

University of North Carolina at Chapel Hill

# Campus Journals

## Exercise Workbook

PeopleSoft Human Resources and Finance Implementation

*This exercise workbook has been customized for the School of Public Health.*



## Table of Contents

Exercise 1 - Creating a Campus Journal .....	1
Exercise 2 - Exploring Residual Fund Transfers.....	3
Exercise 3 - Creating a Correcting Campus Journal .....	5
Exercise 4 - Creating a Correcting Voucher Journal .....	7
Exercise 5 - Editing a Campus Journal Not Yet Posted .....	9
Exercise 6 - Resolving a Journal Edit Error .....	10
Exercise 7 - Identifying a Budget Error .....	12
Exercise 8 - Deleting a Campus Journal.....	14



## Exercise 1 - Creating a Campus Journal

### Scenario

In this exercise, you will create a campus Billing journal for the Biostatistics Copy Center for miscellaneous services.

### Reference

Refer to the following for assistance in completing the exercise:

- Creating a Campus Journal

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

### Required Data

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

Field Value	Field Value	Field Value
Transaction Group	Billing	
Transaction Type	Billing	
Business Unit	UNCCH	
Journal Date	today	
Unit	UNCCH	UNCCH
Amount	25.00	-25.00
Fund	(State) Health Affairs – Reg Term Inst	Other Auxiliary Operations
Source	Health Affairs Approp	Biostatistics Copy (you can search for it in Description)
Account	Miscellaneous Services	Sales-Intra University
Dept	Your Dept	462002


### 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?


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 What was the journal status *after* you ran the journal edit process?


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 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?

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 What type of funding is *paying* for the services?

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## Exercise 2 - Exploring Residual Fund Transfers

### Scenario

In this exercise, you will create a residual fund transfer. You will enter amounts into the journal and see how the positive and negative amounts restrict the fund and account chartfields.

### Reference

Refer to the following for assistance in completing the exercise:

- Creating a Campus Journal

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

### Required Data

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

Field Value	Field Value	Field Value
Transaction Group	Office of Sponsored Research	
Transaction Type	Residual	
Business Unit	UNCCH	
Journal Date	today	
Unit	UNCCH	UNCCH
Amount	1,000	-1,000

### Tasks and Questions

1. After entering the parameters above, answer the following questions for the line with the...

...Positive amount      ...Negative amount



What **fund(s)** are available for selection?



What is the corresponding range of **sources** available?



What **account** is available for selection?



Overall, under what circumstance would you use this journal type?

...Positive amount	...Negative amount

2. Complete the entry by entering the following parameters.

Field Value	Field Value	Field Value
Following on:	Positive amount line	Negative amount line
Fund	C&G-Educational Agreement	Choose*
Source	Federal Agencies (you can search for the Description)	16269
Account	Choose	Choose
Dept	464501	464501
PC Bus Unit	CHOSR	
Project ID	5037943	
Activity	1	

3. Save, process (and budget check), and then submit your journal.

4. Answer the following questions:



What is the fund in the negative line? (field with \*) What do you notice about the purpose of this fund?



What type of document would you normally attach for a residual fund transfer?



What is the Journal Status?



What is the Budget Status?




### Exercise 3 - Creating a Correcting Campus Journal

#### Scenario

In this exercise, you will create a Correcting JE campus journal. You discovered that a billing for mass spectrometry services was billed to the wrong grant. To correct the journal, you will change the chartfield to move the charge to the correct grant.

#### Reference

Refer to the following for assistance in completing the exercise:

- Creating a Correcting Campus Journal

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

#### Tasks and Questions

1. Create a campus journal using the Correcting JE type.
2. Search for the Journal that you'd like to correct. [Note: Your instructor will provide you with a posted Journal ID.]
3. Choose the journal line that is posted to the **grant**.



How did you tell which line to choose?

4. That line was previously charged \$100. Allocate the \$100 to a new grant using the following data values:

Field Value	Newly Allocated Entry
Unit	UNCCH
Amount	\$100
Fund	<b>C&amp;G-Organized Research</b>
Source	<b>Nonprofit Organization</b> (you can search for the Description)
Account	558913
Dept	466001
PC Bus Unit	What should this be?
Project ID	5059281
Activity	What should this be?

5. 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 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 4 - Creating a Correcting Voucher Journal

### Scenario

In this exercise, you will create a correcting voucher journal.

### Reference

Refer to the following for assistance in completing the exercise:

- Creating a Correcting Campus Journal

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

### Required Data

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

Field	Value
Invoice Number	Instructor to provide

### Tasks and Questions

1. Complete the following tasks and answer the questions:



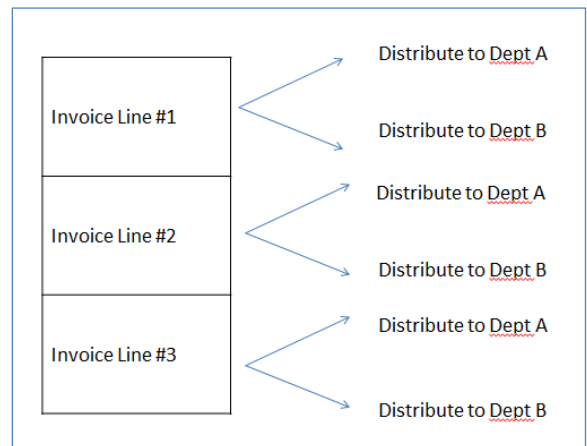
How many lines are in this original voucher?



How many distribution lines are in the original voucher?


Vouchers may have multiple invoice lines. *Each line* on the invoice may be distributed to multiple chartfields.

For example, if an event was jointly sponsored by two departments, there might be 3 invoice lines as follows and each line distributed to a different chartfield. In this case, *only one distribution line* may be corrected using the Correcting Voucher Journal.



2. Select the line that is distributed to State-Health Affairs by checking the box in the correct row and then clicking Select.



How did you know which line to select?

- The Correcting Voucher JE will be created showing the distribution line being corrected. Correct this voucher by distributing this line **to your departmental F&A chartfield**. As you will see, the account stays the same and cannot be changed.

Field Value	Credit (Negative, From) Value
Unit	UNCCH
Amount	Distribute the full amount
Fund	<b>F&amp;A-Regular Term Instruction</b> (you can search for it)
Source	Facilities & Admin (you can search for it)
Dept	Your dept

- Click Save. The page will refresh to show the entire journal entry.



What is the Journal ID?

- Continue going through the normal Journal create process: Process and "Edit Journal" to check combo edit and budget check. Submit the Journal.

## Exercise 5 - 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 to the following for assistance in completing the exercise:

- Editing a Campus Journal Not Yet Posted

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Validation

### Required Data

This section provides the data required to complete this exercise.

Field	Resource
N/A	Journal ID from Exercise 4

### Tasks and Questions

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

1. Search for the journal using the ID number recorded in the previous exercise.
2. Change the **Fund** of the journal from **F&A-Regular Term Instruction** to **F&A-Student Services**. (Search for it if you don't know the code.) Save the journal after you make this change. (Notice that since this was a correcting voucher JE, you are only allowed to change one line of the journal.)



What happened to the Journal Header and Budget Status columns when you made a change to the journal and clicked Save?

3. Run the journal edit and budget checking processes, and submit the journal for approval.



What were the Journal Header status and Budget Status after you ran the journal edit and budget checking processes?

## Exercise 6 - Resolving a Journal Edit Error

### Scenario

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

### Reference

Refer to the following for assistance in completing the exercise:

- Understanding Journal Edit Errors

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

### Required Data

This section provides the field data required to complete this exercise. You will begin entering a transaction that covers a \$50 deficit from an overdrawn grant.

Field Value	Field Value	Field Value
Transaction Group	Other Campus JE	
Transaction Type	Other Campus JE – Intraunit	
Business Unit	UNCCH	
Journal Date	Today	
Unit	UNCCH	UNCCH
Amount	50.00	-50.00
Fund	27110	<b>C&amp;G-Organized Research</b>
Source	13001	Federal Agencies
Account	582580	482500
Dept	Your dept	462001
PC Bus Unit		What should this be?
Project		5030538
Activity		What should this be?

### Tasks and Questions

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

1. Create the journal.



What is the description of the account 582580?



What is the description of the account 482500?


2. Run the journal edit and budget checking processes.



Did the journal pass journal edit?



What displays in the Journal Status column?


3. 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?


4. Fix the error by changing the **Source** chartfield to the appropriate F&A source (search Facilities & Admin) in order to match the Fund.
5. Save the journal. Run the updated journal back through the journal edit and budget checking processes. Submit the journal for approval again.

***For your reference, the different combo edit error codes are listed in the Campus Journal student manual page 40.***

### Exercise 7 - Identifying a Budget Error

#### Scenario

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

#### Reference

Refer to the following for assistance in completing the exercise:

- Reviewing Campus Journal Budget Errors

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Entry

#### Required Data

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

Field Value	Field Value	Field Value
Transaction Group	Billing	
Transaction Type	Billing	
Business Unit	UNCCH	
Journal Date	today	
Unit	UNCCH	UNCCH
Amount	25.00	-25.00
Fund	25210	29519
Source	49000	19093
Account	558914	441845
Dept	466001	Your Dept
PC Bus Unit	What would this be?	
Project ID	5030705	
Activity	What would this be?	

#### Tasks and Questions

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

1. Create the journal. Run the journal edit and budget checking processes.



Did the journal pass journal edit?



Did the journal pass budget checking?




2. Verify your data entry. Did you enter the correct numbers (per the data sheet)?
3. Click the "E" link in the Budget Status column to display the Review Budget Exceptions page. (This will be a pop-up – you might have to manually open the pop-up at the top of the browser.)



What is the reason for the budget error?



How would you resolve this error?

4. Fix the entry by changing the grant to the grant in exercise 3.



Once you resolved the problem, what do you need to do to process the journal?

## Exercise 8 - 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 to the following for assistance in completing the exercise:

- Deleting a Campus Journal

Menu Path

- Main Menu → Finance Menu → UNC Campus → Campus Journals → Campus Journal Validation

### Required Data

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

Field	Value
N/A	Journal ID from Exercise 1

### Tasks and Questions

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

1. Search for your journal ID in the search fields.
2. Delete the journal. (Select Delete Journal and click **Process**).



If the journal were in Posted status, could you delete it?

3. Go back into the Journal Validation page and search for the Journal ID.



Does it now appear in the list?