

## CAH POLICY FOR OFFLINE JOURNALS (ID TRANSFERS)

All offline Journals Policies and Procedures must be conducted in accordance with all university policies and state and federal regulation found at: <http://policies.ucf.edu> . For more information refer to:

<https://financials.ucf.edu/helpful-resources-journal-resources/>

Along with UCF's Finance and Accounting offline journals policies, the College of Arts & Humanities' Off-Line Journals Procedures must also be followed.

## CAH PROCEDURES FOR OFFLINE JOURNALS (ID TRANSFERS)

ALL offline journal templates and associated backup information for journals are to be emailed to [CAHjournals@ucf.edu](mailto:CAHjournals@ucf.edu) for review *prior to* uploading and processing the journal in the system. A journal should not be uploaded in the Peoplesoft system prior to receiving approval email from [CAHjournals@ucf.edu](mailto:CAHjournals@ucf.edu).

Enter the journal number in the subject line of the email. If the journal is related to auxiliary dollars, equipment fees, or material & supply fees, put Auxiliary beside the journal number, for example “23010301 Auxiliary”.

The journal template is in Excel format and should be e-mailed in that format for review. The backup documentation should be marked or highlighted showing the relevant charges and the purpose of the journal.

Chair/Director/Designee must be copied on ALL journals emailed to CAH for review.

Once you receive the email from cahjournals with the approval, you can upload the journal in the Peoplesoft system and attach the backup.

The best practice is to upload the journal from the template and not to key information directly into Peoplesoft and process.

F&A has Addy Notes with helpful information for journals found at: <https://financials.ucf.edu/addy-notes> /under General Ledger. For example, you can find information on how to upload a journal from a template and Creating and Processing journals in UCF Financials. There is also helpful information on how to avoid common journal errors and more.

To review supporting documentation to be attached to the journal, depending on the purpose of the journal, go to: <https://financials.ucf.edu/helpful-resources-journal-resources> Submitting Manual Journal Entries (Guidelines and Attachments)