

What's New in the GL User Community Participant Exercise Worksheet

Exercise 1: Creating Online Journal Entries

Online Journal Entries are primarily used by Central Accounting (University and Healthcare) to record accounting accruals or other adjustments required to be in compliance with Generally Accepted Accounting Principles (GAAP). They are also used to record a transfer of funds (using accounts 9xxxx) between departments or projects. Online Journal Entries allow for supporting documents to be attached within the journal header.

Objectives

After completing this lesson, you will be able to:

- Creating Online Journal Entries
- Attaching Supporting Documentation
- Validation and Budget Checking
- Submission for Approval

Time: 15 minutes

Scenario: Create an Online Journal Entry and add Attachments to the Journal. Perform Journal Edits and Submit for Approval.

Business Unit: EMUNV

Journal Date: Today's Date

Description: Reclass Journal to a different SpeedType

Line 1: SpeedType 0000000455, Account 52180, Amount = 56.78

Line 2: SpeedType 0000000455, Account 52170, Amount = -56.78

CREATE/UPDATE JOURNAL ENTRIES


Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

There are two tab options provided within Compass. Find an Existing Value and Add a New Value tabs. The Add a New Value tab defaults. The Journal ID defaults to **NEXT** and cannot be changed. The **Journal Date** defaults to today's date.

FIELD	DEFINITION	INPUT
BUSINESS UNIT	The primary business unit associated with the journal entry.	EMUNV
ADD		Click the Add button

JOURNAL ENTRY - HEADER

FIELD	DEFINITION	INPUT
LONG DESCRIPTION	A detailed description about the purpose of the journal.	New journal reclass by (your name)

FIELD	DEFINITION	INPUT
*LEDGER GROUP	A set of General Ledger books. Emory utilizes several ledger books. The book used with online journal entries is ACTUALS.	ACTUALS
*SOURCE	The origin of the online journal entry. Automated entries have their own value. Most online journal entries user's default to ONL (online). However, some users have access to ONC and ONU and must enter a value.	ONL
ATTACHMENTS	<p>The attachments link is used to add supporting documentation for the online journal.</p> <p> Policy: Emory financial policy requires the attachment of supporting documentation for online journal entries. For more information, click the link below.</p> <p>Emory Journal Entry Policy</p>	Click the Attachments link

JOURNAL ENTRY - ATTACHMENTS

FIELD	DEFINITION	INPUT
ADD ATTACHMENTS	<p>A dialog box opens allowing you to browse for and add attachments one at a time to your journal.</p> <p>Adding large attachments can take some time to upload. Save the journal before adding large attachments.</p>	Click the Add Attachments button and locate an image in your My Pictures/Sample folder <u>or</u> TEST ATTACHMENT FILE on some machines.
DESCRIPTION	Description of the attachment. This is an optional field and is used by approvers and auditors to quickly determine the content of an attachment.	Enter
OK	After all attachments are added, click the OK button to return to the Header tab.	OK

JOURNAL ENTRY – LINES TAB

FIELD	DEFINITION	INPUT
LINE 1 SPEEDTYPE	<p>The SpeedType completes the bulk of the ChartFields including: Oper Unit, Dept, Fund, Class, Program, Event, PC Bus Unit, Project, Activity, and Entry Code. If you need to change these fields, use the SpeedType. Do NOT change these fields manually as it will likely cause a validation error.</p> <p>The Analysis Type (GLE or GLR) is populated automatically based on the Account number</p>	0000000455
ACCOUNT	The account defines the GL Expense or Revenue type.	52180

FIELD	DEFINITION	INPUT
JOURNAL LINE DESCRIPTION	A precise description to support meaningful reporting. If no description is entered, the description for the Account selected is reflected.	None
AMOUNT	Dollar amount for the first line of the journal entry.	56.78
ADD ROW (PLUS ICON)	Lines added copy the last previous journal line except for the SpeedType and Account. The Account copies down to the next row but will be cleared after the SpeedType is entered on that row. The Account will need to be entered again.	Click the Plus icon
LINE 2 SPEEDTYPE		000000455
JOURNAL LINE DESCRIPTION	Same as earlier	None
ACCOUNT	Same as earlier	52180
AMOUNT	Opposite value as the first line.	-56.78
CALCULATOR ICON	Use the calculator icon to quickly determine if your entire journal entry balances prior to the longer validation process	Click the Calculator icon
SAVE	<p>You cannot save until you have entered at least one journal line.</p> <p>It's recommended you save frequently to avoid loss of data.</p> <p>A pop-up warning message is provided should you attempt to save without the minimum required fields</p>	Click the Save button
PROCESS	<p>The Process list defaults to Edit Journal. This process validates the journal fields and the ChartField combinations.</p> <p>If the edit process is successful, the Journal Status and Budget Status both display as (V) Valid. If either displays (E) Error, then go to the Errors tab to determine the source of the error and make the required corrections in order to complete the process. Both the Journal Status and Budget Status must be (V) Valid in order to complete the transaction.</p>	Click the Process button.

JOURNAL ENTRY – SUBMIT FOR APPROVAL (WORKFLOW)

All journal entries manually entered in Compass must be approved before posting to the General Ledger. This may be accomplished from the **Approval** or **Lines** tabs. The **Lines** tab is shown.

FIELD	DEFINITION	INPUT
* PROCESS LIST	Dropdown menu of various journal processes such as Edit or Submit.	From the Process list of values select Submit Journal
PROCESS	<p>Routes the journal to the first approver. For University journals the routing and number of approvers is determined by several factors including Business Unit, Department, Project, Fund and Amount.</p> <p>Healthcare journals are based upon Business Unit</p> <p>After submission, you cannot edit the lines unless one of the approvers denies the journal and it is returned to you for action.</p>	Click the Process button.



KNOWLEDGE CHECK

Knowledge Check: Creating Online Journal Entries

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. The SpeedType populates which ChartFields?

2. What does the Edit Journal Process do?

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Participant Exercise Worksheet

Exercise 2: Using Journal Mover

Journal Mover provides the ability to reclassify or “move” detailed journal data from existing ChartFields or SpeedTypes to new SpeedTypes. The reclass uses data from sub-ledgers and third parties to provide transaction level detail from the General Ledger, which normally only reflects summary data.

Objectives

After completing this lesson, you will be able to:

- Describe the purpose of Journal Mover
- Use the various Journal Mover options
- Approval Workflow
- How to cancel Journal Moves

Time: 20 minutes

SCENARIO: You are to reclass the Journal. Use the same Business Unit (EMUNV) as Exercise 1. Search for the journal entry using either the Department **101010**. The **Source System** for this exercise is **Expense Line**.

After retrieving the Journal, reclass the Journal to SpeedType of **0000000455**. Retain the same **Account** and **Amount**.

Navigation: Emory Custom > Utilities > Emory Journal Mover > Create Journals

1. Click **Add a New Value** tab.
2. **User ID:** Your User ID
3. Click the **Add** button.
4. If more than one Journal is found a list of journals displays. If only one journal matches, the Selection Criteria page displays.

SELECTION CRITERIA

FIELD	DEFINITION	INPUT
* GL UNIT	Business Unit associated with the journal to be moved	EMUNV
SPEEDTYPE KEY DEPARTMENT ACCOUNT	At least one of these search criteria must be selected.	Department: 101010
FISCAL YEAR	Emory Fiscal Years begin in September	2016
PERIOD FROM	Enter the beginning date for the selection criteria	1
PERIOD TO	Enter the ending date for the selection criteria	12

FIELD	DEFINITION	INPUT
SOURCE SYSTEM	The original source of the journal to be moved. Options include: <ul style="list-style-type: none"> Voucher Line (PO/AP) Expense Line (EX) EU_GLI (3rd Party) Student Financials (SF) Journal Line 	Expense Line

DESTINATION

FIELD	DEFINITION	INPUT
SPEEDTYPE	Enter the SpeedType if you want to Move all selected lines to this SpeedType (same destination) or check the appropriate box to Move all selected lines to different SpeedTypes (different destinations).	0000000455
ACCOUNT CHECKBOX	Selecting this checkbox maintains the Account from the original journal.	Check
AMOUNT CHECKBOX	Selecting this checkbox maintains the total Amount from the original journal.	Check

SUMMARY TRANSACTIONS

FIELD	DEFINITION	INPUT
VIEW DETAIL CHECKBOX	Select one, multiple, or use the Select All transactions (rows) checkbox.	<i>See Instructor for which line to select, options are based on Amount to avoid duplicate selections.</i>

#	Year	Amount	Unit	Dept
1	2016	14.27	EMUNV	101010
2	2016	149.85	EMUNV	101010
3	2016	865.72	EMUNV	101010
4	2016	49.00	EMUNV	101010
5	2016	349.07	EMUNV	101010
6	2016	3,294.78	EMUNV	101010
7	2016	7,461.78	EMUNV	101010
8	2016	215.82	EMUNV	101010
9	2016	342.00	EMUNV	101010
10	2016	345.95	EMUNV	101010
11	2016	3,836.63	EMUNV	101010

12	2016	264.00	EMUNV	101010
13	2016	1,619.44	EMUNV	101010
14	2016	7.00	EMUNV	101010
15	2016	40.00	EMUNV	101010
16	2016	817.14	EMUNV	101010
17	2016	279.62	EMUNV	101010
18	2016	2,148.22	EMUNV	101010
19	2016	137.00	EMUNV	101010
20	2016	232.62	EMUNV	101010
21	2016	156.60	EMUNV	101010
22	2016	43.22	EMUNV	101010
23	2016	1,247.71	EMUNV	101010

24	2016	654.79	EMUNV	101010
25	2016	3,419.75	EMUNV	101010
26	2016	296.62	EMUNV	101010
27	2016	697.09	EMUNV	101010
28	2016	1,354.44	EMUNV	101010
29	2016	51.60	EMUNV	101010
30	2016	8,748.31	EMUNV	101010
31	2016	409.07	EMUNV	101010
32	2016	124.22	EMUNV	101010
33	2016	1,250.00	EMUNV	101010
34	2016	3,220.50	EMUNV	101010
35	2016	25.00	EMUNV	101010
36	2016	4,500.13	EMUNV	101010
37	2016	401.84	EMUNV	101010
38	2016	1,688.22	EMUNV	101010
39	2016	2,333.78	EMUNV	101010
40	2016	93.42	EMUNV	101010
41	2016	622.47	EMUNV	101010
42	2016	2,927.30	EMUNV	101010

43	2016	1,224.58	EMUNV	101010
44	2016	392.33	EMUNV	101010
45	2016	50.00	EMUNV	101010
46	2016	1,445.00	EMUNV	101010
47	2016	815.55	EMUNV	101010
48	2016	561.27	EMUNV	101010
49	2016	1,042.91	EMUNV	101010
50	2016	65.70	EMUNV	101010
51	2016	324.85	EMUNV	101010
52	2016	1,028.00	EMUNV	101010
53	2016	588.92	EMUNV	101010
54	2016	169.71	EMUNV	101010
55	2016	309.10	EMUNV	101010
56	2016	5.00	EMUNV	101010
57	2016	12.63	EMUNV	101010
58	2016	3,220.99	EMUNV	101010
59	2016	318.02	EMUNV	101010
60	2016	366.53	EMUNV	101010
61	2016	31.43	EMUNV	101010

SHOW DETAILS FOR THE SELECTED ROWS	Displays line by line detail for the selected items.	Click the Show Details for the Selected Rows button

DETAIL TRANSACTIONS

The Detail Transactions page provides a line item detail for each of the summary transactions selected in the previous step.

FIELD	DEFINITION	INPUT
SELECT	Checkbox to the left of each row which may be selected for modification.	Click one or more checkbox for journals you wish to move.
BUILD JOURNAL ENTRIES	Creates journal entries with the destination values selected earlier such as Account, Amount, and/or SpeedType	Click the Build Journal Entries button

DESTINATION CHARTFIELDS

FIELD	DEFINITION	INPUT
SPEEDTYPE	Adjust the SpeedType , Account , and/or Amount . The default is a one-to-one move. However, you may move one transaction to multiple destinations. If you are not moving the entire amount, the journal will automatically balance itself, and displays the amount that remains in the previous ChartFields.	None: SpeedType 0000000455 populated from the Selection Criteria at the beginning of this exercise.
SAVE	Saving the journal also triggers the journal edit process, which validates ChartFields (combination edits) and updates the journal line status. Budget Check does NOT occur until the journal is submitted. Verify that the line's Edit Status and Budget Status are both Valid . A status of Error requires you to correct the journal lines and save again.	Click the Save button
SUBMIT	This initiates the budget check and provides a Valid response when successful.	Click Submit Note: <i>As of this printing Workflow is not active and an error is shown.</i>



KNOWLEDGE CHECK

Knowledge Check: Using Journal Mover

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. When does Budget Checking occur during the Journal Mover process?

2. What journal source codes may **NOT** be used with Journal Mover?

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Exercise 3: New ChartField Request

SCENARIO - How to create a request for a new ChartField for a new Department.

Compass makes it easy to request new ChartFields for Departments, Projects, Events, and Programs.

All required information is collected at the time of submission and the request is routed to an approver for review and approval. After review the submitter receives an email with the approval or denial.

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartField > Define Values > Emory ChartField Requests

New Department Request

FIELD	DEFINITION	TRAINER INPUT
FIELD ACTION	Provides the opportunity to Add a New or Update an Existing ChartField	Select Add
SELECT CHARTFIELD TO REQUEST	Creates a new request for a New Department. Select one of the 4 check boxes determine all subsequent steps.	Select the Department checkbox

Multi-Set ID

FIELD	DEFINITION	TRAINER INPUT
SETID	Department uses a Multi SetID. The first one defaults to SHARE. Enter the Business Unit for the new department	Enter EMUNV
DEPARTMENT	Departments within operating units are grouped into ranges. Enter the department number you want to use as reference or model for the new department.	Enter 081021
DESCRIPTION	The long description of the department.	Athletic Indv Programs
SHORT DESCRIPTION	Limited to 10 alpha numeric characters, no spaces or special characters. The short description is used by Compass as a primary sort and reporting option.	ATH_INDV

FIELD	DEFINITION	TRAINER INPUT
SELECT TEMPLATE	The select template option is used primarily with Projects and contains setup defaults depending on the type of Project selected.	Leave blank
REQUESTER	The Compass User ID of the person making the request. After leaving this field, the Last and First name of the matching requester is added.	Your User ID: e.g. SWHEEL4
TELEPHONE	Contact phone number of the requester	404-555-1212
EMAIL ID	Emory email address	youremail@emory.edu
DEPARTMENT	The department of the requester	113010
SELECT ADDITIONAL EMAILS, IF NECESSARY	Add the User IDs of additional Emory employees you'd like to receive notification of the new department.	apaye@emory.edu
REASON FOR REQUEST	Text box describing the business need for a new department.	New Department for customized, individual athletic programs. This is related to the Special Athletic Programs department.
SAVE	Save your work. After saving the page redisplay with additional information and options.	Click Save

Knowledge Check: New ChartField Request.

Time: 5 minutes

Review the questions below and answer on this worksheet. We will discuss answers as a group.

1. What are the 4 types of ChartField requests?

2. How are you notified when a new ChartField request has been approved?
