UNION COLLEGE

*** 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. 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. January 1, 2008 would be entered as 20180101). 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)
                                 JE's cannot be processed if either number is missing

Column U (Debit - charge to account or transfer to another account) &
Column V (Credit - amount added to account or transfer from another account): 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.

Example:

JE DESCRIPTION	DATE	ACCOUNT KEY	OBJECT CODE	N Y	G L	S T	DEBIT TRANSFER TO	CREDIT TRANSFER FROM
CORRECT ACCT-OFFICE SUPPLIES	20180101	10900	8410				125.00	0.00
CORRECT ACCT-OFFICE SUPPLIES	20180101	10901	8410				0.00	125.00

Object Codes Used

- **If moving funds between accounts**- (the original revenue or expense does not move to another account, only the funding does) use 8803 (debit/transfer to) and 8800 (credit/transfer from)
- **Correction to revenues**- use object code 6XXX (moves the revenue to another account)
- **Correction to expenses**- use object code 8XXX (moves the expense to another account)

  For a list of object codes: https://www.union.edu/offices/finance/purchasing/object-codes/

Submitting the File

1. Make sure that your debit and credit amounts equal in total
2. Send the file via email to journalentry@union.edu and cc the department chair/director of account for both accounts. In the body of the email explain the purpose of the transfer. For Departmental Charges include a copy ofbackup support.
3. The journal entry must be approved by the reviewer.