

**Finance Division**  
**Policies and Procedures**

**AUTHORITY**

Federal	Rev. Statutes	Admin Code	LSU System	HCSD
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**CITATION:** Submitting a Correcting Journal Request for corrections involving multi fund journals

**PROCEDURE NAME:** Multi Fund Journal Corrections (NO PAYROLL EXPENSES)

**PURPOSE:** To provide HQ Central Office with documentation to post correcting journals involving multiple funds.  
(No Payroll Expenses To Be Included)

RESPONSIBLE PERSON	ACTION STEPS
Hospital Accounting Staff	Identify supporting documentation and previously posted journals/journal lines that need to be moved between funds for a General Ledger Business Unit.
Hospital Accounting Staff	Prepare and submit the excel worksheet JRNL_CORR_FORM_revised.xls to HQ Finance via e-mail address "HQ-CORRECTING-JRNLS" to be loaded and posted.
Hospital Accounting Staff	<p>Prepare the Correcting Journal Request form for identified entries. Complete the following information on page 1:</p> <ol style="list-style-type: none"> <li>1. PS GL Business Unit name</li> <li>2. Journal Date</li> <li><b>3. Correction Journal ID (Will be completed by HCSD Finance Staff)</b></li> <li>4. Account</li> <li>5. Fund</li> <li>6. Department</li> <li>7. Project (if applicable)</li> <li>8. Amount</li> </ol> <p>All of these fields mentioned above are on the Correcting Journal Request Portion of the form. Do not complete any of the fields "shaded" gray. They are either populated from another cell or formula in the spreadsheet.</p>

RESPONSIBLE PERSON	ACTION STEPS
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Hospital Accounting Staff

The Cash Lines for the Journal should be completed on Lines 1 and 2. Complete Account, Fund and Amount for "111" and Account, Fund, Project and Amount for any restricted Funds. The description column will be self-completing.

**LSU HEALTH SYSTEM**  
HEALTH CARE SERVICES DIVISION

*Correcting Journal Request*

PSGL Business Unit: EKLMC (All Cash-Flow)

Journal Date: 3/5/2010

Correction Journal ID: \_\_\_\_\_ (To be Assigned by HC Finance) Form Revised 10/21/09

	Business Unit	Ledger	Account	Fund	Department	Prog	Class	Project	Currency Code	Amount	Journal Line Description (Do not input here)
1	EKLMC	ACTUALS	110207	111					USD	199.00	Adj. Cash Exp. Transfer Fund 111
2	EKLMC	ACTUALS	110207	115				201000199X	USD	199.00	Adj. Cash Exp. Transfer Fund 115
3	EKLMC	ACTUALS				8901	81010		USD		
4	EKLMC	ACTUALS				8901	81010		USD		

Hospital Accounting Staff

Complete the following information in the Journal Line Description Information portion of the spreadsheet:

1. Original Journal ID (10 Characters)
2. Original Journal Date (6 Characters)  
The original Journal Date should be in the following format "YYMMDD" –  
Example: 100228 equals to 2010-02-28. This will allow the journal line description (which is limited to 30 characters) to contain as much reference information as possible
3. Original Journal Line number (3 Characters max)
4. Voucher ID (8 Characters max)

**Journal Line Description Information**

(This Section is completed for the 30 Character Line Description)

	Original Journal ID	Original Journal Date YYMMDD	Original Journal Line Number	Voucher ID
1				
2				
3				
4				
5				

If multiple vouchers/journal lines are to be corrected, summarize the Cash Lines on the Correcting Journal Request Portion of the form.

RESPONSIBLE PERSON	ACTION STEPS																																																																																																																																				
Hospital Accounting Staff	<p>Complete the following information on page 3 of the Correcting Journal Request Portion of the form:</p> <ol style="list-style-type: none"> <li>1. Original Journal ID</li> <li>2. Original Journal Date</li> <li>3. Original Journal Line Number</li> <li>4. Voucher ID</li> <li>5. Description (The Header Field allows 250 characters)</li> </ol> <p><b>LSU HEALTH SYSTEM</b> HEALTH CARE SERVICES DIVISION</p> <p><i>Correcting Journal Request</i></p> <p>PS GL Business Unit: <b>EKLMC</b> (All Caps-#8888)</p> <p>Journal Date: <b>3/5/2010</b></p> <p>Correction Journal ID: _____ (To Be Assigned by HQ Finance)</p> <table border="1"> <thead> <tr> <th></th> <th>BUSINESS UNIT</th> <th>LEDGER</th> <th>ACCOUNT</th> <th>FUND</th> <th>DEPARTMENT</th> <th>PROG</th> <th>CLASS</th> <th>PROJECT</th> <th>CURRENCY CODE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr><td>41</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>42</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>43</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>44</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>45</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>46</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>47</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>48</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>49</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr><td>50</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>85001</td><td>01010</td><td></td><td>USD</td><td></td></tr> <tr> <td colspan="9" style="text-align: right;"><b>Total</b></td> <td></td> <td>0.00</td> </tr> </tbody> </table> <p>Documentation for Single Journal Correcting Journal</p> <p>Original Journal ID: Original Journal Date: Original Journal Line Number: Voucher ID:</p> <p>Description: <b>TO MOVE EXPENSES FROM FUND 111 TO FUND</b></p>		BUSINESS UNIT	LEDGER	ACCOUNT	FUND	DEPARTMENT	PROG	CLASS	PROJECT	CURRENCY CODE	AMOUNT	41	EKLMC	ACTUALS				85001	01010		USD		42	EKLMC	ACTUALS				85001	01010		USD		43	EKLMC	ACTUALS				85001	01010		USD		44	EKLMC	ACTUALS				85001	01010		USD		45	EKLMC	ACTUALS				85001	01010		USD		46	EKLMC	ACTUALS				85001	01010		USD		47	EKLMC	ACTUALS				85001	01010		USD		48	EKLMC	ACTUALS				85001	01010		USD		49	EKLMC	ACTUALS				85001	01010		USD		50	EKLMC	ACTUALS				85001	01010		USD		<b>Total</b>										0.00
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Hospital Accounting Staff	<p>Add the PS/GL Business Unit (abbreviation) and current date to the file name when saving the file. For example:</p> <p><b>EKLMC_JRNL_CORR_FORM_20100305.XLS</b></p>																																																																																																																																				
Hospital Accounting Staff	<p>Retain supporting documentation for journals.</p>																																																																																																																																				
Hospital Accounting Staff	<p>Submit form to HQ Central Office by emailing to the group address of HQ-CORRECTING-JRNL5</p>																																																																																																																																				
HCSD Financial Reporting Analyst	<p>HQ will assign Correction Journal ID number and post the journal</p>																																																																																																																																				
HCSD Financial Reporting Analyst	<p>HQ will send confirmation email to the hospital at the time the entry is posted and a PDF file of the APCFY Journal.</p>																																																																																																																																				

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RESPONSIBLE PERSON	ACTION STEPS
Hospital Accounting Staff	Notes: 1. <b>APCFYFYXXX</b> journals will post with an AP journal source. 2. No Payroll Accounts (representing any payroll expense accounts from 501000 thru 519999 will be posted using an APCFYFYXXX Journal ID. 3. If the Journal Lines for a voucher submitted on the Correcting Journals represents a % (percentage) of that voucher for that line, please identify that percentage in the e-mail or documentation submitted.