

Journal Entry Management System (JEMS) User Guide

Purpose: The Journal Entry Management System (JEMS) was developed through a collaboration between the Controller's Division and ITS to improve the internal controls relating to the creation, approval, and validation of "Actuals" journal entries posted in the University's general ledger (*FAME*). JEMS utilizes Oracle workflow functionality that is similar to the workflow utilized by the BIA application, which posts "Budget" journal entries to the general ledger. The following outlines the basic steps required to enter the application, prepare a journal entry, obtain the necessary approvals, and submit the entry to FAME for posting to the general ledger.

Important: Journal entries processed through JEMS may not impact Personnel Services account codes (5xxxx accounts). All PS-related transactions must be processed through PASS with two exceptions: accounts 51163/64 used by Auxiliary Services and PS-related transactions processed by the Office of Global Affairs.

Obtaining access to JEMS:

To obtain access to the JEMS system, users should:

1. Start their Internet browser
2. Go to www.nyu.edu/cdv and navigate to the Forms for FAME section
3. Complete the JEMS Access Form and fax it to the FAME Helpdesk.

Logging on to JEMS:

The requestor should follow these steps to access JEMS:

1. Start their Internet browser.
2. Log in to NYUHome (<http://home.nyu.edu>). Click on the NYUHome **Work** tab (upper right of NYUHome screen). Click the **Login** link at the bottom of the Administrative Systems channel.
3. Enter their NetID and password in the Single Sign-On screen.
4. Click **<Login>**. This will bring them to the main NYU Workflow portal.
5. Click **<Journal Entry Request>** from within the Journal Entry Management System channel. This will bring them to the journal entry form.

Preparing a Journal Entry:

The following Journal Header information must be completed before a requestor can progress to entering journal line data. Please refer to **Attachment A** for an example.

1. Select a Unit Name (college / department for which requestor has been granted update access in JEMS) and Journal Entry Support Location (Requestor Location or Accounts Payable) from the drop-down lists. Journal entry support retained at the requestor's location must be retained for the entire fiscal year for auditor review. Phase II of the JEMS implementation will replace "requestor location" with the ability to attach a pdf file as journal entry documentation and support.
2. The Request Date will be automatically populated with the current date. Request dates can be back-dated to the last day of the prior month during the month-end close period (i.e. 5 business days following the end of the month).
3. The Fiscal Year will default to the current fiscal year. In September, both the prior and current fiscal years will be available.
4. The name associated with the netid will appear automatically as the requestor. The netid of the requestor will appear in the Reference field of the FAME OBR.
5. Enter a Description (up to 250 characters) for the journal entry which is sufficiently detailed so the approver(s) will understand the purpose of the request. Approvers will reject journal entries without adequate descriptions. In order to provide a proper audit trail to original transactions, the journal entry description should:
 - a. Provide the Reference ID (per the *FAME OBR*) from the original transaction if "Accounts Payable" has been entered as the journal entry support location.
 - b. Provide the Journal ID (per the *FAME OBR*) from the original transaction if the current journal entry is intended as a correction.

6. The requestor must check the “To/From Unique Fund 24/25 Project” box only when the purpose of the journal entry is to correct an error for OTPS expenses in a Fund 24/25 project. Some examples of these cost transfers include correction of a clerical error, re-allocation of costs to related projects, resolution of overdrafts, and reclass of pre-award expenses. Activation of this box will bring the requestor to an additional Journal Header screen where the information necessary to ensure compliance with the University’s *Interim Cost Transfer Policy* (available at www.nyu.edu/cdv) will be provided. Please refer to **Attachment B** for an example. This is the same information as required for cost transfers processed through PASS.
 - a. Enter the Reference ID and date (per the *FAME OBR*) to which this cost transfer relates (must be a valid Journal ID). A green button will appear next to the box when JEMS has validated that the Reference ID exists.
 - b. JEMS will automatically calculate the number of days between the current journal request date and this transaction date. The number of days calculated will determine the questions from the Interim Cost Transfer Policy the requestor must answer before progressing to the journal lines.
 - c. Fund 24 / 25 cost transfers must be entered one entry per journal entry.

Once all required fields are entered in the Journal Header section, the Line Detail section is displayed to accept data entry. The following steps should be followed when preparing the journal line information:

1. Similar to a BudMod request, the requestor must provide the chartfield information in the appropriate columns. These chartfields will be validated for combination and security. If the chartfield is valid and within your chartfield security, the CF (chartfield) Indicator will be green. If the combination is invalid, it will be red and a mouse-over will indicate what part of the combination failed. If the combination is valid but outside of the requestor’s chartfield security, the CF Indicator will be yellow. A yellow CF Indicator signals that the fiscal officer for that unit will be notified when this journal entry is approved.
 - a. Several validations are present in JEMS to ensure the general ledger is updated appropriately. The following instances will result in a red CF Indicator and a “pop-up” error message:
 - i. Use of PS accounts
 - ii. Use of Fund Balance (3xxxx) accounts
 - iii. Use of Gift Accounts (43xxx) as all Gift-related transactions should flow through the Treasurer’s Office (BSR)
 - iv. Use of account 20000 (A/P only)
 - v. Use of any “system maintained” accounts
2. Provide the line amount and select Increase or Decrease as the purpose of the entry requires. The DR / (CR) column will automatically be populated according to the accounting rules governing the type of account. For example, an increase to a 4xxxx (revenue) account is a Credit.

3. Enter a description for the line item. This 30-character field will appear on all FAME OBR's and Brio reports indicating the purpose for this particular component of the journal entry. This will help users understand each part of the journal entry, will facilitate timely approval / submission to *FAME*, and will help the readers of the *FAME* OBR understand the transaction.
4. If more than 5 lines are needed, click on the **<Add Lines>** button.
5. To clear the screen and start over, click on the **<Clear Form>** button.
6. A journal entry can be uploaded to JEMS from an Excel file. Journal entries containing a Cost Transfer (correction of an error) in Fund 24/25 may not be uploaded. To upload a journal entry:
 - a. Click **<Journal Entry Upload>** from the left-hand navigation panel.
 - b. Enter the full path to your Excel file or click on the **<Browse...>** button and select the Excel file you wish to upload, then click on **<Open>**.
 - c. Ensure the first row of the file contains these headers:
 - i. Account
 - ii. Fund
 - iii. Dept ID
 - iv. Program Code
 - v. Project ID
 - vi. Amount
 - vii. Increase / Decrease (I or D)
 - viii. Line Description
 - d. A sample file is available for download from the Upload screen.
 - e. Click the **<Upload>** button.
7. Once you are satisfied with the entry, click on the **<Preview/Submit>** button. This will perform some final validation checks and provide a preview of the Journal Entry the requestor is about to submit. Some of the final validations of the journal entry include:
 - a. Verification that Transfer Code transactions balance (Phase II will require that the appropriate transfer codes be used on each side of the transaction – this is a good practice to begin now)
 - b. Verification that the journal entry is balanced
 - c. Verification of available budget

If any the part of the journal entry fails these validations, the requestor will be notified by a “pop-up” window describing the failure.
8. If all the information is correct, click on the **<Submit>** button. Otherwise, click on the **<Go Back(Edit)>** button to return to the previous screen to edit the data. Once submitted, a confirmation of the request and a Journal ID will be provided on-screen, and a follow-up confirmation will be e-mailed to you as well. The Journal ID is a 10-digit combination of College/Department (first 2 characters),

date (mmddyy), and instance for the date (01 for the first journal entry of the day). See **Attachment C** for a list of College / Department prefixes.

9. Once submitted, the journal entry is routed for approval according the following requirements:
 - a. Entries submitted by requestors other than the academic / administrative fiscal officer are routed to the respective fiscal officer for review and approval. In Phase II, the fiscal officer will be able to delegate this approval function.
 - b. Entries submitted by requestors that impact organization codes for which they do not have Update Access (received a yellow light in the CF Indicator for a particular journal line) will be routed as an FYI to the fiscal officer of the impacted college / department. This includes journal entries that impact the School of Medicine.
 - c. Entries created by an academic / administrative fiscal officer will be routed to a manager in the Controller's Division (or their designee) for review and approval.
 - d. Entries that involve a cost transfer for Fund 24/25 projects within the same college will be routed first to the fiscal officer for review and approval and then to SPA as either an FYI (transfers < 90 days from date of original transaction) or an Request for Action (RFA) (transfers >=90 days from date of original transaction). Cost transfer entries for Fund 24/25 projects between colleges will require the approval of both college fiscal officers before it is routed to SPA.
 - e. Entries that impact asset (1xxxx) or liability (2xxxx) accounts will be first routed to the fiscal officer for review and approval and then to a manager in the Controller's Division (or their designee) for review and approval. Entries impacting asset and liability accounts originating from the Controller's Division and Benefits Office will simply route to the respective managers for review and approval.
10. JEMS will generate an e-mail notification for each person in the approval process (both RFA's and FYI's).
11. If the proper approvals are not received within 5 days, the RFA will time out and the workflow will send a cancellation notice to the approver. A second RFA will be created and sent to the approver. If the second RFA does not receive the proper approvals within 5 days, the request will be rejected. The journal entry creation process must begin again. The requestor will receive an e-mail notification the rejection.
12. Similar to a budmod request, in order to track the status, review or approve a journal entry, open your Worklist in the Work tab of the NYUHome portal.
13. Once a journal entry has been approved, it will be submitted to *FAME* for posting to the general ledger. JEMS journal entries will be swept in to the general ledger

every half hour beginning at 9:45 AM each day. Although a journal entry might be deemed valid at the time of submission for review and approval, it could fail budget or edit check when presented to FAME for posting. The requestor will be notified of edit fails by the Controller's Division while the Fiscal Officer will receive a notification of budget issues in the daily BCM report.

Inquiry Screen

An Inquiry Screen is provided for users to research journal entries that have impacted their units. Users can search for journal entries by journal number, dates, fiscal years, specific chartfields, and key words included in the chartfield (i.e. words in the journal header, org or project description).

Always Log Out When Done

Remember to log out of the NYU Workflow system when you are ready to end your session. Click the **Logout** icon in the upper right hand corner of the main NYU Workflow portal.

Getting Help

- **Business related questions or issues** can be directed to Kerri Tricarico at 212-998-2913
- **For support and other technical issues**, the ITS Client Services Center (CSC) can be reached at 212-998-3333 (press **1** when prompted) or its.AdminHelp@nyu.edu
 - CSC staff specializing in support for administrative applications are available 9 a.m. – 5 p.m. weekdays.
 - CSC staff are available onsite weekdays 8 a.m. – midnight, and Saturday-Sunday, noon-midnight.

Journal Entry Form

Journal Entry Form

Switch Header View

Unit Name: Law School

Request Date: 09/20/2006

Description: Test Journal

JE Support Location: Accounts Payable

Requested By: Gonzales,James (JG133)

Fiscal Year: 2007

To From Unique Fund 2425 Project

Add Lines **Preview/Submit** **Clear Form**

#	Account	Fund	Dept ID	Program	Project	CF	Adj. Amount	ID	DR/ (CR)	Descr	
1.	60460	10	19450				\$1,000.00	I1	Debit	Expense Example	
2.	40065	10	19450				\$1,000.00		(Credit)	Revenue Example	
3.											
4.											
5.											
Credit Total:							\$1,000.00				
Debit Total:										\$1,000.00	

Version 0.1

Journal Entry Form

Journal Entry Form

Journal Entry Upload

Inquiry/Search

Help

Journal Entry Form

Header Information

Switch Header View

Unit Name: Higher Studies School

Request Date: 09/20/2006

Description: Sample Journal Entry

JE Support Location: Accounts Payable

Requested By: Gonzales, James (JG133)

To From Unique Fund 24/25 Project

Ref #: LW09050601

Original Date: 06/05/2006 107 days between

Why should this expense originally charged to the account from which it is now being transferred?

Answer 1

Why should this charge be transferred to the proposed receiving account?

Answer 2

Why is the cost transfer being requested more than 90 calendar days from when the original transaction was posted in the University's general ledger?

Answer 3

What action will be taken to eliminate the future need for cost transfers of this type? Is this action being taken?

Answer 4

Line

#	Account	Fund	Dept ID	Program	Project	CF	Adj. Amount	ID	DR/ (CR)	Descr
1.										
2.										
3.										
4.										
5.										
Credit Total:							\$0.0			
Debit Total:							\$0.0			

Add Lines

Preview/Submit

Clear Form

Attachment C

<u>Journal Entry Prefix</u>	<u>Definition</u>
AA	CDV - Auxiliary Accounting Services
AD	University Administration & Operations
AI	Institute of Asian/Pacific Americans
AR	CDV - Financial Accounting & Reporting
AL	Alumni Relations
AX	Auxiliary Services
BD	BSIRAD
BI	CDV - Accounting for Banking & Investments
BN	Benefits Office
BO	Budget Office
CL	Coles (includes Moses Center for Students with Disabilities)
CM	Courant Institute of Mathematical Sciences
CO	CDV - Controller's Office
CP	Campus Planning
DC	CDV - Deputy Controller's Office
DN	College of Dentistry & College of Nursing
DV	Development Office
ED	Steinhardt School of Education
FA	Faculty of Arts & Sciences
FM	Facilities & Construction Management
FR	CDV - Financial Reporting
FS	CDV - Financial Information Systems
GA	Gallatin School of Individualized Study
GG	Grey Art Gallery
GP	Global Programs
HC	University Health Center
IF	Institute of Fine Arts
IN	Insurance Department
IT	ITS
LB	Libraries / NYU Press
LW	School of Law
OP	President's Office
PA	University Relations & Public Affairs
PR	Provost's Office
PS	CDV - Payment Services
RE	Real Estate
RG	Registrar
SA	Student Affairs
SB	Stern School of Business
SC	School of Continuing & Professional Studies

Journal Entry Prefix

Definition

SP	CDV - SPA
SW	School of Social Work
TA	Tisch School of the Arts
TR	Treasurer's Office
VP	Executive Vice President
WG	Wagner Graduate School of Public Service