CAH POLICY FOR OFF-LINE JOURNALS (ID TRANSFERS)

All Off-Line Journals Policies and Procedures must be conducted in accordance with all university policies and state and federal regulation found at: http://policies.ucf.edu. For more information refer to:

http://www.financials.ucf.edu/Helpful_Resources/Helpful_Resources.cfm

Along with UCFs Finance and Accounting off-line journals policies, the College of Arts & Humanities’ Off-Line Journals Procedures must also be followed.

Updated 10/23/15
CAH PROCEDURES FOR OFF-LINE JOURNALS (ID TRANSFERS)

ALL off-lin journal templates and associated backup information for journals are to be emailed to CAHjournals@ucf.edu for review prior to uploading and processing the journal in the system. A journal should not be uploaded in the Peoplesoft system until after it has been approved by CAH.

Enter the journal number in the subject line of the e-mail. If the journal is related to auxiliary dollars, equipment fees or material & supply fees, put Auxiliary beside the journal number, for example “23010301 Auxiliary”.

The journal template is in Excel format and should be e-mailed in that format for review. The backup documentation should be marked or highlighted showing the relevant charges and the purpose of the journal.

Chair/Director/Designee is to be copied on ALL journals emailed to CAH for review.

Once you receive the email from cahjournals with the approval, you can upload the journal in the Peoplesoft system and attach the backup.

The best practice is to upload the journal from the template and not to key information directly into Peoplesoft and process.

F&A has Addy Notes with helpful information for journals found at: http://www.financials.ucf.edu/Addy_Notes/View_All.cfm/under General Ledger. For example, you can find information on how to upload a journal from a template and Creating and Processing journals in UCF Financials (provides good info as well to avoid common journal errors), plus more.

To review what can be attached to the journal depending on the purpose of the journal, go to: http://www.financials.ucf.edu/Helpful_Resources/Helpful_Resources.cfm/Journal Resources/Submitting Manual Journal Entries (Guidelines and Attachments)

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