



Overview

The journal process adopted at SEAS is to prepare and upload its journal entries via the Application Desktop Integrator (ADI) as spreadsheet journal entries **only**. The ADI allows users to enter journal entries into Microsoft Excel spreadsheets for upload into the General Ledger on a nightly basis. Do not process manual journals directly in the Oracle system, or use the “Reverse” button in the Oracle system.

All spreadsheet journal entries created within SEAS MUST be **reviewed** and **approved** by different individuals. This review should seek to maintain proper segregation of duties (a powerful internal control to ensure that duties/roles are assigned to individuals in a manner that disallows one individual from controlling a process from start to finish), ensure the documentation is adequate and sufficient and that the journal entry is complete, accurate and recorded in the proper period.

Note: Please contact the **SEAS Finance Accounting Team** for access to Oracle Financials and for other questions.

SEAS strongly recommends the utilization of the TLX to prepare all journals.

- The TLX has been designed to help reduce errors in journal entries by automatically populating required fields, including PWP, HUID and the DFF. If you would like training on how to use the TLX please reach out to an ADRAF or the SEAS accounting team.

To learn about how the ADI journal process works please visit the Harvard Training Portal and review the following trainings:

- [Create an ADI Journal Worksheet](#)
- [Populate an ADI Journal Worksheet](#)
- [Upload an ADI Journal Worksheet](#)
- [ADI Troubleshooting Guide](#)
- [TLX tools](#)

Process

The journal entry preparation and review process requires the active participation of two parties, the journal entry preparer and the subsequent reviewer.

Area

1. RPM prepares journal.
2. ADRAF or designee approves journal **PRIOR TO UPLOAD** via email.

Exceptions

- **Root 00000 Journals:** Any transactions processed against a “00000” root account, MUST be sent for review and upload to the SEAS Finance Accounting Team.
 - **Cross-Tub Journals:** If preparing a journal for another tub, follow journal preparation process and send to counterpart for review and upload. Have counterpart send copy of final uploaded journal for maintenance within SEAS records. Note: Cross-tub journals should be uploaded by the debited tub or in extreme circumstance their approval should be obtained in writing and saved with the journal backup.
 - **Crossing Fiscal Year Journals:** Check in with SEAS Finance Accounting Team prior to moving funds from school level accounts crossing fiscal years.
 - If ADRAF prepares journal, a different ADRAF MUST approve before upload.
3. If journal \$ value is over \$50k, ADRAF will forward to SEAS Finance Accounting Team for secondary review approval prior to upload; such secondary review should be documented via email.
 4. RPM uploads journal and saves it and accompanying backup to the shared file system (e.g. sharepoint).
 5. Next day the RPM confirms that journal has posted accurately.

Non-Area

1. A member of SEAS Finance Accounting Team prepares the journal.
2. A separate member of SEAS Finance Accounting Team receives the journal and backup for review.
 - a. Journal and appropriate backup can also be received from RPM/ADRAFs as noted above.
3. The reviewer uploads the journal.
4. The reviewer notifies the preparer via email confirming the journal has been reviewed, approved, and uploaded.
5. Next day the preparer confirms that the journal has posted accurately.



Journal Preparation Criteria

A preparer/enterer of a journal should seek to do the following in preparing any journal for review and upload:

- Prepare and input journal entries accurately and timely
- Ensure journal entry information is complete and correct
- Accurately select and verify the 33-digit code for each entry (CoA)
- Reference supporting documentation including emails, drill-down reports, invoices, etc.
- Provide detailed explanation of what the entry accomplishes and why it is necessary in the email to ADRAF
- Ensure totals debits and credits match – an unbalanced journal will not post to the Oracle Financials G/L
- Provide line item descriptions that clearly explain each journal line item
- Ensure that the entry stands on its own, that is, be self-explanatory. Back-up should be provided and should be stored in a central location electronically (e.g. sharepoint)
- Include PWP and HUID and name for **all** salary journals
- Move tuition in proportion with student salary and include HUID and name
- **No** journal adjustments for capitalized object code **68XX, (S680)** should be performed. These adjustments need to be processed through AP adjustment in Oracle Fixed Assets via the SEAS finance office.

A well-documented entry should answer a number of questions –

- What is the preparer trying to correct/change/record?
- Why is the preparer preparing the entry? – describe completely why the entry is being made and what the journal entry does so a reasonably informed person would be able to understand the purpose of the entry. If it is a correcting journal entry, it should explain why the error occurred originally.
- Are amounts substantiated?

Journal Review Criteria

A reviewer/approver is someone other than the preparer, who is authorized to review journal entries, and has sufficient knowledge to make an informed judgement that the journal transaction is appropriate (e.g. ADRAF or designee, Finance team).

A journal entry should be reviewed for the following criteria:

- Complete – the journal entry is properly referenced; supporting documentation is attached
- Accurate – the amounts/ accounts are accurate and tie out to the support
- Reasonable – the amounts/ accounts are reasonable in comparison to the support
- Appropriate – the journal entry is appropriate to the specific accounts based upon fund requirements, General Ledger codes and in compliance with SEAS/University policies
- Timely – the journal is processed in the correct period
- PWP and HUID – are included for any journals against payroll transactions

Note: For more information, please refer to the University *Responsibilities of Purchasers, Preparers and Approvers* (ROPPA) policy <https://policies.fad.harvard.edu/responsibilities-purchasers-preparers-and-approvers> for detailed information on the responsibilities for those who prepare or approve transactions.

Documentation and Record Retention

Journal entries should have supporting documentation that explains the rationale and substantiates the amount of the journal to a standard that would enable a reviewer to recreate the journal and understand its purpose. Documentation must also be clearly labeled and should be understandable to the reviewer or any other person inquiring about the entry. Minimum documentation required is a copy of the OBI Transaction Listing (TL) of the charge/s being journaled.

Documentation and record retention:

- Non-Sponsored documentation will be kept readily available on file for audit, either electronically or hardcopy, for four fiscal years.



- Sponsored documentation should be retained for a minimum of 7 years after the project end date or as determined by the awarding sponsor.
- Record retention University Guidelines can be found at <https://grs.harvard.edu>

Area Process for Retaining digital records:

- Create a folder in the Research Admin Shared drive and save in journals folder / month uploaded.
- Save the folder using the following naming convention (feel free to add more after date of upload as needed for clarification)
 - Journal: PI Name.Preparer’s initials.Fund Debited.Date of Upload
 - Cost Transfer: PI Name.CT. Preparer’s initials.Fund Debited.Date of Upload (save CTs in GMAS as well)
- Folder should include the following pieces of backup:
 1. Uploaded journal (with smiley faces) and all lines visible with wrapped text as needed.
 - a. After journal has been successfully uploaded, the “Journal Import Request ID #####” should be copied pasted into the ADI with the green smiley faces above the batch name (e.g. in column L above batch name)
 - b. OR you can include a PDF of the email that gets sent after a successful upload.
 2. Transaction Listing in Excel or PDF format with highlighted lines that will be journaled, if not clearly obvious OR copy of TLX.
 3. Email approval with reason/documentation for journal.
 4. Any other backup, as needed (suggestions are listed below but are not required)
 - a. For journals entered to make a correction to an earlier journal, supporting documentation must show where the original entry was posted
 - b. Other documents – if specific e-mails or word documents provide a better understanding of the entry, these should be attached to the entry.

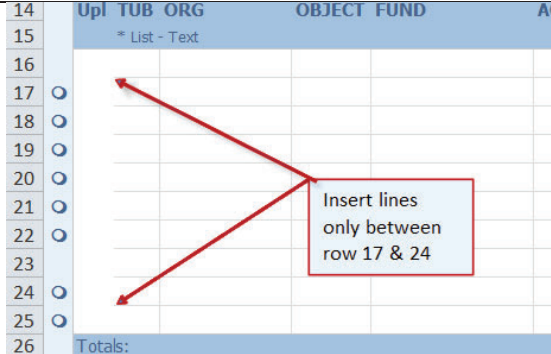
SEAS Finance Process for Retaining digital records:

- Create a folder within the SEAS Finance SharePoint within the appropriate fiscal year and month.
- Name the folder with the following naming convention
 - Preparer’s Initials – journal description
 - If the journal has come from the Areas for upload, also include the RPMs initials
- The folder should include the following pieces of backup:
 1. ADI journal pre-upload
 2. ADI journal post-upload (with smiley faces)
 3. OBI Transaction Listing OR copy of TLX
 4. Email backup, as needed
 5. Any other backup, as needed (see above for details)

Completing the ADI template:

Cell Name	Best Practices	SEAS Recommendations and Tips
Category	Consistency is key! Select category which will identify the purpose of the journal. Most journals should use “Adjustment”.	SEAS recommends the following categories: <ul style="list-style-type: none"> ○ “Adjustment” - Change coding (most commonly used) ○ “Transfer” - Income and expense for intra and inter tubs (FAS, Wyss) ○ “Internal Billings” - Cross tubs charges for services (SIS, CNS) ○ “Accrual” - Monthly and quarterly accruals (AP, AR, PPD) ○ “Year End AP Accrual” - Year-end AP accruals (o/c 2191) booked by SEAS Finance only
Accounting Date	Date you want the journal to be posted, or the last date of the month to which you want the journal posted (if using the days in the extended monthly close, i.e. first 4 days of following month).	Be careful when preparing journals in June, July and August to use the right period. During these months, two fiscal years are open. Be sure to select the right account period. <i>Example: 4/28/2017</i>



Group ID	Group ID is the preparer's 5 digit phone number (no hyphen).	Group ID (phone number) on an ADI will show in the Batch Name as long as the Batch Name is 65 characters or less. <i>Example:</i> 65633
Batch Name	Tub^Preparer's initials^Approver's initials^Short Description^Earliest transaction date	<ul style="list-style-type: none"> ✓ Separate by using carrot symbol "^" (Shift + 6) ✓ DO NOT use commas ✓ All sections should begin with uppercase <i>Example:</i> SEAS^VC^DB^Adjust effort for PD^3/28/2017
Batch Description	Provide a layman's overview of the journal including from/to what funds and expansion of dates if moving multiple dates	This field does not appear on in the PDF version of the Transaction Listing. <i>Examples:</i> Adjust allocable effort from F123345 to F287552 for PD salary from Jan2016 to Mar2016
Journal Name Journal Description	Duplicate these lines from Batch name and description	<ul style="list-style-type: none"> ✓ Note: Journal Description free text field does not appear on in either the pdf or the csv version of the Transaction Listing.
33-digit coding (Tub, Org, etc.)	Only insert rows between 17 and 24. Provide 33 digit codes for each entry; each segment is a separate cell. All segments must be completed, even if the segment is all zeroes. Do not leave segments blank.	
Debit and Credit	<p>Insert the dollar amounts for debit and credit on separate lines.</p> <p>Start with debits on the first line. If the journal has more than 5 lines, best practice is put all the debits first and the credits second</p> <p>No journal adjustments for capitalized object code 68XX, (S680). These adjustments need to be processed through AP adjustment in Oracle Fixed Assets via the SEAS finance office.</p> <p>If you are adjusting current fiscal year salaries, do not include fringe benefits. These are done automatically.</p>	<ul style="list-style-type: none"> ✓ Debit and credit totals agree in the "Totals" row ✓ No formulas ✓ Maximum of two decimal places ✓ No negative numbers. Remember, a negative debit is entered as a credit and a negative credit is entered as a debit. ✓ Cost strings are valid ✓ If a cost string appears not to be valid, visit Chart of Accounts Validator
Line Description	<p>Use this field to fully describe the transaction and explain the why of the journal (within the limit of 240 characters). Becomes the "Transaction Line Description" in the Transaction Listing.</p> <p>This is the "Enter Explanation" section on the TLX.</p> <p>Use the following format:</p>	<p>See <i>Appendix</i> for more details.</p> <p>Be sure to include detail about the original transaction. The goal is to not have to go back to the original transaction to understand what it was.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Adjust to correct expense obj code for HR professional development from 28523-8631 to 28552-8630.25-JAN-2016.Citibank. WV6340395 • Transfer allowable supply expense from F123456 to F2345678 25-Mar-2017.VWR.PO#0000123456 • Transfer allowable travel expense for T.Student.25-Mar-2017.



	<p>Adjust from {part of the 33-digit that is being changed} to {new costing}. {Original transaction date}. {Original transaction payee} {Original transaction PO/PR {Concur expense report ID}</p> <p>Transaction date is the day it hits the general ledger.</p>	<p>NR#0000123456</p> <ul style="list-style-type: none"> • Transfer allowable travel expense for A.Post-Doc.25-Mar-2017. Concur ID# • Transfer lab service charge from F123456 to F01234.25-Mar-2017.CNS. J. Perkinson -SPM-2 1.5 units Inv.NO.17080386.30-Sep-16 • Adjust monthly payroll for T.Student from F123456 to F234567 to align with effort.25-MAR-2017 • Adjust monthly payroll for A. Postdoc for from F123456 to F234567 to align effort across projects. 25-MAR-2017. 						
<p>Captured Info Context</p> <p>This section is auto-populated when using the TLX</p>	<p>For journals involving payroll (6010-6220) and/or scholarship and award (6410-6452) object codes, you must include the employee/student name and HUID # and period of work performed in the applicable Descriptive Flex field (DFF)</p> <p>FRINGE BYPASS: Do not use the fringe bypass unless you are journaling salary from a prior fiscal year. When you are transferring salary expenses, the regular fringe and vacation fringe will automatically calculate based on the rate of the current fiscal year and transfer along with the salary charge. You should not transfer salary without its related fringe.</p> <p>If you are going to use the fringe bypass to record fringe at a prior year's rate, enter a "C" after the period that follows the name followed by a period (if you are not using the TLX).</p>	<p>When moving student salary, remember that the proportional amount of tuition should be moved as well. Move salary and tuition simultaneously in the same journal, if possible. OR Include documentation in your backup, if it was already done previously (e.g. TL showing proportionality).</p> <p>Enter object code in column M "Captured Info Context" field and enter required DFF in column N "Captured Info DFF".</p> <p>When using ADI online, double-click on column M and a pop-up will appear with the required DFFs.</p> <p>To copy and paste from the GL follow the following format using the fields from the general ledger. If you are not using the fringe bypass there are two periods before the PWP at the end.</p> <p>Batchname.transactiondate.objcode.HUID,name,,PWP</p> <p><i>Example:</i></p> <div data-bbox="703 1075 1386 1331" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Line Description</th> <th>Captured Info DFF</th> </tr> </thead> <tbody> <tr> <td>Text</td> <td>List - Text</td> </tr> <tr> <td>adjust allocable Feb-17 salary for T. Student fm f123000 to f123900 and f124000 to align with effort^10-Feb-17</td> <td>TFEL022817 PYRL009-PS On-cycle Pysl A 43762542.10-FEB-2017.6140.50947629.Student, 6140 Todd..FY2017Q3 JAN-MAR</td> </tr> </tbody> </table> </div> <p>Fringe bypass example: (In the TLX this gets autopopulated when you select the fringe by-pass on the export tab)</p> <p>Batchname.transactiondate.object.HUID.Last name, First name.C.PWP</p> <p>See full example in screen shot below.</p>	Line Description	Captured Info DFF	Text	List - Text	adjust allocable Feb-17 salary for T. Student fm f123000 to f123900 and f124000 to align with effort^10-Feb-17	TFEL022817 PYRL009-PS On-cycle Pysl A 43762542.10-FEB-2017.6140.50947629.Student, 6140 Todd..FY2017Q3 JAN-MAR
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TUB	ORG	OBJECT	FUND	ACTIVITY	SUBACTIVITY	ROOT	Debit	Credit	Line Description	Captured Info DFF
							* Number	* Number	Text	List - Text
325	28711	6150	123999	322650	0001	45333	1000		adjust allocable Feb-16 salary for A. Postdoc fm f123999 to f123900 to align with effort^10-Feb-16	TFEL022817 PYRL009-PS On-cycle Pysl A 43762542.10-FEB-2016.6140.50940000.Postdoc, Alice.C.FY2017Q3 JAN-MAR
325	28711	6260	123999	322650	0001	45333	245.00		adjust allocable Feb-16 fringe (24.5%) for A. Postdoc fm f123999 to f123900 to align with effort^10-Feb-16	Fringe Assmnt MALL900Fringe Benefits A 900 30329997.10-FEB-2016.6260.50947629.Postdoc, Alice



Appendix: Line Descriptions

Cell Name	Best Practices	SEAS Recommendations and Tips
Line Description	Use this field to fully describe the transaction (within the limit of 240 characters). Becomes the “Transaction Line Description” in the Transaction Listing.	
Line Description—“Transfers”	If the transfer is for funding, indicate where the transfer is coming from and going to (department, school, etc.), and briefly describe the purpose. Usually tub level transactions.	<i>Example:</i> SEAS FY16 Q1 transfer to DCE for Malan CS50 Course Support
Line Description—“Internal Billings”	<p>The following elements are required under University policy for an internal billing:</p> <ul style="list-style-type: none"> • School or Department name • Billing unit contact person’s initials • Billing unit contact person’s phone number • Brief description of the transaction • Date the goods and/or services were provided <p>The person being charged should be able to understand what they are being charged for and who they should contact for questions.</p>	<i>Example:</i> “SEAS^LS^62770^FEBRUARY-16 Scientific Instrumentation Shop Billing: MATERIALS - JOB 465 TAG E19196”

Best Journal Practices

- Make sure when someone else picks up the journal, the logic on why the charge is moving is clear and well explained.
- The original charge being transferred is traceable by including original date, vendor, PO number, etc.
- Download a new ADI template to ensure you have the most recent up-to-date version.
- All entries to FWS (0133-0160), payroll (6010-6220) and applicable scholarship and award (6410-6452) object codes include the **employee or student name and HUID** in the applicable Descriptive Flex field (DFF), as well as PWP for salary journals.
- Create separate journals when processing a CT concurrently with a journal. Make sure CTs are also uploaded in GMAS
- No journal adjustments should be made for capitalized object code **68XX**. These adjustments need to be processed through AP adjustment in Oracle Fixed Assets via the SEAS Finance office.
- Prior to creating ADI, run TL wide open to ensure entry has not already been performed while also ensuring original charges being journaled haven’t been transferred elsewhere
- Attempts should be made to ensure any inter- or cross-tub entries are processed timely and during quarters are processed/posted by the 1st quarterly close
- If transferring student salary, be sure to do so in proportion with tuition as noted above.
- Use a live connection to Oracle to check your fields for accuracy by double clicking those fields/cells in your ADI
- Verify ADI entry posted to G/L accurately on the day following the upload
- Do not process manual journals directly in the Oracle system. To not hit “reverse” button in the Oracle system.

Frequently used abbreviations

PD – Post-Doc

GS – Graduate Student

CT – Cost Transfer

GL – General Ledger

PWP – Period of Work Performed

HUID – Harvard ID

DFF – Descriptive Flex Field

O/C – Object Code

FWS – Federal Work Student