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Title: General Journal Entry	

2007.0 Overview

A. The general journal is used to record transactions that do not fit in a special journal (checks, receipts, payroll, travel, and child welfare).

B. A general journal entry is a non-cash transaction. Examples are:

- Cash match month-end accruals
- Void a check written in a previous month
- Correct a posting error
- Payroll County Supplements
- Re-rates for Prior Fiscal Year

NOTE: If voiding checks for a **PRIOR FISCAL YEAR**, post the expense into the Due to DHR Account (214.225). If it is a Child Welfare check, override the account number on the Child Welfare Module as well and use the Due to DHR Account (214.225) instead of the normal expense account.

This does not apply to checks issued from Restricted Funds or County Funds.

C. A general journal voucher form is used to prepare the general journal.

D. General journal entries are numbered 201010001.

- 2010 – fiscal year
- 10 - the month journal entered
- 001 - the sequential number order of general journal entries issued for the month

E. The general journal should include the following:

- County name and County number
- Date
- Account titles
- Account number
- Columns for debit and credit amounts
- Clear explanation for transaction **INCLUDE CHILD'S NAME** if applicable
- Signature lines for the following:
 - Prepared by signature
 - Approved by signature

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NOTE: Depending on the type of General Journal entry, other types of information may be necessary:

For General Journal Entries for Voided Checks:

- Reissue check (Yes/No) – new check #
- If there is not an original check, was a Stop Payment issued?
- If prior month check, was the GL Checks Update updated with an “O” and not a “V”
- Has the yellow copy of the check been marked “VOID”?
- Has the check been marked “VOID” on the Check Journals?
- If it was a Child Welfare check, was a new screen on Child Welfare Module reversing original check added, and in description section put the GJE#.

For General Journal Entries for Re-rates for Current Fiscal Year:

- Copies of the 527 or 529 Forms or the Placement Pages, Payment of Care Pages and the FC Eligibility Pages to the GJE as documentation for the re-rate
- Screen prints of the original checks
- Screen prints of the corrected entries
- On the CW screens, GJE# needs to be entered on Description Line 1

For General Journal Entries for Re-rates for Prior Fiscal Year:

- Copies of the 527 or 529 Forms or the Placement Pages, Payment of Care Pages and the FC Eligibility Pages to the GJE as documentation for the re-rate
- Screen prints of the original checks
- Screen prints of the corrected entries
- On the CW screens, GJE# needs to be entered on Description Line 1
- Remember to override the Account Number on the CW screens. The original screen that is being backed out is posted to 214.227 and the new screen moving to the correct program is posted to 122.127. **THESE 2 ACCOUNTS MUST BALANCE TO EACH OTHER EVERY MONTH.**

NOTE: For purposes of balancing and identifying information in the system, it is preferred that a separate General Journal Entry be done for each voided check and for each child by month when completing a re-rate. If you choose to consolidate your re-rates to do one per child, one per county or one per month, then you need to complete the GJE Re-rate spreadsheet before completing the GJE Form.

F. The account debited is listed first and the account credited is listed second and indented, This is the accepted format in a manual accounting system.

G. Attach supporting documentation which explains the purpose of the entry.

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NOTE: If it is a Due To DHR or Due from DHR Account, remember to make a copy of all of the information, including the GJE, and put in your Audit File, and on the Audit Reconciliation Spreadsheet

H. All general journal entries are entered in the SMILE Accounting System.

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A. Procedures:

1. Determine the purpose of the non-cash transaction.
2. Complete the General Journal Voucher
 - Enter county name and county number
 - Enter the GJE number (fiscal year, month recording in general ledger, sequential order number).
 - Enter date of general journal entry
 - Enter chart of account title
 - Enter COA number to be debited and credited
 - Enter the \$ amount in debit and credit column
 - Enter a clear concise explanation for the transaction
 - Signatures on appropriate lines
 - Attach supporting documentation to general journal entry. Documentation needs to be sufficient for audits. Documentation may include:
 - copies of original check and source documents
 - memo requesting transaction, why adjustment is being made
 - copies of 527 or 529 Forms, or the Placement pages, Payment of Care pages, and FC Eligibility pages from SHINES
 - copies of screen prints of original checks
 - copies of screen prints of corrected entries
3. Enter GJE into SMILE system

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INSTRUCTIONS TO ENTER GENERAL JOURNAL ENTRY IN SMILE SYSTEM.

1. **Select:** General Ledger Page
2. **Select:** General Journal update
3. **Perform Screen:** Enter "A" for Add
4. **Cty #:** Enter the County's 3 digit number
5. **Reference #:** Enter General Journal Entry number from GJE Voucher
6. **Press Enter:** Enter today's date on General Journal entry
7. **Press Enter:**
8. **Posted Indicator:** System will enter after closing for the month
9. **Press Enter**
10. **Type:** **LEAVE BLANK FOR GJE.**

NOTE: Enter "R" for repeating, "J" for June Pre-Close, and "C" for closing. . If the "R" type code is used, the general journal entry will create itself each month without any additional entries.

11. **Press Enter**
12. **Description:** Enter the County's number, then enter any description type that will help make an audit trail. Suggestion: When entering a GJE for voiding a check put in description "**vd ck number-lost check, reissue ck #**" example: **vd ck 4444-reissue ck 44484 check lost**. When entered in this order check number that has been voided will print on the general ledger for future reference.
13. **Press Enter**
14. **Account number:** Enter the account number for each entry.
15. **Amount:** Enter the amount to be debited or credited for each account. Debits should be entered as positive amount and credits should be entered with a (-) minus before the number.

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16. **Total:** **THIS MUST BE ZERO** or the system will not save the entry when you hit Esc. to save.

17. **Print Journal entry:** Print GJ register to verify that all journal entries are posted correctly.

1. **Select:** **General Ledger Page**
2. **Select:** **Print General Ledger Reports**
3. **Select:** **Print General Journal List**
4. **Enter Month End Date:** **End of the current month that you are working on**
5. **Press enter:** **Report prints**