

FMSv9.1

Creating a Journal Entry: Department to Project/Grant Expense Transfer

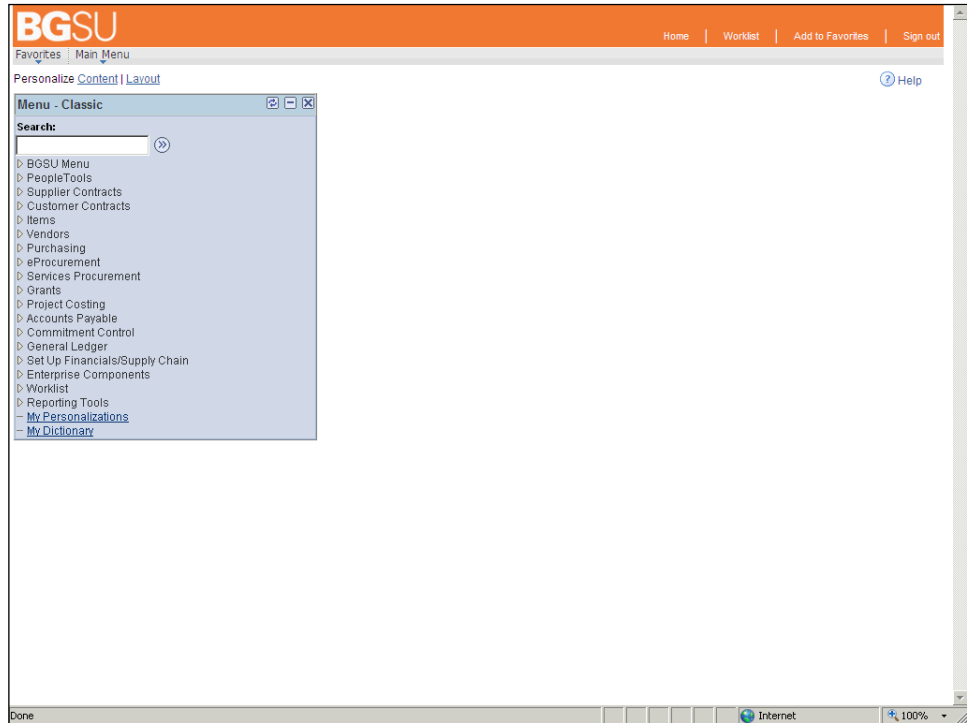
Procedure

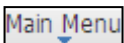
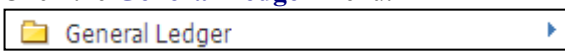
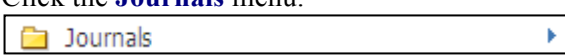

Journal Entries are created to charge an *expense* to a Department or Project/Grant that agreed to share in the costs associated with a purchase or to correct errors in chartfield distributions (e.g., charging an expense to the wrong department or Project/Grant). If you want to move *budget dollars*, rather than *expenses*, you should do a budget transfer.

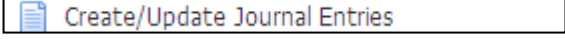
The department that needs to charge an expense to a department or Project/Grant initiates the Journal Entry. Once the transfer is posted, the expenses for the department that initiated the Journal Entry will *decrease* and the expenses for the department or Project/Grant being charged will *increase* as shown in **Budgets Overview**.

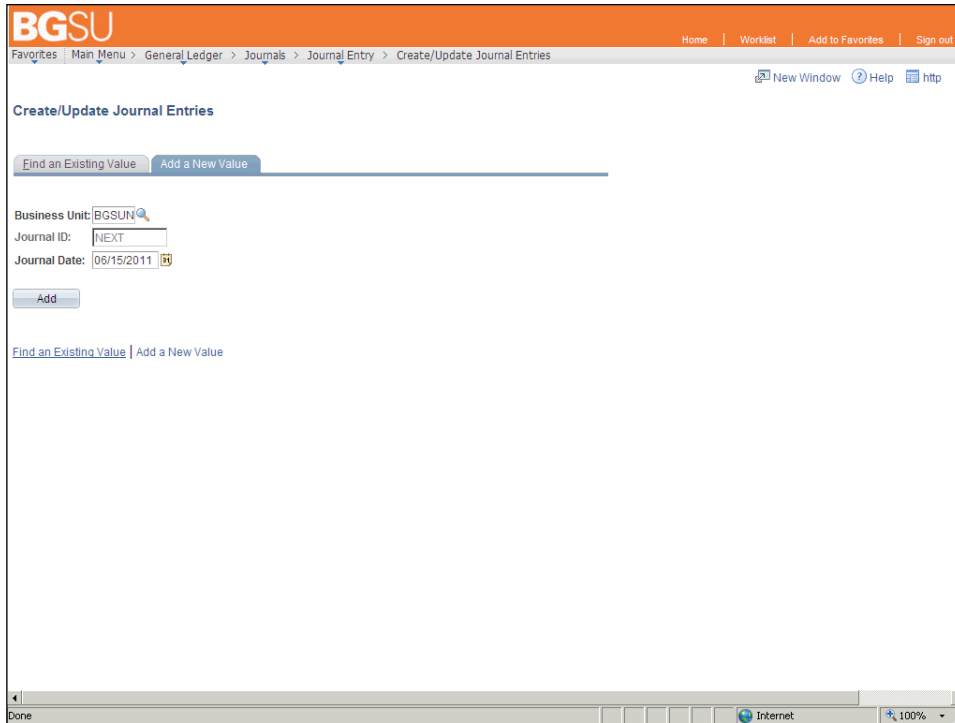
In this exercise the Chemistry Department is initiating a journal entry to correct an error. The Chemistry Department paid for an item that should have been charged to a Project/Grant. The expenses for the Chemistry Department will decrease and the expenses for the Project/Grant will increase.

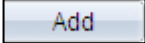
You may be asked to key in entries. The data you are asked to enter is displayed in **red**. Whatever is displayed in red must be keyed in *exactly* as shown. Spaces, capitalization, punctuation and so on must be entered precisely as shown.

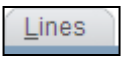
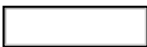




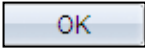


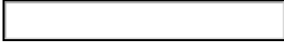



Step	Action
1.	<p>Begin navigating to the Create/Update Journal Entries component by opening the Main Menu.</p> <p>Click the Main Menu link.</p> 
2.	<p>The page for creating a Journal Entry is found under the General Ledger menu.</p> <p>Click the General Ledger menu.</p> 
3.	<p>Next, continue into the Journals folder.</p> <p>Click the Journals menu.</p> 
4.	<p>Since you will be creating a journal entry, continue into the Journal Entry folder.</p> <p>Click the Journal Entry menu.</p> 

Step	Action
5.	<p>Finally, go to the Create/Update Journal Entries component.</p> <p>Click the Create/Update Journal Entries menu.</p> 








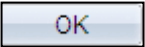




Step	Action
6.	<p>Clicking the Add button will take you to the page where you can actually begin creating the Journal Entry.</p> <p>Click the Add button.</p> 
7.	<p>The Header tab is active. On the Header tab you will first enter the Long Description.</p> <p>Click in the Long Description field.</p>



Step	Action
8.	<p>Provide a detailed explanation of the transfer. Indicate who will have their expense totals increased and who will have their expense totals decreased. If there is an invoice number associated with the expense, note that as well.</p> <p>Remember you must enter the data exactly as it is shown in red.</p> <p>Enter "Increase exp 10390054 decrease exp 111800 transfer 963.41 billing error" into the Long Description field.</p>
9.	<p>Notice that the Ledger Group field was automatically populated with the default value of ACTUAL (Actual Ledger Group) and that the Source field was automatically populated with the default value of IX (Expense Transfer).</p>
10.	<p>You have completed entering all the information needed on the Header tab. Notice that the Save Journal Incomplete Status box is checked. FMS has been set up to save all Journal Entries in an incomplete status. You need only save the Journal Entry. The Business Office will do the budget checking and post the transfer.</p>
11.	<p>Next you need to enter your debit and credit lines.</p> <p>Click the Lines tab.</p> 
12.	<p>You are going to enter the information on the account being charged, in this case a Project/Grant, on the first line. Using the SpeedType field will help you to determine the correct Fund. In the SpeedType field you enter the Project/Grant number followed by "GR" then click the look up icon.</p> <p>Click in the SpeedType field.</p> 
13.	<p>Enter "10390054GR" into the SpeedType field.</p>
14.	<p>Click the Look up Speed Type button.</p> 
15.	<p>The SpeedType List page appears. All SpeedTypes matching the characters you entered are shown. Since you entered a specific SpeedType, only that SpeedType is listed.</p> <p>Checking a check box will select a Project/Grant to be entered in the line.</p> <p>Click the 10390054GR option.</p> 

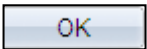
Step	Action
16.	<p>You want to return to the Lines page.</p> <p>Click the OK button.</p> 
17.	<p>The SpeedType value 10390054GR has been entered into the line, but has scrolled off the grid. The next field to be entered, Account, has also scrolled off.</p> <p>Click the scrollbar.</p> 
18.	<p>Notice that fields such as PC (Project Costing) Business Unit, Project, and Activity have been filled in for you after selecting the SpeedType.</p> <p>SpeedTypes help reduce data entry and ensure the proper combinations of ChartFields are used.</p>
19.	<p>Next look up the Account.</p> <p>Click the Look up Account (Alt+5) button.</p> 
20.	<p>You are going to search for the Account by the Account number.</p> <p>Click in the Account field.</p> 
21.	<p>The Account number begins with "534".</p> <p>Enter "534" into the Account field.</p>
22.	<p>Clicking the Look Up button returns your search results.</p> <p>Click the Look Up button.</p> 
23.	<p>For the purposes of this exercise, the item that was incorrectly billed was classified as research supplies.</p> <p>Click the 53450 link.</p> 
24.	<p>Next select the Analysis Type (abbreviated An Type here).</p> <p>Click the Look up An Type (Alt+5) button.</p> 

Step	Action
25.	<p>You will always select GL Expense for the An Type field.</p> <p>Click the GLE link.</p> <div data-bbox="594 365 997 401" style="border: 1px solid black; padding: 2px;"> GLE GL Expense </div>
26.	<p>You now need to enter the amount for the item. The Amount field is currently scrolled off the visible part of the grid.</p> <p>Click the scrollbar.</p>
27.	<p>Click in the Amount field.</p> <div data-bbox="594 596 802 638" style="border: 1px solid black; width: 128px; height: 20px;"></div>
28.	<p>The research supplies cost \$963.41.</p> <p>Enter "963.41" into the Amount field.</p>
29.	<p>In the Reference field enter the Journal ID of the original expense transaction. You can find this ID in the monthly <i>Expense Detail</i> report under the columns Source and Journal ID. In this exercise <i>JPM</i> indicates that this is a JP Morgan Chase Purchasing Card transaction.</p> <p>Click in the Reference field.</p> <div data-bbox="594 1008 802 1050" style="border: 1px solid black; width: 128px; height: 20px;"></div>
30.	<p>The Journal ID listed in the Reference field will appear in the department's monthly <i>Expense Detail</i> report and in the Grant's <i>Grant Budget Summary</i> report (Expense Detail tab) under the Ref column.</p> <p>Enter "JPM7068" into the Reference field.</p>
31.	<p>Notice that there is already an entry in the Journal Line Description field. This came in automatically when you selected an Account. You need to enter the department that will have its expenses decreased in front of the Account code description. (You may also precede the department with your initials.) This information will appear in the <i>Grant Budget Summary</i> report (Expense Detail tab) under the Line Description column and will be a helpful cross-reference.</p> <p>In the Journal Line Description field, left-click in front of the "R" in <i>Research</i>.</p> <div data-bbox="594 1652 992 1694" style="border: 1px solid black; padding: 2px;"> Research Supplies </div>
32.	<p>In the Journal Line Description field enter "SW: 111800".</p> <p>Remember, you must key the entry exactly as shown, including the space after the last zero.</p>

Step	Action
33.	<p>Next you need to add the offsetting credit line.</p> <p>Click the Insert Lines button.</p> 
34.	<p>The second line you enter will be the credit to Chemistry for research supplies.</p> <p>You will use a SpeedType to select the appropriate Fund, Department, and Function.</p> <p>Unlike in the first line in which you entered a SpeedType directly, this time you will search for one.</p> <p>Click the Look up Speed Type button.</p> 
35.	<p>The SpeedType List page appears. You will enter a department number into the SpeedType field to limit the SpeedTypes that are shown.</p> <p>Click in the SpeedType field.</p> 
36.	<p>The department number for the Chemistry Department is 111800.</p> <p>Enter "111800" into the SpeedType field.</p>
37.	<p>To initiate the search, press the Tab key to leave the SpeedType field.</p> <p>Press [Tab].</p>
38.	<p>The list of SpeedTypes is now restricted to only those for Department 111800.</p> <p>Notice at the end of the SpeedTypes Line it says <i>1-5 of 10</i>. That means there are 10 SpeedTypes that matched your search and only the first 5 are displayed. To see all 10 of the SpeedTypes, you need to click View All.</p> <p>Click the View All link.</p> 
39.	<p>The SpeedType you want for the credit line is 111800OPER.</p> <p>Click the 111800OPER option.</p> 

Step	Action
40.	<p>You want to return to the Lines page.</p> <p>Click the OK button.</p> 
41.	<p>The SpeedType value 111800OPER has been entered into the line, but has scrolled off the grid. The next field to be entered, Account, has also scrolled off.</p> <p>Click the scrollbar.</p> 
42.	<p>The same account (Research Supplies) will be used for the debit and credit lines. Rather than select the account number from a list, this time you will type it in directly.</p> <p>Click in the Account field.</p> 
43.	<p>Use the account number from the debit line, 53450.</p> <p>Enter "53450" into the Account field.</p>
44.	<p>For this line the PC Bus Unit, Project, Activity, and An Type fields should all be left blank.</p>
45.	<p>You now need to enter the amount for the item. The Amount field is currently scrolled off the visible part fo the grid.</p> <p>Click the scrollbar.</p>
46.	<p>Click in the Amount field.</p> 
47.	<p>The cost of the item is \$963.41.</p> <p>The credit Amount needs to be preceded by a minus sign. The department that incurred the expense will have its expense total decreased by this amount.</p> <p>Enter "-963.41" into the Amount field.</p>
48.	<p>Click in the Reference field.</p> 
49.	<p>Use the same reference, JPM7068, from the debit line.</p> <p>Enter "JPM7068" into the Reference field.</p>

Step	Action
50.	<p>In the Journal Line Description field you need to enter the Grant that will have its expenses increased. (You may optionally precede this with your initials.) This information will appear in the DCC's monthly <i>Expense Detail</i> report under the Line Description column and will be a helpful cross-reference.</p> <p>Click in the Journal Line Description field.</p> <div data-bbox="402 531 802 573" style="border: 1px solid black; width: 246px; height: 20px;"></div>
51.	<p>In the Journal Line Description field enter "SW: 10390054 Research Supplies".</p> <p>Remember, you must key the entry exactly as shown.</p>
52.	<p>Notice that the Totals grid currently says there are \$963.41 of debits and no credits. This will be corrected once the journal entry is saved.</p>
53.	<p>Save the journal entry.</p> <p>Click the Save button.</p> <div data-bbox="402 957 516 999" style="border: 1px solid gray; padding: 2px;">  Save </div>
54.	<p>A message indicating the Journal Entry was saved with an incomplete status is displayed. This message is supposed to appear. Once notified, Grants Accounting will edit and post the transfer.</p> <p>Click the OK button.</p> <div data-bbox="402 1224 545 1266" style="border: 1px solid gray; padding: 2px;"> OK </div>
55.	<p>Now notice that in the Totals grid the debits equal the credits.</p>
56.	<p>Also notice that a Journal ID has been assigned, in this case 505894. When creating your own journal entries you will need to jot down this number. You need this number when you send an email notification to the Business Office.</p>
57.	<p>The final step is sending an email notification to Grants Accounting.</p> <p>To send an email you click the Notify button.</p> <p>Click the Notify button.</p> <div data-bbox="402 1686 526 1728" style="border: 1px solid gray; padding: 2px;">  Notify </div>
58.	<p>The Send Notification page appears. You will create the email on this page.</p> <p>Click in the To field.</p>

Step	Action
59.	You need to send an Email Notification to inform Grants Accounting that there is a Journal Entry they need to review and approve. Enter " grants@bgsu.edu " into the To field.
60.	In the Subject line you need to note the Journal ID . In order to select all the text currently in the field, you need to triple-click. Triple-click the Subject field.
61.	In the Subject field enter " Journal Entry 505894 ". Remember you have to enter the text <i>exactly</i> as it is shown in red .
62.	Click in the Message field.
63.	In the Message field enter " Please review ".
64.	Clicking the OK button sends the email. Click the OK button. 

BGSU Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | Saved

Header | Lines | Totals | Errors | Approval

Unit: BGSUN Journal ID: 0000505894 Date: 06/15/2011

Template List Search Criteria Change Values

InterIntraUnit *Process: Edit Journal Process Line: 2

Select	Line	SpeedType	Account	Program	PC Bus Unit	Project	Activity	An Type	Source Type	Bud Ref
<input type="checkbox"/>	1	10390054G	53450		BGSUG	10390054	RESEARCH	GLE		
<input type="checkbox"/>	2	1118000PE	53450							


Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
BGSUN	2	963.41	963.41	I	N

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Done | Internet | 100%

Step	Action
65.	You have completed the procedure for creating a Journal Entry. Click the Sign out link. 
66.	Congratulations!! You now know how to create a journal entry that is a Department to Project/Grant expense transfer. End of Procedure.