

Common problems with Inter-Departmental Journal Vouchers

- Debits & Credits
 - Total debits must equal total credits
 - Formulas are not allowed (except in the row with the totals)
 - Only two decimal places are allowed
 - Negative numbers are not used: negative debits=credits; negative credits=debits
- Codings not valid
 - Chart Segments
 - For unfamiliar codings, please use the CoA Validator Tool – available at <http://vpf-web.harvard.edu/applications>
 - Cross-Validations
 - Please make sure any cross-validations have been setup with FAS Applications Security at appsec@fas.harvard.edu
- Not enough Header Information
 - Batch Header
 - This is required for a journal to be uploaded
 - Naming Convention is TUB^ORG^Initials^Brief Description
 - Example: FCOR^FINL^MRJ Expense Reclass 02-NOV-2008
 - Carats (^) are optional (above could be FCOR FINL MRJ Expense Reclass 02-NOV-2008)
 - Journal Description
 - This is required for a journal to be uploaded
 - Can be copied from the Batch Description field
 - Free-form description field
 - Example: To reclassify expenses from October 2007 in Activity 600100 to Activity 600200.
 - Accounting Date
 - This is required for a journal to be uploaded
 - Make sure to use the current open period – accounting date can't be 01-JUL-2007 if the real date is November 8, 2008
 - Can be one of two formats
 - mm/dd/yyyy – 11/08/2007
 - DD-MMM-YYYY – 08-NOV-2007
- No Line Descriptions
 - A line description is required for each debit and credit line
 - Blank line descriptions are not allowed
 - Can be copied from Journal Description field
- Payroll Journals
 - No information entered into required fields
 - Column M – Repeat payroll object codes
 - Column N – Information on Original Document, Date, HU ID, Name, and bypassing fringe if applicable
 - Information entered incorrectly into required fields
 - Format is: OrigDocument.OrigDate (in ORACLE format – DD-MMM-YYYY).object code.HU ID.Name (Last, First I).
 - **Example: Bi-weekly Payroll.26-OCT-2008.6050.12345678.Smith, Jane A.**
 - Separator between elements is a period [.]
- Wrong Journal Template Used
 - Be sure to use the most current version available at www.finance.fas.harvard.edu
 - Old versions or other spreadsheets won't upload into the General Ledger
- Journal sent to wrong e-mail address – e-mail is **finjrnl@fas.harvard.edu** – not finjrnl.