Working with Campus GL Journals

Transaction Type Source and Attachment Requirements

Transaction Groups	Transaction Types	Source	Attachment Requirements
Billing	Billing	JBL	Memo stating what goods or services the billed department is being charged for, beginning and ending billing date, invoice number and if the invoice was sent to the department.
	Billing State Receipts	JBS	Same as above.
Cash Advance Settlement	Cash Advance Settlement	JCA	• Cover Sheet – Cash Advance Settlement Form • Screenshot of the original cash advance voucher • Screenshot of the settlement journal • Screenshot of the deposit, if applicable • Scanned receipts (OSP also requires hard copies) • Reconciliation of Cash Advance for Study Subjects form
Correcting JE	Correcting JE	JCR	Attach justification*
Office of Sponsored Programs	Cost Share	JSH	Attach justification and any approvals required
	Residual Transfer	JSR	Attach justification and any approvals required
Other Campus JE	Other Campus JE - Interunit	JOT	Attach justification*
	Other Campus JE - Intraunit	JOT	Attach justification*
Trusts & Special Funds Transfer	Univ Endowment Income to Principal Account	JUP	Attach justification*
	Univ Endowment Income to Univ Endowment Income Account	JUI	Attach justification*
	Agency Endowment Income to Agency Endowment Principal Account	JAP	Attach justification*
	Foundation Allocation to University Restricted/ Unrestricted Gift	JFA	Attach justification*
	Gift to Gift	JGG	Attach justification*

*Attachments are required for all journal entries. In addition, Accounting Services requires all journal entries to be submitted with long descriptions in the Journal Header section. Descriptions need to explain why a journal is needed and describe each file attached to the journal.

Journal Header and Budget Header Status

Journal Status

Journal Header Status	Description
N	No Status - Needs to be edited
E	Journal Has Errors
V	Valid Journal - Edit Complete
P	Posted to Ledger

Budget Status

Budget Header Status	Description
N	Not Budget Checked
E	Error in Budget Check
V	Valid

Approval Requirements

Journal Type	Dept*	OSP	Accounting Services
Billing	Basic	Yes	Yes
Billing State Receipts	Basic	Yes	Yes
Cash Advance Settlement	Basic	Yes	Yes
Correcting JE	Basic	Yes	No
Cost Share	Basic	Yes	No
Residual Transfer	Basic	Yes	No
Gift to Gift	Complex	No	Yes
Other Campus JE - Interunit	Complex	Yes	Yes
Other Campus JE - Intraunit	Complex	Yes	Yes
Univ Endowment Income to Principal Account	Complex	No	Yes
Univ Endowment to Univ Endowment Income Account	Complex	No	Yes
Agency Endowment Income to Agency Endowment Principal Account	Complex	No	Yes
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Complex	No	Yes