

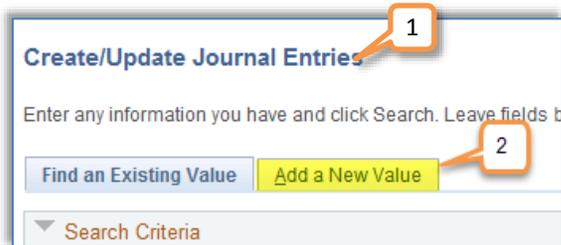
Payroll Transfers at Award Closeout

Use a journal entry for payroll adjustments ONLY when transfer(s) requested via UPAY have not posted to the GL. Post this adjusting journal entry *after* payroll costs for the 2nd month following award expiration have posted, but *before* the GL close for that 2nd month. Payroll journal transfers are temporarily allowed only to enable timely award closeout.

1. Log into BFS and navigate to Create/Update Journal Entries

Main Menu > Grants > RA Grants WorkCenter > in the Award Closeout section, click "Create/Update Journal Entries"

2. Click the Add a New Value tab



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3. In the Journal Date field, specify the accounting date for the journal entry

If within "grace period" (first 5 business days of the month), accounting date will be last day of prior month, with reversal day as first day of current month.

If past the "grace period," entry date will be current date, with reversal date as either end of current month or 1st day of next month (depending on when expense will post).

4. Click Add, which takes you to the Journal Header page



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5. Enter the Long Description

Describe the payroll journal entry transaction you are entering, and include the award number.

6. Select the Source Code

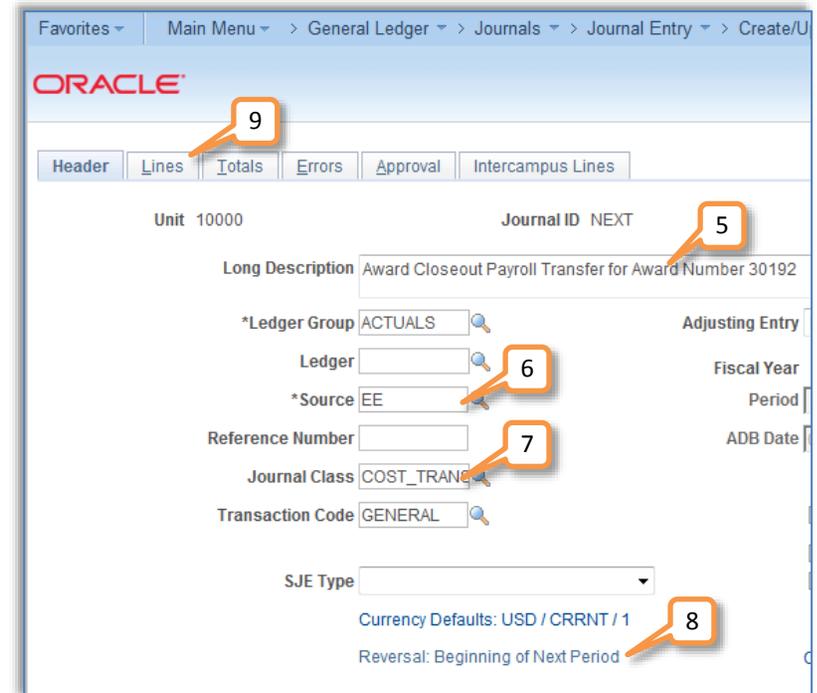
This field defaults to the 2-character Source Code for your department (based on the ID you used to log into BFS). If you are entering a journal for another department, use the magnifying glass to look up that department's Source Code.

7. In the Journal Class field, select COST_TRANS (Cost Transfer Expense Adjustment)

8. Update the Journal Entry Reversal field to "Beginning of Next Period" and click OK

This is critical, as it ensures the payroll expense does not get double booked.

9. Click the Lines tab to go to the Lines page



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Oracle General Ledger Journal Entry - Create/Update Journal Entries

Unit: 10000, Journal ID: 0000592047, Date: 07/29/2014

Process: Edit Journal

select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC Bus Unit	Project	Activity	An Type	Amount	Journal Line Description	PC Status
<input type="checkbox"/>	1	10000	ACTUALS	50240	30192	23803	44		EHCXN	GM100	1001565	01	PAY	1,500.00	Academic Sal - trans to CPE34	Not Distributed
<input type="checkbox"/>	2	10000	ACTUALS	51210	30192	23803	44		EHCXN	GM100	1001565	01	PAY	800.00	Staff Reg - trans to CPR34	Not Distributed
<input type="checkbox"/>	3	10000	ACTUALS	50240	29845	32545	44		CPE34	GM100	1001361	01	PAY	-1,500.00	Acad Staff - trans from EHCXN	Not Distributed
<input type="checkbox"/>	4	10000	ACTUALS	51210	30192	32545	44		CPE34	GM100	1001361	01	PAY	-800.00	Acad Staff - trans from EHCXN	Not Distributed

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
10000	4	2,300.00	2,300.00	N	N

10. Enter the Chartstring(s) for the salary expense you are transferring TO:

- Account is the payroll account
- Fund is an alternate award fund the expenses are transferring to
- Dept ID is the department the expenses are transferring to
- Program code associated with the fund the expenses are transferring to
- CF2 value (if available)

11. Find and enter the PC Bus Unit, Project and Activity ID related to the expense chartstring

Make sure to select the correct PC ChartFields for this payroll chartstring you can find the PC Chartfields using the BFS Chart of Accounts Validation tool) you can find the PC Chartfields using the BFS Chart of Accounts Validation tool)

12. Enter "PAY" for the Analysis Type (General Ledger Expense)

13. Enter the Amount for salary as a debit (i.e., positive number)

Do NOT include the Benefits portion, as the CBR allocation process will be recorded automatically. DO NOT include IDC in the journal. DO include both Benefits and IDC in Closeout Certification Form, Total Expenditures box.

14. Enter the Journal Line Description

Use a description that specifies what this journal entry is for.

15. Enter the ChartString(s) for salary expense you are transferring FROM:

- Account is the payroll account
- Fund is the award fund the expenses are transferred from
- Dept ID is the department the expenses are transferred from
- Program code associated with the award
- CF2 value, PC Bus. Unit, Project and Activity values all remain the same

16. Enter "PAY" for the Analysis Type (General Ledger Expense)

17. Enter the Amounts for salary as a credit (i.e., a negative number)

18. Enter the Journal Line Description

19. Total Debits and Total Credits should equal 0

20. Complete the journal entry by clicking Process

Make sure the Process field says "Edit Journal" before clicking the Process button.