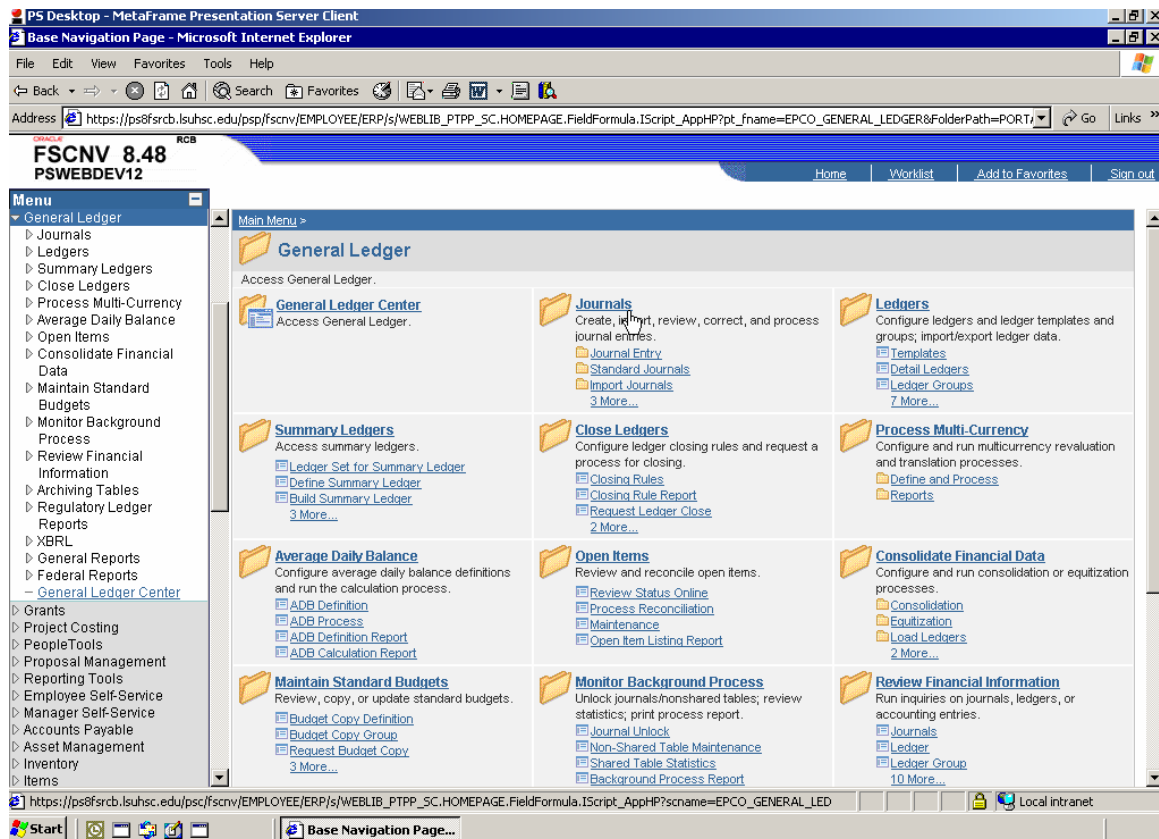


# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Select General Ledger, Journals

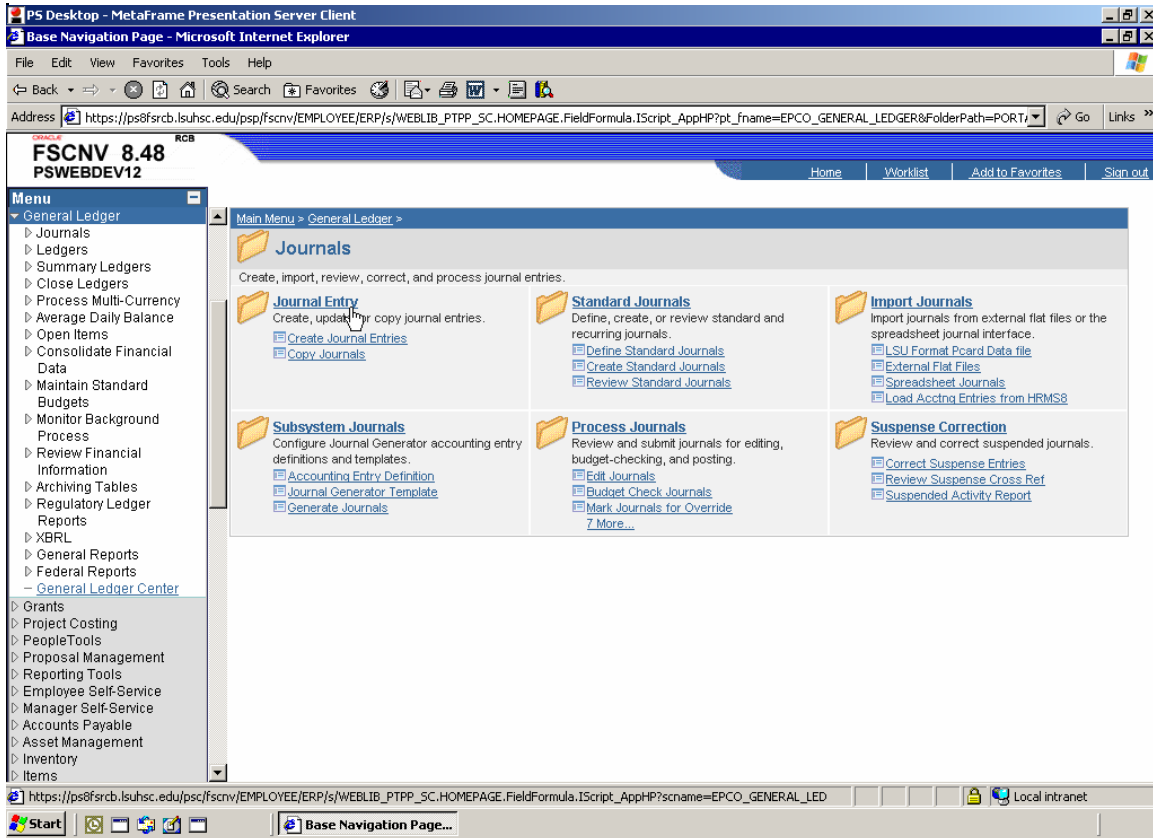


# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Select Journal Entry

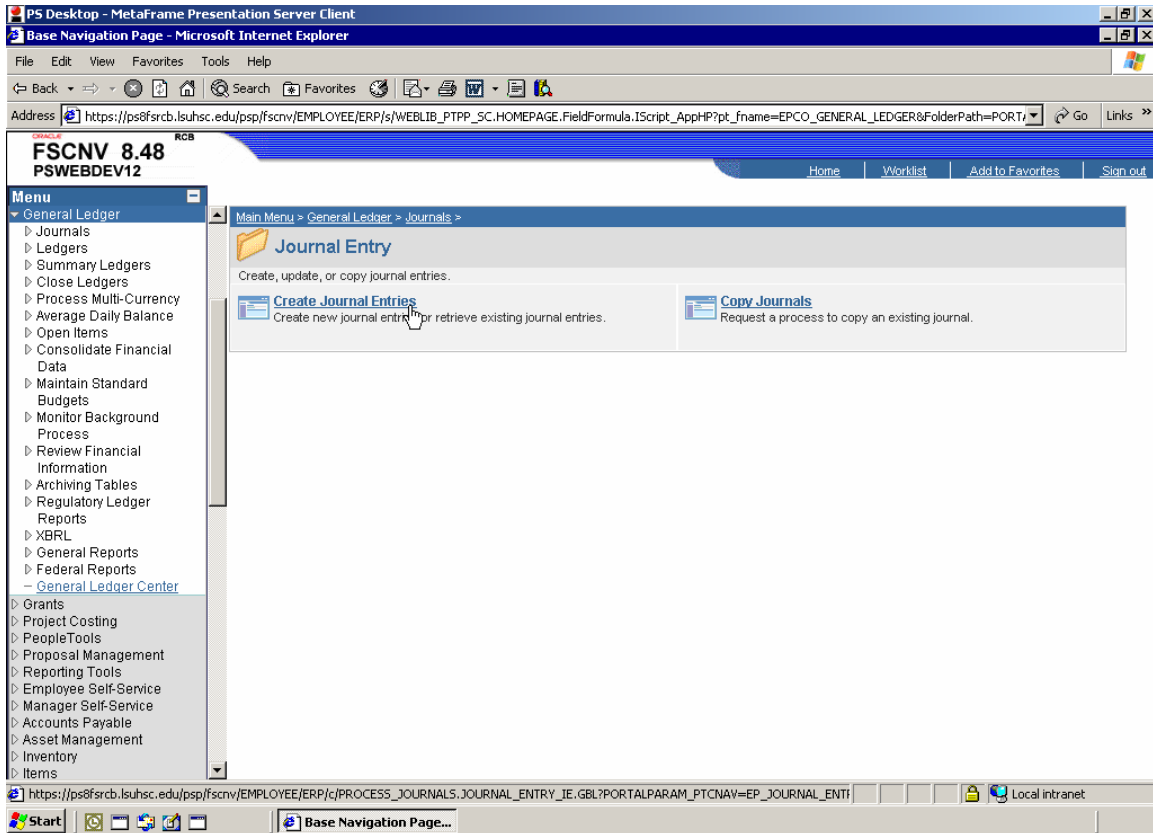


# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Select Create Journal Entries

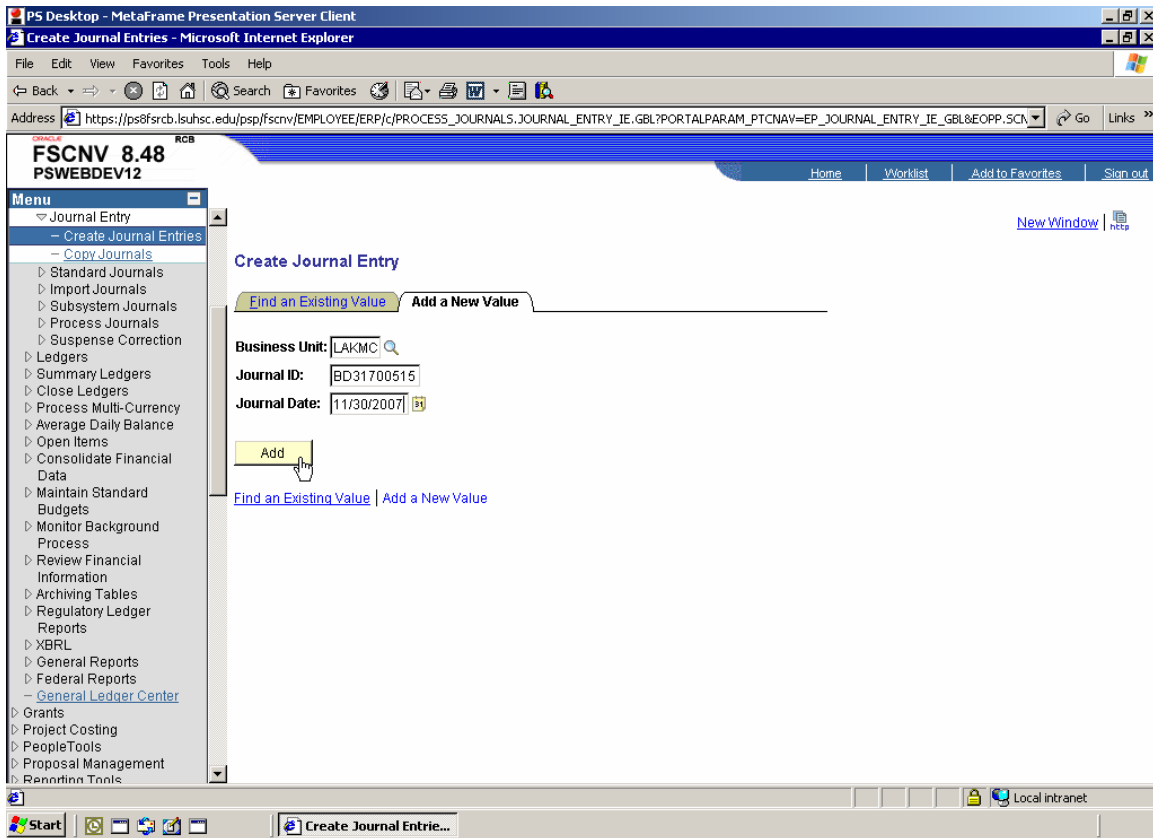


# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

- Click on Add a New Value Tab
- Select appropriate Business Unit (Example: LAKMC)
- Journal ID (Example: BD31700515)
- Enter appropriate Journal Date (Example: 11/30/2007)
- Click on Add

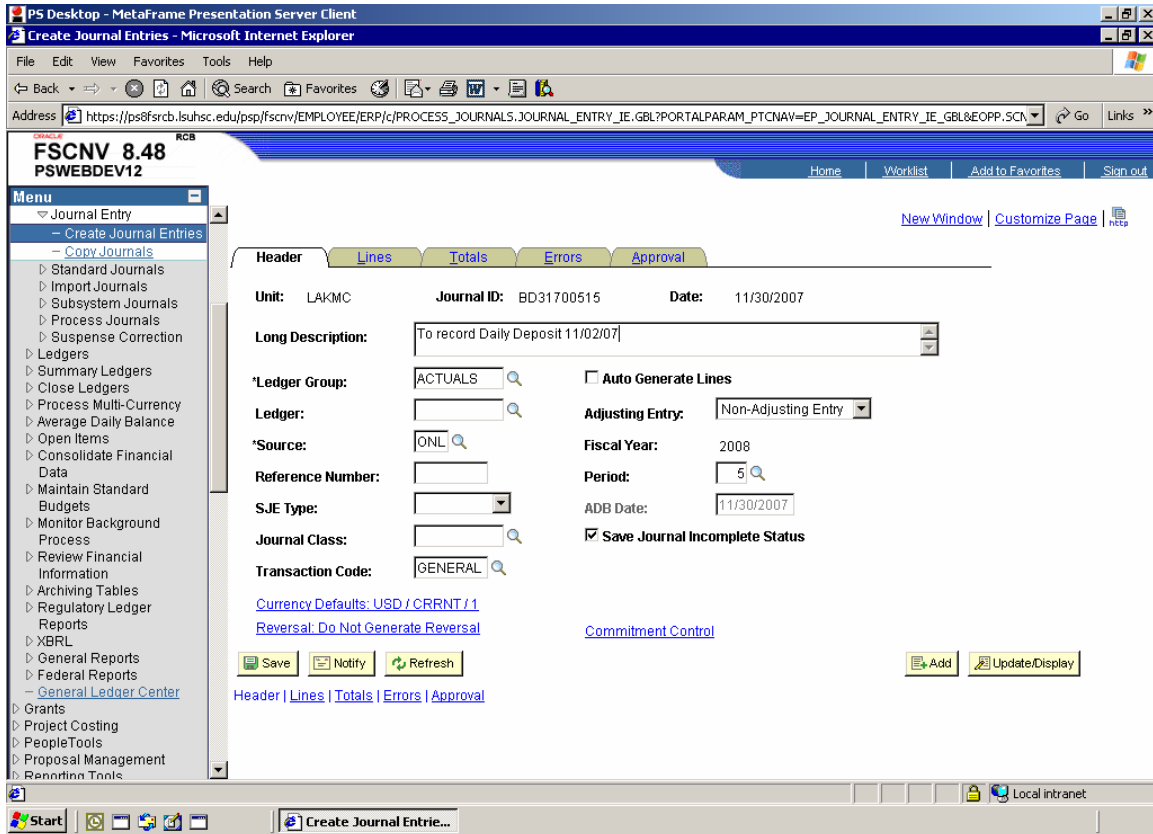


# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

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



# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Click on Lines Tab to create journal lines

Enter Account (Example: 110207)

Enter Fund (Example: 111)

Enter Dept (Example: 2085206)

Enter Program (Example: 95001)

**FSCNV 8.48 PSWEBDEV12**

Unit: LAKMC    Journal ID: BD31700515    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	2085206	95001	61010

Lines to add: 1

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—Bank Deposit

Enter Class (Example: 61010)

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

Enter Amount (Example: 2,783.50)

**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

Process:

Fund	Dept	Program	Class	Project	Currency	Amount	Base Currency	Journal Line Description
111	2085206	95001	61010	(None)	USD	2783.50	USD	

Total Credits: 0.00    Journal Status: I    Budget Status: N

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

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 11 lines.

The screenshot displays the PeopleSoft 8.8 'Create Journal Entries' interface. The browser window title is '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](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 application header shows 'FSCNV 8.48 PSWEBDEV12'. The left navigation menu includes '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 content area has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. The first row shows Line 1 with Unit LAKMC and Ledger ACTUALS. Below the table is a 'Lines to add:' field with the value '11' and a '+' button. The 'Totals' section shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The first row shows Unit LAKMC, Total Lines 1, Total Debits 0.00, Total Credits 0.00, Journal Status I, and Budget Status N. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh', and a breadcrumb trail: 'Header | Lines | Totals | Errors | Approval'.

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

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

The screenshot shows the 'Create Journal Entries' interface in PeopleSoft 8.8. The browser window title is 'Create Journal Entries - Microsoft Internet Explorer'. The URL is [https://ps8fscrb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_JE\\_GBL?PORTALPARAM\\_PTCNAV=EP\\_JOURNAL\\_ENTRY\\_JE\\_GBL&EOPP.SCN](https://ps8fscrb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_JE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_JE_GBL&EOPP.SCN). The page title is 'FSCNV 8.48 PSWEBDEV12'. The interface includes a menu on the left, a header section with 'Unit: LAKMC', 'Journal ID: BD31700515', and 'Date: 11/30/2007'. Below the header is a table of journal entry lines.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085206	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	3	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	4	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	5	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	6	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	7	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	8	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	9	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	10	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	11	LAKMC	ACTUALS			111	2085206	95001	61010
<input type="checkbox"/>	12	LAKMC	ACTUALS			111	2085206	95001	61010

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Example:

Line 2 Account:	464138	Dept:	2095920
Line 3 Account:	110207	Dept:	2085207
Line 4 Account:	464138	Dept:	2095920
Line 5 Account:	110207	Dept:	2085216
Line 6 Account:	464138	Dept:	2095920
Line 7 Account:	110207	Dept:	2085216
Line 8 Account:	464138	Dept:	2095920
Line 9 Account:	110207	Dept:	2084341
Line 10 Account:	464250	Dept:	2067342
Line 11 Account:	110207	Dept:	2085390
Line 12 Account:	464150	Dept:	2068390

The screenshot displays the 'Create Journal Entries' form in PeopleSoft 8.8. The interface includes a navigation menu on the left and a main data entry area. The header section contains the following information:

- Unit: LAKMC
- Journal ID: BD31700515
- Date: 11/30/2007
- Process: Edit Journal

The 'Lines' table contains the following data:

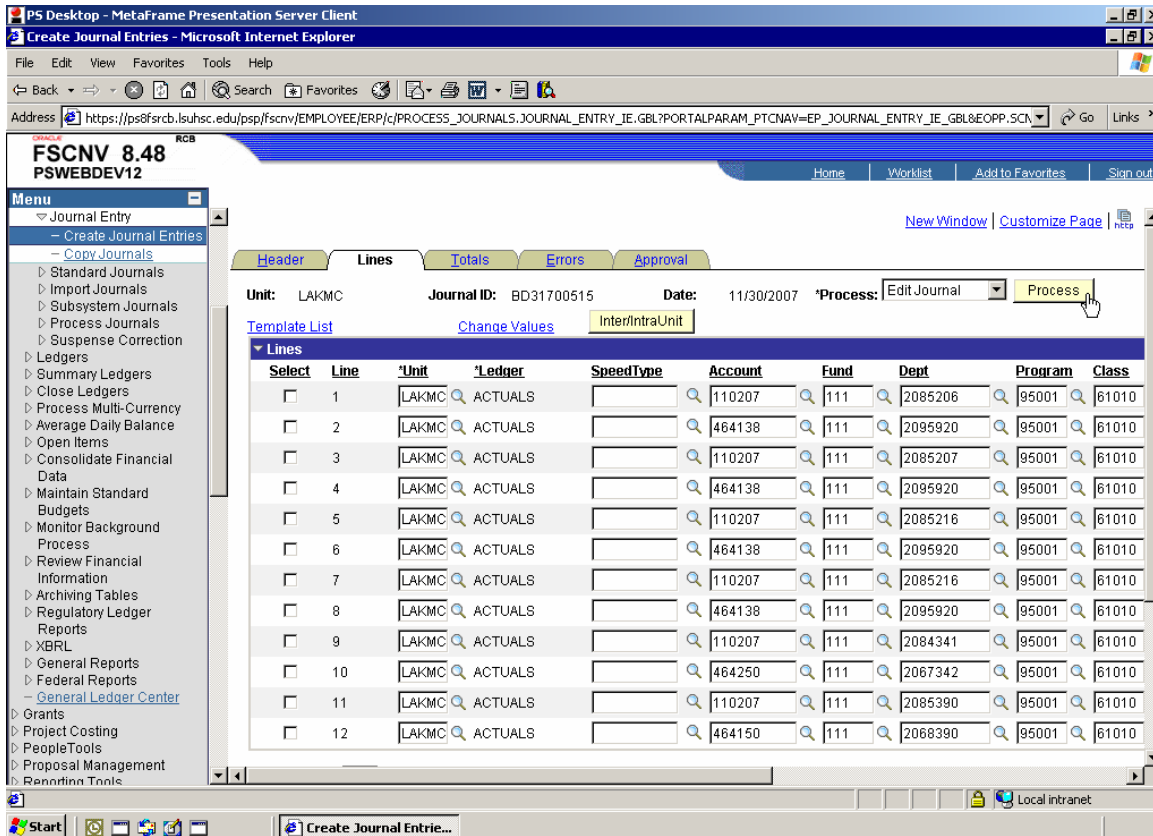
Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085206	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	3	LAKMC	ACTUALS		110207	111	2085207	95001	61010
<input type="checkbox"/>	4	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	5	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	6	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	7	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	8	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	9	LAKMC	ACTUALS		110207	111	2084341	95001	61010
<input type="checkbox"/>	10	LAKMC	ACTUALS		464250	111	2067342	95001	61010
<input type="checkbox"/>	11	LAKMC	ACTUALS		110207	111	2085390	95001	61010
<input type="checkbox"/>	12	LAKMC	ACTUALS		464150	111	2068390	95001	61010

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

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—Bank Deposit

Click OK on the saved Journal message

The screenshot shows the PeopleSoft 8.8 interface for creating a journal entry. The browser window is titled "Create Journal Entries - Microsoft Internet Explorer". The URL is [https://ps8fsrcb.lsuhscc.edu/pspf/scnv/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE\\_GBL?PORTALPARAM\\_PTCNAV=EP\\_JOURNAL\\_ENTRY\\_IE\\_GBL&EOPP.SCN](https://ps8fsrcb.lsuhscc.edu/pspf/scnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP.SCN). The page header shows "FSCNV 8.48 PSWEBDEV12".

The main form is titled "Journal Entry" and includes the following fields:

- Unit: LAKMC
- Journal ID: BD31700515
- Date: 11/30/2007
- Process: Edit Journal

Below these fields is a table with columns: Select, Line, Unit, Ledger, Account, Fund, Dept, Program, Class. The table contains 10 rows of data:

Select	Line	Unit	Ledger	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC		207	111	2085206	95001	61010
<input type="checkbox"/>	2	LAKMC		38	111	2095920	95001	61010
<input type="checkbox"/>	3	LAKMC		207	111	2085207	95001	61010
<input type="checkbox"/>	4	LAKMC		38	111	2095920	95001	61010
<input type="checkbox"/>	5	LAKMC	ACTUALS	110207	111	2085216	95001	61010
<input type="checkbox"/>	6	LAKMC	ACTUALS	464138	111	2095920	95001	61010
<input type="checkbox"/>	7	LAKMC	ACTUALS	110207	111	2085216	95001	61010
<input type="checkbox"/>	8	LAKMC	ACTUALS	464138	111	2095920	95001	61010
<input type="checkbox"/>	9	LAKMC	ACTUALS	110207	111	2084341	95001	61010
<input type="checkbox"/>	10	LAKMC	ACTUALS	464250	111	2067342	95001	61010

A dialog box titled "Microsoft Internet Explorer" is overlaid on the table, displaying a warning icon and the message: "Journal BD31700515 is saved. (5210,6)". An "OK" button is visible in the dialog box.

At the bottom of the form, there is a "Lines to add:" field with a value of 1 and a "Totals" section.

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Select Post Journal  
Click Process button

The screenshot shows the PeopleSoft 8.8 interface for creating journal entries. The browser window title is "Create Journal Entries - Microsoft Internet Explorer". The URL is "https://ps8fsrcb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.JOURNAL\_ENTRY\_IE.GBL?PORTALPARAM\_PTCNAV=EP\_JOURNAL\_ENTRY\_IE\_GBL&EOPP.SCN". The page header shows "FSCNV 8.48 PSWEBDEV12".

The main content area is titled "Journal Entry" and includes a "Menu" on the left. The "Process" button is highlighted in yellow. The "Process" dropdown menu is set to "Post Journal". The "Process" button is also highlighted in yellow.

The "Lines" tab is selected, showing a table of journal entry lines. The table has columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. There are 10 lines listed, each with a checkbox in the "Select" column.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085206	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	3	LAKMC	ACTUALS		110207	111	2085207	95001	61010
<input type="checkbox"/>	4	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	5	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	6	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	7	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	8	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	9	LAKMC	ACTUALS		110207	111	2084341	95001	61010
<input type="checkbox"/>	10	LAKMC	ACTUALS		464250	111	2067342	95001	61010

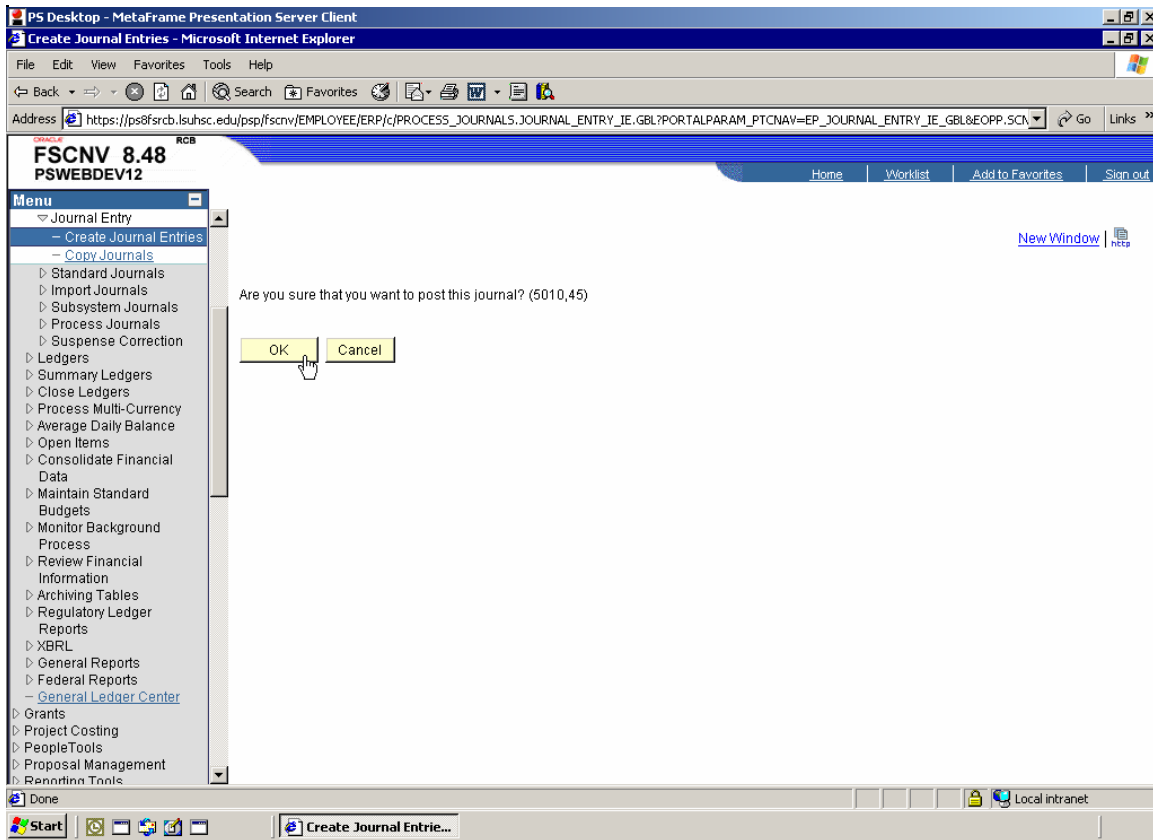
Below the table, there is a "Lines to add:" field with a value of 1 and plus/minus buttons. The "Totals" tab is also visible at the bottom of the table area.

# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Click OK to post the journal



# LSU Health Care Services Division

## PeopleSoft 8.8

### Posting an online Journal Entry—Bank Deposit

Verify Journal Status is P (Posted)

The screenshot displays the PeopleSoft 8.8 interface for creating and reviewing journal entries. The browser window title is "Create Journal Entries - Microsoft Internet Explorer". The URL is [https://ps8fsrcb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE\\_GBL?PORTALPARAM\\_PTCNAV=EP\\_JOURNAL\\_ENTRY\\_IE\\_GBL&EOPP\\_SCN](https://ps8fsrcb.lsuhscc.edu/psp/fscnv/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE_GBL?PORTALPARAM_PTCNAV=EP_JOURNAL_ENTRY_IE_GBL&EOPP_SCN). The page header shows "FSCNV 8.48 PSWEBDEV12".

The main content area is titled "Journal Entry" and shows the following details:

- Unit: LAKMC
- Journal ID: BD31700515
- Date: 11/30/2007
- Process: Edit Journal

Below these details is a table of journal lines. The table has columns for Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. There are 10 lines listed, all with a status of "ACTUALS".

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	LAKMC	ACTUALS		110207	111	2085206	95001	61010
<input type="checkbox"/>	2	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	3	LAKMC	ACTUALS		110207	111	2085207	95001	61010
<input type="checkbox"/>	4	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	5	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	6	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	7	LAKMC	ACTUALS		110207	111	2085216	95001	61010
<input type="checkbox"/>	8	LAKMC	ACTUALS		464138	111	2095920	95001	61010
<input type="checkbox"/>	9	LAKMC	ACTUALS		110207	111	2084341	95001	61010
<input type="checkbox"/>	10	LAKMC	ACTUALS		464250	111	2067342	95001	61010

Below the lines table is a "Totals" section with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Sta
LAKMC	12	6,475.22	6,475.22	P	

The "Journal Status" column shows "P", indicating the journal entry is posted. The "Budget Sta" column has a dropdown arrow.