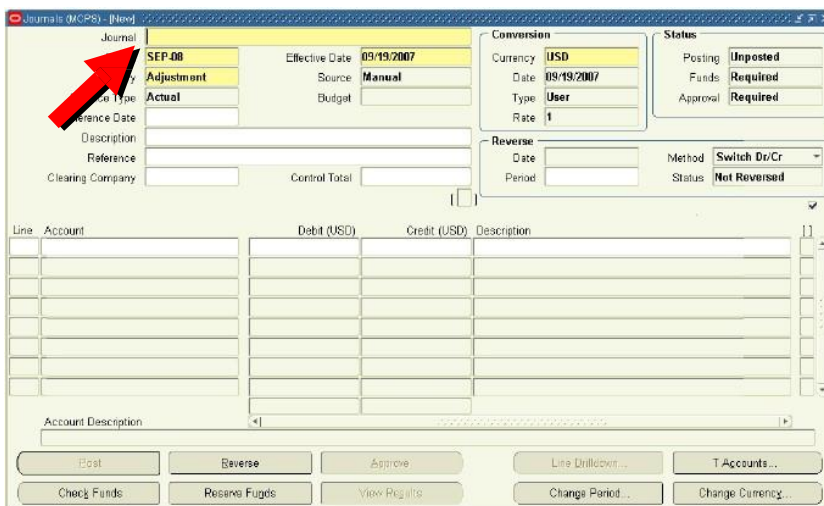


To transfer funds into your Blue Bag Postage account, follow these steps to create a manual journal entry in the Financial Management System (FMS).

1. On the FMS E-Business Suite home page, click **MCPS GL User** then, under the Journals category, click **Journals**.



2. On the **Find Journals** form, click the **New Journal** button.



3. In the **Journal** field, type the following information, *always in the 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 as follows: 04701-JWS-07032007.
4. In the journal entry's **Description** field, type **Blue Bag Postage** and your school or department's name.  
**Example:** Blue Bag Postage Damascus HS
5. In the first **Line** field, type the number **10** as the first line number.

6. Click in the **Account** field.
7. Click the icon that appears in the **Account** field to open the **Account Flexfield Box**.
8. Enter the number of the account you'll use to obtain funding for Blue Bag Postage.
9. Click the **OK** button.
10. 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.
11. In the next **Line** field, type **20** as the next line number (if it doesn't already appear).
12. Click in the **Account** field.
13. Click the icon that appears in the **Account** field to open the **Account Flexfield Box**.
14. Enter the Blue Bag Postage Account:

01.35102.000.10.503068.000000.0000.0000.00

15. Click the **OK** button.
16. 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.
17. Click the **Check Funds** button.
 

You will be asked if you'd like to save and continue.
18. Click **Yes**.
 

A message is displayed confirming the records (lines) have been saved.
19. On the message, click the **OK** button.
 

A message is displayed confirming whether the transaction has passed a funds check.
20. On the message, click the **OK** button.
 

**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.
21. Click the **Reserve Funds** button.

A message is displayed stating that your funds passed the funds reservation

**22.** On the message, click the **OK** button.

**23.** Click the **Approve** button.

A message is displayed stating that your journal entry was sent to an approver.

**24.** On the message, click the **OK** button.

The process is complete and awaits approval from the designated approver. After the Department of Materials Management receives notice of the approval, they update the database that tracks your school's postage.