

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

If you need to transfer an **expense** to a DCC or Grant, you should create a **Journal Entry**. For example, a DCC may have purchased and paid for an item or service whose cost is to be split with a Grant. Or a Grant may have been incorrectly charged an expense which needs to be transferred to the correct Grant or DCC.

This document provides instructions for Requesters, Budget Administrators, or Principal Investigators (PI) who wish to create a Journal Entry. The Requester/Budget Administrator/PI who initially incurred the expense must create the Journal Entry. There is a separate document that provides instructions for PIs who need to approve a journal entry. See **EXPRESS STEPS: Reviewing and Approving Grant-Related Journal Entries**.

NOTE: This example shows a DCC Requester charging an expense to a Grant. Revise steps as needed if you are a Grant Requester charging an expense to a DCC. In either case, all journal entries involving a Grant must be approved by a PI and be posted by Grants Accounting.

➤ **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 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 CHECKBOX
<input checked="" type="checkbox"/> Save Journal Incomplete Status

- o To enter the **Lines** 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).

A screenshot of a software interface showing a text input field labeled "SpeedType". The field contains the alphanumeric string "G10410155". To the right of the input field is a magnifying glass icon, which is a standard symbol for a search or lookup function.

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

A screenshot of a dialog box titled "Speed Type List". At the top, there is a label "SpeedType:" followed by a text box containing "G10410155". Below this is a table with the following structure:

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 (BGSUN)**.
- Select the **Activity**. You will only have one option.
- Select the **An (Analysis) Type**, *GLJ* (General Ledger Journal).

A screenshot of a software form with four input fields. Each field has a magnifying glass icon to its right, indicating a lookup function. The fields are labeled as follows: "PC Bus Unit", "Project/Grant", "Activity", and "An Type". The "Project/Grant" field contains the value "10410155".

- 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.

Reference
JPM 000007068
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

- At **Lines to add** , 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.

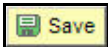
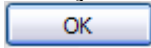
BGSUN	10410155	RESEARCH	GLJ	53850
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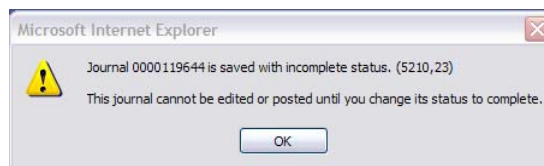
- Type a minus sign in front of the **Amount**. This amount will be deducted from this DCC's expense totals for this **Account** code.

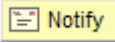
Amount
172.63
-172.63

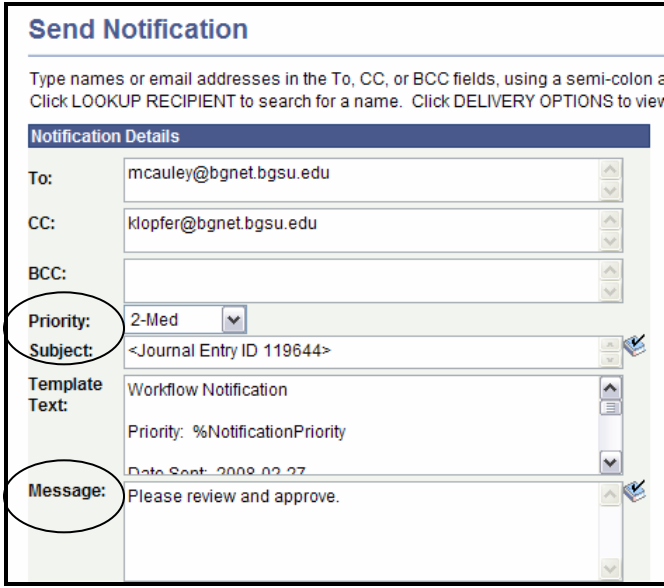
- Enter your initials in front of the Account code description in the **Journal Line Description** field. Next enter the Grant who will have its expenses increased. This information will appear in the DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.

Journal Line Description
LAB: 041100 Animal Beddi
LAB: 10410155 Animal Bed

- o 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.
- **NOTE:** If you are a *Budget Administrator* creating an entry, send the **Email Notification** to the Principal Investigator (PI) for this grant. If you do not know who the PI is, contact Grants Accounting for his/her name and email address. The PI will then send an **Email Notification** to Grants Accounting who will post this journal entry.
- **NOTE:** If you are a *Grant Requester* creating an entry, send an **Email Notification** to the PI and copy the Budget Administrator. If you do not know the *Budget Administrator* for the DCC, contact the Business Office for his/her name and email address. Grants Accounting will post this journal entry.
- **NOTE:** If you are a *PI* creating an entry, send an **Email Notification** to your contact at Grants Accounting and copy the Budget Administrator. If you do not know the *Budget Administrator* for the DCC, contact the Business Office for his/her name and email address. Grants Accounting will post this journal entry. 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 and space to separate multiple recipients. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view delivery options.

Notification Details

To: mcauley@bgnet.bgsu.edu

CC: klopfers@bgnet.bgsu.edu

BCC:

Priority: 2-Med

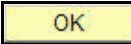
Subject: <Journal Entry ID 119644>

Template Text: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2008-02-27

Message: Please review and approve.

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