
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/> 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/>

© Training and Organizational Development, Office of Human Resource Services,
University of Florida, Gainesville, FL 32611