



# Smart Journal Entry Manual

## Contents

Overview .....	3
Construction Smart Journal Requirements.....	3
Create a Smart Journal.....	4
Workflow for Construction Smart Journals .....	9
How to Approve Construction Smart Journals .....	10
Smart Journal Gadgets.....	12

## Overview

The Smart Journal is a tool that facilitates the cash transfer process for those activities that are allowed to transfer cash. It looks very similar to a journal entry that has been limited to only allow a few accounts and configured to check for available cash of the activity that is transferring out. The account combinations are as follows:

- **757001** Transfers Out – Within University with **657001** Transfers In - Within University
- **757003** Transfers Out Facilities & Admin Expense with **657003** Transfers In Internal F&A Distribution
- **757005** Transfers Out Construction with **657005** Transfers In Construction

Users need the Smart Journal Role. Access to the tool is limited to organizational approvers and only those activity numbers to which they have access (i.e., a user will not be allowed to transfer cash from an activity number in which they are not an approver for).

## Construction Smart Journal Requirements

Departments/Facilities Administration can now process cash transfers between construction project GL Accounts **757005** and **657005**. This eliminates the need for paper transfers by using the Smart Journal tool.

Initiators should contact Denise Catlin or Caridad Monteagudo from Facilities Management to confirm the appropriate project numbers to be used when creating the cash transfer. If the project number is incorrect and not verified with Facilities Management, the cash transfer will be denied.

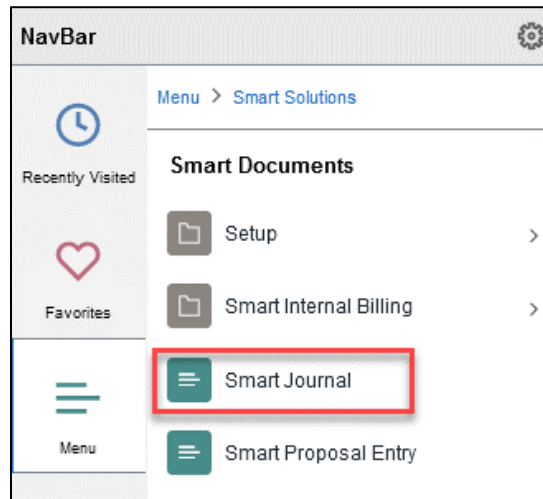
Attachments are required for cash transfers related to construction projects. Acceptable documents include:

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

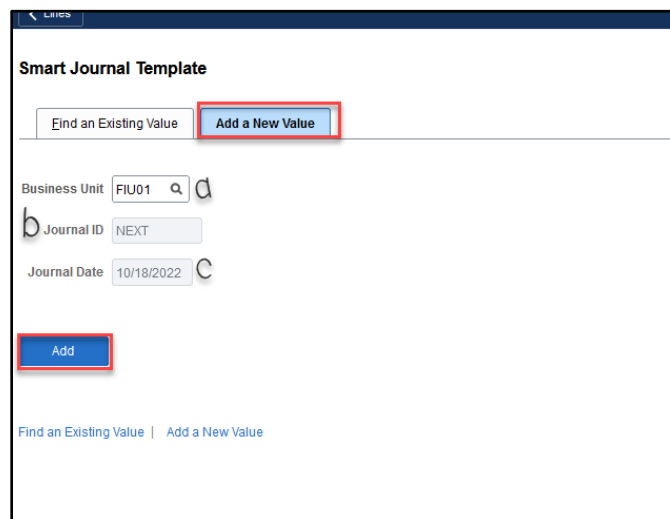
**Create a Smart Journal**

1. Initiate a Smart Journal via the following **NavBar** Navigation in [PantherSoft Financials](#):

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



2. In the **Add a New Value** tab, make sure all fields are populated then click **Add**.



- a. **Business Unit:** FIU01
- b. **Journal ID:** NEXT
- c. **Journal Date:** Defaults to today's date, it reflects the period to which the system will post the journal.

3. Enter a **Reason/Description**.

**NOTE:** The description for construction cash transfers (757005-657005) should include the FM number, Project name, and the Project Manager's name.

Smart Journal

Information

Journal ID: NEXT Journal Date: 10/31/2022 Journal Status: Edit Req'd  
 Business Unit: FIU01 Period: Fiscal Year: Workflow Status: None  
 Requestor: Date Posted:

Reason/Description:  
Reason for the cash transfer.  
224 characters remaining

Select	Line	Error	Unit	SpeedType Key	Account	Department	Site	Fund	Program	Activity Nbr	Cost PID	Bed Ref	Task	PC Bus Unit	Project	Activity	Amount	Journal Line Description	
<input type="checkbox"/>	1		FIU01																
<input type="checkbox"/>	2		FIU01																

Lines to add: 1 + -

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

4. Enter the **SpeedType** that is transferring out the cash on the field on **Line 1**. Available SpeedTypes are controlled by the user's department access.

**NOTE:** Only one SpeedType can transfer out per Smart Journal.

Look Up SpeedType Key

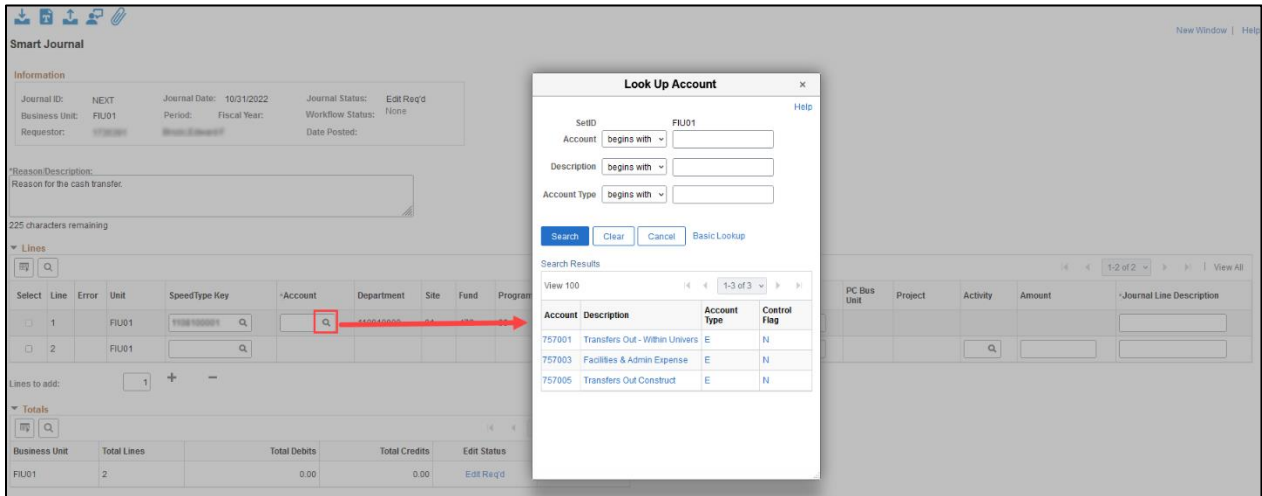
SetID: FIU01  
SpeedType Key begins with: |

Search [Clear] [Cancel] Basic Lookup

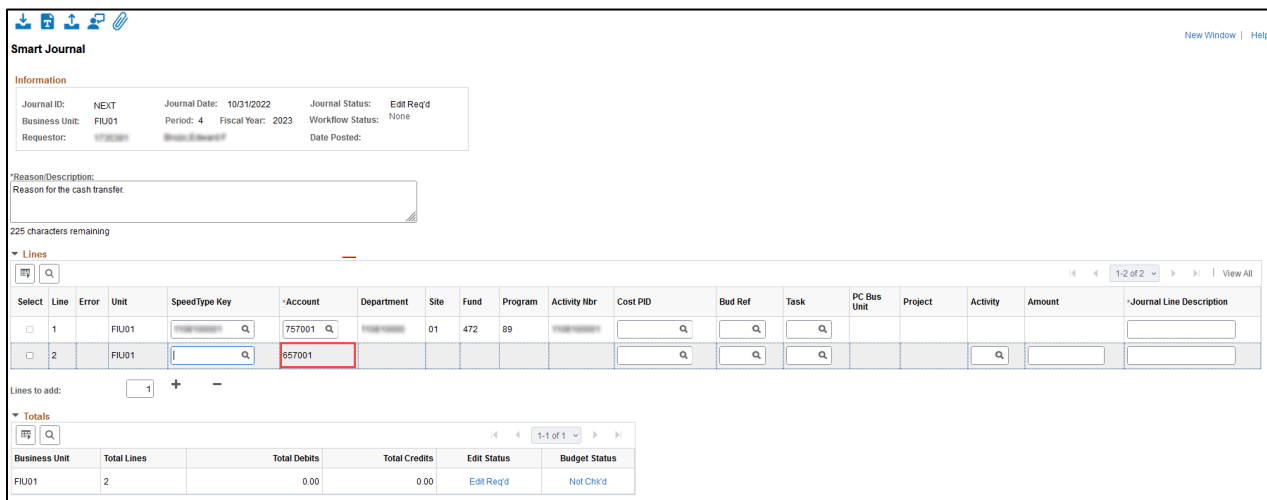
Search Results  
Only the first 300 results can be displayed.

SpeedType Key	Department	Site	Fund Code	Program Code	Activity Nbr	Cost PID	Task	PC Business Unit	Project	Activity
	01	472	89			(blank)	(blank)	(blank)		(blank)
	01	331	79			(blank)	(blank)	(blank)		(blank)
	01	331	91			(blank)	(blank)	(blank)		(blank)
	01	331	91			(blank)	(blank)	(blank)		(blank)
	01	331	91			(blank)	(blank)	(blank)		(blank)
	01	331	77			(blank)	(blank)	(blank)		(blank)
	01	461	64			(blank)	(blank)	(blank)		(blank)
	01	604	05			(blank)	(blank)	(blank)		(blank)
	1	712	00			(blank)	(blank)	FCN01		(blank)
	1	712	00			(blank)	(blank)	FCN01		(blank)
	1	711	00			(blank)	(blank)	FCN01		(blank)
	1	711	00			(blank)	(blank)	FCN01		(blank)
	1	710	00			(blank)	(blank)	FCN01		(blank)
	600099013	608000000	1	710	00	(blank)	(blank)	FCN01		(blank)

5. Select the **Account** to be debited by clicking on the magnifying glass. The available accounts depend on the SpeedType selected and may include the following:
  - 757001 - Transfers Out - Within University
  - 757003 - Facilities & Admin Expenses
  - 757005 - Transfers Out Construction (NEW)



The debit account selected for the Line 1 will auto-populate the correct credit **Account** on **Line 2**.



- Enter the **SpeedType** of the receiving department on **Line 2**. This will populate all required Chartfield values for the SpeedType.

**NOTE:** For construction cash transfers (757005-657005), initiators should contact Denise Catlin or Caridad Monteagudo from Facilities Management to confirm the appropriate project numbers to be used when creating the cash transfer. If the project number is incorrect and not verified with Facilities Management, the cash transfer will be denied.

**Smart Journal**

**Information**

Journal ID: NEXT    Journal Date: 10/31/2022    Journal Status: Edit Req'd  
 Business Unit: FIU01    Period: 4    Fiscal Year: 2023    Workflow Status: None  
 Requestor: [Name]    Date Posted:

\*Reason Description:  
Reason for the cash transfer.

225 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	[SpeedType Key]	757001	[Department]	01	472	89									
<input type="checkbox"/>	2		FIU01	[SpeedType Key]	657001	[Department]	02	335	78									

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 Chkd

- Enter an **Amount** to be transferred as a credit on **Line 2** (i.e., -\$1.00) this will auto-populate an equal debit on Line 1.

If multiple SpeedTypes will receive credit, use the **plus (+)** sign. These additional credit amounts will increase the debit amount on Line 1. **Total Debit** will equal **Total Credits**.

**Smart Journal**

**Information**

Journal ID: NEXT    Journal Date: 10/31/2022    Journal Status: Edit Req'd  
 Business Unit: FIU01    Period: 4    Fiscal Year: 2023    Workflow Status: None  
 Requestor: [Name]    Date Posted:

\*Reason Description:  
Reason for the cash transfer.

225 characters remaining

**Lines**

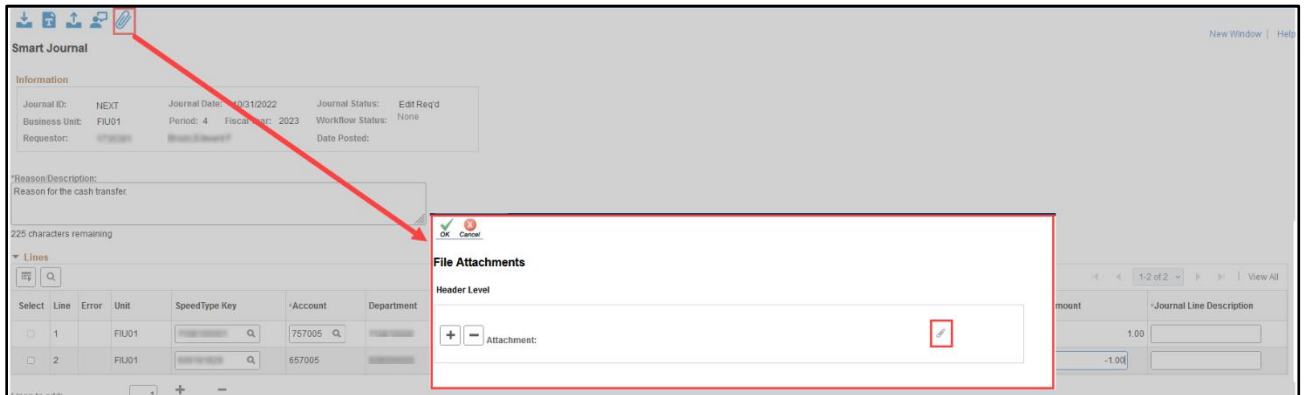
Select	Line	Error	Unit	SpeedType Key	Account	Department	Site	Fund	Program	Activity Nbr	Cost PID	Bud Ref	Task	PC Bus Unit	Project	Activity	Amount	Journal Line Description
<input type="checkbox"/>	1		FIU01	[SpeedType Key]	757001	[Department]	01	472	89								1.00	
<input type="checkbox"/>	2		FIU01	[SpeedType Key]	657001	[Department]	02	335	78								-1.00	

Lines to add: 1 + -

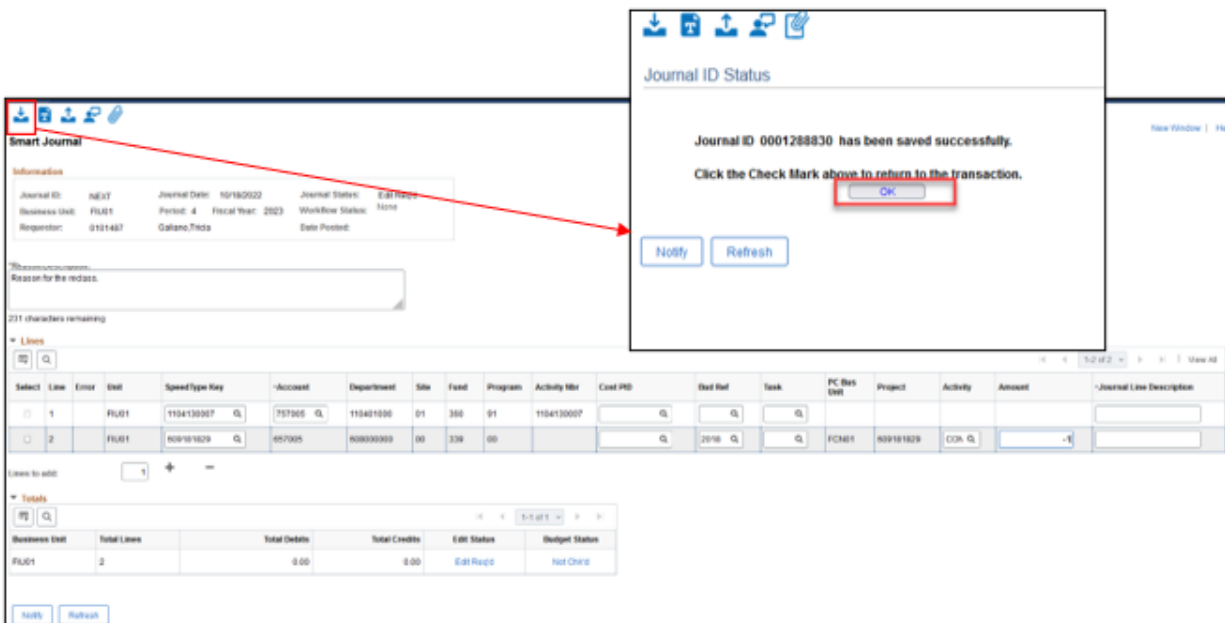
**Totals**

Business Unit	Total Lines	Total Debits	Total Credits	Edit Status	Budget Status
FIU01	2	1.00	1.00	Edit Req'd	Not Chkd

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



9. Click on the **Save** icon to submit. You will receive a Journal ID. Click **OK** to return.



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.

Non-construction journals will automatically approve and post by the next business day.

Construction journals will route for required approvals from Facilities, then the Construction Accounting Team. See the [Workflow for Construction Smart Journals](#) section of this document. Once approved, these journals will post by the next business day.

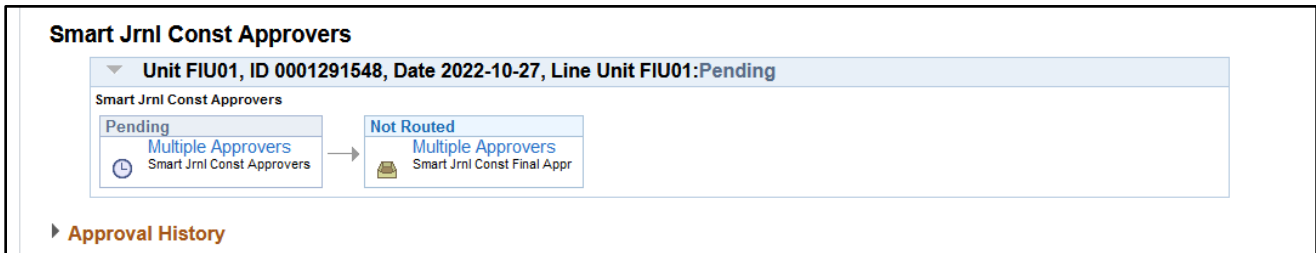
**Note:** [Accounting & Reporting](#) will identify journals in error and communicate with the department for resolution. They will also follow up during month end close for any journals not posted. Those not posted will be deleted on the final day of the month end close. Click [here](#) for Month End Processing Deadlines.



**Workflow for Construction Smart Journals**

Smart Journals using construction accounts (**Source = SMC**) follow an approval workflow, starting with Facilities then to the Construction Accounting Team for approval.

Non-construction Smart Journals (**Source = SMJ**) do not route for approvals.



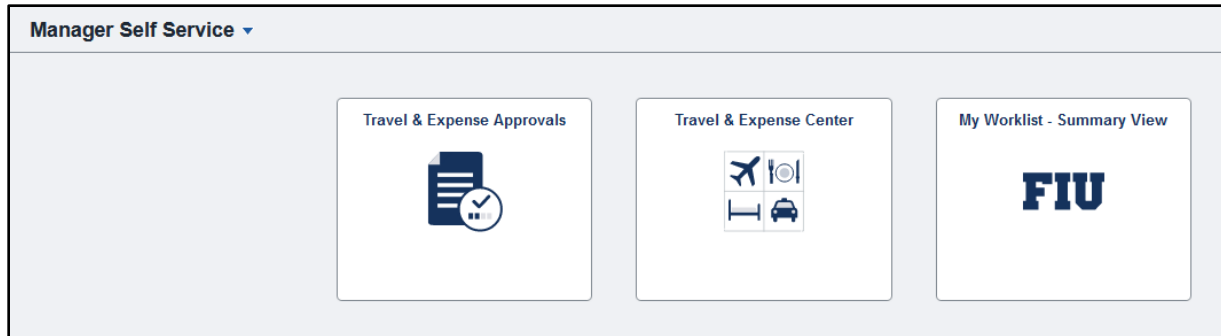
The smart journal creator will receive an email notification when approved.



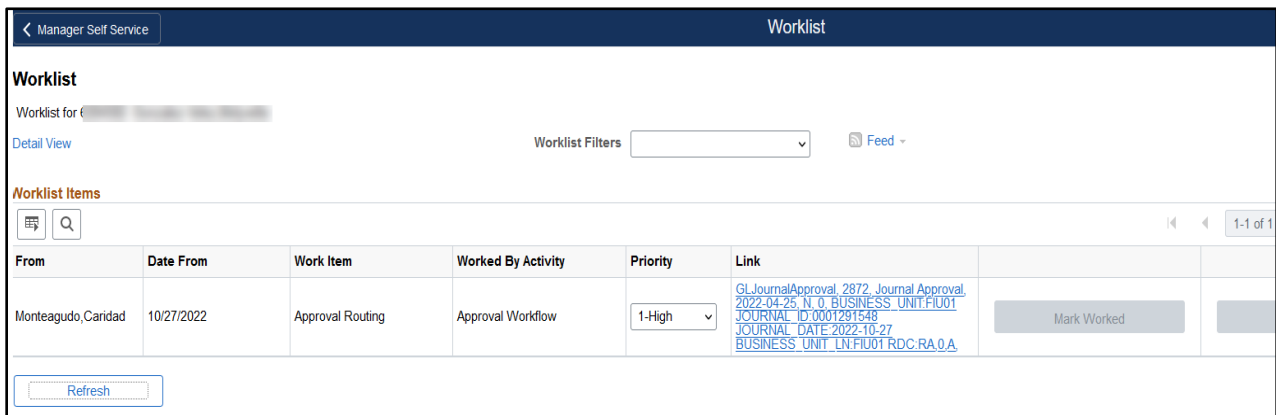
## How to Approve Construction Smart Journals

Construction journals (**Source = SMC**) will route for required approvals from Facilities, then the Construction Accounting Team. The journals will appear in their worklist as indicated below. Once approved, these journals will post by the next business day.

- To approve Smart Journals, go to **Manager Self Service** homepage and click on the **My Worklist-Summary View** tile.



- Click on **Date From** to sort recent transactions at the top of the list. Select the **Link** that needs to be approved.



- Use the **Approval Action** dropdown to either *Approve* or *Deny* the entry and click **Submit**. Approve is the default selection here.

The screenshot shows the 'Approval' tab of the Smart Journal Entry interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the header information includes 'Unit FIU01', 'Journal ID 0001291548', and 'Date 10/27/2022'. A 'Submit' button is highlighted with a red box. The 'Approval Status' section shows 'Approval Status Pending Approval' and 'Approval Action Approve' (the dropdown menu is highlighted with a red box). Below this is a 'Deny Comments' text area with a '254 characters remaining' indicator. The 'Smart Jnl Const Approvers' section shows a flow from 'Pending Multiple Approvers' to 'Not Routed Multiple Approvers'. An 'Approval History' link is visible at the bottom.

If you **Deny** the entry, **comments are required**. Please make sure comments are descriptive enough for the submitter to correct the journal entry.

The screenshot shows the 'Approval' tab of the Smart Journal Entry interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the header information includes 'Unit FIU01', 'Journal ID 0001291554', and 'Date 10/31/2022'. A 'Submit' button is visible. The 'Approval Status' section shows 'Approval Status Pending Approval' and 'Approval Action Deny' (the dropdown menu is highlighted with a red box). Below this is a 'Deny Comments' text area containing the text 'Use Credit SpeedType 11011300007' (the text area is highlighted with a red box) and a '250 characters remaining' indicator. The 'Smart Jnl Const Approvers' section shows a flow from 'Pending Multiple Approvers' to 'Not Routed Multiple Approvers'. An 'Approval History' link is visible at the bottom. At the very bottom of the screen, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Smart Journal Gadgets



Save Journal



Save Transaction as Template



Load a Transaction from an existing Template



Collaboration



Attachments



**Save Journal:** This icon will enable you to save it as whole or save & edit. The submit button allows a user to save and submit the smart journal entry. There is no save for later available in the smart journal tool. Once the smart journal is saved it will populate a Journal Id number. The journal ID entry becomes read only once submitted, thus cannot be modified on this page.



**Save Transaction as Template.** Save certain values of the Journal as a template.



**Load a Transaction from an existing Template.** Loads one of the saved Templates.



**Collaboration:** A place to enter notes.



**Attachments:** Add attachments to the Smart Journals. Attachments are required for Construction Smart Journals. (Pending if they are required for other journals.)