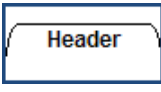


 **EXPRESS STEPS: Creating a Grant-Related Journal Entry (DCC to Grant Expense)**

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 be found on a DCC *Expense Detail* report or a Grant's *Grant Budget Summary* report.

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

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

DO NOT UNCHECK THIS BOX

Save Journal Incomplete Status

- To enter the  details, complete the following steps.

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

- **First Line:** Enter the **SpeedType** for the Grant. Enter a "G" for grant, followed by the **Project/Grant ID**.

- Click the magnifying glass (Lookup). 

- Next, click the **Selected** checkbox for the SpeedType code for this grant.

Speed Type List					
SpeedType: G10410155					
Speed Types					
Selected	SpeedType	Fund	DCC	Program	Project/Grant
<input checked="" type="checkbox"/>	G10410155	43000			10410155

- Click the **OK** button to insert the **Fund** and **Project/Grant** numbers into the first line.
- Enter or select the **PC (Project Costing) Business Unit** (*BGSUM*). The **Project/Grant** Code will be deleted.
- Re-enter the **Project/Grant Code**. If you do not, you will not be able to select the Activity.
- Select the **Activity**. You will only have one option.
- Select the **An (Analysis) Type**, *GLJ* (General Ledger Journal).

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

- Enter the **Account** code. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.

Journal Line Description
Animal Bedding

- Enter the **Amount** of the journal entry. This amount will be *added* to this Grant's expense total for this **Account** code.

Amount
172.63

- 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.

JPM	0000007068	Reference
		JPM7068

The Journal ID listed in the **Reference** field will appear in the DCC's monthly *Expense Detail* report and in the Grant's *Grant Budget Summary* report (Expense Detail tab) 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 decreased. This information will appear in the Grant's *Grant Budget Summary* report (*Expense Detail* tab) under the **Line Description** column and will be a helpful cross-reference.

Journal Line Description
LAB 041100 Animal Beddi

Lines to add	1	+	-
--------------	---	---	---

- At

Lines to add	1	+	-
--------------	---	---	---

, 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 decreased.
- Delete the **PC Business Unit**, the **Project/Grant** code, the **Activity**, and the **Analysis Type**. Keep the **Account** code and the **Reference** the same.

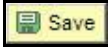
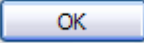
BGSU	10410155	RESEARCH	GLJ
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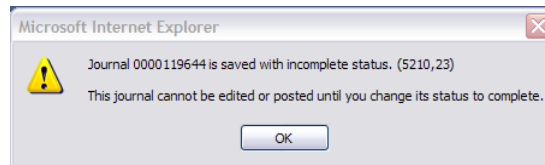
- Note the minus sign in front of the Amount. FMS automatically changes the positive to a negative to balance the journal. This amount will be deducted from this DCC's expense totals for this Account code.

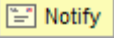
Amount
172.63
-172.63

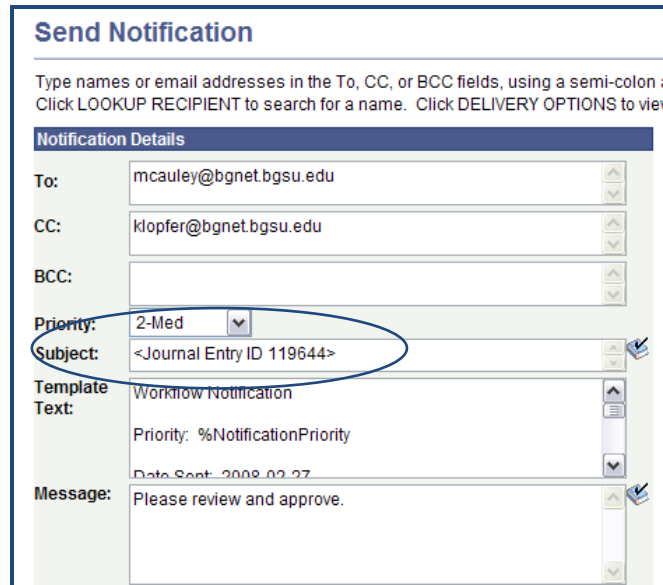
- Verify your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the Grant who will have its expenses increased. This information will appear in the DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful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

Journal Line Description
LAB 041100 Animal Beddi
LAB 10410155 Animal Be

- 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 the PI for the grant who must approve this entry. If you do not know who the PI is, contact Grants Accounting for his/her name and email address. Enter the Budget Administrator of the DCC in the CC (Carbon Copy) field. You may also CC yourself if you wish. 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 as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view delivery options.

Notification Details

To: mcauley@bgnet.bgsu.edu

CC: klopfer@bgnet.bgsu.edu

BCC:

Priority: 2-Med

Subject: <Journal Entry ID 119644>

Template: Workflow Notification

Text: Priority: %NotificationPriority
Date Sent: 2008-02-27

Message: Please review and approve.