GEORGIA
DEPARTMENT OF NATURAL RESOURCES

STATE PARKS & HISTORIC SITES

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COMMISSIONER

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Administrative Procedure # A - C - 2

Subject: Correction to Voucher/Journal Report – Form 85

Effective Date: July 1, 2014

Procedure Statement:

Each State Park or Historic Site is required to reconcile its site budget to the Peoplesoft budget report each month as it is received. While completing this reconciliation, expenditures or credits that are found to be in error, require park staff to complete a Form 85 to request a correction to the expenditure report. The park or historic site budget which contains the error, is the site responsible to complete the Form 85.

Definitions:

N/A

Procedure:

1.   Receive the Peoplesoft budget report and reconcile to park pending files.

2.   Upon discovery of discrepancy between Peoplesoft budget report and park pending files download a Form 85 Request for Voucher/Journal Correction from the DNR Intranet>Administrative Services>Accounts Payable.

     Park staff must complete a Form 85 as follows:

     Step 1: Complete information at the top of the form as follows:
     a.   Enter the Division (PRHS)
     b.   Enter the Department/Organization number (462043XXXX)
     c.   Enter the Unit Manager/AOM
     d.   Enter the Adjustment number as follows:
          1.   In the first box (cell L2), enter your division abbreviation then your location abbreviation. (PRHS/(park 3-letter code))
          2.   In the second box (cell M2), enter a three digit number beginning with 001 for your first Form 85 for that fiscal year. Then continue the numbering sequence consecutively throughout the fiscal year.
     Step 2: Enter the reason why correction is needed. Do not enter only WHAT is being corrected, but WHY the correction is needed.

a. A good description: "Employee improperly charged account 627XXX on their p-card reconciliation."
b. A bad description: "Change account code from 627XXX to 614XXX."

Step 3: Enter the chartfield information (Double-click the amount on the Peoplesoft Budget Report to get all necessary chartfield information.)

Column 1   Enter the original voucher or Journal # that needs to be corrected

Column 2   Enter the Voucher line that needs to be corrected. This is not necessary if Journal # is entered in column one.

Column 3   Enter the Account

Column 4   Enter the Fund

Column 5   Enter the Department/Organization number (462043XXXX)

Column 6   Enter the Funding Source

Column 7   Enter the Program

Column 8   Enter the Class

Column 9   Enter the Project

Column 10   Enter the Product Code (This number is not being used by all divisions. Leave blank if it is non-applicable.)

Column 11   Enter the amount of the Debit. (This amount should equal the amount that needs to be corrected, not the original total)
     a. If the original expense amount need to increase, then a debit should be entered

Column 12   Enter the Amount of the Credit. (This amount should be negative.)
     a. If the original expense amount needs to decrease, then a credit should be entered.

NOTE: You should enter two lines for each correction that needs to be made. (One line for where you want to move the expense "FROM", and a separate line for where you want to move the expense "TO".) For most of your changes, the "TO" line will be a debit (positive) amount and the "FROM" line will be a credit (negative) amount. There should not be a debit and a credit on the same line.

Step 4: Email the Form 85 to Artica Gaston (artica.gaston@dnr.state.ga.us) in Accounts Payable and/or Sarah Yonan (sarah.yonan@dnr.state.ga.us) in Labor Distribution for processing.
     a. Once the form has been processed, you will receive a confirmation email with the correction Journal or Voucher number. Please keep for future reference until the correction has posted on a later budget report.

3. Make an entry on the park's ledger with explanation making the park's budget match the Peoplesoft budget report and reconcile (R) the line.
    a. The Peoplesoft report is always the official report so the park must always balance to it even if there is a discrepancy.

4. Make a pending (P) entry on the park's budget in the appropriate account code tab listing the Form 85 correction.
    a. File a copy of the form 85 in the pending file until it is reconciled. A correction entry will appear on a later budget report once the form 85 is entered.

b. If accounting does not make the change, which means the charges or credits will remain as charges or credits on the park budget, then the item will remain as pending and site staff need to contact DNR Accounting to ensure the Form 85 gets processed.

Authority: (if applicable)

N/A

Attachments:

Attachment 1 – Form 85