HARVARD UNIVERSITY GRADUATE SCHOOL OF DESIGN

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GSD ADI Journal Processing

Journals are used to transfer or reallocate funds within Harvard. Typical 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 funds transfer to another organization or department.

- Prepares the journal using the GSD ADI template
- E-mail the journal as an attachment using the word journal in the subject line
- E-mail a copy of the journal with the backup documentation attached to the Finance Office at Ibtissam_horri@gsd.harvard.edu
- Payroll journals should be submitted on an encrypted email
- 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 2024 is noon on April 3, 2024

The Finance Office

- Review 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 requested upload number if needed.
- 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 contact Ibtissam Horri at Ibtissam_horri@gsd.harvard.edu with any questions or concerns.