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 Add.
- To enter the Header 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  JournalID: 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 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.

```
SpeedType: 510410155
```

- Click the magnifying glass (Lookup).
Next, click the **Selected** checkbox for the SpeedType code for this grant.

![SpeedType List](image)

- 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)**. 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 Activity An Type](image)

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

![Journal Line Description](image)

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

![Amount](image)
- 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
```

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 Baridi
```

- **At**, 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.

```
BGSUI  10410155  RESEARCH  SLJ
```

Purchasing Department/Office of Human Resources
April 2009
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 Bedding
LAB 10410155 Animal Bed

- Click **Save** to save the journal entry. You will receive the following message, which is normal. Click **OK** as a response to this message. Write down the **Journal ID**.

![Journal ID]

This journal cannot be added or posted until you change its status to complete.
Click the Notify 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.