

How to Use FMS to Complete Blue Bag Postage Journal Entries

To transfer funds into your Blue Bag Postage account, simply follow these steps to create a manual journal entry in the Financial Management System (FMS). If you have any questions, please contact the Department of Materials Management (DMM) at 301-279-3348.

- 1) **Login** to FMS using your MCPS username and password
- 2) Open the **FMS E-Business Suite Home Page**
- 3) Click on **MCPS GL User** and then click **Journals** under the Journals category.



- 4) From the **Find Journals** form, click the **New Journal** button
- 5) In the **Journal** field, type the following information:

Always follow this format:

<your school or department's 5-digit number>-<your 3 initials>-<today's date mmddyyyy>

Example: An entry made from Damascus High School by John W. Smith on July 3, 2007 would read: 04701-JWS-07032007

How to Use FMS to Complete Blue Bag Postage Journal Entries

- 6) In the journal entry's **Description** field, type the phrase 'Blue Bag Postage' and your school or department's name *Example:* 'Blue Bag Postage Damascus HS'
- 7) In the first **Line** field, type the number **10** as the first line number
- 8) Click on the **Account** field
- 9) Click the **icon** that appears in the **Account** field to open the **Account Flexfield Box**
- 10) Enter the number of the account you'll use to obtain funding for Blue Bag Postage
- 11) Click **OK**
- 12) In the **Debit** field, type the amount of money you'd like to withdraw from that account for transfer into your Blue Bag Postage account
- 13) In the next **Line** field, type **20** as the next line number (if it doesn't already appear)
- 14) Click on the **Account** field
- 15) Click the **icon** that appears in the **Account** field to open the **Account Flexfield Box**
- 16) Enter the Blue Bag Postage Account as seen below:
01.35102.000.10.503068.000000.0000.0000.00

MCPS Accounting Flexfield

Fund **01** General Fund

Department **35102** Supply & Property Management Unit

School **000** Default

Category **10** Operation of Plant

Account **503068** POSTAGE - SECONDARY SCHOOLS

Grant **000000** Default

Program **0000** Default

Activity **0000** Default

Interfund **00** Default

OK Cancel Combinations Clear Help

- 17) Click **OK**
- 18) In the **Credit** field, type the amount you'd like to deposit into your Blue Bag Postage account
Note: Make sure the **Credit** amount balances the **Debit** amount from the previous line.
- 19) Click the **Check Funds** button
- 20) You will be asked if you'd like to save and continue, click **Yes**
- 21) A message appears to confirm the records (lines) saved, click **OK**
- 22) A message appears to confirm whether the transaction has passed a **Funds Check**, click **OK**
Note: Please contact your supervisor if your funds check reply includes **advisory warnings**. These advisories will display when insufficient funds are available to process the transaction.
- 23) Click the **Reserve Funds** button
- 24) A message appears stating that your funds passed the funds reservation
- 25) Click **OK**
- 26) Click the **Approve** button
- 27) A message appears stating that your journal entry was sent to an approver
- 28) Click **OK**
- 29) The process is complete and awaits approval from the approver

Once DMM receives notice of the approval, we will update the database that tracks your school's postage on the DMM 'Service City' site. Thank you for participating!