

# FMSv9.1

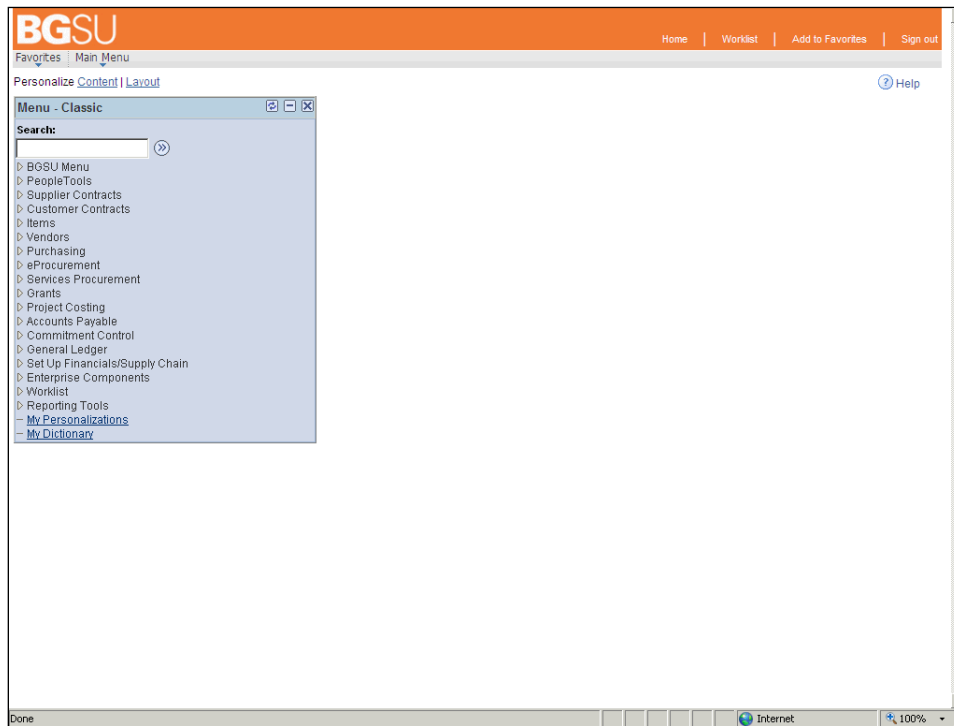
## GL Workflow: Dept. to Dept. Expense Transfer


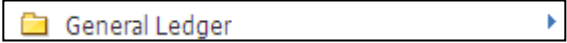
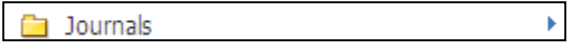
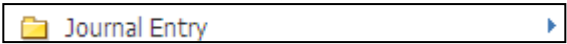
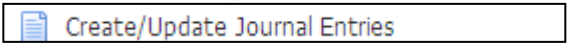
### Procedure

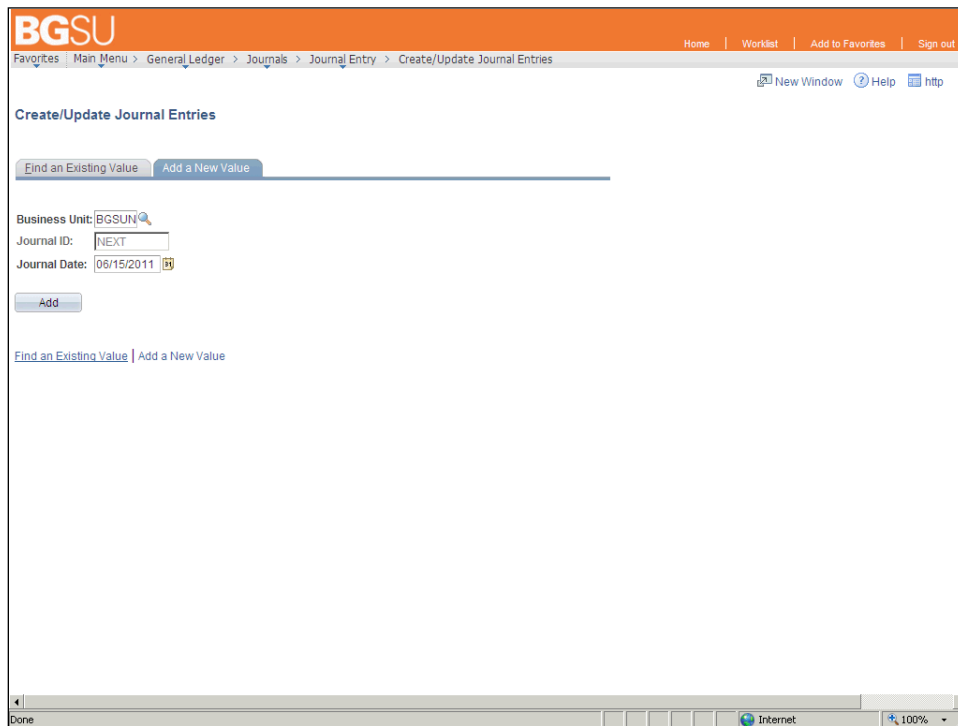
Journal Entries are created to charge an *expense* to a Department that agreed to share in the costs associated with a purchase or to correct errors in chartfield distributions (e.g., charging an expense to the wrong department). If you want to move *budget dollars*, rather than *expenses*, you should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

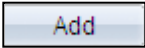
The department that needs to charge an expense to a department initiates the Journal Entry. Once the transfer is posted, the expenses for the department that initiated the Journal Entry will *decrease* and the expenses for the department being charged will *increase* as shown in **Budgets Overview**.

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.

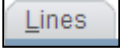



Step	Action
1.	Begin navigating to the <b>Create/Update Journal Entries</b> component by opening the Main Menu.  Click the <b>Main Menu</b> link. 
2.	The page for creating a Journal Entry is found under the <b>General Ledger</b> menu.  Click the <b>General Ledger</b> menu. 
3.	Next, continue into the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

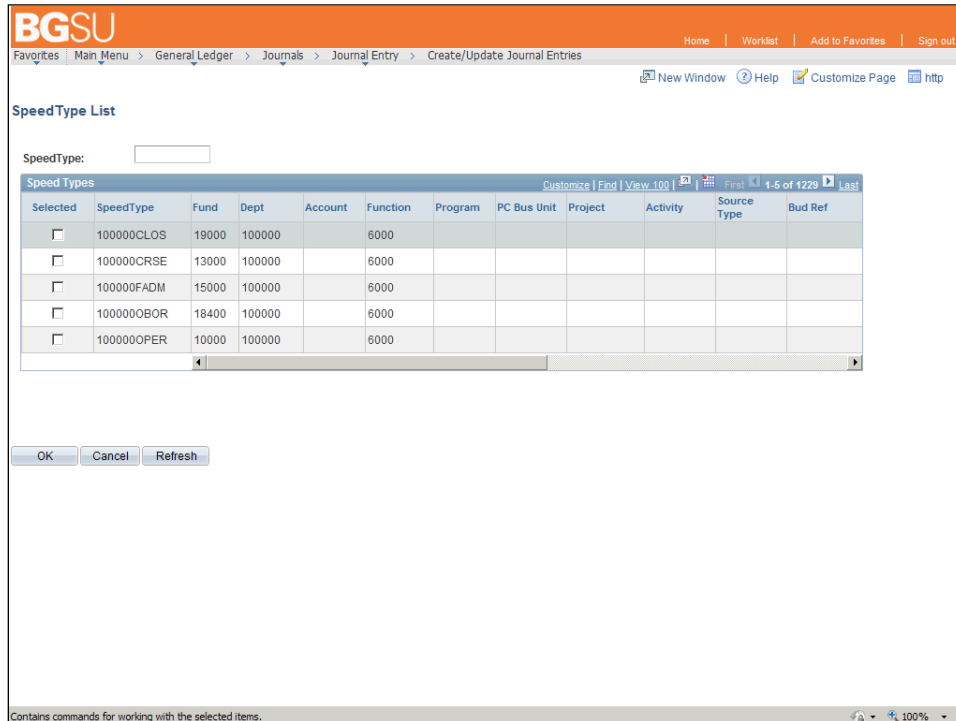


Step	Action
6.	<p>Clicking the <b>Add</b> button will take you to the page where you can actually begin creating the Journal Entry.</p> <p>Click the <b>Add</b> button.</p> 

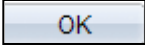
Step	Action
7.	<p>Provide a detailed explanation of the transfer. Indicate who will have their expense totals increased and who will have their expense totals decreased. If there is an invoice number associated with the expense, note that as well.</p> <p>Remember you must enter the data exactly as it is shown in <b>red</b>.</p> <p>Enter "<b>Increase exp 10390054 decrease exp 111800 transfer 963.41 research supplies</b>" into the <b>Long Description</b> field.</p>
8.	<p>Notice that the <b>Ledger Group</b> field was automatically populated with the default value of ACTUAL (Actual Ledger Group) and that the <b>Source</b> field was automatically populated with the default value of IX (Expense Transfer).</p>
9.	<p>You have completed entering all the information needed on the <b>Header</b> tab. Notice that the <b>Save Journal Incomplete Status</b> 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>

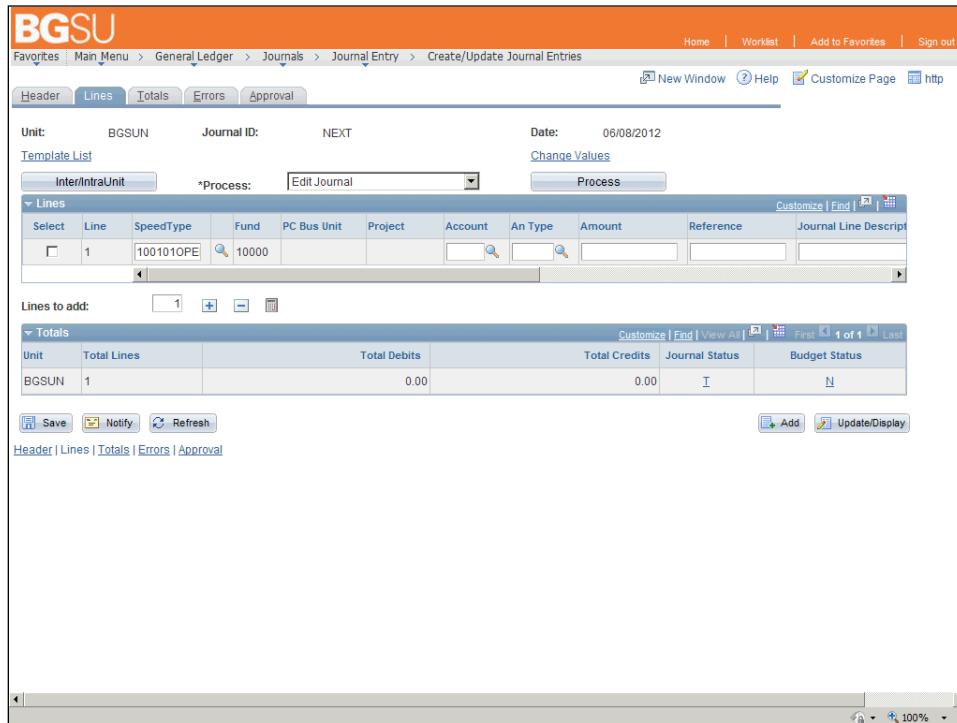
Step	Action
10.	<p>Next you need to enter your debit and credit lines.</p> <p>Click the <b>Lines</b> tab.</p> 

Step	Action
11.	<p>You are going to enter the information on the account being charged on the first line.</p> <p>Using the <b>SpeedType</b> field will help you to determine the correct <b>Fund</b>.</p> <p>Click the <b>Speed Type</b> button.</p> 



Step	Action
12.	<p>The <b>SpeedType List</b> page appears and shows five of all of the SpeedTypes known to the system. You will search for the appropriate SpeedType by entering the first few characters of the SpeedType.</p> <p>Click in the <b>SpeedType</b> field.</p> <input type="text"/>
13.	<p>In this example you will search for SpeedTypes starting with "1001".</p> <p>Enter "<b>1001</b>".</p>
14.	<p>To initiate the search for matching SpeedTypes, you must press the Tab key to leave the SpeedType field.</p> <p>Press <b>[Tab]</b>.</p>
15.	<p>All SpeedTypes beginning with the characters you entered are shown. In this case there is only one matching SpeedType, <b>100101OPER</b>.</p> <p>Select the desired SpeedType by clicking in the <b>Selected</b> checkbox next to the name of the SpeedType.</p> <p>Click the <b>100101OPER</b> option.</p> <input type="checkbox"/>

Step	Action
16.	<p>Return to the Journal Entry Lines page.</p> <p>Click the <b>OK</b> button.</p> 



The screenshot shows the BGSU Journal Entry Lines page. The header includes navigation links like Home, Worklist, Add to Favorites, and Sign out. The main form area displays the following information:

- Unit: BGSUN, Journal ID: NEXT, Date: 06/08/2012
- Inter/IntraUnit: Inter/IntraUnit, \*Process: Edit Journal


The 'Lines' table is as follows:

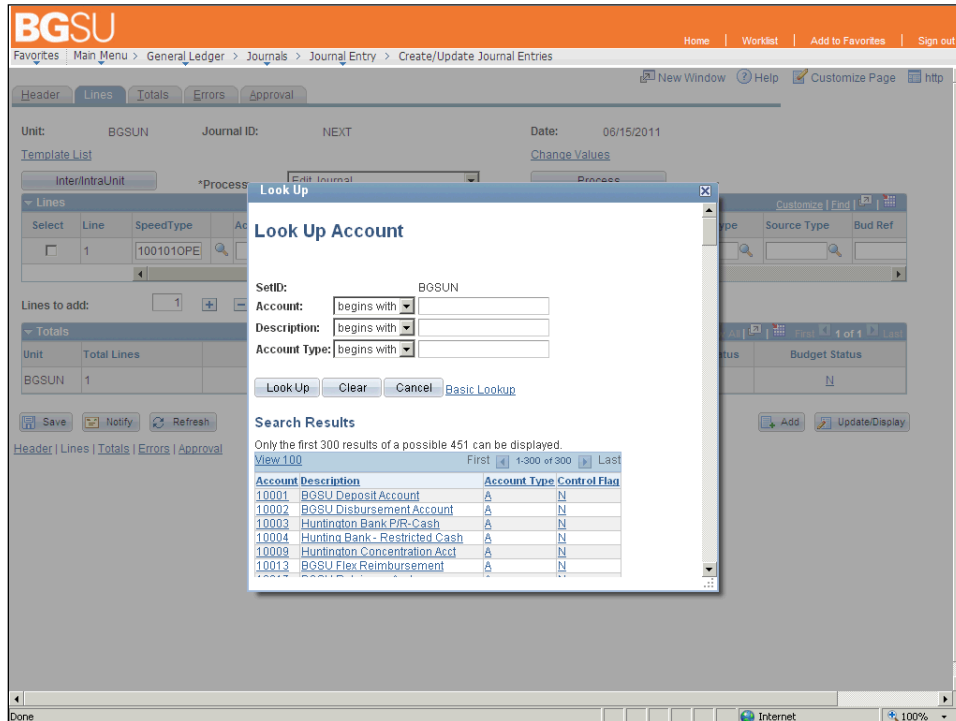
Select	Line	SpeedType	Fund	PC Bus Unit	Project	Account	An Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	100101OPER	10000							



Below the table, there is a 'Totals' section showing:

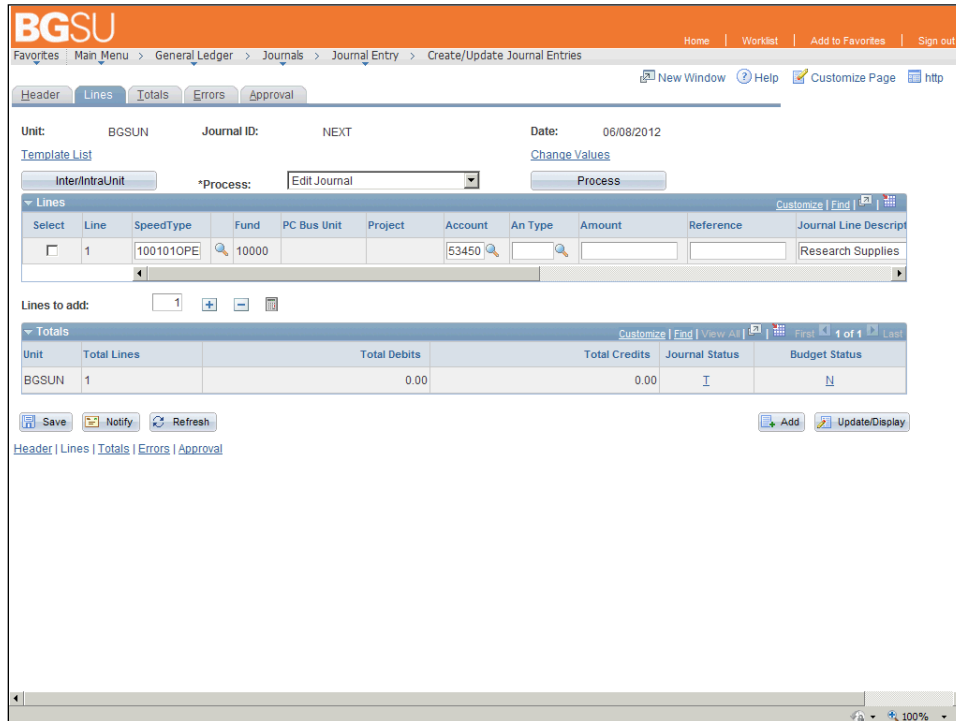
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
BGSUN	1	0.00	0.00	I	N

Buttons for Save, Notify, Refresh, Add, and Update/Display are visible at the bottom of the form.

Step	Action
17.	<p>SpeedTypes help reduce data entry and ensure the proper combinations of ChartFields are used.</p> <p>Observe that after selecting the SpeedType <b>100101OPER</b>, the <b>Fund</b> was automatically set to <b>10000</b>.</p>
18.	<p>Next look up the <b>Account</b>.</p> <p>Click the <b>Look up Account (Alt+5)</b> button.</p> 

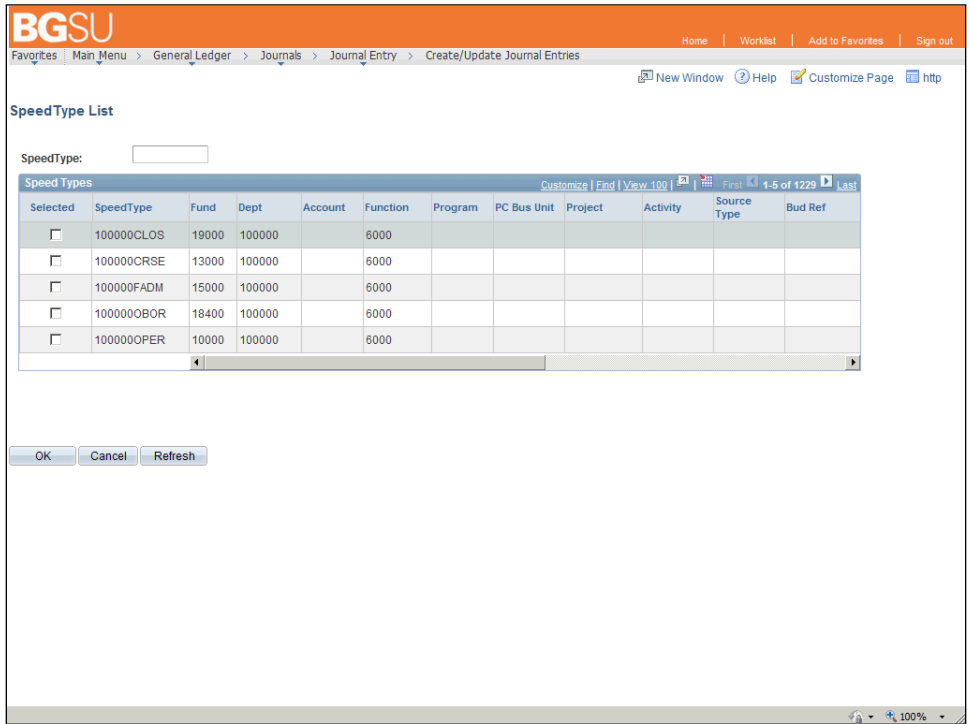


Step	Action
19.	The Account number begins with "534".  Enter " <b>534</b> " into the <b>Account</b> field.
20.	Clicking the <b>Look Up</b> button returns your search results.  Click the <b>Look Up</b> button. 
21.	For the purposes of this exercise, the item that was incorrectly billed was classified as research supplies.  Click the <b>53450</b> link. 

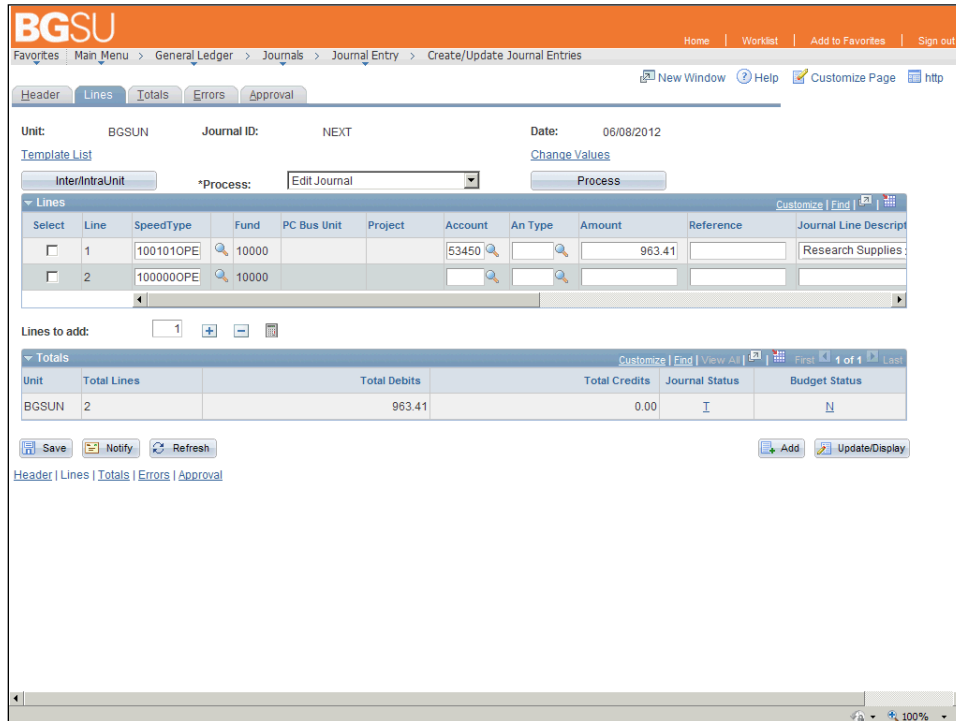


Step	Action
22.	Click in the <b>Amount</b> field. <input type="text"/>
23.	The research supplies cost \$963.41. Enter " <b>963.41</b> " into the <b>Amount</b> field.
24.	Next you need to add the offsetting credit line. Click the <b>Insert Lines</b> button. <input data-bbox="391 1333 435 1369" type="button" value="+"/>
25.	The second line you enter will be the credit to Chemistry for research supplies. You will use a <b>SpeedType</b> to select the appropriate Fund, Department, and Function. Click the <b>Look up Speed Type</b> button. <input data-bbox="391 1591 435 1627" type="button" value="🔍"/>

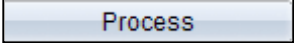


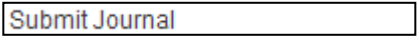
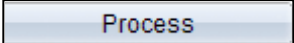
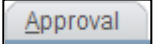


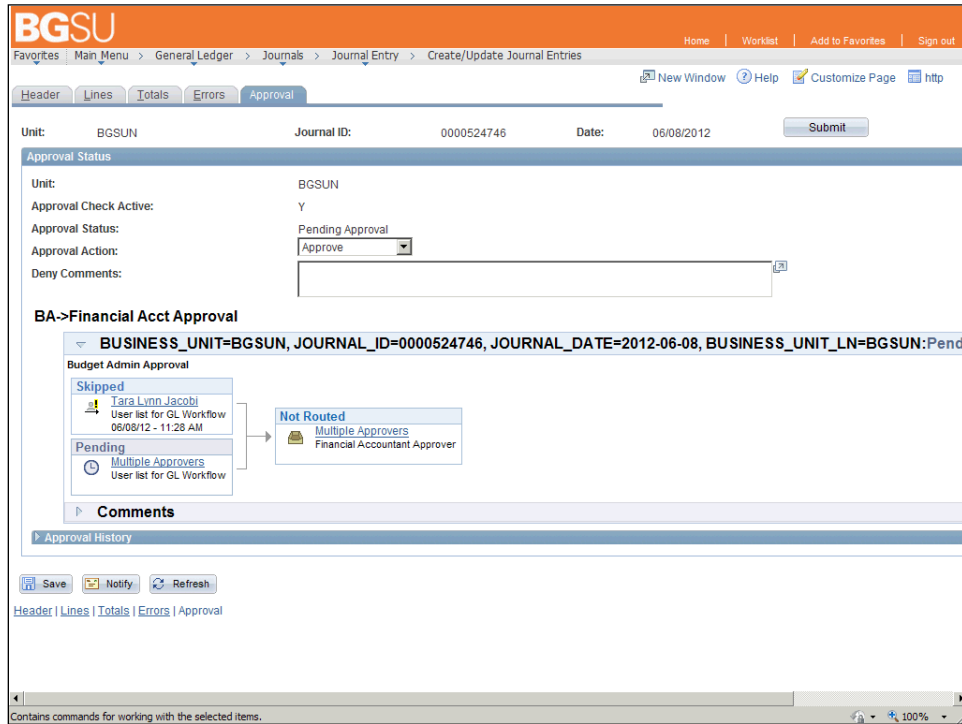



Step	Action
26.	<p>The SpeedType List page appears. In this case the SpeedType we need is already displayed, so there is no need to perform a search.</p> <p>Click the <b>100000OPER</b> option.</p> <input type="checkbox"/>
27.	<p>Return to the Journal Entry Lines page.</p> <p>Click the <b>OK</b> button.</p> <input type="button" value="OK"/>

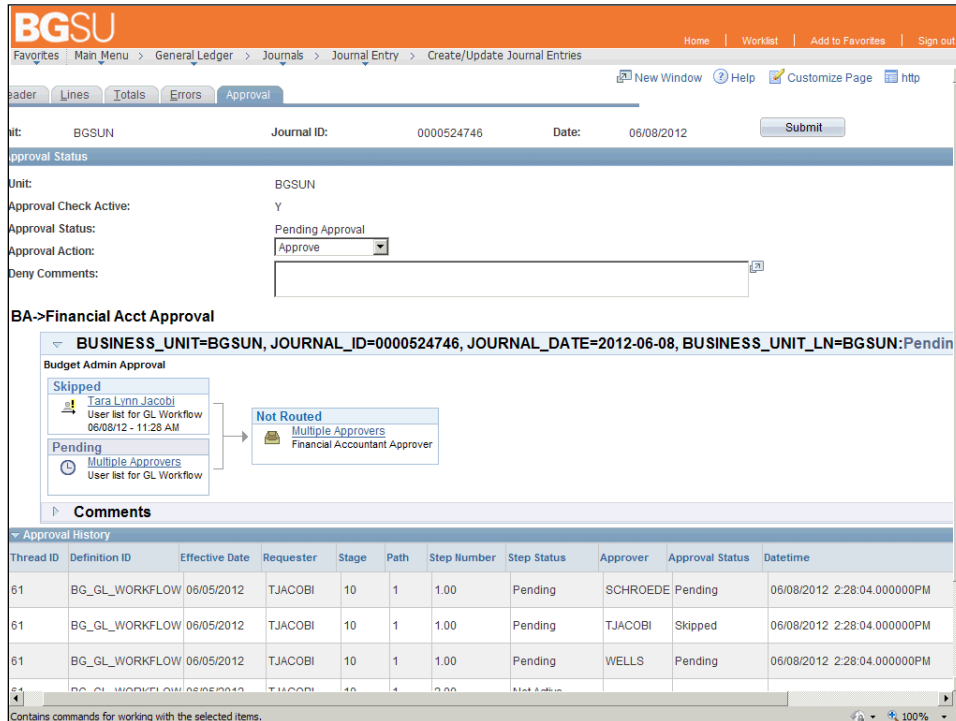


Step	Action
28.	As before, after selecting the SpeedType, the <b>Fund</b> was automatically filled in.
29.	The same account (Research Supplies) will be used for the debit and credit lines. Rather than select the account number from a list, this time you will type it in directly.  Click in the <b>Account</b> field. <input type="text"/>
30.	Use the account number from the debit line, <b>53450</b> .  Enter " <b>53450</b> " into the <b>Account</b> field.
31.	Click in the <b>Amount</b> field. <input type="text"/>
32.	The cost of the item is \$963.41.  The credit <b>Amount</b> needs to be preceded by a minus sign. The department that incurred the expense will have its expense total decreased by this amount.  Enter " <b>-963.41</b> " into the <b>Amount</b> field.
33.	Notice that the <b>Totals</b> grid currently says there are \$963.41 of debits and no credits. This will be corrected once the journal entry is saved.

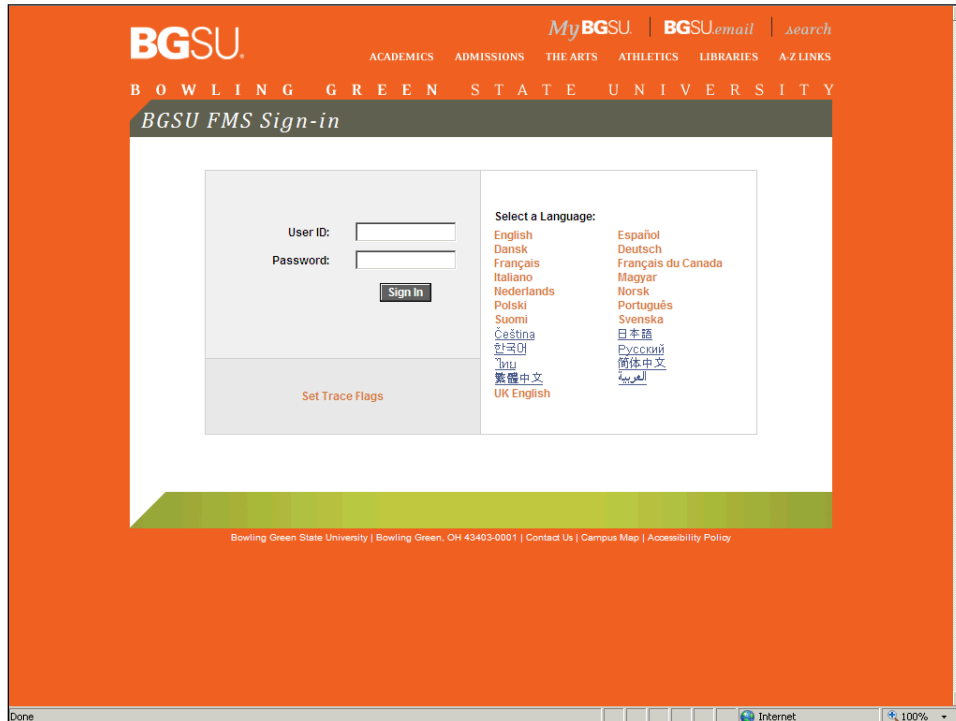
Step	Action
34.	<p>The journal entry must go through an edit to ensure that the combinations of chartfields are valid. The <b>Edit Journal</b> option is selected in the <b>Process</b> dropdown; clicking the <b>Process</b> button will run the combo edit.</p> <p>Click the <b>Process</b> button.</p> 
35.	<p>If the chartfield combinations were valid, a message indicating the Journal Entry was saved will be displayed.</p> <p>For future reference, write the Journal ID down.</p> <p>Click the <b>OK</b> button.</p> 
36.	<p>Now notice that in the <b>Totals</b> grid shows the total number of journal lines and that the debits equal the credits.</p> <p>In addition, the Journal Status and Budget Status are both "V" (Valid), indicating that the transfer has passed a budget check.</p>
37.	<p>Next you will submit the journal entry for approval.</p> <p>Click the <b>Process</b> list.</p> 
38.	<p>Click the <b>Submit Journal</b> list item.</p> 
39.	<p>Click the <b>Process</b> button.</p> 
40.	<p>The journal has been submitted for approval. You will next view the approvals that are pending.</p> <p>Click the <b>Approval</b> tab.</p> 



Step	Action
41.	This page shows the approval status of the journal entry. The <b>Approval Status</b> is currently <b>Pending Approval</b> , indicating that there are approvals still needed.
42.	The middle section shows the approval queues and whether an approval has been given, been denied, or is appending at each level.  In this example there is only one approval needed. The approval is at a status of Pending and is to be done by the Budget Administrator.
43.	A list of previous and upcoming approvals is available in the <b>Approval History</b> section.  Click the <b>Expand section</b> button. 



Step	Action
44.	<p>The <b>Approval History</b> section lists approvals that are required for this journal entry.</p> <p>The username of the requester in the <b>Requester</b> column.</p> <p>The username of the eligible approver at each step is given in the <b>Approver</b> column.</p> <p>Whether the approver approves, denies, or has not yet taken action on an approval is in the <b>Approval Status</b> column.</p>
45.	<p>You have finished creating a journal entry and submitting it for approval.</p> <p>For purposes of this exercise you will sign out of the FMS system.</p> <p>Click the <b>Sign out</b> link.</p> <p><a href="#">Sign out</a></p>



Step	Action
46.	Congratulations!! You now know how to create a journal entry that is a Department to Department expense transfer. <b>End of Procedure.</b>