e-Journal Entry Approvers Guide

OVERVIEW

What is e-Journal Entry?
A system that provides for all-electronic submission, approval, review and storage of journal entries and supporting backup documentation. Also referred to as e-Journal. The "system" is made up of:

- The e-Journal web application, which includes:
  - the e-journal entry
  - user worklists (items pending "my" action)
  - ability to search for journals
  - Excel template downloads
  - help documentation and feedback links
- Email notifications and other communication features
- An option to "push" data from Excel
- A process that integrates (sends) the data into the University's accounting system (PeopleSoft)

GETTING STARTED

Approver Requirements:
- CIS Login
  - Users must be able to authenticate into the Campus Information System
- Valid Email Address on employment record
  - see the e-Journal Email Requirements
- Security Authorization
  - Approvers are automatically granted access to view and approve the journal when designated an approver on the e-Journal. Pre-authorization is not required.

Notification of Pending Approval:
Approvers will receive an email notification for each journal requiring his/her approval. The email contains basic information about the journal and a direct link to the specific e-Journal. You must be logged onto the CIS (Campus Information System) before selecting the link.

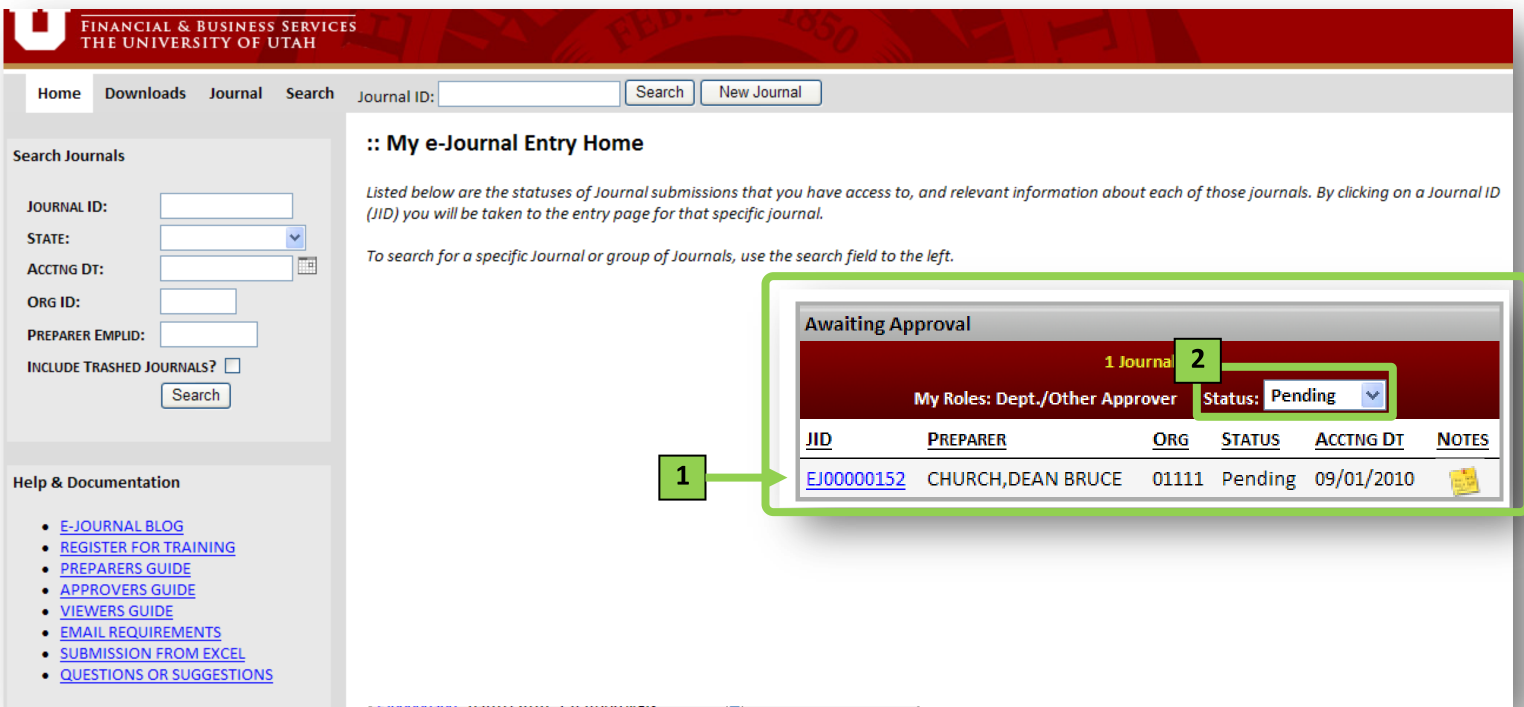
The e-Journal will also appear on the Approvers e-Journal "Awaiting Approval" worklist. Approvers may go directly to the e-Journal Entry web application to locate the worklist displaying journals requiring his/her approval.

Navigation to the e-Journal Entry web application:

- Log on to the CIS (Campus Information System)
- Locate the Financial & Business Services pagelet (you may need to add it using the Content link in the upper right corner of the CIS)
- Select the e-Journal Entry link listed alphabetically under the PROCESSING heading

Approver's Worklist:

The Approver will only have one worklist on the e-Journal Home Page, the Awaiting Approval list (highlighted below), unless he/she also has access to prepare e-Journals:



Note the following (numbers below correspond to numbers in the image above):

1. The worklist displays basic information about the journal, any personal notes previously left on the journal (hover over the yellow Sticky Note to view it), and a hyperlink to the Journal.
2. Journals "pending" users approval will display by default, but any that are "not ready" may also be viewed by changing the Status selection.

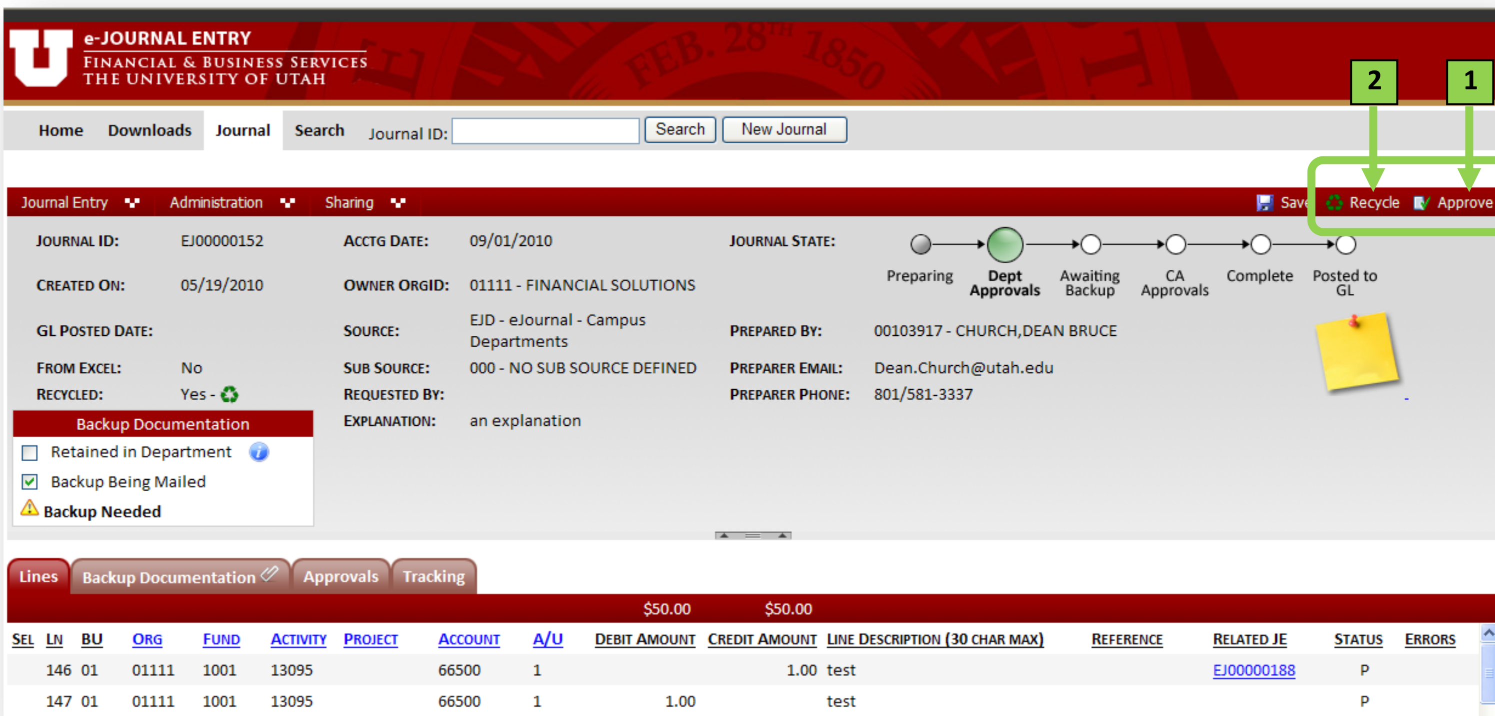
APPROVING THE E-JOURNAL (or sending it back)

Review:
The journal heading and lines are visible when the journal is first opened. Also, note the following (numbers correspond to the numbers on the image below):

1. The journal entry may be supplemented with Backup Documentation. If so…
    a. the Backup can be reviewed from the Backup Documentation tab if it has already been attached (noted by the paperclip icon:), or
    b. the Backup is being delivered and has not yet arrived in General Accounting. If this is the case, and the approver did not have the opportunity to see the backup before it was mailed, he/she may choose to wait until the backup has been attached before taking any action.
2. The preparer may identify other journal entries related to a journal line. The related journal entry can be reviewed by clicking on the Related JE hyperlink.
    a. If the Related JE is an e-Journal, the link will open the journal.
    b. If the Related JE is not an e-Journal, the link will take the user to the journal detail search screen with prefilled criteria.

Taking an Approval Action:

1. To Approve – click on the Approve button in the upper right corner of the journal.
2. To Recycle (send back to the Preparer) – click on the Recycle button.
    - When a journal is recycled, the user will be required to enter comments (the reason the journal is being recycled). An email with automatically be sent to the preparer with these comments, and the comments will remain on the journal record, visible by hovering over the recycle icon.
        - Note that the e-Journal application "hides" content behind several icons and function menu headings to reduce the "clutter" on the web page. Hover over images and click menus with a mouse to view the contents.



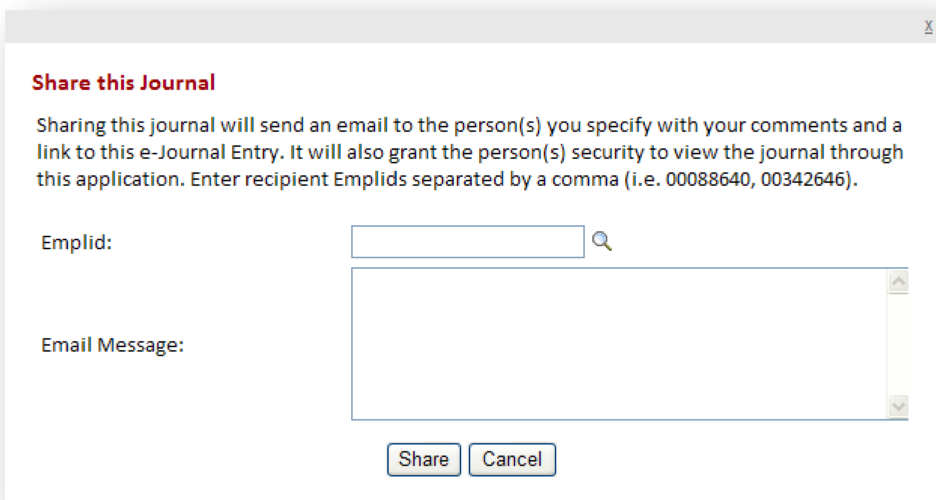
COMMUNICATION FEATURES

When reviewing a journal entry on paper, it is easy to keep notes or reminders by throwing a sticky note on the journal. It's also easy to walk the journal back to the Preparer and discuss its contents. e-Journal has features to make communication just as simple and effective, described below:

Sticky Notes: 
Approvers can keep personal notes on an e-Journal that will be visible right on the approver's worklist and when returning to the journal. These notes are only visible to the creator. If a personal Sticky Note has been saved, the icon displays with scribbles. Like a paper sticky note, these notes are "thrown away" when the journal is completed and integrated into the accounting system. Click on the icon to save a Sticky Note.

Sharing: an e-journal can be shared with other employees using the "Share" function found in the Sharing menu in the red heading bar. Sharing does two key things:

- Automatically gives recipients security authorization to view the journal, you do not need to worry about whether they have access.
- Sends an email message composed by you to the individuals specified. The email will contain a direct link to the e-Journal:



Printing: a printer friendly pdf of the journal entry can be created using the "Printer-friendly PDF" function located in the red heading bar.

Still have questions?
Send in your QUESTIONS OR SUGGESTIONS using the link on the e-Journal Home Page.