

GL JOURNAL ENTRY CREATION AND WORKFLOW



PRESENTED BY GENERAL ACCOUNTING

RESOURCES

General Accounting Email
genacctg@central.UH.EDU

WEBSITE:

www.uh.edu/finance

Finance Training website: Training > Financial Test and Training System> Financial Test and Training System Log On> People Soft Credentials

Account List:

www.uh.edu/finance - References - Account List

JPM Chase – Detailed Cash-Check Deposit Procedures:

<https://www.uh.edu/office-of-finance/references/detailed-cash-check-deposit-procedures.pdf>

JPM Chase – Business Unit ID (BUID) & Transaction Division ID (TDID) List:

<https://www.uh.edu/office-of-finance/accounting-services/bank-reconciliations-endowment-accounting/chase---buid--tdid.xlsx>

ACCOMPANYING ONLINE CLASSES

Cash Deposit and Security Procedures
Credit Card Accounting
Credit Card Processing
Credit Card Data Security

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OBJECTIVES

The objectives of this workshop are as follows:

❖ How to Create Journals

Cash Deposits

Credit Card Deposits

Corrections

Reallocations

- Current Year
- Prior Year

Encumbrances

❖ How to Locate Journal Entries

❖ How to Copy Journals

❖ How to Create a 1074 Report

❖ Budget Errors

INTRODUCTION TO JOURNAL ENTRY

Why do we create journal entries?

Journal entries are created to record the University's business transactions. These transactions are posted to the general ledger. The General Ledger (GL) records all account activity for the University (i.e. assets, liabilities, fund equity, revenues, and expenses). The balances in the ledger become financial statements.

A journal will always have a debit side and a credit side and they must always be in balance.

What are Debits and Credits?

Debits and Credits are often characterized as either a positive or negative number but in reality a debit or a credit characterizes the type of account being used.

There are five types of accounts used in accounting. They each have either a debit or credit balance, which is known as its normal balance. The normal balances for each account are as follows:

Account Type	Normal Balance	Example
Revenue Accounts	Credit (-)	Sales Revenue (Account <u>4</u> XXXX)
Expense Accounts	Debit (+)	Office Supplies (Account <u>5</u> XXXX)
Asset Accounts	Debit (+)	Bank Lines/Accounts Receivable (Account <u>1</u> XXXX)
Liability Accounts	Credit (-)	Accounts Payable (Account <u>2</u> XXXX)
Fund Equity Accounts	Credit (-)	Fund Transfer (Account <u>3</u> XXXX)

Journal Entry Workflow

What is GL Journal Workflow?

GL Journal Workflow allows departments to submit their journals electronically. All GL Journals are submitted electronically with supporting documentation scanned and attached as PDF files to the GL journals.

How does GL Journal Workflow work?

Departments create journals in the Finance system - PeopleSoft. The person who creates the journal, which may be a Creator or Department Approver (*individual with certifying signature authority*), will select an approval path to submit the journals electronically to General Accounting. All supporting documentation is uploaded and attached as a PDF file to the journal.

What are the benefits of using GL Journal Workflow and Document Imaging?

GL Journal Workflow and Document Imaging processing reduces journal processing time, enhances approval control, and archives journals quicker for records retention.

Workflow will assign users different roles: What are they and what are their functions?

The following roles will be in Workflow:

Creator - creates and submits their journals to workflow, selects the appropriate workflow path to route their journal, submits journals to Department Approver's worklist for approval. They are the only person who can make changes to journal if the journal is denied. No one else can change a journal after it is submitted into workflow.

Department Approver – the certifying signature for the Department/College/Division, approves or denies journals created by Creators, submits journals to Intermediate and Final Approvers worklist. Department Approvers can create and approve their own journals.

Intermediate Approver – acknowledges the receipt of cash (Student Business Services Staff), approves transactions involving grant cost centers (Office of Contracts and Grants Staff), creates and approves their own journal, submits journals to Final Approvers worklist.

Final Approver – reviews journals for accuracy and posts the journal to the ledger (General Accounting Staff), approves/denies journals from Creators, Department Approvers, or Intermediate approvers, creates and approves their own journals.

What is a Workflow Source?

Each user is assigned a source based on the College/Division in which they are employed.

Journal Entry Workflow (continued)

What are the approval paths?

Departments have a choice of three approval paths to submit journals

1. Dept/Coll/Div- Accounting Office
2. Dept/Coll/Div-Student Business Services-Accounting Office
3. Dept/Coll/Div-Office of Contracts and Grants-Accounting Office

How will the Departments/College/Division know which path to select?

The approval path selected depends on the type of journal being created.

Path 1- Dept/Coll/Div- Accounting Office

- Fund Equity Journals
- Correction Journals
- Non-Payroll Reallocation Journals (non-grant cost centers)
- Credit Card Deposit Journals
- Encumbrance Journals
- Any journal entry that should go directly to General Accounting

Path 2- Dept/Coll/Div- Student Business Services- Accounting Office

- Cash Deposits Journals

Path 3- Dept/Coll/Div- Office of Contracts and Grants- Accounting Office

- Non-Payroll Reallocation Journals (grant cost centers)
- Any journal entry that requires OCG approval

What approval options are available in Workflow?

The approval options in work flow are:

Approve	Used by all approvers, sends journal to next approver's worklist in workflow path
Deny	May be used by Department, Intermediate and Final Approvers, sends journal to Creator's worklist
Recycle	May be used by Intermediate and Final Approvers, sends journal to previous level approver's worklist

What if my department requires more than one approval how will I submit my journal?

If a journal requires more than one approval the department will have two options to submit the additional approval:

Option 1	-Print the journal coversheet -Obtain additional signature -Scan and attach as a PDF file the cover sheet to the journal
Option 2	-Scan and attach as a PDF file an email, memo, or other documentation of additional approval to the journal

Journal Entry Workflow (continued)

How do I know the status of my journal?

You will know the status of your journal by checking the journal's approval history located on the approval tab or by running a query.

What is a worklist?

The worklist shows the status of the journals in workflow. If a journal requires approval, the journal will appear on the Department, Intermediate and Final Approvers' worklist. If a journal has been denied, the journal will appear on the Creators' worklist. If a journal has been recycled, the journal may appear on either the Department or Intermediate Approvers worklist depending on the path selected or the Approver processing the recycled journal.

When an approval action (*approve, deny, recycle*) is selected by the Approvers the journal is removed from that Approver's worklist.

What should be done with supporting documentation?

Supporting documentation should be scanned and attached as a PDF file to the journals created in the Finance System.

How are interdepartmental reallocations processed in workflow?

Reallocations between departments are processed by:

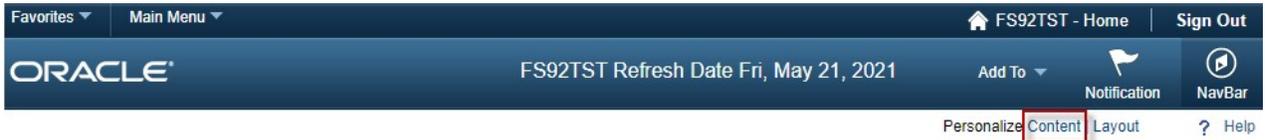
- Option 1** Department receiving debit can create, approve, and submit the journal to workflow and tell the department receiving the credit the journal has been submitted for approval.
- Option 2** The department receiving the credit can create the journal and use the notify button to let the department receiving the debit know the journal is available for approval.

The Department Approver for the department receiving the debit can approve the journal and submit the journal to workflow.
- Option 3** The department receiving the credit can send an email to obtain approval from the department receiving the debit.
Once the approval is granted, the credit department can create and submit the journal to workflow attaching the email from the debit department as supporting documentation.

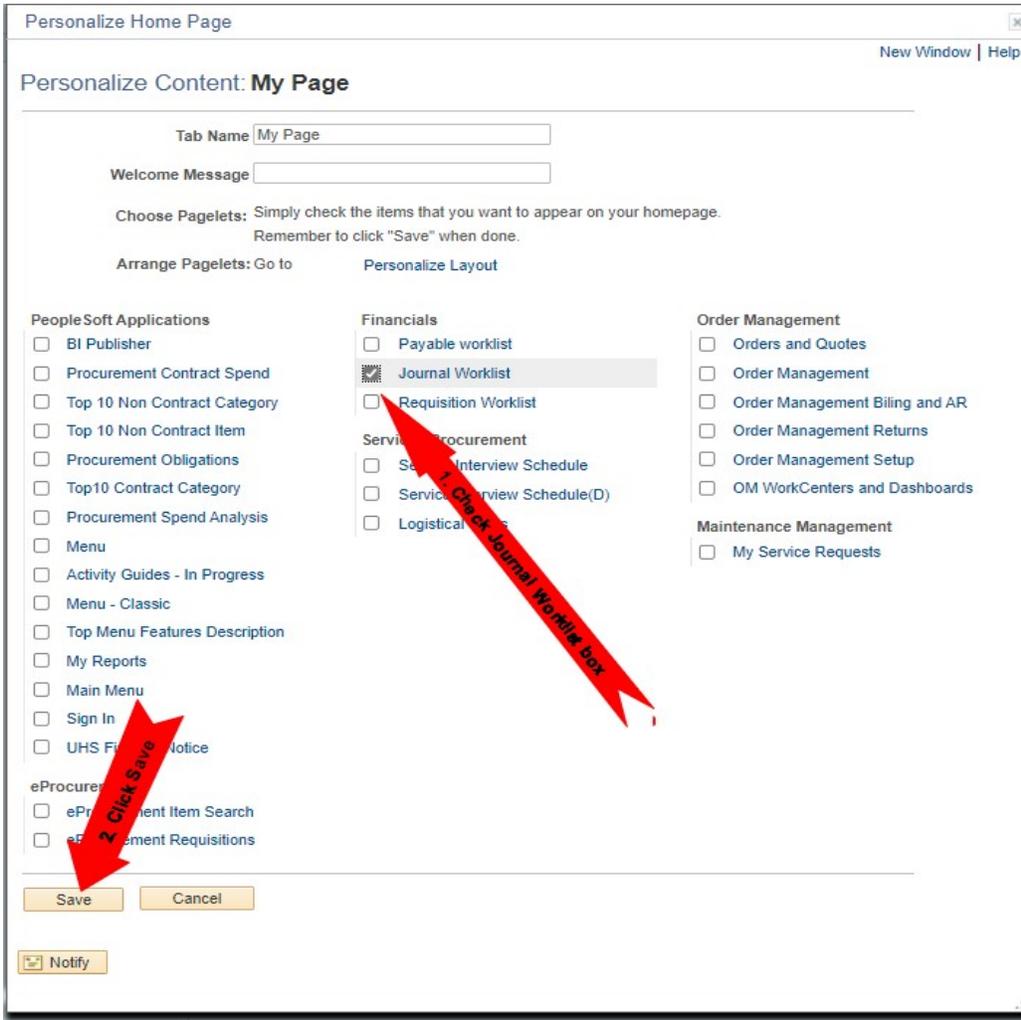
Worklist

To Create a Pagelet for the GL Journal Worklist on your Home Screen

1. Select the Personalize **Content** link



2. Check the **Journal Worklist** check box
3. Select the **Save** button



Worklist (continued)

The new GL Journal Worklist pagelet will appear on the left side on Finance Home Page.

The screenshot shows the Oracle Finance Home Page interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FS92TST - Home', and 'Sign Out'. Below this is the Oracle logo and the text 'FS92TST Refresh Date Fri, May 21, 2021'. On the right side of the header, there are icons for 'Add To', 'Notification', and 'NavBar'. Below the header, there are links for 'Personalize Content | Layout' and 'Help'. The main content area shows two pagelets: 'My Reports' and 'Journal Worklist'. The 'My Reports' pagelet contains a table with columns 'Report' and 'Folder', listing several 'GL_JEDIT_0' reports under the 'General Ledger' folder. The 'Journal Worklist' pagelet is highlighted with a red box and shows 'No Journals'.

Moving the GL Journal Worklist Pagelet to the center or the right of the Home Page

1. Click on the Personalize **Layout** link

This screenshot shows the Oracle Finance Home Page with the 'Layout' link in the 'Personalize Content' menu highlighted with a red box. The navigation bar and header are the same as in the previous screenshot.

2. Select Journal Worklist and then select the right arrow to move the pagelet to the desired location on the Home Page

The screenshot shows the 'Personalize Layout: My Page' dialog box. The 'Tab Name' is 'My Page'. Under 'Basic Layout', there are two options: '2 columns' (selected) and '3 columns'. Below this, there is a section for 'Add Pagelets:' with a 'Go to Personalize Content' link. The 'Left Column:' contains 'My Reports' and 'Journal Worklist'. The 'Right Column:' is empty. A red arrow points to the 'Journal Worklist' pagelet in the left column, labeled '1. Click Journal Worklist'. Another red arrow points to the right arrow icon in the 'Delete Pagelet' button, labeled '2. Click right arrow'. At the bottom, there are 'Save', 'Cancel', and 'Notify' buttons.

Worklist (continued)

3. Select the **Save** button to save your finance home page layout

Personalize Home Page New Window | Help

Personalize Layout: **My Page**

Tab Name: My Page

Basic Layout: 2 columns 3 columns



Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: [Go to Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:

My Reports

Right Column:

Journal Worklist



Save
Cancel

Notify

View of the Home Page

Favorites ▾ Main Menu ▾
FS92TST - Home | Sign Out

ORACLE
FS92TST Refresh Date Fri, May 21, 2021
Add To ▾ Notification NavBar

Personalize Content | Layout
? Help

My Reports

Report	Folder
GL_JEDIT_0	General Ledger
	2021-12-02-13.14.1
GL_JEDIT_0	General Ledger
	2021-12-02-13.12.4
GL_JEDIT_0	General Ledger
	2021-12-02-13.11.3
GL_JEDIT_0	General Ledger
	2021-12-02-13.09.5
GL_JEDIT_0	General Ledger
	2021-12-02-12.37.1

Report Manager

Journal Worklist

No Journals

Worklist (continued)

If journals have been denied/recycled a reason can be found under the **Approval Tab** in the **Comment Log** section.

Comment Log

12-03-21 12:17 PM : Dept/Coll/Div - Accounting Office : Approve : Mayhue,Jatarra C:
12-03-21 12:19 PM : Mayhue,Jatarra C: Please deny, need to change account code.

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	12/03/21 12:17:52PM	8006466	Mayhue,Jatarra C
Step 1	Approved	12/03/21 12:17:52PM	8006466	Mayhue,Jatarra C
Step 2	Pending	12/03/21 12:17:52PM		

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

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

When journals are denied the Creator or Department Approver depending on who initiated the journal to workflow will receive an e-mail that includes the comment log stating the journal has been denied.

Also, the Creator or Department Approver will know that a journal has been denied because it will appear on their Worklist with the action **Approval Denied**.

Departments should check their Worklist daily to look for any journals that have been denied/recycled.

Creating a Journal Entry

From the Main Menu select:

1. General Ledger
2. Journals
3. Journal Entry
4. Create/Update Journal Entries
5. **Add** button on the Journal Entry Screen

The Business Unit, Journal ID and Journal Date will automatically default.

Header Tab

Enter the following Header Information:

1. Long Description
2. Reference Number (Bag Number for Cash Deposits or Deposit Number for Remote Check Deposits)
3. Select **Lines** Tab

Source will automatically default.

Lines Tab

Enter the Lines Information:

1. Speed Type
2. Account
3. Cost Center Information (If speed type not entered)
4. Line Reference (If necessary)
5. Line Description

To add a line, select the + button. To delete a line, click in the box next to the number then select the - button located below the journal lines.

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

Unit 00730 Journal ID NEXT Date 10/21/2024
 Template List Change Values

*Process Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	00730	ACTUALS	10000	10810	BANK			00730	
<input type="checkbox"/>	2	00730	ACTUALS	51799	43600	3056	H0207	I0388	00730	NA

Lines to add 1 + - 🗑️

Unit	Total Lines▲	Total Debits	Total Credits	Journal Status	Budget Status
00730	2	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

6. Choose **Edit Journal** from Process Drop Down Menu.
7. Select the **Process** Button. (A message box will appear on the screen assigning the next available journal ID number.)
8. Then select **OK**.

Journal and Budget Status should show as V.

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

Unit 00730 Journal ID 0004372965 Date 10/21/2024 Errors Only
 Template List Search Criteria Change Values

*Process Edit Journal Process Line 10

Select	Line▲	*Unit	*Ledger	SpeedType	Account▼	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	00730	ACTUALS		10810	BANK			00730	
<input type="checkbox"/>	2	00730	ACTUALS		43600	3056	H0207	I0388	00730	NA

Lines to add 1 + - 🗑️

Unit	Total Lines▲	Total Debits	Total Credits	Journal Status	Budget Status
00730	2	0.00	0.00	V	V

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

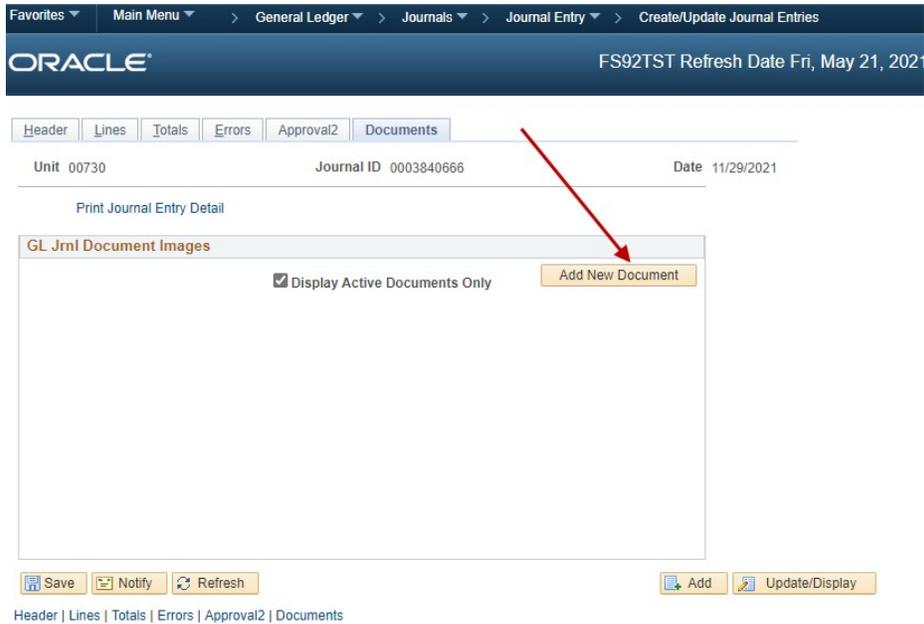
Documents Tab

Back-up documents can be attached to a journal at any time by anyone with update access to journals. The user's name, date, and time of the upload are recorded on the Documents Tab.

To attach back-up to support the journal entry

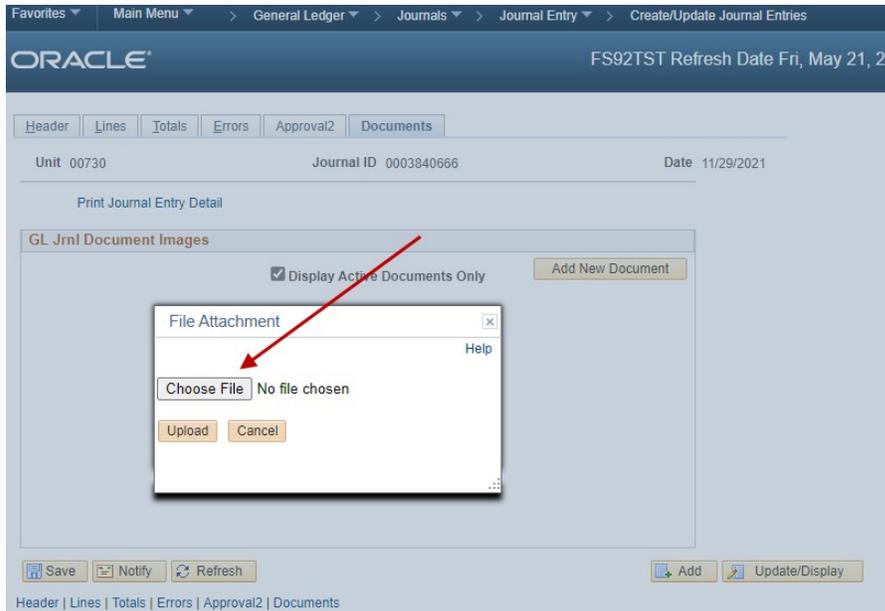
Select Documents Tab:

1. Select the **Add a New Document** button.



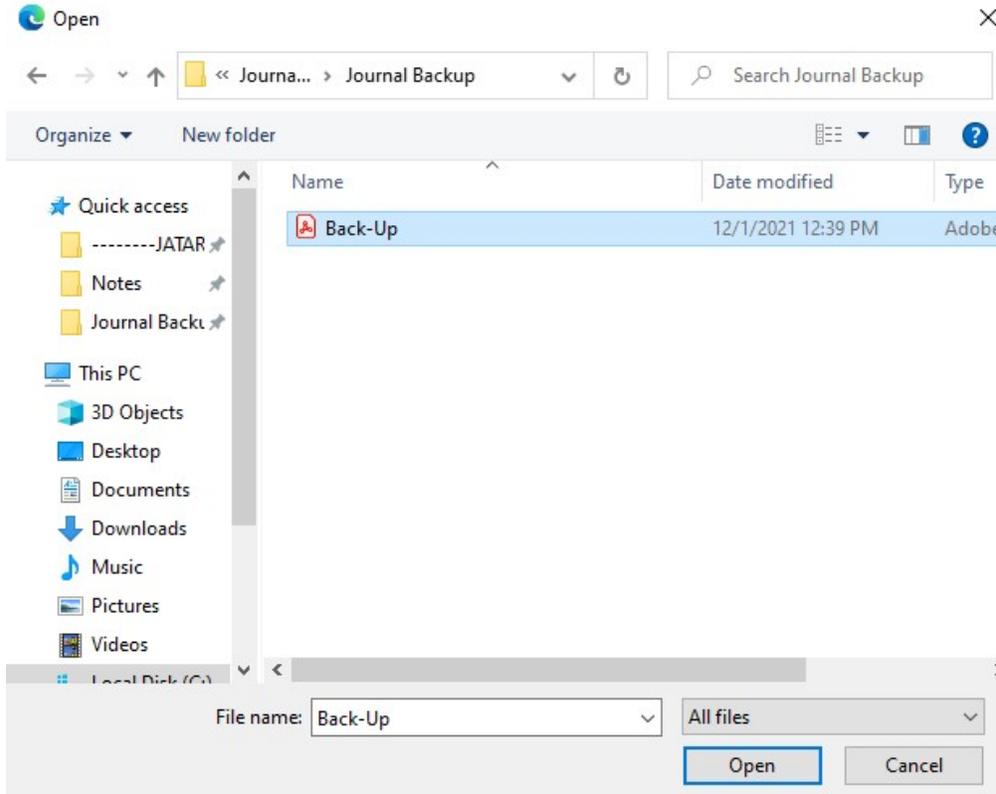
The **Document Upload** window will appear

2. Select the **Choose File** button.

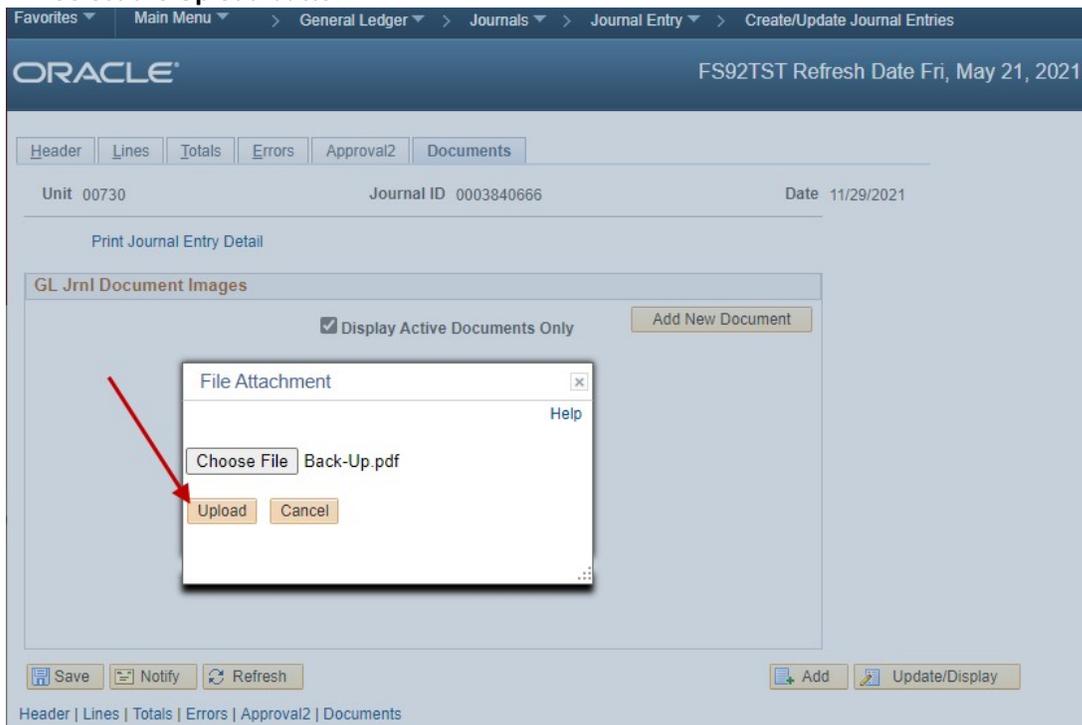


Documents Tab (continued)

3. Select the file that you wish to attach.



4. Select the **Upload** button.



Documents Tab (continued)

Document status defaults to Active and can be changed to Inactive should a document get attached in error or need to be replaced.

The screenshot shows the Oracle GL Jnl Document Images page. The breadcrumb navigation is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is ORACLE and the refresh date is FS92TST Refresh Date Fri, May 21, 2021. The page has tabs for Header, Lines, Totals, Errors, Approval2, and Documents. The current view is for Unit 00730, Journal ID 0003840666, and Date 11/29/2021. There is a 'Print Journal Entry Detail' link. The main section is 'GL Jnl Document Images' with a checkbox for 'Display Active Documents Only' and an 'Add New Document' button. Below this is a 'Scroll Area' with a search bar and navigation controls. A document is listed with the following details: Document Status: Active (indicated by a red arrow), Document Seq Nbr: 1, Created By: 8006466 (Mayhue, Jatarra C), Created Date/Time: 12/01/21 12:41:22PM, Last Update User ID: 8006466 (Mayhue, Jatarra C), Last Update Date/Time: 12/01/21 12:41:22PM, and Image Type: PDF. There is a 'Details' button next to the document, also indicated by a red arrow. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

5. Click the **Details** button to see additional information about the document that was uploaded.

The screenshot shows the Oracle GL Jnl Image Detail Page. The breadcrumb navigation is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is ORACLE and the refresh date is FS92TST Refresh Date Fri, May 21, 2021. The page is titled 'GL Jnl Image Detail Page'. It has two main sections: 'File Information' and 'Audit'. The 'File Information' section contains: GUID: {ec641a12-87cd-4a02-a566-e3a80e6fdc7b}, File Uploaded: , File Size: (blank), ThumbNail Available: , Number of Pages: (blank), Rendition Type: PDF, Rendition Extension: .pdf, Active Status: Active, and Doc Sequence Number: 1. The 'Audit' section contains: Created By: 8006466, Created Date/Time: 12/01/2021 12:41:22PM, Last Update User ID: 8006466, and Last Update Date/Time: 12/01/2021 12:41:22PM. There is a 'Return' button at the bottom.

Documents Tab (continued)

To view attached documents select the thumbnail icon.

The screenshot displays the Oracle Financials interface for the 'Documents' tab. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo is on the left, and the refresh date 'FS92TST Refresh Date Fri, May 21, 2021' is on the right. Below the breadcrumb trail are tabs for Header, Lines, Totals, Errors, Approval2, and Documents. The 'Documents' tab is active, showing 'Unit 00730', 'Journal ID 0003840666', and 'Date 11/29/2021'. A 'Print Journal Entry Detail' link is present. The main area is titled 'GL Jrm Document Images' and includes a 'Display Active Documents Only' checkbox (checked) and an 'Add New Document' button. A 'Scroll Area' contains a document thumbnail with a magnifying glass icon, which is highlighted by a red arrow. To the right of the thumbnail are controls for 'Secured Document' (unchecked), 'Document Status' (Active), and a 'Details' button. Below these are fields for 'Document Seq Nbr 1', 'Created By 8006466 Mayhue,Jatarra C', 'Created Date/Time 12/01/21 12:41:22PM', 'Last Update User ID 8006466 Mayhue,Jatarra C', and 'Last Update Date/Time 12/01/21 12:41:22PM'. At the bottom left, there are 'Save', 'Notify', and 'Refresh' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons. A footer bar contains the breadcrumb trail: Header | Lines | Totals | Errors | Approval2 | Documents.

All uploaded documents must be reviewed by the person who performed the upload to ensure:

- They contain the needed information.
- The document can be easily read.
- The document does not contain sensitive information such as:
 - SSN (Social Security Numbers)
 - Credit Card Numbers
 - Bank Account Numbers

Documents Tab (continued)

To view the Journal Entry Detail Coversheet, select the **Print Journal Entry Detail** link.

The screenshot displays the Oracle Journal Entry Documents interface. At the top, the breadcrumb navigation shows: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo is on the left, and the refresh date is Fri, May 21, 2021. The 'Documents' tab is selected, and a red arrow points to the 'Print Journal Entry Detail' link. The document details are as follows:

Unit	00730	Journal ID	0003840666	Date	11/29/2021
------	-------	------------	------------	------	------------

GL Jrnl Document Images

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

Scroll Area [Find](#) | [View All](#) | First | 1 of 1 | Last

Secured Document [Details](#)

Document Status: Active

Document Seq Nbr: 1

Created By: 8006466 Mayhue, Jatarra C

Created Date/Time: 12/01/21 12:41:22PM

Last Update User ID: 8006466 Mayhue, Jatarra C

Last Update Date/Time: 12/01/21 12:41:22PM

Image Type: PDF

Buttons: Save, Notify, Refresh, Add, Update/Display

NOTE: It is not necessary to view, print or sign the coversheet unless the department requires additional approval on the journal.

Documents Tab (continued)

When the **Print Journal Entry Detail** link is selected the Journal Coversheet will appear.

	Header BU: 00730 Fiscal Year: 2025 Acctg Period: 2	University of Houston System JOURNAL ENTRY DETAIL	Run Date: 11/10/2024 Run Time: 06:27:23
---	--	---	--

Journal ID: 0004372965 Date: 10/21/2024 Source: ACC Header Ref: D1234567 Description: CASH DEPOSIT FOR SERVICES RENDERED	Reversal: None Ledger Group: ACTUALS Reversal Date: Created By: 1139192 Chavarria, Cristal Budget Adjust Type: Actuals Post Date: 11/10/2024 Edit / Hdr Status: Posted BCM Status: Valid BCM Bypass: N
---	---

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	10810	00730	BANK			BP2025				10207 - H0207 - 10/12/24	14,000.00
2	43600	00730	3056	H0207	I0388	BP2025	NA			SERVICES RENDERED	-14,000.00
3	10100	00730	BANK			BP2025				CLAIM ON CASH	-14,000.00
4	10100	00730	3056			BP2025				CLAIM ON CASH	14,000.00

Totals for Journal: 0004372965 Total Lines: 4 Total Base Debits: 28,000.00 Total Base Credits: 28,000.00

Signatures _____ _____ _____ _____	Date _____ _____ _____ _____
PS Approval: _____	

Created By: 1139192 Chavarria, Cristal Date Printed: 11/10/2024 Jnl. Dt.: 10/21/2024

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	11/10/2024 06:26 PM	1139192	Chavarria, Cristal
01	S	11/10/2024 06:26 PM		
02	A	11/10/2024 06:26 PM	1139192	Chavarria, Cristal

Comments
 11-10-24 06:26 PM : Dept/Coll/Div - Accounting Office : Approve : Chavarria, Cristal:

Approval Tab

After attaching back-up:

1. Go to the **Approval** tab.
2. Select the appropriate approval path.

The screenshot shows the Oracle Financials interface for the 'Approval' tab. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry. The page title is 'ORACLE' and the refresh date is 'FS92TST Refresh Date Fri, May 21, 2021'. The 'Approval2' tab is selected. The header information includes: Unit 00730, Journal ID 0003840666, *Process: Edit Jc, and Date 11/28/2021. The 'Route To' section contains a message: '*Please select the appropriate approval path:' and three radio button options: 'Dept/Coll/Div - Accounting Office', 'Dept/Coll/Div - Stu Fin - Accounting Office' (which is selected), and 'Dept/Coll/Div - OCG - Accounting Office'. The 'Source' section shows 'Department H0157' and 'Source ACC - Accounting'. The 'Approval' section includes 'Approval Instance 0', 'Approval Status', and 'Approval Action' with a dropdown menu and an 'Apply' button. The 'Workflow Fields' section displays: Business Unit 00730, Journal ID 0003840666, Journal Date 11/28/2021, OperID 8006466, and System Source GL JE Page.

Choose the **Dept/Coll/Div - Accounting Office** path if you are submitting:

- A fund equity transfer journal
- A correction journal
- A non-payroll reallocation journal
- An encumbrance journal
- A credit card deposit journal
- Any journal that needs to go directly to General Accounting

Approval Tab (continued)

Choose the **Dept/Coll/Div- Stu Fin - Accounting Office** path if you are submitting:

- A cash deposit journal

Choose the **Dept/Coll/Div – OCG- Accounting Office** path if you are submitting:

- A non-payroll reallocation journal (for grant cost centers)
- Any entry that requires OCG approval

3. Select **Approve**.

4. Then select **Apply**.

Header | Lines | Totals | Errors | **Approval** | Documents

Unit 00730 Journal ID 0003840666 *Process: Edit Jc 11/28/2021

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

Workflow Fields

Business Unit	00730	Journal ID	0003840666
Journal Date	11/28/2021		
OperID	8006466		
System Source	GL JE Page		

Source

Department H0157

Source ACC - Accounting

Approval

Approval Instance 0

Approval Status

Approval Action Approve

Apply

Comment Log

Approval Tab (continued)

This will send the journal to the next approver's workflow list and update the Approval History panel shown below:

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries
ORACLE
FS92TST Refresh Date Fri, May 21, 2021

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

Unit 00730
Journal ID 0003840666
*Process: Edit J ▾
Date 11/29/2021

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

Source

Department H0157

Source ACC - Accounting

Workflow Fields

Business Unit 00730 Journal ID 0003840666

Journal Date 11/29/2021

OperID 8006466

System Source GL JE Page

Approval

Approval Instance 3748882

Approval Status Pending

Approval Action

Apply

Comment Log

12-01-21 02:04 PM : Dept/Coll/Div - Accounting Office : Approve : Mayhue,Jatarra C:

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	12/01/21 2:04:26PM	8006466	Mayhue,Jatarra C
Step 1	Pending	12/01/21 2:04:26PM		
Step 2	Pending	12/01/21 2:04:26PM		

Save
Return to Search
Notify
Refresh

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

The Approval History Panel shows who initiated the journal and what stage the journal is in the approval process.

If the journal is denied or recycled, the Approval History will only show the last round of approvals after the journal was denied or recycled.

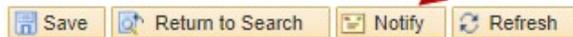
Also, the Comment Log captures **ALL** Workflow approvals, including previous journal denials or recycles, as well as comments pertaining to the approval of the journal.

Notify

1. The notify button sends a notification regarding a journal entry via E-mail. This option can be used to obtain additional approvals or to provide additional information pertaining to the journal.
2. Select the **Notify** Button located at the bottom of all tabs.

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	12/01/21 2:04:26PM	8006466	Mayhue,Jatarra C
Step 1	Pending	12/01/21 2:04:26PM		
Step 2	Pending	12/01/21 2:04:26PM		



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

3. The **Send Notification** screen will appear.



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject: <Enter Subject here>

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2021-12-01

Message:

[Lookup Recipient](#)

[Delivery Options](#)
 RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

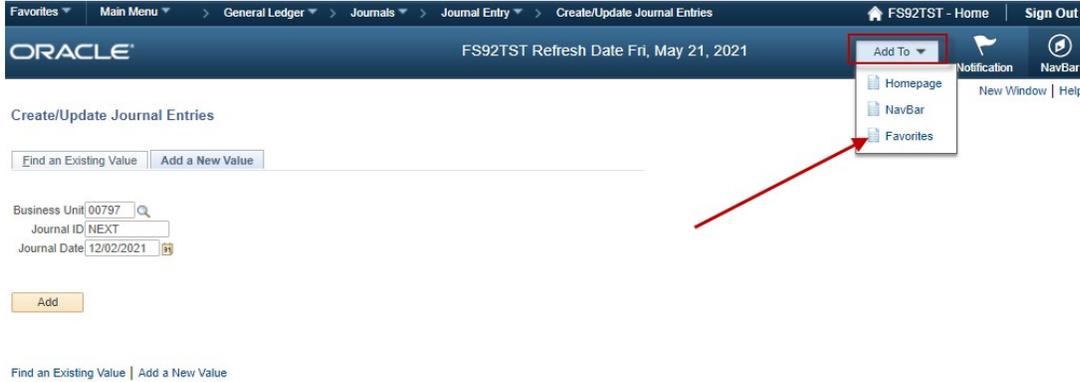
OK Cancel Apply

4. Choose a recipient and type a message regarding the journal entry.
5. An e-mail will be sent and will include your message as well as a link to the journal entry.

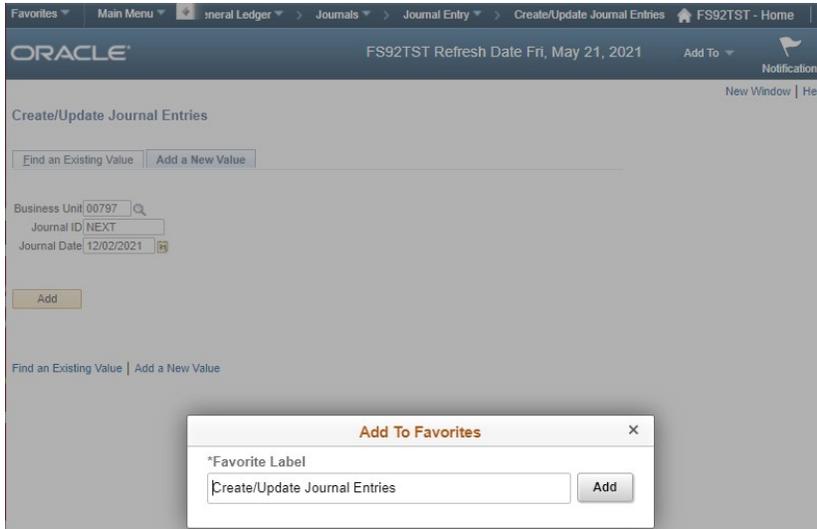
Add to Favorites

From your Main Menu:

1. Go to desired screen (ex. Creating a Journal Entry)
2. Click on the **Add To** dropdown menu in the upper right hand corner.
3. Click on **Favorites**



4. Enter Description or keep provided description.
5. Select **Add** Button.



* Desired screen is added to **My Favorites** on Favorites Menu after the recently used section.



Copying a Journal

1. Click **Lines Tab** on the journal needing to be copied.
2. Select **Copy Journal** from **Process Menu**.
3. Click **Process Button**.

The screenshot shows the Oracle Journal Entry interface. The 'Lines' tab is selected. A dropdown menu is open showing 'Process Copy Journal' as the selected option. The 'Process' button is highlighted. Red arrows with text labels point to these three elements: '1. Click on Lines tab', '2. Select Copy Journal', and '3. Click Process'.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project	Ac
<input type="checkbox"/>	1	00730	ACTUALS		10810	BANK					00730
<input type="checkbox"/>	2	00730	ACTUALS		43600	2078	H0058	A0761		30	NA
<input type="checkbox"/>	3	00730	ACTUALS		10100	BANK					
<input type="checkbox"/>	4	00730	ACTUALS		10100	2078					00

* **Journal Entry Copy Screen** will appear.

The screenshot shows the 'Journal Entry Copy' dialog box. The 'Journal ID' field is highlighted with a red box and contains the value '0003840666'. The 'Copy From ID' field is also highlighted with a red box and contains the value '0003840666'. Other fields include 'Business Unit' (00730), 'Journal Date' (11/30/2021), 'ADB Date', 'Currency Effective Date', 'Copy From Date' (11/29/2021), 'Ledger', 'New Ledger', 'Document Type', 'Reverse Signs', 'Recalculate Budget Date', and 'Save Journal Incomplete Status'. There are two sections for 'Reversal Date' and 'ADB Reversal Date' with radio button options and date fields. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

4. Enter Journal ID number in **Journal ID** field.
Use same journal number as original journal. You can use default dates unless you are copying journal on the same day as original.

5. Select **OK** button.
6. After selecting OK you will be linked to the lines tab of the new journal.
7. Proceed with new journal

Deleting a Journal

From the Lines Tab:

1. Select **Delete Journal** from the Process Menu.
2. Click on **Process** Button. (A window will appear confirming yes or no to delete journal.)

The screenshot shows the Oracle Journal Entry interface. The 'Lines' tab is selected. The 'Process' dropdown menu is set to '*Process Delete Journal'. The 'Process' button is highlighted. A red arrow points to the 'Lines' tab with the text '1. Click on Lines tab'. Another red arrow points to the '*Process Delete Journal' dropdown with the text '2. Select Delete Journal'. A third red arrow points to the 'Process' button with the text '3. Click Process'.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	00730	ACTUALS		10810	BANK			00730	
<input type="checkbox"/>	2	00730	ACTUALS		43600	2078	H0058	A07	00730	NA

3. Select **Yes**. (A window will appear stating journal has been deleted.)

The screenshot shows the Oracle Journal Entry interface with a confirmation message dialog box. The dialog box contains the text: "Are you sure that you want to delete this journal? (5010,30)". There are 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.

4. Select **OK**.

The screenshot shows the Oracle 'Create/Update Journal Entries' dialog box. The search criteria are: Business Unit: 00797, Journal ID: begins with, Journal Date: , Document Sequence Number: begins with, Line Business Unit: , Journal Header Status: No Status - Needs to be Edited, Budget Checking Header Status: , Source: , Entered By: begins with 8006466, Attachment Exist: . There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. A confirmation message dialog box is shown with the text: "Journal 0003840666 is physically deleted. (5210,7)". There is an 'OK' button. A red arrow points to the 'OK' button.

Creating a 1074 Report

From the Main Menu:

1. Custom Reports
2. GL
3. Dept Verification Rpt (1074)
- +

From the Dept Verification Rpt (1074) Screen:

4. Select **Add a New Value** Tab. (This is done to add a run control. After run control is added **Find an Existing Value** tab should be used for generating future reports.)
5. Enter **Run Control ID** name.
6. Select **Add** button.

* Links to Report Parameters Screen.

Report Parameters

Run Control ID 1074 Report Manager Process Monitor **Run**

Cost Center Manager Fund 1 Fund 3 Fund 5 Fund 7
 Fund 2 Fund 4 Fund 6 Fund 9 **Get CC**
Reset

*Business: 00730
Unit: 2020 7
From: 2020 11
To FY/Period: 2020 11

Summary by Budget Node Only
 Summary by Budget Node and Account
 Transactions Asset/Liab/Fund Equity
 Rev/Exp Budget Jnl

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

Open Commitments
 Soft Commitments
 Balance Sheet

Verification Worksheet
 Combine Separate

Scroll Area Find First 1 of 1 Last

Request No: *Fund: Some From: 2079 To: 2079

1 *Deptid: Some From: H0100 To: H0100

SpeedType: *Prog: Some From: D0217 To: D0217

*Project: Some From: NA To: NA

Save **Return to Search** **Previous in List** **Next in List** **Add** **Update/Display**

Creating a 1074 Report (continued)

7. Enter **Business Unit** in Business Unit Field.
8. Enter **From** and **To Periods**.
9. Select desired information by clicking in appropriate boxes. (Summary by Budget Node Only, Transactions, Etc.)
10. Enter cost center information in Scroll Area. (Speed Type can be used.)
11. To add additional cost centers select + button. To delete a cost center select the – button.
12. After you have entered all the necessary information, click **Run**.

13. The **Process Scheduler Request** screen will appear.
14. Select **OK** button. (This will link you back to the report parameters screen.)
15. Select **Process Monitor** link. (This will give you the status of the 1074 report and the Run Control ID.)

*When Run Status changes to Success the report has generated.

Creating a 1074 Report (continued)

16. Click on **Details** link. (This will take you to the Process Detail Screen.)

Process List			Personalize Find View All [Print] [Refresh] First 1-15 of 15 Last						
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14397377		SQR Report	UGLS1074	8006466	12/03/2021 1:08:25PM CST	Success	Posted	Details
<input type="checkbox"/>	14396811		Application Engine	GL_JEDIT_0	8006466	12/03/2021 10:46:18AM CST	Success	Posted	Details
<input type="checkbox"/>	14396797		Application Engine	GL_JEDIT_0	8006466	12/03/2021 10:41:56AM CST	Success	Posted	Details
<input type="checkbox"/>	14396662		SQR Report	UGLS1074	8006466	12/03/2021 10:14:10AM CST	Success	Posted	Details

17. Select **View Log/Trace** link.

Process Detail

Process

Instance 14397377 Type SQR Report
 Name UGLS1074 Description Department Verification Report
 Run Status Success Distribution Status Posted

Run

Run Control ID 1074
 Location Server
 Server PSUNX
 Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 12/03/2021 1:08:28PM CST
 Run Anytime After 12/03/2021 1:08:25PM CST
 Began Process At 12/03/2021 1:08:43PM CST
 Ended Process At 12/03/2021 1:08:58PM CST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK
Cancel

18. Select the **ugls1074_14397377.PDF** link.

View Log/Trace

Report

Report ID 9228584 Process Instance 14397377 [Message Log](#)
 Name UGLS1074 Process Type SQR Report
 Run Status Success

Department Verification Report

Distribution Details

Distribution Node Unix Expiration Date 01/02/2022

File List

Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_14397377.log	1,736	12/03/2021 1:08:58.031285PM CST
UGLS1074_Section_3_Actual_ALF_transactions.csv	454,282	12/03/2021 1:08:58.031285PM CST
UGLS1074_Section_3_Actual_RE_transactions.csv	312,263	12/03/2021 1:08:58.031285PM CST
ugls1074_14397377.PDF	112,316	12/03/2021 1:08:58.031285PM CST
ugls1074_14397377.out	600	12/03/2021 1:08:58.031285PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	8006466

Return

Creating a 1074 Report (continued)

19. The 1074 report will open as a PDF file. (The report will be available for viewing and printing.)

Acct	Manager	Description	Journal	Line	Date	FY	PD	Ledger	Budget	Ref	Source	BU	Number	CF1
10714	HR B091421	Payroll Blwk OnCycleHRBIW	HR03895415	4703	09/14/21	2022	1	1	-1,112.05	BP2022	HRS			
10714	HR M093021	Payroll Mnth OnCycleHRMON	HR03898532	12756	09/30/21	2022	1	1	-2,983.87	BP2022	HRS			
10714	HR M103121	Payroll Mnth OnCycleHRMON	HR03911852	15122	10/31/21	2022	2	2	-2,983.86	BP2022	HRS			
10714	HR M113021	Payroll Mnth OnCycleHRMON	HR03927088	15812	11/30/21	2022	3	3	-2,983.87	BP2022	HRS			
10714	HR M12499	Blake, Margaret T												
Total Assets									0.00					
20100	E3 DIAGNOSTI/	Accounts Payable	AP03898550	243	09/27/21	2022	1	1	-1,575.00	BP2022	AP	00730	02039723	
20100	AMPLIFON USA/	Accounts Payable	AP03901219	191	09/29/21	2022	1	1	-279.95	BP2022	AP	00730	02041902	Check 0900384668
20100	AMPLIFON USA/	Accounts Payable	AP03901219	191	09/29/21	2022	1	1	-1,065.99	BP2022	AP	00730	02041915	
20100	AMPLIFON USA/	Accounts Payable	AP03901517	335	09/30/21	2022	1	1	-1,361.99	BP2022	AP	00730	02041728	
20100	AMPLIFON USA/	Accounts Payable	AP03901517	335	09/30/21	2022	1	1	-1,803.99	BP2022	AP	00730	02041751	
20100	AMPLIFON USA/	Accounts Payable	AP03901517	335	09/30/21	2022	1	1	-1,429.99	BP2022	AP	00730	02041741	
20100	AMPLIFON USA/	Accounts Payable	AP03901517	335	09/30/21	2022	1	1	-169.95	BP2022	AP	00730	02041711	
20100	AMPLIFON USA/	Accounts Payable	AP03901522	448	09/30/21	2022	1	1	279.95	BP2022	AP	00730	02041902	Check 0000306985
20100	AMPLIFON USA/	Accounts Payable	AP03901522	452	09/30/21	2022	1	1	1,065.99	BP2022	AP	00730	02041915	Check 0000306985
20100	AMPLIFON USA/	Accounts Payable	AP03901522	478	09/30/21	2022	1	1	169.95	BP2022	AP	00730	02041711	Check 0000306985
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-448.99	BP2022	AP	00730	02042132	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-210.00	BP2022	AP	00730	02042120	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-24.99	BP2022	AP	00730	02042114	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-178.99	BP2022	AP	00730	02042109	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,429.99	BP2022	AP	00730	02042105	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-877.99	BP2022	AP	00730	02042100	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-448.99	BP2022	AP	00730	02042096	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-448.99	BP2022	AP	00730	02042092	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-174.95	BP2022	AP	00730	02042088	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-76.38	BP2022	AP	00730	02042084	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-527.99	BP2022	AP	00730	02041989	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-605.20	BP2022	AP	00730	02041981	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-174.95	BP2022	AP	00730	02041929	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-623.99	BP2022	AP	00730	02041922	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,555.99	BP2022	AP	00730	02041909	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-89.95	BP2022	AP	00730	02041897	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-635.99	BP2022	AP	00730	02041892	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-2,422.00	BP2022	AP	00730	02041885	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-542.99	BP2022	AP	00730	02041882	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,664.00	BP2022	AP	00730	02041878	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,410.00	BP2022	AP	00730	02041875	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-302.00	BP2022	AP	00730	02041871	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-295.99	BP2022	AP	00730	02041800	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-944.99	BP2022	AP	00730	02041797	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-911.99	BP2022	AP	00730	02041796	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-635.99	BP2022	AP	00730	02041791	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-31.11	BP2022	AP	00730	02041699	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-724.99	BP2022	AP	00730	02041754	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-210.00	BP2022	AP	00730	02041758	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-724.99	BP2022	AP	00730	02041759	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-321.99	BP2022	AP	00730	02042138	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-690.99	BP2022	AP	00730	02041776	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-39.99	BP2022	AP	00730	02041778	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,185.99	BP2022	AP	00730	02041780	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-1,717.99	BP2022	AP	00730	02041784	
20100	AMPLIFON USA/	Accounts Payable	AP03902159	188	10/01/21	2022	2	2	-119.99	BP2022	AP	00730	02041788	
20100	AMPLIFON USA/	Accounts Payable	AP03902164	57	10/01/21	2022	2	2	527.99	BP2022	AP	00730	02041989	Check 0000307035
20100	AMPLIFON USA/	Accounts Payable	AP03902164	193	10/01/21	2022	2	2	911.99	BP2022	AP	00730	02041772	Check 0000307035

Note: The links with .csv extensions can be opened in an Excel format. PDF extensions are opened with Adobe Acrobat.

Errors

In the event that you receive a message **Budget Checking Errors Exist** after processing your edits, click on **OK**.

The screenshot shows the Oracle Journal Entry interface. A message dialog box is displayed in the center, containing the text: "Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check the budget exception page to view them." Below the text is an "OK" button. The background interface shows the "Lines" table with 3 rows and a "Totals" section below it.

1. Click on the **E** under the Budget Status. (This will link you to the errors screen.)

The screenshot shows the Oracle Journal Entry interface with the "Totals" section expanded. The "Budget Status" column contains the letter "E", which is highlighted with a red box. A red arrow points from this "E" to the message dialog box in the previous screenshot. The "Lines" table below shows 7 rows of journal entries.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00730	7	400.00	400.00	V	E

Errors (continued)

2. Select the Go To Icon.

The screenshot shows the Oracle GL Journal Exceptions interface. The top navigation bar includes 'Favorites', 'Main Menu', 'General Ledger', 'Journals', 'Journal Entry', 'Create/Update Journal Entries', and 'Journal'. The page title is 'FS92TST Refresh Date Fri, May 21, 2021'. The main content area is titled 'GL Journal Exceptions' and 'Line Exceptions'. It displays a table of budget exceptions for Business Unit 00730, Journal ID 0003840669, and Journal Date 11/17/2021. The table has columns for Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. Two rows are visible, both with the exception 'No Budget Exists'. The 'Go To...' links in the Transfer column are highlighted with a red box. A red arrow points from the 'Go To...' link in the first row to the second row.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	00730	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	00730	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

The screenshot shows the Oracle GL Journal Exceptions interface with a modal dialog box open. The dialog box contains the text 'Please select one of the following links:' and two links: 'Go to Budget Exceptions' and 'Go to Budget Inquiry'. The 'Go to Budget Exceptions' link is highlighted with a red box. The background interface is dimmed, showing the same table of budget exceptions as in the previous screenshot.

Please select one of the following links:

- [Go to Budget Exceptions](#)
- [Go to Budget Inquiry](#)

Cancel

* This will link you to the following links:

- [Go to Budget Exceptions](#)
- [Go to Budget Inquiry](#)

If the **Go to Budget Exceptions** link is selected you will be linked to the Budget Error screen indicating the type of Budget error.

If the **Go to Budget Inquiry** link is selected you will be linked to the Budget Details Screen displaying available budget.

Encumbrance Journals

On Header Tab:

1. Select **Commitment Control** Link. (* Selecting Commitment Control will update the Encumbrance Ledger, not the Actuals Ledger.)

The screenshot shows the Oracle Journal Entry form. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is "ORACLE FS92TST Refresh Date Fri, May 21, 2021". The form header includes tabs for Header, Lines, Totals, Errors, Approval2, and Documents. The main form area contains the following fields and controls:

- Unit: 00730, Journal ID: 0003840669, Date: 11/17/2021
- Long Description: Encumber \$20.00 of budgeted funds for postage. (208 characters remaining)
- *Ledger Group: ACTUALS
- Ledger: (empty)
- Source: AAP
- Reference Number: H0156
- Journal Class: (empty)
- Transaction Code: GENERAL
- SJE Type: (empty)
- Currency Defaults: USD / CRRNT / 1
- Attachments (0)
- Reversal: Do Not Generate Reversal
- Adjusted Entry: Non-Adjusting Entry
- Fiscal Year: 2022
- Period: 3
- ADB Date: 11/17/2021
- Checkboxes: Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, CTA
- Commitment Control: (highlighted with a red box)
- Entered By: 8006466
- Entered On: 12/02/2021 12:36:44PM
- Last Updated On: 12/02/2021 12:37:07PM
- Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

2. Select **Encumbrance**.
3. Then click **OK**.

This screenshot shows the Oracle Journal Entry form with the Commitment Control dialog box open. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is "ORACLE FS92TST Refresh Date Fri, May 21, 2021".

Commitment Control

The Commitment Control dialog box is shown with the following options:

- Commitment Control Amount Type:
 - Actuals and Recognized
 - Encumbrance (highlighted with a red box)
 - Pre-Encumbrance
 - Collected Revenue
 - Actuals, Recognize and Collect
 - Planned
- Bypass Budget Checking
- Override
- Override User ID
- Override Date
- Buttons: OK (highlighted with a red box), Cancel, Refresh

Encumbrance Journals (continued)

* After selecting **OK**, you will return to **Header Tab**.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries
FS92TST - Home

ORACLE
FS92TST Refresh Date Fri, May 21, 2021
Add To ▾ Notificati

New Window | Help | Pe

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

Unit 00730 Journal ID 0003840669 Date 11/18/2021 Errors Only

Template List Search Criteria Change Values

*Process Line

Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	00730	ACTUALS		53900	2078	H0058	A0761	00730	NA

Lines to add

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

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00730	1	20.00	0.00	V	V

Header | Lines | Totals | Errors | Approval2 | Documents

1. Select **Lines Tab**.
2. Enter Line Information.
3. Select **Edit Journal**.
4. Click **Process**.

* Encumbrance Journals are one line entries. These journals are not used to encumber purchase orders or payroll.

Type of Transaction	Key Steps	Backup Documents Scanned and Uploaded to Journal
CASH DEPOSITS	<ol style="list-style-type: none"> Count Cash/Checks Prepare Cash Deposit Form Prepare Deposit Slip <i>Make Copy of Deposit Slip</i> Prepare Deposit for Transport to SFS <i>Include Original Deposit Slip in Deposit Bag</i> Prepare Journal <i>Header Screen: Enter Bag Number in Header Reference Field</i> Select Path 2, (Dept/SFS/ Accting) Print Journal Coversheet (do not need to sign) Submit Cash Deposit Bag to Student Financial Services <i>Inside Bag: Cash/Checks and Original Deposit Slip</i> <i>Outside Bag: Journal Coversheet and Copy of Deposit Slip</i> 	<ol style="list-style-type: none"> Deposit Slip Cash Deposit Summary Form Current Copy of 1074 Report if following types of transactions: - <i>Reimbursements to an Expense (Section 3b, Detailed Transactions - Revenue/Expense)</i> - <i>Debit an accounts payable account (Section 6, Summarized Balance Sheet)</i> - <i>Credit an accounts receivable account (Section 6, Summarized Balance Sheet)</i> Incident Report and Overage/Shortage Report (Addendum E and F of MAPP 5.01.01) Only if account 50015 is used and the amount is over \$20.00
CREDIT CARD DEPOSITS	<ol style="list-style-type: none"> Prepare Journal Select Path 1, (Dept/Accting) 	<ol style="list-style-type: none"> Settlement Totals Report Current Copy of 1074 Report if following types of transactions: - <i>Reimbursements to an Expense (Section 3b, Detailed Transactions - Revenue/Expense)</i> - <i>Debit an accounts payable account (Section 6, Summarized Balance Sheet)</i> - <i>Credit an accounts receivable account (Section 6, Summarized Balance Sheet)</i>
NON-PAYROLL REALLOCATIONS and CORRECTIONS <i>(Non-Grant/Project Cost Centers)</i>	<ol style="list-style-type: none"> Prepare Journal Select Path 1, (Dept/Accting) 	<ol style="list-style-type: none"> Current Copy of 1074 Report depending on account to be reallocated: <i>A. Asset or Liability Account (Section 3a, Detailed Transactions - Assets/Liability/Fund AND Section 6, Summarized Balanced Sheet)</i> <i>B. Expense or Revenue Account (Section 3b, Detailed Transactions - Revenue/Expense)</i>
NON-PAYROLL REALLOCATIONS and CORRECTIONS <i>(Grant/Project Cost Centers)</i>	<ol style="list-style-type: none"> Prepare Journal Select Path 3, (Dept/OCG/Accting) 	<ol style="list-style-type: none"> Current Copy of 1074 Report depending on account to be reallocated: <i>A. Asset or Liability Account (Section 3a, Detailed Transactions - Assets/Liability/Fund Equity AND Section 6, Summarized Balanced Sheet)</i> <i>B. Expense or Revenue Account (Section 3b, Detailed Transactions - Revenue/Expense) ran FROM period 1 FY2000 TO current period and current Fiscal Year</i> OR <i>C. Expense or Revenue Account Project to Date (Section 2, Summary by Budget Node and Account)</i>
FUND EQUITY	<ol style="list-style-type: none"> Prepare Journal Select Path 1, (Dept/Accting) 	<ol style="list-style-type: none"> Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) AND (Section 1, Summary of Budget Nodes) OR Current Copy of 1016 Report, Fund Equity Report
CLEARING P-CARD AND TRAVEL CARD LIABILITY	<ol style="list-style-type: none"> Prepare Journal <i>Header Screen: Enter "P-Card" or "Travel" in Header Reference Field</i> Select Path 1, (Dept/Accting) 	<p>P-CARDS</p> <ol style="list-style-type: none"> Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) Current Copy of 1074 Report, (Section 3a, Detailed Transactions) GCMS Expense Report Signed by the Cardholder Copy of Receipts <p>TRAVEL CARDS</p> <ol style="list-style-type: none"> Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) Concur Expense Report Signed by the Cardholder/Responsible Person Copy of All Receipts/Itineraries Copy of All Travel Requests
ENCUMBRANCES <i>(Non-PO and Non-Contract)</i>	<ol style="list-style-type: none"> Prepare Journal <i>Header Screen: Select the Commitment Control link and then select "Encumbrance"</i> Select Path 1, (Dept/Accting) 	<ol style="list-style-type: none"> Current Copy of 1074 Report, (Section 4, Open Commitments)

NOTES:

1. Security Sensitive Information, such as social security numbers, credit card numbers, and bank account numbers should not be scanned and attached to journals.

2. Cash and credit card deposits can be combined on the same journal. If combined workflow path 2 (Dept/SBS/Accting) will be selected. Journals recording only credit card deposits select workflow path 1, (Dept/Accting).

3. Journal must be created and copy of cover sheet must be attached to deposit bag when submitting to Student Business Services

Local Budget and Fund Equity Transfers

Equity Transfers between Like Funds

Equity transfers should occur between like funds (Ex. from 2060 to 2060). The account codes listed below should be used when transferring equity between like funds.

Fund Group	Transfer From	Transfer To
2XXX	37409	33509
3XXX	37417	33517
4XXX	37418	33518
7XXX	37423 (Unexpended Plant) or 37424 (Renewal and Replacement)	33523 (Unexpended Plant) or 33524 (Renewal and Replacement)

Funds (2XXX and 3XXX)

The matrix below indicates which fund codes may receive equity transfers from different fund codes or may transfer equity to different fund codes within the same fund group (2xxx or 3xxx). Fund equity is not normally transferred from one fund group (2xxx) to another (3xxx). **Fund codes not listed on the matrix cannot transfer equity in or out of a different fund code.**

Examples of **Allowable** Equity Transfers between Fund Codes:

Transfer equity from 2077 to 2061.
 Transfer equity from 2080 to 2060.
 Transfer equity from 2078 to 2080.
 Transfer equity from 3056 to 3057.
 Transfer equity from 3054 to 3057.

Examples of **Non-Allowable** Equity Transfers between Fund Codes:

Transfer equity from 2078 to 2077.
 Transfer equity from 2060 to 2061.
 Transfer equity from 2072 to 2080.
 Transfer equity from 2077 to 2078.
 Transfer equity from 2164 to 2064.
 Transfer equity from 3054 to 3056.
 Transfer equity from 3057 to 3056.
 Transfer equity from 2077 to 3057 (cannot transfer between fund groups).

NOTE: As of November 11, 2019, Equity transfers among 2170 cost centers are no longer allowed from departments. The only allowable transfers on fund 2170 are those generated by the Office of the Provost to transfer Graduate Application Fee revenue to the colleges.

State Fund-Equity Non-Mandatory Transfers

Business Units 00730 & 00783

Fund equity transfers should only be done within a single state appropriation. Without extraordinary circumstance, fund equity transfers can only be completed within the fund codes on the same row in the matrices provided below.

Fund equity transfers between state funds use the following accounts:

From: 37400	(Debit, decreases fund equity)	Transfers from fund 1 codes (1XXX)
To: 33500	(Credit, increases fund equity)	Transfers to fund 1 codes (1XXX)
From: 37423	(Debit, decreases fund equity)	Transfers from the Unexpended Fund 7 codes (7XXX.U)
To: 33523	(Credit, increases fund equity)	Transfers to the Unexpended fund 7 codes (7XXX.U)
From: 37424	(Debit, decreases fund equity)	Transfers from the R&R fund 7 codes (7XXX.R)
To: 33524	(Credit, increases fund equity)	Transfers to the R&R fund 7 codes (7XXX.R)

In any case where there is uncertainty, please don't hesitate to contact State Appropriations Accounting.

