



New York Medical College Policy and Procedure Manual

Section: GENERAL ACCOUNTING	No.: CO.402
	Date: May 20, 1993
Subject: GENERAL JOURNAL ENTRIES	Page 1 <i>of</i> 3
	Supersedes:

I. Purpose

To establish guidelines regarding the preparation and approval of General Journal Entries.

II. Scope

This policy applies to all College employees in the Controller's Office and HHC Affiliation Offices.

III. Definition

General Journal Entry - An accounting entry used to record financial transactions for which special journals have not been provided.

IV. Policy

It is the policy of New York Medical College that General Journal Entries be prepared in accordance with the provisions of this policy.

V. Procedures

A. The individual preparing a **General Journal Entry (GA-2)** should have a full understanding of the transaction.

1. Documentation supporting the transaction shall be clear and understandable to individuals reviewing the **General Journal Entry (GA-2)**.

B. The **General Journal Entry (GA-2)** is to be fully completed .

1. Full account codes shall be written in the appropriate area.

Issued By:	Approved By:
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2. Amounts debited and credited shall be totalled at the bottom of the amount columns.
 3. Amounts debited and credited must balance.
 4. Purpose of each line is to be stated in the description area.
 5. Additional information concerning the entries may be noted in the "Additional Explanation" area.
- C. **The General Journal Entry (GA-2)** is to be and signed and dated by the preparer. All supporting documentation is to be attached to the form.
- D. Department Supervisors and/or Managers will review the **General Journal Entries (GA-2)** prepared by their staff for appropriateness, accuracy, and completeness. Upon completion of their review and if the entry is deemed proper, the reviewer will sign and date the **General Journal Entry (GA-2)** and forward it to the General Accounting Department.
- E. Upon receipt of **General Journal Entries (GA-2)** the General Accounting Department, the Assistant Controller, General Accounting will review each entry to ensure reasonableness, completeness and appropriate authorization. After this review, **General Journal Entries (GA-2)** will be input into the General Ledger.
- F. The General Accounting Department will maintain the files containing all original **General Journal Entries (GA-2)** and their supporting documentation.

VI. Responsibility

- A. Various Accounting Departments
1. Prepare, review and approve all **General Journal Entries (GA-2)** originating in their respective area.
- B. General Accounting Department
1. Review all **General Journal Entries (GA-2)**.

2. Input entries into the General Ledger.
3. Maintain files containing the entries and supporting documentation.
4. Provide advice and guidance with respect to the interpretation and administration of this policy.