Business Process Overview

When completing the Create Journal task in the Financial Management System (FMS) you are required to enter the correct Ledger Account that is mapped to the selected revenue or spend category. A web application has been developed to facilitate finding the correct ledger account and spend or revenue category combination. This document explains how to use the application.

Task

- Use the Ledger Account to Spend and Revenue Category Mapping web application to identify the correct ledger account to use with revenue and spend categories.

Prerequisites

- You must have access to use the application. This work instruction includes the instructional steps to request access to the application.
Access to the Application

The link to the application is located on the FMS website on the Reference Materials page. Click on the link Ledger to Spend and Revenue Category Crosswalk | for use on Journals.

If you receive an error message when you try to access the application, follow these instructions for requesting access:

1. Enter a Service Now Ticket
2. In the Group Name box select Financial Services
3. In the Reason for Access Request box enter: to access the Ledger Account to Spend and Revenue Category Mapping web application
4. Click Submit.
Using the Ledger Account to Spend and Revenue Category Mapping web application

1. The link to the application is located on the FMS website on the Reference Materials page. Click on the link Ledger to Spend and Revenue Category Crosswalk – for use on Journals.
2. Log in with your ASURITE
3. In the Search by field use the drop down and select from the following:
   A. Spend or Revenue Category Ref ID
   B. Spend or Revenue or Spend Category Name
   C. Ledger Account Ref ID
   D. Ledger Account Name
4. In the Please Enter Value for Search Selection 1,2,3, or 4 box type in your search criteria
5. Press Enter and wait for results
In this example we searched for the spend category of advertising services and the application lets us know that the ledger account is 7200.
Run Report for All Revenue or Spend

You may also run a report to retrieve a report by all Revenue or Spend.

1. In the **Search By** field select one from the following:
   A. All Revenue Report
   B. All Spend Report
2. Click **View Report**