|  |
| --- |
|  |

University of North Carolina at Chapel Hill

**Campus Journals**

**Exercise Workbook**

PeopleSoft Human Resources and Finance Implementation

# Table of Contents

Exercise 1 1

Creating a Campus Journal (Billing) 1

Exercise 2 3

Creating a Correcting Campus Journal 3

Exercise 3 4

Creating an Interunit Campus Journal 4

Exercise 4 5

Editing a Campus Journal Not Yet Posted 5

Exercise 5 6

Resolving a Journal Edit Error 6

Exercise 6 8

Identifying a Budget Error 8

Exercise 7 9

Deleting a Campus Journal 9

Extra exercise 10

Creating a Campus Journal (University Endowment Income to Principal) 10

Exercise 1

Creating a Campus Journal (Billing)

Scenario

In this exercise, you will create a campus journal using the Billing journal type for miscellaneous services.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Campus Journal

Required Data

This section provides the field data required to complete this exercise.

| Header |
| --- |
| Field  | Field Value  |
| Transaction Group  | Billing  |
| Transaction Type | Billing |
| Business Unit | UNCCH  |
| Journal Date | today  |

|  |
| --- |
| **Lines** |
| **Field** | **Line 1** | **Line 2** |
| Unit  | UNCCH  | UNCCH  |
| Amount | 25.00  | -25.00  |
| Fund | 21101 | 29519 |
| Source | 13001 | 19093 |
| Account | 558914 | 441845 |
| Dept | 452400 | 230510 |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Create a campus journal. Make sure to attach the Billing Attachment Form as justification. Run the journal edit and budget checking processes, and submit the journal for approval.

|  |  |  |
| --- | --- | --- |
|  | What is the journal ID? |  |
|  | What was the journal status *before* you ran the Edit Journal process? | No. |
|  | What was the journal status *after* you ran the journal edit process?  | Yes. There could now be insufficient budget.  |
|  | Why did you only have to click the “Process” button once to run both the Journal Edit and Budget Check process? |  |
|  | How many approvers are assigned to this journal? |  |

Exercise 2

Creating a Correcting Campus Journal

Scenario

In this exercise, you will create a Correcting JE campus journal. The original journal was a Billing journal type for Miscellaneous Services. To correct the journal, you will change the Account chartfield from Miscellaneous Services to Lab Services.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Correcting Campus Journal

Required Data

This section provides the field data required to complete this exercise.

| Field  | Value  |
| --- | --- |
| Journal ID | Instructor to provide |

Tasks and Questions

1. Search for the journal provided by your instructor.
2. Make a change to the journal line according to the directions provided by your instructor.
3. For justification, either enter a text justification in the Description field on the line, or attach a separate document.
4. Run the journal edit and budget checking processes, and submit the journal for approval.

|  |  |  |
| --- | --- | --- |
|  | What is the journal ID of the new journal? |  |
|  | What field holds the original journal ID number? |  |
|  | What status does a journal need to have in order to do a Correcting JE from it? |  |
|  | If you searched for a journal using the Correcting JE page and couldn’t find it, what might be the reason? |  |

Exercise 3

Creating an Interunit Campus Journal

Scenario

In this exercise, you will create a campus journal with journal type of Foundation Allocation to University. This journal type is interunit by definition, meaning that it is moving money between business units. Interunit transactions require that you fill in the Affiliate field on each line of the interunit transaction.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating an interunit Campus Journal

Required Data

| Header |
| --- |
| Field Value  | Field Value  |
| Transaction Group  | Trust and Special Funds Transfer |
| Transaction Type | Foundation Allocation to University |
| Business Unit | CHPRM |
| Journal Date | today |

|  |
| --- |
| Lines |
| Field | Line 1 | Line 2 |
| Unit  | CHPRM | UNCCH |
| Amount | 25.00 | -25.00 |
| Fund | 29920 | 29200 |
| Source | R0142 | R0142 |
| Account | 559139 | 462180 |
| Dept | 459900 | 450100 |
| Affiliate | UNCCH | CHPRM |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Create an interunit campus journal. For justification, either enter a text justification in the Description field on the line, or attach a separate document. Run the journal edit and budget checking processes, and submit the journal for approval.

|  |  |  |
| --- | --- | --- |
|  | What is the journal ID? | No. |

Exercise 4

Editing a Campus Journal Not Yet Posted

Scenario

In this exercise, you will edit a campus journal that has not been posted yet by changing the amount.

Reference

Refer tothe following for assistance in completing the exercise:

* Editing a Campus Journal Not Yet Posted

Required Data

This section provides the data required to complete this exercise.

| Field | Resource |
| --- | --- |
| NA | Journal ID from Exercise 3 |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Search for the journal. Note: You’ll need to search by the Business Unit header from the interunit journal, which is CHPRM.
2. Change the amount of the journal from $25 to $50. Make sure to edit both the debit and the credit lines. Run the journal edit and budget checking processes, and submit the journal for approval.

|  |  |  |
| --- | --- | --- |
|   | What happened to the Journal Header and Budget Status columns when you made a change to the journal and clicked Save?  |  |
|  | What were the Journal Header status and Budget Status after you ran the journal edit and budget checking processes? |  |

Exercise 5

Resolving a Journal Edit Error

Scenario

In this exercise, you will resolve a journal edit error.

Reference

Refer tothe following for assistance in completing the exercise:

* Understanding Journal Edit Errors

Required Data

This section provides the field data required to complete this exercise.

| Header |
| --- |
| Field Value  | Field Value  |
| Transaction Group  | Deposits & Accounts Receivable |
| Transaction Type | Print Plan Deposit |
| Business Unit | UNCCH |
| Journal Date | Today |

|  |
| --- |
| Lines |
| Field | Line 1 | Line 2 |
| Unit  | UNCCH | UNCCH |
| Amount | 25.00 | -25.00 |
| Fund | 21101 | 29500 |
| Source | 12001 | 19049 |
| Account | 538110 | 217630 |
| Dept | 450100 | 224410 |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Create the journal. For justification attach a separate spreadsheet. Run the journal edit and budget checking processes.

|  |  |  |
| --- | --- | --- |
|  | Did the journal pass journal edit? | No. |
|  | What displays in the Journal Status column? | No. |

1. Click either the Error tab or the “E” link in the Journal Status column.

|  |  |  |
| --- | --- | --- |
|  | What does the error message say?  |  |
|  | In your own words, what is the issue with the journal? |  |

1. Fix the error by changing the Source code on the debit line to 13105, and click Save. Run the updated journal back through the journal edit and budget checking processes. Submit the journal for approval again.

Exercise 6

Identifying a Budget Error

Scenario

In this exercise, you will identify the cause of a budget error on a campus journal.

Reference

Refer tothe following for assistance in completing the exercise:

* Reviewing Campus Journal Budget Errors

Required Data

This section provides the field data required to complete this exercise.

| Field Value  | Field Value  |
| --- | --- |
| Journal ID  | Instructor to provide |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions.

1. Search for the journal from the Campus Journal Validation page. The navigation is: Main Menu > Finance Menu > UNC Campus > Campus Journals > Campus Journal Validation.

.

1. Click the “E” link in the Budget Status column to display the Review Budget Exceptions page.

.

|  |  |  |
| --- | --- | --- |
|  | What is the reason for the budget error? | No. |
|  | How would you resolve this error? | No. |
|  | Once you resolved the problem, what do you need to do to process the journal? |  |

Exercise 7

Deleting a Campus Journal

Scenario

In this exercise, you will delete a journal. Journals can be deleted up to the point they are posted.

Reference

Refer tothe following for assistance in completing the exercise:

* Deleting a Campus Journal

Required Data

This section provides the field data required to complete this exercise.

| Field | Value |
| --- | --- |
| NA | Journal ID from Exercise 1 |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions.

1. Delete the journal.

|  |  |  |
| --- | --- | --- |
|  | If the journal were in Posted status, could you delete it? | No. |

Extra exercise

Creating a Campus Journal (University Endowment Income to Principal)

Scenario

In this exercise, you will create a campus journal using the University Endowment Income to Principal journal type.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Campus Journal

Required Data

This section provides the field data required to complete this exercise.

| Header |
| --- |
| Field Value  | Field Value  |
| Transaction Group  | Trust & Special Funds Transfer |
| Transaction Type | University Endowment Income to Principal |
| Business Unit | UNCCH |
| Journal Date | today |

|  |
| --- |
| **Lines** |
|  | **Line 1** | **Line 2** |
| Unit  | UNCCH  | UNCCH  |
| Amount | 25.00  | -25.00  |
| Fund | 28200 | 29800 |
| Source | 71023 | 71023 |
| Account | 582110 | 482110 |
| Dept | 310100 | 310100 |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Create a campus journal. Run the journal edit and budget checking processes, and submit the journal for approval.

|  |  |  |
| --- | --- | --- |
|  | What is the journal ID? |  |
|  | What was the journal status *before* you ran the Edit Journal process? | No. |
|  | What was the journal status *after* you ran the journal edit process?  | Yes. There could now be insufficient budget.  |
|  | Why did you only have to click the “Process” button once to run both the Journal Edit and Budget Check process? |  |
|  | How many approvers are assigned to this journal? |  |