

## Brigham Young University - College of Life Sciences

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# External Ref ID Naming Convention Procedure

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When processing journal entries, it is preferred that the following External Ref ID naming convention be followed for consistency across entries. The External Ref ID should be populated with the format: NETIDyymmddnnn, as shown below:

- NetID-YY-MM-DD-NN:
  - **"NetID"** is a unique identifier used to log into university systems and services
  - **"YY"** is the last two digits of the year (e.g., 2024 would be 24).
  - **"MM"** is the month (e.g., 01 = Jan, 12 = Dec).
  - **"DD"** is the day (e.g., 01 = First, 27 = Twenty-seventh).
  - **"NNN"** is the sequential number of journals for that month (e.g., 07 would be the 7th journal entry of the month for that person).
  
- **Example:** If your NetID is tsc and the date is 10/21/2025, your External Ref ID would be **tsc251021001**.