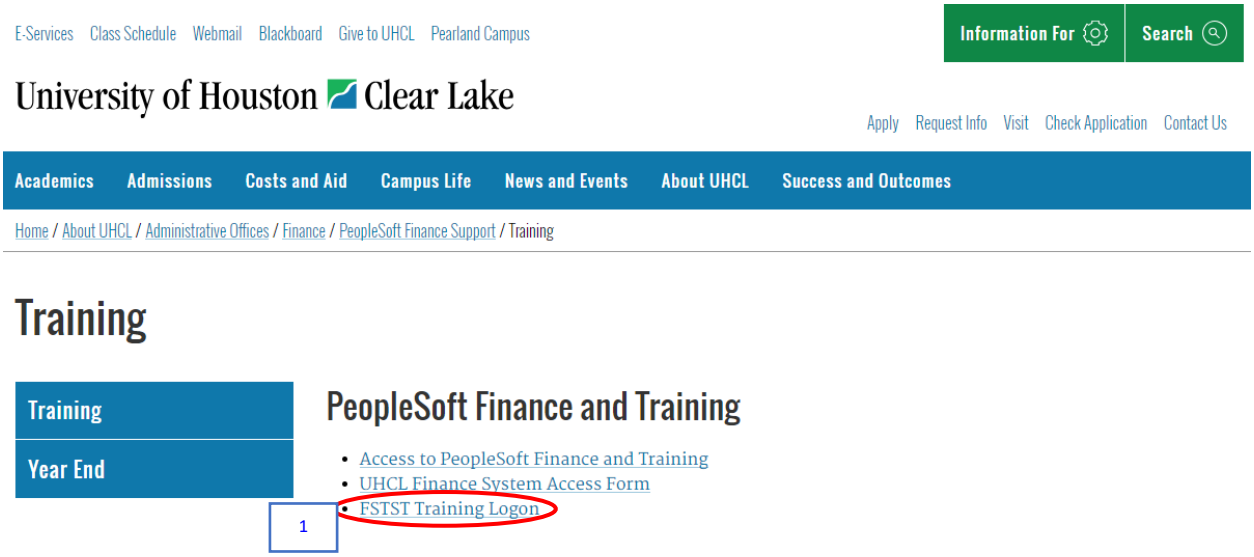
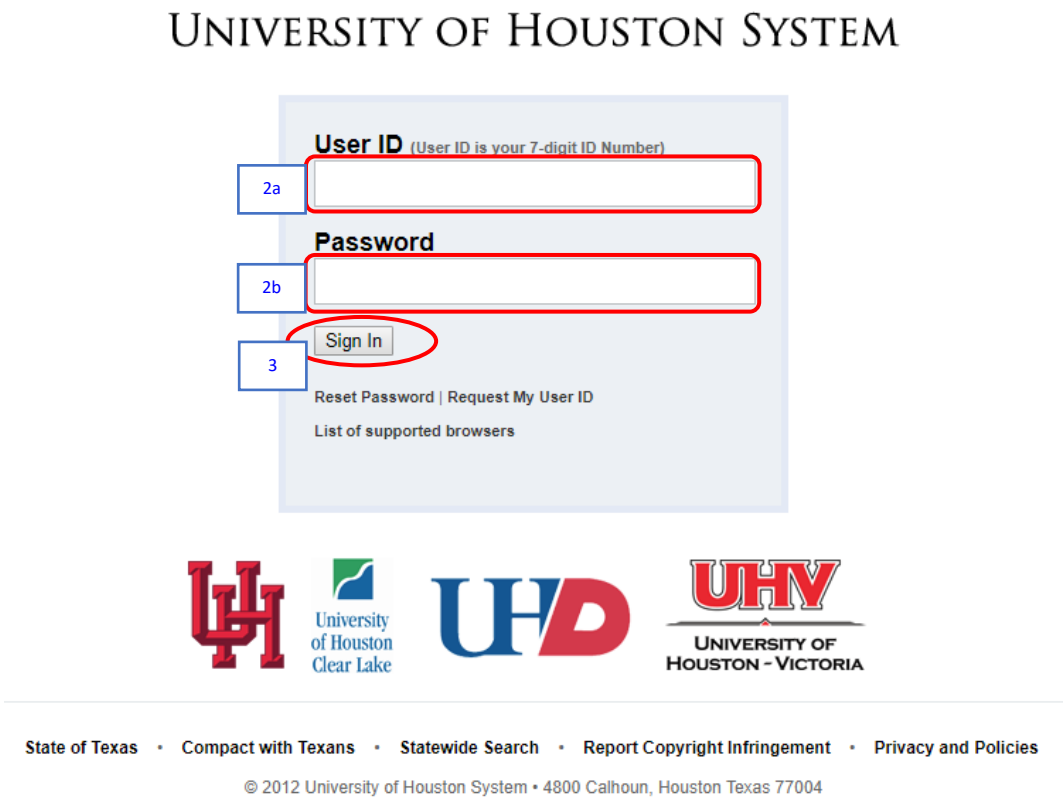
General Ledger Journal Entry training is done in FSTST environment. In this training, we will create a deposit journal entry.

To proceed with the training, follow the steps below:



1. Click the **FSTST Training Logon** hyperlink located on the Training page.

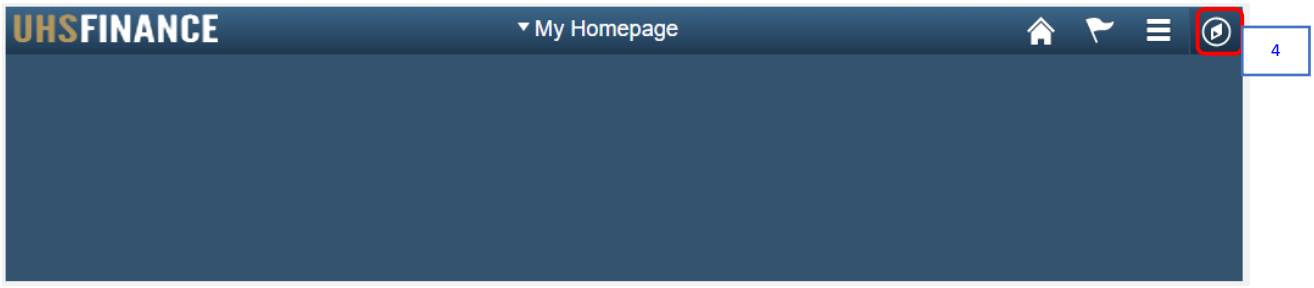
The sign on page for FSTST is displayed.



2. Enter the following information provided by your training administrator:
   a. ***User ID***
   b. ***Password*** (password is case sensitive)

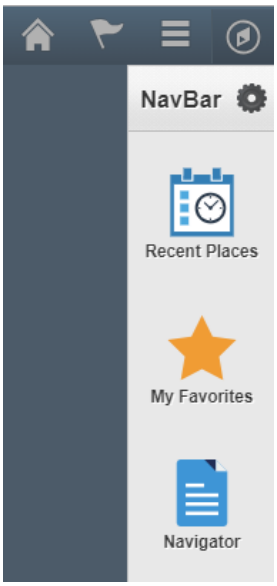
3. Click the **Sign In** button.

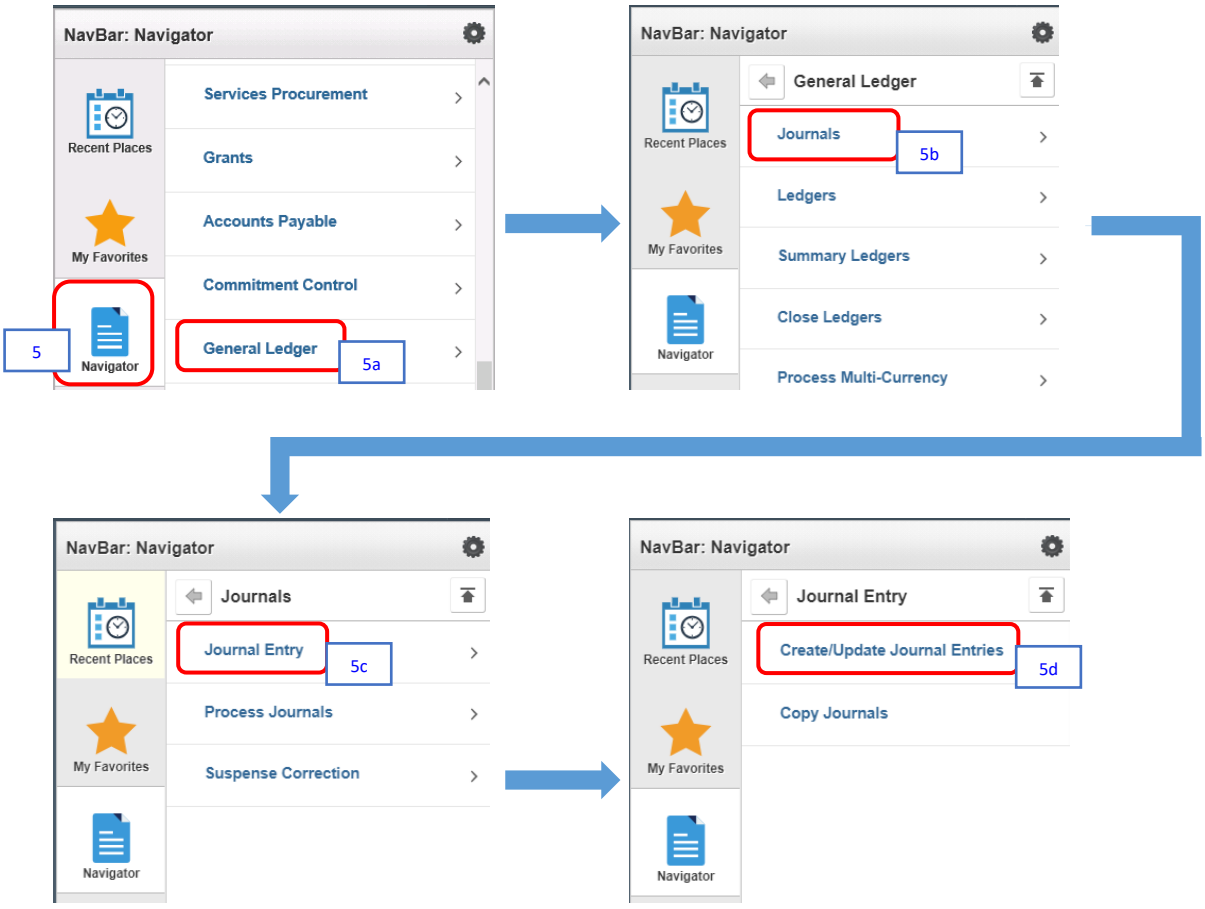
The PeopleSoft Finance home page is displayed.



4. Click the **NavBar** icon on the upper right hand side of the home page.

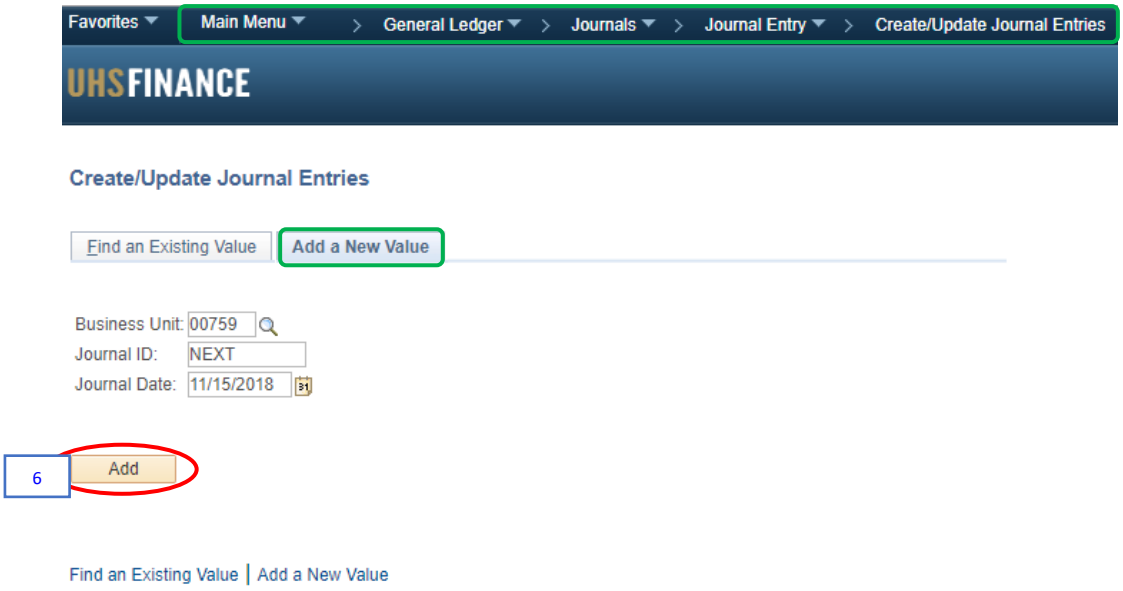
   The NavBar menu is displayed.





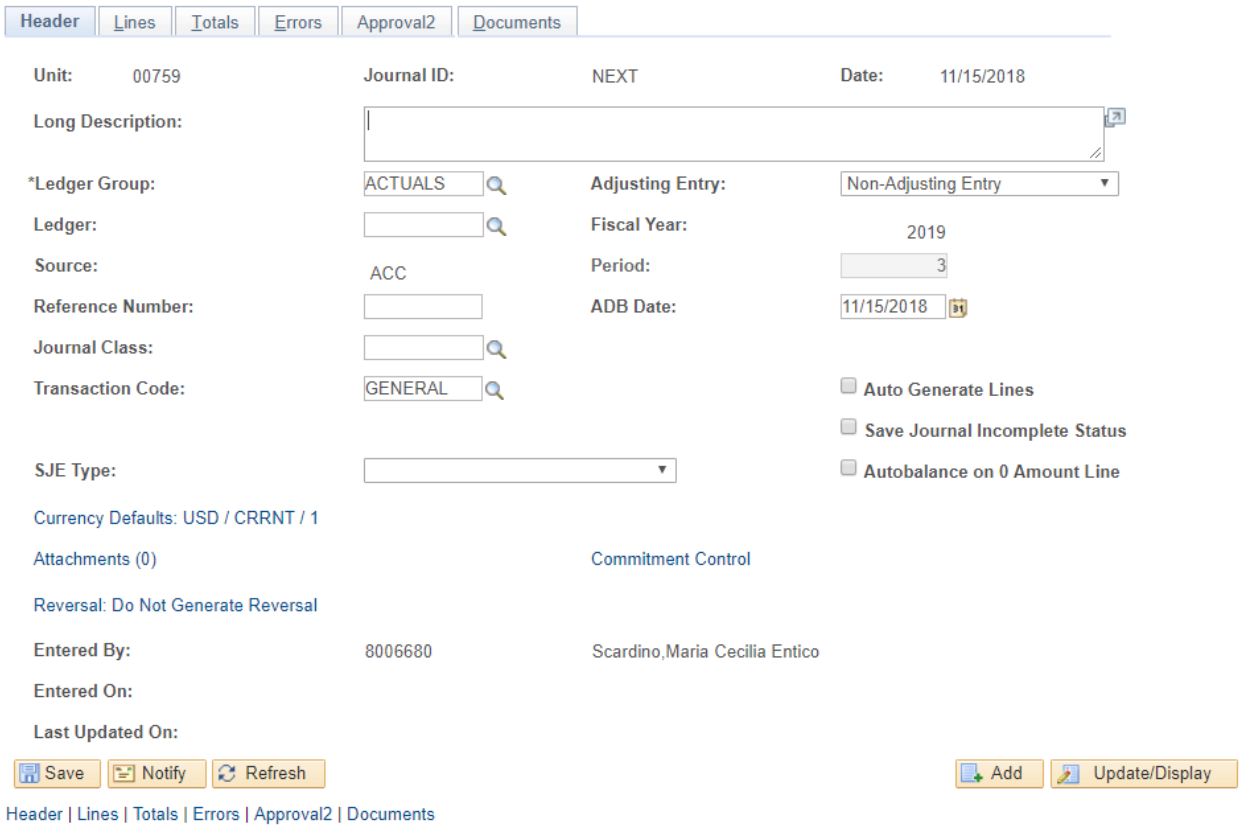
5. From the NavBar menu, click on **Navigator**. Then navigate to (5a) **General Ledger** (5b) **Journals >** (5c) **Journal Entry >** (5d) **Create/Update Journal Entries**.

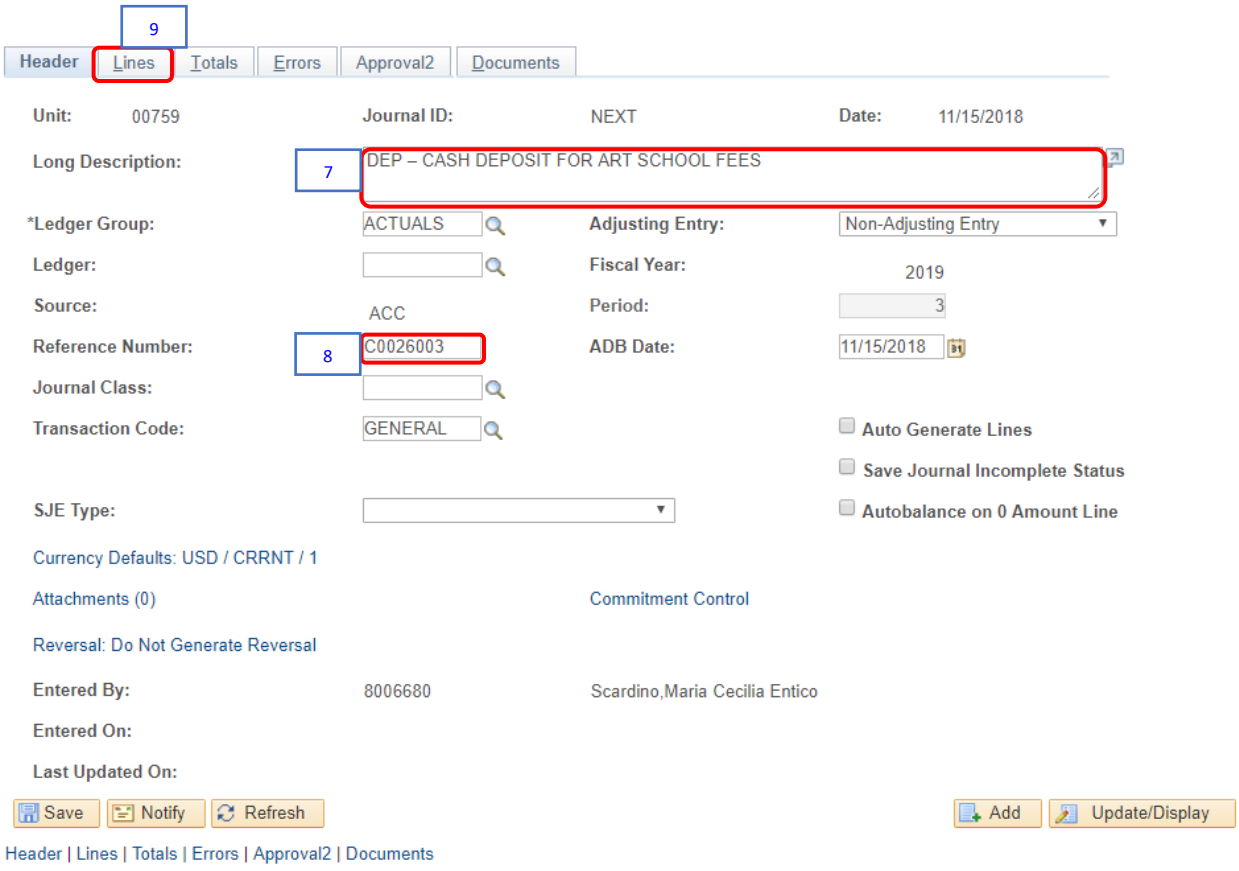
The Journal Entry – Add/Search page is displayed – defaulted to Add a New Value tab. The navigation is shown on top of the page.



6. Click the **Add** button.

The Journal Data Entry page is displayed – defaulted to Header tab.





7. In the *Long Description* field, enter the prefix corresponds to the type of journal entry below followed by the entry's complete description.
   - Prefix "***DEP***" for a deposit journal entry
   - Prefix "***PCD***" for a P-Card journal entry
   - Prefix "***REG***" for all other journal entries

   For our example, enter "***DEP – CASH DEPOSIT FOR ART SCHOOL FEES.***"

8. Enter the **Department's Journal Entry log number** in the *Reference Number* field. This log number is kept in each department and is required. This field will be the same as the *Line Reference* field in Step 10f.

   This follows the format of **department number** plus a **sequentially assigned number** (ie. C0078012).

If the journal entry is for a P-Card, the number must start with a "***P***", followed by the **rest of the department number, the two-digit month, and the last digit of the fiscal year** (ie. PXXXXMMY).

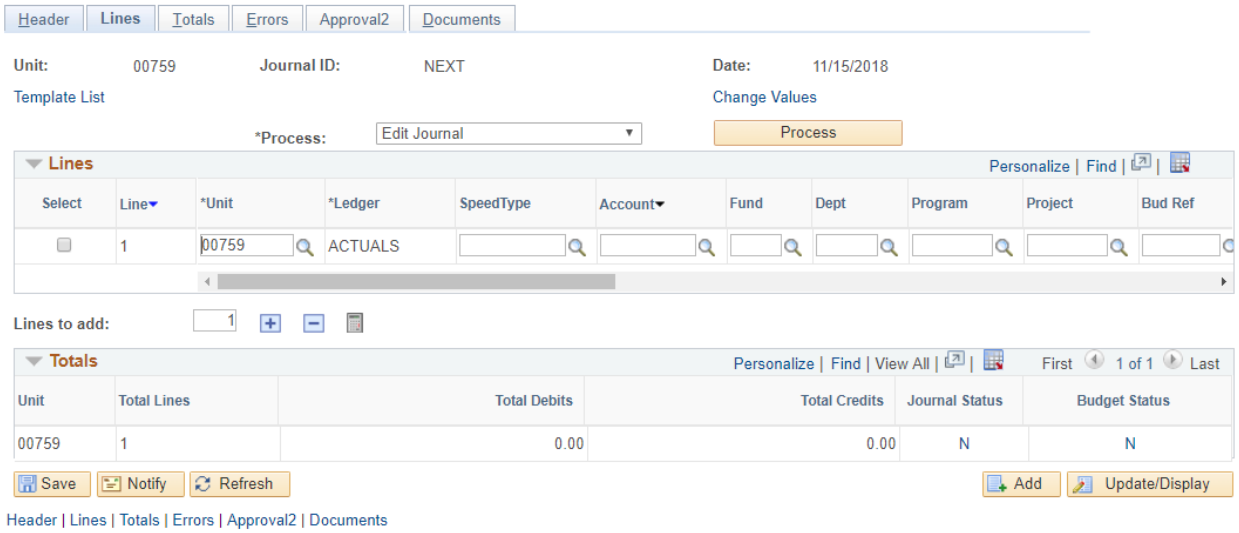
Data entered in the *Header Reference Number* field is printing under the *Reference Number* column on the 1074.3b.

For our example, enter "***C0026003***" for C0026 Department ID.

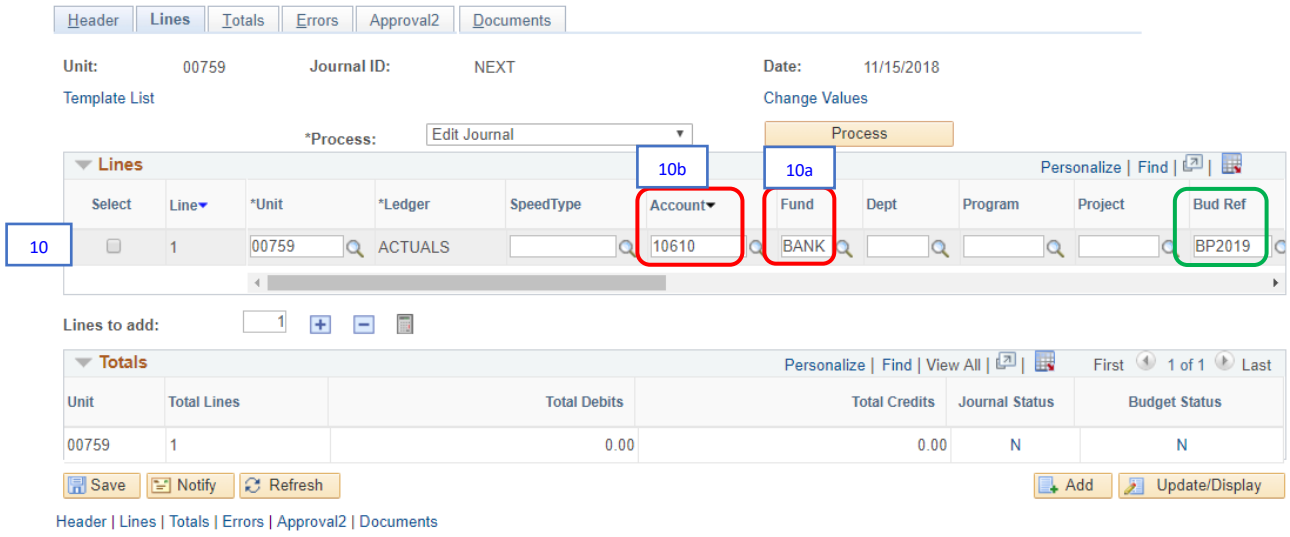
NOTE: The Header *Reference Number* in Step 8 and the Line *Reference Number* in Step 10e must match or the journal entry will be denied.

9. Click the **Lines** Tab.

The Line information page is displayed.



NOTE: A journal entry must be a balanced entry between the Debit (positive amount) and Credit (negative amount) entries before it can be processed. A balanced entry means all debit entries equal all credit entries.



10. On the Lines section, enter the Debit information on line #1. General Accounting department requires that all debit entries must be entered first before all credit entries.

    a. Enter the **Speed Type** if available of the cost center that will need to be debited on the *Speed Type* field, then press Tab. Check the cost center that auto populates to ensure it is the correct one.

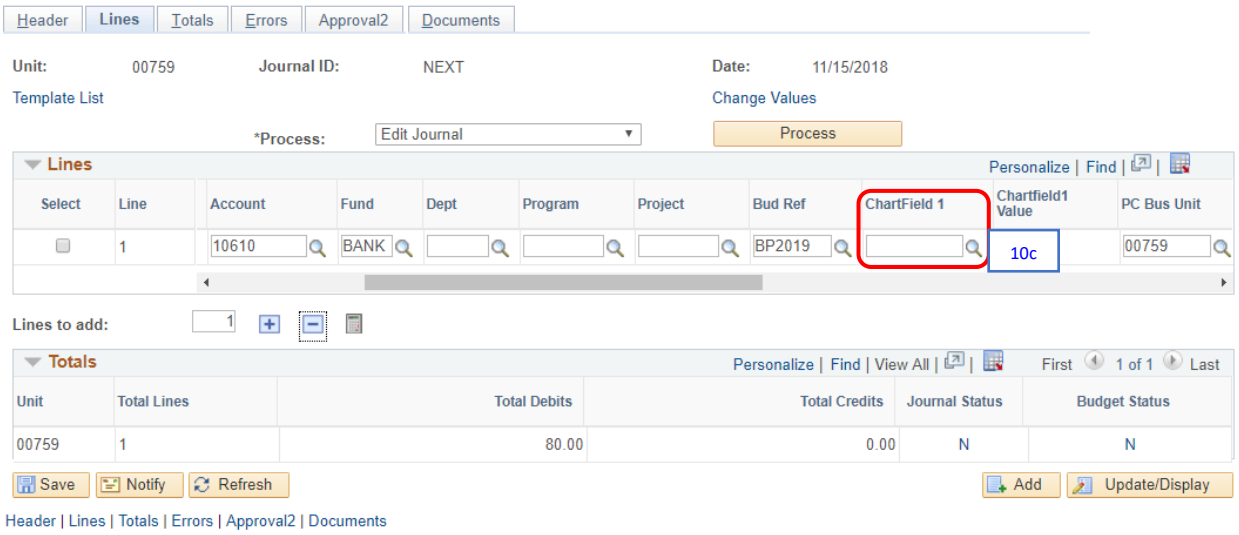
       For a deposit journal entry, all debit entries go to Fund **BANK**, with the rest of the cost centers (ie. Department, Program, and Project) left blank.

       For our example, enter "***BANK***" in *Fund* field, and press Tab. The *Budget Reference* field is automatically populated with the **current budget reference, "*BP2019*."**

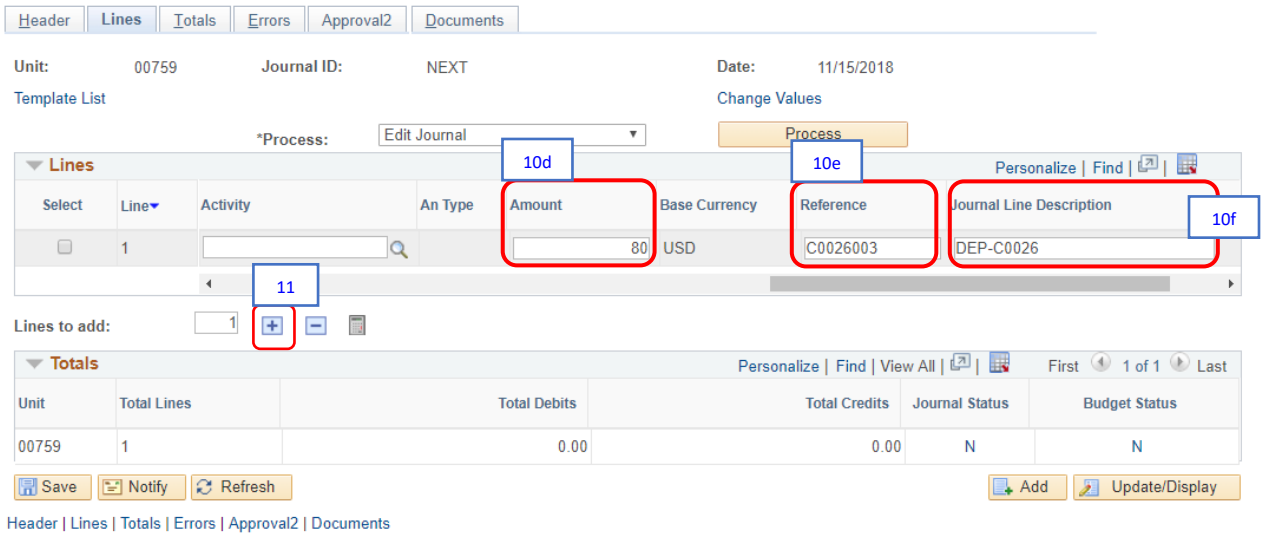
    b. Enter the debiting **Account** number on the *Account* field.

       Accounts that start with "***4***" are revenue accounts; accounts that start with "***5***" are expense accounts. For a deposit journal entry, all debit entries go to Account "***10610.***"

       For our example, enter "***10610***" in *Account* field.



c. Scroll to the right, and enter the value for *Chartfield 1* field if available (check with your Business Coordinator). For our example, we will not fill in *Chartfield 1* field.



d. Scroll further to the right, and enter the **amount** to be deposited to the bank on the *Amount* field. For our example, enter "***80.***"

e. Enter the **Department's Journal Entry log number** in the *Reference* field. This is the same value as Step 8 above. For our example, enter **C0026003**.

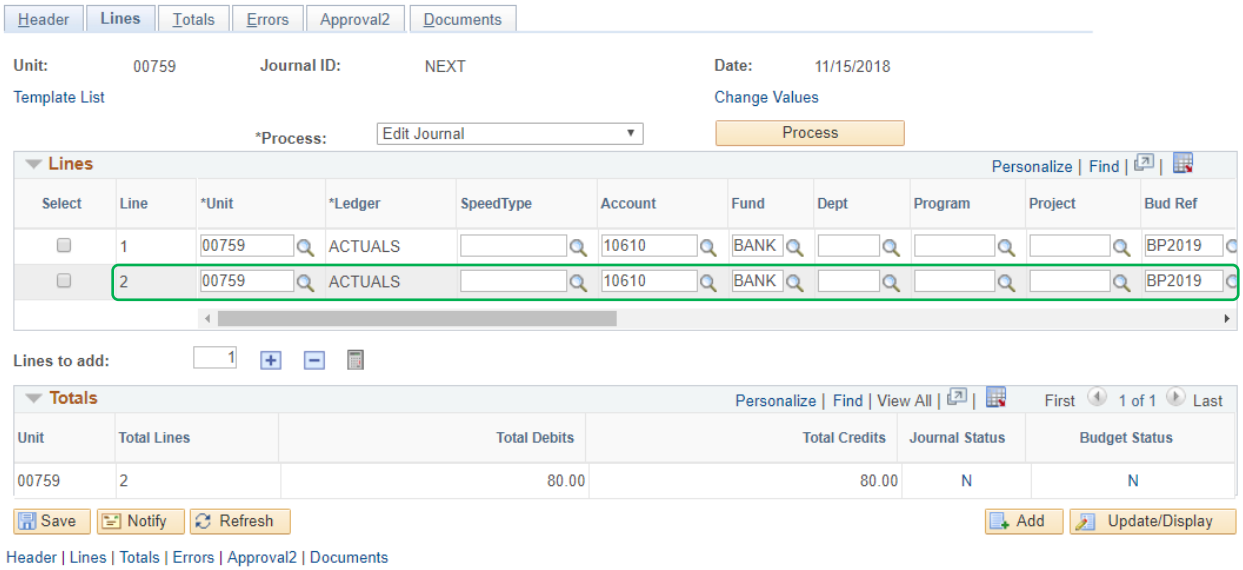
NOTE: The Header *Reference Number* in Step 8 and the Line *Reference Number* in Step 10e must match or the journal entry will be denied.

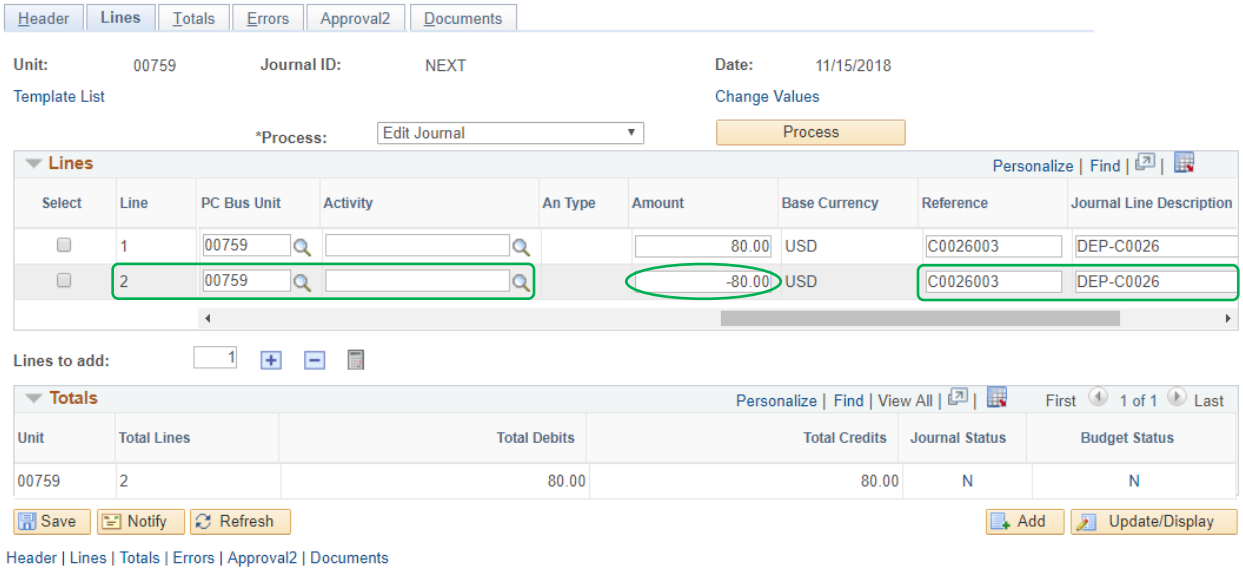
f. For deposit entries, enter "***DEP*** – **and your Dept/School**" in the *Journal Line Description* field. Thus, for example, enter "***DEP-C0026***."

11. To make a balanced journal entry, we need to add line/s for the credit entry.

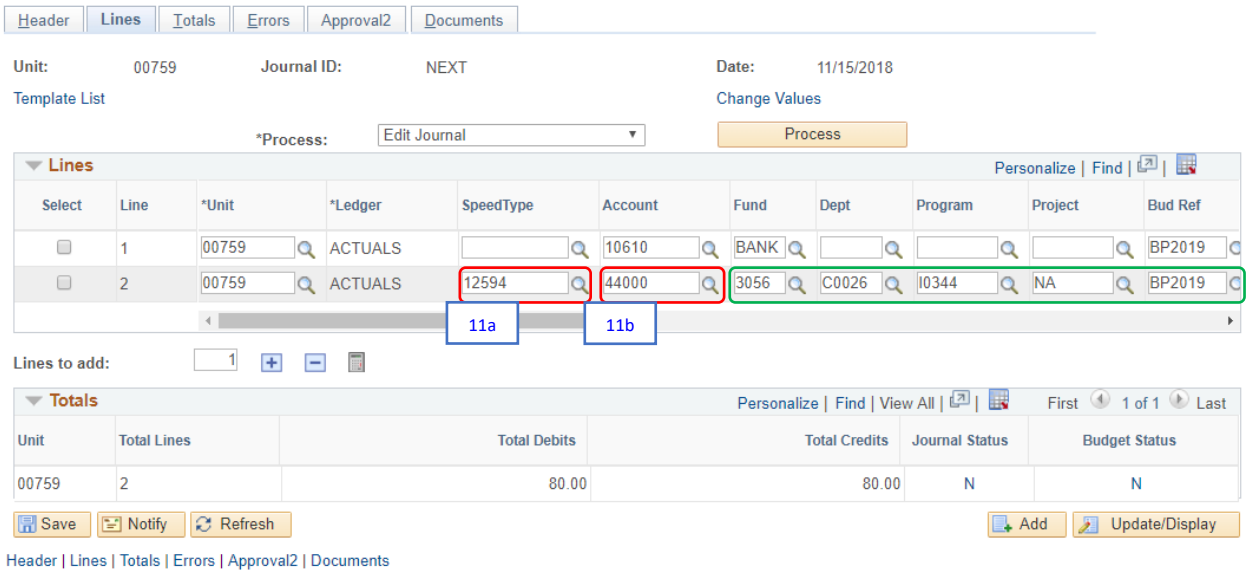
To add multiple lines, enter the number of lines you want to add in the box, then click the ⊞ in the Lines to add section. The number of lines to be added is defaulted to "***1***." Or simply click the ⊞ to add a line one at a time.

For our example, we will only add one. Click the ⊞ once.





All the **chartfield** values and **opposite sign of the amount** from the first line are copied over to the second line.



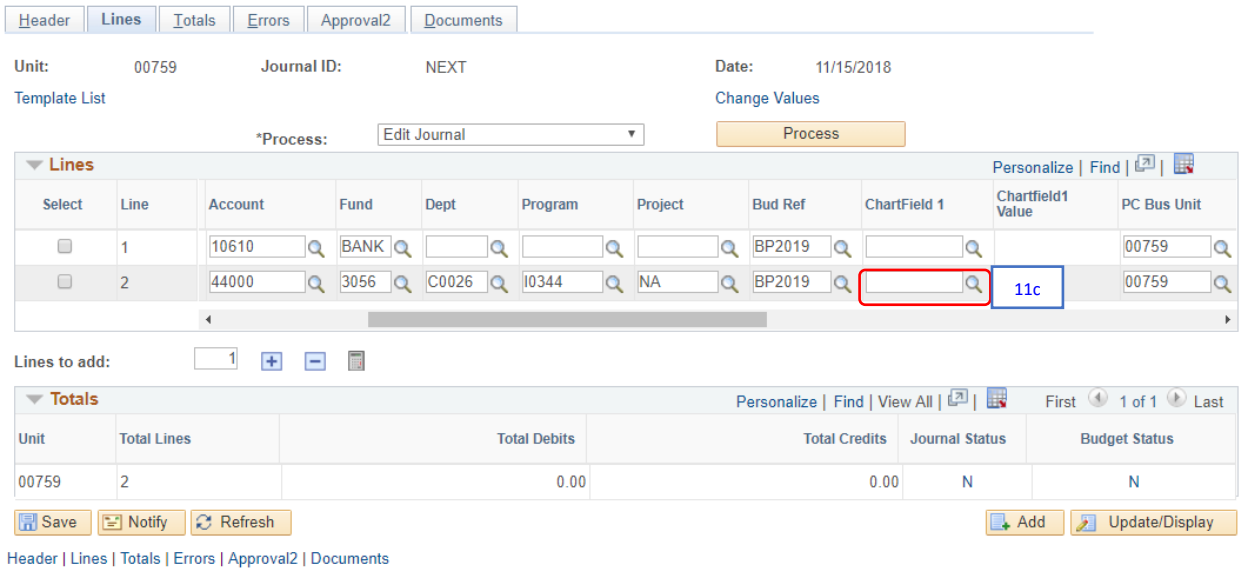
a. Clear the *Account* and the *Cost Center* fields (ie. Department ID, Program Code, & Project ID) for the offset entry. Enter the correct **Speed Type** for the cost center that will need to be credited, then press Tab. The *cost center* fields as well as the *Budget Reference* field are automatically populated. Check the cost center that auto populates to ensure it is the correct one.

   For our example, enter the speed type "***12594,***" then press Tab. The *cost center* fields are automatically populated *with Fund "**3056,**" Department "**C0026**," Program "**I0344**,"* and *Project* "***NA.***" The *Budget Reference* field is automatically populated with the **current budget reference, "*BP2019*."**

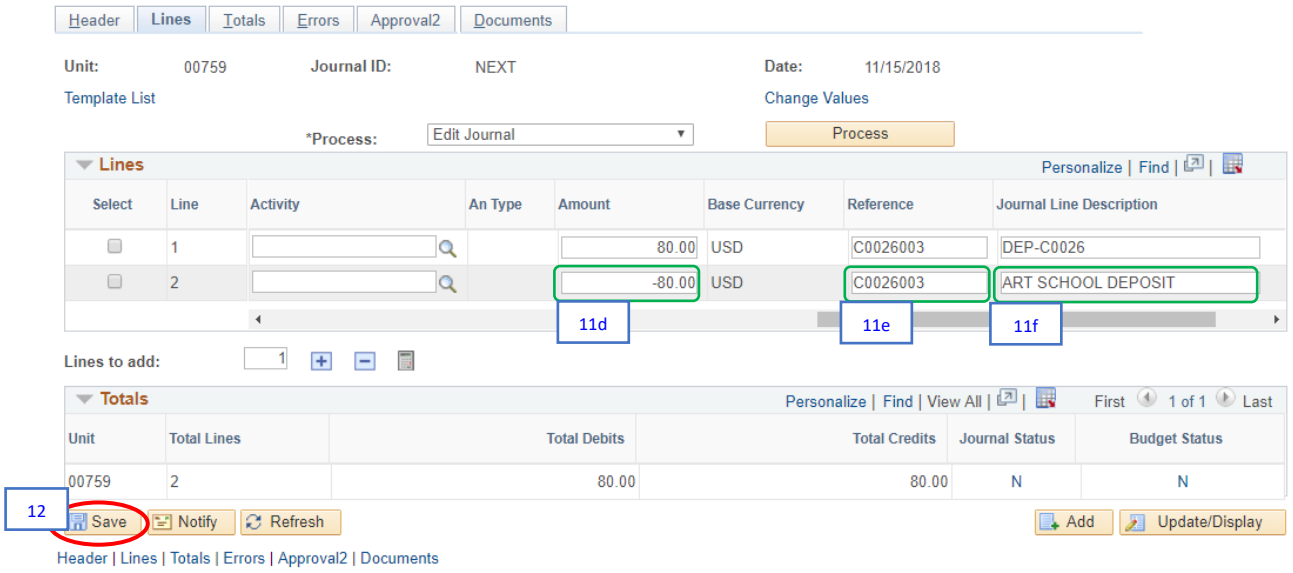
b. Enter the crediting **Account** number on the *Account* field.

   Accounts that start with "***4***" are revenue accounts; accounts that start with "***5***" are expense accounts. Most deposit journal entries will have a credit to revenue.

   For our example, enter "***44000*****"** in *Account* field.



c. Scroll to the right, and if you entered a **Chartfield1** to line #1, it should have copied over to line #2. For our example, since we did not enter **Chartfield 1** in line #1, *Chartfield 1* field in line #2 would also be **blank**.

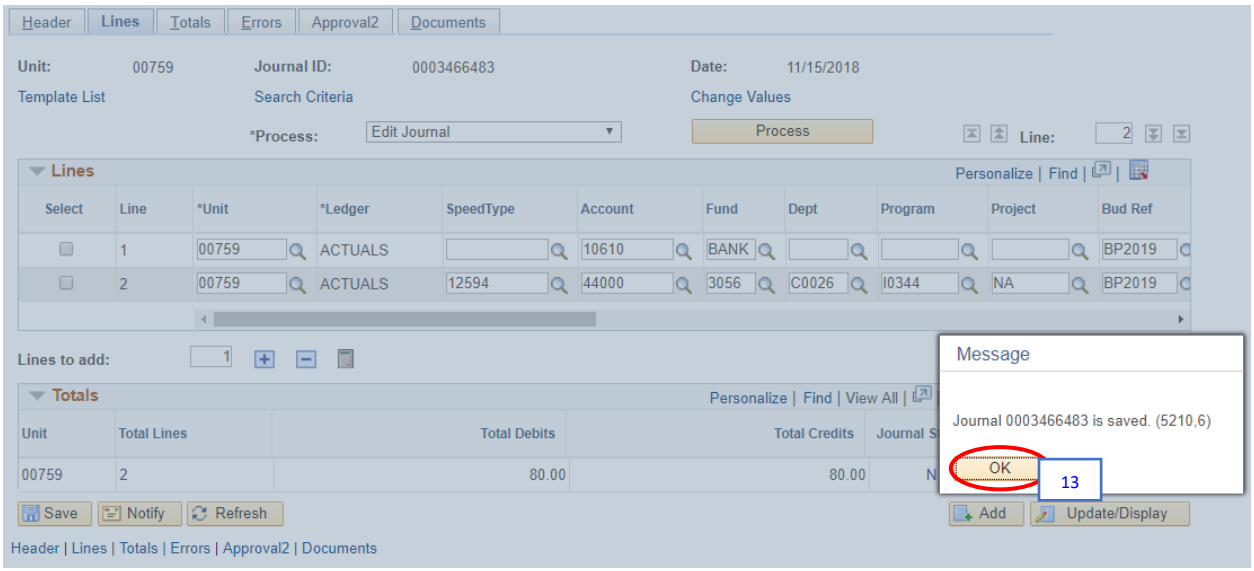


d. Scroll further to the right. Verify that the **amount** populated is correct. Revenue is recorded as a credit entry. For our example, the **amount** should be "**-80.00.**"

e. Verify that the **Reference Number** in line #1 is copied to line #2. This is the same value as Steps 8 and 10e. For our example, the **Reference Number** should be "**C0026003."**

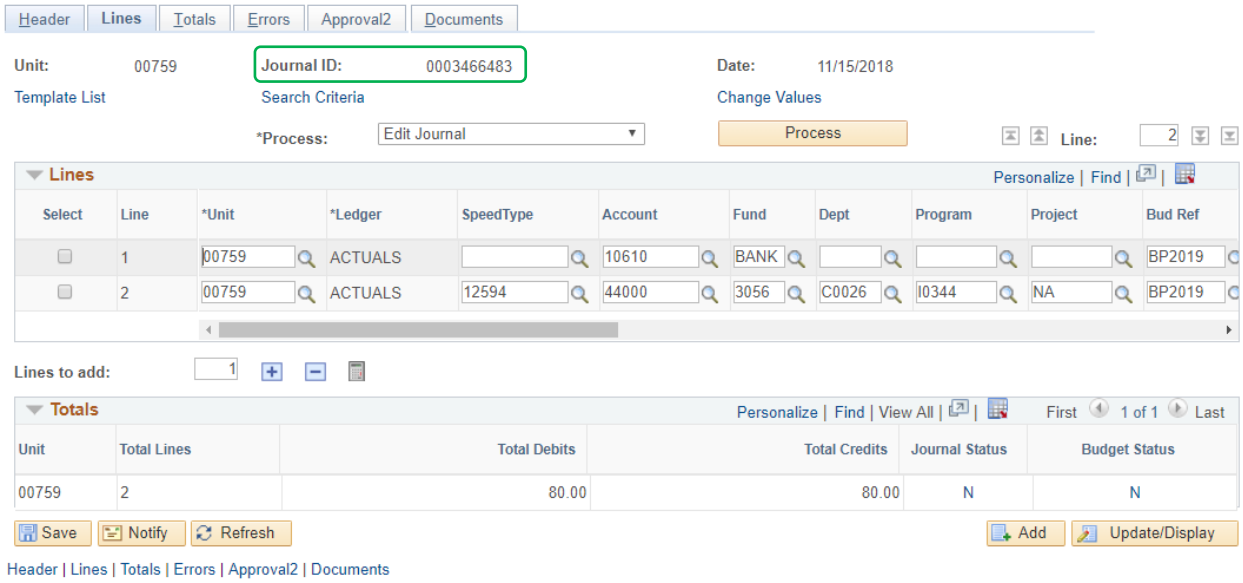
f. Clear the *Journal Line Description* field, and enter a description of the transaction. Data entered in this field prints under the *Transaction Description* column on the *1074.3b*. For our example, enter "***ART SCHOOL DEPOSIT***."

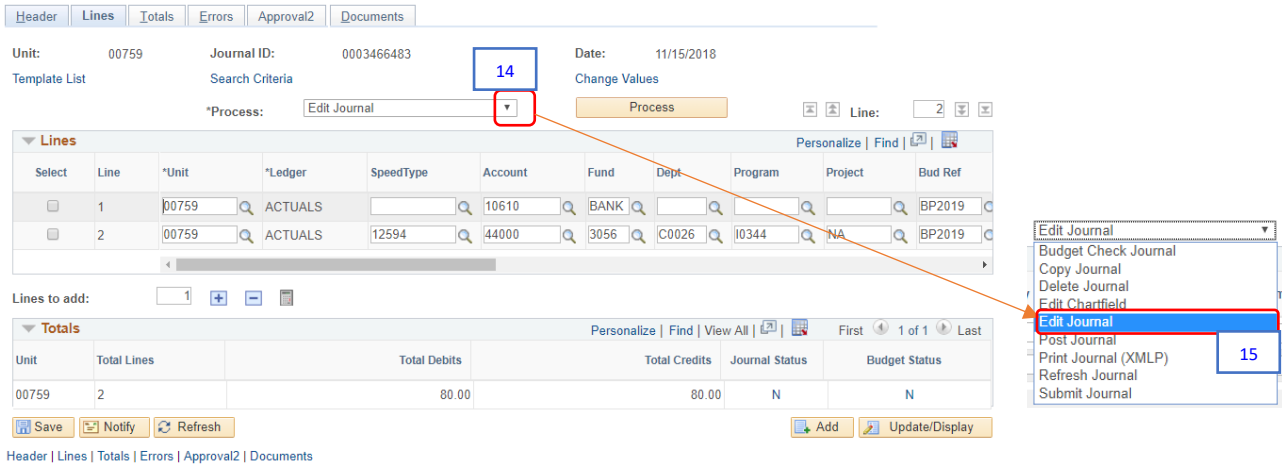
12. Click the **Save** button.



13. Click the **OK** button on the message.

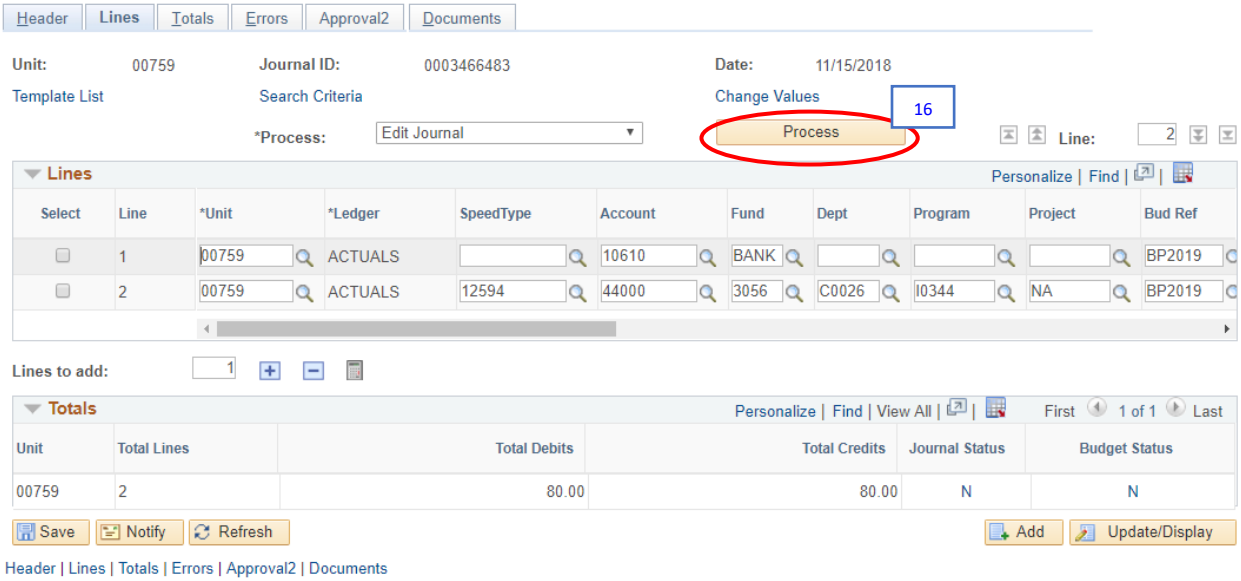
A **Journal ID** will then be assigned.





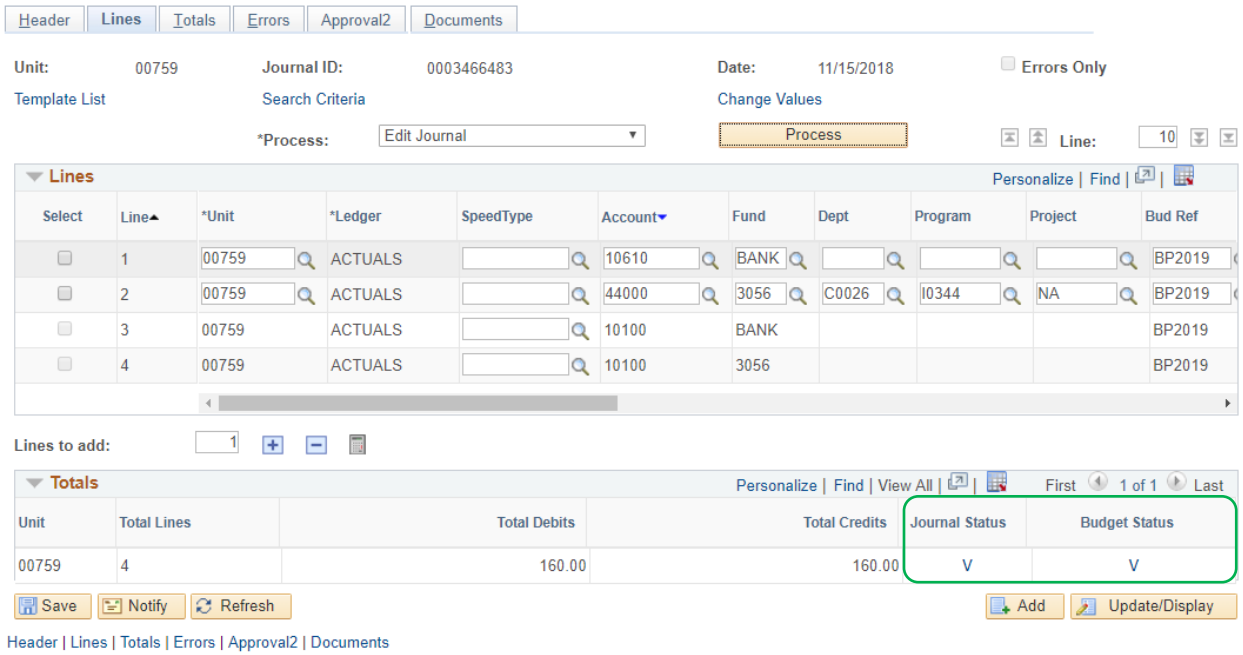
14. Click the ⌄ to see all the process options.

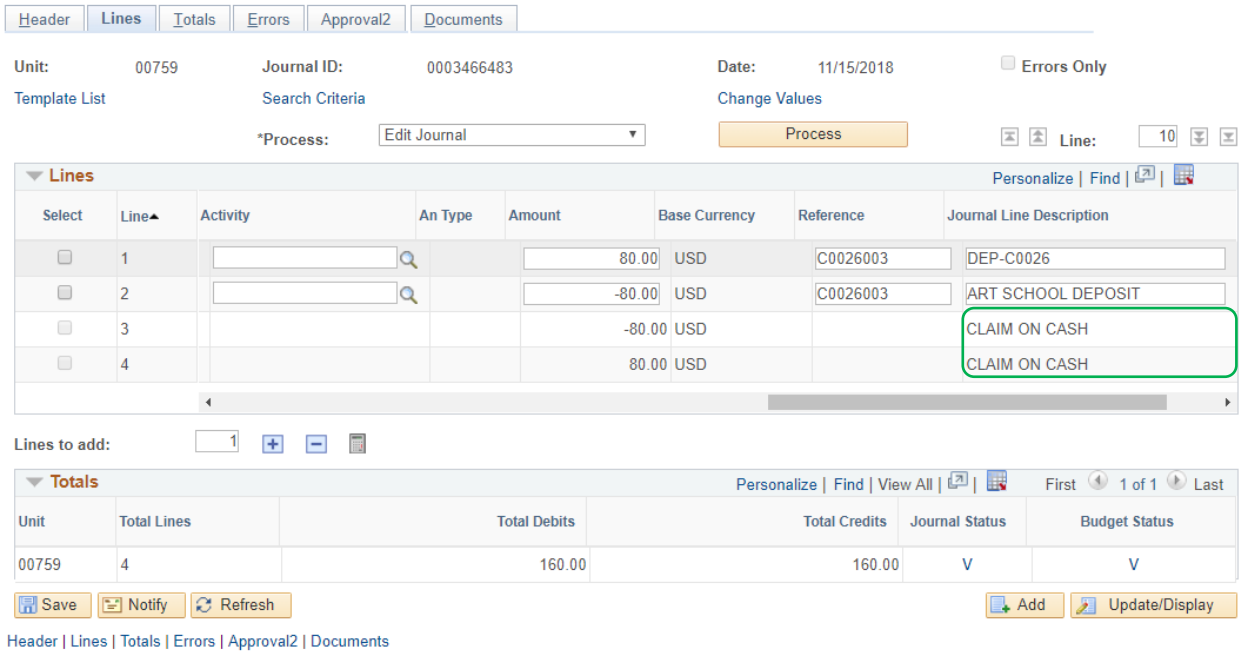
15. Select the "Edit Journal".



16. Click the **Process** button.

Journal editing ensures the cost center combination is valid, all required fields are completed, and the journal entry is balanced. It will also budget check the cost center for available funds. If the journal entry passes both, the *Journal Status* changes to "***V***" as well as the *Budget Status*.





PeopleSoft will add additional lines to balance the funds, identified in the *Journal Line Description* as "***CLAIM ON CASH.***" These are automated lines that can't be deleted and should not be edited. Please do not attempt to manipulate these additional lines.

If you do not get a *Journal Status* of "***V,***" read the instructions on "How to Fix a Journal Edit Error" located in the "Additional Information for Journal Entry Workflow" document. If you do not get a **Budget Status** of "***V,***" call your Business Coordinator for help in fixing the budget error.

Only journal entries with both *Journal Status* and *Budget Status* of "***V***" can be entered into workflow.

This journal entry is now ready to have supporting documentation attached electronically. This process is called "Document Imaging".

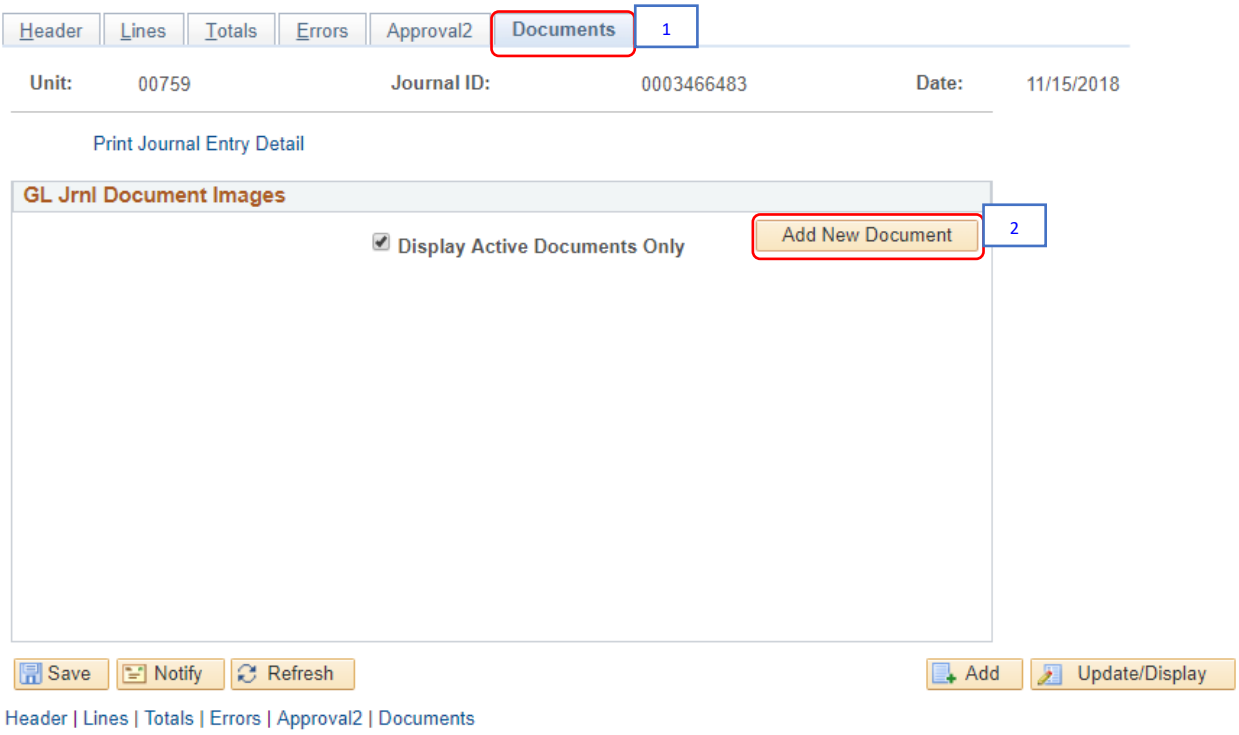
FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION ONLY BECAUSE THE UPLOAD PROCESS DOES NOT WORK IN THE TRAINING ENVIRONMENT.

HOW TO UPLOAD SUPPORTING DOCUMENTATION

READ ONLY:

These instructions assume the supporting documentation has already been saved to your computer. When scanning the back up and saving it to the computer, please check each page for correct orientation. 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.

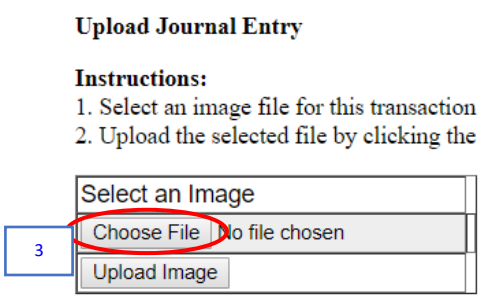
NOTE: IF YOU ARE CREATING A DEPOSIT JOURNAL ENTRY, THE **DEPOSIT COVERSHEET FORM** MUST BE ATTACHED, along with other necessary backup.



1. Go to the **Documents** tab.

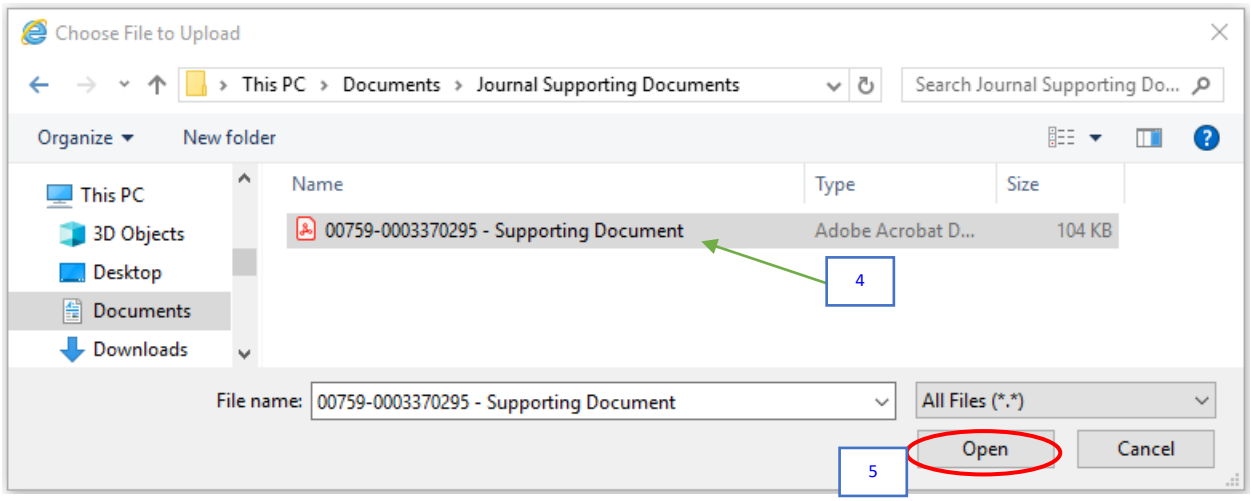
2. Click the **Add New Document** button.

   The Document Upload box is displayed.



3. Click the **Choose File** button.

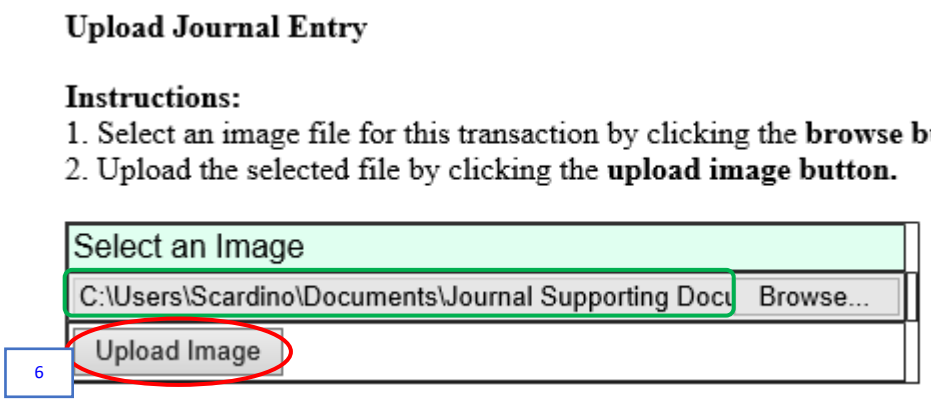
The Choose File dialogue box is displayed.



4. Navigate to where the supporting documentation is saved and select it.

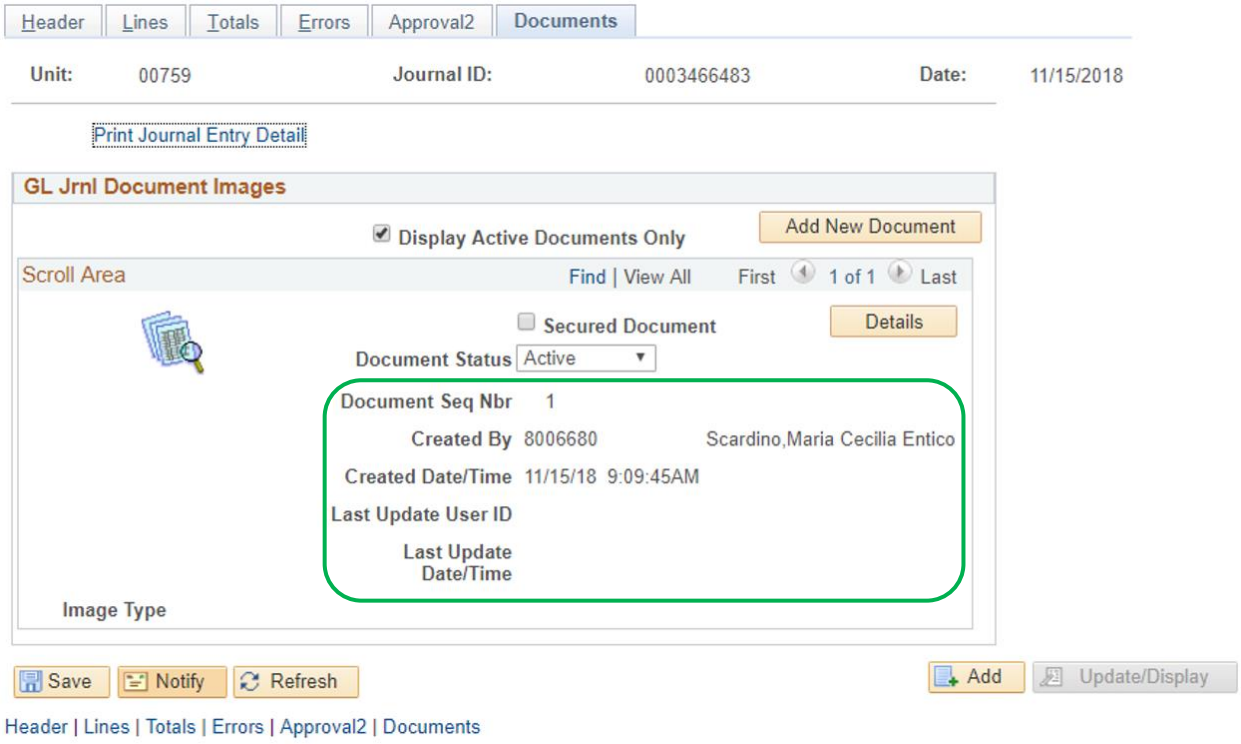
5. Click the **Open** button.

   The file name of the supporting documentation is placed in the "Select an Image" section of the Document Upload box.



6. Click the **Upload Image** button.

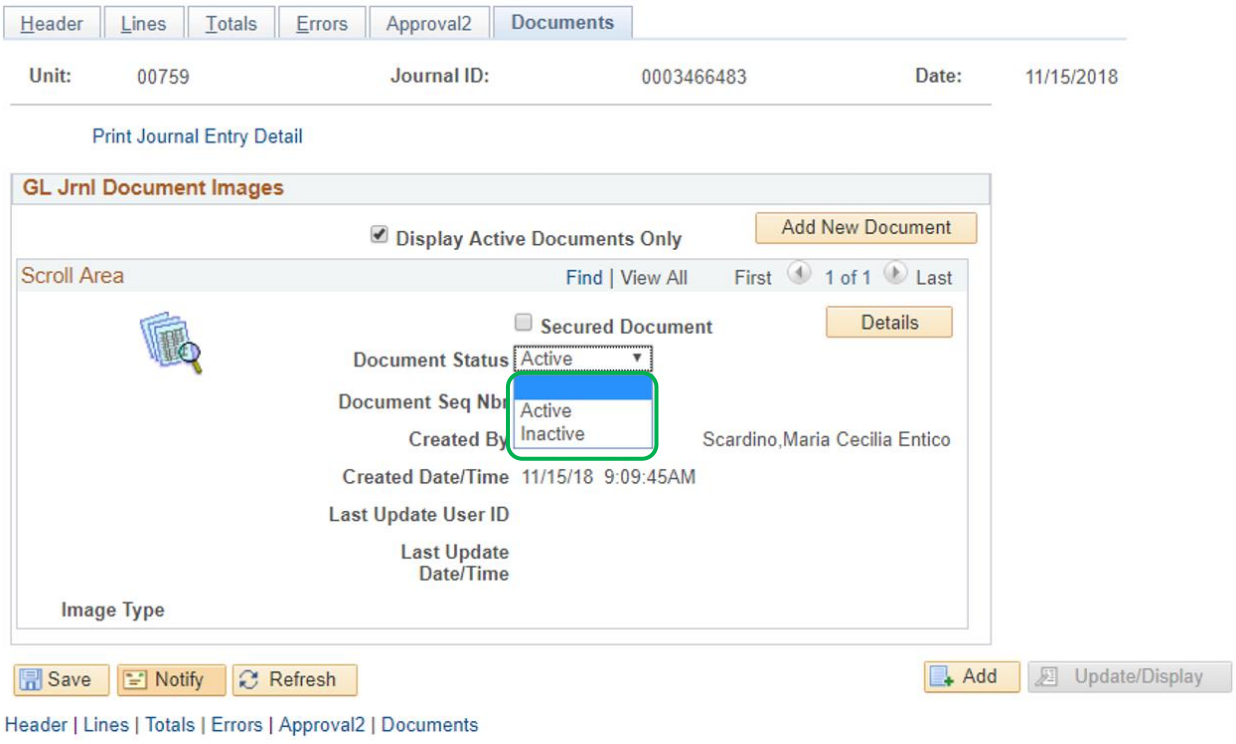
The supporting documentation will be attached to the journal entry.



NOTE:

- Always open the attachment by clicking the icon to make sure it is viewable. The auditors will examine the image when they are performing an audit.
- Also, make sure the document is oriented correctly so it is readable.
- Limit the documents uploaded to what is required.
- Also, if any security sensitive information is uploaded to the journal, it will be denied so it can be deleted. Security sensitive information is information such as social security number, credit card number, and checking account number.
- Good document types for uploading are .pdf, .xls, .doc, .rtf. While bad document type for uploading is .txt, .tif.

- Uploaded documents cannot be deleted. They can only be made "***Inactive***" on the *Document Status* field.



The journal entry is now ready to be entered into workflow.

NEXT, WE WILL PREPARE TO ENTER THE JOURNAL ENTRY INTO WORKFLOW. PLEASE CONTINUE READING ABOUT HOW THE JOURNAL ENTRY WORKFLOW PROCESS WORKS AND THEN YOU WILL ENTER THE JOURNAL ENTRY YOU CREATED INTO WORKFLOW.

Journal entry workflow is an electronic routing and approval process for journal entry. After a journal entry is created, it is entered into workflow and moves to the next approval level electronically. The final approver of the journal entry is the General Accounting team, who also "posted" it to the General Ledger in PeopleSoft Finance.

Key Elements of Journal Entry Workflow

- Once a journal entry is placed in workflow, only the person who put the journal entry into workflow can change it.
- Approvals by the:
  - journal creator
  - college/division approver (Senior Business Coordinator or supervisor)
  - intermediate approver (SBS Office, OSP Office, and Accounts Payable)
  - final approvers (General Accounting)

  are electronically captured in the PeopleSoft Finance system. The approval history can be reviewed on the Approval page or the printed journal entry.
- Journal entry information, including approval history and backup documentation, can be obtained from the Documents page.

Journal Entry Workflow Security Roles

You will be assigned with one of the following security roles:

1. Journal Entry Creator
   - Create the journal entry, select the appropriate route, and submit the voucher into workflow. The journal entry will be sent to the College/Division approver worklist.
2. College/Division Approver (Business Coordinator)
   - Approve journal entries. The College/Division approver can also create journal entries and place them into workflow. The journal entries will be sent to the Intermediate Approvers' worklist or the Final Approvers' worklist depending upon the Approval Route selected.
3. Intermediate Approver (Cashier's or SBS Office, Office of Sponsored Programs Office, and Accounts Payable)
   - Approve journal entries as required by university policy.
4. Final Approver (General Accounting)
   - Approve journal entries and post them in the General Ledger.

Approval Routes (Paths)

When a journal entry is submitted into workflow, an appropriate approval route (path) must be chosen. The available routes (paths) are:

1. Dept/Coll/Div – Accounting Office
    - Choose this path for regular journal that do not involve deposits in the SBS Office, do not involve fund 5 cost centers, and are not for P Cards.
2. Dept/Coll/Div – Stu Fin – Accounting Office
    - Choose this path for journal entries that involve deposits in the SBS Office.
3. Dept/Coll/Div – OCG – Accounting Office
    - Choose this path for journal entries that involve fund 5 cost centers.
4. Dept/Coll/Div – AP – Accounting Office
    - Choose this path for P Card journal entries

Approval Actions

Use the Journal Entry Approval page when a journal entry is submitted into workflow or needs to be approved. There are three approval actions:

1. Approve
    - Select “Approve” to send the journal entry to the next approvers worklist.
2. Deny
    - Select “Deny” to send the journal entry back to the person who originally put it into workflow.
3. Recycle
    - Select “Recycle” to send the journal entry back to the person who sent it to your worklist. We do not use this option on a regular basis.

Journal Entry Worklist

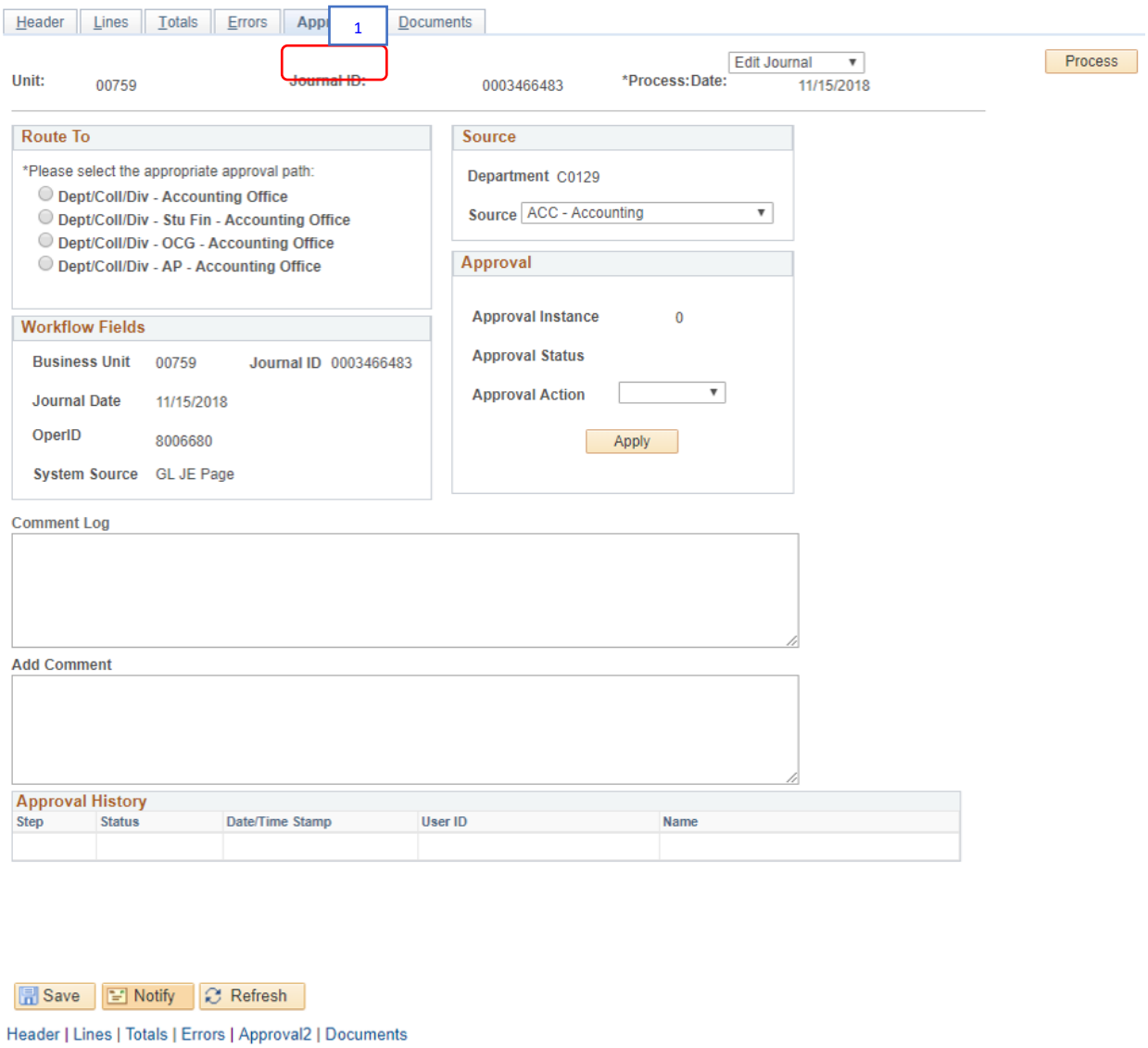
1. Journal Entry Creator's worklist
    - Lists the journal entries denied/recycled by the College/Division approver, Intermediate Approver, or Final Approver.
2. College/Division Approver's worklist
    - Lists the journal entries that need to be approved. Also, lists their own vouchers that have been denied/recycled by Intermediate or Final Approvers.
3. Intermediate Approver's worklist
    - Lists the journal entries that need to be approved. Also, lists their own vouchers that have been denied/recycled by the Final Approvers.
4. Final Approver's worklist
    - Lists journal entries that need to be approved.

Source

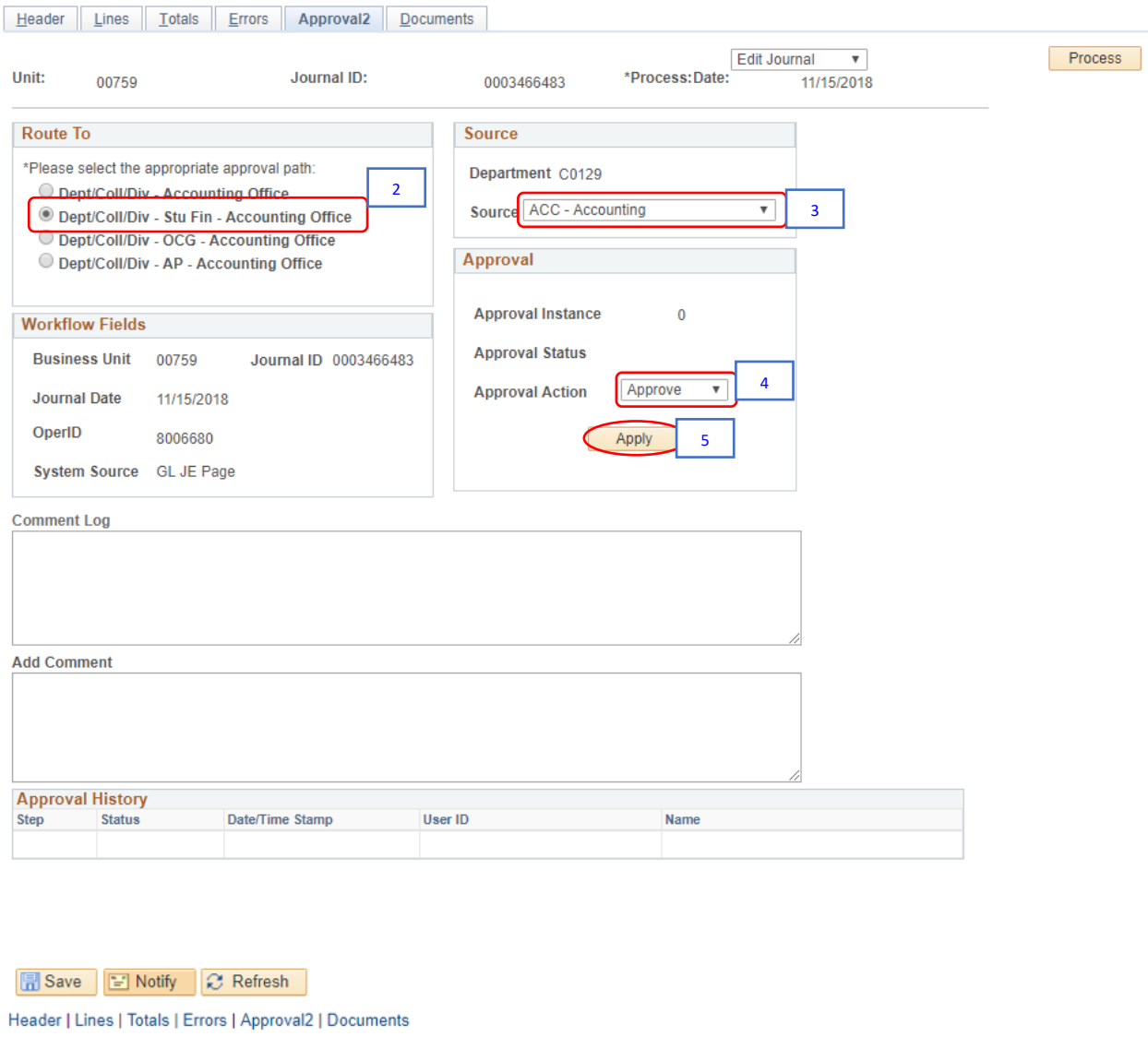
Source is a three-character value assigned to a Department ID. The source is defaulted to based on the Department ID on the Job Record of the employee that is creating the journal entry. The Source determines which College/Division Approver's worklist the journal entry is sent to. If the journal entry is to be redirected to another College/Division approver, it is done by changing the Source on the journal entry.

THIS IS THE END OF THE "READ ONLY" SECTION. WE ARE NOW READY TO ENTER THE JOURNAL ENTRY INTO WORKFLOW.

ENTERING THE JOURNAL ENTRY INTO WORKFLOW



1. Click the **Approval2** tab. The Approval page is displayed.



2. Select the ***Approval Path*** from the following options:
   - DEPT/COLL/DIV – Accounting Office
   - DEPT/COLL/DIV – Stu Fin – Accounting Office
   - DEPT/COLL/DIV – OCG – Accounting Office
   - DEPT/COLL/DIV – AP – Accounting Office

For our example, choose the second path "**Dept/Coll/Div – Stu Fin – Accounting Office**"

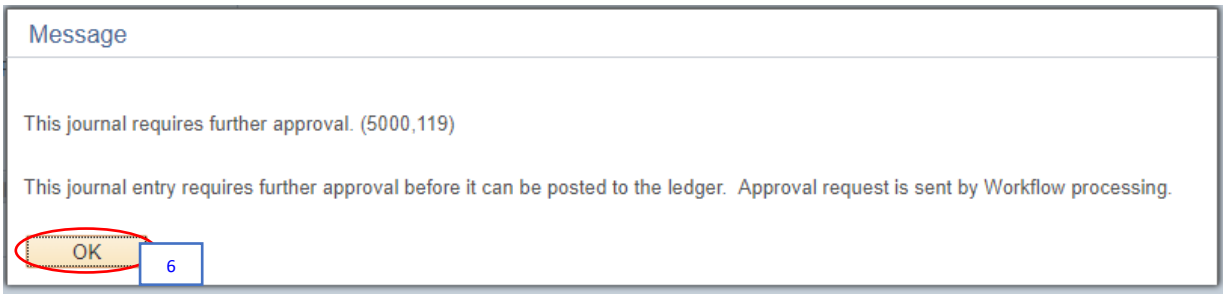
3. Change the *Source* **ONLY IF** the journal entry is being redirected for approval of a different College/Division approver. If the source is changed, the journal must be edited again. For our example, ***DO NOT*** change the *Source*.

   Note: Some Training IDs do not have Source assigned to them. If there is no Source pre-populated, select "***ACC- Accounting***" for training purposes.

4. Select the ***Approval Action***. For our example, select "***APPROVE***."

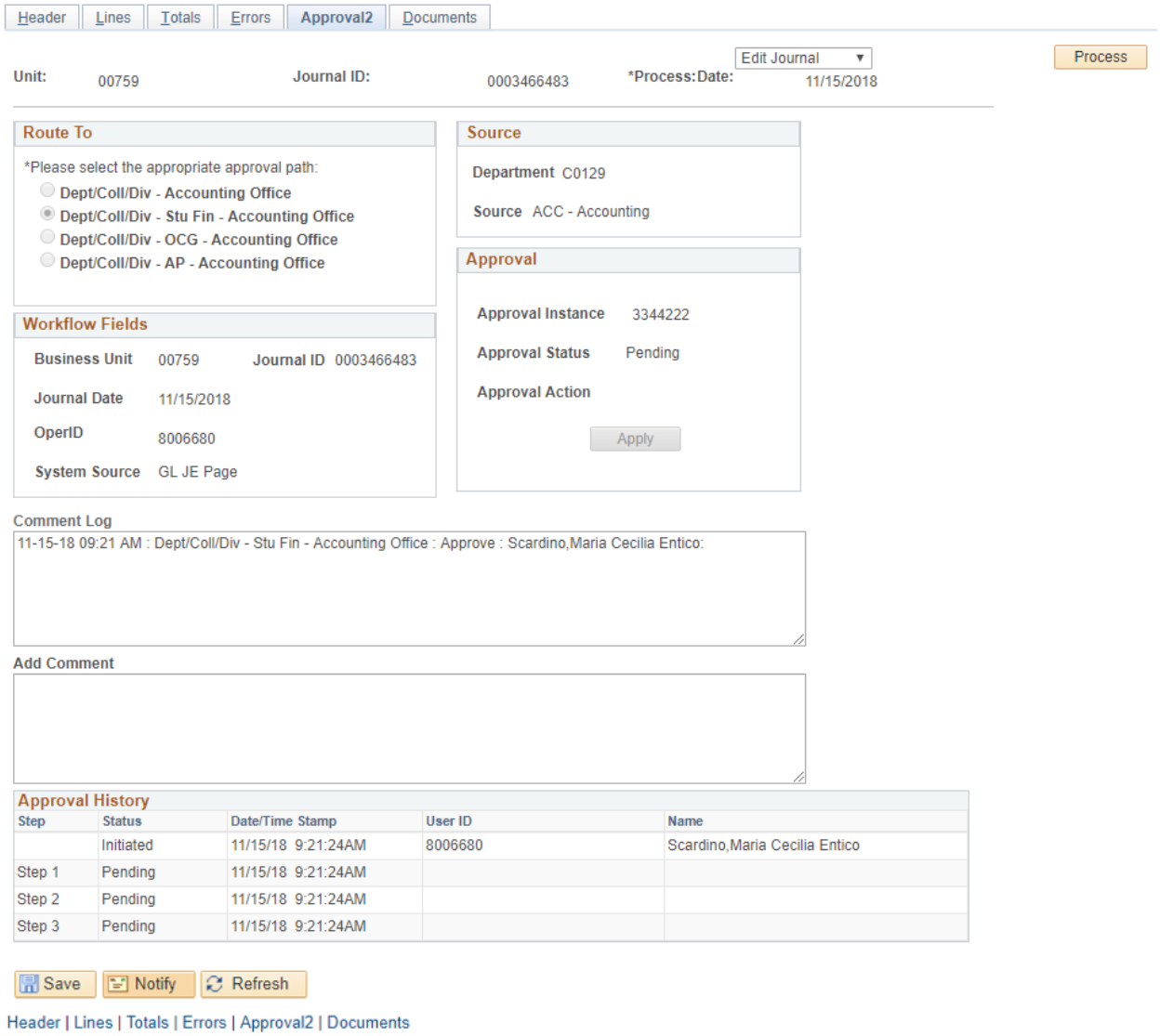
5. Click the **Apply** button.

   A message pops up informing that the journal entry requires further approval, and will be sent to the next level approver.



6. Click the **OK** button.

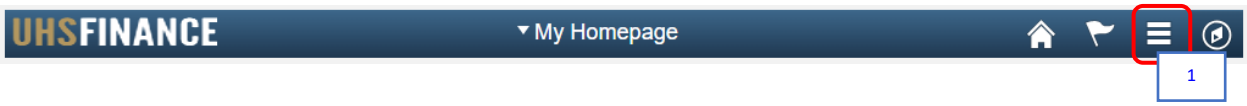
The journal entry has been entered into workflow.



YOUR JOURNAL ENTRY HAS NOW BEEN ENTERED INTO WORKFLOW. YOU WILL NEED TO SET UP YOUR WORKLIST IN ORDER TO MONITOR ANY JOURNAL ENTRIES THAT MAY BE RETURNED (DENIED) TO YOU. PLEASE CONTINUE BY SETTING UP YOUR WORKLIST ON THE HOME PAGE.

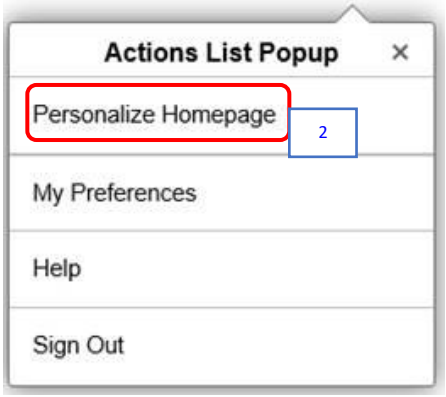
Note: Some Training IDs may have their Worklists setup already. You may use the following steps as guidelines.

HOW TO PLACE WORKLIST ON THE HOME PAGE



1. Click the **Actions List** icon on the upper right hand side of the page.

   The Actions List menu is displayed.

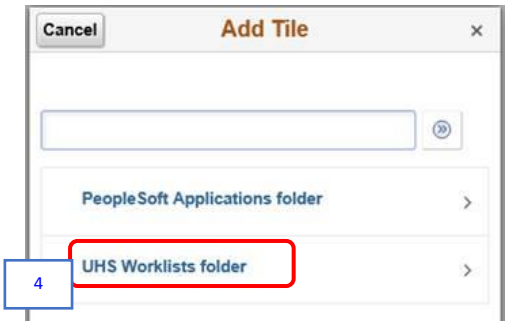


2. Click on **Personalize Homepage**.

   The Personalize Homepage is displayed.

3. Click the **Add Tile** button.

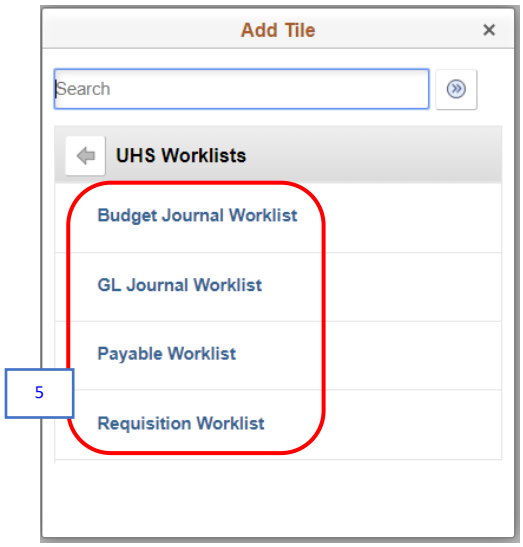
The Add Tile menu is displayed.



4. Click on **UHS Worklists folder**.

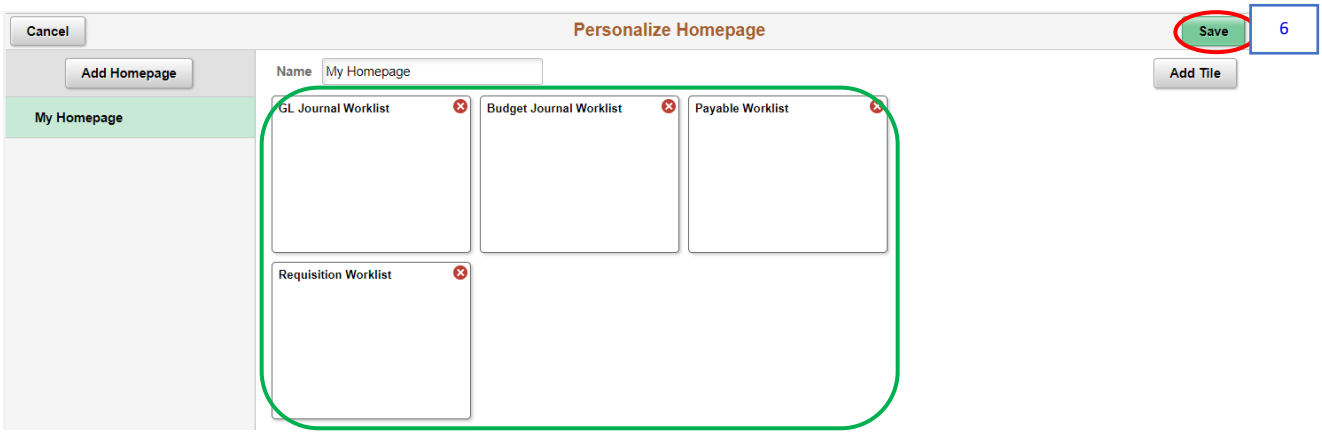
The available worklist tiles are displayed - based on transactions that you have access to.

- Vouchers – Payable Worklist
- GL Journals – GL Journal Worklist
- Requisition – Requisition Worklist
- Budget Journal – Budget Journal Worklist



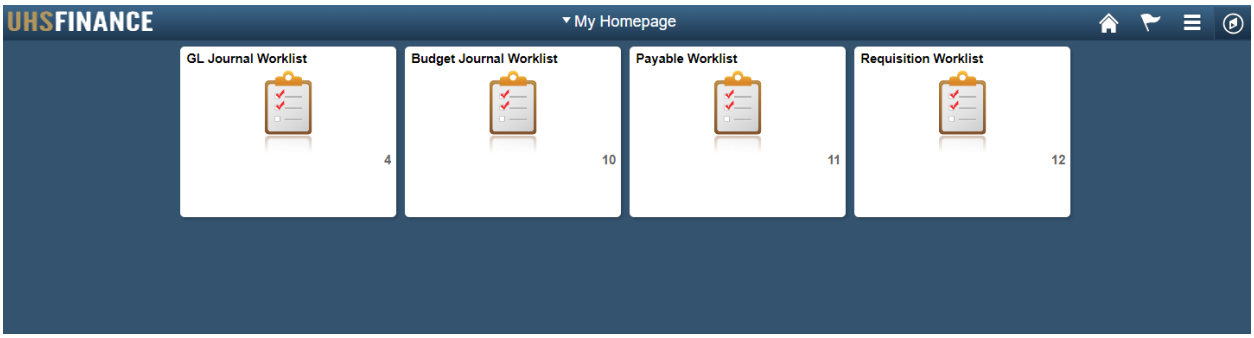
5. Select all the worklists.

The selected worklists are displayed on the Personalize Homepage.



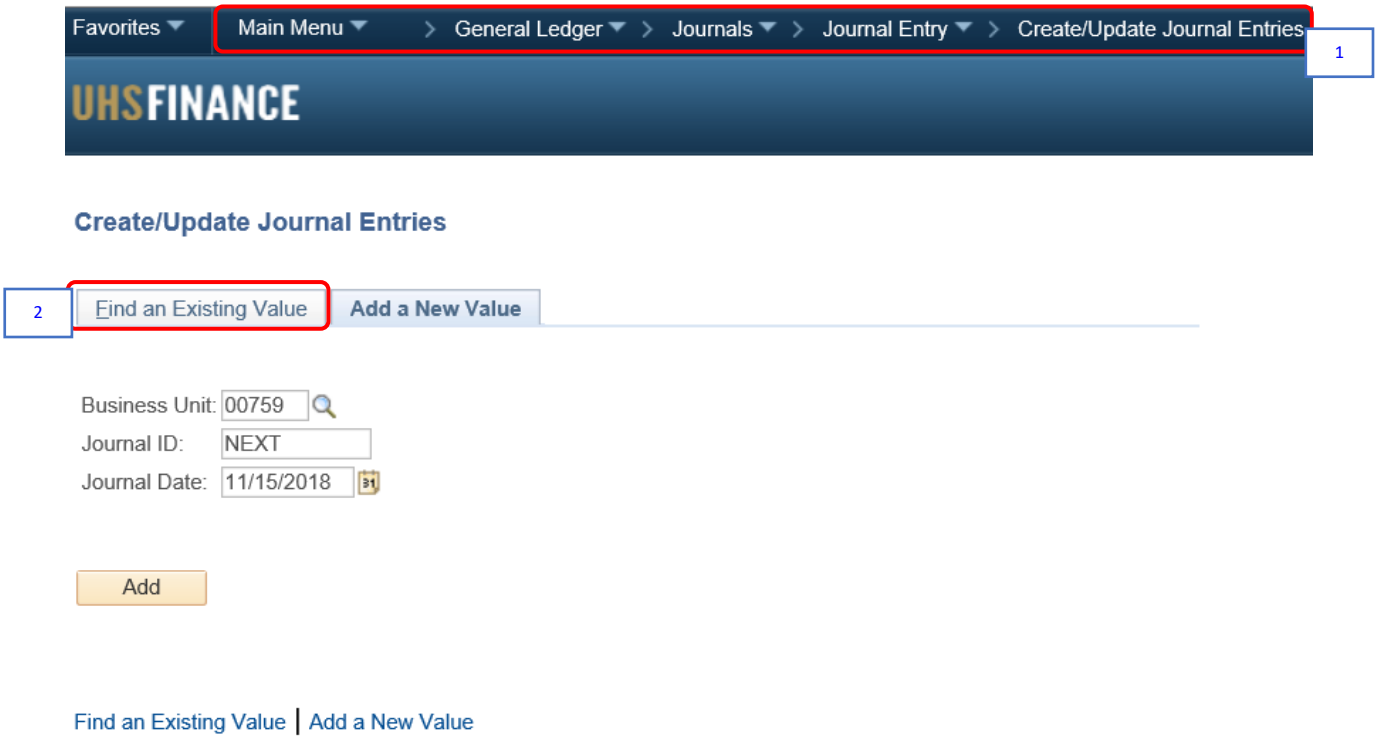
6. Click the **Save** button.

The worklists are now displayed on your Homepage.



NOW YOU ARE GOING TO FIND THE JOURNAL ENTRY YOU JUST ENTERED INTO WORKFLOW AND PRINT IT OUT.

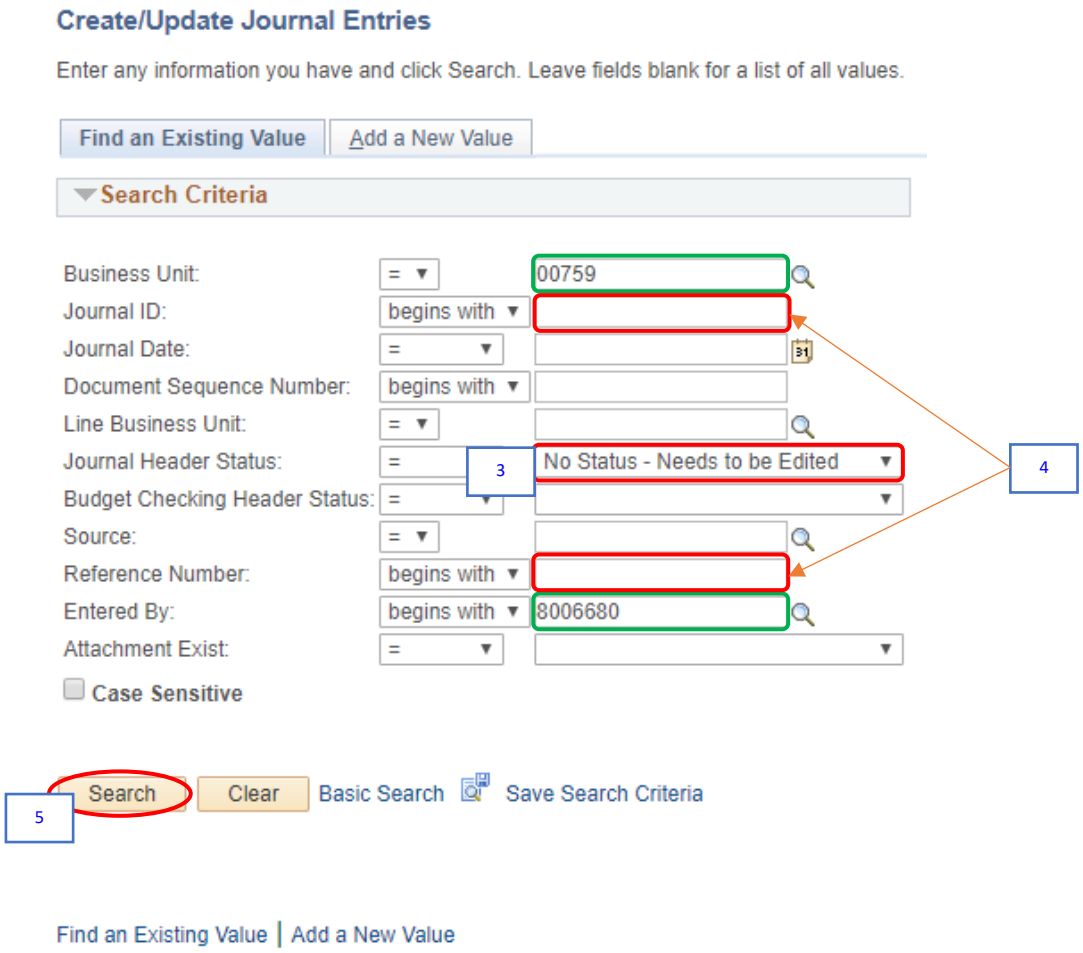
HOW TO LOOK UP AND PRINT THE JOURNAL ENTRY



1. Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

2. Click the **Find an Existing Value** tab.

The Find an Existing Value tab is displayed. The *Business Unit* field is defaulted to "***00759***," which is UHCL business unit; and the *Entered By* field is defaulted to your **ID**.

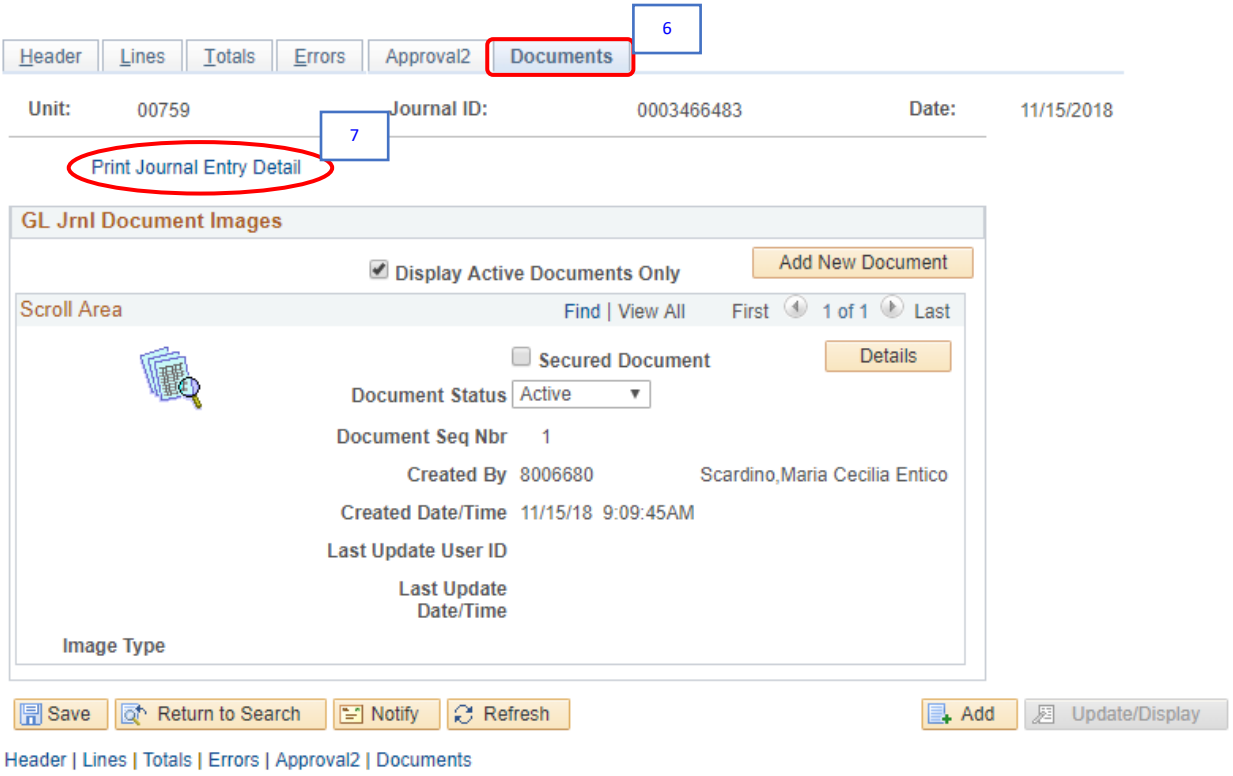


3. Clear the *Journal Header Status* field – the Journal ID that we will be searching has already been edited and validated.

4. Enter the **Journal ID** "***003370295***" on the *Journal ID* field or the **Journal Log Number from the departmental Journal Log** on the *Reference Number* field, whichever is available.

5. Click the **Search** button.

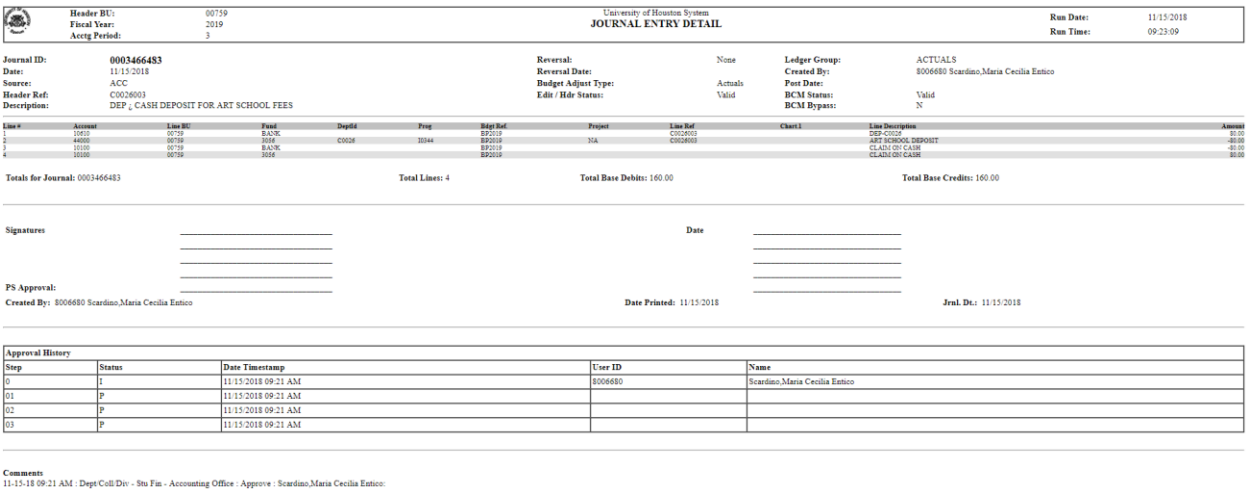
If **Journal Log Number** was entered on Step 4, multiple journals could be displayed in the Search Results. Choose the journal you created (look at the date) by clicking the link.



6. Go to **Documents** tab.

7. Click the **Print Journal Entry Detail** hyperlink.

The Journal Entry opens in a new window.



Header BU: 00759
Fiscal Year: 2019
Accng Period: 3

University of Houston System
JOURNAL ENTRY DETAIL

Run Date: 11/15/2018
Run Time: 09:23:09

Journal ID: 0003466483
Date: 11/15/2018
Source: ACC
Header Ref: C0026003
Description: DEP ¿ CASH DEPOSIT FOR ART SCHOOL FEES

Reversal: None
Reversal Date:
Budget Adjust Type: Actuals
Edit / Hdr Status: Valid

Ledger Group: ACTUALS
Created By: 8006680 Scardino,Maria Cecilia Entico
Post Date:
BCM Status: Valid
BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart 1	Line Description	Amount
1	10610	00759	BANK			BP2019		C0026003		DEP-C0026	$0.00
2	44000	00759	3036	C0026	H044	BP2019	NA	C0026003		ART SCHOOL DEPOSIT	-80.00
3	10100	00759	BANK			BP2019				CLAIM ON CASH	-80.00
4	10100	00759	3036			BP2019				CLAIM ON CASH	$0.00

Totals for Journal: 0003466483 **Total Lines:** 4 **Total Base Debits:** 160.00 **Total Base Credits:** 160.00

Signatures _____ **Date** _____

PS Approval: _____

Created By: 8006680 Scardino,Maria Cecilia Entico **Date Printed:** 11/15/2018 **Jrnl. Dt.:** 11/15/2018

Approval History

Step	Status	Date Timestamp	User ID	Name
0	I	11/15/2018 09:21 AM	8006680	Scardino,Maria Cecilia Entico
01	P	11/15/2018 09:21 AM		
02	P	11/15/2018 09:21 AM		
03	P	11/15/2018 09:21 AM		

Comments
11-15-18 09:21 AM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Scardino,Maria Cecilia Entico:

8. Print the Journal Entry into PDF.

Snapshot of Journal Entry in PDF file format:

11/15/2018 WEBLIB_UHS_GL.UHS_GL_ENTRY_DTL.FieldFormula.html

Header BU: 00759
Fiscal Year: 2019
Acctg Period: 3

University of Houston System
JOURNAL ENTRY DETAIL

Run Date: 11/15/2018
Run Time: 09:23:09

Journal ID: **0003466483**
Date: 11/15/2018
Source: ACC
Header Ref: C0026003
Description: DEP ¿ CASH DEPOSIT FOR ART SCHOOL FEES

Reversal: None
Reversal Date:
Budget Adjust Type: Actuals
Edit / Hdr Status: Valid

Ledger Group: ACTUALS
Created By: 8006680 Scardino,Maria Cecilia Entico
Post Date:
BCM Status: Valid
BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	10610	00759	BANK			BP2019		C0026003		DEP-C0026	80.00
2	44000	00759	3056	C0026	I0344	BP2019	NA	C0026003		ART SCHOOL DEPOSIT	-80.00
3	10100	00759	BANK			BP2019				CLAIM ON CASH	-80.00
4	10100	00759	3056			BP2019				CLAIM ON CASH	80.00

Totals for Journal: 0003466483 **Total Lines:** 4 **Total Base Debits:** 160.00 **Total Base Credits:** 160.00

Signatures _____ **Date** _____

_____ _____

_____ _____

_____ _____

PS Approval: _____ _____

Created By: 8006680 Scardino,Maria Cecilia Entico **Date Printed:** 11/15/2018 **Jrnl. Dt.:** 11/15/2018

Approval History

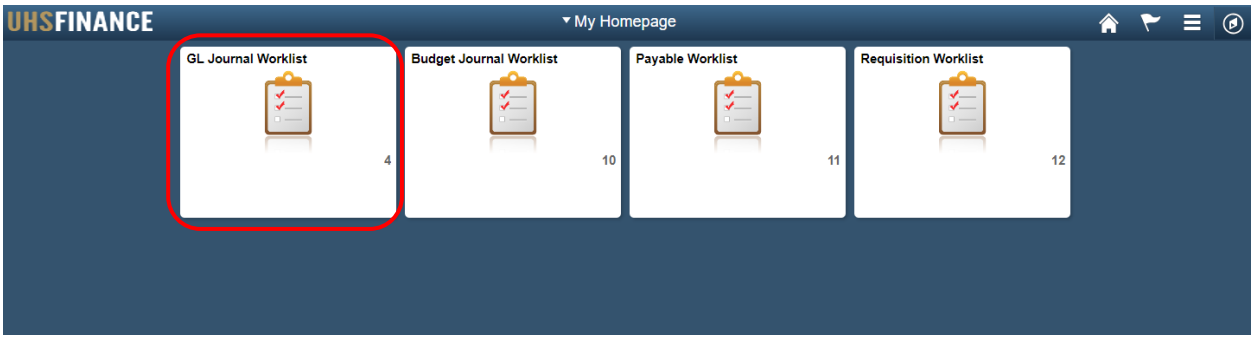
Step	Status	Date Timestamp	User ID	Name
0	I	11/15/2018 09:21 AM	8006680	Scardino,Maria Cecilia Entico
01	P	11/15/2018 09:21 AM		
02	P	11/15/2018 09:21 AM		
03	P	11/15/2018 09:21 AM		

Comments
11-15-18 09:21 AM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Scardino,Maria Cecilia Entico:

FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION BECAUSE THIS ONLY APPLIES TO EMPLOYEES WHO WILL APPROVE JOURNAL ENTRIES IN THE WORKFLOW PROCESS.

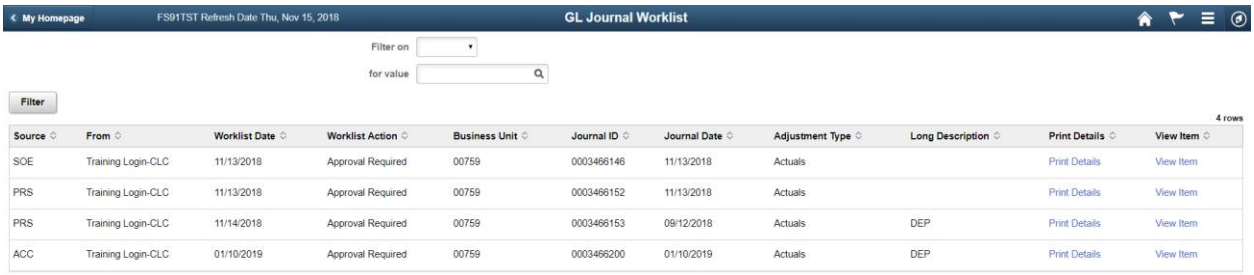
HOW TO APPROVE/DENY A JOURNAL ENTRY

(College/Division, Intermediate, Final Approver)



1. From your Homepage, go to GL Journal Worklist.

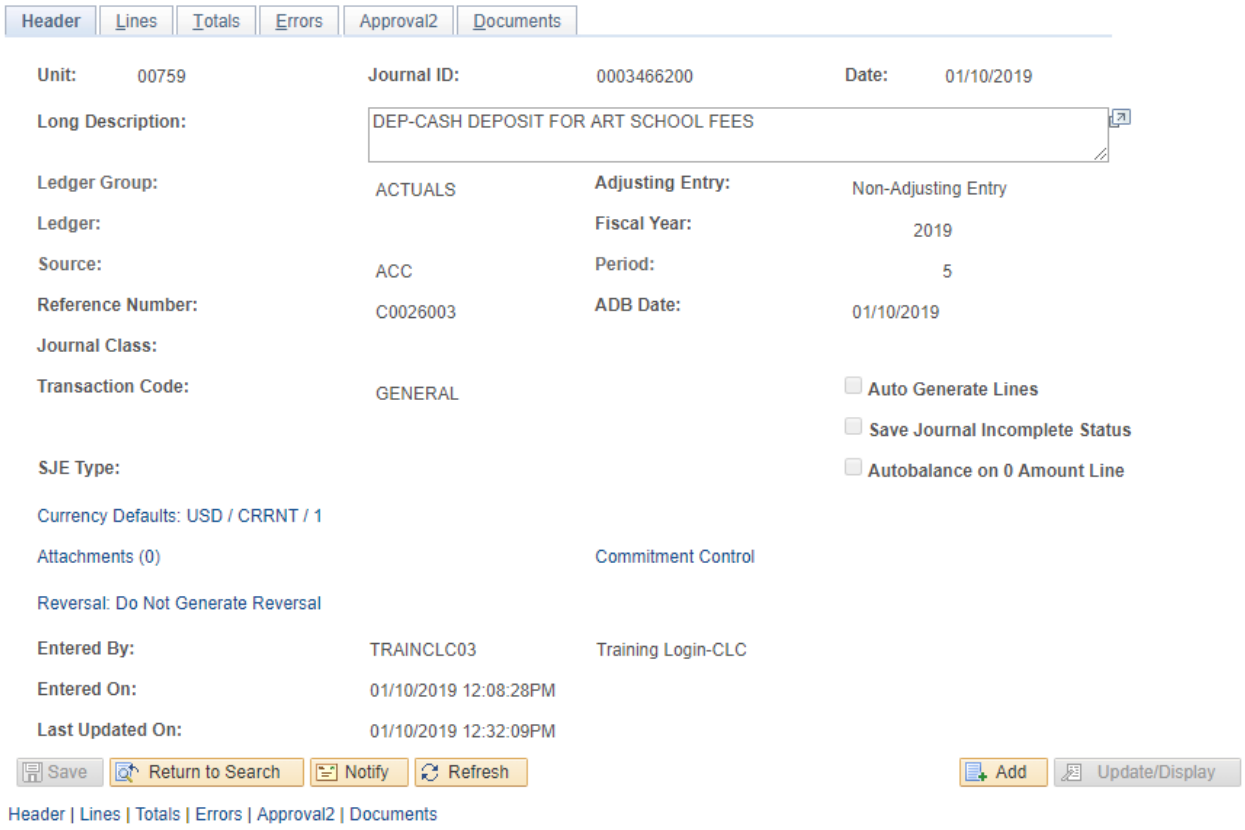
   The GL Journal Worklist is displayed. The list contains all the journals needing approval.



Source	From	Worklist Date	Worklist Action	Business Unit	Journal ID	Journal Date	Adjustment Type	Long Description	Print Details	View Item
SOE	Training Login-CLC	11/13/2018	Approval Required	00759	0003466146	11/13/2018	Actuals		Print Details	View Item
PRS	Training Login-CLC	11/13/2018	Approval Required	00759	0003466152	11/13/2018	Actuals		Print Details	View Item
PRS	Training Login-CLC	11/14/2018	Approval Required	00759	0003466153	09/12/2018	Actuals	DEP	Print Details	View Item
ACC	Training Login-CLC	01/10/2019	Approval Required	00759	0003466200	01/10/2019	Actuals	DEP	Print Details	View Item

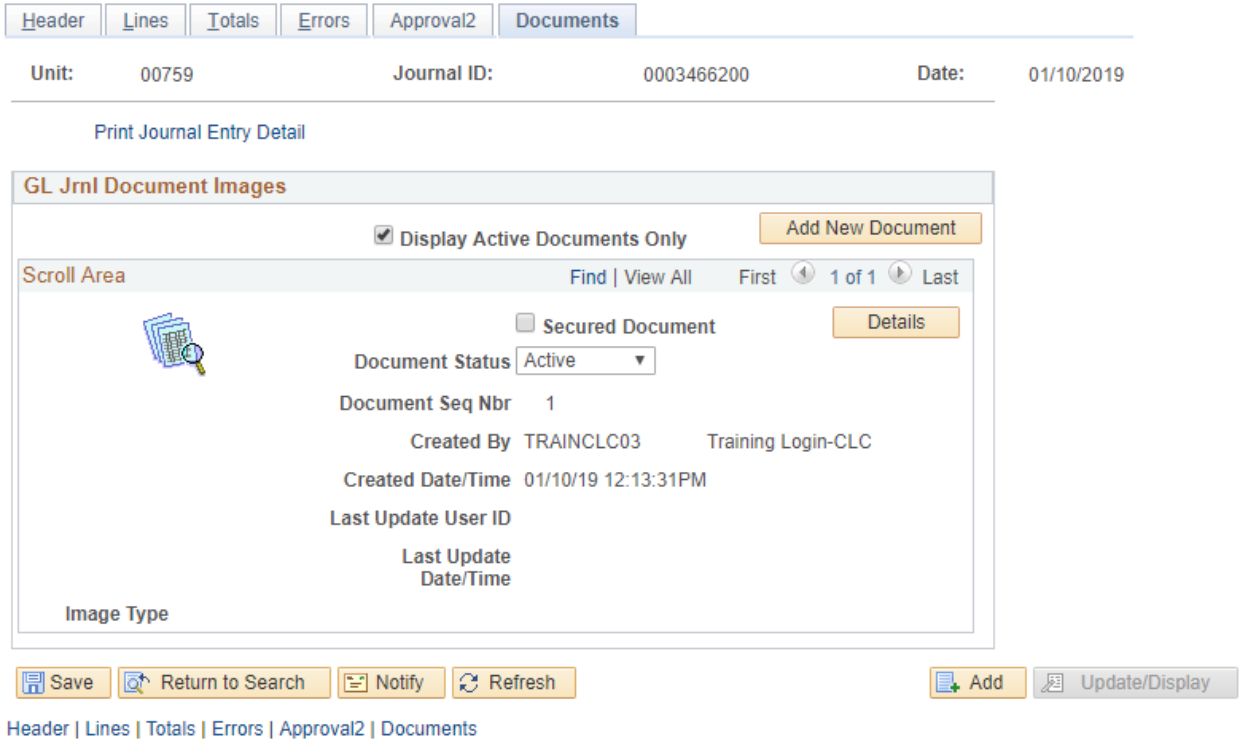
2. Select the journal to be reviewed and approved.

The journal information is displayed, defaulted to the Header tab.



3. Go to the Documents tab to review Journal Detail and all supporting documents.

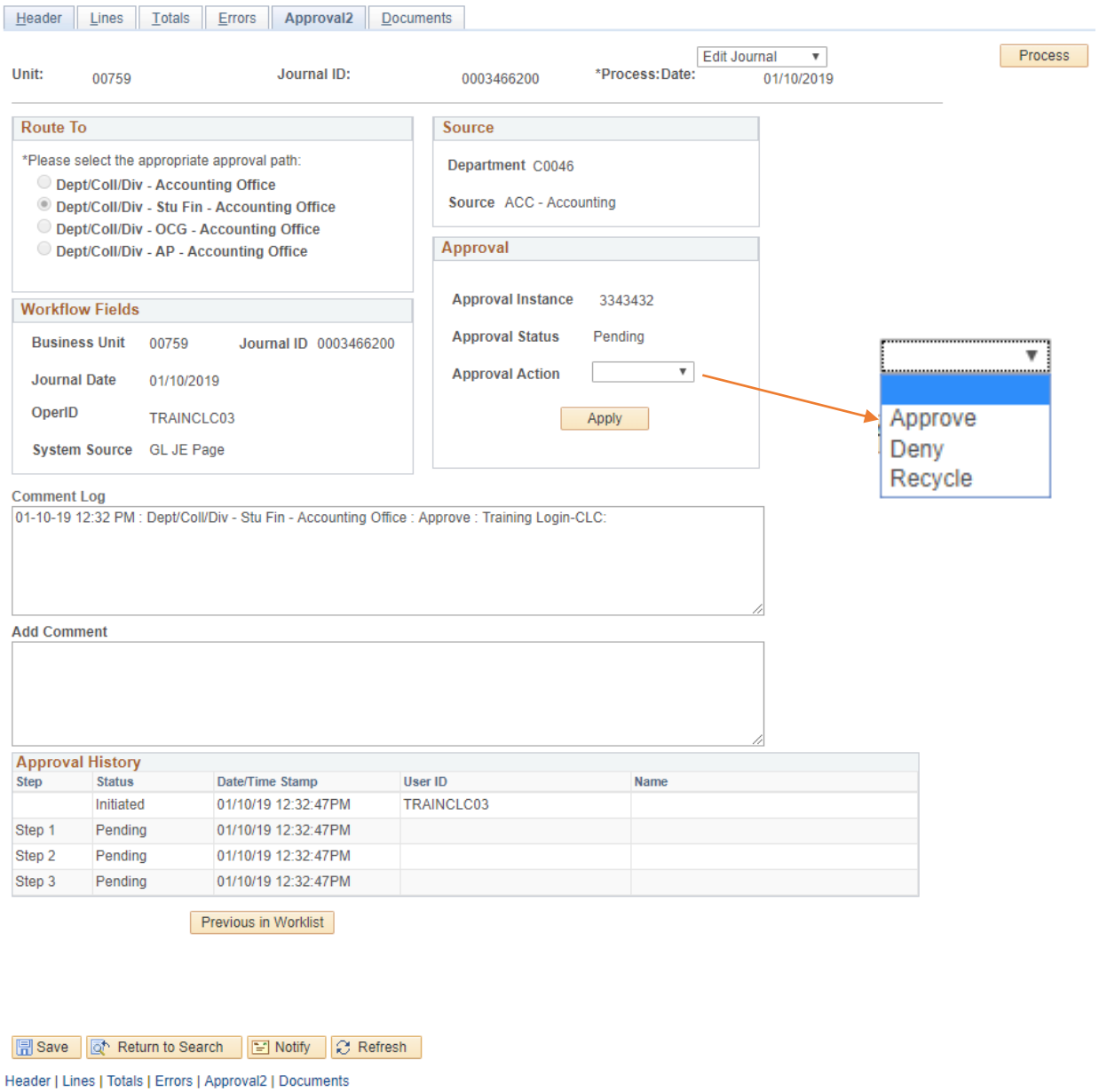
The Documents page is displayed.



4. Click on the Print Journal Entry Detail link to review the journal entry details. Also, click on the uploaded documents to review the supporting documentation.

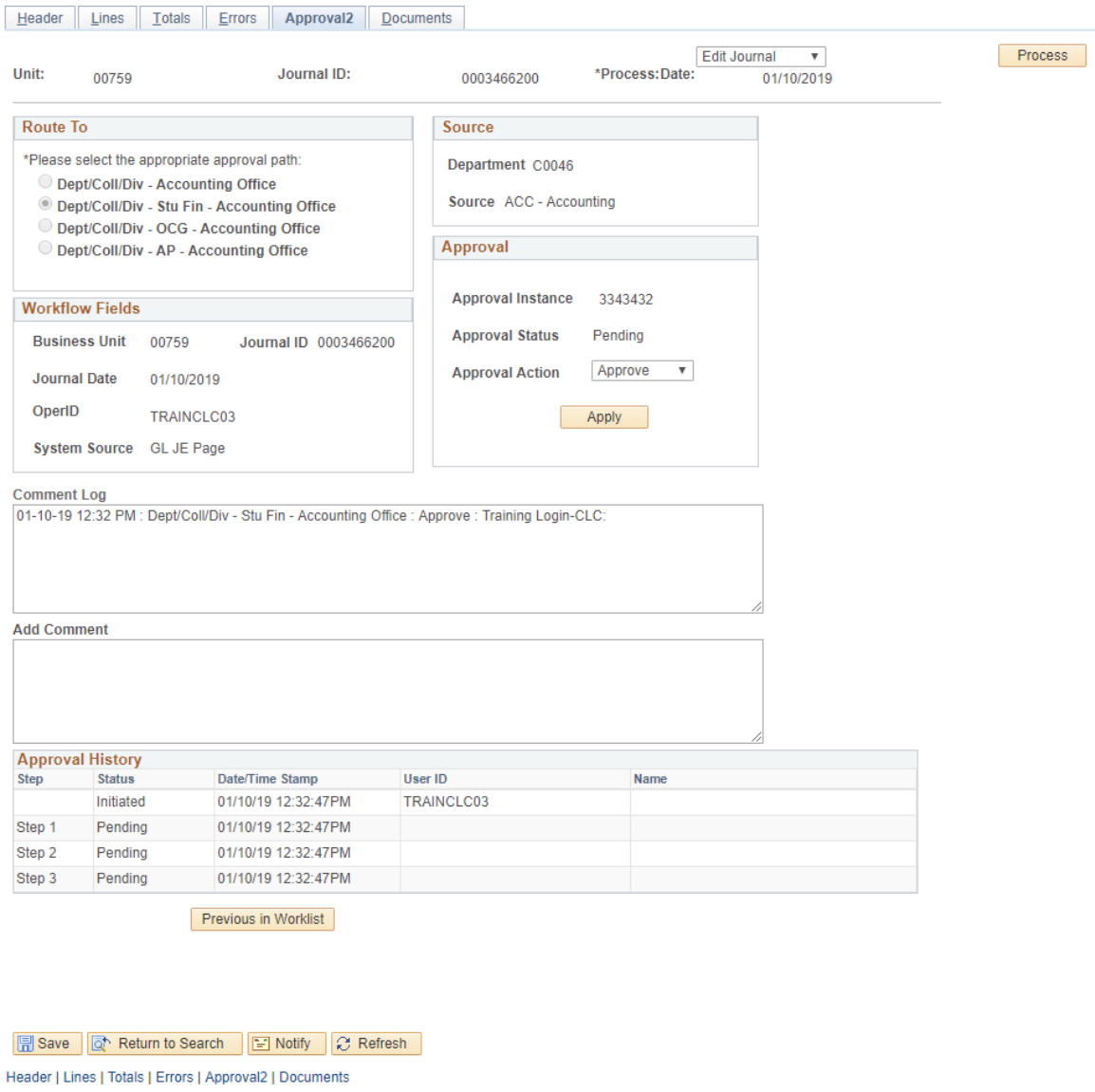
5. Go to Approval2 tab to approve or deny the journal entry.

The Approval page is displayed.

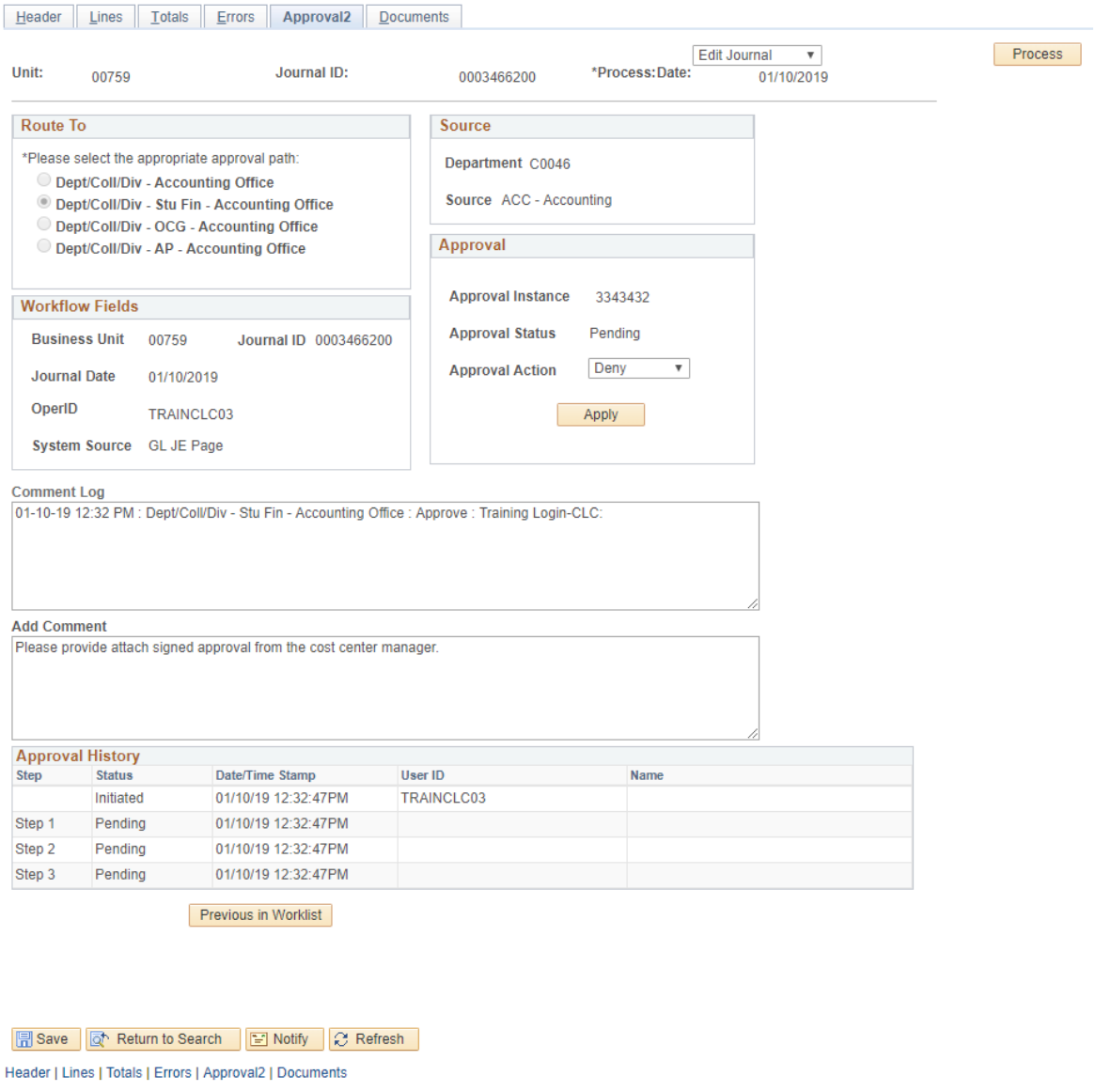


6. Select Approve or Deny from the Action drop down box.

Approved Journal



Denied Journal



7. If the journal entry is denied, enter a comment in the Comment field describing why the journal entry has been denied before clicking the Apply button. An email will automatically be sent to the journal entry creator along with the Comment entered as to why it was denied.