JEMS Gems

Journal Entry Management System (JEMS)
Agenda

• What is a journal entry?
• Examples of entries
  – Funds
  – Expenses
• How is JEMS different from a bud mod?
• Making it Work - How do I request a journal entry?
• Transfer codes
• Putting it all together
• How long until I see the change in my BSR?
• Q&A
What is a Journal Entry?

- A way to move expenses or revenue from one account to another
  - Correct an erroneous charge
  - Pay for a cost/expense in another unit
  - Transfer revenue to another account
- In accounting terms
  - Two-sided entry: take from one side (debit) and add to the other side (credit)
  - Net zero impact between the money being taken from one account and given to another
- In real terms
  - What needs to move?
  - Where is it now? Where does it need to go?
## JEMS Gems: Transferring Funds

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>10 00000</th>
<th>10 55040</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Provost</td>
<td>-$999,999</td>
<td></td>
</tr>
<tr>
<td>To $teinhardt</td>
<td></td>
<td>$999,999</td>
</tr>
</tbody>
</table>

- **Net zero:** $-999,999 + $999,999 = $0
JEMS examples

- Start up funds set up
- Recovery funds set up
- Mobile phone charges
- Mail services
- Torch Club charges
- Kimmel Center charges

When a JEMS is completed REAL FUNDS/ACTUAL EXPENSES are moved from one account to another
Where would a move in REAL FUNDS/ACTUAL EXPENSES show on a budget summary report?

Answer: Column C of next slide
Which column would show a move in actual funds/expenses?

<table>
<thead>
<tr>
<th>Account Description</th>
<th>A- Original Budget</th>
<th>B- Revised Budget</th>
<th>C- Current Month</th>
<th>D- Year To Date</th>
<th>E- Inception To Date</th>
<th>F- Encumbrance Amount</th>
<th>G- Balance (B-E-F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51100 Salaries - Admin. Mgmt FT</td>
<td>396,990.00</td>
<td>396,990.00</td>
<td>33,082.24</td>
<td>66,164.50</td>
<td>66,164.50</td>
<td>330,822.50</td>
<td>3.00</td>
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<tr>
<td>51106 Salaries- FT Office/Clerical</td>
<td>268,550.00</td>
<td>268,550.00</td>
<td>17,923.73</td>
<td>34,546.29</td>
<td>34,546.29</td>
<td>197,280.16</td>
<td>36,723.55</td>
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<tr>
<td>51170 Fringe Benefits-Composite Rate</td>
<td>193,006.60</td>
<td>193,006.60</td>
<td>14,791.71</td>
<td>29,206.09</td>
<td>29,206.09</td>
<td>153,149.80</td>
<td>10,650.71</td>
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<tr>
<td>SubTotal PS</td>
<td>858,546.60</td>
<td>858,546.60</td>
<td>65,797.68</td>
<td>129,316.88</td>
<td>129,316.88</td>
<td>681,252.46</td>
<td>47,377.26</td>
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<tr>
<td>OTPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60456 Prof Svc - Other-Off Site</td>
<td>158,400.00</td>
<td>158,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>66,400.00</td>
<td>90,000.00</td>
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<tr>
<td>60460 Prof Svc - Purchased Ofc Svc</td>
<td>16,000.00</td>
<td>16,000.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>16,000.00</td>
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<tr>
<td>63109 Copying &amp; Printing Services</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
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<tr>
<td>63110 Office Supplies - Office Supply</td>
<td>6,500.00</td>
<td>6,500.00</td>
<td>196.20</td>
<td>196.20</td>
<td>196.20</td>
<td>0.00</td>
<td>6,303.80</td>
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<tr>
<td>63120 Postage</td>
<td>7,360.00</td>
<td>7,360.00</td>
<td>25.95</td>
<td>44.92</td>
<td>44.92</td>
<td>0.00</td>
<td>7,315.08</td>
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<tr>
<td>63130 Courier Services</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>35.05</td>
<td>39.38</td>
<td>39.38</td>
<td>0.00</td>
<td>1,960.62</td>
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<tr>
<td>65170 Convention Reg &amp; Membership</td>
<td>5,410.00</td>
<td>5,410.00</td>
<td>0.00</td>
<td>200.00</td>
<td>200.00</td>
<td>0.00</td>
<td>5,210.00</td>
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<tr>
<td>65182 Dinner &amp; Meeting</td>
<td>3,630.00</td>
<td>3,630.00</td>
<td>198.00</td>
<td>198.00</td>
<td>198.00</td>
<td>1,076.89</td>
<td>2,355.11</td>
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<tr>
<td>65291 Membership Dues</td>
<td>260.00</td>
<td>260.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>260.00</td>
</tr>
<tr>
<td>65510 Travel &amp; Living - Domestic</td>
<td>13,680.00</td>
<td>13,680.00</td>
<td>2,622.38</td>
<td>2,622.38</td>
<td>2,622.38</td>
<td>0.00</td>
<td>11,057.62</td>
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<tr>
<td>65552 Telephone Calls</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td>25.55</td>
<td>25.55</td>
<td>0.00</td>
<td>724.45</td>
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<tr>
<td>SubTotal OTPS</td>
<td>223,990.00</td>
<td>223,990.00</td>
<td>3,677.58</td>
<td>3,326.43</td>
<td>3,326.43</td>
<td>63,476.89</td>
<td>151,186.68</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>1,082,536.60</td>
<td>1,082,536.60</td>
<td>68,875.26</td>
<td>133,243.31</td>
<td>133,243.31</td>
<td>750,729.35</td>
<td>198,563.94</td>
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<tr>
<td>Revenue Less Expense</td>
<td>-1,082,536.60</td>
<td>-1,082,536.60</td>
<td>-133,243.31</td>
<td>-133,243.31</td>
<td>-133,243.31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

~~~ End of Report ~~~
Budget Modification (bud mod) vs JEMS

• A bud mod changes the spending authority of the account, not the actual cash in the account.
• At NYU spending is limited by the budget; you can’t go over your budget.
• Bud mods are used to:
  – Change spending limits between PS and OTPS
  – Change spending limits between programs within a project
  – Change spending limits between particular account lines
  – Change spending authority limits in a project (increase a budget)
Budget Modification (Bud Mod) vs JEMS

- Budgets reflect planned spending for the year, any revisions should reflect significant changes in planning for the unit
  - Bud mods should not be used to make budget equal actual expenses, variances between budget and actual are useful for analyzing planning and implementation
  - An atypical over or under spending for one account is compensated for by adjusting spending in another account, no action may be required UNLESS you need to move funds from between PS and OTPS
  - Bottom line checking is done for PS and OTPS
Question:

In reviewing your fund 20 report, you see that all your funds are on the 60000 line. Your spending is in many OTPS expense categories so your fund balance report shows many deficits on individual account lines. Is this a problem?

Answer: No, as long as you have a positive balance in OTPS, you can have many deficits on individual account lines.
Key differences Bud Mods vs JEMS

- Bud Mod only affects one account
- JEMS can be done from one account to one or more accounts
- Bud Mod only changes Column B on the BSR (Revised Budget)
- JEMS affects Columns C – G, all the way across BSR
Whoops! A data entry error was made at the Torch Club and project 25 56130 F1234 was charged $47.00, the charge really belongs on F2134.

What do I use correct this?

Answer: JEMS, you are correcting an actual expense.
JEMS or Bud Mod?

You fund an alumni event at Deutsche House and they are charging you $500. How do you pay them?

Answer: JEMS, you are paying for an actual expense.
A staff member in your department has been promoted to code 100. In a routine check of your account, you notice that there’s a deficit on your code 100 line. Now what?

Answer: A Bud Mod needs to be done to increase your budget for the additional salary in the code 100 line. Contact Leslie Brown for additional funds for this budget increase.
Professor Brown in Applied Psychology has a start up fund of $16,000 and a new program code (BRO12) has been set up in 20 56110 M5940. The funds are currently in 10 55042.

How do we get the funds from 10 55042 to 20 56110 BRO12 M5940?

Answer: A JEMS entry must be done to move the funds from one account to another.
The funds are finally showing up in Prof Brown’s account, but in the revenue line only. Can Prof Brown use this account at the computer store?

Answer: No, a Bud Mod must be done to allocate the funds in expense categories.
Mid grant year, one of your faculty on a grant leaves NYU for Columbia. You now need to move her unused salary line from PS to OTPS to create a subaward to Columbia.

Answer: Bud Mod - you are reallocating budgeted funds from her salary line in PS to a subcontract line in OTPS.
JEMS – Making it Work – How do I request a JEMS?

• Direct your request to Leslie Brown
• Describe what you need
  – What needs to move?
  – Where is it now? (attach detail report) Where does it need to go? (attach BSR or FBR to show funds available)
  – What’s the story?
• Include the entire chartfield strings for all affected accounts:
  – Account – expense or revenue code
  – Fund (ie 10, 20, 25, etc)
  – Org code (ie 55003, 56110, 56370)
  – Program code, if applicable
  – Project code, if applicable
• If possible, the department being charged should initiate the request
• Spreadsheet form will be posted on A&F website
• If you are moving expenses, use the same code from where it is now to where it is going
  – Moving travel from fund 10 to fund 20? Use 65510 10 5xxxx and 65510 20 5xxxx Mxxxx

• If you are moving funds (monies) use Transfer Codes
You can transfer funds (except funds 24, 25) via JEMS

- You are moving MONIES from one account to another
- In order to move monies you need to use transfer codes
- NYU has two transfer codes for every fund
  - Revenue
  - Expense
JEMS Gems: Transfer Codes

- Transfer account codes may be found here: http://www.nyu.edu/financial.services/cdv/restricted/pdf/Transfer_Acct_Reference_Table.pdf
JEMS Gems: Putting it all together

- Decide if you need a JEMS or a bud mod
- If you need to request a JEMS, use the spreadsheet to be sure you have all the relevant info required
- Tell the story
  - What needs to move?
  - Where is it now? Where should it be?
  - What’s the back story?
- Bottom line budget checking is done for PS and OTPS, attach the detail report showing where the charge hit, attach the BSR of the account where you want to move the expense or monies
- Check your BSR to make sure the change has hit
JEMS Gems: How long until I see the change on my BSR?

If your explanation is clear and there are sufficient funds in the accounts, it should take no more than five business days.

Once the request has been received by Leslie, it needs to be entered into the system and must go through several Controller and Budget Office approvals.
Questions?