

Smart Journal Entry Manual



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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:

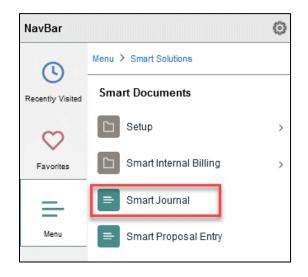
- Facilities Construction Services Preliminary Cost Projection
- Facilities Construction Services Quote Transmittal



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.

Smart Journal Template			
Eind an Existing Value	a New Value		
Business Unit FIU01 Q Q b Journal ID NEXT Journal Date 10/18/2022 C			
Add			
Find an Existing Value Add a New V	alue		

- 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.

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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.

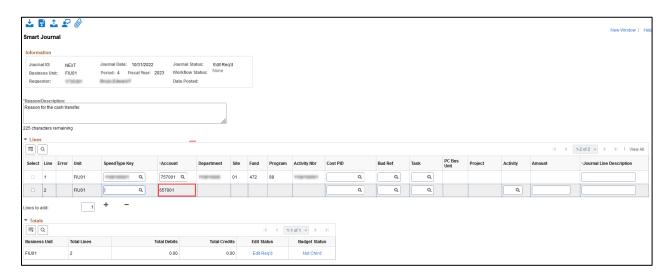
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- 5. Select the **Account** to be debited by clicking on the magnifying glass. The available accounts depend on the SpeedType selected and may include the following:
 - 757001 Transfers Out Within University
 - 757003 Facilities & Admin Expenses
 -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

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





6. 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.

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7. 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**.

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

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

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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 <u>Workflow for Construction Smart Journals</u> 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 <u>here</u> 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.

 Unit FIU01, ID 0001 	91548, Date 2022-10-27, Line Unit FIU01:Pending	
mart Jrnl Const Approvers		
Pending	Not Routed	
Multiple Approvers	Multiple Approvers	
Smart Jrnl Const Approvers	Smart Jrnl Const Final Appr	

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

F	fststuser@fiu.eduImage: Constraint of the second secon	→ ••• :13 PM
	The following journal has been "Approved".	
	Business Unit: FIU01 Journal ID: 0001291548 Journal Date: 2022-10-27 Line Business Unit: FIU01	
	You can navigate directly to the journal entry page for more information by clicking th link below.	le
	https://myfsstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c /PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?Page=JOURNAL_APPROVAL& Action=U&BUSINESS_UNIT=FIU01&JOURNAL_ID=0001291548& JOURNAL_DATE=2022-10-27&BUSINESS_UNIT_LN=FIU01	
	\leftarrow Reply \rightarrow Forward	



How to Approve Construction Smart Journals

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

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

Manager Self Service 🔻			
	Travel & Expense Approvals	Travel & Expense Center	My Worklist - Summary View
			FIU

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

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

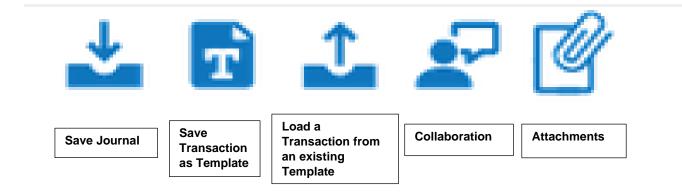
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If you *Deny* the entry, **comments are required**. Please make sure comments are descriptive enough for the submitter to correct the journal entry.

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Smart Journal Gadgets



→

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.