	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN117	
		<i>Effective Date</i>	01-01-08	
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Revisions noted by vertical bar in right margin

POLICY

This policy applies to The Johns Hopkins Health System Corp. (JHHS) and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Howard County General Hospital (HCGH), Johns Hopkins Community Physicians (JHCP), Johns Hopkins Medical Services Corporation (JHMSC), Johns Hopkins Medicine International (JHMI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), Priority Partners (PP), Johns Hopkins Pharmaquip, Inc. (JHPQ), Johns Hopkins Home Health Services, Inc. (JHHHS), Johns Hopkins Pediatrics Home, Inc. (JHPAHI), Johns Hopkins HealthCare (JHHC), Johns Hopkins Home Care Group (JHHCG), Suburban Health Center (SHC), Broadway Acquisition and Development, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).

Purpose

This policy has been drafted in order to provide clear guidance and standardization of the procedures associated with posting manual journal entries (JE's) into the general ledger (GL) for JHHS and its affiliates. All wholly owned JHHS affiliates utilize SAP as their GL except for HCGH (Meditech), Johns Hopkins Singapore (ACCPAC), and Greenspring Patient First (Progression, Macala).

PROCEDURES


The SAP general ledger system allows journal entries to be entered in 2 ways: manually keyed using T-code FV50, or uploaded using an excel template via T-code ZFGL_JVLOAD. Journal entries can be posted to any open GL period. Recurring entries can be utilized to post the same entry to future period using T-code FBD1. Journal entries maybe reversed in any current or future period using T-code FB08. Journal entries can either be parked to allow changes to them prior to posting, or may be posted immediately after entering. JE's must be completed in an excel format prior to posting that can be uploaded into SAP. All entries must balance or the JE will be rejected by SAP. If the entry involves more than one affiliate, then the appropriate person from each corresponding affiliate must be notified of the transaction (i.e. given copy of JE). JE's must be reviewed and approved by the appropriate Director, in accordance with each affiliate's SAS112 internal control memorandum. (See Control Environment policy FIN).

Each respective accountant must maintain a journal entry log that supports each specific journal entry posted for the corresponding period. Each entry must include detailed back-up support. This support must be filed and retained in the Controller's office for two years. After the two years has expired the JE's and support should be transferred to Iron Mountain for offsite storage in accordance with record retention policy.

Each Accountant has the authorization to key or upload, and post all journal entries. The JE processing procedures are as follows:

1. Verify that the JE is complete and correct (balances)
2. Maintain monthly JE log (copy of JE's)
3. Attach the supporting documents to each JE
4. Obtain appropriate Director approval based on SAS 112 memorandum.
5. Enter JE transaction into SAP through manually keying or uploading using excel template.

For each affiliate not utilizing the SAP general ledger system, the affiliate should follow these same procedures with the exception as to the process for entering the JE's into each different general ledger system.

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RESPONSIBILITIES

Directors must approve journal entries deemed material per the SAS 112 memorandum by signing the corresponding JE form.

SPONSOR

Vice President of Finance/Chief Financial Officer and Treasurer, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

 President, JHHS

 Date