Upload Journal Entry

*Important – If the journal entry needs UNI Foundation approval (journal entry includes a Foundation account) the journal entry should be emailed to sharon.hannasch@uni.edu and supporting documentation provided.

– If the journal entry needs Sponsored Programs approval (journal entry includes a grant account fund number starting with a 4, 5 or 6) the journal entry should be emailed to grants-contracts@uni.edu and supporting documentation provided.

For all manual adjustment journal entries, including correcting, reimbursement, chargebacks, transfer of funds departments can upload the journal entries with the following steps:

Your journal entry should have the Add-Ins listed in the top tool bar. If it doesn’t, please download a new template from e-Business Forms.

Click on the “Add-Ins”

On the left, click on “Oracle”

Click on “Upload”

Sign in with e-business username and password and click “Login”

Select “UNI Employee Self Service” - this responsibility will allow you to validate all accounts

Click “Select”
Flagged rows and Automatically Submit Journal Import should be checked (should default) SELECT “Import with Validation” This step is important to import descriptive flexfields including Foundation account numbers and employee numbers.

Click “Upload”

Make sure all rows successfully uploaded. Should receive the following message and rows on journal entry will have green happy faces.

Congratulations your journal entry has been uploaded!
If there are errors on the journal entry... invalid accounts or out of balance entry the following message will appear. A red sad face will appear on the line that needs correcting along with an error message. See below:

*Remember departments are responsible for keeping supporting documentation that is necessary to support the journal entry for seven years. Supporting documents include contracts or agreements, emails. Hardcopies of statement of account activity is not necessary to keep.

*Utilize the journal entry description to explain the purpose of the journal entry as much as possible