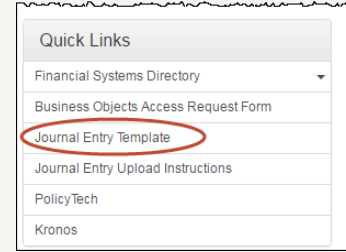


The Journal Entry (JE) Upload Template is required for all JEs. The JE Template (Excel) must be submitted along with one (1) consolidated pdf which includes the JE, all necessary backup, and required approvals. JEs that include any center that begins with a "4" must be submitted to RestrictedJEs@vumc.org. All other JEs should be submitted to UnrestrictedJEs@vumc.org. JEs submitted with fewer or more than two (2) attachments or those missing required support or approvals, will be returned to the department, deleted from the inbox and should be resubmitted in full with any necessary corrections.

Step A: Open Journal Entry Template

Click [Journal Entry Template](#) under Quick Links on the **VUMC Finance Home** page (<https://finance.vumc.org/>) to open the Excel template.



Step B: Complete Journal Entry Template

Complete the **Page 1** tab of the JE Template as follows:



- 1 Complete Journal Description, Journal Source and Control Total in the upper right-hand corner of the template.
- 2 Indicate "UPLOAD – SEE ATTACHED" in the body of the template.
- 3 In the Remarks, include name of the file, date emailed, and preparer's contact information.

| Account | Center | Trans | Journal Description | Journal Source | DCG | Control Total |
|---------|--------|-------|-------------------------|----------------|-----|---------------|
| 7 | | | | | | |
| 8 | | D | UPLOAD - SEE ATTACHED | | | |
| 9 | | | Transaction Description | | | |
| 10 | | | | | | |

| A | B | C | D | E | F | G | H |
|---|-------|------------|---|--------|---|----------------------|------------------|
| 1 | 60425 | 4041230000 | D | 148.00 | | VDCC-1234567 | 60425 4041231111 |
| 2 | 60425 | 4041231111 | C | 148.00 | | VDCC-1234567 | 60425 4041230000 |
| 3 | 60150 | 1234567890 | D | 250.00 | | 4021001234 FISHER SC | 60150 1239876543 |
| 4 | 60150 | 1239876543 | C | 250.00 | | 4021001234 FISHER SC | 60150 1234567890 |

Notes for JE Uploads:

- No headers, footers, or column headings on upload tab
- No blank rows or cells (except columns E & F)
- No special formatting (**bold**, *italics*, etc.)
- Total of "D" rows must equal total of "C" rows
- **Best Practice** - Column G should be descriptive to the specific transaction (PO number & vendor name, CORES invoice, etc)
- **Best Practice** – Enter the other side of the entry in column H

- 4 Complete the **Upload** tab as follows:
 - A – Account Number (text, 5 characters)
 - B – Center Number (text, 10 characters)
 - C – "D" or "C" (Debit/Credit, text, 1 character)
Note: total of "D"s must equal total of "C"s
 - D – Amount (Number, no +/-, no other characters)
 - E/F – Leave Blank
 - G – Transaction description (text, 20 characters)
 - H – Expanded transaction description (text, 30 characters)

Step C: Submission

- 1 Save template Excel file with a unique & descriptive file name. (**Note:** *this file name should be unique and descriptive to Finance, not just your department*).
- 2 Save template file, all supporting documentation, and digital approvals as one (1) pdf file with the same name as the Excel file.
- 3 Attach both files and email to the appropriate email address (see steps 4 & 5).
- 4 If any cost center in the journal entry begins with '4' the department e-mails the digital journal entry with Excel and PDF attachments to RestrictedJEs@vumc.org.
- 5 If NO cost centers in the journal entry begin with '4' the department e-mails the digital journal entry with Excel and PDF attachments to UnrestrictedJEs@vumc.org.
- 6 If applicable, ensure adherence to Cost Transfer Policy including required certification statement.