Location	Account	Cost Center	Fund
Enter 4 for UCLA. Contact Payroll Services for UCOP or UC Merced	Enter the six digit account number	Enter the 2 digit cost center that corresponds to the account number entered in column B. This field may be left blank if there is no cost center corresponding to the account number.	Enter the 5 digit fund number that correponds to the account number entered in column B
EXAMPLE OF CORRECT ENTRY			
Location	**Account**	**Cost Center**	**Fund**
4	4099999	1B	12345
4	4123456		54321

Project	Sub Code	Object Code	Source	Description
A project code can be entered if required. Leave blank if no project.	Enter 06 (two digits) for benefits	Enter the 4 digit object code that begins with an 8. This can be found in PPP5302 subtotals.	Can be left blank	Enter employee's name. This is what will show up as a description on the General Ledger
Project	**Sub Code**	**Object Code**	**Source**	**Description**
aco1	06	8293		PSBP- Joe bruin
	06	8293		PSBP- Joe bruin

Reference	Debit	Credit
Enter employee's UID number (9 digits)	Enter the amount to be debited (complete only on line to be debited).	Enter the line to be credited (complete only on line to be credited)
Reference	Debit	Credit
123456789		340.00
123456789	340.00	