

PeopleSoft Training Activity Sheet

GL1: GENERAL LEDGER

For use in training. Last updated August 12, 2016.

Activity 1: Create and Process a Journal Entry to Clear Suspense

Directions: Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Refer to pp.6-24 of *GL1: General Ledger Guide*.

1. Create and process a Journal Entry (JE) to clear suspense.

- Use these ChartStrings:

	Fund	Resource	Goal	Function	Object	Site	Amount
CR	0100	9999000	0000	0000	7999000	000	-200.00
DR	0100	0000030	0000	7200	3401000	000	200.00

- Use Journal Line Description: *Smith H&W Benefits*

2. What is the **Journal ID** that was assigned? _____

3. Complete the journal process.

- Run Edit Journal Process
- Submit Journal
- Approve Journal (this step may be skipped based on district processes)
- Post Journal Entries

4. Where can you see if the journal is posted? _____

Activity 2: Create & Process an Auditor's Transfer

Directions: Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Refer to pp.27-37 of *GL1: General Ledger Guide* to create an Auditor's Transfer.

1. Create an AT to move lunch money collected to the correct fund.

- Use these ChartStrings:

	Fund	Resource	Goal	Function	Object	Site	Amount
CR	1300	5310000	0000	0000	8699000	000	-120.00
DR	0100	9999000	0000	0000	8999000	000	120.00

- Line Description: *Jones Lunches*

2. What is the **Journal ID** that was assigned? _____

3. Complete the journal process.

- Run Edit Journal Process
- Submit Journal

4. Who approves Auditor's Transfers? _____ Who posts them? _____

Activity 3: Copy a Journal Entry

Directions: Navigate to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Refer to pp.41-43 of *GL1: General Ledger Guide*.

1. Create a copy using your **Journal ID** from Activity 1.
2. Change the amount.
 - What is the new Journal ID? _____
3. Complete Journal process.
 - Where can you see if the journal is posted? _____

Activity 4: Review Status of GL Journals

Directions: Click on Favorites and select Create/Update Journal. Refer to pp.99-104 of *GL1: General Ledger Guide*.

If not in favorites: Navigate to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal

1. On the *Find an Existing Value* tab, enter parameters:
 - a. **Business Unit:** 00700
 - b. **Journal Date:** Change operator to between enter dates 07/01/2016 – T
 - c. **Journal Header Status:** Select the blank field
 - d. **Entered by:** use you **User ID**
 - e. Click **Search**
2. What do you notice about the date where you had put the letter “T”? _____
3. Sort the *Journal Header Status* column. How many journals are:
 - a. Deleted: _____ Do these required additional action? _____
 - b. Incomplete: _____ Do these required additional action? _____
 - c. Posted: _____ Do these required additional action? _____
 - d. Unposted: _____ Do these required additional action? _____
 - e. Valid: _____ Do these required additional action? _____
4. Sort the *Budget Checking Header Status* Column. How many journals are:
 - a. Valid: _____ Do these required additional action? _____
 - b. Error: _____ Do these required additional action? _____
 - c. Edit Not Checked: _____ Do these required additional action? _____
5. You have an issue that a journal is not posting. It has this **Source**, what do you do?
 - a. **DO** _____
 - b. **AT** _____
 - c. **FA** _____
 - d. **SCH** _____
 - e. **AP** _____
 - f. **INV** _____
 - g. **PAY** _____
 - h. **AR** _____
 - i. **KK** _____
 - j. **PO** _____

Activity 5: Run a Query for Transactions

Directions: Navigate to **Reporting Tools > Query > Query Viewer**. You will run the **FAR_GL_DETAILS** query. Refer to pp.123-125 of *GL1: General Ledger Guide*.

1. Run **FAR_GL_DETAILS** as HTML. Enter these parameters, then click View Results.

FAR_GL_DETAILS - Details To All GL Postings

Journal ID %:

Source %:

District # %:

Object From:

Object To:

Fiscal Year:

Accounting Period From: **Use current year and period.**

Accounting Period To:

Fund %:

Resource From:

Resource To:

Site %:

Op Unit %:

Use current Period.

2. Export to Excel. Use **Data > Filter** to help in sorting and searching for data to answer these questions:

- Can you find the journal you created in Activity 1? (Y/N) _____
- Are there any other journals with the same account string? _____

Activity 6: Run ChartField Report

Directions: Navigate to: **Main Menu > Set up Financial/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports**. Refer to p.76-79 of *GL1: General Ledger Guide*.

Name 2 Resources listed: (1) _____ (2) _____

Activity 7: Review Combo Edit Data

Directions: Navigate to **Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data**. Refer to pp. 80-82 of *GL1: General Ledger Guide*.

Run the **Group FDN_RSRC** (fund by resource). Find the resources that can be used with Fund 0100.

- How many rows were retrieved? _____
- Name 2 Resources that can be used with Fund 0100:
 (1) _____ (2) _____