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 ≥ $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.

Journal Entry User *("Originator" and "Designee" use other appropriate checklists)*

	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
	Assemble documentation and attach to journal entry
	Prepare journal entry in Oracle or in ADI Template
	Ensure: Batch Name is in proper format (e.g.151GPM0320-01)
	Review journal entry for accuracy and completeness and obtain approvals as applicable
	Journal entry is ≥ $10K and department approval(s) is required, email copy of entry with support to postmyje@rit.edu *reference Batch name in email subject line*
	File journal entry and support (preferably electronically)

Journal Entry User Name and Date: _____

Questions - Contact Accounting Operations acctg@rit.edu ext. 52237 or ext. 54086