Creating Journal Entries

Before using the Microsoft Excel journal entry (JE) template, some unique settings must be applied. Refer to upload settings to ensure proper system configuration.

JE Defined: A journal entry is used to record a business transaction that increases funds in one account (credit) and decreases funds in another account (debit) 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 Facilities, UHD, 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 to record certain transactions on the accrual basis of accounting at year-end. These entries are often reversed in September of the following fiscal year.

Success in creating journal entries depends on using valid account code combinations to complete the JE template. Web ADI provides tools to validate accounts if receiving an error when uploading. (Directions found below under Troubleshooting.)

Completing the Form

Retrieve the journal entry form from UNI Forms Repository.

1. **Category** – Do not change.
2. **Source** – Do not change.
3. **Currency** – Do not change.
4. **Accounting Date** – Enter today’s date or the date you want the journal entry to be posted.
5. **Journal Name** – Enter your organization 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 100 characters.
6. **Journal Description** – Enter the purpose of the JE followed by the preparer’s first and last name. Maximum field length is 240 characters.

For questions, please contact Financial Accounting & Reporting Services at 3-3712 or email journal-entry@uni.edu
Adding Lines for Entry
If the spreadsheet template does not have sufficient lines to enter all of your transactions, additional lines may be added. To do this you must unprotect the worksheet.

- On the Review ribbon, select "Unprotect Sheet".

Review and Completion
1. Verify debits equal credits.
2. Save the journal entry to your hard drive using the journal name as the filename.
3. Upload the journal entry using the "UNI Employee Self Service" responsibility. See upload instructions.

Troubleshooting

Upload error
Review the error message. A red frown face indicates an invalid line. Typically, a description of the error is next to the red frown face.

Validating an account
You may validate an account code combination using the following procedure.

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

A message will appear, as shown in the following screen shot, letting you know if the combination is valid.

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 Financial Accounting and Reporting Services at 3-3712 to set it up.