2007   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
- Direct Deposit reversals that are not corrected before the books are closed
- Correct a posting error
- Payroll County Supplements
- Re-rates for Prior Fiscal Year

Current Fiscal Year - State Funded Checks that are voided in the same fiscal year that they were issued are journalized to the original account with a General Journal Entry (GJE).

Prior Fiscal Year - State Funded Checks that are voided in the following fiscal year that they were issued are journalized to the account called "Due to DHR" (214.225) with a General Journal Entry (GJE). 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.

NOTE: If entries on a GJE are posted against the Due To DHR or Due from DHR Account, you will need to make a copy of all of the information, including the GJE and provide to the employee responsible for reconciling these accounts quarterly. The reconciler will enter the information onto their Quarterly Audit Reconciliation Spreadsheet and hold the backup until they remit the payment to OFS at the end of each quarter.

Restricted Funded or County Funded Checks that are voided are journalized to the original account with a General Journal Entry (GJE).

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

D. General journal entries are numbered 202010001.
- 2020 – fiscal year
- 10   - the month journal entered
- 001   - the sequential number order of general journal entries issued for the month

General Journal Entries for voided checks - Please be sure to include the following information on the General Journal Voucher description line or use the General Journal Voucher specifically designed for voided checks:

- Original Check Number
- Reissue check (Yes/No) – if yes, provide new check #
- If the original check was not returned, was a Stop Payment issued, please attach the stop payment document from the bank
- If prior month check, was the GL Checks Update Page updated with an "O" and not a "V"
- Has the check stub or Direct Deposit printout been marked "VOID"
- If it was a Child Welfare check, was a new screen added on Child Welfare Module reversing original check added, and in description section put the GJE#. Remember to make sure the DD? is marked with an "N" so the vendor/family doesn't see it on the SMILE PORTAL (Shines invoice voids are done by Accounting Supervisor or Fiscal Operations Manager through the SMILE system, non-Shines payments need back out screen added by CW worker)

NOTE: It is preferred that a separate General Journal Entry be done for each voided check and that the check number is entered first on the Description Line in the system.

General Journal Entries for Re-rates for Current Fiscal Year:
- Copies of the 529 Forms or the Placement Pages, Payment of Care Pages and the FC Eligibility Pages should be attached to the GJE as documentation
- Screen prints of the original checks
- Screen prints of the corrected check entries
- On the CW screens, original check number should be entered in the CK# box
- 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 529 Forms or the Placement Pages, Payment of Care Pages and the FC Eligibility Pages should be attached to the GJE as documentation
- Screen prints of the original checks
- Screen prints of the corrected check entries
- On the CW screens, original check number should be entered in the CK# box
- 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
  The new screen being entered is posted to 122.127.

NOTE: These 2 accounts should have the same amount each month on the Child Welfare Reconciliation report as well as the General Ledger Trial Balance.

NOTE: It is preferred that a separate General Journal Entry be done for each child and that the child number and months being re-rated are entered first on the Description Line. The RBWO payment centers use a re-rate spreadsheet and one GJE for the month that can also be used.

E. It is preferred that the account to be debited is listed first and the account to be credited is listed second.

F. Attach supporting documentation which explains the purpose of the entry. A GJE should always have supporting documentation

G. All general journal entries must be entered into the SMILE Accounting System.

2007.1   Procedures for Preparing and Entering a GJE into SMILE:

1. Prepare the General Journal Voucher

    - Enter county name and county number

    - Enter the GJE number (fiscal year, current month, 3-digit sequential order number)

    - Enter date of general journal entry

    - Enter chart of account title and name

    - 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 supporting documentation
        - Memo/Emails requesting transaction, why adjustment is being made
        - Copies of 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
        - Stop payment document from bank

2. Entering the General Journal Vouch into the SMILE system

   a. **Select -** General Ledger Page

   b. **Select -** General Journal update

   c. **Cty # -** Enter the County's 3-digit number

   d. **Reference # -** Enter General Journal Entry number from GJE Voucher

   e. **Press Enter -** Enter date from your GJE Voucher as long as the books have not been closed for the month

   f. **Description - E**nter the County's number, then enter any description type that will provide a good audit trail. (Suggestion: When entering a GJE for voiding a check put in description **"vd ck number-lost check, reissue ck #"** example: **vd ck 44444-reissue ck 44484 check lost**.) Always remember to enter the most pertinent information at the beginning of your description so that it will print on your General Ledger Trial Balance, such as Check Number, Child's Name, etc.

   g. **Account number -** Enter the account number for each entry entered on your GJE Voucher

   h. **Amount -** Enter the amount to be debited or credited for each account from your GJE Voucher

   i. Debits should be entered as positive amount and credits should be entered with a (-) minus before the number

   j. **Total - THIS MUST BE ZERO** or the system will not save the entry when you hit ESC to save

3. Printing the General Journal Voucher register

   a. **Select -** General Ledger Page

   b. **Select -** Print General Ledger Reports

   c. **Select -** Print General Journal List

   d. **Enter Month End Date –** Enter last day of the current month that you are working on

   e. Choose to print by County Number or Region, Region option is best choice

   f. **Press enter -** Report prints, verify report to ensure you got the desired results