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.

**UNIVERSITY OF HOUSTON SYSTEM**

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.

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.

![Choose File dialogue box]

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.

**Upload Journal Entry**

**Instructions:**
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button**.

![Upload Image section]

6. Click the **Upload Image** button.
The supporting documentation will be attached to the journal entry.

NOTE:

- Always open the attachment by clicking the image 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.
1. 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”

2. 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.

3. Select the **Approval Action**. For our example, select “APPROVE.”

4. 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.

   ![Message]

   This journal requires further approval. (5000,119)
   This journal entry requires further approval before it can be posted to the ledger. Approval request is sent by Workflow processing.

5. 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


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.
8. Print the Journal Entry into PDF.
Snapshot of Journal Entry in PDF file format:

11/15/2018

<table>
<thead>
<tr>
<th>Line #</th>
<th>Account</th>
<th>Line BU</th>
<th>Fund</th>
<th>DepId</th>
<th>Prog</th>
<th>Edg Ref.</th>
<th>Project</th>
<th>Line Ref</th>
<th>Chart</th>
<th>Line Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10610</td>
<td>00759</td>
<td>3554</td>
<td>C0026</td>
<td>30344</td>
<td>BP2019</td>
<td>NA</td>
<td>C003466483</td>
<td></td>
<td>DEP Cash Deposit for Art School Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>44006</td>
<td>00759</td>
<td>3554</td>
<td>C0026</td>
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<td>BP2019</td>
<td>NA</td>
<td>C003466483</td>
<td></td>
<td>ALT School Deposit</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>10100</td>
<td>00759</td>
<td>3554</td>
<td>C0026</td>
<td>30344</td>
<td>BP2019</td>
<td>NA</td>
<td>C003466483</td>
<td></td>
<td>Claim on Cash</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
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<td>00759</td>
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<td>C0026</td>
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<td>C003466483</td>
<td></td>
<td>Claim on Cash</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Totals for Journal: 0003466483

Total Lines: 4

Total Base Debits: 160.00

Total Base Credits: 160.00
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.

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

- **Unit**: 90759
- **Journal ID**: 0003466200
- **Journal Date**: 01/10/2019
- **Owner ID**: TRAINCLC03
- **System Source**: OLJE Page

**Source**
- **Department**: C0046
- **Source**: ACC - Accounting

**Approval**
- **Approval Instance**: 3343432
- **Approval Status**: Pending
- **Approval Action**: **APPROVE**

**Comment Log**

**Add Comment**

**Approval History**

<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
<th>Date/Time Stamp</th>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>TRAINCLC03</td>
<td></td>
</tr>
<tr>
<td>Step 1</td>
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<td>01/10/19 12:32:47PM</td>
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<td></td>
</tr>
</tbody>
</table>

- **Save**
- **Return to Search**
- **X/Notify**
- **Refresh**
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.