GT Accounting Basics

Expense Ledger Review
Reviewing the Expense Ledger

EXPENSE CREDIT

What we can tell from the Expense Credit: The check was from National Instruments (Description Column), the posting generated from the Bursar's Office (SAN is the source code for the Bursar), the Cash Receipt number is 841831. If you needed to review this posting and the supporting detail, call or go to the Bursar's office and give them the cash receipt number and they will pull the information. Finally, the amount of the check is $520. Taking this as a credit decreases expenses, which will increase your free balance.

Petty Cash Reimbursements

What we can tell from this petty cash reimbursement: The basic description is ECE, it was generated through the Bursar's Office, the cash receipt number is 849053, and the amount of the reimbursement is $40. As you can see, these reimbursements work the same way as payments – they are decreasing your free balance.
Example of Correcting Equipment Purchases. CAAD has the ability to adjust your ledger for non-equivalent items posted to equipment accounts. Only equipment items over $5000 can be charged to this account. CAAD will move your purchase if it does not meet equipment requirements. Accounting Services does the same.

Example of Accounting Services Journal Entries. Accounting Services makes all types of adjustments. Requests come from across campus. To submit, fill out an AJE form, have the form approved, attachment supporting documentation and send to mail code 0257.
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Viewing Images of Journal Entries
Viewing Journal Entries

It may be necessary for you to review a journal entry that has hit your ledger. There are two ways to get a copy of the aje. First, you can call or email Linda Davis in Accounting Services (894-6891) and request a copy of the aje be faxed to your attention. Please include your fax number in an email request.

Or, you may use the ImageNow system to view the aje. ImageNow is special software that allows the user to view scanned items. Currently, Georgia Tech has Accounting Services Journal Entries in ImageNow as well as Purchase Order information. For installation and access to ImageNow, please contact Katie Callahan (894-5005).

Here's how it works:

From the ImageNow drop down, select "Journal Entries".

Click on the Search Icon (magnifying glass)

Fill in the aje number in the open field. Click on "Search".
Your selected aje will appear highlighted. Double click on the highlighted row.

A scanned copy of your aje will appear. You can view only or print a copy of the aje. If the aje is more than one page, you can use the black arrows at the bottom of the screen.

Some journal entry information will not be scanned. If documentation includes Social security number, bank accounts number, credit card number or any other sensitive information the documentation will not be scanned. If it is necessary to view this information, you may come to the Accounting Services office and request to view the information.
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Revenue Ledger Review
Revenue is deposited at the Bursar's Office. The Bursar uses the Banner System for processing. The Bursar's Office source code is BAN. If you see a source code of BAN, the number in the Reference column is the Cash Receipt number. Call the Bursar's office for a copy.

Accounting Services and CSU users can also adjust the revenue ledger. Accounting Services uses the same ACC source code. In the example above, the Parking Office is also allowed to make revenue adjustments. Their source code is PKG.