Manually Batch Editing and Budget Checking Actuals Journals

This training guide describes the process for batch editing and budget checking actuals journal entries (not budgetary) using the PeopleSoft General Ledger module. This is the second step in the journal lifecycle which consists of creating, editing, reviewing, and posting.

Before you begin . . .

Upon completion of this guide you will be able to:
- Create a Run Control ID
- Schedule a process
- Manually batch edit and budget check multiple journals
- Check the status of the journals

Who has access?
Accounting Services, Controller’s office, ASRSP

This process is used to:
- Verify that valid chart strings have been entered by the user (the edit process)
- Verify that funds are available to cover the expense and that a budget exists for the category of expense/revenue (the budget check process)

How do I sign in to PeopleSoft?
1. Sign in to the NUPortal at nuportal.northwestern.edu
2. Click the Staff or Faculty tab, Finance and Budget tab, and then click the Login to PeopleSoft link from the left navigation pane.

Additional Resources
- Visit the Project Café website for additional training materials www.cafe.northwestern.edu/training
- Visit the NUPortal nuportal.northwestern.edu to access the Chart of Accounts crosswalk.
- Review the 90-day policy for journal entries http://www.northwestern.edu/finsys/polcydoc/faq90.htm

Where do I get help?
For assistance, contact NUIT Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.
Step 1: Create a Run Control ID
Quick navigation: From the menu panel, click General Ledger → Journals → Process Journals → Edit Journals.

Run Controls:
A run control is a set of instructions or parameters in PeopleSoft that explain to the system how you want a job processed. If you enter many journals, set up a run control that will direct the system how to batch edit and budget check all your journal entries at one time.

- Your can reuse a Run Control ID by changing the parameters whenever necessary. From the screen above, click the Find an Existing Value, and then click Search. Click the name of the Run Control ID you want to reuse, and then follow the process covered in this guide.
- The recommended naming convention for a Run Control ID is process_description or just the process name. Spaces are not allowed in the ID name. (For example, edit_budget_check).
- Run controls are user specific. You may only use the run controls that you create.
Step 2: Select the Run Control ID parameters

1. Change the Process Frequency to **Always**.

2. Enter a short description of the process.

3. Enter your parameters:
   - Business Unit – always = NWUNV
   - Ledger Group – always select ACTUALS for actuals journal that will post to the General Ledger.
   - Source – to pull journals by source, enter or click and then select a source code.

4. Click the **Budget Check** box. (The Edit box is already selected.)

5. Click **Run** to continue.

**Additional fields**
- * indicates a required field.
- Mark Journal(s) to Post – Do not check this box. This function does not work from this screen.
Step 3: Run the process
The Process Scheduler Request page appears.

The process defaults to the correct selection.

1. Select PS/GL Journal Edit

2. Click OK

There are no additional Format options available for this PS/GL Journal Edit process.

The Message Log output is a text file.
Step 4: Check the process status
The message log provides real-time updates on the status of the process. You can check the message log while the process is running. The message log reports the process errors, warnings, and successes.

![Edit Journals Request](image)

1. The instance number for the process appears here. Remember it for the next step.
2. Click **Process Monitor**.
Step 4b: View the status for your instance number

The Details link provides access to the message log for the instance number.

![Image showing the Distribution Status report]

Click Refresh at any time to refresh the Distribution Status.

The Distribution Status reports the status of the process.

<table>
<thead>
<tr>
<th>Distribution Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>The process is waiting to run.</td>
</tr>
<tr>
<td>NA</td>
<td>The process is still running.</td>
</tr>
<tr>
<td>Posting</td>
<td>The journal is being processed.</td>
</tr>
<tr>
<td>Posted</td>
<td>The message log has posted. This does not mean all the journals have posted. Check the message log to check journal posting status.</td>
</tr>
</tbody>
</table>
## Step 4c: Open the Message Log

<table>
<thead>
<tr>
<th>Process Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process</strong></td>
</tr>
<tr>
<td>Instance: 10084</td>
</tr>
<tr>
<td>Name: GL_JEDIT</td>
</tr>
<tr>
<td>Run Status: Success</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>edit_budget_check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Server</td>
</tr>
<tr>
<td>Server:</td>
<td>PSLNXA</td>
</tr>
<tr>
<td>Recurrence:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On: 01/22/2008 5:07:14PM CST</td>
</tr>
<tr>
<td>Run Anytime After: 01/22/2008 5:07:07PM CST</td>
</tr>
<tr>
<td>Began Process At: 01/22/2008 5:07:48PM CST</td>
</tr>
<tr>
<td>Ended Process At: 01/22/2008 5:08:32PM CST</td>
</tr>
</tbody>
</table>

1. Click the **Message Log** link to view the results of the process.
Step 4d: Review the process results

What happens next?

- Journals with errors were discovered. One of the journals does not have a Valid status. Correct the error within the journal header or line, and then edit and budget check the journal again. See the Correcting Common Actuals Journal Errors training guide to see how to correct journal errors.
- Use PeopleSoft search tools to find the status of your journals. See the Searching for Journals training guide for more information.
- Journals with a Valid status will be reviewed by a designated reviewer.
- Journals that are approved will be posted.
- Journals that are rejected (not approved) are changed to an Incomplete status until they are corrected or deleted.

When a Warning appears after Request Statistics, it means the budget did not have sufficient funds, but the transaction was still processed.
In a Nutshell . . .

Manually Batch Editing and Budget Checking Actual Journals

Process Overview:
Quick navigation: General Ledger → Journals → Process Journals → Edit Journals
Step 1: Create a Run Control ID
Step 2: Select the Run Control ID parameters
Step 3: Run the process
Step 4: Check the process status
Step 4b: View the status for your instance number
Step 4c: Open the Message Log
Step 4d: Review the process results

What happens next?
- Journals with errors were discovered. One of the journals does not have a Valid status. Correct the error within the journal header or line, and then edit and budget check the journal again. See the Correcting Common Actuals Journal Errors training guide to see how to correct journal errors.
- Use PeopleSoft search tools to find the status of your journals. See the Searching for Journals training guide for more information.
- Journals with a Valid status will be reviewed by a designated reviewer.
- Journals that are approved will be posted.
- Journals that are rejected (not approved) are changed to an Incomplete status until they are corrected or deleted.