

FINANCIAL JOURNALS

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FINANCIAL JOURNALS

I. INTRODUCTION

Financial journals are used to process certain transactions into the campus general ledger and to transfer certain amounts between campuses. Financial journals are not used to record transactions that normally are recorded from other source documents (e.g., purchase orders, invoices, travel vouchers, payroll) directly into the campus general ledger.

II. PROCEDURE

A. FINANCIAL JOURNAL

The Financial Journal form is used to record adjustments, accruals, transfers, and other transactions not automatically recorded through the processing of source documents. These transactions affect asset, liability, funds balances, revenue, and expenditure accounts.

The Financial Journal is not used for adjustments made to accounts recorded in the University of California, Office of the President (UCOP) general ledger (location J-UCOP). The Treasurer's Financial Journal (Form UTRS 156) is used where adjustments are made to accounts in location J-UCOP. The use of the Treasurer's Financial Journal is discussed in section II.B. of this chapter.

The Berkeley campus also has certain Office of the President activities recorded in its general ledger (location J-Berkeley); Berkeley entries are not made using form UTRS 156.

The local Financial Journal is numbered and approved only by the campus accounting office. However, where Financial Journals are prepared by UCOP for transactions affecting UCOP (location J-UCOP and

location M) accounts, or where campus accounting offices prepare Financial Journals to be processed into UCOP (location J-UCOP and location M) accounts, they can be numbered and approved by the Financial Management Office at UCOP. After the Financial Journal has been approved, it is processed into the appropriate general ledger. The accounting office then retains the Journal for filing. Journals can also be processed in electronic form or on-line. In these cases, an appropriate process for approval should be in place at the campus accounting office.

Procedures for approval of Financial Journals should meet the following minimum requirements:

- 1) All Financial Journals should be approved by a division head or by a staff member with at least an "accountant" classification.
- 2) All Financial Journals should involve two individuals--the person preparing the Journal should not also approve the same Journal. Another authorized member of the staff should approve it.

If more than one page is needed for the Journal, the pages should be numbered "Page 1 of ___" etc. The explanation need only be entered on the first page of a multi-page Journal, unless individual entries require separate explanations. The approval signature need only be entered on the first page of a multi-page Journal.

B. TREASURER'S FINANCIAL JOURNAL--FORM UTRS 156

The Treasurer's Financial Journal (Form UTRS 156) is used to record adjustments, accruals, transfers, and other transactions not automatically recorded through the processing of source documents which affect asset, liability, revenue, expenditure, funds balances and financial control accounts in the UCOP (location J-UCOP) general ledger.

II. PROCEDURE (Cont.)

B. TREASURER'S FINANCIAL JOURNAL--FORM UTRS 156 (Cont.)

This form was developed for use in processing transactions of these accounts/funds into the general ledger, and into the Short Term Investment Pool (STIP) portion of the Treasurer's Information System (TIS). This form contains the added data element of effective date for purposes of STIP processing.

All Treasurer's Financial Journal forms prepared by the campuses must be sent to Financial Management for approval, numbering, and processing.

III. RESPONSIBILITIES

A. CAMPUS ACCOUNTING OFFICE

It is the responsibility of the campus accounting office to number, approve, establish deadlines for, and process Financial Journals.

B. FINANCIAL MANAGEMENT

It is the responsibility of the Financial Management Office to number, approve, and process Treasurer's Financial Journals (UTRS 156).

Historical note: This chapter superseded Business and Finance Bulletin A-12, the same title as this chapter. Original Accounting Manual chapter first published 2/1/79. Revised 12/31/01; analyst-Barbara Lester.