

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

If you need to transfer an **expense** to another DCC, you should create a **Journal Entry**. For example, your DCC may have purchased and paid for an item or service that you agreed to split with another DCC. Or you may have been incorrectly charged an expense and you need to transfer that expense to the correct DCC. Finally, a Journal Entry should **always** be used whenever the DCC's are in different funds. If you need to transfer **budget dollars** within the same fund, you should enter a **Budget Transfer**. See **EXPRESS STEPS: Entering a Budget Transfer**.

This document provides instructions for Requesters or Budget Administrators who wish to create a Journal Entry. The Requester/Budget Administrator for the department who initially incurred the expense must create the Journal Entry. There is a separate document that provides instructions for Budget Administrators who need to approve a journal entry. See **EXPRESS STEPS: Reviewing and Approving Journal Entries**.

NOTE: If you need to create a *Journal Entry involving a Grant*, see **Express Steps: Creating a Grant-Related Journal Entry**.

➤ **To create a journal entry, click the following FMS menu items**

- **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: Make sure to 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 CHECKBOX
<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.

Journal Line Description
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 Office Depot, for example.

Reference
JPM 000007068
JPM7068

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 41000 Office Supplies

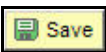
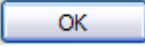
Lines to add

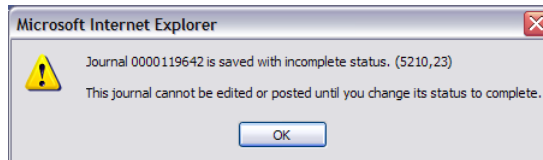
- At , click the plus sign.
- **Second Line:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund** and the **DCC** for the department who will have its expenses increased. Keep the **Account** code and the **Reference** the same.
- Delete the minus sign in front of the **Amount**. This amount will be added to this DCC's expense totals for this **Account** code.

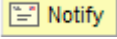
Amount
-116.55
116.55

- 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 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.
- NOTE:** If you are a Budget Administrator creating this entry, send the **Email Notification** to the Business Office bofrans@bgsu.edu and copy the other Budget Administrator. Please indicate in your message that you *approve* this transaction.

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

To: jhcoats@bgsu.edu

CC: lbeeman@bgsu.edu

BCC:

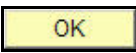
Priority: 2-Med

Subject: <Journal Entry ID 119642>

Template: Workflow Notification

Text: Priority: %NotificationPriority
Date Sent: 2008-04-20

Message: Please review and approve.

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