

YGCINDNONLABTR FORM INSTRUCTIONS

USE OF THIS FORM IS OPTIONAL IF YOU ARE ENTERING DATA DIRECTLY INTO THE APPLICATION

PURPOSE OF THE FORM

A journal entry is an accounting transaction consisting of a group of journal entry lines (a batch) that debit and credit General Ledger account numbers. The total dollar amount of debits for the batch must equal the total dollar amount of credits

This category is used to move non-labor expenses that have already been charged where either the debit or credit is funded by grants or contracts.

- Each transaction **must** be entered individually; it is not appropriate to move a block of expenses when working with a grant.

1. Complete a separate form for each batch. Be sure to enter all required data for each batch and line entry.
 - Use multiple forms for batches containing more than a few lines
2. At the bottom of each form enter the preparer's name, email address, and phone number.
3. Obtain the dated signature of the department authorizer.
4. Submit the completed form to the data entry point designated for your area.

Address questions regarding Journal Entries to ga.usersupport@yale.edu.

See Procedure [1305 PR.1](#) for more information.

| FORM AREA | REQUIRED INFORMATION |
|---|---|
| BATCH NAME: | <ul style="list-style-type: none"> ▪ The batch name is made up of four elements, strung together to create a unique record locator number. Enter in the appropriate boxes: <ul style="list-style-type: none"> ▪ Organization ID: 6-digit organization number of the organization responsible for batch being created. ▪ Source Name: 6 characters, always starting with "MAN", followed by preparer's three initials. <ul style="list-style-type: none"> ▪ If a third initial is not applicable, enter the preparer's two initials and a third letter of choice. ▪ DD-MON-YYYY: 11 characters, including hyphens, in standard system format. This is the batch date; use the current date. <ul style="list-style-type: none"> ▪ Example: 24-FEB-2002 ▪ Sequence #: 4 numeric digits. Used to differentiate from other journal entries submitted on the same date. User defined number to identify a batch. <ul style="list-style-type: none"> ▪ Typically, use "0001" for the first batch entered/prepared, and increase the number by one for each additional batch entered. (The 10th batch would then be "0010") ▪ Department may create its own numbering convention for the sequence number. ▪ Batch Name example: 537004-MANASP-24-FEB-2002-2065 |
| TOTAL DEBIT AMOUNT: | <ul style="list-style-type: none"> ▪ Total dollar amount of the debits entered on the detail lines. - Must equal total credit amount. |
| TOTAL CREDIT AMOUNT: | <ul style="list-style-type: none"> ▪ Total dollar amount of the credits entered on the detail lines. - Must equal total debit amount. |
| JOURNAL CATEGORY: | <ul style="list-style-type: none"> ▪ The category for the journal entry being submitted. See description above. |
| GENERAL DESCRIPTION: | <ul style="list-style-type: none"> ▪ Provide a brief description of the journal entry being created, and any notes or special circumstances that are relevant to the transaction(s). |
| LINE DETAIL: | FOR ONLINE DATA ENTRY ALWAYS USE BALANCING SEGMENT "02" |
| PTAEO: | <ul style="list-style-type: none"> ▪ Enter the account number being debited or credited. ▪ Project / Task / Award / Expenditure Type / Organization |
| LINE DESCRIPTION: | <ul style="list-style-type: none"> ▪ 24- character maximum. User-defined specific description of the debit or credit for this line detail. ▪ A portion of the line description will appear in monthly transaction statements, and should include enough information to clearly identify the transaction |
| DEBIT AMOUNT: OR CREDIT AMOUNT: | <ul style="list-style-type: none"> ▪ Enter the debit dollar amount of the transaction - Leave credit dollar amount blank ▪ Enter the credit dollar amount of the transaction - Leave debit dollar amount blank |
| DATE OF ORIGINAL TRANSACTION: | <ul style="list-style-type: none"> ▪ 11 characters - must be in standard system format: DD-MON-YYYY. ▪ Initial date that the goods or services were provided <ul style="list-style-type: none"> ▪ Must be the same or prior to the accounting date. |
| REFERENCE ID OF THE ORIGINAL TRANSACTION: | <ul style="list-style-type: none"> ▪ 60 character maximum - Enter any source information from the original transaction. <ul style="list-style-type: none"> ▪ This is information that may be used to trace the original transaction |
| REASON: | <ul style="list-style-type: none"> ▪ 60 character maximum - Specific reason for the transfer. |
| USER DEFINED: | <ul style="list-style-type: none"> ▪ 60 character maximum - Optional user-defined descriptive field. |
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