

**\*\*\* General Rule: Do not modify any of the column widths in the Excel file \*\*\***

### **Updating the Rows**

The file contains 32 columns but you are only responsible for updating 6 of the columns for each line.

**Column C (JE Description):** You may put up to 30 characters to describe the journal entry. The description should be the same for all entries. Be as descriptive as possible since this information will be visible on IFAS Finance reports to the end-user.

**Column I (JE Date):** Enter the Journal Entry date in **YYYYMMDD** format (e.g. June 23, 2008 would be entered as 20080623). This should be the same for all entries in the batch.

**Column J (GL Account Key):** Enter the account number (e.g. 10900)

**Column K (GL Object Code):** Enter the object code (e.g. 8410)

### **Column U (Debit Amount) &**

**Column V (Credit Amount):** Enter in the amount to be debited or credited in the corresponding field.

Amounts should be entered with the following guidelines:

- No currency signs or commas
- Must be formatted for 2 decimal places
- Use values only - do not have any formulas in the cell
- If you are debiting an account, put 0.00 in the credit field. If you are debiting an account, enter 0.00 in the debit field.

### **Submitting the File**

1. Make sure that your debit and credit amounts equal in total.
2. Send the file via email to [duchesnk@union.edu](mailto:duchesnk@union.edu).
3. Send a printed copy along with backup support.