

<b>FINANCE</b>  <b>PROCEDURE</b> <b>MANUAL</b>	<b>TITLE:</b> Foundations – Journal Entries, Bank Charges, & Other Bank Reconciling Transactions	
	<b>NUMBER:</b> FIN-GRF-009	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 12/11/2009	<b>REVISION DATE:</b> 2/12/2013

➤ **Purpose:**

An outline of the process used for recording bank charges and other bank reconciling transactions in Raiser’s Edge

➤ **Definitions:**

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

**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:** Processes the journal entries in Financial Edge.

**Grants and Restricted Accounts Manager:** Reviews and approves monthly bank reconciliation.

➤ **Procedure Details:**

1. Foundation Accounting Specialist receives monthly bank statement and prepared bank reconciliation.
2. Grants and Restricted Accounts Manager reviews and approves bank reconciliation.
3. After bank reconciliation is approved, the Foundation Accounting Specialist prepares the necessary journal entries and posts them to the general ledger in Financial Edge.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)