

SECTION 9: JOURNAL ENTRIES

Correcting Agency Journal Entry

INTRODUCTION

Correcting Agency Journal Entry provides procedures for processing an agency journal entry to correct financial transactions processed with erroneous financial coding such as an incorrect collocation code or a missing ledger or program code, or processed with incorrect financial line amounts.

Agency journal entry transactions are used to adjust account balances that are incorrect due to warrant and journal entry transactions processed with the wrong financial coding and/or line amounts. The agency journal entry reverses the incorrect financial lines and records the financial lines correctly. Agency journal entries are also used to record and adjust financial lines for accounts receivable and accounts payable open items. For other open item types, changes to the financial lines are recorded with a change transaction for that open item. For procedures on changing financial coding for a specific open item type, including processing agency journal entries for accounts receivable and accounts payable open items, refer to *Section 6: Revenue* or *Section 7: Expenditure Open Items*.

Warrant transactions processed with an accrual fiscal period code or with an incorrect fiscal period code are corrected during the reappropriation period (July - August) with special accrual and one-sided journal entry transactions. Refer to *Accrual & One-Sided Agency Journal Entries* in this Section for procedures.

Debit and Credit Financial Lines

Agency journal entry transactions are balanced transactions with equal debit and credit financial line amounts. It is important to understand the financial effect debit and credit entries have on different account types.

Asset and expenditure accounts: These account types have a natural debit balance. Debit financial lines will increase expenditure and asset account balances. Credit financial lines will decrease expenditure and asset accounts.

Liability, revenue, and fund equity accounts: These account types have a natural credit balance. Debit financial lines will decrease liabilities, revenue, and fund equity account balances. Credit financial lines will increase liability, revenue, and fund equity accounts.

Amounts for debit financial lines are entered as a positive number. Amounts for credit financial lines are entered with a leading minus (-) sign.

AKSAS TRANSACTIONS

The transaction minor code varies depending on the type of agency journal entry and the account codes affected. Agency journal entry transactions addressed in this procedure include:

430-10: Agency JE - Exp/Rev - Use to record an adjustment between expenditure and revenue accounts.

430-11: Agency JE Misc - Use to record an adjustment between any account: asset, liability, fund equity, restricted or unrestricted revenue, and expenditure.

Other 430-xx transaction codes are available for authorized agencies to record specific types of journal entries. Refer to the *AKSAS Handy Guide* for a complete list.

PROCEDURES

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I. **Compile and prepare source documentation.**

A. To correct a previously processed transaction due to incorrect financial coding and/or erroneous liquidation of an open item, one or more of the following are necessary to support the correction:

- Financial Transaction (FTP) Register with changes/corrections marked.
- Audit Trail report identifying the adjustments or errors.
- Copy of the source document for the transaction being corrected.
- If an open item is affected by the change, a current screen print of the open item.

B. Determine the debit and credit entries necessary to correct the erroneous transaction.

1. Sometimes it may be easiest to completely reverse the erroneous transaction and record the entire transaction again with the correct financial coding/amounts. In this case, all financial lines from the original transaction are entered in the reversing financial line fields (see Step II.C) and the transaction is entered correctly in the correcting financial line fields (see Step II.D).
2. In other situations, it may be more practical to calculate the difference between what should have processed and what actually processed and correct only the portion of the transaction that processed incorrectly.

For example: A warrant processed for \$250.00 with incorrect financial coding and line amounts. The following shows the financial coding and line amounts for how the transaction should have processed, how the transaction was actually recorded, and the difference between the two.

Financial Coding/Account		What Should Have Processed		What Actually Processed		Difference	
02400210	74229	DR	100.00	DR	100.00		0.00
02400210	74226	DR	50.00	DR	75.00	CR	-25.00
02400210	74222		0.00	DR	75.00	CR	-75.00
02400250	73526	DR	100.00		0.00	DR	100.00
Transaction Total			250.00		250.00		0.00

The “Difference” column identifies the debit and credit financial lines to be entered in the correcting agency journal entry transaction. In this situation, an agency journal entry containing three financial lines would be entered as follows:

02400210 74226 -25.00 (credit or reversing financial line, see Step II.C)
 02400210 74222 -75.00 (credit or reversing financial line, see Step II.C)
 02400250 73526 100.00 (debit or correcting financial line, see Step II.D)

NOTE: *The correcting transaction must be a balanced journal entry with equal debit and credit amounts.*

II. **Record the correcting 430-10/11: Agency Journal Entry transaction in AKSAS.**

For more information on entering this transaction, Refer to the *430-10/11: Correcting Agency Journal Entry Screen and Field Entry Table* following this procedure.

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- A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
1. Enter **AJ** (Agency Journal Entry) in the **SELECTION** field.
 2. If your agency uses an easytran shell for this agency journal entry transaction, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
 3. Press <Enter> to display the 430-xx: Agency Journal Entry transaction screen.
- B. Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
1. **TRANS CODE MINOR** - Enter one of the following:

10	correct revenue and expenditure amounts only
11	correct amounts using any account type

NOTE: Refer to the AKSAS Handy Guide for a list of other valid transaction minor codes for correcting journal entries.
 2. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.
 3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 4. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record this journal entry transaction, enter a **SOURCE RD CODE** as authorized according to department procedures.
 5. **TOTAL DEBIT AMOUNT** - Enter the sum of the debit financial lines. Debit financial lines are the financial lines entered with positive amounts.
 6. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for this correcting transaction. The first 20 characters of the first line are used for reporting purposes.
 7. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If the transaction is not for the current year, enter the **FISCAL PERIOD CODE** as defined in the *AKSAS Handy Guide*.
- C. Enter **REVERSING** information in the **FINANCIAL LINE** fields. The financial coding from the original transaction is entered to reverse the erroneous transaction. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **AMOUNT** - Enter the reversing dollar amount as follows:

Enter the amount with a leading minus (-) sign to decrease the balance of an asset or expenditure account or to increase the balance of a liability, fund equity, or revenue account. For example, to reverse a warrant charged to an expenditure account, enter the reversing financial line amount with a leading minus (-) sign to decrease the balance of the expenditure account. To reverse a warrant recorded to a revenue account, enter the amount with a leading minus (-) sign to increase the balance in the revenue account. **Financial lines entered with negative amounts are the credit financial lines in the transaction.**

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Enter a positive amount to increase the balance of an asset or expenditure account or to decrease the balance of a liability, fund equity, or revenue account. For example, to reverse a revenue receipt transaction, enter the reversing financial line amount as a positive amount to decrease the revenue account balance. **Financial lines entered with positive amounts are the debit financial lines in the transaction.** Debit financial line amounts must sum to the TOTAL DEBIT AMOUNT field.

2. If the original transaction liquidated an open item in error, the open item can be adjusted with this transaction. Leave the SY, CC, PGM, LC, ACCT, and FY fields blank. Go to Step 9.
 3. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Enter the set-up year as recorded on the original transaction.
 4. **CC** - Enter the eight-digit collocation code as recorded on the original transaction.
 5. **PGM** - If a program code was used on the original transaction, enter that five-digit program code.
 6. **LC** - If a ledger code was used on the original transaction, enter that eight-digit ledger code.
 7. **ACCT** - Enter the five-digit account code as recorded on the original transaction.
 8. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency, enter the federal fiscal year as recorded on the original transaction.
 9. If the original transaction liquidated an encumbrance in error, the open item can be adjusted by the reversing financial lines. Enter the encumbrance data in the following OPEN ITEM fields:
 - a. **TYPE** - Enter **EN** (Encumbered Expenditure or Encumbered Revenue).
 - b. **NUM** - Enter the open item number of the encumbrance liquidated in error.
 - c. **LINE** - Enter the financial line number of the encumbrance liquidated in error.
 - d. **FLI** (Fully Liquidate Indicator) - Leave blank. This field is not used for this transaction.
 10. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.
 11. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.
 12. Repeat Steps 1 - 11 for each financial line recorded incorrectly in the original transaction.
- D. Enter **CORRECTING** information in the **FINANCIAL LINE** fields: Enter new financial coding and/or line amounts to record the transaction correctly. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **AMOUNT** - Enter the dollar amount as follows:

Enter a positive amount to increase the balance of an asset or expenditure account or to decrease the balance of a liability, fund equity, or revenue account. For example, to record the correcting line for a warrant transaction to an expenditure account, enter the correcting financial line amount as a positive number to increase the expenditure account balance. To record the correction to a revenue account, enter a positive amount to decrease the revenue account balance. **Financial lines**

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entered with positive amounts are the debit financial lines in the transaction. Debit financial line amounts must sum to the TOTAL DEBIT AMOUNT field.

Enter the amount with a leading minus (-) sign to decrease the balance of an asset or expenditure account or to increase the balance of a liability, fund equity, or revenue account. For example, to record a correction to a revenue receipt transaction, enter the correcting financial line amount with a leading minus (-) sign to increase the revenue account balance. **Financial lines entered with negative amounts are the credit financial lines in the transaction.**

2. If the original transaction should have liquidated an encumbrance open item or liquidated the incorrect encumbrance, the correct open item can be liquidated with this transaction. Leave the SY, CC, PGM, LC, ACCT, and FY fields blank. Go to Step 9.
3. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
4. **CC** - Enter the correct eight-digit collocation code for this financial line.
5. **PGM** - Enter the correct five-digit program code if required by your agency for this financial line.
6. **LC** - Enter the correct eight-digit ledger code if required by your agency for this financial line.
7. **ACCT** - Enter the correct five-digit account for the AMOUNT entered as follows:

TRANS CODE MINOR = 10: Enter a revenue (50000/60000 and LLs) or expenditure (70000 and LLs) account.

TRANS CODE MINOR = 11: Enter an account from any account group.

8. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a two-digit federal fiscal year.
9. To liquidate an encumbered expenditure with the correcting financial line, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the encumbrance and records the adjustment using the financial coding in the open item.

***NOTE:** Do not enter data in the OPEN ITEM fields if the original transaction liquidated the correct open item.*

- a. **TYPE** - Enter **EN** (Encumbered Expenditure or Encumbered Revenue).
 - b. **NUM** - Enter the open item number of the encumbrance to be liquidated by this financial line.
 - c. **LINE** - Enter the financial line number of the encumbrance to be liquidated by this financial line. If all financial lines in the open item are liquidated by this correcting journal entry, enter 999.
 - d. **FLI** (Fully Liquidate Indicator) - Enter **N** (liquidate the open item by the amount in this financial line) or **Y** (fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line).
10. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.

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11. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.

12. Repeat Steps 1 - 11 for each financial line necessary to correctly record the original transaction.

E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

III. Submit the transaction for certification.

Agency journal entry transactions require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

IV. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

A. The next morning, check DM - Maintain Batches to determine if the agency journal entry transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.

B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If the results of the processed transaction are not as intended, correct the error with another agency journal entry transaction as described in this procedure.

V. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

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ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 430-10/11: Agency Journal Entry transaction to adjust a processed transaction. The accounting entries with a financial source code of UD (user-defined) are entered in this transaction by the user. The financial effect of each entry is indicated in parentheses () after the debit or credit indicator in the first column.

An agency journal entry is a balanced transaction with equal debit and credit amounts. Unlike other transactions, both debit and credit financial lines are entered by the user. In 430-10/11 agency journal entry transactions, the financial coding and line amounts from the original transaction are entered to reverse the amounts recorded incorrectly. The correct financial coding and line amounts are entered to record the amounts to the correct appropriation/fund.

430-10/11: Correcting Agency Journal Entry

	Collocation Code	Account	Posting Type	Financial Source
430-10: Agency JE - Rev/Exp - Correct a warrant charged to incorrect financial coding				
Debit (increase)	Entered by user - Correct agency CC	Expenditure	01	UD
Credit (decrease)	Entered by user - CC from original transaction	Expenditure account from original transaction	01	UD
430-11: Agency JE - Misc - Correct a deposit recorded to incorrect financial coding.				
Debit (decrease)	Entered by user - CC from original transaction	Revenue account from original transaction	01	UD
Credit (increase)	Entered by user - Correct agency CC	Restricted Revenue, Unrestricted Revenue	01	UD

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430-10/11: Correcting Agency Journal Entry Screen																			
FDE 430-XX: AGENCY JOURNAL ENTRY										B 1298818 S 0001									
TRANS CODE MINOR				_____										ADDITIONAL AUTH RD				_____	
DOCUMENT NUMBER				_____															
SOURCE RD CODE				_____															
TOTAL DEBIT AMOUNT				_____															
DESCRIPTION LONG				_____															

FISCAL PERIOD CODE				C															
										MORE FINS N									
										-----OPEN ITEM-----				IEAX					
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	TYPE	NUM	LINE	FLI	LINE							
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____							
	LINE DESC	_____																	
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____							
	LINE DESC	_____																	
3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____							
	LINE DESC	_____																	
4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____							
	LINE DESC	_____																	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
UPDAT QUIT				SUBMT ERRS BASE FINS				PFKYS				HELP							

SCREEN ACCESS

Use the 430-xx: Agency Journal Entry transaction screen to correct or adjust processed financial transactions in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **AJ** (Agency Journal Entry) in the **SELECTION** field. Press <Enter> to display the 430-xx: Agency Journal Entry transaction screen.

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430-10/11: Correcting Agency Journal Entry Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this journal entry.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	<p>REQUIRED</p> <p>Enter one of the following 2-digit transaction minor codes:</p> <p>10 Agency JE - Exp/Rev 11 Agency JE Misc</p> <p>Refer to the <i>AKSAS Handy Guide</i> for other available minor codes.</p>	Identifies the specific type of agency journal entry.
ADDITIONAL AUTH RD	<p>REQUIRED</p> <p>If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.</p>	Identifies an approval authority associated with this correcting journal entry transaction.
DOCUMENT NUMBER	<p>REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank.</p> <p>An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.</p>	Processed document identifier.
SOURCE RD CODE	<p>REQUIRED, defaults to the AKSAS input (sign-on) RD code.</p> <p>If the default RD code is not authorized to record this journal entry transaction, enter a SOURCE RD CODE as authorized according to department procedures.</p>	Identifies the person authorized to record this transaction.
TOTAL DEBIT AMOUNT	<p>REQUIRED</p> <p>Enter the sum of the debit financial lines. Up to 13 digits (11 to the left of the decimal, 2 to the right).</p>	This field must equal the sum of all debit financial lines.
DESCRIPTION LONG	<p>REQUIRED</p> <p>Enter descriptive information, up to 120 characters, for this transaction. The first 20 characters are used on reports.</p>	A description of the transaction as it should appear on reports.
FISCAL PERIOD CODE	<p>REQUIRED, defaults to C.</p> <p>C Current fiscal year P Prior fiscal year</p> <p>If the default value is not correct for this transaction, refer to the <i>AKSAS Handy Guide</i> to determine the code.</p>	Identifies the state fiscal year (chart of accounts year) associated with this transaction.

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430-10/11: Correcting Agency Journal Entry Field Entry Table		
Field Name	Field Value	Comments
REVERSAL LINE Financial Fields - Financial coding and line amounts from the original transaction are entered to reverse the amounts recorded by the original transaction. The financial line amounts are recorded with a sign opposite to the one used in the original transaction. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	<p>REQUIRED</p> <p>Enter a dollar amount, up to 11 digits (9 to the left of the decimal, 2 to the right), as follows:</p> <p>Enter the amount with a leading minus (-) sign to decrease the balance in an asset or expenditure account or to increase the balance in a liability, fund equity, or revenue account.</p> <p>Enter a positive amount to increase the balance in an asset or expenditure account or to decrease the balance in a liability, fund equity, or revenue account.</p>	The dollar amount associated with this financial line. The total of the debit financial line AMOUNTs must sum to the TOTAL DEBIT AMOUNT field.
If this REVERSING financial line adjusts an encumbrance open item, leave the SY, CC, PGM, LC, ACCT, and FY fields blank.		
SY	<p>REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.</p> <p>Enter the 2-digit set-up year as recorded on the original transaction.</p>	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	<p>REQUIRED</p> <p>Enter the 8-digit collocation code as recorded on the original transaction.</p>	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	<p>REQUIRED, if the original financial line used a program code.</p> <p>Enter the 5-digit program code as recorded on the original transaction.</p>	Identifies the external program for this financial line.
LC	<p>REQUIRED, if the original financial line used a ledger code.</p> <p>Enter the 8-digit ledger code as recorded on the original transaction.</p>	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	<p>REQUIRED</p> <p>Enter the 5-digit account as recorded on the original transaction.</p>	Identifies the account to which this financial line was recorded.
FY	<p>REQUIRED, defaults to the current federal fiscal year if no entry is made.</p> <p>If a federal fiscal year is required by your agency, enter the 2-digit federal fiscal year as recorded on the original transaction.</p>	Identifies the federal fiscal year if a federal program is associated with this financial line.

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430-10/11: Correcting Agency Journal Entry Field Entry Table		
Field Name	Field Value	Comments
<p>REVERSING LINE Open Item Fields - Enter data in the OPEN ITEM fields if this reversing financial line adjusts an encumbrance open item. If the original transaction liquidated an encumbrance in error, the open item can be adjusted with this transaction.</p> <p>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used.</p>		
TYPE	<p>REQUIRED, to adjust an open item.</p> <p>EN (Encumbered Expenditure or Revenue)</p>	Identifies the type of open item liquidated in the original financial line.
NUM	<p>REQUIRED, to adjust an open item.</p> <p>Enter the 7-digit open item number of the encumbrance to be adjusted by this financial line.</p>	Identifying number used to adjust, liquidate, and report on an open item.
LINE	<p>REQUIRED, to adjust an open item.</p> <p>Enter the financial line number of the open item to be adjusted by this financial line.</p>	Identifies the financial line number being liquidated.
FLI	NOT USED FOR THIS TRANSACTION	Fully Liquidate Indicator. If this indicator is set to Y, the open item line identified is fully liquidated (reduced to zero) regardless of the AMOUNT specified on this financial line.
IEAX LINE	NOT USED FOR THIS TRANSACTION	Interentity Account Cross-Reference. The line number of the offsetting financial line in an interagency transfer journal entry.
LINE DESC	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 40 characters, for the financial line.</p>	Additional descriptive information for the financial line.
<p>CORRECTING LINE Financial Fields - The following fields define the accounting structures to which the correction is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	<p>REQUIRED</p> <p>Enter a dollar amount, up to 11 digits (9 to the left of the decimal, 2 to the right), as follows:</p> <p>Enter a positive amount to increase the balance in an asset or expenditure account or to decrease the balance in a liability, fund equity, or revenue account.</p> <p>Enter the amount with a leading minus (-) sign to decrease the balance in an asset or expenditure account or to increase the balance in a liability, fund equity, or revenue account.</p>	The dollar amount associated with this financial line. The total of the debit financial line AMOUNTs must sum to the TOTAL DEBIT AMOUNT field.
<p>If this CORRECTING financial line liquidates an open item, leave the SY, CC, PGM, LC, ACCT, and FY fields blank.</p>		
SY	<p>REQUIRED, if this line does not liquidate an open item. Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.</p> <p>Enter the correct 2-digit set-up year associated with the collocation code.</p>	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.

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430-10/11: Correcting Agency Journal Entry Field Entry Table		
Field Name	Field Value	Comments
CC	REQUIRED, if this line does not liquidate an open item. Enter the correct 8-digit collocation code for this financial line.	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	OPTIONAL Enter the correct 5-digit program code if required by your agency for this financial line.	Identifies the external program for this financial line.
LC	OPTIONAL Enter the correct 8-digit ledger code if required by your agency for this financial line.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED, if this line does not liquidate an open item. Enter the correct 5-digit account for the transaction code and AMOUNT entered. Refer to the <i>AKSAS Handy Guide</i> for valid accounts.	Identifies the account to which this financial line will be recorded.
FY	REQUIRED, if this line does not liquidate an open item. Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
<p>CORRECTING LINE Open Item Fields - Enter data in the OPEN ITEM fields if this agency journal entry transaction liquidates an encumbrance. If the original transaction should have liquidated an encumbrance open item or liquidated the incorrect encumbrance, the correct open item can be liquidated with this transaction. When this transaction is processed, AKSAS liquidates the open item and records the adjustment using the financial coding in the open item. For additional information about open item fields, refer to <i>Section 4: Financial Transactions & Batch Processing</i>.</p> <p>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.</p>		
TYPE	REQUIRED, for financial lines liquidating open items. EN (Encumbered Expenditure or Revenue)	Identifies the type of open item to be liquidated by this financial line.
NUM	REQUIRED, for financial lines liquidating open items. Enter the 7-digit open item number of the encumbrance to be liquidated by this financial line.	Identifying number used to change, liquidate, and report on an open item.
LINE	REQUIRED, for financial lines liquidating open items. Enter the financial line number of the open item to be liquidated by this financial line. To liquidate all financial lines in the open item, enter 999.	Identifies the financial line number being liquidated.

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430-10/11: Correcting Agency Journal Entry Field Entry Table		
Field Name	Field Value	Comments
FLI	<p>REQUIRED, for financial lines liquidating open items. Defaults to N if no entry is made.</p> <p>N No, do not fully liquidate the open item. Liquidate by the AMOUNT in this financial line.</p> <p>Y Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line.</p>	Fully Liquidate Indicator. If this indicator is set to Y, the open item line identified is fully liquidated (reduced to zero) regardless of the AMOUNT specified on this financial line.
IEAX LINE	NOT USED FOR THIS TRANSACTION	Interentity Account Cross-Reference. The line number of the offsetting financial line in an interagency transfer journal entry.
LINE DESC	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 40 characters, for the financial line.</p>	Additional descriptive information for the financial line.