

Minimum Supporting Documentation Required for Journal Entries

To ensure accuracy, transparency, and audit readiness, every journal entry posted to the general ledger must include sufficient supporting documentation.

Journal entries lacking the minimum support outlined above may be returned for correction prior to posting or may be subject to additional review.

At a minimum, the following support is required for review and approval:

Clear Description of the Entry - A concise explanation of the purpose of the journal entry, including the business reason for the adjustment.

Accounting Period - Identification of the accounting period to which the entry relates and confirmation it is recorded in the correct period.

Preparer Information - Name of the individual preparing the entry and the date prepared.

- This is applicable if the FUM/BEA has personnel who assist in journal entry preparation.

Review and Approval Evidence - Documentation of review and approval in accordance with internal controls (e.g., signature, email approval, or system workflow).

- It is the expectation that all individuals submitting journal entries have done a review of the supporting documentation before submitting for review and approval by Finance.



Minimum Supporting Documentation Required for Journal Entries

At a minimum, the following support is required for review and approval, continued:

Detailed Account Information - General ledger account numbers, account names, and whether each line is a debit or credit.

- The support should include a summary of the entry with all the relevant COA information indicated.

Amounts and Calculations - Support showing how amounts were calculated (e.g., spreadsheets, schedules, system reports, trial balances).

- Calculations should be clear and traceable.
- Please avoid hard-coding of numbers and instead utilize formulas.
- If there are multiple tabs in a supporting spreadsheet, please ensure amounts are tied or linked throughout the workpaper.

Source Documentation - Invoices, contracts, bank statements, system exports, or other third party or internal records supporting the entry.

- Please ensure these documents are attached as part of the entry support or included in the supporting excel/calculation document.
- If including a report pulled from an external system, please include the system name and any report parameters such as date range, entity, etc.

Consistency with Accounting Policies -

Confirmation that the entry complies with organizational accounting policies and applicable accounting standards.

