



JOURNAL ENTRY PREPARATION & DEBITS VS. CREDITS



Training Objective

- Provide guidance for preparing journal entries
- Inform users of the required elements for all journal entries and specific journal entries
- Provide contacts who can assist with further questions



Journal Entries-Introduction

- Journal Entries are a process used to enter transactions directly to the Banner Finance system.
- Journal Entry transactions are processed to reclassify, allocate or correct assets, liabilities, revenue and/or expenditures between FOAPALs.
- Journal entries can be as simple as processing a single transaction between two FOAPALs.
- Journal entries can also be used to process many transactions at one time using the FUPLOAD process.



The WHY: Why Are Journal Entries Important?

Why JEs are important – To Banner Users, To Students at UNC, To Colleagues and coworkers, to UNC as a whole.

- JEs must be properly entered to correctly report cash and other assets, liabilities, budget, revenue, expenditures and transfers within each FOAP.
- Large dollar value Journal entries, or FUPLOADs that affect many FOAPs, record transactions that can materially affect the accuracy of the University's financial reporting and decision making abilities.
- Journal entries can affect Student related FOAPs such as Student fee and financial aid funds. Errors could financially hurt student organizations.
- Departmental financial information must be accurate in order to be relied on for decision making and planning. Journal entries provide the means to maintain accuracy.



Journal Entries – What you need to know first

- Working knowledge or training related to the Basic Banner Finance and Ursa systems.
- Working knowledge of the Banner Chart of Accounts - FOAPAL elements (a quick reminder is on the following screen).
- Basic understanding of the University Purchase Card System (Pcard).



Journal Entries – What you need to know first

Quick FOAPAL review:

F - Fund. Where did the money come from? 5-6 digits.

O - Organization (Org). Who is responsible for the money? 5 digits

A - Account. What kind of transaction is this? 5 digits

P - Program. Why is this transaction occurring and how would other Universities classify this transaction? 4 Digits.

A - Activity (OPTIONAL) How else can this transaction be classified in relation to a specific program or capital project? (With the exception to Foundation, Foundation requires this code.)

L - Location. (Not currently used.) Where does this transaction take place?



Accrual Basis

Revenue- UNC records revenue when it is earned, which is when the goods or services have been furnished, regardless of when the payment is actually received from the customer.

Expense- UNC recognizes expense at the time the goods or services have been received, regardless of when the actual payment is made.





Types of Journal Entries

1. Reclassifying or correcting revenue, expenses, assets and/or liabilities
2. Transferring Available Cash or Budget (contact accountants with questions)



Types of Journal Entries – Corrections or Reclassifications

Questions that must be answered and documented before a correcting or reclassification journal entry can be processed:

- What caused the transaction to be recorded in the incorrect FOAP?
- Why is it appropriate to move the expense to the new FOAP?
- If the original entry was made over two months prior to the correction, what caused the delay in correcting the entry?
- Only current year transactions can be corrected or reclassified. (If you have one, let your accountant know and this can be discussed.)



Types of Journal Entries – Transferring Available Cash or Budget

Questions that must be answered and documented before a transfer of available cash or budget journal entry can be processed:

- Why is the transfer needed?
- What is the business purpose for the transfer?
- Who is authorizing the transfer?



Basic Requirements for All Journal Entries

All journal entries MUST answer the following questions:

- Why is the journal entry necessary?
- Who authorized the journal entry?
- How were the journal entry amounts determined?
- Which fiscal period does the journal entry effect?



Basic Requirements for All Journal Entries

All journal entries require valid documentation:

- Journal entry form completely filled out
- Backup from Banner
- Invoice, statement, email or other form of backup
- Submit via Xtender



Payroll Entries

Payroll Expenses:

- Payroll expense reclassifications or corrections are NOT processed using journal entries.
- Always use a labor redistribution form.



T Accounts

T Accounts	
Debit	
	Credit
\$0	

- Every accounting entry must contain both a debit and a credit
- Debits are on the Left
- Credits are on the Right
- All debits must equal all credits (Be in Balance)
- Depending on what type of account you are dealing with, a debit or credit will either increase or decrease the account balance



Debits and Credits Increase/Decrease

<u>ACCOUNT</u>	<u>DEBIT</u>	<u>CREDIT</u>
Assets	Increases	Decreases
Liabilities	Decreases	Increases
Income	Decreases	Increases
Expenses	Increases	Decreases



Normal Balances for Accounts

Account	Type	Normal Balance	Common Accounts
1xxxx	Asset	Debit	Cash, Accounts Receivable, Inventory, Prepaid Expenses
2xxxx	Liability	Credit	Accounts Payable, Deferred Revenue
5xxxx	Revenue	Credit	Sales, Fees, Tuition
6xxxx and 7xxxxx	Expense	Debit	Salary and Fringe Benefits, Operating Expenses, Travel, Supplies



Journal Entry Form

Journal Entry Location:

<http://www.unco.edu/omnid/ev/general-accounting/>

Please do not save these forms on your desktop, use the latest forms available for each entry.


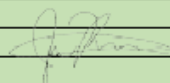
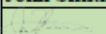
Frequently used forms:

- Deposit Transmittal
- Journal Entry - Excel
- Journal Entry - Banner FUPLOAD
- Journal Entry - Non Mandatory Transfer
- Approval Queue Authorization
- Mass Approval Queue Authorization

Journal Entry Request							
Submitted By College or Group							
Submitter's Name, Signature & Phone							
FOAPA Authority Signature							
Printed Name							
FOAPA Authority Signature (Optional)							
Printed Name							
Submission Date							
					Document Total	\$	-
					Record Count		0
Rule Class Code (mark one)					BD01, BD02, BD03, BD04, BTR, CDW, XSC, XSD, XSR DEFAULT: FT01		
					Total Debits	Total Credits	Difference
					\$ -	\$ -	\$ -
FUND	ORG	ACCT	PROG	ACTV (Optional)	Debit	Credit	Difference
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
If your journal entry request requires more than eight total entries, please use the Journal Entry FUPLOAD form instead.							
General Accounting Use					Please provide backup documentation to support your request. Your journal entry request will be returned to you if it doesn't include documentation.		
Journal Voucher #					Documentation might include Banner FGIBDST report confirming that funds are in the FOAPA string you've provided, FGITRND report, email, etc.		
Prepared by					Thank you - UNC Controller		
Reviewed by							
Explanation:							
http://www.unco.edu/acctservices/ftp/genacct Journal Entry Request Form (MS Excel)							



Procurement Card Expense Move

 Journal Entry Request							
Submitted By College or Group				School of College			
Submitter's Name, Signature & Phone				John Smith, 970-351.5555 			
FOAPA Authority Signature							
Printed Name				John Smith II			
FOAPA Authority Signature (Optional)							
Printed Name							
Submission Date				10/26/2016		Document Total	\$ 876.22
				Record Count		0	
Rule Class Code (mark one)				BD01, BD02, BD03, BD04, BTR, CDW, XSC, XSD, XSR DEFAULT: FT01			
					Total Debits	Total Credits	Difference
					\$ 438.11	\$ 438.11	\$ -
FUND	ORG	ACCT	PROG	ACTV (Optional)	Debit	Credit	Difference
2XX41	34XX6	72210	4101		\$ 438.11		\$ 438.11
2XX41	34XX6	72230	4101			\$ 438.11	\$ (438.11)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
If your journal entry request requires more than eight total entries, please use the Journal Entry FUPLOAD form instead.							
General Accounting Use					Please provide backup documentation to support your request. Your journal entry request will be returned to you if it doesn't include documentation.		
Journal Voucher #					Documentation might include Banner FGIBDST report confirming that funds are		
Prepared by					in the FOAPA string you've provided, FGITRND report, email, etc.		
Reviewed by					Thank you - UNC Controller		
Explanation:							
PCard Expense Reallocation							
EXPLANATION IS MANDATORY							
http://www.unco.edu/accts/services/ftp/genacct Journal Entry Request Form (MS Excel)							

Who needs to sign?

Each debit listed requires a FOAPAL signature.

No backup?

JE will be returned for backup to be included.



Banner FGITRND Form

Detail Transaction Activity FGITRND 8.4.0.1 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
Q	11				72230	4101				Both

Account	Organization	Program	Type	Document	Description	Field	Amount	Increase (+) or Decrease (-)
72230	34	4101	PCD	PC000078	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	STAPLES ADVANTAGE	YTD	438.11	-
72230	34	4101	PCD	PC000077	HIGHER EDUCATION PUBLI	YTD	67.50	-
72230	34	4101	PCD	PC000077	1800GOFEDEx 10010007	YTD	158.39	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	XEROX CORP. XCS/RBO	YTD	180.93	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-
72230	34	4101	PCD	PC000077	STAPLES ADVANTAGE	YTD	4.96	-
72230	34	4101	PCD	PC000077	UNC DINING CONCESSIONS	YTD	78.32	-
72230	34	4101	PCD	PC000077	UNC DINING CONCESSIONS	YTD	7.39	-
72230	34	4101	PCD	PC000077	STAPLES ADVANTAGE	YTD	106.62	-
72230	34	4101	PCD	PC000077	STAPLES ADVANTAGE	YTD	354.26	-
72230	34	4101	PCD	PC000077	FEDEX 869898026874	YTD	29.93	-
72230	34	4101	PCD	PC000077	USPS.COM CLICK66100QPS	YTD	26.63	-

Total: 3,891.72

Acceptable Backup from Banner (preferred)



INSIGHT FIN003 Detail Report

FIN003 - OP Ledger Transactions

As of 04/19/2011 University of Northern Colorado TRANSACTIONS DRAFT 2011
Fund 10810 *** Org 34 ***** 'Acct' 72230 *****

PRGM	DATE	DOCUMENT	ACTV CODE	RL CLS	RULE_CLASS_DESC	TRANS DESC	VEND NAME	D/C	Amount	DOCREF
4101	2010/07/27	PC000077	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	438.11	1752633
	2010/07/27	PC000077	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	4.96	1752633
	2010/07/27	PC000077	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	354.26	1752633
	2010/07/27	PC000077	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	106.62	1752633
	2010/07/27	PC000077	-	PCD	Procurement Card	HIGHER EDUCATION PUBLI	.	+	67.50	1752633
	2010/07/27	PC000077	-	PCD	Procurement Card	PS TROPHIES AND AWARDS	.	+	17.90	1752633
4101	2010/08/27	PC000078	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	289.99	1752633
	2010/08/27	PC000078	-	PCD	Procurement Card	KING SOOPERS #0042 QPS	.	+	24.38	1752633
	2010/08/27	PC000078	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	81.40	1752633
	2010/08/27	PC000078	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	214.99	1752633
	2010/08/27	PC000078	-	PCD	Procurement Card	INDOFF INCORPORATED	.	-	-214.99	1752633
4101	2010/09/27	PC000080	-	PCD	Procurement Card	HEADSETS DIRECT	.	+	134.24	1752633
	2010/09/27	PC000080	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	126.49	1752633
	2010/09/27	PC000080	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	294.64	1752633
	2010/09/27	PC000080	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	164.20	1752633
	2010/09/27	PC000080	-	PCD	Procurement Card	STAPLES ADVANTAGE	.	+	109.00	1752633
	2010/09/27	PC000080	-	PCD	Procurement Card	UNC BEAR LOGIC	.	+	155.00	1752633
4101	2010/10/26	PC000081	-	PCD	Procurement Card	INDOFF INCORPORATED	.	+	213.73	1752633
4101	2010/12/31	AU002073	-	FT01	Interfund Transfer	Bear Logic Pcard Internal Sales	.	-	-155.00	.
4101	2011/01/26	J0027322	-	FT01	Interfund Transfer	Bear Logic Pcard Internal Sales	.	+	155.00	.
4101	2011/01/27	AU002109	-	FT01	Interfund Transfer	Bear Logic Internal Sales	.	-	-155.00	.
4101	2011/02/23	AU002170	-	FT01	Interfund Transfer	Tnsf exp org 34 to 34	.	-	-2,427.42	.

*TOTAL 72230

.00

Acceptable Backup from Banner



Partial Expense Move Example

Journal Entry Request							
Submitted By College or Group		School of College					
Submitter's Name, Signature & Phone		John Smith, 970-351.5555					
FOAPA Authority Signature							
Printed Name		John Smith II					
FOAPA Authority Signature (Optional)							
Printed Name							
Submission Date		10/26/2016				Document Total	\$ 99.42
						Record Count	0
Rule Class Code (mark one)		BD01, BD02, BD03, BD04, BTR, CDW, XSC, XSD, XSR DEFAULT: FT01					
					Total Debits	Total Credits	Difference
					\$ 49.71	\$ 49.71	\$ -
FUND	ORG	ACCT	PROG	ACTV (Optional)	Debit	Credit	Difference
1XXX0	4XXX0	72210	1000		\$ 49.71		\$ 49.71
1XXX0	4XXX2	72210	1000			\$ 49.71	\$ (49.71)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
If your journal entry request requires more than eight total entries, please use the Journal Entry FUPLOAD form instead.							
General Accounting Use					Please provide backup documentation to support your request. Your journal entry request will be returned to you if it doesn't include documentation.		
Journal Voucher #					Documentation might include Banner FGIBDST report confirming that funds are in the FOAPA string you've provided, FGITRND report, email, etc.		
Prepared by					Thank you - UNC Controller		
Reviewed by							
Explanation:							
Partial Expense move to different FOAP							
http://www.unco.edu/accts/services/ftp/genacct/Journal Entry Request Form (MS Excel)							

EXPLANATION IS MANDATORY




Memo Documenting Exp Move



MEMORANDUM

To: Dept Chair Org 4XXX0

Re: DAVID BROWN BOOK CO

From: Dept Chair Org 4XXX2 

Date: August 18, 2010

The David Brown Co purchase was made on our procurement card. Please submit a journal entry to accounting to move half the expense as agreed.



Internal Sales Crosswalk

Internal Sales Account Codes			
Revenue Account Codes		Expense Account Codes	
Roll-Up: 57900 Internal Sales Operating Rev		Roll-Up: 71041 Internal Purchases-Cost of Sales	
57920	Internal Sales-COS Resale Other	72920	Internal Purchases-COS Resale Other
57922	Internal Sales-COS Resale Room Board	72922	Internal Purchases-COS Resale Room Board
57923	Internal Sales-COS Resale Facility Rent	72923	Internal Purchases-COS Resale Facility Rent
57924	Internal Sales-COS Resale Dining Catering	72924	Internal Purchases-COS Resale Dining Catering
57926	Internal Sales-COS Resale Parking	72926	Internal Purchases-COS Resale Parking
57927	Internal Sales-COS Resale IT	72927	Internal Purchases-COS Resale IT
57928	Internal Sales-COS Resale Supplies	72928	Internal Purchases-COS Resale Supplies
57929	Internal Sales-COS Resale Other Services	72929	Internal Purchases-COS Resale Other Services
		Roll-Up: 72902 Internal Purchases-Purchased Serv	
57940	Internal Sales-Printing/Copying	72940	Internal Purchases-Printing/Copying
57970	Internal Sales-Services	72970	Internal Purchases-Services
57995	Internal Sales-Parking	72995	Internal Purchases-Parking

<http://www.unco.edu/general-accounting/account-codes/index.aspx>

If an internal revenue or expense account is being used, the coinciding account must be used, so 57920 needs to also use 72920.

FUPLOAD Form and Location

<http://www.unco.edu/general-accounting/forms/>

Banner Journal Voucher (FUPLOAD Form)

Contact Name & Phone

College, Organization

System ID

Rule Class Code

Date

Chart Code

Reason for FUPLOAD (50 character Maximum)

L:\General Accounting Control Folder-New\1.9 GAO Web (Restricted Folder)\acctservices\ftp\genacct
Journal Entry FUPLOAD form - campus users

Please provide backup documentation to support your request. Your journal entry request will be returned to you if it doesn't include documentation.
Documentation might include Banner FGIBDST report confirming that funds are in the FOAPA string you've provided, FGITRND report, email, etc. Thank you - UNC Controller

							Total Debits	Total Credits	Difference (in most cases this should be zero)
							0.00	0.00	0.00

							Document Total:	0.00	Colored fields will auto-fil - enter no data
--	--	--	--	--	--	--	-----------------	------	--

Line Count	Fund	Orgn	Acct	Prog	Actv	Locn	Debit	Credit	Description (35 Characters maximum)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

QUESTIONS ?

General Accounting Office Contact List

Snyder, Lacey	(970) 351- 1604	lacey.snyder@unco.edu
Sanchez, Noelle	(970) 351-1827	noelle.sanchez@unco.edu
Shomers, Cheri	(970) 351-2388	cheri.shomers@unco.edu
Martin, Jeff	(970) 351-1830	jeffrey.martin@unco.edu
Wills, Matthew	(970) 351-2406	matthew.wills@unco.edu
Estevez, Alex	(970) 351-2389	alejandra.estevez@unco.edu
Arnold, Kerese	(970) 351-1828	kerese.arnold@unco.edu
McGuire, Susan	(970) 351-2228	susan.mcguire@unco.edu
Headley, Candi	(970) 351- 1826	candi.headley@unco.edu

General Accounting Fax (970) 351-1142

Accounting Services website

<http://www.unco.edu/general-accounting>