

Balance Type
Database
Ledger
Currency

Actual
APOLLO26.FINPROD
HARVARD UNIVERSITY
USD

Naming convention for Batch Name, Journal Name, and Journal Description:
Tub^Preparer's initials ^Description^Today's date . NO Commas. Max 65 characters

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Reviewed By: Jill Fineman
Uploaded By: Jill Fineman
Request ID:

You can add or remove rows to this template:
1 - Selected the number of rows between rows 17 and 24
2 - Insert or delete using the row number on the far left
3 - Choose Insert to Add Rows
4 - Choose Delete to remove rows

Category
Accounting Date
Group ID

GL Date

* List - Text Adjustment
* List - Date 7/1/2019
Number 65633

5 digit phone number

Batch Name
Batch Description
Journal Name
Journal Description

SEAS^SX^ Adjust expense code for HR professional development ^3/28/2016
Adjust expense code for HR professional development from 28523-8631 to 28552-8630
SEAS^SX^ Adjust expense code for HR professional development ^3/28/2016
SEAS^SX^ Adjust expense code for HR professional development ^3/28/2016

Upl	TUB	ORG	OBJECT	FUND	ACTIVITY	SUBACTIVITY	ROOT	Debit	Credit	Line Description	Ca Captured Info DFF	Messages	
* List - Text											List List - Text		
Rb	325	28523	8631	000001	584510		0000	00000	400.00	400.00	Adjust expense code for HR professional development from 28523-8631 to 28552-8630.25-JAN-2016.Citibank. 6340395		
Rb	325	28552	8630	000001	584510		0000	00000		Adjust expense code for HR professional development from 28523-8631 to 28552-8630.25-JAN-2016.Citibank. 6340395			
Totals:								400	400				

Insert lines only between Row 17 and 24 (leave first and last ADI rows blank)

Make sure all segments are filled in, even if all zero

No negatives or formulas, two

Ensure debit and credit totals agree

Line description includes coding that it is being removed from and being moved to and original transaction detail (date, vendor, invoice number or PO)

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Helpful Hints:
 - ADI template file downloaded from Oracle should be saved as "Macro-Enabled"
 - Use the LEN function =len(cell) to count the number of characters in a particular cell
 - Do not delete rows 16, 27, or the "Totals" row
 - Do not insert or delete any columns