Preparing Journal Template

Once you have downloaded the Journal Entry template, you need to input all the transactional data that you wish to import into myUFL. This instruction guide will cover the steps to preparing the template.

1. Double-click the Journal Entries folder that you created and saved the template to.
2. Double-click the fa-ga-jeuflor91.xls file.
3. Click in the Journal ID cell.
4. Enter the desired Journal ID with maximum of ten digits into the field.

Use the traditional naming convention of ABCYYMMNNN where:

ABC = Dept Name
YY = Calendar Year
MM = Calendar Month
NNN = Unique identifying sequence number

In this example, enter valid value (e.g., "AGR1502001")

AGR = AG-PLANT PATHOLOGY
15 = 2015
02 = February
001 = 1st JE created in February 2015

5. Click in the Journal Date cell.
6. Enter the date of the journal into the Journal Date field.
7. Click in the User ID cell.
8. Enter the UFID of the one creating the journal into the User ID cell.
9. Click in the Reason for Transaction cell.
   Note: Only the first 30 characters of this field will be seen in reports.

10. Enter the reason for the journal entry into the Reason for Transaction cell.

   Note: You may notice yellow field labels that pop up on cells that have a small red triangle in the upper, right corner. These popup windows describe the desired contents for cells in that column.

11. Click in the Account cell.
12. Enter the **Account Code** of the first transaction line into the Account cell.

   Account classifies financial activities and balances within the General Ledger. Answers the question: "What is the transaction for?"

   **Examples are:**
   - 711200 = Legal Services
   - 781100 = Equipment - General
   - 794100 = Freight
   - 621210 = Exempt Teams/USPS – Moving Expense
   - 571100/811000 = Transfers within the University

13. Enter the **Fund** of the first transaction line into the Fund cell.

   Fund identifies what type of money you are spending and allows for managing revenues and expenditures of similar activities.

   Answers the question: "Where does this money come from?"

   **Examples are:**
   - **101-103** = State Appropriations
   - **141 - 163** = Auxiliary
   - **201** = Contracts & Grants - Federal Restricted
   - **209** = Contracts & Grants - Other Restricted

14. Enter the desired **Dept ID** into the Dept ID cell.

   Dept ID identifies the organizational structure and designates the accountable unit.

   Answers the question: "Who is spending/receiving the money?"

   **Examples are:**
   - **28092700** = College of Vet Med - Small Animal Clinical Sciences - Vet Med Cardiology
   - **16120700** = College of Liberal Arts & Sciences - Chemistry - Inorganic Division
   - **07030400** = Housing - Residential Life/Education

15. Enter the desired **Program** code into the Program cell.

   The Program code refers to the primary mission of the department and are categorized by Fund.

   Answers the question: "What's the purpose of this transaction?"

   **Example are:**
   - **1100** - Academic Instruction
   - **3200** - Public Services
   - **6200** - Housing Operations
   - **8000** - Departmental Sales and Services

Go to [http://www.fa.ufl.edu/departments/general-accounting/chartfields/](http://www.fa.ufl.edu/departments/general-accounting/chartfields/) and find “Program Use by Fund” spreadsheet to look for appropriate program code to use.
16. Enter the **Amount** into the amount cell.
   **Note:** Negative values (credits) must be entered using the **minus sign** "-". Using parentheses "( )" to indicate a negative value is not accepted and will cause the JE to process incorrectly.

17. Enter the same **date of the JE** into the Budget Date cell.
18. Enter the **description of the transaction** Description cell.
19. Repeat the above steps for all additional transactional lines.

   **IMPORTANT:** Debits must always equal credits. Thus a JE will always have at least two lines. A journal entry cannot process correctly if total Debits does not equal total Credits - "out of balance".

20. Once all the necessary data has been entered for your journal entry, click the **Save** button.
21. If the Compatibility Checker window appears, click the **Continue** button.
22. The data is now ready to be copied into the Journal Upload Workbook.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

- **Any other issues**, contact the General Accounting Office:
  392-1326
  gahelp@ad.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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