

eMARS 201

General Accounting



Customer Resource Center

eMARS Training

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eMARS General Accounting

1 – Orientation

This course will provide users with a working knowledge of eMARS General Accounting concepts, application components and workflow. The documents that will be discussed in this course include the **ITI/ITA**, **IET**, **JV2R**, **JV2E** and **JV2T**. Internal purchases are handled with Internal Transaction Initiator (ITI) and Internal Transaction Agreement (**ITA**) documents which need to be completed by both parties (buyer and seller) involved in the transaction. The Internal Exchange Transaction (**IET**) document allows one agency to complete both the buyer and seller's side of the transaction. Corrections to revenue and expenditures can be done through eMARS using the **JV2E** (expenditure correction) and **JV2R** (revenue correction) documents. On and Off budget transfers are accomplished with the **JV2T** document. These documents are used to update the journals, ledgers and budget structures.

[Learning Objectives](#)

At the conclusion of this session, you will be able to:

- Describe General Accounting event types and event requirements
- Demonstration of eMARS General Accounting Document(s)
 - Create Internal Transaction Documents
 - Create an expense & revenue correction
 - Create On/Off budget transfers

2 – General Accounting Workflow

General accounting transactions are entered through documents.

- The user enters the appropriate information on the document starting with general information to identify the document.
- Following the general information, a vendor is selected from within the system or left blank when appropriate and the vendor details are inferred upon validating the document.
- Within each vendor entry accounting lines are assigned, starting with choosing from the allowable event types associated with the document.
- The accounting line information can be substantially inferred by populating the accounting template field or by manually entering the accounting elements.
- Upon completing all required fields, the document is validated to ensure there are no errors, and then submitted.
- After the document is submitted it enters the eMARS Workflow.

Workflow is how documents are routed through eMARS to one or more users for review/approval prior to finalizing the document. If no approval is necessary the document is finalized and the information is posted. Approval levels are determined by management and will vary for each document. A document requiring approval will be routed to the appropriate person or approval role and the document will be finalized on the last required approval.

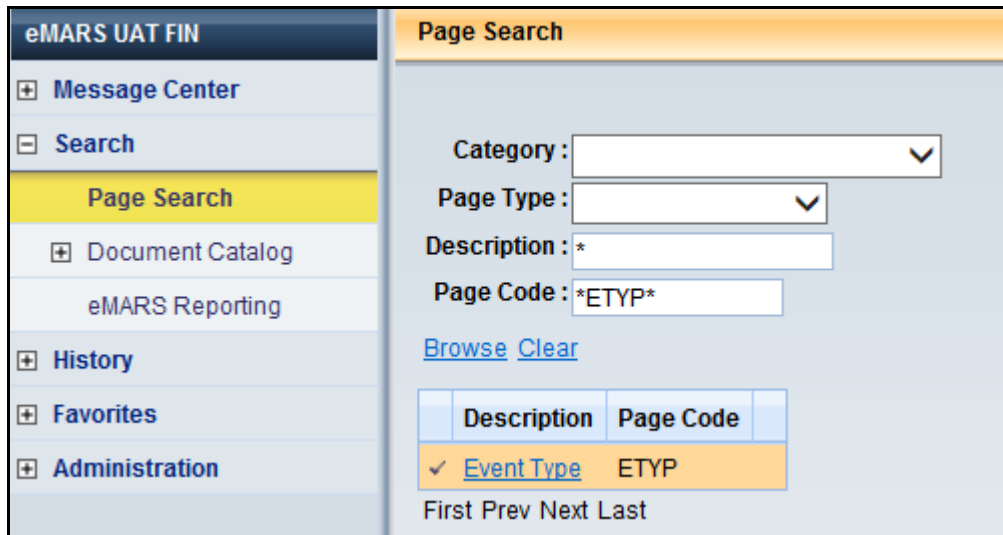
Approval levels can be defined at the agency level or the central level. Agency level approval means the document workflow is determined by the agency and does not require central level approval (Treasury, Statewide Accounting, Office of the State Budget Director). An example of a document that has agency approval level is the **JV2E** (Expenditure Correction). The central approval level requires documents be approved by central authority. An example of a document that has central approval level is the **JV2T** (On/Off Budget transfers).

Event Types

An event type is a high level accounting activity assigned to a document's accounting line. The event type controls smaller components of accounting activities that are used to perform a specific accounting, budgeting or non-accounting activity. It brings in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system. Every accounting line must have an event type for all accounting based documents, and certain non-accounting documents.

A basic understanding of what is required for a particular event type can be viewed on the Event Type table and Event Requirements table.

1. Click on **Home** in the Primary Navigation Panel at the top of the screen.
2. **Click** on the **+** beside the Search.
3. Open **Page Search** from the Secondary Navigation panel.
4. Enter **ETYP** in the Page Code field.
5. Click **Browse**.
6. Click **Event Type** in the table description column.



Description	Page Code
Event Type	ETYP

Each Event Type is listed and a specific Event Type can be found using the **Search** or the navigation links under the table.

7. Click **Search**.
8. Enter **AP01** in the **Event Type** field and click **OK**. Multiple event types can be searched for by using a comma (ex. "AP01, AP02") and partial event codes can be searched by using the asterisk (*) as a wildcard (ex. "AP*").

If multiple Event Types meet the search criteria click on the correct Event Type.

General Information for the Selected Event.

Event Type	Name	Active	Effective From	Effective To
✓ AP01	Authorize Normal Payment	Yes		

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

General Information

*Event Type : AP01 Effective From :

*Name : Authorize Normal Paym Effective To :

*Short Name : Auth Norm Pymt Active :

Description :

*Event Category : AP

Reserved Funding : No

Disbursement Request Update :

Advances :

FAPR Update :

Eligible for Intercept Process :

Customer Account Update Flag :

Customer Account Update Type :

Accounting Classification : Spending

Open the **Posting Pair** subsections to view the Posting Pairs defined for the event.

Event Type	Name	Active	Effective From	Effective To
✓ AP01	Authorize Normal Payment	Yes		

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

General Information

Posting Pair A-B

Post Pair A : Disbursement	Post Pair B : Retainage 1
Debit Posting Code : D011	Debit Posting Code : D011
Debit Offset : No <input type="text"/>	Debit Offset : No <input type="text"/>
Debit Name : External AE	Debit Name : External AE
Credit Posting Code : D001	Credit Posting Code : D001
Credit Offset : Yes <input type="text"/>	Credit Offset : Yes <input type="text"/>
Credit Name : Disb Payable	Credit Name : Disb Payable
Reversal : Yes	Reversal : Yes
Use BSA from Actg Line for Pair A : <input type="checkbox"/>	Use BSA from Actg Line for Pair B : <input type="checkbox"/>
Use OBSA from Actg Line for Pair A : <input checked="" type="checkbox"/>	Use OBSA from Actg Line for Pair B : <input checked="" type="checkbox"/>

Located on the bottom of the Event Type table is a link to the **Event Requirements (ERQ)** table, which opens the **ERQ** table with the Event Type that is currently being viewed.

The Event Requirements table can also be located by the following instructions:

1. Open **Page Search** from the Secondary Navigation panel.
2. Enter **ERQ** in the Page Code field.
3. Click **Browse**.
4. Click **Event Requirements** in the table **Description** column. The Event Requirements page populates Event Type is listed and a specific Event Type can be found using the **Search** or the navigation links under the table.
5. Click **Search**.
6. Enter **AP01** in the **Event Type** field and click **OK**.

If multiple Event Types meet the search criteria, click on the correct Event Type.

Event Requirements - General Information subsection

The screenshot displays the eMARS UAT FIN interface. On the left is a navigation menu with 'Page Search' highlighted. The main content area is titled 'Event Requirements' and shows a table with one row: 'AP01 Auth Norm Pymt Optional'. Below the table are navigation links: 'First Prev Next Last'. A toolbar contains 'Save Undo Delete Insert Copy Paste Search' and a search icon. The 'General Information' subsection is expanded, showing the following fields:

- *Event Type ID: AP01
- *Debt ID: Optional
- Event Type Name: Auth Norm Pymt
- Document Reference: Optional
- *Vendor: Required
- *Customer: Prohibited
- Internal/External Restriction: External
- Bank: Required
- Memo Document Reference:
- Accounting Method: Purchase Method
- Require Nominal Sub Account for Provider/Seller:
- Require Nominal Sub Account for Receiver/Buyer:
- Require Inverse Reference:
- Line Amount: Unrestricted

Open the **Fund** and **Detail** Accounting subsections, to view what elements are optional, prohibited and required.

Fund Accounting		
*Fund :	Required	▼
*BSA :	Optional	▼
*Object :	Required	▼
*Revenue :	Prohibited	▼
*Sub Fund :	Optional	▼
*Sub BSA :	Optional	▼
*Sub Object :	Optional	▼
*Sub Revenue :	Optional	▼
*Unit :	Required	▼
*Sub Unit :	Optional	▼
*Department :	Required	▼
*Dept Object :	Optional	▼
*Dept Revenue :	Optional	▼
*Appropriation :	Optional	▼

Detail Accounting		
*Activity :	Optional	▼
*Reporting :	Optional	▼
*Function :	Optional	▼
*Location :	Optional	▼
*Sub Activity :	Optional	▼
*Sub Reporting :	Optional	▼
*Sub Function :	Optional	▼
*Sub Location :	Optional	▼
*Program :	Optional	▼
*Phase :	Optional	▼
*Program Period :	Optional	▼
*Task :	Optional	▼
*Sub Task :	Optional	▼
Task Order :	Optional	▼

Exercise 1 — Identify Requirements and Restrictions for an Event Type

Scenario

Example: A user would like to review the requirements and attributes for an event type they plan on using.

Task Overview

Using various tables determine the attributes and requirements of the event type. The Event Type table will show the posting pairs and general information about the event. The required Funding and Detail accounting information is displayed on the Event Requirements table.

Procedures

1. Click **Search** in the Secondary Navigation panel.
2. Select **Page Search** and enter **ETYP** in the **Page Code** field.
3. Click **Browse**.
4. Click **Event Type** in the **Description** column to display the Event Type table.
5. Click **Search**. Enter **GA01** in **Event Type** field.
6. Click **Ok**.

Displayed is the general information about **GA01** event type. Locate the **Event Category** field and note the value.

Event Type

Event Type	Name	Active	Effective From	Effective To
✓ GA01	Cash Expenditure Correction	Yes		

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

General Information

*Event Type : GA01	Effective From : <input type="text"/>
*Name : Cash Expenditure Corr	Effective To : <input type="text"/>
*Short Name : CE Correction	Active : <input checked="" type="checkbox"/>
Description : <div style="border: 1px solid #ccc; height: 40px;"></div>	Reserved Funding : No
*Event Category : ACT	Disbursement Request Update : <input type="checkbox"/>
	Advances : <input type="checkbox"/>
	FAPR Update : <input type="checkbox"/>
	Eligible for Intercept Process : <input type="checkbox"/>
	Customer Account Update Flag : <input type="checkbox"/>
	Customer Account Update Type : <input type="text"/>
	Accounting Classification : Spending

7. Open **Posting Pair A-B** subsection to view the posting pairs for this event type.

▼ Posting Pair A-B

<p>Post Pair A: <input type="text" value="A"/></p> <p>Debit Posting Code: <input type="text" value="D014"/> </p> <p>Debit Offset: <input type="text" value="No"/> <input type="button" value="v"/></p> <p>Debit Name: <input type="text" value="External CE"/></p> <p>Credit Posting Code: <input type="text" value="A001"/> </p> <p>Credit Offset: <input type="text" value="Yes"/> <input type="button" value="v"/></p> <p>Credit Name: <input type="text" value="Cash"/></p> <p>Reversal: <input type="text" value="No"/></p> <p>Use BSA from Actg Line for Pair A: <input type="checkbox"/></p> <p>Use OBSA from Actg Line for Pair A: <input type="checkbox"/></p>	<p>Post Pair B: <input type="text" value="B"/></p> <p>Debit Posting Code: <input type="text" value="D013"/> </p> <p>Debit Offset: <input type="text" value="No"/> <input type="button" value="v"/></p> <p>Debit Name: <input type="text" value="Cash Exp - Wrnt"/></p> <p>Credit Posting Code: <input type="text" value="D007"/> </p> <p>Credit Offset: <input type="text" value="Yes"/> <input type="button" value="v"/></p> <p>Credit Name: <input type="text" value="Warrant Payable"/></p> <p>Reversal: <input type="text" value="No"/></p> <p>Use BSA from Actg Line for Pair B: <input type="checkbox"/></p> <p>Use OBSA from Actg Line for Pair B: <input type="checkbox"/></p>
---	--

8. Click **Event Requirements** on the bottom of the page. Displayed is the Event Requirements (ERQ) table with the Event Type that you were currently viewing. This table is also accessible from **Page Search** by entering **ERQ** in the **Page Code** field.

Displayed is more general information about **GA01** Event Type. Note that for this event type the Vendor and Customer are Optional.

Event Requirements

Event Type ID	Event Type Name	Document Reference
✓ GA01	CE Correction	Prohibited

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ General Information

*Event Type ID: *Debt ID:

Event Type Name:

Document Reference:

*Vendor:

*Customer:

Internal/External Restriction:

Bank:

Memo Document Reference:

Accounting Method:

Require Nominal Sub Account for Provider/Seller:

Require Nominal Sub Account for Receiver/Buyer:

Require Inverse Reference:

Line Amount:

- Open the **Fund** and **Detail Accounting** subsections to view the COA elements that are required for this event type.

▼ Fund Accounting					
*Fund :	Required ▼	*Sub Fund :	Optional ▼	*Unit :	Required ▼
*BSA :	Optional ▼	*Sub BSA :	Optional ▼	*Sub Unit :	Optional ▼
*Object :	Required ▼	*Sub Object :	Optional ▼	*Department :	Required ▼
*Revenue :	Prohibited ▼	*Sub Revenue :	Optional ▼	*Dept Object :	Optional ▼
				*Dept Revenue :	Optional ▼
				*Appropriation :	Optional ▼

▼ Detail Accounting					
*Activity :	Optional ▼	*Sub Activity :	Optional ▼	*Program :	Optional ▼
*Reporting :	Optional ▼	*Sub Reporting :	Optional ▼	*Phase :	Optional ▼
*Function :	Optional ▼	*Sub Function :	Optional ▼	*Program Period :	Optional ▼
*Location :	Optional ▼	*Sub Location :	Optional ▼	*Task :	Optional ▼
				*Sub Task :	Optional ▼
				Task Order :	Optional ▼

Using Event Types

When working in a document, select the **Accounting** from the secondary navigation panel. The page opens to the General Information section.

Select the Event Type from the Pick List in the **Event Type** field.


Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1700000035 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 08/30/2016


Header				
Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none	
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VS0000001411	Legal Name: July07
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: Air Conditioners: Commercial	Commodity: 03103
Accounting	Total Lines: 1	Accounting Line: 0	Total Line Amount:	Line Closed Amount: \$0.00


Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible
0		\$0.00		No

From 1 to 1 Total: 1

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: 

Accounting Template: 

Bank Account: 

Line Description:

Sub Total Line Amount:

Total Tax Amount:

Use Tax Amount:


Total Line Amount:


Budget FY:


Fiscal Year:

Period:

Check Description:

Special Instructions Code: 

Disbursement Category: 

Extension Reason: 

The list of Event Types is displayed.

1. **Select** an Event Type from the list.

Choose

[Browse](#) [Clear](#)

Event Type : Event Type Name :

	Event Type	Event Type Name
Select	AP01	Authorize Normal Payment
Select	LS24	Authorize Capital Lease Principal Payment
Select	PR20	Encumbrance Correction
Select	XPRC	PRC Enc Correction
Select	XPSC	UPPS Interface Only
Select	XPSU	UPPS Interface Only-Inverse
Cancel	First Previous Next Last	

The **Event Type** is now populated on the accounting line and will create the posting lines when the document has been validated.

2. Click **Validate**.

Select **Posting** from the secondary navigation panel. See the Posting Pair that was entered by the event type.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
2	Standard	D011 D001	External AE Disb Payable	\$1,000.00	\$1,000.00
1	Standard	F001 F010	Pending FA Exp Offst - FA	\$1,000.00	\$1,000.00

To open a line, click on the Eye. The page opens to the General Information. Click the Fund Accounting and Detail Accounting tabs to see the posting.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
2	Standard	D011 D001	External AE Disb Payable	\$1,000.00	\$1,000.00

Fund: 13H5	Cabinet: 39	BSA:
Sub Fund:	Department: 758	Sub BSA:
Object: E334	Unit: D758	OBSA: 0210
Sub Object:	Sub Unit:	Sub OBSA:
Object Category: 35	Appr Unit:	Dept Object:
Revenue:	Appr Category:	Dept Revenue:
Sub Revenue:	Internal Fund:	
Revenue Category:	Internal Sub Fund:	
	Internal Dept:	

Review the information and correct any errors.

3. Click **Submit**. The document will now enter eMARS workflow and be directed to the appropriate user or group to approve the document and complete the process.

4 – Internal Exchange/Reimbursement Transactions

eMARS Financial has two methods available for posting internal accounting transactions. The first is the two document method (**ITI/ITA**) and the second is the one document method (**IET**). The two document method requires documents to be created by both parties of the transaction (buyer and seller), while the one document method requires one party (seller) to complete all information for both parties.

Internal transactions that are processed online will have both the buyer and seller Department codes displayed on the document. This allows for documents to be easily identified by each agency and the appropriate actions to be taken. **IET** documents will be processed by the seller but with the buyer as the document department and the seller's Department code in the document ID. The seller will always be the initiator.

On the Internal Exchange Transaction (**IET**) one party has to complete the information for both parties. For interfaced billings, an offline batch process is used to create and process the one-party transactions. These will attempt to post with no approval intervention. Transactions that won't post due to errors will be corrected by the buyer agency and submitted to final by the seller. On-line **IET** creation will be restricted to certain billing agencies, but corrections will still be done by the agencies and submitted to final by the seller. Example of an agency that is capable of processing an **IET** online is State Parks, which charges agencies for their employees' overnight stays.

IET key details:

- **IET** document will be limited to two event types:
 - IN01 – used for Expenditure Reimbursement(Seller)/Expenditure(Buyer)
 - IN04 – will be used for Revenue(Seller)/Expenditure(Buyer)
- Two types (batch and online)
- Multiple buyer lines and only a single seller line
- Event type set by seller and buyer cannot change
- Used as a vehicle for internal billing, ex. Pooling services (print shop, IT, Motor Pool)
- Documents will be loaded with suppressed approvals
- If no errors are present when submitted, it will post to final
- Limited use of this document among Agencies
- Naming standard for batch generation will be "X11111222334445555".
 - X – represents that the document is processed through interfaces
 - 11111 – batch sequence number
 - 222 – seller department number
 - 33 – last two digits of the year
 - 444 – day of year that the transaction took place
 - 55555 – sequentially assigned number for documents created that day
- Funds will automatically be deducted from buyer upon submission (no approval will be needed from the buyer)

Agencies are responsible for monitoring the document catalog for rejected billing documents that need correcting. Once a document is found the responsible agency makes the corrections and notifies the

billing agency that the correction has been made. The billing agency then submits the **IET** and the accounting transaction processed to final.

Correct an IET document

1. Open the **Document Catalog** from the Secondary Navigation panel. If an identification number was provided by the billing agency enter it in the **ID** field. Otherwise enter **IET** in the **Code** field and your agency code in the **Dept** field.
2. Click **Browse**.

A document that needs correcting will have **Draft** in the **Phase** column and **Reject** in the **Status** column.

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

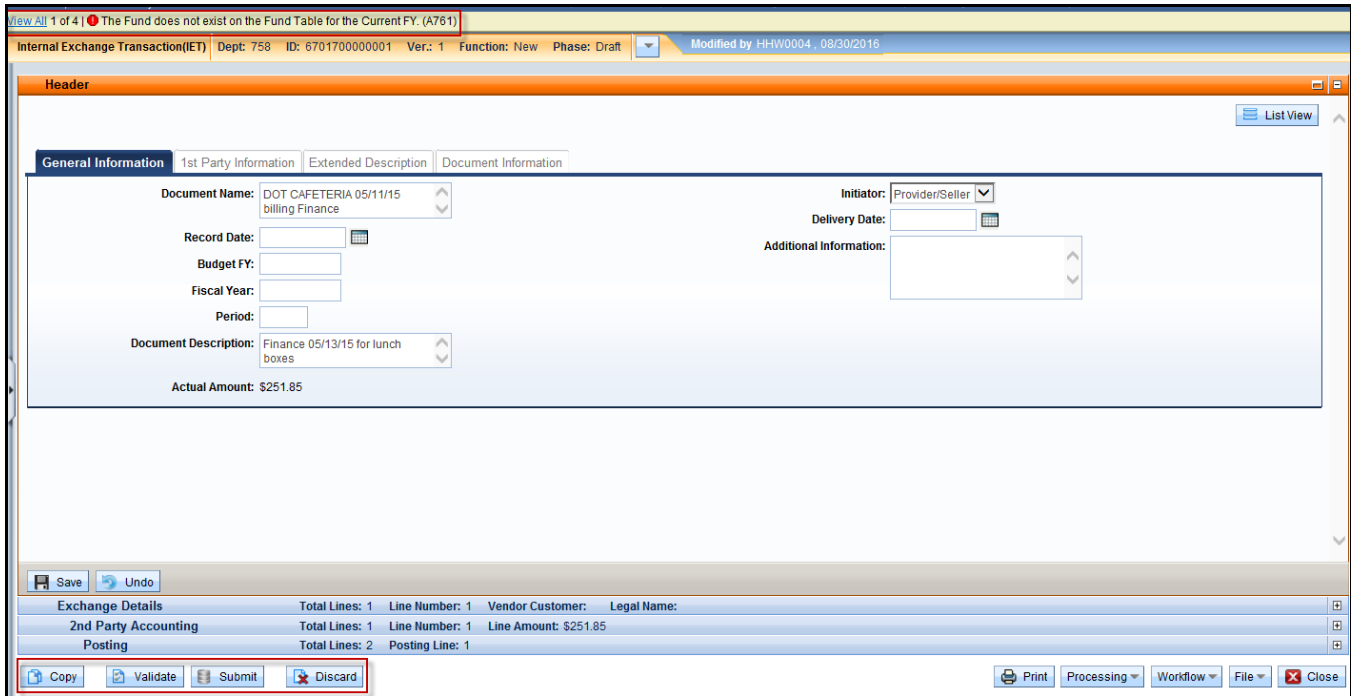
	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	IET	758	D758	6701700000001	No	1	New	Draft	Rejected	8/30/16	HHW0004	\$251.85	Yes

First Prev Next Last

3. Check the appropriate box on the returned results.
4. Click **Open**.

Online **IET** document ID will consist of 13 digits. The 13 digit code will have the seller's department number for the first three digits DDD followed by YY and an eight digit number (12345678)

- Click **Edit** at the bottom of the screen.
- Click on **View All** on the Yellow Error message bar to identify the errors that need to be corrected.

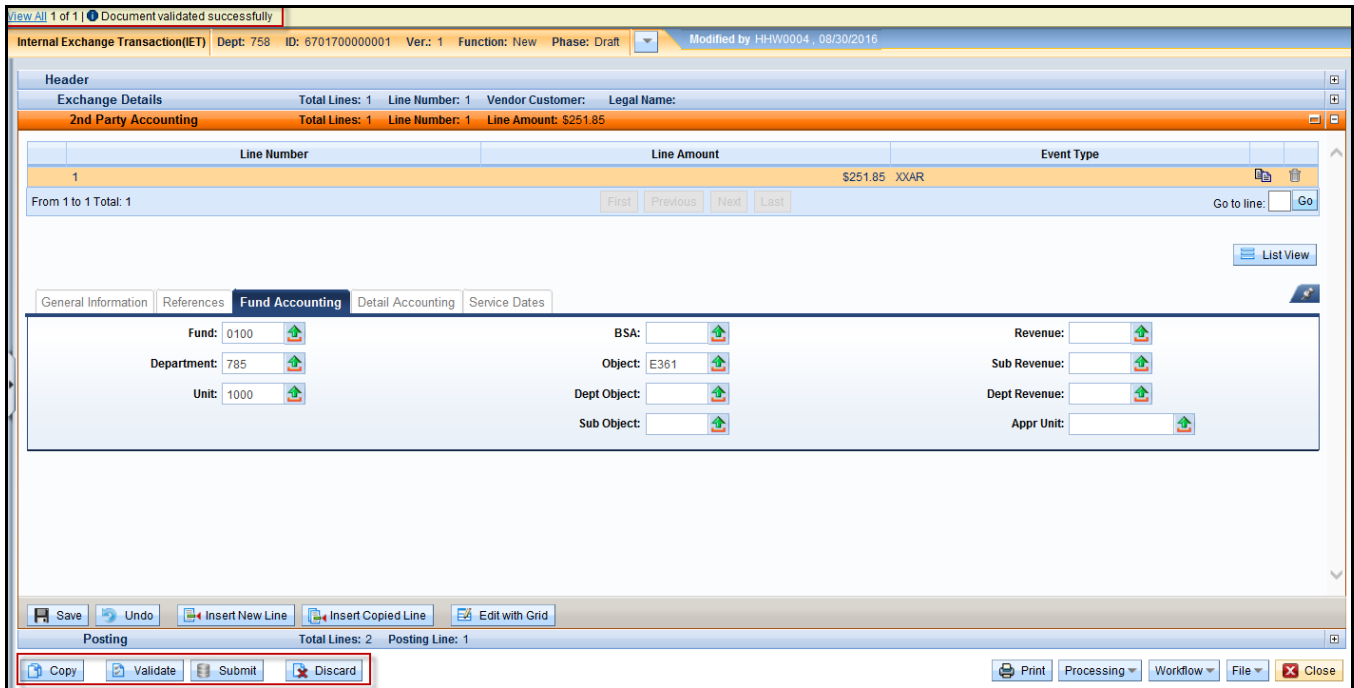


As you click on each error message line, an explanation of the error is displayed.

- Correct the error(s) accordingly.

Severity	Component	Line Number	Override	Message	Description
Severe	---	VEND Line 1 ACTG Line 1 PSTNG Line 1	(Req : 8 Avail : 0)	The Fund does not exist on the Fund Table for the Current FY. (A761)	
Error	IET_DOC_HDR	VEND Line 1 ACTG Line 1 PSTNG Line 1	---	An error occurred while posting the document. Resolve all other errors and resubmit the document.	
Error	DOC_COA	VEND Line 1 ACTG Line 1 PSTNG Line 2	---	The Current Fiscal Year and Fund does not exist on the Fund Table. (A1714)	

- 8. Click **Validate**. If errors are still present correct and validate again.
- 9. Click **Save**.



Internal Exchange Transaction(IET) Dept: 758 ID: 6701700000001 Ver.: 1 Function: New Phase: Draft Modified by: HHW0004, 08/30/2016

Header

Exchange Details Total Lines: 1 Line Number: 1 Vendor Customer: Legal Name:

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$251.85

Line Number	Line Amount	Event Type
1	\$251.85	XXAR

From 1 to 1 Total: 1

General Information References **Fund Accounting** Detail Accounting Service Dates

Fund: 0100 BSA: Revenue:

Department: 785 Object: E361 Sub Revenue:

Unit: 1000 Dept Object: Dept Revenue:

Sub Object: Appr Unit:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 2 Posting Line: 1

Copy Validate Submit Discard Print Processing Workflow File Close

- 10. Once the correction has been completed **notify the billing agency** that created the **IET** has been corrected.

Exercise 2 — Correct an IET document for an Internal Transfer

Scenario

Example: The Agency/Department needs to review **IET** documents to ensure there are no documents waiting for corrections. The agency/dept determines an **IET** needs the agency's attention to correct a problem on the document. After the agency makes the appropriate corrections they notify the billing agency and the document is processed to final.

Task Overview

Review the IET documents for a document that were unable to be finalized and need to be corrected. After determining if any documents need to be corrected, correct the documents and notify the billing agency.

Procedures

1. Click **Search** in the Secondary Navigation panel.
2. Select **Document Catalog** and enter the following information.

Required Fields	Values
Code	IET
Dept	Enter Seller's Dept Number (Ex: 758)
Doc ID	Enter Buyer's Dept Number + Doc FY Number (EX: 125*17*)

3. Open Document State and enter Draft in the Phase field and Rejected in the Status field.

Document Catalog

[Create](#)

▼ **Document Identifier**

Code : Unit :

Dept : ID :

▼ **User Information**

Create User ID : Create Date :

▼ **Document State**

Function : ▼ Status : ▼

Phase : ▼

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	IET	758		1251700000002	No	1	New	Draft	Rejected	9/20/16	HHW0004	\$5.00	Yes

First Prev Next Last

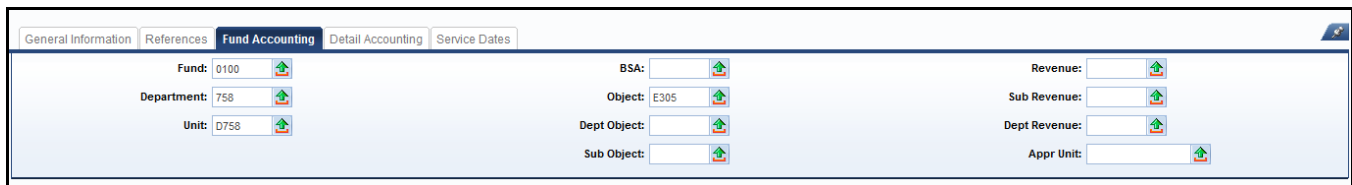
4. Click **Browse**.
5. Select the document from the list and click **Open**.
6. Click **Edit**.
7. Click **View All** in the yellow message bar at the top of the page to identify needed corrections.

Example of a Budget correction:

Review the error messages. A budget error has occurred because the wrong fund was used on the budget line. Messages indicate an error with the Fund Table.

Select the **2nd Party Accounting Section** from the Secondary Navigation Panel and open **Fund Accounting**.

8. Correct the error by changing the **Fund** to 0100.



The screenshot shows the 'Fund Accounting' tab in the eMARS system. The form contains several fields for data entry, each with a small green arrow icon to its right. The fields are arranged in three columns:

Fund: 0100	BSA:	Revenue:
Department: 758	Object: E305	Sub Revenue:
Unit: D758	Dept Object:	Dept Revenue:
	Sub Object:	Appr Unit:

9. Click **Validate**. Correct other errors if there are any.
10. Click **Close**. Notify the billing agency by email that the document has been corrected.

ITI/ITA Transaction

The two document method can be used by any agency to conduct transactions within the Commonwealth. The seller initiates the internal purchasing transaction by creating an Internal Transaction Initiator (**ITI**). The buyer completes the transaction by creating the Internal Transaction Agreement (**ITA**) after the **ITI** has been approved. Once both parties complete the two documents with proper approval the accounting transactions are processed to final.

ITI/ITA key details:

- The seller determines the event type.
- When producing the **ITI/ITA** documents there are two event types to choose from.
 - IN01 – used for Expenditure Reimbursement(Seller)/Expenditure(Buyer)
 - IN04 – used for Revenue(Seller)/Expenditure(Buyer)
- The seller's accounting line is recorded on the **ITI**, but it produces no postings until the **ITA** is completed. In other words, the ITI does not check for funding errors when it is validated.
- While vendor line on an ITI will not be used, it is necessary to have a blank vendor line to create the accounting lines.

The seller initiates the process and after the **ITI** document is accepted, the seller notifies the buyer to copy forward from the **ITI** to an **ITA**. Once the **ITA** is completed, the seller's information is brought forward and cannot be edited. The buyer then completes the accounting lines as necessary and processes the document. At this time, the **ITA** creates posting lines for both parties.

Process an ITI

The ITI is created by opening the **Document Catalog** from the Secondary Navigation panel. In the Document Identifier subsection input **ITI** for the **Code** and the appropriate values for the **Dept.** This is the Seller's Dept number EX: 758 and **Unit.** In the **ID** field enter the Department code that is the buyer's (Ex. 125) and check **Auto Numbering**.

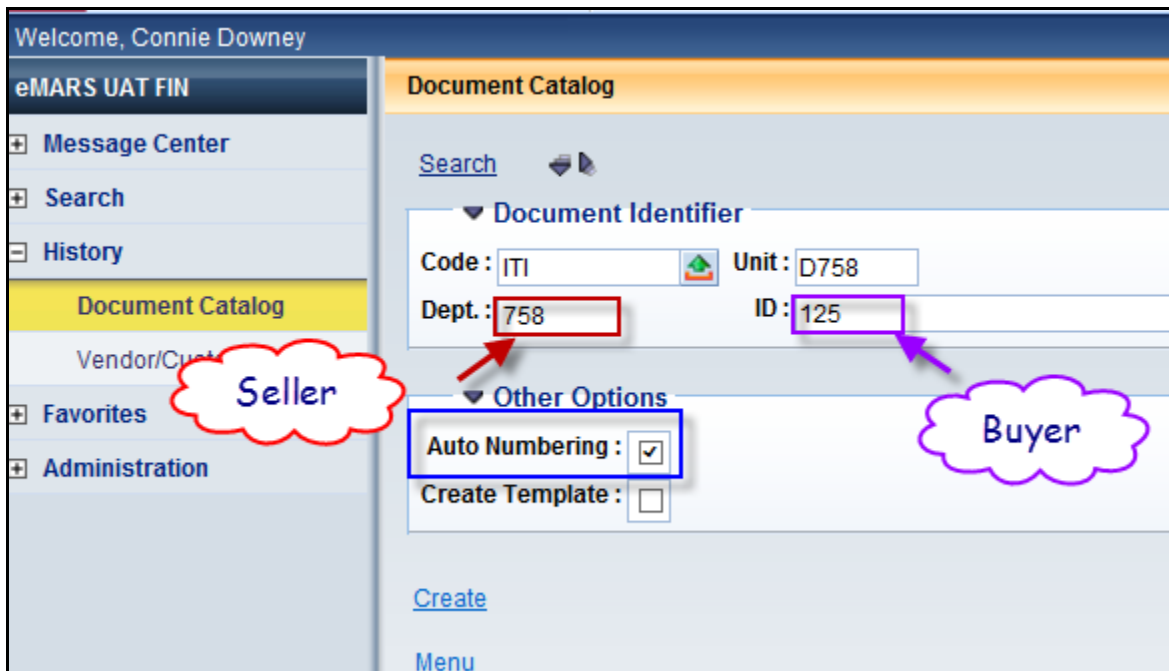
Click **Search** in the Secondary Navigation panel.

Select **Document Catalog**

Click **Create**.

Enter the following information:

Required Fields	Values
Code	ITI
Dept	Enter the Seller Dept. Code
Unit	UNIT
ID	Enter the Buyer Dept Code
Auto Numbering	Check the box



Welcome, Connie Downey

eMARS UAT FIN

- Message Center
- Search
- History
- Document Catalog**
- Vendor/Cust
- Favorites
- Administration

Document Catalog

Search

Document Identifier

Code: ITI Unit: D758

Dept.: 758 ID: 125

Other Options

Auto Numbering:

Create Template:

Create

Menu

Seller (points to Dept.: 758)

Buyer (points to ID: 125)

Click **Create** again.

From the **Initiator** field pick Provider/Seller.

Enter information in the Header section of the **ITI** document accordingly.

Internal Transaction Initiator(ITI) Dept: 758 ID: 1251700000001 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 08/30/2016

Header

General Information | 1st Party Information | Extended Description | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Booth Rental

Document Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Initiator: Provider/Seller

Delivery Date:

Additional Information:

Click **Accounting** on the Secondary Navigation Panel.

Open the Pick List for the **Event Type** field and select the appropriate code.

- IN01 – used for Expenditure Reimbursement(Seller)/Expenditure(Buyer)
- IN04 – used for Revenue(Seller)/Expenditure(Buyer)

Open the **Accounting Template** pick list and select the appropriate template. Add an Object Code if one is not included in the accounting template.

Enter the value of the transaction on the **Line Amount** field.

Click **Validate** on the bottom of the page.

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$100.00

Accounting Line	Line Amount	Event Type
1	\$100.00	IN04

From 1 to 1 Total: 1 First Previous Next Last

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: IN04

Accounting Template: ACTPL

Description:

Line Amount: \$100.00

Closed Date:

Budget FY:

Fiscal Year:

Period:

Bank:

Service From:

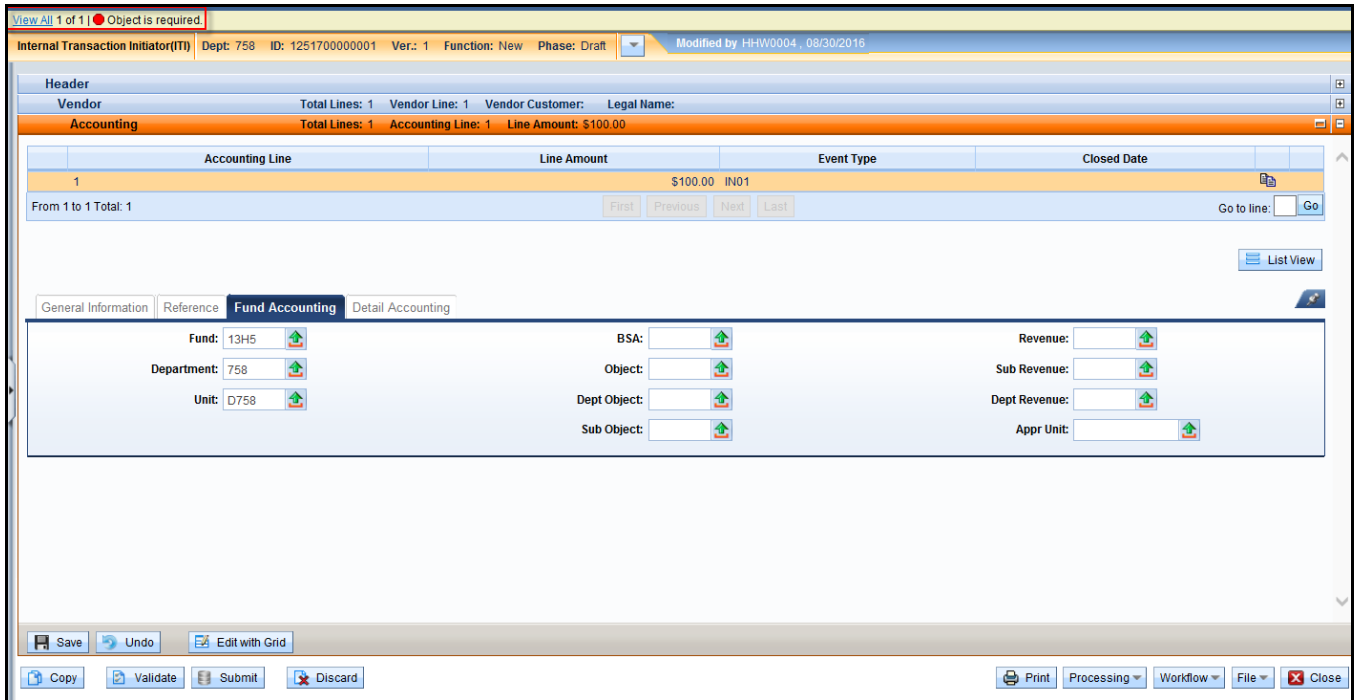
Service To:

Billing Profile:

AR Dept:

AR Unit:

If all necessary information was entered correctly, the validation will come back with no errors. If errors are reported, the user must fix and click **Validate** again. The errors can be displayed by clicking on **View All** highlighted in yellow.



View All 1 of 11 Object is required

Internal Transaction Initiator(ITI) Dept: 758 ID: 1251700000001 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 08/30/2016

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$100.00

Accounting Line	Line Amount	Event Type	Closed Date
1	\$100.00	IN01	

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Fund: 13H5 BSA: Revenue:

Department: 758 Object: Sub Revenue:

Unit: D758 Dept Object: Dept Revenue:

Sub Object: Appr Unit:

Save Undo Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

After the document is validated with no errors, click **Submit**.

After the document is approved within the agency, the **Seller must notify the Buyer** via email that the **ITI** is complete and the Internal Transaction Agreement (**ITA**) must be completed.

Exercise 1 — Create an Internal Transfer (ITI)

Scenario

Example: Department 758 paid for a Conference table for Department 079. Department 079 will reimburse Department 758. The **ITI** would be initiated by the “seller” Department 758 and “Buyer” Department 079 will create the **ITA**.

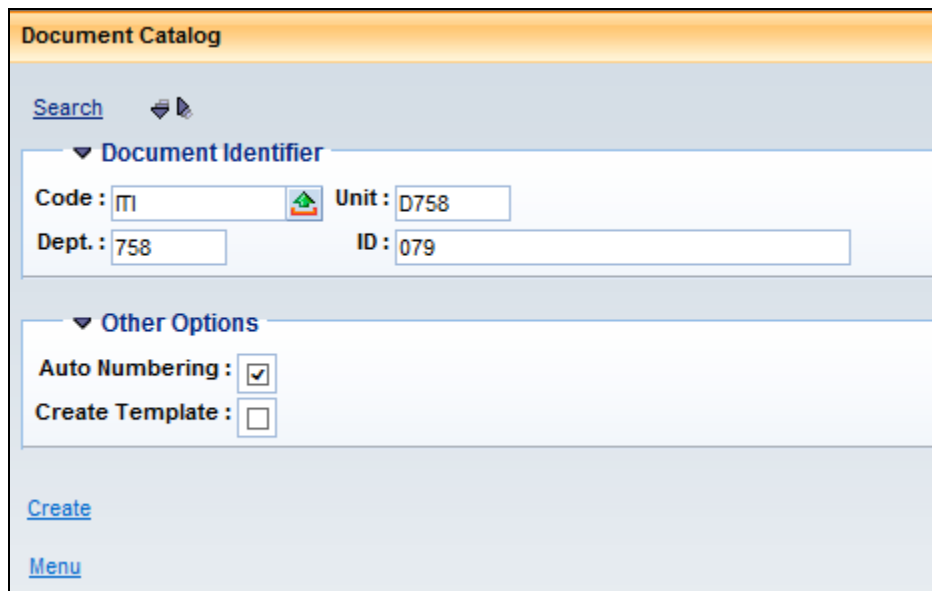
Task Overview

The Seller completes an **ITI** of the **ITI / ITA** process to transfer expenditures from one Department to another.

Procedures

1. Click **Search** in the Secondary Navigation panel
2. Select **Document Catalog**
3. Click **Create**
4. Enter the following information:

Required Fields	Values
Code	ITI
Dept	Enter the Seller Dept. Code EX: 758
Unit	Enter your Unit EX: D758
ID	Enter the Buyer Dept Code EX: 079
Auto Numbering	Check the box



Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

4. Click **Create**.

5. In the **General Information** subsection enter the following information.

Document Description	EX: Payment of Conference Table to Dept 758 from Dept 079
----------------------	---

6. From the drop down menu in the Initiator field select **Provider/Seller**.

7. Open **Accounting** from the Secondary Navigation panel.

8. Open the **Event Type** Pick List and select **IN01**.

- IN01 – used for Expenditure Reimbursement(Seller)/Expenditure(Buyer)
- IN04 – used for Revenue(Seller)/Expenditure(Buyer)

9. Enter the following information in the General Information subsection.

Required Fields	Values
Accounting Template	Enter Seller Department's Acct Template or the Accounting string manually
Description	Payment of Conference table to Dept 758 from Dept 079
Line Amount	100.00
Bank	GA

10. Click on **Fund Accounting**. Enter other appropriate information according to Agency guidelines.

Fund Accounting	Enter the Object Code or Revenue Code depending on the Event Type chosen EX: E712 (for this ITI)
-----------------	---

(Note: other elements may be required depending on Agency Fiscal policy.)

11. Click **Validate**. Correct any errors and then click Validate again.

12. Click **Submit**.

13. Click **Close** to exit the document.

The **ITI** must be approved before the Buyer can create the **ITA**.

After the ITI is in Final status, notify the buyer that an **ITI** has been created for them and you are waiting for them to complete an **ITA** for the transaction.

Process an ITA


(Informational – Not an Exercise)

The **ITA** is created by opening the **ITI** from Document Catalog in the Secondary Navigation panel. Fill in the **Code** field with **ITI**. Enter the seller's Department code in the **Dept** field. In the **ID** field, type the buyer's Department code followed by an asterisk ("079*") in **ID** field or type in the document number.


Click **Browse** and find the document that you are looking to create the **ITA** from.

After finding the correct **ITI**, click on the **ID** link.

Document Catalog

[Create](#) 

▼ **Document Identifier**

Code :  Unit :

Dept. : ID :

▶ **User Information**

▶ **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	ITI	758	D758	0791600000112	No	1	New	Final	Submitted	4/29/16	HHW0004	\$100.00	Yes

First Prev Next Last

[Menu](#)

The selected ITI document displays. After confirming that it is the correct **ITI**, click **Open**, Click **Copy Forward** at the bottom of the page.

Header List View

General Information | 1st Party Information | Extended Description | Document Information

Document Name:	Pay for Conference Table	Initiator:	Provider/Seller
Record Date:	04/29/2016	Delivery Date:	
Budget FY:	2016	Additional Information:	
Fiscal Year:	2016		
Period:	10		
Document Description:	Payment to Department #		
Document Amount:	\$100.00		
Closed Amount:	\$0.00		
Closed Date:			

Edit Copy Copy Forward Discard Print Processing Workflow File Close

The Copy Forward page displays the information of the ITI document that you are creating the ITA from.

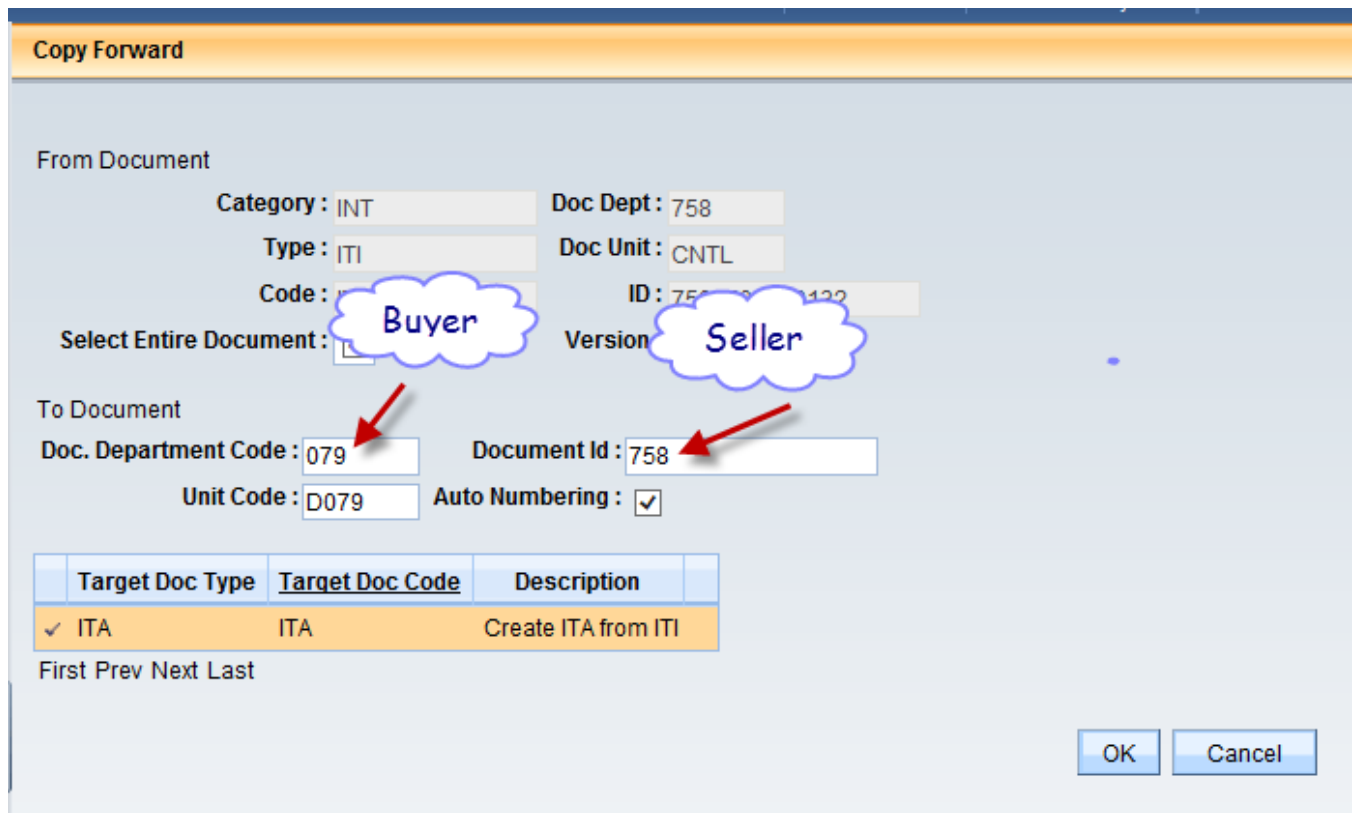
In the **To Document**, fill in the **Doc. Department Code** with the Buyer's Department and **Unit Code** with the appropriate value.

Insert the Seller's Department code (ex. "758") in the **Document ID** field

Check **Auto Numbering**.

There is only one target document type that can be created from the **ITI** so it will automatically be selected.

Click **OK** once all fields are completed.



Copy Forward

From Document

Category : INT Doc Dept : 758
 Type : ITI Doc Unit : CNTL
 Code : ID : 758 132
 Select Entire Document : Version : Seller

To Document

Doc. Department Code : 079 Document Id : 758
 Unit Code : D079 Auto Numbering :

Target Doc Type	Target Doc Code	Description
✓ ITA	ITA	Create ITA from ITI

First Prev Next Last

OK Cancel

Now the **ITA** document has been created. The initiator and 1st party information are filled in and unable to be edited.

The screenshot shows the 'Header' window with the following details:

- Document Name:** Pay for Conference Table
- Record Date:** [Calendar icon]
- Document Description:** Payment to Department #
- Actual Amount:** \$0.00
- Initiator:** Provider/Seller
- Delivery Date:** [Calendar icon]
- Additional information:** [Text area]

At the bottom, there is a summary table:

Initiator Reference	Total Lines: 1	Vendor Line: 1
2nd Party Accounting	Total Lines: 0	Line Number: none Line Amount: none
Posting	Total Lines: 0	Posting Line: none

Buttons at the bottom include: Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, Close.

In the secondary navigation panel click **2nd Party Accounting**.

Click **Insert New Line**.

Open the Pick List for the **Event Type** and **Accounting template** fields and select the appropriate code for each field. If necessary a user has the option of entering multiple accounting lines for recording the transaction.

Enter the transaction amount in the **Line Amount** field.

The screenshot shows the 'Internal Transaction Agreement (ITA)' window with the following details:

- Header:** Internal Transaction Agreement(ITA) Dept: 079 ID: 7581600000008 Ver.: 1 Function: New Phase: Draft Modified by HRW0004 05/02/2016
- Initiator Reference:** Total Lines: 1 Vendor Line: 1
- 2nd Party Accounting:** Total Lines: 1 Line Number: 0 Line Amount: \$100.00

Line Number	Line Amount	Event Type
0	\$100.00	IN01

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [input] Go

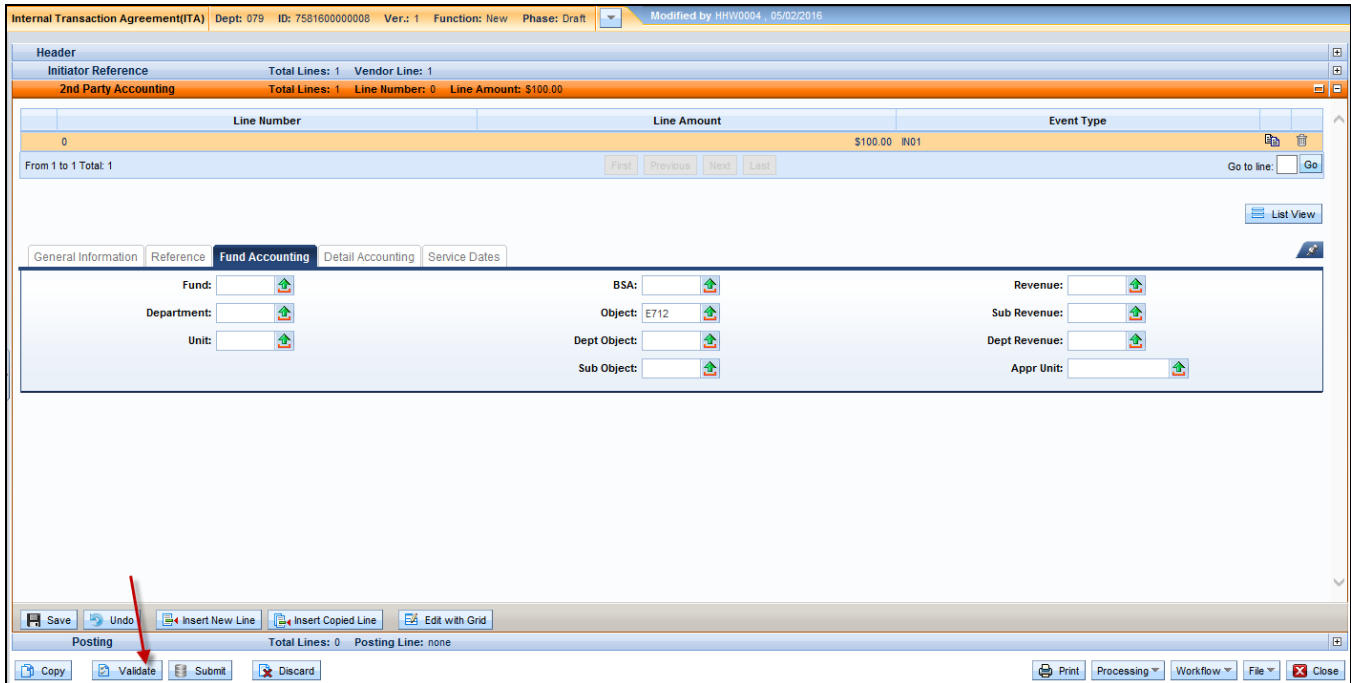
Buttons: List View

General Information Reference Fund Accounting Detail Accounting Service Dates

- Event Type:** IN01
- Accounting Template:** FADCPM
- Line Description:** Purchase/Pay for Conf Table
- Line Amount:** \$100.00
- PY Accrual/Clearing %:**
- Budget FY:**
- Fiscal Year:**
- Period:**
- Bank:** GA
- Billing Profile:**
- AR Dept:**
- AR Unit:**

Open the **Fund** and **Detailing Accounting** subsections, enter the appropriate values if an accounting template was not used.

Click **Validate**.



Internal Transaction Agreement(ITA) Dept: 079 ID: 7581600000008 Ver.: 1 Function: New Phase: Draft Modified by RHV0004 05/02/2016

Header
Initiator Reference Total Lines: 1 Vendor Line: 1
2nd Party Accounting Total Lines: 1 Line Number: 0 Line Amount: \$100.00

Line Number	Line Amount	Event Type
0	\$100.00 IN01	

From 1 to 1 Total: 1

General Information Reference **Fund Accounting** Detail Accounting Service Dates

Fund: BSA: Revenue:
 Department: Object: E712 Sub Revenue:
 Unit: Dept Object: Dept Revenue:
 Sub Object: Appr Unit:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

If errors are reported, review them by clicking on **View All** highlighted in yellow and correct the errors. Click **Validate** again.

The error “Funds and Sub Funds must be different (A2764)” will be displayed if the seller and buyer agency are using the same fund. This error is for information only and will not stop the document from processing.

After validation reports no errors, click **Submit** to complete. After the ITA is submitted it enters workflow for approval and when approved, the event type creates posting lines for both parties.

Exercise 2 — Create an Internal Transfer Agreement (ITA)

Scenario

Example: COT (Dept 079) will pay (Dept 758) for the conference table. We will search for and find the ITI created by the Seller.

Task Overview

Upon notification that an **ITI** has been created the “Buyer” creates the **ITA**.

Procedures

1. Click **Search** in the Secondary Navigation panel.
2. Select **Document Catalog** and enter the following information.

Required Fields	Values
Code	ITI
Dept	(Sellers)
ID	Buyers Dept Number/Doc Number

3. Click **Browse**
4. Check the box next to the **ITI** that matches the search criteria.
5. Click **Open**.
6. Review the **ITI** for correctness and click **Copy Forward**. *When processing the ITA from the ITI, the department numbers will be reversed.* Having both department numbers in the Document number will allow both agencies to view the documents.
7. Enter the following information:

Required Fields	Values
Doc. Department Code	Enter Buyer's Dept Code
Unit Code	Enter Buyer's Unit Code
Document ID	Enter Seller Dept Code
Auto Numbering	Check the box

Copy Forward

From Document

Category : INT Doc Dept : 758

Type : ITI Doc Unit : D758

Code : ITI ID : 0791600000112

Select Entire Document : Version : 1

To Document

Doc. Department Code : 079 Document Id : 758

Unit Code : D079 Auto Numbering :

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> ITA	ITA	Create ITA from ITI

First Prev Next Last

8. Click **OK**. The ITA Document opens.
9. Open **Initiator Reference** section from the Secondary Navigation Panel. All Required fields were entered by the copy forward.
10. Open **2nd Party Accounting** section from the Secondary Navigation Panel.
11. Click **Insert New Line** and enter the following information:

Required Fields	Values
Event Type	IN01
Accounting Template	Enter Buyer's Accounting Template ID
Line Description	Reimbursement for Conference table
Line Amount	100

Internal Transaction Agreement(ITA) Dept: 079 ID: 758140000003 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 10/08/2013

Document Navigator

- Header
- Initiator Reference
- 2nd Party Accounting**
- Posting

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$100.00

Line Number	Line Amount	Event Type
1	\$100.00	IN01

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting Service Dates

Event Type: IN01 Budget FY:

Accounting Template: FADCPM Fiscal Year:

Line Description: Purchase/Pay for Conf Table Period:

Line Amount: \$100.00 Bank: GA

PY Accrual/Clearing %: Billing Profile:

AR Dept:

AR Unit:

Note: other accounting elements may be required depending on Agency fiscal policy.

- Open the **Fund Accounting** subsection; enter Object code EX: **E712**
- If your Department uses other accounting fields, open the **Detail Accounting** section and enter them. For this example, enter **CS20** in the **Activity** field.

Header

Initiator Reference Total Lines: 1 Vendor Line: 1

2nd Party Accounting Total Lines: 1 Line Number: 0 Line Amount: \$100.00

Line Number	Line Amount	Event Type
0	\$100.00	IN01

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Reference Fund Accounting **Detail Accounting** Service Dates

Function: Activity: CS20 Reporting:

Sub Function: Sub Activity: Sub Reporting:

Major Program: Location: Task:

Program: Sub Location: Sub Task:

Program Period: Task Order:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

- Click **Validate**
- Click **Submit**.
- Click **Close** to close the document.

Once the **ITA** is approved, the internal fund transfer will take place and BOTH sides of the **ITI / ITA** internal transfer method have been completed.

5 – Expense and Revenue Correction

The cash expenditure correction (**JV2E**) and cash collected earned revenue correction (**JV2R**) documents allow users to correct instances in which expenditures or revenues were posted to the wrong accounting distribution. The total amount of the accounting lines on a **JV2E** or **JV2R** document must always sum to \$0. These documents are approved within the agency and require no central level of approval.

In the case of an erroneous expenditure transaction, the user debits the correct accounting distribution by entering a positive number in the amount field. To credit the transaction amount for the previous accounting distribution, the user would enter an equal, negative value.

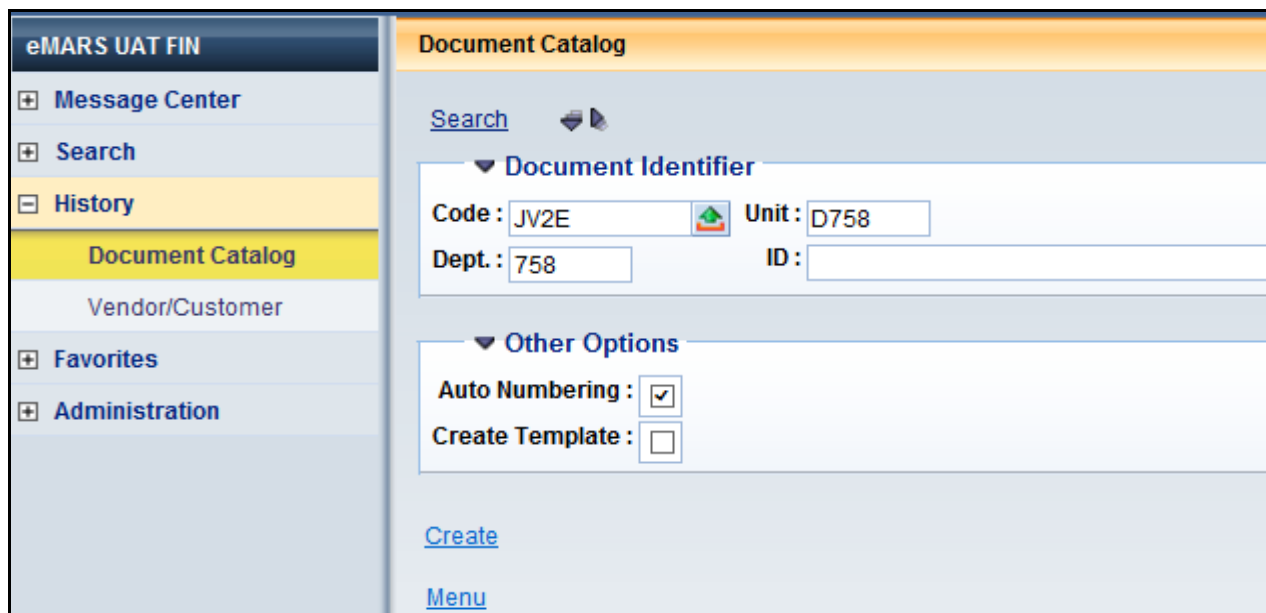
In the case of an erroneous revenue transaction, the user credits the correct accounting distribution by entering a positive number in the amount field. To debit the transaction amount for the previous accounting distribution, the user would enter an equal, negative value.

Mixing revenue and expenditure corrections on a JV2E or JV2R is not allowed. If this type of transaction is needed, please contact Statewide Accounting for assistance.

[Process a Cash Expenditure Correction \(JV2E\)](#)

Identify the expenditure that needs to be corrected and note the vendor entry, line amount, and object code of the erroneous document.

1. Open **Document Catalog** from the Secondary Navigation panel.
2. Click **Create**.
3. In the Document Identifier subsection enter **JV2E** into the Code field and fill in the **Dept** and **Unit** field.
4. Select **Auto Numbering**.
5. Click **Create**.



The screenshot shows the eMARS UAT FIN interface. On the left is a navigation menu with options: Message Center, Search, History, Document Catalog (highlighted), Vendor/Customer, Favorites, and Administration. The main area is titled 'Document Catalog' and contains a search bar and a 'Document Identifier' section. The 'Document Identifier' section has fields for Code (JV2E), Unit (D758), Dept. (758), and ID. Below this is an 'Other Options' section with checkboxes for 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom of the main area are 'Create' and 'Menu' links.

6. Enter descriptive information in the Document Description Field on **Header** section.

Cash Expenditure Correction(JV2E)		Dept: 758	ID: 1700000015	Ver.: 1	Function: New	Phase: Draft	Modified by HHW0004 , 08/30/2016								
Header															
<table border="1"> <tr> <td>General Information</td> <td>Payee</td> <td>Additional Amounts</td> <td>Extended Description</td> <td>Contact</td> <td>Document Information</td> <td colspan="2"></td> </tr> </table>								General Information	Payee	Additional Amounts	Extended Description	Contact	Document Information		
General Information	Payee	Additional Amounts	Extended Description	Contact	Document Information										
Document Name:		<input type="text"/>			Pre-Processing Allowed: <input type="checkbox"/>										
Record Date:		<input type="text"/>			Bank Account: <input type="text"/>										
Budget FY:		<input type="text"/>			Replacement: <input type="checkbox"/>										
Fiscal Year:		<input type="text"/>			Contract Withholding Exempt: <input type="checkbox"/>										
Period:		<input type="text"/>			Cited Authority: <input type="text"/>										
Document Description:		Correcting expenditures charged to E321 to E319			Actual Amount: \$0.00										
					Closed Amount: \$0.00										
					Closed Date:										
					Open Amount: \$0.00										
					Referenced Amount: \$0.00										

Save Undo

Vendor	Vendor Line: none	Vendor Customer: none	Legal Name: none
Accounting	Total Lines: 0	Accounting Line: none	Line Amount: none
Posting	Total Lines: 0	Posting Line: none	Line Open Amount: none

7. In the secondary navigation, click **Vendor**.

8. Click **Insert New Line**.
9. Open **Vendor Customer** and enter the same vendor code that was used on the erroneous document.

Vendor				
Vendor Line: 1	Vendor Customer: VC0000100004	Legal Name: ANTHEM BLUE CROSS BLUE SHIELD		
Vendor Line	Vendor Customer	Legal Name		
1	VC0000100004	ANTHEM BLUE CROSS BLUE SHIELD		
From 1 to 1 Total: 1				
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>				
<div style="display: flex; border-bottom: 1px solid #000; margin-bottom: 5px;"> <div style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">General Information</div> <div style="padding: 2px 5px; font-weight: bold;">Disbursement Options</div> <div style="padding: 2px 5px; font-weight: bold;">Discount Terms</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <p>Vendor Customer: <input type="text" value="VC0000100004"/> </p> <p>Legal Name: <input type="text" value="ANTHEM BLUE CROSS"/></p> <p>Alias/DBA: <input type="text"/></p> <p>Address Code: <input type="text" value="AD001"/> </p> <p>Address Line 1: <input type="text" value="PO BOX 37920"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text" value="LOUISVILLE"/></p> <p>State: <input type="text" value="Kentucky"/> </p> <p>Zip: <input type="text" value="40233-7920"/></p> <p>Country: <input type="text" value="US"/></p> </td> <td style="width: 40%; padding: 5px;"> <p>Vendor Contact ID: <input type="text" value="PC001"/> </p> <p>Vendor Contact Name: <input type="text" value="NO CONTACT IDENTIFI"/></p> <p>Vendor Contact Phone: <input type="text" value="999-999-9999"/></p> <p>Vendor Contact Phone Ext.: <input type="text"/></p> <p>Vendor Contact Email: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Fax Extension: <input type="text"/></p> <p>Web Address http://: <input type="text"/></p> </td> </tr> </table>			<p>Vendor Customer: <input type="text" value="VC0000100004"/> </p> <p>Legal Name: <input type="text" value="ANTHEM BLUE CROSS"/></p> <p>Alias/DBA: <input type="text"/></p> <p>Address Code: <input type="text" value="AD001"/> </p> <p>Address Line 1: <input type="text" value="PO BOX 37920"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text" value="LOUISVILLE"/></p> <p>State: <input type="text" value="Kentucky"/> </p> <p>Zip: <input type="text" value="40233-7920"/></p> <p>Country: <input type="text" value="US"/></p>	<p>Vendor Contact ID: <input type="text" value="PC001"/> </p> <p>Vendor Contact Name: <input type="text" value="NO CONTACT IDENTIFI"/></p> <p>Vendor Contact Phone: <input type="text" value="999-999-9999"/></p> <p>Vendor Contact Phone Ext.: <input type="text"/></p> <p>Vendor Contact Email: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Fax Extension: <input type="text"/></p> <p>Web Address http://: <input type="text"/></p>
<p>Vendor Customer: <input type="text" value="VC0000100004"/> </p> <p>Legal Name: <input type="text" value="ANTHEM BLUE CROSS"/></p> <p>Alias/DBA: <input type="text"/></p> <p>Address Code: <input type="text" value="AD001"/> </p> <p>Address Line 1: <input type="text" value="PO BOX 37920"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text" value="LOUISVILLE"/></p> <p>State: <input type="text" value="Kentucky"/> </p> <p>Zip: <input type="text" value="40233-7920"/></p> <p>Country: <input type="text" value="US"/></p>	<p>Vendor Contact ID: <input type="text" value="PC001"/> </p> <p>Vendor Contact Name: <input type="text" value="NO CONTACT IDENTIFI"/></p> <p>Vendor Contact Phone: <input type="text" value="999-999-9999"/></p> <p>Vendor Contact Phone Ext.: <input type="text"/></p> <p>Vendor Contact Email: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Fax Extension: <input type="text"/></p> <p>Web Address http://: <input type="text"/></p>			

10. Click **Accounting**.
11. Create a new accounting line to reverse the erroneous entry by clicking **Insert New Line**.
12. Open **Event Type** and Select **GA01**.
13. Open the **Accounting** section and enter the original Accounting Template from the previous erroneous document.
14. In **Line Description** enter "Correcting expenditures charged to XXXX that should have been charged to XXXX" indicating the correct codes.
15. In **Line Amount** enter an equal, **negative** value of the erroneous document.
16. Open **Fund Accounting** enter the object code that was noted from the erroneous document.
Ex: E321

Cash Expenditure Correction(JVZE) Dept: 758 ID: 1700000015 Ver: 1 Function: New Phase: Draft Modified by: HHW0004 08/30/2016

Header
 Vendor: Vendor Line: 1 Vendor Customer: VC0000100004 Legal Name: ANTHEM BLUE CROSS BLUE SHIELD

Accounting
 Total Lines: 1 Accounting Line: 1 Line Amount: (\$100.00) Line Open Amount: (\$100.00)

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	(\$100.00)	\$0.00	(\$100.00)	\$0.00	GA01

From 1 to 1 Total: 1

Buttons: First Previous Next Last Go to line: [] Go List View

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01
 Accounting Template: ACTPL
 Line Description: Correcting expenditures charged to E321 that should have been charged to E319
 Line Amount: (\$100.00)
 Line Closed Amount: \$0.00
 Line Closed Date:
 Line Open Amount: (\$100.00)
 Referenced Line Amount: \$0.00

Budget FY:
 Fiscal Year:
 Period:
 Bank:
 Vendor Invoice Number:
 Vendor Invoice Line:
 Vendor Invoice Date:
 Tracking Date:
 Check Description:

Buttons: Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 1 Posting Line: 1

Buttons: Copy Validate Submit Discard Print Processing Workflow File Close

17. Create another accounting line to record the transaction to the proper account by clicking **Insert New Line**.
18. Open **Event Type** and **Select GA01**.
19. Open the **Accounting Template** Pick List and click the appropriate template that represents the correct accounting details to be charged.
20. In **Line Description** enter "Correcting expenditures charged to XXXX that should have been charged to XXXX" indicating correct code.
21. In **Line Amount** enter the amount of the erroneous document.
22. Open **Fund Accounting** and enter the object code that the expenditure should have been charged to in the **Object** field. Ex: E319

Cash Expenditure Correction(JV2E) Dept: 758 ID: 170000015 Ver.: 1 Function: New Phase: Draft Modified by: HHW0004 09/30/2016

Header

Vendor: Vendor Line: 1 Vendor Customer: VC0000100004 Legal Name: ANTHEM BLUE CROSS BLUE SHIELD

Accounting: Total Lines: 2 Accounting Line: 1 Line Amount: (\$100.00) Line Open Amount: (\$100.00)

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	(\$100.00)	\$0.00	(\$100.00)	\$0.00	GA01
2	\$100.00	\$0.00	\$100.00	\$0.00	GA01

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01

Accounting Template: ACTPL

Line Description: Correcting expenditures charged to E321 that should have been charged to E319

Line Amount: (\$100.00)

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: (\$100.00)

Referenced Line Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Bank: GA

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:


Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 1 Posting Line: 1

Copy Validate Submit Discard Print Processing Workflow File Close

23. Click **Validate**. If errors are reported, correct them. You can view the errors by clicking on **View All** in the top left of the screen.
24. Click **Validate** again.
25. Click **Posting** in the Secondary Navigation panel. To review the posting lines to ensure all lines are correct, click on the **Eye** found at the far right end of the posting line.

Cash Expenditure Correction(JV2E) Dept: 758 ID: 1700000015 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 08/30/2016

Header						
Vendor		Vendor Line: 1	Vendor Customer: VC0000100004	Legal Name: ANTHEM BLUE CROSS BLUE SHIELD		
Accounting		Total Lines: 2	Accounting Line: 1	Line Amount: (\$100.00)	Line Open Amount: (\$100.00)	
Posting						
Total Lines: 1		Posting Line: 1				
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Non-Standard	A001 D014	Cash External CE	\$100.00	\$100.00	
From 1 to 1 Total: 1						
				First	Previous	Next
				Go to line:		Go

Copy Validate Submit Discard Print Processing Workflow File Close

26. After the document validates successfully, click **Submit**. The JV2E will route to a Worklist in your Agency for approval.

Exercise 5 — Revenue Correction (JV2R)

Scenario

Example: A revenue accounting activity was recorded and now it has come to the attention of the department that it was posted to the wrong account. A **JV2R** must be used to fix the error.

Task Overview

Complete a **JV2R** to reverse an incorrect revenue posting and create a new revenue posting to record the revenue. A correction to Revenue is conducted the same way as the expense except that the JV2E document code is JV2R and the Event Type is **GA05**.

Procedures

1. To Create a **JV2R** document click **Search** in the Secondary Navigation panel.
2. Select **Document Catalog**.
3. Click **Create**.
4. Enter the following information:

Required Fields	Values
Code	JV2R
Dept	Enter Department Number
Unit	Enter the Unit
Auto Numbering	Check the box

Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

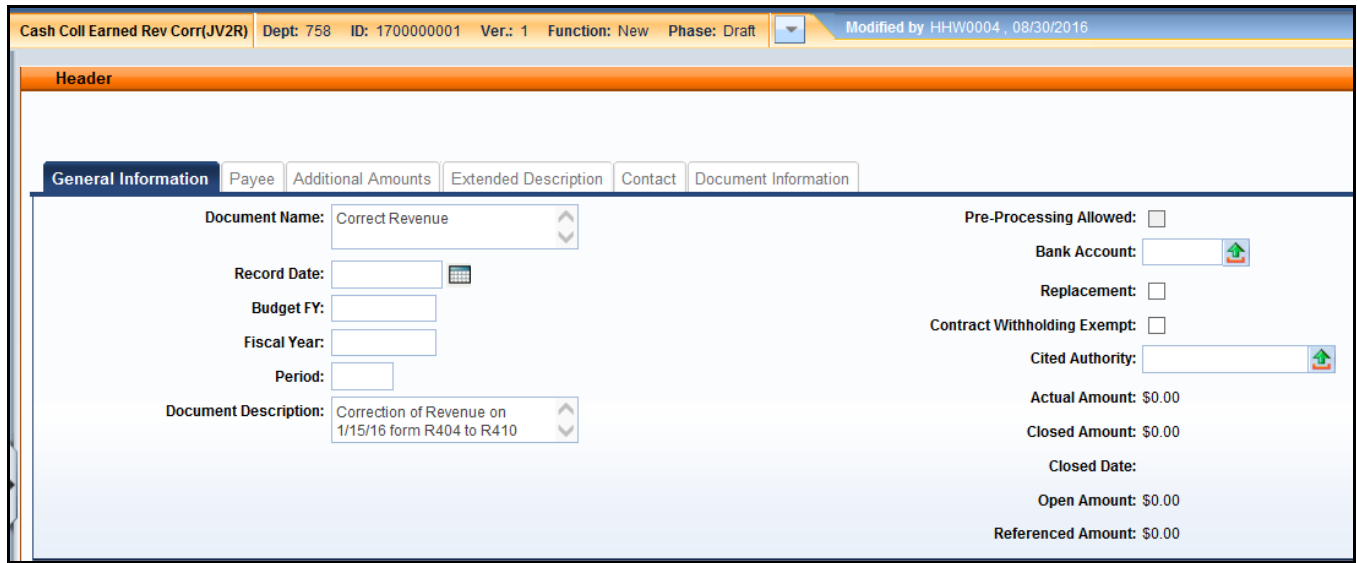
Create Template :

[Create](#)

[Menu](#)

- Click **Create**. The **JV2R** document opens.
- Enter the following information into the **Header** section.

Required Fields	Values
Document Description	Correction of revenue posted on 01/15/16 from R404 to R410



Cash Coll Earned Rev Corr(JV2R) Dept: 758 ID: 1700000001 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 08/30/2016

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: Correct Revenue

Record Date: []

Budget FY: []

Fiscal Year: []

Period: []

Document Description: Correction of Revenue on 1/15/16 form R404 to R410

Pre-Processing Allowed:

Bank Account: []

Replacement:

Contract Withholding Exempt:

Cited Authority: []

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

- Open **Vendor** from the Secondary Navigation panel.
- Click **Insert New Line**.
- Enter the **Vendor Customer Code** used on the previous erroneous document. EX: VC0000100004

10. Open **Accounting** from the Secondary Navigation panel.
11. Click **Insert New Line**.
12. Click on the **Event Type** Pick List and select **GA05**.
13. Enter the following information:

Required Fields	Values
Accounting Template	Enter the Accounting Template Code
Line Description	Correcting revenue recorded to R404 that should have been recorded to R410
Line Amount	-100.00 (this is a <u>negative</u> value of Line Amount recorded from incorrect document)

The screenshot shows the eMARS Accounting interface. At the top, the header displays 'Vendor Line: 1', 'Vendor Customer: VC0000100003', and 'Legal Name: VISUALLY IMPAIRED'. Below this, the 'Accounting' section shows 'Total Lines: 1', 'Accounting Line: 1', 'Line Amount: (\$100.00)', and 'Line Open Amount: (\$100.00)'. A table lists the accounting line with columns for Accounting Line, Line Amount, Line Closed Amount, Line Open Amount, Referenced Line Amount, and Event Type. The table contains one row with Accounting Line 1, Line Amount (\$100.00), Line Closed Amount \$0.00, Line Open Amount (\$100.00), Referenced Line Amount \$0.00, and Event Type GA05. Below the table, the 'General Information' tab is active, showing fields for Event Type (GA05), Accounting Template (ACTPL), Line Description (Correcting Revenue recorded to R404 that should have been R410), Line Amount (\$100.00), Line Closed Amount (\$0.00), Line Closed Date, Line Open Amount (\$100.00), Referenced Line Amount (\$0.00), Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Tracking Date, and Check Description. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

14. Open **Fund Accounting**, enter the erroneous Revenue Code in the Revenue field. Ex: **R404**

The screenshot shows the 'Fund Accounting' tab in the eMARS interface. It contains several fields for entering accounting information: Fund, Department, Unit, BSA, Object, Dept Object, Sub Object, Revenue (set to R404), Sub Revenue, Dept Revenue, and Appr Unit. Each field has a small green arrow icon next to it, indicating a pick list or validation feature.

15. Click **Insert New Line** to create another accounting line.
16. Open the **Event Type** pick list and select **GA05**.
17. Enter the following information:

Required Fields	Values
Accounting Template	Enter the Accounting Template
Line Description	Correcting revenue recorded to R404 that should have been recorded to R410
Line Amount	100.00 (this is a <u>positive</u> value of Line Amount)

The screenshot shows the eMARS General Accounting interface. At the top, the Vendor information is displayed: Vendor Line: 1, Vendor Customer: VC0000100003, Legal Name: VISUALLY IMPAIRED. Below this, the Accounting summary shows: Total Lines: 2, Accounting Line: 2, Line Amount: \$100.00, Line Open Amount: \$100.00.

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	(\$100.00)	\$0.00	(\$100.00)	\$0.00	GA05
2	\$100.00	\$0.00	\$100.00	\$0.00	GA05

From 1 to 2 Total: 2

The General Information tab is active, showing the following fields:

- Event Type: GA05
- Accounting Template: FINCRC
- Line Description: Correcting Revenue recorded to R404 that should have been R410
- Line Amount: \$100.00
- Line Closed Amount: \$0.00
- Line Closed Date:
- Line Open Amount: \$100.00
- Referenced Line Amount: \$0.00
- Interest Ineligible:
- Budget FY:
- Fiscal Year:
- Period:
- Bank: GA
- Vendor Invoice Number:
- Vendor Invoice Line:
- Vendor Invoice Date:
- Tracking Date:
- Check Description:

18. Open **Fund Accounting**, enter the correct Revenue Code in the Revenue Field. EX: **R410**.

The screenshot shows the Fund Accounting tab in the eMARS interface. The following fields are visible:

- Fund:
- Department:
- Unit:
- BSA:
- Object:
- Dept Object:
- Sub Object:
- Revenue: R410
- Sub Revenue:
- Dept Revenue:
- Appr Unit:

19. Click **Validate**. Resolve any errors. Click Validate again.
20. Click **Submit**. The JV2R will be routed to a Worklist for approval in your agency.
21. Click **Close**.

6 – On/Off Budget Transfers

An On/Off budget transfer document (**JV2T**) is used to move cash between funds, On Budget transfers move cash from one fund to another and reduce the budget of the fund reducing cash. The Off Budget transfer will be used to move cash between funds with no budgetary impact.

On/Off Budget details:

- The **JV2T** is approved centrally (Finance Department).
- On/Off budget transfers can be used in all agencies.
- Three event types will be used.
 - XC01 (On-Budget Transfer Out) – will be used to transfer the funds out of a budget.
 - XC02 (Off-Budget Transfer Out) – will be used to transfer funds that are not coming from budget.
 - XC03 (Transfer In) – will be used to receive the funds.
- The accounting line that includes the event type XC03 must be a negative value so the total amount of the accounting lines always sum to \$0.

An example of an On Budget Transfer is when an agency is budgeted for expenditures that need to be carried out by another agency. The primary agency transfers the funds to the secondary agency hitting the initial budget with transfer expenditure. The second party receives revenue and has a budget set up to carry out the direct expenditures for the activity.

An example of an Off Budget Transfer is when an agency is using excess agency funds as a part of the funding for a capital project. The excess funds are transferred from the restricted fund (e.g. 1300) with a T60C object code that doesn't affect their agency fund budget, but decreases the cash in that fund. The capital project fund (e.g. C200) receives the cash on an N113 Revenue source code. Transfer balancing will be done at the fund type roll-up and the coding details for the T & N codes will be covered in the budget classes.

On Budget Transfer

The On Budget Transfer is created by:

1. Click on **Search** in the Secondary Navigation Panel on the left.
2. Click on **Document Catalog**.
3. In the Document Identifier subsection enter “**JV2T**” into the Code field.
4. Enter in the **Dept.**
5. Enter the **Unit**.
6. **Auto Numbering is not used** on this document. Refer to the GOPM policy for naming/numbering instructions.
7. Click **Create**.

8. A blank **JV2T** document opens to the Header section. Enter the appropriate information in the Document Description field.

9. Select **Accounting** from the secondary navigation panel. The page opens to the General Information section.
10. Click **Insert New Line**. Select event type by opening the field's pick list and selecting Event Type **XC01**.

Choose

[Browse](#) [Clear](#)

Event Type : Event Type Name :

	Event Type	Event Type Name
Select	XC01	On-Budget Transfer Out
Select	XC02	Off-Budget Transfer Out
Select	XC03	Transfer In

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

11. Enter the Accounting Template or open the pick list for **Accounting Templates** and select the appropriate one.
12. Enter the amount of the transfer in the **Line Amount** field. Input the appropriate information for the rest of the fields.
13. Open **Fund Accounting** subsection; enter the code (**use the correct Object Code for your transfer**) in the **Object** field to transfer the funds to the general fund (0100). EX:T101

Note: See the Appendix A for an explanation of how to use the transfer object codes.

Transfer(JV2T) Dept: 758 ID: 1700000001 Ver.: 1 Function: New Phase: Draft Modified by: HHW0004, 08/31/2016

Header

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00 Event Type: XC01

Accounting Line	Line Amount	Event Type	Ref Sub Unit
1	\$500.00	XC01	

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#) Go to line: [Go](#)

[List View](#)

General Information Reference **Fund Accounting** Detail Accounting Special Reference

Fund: 13H5	BSA: <input type="text"/>	Revenue: <input type="text"/>	
Department: 758	Object: T101	Sub Revenue: <input type="text"/>	
Unit: D758	Dept Object: <input type="text"/>	Dept Revenue: <input type="text"/>	
	Sub Object: <input type="text"/>	Appr Unit: <input type="text"/>	

14. Click **Insert New Line**. Select event type by opening the field's pick list and select event type **XC03**.
15. Open the pick list for **Accounting Templates** and select the appropriate template.
16. Enter the transfer in amount as a **negative** in the Line Amount field.
17. Open **Fund Accounting** enter the code (use the correct Revenue Code for your transfer) in the **Revenue Field**. EX: N113

General Information Reference **Fund Accounting** Detail Accounting Special Reference

Fund:	BSA:	Revenue:
Department:	Object:	Sub Revenue:
Unit:	Dept Object:	Dept Revenue:
	Sub Object:	Appr Unit:

Located in the Accounting grid are two lines that represent the on budget transfer.

Accounting				
Accounting Line	Line Amount	Event Type	Ref Sub Unit	
1	\$500.00	XC01		
2	(\$500.00)	XC03		

From 1 to 2 Total: 2

18. Click **Validate** and correct any errors present.
19. After Validating with no errors, click **Submit**.

To review the posting lines for Accounting Line 1, with Accounting Line 1 highlighted, click **Posting**. The Posting page opens to show the detail posting for each Accounting Line.

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	A017 A001	Oper Transf Out Cash	\$500.00	\$500.00

General Information Fund Accounting Detail Accounting

Run Time/Date: 08/31/2016	Budget FY: 2017
Record Date: 08/31/2016	Fiscal Year: 2017
Journal Posting: Not Ready	Period: 2
Budget Posting: Not Ready	Post Pair ID: A
Bank Account: GA	Line Amount: \$500.00
BSA Type Indicator:	Posting Amount: \$500.00
OBSA Type Indicator: Asset	Closed Amount: \$0.00

To review the posting lines for Accounting Line 2, return to the Accounting Section. Click on Accounting Line 2 to highlight it.

Click **Posting**.

The Posting page opens to show the detail posting for each Accounting Line.

Accounting Line 2 posting displayed.

Posting					
		Total Lines: 1	Posting Line: 1		
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	A001 A018	Cash Oper Transf In	\$500.00	\$500.00

[List View](#)

General Information	Fund Accounting	Detail Accounting
Run Time/Date: 08/31/2016		Budget FY: 2017
Record Date: 08/31/2016		Fiscal Year: 2017
Journal Posting: Not Ready		Period: 2
Budget Posting: Not Ready		Post Pair ID: A
Bank Account: GA		Line Amount: (\$500.00)
BSA Type Indicator:		Posting Amount: (\$500.00)
OBSA Type Indicator: Asset		Closed Amount: \$0.00

When the **JV2T** is submitted, it will go to Pending Status. It will route to the Finance Statewide Accounting department for central approval.

Exercise 6 — Off Budget Transfer

Scenario

Example: Fees or taxes have been collected by your Department and need to be distributed to other departments according to State Statute. You will transfer the cash using off-budget transfer codes allowing your Department to track the original receipt codes in their collecting Department structure and the target Department will receipt the cash using a transfer revenue source code.

Task Overview

Complete a JV2T to transfer money from one fund to another with no budgetary consequences. Cash will be transferred from Fund 1302 on a T111 to fund 1100 on an N113.

Procedures

1. Click **Search** in the Secondary Navigation panel.
2. Select **Document Catalog**
3. Click **Create**.
4. Enter the following information:

Required Fields	Values
Code	JV2T
Dept	Enter the Dept Number
Unit	Enter the Unit
Auto Numbering	Refer to the GOPM policy for naming/numbering instructions.

Note: Auto Numbering will not be allowed for this document. Please refer to the GOPM policy manual for numbering instructions.

5. Click **Create**.
6. In the **General Information** subsection enter the following information:

Required Fields	Values
Document Description	Off budget transfer for distribution of collected fees.

7. Open **Accounting** from the Secondary Navigation panel.
8. Click **Insert New Line**.
9. Open the **Event Type** Pick List and select **XC02**.
10. Enter the following information:

Required Fields	Values
Accounting Template	Enter the Accounting or Accounting Template
Line Description	Off budget transfer
Line Amount	200.00

Transfer(JV2T) Dept: 758 ID: 1700000002 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 08/31/2016

Header

Accounting Total Lines: 1 Accounting Line: 0 Line Amount: Event Type: XC02

Accounting Line	Line Amount	Event Type	Ref Sub Unit
0		XC02	

From 1 to 1 Total: 1

Buttons: First Previous Next Last Go to line: [] Go

ListView

General Information Reference Fund Accounting Detail Accounting Special Reference

Event Type: XC02
 Accounting Template: ACTPL
 Line Description: Off Budget Transfer
 Line Amount: 200.00
 Line Closed Amount:
 Line Closed Date:

Budget FY:
 Fiscal Year:
 Period:
 Charge Class:
 Charge Class Rate:
 Charge Units:
 Bank:

11. Open **Fund Accounting**. Enter the following information:

Required Fields	Values
Fund	Example: 1302
Object	Example: T111

General Information Reference **Fund Accounting** Detail Accounting Special Reference

Fund: [] BSA: [] Revenue: []
 Department: 758 Object: T111 Sub Revenue: []
 Unit: 8 Dept Object: [] Dept Revenue: []
 Sub Object: [] Appr Unit: []

12. Click **Insert New Line** to create another accounting line.

13. Open the **Event Type** Pick List and select **XC03**

14. Enter the following information:

Required Fields	Values
Accounting Template	Choose the correct Accounting Template or enter them manually
Line Description	Transfer in
Line Amount	-200 (negative amount)

2 (\$200.00) XC03

From 1 to 2 Total: 2

Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting Special Reference

Event Type: XC03

Accounting Template:

Line Description:

Line Amount: (\$200.00)

Line Closed Amount: \$0.00

Line Closed Date:

Budget FY:

Fiscal Year:

Period:

Charge Class:

Charge Class Rate:

Charge Units:

Bank: GA

15. Open **Fund Accounting**. Enter the following information:

Required Fields	Values
Fund	Example: 1100
Revenue	Example: N113

2 (\$200.00) XC03

From 1 to 2 Total: 2

Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting Special Reference

Fund: 1100

Department:

Unit:

BSA:

Object:

Dept Object:

Sub Object:

Revenue: N113

Sub Revenue:

Dept Revenue:

Appr Unit:

16. Click **Validate**. Resolve any errors.

17. Click **Submit**.

When the **JV2T** is submitted, it will go to Pending Status. It will route to the Finance Statewide Accounting Department for central approval. Once the Final approval has been applied, you have successfully transferred money from one fund to another with no budgetary consequences.

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