

# Equity Journal Entries on Non-Grants

3/1/11

When a Journal Entry is created using any Fund Equity account code, it should be entered and expended in FMP on the "Budget Input" screen in 2 fields. The 1<sup>st</sup> field will be the Start Amount and the 2<sup>nd</sup> field will be the Equity. **\*\*TIP\*\*** Funds being deposited will be entered as a positive number. Funds being withdrawn will be entered as a negative number.

Budget Input		
BUDGET INFORMATION	Document Type: <input type="text" value="Journal Entry"/>	Document #: <input type="text" value="0002029367"/>
	Speed Type: <input type="text" value=""/>	Reference #: <input type="text" value=""/>
	Sub Acct: <input type="text" value=""/>	Entered By: <input type="text" value=""/>
	Account Code: <input type="text" value="36100"/> Fund Equity	
	Sponsor: <input type="text" value="Moores Chair (Desig-Endow)"/>	
	Description: <input type="text" value="Reallocation to clear negative balance on Dr. Bittner's NSF grant ST 41072 (H0107-5013-B0001 (G094351) to Dr. Bittner's Moore cost center ST"/>	
BUDGET CATEGORY	Start Amount: <input type="text" value="-5.77"/>	START AMOUNT CAN BE DIFFERENT FOR A NEW COST CENTER
	<input checked="" type="checkbox"/> Salary	<input type="text" value=""/>
	Fringe Benefits	<input type="text" value=""/>
	M & O	<input type="text" value=""/>
	Travel (before 8/31/2009)	<input type="text" value=""/>
	Travel & Business Expense (after 9/1/2009)	<input type="text" value=""/>
	Equipment	<input type="text" value=""/>
	SubAward (<= 25K)	<input type="text" value=""/>
	SubAward (>= 25K)	<input type="text" value=""/>
	Participate Cost	<input type="text" value=""/>
	Scholarship/Fellowship	<input type="text" value=""/>
	Indirect Cost	<input type="text" value=""/>
	Equity	<input type="text" value="-5.77"/>
End of Yr Balance	<input type="text" value=""/>	

Budget Input		
BUDGET INFORMATION	Document Type: <input type="text" value="Journal Entry"/>	Document #: <input type="text" value="0002029367"/>
	Speed Type: <input type="text" value=""/>	Reference #: <input type="text" value=""/>
	Sub Acct: <input type="text" value=""/>	Entered By: <input type="text" value=""/>
	Account Code: <input type="text" value="36100"/> Fund Equity	
	Sponsor: <input type="text" value="Moores Chair (Desig-Endow)"/>	
	Description: <input type="text" value="Reallocation to clear negative balance on Dr. Bittner's NSF grant ST 41072 (H0107-5013-B0001 (G094351) to Dr. Bittner's Moore cost center ST"/>	
BUDGET CATEGORY	Start Amount: <input type="text" value="-1,851.90"/>	START AMOUNT CAN BE DIFFERENT FOR A NEW COST CENTER
	<input checked="" type="checkbox"/> Salary	<input type="text" value=""/>
	Fringe Benefits	<input type="text" value=""/>
	M & O	<input type="text" value=""/>
	Travel (before 8/31/2009)	<input type="text" value=""/>
	Travel & Business Expense (after 9/1/2009)	<input type="text" value=""/>
	Equipment	<input type="text" value=""/>
	SubAward (<= 25K)	<input type="text" value=""/>
	SubAward (>= 25K)	<input type="text" value=""/>
	Participate Cost	<input type="text" value=""/>
	Scholarship/Fellowship	<input type="text" value=""/>
	Indirect Cost	<input type="text" value=""/>
	Equity	<input type="text" value="-1,851.90"/>
End of Yr Balance	<input type="text" value=""/>	

An amount listed under the YTD Fund Adjustment field means there is activity on the Verification Worksheet on the "Fund Equity" tab. Under the Fund Equity Summary your amounts should match in 3 categories: YTD Fund Adjustment (red), Fund Equity Less All Commitments (blue), and Unbudgeted Fund Equity (orange)

EXPENDITURE SUMMARY		YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget		9,285.00	0.00	9,285.00
Actual Expenditures		0.00	0.00	0.00
Open Commitments		0.00	0.00	0.00
Expense Soft Commitments		0.00	0.00	0.00
Available Expenditure Budget		9,285.00	0.00	9,285.00

  

CURRENT FISCAL YEAR		FY11 Pd 5 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
<b>FUND EQUITY SUMMARY</b>					
Beginning Fund Equity	-9,284.24	-132.24	0.00	-132.24	
Revenue	0.00	0.00	0.00	0.00	
Fund Adjustments	1,857.67	-7,294.33	0.00	-7,294.33	
Expenses (Current BRef)	0.00	0.00	0.00	0.00	
Expenses (Prior BRef)	0.00	0.00	0.00	0.00	
Ending Fund Equity	-7,426.57	-7,426.57	0.00	-7,426.57	
Open Commitments (Current BRef)		0.00	0.00	0.00	
Open Commitments (Prior BRef)		0.00	0.00	0.00	
Fund Equity Less Open Commitments		-7,426.57	0.00	-7,426.57	
Soft Commitments (Current BRef)		0.00	0.00	0.00	
Soft Commitments (Prior BRef)		0.00	0.00	0.00	
Fund Equity Less All Commitments		-7,426.57	0.00	-7,426.57	

  

UNBUDGETED FUND EQUITY		YTD Per PSGL	Adjustments as Detailed	Per Department
		1,858.43	0.00	1,858.43

The FMP Acct. Summary should always match the Verification Worksheet in the same 3 categories: Fund Adjustment (red), Current Balance (blue), and Unbudgeted (Dept) (orange).

STATUS SUMMARY					
BUDGET REFERENCE	Budgeted	Expended	Encumbered	Outstanding	Balance
Salaries	6,342.00	0.00	0.00		6,342.00
Fringe Benefits	952.00	0.00	0.00		952.00
M & O	133.00	0.00	0.00		133.00
Scholars. & Fellow.		0.00	0.00		0.00
Travel		0.00	0.00		0.00
Travel & Business	1,858.00	0.00	0.00		1,858.00
Equipment		0.00	0.00		0.00
<b>TOTAL</b>	<b>9,285.00</b>	<b>0.00</b>	<b>0.00</b>		<b>9,285.00</b>

  

Carried Forward	132.24	PS Fund Equity	7,426.57	UnBudgeted (PS)	-1,858.43
Revenue	0.00			Prior Yr. Encumbered	0.00
Fund Adjustments	7,294.33			Outstanding	0.00
Expenses (Prior BRef)	0.00			UnBudgeted (Dept)	-1,858.43
PS Accumulated Fund	7,426.57				

  

Reconcile Month:	1/31/2011	Current Balance	7,426.57
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## Journal Entries on Grants

When a Journal Entry is created on a grant, it should be entered into FMP on the "Quick Entry" screen and expended on the Ledger screen.

Document Type: <input type="text" value="Journal Entry"/>		Speed Type: <input type="text" value="41072"/>	Sub Account: <input type="text"/>
		Project Status: <input type="text" value="Clean Up"/>	Sponsor: <input type="text" value="Nsf"/>
		Project Year: <input type="text"/>	
<i>Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):</i>			
Vendor: <input type="text" value="REDACTED"/>	<input type="button" value="Select Vendor"/>		Invoice #: <input type="text" value="BITTNER.AUS"/>
Description: <input type="text" value="Reallocation to clear negative balance"/>	Internal Notes: <input type="text"/>		Inv. Date: <input type="text" value="(mm/dd/yy)"/>
PS Account <input type="text" value="56104"/> Description: UH-TX-INCIDENTALS Category: Travel and Business Expense Validation: <input type="text" value="0"/> Override: 11/19/2010 4:42:04 PM Notes: Travel			Monthly Form Description: <input type="text"/>  Purchase Agent Note: <input type="text"/>
<input type="text" value="-5.77"/>	<input type="text" value="1"/>	Value must be '1' or greater	
Amount	Quantity		
<input type="text"/>	<input type="text"/>		
Encumbrance Amt	Enc. Date		
		Entered By: <input type="text" value="FRJ"/>	Date Entered: <input type="text" value="12/7/2010"/>
		Document #: <input type="text" value="0002029367"/>	Reference #: <input type="text" value="4902"/>
		PO Num: <input type="text"/>	Line #: <input type="text"/>

Document Type: <input type="text" value="Journal Entry"/>		Speed Type: <input type="text" value="41072"/>	Sub Account: <input type="text"/>
		Project Status: <input type="text" value="Clean Up"/>	Sponsor: <input type="text" value="Nsf"/>
		Project Year: <input type="text"/>	
<i>Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):</i>			
Vendor: <input type="text" value="REDACTED"/>	<input type="button" value="Select Vendor"/>		Invoice #: <input type="text"/>
Description: <input type="text" value="Reallocation to clear negative balance"/>	Internal Notes: <input type="text"/>		Inv. Date: <input type="text" value="(mm/dd/yy)"/>
PS Account <input type="text" value="56118"/> Description: UH-FOREIGN TRAVEL Category: Travel and Business Expense Validation: <input type="text" value="0"/> Override: 11/19/2010 4:43:34 PM Notes: Travel			Monthly Form Description: <input type="text"/>  Purchase Agent Note: <input type="text"/>
<input type="text" value="-1,851.90"/>	<input type="text" value="1"/>	Value must be '1' or greater	
Amount	Quantity		
<input type="text"/>	<input type="text"/>		
Encumbrance Amt	Enc. Date		
		Entered By: <input type="text" value="FRJ"/>	Date Entered: <input type="text" value="12/7/2010"/>
		Document #: <input type="text" value="0002029367"/>	Reference #: <input type="text" value="4084"/>
		PO Num: <input type="text"/>	Line #: <input type="text"/>

Example of Ledger when expended:

2011	41072	56104	Journal Entry	<input type="text" value="REDACTED"/>	Reallocation to clear	671884	00020293	4902	12/07/10	-5.77	01/31/11	-5.77
2011	41072	56118	Journal Entry	<input type="text" value="REDACTED"/>	Reallocation to clear	671885	00020293	4084	12/07/10	-1,851.90	01/31/11	-1,851.90