FAQ – Journal Entries

1. How will cross campus transfers work? For example, Norstar?
   Cross campus transfers will be processed by Rstars transfer.

2. How will invoices for Sponsors be handled?
   Please call Restricted Funds for this information.

3. What will be the approval process when the departments are charging their accounts?
   It is up to the department to establish a policy for obtaining approval from other departments to charge their projects. QA does not require and will not be looking for a departmental approval.

4. Is there any way to email information about the journal entry? What is the difference between using Notify, E-mail and workflow?
   Workflow is the online process where journal entries are routed from the initiator to the appropriate approvers and requisitions are routed to the appropriate approver, procurement and buyers.

   If there are any problems with a journal entry, the notify function allows the approver in QA to notify the department via an email that includes a link to the journal entry. Since there are multiple people in QA responsible for approving journal entries it would be difficult for the person generating the journal entry to use this function or an email to send information regarding the entry to the approver because they would not know which person to direct it to. The department is responsible for maintaining the backup information for the journal entry. If there are any questions regarding the journal entry the person who initiated the journal entry should be contacted.

5. Can I make miscellaneous comments in a journal entry?
   Yes. A small description or comment can be added to a journal entry line in the reference field (up to 10 characters) or the journal line description field (up to 30 characters). If nothing is entered in the journal line description field it defaults to the name of the account used for that line.

6. Can I have multiple roles as a user?
   Yes. Some people may have multiple roles such as a requisitioner, approver and Journal Entry Initiator. However, a person cannot approve their own requisition

7. For journal entries, is the approver at the department level or at the QA level?
   The person with the role of Journal Entry Initiator in a department should have the authority to make journal entries. Therefore, the only approval required would be at the QA level.

5. In journal entry, why do you only have a departmental approver?
   There is only one level of approval required for a journal entry. The journal initiator will create the on-line entry and send it to QA via workflow for review and approval.

6. How is an IDT corrected?
   All IDT are now journal entries in PeopleSoft. Once the journal entry is created the Journal Entry Initiator can open the journal entry and modify the transaction.

7. When is the last day before conversion to complete a requisition? Journal Entry? Funding Profile? Before Conversion?
   The campus will be notified of the conversion schedule.

8. How many Journal Entry Initiators can be assigned to do journal entries in a department?
   The number of Journal Entry Initiators within a department is up to the discretion of the department.

9. I am in the Dept. of Dentistry and people have events in our area all of time. Events are paid through IDTs, but we don't know what account it is coming from. How do we collect money if we don't know where it is coming from or who to charge?
   You will need to speak with the paying department and make arrangements on getting their appropriate Chartstring to charge to their account.

10. If I have an event at the Dental school, then I don't have to do the IDT?
    The department receiving the credit should create the entry after receiving approval from the department being debited.

    The systems doesn't care who creates a journal entry. If there are abuses of the system, it will be monitored.

11. Should I have someone looking at journal entries every month to monitor invalid transactions (to see who is charging to my account)? I am not comfortable with this.
    Departments need to monitor the activity on their projects to validate the transactions.

12. How does my Approver approve the Chartstring to be used on a journal entry?
    The Chartstring will auto populate when the PCBU and project ID is entered in the journal entry. The Chartstring will be validated when the journal entry is edited.

13. Can the department that is debiting the entry pre-approve the journal entry?
    Yes, they should supply the department providing the service their Chartstring.

    Currently, the system allows a Journal Entry initiator to transfer money from one account to another.

14. On the Budget sheet, the Request for Budget Amendments is not shown as electronic. Will it be electronic? Is it outside of eUMB?
    It will work the same as today; however it will eventually get entered into the system as a journal entry.

15. How are other departments handling multiple levels in an organization when doing journal entries?
    The Journal Entry Initiator is created at the department level.

16. If another department owes us money, do we initiate the journal entry?
    To minimize the chance of duplication, only the department supplying the service should process the journal entry.

17. Can we be notified when another person charges our account in when doing journal entries?
Departments will not receive notification of their Chartstring being charged.

The notify button is for approvers in QA, only. However, the department initiating the transaction will be identified on the journal entry line. This will allow a department to identify who charged their project.

18. When you cash checks, do you need a hard copy of a journal entry as well?
You will take care of this the same way as you would today.

19. When the FAS conversion takes place, will it be at the detailed level or the summary level?
The summary level.

20. We have three people in our department, including our Director; can there be two Requisitioners and one Approver?
Yes.

21. If we are managing a number of funds in different departments, can the Approver be on of those departments?
Yes.

22. If you are spending carry over funds from year 1 to year 2, will the system be able to move this information over efficiently?
Please contact Restricted Funds for more information.

23. How will money be transferred to UMMS?
It has been replaced by the new form. There are forms available on the web (Financial Services website). Send the form to QA with the appropriate documentation backup.

Here is the link for the hospital transfer forms. www.fincsvc.umaryland.edu/forms.cfm

24. Can a journal entry have attachments?
NO

25. Is there any reason why a journal entry would be kicked back from the General Ledger?
Only if Quality Assurance had a problem with the journal entry, it would then be denied.

26. How will the system know if there are enough funds available for spending?
The system will not know automatically. Quality Assurance will check for this.

27. What about cost centers charging the hospitals?
For those using cost-sharing, your projects should be setup to select fund 148 or 146. Please contact Financial Services if changes need to be made.

28. Will the comments for the Reference field and Journal Line Description show up on the printed copy of the journal entry or in RAVEN?
Both in the printed journal entry copy and RAVEN.