

# RIT

Rochester Institute of Technology

*From the Controller's Office*

**JOURNAL ENTRY PREPARATION CHECKLIST - Optional**

Accounting Operations requires all departments outside of the Controller's Office to submit journal entry supporting detail *only when department approval(s) is 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. .

**Designee**

	Receive documentation from Originator
	Verify information provided is accurate and complete.
	If information is not complete return to Originator
	Prepare journal entry in Oracle or in ADI Template
	<b>Ensure:</b> Batch Dept# /Name = Designee; Journal Dept# / Name = Originator
	Review journal entry for accuracy and completeness
	Save journal entry if prepared in Oracle or uploaded via ADI template
	Assemble documentation and attach to journal entry
	Journal entry is $\geq$ \$10K and department approval(s) is required, email copy of entry with support to <a href="mailto:postmyje@rit.edu">postmyje@rit.edu</a> <i>reference Batch name in email subject line</i>
	File journal entry and support (preferably electronically)

---

**Designee Name and Date**

**Questions - Contact Accounting Operations [acctg@rit.edu](mailto:acctg@rit.edu) ext. 52237 or ext. 54086**