

9.2 Correcting Grant/Project Accounting Entries in General Ledger (External Transactions from Payroll or Student Financials)

Purpose: Use the following document as a reference how to correct Grant/Project related Accounting Entries in the General Ledger in ctclink.

Audience: General Ledger Accountant/Finance Supervisor.

! You must have at least one of these local college managed security roles:

- ZZ GL Journal Entry


You must also set these User Preference Definitions:

- [User Preferences: General Ledger](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

External Journals such as from HCM (Payroll Journals) and CS (SF Journals) have been journalized and posted into the General Ledger. If Grant/Project-related corrections are needed, a manual journal entry or upload is needed to make the necessary corrections using the GLE Analysis Type in order for the correction to be marked as Billable for Cost Reimbursable Contracts. Note the DNC - Do Not Collect Analysis Type is used for Cash Balancing and for lines you do not want to be Billed for reimbursement.


Correcting Grant/Project Accounting Entries in General Ledger

 Payroll Combo Codes and/or SF Item Types will need to be updated within their respective areas to reflect the correct Grant ChartString. Communicate with whomever creates Combo Codes/SF Item Types to make sure the information is correct prior the next Payroll or Second Journal Set process.

Recommended to verify the corrections have been made in Payroll/Student Financials and then follow this QRG documenting the 'pay periods' or 'time frame' within the Journal Long Description field.

Navigation: NavBar > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1. The Create/Update Journal Entries search page will display.
2. Select **Add a New Value** tab.
3. Enter the **Business Unit**.
4. Enter the **Journal Date** (needs to be within an Open/Current Month).
5. Select **Add**.

 Keep the Journal ID as '**NEXT**' for the system to auto-populate to the next Journal ID number.

Create/Update Journal Entries

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Business Unit

Journal ID

Journal Date

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

6. The **Create/Update Journal Entries** page displays.
7. Enter a **Long Description**.
8. Select the **Ledger Group**.
9. Select the **Ledger**.
10. Select the **Source** as **EXT** for External.
11. Select the **Lines** tab.

! Use the **Attachment** link to attach Documentation or reason why of Grant Payroll Correction. This is important to attach documents at this stage for easy reference during future Grant/Award audits.

Process List Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit WA220 Journal ID NEXT Date 02/18/2021

Long Description Grant Payroll Correction: Jane Smith's Nov 2020 Salaries & Benefits. Transferring FROM Dept.# 149-018-21212 TO: Dept.#145-118- 21312 PROJ# 2960 ACT# BEDLB Per Grant Admin P. Carroll

70 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger LOCAL Fiscal Year 2021

*Source EXT Period 8

Reference Number ADB Date 02/18/2021

Journal Class Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By CTC_KEBERT Karen Ebert

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

12. The Lines tab page displays.
13. Enter the ChartString that needs to be corrected:
 - a. Enter the **Account**.
 - b. Enter the **Operating Unit**.
 - c. Enter the **Fund**.
 - d. Enter the **Class**.
 - e. Enter the **Department**.
 - f. Enter the **Amount**.
14. In the **Lines to add** field enter the amount of rows to add and select the plus icon.

 For Grant/Project related lines, add the **PC Bus Unit** (Project Costing Business Unit) in order to enter the associated **Project** and **Activity**.

Process List Create/Update Journal Entries New Window

Header **Lines** Totals Errors Approval

Unit WA220 Journal ID NEXT Date 02/18/2021
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines 1-4 of 4

Select	Line	*Unit	*Ledger	Approp	Account	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit
<input type="checkbox"/>	1	WA220	LOCAL		5000090	7220	149	018	21212	-740.69	
<input type="checkbox"/>	2	WA220	LOCAL		5010010	7220	149	018	21212	-43.82	
<input type="checkbox"/>	3	WA220	LOCAL		5010020	7220	149	018	21212	-10.25	
<input type="checkbox"/>	4	WA220	LOCAL		5010030	7220	149	018	21212	-74.07	

Lines to add 4 + -

▼ Totals 1-1 of 1 View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA220	4	0.00	740.69	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

15. Enter the necessary correcting line items.

Header **Lines** Totals Errors Approval NEW WINDOW

Unit WA220 Journal ID NEXT Date 02/18/2021
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ Lines 1-8 of 8

Select	Line	*Unit	*Ledger	Approp	Account	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit
<input type="checkbox"/>	1	WA220	LOCAL		5000090	7220	149	018	21212	-740.69	
<input type="checkbox"/>	2	WA220	LOCAL		5010010	7220	149	018	21212	-43.82	
<input type="checkbox"/>	3	WA220	LOCAL		5010020	7220	149	018	21212	-10.25	
<input type="checkbox"/>	4	WA220	LOCAL		5010030	7220	149	018	21212	-74.07	
<input type="checkbox"/>	5	WA220	LOCAL		5000090	7220	145	118	21312	740.69	WA220
<input type="checkbox"/>	6	WA220	LOCAL		5010010	7220	145	118	21312	43.82	WA220
<input type="checkbox"/>	7	WA220	LOCAL		5010020	7220	145	118	21312	10.25	WA220
<input type="checkbox"/>	8	WA220	LOCAL		5010030	7220	145	118	21312	74.07	WA220

Lines to add 4 + -

▼ Totals 1-1 of 1 View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA220	8	0.00	868.83	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

💡 Notice this example is reducing the Operating/Local department and increasing the Grant Fund 145 ChartString. These line items need to be marked as Billable (labeled as GLE) in order to be picked up from Project Costing and billed for reimbursement.

	Account	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit	Project	Activity	An Type
Q	5000090 Q	7220 Q	149 Q	018 Q	21212 Q	-740.69				
Q	5010010 Q	7220 Q	149 Q	018 Q	21212 Q	-43.82				
Q	5010020 Q	7220 Q	149 Q	018 Q	21212 Q	-10.25				
Q	5010030 Q	7220 Q	149 Q	018 Q	21212 Q	-74.07				
Q	5000090 Q	7220 Q	145 Q	118 Q	21312 Q	740.69	WA220 Q	0000002960 Q	BEDLB Q	GLE Q
Q	5010010 Q	7220 Q	145 Q	118 Q	21312 Q	43.82	WA220 Q	0000002960 Q	BEDLB Q	GLE Q
Q	5010020 Q	7220 Q	145 Q	118 Q	21312 Q	10.25	WA220 Q	0000002960 Q	BEDLB Q	GLE Q
Q	5010030 Q	7220 Q	145 Q	118 Q	21312 Q	74.07	WA220 Q	0000002960 Q	BEDLB Q	GLE Q

16. Add two more lines to 'Cash Balance' the Journal, using GL Account **1000199**.

⚠️ Notice the Grant ChartString has an Analysis Type of **DNC** = Do Not Collect so the Cash Balancing lines are not tagged as Billable Line items. Also in order to balance the journal entry, a cash balance line item is added for each Fund total. The Account **1000199** = Internal Cash is for moving money (expenses or revenues) from one Fund to another.

▼ Lines

Select	Line	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	7220	149	018	21212	-740.69				
<input type="checkbox"/>	2	7220	149	018	21212	-43.82				
<input type="checkbox"/>	3	7220	149	018	21212	-10.25				
<input type="checkbox"/>	4	7220	149	018	21212	-74.07				
<input type="checkbox"/>	5	7220	145	118	21312	740.69	WA220	0000002960	BEDLB	GLE
<input type="checkbox"/>	6	7220	145	118	21312	43.82	WA220	0000002960	BEDLB	GLE
<input type="checkbox"/>	7	7220	145	118	21312	10.25	WA220	0000002960	BEDLB	GLE
<input type="checkbox"/>	8	7220	145	118	21312	74.07	WA220	0000002960	BEDLB	GLE
<input type="checkbox"/>	9	7220	149	018	21212	868.83				
<input type="checkbox"/>	10	7220	145	118	21312	-868.83	WA220	0000002960	BEDLB	DNC

Lines to add: 2 +

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA220	10	1,737.66	1,737.66	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display

Header | Lines | Totals | Errors | Approval

17. Select **Save**.
18. Your Journal number will be created, i.e. Journal ID 0000104009.
19. Select **Ok**.

Header | **Lines** | Totals | Errors | Approval

Unit: WA220 **Journal ID: 0000104009** Date: 02/18/2021

Inter/IntraUnit *Process: Edit Journal Process

▼ Lines

Select	Line	*Unit	*Ledger	Approp	Account	Oper Unit	Fund	Cl
<input type="checkbox"/>	1	WA220	LOCAL		5000090	7220	149	0
<input type="checkbox"/>	2	WA220	LOCAL		5010010	7220	149	0
<input type="checkbox"/>	3	WA220	LOCAL		5010020	7220	149	0
<input type="checkbox"/>	4	WA220	LOCAL		5010030	7220	149	0
<input type="checkbox"/>	5	WA220	LOCAL		5000090	7220	149	1
<input type="checkbox"/>	6	WA220	LOCAL		5010010	7220	145	1

Journal 0000104009 is saved. (5210,6)

OK

20. In the Process field drop-down menu, select **Edit Journal**.
21. Select **Process** to budget check the ChartStrings and Total Amounts.

i Your journal is balanced at this point, where the **Total Debits = Total Credits**. The Journal and Budget Status is **N**. Your journal must equal in order to be submitted for approval.

Process List | Create/Update Journal Entries

Unit: WA220 | Journal ID: 0090104009 | Date: 02/18/2021

Inter/IntraUnit | *Process: **Edit Journal** | **Process** | Line: 8

Select	Line	*Unit	*Ledger	Approp	Account	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit
<input type="checkbox"/>	1	WA220	LOCAL		5000090	7220	149	018	21212	-740.69	
<input type="checkbox"/>	2	WA220	LOCAL		5010010	7220	149	018	21212	-43.82	
<input type="checkbox"/>	3	WA220	LOCAL		5010020	7220	149	018	21212	-10.25	
<input type="checkbox"/>	4	WA220	LOCAL		5010030	7220	149	018	21212	-74.07	
<input type="checkbox"/>	5	WA220	LOCAL		5000090	7220	145	118	21312	740.69	WA220
<input type="checkbox"/>	6	WA220	LOCAL		5010010	7220	145	118	21312	43.82	WA220
<input type="checkbox"/>	7	WA220	LOCAL		5010020	7220	145	118	21312	10.25	WA220
<input type="checkbox"/>	8	WA220	LOCAL		5010030	7220	145	118	21312	74.07	WA220
<input type="checkbox"/>	9	WA220	LOCAL		1000090	7220	149	018	21212	868.83	
<input type="checkbox"/>	10	WA220	LOCAL		1000090	7220	145	118	21312	-868.83	WA220

Lines to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA220	10	1,737.66	1,737.66	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display

22. A message window will appear.
23. Select **Ok**.

Would you like to wait for confirmation that the Edit process has completed? (5010,465)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

Yes No

24. From the Process drop-down arrow, select **Submit Journal**.
25. Select the **Process** button to submit your journal for approval.

! In order to submit your Journal for approval, your Journal Status and Budget Status must be marked as 'V' for Valid.

Process List **Create/Update Journal Entries**

Header | **Lines** | Totals | Errors | Approval

Unit: WA220 | Journal ID: 0000104009 | Date: 02/18/2021

InterIntraUnit | *Process: **Process** | Line: 10

Submit Journal

Select	Line	*Unit	Account	Oper Unit	Fund	Class	Dept	Amount	PC Bus Unit
<input type="checkbox"/>	9	WA220	1000090	7220	149	018	21212	868.83	
<input type="checkbox"/>	10	WA220	1000090	7220	145	118	21312	-868.83	WA220
<input type="checkbox"/>	1	WA220	5000090	7220	149	018	21212	-740.69	
<input type="checkbox"/>	5	WA220	5000090	7220	145	118	21312	740.69	WA220
<input type="checkbox"/>	2	WA220	5010010	7220	149	018	21212	-43.82	
<input type="checkbox"/>	6	WA220	5010010	7220	145	118	21312	43.82	WA220
<input type="checkbox"/>	3	WA220	5010020	7220	149	018	21212	-10.25	
<input type="checkbox"/>	7	WA220	5010020	7220	145	118	21312	10.25	WA220
<input type="checkbox"/>	4	WA220	5010030	7220	149	018	21212	-74.07	
<input type="checkbox"/>	8	WA220	5010030	7220	145	118	21312	74.07	WA220

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA220	10	1,737.66	1,737.66	V	V

26. Optional to select the Approval tab to review the Approval Status.

Process List **Create/Update Journal Entries**

Header | Lines | Totals | Errors | **Approval**

Unit: WA220 | Journal ID: 0000104009 | Date: 02/18/2021 | Submit

Approval Status

Unit: WA220
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: Approve
 Deny Comments: (254 characters remaining)

Journal Approval

Unit WA220, ID 0000104009, Date 2021-02-18, Line Unit WA220: Pending

Journal Approval: Pending Multiple Approvers (Click Journal Approvals Role)

Approval History

Save | Notify | Refresh | Add | Update/Display

27. Process complete.