

# Creating a Manual F&A Journal Entry

**Purpose:** Use this document as a reference to create a manual Facilities & Administration (also known as Indirect Cost or F&A) Journal entry in ctcLink.

**Audience:** Finance Staff.


 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](#)
- [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.

 Have the appropriate backup documentation ready to be attached to the journal. Prior to creating the manual F&A Journal, recommend your Grant Admin create an excel spreadsheet of actual Grant Expenses providing the justification of the F&A amounts with appropriate approval.

It is recommended to use the following Queries to gather your posted expense data:


- **QFS\_PC\_PROJ\_RESOURCE** - Query from Project Resource (Analysis Type BLD = billed lines)
- **QFS\_GL\_ACCT\_ANALYSIS** - GL Ledger Table/Trial Balance with Summary Totals
- **QFS\_GL\_ACCOUNT\_ANALYSIS** - GL Detailed Trial Balance with Activity and Journal ID fields

Optional to use the Journal Import Spreadsheet upload process when handling multiple lines. Please see the following [QRG 9.2 Importing a Journal Spreadsheet](#).

 Please note the SBCTC Accounting GL Account coding requirements throughout this document.


## Creating a Manual F & A Journal Entry

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

 For the following example, \$20,000 of Grant salaries was incurred for the month of November with a Grant-defined indirect rate of 5% of salaries. The F&A Expense to be billed for reimbursement is \$1,000.

### Entering Header Information

1. The **Create/Update Journal Entries** search page displays. Select **Add a New Value** tab to add a new value.
  - a. If it did not automatically populate, enter or select the business unit in the **Business Unit** field.
  - b. The **Journal Date** will auto-fill with the current date.
  - c. Select **Add**.
2. The **Create/Update Journal Entries** page displays. The **Header** tab displays journal header information that uniquely identifies a journal, such as business unit, journal ID, and journal date. This page also contains options for setting, adjusting and reversing entries.
  - a. Enter an appropriate description in the **Long Description** field. This field can be useful in identifying information for future auditing purposes.
  - b. Enter or select 'ACTUALS' in the **Ledger Group** field.
  - c. Enter 'LOCAL' in the **Ledger** field.
  - d. Enter 'ONL' in the **Source** field. This is the code used for manual journal entries.
3. Select the **Lines** tab.

 Use the **Attachments** link to attach pdf or word doc backup documentation.

< My WorkCenters Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit WA040 Journal ID NEXT Date 09/11/2023

Long Description Charges for F&A Expense for FY24 Perkins Plan Grant for August 1 - 31, 2023  
F&A Rate = 5% Salaries.  
155 characters remaining

\*Ledger Group ACTUALS Ledger LOCAL \*Source ONL

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2024 Period 3 ADB Date 09/11/2023

Reference Number Journal Class Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

Reversal: Do Not Generate Reversal

Entered By CTC\_KEBERT Entered On Last Updated On

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

## Entering Line Items


Use the **Lines** page to record the transaction lines that comprise the journal.

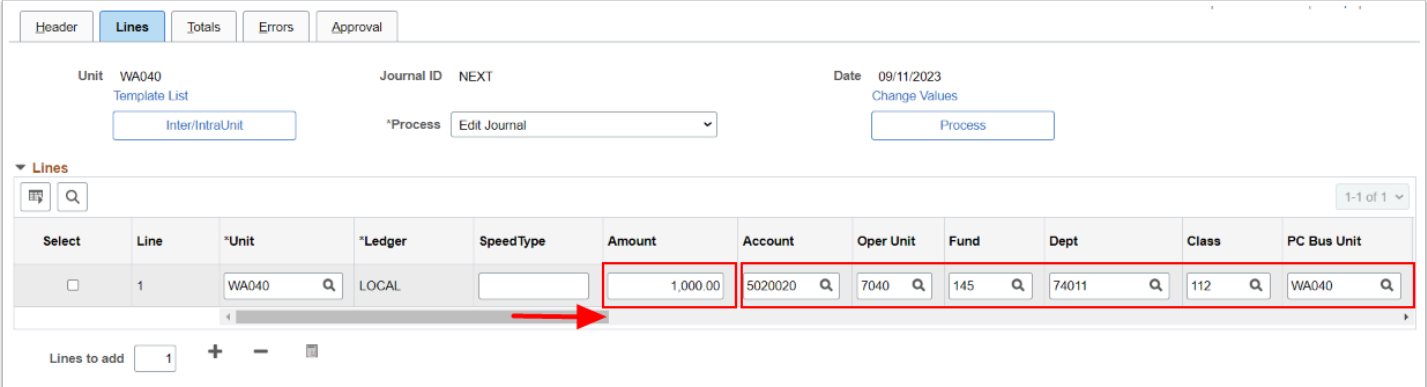
**Note:** SBCTC requires the presence of a Business Unit (**\*Unit**), **Account**, **Fund**, **Dept**, **Class**, and **State Purpose** for every transaction, including journal entry. Additionally, grant and project related journal entries require a **Project Bus Unit**, **Project Number**, **Activity**, and **Analysis Type**. During processing of the journal entry (also known as Budget Checking), the system will use this information to check for valid ChartField combinations and sufficient budget.

Analysis Type **GLE** (General Ledger Expense) will create a Billable Line item when cost collection process runs and marks the line as Billable or BIL ready for Grants Billing. The **DNC** (Do Not Collect) is for cash balancing the journal and should not be marked as a Billable line item.

4. The **Lines** tab displays. Use it to record the transaction lines that comprise the journal.
5. Enter the journal entry amount in the **Amount** field.
6. Enter or select the appropriate Accounting Distribution:
  - a. Enter in the **Account** field the SBCTC accounting rules requires account **5020020** = Indirect Cost.
  - b. Enter or select the appropriate operating unit in the **Oper Unit** field.


- c. Enter or select the appropriate fund in the **Fund** field.
  - d. Enter or select the appropriate department in the **Dept** field.
  - e. Enter or select the appropriate class in the **Class** field.
  - f. Enter or select the appropriate Project Costing Business Unit in the **PC Bus Unit** field.
7. Scroll the **bar** to the right to complete additional ChartFields.

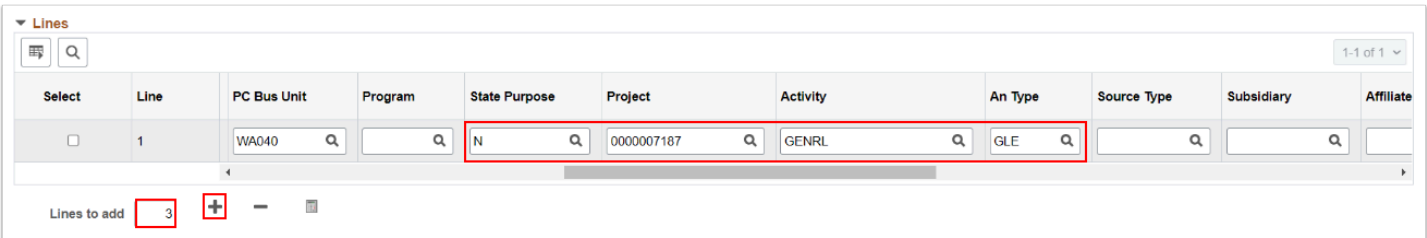
 The **Project Business Unit or PC Bus Unit** (i.e. WA040) will allow you to enter the Project, Activity, and Analysis Type Chartfields completing a valid Grant/Project Chartstring.



The screenshot shows the 'Lines' tab of a journal entry form. The 'Amount' field is highlighted with a red box and a red arrow pointing to it. The 'PC Bus Unit' field is also highlighted with a red box. The 'Amount' field contains the value '1,000.00'. The 'PC Bus Unit' field contains the value 'WA040'. The 'Account' field contains the value '5020020'. The 'Fund' field contains the value '145'. The 'Dept' field contains the value '74011'. The 'Class' field contains the value '112'. The 'PC Bus Unit' field contains the value 'WA040'.

8. Enter or select the correct state purpose in the **State Purpose** field.
9. Enter or select the appropriate project in the **Project** field.
10. Use the lookup magnifying glass to select the activity in the **Activity** field.
11. Enter or select the appropriate analysis type in the **An Type** field.
12. Enter the number of **Lines to Add** and the **plus icon '+'** to add the off-setting item using the Copy Down ID functionality.

 The **GLE** Analysis type will create a Billable Line item when the Cost Collection process runs. Please refer to QRG [Analysis Types](#) for additional information.



The screenshot shows the 'Lines' tab of a journal entry form. The 'State Purpose', 'Project', 'Activity', and 'An Type' fields are highlighted with a red box. The 'Lines to add' field is also highlighted with a red box. The 'State Purpose' field contains the value 'N'. The 'Project' field contains the value '0000007187'. The 'Activity' field contains the value 'GENRL'. The 'An Type' field contains the value 'GLE'. The 'Lines to add' field contains the value '3'.

**i Note:** All values just entered will be copied to the new line, with the exception of the Account and Amount. The Amount will be the amount needed to auto-balance the journal. As you change the Amount and add more lines, the Amount will automatically adjust to the amount necessary to balance the journal. You will need to provide an Account for each new line.

13. Enter or select the appropriate amount and account for the second line item for cash balancing the journal in the **Account** field.
14. Note: On the second line item, change the Analysis Type field to **DNC** (Do Not Collect).
15. Enter the appropriate offset Chartfields for line items 3 and 4 (please check with your local college business practices for the correct coding). Scroll over to review all lines items and enter the State Purpose.

**!** For cash balancing for Line Item 2, be sure to update the Analysis Type to **DNC** for Do Not Collect so it will not be cost collected as a billable line item. SBCTC Accounting Rules require GL Account **1000199**.

SBCTC Accounting Rules require a debit to GL Account **5020020** (Indirect Cost) and a credit to **1000199** for the Fund 145 Grant Chartstring and a credit to **5020021** (F&A Offset) and a debit to **1000199** for the Fund **146** control account with Class# **182** and a Department of **98219**.

The standardized coding is required for the automated calculation process in Grants.

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

Unit: WA040      Journal ID: NEXT      Date: 09/11/2023  
 Template List      Change Values  
 Inter/IntraUnit      \*Process: Edit Journal      Process

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit
<input type="checkbox"/>	1	WA040	LOCAL		1,000.00	5020020	7040	145	74011	112	WA040
<input type="checkbox"/>	2	WA040	LOCAL		-1,000.00	1000199	7040	145	74011	112	WA040
<input type="checkbox"/>	3	WA040	LOCAL		-1,000.00	5020021	7040	146	98219	182	
<input type="checkbox"/>	4	WA040	LOCAL		1,000.00	1000199	7040	146	98219	182	

Lines to add: 3

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA040	4	1,000.00	0.00	N	N

Save    Notify    Refresh    Add    Update/Display

💡 Optional to utilize the **Journal Description** field to add additional information, such as the month(s) of F&A Expense. This description will be cost collected over into Project Costing and can help identify when Billing for reimbursement.

▼ Lines

Select	Line	PC Bus Unit	Program	State Purpose	Project	Activity	An Type	Journal Line Description	Source Type
<input type="checkbox"/>	1	WA040		N	0000007187	GENRL	GLE	F&A August - Perkins Plan	
<input type="checkbox"/>	2	WA040		N	0000007187	GENRL	DNC	Indirect Cost - Cash Balancing	
<input type="checkbox"/>	3			N				F&A Offset - Perkins Plan	
<input type="checkbox"/>	4			N				Indirect Cost - Cash Balancing	

16. Select **Save**.
17. A message displays that the Journal number is saved.
18. Select **OK**.

Journal ID 0000359011 Date 09/11/2023  
 Search Criteria Change Values View Audit Logs

\*Process Edit Journal Process Line 4

1-4 of 4

Ledger	SpeedType	Amount	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit
LOCAL		1,000.00	5020020	7040	145	74011	112	WA040
LOCAL		-1,000.00	1000199	7040	145	74011	112	WA040
LOCAL		-1,000.00	5020021	7040	146	98219	182	
LOCAL		1,000.00	1000199	7040	146	98219	182	

Journal 0000359011 is saved. (5210,6)

OK

19. The **Message** window disappears. The updated **Lines** tab displays. Note that your newly-created **Journal ID** displays.

**Note:** The journal entry is balanced when the value in the **Total Debits** column is equal to the value in the **Total Credits** column. When you have a balanced journal, you may begin processing the journal directly from this page.

< My WorkCenters Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit WA040 Journal ID 0000359011 Date 09/11/2023  
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process Edit Journal Process Line 4

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit
<input type="checkbox"/>	1	WA040	LOCAL		1,000.00	5020020	7040	145	74011	112	WA040
<input type="checkbox"/>	2	WA040	LOCAL		-1,000.00	1000199	7040	145	74011	112	WA040
<input type="checkbox"/>	3	WA040	LOCAL		-1,000.00	5020021	7040	146	98219	182	
<input type="checkbox"/>	4	WA040	LOCAL		1,000.00	1000199	7040	146	98219	182	

Lines to add 3

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA040	4	2,000.00	2,000.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

# Processing the Journal Entry Online & Submitting for Approval

20. Use the **Lines** page to process the journal. Begin by verifying that the \*Process box reads **"Edit Journal"**, then select **Process**.

My WorkCenters

Create/Update Journal Entries

Header

Lines

Totals

Errors

Approval

Unit: WA040  
Template List

Journal ID: 0000359011  
Search Criteria

Date: 09/11/2023  
Change Values

View Audit Logs

Inter/Intra Unit

\*Process: Edit Journal

Process

Line: 4

Lines

1-4 of 4

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit
<input type="checkbox"/>	1	WA040	LOCAL		1,000.00	5020020	7040	145	74011	112	WA040
<input type="checkbox"/>	2	WA040	LOCAL		-1,000.00	1000199	7040	145	74011	112	WA040
<input type="checkbox"/>	3	WA040	LOCAL		-1,000.00	5020021	7040	146	98219	182	
<input type="checkbox"/>	4	WA040	LOCAL		1,000.00	1000199	7040	146	98219	182	

Lines to add: 3

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA040	4	2,000.00	2,000.00	N	N

Save

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

**Note:** The journal is processing. You may get a message asking if you'd like to wait for confirmation (**Yes**) or not to wait (**No**) and return later by checking the Process Monitor if ran to success prior accessing the Journal.

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

21. The journal page displays with an updated Journal and Budget Status.



**Note:** The Journal Status and Budget Status change to **'V'** (Valid) after the journal is edited. You can only submit a journal for approval that is valid for both statuses.

Header

Lines

Totals

Errors

Approval

Unit WA040

Journal ID 0000359011

Date 09/11/2023

Errors Only

Template List

Search Criteria

Change Values

View Audit Logs

Inter/intraUnit

\*Process Edit Journal

Process

Line 10

Lines

1-4 of 4

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit
<input type="checkbox"/>	1	WA040	LOCAL		1,000.00	5020020	7040	145	74011	112	WA040
<input type="checkbox"/>	2	WA040	LOCAL		-1,000.00	1000199	7040	145	74011	112	WA040
<input type="checkbox"/>	3	WA040	LOCAL		-1,000.00	5020021	7040	146	98219	182	
<input type="checkbox"/>	4	WA040	LOCAL		1,000.00	1000199	7040	146	98219	182	

Lines to add 1

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA040	4	2,000.00	2,000.00	V	V

Save

Notify

Refresh

Add

Update/Display

Header | Lines | Totals | Errors | Approval

**Note:** When you run the **Edit Journal** process, either on manual or system generated GL journal, the budget check is automatically run to validate the journal against a budget based on the type of account.

**Note:** Journal entries which require approval cannot be posted until approved through the ctclink workflow approval process. Approval requirements vary by college district.

- Use the **\*Process** drop-down list button to make a new selection.
- Select **Submit Journal**.
- Select **Process**.
- Select the **Approval** tab to view the status.

Lines

Totals

Errors

Approval

WA040

Template List

Inter/IntraUnit

Journal ID 0000359011

Search Criteria

Date 09/11/2023

Change Values

Process

\*Process

Edit Journal

Budget Check Journal

Copy Journal

Delete Journal

Edit Chartfield

Edit Journal

Edit / Pre-Check

Print Journal

Refresh Journal

Submit Journal

Line	*Unit	*Ledger	Account	Oper Unit	Fund	Dept	Cl
1	WA040	LOCAL	5020020	7040	145	74011	1
2	WA040	LOCAL	1000199	7040	145	74011	1
3	WA040	LOCAL	5020021	7040	146	98219	1
4	WA040	LOCAL	1000199	7040	146	98219	1

add 1

1-1 of 1

View All

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
4	2,000.00	2,000.00	V	V



**Note:** The Journal Status is now awaiting approval and posting.

26. On the **Approve** tab, you are able to view the status of the journal.

Header

Lines

Totals

Errors

Approval

Unit WA040

Journal ID 0000359011

Date 09/11/2023

Submit

Approval Status

Unit WA040

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

254 characters remaining

Journal Approval

Unit WA040, ID 0000359011, Date 2023-09-11, Line Unit WA040:Pending

Journal Approval

Pending

Multiple Approvers

GL Journal Approvals-ZZ Role

Approval History

Save

Notify

Refresh

Header | Lines | Totals | Errors | Approval

27. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to access the [F&A Processes](#) training session. This link will open in a new tab/window.