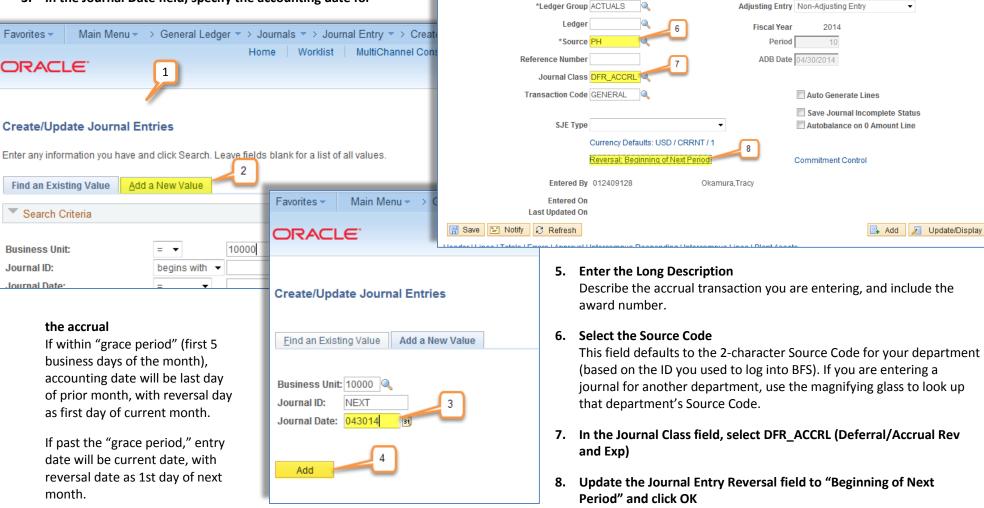
Processing Accruals at Award Closeout

- 1. Log into BFS and navigate to Create/Update Journal Entries Main Menu >General Ledger>Journals>Journal Entry>Create/Update Journal Entries
- Click the Add a New Value tab 2.
- 3. In the Journal Date field, specify the accounting date for



Favorites -

Header

ORACLE

Lines

Unit 10000

9

Totals Errors Approval

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

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

booked.

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

Main Menu -> General Ledger -> Journals -> Journal Entry -> Create/Update Journal Entries

Journal ID NEXT

Long Description Award Closeout Accrual for Award Number 983932

Home

Intercampus Responding Intercampus Lines Plant Assets

Worklist

MultiChannel Console

Date 04/30/2014

Add to Favorites

New Window Help Personalize

5

Update/Display

																New Wi	ndow Help Personalize Pa
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ect Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program		ChartFiel		Unit Project	Activity	An Type		Reference	Journal Line Description	PC Status
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] 2	10000	ACTUALS		66639	Q 25938 Q		44	Q		GM100		Q 01	GLE	400.0		VSPA Fee - Jose Mateos Martin	Not Distributed
3	10000	ACTUALS		\$7003	25938	13059	Q 44	Q		Q GM100	1000037	Q 01	Q GLE	Q 585.7	7 <mark>5</mark>	Conference - Weber, Christian	Not Distributed
4	10000	ACTUALS		57221	Q 25938 Q	13059	Q 44	۹.		Q GM100	Q 1000037	Q 01	Q GLE	4,506.2	29	Foreign Air - Budker, Dmittry	Not Distributed
5	10000	ACTUALS		57222	Q 25938 Q	13059	44	Q	Q.	Q GM100	1000037	Q 01	Q GLE	86.7	7 <mark>5</mark>	Foreigh Trv - Jarmola, Andrejs	Not Distributed
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- 10. Enter the Account, Fund, Dept ID and Program Code related to the expense. *If accruing Payroll, see Payroll Transfers at Award Closeout (pdf).
- **11.** Enter the PC Bus Unit, Project and Activity ID related to the expense Make sure to select the appropriate PC ChartFields related to the Fund, Department ID, Program Code, CF1, CF2 combination (please see the PC ChartField Data Entry training documents)

12. Enter "GLE" for the Analysis Type

Always enter in the Analysis Type of GLE (General Ledger Expense) for the expense side of the transaction

13. Enter the Amount

14. Enter the Journal Line Description

Reference details for this particular expense line

15. Enter the Accrued Liability ChartString:

- Account is 23090 (used for other accrued liability)
- Fund is the award fund
- Dept ID is the primary department associated with the award
- Leave the Program code blank

16. Enter the accrued liability PC ChartField

Use the primary project and activity ID for the award

17. Enter "GLR" for the Analysis Type

Always use the offset Analysis Type of GLR (General Ledger Offset) for the accrued liability side of the transaction

18. Enter the accrued liability amount

This amount should be the negative sum of the expense amount lines

19. Enter the Journal Line Description

Make sure to use a description which specifies what this accrual is for.

20. Edit and Submit the Accrual Journal

"Edit Journal" displays in field, click Process. Then "Submit" journal.