

GL JOURNAL ENTRY CREATION AND WORKFLOW



PRESENTED BY GENERAL ACCOUNTING
FY 2022

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

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:

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?

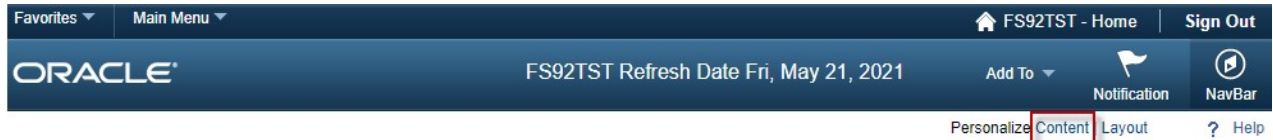
Reallocations between departments are processed by:

- | | |
|-----------------|---|
| 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 | <p>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.</p> <p>The Department Approver for the department receiving the debit can approve the journal and submit the journal to workflow.</p> |
| Option 3 | <p>The department receiving the credit can send an email to obtain approval from the department receiving the debit.</p> <p>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.</p> |

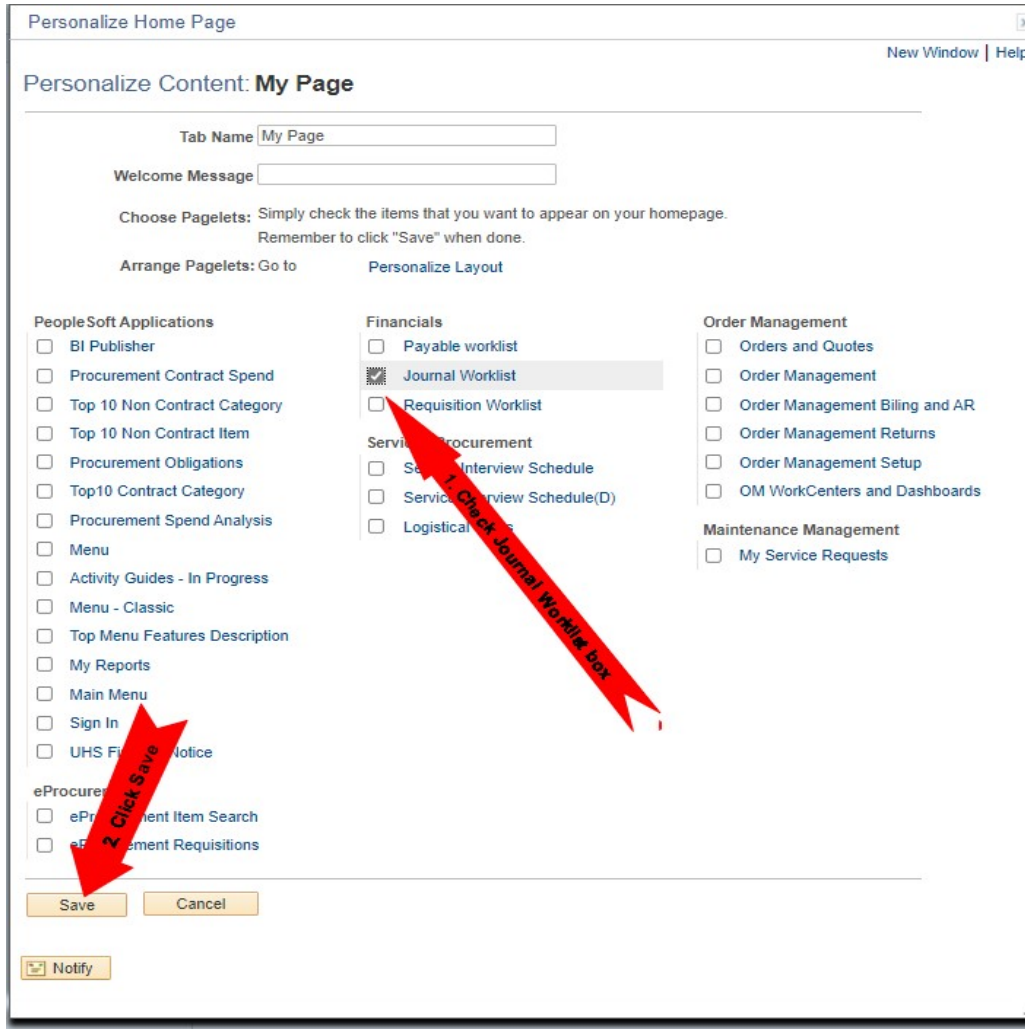
Worklist

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. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FS92TST - Home', and 'Sign Out'. Below this is a banner with the Oracle logo, 'FS92TST Refresh Date Fri, May 21, 2021', 'Add To', 'Notification', and 'NavBar'. The main content area is divided into two sections. The top section, 'My Reports', contains a table with columns 'Report' and 'Folder'. The table lists several 'GL_JEDIT_0' reports under the 'General Ledger' folder. Below the table is a 'Report Manager' link. The bottom section, 'Journal Worklist', is highlighted with a red box and contains the text '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' section highlighted with a red box. The navigation bar and banner 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', the '2 columns' option is selected. 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' with the text '1. Click Journal Worklist'. Another red arrow points to the right arrow icon in the 'Delete Pagelet' button area with the text '2. Click right arrow'. The 'Save' and 'Cancel' buttons are 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.

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 Period: 3

Source: ACC ADB Date: 11/29/2021

Reference Number: D1234567

Journal Class: Transaction Code: GENERAL

SJE Type: Currency Defaults: USD / CRRNT / 1

Attachments: (0)

Reversal: Do Not Generate Reversal

Entered By: 8006466 Entered On: Last Updated On:

Auto Generate Lines
Save Journal Incomplete Status
Autobalance on 0 Amount Line
CTA
Commitment Control

Mayhue, Jatarra C

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.

Header | Lines | Totals | Errors | Approval2 | Documents

Unit 00730 Journal ID 0003840666 Date 11/29/2021

Print Journal Entry Detail

GL Jnl Document Images

☒ Display Active Documents Only Add New Document

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

The **Document Upload** window will appear

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

Header | Lines | Totals | Errors | Approval2 | Documents

Unit 00730 Journal ID 0003840666 Date 11/29/2021

Print Journal Entry Detail

GL Jnl Document Images

☒ Display Active Documents Only Add New Document

File Attachment

Choose File No file chosen

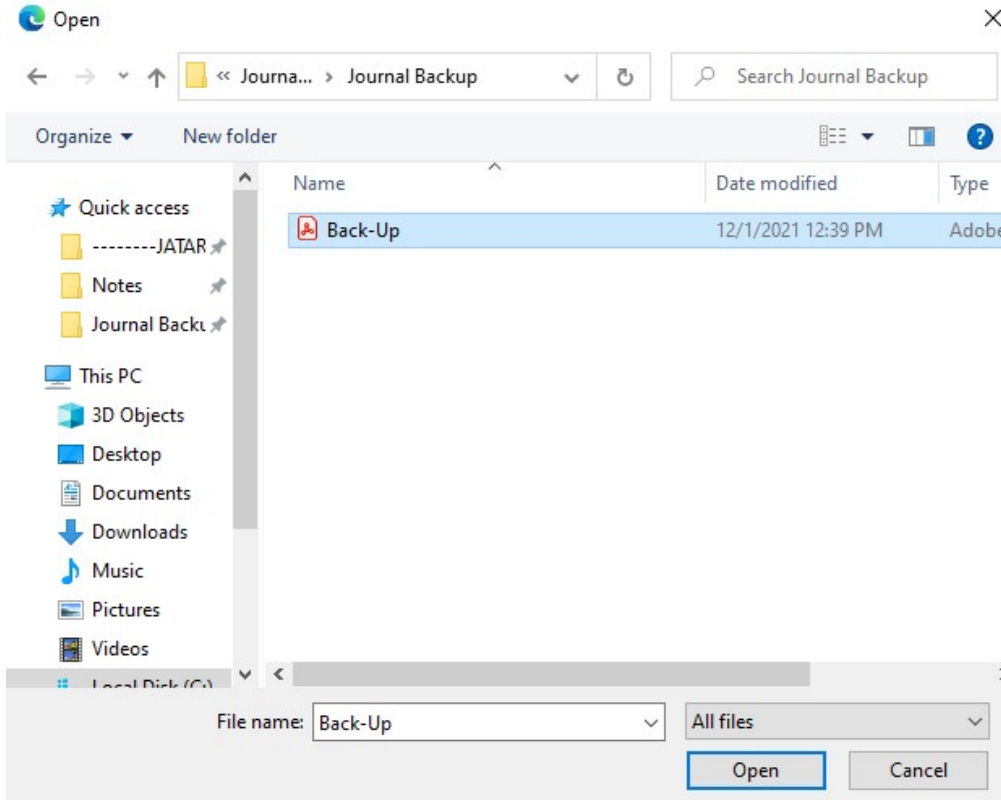
Upload Cancel

Save Notify Refresh Add Update/Display

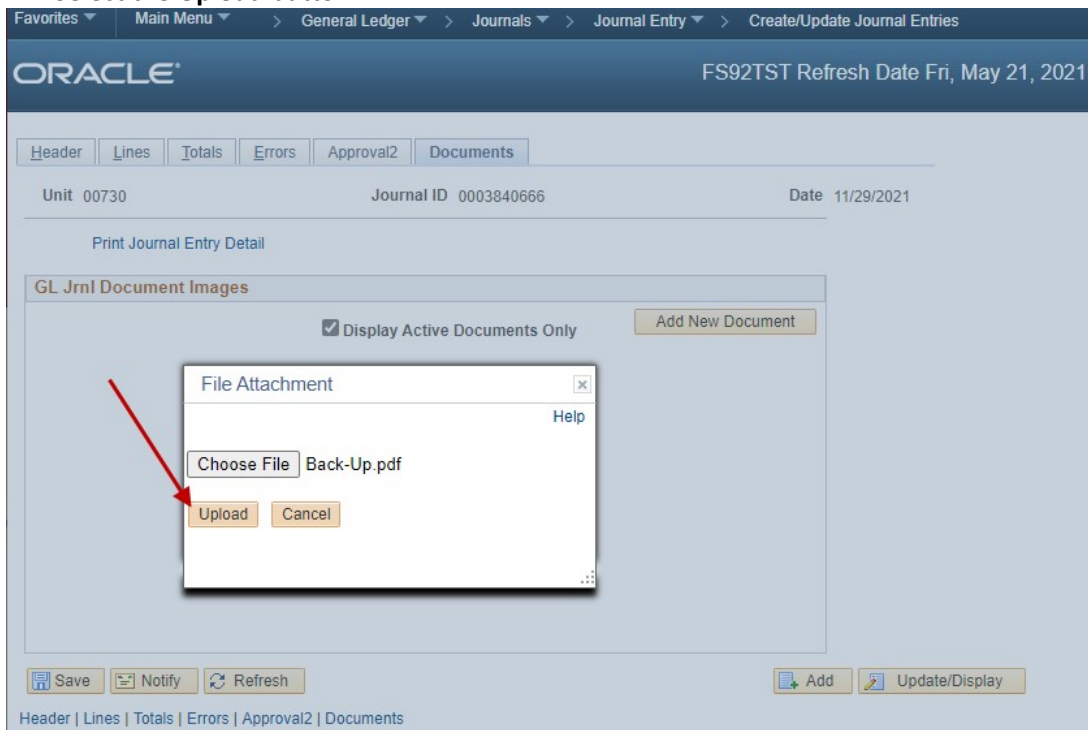
Header | Lines | Totals | Errors | Approval2 | Documents

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.

Navigation: 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 Date 11/29/2021

Print Journal Entry Detail

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

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

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

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

ORACLE FS92TST Refresh Date Fri, May 21, 2021

GL Jrnl 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	Created Date/Time
8006466	12/01/2021 12:41:22PM
Last Update User ID:	Last Update Date/Time:
8006466	12/01/2021 12:41:22PM

Return

Documents Tab (continued)

To view attached documents select the thumbnail icon.

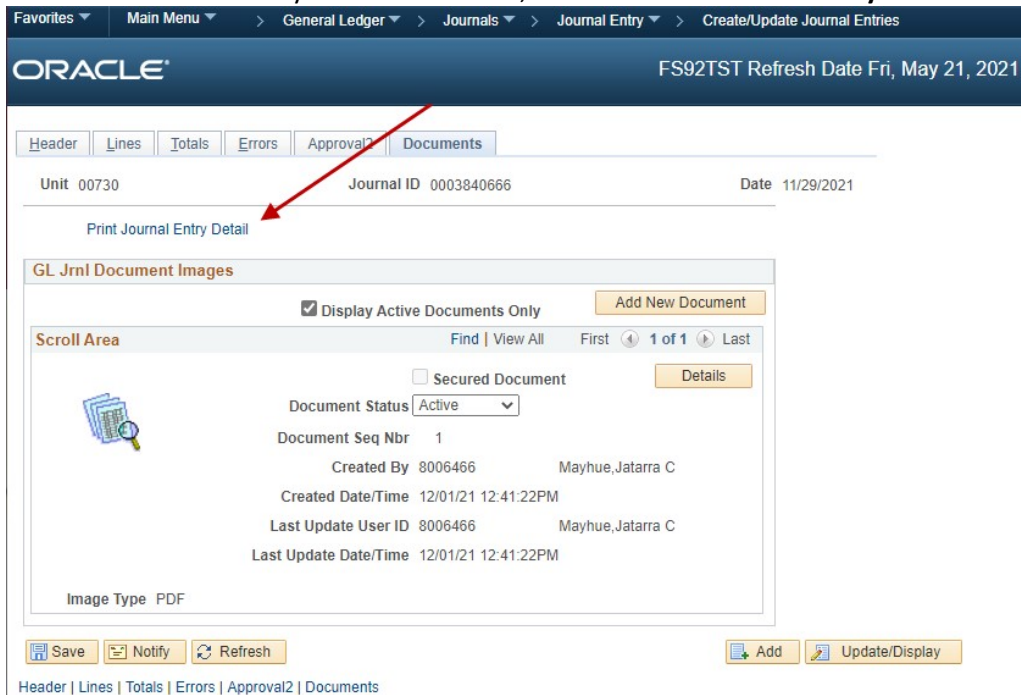
The screenshot shows the Oracle Financials interface for the 'Documents' tab. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'ORACLE' and the refresh date is 'FS92TST Refresh Date Fri, May 21, 2021'. The 'Documents' tab is selected in the top navigation bar. Below the tab, the 'Unit' is 00730, 'Journal ID' is 0003840666, and 'Date' is 11/29/2021. A 'Print Journal Entry Detail' link is present. The 'GL Jnl Document Images' section has a 'Display Active Documents Only' checkbox checked and an 'Add New Document' button. A 'Scroll Area' contains a document thumbnail with a red arrow pointing to it. To the right of the thumbnail, the document details are listed: 'Secured Document' checkbox is unchecked, 'Document Status' is 'Active', 'Document Seq Nbr' is 1, 'Created By' is 8006466 (Mayhue, Jatarra C), 'Created Date/Time' is 12/01/21 12:41:22PM, 'Last Update User ID' is 8006466 (Mayhue, Jatarra C), and 'Last Update Date/Time' is 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'. The footer shows 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, a navigation bar includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The Oracle logo and 'FS92TST Refresh Date Fri, May 21, 2021' are on the right. Below this, a tabbed interface shows 'Header', 'Lines', 'Totals', 'Errors', 'Approval2', and 'Documents' (selected). The 'Documents' tab displays 'Unit 00730', 'Journal ID 0003840666', and 'Date 11/29/2021'. A red arrow points to the 'Print Journal Entry Detail' link. The 'GL Jnl Document Images' section contains a 'Display Active Documents Only' checkbox (checked), an 'Add New Document' button, and a 'Scroll Area' with a 'Find' button, 'View All' link, and pagination '1 of 1'. A 'Secured Document' checkbox is unchecked. A 'Details' button is present. Document details include: '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), and 'Last Update Date/Time' (12/01/21 12:41:22PM). The 'Image Type' is PDF. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons. A breadcrumb trail at the very bottom reads 'Header | Lines | Totals | Errors | Approval2 | Documents'.

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: 2022 Acctg Period: 3	University of Houston System JOURNAL ENTRY DETAIL	Run Date: 12/01/2021 Run Time: 02:04:30
---	---	---	--

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

Signatures _____ _____ _____ _____	Date _____ _____ _____ _____
---	---

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

Workflow Fields

Business Unit 00730 Journal ID 0003840666

Journal Date 11/28/2021

OperID 8006466

System Source GL JE Page

Approval

Approval Instance 0

Approval Status

Approval Action

Apply

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 shows the Oracle Financials Journal Entry Approval screen. The top navigation bar includes 'Favorites', 'Main Menu', 'General Ledger', 'Journals', 'Journal Entry', and 'Create/Update Journal Entries'. The Oracle logo is on the left, and 'FS92TST Refresh Date Fri, May 21, 2021' is on the right. Below the navigation bar is a 'New Window' button. The main area has tabs for 'Header', 'Lines', 'Totals', 'Errors', 'Approval2', and 'Documents'. The 'Approval2' tab is selected. The 'Unit' is 00730 and the 'Journal ID' is 0003840666. The '*Process:' dropdown is set to 'Edit Jc' with a date of 11/28/2021. The 'Route To' section contains three radio buttons: 'Dept/Coll/Div - Accounting Office', 'Dept/Coll/Div - Stu Fin - Accounting Office' (selected), and 'Dept/Coll/Div - OCG - Accounting Office'. The 'Workflow Fields' section displays: Business Unit 00730, Journal ID 0003840666, Journal Date 11/28/2021, OperID 8006466, and System Source GL JE Page. The 'Source' section shows Department H0157 and Source ACC - Accounting. The 'Approval' section shows Approval Instance 0, Approval Status, and Approval Action Approve. A red arrow points to the 'Apply' button.

Route To	
*Please select the appropriate approval path:	
<input type="radio"/> Dept/Coll/Div - Accounting Office	
<input checked="" type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office	
<input type="radio"/> 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
<input type="button" value="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

ORACLEFS92TST Refresh Date Fri, May 21, 2021

HeaderLinesTotalsErrorsApproval2Documents

Unit00730Journal ID0003840666*Process:Edit J ▾Date11/29/2021

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

Workflow Fields

Business Unit00730Journal ID0003840666
Journal Date11/29/2021
OperID8006466
System SourceGL JE Page

Source

DepartmentH0157
SourceACC - Accounting

Approval

Approval Instance3748882
Approval StatusPending
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		

SaveReturn to SearchNotifyRefresh

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.

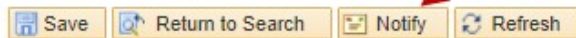
If the journal is denied or recycled, the Approval History will only show the last round of approvals after the journal was denied or recycled.

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

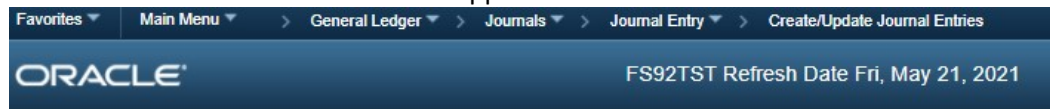
1. The notify button sends a notification regarding a journal entry via E-mail. This option can be used to obtain additional approvals or to provide additional information pertaining to the journal.
2. Select the **Notify** Button located at the bottom of all tabs.

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.

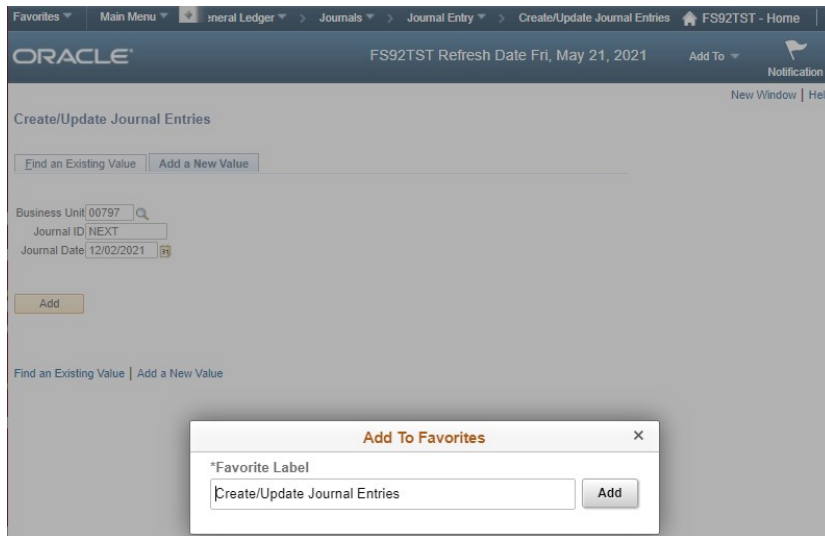
Add to Favorites

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. Red arrows indicate the following steps:

- 1. Click on the **Lines** tab (labeled "1. Click on Lines tab").
- 2. Select **Copy Journal** from the **Process** dropdown menu (labeled "2. Select Copy Journal").
- 3. Click the **Process** button (labeled "3. Click Process").

The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval2, Documents) and a table of journal lines. The table has columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Dept, Program, PC Bus Unit, Project, and Ac. Below the table is a Totals section with fields for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status.

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

The screenshot shows the "Journal Entry Copy" screen. It includes the following fields and options:

- Business Unit:** 00730
- Journal ID:** 0003840666 (highlighted with a red box)
- Journal Date:** 11/30/2021
- ADB Date:** (empty)
- Currency Effective Date:** (empty)
- Copy From ID:** 0003840666 (highlighted with a red box)
- Copy From Date:** 11/29/2021
- Ledger:** (empty)
- New Ledger:** (empty)
- Document Type:** (empty)
- Options:**
 - ☐ Reverse Signs
 - ☐ Recalculate Budget Date
 - ☐ Save Journal Incomplete Status
- Reversal Date:**
 - ☒ Do Not Generate Reversal
 - ☐ Beginning of Next Period
 - ☐ End of Next Period
 - ☐ Next Day
 - ☐ Adjustment Period
 - ☐ On Date Specified By User
- ADB Reversal Date:**
 - ☒ Same As Journal Reversal
 - ☐ On Date Specified By User
- Buttons:** OK, Cancel, Refresh

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 FS92TST interface. The 'Lines' tab is selected. The '*Process' dropdown menu is set to 'Delete Journal'. The 'Process' button is highlighted. A red arrow points to the 'Lines' tab, another points to the '*Process' dropdown, and a third points to the 'Process' button.

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	A0761	00730	NA

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

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

The screenshot shows the Oracle FS92TST interface. A message box is displayed with the text: "Are you sure that you want to delete this journal? (5010,30)". The 'Yes' button is highlighted.

4. Select **OK**.

The screenshot shows the Oracle FS92TST interface. The 'Create/Update Journal Entries' window is displayed. A message box is shown with the text: "Journal 0003840666 is physically deleted. (5210,7)". The 'OK' button is highlighted.

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 displays the Oracle FS92TST Report Parameters screen for the Dept Verification Rpt (1074). The interface includes a top navigation bar with links like Favorites, Main Menu, Custom Reports, GL, and Dept Verification Rpt (1074). The main content area is titled "Report Parameters" and features a "Run Control ID 1074" field. Below this, there are several sections for configuring the report:

- Cost Center Manager:** Includes a search field and checkboxes for Fund 1 through Fund 9. Buttons for "Get CC" and "Reset" are present.
- *Business:** Fields for Unit (00730), From (2020), and To (2020). Checkboxes for "Summary by Budget Node Only", "Summary by Budget Node and Account", "Transactions", "Asset/Liab/Fund Equity", "Rev/Exp", and "Budget Jnl".
- Print Options:** Radio buttons for "Print All Cost Centers", "Only Print Active Cost Centers", and "Only Print Inactive Cost Centers". Checkboxes for "Open Commitments", "Soft Commitments", "Balance Sheet", and "Verification Worksheet".
- Scroll Area:** A table with columns for Request No., *Fund, From, To, *Deptid, *Prog, and *Project. It shows a single row with values: Request No. 1, *Fund: Some, From: 2079, To: 2079, *Deptid: Some, *Prog: Some, *Project: NA.

At the bottom, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Add", and "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			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

Update Process

Run Control ID 1074

Location Server

Server PSUNIX

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

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

[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

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.)

AccessUH

Process Monitor

/logs/psffts/fsprd/prcs/output/

https://fsprd.my.uh.edu/psreports/fsprd/9228584/ugls1074_143...

1 of 44

Cost Center : 2078/H0087/C0722/NA (43131)

Business Unit : 00730 University of Houston

Fund : 2078 DESIG-SALES & SERVICES-ESG

DeptID : H0087 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 : FSFRD

Run Date : 12/03/2021

Run Time : 01:08:44 PM

Acct	Transaction Description	Jrnl ID	Line	Date	FY	PD	Ledger	Budget Ref	Source	Document	BU	Number	CFI	Info
Current Budget Reference														
10714	HR B091421Payroll Biwk OnCycleHRBIW	HR03895415	4703	09/14/21	2022	1		-1,112.05	BP2022 HRS					HRBIWON
10714	HR M093021Payroll Mnth OnCycleHRMON	HR03898532	12756	09/30/21	2022	1		-2,983.87	BP2022 HRS					HRMONON
10714	PAYROLL ALLOC TO 00783	PAY0000001	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	PAY0000001	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	PAY0000001	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			
20100	AMPLIFON USA/Accounts Payable	AP03898550	576	09/27/21	2022	1		1,575.00	BP2022 AP	00730	02039723	Check	0900384668	
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	452	09/30/21	2022	1		1,065.99	BP2022 AP	00730	02041915	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		-911.99	BP2022 AP	00730	02041772			
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		-877.99	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		-342.99	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	195	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**.

Oracle FS92TST Refresh Date Fri, May 21, 2021

Unit: 00730 Journal ID: 0003840669 Date: 11/17/2021

Template List Search Criteria Change Values

*Process (Edit Journal) Process

Lines to add: 1

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

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

Oracle FS92TST Refresh Date Fri, May 21, 2021

Unit: 00730 Journal ID: 0003840670 Date: 11/19/2021

Template List Search Criteria Change Values

*Process (Edit Journal) Process

Lines to add: 1

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	A0761	00730	NA
<input type="checkbox"/>	3	00730	ACTUALS		53917	1026	H0107	D3257	00730	NA
<input type="checkbox"/>	4	00730	ACTUALS		10100	BANK			00730	
<input type="checkbox"/>	5	00730	ACTUALS		10100	2078			00730	
<input type="checkbox"/>	6	00730	ACTUALS		10100	BANK			00730	
<input type="checkbox"/>	7	00730	ACTUALS		10100	1026			00730	

Lines to add: 1

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

Save Return to Search Notify Refresh Add Update/Display

Errors (continued)

2. Select the Go To Icon.

The screenshot shows the Oracle GL Journal Exceptions interface. At the top, the breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Journal. The page title is "FS92TST Refresh Date Fri, May 21, 2021". Below the title, there are tabs for "GL Journal Exceptions" and "Line Exceptions". The main form area includes 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", and a link for "Advanced Budget Criteria". The "Budgets with Exceptions" section contains a table with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The table has two rows, both with "No Budget Exists" in the Exception column. The "Transfer" column for both rows contains a "Go To ..." icon, which is highlighted by a red box and a red arrow. At the bottom, there are "Save", "Return to Search", and "Notify" buttons.

This screenshot shows the same Oracle GL Journal Exceptions interface as the previous one, but with a modal dialog box open in the center. The dialog box has a title bar and contains the text "Please select one of the following links:". Below this text are two links: "Go to Budget Exceptions" and "Go to Budget Inquiry". The "Go to Budget Inquiry" link is highlighted with a red box. There is also a "Cancel" button at the bottom of the dialog box. The background interface is dimmed.

* 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.

Errors (continued)

This screen indicates the type of error and what line the error is on.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#) > [Journal](#) > [Budget Exceptions](#)

ORACLE
FS92TST Refresh Date Fri, May 21, 2021

Commitment Control Budget Exceptions

Budget Type ORG ORG
 Business Unit 00730
 Project NA NA

ChartField	ChartField Value	Description
Account	B5009	L3-MAINTENANCE AND OPERATIONS
Fund Code	1026	E & G STATE SUPPORT-FD 1-UH
Department	H0107	CHEMISTRY
Program Code	D3257	NSM SALARY
Project	NA	NA
Budget Reference	BP2022	BP2022

*Exception Type Error

Maximum Rows 100

☐ More Transactions Exist

[Advanced Transaction Criteria](#)

[Budget Detail](#)



Search

Transactions with Budget Exceptions

Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
	12/02/2021	GL_JOURNAL	No Budget Exists		USD	Journal ID:	0003840669

Save

Return to Search

Notify

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 'Header' tab is selected. The 'Long Description' field contains 'Encumber \$20.00 of budgeted funds for postage.' The 'Ledger Group' is set to 'ACTUALS'. The 'Adjusting Entry' dropdown is set to 'Non-Adjusting Entry'. The 'Fiscal Year' is 2022, and the 'Period' is 3. The 'ADB Date' is 11/17/2021. The 'SJE Type' is set to 'GENERAL'. The 'Commitment Control' checkbox is checked and highlighted with a red box. A red arrow points from the 'Commitment Control' checkbox to the 'Commitment Control' link in the bottom right corner of the form.

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

The screenshot shows the Oracle Journal Entry form with the 'Commitment Control' checkbox checked. A red arrow points from the 'Commitment Control' checkbox to the 'Commitment Control Amount Type' dialog box.

Commitment Control

The screenshot shows the 'Commitment Control Amount Type' dialog box. The 'Encumbrance' radio button is selected and highlighted with a red box. A red arrow points from the 'Encumbrance' radio button to the 'OK' button. The 'OK' button is also highlighted with a red box.

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

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval2](#) | [Documents](#)
New Window | Help | Pe

Unit 00730 Journal ID 0003840669 Date 11/18/2021 ☐ Errors Only
 Template List Search Criteria Change Values

*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
CASH DEPOSITS	1 Count Cash/Checks 2 Prepare Cash Deposit Form 3 Prepare Deposit Slip 4 Prepare Deposit for Transport to SFS 5 Prepare Journal 6 Select Path 2, (Dept/SFS/ Accting) 7 Print Journal Coversheet (do not need to 8 Submit Cash Deposit Bag to Student Services Inside Bag: Cash/Checks and Original Deposit Slip Outside Bag: Journal Coversheet and of Deposit Slip	1 Deposit Slip 2 Cash Deposit Summary Form (with 2 signatures) 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 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
REMOTE CHECK DEPOSITS	1 Count Checks 2 Complete Page 2 of the Cash Deposit Summary Form to list, calculate, and verify the total of the checks to be deposited. 3 Scan Checks in CashPro 4 Complete Remote Deposit 5 Request Report "Summary of Deposits by Account Report" in CashPro 6 Prepare Journal 7 Select Path 1 (Dept/Accting)	1 Summary of Deposits by Account Report 2 Cash Deposit Summary Form (with 2 signatures) 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 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	1 Prepare Journal 2 Select Path 1, (Dept/Accting)	1 Settlement Totals Report 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)
NON-PAYROLL and CORRECTIONS (Non-Grant/Project Cost Centers)	1 Prepare Journal 2 Select Path 1, (Dept/Accting)	1 Current Copy of 1074 Report depending on account to be reallocated: A. Asset or Liability Account (Section 3a, Detailed Transactions- AND Section 6, Summarized Balance Sheet) B. Expense or Revenue Account (Section 3b, Detailed Transactions-
NON-PAYROLL and CORRECTIONS (Grant/Project Cost Centers)	1 Prepare Journal 2 Select Path 3, (Dept/OCG/Accting) NOTE: Procurement and Travel Card transactions reimbursements to grant/project cost centers are submitted to workflow via Path 1.	1 Current Copy of 1074 Report depending on account to be reallocated: 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) B. Expense or Revenue Account (Section 3b, Detailed Transactions- Run 1074 report from FY2000 Period 1 to Current) OR C. Expense or Revenue Account Project to Date (Section 2, Summary by Budget and Account)
FUND EQUITY	1 Prepare Journal 2 Select Path 1, (Dept/Accting)	1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) AND (Section 1, Summary of Budget Nodes) OR 2 Current Copy of 1016 Report, Fund Equity Report
CLEARING P-CARD AND CARD LIABILITY	1 Prepare Journal Header Screen: Enter "P-Card" or "Travel" in Header Reference Field 2 Select Path 1, (Dept/Accting)	P-CARDS 1 Current Copy of 1074 Report, (Section 6, Summarized Balance Sheet) 2 GCMS Expense Report Signed by the Cardholder 3 Copy of Receipts TRAVEL CARDS 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
ENCUMBRANCES (Non-PO and Non-Contract)	1 Prepare Journal Header Screen: Select the Commitment Control link and then select 2 Select Path 1, (Dept/Accting)	1 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 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.

