



General Accounting Monthly Newsletter

Note from the GL Team

As we steamroll towards fiscal year end, it is essential to keep track of all the upcoming dates and deadlines. The chart to the right list the dates/deadlines for the month of May. Included is a special **Fiscal Year End Webinar** on May 24th. It will contain valuable information as we close out the fiscal year and a great opportunity to ask any questions you may have. If you are unable to attend this webinar, there will be another webinar containing the same information coming up on June 7th beginning at 2:00 pm.

Dates/Deadlines to Remember

Tuesday	May 10, 2022	5:00 PM	Deadline to submit April Sales/Use/Admissions Tax Returns
Friday	May 13, 2022	5:00 PM	Deadline to submit April F&A Journal Entries
Tuesday	May 17, 2022	2:00 PM	Connecting Our Story to the Remarkable We Webinar
Tuesday	May 24, 2022	9:00 AM	Fiscal Year-end Webinar
Wednesday	May 25, 2022	5:00 PM	Team Card expense reports due for May billing cycle
Wednesday	May 25, 2022	5:00 PM	Travel Card expense reports due for May billing cycle
Friday	May 27, 2022	5:00 PM	P-Card expense reports due for May billing cycle
Tuesday	May 31, 2022	12:00 PM	May Expense Module Correction forms (APEX) submitted to GL mailbox
Tuesday	May 31, 2022	12:00 PM	May AP JV Eforms completed and approved in PeopleSoft
Wednesday	June 1, 2022	5:00 PM	May Journal Entries completed and approved in PeopleSoft
Friday	June 3, 2022		Tentative close of GL for May

GL Tip of the Month

What does the Journal Entry Number mean in PeopleSoft?

Each journal entry in PeopleSoft is assigned a unique ten-digit ID number. In simple terms, there are two different types of JEs: system JEs and user created JEs. System JEs are auto-generated entries containing information stored in another module (AP, AR) or system (Banner, HCM). They always begin with a 3-4 character prefix that describes the source where the information contained in the JE originated. User created JEs are the JEs that PeopleSoft users manually create to record items to the GL (IITs, 86/81 transfers). Both types of JEs also contain a pre-assigned numerical value. As JEs are created, the next numerical value is automatically assigned. The below chart is a good tool to better understand what each JE does and how each can or cannot be adjusted.

JE Number	Source	System/Manual Generated	Description	Reference Field	How to Correct
ADD0123456	AM	Manual/System	Asset Additions	Blank	Entry can not be adjusted
ADJ0123456	AM	Manual/System	Asset Adjustment	Blank	Entry can not be adjusted
RECAT23456	AM	Manual/System	Asset Recategorization	Blank	Entry can not be adjusted
RET0123456	AM	Manual/System	Asset Retirement	Blank	Entry can not be adjusted
TRF0123456	AM	Manual/System	Asset Transfer	Blank	Entry can not be adjusted
LSEPY23456	AM	Manual/System	Capital Lease Payable	Blank	Entry can not be adjusted
DEPR123456	AM	Manual/System	Depreciation Expense	Blank	Entry can not be adjusted
AP00123456	AP	System	AP Accruals	AP voucher number	Journal Voucher eForm
AP00123456	AP	System	AP Cancelled Payments	AP voucher number	Entry can not be adjusted
AP00123456	AP	System	AP Close Vouchers	AP voucher number	Entry can not be adjusted
APPY123456	AP	System	AP Payments	AP voucher number	Entry can not be adjusted
ARM0123456	AR	System	GFM AR Maintenance	Blank	Manual Journal Entry (check with GFM first)
ARP0123456	AR	System	GFM AR Payments	Blank	Manual Journal Entry (check with GFM first)
DEP0123456	AR	System	AR Direct Cash Journal	Blank	Manual Journal Entry
BI00123456	BI	System	GFM Billing	Blank	Manual Journal Entry (check with GFM first)
BNR0123456	BNR	System	Banner	Various term and detail code info	Manual Journal Entry (check with Bursar's Office first)
EXA0123456	EX	System	Expense Accrual	Expense report number	Expense Module Correction Form (Apex)
EXC0123456	EX	System	Expense Sheet Close	Expense report number	Entry can not be adjusted
EXP0123456	EX	System	Expense Payment	Expense report number	Entry can not be adjusted
EXX0123456	EX	System	Expense Canceled Payment	Expense report number	Entry can not be adjusted
EXU0123456	EXU	System	Expense Ues Tax Accrual	Expense report number	Expense Module Correction Form (Apex)
CAGM123456	GM	System	CA Grants	Blank	Manual Journal Entry (check with GFM first)
GM00123456	GM	System	F&A Calculations	Blank	Manual Journal Entry (check with GFM first)
0000123456	ONL	Manual	Regular Journal Entry	Free field value when creating JE	Manual Journal Entry
COR0123456	ONL	Manual	Journal Entry correction	Free field value when creating JE	Manual Journal Entry
REV0123456	ONL	Manual	Journal Entry Reversal	Free field value when creating JE	Manual Journal Entry
RPAYA12345	ONL	Manual	Payroll Retro	Free field value when creating JE	Payroll Retro Form
PAY0123456	PAY	System	HR Payroll	Blank	Payroll Retro Form
TR00123456	TR	Manual/System	Treasury	Bank statement accounting ID	Manual Journal Entry (check with Controller's Office first)