

FAS Financial Office
Inter-TUB and Inter-Org Journal Voucher Procedures

Please follow the procedures below for journal vouchers that need to be processed by the FAS Financial Office. These journals include those that debit or credit an ORG or TUB outside of your general ledger responsibility.

1. Please use the Journal Voucher Template that will be provided to you. You may download the template at www.finance.fas.harvard.edu. Instructions on its use are on page two of this document.
2. If you are debiting another ORG or TUB send via e-mail attachment the completed journal voucher to your contact in the other ORG or TUB for that ORG's or TUB's approval. That ORG or TUB should then e-mail the journal voucher to the e-mail address provided below.
3. If you are crediting another ORG or TUB e-mail the journal voucher directly to the e-mail address below. You can also send the other ORG or TUB a copy of the journal for their files, but please note in the e-mail that this is their copy and should not be forwarded to the FAS Financial Office for processing.
4. All backup should be kept locally at the department level. Do not send backup to the FAS Financial Office.
5. All journal vouchers, once approved at the local level(s), should be e-mailed as an attachment to finjrn1@fas.harvard.edu. Please do not send directly to Michael Jackson or Joshua Dunn.
6. Do not send paper copies of the journals to the FAS Financial Office.
7. The FAS Financial Office will monitor this mailbox and process the journals received.
8. Processed journals will receive a confirmation reply to the sender of the journal. This e-mail reply will include an FAS reference number.
9. Journals that can't be processed, due to accounting policy or coding problems, will be returned to the sender of the journal with an explanation of the problem.

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Instructions for the Journal Template

Setting up the Template File:

1. When you receive or download the Journal Voucher Template spreadsheet save it on a local disk drive.
2. Start Microsoft Excel
3. Open the file you received or downloaded.
4. On the File menu select Save As...
5. In the "Save as type" section of the dialog box choose Microsoft Excel Workbook (*.xls) and then choose Template (*.xlt). This causes Excel to locate your local templates folder to save the file.
6. If the File Name section of the dialog box starts with "Copy of", you may remove the words "Copy of" so that the file name is Journal Voucher Template.xlt.

Using the Template File:

1. Start Microsoft Excel
2. On the File menu choose New
3. For Office XP versions of Excel a right side menu will open and you should see the new template available in the "New from template" section.
4. For Excel versions prior to XP (95, 97, 2000) a dialog box will open and you should see the template as a choice to choose.
5. Choose the Journal Voucher Template.xlt file.
6. A dialog box will open asking if you want to Disable Macros or Enable Macros. Choose Enable Macros. (This spreadsheet causes the Oracle WebADI program to start for users who have WebADI responsibilities. Since you don't have WebADI responsibilities there is no harm to enabling the macros in this sheet. Disabling macros will cause error messages to appear every time you enter data.)
7. Areas where you can enter information are in white. Grey areas cannot be selected.
8. There are comments in the spreadsheet, indicated by a red triangle in the upper right hand corner of the cell. Place your cursor over the red triangle to see the comments. **Please read these comments.**
9. The following Header fields must be completed:
 - a. Accounting Date (the date you want the journal to post in the general ledger);
 - b. Batch Name;
 - c. Batch Description;
 - d. Journal Description.
10. For Batch Name, please use the naming convention of TUB ORG Initials Description Date; for example: FCOR FINL MRJ Payroll Adjustment 01-NOV-2007. (Note: in the Batch Description Tub and Org are letters not numbers. Use of the carat [^] is optional.)
11. Batch Description and Journal Description are free form text fields for information about the journal; for example: To move payroll charges for October from financial office to HR office.
12. For each journal line, please include a Line Description.

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13. For journal lines where a payroll object code is used (6010 through 6220 and 6410 through 6450), you will need to
 - a. Reenter the payroll object code in column M;
 - b. Enter the following information in column N, as one text string:
 - i. Originating Document (optional)
 - ii. Originating Date (optional; format is DD-MMM-YYYY)
 - iii. Object Code (required)
 - iv. Harvard ID (required; first eight digits only)
 - v. Name (required; Last Name, First Name, Initial [if any, no period])
 - vi. A capital C to bypass the fringe allocation, otherwise leave blank
 1. You should only bypass fringe if you are calculating fringe manually as a separate line entry.
 2. You should only bypass fringe if you are moving part of the fringe allocation associated with the payroll charge. **Normally, you will not bypass fringe.**
 - c. Each element must be separated by a period (.)
 - d. Example 1 – with fringe allocation: Bi-Weekly Payroll.01-NOV-2005.6050.10123456.Smith, John A. (this final period is a place holder for the fringe bypass element, not a period for the initial);
 - e. Example 2 – without optional information: ..6050.10123456.Smith, John A.
 - f. Example 3 – bypassing fringe: ..6050.10123456.Smith, John A.C
 - g. If you have any questions on how to format this column, please call Michael at 5-1526 or Josh at 5-7652.
14. For the Debit and Credit columns use numbers to two decimal places only. The upload will not accept any formulas or more than two decimal places.
15. To insert rows
 - a. On the far left side (in the row number section) highlight the number of rows you need to insert;
 - b. Anywhere in the highlighted section, Right click your mouse;
 - c. Choose Insert from the list of options.
16. To delete rows
 - a. On the far left side (in the row number section) highlight the number of rows you need to delete (do not delete the Totals row);
 - b. Anywhere in the highlighted section, Right click your mouse;
 - c. Choose Delete from the list of options.
17. After entering all of your journal lines please make sure that the debits and credits are equal. There is a total of debits and credits at the bottom of the worksheet.
18. Save your journal as a Microsoft Excel Spreadsheet (*.xls).
19. Attach your journal to an e-mail and follow the procedures for sending the journal to the FAS Financial Office.

If you have any questions about this process or using the template, please call Michael at 5-1526 or Josh at 5-7652.