Welcome to COA-111

Online Journals Training
Introduction

Welcome to the “COA-111 Online Journal Processing” course. This course has been developed to provide you with the information you need to understand the flow of an online journal from the preparer to the approver to the final posting on the General Ledger.

We have also included a Check Your Knowledge at the end of the training.

Note: The material in this course as well as the Check Your Knowledge sections can be reviewed online as many times as you’d like and at your own pace until you feel you have a good understanding of the subject matter.

When you see a yellow callout instruction appear on a screen, follow the instructions in that callout.
Course Objectives

In this course we will cover the following:

- Overview of online journals
- Creating an online journal
- Approving an online journal
- Other Journal Actions
- Job Aids and Examples
- Check Your Knowledge
Prerequisite(s)

You should have a good understanding of UCSF’s Chart of Accounts before you take the Online Journal Training. Make sure you complete the following online classes in the UC Learning Center:

- COA-101a – Understanding the New Chart of Accounts – Part a
- COA-101b – Understanding the New Chart of Accounts – Part b
- COA-101c – Understanding the New Chart of Accounts – Part c
Overview

Online Journal Transactions
Roles and Controls

- Departments have two roles:
  - **Preparers** who create the journal online. Every preparer has an approver.
  - **Approvers** who are assigned to approve the journal online.

- Journal Preparers need to ensure they are using the correct Business Unit, Account, Fund, Dept ID, Project, Activity Period, Function & Flexfield. The system does extensive edits to ensure chartfield values and combinations of chartfield values are valid.

- Journal Approvers should focus on content and policy when they review a journal.

- Some journals are routed to Control Points and the Controller’s Office for additional approval:
  - Equity transfer journals
  - Plant journals
  - Final year-end close journals
  - Cash and Credit Card (routed to Controller’s Office only)
A Source Code is used to define the type and purpose of a journal. 535 is the default Source Code for online journals. Users may change their default to a different Source Code using **UCSF User GL Defaults**.

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>135</strong></td>
<td><strong>Budget Adjustment</strong> – may only be used with sponsored projects to allocate (central units) or reallocate (departments) the project budget</td>
</tr>
<tr>
<td><strong>320</strong></td>
<td><strong>Cash Receipt</strong> – used to record receipt of cash and checks from third parties (non-sponsored funds and projects)</td>
</tr>
<tr>
<td><strong>323</strong></td>
<td><strong>Credit Card Receipts</strong> – used to record credit card receipts from third parties</td>
</tr>
<tr>
<td><strong>535</strong></td>
<td><strong>Financial Journal</strong> – used to record non-payroll adjustments to the General Ledger or correction of chartfields for non-sponsored projects</td>
</tr>
<tr>
<td><strong>530</strong></td>
<td><strong>SFA Offset Journal</strong> – used by departments to record student tuition and fee offsets</td>
</tr>
<tr>
<td><strong>545</strong></td>
<td><strong>Regular Cost Transfer</strong> – used to transfer expenses from a source chartstring to a target chartstring where either the source or target is a sponsored project</td>
</tr>
<tr>
<td><strong>547</strong></td>
<td><strong>Exception Cost Transfer</strong> – used to transfer exceptional payroll expenses, including vacation accrual, or lump sum cost overruns (use Account 58351)</td>
</tr>
<tr>
<td><strong>555</strong></td>
<td><strong>Recharge-Direct</strong> – used to record recharge debits/credits for approved Recharge Units (with a Recharge Project ID)</td>
</tr>
<tr>
<td><strong>575</strong></td>
<td><strong>UPlan Commitment</strong> – used by Budget Office only to record allocations made from the core financial plan</td>
</tr>
</tbody>
</table>
**Step 1:** Preparer creates and edits a journal, then submits it for approval

**Step 2:** Approver reviews the journal, approves or denies the journal, and submits it for the next step

**Step 3:** Cash and credit card journals are routed to the Controller’s Office

**Step 3:** Equity, transfer, plant, and final year-end close journals are routed to the Control Point

**Step 4:** Equity, transfer, plant, and final year-end close journals are routed to the Controller’s Office

**Note:** Journals that are denied at any step are returned to the Preparer’s worklist.

Posted to General Ledger and MyReports Data Warehouse in nightly process

Approved and no additional routing

Approved

Approved

Approved

Approved
Creating an Online Journal

Online Journal Transactions
PeopleSoft Navigation to Create an Online Journal

- General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- Consider setting the navigation as a favorite so that you can find it easily in the future.

- Click the “-” in the Menu bar to toggle the menu on/off (or use CTRL+Y).

- Users may change their UCSF User GL Defaults to reference a different Source code. For example, Cash Journal Preparers could change Source to 320.
Add a New Journal

Accept the default values:

1. **Business Unit** defaults to your primary unit.

2. **Journal ID** defaults to the NEXT sequential number.

3. **Journal Date** defaults to the current date. If the journal date is not within an open period, a warning message is displayed. Refer to the [General Ledger Monthly Schedule](#) to determine month/end dates.
1. Type in a **Long Description** to describe the purpose of the journal.
2. Accept the **Ledger Group** ACTUALS unless you are preparing a budget journal to reallocate the budget for a sponsored project.
3. Accept the default **Source** code or select a different value.
4. Enter an optional 8-character **Reference**. For recharge journals (Source 555), you should enter the Recharge Approval Number.
5. Only Control Points and/or Central units use **SJE Type**, **Journal Class** or the **Reversal** link.
You may customize the line to hide columns or display fields in a different order. In the example, we hid the Open Item Key, which is primarily used by Central Units.

1. Type in or search for an optional **SpeedType**, the SpeedType will be expanded into the complete chartstring (except for Account).
2. Type in or search for **Account**. Make sure you use a correct account value. Remember that revenue accounts are in the 4xxxx range, expense accounts 5xxxx, and transfer accounts 7xxxx.
3. Type in or search for **Fund, Dept ID, Project, Activity Period** (sponsored projects), **Function**, and **Flexfield** (optional).
4. Type in the **Amount**. Use a positive amount for debits and a minus sign for credits.
5. Type in an optional **Reference**. If this journal line is correcting another journal, enter the original Journal ID in **Reference**.
6. Type in an optional **Journal Line Description** to record specific details about the line.
1. When you **add a line or save**, the system edits chartfield values in the previous line. If a chartfield is invalid, an error message is displayed, and the invalid value is highlighted.

2. Click **OK** to acknowledge the message.
1. Type in or search for a correct chartfield. In the example, we typed in the correct Fund value of 5000.
   
   - If you do not know the correct chartfield value for a line, delete the line until you can research it.
   
   - Then, go to the Header page and Save Journal As Incomplete.

2. You can change the Lines to add to insert more than one line.
1. When you add more than one line, **Business Unit, Account, Fund, Dept ID, Project, Activity Period, Function, and Flexfield** are copied to the new lines. **Amount** and **Reference** are blank. **Journal Line Description** defaults to the Account description.

2. Update the chartfields, amount, reference and description for each line.

3. To delete line(s), select them, and click the “−” button.
1. Verify **Total Debits** equal **Total Credits**. Only balanced journals can be submitted for approval and posted to the general ledger.

2. When you save a journal, a confirmation message provides the **Journal ID**.
1. Note the **Journal ID** is now displayed.

2. Now we are going to add an attachment that shows the detail for the expenses we are moving.
1. Enter an optional Description and a Line Number if the attachment only applies to a specific line in the journal.

2. Click the Paperclip icon to browse for the PDF file. You may add PDF, Excel, or Word documents to journals. The attachment size limit is 50 mb.
Creating an Online Journal – Attachments

1. Browse for the PDF file and **Upload** it.

2. Use the buttons at the end of each attachment to delete, view, or add more attachments.

3. Go to the Lines tab to edit the journal and submit it for approval.
### Status Meaning

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Errors that must be corrected</td>
</tr>
<tr>
<td>N</td>
<td>Not Edited</td>
</tr>
<tr>
<td>P</td>
<td>Posted to General Ledger</td>
</tr>
<tr>
<td>T</td>
<td>Incomplete as indicated on Header</td>
</tr>
<tr>
<td>V</td>
<td>Valid edited journal that can be submitted for approval</td>
</tr>
</tbody>
</table>

1. **The Edit Process** ensures that all chartfields and chartfield combinations are valid, the journal date is in a period that is open, and debits equal credits.

2. The **Journal Status** must be N, E, or T to run the edit.

3. During the Edit Process, you need to acknowledge messages reminding you to attach appropriate documents and that the journal is saved.
1. If there are any errors in the journal, **Journal Status** is changed to E (errors).

2. Lines in error are marked with an **X**.

3. If you have a large journal and only want to view lines with errors, check the **Errors only** box.

4. To view the error message, click the **X** beside the line in error or go to the **Errors** tab.
1. The Header errors summarizes errors in the journal. For example:
   - Journal line errors exist.
   - Journal is not balanced.
   - Journal Date is not an open period.

2. Line errors show the Line Number in error and a description of the error.

3. After reviewing error messages, go back to the Lines tab and correct the errors.
1. If you had errors and have corrected them, you will need to process the **Edit Journal** again.

2. If the journal did not have any errors, the **Journal Status** and **Budget Status** are changed to **V** (valid).
   - When the journal status is valid, you can submit the journal for approval.
   - Only the original preparer can initiate the approval process.
1. To submit the journal for approval, click the down arrow for **Process** and select the **Submit Journal** task.

2. Then click the **Process** button.
1. The system indicates it has submitted and saved the journal by flashing Saved and....

2. .....changing Process back to Edit Journal.

3. Go to the UCSF Approval tab to verify approval status.
1. When you perform the Submit Journal Process, **Approval Status** is set to *Pending Approval*.

2. **Approval History** shows all of the steps in the approval process, status, date/time, and who the journal was approved by. For journals that are routed to Control Points and/or the Controller’s Office, you will see all approvers listed.

Go to the Next Slide
Approving an Online Journal

Online Journal Transactions
How Journal Approval Works

- Every Journal Preparer has a designated Journal Approver.
  - Only one individual can be assigned as the Journal Approver for that Preparer.
  - Individuals can be Journal Approvers as well as a Journal Preparers but cannot approve their own journals.

- Approvers are identified at the start of the approval cycle.
  - All approvers (department, control point, controller’s office) must approve journals before month-end close, or the journals will not be posted.
  - An email notification may be used to send journals to additional people for review in situations such as cross-departmental journals.

- Approvers cannot:
  - Delete a journal
  - Change the content of a journal

- Approvers can assign a substitute approver if they are out of the office for an extended time.
1. Users should check their Worklist on a regular basis. Worklists contain:
   - Journals to be approved if the user is a journal approver
   - Journals that were denied if the user is a journal preparer
   - Other items needing approval (e.g., requisitions) if the user has the role
   - Notifications sent by other PeopleSoft users.

2. The **Mark Worked** button is only available for notifications, and the **Reassign** button is inactive except for Control Point Approvers.

3. You may use **Work List Filters**, **Priority** settings, and column sorting to manage the worklist. You can sort on any column except Link by clicking on the column heading.

4. Click the journal link to review the journal. The Lines tab is displayed.
Review the lines for the following:

1. The correct **Account** and **Fund** are used for the transaction, and **Account** is for non-payroll adjustments. (Note: A Payroll Expense Transfer (PET) form is used to transfer payroll expense.)

2. Equity transfers should always have the same 78xxx **Account** on both sides (debit and credit) and should net to zero.

3. For recharges or costed central activities, revenue **Accounts** 74200 (recharges) or 74250 (costed) should only be used with SFCMP and a campus **Dept ID**. The expense may be either SFCMP or SFMED with a corresponding campus or medical center **Dept ID**.

4. If Business **Unit** is SFMED, it must be an medical center **Dept ID**. If Business **Unit** is SFCMP, it must be a campus **Dept ID**.

5. Review **Reference** and **Journal Line Description** to determine if they are helpful.
Review the header for the following.

1. Verify the **Journal Date**. If the date is not correct, you should deny the journal. The Preparer will need to copy the journal to a correct date.

2. Ensure the **Long Description** adequately describes the purpose of the journal.
Review attachments.

1. Click the **View** icon for the attachment. The attachment is opened in a separate window.

2. Ensure the attachment provides adequate support to help someone who is not from the department understand why the journal was created. **Note:** only the original preparer can add or delete file attachments.
The default Approval Action is Approve. Therefore, if you are ready to approve the journal, you do not need to come to this page, and can go directly to the Lines page.

1. To deny a journal, change theApproval Action to Deny. If a journal is denied, it is routed to the Preparer’s worklist.

2. Provide an explanation in Comments for Denial Email. Provide enough information that the Preparer can made changes to the journal.

3. Go to the Lines tab, to perform the Submit Journal process and record your approval or denial action.
1. Change the **Process** to *Submit Journal*.

2. Click the **Process** button. When the process is performed:
   - The journal is edited to again. If there are any errors because of chartfield changes or the accounting period is no longer open, the approval cycle is canceled, and the journal is routed to the preparer’s worklist.
   - If the journal is **denied**, it is routed to the preparer’s worklist. The Preparer also receives an email notification.
   - If the journal is **approved**, it is forwarded to the next approver if there is one, or it is marked as ready to post.
   - The journal is removed from the Approver’s worklist.
1. On the UCSF Approval tab, the **Approval Status** has been changed to *Approved to Post*.

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Approval</td>
<td>Journal has not been approved by all approvers.</td>
</tr>
<tr>
<td>Denied</td>
<td>An approver has denied a journal</td>
</tr>
<tr>
<td>Approved to Post</td>
<td>All approvers have approved the journal, which will post in the next nightly posting.</td>
</tr>
</tbody>
</table>

2. The **Status** for the Approver is *Approved*.

3. Click **View Worklist**, **Next in Worklist**, or **Previous in Worklist** to move through your worklist.
In the example, all items have been removed from the worklist.
Time-out Rules

- Preparers must complete, edit, and submit a journal before the period it was assigned to closes.
  - If the period is closed, the Edit and Post process will return an error message and leave the Journal Status as N (not edited).
  - The preparer must copy the journal to an open period and perform the Edit Journal and Submit Journal processes.

- Approvers must approve a journal before the period it was assigned to closes, or it cannot be posted.
  - Journals requiring Controller’s Office approval must be submitted by the close of business on the 2nd working day after month-end.

- At month-end, the system automatically:
  - Cancels the current approval cycle and removes journals that are not approved from the Approver’s worklist.
  - Sets Journal Status to N (not edited) and routes the journal to the Preparer with a Work Item category of Journal Time Out.
  - Notifies Preparers and completed Approvers via email.
Approval Process Q&A

- How often should an approver approve?
  - Approvers should check their worklist regularly, especially towards the end of the month. If there are other approvers (Control Point or Controller’s Office), they need to allow time for them to approve journals before month-end close.

- What if the journal is not approved by the time the ledger closes for the month?
  - Any journal that did not go through its entire approval process will not get posted. The Preparer will see the journal appear on his/her worklist, which means Preparer must check their worklist just after the month-end close.

- What should a Preparer do with a journal that did not post?
  - The Preparer can copy the journal to a date in the current period. Then the Preparer should delete the original journal that did not post.

- What if an Approver approved a journal but meant to deny it?
  - If the journal has posted, the Preparer will need to create a journal that reverses the incorrect lines and adds the correct lines.
  - If the journal has not posted, the Preparer can still make the changes, edit the journal, and re-submit it to the approver.
What do I do if I go on vacation, and I’m an Approver?

1. If you will be gone for a short time and it is not during month-end close, let the journals accumulate in your worklist and review them when you get back.

2. If you will be gone during month-end, require your Preparers to finish their journals early enough for you to approve them before you go.

3. Assign a substitute approver for the time period you will be gone.
   - It has to be someone who has a role in the journals process. It can be someone who is normally only a preparer.
   - It must be someone who is qualified to approve a journal.
   - A person cannot approve journals they prepare. Therefore, they cannot prepare journals while they are an approver.
Assigning an Alternate Approver

1. To assign an alternate approver, navigate to My System Profile.

2. Enter the User ID of the substitute approver and the beginning and ending dates for the time period.

3. Save the changes.

Click Save
Other Journal Actions

Online Journal Transactions
To search for a journal that you or another preparer created, go to the Find an Existing Value tab.

1. Change the operator drop-down list to select based on beginning characters, date or value ranges, and other parameters.

2. To look for a specific journal, enter the **Journal ID**.

3. To look for journals that are incomplete, in error, unedited, valid (edited), or posted, select the **Journal Header Status**.

4. To look for journals that are Approved, Denied, or Pending Approval, select the **Approval Status**.

5. To a specific type of journal, enter or search for the appropriate **Source Code**.

6. To look for a journal created by a specific preparer, enter the **Original Preparer User ID**.
1. If your Search Criteria generates a list of journals, use the navigation buttons (Return to Search, Previous in List, Next in List) to move through the list.

2. If you would like to send an email to another user, click the Notify button.
1. To copy a journal to another Journal ID, select **Copy Journal**. This function is useful if you need to reverse a journal added in error or copy to a new accounting period if the journal wasn’t approved and posted before the month-end close.

   - Enter a **Journal ID** or accept the next sequential number.
   - Enter a **Journal Date**.
   - If you are reversing a journal, click the checkbox for **Reverse Signs**.

2. To delete a journal, select **Delete Journal**. Journals that have been posted cannot be deleted.

3. To print a journal, select **Print Journal**. A Print Process window is displayed while the PDF is being created. Be sure you add PeopleSoft to allowed sites in your **Pop Up Blocker Settings** under the browser **Tools** menu.
Job Aids and Examples

Online Journal Transactions
Preparing a Journal - Job Aids and Examples

The Controller’s Office website includes job aids and examples for other types of journals on the Training & Job Aids page as follows:

- **Accounting & Reporting**
  - Financial (535) and Recharge (555) Journals
  - Automated Recharge (556) Journal Process

- **Cash Handling and Deposits**
  - Cash (320) and Credit Card (323) Journals

- **Contracts and Grants Accounting**
  - Budget Adjustment (135) Journals
  - Regular (545) and Exception (547) Cost Transfer Journals

- **Gifts and Endowments**
  - Transferring Gift & Endowment Income Funds Using Financial (535) Journals
Other Useful Job Aids

- **Accounting & Reporting**
  - Approving a Journal
  - Combo Edit Rules Quick Reference
  - Doing Business with Med Center: Revenue and Expense Accounts
  - Journal IDs
  - Journal Source Codes
  - Moving Money Quick Ref
  - Cash (320) and Credit Card (323) Journals

- **Calendars & Schedules**
  - GL Monthly Schedule
Check Your Knowledge

- A Preparer may perform an Edit Journal process if Journal Status is (select as many as apply):
  - N – Not edited
  - V – Valid
  - E – Errors
  - T – Incomplete
  - P – Posted

- Total debits must equal total credits before you can submit a journal for approval.
  - True
  - False

- The Edit Process ensures the following (select as many as apply):
  - Chartfields are valid.
  - Chartfield combinations are valid.
  - All amounts are positive.
  - The journal date is in an open period.
  - Debits equal credits.
Check Your Knowledge

- Any preparer in a department can perform the Submit Journal Process for their department’s journals.
  - True
  - False (Preparers can only submit their own journals for approval, never those created by another preparer.)

- Journal Status is set to V (Valid) if the Edit Journal Process is successful.
  - True
  - False

- Journals are submitted to the Approver’s worklist for approval.
  - True
  - False

- A Department Approver should deny a financial journal if it was used to transfer payroll costs.
  - True (A Payroll Expense Transfer (PET) form is used to transfer payroll expense.)
  - False
Check Your Knowledge

- Denied journals are routed to the Preparer’s worklist.
  - True
  - False

- Which of the following is FALSE?
  - Copy Journal copies the current journal to a new journal, and there is an option to reverse signs.
  - Delete Journal deletes the current journal including posted journals.
  - Print Journal creates the Journal Entry Detail Report in a PDF format.
Conclusion

- In this course, we covered the following:
  - Overview of Online Journal Processing
  - Creating an Online Journal
  - Approving an Online Journal
  - Other Journal Actions: Finding, Copying, Printing, and Deleting
  - Job aids on the Controller’s Office website
  - Check Your Knowledge

- For assistance with Online Journals, contact the UCSF IT Help Desk at 415.514.4100.