

FMSv9.1

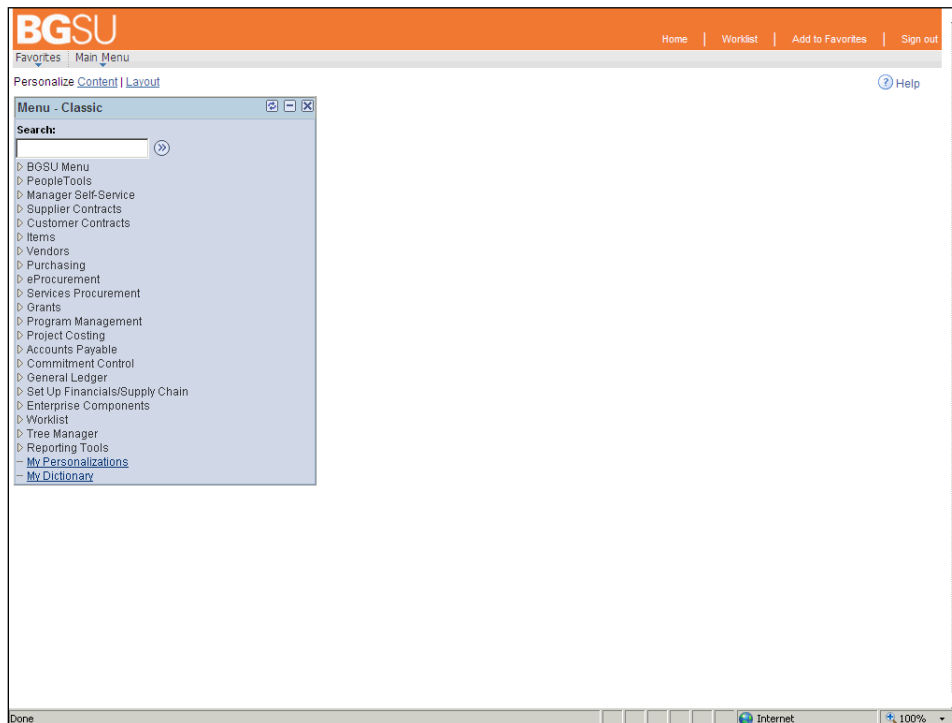
GL Workflow: Dept. to Project/Grant Expense Transfer

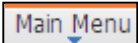
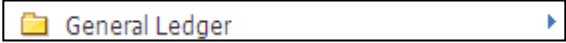


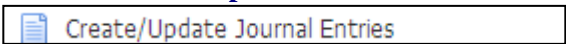
Procedure

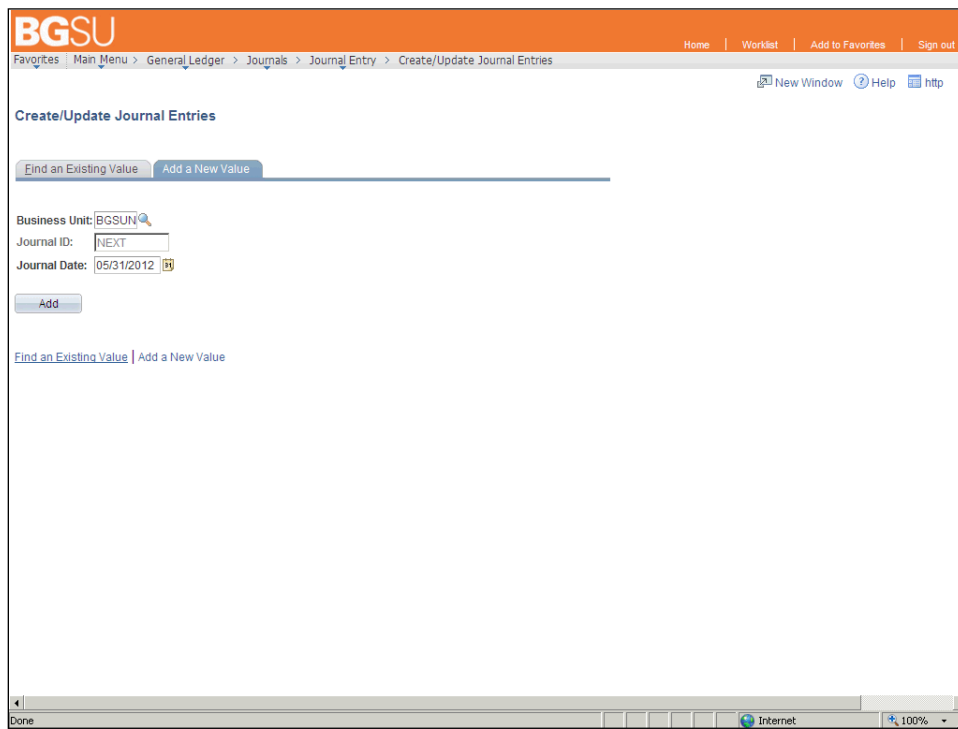
Journal Entries are created to charge an *expense* to a Department(s) and or Project/Grant that agreed to share in the costs associated with a purchase or to correct errors in chartfield distributions (e.g., charging an expense to the wrong department).

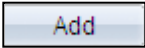
The department that needs to charge an expense to a Project/Grant initiates the Journal Entry. Once the expense transfer is posted, the expenses for the department that initiated the Journal Entry will *decrease* and the expenses for the department(s) being charged will *increase* as shown in **Budgets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

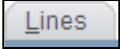


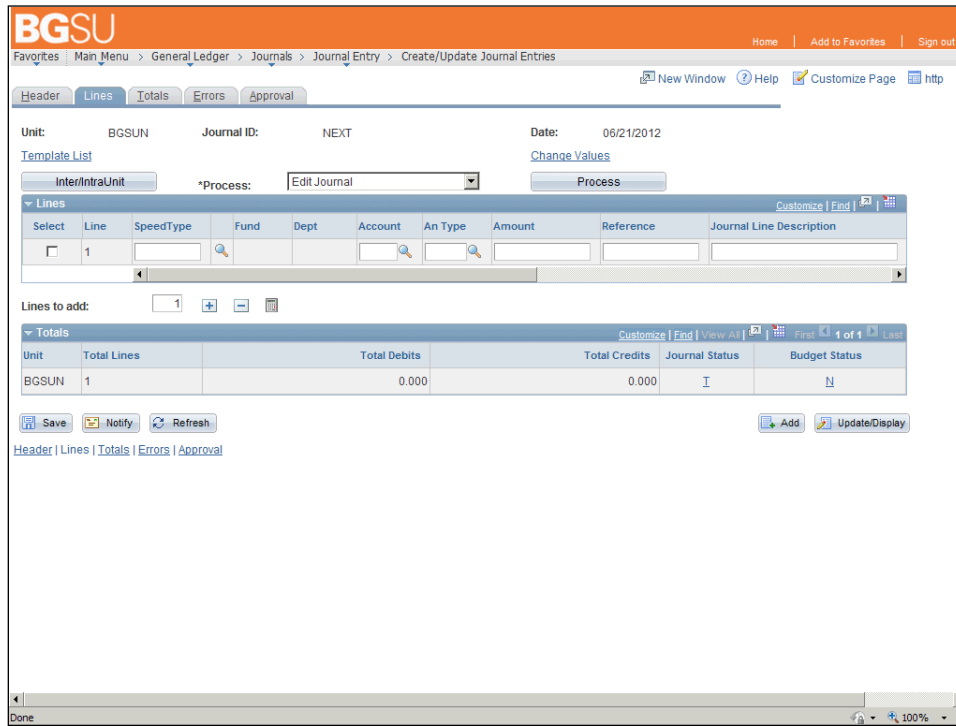
Step	Action
1.	Begin navigating to the Create/Update Journal Entries component by opening the Main Menu. Click the Main Menu link. 
2.	The page for creating a Journal Entry is found under the General Ledger menu. Click the General Ledger menu. 
3.	Next, continue into the Journals folder. Click the Journals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




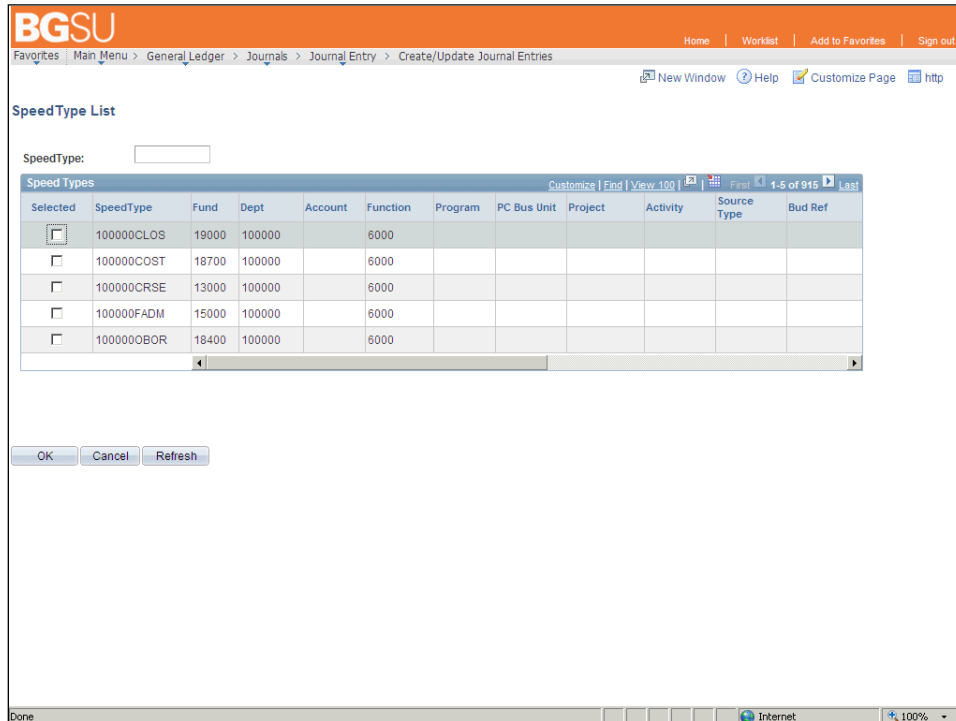
Step	Action
6.	<p>Clicking the Add button will take you to the page where you can actually begin creating the Journal Entry.</p> <p>Click the Add button.</p> 

Step	Action
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>
8.	<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>
9.	<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>

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



Step	Action
11.	<p>Depending on the nature of the transaction, for each line you may enter a SpeedType and an Account.</p> <p>In this exercise you will enter a SpeedType and an Account in each line.</p>
Step	Action
12.	<p>The first line you enter will be for a SpeedType to select the appropriate Fund, Department, and Function.</p> <p>Click the Speed Type button.</p> 




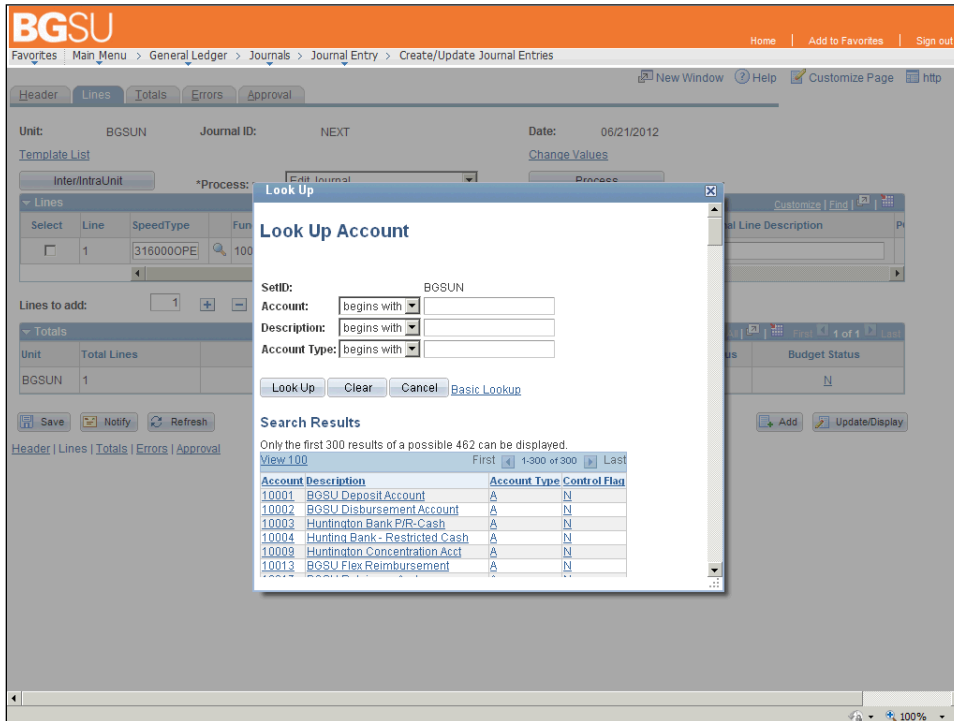
Step	Action
13.	<p>The SpeedType List page appears. There are several hundred SpeedTypes defined. SpeedType values begin with a Department code, so you can search for the appropriate SpeedType by entering the Department code.</p> <p>Click in the SpeedType field.</p> <input type="text"/>
14.	<p>The department number for ITS is 316000.</p> <p>Enter "316000" into the SpeedType field.</p>
15.	<p>To initiate the search, press the Tab key to leave the SpeedType field.</p> <p>Press [Tab].</p>
16.	<p>The SpeedType we want is 316000OPER.</p> <p>Click the 316000OPER option.</p> <input type="checkbox"/>
17.	<p>Return to the Lines page.</p> <p>Click the OK button.</p> <input type="button" value="OK"/>

The screenshot displays the BGSU General Ledger Journal Entry interface. At the top, the BGSU logo is visible. The breadcrumb trail indicates the path: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes navigation tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' section shows Unit: BGSUN, Journal ID: NEXT, and Date: 06/21/2012. Below this, there are buttons for 'Template List', 'Change Values', and 'Process'. The 'Lines' section contains a table with the following data:

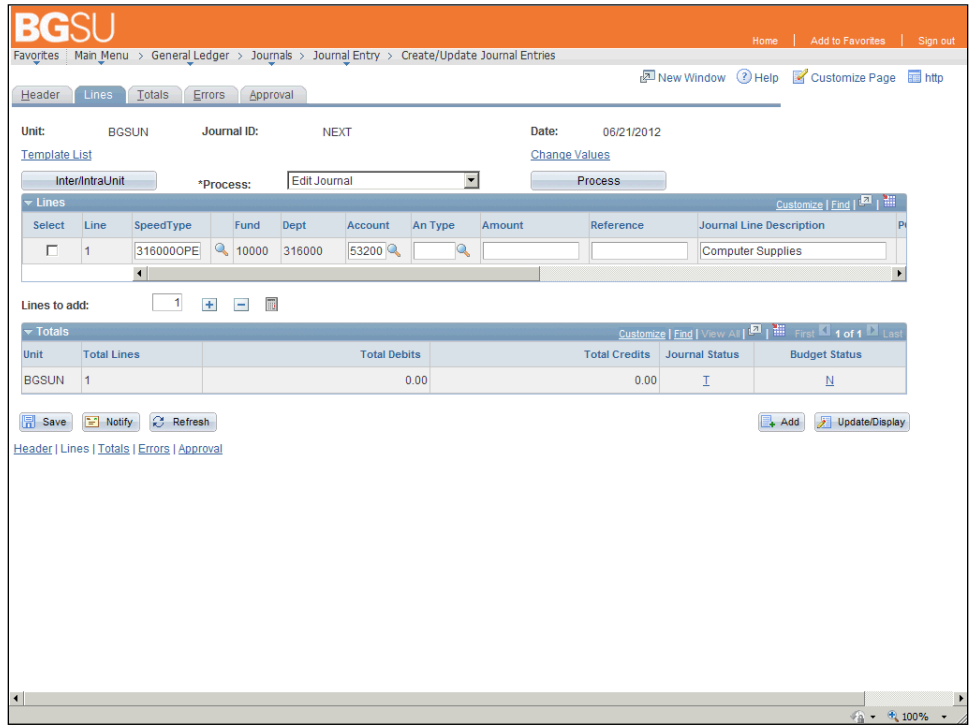
Select	Line	SpeedType	Fund	Dept	Account	An Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	316000OPER	10000	316000					


Below the table, there is a 'Lines to add:' section with a dropdown set to 1. The 'Totals' section shows a summary for Unit BGSUN with 1 line, 0.00 Total Debits, and 0.00 Total Credits. The Journal Status is 'I' and the Budget Status is 'N'. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

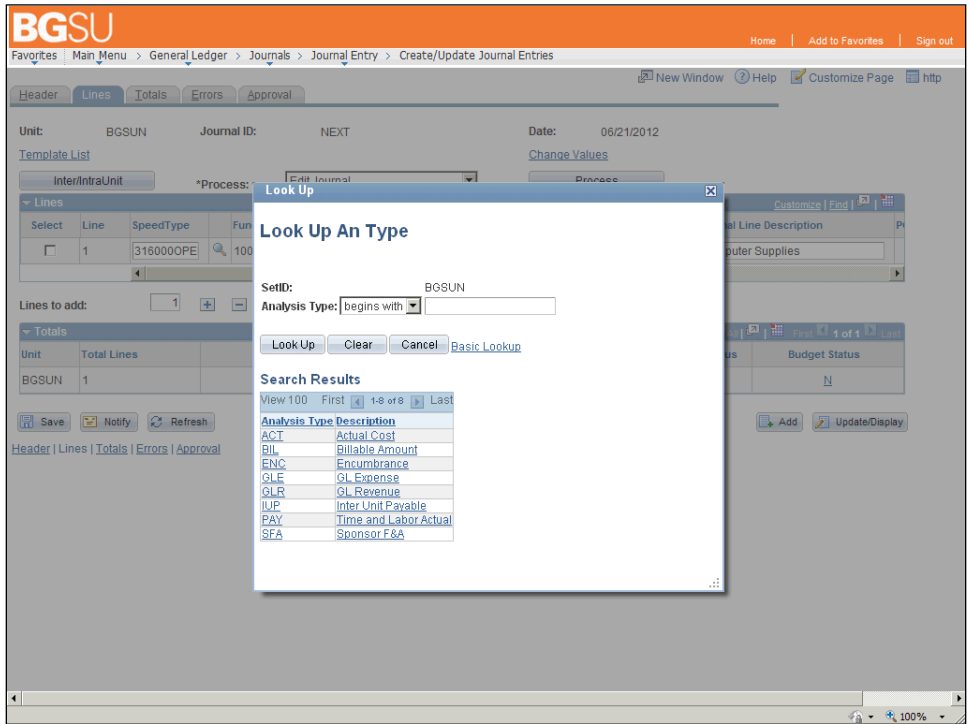
Step	Action
18.	<p>SpeedTypes help reduce data entry and ensure the proper combinations of ChartFields are used.</p> <p>Observe that after selecting the SpeedType 316000OPER, the Fund was automatically set to 10000 and Dept (Department) was automatically set to 316000.</p>
19.	<p>Next look up the Account.</p> <p>Click the Look up Account (Alt+5) button.</p> 



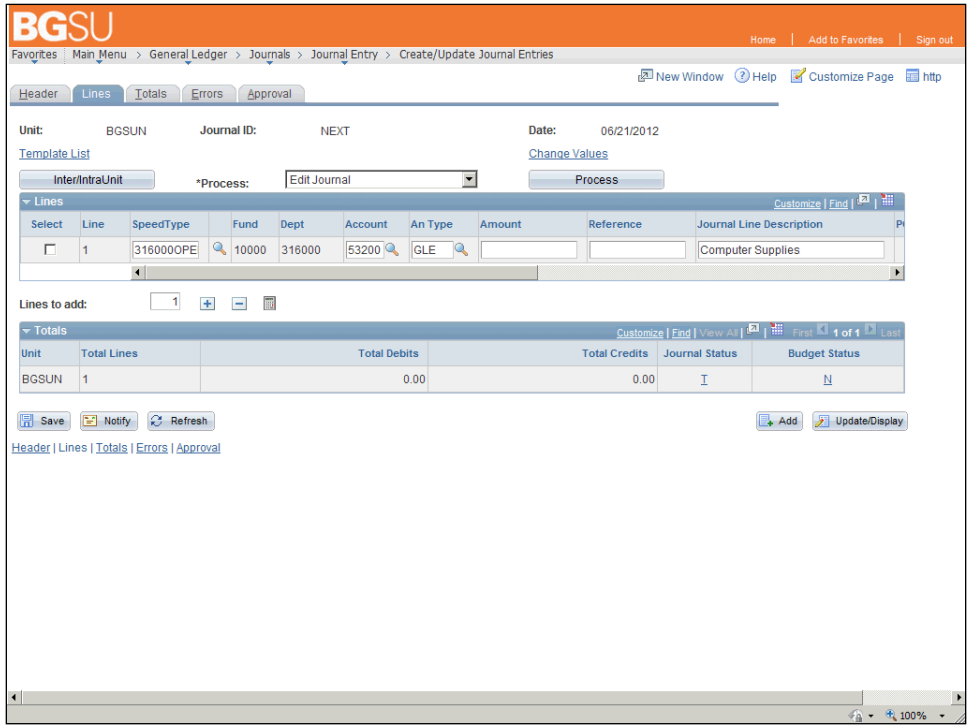
Step	Action
20.	You are going to search by the Account number, so you need to select the Account field. Click in the Account field. <input type="text"/>
21.	You are going to search for accounts beginning with 532 . Enter " 532 " into the Account field.
22.	Click the Look Up button. <input type="button" value="Look Up"/>
23.	Keyboards are classified as computer supplies. Click the 53200 link. <input type="text" value="53200 Computer Supplies E N"/>






Step	Action
24.	<p>Next you will select an Analysis Type (abbreviated as An Type).</p> <p>Click the Look up An Type (Alt+5) button.</p> 



Step	Action
25.	Click the GL Expense link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> GLE GL Expense </div>



Step	Action
26.	Click in the Amount field. 
27.	The cost of the keyboard is \$26.00. Enter " 26.00 " into the Amount field.
28.	Next you need to add the offsetting credit line. Click the Insert Lines button. 
29.	The second line you enter will be the credit to ITS for the keyboard. You will use a SpeedType to select the appropriate Fund, Department, and Function. Click the Look up SpeedType button. 

BGSU

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | http

SpeedType List

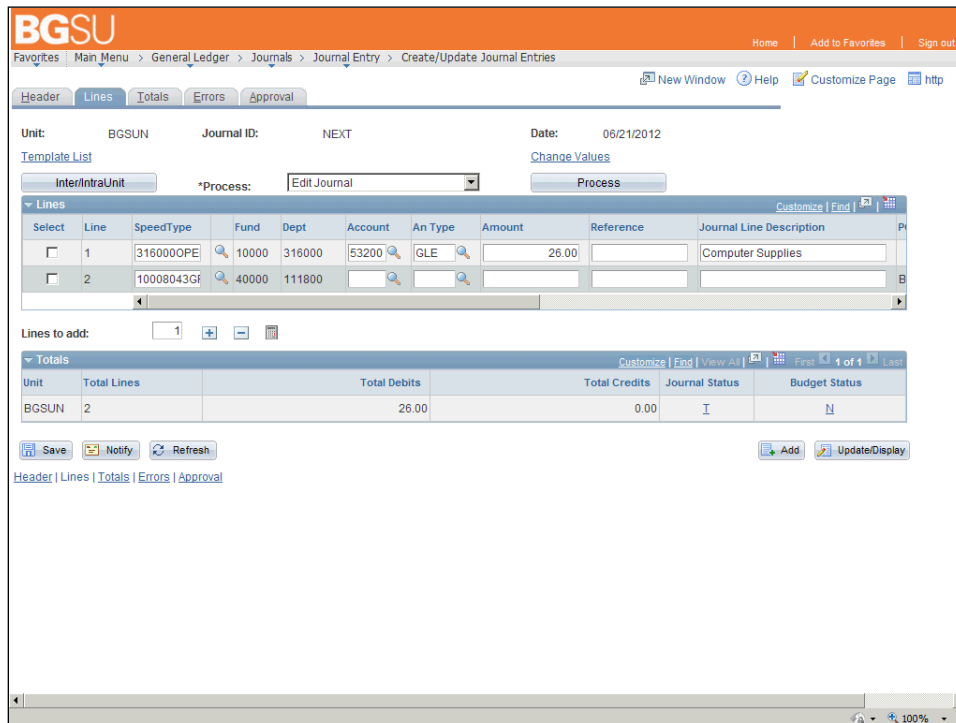
SpeedType:


Selected	SpeedType	Fund	Dept	Account	Function	Program	PC Bus Unit	Project	Activity	Source Type	Bud Ref
<input checked="" type="checkbox"/>	100000CLOS	19000	100000		6000						
<input type="checkbox"/>	100000COST	18700	100000		6000						
<input type="checkbox"/>	100000CRSE	13000	100000		6000						
<input type="checkbox"/>	100000FADM	15000	100000		6000						
<input type="checkbox"/>	100000OBOR	18400	100000		6000						

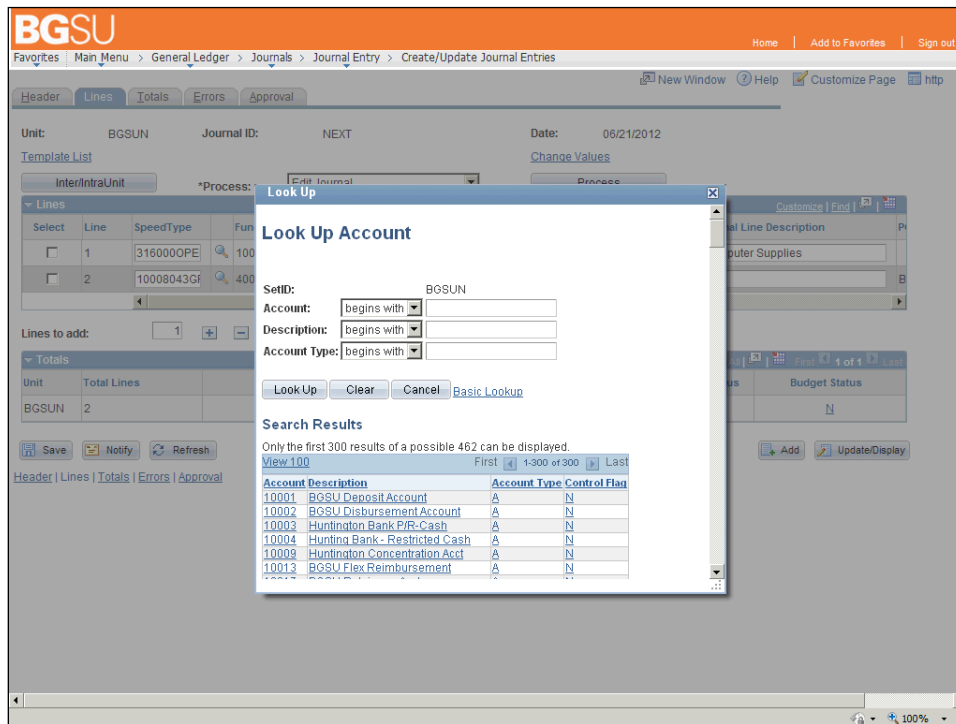
OK Cancel Refresh

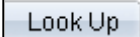
Done Internet 100%

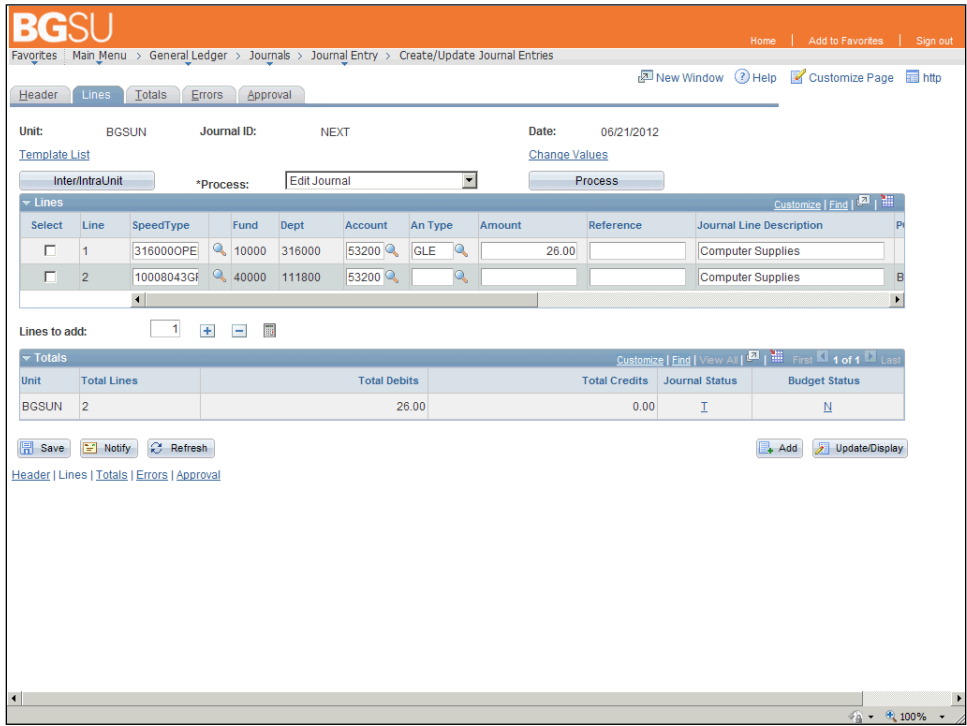
Step	Action
30.	<p>The SpeedType List page appears. Again, you will enter a department number into the SpeedType field to limit the SpeedTypes that are shown.</p> <p>Click in the SpeedType field.</p> <input type="text"/>
31.	<p>For purposes of this reference the Project/Grant SpeedType being used is 10008043GR. (All Grant SpeedTypes end with "GR".)</p> <p>Enter "10008" into the SpeedType field.</p>
32.	<p>To initiate the search, press the Tab key to leave the SpeedType field.</p> <p>Press [Tab].</p>
33.	<p>The list of SpeedTypes is now restricted to only those beginning with "10008".</p> <p>The SpeedType for this credit line is 10008043GR.</p> <p>Click the 10008043GR option.</p> <input type="checkbox"/>
34.	<p>You need to return to the Lines page.</p> <p>Click the OK button.</p> <input type="button" value="OK"/>




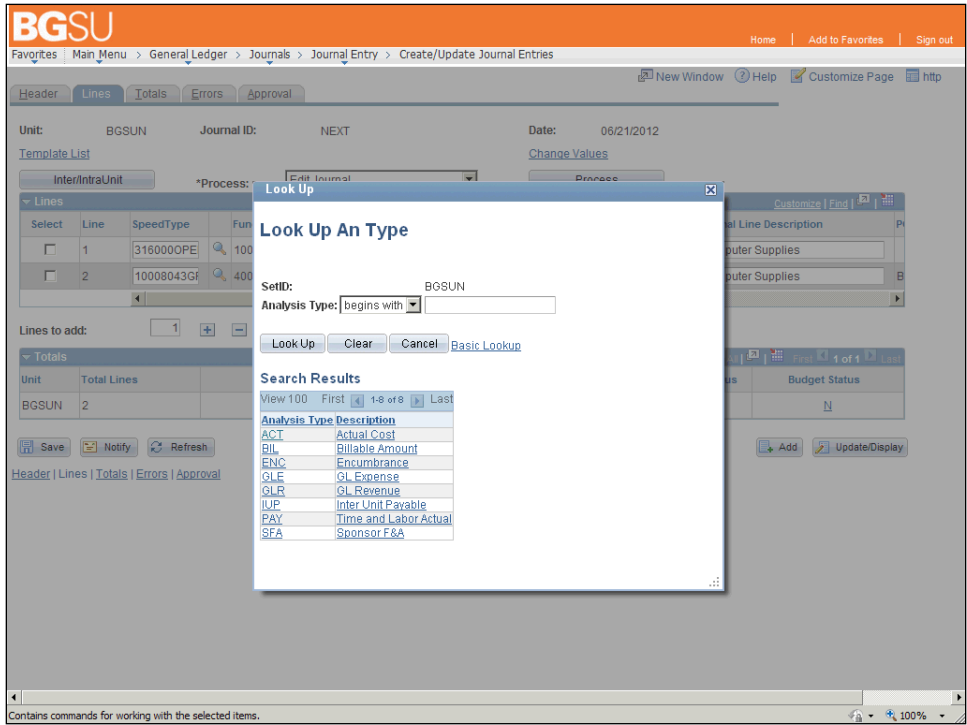
Step	Action
35.	As before, after selecting the SpeedType, the Fund and Department were automatically filled in.
36.	The same account (Computer Supplies) will be used for the debit and credit lines. Next look up the Account . Click the Look up Account (Alt+5) button. 




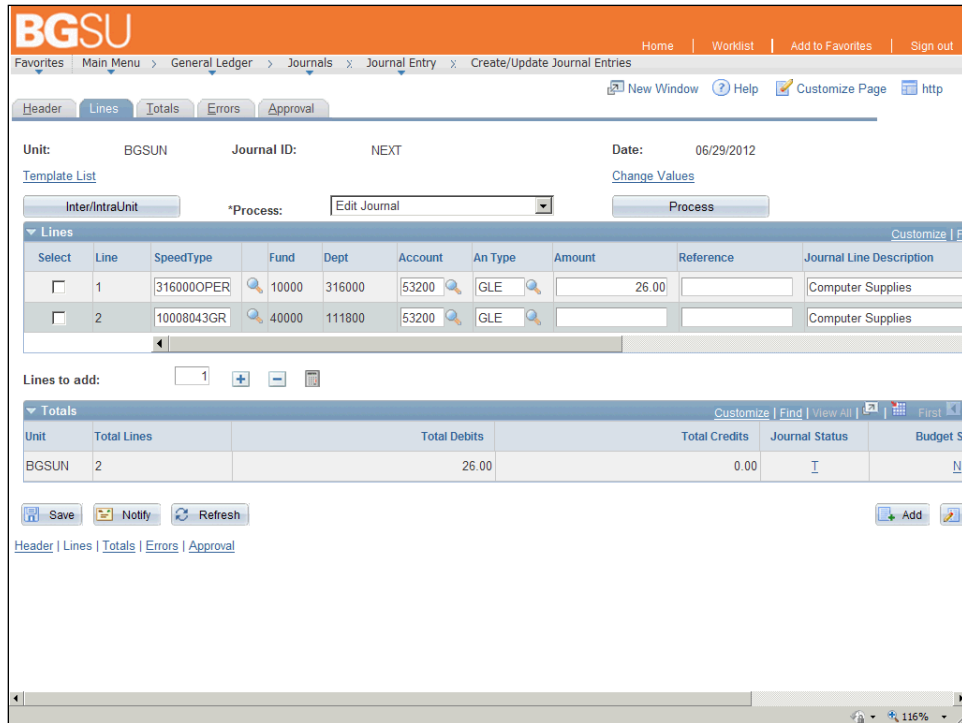
Step	Action
37.	You are going to search for accounts beginning with 532. Click in the Account field. <input type="text"/>
38.	Enter " 532 " into the Account field.
39.	Click the Look Up button. 
40.	Keyboards are classified as computer supplies. Click the 53200 link. <input type="text" value="53200 Computer Supplies E N"/>


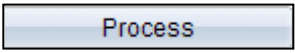


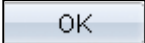

Step	Action
41.	Click the Look up An Type (Alt+5) button. 

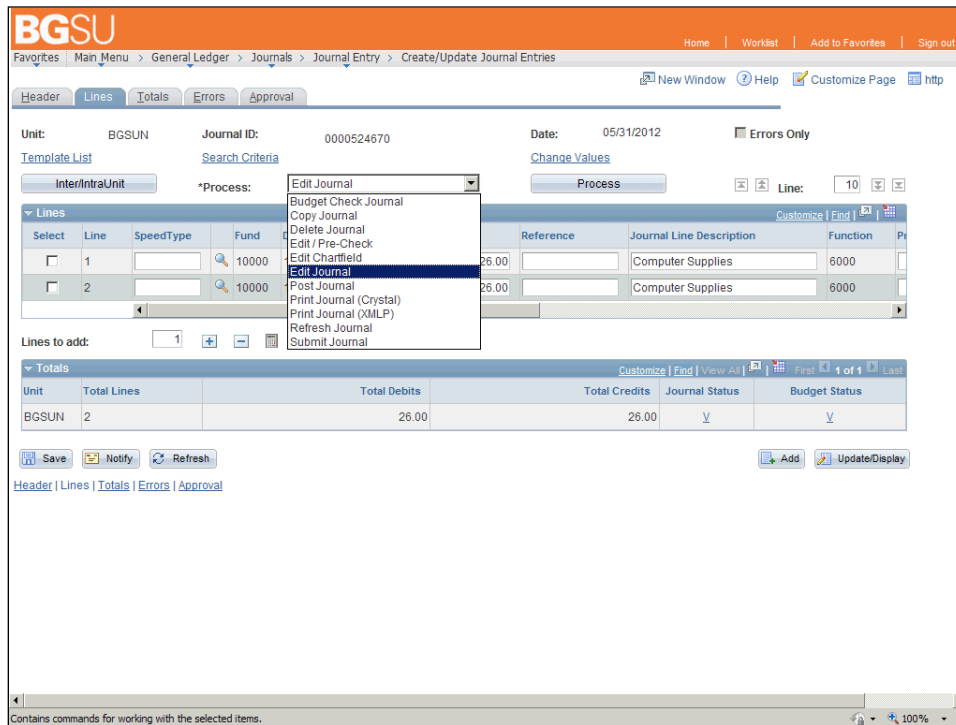



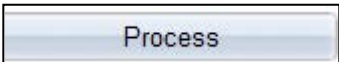
Step	Action
42.	Click the GL Expense link. 

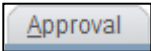


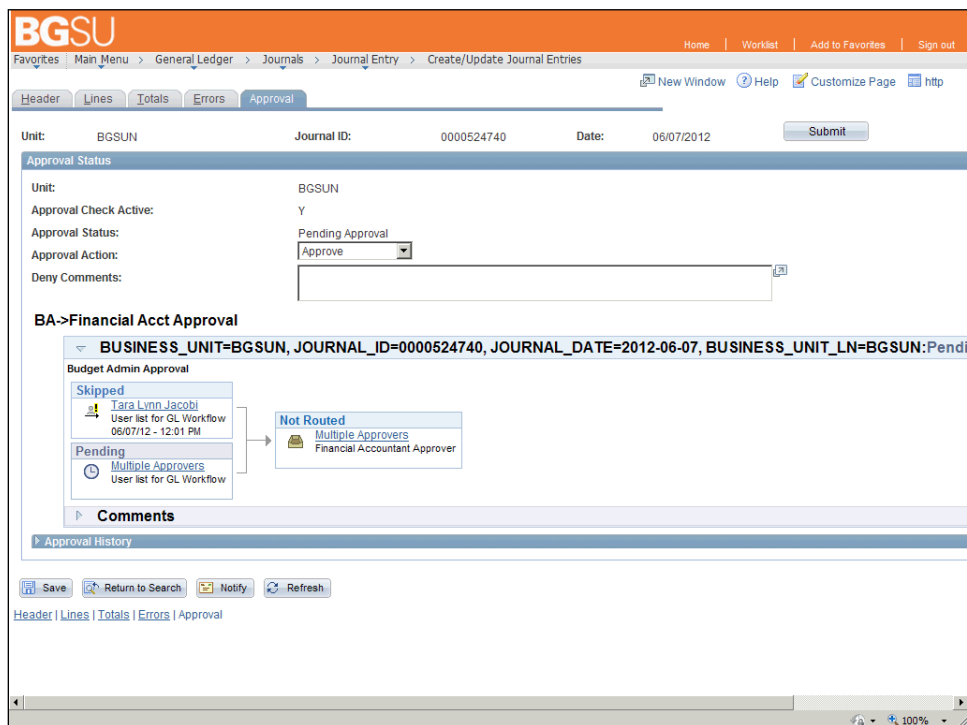
Step	Action
43.	Click in the Amount field. 
44.	The cost of the keyboard is \$26.00. Since this is a credit you will enter a negative value. Enter " -26.00 " into the Amount field.
45.	Notice that the Totals grid currently says there are \$26.00 of debits and no credits. This will be corrected once the journal entry is processed.
46.	The journal entry must go through an edit to ensure that the combinations of chartfields are valid. The Edit Journal option is selected in the Process dropdown; clicking the Process button will run the combo edit. Click the Process button. 


Step	Action
47.	<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 OK button.</p> 
48.	<p>Next you will submit the journal entry for approval.</p> <p>Click the Process list.</p> 

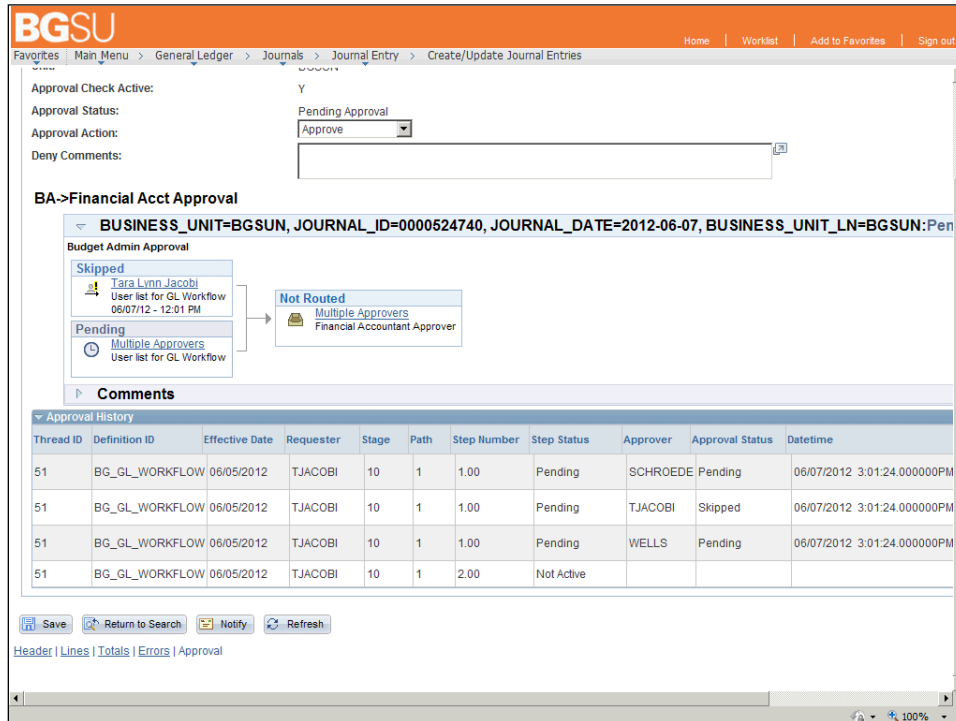


Step	Action
49.	<p>Click the Submit Journal list item.</p> 
50.	<p>Click the Process button.</p> 

Step	Action
51.	<p>The journal has been submitted for approval. You will next view the approvals that are pending.</p> <p>Click the Approval tab.</p> 



Step	Action
52.	<p>This page shows the approval status of the journal entry. The Approval Status is currently Pending Approval, indicating that there are approvals still needed.</p>
53.	<p>The middle section shows the approval queues and whether an approval has been given, been denied, or is appending at each level.</p> <p>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.</p>
54.	<p>A list of previous and upcoming approvals is available in the Approval History section.</p> <p>Click the Expand section button.</p> 



Step	Action
55.	<p>The Approval History section lists approvals that are required for this journal entry.</p> <p>The username of the requester in the Requester column.</p> <p>The username of the eligible approver at each step is given in the Approver column.</p> <p>Whether the approver approves, denies, or has not yet taken action on an approval is in the Approval Status column.</p>
56.	<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 Sign out link.</p> <p>Sign out</p>



Step	Action
57.	Congratulations!! You now know how to create a journal entry that is a Department to Project/Grant expense transfer. End of Procedure.