

RIT**Rochester Institute of Technology****From the Controller's Office****JOURNAL ENTRY PREPARATON CHECKLIST**
ORIGINATOR - Optional

Accounting Operations requires all departments outside of the Controller's Office to submit journal entry supporting detail **only when department approval(s) are required and if the value of the entry is \geq \$10,000** (\$10,000 threshold effective FY2020). Accounting requires departments to maintain support documentation and required approvals for **all** journal entries in the event the information is needed for future reference.

Originator

	Obtain copy of RIT Account Analysis-Subledger or General Ledger - (180 Char)
	Verify transactions, to be adjusted by the JE, are posted to the account(s) that need to be corrected
	MC/Visa entries only – make photocopy of all settlement tapes and attach to JE
	Cash entries only – attach copy of cash wire to the JE
	PCard purchase current month only not yet posted to ledger – obtain transaction record from Active Pay and attach to JE
	Prepare journal entry draft (Oracle JE ADI Excel template most efficient way) (object codes are correct, descriptions are reasonable, debit and credit entries are correct)
	Obtain applicable home department approvals as well as approvals from departments outside of GL responsibility (cannot access reports)
	Review documentation for completeness and accuracy
	Submit information to Designee Name of Designee: _____

Originator Name and Date**Questions - Contact Accounting Operations acctg@rit.edu ext. 52237 or ext. 54086**