



LSU Health

**Health Care Services Division
Finance Policies and Procedures**

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Correcting Journal procedure.docx
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Issue/Rev Date: 02/16/201
Originator: HCSD Finance
Supersedes: _____

AUTHORITY				
Federal	Rev. Statutes	Admin Code	LSU System	HCSD

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.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"> 1. PS GL Business Unit name 2. Journal Date 3. Correction Journal ID (Will be completed by HCSD Finance Staff) 4. Account 5. Fund 6. Department 7. Project (if applicable) 8. Amount <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>



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Hospital Accounting Staff	<p>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.</p> <div style="text-align: center;">  <p>Health Care Services Division Correcting Journal Request</p> <p>PS GL Business Unit: _____ (H Cap - P kas) Journal Date: _____ Correction Journal ID: _____ (to be Assigned by HQ Finance)</p> <p style="text-align: right;"><small>JRM_CORR_FORM_02/02/10/06 Form Revised February 16, 2011</small></p> <table border="1" data-bbox="664 913 1511 982"> <thead> <tr> <th></th> <th>Business Unit</th> <th>Ledger</th> <th>Account</th> <th>Fund</th> <th>Department</th> <th>Proj</th> <th>Class</th> <th>Project</th> <th>Currency Code</th> <th>AmOUNT</th> <th>Journal Line Description (Do not edit)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>ACTUALS</td> <td>110207</td> <td>111</td> <td></td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>ASL Cash Exp. Trans 111 Fund</td> </tr> <tr> <td>2</td> <td>0</td> <td>ACTUALS</td> <td>110207</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>ASL Cash Exp. Trans 111 Fund</td> </tr> </tbody> </table> </div>		Business Unit	Ledger	Account	Fund	Department	Proj	Class	Project	Currency Code	AmOUNT	Journal Line Description (Do not edit)	1	0	ACTUALS	110207	111					USD		ASL Cash Exp. Trans 111 Fund	2	0	ACTUALS	110207						USD		ASL Cash Exp. Trans 111 Fund
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Hospital Accounting Staff	<p>Complete the following information in the Journal Line Description Information portion of the spreadsheet:</p> <ol style="list-style-type: none"> 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) <div style="text-align: center; background-color: #cccccc; padding: 5px;"> <p>Journal Line Description Information (This Section is completed for the 30 Character Line Description)</p> <table border="1" data-bbox="646 1640 1141 1795"> <thead> <tr> <th></th> <th>Original Journal ID</th> <th>Original Journal Date YYMMDD</th> <th>Original Journal Line Number</th> <th>Voucher ID</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div> <p>If multiple vouchers/journal lines are to be corrected, summarize the Cash Lines on the Correcting Journal Request Portion of the form.</p>		Original Journal ID	Original Journal Date YYMMDD	Original Journal Line Number	Voucher ID	1					2					3					4					5										
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HCSD Financial Reporting Analyst	HQ will send confirmation email to the hospital at the time the entry is posted. The BU can print the journal from the Reporting Database via the Crystal Report Launcher the day after the Journal is posted.
Hospital Accounting Staff	<p>Notes:</p> <ol style="list-style-type: none">1. APCFYFYXXX 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.