Credit Card Journal Entry
Training in PeopleSoft Financials
Log in to PeopleSoft Financials
Navigation in PeopleSoft Financials

- General Ledger
- Journals
- Journal Entry
- Create/Update Journal Entries
Before clicking on “Add” make sure you select the date of the settlement/batch report NOT date of sale.

Once date is selected click on “Add”
Long Description:
1. Name of Department
2. Date of settlement/batch
3. Brief description of sale
4. Net amount of sale/refunds
5. Type of credit card
   • AMEX
   • VISA/MASTERCARD/DISCOVER

Ledger Group:
ACTUALS (should be already selected for you)

Source: Your Department (max of 3 letters)
(You can click on the magnifying glass to search for the name, but this field should be automatically filled in to minimize errors)

Journal Class:
please select one of the two credit card types
• Visa/MasterCard/Discover
• American Express
### Screen Shot of Journal Header

**Long description must have 5 items**
- **Actuals**
- **3 letters**
- **AMEX**
- **VIS/MC/DSC**

#### Journal Entries

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>NEXT</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU01</td>
<td></td>
<td></td>
<td>07/08/2010</td>
</tr>
</tbody>
</table>

**Long Description:**
Controllers - 07/08/10 - Ticket sales - $100 - AMEX

**Ledger Group:**
- actuals

**Source:**
- cost

**Reference Number:**

**Journal Class:**
- amex

**Transaction Code:**
- GENERAL

**Current Default:**
- USD $1.00

**Reversal:**
- Do Not Generate Reversal

**Commitment Control:**
- None

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**FIU**

**Florida International University**

**Office of the Controller**
Journal Lines

Speed Type:
In the empty box type in the ten (10) digit Activity Nbr.

Account
In the empty box type in the five (5) digit number of the Merchant account (112003)

Amount:
For a sale you must type in the total sale amount as a positive
For a refund you must type the refund amount as a negative (-).

Click on the plus sign (+) to add an extra line. It will populate all the information needed. All you must do is type in a revenue account number descriptive of the sale on the empty box for “Account”.
All revenue accounts start with a number six (6xxxx)
Journal Lines Cont.

Sales Tax

If recording Sales Tax you must use the Sales Tax Department ID and GL Liability account:

1104140007   611001

Using Miscellaneous Revenue Account 619099

It is preferable not to use account 619099. If you record the sales in GL Revenue account 619099 please send an email to jcancino@fiu.edu explaining why the department needs to use that account instead of a more specific account.
### Screen Shot of Journal Lines

**Office of the Controller**

**FIU**

**Header**

- **Unit**: FIU01
- **Journal ID**: 0000612770
- **Date**: 07/06/2012
- **Process**: Edit Journal

**Lines**

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th><em>Unit</em></th>
<th><em>Ledger</em></th>
<th>SpeedType</th>
<th>Account</th>
<th>Alt Acct</th>
<th>Dept</th>
<th>Site</th>
<th>Fund</th>
<th>Program</th>
<th>Activity Nbr</th>
<th>Cost PID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>FIU01</td>
<td>ACTUALS</td>
<td></td>
<td>357001</td>
<td>35700</td>
<td>110100000</td>
<td>01</td>
<td>412</td>
<td>88</td>
<td>1101040022</td>
<td>94.50 USD</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>FIU01</td>
<td>ACTUALS</td>
<td></td>
<td>112003</td>
<td>11200</td>
<td>110100000</td>
<td>01</td>
<td>412</td>
<td>88</td>
<td>1101040022</td>
<td></td>
</tr>
</tbody>
</table>

**Lines to add**

- **Click to add line**

**Totals**

- **Unit**: FIU01
- **Total Lines**: 2
- **Total Debits**: 110.00
- **Total Credits**: 110.00
- **Journal Status**: N
- **Budget Status**: N

**Instructions**

- If sale + w/112003
- If refund - w/112003

**Note**

- 5 digit number
- 10 digit number
Saving and Processing Journal Lines

- Once you have recorded the net amount of sales with the correct GL Revenue accounts save the journal lines and the system will give you a journal number.
- Please keep this journal number for your records with the backup of the sales. Do not store credit card numbers.
- After saving the journal please click on “Process” so that the Budget Status and the Journal status change from N N to V V
Screen Shot of Journal Lines

Click Save

Click Process

Journal Number (keep this for your records)
Do you have any questions or concerns while creating a journal? Feel free to contact me via email or phone.

jcancino@fiu.edu
305.348.2052
Questions?