

# Policy - Journalizing Transactions in the General Ledger

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## **1) Access Administration**

### New Users

New financial system's users' request to enter and or post transactions in the GL should be reviewed and approved by an authorized individual, using a standardized "Request Approval Form".

### Periodic Review of Users

A periodic review of posted transactions should be performed by an authorized individual, to ensure the following:

- Only authorized individuals have entered and posted transactions in the review period. Individuals outside of the Accounting function do not have the ability to enter or post vouchers in the GL.
- Individuals in the Accounting function can approve entry types in accordance with their function, responsibility and Delegation of Authority based on materiality. Refer to "Delegation of Authority" section, below.
- Listing of financial system users authorized to enter or post vouchers is relevant - terminated users and users transferred to other job functions should not have ability to enter and or post journal vouchers.

Periodic reviews should be evidenced via sign-off or other reasonable form of evidence.