This document provides instructions for persons who create journal entries in the Compass system.

**FAS Account to PeopleSoft COA Map**

Use the FAS mapping to the PS Chart of Accounts (COA) page to input your current FAS code and retrieve the corresponding PeopleSoft COA information for entering your financial transactions.

**Navigation**: Emory Custom > Legacy COA Mapping > FAS to PS COA Map

### Enter Journal Entries

**Navigation**: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1. Click **Add a New Value** tab.
2. Input Business Unit (for example, EMUNV) and click ![Add](add.png).
3. On **Header** tab, input:
   a. Long Description
   b. Ledger Group: ACTUALS
   c. Source: ONL
4. On **Lines** tab, input:
   a. SmartKey
   b. Account
   c. Amount
   d. Click ![+] to add a line and repeat steps 4a-c for each successive line
5. Click ![Save](save.png).

**Note**: Prior to saving the journal entry, the **Total Debits** or **Total Credits** field may display the total of both debits and credits entered for the journal entry. Once the data is saved, the amounts will display correctly in the **Total Debits** and **Total Credits** fields.

6. On **Workflow** tab, click ![Upload](upload.png) to attach documentation.
7. On **Lines** tab, in the Process box select **Edit Journal** and click ![Process](process.png).
   a. Check that Journal Status and Budget Status are both “V” (Valid).
8. Click ![Submit](submit.png) to submit the transaction into Workflow.

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Find Existing Journal Entries and Print


1. Click Find an Existing Value tab.

2. Input:
   a. Business Unit (for example, EMUNV)
   b. Journal ID
   c. Journal Header Status: leave blank

3. Click Search.


5. Click Print Journal with Barcode continuously until journal image pops up.

6. Click Print.

Copy Journal Entries


1. Click Find an Existing Value tab.

2. Input:
   a. Business Unit (for example, EMUNV)
   b. Journal ID
   c. Journal Header Status: leave blank

3. Click Search.


5. To reverse the journal entry, check box Reverse Signs.

6. Click OK.
   a. Journal ID represents new Journal and Date.

7. Click Save.

Delete Journal Entries Prior to Posting


1. Click Find an Existing Value tab.

2. Input:
   a. Business Unit (for example, EMUNV)
   b. Journal ID
   c. Journal Header Status: leave blank

3. Click Search.


5. Click Yes to confirm the journal delete.