

**Work Instruction**

**Complete a Paper Journal**

**Purpose**



Use this procedure to prepare draft journal forms.

**Prerequisites**


- You need supporting documentation for your journal entry.
- You have downloaded a Journal Entry form from the General Ledger or Forms area of ABLE.

**Procedure**

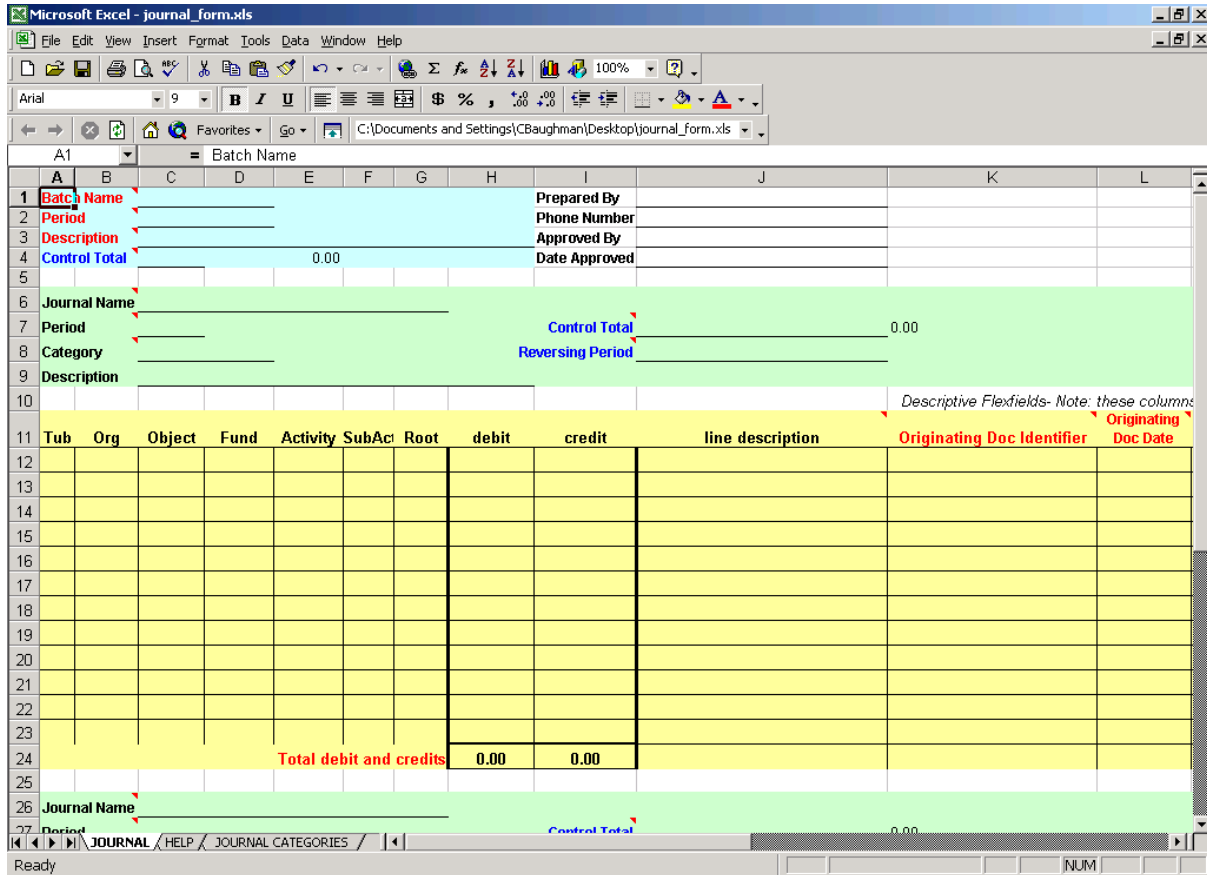
1. Download the Draft Journal Entry form.
2. As required, complete or review the following fields:

Field Name	R/O/C	Description
Batch Name	O	Use Naming Convention for journal batches <b>Example:</b> HBS RDP Adjustment 4-21
Period	C	Month the batch will affect General Ledger balances
Description	O	Description of the journal batch
Control Total	O	Amount against which total debits for the batch will be compared
Prepared By	R	Name of the journal preparer
Phone Number	R	Telephone number of the preparer
Approved By	R	Name of the person who approved the journal
Period	R	Month the batch will affect General Ledger balances  Must be the same as period for batch (if using batch)
JE Name	O	Use Naming Convention for journal names
Description (Journal Header Section)	R	Text description of the journal
Control Total (Journal Header Section)	O	Amount against which total debits for journal will be compared
Category	R	Appropriate journal category  Select from the picklist
Reversing Period	O	Reversal period of your journal if applicable
Tub	R	3-digit code for the Tub
Org	R	5-digit code for the organization
Object	R	4-digit object code





Field Name	R/O/C	Description
Fund	R	6-digit code describing the source of the money
Activity	R	6-digit code describing for what the money is being used
SubActivity	R	4-digit code for the discrete talk within an activity
Root	R	5-digit code for the faculty or building related to the transaction
Debit	C	Amount to debit
Credit	C	Amount to credit
Line Description	R	Description of the journal entry line
Originating Doc Identifier	R	Reference to the original transaction being adjusted
Originating Doc Date	R	Date of the original transaction
Harvard ID	R	Required for all payroll transactions and others  Must be 8-digits
Name	R	Name of the person for which the transaction was made
GSAS Deft Aff	C	Required for stipend transactions for GSAS only
By-pass Fringe	R	Indicates whether a journal should be bypassed by the fringe assessment allocation

### Journal Entry Form



3. Perform one of the following:

If You Need To	Then	Go To
Add a new journal entry for a different category	—	<a href="#">Step 2</a>
End the transaction	Click  to save the spreadsheet.  The draft journal form should now be sent to the appropriate reviewer.	<a href="#">Result</a>

#### Result

You have completed a draft journal form.