Electronic JE Procedure

All Journal Entries (JEs) must be completed electronically using the template provided on the General Accounting website. *Note that the new form does not require org or program codes.* *These will default automatically.*

Finance Training offers a class on Journal Entries (ACT301) a few times each quarter which provides guidance on how to prepare and submit a JE as well as policies and procedures regarding the process. You can register online for this course through Finance Training.

1. Access the JE electronic template online through General Accounting Forms and prepare the entry:
   - ALL fields are required as designated.
   - DO NOT change any of the formatting otherwise the JE will not feed.
   - DO NOT use commas or dollar signs in transaction amounts.
   - D for Debit or C for Credit must be entered in capital letters.
   - EACH line requires a detailed transaction description, limited to 35 characters-including spaces. **Descriptions CANNOT include periods, commas or quotation marks.
   - The calculated Difference MUST = ZERO. The debits (D) and credits (C) entered must be equal.

2. Save the file using the naming convention below:

   Example: MoveStaplesExpense_169_00_JRS.xls

   - Transaction Description (similar to that on the JE) but without spaces.
   - Underscore
   - Hash Total Dollars
   - Underscore
   - Hash Total Cents
   - Underscore
   - Initials of Preparer
   - .xls (file type)

3. Send a copy of the Journal Entry Excel file and a pdf for everything needed as outlined in item 4, as 2 attachments to generalaccounting@uncw.edu.

   - The Subject line of the email must be the same as the JE (Example: MoveStaplesExpense_169_00_JRS.xls) attached so that General Accounting is able to locate the JE easily in the Financial Accounting Public Folder if questions arise.

4. The following is required in a single pdf document. If you need help combining pdfs or signing, the instructions are on the JE guidelines on the front page of the General Accounting webpage.

   a. Print the excel JE as a pdf only for the pages that have data.
   b. Attach valid supporting backup documentation (MUST directly support JE). Examples:
      o Banner screen print from FGITRND showing specific revenue or expense
      o Banner screen print from FGITBAL showing Claim on Cash for a transfer
      o Banner screen print from FGIGLAC showing a specific asset or liability
      o Copy of an invoice/statement that is specific to the expense if moving a charge to or from a General Fund, etc.
      o Spreadsheet for reconciliation or backup, if needed.

   c. Obtain Budget Authority signature (persons listed as Email 1-3 in Banner FTIFATA). The Budget Authority cannot sign as both the Preparer and Budget Authority.

5. If there is an error on the JE or support documentation, the Preparer and Budget Authority will be notified for correction.

6. Once the JE is approved, it is uploaded into the Banner Feed System. Please refer to the Closing Schedule Deadline if a JE needs to be processed in a designated month.

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