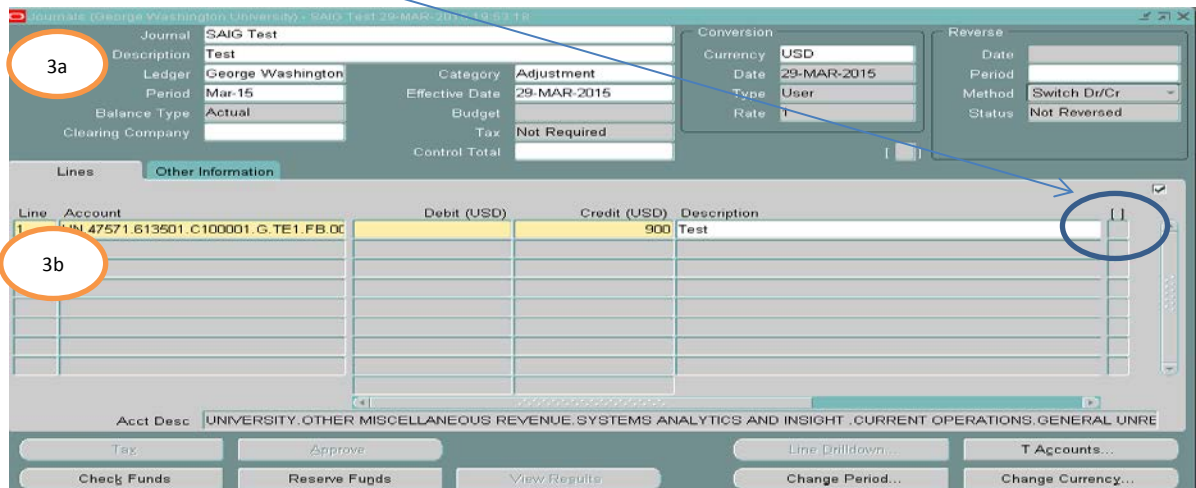


EAS Journal Entry Capture Data Required for HEA Filing

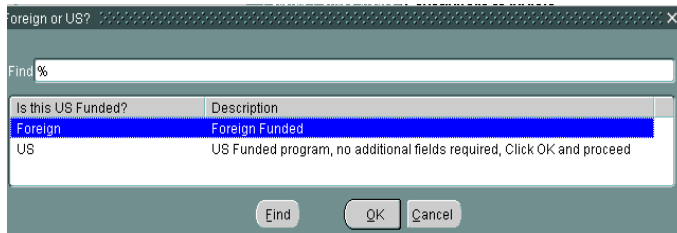
Effective accounts

- 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

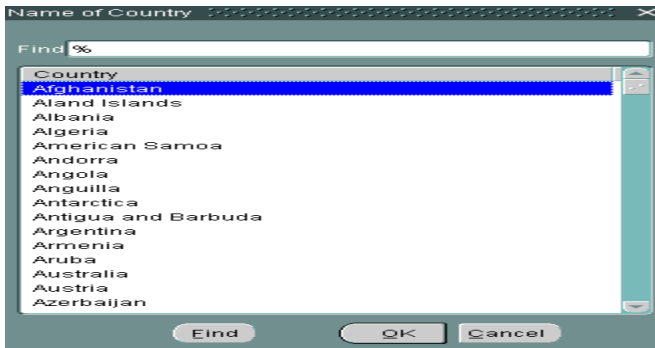
1. Navigate to GW GL Entry responsibility
2. Select 'Enter Journal' from the menu, at the Find Journal Window select, New Journal
3. Enter the
 - a. journal header information and
 - b. enter line information
4. Click in the last box on the journal line, this will bring up the descriptive flexfields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



5. Begin to populate the DFFs
 - a. Foreign or US?

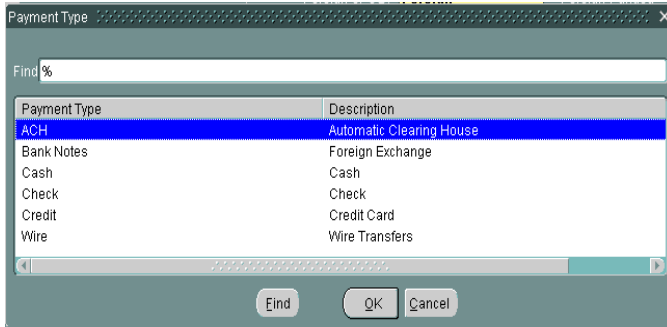


b. Name of Country (click on list of values)

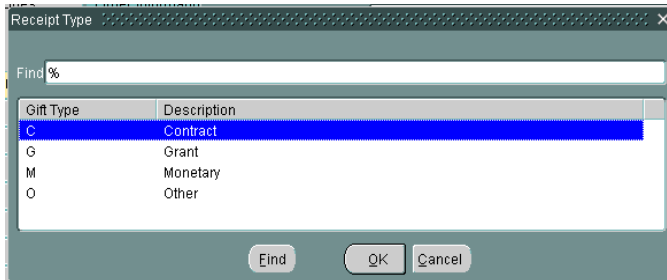


c. Enter Name of Foreign Source

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.

