Processing an Actual Journal Entry
UCD Campuses

Table of Contents

Topic	Page Number
Introduction	**1**
Creating a Journal Entry	**3**
Creating a Sponsored Project Journal Entry	**8**
Validating a Journal Entry	**10**
Approving a Journal Entry (*Finance Office only*)	**11**
Approving a Sponsored Project Journal Entry (*Sponsored Project Accounting only*)	**16**
Posting a Journal Entry (*Finance Office and Sponsored Project Accounting only*)	**20**
Copying a Journal Entry	**21**
Determining the Status of a Journal Entry	**24**
Printing a Journal Entry	**25**
Routing a Journal Entry for Approval	**26**

Processing an Actual Journal Entry

Introduction

Financial transactions appear on your Financial Statements via a process called journal entry. All subsystems feed transactions to the Financial Statements as journals. Examples of subsystem feeds are accounts payable, purchasing, student billing and receivable, printing services transactions, information systems transactions, etc. When financial transactions need to be made to the Financial Statements and cannot be made through a subsystem feed, they are processed as an "Actual" journal entry.

The most common uses for "Actual" journal entry processing at the campus departmental level would be: the recording of IN revenue and expense, making corrections to financial transactions on a speedtype, and recording activity in accordance with GAAP (Generally Accepted Accounting Principles) such as accruals for accounts receivables and revenue, allowance for bad debts and bad debt expense, inventory adjustments, etc.

You WOULD process an "Actual" journal entry in the following examples:

- **Correcting an expense entry**:--On a Payment Voucher I accidentally used the wrong speedtype. Now I need to correct the payment to the correct speedtype.

  This type of correction would be done by entering an Actual Journal Entry. The accounting transactions would be: Debit the speedtype where you really wanted the Payment Voucher to be paid from in the first place, and credit the speedtype that was actually used on the Payment Voucher.

  In detail:
  I completed a Payment Voucher using the speedtype 63012345 and Account 552617 for $126.00 in December. In March, I found out that the Payment Voucher above should have been paid from speedtype 63013129 and NOT speedtype 63012345. I would then process an Actual Journal Entry to:

  Debit speedtype 63013129 in account 552617 (+$126.00)
  Credit speedtype 63012345 in account 552617 (-$126.00)

- **Correcting a revenue entry**--On a Cash Receipt that was processed through the Bursar's Office, I used the incorrect account code. Now I need to correct the account code I used so that my financial statements are accurate.

  This type of correction would be done by entering an Actual Journal Entry. The accounting transaction would be: debit the speedtype and the (incorrect) account code that was used on the original cash receipt, and credit the speedtype and (correct) account code that was supposed to be used on the cash receipt.

  In detail:
  I completed a cash receipt in November that deposited a $50.00 check into speedtype 63012345, account code 280125. I later found out that account code 325100 should have been used and NOT account code 280125. I would then process an Actual Journal Entry to:

Processing an Actual Journal Entry

Debit speedtype 63012345 in account code 280125 (+$50.00)

Credit speedtype 63012345 in account code 325100 (-$50.00)

This chart lists the normal (expected) balance for major financial categories:

ITEM TYPE	ITEM	NORMAL BALANCE	PEOPLESOFT SIGN
Balance Sheet	Asset	DEBIT	+
Balance Sheet	Liability	CREDIT	-
Balance Sheet	Fund Balance	CREDIT	-
Summary / Detail of Financial Transactions	Revenue	CREDIT	-
Summary / Detail of Financial Transactions	Expense	DEBIT	+
Summary / Detail of Financial Transactions	Transfer Out	DEBIT	+
Summary / Detail of Financial Transactions	Transfer In	CREDIT	-

You WOULD NOT process an "Actual" journal entry for the following, which require specialized system access to perform:

- Budget Journal Entries—which are used to adjust budgets in the financial system. Under "Menu", select "General Ledger → Journals → Budget Journal Entries".

- Cash Transfer Journal Entries—which move cash or fund balance from one financial system program/project to another, without providing goods or services from the receiving program/project to the paying program/project. This typically occurs to fund some activity, overexpenditure, or to reserve funds for future use. Transfers are not to move expenses or revenue from one program/project to another. Under "Menu", select "General Ledger → Journals → Cash Transfer Journal Entries".

- Payroll Expense Transfers—which move expenses involving Payroll Account Codes (400100-439999 & 770500-770503). For these entries, the "Payroll Expense Transfer" process must be used. For entries involving payroll end dates 4/1/03 and after, please see the step-by-step guide: http://www.cu.edu/pbs/sbs/#mp. NOTE: For entries prior to 4/1/03, or for entries that seek to correct job codes (and the corresponding ERN codes), a different process is required. Please contact the Finance Office (303.724.0055) or Sponsored Project Accounting (303.724.0090) for instructions on processing these entries.

The monthly deadline for submitting journal entries with backup documentation is 12:00 pm on the last business day of the month. Journal entries must be approved in the same month as the journal date.

All types of Journal Entries use the same basic steps:

- Creating the Journal Entry
- Validating the Journal Entry
- Approving the Journal Entry
- Posting the Journal Entry

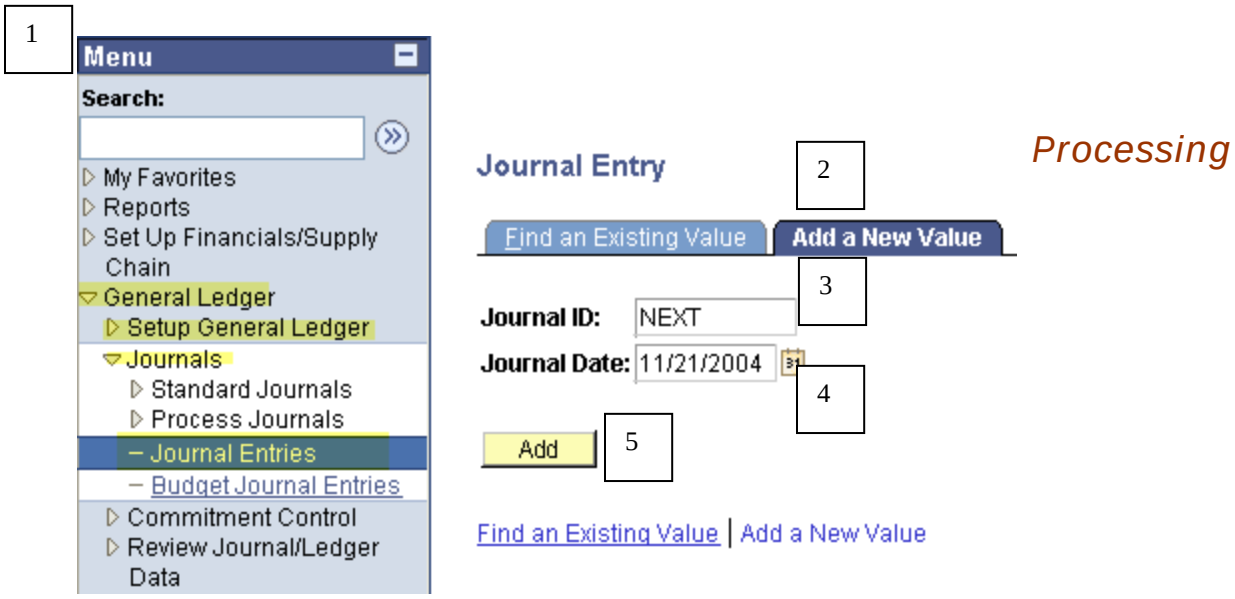
Processing an Actual Journal Entry

Creating a Journal Entry

NOTE: If the entry involves a sponsored project fund (fund 30 or 31), see the corresponding steps for creating and approving sponsored project journal entries.

In this Job Aid, we will work with an Actual Journal Entry because it is the most widely used of the four JE types. We'll prepare a Journal Entry to correct a classification error for a travel transaction involving mileage. The error occurred when mileage for an outreach trip to LaJunta was incorrectly charged to the Brighton mileage account.

1. Navigation to an Actual Journal Entry, or JE, begins in the Menu Box.



2. When the Journal Entry Page appears **Add a New Value** is highlighted, indicating the Finance System is ready for you to create new JE.

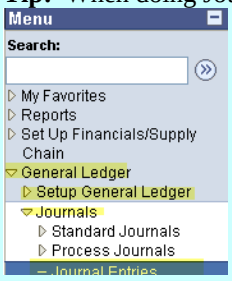
3. The Journal ID has a default value of NEXT. You can assign your own Journal ID by typing it directly into the Journal ID field, or you can leave NEXT in this field and let the Finance System assign the Journal ID for you. Using system-assigned Journal IDs is the most common university practice. The Journal ID will change from NEXT to a ten-character system-assigned ID after you enter data into the fields on the Lines Page and save the page.

4. The Journal Date defaults to the current date. It determines the accounting period to which the JE will post.
   Note: Upon occasion you may choose to override the default journal date to reflect business done in a different accounting period. This is most typically done at fiscal year end.

5. Verify the information in the Journal ID and Journal Date fields, and click once on the Add button. A Processing message will flash in the upper right-hand corner of the Journal Entry Page, and the JE Header Page will display in the window of your browser.

Processing an Actual Journal Entry

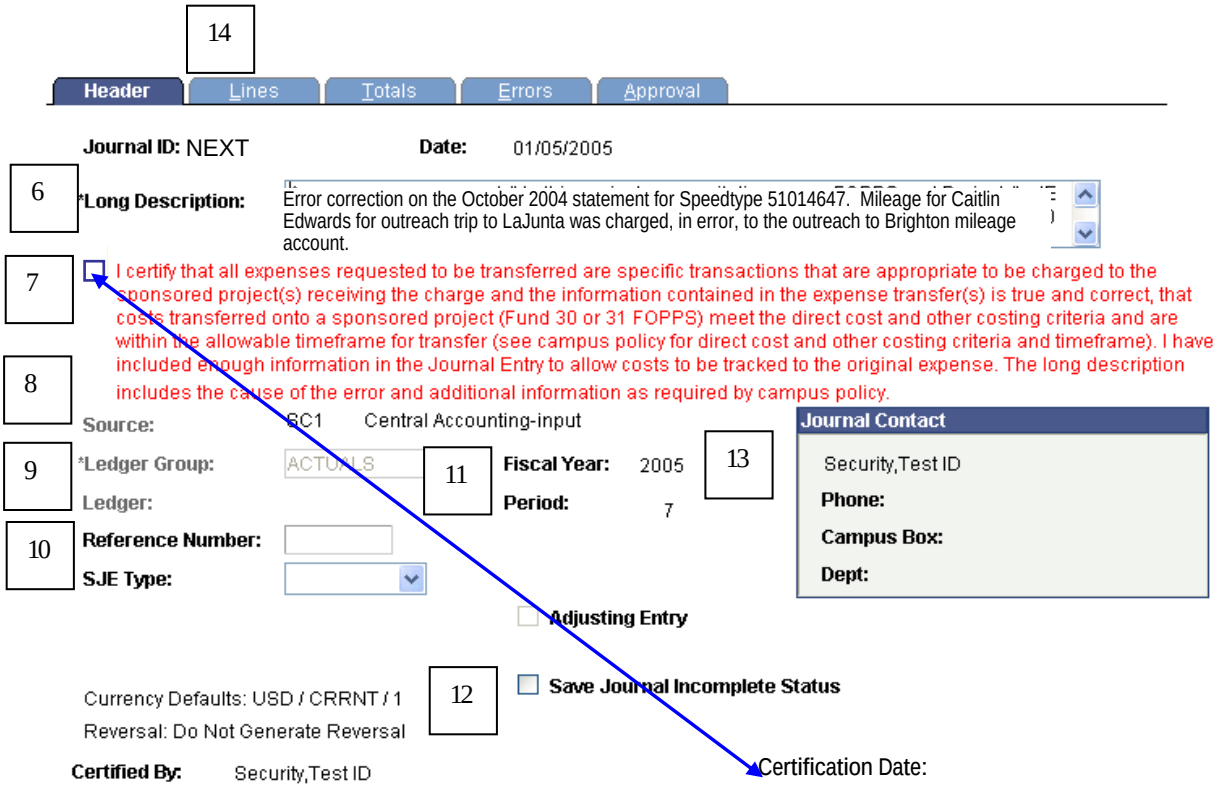
Tip: When doing Journal Entries, minimize the Menu Box by clicking on the .



Minimizing the Menu Box will allow the JE to take up the entire screen and reduce the need for left-to-right scrolling.

Header Page

Information entered on the Header Page of a JE can be viewed by anyone having access to do JE Inquiry. Information on the Header Page will not, however, print on financial reports.



6. Use the Long Description field on the Header Page to describe your JE in detail. You get 254 characters to explain what you are doing and why you are doing it. The Long Description provides useful information for someone inquiring about your JE, and necessary information for the person approving your JE. The Long Description field is mandatory. The Long Description field for this JE is, "Correct an error on the October 2004 statement for Speedtype 51014674. Mileage for Caitlin Edwards for an outreach trip to LaJunta was charged, in error, to the Brighton outreach mileage account."

7. The Certification Statement must be reviewed and checked whenever a Journal Entry contains at least one line with either a Fund 30 or a Fund 31 Speedtype. After clicking in the checkbox next to the Certification Statement, the Certification Date will populate.

8. The Source defaults when the Header Page opens. Your Source is tied to your Operator ID, and is assigned by your campus accounting or finance office. You can use the Source when inquiring about JEs entered by your department.

9. The Ledger Group indicates the type of Journal Entry you are preparing. For example, ACTUALS for an Actual Journal Entry, B_CUR_CONT for a Continuing Budget Journal Entry, or B_CUR_TEMP for a Temporary Budget Journal Entry.

10. Use the Reference Number field to enter information that will help you locate the JE in the future. This field is not required.

11. The Fiscal Year and Accounting Period defaults based on the Journal Date.

12. The Save Journal Incomplete Status allows you to save a JE you are working on but have not yet finished. By clicking in this check box, your JE will not be approved, and therefore it will not post during the nightly processing cycle.
    Note: When you finish your JE, remember to un-check the Save Journal Incomplete Status, and forward the JE to the Finance Office for approval before month-end. If you miss the month-end cutoff, the JE must be re-done in a new accounting period.

13. The Journal Contact provides information about the JE's creator. When an individual creates the JE, the Journal Contact keys off of the data associated with the person's Operator ID. When the source of the JE is a subsystem, such as the student Billing Receivables System or Mailing Services, the Journal Contact displays the contact information of the individual associated with the Journal Source. The Journal Contact is a new feature in the Web-based Finance System.

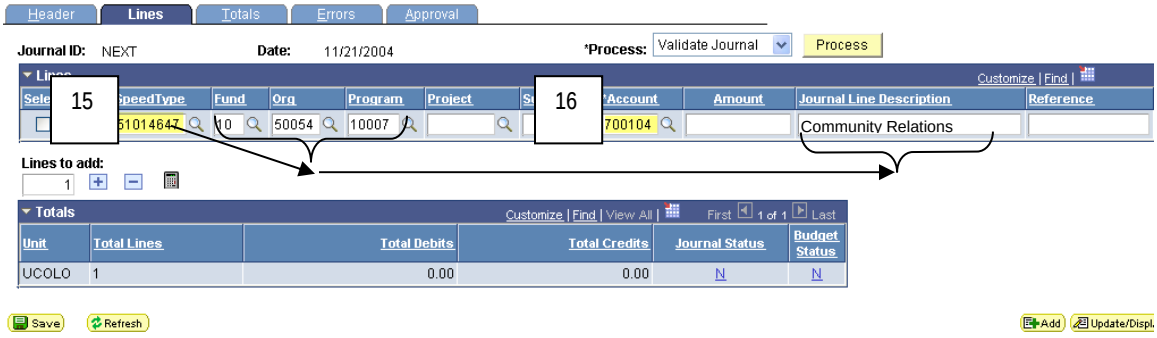
14. Now that you're familiar with the Header Page, click once on the Lines Tab. The Lines Page will open.

Lines Page

All data entry associated with the JE is done on the Lines Page. In addition to doing data entry on the Lines Page, this Page also offers "one-stop-shopping" for many JE processes. You can validate, post, copy, and delete JEs from the Lines Page. Information entered into the fields on the Lines Page will display on Finance System reports.

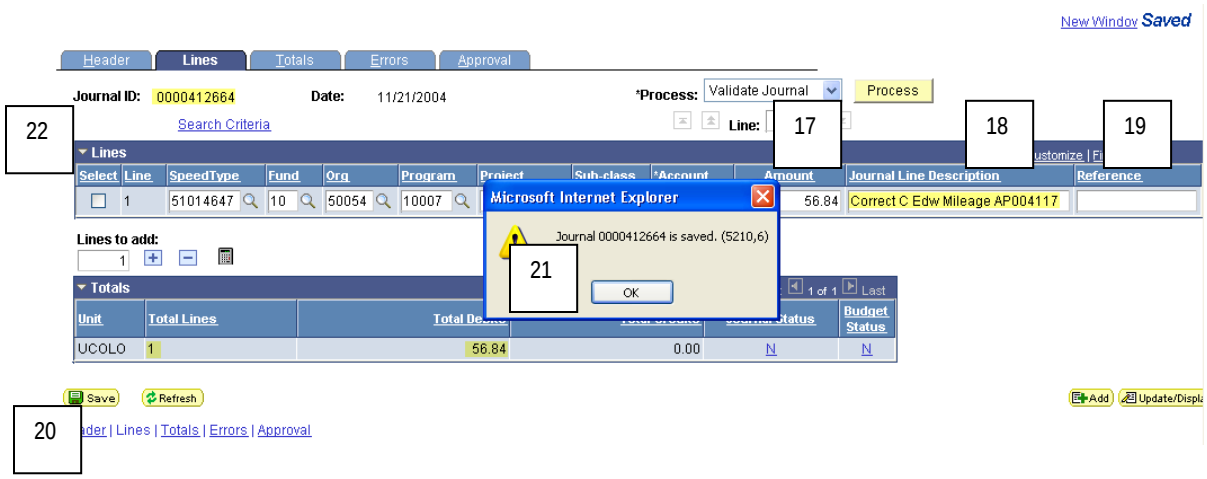
We'll continue with our example of the mileage account error. To correct this error, we are going to create a two-line JE. The first line is a debit entry to appropriately charge the LaJunta mileage expense to the LaJunta Mileage Account. The second line will credit the Brighton Mileage Account.

Processing an Actual Journal Entry



15. Enter the Speedtype and TAB out of the Speedtype field. The Fund, Org and Program will populate, and the Speedtype Description will default in the Journal Line Description Field. Enter a Sub-class if appropriate.

16. Enter the Account and TAB out of the Account field.



17. Enter the transaction amount. The preferred presentation of a JE is to have debits first (+) and then credits (-). Remember: debits have no sign preceding the amount, and credits are entered with a minus sign "-" in front of the amount.

18. Replace the default information in the Journal Line Description field with a more meaningful description pertaining specifically to your transaction. You can use up to 30 characters, and **whatever you type in this field will appear on your monthly Detail Report**.

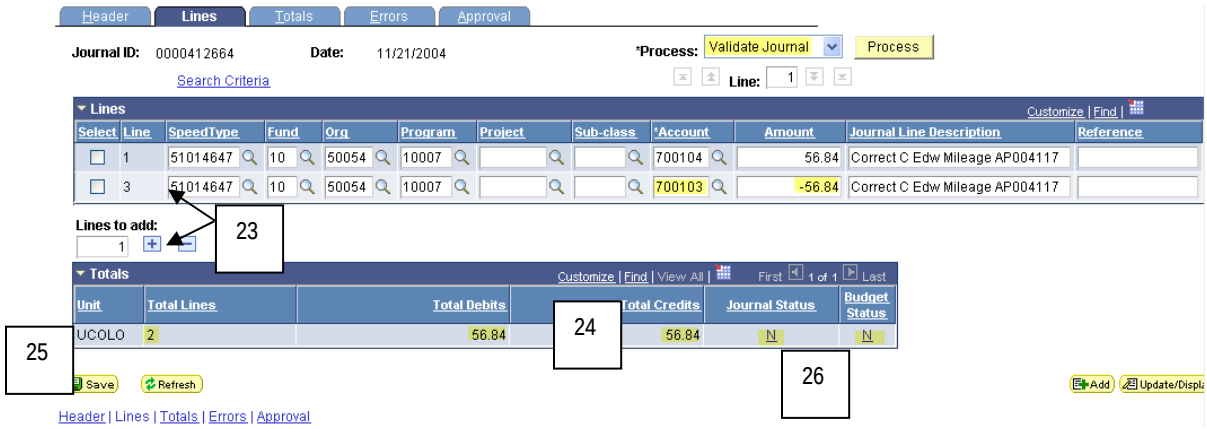
19. If you want, enter a Reference for this transaction. Remember, the information you enter in the Reference field will print on the Detail Report.

20. Click once on the Save button.

21. You will get a message indicating that the JE has been saved.

22. You'll also notice that the Journal ID has changed from NEXT to a ten-digit number.

Processing an Actual Journal Entry



23. Now you can add more lines to the JE. Indicate the number of lines you want to add, and click once on the ⊞ button. The Speedtype and FOPPS information from the first row will populate all succeeding rows. Although there is no limit to the number of lines that comprise a JE, you can only add lines in groups of ten or fewer. Also, if you delete a line when preparing your JE, that line number is gone for good. For example, the Lines Page above skips from Line 1 to Line 3, meaning that Line 2 was deleted.

> **Tip:** If you want to add blank lines to your JE, add the lines BEFORE you enter any data in the first line.

24. When you've completed entering all of the JE lines, make sure that the Total Debits equal the Total Credits.

25. Save your work.

26. After your JE is saved, the Journal Status and Budget Status fields will show a status of "N" meaning that Edit Checking for your JE has not yet been completed.

Processing an Actual Journal Entry

Creating a Sponsored Project Journal Entry

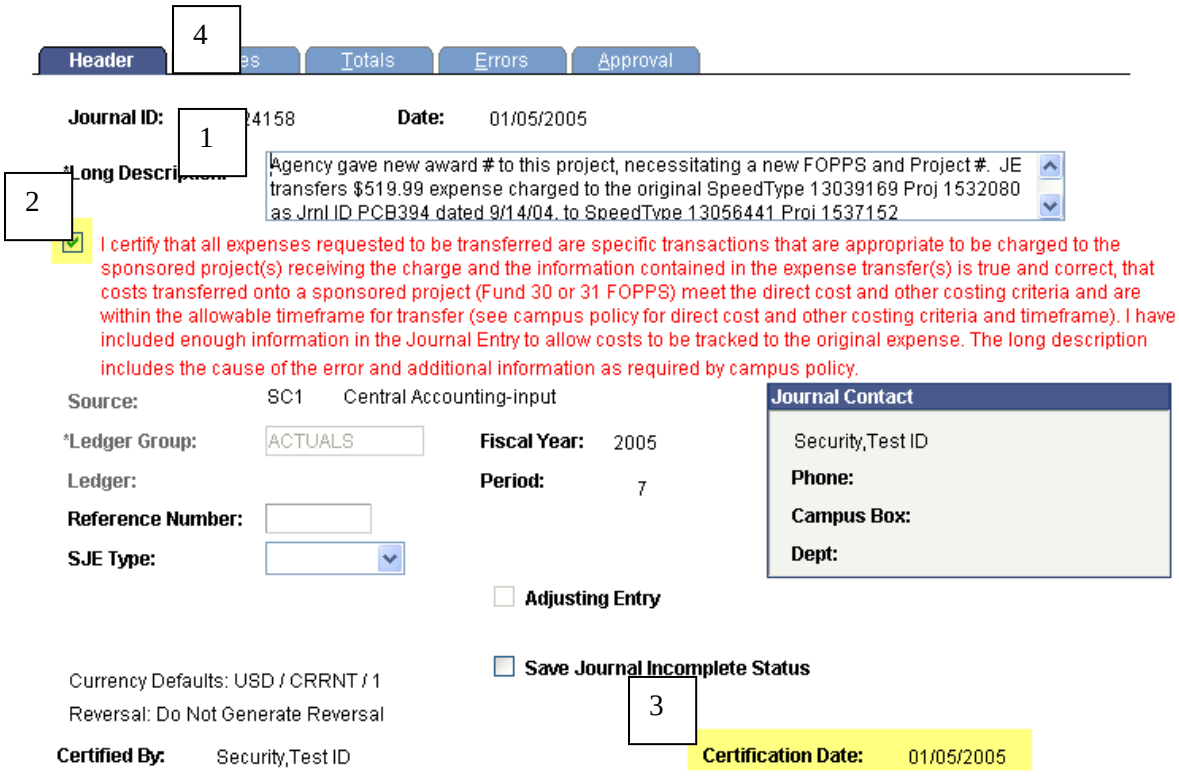
Any Journal Entry that contains at least one line with a Fund 30 or a Fund 31 speedtype is considered to be a sponsored project JE.

In this Job Aid about creating a sponsored project Journal Entry, we'll create a JE to transfer an expense for lab supplies from one sponsored project FOPPS to a different sponsored project FOPPS. This expense transfer is necessary because the funding agency issued a new award number to the project, which in turn, necessitated the creation of a new FOPPS. The JE is transferring an expense that was charged - in error - to the old FOPPS, when it should have been charged to the new FOPPS.

Use the same navigation when creating a sponsored project JE that you use when creating any other JE. From the Menu Box on the Finance System Homepage select

General Ledger
↓
Journal
↓
Journal Entries
↓
Add

The **Header Page** will appear on your screen.



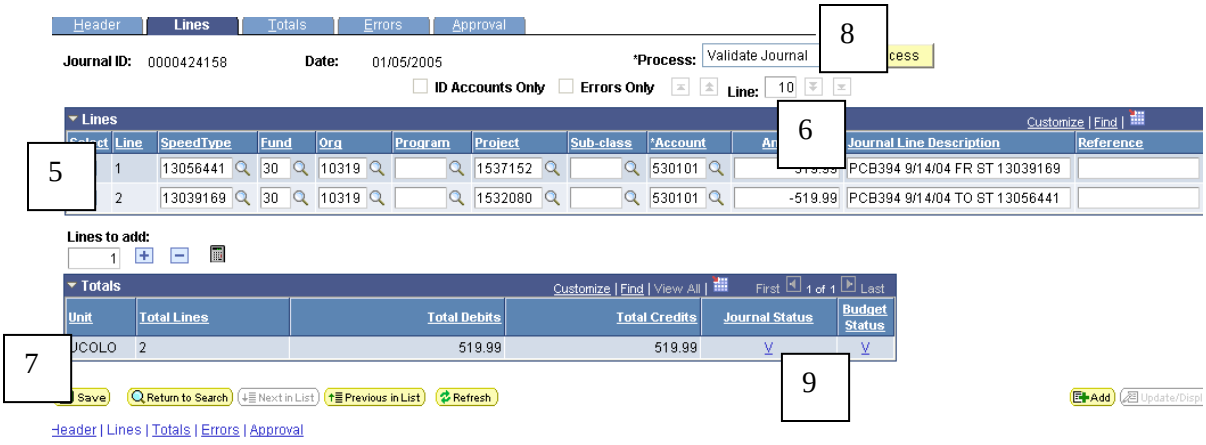
Processing an Actual Journal Entry

1. Enter a long description that contains adequate information about the cause of the error, the need for the expense transfer, and an explanation of how the cost being transferred provided a direct benefit to the sponsored project that is the recipient of the cost.

2. Since this JE involves at least one line with a Fund 30 or Fund 31 SpeedType, the preparer of the JE must check the Certification Box.

3. Once the Certification Box is checked, then the Certification Date will appear.
   Note: A JE that has a line with Fund 30 or Fund 31 SpeedType cannot be saved if the Certification Box has not been checked.

4. Click on the Lines Tab, and the Lines Page will appear.



5. Type in SpeedType-Account Combination and Amount.

6. Type in a Journal Line Description that provides specific information about the expense being transferred.

7. Save the Journal Entry.

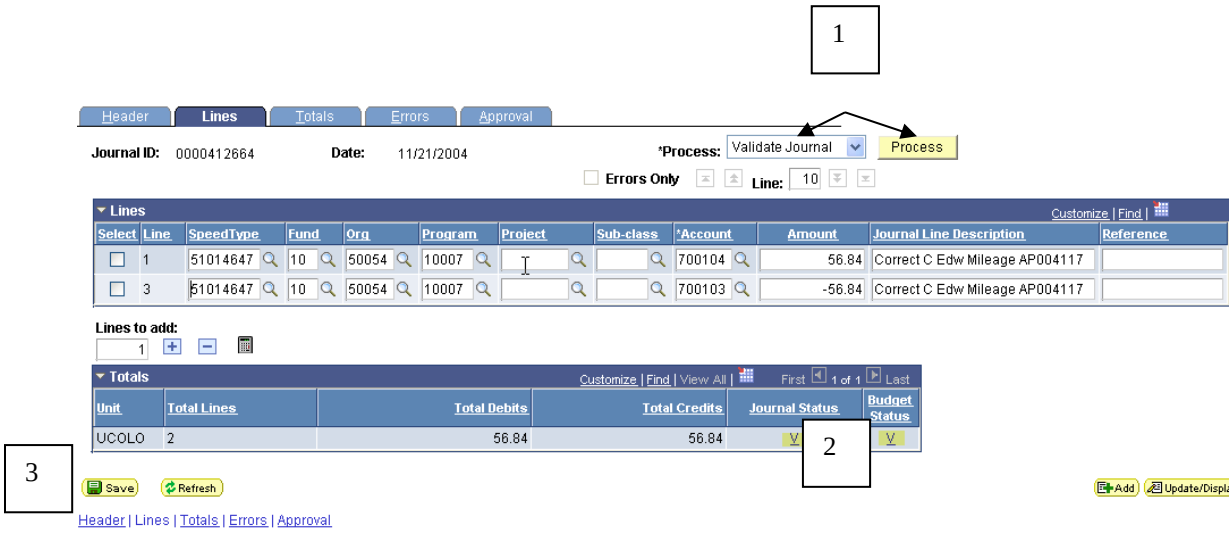
8. Select “Validate Journal” from the Process drop down box, and click once on the Process button.

9. When the JE is in “V” – or Valid - Status, Sponsored Project Accounting will be able to access it for review and approval.

Processing an Actual Journal Entry

Validating a Journal Entry

After you have completed entering data into the lines of your Journal Entry, you must validate it.



1. On the Lines Page, select **Validate Journal** from the Process drop-down list, and click once on the Process button. The Validation process combines edit and budget checks to make sure that:
   - The FOPPS combinations you are using in the JE are valid.
   - The Accounts you are using are permitted in the Fund associated with the SpeedType;
   - The Accounts you are using are not System-Only Accounts and therefore are available for departments to use;
   - You are not using a Budget-Only Account on an Actual JE;
   - Any ID Accounts used on the JE are in balance; and
   - The JE is in balance.

2. When the validation criteria are successfully met, "**V**", for Valid, will show in the Journal Status and Budget Status fields. Forward the JE with appropriate backup to the Finance Office for review and approval. (See "Routing Journal Entries for Approval" on page 24 for more information.

3. Click once on the Save button to save your JE.

Processing an Actual Journal Entry

Approving a Journal Entry – Non Sponsored Project (*Finance Office only*)

In the JE Approval Process the Finance Office is given an opportunity to review the JE for technical correctness and reasonableness. Only JEs in Valid status can be accessed by the approver for review and approval. The JE approver cannot make any changes to the information contained in the Lines Page of the JE. Therefore, if an approver has questions or wants changes made to a JE, the approver must notify the creator of the JE.

The basic steps for JE approval are

1. Navigate to the Journal Entry Page.
2. Locate the JEs needing your approval.
3. Review the JEs and approve them.
   ☒ If you have questions or concerns about a JE, contact the creator of the JE *before* approving it. If you decide NOT to approve a JE, let the JE creator know that, as well.
4. Save your approval.

Tip: The Finance System does not have a workflow process that automatically notifies your approver when a JE is valid and ready to be approved. So, please forward a copy of the journal entry and all related backup to the Finance office, F425. See "Routing a Journal Entry for Approval" on page 24 for more information.

We'll demonstrate the Approval process with the same mileage Journal Entry that's been used in the Job Aids for creating and validating a JE.

The first task facing a JE approver is locating the JEs you are responsible for approving. The Finance System can search for your JEs in a variety of ways.

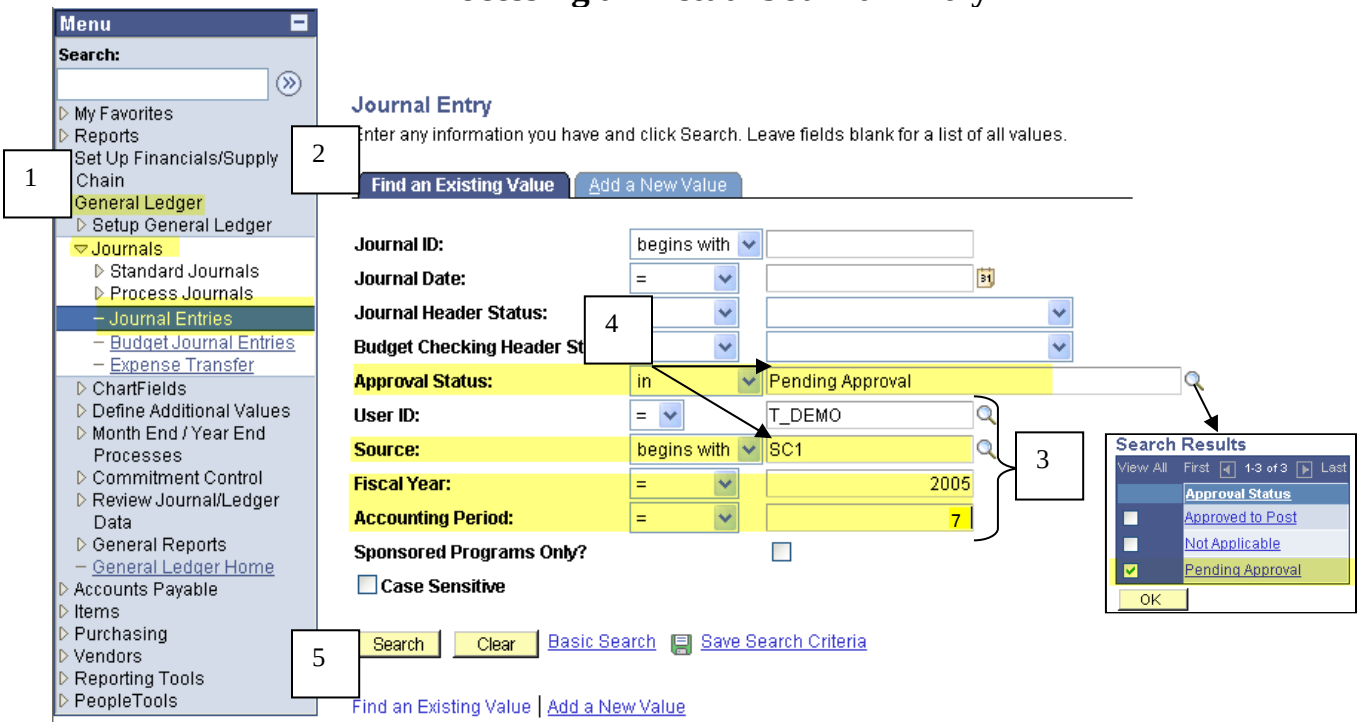
For example, you can use your department's Journal Source as a search criterion. The results returned by the Finance System will include only those JEs affiliated with your specific Journal Source.

In addition, you can add Approval Status to your search. The Approval Status choices are **Pending Approval**, **Approve to Post**, and **Not Applicable**.

- **Pending Approval** status means the JE is Valid and ready to be approved.
- **Approve to Post** status means the JE has been approved and will be posted during the Finance System's nightly processing cycle.
- **Not Applicable** status means one of two things: the JE is not Valid and therefore not ready to be approved **OR** the JE has already been posted.

Note: The Journal Entry Search Page defaults to the current Fiscal Year and Accounting Period. If this conflicts with the other search criteria you are using, be sure either to adjust the Fiscal Year and Accounting Period or delete them.

Processing an Actual Journal Entry



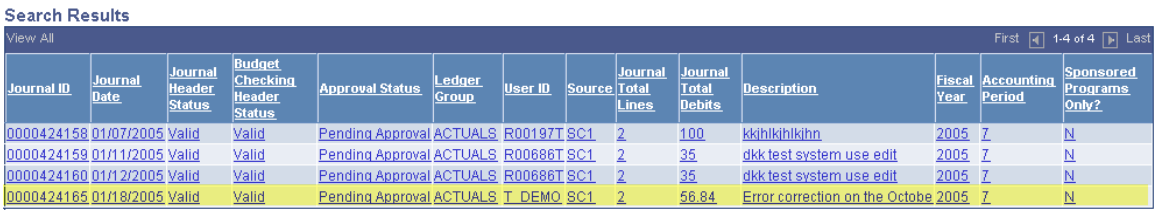
1. Begin in the Menu Box, and navigate to the Journal Entry Page.

2. Select **Find an Existing Value**. An Advanced Search Page will appear.

3. Information defaults into the **User ID, Source, Fiscal Year,** and **Accounting Period** fields of the Search Page. You can also change the data in these fields to further refine the scope of your search.

4. The most common way to search for JEs needing your approval is to combine "**in Pending Approval**" in the **Journal Header Status** field with your **Source** code.
   Tip: Use the 🔍 next to the Approval Status field to view your choices.

5. Click once on the **Search** button. The Search Results will appear on your screen.



Search Results

View All — First 1-4 of 4 Last

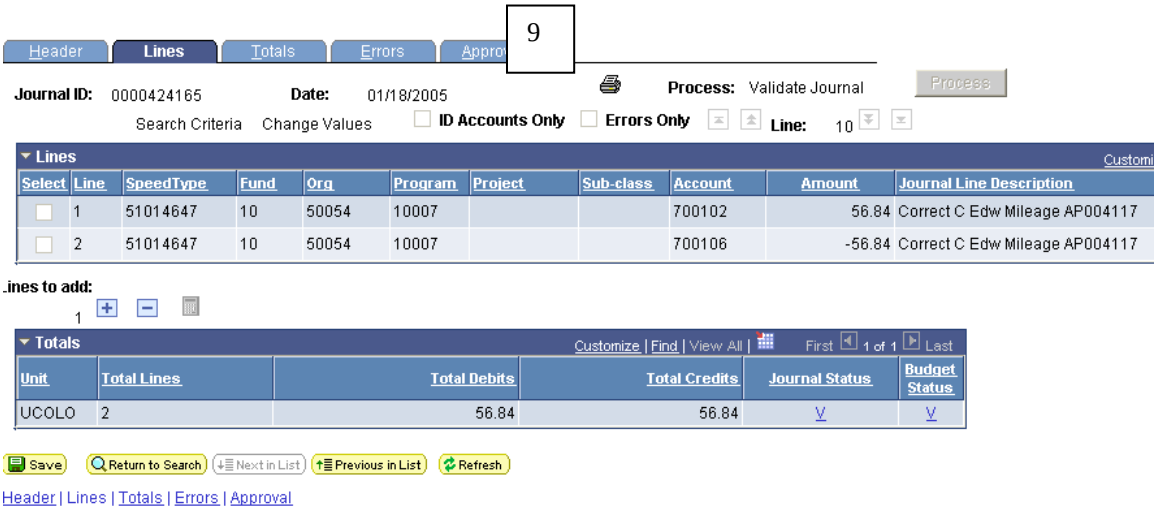
Journal ID	Journal Date	Journal Header Status	Budget Checking Header Status	Approval Status	Ledger Group	User ID	Source	Journal Total Lines	Journal Total Debits	Description	Fiscal Year	Accounting Period	Sponsored Programs Only?
0000424158	01/07/2005	Valid	Valid	Pending Approval	ACTUALS	R00197T	SC1	2	100	kkjhlkjhlkjhn	2005	7	N
0000424159	01/11/2005	Valid	Valid	Pending Approval	ACTUALS	R00686T	SC1	2	35	dkk test system use edit	2005	7	N
0000424160	01/12/2005	Valid	Valid	Pending Approval	ACTUALS	R00686T	SC1	2	35	dkk test system use edit	2005	7	N
0000424165	01/18/2005	Valid	Valid	Pending Approval	ACTUALS	T_DEMO	SC1	2	56.84	Error correction on the Octobe	2005	7	N

6. The search results will return a list of Valid Journal Entries created during January 2005 with an **Approval Status** of **Pending Approval** that are associated with your Source Code. Click on the JE you want to approve. The **Header Page** for the JE you selected will appear on your screen.

Processing an Actual Journal Entry

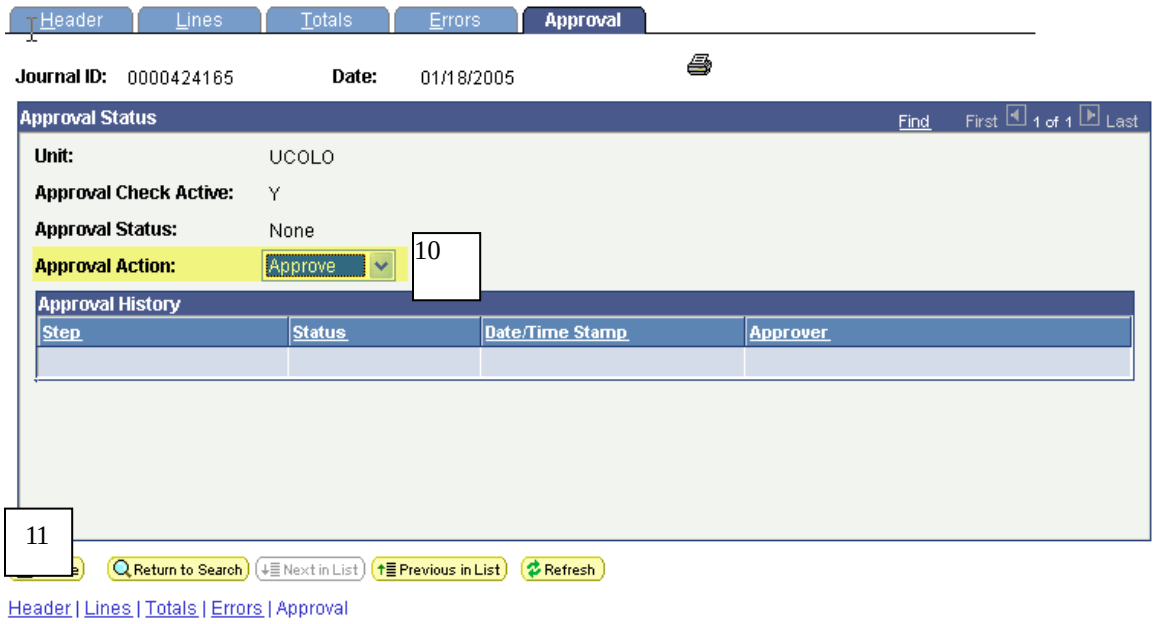
7. Read through the **Long Description** to become familiar with what's being done on the JE you're going to approve.

8. Now click once on the Tab for the **Lines Page** so you can see the actual JE transactions.



9. After reviewing the information on the Header and Lines Pages of the JE, click once on the Approval Tab. The **Approval Page** will appear on your screen.

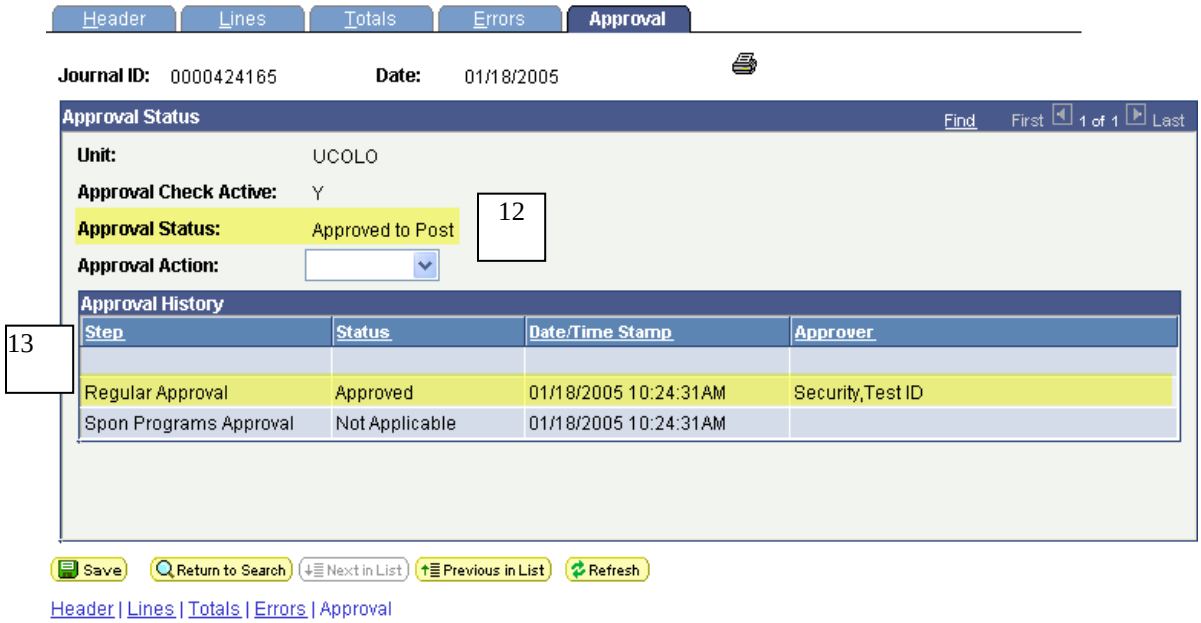
Processing an Actual Journal Entry



10. If the JE is technically correct and reasonable, click once on **Approve**.

11. Now click once on the Save button to record the approval. The JE will post during the nightly cycle.

Note: If you are not ready to approve the JE because you have questions or corrections, **be sure to let the creator of the JE know that the JE has not been approved.**



12. After you save your Approval, the Approval Status will change from “Pending Approval” to “Approve to Post.”

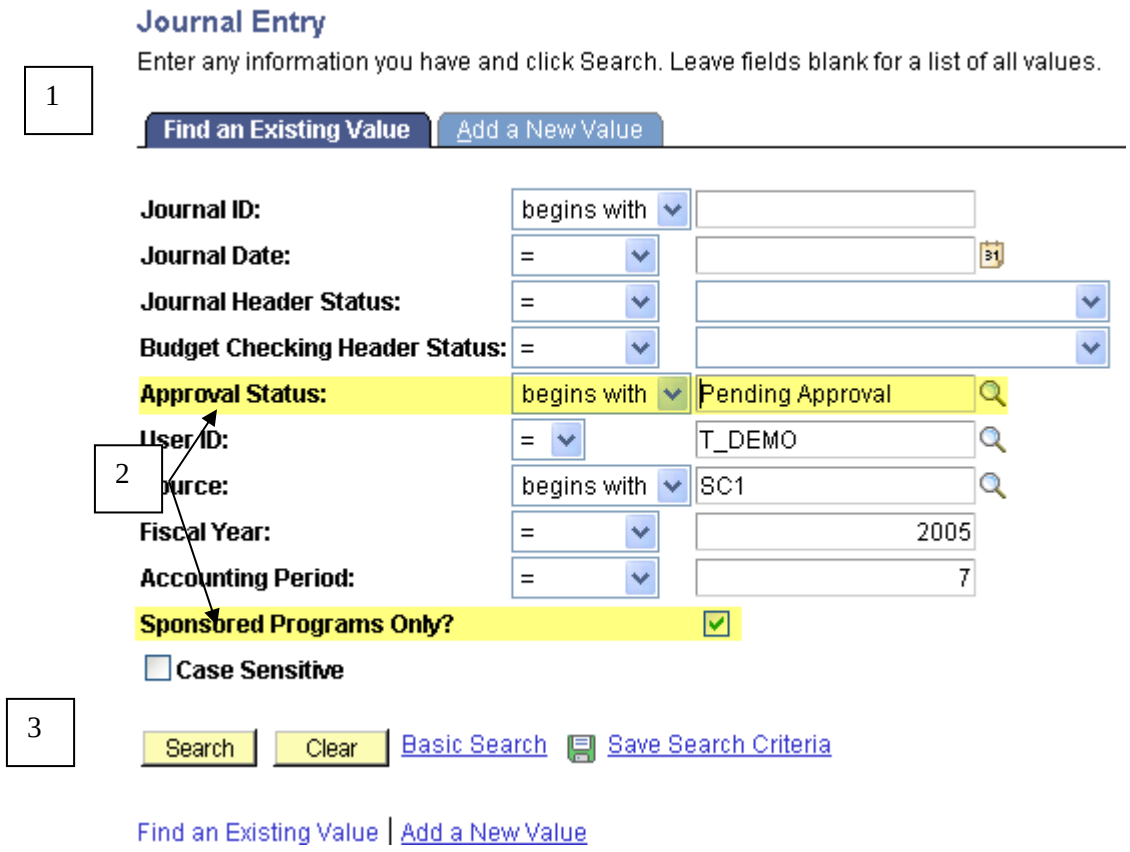
13. Also, after saving your approval, data will populate the Approval History section of the Approval Page. Now look at the Approval History Box. The first row, Regular Approval, indicates a status of Approved because it is this row that provides information about departmental approval of non-sponsored projects Journal Entries. Information about the Approval Status of sponsored project Journal Entries is noted in the second row of the Approval History Box, which is the Sponsored Programs Approval row.

Processing an Actual Journal Entry

Approving a Sponsored Project Journal Entry (*Sponsored Project Accounting only*)

Due to the complex regulations pertaining to Journal Entries on sponsored projects, JEs containing even one line with a Fund 30 or Fund 31 speedtype require approval by Sponsored Project Accounting.

If you are a designated approver for Fund 30 or Fund 31 Journal Entries, begin the process by locating the JEs you need to approve.



1. Go to the Find an Existing Value Journal Entry Page to pull up the JEs needing to be reviewed and approved by SPA.

2. Narrow the search by limiting it to “Sponsored Programs Only” JEs that are in “Pending Approval” Status.

3. Click once on Search

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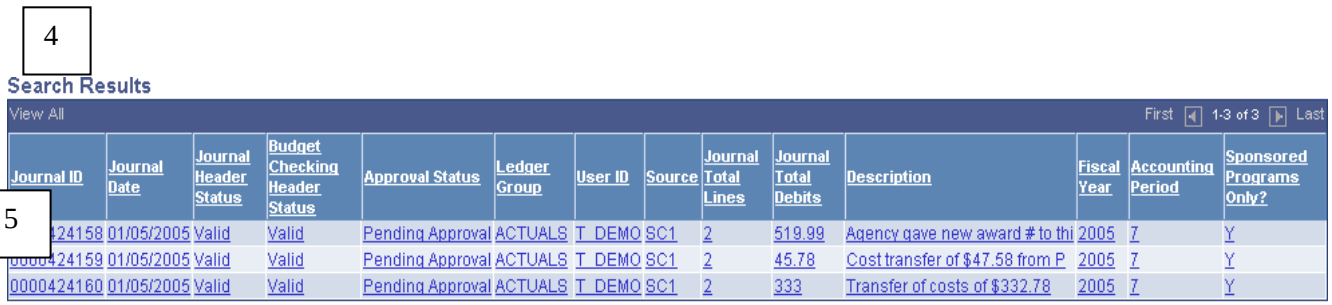
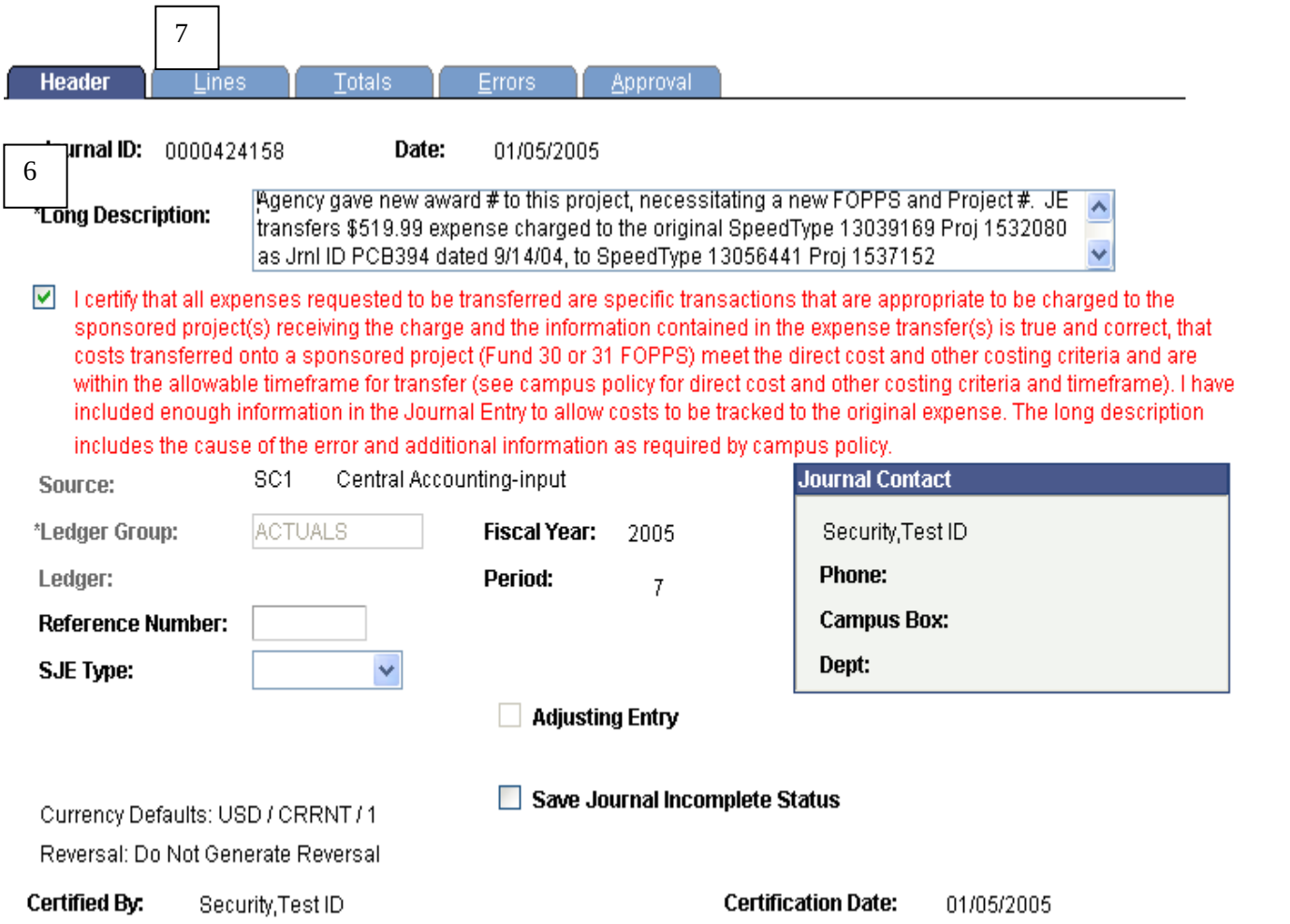
Processing an Actual Journal Entry

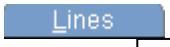


4. The list of JEs that meet the search criteria appear on the screen.

5. Click on the Journal ID link to pull up each JE for review and approval. The Header Page of the JE will appear on your screen.



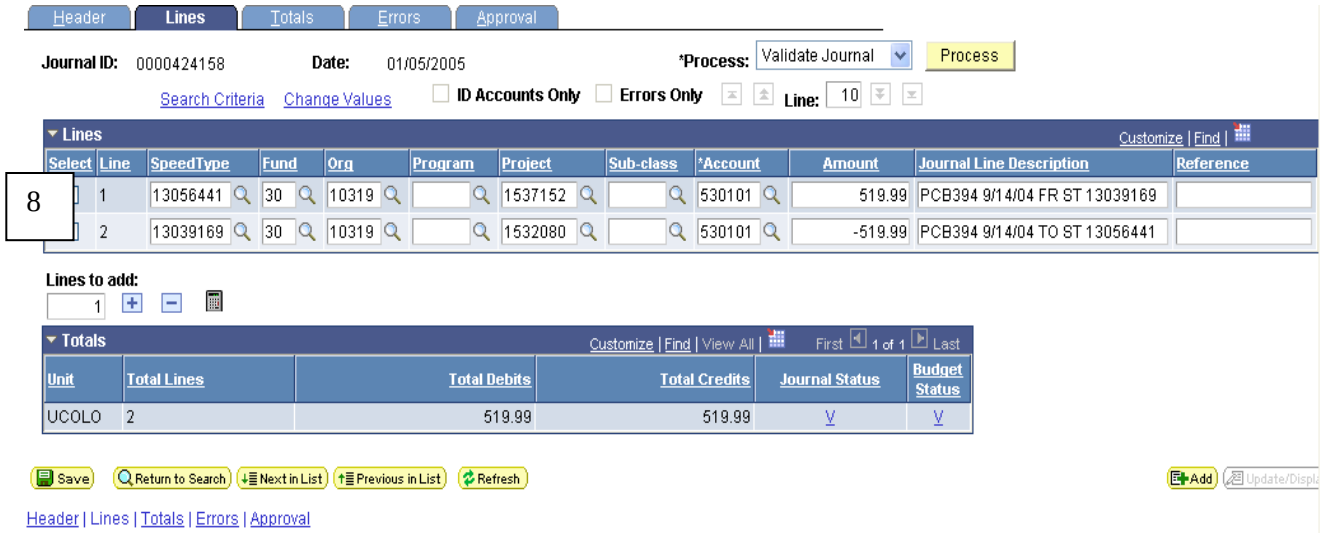
6. Review the **Long Description**. Make sure it contains adequate information about the cause of the error, the need for the transfer, and a description regarding how the cost being transferred was used on or provided a benefit to the sponsored project that is receiving the cost.

7. Click once on the 

Tab to move on to the Lines Page.

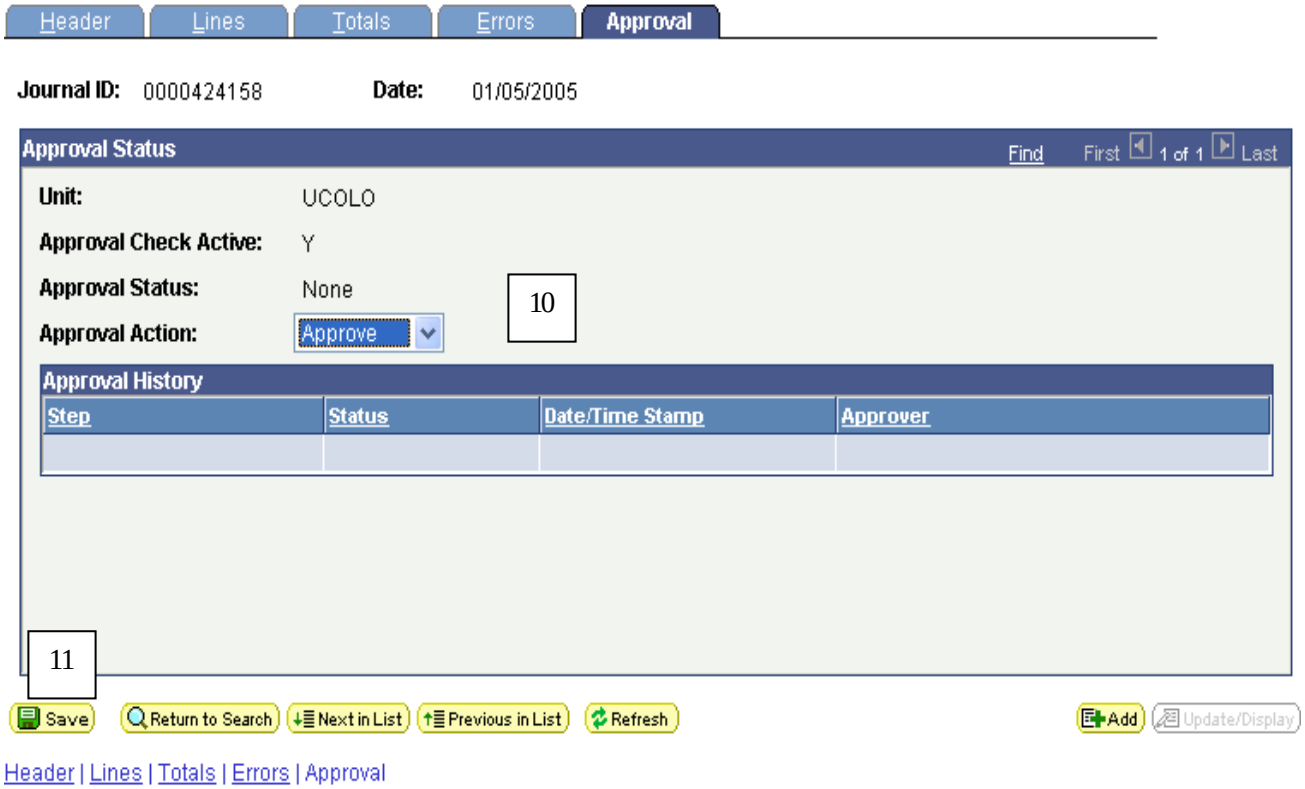
9

Processing an Actual Journal Entry



8. Once on the Lines Page, review each line of the JE. Pay particular attention to the Journal Line Description. Make sure the Journal Line Description follows the format prescribed by your campus' sponsored projects office.

9. Click once on the Approval Tab to move to the Approval Page.



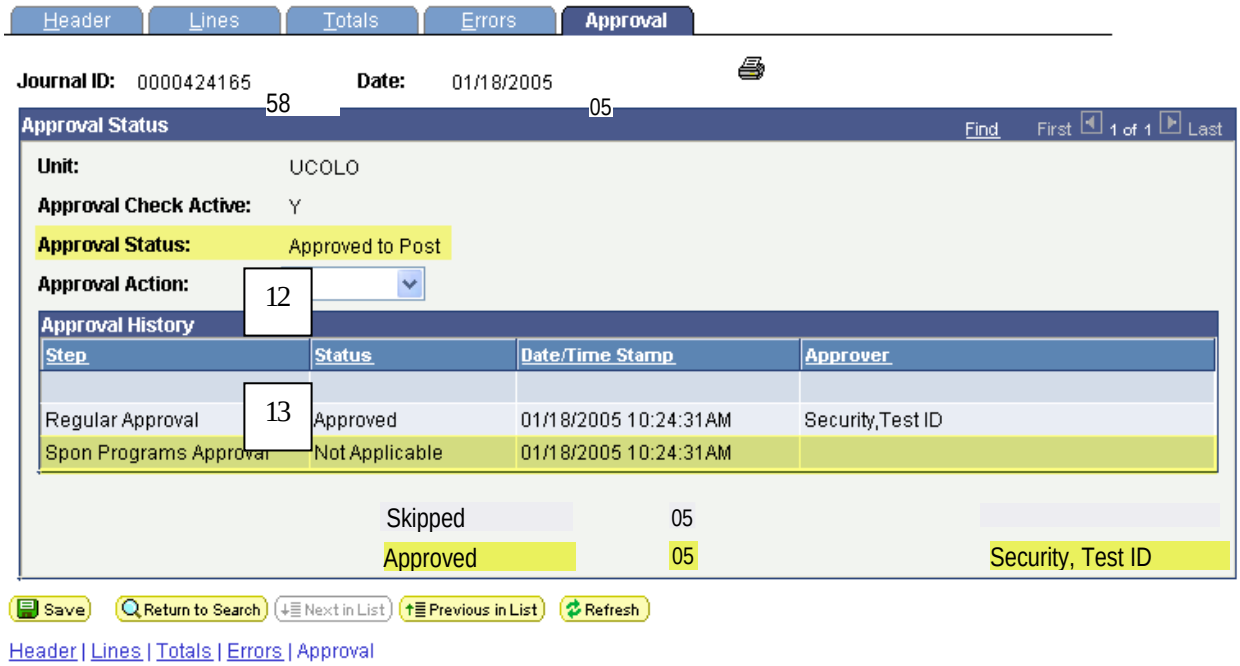
10. In the Approval Action dropdown box,

select Approve.

Processing an Actual Journal Entry

11. Be sure to click once on Save to record the Approval.

Note: If you are not ready to approve the JE because you have questions or corrections, **be sure to let the creator of the JE know that the JE has not been approved.**



12. After you save your approval, the Approval Status changes to "Approved to Post."

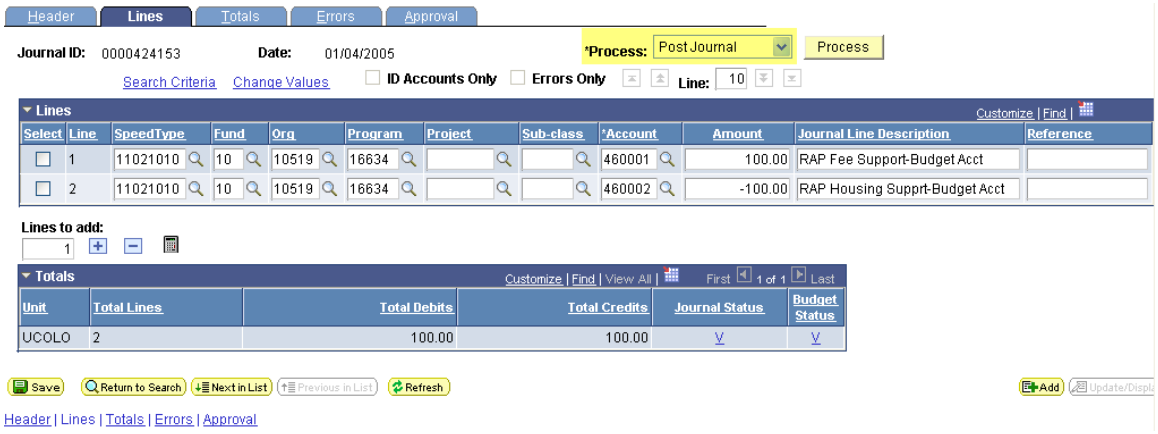
13. Now look at the Approval History Box. The first row indicates a status of "Skipped" because the first row provides information about departmental approval of **non**-sponsored projects Journal Entries. Approval Status for sponsored project Journal Entries is noted in the second row of the Approval History Box, which is the **Sponsored Programs Approval** row.

Processing an Actual Journal Entry

Posting a Journal Entry (*Finance Office and Sponsored Project Accounting only*)

Each night the Finance System automatically posts JEs that are in Approved status during the nightly cycle. The Finance System is typically off-line between 6:00 p.m. and 7:30 a.m. weekdays while the nightly processing and updating cycles run.

If your Journal Entry absolutely cannot wait until the nightly cycle for posting, it is possible to post the JE by selecting "Post Journal" from the Process Box on the Lines Page and clicking on the Process button...



Tip: JEs must be approved and posted in the same month as the Journal Date. If the JE is not approved before the respective accounting period is closed, you will have to

- Copy the JE and give it a journal date in the new accounting period;
- Complete the JE approval and posting processes in the new accounting period; and
- Delete the original JE.

Processing an Actual Journal Entry

Copying a Journal Entry

Use the "Copy Journal" process found in the Process drop-down box on the Lines Page to copy a Journal Entry. You might want to copy a JE when

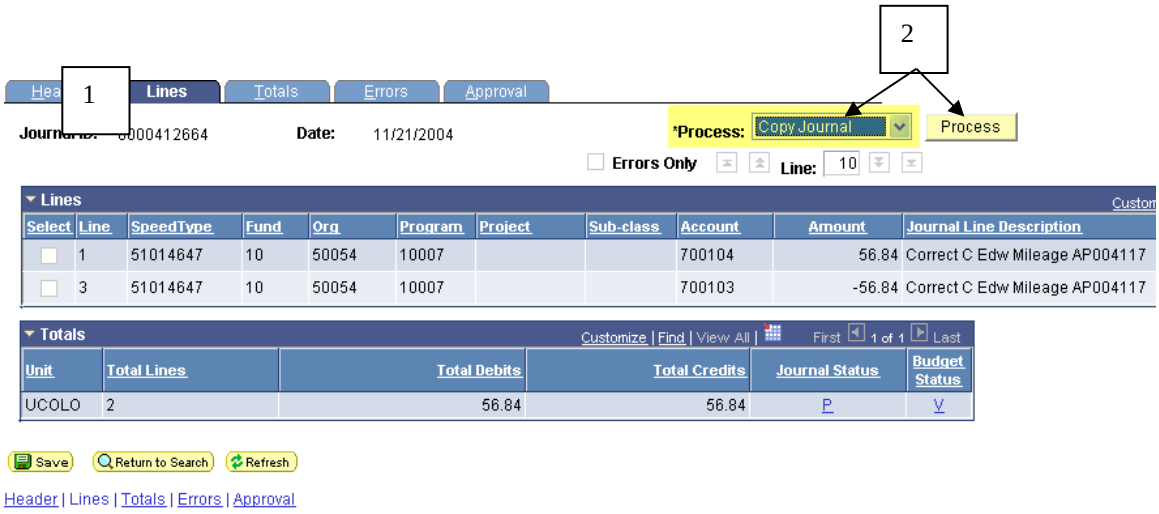
- The original JE was still in a "Save as Incomplete" status at month end, and therefore was not approved and posted. You must copy this JE to the current accounting period to so it can be validated, approved, and posted.
- The debits and credits on the original JE were entered backwards.

The JE Copy function allows you to

- Copy the original JE from a previous accounting period and record it in the current accounting period.
- Copy the original JE and reverse the signs so it is recorded correctly in the Finance System.

To demonstrate the Copy Journal function, we'll copy the mileage JE we've been using throughout the Job Aids and also reverse the signs.

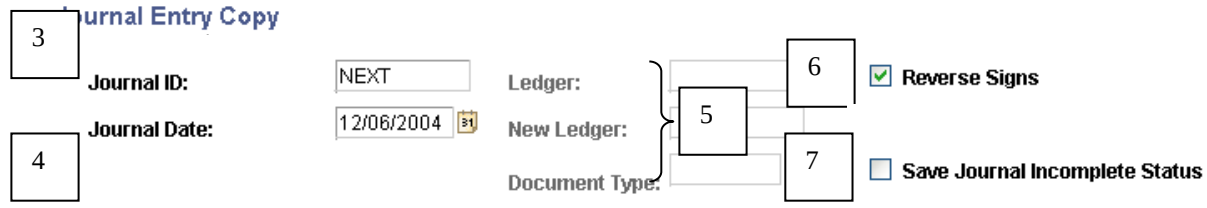
Begin the Copy Journal process by going to the Lines Page of the Journal Entry you want to copy.

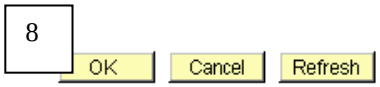


1. Review the Journal Entry to make sure it is the one you want to copy.

2. Select **Copy Journal** from the Process drop-down list. Click once on the Process button. The **Journal Entry Copy** Page will appear on your computer screen.

Processing an Actual Journal Entry





3. In the **Journal ID** field, you can either accept NEXT or type in your own Journal ID. Many times folks type in a portion of the original Journal ID number followed by a "C" for "Copy". For example, 412664C.

4. The **Journal Date** defaults to today's date, which will always be in an open accounting period. You can also change the date, if necessary, as long as the date you pick is in an open accounting period.

5. No information is entered into the Ledger, New Ledger, or Document Type fields.

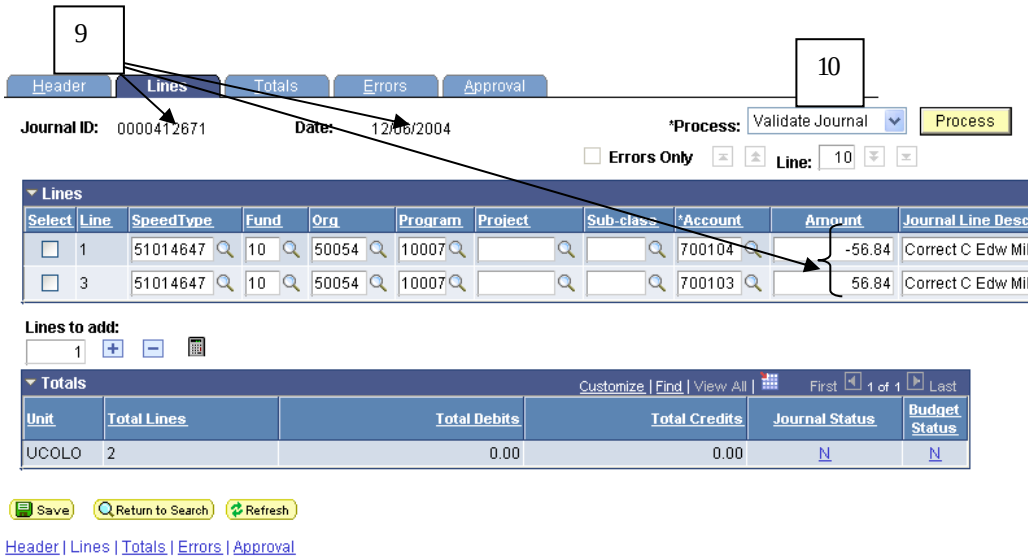
6. If your original JE was "backwards", or you just want to reverse the original JE, select the **Reverse Signs** box.

7. You have the option of selecting the **Save Journal Incomplete Status** for the copied JE. If you do this, make sure to take the JE out of the "incomplete" status so it can be saved, validated and approved for posting prior to month end.

8. After making your selections, click once on OK. The **Journal Lines** Page will appear on your screen**.**

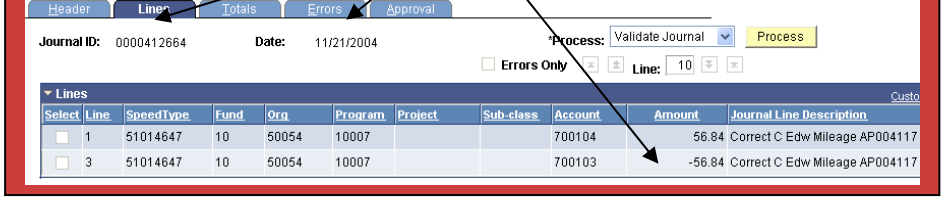
Processing an Actual Journal Entry

Copied Journal Entry



9. You can see, by comparing the original JE below to the copied JE above, that the Journal ID, Date, and signs are all different on the copied JE. Don't forget to update the Long Description on the Header Page for the JE you just copied.

Original Journal Entry



10. Validate the copied JE and notify your approver when it's ready to be approved. Once the JE is in Approved status, it will Post overnight.

Processing an Actual Journal Entry

Determining the status of a journal entry:

JE Status: (on the "Lines" page):

N means "Not yet Validated." If your JE is in this status, you should save it and run the Validate Journal process.

V means "Valid." If your JE is in this status, it means that it is ready to be approved.

E means "Error." If any of the following are encountered during the Validation Process, your JE will be in Error status:

- The FOPPS combinations you are using in the JE are invalid.
- The Accounts you are using are not permitted in the Fund associated with the SpeedType
- The Accounts you are using are System-Only Accounts and, therefore, cannot be used by departments
- You are using a Budget-Only Account on an Actual JD
- You have used ID Accounts on the JE and these are not in balance.
- The JE is out of balance.

Approval status (on the "Approval" page):

Pending Approval status means that the JE is Valid and ready to be approved.

Approved to Post status means the JE has been approved and will be posted during the Finance System's nightly processing cycle.

Not Applicable status means one of two things:

- The JE is not Valid and therefore not able to be approved;
- The JE has already been posted.

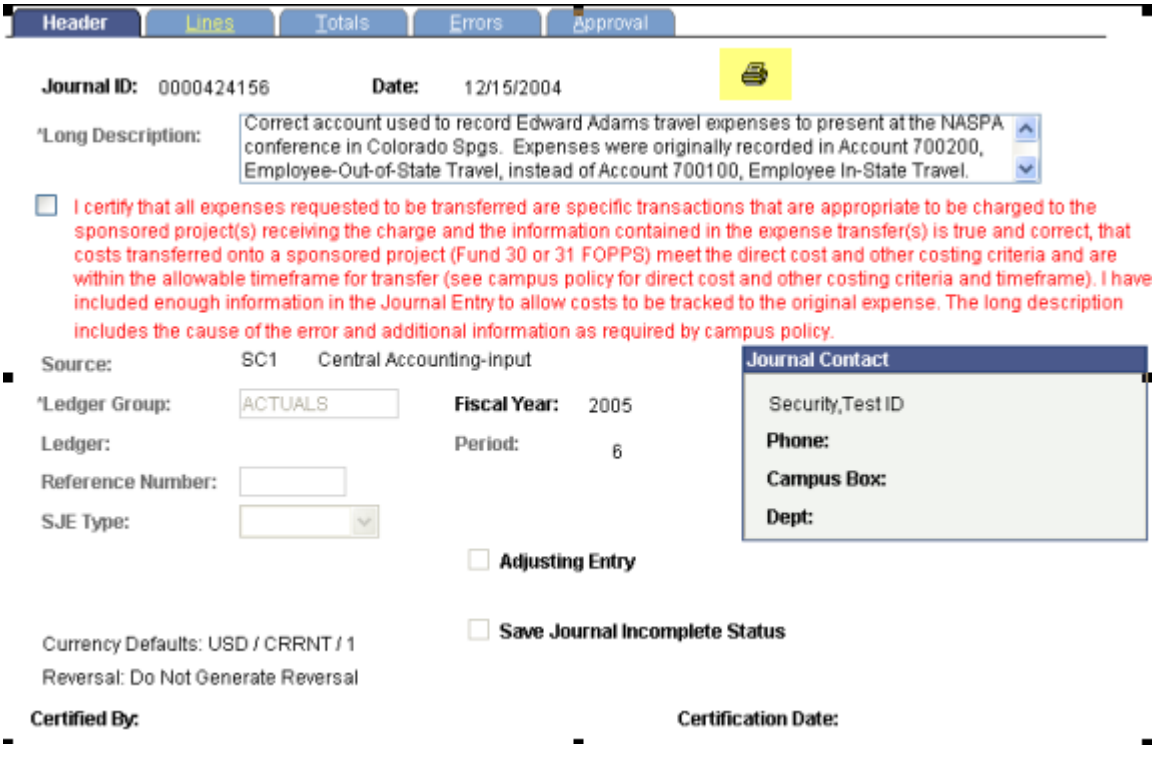
Processing an Actual Journal Entry

Printing a Journal Entry

A Journal Entry in any status - Valid, Error, Approved, or Posted - can be printed from **any page** within the Journal Entry by clicking on the Printer icon. The JE print process is similar to the process you use when running a report.

Click on the Printer Icon;
↓
The Report Manager appears on your screen;
↓
Click on the Refresh button until your Journal Entry turns into a link within the Description field;
↓
Click on the link for your Journal Entry and it will open as a **.pdf** file in a separate window;
↓
Click on the Printer icon in the **.pdf** window to print your JE.

In this Job Aid, we'll print the JE by using the Printer Icon on the Header Page.



Processing an Actual Journal Entry

Routing a Journal Entry for Approval

All UCD journal entries must be approved by the Finance Office or the Office of Grants and Contracts. Users with actual journal entry access can enter JEs in the Financial System but are not able to approve these entries. To obtain approvals for your JEs you will need to provide the Finance Office with the following:

1. A copy of the actual journal entry, or completed IN/JE request form, if you need Finance to enter it for you. The IN/JE request form is at http://www.cu.edu/forms/forms_download/fin/IN.xls (instructions are on the second panel).

2. If it is a correcting entry, an adequate description in the IN/JE request form or in the JE itself. Please use the "Description or JE Purpose" field (on the IN/JE request form) or the Journal Entry header panel long description field (JE) to include any of the following that apply:

    a. How did the error occur?
    b. How was the error found?
    c. Why is the new entry correct?
    d. If there is more than 120 days between the transaction date and the JE, explain the reason for the delay in making the correcting entry.

3. Adequate documentation to support the JE. Each journal entry must stand on its own for audit purposes. For example, a year from now, if a journal entry is selected, the auditor should be able to understand exactly why the journal was done from the available documentation attached to the entry. Essentially, any documents you use to help prepare the IN/JE should be copied and forwarded with the IN/JE form or the JE. Examples of necessary documentation include the following:

    a. To record a receivable – include a copy of the corresponding invoice.
    b. To transfer cash – include a copy of the Statement of Net Assets (formerly called the Balance Sheet Transaction report) to show cash is available.
    c. To transfer an expense – include a copy of the financial detail report showing the original transaction. Please circle the items in question. Please do not highlight since any highlighted information turns black when faxed to the auditors.
    d. To journalize interdepartmental charges – include a copy of the signed IN forms.
    e. Spreadsheets, copies of emails and notes, summaries of the error – all are important back-up documentation. In short, any document that prompted the transaction, was used as a basis for the transaction, or provided the amounts should be attached.

4. Appropriate coding for interdepartmental charges:

    a. To journalize interdepartmental charges – make sure to use the ID account codes, as outlined on the Finance website: http://www.UCD.edu/admin/finance/documents/account_codes.doc
    b. To record revenues for Internal Service Centers – e.g. those programs with an expense purpose code 2100, most of which are in fund 28 – internal charges should be charged to account code 380100, while charges to external entities should be charged to account code 325100.
    c. To record charges to UPI in fund 80 – use account code 335003. Any non-UPI programs in fund 80 should be treated as external entities.

   d. For proper revenue account coding for funds 20 through 29, refer to the Auxiliary Fund Revenue Account Code Guide on the finance website: http://www.UCD.edu/admin/finance/documents/Aux_Rev_021903_Chart.xls

5. Send your documentation via one of the following methods (please do not send duplicate copies unless requested since it duplicates work):
   a. Intercampus Mail to Campus Box A005/129 to the attention of Finance Office Data Control. The Finance Office will take care of routing journal entries needing approval by Sponsored Project Accounting to them.
   b. Drop off locations are 1380 Lawrence Street suite 900 or AMC Building 500 room NG018
   c. If you have the ability to scan the required documents and create a PDF file, you may e-mail it to Finance.JournalSubmission@ucdenver.edu
   d. When deadline looms you may fax to 303-315-2275.

6. The Finance Office will be the original source document holders and will hold the documents in accordance with record retention rules. For actual journal entries it will no longer be the responsibility of the originator to hold these documents in the departments for any length of time unless you wish to do so for other reasons.

7. All actual journal entries will need to be entered and backup documentation received to support the entry by 12:00 pm (noon) on the last business day of every month (Fiscal Year End deadlines will be published when known).

If you have any questions, please contact the accounting help team at 303-724-9610 or email Finance.AccountingHelp@ucdenver.edu.