

## 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

Log into myUFL with your GatorLink username/password.

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

### HEADER TAB

8. 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.

9. 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

10. Enter your UFID into the **Reference Number** field (e.g., "**12345678**").
11. Depending upon the purpose of the journal, you may need to attach documents to the journal. Click the **Documents** link which will open in OnBase.
12. Click the **Upload File** button.
13. Click the **Choose File** button.
14. Locate the desired file for attachment.
15. Once the desired file has been located, **double click** file to open.
16. Click the **Import** button at the bottom left of the screen.
17. An **Imported Successfully** message will appear once the document is uploaded.
18. Repeat **steps 11-16** to upload additional documents.
19. Click the **Documents folder image** to review or edit the attachments.  
**Note:** Any type of standard document can be attached (e.g., .doc, .docx, .pdf, .xls, .xlsx, .txt, etc.)
20. To add to the description name of a document, right click on the document name and select **Keywords**. Fill in the **File Name** and hit **Save**.
21. Once you are done uploading attachments, click the **Exit** button.
22. You can now return to the journal header and proceed with completing the journal.
23. Click the **Lines** tab.

#### LINES TAB

24. Enter the desired information into the **Account** field (e.g., "**731100**").  
**Notes:**
  - 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.
  - 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.
25. Enter the desired information into the **Fund** field (e.g., "**101**").
26. Enter the desired information into the **Dept** field (e.g., "**16120100**").
27. Enter the desired information into the **Program** field (e.g., "**2200**").
28. Enter the desired information into the **Bud Ref** field (e.g., "**CRRNT**").
29. 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
30. Enter the desired information into the **Amount** field (e.g., "**500.00**").
31. 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).

32. 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).
33. Click the **Insert Lines** button to add additional lines.
34. 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.
35. Click the **Save** button.

After saving, the JE needs to go through a Journal Edit and Budget Check. (See [Completing a Journal Edit](#) and [Budget Check](#) guides or [simulations](#) 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.

#### FOR ADDITIONAL ASSISTANCE

##### Technical Help

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

##### Processes and Policies

General Accounting  
352-392-1326  
[gahelp@ad.ufl.edu](mailto:gahelp@ad.ufl.edu)  
<http://www.fa.ufl.edu/departments/general-accounting/>