



County of Santa Clara

Policy Name: Journal Entry Upload

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Policy Type: Administrative

Category: Fiscal and Budget

Policy Name: Journal Entry Upload

Policy Owner: Controller-Treasurer Department

Policy Purpose

The purpose of this policy is to provide guidance to County Agencies and Departments on how to receive appropriate approval for Journal Entry uploads and how to complete a Journal Entry upload to the County's accounting system.

Policy Summary

Journal Entry upload transactions are multiple General Ledger entries uploaded as a batch to the County's accounting system via Microsoft Excel spreadsheet. Journal Entry uploads are used for frequent and/or high-volume transactions.

County Agencies and Departments who wish to complete Journal Entry uploads to the County's accounting system must submit a written request for approval to the Controller-Treasurer and be granted access to the appropriate upload transaction code to do Journal Entry uploads. County Agencies and Departments authorized by the Controller-Treasurer to complete Journal Entry uploads must use the Journal Entry File Upload Template to complete these transactions.

Procedures



Request for Approval

- 1) The **Operating Department Fiscal Officer** submits a written request to the Controller-Treasurer to obtain approval to complete Journal Entry uploads to the County's accounting system. The request must:
 - 1a) Be in a memorandum format in the department's letterhead;
 - 1b) Provide the operational rationale and justification for the need to upload multiple entries in a batch process;
 - 1c) Provide a description of the departmental internal control measures that will be taken to ensure accuracy and security of data;
 - 1d) Be signed by the Department's Fiscal Officer or Department Head;
 - 1e) Include a completed Role to Position Mapping (R2PM) Form.
- 2) The **Controller-Treasurer** will review the request for upload and approve, deny, or modify the request.
- 3) If the request is approved, the **Controller-Treasurer Department GAU [Operations Section]** notifies the Technology Service Solution (TSS) Department's IT-Finance and Employee Systems (FES) unit's Accounting System and Procurement (ASAP) team and forwards the R2PM form received from the operating department.
 - 3a) Once the notification is received, the **TSS Department's FES unit's ASAP team** grants access to the General Ledger Processor and General Ledger Approver, as listed in the R2PM form, to access the appropriate upload transaction code to do Journal Entry uploads.
 - 3b) The **TSS Department's FES unit's ASAP team** notifies the operating department and the Controller-Treasurer GAU [Operations Section], via email, once access has been granted.



- 4) If the request is denied or needs to be modified, the **Controller-Treasurer** will notify the operating department.

Journal Entry Uploads

- 1) **County Agencies and Departments** must use the Journal Entry File Upload Template for all Journal Entry uploads. See the Journal Entry Upload Instructions for detailed step by step procedures and screenshots.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) **"County's accounting system"** means the SAP system or other similar system used by the County as its primary accounting and finance system.
- 2) **"General Ledger Approver"** means the County's accounting system user who approves and posts a journal entry.
- 3) **"General Ledger Processor"** means the County's accounting system user who has access to upload journal entry transactions.
- 4) **"Journal Entry"** means an entry in the County accounting system noting a transaction.

Frequently Asked Questions

None.

Related Policies



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- Journal Entry Identification –
<https://saecommon.sccgov.org/countypolicy/Journal-Entry-Identification.pdf>
- General Ledger Accounting Policy –
<https://saecommon.sccgov.org/countypolicy/General-Ledger-Account-Policy.pdf>

Related Forms and Information

- Journal Entry File Upload Instructions –
<https://sccconnect.sharepoint.com/:w:/r/teams/controller/pp/AdminPolicies/Shared%20Documents/Journal-Entry-Upload-Instructions.docx?d=w88bc4b61dde44084be52d0bb3495cb6f&csf=1>
- Journal Entry File Upload Template –
<https://sccconnect.sharepoint.com/:x:/r/teams/controller/pp/AdminPolicies/Shared%20Documents/Journal-Entry-Upload-File-Template.xlsx?d=wf449a750ef104371bf6249fc4b39b332&csf=1>

History

Date	Changes Made
10-8-21	Policy Uploaded (Kyle Larson)
10-8-21	Policy Adopted