

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

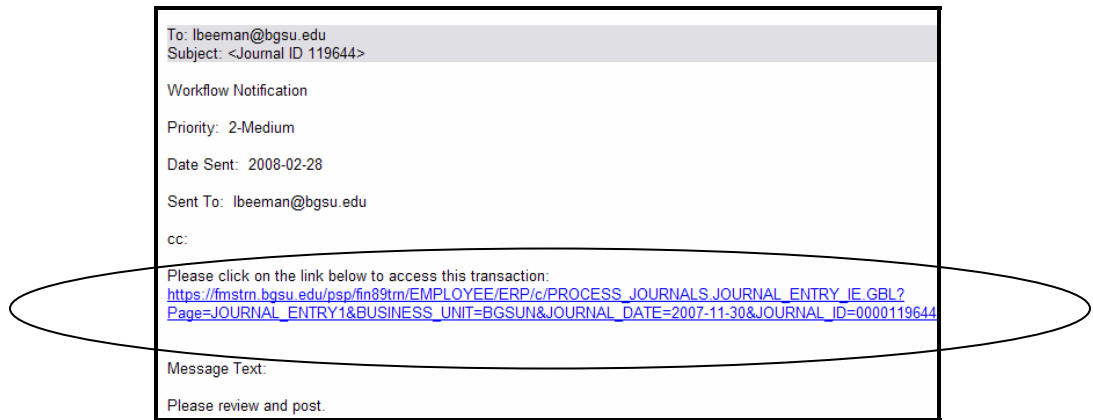
**Journal Entries** are used to transfer an **expense** to another DCC or to transfer an incorrectly charged expense to the appropriate DCC. This document provides instructions for the PI for reviewing and approving a journal entry *that has been entered by a Requester*. There is a separate document that provides instructions for Requesters/Budget Administrators/PIs who need to create a grant-related journal entry. See **EXPRESS STEPS: Creating a Grant-Related Journal Entry**.

**NOTE:** If you are a PI who has elected to create journal entries, the instructions for notifying Grants Accounting to post the transfer are included in that document.

**NOTE:** If you need to review and approve a Journal Entry that does not involve a Grant, see **EXPRESS STEPS: Reviewing and Approving Journal Entries**.

➤ **To review and approve a grant-related 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 **grant-related** and **DCC-related** codes are correct and that the positive and negative expense amounts are assigned correctly.

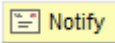
PC Bus Unit	Project/Grant	Activity	An Type
BGSUN	10410155	RESEARCH	GLJ

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

<b>Unit:</b> BGSUN	<b>Journal ID:</b> NEXT	<b>Date:</b> 02/11/2008
<b>Long Description:</b>	LAB: Increase 10410155 (Aging & the Cholinergic System); decrease 041100 (Psychology) - 172. 63 for Animal Bedding from BioServ on 01/22/2008.	

- 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**.


<b>Unit:</b> BGSUN	<b>Journal ID:</b> 0000119644
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- o If you are satisfied with the journal entry, click the  button to send an **Email Notification** to your contact at Grants Accounting who will post this transfer. You should CC the 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. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view options.

Notification Details	
<b>To:</b>	exampleonlygrantscontact@bgsu.edu
<b>CC:</b>	mccauley@bgnet.bgsu.edu;klopfer@bgnet.bgsu.edu
<b>BCC:</b>	
<b>Priority:</b>	1-High
<b>Subject:</b>	<Journal ID 119644>
<b>Template Text:</b>	Workflow Notification Priority: %NotificationPriority Date Sent: 2008-02-07
<b>Message:</b>	I approve; please review and post.

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