EAS Journal Entry Capture Data Required for HEA Filing

Effective accounts

21281-District of Columbia Virginia Sales Tax
41153-Off Campus Group Contacts
41163-Seminars/Workshops Tuition
46121-Summer Housing Income Non Taxable
47421-Contract Medical Education
47571-Other Miscellaneous Revenue
51511-Salary Wage Reimbursement

1. Navigate to GW GL Entry responsibility
2. Select ‘Enter Journal’ from the menu, at the Find Journal Window select, New Journal
3. Enter the
   a. journal header information and
   b. enter line information
4. Click in the last box on the journal line, this will bring up the descriptive flexfields to enter HEA filing information

5. Begin the populate the DFFs
   a. Foreign or US?
b. Name of Country (click on list of values)

c. Enter Name of Foreign Source

d. Payment Type (Click on list of values)

e. Receipt Type (Click on list of values)

f. Contract Start Date and Contract End Date (dd-mon-yyyy)

g. Restriction (Yes, No)

h. Restriction description

6. The descriptive flexfields should look similar to the below illustration.