

The University of Michigan-Dearborn

Journal Upload Procedures

Step 1: Acquire a Journal ID number by emailing Dearborn Campus Accounting <DbnAccounting@umich.edu>.

Step 2: Open the most recent version of the Excel upload loader file. The file is currently located on the [Financial Services website](#). Select Upload Form under Journal Entry.

Note: Depending on your security settings, you may be prompted with a security warning dialog box. In order to use the features of the template for creating a load file (*.dat file type), you must select *Enable Macros*.

Step 3: Begin the journal by completing the Journal Header information on the first available row in the Excel upload template (Row3). To complete the header row, follow the field instructions in Table 1 below.

Table 1: Header Fields

Column Name	Field Instructions	Sample Content
Record Type: (H or L) <i>(Required Field)</i>	This field tells the loader program that the row contains either header information (H) or line information (L). For the header, we will populate the field with the letter 'H'.	'H'
Journal ID <i>(Required Field)</i>	The alphanumeric number journal id number that you got in the email in step 1.	'JU00001234'
Journal Date <i>(Required Field)</i>	The date of the journal transaction in MM/DD/CCYY format	08/30/2006
Source <i>(Required Field)</i>	A code used to identify the source for the Journal Entry. This will always be DBN.	'DBN'
Transaction Reference Number <i>(Optional Field)</i>	A 10 character alphanumeric value representing a user defined reference to the transaction.	'PCARD'
Journal Description <i>(Required Field)</i>	A description of the journal transaction. In order to facilitate contacting the originator of the journal, please enter the contact person's unqiename and campus phone number and describe the activity in the journal.	dhovey 7-5000
Journal Requester Uniqname <i>(Required Field)</i>	Contains the unqiename of the journal requester.	dhovey

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Step 4: Continue the next available row in the Excel upload template (Row 4). For each line of the journal entry, complete a new row according to the field instructions in Table 2 below.

Table 2: Line Fields

Column Name	Field Instructions	Sample Content
Record Type: (H or L) <i>(Required Field)</i>	This field tells the loader program that the row contains either header information (H) or line information (L). For each line, we will populate the field with the letter 'L'.	'L'
Journal Description <i>(Optional Field)</i>	This column is in gray, however, it can be used for additional descriptions for each line if the 30 characters are not enough in the line description. This field is not input into the system, but the information will be imaged as back up.	'This item was missed during the P-Card reconciliation process.'
Account <i>(Required Field- Enter Valid Value)</i>	The account code denotes the type of revenue or expense the transaction is and when an item is being transferred is shown on the statement of activity. Please see the section on the Dearborn Chartfield Lookup under Hints, Tips, and Best Practices for Preparing Journal Entries on page 4 for how to view a list of valid account codes.	'616400'
Fund Code <i>(Required Field- Enter Valid Value)</i>	The Fund code from the chartfield combination. Please see the section on the Dearborn Chartfield Lookup under Hints, Tips, and Best Practices for Preparing Journal Entries on how to find a chartfield combination and paste it into the journal.	'52000'
Department <i>(Required Field- Enter Valid Value)</i>	A code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	'688180'
Program Code <i>(Required Field- Enter Valid Value)</i>	A code identifying a group of related activities, cost centers, revenue centers, responsibility centers and academic programs. These activities may occur within a single department or across multiple departments.	'13321'
Class <i>(Required Field- Enter Valid Value)</i>	A code used to group related activities directed towards the accomplishment of a set of common identifiable objectives or purposes. Class is not required for Agency Funds.	'92320'
Project ID <i>(Optional Field- Enter Valid Value)</i>	A code used to accumulate financial information on a set of activities over a limited time span. Used for contracts and grants, construction projects and unit-defined projects.	'C459157'
Monetary Amount <i>(Required Field)</i>	The dollar amount associated with a financial transaction or chart of account balance. Debits are denoted by being positive and credits are denoted by being negative.	7,404.35

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Column Name	Field Instructions	Sample Content
Journal Line Reference <i>(Optional Field)</i>	An 10 character alpha numeric reference for a journal line assigned by a user.	'TO C123789'
Line Description <i>(Required Field)</i>	A textual description of the journal line. Use this field on the line rows to describe the activity in the journal. This field is limited to 30 characters.	'TRF PCD0022111 10/07 P010201'

Step 5: After completing the journal line rows, save the journal information into an Excel file. Select a location where you will keep your journal data files and name your file with the Journal ID assigned to you in the email from Step 1.

Step 6: Email journal upload file to Dearborn Campus Accounting <DbnAccounting@umich.edu> with any electronic support documentation related to the journal. Please type Upload JE (or the Journal ID) as the email Subject.

Hints, Tips, and Best Practices for Preparing Journal Entries

Dearborn Chartfield Lookup: The [Dearborn Chartfield Lookup](#) is a resource to find shortcodes and chartfields. It contains tabs for valid chartfield values including account, fund, Dearborn departments, programs, and classes. The values can be copied and pasted into the journal entry by copying the appropriate chartfields from the Lookup. Then use the mouse to right click on the appropriate cell in the JE, then click on paste special then values.

Supporting Documentation: Supporting documentation should be sent electronically. Save a copy of the statement of activity, voucher detail, student financial detail, or payroll detail as a PDF file and email with upload journal to Financial Services. Results of a Business Objects report can also be sent electronically.

Transferring Charges/Revenues:

- When transferring specific items, the transaction must be removed at the same Chartfield's that were originally used.
- A PDF copy of the SOA, SOA voucher, payroll detail, or Business Objects report is required.

Transferring General Fund Appropriations:

- Use account 450600 on both sides of the transaction (credit & debit)
- Justification for why the transfer is occurring is required
- The chartfields being charged (debited) will be a positive amount and the chartfields receiving the funds (credited) will be a negative amount.

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Correcting Chartfields:

- When correcting chartfields on a transaction, it must be removed at the same Chartfield's that were originally used.
- The Journal Description should state which chartfield is being corrected such as CORR FUND AP12345687 10/05.
- The Journal Reference should state what chartfield the item is being corrected to and what chartfield it was corrected from such as TO 10000 and FR 40000.

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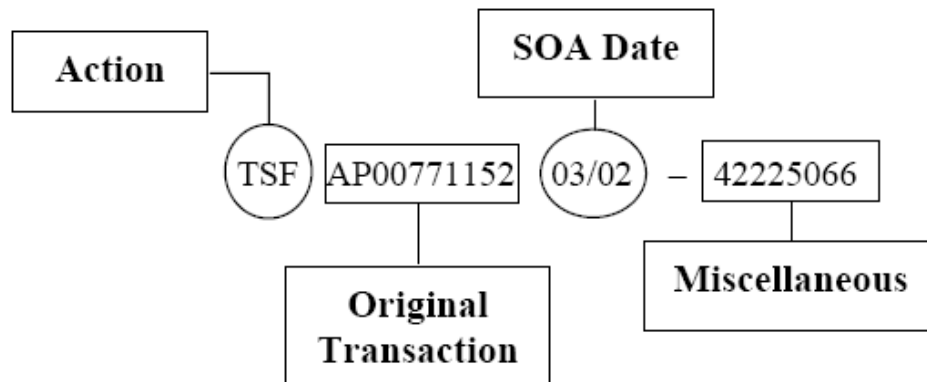
Journal Upload Guidelines

For Corrections or Transfers:

The following format is required

Action + Original transaction reference + Date original charge appears on SOA+ Miscellaneous

An example of an appropriate Line Description is diagramed below:



Action codes identify the type of journal entry correction. The **Action** codes are:

- **TSF** – (Transfer) Use to transfer an individual transaction to the correct ChartField combination.

Situations for use include:

- When multiple ChartField values are changed
- When transferring expenses from one Project/Grant value to another
- When transferring revenue
- **R/A** – (Re-Account) Use when correcting the Account value of the original transaction, where the other ChartFields remain the same.
- **CORR** – (Correction) Use when correcting the Fund, Department, Class, or Program value of the original transaction, but the remaining ChartField values stay the same.
- **REV** – (Reverse) Use when correcting a previously posted journal entry that was created in error. Reversals indicate that the original ChartFields were correct.

Original transaction references

- Journal ID (SUB, AP, PCD, CRD, BE, etc.)

The **Miscellaneous** section of the Line Description is optional, but is very useful for your department's Statement of Activity reconcilers. It provides another level of detail for tracking transactions.

Common examples of **Miscellaneous** information include:

- **Voucher ID** (when the Journal ID is the original transaction reference)
- **Transaction date** (of the P-Card, PO, Non-PO, or SUB voucher)