

## JOB AID: Sponsored Journal Entry Oversight

When creating a journal entry for Journal Lines booked to a Sponsored Project the *An Type* field (Analysis Type) is required. The An Type selected is dependant on what type of activity is being done and can be different for each journal entry line, for example;

1. If an expense transaction hit Project A and should have hit Project B, a correcting journal entry must be processed that debits Project B and credits Project A. Both sides of the transaction would have an analysis type of GLE.
2. If an expense transaction hit Project A and later the academic department determines that expense transaction should have hit Program Z, a correcting journal entry must be processed that debits Program Z (no analysis type required) and credits Project A (analysis type of GLE).
3. If an expense transaction hit Program Z and did not reference the transaction as Cost Share for Project A, a correcting journal entry must be processed that debits the cost share string of Program Z, Project A, CS (Analysis type of CGE) and credits Program Z (no analysis type required).

Helpful hints to remember:

- All transactions (direct, indirect and cost share) that hit sponsored projects have an analysis type. Transactions that feed from expense modules have the analysis type auto filled. When you are processing journal entries, any entry that impacts a sponsored project or cost share for a sponsored project must have an analysis type.
- Analysis type of GLE means that transaction will get priced and billed to the sponsor, so don't ever use GLE on cost share transactions. Cost share transactions have CGE as the analysis type.

### Oversight Queries

SFR SO PR CSTRANS ERRS – run this query to get a list of journal entries that are hitting a project and have an analysis type of CGE (cost share). These transactions are not billable (CGE) and are not recorded as cost share as there is no program referenced. Determine if the transaction is a direct expense (debit Project with An Type of GLE and credit Project with An Type of CGE) or cost share transaction (debit Program/Project with An Type of CGE and credit Project with An Type of CGE) and process the correcting journal entry.

SFR SO PR SPONSTRANS ERRS - run this query to get a list of journal entries that are hitting both a Program and a Project and have an analysis type of GLE. These transactions are marked as billable (GLE) which means they could be incorrectly picked up on a sponsor invoice. If the transaction is a cost share transaction, process a correcting journal entry that debits the Program/Project with an An Type of CGE and credits the Program/Project with an An Type of GLE.