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Overview of Campus Journals

Overview

The campus journal page is designed for entry of the journal types used by campus on a regular basis, such as a correcting journal, a billing journal, and certain deposits. The journal types available to you depend on your security in the system.

Campus Journal Process

Campus journals go through several steps before they are ultimately posted to the ledger.

After you complete the journal's fields and save it in the system, you need to send it through the journal edit process, which checks that the journal's chartfield strings are valid.

Once the journal has passed the journal edit process, it must go through the budget checking process, which checks for available budget based on the chartfield strings on the journal lines.

If there are errors on the journal, the system indicates the error either through a pop-up error message or an error status of E. The system does not allow you to submit the journal for approval until all errors are resolved. As the journal's creator, you are responsible for correcting all errors and resubmitting the journal.

Once the journal passes both the journal edit and budget checking processes, it is sent through workflow for approval. The journal is approved by designated approvers within each department, and some journals require approval by the Office of Sponsored Research or Accounting Services.

Once the journal is completely approved, it is picked up by the system's posting process and posted to the ledger.
Journal Status

As you enter and process journals through the system, the journal status changes. The journal statuses are:

- **N** - No Status - Needs to be Edited
- **E** - Journal Has Errors
- **V** - Valid Journal - Edits Complete
- **P** - Posted to Ledger

Making Corrections to Journals

Journals can be edited up until the point they are in Posted status. Once a journal is in Posted status, it can no longer be edited. To edit a Posted journal, create a new journal using one of the correcting journal types.
Creating a Campus Journal

Overview

The campus journal entry pages are organized by transaction groups, which identify the various reasons for creating a campus journal. The transaction groups contain one or more transaction types. The transaction types available to you depend on your security in the system.

Creating a campus journal requires the following general steps. If you omit any of these steps, the journal will not be sent for approval or posted to the ledger.

- **Create** - create the journal by completing the required fields
- **Edit** - process the journal through the journal edit process in the system
- **Budget Check** - process the journal through the budget checking process in the system
- **Submit** - submit the journal for approval

You are responsible as the creator of the journal to resolve any journal edit or budget checking errors and re-submit the journal for approval.

Related Reference

- For information on creating a correcting Campus journal, see [Creating a Correcting Campus Journal](#).
- For information on editing a journal not yet posted, see [Editing a Campus Journal Not Yet Posted](#).
- For information on journal errors, see [Understanding Campus Journal Edit Errors](#) or [Reviewing Campus Journal Budget Errors](#).

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps – Creating a Campus Journal Entry

Follow these steps to create a campus journal entry:

1. Choose this menu option:
   
   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Complete the field:
In this field:  | Do the following:
--- | ---
Transaction Group | Choose one of the following for the type of campus journal you're creating:
  - Billing
  - Correcting JE
  - Correcting Voucher JE
  - Deposits and Accounts Receivable
  - Office of Sponsored Research
  - Other Campus JE
  - Trust & Special Funds Transfer

3. Click on the **Search Transaction type** button.

![Campus JE System](image)

4. Click on the link for a transaction type.

   Note: The available transaction types are based on your role. You will see the transaction types for the business transactions you do for your job.

![Campus JE System](image)

Result: The system displays the Journal Entry Creation page, which is where you enter the journal information.

**Journal Entry Creation Page**

5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Business Unit</td>
<td>Enter <code>unch</code> for the University, <code>uncga</code> for General Administration, or a</td>
</tr>
<tr>
<td></td>
<td>foundation business unit.</td>
</tr>
<tr>
<td>Header Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Unit</td>
<td>Leave the default value, which is based on your entry in the header business unit.</td>
</tr>
<tr>
<td>In this field</td>
<td>Do the following</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount for the journal line.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up, or enter, the account for the journal line.</td>
</tr>
<tr>
<td>Dept</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
<tr>
<td>PC BU</td>
<td>If this journal line is for a contract or grant, enter <strong>chosr</strong> for the University or a foundation, or <strong>gaosr</strong> for General Administration.</td>
</tr>
<tr>
<td>Project ID</td>
<td>If this journal line is for a contract or grant, enter the applicable project ID.</td>
</tr>
<tr>
<td>Activity ID</td>
<td>If this journal line is for a contract or grant, enter 1.</td>
</tr>
</tbody>
</table>

Note: As you enter and save the journal, the system checks for valid values, valid chartfields, and balanced lines. If there is an error in any of these areas, the system indicates the error and does not save the journal.

6. Click on the **Auto Balance** button.

Result: The system displays a second line and copies the chartfields from the original line to the second line. It also copies the amount from the original line as either a positive or negative amount, depending on what you entered on the first line. If you entered a positive amount, the system copies the amount in the second line as a negative, and vice versa.

Note: The system attempts to keep the journal in balance as you add lines. When the lines are in balance, the Remaining Balance field is zero.

7. Edit the new journal line, as necessary.

8. Click on the **Save Journal** button.
Results:

- The system generates a journal ID.
- The system displays N in the Journal Status and Budget Status columns for Not Checked / Edit Required. You must run the journal edit and budget checking processes for the journal.

3. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Leave the default value of <strong>Edit Journal</strong>.</td>
</tr>
</tbody>
</table>

4. Click on the **Process** button.

Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.
Note: When the journal completes the journal edit and budget checking processes, the system does several things:

- Updates the Journal Status and Budget Status columns. If the processes pass, the status is V for Valid. If there is an error, the status is E.

- Generates balancing lines, as seen in journal Lines 3 and 4 in the image below. These lines are for accounting purposes only and are not editable. You can ignore these lines.

- Updates the Total Debits and Total Credits column in the Totals section. These amounts must be equal.

Note: If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.

<table>
<thead>
<tr>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Amount</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>PC Bus Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNCC</td>
<td>ACTUALS</td>
<td>100.00</td>
<td>2110</td>
<td>13001</td>
<td>558914</td>
<td>452400</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>UNCC</td>
<td>ACTUALS</td>
<td>-100.00</td>
<td>29519</td>
<td>19093</td>
<td>441845</td>
<td>230511</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>UNCC</td>
<td>ACTUALS</td>
<td>-100.00</td>
<td>2110</td>
<td>13001</td>
<td>111999</td>
<td>452400</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UNCC</td>
<td>ACTUALS</td>
<td>100.00</td>
<td>29519</td>
<td>19093</td>
<td>111999</td>
<td>230511</td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>200.00</td>
<td>200.00</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

11. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose <strong>Submit Journal</strong> to submit the journal for approval.</td>
</tr>
</tbody>
</table>

12. Click on the **Process** button.

Result: The journal is submitted in the system for approval. Once it is fully approved, it will be picked up by the overnight batch post process and posted.
13. **Click on the Approval tab.**

Result: The system displays the Approval page, which shows the approver for the journal as well as the approval status. The approval status is Pending when the journal is first submitted. The Approval History section maintains the history of approvals for the journal.

<table>
<thead>
<tr>
<th>Lines</th>
<th>Errors</th>
<th>Approval</th>
</tr>
</thead>
</table>

**Campus Journal Validation**

Unit: UNCCCH  
Journal ID: 0000000004

**Approval Status**

- **Unit:** UNCCCH
- **Approval Check Active:** Y
- **Approval Status:** Pending Approval
- **Approve Action:** Approve
- **Deny Comments:**

**Departmental Approval Stage**

---

**Approval History**

<table>
<thead>
<tr>
<th>Thread ID</th>
<th>Definition ID</th>
<th>Effective Date</th>
<th>Requester</th>
<th>Stage</th>
<th>Path</th>
<th>Step Number</th>
<th>Step Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231</td>
<td>NC_JOURNAL_WF</td>
<td>01/01/1904</td>
<td>simodono</td>
<td>10</td>
<td>1</td>
<td>1.00</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Creating a Correcting JE Campus Journal

Overview

The campus journal entry pages contain two journal entry (JE) transaction groups for correcting journal lines. These are:

- Correcting JE, for updates to an existing journal
- Correcting Voucher JE, for updates to an existing journal that originated in the Accounts Payable subsystem

When entering a correcting journal or correcting voucher journal, you first search for the existing journal and then select the line you want to correct.

Once you correct the applicable line and click Save, the system checks the values entered in the edited line against the rules for that transaction type. If the values are valid, the system saves the journal and assigns it a new journal ID. There are separate journal IDs for the original journal and the correcting journal.

Once the new journal is saved with a new journal ID, you must process the journal through the journal edit and budget checking processes. Both these processes must pass in order to submit the journal for approval.

As the creator of the correcting journal, you are responsible for resolving any journal edit or budget checking errors.

Once the journal successfully passes the journal edit and budget checking processes, you submit the journal for approval.

Journals that are fully approved are picked up by the overnight batch post process and posted to the ledger.

You can edit a submitted correcting journal as long as it has not yet posted. Once the correcting journal is posted, it cannot be edited. If you need to edit the corrected journal, you would create a second correcting journal.

Related Reference

- For information on editing a journal that has not yet posted, see Editing a Campus Journal Not Yet Posted.
- For information on creating a Correcting Voucher JE campus journal, see Creating a Correcting a Voucher JE Campus Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry
Steps - Creating a Correcting Campus Journal

1. Choose this menu option:
   
   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Group</td>
<td>Choose Correcting JE.</td>
</tr>
</tbody>
</table>

3. Click on the Search Transaction type button.

   ![Campus JE System](image1)

4. Click on the Correcting JE transaction type link.

   ![Campus JE System](image2)

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correcting JE</td>
<td>Correcting Journal Entry</td>
</tr>
</tbody>
</table>

Correcting Entry Creation Page

5. Complete the fields:

   The most direct search is by journal ID. If you do not know the journal ID, use any one or combination of the other search criteria.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter unch for the University, uncba for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Department ID</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Fund Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Look up, or enter, the journal ID.</td>
</tr>
</tbody>
</table>
In this field: | Do the following:
---|---
From Date | Look up, or enter, the starting date for a journal date range.
To Date | Look up, or enter, the ending date for a journal date range.
Source | Look up, or enter, a header source for the journal.

Note: This is the header source, different from the source chartfield. The header source indicates the campus journal transaction type. Each transaction type has a unique three-letter code that begins with "J". For example, the header source for the Billing transaction type is JBL.

6. Click on the Search button.

Result: The system displays the search results list.

7. Choose the radio button on the line that needs to be corrected.

Note: Only one journal line can be selected and corrected at a time.

8. Click on the Next button.

Result: The system displays the Transaction Type page with the line you selected.
Transaction Type Page

9. Click on the Auto Balance button.

Result: The system displays the Correcting Lines for New Journal section. This section contains the chartfield string with editable fields so that you can make the necessary edits.

10. Edit the chartfields as needed.

Note: If you want to distribute the amount of the journal line across several lines, use the Copy Previous Row button to add new lines. The total of the amount fields must equal the amount of the line you selected to correct.

11. Click on the Save Journal button.

Results:

- The system generates a new journal ID for the correcting journal.
- The system displays the Journal Validation page with the original line and the corrected line.
- The Journal Status and Budget Status columns display N for Not Checked/Edit Required. The journal needs to pass the journal edit and budget checking processes.

12. Complete the field:
In this field:  

<table>
<thead>
<tr>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
</tr>
</tbody>
</table>

13. Click on the Process button.

![Journal Edit Process Image]

Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.

Note: When the journal completes the journal edit and budget checking processes, the system does several things:

- Updates the Journal Status and Budget Status columns. If the processes passed, the status is V for Valid. If there is an error, the status is E.

- Generates balancing lines. These lines are for accounting purposes only and are not editable. The creator of the journal can ignore these lines.

- Updates the Total Debits and Total Credits column in the Totals section. These amounts must be equal.

Note: If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.
14. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Submit Journal.</td>
</tr>
</tbody>
</table>

15. Click on the Process button.

Result: The journal is submitted in the system for approval. Once it is fully approved, the overnight batch post process picks it up and posts it.

16. Click on the Approvals tab.

Result: The system displays the Approval page, which shows the approver for the journal as well as the approval status. The approval status is Pending when the journal is first submitted. The Approval History section maintains the history of approvals for the journal.
### Departmental Approval Stage

Departmental Approval Path I

Pending

Matthew Heinze
AWE JE Dept I

<table>
<thead>
<tr>
<th>Thread ID</th>
<th>Definition ID</th>
<th>Effective Date</th>
<th>Requester</th>
<th>Stage</th>
<th>Path</th>
<th>Step Number</th>
<th>Step Status</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1232</td>
<td>NC_JOURNAL_WF</td>
<td>01/01/1904</td>
<td>simcdoen</td>
<td>10</td>
<td>1</td>
<td>1.00</td>
<td>Pending</td>
<td>mheinze</td>
</tr>
</tbody>
</table>
Creating a Correcting Voucher JE Campus Journal

Overview

The Campus Journal pages contain two journal entry (JE) transaction groups for correcting journal lines. These are:

- Correcting JE, for updates to an existing journal
- Correcting Voucher JE, for updates to an existing journal that originated in the Accounts Payable subsystem

When entering a correcting journal or correcting voucher journal, you first search for the existing document and then correct the applicable lines.

Once you correct the applicable line and click Save, the system checks the values entered in the edited line against the rules for that transaction type. If the values are valid, the system saves the journal and assigns it a new journal ID. There are separate journal IDs for the original transaction and the correcting journal ID.

Once the new journal is saved with a new journal ID, you must process the journal through the journal edit and budget checking processes in the system. Both these processes must pass in order for the journal to be submitted for approval.

As the creator of the correcting journal, you are responsible for resolving any journal edit or budget checking errors.

Once the journal successfully passes the journal edit and budget checking processes, you submit the journal for approval.

Journals that are fully approved are picked up by the overnight batch post process and posted to the ledger.

You can edit a submitted correcting journal as long as it has not yet posted.

Related Reference

- For information on editing a journal that has not yet posted, see Editing a Campus Journal Not Yet Posted.
- For information on creating a Correcting JE campus journal, see Creating a Correcting JE Campus Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry
Steps - Creating a Correcting Voucher JE Campus Journal

Follow these steps to create a Correcting Voucher JE campus journal:

1. Choose this menu option:
   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Group</td>
<td>Choose Correcting Voucher JE.</td>
</tr>
</tbody>
</table>

3. Click the **Search Transaction type** button.

4. Click on the **Correcting Voucher JE** transaction type link.

Correcting Entry Creation Page

5. Complete the fields:

   The most direct search is by voucher ID. If you do not know the voucher ID, use any one or combination of the other search criteria.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter <strong>uncc</strong>h for the University, <strong>uncga</strong> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Voucher ID</td>
<td>Look up, or enter, the voucher ID.</td>
</tr>
<tr>
<td>Related Voucher ID</td>
<td>This field is not used at UNC-Chapel Hill.</td>
</tr>
</tbody>
</table>
In this field: | Do the following:
---|---
Invoice Number | Enter the invoice number.
Invoice Date | Enter the invoice date.
Short Vendor name | Enter the short vendor name.
Vendor ID | Look up, or enter, the vendor ID.
Name 1 | Enter a name 1 field.
Voucher Line Number | Enter a specific line number of the voucher.

6. Click on the **Search** button.

7. Mark the checkbox for the voucher you want to correct.

   **Note:** Only one voucher can be selected and corrected at a time.

8. Click on the **Select** button.

   Result: The system displays the chartfield string for the line you selected.
Transaction Type Page

9. Click on the **Auto Balance** button.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>CORRECTING VOUCHER JE</th>
<th>SetID</th>
<th>UNCCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Selected for Correction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Unit</td>
<td>Line #</td>
<td>Ledger</td>
</tr>
<tr>
<td>1</td>
<td>1500.000</td>
<td>UNCCH</td>
<td>20516</td>
</tr>
</tbody>
</table>

Result: The system displays the Correcting Lines for New Journal section. This section contains the chartfield string with editable fields so that you can make the necessary edits.

10. Edit the chartfields as needed.

   Note: If you want to distribute the amount of the journal line across several lines, use the Copy Previous Row button to add new lines. The total in the amount fields must equal the amount of the line you selected to correct.

11. Click on the **Save Journal** button.

<table>
<thead>
<tr>
<th>Correcting Lines for New Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Results:

- The system generates a new journal ID for the correcting journal.
- The system displays the Journal Validation page with the original line and the corrected line.
- The Journal Status and Budget Status columns display N for Not Checked/Edit Required. The journal needs to pass the journal edit and budget checking processes.

12. Complete the field:
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Leave the default value of <strong>Edit Journal</strong>.</td>
</tr>
</tbody>
</table>

13. Click on the **Process** button.

![Validation](image)

Result: The system initiates the journal edit process, which checks that the chartfield combination is valid. If the journal passes the edit process, the system automatically begins the budget checking process.

Note: When the journal completes the journal edit and budget checking processes, the system does several things:

- Updates the Journal Status and Budget Status columns. If the processes passed, the status is V for Valid. If there is an error, the status is E.
- Generates balancing lines. These lines are for accounting purposes only and are not editable. The creator of the journal can ignore these lines.
- Updates the Total Debits and Total Credits column in the Totals section. These amounts must be equal.

Note: If the journal fails either the journal edit or budget checking processes, you are responsible for fixing the error and running the applicable process again. Each process can be run separately by choosing the applicable option from the Process list box.
14. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Submit Journal.</td>
</tr>
</tbody>
</table>

15. Click on the Process button.

Result: The journal is submitted for approval. Once it is fully approved, the batch posting process picks it up and posts it.
Creating an Interunit Campus Journal

Overview

Interunit journals move funds from one business unit to another. The business units in ConnectCarolina are: uncc for the University, uncga for General Administration, and a unique business unit for each foundation. An example of a foundation business unit is CHBUS for the Chapel Hill Business Foundation.

Interunit journals are unique in that they require you to complete the Affiliate field on each line of the interunit transaction with the balancing business unit. For example, for an interunit transaction between business units CHBUS and CHLAW, you must enter the following in the Affiliate field on each line:

<table>
<thead>
<tr>
<th>Line</th>
<th>Business Unit field</th>
<th>Affiliate field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>chbus</td>
<td>chlaw</td>
</tr>
<tr>
<td>Line 2</td>
<td>chlaw</td>
<td>chbus</td>
</tr>
</tbody>
</table>

For an interunit journal, the business unit the funds are being transferred from should be on the journal header. The header business unit defaults on the first line. The business unit the funds are being transferred to should be on the subsequent line.

If you want the first line to be a business unit other than the header business unit, you will need to change the default. The header business unit needs to be on at least one of the journal lines.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps - Creating an Interunit Campus Journal

Follow these steps to create an interunit campus journal:

1. Choose this menu option:
   
   Main Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Choose one of the following from the Transaction Group list box:

   - Billing
   - Correcting JE
   - Correcting Voucher JE
   - Deposits and Accounts Receivable
• FP Revenue Distribution
• Office of Sponsored Research
• Other Campus JE
• Trust & Special Funds Transfer

3. Click the **Search Transaction type** button.

![Campus JE System](image)

4. Click the link for a transaction type.

![Campus JE System](image)

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY END INCOME TO PRINCIPAL</td>
<td>Agency Endowment Income to Principal</td>
</tr>
<tr>
<td>FDN ALLOCATION TO UNIVERSITY</td>
<td>Foundation allocation to University Restricted and Unrestricted Trust Funds</td>
</tr>
<tr>
<td><strong>UNIV ENDOW INCOME TO INCOME</strong></td>
<td>University Endowment Income to University Endowment Income</td>
</tr>
<tr>
<td>UNIV ENDOW INCOME TO PRINCIPAL</td>
<td>University Endowment Income to University Endowment Principal</td>
</tr>
</tbody>
</table>

Result: The system displays the Journal Entry Creation page, which is where you enter the journal information.

### Journal Entry Creation page

5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter the business unit the funds are being transferred from.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Unit</td>
<td>This field's value defaults based on your entry in the business unit field. Leave the defaulted value.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount for the journal line.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up, or enter, the fund for the journal line.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the source for the journal line.</td>
</tr>
</tbody>
</table>
In this field: Do the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Look up, or enter, the account for the journal line.</td>
</tr>
<tr>
<td>Dept</td>
<td>Look up, or enter, the department for the journal line.</td>
</tr>
</tbody>
</table>

6. Click on the Auto Balance button.

**Result:** The system displays a second line and copies the chartfields from the original line to the second line. It also copies the amount from the original line and makes it a negative amount.

7. In line 2, enter the business unit the funds are being transferred to.
8. Edit the rest of the chartfields on Line 2, as needed.
9. Scroll to the right to view the Affiliate field.
10. Enter the balancing business units in the Affiliate field in lines 1 and 2.
11. Click on the Save Journal button.
Results:

- The system generates a journal ID.
- The system displays the Journal Status and Budget Status columns as N for Not Checked / Edit Required. You must run the journal edit and budget checking processes for the journal.

12. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose <strong>Edit Journal</strong>.</td>
</tr>
</tbody>
</table>

Note: If the journal edit process passes, the system automatically initiates the budget checking process. These processes can be run separately if necessary, such as when the journal passes the edit process but fails the budget checking process.

13. Click on the **Process** button.

Results:

- The system has generated the balancing lines.
- The system has updated the Total Lines column.
The Journal Status and Budget Status both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.

<table>
<thead>
<tr>
<th>*Unit</th>
<th>*Ledger</th>
<th>Amount</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHPRM</td>
<td>ACTUALS</td>
<td>100.00</td>
<td>29920</td>
<td>R0142</td>
<td>569130</td>
<td>450000</td>
</tr>
<tr>
<td>UNCH</td>
<td>ACTUALS</td>
<td>-100.00</td>
<td>29200</td>
<td>R0142</td>
<td>482130</td>
<td>450100</td>
</tr>
<tr>
<td>CHPRM</td>
<td>ACTUALS</td>
<td>-100.00</td>
<td>29920</td>
<td>R0142</td>
<td>111009</td>
<td>459900</td>
</tr>
<tr>
<td>UNCH</td>
<td>ACTUALS</td>
<td>100.00</td>
<td>29200</td>
<td>R0142</td>
<td>111009</td>
<td>450100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Affiliate</th>
<th>Fund Affil</th>
<th>Stat</th>
<th>Stat Amt</th>
<th>UOM</th>
<th>Reference</th>
<th>Journal Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Foundation Grant UNCH</td>
</tr>
<tr>
<td>CHPRM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gifts-Univ Related Foundation</td>
</tr>
<tr>
<td>UNCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cash-Intraunit/Interunit</td>
</tr>
<tr>
<td>CHPRM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cash-Intraunit/Interunit</td>
</tr>
</tbody>
</table>

14. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Submit Journal.</td>
</tr>
</tbody>
</table>

15. Click on the Process button.

Result: The system submits the journal for approval.
Editing a Campus Journal Not Yet Posted

Overview

You can edit a journal up until the point it is posted. You cannot edit a journal once it is in Posted status. If you need to edit a posted journal, you would create another journal using one of the correcting journal types.

When any change is made to a journal before it is posted, the system resets the Journal Status and Budget Status to N for Needs Checked/Edit Required and re-initializes the workflow process. The journal must pass the journal edit and budget checking processes again. If any approvers have approved the journal, they will need to approve it again.

Once the edited journal contains a Journal Status and Budget Status of V for Valid, you can submit the journal for approval. Once the journal is fully approved, it is picked up by the batch post process and posted.

Related Reference

- For information on correcting a journal that has already posted, see Creating a Correcting JE Campus Journal or Creating a Correcting Voucher JE Journal.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Steps - Editing a Campus Journal Not Yet Posted

Follow these steps to edit a campus journal not yet posted:

1. Choose this menu option:

   Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Find an Existing Value Tab

2. Complete the Business Unit field, and as many other fields as necessary to refine your search results.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter uncch for the University, unpga for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID.</td>
</tr>
</tbody>
</table>
In this field:  
Do the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Look up, or enter, the transaction type of the journal.</td>
</tr>
<tr>
<td>Document Sequence Number</td>
<td>For Correcting JE and Correcting Voucher JE transactions, the document sequence number is the original transaction ID. For example, if Journal ID 0000000029 is corrected, then 0000000029 is populated in the Document Sequence Number field on the corrected journal. If you know it, enter the document sequence number.</td>
</tr>
<tr>
<td>Line Business Unit</td>
<td>Look up, or enter, the business unit of a specific line of the journal.</td>
</tr>
<tr>
<td>Journal Header Status</td>
<td>If you know it, choose the header status of the journal. Note: Journals in Posted status cannot be edited.</td>
</tr>
<tr>
<td>Budget Checking Header Status</td>
<td>If you know it, choose the budget checking header status of the journal.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up, or enter, the journal source.</td>
</tr>
<tr>
<td>Entered By</td>
<td>Look up, or enter, the user ID of the person who entered the journal.</td>
</tr>
</tbody>
</table>

3. Click on the Search button.

Result: The system displays the search results list, or goes directly to the Campus Journal Validation page if the search results yield just one journal.
If a search results list appears, click on the journal you want to edit.

Campus Journal Validation Page

4. Edit the journal as needed.

5. Click on the **Save** button.

Result: The system displays a confirmation window indicating the edited journal is saved.

6. Click **OK**.

Result: The system resets the Journal Status and Budget Status columns to N for Needs Checked/Edit Required. You must send the journal back through journal edit and budget checking processes.

7. Complete the field:
In this field: | Do the following:
---|---
Process | Choose **Edit Journal**.

8. Click on the **Process** button.

**Campus Journal Validation**

| Unit: | UNCCCH | Journal ID: | 000001108 | Date: | 05/01 |
|---|---|---|---|---|
| Search Criteria | | |
| Attachments (0) | | |
| *Process:* | **Edit Journal** | **Process** |

Result: The Journal Status and Budget Status columns both display V for Valid. This means the journal has passed both the journal edit and budget checking processes and can be submitted for approval.

<table>
<thead>
<tr>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.00</td>
<td>50.00</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

9. Complete the field:

In this field: | Do the following:
---|---
Process | Choose **Submit Journal**.

10. Click on the **Process** button.

**Campus Journal Validation**

| Unit: | UNCCCH | Journal ID: | 000001108 | Date: | 05/05/2014 |
|---|---|---|---|---|
| Search Criteria | | | |
| Attachments (0) | | |
| *Process:* | **Submit Journal** | **Process** |

Result: The journal is submitted in the system for approval. Once it is fully approved, the batch posting process picks it up and posts it.
Reviewing Campus Journal Budget Errors

Overview

All budget errors on a campus journal must be resolved before the journal can be submitted for approval. The person entering the journal is responsible for resolving the budget error.

This document demonstrates how to review budget error messages on campus journals and identify the general cause of the error. Identifying the general cause may be sufficient to resolve the error, or further investigation may be necessary.

Related Reference

- For an overview of budget checking errors and related solutions, see Understanding Budget Checking Exceptions

Menu Path

The page that displays the budget error information on a specific journal is the GL Budget Exceptions page. This page can be accessed in two ways.

- From the journal with the error, the Budget Status column displays E for Error. This E is a hyperlink that goes directly to the GL Budget Exceptions page.

- From the following menu path: Main Menu > Finance Menu > Commitment Control > Review Budget Exceptions > General Ledger > Journal

This second option is the navigation shown in this document.

Steps - Reviewing Campus Journal Budget Errors

Follow these steps to review campus journal budget errors:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Review Budget Exceptions > General Ledger > Journal

Find an Existing Value Tab

2. Complete as many fields as necessary to refine your search results.

   Completing the Business Unit and Journal ID fields will take you directly to the journal you are looking for.
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Control Tran ID</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Commitment Control Tran Date</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Enter uncch for the University, unCGa for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Enter the journal ID that the system created when the budget journal was entered.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date. This is the date the budget journal was entered into the system.</td>
</tr>
<tr>
<td>Process Instance</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Process Status</td>
<td>Leave this field blank.</td>
</tr>
</tbody>
</table>

3. Click on the **Search** button.

Results: If you search by journal ID, the system displays the GL Journals Exceptions tab for that journal. If your search returns multiple results, the Search Results page displays, which is where you select the journal you want.

**GL Journal Exceptions Tab**

The Exception column shows a description of the error. There are over 60 specific error messages in the system, which can be grouped into several broad categories. For an overview of these error messages and their related action steps, see the following document: [Understanding Budget Checking Exceptions](#).
There are two links on the GL Journal Exceptions tab that provide additional information about the error, the Go To icon and the More Details link. These are described below.

**Viewing Budget Error Information Using the Go To Icon**

The Go To icon leads to the Budget Inquiry details page, which shows the ledger balances associated with the chartfield string on the journal. This page is most useful when you have an error indicating the budget has been exceeded.

1. Click on the **Go To** icon.

2. Click on the **Go to Budget Inquiry** link.

Result: The system displays the Commitment Control Budget Details page, which is the inquiry page that shows the budget information.

3. Review the budget, expense, encumbrance, and pre-encumbrance ledger information. The journal amount cannot exceed the Budget ledger.
Viewing Budget Error Information Using the More Detail Link

The More Details link provides additional information for certain types of errors, particularly errors related to the tree. If the More Detail link does not contain additional information, it will not be enabled.

1. Click on the More Detail link.

2. Read the error message for more information about the error.
3. Click on the **Return** button.
Understanding Campus Journal Edit Errors

Overview

There are four things that need to be correct on a journal in order for it to be saved in the system and pass the journal edit process.

1. Valid values. Are the chartfield codes you entered valid according to the rules of the transaction type?

2. Line balances. Are the total debits equal to the total credits on the journal lines?

3. Open accounting period. Is the journal date in an open accounting period?

4. Valid chartfield combination. Are the chartfield strings on the lines valid combinations?

For campus journals, the system checks the first three items when you enter the fields on the journal page or click Save. If the system finds errors, it either displays an error message or shows the field in red.

The fourth item is checked by the journal edit process after you click Save. If the journal passes the journal edit process, the system displays the Journal Status column as V for Valid. If there is an error, the status is E.

Examples of these error messages are shown below.

Valid Value Error Message

Each transaction type contains rules that only allow certain chartfield values. If you enter a chartfield that is not within the rules for the transaction type, the system displays the field in red. Below is an image of the error and the error message.
The debits and credits of the lines need to be in balance. If the lines are out of balance, the system displays an error message. An example of a journal not in balance and the corresponding error message are shown below.

### Open Accounting Period Error Message

You can enter journals for any date in an open accounting period. If the journal date is not in an open accounting period, the system displays a message similar to the one below.
If the journal contains any of the errors described above, it will not be saved in the system. You need to fix the error and save the journal again.

If the journal is error-free, the system saves the journal and generates a Journal ID.

**Journal Edit Process**

Once the journal is saved in the system, you need to send it through the journal edit process. For campus journals, the journal edit process only checks for combo edit errors. Chartfields are designed to work with specific chartfield values, and not with others. Combo edit errors occur when the chartfield string is not a valid combination.

After the system runs the journal edit process, the Journal Status column on the Lines tab of the journal displays one of the following statuses.

- V – Valid
- E – Fail
- W – Warning

An E status, as displayed below, indicates there is a combo edit error.

When you click on the E link, the system displays the Errors tab. The Message Text column on the Errors tab provides a description of the specific combo edit error, as displayed below.
The table below lists the current possible combo edit errors. Additional combo edits may be added to the system after go-live, but you can always determine the nature of the error by the description of the error.

<table>
<thead>
<tr>
<th>Combo Edit Error Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSD_IV</td>
<td>This combo edit error code indicates that one of the required fields is blank. The required fields are Account, Fund, Source, and Department fields.</td>
</tr>
<tr>
<td>AF_VI</td>
<td>This combo edit error indicates that transactions with a Revenue or Expense Account have been paired with a Fund that does not have a purpose. Examples of Funds without a purpose include 20100, 21100, and 21200</td>
</tr>
<tr>
<td>FAJ_VV</td>
<td>This combo edit error indicates that an OSR fund or Capital Improvement fund is entered on the line and there is no Project ID value. If a line has an OSR or Capital Improvement Fund, a Project ID is required.</td>
</tr>
<tr>
<td>FS_IV</td>
<td>This combo edit error identifies that the Fund and Source combinations are invalid.</td>
</tr>
<tr>
<td>AF_UNIT</td>
<td>This combo edit error indicates that a foundation has used an invalid fund on a transaction. If the line business unit is a foundation business unit, such as CHBUS, then the fund can only be 29900, 29910, 29920, or 29930.</td>
</tr>
<tr>
<td>FS_CHASF, FS_CHATH, and so on</td>
<td>This combo edit error indicates that a foundation has used an invalid source. If the line business unit is a foundation business unit, such as CHBUS, then the source needs to be a source for that foundation. All foundation sources begin with a unique alpha prefix, such as B for business.</td>
</tr>
</tbody>
</table>

**Resolving the Error**

After fixing the error, you need to send the journal back through the journal edit process until it passes with a status of V.

If the journal passes the journal edit process, the system routes it directly to the budget checking process.
Deleting a Campus Journal

Overview

Journals can be deleted up until the point they are posted. The system does not allow posted journals to be deleted.

It is important to delete journals that are not needed so that no unposted journals are permanently outstanding.

Deleted journals are permanently removed from the system.

Related Reference

- For information on editing a journal that has not been posted, see Editing a Campus Journal Not Yet Posted.

Menu Path

Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Steps - Deleting a Campus Journal

Follow these steps to delete a campus journal:

1. Choose this menu option:
   
   Main Menu > UNC Campus > Campus Journals > Campus Journal Validation

Find an Existing Value Tab

2. Complete the Business Unit field, and as many other fields as necessary to refine your search results.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter unch for the University, uncga for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Look up, or enter, the transaction type of the journal.</td>
</tr>
<tr>
<td>Document Sequence Number</td>
<td>If you know it, enter the document sequence number.</td>
</tr>
<tr>
<td>Line Business Unit</td>
<td>Look up, or enter, the business unit of a specific line of the journal.</td>
</tr>
</tbody>
</table>
In this field: | Do the following:  
---|---  
Journal Header Status | If you know it, choose the header status of the journal.  
Note: Journals in Posted status cannot be edited.  
Budget Checking Header Status | If you know it, choose the budget checking header status of the journal.  
Source | Look up, or enter, the journal source.  
Entered By | Look up, or enter, the user ID of the person who entered the journal.

3. **Click on the Search button.**

Result: The system displays the search results list, or goes directly to the Campus Journal Validation page if the search results yield just one journal.

If a search results list appears, click on the journal you want to edit.

4. **Click any link on the row for the journal you want to delete.**
Campus Journal Validation Page

5. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Choose Delete Journal.</td>
</tr>
</tbody>
</table>

6. Click on the Process button.

Result: The system displays a message to confirm you want to delete the journal.

7. Click Yes.

8. Click OK.
Result: The system deletes the journal. The journal can no longer be viewed in the system.