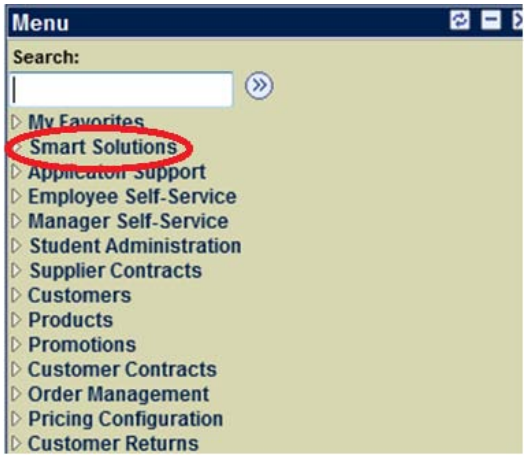
Smart Journal Entry

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.

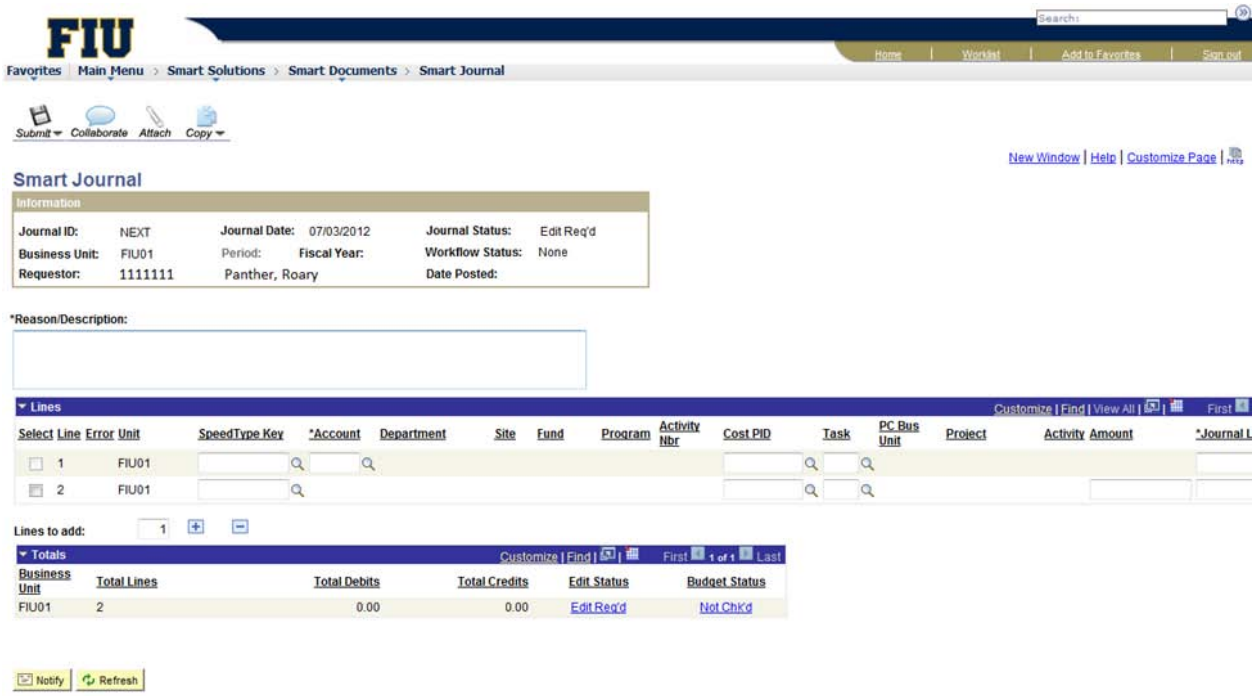
Benefits of using Smart Journal: Some of the benefits of the tool include reduced usage of paper, eliminates double entry (once by the user and then by the Controller's office) and checks available cash balance of transferring department.

1. Creating a Smart Journal Entry is done through the "Smart Journal" page. This page can be accessed through PantherSoft Financials by following these steps. Click on the "Smart Solutions" link in the main menu. (Your main menu might look different depending on your PantherSoft Financial Access).

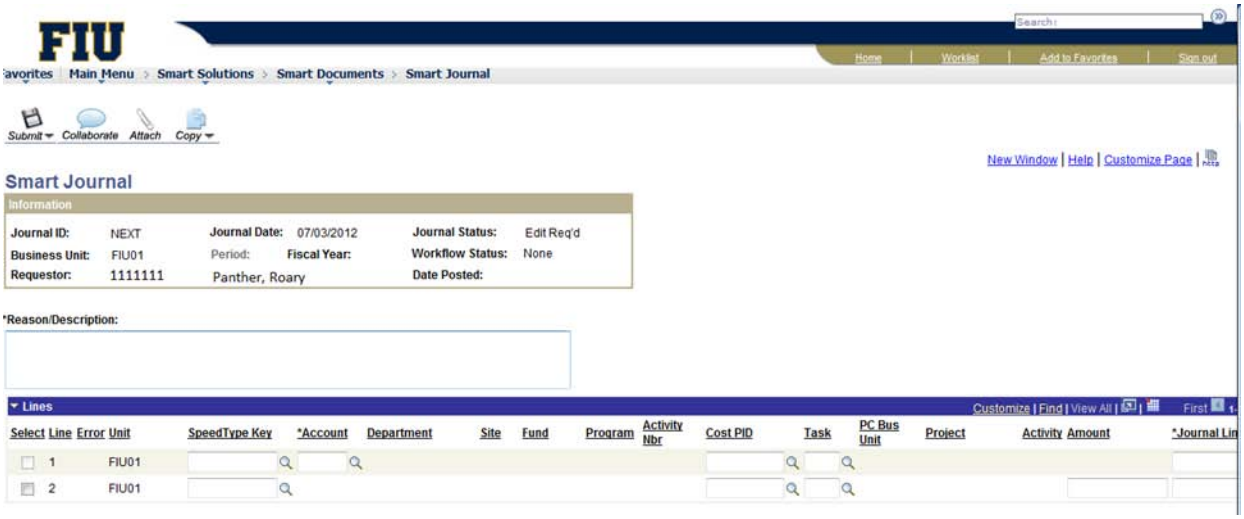


2. Under the Smart Documents folder select the "Smart Journal" link.

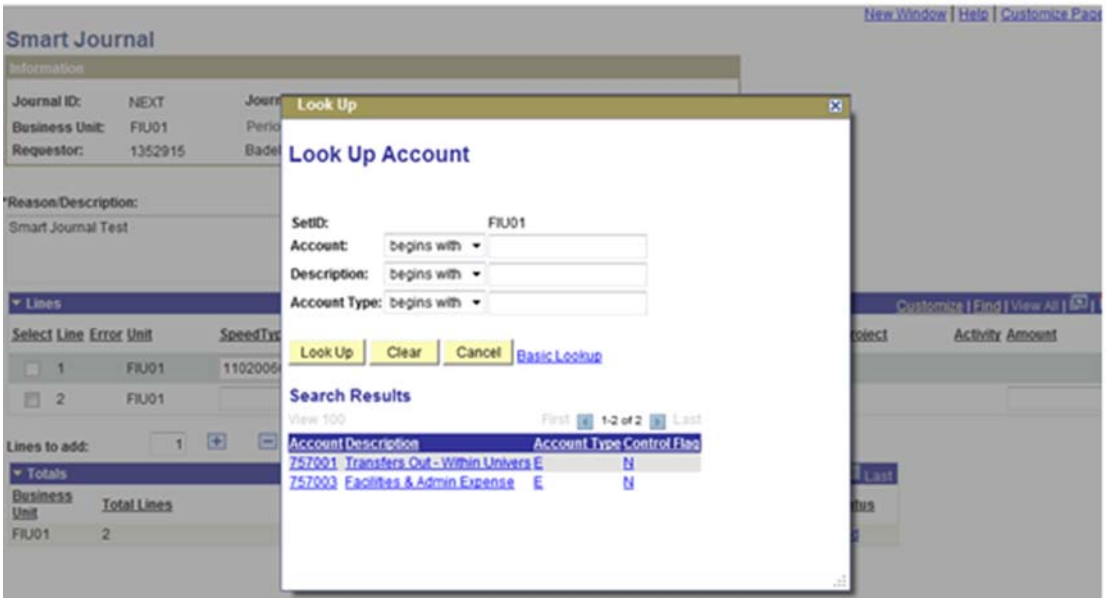
3. Click on the *Add a New Value* tab and click on the Add button to display the "Smart Journal" page.

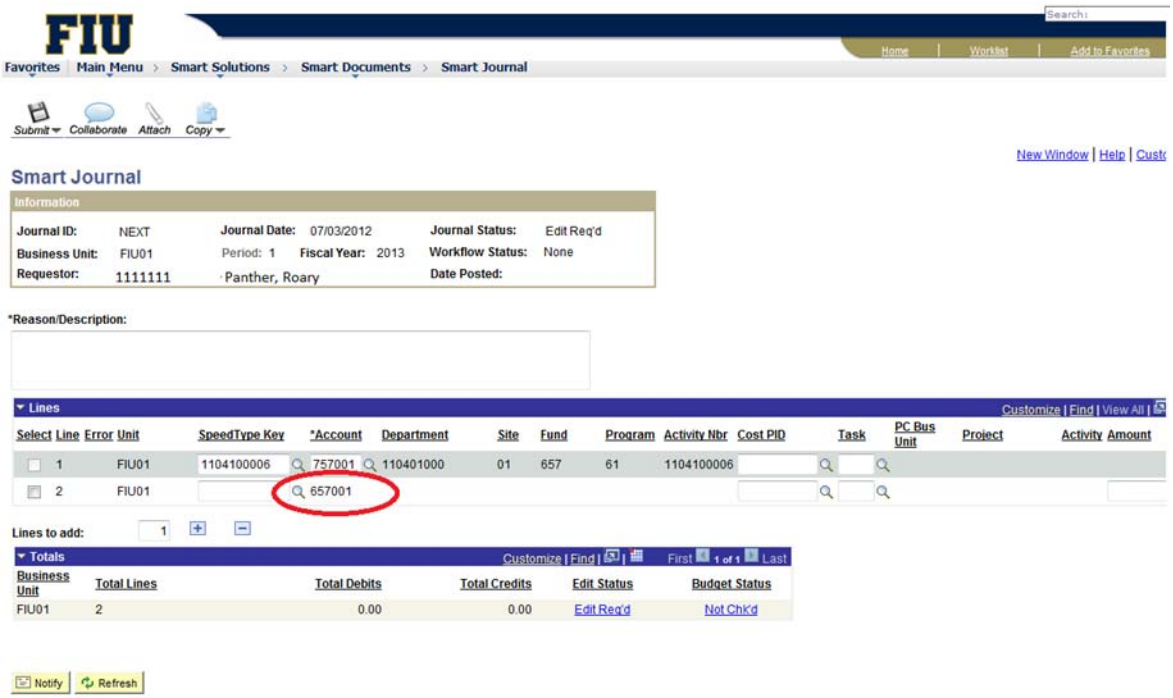


4. All fields with an asterisk (*) need to be filled before submitting the Smart Journal. First, type a description for the journal in the Reason/Description box. Then, enter the Activity Nbr that is transferring out the cash on the Speedtype Key field on line 1. Only one activity transferring out is allowed per entry.-You may also search for an activity by using the magnifying glass. Please note that only a list of activity numbers in which you are allowed to approve will populate in the list.

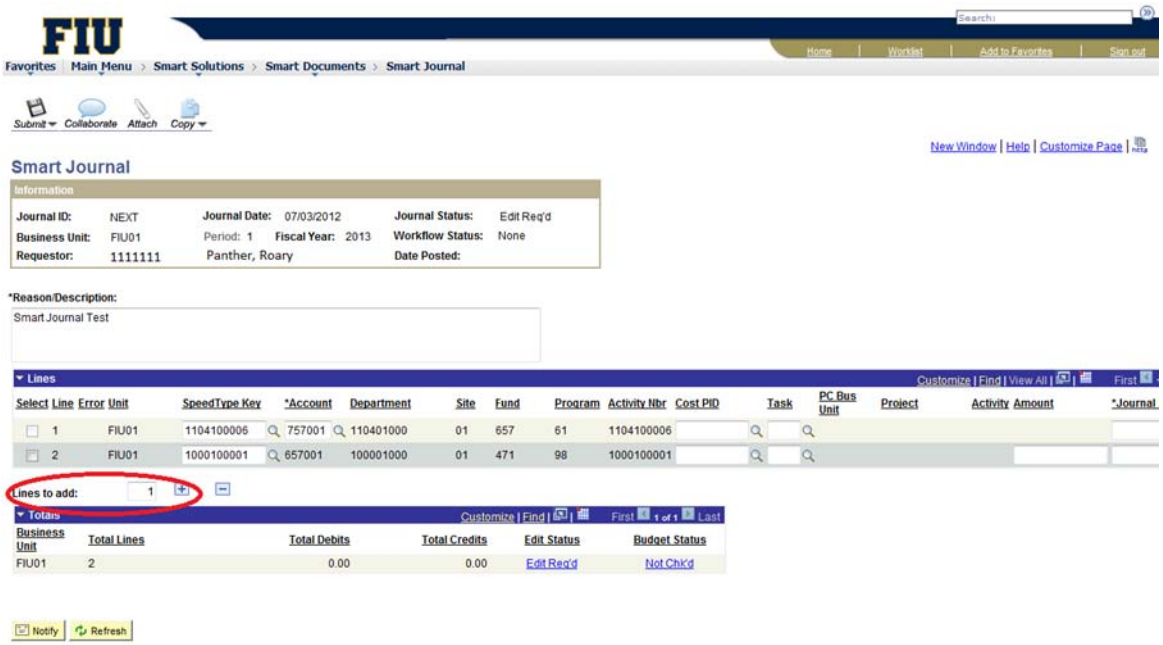


5. After you have selected a Speedtype in line 1, then select an Account by clicking on the magnifying glass. Only two accounts are available for selection. Once you select the Account for the activity making the transfer it will automatically populate the account for the receiving activity in line 2.





6. 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.



7**. Smart ERP Gadgets**: The icons shown above are called the Smart ERP Gadgets or just gadgets for short. A brief description of each one is below and a detailed explanation of how each are used will be discussed in a later section.

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.

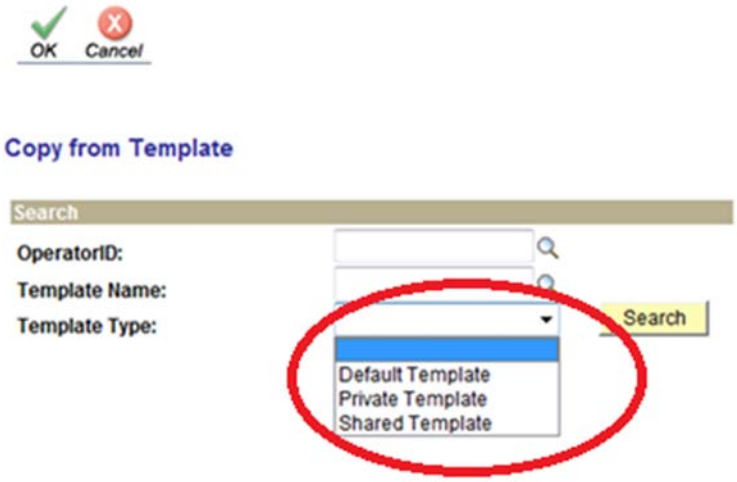
Collaborate:

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:

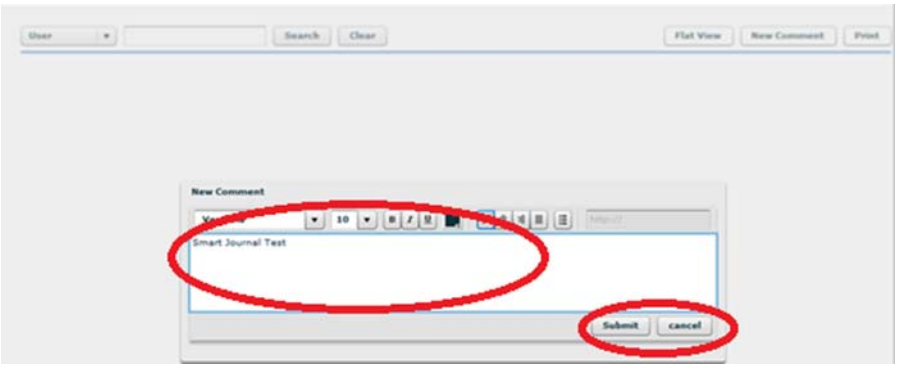
The copy button allows a user to retrieve a previously saved template.

8. As mentioned above the *copy* button allows a user to save a template by selecting the template style from the drop down. Once you selected a type you make click Ok to continue.



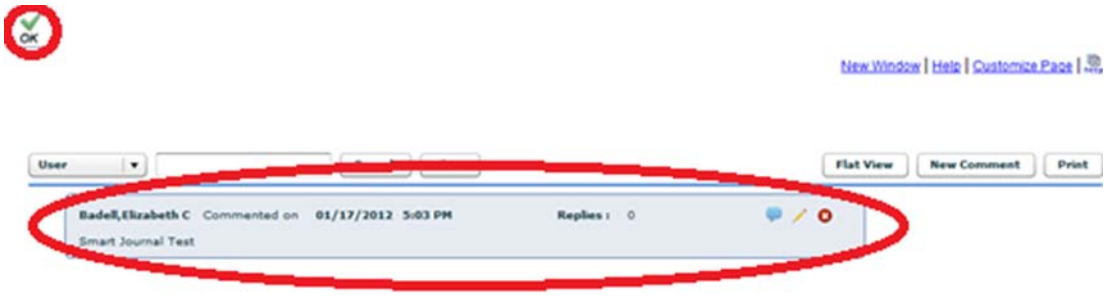
To retrieve a template from the Smart Journal page, a user must hover around the *copy* button and click on the *copy from template*. Then a user must select the template they would like to use and click on the OK button.

9. The *collaborate* button allows the user to add comments or chat on the smart journal entries. This tool allows users to write comments on the collaboration screen for other users to view and comment. Once the user adds comments they click on Submit button.

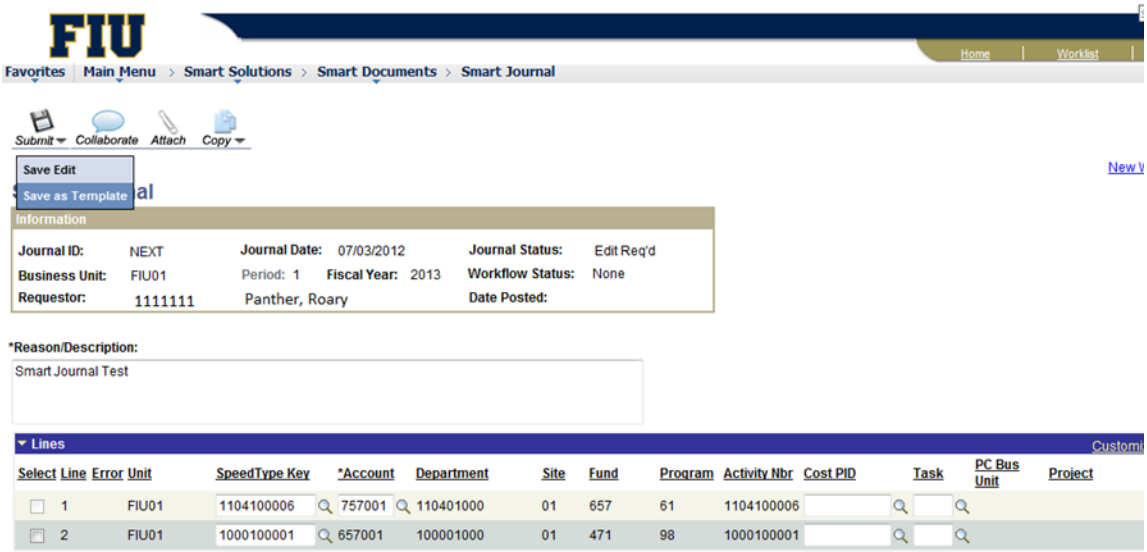
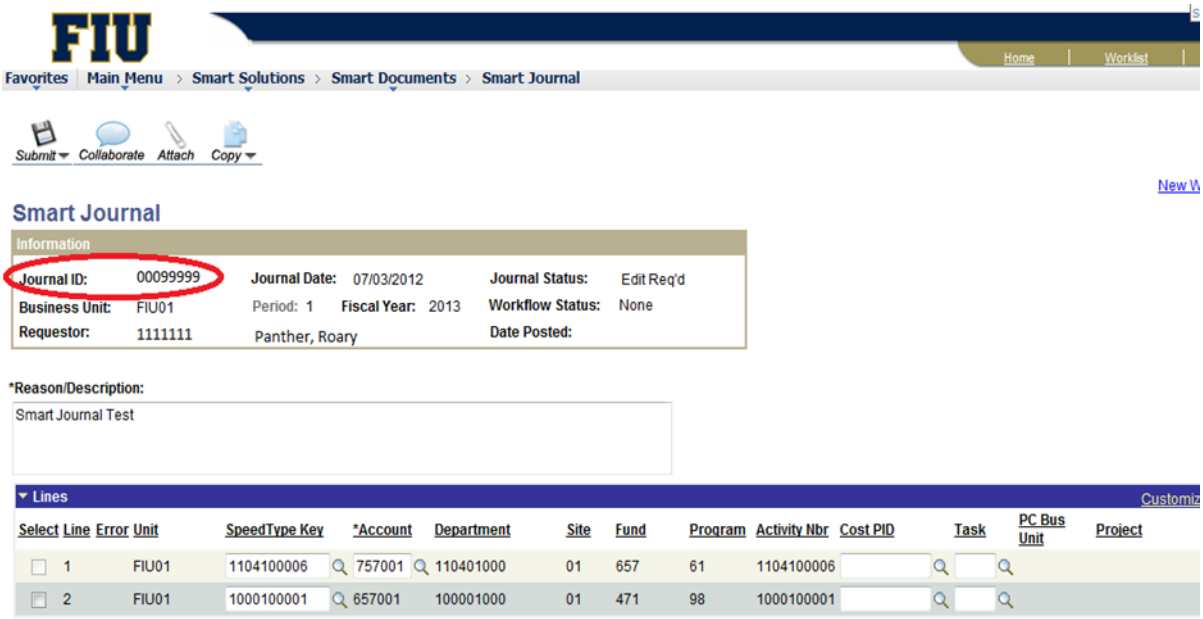


The user can also reply, edit and delete a comment by clicking on the following icons .

Once all the comments have been entered click on the OK button to return to the Smart Journal page to continue.



10. As mentioned above, the *submit* button allows a user to save and submit the smart journal entry.



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.