



## ■ 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:

The screenshot shows the 'My e-Journal Entry Home' page. On the left is a search form with fields for JOURNAL ID, STATE, ACCTNG DT, ORG ID, PREPARER EMPLID, and an 'INCLUDE TRASHED JOURNALS?' checkbox. Below the search form is a 'Help & Documentation' section with links to various guides and requirements. The main content area is titled 'My e-Journal Entry Home' and contains a table of journal submissions. A green box highlights the 'Awaiting Approval' section of the table, and a green arrow points to the first entry. Numbers 1 and 2 are placed on the screenshot to indicate specific elements.

JID	PREPARER	ORG	STATUS	ACCTNG DT	NOTES
<a href="#">EJ00000152</a>	CHURCH,DEAN BRUCE	01111	Pending	09/01/2010	

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.

**e-JOURNAL ENTRY**  
FINANCIAL & BUSINESS SERVICES  
THE UNIVERSITY OF UTAH

Home Downloads Journal Search Journal ID:  Search New Journal

Journal Entry Administration Sharing Save Recycle Approve

JOURNAL ID: EJ00000152 ACCTG DATE: 09/01/2010 JOURNAL STATE:

CREATED ON: 05/19/2010 OWNER ORGID: 01111 - FINANCIAL SOLUTIONS

GL POSTED DATE: SOURCE: EJD - eJournal - Campus Departments PREPARED BY: 00103917 - CHURCH, DEAN BRUCE

FROM EXCEL: No SUB SOURCE: 000 - NO SUB SOURCE DEFINED PREPARER EMAIL: Dean.Church@utah.edu

RECYCLED: Yes - REQUESTED BY: PREPARER PHONE: 801/581-3337

EXPLANATION: an explanation

**Backup Documentation**

Retained in Department **1b**

Backup Being Mailed **1a**

Backup Needed

Lines Backup Documentation Approvals Tracking

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS	ERRORS
							\$50.00		\$50.00				<b>2</b>		
	146	01	01111	1001	13095		66500	1		1.00	test		<a href="#">EJ00000188</a>	P	
	147	01	01111	1001	13095		66500	1	1.00		test			P	

## 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 will 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.

The screenshot displays the 'e-JOURNAL ENTRY' interface for 'FINANCIAL & BUSINESS SERVICES THE UNIVERSITY OF UTAH'. The page includes a navigation bar with 'Home', 'Downloads', 'Journal', 'Search', and 'New Journal'. The main content area shows journal details for JOURNAL ID: EJ00000152, ACCTG DATE: 09/01/2010, and JOURNAL STATE: Preparing. A progress bar indicates the current stage is 'Dept Approvals'. In the upper right corner, there are 'Recycle' and 'Approve' buttons, with green boxes and arrows labeled '2' and '1' respectively pointing to them. Below the journal details, there is a 'Backup Documentation' section with checkboxes for 'Retained in Department' and 'Backup Being Mailed', and a 'Backup Needed' warning. At the bottom, there is a table with columns for 'SEL', 'LN', 'BU', 'ORG', 'FUND', 'ACTIVITY', 'PROJECT', 'ACCOUNT', 'A/U', 'DEBIT AMOUNT', 'CREDIT AMOUNT', 'LINE DESCRIPTION (30 CHAR MAX)', 'REFERENCE', 'RELATED JE', 'STATUS', and 'ERRORS'. The table contains two rows of data.

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS	ERRORS
	146	01	01111	1001	13095		66500	1		1.00	test		EJ00000188	P	
	147	01	01111	1001	13095		66500	1	1.00		test			P	



## 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:

**Share this Journal**

Sharing this journal will send an email to the person(s) you specify with your comments and a link to this e-Journal Entry. It will also grant the person(s) security to view the journal through this application. Enter recipient Emplids separated by a comma (i.e. 00088640, 00342646).

Emplid:

Email Message:

**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.