

## **Comptroller General's Office - Update on Journal Entry Documentation Guidance**

Thank you to all SCEIS state agencies for your continued efforts in adhering to the recently updated guidance from the Comptroller General's (CG) Office Statewide Accounting Team on **Proper Documentation and Best Practices for Journal Entries**. Your commitment to these standards helps ensure our general ledger remains accurate, compliant, and audit-ready.

### **Tips for Success: Crafting Descriptive Explanations**

A clear, concise description in the journal entry header is essential—it should explain the **purpose** of the entry and stand alone for future review (including by auditors a year or more later). Remember, your username is permanently associated with these entries!

### **Common examples where descriptions could be more detailed:**

- “Move cash”
- “Correct funding”

These do not explain **why** the adjustment is necessary and would not provide sufficient context for an auditor.

**Better approach:** Focus on what precipitated the need for the entry. Include a brief sentence or two explaining the underlying reason. For example:

- "Transfer cash balance from completed Project XYZ (Grant #12345 ended 12/31/2025) to agency's operating fund per grant closeout requirements."
- "Correct funding source for invoice #INV-7890 from Fund A to Fund B due to misallocation identified in quarterly reconciliation with vendor reconciliation report attached."
- "Record accrual of indirect costs recovered per federal grant guidelines and approved rate agreement (attached)."

These tie directly to the financial or operational rationale, making the entry self-explanatory.

### **Reminder on Attaching Supporting Documentation in SCEIS**

As outlined in the CG's guidance:

- Attach **primary source documents** (e.g., invoices, contracts, emails confirming agreements, legal/proviso references) that fully support the amounts, dates, and details.
- Avoid relying solely on keying sheets without additional context.
- Use the Supporting Documentation process and set the “Restrict to Agency” field to “ALL” unless the document contains sensitive information (e.g., medical data or SSNs— which should not appear in journal entries).
- Ensure all attachments are complete, legible, and accessible to streamline approvals and audits.

(If your agency has developed additional internal instructions or quick reference guides for attaching backup in SCEIS, consider sharing them via your website or intranet for staff reference. The core statewide requirements are detailed in the linked guidance.)

We appreciate the diligence across agencies in implementing these best practices. Keep up the great work—it's making a noticeable difference in the quality of our statewide financial records!

*A special recognition to Department of Parks, Recreation and Tourism for consistently providing exemplary documentation on recent entries—thank you for setting a strong example!*

For questions, contact the CGO Statewide Accounting Team.

Links to Guidance:

[Proper Documentation and Best Practices for Journal Entries](#)

[Instructions for Attaching Files to Journal Entries in SCEIS](#)