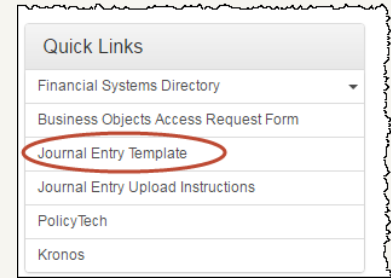


The Journal Entry (JE) Upload Template is required for all Journal Entries greater than five (5) lines and is strongly recommended for all entries in order to reduce errors. In addition to the upload template being emailed to VUMC Finance, hard copy documentation must also be submitted.

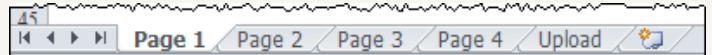
Step A: Open Journal Entry Template

Click [Journal Entry Template](#) under Quick Links on the **VUMC Finance Home** page (<https://finance.mc.vanderbilt.edu>) 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.

	A	B	C	4 D	E	F	G	H
1	60150	4041230000	D	148.00			TRANSFER 6/01 LAB SUPPLIES	60150 4041231111
2	60150	4041231111	C	148.00			TRANSFER 6/01 LAB SUPPLIES	60150 4041230000
3	60150	1234567890	D	100.00			TRANSFER 6/01 LAB SUPPLIES	60150 4041230000
4	60150	1239876543	D	100.00			TRANSFER 6/01 LAB SUPPLIES	60150 4041230000
5	60150	4041230000	C	200.00			TRANSFER 6/01 LAB SUPPLIES	60150 1234567890/1239876543

Remarks:
Include name of file, date emailed, and preparer's contact information.

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.)
- No totals
- Total of "D" rows must equal total of "C" rows
- Best Practice – Enter the other side of the entry in column H
- Do not exceed the column character limit

- 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 file with unique & descriptive file name.
- 2 Email file to JESUPPORT@vanderbilt.edu.
- 3 Print **Page1** tab on pink paper. Print **Upload** tab and attach immediately behind pink cover page.
- 4 Attach all required/related backup.
- 5 If applicable, ensure adherence to Cost Transfer Policy including required certification statement.
- 6 Obtain appropriate departmental approvals/signatures.
- 7 Submit hard copy, paper documentation to VUMC Finance.