Departmental Online Journal Entry (DOL) Form Instructions

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All Departmental Online Journal Entries should be processed using the Departmental Online Journal Entry form. A Q&A on the specifics of completing this form follows.

Who should approve the form?

If the transaction does NOT involve a sponsored project (fund 520-570), Florida High fund 510, or Foundation fund 599, it should be approved by the charged department. Acceptable Departmental Approvers are the Budget Manager or an Authorized Signer, as defined by University policy 4-OP-D-2-C. This person should electronically sign the form in the "DEPT APPROVER'S SIGNATURE" field.

DOL forms that involve a sponsored project should first be approved by the charged Project Leader or Principal Investigator by electronically singing the form in the "PROJECT APPROVER'S SIGNATURE" field. The form should then be emailed to the Office of Sponsored Research by utilizing the "Email Form to Sponsored Research" button. Similarly, DOL forms that involve Foundation fund 599 should first be approved by the Foundation by utilizing the "Email Form to Foundation" button.

How should the form be submitted to the Controller's Office?

DOL forms must be completed and submitted to the Controller's office electronically. Departments are encouraged to utilize the "Email Form to General Accounting" button. The form can also be manually emailed to GeneralAccounting@admin.fsu.edu.

What if my journal entry has more lines than are available on the DOL PDF Form?

In this case, the DOL Addendum spreadsheet should be utilized *INSTEAD OF THE PDF FORM*. Please do not populate both the PDF form and the Addendum (with only additional lines). This creates additional work for both your department and the Controller's Office. *The PDF Form should still be submitted with only appropriate approvals/signatures*.

What should be entered in the "Purpose of Transaction" section of the form?

Users should be as explicit as possible in the "Purpose of Transaction" section as this information will appear in the Header Description of the Journal within OMNI.

What should be populated in the "Transaction(s) As Currently Recorded" section?

The "Transaction(s) as Currently Recorded" section of the form should be completed with the original transaction being corrected/transferred, exactly as it was recorded.

What support for the DOL should be submitted with the completed form?

Submitted forms MUST include appropriate and sufficient backup documentation in order to be processed by the Controller's Office. Backup can be attached directly to the form using the 'Attachments' paperclip icon in Adobe.

Suggested queries/backup that should be included with the form, depending on the type of DOL, can be found at http://controller.vpfa.fsu.edu/accounting/interdepartmental-transactions.

How are forms signed electronically?

An online tutorial on how to create a digital signature can be found in the Quality Assurance Training Materials section of the Controllers website.

How will the journal appear on the general ledger?

Most corrections will show up in OMNI with a '0000' journal prefix; however, corrections to SF journals will ultimately be recorded in FSU Student Central and posted through additional SF Journals (with a 'SF' prefix).