

# Smart Journal Construction Enhancements

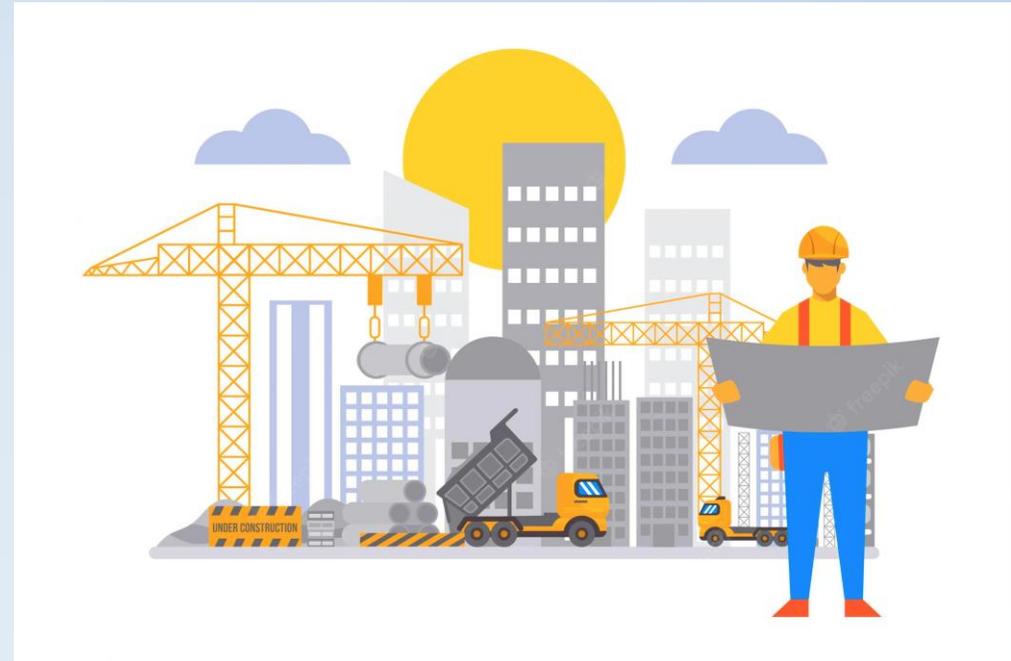
Office of the Controller

Financial Systems and Support Services Department

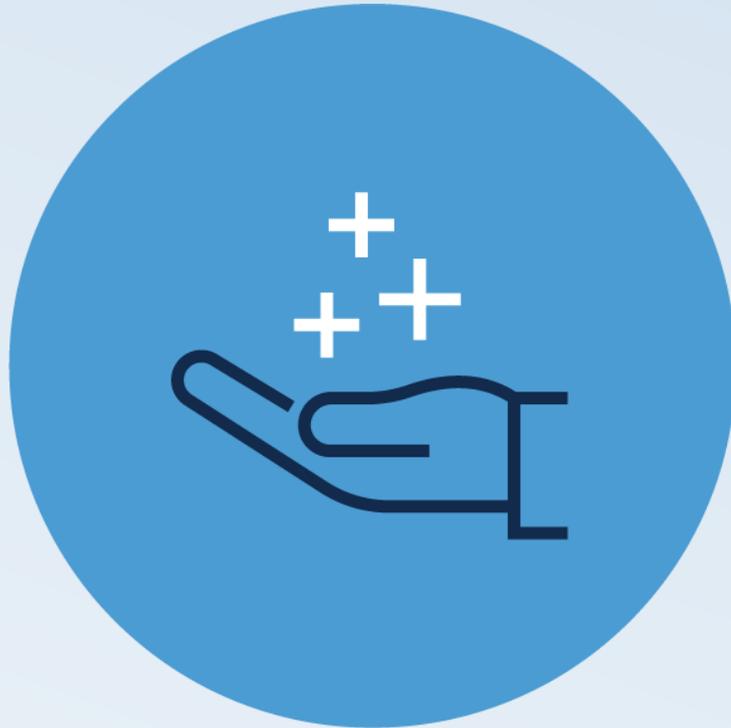


# Enhancement Overview

- Departments/Facilities Administration are now able to process cash transfers between construction projects by using GL accounts 757005-657005 now available in the Smart Journal tool.
- Initiators should contact Facilities Management to confirm the appropriate project numbers to be used when creating the cash transfer; otherwise, the cash transfer could be denied.
- Smart Journals related to construction take longer to process since they go through an approval process.



# Benefits

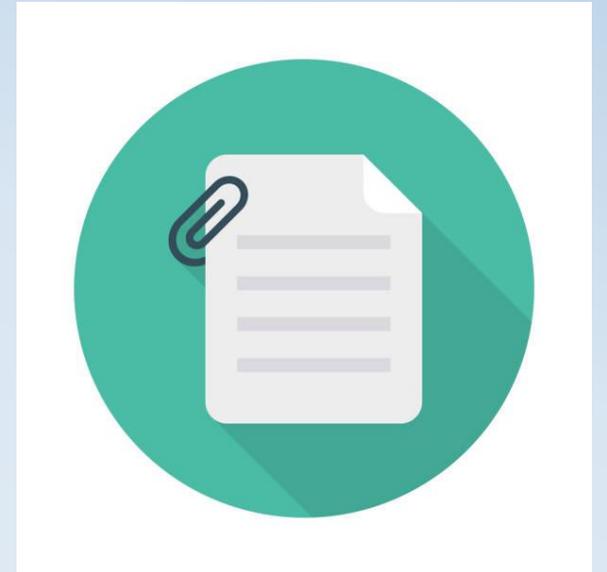


- This eliminates the need of paper cash transfers which reduces data entry errors.
- The automated approval workflow process allows Facilities and Construction Accounting Team to review the journal for approval quickly.
- The transfer is facilitated by a system generated journal creation.

# Required Supporting Documentation

Required documents for cash transfers related to construction projects using 757005 and 657005 may include the following:

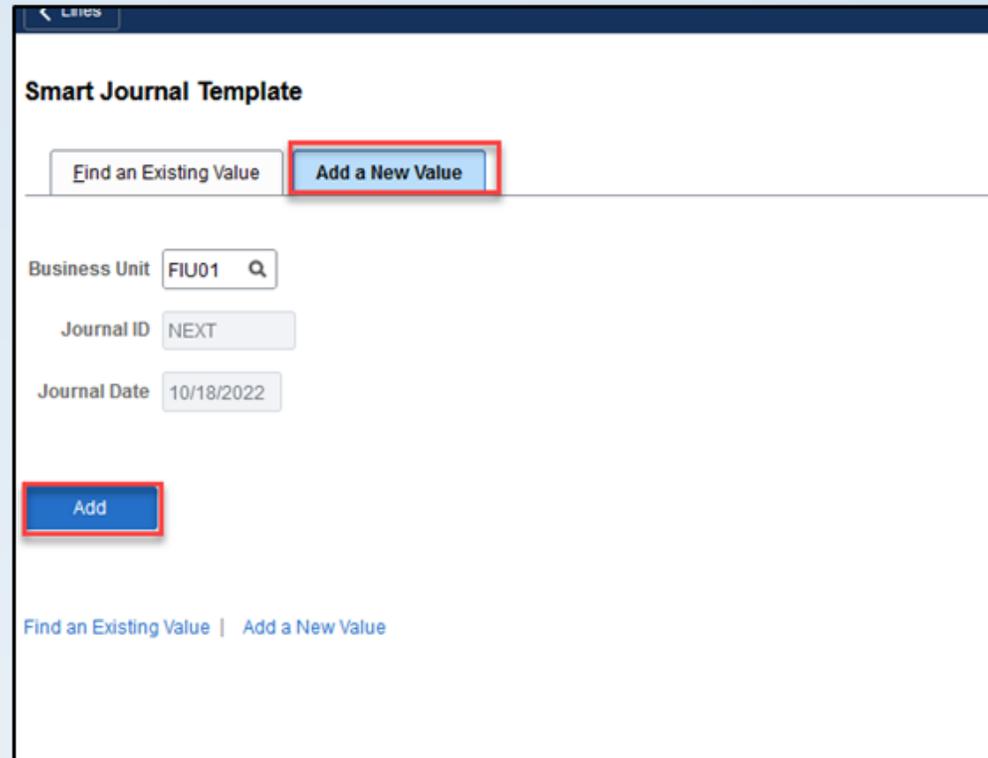
Facilities Construction Services Preliminary Cost Projection  
or  
Facilities Construction Services Quote Transmittal



# Overview of the Smart Journal Process

**Menu>Smart Solutions>Smart Documents>Smart Journal**

Select **Add a New Value** and click **Add**.



The screenshot displays the 'Smart Journal Template' interface. At the top, there is a navigation bar with a back arrow and the text 'LEICS'. Below this, the title 'Smart Journal Template' is centered. Two buttons are visible: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red border. Below the buttons, there are three input fields: 'Business Unit' with the value 'FIU01' and a search icon, 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/18/2022'. At the bottom left, there is a blue 'Add' button, also highlighted with a red border. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

# Description/Adding Construction Account

Reason/Description should include FM number, Project name, and the Project Manager's name.

**757005 Transfers Out Construct** is now available for selection.

- The available accounts depend on the Speedtype used.
- Only one SpeedType can transfer out per Smart Journal.

The screenshot shows the 'Smart Journal' interface. At the top, there is an 'Information' section with fields for Journal ID (NEXT), Business Unit (FIU01), Requestor, Journal Date (10/23/2022), Period, Fiscal Year, Journal Status (Edit Req'd), and Workflow Status (None). Below this is a 'Reason/Description' field with the text 'Reason for the reclass' and a character count of '232 characters remaining'. A table of account options is visible, with columns for Select, Line, Error, Unit, Speed Type Key, Account, Department, Site, Fund, Program, Activity Nbr, Cost PID, and Budget. The 'Speed Type Key' and 'Account' columns have search icons. A red arrow points from the 'Reason/Description' field to the 'Look Up Account' dialog box.

The 'Look Up Account' dialog box is shown. It has a 'SetID' field with the value 'FIU01'. Below it are three search criteria: 'Account begins with', 'Description begins with', and 'Account Type begins with', each with a dropdown menu and an input field. At the bottom, there are 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. Below the search criteria is a 'Search Results' section with a 'View 100' dropdown and a '1-3 of 3' indicator. The results are displayed in a table:

| Account | Description                   | Account Type | Control Flag |
|---------|-------------------------------|--------------|--------------|
| 757001  | Transfers Out - Within Unvers | E            | N            |
| 757003  | Facilities & Admin Expense    | E            | N            |
| 757005  | Transfers Out Construct       | E            | N            |

# PC Business Unit and Activity

The debit account selected for the Line 1 will auto-populate the credit **Account** on **Line 2**. Users are now able to select SpeedTypes with **PC Business Unit**: “FCN01” which populates **Activity ID**: “CON” for Construction.

| Select                   | Line | Error | Unit  | SpeedType Key                       | *Account                            | Department                          | Site | Fund | Program | Activity Nbr                        | Cost PID                      | Bud Ref                           | Task                          | PC Bus Unit                        | Project                       | Activity                         |
|--------------------------|------|-------|-------|-------------------------------------|-------------------------------------|-------------------------------------|------|------|---------|-------------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> | 1    |       | FIU01 | <input type="text" value="757005"/> | <input type="text" value="757005"/> | <input type="text" value="757005"/> | 01   | 360  | 91      | <input type="text" value="757005"/> | <input type="text" value=""/> | <input type="text" value=""/>     | <input type="text" value=""/> |                                    |                               |                                  |
| <input type="checkbox"/> | 2    |       | FIU01 | <input type="text" value="757005"/> | <input type="text" value="657005"/> | <input type="text" value="757005"/> | 00   | 339  | 00      |                                     | <input type="text" value=""/> | <input type="text" value="2018"/> | <input type="text" value=""/> | <input type="text" value="FCN01"/> | <input type="text" value=""/> | <input type="text" value="CON"/> |

lines to add:  + -

| Business Unit | Total Lines | Total Debits | Total Credits | Edit Status | Budget Status |
|---------------|-------------|--------------|---------------|-------------|---------------|
| FIU01         | 2           | 0.00         | 0.00          | Edit Req'd  | Not Chk'd     |

1-1 of 1

# Additional Lines

- Enter the **Amount** to be transferred as credit. To add additional lines for other SpeedTypes receiving credit, use the **plus (+)** sign. These additional credit amounts will increase the debit amount on **Line 1**. Total debits will equal total credits.

The screenshot displays the 'Smart Journal' interface. At the top, there are navigation icons and a 'New Window | Help' link. Below this is the 'Information' section with fields for Journal ID (NEXT), Journal Date (10/18/2022), Journal Status (Edit Req'd), Business Unit (FIU01), Period (4), Fiscal Year (2023), Workflow Status (None), Requestor, and Date Posted.

Below the information is a text area for 'Reason/Description' with a note 'Reason for the reclass.' and a character count of '231 characters remaining'.

The main section is 'Lines', which contains a table with the following columns: Select, Line, Error, Unit, SpeedType Key, Account, Department, Site, Fund, Program, Activity Nbr, Cost PID, Bud Ref, Task, PC Bus Unit, Project, Activity, Amount, and Journal Line Description. The table has two rows: Line 1 with Unit FIU01, Account 757005, and Line 2 with Unit FIU01, Account 657005, and Activity CON. The Amount field for Line 2 is highlighted with a red box and contains '-1'. Below the table, there is a 'Lines to add:' section with a '1' in a box and a '+' sign in a red box.

At the bottom is the 'Totals' section with a table:

| Business Unit | Total Lines | Total Debits | Total Credits | Edit Status | Budget Status |
|---------------|-------------|--------------|---------------|-------------|---------------|
| FIU01         | 2           | 0.00         | 0.00          | Edit Req'd  | Not Chk'd     |

At the very bottom are 'Notify' and 'Refresh' buttons.

# Attachments Required

Add attachments by clicking on the attachment icon. Whenever the construction account is used, at least one attachment is required.

**Smart Journal**

**Information**

Journal ID: NEXT    Journal Date: 10/18/2022    Journal Status: Edit Req'd  
Business Unit: FIU01    Period: 4    Fiscal Year: 2023    Workflow Status: None  
Requestor:    Date Posted:

\*Reason/Description:  
Reason for the reclass.

231 characters remaining

**Lines**

| Select                   | Line | Error | Unit  | SpeedType Key | *Account | Department | Site | Fund | Program | Activity Nbr | Cost PID | Bud Ref | Task | PC Bus Unit | Project | Activity | Amount | *Journal Line Description |
|--------------------------|------|-------|-------|---------------|----------|------------|------|------|---------|--------------|----------|---------|------|-------------|---------|----------|--------|---------------------------|
| <input type="checkbox"/> | 1    |       | FIU01 |               | 757005   |            | 01   | 360  | 91      |              |          |         |      |             |         |          |        |                           |
| <input type="checkbox"/> | 2    |       | FIU01 |               | 657005   |            | 00   | 339  | 00      |              |          | 2018    |      | FCN01       |         | CON      | -1     |                           |

Lines to add: 1 + -

**Totals**

| Business Unit | Total Lines | Total Debits | Total Credits | Edit Status | Budget Status |
|---------------|-------------|--------------|---------------|-------------|---------------|
| FIU01         | 2           | 0.00         | 0.00          | Edit Req'd  | Not Chk'd     |

Notify Refresh

**File Attachments**

Header Level

+ - Attachment: 

# Saving Smart Journals

Saving submits the journal and generates a Journal ID. Construction Journals will route for approval.

- Click **OK** to return.

**Journal ID Status**

Journal ID 0001288830 has been saved successfully.  
Click the Check Mark above to return to the transaction.

**Smart Journal**

**Information**

Journal ID: NEXT    Journal Date: 10/18/2022    Journal Status: Edit Req'd  
Business Unit: FIU01    Period: 4    Fiscal Year: 2023    Workflow Status: None  
Requestor: [Redacted]    Date Posted:

\*Reason/Description:  
Reason for the reclass.  
231 characters remaining

**Lines**

| Select                   | Line | Error | Unit  | SpeedType Key | *Account | Department | Site | Fund | Program | Activity Nbr | Cost PID | Bud Ref | Task | PC Bus Unit | Project    | Activity | Amount | *Journal Line Description |
|--------------------------|------|-------|-------|---------------|----------|------------|------|------|---------|--------------|----------|---------|------|-------------|------------|----------|--------|---------------------------|
| <input type="checkbox"/> | 1    |       | FIU01 | [Redacted]    | 757005   | [Redacted] | 01   | 360  | 91      | [Redacted]   |          |         |      |             |            |          |        |                           |
| <input type="checkbox"/> | 2    |       | FIU01 | [Redacted]    | 657005   | [Redacted] | 00   | 339  | 00      |              |          | 2018    |      | FCN01       | [Redacted] | CON      | -1     |                           |

Lines to add:  + -

**Totals**

| Business Unit | Total Lines | Total Debits | Total Credits | Edit Status | Budget Status |
|---------------|-------------|--------------|---------------|-------------|---------------|
| FIU01         | 2           | 0.00         | 0.00          | Edit Req'd  | Not Chk'd     |

# Construction Smart Journal Workflow

- After the Smart Journal is saved/submitted, it will be processed via automated “*Edit Journal*” and “*Submit for Approval*” jobs that run throughout the day.
- Smart Journals using construction accounts will go to Facilities first for approval. Then, they will be routed to Construction Accounting Team for approval and Smart Journal posting.



**Note:** Accounting and Reporting will identify journals in error and communicate with the department for resolution. Those journals not posted will be deleted on the final day of the month end close.

# Construction Smart Journal Status

To check the status of the Journal, follow the steps below:

## Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- Select **Find an Existing Value** tab to search for the journal using the Journal ID.
- Go to the **Approval** tab to check the **Approval Status**

The screenshot displays the 'Approval' tab of the 'Smart Journal Status' interface. At the top, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' (which is highlighted with a red box). Below the tabs, the header information includes 'Unit FIU01', 'Journal ID 0001291548', and 'Date 10/27/2022', with a 'Submit' button on the right. The main content area is titled 'Approval Status' and contains the following fields: 'Unit FIU01', 'Approval Check Active Y', 'Approval Status Pending Approval' (highlighted with a red box), 'Approval Action' set to 'Approve' in a dropdown menu, and a 'Deny Comments' text area with a 254-character limit. Below this is the 'Smart Jnl Const Approvers' section, which shows a flow from 'Approved' (Monteagudo, Caridad) to 'Pending' (Multiple Approvers). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh', and a breadcrumb trail: 'Header | Lines | Totals | Errors | Approval'.

# Resources



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Monday-Friday 8:30AM-5:00PM

<http://controller.fiu.edu> > Resources

Training Resources