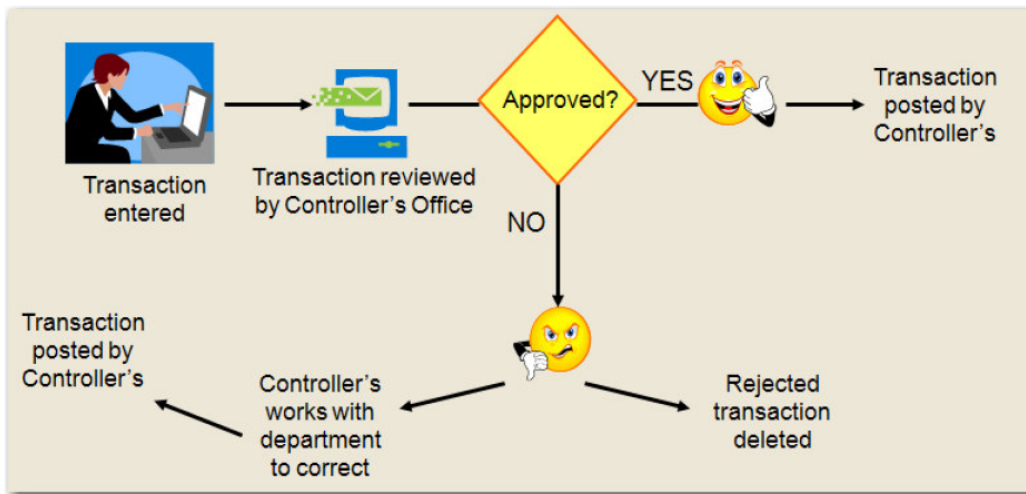


Journal Entry Processing – Controller’s Office Review

After the journal preparer successfully uploads a Web ADI manual journal entry, it sits in a queue to be reviewed by the Controller’s Office. If necessary the preparer will be contacted for clarification of the entry, or the entry may be rejected from the system.

Flow of Manual Journal Entries



The following outlines what the reviewer looks for when evaluating journal entries for posting.

Requirements:

Manual journals allowed for corrections to Source (**See Correcting Transactions by Source**).

Amount in Debit or Credit field cannot be zero or a negative number.

JE Batch Name must include the uploader’s first initial and full last name.

JE Batch Name, JE Journal Name and JE Journal Description may not be blank.

Line Description in the Lines Area of the template may not be blank.

Internal Natural Class debits and credits must net to zero.

Transfer Natural Class Values must be correct based upon the funding value being debited and credited (See **Transfer Natural Class Chart**). Offset Chart String must be entered in Additional Line Info field.

Transfers into (credit) restricted funding values (535000-784699) are not allowed.

Transfers out of (debit) **Restricted Funds Management** (RFM) category level 4 are not allowed.

When correcting revenue (debit) or correcting expense (credit), the original revenue or expense transaction must be posted to the chart string being corrected, the uploader must provide on the Web ADI Template; source of original transaction, date of original transaction, description of original transaction

Contact the Financial Analyst assigned to your Division or School for assistance.

See **Web ADI Template and Journal Entry Examples** for additional guidance