



Journal Entry Clerk

Description

- Display relevant general ledger information
- Create, validate, and process journal entries
- Reverse documents in the finance module

Tasks/Responsibilities

- Analyze various report data to determine if a journal entry is necessary
- Appropriate reversal methods based on status of the transaction
- Create journal entries to initially record or to make adjustments/corrections to the general ledger
- Display Commitment Items
- Display common GL transactions
- Display GL Document Changes
- Display GL Master Record information
- Park journal entries and Save as Complete to workflow to approvers
- Review documents necessary for reversal prior to executing process
- State policies for reversing documents
- Verify that the correct account assignments have been used to generate the entry

Related Processes

- General Ledger - Create and Park Documents
- General Ledger - Document Review and Reversals
- General Ledger - Edit and Display GL Line Items
- General Ledger - Account Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Journal Entry Supervisor

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of different journal entry types
- Knowledge of general ledger reports
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of journal entry process, including workflow
- Knowledge of relevant SAP finance modules
- Knowledge of reversal methods to be used based on status of transaction
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 13



Course Title: GL300 SCEIS General Ledger Accounting	Duration in Hours: 8
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: GL200 SCEIS General Ledger Accounting Basics	Duration in Hours: 2
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1



Journal Entry Supervisor

Description

- Display relevant general ledger information
- Create, validate, and process journal entries
- Reverse documents in the finance module

Tasks/Responsibilities

- Analyze various report data to determine if a journal entry is necessary
- Appropriate reversal methods based on status of the transaction
- Create journal entries to initially record or to make adjustments/corrections to the general ledger
- Display Commitment Items
- Display common GL transactions
- Display GL Document Changes
- Display GL Master Record information
- Park journal entries and Save as Complete to workflow to approvers
- Review documents necessary for reversal prior to executing process
- State policies for reversing documents
- Verify that the correct account assignments have been used to generate the entry

Related Processes

- General Ledger - Create and Park Documents
- General Ledger - Document Review and Reversals
- General Ledger - Edit and Display GL Line Items
- General Ledger - Account Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of different journal entry types
- Knowledge of general ledger reports
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of journal entry process, including workflow
- Knowledge of relevant SAP finance modules
- Knowledge of reversal methods to be used based on status of transaction
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 13



Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: GL300 SCEIS General Ledger Accounting	Duration in Hours: 8
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: GL200 SCEIS General Ledger Accounting Basics	Duration in Hours: 2



GL Backup (Workflow)

Description The backup role consists of a backup supervisor that takes over the approval of a Journal Entry once a certain period of time has passed before being approved/rejected by an approving supervisor.

Related Processes:
General Ledger Workflow approval for GL Supervisor

Tasks/Responsibilities

- Act as approving supervisor for Journal Entry Workflowed items

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- GL Supervisor (Workflow)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- Knowledge of different journal entry types
- Knowledge of journal entry process, including workflow
- Knowledge of relevant SAP finance modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 10

Course Title: GL200 SCEIS General Ledger Accounting Basics Duration in Hours: 2

Course Title: GL300 SCEIS General Ledger Accounting Duration in Hours: 8



GL Supervisor (Workflow)

Description The supervisor role consists of an Accounting supervisor that approves/rejects Journal Entries that meet certain workflow criteria. The supervisor makes the decision on whether the Journal Entry will be sent back to the initiator for changes, or post, or be sent to the Comptroller General’s Office for a higher level of approval.

Related Processes:
General Ledger Workflow approval for GL Backup

Tasks/Responsibilities

- Approving supervisor for Journal Entry Workflowed items

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- GL Backup (Workflow)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- Knowledge of different journal entry types
- Knowledge of journal entry process, including workflow
- Knowledge of relevant SAP finance modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 10

Course Title: GL200 SCEIS General Ledger Accounting Basics Duration in Hours: 2

Course Title: GL300 SCEIS General Ledger Accounting Duration in Hours: 8



Cross Business Area Journal Entry Park

Description - Display relevant general ledger information
 - Create, validate, and process journal entries across different business areas

Tasks/Responsibilities

- Analyze various report data to determine if a journal entry is necessary
- Create journal entries to initially record or to make adjustments/corrections across different business areas
- Display GL Document Changes
- Include appropriate explanation and supporting documentation as required
- Park journal entries and Save as Complete to workflow to CG Accounting for approval
- Verify that the correct account assignments have been used to generate the entry

Related Processes

- General Ledger - Create and Park Documents
- General Ledger - Edit and Display GL Line Items
- General Ledger - Account Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Journal Entry Clerk
- Journal Entry Supervisor
- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of different journal entry types
- Knowledge of general ledger reports
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of journal entry process, including workflow
- Knowledge of relevant SAP finance modules
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State Business processes that require crossing Business Areas when creating Journal Entries

Expected Training Courses

Total Training Hours: 10

Course Title: GL300 SCEIS General Ledger Accounting Duration in Hours: 8

Course Title: GL200 SCEIS General Ledger Accounting Duration in Hours: 2
 Basics