



MaineStreet Financials 8.4

General Ledger

Journal Entry Approval

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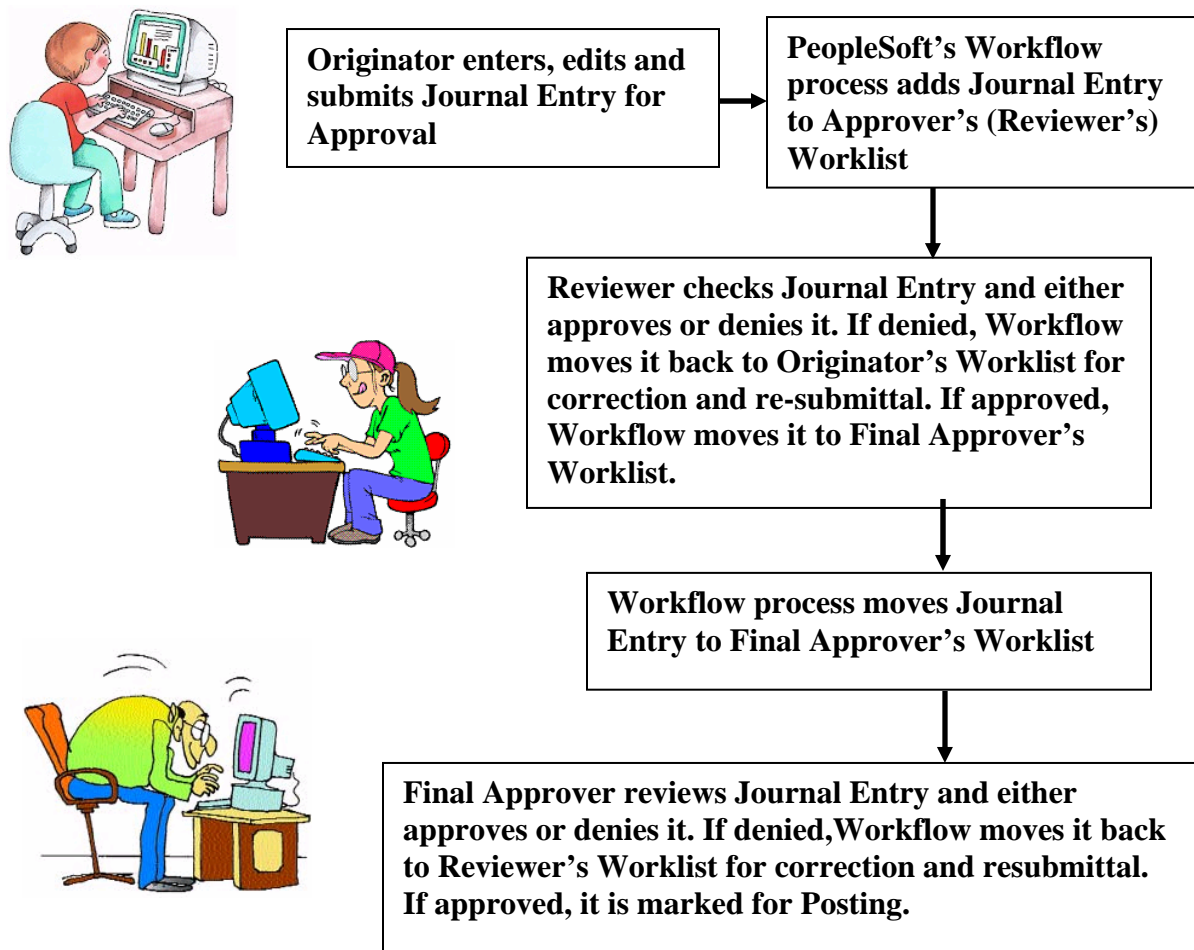
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1. Financials General Ledger

The MaineStreet Financials General Ledger is a central financial database with built-in accounting, budgeting, financial analysis, and reporting features. It is built to handle multiple financial systems within a single database. This reduces redundancy, maintenance, and data integrity problems since all transactions are entered into one system.

2. Journal Entry Approval Process

Journal Entries are used to update the General Ledger for many types of transactions, including cash receipts, transfers of revenue or expense, and budget changes. The PeopleSoft Online Journal Entry system enables you to enter and submit Journal Entries with relative ease. This manual specifically covers how to utilize the Online Journal Entry system.



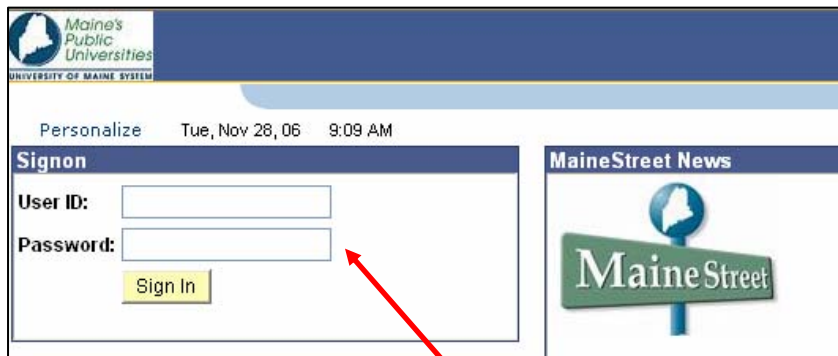
3. Access Financials System

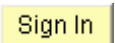
MaineStreet Login

You must use your UMS User ID and password to login to the MaineStreet Portal and access the Financials system. If you do not know your UMS User ID and password, contact the computing Help Center on your campus or phone the UMS ITS Help Desk at 561-3587.

To access the MaineStreet Portal, open a web browser (e.g. Internet Explorer) and navigate to <http://www.maine.edu/fac-staff/index.php>. Select the **Employee Access** link located towards the bottom of the page.

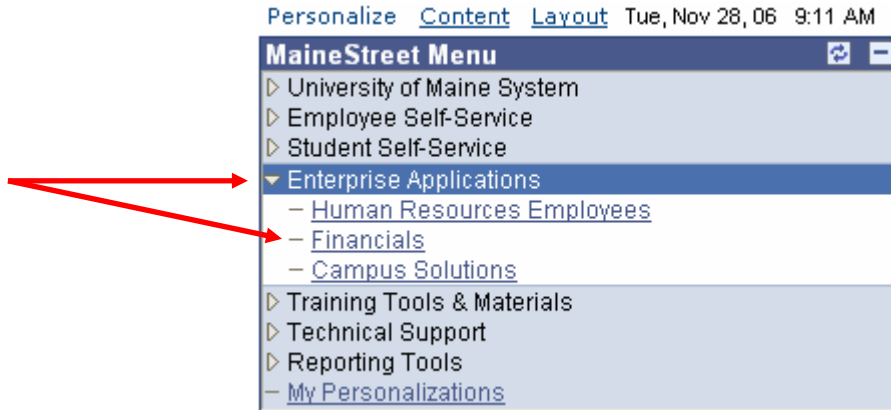
When you select this link, the MaineStreet Portal login screen will display.



Enter your primary **UMS User ID** and **Password** and select  .

To access the Financials system, from the MaineStreet Portal menu select:

Enterprise Applications > Financials



When you select the link to [Financials](#), a new window for the Financials system opens. The items listed in your Financials menu depend on what roles you are assigned in the Financials system. Staff with different roles will see slightly different menus. The menu you see should give you access to all the Financial-related tasks you need to perform.

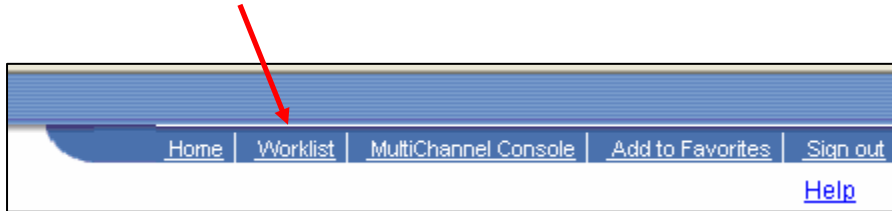


When you are finished with your work in the Financials system, select the [Return to Portal](#) link to logout of Financials and return to the MaineStreet Portal.

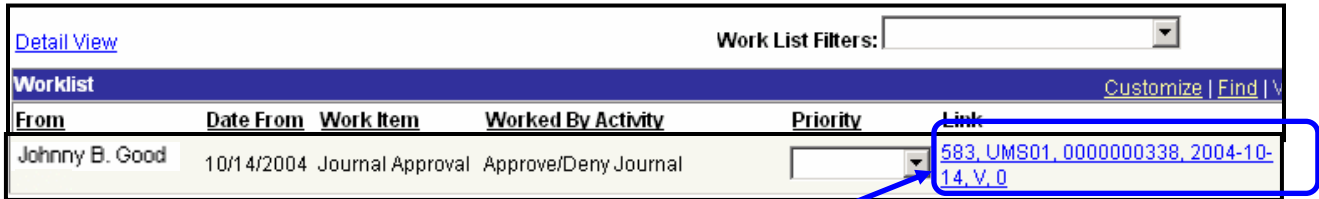
4. Access Journal Entry Needing Approval

After a Journal Entry Originator enters, edits and submits a Journal Entry that requires approval through the workflow process, PeopleSoft moves the Journal Entry to the Approver's (Reviewer's) Worklist.

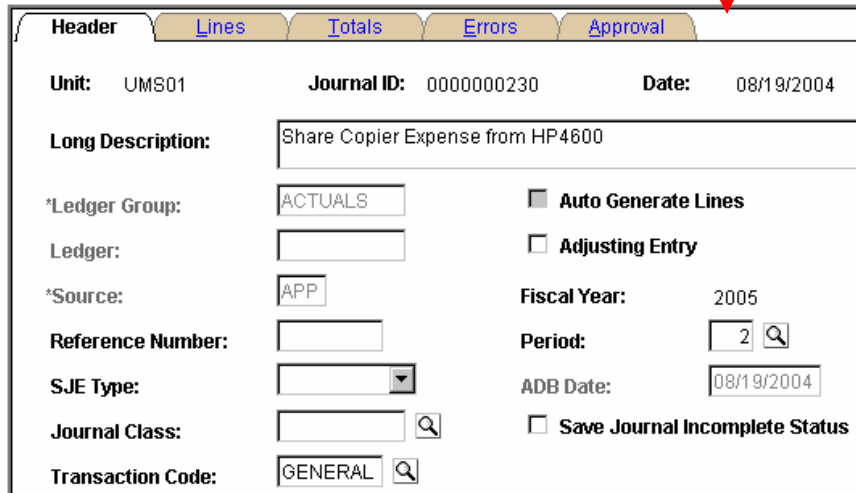
To access Journal Entries that require your approval, from your MaineStreet menu, select the [Worklist](#) link.



Your Worklist will open and Journal Entries that require your approval will be listed there. The Worklist displays the Originator's name, when the Journal Entry was submitted, what work is required of you (in this case, either an approval or denial), the priority (if one was set) and a hyperlink to the Journal Entry.



Click on the Journal Entry's Worklist [hyperlink](#) to open its **Header** page and review general information about the Journal Entry.



5. Review Journal Entry Lines

Select the Journal Entry **Lines** tab to review information entered there.

The screenshot displays the 'Journal Entry Lines' tab. At the top, there are four tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected and highlighted with a red box. A red arrow points from the text above to this tab. Below the tabs, the form contains the following fields and options:

- Unit:** UMS01
- Journal ID:** 0000000230
- Date:** 08/19/2004
- Long Description:** Share Copier Expense from HP4600
- *Ledger Group:** ACTUALS
- Ledger:** [Empty field]
- *Source:** APP
- Reference Number:** [Empty field]
- SJE Type:** [Dropdown menu]
- Journal Class:** [Empty field]
- Transaction Code:** GENERAL
- Fiscal Year:** 2005
- Period:** 2
- ADB Date:** 08/19/2004
- Auto Generate Lines
- Adjusting Entry
- Save Journal Incomplete Status

Things to check:

- Make certain the Journal Entry has a Journal Status of **Y** which indicates it has been edited and errors, if any, have been corrected.
- Review information entered in the ChartFields. You can use the **Q** button next to each ChartField to check the descriptions associated with Department, Account, Class, Fund, Program, Project, or Operating Unit.

After you are satisfied you understand what is in the Journal Entry, it is time to take the next step to either approve or deny the Journal Entry.

6. Approve or Deny Journal Entry

Select the Journal Entry **Approval** tab to access the Approval page.

Approve Journal Entry

Make certain the **Approval Status** displays as **Approval Status: Pending Approval**.

Use the dropdown arrow next to **Approval Action:** and select **Approve**.

You do not type a note into the **Comments for Denial Email** box. This section is only used when a Journal Entry is denied.

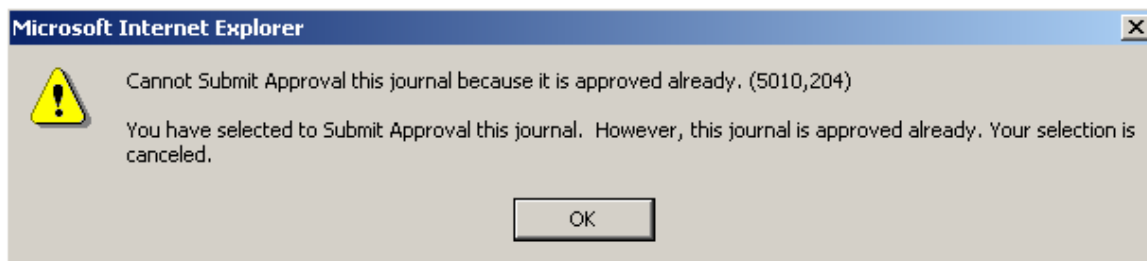
After you select the Approval action on the **Approval** page, select the **Lines** page tab. This is where you will submit your approval of the Journal Entry to the Final Approver.

Submit Journal Entry for Final Approval

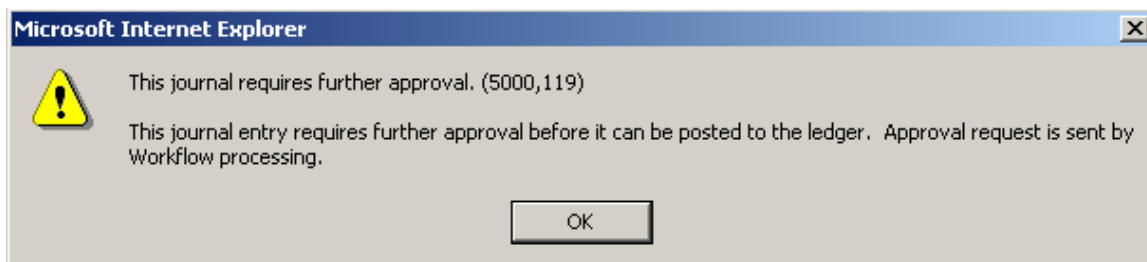
To submit a Journal Entry for Final Approval, from the **Lines** page, go to the **Process:** box and select from the dropdown menu. Click and wait to run the **Submit Journal** process. While it is running, you will see the word **Processing** blinking in the upper right-hand portion of your screen. Do not interact with your screen while the process runs.

When **Processing** disappears, you will receive one of three messages:

The message below appears if you have already submitted the Journal Entry and inadvertently submitted it again. Click . No further action is required to submit the Journal Entry to Post. Your work with this Journal Entry is complete.



The message below means your Journal Entry DOES require approval through the Workflow process and by selecting in the **Process** box you have already submitted it. The message in the dialogue box is simply telling you the Journal Entry you submitted has been moved on to the next person in the approval Workflow process. Click .



Confirm Approval Workflow Initiated

To confirm you initiated the Workflow process, from the **Lines** page, click the **Approval** tab to open the **Approval** page.

In the **Approval History** section of the **Approval** page you will see your seven-digit User ID (Employee ID) and your name in the User ID section. The Approval History tells you in **Step 0** that Johnny B. Good, the Originator, initiated the Approval Workflow process when he submitted the Journal Entry. When you approve and submit the Journal Entry, Workflow will remove the status of "Pending" from the line labeled **Step 01** in the **Approval History** section and replace it with a status of **Approved**.

Approval History					
Step	Path	Status	Date/Time Stamp	User ID	
0	A	Initiated	10/21/2004 3:29:21PM	Johnny B. Good	
01	A	Approved	10/21/2004 3:29:52PM	Ann Gunn	
02	A	Pending	10/21/2004 3:29:21PM		

Workflow has moved the Journal Entry link to the Final Approver's worklist. When the Final Approver acts on the Journal Entry, the line labeled **Step 02** will reflect the decision to "Approve" or "Deny" the Journal Entry. If the Final Approver denies the Journal Entry, Workflow will move the Journal Entry link to the Reviewer's Worklist and will email any comments entered into the **Comments for Denial** box to the Reviewer.

If the Final Approver approves the Journal Entry, it will be marked for Posting.

Deny Journal Entry

Select the Journal Entry **Approval** tab to access the Approval page.

Make certain the **Approval Status** displays as **Approval Status:** Pending Approval.

Use the dropdown arrow next to **Approval Action:** and select **Deny**.

The screenshot shows the 'Approval' page for a Journal Entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is UMS01, 'Journal ID' is 0000000113, and 'Date' is blank. The 'Approval Status' section contains the following fields: 'Unit' (UMS01), 'Approval Check Active' (Y), 'Approval Status' (Pending Approval), 'Approval Action' (Deny), 'Comments for Denial' (text area), and 'Email' (text area). A red arrow points to the 'Deny' dropdown menu, and a blue arrow points to the 'Comments for Denial' text area.

Enter information about why the Journal Entry was denied in **Comments for Denial** section.

After you select the Approval action on the **Approval** page, select the **Lines** page tab. This is where you will submit your denial of the Journal Entry and return it to the Originator.

Submit Journal Entry for Denial

To submit a Journal Entry for Denial, from the **Lines** page, go to the **Process:** box and select from the dropdown menu. Click and wait to run the **Submit Journal** process. While it is running, you will see the word **Processing** blinking in the upper right-hand portion of your screen. Do not interact with your screen while the process runs.

7. Online Journal Entry Terms and Concepts

In PeopleSoft Financials we use the following terms:

Account – Required five-digit PeopleSoft ChartField. Can be compared to what we currently refer to as Object Code in FAST system.

Business Unit – Required five-digit PeopleSoft ChartField. Each University Unit is a Business Unit. This ChartField represents high-level Business Unit-related information that can be shared during inter-Business Unit transactions.

ChartFields – Components that make up PeopleSoft's Chart of Accounts. Each ChartField provides key information related to a transaction.

ChartField Combination – PeopleSoft ChartFields joined together in various combinations to tell the system specifically what to record about each financial transaction.

Chart of Accounts – Foundation of an accounting system. The PeopleSoft Chart of Accounts is made up of informational fields (see "ChartFields") that provide the basic structure for financial transactions.

Class – An Optional two-digit PeopleSoft ChartField. It is user-defined and will enable users to further qualify the account on the transaction (e.g. advertising costs by newspaper – Kennebec Journal, Bangor Daily News, Portland Press Herald...).

Component – A group of related PeopleSoft pages.

Department – Required seven-digit PeopleSoft ChartField. It tracks information according to organizational structure within each Business Unit.

FAST to GL Translate tool – Will provide information about what ChartField Combination replaces an existing FAST Account.

Fund – Required two-digit PeopleSoft ChartField. Is used for financial reporting and will vary based on different types of Projects and Programs.

Final Approver – During the Journal Entry workflow process, the Final Approver reviews Journal Entries submitted for approval by Reviewers. The Final Approver determines whether or not to mark Journal Entries for posting or deny them.

General Ledger – Central financial database with built-in accounting, budgeting, financial analysis, and reporting features.

Journal Header – The header contains the information that uniquely identifies the journal Entry, the Business Unit, Journal ID, and Journal Date.

Journal Entry – A PeopleSoft accounting entry entered online or input from a feeder system (payables, receivables, asset management, and so on) to the general ledger. Replace what were called Journal Vouchers in FAST system. In

PeopleSoft, you can enter Journals through PeopleSoft-provided Excel spreadsheets or online in PeopleSoft Financials.

Journal ID – Each Journal Entry needs to have a Journal ID either manually or automatically assigned to it. Manually entered Journal IDs may consist of up to ten alpha/numeric characters. Automatically assigned Journal IDs will consist of ten digits.

Journal Lines – Journal lines record the monetary amounts and the cost center values associated with each Journal Entry.

Operating Unit – Optional three-digit PeopleSoft ChartField. Can be used with *Department* to indicate a location, such as a center or campus within a Business Unit.

Originator – At the start of the Journal Entry workflow process, the Originator enters, edits and submits Journal Entries.

Page – PeopleSoft display and data entry screens.

Program – Sometimes required five-digit PeopleSoft ChartField. It is used to track expenses and revenues regarding gifts, endowments, loans and other sources of funds that need to be tracked across multiple departments, programs or Business Units.

Project – Sometimes required seven-digit PeopleSoft ChartField. It is required for all capital projects, grants & contracts and any other projects that have specific begin/end dates or that cross fiscal years.

Reference – On the Journal Entry Lines page, Reference allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters in the Journal Entry line Reference.

Reference Number - The Reference Number on a Journal Entry Header enables you to refer the Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry. You may enter up to eight alpha/numeric characters in the Journal Header Reference Number.

Reviewer – During the Journal Entry workflow process, the Reviewer (usually a supervisor) reviews Journal Entries submitted by Originator (an employee) and determines whether to approve, deny or request changes to the Journal Entry.

Workflow – Is the automation of a PeopleSoft business process (e.g. Journal approval). It essentially passes work from one participant in the process to the next. Rules are set up that determine workflow paths.

Worklist – The automated to-do list Workflow creates. PeopleSoft tool which enables you to view tasks that require your attention.