



THE UNIVERSITY  
of ADELAIDE

Finance and Procurement Services

# Initiate general ledger journal entry

## Introduction

To initiate a request to process a journal entry through the general ledger.

## Procedures

1. Visit the Document and Forms section of the Finance and Procurement Services homepage at <https://www.adelaide.edu.au/finance/docs/category.html>
2. Click on this link [Journal Entry Request Form Link](#).
3. When prompted to log in, enter the following details:  
**Username:** Your University ID (e.g. a1234567)  
**Password:** Your University Password
4. The Excel workbook will download automatically. Open the Excel workbook and complete all required fields with the relevant journal details. Ensure that total debits equal total credits.
5. Forward the completed Journal Entry Request form and supporting documentation to an Authorised Journal Approver for review.
6. The Journal will be posted in PeopleSoft after the Authorised Approver emails the completed form and supporting documentation to the Management Accounting & Reporting team at [finmar@adelaide.edu.au](mailto:finmar@adelaide.edu.au)

## Further information

For further guidance please see the [General Ledger Journal Procedure](#). For further support or questions, please contact the Service Desk at [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au) or on extension x33414.