

## GL JOURNAL ENTRY CREATION AND WORKFLOW



PRESENTED BY GENERAL ACCOUNTING  
FY 2023

## **RESOURCES**

General Accounting Email  
[genacctg@central.UH.EDU](mailto:genacctg@central.UH.EDU)

### **WEBSITE:**

[www.uh.edu/finance](http://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](http://www.uh.edu/finance) - References - Account List

### **Bank of America Merchant ID List:**

<http://www.uh.edu/administration-finance/accounting-services/bank-reconciliations-endowment-accounting/> - Bank of America Merchant ID List (As of 10.28.21)

### **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:

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

<b>Option 1</b>	-Print the journal coversheet -Obtain additional signature -Scan and attach as a PDF file the cover sheet to the journal
<b>Option 2</b>	-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:

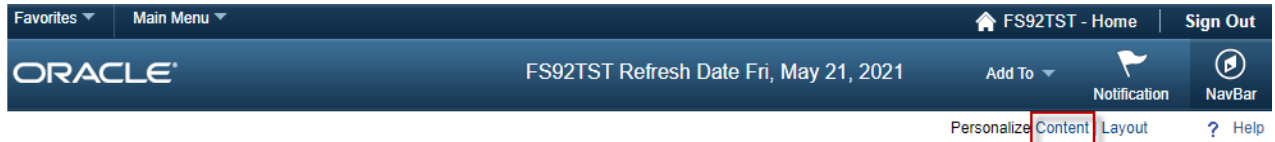
- Option 1** Department receiving debit can create, approve, and submit the journal to workflow and tell the department receiving the credit the journal has been submitted for approval.
- Option 2** The department receiving the credit can create the journal and use the notify button to let the department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



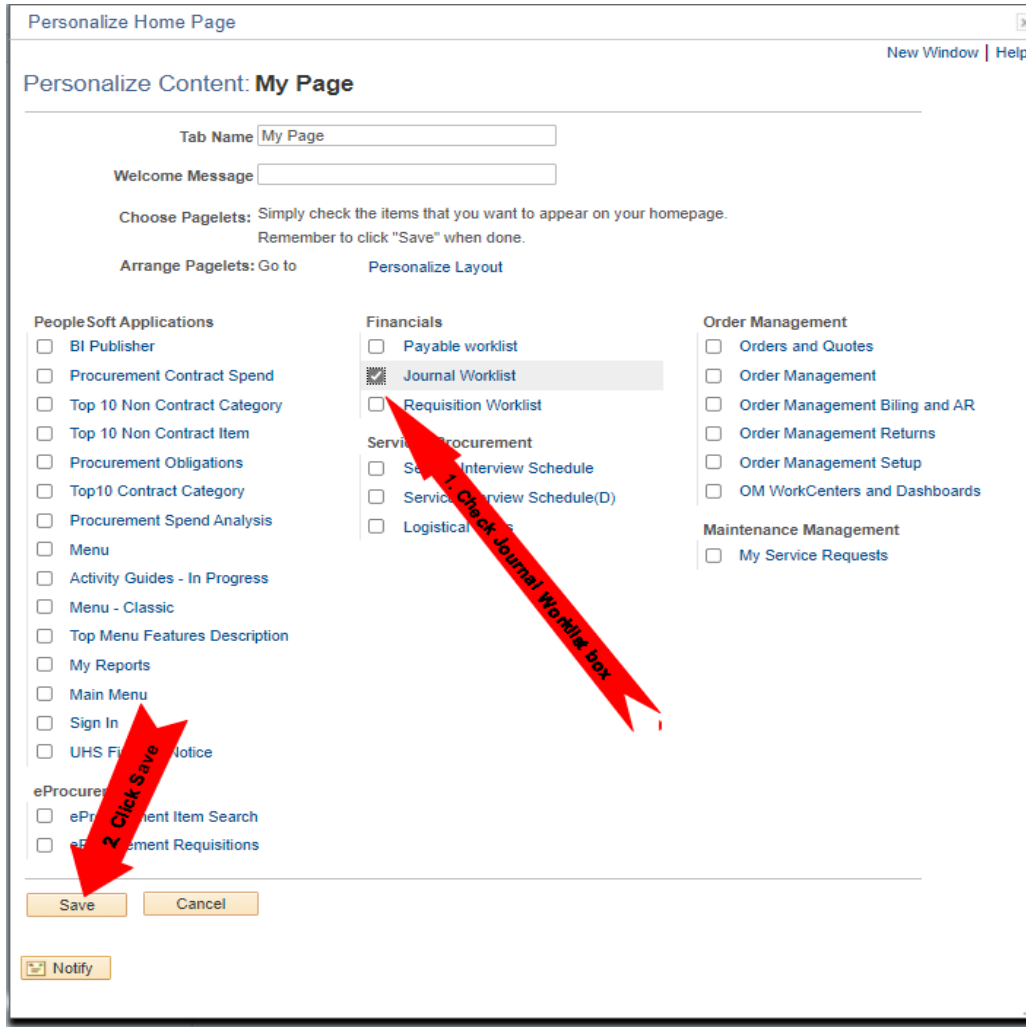
# Worklist

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 | Layout' area 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. At the top, it says 'Tab Name: My Page'. Below this, there are two radio buttons for 'Basic Layout': '2 columns' (selected) and '3 columns'. A note says: '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.' There are two columns: 'Left Column:' and 'Right Column:'. 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:'. Another red arrow points to the right arrow icon in the 'Delete Pagelet' button. Below the columns are 'Save' and 'Cancel' buttons, and a 'Notify' button at the bottom.

## 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



Delete Pagelet

---

**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.

Find an Existing Value | Add a New Value

Business Unit: 00730  
Journal ID: NEXT  
Journal Date: 11/29/2021

Add

Find an Existing Value | Add a New Value

## 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.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00730      Journal ID: NEXT      Date: 11/29/2021

Long Description: Cash Deposit for Services Rendered  
220 characters remaining

\*Ledger Group: ACTUALS      Adjusting Entry: Non-Adjusting Entry

Ledger:      Fiscal Year: 2022

Source: ACC      Period: 3

Reference Number: D1234567      ADB Date: 11/29/2021

Journal Class:      Transaction Code: GENERAL

SJE Type:       Auto Generate Lines

Currency Defaults: USD / CRRNT / 1       Save Journal Incomplete Status

Attachments: (0)       Autobalance on 0 Amount Line

Reversal: Do Not Generate Reversal       CTA

Entered By: 8006466      Commitment Control: Mayhue,Jatarra C

Entered On:      Last Updated On:

Save | Notify | Refresh      Add | Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

## 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.

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.

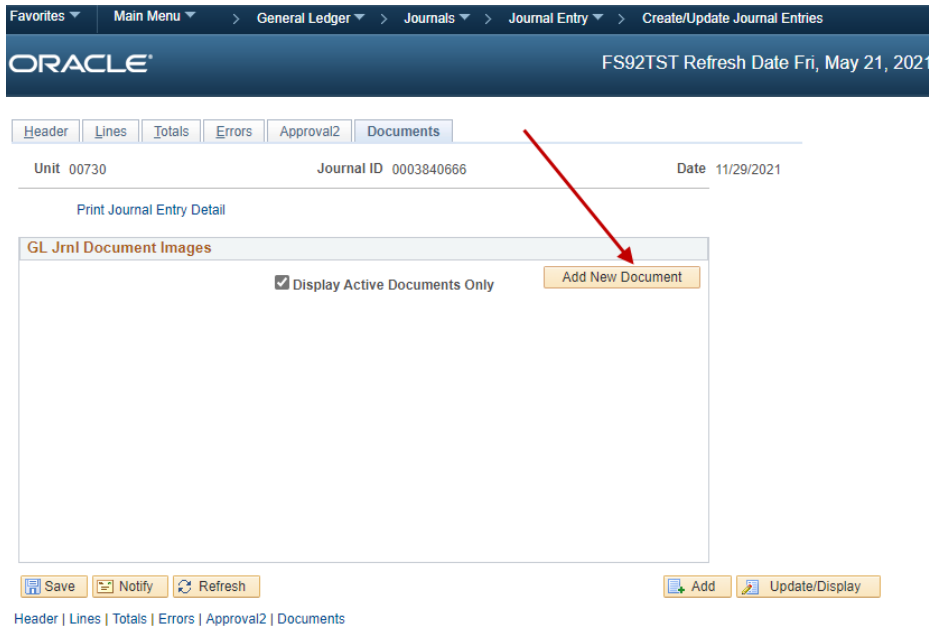
## Documents Tab

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

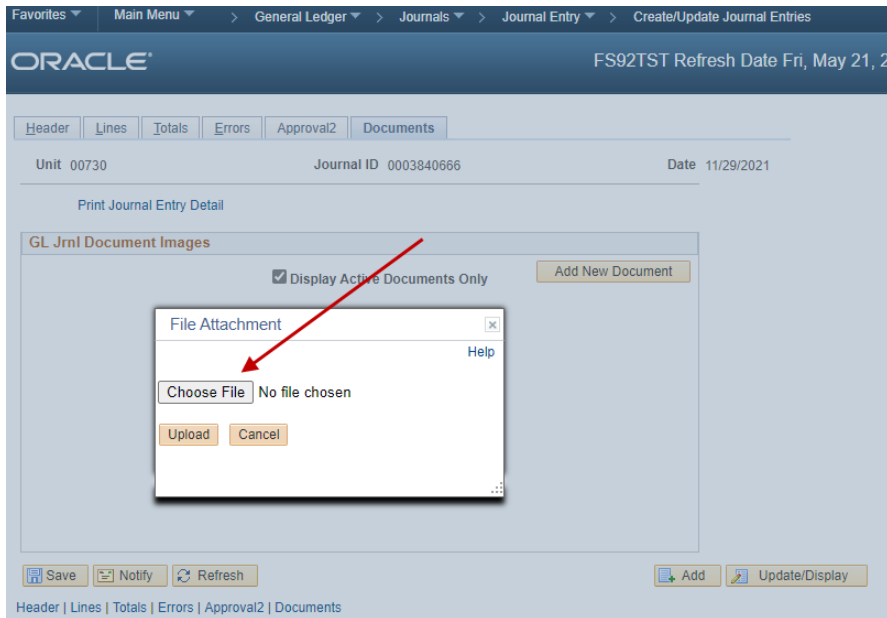
Select Documents Tab:

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



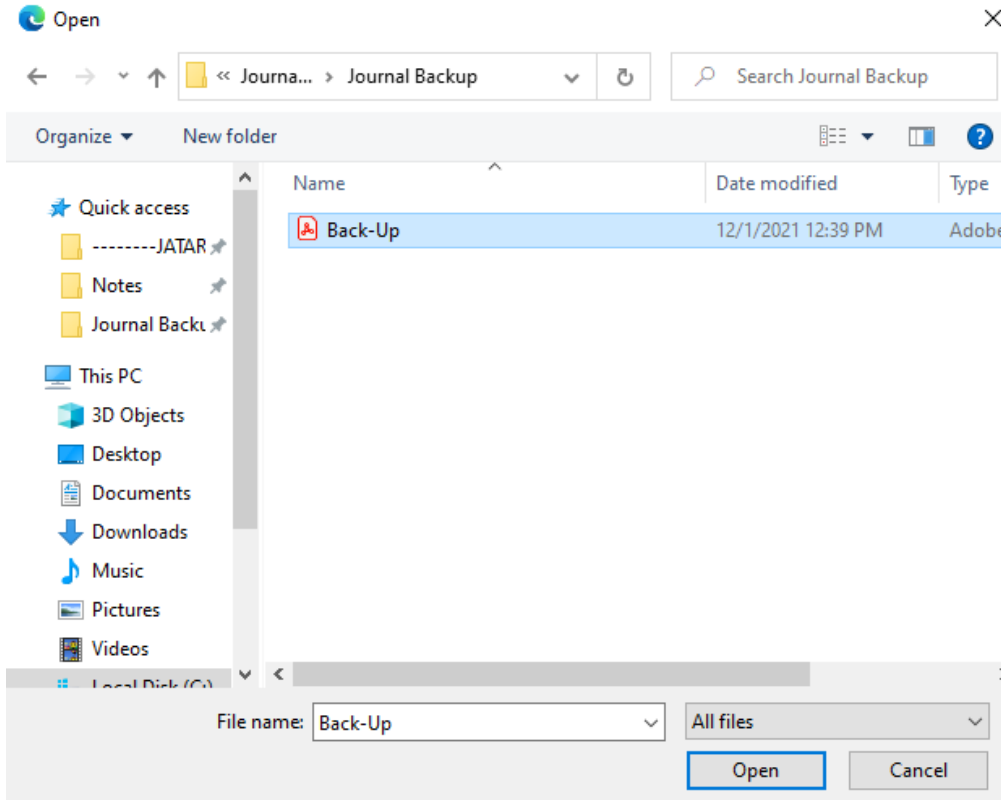
The **Document Upload** window will appear

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

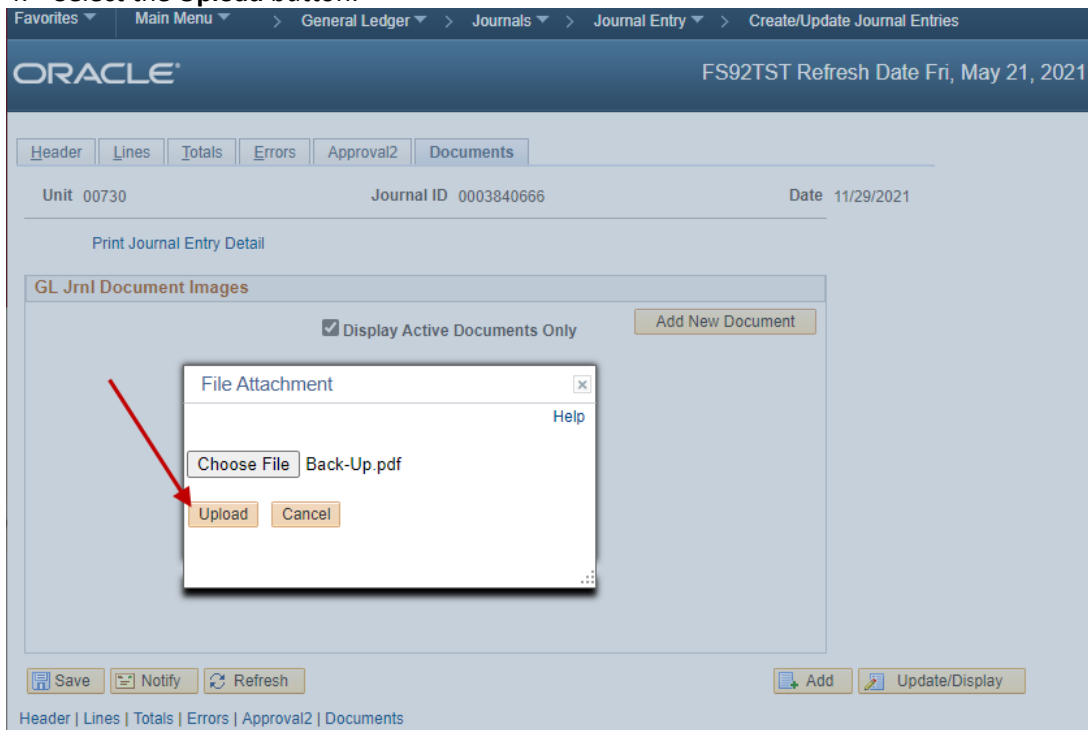


## Documents Tab (continued)

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 "Documents". The page shows the following information:

- Unit: 00730
- Journal ID: 0003840666
- Date: 11/29/2021
- Print Journal Entry Detail
- GL Jnl Document Images
- Display Active Documents Only (checked)
- Add New Document
- Scroll Area: Find | View All | First | 1 of 1 | Last
- Secured Document (unchecked)
- Details (highlighted with a red arrow)
- Document Status: Active (dropdown menu)
- 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

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 has tabs for Header, Lines, Totals, Errors, Approval2, and Documents. The current view is "Documents". The page shows the following information:

- GL Jnl Image Detail Page
- File Information
- GUID: {ec641a12-87cd-4a02-a566-e3a80e6fdc7b}
- File Uploaded:
- File Size:
- ThumbNail Available:
- Number of Pages:
- Rendition Type: PDF
- Rendition Extension: .pdf
- Active Status: Active
- Doc Sequence Number: 1
- Audit
- Created By: 8006466
- Created Date/Time: 12/01/2021 12:41:22PM
- Last Update User ID: 8006466
- Last Update Date/Time: 12/01/2021 12:41:22PM
- Return

## Documents Tab (continued)

To view attached documents select the thumbnail icon.

The screenshot shows the Oracle Financials interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo is on the left, and the refresh date is 'FS92TST Refresh Date Fri, May 21, 2021'. Below the navigation, there are tabs for Header, Lines, Totals, Errors, Approval2, and Documents. The 'Documents' tab is active. The main area shows 'Unit 00730', 'Journal ID 0003840666', and 'Date 11/29/2021'. There is a 'Print Journal Entry Detail' link. Below that is a section titled 'GL Jrm Document Images'. It has a checkbox for 'Display Active Documents Only' (checked) and an 'Add New Document' button. A 'Scroll Area' contains a 'Find | View All' search bar and a 'Secured Document' checkbox (unchecked). A document thumbnail is shown with a red arrow pointing to it. The document details are: 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. The 'Image Type' is PDF. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. A footer shows '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	Journal ID	Date
00730	0003840666	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.

	<b>Header BU:</b> 00730 <b>Fiscal Year:</b> 2022 <b>Acctg Period:</b> 3	University of Houston System <b>JOURNAL ENTRY DETAIL</b>	<b>Run Date:</b> 12/01/2021 <b>Run Time:</b> 02:04:30
---	---	---	--

<b>Journal ID:</b> 0003840666	<b>Reversal:</b> None	<b>Ledger Group:</b> ACTUALS
<b>Date:</b> 11/29/2021	<b>Reversal Date:</b>	<b>Created By:</b> 8006466 Mayhue,Jatarra C
<b>Source:</b> ACC	<b>Budget Adjust Type:</b> Actuals <b>Post Date:</b>	
<b>Header Ref:</b> D1234567	<b>Edit / Hdr Status:</b> Valid	<b>BCM Status:</b> Valid
<b>Description:</b> Cash Deposit for Services Rendered	<b>BCM Bypass:</b> N	

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	10510	00730	BANK			BP2022				1234 - 11/29/21 - H0058	100.00
2	43600	00730	2078	H0058	A0761	BP2022	NA			Services Rendered	-100.00
3	10100	00730	BANK			BP2022				CLAIM ON CASH	-100.00
4	10100	00730	2078			BP2022				CLAIM ON CASH	100.00

**Totals for Journal:** 0003840666      **Total Lines:** 4      **Total Base Debits:** 200.00      **Total Base Credits:** 200.00

<b>Signatures</b> _____	<b>Date</b> _____
_____	_____
_____	_____
_____	_____

**PS Approval:** \_\_\_\_\_

**Created By:** 8006466 Mayhue,Jatarra C      **Date Printed:** 12/01/2021      **Jrnl. Dt.:** 11/29/2021

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	12/01/2021 02:04 PM	8006466	Mayhue,Jatarra C
01	P	12/01/2021 02:04 PM		
02	P	12/01/2021 02:04 PM		

**Comments**

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

## Approval Tab

After attaching back-up:

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

Unit 00730 Journal ID 0003840666 \*Process: Edit Jc Date 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

**Source**

Department H0157

Source ACC - Accounting

**Approval**

Approval Instance 0

Approval Status

Approval Action

Apply

**Workflow Fields**

Business Unit	00730	Journal ID	0003840666
Journal Date	11/28/2021		
OperID	8006466		
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**.

The screenshot displays the Oracle Financials Journal Entry Approval tab. The breadcrumb navigation at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The Oracle logo and the text 'FS92TST Refresh Date Fri, May 21, 2021' are visible in the header. Below the header, there are tabs for Header, Lines, Totals, Errors, Approval2 (selected), and Documents. The main content area shows the following details:

- 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
- Source**: Department H0157, Source ACC - Accounting
- Approval**: Approval Instance 0, Approval Status, Approval Action Approve
- Workflow Fields**: Business Unit 00730, Journal ID 0003840666, Journal Date 11/28/2021, OperID 8006466, System Source GL JE Page
- Comment Log**: (Empty)

A red arrow points to the 'Apply' button in the 'Approval' section.

## 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.

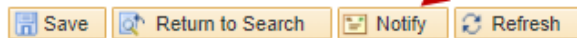
Also, the Comment Log captures **ALL** Workflow approvals, including previous journal denials or recycles, as well as comments pertaining to the approval of the journal.

## 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.

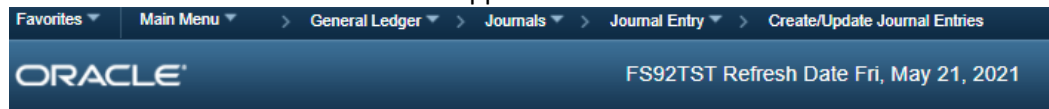
**Approval History**

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**

[Lookup Recipient](#)

[Delivery Options](#)  
 RichText

To:

CC:

BCC:

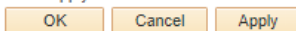
Priority:

Subject: <Enter Subject here>

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

Message:

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.



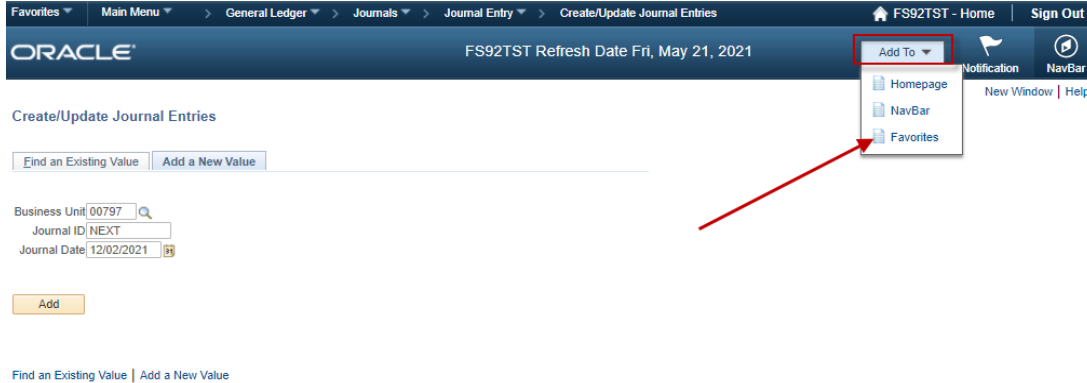
4. Choose a recipient and type a message regarding the journal entry.
5. An e-mail will be sent and will include your message as well as a link to the journal entry.



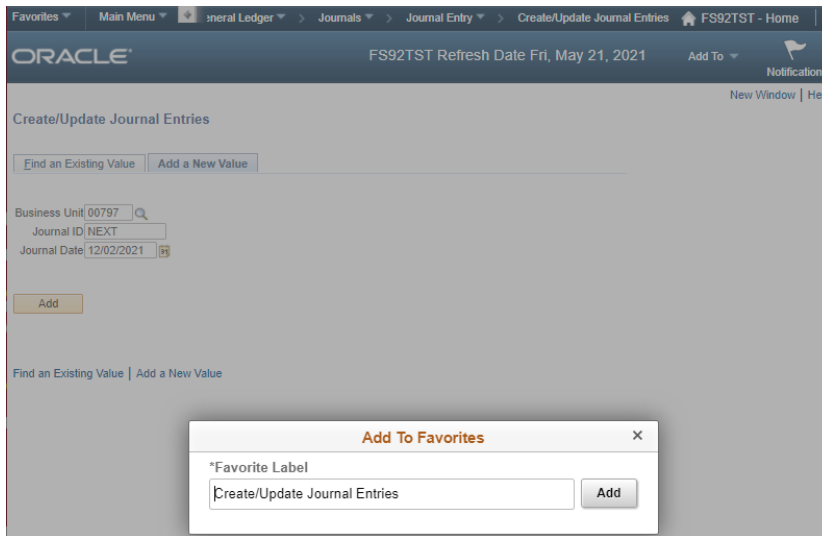
# Add to Favorites

From your Main Menu:

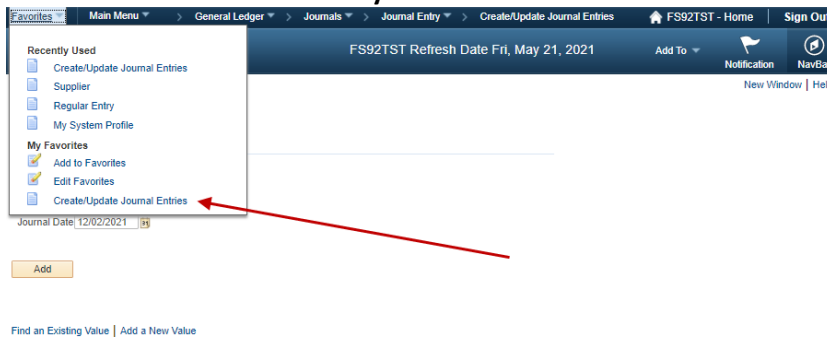
1. Go to desired screen (ex. Creating a Journal Entry)
2. Click on the **Add To** dropdown menu in the upper right hand corner.
3. Click on **Favorites**



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

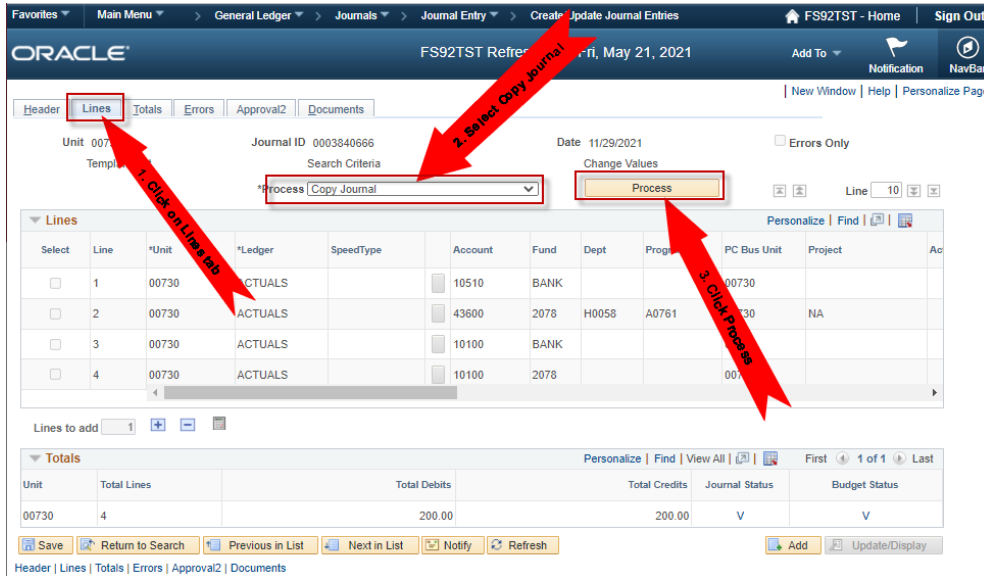


\* Desired screen is added to **My Favorites** on Favorites Menu after the recently used section.

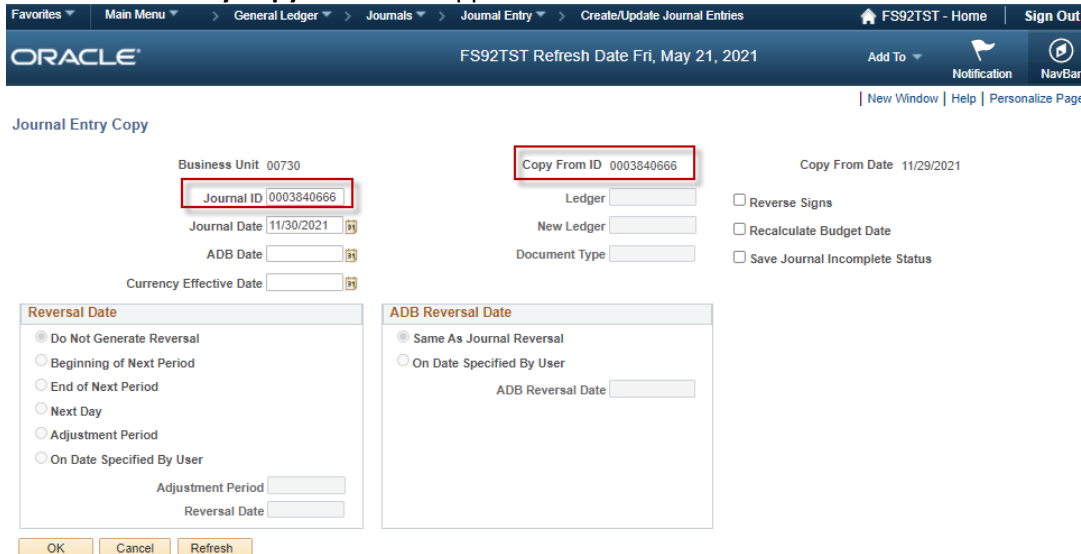


## Copying a Journal

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



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



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 Financials interface with the 'Lines' tab selected. The 'Process' dropdown menu is set to '\*Process Delete Journal'. The 'Process' button is highlighted. Red arrows indicate the steps: 1. Click on Lines tab, 2. Select Delete Journal, 3. Click Process.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	00730	ACTUALS		10510	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 Financials interface with a confirmation message dialog box. The message asks: "Are you sure that you want to delete this journal? (5010,30)". The 'Yes' button is highlighted. Red arrows indicate the steps: 3. Select Yes.

4. Select **OK**.

The screenshot shows the Oracle Financials 'Create/Update Journal Entries' screen. The 'Search Criteria' section is visible. A confirmation message dialog box is shown with the message: "Journal 0003840666 is physically deleted. (5210,7)". The 'OK' button is highlighted. Red arrows indicate the steps: 4. Select OK.

## 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.

The screenshot shows the Oracle Financials 'Report Parameters' screen for a 1074 report. The breadcrumb trail is: Favorites > Main Menu > Custom Reports > GL > Dept Verification Rpt (1074). The page title is 'FS92TST Refresh Date Fri, May 21, 2021'. The user is logged in as 'FS92TST - Home' and can 'Sign Out'. There are buttons for 'Add To', 'Notification', and 'NavBar'. The page also has links for 'New Window', 'Help', and 'Personalize Page'.

The main content area is titled 'Report Parameters' and includes the following sections:

- Run Control ID:** 1074. Buttons: Report Manager, Process Monitor, Run.
- Cost Center Manager:** A search field and checkboxes for Fund 1 through Fund 9. Buttons: Get CC, Reset.
- \*Business:** 00730. Search field. Unit: 2020, 7. From: 2020, 11. To FY/Period: 2020, 11.
- Summary Options:**
  - Summary by Budget Node Only
  - Summary by Budget Node and Account
  - Transactions
  - Asset/Liab/Fund Equity
  - Rev/Exp
  - Budget Jnl
- Print Options:**
  - Print All Cost Centers
  - Only Print Active Cost Centers
  - Only Print Inactive Cost Centers
- Commitment Options:**
  - Open Commitments
  - Soft Commitments
  - Balance Sheet
- Worksheet Options:**
  - Verification Worksheet
  - Combine
  - Separate
- Scroll Area:**
  - Find: First, 1 of 1, Last
  - Request No: 1
  - \*Fund: Some, From: 2079, To: 2079
  - \*Deptid: Some, From: H0100, To: H0100
  - \*Prog: Some, From: D0217, To: D0217
  - \*Project: Some, From: NA, To: NA
- Buttons:** 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**.

### Process Scheduler Request

User ID 8006466      Run Control ID 1074

Server Name:       Run Date: 12/03/2021

Recurrence:       Run Time: 12:48:24PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF	Distribution

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.)

Report Parameters

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

Process Instance: 13923713

Cost Center Manager:        Fund 1     Fund 3     Fund 5     Fund 7  
 Fund 2     Fund 4     Fund 6     Fund 9     

\*Business: 00730       Summary by Budget Node Only  
Unit: 2022    1       Summary by Budget Node and Account  
From:       Transactions     Asset/Liab/Fund Equity  
FY/Period: 2022    3       Rev/Exp     Budget Jml  
To FY/Period:

Print All Cost Centers       Open Commitments       Verification Worksheet  
 Only Print Active Cost Centers       Soft Commitments       Combine     Separate  
 Only Print Inactive Cost Centers       Balance Sheet

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

\*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	<a href="#">Details</a>
<input type="checkbox"/>	14396811		Application Engine	GL_JEDIT_0	8006466	12/03/2021 10:46:18AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	14396797		Application Engine	GL_JEDIT_0	8006466	12/03/2021 10:41:56AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	14396662		SQR Report	UGLS1074	8006466	12/03/2021 10:14:10AM CST	Success	Posted	<a href="#">Details</a>

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

---

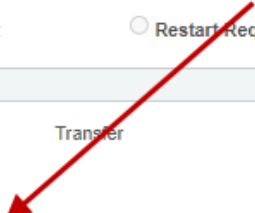
**Run**      **Update Process**

Run Control ID 1074       Hold Request  
 Location Server       Queue Request  
 Server PSUNX       Cancel Request  
 Recurrence       Delete Request  
                                   Re-send Content       Restart Request

---

**Date/Time**      **Actions**

Request Created On 12/03/2021 1:08:28PM CST      [Parameters](#)      Transfer  
 Run Anytime After 12/03/2021 1:08:25PM CST      [Message Log](#)  
 Began Process At 12/03/2021 1:08:43PM CST      [Batch Timings](#)  
 Ended Process At 12/03/2021 1:08:58PM CST      [View Log/Trace](#)



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

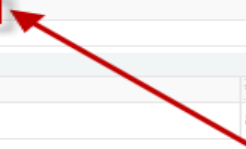
**Distribution Details**

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
<a href="#">ugls1074_14397377.PDF</a>	112,316	12/03/2021 1:08:58.031285PM CST
ugls1074_14397377.out	600	12/03/2021 1:08:58.031285PM CST



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**Distribute To**

Distribution ID Type	*Distribution ID
User	8006466

# Creating a 1074 Report (continued)

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

Cost Center : 2078/R0087/C0722/NA (43131)  
 Business Unit : 00730 University of Houston  
 Fund : 2078 DESIG-SALES & SERVICES-ESG  
 DeptID : R0087 COMMUNICATIONS DISORDERS  
 Program Code : C0722 UW AUDIOLOGY SERVICES  
 Project : NA  
 CC Manager : 0122499 Blake,Margaret T

UNIVERSITY OF HOUSTON - SYSTEM  
 Detailed Transactions - Asset/Liab/Fund Eq  
 September 01, 2020 To November 30, 2021 (Through Period 3).  
 Report Includes All Active and Inactive Cost Centers

Page No. : 1  
 Report ID : UGLS1074.3a  
 Database : FSPRD  
 Run Date : 12/03/2021  
 Run Time : 01:08:44 PM

Acct	Transaction Description	Jnl	Line	Date	FY	PD	Ledger	Budget Ref	Source	BU	Number	CFI Info
Current Budget Reference												
10714	HR B091421Payroll Blwk OnCycleHRBIN	HR03895415	4703	09/14/21	2022	1		-1,112.05	BP2022	HRS		HRBINON
10714	HR M093021Payroll Mnth OnCycleHRMON	HR03898532	12756	09/30/21	2022	1		-2,983.87	BP2022	HRS		HRMONON
10714	PAYROLL ALLOC TO 00783	PAY000001	2920	09/30/21	2022	1		4,095.92	BP2022	ALO		
10714	HR M103121Payroll Mnth OnCycleHRMON	HR03911852	15122	10/31/21	2022	2		-2,983.86	BP2022	HRS		HRMONON
10714	PAYROLL ALLOC TO 00783	PAY000001	1232	10/31/21	2022	2		2,983.86	BP2022	ALO		
10714	HR M113021Payroll Mnth OnCycleHRMON	HR0392708	15812	11/30/21	2022	3		-2,983.87	BP2022	HRS		HRMONON
10714	PAYROLL ALLOC TO 00783	PAY000001	1202	11/30/21	2022	3		2,983.87	BP2022	ALO		
	10714 UHS PAYROLL DD SETTLEMENT							0.00				
	Total Assets							0.00				
20100	E3 DIAGNOSTI/Accounts Payable	AP03898550	243	09/27/21	2022	1		-1,575.00	BP2022	AP	00730 02039723	Check 0900384468
20100	AMPLIFON USA/Accounts Payable	AP03901219	191	09/29/21	2022	1		-279.95	BP2022	AP	00730 02041902	
20100	AMPLIFON USA/Accounts Payable	AP03901219	191	09/29/21	2022	1		-1,065.99	BP2022	AP	00730 02041915	
20100	AMPLIFON USA/Accounts Payable	AP03901517	335	09/30/21	2022	1		-1,361.99	BP2022	AP	00730 02041728	
20100	AMPLIFON USA/Accounts Payable	AP03901517	335	09/30/21	2022	1		-1,803.99	BP2022	AP	00730 02041751	
20100	AMPLIFON USA/Accounts Payable	AP03901517	335	09/30/21	2022	1		-1,429.99	BP2022	AP	00730 02041741	
20100	AMPLIFON USA/Accounts Payable	AP03901517	335	09/30/21	2022	1		-169.95	BP2022	AP	00730 02041711	
20100	AMPLIFON USA/Accounts Payable	AP03901522	448	09/30/21	2022	1		279.95	BP2022	AP	00730 02041902	Check 0000306985
20100	AMPLIFON USA/Accounts Payable	AP03901522	478	09/30/21	2022	1		169.95	BP2022	AP	00730 02041711	Check 0000306985
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-448.99	BP2022	AP	00730 02042132	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-210.00	BP2022	AP	00730 02042120	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-24.99	BP2022	AP	00730 02042114	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-178.99	BP2022	AP	00730 02042109	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,429.99	BP2022	AP	00730 02042105	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-877.99	BP2022	AP	00730 02042100	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-448.99	BP2022	AP	00730 02042096	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-448.99	BP2022	AP	00730 02042092	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-174.95	BP2022	AP	00730 02042088	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-76.38	BP2022	AP	00730 02042084	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-527.99	BP2022	AP	00730 02041989	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-605.20	BP2022	AP	00730 02041981	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-174.95	BP2022	AP	00730 02041929	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-623.99	BP2022	AP	00730 02041922	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,555.99	BP2022	AP	00730 02041909	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-89.95	BP2022	AP	00730 02041897	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-635.99	BP2022	AP	00730 02041892	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-2,422.00	BP2022	AP	00730 02041885	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-542.99	BP2022	AP	00730 02041882	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,664.00	BP2022	AP	00730 02041878	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,410.00	BP2022	AP	00730 02041875	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-302.00	BP2022	AP	00730 02041871	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-295.99	BP2022	AP	00730 02041800	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-944.99	BP2022	AP	00730 02041797	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-911.99	BP2022	AP	00730 02041796	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-635.99	BP2022	AP	00730 02041791	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-31.11	BP2022	AP	00730 02041699	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-724.99	BP2022	AP	00730 02041754	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-210.00	BP2022	AP	00730 02041758	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-724.99	BP2022	AP	00730 02041759	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-321.99	BP2022	AP	00730 02042138	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-690.99	BP2022	AP	00730 02041776	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-39.99	BP2022	AP	00730 02041778	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,185.99	BP2022	AP	00730 02041780	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-1,717.99	BP2022	AP	00730 02041784	
20100	AMPLIFON USA/Accounts Payable	AP03902159	188	10/01/21	2022	2		-119.99	BP2022	AP	00730 02041788	
20100	AMPLIFON USA/Accounts Payable	AP03902164	57	10/01/21	2022	2		527.99	BP2022	AP	00730 02041989	Check 0000307035
20100	AMPLIFON USA/Accounts Payable	AP03902164	193	10/01/21	2022	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. At the top, there are navigation tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below this, there are fields for 'Business Unit' (00730), 'Journal ID' (0003840669), and 'Journal Date' (11/17/2021). There is a dropdown for '\*Exception Type' set to 'Error' and a 'Maximum Rows' field set to 100. A 'Search' button is present. Below the search area, there are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A table titled 'Budgets with Exceptions' is displayed, showing two rows. The first row has 'Business Unit' 00730, 'Ledger Group' ORG, and 'Exception' 'No Budget Exists'. The second row has 'Business Unit' 00730, 'Ledger Group' ORG, and 'Exception' 'No Budget Exists'. In the 'Transfer' column of both rows, there is a 'Go To ...' link, which is highlighted with a red box. A red arrow points from the 'Go To ...' link in the first row to the 'Go To ...' link in the second row.

-Additional Note:

The screenshot shows the Oracle GL Journal Exceptions interface. At the top, there are navigation tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below this, there are fields for 'Business Unit' (00730), 'Journal ID' (0004045714), and 'Journal Date' (09/16/2022). There is a dropdown for '\*Exception Type' set to 'Error' and a 'Maximum Rows' field set to 100. A 'Search' button is present. Below the search area, there are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A table titled 'Budgets with Exceptions' is displayed, showing one row. The row has 'Business Unit' 00730, 'Ledger Group' ORG, and 'Exception' 'Exceeds Budget Tolerance'. In the 'Transfer' column of this row, there is a 'Go To ...' link, which is highlighted with a red box. A red arrow points from the 'Go To ...' link to the text 'expands & provides node and c ctr'.

The screenshot shows the Oracle GL Journal Exceptions interface. At the top, there are navigation tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below this, there are fields for 'Business Unit' (00730), 'Journal ID' (0003840669), and 'Journal Date' (11/17/2021). There is a dropdown for '\*Exception Type' set to 'Error' and a 'Maximum Rows' field set to 100. A 'Search' button is present. Below the search area, there are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A table titled 'Budgets with Exceptions' is displayed, showing two rows. The first row has 'Business Unit' 00730, 'Ledger Group' ORG, and 'Exception' 'No Budget Exists'. The second row has 'Business Unit' 00730, 'Ledger Group' ORG, and 'Exception' 'No Budget Exists'. In the 'Transfer' column of both rows, there is a 'Go To ...' link. A dialog box is open in the foreground, titled 'Please select one of the following links:'. It contains two links: 'Go to Budget Exceptions' and 'Go to Budget Inquiry', both of which are highlighted with a red box. There is a 'Cancel' button and a 'Help' link in the dialog box.

\* 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.

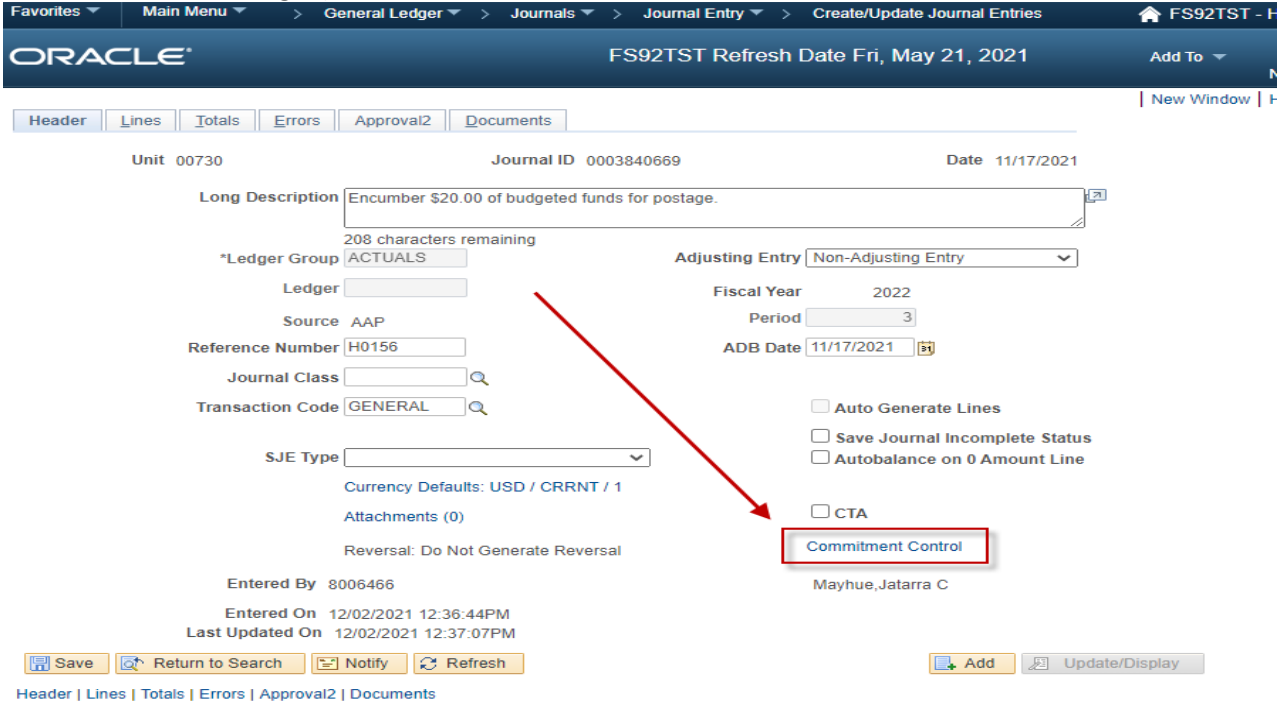
If the **Go to Budget Inquiry** link is selected you will be linked to the Budget Details Screen displaying available budget.



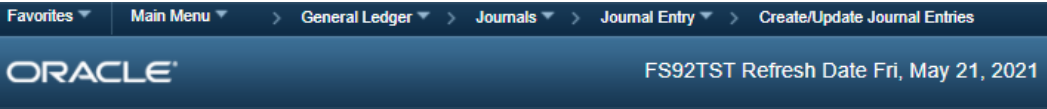
# Encumbrance Journals

On Header Tab:

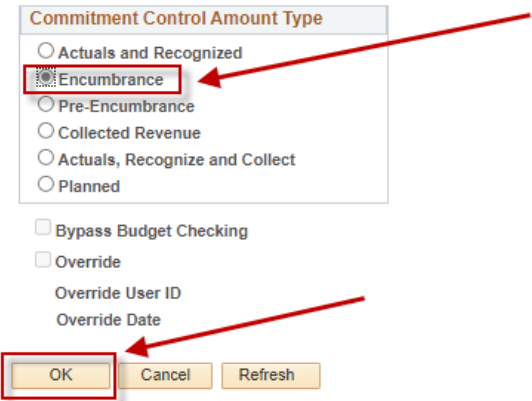
- 1. Select **Commitment Control** Link. (\* Selecting Commitment Control will update the Encumbrance Ledger, not the Actuals Ledger.)



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



## Commitment Control



## 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 ▾ Notification

New Window | Help | Pe

Header
Lines
Totals
Errors
Approval2
Documents

Unit 00730  
Template List

Journal ID 0003840669  
Search Criteria

Date 11/18/2021  
Change Values

Errors Only

\*Process Edit Journal ▾

Process

Line 10 ▾ ▹

▼ 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 1 + -

▼ 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

Save
Return to Search
Notify
Refresh

Add
Update/Display

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
<b>CASH DEPOSITS</b>	1 Count Cash/Checks	1 Deposit Slip
	2 Prepare Cash Deposit Form	2 Cash Deposit Summary Form (with 2 signatures)
	3 Prepare Deposit Slip <i>Make Copy of Deposit Slip</i>	3 Current Copy of 1074 Report if following types of transactions: - Reimbursements to an Expense (Section 3b, Detailed Transactions - - Debit an accounts payable account (Section 6, Summarized Balance Sheet) - Credit an accounts receivable account (Section 6, Summarized Balance Sheet)
	4 Prepare Deposit for Transport to SFS <i>Include Original Deposit Slip in Deposit</i>	4 Incident Report and Overage/Shortage Report (Addendum E and F of MAPP Only if account 50015 is used and the amount is over \$20.00
	5 Prepare Journal <i>Header Tab: Enter Bag Number in Reference Field</i>	
	6 Select Path 2, (Dept/SFS/ Accting)	
	7 Print Journal Coversheet (do not need to)	
	8 Submit Cash Deposit Bag to Student Services <i>Inside Bag: Cash/Checks and Original Deposit Slip</i> <i>Outside Bag: Journal Coversheet and of Deposit Slip</i>	
<b>REMOTE CHECK DEPOSITS</b>	1 Count Checks	1 Summary of Deposits by Account Report
	2 Complete Page 2 of the Cash Deposit Summary Form to list, calculate, and verify the total of the checks to be deposited.	2 Cash Deposit Summary Form (with 2 signatures)
	3 Scan Checks in CashPro	3 Current Copy of 1074 Report if following types of transactions: - Reimbursements to an Expense (Section 3b, Detailed Transactions - - Debit an accounts payable account (Section 6, Summarized Balance Sheet)
	4 Complete Remote Deposit	- Credit an accounts receivable account (Section 6, Summarized Balance Sheet)
	5 Request Report "Summary of Deposits by Account Report" in CashPro	4 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
	6 Prepare Journal <i>Header Tab: Enter Deposit Number in Reference Number Field</i>	
	7 Select Path 1 (Dept/Accting)	
<b>CREDIT CARD DEPOSITS</b>	1 Prepare Journal	1 Settlement Totals Report
	2 Select Path 1, (Dept/Accting)	2 Current Copy of 1074 Report if following types of transactions: -Reimbursements to an Expense (Section 3b, Detailed Transactions - -Debit an accounts payable account (Section 6, Summarized Balance Sheet) -Credit an accounts receivable account (Section 6, Summarized Balance Sheet)
<b>NON-PAYROLL and CORRECTIONS</b> (Non-Grant/Project Cost Centers)	1 Prepare Journal	1 Current Copy of 1074 Report depending on account to be reallocated: <i>A. Asset or Liability Account (Section 3a, Detailed Transactions- AND Section 6, Summarized Balance Sheet)</i> <i>B. Expense or Revenue Account (Section 3b, Detailed Transactions-</i>
	2 Select Path 1, (Dept/Accting)	<i>A. Asset or Liability Account (Section 3a, Detailed Transactions - Assets/Liability/Fund Equity AND Section 6, Summarized Balance Sheet- Run 1074 report from FY2000 Period 1 to Current)</i> <i>B. Expense or Revenue Account (Section 3b, Detailed Transactions- Run 1074 report from FY2000 Period 1 to Current)</i> OR <i>C. Expense or Revenue Account Project to Date (Section 2, Summary by Budget and Account)</i>
<b>NON-PAYROLL and CORRECTIONS</b> (Grant/Project Cost Centers)	1 Prepare Journal	1 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 Balance Sheet- Run 1074 report from FY2000 Period 1 to Current)</i> <i>B. Expense or Revenue Account (Section 3b, Detailed Transactions- Run 1074 report from FY2000 Period 1 to Current)</i> OR <i>C. Expense or Revenue Account Project to Date (Section 2, Summary by Budget and Account)</i>
	2 Select Path 3, (Dept/OCG/Accting)	
<b>FUND EQUITY</b>	1 Prepare Journal	1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet)
	2 Select Path 1, (Dept/Accting)	AND (Section 1, Summary of Budget Nodes) OR 2 Current Copy of 1016 Report, Fund Equity Report
<b>CLEARING P-CARD AND CARD LIABILITY</b>	1 Prepare Journal <i>Header Screen: Enter "P-Card" or "Travel" in Header Reference Field</i>	<b>P-CARDS</b> 1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 2 GCMS Expense Report Signed by the Cardholder 3 Copy of Receipts
	2 Select Path 1, (Dept/Accting)	<b>TRAVEL CARDS</b> 1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 2 Concur Expense Report Signed by the Cardholder/Responsible Person 3 Copy of All Receipts/Itineraries 4 Copy of All Travel Requests
<b>ENCUMBRANCES</b> (Non-PO and Non-Contract)	1 Prepare Journal <i>Header Screen: Select the Commitment Control link and then select</i>	1 Current Copy of 1074 Report, (Section 4, Open Commitments)
	2 Select Path 1, (Dept/Accting)	

**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 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.
- Transfer equity from 2072 to 2091.

#### 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 2091 to 2072.
- 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.

