

FMS Tip #2

Journal Entry Templates

The generic journal entry template does *not* automatically copy down Resource_Type, Resource_Category, Analysis_Type, and Business_Unit_PC from journal line 1 onto the subsequent lines.

If you want to copy down the Project Costing (PC) fields you may create your own copy down options. On the Lines page click the blue link that says [Template List](#).

Mixed Template

The *Mixed* template is the default where the Project Costing (PC) fields are *not* automatically copied down.

Projects Template

The *Projects* template will copy down PC_Business_Unit, Activity_ID, Analysis_Type, Resource_Type, and Resource_Category.

You may check the template you prefer to use and click OK. You may also check the Account field checkbox to have it copied down. **Leave the Projects field checkbox unchecked so that the funding fields get populated based on the project entered on each journal line.**