Used for:
- *correcting a voucher that has already been posted→MUST APPEAR ON 1074 FIRST!*
- *as the second part of moving budgeted monies from one cost center to another;*
- *part of deposits processing;*
- *reimbursing another cost center/department for expenses;*
- *will need forms 1063.2 or 1074.1, or 1074.3b to be attached as back-up.*

Access the Financial Production database: ***https://my.uh.edu***

Remember to use ALL CAPS

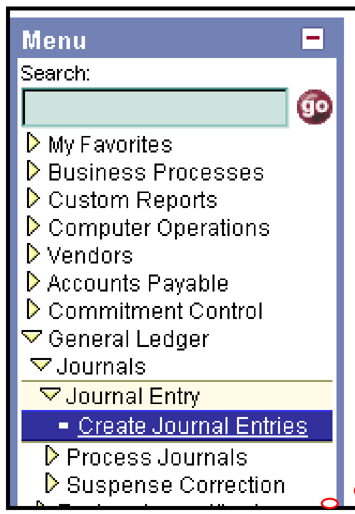
Please check to make sure that you are set up for workflow process by, Above the PeopleSoft ***Menu,*** **click** on: **Contents**

Or See the ***SetUp for WorkFlow in Financial Production*** *job aid*

This is a one-time process.

NAVIGATION / PATH

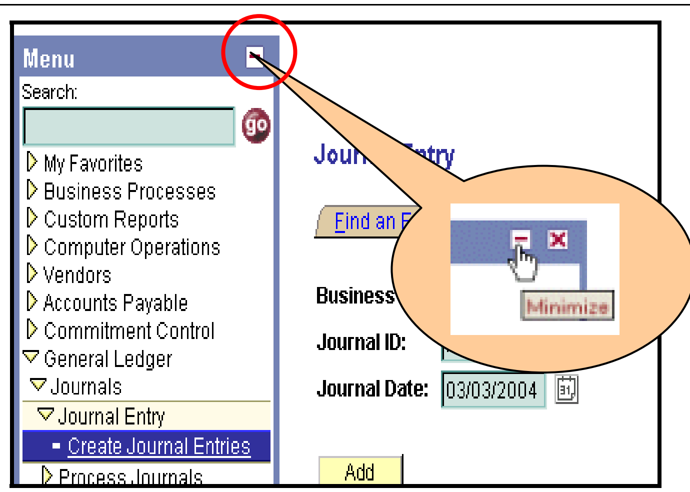
Under ***Menu*** click on:
- ***General Ledger***
  - ***Journals***
    - ***Journal Entry***
      - ***Create Journal Entries***



Be sure to add to "Favorites"!

Option:
In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

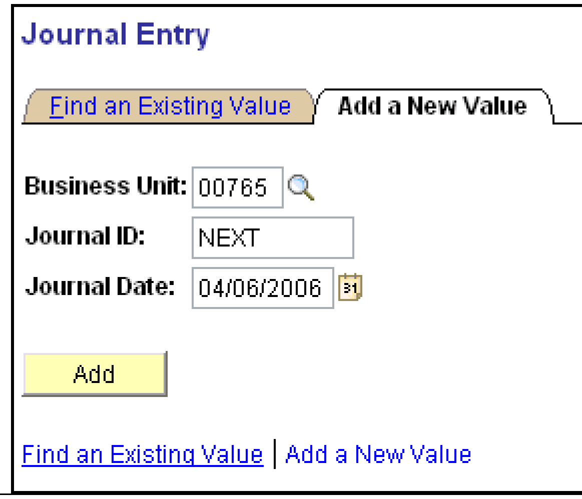
It will then appear as an *Expand* button if needed again.



INSTRUCTIONS

STEP 1: *Under the* **Add a New Value** *tab:*

- **Business Unit:** Defaults to whatever your Business Unit is. *(ie., 00765 for UHV).*
- **Journal ID**: **NEXT** *(Default; should always be NEXT)*
- **Journal Date**: (*Defaults to the current date.)*
- Click Add.



STEP 2: *Under the* **Header** *tab:*

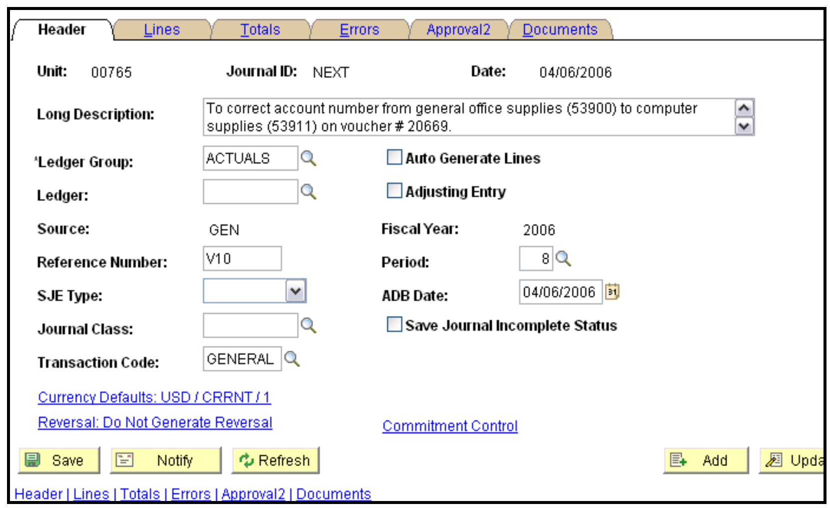
Enter the following information:

- **Long Description:** precise description of transaction.
- **Ledger Group: ACTUALS** *(Default)*
- **Source:** Per departmental "Source"
- **Reference #:** enter your department's reference number. *(appears on 1074 report):*

VXXSEQNO

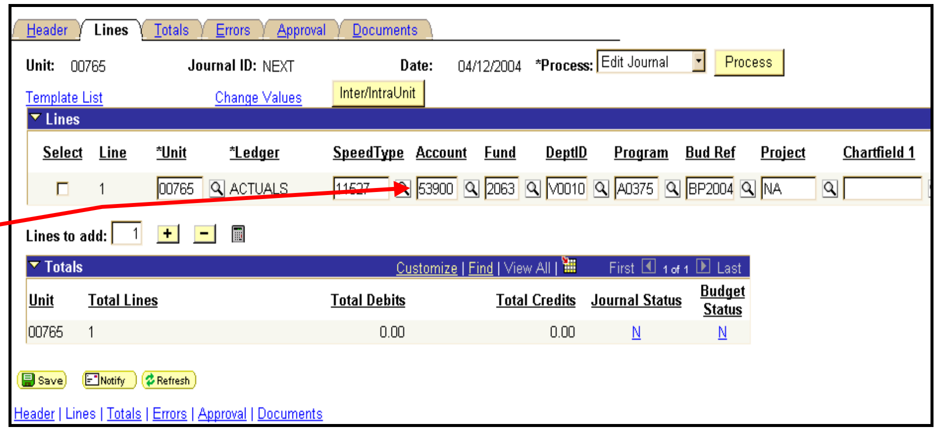
the 2 digits of your DeptID chartfield
→**SEQNO** should be a sequentially assigned number in your department

- **Transaction Code: GENERAL** *(Default)*
- **Click** on the **Lines** tab at top of window or Lines link at the bottom of the panel.

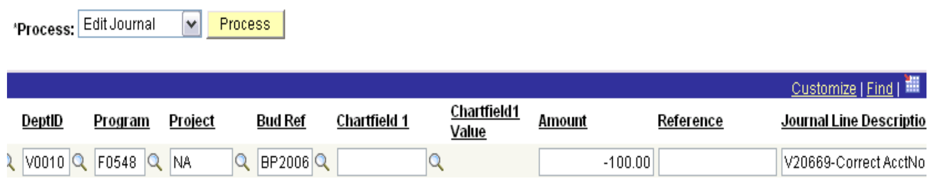


STEP 3: *Under the* **Lines** *tab:*

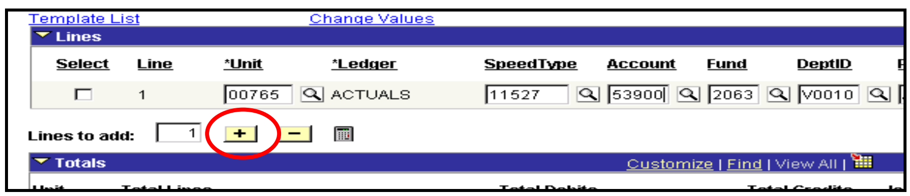
- **Enter** the ***SpeedType***, then hit your tab key and the cost center will populate.
- **Enter** the ***Account*** Number.
- May have to scroll right.



- **Enter** the ***Amount*** and ***Journal Line Description***. *(The system automatically puts in a **Journal Line Description** for the **Account** number you have entered, if you wish to change the description, just type over it.)*

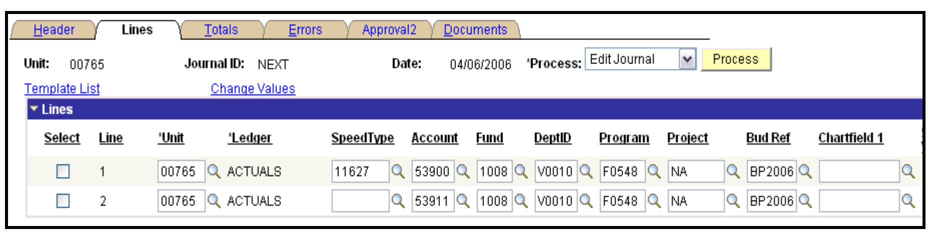


- **Click** on the **+** button to add a line or lines *(It will copy the journal line down with all values populated).*

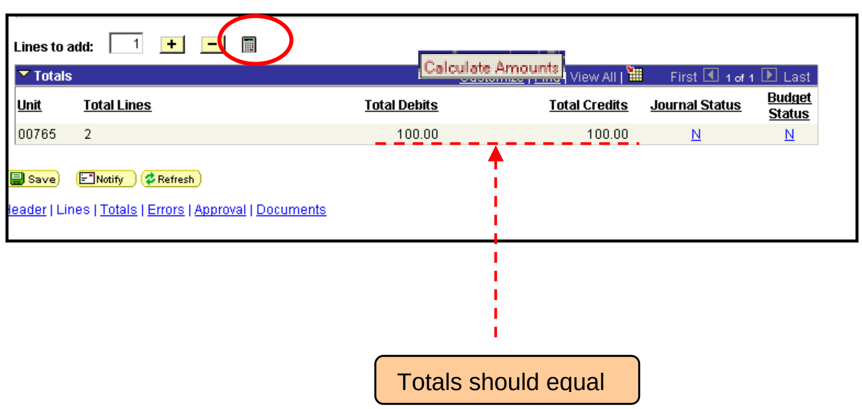


STEP 4: Now enter the second line of the entry.

- **Change** whatever is necessary:
  - →**Account** number
  - →**Cost Center**
  - →**Journal Line Description**



- **Click** on the calculator icon to show totals.
- **Click** on **Save**

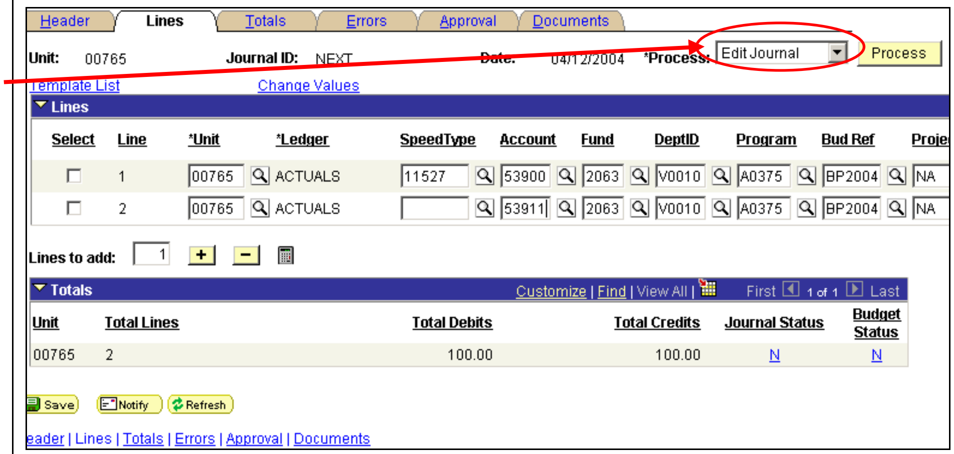


- *If finished with the entries go to Step 5, otherwise, repeat Steps 3 & 4, as needed.*

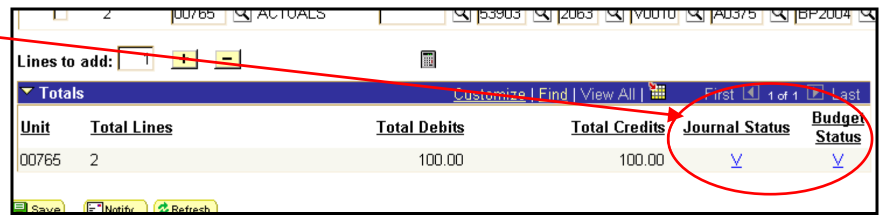
STEP 5: *Budget Check Journal:*

- ➤**Process:** **Edit Journal** *(Default)*
- ➤**Click** on Process.

This process edits, budget-checks, and saves the journal.



Notice change in status:

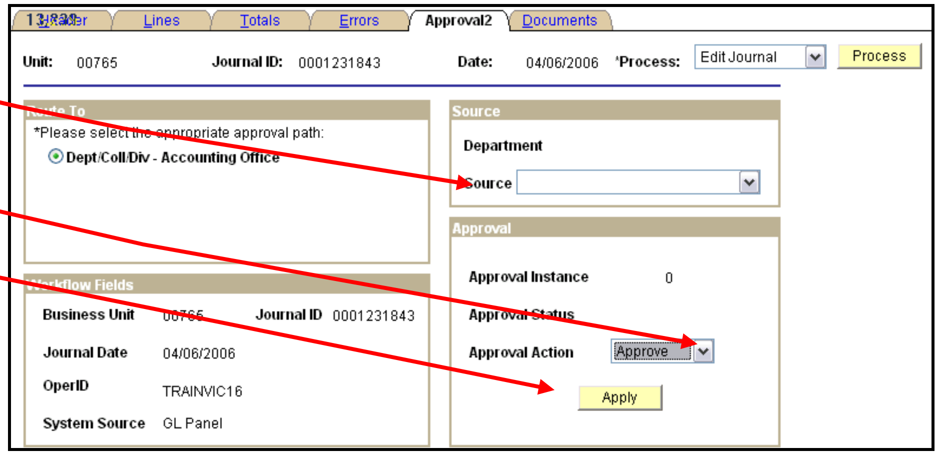


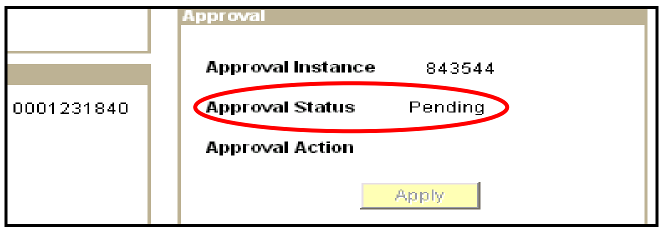
NOTE:

Once you process the Edit function, PeopleSoft will generate "Claim on Cash" entries only when you are using two or more different funds. These are system-generated and cannot be deleted and should not be changed. They will increase your totals, but all you need to do is make sure that the Debits & Credits balance.

STEP 6: *Under the* ***Approval2*** *tab:*

- **Select appropriate Source**
- **Process:** click on [dropdown] to select **Approve**
- **Click** on Apply *(Now **Approval Status** is Pending)*





You will receive this message.

Click OK to enter the journal into workflow.

NOTE:

No manager's signature is necessary if changing an account number & the original voucher has proper signature(s)—Source the journal to AAP—Also, be sure to attach a copy as a back-up.

NOTE:

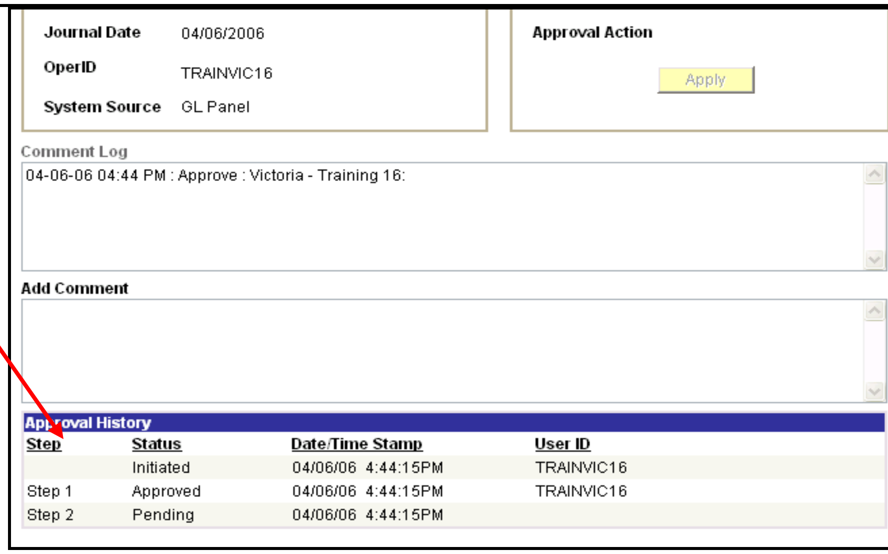
Once the journal has been approved you cannot make any changes unless the journal is denied/recycled to you.

STEP 7: *Under the **Approval2** tab, **Approval History** section:*

*The **Approval History** section shows who initiated the journal and what stage the journal is in the approval process.*

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

*Also, the **Comment Log** captures all Workflow approvals, including previous journal denials or recycles, as well as comments pertaining to the approval of the journal.*



STEP 8: *Display the Journal*

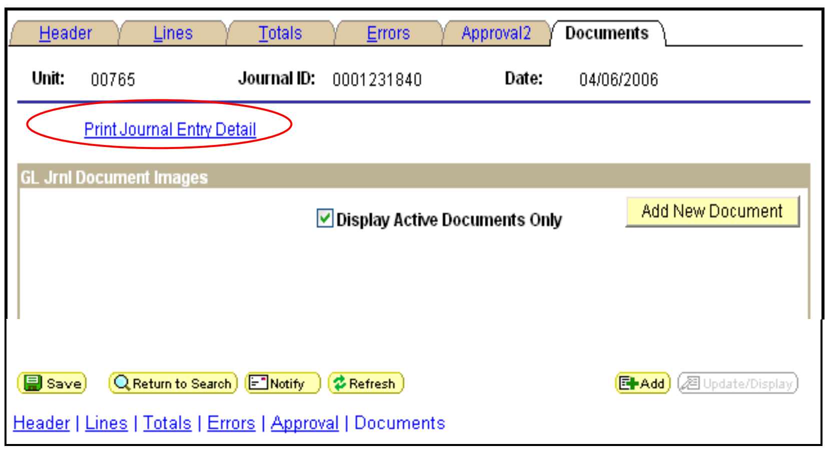
➢**Click** on **Documents** tab.

➢**Click** on Print Journal Entry Detail link to preview.

A new window will open and the journal will appear in PDF format.

➢**Check** on the journal contents:

- o Header Description
- o Journal Line Detail
- o Budget Check Status



STEP 9: *Attach Appropriate Backup*

➢**1074 detail to show item(s) are posted**

➢**Get additional signatures if needed.**

See Debit Vs. Credits for GL Journal Examples at www.uhv.edu/peoplesoft/journals.asp