

The Next Generation



**FI\$Cal**

Financial Information System for California

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# Wave 2: Journal Workflow

November, 2014

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# Journals Overview

- Enter and Process Journals is the business process by which adjustments and corrections are recorded in the GL, and includes the entry, validation, department approval, and posting of those journals to a ledger
- Departments may require online approvals of departmental journal entries within FI\$Cal before they are posted to the General Ledger

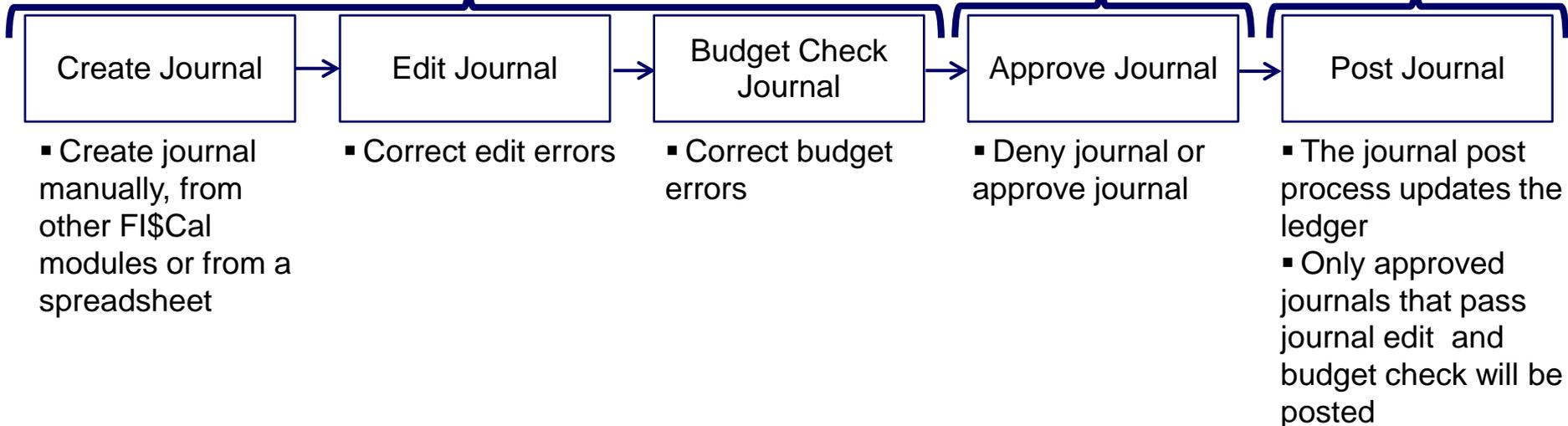
# Journals Department Roles

FI\$Cal End-User Role	Descriptions
Department GL Journal Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process
Department GL Journal Approver 1	The department end user who is responsible for the first level approval of department journals from a pooled worklist
Department GL Journal Approver 2	The department end user who is responsible for the second level approval of department journals from a pooled worklist

# Create and Process Journal

Central/Dept. GL  
Journal Processor

Dept. GL Journal  
Approver



## Key Impacts

- Journal entries will post to the applicable ledgers and will be reflected on all ledger-based reports
- The General Ledger module will close on a monthly basis, and journal entries cannot be posted to closed accounting periods

# Create and Process Journals Workflow – None (Pre-Approved)

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	Department GL Journal Processor	Department GL Journal Approver 1	Department Journal Approver 2
Mary	X		
Bob	X		

# Create and Process Journals Workflow – None (Pre-Approved) Description

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1. Mary and Bob are Department GL Journal Processors.
  - a. Mary or Bob enters a journal entry.
2. Mary and Bob's department have no approval levels, so the journal entry is pre-approved.

# Create and Process Journals Workflow – One Level

	Department GL Journal Processor	Department GL Journal Approver 1	Department Journal Approver 2
Mary	X		
Bob		X	
Jane	X	X	

# Create and Process Journals Workflow – One Level Description

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1. Mary and Jane are Department GL Journal Processors.
  - a. Mary or Jane enters a journal entry.
  - b. Mary or Jane submits the journal entry for approval.
  
2. Jane and Bob are both a Department GL Journal Approver 1 and always receive the journal in their worklists.
  - a. Bob can approve Mary's and Jane's journal entry.
  - b. Jane can approve Mary's journal entry, but cannot self-approve.

# Create and Process Journals Workflow – Two Levels, One Pool

	Department GL Journal Processor	Department GL Journal Approver 1	Department Journal Approver 2
Mary	X		
Bob		X	
Jane			X
Alex	X	X	
Linda	X		X

# Create and Process Journals Workflow – Multi-Level Approval

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1. Mary, Alex and Linda are Department GL Journal Processors
  - a. Mary, Alex or Linda enters a journal entry.
  - b. Mary, Alex or Linda submits the journal entry for approval
  
2. Bob and Alex are both a Department GL Journal Approver 1 and always receive the journal in their worklists.
  - a. Bob or Alex can approve Mary's journal.
  - b. Bob or Alex can approve Linda's journal.
  - c. Bob can approve Alex's journal, but cannot self approve.
  
3. Jane and Linda are both a Department GL Journal Approver 2 and receive the journal in their worklists.
  - a. Jane can approve Mary's, Linda's and Alex's journal.
  - b. Linda can approve Mary's and Alex's journal, but cannot self approve.

# Journal Workflow Example

Below example illustrate the Journal workflow process –

- **Step 1** – Journal Processor creates an online journal.
  - Navigation – Main Menu → General Ledger → Journal → Journal Entry → Create/Update Journal Entry.
  - Login as – Z\_DEPT\_GL\_JOURNAL\_PROC
  - Create an online journal –

### Create/Update Journal Entries

**Business Unit:**

**Journal ID:**

**Journal Date:**

# Journal Workflow Example Cont...

- Enter all values, save and Edit journal.
- Journal header status will update to 'V' (Valid)

Header | Lines | Totals | Errors | Approval

Unit: 7300      Journal ID: 0000000505      Date: 07/04/2014      Errors Only

Template List: Inter/IntraUnit      Search Criteria:      Change Values

\*Process: **Edit Journal**      Process

Line: 10

Select	Line	Unit	*Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	7300	MODACCRL		001	0001	2013	1100000	00000	
<input type="checkbox"/>	2	7300	MODACCRL		001	0001	2013	4110200	00000	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
7300	2	33.00	33.00	V	V

Save    Notify    Refresh    Add    Update/Display

# Journal Workflow Example Cont...

**Step 2** – Go to ‘Approval’ tab of the online journal

- Submit the journal for approval workflow

The screenshot displays the 'Approval' tab of the online journal interface. The 'Approval' tab is highlighted with a red box. Below the tabs, the following information is visible:

- Unit: 7300
- Journal ID: 0000000505
- Date: 07/04/2014

A 'Submit' button is highlighted with a red box. Below the main information, there is a section for 'Approval Status' with a 'Find' dropdown menu showing '1 of 1' and 'Last'.

Header	Lines	Totals	Errors	Approval
Unit:	7300		Journal ID:	0000000505
			Date:	07/04/2014
Approval Status				Find First 1 of 1 Last
Unit:	7300			
Approval Check Active:	Y			

# Journal Workflow Example Cont...

## Step 3 – Approve Journal

- Login as Level 1 Approver – ‘Z\_DEPT\_GL\_JOURNAL\_APPR\_1’
- Check the worklist and look for the journal ID created.

**Worklist**  
 Worklist for Z\_DEPT\_GL\_JOURNAL\_APPR\_1:

Detail View Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link
Department GL Journal Processo	11/04/2014	Approval Routing	Approval Workflow	High	GLJournalApproval.141. ZZ JOURNAL APPROVAL 1902-01-03 N, 0 BUSINESS UNIT.7300 JOURNAL ID:0000000505 JOURNAL DATE:2014-07-04 BUSINESS UNIT LN:7300 RDC:RA.0.A

# Journal Workflow Example Cont...

- Review the journal and take action – Approve/Hold/Deny.

### GL Journal Approval

Business Unit	7300	<a href="#">Return to Worklist</a>
Journal ID	0000000505	Attachments (0)
Journal Date	07/04/2014	<a href="#">Go to Journal Entry Page</a>
Line Unit	7300	Status
Ledger Group	MODACCRL	Pending
Adjusting Entry	N	Debits
Fiscal Year	2014	\$33.00
Period	1	Credits
		\$33.00
		Description
		Test Workflow
		Requester
		Z_DEPT_GL_JOURNAL_PROC

### Journal Workflow

▼ Unit 7300, ID 0000000505, Date 2014-07-04, Line Unit 7300:Pending Start New Path

**Journal Workflow**

Pending

Multiple Approvers

Approver 1

To add comments to the journal's approval process, enter them below and click any one of the four approval action buttons underneath the comments. Then the comment is viewed from the Approval Flow Graphic Display above.

Approve
Deny
Hold

Pushback
Add Comments

# Journal Workflow Example Cont...

- Navigate to Journal entry page and check approval status of the journal you created.
- Journal Status should be 'Approved to Post'

The screenshot displays the 'Approval' tab of a journal entry page. The 'Unit' is 7300 and the 'Journal ID' is 0000000505. The 'Approval Status' is 'Approved to Post'. The 'Approval Action' is 'Approve'. The 'Journal Workflow' section shows a green bar indicating 'Approved' by 'Department GL Journal Approver' on 11/04/14 at 1:57 PM.

Field	Value
Unit	7300
Journal ID	0000000505
Approval Status	Approved to Post
Approval Action	Approve
Journal Workflow	Unit 7300, ID 0000000505, Date 2014-07-04, Line Unit 7300: <b>Approved</b>
Journal Workflow	Approved ✓ Department GL Journal Approver Approver 1 11/04/14 - 1:57 PM

# Environment and Test User ID details

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## Test Environment : QA1

Link - <https://psfua1.vv.fiscal.ca.gov/psp/psfqa1/?cmd=login>

## User IDs –

- Journal Processor : **Z\_DEPT\_GL\_JOURNAL\_PROC**
- Journal Approver Level 1 : **Z\_DEPT\_GL\_JOURNAL\_APPR\_1**
- Journal Approver Level 2 : **Z\_DEPT\_GL\_JOURNAL\_APPR\_2**

## Business Units for Testing -

- Pre Approved BU – **0820**
- Level 1 Approval BU – **7300**
- Level 2 Approval BU - **0840**