Controller's Office – General Ledger

Meaning of Journal Entry Numbers in Finance PeopleSoft

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 autogenerated 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 (Internal Charges, 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)
MBI0123456	MAR	System	Misc AR Billing	MAR invoice number	Entry can not be adjusted
MAR0123456	MAR	System	Misc AR Invoice Clearing	MAR invoice number	Entry can not be adjusted
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
PAY0123456	PAY	System	HR Payroll	Blank	Payroll Retro Form
RPAYA12345	ONL	Manual	Payroll Retro	Free field value when creating JE	Payroll Retro Form
RPAYB12345	ONL	Manual	Payroll Retro	Free field value when creating JE	Payroll Retro Form
TR00123456	TR	Manual/System	Treasury	Bank statement accounting ID	Manual Journal Entry (check with Controller's Office first)
TRA0123456	TR	Manual/System	Treasury Adjustment	Blank	Manual Journal Entry (check with Controller's Office first)

The chart shows the general accounting effect of debits/credits and the positive/negative values posting in PeopleSoft. For example, a credit/negative value increases revenue (4xxxx account codes) while a debit/positive value increases an expense account (5xxxx). The last column shows the values in the Finance Intranet, which on some occasions, are reversed when compared to PeopleSoft