

# FUPLOAD Form Preparation

The primary purpose of the FUPLOAD is to process JVs that are more than 10 lines long where the transactions are similar. EXAMPLE: procard mapper error, account code corrections.

**JV Initiator:** Name of the preparer

**Date:**

**Fiscal Year:** Current fiscal year

**JV Rule Class:** JV01 as default – can change when appropriate

**JV Explanation:** Provide the detailed reason for the JV. 50 characters maximum.

**Fund:** Fund Code to debit or credit

**Orgn:** Organization code to debit or credit

**Acct:** Account code to debit or credit – please make sure the credited account matches the information in banner.

**Prog:** Use program code ONLY if a mismatch has occurred

**Actv:** Use Activity code ONLY if work order activity number is assigned

**Locn:** Leave blank

**Debit/Credit:** The columns are separate. Make sure you put the amount into either the credit or debit per line. All numeric amounts are limited to two decimal places.

**Description:** List Banner document number (including sequence number for Procard or WO document types) vendor and date posted. 35 characters maximum.

Submit the FUPLOAD form in Excel format and the backup in PDF format through [NextGen](#). Signature approvals routed through NextGen will be accepted.