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)
 - 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

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- 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

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Document Date:	02/08/2024	Currency: USD
Posting Date:	02/08/2024	Period: 8
Reference:	ATHLETICS-TICKET	
Doc.Header Text: Check Deposit 02/08/2024		
* Document Type: YC Q G/L Account Document		
2 Items (Screen Variant : FV50 Default Screen Layout)		
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