



SMART JOURNAL MANUAL 9.2

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Smart Journal Entry

Introduction

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. Access to the tool is limited to organizational approvers and only those activity numbers in which the organizational approver has access will be allowed to transfer i.e. a user will not be allowed to transfer cash from an activity number in which they are not approvers.

Benefits

It reduces data-entry errors and labor costs by eliminating the need for double entry into the units' software and PantherSoft.

Navigation

1. Follow this navigation: **Main Menu>Smart Solutions>Smart Documents>Smart Journal**
2. Click on the “**Add a New Value**” tab
3. Click “**Add**” button

Favorites Main Menu > Smart Solutions > Smart Documents > Smart Journal

Smart Journal Template

Find an Existing Value Add a New Value

Business Unit: FIU01
Journal ID: NEXT
Journal Date: 04/30/2015

Add

Find an Existing Value | Add a New Value

4. All fields with an asterisk (*) are required fields.
5. Fill in a description for the journal in the Reason/Description box.
6. Enter the Activity Nbr that is transferring out the cash on the Speedtype Key field on line 1. Only one activity transferring out is allowed per entry.-You may also search for an activity by using the magnifying glass.

Note: Only a list of activity numbers in which you are allowed to approve will populate in the list.

Smart Journal Information

Journal ID: NEXT Journal Date: 05/27/2015 Journal Status: Edit Req'd
 Business Unit: FIU01 Period: Fiscal Year: Workflow Status: None
 Requestor: 1299294 Townsend, Christopher M Date Posted:

*Reason/Description:

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															
<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 Chk'd

7. Select an Account by clicking on the magnifying glass. Only two accounts are available for selection.

Smart Journal Information

Journal ID: NEXT Journal Date: 05/27/2015 Journal Status: Edit Req'd
 Business Unit: FIU01 Period: Fiscal Year: Workflow Status: None
 Requestor: 1299294 Townsend, Christopher M Date Posted:

*Reason/Description:

Select	Line	Error	Unit	SpeedType Key	*Account	Department	Site
<input type="checkbox"/>	1		FIU01	1220010001			01
<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 Chk'd

- Once you select the Account for the activity making the transfer it will automatically populate the account for the receiving activity in line 2.

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	1220010001	757001	122000000	01	604	61	1220010001						
<input type="checkbox"/>	2		FIU01		657001											

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

- In Line 2 you will select the receiving departments by typing the Activity Nbr on the Speedtype key field or by searching for a Activity Nbr by clicking on the magnifying glass.

- Type the amount to be transferred per activity number as revenue (credit). Also if you need to add lines click on the plus sign and enter a number on the *Lines to add* field.

- Click **“Save”**. You will receive a Journal ID.

[Favorites](#) | [Main Menu](#) > [Smart Solutions](#) > [Smart Documents](#) > [Smart Journal](#)

Smart Journal

Information

Journal ID:	NEXT	Journal Date:	05/27/2015	Journal Status:	Edit Req'd
Business Unit:	FIU01	Period:	11	Fiscal Year:	2015
Requestor:	1299294	Townsend, Christopher M		Workflow Status:	None
				Date Posted:	

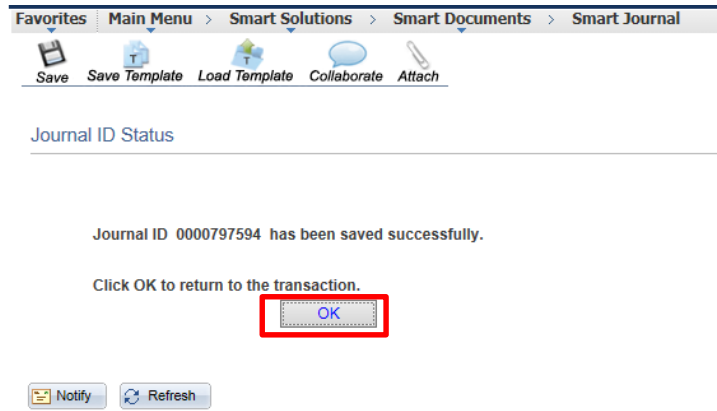
*Reason/Description:

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"/>	2		FIU01	3300030002	657001	330000000	10	335	78	3300030002							-50.00	

Lines to add: + -

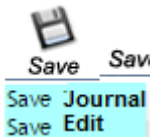
Business Unit	Total Lines	Total Debits	Total Credits	Edit Status	Budget Status
FIU01	2	0.00	0.00	Edit Req'd	Not Chk'd

12. Click “OK”



You have successfully completed a Smart Journal!

Smart ERP Gadgets



This icon will enable you to save it as whole or save & edit.



Submit: *Submit* 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.



Collaborate: *Collaborate* button allows a user to comment on the smart journal entry. It is meant to increase collaboration between the activity making the cash transfer and the activity receiving cash the transfer.



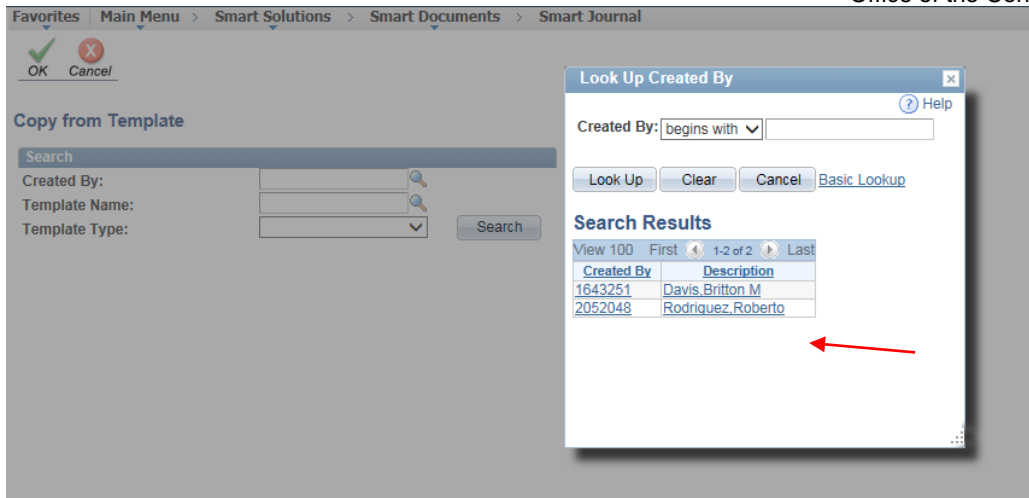
Copy: *Copy* The copy button allows a user to retrieve a previously saved template.



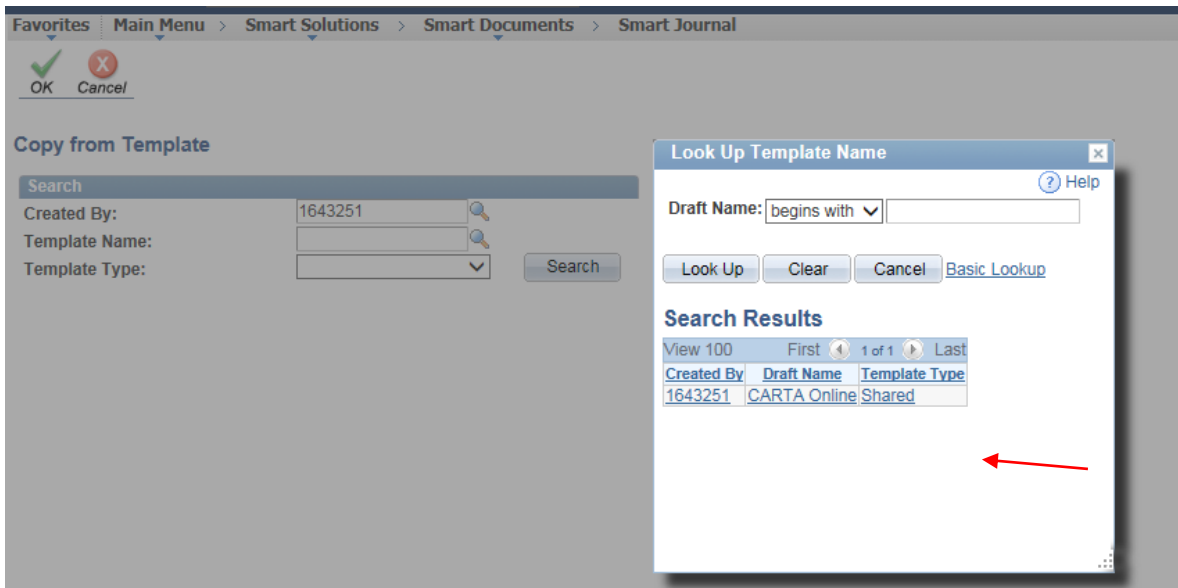
Load Template The Load Template button allows a user to save a specific template by selecting the template style from the drop down. Once you selected a type you make click Ok to continue.

Loading a Template

1. To retrieve a template from the Smart Journal page, a user must hover around the **copy** button and click on the **copy from template**. Then a user must select the template they would like to use and click on the OK button.

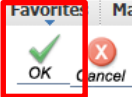


- Once a user is selected , any templates saved under that Panther ID will prompt. Select the desired template.



In this case, under that template's name there are two templates available.

- Select the desired template and click **“OK”**.



Copy from Template

Search

Created By:

Template Name:

Template Type:

Available Template Documents			
	Template Name	Description	Created By
<input type="radio"/>	1 CARTA Online		Davis, Britton M
<input type="radio"/>	2 COB_SHARED		Rodriguez, Roberto

- The selected template will now be loaded and ready for you to continue completing it.

[Favorites](#) | [Main Menu](#) > [Smart Solutions](#) > [Smart Documents](#) > [Smart Journal](#)

[Save](#) [Save Template](#) [Load Template](#) [Collaborate](#) [Attach](#)

Smart Journal

Information

Journal ID:	NEXT	Journal Date:	12/03/2013	Workflow Status: None		
Business Unit:	FIU01	Period:	6		Fiscal Year:	2014
Requestor:	1643251		Davis, Britton M		Date Posted:	

Reason/Description:

Rashida Taylor | FY 13-14 Online Learning cash transfer for CARTA Online, Architecture Online, Interior Architecture Online, Music Online, Art + Art History Online, Theatre Online and Communication Arts Online.

Select	Line	Unit	Speed/Type 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	2900030001	757001	290000000	10	335	78	2900030001							306,826.88	Transfer Out-Online Revenue
<input type="checkbox"/>	4	FIU01	2910030002	657001	291000000	10	335	78	2910030002							-32,819.17	Transfer In-Online Revenue
<input type="checkbox"/>	5	FIU01	2950030007	657001	295000000	10	335	78	2950030007							-124,669.26	Transfer In-Online Revenue
<input type="checkbox"/>	6	FIU01	2960030002	657001	296000000	10	335	78	2960030002							-37,998.92	Transfer In-Online Revenue
<input type="checkbox"/>	7	FIU01	2970030001	657001	297000000	10	335	78	2970030001							-5,444.90	Transfer In-Online Revenue
<input type="checkbox"/>	8	FIU01	2970030006	657001	297000000	10	335	78	2970030006							-13,953.63	Transfer In-Online Revenue
<input type="checkbox"/>	9	FIU01	2990030001	657001	299000000	10	335	78	2990030001							-91,941.00	Transfer In-Online Revenue

Totals								Edit Status		Budget Status	
Business Unit	Total Lines	Total Debits	Total Credits								
FIU01	7	306,826.88	306,826.88					Posted		Valid	

NOTE: Only Expense Managers are able to create Smart Journals. Therefore, once the journal is saved and a Journal ID is created, it's automatically approved (there's no workflow). The controller' office posts by the next business day.