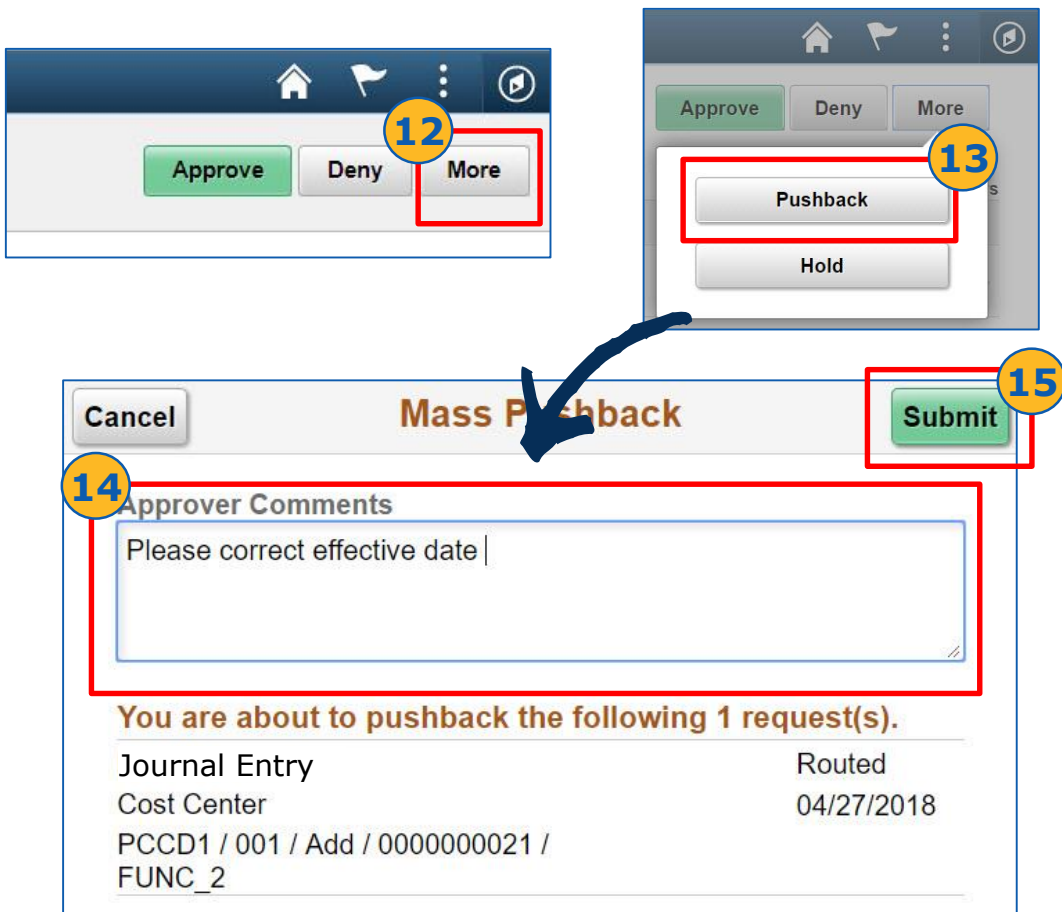
Create / Process Journals

Approve / Deny / Pushback Journal Entries

If you are the second approver, and if the previous approver is able to correct it, **you can pushback the GL journal entry**. This will send the journal back to the previous approver for correction.

Pushback

12. Instead of clicking Approve or Deny, click > **More**
13. Click > **Pushback**
14. Enter > **Approver Comments** (mandatory)
15. Click > **Submit**

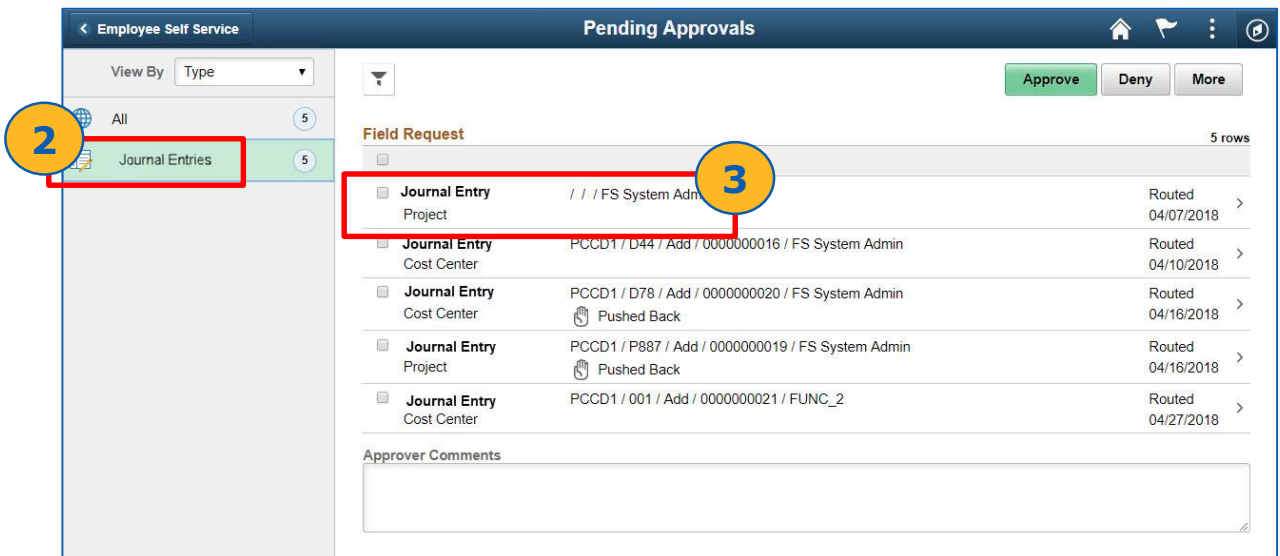
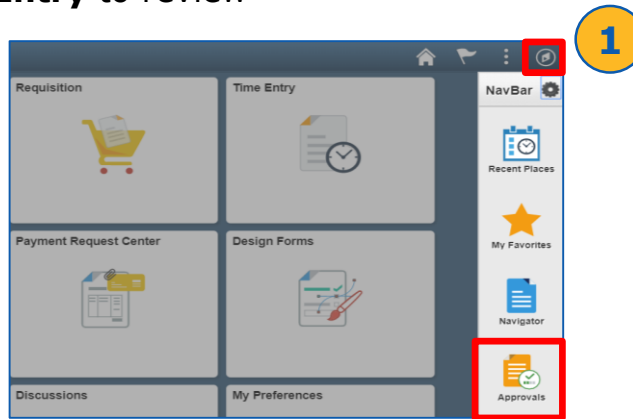


Create / Process Journals

Approve / Deny / Pushback Journal Entries

If you think someone other than the Level One (**Campus Business Manager**) or Level Two (**District Finance**) approvers should review a ChartField request, you can add an Ad Hoc Approver to the Approval Chain.

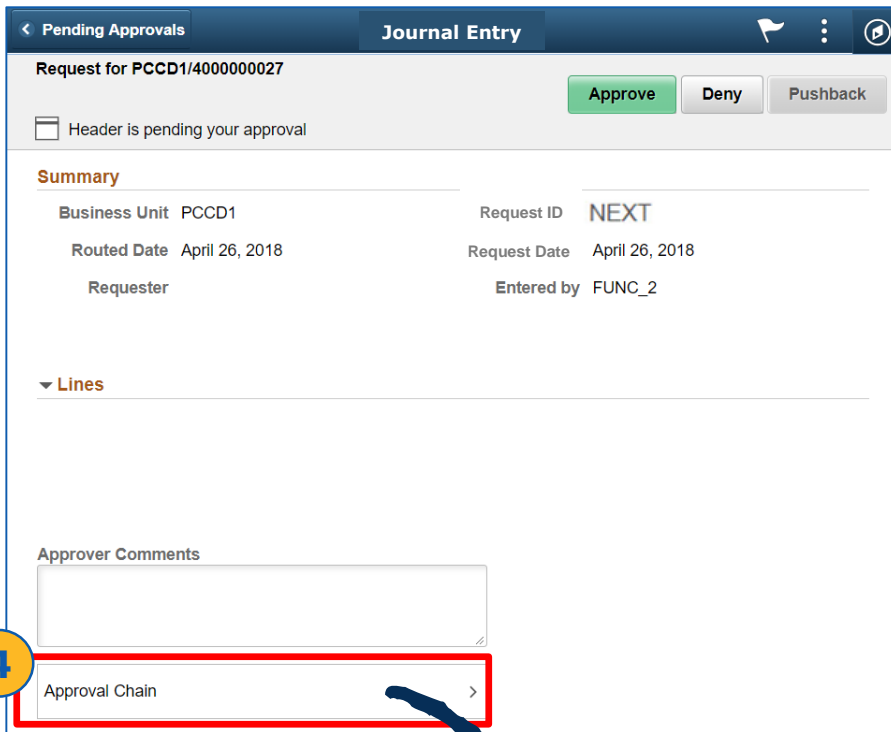
1. Click **NavBar** > **Approvals**
2. Click > **Journal Entries**
3. Click > **Journal Entry** to review



Create / Process Journals

Approve / Deny / Pushback Journal Entries

4. Click > **Approval Chain**
5. Click > + next to **Pending**



Request for PCCD1/400000027

Approve Deny Pushback

Header is pending your approval

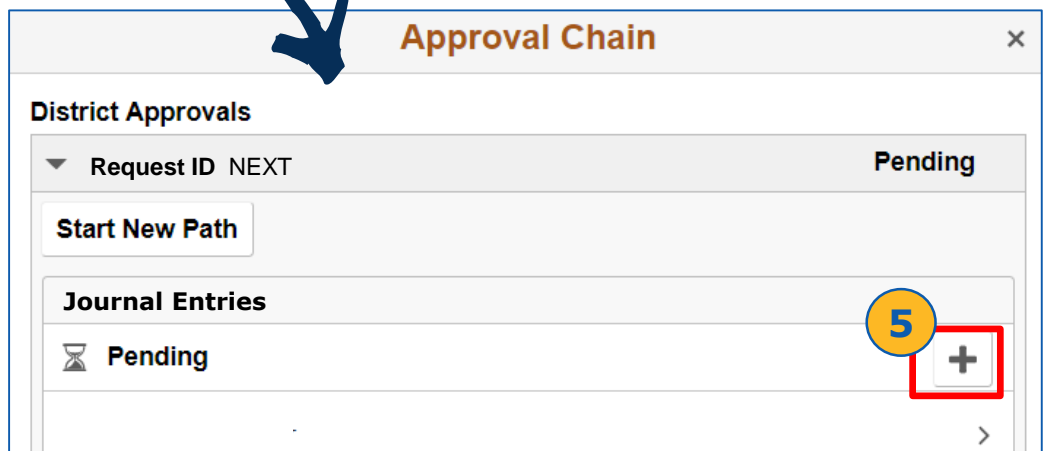
Summary

Business Unit	PCCD1	Request ID	NEXT
Routed Date	April 26, 2018	Request Date	April 26, 2018
Requester		Entered by	FUNC_2

▼ Lines

Approver Comments

Approval Chain >



Approval Chain

District Approvals

▼ Request ID NEXT Pending

Start New Path

Journal Entries

⌚ Pending +

Create / Process Journals

Approve / Deny / Pushback Journal Entries

6. Enter > **User ID** of approver you would like to add
7. Click > **Insert**
8. Verify > Adhoc user has been added to approval chain



The screenshot shows a dialog box titled "Start new approval path" with a close button (X) in the top right corner. A yellow circle with the number "6" is positioned over a "User ID" input field, which is highlighted with a red border. Below the input field are two radio buttons: "Approver" (selected) and "Reviewer". A yellow circle with the number "7" is positioned over an "Insert" button, which is also highlighted with a red border. A blue arrow points from the "Insert" button down towards the "Approval Chain" dialog box.



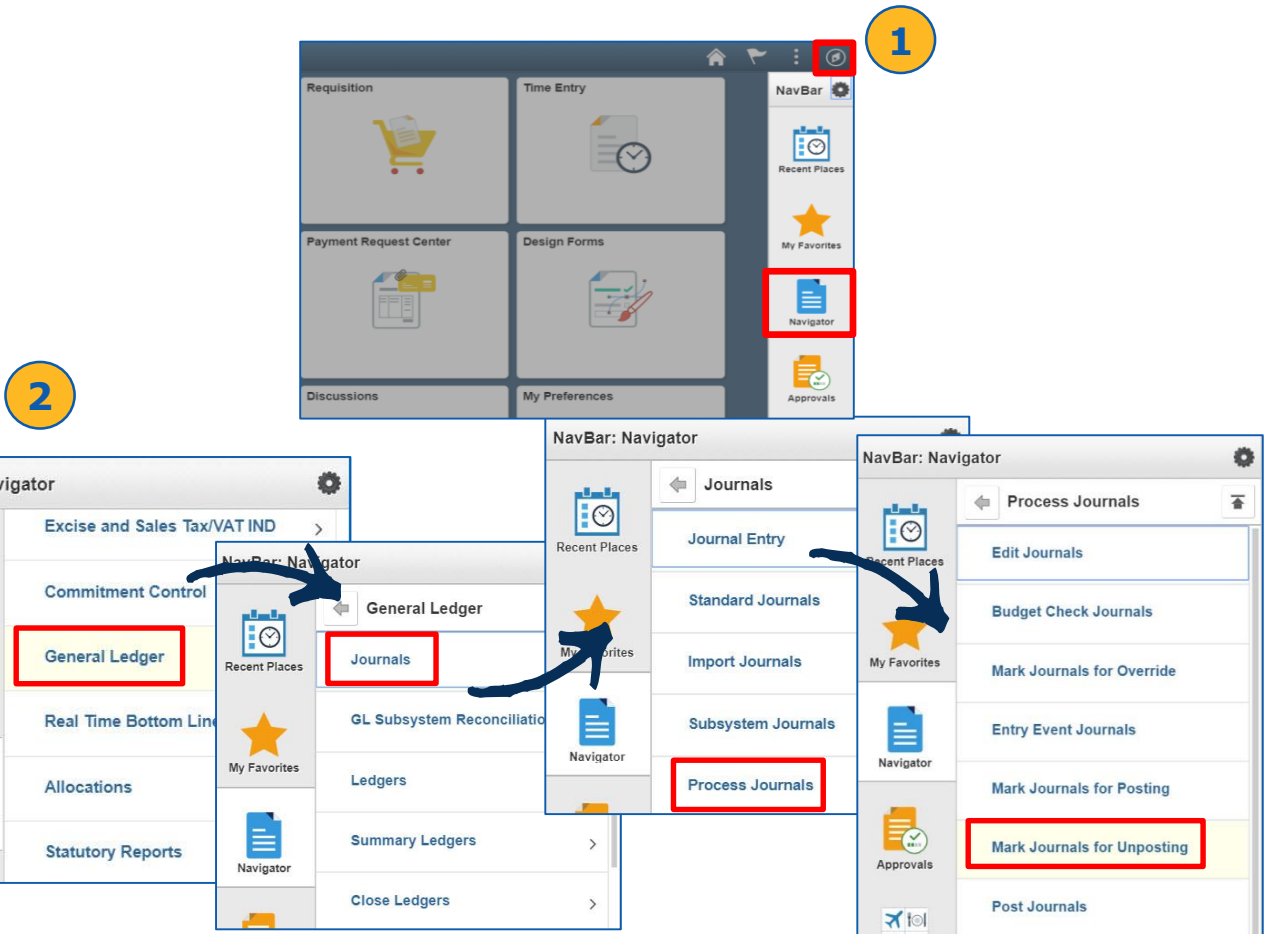
The screenshot shows a dialog box titled "Approval Chain" with a close button (X) in the top right corner. Under the heading "District Approvals", there is a dropdown menu showing "Journal NEXT" and a "Pending" status. Below this is a "Start New Path" button. Under the heading "Journal Entries", there is a "Pending" entry with a plus sign (+) button to its right. A yellow circle with the number "8" is positioned over a "Not Routed" entry, which is highlighted with a red border. Below the "Not Routed" entry is an "Inserted Approver" entry with a right arrow (>) button to its right.

Create / Process Journals

Unpost Journal Entries

With ONEPeralta, **if a journal is posted to the General Ledger by mistake**, the user should unpost the GL journal instead of creating a reversal journal entry.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **Journals** > **Process Journals** > **Mark Journals for Unposting**



Create / Process Journals

Unpost Journal Entries

3. Enter > Required Fields

Mark Journals for Unposting

*Unit: PCCD1 | *Ledger Group: ACTUALS | *Year: 2018 | *Period: 11 | Source: []

Journal ID: [] | Journal Date From: 05/01/2018 | Journal Date To: 05/31/2018 | User ID: [] | Journal Class: []

ChartField Search Criteria

Field Name: [] | ChartField Value: []

Search

3

If you select a GL journal for unposting that may have related journals (e.g. reversal, interunit, suspense correction) that fall in a closed period, you should ensure that both the original and related journals are associated to an open period.

4. Enter > ChartField Search Criteria

5. Click > Search > OK

Mark Journals for Unposting

*Unit: PCCD1 | *Ledger Group: ACTUALS | *Year: 2018 | *Period: 11 | Source: []

Journal ID: [] | Journal Date From: 05/01/2018 | Journal Date To: 05/31/2018 | User ID: [] | Journal Class: []

ChartField Search Criteria

Field Name	ChartField Value
[]	[]

Search

4

5

Select Journals to Unpost

Process

Unpost Period should be open with related journals. (5010,266)

If you select a journal for unposting that may have related journals (like reversal, interunit, suspense correction) which falls in a closed period you should ensure that both the original and related journals are associated to an open period.

5

OK

Create / Process Journals

Unpost Journal Entries

6. Select > **Journal** that needs to be unposted
7. Click > **Unpost Selected Journals**
8. Click > **OK**

Pending Approvals Mark Journals

Search Select All Deselect All

7 Unpost Selected Journals

Select Journals to Unpost

Process	Journal ID	Journal Date	Lines	Description
<input type="checkbox"/>	0000066057	05/07/2018	2	CC - to post revenue
<input type="checkbox"/>	0000066058	05/07/2018	2	ALS - User Acceptance Testing
<input type="checkbox"/>	0000066059	05/07/2018	2	ALS - User Acceptance Testing
<input type="checkbox"/>	0000066065	05/07/2018	2	CC - test 2
<input type="checkbox"/>	0000066066	05/07/2018	2	CC - test 3
<input type="checkbox"/>	0000066067	05/07/2018	2	ALS - User Testing 5-7-18
<input type="checkbox"/>	0000066084	05/08/2018	2	ALS - Testing 5-8-18
<input type="checkbox"/>	0000066091	05/08/2018	2	ALS - Testing 5-8-18
<input type="checkbox"/>	0000066092	05/08/2018	2	ALS - Testing 5-8-18
<input checked="" type="checkbox"/>	APPM10041	05/01/2018	2	AP Payments

6

Save Notify Refresh

Are you sure that you want to unpost this journal? (5010,44)

8 OK Cancel

Create / Process Journals

Unpost Journal Entries

9. Click > **Run**

Post Journals Request

Run Control ID PS_AUTO Report Manager Process Monitor **Run**

Process Request Parameters 1 of 1 View All

Process Frequency

- Once
- Always
- Don't Run

Request Number 1 + -

*Description PeopleSoft Online Auto-Process

Business Unit PCCD1

Source COA

System Source

Process Partition ID

Journal ID From APPMT66041

Journal ID To APPMT66041

Journal Date From 05/01/2018

Journal Date To 05/01/2018

From Year

To Year

From Period

To Period

Skip Open Item Reconciliation Skip Summary Ledger Update Skip Essbase Incremental Load

Leave a field blank to select all its values.

Autopilot Run Control

Save Return to Search Notify Refresh Add Update/Display

Create / Process Journals

Unpost Journal Entries

10. Select > **Journal for Unposting**
11. Click > **OK**
12. Click > **Process Monitor**

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution

Post Journals Request

Run Control ID

Process Instance: 1600935

Process Request Parameters

Process Frequency

Once
 Always
 Don't Run

Business Unit

Source

Process Partition ID

Journal ID From

Journal Date From

From Year

From Period

Request Number

*Description

Ledger Group

System Source

Journal ID To

Journal Date To

To Year

To Period

Skip Open Item Reconciliation Skip Summary Ledger Update Skip Essbase Incremental Load

Leave a field blank to select all its values.
 Autopilot Run Control

Create / Process Journals

Unpost Journal Entries

13. Click > **Refresh** > **Run Status:** Success > **Distribution Status:** Posted
14. Click > **Details**
15. Click > **OK**

Process Monitor

View Process Request For

User ID: FUNC_2 Type: Last Days: 4 Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1600935		Application Engine	GL_JP	FUNC_2	05/16/2018 2:27:35AM PDT	Success	Posted	Details
<input type="checkbox"/>	1600920		Application Engine	GL_JEDIT_0	FUNC_2	05/15/2018 11:54:16PM PDT	Success	Posted	Details
<input type="checkbox"/>	1600817		Application Engine	GL_JEDIT_1	FUNC_2	05/15/2018 11:54:16PM PDT	Success	Posted	Details

Process Detail

Process

Instance: 1600935 Type: Application Engine
 Name: GL_JP Description: GL Journal Posting
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: PS_AUTO
 Location: Server
 Server: PSNT
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content
 Restart Request

Date/Time

Request Created On: 05/16/2018 2:29:42AM PDT
 Run Anytime After: 05/16/2018 2:27:35AM PDT
 Began Process At: 05/16/2018 2:29:58AM PDT
 Ended Process At: 05/16/2018 2:30:13AM PDT

Actions

Parameters Transfer
 Message Log View Locks
 Batch Timings
 View Log/Trace

OK Cancel