

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:

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Training

Training

Year End

PeopleSoft Finance and Training

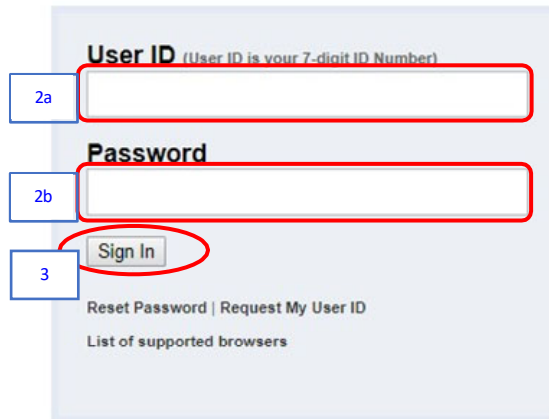
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- [FSTST Training Logon](#)

1

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

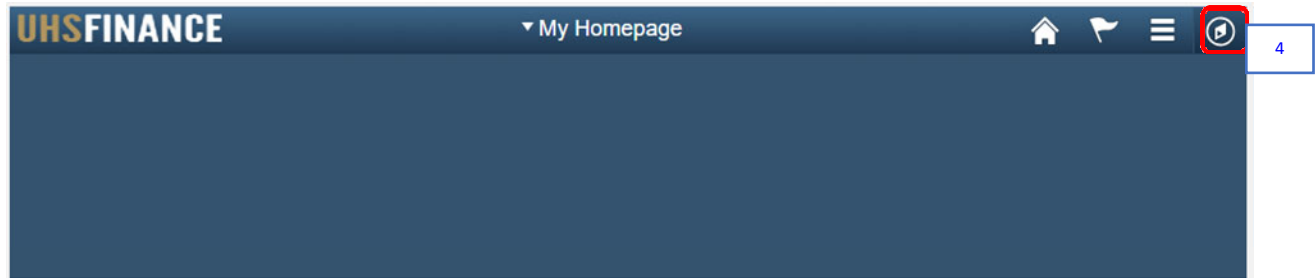
The sign on page for FSTST is displayed.

UNIVERSITY OF HOUSTON SYSTEM



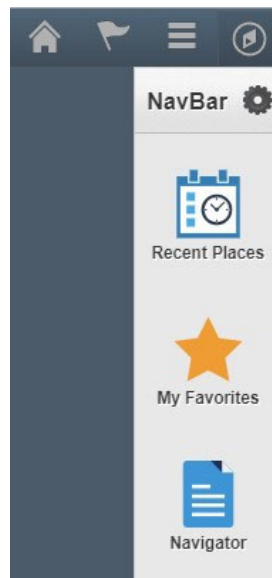
2. Enter the following information provided by your training administrator:
 - a. **User ID**
 - b. **Password** (password is case sensitive)
3. Click the **Sign In** button.

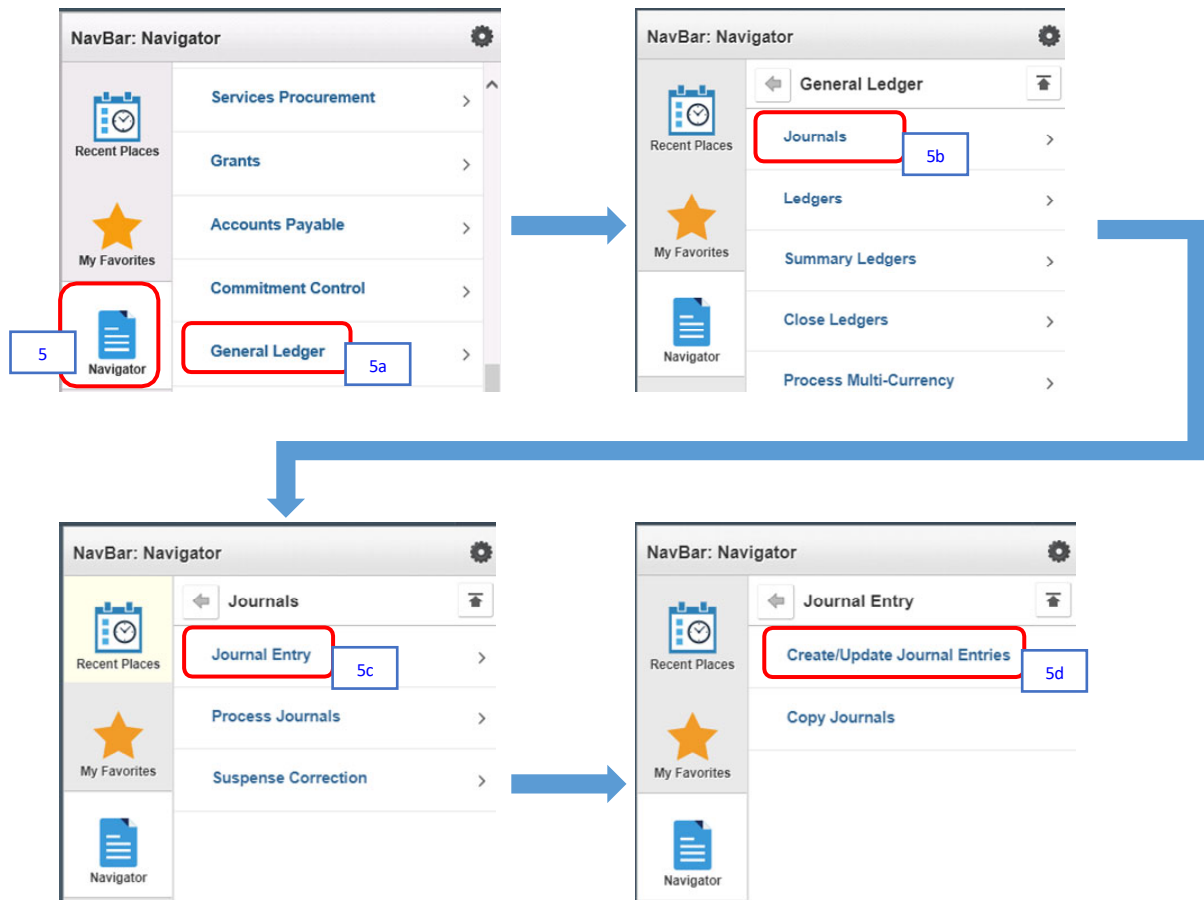
The PeopleSoft Finance home page is displayed.



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

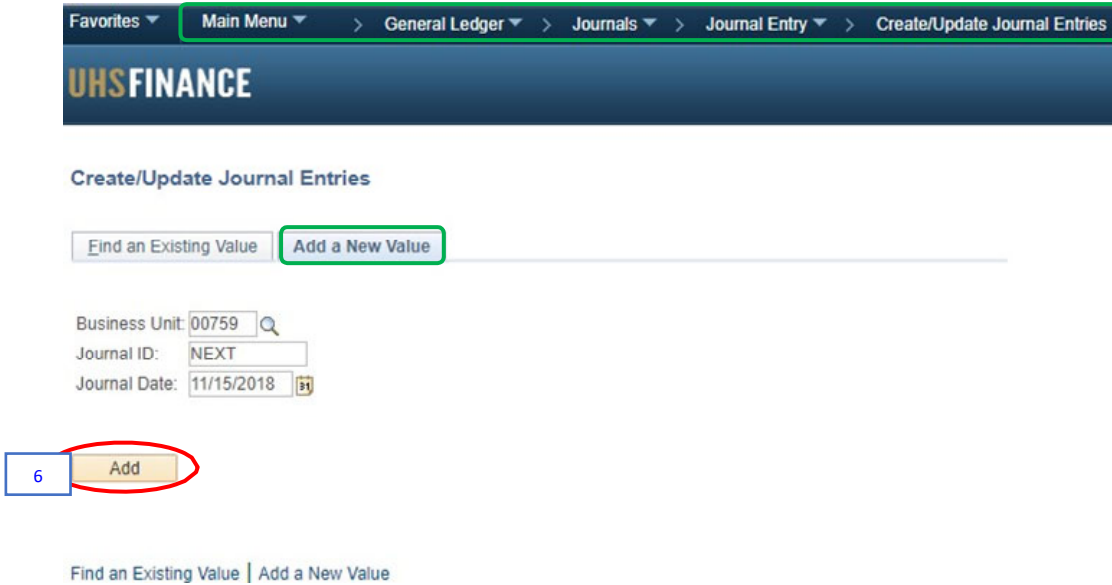
The NavBar menu is displayed.





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.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	NEXT	Date:	11/15/2018
Long Description:					
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2019		
Source:	ACC	Period:	3		
Reference Number:		ADB Date:	11/15/2018		
Journal Class:					
Transaction Code:	GENERAL				
SJE Type:			☐ Auto Generate Lines ☐ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line		
Currency Defaults:	USD / CRRNT / 1				
Attachments (0)	Commitment Control				
Reversal:	Do Not Generate Reversal				
Entered By:	8006680	Scardino, Maria Cecilia Entico			
Entered On:					
Last Updated On:					
Save Notify Refresh			Add Update/Display		
Header Lines Totals Errors Approval2 Documents					

9

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

Unit 00759 7 Journal ID NEXT Date 08/17/2023

Long Description **DEP- CASH DEPOSIT FOR ART SCHOOL FEES** 217 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

Source ONL

Reference Number **C0026003** 8

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By TRAINCLC04

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

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.

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

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS							

Lines to add: 1 + -

Totals		Total Debits	Total Credits	Journal Status	Budget Status
Unit	Total Lines				
00759	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

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.

The screenshot displays the PeopleSoft General Ledger interface for a journal entry. The 'Lines' section is highlighted with a blue box labeled '10'. The 'Account' field is highlighted with a red box labeled '10b', and the 'Fund' field is highlighted with a red box labeled '10a'. The 'Bud Ref' field is highlighted with a green box. The 'Totals' section shows a total debit of 0.00 and a total credit of 0.00.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	0.00	0.00	N	N

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.

- 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**."

- 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.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
 Template List Change Values

*Process: Edit Journal Process

▼ Lines Personalize | Find |

Select	Line	Account	Fund	Dept	Program	Project	Bud Ref	ChartField 1	Chartfield1 Value	PC Bus Unit
☐	1	10610	BANK				BP2019		10c	00759

Lines to add:

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	80.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

- 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.



SUBJECT: UHCL Journal Entry Workflow Training

Header

Lines

Totals

Errors

Approval2

Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

Lines

Select	Line	Activity	An Type	Amount	Base Currency	Reference	Journal Line Description
☐	1			80	USD	C0026003	DEP-C0026

10d

10e

10f

11

Lines to add: + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	0.00	0.00	N	N

Save

Notify

Refresh

+

 Add

Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

- 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.

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

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



Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

▼ Lines Personalize | Find | [Print] | [Refresh]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS		10610	BANK				BP2019
☐	2	00759	ACTUALS		10610	BANK				BP2019

Lines to add: 1 + - [Icon]

▼ Totals Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	80.00	80.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

▼ Lines Personalize | Find | [Print] | [Refresh]

Select	Line	PC Bus Unit	Activity	An Type	Amount	Base Currency	Reference	Journal Line Description
☐	1	00759			80.00	USD	C0026003	DEP-C0026
☐	2	00759			-80.00	USD	C0026003	DEP-C0026

Lines to add: 1 + - [Icon]

▼ Totals Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	80.00	80.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

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

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

▼ Lines Personalize | Find | View All | 1 of 1 | Last

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS		10610	BANK				BP2019
☐	2	00759	ACTUALS	12594	44000	3056	C0026	I0344	NA	BP2019

11a 11b

Lines to add: 1 + -

▼ Totals Personalize | Find | View All | 1 of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	80.00	80.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

- 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."**

- 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.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
 Template List Change Values

*Process: Edit Journal Process

Select	Line	Account	Fund	Dept	Program	Project	Bud Ref	ChartField 1	Chartfield1 Value	PC Bus Unit
☐	1	10610	BANK				BP2019			00759
☐	2	44000	3056	C0026	I0344	NA	BP2019		11c	00759

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

- 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**.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: NEXT Date: 11/15/2018
Template List Change Values

*Process: Edit Journal Process

Select	Line	Activity	An Type	Amount	Base Currency	Reference	Journal Line Description
☐	1			80.00	USD	C0026003	DEP-C0026
☐	2			-80.00	USD	C0026003	ART SCHOOL DEPOSIT

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	80.00	80.00	N	N

12 Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

- 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.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003466483 Date: 11/15/2018

Template List Search Criteria Change Values

*Process: Edit Journal Process Line: 2

Lines Personalize | Find | View All

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS		10610	BANK				BP2019
☐	2	00759	ACTUALS	12594	44000	3056	C0026	I0344	NA	BP2019

Lines to add: 1 + -

Totals Personalize | Find | View All

Unit	Total Lines	Total Debits	Total Credits	Journal S
00759	2	80.00	80.00	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

Message

Journal 0003466483 is saved. (5210,6)

OK 13

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



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

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003466483 Date: 11/15/2018
Template List Search Criteria Change Values

*Process: Edit Journal Process Line: 2

▼ Lines Personalize | Find | [Print] | [Grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS		10610	BANK				BP2019
☐	2	00759	ACTUALS	12594	44000	3056	C0026	I0344	NA	BP2019

Lines to add: 1 + - [Grid]

▼ Totals Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	2	80.00	80.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

The screenshot shows the PeopleSoft General Ledger interface. At the top, there are tabs for Header, Lines, Totals, Errors, Approval2, and Documents. Below these, the Unit is 00759, Journal ID is 0003466483, and the Date is 11/15/2018. The *Process dropdown is set to 'Edit Journal'. A red box highlights the dropdown arrow, and a red arrow points to the expanded dropdown menu on the right. The dropdown menu lists several options: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Post Journal, Print Journal (XMLP), Refresh Journal, and Submit Journal. The 'Edit Journal' option is highlighted with a red box and the number 15. The 'Lines' section shows two lines with details for Unit, Ledger, SpeedType, Account, Fund, Dept, Program, Project, and Bud Ref. The 'Totals' section shows a summary of the lines. The 'Process' button is highlighted with a red circle and the number 16.

14. Click the to see all the process options.

15. Select the “Edit Journal”.

The screenshot shows the PeopleSoft General Ledger interface. At the top, there are tabs for Header, Lines, Totals, Errors, Approval2, and Documents. Below these, the Unit is 00759, Journal ID is 0003466483, and the Date is 11/15/2018. The *Process dropdown is set to 'Edit Journal'. A red box highlights the 'Process' button, and a red arrow points to it from the number 16. The 'Lines' section shows two lines with details for Unit, Ledger, SpeedType, Account, Fund, Dept, Program, Project, and Bud Ref. The 'Totals' section shows a summary of the lines. The 'Process' button is highlighted with a red circle and the number 16.

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*.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003466483 Date: 11/15/2018 ☐ Errors Only
Template List Search Criteria Change Values
*Process: Edit Journal Process Line: 10

▼ Lines Personalize | Find | View All | First | 1 of 1 | Last

Select	Line▲	*Unit	*Ledger	SpeedType	Account▼	Fund	Dept	Program	Project	Bud Ref
☐	1	00759	ACTUALS		10610	BANK				BP2019
☐	2	00759	ACTUALS		44000	3056	C0026	I0344	NA	BP2019
☐	3	00759	ACTUALS		10100	BANK				BP2019
☐	4	00759	ACTUALS		10100	3056				BP2019

Lines to add: 1 + -

▼ Totals Personalize | Find | View All | First | 1 of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	4	160.00	160.00	V	V

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003466483 Date: 11/15/2018 ☐ Errors Only

Template List Search Criteria Change Values

*Process: Edit Journal Process Line: 10

Lines Personalize | Find | View All | First | 1 of 1 | Last

Select	Line	Activity	An Type	Amount	Base Currency	Reference	Journal Line Description
☐	1			80.00	USD	C0026003	DEP-C0026
☐	2			-80.00	USD	C0026003	ART SCHOOL DEPOSIT
☐	3			-80.00	USD		CLAIM ON CASH
☐	4			80.00	USD		CLAIM ON CASH

Lines to add: 1 + -

Totals Personalize | Find | View All | First | 1 of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	4	160.00	160.00	V	V

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

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.

The screenshot shows the PeopleSoft General Ledger interface. At the top, there are tabs: Header, Lines, Totals, Errors, Approval2, and Documents. The 'Documents' tab is selected and highlighted with a red box and a blue callout '1'. Below the tabs, there is a header section with fields: Unit: 00759, Journal ID: 0003466483, and Date: 11/15/2018. Below this is a link 'Print Journal Entry Detail'. The main area is titled 'GL Jnl Document Images' and contains a checkbox 'Display Active Documents Only' which is checked. To the right of this checkbox is a button 'Add New Document' highlighted with a red box and a blue callout '2'. At the bottom of the main area are buttons: Save, Notify, Refresh, Add, and Update/Display. Below these buttons is a breadcrumb trail: Header | Lines | Totals | Errors | Approval2 | Documents.

1. Go to the **Documents** tab.
2. Click the **Add New Document** button.

The Document Upload box is displayed.

Upload Journal Entry

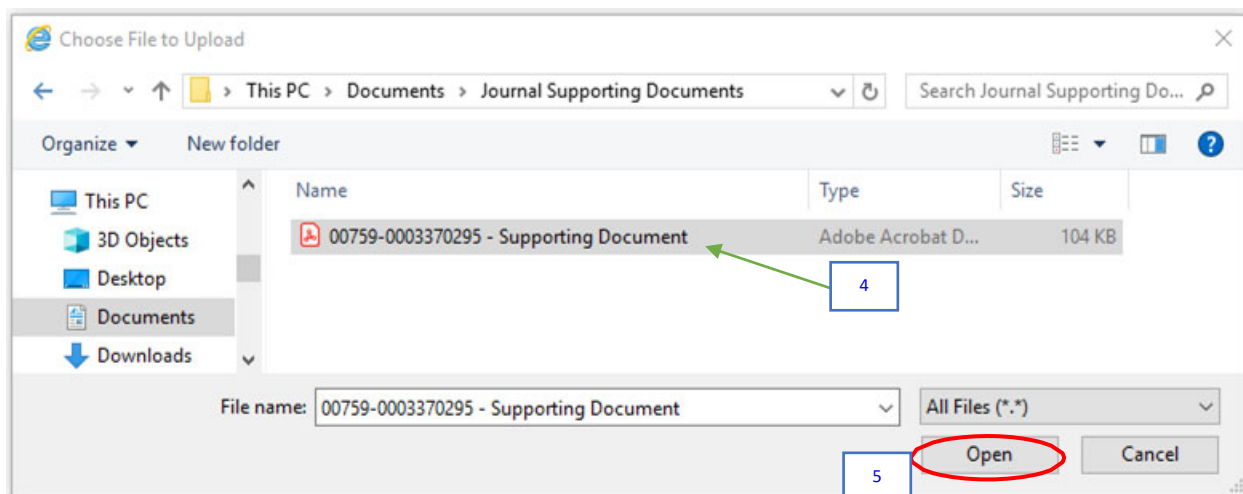
Instructions:

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**.

The screenshot shows a dialog box titled 'Select an Image'. It contains a text field with the placeholder 'Choose File' and 'No file chosen'. Below the text field is a button labeled 'Upload Image'. The 'Choose File' text is highlighted with a red box and a blue callout '3'.

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.

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.



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

The supporting documentation will be attached to the journal entry.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00759 Journal ID: 0003466483 Date: 11/15/2018

[Print Journal Entry Detail](#)

GL Jnl Document Images

☒ Display Active Documents Only [Add New Document](#)



☐ Secured Document [Details](#)

Document Status: Active

Document Seq Nbr 1
Created By 8006680 Scardino, Maria Cecilia Entico
Created Date/Time 11/15/18 9:09:45AM
Last Update User ID
Last Update Date/Time

Image Type

[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

Header | Lines | Totals | Errors | Approval2 | Documents

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.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0003466483	Date:	11/15/2018
Print Journal Entry Detail					
GL Jnl Document Images ☒ Display Active Documents Only <button>Add New Document</button>  Document Status: Active Document Seq Nbr: Created By: Scardino, Maria Cecilia Entico Created Date/Time: 11/15/18 9:09:45AM Last Update User ID: Last Update Date/Time: Image Type: Find View All First 1 of 1 Last ☐ Secured Document <button>Details</button> Save Notify Refresh Add Update/Display					

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

Header | Lines | Totals | Errors | **App 1** | Documents

Unit: 00759 Journal ID: 0003466483 *Process Date: 11/15/2018 Edit Journal 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 C0129

Source ACC - Accounting

Approval

Approval Instance 0

Approval Status

Approval Action

Apply

Workflow Fields

Business Unit 00759 Journal ID 0003466483

Journal Date 11/15/2018

OperID 8006680

System Source GL JE Page

Comment Log

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name

Save Notify Refresh

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

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

Header

Lines

Totals

Errors

Approval2

Documents

Unit: 00759
Journal ID: 0003466483
*Process:Date: 11/15/2018
Edit Journal
Process

Route To
*Please select the appropriate approval path:

2

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

Workflow Fields
Business Unit 00759 Journal ID 0003466483
Journal Date 11/15/2018
OperID 8006680
System Source GL JE Page

Source
Department C0129
Source ACC - Accounting

3

Approval
Approval Instance 0
Approval Status
Approval Action Approve

4

Apply

5

Comment Log
Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name

Save
Notify
Refresh

Header | Lines | Totals | Errors | Approval2 | Documents

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

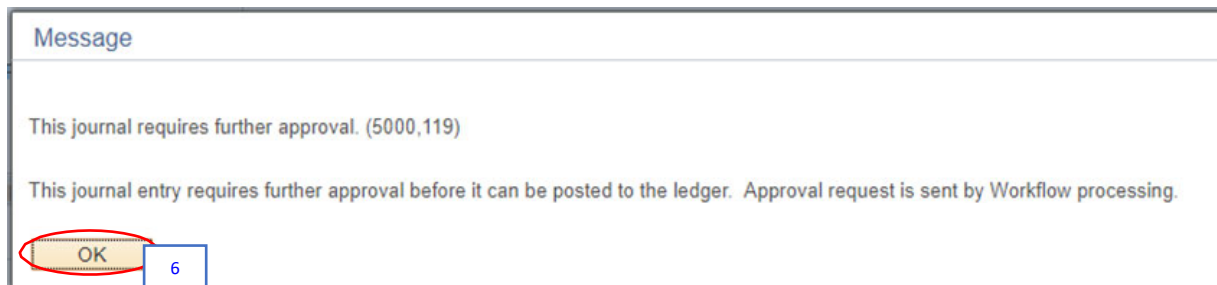
For our example, choose the second path “**Dept/Coll/Div – Stu Fin – Accounting Office**”

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.

Header

Lines

Totals

Errors

Approval2

Documents

Unit: 00759

Journal ID: 0003466483

*Process: Date: 11/15/2018

Edit Journal

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

Workflow Fields

Business Unit 00759

Journal ID 0003466483

Journal Date 11/15/2018

OperID 8006680

System Source GL JE Page

Source

Department C0129

Source ACC - Accounting

Approval

Approval Instance 3344222

Approval Status Pending

Approval Action

Apply

Comment Log

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

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	11/15/18 9:21:24AM	8006680	Scardino, Maria Cecilia Entico
Step 1	Pending	11/15/18 9:21:24AM		
Step 2	Pending	11/15/18 9:21:24AM		
Step 3	Pending	11/15/18 9:21:24AM		

Save

Notify

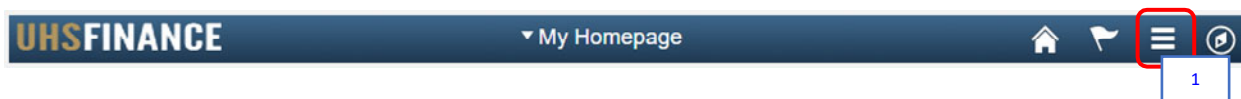
Refresh

Header | Lines | Totals | Errors | Approval2 | Documents

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.

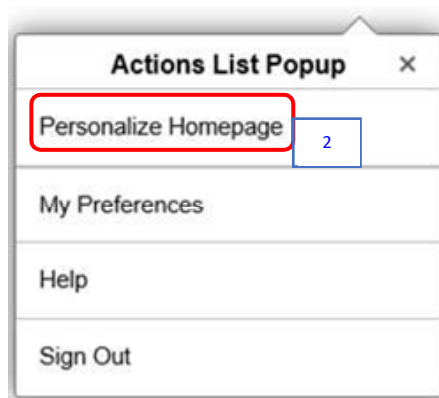
Note: Some Training IDs may have their Worklists setup already. You may use the following steps as guidelines.

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.



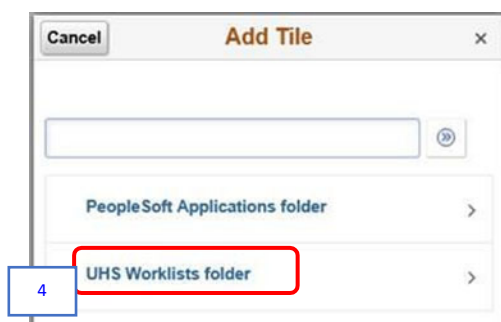
2. Click on **Personalize Homepage**.

The Personalize Homepage is displayed.



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

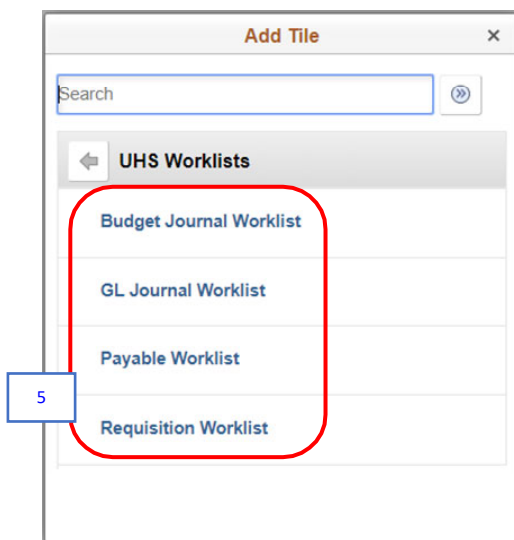
The Add Tile menu is displayed.



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

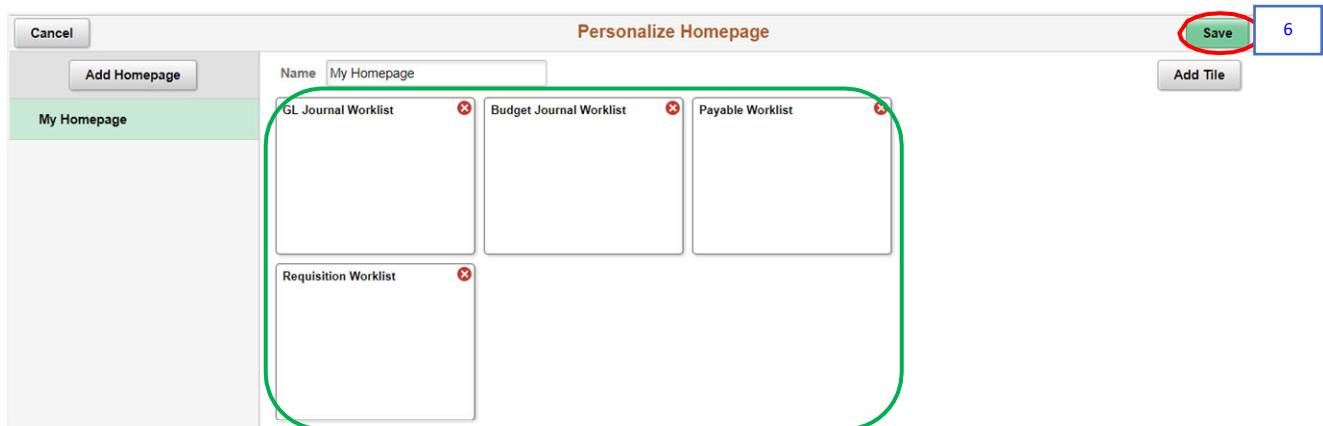
The available worklist tiles are displayed - based on transactions that you have access to.

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



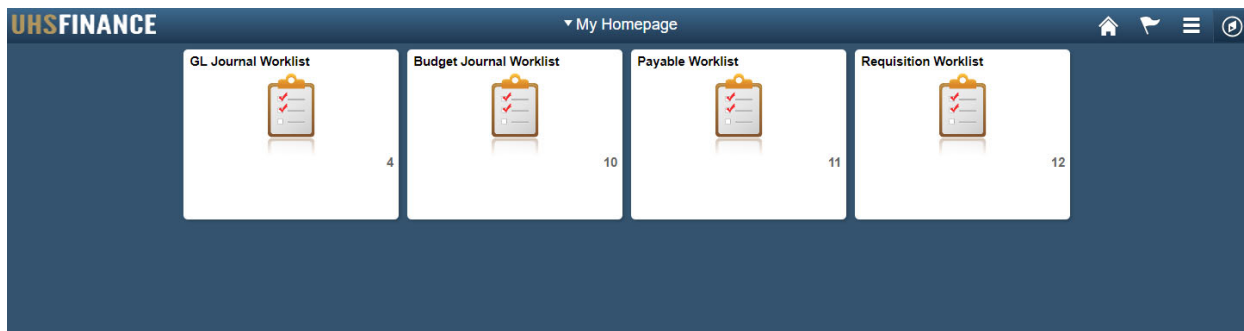
5. Select all the worklists.

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

The screenshot shows the PeopleSoft General Ledger interface. At the top, a navigation bar contains the following items: Favorites, Main Menu, General Ledger, Journals, Journal Entry, and Create/Update Journal Entries. The 'Create/Update Journal Entries' item is highlighted with a red box and a callout '1'. Below the navigation bar is the 'UHS FINANCE' logo. Underneath the logo, the text 'Create/Update Journal Entries' is displayed. Below this text, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is highlighted with a red box and a callout '2'. Below the tabs, there are three input fields: 'Business Unit' with the value '00759', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '11/15/2018'. Below these fields is an 'Add' button. At the bottom of the screenshot, the text 'Find an Existing Value | Add a New Value' is displayed.

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.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit: = ▼ 00759

Journal ID: begins with ▼

Journal Date: = ▼

Document Sequence Number: begins with ▼

Line Business Unit: = ▼

Journal Header Status: = ▼ 3 No Status - Needs to be Edited

Budget Checking Header Status: = ▼

Source: = ▼

Reference Number: begins with ▼

Entered By: begins with ▼ 8006680

Attachment Exist: = ▼

☐ Case Sensitive

5 Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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.

The screenshot displays the PeopleSoft General Ledger interface. At the top, there are tabs: Header, Lines, Totals, Errors, Approval2, and Documents. The Documents tab is selected and highlighted with a red box, with a blue box labeled '6' next to it. Below the tabs, the Unit is 00759, Journal ID is 0003466483, and the Date is 11/15/2018. A blue box labeled '7' is next to the Journal ID. Below this, there is a link labeled 'Print Journal Entry Detail' which is circled in red. The main content area is titled 'GL Jnl Document Images'. It has a checkbox for 'Display Active Documents Only' which is checked, and a button 'Add New Document'. Below this is a 'Scroll Area' with a search icon. To the right of the scroll area, there is a 'Secured Document' checkbox, a 'Details' button, and a 'Document Status' dropdown menu set to 'Active'. Below the dropdown, the following information is displayed: Document Seq Nbr 1, Created By 8006680 Scardino, Maria Cecilia Entico, Created Date/Time 11/15/18 9:09:45AM, Last Update User ID, and Last Update Date/Time. At the bottom of the scroll area, there is an 'Image Type' label. Below the main content area, there are buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. At the very bottom, there is a navigation bar with links: Header | Lines | Totals | Errors | Approval2 | Documents.

6. Go to **Documents** tab.
7. Click the **Print Journal Entry Detail** hyperlink.



The Journal Entry opens in a new window.

University of Houston System										Run Date:	11/15/2018
JOURNAL ENTRY DETAIL										Run Time:	09:23:09
Header BU:		00759									
Fiscal Year:		2019									
Acctg Period:		3									
Journal ID: 0003466483											
Date: 11/15/2018											
Source: ACC											
Header Ref: C0026003											
Description: DEP - CASH DEPOSIT FOR ART SCHOOL FEES											
Reversal: None											
Leger Group: ACTUALS											
Created By: 8006880 Scardino,Maria Cecilia Entico											
Reversal Date:											
Budget Adjust Type: Actuals											
Edit / Hdr Status: Valid											
Post Date:											
BCM Status: Valid											
BCM Bypass:											
N											
Line #	Amount	Line BU	Fund	Dept	Proj	Map Ref	Project	Line Ref	Chart	Line Description	Amount
1	100.00	00759	BACN	C0026	20144	BP0119	30A	C0026003		DEP - CASH	\$0.00
2	400.00	00759	BACN	C0026	20144	BP0119	30A	C0026003		ART SCHOOL DEPOSIT	\$0.00
3	100.00	00759	BACN	C0026	20144	BP0119	30A	C0026003		CLASH ON CASH	\$0.00
4	100.00	00759	BACN	C0026	20144	BP0119	30A	C0026003		CLASH 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: 8006880 Scardino,Maria Cecilia Entico											
Date Printed: 11/15/2018											
Jnl. Dt: 11/15/2018											
Approval History											
Step	Status	Date Timestamp	User ID	Name							
0	I	11/15/2018 09:21 AM	8006880	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	University of Houston System	Run Date: 11/15/2018
	Fiscal Year: 2019	JOURNAL ENTRY DETAIL	Run Time: 09:23:09
	Acctg Period: 3		

Journal ID: 0003466483 Reversal: None Ledger: ACTUALS
Date: 11/15/2018 Reversal Date: Group:
Source: ACC Budget Adjust ActualsPost Date:
Header Ref: C0026003 Type:
Description: DEP 6 CASH DEPOSIT FOR ART Edit / Hdr Status: Valid BCM Status: Valid
 BCM N
 Bypass:

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	10610	00759	BANK	C0026	I0344	BP2019	NA	C0026003		DEP-C0026	80.00
2	44000	00759	3056			BP2019		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

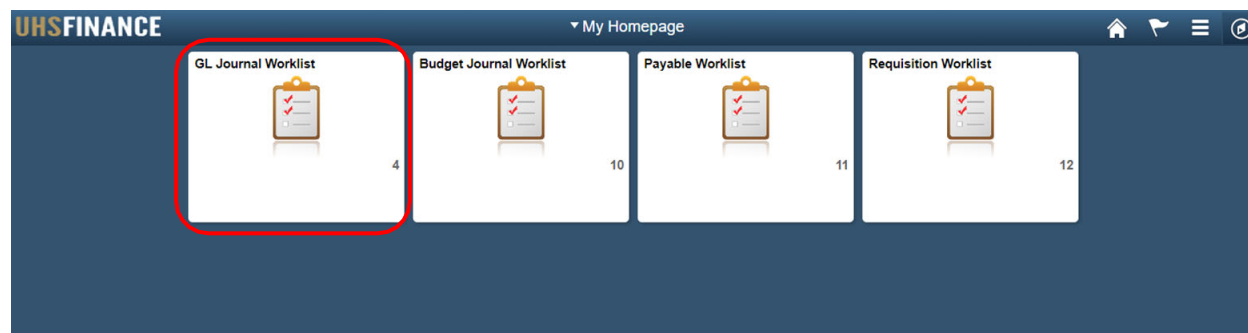
Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	11/15/2018 09:21 AM	8006680	Scardino,Maria Cecilia Entico
01	P	11/15/2018 09:21 AM		
02	P	11/15/2018 09:21 AM		
03	P	11/15/2018 09:21 AM		

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.

GL Journal Worklist										
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.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0003466200	Date:	01/10/2019
Long Description:	DEP-CASH DEPOSIT FOR ART SCHOOL FEES				
Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2019		
Source:	ACC	Period:	5		
Reference Number:	C0026003	ADB Date:	01/10/2019		
Journal Class:					
Transaction Code:	GENERAL	☐ Auto Generate Lines ☐ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line			
SJE Type:					
Currency Defaults:	USD / CRRNT / 1				
Attachments (0)	Commitment Control				
Reversal:	Do Not Generate Reversal				
Entered By:	TRAINCLC03	Training Login-CLC			
Entered On:	01/10/2019 12:08:28PM				
Last Updated On:	01/10/2019 12:32:09PM				
Save Return to Search Notify Refresh		Add Update/Display			

Header | Lines | Totals | Errors | Approval2 | Documents

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

The Documents page is displayed.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0003466200	Date:	01/10/2019
Print Journal Entry Detail					
GL Jnl Document Images					
☒ Display Active Documents Only Add New Document					
 ☐ Secured Document Details Document Status: Active Document Seq Nbr: 1 Created By: TRAINCLC03 Training Login-CLC Created Date/Time: 01/10/19 12:13:31PM Last Update User ID: Last Update Date/Time:					
Save Return to Search Notify Refresh Add Update/Display					

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



The Approval page is displayed.

Header

Lines

Totals

Errors

Approval2

Documents

Unit: 00759

Journal ID: 0003466200

*Process:Date: 01/10/2019

Edit Journal

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

Workflow Fields

Business Unit	00759	Journal ID	0003466200
Journal Date	01/10/2019		
OperID	TRAINCLC03		
System Source	GL JE Page		

Source
Department C0046
Source ACC - Accounting

Approval
Approval Instance 3343432
Approval Status Pending
Approval Action

Apply

Comment Log
01-10-19 12:32 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Training Login-CLC:

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	01/10/19 12:32:47PM	TRAINCLC03	
Step 1	Pending	01/10/19 12:32:47PM		
Step 2	Pending	01/10/19 12:32:47PM		
Step 3	Pending	01/10/19 12:32:47PM		

Previous in Worklist

Save

Return to Search

Notify

Refresh

Header | Lines | Totals | Errors | Approval2 | Documents

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



Approved Journal

Header	Lines	Totals	Errors	Approval2	Documents
--------	-------	--------	--------	-----------	-----------

Unit:	00759	Journal ID:	0003466200	*Process:Date:	01/10/2019	Edit Journal	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

Workflow Fields

Business Unit	00759	Journal ID	0003466200
Journal Date	01/10/2019		
OpertID	TRAINCLC03		
System Source	GL JE Page		

Source
Department C0046
Source ACC - Accounting

Approval
Approval Instance 3343432
Approval Status Pending
Approval Action [Approve](#)
[Apply](#)

Comment Log
01-10-19 12:32 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Training Login-CLC:

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	01/10/19 12:32:47PM	TRAINCLC03	
Step 1	Pending	01/10/19 12:32:47PM		
Step 2	Pending	01/10/19 12:32:47PM		
Step 3	Pending	01/10/19 12:32:47PM		

[Previous in Worklist](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval2](#) | [Documents](#)

Denied Journal

Header	Lines	Totals	Errors	Approval2	Documents
--------	-------	--------	--------	-----------	-----------

Unit: 00759 Journal ID: 0003466200 *Process Date: 01/10/2019

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 C0046
Source ACC - Accounting

Approval
Approval Instance 3343432
Approval Status Pending
Approval Action

Workflow Fields
Business Unit 00759 Journal ID 0003466200
Journal Date 01/10/2019
OpertID TRAINCLC03
System Source GL JE Page

Comment Log
01-10-19 12:32 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Training Login-CLC:

Add Comment
Please provide attach signed approval from the cost center manager.

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	01/10/19 12:32:47PM	TRAINCLC03	
Step 1	Pending	01/10/19 12:32:47PM		
Step 2	Pending	01/10/19 12:32:47PM		
Step 3	Pending	01/10/19 12:32:47PM		

Header | Lines | Totals | Errors | Approval2 | Documents

- 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.