

Introduction to CJE's – Correcting Journal Entries

Last Updated March 17, 2006

Overview

A CJE should be used:

- to correct input errors due to incorrect coding or improper keying
- to redistribute an original charge (redistribute mail, phone, copy center charges, etc.)
- to issue a refund/return from an IMO sale
- to record adjustments required at year-end or for other purposes

A CJE should **NOT** be used:

- to record original sales of goods or services provided by University service centers. Create an IMO for these transactions.

All funds and all subcodes, with the exception of the 2000 salary subcode series and 9000 indirect cost subcode series, are valid for use on CJE's.

Departmental Approvers:

The approver must be an authorized signer (fill out the FRS/CIS/FRS data warehouse application and the Signature Authorization Application, then send to Business & Financial Services)

Central Office Approvals:

After your document has been approved within your department, depending on the accounts and subcodes used on the document, it may then go on to a central office for additional approvals. The central offices are:

Entries over \$1000 on 1x, 21-29 or 99 funds	Financial Reporting & Analysis
21& 22 funds with 8xxx subcodes (equipment)	Self-Funded Accounting
All funds using the 8000 equipment subcodes	Property Management
All entries to 53, 64, 65 or 88 funds	Sponsored Programs
All entries to 77 funds	Plant Funds Accounting
All Funds using subcode 3900 (radioactive materials)	Environmental Health Services

Official Functions (hospitality)/Recruitment:

Any document using the Official Function/Hospitality subcode 4820, the Recruitment subcodes 4430 or 4440 or the Alcohol subcode 4830 will require the additional approval of an official function authorized signature. To be able to approve Official Function expenses you must submit an application for Official Function Signature Authorization (if you don't already have signature authorization for your department, you'll need to submit a FRS/CIS/FRS Data Warehouse Application and the Signature Authorization Application along with the Official Function Signature Authorization). Be sure to use subcode 4820 when making an official function purchase. Alcoholic beverages for official functions can only be purchased using gift funds (64 fund 643000-649999) or auxiliary funds (62 funds 260200-279999) and subcode 4830.

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Creating a CJE

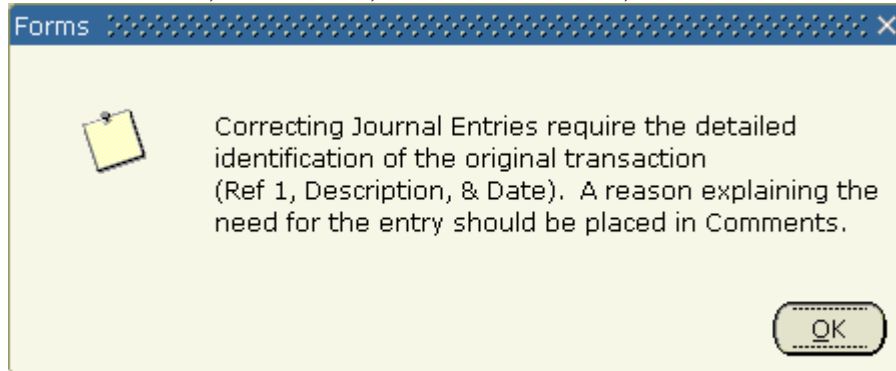
CIS Training Module

Username: train1

Password: student

Database: training

Go to Financial, Documents, Create Documents, CJE Batch Create.

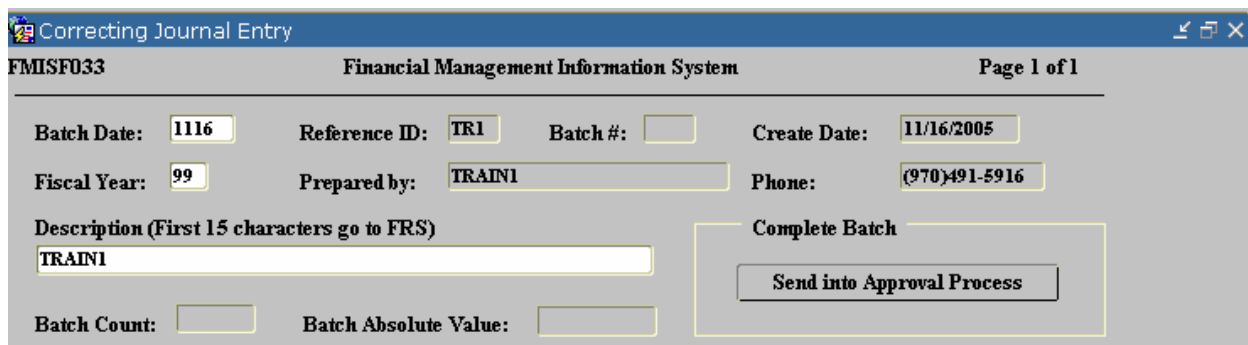


Click on Ok.

CJE Transaction Input (top 1/2 of screen):

The system will fill in all fields from BATCH DATE to BATCH ABSOLUTE VALUE. Some of these fields will not be filled in until you save your entries.

Your Delphi User ID will automatically appear in the Description field (except when using the training module). For this class, in the field “Description (first 15 characters go to FRS)” of the header section, input your name so that you can find your batch later.



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Batch Date:	1116	Reference ID:	TR1	Batch #:		Create Date:	11/16/2005
Fiscal Year:	99	Prepared by:	TRAIN1	Phone:			(970)491-5916
Description (First 15 characters go to FRS)				Complete Batch			
TRAIN1				Send into Approval Process			
Batch Count:		Batch Absolute Value:					

Your department has a 21 account for expenses related to instruction and a federal project on a 53 account. In reviewing FRS screen 023 you notice a couple errors. An order and credit memo (return) to Office Max where charged incorrectly to account 215555, they actually belong on account 535555.

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023 TRANSACTION INQUIRY				LAB INSTRUCTION			
FY: 06		DATE: 11/16/2005 TIME: 9:31:13					
SCREEN:	ACCT: 2155550000	BATCH ID:		BATCH DATE: / /			
	ORDER: A	REF 1:	REF 2:				
ACCT NO	DATE	REF 1	EC	AMOUNT	OFFSET ACT	REF 2	
BTCHID/DATE OPER							
2155553410	1116	A788888	065	50.41		1234567 CONH01	
1116 0123							
OFFICE MAX							
2155553410	1116	A788888	065	10.40-		123B456 CONH01	
1116 0123							
OFFICE MAX							

CJE Batch Transactions												
Item	Aprv?	Debit Acct	Sub Code	Amount	Transaction Description	Aprv?	Credit Acct	Sub Code	Ref 1	Ref 2	Tran Date	Liq Ind
		535555	3410	50.41	OFFICE MAX		215555	3410	A788888	1234567	11/10/2005	N
		215555	3410	10.40	OFFICE MAX		535555	3410	A788888	123B456	11/10/2005	N

Enter Comments

Print CJE Batch

Exit

Create a journal entry to move both of these transactions from account 215555 to account 535555. If you are working from your FRS month-end reports (FBM90/91's, FBM092) or FRS screen 023 and find something that needs correction, "copy" all data from the report to the screen.

Function Keys to help copy:

- Shift-F5 – will copy the field directly above your cursor
- Shift-F6 – will copy the entire line directly above cursor

- **Debit Account & Subcode/Credit Account & Subcode**

- If the item that is in error is a **debit (positive) amount**, then,
 - debit account** = the account where you want to move the balance to; the new or correct account.
 - credit account** = the "old" account; the account where the balance is currently charged to.
- If the item that is in error is a **credit (negative) amount**, then,
 - debit account** = the "old" account; the account where the balance is currently charged to.
 - credit account** = the account where you want to move the balance to; the new or correct account.

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- If you are unsure which is the correct debit or credit account, please ask anyone from Self Funded Accounting, Sponsored Programs Accounting, or Financial Reporting & Analysis for assistance.
- **Amount:** enter the amount of the adjustment.
- **Transaction Description:** This is a required field, enter a valid description. If you are working from the FRS month-end reports, enter the description exactly as it appears on the report, such as the vendor name. Do not use descriptions like correct error, correction, and move balance, etc. The description should be clear enough to help someone who may be doing research or approvals on this entry. This field can be enlarged by double clicking in this field or click on the edit (pencil) key with your cursor in the field.
- **Ref 1:** This is a required field and you should input the document number from the original transaction.
- **Ref 2:** This is an optional field, but if it is on your FRS report, copy it to the screen.
- **Tran Date:** Input the original date of the transaction, as it appears on your FRS report. The date should be formatted as MM/DD/YYYY.
- **Liq Ind:** 99% of the time, leave it as “N”! If an encumbrance exists for the document noted in REF 1, a “P” (partial) will adjust the encumbrance by the amount of your entry. An “F” (final) will delete the encumbrance in full. An “N” (no) will do nothing to the encumbrance. As you’re making a correcting entry for the document and not a payment, it’s usually best to leave this field as an “N”.

Comments: don't forget to input a comment for each entry. This should be an adequate explanation as to why the entry is necessary. It should be descriptive enough to help someone approving or researching the entry. Communication on unusual circumstances or anything else you think might help is always welcome!

Complete Document

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Batch Date:	1116	Reference ID:	TR1	Batch #:	396	Create Date:	11/16/2005
Fiscal Year:	99	Prepared by:	TRAIN1	Phone:	(970)491-5916		
Description (First 15 characters go to FRS)				Complete Batch			
TRAIN1				Send into Approval Process			
Batch Count:	2	Batch Absolute Value:	60.81				

Once you have entered all your line items for this batch, click on the “Send Into Approval Process” button. The batch will now flow automatically to the approver(s).

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Approvals:

The approval process for journal entries is similar to AFE's, except each debit account and each credit account must be approved individually.

To approve a journal entry, go to:

- Financial, Documents Available for Approval
- Click on the CJE tab
- Find your batch and click on the APPROVE CJE BATCH button
- If the APRV? Column is blank, you can approve that debit or credit
- **To approve**, you'll need to input a Y in the APRV? Column **OR** click the Approve All button to approve everything in the batch awaiting *your* approval, save and exit the batch.
*******Warning!*******
Be careful with the Approve All – you cannot change your mind after approving the document.

- **To deny** an entry, click on the Enter Comments button and input text as to why you are denying an entry, save and close comments, then enter an N in the APRV? Column. Save and exit the batch.

Act on Pending Documents - Financial, Document, Work on Existing Documents, Act on Pending Documents. Don't forget to click on the CJE tab!! An approver after you may have denied your entry. All batches that are in process will appear on this screen.

Cancel a CJE Batch:

Go to Financial, Documents, Work on Existing Documents, CJE Batches Available to Cancel. Input a reason for canceling the document next to the batch to be cancelled and click on the CANCEL BATCH button.

Inquiry

From Financial, Documents, Inquire/Print/Report on Documents, two screens are available to view a batch:

- CJE Batch Review (all batches)
- CJE Batch Review (your Department's Batches)

From these screens you can inquire on:

View CJE Batch – see a copy of the batch

View Approvals Pending – see a listing of people who can approve a batch by clicking on each line item to view the pending approvers for that line

View Approval History – see who approved a batch and when, by clicking on each line item to view the history for that line

View/Enter Comments – see comments or add comments to a batch. To add a comment, start a new line, type comments and save.

Print CJE Batch

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Rules for 53, 64 (some), 65, and 88 Accounts:

- Corrections must be submitted within a 90-day period following the recording of the original charge. For 53 accounts that are ending, corrections must be submitted within 60 days of the project end date, or within 30 days if funding is flow-through, or by the date specified on the closing notice as the last date for adjusting entries.
- Corrections submitted after the 90 days must include an explanation of the reason for delay and be approved by the department head or dean.
- Justification should include:
 - Why original entry was in error
 - How the error occurred
 - Why entry is appropriate to the project being charged
- Transfers made at project completion raise a flag to auditors that transfers are being made to (1) move an over expenditure to another 5-3 account, or (2) to utilize excess funds remaining; neither of these circumstances are allowable.
- To transfer incorrect, non-payroll charges use CIS CJE.
- Refer to the FPI manual, section II, III, & IV and the Sponsored Programs Manual IX – 10.
- Contact OSP with specific questions