NC STATE UNIVERSITY
JOURNAL ENTRY GUIDELINES
REVISED – APRIL 2009

The following guidelines have been developed to assist campus users in understanding how journal entries are used in the Financial System and the requirements for making IDT system journal or on-line general journal entries. Journal entries available through the automated IDT system are explained, as well as, what is required when making departmental general journal entries that do not require approval from the University Controller's Office. If you should have questions that are not answered in these guidelines please e-mail your question to University Accounting or by calling Heidi Kozlowski at 515-1554 or Amanda Richardson at 513-4464.

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JOURNAL ENTRY TYPES AND SOURCE CODES

Journal entries are identified in the system by source codes and transaction ID number. The various source codes utilized by type of journal include:

Source Code	Description	ICE	Entered by
Interdepartmental Sales Journals			
IDS	Interdepartmental Sales Transaction – IDT System	Y	System Generated from IDT System
I61	University Temporary Service Billing	Y	System Generated from interface files
SUB	Service Unit Billings	Y	System Generated from interface files
Payroll Journals			
HR	Payroll Entries	Y	System Generated from HR System
EHR	Payroll Encumbrances	N	System Generated from HR System
Accounts Payable Journals			
A60	Accrual - Accounts Payable Expenses (including Vouchers and P-Card Transactions)	N	System Generated from Voucher Sub-system
P52	Purchase Orders	N	System Generated from the Purchasing Sub-system
P72	Requisitions	N	System Generated from the Purchasing Sub-system
Deposit Journals			
DD	Deposits Through the Cashier's Departmental Deposit System (excluding student payments) DD system effective October 20, 2007	Y	System Generated from Departmental Deposit System interface files
O30	Correction of Deposit Entry	N	Controller's Office
O31	In-bound Electronic Payments (Wire Transfers / ACH)	N	Controller's Office
O36	Cash Management Control System (CMCS) Transfers in for Contracts and Grants	N	Controller's Office
O37	CMCS Transfers in for Other Receipts from State Agencies	N	Controller's Office
R30	Deposits Through the Financial System Accounts Receivable Sub-system	N	System Generated from the Receivables Sub-system

Disbursement Journals			
A40	Disbursement – Accounts Payables	N	System Generated from Voucher Sub-system
O40	Out-bound Electronic Payments For Debt	N	Controller's Office
O47	Out-bound Electronic Payments For Benefits	N	Controller's Office
O48	CMCS Transfers Out To State Agencies	N	Controller's Office
Non-Student Receivable Journals			
R60	Maintenance Entries for the Financial System Accounts Receivable Sub-system.	Y	System Generated from the Receivables Sub-system
R63	Charges/Billings to the Financial System Accounts Receivable Sub-system.	Y	System Generated from the Receivables Sub-system
Student Receivable Journals			
SF	Student transactions; billing, adjustment, deposits to Student Information System (SIS). Implemented October 20, 2007	Y	System Generated from the Student Financials System
General Journals			
IDJ	Interdepartmental Journal Entry – IDT system	Y	System Generated from IDT System
IDF	Interdepartmental Transfer Journal Entry – IDT system	Y	System Generated from IDT System
O60	Online General Journal Entry	Y	Campus / Central Offices
O65	Reclassification of P-Card Expenses	Y	Campus / Central Offices
O66	Reclassification of Revenue	Y	Controller's Office
I60	Financial Aid Charges	Y	System Generated from interface files
ALO	Standard Monthly Allocations	Y	Controller's Office
COR	Correction Entry	N	Controller's Office
Indirect Cash Entry Journals			
ICE	Automated Cash Entry Associated With Source Codes IDS, IDJ, IDF, IDT, O60, ALO, HR, I60, I61, O65, O66, R60, R63, SUB, DD & SF. (All other source codes require specific cash entries to balance)	-	System Generated

For a complete list of transaction type/source codes or for additional information on the Accounting System, go to the Controller's Office WEB site and click on the Accounting System section.

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INTERDEPARTMENTAL SALES JOURNALS

Interdepartmental sales journals are used to record transactions between projects for internal sales and service activities. These transactions include Interdepartmental Sales from the IDT system (source code IDS) and Service Unit Billings (source code I61 or SUB).

Interdepartmental Sales (IDS) from the IDT System

IDS's are initiated through the IDT system. The department providing the service or product starts the process by recording the necessary information for the charge including the project ID and account number for both sides of the transaction and explaining the charge. The IDT system is OUC (Department ID) security driven and provides for the customer department the ability to change the project ID and/or account numbers if necessary and to either approve the transaction or recycle it back to the billing department. The OUC security used by the IDT system limits individual journal entries to only two OUCs; one for the billing department and the other for the customer department. Billings to multiple OUCs will require individual IDS entries for each customer department.

Once approved by the customer department, the entry is routed to University Accounting for review and approval to post. Entries requiring changes will not be changed by University Accounting, but instead be recycled to the billing department with notes as to the required change and will begin the approval process all over again. Once approved by both departments and University Accounting, the expense and revenue amounts associated with the entry are posted during the overnight batch processing.

The use of miscellaneous income (account number – 40791) is prohibited in IDS journal entries, as is the posting of transactions to salary line items (account numbers 51100-51899) or transfer line items (account numbers 40900-40999 and 58000-58999). In addition, it is important that the "line description" (limited to 32 characters) provides a clear explanation of the purpose of the entry for both the credit and debit side of the entry. The line description is what is displayed in the WRS reports to explain the purpose of the transaction. Without understandable line description explanations, analysis of accounts and reporting will not provide effective information/communication.

Internal sales transactions may not be recorded using a General Journal (O60) entry. Internal sales and subsequent adjustments by the billing department for a sales transaction must be recorded by an IDS, I61 or SUB only. However, allocation/reclassification of sales revenue by the billing department may be made using a General Journal (O60) entry. When doing this, the billing department should record the specific IDS transaction number in the journal reference field for each original transaction being allocated or reclassified. The additional billing department procedures for adjusting internal sales transactions are necessary to ensure the accuracy of internal sales amounts eliminated for the University's year-end audited financial statements

For research and analytical purposes, information regarding the transaction is available from the IDT system. System queries are available for research and analytical purposes by going to the University Controller's Office WEB site and looking in the "Monitoring Tools" tab: http://www.fis.ncsu.edu/controller/monitoring_tools/default.asp

More information on how to use the IDT system is available by going to the following WEB site:
http://www.fis.ncsu.edu/controller/training/Online%20IDT%20Procedure%20Guide.doc

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Service Unit Billing (SUB)

While similar in nature to an IDS, a Service Unit Billing (SUB) is different in that it represents transactions posted directly to the financial system without review by the customer department being charged or by the Controller's Office. However, the customer department should have provided the billing department the project and account to be utilized for the transaction when the product/service was ordered.

Departments having the ability to initiate a SUB must have prior approval from the University Controller's Office to record the transactions directly. Listed below are the departments currently having SUB authority and the standard journal ID mask used to create the journal in the Financial System.

Journal ID Mask	**Department Providing Goods/Services**	**Billing Frequency**
NF	Electrical Engineering	Monthly
CR	LAN Services	2x/year
SA	Security Applications	Weekly
PC	Printing Center	Weekly
UG	University Graphics	Weekly
UTS	University Temporary Services	Bi-weekly
WC	Wolfcopy – Manual Feed	Weekly
WC	Wolfcopy – Auto Feed	Monthly
CS	Central Stores- Materials Support – Ice & alcohol	Monthly
GC	Gas Cylinders	Monthly
CC	Computing Center	Monthly
MS	Mail Service	Monthly
MP	Motor Pool	Monthly
MF	Motor Fleet	Monthly

PP	Physical Plant	3-4 a Month
SS	Student Supply Stores - Bookstores	2-3x's a Month
TS	Telephone Service	Monthly
TR	Transportation	Monthly
UD	University Dining	1-3x's a Month
US	Utility Service	Monthly
WL	Warehouse Lease	Annual
CH	Chemistry	Monthly
VS	Video Services – DELTA	Bi-weekly
AL	Auto Liability – Risk Management	Annual

As with the IDS, a SUB may only be used for recording internal sale transactions. The customer department should reconcile the SUB charges to its records and obtain supporting documentation from the billing department making the charge. The customer department must initiate corrective action if the postings are incorrect. Corrective action may include communication with the originator to adjust the posting or may include the recording of a reclassification entry if the wrong project/account was posted. Customer departments should communicate with the billing departments to ensure subsequent correction of account codes. If after communication to the billing department, repeat errors occur, the customer department should report the billing problem(s) to the University Controller's Office.

SUB transactions are recorded through an interfaced journal entry into the accounting system on scheduled billing dates during the year. This scheduled billing contrasts with the IDS, which is posted on a daily basis. While any department may use an IDS, the ability to charge a department using a SUB must be approved by the University Controller's Office. This approval is dependent on the customer's prior knowledge and approval of charges and the billing department's ability to pay for the programming and support for the interface program. For audit purposes, both the billing and customer departments must maintain supporting documentation for the SUB transactions. As with the IDSs, the use of miscellaneous income (account number – 40791) is prohibited, as is the posting of transactions to salary line items (account numbers 51100-51899) or transfer line items (account numbers 40900-40999 and 58000-58999).

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GENERAL JOURNALS

General Journals are used to record reclassifications, reimbursements, corrections, allocations, transfers and other adjustments not provided for by the other Journals in the Financial System. However, salary reclassifications must go through the salary reallocation process and may not be corrected by a general journal. The salary reallocation process is recorded using the Human Resource System and included in the source code "HR" journal postings.

Internal sales transactions may not be recorded using a General Journal entry. Internal sales and subsequent adjustments by the billing department for a sales transaction must be recorded by an IDS, I61 or SUB only. However, allocation/reclassification of sales revenue by the billing department may be made using an O60 entry. When doing this, the billing department should record the specific IDS transaction number in the journal reference field for each original transaction being allocated or reclassified. These additional billing department procedures for adjusting internal sales transactions are necessary to ensure the accuracy of internal sales amounts eliminated for the University's year-end audited financial statements.

Interdepartmental Journal Entries (IDJ) and
Interdepartmental Transfer Entries (IDF)

General Journal entries made by campus departments that cross between OUCs require the University Controller's Office approval and should go through the IDT system utilizing either an IDJ or IDF source code.

IDJ entries are transactions that record reclassifications, reimbursements, corrections, or allocations that cross between OUCs. See more information regarding reclassifications, reimbursements, corrections, and allocations that follow.

IDF entries are transactions that record transfers, expense/revenue sharing, or revenues related to extension activities collected by McKimmon Center for other departments. These entries require University Controller's Office approval and, if from state or foundation funds, approval from either the Budget Office or the Foundation's Office as appropriate. See more information regarding transfers, expense/revenue sharing, and revenue related to extension activities collected by McKimmon Center for other departments that follows.

The IDJ or IDF entry requires the department with the credit side of the transaction (project were cash will increase) to start or originate the process, similar to the billing department for an IDS entry. Once originated, the transaction is sent by the system to the department with the debit side of the transaction (project were cash will be reduced) for approval using electronic workflow functionality, similar to the customer department for an IDS entry. In some cases, the department with the debit side of the transaction is the department that requests the transaction. In these cases the department with the debit side of the transaction will need to communicate to the department with the credit side of the transaction to originate the entry.

Once approved by both departments, the entry is then forwarded to University Controller's Office for approval and posting, or if an IDF to the Budget Office or Foundations Office for approval before routing to University Controller's Office. If the transaction is recycled, the entry is sent back to the originating department (department with the credit side of the transaction) with notation as to the problem and/or the needed correction. The entry is sent back through the system's workflow functionality. If additional supporting documentation is needed, the appropriate central office shall communicate with the related department as to the information needed. Once the entry is approved, the entry will be posted to the general ledger.

Both the IDJ and IDF entries work similar to IDS entries and are recorded through the IDT system. As with the IDS's, the use of miscellaneous income (account number – 40791) is prohibited, as is the posting of transactions to salary line items (account numbers 51100-51899) or, with the exception of the IDF transaction, transfer line items (account numbers 40900-40999 and 58000-58999). In addition, it is important that the "line description" (limited to 32 characters) provides clear communication of the purpose of the entry for both the credit and debit side of the entry. The line description is what is displayed in the WRS reports and explains the purpose of the transaction. Without clear explanations, analysis of accounts and reporting will not provide effective information/communication.

For research and analytical purposes, information regarding the transaction is available from the IDT system. System queries are available for research and analytical purposes by going to the University Controller's Office WEB site and looking in the "Monitoring Tools" tab: http://www.fis.ncsu.edu/controller/monitoring_tools/default.asp

More information on how to use the IDT system is available by going to the following WEB site:
http://www.fis.ncsu.edu/controller/training/Online%20IDT%20Procedure%20Guide.doc

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O60 - Departmental General Journal Entries

O60 entries may be initiated, approved and posted by a department when adjusting records within the same OUC. Department personnel making journal entries or approving the entries must be knowledgeable of the Journal Entry Guidelines, the Chart of Accounts, the University Spending Guidelines, and the University Trust Fund Guidelines. The person initiating the entry must forward the entry to a college approver and may not approve his or her own entry. The college approver must ensure that the appropriate project and account is recorded for the transaction, that the entry is within the standards provided herein, and that the journal entry is supported and necessary. The department must **maintain supporting documentation** for the journal entry for audit purposes.

O60 entries must be approved in the same month that they are initiated. Entries not approved in the same month will not be posted to the system and will need to be copied into the new month or entered again.

When processing an O60 entry, it is important that the journal header description (long description), journal line description, and journal line reference fields provide clear communication of the purpose of the adjustment. The journal line description and journal line reference is what is displayed in the WolfPack Reporting System (WRS reports) to explain the purpose for the transaction. The journal line reference field is 10 characters long and the journal line description is 32 characters long. When starting the entry, the journal line reference is blank whereas the journal line description field is populated with the GL account number description. Users should replace the account number description in the "description field" with an appropriate explanation of the transaction and add information in the journal line reference field that will be meaningful to the user of WolfPack Reporting System (WRS reports). Without clear explanations, analysis of accounts and reporting will not provide effective information/communication.

O60 entries made to exempt projects within a department are permitted. However, when making such entries, be aware that it is improper to move expenses paid for by an exempt project to a project that is not permitted to pay for such expense directly.

Internal sales transactions may not be recorded using a General Journal entry. Internal sales and subsequent adjustments by the billing department for a sales transaction must be recorded by an IDS, I61 or SUB only. However, allocation/reclassification of sales revenue by the billing department may be made using an O60 entry. When doing this, the billing department should record the specific IDS transaction number in the journal reference field for each original transaction being allocated or reclassified. These additional billing department procedures for adjusting internal sales transactions are necessary to ensure the accuracy of internal sales amounts eliminated for the University's year-end audited financial statements.

Find out more information on how to use the General Journal O60 system by going to the following WEB site:

http://www.fis.ncsu.edu/FinTraining/FocusGroup/job_aids/Journal.pdf

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TYPES OF GENERAL JOURNAL ENTRIES

Following are the types of general journal entries for which an IDJ, IDF or O60 entry are utilized.

Reclassifications

Reclassifications are made to move non-payroll transactions recorded in a project/account to a different project and/or account. Reclassifications are made using an O60 journal or IDJ, depending on whether the entry crosses OUCs. Generally, O60s are adjustments made by campus units after detecting problems when reconciling their accounts. Reclassifications between different departments are required to go through the IDT system as an IDJ entry. Reclassifications should be supported with reference documentation for the original charge to the general ledger and any previous reclassification of the original charge and an explanation for the reclassification. The reference documentation would include the following transaction data: the project ID number, posted date, reference number as shown on the WRS report, and source code. University Accounting will not approve a reclassification journal entry request without such documentation. Generally, if the reclassification were to move an expense to another project the account number would not change unless it was classified incorrectly in the original project. Additionally it should be noted, that the reference number from WRS reports for the original transaction being reclassified must be included as the "Journal Line Reference" for an 060 entry and as part of the "Make Payment to Line Description" for an IDJ.

Reclassification of equipment purchased by one project to another project also requires that the CAMS tag number be included in the supporting documentation and included in the journal header description. This documentation must be forwarded to the CAMS unit in the University Controller's Office by the receiving department after posting of the general journal entry.

Reimbursements

Reimbursement transactions are made to reimburse a project for non-payroll expenses paid for by that project for another project. Reimbursements are made using the same method as reclassifications and the same rules apply as for reclassifications. In addition to the supporting documentation requirements for a reclassification, reimbursements also require documentation for the calculation of and basis for the reimbursement. University Accounting will not approve a reimbursement journal entry request without such documentation. Generally reimbursements would credit the project/account paying for the expense and debit the new project with the same account distribution. Additionally it should be noted, that the reference number from WRS reports for the original transaction being reclassified must be included as the "Journal Line Reference" for an 060 entry and as part of the "Make Payment to Line Description" for an IDJ.

Corrections

Correction entries are made to correct errors detected in non-payroll activity posted to an incorrect project/account or for an incorrect amount. Supporting documentation for a correction entry would include copies of the transaction in error and explanation of the mistake.

Allocations

Allocation entries are made by central offices to record the distribution of costs or collections in a central pool Project ID to the allocable Project IDs. Types of allocation entries and the standard journal ID mask numbers in the Financial System are listed in the following chart:

Journal ID Mask	Description of the Allocation	Posting Frequency
ALOFB	Fringe Benefit Pool Allocation	End of Month
ALOS	Student Fee Allocation	Weekly
INDC	Indirect Cost Calculation	End of Month
ALOREV	Contract and Grant Revenue Calculation	End of Month
ALOTAX	Contract and Grant Sales Tax Refund Calculation	End of Month
WACH	Distribution of Wachovia Bank Charges	Monthly
LOOMIS	Distribution of Loomis Charges	Monthly

Allocation entries are also made by campus units to distribute revenues received by a central project to related dependent projects using an O60 general journal entry. This normally happens in auxiliary units such as housing, athletics, etc. that has multiple spending projects. For billing departments with internal sales, see page 6 of these guidelines under "General Journals" for instructions on recording subsequent adjustments and allocation of sales revenues previously recorded with an IDS, I61, or SUB.

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Transfers

All transfer entries between OUCs must go through the IDT system as an IDF. Transfers of cash between projects must be authorized by the transferring department head/dean/vice chancellor, and approved by the appropriate Central Office. Generally, authorized transfers are recorded using account 58497 for the transfer out and account 40997 for the transfer in. **NOTE: Transfers for State Appropriated Funds and Facilities and Administrative (F&A) (Ledger 2, lower level 3, & 4) are not allowed and changes are done via budget revision. Please contact the Budget office for additional information.**

The central offices responsible for approving IDFs follow:

Central Office	Funds (Ledger -Project Number Prefix)
Controller's Office	Upper level Ledger 3, Ledgers 5 through 9)
Foundations Office	Foundations and Endowment Income (Ledger 6 & 7)

Transfers are not permitted for ledger 9 trust funds. Activity between a ledger 9 and other ledgers should be recorded as though you were dealing with an external party.

Expense /Revenue Sharing

Expense/revenue sharing is similar to a transfer and must be recorded through the IDT system using the IDF source code. Expense/revenue sharing is different from a reimbursement or reclassification in that the transaction is actually a transfer of funds to support a program and not the result of classification, reimbursement or correction issues. Expense/revenue sharing transactions are recorded using the same non-payroll account number for the debit and credit side of the entry and is subject to the review and approval of the appropriate central office and the University Controller's Office.

Expense/revenue sharing is not permitted for ledger 5's. For other ledgers, expense/revenue sharing may occur only between projects having a common purpose and the fund authority or purpose for which the fund was established permits such transfer of funds. Expense/revenue sharing transactions must be authorized by the transferring department head/dean/vice chancellor, and approved by the appropriate Central Office.

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Revenue Related to Extension Classes Collected by McKimmon Center for Other Departments

Generally, departments conducting workshops or conferences should record registration receipts in state funds. However, when the workshop or conference activity is sponsored solely by an external contract, grant or restricted gift having program revenue requirements, or an agency fund, registration receipts would be accounted for in an appropriate trust fund. In order for the workshop or conference activity to be considered "sponsored solely" by an external contract, grant or restricted gift, or an agency fund, the cost of the workshop or conference must be paid solely from the trust fund revenues and may not have any direct administrative or program cost supported through state funds.

Workshop and conference registration receipts collected by McKimmon Center for other departments (partnering departments), and after removing the agreed upon fee amount from the receipts, is moved by the partnering departments using an IDF. McKimmon Center starts the process by requesting the partnering department to originate an IDF. To accomplish this, the McKimmon Center must provide the partnering department with the amount of remaining receipts to be transferred (total receipts less administrative fee and applicable costs) and the Project ID and account number to be debited.

The partnering department (department with the credit side of the transaction) should ensure that a lower level ledger 3 project is used for the IDF except as described above. In such rare cases when a partnering department request posting of registration receipts to other than a lower level ledger 3 project, they must maintain documentation to support not posting registration receipts to state funds and forward a copy of such documentation to the Budget Office for their review. The Budget Office will recycle the IDF transaction, if the project with the credit side of the transaction is not considered appropriate.

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QUESTIONS AND ANSWERS

Q1. Why is account 40791 prohibited on IDS's?

A1. Account 40791 is intended for miscellaneous income and should only be used when other accounts are not available. Much time is spent analyzing and reclassifying transactions posted to 40791 to properly reflect activity for financial reporting purposes. IDS's are for internal sales accounts for which specific accounts are available. This prohibition helps ensure transactions are properly classified when recorded.

Q2. Is expense sharing related to cost sharing in federal grants?

A2. No. Cost sharing in federal grants is a contractual requirement to match grant expenditures with non-federal costs. This is accomplished by accumulating certain non-federal costs reported in participating projects for grant-reporting purposes. In contrast, expense sharing happens through a general journal entry where one project supports another through a transfer of non-payroll expenditures.

Q3. Why do we still have the IDT process? Can they be eliminated and just use the O60 general journal entries?

A3. The IDT process provides (1) a system to identify internal sales and (2) documentation for the billing and customer departments to agree to before the transaction is posted. A tracking system is required to ensure that we can identify and eliminate internal sales for financial reporting purposes as well as for the University's indirect (F&A) cost rate calculation

Q4. Why are approvals from the central offices needed for expense/revenue sharing?

A4. Expense/revenue sharing are similar to transfers except they use expense and revenue accounts rather than transfer accounts. All transfer type transactions require, at a minimum, approval from the appropriate central offices.

Q5. Can ledger 5's, 6's or 7's have revenue from IDT sales activities?

A5. Ledger 5's, 6's and 7's are for gifts and grants that provide support for program expenditures. Normally, revenue from sales activity is not appropriate for these ledgers. However, certain restricted gift and grant projects may have programs that they provide sole support for and have revenue generated from such program activities. For example, registration fees for a workshop "sponsored solely" by a restricted gift or grant project.

Q6. Where do I go when I have a journal transaction that is not addressed by the guidelines?

A6. Contact Heidi Kozlowski at 515-1554 or Amanda Richardson at 513-4464 in the University Controller's Office or the appropriate central office for assistance.

Q7. Why does the approver of a general journal entry need to be knowledgeable of the Journal Entry Guidelines, the University's Chart of Accounts, the University Spending Guidelines, and the University Trust Fund Guidelines?

A7. The approver of a general journal entry ensures that: (1) the proper journal entry and procedure is used to record the transaction, (2) the entry is supported and is properly classified as to project and account as provided by the Chart of Accounts, (3) the adjustment made to expense or revenue is within the University Spending Guidelines, and (4) the projects adjusted are within the operations and use of trust funds as provided by the Trust Fund Guidelines. Knowledge of these University-wide documents provides the approver with the necessary knowledge and understanding to make informed decisions.

Q8. How do you determine whether the project is exempt or non-exempt?

A8. Exempt projects are those trust funds that have been given exemption from state regulations relative to the purchase of food, meal reimbursements, promotional items, and business entertainment expenses. The trust fund authority should indicate whether the project is exempt. Regardless of status, the expenditures must provide for a university business purpose. If you need information regarding a trust fund authority, contact the Controller's Office at 515-6896.

Q9. How do you obtain central office approval for transfers or expense/revenue sharing?

A9. Approval from the central office is automated through work-flow functionality in the IDT system. If the transaction or coding of the transaction does not appear appropriate, the appropriate central office will recycle the transaction to the originator of the transaction, generally the department with the credit side of the entry.

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Quiz

1. True or False - The transaction's "source code" identifies the type of journal entry used by the accounting system?
2. True or False – Cash receipts, cash disbursements and general journal entries use the same source code?
3. True or False – An IDS is recorded through the "O60" source code?
4. True or False – Accounts Payable transactions are inter-department sales transactions?
5. True or False –Interdepartmental sales transactions and reclassification of previously recorded internal sales are recorded using the IDS source code?
6. True or False – A transfer may be made using an O60 entry?
7. True or False – It is appropriate to use salary line items (account numbers 51100-51899) when recording non-HR source code entries?
8. True or False – You may not use miscellaneous income (account 40791) when processing an IDS?
9. True or False – Departments may initiate a SUB if authorized by the Controller's Office?
10. True or False – The Journal ID mask identifies what department is posting the SUB?
11. True or False – Salary reclassifications must go through the salary reallocation process.
12. True or False – General Journal entries are used to record adjustments?
13. True or False - When processing a general journal entry, it is not important to record information in the journal header description or journal line description fields?
14. True or False – While reclassifications are different from reimbursements, they follow the same rules for recording in the system?
15. True or False – The department head/ dean/vice chancellor must authorize transfers?
16. True or False – It is not necessary to obtain approval from central offices for the transfer of funds?
17. True or False – Sharing of expense or revenue is similar to a transfer?
18. True or False – It is improper to move expenses paid for by an exempt project to a project that is not permitted to pay for such cost activity?

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Answers to Quiz

1. T
2. F
3. F
4. F
5. T
6. F
7. F
8. T
9. T
10. T
11. T
12. T
13. F
14. T
15. T
16. F
17. T
18. T

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