

SECTION 4.06 - JOURNAL ENTRIES

Contact: Accounting @ Extension 4177

A. **Overview**

The accounting office oversees the journal entry function of the district. Journal entries are a method of recording financial transactions in the appropriate accounts of the district's financial statements. Transactions that are posted through the journal entry module of BusinessPlus include postings of [Account Code Corrections](#), [Debit/Credit Forms](#), Work Orders (used only by departments providing services to schools), and Stores Inventory postings (used by food and nutrition services department only). All journal entries are assigned a unique sequential journal entry number or work order number. Appropriate supporting documentation is maintained in monthly journal entry books in the accounting office, or on file with the department providing service in the case of work orders. At times, sites may receive a copy of a journal entry when the finance and business services department has initiated or processed something impacting a site's financial transactions. This section discusses types of journal entry methods and specific forms that sites may use to initiate corrections or transfers via the BusinessPlus journal entry module.

B. **Account Code Corrections**

[Account Code Change Voucher forms](#) are used to correct or change the code an expenditure or revenue transaction has been charged to after it has already been posted and is showing on the site's **Transaction Recap reports in BusinessPlus**. This form is used to change organization keys or object codes for those transactions that have already been posted. Examples may include, but are not limited to, employee reimbursements, invoice payments, payroll timesheet costs (See also [Payroll Section 5.07](#)), receipts of revenue, or other expenditure transactions.

Directions for making an account code correction are as follows:

- Use the [Account Code Change Voucher form](#).
- When preparing an [Account Code Change Voucher](#), be sure to complete the *description of items* section. If there are several corrections, attach a copy of a Transaction Recap report highlighting the corrections and write "see attached" in the *description of items* section.
- All vouchers must have the signature authorization of the budget authority.

Cautions:

- When dealing with invoices against an established purchase order or [Contractual Services Agreement](#), if payment has not yet been made, see [Business Manual Section 2.03, paragraph F – Purchase Order Revisions](#), for guidance. If the coding can be corrected on the purchase order side before payment goes through accounts payable, it is much less paperwork and creates the cleanest record in the system of accounts.
- If the transaction involves budgeted funds (not actual transaction dollars), see [Section 3.11 – Budget Change Process](#) or contact the budget office for assistance.

- If the transaction needs to be transferred or charged to another fund (such as the ASB Fund, Capital Projects Fund, or the Private Purpose Trust Fund), see [Section 4.07 – Accounts Receivable & Other Claims or Billings](#) paragraph on Interfund Billings.

C. **Work Orders**

Food and nutrition services, information systems and technology, maintenance, and transportation departments provide numerous services to other departments and schools within the district (For example: catering for an activity, printing and publishing jobs, maintenance work, and buses for field trips). These departments utilize an automated work order module process within the district's BusinessPlus financial software system to charge the costs of their services to the site who receives the benefit of the service. Work orders are given a unique work order number and are posted weekly. The transactions posted via the work order module utilize the 6XXX series of object codes and show on Transaction Recap reports in the transfers in/transfers out section. Sites need to contact the department from whom they need service in order to initiate requests in the format the specific department requires. The department providing and charging the service is required to maintain appropriate written authorization and documentation on file as back up.

D. **Debit/Credit Transfers**

The [Debit/Credit Transfer](#) process is a non-automated, paper-driven method for unique types of transactions that don't fit within the current set up for work order posting. The district accounting system is set up to allow debit/credit transfers within the **General Fund** only. See the section on [Interfund Billings](#) for assistance on transactions that need to be billed across funds. (i.e. from General to Capital, from ASB to General, etc.)

- The [Debit/Credit Transfer Vouchers](#) are a means to charge the cost of a service or in some unique situations to transfer the cost of a good, to another department/school who receives the benefit of the service or good.
- Transfers are prepared by the department performing the service(s).
- Written authorization for the charges are retained on-site as backup or may be attached to the form sent in for processing.
- Some examples where a [Debit/Credit form](#) might be allowed (in place of an [Account Code Change Voucher](#)) include: 1) Copier usage costs where one department is billing other departments for their part in the usage of the copier. 2) Special office supplies one department purchases in bulk, but parcels out to other departments on an as requested basis. When this occurs, the 6XXX series object codes are not used and it is similar to an [Account Code Change Voucher](#) in that the budget authority being charged needs to sign and authorize the [Debit/Credit form](#) before it can be processed.

E. **Deadlines**

All [Account Code Change Vouchers](#) and [Debit/Credit Transfer Vouchers](#) must be received in the accounting office no later than the 25th of the month for the corrections to be reflected in the current month. Corrections will be reflected on your monthly reports with a journal entry number in the reference column. All journal entries are posted to the last calendar day of each month.

Work orders are on a Friday weekly posting format. However, each department has their own processing and posting timeline. This means the lag between the time the service is provided and the time the charge is reflected in BusinessPlus, may vary by department. Most sites will find that posting via the work order module results in a quicker turnaround time for posting the charge. Sites may contact the servicing department to inquire about charges if discrepancies arise.