

Cash Deposit: Service Center Revenue

The document prepared is: PeopleSoft Journal Entry Form

Entering the Journal Request form in FMP (upon receiving the Check):

When the check is received, follow these steps.

1. **FIND the record in FMP** by searching for the Invoice # in the Ref # field. Verify the information. (The entry is initially entered when the invoice is created and mailed to the vendor.)
2. **Enter in the Document # field** –the journal number and the H0107xxx number.
3. **Change the “Status field” to – “PAID”.**
 - o (Note: If IDC is charged and collected, make a separate line entry on the PeopleSoft Journal and in FMP to record the IDC.)

Entering the Invoice in FMP (when preparing the invoice for mailing/before check is received):

1. Go to **FMP Ledger: Quick Entry** and data enter the invoice in the FMP Ledger as follows. (Note: If IDC is charged and collected, make a separate entry on the PeopleSoft Journal and in FMP to record the IDC.)

- a. **Document Type:** **Income**
- b. **Speedtype#:** (the PS speedtype)
- c. **SubAcct:** Required for speedtype 17835: GS, XRAY, NMR, ES, or MS. Required for speedtype 32056: SIMS, TEM, XPS, or XRD.
- d. **Vendor:** Chemistry Facility, CMC
- e. **Description:** Use format: Month Year, Vendor Name (Example: March 2004, Dr. Smith, XYZ Company)
- f. **Amount:** Enter as a credit, i.e. -130.50.
- g. **PS Account:** **50053**
- h. **Quantity:** 1
- i. **Entered by:** your initials
- j. **Document #:** Invoice #. (at time of invoice creation). Journal ID # and H0107xxx reference number (at time of deposit).
- k. **Reference #:** The invoice # shown on the invoice, SXXXX. Also enter “IDC” if IDC was collected, but it must be entered as a separate transaction line.

Quick Entry

FIND REQUEST	RECORD(S)	CONTROL RECORDS
Find Modified Last Find	Sort Unsort New	Delete This Record
New Request New Duplicate Request	Omit Omit Multiple	Duplicate This Record

Document Status:

Document Type: **Speed Type:** Sub Account:
Project Status: Sponsor:
Project Year:

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

Vendor:
Description:

Invoice #:
Inv. Date: (mm/dd/yy)

PS Account: RECOVERED COST - CASH SALES
Revenue LES

-50.51	1	Value must be '1' or greater		
Amount	Quantity		Entered By: <input type="text" value="lrd"/>	Date Entered: <input type="text" value="9/1/2005"/>
Encumbrance Amt	Enc. Date		Document #: <input type="text" value="0001186896"/>	Reference #: <input type="text" value="S659197"/>
			PO #:	

Purchase Agent Note:

Reconciling the Service Center Check Deposit to the 1074:

- ✓ Verify accuracy of the transaction on the 1074. Make sure account code is 50053.
- ✓ Enter the “ExpDate” and “Exp Amt” in FMP.

FY	SpeedType	Sub Acct Code	Type	Vendor Name	Description	DOC #	Ref No	PO #	Est Dat	Est Am	Exp Dat	Exp Am
2006	17835	XRA 50053	Income	X-Ray Shop (Chem	July X-Ray Charges	00011866	S659197		09/01/05	-50.51	09/30/05	-50.51