Department of Finance and Administration

Journal Entry – Correction/Reclassification Request Form Instructions

General Information			
Business Area:	Enter your Business Area	Agency Name:	Name of your Agency
Primary Contact:	Who should OFA contact if there are questions about this document. This person cannot sign as an authorized approver	E-mail Address:	The email address of the Primary Contact
Document Number:	Provide the document number this request is for	Document Date:	Enter the date on this document
Amount being reclassed:	This is the amount being corrected or reclassified. It would be equal to your debits or credits.	Originating document:	What is the original document number(s) that needs a correction or reclassification? A copy of the original document **MUST** be attached as support

******The original posting information MUST be attached as support******

Reclassification Type:

☐ Dollar-for-dollar (matches the original document)

Mark if:	The amount being corrected/reclassified matches the exact dollar amount in the original document
Do **NOT** mark if:	The amount being corrected/reclassified **does not** match the exact dollar amount in the original document. Example: reallocating a % of allowable costs, splitting funding source

☐ Partial/ does not match originating document (detailed explanation required)

Mark if:	The amount being corrected/reclassified does not match the exact dollar amount in the original document. Example: reallocating a % of allowable costs, splitting funding source
Do **NOT** mark if:	The amount being corrected/reclassified matches the exact dollar amount in the original document

Reclassification Impact (select all that apply)

Fund

Mark if:	If the correction/reclassification is going from one fund to another. Example: an expense moving from fund A to fund B
Do **NOT** mark if:	All activity is within one fund. Example: reclassifying an expense type within fund A

G/L Account (General Ledger account)

Mark if:	If the correction/reclassification is going from one general ledger account to another. Example: an expense moving from G/L account #1 to G/L account #2
Do **NOT** mark if:	All activity is using the same G/L accounts as the originating document

Grant**

Mark if:	If you list any grant number other than NRGRANT
Do **NOT** mark if:	If the document uses only NRGRANT as the grant number

***PLEASE NOTE: if this is grant related you will need to answer the two yes/no questions listed below

Allocation%	
Mark if:	This is a partial match to the original document and is due to allocating percentage correction/reallocation. Support of the allocation percentages MUST be attached
Do **NOT** mark if:	If this is a dollar-for-dollar correction/reclassification
Cost/Fund Center	
Mark if:	If you are changing the cost/fund center from what was in the original document
Do **NOT** mark if:	The cost/fund center is not changing
Internal Order	
Mark if:	If you are changing the internal order number from what was in the original document
Do **NOT** mark if:	The internal order number center is not changing
Revenue	
Mark if:	A general ledger number for revenue is being used (G/L starting with 4)
Do **NOT** mark if:	You are NOT using a revenue G/L (G/L starting with 4)
PLEASE NOTE: Revenue Corrections to a 2 series fund (a fund starting with 2) can only be used to correct an improper prior entry. A reclassification of revenue on a 2 series fund must be applied to the state general fund 299900000 and NOT your agency's 2 series fund	
Expense	
Mark if:	A general ledger number for expense is being used (G/L starting with 6-8)
Do **NOT** mark if:	You are NOT using an expense G/L (G/L starting with 6-8)
** Does this reclassification comply with federal regulations for allowable grant-related costs?	
Mark Yes if:	1) If you are using two MAGIC grant numbers with the same ALN this would comply with federal regulations. 2) If you are correcting/reclassifying between MAGIC grants with different ALNs, and you have approval from your Federal Rep(s) (in writing) that the expense or revenue can be moved to a different grant (ALN) and you have attached support, mark yes
Mark No if:	1) If this correction/reclassification does not comply with federal regulations 2) If you do not have approval from your Federal Rep (in writing) that you can move revenue/expenses to a different grant with a different ALN number, mark no. **These documents will be rejected.**
** Is supporting documentation justifying the reclassification of costs between grants attached?	
Mark Yes if:	You have attached supporting documentation to justify the correction/reallocation
Mark No if:	You have **not** attached supporting documentation to justify the correction/reallocation **These documents will be rejected**

Provide a clear, detailed, and transaction-specific explanation addressing why the correction is necessary, what corrective action has or will be implemented, and provide a complete and descriptive explanation of the transaction.

- What funds, general ledger accounts, grant, allocation%, cost/fund centers, internal orders, revenue or expenses are being impacted and how are they being impacted?
- The explanation must pertain to this specific document.
- Explain clearly why this correction is necessary.
- What caused the errors in the original document?
- What steps are being taken, or internal controls are being strengthened to prevent the error/need for reclassification in the future?
- Focus on explaining what, how and why this transaction is being made.
- **Generic documents to cover common corrections/reclassifications will be rejected.**

An example of an acceptable explanation:

An expenditure was originally posted to fund 1234567890 using a debit to general ledger account 67890123 in the amount of $750.00 and a credit to cash general ledger account 10060000. This posting was made in error and should have been recorded in fund 3456789012 under general ledger account 65432109. To correct this error, the transaction will remove the expense from the incorrect fund by crediting general ledger account 67890123 in the amount of $750.00 and debiting cash general ledger 10060000 and reclassifying it to the appropriate fund by debiting general ledger account 65432109 and crediting cash general ledger 10060000 in fund 3456789012. Internal review procedures have been updated to ensure expenses are posted correctly going forward.

Reclassifications over $25,000 -or- Impacting Grants Require Two Authorized Approvals

Authorized Signers are prohibited from also serving as the Primary Contact and must hold a position at the Supervisor, Manager, Director, or Deputy level. Digital and electronic signatures are expressly prohibited. Only original handwritten (wet ink) signatures will be accepted. Any submission that fails to comply with all requirements will be deemed invalid and will not be processed. All submitted documents are subject to two approval requests at OFA's discretion.

- Documents **under** $25,000 and that **do not** impact grants (using NRGRANT only) do not need approval signatures at this time, though all documents are subject to request of signatures at OFA's discretion
- Documents $25,000 or over **MUST** have 2 authorized signatures
- Documents impacting a grant **MUST** have 2 authorized signatures
- Authorized signers **MUST** be at the Supervisor, Manager, Director, or Deputy level designated by PIN not Title
- Authorized signers **cannot** be the same PIN level.
- Signers **cannot** be the Primary Contact
- Signatures **MUST** be handwritten, fresh, not copied, stamped, or signed by anyone other than the name and position listed
- Digital signatures will be rejected