

Procedure for Naming Journal Uploads

Purpose: To establish a procedure for naming journals that are done as uploads.

Note: This process will be mainly used by Financial Accounting.

Procedure:

Date			
Journal Ref	Journal ID 10 Characters		Net : 0.00 Should always be zero
Budget Year:	2007		Revenue is a credit(-)
Ledger :	ACTUALS		
Header Desc:			

	Account	Fund	Department	Program	Class	Project	Amount	Ref	Description
1									
2									
3									
4									
5									

1. The journal ID can only contain 10 characters.
2. Currently suggested load naming conventions & descriptions:

Departmental Uploads			
Journal Name	Description of Journal	Contact	Phone Ext.
BOOKxxxxxx(<i>DATE</i>)	Bookstore Uploads	Dianne Mundy	x3581
CENTxxxxxx(<i>DATE</i>)	Central Supply Services Uploads	Lorain Jarrett	x8597
CPYCxxxxxx(<i>DATE</i>)	Copy Center Uploads (if more than one upload in a day; alpha sequence, CPYD, CPYE, etc.)	Steve Nunn	x3333
DVIDxxxxxx(<i>DATE</i>)	Dept of Visual & Instructional Design Uploads	Elaine Mertins	x2141
ED&Dxxxxxx(<i>DATE</i>)	Education & Development Uploads	Elaine Mertins	x2141
ELMAxxxxxx(<i>DATE</i>)	Electronic Maintenance Uploads	Elaine Mertins	x2141
EXPCDxxxxxA(<i>MONTH, YEAR</i>)	Express Card Uploads (if more than one upload in a day; alpha sequence, EXPCD0207A, EXPCD0207B, etc.)	Lisa Wheatley	x3992
ITSSxxxxxx(<i>DATE</i>)	IT Uploads	Caroline Cox	x3486
LABExxxxxx(<i>DATE</i>)	Lab Equipment Services Uploads	Lorain Jarrett	x8597
LASx(<i>last name initial</i>)xxxxxx(<i>DATE</i>)	Lab Animal Services Uploads	Crystal Busbee	x3423
MAILxxxxxx(<i>DATE</i>)	Mail Room Uploads	Stephanie Rooks	x3996
PRINxxxxxx(<i>DATE</i>)	Printing Services Uploads	Bonnie Faglier	x3575
PRxx(<i>initials</i>)xxxxxx(<i>DATE</i>)	Payroll Department Uploads	Financial Accounting	x0040
SODx(<i>last name initial</i>)xxxxxx(<i>DATE</i>)	School of Dentistry Uploads (generally payroll cost transfers)	Financial Accounting	x0040
SOGx(<i>last name initial</i>)xxxxxx(<i>DATE</i>)	School of Graduate Studies Uploads (generally payroll cost transfers)	Financial Accounting	x0040
SOMx(<i>last name initial</i>)xxxxxx(<i>DATE</i>)	School of Medicine Uploads (generally payroll cost transfers)	Financial Accounting	x0040
SONx(<i>last name initial</i>)xxxxxx(<i>DATE</i>)	School of Nursing Uploads (generally payroll cost transfers)	Financial Accounting	x0040

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Sponsored Accounting			
<u>Journal Name</u>	<u>Description of Journal</u>	<u>Contact</u>	<u>Phone Ext.</u>
SPCTxxxxxx(Date)	SPA's Cost Transfers (<i>Funds 20000 & 21021</i>)	SPA	x2837
SPDPxxxxxx(Date)	SPA's Deposit Uploads	SPA	x2837

Financial Accounting			
<u>Journal Name</u>	<u>Description of Journal</u>	<u>Contact</u>	<u>Phone Ext.</u>
ACTLEAxxxx(Month/Year)	Capital Lease payment corrections	Tamisha Thomas	x2135
ACTxxxxxxx(DATE/description)	Equipment Uploads	Tamisha Thomas	x2135
CAADJSxxxx(Month/Year)	Continuous Audit adjustment corrections	Vanessa Buck	x2903
CAPDxxxxxx(DATE)	Continuous Audit per diem adjustments	Vanessa Buck	x2903
CATRxxxxxx(DATE)	Continuous Audit travel adjustments	Vanessa Buck	x2903
CCFEESxxxx(Month/Year)	Monthly Credit Card merchant fees	Vanessa Buck	x2903
ENDALOx(quarter)Qxx(Year)	Quarterly Endowment gains/losses	Vanessa Buck	x2903
FAxx(intials)xxxxxx(DATE)	Misc. Financial Accounting Entries	Financial Accounting	x0040
INTALLxxxx(Month/Year)	Fund I monthly interest allocation	Vanessa Buck	x2903
JVCTxxxxxx(DATE)	AP Journal Voucher Transfers & Cost Transfers	Financial Accounting	x0040
LTDRESxxxx(Month/Year)	Resident LTD	Laura Craft	x6235
PCARxxxxxx(DATE)	P-Card Uploads	Barandy Brock	x0012
PHONLBxxxx(Month/Year)	Phone Bill Liability Upload	Financial Accounting	x0040
RDINxxxxxx(DATE)	Rounding Difference for Insurance (Benefits)	Tracy Robins	x2136
RPxx(intials)xxxxxx(DATE)	Research Participant's Upload	Financial Accounting	x0040
SUNINTxxxx(Month/Year)	SunTrust Investment monthly interest	Vanessa Buck	x2903
UCxx(intials)xxxxxx(DATE)	Unclaimed Property Uploads	Vanessa Buck	x2903

3. Naming conventions that should **NOT** be used for uploads.
 - a. These are journal that are journal generated by PeopleSoft.

APxxxxxxxx	ADJxxxxxxxx
POxxxxxxxx	DEPRxxxxxxxx
ARxxxxxxxx	ADDxxxxxxxx
P0xxxxxxxx	RETxxxxxxxx
B0xxxxxxxx	