• Log into GOWMU.
My Work, ALL LINKS (click the down arrow)

Administrative Applications (click the down arrow)

PeopleSoft Administrative Systems (click the down arrow)

PeopleSoft Financials
2. The information displayed on Employee Self Service will differ depending on the individual employee access.
3. Click the drop down arrow next to Employee Self Service.
4. Select WMU Campus Community.
5. Select the WMU JES tile.
6. WMU JES – the JES feature creates entries that affect the Actuals on GLOW and the General Ledger. This is NOT where you make budget adjustments.
7. Click on the sideways = to close the divider.
8. The information above will default (this information cannot be changed).
9. Click the Add button to enter a new journal entry or the Find an Existing Value to see something that you have processed.
10. Select a JES that you have entered by the JES ID – this is not the J000xxxxxx id in GLOW it is the unique JES ID given to your JES when it is saved.
11. Select a JES by the Journal id in GLOW.
12. Select a Journal Date.
13. Select a JES Status.
   a. Complete
   b. Errors
   c. Valid-Accounting Review
   d. Valid-Ready to Post
14. Under the Use Saved Search criteria you can select:
   a. 1-My JES Worklist
   b. 2-My Completed JES
   c. 3-All My JES
A) JES ID = unique id given to your JES when you save, this is not the journal id that will show in GLOW but this number can be tracked by Accounting if there is a problem

B) JES STATUS
- Not Saved = you have just opened the JES screen Complete = the JES has completed nightly processing and created a journal in PeopleSoft
- Errors = you have saved the JES and error checking has identified problems that you must correct before your JES will go to the next step
- Valid – Accounting Review = you have selected begin period reversal or post to prior period which requires action from Accounting to continue in the process
- Valid – Ready to Post = your JES will create a journal during the nightly process

C) Phone extension w/initials and internal description

D) Begin period reversal and Post to prior period
- Begin period reversal = your journal will be automatically reversed the first day of the following month
- Post to prior period = the first two business days of the month you can request that Accounting change your journal date to the end of the prior month (for yearend additional days are granted)

E) Detail lines – fund, department, account, amount, and description

F) Plus/Minus – insert/delete rows

G) Journal lines
- Delete Blank Rows by clicking on this any blank rows you have added will be deleted, no blank rows can be in your JES when you save
- Hide Fringe Rows – when you save a JES with payroll account codes that require fringe rows they are automatically calculated and added to your JES by clicking on hide you do not have to see them displayed
- Insert 1 to 1 offsetting entries – if you enter the debit or credit sides of your journal the system will automatically insert a reversing row for you to enter the fund, department, and amount
H) JES actions
   • Print JES – you can print a copy of your JES
   • Export JES to Excel
   • Copy JES – you can pull up any JES that you have entered and create a copy
I) Save
J) Accounting update information
K) Add and update/display
   • Add – Start a new JES
   • Update/Display – go to the search screen
1. Enter one side of your journal entry.
2. Click the Insert 1 to 1 Offsetting Entries link. Note: this link can only be used once in a journal (prior to saving).
3. The system will create the other side of your journal. Note: with 4995 and 8995 the system will automatically create the other side of the entry.
ERRORS

1. Payroll error

The Journal Description for Journal Line 1 is not in the proper format for Payroll validation. Please update the Journal Description. - ERROR-NO COMMA FOUND IN JOURNAL LINE DESCRIPTION

The PeopleCode program executed an Error statement, which has produced this message.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Glow Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-5800.00</td>
<td>Fac Fiscal Year-26Pp</td>
</tr>
<tr>
<td>5800.00</td>
<td>Fac Fiscal Year-26Pp</td>
</tr>
</tbody>
</table>

JES0000000003 has been saved with Status = Errors.

2. Out of balance error (jes does not net to zero)
### JES Status:
- Errors

#### Errors:
- Total does not net to $0

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**For Accounting Review**

- [ ] BEGIN PERIOD REVERSAL
- [ ] POST TO PRIOR PERIOD

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<table>
<thead>
<tr>
<th>Amount</th>
<th>Glow Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-5800.00</td>
<td>Miscellaneous Expense</td>
</tr>
<tr>
<td>580.00</td>
<td>Advertising</td>
</tr>
</tbody>
</table>
3. Transfer/Support error

JES000000003 has been saved with Status = Errors.

JES Status: Errors
Errors: - 4995/8995 does not net to $0

For Accounting Review

☐ BEGIN PERIOD REVERSAL ☐ POST TO PRIOR PERIOD
4. Carry forward 9200 account error

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

5. Invalid fund/dept/account

JES0000000004 has been saved with Status = Errors.