



Journal Entry Submission and Review Process

1. Need for Journal Entry Identified

The need for a journal entry is identified.

2. Determine How the Entry Should Be Submitted via Smartsheet

[FAS Journal Entry Submission Form](#)



HARVARD
Faculty of Arts and Sciences

FAS Journal Entry Submission Form

Please select the appropriate request type and fill out the form accordingly, including any supporting documentation.

If your Journal Entry for Review is over \$100K, involves sponsored funding, or a review is simply requested please check any that apply. A reviewer email must be provided for the next step in the process.

Please note, the submission will not go through if any attachments are open on you computer at the time "Submit" is selected.

If you have any questions, please reach out to finjrn1@fas.harvard.edu.

Thank you!

Fields marked with an asterisk (*) are required.

Request *

☐ For Review or Upload

☐ To Be Prepared by FAS Finance

[Submit](#)

[Smartsheet Privacy Notice](#) | [Report Abuse](#)

Option A: For Review or Upload Select: For Review Use this when: The journal entry has already been prepared. Process: Submit the completed entry with all required documentation for review and/or upload. If review is required, include the reviewer email. Do not upload the ADI or submit the GL-PCR - the JET team will do that after their review.	Option B: To Be Prepared by FAS Finance Select: To Be Prepared Use this when: The entry needs to be prepared by the FAS Accounting Team. Process: Submit the request with all required documentation and a description of the entry that needs to be prepared. The FAS Accounting Team prepares the journal entry and submits the completed entry for review and/or upload.
Both options will result in a confirmation emailed to the requestor once the form is fully submitted.	



Option A:

Fields marked with an asterisk (*) are required.

Journal Information

Request *

- ☒ For Review or Upload
☐ To Be Prepared by FAS Finance

Requestor *

✉ johnharvard@fas.harvard.edu

Affiliation *

Please select the affiliation that aligns with the Tub/Division/Org initiating the entry.

Arts and Humanities Division

Batch Name (ADI) or Batch Number (GL-PCR) *

Batch Name from prepared ADI or Batch Number from prepared GL-PCR.

FCOR 01638 JH Adjust Expenses from 000001 to 091438

Description of Entry *

Written account of the purpose of the entry, including: who, what, where, when, why.

Current year expenses incorrectly coded to fund 000001 need to be adjusted to 091438.

Journal Entry Submission and Review Process

Option B:

Journal Information

Request *

- ☐ For Review or Upload
☒ To Be Prepared by FAS Finance

Requestor *

✉ johnharvard@fas.harvard.edu

Affiliation *

Please select the affiliation that aligns with the Tub/Division/Org initiating the entry.

Arts and Humanities Division

Entry Preparation Request

Please include all relevant information needed to fully prepare the entry.

Please adjust the transactions attached to fund 091438.

Supporting Documents/Attachments

File upload

Please add all relevant files for the request.

Transaction Listing for J Harvard Lab Expenses.xlsx
9.8 KB



Drop your files here
[Browse](#)

Submit

3. Determine Whether Review Is Required

- Requestor determines a review is required:

Is a Review Needed?

Please check all that apply.

Over \$100K



Sponsored



Other



Please enter the email address for your reviewer. *

✉ dlosada@fas.harvard.edu

- Review required if:

- Entries that are greater than \$100,000
- Entries that are transacting to Sponsored Fund(s)
- Other - Entry does not meet the above but is requested to be reviewed regardless

Once submitted, this will trigger an email to be sent to the contact identified to complete the review. The reviewer identified should be a peer or a supervisor.

- Requestor determines a review is NOT required:

Once submitted, the entry moves directly to the FAS Journal Entry Team for processing.

Journal Entry Submission and Review Process

4. Preparer Attestation and Submission

Preparer Attestation

Preparer Attestation *

I attest that I have properly prepared this journal entry.
It is complete with appropriate backup and all account strings are valid.
This journal entry is ready for review and processing.



Preparer *

johnharvard@fas.harvard.edu

Supporting Documents/Attachments

File upload

Please add all relevant files for the request.



Adjust Expenses from 000001 to 0911438 Support.xlsx
9.8 KB



Adjust Expenses from 000001 to 0911438 JV.xlsm
594 KB



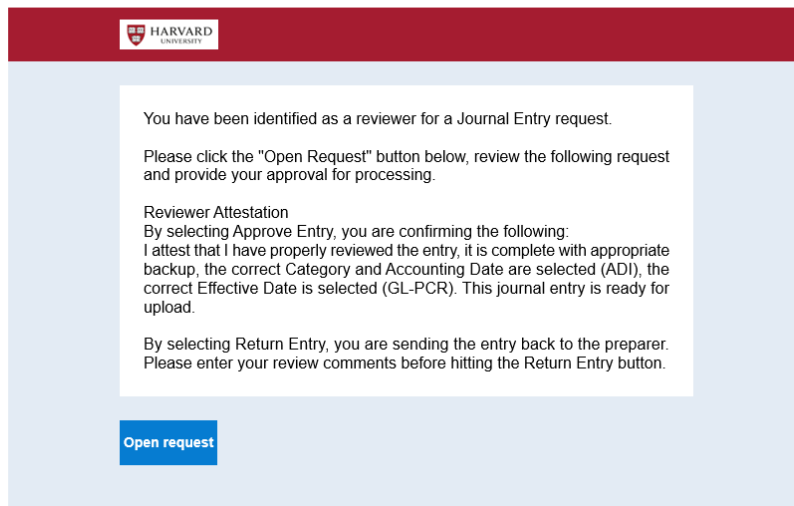
Drop your files here
[Browse](#)

Submit

- Requestor confirms the Preparer Attestation by selecting the checkbox. The submission will not be submitted without this attestation.
- The Prepared By contact will be the person who actually prepared the entry (could be the same as the Requestor).
- Any supporting documents should be selected for file upload before submission.

5. If Review Is Required

The noted Reviewer will receive an email notification that a Journal Entry needs their review.



- Click the blue "Open Request" button at the bottom of the email to complete the review. This will open a browser window with the submitted entry information including associated documents/support.



Journal Entry: Your Review Needed

You have been identified as a reviewer for a Journal Entry request.

Please click the "Open Request" button below, review the following request and provide your approval for processing.

Reviewer Attestation

By selecting Approve Entry, you are confirming the following:

I attest that I have properly reviewed the entry, it is complete with appropriate backup, the correct Category and Accounting Date are selected (ADI), the correct Effective Date is selected (GL-PCR). This journal entry is ready for upload.

By selecting Return Entry, you are sending the entry back to the preparer. Please enter your review comments before hitting the Return Entry button.

Request

For Review

Affiliation

Social Science Division

Requestor

johnharvard@fas.harvard.edu

Batch Name/Number

FCOR 01638 JH Adjust Expenses from 000001 to 091438

Description of Entry (who, what, where, when, why)

Current year expenses incorrectly coded to fund 000001 need to be adjusted to 091438.



HARVARD

Faculty of Arts and Sciences

OFFICE OF FINANCE

Journal Entry Submission and Review Process

Review - over \$100K

☒

Review - Sponsored

☐

Review - Other

☐

Prepared By

johnharvard@fas.harvard.edu

Preparer Attestation

☒

Reviewer Attestation

☐

Attachments

Upload Files

▼ 2 Attachments

Adjust Expenses from 000001 to 0911438 JV.xlsm

X

Adjust Expenses from 000001 to 0911438 Support.xlsx

Comments

Add a comment

☐ Send me a copy of my responses

Return Entry

Approve Entry

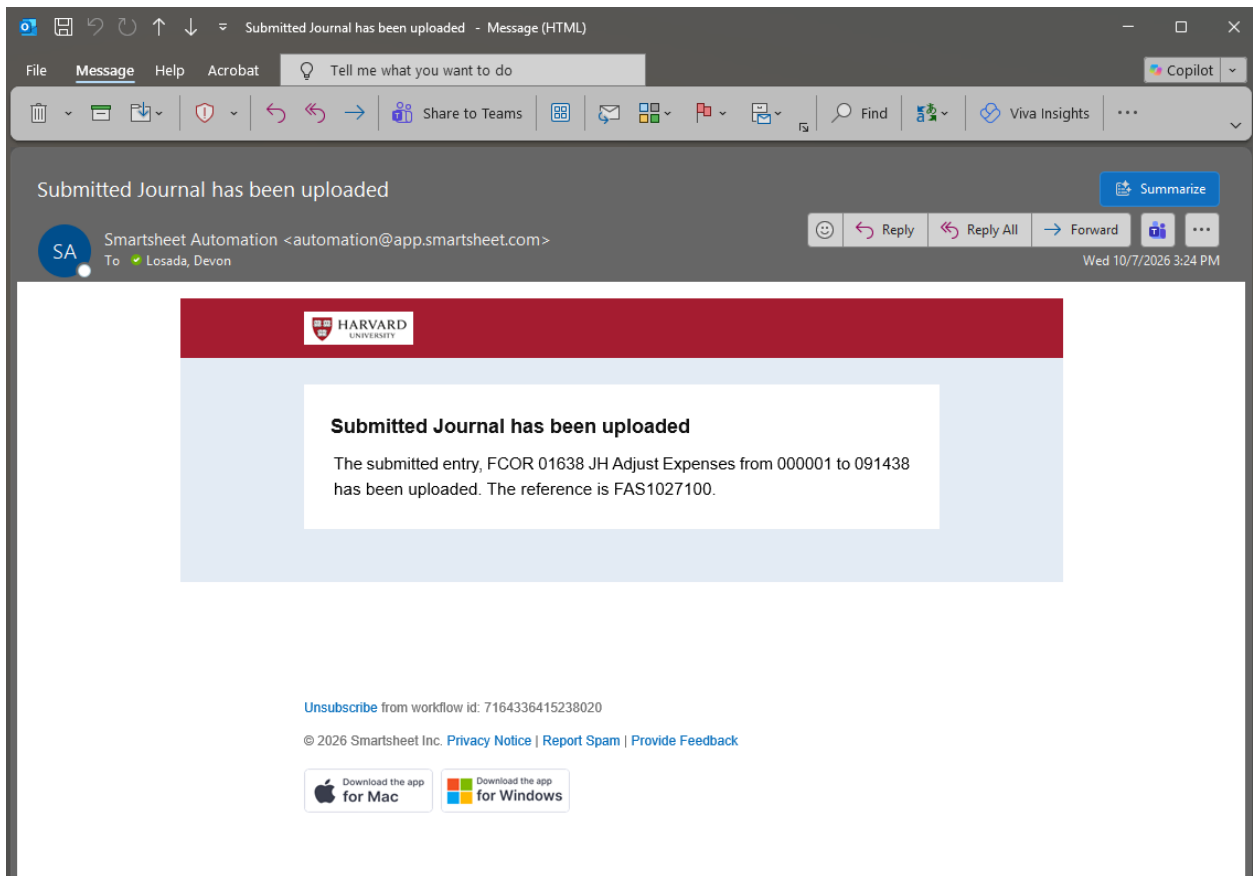
- The reviewer should review the attached support and journal entry.
 - **If Approved – select “Approve Entry.”** The entry moves to the JET team for upload.
 - **If Not Approved – add necessary comments for why it is not approved and select “Return Entry.”** The entry is returned to the preparer; the preparer revises the entry; the revised entry is resubmitted for review.
 - *If the entry is returned a second time, the submission will be Cancelled and need to be resubmitted.*



Journal Entry Submission and Review Process

8. Journal Entry Team

- The Journal Entry Team reviews and uploads the entry. Once the entry is uploaded, a confirmation email is sent to the requestor, the preparer, and the reviewer. The email includes the FAS Reference Number.



- All provided documentation, including a copy of the uploaded entry, will be saved in FAS Accounting SharePoint for audit purposes.

If you have any questions or feedback regarding this process, please reach out to finjrnl@fas.harvard.edu.