

## Internal Departmental Journals - Searching, Editing and Copying

### Overview

After a journal has been created (see [https://nau.edu/its/learn/psfinancials\\_JournalCreation/](https://nau.edu/its/learn/psfinancials_JournalCreation/)), it can be retrieved to view, edit or copy using the “Find Existing Values” search page.

### Searching for Existing Journals:

Users can search for existing departmental journals by navigating to the **General Ledger > Journals > Journal Entry > NAU Journal Entries > Create/Update Journal Entries** “Find an Existing Values” page. Use this page to view or copy journals and or edit un-posted journals. To view journals created by other users, navigate to the **General Ledger > Journals > Journal Entry > Create/Update Journal Entries** “Find an Existing Values” page.

**Search Fields:** Several search fields are available on the “Find Existing Values” page. Use criteria dropdown to select criteria and enter search value. Click the Search button to search or Clear to clear search values. See commonly used fields below:

**Business Unit:** Required value. Defaults to NAUBU (only available value).

**Journal ID:** use “contains” criteria to search by last 4 digits of the journal id, or enter full value.

**Journal Date:** useful if you don’t know the journal id, but know when it was entered.

**Journal Header Status:** select from dropdown to select journal status or leave blank for all statuses. Defaults to “No Status – Needs to be edited”.

**Budget Checking Header Status:** select from dropdown to select budget status or leave blank for all statuses.

**Source:** Defaults to IDT. Change value to IST to search for service center journals.

**User ID:** Defaults to user's user id.

Once a journal you are searching for has been found, you can enter the user id into Microsoft Lync to see the name of the user:

The screenshot shows a search interface with the following search criteria:

- Business Unit: NAUBU
- Journal ID: begins with 0000008467
- Journal Date: 03/19/2013
- Document Sequence Number: begins with
- Line Business Unit: NAUBU
- Journal Header Status: Posted to Ledger(s)
- Budget Checking Header Status:
- Source: IST
- User ID: begins with jcc337

The search results table is as follows:

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID
NAUBU	0000008467	03/19/2013	0	(blank)	NAUBU	Posted	Valid	RECORDING	IST	USD	4	320	0	Conf Parking Permits Greater C	jcc337

The Microsoft Lync window shows a search for 'jcc337' resulting in 'Jennifer C Black - Offline 23 hours'.

### **Monitoring Journal Status:**

Users should monitor the status of their journals on at least a weekly basis, and daily at month end and year-end. Journals are not finalized until approved and posted. Approved journals are posted nightly as part of a batch process (journal status = P). To identify journals that have not yet posted, search for your journals where the journal status does not equal Posted to Ledger(s). The search results will show the Journal and Budget status. To review the approval status for journals that have passed journal and budget checking (both status = V) you will need to open the journal to the Approval page. If there is no approval history or routing information, the journal needs to be submitted for approval.

Favorites Main Menu > General Ledger > Journals > Journal Entry > NAU Journal Entries > Create/Update Journal Entries

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = NAUBU

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: not = Posted to Ledger(s)

Budget Checking Header Status: =

Source: = IDT

User ID: begins with apc

Attachment Exist: =

Case Sensitive

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	Ledger Group	Source	Current Code
NAUBU	0000004196	01/11/2013	0	(blank)	NAUBU	Valid	Valid	RECORDING	IDT	USD

**Edit Journal Journal :**

Departmental journals can be edited at any time before they are posted. To edit a journal navigate to the “Find Existing Values” page (see screenshot above), search for your journal, open the journal to the journal lines page, make necessary changes, then run the Journal Edit process. Editing the journals will remove all approvals, requiring you to submit the journal again for approval.

**Copying Journal :** Saved journal in any journal status can be copied to a new journal. This function is useful for quickly creating journals with common or consistent entries and for reversing journals made in error.

Search for the journal you wish to copy through the “Find Existing Values” page, click on the Lines page and select “Copy Journal’ from the process options, then click the Process button:

Unit: NAUBU Journal ID: 000004833 Date: 01/18/2013  Errors Only

Template List Search Criteria

\*Process: Copy Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Fund	Dept	Account	Amount	Prog	PC Bus Unit	Project
<input type="checkbox"/>	1	NAUBU	LOCAL		1100	3600010	730150	-42.30	D006		
<input type="checkbox"/>	2	NAUBU	LOCAL		1100	3600010	759200	42.30	D006		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
NAUBU	2	42.30	42.30	P	V

Journal Entry Copy page:

See example of a journal copy that reverses the signs of an existing journal below:

Business Unit: NAUBU Copy From ID: NEXT Copy From Date: 01/18/2013

Journal ID: Journal Date: 01/21/2013 ADB Date: Currency Effective Date:

Reversal Date:  Do Not Generate Reversal  Beginning of Next Period  End of Next Period  Next Day  Adjustment Period  On Date Specified By User

Adjustment Period: Reversal Date:

ADB Reversal Date:  Same As Journal Reversal  On Date Specified By User ADB Reversal Date:

Reverse Signs  Recalculate Budget Date  Save Journal Incomplete Status

Always check this box

check to reverse signs

OK Cancel Refresh

Commonly used copy fields:

**Journal Date:** Defaults current date. Can backdate to open period if needed.

**Reverse Signs:** check box to reverse journal signs. Use to reverse journal posted in error.

**Recalculate Budget Date:** check box to set budget date to journal date. Check box to make consistent with journal date. Regardless of budget date, journal will post to budget in period based on journal date.

**Save journal Incomplete Status:** box checked by default.

**\*\*\* All other fields can be ignored.**

Click the "OK" button to complete the journal copy process.

**Deleting Journals:**

To delete an un-posted journal (journal status not equal to "P"), navigate to the Lines page and select the Delete Journal process from the process dropdown, then click the Process button. A pop-up window will ask you if you are sure you want to delete the journal. Click "yes" only if you are sure that's what you want do as the journal cannot be recovered once it has been deleted.

The screenshot shows a software interface for managing journals. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is set to 'NAUBU', the 'Journal ID' is '000004174', and the 'Date' is '01/10/2013'. There are links for 'Template List' and 'Search Criteria'. A dropdown menu for '\*Process:' is open, showing options: 'Edit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Refresh Journal', and 'Submit Journal'. The 'Delete Journal' option is highlighted with a red box. To the right of the dropdown is a 'Process' button, also highlighted with a red box. Below the process dropdown is a table with columns: 'Select', 'Line', '\*Unit', '\*Ledger', 'Dept', 'Account', and 'Prog'. The table contains two rows of data for lines 1 and 2, both with unit 'NAUBU' and ledger 'LOCAL'. The 'Dept' for line 1 is '4030070' and for line 2 is '3089000'. The 'Account' for line 1 is '760150' and for line 2 is '760200'. The 'Prog' for line 1 is 'F002' and for line 2 is 'C001'.

**Reasons for deleting journals:**

1. Journal isn't needed or was rejected by approver.
2. Journal is in error because it wasn't approved prior to month end close. If still needed, the journal should be copied to a new journal before the journal in error is deleted.