

GL.030.001 - RUNNING JOURNAL GENERATOR

Purpose	<ul style="list-style-type: none"> • To identify the purpose of the Journal Generator. • To describe the functions the Journal Generator can perform. • To identify how accounting entries in PeopleSoft applications are processed. • To describe why entries cannot be changed through the Journal Entry panels after running the Journal Generator. • To run the Journal Generator.
Description	<p>Through the Journal Generator, both PeopleSoft feeder systems and non-PeopleSoft systems have the capacity to create journal entries for posting to the General Ledger. The Journal Generator extracts accounting entries from accounting entry tables to generate actual journal entries for editing, budget checking (if needed) and posting in the General Ledger. Users can edit and immediately post journal entries created in the Journal Generator or choose to post them later in a separate process.</p> <p>The Journal Generator process runs in a nightly batch. Users are not allowed to change entries through Journal Entry panels. This is to ensure consistency of information between PeopleSoft General Ledger and the originating system.</p> <p>If the entries are created and budget checked in the PeopleSoft submodules (Accounts Payables, Accounts Receivable, Asset Management, Purchasing, and Travel and Expenses), they will not budget check again when posted to the General Ledger. This is to avoid duplicate postings to controlled budgets. From non-PeopleSoft applications, budget checking needs to be performed in General Ledger after entries are journal generated.</p>
Security Role	BOR_GL_JOURNAL_GENERATION
Dependencies/ Constraints	Users must budget check and post accounting entries in PeopleSoft subsystems, prior to running the Journal Generator to post these entries to the General Ledger.

Additional Information	None
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Procedure

Below are step-by-step instructions on how to set the Journal Generator to run. Include the Edit, Budget Check, and Post options in the process.

Step	Action
1.	Click the NavBar link.
2.	Click the Navigator link.
3.	Click the General Ledger link.
4.	Click the Journals link.
5.	Click the Subsystem Journals link.
6.	Click the Generate Journals link.
7.	Users can run this process by searching for an existing Run Control ID or add a new value. To add a new value, click the Add a New Value tab. <i>Note: Creating a Run Control ID relevant to the process may help to remember it for future use.</i>
8.	After selecting or creating a Run Control ID, the system navigates to the Generate Journals Request page. This page enables users to define options to use in the journal generation process. Users can specify ledgers, journal templates, and dates for this process.
9.	Click the Edit checkbox.
10.	Click the Budget Check checkbox.
11.	Click the Post checkbox.
12.	The Process Frequency option specifies how many times the process can be executed. If Once is selected, the process frequency is set to Don't Run once the process has been initiated. Click the Once option.
13.	The SetID field defaults to the SetID specified in the operator preferences.
14.	The Accounting Definition Name field identifies the Accounting Entry Definition the system uses when it creates the journal header and lines. Enter an Accounting Definition Name in the Accounting Definition Name field.
15.	The Application Business Unit field contains journal entries for the business unit selected in the field. Verify the application business unit defaults based on the operator preferences.
16.	Select the Ledger Group value for the data.
17.	Select a Template value for the data.
18.	The Journal Generator compares the dates in the From Date Option and To Date Option fields to the accounting dates associated with each accounting entry. Users can also select to specify dates.

Step	Action
19.	Click the Save Button.
20.	Click the Run button.
21.	Click the OK button.
22.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
23.	Periodically refresh the process monitor until the FS_JGEN process shows success. Click the Refresh button until it does.
24.	Once the process is successful, review the message log to determine if the process logged any errors. Click the Details link in the Details column. The system generates the Process Detail popup window.
25.	Click the Message Log link and to determine whether any journals were created by the process.
26.	Click the Return button.
27.	Click the OK button.
28.	Navigate back to the run control page by clicking the Go back to Generate Journals link.
29.	<p>Note: When the BNRDEFN accounting definition is specified for creating Banner journals from the JGEN_BNR_BOR table, Journal Generator creates two (2) journals: one with student data and one with miscellaneous receipt data.</p> <p>If the Banner interface runs multiple times and the journal generator process was not run between the feeds, all data is journal generated together. This means two journals were created (student data/miscellaneous data) but each contains all the data for all interface instances.</p> <p>For example, say the interface from Banner runs on Monday but journal generator for Banner data does not. Then on Tuesday the interface from Banner runs as well as the journal generator for Banner. The result is all data in the table for both days is put into the same journal for each of the two types of journals.</p>