Wave 2: Journal Workflow

November, 2014
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

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department GL Journal Processor</td>
<td>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</td>
</tr>
<tr>
<td>Department GL Journal Approver 1</td>
<td>The department end user who is responsible for the first level approval of department journals from a pooled worklist</td>
</tr>
<tr>
<td>Department GL Journal Approver 2</td>
<td>The department end user who is responsible for the second level approval of department journals from a pooled worklist</td>
</tr>
</tbody>
</table>
Create and Process Journal

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)

<table>
<thead>
<tr>
<th></th>
<th>Department GL Journal Processor</th>
<th>Department GL Journal Approver 1</th>
<th>Department GL Journal Approver 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create and Process Journals Workflow – None (Pre-Approved) Description

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

<table>
<thead>
<tr>
<th></th>
<th>Department GL Journal Processor</th>
<th>Department GL Journal Approver 1</th>
<th>Department GL Journal Approver 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Create and Process Journals Workflow – One Level Description

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

<table>
<thead>
<tr>
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<th>Department GL Journal Approver 1</th>
<th>Department Journal Approver 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Alex</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Linda</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Create and Process Journals Workflow – Multi-Level Approval

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.
  - Login as – Z_DEPT_GL_JOURNAL_PROC
  - Create an online journal –

[Image of Create/Update Journal Entries interface]
Journal Workflow Example Cont…

- Enter all values, save and Edit journal.
- Journal header status will update to ‘V’ (Valid)
Journal Workflow Example Cont…

**Step 2** – Go to ‘Approval’ tab of the online journal
- Submit the journal for approval workflow
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](image)
Journal Workflow Example Cont...

- Review the journal and take action – Approve/Hold/Deny.
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’
Environment and Test User ID details

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