

FINANCE PROCEDURE MANUAL	TITLE: Foundations – Journal Entries Accounts Payable	
	NUMBER: FIN-GRF-007	VERSION: 01
	ISSUED DATE: 2/25/2010	REVISION DATE: 2/12/2013

➤ **Purpose:**

An outline of the process used for recording accounts payable transactions in Financial Edge.

➤ **Definitions:**

Financial Edge (FE): Financial software module integrated with Raiser’s Edge to record all financial transactions.

General Ledger Classification (GL Code): Code used to indicate the type of transaction or account. GL Codes are determined by the [Accounting Manual for Florida’s College System](#).

Journal Entry (JE): Recording of financial data (taken usually from a journal voucher) pertaining to a business transaction in a journal such that the debits equal credits.

Raiser’s Edge (RE): Software package used to track and account for Pledges and Gifts.

➤ **Responsibility:**

Foundation Accounting Specialist: Prepares check requests as needed, enters the GL coding of all check requests and processes the journal entries in Financial Edge.

➤ **Procedure Details:**

1. Check Requests are received from various departments. Some requests, which usually relate to the Foundation’s direct expenses, are prepared by the Foundation Accountant.
2. All check requests are authorized by the respective fund managers and approved by the Foundation Executive Director.

3. Foundation Accounting Specialist enters the GL coding for the approved vouchers and records them in the Accounts Payable module of Financial Edge.
4. For each batch of check requests, the Financial Edge Accounts Payable module generates an automatic JE debiting the expenditures to the respective GL codes and funds as indicated in the vouchers and simultaneously crediting the accounts payable control account.
5. When the checks are processed, the Bank of America checking account is credited and the Accounts Payable control account is debited.
6. A zero balance in the Accounts Payable control account signifies that all check requests in the batch have been paid in full.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf