



## Journal Entry Upload Request Guidelines

*Campus department users make most expense transfers, corrections, and adjustments through the Finance Web Component. Some transactions cannot be performed in the Finance Web Component (e.g., revenue corrections) or are too time consuming (e.g., large number of adjustments). These transactions may be recorded by submitting a Journal Entry Upload file (an excel spreadsheet).*

*To get a copy of the Journal Entry Upload template, please contact the Accountant who handles the fund you are adjusting (see [Fund Assignments](#) list).*

### Using the Journal Entry Template

Enter the adjusting entries as specified below. When your entries are complete, email your Excel file as an attachment to the correct Accountant. When using the template:

- Limit the file to only 11 fields (columns) as illustrated below.
- Do not enter a comma in any field (the Accountant will need to save and upload the file in CSV format, which interprets a comma as the start of a new field)
- Only valid PeopleSoft values may be used for Chart Fields.
- Ensure that the sum of the total monetary amount (column K) nets to zero, as in the Finance Web Component.
- Do not put a sum anywhere on the spreadsheet. Placing a sum in the spreadsheet will cause an error on the journal upload.

A	B	C	D	E	F	G	H	I	J	K
Account	Fund	Deptid	Program	Class	Project	Line Desc			REF	Amount
Required - 6 digits	Required - 5 digits	Required - 4 digits	Optional - 3 digits	Optional - 4 digits	Optional – 5-12 characters (Needed in order to automatically invoice an Auxiliary Organization such as the Research or Tower Foundation)	Optional (recommended) maximum 30 characters	For Central Finance use only (Leave blank)		Optional - maximum 10 characters	Required - Format as Number with no comma and no currency format.