Journal Entries

- When you create a Journal Entry, the Journal Date defaults to the current date
- Accept the default for journals to be posted in FY13
  - Change the date to 8/31/12 for journals to be posted in FY12
- Beginning 9/14/12, all journals should have a FY13 date

- The Controller’s Office will send out an email regarding expired journal entries
- If still needed, copy the JE and change the date to a FY13 date
- The Controller’s Office will delete expired August journals on September 30, 2012
Journal Entry Reminders

For auditing purposes, all Journal Entries must have supporting documentation attached. DO NOT INCLUDE: Personally Identifiable Data (PID) including Protected Health Information (PHI)

- **Reporting Tip:** Use a meaningful line description to improve report results.
- **Exception:** Documentation is not required if the Journal Header sufficiently explains the reason for the journal entry. For example, “To reverse journal XYZ which was entered in error”

When crediting an account in the 9xxxx range, there must be an offsetting debit in the 9xxxx range.

Recharges must have a debit and an offsetting credit. The account numbers for both the debit and the credit should be in the 8xxxx range.

Run the Journal Inquiry to monitor the status of your journal entries

General Ledger > Review Financial Information > Journals

Search for a specific Journal ID or search for all JEs for your User ID

**Supporting Documentation**

**Transfers**

**Recharges**

**Monitor your JE Approvals**
Payment Requests and Expense Reports

- The approval drives the posting of Payment Requests and Expense Reports.
  - If not approved by the deadline, the Payment Request or Expense Report will not post in FY12.

- If a trip begins in August and continues into September, the expense report charges will all post the month the expense report is created.
  - Remaining incomplete FY12 Expense Reports will be deleted on September 11, 2012.

- The final Travel Agent Direct Bill files will run in mid-August.
  - For any airfare charged between 8/15/12 and 8/31/12, check to see whether the airfare charges posted. If not, the charge must be accrued if travel occurred prior to fiscal year end.

EMORY UNIVERSITY
Finance Division
Suspense Clearing

Suspense items result from transactions that attempt to post to the Compass GL but contain invalid SmartKeys, Projects, or Accounts. Five types of suspense items:

- **GOOB** (Grant Out of Bounds) – 3rd party feeder systems
- **UTBG** (Used to be Grant) – primarily salary transactions
- **PFBG** (Partially Funded by Grants) – primarily salary transactions
- **16000 Suspense** – Accounts Payable and 3rd party feeder systems
- **Suspense Projects 2002** – primarily salary transactions

The same goal for all five types – determining an active SmartKey for the charge.

**Clearing GOOB or Account 16000 suspense items:**

- Department enters a valid SmartKey and Account on the spreadsheet and returns to OGCA (GOOB) or Controller’s Office (Account 16000)

*Tip: Return spreadsheet in the same format and with the same file name*

**Clearing UTBG and PFBG suspense items:**

- Department does RST to move the salary expense and journal to move the non-salary expense to the correct active account or fund.