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## Creating an Online Journal Entry

A Journal Entry (JE) is the recording of financial data pertaining to an internal business transaction in a journal such that debits equal credits.

This instruction guide describes how to create an online Journal Entry.

Take class **PST956 Online Journal Entry** for a detailed explanation of this process.

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### Navigation

1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Journal Entry** menu.
5. Click the **Create/Update Journal Entries** menu.
6. Click the **Add** button.

### Header Tab

7. Enter a valid explanation into the **Long Description** field (e.g., "**E2E - Office Depot - Paper, Pens V12345678**").

**Note:** The first 30 characters of the Description field appear as the Description in Transaction Detail reports found in Enterprise Reporting.

**For Deposit Correction:** enter the original Unit and Deposit ID, the sequence number and line number(s), your department name and the reason for the correction in this field.

8. Confirm or select the appropriate journal source in the **Source** field.
  - If user has the sole security role of **UF\_AP\_APPROVER** - the source will default to **E2E** and available choices will be **E2E** or **E2R**.
  - If user has the sole security role of **UF\_AR\_CASHIER**, **UF\_AR\_CORE** or **UF\_AR\_ADMINISTRATOR** - the source will default to **DPC**.
  - If user has the sole security role of **UF\_GL\_END\_USER** - the source will default to **ONL** and available choices will be **E2E**, **E2R**, **ONL**, **UPL**, **ISP** or **DPC**.
    - E2E - to be used to process an expense to expense transaction
    - E2R - to be used to process an expense to revenue transaction
    - ONL - to be used for any other journal entry when using the online entry method
    - UPL - to be used for any other journal entry when using the spreadsheet journal import method
    - ISP - to be used by UF Internal Service Providers only
    - DPC - to be used to process a deposit correction

9. Enter your UFID into the **Reference Number** field (e.g., "**12345678**").
10. Depending upon the purpose of the journal, you may need to attach documents to the journal. Click the **Attachments (0)** link.  
**Note** - the Attachments link will display the number of documents the journal currently has attached.
11. Click the **Add Attachment** button.
12. Click the **Browse...** button.
13. **Scroll** up or down, if needed, to locate file.
14. Once the desired file has been located, **double click** file to open.  
**Note** - any type of standard document can be attached (e.g., .doc/.docx, .pdf, .xls/.xlsx, .txt, etc.).
15. Click the **Upload** button.
16. Enter the desired information into the **Description** field (e.g., "**Transaction Authorization Form**").  
**Note:** You can add multiple attachments to the same journal.
17. Click the **OK** button.
18. Click the **Save** button.

**IMPORTANT** - you must click the **Save** button at this point to officially attach the documents to the journal. If you change tabs or move off this page without saving, the files will not remain attached.

19. Click the **Lines** tab.

## Lines Tab

20. Enter the desired information into the **Account** field (e.g., "**731100**").  
**Note:** JE's that use the E2E journal source are limited to using accounts that begin with 7xxxxx. JE's that use the E2R journal source are limited to using accounts that begin with 7xxxxx and accounts 411120, 411160, 411200, 440400, 441100 - 441700, 442100, 442200, 442400, 469000 and 469105.  
**Note:** When you input data directly into a field you may notice the **Type Ahead** feature appear with a list of available choices. You can choose the desired option from the provided list or simply ignore it and move on to the next field.
  21. Enter the desired information into the **Fund** field (e.g., "**101**")
  22. Enter the desired information into the **Dept** field (e.g., "**16120100**").
  23. Enter the desired information into the **Program** field (e.g., "**2200**").
  24. Enter the desired information into the **Bud Ref** field (e.g., "**CRRNT**").
  25. Scroll to the right to display more available ChartFields if needed.
- For JE's that involve Projects
- Funds 201 - 214 = enter or select GRANT as the **PC Business Unit**, enter or select appropriate **Project**, enter or select '1' as the **Activity ID** and enter or select appropriate **Resource Analysis Type** (An Type)
    - If using **7XXXXX** Accounts - use **GLE** Resource Analysis Type
    - If using **4XXXXX** Accounts - use **GLR** Resource Analysis Type
    - If using **1XXXXX**, **2XXXXX**, **3XXXXX** Accounts - use **GLB** Resource Analysis Type

26. Enter the desired information into the **Amount** field (e.g., "**500.00**").
27. Enter the desired information into the **Reference** field (e.g., "**02730295**").  
**Note:** The **Reference** field should be used to refer back to the original document (e.g., a Voucher ID for an E2E or an Expense Refund deposit).
28. Enter the desired information into the **Journal Line Description** field (e.g., "**To 16129002-149**").  
**Note:** This field should be used to indicate what's happening in the JE (e.g., moving expense to department 16129002, fund 149).
29. Click the **Insert Lines** button to add additional lines.
30. Enter appropriate ChartField values and information as specified above for all additional lines.  
**Note:** Debits must always equal credits, so each JE will have at least 2 lines.
31. Click the **Save** button.

After saving, the JE needs to go through a Journal Edit and Budget Check. (See Completing a Journal Edit and Completing a Budget Check simulation and/or Instruction Guide for more details.)

After a successful Journal Edit and Budget Check indicated by a V – V status, the JE is ready for review and posting by the Core Offices.

### Security Roles associated with Journal Entries

- UF\_AP\_APPROVER
- UF\_AR\_CASHIER
- UF\_AR\_CORE
- UF\_AR\_ADMINISTRATOR
- UF\_GL\_END\_USER

### Additional Notes

- Journal Entries must be ready for posting at least 3 business days before the end of the month.
- If JE is completed within the 3 business day window, it must be dated for the following month. If not, it will be deleted.
- PST956 Online Journal Entry is a required class for those who wish to obtain the UF\_GL\_END\_USER role. It's highly recommended for other associated roles.
- To check the status of a JE – navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries, look up the JE in question, click on Lines tab and go to bottom of page and view Journal Status field. If a 'P' appears – the journal has been posted to the General Ledger.

If you need help with...

- Technical issues, contact the UF Help Desk:  
392-HELP  
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:  
392-1326  
[gahelp@ad.ufl.edu](mailto:gahelp@ad.ufl.edu)  
<http://www.fa.ufl.edu/departments/general-accounting/>

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