

Access the Financial Production database: <https://my.uh.edu/fs>

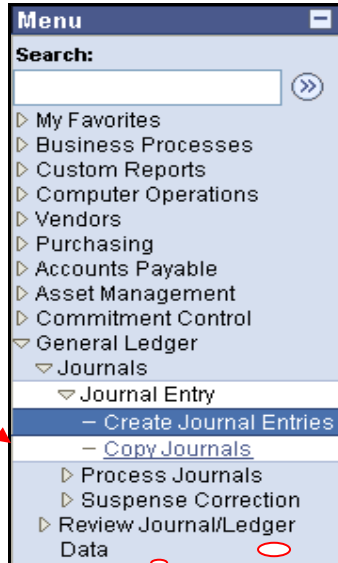
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION / PATH

From the Menu select:


- ▶ General Ledger
- ▶ Journals
- ▶ Journal Entry
- ▶ Create Journal Entries

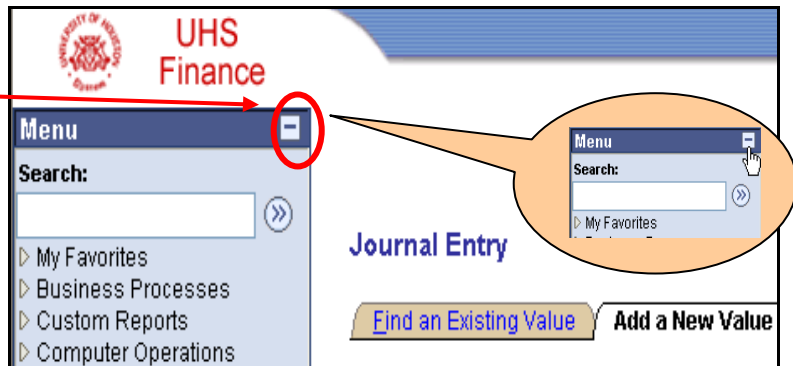


Be sure to add to "Favorites"!

Option:

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

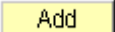
It will then appear as an *Expand* button  if needed again.

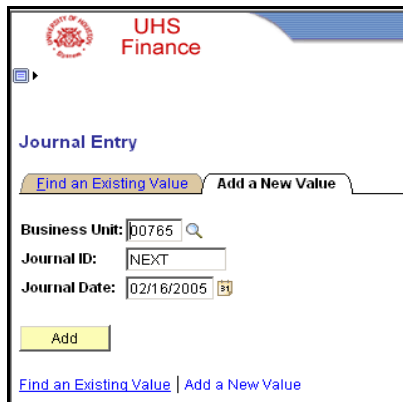


INSTRUCTIONS

Under the Journal Entry panel:

**STEP 1:** Default tab is **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 .



Under the Header tab:

**STEP 2: Header tab:**

- **Long Description:** fill in with required then pertinent information;  
Minimum needed:

“JPMorganChase CREDIT CARD PURCHASES FOR (STATE THE MONTH); FOR CARDHOLDER(S): LASTNAME\_ΛFIRSTINITIAL”

**PLEASE USE CAPS**

**NOTE:** - Remember the Expense Report Description and Benefit/Purpose will support the detail of the payments. For example, the Expense Report for a business meal must be supported with attendees, time, place and purpose of discussion.

- **Ledger Group:** ACTUALS (Default)

- **Reference #:** enter your department's reference number (appears on 1074 report):

**VXXSEQNO**

XX=the 2 digits of your DeptID chartfield  
SEQNO=a sequentially assigned number in your department

- **Transaction Code:** GENERAL (Default)

- **Click** on the [Lines](#) link at the bottom of the panel or the tab at top of window.

**Entering charge information:**

**Two-sided entry system:**

- 1—debit (“+” amt) your cost centers and,
- 2—credit (“-” amt) the Cardholders default cost center

(Can combine items as long as the account number and cost center information does not change AND a tape is included with the backup documentation.)

**Under the Lines tab:**

**STEP 3: Enter your ProCard charges ( From Expense Report):**

- Enter the **SpeedType**, then press your tab key and the cost center will populate.
- Enter the **Account** Number.


(May have to scroll right to get to these fields:)

- Enter the **Amount** ;
- Enter the **Journal Line Description**.  
(appears on reports under Description heading; will default to the **Account #** description.) Enter same as you would have entered on the Invoice Line.

(May have to scroll back to the left:)


**To add one or multiple line(s):**

- Enter the number of lines desired (default 1)
- Click on the **+** button to add; (it will copy the journal line down with all values populated).

(May want to  Save only to get a journal ID if you will have several lines to enter.)

**STEP 4: Repeat Step 3 as necessary if entering more costs.**

Otherwise, go to Step 5.

**HINT:** When all lines entered from Expense Report, you may want to click on the  (“calculate amounts” icon) to check the total of your entries. This should be the total of the transaction log as well as the statement in the debit column; if you have any credits on this statement, subtract “credits” from “debits” to get your total on log.

Under the Lines tab (cont'd):

**STEP 5: Enter the credit to the department default cost center.**


add a line:

- → **Department Default cost center**
- **Account** number = 20109

(May have to scroll right to get to these fields:)

- **Enter Amount** = as negative (-)
- **Enter Journal Line Description** = cardholder's name:  
**LastName,FirstInitial**
- **Repeat** this step as necessary.

When all entries have been made:

- **Click** on  to show totals.
- **Must Match**

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	DeptID	Program
<input type="checkbox"/>	1	00765	ACTUALS	11661	53902	5014	V0021	A0001
<input type="checkbox"/>	2	00765	ACTUALS	11746	15100	2064	V0013	F0556

Bud Ref	Chartfield 1	Chartfield 1 Value	Amount	Reference	Journal Line Description
			3,958.61		5585-TEACHING SUPPLIE
BP2005			-3,958.61		CAYLOR,K


Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	DeptID	Program	Project
<input type="checkbox"/>	1	00765	ACTUALS	11661	53902	5014	V0021	A0001	G000161
<input type="checkbox"/>	2	00765	ACTUALS	11746	15100	2064	V0013	F0556	NA

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	2	3,958.61	3,958.61	N	N

Totals MUST equal

**STEP 6: Budget Check Journal:** After making all entries and checking that totals match:

- **Process: Edit Journal** (Default) (Should be done only after all entries have been made and not before.)
- **Click** on .
- This process edits, budget-checks, and assigns a journal id (if it has not been saved yet).
- **Write down Journal ID**, if necessary.
- **Notice change in status** (at bottom of panel): Both must be valid before entering the journal into workflow.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	2	100.00	100.00	✓	✓

**NOTE:** Once you process the Edit Journal process, 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 at this point all you need to do is make sure that the Debits & Credits balance.

Under the Documents tab:

**STEP 7: Display the Journal**

- Click on Documents tab.
- Click on [Print Journal Entry Detail](#) link.

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

➤ Check the journal contents:

- Header Description
- Journal Line Detail
- Budget Check Status

University of Houston System  
JOURNAL ENTRY DETAIL

Header HI: 00765      Run Date: 04/14/2005  
Fiscal Year: 2005      Run Time: 04:13:29  
Acctg Period: 8



Journal ID: 0001104216      Reversal: None      Ledger Group: ACTUALS  
Date: 04/14/2005      Created By: CAYLORKM  
Source: GEN      Budget Adjust Type: Actuals      Post Date:  
Header Ref: Edit Req'd      BCM Status: Not Chkd  
Description: BANK ONE CREDIT CARD PURCHASES THROUGH 04/07/05, FOR CARDHOLDER CAYLOR K      BCM Bypass: N

Line #	Account	Line RT	Fund	Budget	Proj	Bdgt Ref	Project	Line Ref	Chart 1	Line Description	Amount
1	53002	00765	0014	V0021	A0001		0000101			SMS TEACHING SUPPLIES	3,958.61
2	12100	00765	2064	V0013	P0556	EP2005	NA			CAYLOR K	-3,958.61


Totals for Journal: 0001104216      Total Lines: 2      Total Base Debit: 3,958.61      Total Base Credit: 3,958.61

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PS Approval: \_\_\_\_\_  
 Created By: CAYLORKM      Date Printed: 04/14/2005      Jnl. Dt: 04/14/2005

**STEP 8:** Under the **Approval2** tab:

- Select appropriate approval path
- Select appropriate approval source
- **Process:** click on  to select **Approve**
- Click on . (Now **Approval Status** is Pending.)

You will receive this message.

- Click  to enter the journal into workflow and return to the journal panels.



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

**STEP 9:** 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.

Journal Date	04/06/2006	Approval Action	<input type="button" value="Apply"/>
OperID	TRAINVIC16		
System Source	GL Panel		
Comment Log			
04-06-06 04:44 PM : Approve : Victoria - Training 16:			
Add Comment			
Approval History			
<b>Step</b>	<b>Status</b>	<b>Date/Time Stamp</b>	<b>User ID</b>
	Initiated	04/06/06 4:44:15PM	TRAINVIC16
Step 1	Approved	04/06/06 4:44:15PM	TRAINVIC16
Step 2	Pending	04/06/06 4:44:15PM	

**STEP 10:** Add Documentation

➤ You are now ready to attach the appropriate backup to PeopleSoft:

- *the Expense Report Signed by the cardholder and cost center signature authority*
- *any back-up documentation*  
*Detailed stamp log, if any postage purchased.*  
*Justification e-mail.*
- *If combining supplies, or any account, include a tape on a separate sheet of paper.*

➤ Retain for standard record retention (3 yrs. + current) copies of:

- signed Expense Report
- receipts
- any other supporting documents