


PeopleSoft General Ledger Journals Vouchers (GLJE) Processing Requirements

Faculty-wide compliance with the U of A process for General Ledger journals is strong. GL journal processes are improving across the UofA and these processes continue to be clarified by Financial Services. As we enter the last half of fiscal 2015-16, the following requirements for GL journal processing is sent for your information and/or action as appropriate:

- Submit all GL journals to the Faculty's email box fomdglje@ualberta.ca 
- Send each journal in separate individual email submissions. **One GLJE** per email only.
- Always use the Financial Services forms cabinet for the journal to ensure you are using the most current version. Old version templates will be returned to you for correction.
Financial Services Forms Cabinet: <http://www.financial.ualberta.ca/FormsCabinet.aspx>
- All GLJE's must be on the appropriate form, completed correctly and have appropriate supporting documentation including the proper signing authority e.g. budget owner. If not, delays in assembling the correct information and documentation can result in missing the month-end close or deadline.
- If the **Operating Non-Routine GLJE** journal is the only option to address a specific transaction please contact the Faculty Office for confirmation. The other GL journal options can generally address the majority of transactions.
- The GLJE **Operating Funds Transfer (Budget)** is used for transfer of funds within specified funds; refer to the instructions on the form for specifics (e.g. F210 to F210 or F210 to F551).
- Corrections to previously posted GLJEs (i.e. due to transposition errors); should be corrected using the **Budget: COA Correction** journal.
- Backup and supporting documentation for correcting GL journal entries is the GL lines being corrected; this should be submitted with the GL journal in its original excel format, not in pdf.
- As part of your monthly reconciliation responsibilities you should confirm that your journal has processed correctly. Please notify the Faculty Office immediately if there is an issue.
- Journals submitted close to the month-end deadline will be scrutinized and determined if they should be submitted sooner in future.
- GLJEs cannot be used for transactions originating in other PeopleSoft modules. Corrections must be done in the originating module e.g. APV, HCM.

GLJE submissions to FOMD should be completed as early as possible each month, and no later than 5 business days before month-end to ensure the Faculty Office has sufficient time to review and obtain signatures as needed. **A late submission could result in the GL journal not being processed in time to meet the month-end deadline.**

Common Reasons Why Journals May be Returned to You Unprocessed

- Cannot submit minimized documents (under print menu make sure the No Scaling option is chosen).
- Do not repeat the same chart-string (speedcode & account code) more than once on the journal.
- Expense accruals cannot to be used as a substitute for processing outstanding invoices or expense claims.
- Legibility of supporting documents is necessary; illegible GL journals and supporting documentation will be returned unprocessed.
- GL journals submitted directly to Financial Services without Faculty review and SFO approval.

This is a summary of minimum/common requirements for General Ledger journal processing. Your continued cooperation with these GL journal requirements is appreciated. Questions regarding these requirements can be directed to the Faculty Finance Office.