Online Journal Entry Subsystem

**Purpose:** The Journal Entries subsystem is an online tool integrated with the Flexible Routing of Electronic Documents (FRED) system to create, organize, and approve your Journal Entry documents.

**Security Access Requirement:** You must obtain access to FRS and Finance Central. You can request access by completing the Consolidated Access Request Form.

**Prerequisites:** You should be familiar with the FRED system. An online manual and computer based training are available. If you have questions about FRED, contact the FRED Administrator for your area, or call the Finance Training Coordinator at 919-843-3069.

**Find Help:** For training contact financetrainer@unc.edu. For technical computer assistance call 919-962-HELP.
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USING YOUR INBOX

The Online Journal Entry System is located in the Inbox in Finance Central. Once logged into Finance Central, select Inbox from the Main Menu.

REGISTER FOR ALL FINANCE TRAINING CLASSES, VIEW ALL COMPUTER BASED TRAININGS AND ONLINE TRAINING MODULES AT:

HTTP://FINANCE.UNC.EDU/FINANCE-DIVISION/TRAINING/TRAINING-OVERVIEW.HTML
Clicking on Inbox from the Main Menu will take you into the FRED system. There are several subsystems that use the FRED system. These are viewed by clicking the Start tab. Each subsystem has its own user manual located at http://finance.unc.edu/finance-division/training/training-overview.html. The Inbox works the same for all subsystems. You should see “Hello, Your Name” at the top left of the screen. If you do not see your name, call the Finance Training Coordinator at 919-843-3069. The applications inside this inbox allow you to create electronic documents in subsystems which all use the FRED system for approval routing.

Note: Do NOT use the Back button. Using the back button can corrupt the work you have already completed in a document.

Menu Options: Document creators will see only Introduction, Inbox, and Help. FRED Administrators will see more options similar to the list shown above.
Filter

At the bottom of the Inbox there is a filter. This filter will narrow the documents on the current tab to whatever you select. (This will NOT pull in documents that are not currently listed on that tab. Use the Search tab to search documents that are not in your Inbox.)

- **Subsystem**: Sort by subsystem (i.e. Purchase Requisition)
- **Department**: Sort by the department associated with the document.
- **Status**: Sort by status (i.e. approved documents, completed documents, etc.)
- **Doc. ID**: Search within that tab for a specific document.

The filter will affect all search results. Be sure it is off when not in use.
Inbox: Start Tab

Click to begin creating a document in one of the subsystems.
  o Select the type of document you want to create
  o Click **Start**.
  o You will then enter the subsystem. (Online Journal Entry System, Purchasing, UNC Account Request System, Web Travel, or Web Vendor Request.)
Once in the Journal Entry system the Journal Entry Main Menu will appear.

Click on the “+” sign to see a list of all types of journal entries for each category (if necessary).

Select the radio button next to the type of entry you would like to create and click Continue.

Note: Not all types of journal entries are available to all of campus.

Beginning on page 11 are specific instructions for each type of journal entry.
Inbox: Created Tab

This tab lists all the documents that you have created in all subsystems.

- Each document will be listed with the document ID, department number, subsystem, creation date, description, status, and available actions.
- Click the up / down arrows (▲▼) at the top of each sortable column. The up arrow sorts in ascending order, the down arrows sorts in descending order.
- Actions: Choose your action from the drop down list. Choices are limited based on the status.

Options under the Actions drop down box:

Modify - Modify the document, access to this option may be limited if you are not the creator or approver.

View - View the document, with no ability to modify.

Archive - Documents with the status “Posted to FRS” can be removed from the Inbox. They will stay in the system and can be returned by a Search.

Delete - Permanently delete a document with the status “Work in Progress”, “Submitted for Approval” or “In Departmental Approval”. This should only be used for documents that will never be posted to FRS. This removes the document form the system entirely.
**Status**

There are multiple statuses for each subsystem. Some common statuses are listed below.

**Work in Progress:** This status signifies the document is still in the creator’s inbox, and has not been submitted for approval.

**Submitted for Departmental Approval:** The document has been submitted and is moving along the approval route.

**In Approval Process:** The document has been sent for pre-audit approval for specific funds before it can move further in the approval route process.

**Complete:** The document has finished the approval process. This status is typically used when a document doesn't need posting to FRS. (For example: a purchase requisition)

**Posted in FRS:** The document has completed the approval process and has been posted to FRS. (For example: journal entries) The transaction should now show in Finan$eer or on the FRS screens.

**Rejected:** An approver chose not to approve the document for some reason. (The reason will be listed in the document’s notepad.) Rejecting a document sends it directly back to the creator, who can make any changes and re-submit it for approval.

**FRS Posting Error** - Several Reasons: Accounts may be frozen, account object code may be invalid, there is a $0 transaction, or any other reason that it was rejected from posting to FRS.

**Blackout** – Journal Entries can not be posted to FRS due to Accounting Services month end closing responsibilities.

**Approval Route Error** – Not all accounts on the document have been approved, or there was a problem with an approval route itself.
Use the search criteria to find a document in the FRED system.

- If you select Subsystem or Status, you must choose your Department.
- The Document ID is generated when a document is created. It is eight characters long. Web vendor requests being with VR, web travel documents begin with a T, purchasing documents begin with an R, and journal entry documents begin with a zero.
- If you enter a Document ID it will override Subsystem, Department, and Status.
ALL USERS

Some information is the same for each type of journal entry created.

Document History

Each document will have a "History" button to see what date or by whom a document was created or approved and where the document currently resides in the approval process. When in the history window, you can click on the "Future History" button to see where the document will be routed in the approval process.
Click the “Feedback” button to email system administrators.

Click the “Help” button to view help related to the current subsystem you are in (if applicable).

Click the “Exit” button to close the Inbox window.

**Ref 2**
This will be supplied for you. This will always be the journal entry number as shown at the top of the screen and will be used to identify the transaction in Finan$eer.

**DAS or Departmental Text Fields**

Click the + (plus symbol) next to each area to open up each section.

**Click here to View Rules Applied on Entry**

Shows some business rules particular to the type of entry you are creating. Check here first if the document isn’t working the way you expected.
Attachments

If attachments are allowed, click the paperclip icon to add an attachment.

This will open a new browser window. Click on browse and find your attachment. Now click on the document and click on open. Now click on Save. To add additional attachments, repeat the browse and save function. To exit back to the entry, click on the red x in the upper right corner of the screen to close the browser window. You will notice that your number of attachments hasn’t changed. If you hover over the icon, you will see that it has changed in the system, but is not showing on the screen. The number of attachments will not show on this screen, but will show on the next screen. Remember, do not use the refresh or back browser buttons while working in the Journal Entry screens.
Submit for Approval

1. Click the “Submit for Approval” button when entry is complete.

2. Depending on how a department’s routes are setup, the creator may need to choose between multiple routes to send the document to for approval.

3. Choose the appropriate route(s) and click Submit.
Confirmation

The Confirmation page indicates that the Journal Entry has successfully been submitted to the chosen approval route. Please print this page for your records.
CORRECTING ENTRIES

Corrections can be made to existing disbursements, cash receipts, and journal entry transactions that have posted in FRS. Transactions posted in the current and prior fiscal years are available to correct, excluding those posted in the current month.

Corrections may be made using state, F & A, institutional trust, and OSR accounts. Certain transactions are subject to pre-audit. Pre-audit requires the central office to review the transactions before posting to FRS.

Correcting entries are subject to business rules applied on original transaction. For example, if the original transaction required a 230 purpose code, you can only correct the transaction to an account with a 230 purpose code.

Starlight entries may be corrected to a different account, but the object code may not be changed.

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Search for existing transaction

Using the Search page, you will find and select one or more transactions that you need to correct. The subsequent Entry pages allow you to make the corrections and enter text in the required notepad.

1. **Enter search parameters.** The more fields you fill in, the more limited the search results will be. Minimum search requirement: Audit Account (account number on entry to be corrected), Reference 1, or Reference 2. **Note:** You must use exact information to obtain correct results. For example, if you enter “Joe’s” in your description the system will not return results for “Joes” or “Jo’s” or “Joe.”

2. **Click “Search” button.** The matching search results will be displayed in a list on the same page. No more than 80 transactions will be displayed, so it is helpful to narrow your search as much as possible. Follow steps 1 and 2 again if you do not see the transactions you are looking for.

If you are unsure what rules are applied on your search, or wonder why you are not able to retrieve the item(s) you are looking for, click “Click Here to View Rules Applied on Search.”

**DAS Codes**

Look for a check in the “DAS” column. If a transaction in the list contains any DAS codes, a check will be placed next to it. If there is not a check, the transactions do not have any DAS codes.
Select transactions from Search Results

1. **Check the box** next to each transaction you wish to correct. More than one may be selected and corrected at a time. To select all, click the Check Icon in the Check column. To deselect all, click the Uncheck Icon in the Check column.

2. **Click “Go” button.** This will take you to the Entry page where you will create distributions of the transactions you selected.

**Recommendation:** It is best to use only one Reference # for each Journal Entry.
Entry

The entry page is where you create the Journal Entry itself. It displays all of the Original Transactions you selected on the Search Results page. The actions on the left allow you to make a distribution or delete the original line from the Journal Entry. You can distribute the amount shown in full or only a portion may be distributed. You can only correct each transaction up to the amount showing as available for that transaction.

Distribute Full Amount To Account

1. **Check the box** next to each Original Transaction you wish to distribute in full.

2. **Enter account number** in the box.

3. **Enter justification in the notepad**.

4. **Click “Apply to checked only” button**. This will distribute the full amounts of the Original Transactions that are checked. Each distribution will have the same object code as the Original and 100% of the amount will be moved to the named Account #.
Create a distribution

Once you create Distributions in Progress, they will appear in the same table below the corresponding original. After the first distribution is saved, the Journal Entry will acquire a document number and an entry into the Notepad. This notepad is required. Follow the instructions below to get started.

1. **Click “Add” Icon** next to the Original Transaction you wish to distribute. The “Work in Progress” section will appear at the bottom of the page.

2. **Enter Amount.**

3. **Enter Account or Department number.** The department number is used in split funding situation when you do not know the other department’s account number.

4. **Enter DAS cost codes.** (optional)

5. **Enter Justification for Distribution.** This notepad is required and is used to explain why you need to adjust the charge. Please note that this is an important field for Federal and State audit purposes.

6. **Click “Save” button.** The distribution will appear underneath the corresponding Original Transaction in the top section of the page.
Important Notes:
Try to keep correcting entries separate and only include one reference number per correcting entry. Do not combine random entries. This will hold up the processing of your transaction.

In the notepad, do not write "To correct charges." Explain why you are correcting this entry, and be VERY specific. Provide detailed information, including dates of service and/or purchase if applicable.

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BILLING

The department initiating the Billing module for collection of receipts for goods or services is required to continue current practices in place for tracking accounts receivable and obtaining approval for billing rates.

1. **Enter a notepad.** This needs to be a description of what the department is being billed for.

2. **Begin Billing Period.** You may either enter the date (mm/dd/yyyy) or click the calendar symbol next to the space provided. A small box will pop up. Select the month and date of the beginning of the billing period. (You can toggle between months by clicking the arrows at the top of the box.)

3. **Enter the End Billing Period.** Either enter the date (mm/dd/yyyy) or click the calendar symbol next to the space provided. This could be the same date as the beginning billing date if this was a one day event.

4. **Type of Expense** - Select the type of expense from drop down box. Each expense is listed along with the corresponding object code. If the object code you need is not listed, you will need to create a paper AJ for your billing. If you have questions about object codes call Accounting Services at 962-5606.

5. **Description** - By selecting the type of expense and the dates, this will automatically load in the description of the date and type of expense. This will appear as beginning
date month and year (mm/yy) and ending date month and year (mm/yy) and a short description. This description can be viewed in Finan$eer and on the FBM reports.

6. Invoice No./Ref 1 - Enter in the invoice number. This will be used at the Reference 1 on FRS, Finan$eer and in FBM 090/91 reports.

7. Invoice sent to Dept? – If an invoice has been sent to the department being charged, select Yes. If an invoice is not being sent to the department, select No. If No is selected, the department being charged (debit account) should print the billing confirmation screen if internal documentation is required.

8. Debit Account or Dept - Enter the account number that is being charged. If the account to pay for the service or supplies is not obtained, enter the department number requesting the service or supply in the space provided. The document will be routed to the department by FRED for entry of account to pay the invoice.

9. Billing Amount - Enter the amount being billed.

10. Credit Account (ledger 1 & 3 only) –
   a. Enter the account number in which belongs to the department billing. This account is restricted to ledger 1 and 3 accounts.
   b. Select the object code. The object codes allowed on this system are listed out with a short description of each.
MONEY MARKET REQUESTS

Departmental requests for money market participation in the short term investment income distribution should be submitted electronically. The request will be formatted as a journal entry, which will update FRS upon departmental approval.

Note: Participation in money market is subject to the Financial Policy and Procedural Manual Financial Policy related to short term investments.

Money Market Requests are not appropriate for University related foundations, accounts managed by the Office of Sponsored Research, and select University departmental accounts where the attribute FG899 (money market participation) on FRS screen 04B is equal to value 2, 3, 6, or 7.

1. Enter the **Debit Account number** and the **Amount**. For purchase you will enter a debit account, as shown. For liquidation you will enter a credit account (not shown).
2. Enter any additional comments in **notepad** (optional).


TRUST & SPECIAL FUNDS TRANSFERS

Journal entries for trust and special fund transfers are designed to debit a general ledger account and credit another general ledger account, except with foundation allocation to unrestricted accounts.

A few of the business rules unique to these transactions are:

- The Financial Records System general ledger account controls (objects) will be supplied by the system.
- The claim on cash in the debit account must be equal to or greater than the amount of the transfer. This is verified at the time of the departmental approval and all subsequent approvals.
- Accounting Services approval will be required for these transactions before posting to the Financial Records System.

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Foundation Allocation to University Restricted or Unrestricted Gift Account

This journal entry is designed for University related foundations, which have funds on deposit with the University as agency funds, to initiate a journal entry to a designated University gift account.

Business rule unique to these transactions are:

The Foundation account object 5712, Fdn Grant UNC-CH and the restricted University designated account object 4222 Fdns Univ Related are supplied by the system. The unrestricted University designated account object 0271, Unrestricted Gift is also supplied by the system.

The purpose (type of expenditures) of the foundation allocation to the University account should be provided in the notepad justification.

If your department does not have a designated account for the related foundation allocation, have the related foundation request a new University account through the Account Request System.

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1. **Notepad**: Enter in the justification in the notepad section.

2. **Description**: Enter in the description (optional). Supplied description is Fdn Alloc.

3. **Ref 1**: This will be automatically supplied.

4. **Debit Account**: Enter in the Debit Account number. The object code will always be 5712.

5. **Amount**: Enter in the Amount of transfer.

6. **Credit Account**: Enter in the Credit Account number. The object code will automatically load into the system.
**Gift to Gift**

This journal entry is designed for allocations (transfer) of funds in University institutional trust fund gift accounts to other University institutional trust fund gift accounts. The purpose of the allocation (type of expenditure) of the funds should be included in the justification notepad. This transaction may be used to close gift accounts and should be noted in the justification notepad.

1. **Notepad:** Enter in the justification in the notepad section.

2. **Description:** Enter in the description.

3. **Ref 1:** This will be automatically supplied.

4. **Debit Account:** Enter in the Debit Account number. The object code will always be 5960.

5. **Amount:** Enter in the Amount of transfer.

6. **Credit Account:** Enter in the Credit Account number. Or, you can enter in the Dept number. The departmental approver will then enter in the appropriate account number. The object code will always be 4960.
**University Endowment Income to Principal Account**

This journal entry is designed to transfer endowment income that is not required for obligations for the current fiscal year, for investment in the long term investment pool. Please see University policy related to reinvestment of endowment income in the [Finance Policy and Procedure Manual](#) for additional information.

Business rules unique to these transactions are:

- Online transfers may be made to the principal account related to the income account only.
- The department must select the investment instructions for transfer amount:
  - Request income must be invested for withdrawal according to University Policy. ([See University Financial Policy and Procedure Manual.](#)) **OR**
  - Request *addition* to principal for growth to meet required endowment amount. (Withdrawal may be subject to donor restriction and University endowment board approval.)
- To read the policy for Uniform Prudent Management of Institutional Funds Acts (UPMIFA) click [here](#).

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1. **Notepad:** Enter in the justification in the notepad section AND select a justification from the drop down box.

2. **Description:** This will be automatically supplied. (The transaction description provided is required for the Unit Accounting System.)

3. **Ref 1:** This will be automatically supplied.

4. **Debit Account number:** Enter the debit account number. The object code will always be 5970.

5. **Amount:** Enter the amount of transfer.

6. **Credit Account number:** The credit account number will be supplied after the debit account number is entered, with an object code of 4960.
University Endowment Income to University Endowment Income Account

This journal entry is designed to transfer an allocation of University endowment income to an account classified as University endowment income. The purpose of the allocation (type of expenditure) should be defined in the justification section of the journal entry. If this is a new allocation you may need to request a new endowment income allocation account.

1. **Notepad**: Enter in the justification in the notepad section.
2. **Description**: Enter a description for the transaction.
3. **Ref 1**: This will be automatically supplied.
4. **Debit Account number**: Enter the debit account number. The object code will always be 5960.
5. **Amount**: Enter the amount of transfer.
6. **Credit Account number**: Enter the credit account number. Or, you can enter in the Dept number. The departmental approver will then enter in the appropriate account number. The object code will always be 4960.
**Agency (Foundation) Endowment Income to Agency (Foundation) Endowment Principal Account**

This journal entry is designed to transfer endowment income, not required for obligations for the current fiscal year, for investment in the long term investment pool. Follow the Financial policy and in the Financial Policy and Procedure Manual related to the reinvestment of the endowment income.

This type of journal entry should be initiated and approved by foundation authorized personnel only.

Business rule unique to these transactions are:

- Online transfers may only be made to the principal account related to the income account and within the unique Foundation accounts.
- The Foundation must select the investment instructions for transfer amount:
  - Request income may be invested for withdrawal according to Foundation policy.
  - Request addition to principal for growth to meet required endowment amount. (Withdrawal may be subject to donor restrictions and/or Foundation Board approval.)
- To read the policy for Uniform Prudent Management of Institutional Funds Acts (UPMIFA) click [here](#).

**This Space Left Blank Intentionally**
1. **Notepad**: Enter in the justification in the notepad section AND select a justification from the drop down box.

2. **Description**: This will be automatically supplied. (The transaction description provided is required for the Unit Accounting System.)

3. **Ref 1**: This will be automatically supplied.

4. **Debit Account number**: Enter the debit account number. The object code will automatically be supplied.

5. **Amount**: Enter the amount of transfer.

6. **Credit Account number**: The credit account number and object code will be supplied after the debit account number is entered.
Debt Service Mandatory

Note: Debt Service Mandatory access will be restricted to Controller’s Office 2231 (Financial Reporting)

1. **Notepad**: Enter in the justification in the notepad section.
2. **Description**: Enter in the description.
3. **Ref 1**: This will be automatically supplied.
4. **Debit Account number**: Enter the debit account number. The object code is preset at 5884 for all transactions.
5. **Amount**: Enter the amount of transfer.
6. **Credit Account number**: Enter the credit account number. Specify the object code from the drop down box.
Agency Due to Due From Account

The journal entry is designed to create an asset and liability between two accounts within the same foundation or entity classified as an Agency Fund.

The account providing the funding should have a positive claim on cash balance, adequate to support the operation of the fund and the amount of the requested journal entry. The due to/due from transaction will require approval of Accounting Services.

Business rules unique to this transaction are:

- Debit account must have positive claim on cash equal to or greater than the amount.
- The valid accounts for these transactions must have the same Foundation or entity fund source FG856.
- The valid account controls (object codes) for the transaction are 1990 (the asset) Due from Agency Funds, 2990 (the liability) Due to Agency Funds.

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1. **Notepad**: Enter in the justification in the notepad section.

2. **Description**: Enter in the description.

3. **Ref 1**: This will be automatically supplied.

4. **Debit Account number**: Enter the debit account number. Select the object code from the drop down box.

5. **Amount**: Enter the amount of transfer.

6. **Credit Account number**: Enter the credit account number. The object code will be supplied automatically.
University Due to Due From Account

This journal entry is designed to create an asset and liability between two accounts, usually accounts within the same department or division. The department will determine if circumstances exist for the due to due from transaction, for example, cash for an inventory operation.

The account providing the funding should have a positive claim on cash balance, adequate to support the operation of the fund and the amount of the requested journal entry. The due to/due from transaction will require the approval of Accounting Services.

Business rules unique to this transaction are:

- Debit account must have positive claim on cash equal to or greater than the amount.
- The account range for these transactions is 0-17000 through 0-17990.
- The valid account controls (object codes) for the transaction are 1911 (the asset) Due from Current Proprietary Funds, 2911 (the liability) Due to Current Proprietary Funds.

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1. **Notepad**: Enter in the justification in the notepad section.

2. **Description**: Enter in the description.

3. **Ref 1**: This will be automatically supplied.

4. **Debit Account number**: Enter the debit account number. The object code will be chosen from the drop down box.

5. **Amount**: Enter the amount of transfer.

6. **Credit Account number**: Enter the credit account number. The object code will be supplied.
DEPOSITS AND ACCOUNTS RECEIVABLE

Departmental One Card Deposit

Basic Information and Business Rules

The Departmental One Card Deposit journal entry is designed to communicate with the One Card office to purchase a copy card and place funds for copies on deposit in the One Card account.

If you are ordering a new card for your department, indicate in the notepad the department name you would like displayed on your departmental copy card before you submit this form. Also indicate how many new cards you will be purchasing. For each new card, there is a fee that will be charged to your account.

You can create one journal entry for both new and existing cards, as long as they are each charged to the same debit account. A separate journal entry is required for each unique account number. If you are requesting more than 5 cards of any type, you must include the information as an attachment on an Excel spreadsheet.

If the user requests a new card then 2 transactions will have to be created. One will represent the value to be added to the card.

Example: Debit acct: 538023 – 2311, Amt (value to be added to the card): 100.00, Credit acct: 017654 - 2416

The other one will represent the cost of the new card ($3.00), (this transaction will be created by the system when you enter the number of NEW cards in the New Card field, and will show on your approval page).

Example: Debit acct: 538023-2311, Amt: 3.00, Credit acct: 317654-0506

If the user does not request a new card then only one transaction will be created; the one what will add value to the card.

Reminder: Do not use the refresh or back browser buttons while working in the Departmental Once Card Deposit screens. To refresh your screen, click on the Save button again. You can also hover over an item to see a description in a popup box.
1. **Notepad:** This is a required field. If you are ordering a new card for your department, indicate what department name you would like displayed on your department copy card, and the amount for each card.

   For existing cards: The creator is expected to include the Card Numbers, as well as the amount being added.

   For either card: The above information can be supplied either in the Notepad section or as an attachment. If you have more than 5 cards of any type you will need to attach an Excel spreadsheet and type “attachment” in the notepad. If this information is missing by the time the credit department gets the document for approval, the document will be rejected back to the creator department.

2. **Number of New Cards:** Enter in the number of NEW cards requested. DO NOT include existing cards in this number.

3. **Attachment:** See Notepad, above. An attachment must be used if requesting more than 5 cards.

4. **Type of Expense:** Use the drop down box to select the object code.
   - Object Codes are tied to type of expense;
     - 2311 –Copies (Copies)
     - 2311 –Copies (Ed Sup)
     - 2611 –Copies (Ofc Sup)
     - 2911 –Copies (Oth Sup)
5. **Description:** The department may use 4 spaces (optional), to further define the transaction.

6. **Reference 1:** This will be supplied for you. Ref1 will hold the value "ONE CRD".

7. **Debit Account number:** Enter the debit (SL) account number.

8. **Amount:** Enter the total amount of the transaction.

9. **Credit Account Number:** This will be supplied for you.
   The account will always be 017654, and object code must be 2416.

Verify that the number of NEW cards requested is correct, the correct number of attachments is showing, and the total amount requested for all cards is correct. Once the document is submitted, only the number of cards requested can be changed by the credit department.

**Note:** Remember, you must always complete the notepad. You must provide an Excel attachment when required. The One Card office will reject your JE if complete information regarding the number of cards, department for card name, and amount for each card is not provided.

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Print Plan Deposits

Basic Information and Business Rules

The Print Plan Deposit journal entry is designed to communicate with the One Card office to place funds for Print Plans on deposit in an existing One Card account.

1. **Notepad:** This is a required field. Indicate that you have attached a spreadsheet, the total number of cards, and the total amount for all cards. The information in this field must match the required attachment.

2. **Type of Expense:** Use the drop down box to select the object code.
   - Object Codes are tied to type of expense;
     - 2311 –Print Plan (Copies)
     - 2311 –Print Plan (Ed Sup)
     - 2611 –Print Plan (Ofc Sup)
     - 2911 –Print Plan (Oth Sup)

3. **Description:** The system will use 16 spaces to store the short description of the type of expense. The department may use the remaining 4 spaces (optional), to further define the transaction.

4. **Reference 1:** This will be supplied for you. Ref1 will hold the value “ONE CRD”.

5. **Attachment:** You are required to attach an Excel spreadsheet listing the individual’s PID, first name, last name, and amount to place on each One Card account. If the spreadsheet information does not match the total amount shown on the entry document, the document will be rejected back to the creator department. Click the paperclip icon to add an attachment. This will open a new browser window. **Remember, do not use the refresh or back browser buttons while working in the Journal Entry screens.**

6. **Debit Account number:** Enter the debit account number.

7. **Amount:** Enter the total amount of the transaction.

8. **Credit Account Number:** This will be supplied for you. (GL account) (Dept 8121-- UNC One Card Dept.)
   The account will always be 017654, and object code must be 2419.

Verify that the correct number of attachments is showing, and that the total amount requested for all cards is correct and matches the information in the spreadsheet.
Development Office Gifts Assessment

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.

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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 “07/06-07/06GA assesment” where “GA assesment” is the short description of the type of expense.

5. **Ref 1:** This should be the invoice number. (i.e DMP xxxx)

6. **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.

7. **Amount:** Enter the amount.
Morehead Planetarium

The transaction will require electronic approval at the department level, and then will route directly to Accounting Services for posting.

1. **Notepad:** Enter in the justification in the notepad section.

2. **Description:** Enter in the description.

3. **User ID:** Enter User Id as assigned by Morehead Planetarium.

4. **Ref 1:** Enter deposit number, or other reference.

5. **Debit and Credit Account number:** These will automatically display the allowed accounts.

6. **Amount:** Enter the amount of the deposit.
P&A REVENUE DISTRIBUTION

The journal entry is designed to meet the needs of the P&A administrative office to journalize transactions within the account range for P&A clinical accounts.

**Note:** P&A Revenue Distribution will be restricted to Department 4211 (P&A Administrative Office.)

We are currently in the process of adding phases to the P&A Distribution menu. When the project is complete there will be four phases.

The P&A Administrative Office is responsible for notifying departments of transactions affecting their accounts.

The P&A office creates and approves the entries, there is no routing to clinical departments for approval, however, Accounting Services will have pre-audit approval. Multiple lines are allowed for each entry. See page 50 for more information.

**Note:** Hash totals are provided. These are absolute totals, which means the system adds all the numbers as positive; it doesn't net the debits and credits.

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Charges and Write Offs

1. **Notepad:** A justification for this entry should be entered here.
2. **Description:** Enter a description.
3. **User ID:** This will always be P&A CHRG.
4. **Ref 1:** This will always be XPA0001.
5. **Attachments:** Attachments are optional.
6. **Debit Account number:** Enter the debit account number (314xxx). After you select a debit account the debit object, credit account, and credit object code will be filled in automatically.

**NOTE 1:** The debit object code is set to automatically default to 0660 charges, Pharmacy. You must go back and make a selection for the debit object code from the drop down box after entering your debit account number. Any changes to the debit account will require you to go back and select the appropriate debit object again.
NOTE 2: If an inappropriate account number is entered you will not receive an error message until after you click the save button. The account number must be corrected before you can save the document and enter another line, or submit for approval.

7. **Amount:** Enter the amount of the charge.

8. **Credit Account number:** When the debit account is selected the credit account and object code will be filled in automatically. The credit account will always be the same as the debit account. **If debit object code is 0666, net charges offset, then credit object must be selected from drop box.**

9. **Click Save:** This will save your document and take you to the page where you can submit the document for approval. See the next page for more information on how to add, delete, or modify lines.

This page gives you the opportunity to review your entry and send it for approval and posting. Be sure to verify the account number, debit object code, credit object code, and hash total before submitting for approval.

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Add, Modify and Delete Lines

Multi-line journal entries are allowed. To add another line to the journal entry, click on the icon then fill in the corresponding information.

To modify a line, click the button next to the line you want to modify. Then make the appropriate changes and click **Save**.

To delete a line, click on the button next to the line you want to delete.

Verify that the hash total is correct.
CASH ADVANCE SETTLEMENT

The Cash Advance Settlement entry allows the creation of a multi-line entry, and replaces the paper AJ to process settlements of cash advances, effective November 2009.

- Original receipts will still need to be sent to the appropriate department (OSR or Accounting Services).
- Only one settlement is allowed per journal entry.
- If excess funds remain from the cash advance please record the deposit of these funds to the account used by the cash advance check request.

Accounting Services and OSR Policy and procedures for Cash Advances and settlement remain the same.
1. **Notepad: For OSR:** Should include vendor name, date of advance and indication if initial, partial, or final reconciliation. If funds have been returned to OSR indicate date and deposit amount. **For Accounting Services:** Indicate if faculty, staff, student; PID number; and if gift card. If more than one person is listed, please attach a spreadsheet. If cash advance is not expended and has been deposited, the funds sent through Cashiers Office must include date, amount, and account number.

2. **Description:** The description is required. This is displayed in FBM090 and FBM091 reports.

3. **User ID (Check No.):** Enter the check number created by the check request in Reference 1 (see below).

4. **Reference 1:** Enter the check request number (Example: K123456.)

5. **Attachments: For OSR:** Attachments are optional. **For Accounting Services:** See notepad above; indicate name, PID number, and amount received. If confidential study do not include identifying information, indicate number of participants and study number only.

**DO NOT ATTACH COPIES OF RECEIPTS. SEE INSTRUCTIONS ON PAGES 55 and 56.**

6. **Debit Account:** Enter the debit account number and object code.
7. **Amount:** Enter the total amount of the transaction.

8. **Credit Account:** Enter the account from the original check request. After entering in the account number, select the appropriate object code from the drop down list.

**Note:** The object codes available to select are based on the credit account number that is entered.

**Warning:** The User Id, Ref1 and credit account information fields carry forward from the information entered on the first line. After you click the Save button the credit account information cannot be changed. If the User Id fields or credit account information were entered incorrectly on line one, you must delete the entry and begin a new entry.
Add, Modify and Delete Lines

To add another line to the journal entry, click on the icon then fill in the corresponding information.

1. To modify a line, click the button next to the line you want to modify. Then make the appropriate changes and click **Save**.

2. To delete a line, click on the button next to the line you want to delete.

3. Verify that the total amount of Journal Entry matches the dollar amount of the receipts you will send.

4. After all lines are correctly added, and amounts have been verified, click **Submit for Approval**.
The department’s approval route(s) will be listed. In some cases you may select the appropriate route for the document from a dropdown menu. In other cases the system will automatically select the available approval route for you.

The **Submit** button only submits the online entry. You will then be directed to a page confirming you processed the journal entry (see next page). **Original receipts must still be sent to OSR or Accounting Services with a copy of the confirmation page and a cover sheet.**

**Note:** **Approved: No** means that the department has not yet approved the document.
YOU WILL NEED TO PRINT THIS CONFIRMATION PAGE TO ATTACH TO YOUR RECEIPTS, ALONG WITH A COVER SHEET.

Place the confirmation page, the daily cash transmittal log if funds were deposited with cashier, and original receipts behind the Cash Advance Settlement Cover sheet and send to the appropriate office (OSR or Accounting Services). The Cash Advance Settlement Cover Sheet is located here.

Original receipts should be submitted within 5 working days of submitting the journal entry. If the receipts are not received within the 5 days, the online entry will be rejected and will need to be resubmitted.

To create another Cash Advance Settlement entry, click the Create New Document icon at the upper left hand corner of the screen and start the next settlement entry.
OFFICE OF SPONSORED RESEARCH

Office of Sponsored Research Residual Funds Transfer

The journal entry is designed to transfer remaining funds from an OSR account to a residual account per the terms and conditions of the agreement.

Create Entry

1. **Notepad:** A justification for this entry is required.
2. **Description:** The description will automatically populate.
3. **User ID:** This will automatically populate.
4. **Ref 1:** This will be automatically supplied. (RESFUND)
5. **Attachments:** These are optional. This box will show the number of attachments with this entry. **School of Medicine:** Approval from the Dean's Office must be attached.
6. **Debit Account number:** Enter the debit account number, must be a ledger 4 (ABR 4) or ledger 5 account.

7. **Amount:** Enter the amount to be transferred.

8. **Credit Account number:** Enter the credit account number, must be a GL account with the first three digits being 012xxx.

**Note:** The object code for the debit and credit accounts will automatically populate.

**Note:** For ledger 4 accounts with ABR 4 budget method, BBA must be greater than or equal to the residual transfer. You will receive a warning that says “BBA in debit account is not enough for this transaction. Review receipts for the account, resubmit when budget is available.” The submit button will not work and the document will remain in work in progress status and will not leave the department. Ledger 5 accounts with insufficient BBA will receive a BBA warning only. The Submit for Approval button will allow the document to go to OSR for approval or rejection.
Documents requiring you approval will show when you open your inbox.

The two types of approvers are Primary and Backup. The type is determined by the Fred Administrator and can be changed with departmental permission. Either one may approve a document at anytime. Once a document is approved, it moves out of both the Primary and Backup Approver’s inbox to the next approval group on the route. When a document is submitted for approval the primary approver may receive an email. The choice to receive notifications is made by the FRED Administrator.

**Primary Approver**: If this is checked you will only see documents for which you are primary approver.

**Backup Approver**: If you are the backup approver, and the primary approver is unable to approve the document, click the Backup radio button, and all documents that are awaiting the primary approver’s approval, will appear in your inbox as well.

**Both**: All documents awaiting your approval, primary and backup, will be shown.
Lock or Unlock: The locking mechanism allows a member of an approval group to halt the document where it currently sits in their Inbox. For example, a user might lock the document if they know it will take them a couple days to research whether to approve it or not. By locking it, they keep all other approval group members from approving the document until it is unlocked.

All Journal Entries must be approved before they can be posted in the financial systems. Approvers are designated by each department. Documents are routed to the approvers through the Flexible Routing of Electronic Documents (FRED) system. If you have questions about your department’s approval route, contact your FRED Administrator or call the Financial Training Coordinator at 919-843-3069.

When you have a document to approve, it will show up in your Inbox, under the tab “Approvals”. To begin the approval process, click the “Review” icon next to the transaction you need to approve. You will be brought into the Approval page in the Journal Entry subsystem where you can view the document then Approve or Reject it.
**Approve the document:**

Click “Approve” button when you are ready to approve the Journal Entry. You will receive a confirmation, and the document will proceed to the next stop on the approval route.

**Reject the document:**

Click “Reject” button if there is a problem with the Journal Entry. The approval process will be stopped, and the document will be sent back to the creator. A note must be added to the notepad recording the reason for rejection. If resubmitted, the document must go through the approval process again.

**View/Modify Journal Entry**

The Journal Entry can be modified by approvers as long as it is still within the originating department. Once it leaves the department, no more changes may be made. In the case of split funding, the sharing department may need to fill in their account number, but cannot make other changes.

**Add note to Notepad:**

1. Click the arrow to expand the Notepad.

2. Enter text in the textbox. Please add a note if you have changed any part of the Journal Entry.

3. Click “Save” Button. The note will be saved under “Previous Notes”.

4. Click the arrow to close the Notepad when you are finished adding or modifying notes. Do not use the back button.

**Modify a note in the Notepad:**

1. Click the arrow to expand the notebook

2. Click the date on the previous note to modify it.

3. Click the “Save” button. The note will be saved under previous notes.

4. Click the arrow. To close the Notepad when you are finished adding or modifying notes.
Account Number Icons:

- This account has already been approved
- This account is pending current approver’s approval.
- Not authorized to approve this account because of value security.
- This account is frozen
- This account is deleted
- This account number has insufficient BBA.
- This account number failed GSE validation.

This concludes the manual. Please see the first page of the manual for contact information.