### Enter the Journal Request form in FMP (upon receiving the Check):

When the check is received, follow these steps.

1. **FIND the record in FMP by searching for the Invoice # in the Ref # field.** Verify the information. (The entry is initially entered when the invoice is created and mailed to the vendor.)

2. **Enter in the Document # field—the journal number and the H0107xxx number.**

3. **Change the “Status field” to “PAID”**.

   - (Note: If IDC is charged and collected, make a separate line entry on the PeopleSoft Journal and in FMP to record the IDC.)

### Enter the Invoice in FMP (when preparing the invoice for mailing/before check is received):

1. Go to **FMP Ledger: Quick Entry** and data enter the invoice in the FMP Ledger as follows. (Note: If IDC is charged and collected, make a separate entry on the PeopleSoft Journal and in FMP to record the IDC.):

   a. **Document Type**: Income
   
   b. **Speedtype**: (the PS speedtype)
   
   c. **SubAccount**: Required for speedtype 17835: GS, XRAY, NMR, ES, or MS. Required for speedtype 32056: SIMS, TEM, XPS, or XRD.
   
   d. **Vendor**: Chemistry Facility, CMC
   
   e. **Description**: Use format: Month Year, Vendor Name (Example: March 2004, Dr. Smith, XYZ Company)
   
   f. **Amount**: Enter as a credit, i.e. -130.50.
   
   g. **PS Account**: 50053
   
   h. **Quantity**: 1
   
   i. **Entered by**: your initials
   
   j. **Document #**: Invoice #, (at time of invoice creation). Journal ID # and H0107xxx reference number (at time of deposit).
   
   k. **Reference #**: The invoice # shown on the invoice, SXXXX. Also enter “IDC” if IDC was collected, but it must be entered as a separate transaction line.

### Reconciling the Service Center Check Deposit to the 1074:

- Verify accuracy of the transaction on the 1074. Make sure account code is 50053.
- Enter the “ExpDate” and “Exp Amt” in FMP.