GSD ADI Journal Processing

Journals are used to transfer or reallocate funds within Harvard. Common examples are corrections of account coding, billing between departments and salary transfers. This is a summary of how to initiate a journal.

The Preparer

Has on hand backup documentation such as detailed listings\* or an e-mail authorizing the transfer of funds to another org or department.

* Prepares the journal using the GSD ADI template Version GSD V111610
* E-mails the journal as an attachment using the word journal in the subject line
* Mails or hand delivers a copy of the journal with the backup documentation attached to the Finance Office

**Keep in Mind**

* Payroll journals should be submitted via Accellion
* The month-end journal deadline is the morning of the third business day of the following month, i.e. the month end journal deadline for March 2015 is noon on April 3, 2015

The Finance Office

* Reviews the journal and supporting documentation for account coding, accuracy and completeness. The preparer may be contacted with questions or advised of any necessary changes.
* Uploads the journal to Harvard’s general ledger.
* E-mails the preparer that the journal has been uploaded and provides the request upload number.
* Keeps a copy of the uploaded journal and backup for compliance purposes.

\*the detailed listing should be marked up with the coding changes being requested

**Please see the attached “Journal Cheat Sheet” and some actual journal examples.**

**Questions? Please contact Jennifer Vallone at 5-6067** [**jvallone@gsd.harvard.edu**](mailto:jvallone@gsd.harvard.edu)

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