



TABLE OF CONTENTS

Contents

SUPPORTING DOCUMENTATION REQUIRED FOR JOURNAL ENTRIES	2
REASON'S JOURNAL ENTRIES WILL BE DENIED BY GENERAL ACCOUNTING	3
HOW TO REVIEW THE JOURNAL ENTRY STATUS	4
HOW TO FIX A JOURNAL EDIT ERROR.....	6
HOW TO DELETE A JOURNAL ENTRY	9
JOURNAL ENTRY WORKFLOW PROCEDURES.....	11
DEPOSIT COVERSHEET FORM INSTRUCTIONS	13

SUPPORTING DOCUMENTATION REQUIRED FOR JOURNAL ENTRIES

1. Cash Deposits
 - Deposit Coversheet Form noting currency and coin amount, check total, and total amount of journal entry
 - Any other applicable documentation that supports the journal entry
2. Credit Card Deposits
 - Deposit Coversheet Form
 - Credit card bureau report
 - Any other applicable documentation that supports the journal entry
3. Non-Payroll Revenue/Expense Reallocations/Corrections
 - The 1074.3b (Detailed Transactions) of the cost center that is being reduced
 - Highlight the item that is being reallocated or corrected
 - All other documentation that supports the journal entry
4. Fund Equity
 - The 1033A and 1074.6 (Balance Sheet) of the cost center that is being reduced
 - Budget Journal if the fund equity journal is a result of a budget journal
5. P-Cards
 - Copy of applicable monthly P-Card transaction log by card
 - Copy of applicable expense report by card
 - Copy of actual receipts by card
 - Copy of taxpayer and vendor account information for each applicable vendor
 - Any other documentation that supports the journal entry
6. Intercampus Journals
 - Copy of invoice or supporting documentation for the journal
 - 1074.1 Budget node summary of cost center that is debited



REASON'S JOURNAL ENTRIES WILL BE DENIED BY GENERAL ACCOUNTING

1. No supporting documentation is attached.
2. Inadequate supporting documentation, conflicting backup, or the documentation attached is not legible.
3. Wrong Approval Path is chosen.
4. Wrong account number or cost center was used.
5. There is no Departmental Log Number in the Header Reference or Journal Line Reference, or if these fields don't match.
6. There is not a complete description of the journal in the Journal Long Description field.
7. The Long Description on the Journal Header doesn't start with REG, DEP, or PCD.
8. The Header Reference Number and Journal Line Reference number doesn't start with a "P" if the transaction is a P Card transaction.
9. Security sensitive information has been uploaded to the journal.
10. There is no Deposit Coversheet attached for a deposit journal entry.
11. Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the journal entry.
12. Line Description for a deposit to account number 10610 for BANK does not state "DEP"-Department or School name.

HOW TO REVIEW THE JOURNAL ENTRY STATUS

The Approval History listed on the Approval 2 tab, provides the status of the journal entry along the current approval path. A complete list of comments entered in the Comment Log box is also displayed:

Step 1: Click the Approval 2 tab.

Header
Lines
Totals
Errors
Approval2
Documents

Unit: 00759
Journal ID: 0003882129
*Process:Date: Edit Journal 08/11/2021
Process

Route To

*Please select the appropriate approval path:

- Dept/Coll/Div - Accounting Office
- Dept/Coll/Div - Stu Fin - Accounting Office
- Dept/Coll/Div - OCG - Accounting Office
- Dept/Coll/Div - AP - Accounting Office

Source

Department C0010

Source RIC - Research Info Center

Workflow Fields

Business Unit 00759 Journal ID 0003882129

Journal Date 08/11/2021

OperID 0099584

System Source GL JE Page

Approval

Approval Instance 3796598

Approval Status Pending

Approval Action

Apply

Comment Log

08-11-21 04:49 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Rahman, Tanjina Afroz:

08-11-21 04:55 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Roy, Nicole Lynn:

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	08/11/21 4:49:59PM	0099584	Rahman, Tanjina Afroz
Step 1	Approved	08/11/21 4:49:59PM	0099584	Rahman, Tanjina Afroz
Step 2	Approved	08/11/21 4:55:04PM	0968430	Roy, Nicole Lynn
Step 3	Pending	08/11/21 4:49:59PM		



Note the data listed under the Approval History:

- Step – this refers to each step of the approval process according to the "Route To" path chosen.
- Status – the status of the journal at each step in the path. The values are:
 - Initiated the journal has been created
 - Approved the journal has been entered into workflow
 - Denied the journal has been denied and routed back to the originator Pending the approval action has not been selected for the journal in this step of the workflow process (journal is waiting on the worklist)
 - Recycled not used
 - Skipped the journal has skipped a step in the approval process
- Date/Time Stamp – This is the date and time stamp of the approval action
- User ID – This is the EMPL ID of the person choosing the approval action along the approval path.
- Name – This is the name of the person choosing the approval action along the approval path.

HOW TO FIX A JOURNAL EDIT ERROR

Sometimes when a journal is created and edited, the Journal Status will result in an "E" for Error instead of a "V" for Valid. If the journal has an Error Status, it will need to be resolved before it can be entered into workflow.

Step 1: Click the "E" hyperlink under Journal Status or click the "Errors" tab.

Header | **Lines** | Totals | **Errors** | Approval2 | Documents

Unit: 00759 Journal ID: 0003882478 Date: 08/01/2021 Errors Only
 Template List Search Criteria Change Values
 *Process: Edit Journal Process Line: 10

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Proje
<input type="checkbox"/>	1		00759	ACTUALS		10610	BANK			
<input type="checkbox"/>	2	X	00759	ACTUALS		44000	1051	C0129	F0953	NA
<input type="checkbox"/>	3		00759	ACTUALS		10100	BANK			
<input type="checkbox"/>	4		00759	ACTUALS		10100	1051			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	4	400.00	400.00	E	N

The Errors tab will indicate which line the error is on. The message given will say "Combo error for fields FUND_CODE/DEPTID/PROGRAM_CODE/in group COSTCTR. This means there is a problem such as:

- The cost center combination of Fund – Department – Program – Project ID is not valid
- The budget reference is missing or not valid
- If the cost center is either a grant (fund 5xxx) or project (fund 7xxx) cost center, the grant or project end date could be expired.
- Fund 5xxx should not have a budget reference.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0003882478	Date:	08/01/2021
Header Errors Personalize Find [Print] [Refresh] First 1 of 1 Last					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
00759	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.
Line Errors Personalize Find [Print] [Refresh] First 1 of 1 Last					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Dept/Program/Project in group COSTCTR.

Step 2: Return to the Lines page and make the necessary corrections. Click the **Process** button.

Line 2 is in error. In this example, the cost center is invalid. The cost center combination of 1051-C0129-F0953-NA does not exist. The correct cost center is 1052-C0129-F0953-NA.

Header	Lines	Totals	Errors	Approval2	Documents					
Unit:	00759	Journal ID:	0003882478	Date:	08/01/2021					
Template List	Search Criteria	Change Values	<input type="checkbox"/> Errors Only							
*Process:	<input type="text" value="Edit Journal"/> <input type="button" value="Process"/> 	Line:	10							
Lines Personalize Find [Print] [Refresh]										
Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Proje
<input type="checkbox"/>	1		00759	ACTUALS		10610	BANK			
<input type="checkbox"/>	2	X	00759	ACTUALS		44000	1051	C0129	F0953	NA
<input type="checkbox"/>	3		00759	ACTUALS		10100	BANK			
<input type="checkbox"/>	4		00759	ACTUALS		10100	1051			
Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="⌵"/>										
Totals Personalize Find View All [Print] [Refresh] First 1 of 1 Last										
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status					
00759	4	400.00	400.00	E	N					



The journal now has a Journal Status of "V" and a Budget Status of "V": The journal is ready to be entered into workflow.

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003882478 Date: 08/01/2021 Errors Only
 Template List Search Criteria Change Values

*Process: Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	00759	ACTUALS		10610	BANK			
<input type="checkbox"/>	2	00759	ACTUALS		44000	1052	C0129	F0953	NA
<input type="checkbox"/>	3	00759	ACTUALS		10100	BANK			
<input type="checkbox"/>	4	00759	ACTUALS		10100	1052			

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	4	400.00	400.00	V	V

NOTE: If the journal fails budget checking (Budget Status = "E"), contact your DBA for resolution.

HOW TO DELETE A JOURNAL ENTRY

A journal entry can only be deleted by the initiator of the journal. The only journals that can be deleted are journals that are not posted. **IMPORTANT: DO NOT CHOOSE ANY OTHER OPTION IN THIS DROP-DOWN BOX.**

Step 1: To delete a journal entry, click the Lines tab. Choose "Delete Journal" from the Process drop-down box. Click the **Process** button.

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003882478 Date: 08/01/2021 Errors Only

Template List Search Criteria Change Values

*Process: Delete Journal Process Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	00759	ACTUALS		10610	BANK			
<input type="checkbox"/>	2	00759	ACTUALS		44000	1052	C0129	F0953	NA
<input type="checkbox"/>	3	00759	ACTUALS		10100	BANK			
<input type="checkbox"/>	4	00759	ACTUALS		10100	1052			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	4	400.00	400.00	V	V



Step 2: Click the **Yes** button.

A screenshot of a 'Message' dialog box. The title bar says 'Message'. The main text asks 'Are you sure that you want to delete this journal? (5010,30)'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.

Step 3: Another message will be displayed. Click the OK button. The journal is deleted.

A screenshot of a 'Message' dialog box. The title bar says 'Message'. The main text says 'Journal 0003882478 is deleted. (5210,7)'. At the bottom, there is one button: 'OK'. The 'OK' button is highlighted with a red rectangular box.



JOURNAL ENTRY WORKFLOW PROCEDURES

Originator	<ol style="list-style-type: none">1. Obtain a document number from the departmental log for the journal entry.2. Create the journal entry and save it in PeopleSoft.3. Electronically attach the required supporting documentation for the journal entry. NOTE: ALL DEPOSITS MUST HAVE THE DEPOSIT COVERSHEET FORM ATTACHED, along with other needed documentation.4. Select "Edit Journal" from the dropdown box. Click "Process" to Journal Edit and Budget Check the journal entry. If the journal fails the journal edit process, correct the errors and edit again. If the journal fails budget check, contact the Business Coordinator for resolution. The Journal Status must be "V" and the Budget Check Status must be "V" before it can be entered into workflow. NOTE: Do not click "Process" on Intercampus Journals. Save them and using the NOTIFY button, notify General Accounting, at GeneralAcctg@uhcl.edu, to process the journal.5. Select the appropriate workflow path and choose "Approve" and "Apply" on the Approval 2 tab to enter the journal into workflow. For deposit journals, bring the deposit to the departmental approver.6. Monitor the journal entry worklist to verify that journals were not denied or recycled back to you.
------------	--



Departmental Approver	<p>7. Monitor the journal entry worklist reviewing each journal entry along with the supporting documentation. For deposit journals, verify the following is correct:</p> <ul style="list-style-type: none">- Deposit amount matches supporting documents- BANK line has account number 10610 and the amount is positive.- Header reference and line reference match- Account numbers and cost centers are correct <p>8. Approve the journal by selecting "Approve" and "Apply" on the Approval 2 tab.</p> <p>9. For deposit journals, place the deposit in a locked bag and take it, along with two copies of the journal, to the SBS Office.</p>
SBS Office/ Accounts Payable/ Research Office	<p>10. Monitor the Journal Entry Worklist reviewing each journal entry along with the supporting documentation.</p> <p>11. Approve the journal by selecting "Approve" and "Apply" on the Approval 2 tab. For deposit journals, open the locked bag and verify the deposit amount against the BANK line on the printed journal. Sign the copy of the journal and return it to person making the deposit. Retain the second copy of the journal for processing the deposit the next morning.</p>
General Accounting	<p>12. Monitor the journal entry worklist reviewing each journal entry along with the supporting documentation.</p> <p>13. Approve the journal by selecting "Approve" and "Apply" on the Approval 2 tab.</p> <p>14. Post the journal.</p>



DEPOSIT COVERSHEET FORM INSTRUCTIONS

The Deposit Coversheet is required for all deposits. Complete one Deposit Coversheet for cash and check deposits. Complete a different Deposit Coversheet for Credit Card Deposits. Do not combine cash and/or check deposits with credit card deposits. This form must be uploaded to the deposit journal entry as backup for the entry, along with other necessary documents.

NOTE: THIS FORM MUST BE COMPLETED ELECTRONICALLY OR THE JOURNAL ENTRY WILL BE DENIED.

Step 1: Enter the name, department name (not number), and phone extension of the person preparing the journal entry for the deposit. This information is required.

(This section is required)	
Date	2/8/2010
To	UHCL Cashier
Prepared By	
Dept Name	
Phone Ext	

Step 2: Enter the Department Reference Number from the departmental journal entry log. Enter the Journal Number of the journal entry that has been created for the deposit. This information is optional.

(This section is optional)	
Dept. Ref.	
Journal Number	

Step 3: Enter a description for your deposit. This information is optional.

Deposit Description (Optional)



Step 4: Enter a description, speed type, cost center, and account information for each item within the deposit. The account listed should be "10610" unless specified otherwise. This information is optional.

(This section is optional)						
TRANSACTION DESCRIPTION	SPEED TYPE	FUND	DEPT	PROG	PROJ	ACCOUNT
→						

Step 5: Enter the Payer's Name for each item within the deposit. If there are multiple transactions for this deposit and this is a cash/check deposit, you may enter "various" if you choose. This field is optional.

Payer's Name
○

Step 6: Enter the check number for check deposits. Enter the credit card type (i.e. Visa, MasterCard, etc.) if the deposit is for credit cards. This information is optional. You may enter "Various" if you choose.

Check Number or Credit Card Type
○



Step 7: For cash/check deposits, enter the amount of cash or the amount of the check for each transaction that makes up the deposit. For credit card deposits, enter the amount charged to the credit card for each transaction that makes up the deposit. This information is required.

AMOUNT (Required)		
CASH	CHECK	CREDIT CARD

Step 8: Enter the amount of sales tax if applicable and indicate whether it is cash, check, or credit card. Be sure to include the cost center information. The Account is provided. The tax rate is 8 ¼% (.0825).

(This section is optional)							AMOUNT (Required)				
TRANSACTION DESCRIPTION	SPEED TYPE	FUND	DEPT	PROG	PROJ	ACCOUNT	Payer's Name (Required)	Check Number or Credit Card Type (Required)	CASH	CHECK	CREDIT CARD
SALES TAX (if applicable)					NA	20804					



Step 9: Enter the count of each denomination of cash for cash deposits. The Amount field will auto calculate depending on the Count/Qty entered. If the cash deposit total does not match the total cash amount above, an "ERROR" message will display.

Recheck the Count/Qty entered and make corrections. Once the cash deposit total matches the total cash amount above, the message "BALANCED TO CASH TOTAL ABOVE" will be displayed. If you have draft or money orders, enter the amount on the "Other" line in the "Amount" column. Do not enter a count/quantity. This information is optional.

Cash Deposit Total (Optional)		
	Count/Qty	Amount
\$100	0	-
\$50	0	-
\$20	0	-
\$10	0	-
\$5	0	-
\$1	0	-
\$ 1/2	0	-
QUARTERS	0	-
DIMES	0	-
NICKELS	0	-
PENNIES	0	-
Other		



Step 10: Enter any Comments pertinent to the deposit. Use this field to list additional information or further explanation for the deposit. Completion of this field is optional.

A screenshot of a software interface showing a text input field. The field has a light green header bar with the text "Comments (Optional)". Below the header is a large, empty white rectangular area. A black arrow points from the left side of the page towards the center of the input area.

NOTE: If the Credit Card Amount column has any amount listed in it, and is combined with an amount in the cash or check column, a message of "FALSE" will be displayed. This message is an alert message indicating not to combine cash/check transactions with credit card transactions in the same deposit. The deposit must have a message value of "TRUE" list before it can be uploaded to the journal entry.

TRUE.