 **EXPRESS STEPS: Reviewing and Approving Journal Entries (DCC to DCC Expense)**

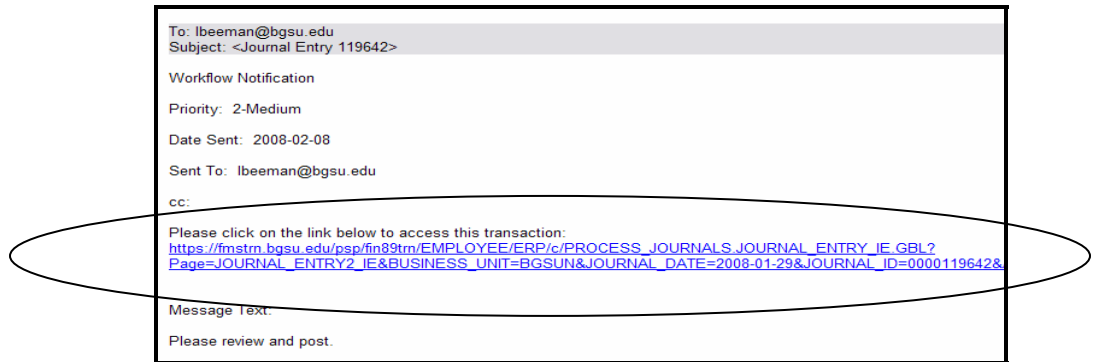
Journal Entries are used to transfer an **expense** to another DCC or to transfer an incorrectly charged expense to the appropriate DCC. **Budget Transfers** are used to transfer **budget dollars**. See **EXPRESS STEPS: Reviewing and Approving Budget Transfers**. This document provides instructions for reviewing and approving a journal entry *that has been entered by a Requester*.

There is a separate document that provides instructions for Requesters/Budget Administrators who need to create a journal entry. See **EXPRESS STEPS: Creating a Journal Entry**. **NOTE:** If you are a Budget Administrator who has elected to create journal entries, the instructions for notifying the Business Office to post the transfer are included in that document.

NOTE: If you need to review and approve a *Journal Entry involving a Grant*, see **EXPRESS STEPS: Reviewing and Approving Grant-Related Journal Entries**.

➤ **To review and approve a journal entry, follow these steps**

- You will receive an Email from the requester who entered the Journal Entry. This Email contains a hyperlink that you can click to be taken directly to the Journal Entry document. You must be logged in to FMS, however, to do this. If you are not, log into FMS and then click the hyperlink.



- Review the Journal Entry for accuracy. Examine the **Lines**. Make certain that the **Fund**, **DCC**, and **Account** codes are correct and that the positive and negative expense amounts are assigned to the appropriate DCCs.

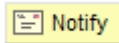
Header		Lines	Totals	Errors	Approval	
Unit:	BGSUN	Journal ID:	0000119642	Date:	01/29/2008	
Template List Search Criteria Change Values		<input checked="" type="checkbox"/> Inter/IntraUnit <input type="checkbox"/> Errors Only				
▼ Lines						
Select	Line	*Unit	*Ledger	SpeedType	Fund	DCC
<input type="checkbox"/>	1	BGSUN	ACTUAL		10000	412500
<input type="checkbox"/>	2	BGSUN	ACTUAL		10000	410000

- o Click the **Header** tab and review the **Long Description**, again making certain that the description clearly indicates which DCC will have its expenses increased and which will have its expenses decreased and why.

Long Description:	LAB: Decrease 412500 expense; increase 410000 expense; 116.55 on 12/15/07 for supplies for Student Budget Committee Hearings, Spring Semester 2007
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- o If the journal entry needs correcting, you can do this yourself or have the requester do it. If you want the requester to make the changes, you can send an Email to the requester by modifying the next step.
- o Note the **Journal ID** and write this down now. You will need it when you send your **Email notification**.

Unit: BGSUN	Journal ID: 0000119642
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- o If you are satisfied with the journal entry, click the  button to send an **Email Notification** to the Business Office who will post this transfer. You should CC the other Budget Administrator, and if you want, yourself also. Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon to separate multiple recipients. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view delivery options.

Notification Details

To: bofrans@bgsu.edu

CC: jhcoats@bgsu.edu

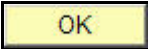
BCC:

Priority: 1-High

Subject: <Journal ID 119642>

Template Text: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2008-03-07

Message: I approve; please review and post.

- o Click the  button to send the **Email Notification**.