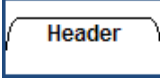


 **EXPRESS STEPS: Creating a Journal Entry (DCC to DCC Expense)**

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- At the **Add a New Value** tab click .

- To enter the  details, complete the following steps.

- Enter the **Long Description** as follows: Enter your initials so you can easily search for the journal entries that you have created. Clearly indicate who will have its expenses decreased and who will have its expenses increased. List the reason (sharing costs or correcting an incorrectly charged expense). Also, indicate the date of the original transaction, which you can find on your monthly *Expense Detail* report.

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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- Enter or select the ***Ledger Group, ACTUAL**
- Enter or select the ***Source, IX**

DO NOT UNCHECK THIS BOX
<input checked="" type="checkbox"/> Save Journal Incomplete Status

- To enter the  details, complete the following steps.

NOTE: This example lists the DCC whose expenses will be decreased in the first line. You may do the opposite. Just make sure your **Long Description** matches what your lines display.

- **First Line:** Enter the **Fund** and the **DCC** for the department who will have its expenses decreased.
- Enter the **Account** code. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.

<u>Journal Line Description</u>
Office Supplies

- Enter a minus sign and the **Amount** of the journal entry. This amount will be *deducted* from this DCC's expense total for this **Account** code.

Amount
-116.55

- Enter the **Journal ID** of the original expense transaction in the **Reference** field. You can find this ID in the monthly *Expense Detail* report under the columns **Source** and **Journal ID**. In this example, *JPM* indicates that this is a JP Morgan Chase Purchasing Card transaction from the vendor BioServ, for example.

Reference
JPM 0000007068

The Journal ID listed in the **Reference** field will appear in the monthly *Expense Detail* report under the **Ref** column.

- Enter your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the DCC who will have its expenses increased. This information will appear in your DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.

Journal Line Description
LAB 410000 Office Supplie

- At

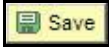
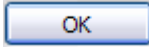
Lines to add	1	+	-
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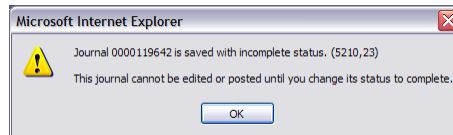
, click the plus sign.
- Second Line:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund** and the **DCC** for the department who will have its expenses increased. Keep the **Account** code and the **Reference** the same.
- Note that the **Amount** is now a *positive* value. FMS automatically changes the negative to a positive to balance the journal. This amount will be added to this DCC's expense totals for this **Account** code.

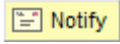
Amount
-116.55
116.55

- Verify your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the DCC who will have its expenses decreased. This information will appear in the other DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.

Journal Line Description
LAB 410000 Office Supplie
LAB 412500 Office Supplie

- Click  to save the journal entry. You will receive the following message, which is normal. Click  as a response to this message. Write down the **Journal ID**.



- Click the  button to send an **Email Notification** to your Budget Administrator who must approve this entry. You may enter your address as the CC (Carbon Copy). 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.

Notification Details	
To:	jhcoats@bgnet.bgsu.edu
CC:	lbeeman@bgsu.edu
BCC:	
Priority:	2-Med
Subject:	<Journal Entry ID 119642>
Template Text:	Workflow Notification Priority: %NotificationPriority Date Sent: 2008-04-28
Message:	Please review and approve.