

JOURNAL ENTRY: REVENUE AND EXPENSE TRANSFER

This process replaces the former advance deposit process for income, reimbursement, or gifts and donations. Funds will be transferred from UC ANR's central clearing account to the departments (counties) income accounts, reimbursing accounts, or the central gifts and donations account (complete chart strings below).

REQUIREMENTS

1. UC ANR departments (counties) have deposit funds to their local bank branch.
2. UC Davis Cashiering Office has identified UC ANR deposits from step 1 based on zip codes and transferred the funds to UC ANR's central clearing account:
Segment-Fund-Department-Account-Purpose-Program-Project-Activity-Inter Ent-Future 1-Future 2
3310-13U10-9932211-100100-00-000-0000000000-000000-0000-000000-00000
3. UC ANR departments have submitted a completed Statement of Cash Collection (SCC) form with their income account(s) in the new Common Charge of Accounts (CCoA) format for allocation of funds deposited.
 - a. For gifts and donations formerly allocated to L-1160120, use the chart string:
3310-13U10-1000002-234000-00-000-0000000000-000000-0000-000000-00000
4. Debits and Credit has been identified:
Debit: UC ANR's central clearing account
Credit: UC ANR department (county) income account **OR** account for gifts and donations **OR** account reimbursing.
5. General Ledger Journal Entry JR Role in Aggie Enterprise has been assigned.
6. ADF Desktop Integration Tool has been installed.

STEPS

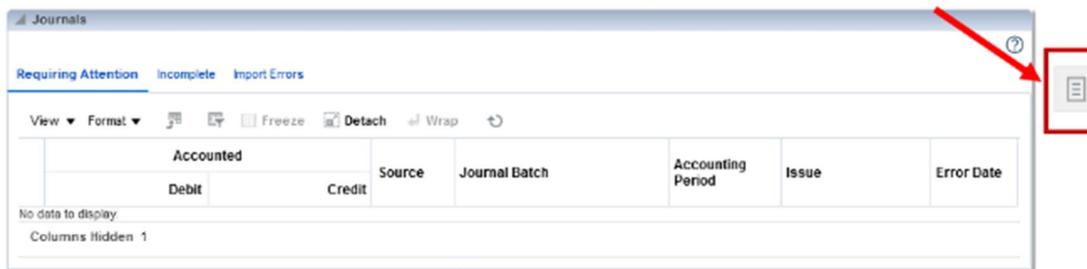
1. Log in to Aggie Enterprise.

2. Select the **General Accounting** application and **Journals** as the page entry.



3. Click the **Tasks** icon on the right side of the Journals page to open the Task Menu.

Journals

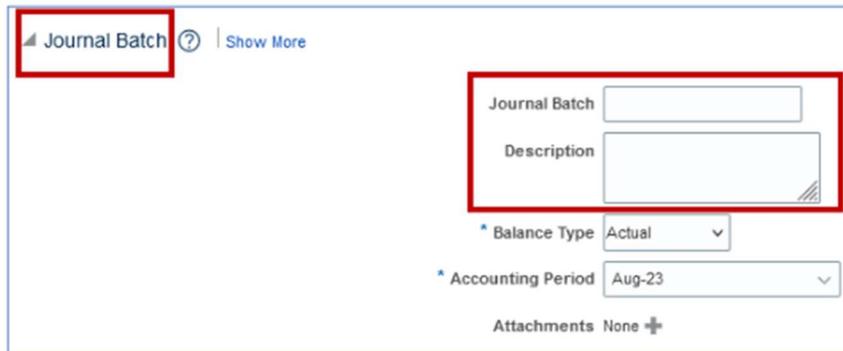


4. Click on the **Create Journal** link.



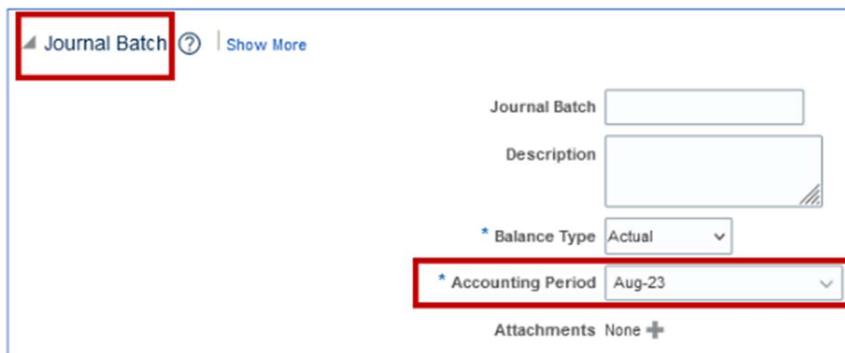
5. Enter a journal batch name (max length 100): Approval Org (FIS) + System generated number (6 characters) + JV transaction code (REVALC) + Short description (max 25 characters). Example: FIS XXXXXX REVALC SCC XXXX...Field is researchable and included in the *UCD Transaction Listing Report*.

6. Enter a batch description (max length 240). Field is researchable field but not required nor is it included in the *UCD Transaction Listing Report*.



The screenshot shows a form titled "Journal Batch" with a "Show More" link. The form contains several fields: "Journal Batch" (text input), "Description" (text input with a diagonal line in the bottom right corner), "* Balance Type" (dropdown menu set to "Actual"), "* Accounting Period" (dropdown menu set to "Aug-23"), and "Attachments" (set to "None" with a plus icon). A red box highlights the "Journal Batch" label and the "Description" field.

7. Specify the accounting period. The accounting period is defaulted to the current open accounting period. May be created in a future enterable period but the status will remain *Unposted* until the period is opened.



The screenshot shows the same "Journal Batch" form. A red box highlights the "* Accounting Period" dropdown menu, which is currently set to "Aug-23".

8. Leave the Journal Name field blank (max length 100) in the journal section. The system will automatically assign a unique journal name when you leave it blank. This field is included on the UCD Transaction Listing Report.
9. Enter a Journal Description into the respective fields (max length 240) in the journal section. Field is researchable field but not required nor is it included in the *UCD Transaction Listing Report*.

The screenshot shows the 'Journal' section of a form. A red box highlights the 'Journal' label and a 'Show More' link. Another red box highlights the 'Journal' and 'Description' input fields. Below these, the 'Ledger' is set to 'UCD Primary Ledger'. The 'Accounting Date' is set to '8/12/23' and is also highlighted with a red box. The 'Category' field is a dropdown menu.

10. The accounting date in the journal section is defaulted to the system date if the accounting period selected in the Journal Batch section is aligned with the system date. If the accounting period selected in the Journal Batch region is a prior period, then the Journal Accounting date = Last date of the selected period. If the accounting period selected in the Journal Batch region is a future period, then the Journal Accounting date = First date of the selected period.

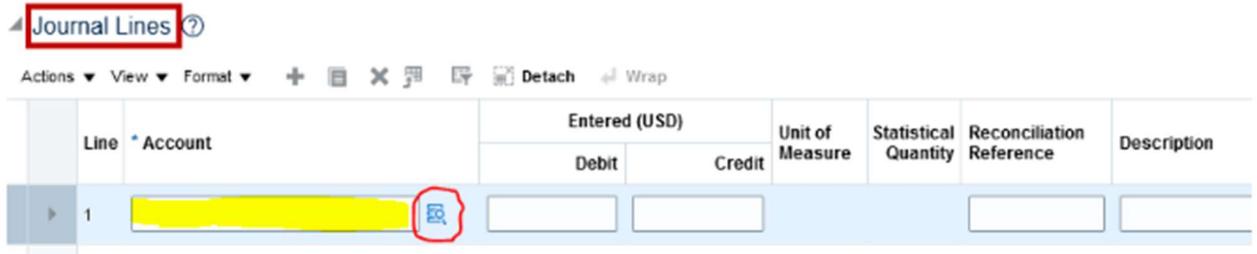
This screenshot is similar to the previous one, but the 'Accounting Date' field, which is set to '8/12/23', is highlighted with a red box. The 'Journal' and 'Description' fields are no longer highlighted.

11. Select the REVENUE_TRANSFER from the Category field for income and gifts; use EXPENSE TRANSFER to reimburse a natural account that starts with 7 or 5.

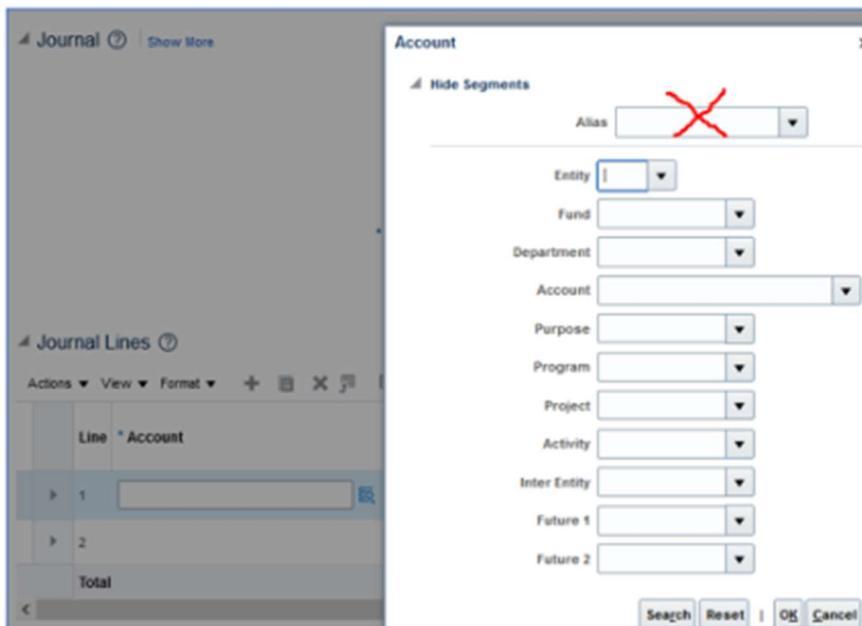
The screenshot shows a dropdown menu for the 'Category' field. The current selection is '99'. The dropdown list is open, showing several options: '991000B_ACCRUAL_DEFERRAL', '991000B_EXPENSE_TRANSFER', '991000B_FINANCIAL_CONTROL', '991000B_RECHARGES', and '991000B_REVENUE_TRANSFER'. The '991000B_EXPENSE_TRANSFER' and '991000B_REVENUE_TRANSFER' options are highlighted in yellow. The text 'sur' is visible at the bottom right of the dropdown.

12. Enter your first GL chart string in Line 1 in the Journal Lines region. All COA segment values must be populated. Users can type in the full chart string or use the magnifying

glass to search for individual segment values. You may need to expand the column by hovering over the column separator and dragging it to the right until the search icon appears.



13. Ignore the *Alias* field at the top of segments when searching. This is not used on manual journals.



14. Select *Search* and type part of the description to search for a value. The wildcard “%” sign may also be used, before or/and after the description, to broaden search parameters.

Account	ABAE001	ABAE Bio and Ag Engineering
Purpose	ADNO001	ADNO Deans Office
Program	1000001	Central Office AP
Project	1000002	Central Office General Accounting
Activity	1000003	Central Office Payroll
Inter Entity	1000004	Central Office Tax Reporting and Co...
Future 1	1000005	Central Office Contracts and Grants ...
Future 2	1000006	Central Office Cashiers Office
	1000007	Central Office Student Accounting

Search and Select: Department

Search

Match All Any

Value

Description

Value	Description
No rows to display	

15. Click “OK” when all values have been correctly populated. The full GL chart string will appear on the Account line in the Journal Lines region.

Account

Hide Segments

Alias

Entity UC Davis Campus

Fund University Common Funds 99100

Department ADNO Deans Office

Account Appropriations Transfer Btwn Units One Time

Purpose Instruction Dept Research

Program Default Program Value

Project Default Project

Activity Default Activity Value

Inter Entity Inter Entity Default Value

Future 1 Default

Future 2 Default

16. Complete Line 1 of the journal by entering the debit or credit amount. Debit and credit amounts must be equal. You can also enter a description (max length 240) for the line. This field is included on the *UCD Transaction Listing Report*. The reconciliation reference field is used by subledgers and boundary systems only and should be left blank.

The screenshot shows the 'Journal Lines' interface with the following data for Line 1:

Line	Account	Entered (USD)		Unit of Measure	Statistical Quantity	Reconciliation Reference	Description
		Debit	Credit				
1	3110-13U00-ADNO001-775B15-40-000	10,000.00					Transfer funds from Dean's Office to PFM Faculty Project

17. Click in the blank space if you do not see the fields to enter the next line of the journal and the fields will appear.

The screenshot shows the 'Journal Lines' interface with a yellow callout box pointing to a blank space between Line 1 and Line 2, with the text 'click in here'.

18. Select *Add Row* from the **Actions** drop-down menu to add additional journal lines. Note that lines can also be duplicated and deleted from this menu.

The screenshot shows the 'Journal Lines' interface with the 'Actions' menu open, displaying the following options:

- Add Row
- Duplicate
- Delete

19. Click the "+" icon in the Journal Batch region to add attachments. Attachments can be a file, text, or a URL. Adding attachments is not required but should be included if additional information is needed for the approver to understand and approve the journal. Be sure attachments do not contain any PII (personally identifiable information).

Journal Batch

Description

Balance Type Actual

* Accounting Period Aug-23

Attachments None +

20. Click “choose file” and select the file. Once selected. Click “OK.”

Attachments

Actions View + X

Type	Category	* File Name or URL
File	Journal Batch	Choose File No file chosen

Rows Selected 1

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description
File	Journal Batch	Manual_Journal_Supporting_Documentation.docx	Upd. Manual_Journal_Support	

Rows Selected 1

OK Cancel

21. Click the *Complete* button to submit the journal for approval and posting. Click the *Save* button to save the draft.

AggieEnterprise

Data Access Set: UCD Ledger Set

Create Journal

Journal Batch Show More

Batch Actions

Save Complete Post Cancel