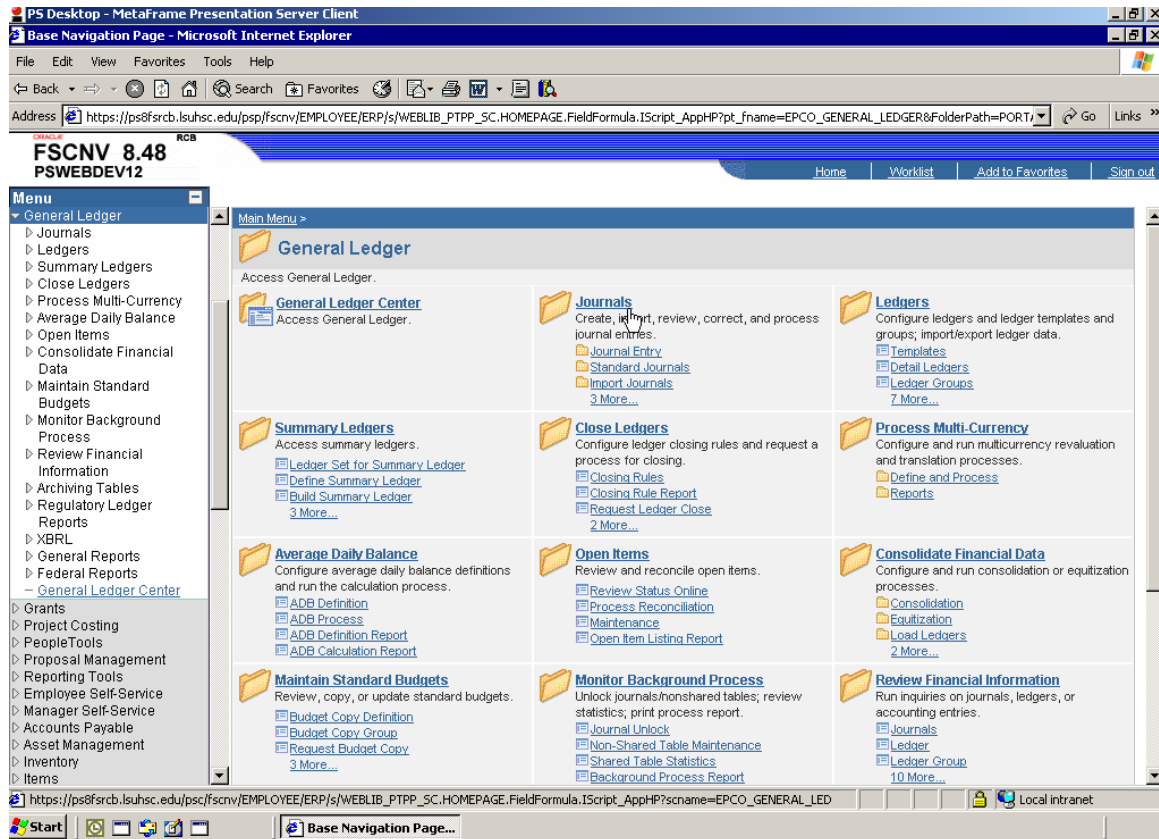


LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Select General Ledger, Journals

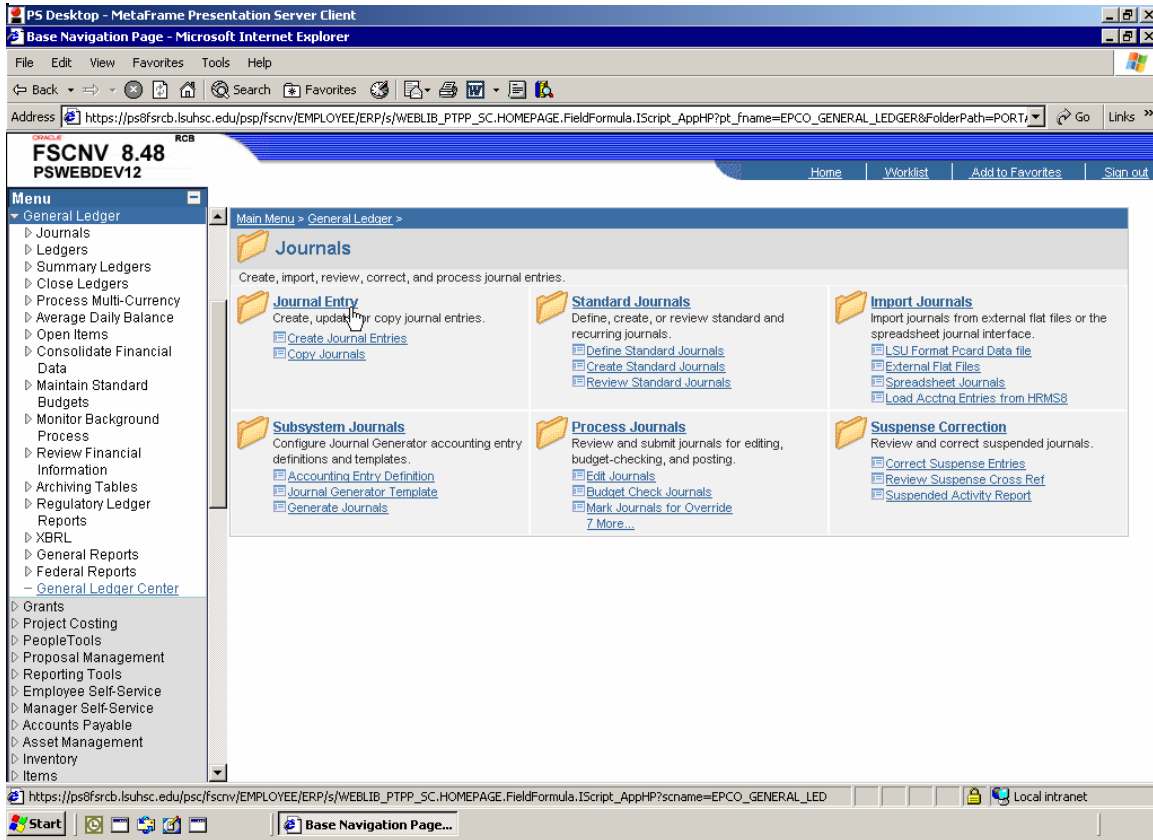


LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Select Journal Entry

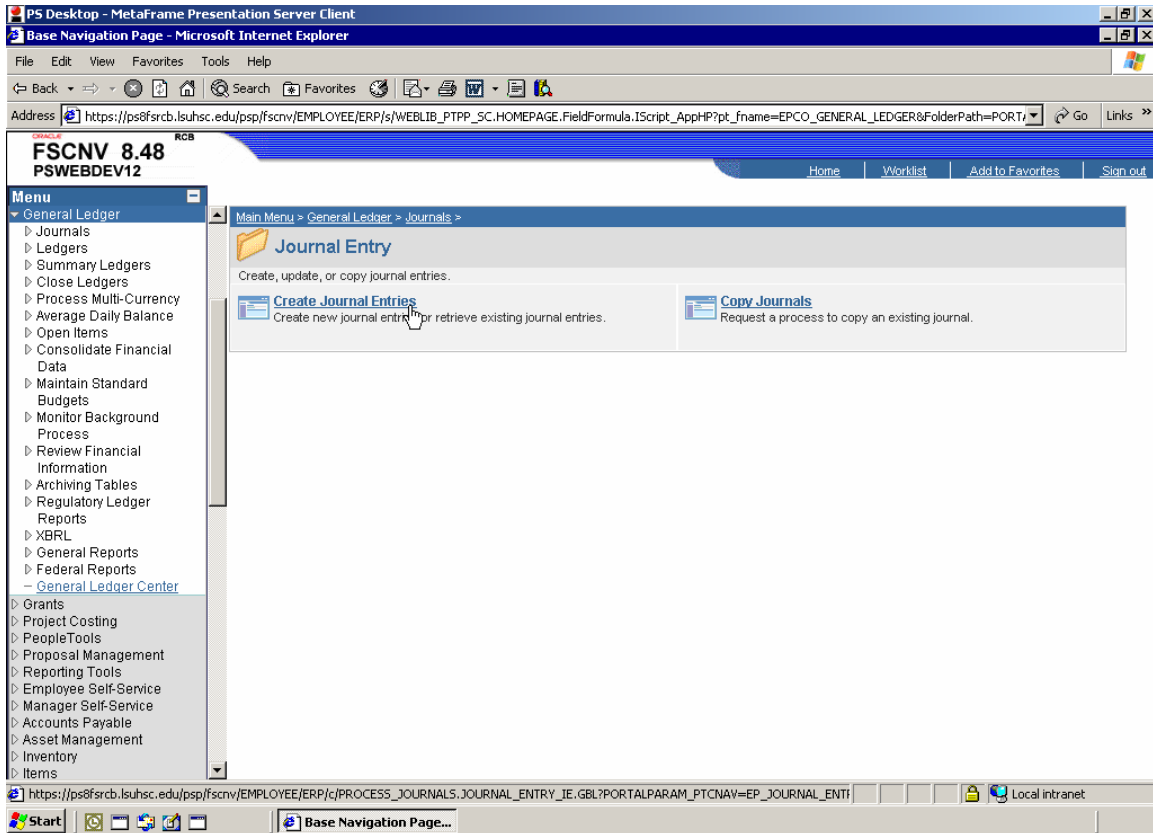


LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Select Create Journal Entries

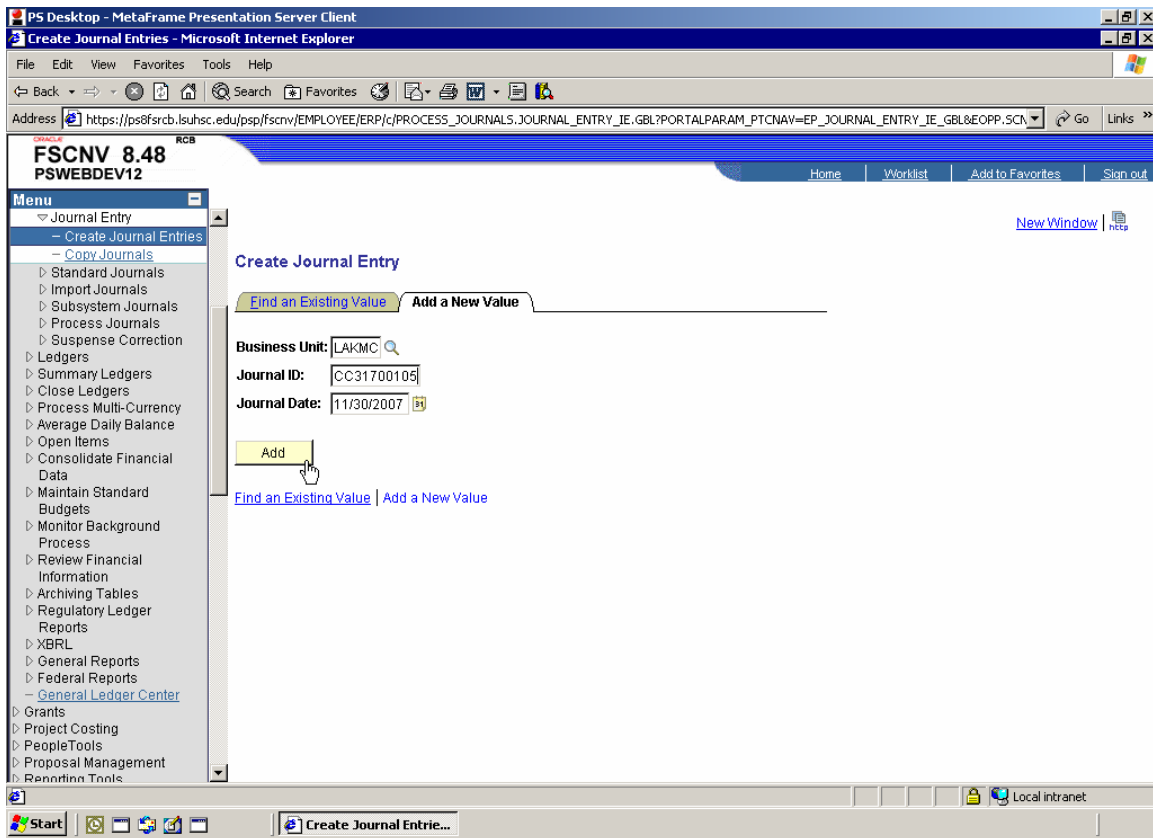


LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

- Click on Add a New Value Tab
- Select appropriate Business Unit (Example: LAKMC)
- Journal ID (Example: CC31700105)
- Enter appropriate Journal Date (Example: 11/30/2007)
- Click on Add



LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Type Journal Description on Journal Header panel
Select Ledger Group (Example: ACTUALS)
Select Source (Example: ONL)

PS Desktop - MetaFrame Presentation Server Client
Create Journal Entries - Microsoft Internet Explorer
Address: https://ps8fsrcb.lsuhscc.edu/psp/pscnav/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP.SCNV

FSCNV 8.48
PSWEBDEV12

Menu
Journal Entry
- Create Journal Entries
- Copy Journals
Standard Journals
Import Journals
Subsystem Journals
Process Journals
Suspense Correction
Ledgers
Summary Ledgers
Close Ledgers
Process Multi-Currency
Average Daily Balance
Open Items
Consolidate Financial Data
Maintain Standard Budgets
Monitor Background Process
Review Financial Information
Archiving Tables
Regulatory Ledger Reports
XBRL
General Reports
Federal Reports
General Ledger Center
Grants
Project Costing
PeopleTools
Proposal Management
Reporting Tools

Header | Lines | Totals | Errors | Approval

Unit: LAKMC Journal ID: CC31700105 Date: 11/30/2007

Long Description: To record credit card payment 11/30/07

Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

Source: ONL Fiscal Year: 2008

Reference Number: Period: 5

SJE Type: ADB Date: 11/30/2007

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Local intranet

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Click on Lines Tab to create journal lines

Enter Account (Example: 110207)

Enter Fund (Example: 111)

Enter Dept (Example: 2085216)

Enter Program (Example: 95001)

FSCNV 8.48
PSWEBDEV12

Menu

- Journal Entry
 - Create Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Suspense Correction
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
 - Average Daily Balance
 - Open Items
 - Consolidate Financial Data
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - Archiving Tables
 - Regulatory Ledger Reports
 - XBRL
 - General Reports
 - Federal Reports
 - General Ledger Center
 - Grants
 - Project Costing
 - PeopleTools
 - Proposal Management
 - Reporting Tools

Header

Unit: LAKMC Journal ID: CC31700105 Date: 11/30/2007 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085216	95001	61010

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Enter Class (Example: 61010)

Project (Example: N/A. Note: must have project for all funds except 111)

Enter Amount (Example: 25.00)

PS Desktop - MetaFrame Presentation Server Client

Create Journal Entries - Microsoft Internet Explorer

Address: https://ps8fscrb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IFE.GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IFE_GBL&EOPP.SCN

FSCNV 8.48
PSWEBDEV12

Home | Worklist | Add to Favorites | Sign out

Menu

- Journal Entry
 - Create Journal Entries
 - Copy Journals
 - Standard Journals
 - Import Journals
 - Subsystem Journals
 - Process Journals
 - Suspense Correction
 - Ledgers
 - Summary Ledgers
 - Close Ledgers
 - Process Multi-Currency
 - Average Daily Balance
 - Open Items
 - Consolidate Financial Data
 - Maintain Standard Budgets
 - Monitor Background Process
 - Review Financial Information
 - Archiving Tables
 - Regulatory Ledger Reports
 - XBRL
 - General Reports
 - Federal Reports
 - General Ledger Center
- Grants
 - Project Costing
 - PeopleTools
 - Proposal Management
 - Reporting Tools

Process: Edit Journal Process

Fund	Dept	Program	Class	Project	Currency	Amount	Base Currency	Journal Line Description
111	2085216	95001	61010	(None)	USD	25.00	USD	

Customize | Find | View All | First 1 of 1 Last

Total Credits	Journal Status	Budget Status
0.00	I	N

Add Update/Display

Local intranet

Start | Create Journal Entry...

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Click on + sign next to Lines to add to insert a line.

To insert more than one line, type the number of lines to add in the box then click on the + sign.

For this example insert 1 additional line.

The screenshot displays the 'Create Journal Entries' interface in PeopleSoft 8.8. The browser window title is 'Create Journal Entries - Microsoft Internet Explorer'. The address bar shows the URL: https://ps8fsrcb.lsuhscc.edu/psp/fscrv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP.SCN. The interface includes a menu on the left with options like 'Journal Entry', 'Create Journal Entries', 'Copy Journals', 'Standard Journals', 'Import Journals', 'Subsystem Journals', 'Process Journals', 'Suspense Correction', 'Ledgers', 'Summary Ledgers', 'Close Ledgers', 'Process Multi-Currency', 'Average Daily Balance', 'Open Items', 'Consolidate Financial Data', 'Maintain Standard Budgets', 'Monitor Background Process', 'Review Financial Information', 'Archiving Tables', 'Regulatory Ledger Reports', 'XBRL', 'General Reports', 'Federal Reports', 'General Ledger Center', 'Grants', 'Project Costing', 'PeopleTools', 'Proposal Management', and 'Renaming Tools'. The main content area has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' section shows 'Unit: LAKMC', 'Journal ID: CC31700105', and 'Date: 11/30/2007'. There are buttons for 'Template List', 'Change Values', and 'Inter/IntraUnit'. Below the header is a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'SpeedType', 'Account', 'Fund', 'Dept', 'Program', 'Class'. The table contains one row with '1' in the 'Line' column, 'LAKMC' in 'Unit', and 'ACTUALS' in 'Ledger'. Below the table is a 'Lines to add' section with a box containing '1' and a '+' button. A 'Totals' table is also present with columns: 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', 'Journal Status', 'Budget Status'. The 'Totals' table shows 'LAKMC' with '1' total lines, '0.00' total debits, and '0.00' total credits. The 'Journal Status' is 'I' and 'Budget Status' is 'N'. There are buttons for 'Save', 'Notify', and 'Refresh'. The bottom of the browser window shows the taskbar with the Start button and the 'Create Journal Entries...' application icon.

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

New lines will appear with same financial and descriptive information as entered on line 1. Edit as necessary.

The screenshot displays the 'Create Journal Entries' web application. The main content area is titled 'FSCNV 8.48 PSWEBDEV12'. It features a navigation menu on the left and a main form area with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' section shows 'Unit: LAKMC', 'Journal ID: CC31700105', and 'Date: 11/30/2007'. Below this is a 'Lines' table with two entries:

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085216	95001	81010
<input type="checkbox"/>	2	LAKMC	ACTUALS			111	2085216	95001	81010

Below the table is a 'Lines to add:' section with a value of 1. The 'Totals' section shows a summary of the entries:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	2	25.00	25.00	I	N

The interface also includes 'Save', 'Notify', and 'Refresh' buttons, and a 'Process' button. The bottom of the screen shows a Windows taskbar with the 'Start' button and an open window titled 'Create Journal Entry...'.

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Example: Line 2 Account: 464138 Dept: 2095920

FSCNV 8.48
PSWEBDEV12

Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

Journal Entry

– Create Journal Entries

– Copy Journals

- Standard Journals
- Import Journals
- Subsystem Journals
- Process Journals
- Suspense Correction
- Ledgers
- Summary Ledgers
- Close Ledgers
- Process Multi-Currency
- Average Daily Balance
- Open Items
- Consolidate Financial Data
- Maintain Standard Budgets
- Monitor Background Process
- Review Financial Information
- Archiving Tables
- Regulatory Ledger Reports
- XBRL
- General Reports
- Federal Reports
- General Ledger Center
- Grants
- Project Costing
- PeopleTools
- Proposal Management
- Reporting Tools

Header | Lines | Totals | Errors | Approval

Unit: LAKMC Journal ID: CC31700105 Date: 11/30/2007 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010

Lines to add: + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	2	25.00	25.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

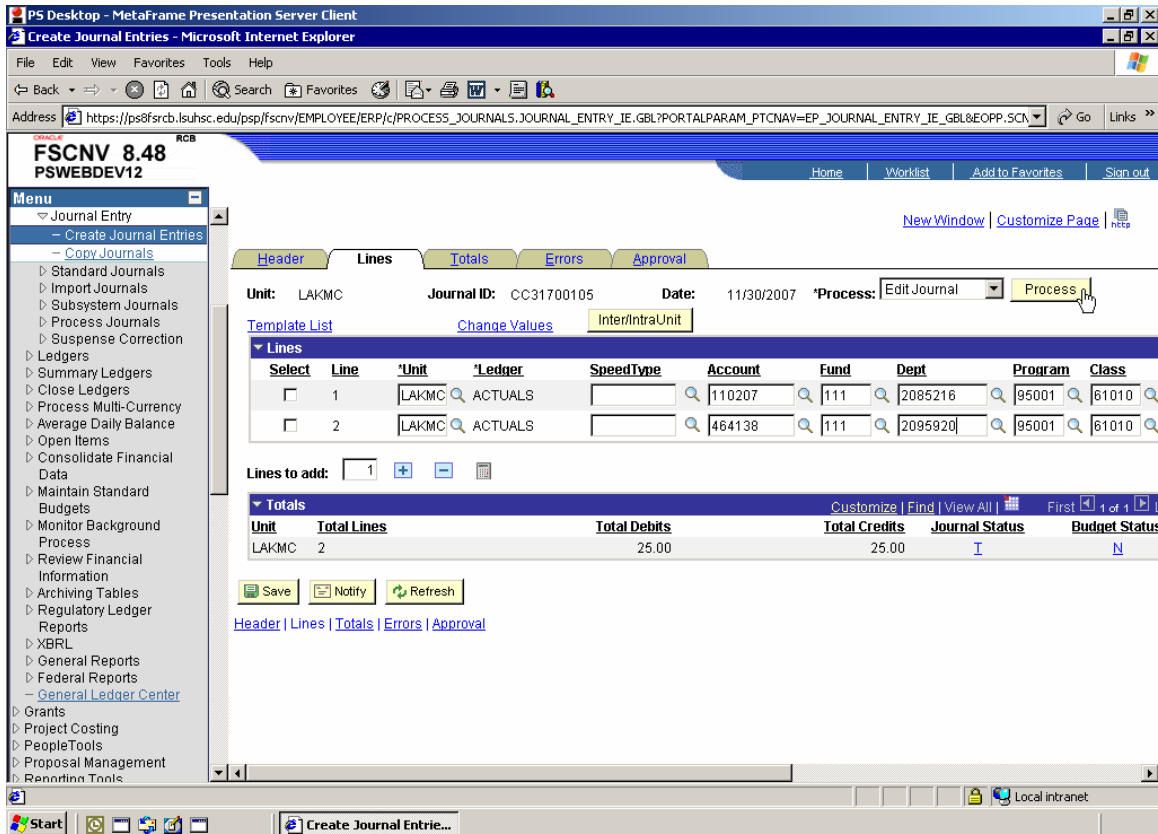
Start Create Journal Entry... Local intranet

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Select Edit Journal
Click Process button



Note: Selecting the Edit Journal Process and then pushing the button does both the validation of the chart fields and the budget checking process.

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Click OK on the saved Journal message

The screenshot shows the PeopleSoft 8.8 interface for creating a journal entry. The browser window title is "PS Desktop - MetaFrame Presentation Server Client" and the address bar shows the URL: https://ps8fsrcb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL&EOPP.SCN. The page title is "FSCNV 8.48 PSWEBDEV12".

The interface includes a menu on the left with options like "Journal Entry", "Create Journal Entries", "Copy Journals", "Standard Journals", "Import Journals", "Subsystem Journals", "Process Journals", "Suspense Correction", "Ledgers", "Summary Ledgers", "Close Ledgers", "Process Multi-Currency", "Average Daily Balance", "Open Items", "Consolidate Financial Data", "Maintain Standard Budgets", "Monitor Background Process", "Review Financial Information", "Archiving Tables", "Regulatory Ledger Reports", "XBRL", "General Reports", "Federal Reports", "General Ledger Center", "Grants", "Project Costing", "PeopleTools", "Proposal Management", and "Reporting Tools".

The main area shows the "Journal Entry" form with the following details:

- Unit: LAKMC
- Journal ID: CC31700105
- Date: 11/30/2007
- Process: Edit Journal

The "Lines" table is displayed with the following data:

Select	Line	Unit	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	207	111	2085216	95001	61010
<input type="checkbox"/>	2	LAKMC	38	111	2095920	95001	61010

The "Totals" table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	2	25.00	25.00	Y	Y

A dialog box with a warning icon and the message "Journal CC31700105 is saved. (5210,6)" is displayed over the "Lines" table. The dialog box has an "OK" button.

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Select Post Journal
Click Process button

PS Desktop - MetaFrame Presentation Server Client
Create Journal Entries - Microsoft Internet Explorer

Address: https://ps8fsrcb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP.SCN

FSCNV 8.48
PSWEBDEV12

Menu
 Journal Entry
 Create Journal Entries
 Copy Journals
 Standard Journals
 Import Journals
 Subsystem Journals
 Process Journals
 Suspense Correction
 Ledgers
 Summary Ledgers
 Close Ledgers
 Process Multi-Currency
 Average Daily Balance
 Open Items
 Consolidate Financial Data
 Maintain Standard Budgets
 Monitor Background Process
 Review Financial Information
 Archiving Tables
 Regulatory Ledger Reports
 XBRL
 General Reports
 Federal Reports
 General Ledger Center
 Grants
 Project Costing
 PeopleTools
 Proposal Management
 Reporting Tools

Header | Lines | Totals | Errors | Approval

Unit: LAKMC Journal ID: CC31700105 Date: 11/30/2007 'Process': PostJournal Process

Template List Search Criteria Change Values InterIntraUnit Errors Only Line: 10

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	2	25.00	25.00	✓	✓

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

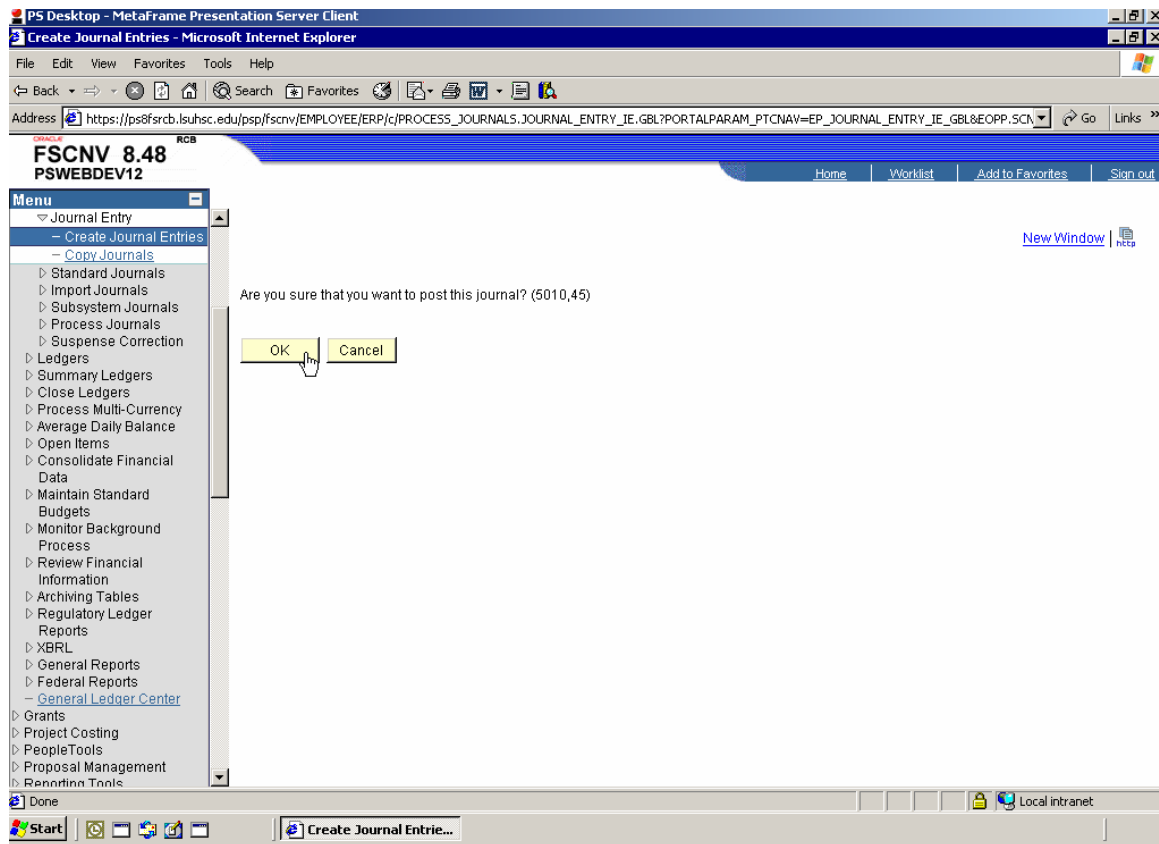
Start | Create Journal Entries... | Local intranet

LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Click OK to post the journal



LSU Health Care Services Division

PeopleSoft 8.8

Posting an online Journal Entry—Credit Card Payment

Verify Journal Status is P (Posted)

The screenshot shows the PeopleSoft 8.8 interface for creating and posting journal entries. The browser window is titled 'Create Journal Entries - Microsoft Internet Explorer'. The URL is https://ps8fsrcb.lsuhscc.edu/pspp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP.SCN. The page title is 'FSCNV 8.48 PSWEBDEV12'. The main content area shows a journal entry for Unit LAKMC, Journal ID CC31700105, dated 11/30/2007. The 'Process' dropdown is set to 'Edit Journal' and the 'Process' button is visible. The 'Line' dropdown is set to '10'. The 'Errors Only' checkbox is unchecked. The 'Lines' table shows two lines:

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
LAKMC	2	25.00	25.00	P	V

The 'Journal Status' is 'P' (Posted) and the 'Budget Status' is 'V' (Valid). The 'Process' button is highlighted, indicating the journal entry is ready to be posted. The 'Save', 'Notify', and 'Refresh' buttons are also visible. The 'Header | Lines | Totals | Errors | Approval' tabs are shown at the top of the main content area. The 'Menu' on the left side of the page includes options like 'Journal Entry', 'Standard Journals', 'Import Journals', 'Subsystem Journals', 'Process Journals', 'Suspense Correction', 'Ledgers', 'Summary Ledgers', 'Close Ledgers', 'Process Multi-Currency', 'Average Daily Balance', 'Open Items', 'Consolidate Financial Data', 'Maintain Standard Budgets', 'Monitor Background Process', 'Review Financial Information', 'Archiving Tables', 'Regulatory Ledger Reports', 'XBRL', 'General Reports', 'Federal Reports', 'General Ledger Center', 'Grants', 'Project Costing', 'PeopleTools', 'Proposal Management', and 'Reporting Tools'.