

Guidelines for Journal Entries/IDIs

Continuing from 4/15/2020 until further notice

- The Preparer should create the journal entry from the template available here <https://uncw.edu/genaccoun/electronicjournal.html>
- The Preparer should name and save the entry as indicated in the directions. (Do not send to FinancialAccounting@uncw.edu)
- The Preparer should make a single pdf of the following: the JE, the backup from Banner, any additional backup such as screen shots, spreadsheets or invoices. All of these items would be exactly what would have been included with the old process as the paper hard copy. (Directions are below)
- The Preparer should edit the pdf and add their name as the preparer. (Directions are below)
- The Preparer should email both the Excel e-copy of the JE and the PDF “Hard Copy” to an approved Budget Authority for the fund.
- The Budget Authority should review and digitally sign the PDF. (Directions are below)
- The Budget Authority should email the Excel e-copy of the JE and the SIGNED PDF “Hard Copy” to GeneralAccounting@uncw.edu
- NOTE: If JE involves Grants – it must first be routed and signed by a Grant Officer, then routed to GeneralAccounting@uncw.edu Please share these directions with your Grant Officers so they know how to sign. Grant Officers can place their digital signature in the JE footer near the Budget Authority Approval.
- General Accounting will review, seek additional signatures as needed, approve and post.
- **For IDIs see the directions below.**

Directions for making and combining PDF documents.

- For all documents – Emails, Excel, Screenshots, Pictures, Word docs, etc. All you do is PRINT TO PDF and it opens the document in a pdf view and then save it in a folder. A suggestion would be to make a folder called “PDFs to Combine” on your desktop. Then PRINT TO PDF everything you need – the JE, the backup, an email that has approvals or conversation we need. Save each one into the folder. For this example, I have three files I want to make into pdfs. I will select each and print to pdf as shown. Make sure that when you print the excel JE to pdf that you choose only the pages you need – there are 8 blank pages in the JE template.

Name	Date modified
Test JE 100_00 KB.xls	4/14/2020
Test Word Doc.docx	4/14/2020
UNCWseahawksmascot-01_47089.14799...	4/14/2020

Print

Copies: 1

Printer
 Adobe PDF
 Ready [Printer Properties](#)

Settings

Print Active Sheets
 Only print the active sheets

Pages: 1 to 1

Collated
 1,2,3 1,2,3 1,2,3

File requirements for uploads:

Preparer must be someone other than Budget Authority

File must be Excel format

Save File as: YourDescription_Hash\$ HashCents_YourInitials (No
 Fields must remain in this order

No blank fields or columns & DO NOT ADD, DELETE, OR SORT LINES

Trans Desc in mixed case (NO periods, commas or quotation marks)

All numbers are fixed with NO commas and NO dollar signs

Debit/Credit Indicators in caps (D or C)

Submit file to: FinancialAccounting@uncw.edu

Fund Code	Acct Code	Trans Amt
123456	988460	100.00
654321	108160	100.00

File name: Test JE 100_00 KB.pdf

Save as type: PDF files (*.PDF)

Save Cancel

Test JE 100_00 KB.pdf	4/14/2020
Test JE 100_00 KB.xls	4/14/2020
Test Word Doc.docx	4/14/2020
Test Word Doc.pdf	4/14/2020
UNCWseahawksmascot-01_47089.14799...	4/14/2020
UNCWseahawksmascot-01_47089.14799...	4/14/2020

- After all of your documents are saved as pdfs, open one of the documents – any one of them – with it open on the screen, you will see COMBINE FILES on the right-hand side.

The screenshot shows a PDF viewer window with a document titled 'Test JE 100_00 KB.pdf'. The document content includes a table with the following data:

Fund Code	Acct Code	Trans Amt	D/C Ind	Trans Desc
123456	988460	100.0	D	Sample
654321	108460	100.0	C	Sample

The sidebar on the right contains the following tools:

- Create PDF
- Combine Files** (highlighted)
- Edit PDF
- Export PDF
- Organize Pages
- Send for Comme...
- Comment
- Fill & Sign
- Adobe Sign

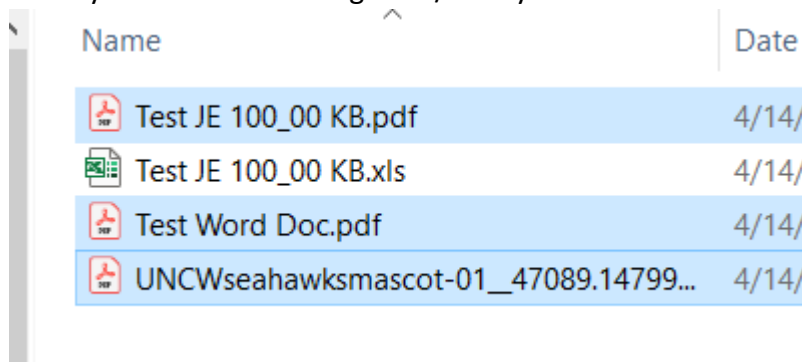
- Choose that button and then choose add files.

Add files by clicking the button below or drag and drop them here.
You can also add the current open files from below.

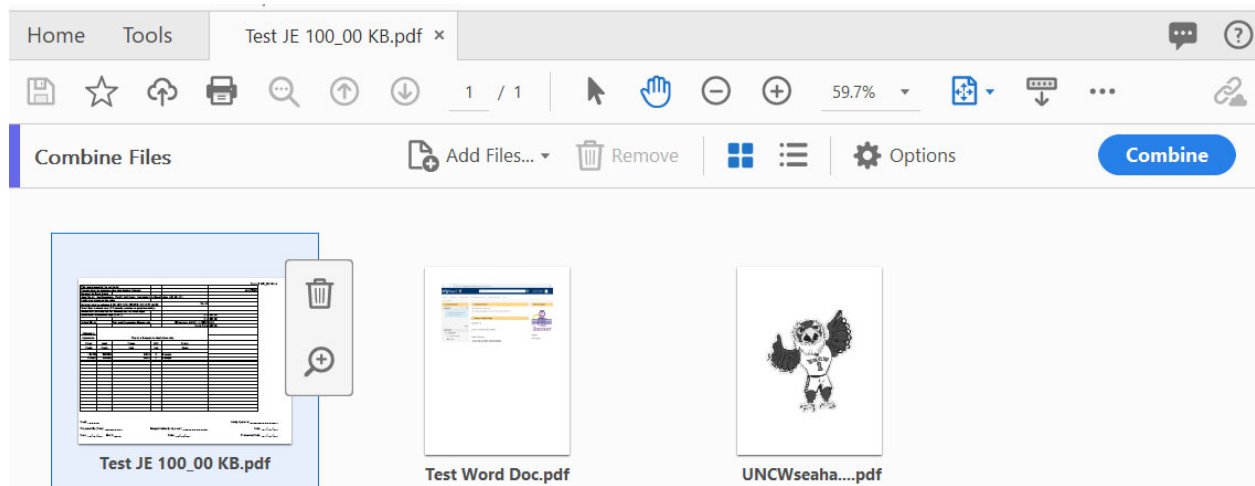
Add Files

Add Open Files

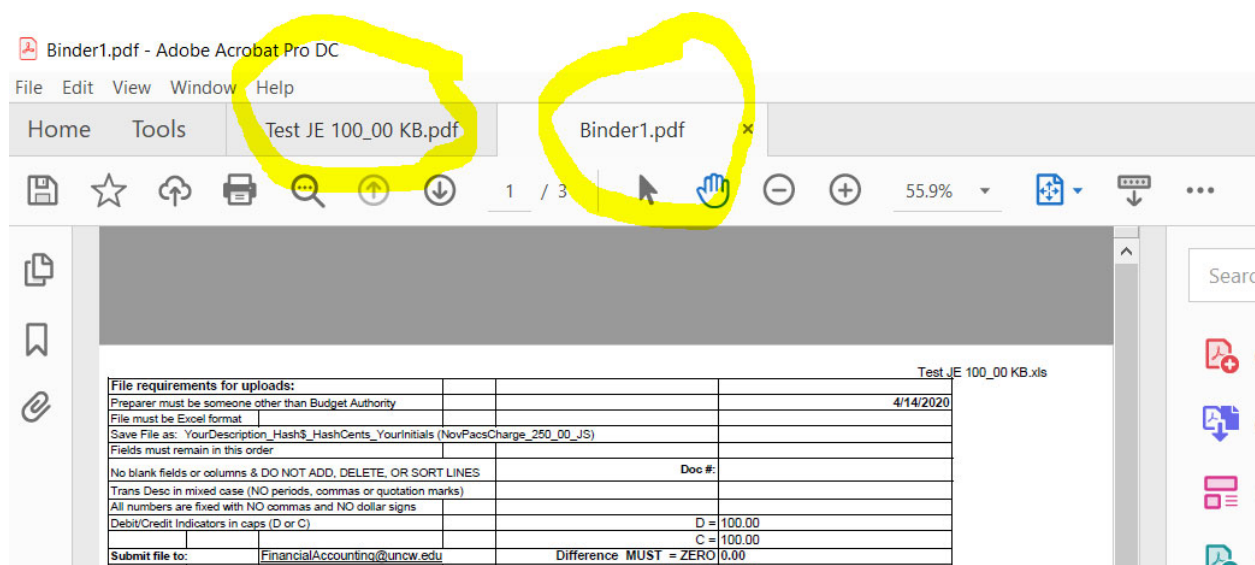
- Go to your folder and using CTRL/Click you can select all the files for that JE.



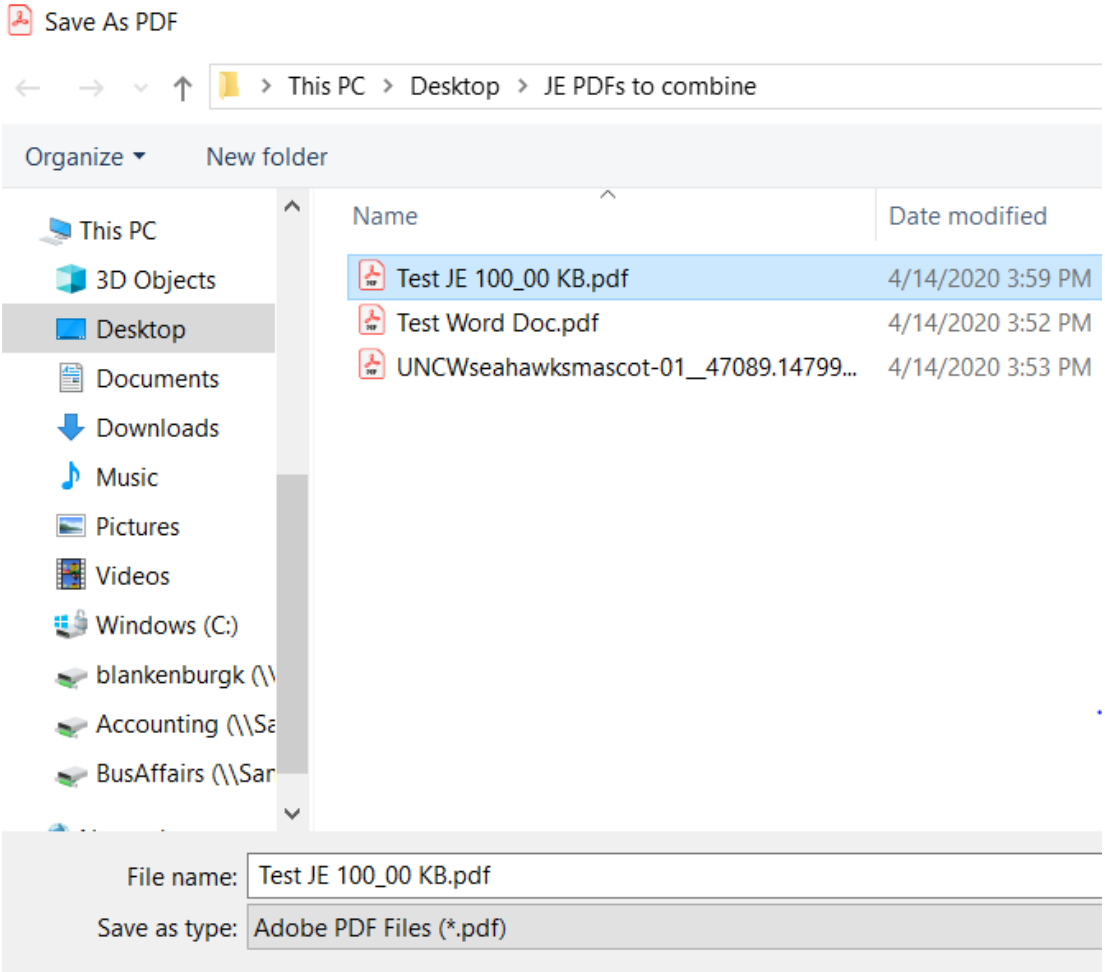
- Click "Open" and all of them will open into a viewer. You can expand any of them that are multi-page just by clicking them. You can rearrange them in any order you like. Please keep the JE first. Once you are satisfied, click the COMBINE button.



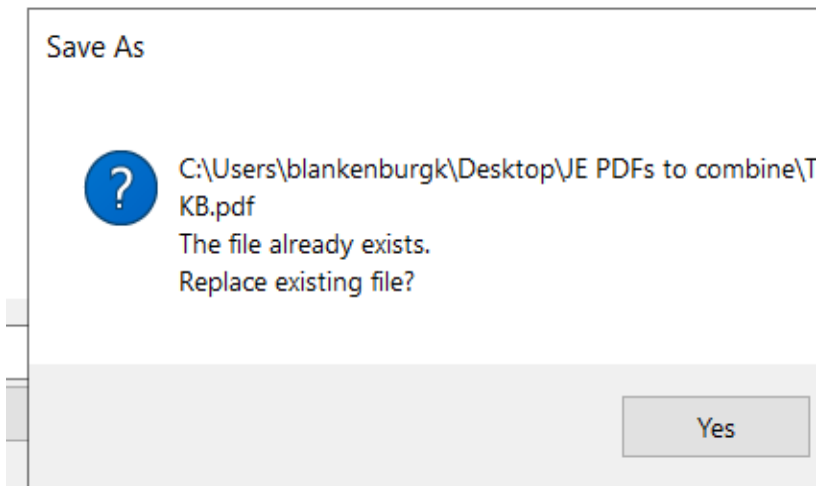
- This will combine them into one with the name "BINDER1". Now you need to close the other pdf that is open in your viewer. Look up at the tabs and close all but the "BINDER1".





- Now do a “save as” for the BINDER1 PDF and save it as a replacement for the JE pdf. That way you don’t have to key in the name and it will be correct for accounting.



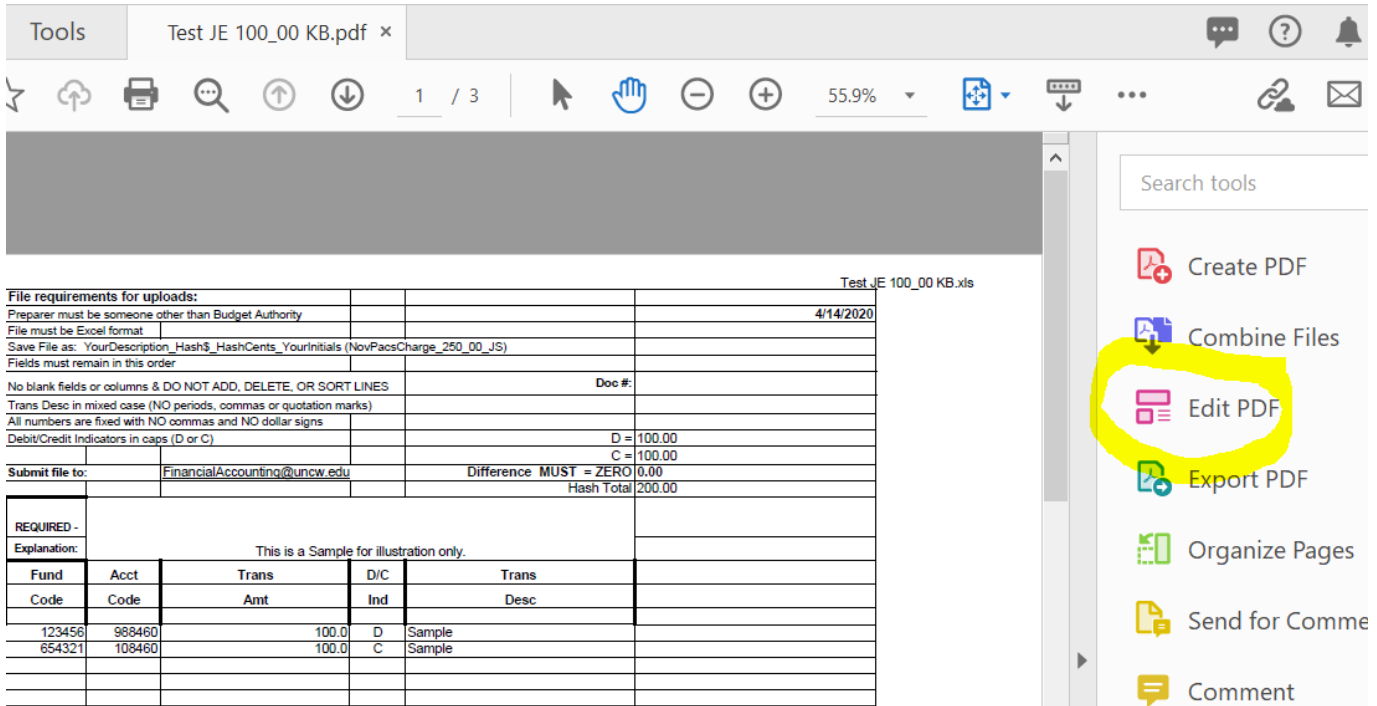
- Click Yes to replace existing file.



- You can delete all the other individual pdfs if you want and just keep the combined file and the e-copy.

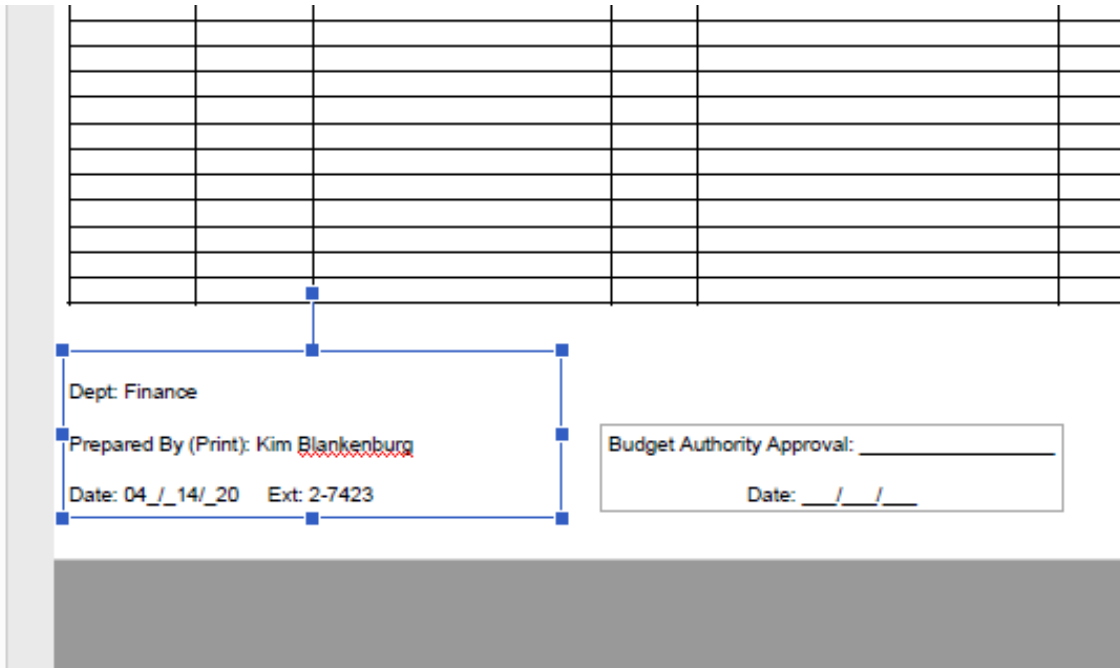
Name	Date modified	Type	Size
 Test JE 100_00 KB.pdf	4/14/2020 4:01 PM	Adobe Acrobat D...	569 KB
 Test JE 100_00 KB.xls	4/14/2020 3:42 PM	Microsoft Excel 97...	82 KB

- Now open the combined pdf file and choose Edit PDF on the right side and add your name to the footer as text for the Preparer. When you click Edit PDF, you will be able to go right into the section where the preparer name goes.

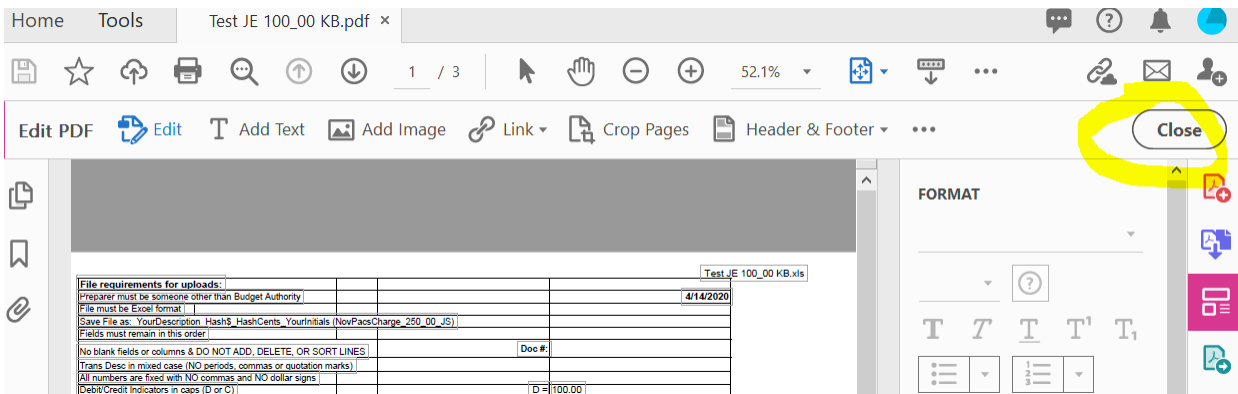


The screenshot shows a PDF viewer window with a toolbar at the top and a sidebar on the right. The main content area displays a table with file requirements for uploads. The sidebar contains several tools, with 'Edit PDF' highlighted by a yellow circle.

File requirements for uploads:					
Preparer must be someone other than Budget Authority					4/14/2020
File must be Excel format					
Save File as: YourDescription_Hash\$_HashCents_YourInitials (NovPacsCharge_250_00_0S)					
Fields must remain in this order					
No blank fields or columns & DO NOT ADD, DELETE, OR SORT LINES				Doc #:	
Trans Desc in mixed case (NO periods, commas or quotation marks)					
All numbers are fixed with NO commas and NO dollar signs					
Debit/Credit Indicators in caps (D or C)				D =	100.00
				C =	100.00
Submit file to:	FinancialAccounting@uncw.edu			Difference MUST = ZERO	0.00
				Hash Total	200.00
REQUIRED -					
Explanation:	This is a Sample for illustration only.				
Fund	Acct	Trans	D/C	Trans	
Code	Code	Amt	Ind	Desc	
123456	988460	100.0	D	Sample	
654321	108460	100.0	C	Sample	



- Click Close to leave Edit PDF mode. Then save and send to your Budget Authority with the e-copy.



Directions for Signing PDF documents.

- Open the combined pdf and choose "Certificates", if you do not see it, choose More Tools and it will be there.

D/C		Trans	
Ind			Desc
100.0	D		Sample
100.0	C		Sample

- Comment
- Fill & Sign
- Adobe Sign
- Scan & OCR
- Protect
- Certificates**
- More Tools

You have a free Document Cloud

Acctg Approval: _____ Date: ___/___/___

Budget Authority Approval: _____ Date: ___/___/___

Processed Date: ___/___/___

- Choose Digitally Sign, from the top.

file edit view window help

Home Tools Test JE 100_00 KB.pdf x

1 / 3 68%

Certificates Digitally Sign Time Stamp Validate All Signatures Certify (Visible)

File requirements for uploads:			
Preparer must be someone other than Budget Authority			
File must be Excel format			
Save File as: YourDescription_Hash\$ _HashCents_YourInitials (NovPacsCharge_250_00_JS)			
Fields must remain in this order			
No blank fields or columns & DO NOT ADD, DELETE, OR SORT LINES			Doc #:
Trans Desc in mixed case (NO periods, commas or quotation marks)			
All numbers are fixed with NO commas and NO dollar signs			
Debit/Credit Indicators in caps (D or C)			D = 100.00
			C = 100.00
Submit file to:		FinancialAccounting@uncw.edu	Difference MUST = ZERO 0.00
			Hash Total 200.00
REQUIRED -			
Explanation: This is a Sample for illustration only.			
Fund	Acct	Trans	D/C

- The message box tells you what to do. Simply place the mouse where you want to sign and drag open a box.

Test JE 100_001

File requirements for uploads:			
Preparer must be someone other than Budget Authority			4/14/2020
File must be Excel format			
Save File as: YourDescription_Hash\$ _HashCents_YourInitials (NovPacsCharge_250_00_JS)			
Fields must remain in this order			
No blank fields or columns & DO NOT ADD, DELETE, OR SORT LINES			Doc #:
Trans Desc in mixed case (NO periods, commas or quotation marks)			
All numbers are fixed with NO commas and NO dollar signs			
Debit/Credit Indicators in caps			

Submit file to: File

REQUIRED -

Explanation:

Fund Code	Acct Code
123456	988460
654321	108460

Adobe Acrobat

Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.

Do not show this message again

[OK](#)

- Then it will guide you to add your digital signature or to configure a new digital signature if you don't have one. Once you make a digital signature, you can use this Digital ID to sign all pdfs.

Sign with a Digital ID ✕

Choose the Digital ID that you want to use for signing: [Refresh](#)

K.M. Blankenburg (Digital ID file) [View Details](#)

Issued by: K.M. Blankenburg, Expires: 2025.04.03

Configure New Digital ID
Cancel
Continue

- Your digital signature will have a date and time stamp.

Budget Authority Approval: K.M. Blankenburg
Digitally signed by K.M. Blankenburg
Date: 2020.04.14 16:12:43 -04'00'
Acctg Approval: _____

Date: ___/___/___ Processed Dat

IDI Process

- Preparer can copy and paste the **IDI email language** (below) into an email and fill in the required items.
- Route it to each Budget Authority with any backup for their approval.
- Have the final approver route to GeneralAccounting@uncw.edu

General Accounting will process the IDI and include the email approval string as part of the imaging.

They will number the IDI with the preparer's initials, the date, and a partial description to differentiate.

EX: IDI KB031820BoatCharge or IDI KB031820Parking3Passes.

IDI Email Language – Just Copy and paste into the body of an email – Give us the information in parentheses.

Preparer: (NAME)

Billing Department – Receiving the Revenue – (DEPT NAME) (BUDGET AUTHORITY) (FUND) (REVENUE ACCOUNT NUMBER) (AMOUNT)

Receiving Department – Receiving the Expense – (DEPT NAME) (BUDGET AUTHORITY) (FUND) (EXPENSE ACCOUNT NUMBER) (AMOUNT)

Description of the Goods or Services you are billing for: (Be as detailed as you should be for an IDI, please include your justification if using General Funds – how this expense is supporting the mission of the university)