

After the journal entry is completed, upload the journal entry to RIAS by performing the following selecting “Add-in” → “Upload.”

The screenshot shows the Microsoft Excel interface for 'RU Actuals [Read-Only]'. The 'Add-Ins' menu is open, and the 'Upload' option is highlighted. The spreadsheet content includes:

- Database: CUTLASS.PROD
- Set of Books: RUTGERS GENERAL LEDGER
- Category: RU Actuals Journal
- Source: Spreadsheet
- Currency: USD
- Accounting Date: *List - Date
- Period: *List - Text
- Line Description (Purpose): *Text
- Alternate Approver: List - Text

Upl	*Fund Group	*Fund Source	*Org	*Natural Acct	*Project	*Future	*Debit	*Credit	Dept Activity 1,2	Messages
	*List - Text						* Number	* Number	List - Text	

Note: If your JE was uploaded successfully, the messages column will display smiley faces (☺). Your submitted JE will appear in your approver’s queue in **approximately** 30 minutes.

Notable Items for Journal Entries:

- Debits must equal credits.
- Ensure funding sources are active for the time period being moved.
 - **Example:** Do not move current expenses onto a Grant award that starts in the future.
- Ensure department activity 1 (project) code used is currently active (check project listing in FACS).
- Include supporting documentation with each journal entry.
 - Contact business office accountant for questions on supporting documentation.
- Include an appropriate Rutgers business justification that supports the entry.
 - Good Example: To allocate charges in support of Grant XYZ from February 2012.
 - Bad Example: Crediting departmental account and debiting gift account.
- Do not upload journal entries on the last business day of the month or on Fridays.