



Procedure for Electronic Journal Entry

1. The electronic journal entry feed template is on the Controller's website. Save the template in your documents for future use.
2. Prepare the entry on the JE feed template and save the file as an excel spreadsheet. All fields are required as designated, and the entry must balance (debits must equal credits). Each transaction line requires a detailed description for easy tracking and is limited to a maximum of 35 characters.
3. Prescribed naming convention for the journal entry file name is as follows: (1) the rule code JE16 or JE15, (2) transaction description (from the first line of the template), (3) preparer initials, (4) hash total shown at the top of the journal entry feed form.

Example: (JE16SV0903TB284380)

(1) (2) (3) (4)

4. Email the Excel feed template as an attachment to FinancialAccounting@uncw.edu, and immediately send the hard copy to the financial accounting department with the supporting backup documents. Be sure the hard copy is signed by the budget authority.
5. If there is a correction on the journal entry once received in financial accounting, preparer will be notified either by email or inter-office mail to make the corrections and resubmit both the email attachment and a corrected hard copy.
6. After the hard copy has been approved, the journal entry will be submitted to the feed system. In order for journal entries to be processed for the designated month, both the email copy and the hard copy must be received in the financial accounting dept two working days prior to the end of the month.

VISIT OUR WEB PAGE AT <http://www.uncw.edu/ba/accounting/> FOR MORE INFORMATION

