

Development Office Gifts Assessment **(Deposits & Accounts Receivable)**

The journal entry is designed to create an online document showing payment of the fees assessed to a University Department or Foundation for services performed by the Office of University Advancement (Development Office).

The Office of University Advancement will work with each Department/Foundation individually to determine who will create the entry, and the way the online system will be used to reflect their payments.

Pre-Requisites

It is recommended that you take the On-Line Journal Entry computer based training before using the Development Office Gift Assessment module. This training and accompanying online manual is located at

<http://finance.unc.edu/finance-division/training/training-overview.html>

Access

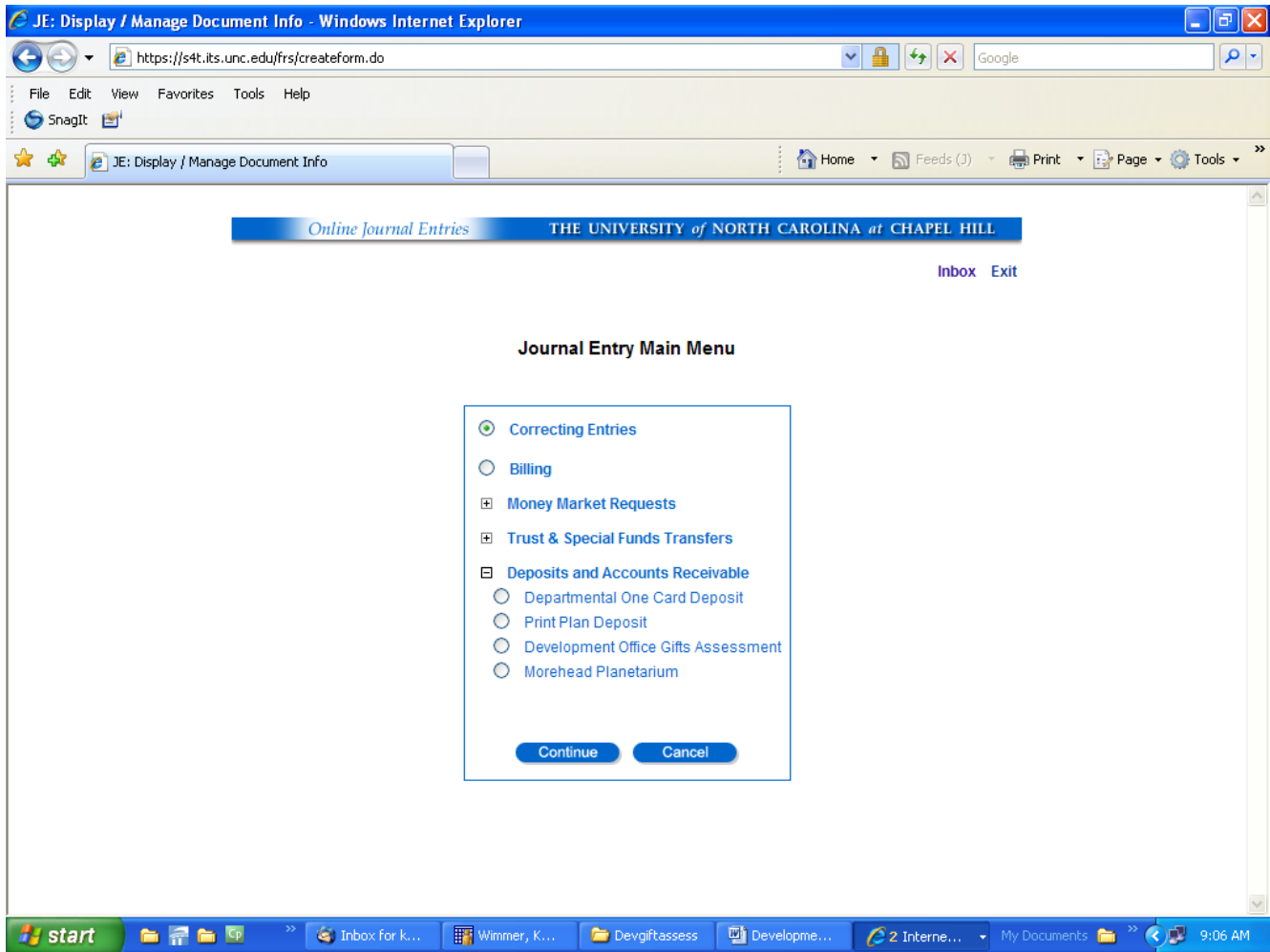
You must obtain access to FRS and the On-Line Journal Entry System before using this module. You can request access by completing the Consolidated Access Request Form located at

<http://finance.unc.edu>

Log in

After you log in to Finance Central, click on Inbox; then select the Start tab from your Inbox.

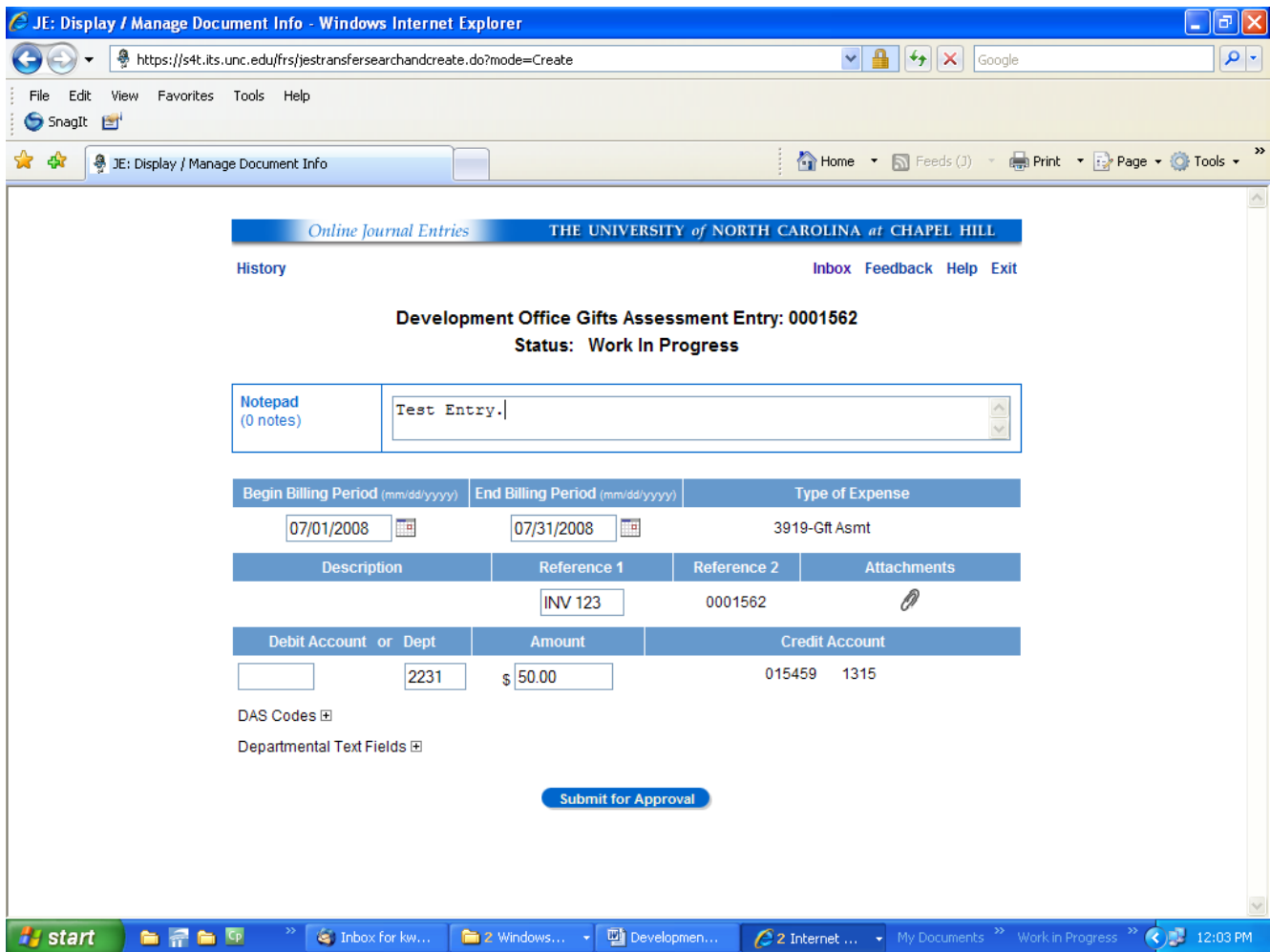
Select "Deposits and Accounts Receivable" then " Development Office Gifts Assessment " from the Journal Entry Main Menu and click **Continue**, this will take you to a screen where you can create a new journal entry.



Business rules unique to this transaction are:

- Debit account (SL) Object Code is tied to the type of expense. Object code 3919 can be used for Miscellaneous Expenses. Creator may also choose a department number if the account number isn't known.
- No State or OSR funds for the debit account
- The Credit Account (GL) will be 015459-1315, and will be supplied for you.
- Preaudit will be required if transaction amounts exceed \$1,000, and contains a Trust account.

Note: Do not use the refresh or back browser buttons while working in the Development Office Gift Assessment screens. To go back, click Inbox.



To complete this entry:

1. **Notepad:** Enter in the justification in the notepad section.
2. **Billing Period:** Billing Begin and End Periods are required. You can use the calendar or type in the date using format mm/dd/yyyy. (you must type the 4 digit year)
3. **Type of Expense:** Object Code 3919- GiftAsmt will be supplied for you.
4. **Description:** The description is tied to the billing period and type of expense. For example: if the billing is 07/12/2006 to 07/31/2006 and the type of expense is "Gift Assessment" then the description will automatically generate as "07/06-07/06GAssesment" where "GAssesment" is the short description of the type of expense.
5. **Ref 1:** This should be the invoice number. (i.e DMP xxxx)
6. **Ref 2:** This will be the journal entry number, as listed at the top of the page.
7. **Debit Account number:** Enter the debit account number OR department number. The Object Code will be provided for you. You may not use State or OSR funds.

8. **Amount:** Enter the amount.
9. (If you use [InDEPth](#) or [Departmental Text Fields](#), click the + (plus symbol) next to each area to open up each section.)
10. Click **Submit for Approval**. **If the approving department has more than one route, be sure to use the drop down box to select the appropriate route.**

You will then receive a confirmation page, which you will want to print for your records. The document will then be routed to the departmental approver. This document will be kept in the Created tab for your records.

To view the History of the document, or view routing details, click History at the top left of the page. The history will show who created the document and where it is in the approval process.

For instructions on approving documents and other details regarding the Online Journal Entry System and FRED, view the Computer Based Training and Online Manuals on the Finance Division Training webpage (<http://www.finance.unc.edu>) For questions, please call the HELP desk at 962-HELP.