

# BUworks Finance Newsletter

## Year End Closing and Journal Entry process

In this month's issue, we'll discuss Year End Closing and journal entry process

### Year End Closing

The fiscal year ends for the University on June 30, 2016. This process is referred to as *Year End Closing*.

**What does this means?** This means that all financial transactions up until this date are required to be accounted for by law.  
**What does this mean for you, as a finance administrator?** This mean that all corrections or adjustments must be submitted by you and approved before deadlines set in place by the Comptroller's Office.

Keep an eye out for the Comptroller's Fiscal Year End Closing memo. To get an idea of what the memo will look like [click here](#) or copy and paste this URL: <http://www.bu.edu/cfo/files/2015/05/Fiscal-Year-End-Closing-Memo.pdf> to your internet browser.

The Comptroller's resource website page is <http://www.bu.edu/cfo/comptroller/resources/> .

### Journal Entries

Journal entries are used:

- to correct a previously posted transaction
- to process a cost transfer
- to allocate costs

As Year End (June 30th) fast approaches, it's important to review that your *Cost Center's* transactions are coded appropriately and confirm that these transactions are in fact your department's expenses.

Examples of when to use Journal Entries:

- You find an expense was coded incorrectly, to the wrong *Cost Object* or *GL account*.
- You find an expense posted to a *Cost Center* that is no longer in use.
- You've gone over on your department's allocated budget.

If any of these scenarios occur a journal entry is required to correct the error, to move the expenses or to transfer the amount to cover the overage.

Journal entry transactions are available to those individuals who have the department submitter role (e.fi.department\_submitter role). With this role you'll have access to transaction code **FV50** Park G/L Account Document.

## "In This Issue"

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- Year End Closing process
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- FAQs on journal entries
- Tips and Tricks; preparing for Journal Entry, approval workflow and journal entry document types

## Contact Us

Thanks for taking the time to read this newsletter. Click [here](#) to leave any comments or suggestions.

1010 Commonwealth Ave.  
Suite 100  
Boston, MA 02215  
(617) 358-6829  
[iguiller@bu.edu](mailto:iguiller@bu.edu)

Visit us on the web at <http://www.bu.edu/buworks/help-pages/finance-training/> .

Please click [here](#) to register for available training sessions.

## FAQs

### 1. How do I create a journal entry?

When in **BUworks Central Portal** go to **WebGUI** tab, click on **ECC System**. Using transaction code **FV50** you can create the entry. [Click here](#) to view Work instruction on how to create a journal entry and initiate workflow.

### 2. How do I know when the Journal Entry has posted?

Using transaction code **FBV3** you can view the status of the workflow. [Click here](#) to view a Quick Reference Guide on how to review the status of workflow.

### 3. How do I change a parked journal entry?

Using transaction code **FBV2** you can make changes to any available field in white. [Click here](#) to view the Quick Reference Guide on how to change an entry.

## Tips and Tricks

⇒ It is recommended that you prepare for creating journal entry prior to the start of logging onto the system.

Some of the recommendations are listed below:

- Pull a report listing of those entries that require a journal posting.
- Identify *G/L Account* numbers to be used.
- Identify the *Cost Objects (Cost Center #, Internal Order # or WBS #)* used and those you will be using to correct the entry.
- Create a standard text description for explanation/reason journal entry is necessary. (Adjustment to G/L, Correction to G/L account e.g.). This will help you easily identify those entries not initiated by your area on reports.
- Make note of year-end dates and when necessary notify and update the Department Approver to confirm the journal entry is reviewed and approved before deadline.

⇒ Journal Entry Workflow

The journal entry approval process defines who's on queue for approving the entry. January 2016 Finance newsletter reviews how the approval process works, [click here](#) to view the newsletter. A quick reference guide on the 3rd enhancement feature to the Journal Entry approval process is available [here](#).

⇒ Journal Entry Document Types

Document Types are used to help identify what type of journal entry is being established. When creating a journal entry you'll need to input the document type (doc type). *Note: system defaults to not displaying this field.* [Click here](#) for instructions.

Below are the four commonly used Document Types:

Document Type	Description	Notes
<b>SA</b>	G/L Account Document	Standard, non-grant journal entry – defaulted document type for Transaction <b>FV50</b>
<b>ZJ</b>	Grant Non-Cost Transfer	Not considered a Cost Transfer. Used to: <ol style="list-style-type: none"> <li>1. Process cost recovery;</li> <li>2. Reclassify an expense from one <b>GL</b> Account Number to another on the same Sponsored Program;</li> <li>3. Move an expense from one Sponsored Program to another on the SAME <b>SAP</b> grant.</li> </ol>
<b>ZK</b>	Grant Cost Transfer	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is less than 90 days from the date the journal entry is created. <b>ZK</b> is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/cfo/post-award-financial-operations/resources/cost-transfers/">http://www.bu.edu/cfo/post-award-financial-operations/resources/cost-transfers/</a>
<b>ZV</b>	Grant Cost Transfer Over 90 Days	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is equal or greater than 90 days from the date the journal entry is created. <b>ZV</b> is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/cfo/post-award-financial-operations/resources/cost-transfers/">http://www.bu.edu/cfo/post-award-financial-operations/resources/cost-transfers/</a>