PCard/Fed Ex Expense Journal Entry
Expense Journal Entries

- The expense journal entry panel is used exclusively to transfer
  Federal Express Procurement Card transactions from one project to another, within 60 days of the original posting date.
Accessing Journal Entries

- Go to techworks.gatech.edu
  - Use GT Account/password to log on

- Go to My Financials

- Click General Ledger Journal Entries
Create “Add” A JE

- Click “Add a New Value” tab
- Select the JE Type
  - FDX – redistribute Federal Express charges
  - PCard – redistribute Purchasing Card charges

Click “Add”
Enter JE Data

- Enter Project Id
  - Original Posting Reference
    - Federal Express: Invoice #
    - Pcard: Document Id #

- Original Posting Date (from GL)
- Amount
  - For credit amounts use (-) negative sign before amount
  - Enter decimal point
More JE Rows To Add

Need to add another row?

Click to add another row

Click to delete a row
Check Entries

- JE must be in balance
  Debits must equal credits
Save Often

- Really – save often!
  - You will lose all entries since last save if there is a network problem. (Yes, it does happen)

**Note:** It is not necessary to start a new JE. Continue to add rows to the existing JE, just be sure to save often.
Printing A Journal Entry

- JE Report **must** be printed before the transactions are posted to GL (nightly)

Go to

“Reports”

“List GT EXP Jrnl by User ID”

Enter your
Run Control ID
Enter Report Parameters

- Enter Business Unit: “GT”, JE Type
- Click “Run”
Select JE Report Format

- Format options are PDF or CSV (excel style)
- Click “OK”
Note Process Instance #

- Process Instance # identifies your report

Go to “Report Manager” or “My Reports” to view report
View Report

- Verify your entries are correct
- Balance should be “0”

<table>
<thead>
<tr>
<th>Line#</th>
<th>Project Number</th>
<th>Account</th>
<th>Reference</th>
<th>GT Original Posting Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>65311115</td>
<td>727200</td>
<td>FX2367456</td>
<td>09/26/2005</td>
<td>-114.00</td>
</tr>
<tr>
<td>2</td>
<td>6538835</td>
<td>727200</td>
<td>FX2367456</td>
<td>09/26/2005</td>
<td>114.00</td>
</tr>
</tbody>
</table>

Total Debits: 114.00
Total Credits: -114.00
Net Amount: 0.00
When Are My JEs Posted to GL?

- Journal entries created through the expense journal entry panels will be picked up nightly through a batch-processing job.
- Additions, deletions, and corrections can be made to the journal entries until the close of business each day.
Questions?

gl.ask@business.gatech.edu