

FMSv9.1

Creating a Journal Entry: Department to Department Expense Transfer

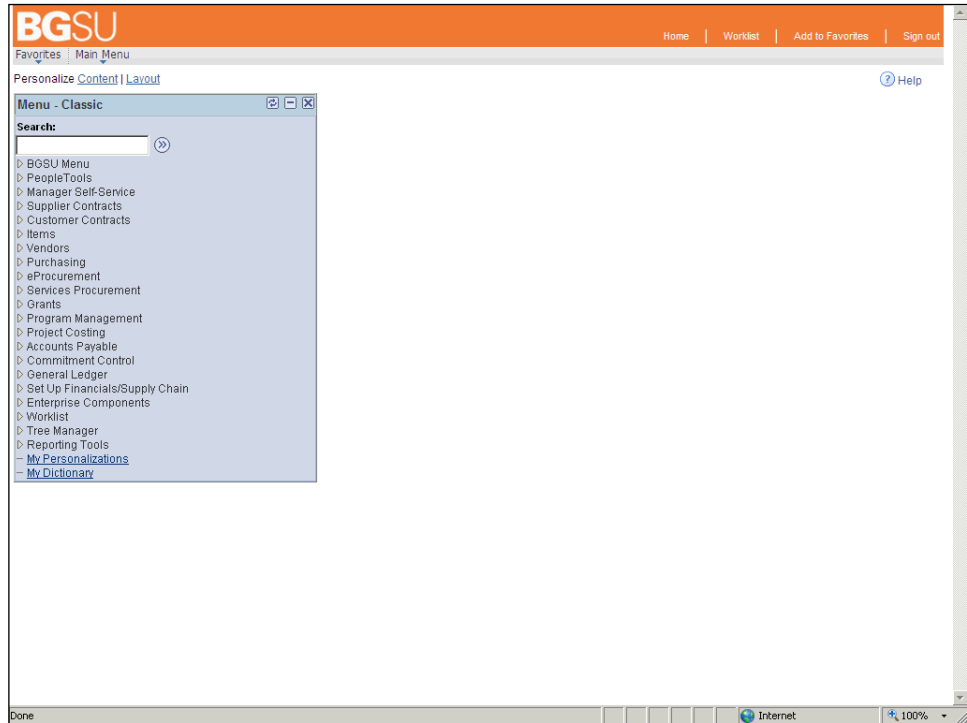
Procedure



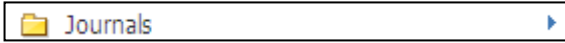

Journal Entries are created to charge an *expense* to a Department or Project/Grant that agreed to share in the costs associated with a purchase or to correct errors in chartfield distributions (e.g., charging an expense to the wrong department or Project/Grant). If you want to move *budget dollars*, rather than *expenses*, you should do a budget transfer.

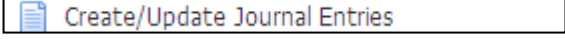
The department that needs to charge an expense to a department or Project/Grant initiates the Journal Entry. Once the expense transfer is posted, the expenses for the department that initiated the Journal Entry will *decrease* and the expenses for the department or Project/Grant being charged will *increase* as shown in **Budgets Overview**.

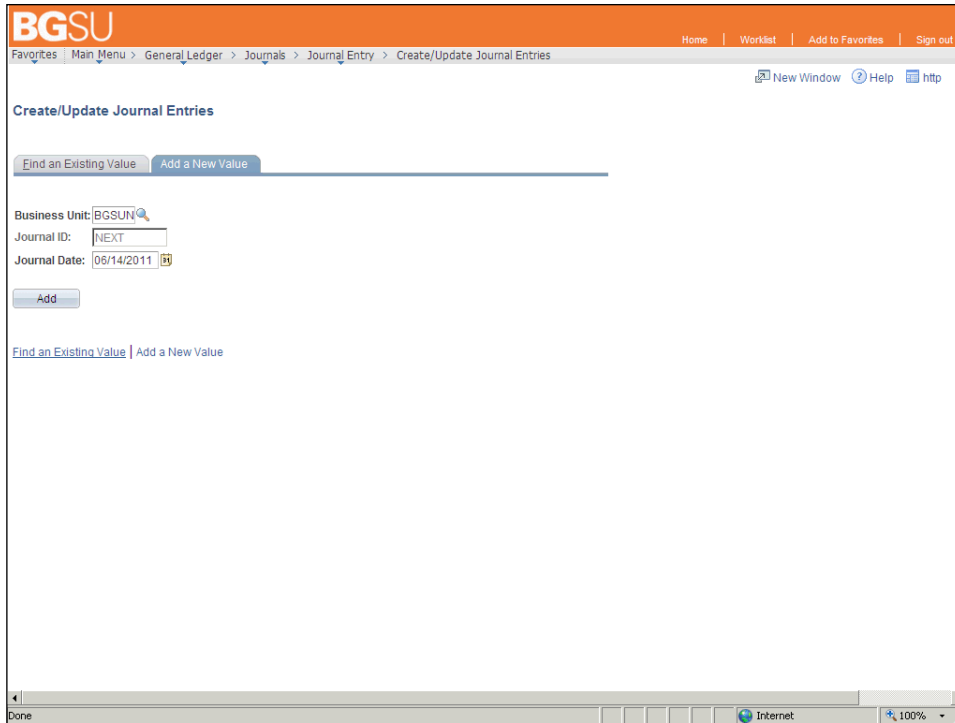
In this exercise ITS is initiating a Journal Entry for a keyboard that was purchased by Residence Life. The expenses for ITS will decrease and the expenses for Residence Life will increase.

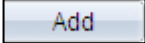
You may be asked to key in entries. The data you are asked to enter is displayed in **red**. Whatever is displayed in red must be keyed in *exactly* as shown. Spaces, capitalization, punctuation and so on must be entered precisely as shown.






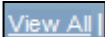

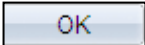



Step	Action
1.	<p>Begin navigating to the Create/Update Journal Entries component by opening the Main Menu.</p> <p>Click the Main Menu link.</p> 
2.	<p>The page for creating a Journal Entry is found under the General Ledger menu.</p> <p>Click the General Ledger menu.</p> 
3.	<p>Next, continue into the Journals folder.</p> <p>Click the Journals menu.</p> 
4.	<p>Since you will be creating a journal entry, continue into the Journal Entry folder.</p> <p>Click the Journal Entry menu.</p> 




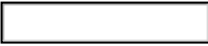

Step	Action
5.	<p>Finally, go to the Create/Update Journal Entries component.</p> <p>Click the Create/Update Journal Entries menu.</p> 







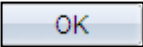



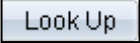



Step	Action
6.	<p>Clicking the Add button will take you to the page where you can actually begin creating the Journal Entry.</p> <p>Click the Add button.</p> 
7.	<p>The Header tab is active. On the Header tab you will first enter the Long Description.</p> <p>Click in the Long Description field.</p>


Step	Action
8.	<p>Provide a detailed explanation of the transfer. Indicate who will have their expense totals increased and who will have their expense totals decreased. If there is an invoice number associated with the expense, note that as well.</p> <p>Remember, you must enter the data exactly as it is shown in red.</p> <p>Enter "Increase exp 700000 decrease exp 316000 purchase keyboard from ITS" into the Long Description field.</p>
9.	<p>Notice that the default value of ACTUAL (Actual Ledger Group) automatically populated the Ledger Group field and that the default value of IX (Expense Transfer) automatically populated the Source field.</p>
10.	<p>You have completed entering all the information needed on the Header tab. Notice that the Save Journal Incomplete Status box is checked. FMS has been set up to save all Journal Entries in an incomplete status. You need only save the Journal Entry. The Business Office will do the budget checking and post the transfer.</p>
11.	<p>Next you need to enter your debit and credit lines.</p> <p>Click the Lines tab.</p> 
12.	<p>Depending on the nature of the transaction, for each line you may enter a SpeedType, an Account, and/or a Program.</p> <p>In this exercise you will enter a SpeedType and an Account in each line.</p>
13.	<p>The first line you enter will be for Residence Life purchasing the keyboard.</p> <p>You will use a SpeedType to select the appropriate Fund, Department, and Function.</p> <p>Click the Speed Type button.</p> 
14.	<p>The SpeedType List page appears. There are several hundred SpeedTypes defined. SpeedType values begin with a Department code, so you can search for the appropriate SpeedType by entering the Department code.</p> <p>Click in the SpeedType field.</p> 

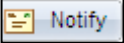
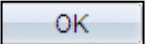
Step	Action
15.	<p>The department number for Residence Life is 700000.</p> <p>Enter "700000" into the SpeedType field.</p>
16.	<p>To initiate the search, press the Tab key to leave the SpeedType field.</p> <p>Press [Tab].</p>
17.	<p>The list of SpeedTypes is now restricted to only those for Department 700000.</p> <p>Notice that at the end of the SpeedType line it says <i>1-5 of 11</i>. This means there are a total of 11 SpeedTypes for Department 700000 and that the first 5 of those 11 SpeedTypes are currently displayed. To display all 11 SpeedTypes, click View All.</p> <p>Click the View All link.</p> 
18.	<p>The SpeedType we want is 700000OPRH.</p> <p>Click the 700000OPRH option.</p> 
19.	<p>Return to the Lines page.</p> <p>Click the OK button.</p> 
20.	<p>The SpeedType value 700000OPRH has been entered into the line, but has scrolled off the grid. The next field we will enter, Account, has also scrolled off.</p> <p>Click the scrollbar.</p> 
21.	<p>Next look up the Account.</p> <p>Click the Look up Account (Alt+5) button.</p> 
22.	<p>You are going to search by the Account number, so you need to select the Account field.</p> <p>Click in the Account field.</p> 

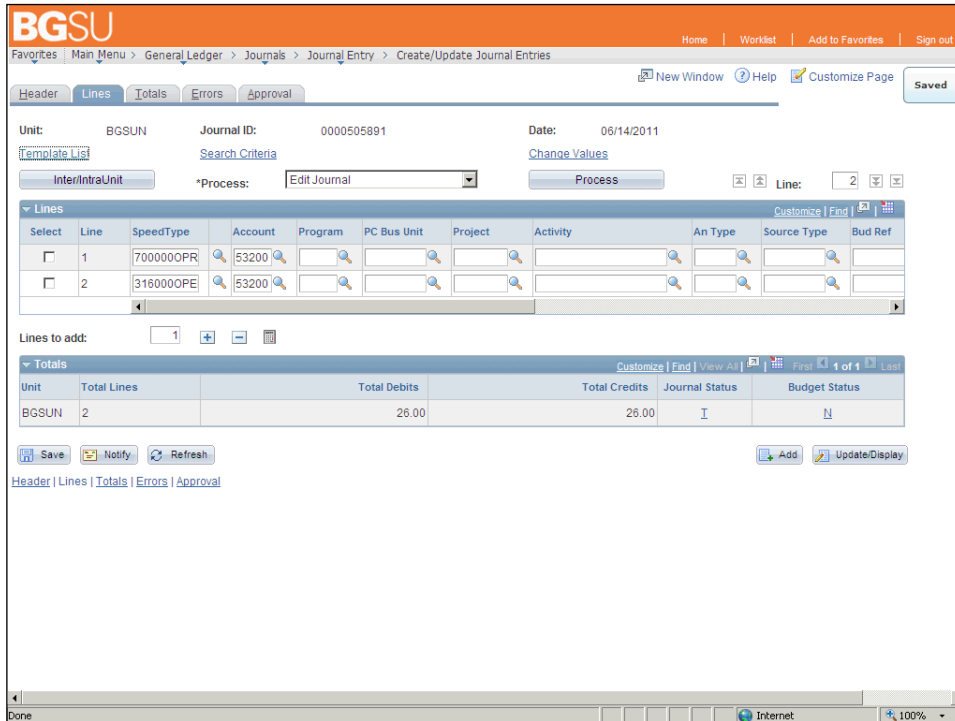
Step	Action
23.	<p>You are going to search for accounts beginning with 532.</p> <p>Enter "532" into the Account field.</p>
24.	<p>Click the Look Up button.</p> 
25.	<p>Keyboards are classified as computer supplies.</p> <p>Click the 53200 link.</p> 
26.	<p>Next you need to enter the debit amount, but that field has scrolled off the grid. To display it you must scroll horizontally.</p> <p>Click the scrollbar.</p>
27.	<p>Click in the Amount field.</p> 
28.	<p>The cost of the keyboard is \$26.00.</p> <p>Enter "26.00" into the Amount field.</p>
29.	<p>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.</p> <p>Click in the Reference field.</p> 
30.	<p>Enter "JPM31568" into the Reference field.</p>
31.	<p>Notice that there is already an entry, Computer Supplies, in the Journal Line Description field. Data is automatically populated into the Journal Line Description field when you enter the Account. You need to enter additional information into this field.</p> <p>Click in front of the "C" in <i>Computer</i> in the Journal Line Description field.</p> 

Step	Action
32.	<p>In this field you may want to enter your initials in front of the Account code description in the Journal Line Description field. Next enter the department that will have its expenses decreased, in this case the Department code for ITS. This information will appear in the <i>Monthly Expense Detail Report</i> under the Line Description column and will be a helpful cross-reference.</p> <p>In the Journal Line Description field enter "DB 316000".</p> <p>Remember, you must enter the data exactly as it appears in red. Be sure to include a space after entering the last zero.</p>
33.	<p>Next you need to add the offsetting credit line.</p> <p>Click the Insert Lines button.</p> 
34.	<p>The second line you enter will be the credit to ITS for the keyboard.</p> <p>You will use a SpeedType to select the appropriate Fund, Department, and Function.</p> <p>Click the Look up SpeedType button.</p> 
35.	<p>The SpeedType List page appears. Again, you will enter a department number into the SpeedType field to limit the SpeedTypes that are shown.</p> <p>Click in the SpeedType field.</p> 
36.	<p>The Department code for Information Technology Services is 316000.</p> <p>Enter "316000" into the SpeedType field.</p>
37.	<p>To initiate the search, press the Tab key to leave the SpeedType field.</p> <p>Press [Tab].</p>
38.	<p>The list of SpeedTypes is now restricted to only those for Department 316000.</p> <p>The SpeedType for this credit line is 316000OPER.</p> <p>Click the 316000OPER option.</p> 

Step	Action
39.	<p>You need to return to the Lines page.</p> <p>Click the OK button.</p> 
40.	<p>The SpeedType value 316000OPER has been entered into the line, but has scrolled off the grid. The next field to be entered, Account, has also scrolled off.</p> <p>Click the scrollbar.</p> 
41.	<p>Next look up the Account.</p> <p>Click the Look up Account (Alt+5) button.</p> 
42.	<p>You are going to search for accounts beginning with 532.</p> <p>Click in the Account field.</p> 
43.	<p>Enter "532" into the Account field.</p>
44.	<p>Click the Look Up button.</p> 
45.	<p>Keyboards are classified as computer supplies.</p> <p>Click the 53200 link.</p> 
46.	<p>Next you need to enter the credit amount, but that field has scrolled off the grid. To display it you must scroll horizontally.</p> <p>Click the scrollbar.</p>
47.	<p>Click in the Amount field.</p> 
48.	<p>The cost of the keyboard is \$26.00. Since this is a credit you will enter a negative value.</p> <p>Enter "-26.00" into the Amount field.</p>
49.	<p>Click in the Reference field.</p> 

Step	Action
50.	<p>The reference for the credit can be the same as the reference for the debit.</p> <p>Enter "JPM31568" into the Reference field.</p>
51.	<p>In the Journal Line Description you may want to enter your initials and the department that will have its expense total increased. What you enter in the Journal Line Description field will appear in this departments's <i>Expense Detail</i> budget report in the Line Description column. Again, this serves as a cross reference for the Business Office.</p> <p>Click in front of the "C" in <i>Computer</i> in the Journal Line Description field.</p> <div data-bbox="402 716 802 758" style="border: 1px solid black; padding: 2px;">Computer Supplies</div>
52.	<p>In the Journal Line Description field enter "DB 700000".</p> <p>Remember, you must enter the data exactly as it appears in red. Be sure to include a space after entering the last zero.</p>
53.	<p>Notice that the Totals grid currently says there are \$26.00 of debits and no credits. This will be corrected once the journal entry is saved.</p>
54.	<p>Save the journal entry.</p> <p>Click the Save button.</p> <div data-bbox="402 1142 516 1184" style="border: 1px solid gray; padding: 2px;">  Save </div>
55.	<p>A message indicating the Journal Entry was saved with an incomplete status is displayed. This message is supposed to appear. Once notified, the Business Office will edit and post the transfer.</p> <p>Click the OK button.</p> <div data-bbox="402 1409 548 1451" style="border: 1px solid gray; padding: 2px;">OK</div>
56.	<p>Now notice that in the Totals grid the debits equal the credits.</p>
57.	<p>Also notice that a Journal ID has been assigned, in this case 505891. When creating your own journal entries you will need to jot down this number. You need this number when you send an email notification to the Business Office.</p>

Step	Action
58.	<p>The final step is sending an email notification to the Business Office. The Business Office will perform a budget check and make the actual transfer. To send an email you click the Notify button.</p> <p>Click the Notify button.</p> 
59.	<p>The Send Notification page appears. You will create the email on this page.</p> <p>Click in the To field.</p>
60.	<p>The email address for the Business Office is boftrans@bgsu.edu.</p> <p>In the To field enter "boftrans@bgsu.edu".</p> <p>Remember you have to enter the text <i>exactly</i> as it is shown in red.</p>
61.	<p>In the Subject line you need to note the Journal ID. In order to select all the text currently in the field, you need to triple-click.</p> <p>Triple-click the Subject field.</p>
62.	<p>Enter "Journal Entry 505891" into the Subject field.</p> <p>Remember you have to enter the text <i>exactly</i> as it is shown in red.</p>
63.	<p>Click in the Message field.</p>
64.	<p>In the Message field enter "Please post journal entry".</p> <p>Remember the text must be entered <i>exactly</i> as shown in red.</p>
65.	<p>Clicking the OK button sends the email.</p> <p>Click the OK button.</p> 



Step	Action
66.	<p>You have completed the procedure for creating a Journal Entry.</p> <p>Click the Sign out link.</p> <p>Sign out</p>
67.	<p>Congratulations!! You now know how to create a journal entry that is a Department to Department expense transfer. The next tutorial shows you how to make a Department to Project/Grant expense transfer.</p> <p>End of Procedure.</p>