Rules for Journal Entries

Restricted Accounts:

The following account codes should not be used in a journal entry without the approval of the Controller or the Financial Reporting Manager:

R08400 860013 860098 R02790 860097 R07900 A miscellaneous expense account

A salary or benefit expense account

A fixed asset account

<u>Journal Entry Support:</u>

Each journal entry shall be supported with sufficient documentation attached to the entry to provide an audit trail for the entry. Documentation may include, but is not limited to, a monthly statement from a third party, evidence of a posting error, a routine monthly calculation, or other verifiable evidence that supports making the entry.

Journal Entry Format:

s folder on the H:\ drive

If the entry contains more than 20 lines, then it is recommended that the FUPLOAD form on the H:\ drive be used . Follow the instructions carefully, as the form contains several macros. When the FUPLOAD is complete, follow the approval procedures noted above. The approver will then take the entry to systems accounting for posting. After posting, the preparer should review Banner to ensure the entry posted properly.

Sensitive Journal Entries

Interdepartmental Activity

Interdepartmental Activity must be identified with a Rule Code ${\sf J}$