

Creating Journal Entries

To use the Microsoft Excel spreadsheet template to upload a journal entry, there are some unique settings which must be set. Refer to [Upload Settings](#) document to ensure proper system configuration.

JE Definition: A journal entry is used to document a business transaction that increases funds in one account and decreases funds in another account without cash being received or a check being written. A journal entry is used in the following situations:

1. **Chargebacks:** journal entries are used by internal service departments such as Physical Plant, Department of Residence, GBPAC, Car Pool, Mail Services, Telecommunications, and ITS to record the sale of goods and services to user departments.
2. **Adjustments:** Journal entries are used to correct an error made in recording a cash receipt or disbursement transaction.
3. **Accruals or year-end adjustments:** Journal entries are used by Business Operations to record certain transactions on the accrual basis of accounting at year end. These entries are normally reversed in September of the following fiscal year.

Success in creating Journal Entries depends on using valid Oracle account code combinations to complete this Excel spreadsheet. Web ADI provides users the tools to validate accounts if receiving an error after submitting. (Directions found in Troubleshooting)

Completing the Form

1. Retrieve the journal entry form from UNI [Forms Repository](#).
2. Macros must be enabled for this form to work. Follow directions [HERE](#) to enable macros.
3. The header section must be completed before the completing the body
4. Do NOT change the Category, Source, Currency pre-populated fields.
5. Enter the following information:

HEADER

Category	* List - Text	Adjustment
Source	* List - Text	Manual
Currency	* List - Text	USD
Accounting Date	* List - Date	6/5/2017
Journal Name	Text	42001mld060517
Journal Description	Text	Correct Acct code - Marti

- **Accounting Date** – Enter today’s date or the date you want the journal entry to be posted
- **Journal Name** – Enter your org number, your initials, and today’s date in MMDDYY format. Brief information may also be included to describe the purpose of the JE. Maximum field length is 25 characters.

- **Journal Description** – Enter the purpose of the JE and the preparer’s first and last name. Maximum field length is 256 characters.

BODY

1. Enter your account code combination.
2. Debit/Credit – Enter the corresponding debit or credit amount for the account number listed.
3. Description – enter a meaningful description that will identify the expense or credit clearly. If you are moving an expense item that has already been posted to the account, you must credit the exact same account code combination and reference the original vendor and invoice number.
4. Line DFF – double click in the field and click the magnifying glass icon to select one of the following from the drop down menu (default is None).: selections which can be entered are:
 - Employee travel expense
 - None
 - Student with Financial Aid
 - UNI Foundation/Alumni expense (Fund 9404 or 9505)

Search and Select - Type of expense

Search Criteria: Value [Go] [Cancel]

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button.

Select Value	Description
<input checked="" type="radio"/> Employee travel expense	The travel expense is for an employee
<input type="radio"/> None	Not a special expense
<input type="radio"/> Physical Plant expense	The expense is for physical plant
<input type="radio"/> Student with Financial Aid	The student has a financial aid expense
<input type="radio"/> UNI Foundation/Alumni expense	The expense is charged to foundation/alumni

- Based on what you selected for Type of expense, enter one of the following:

Enter Journals: Lines

Type of expense: Employee travel expense x The travel expense is for an employee

Employee Number []

[Cancel] [Select]

- If you select Employee Travel Expense, **enter the employee number** (search criteria must be “Value”) or **enter the last name of the employee followed by “%”** eg **Smith%** (search criteria must be “Description”) of the employee that the travel relates to. Note you can only enter one employee number per line. So if you have multiple employees, list each one on a separate line and split the expense appropriately.
- In None, select None
- If you select UNI Foundation/Alumni expense – enter the 6 digit Foundation or Alumni account number.

For questions, please contact Business Operations at 3-3576 or email journal-entry@uni.edu

For questions about this document, contact Tonya Gerbracht, OBO director, at 3-6520

Created 6/5/17 by Michael L Dunlop

- If you select Student with Financial Aid, enter the student number of the student who should receive the aid.

Adding Lines for Entry

If the spreadsheet does not have sufficient lines to enter all of your transactions, additional lines may be added. To do this you must unprotect the workbook.

- If using Office 2016, go to Tools>Protection>Unprotect Sheet.

Review and Completion

- Verify debits and credits equal
- Save the journal entry to your hard drive using the journal name as the filename.
- [Upload](#) the journal entry.

Troubleshooting

Error uploading

Look at the line which contains the red frown face. Typically, a description of the error is next to the red frown face.

You can validate an account combination with the following procedure.

- Double click any cell in the account code combination
- If prompted to login, enter your CatID information and choose "UNI Employee Self Service" responsibility
- Click the Select button.
- In the next screen click the select button as seen in the screen shot below to determine if the account is a valid combination.

Fund	0011	Gnl Educ Fund
Appropriation Year	17	APY 2017
Organization	42001	Business Operations
Object	61210	Student/In-State
Program	0000	-
Function	61	Institutional Support
Activity	0000	-
Line Number	000	-

A message will appear as seen the screen shot below and validate the combination.

Fund	0011	Gnl Educ Fund
Appropriation Year	17	APY 2017
Organization	42001	Business Operations
Object	61210	Student/In-State
Program	0000	-
Function	61	Institutional Support
Activity	0000	-
Line Number	000	-

If the combination is invalid you will receive the following message:

Fund	000	Postal Stores
Appropriation Year	00	No Description
Organization	99311	Inventories
Object	03015	Institutional Support
Program	0000	-
Function	61	-
Activity	0000	-
Line Number	000	-

Delete the data from the field with the error. Click the Combinations button.

Select Fund Year	Appropriation	Organization	Object	Program	Function	Activity	Line Number	Account Type
<input checked="" type="radio"/> 1907.00	90311	03015	0000	61	0000	000	Asset	

Click the radial button next to the code you wish to select and click the Select button. Click the Select button again. Click the Select button one more time to return to the spreadsheet.

Once the error has been corrected, upload the journal entry.

Account Code Combination not set up.

If you are trying to use an account code combination that does not appear in the validation check, contact Michael Dunlop in Business Operations to set it up.