

# Preparing Journal Entries At York University

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Finance Department



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### Chart of Accounts

The chart of accounts is the way the university describes a transaction and consolidates data across the community. The information contained in the chart of accounts can include what the transaction is for, why the transaction happened, who initiated or was involved in the transaction, and when the transaction occurred. It is the fundamental building block for all reporting.

The university’s accounting structure uses six elements to describe a transaction. The first three elements are required fields for each transaction (i.e. account, fund, and cost centre). The last three fields (i.e. activity, time, and location) are optional, based on user needs.

Please refer to the following table which outlines how many characters are used for each element.

	<b>Account</b>	<b>Fund</b>	<b>Cost Centre</b>	<b>Activity</b>	<b>Time</b>	<b>Location</b>
Required	Yes	Yes	Yes	Optional	Optional	Optional
Character length	6	3	6	6	5	5

## Accounts

The account field is used to record and summarize the increases and decreases in revenues, expenses, assets, liabilities, endowments and other net assets.

Account Numbers	Types of Accounts	Description
000100 to 009999	Assets	Assets are the resources of a department or organization such as: <ul style="list-style-type: none"> <li>○ Cash</li> <li>○ Receivables</li> <li>○ Prepaids</li> <li>○ Inventory</li> <li>○ Capital Assets</li> </ul>
010000 to 014050	Liabilities	Liabilities are the debts of a department or organization such as: <ul style="list-style-type: none"> <li>○ Accounts payable</li> <li>○ Accrued liabilities</li> <li>○ Deferred revenue and contributions</li> <li>○ Deferred capital contributions</li> <li>○ Long-term debt</li> <li>○ Long-term liabilities</li> </ul>
020000 to 099999	Revenue	Revenues are the dollars received for goods and services sold by the university such as: <ul style="list-style-type: none"> <li>○ Tuition</li> <li>○ Grants and donations</li> <li>○ Investment income</li> <li>○ Other revenue</li> <li>○ External cost recoveries</li> <li>○ Internal cost recoveries</li> <li>○ Central allocations (internal reporting only)</li> <li>○ Interfund transactions</li> </ul>
100000 to 999999	Expenses	Expenses are the cost of resources used up or spent in the process of earning revenue such as: <ul style="list-style-type: none"> <li>○ Salaries and benefits</li> <li>○ Operating expenses</li> <li>○ Cost of sales</li> <li>○ Taxes and utilities</li> <li>○ Scholarships and bursaries</li> <li>○ Interest on long-term debt</li> <li>○ Interfund transactions</li> </ul>

A full listing of accounts can be located on the Finance website

<https://www.yorku.ca/finance/financial-resources/chart-of-accounts/>

## Funds

The term **Fund** denotes an accounting term whereby activities are grouped (i.e. restricted, unrestricted, operating, ancillary, capital, research, trust & endowments) based on the ultimate usage of the dollars.

Funds are categorized as restricted or unrestricted:

- Restricted funds have revenues for specific purposes established by donors, grantors or other external parties.
- Unrestricted funds have revenues with no external restrictions as to the use or purpose of the revenues.

The following is a table listing all funds, their respective description, and the types of entries associated with each fund.

Fund Code	Fund Name	Fund Description	Types of Entries
100	Special purpose projects  (Restricted)	Special purpose projects are used to account for projects of a shorter duration which are not related to research activities, trust funds, or ongoing programs of the operating units.  More than 50% of the funding must come from external sources and projects must have a limited life.	<ul style="list-style-type: none"> <li>○ External conference</li> <li>○ Miscellaneous government grants and fees</li> </ul>
200	Operating fund  (Mostly Unrestricted)	This fund is used to record the operating activities of the university.  These include all direct costs of faculties, academic departments, graduate school, summer school, deans and department offices and other academic functions and expenses attributable to student instruction.  Also included are the Library, Academic Support, Computing and Communications, Student Services, Administration, Physical Plant and General Institutional departments.	<ul style="list-style-type: none"> <li>○ Faculty salaries and expenses</li> <li>○ Office supplies</li> <li>○ Admissions</li> <li>○ Library books</li> <li>○ Utilities</li> <li>○ Groundskeeping</li> <li>○ Maintenance and repairs</li> </ul>

Fund Code	Fund Name	Fund Description	Types of Entries
300	Ancillary operations  (Unrestricted)	This fund is used to record the operations of fee-for-service organizations not central to instruction and research.	<ul style="list-style-type: none"> <li>○ Bookstore</li> <li>○ Food services</li> <li>○ Residences</li> <li>○ Parking</li> <li>○ Printing</li> <li>○ Telecommunications</li> <li>○ York card</li> <li>○ Tenant rentals</li> <li>○ Vending services</li> <li>○ Executive Learning Centre</li> <li>○ Nadel Management Centre</li> </ul>
400	Internal research  (Restricted)	<p>The Internal research fund is used to record revenues and expenses related to minor research grants and professional expense reimbursements funded from internal sources that are generally restricted in use.</p> <p>The fund also reports the activity in each research project during the year (i.e. report revenues received, the outlay of expenses, and unexpended amount available for spending).</p>	<ul style="list-style-type: none"> <li>○ Salaries of research personnel</li> <li>○ Conferences</li> <li>○ Approved travel and expenses associated with research activities</li> <li>○ Academic research literature</li> <li>○ Transcription services</li> </ul>
500	Sponsored research  (Restricted)	<p>This fund is used to record revenues and expenses related to external grants and contracts funded from sources such as government, private industry and donors who have restricted the use of the funding.</p> <p>The fund also reports the activity in each research project during the year (i.e. revenues received, salaries and benefits, purchase order commitments, tolerance advances, and unexpended amounts available for spending).</p>	<ul style="list-style-type: none"> <li>○ Revenues received</li> <li>○ Outlay of expenses such as salaries and benefits, laboratory supplies, academic literature, etc.</li> </ul>

Fund Code	Fund Name	Fund Description	Types of Entries
600	Trust and endowments  (Restricted)	This fund is used to record the revenues and expenses related to donations that are restricted in use. The fund also reports the activity in each donor fund during the year (i.e. allocated endowment income, interest income, grants, expenses, unexpended balance available for spending, and permanently endowed donations).	<ul style="list-style-type: none"> <li>○ Restricted donations and contributions</li> <li>○ Expenses and transfers</li> <li>○ Market appreciation on investments</li> <li>○ Transfers to and from investment manager</li> <li>○ Capital protection</li> <li>○ Interest and allocated endowment income</li> </ul>
700	Capital (Restricted)	<p>This fund is used to record:</p> <ul style="list-style-type: none"> <li>○ major capital expenditures of the university</li> <li>○ capital expenditures issued via Facilities Service Requests</li> <li>○ internal and external funding of capital projects.</li> </ul>	<ul style="list-style-type: none"> <li>○ Restricted grants and donations for capital infrastructure</li> <li>○ Interfund transfers</li> <li>○ Repayment of internal loans</li> <li>○ Capital expenditures</li> </ul>
900	Courtesy accounts  (External organizations receiving services from the university)	<p>This fund is used to track balances owed to the University by organizations external to it, such as student run organizations.</p> <p>This fund is an internal accounting record and its activities are not reported in the external financial statements of York University.</p>	<p>Activities of authorized groups (such as (Glendon Students' Union, Grad Students Association, York Women's Centre) like:</p> <ul style="list-style-type: none"> <li>○ Telephone charges</li> <li>○ Printing services</li> <li>○ Repairs and maintenance</li> <li>○ Other miscellaneous expenses incurred from university services</li> <li>○ Cash receipts for repayment of services provided</li> <li>○ Student and employee group grants</li> </ul>



## Cost Centres

**Cost centres** identify an area of responsibility whether it is a department, unit, organization, project, grant, course, or program.

The following table outlines the ranges of cost centres and how they relate to the fund structure.

Fund	Cost Centre Range
100	180000 to 190999 199000 to 199999
200	000001 to 179999 191000 to 198999 200000 to 299999 330000 to 340999 342000 to 349979 349981 to 355999 356002 to 360999
300	300000 to 329999 341000 to 341999 349980 356000 to 356001 361000 to 399999
400	400000 to 499999
500	500000 to 599999
600	600000 to 699999
700	700000 to 799999
900	900000 to 999999

## Activity, Time, and Location

Activity, time and location codes (ATL) provide users with additional options to describe a transaction. Using these options prevents users from having to manually track information in separate spreadsheets.



Tip: A list of ATL codes is available on the finance website. To request for a new activity code, send an email to financial reporting at [finrept@yorku.ca](mailto:finrept@yorku.ca) with the following information: (1) Purpose of Activity Code and (2) Name of Activity Code (Max. of 30 characters including spaces)

**The following example will be used to illustrate the use of Activity, Time, and Location codes in the next few pages.**

Cost centre 111111 is used to record the revenues and expenses for the Department of Science. The Department of Science offers two courses, Biology and Chemistry. The courses are one semester in duration and offered in both Fall and Winter sessions. Depending on room availability, classes are usually held in Steacie Science and Engineering Building, and Farquharson Life Sciences Building.

### Sample of Statement of Operations without ATL:

Cost Centre 111111 Without ATL		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$1,000,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 200,000.00
Ben PT Acad YUFA	222000	\$ 40,000.00
		<u>\$ 240,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$ 760,000.00</u></u>

## Activity Codes

Activity codes are used to track courses, seminars, projects, scholarships or to identify specific transactions within a cost centre or an account.

**Example 1:** The Department of Science could use two activity codes, **Activity Codes 643020-Biology** and **643027-Chemistry** to track the revenues and expenses of these two courses.

### Sample of Statement of Operations when using Activity Codes:

Cost Centre 111111 Activity 643020-Biology		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$600,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$140,000.00
Ben PT Acad YUFA	222000	\$ 28,000.00
		<u>\$168,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$432,000.00</u></u>

Cost Centre 111111 Activity 643027-Chemistry		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$400,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 60,000.00
Ben PT Acad YUFA	222000	\$ 12,000.00
		<u>\$ 72,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$328,000.00</u></u>

$$\$432,000 + \$328,000 = \underline{\underline{\$760,000.00}}$$



With the use of activity codes, you can quickly generate reports (such as Statement of Operations, Balance Sheet, & Transaction Details) that summarize or provide you with the financial position of each course.

***Examples of where activity codes could be used:***

1. Your department has been given a new project to manage.

You can create a new cost centre or manage the project within your existing cost centre using an activity code. Your decision will depend upon how you want to maintain and delegate signing authority<sup>1</sup>, the budget for the project, and what access eReports<sup>2</sup> users will have to the financial data.

2. Your department will be running a conference.

The same factors listed in example #1 would be considered.

3. Various departments within a faculty will be incurring expenses for a shared program that need to be tracked.

You can create a new cost centre and have the departments charge to it or you can have them charge the expenses to their own cost centre and use the activity code to track the shared program's expenses.

4. You wish to track expenses or revenues where no account code exists.

Since no account exists, ATL codes can be used. For instance, you want to track advertising expenses for placement of newspapers and magazines (account 335100) and you need to identify the specific newspapers and magazines the costs pertain to. You could create several activity codes called Macleans, Globe and Mail, National Post, etc. to use with account 335100.

<sup>1</sup> *Signing authority can be granted at the cost centre level (not at an activity level)*

<sup>2</sup> *eReports access can be granted either at the cost centre level or financial rollup level (not at an activity level)*

## Time Codes

The time code describes when an activity is held or revenue/expenses were incurred. It can be a day, month, session, calendar year or fiscal year. The five digit code can be an alpha or numeric code or it can be a combination of both.

**Example 2:** The Department of Science could use two time codes, **Time Codes FALLL-Fall** and **WINTR-Winter** to track the revenues and expenses of each semester.

### Sample of Statement of Operations when using Time Codes:

Cost Centre 111111 Time Code FALLL-Fall		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$650,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$140,000.00
Ben PT Acad YUFA	222000	\$ 28,000.00
		<u>\$168,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$482,000.00</u></u>

Cost Centre 111111 Time Code WINTR-Winter		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$350,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 60,000.00
Ben PT Acad YUFA	222000	\$ 12,000.00
		<u>\$ 72,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$278,000.00</u></u>

**\$482,000 + \$278,000 = \$760,000.00**



With the use of time codes, you can quickly generate reports (such as Statement of Operations, Balance Sheet, & Transaction Details) that summarize or provide you with the financial position of each semester.

***Examples of where time codes could be used:***

1. You want to track fees and expenses by calendar year.

Account / Fund / Cost Centre / Time

2. You want to track conference costs by fiscal year within an existing cost centre.

Account / Fund / Cost Centre / Activity / Time

3. You want to breakdown assets by the year acquired.

Account / Fund / Cost Centre / Time

## Location Codes

The location code refers to a place either internal to the university (or its satellites) or an external location. It describes where an activity is held, or revenue or expense are incurred.

**Example 3:** The Department of Science could use two location codes, **00354-Steacie Science & Engineering** and **00355-Farquharson Life Sciences** to track the revenues and expenses of each location.

### Sample of Statement of Operations when using Location Codes:

Cost Centre 111111		
Location Code 00354-Steacie Science & Engineering		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tutition Fees-Non Credit	060500	\$500,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 120,000.00
Ben PT Acad YUFA	222000	\$ 24,000.00
		<u>\$144,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$356,000.00</u></u>

Cost Centre 111111		
Location Code 00355-Farquharson Life Sciences		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tutition Fees-Non Credit	060500	\$500,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 80,000.00
Ben PT Acad YUFA	222000	\$ 16,000.00
		<u>\$ 96,000.00</u>
<b>Balance Available (Overspent)</b>		<u><u>\$404,000.00</u></u>

**\$356,000 + \$404,000 = \$760,000.00**



With the use of location codes, you can quickly generate reports (such as Statement of Operations, Balance Sheet, & Transaction Details) that summarize or provide you with the financial position of each location.

***Examples of where location codes could be used:***

1. You want to track repair and maintenance costs associated with a building.  
Account / Fund / Cost Centre / Location
2. You want to group a program's course revenue and expenses held at a certain location.  
Account / Fund / Cost Centre / Activity / Location
3. You want to track book returns during fiscal year 2013 at both the Glendon and Keele bookstores.  
Account / Fund / Cost Centre / Time / Location
4. You want to breakdown assets by location.  
Account / Fund / Cost Centre / Location



## Combining Activity, Time, and Location Codes

Using Activity Codes, Time Codes and Location Codes together will produce the following reports:

Cost Centre 111111		
Biology-Fall Session-Steacie Science & Engineering		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 195,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 58,800.00
Ben PT Acad YUFA	222000	\$ 11,760.00
		\$ 70,560.00
<b>Balance Available (Overspent)</b>		<b>\$ 124,440.00</b>

Cost Centre 111111		
Biology-Fall Session-Farquharson Life Sciences		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 195,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 39,200.00
Ben PT Acad YUFA	222000	\$ 7,840.00
		\$ 47,040.00
<b>Balance Available (Overspent)</b>		<b>\$ 147,960.00</b>

Cost Centre 111111		
Biology-Winter Session-Steacie Science & Engineering		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 105,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 25,200.00
Ben PT Acad YUFA	222000	\$ 5,040.00
		\$ 30,240.00
<b>Balance Available (Overspent)</b>		<b>\$ 74,760.00</b>

**Sample of Statement of Operations using Activity Codes, Time Codes and Location Codes  
(Continued):**

Cost Centre 111111		
Biology-Winter Session-Farquharson Life Sciences		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 105,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 16,800.00
Ben PT Acad YUFA	222000	\$ 3,360.00
		\$ 20,160.00
<b>Balance Available (Overspent)</b>		<b>\$ 84,840.00</b>

Cost Centre 111111		
Chemistry-Fall Session-Steacie Science & Engineering		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 130,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 25,200.00
Ben PT Acad YUFA	222000	\$ 5,040.00
		\$ 30,240.00
<b>Balance Available (Overspent)</b>		<b>\$ 99,760.00</b>

Cost Centre 111111		
Chemistry-Fall Session-Farquharson Life Sciences		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tution Fees-Non Credit	060500	\$ 130,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 16,800.00
Ben PT Acad YUFA	222000	\$ 3,360.00
		\$ 20,160.00
<b>Balance Available (Overspent)</b>		<b>\$ 109,840.00</b>

**Sample of Statement of Operations using Activity Codes, Time Codes and Location Codes (Continued):**

Cost Centre 111111		
Chemistry-Winter Session-Steacie Science & Engineering		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tuton Fees-Non Credit	060500	\$ 70,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 10,800.00
Ben PT Acad YUFA	222000	\$ 2,160.00
		\$ 12,960.00
<b>Balance Available (Overspent)</b>		<b>\$ 57,040.00</b>

Cost Centre 111111		
Chemistry-Winter Session-Farquharson Life Sciences		
Account Description	Account#	YTD Actuals
<b>Revenue</b>		
ECR Tuton Fees-Non Credit	060500	\$ 70,000.00
<b>Expenses</b>		
Sal PT Acad YUFA	122000	\$ 7,200.00
Ben PT Acad YUFA	222000	\$ 1,440.00
		\$ 8,640.00
<b>Balance Available (Overspent)</b>		<b>\$ 61,360.00</b>



Using all three Activity, Time & Location Codes together provides reports that are broken down into further details. At a glance you can see that the Chemistry course that is offered in the winter session in Farquharson Life Sciences building is producing revenue of \$70,000 and expenses of \$8,640, resulting in a profit of \$61,360.

## **An Explanation of Revenue Accounts**

Units/Departments have various sources of revenues – mainly:

- Central Allocations
- Internal Cost Recoveries
- External Cost Recoveries
- Inter-fund Transfers
- Other Revenues

### **Central Allocations**

There are two types of central allocations: Base Revenue and OTO (One-time only).

#### **Base Revenue**

Base Revenue amounts are continuous revenue allocations which represent an aggregate of all historical allocations for the Division, Faculty, Department or Unit. The details of the base allocation may reside within the particular area and/or Finance.

The base allocation amount may change year over year depending on whether additional allocations have been booked within the year.

Base Revenue allocations to your area can only be booked by the Budgets and Planning Office.

#### **OTO (One Time Only) Revenue**

The amount of an **OTO** entry may change year over year or discontinue depending on the circumstance. These entries do not reoccur automatically every year.

OTO Revenue allocations to your Division, Faculty, Department or unit can only be booked by the Office of Budgets and Planning.

A full listing of allocation accounts is available on the finance website at:

<https://www.yorku.ca/finance/financial-resources/chart-of-accounts/>

#### **Internal Cost Recoveries (ICRs)**

Internal Cost Recoveries (ICRs) are revenues derived from other York Faculties/Divisions. The purpose of an ICR is to offset a specific expense that was incurred as an expense.


#### **External Cost Recoveries (ECRs)**


External Cost Recoveries (ECRs) are revenues derived from non-York sources. The purpose of an ECR is to offset certain expenses, such as salaries and benefits, from revenue collected from external sources.

#### **Inter-Fund Transfers**

The inter-fund transfer accounts should be used in cases where a transfer is taking place between two different funds. All inter-fund transfer transactions require the use of the appropriate accounts (091900 to 092600 for Revenue and 919000 to 928200 for Expenses).


This table summarizes the inter-fund accounts that can be used for journal entries

<b>DEBIT (Transfer To)</b>	<b>CREDIT (Transfer From)</b>
<b><u>To Fund 100</u></b> Account - 919000 Tsf to SPP F1	<b><u>From Fund 100</u></b> Account - 091900 Tsf Fr SPP F1
<b><u>To Fund 200</u></b> Account - 922000 Transfer to Operating	<b><u>From Fund 200</u></b> Account - 092000 Transfer from Operating
<b><u>To Fund 300</u></b> Account - 923000 Transfer to Ancillary	<b><u>From Fund 300</u></b> Account - 092600 Transfer from Ancillary
<b><u>To Fund 600</u></b> Account - 926000 Transfer to Trust  Caution: Transferring funds to an Endowment need prior authorization from Treasury Dept.	<b><u>From Fund 600</u></b> Account - 092200 Transfer from Trust
<b><u>To Fund 700</u></b> Account - 927000 Transfer to Capital	<b><u>From Fund 700</u></b> Account - 092500 Tsf fr CapF7

 Caution#1: No other account codes can be used in combination with inter-fund transfer accounts

### Other Revenue

This category includes external revenue that does not qualify as ECRs, and revenue which does not necessarily have an offsetting expense account (i.e. donations).

 Caution: ECR and Other revenue should be reported separately and should not be netted against expenses.

## An Explanation of Expense Accounts

The Expense categories include Salaries and Benefits and Other Expenses (Operating Costs, Taxes, Utilities and Scholarships and Bursaries).

### Salaries and Benefits

The following categories are used for the expensing of salaries and benefits.

eReports Description	Employee Groups
Faculty – Administration	Employee costs for all Faculty members (typically YUFAE) who are filling administrative positions within the Faculty, including any administrative stipends. All Faculty members who occupy administrative positions should be paid from an account in this category.
Faculty – Full-Time	Employee costs for all full-time academic staff, such as YUFA, CLAs, SRCs and OHFA.
Faculty – Contract	Employee costs for CUPE 3903-2 and CUPE Exempt.
Teaching Assistants	Employee costs for CUPE 3903-1 (including Grant-in-Aid through Faculty of Graduate Studies).
Research	Employee costs for YUFA Sabbatical Salaries, Research Stipends, Research Assistants, Graduate Assistantships (including CUPE 3903-3), Matching Fund GAs (FGS only)
Support/Administration	Employee costs for CPM, YUSA, CUPE 1356, IUOE, Casuals, YUTA staff

### Inter-fund Transfer

Inter-fund Transfers are transfers or allocations from one Cost Centre to another using different funds. See *Inter-fund Transfers(Revenue section)* in this manual for more information.

### Equipment, Furniture and Buildings

Expenses incurred on equipment, furniture and building costs.

### Interest on Long-Term Debt (Fund 300 only)

This category would include blended payments of principal and interest (i.e. mortgages), interest payments on internal deficits and deficit repayments.

## **Travel and Hospitality**

Hospitality expenses incurred dealing with representations and include hotel, airfare and conference fees.

## **Supplies**

Supplies include stationary, audio visual, printing, and photocopying charges.

## **Taxes and Utilities**

Taxes and Utilities include expenses related to taxes, electricity, heating and cooling, water, telephone rental/long distance charges, and space rental.

## **Scholarships and Bursaries**

Scholarships and Bursaries include prize, award and tuition waiver amounts paid directly to students.


## **Telephone/Data Equipment**

This category include rental of the telephone and data equipment relating to telecommunications.

There are specific accounts related to charges from Telecommunications. Account 467000 is restricted to Telecom equipment rental. All other telephone equipment rental charges should be charged in account 467400 with the exception of data equipment rental, which should be charged in account 467500. A One-time charge for installing and re-arranging telephone and data equipment should be charged in account 467100. Long distance should be charged in account 332000. All operational queries in connection with telephone equipment should be directed to the Telecommunications Helpline (extension 44357).

## **Cost of Goods Sold**

This category includes the cost of the items that are for resale. This category is mostly applicable to ancillary operations such as the Bookstore, Facilities and Printing Services. This may also be used within the Operating Fund (200).

 Caution: Expenses for Course materials included in the tuition/course fee should be reported in Operating Costs and not Cost of Goods Sold.

## Journal Entries

The allotment of funds within the university's chartfield structure (i.e. fund, account, cost centre, activity, time, location) occurs via journal entries. Journal entries are the means to transfer dollars within the financial system. It is used to correct actual cost charges or to re-distribute or re-align actual costs.


Any staff member in a department can prepare journals, but journals can only be approved by certain individuals.

## Journal Approver

### Research Journals (Fund 400 & 500 cost centres)

Journals containing Fund 400 and/or 500 cost centres can only be approved by:

- (1) Cost centre manager or
- (2) Primary/delegated signee

 Caution: Approval from the cost centre manager/delegated signee for each cost centre being charged on a journal should be obtained and attached to the email sent to finance.


### Other journals including budget allocation journals

The approver can be:

- (1) Cost Centre Manager or
- (2) Primary/Delegated Signee or
- (3) Executive Officer\* or equivalent or
- (4) Financial Officer\* or equivalent of one of the cost centres that is included in the journal.



Tip: See *Signing Authority* section to check the signing authority of a cost centre

 Caution: Approvers cannot authorize someone else to approve on his/her behalf. Finance will not process a journal if the journal has been approved by an individual who do not meet one of the four criteria listed above.



## Where to send the journals?

The type of journal will determine the Finance group that will be responsible for processing the journal. Since each area has its own email address for journals, it is important that the approved journals are sent to the correct area to avoid any delays.

Type of Journal	Email To
Budget Allocation Journals (Contain 099xxx accounts)	<a href="mailto:budjrnl@yorku.ca">budjrnl@yorku.ca</a>
Research Journals (Contain Fund 400 and/or Fund 500 entries)	<a href="mailto:resjrnl@yorku.ca">resjrnl@yorku.ca</a>
Other Journals	<a href="mailto:journals@yorku.ca">journals@yorku.ca</a>

## Journal Process Summary

Step 1. Prepare the journal entry using the Excel template found under the Form section in the Finance website. (Refer to section on *Preparing journal entries*)


Step 2. Email the spreadsheet with supporting back-up documentation to the relevant journal approver. (Refer to section on *Journal Approver*)

Step 3. Journal approver then emails the journal with supporting back-up documentation to Finance indicating his/her approval. (Refer to section on *Where to send the journals?*)

Step 4. Finance uploads the journal into the PeopleSoft Finance system. The contents of the email will be pdf and linked to Transaction Details on eReports. This pdf can be viewed by everyone who has access to any cost centres contained in the journal.

**If you have a journal entry that is affecting cost centres from more than one department and you would not like one department to see another departments charges, create separate journals.**

Step 5. Check Transaction Details on eReports to see the posted journal entries. (Refer to section on *Transaction Details*)

 Caution: Please allow 5 business days for processing.

## Preparing Journal Entries



**Step 1.** Download the Journal Template from the Finance Website.







<https://www.yorku.ca/finance/forms/>

**Step 2.** Follow these step by step instructions to prepare your journal entries and save your file.



Tip: An example of the Electronic Journal Upload is also posted on the Finance Website in a document titled *Sample Electronic Journal Upload*.

Column	Field	Description	Character Length
A	Journal Date (Required)	Enter the date the journal is prepared.	8 digits in format MMDDYYYY
B	Account (Required)	Enter the account code.  Tip: Refer to the chart of accounts available on the finance website ( <a href="https://www.yorku.ca/finance/financial-resources/chart-of-accounts/">https://www.yorku.ca/finance/financial-resources/chart-of-accounts/</a> ) to determine the appropriate account code.	6 digits
C	Fund (Required)	Enter the Fund Code, i.e. 100, 200, 300, 400, 500, 600, 700, or 900.  Tip: See Pg.6 to find the fund code that is associated with your cost centre.	3 digits
D	Cost Centre (Required)	Enter your cost centre number.	6 digits

Column	Field	Description	Character Length
E	Activity (Optional)	Enter the activity code.  Tip: A list of activity codes is available on the Finance website ( <a href="https://www.yorku.ca/finance/financial-resources/chart-of-accounts/">https://www.yorku.ca/finance/financial-resources/chart-of-accounts/</a> ). Contact Financial Reporting if you need to set up new activity codes.	6 digits
F	Time (Optional)	Enter the time code.  Tip: A list of time codes is available on the Finance website ( <a href="https://www.yorku.ca/finance/financial-resources/chart-of-accounts/">https://www.yorku.ca/finance/financial-resources/chart-of-accounts/</a> ).	5 digits
G	Location (Optional)	Enter the location code.  Tip: A list of location codes is available on the Finance website ( <a href="https://www.yorku.ca/finance/financial-resources/chart-of-accounts/">https://www.yorku.ca/finance/financial-resources/chart-of-accounts/</a> ).	5 digits
H	Amount (Required)	Enter the transaction amount.  Tip: Positive amounts represent debits and negative amounts represent credits. See <i>debit/credit tips sheet</i> .	Any
I	Source (Required)	Enter the source code.  Tip: A list of source codes is available on Page 44-45.	3 characters
J	Line Reference (Required)	Enter a meaningful description for each journal line. This information appears under <b>Vendor/Reference</b> column of Transaction Details report.  Tip: If you are correcting a journal, enter the original journal number, voucher ID or invoice number in the correction journal to ensure an audit trail is maintained.	Up to 10 characters
K	Line Description (Required)	Enter a meaningful description for each journal line. This information appears under <b>Account Description/Transaction Description</b> of Transaction Details report.	Up to 30 characters
L	Header Description (Required)	Enter the purpose of the journal	Up to 30 characters

See sample journal below:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	333000	200	231000				180.00	ULC	INV 56789	Finance Periodicals 123	Cost Recoveries
3	11012014	333000	200	231003				-180.00	ULC	INV 56789	Finance Periodicals 123	
4	11012014	165400	200	231000				3773.20	ULC	PB9876A543	Kathy Success Oct14 Salaries	
5	11012014	265400	200	231000				523.57	ULC	PB9876A543	Kathy Success Oct14 Salaries	
6	11012014	165400	200	232400				-3773.20	ULC	PB9876A543	Kathy Success Oct14 Salaries	
7	11012014	265400	200	232400				-523.57	ULC	PB9876A543	Kathy Success Oct14 Salaries	
8	11012014	140600	200	231000				3355.00	ULC	FR CC599980	Louis Happy Oct14 Salaries	
9	11012014	240600	200	231000				500.64	ULC	FR CC599980	Louis Happy Oct14 Salaries	
10	11012014	140600	200	231003				-3355.00	ULC	TO CC599940	Louis Happy Oct14 Salaries	
11	11012014	240600	200	231003				-500.64	ULC	TO CC599940	Louis Happy Oct14 Salaries	
12	11012014	467000	200	231000				62.00	ULC	P123456789	Rogers Cell Phone 416-123-4567	
13	11012014	467000	200	231000				-5.88	ULC	P123456789	HST Rebate @ 73%	
14	11012014	467000	200	232400				-62.00	ULC	P123456789	Rogers Cell Phone 416-123-4567	
15	11012014	467000	200	232400				5.88	ULC	P123456789	HST Rebate @ 73%	
16								0.00				

Note 1: Maximum 30 Characters including spaces.

Note 2: Enter purpose of the entire journal.

Note 3: Symbols should not be used in this column.

Journal Date Format: MMDDYYYY

Note:  
1. Only one journal date can be used for each journal.  
2. Journal date must be for current month/period.

Amount:  
2 decimal places only

Sum of Amount column should equal to zero --- Debits = Credits

ULC = Source code for upload journals

Maximum 10 Characters including spaces. Symbols should not be used in this column.

Maximum 30 Characters including spaces. Symbols should not be used in this column.

**Step 3.** Ensure that *Total Debits=Total Credits* (i.e. the total amount should be \$0.00) in order to balance the journal.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	382100	200	150000				300.00	ULC	INV987650	Audit Conference Supp to LA&PS	Audit Conference Dept Support
3	11012014	034040	100	180031				-300.00	ULC	INV987650	Audit Conf Supp fr Health	
4								0.00				


**Step 4.** Ensure that there are no empty rows (including hidden rows) in between journal entry lines and there are no \$0.00 journal lines.

**Step 5.** Delete the calculated sum total amount from the spreadsheet and save the file.  
Note: Remove all formulas and linkage from the entire journal excel file by using the copy and paste special values function.


**Step 6.** Ensure that the journal is supported by an appropriate backup.




Tip: See Section on *Supporting Documents*


 Caution: Transaction Detail is not considered an appropriate backup if there are no comments written to explain the entries.

**Step 7.** Email the file and the backup to the relevant journal approver.

 Tip: See section on *Journal Approver*

**Step 8.** Journal approver reviews and emails the approved journal with backup to Finance indicating his/her approval.

 Caution: The subject line of your email should begin with your Faculty's name followed by the description of the journal e.g. **FINE ARTS Journal Transfer of Funds**.

 Tip: See section on *Where to Send the Journals?* to find the appropriate email address.

**IMPORTANT REMINDER:** The financial managers of each cost centre included in the journal should be copied in the email sent to Finance. It is the responsibility of the journal preparer to ensure that the financial managers of each cost centre included in the journal know that their cost centres will be impacted and that they consent to the entries.

### Debit/Credit Tips Sheet

Account Type	Account Series	To Increase Amount	To Decrease Amount
Revenue	020000-099999	Credit (Negative number)	Debit (Positive number)
Expense	100000-999999	Debit (Positive number)	Credit (Negative number)
Asset	000100-009999	Debit (Positive number)	Credit (Negative number)
Liability	010000-014099	Credit (Negative number)	Debit (Positive number)

### Supporting Documents

Supporting documents should be submitted with each journal. The documentation to support the entry should be sufficient such that an independent reader (without any advance knowledge of the situation) would understand what the journal is trying to accomplish.

Supporting documents include (but are not limited to):

- ✓ Copies of invoices.
- ✓ Copies of emails exchanged.
- ✓ Copies of Transaction Detail report with written comments.
- ✓ Payroll distribution reports.
- ✓ Long distance telephone charges-copy of telecom bills with amounts on the journal entry clearly marked on the bills (highlighted or circled).
- ✓ Courier charges – copies of courier bills or transaction details showing amounts on the journal entry.
- ✓ Excel worksheet with detail calculations to support transaction amounts. For e.g. for photocopies/faxes charges, a worksheet showing # copies & rate/copy with totals that match amounts on journal entry.

### Examples of Journal Entries

The following bullets give examples of some typical journal entries processed by Finance.

- **Cost centre correction** – Due to transposition error, a cheque requisition was submitted with the incorrect cost centre. The cheque has been processed and issued, so a correction journal is now needed to move the charge to the proper cost centre.



Your journal entries should debit (positive amount) the correct/proper cost centre and credit (negative amount) the incorrect cost centre.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	413000	200	231000				200.00	ULC	ICAO65ZBA	Trf CA Fees fr CC231003	CostCentre Correction JR987654
3	11012014	413000	200	231003				-200.00	ULC	ICAO65ZBA	Trf CA Fees to CC231000	
4												

Note that correction entries can be submitted to fix any of the chartfields (i.e. Account, Cost Centre, Activity, Time, and Location).

- **Reallocation between funds** – Department telephone charges are typically processed against fund 200 cost centres. A researcher may be engaged in several conference calls with colleagues at institutions throughout the world. Provided these calls are eligible under the terms of the research grant, the department may wish to transfer the telephone charges out of the department’s operating results in fund 200 to a research grant cost centre within Fund 500.



Your journal entries should debit (positive amount) the Fund 500 cost centre and credit (negative amount) the Fund 200 cost centre.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	332000	500	510530				180.00	ULC	TEL143291A	Trf LD Charges fr CC252390	LD Phone Charges Transfer
3	11012014	332000	200	252390				-180.00	ULC	TEL143291A	Trf LD Charges to CC501530	
4												

- **Internal cost recovery** – Internal departments often provide goods/services to other departments that must be charged out to reflect the proper cost to the receiving department. For instance, York Security Services may provide traffic control for a conference held by Hospitality Glendon.



Since this is an internal charge, an **ICR account should be used** to record the internal revenue. Your journal entries should debit (positive amount) the cost centre that is being charged and credit (negative amount) the cost centre that is charging/receiving the money.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	441400	300	302200				2800.00	ULC	Oct2014Chg	Traffic Control Fall Convo	Traffic Cont Fall Convo Chgs
3	11012014	034110	200	220510				-2800.00	ULC	Oct2014Chg	Traffic Control Fall Convo	
4												

Note that internal cost recoveries frequently occur where ancillary operations are involved (such as security, bookstore, parking, housing, etc.).

- **Funding transfer** - (such as for a project, event, other department but excluding central fund) a department may wish to support an inter-departmental project. For instance, the Dean of LA&PS may wish to support the ARM for Violence, Militarism and War Conference.



Since this is internally funded, an **ICR account should be used** to record the internal funding. Your journal entries should debit (positive amount) the cost centre that is supporting the project and credit (negative amount) the cost centre that is receiving the money/support.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	382100	200	150000				300.00	ULC	INV987650	Audit Conference Supp to LA&PS	Audit Conference Dept Support
3	11012014	034040	100	180031				-300.00	ULC	INV987650	Audit Conf Supp fr Health	
4												

- **External Cost Recovery** accounts should be used to report revenue the University has received from an external organization or Cost Centre (Fund 900 only) – For instance, Bookstore sells \$100 of office supplies to YFS.



Since YFS is a student organization is considered as an external party of York University, an **ECR account should be used** to record the external funding. Your journal entries should debit (positive amount) YFS cost centre and credit (negative amount) Bookstore cost centre.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	301000	900	900081				100.00	ULC	Inv111111	Sales of 100 pens to YFS	Record sales of pens to YFS
3	11012014	073220	300	313220				-100.00	ULC	Inv111111	Sales of 100 pens to YFS	
4												

## Journals for Salaries

Salaries and Benefits should normally not be transferred on a regular basis from one cost centre to another. The individual should be set up correctly in Payroll so that his/her salary is charged to the correct cost centre.


There are some rare circumstances when salary and benefit expenses do need to be transferred. These transfers should be non-recurring and one time only.

Salaries and benefits expenses can be transferred one time only by using either (1) the same expense account code or (2) an internal cost recovery (ICR) account code. For example, the faculty of Education may want to transfer the salary of one of its professors from one cost centre to the other.

### 1. Using same expense account code



The same salary account and corresponding benefit account will be used in both entries. Your journal entries will debit (positive amount) the cost centre that you want to move the charges to and credit (negative amount) the cost centre that you want to remove the charges from.

 **Caution:** Make sure that you also transfer the corresponding benefit amount in the corresponding benefit account. Note: The applicable benefit rate is available on the finance website.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	101000	200	231000				100000.00	ULC	Fr 231003	Salaries Trf Peter Smith	Salaries and Benefits Transfer
3	11012014	101000	200	231003				-100000.00	ULC	To 231000	Salaries Trf Peter Smith	
4	11012014	201000	200	231000				20000.00	ULC	Fr 231003	Benefits Trf Peter Smith	
5	11012014	201000	200	231003				-20000.00	ULC	To 231000	Benefits Trf Peter Smith	
6												



## 2. Using an internal cost recovery (ICR) account code



In your journal entries, you will debit (positive amount) the cost centre that will be charged and credit (negative amount) the cost centre that you want to remove the charges from. This means that you will be crediting (negative amount) the ICR Salary Account and the ICR Benefit Account.



**Caution:** Make sure that you also transfer the corresponding benefit amount in the corresponding benefit account. Note: The applicable benefit rate is available on the finance website.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	101000	200	231000				100000.00	ULC	Fr 231003	Salaries Trf Peter Smith	Salaries and Benefits Transfer
3	11012014	032800	200	231003				-100000.00	ULC	To 231000	Salaries Trf Peter Smith	
4	11012014	201000	200	231000				20000.00	ULC	Fr 231003	Benefits Trf Peter Smith	
5	11012014	033200	200	231003				-20000.00	ULC	To 231000	Benefits Trf Peter Smith	
6												

## Reading Transaction Details for Journal Corrections

The Transaction Detail report is a useful tool for making journal corrections. It contains all the information that you need to prepare your correction journals.

*For example: You want to transfer the charges from cost centre 111111 to cost centre 222222.*

FundCode: 200	Cost Centre: 111111	Test	Run Date/Time: 12/4/2014 10:26:01						
Start Date: 5/1/2006	End Date: 12/31/2099		Manager: Smith, Peter						
Cost Centre Status: ACTIVE	HST Rebate Rate: 73%		Location: Health, Nurs & Envir Stud Bldg						
			Department: 53850 Dept 53850						
<b>TRANSACTION DETAIL</b>									
For the period: 10/1/2014 thru 10/31/2014									
Fiscal Year	Date	Account Description Transaction Description	Journal / PO / Src Voucher ID	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount
Expense Accounts									
332000		L.D./Telegrams							
Cost Centre: 150000									
2015	10/24/2014	TEL CHARGES Sep 2014	TEL	TEL142972B		TEL	-	41.48	-



Looking at the above transaction detail report, you can see that the amount of \$41.48 (Positive amount/debit) was charged to account 332000 in cost centre 111111.

To transfer the charges from cost centre 111111 to cost centre 222222, you will have to credit (negative amount) cost centre 111111 and debit (positive amount) cost centre 222222.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line Reference	Journal Line Description	Journal Header Description
2	11012014	332000	200	222222				41.48	ULC	TEL142972B	Trf Telecom Chg fr CC111111	Transfer Oct14 Telecom Charges
3	11012014	332000	200	111111				-41.48	ULC	TEL142972B	Trf Telecom Chg to CC222222	
4												



Tip#1: The same chartfield combination (i.e. Account-Fund-Cost Centre) as Transaction Detail has been used in the journal entries except that the amount is opposite (i.e. negative as opposed to positive).



Tip#2: Refer to *Transaction Details* section for information on how to obtain the report.

## Common Journal Mistakes

- a. **Insufficient or no backup attached** – see Supporting Documentation section.
- b. **Journal is out of balance** - The sum total should equal to \$0.00, i.e. total debits should equal total credits.
- c. **Improper use of interfund transfer accounts** – Only interfund transfer expense and revenue accounts can be used together. There are no other accounts which can be used in combination with the interfund transfer accounts.
- d. **Missing or insufficient journal line reference and journal line description** - The journal line reference and journal line description should be as meaningful as possible so as to facilitate an audit trail.
- e. **Reallocate expenses without reallocating applicable HST rebate** - When reallocating expenses, ensure the applicable HST rebate is also reallocated.
- f. **Move salary amount from one cost centre without moving the corresponding benefit amount** - If you transfer the salary from one cost centre, make sure that the corresponding benefit amount if applicable is transferred as well.
- g. **Transfer salaries and benefits from one cost centre to another on an ongoing basis** - Salaries and benefits expenses can be transferred one time only to another cost centre.

- h. **Deposits of cash and cheques to expense accounts (Not applicable for Fund 400 & 500 cost centres)** - Deposits of cash and cheques should be credited to the External Cost Recovery (ECR) accounts to record the revenue and not to the expense accounts. See the Chart of Accounts for the appropriate ECR account. Likewise, expenses should not be reported NET of funding received from external sources. The only exception to this occurs when the amount received represents a reimbursement to the university of expenses of a personal nature such as long distance telephone charges, staff contributions to functions, flowers or a refund of expenses.
- i. **Deposits of cash and cheques to expense accounts (Fund 400 & 500 cost centres)** - Deposits of cash and cheques to Fund 400 & 500 cost centres should be sent to Research Accounting.
- j. **Formula used in journal** - Formulas should be removed from the journal submitted to finance. Use the copy and paste special values function to remove all the formulas from the journal.
- k. **Usage of 099xxx accounts** - Journals containing 099xxx accounts should be sent to budgets@yorku.ca. The 099xxx accounts should not be used in conjunction with other balance sheet as well as revenue and expense accounts in a journal.

## Who can view posted journals?

A posted journal can be viewed by all individuals who have access to at least one of the cost centres included in that journal. For example, if you have access to one of the cost centres included in a journal, you can view the entire journal (i.e. other entries not entered in your cost centre) as well as all the other documents (such as emails and other supporting documents) associated with it.



Tip: If an entry is entered to a specific cost centre that is confidential in nature and thus should not be viewed by the individuals who have access to the other cost centres included in the journal, that entry should be done in a separate journal.


For example, Professor A has access to cost centre xxxxx1 and Professor B has access to cost centre xxxxx2. You want to transfer salary amount of \$3000 to cost centre xxxxx1 for Professor A and \$6000 to cost centre xxxxx2 for Professor B.

If both entries are included in one single journal, Professor A will be able to see Professor B's salary and Professor B will be able to see Professor A's salary. To ensure that each Professor can only see their own salary transfer, split the entries into two journals where each journal will be sent in a separate email to Finance.

## Allocation Journal Entry

Centrally funded allocations are the main source of revenue to most faculties and divisions. These allocations are processed through allocation journal entries.

Allocations are categorized as base or one-time-only (OTO).

 Caution: The accounts used for allocations (i.e. 099xxx accounts) are for fund 200 cost centres only and are controlled by the Office of Budgets and Planning.

The full list of allocation accounts is available on the finance website:  
<https://www.yorku.ca/finance/financial-resources/chart-of-accounts/>

### Base Allocations

Base allocations are considered as the ongoing funds of the unit. At the beginning of the fiscal year, these funds are determined during the budget cycle.

### OTO Allocations

One-time-only or OTO allocations are used if the duration of the transfer is for the current period only and will not occur on an ongoing basis.

## Research Journal Entry - Additional Requirements

Additional requirements/guidelines should be followed when preparing research journal entries:

1. Ensure that line descriptions and journal explanations (Reference, Description or Explanation fields) clearly explain to readers the purpose of the entry (do not use wording like “correct error”, “transfer”, “recovery” etc.).
2. CPM salaries and benefits are not usually eligible to be charged to a research grant, only if a specific grant allows it, you must provide proof – person/position named in grant agreement, or sponsor provides in writing that the salary and benefit are eligible.
3. Journal entries relating to research funds must be authorized by the cost centre manager-researcher/delegate to signify his/her knowledge/approval of the transaction and to ensure compliance with donor/sponsor terms and conditions.
4. When departments process cost/pooled expense entries between research grants, the department must receive authorization for these costs at the time of processing the charge.
5. Contributions/donations from Fund 400 (Generic/PER) or Fund 500 research cost centres are not allowed (except CFI).
6. Contributions to Fund 500 (other than the sponsor) are not allowed. If internal funds (Fund 200 are contributed as matching funds as per grant agreement, these funds will be set up in a new fund 400 (internal research) cost centre. The cost centre manager making the contribution must approve the journal entry.

7. Do not reallocate expenses to a research cost centre that has not yet been incurred in the original cost centre. Wait until the expense has been charged. Submit the transactions details as proof that the original charge was incurred.
8. Do not use interfund transfer accounts, i.e. accounts starting with 09xxxx and 9xxxxx. These accounts do not identify the type of expense incurred which makes it very difficult to prepare financial reports to agencies.
9. If you are preparing a journal entry to clear an over spend in a cost centre, you should not make an entry just to clear the overspend amount. You should find a transaction(s) as close as possible to the overspend amount and move this amount to another eligible cost centre. If you only move the amount of the overspend, how would you explain this amount being charged to the other cost centre, especially if it is another grant, not related to the research being conducted.
  - a. If a cost centre is ending a partial transfer is allowable providing an explanation on how the amount being transferred is related to the other cost centre.
  - b. If the cost centre is not ending a partial amount is allowed providing a justification on the split is provided e.g. % of use.

E.g. The Statement of Operations (SOP) for cost centre 510xxx shows an over spend of \$585.75. When reviewing the transaction details for this cost centre there is an invoice from Fisher Scientific for \$600.00 charged to account 305000 that could be reallocated. This PI has a generic cost centre that has enough funds to cover the over spend. The journal entry to clear the over spend would be:

B	C	D	E	F	G	H	I	J	K
Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Ref	Journal Line Description
305000	400	480xxx				600	ULC	AP 45017399	Reallocate Fisher Scientific Inv#xxx to clear overspend in 510xxx
305000	500	510xxx				-600	ULC	AP 45017399	Reallocate Fisher Scientific Inv#xxx to clear overspend in 510xxx

10. Ensure you provide enough back up with the journal entry so that an auditor would be able to confirm:
  - a. The charge was actually incurred in the original cost centre (e.g. Copy of original invoice, transaction details, payroll distribution reports etc.) If a partial expense is being allocated, show the method used to determine the amount should be shown (e.g. #hours x hourly rate).  
E.g. A Research Assistant (RA) earning \$5,000/month is being charged to a fund 200 cost centre 252xxx. The RA worked 10 hours on the grant in cost centre 510xxx at an hourly rate of \$20 plus 20.4% benefits. The journal entry made would be as follows.

Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source	Journal Line	Journal Line Description	Journal Header Description
140600	500	510xxxx				200	ULC	RA Salary	RA's Name 10 Hours x \$20/hour	To charge RA Salary for hours working on SSHRC during the month of Feb
240600	500	510xxxx				40.80	ULC	RA Benefits	RA's Name 10 Hours x \$20/hour X 20.4% Benefit	
032800	200	252xxxx				-200	ULC	RA Salary	RA's Name 10 Hours x \$20/hour	
033200	200	252xxxx				-40.80	ULC	RA Benefits	RA's Name 10 Hours x \$20/hour X 20.4% Benefit	

Attached as support for the entry, would be the RA's payroll distribution report.

- b. Ensure that researcher (cost centre manager or delegate) has approved the journal entry.

11. When charging salaries to a research cost centre fund 400 or 500 the following g/l accounts can also be used for the credit entries only and only with an operating fund cost centre (e.g. fund 200).

Salaries – g/l account 032800

Benefits – g/l account 033200



Tip: Same salaries & benefits accounts can also be used from fund 200 cost centres to either fund 400 or 500 cost centres (depending on faculty practices).

12. When preparing journal entries for Canada Foundation for Innovation (CFI) grants (cost centres 532xxx) the activity field must also be completed.

	B	C	D	E	F	G	H	I
Date	Account	Fund	Cost Centre	Activity	Time	Location	Amount	Source
	486600	500	532xxx	000015				

When reporting to the agency (CFI) all purchases on CFI grants must be compared to the budget. In order to accomplish this in Peoplesoft, we use the activity code field which represents the number of the item in the budget (e.g. If software purchases were budgeted as item # 15 you would enter 000015 in the activity field on the journal entry).

13. When reversing journal entries that have already been posted, indicate on the journal entry the journal entry # of the journal being reversed and the reason for the reversal.

## Financial Closings

### Journal Cut-off Dates

Monthly journal cut-off dates are listed in the Financial Calendar available on the Finance website <https://www.yorku.ca/finance/financial-resources/financial-calendars/>

All appropriately completed journals that are **received** by Finance by the posted cut-off date will be processed for the specified month and the entries will be available in that month's eReports. Otherwise they will be processed in the following month.

### Month End Cut-Off Schedule

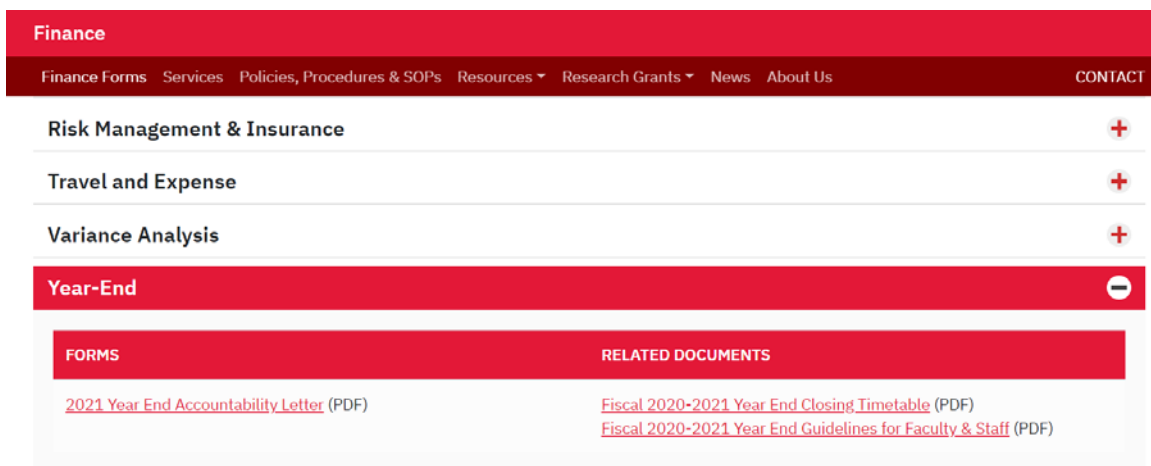
Month	eReports available	Last day to send journals to Finance for processing	Final eReports for the month
<b>2019</b>			
<b>May</b>	Tues., May 7, 2019 (Run 1); Friday, May 10, 2019 (Run 2)	Wednesday, May 29, 2019	Monday, June 3, 2019
<b>June</b>	Tuesday, June 4, 2019	Wednesday, June 26, 2019	Tuesday, July 2, 2019
<b>July</b>	Wednesday, July 3, 2019	Monday, July 29, 2019	Thursday, August 1, 2019
<b>August</b>	Friday, August 2, 2019	Wednesday, August 28, 2019	Tuesday, September 3, 2019
<b>September</b>	Wednesday, Sept. 4, 2019	Thursday, Sept. 26, 2019	Tuesday, October 1, 2019
<b>October</b>	Wednesday, October 2, 2019	Tuesday, October 29, 2019	Friday, November 1, 2019
<b>November</b>	Monday, November 4, 2019	Wednesday Nov. 27, 2019	Monday, December 2, 2019
<b>* December</b>	Tuesday, December. 3, 2019	Tuesday, Dec. 17, 2019	Friday, January 3, 2020
<b>2020</b>			
<b>January</b>	Monday, January 6, 2020	Wednesday, Jan. 29, 2020	Monday, February 3, 2020
<b>February</b>	Tuesday, February 4, 2020	Wednesday, Feb. 26, 2020	Monday, March 2, 2020
<b>* March</b>	Tuesday, March 3, 2020	Tuesday, March 17, 2020 for Research Related Journals, and Friday, March 31, 2020 For All Other Journals	Tuesday, April 7, 2020
<b>* April</b>	Wednesday, April 8, 2020	Thursday, April 30, 2020	Thur., May 7, 2020 (Run 1) Tues., May 12, 2020 (Run 2)
<b>* These dates are subject to change</b>			

## Year-End

The University has two year-ends. The first is the Research year-end which is March 31<sup>st</sup> and the second is the fiscal year-end of the university which is April 30<sup>th</sup>. On these dates, the month-end closing is extended to ensure all transactions are included in the correct year. This can ensure receivables are set up for revenue due to the university, accruals are set up for invoices not in the accounts payable system, and revenue and expenses related to the next fiscal year are reversed from the Statement of Operations and set up as a prepaid expense or deferred revenue.

Annually, a year-end seminar is held and a guide is published on the Finance website. Ensure you attend the seminar and read the guide thoroughly.

All year-end documents (including year-end guidelines, closing timetable, variance explanation form, and accountability letter) can be found from the Finance Department website under the Documents, Guidelines and SOP's section. <https://www.yorku.ca/finance/forms/>





The screenshot shows the Finance Department website interface. At the top is a red navigation bar with the word "Finance" on the left and "CONTACT" on the right. Below this is a dark red horizontal menu with links for "Finance Forms", "Services", "Policies, Procedures & SOPs", "Resources", "Research Grants", "News", and "About Us". A list of menu items follows: "Risk Management & Insurance", "Travel and Expense", and "Variance Analysis", each with a red plus icon to its right. The "Year-End" item is highlighted with a red background and a red minus icon to its right. Below the "Year-End" header, there are two columns: "FORMS" and "RELATED DOCUMENTS". Under "FORMS", there is a link for "2021 Year End Accountability Letter (PDF)". Under "RELATED DOCUMENTS", there are two links: "Fiscal 2020-2021 Year End Closing Timetable (PDF)" and "Fiscal 2020-2021 Year End Guidelines for Faculty & Staff (PDF)".



## Inquiring About Journal Entries

### Quick Facts

- It takes up to five business days to post a journal
- Posted journal entries can be viewed on Transaction Details report which is available on eReports.
  - Use the **source code** to find the appropriate contact area.  
 Tip: See Section on *Source Codes*
  - The journal ID and voucher ID on Transaction Details are linked to the **back-up/documentation**  
 Tip: See Section on *How to obtain the backup*
- Finance does not send journal confirmation of load with journal number. You will only be contacted if there are any errors on the journal.

## How to access your financial information?

Your financial information can be accessed online through eReports (<https://ereports.info.yorku.ca/>), where you'll need to enter your Passport York Username and Password to login.



Tip: To request eReports access to specific cost centres and/or financial roll-ups, ask your supervisor who has signing authority over the cost centre to send an email to [askit@yorku.ca](mailto:askit@yorku.ca) to request for your access.

## Transaction Details (eReports)

### Finance>Financial Management>Transaction Details

This report provides the details of all transactions (Actual Journals, Budget Journals, Purchase Orders, and Vouchers) that occurred in a Cost Centre during a specified period. The report is grouped by report type, i.e. Asset, Liability, Equity, Revenue and Expense accounts.

**Transaction Details Summary** Help X

Specific View By:  **Step 1**

From Date:  **Step 2** (MM/DD/YYYY eg. 4/11/2004)

To Date:  **Step 3** (MM/DD/YYYY eg. 4/11/2004)

Cost Centre:  **Step 3** eg. 223010-223510 or 223010, 223460-223510, 223640

Fund:  100  200  300  400  500 **Step 4**  
 600  700  800  900  000

Account:  **Step 5** eg. 301000-309000

Activity:  **Step 6**

Time:  **Step 6**

Location:  **Step 6**

Source Code:  **Step 7**

**Step 8**

**Step 1:** Choose to view by:

1. **Summary**-Report is shown at the Cost Centre Level
2. **Details**-Report is further broken down by Activity, Time, Location Level

**Step 2:** Enter the period range in the format MM/DD/YYYY

**Step 3:** Enter one single cost centre number, a range of cost centres (Enter hyphen between the start and end of range) or multiple cost centres (cost centres separated by comma).

**Step 4:** Select the Fund Code

**Step 5:** (Optional) Enter a single account, a range of accounts (Enter hyphen between the start and end of range) or multiple accounts (Accounts are separated by comma).

**Step 6:** (Optional) Enter the 6 digits Activity number and/or 5 characters Time Code and/or 5 characters Location Code. Note: This option is available if you have selected to view by Details in Step 1. If you have selected to view by Summary in Step 1, skip this step.

**Step 7:** (Optional) Enter the source code.

**Step 8:** Click on . This will generate a report similar to the one below.

FundCode: 200 Cost Centre: 111111 Test  
 Start Date: 1/1/1960 End Date: 12/31/2099  
 Cost Centre Status: ACTIVE HST Rebate Rate: 73%

**TRANSACTION DETAIL**  
 For the period: 10/1/2014 thru 10/31/2014

Run Date/Time: 12/4/2014 10:50:41  
 Manager: Smithson II,John  
 Location: Finance Office - 4747 Keele St  
 Department: 25750 Dept 25750

Fiscal Year	Date	Account Description Transaction Description	Journal / PO / Src Voucher ID	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount
<b>Revenue Accounts</b>									
033150 ICR Workstudy Recoveries									
Cost Centre: 231000									
2015	10/06/2014	212827069	ULC 0000702083			WS56804	-	(1,098.00)	-
<b>Total - 033150 - ICR Workstudy Recoveries</b>							-	<b>(1,098.00)</b>	-
099911 InYear OTO to/fr OtherDept									
Cost Centre: 231000									
2015	10/30/2014	RA funding 14 15	BU4 0000703177			BU5083	-	(62,952.00)	-
<b>Total - 099911 - InYear OTO to/fr OtherDept</b>							-	<b>(62,952.00)</b>	-
<b>Total - Revenue Accounts</b>							-	<b>(64,050.00)</b>	-

<b>Expense Accounts</b>									
140000 Sal Ft Support Staff-CPM									
Cost Centre: 231000									
2015	10/20/2014	PAYROLL DISTRIBUTION	PAY PM11104N20	1104		10312014	-	73,843.52	-
<b>Total - 140000 - Sal Ft Support Staff-CPM</b>							-	<b>73,843.52</b>	-
140100 Sal Ft Support Yusa									
Cost Centre: 231000									
2015	10/20/2014	PAYROLL DISTRIBUTION	PAY PM11104N20	1104		10312014	-	60,682.67	-
<b>Total - 140100 - Sal Ft Support Yusa</b>							-	<b>60,682.67</b>	-
143000 Stipend- CPM									

### Source Codes

Each accounting transaction posted on Transaction Details report on eReports has a source code assigned. The purpose of these source codes is to identify the type of entry and the unit responsible for inputting the data.

FundCode: 200 Cost Centre: 111111 Test  
 Start Date: 1/1/1960 End Date: 12/31/2099  
 Cost Centre Status: ACTIVE HST Rebate Rate: 73%

**TRANSACTION DETAIL**  
 For the period: 10/1/2014 thru 10/31/2014

Run Date/Time: 12/4/2014 11:05:57  
 Manager: Smithson II,John  
 Location: Finance Office - 4747 Keele St  
 Department: 25750 Dept 25750

Fiscal Year	Date	Account Description Transaction Description	Journal / PO / Src Voucher ID	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount
<b>Expense Accounts</b>									
331200 Postage-External Service									
Cost Centre: 231000									
2015	10/20/2014	Folding inserting to Oct 2 201	ULC 0000702556			JTV 134 WS	-	88.79	-
<b>Total - 331200 - Postage-External Service</b>							-	<b>88.79</b>	-

Below is a list of the commonly used source codes, the source code description and the contact department responsible for the journal entry.

Source Codes (Source)	Description	Contact
ADV	Used by the Division of Advancement for their upload journals	<a href="#">Advancement Services</a>
ALO	Used by the Finance Department for allocation journals (e.g. HST allocations)	<a href="#">Financial Reporting, Finance</a>
AP	Used by Finance Department for all accounts payable transactions (e.g. invoice payment, expense reimbursement)	<a href="#">Accounts Payable, Finance</a>
ARU	Used by General Accounting for accounts receivable invoices (e.g. ACCPAC uploads)	<a href="#">General Accounting, Finance</a>
BKS	Used by the Bookstore for all bookstore sales transactions	<a href="#">University Bookstore, CSBO</a>
BU BU1* BU2* BU3* BU4* BU5*	Used by the Office of Budgets and Planning for budget journals (* = the numerical value represents which employee in the Office of Budgets & Planning processed the entry)	<a href="#">Office of Budgets and Planning, Finance</a>
FNG FN1 FN2	Used by the Financial Reporting for general journal entries (* = the numerical value represents which employee in Financial Reporting processed the entry)	<a href="#">Financial Reporting, Finance</a>
PAY PA1 CPA	Used by Human Resources for payroll journals, including correction entries	<a href="#">Payroll, Human Resources</a>
PRT	Used by Printing Services for printing transactions	<a href="#">Printing Services, CSBO</a>
PUR	Used by Procurement Services for PCard entries and purchasing journals, including correcting entries	<a href="#">Procurement Services, Finance</a>
RA0* RA1* RA2* RA3* RA4* RA5* RA7* RA8* RA9* RAA*	Used by Research Accounting for budget journals (* = the numerical value represents which employee in Research Accounting processed the entry)	<a href="#">Research Accounting, Finance</a>
RA6	Used by the community for Research Accounting related electronic journals submitted for upload	<a href="#">Research Accounting, Finance</a>
STR	Used for uploads from the Student Information System - all upload journals related to student accounts (SIS)	<a href="#">Student Accounts, SFS</a>

Source Codes (Source)	Description	Contact
TCP	Used by Telecommunications for cell phone charges	<a href="#">Telecommunications, UIT</a>
TEL	Used by Telecommunications for other telecommunications charges	<a href="#">Telecommunications, UIT</a>
TRA	Used by General Accounting for accounts receivable entries	<a href="#">General Accounting, Finance</a>
TRB	Used by General Accounting for bank transactions	<a href="#">General Accounting, Finance</a>
TRC	Used by General Accounting for credit card upload journals	<a href="#">General Accounting, Finance</a>
TRD	Used by General Accounting to record drafts	<a href="#">General Accounting, Finance</a>
TRF	Used by General Accounting for drafts and wire payments in foreign currencies	<a href="#">General Accounting, Finance</a>
TRJ	Used by General Accounting for hardcopy paper G/L journals sent by the community for processing up till April 30, 2013.	<a href="#">General Accounting, Finance</a>
TRR	Used by General Accounting to record Canadian cash deposits	<a href="#">General Accounting, Finance</a>
TRU	Used by General Accounting to record U.S.\$ cash deposits	<a href="#">General Accounting, Finance</a>
TRW	Used by General Accounting to record wire payments received	<a href="#">General Accounting, Finance</a>
TUS	Used by General Accounting for U.S. transfers	<a href="#">General Accounting, Finance</a>
ULC	Used by the community for electronic journals submitted for upload	<a href="#">Financial Reporting, Finance</a>
ULT	Used by Treasury for upload journals	<a href="#">Treasury, Finance</a>
YTA	Used by YUTA for their payroll charges	<a href="#">Talent Acquisition and Development (YUTA), Human Resources</a>

### How to obtain the backup

Click on the hyperlinked Journal ID or Voucher ID on Transaction Details to see a copy of the backup.

- ⚠ Caution: There are no hyperlinks for journals with source code: PAY, TEL, STR, PRT, PUR, and BKS. The responsible unit should be contacted for any inquiries. (Refer to section on *Source Codes*)

FundCode: 200 Cost Centre: 111111 Test  
 Start Date: 1/1/1960 End Date: 12/31/2099  
 Cost Centre Status: ACTIVE HST Rebate Rate: 73%

**TRANSACTION DETAIL**  
 For the period: 10/1/2014 thru 10/31/2014

Run Date/Time: 12/4/2014 11:05:57  
 Manager: Smithson I,John  
 Location: Finance Office - 4747 Keele St  
 Department: 25750 Dept 25750

Fiscal Year	Date	Account Description Transaction Description	Journal / PO / Src Voucher ID	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount
Expense Accounts									
331200		Postage-External Service							
Cost Centre: 231000									
2015	10/20/2014	Folding inserting to Oct 2 201	ULC	0000702556		JTV 134 WS	-	88.79	-
Total - 331200 - Postage-External Service							-	88.79	-

**Statement of Operations (eReports)**

**Finance>Financial Management>Statement of Operations**

The Statement of Operations summarizes the revenues and expenses accounts for a defined period.

The screenshot shows the 'Statement of Operations' configuration screen. It includes several input fields and a 'Fetch Report' button. Red arrows and boxes labeled 'Step 1' through 'Step 6' indicate the sequence of actions:




- Step 1:** Select 'Cost Centre' in the 'View this report by:' dropdown.
- Step 2:** Select 'October' in the 'Calendar Month:' dropdown.
- Step 3(a):** Select '2014' in the 'Calendar Year:' dropdown.
- Step 3(b):** Select a 'Financial Rollup' value.
- Step 4:** Select 'Please Select' in the 'Fund:' dropdown.
- Step 5:** Select values for 'Activity:', 'Time:', and 'Location:'.
- Step 6:** Click the 'Fetch Report' button.

**Step 1:** Choose to view by:

- (1) **Financial Roll-up:** Consolidates the numbers for all the cost centres under the selected Financial Roll-up.
- (2) **Cost Centre:** View *one single cost centre, a range of cost centres*(Enter hyphen between the start and end of range) or *multiple cost centres*(Cost Centres separated by comma).
- (3) **Cost Centre (All Details):** View one single cost centre with Activity/Time/Location combination.

**Step 2:** Select the month and year for the report end date.

**Step 3(a) for Financial Roll-Up:**

- (1) Select the Financial Roll-up by clicking on . (This icon will appear after selecting Financial Roll-up in Step 1).
- (2) Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click .

**Step 3(b) for Cost Centre:** Enter the 6 digits Cost Centre number.

**Step 4:** Select the Fund Code

**Step 5:** Enter the 6 digits Activity Code and/or 5 characters Time Code and/or 5 characters Location Code. This option is available if you have selected to view by Cost Centre (All Details) in Step 1. If you have selected to view by Financial Roll-up or by Cost Centre in Step 1, skip this step.

**Step 6:** Click on 



Tip: Hyperlinks are available to drill-down to transaction details.

**STATEMENT OF OPERATIONS**  
For the Period Ended: 31-Oct-14  
Fiscal Year: 2015

Fund Code: 200 Cost Centre: 111111 Test  
Start Date: 1/1/1960 End Date: 12/31/2099  
Cost Centre Status: ACTIVE HST Rebate Rate: 73%

Run Date/Time: 12/4/2014 11:17:49 AM  
Manager: Smithson I,John  
Location: Finance Office - 4747 Keele St  
Department: 25750 Dept 25750

[Click here to exclude Salary Commitment Amounts](#)

Current Month	Account Description	Account#	Annual Budget	Current YTD			Budget to YTD Total Var	% Remaining	Prior YTD Total
				Actual	Commitment	Total (Act+Commit)			
<b>Expenses</b>									
19,189.15	Total Other Expenses		34,404.00	33,865.69	-	33,865.69	538.31	2%	18,871.39
	- Travel-General-Support Staff	402000	366.00	<a href="#">276.65</a>	-	276.65	89.35	24%	413.06
	- Mileage-Support Staff	402100	732.00	<a href="#">69.83</a>	-	69.83	662.17	90%	452.19
	- Airfare-Support Staff	402200	366.00	<a href="#">437.27</a>	-	437.27	(71.27)	0%	285.75
	- Hotel/Accom/Food-Support Staff	402300	3,660.00	<a href="#">1,766.73</a>	-	1,766.73	1,893.27	52%	2,890.61
<a href="#">2,542.16</a>	- Conference Fees--Support Staff	402400	3,660.00	<a href="#">3,048.29</a>	-	3,048.29	611.71	17%	3,191.79
<a href="#">362.15</a>	- Functions - Campus	406000	366.00	<a href="#">362.15</a>	-	362.15	3.85	1%	70.97
2,904.31	Total Travel & Hospitality		9,150.00	5,960.92	-	5,960.92	3,189.08	35%	7,304.37
<a href="#">(333.66)</a>	Office Supplies Gen	301000	18,300.00	<a href="#">4,488.41</a>	-	4,488.41	13,811.59	75%	4,986.51
	- Computer Supplies- General	304000	-	<a href="#">87.64</a>	-	87.64	(87.64)	0%	-
	- Audio-Visual	305300	-	-	-	-	-	0%	(64.42)
	- Cleaning Supplies	308100	183.00	-	-	-	183.00	100%	-
	- Housekeeping Supplies	308400	183.00	<a href="#">221.10</a>	-	221.10	(38.10)	0%	94.76
<a href="#">(333.66)</a>	Total Supplies-Comprehensive&General		18,666.00	4,797.15	-	4,797.15	13,868.85	74%	5,016.85
21,759.80	Total Operating Costs		62,220.00	44,915.81	-	44,915.81	17,304.19	28%	31,321.60
<a href="#">2,318.06</a>	Telephone Equip Rental-Telecom	467000	27,816.00	<a href="#">11,590.31</a>	-	11,590.31	16,225.70	58%	11,431.02
	- Telephone/Data Equipment	467100	366.00	-	-	-	366.00	100%	225.24
<a href="#">968.55</a>	Telephone Equipment Rent Oth	467400	1,098.00	<a href="#">1,379.53</a>	-	1,379.53	(281.53)	0%	603.01
3,286.61	Total Telephone & Power		29,280.00	12,969.84	-	12,969.84	16,310.17	56%	12,259.27
3,286.61	Total Taxes and Utilities		29,280.00	12,969.84	-	12,969.84	16,310.17	56%	12,259.27
208,891.98	Total Expenses		2,184,455.10	1,092,342.78	983,540.10	2,075,882.88	108,572.25	5%	1,091,803.23
(144,841.98)	Surplus/ (Deficit) Current Year		(23,496.93)	963,060.26	(983,540.10)	(20,479.84) (1)	3,017.12	0%	923,341.31

Employee Advances \* - (2)  
Carry Forward from Previous Year 214,771.63 (3)  
Balance Available (Overspent) 194,291.79 (4) = (1-2+3)

\* As of May 1, 2014, the Employee Advances will be available on the Travel and Expense system and will no longer be reflected on the Statement of Operations report.

After clicking on the hyperlink, you will obtain the details of all the transactions that sum to the hyperlinked amount.

FundCode: 200 Cost Centre: 111111 Test  
Activity :  
Time : Location :  
Start Date : 1/1/1960 End Date : 12/31/2099  
Cost Centre Status : ACTIVE HST Rebate : 73%

**TRANSACTION DETAIL**  
For the period: 10/1/2014 thru 10/31/2014

Run Date/Time : 12/4/2014 11:19:23  
Manager : Smithson I,John  
Location : Finance Office - 4747 Keele St  
Department : 25750 Dept 25750

Fiscal Year	Date	Account Description	Transaction Description	Src	Journal / PO / Voucher ID	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount	
<b>Expense Accounts</b>												
402400		Conference Fees--Support Staff										
2015	10/20/2014	L'AURIER ONECARD OFFICE		PUR	P141020001			CLARDIGE,	-	186.11	-	
2015	10/20/2014	HST Rebate @ 73%		PUR	P141020001			CLARDIGE,	-	(15.63)	-	
2015	10/27/2014	Expense Distribution		AP	46103948	2014COFO-CO...		C.O.U. Holding Association...	-	<a href="#">2,371.68</a>	-	
<b>Total - 402400 - Conference Fees--Support Staff</b>										-	<b>2,542.16</b>	-
<b>Total - Expense Accounts</b>										-	<b>2,542.16</b>	-
<b>Income Statement Accounts Total</b>										-	<b>2,542.16</b>	-



## Balance Sheet (eReports)

### Finance>Financial Management>Balance Sheet

This report provides a summary of the assets and liabilities at a specific point in time which gives you an idea of how much you own and owe.

The screenshot shows a web-based interface for generating a Balance Sheet report. The window title is "Balance Sheet". The interface includes several input fields and a "Fetch Report" button. Red arrows point from numbered boxes (Step 1 to Step 6) to the corresponding UI elements:




- Step 1:** Points to the "View this report by:" dropdown menu, which is currently set to "Cost Centre".
- Step 2:** Points to the "Month:" dropdown menu, which is currently set to "October".
- Step 3(a):** Points to the "Financial Rollup:" field.
- Step 3(b):** Points to the "Cost Centre:" text input field.
- Step 4:** Points to the "Fund:" dropdown menu, which is currently set to "Please Select".
- Step 5:** Points to the "Activity:", "Time:", and "Location:" text input fields.
- Step 6:** Points to the "Fetch Report" button.

#### **Step 1:** Choose to view by:

- (1) **Financial Roll-up:** Consolidates the numbers for all the cost centres under the selected Financial Roll-up.
- (2) **Cost Centre:** View *one single cost centre, a range of cost centres*(Enter hyphen between the start and end of range) or *multiple cost centres*(Cost centres separated by comma).
- (3) **Cost Centre (All Details):** View one single cost centre combination.

#### **Step 2:** Select the month and year for the report end date.

#### **Step 3(a) for Financial Roll-Up:**

1. Select the Financial Roll-up by clicking on . (This icon will appear after selecting Financial Roll-up in Step 1).
2. Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click .

**Step 3(b) for Cost Centre:** Enter the 6 digits cost centre number.

**Step 4:** Enter the 3 digits Fund Code, i.e. 100, 200, 300, 400, 500, 600, 700, 900

**Step 5:** Enter the 6 digits Activity Code and/or 5 characters Time Code and/or 5 characters Location Code. This option is available if you have selected to view by Cost Centre (All Details) in Step 1. If you have selected to view by Financial Roll-up or by Cost Centre in Step 1, skip this step.

**Step 6:** Click on Fetch Report



Tip: Hyperlinks are available to drill-down to transaction details.

<b>BALANCE SHEET</b>						
For the Period Ended: 31-Oct-14						
Fiscal Year: 2015						
Fund Code: 200	Cost Centre: 222222 Test2		Run Date/Time: 12/4/2014 11:26:42 AM		Manager: Smith, Peter	
Start Date: 1/1/1960	End Date: 12/31/2099		Location: Tait McKenzie Phys Ed Centre		Department: 26500 Dept 26500	
Cost Centre Status: ACTIVE	HST Rebate Rate: 73%					

Account Description	Account#	YTD		Change (Current - Prior Month)		Previous Year YTD
		Current Month	Prior Month	\$	%	
<b>ASSETS</b>						
Royal Bank of Canada-US\$	000501	(16,559.15)	(16,559.15)	-	0%	(12,856.40)
Floats	001100	16,474.38	11,067.84	<a href="#">5,406.54</a>	49.00%	-
Advances - Individuals	004701	-	-	-	0%	19,354.08
<b>Total ASSETS</b>		<b>(84.77)</b>	<b>(5,491.31)</b>	<b>5,406.54</b>	<b>(98.00%)</b>	<b>6,497.68</b>
<b>LIABILITIES</b>						
A/P-USBank Plus	010650	103,663.95	63,336.31	<a href="#">40,327.64</a>	64.00%	469.41
<b>Total LIABILITIES</b>		<b>103,663.95</b>	<b>63,336.31</b>	<b>40,327.64</b>	<b>64.00%</b>	<b>469.41</b>

After clicking on the hyperlink, you will obtain the details of all the transactions that sum to the hyperlinked amount.

<b>TRANSACTION DETAIL</b>									
For the period: 10/1/2014 thru 10/31/2014									
FundCode: 200	Cost Centre: 222222 Test2		Run Date/Time: 12/4/2014 11:29:01				Manager: Smith, Peter		
Activity:	Location:		Location: Tait McKenzie Phys Ed Centre				Department: 26500 Dept 26500		
Time:	End Date: 12/31/2099								
Start Date: 1/1/1960	HST Rebate: 73%								
Cost Centre Status: ACTIVE									

Fiscal Year	Date	Account Description	Src	Journal / PO / Voucher ID	Journal Ref / Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount	Commitment Amount
<b>Asset Accounts</b>										
001100		Floats								
2015	10/09/2014	IVR ORDER 08/26/14CONFIRM75832	TRW	<a href="#">0000702282</a>				-	7,320.00	-
2015	10/20/2014	IVR COIN ORDER OCT20/14	TRB	<a href="#">0000702586</a>		CONF#91957		-	8,784.00	-
2015	10/20/2014	To clear team travel advance 2	ULC	<a href="#">0000702630</a>		Sep13 Oct4		-	(2,906.14)	-
2015	10/30/2014	To clear team travel advance 3	ULC	<a href="#">0000703147</a>		Sep26 Oct1		-	(1,400.39)	-
2015	10/30/2014	To clear team travel advance 4	ULC	<a href="#">0000703149</a>		Sep20Oct18		-	(2,811.80)	-
2015	10/30/2014	To clear team travel advance 5	ULC	<a href="#">0000703150</a>		Oct 11 25		-	(3,579.14)	-
<b>Total - 001100 - Floats</b>								-	<b>5,406.53</b>	-
<b>Total - Asset Accounts</b>								-	<b>5,406.53</b>	-
<b>Balance Sheet Accounts Total</b>								-	<b>5,406.53</b>	-

## Signing Authority (eReports)

### Finance>Financial Management>Signing Authority

This report shows the name of the signees, the signee type, and the sm@rtbuy approval for each cost centre.

The screenshot shows the 'Signing Authority' window with the following fields and annotations:




- Specific View By:** A dropdown menu set to 'Cost Centre', with a red arrow pointing to a box labeled 'Step 1'.
- Cost Centre:** An empty text input field, with a red arrow pointing to a box labeled 'Step 2(a)'. To the right of the field, there is a small text box containing the examples: 'eg. 223010-223510 or 223010,223460-223510, 223640'.
- Financial Rollup:** A button with a tree icon, with a red arrow pointing to a box labeled 'Step 2(b)'.
- Cost Centre Active Status:** A dropdown menu set to 'All Statuses', with a red arrow pointing to a box labeled 'Step 3'.
- Fetch Report:** A button at the bottom, with a red arrow pointing to a box labeled 'Step 4'.

**Step 1:** Choose to view by:

- (1) **Financial Roll-up:** Shows all the cost centres under the selected Financial Roll-up.
- (2) **Cost Centre:** View *one single cost centre, a range of cost centres* (Enter hyphen between the start and end of range, e.g. xxxxxx-xxxxxx) or *multiple cost centres* (Cost centres separated by comma, e.g. xxxxxx,xxxxxx,xxxxxx).

**Step 2(a) for Cost Centre:** Enter the 6 digits cost centre number.

**Step 2(b) for Financial Roll-Up:**

- (1) Select the Financial Roll-up by clicking on . (This icon will appear after selecting Financial Roll-up in Step 1).
- (2) Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click .

**Step 3:** Choose one of the following:

- (1) **All Statuses**-Report will include both active and inactive cost centres.
- (2) **Active Only**-Report will include active cost centres only.
- (3) **Inactive Only**-Report will include inactive cost centres only.

**Step 4:** Click on . This will generate a report similar to the one below.

## Signing Authority by Cost Centre

Run Date/Time : 12/4/2014 11:32:23

Department	Cost Centre	Cost Centre Description	Cost Centre Manager	Cost Centre Status	Signing Authority Effective Date	Signee Name	Signee Type	Sm@rtBuy Approval
FIN-Comptroller	111111	Test	Smith, Peter	Active				
					01/01/14	Watson, Robert	Primary	No
					01/01/14	Williams, Rose	Delegated	Yes
					01/01/14	Peters, Sam	Director/EO	Yes
					01/01/14	Smith, Peter	AVP/Dean	Yes
					01/01/14	Ralph, Lisa	VP Designate	Yes



Tip: Refer to the 'Signee type' column to find the individuals who can approve journals (Primary signee and delegated signee).

## Contact Information for Journal Entries

- **Research Journals (Funds 400 and 500)** – Research Accounting ext. 20232 or [resjrnl@yorku.ca](mailto:resjrnl@yorku.ca)
- **Budget Allocation Journals** - Vicki Abaca at [abacav@yorku.ca](mailto:abacav@yorku.ca) or [budjrnl@yorku.ca](mailto:budjrnl@yorku.ca)
- **Other Journals** – Financial Reporting at [journals@yorku.ca](mailto:journals@yorku.ca)