

Procedure for Submitting Journal Uploads

12. In column I you would input the amount. If the amount is a credit (we are receiving funds), use a –in front of the amount.
13. In column J you would input a reference number or ID. This will only hold 10 characters.
14. In column K you would input a description, the description will print on departments reports and should be helpful in identifying the charge.
15. On the documentation, IDR or COT, reference the number in column A, on the top left corner of the documentation, example 1-5. This will be the journal line number that will print on the department's reports.
16. Cell J2 will sum your journal to make sure it balances to zero.
17. To request this spreadsheet e-mail FINANCIALCAL@mail.mcg.edu

B. Submitting the Excel Spreadsheet:

1. Attach the excel spreadsheet to an e-mail.
 - i. In excel navigation: File – Send To – Mail Recipient (as Attachment) or
 - ii. In GroupWise: Create New Mail then attach a file (paperclip).
 - iii. Send this to FINANCIALCAL@mail.mcg.edu.

C. Submitting backup documentation:

1. Print a copy of the e-mail that was sent to FINANCIALCAL@mail.mcg.edu.
2. Also, print a copy of the excel spreadsheet.
3. Place both copies in front of the backup documentation.
4. Mail to Financial Accounting HSB103.

D. Journals will be processed the day after the backup documentation is received in Financial Accounting.

E. Budget checking errors will be removed from the journal and returned to the sender alone with a print out of the budget checking errors.

F. These errors will need to be resolved and resubmitted.

G. If you have any questions please call Laura Craft @ 721-6235 or Julie Wilson @ 721-0040.