

| SUBJECT: | Additional Information for Journal Entry Workflow | Page 1 of 17 |
|------------|---|---------------|
| 0000000000 | | 1 486 1 01 17 |

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 |



| SUBJECT: | Additional Information for Journal Entry Workflow | Page 2 of 17 |
|----------|---|--------------|
|----------|---|--------------|

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



SUBJECT:Additional Information for Journal Entry WorkflowPage 3 of 17

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 attachedis 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, orif 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 leftto-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.

| SUBJECT: Additional Information for Journal Entry Workflow Page 4 c | of 17 |
|---|-------|
|---|-------|

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.

University

of Houston Clear Lake

| Header | Lines | Totals Errors Ap | proval2 Docume | ents | | |
|--|---------------------|--|--|---|-------------------------|-----------------------|
| Unit: | 00759 | Joi | urnal ID: | 0003882129 | *Process:Date: Edit | Journal 08/11/2021 |
| Route T | ō | | | Source | | |
| *Please select the appropriate approval path: Dept/Coll/Div - Accounting Office Dept/Coll/Div - Stu Fin - Accounting Office Dept/Coll/Div - OCG - Accounting Office | | Department C0010 Source RIC - Resea | rch Info Center | | | |
| 🔾 Dep | ot/Coll/Div | - AP - Accounting Offic | e | Approval | | |
| | w Fields | | | Approval Instance Approval Status | 3796598 Pending | |
| Busine Journa | | 00759 Journal I 08/11/2021 | D 0003882129 | Approval Action | r ending | |
| OperID |) | 0099584 | | | Apply | |
| System | 1 Source | GL JE Page | | | | |
| Comment 08-11-21 (08-11-21 (| 04·49 PM · | Dept/Coll/Div - Stu Fin - / Dept/Coll/Div - Stu Fin - / | Accounting Office : A Accounting Office : A | pprove : Rahman,Tanjina pprove : Roy,Nicole Lynn | Afroz: | |
| Add Comr | mont | | | | | // |
| | | | | | | |
| | I History | Data Time Sta | | | Nama | |
| Step | Status Initiated | Date/Time Sta 08/11/21 4:4 | | er ID 99584 | Name Rahman, Tanjina | a Afroz |
| Step 1 | Approve | | | 9584 | Rahman, Tanjina | |
| Step 2 | Approve | | 5:04PM 096 | 68430 | Roy,Nicole Lynr | |
| | | | | | | |



SUBJECT: Additional Information for Journal Entry Workflow Page 5 of 17

Note the data listed under the Approval History:

- Step this refers to each step of the approval process according to the "Route To" pathchosen.
- 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 approvalpath.

| SUBJECT: | Additional Information for Journal Entry Workflow | Page 6 of 17 |
|----------|---|--------------|
| | | |

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.

University

of Houston Clear Lake

| Header I | Lines | otals <u>E</u> rror | s Approval2 | D | ocuments | | | | | | | | | | | |
|---------------|------------|---------------------|----------------|--------|------------|-----------|---------------|------------|----------|-------------|----------------|--------|---------|---------------|----|-------|
| Unit: | 00759 | Jo | ournal ID: | | 0003882478 | | Da | te: | 08/01 | 1/2021 | | | rrors C | only | | |
| Template List | t | Se | earch Criteria | | | | Ch | ange Valu | ies | | | | | | | |
| | | *Pi | rocess: | dit Jo | ournal | ~ | | Pro | ocess | | | | ≜ Lir | ie: | 10 | ₹ I |
| The Lines | | | | | | | | | | | | Person | alize | Find 🗇 | | |
| Select | Line▲ | Error | *Unit | | *Ledger | SpeedType | Acco | ount▼ | | Fund | | Dept | | Program | | Proje |
| | 1 | | 00759 | Q | ACTUALS | Q | 106 | 10 | Q | BANK | Q | | Q | | Q | |
| | 2 | x | 00759 | Q | ACTUALS | ٩ | 440 | 00 | Q | 1051 | Q | C0129 | Q | F0953 | Q | NA |
| | 3 | | 00759 | | ACTUALS | 0 | 1010 | 00 | | BANK | | | | | | |
| | 4 | | 00759 | | ACTUALS | ٩ | 1010 | 00 | | 1051 | | | | | | |
| | | 4 | | | | | | | | | | | | | | • |
| Lines to add | i: | 1 | | | | | | | | | | | | | | |
| ▼ Totals | | | | | | | P | ersonalize | e Fino | d View Al | 1 | | First | ④ 1 of 1 | ۱ | Last |
| Unit | Total Line | es | | | Total Deb | its | Total Credits | | | Credits J | Journal Status | | | Budget Status | | |
| 00759 | 4 | | | | 400 | .00 | 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 notvalid
- 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.



SUBJECT: Additional Information for Journal Entry Workflow

Page 7 of 17

| <u>H</u> eader | Lines Totals | Error | rs Approv | al2 <u>D</u> o | ocuments | | | | | | |
|--|--------------|-------|---------------|----------------|--------------|--------|----|-------------|--|--|--|
| Unit: | 00759 | Jou | Irnal ID: | 00 | 003882478 | | I | Date: | 08/01/2021 | | |
| The Header Errors Personalize Find 🔄 📑 First 🕢 1 of 1 🕦 Last | | | | | | | | | | | |
| Unit | Field Name | | | Field Long | g Name | Set | | Msg | Message Text | | |
| 00759 | JRNL_HDR_S | TATUS | | Journal H | leader Stati | us 586 | 60 | 53 | Journal line errors exist for this header. | | |
| The Line | Errors | | | | | | | | Personalize Find 🗾 🧱 First 🕢 1 of 1 🕟 Last | | |
| Line # | Field Name | F | Field Long Na | me | Set | Msg | N | lessage Tex | t | | |
| 2 | FUND_CODE | F | Fund Code | | 9600 | 31 | C | Combo erro | r 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 L | ines <u>T</u> o | otals <u>E</u> rrors | s Approval2 D | ocuments | | | | | | | | | | |
|---------------|--|----------------------|----------------|------------|-------------------------------------|-----------|------|----------|---------------|-----------|-------|----------|---|-------|
| Unit: | 00759 | Jo | ournal ID: | 0003882478 | | Date: | 08/0 | 1/2021 | | C Erro | rs Oi | nly | | |
| Template List | | Se | earch Criteria | | | Change Va | lues | | | | | | | |
| | | *Pr | ~ | P | rocess | | | A | Line | e: | 10 | ž I | | |
| The Lines | | | | | | | | | | Personali | ze | Find 🔄 | | |
| Select | Line | Error | *Unit | *Ledger | SpeedType | Account• | | Fund | | Dept | | Program | | Proje |
| | 1 | | 00759 | ACTUALS | ٩ | 10610 | Q | BANK | Q | | ٩ (| | Q | |
| | 2 | × | 00759 Q | ACTUALS | ٩ | 44000 | Q | 1051 | Q | C0129 | Q | F0953 | Q | NA |
| | 3 | | 00759 | ACTUALS | ٩ | 10100 | | BANK | | | | | | |
| | 4 | | 00759 | ACTUALS | Q | 10100 | | 1051 | | | | | | |
| | | 4 | | | | | | | | | | | | • |
| Lines to add | : | 1 + | | | | | | | | | | | | |
| ▼ Totals | Totals Personalize Find View All 🖉 🔢 First 🕢 1 of 1 🕟 Last | | | | | | | | .ast | | | | | |
| Unit | Total Line | \$ | | Total Deb | Debits Total Credits Journal Status | | | I | Budget Status | | | | | |
| 00759 | 4 | | | 400. | 400.00 E N | | | | | Ν | | | | |

| SUBJECT: | Additional Information for Journal Entry Workflow | Page 8 of 17 |
|----------|---|--------------|
| | , | 0 |

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 Li | nes <u>T</u> ot | tals <u>E</u> rrors | s App | roval2 Docume | ents | | | | | | | | | | |
|---------------|-----------------|---------------------|-------------|---------------|--------------|---------|--------|------------|---------|------------|----------------|-------------|---------------|----------|--------|
| Unit: | 00759 | Jo | urnal ID: | 00038 | 82478 | | Date: | 08 | /01/20 | 21 | | Errors O | only | | |
| Template List | | Se | earch Crite | eria | | | Change | e Values | | | | | | | |
| | | *Pr | ocess: | Edit Journal | | ~ | | Proces | S | | | 国 🖄 Lin | ie: | 10 [| ₹ X |
| ▼ Lines | | | | | | | | | | | F | Personalize | Find | 1 🛛 🗐 🔜 | |
| Select | Line▲ | *Unit | | *Ledger | SpeedType | Account | | Fund | | Dept | | Program | | Project | |
| | 1 | 00759 | Q | ACTUALS | | 10610 | Q | BANK | Q | | Q | | Q | | |
| | 2 | 00759 | Q | ACTUALS | | 44000 | Q | 1052 | ٩ | C0129 | ٩ | F0953 | Q | NA | |
| | 3 | 00759 | | ACTUALS | | 10100 | | BANK | | | | | | | |
| | 4 | 00759 | | ACTUALS | | 10100 | | 1052 | | | | | | | |
| | | • | | | | | | | | | | | | | • |
| Lines to add: | | 1 + | | | | | | | | | | | | | |
| ▼ Totals | | | | | | | Perso | nalize F | ind \ | View All | 21 | First | ۲ | 1 of 1 🕑 | Last |
| Unit | Total Lines | • | | | Total Debits | | | Tota | al Cred | lits Journ | Journal Status | | Budget Status | | |
| 00759 | 4 | | | | 400.00 | 400.00 | | | | .00 | v | | V | | |

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

University

of Houston Clear Lake

| SUBJECT: | Additional Information for Journal Entry Workflow | Page 9 of 17 |
|----------|---|--------------|
|----------|---|--------------|

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 dropdown box. Click the **Process** button.

| Header | Lines T | otals <u>E</u> rrors | s App | oval2 Docur | nents | | | | | | | | | |
|--------------|-----------|----------------------|------------|-------------|--------------|---------|--------|------------|--------|------------|--------------|-------------------|-------------|------|
| Jnit: | 00759 | Jo | urnal ID: | 000 | 3882478 | | Date: | 08/ | 01/20 | 21 | | Errors Only | | |
| emplate List | t | Se | arch Crite | eria | | | Change | e Values | | | | | | |
| | | *Pr | ocess: | Delete Jou | rnal | ~ | | Process | ; | | | 🖾 🖄 Line: | 10 | ¥ |
| ▼ Lines | | | | | | | | | | | F | Personalize Fir | nd 💷 📑 | |
| Select | Line▲ | *Unit | | *Ledger | SpeedType | Account | | Fund | | Dept | | Program | Project | |
| | 1 | 00759 | Q | ACTUALS | ٩ | 10610 | Q | BANK | Q | | Q | | | 0 |
| | 2 | 00759 | Q | ACTUALS | ٩ | 44000 | Q | 1052 | Q | C0129 | Q | F0953 | NA | C |
| | 3 | 00759 | | ACTUALS | ٩ | 10100 | | BANK | | | | | | |
| | 4 | 00759 | | ACTUALS | Q | 10100 | | 1052 | | | | | | |
| | | 4 | | | | | | | | | | | | • |
| ines to add | l: | 1 + | - | I | | | | | | | | | | |
| ▼ Totals | | | | | | | Perso | nalize F | nd | View All 🛛 | <u>م</u> ا [| First 🕚 | 1 of 1 🕑 | Last |
| Jnit | Total Lin | es | | | Total Debits | | | Tota | I Crea | lits Journ | nal Sta | tus Bu | dget Status | |

400.00

University

of Houston Clear Lake

00759

4

400.00

V

٧



SUBJECT:Additional Information for Journal Entry WorkflowPage 10 of 17

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

| Message | | |
|-------------------|---------------------|--------------------------------|
| Are you sure that | you want to c No | telete this journal? (5010,30) |

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

| Message |
|---|
| Journal 0003882478 is deleted. (5210,7) |
| OK |



SUBJECT: Additional Information for Journal Entry Workflow

Page 11 of 17

1. Obtain a document number from the departmental log for the journal entry. 2. Create the journal entry and save it inPeopleSoft. 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. Originator 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.

JOURNAL ENTRY WORKFLOW PROCEDURES

SUBJECT: Additional Information for Journal Entry Workflow

University

of Houston Clear Lake

Page 12 of 17

| Departmental Approver | Monitor the journal entry worklist reviewing each journal entry along with the supporting documentation. For deposit journals, verify the following is correct: Deposit amount matches supportingdocuments BANK line has account number 10610 and the amount is positive. Header reference and line reference match Account numbers and cost centers arecorrect Approve the journal by selecting "Approve" and "Apply on the Approval 2 tab. For deposit journals, place the deposit in a locked bag and take it, along with two copies of the journal, to the SBS Office. |
|---|--|
| SBS Office/ Accounts Payable/ Research Office | 10. Monitor the Journal Entry Worklist reviewing each journal entry along with the supportingdocumentation. 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. |
| General Accounting | Monitor the journal entry worklist reviewing each journal entry along with the supportingdocumentation. Approve the journal by selecting "Approve" and "Apply" on the Approval 2 tab. Post the journal. |

| SUBJECT: Additional Information for Journal Entry Workflow | Page 13 of 17 |
|--|---------------|
|--|---------------|

DEPOSIT COVERSHEET FORM INSTRUCTIONS

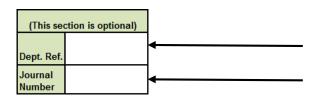
The Deposit Coversheet is required for all deposits. Complete one Deposit Coversheet for cash and check deposits. Complete a different Deposit Coversheet for Credit Card Deposits. Do not combine cash and/or check deposits with credit card deposits. This form must be uploaded to the deposit journal entry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

NOTE: THIS FORM MUST BE COMPLETED ELECTRONICALLY OR THE JOURNALENTRY 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 sec | ion is required) | |
|----------------|------------------|-------|
| Date | 2/8/2010 | _ |
| То | 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.



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

| Deposit Description (Optional) | | | |
|--------------------------------|----------|--|--|
| | | | |
| | — | | |
| | | | |

University

of Houston Clear Lake

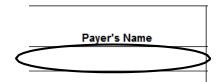


| SUBJECT: | Additional Information for Journal Entry Workflow | Page 14 of 17 |
|----------|---|---------------|
|----------|---|---------------|

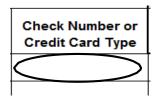
Step 4: Enter a description, speed type, cost center, and account information for each item within the deposit. The account listed should be "10610" unless specified otherwise. This information is optional.

| (This section is optional) | | | | | | | |
|----------------------------|---------------|------|------|------|------|---------|-----------|
| TRANSACTION DESCRIPTION | SPEED TYPE | FUND | DEPT | PROG | PROJ | ACCOUNT | |
| \rightarrow < | | | | | | | \supset |
| | | | | | | | |
| | 1 | | | | | | ł |

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.



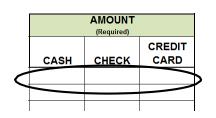
Step 6: Enter the check number for check deposits. Enter the credit card type (i.e. Visa, MasterCard, etc.) if the deposit is for credit cards. This information is optional. You may enter "Various" if you choose.



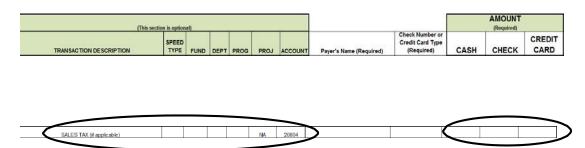


| SUBJECT: | Additional Information for Journal Entry Workflow | Page 15 of 17 |
|----------|---|---------------|
|----------|---|---------------|

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 informationis required.



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).





| SUBJECT: | Additional Information for Journal Entry Workflow | Page 16 of 17 |
|----------|---|---------------|
|----------|---|---------------|

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 | | | | > | |



| SUBJECT: | Additional Information for Journal Entry Workflow | Page 17 of 17 |
|----------|---|---------------|
|----------|---|---------------|

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.

| Comments (Optional) | | | | | |
|---------------------|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.