

**ADMINISTRATIVE POLICY**

# Funding Entries

---

**Approval Authority:** Vice Chancellor for Finance, Information Technology and CFO

**Responsible Administrator:** Controller

**Responsible Office:** Finance

**Policy Contact:** Director of Accounting and Financial Reporting

Originally issued:  
January 2018

Current version  
effective as of:  
July 2023

---

**POLICY STATEMENT/REASON FOR POLICY**

This document defines the policy to establish the proper and consistent accounting for funding entries, that is, the transfer of claims on cash between entities to support various needs of the university.

---

**THIS POLICY APPLIES TO**

This policy applies to all Vanderbilt staff responsible for the initiation, processing, and authorization of funding entries. The policy serves as the single governing authority for all funding entries as accounting transactions.

---

**POLICY****A. Funding Entries**

Funding entries are to be submitted using a general ledger journal spreadsheet and approved by the Accounting and Financial Reporting Team.

**B. Supporting Documentation**

Supporting documentation is required to be maintained with all funding entries and should be in “electronic” format (i.e. Excel, Word, pdf files).

**C. Retaining Documentation**

A clear “audit trail” of the ultimate use of the funds is to be maintained by the preparer of the journal entry.

---

**DEFINITIONS**

General Ledger - The general ledger contains all Vanderbilt financial transactions. Currently, the general ledger (system of record) is Oracle. Information from the general ledger is used by Vanderbilt to analyze, report, and monitor the results of the university.

Project Portfolio Management (PPM) - A subledger to track activities that span over multiple fiscal years. Each project is assigned a unique project number.

Funding Entries - Funding entries are accounting entries that move financial resources between entities to support various needs of the university. These entries can occur both between and within entities depending on the purpose and characteristics of the entries activity. Types of funding entries include, but are not limited to the following:

- Entry to Faculty Funds - A transfer of a claim on cash between an entity and faculty funds.
- Entry from Campus Initiatives - A transfer of a claim on cash between campus initiatives and a receiving entity.
- Entry between entities - A transfer of a claim on cash between financial entities.

Journal Entry - A journal entry is used to record financial transactions into the general ledger. At Vanderbilt, a double-entry accounting system is used, resulting in at least one debit and one credit journal entry with the sum of each side being in balance. A funding entry is accomplished via a journal entry.

Supporting Documentation (specifically for Funding Entries) - Supporting documentation must be included with any journal entry submitted for a funding entry. Typical supporting documents can include, but are not limited to, worksheets detailing calculations; copies of source documents such as expense reports; papers authorizing the funding entry, etc.

---

## CONSEQUENCES OF NON-COMPLIANCE

Funds will not be transferred and Entity financial statements will not reflect appropriate amounts

---

## PROCEDURES

Submit a journal entry to provide the appropriate details for the requested funding.

---

## ADDITIONAL CONTACTS

Subject	Contact	Office	Phone
Funding Entries	Finance	Accounting	(615) 343-6601

---

## RELATED POLICIES/DOCUMENTS

[Journal Entry Policy](#)

---

## HISTORY

**Issued:** January 2018

**Reviewed:** June 2023

**Amended:** June 2023