

**\*\*\* 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/One Solution Finance reports to the end-user.

**Column I (JE Date):** Enter the Journal Entry date in **YYYYMMDD** format (e.g. January 2, 2018 would be entered as 20180102). 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)  
*JEs cannot be processed if either number is missing*

**Column U (Debit- charge to account or transfer out) & Column V (Credit- amount added to account or transfer in):** 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 to Numbers 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 crediting an account, enter 0.00 in the debit field.

Example:

JE DESCRIPTION	DATE	ACCOUNT KEY	OBJECT CODE	N	G	S	DEBIT		CREDIT	
				Y	L	T	TRANSFER OUT	TRANSFER IN		
CORRECT ACCT-OFFICE SUPPLIES	20180102	10900	8410	NY	GL	ST	125.00			0.00
CORRECT ACCT-OFFICE SUPPLIES	20180102	10901	8410	NY	GL	ST	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 out) and 8800 (credit/transfer in)
- **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/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](mailto:journalentry@union.edu) and cc the department chair/director of account for **both** accounts. On the Journal Entry Form there is a box for you to include the justification for the transfer. Detailed backup support must be included with all journal entry requests (e.g. invoice, flyer, email thread, etc.).
3. The journal entry must be approved by the reviewer.