Balance Type	A
Database	FINDB-PROD2.HUIT.HARVARD.ED
Ledger	HARVARD UNIVERSITY

Examples of Naming Journal entries
GSD^Preparer's Initials^Purpose of the Journal
GSD^IBH^Coding Corrections
GSD^IBH^December Object Code Corrections

Category	* List - Text	Adjustment
Source	* List - Text	Spreadsheet
Currency	* List - Text	USD
Accounting Date	* List - Date	01-Jan-2024
Group ID	Number	53771
Batch Name	Text	GSD^IBH^Coding Corrections
Batch Description	Text	GSD^IBH^Coding Corrections
Journal Name	Text	GSD^IBH^Coding Corrections
Journal Description	Text	GSD^IBH^Coding Corrections

Below are examples of the most common journals that departments may need to complete. Note: Partial transfers require the words "Partial Transfer" at the beginning of the line description. Please contact the Finance office if you have questions or need guidance on other journal types.

Upl	TUB	ORG	OBJE(	FUND	ACTIVIT	SUBA	ROOT	Debit	Credit	Line Description	Captu	Captured Info DFF	Messages
	* List - Text							* Number	* Number	Text	List - Tex	List - Text	
	A/P Invoice									*Vendor Name>What>[Invoice # or Date]*		PR#######.DD-MMM-YYYY.	
	235	18850	6640	0001	540009	0000	0000		100	Amazon.com books	6640	PR000216655.04-APR-2024.	
	235	18850	6640	0001	540299	0000	0000	100		Amazon.com books	6640	PR000216655.04-APR-2024.	
	235	18850	6640	0001	540009	0000	0000		100	Jean Wilcox Graphic Design Inv #1622	6640	PR000226394.05-MAY-2024.	
	235	18850	7970	0001	540009	0000	0000	100		Jean Wilcox Graphic Design Inv #1622	7970	PR000226394.05-MAY-2024.	
	235	18850	6640	0001	540009	0000	0000		100	J. Smith Lecture Fee 10/26/24	6640	PR000213529.31-OCT-2024.	
	235	18850	8690	0001	540302	0000	0000	100		J. Smith Lecture Fee 10/26/24	8690	PR000213529.31-OCT-2024.	
	Concur									*Vendor Name>Description of good>[Date]*		Concur.DD-MMM-YYYY.	
	235	18850	6640	00001	540009	00000	00000		50	Poland Spring Bottled Water	06640	Concur.10-NOV-2024.	
	235	18850	6570	00001	540009	00000	00000	50		Poland Spring Bottled Water	06570	Concur.10-NOV-2024.	
	235	18850	6640	00001	540009	00000	00000		50	Broadway Mkt, MDesS Coffee Hour 9/30	06640	Concur.01-FEB-2024.	
	235	18850	6570	00001	540009	00000	00000	50		Broadway Mkt, MDesS Coffee Hour 9/30	06570	Concur.01-FEB-2024.	
	WR and JP									*Traveler/Who>What>Where>Why>When*		WR/CB#######.DD-MMM-YYYY.	
	235	18850	7651	000001	540009	0000	00000		200	J. Smith airfare Phila-BOS for lecture 4/6	7651	WR4431383.10-APR-2024.	
	235	18850	7651	255358	246079	0001	20306	200		J. Smith airfare Phila-BOS for lecture 10/6	7651	WR4431383.10-APR-2024.	
	235	18850	7655	312019	540256	0039	00000		200	N. Kirkwood meal w/sponsors GSD#4255 5/7	7655	CB4503765.15-MAY-2024.	
	235	18840	7655	312019	540256	0039	00000	200		N. Kirkwood meal w/sponsors GSD#4255 5/7	7655	CB4503765.15-MAY-2024.	
	Payroll									*Last Name, First Name>Work Period Covered*		Payroll.DD-MMM-YYYY.OBJ.HUID.LN, FN.*	
	235	18850	6110	000001	540009	0000	00000		100	Harvard, John, w/e 5/12/24	6110	Payroll.18-MAY-2024.6110.87654321.Harvard, John.	
	235	18850	6110	000001	540299	0000	00000	100		Harvard, John, w/e 5/12/24	6110	Payroll.18-MAY-2024.6110.87654321.Harvard, John.	
	235	19090	6050	000002	541050	0000	00000		100	Smith, John work weeks 4/1/24-5/11/24	6050	Payroll.11-MAY-2024.6050.12345678.Smith, John C.	
	235	19090	6050	000002	541050	0020	00000	100		Smith, John work weeks 4/1/24-5/11/24	6050	Payroll.11-MAY-2024.6050.12345678.Smith, John C.	
	235	18850	0139	000001	540009	0000	00000		100	Partial Transfer, Harvard, J, w/e 5/12/24	0139	Payroll.18-MAY-2024.0139.87654321.Harvard, John.	
	235	18850	6110	000001	540299	0000	00000	100		Partial Transfer, Harvard, J, w/e 5/12/24	0139	Payroll.18-MAY-2024.0139.87654321.Harvard, John.	
												*The name should be entered exactly as it appears on the detailed listing.	
	Internal/Recurring Journals									*What [Date]*		*Batch Name Abbrev.DD-MM-YYYY.*	
	235	18850	8510	000001	540009	0000	00000		200	UIS Telephone SEP-NOV 2024	8510	UIS.30-NOV-2024.	
	235	18840	8510	000001	540009	0000	00000	200		UIS Telephone SEP-NOV 2024	8510	UIS.30-NOV-2024.	
	235	18850	8450	000001	540009	0000	00000		250.56	Initial Card Purchase Fee	8450	DINECrimsonCash.31-AUG-2024.	
	235	18840	8450	000001	540009	0000	00000	250.56		Initial Card Purchase Fee	8450	DINECrimsonCash.31-AUG-2024.	
									(No more than two decimal places)				
Totals:								1550.56	1550.56				

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.