



## General Ledger Journals Top Ten Tips

1. You need to keep back up documentation for three years in a binder on a shelf in your office or a shared drive on the computer. It should be visible and accessible to an auditor who comes to your office when you aren't there/available.
2. Remember journals need to be in by 6:00pm. At that time they get swept to the General Ledger, and the system is down while all the financials update overnight.
3. You can edit or delete (it'll be like it never happened!) a journal at any time up until 6:00pm the day you enter it. After that it will have been swept and you can reverse it (the original and reversed journal will appear on your detail listing).
4. Remember that near the end of one fiscal year and beginning of another there are two fiscal years open, so make sure you transact in the correct one. Once you're in July the default is the new year!
5. Make sure you follow the recommended naming convention!
6. 99% of the time the category you'll use is "adjustment".
7. When you begin close the door...this is a no-multitasking-task!
8. Remember the "Re-performance standard" when you're doing a journal. You want someone who knows nothing of your financials to be able to look at the journal and the back-up documentation and be able to know why you did the journal and to be able to recreate it.
9. Don't forget you can print a nicely formatted version of the journal by following the instructions on your handout.
10. If you have a journal that involves another Org, you'll need to fill out the ADI (excel) template and send it to [finjrn1@fas.harvard.edu](mailto:finjrn1@fas.harvard.edu).