

# Journal Entry Backup Checklist

# What is Journal Entry Backup?

The documentation needed to provide Journal approvers and auditors with the complete details needed to support the journal, ensuring its reasonableness and accuracy.

# Checklist

1. Show all calculations
2. Provide reference & backup to show the source of dollar amounts
3. Include a journal entry summary tab in complex spreadsheets
4. Redact/remove and/or do not submit confidential information
5. Include relevant email trails showing approvals
6. Only include relevant portion of supporting documents

# Show All Calculations

- When a journal entry amount is based on a calculation, the calculation must be substantiated with all data points
- The preferred backup is an Excel sheet
- Always include all detailed information
- A PDF or Word document showing only partial information or lacking relevant calculations is not sufficient

# Show All Calculations

**Example:** The attached Excel file includes relevant calculations

Journal Entry Information

Originated by

Accounting Date

2022-03-10

Currency

CAD

Period

12 - Mar-FY 2021 - 2022 Actuals (ALGON The Algonquin College of Applied Arts and Technology)

Ledger

ALGON The Algonquin College of Applied Arts and Technology : Actuals

Journal Source

Field Accountant Journal

Book Code

(empty)

Journal Lines

Status History

Attachments

Process History

Attachments

PDF

pdf

Comment

(empty)

XLS

xlsx

Comment

(empty)

# Provide reference & backup to show the source of dollar amounts

- Provide documentation showing the original amounts used in all calculations (include report screenshots)
- Remember to highlight and/or circle the relevant transaction(s) and please reference page number(s) where these can be found
- Revenue/Expenses are not recognized until they are recorded in the General Ledger. When transferring expenses, GL references are the only valid backup
  - Example: specific EXPJ-#####, SINJ-#####, etc., or a printout of the FIN RPT - Financial Rollup Report, or bank statements showing transaction

# Provide reference and backup to show the source of dollar amounts

**Example:** Journal Sequence Number information is highlighted

Criteria View by:  and then by:

66 items

Journal	Journal Sequence Number	Journal Source	Accounting Date	Ledger Account	Worktags	Total Amount	Translation Currency
Q	SINJ-0000079214	Supplier Invoice	2022-03-31	7380:Recruitment/Relocation Fees	Cost Center: 295P Facilities Planning Receiving: NO Region: Administrative Spend Category: 49903 Relocation Expenses Supplier: Boyd Moving & Storage More (2)	\$1,158.19	CAD
Q	SINJ-0000078806	Supplier Invoice	2022-03-14	7380:Recruitment/Relocation Fees	Cost Center: 295P Facilities Planning Receiving: NO Region: Administrative Spend Category: 49903 Relocation Expenses Supplier: AMJ Campbell Van Lines	\$3,045.42	CAD

# Include summary sheet for complex spreadsheets

1. If the calculations in an Excel spreadsheet involve multiple tabs or are complex, add a Summary Sheet tab that cell-references other sheets and summarizes the values of the Journal Entry
2. Include annotations that explain what is being referenced and how it is relevant to the journal
3. Remember that all calculation details must be included and a summary alone is not adequate



# Include a journal entry summary tab in complex spreadsheets

**Example:** Summary Sheet is the tab that ties the detail sheets to the journal entry dollar values

1

JOURNAL ENTRY SUMMARY				
Reason: To recognize revenue and payable				
Ledger Account	Worktag (Spend/Revenue Category)	Cost Centre	DR	CR
4000: Revenue	Miscalanious Revenue	123A		72,533.00
4000: Revenue	Miscalanious Revenue	123A		10,023.00
2500: Deferred Revenue	Deferred Revenue		100,000.00	
2020: A/P Mtcu				17,444.00

1

3

2

1. Summary Sheet and cell-references
2. Annotation
3. Detailed calculation sheets

# Redact/remove and/or do not submit confidential information

- Personal or confidential information cannot be included
- Redact confidential information including but not limited to:
  - Investment account and bank account transit numbers
  - Credit card numbers
  - Employee names
  - Birthdays
  - Addresses
  - Payroll reports
  - Student names and other student information, marks, etc.
  - Other confidential information

## Cont. - Redact/remove and/or do not submit confidential information

- Confidential information backup can be retained by the originating department and made available to Finance and auditors upon request
- To ensure compliance see Policy IT01 and the Algonquin College Privacy Statement:  
<https://www.algonquincollege.com/policies/files/2021/01/IT01.pdf>  
<https://www.algonquincollege.com/policies/privacy/>

NOTE: Confidential information backup files must be retained by the originating department for current year+7 years

## Include relevant email trails showing approvals

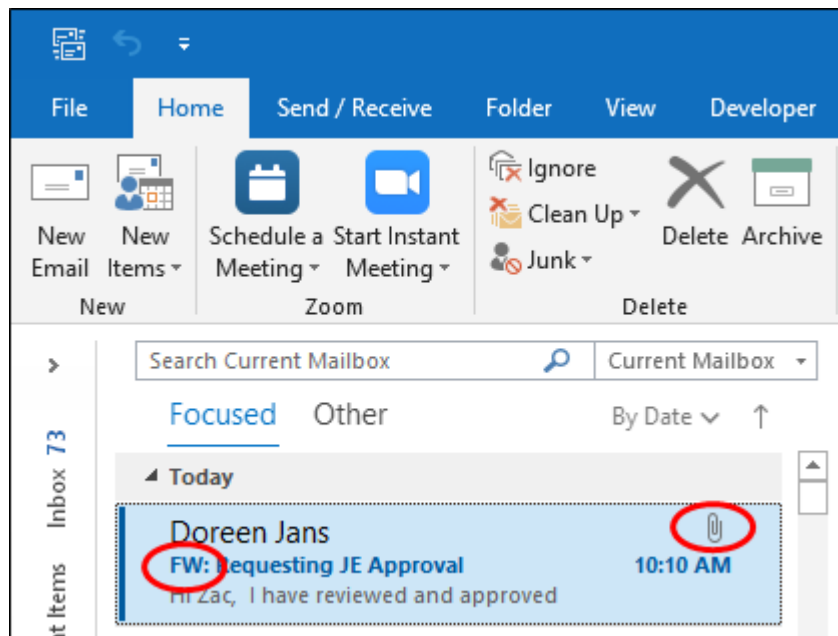
- Where relevant to the journal entry, ensure all prior approvals are in place and included in the journal entry backup. E.g., email showing approval
- The “Forward” response should be used by the approving manager for email backups so the files that have been reviewed are included in the approval email

Do not submit a “Reply” response because the reviewed and approved files will not be included and therefore the approval cannot be assumed to be for the dollar amounts in the journal entry

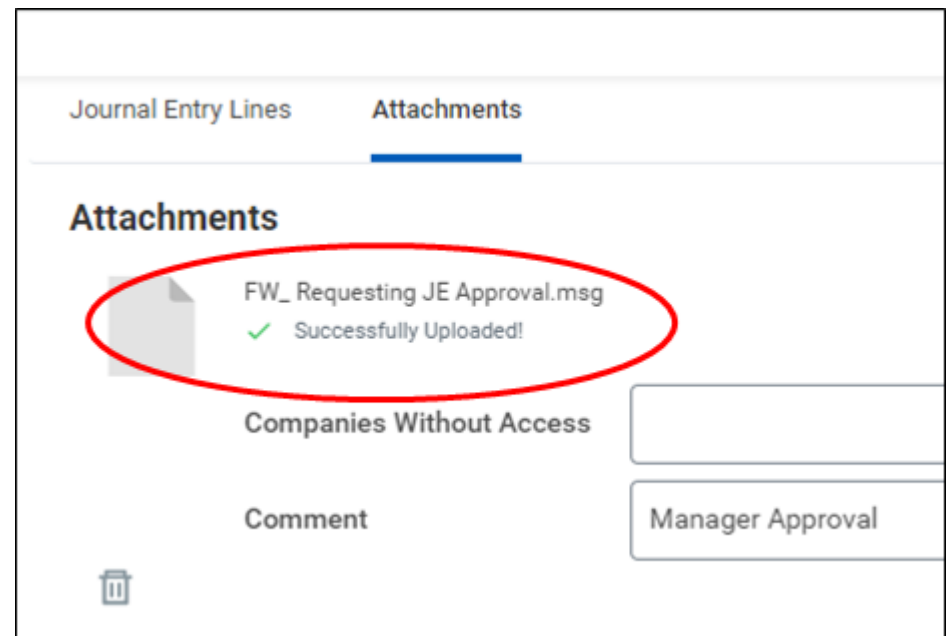
# Include relevant email trails showing approvals

**Example:** Attach “forwarded” email approval. This is an upload of the Outlook email a Workday Journal attachment. Do use printed or copied text from an email.

Outlook



Workday



## Only include relevant portion of supporting documents

- When a journal entry relies on information from a large data file (such as a contract or multi-page report), include a screenshot of the journal-relevant backup rather than the large data file
- Ensure backup documents are legible (not blurry, readable font size, etc.)
- Large data file must be made available to Finance and auditors upon request, for up to current year+7 years.
- Where a report of financial data is the subledger data, the complete file is needed
  - Example: if only the budget is relevant to the Journal, only include screenshots of the budget pages, labeling the excerpt to reference the large data file.

# Only include relevant portion of supporting documents

**Example:** Include a screenshot of the information related to the journal, not the full document

**EXCERPT from CONTRACT\_A, page 30**

SCHEDULE "D"  
BUDGET

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[REDACTED]

2021-2022

FUNDING CATEGORIES	AMOUNT
Operating Funds	\$4,848,270
[REDACTED]	\$150,000
MAXIMUM SITE BUDGET	\$4,998,270



# Questions?

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