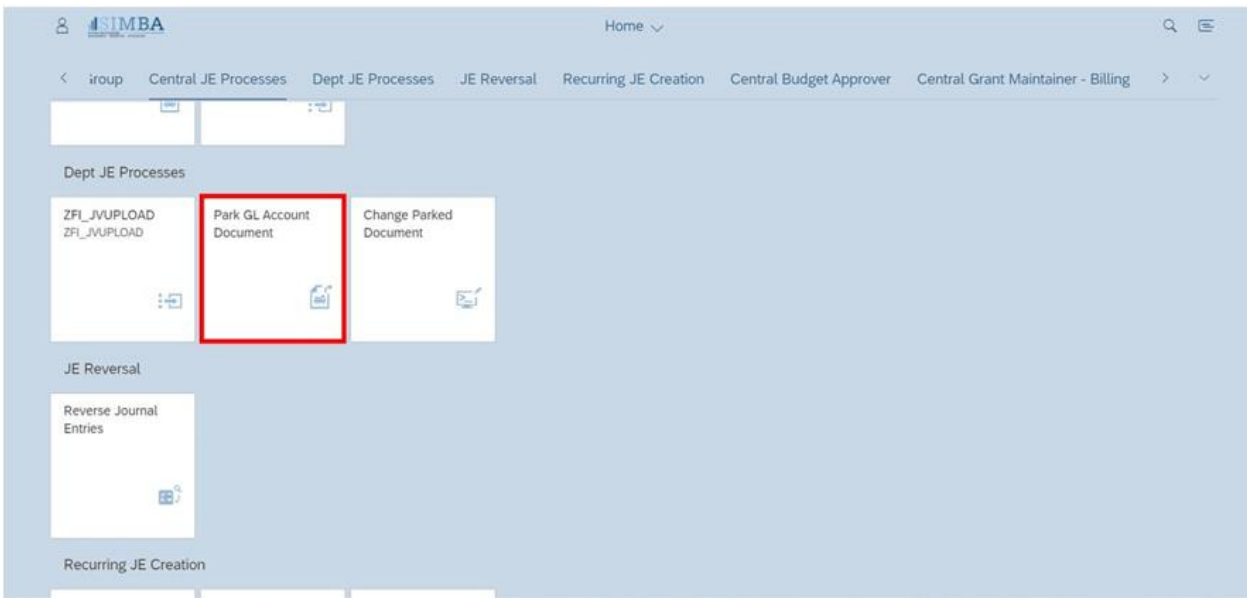SIMBA: Create a Journal Entry for Incoming Funds – KB Article

For cash and check deposits, documents *must* be created on the date the bank deposit is made without waiting for bank confirmations

1) Select the **Park GL Account Document** tile.
2) In the **Basic Data** section, populate the following header fields:
   a. **Document Date:** Date of deposit
   b. **Posting Date:** maintain the default entry
   c. **Reference:** Name of college/department unit (HHD - Departmental Mnemonic)
      i. **Ex:** HHD – FIN
   d. **Doc. Header Text:** Include any relevant information, including the sender if available (e.g., Check Deposit 02/08/2024, July 2023 PA Dept of Ed Pmt for 23-24, PHEAA PA State Grant 22-23 SU)
   e. **Document Type** field, enter **YC**.
      i. To make this field available for input:
         1. Click Editing options
         2. Under Doc.Type Option select Document type ready for input
         3. Click Change user master to save
         4. Click back arrow to return to the entry document
      ii. You will need to remember to change the Doc Type to YC every time an incoming funds document is created.
      iii. The Doc. Type will determine which workflow approvals are required.
3) Populate line item entry fields
   a. Line 1
      i. **G/L Acct** and **Short Text:** Enter appropriate bank clearing GL that corresponds to your depository banks payment method. (***Note:*** Consult with the Financial Office if you are unsure of which bank clearing G/L to use.)
         1. **Ex:** 11002106 – (M-T-General_Clr-IN-Chec-7257)
      ii. **D/C:** Debit
      iii. **Amount**
      iv. **Business Area:** Your unit's BA
      v. **Fund:** 1850000001 (All bank clearing G/L accounts *must* use this fund.)
      vi. **Grant:** NOTRELEVANT
   b. Line 2
      i. **G/L Acct:** Select the appropriate credit account to record the funds received.
      ii. **D/C:** Credit
      iii. **Amount**
      iv. **Text:** Enter details to explain why the revenue was collected, check number(s), check amount and bank bag number.
      v. **Cost Collector:** Select appropriate cost collector for unit receipt (Cost Center, Internal Order, WBS)
4) Click the **Save parked document** button in the footer
5) Record the document number, which appears in the footer, for future reference.
6) To display the document that was just created, select **More** > **Document** > **Display**. System should automatically Display the document that was created.
   a. You can also back out to the home screen and search for Change Parked Document.
7) To attach relevant documentation for approval and audit purposes, select **Services for Object** > **Create** > **Create Attachment**. All relevant documentation should be attached before submitting to workflow.
   a. If deposit is completed through courier services (Brinks), attach the prepared deposit slip.
   b. If deposit is completed by university staff (walk into the bank), attach the validated deposit receipt.
   c. If deposit is completed by remote deposit, attach the remote deposit confirmation.
   d. If deposit is completed by wire or ACH, attach any relevant information to allow tracing of the bank deposit.
8) To update the document to Change mode, select **More** > **Document** > **Change**.

9) To move the document into workflow, select **More** > **Document** > **Save as Completed**.

Screenshots