

TENNESSEE DEPARTMENT OF
FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS

*Guidelines for departmental staff on how to
record different types of journal entries*

JOURNAL ENTRY GUIDELINES

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Purpose/Scope

To provide guidance related to journal entries (JE) that are prepared by departmental fiscal staff (FSCM General Ledger JE) and the steps necessary to prepare, document, and review the entries. For purposes of these guidelines, a JE is defined as a method of recording transactions directly to the state's general ledger (i.e. the Edison "Actuals" ledger group) that is comprised of equal and offsetting debits and credits.

This document does NOT include guidance related to:

- Journal entries prepared by Edison personnel;
- Submodule entries (i.e., Commitment Control, Grants, Inventory, Accounts Payable, iNovah, Asset Management, Accounts Receivable, etc.);
- State procurement and
- Monthly review of funds and resources for budget to actual comparison purposes.

In addition, these guidelines are not intended to provide instructions on the basic steps for entering journal entries within the general ledger module of Edison. See Edison training guide, *Journal Entry Foundations*.

I. Roles and Responsibilities

(a) Requester/preparer

The requester/preparer is an individual that enters and submits a JE. This role is referred to as the requester in Edison.

NOTE: One individual cannot serve as both requester/preparer and agency approver of a JE.

Responsibilities include:

- ❖ Ensuring the description in the header accurately describes the purpose of the JE;
- ❖ Determining the JE source (type) of transaction that is required to process the accounting (reference section IV);
- ❖ Obtaining appropriate supporting documentation to be used in the FileNet attachments of the JE (reference section V);
- ❖ Coding and classifying the involved transactions for posting according to established state and departmental account classification structure and appropriate accounting standards and practices;
- ❖ Checking JE status (journal edit and budget status must be valid (V) before the JE can be approved);
- ❖ Monitoring approval status;

- ❖ Contacting other state agencies to coordinate interunit JE processing and
- ❖ Notifying an agency approver of journal entries that need approving.

(b) Agency Approver

An agency approver is responsible for reviewing and approving JEs.

NOTE: One individual cannot serve as both requester/preparer and agency approver of a JE.

Responsibilities include:

- ❖ Ensuring that JE dates are within the appropriate accounting period;
- ❖ Verifying that the correct JE source (type) was used in relation to the transaction being processed;
- ❖ Confirming the description in the header accurately describes the purpose of the JE;
- ❖ Verifying the debit and credit transactions are accurate for the account(s) used;
- ❖ Ensuring JE has adequate documentation attached (FileNet tab of JE) that supports the amount and purpose of the JE and
- ❖ Ensuring that the JE includes the proper accounts and other chartfields.

The agency approver is responsible for contacting the requester/preparer to resolve any outstanding issues that did not result in a final POST status before close of the current open accounting period.

The agency approver will be the contact for Division of Accounts for inquiries on resolving issues regarding any pending or deniable journal entries.

(c) Controller/Fiscal Director

The Fiscal Director or Controller is responsible for planning, organizing and supervising the work of professional and sub-professional personnel responsible for JE preparation. They are responsible for reviewing and approving various accounting transactions in the general ledger and submodules to ensure accuracy and that appropriate accounting policies and procedures were followed.

(d) Department Head

The Department Head is responsible for establishing and maintaining effective internal control over operations and compliance with applicable laws and regulations as they relate to transactions impacting the general ledger. The Department Head may delegate authority for financial analysis and reconciliation for specific transaction components or overall fund management as described in these guidelines.

(e) Department of Finance and Administration, Division of Statewide Accounting (Division of Accounts)

The Division of Accounts is responsible for reviewing and approving all JEs that have been successfully submitted and approved by the agency and that have an effect on the state's financial statements. In addition, the Division of Accounts also provides guidance to state agencies in the processing of JEs.

Also, as required by *Tennessee Code Annotated* 4-3-1007, the Division of Accounts is responsible to:

- Maintain a system of general accounts embracing all the financial transactions of state government;
- Examine at any time the accounts of every department, institution, office or agency receiving appropriations from the state and
- Prescribe such subsidiary accounts, including cost accounts, for the various departments, institutions, offices and agencies as may be desirable for purposes of administration, supervision and financial control.

II. Segregation of Duties

One individual cannot serve as both the requester/preparer and the approver of a JE. In most instances, the approver should be a supervisor of the requester/preparer; however, special circumstances may exist wherein the approver is not the supervisor. An example of such circumstances would be when a department head initiates/prepares a JE and a staff member must approve the entry. In all cases, though, the approver should have a familiarity with the JE entry, its propriety and effect on the general ledger.

III. Transactional Integrity

Transactions must be incurred before they are recorded, transferred, or reclassified by a JE. All accounting events should be captured and recorded in the general ledger. Each JE transaction should be a true reflection—and an accurate record—of events. Expected expenses or encumbrances still unpaid and not received on a purchase order should not be processed.

IV. Journal Entry Types, Uses and Descriptions

Journal entries (JEs) record financial transactions directly into the general ledger. Generally, a JE should be completed when a correction, reclassification, accrual or transfer is needed in order to record an accounting transaction that accurately reflects the state's financial events. A JE cannot create or record the use of cash. In other words, a JE can record cash between funds; however, the net effect of cash for the JE in total must net to zero.

If an error occurred in an Edison module other than the general ledger module, the error should be corrected by utilizing the module in which the error originated whenever possible, rather than a JE, if

the module provides an appropriate correcting mechanism (recording an AP journal voucher in the AP Module is an example of an appropriate correcting mechanism). See the discussion below on AP journal vouchers.

If a JE is necessary, it should be completed within 30 days of the original transaction or other occurrence that leads to the necessity of a JE. JEs must be entered with a date that is within an open accounting period and must be submitted and approved by the business unit (BU) within six (6) business days following the end of that accounting period (calendar month). During the year-end close process, the submission and approval of JEs should comply with the operational close calendar distributed by the Division of Accounts.

The following journal entry source types are commonly used:

Source AG: Agency Only Approval JEs can be used to record a transaction that does not affect the following chartfields in the general ledger: Fund, Account or first five digits of the Department ID. This source should be utilized whenever possible. Further guidance for these JEs can be found in the Special Items section of this guideline document.

Source EX: External Application JEs are journals which are uploaded to Edison using a template and an Excel macro. Although there are no restrictions on how large or small an uploaded JE can be, EX JEs are most beneficial when the number of lines within the JE are numerous and the creation of the JE is made easier through the use of an Excel template.

Source IU: Inter-Unit Transaction JEs are journals to record expenditure and revenue transactions between business units (BUs) and departments. The billing agency generally recognizes revenue, and the paying agency generally recognizes expenditures. All IU JEs must follow Department of Finance and Administration Policy 18 which can be found on the Division of Accounts website at <http://www.tn.gov/finance/act/policyb.shtml>.

Source JV: Online Journal Voucher JEs are the most common type of journal entry used by an agency to make transfers, accruals, corrections or reclassifications. Examples of JV JEs would include corrections to account codes, reallocation of charges between divisions within a state agency or a reclassification of unearned revenue to earned revenue.

Source LA: Accrued Liabilities JEs are used to record year-end liabilities that were not recorded through the accounts payable module. LA JEs are discussed in the Special Items section of this guideline document.

Source MU: Multi-Unit Transactions are JEs created by a select number of state agencies to record transactions involving multiple BUs on one entry. MU JEs are usually created on a monthly or quarterly basis. Examples of MU JEs would be quarterly unemployment compensation billings or monthly billings for services provided by Office of Information Resources (OIR), Division of Accounts or Edison. Because these JEs are created under the BU of the initiating agency, most users will not be able to access this JE through FSCM. Documentation is typically sent to the charged BUs by the initiating BU or is made available to

the charged BUs via the initiating BU's internet or intranet site. In order to be approved to enter MU JEs, a BU must submit a request in writing to the Director of Statewide Accounting, Division of Accounts, for review and approval.

Source RA: Accrued Revenue JEs, or accounts receivable JEs, are used to record year-end receivables for departmental revenues and refunds due that were not recorded through the accounts receivable module. RA JEs are discussed in the Special Items section of this guideline document.

AP Journal Vouchers

AP Journal vouchers, unlike journal entries, are entered through the accounts payable module rather than directly into the general ledger. AP Journal vouchers should be used to make corrections to AP vouchers if it is not necessary to change the Fund, Account, and first five digits of the DeptID. See *How to Correct an AP Voucher on an AP Journal* on Statewide Accounting's website at <http://www.tn.gov/finance/act/swa/jobAides.shtml>.

V. Guiding Principles and Expectations

(a) Supporting Documentation

(i) Minimum Standards

Supporting documentation for all JE source types should, at a minimum, provide enough information for an independent person with a basic knowledge of accounting to be able to understand the nature of the transaction.

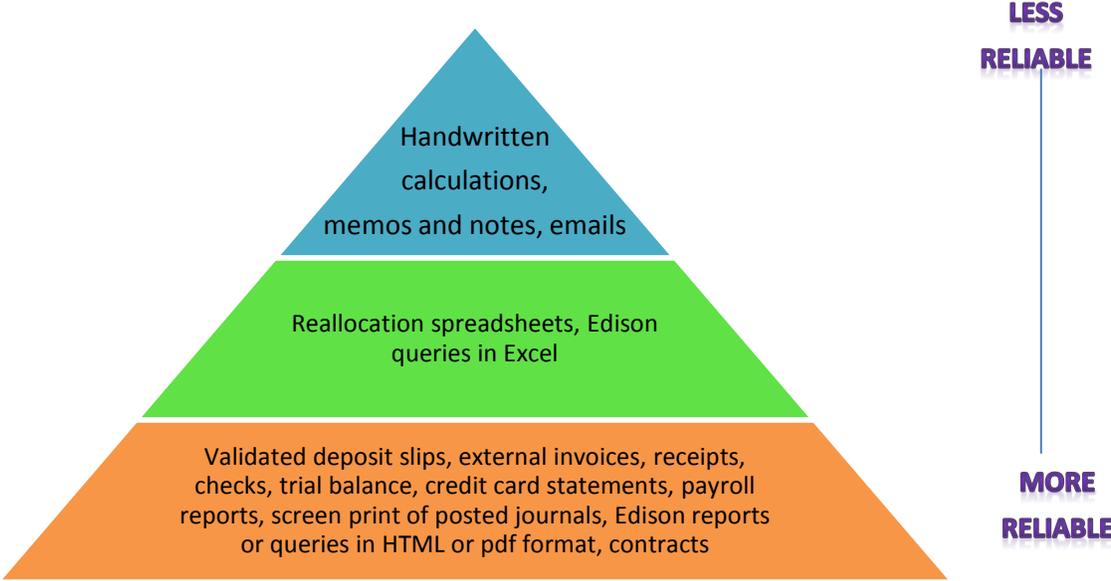
Preparers and approvers should measure the appropriate level of documentation used to support the transactions they are generating to ensure the support can provide a reviewer assurance of the following:

- The transaction actually took place;
- All transactions are recorded that should be;
- Transactions are recorded for appropriate amounts;
- Transactions are recorded in the proper fiscal year and
- Transactions are recorded in the proper accounts.

No Private Personal Information (PPI) should be included in supporting documentation (SSN, passport ID, employee bank or credit card information or personal tax information, etc.).

The pyramid below illustrates the hierarchy of supporting documentation reliability. The base represents a higher degree of reliability of supporting documentation. Including only those documents listed at the top of the pyramid may not support a JE sufficiently and other documentation could be requested. Note that a copy or screen print of the JE, staging

documents, vouchers and expense reports that have yet to be approved, and/or checks that were never received or deposited are not in and of themselves deemed adequate support.



The following categories describe various types of transactions and descriptions of possible supporting documentation that is typically considered acceptable:

Category I: reclassing, allocating, reallocating, correcting, moving, transferring, etc. These entries will typically require at least two items of support which may include:

- 1) Support that shows the accounting string and where the original entry was made;
- 2) Support that documents why the change is needed and/or
- 3) Other transactions that have occurred that support the assertion that the accounting event has occurred, e.g., expenditures occurring to support revenue recognition from unearned.

Category II: billing, charging, reimbursements, etc. These entries generally require one side of the entry to recognize some type of revenue. Invoices or other documents showing how amounts are calculated should be used as the minimum support for these types of transactions. Interunit billings involving grants/projects must include support that contains account receivable invoices or a listing of such invoices and amounts.

Category III: transactions/events recorded in Edison as a result of a transaction originating in an external system. These JEs will also require at least 2 items of support which may include:

- 1) Evidence of activity from the external system and/or

- 2) A translation/explanation of how this information should be recorded in Edison, e.g., a crosswalk of chartfields in external system to the equivalent chartfields in Edison.

Category IV: accruals, indirect cost, in-kind, sales tax, etc. These entries tend to occur less frequently and/or are not as commonly used as the previous categories. The support for this category of JEs is usually unique to the transaction. They are commonly supported by computations based on current practice or business processes. In regard to accruals, it may be necessary to estimate the amount of accruals. However, sufficient evidence supporting the computation of the estimates and their reasonableness is required. Typical support would include procedures used to arrive at estimates, the underlying assumptions used and historical data supporting the assumptions and/or relevant documentation of actual accrual experience.

Please see Appendix (e) for examples of journal entries and acceptable supporting documentation.

General Supporting Documentation Considerations for All Categories:

- Attach a memo or summary/explanation page if more information is needed than what is included in the header of the JE.
- Attach documents in a common file format (save emails as pdf or txt files).
- Organize supporting documents in a logical manner.
- Make sure all pages are neat and legible and that important parts are not “cut-off” during scanning.
- Be aware that highlighting can often make PDF or other scanned documents hard to read.
- Number items to indicate flow, if possible.

(ii) Changing FileNet Attachments

Whenever incorrect or unneeded documentation is attached to a JE through FileNet, the user does not have the option to delete the documentation once it has been uploaded whether the JE still needs a final approval or the JE is in a posted status. The following options are available when documentation issues arise and the JE in question has not been approved to post or is not in a posted status:

- 1) The current JE can be quickly copied and the original JE with the incorrect documentation deleted. When a JE is copied, the copy process does not carry over FileNet documentation so the correct documentation can be added to the new JE.
- 2) Leave the incorrect documentation attached but also attach a note or memo for the approver explaining the erroneous FileNet attachment and that it is not needed to document the transaction being processed.

- 3) Call the Edison Help Desk to have the FileNet attachment deleted before submitting and approving the JE.

(b) Header Descriptions

The long description on the header tab of the JE should provide a summary description of the purpose of the JE. It should describe the transaction being processed and should indicate why the JE is necessary. It is recommended to avoid using agency specific abbreviations. Every JE must have a long description, and the long description must be accurate. (If the space provided for the description on the header tab of the JE is insufficient, the header tab description should at least provide a brief overview of the JE purpose and then refer to a specific FileNet attachment containing a more detailed description/explanation.)

(c) Assigning Journal Entry IDs

When entering an online JE, it is recommended that the JE ID default of NEXT be utilized. Once the JE has been saved, the Edison system is designed automatically to assign a ten digit numeric ID to each JE keyed. Using the system’s automatically assigned JE ID will eliminate the possibility of JE ID duplication. If a user chooses not to use the system assigned JE ID and enters a JE ID for each JE keyed, the user should be aware that a user created JE ID should not begin with any letters that are also an Edison JE Source Type. Additionally, JE IDs cannot include embedded spaces. Any JEs created with a JE ID that begins with any letters from the following Source list will be denied, and the JE will have to be deleted and created with a valid JE ID:

AG	CM	IU	PR
AL	CN	JV	PY
AM	DA	KK	RA
AP	EX	LA	TR
AR	FM	LM	TV
BI	GM	MU	
CL	IN	PM	

While it may be useful to create a JE ID in order for an agency to define the purpose of the JE, care should be taken not to duplicate IDs on JEs with different accounting dates.

VI. Special Items

(a) RA Journal Entries

Agencies are responsible for reviewing, identifying, controlling and tracking accounts receivable information to enable proper recording of receivables in the accounting records and reflection in the State's financial statements. While some receivables are automatically generated in the general ledger through a transaction that originated in a submodule, some accounts receivable are required to be recorded on a JE.

Accounts receivable JE transactions are to be entered in Edison by creating a source RA JE. Specific instructions on recording year-end Accounts Receivables are disseminated to Agencies' fiscal staff prior to the start of the year-end closing process. It is very important that those instructions are referred to before attempting to record year-end receivables. RA JEs are generally, but not always, required to be auto-reversing. Receivables for nondepartmental revenue accounts are typically not permitted on an RA JE.

(b) LA Journal Entries

Agencies are responsible for identifying, controlling and tracking accrued liabilities. Charges for goods or services that were received on or before June 30 that were not able to be processed for payment through the AP module with a June accounting date will require an LA source JE.

Specific instructions on recording year-end Accrued Liabilities are disseminated to Agencies' fiscal staff prior to the start of the year-end closing process. It is very important that those instructions are referred to before attempting to record year-end accrued liabilities.

Please note: The accumulation or availability of funds to pay for future obligations does not constitute a liability. Outstanding purchase orders or contracts alone do not qualify as an incurred expenditure and therefore must not be recorded as a liability.

LA JEs are generally, but not always, required to be auto-reversing.

(c) AG Journal Entries

To maximize the efficiency and timeliness of the posting of journal entries, an AG JE can be entered that will post immediately after the JE has been approved by the agency, thereby forgoing Accounts' approval. Source AG, or Agency Only Approval, can be used for JEs in which all lines net to zero by BU, Fund, Account, and the first five digits of the Department ID. All AG JEs must have supporting documentation attached. AG JEs are subject to periodic review by the Division of Accounts for adequacy of documentation. If any JEs are found with inadequate documentation, those agencies in question may be subject to the loss of future use of source AG. Further instructions and guidance on AG JEs is available on the Division of Accounts internet site.

VII. Appendices

(a) Glossary of Terms

A

ADB Date—Average Daily Balance Date. Should agree to the JE date.

Account—a chartfield that identifies a transaction’s financial activity by specific revenue source, type of expense/expenditure, type of transfer or balance sheet item.

Classification	Account Range
Revenue	6XXXXXXXX
Expense/Expenditure	7XXXXXXXX
Asset	1XXXXXXXX
Liability	3XXXXXXXX
Equity	5XXXXXXXX
Non-budgeted	8XXXXXXXX
Statistical	9XXXXXXXX

Activity—chartfield used for projects and in the case of a grant represents the funding source.

Adjusting Entry—Periods 991 through 998 and is used on a journal entry with an effective date of June 30 for the immediate prior fiscal year.

Analysis Type—an identifier assigned to a transaction to distinguish the system source as well as the stage that the transaction is in within the project accounting process. Certain analysis types determine if a given transaction will generate billing transactions.

Auto-reversing—an auto-reversing entry in Edison is predominately related to accrued expenditures and accrued revenue entries; the accruals are automatically reversed in the period as selected by the journal entry submitter on the header tab of a journal entry.

B

Business Unit—a 5-digit alphanumeric field which represents each individual State of Tennessee Administrative agency. In the general ledger, there is only one BU per state agency although submodules may contain multiple BU for an agency.

Bonds—a 5-digit chartfield used to identify funding sources for capital projects.

C

Chartfields—data fields which record financial transactions within the general ledger and provide the system with the basic structure to segregate and classify transactional data.

Closed Period—an accounting period in which transactions can no longer be processed or posted in an Edison module.

D

Department ID—department defines a lower level of the Business Unit/Agency; the field is ten digits in length; the first five digits represent the level in which revenues and expenditures are budgeted.

F

FileNet—the location in Edison modules which are used to store documentation; a FileNet attachment can be an Adobe file, Word document, Excel spreadsheet, etc.

FSCM—(Financials and Supply Chain Management) the environment in Edison which contains all financials, procurement, commitment control and configuration of the setup and security information.

Fund— the highest level in the state's chart of accounts for budgeting and financial reporting. The funds included in the State of Tennessee's chart of accounts are five digits in length. The fund is a required chartfield in a journal entry.

G

General Ledger—central repository of the accounting information of the state in which the summaries of all financial transactions during an accounting period are recorded.

H

Header—elements of a journal entry which uniquely identify a journal entry and include the effective date and period, journal entry source type, description, reversal date, ADB date, business unit and JE ID.

J

Journal Line—the entry part of a JE in Edison which records monetary and statistical amounts and the Chartfields associated to each transaction; JE line amounts (debits and credits) must net to zero to become valid.

L

Location—A required chartfield for journal entry lines using an expenditure or revenue account. This chartfield generally is used to distinguish the place of origination of the underlying transaction. Usually the location represents a county, district or region.

N

Non-Adjusting Period—Periods 1 through 12 on a journal entry.

O

Open period—represents the current period available for posting transactions.

P

Period—the effective month in which a transaction posted. Period 0 represents the beginning of the fiscal year which includes balances from the prior year and period 1 represents July, period 2 represents August and so on. Adjusting periods include 991, 992, etc. Period 999 represents the closing periods and should not be used to inquire of yearly totals for they include the transactions that move ending balances to the next fiscal year.

Posted—journal entry status that indicates the transaction(s) have affected the general ledger.

Program—chartfield that uniquely tracks revenue and expenditures for programs within an agency. Can be used to identify groups of related activities and cost centers.

Project—a chartfield used to capture activity for federal grants.

R

Reallocation—journal entry that is usually redistributing costs or expenditures between various chartfields including program codes, user codes, projects, DeptIDs. etc.

Reclassification—journal entry that is usually moving transactions from one account to another account (e.g., unearned revenue to earned revenue).

S

Source Type—a Header field which indicates the nature or origination of a transaction. Transactions generated in submodules contain unique source types that indicate from which submodule the transaction originated. The only journal entry source types agencies should use on a journal entry are MU, IU, EX, JV, LA, AG and RA.

Speedchart—a code that can be used to distribute a transaction among various chartfields. Speedcharts can be requested through the Division of Accounts.

Submodule—components of Edison outside the general ledger that are used to generate and track transactions on a more detailed basis than what is contained in the general ledger. Transactions generated in submodules are generated with their own unique source types.

U

User Code—varies among state agencies and usually represents various unique costing needs to track transactions separately and on a more detailed level than the account and DeptID.

W

Worklist—a listing of transactions which need further personnel intervention to process; approval, denial, etc. A transaction will not appear in a worklist until it has been submitted.

(b) Matrix of Journal Entry Types

Journal Entry Purpose	General Description	Source Type	Support	Minimum Approvals
Reclassification/Correction /Allocation	Move previously posted entries between any chartfields.	JV	Required. See minimum supporting docs section.	1 agency approver and 1 Accounts approver
	Move revenue from unearned to earned.	EX	Required. See minimum supporting docs section.	1 agency approver and 1 Accounts approver
	Reallocate costs to other DeptIDs within the same BU.			
	Move transactions between chartfields other than Fund, Account or first five digits of DeptID.	AG	Required. See minimum supporting docs section.	1 agency approver
Billing/Reimbursements	Transactions between two BUs. Dollar amount minimum limited to Accounting Policy 18.	IU	Required. See minimum supporting docs section.	2 agency approvers and 1 Accounts approver
Multi-Unit transactions between more than two BUs	Journal entry to allocate, bill or reimburse more than two business unit.	MU	Required. See Source MU in Section IV, JE Types, Uses and Descriptions.	1 agency approver and 1 accounts approver

Journal Entry Purpose	General Description	Source Type	Support	Minimum Approvals
Accruals	Accrued Liability JE; used at year-end to record payables for goods or services received by June 30 with no invoice by year-end AP cut-off date	LA	Special year end instructions will include detail support requirements.	1 agency approver and 1 accounts approver
	Accounts Receivable JE; used for departmental revenue earned and refunds of expenditures due but not yet collected at 6/30/XX	RA	Special year end instructions will include detailed support requirements.	1 agency approver and 1 accounts approver

(c) Dos and Don'ts

- ✓ Do create, submit, and approve JEs in a timely manner. Waiting to submit a JE right before cutoff dates may result in unresolved issues which could require you to move the JE into a subsequent period.
- ✓ Do ensure JE dates are within an open period.
- ✓ Do follow up/track your JEs to make sure they are approved and posted to the General Ledger.
- ✓ Do include a long description that summarizes what the JE is doing.
- ✓ Do make sure support is legible and complete after attaching to JE.
- ✓ Do make sure the JE date, effective period and fiscal year all coincide.
- ✓ Do use AG source for JEs whenever possible.
- ✓ Don't change ADB dates. The dates are automatically populated to coincide with JE date and they should always match the JE date.

- ✓ Don't forget to attach support to AG source JEs.
- ✓ Don't make a correction to a revenue or expenditure/expense account that relates to an error that occurred in a prior year without first consulting with the Division of Accounts.
- ✓ Don't use a JE, as discussed in these guidelines, to create cash or record the use of cash.
- ✓ Don't use an auto-reversing date in a period that is already closed, and it's not recommended that it is greater than 60 days from the JE date.

(d) FAQs

1) Can I change a JE after it is posted?

Once a JE is posted, it cannot be changed. Any corrections that need to be made to a posted JE will require a new JE to be submitted.

2) Can I add documentation to a JE after it is posted?

Yes, documentation can be added to a JE once it is posted if that documentation does not alter but further supports the transactions that have already been reviewed and posted. However, if the documentation being added will alter the JE, a new JE will need to be submitted.

3) Who gets my JEs after I approve them?

Once a JE has been approved by a BU, the JE will work flow to Accounts' General Ledger section for final review and approval to post.

4) My agency submitted a JE. When will the JE be approved to post by Accounts?

Once a JE has been approved by a BU and appears in Accounts' worklist, generally the JE will be approved to post within three to five business days. Several factors may impact this timeframe, including but not limited to the number of entries being submitted by all BU's at any given time (e.g. year-end).

5) How do I delete a JE?

If a JE needs to be deleted, a user should open the JE and go to the Lines tab. Choose 'Delete Journal' from the dropdown menu in the 'Process' box, and then click 'Process'. Keep in mind that once a JE is posted, it cannot be deleted.

6) The system keeps adding lines with account number 10000000 to my IU. Is that ok?

Yes. When entering an IU JE, each BU must enter a debit and a credit. Depending on whether a BU is the paying agency or the billing agency, one debit or credit for each BU will be to account 10000000, Equity in Treasurer Cash, in order for the JE to be balanced by BU. If each BU does

not enter a debit or credit to account 10000000, the system will add lines using this account during the Edit Journal process to balance the JE by BU.

7) Is it too late to submit my JE (for a given period)?

In order for a JE to be posted in a certain period, the entry must be in Accounts' worklist by close of business on the 6th business day of the month following a given period. This information can also be found at www.tn.gov/finance/act/swa/docs/ClosingCalendars.docx.

8) Can I submit my IU source JE for \$1000 or less into Accounts' worklist to see if an exception will be granted?

No, IU source JEs for \$1000 or less will be denied unless an exception to Policy 18 has already been authorized by the Director of Statewide Accounting.

9) How do I get an exception to Policy 18?

Policy states "Exceptions to this Policy Statement should be submitted in writing to the Director of Statewide Accounting, Division of Accounts, for review and approval".

10) What do I do if my JE has been denied?

The JE should be corrected, resubmitted and approved by the BU. You would only have to delete the denied journal and reenter a new JE if it is necessary to change the journal ID, journal date, period or supporting documentation (see Section V(a)(ii) for changing Filenet attachments).

11) I am the second agency in an IU JE, and I noticed the other agency has something wrong with their coding. What should I do?

If an error is noticed by the second BU completing an IU JE, the initiating agency should be contacted to make a correction before the JE is submitted and approved. An IU JE submitted and approved by the involved BU's with known errors will create the need for a denial by Accounts and will prolong the final approval to post process.

(e) Examples of Supporting Documentation

The attached examples on the following pages are for illustrative purposes only and are presented here to illustrate the supporting documentation and header description requirements outlined in this guideline document in Sections V (a) and (b).

Unit: █████	Ledger Group: ACTUALS	Foreign Currency: USD
Journal ID: 0001609908	Source: JV	Rate Type: CRRNT
Date: 4/21/2014	Reversal: N	Effective Date: 4/21/2014
Description: Correcting error on Journal ID #TV01608381	Reversal Date:	Exchange Rate: 1.00

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department Program	Class	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base Amount
	Budget Ref	Product	Project		Affiliate	Fund Affiliate Scenario	Book Code						

ACTUALS

1	█████	70309000 080029		11000	█████	19000				CRRNT	1.00000000	-45.75 USD	-45.75 USD
		Description: In-State Travel Other		Reference:		Open Item Key:							
2	█████	70302000 080029		11000	█████	19000				CRRNT	1.00000000	45.75 USD	45.75 USD
		Description: In-State Meals/allowances		Reference:		Open Item Key:							

Business Unit	Total Lines	Total Base Debits	Total Base Credits
30301	2	45.75	45.75

Category | Example

End of Report

Expense accounting details

Journal ID	Report ID	Account	Descr	Dept	Fund	Program	Year	To	Amount	Empl ID	Name	Date
TV01608381	0000872142	70309000	In-State Travel Other		11000	080029	2014	10	45.750			4/11/2014

*Please change account code to
70302000*

Category 1 Example

Unit: INTER	Ledger Group: ACTUALS	Foreign Currency: USD
Journal ID: 0001596555	Source: IU	Rate Type: CRRNT
Date: 4/2/2014	Reversal: N	Effective Date: 4/2/2014
Description: To Bill ██████████ Project CSTECHFOSTCARE Interdepartmental Grant. Technical Assistance for Foster Care. March 2014.	Reversal Date:	Exchange Rate: 1.00

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department Program	Class	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base Amount
	Budget Ref	Product	Project		Affiliate	Fund Affiliate Scenario	Book Code						

ACTUALS

1	30227	10000000			11000					CRRNT	1.00000000	8,774.26 USD	8,774.26 USD
Description:		Equity in Treasurer Cash			Reference:		Open Item Key:						
2	30227	68090000			11000	██████████	19000			CRRNT	1.00000000	-8,774.26 USD	-8,774.26 USD
Description:		278000 CSTECHFOSTCARE Interdepartmental Revenue			Reference:		Open Item Key:						
3	35910	72599000			11000	██████████	19065			CRRNT	1.00000000	8,774.26 USD	8,774.26 USD
Description:		106000 Other			Reference:		Open Item Key:						
4	35910	10000000			11000					CRRNT	1.00000000	-8,774.26 USD	-8,774.26 USD
Description:		Equity in Treasurer Cash			Reference:		Open Item Key:						

Business Unit	Total Lines	Total Base Debits	Total Base Credits
30227	2	8,774.26	8,774.26
35910	2	8,774.26	8,774.26
INTER	0	0.00	0.00

Category II Example

End of Report



INVOICE

Please Remit To:

NASHVILLE TN 37219

Page: 1
Invoice No: 0000477391
Invoice Date: 04/02/2014

Customer:

NASHVILLE TN 37243

Customer Number: GR0000000000127
Payment Terms: Net 30
Due Date: 05/02/2014

Federal Project:

Sponsor Award:

Bill Type: Grants Management

Contract:
Technical

AMOUNT DUE: 8,774.26

For billing questions, please call 615-741-2687

Project	Phase Type	Description	Bl. Amount
CSTECHFOSTCARE		Prof Services Third Party	6,475.26
CSTECHFOSTCARE		Rentals and Insurance	1,159.00
CSTECHFOSTCARE		Training	500.00
CSTECHFOSTCARE		Travel	640.00
SUBTOTAL:			\$ 8,774.26
TOTAL AMOUNT DUE :			\$ 8,774.26

Category II Example

Sum of Billing Amount											
Dept	Bill To	Ref Awd #	Project	Invoice	Account	Journal ID	Voucher	Acctg Date	Location CF	Activity	Total
	R0000000000127		CSTECHFOSTCARE	TMP-00609876	70303000		00300036	3/20/2014	19000	INTERMATCH	\$ 610.00
									19000 Total		\$ 610.00
								3/20/2014 Total			\$ 610.00
							00300036 Total				\$ 610.00
							Total				\$ 610.00
					70303000 Total						\$ 610.00
					70309000		00300036	3/20/2014	19000	INTERMATCH	\$ 30.00
									19000 Total		\$ 30.00
								3/20/2014 Total			\$ 30.00
							00300036 Total				\$ 30.00
							Total				\$ 30.00
					70309000 Total						\$ 30.00
					70803000		00293967	3/13/2014	19000	INTERMATCH	\$ (250.00)
									19000 Total		\$ (250.00)
								3/13/2014 Total			\$ (250.00)
							00293967 Total				\$ (250.00)
							00296978	3/10/2014	19000	INTERMATCH	\$ 125.00
									19000 Total		\$ 125.00
								3/10/2014 Total			\$ 125.00
							00296978 Total				\$ 125.00
							00296979	3/10/2014	19000	INTERMATCH	\$ 95.00
									19000 Total		\$ 95.00
								3/10/2014 Total			\$ 95.00
							00296979 Total				\$ 95.00
							00298391	3/14/2014	19000	INTERMATCH	\$ 250.00
									19000 Total		\$ 250.00
								3/14/2014 Total			\$ 250.00
							00298391 Total				\$ 250.00
							00298395	3/14/2014	19000	INTERMATCH	\$ 165.00
									19000 Total		\$ 165.00
								3/14/2014 Total			\$ 165.00
							00298395 Total				\$ 165.00
							00300017	3/20/2014	19000	INTERMATCH	\$ 230.00
									19000 Total		\$ 230.00
								3/20/2014 Total			\$ 230.00
							00300017 Total				\$ 230.00
							00300021	3/20/2014	19000	INTERMATCH	\$ 265.00

Category II Example

GR000000000127	CSTECHFOSTCARE	TMP-00609876	70803000	00300021	3/20/2014	19000 Total		\$ 265.00			
				3/20/2014 Total			\$ 265.00				
				00300021 Total							\$ 265.00
				00300023	3/20/2014	19000	INTERMATCH	\$ 140.00			
				19000 Total			\$ 140.00				
				3/20/2014 Total			\$ 140.00				
				00300023 Total						\$ 140.00	
				00300024	3/20/2014	19000	INTERMATCH	\$ 150.00			
				19000 Total			\$ 150.00				
				3/20/2014 Total			\$ 150.00				
				00300024 Total						\$ 150.00	
				00300025	3/20/2014	19000	INTERMATCH	\$ 115.00			
				19000 Total			\$ 115.00				
				3/20/2014 Total			\$ 115.00				
				00300025 Total						\$ 115.00	
				00302465	3/28/2014	19000	INTERMATCH	\$ 205.00			
				19000 Total			\$ 205.00				
				3/28/2014 Total			\$ 205.00				
				00302465 Total						\$ 205.00	
				00302466	3/28/2014	19000	INTERMATCH	\$ 34.78			
				19000 Total			\$ 34.78				
				3/28/2014 Total			\$ 34.78				
				00302466 Total						\$ 34.78	
				00302467	3/28/2014	19000	INTERMATCH	\$ 125.00			
				19000 Total			\$ 125.00				
				3/28/2014 Total			\$ 125.00				
				00302467 Total						\$ 125.00	
				00302469	3/28/2014	19000	INTERMATCH	\$ 220.00			
19000 Total			\$ 220.00								
3/28/2014 Total			\$ 220.00								
00302469 Total						\$ 220.00					
00302470	3/28/2014	19000	INTERMATCH	\$ 105.00							
19000 Total			\$ 105.00								
3/28/2014 Total			\$ 105.00								
00302470 Total						\$ 105.00					
00302472	3/28/2014	19000	INTERMATCH	\$ 125.00							
19000 Total			\$ 125.00								
3/28/2014 Total			\$ 125.00								
00302472 Total						\$ 125.00					
00302473	3/28/2014	19000	INTERMATCH	\$ 100.00							
19000 Total			\$ 100.00								

Category II Example



GR000000000127	CSTECHFOSTCARE	TMP-00609876	70803000	00302473	3/28/2014 Total			\$ 100.00	
				00302473 Total				\$ 100.00	
				00302843	3/31/2014	19000	INTERMATCH	\$ 195.00	
						19000 Total		\$ 195.00	
					3/31/2014 Total				\$ 195.00
				00302843 Total				\$ 195.00	
				00302845	3/31/2014	19000	INTERMATCH	\$ 145.00	
						19000 Total		\$ 145.00	
					3/31/2014 Total				\$ 145.00
				00302845 Total				\$ 145.00	
				Total				\$2,539.78	
			70803000 Total					\$2,539.78	
			70814000	00298396	3/14/2014	19000	INTERMATCH	\$ 16.92	
						19000 Total		\$ 16.92	
					3/14/2014 Total				\$ 16.92
				00298396 Total				\$ 16.92	
				00300018	3/20/2014	19000	INTERMATCH	\$ 34.78	
						19000 Total		\$ 34.78	
					3/20/2014 Total				\$ 34.78
				00300018 Total				\$ 34.78	
				00300022	3/20/2014	19000	INTERMATCH	\$ 33.84	
						19000 Total		\$ 33.84	
					3/20/2014 Total				\$ 33.84
				00300022 Total				\$ 33.84	
				00300036	3/20/2014	19000	INTERMATCH	\$2,503.00	
						19000 Total		\$2,503.00	
					3/20/2014 Total				\$2,503.00
				00300036 Total				\$2,503.00	
				00302468	3/28/2014	19000	INTERMATCH	\$ 32.90	
						19000 Total		\$ 32.90	
					3/28/2014 Total				\$ 32.90
				00302468 Total				\$ 32.90	
				00302471	3/28/2014	19000	INTERMATCH	\$ 33.84	
						19000 Total		\$ 33.84	
					3/28/2014 Total				\$ 33.84
				00302471 Total				\$ 33.84	
				00302474	3/28/2014	19000	INTERMATCH	\$ 47.94	
						19000 Total		\$ 47.94	
					3/28/2014 Total				\$ 47.94
				00302474 Total				\$ 47.94	
				00302844	3/31/2014	19000	INTERMATCH	\$ 16.92	

Category II Example

GR000000000127	CSTECHFOSTCARE	TMP-00609876	70814000	00302844	3/31/2014	19000 Total	\$ 16.92				
				3/31/2014 Total		\$ 16.92					
				00302844 Total		\$ 16.92					
				Total		\$2,720.14					
				70814000 Total		\$2,720.14					
				70899000	00298397	3/14/2014	19000	INTERMATCH	\$ 170.00		
							19000 Total		\$ 170.00		
							3/14/2014 Total		\$ 170.00		
							00298397 Total		\$ 170.00		
							00300036	3/20/2014	19000	INTERMATCH	\$ 1,045.34
									19000 Total		\$ 1,045.34
				3/20/2014 Total		\$ 1,045.34					
				00300036 Total		\$ 1,045.34					
				Total		\$1,215.34					
				70899000 Total		\$1,215.34					
				71001000	00300036	3/20/2014	19000	INTERMATCH	\$ 976.00		
							19000 Total		\$ 976.00		
							3/20/2014 Total		\$ 976.00		
							00300036 Total		\$ 976.00		
				Total		\$ 976.00					
71001000 Total		\$ 976.00									
71004000	00300036	3/20/2014	19000	INTERMATCH	\$ 183.00						
			19000 Total		\$ 183.00						
			3/20/2014 Total		\$ 183.00						
			00300036 Total		\$ 183.00						
Total		\$ 183.00									
71004000 Total		\$ 183.00									
72102000	00298398	3/14/2014	19000	INTERMATCH	\$ 500.00						
			19000 Total		\$ 500.00						
			3/14/2014 Total		\$ 500.00						
			00298398 Total		\$ 500.00						
Total		\$ 500.00									
72102000 Total		\$ 500.00									
TMP-00609876 Total		\$8,774.26									
CSTECHFOSTCARE Total		\$8,774.26									
Total		\$8,774.26									
GR000000000127 Total		\$8,774.26									
Grand Total		\$8,774.26									

Category II Example

Unit: █████	Ledger Group: ACTUALS	Foreign Currency: USD
Journal ID: 0001584142	Source: JV	Rate Type: CRRNT
Date: 3/18/2014	Reversal: N	Effective Date: 3/18/2014
Description: Cocord Daily Transactions_031814	Reversal Date:	Exchange Rate: 1.00

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department Program	Class	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base Amount
	Budget Ref	Product	Project		Affiliate	Fund Affiliate Scenario	Book Code						

ACTUALS

1	█████	12000003			50000					CRRNT	1.00000000	1,121.14 USD	1,121.14 USD
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Description: AR Benefit Overpayment Rec Reference: Open Item Key:

2	█████	78400000			50000	█████	19000			CRRNT	1.00000000	-1,121.14 USD	-1,121.14 USD
---	-------	----------	--	--	-------	-------	-------	--	--	-------	------------	---------------	---------------

Description: Retired Payroll Reference: Open Item Key:

<u>Business Unit</u>	<u>Total Lines</u>	<u>Total Base Debits</u>	<u>Total Base Credits</u>
30901	2	1,121.14	1,121.14

Category III Example

End of Report

GL ACCOUNT	GL ACCOUNT DESCRIPTION	Concord All Transactions Summary	Invoice Creation	Receipt Creation	Receipt Allocation	Invoice Writeoff	Cancel Transactions	ACH Returns	ACH Recovery	Non-ACH Payroll	ACH Payroll	Edison Entry	Edison Check
10000000	Cash			-			-	-	-		-	-	-
12000003	A/R	1,121.14	1,121.14		-	-	-	-	-			1,121.14	-
30050006	Checks Pay												-
31010001	Fed W/H Payable												-
33010004	Net Benefit Payable												-
33011500	Insurance Payable												-
78400000	Benefit Expense	(1,121.14)	(1,121.14)									(1,121.14)	-
39000000	Cash Clearing			-	-								-
	Balance Check	-	-	-	-	-	-	-	-	-	-	-	-
BOOKING MECHANISM TO EDISON			JOURNAL VOUCHER	INOVAH INTERFACE	JOURNAL VOUCHER	JOURNAL VOUCHER	JOURNAL VOUCHER	SETTLEMENT SUMMARY INTERFACE	SETTLEMENT SUMMARY INTERFACE	JOURNAL VOUCHER	SETTLEMENT SUMMARY INTERFACE	JOURNAL VOUCHER	

Data Entry
Process Check

\$0.00 IS UNALLOCATED CASH THAT IS BOOKED TO EDISON AS CASH CLEARING

JV:

1584142

Payroll File Summary

Checks Payable
ACH Payments
Total Payroll

Pay Register Data

Replacements
Fed W/H Ded
Other Ded
Net Payroll Checks
Net Payroll EFT

Check

See Page 2 for Breakdown on Main Payroll Data

All Green Areas are areas where data is keyed manually.
All yellow areas are areas where balance checks are in place.
Export from Concord the following reports on all days:
Accounting report - General Ledger Transactions - All Transactions - xx/xx/xxxx in PDF and key the data to cells B1-B8 here.
Accounting report - Accounting Transaction Detail - All Transactions - xx/xx/xxxx in CSV and save the file as:
ConcordDailyDatafile.csv in this location: ???
On all Payroll days export from Concord the following reports:
Accounting report - Accounting Payroll File Summary - xx/xx/xxxx - in PDF and key the data to cells B17-B18 here.
Payroll Control Report - Monthly (Supplemental) Pay Register - xx/xx/xxxx - in PDF and key the data to cells B21-B24 here.
From the Data Tab at the top of the excel window, select REFRESH and select the ConcordDailyDatafile.csv you saved above.
On the Detail worksheet, complete all the Notes fields for the corresponding transactions
Check all the Yellow areas on both the Process Collection worksheet and the Edison Journal worksheet.
If these areas are not \$0.00 there is a problem
On payroll days, you must replace the lookup value on the Process Collection worksheet with the correct lookup value as it will change every payroll day.

Category III Example

03/19/2014
09:53 AM

NET1134030(NET11CLMNVP)
Version: 5.0.1.0

General Ledger Transactions Report

Filter Conditions

From Date: 03/18/2014 **To Date:** 03/18/2014 **Transaction Type:** All Transactions

<u>Sub Account Code</u>	<u>Account</u>	<u>Description</u>	<u>DR</u>	<u>CR</u>
	12000003	ACCOUNTS RECEIVABLE	\$1,121.14	
STATE AND HIGHER EDUCATION-300000	78400000	BENEFIT EXPENSE		\$1,121.14

Category III Example

Unit: █████	Ledger Group: ACTUALS	Foreign Currency: USD
Journal ID: 0001386418	Source: LA	Rate Type: CRRNT
Date: 6/30/2013	Reversal: B	Effective Date: 6/30/2013
Description: To record accrued liabilities for goods or services received at June 30 per the attached schedule	Reversal Date: 7/1/2013	Exchange Rate: 1.00

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department Program	Class	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base Amount
	Budget Ref	Product	Project		Affiliate	Fund Affiliate Scenario	Book Code						

ACTUALS

1	32901	70804000			11000	██████████	79037			CRRNT	1.00000000	888.00 USD	888.00 USD
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Description: Medical Services	Reference:	Open Item Key:
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2	32901	34000000			11000		79037			CRRNT	1.00000000	-888.00 USD	-888.00 USD
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Description: Accrued Liabilities	Reference:	Open Item Key:
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<u>Business Unit</u>	<u>Total Lines</u>	<u>Total Base Debits</u>	<u>Total Base Credits</u>
32901	2	888.00	888.00

Category IV Example

End of Report

EXHIBIT II

DETAILED SCHEDULE OF ACCRUED LIABILITIES COMPLETION CHECKLIST

COMPLIANCE

CHECK BOX

- 1.) THE TOTAL OF THE ACCRUED LIABILITY AMOUNT COLUMN AGREES TO THE TOTAL AMOUNT BEING RECORDED AS AN ACCRUED LIABILITY THROUGH THE EDISON JOURNAL ENTRY
- 2.) THE TOTAL DOLLARS COLUMN HAS BEEN COMPLETED BY ADDING TOGETHER THE DOLLARS REPORTED IN THE FUNDING SOURCE COLUMNS & IN ALL CASES = ACCRUED LIABILITY AMOUNT COLUMN ENTRY
- 3.) THERE ARE NO DATES AFTER JUNE 30, 2013 REPORTED IN THE DATE GOODS OR SERVICES REC'D COLUMN
- 4.) THE PURCHASE AUTHORITY COLUMNS CONTAINS A REFERENCE TO AN ATTACHED EXPLANATORY EXHIBIT WHEN THE PURCHASING AUTHORITY THAT UNDERLIES THE LISTED ACCRUED LIABILITY IS OTHER THAN A CONTRACT OR PURCHASE ORDER. ALL 3 COLUMNS REFERRING TO THE PURCHASE AUTHORITY HAVE BEEN FILLED OUT.
- 5.) A LETTER HAS BEEN ATTACHED FOR ANY VENDOR LISTED THAT IS A COMPONENT UNIT. THIS LETTER PROVIDES ASSURANCE THAT THE AMOUNT OF THE ACCRUED LIABILITY HAS BEEN VERIFIED WITH THE COMPONENT UNIT & PROVIDES THE NAME OF THE KNOWLEDGEABLE COMPONENT UNIT CONTACT PERSON
- 6.) NO ACCRUED LIABILITIES HAVE BEEN RECORDED FOR TRAVEL, UTILITIES, OR CREDIT CARD PROC FEES
- 7.) IF THE ACCRUED LIABILITY IS FOR THE PURCHASE OF AN ASSET OR SENSITIVE ITEM, THE ASSIGNED STATE TAG NUMBERS HAVE BEEN DETAILED IN AN ATTACHMENT
- 8.) ALL PURCHASE ORDERS & CONTRACTS REPORTED AS UNDERLYING PURCHASE AUTHORITY HAVE A BALANCE SUFFICIENT TO COVER THE ACCRUED LIABILITY BEING RECORDED
- 9.) INCLUDES NO AMOUNTS DUE TO ANOTHER STATE AGENCY
- 10.) ALL COLUMNS WITH \$ AMOUNTS HAVE BEEN TOTALED

Category IV Example

NAME AND TELEPHONE # OF PERSON COMPLETING CHECKLIST

DETAILED SCHEDULE OF ACCRUED LIABILITIES AS OF JUNE 30, 2013

EDISON JOURNAL ID _____ 1386418

CONTACT _____

TELEPHONE NBR: _____

E-MAIL ADDRESS: _____

LINE NO	PURCHASE AUTHORITY				ACCRUED LIABILITY AMOUNT	DATE GOODS OR SERVICES RECEIVED	FUNDING SOURCE								TOTAL DOLLARS
	EDISON BU	EDISON DOCUMENT NO	EDISON DOCUMENT TYPE (REQ, PO, CONTRACT)	VENDOR NAME			STATE APPROPRIATIONS		FEDERAL OR OTHER OUTSIDE PARTICIPATION		CURRENT SERVICES REVENUE		OTHER STATE AGENCY		
							%	DOLLARS	%	DOLLARS	%	DOLLARS	%	DOLLARS	
1		13714	PO	Midsouth-Co	888.00	06/30/13	100.00%	888.00	0.00%		0.00%		0.00%		888.00
2								0.00							0.00
3								0.00							0.00
5								888.00							888.00
6															
7															
8															
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Category IV Example