8/1/2014 HELPFUL HINTS: JOURNAL ENTRIES Campus Journal Entry

Connect CAROLINA

Gladys Yam, Welcome To TRN!

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New Window

Journal Entry Creation

Transaction Type OTHER CAMPUS JE SetID

*Business Unit: UNCCH Ledger Group: ACTUALS Journal ID: NEXT

*Journal Date: 08/01/2014 Source: JOT

Required for all contracts + grants only.

			Unit	Amount	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	An Type	So Ty
1	+	−												

Auto Balance

Remaining Balance:

This must be populated before the other chartfield lookup menus work. UNCCH for all campus users.

Combo edits do not run as you enter data. That is, if you enter a certain fund, the sources will not restrict to the appropriate subset — the full list of sources will be called up.

Scroll to the right to enter cost codes.

The "Journal Line Description" and "Reference" fields may also be populated.

Please refer to Quick Reference Charts to ensure you have the correct combinations.

Journal lines must be balanced. "Remaining Balance" = 0 BEFORE you can save the JE.