Cleveland State University

Controller's Office Procedures Governing Journal Entries

The Controller's Office is responsible for assuring the financial integrity of the University. The purpose of this document is to formalize the University procedures governing general ledger entries.

Journal entries can be initiated as frequently as necessary by University Departments or the Controller's Office. They should be submitted electronically (currently via email) to the Controller's Office general mailbox using the standard approved form. All journal entries must include the appropriate chartfield string (xxxx-xxxx-xxxx-xx +/- class/project code), a brief, but thorough, description, debits and credits (that equal) and documentation supporting the adjustment. If the journal entry is correcting an error, the documentation must include a description identifying the nature of the error.

Monthly departmental charges to be uploaded by the Controller's Office must comply with the formatting as required by Peoplesoft. Chartfield numbers should be in text format. The Reference field has a 10 character maximum and must be in text format. The Line Description field is a maximum 30 characters and must be in text format. Due to system constraints, commas are not allowed in the reference and line description fields and there should not be any blank rows within the entry. For more detailed instructions see the Journal Entry Instructions on the Controller's website.

Journal entries are subject to review for completeness and reasonableness by the Assistant Controller, Senior Accountant or Account Clerk. Journals can be processed, uploaded and posted by the Account Clerk, Accountant, Senior Accountant or Assistant Controller. All journal entries are subject to at least one level of supervisory review and approval. All entries that are greater than $100,000 must be reviewed and approved by the Controller. In the rare case that the Controller must process and post a journal entry, it will be reviewed and approved by the VP of Business Affairs and Finance.

The Controller's Office processes and posts **all** Journal entries. Entries are entered every day for certain transactions and monthly for departmental billings or large uploads (i.e. grant accounting).

Monthly checklists are utilized to ensure that all normal recurring journal entries and departmental billings have been received and posted to the general ledger. However, it is the responsibility of the department and/or University fiscal officers to send their journal entries to the Controller's Office before the posted due dates.

The general ledger is balanced and closed every month. As part of the monthly close, the general ledger is reviewed for accuracy, which includes but is not limited to unposted entries, entries with missing department codes, program codes, etc. A posting report is prepared at the end of each month prior to closing. The posting report is compared to what was posted via a general ledger report to ensure all items posted correctly.