

■ e-Journal Entry Preparers Guide ■ ■ ■

Last updated April 27, 2011

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USING THIS GUIDE

This guide is both a complete and quick reference for e-Journal Entry preparers. Quickly jump to specific topics using the table of contents (above) or the bookmarks in the navigation pane of your Adobe Reader. This guide also contains hyperlinks to other e-Journal help documents/forms and related web pages. If you are viewing a hardcopy print of the guide, see your e-Journal Home page for links to all e-Journal related documents, and see the “Related Links” section for all other URL’s.

Individuals seeking authorization to prepare journal entries in the e-Journal system should review the complete guide, and must be able to demonstrate an appropriate level of understanding of the system before being granted Preparer security access.

OVERVIEW

What is e-Journal Entry?

A web-based 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 includes:

- The e-Journal Entry web application, which contains:
 - The journal entry “form”:
 - A utility for uploading and viewing backup documentation online
 - Online approval routing
 - User worklists (shows e-Journals pending “my” action) & general search menus
 - Email notifications and other features for communicating online
 - Links to help documentation, users forum and questions/feedback link
- An Excel template option – allows users to transfer journal data from Excel directly into the e-Journal application. See the [EXCEL OPTION GUIDE](#) available on your e-Journal Home page for more information. *Note: This option is not yet broadly available and Mac versions of Excel are not supported at this time.*
- A process that pushes the completed e-journal directly into the University’s accounting system (PeopleSoft), no longer requiring manual re-entry by Central Administration.

Purpose

The e-Journal Entry system replaces the [General Journal Entry](#) PDF form as a means for submitting journal entries. Submitting via the e-Journal Entry system can significantly reduce the time it takes to process a journal entry by:

- Eliminating delivery time
- Eliminating dual-data entry
- Reducing the need for corrections – the system has several built-in checks that ensure the journal balances, contains valid chartfield combinations, and more.

The Business Process

The *electronic* journal entry business process introduces a *new medium* for creating and processing journal entries, and therefore changes a few steps in the process, but the policies and guidelines governing the journal entry process have not changed. Like the paper process, the e-Journal business process involves multiple people fulfilling various functions between creation and posting of the entry to the General Ledger. The process is described below:

1. Preparer initiates the journal entry by:
 - a. filling out the journal entry form (explanation, chartfields, amounts, etc)
 - b. attaching or mails in backup (supporting) documentation (as needed)
 - c. designating appropriate departmental approvers (if any)
 - d. verifying the information entered is correct and valid (the system automatically runs checks to verify debits/credits match, chartfield combinations are valid, etc, when the preparer submits the entry)
 - e. submitting the entry
2. Departmental Approvers approve the entry (or send it back to the Preparer if needed).
3. Preparer monitors the entry to ensure it is “delivered” to Central Administration by the journal entry due date (published on the [Accounting Calendar](#)). **It is the Preparer's responsibility to verify entries have been submitted, necessary backup documentation has been electronically attached or hardcopy arrived in General Accounting, and that all departmental approvals have been satisfied by midnight on cutoff day.**
4. General Accounting scans hardcopy backup submissions and attaches the generated pdf file to the e-Journal entry.
5. Central Administration reviews/approves the entry (if corrections are needed, they may make the changes or send it back to the Preparer).
6. After final approval, the system verifies the content is still valid, and if so the e-Journal is considered complete and the system integrates (sends) the entry into the University's accounting system.
7. New entries saved in the University's accounting system are posted to the General Ledger every business evening.
8. Central Administration monitors all entries that meet the cut off deadline and ensures they are posted to the General Ledger in the specified month.

GETTING STARTED

User Roles

There are three different roles a departmental user may have in the e-Journal system:

- Preparer – initiates/creates journal entries
- Departmental Approver – reviews/signifies approval of journal transactions
- Viewer – views journal entries

Preliminary Requirements

Users must meet some preliminary requirements in order to use the e-Journal application. The requirements vary by user role:

All users:

- Must have current [CIS](#) (Campus Information Services) login credentials.
- Anyone with CIS access can open the e-Journal Entry web application to view help documentation and search for existing journals.

Preparers:

- Must be granted access to prepare e-Journals in the system. Individuals seeking access should review this guide thoroughly then complete and submit both of the following:
 - [NEW PREPARER QUESTIONNAIRE](#)
 - [PREPARER SECURITY ACCESS FORM](#)
- Must have and maintain a valid email address on his/her employment record.
- Work phone # on the employment record is recommended. The Preparer's work phone # is required on each e-Journal submission. If stored on the employment record, it will automatically populate on journals created in the web application.

Departmental Approvers:

- Automatically granted access to view and approve e-Journals when designated as an approver on the journal entry...**no pre-authorization or set up required**
 - New approvers should review the [APPROVERS GUIDE](#)
 - Must have and maintain a valid email address on his/her employment record

Viewers:

- Anyone with [Management Reports Security Authorization](#) to at least one of the chartfields specified on the journal entry may view the e-Journal.
- Access to view an e-Journal can also be granted ad hoc by anyone else that can view the e-Journal so long as both grantor and recipient have valid email addresses on their employment records. This is accomplished using the "Share" function described in the "Communication Tools" section of this guide.
- A valid email address on the employment record is recommended.
 - A valid email address on employment record is required in order to use the "Share" function, which allows you to communicate with others about the entry from within the application.
- See the [VIEWERS GUIDE](#) for a quick navigation overview.

To verify the email address and work phone # an employee has on record, use the [Campus Directory](#) employee search. Follow the instructions on "How to Update Your Directory Listing", provided in the Campus Directory side bar, as needed.

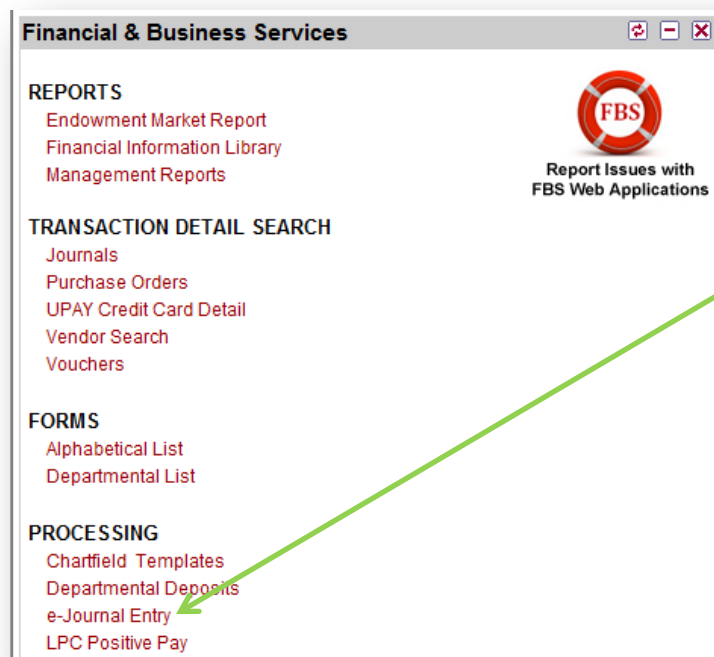
THE WEB APPLICATION

New Users Quick Tour

This section provides a quick tour of the application so new users can get the lay of the land. We'll dive into the details later. We recommend you open the e-Journal Entry application and click through the pages and features as they are being described to get a hands-on feel of the application:

Navigation to the e-Journal Entry application

- Log on to the [CIS](#) (Campus Information Services).
- 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 under the PROCESSING heading.



My e-Journal Entry Home

The application will open to your Home page, which contains four different sections:

- Top menu bar – links to the 4 pages in the application: Home, Downloads, Journal, Search; a quick search by Journal ID; create a New Journal button.
- Search box – this is a “quick search” menu with limited options.
- Help & Documentation – all application support documents and forums.
- Personalized worklist(s) – displays journal entries pending your action, and all journals you prepared that are still in process or recently completed. If you have not yet used the e-Journals application to prepare or approve entries, this section will be empty.

A Home Downloads Journal Search Journal ID: Search New Journal

B Search Journals

JOURNAL ID:
STATE:
ACCTNG DT:
ORG ID:
PREPARER EMLPID:
INCLUDE TRASHED JOURNALS? ☐
Search

C Help & Documentation

- [USERS FORUM - UPDATED 2/23/11](#)
- [ACCOUNTING CALENDAR](#)
- [PREPARERS GUIDE](#)
- [APPROVERS GUIDE](#)
- [VIEWERS GUIDE](#)
- [EXCEL OPTION GUIDE](#)
- [NEW PREPARER QUESTIONNAIRE](#)
- [PREPARER SECURITY ACCESS](#)
- [QUESTIONS OR SUGGESTIONS](#)

D :: My e-Journal Entry Home

Listed below are the statuses of Journal submissions that you have access to, and relevant information about each of those journals. By clicking on a Journal ID (JID) you will be taken to the entry page for that specific journal.

Search for a specific Journal or group of Journals, use the search field to the left.

Preparing

2 Journal(s)

JID	ACCTNG DT	EXPLANATION	STICKY NOTES
EJ00000299	08/31/2010		
EJ00000298	09/01/2010		

Awaiting Approval

1 Journal(s)

My Roles: Dept./Other Approver Status: Pending

JID	PREPARER	ORG	STATUS	ACCTNG DT	NOTES
EJ00000152	CHURCH,DEAN BRUCE	01111	Pending	09/01/2010	

My Submitted Journals

3 Journal(s)

Pending: All

JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES
EJ00000302	09/08/2010	Dept Approvals			
EJ00000301	09/01/2010	Awaiting Backup			
EJ00000300	09/01/2010	CA Approvals			

My Completed Journals

4 Journal(s)

Accounting Period: Open

JID	ACCTNG DT	GL STATUS	POSTED DT	EXPLANATION
EJ00000292	08/01/2010	Posted to GL	09/07/2010	
EJ00000294	08/19/2010	Posted to GL	08/19/2010	
EJ00000297	09/01/2010			
EJ00000293	09/19/2010			

Downloads Page

Provides the latest version of the Excel templates used with the Excel option. See the [EXCEL OPTION GUIDE](#) for more information:

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

Home Downloads Journal Search Journal ID: Search New Journal

Search Journals

JOURNAL ID:
STATE:
ACCTNG DT:
ORG ID:
PREPARER EMPLID:
INCLUDE TRASHED JOURNALS? ☐
Search

Help & Documentation

- [USERS FORUM - UPDATED 2/23/11](#)
- [ACCOUNTING CALENDAR](#)
- [PREPARERS GUIDE](#)
- [APPROVERS GUIDE](#)
- [VIEWERS GUIDE](#)
- [EXCEL OPTION GUIDE](#)
- [NEW PREPARER QUESTIONNAIRE](#)
- [PREPARER SECURITY ACCESS](#)
- [QUESTIONS OR SUGGESTIONS](#)

:: Downloads - Version 1.2

To submit journals to e-Journal Entry through Microsoft Excel, you must download and install one of the two downloads below.

Excel 2007 Package

Excel 2003 Package

Advanced search options

We've jumped to the Search page, but we'll go back to the Journal page next. This page offers many options for finding existing e-journals, including by processing status (State), Preparer, Approver, approval status, and chartfields used.

To view a journal entry (next step in this tour), run a search for a journal you'll have access to by specifying chartfields you are authorized to view in Management Reports, and specify a limited Accounting Date Range.

Note: when searching for a single Journal ID, only the last digits of the Journal ID need to be entered into the search box. The leading 'EJ' and Zeros may be omitted.

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

Home Downloads Journal **Search** Journal ID: Search New Journal

JOURNAL

Journal ID:

From Accounting Date: To Accounting Date:

Backup:

Owner OrgID: Source:

State: GL Status:

Preparer emplid: Recycled:

Include Trashed Journals? ☐

JOURNAL LINES

BU:

OrgID:

Fund:

Activity:

Project:

Account Range: to

APPROVALS

CA Other / Dept. emplid: Approval role:

Approval Status:

Search

Click on the Journal ID to open the e-Journal. If the Journal ID does not display as a hyperlink, you are not authorized to view the journal.

Search Results

JOURNAL ID	ACCTNG DATE	STATE	ORGLD	SOURCE	GL STATUS	BACKUP	EXPLANATION	NOTE	RECYCLED	PREPARED BY	PREPARE PHONE
EJ00008488	03/01/2011	CA Approvals	00348	EJG					N	HEAPS,DAVID B	801/581-5054
EJ00008555	03/23/2011	CA Approvals	01111	EJD					N	BAGGETT,REBECCA	801/581-5760

The Journal Entry

When you search for an existing journal entry or select the “New Journal” button, you’ll be taken to the Journal page, where journal entries are viewed and created. The e-Journal contains a Header section “A” and 4 subsections of content:

- B. Lines – chartfields, amounts, etc
- C. Backup Documentation – supporting documents attached/viewed here
- D. Approvals – routing path and approval status visible here
- E. Tracking – audit trail of actions taken on the entry

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

Home Downloads **Journal** Search Journal ID: Search New Journal

Journal Entry Sharing Save S

JOURNAL ID: EJ00000298 ACCTG DATE: 09/01/2010 JOURNAL STATE:

CREATED ON: 09/07/2010 OWNER ORGID: 01111 - FINANCIAL SOLUTIONS

GL POSTED DATE: SOURCE: EJD - eJournal - Campus Departments PREPARED BY: 00342646 - BAGGETT,REBECCA

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

RECYCLED: No REQUESTED BY: Steve Allen PREPARER PHONE: 801/581-5760

Backup Documentation

☐ Retained in Department

☐ Backup Being Mailed

EXPLANATION: This is a demo journal

Lines Backup Documentation Approvals Tracking

Select Lines Journal Lines

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS
<input type="checkbox"/>	1	02	91154				65000		1.00		demo			P
<input type="checkbox"/>	2	02	31000				65000			1.00	demo			P

Add Line

The header section can be collapsed (shrunk) if desired to help you view content that extends below your screen. Click on this icon at the bottom of the header to collapse and expand the section.

The journal you are viewing may look somewhat different from the one above...whether fields are open for editing or view only, and whether certain action buttons are available to you or not depends on your role(s) and the journal's processing status.

This is the end of the quick tour...the steps to create a journal entry will be covered in detail next. You will only be able to follow the steps live if you have Preparer security access.

Preparing an Entry

This section provides a step by step guide to preparing e-Journals, describing each of the application tools in detail and discussing best practices.

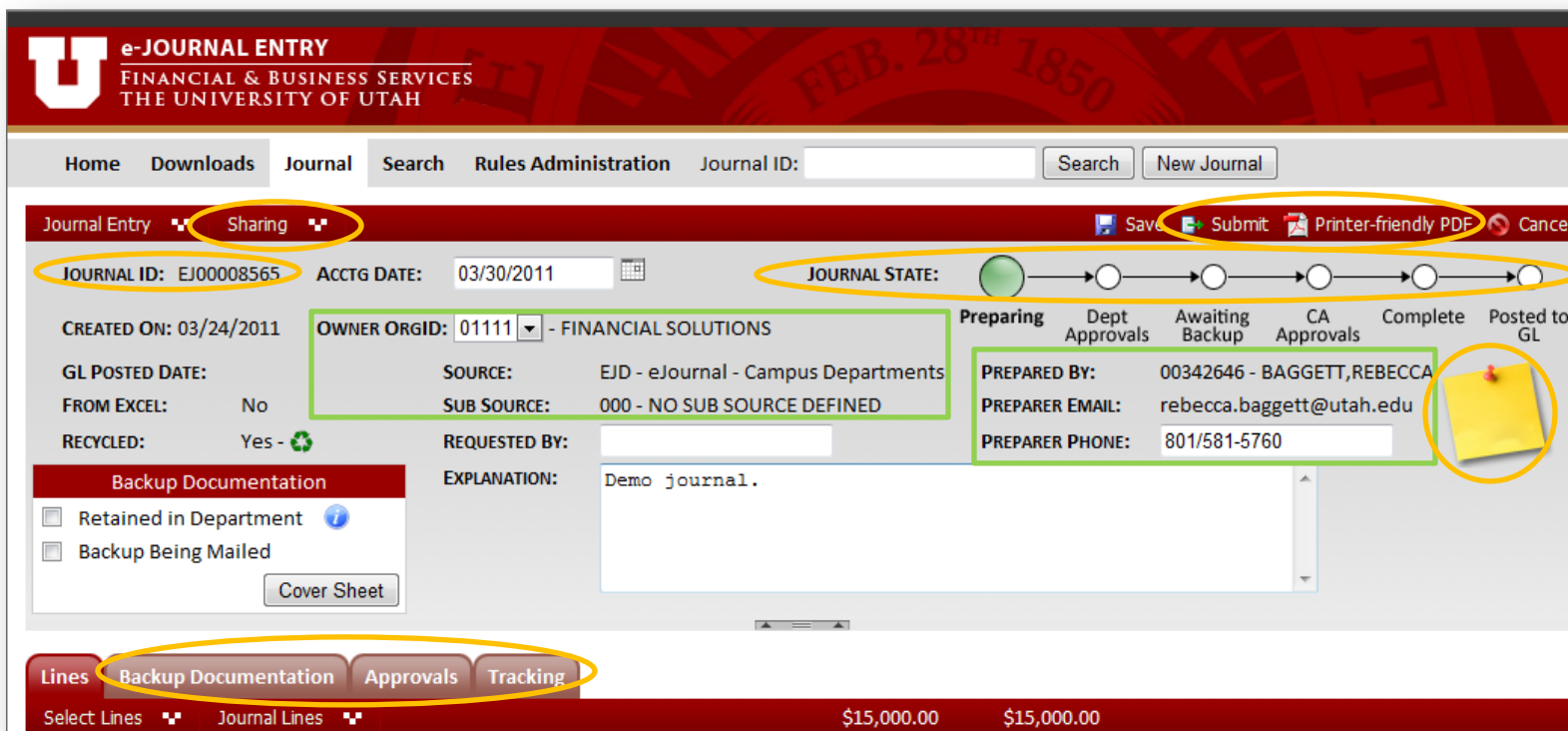
Step 1: Initiating a New Journal Entry

Use the “New Journal” button in the top menu bar to start a new journal entry:



When the Journal page first opens, you'll find some values are pre-populated in the header (green boxes in the image below), including the Owner OrgID, which comes from your Preparer security access record, and your contact information, which comes from your employment record. If you need to correct or update any of these values, see the “GETTING STARTED” section of this guide.

Also note that many features do not appear until the journal is first saved (circled in yellow below), including the Submit button, Journal ID and State path, Sticky Notes, and the Backup, Approvals and Tracking tabs. **Save early** to make all features available to you, and **save often** to avoid losing your work.



Step 2: Filling Out the “Form”

The entry fields and functions available to expedite entry or process the journal are described in this section.

Fields in the Header section:

- **ACCTG DATE:** Required. Accepts several input formats, including 07/01/2010, 7-1-10, 070110. The month and year you specify will determine the accounting period the transaction posts to, and must be in an open period.
- **OWNER ORGID:** Pre-populated from your Preparer security record. Most users will have only one Owner Org, but if you have multiple, select the Org ultimately responsible for the transaction.
- **REQUESTED BY:** An optional, open text field. Enter the requestor’s name, a requesting organization, or the like. If the requestor is also the preparer, you may leave this field blank.
- **PREPARER PHONE:** Required (pre-filled if your phone # is on record in HR).
- **EXPLANATION:** Required. Should be brief and succinct, but complete and free of abbreviations, acronyms, or codes that may not be recognizable to some viewers or to someone looking at the transaction years down the road.

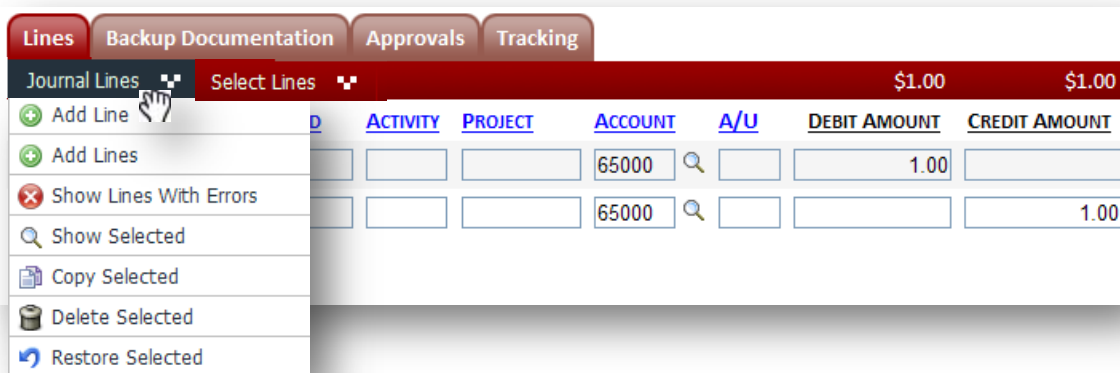
Fields in the Lines section:

- **SEL:** a selection box. Used to select lines you want to take an action on.
- **LN:** a system generated line #. Note that when a line is deleted, the number does not get reassigned, so there may be skips in the sequence.
- **CHARTFIELDS:** the BU, ORG, FUND, ACTIVITY, PROJECT, and ACCOUNT headings are hyperlinks to the Chartfield lookup application. The A/U heading links to a site explaining appropriate use of the A/U chartfield.
- **DEBIT/CREDIT AMOUNT:** must specify one and leave the other blank. Running totals display above the column headings in the red bar.
- **LINE DESCRIPTION:** Required. This will appear on the Journal Detail report of Management Reports
- **REFERENCE:** Optional reference field for departmental use, up to 10 characters max. Will show on the Management Reports in place of the “J#” generated by the old General Journal Entry pdf submission form, which is no longer applicable with this web application.
- **RELATED JE:** Optional. Can be used to identify a related journal entry (for example, is this entry correcting a previous entry?). Must be an existing, 10 digit journal id value. Once the journal is submitted, the field will become a hyperlink to the related journal, making it very easy for approvers and viewers to look up the related entry with just a click.
 - If the Related JE is an e-Journal, the link opens the Journal in the current window (users can select the browser back button to return to the original e-Journal). Note: it is *not* necessary to attach an image of a related e-Journal Entry as backup documentation if it is recorded in this field.
 - If the Related JE is not an e-Journal, the hyperlink will open the Journal Detail Search application with pre-filled search criteria.

Line Functions:

Click on the “Journal Lines” menu in the red bar above the lines to find functions that help expedite entry of the lines:

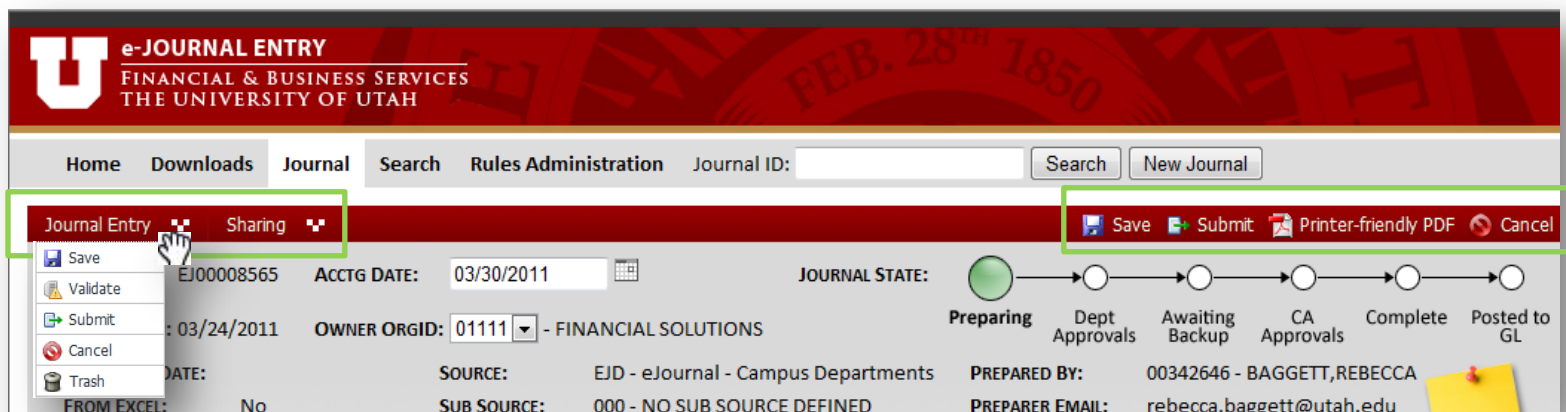
- **Add Line(s)** – can add one or multiple blank lines at a time.
- **Show Lines With Errors** – displays lines with errors in a separate window so they can be easily found on a large entry and resolved.
- **Show Selected** – if you want to focus on certain lines and hide all others, select the lines you want to view then click this function.
- **Copy Selected** – replicates all data on the line(s) selected into new lines, which can expedite entry of lines with common values. Take care when you copy lines that you change the values that should differ.
- **Delete Selected** – removes selected lines from the journal entry.
- **Restore Selected** – only applicable if Central Administration has marked the line to not be sent to the GL. This function restores the line so it will be sent.



Use the “Select Lines” menu to check or uncheck all lines at once.

Journal Functions:

Functions that affect the entire journal are available behind menus in the red bar above the journal header. *Only* the most commonly used functions are displayed right on the bar...




For example, notice in the image above that “Save” and “Submit” are available on the menu to the left and displayed right on the bar. However, the “Validate” and “Trash” functions are only available in the drop down menu. The Journal Entry menu functions are described below:

- **Save** – saves for later. Note that blank lines are deleted each time the journal is saved.
- **Validate** – checks the journal content to verify the chartfield combinations are valid, the journal balances, all required fields have been filled out, etc. See Step 3 below for guidance on working through any errors found.
- **Submit** – saves, validates, and if no errors are found, submits the journal.
- **Cancel** – closes the journal without saving (goes back to the last save).
- **Trash** – discards the journal entry “permanently” and removes it from all user worklists. A trashed journal can be revived using the “recycle” function.

Step 3: Resolving Validation Errors

When you Validate or Submit an entry, the web application will run a series of checks to verify the information entered on the journal is valid, including:

- Is the Accounting Date in an open accounting period?
- Has an Explanation been provided?
- Are the chartfield combinations valid? For example,
 - does the Activity # belong to the OrgID specified?
 - Does the Project # beginning with a '5' have Fund 5000 specified?
 - Do the BU 01 expense account lines have an A/U value specified?

When there are errors, the application will return a message at the top of the page indicating errors were found, and details about each error are shown behind the  error icon that will show next to the field in error (in the header), or in the Errors column of the applicable Line. Hover over the icon(s) to see the detailed description of the error. Errors must be corrected before the journal can be submitted.

Error - This journal did not pass validation, you must correct all errors before it will pass. Journal errors are indicated by the red "x" icon next to the missing or invalid value. Hover over the error icon for a detailed description of the error(s). Lines with errors will have a red shaded background and fields in error will be highlighted red. A detailed description of the line error(s) is available by hovering over the error icon displayed in the far right column of the line.

Journal Entry Sharing

JOURNAL ID: EJ00000434

CREATED ON: 06/04/2010

GL POSTED DATE:

FROM EXCEL: No

RECYCLED: Yes -

ACTG DATE: 02/18/2011

Header Error

The accounting period is not open for the specified Business Unit.

JOURNAL STATE:

Preparing → Dept Approvals → Awaiting Backup → CA Approvals → Complete → Posted to GL

PREPARED BY: 00342646 - BAGGETT, REBECCA

PREPARER EMAIL: rebecca.baggett@utah.edu

PREPARER PHONE: 801/581-5760

Backup Documentation

☐ Retained in Department

☒ Backup Being Mailed

Backup Needed Cover Sheet

EXPLANATION:

demo journal

Lines Backup Documentation Approvals Tracking

Select Lines Journal Lines \$75,000.00 \$75,000.00

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS	ERROR
<input type="checkbox"/>	13	01	01111	1001	13095		65000		75,000.00		demo			P	
<input type="checkbox"/>	14	01	00241	6000	22342		49998			75,000.00				P	

Questions about the errors?

When journal entries were prepared via the PDF form, errors were often not caught until the entries were in Central Administration's hands, and several errors would slip into the General Ledger. Though e-Journal validation will not catch every possible error, it catches significantly more problems up front so they can be resolved prior to submission. However, many users of the e-Journal system have been surprised to discover chartfield strings they regularly submitted in the past were actually invalid and will not pass e-Journal validation.

Some of the most common surprises have been with designation of the A/U chartfield and Org/Activity or Org/Project combinations. There are several resources available to help you resolve these validation errors, including the Chartfield lookup on the CIS and the A/U reference page (the chartfield headings on the Lines tab will link you to these), the Quick Chartfield Validate CIS application, and your cognizant accountant.

Step 4: Providing Backup Documentation

Q: When should backup documentation be provided?

The guidelines for submitting backup documentation with the entry have not changed with the e-Journal process. The general rule of thumb is that the journal entry should stand on its own. If the journal explanation and content are not sufficient to justify the transaction, supporting documentation should supplement the entry.

If the backup is simply the content of a related journal entry, the related entry may be identified in the journal line "Related JE" field instead of being captured in a file and attached.

If the backup is too voluminous to reasonably deliver electronically, contains sensitive information (i.e. social security numbers), or does not add to viewers understanding of the transaction, then it may be appropriate to retain the documentation in the department instead of submitting it with the e-Journal.

Retaining backup in the department:

If it will be retained in the department, select the "Retained in Department" check box in the Backup Documentation section of the journal header. The department will be held responsible for retaining the documentation according to policy...hover over the information icon to the right of the field to see the policy terms.

Submitting backup with an e-Journal:

Submitted backup documentation should be brief and succinct, free of extraneous information that may be part of an original document but not pertinent to the context of the journal. There are two different ways to submit backup...

1. Attach backup electronically. If the backup is already in electronic form, or you have the means to convert it into electronic form (scanning to create a pdf file), the best way to attach it is to upload the file right to the journal from the Backup Documentation tab.

When submitted electronically, the approval routing can begin right away, significantly reducing turnaround time for a journal to be posted to the General Ledger.

- a. Select the “Add Backup” button to browse your computer files and select the document(s) for upload. Supported files: pdf, doc, docx, xls, xlsx, jpg, png, txt.
- b. When attached, a paperclip icon displays on the Backup Documentation tab.

SEL	DOC #	FILE NAME
<input type="checkbox"/>	1	Email Requirements.docx

[Add Backup](#)

2. Mail or hand deliver backup documentation. If you do not have the means to convert paper backup documentation into electronic form, you can specify “Backup Being Mailed” (delivered) in the Backup Documentation section of the journal header...

Backup Documentation

☐ Retained in Department

☒ Backup Being Mailed

Backup Needed [Cover Sheet](#)

- a. Hard copy backup should be sent to General Accounting (faxes will not be accepted due to the low quality of the image), and **must be accompanied by an e-Journal cover sheet**. Click on the “Cover Sheet” button to generate the printable pdf. General Accounting will scan and attach the backup to the journal. They will not review journals for approval until the hard copy backup documentation has arrived and been attached.
- b. The backup must be received in General Accounting by the journal cut-off date in order for the entry to be processed and posted in the specified accounting month.
- c. If documentation for multiple journals is sent together, care must be taken to group the documentation with the appropriate cover sheet.

Step 5: Understanding and Managing Approval Routing

Departmental Approvals:

Central Administration does not require approval of e-Journals at the department-level, but preparers should follow their internal department’s guidelines to determine whether departmental approvals are appropriate. A couple things to consider when thinking about adding approvers...

- The person who prepares/submits the entry is essentially signifying approval when submitting the entry, so there is no need for the preparer to also be an approver.
- Each person designated as a departmental approver must log in and approve the entry before the e-Journal will be passed on to Central Administration and ultimately processed/posted.
- The application provides an alternative option to “Share” e-Journals, which allows you to notify individuals of the transaction, but no action will be required of them in order for the entry to proceed with processing. The “Share” function is described in detail in the “Communication Tools” section of this guide.

There are two ways to add departmental approvers to an entry:

1. Ad hoc on each journal entry while it is being prepared. Navigate to the Approvals tab and use the “Add Dept. Approver” function.
 - a. Specify the approver’s Emplid (can be found using the spyglass—must be a current employee with an email address on employment record).
 - b. If multiple approvers are added, the preparer can specify whether they happen concurrently (expediting the approval process), by leaving the default “Level” equal to 1 on each approval row, or if they should occur in a particular order, entering the numeric order in the “Level” column:

SEL	ROLE	LEVEL	STATUS	EMPLID	NAME
<input type="checkbox"/>	Departmental Approval	1		00342646	BAGGETT, REBECCA
<input type="checkbox"/>	Departmental Approval	2		00103917	CHURCH, DEAN BRUCE

+ Add Dept. Approver

2. A Preparer can have up to three default approvers added to his/her preparer security access record. Each default approver will be auto assigned to journal entries created by the Preparer, and must open and approve each entry the Preparer submits (unless manually removed from entries). Use the [PREPARER SECURITY ACCESS FORM](#) available on your e-Journal Home page to add or change your default approvers.

Departmental approvers can also be removed by the Preparer at any time before the approval is satisfied. If an approver is on vacation or otherwise unavailable to approve, simply delete the approver (select the approval row, click on the “Approvals” menu in the red heading bar, and choose “Delete Selected”) and, if desired, add an alternate person.

Departmental approvers do not have the ability to modify the content of the journal. They can either “Approve” or “Recycle” it. Recycling returns the entry to the Preparer to be modified and resubmitted, and resets the approvals (must go through all approvals again). The preparer can also use the Recycle function to recall a submitted journal or revive a trashed journal, so long as it is not “Checked Out” by Central Administration or already “Complete” or “Posted”.

Approvals in Central Administration:

The rules for routing journal entries through the various offices in Central Administration for review/approval are based on the content of the journal. When an e-Journal is submitted, the chartfields and other journal attributes are evaluated and central approvals automatically added accordingly.

The Approval Path:

After the e-Journal is submitted, the entire approval path will be visible on the Approvals tab:

Lines Backup Documentation Approvals Tracking							
Select Lines Approvals							
SEL	ROLE	LEVEL	STATUS	EMPLID	NAME	STATUS DATE/TIME	ERRORS
<input type="checkbox"/>	Departmental Approval	1	Pending	00342646	BAGGETT,REBECCA	04/25/2011 10:41:02 AM	
<input type="checkbox"/>	Departmental Approval	2	Not Ready	00103917	CHURCH,DEAN BRUCE	04/25/2011 10:40:45 AM	
	Activity : Gary Emery	2	Not Ready			04/25/2011 10:41:02 AM	
	Project : Alayne & Wendy	2	Not Ready			04/25/2011 10:41:02 AM	
+ Add Dept. Approver							

The status of Level 1 departmental approvals changes from “Not Ready” to “Pending”, and the approvers are sent an email notification of the pending approval. The message includes the approval deadline, a direct link to the e-Journal, and provides basic instructions on how to satisfy the approval. When all Level 1 departmental approvals have been satisfied, Level 2 approvals will change to “Pending” and approvers will be notified, and so on. When all departmental approvals have been satisfied, central approvals will begin (unless any hard copy backup is pending, which must be attached first).

Step 6: Submitting the Entry

e-Journals must be submitted by midnight of the journal cutoff date posted on the [Accounting Calendar](#). If any Departmental Approvals are added, they must also be satisfied by midnight, and any hardcopy backup submission must be delivered to General Accounting by end of business the same day. Keep these requirements in mind as you prepare journal entries near the cutoff deadline and decide whether to mail in backup and/or add departmental approvers.

Communication Tools: Taking Notes, Sending Messages

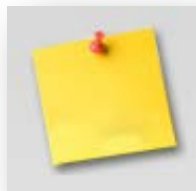
When preparing a journal entry on paper, it's easy to keep notes or reminders by throwing a sticky note on the journal. It's also easy to walk the journal over to someone and have it reviewed or signed off. In e-Journal, some features that have been included to make communication just as simple and effective are described below:

Sticky Notes

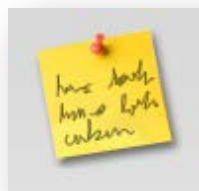
A blank sticky note is pinned to every e-Journal after the journal is initially saved. Click on the sticky note image to open and leave a note. When you add notes, the sticky note image will display scribbles on it (see below). These notes are *only visible to the person who creates*

them, and multiple people can have their own sticky notes on a journal. Like a paper sticky note, these notes are “thrown away” when the journal is completed and integrated into the accounting system.

No notes exist



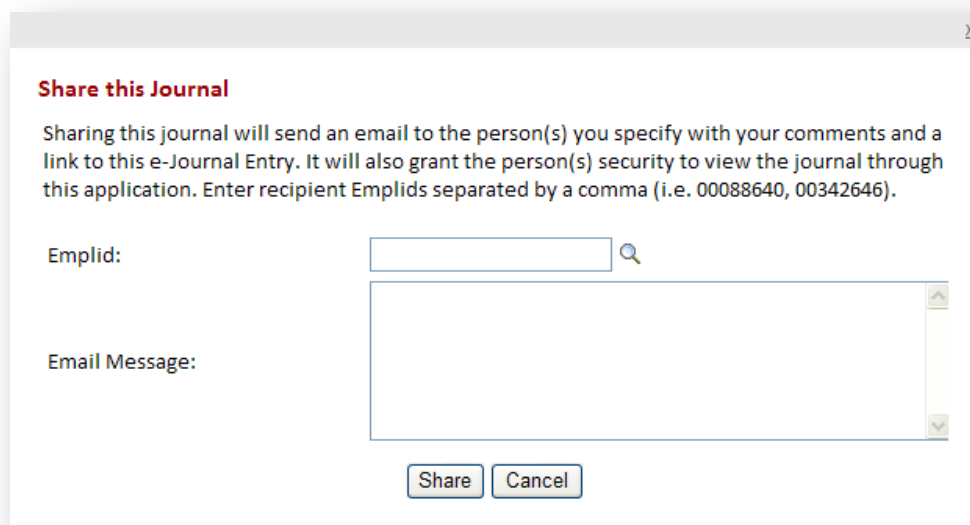
Notes exist



Share

e-Journals can easily be shared with others when you want to notify them of a transaction, ask them a question about the entry, etc. Click on the “Sharing” menu in the red heading bar above the journal header to find the “Share” function. 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 message will not be visible to anyone else. The email contains a direct link to the e-Journal:

A screenshot of a web application dialog box titled "Share this Journal" in red text. The dialog box has a light gray border and a close button (X) in the top right corner. Inside, there is a paragraph of text explaining the sharing process: "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)." Below this text, there are two input fields. The first is labeled "Emplid:" and is a small text box with a magnifying glass icon to its right. The second is labeled "Email Message:" and is a larger text area with a vertical scrollbar on the right. At the bottom of the dialog box, there are two buttons: "Share" and "Cancel".

Note that e-Journals can only be shared by and with employees that have an email address on their employment record.

Printer-friendly PDF

e-Journals can be viewed on the web at any time via the e-Journal Entry web application or the spyglass on the Journal Detail Management Report of posted entries. However, if you have the desire to store another copy of the journal elsewhere, or share a hard copy with others, a printer-friendly PDF of the entry can be generated by any viewer at any time.

Comment Boxes

Certain actions must be supplemented with some sort of communication. For example, when an e-journal is Recycled (sent back to the Preparer), the reason it is being returned needs to be communicated to the Preparer. When certain actions are taken, you may be asked to enter some comments in a box like this:

The screenshot displays the 'e-JOURNAL ENTRY' interface for 'FINANCIAL & BUSINESS SERVICES' at 'THE UNIVERSITY OF UTAH'. A modal dialog box is open, prompting the user to 'Please enter some comments' and stating 'You must enter comments before continuing.' A green arrow points from the 'Recycle' button in the top right of the application to the comment box. The comment box contains the text 'The requestor name still needs changed.' and has 'Submit' and 'Cancel' buttons. The background shows the 'Journal Entry' tab with fields for JOURNAL ID (EJ00000289), CREATED ON (07/30/2010), GL STATUS, GL POSTED DATE, and RECYCLED (No). There are also sections for 'Backup Documentation' and 'Approvals'.

Some actions require comments, such as in the sample above, for others they are optional. Your comments will be stored by the application and used to communicate the reason you've taken the action. They will be visible indefinitely to anyone viewing the journal from the Tracking tab, and may also appear on users worklists. Accordingly, comments should be composed with appropriate communication. Pay attention to content, spelling, etc.

If you need to communicate information that should not be visible to all users and will not remain on the journal record, you may use the "Share" function, described in the "Communication Tools" section of this guide.

Emails

Various actions have been described throughout this guide that trigger emails to users. Every email sent by the e-Journal application will contain the Journal ID in the subject line, a header that distinguishes it as an e-Journal related email, and a direct hyperlink to the journal entry. When applicable, they contain specific information about the journal or user comments and contact information. Below is a sample e-Journal email:

From: do-not-reply@acs.utah.edu
To: Rebecca Baggett
Cc:
Subject: e-Journal EJ00000234 has been recycled back to you... actual recipient: rebecca.baggett@utah.edu

Sent: Wed 2/10/2010 10:06

e-Journal Entry

Financial & Business Services
University of Utah

BAGGETT,REBECCA has recycled [e-Journal EJ00000234](#), returning it to you for action.

Message from **BAGGETT,REBECCA** (rebecca.baggett@utah.edu or 801/581-5760)
[The requestor name still needs changed.](#)

[Open e-Journal EJ00000234](#) - (If you are not already logged onto CIS, you must login before selecting this link.)

Please note that the e-mail address this message was sent from is a notification-only e-mail address that cannot accept any mail. Please do not reply to this message.

Monitoring and Tracking e-Journals

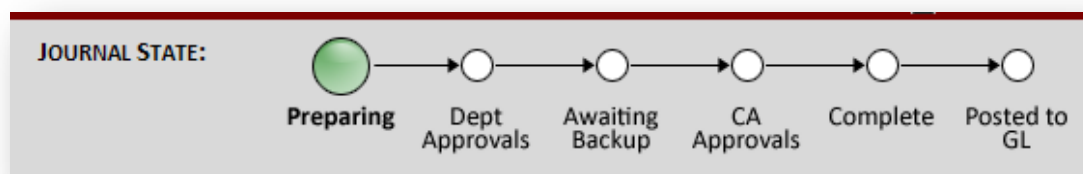
e-Journals pending departmental approvals or backup documentation are the Preparer's responsibility to expedite prior to the journal entry cut-off date. Central Administration has committed to ensuring e-Journals pending CA (Central Admin) Approvals by the cut-off date will be processed in the specified accounting month.

Understanding the path or flow of e-Journals, how they fit into the month-end closing process, and the tools available in the web application for tracking journals will allow Preparers to effectively manage their portfolio of e-Journal entries.

Path of an e-Journal

An e-Journal routes electronically to individuals involved in processing and approving the journal. The general path of each e-Journals is depicted at the top of the header section of every journal entry in the web application when it is first saved. However, the path may change on any individual entry following submission, with options to send back, if needed, skip steps that do not apply to the journal, or go down alternate paths.

This image, taken from one e-Journal, shows the general path. Note the current status is highlighted in green, showing the journal is still being prepared:



Each step in the path identifies the e-Journal's processing status and is thus referred to as the "Journal State". Below are definitions of each state:

1. Preparing – in the process of being created and still needs to be submitted.
2. Dept Approvals – the journal has been submitted, departmental approvals are pending.
3. Awaiting Backup – backup documentation is pending (the preparer has specified that backup is being mailed and it is still en route, or backup has been requested by Central Administration and has not yet been provided).
4. Checked Out – this is an alternate path that is not common. Central Administration may check out a journal (which prevents others from taking action on it) in order to make corrections or resolve a question before the entry can move on.
5. CA Approvals – pending approval(s) by Central Administration.
6. Complete - final e-Journal state. Once an e-Journal is “Complete”, it is integrated into the University’s accounting system (PeopleSoft).
7. Posted to GL - e-Journals will generally be posted to the General Ledger each business evening. Note the Posted Date is displayed in the Journal Header.

Month-End Closing Process

Near the end of each month, preparer’s will see warning messages when submitting e-Journals, warning of the approaching journal entry cut-off date. The warning is a reminder that all departmental approvals must be completed and paper backup documentation received in General Accounting by the cut-off in order to be processed that month.






Following the cut-off date, the e-Journal system will prevent Preparers from submitting e-Journals for the accounting month being closed, Central Administration may discontinue accepting mailed in back-up documentation for the period, and Departmental Approvers will get an error if they attempt to approve the journal entry. Their only option will be to recycle the e-Journal back to the Preparer so it can be resubmitted for the following accounting month. Central Administration then has just a few days to finish scanning mailed-in backup and routing journals through each area for CA approvals before all e-Journal activity is cut off for the period and month-end GL processing is done.

Tracking Tools

Worklists:

Preparers have three worklists on the e-Journal Home page to help manage the portfolio of e-Journals they’ve initiated from the time of creation until they are posted to the General Ledger:

- Preparing - displays entries that have not been submitted. The journal explanation, your personal sticky notes, and comments on recycled journals can all be viewed right from the worklist by hovering over the corresponding images:

Preparing			
8 Journal(s)			
JID	ACCTNG DT	EXPLANATION	STICKY NOTES
EJ00000219	01/01/2010		
EJ00000220	01/01/2010		
EJ00000232	01/15/2010		

Journal Explanation

HEUG Alliance Conference final travel reimbursement.

- My Submitted Journals – displays all journals that have been submitted but are not yet complete, and therefore still requiring someone’s action. The list is in order of the flow of e-Journals, so those in the Department’s court that the Preparer must ensure meet the monthly cutoff (pending Dept Approvals or Awaiting Backup) are listed first, with those that have “reached” Central Administration listed last.

My Submitted Journals					
3 Journal(s)					
Pending: All					
JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES
EJ00008560	03/31/2011	Dept Approvals			
EJ00008553	03/22/2011	Awaiting Backup			
EJ00008555	03/23/2011	CA Approvals			

- My Completed Journals – displays completed journals (no longer pending anyone’s action) for the “Open” accounting period, by default, with the option to view those in the accounting period “Last Closed”. This worklist verifies that journals have finished processing and shows when they were posted to the General Ledger:

My Completed Journals					
2 Journal(s)					
Accounting Period: Open					
JID	ACCTNG DT	GL STATUS	POSTED DT	EXPLANATION	
EJ00008561	03/26/2011				
EJ00008554	03/15/2011	Posted to GL	03/14/2011		




Search Menus:

Unlike the user worklists, the e-Journal Search menus allow any user to monitor e-Journals from a variety of perspectives. They can be monitored globally (i.e., show me all e-Journals pending Departmental Approvals) or more narrowly such as by OrgID (i.e. show me all e-Journals where Chemistry is the Owning Org), by person (i.e. show me all journals created by Joe Smith or pending Joe Smith’s approval), by chartfield, historical, current, etc. The results can be sorted dynamically by multiple columns by holding down the Shift key and clicking the columnar headings.

Tracking a single entry:

Viewers can open an e-Journal to monitor and track an entry in detail. As shown previously, the specific approval routing path and status is available on the Approvals tab. Also available is a complete audit trail of actions that have been taken on the journal. The Tracking tab displays the following:

- Action taken
- When it was taken
- By whom (User/Name)
- Approval Role that was satisfied, if applicable
- Recipient of the action (Emplid/Name), if applicable
- User comments supplementing the action, if applicable (visible by hovering over the Notes icon):

Lines Backup Documentation Approvals Tracking							
ACTION	DATE/TIME	USER	NAME	ROLE	EMPLID	NAME	NOTES
Integration Log	07/30/2010 08:59:43 AM	SYSTEM					
Integration Log	07/30/2010 08:59:42 AM	SYSTEM					
Approve	07/30/2010 08:59:39 AM	00342646	BAGGETT,REBECCA	Project : Alayne & Wendy			
Check In	07/30/2010 08:49:36 AM	00342646	BAGGETT,REBECCA				
Check Out	07/30/2010 08:46:31 AM	00342646	BAGGETT,REBECCA				
Submit	07/30/2010 08:46:07 AM	00342646	BAGGETT,REBECCA				

Correcting/Modifying a Submitted Journal

There are a few ways an e-journal can be “recovered”, if necessary, before it gets posted to the General Ledger. Before the e-Journal is “Complete”, it can either be Recycled (see “Step 5: Understanding and Managing Approval Routing” section) or corrected by Central Administration.

Central Administration has the ability to correct journals after they have been submitted. If they do so, the Preparer will be notified once the journal is “Complete” that changes were made. The administrator will leave comments about the correction that can be reviewed from the Tracking tab. If a change is made to a journal line, the original line created by the Preparer will be retained on the e-Journal (but not sent to the GL) and the new line added by Central Administration will be identifiable in the lines STATUS column. Each line will have one of the following statuses:

- P - added by Preparer
- N - don't send to the GL
- C - added by Central Administration. The image below depicts a change to the account value done by Central Administration:

Lines															Backup Documentation		Approvals		Tracking	
															\$436.00		\$436.00			
SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	REFERENCE	RELATED JE	STATUS						
	1	01	00121	5000		50501576	65000		436.00		support			P						
	2	01	01111	1001	13095		65000	1		436.00	support			N						
	3	01	01111	1001	13095		65600	1		436.00	support			C						

- After the e-Journal is “Complete”, but before it is posted to the GL, Central Administration may be able to delete it from the University’s accounting database, or you may be asked to just create another entry reversing the one in error.

CREATING YOUR FIRST E-JOURNAL

The first time you create an e-Journal after receiving Preparer access, it is recommended that you take these extra actions on the journal to get a feel for the application and some of its options. **Keep in mind that the entry will actually route and be posted to the General Ledger—this is NOT a practice entry:**

1. Intentionally blank out the Preparer’s phone # and enter in an invalid combination of chartfields (such as wrong Org with Activity #). Then Validate the data (without submitting), review the error messages, and correct all errors.
2. Write yourself a reminder Sticky Note – remember, what you write is only visible to you and gets deleted once the entry is complete. Look for the “writing” on the note after you’ve saved it, and notice it’s visible to you on your Worklist.
3. Share the entry with yourself – remember, this will send an email to the individuals you specify, and the message will not be visible to anyone else.
4. Generate a Printer-Friendly PDF of the entry.
5. Add a backup document, view it, then delete it...when deleting, leave a comment of why you deleted it. Then navigate to the Tracking tab and view the action, date/time stamp, and your comment (which will be visible to anyone viewing the entry)
6. Add yourself as a level 1 departmental approver (and add any other departmental approvers that you really want on the entry as level 2 and above approvers), then view the Approvals tab before submitting the journal entry.
7. Re-verify the e-Journal is complete and accurate, then submit the entry.
8. After you submit the entry, view the approvals tab again to see the entire approval path. Then view the email that you (the approver) received. Also go to your e-Journal Home Page and find the e-Journal on your Awaiting Approval worklist. Then open and recycle the entry back to yourself, leaving a comment that you are okay with others reading. Notice that the e-Journal will return to the “Preparing” state, your approval status will switch back to “Not Ready” from “Pending”, and the entry fields will open back up for editing. You will also get an email notifying you of the Recycled entry.
9. At this point, re-verify that the content of the journal entry is still accurate and ready for real submission. Resubmit the entry (it will return to pending your approval), then either satisfy the approval or delete your approval row. The entry will now continue on as it normally would.
10. Review the steps you took using the Tracking tab and read the comments you left with some of your actions.

TROUBLESHOOTING

Most Common Problems

The most common problems reported with the e-Journal application have been related to users internet browser sessions. If you encounter any unexpected errors or if your screen freezes, it is usually due to one of the following:

- Browser cache and cookies - the e-Journal system relies on browser cache and cookies to deliver many of its functions. However, these occasionally become corrupt and need to be cleared for the application to function properly. The most frequently reported application problems have been resolved by clearing cache and cookies. Clearing cache/cookies regularly is recommended, and if you encounter strange behaviors in the application, try clearing your cache and cookies first. Click [here](#) to learn how to clear them correctly.
- CIS session timeout - session timeouts are routinely enforced by University IT for security reasons. If your session times out, you will lose any unsaved work. It is recommended you clear your browser cache and cookies and then re-login.
- Opening e-Journal in Multiple Windows – it is possible to open two or more e-Journal entries at a time by opening multiple browsing sessions in the same browsing application (such as Internet Explorer or Safari). But the sessions will share browser cookies, only allowing actions to be taken on the active (most recently opened) session. It is recommended that different browsing applications be used when working with multiple e-journals at once.

Still Have Questions?

If none of the above resolve an issue you're experiencing, report your problem right away (or any questions/suggestions about e-Journal in general) using the [QUESTIONS OR SUGGESTIONS](#) link on your e-Journal Home page.

RELATED LINKS

Campus Directory:

<http://people.utah.edu/uofu/misc/uWho/basic.html>

Campus Information Services:

https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Clearing Browser Cache & Cookies Tutorial:

http://fbs.admin.utah.edu/knowledge/cache_cookies/cache_cookies.htm

General Journal Entry PDF form:

<http://fbs.admin.utah.edu/forms-a/#G>

Management Reports Security Authorization:

http://fbs.admin.utah.edu/help/web_security/