

## Brigham Young University - College of Life Sciences

---

# Journal ID Naming Convention Procedure

---

### Contact:

Assistant Dean / Controller  
Russell\_Nielson@byu.edu  
801-422-6788  
5005 LSB

When processing journal entries or budget adjustments, it is preferred that the below Journal ID naming convention be followed for consistency among entries. The Journal ID is a 10-digit field as shown below:

- III-YR-MO-NN-A where:
  - “III” is the three initials of the person making the JE, the thought being that there would be a very small likelihood of two or more BYU employees making JEs who have the exact same initials in the exact same sequence.
  - “YR” is the last two numbers of the year, e.g., 2017 would be 17.
  - “MO” is the month, e.g., 01 = Jan, 12 = Dec
  - “NN” is the sequential number of JEs for that month, e.g., 07 would be the 7<sup>th</sup> journal entry of the month by that person.
  - “A” Inasmuch as it is unlikely that anyone will make more than 99 JEs in one month, the 10<sup>th</sup> digit can be used for anything.
  
- It is okay to utilize the last 3 digits “NN” and “A” in a different fashion than what is explained above as long as it indicates somewhere in the Journal ID the sequential number for the month.