Upload Journal Entry

*Important – if the journal entry requires UNI Foundation approval (journal entry includes a Foundation account) the journal entry should be emailed to sharon.hannasch@uni.edu along with supporting documentation.

– If the journal entry requires 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 along with supporting documentation.

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

Click on the “Oracle” ribbon

Click on “Upload”

Enter CatID 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 to this)

Click “Import With Validation” - this step is important for importing 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, out of balance entry, etc.), the following message will appear. A red sad face will appear on the line that needs correcting along with an error message. See below:

*Reminder: 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, etc. A paper copy of statement of account activity is not necessary to keep.

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