

## AM.030.030 – JOURNAL GENERATE – EDIT/POST

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Identify the purpose of the Journal Generator.</li> <li>Describe the functions the Journal Generator can perform.</li> <li>Identify how accounting entries in PeopleSoft applications are processed.</li> <li>Describe why entries cannot be changed through the Journal Entry panels after running the Journal Generator.</li> <li>Run the Journal Generator.</li> </ul>
<b>Description</b>	<p>Through the Journal Generator, both PeopleSoft feeder systems and non-PeopleSoft systems have the capacity to create journal entries for posting to your GL. You can edit and immediately post the journal entries created in the Journal Generator or choose to post them later in a separate process.</p> <p>Accounting Entries are created in PeopleSoft applications or non-PeopleSoft applications, then received and processed by the GL. If the entries are created in the PeopleSoft submodules (Receivable, Payables, Purchasing, Asset Management), they are typically posted, and budget checked in their respective modules. When they are budget checked in these subsystem or feeder applications, the entries will not be budget checked again when posted to GL. This is to avoid duplicate postings to your controlled budgets. From non-PeopleSoft applications, budget checking will need to be performed in GL after the entries are journal generated.</p> <p>Note: The Edit, Budget Check, and Post processes on the JGEN page for PeopleSoft submodules (Receivable, Payables, Purchasing, Asset Management) should be used. By doing this, these journals post to GL immediately, ensuring that no changes are made to the journals.</p> <p>After you have budget checked and posted accounting entries in your PeopleSoft subsystems, you must run the Journal Generator to post these entries to your GL. In this step, the Journal Generator extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing, budget checking (if needed) and posting in the GL. You may also set the journal generator process to included editing and posting the subsystem journals if desired. This inclusion would be done in the journal generator templates.</p>

	<p>Each time you run the Journal Generator, it creates journal entries for all or one application business unit(s) as well as all or one ledger group(s), and all or one Journal Generator template(s) set up for those business units depending on the options you define on the Journal Generator Request panel.</p> <p>The Journal Generator process will most likely be run in a nightly batch. Upon completion of the Journal Generator, you will need to edit all journals, regardless of where they originate if you did not set the journal generator process to include this function. You are not allowed to change the entries through the Journal Entry panels. This is to ensure consistency of information between PeopleSoft GL and the originating system. PeopleSoft GL validates journal entries according to the criteria you set up in your GL system. It automatically validates a journal when you request a Journal Edit.</p> <p>The next step is to budget check any journals which require it. This will be journals that originate from non-PeopleSoft applications or those that originate in the GL module. The last two steps are to mark journals for posting and post if you did not set the journal generator process to include this function. These four steps may be done online through Process Journal panels, through the Journal Generator process, or in a separate nightly or weekly batch.</p> <p>The frequency of running Journal Generator, as well as the other four steps, will depend upon variables such as your volume of entries, hardware capabilities, other timed processes, etc.</p>
<b>Security Role</b>	<b>BOR_GL_PRC_JRNL_GEN_PRC</b>
<b>Dependencies/ Constraints</b>	None

<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Through the Journal Generator, both PeopleSoft feeder systems and non-PeopleSoft systems have the capacity to create journal entries for posting to the General Ledger.</li> <li>• The Journal Generator can edit and post subsystem journals if set up to perform these functions.</li> <li>• When Accounting entries are created in PeopleSoft modules (AR, AP, PO, AM), they are typically posted, and budget checked in their respective modules. They are then received and processed by the GL.</li> <li>• After the Journal Generator runs, you may not change the entries through the Journal Entry panels; this is to ensure consistency of information between GL and the originating system.</li> </ul>
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### Procedure

Below are step by step instructions on how to run the journal generator.

Step	Action
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>Subsystem Journals</b> link.
6.	Click the <b>Generate Journals</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter name for <b>Run Control ID</b> field and click the <b>Add</b> button.
9.	<p>The <b>Generate Journals Request</b> page enables you to define the options to use in the process of generating a journal. You can specify business units, ledgers, journal templates, and dates for this process.</p> <p><b>Note:</b> <i>Journal generator will initiate the Journal Edit, Budget Check and Post processes. Thus, serving as a one stop shop to get external journals posted to the ledger.</i></p>
10.	Click the <b>Edit</b> checkbox.
11.	<p>The <b>Accounting Definition Name</b> field identifies the Accounting Entry Definition that the system uses when it creates the journal header and lines.</p> <p>Enter <b>AMDEFN</b> in the <b>Accounting Definition Name</b> field.</p>

Step	Action
12.	<p>The <b>Application Business Unit</b> field contains the journal entries for the business unit that you select in the field. The application business unit should default based on the operator preferences.</p> <p>The <b>CAPITAL Ledger Group</b> will be used when journal generating AM accounting entries.</p> <p>The <b>Template</b> field contains journal entries that the Journal Generator process creates for the Journal Generator Template you specify. Click in the Template field.</p> <p>The Journal Generator compares the dates in the <b>From Date Option</b> and <b>To Date Option</b> fields to the accounting dates associated with each accounting entry. In most instances, the default options will suffice.</p>
13.	Change the <b>Process Frequency</b> option to the <b>Once</b> list item.
14.	Click the <b>Save</b> button.
15.	Click the <b>Run</b> button, verify server and format options have been chosen, and click the <b>Ok</b> button.
16.	Click the <b>Process Monitor</b> link.
17.	Click the <b>Refresh</b> button until the <b>Run Status</b> of the process says <b>Success</b> and the <b>Distribution Status</b> says <b>Posted</b> .