

AOSD Flash # 274: Journal Entry Reminders

WHO: All Departments

WHAT: Reminders on processing journal entries in PeopleSoft Financials

Header Information

In general, the Journal Entry Header page should be populated as follows:

Unit SFGOV Journal ID NEXT Date 10/27/2017

1 Long Description 254 characters remaining

2 *Ledger Group ACTUALS 3 Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2018

4 *Source Period 4

Reference Number ADB Date 10/27/2017

5 Journal Class Auto Generate Lines

Transaction Code GENERAL Save Journal Incomplete Status

SJE Type Autobalance on 0 Amount Line

- (1) **Long Description:** Description of the entry
- (2) **Ledger Group:** "Actuals" except for GAAP entries (e.g. amortization).
- (3) **Adjusting Entry:** "Non-Adjusting Entry"
 - a. "Adjusting Entry" is only used for year-end adjustments and the entry would be recorded in FM 13/14.
- (4) **Source:** Default value (linked to your Department).
 - a. If the entry is related to Interdepartmental Services, change the value to "IDS". The entry would not be routed to the Controller's Office for approval.
- (5) **Journal class:** Keep blank unless the entry is for payroll adjustment or GL conversion correction
 - a. For payroll adjustments, change the value to "PAYADJ" for reporting purposes
 - b. For GL conversion corrections, change the value to "CORRGLCNV" for reporting purposes

Analysis Type

Reminder that under the *Lines* tab, Departments should always choose the correct Analysis Type ("An Type") for each entry, as defined below:

| Analysis Type | Description |
|---------------|-------------------------------|
| BAL | Balance Sheet |
| GLE | GL Expense |
| GLR | GL Revenue |
| MND | Manual Distribution |
| MNR | Manual Distribution Reversals |
| PAY | Time and Labor Actual |

The Analysis Type is determined by the Account Type, as indicated by the first digit of the Account Code.

| Account Code | Account Type | Analysis Type to Use |
|--------------|-------------------|-----------------------------------|
| 1XXXXX | Asset | BAL (Balance Sheet) |
| 2XXXXX | Liability | BAL (Balance Sheet) |
| 3XXXXX | Equity | BAL (Balance Sheet) |
| 4XXXXX | Revenue | GLR (General Ledger Revenue) |
| 5XXXXX | Expenditure | GLE (General Ledger Expenditures) |
| 6XXXXX | Deferred Outflows | BAL (Balance Sheet) |
| 7XXXXX | Deferred Inflows | BAL (Balance Sheet) |

Departments should not use the “MND”, “MNR”, and “PAY” codes for Analysis Type.

Cash Balancing Line

For journal entries impacting cash, Departments are responsible for ensuring that each journal line has a corresponding, paired cash balancing line unless the transfer is within the same department, same fund, **and** same project. See the following example:

The screenshot shows a journal entry for Unit SFGOV, Journal ID 0000020469, dated 10/25/2017. The entry consists of four lines:

| Select | Line | *Unit | *Ledger | Account | Fund | Dept | Authority | Agency Use | PC Bus Unit | Project | Activity |
|--------|------|-------|---------|---------|-------|--------|-----------|------------|-------------|----------|----------|
| | 1 | SFGOV | ACTUALS | 581060 | 10190 | 207948 | 10000 | | SFGOV | 10001656 | 0001 |
| | 2 | SFGOV | ACTUALS | 486110 | 10060 | 229011 | 10002 | | SFGOV | 10001635 | 0001 |
| | 3 | SFGOV | ACTUALS | 100005 | 10190 | 207948 | 10000 | | SFGOV | 10001656 | 0001 |
| | 4 | SFGOV | ACTUALS | 100005 | 10060 | 229011 | 10002 | | SFGOV | 10001635 | 0001 |

| Select | Line | *Unit | *Ledger | Account | Fund | Dept | Authority | PC Bus Unit | Project | Activity | An Type | Fund Affil | Amount | Journal Line Description |
|--------|------|-------|---------|---------|-------|--------|-----------|-------------|----------|----------|---------|------------|-------------|--------------------------|
| N | 1 | SFGOV | ACTUALS | 581060 | 10190 | 207948 | 10000 | SFGOV | 10001656 | 1 | GLE | | 514,392.86 | ASR/DBI Recovery FY18Q1 |
| N | 2 | SFGOV | ACTUALS | 486110 | 10060 | 229011 | 10002 | SFGOV | 10001635 | 1 | GLR | | -514,392.86 | ASR/DBI Recovery FY18Q1 |
| N | 3 | SFGOV | ACTUALS | 100005 | 10190 | 207948 | 10000 | SFGOV | 10001656 | 1 | BAL | 10060 | -514,392.86 | ASR/DBI Recovery FY18Q1 |
| N | 4 | SFGOV | ACTUALS | 100005 | 10060 | 229011 | 10002 | SFGOV | 10001635 | 1 | BAL | 10190 | 514,392.86 | ASR/DBI Recovery FY18Q1 |

Line 1 = Debits the Expenditure Account (581060) in Fund 17960 for Department 207948

Line 2 = Credits the Revenue Account (486110) in Fund 10060 for Department 229011

Line 3 = Balancing entry to credit 'cash' for Line 1

Line 4 = Balancing entry to debit 'cash' for Line 2

In general, the cash balancing lines should be populated as follows:

- (1) **Account:** 100005 (Inter-IntraUnit Cash Balancing)
- (2) **Remaining Chartfields:** Fields used in the corresponding journal entry line
- (3) **Fund Affiliate:** Fund Code used in the matching cash balancing entry line.
 - a. In the example above, Line 3 will reference Line 4's fund code and vice versa
 - b. This is used for reference and reporting purposes.

Journal Entry – Excel Uploader

Note that journal entries uploaded using the Excel Uploader must still follow the rules of manual journal entries, including the cash balancing entry lines described in the previous section.

Further instructions to use the excel uploader can be found in the Knowledge Center at <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000208310-general-ledger-journal-spreadsheet-entry-and-uploader>.

QUESTIONS: Please contact your fund accountant.

Please do not reply to this message.