

UNIVERSITY OF MIAMI - JOURNAL ENTRY FORM (See instructions below - ESC to navigate)

BATCH REFERENCE NO. Date Prepared (MM/DD/YYYY) / /

PREPARED BY Phone

Line #	TRANS CODE	DEBIT		REFERENCE No. 1	DATE MM DD	DESCRIPTION (20 characters including spaces)	AMOUNT	P F N	REFERENCE No. 2	CREDIT	
		ACCOUNT	SUB OBJECT							ACCOUNT	SUB OBJECT
1	060										
2	060										
3	060										
4	060										
5	060										
6	060										
7	060										
8	060										
9	060										
10	060										
11	060										
12	060										

EXPLAIN EACH LINE BELOW (REQUIRED) - Enter Line No. followed by an explanation of the transaction. Use additional sheets if necessary to better understand each line. Attach backup documentation, if not provided, journals will be returned.

TOTAL

All fields are required unless otherwise stated. After completion, submit to the Controller's Office for processing with a batch control form.

Batch reference No.: Consists of 6 digits. First 3 are typically your initials & last 3 are a number that should start with a 6 and be numbered consecutively, i.e. 601, 602, etc. If the same batch reference (all 6 digits) is used more than once the same day, the accounting system (FRS) will accept the first occurrence and reject the rest as it assumes they are duplicates. Always ensure the combination is unique by numbering the last 3 digits consecutively for each journal entry form. The first 3 digits of the batch reference (your initials) must be registered with the Controller's Office. Please call 284-5717 if you are using the combination for the first time, as it may already be assigned.

Enter: Date prepared, and print preparer's name and phone number in case of questions.

Enter up to 12 journal entry lines with the same batch number and reflect the following information:

Debit account (must be 6 digits): used to charge an account, correct a credit already posted in the accounting system, etc.

Sub object (must be 4 digits): used to classify the debit side of the transaction - for a list of valid codes see <http://www.miami.edu/controller/> click on Accounting Information & then Revenue or Expense object code list.

Reference No 1: (not required) used to record a Purchase Order Number when the intent is to decrease the balance of an existing open encumbrance.

Date (not required). If no value is entered, date defaults to the batch date.

Description: Up to 20 characters (including blanks) to describe the transaction. This description appears in FRS screens, DMAS screens and Report 90s.

Amount: Always enter as a positive number. If correcting a transaction already recorded, reverse the debit & credit accounts as reflected in the accounting system instead of recording a negative number.

P, F, N (required only if a PO # was entered in Reference No. 1). Information used to decrease either the entire PO balance (use F), a partial decrease (use P), or no decrease (use N).

Reference No. 2 (not required). Seven alphanumeric positions to further identify transaction, typically a requisition number.

Credit account (must be 6 digits): used to record revenue, correct a debit already posted, etc. **Sub object** (must be 4 digits): used to classify the credit side of the transaction. See above for website with list of sub objects.