General Ledger Account Balance Reconciliation Part II – Non-Cash in State Treasury Accounts (ABOR)

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Purpose

To reconcile Deposits in Surplus Money Investment Fund (SMIF) and other applicable general ledger (GL) account balances in the Budgetary Legal Ledger (BUDLEGAL) against the corresponding balances in the Cash Basis Ledger. See SAM Sections 7921 for more information.

Reports/Queries for Reconciliation

- FI$Cal Cash Basis Ledger Activity Report
- Trial Balance Report (ZGL061) – BUDLEGAL
- Subsidiaries on File (RPTGL355) – BUDLEGAL
- DFQ_GL_01_JOURNAL_DETAIL

Reconciliation Steps

The procedure outlined below provides the steps to reconcile Deposits in SMIF and other general ledger account balances applicable to Fund 1234, a fictitious non-shared fund, as of 9/30/20XX (period 3). See Attachment 1.

1. Complete the header section of the reconciliation worksheet. See Attachments 1 and 2.
    a. Copy the asset and liability accounts listed on the FI$Cal Cash Basis Ledger Activity Report, starting with Deposits in SMIF (GL Account 1210), if applicable. Include any subsidiary accounts shown in the report.

       Note: For Cash in State Treasury (GL Account 1140), refer to Finance's *Cash in State Treasury Reconciliation Procedure* on the FI$Cal Resources for Accounting webpage.

    b. Enter the corresponding COA value and description for each account/subsidiary account from step a.

2. Complete the **FI$CAL CASH BASIS LEDGER ACTIVITY REPORT** section. See Attachments 1 and 2. Copy the **Ending Balance per Cash Basis** from the September (period 3) FI$Cal Cash Basis Ledger Activity Report.

3. Complete the **TRIAL BALANCE REPORT (BUDLEGAL)** section. See Attachments 1 and 3. Run the Trial Balance Report (ZGL061) for the fund administrator Business Unit (BU) from the BUDLEGAL ledger. Then, enter the **Ending Balance per BUDLEGAL** for the applicable account codes.
    a. For Deposits in SMIF, add accounts 1120000 (SMIF Deposits) and 1120100 (BLL – Deposits in SMIF) on the Trial Balance. Account 1120000 represents the balance in FI$Cal from inception to 6/30/2020, while account 1120100 represents the total transactions after 6/30/2020.

    b. If applicable, run the Subsidiaries on File (RPTGL355) to obtain balances at the detail level in FI$Cal. The total of each account on the Subsidiaries on File must agree with the Trial Balance.

    c. For shared funds, there could be multiple BUs remitting funds to Revenue/ Reimbursements Received in Advance (account 205xxxx/GL 34xx); in which case, the fund administrator needs to contact the remitting department(s) to provide a supporting document (e.g., Trial Balance) to validate their share of the account balance.
        - Insert additional rows to display each department's balance separately.

4. Confirm zero amount on the **VARIANCE** line or continue to step 5 to research the **Reconciling Items**.
   The variance is calculated as the difference between the **Adjusted Ending Balance per Cash Basis** and the **Adjusted Ending Balance per BUDLEGAL**.

5. Research the **Reconciling Items** if the **VARIANCE** is not zero.
   Possible reasons for the reconciling amount include:
   a. Reconciling items from the prior month that remain outstanding.
      - Review the prior month's reconciliation worksheet and research to determine if any of the reconciling items are still outstanding.

   b. Discrepancies between transactions posted in the Cash Basis Ledger and BUDLEGAL during the reconciling period.
      - Deposits in SMIF:

        - Run DFQ_GL_01_JOURNAL_DETAIL query from the BUDLEGAL ledger for the fund administrator BU in period 3, journal source CRJ.
        - Compare the amount in account 1120100 from the above step with the total net activity amount in GL 1210/account 112 period 3 FI$Cal Cash Basis Ledger Activity Report. If there is a difference, contact the FI$Cal Service Center to resolve the issue.

      - Other general ledger accounts:

        - Run DFQ_GL_01_JOURNAL_DETAIL query from the Modified Accrual Ledger (MODACCRL) for the fund administrator BU in period 3 to review the transactions posted to the applicable account code.
        - Confirm that the total activities in the MODACCRL ledger match the net debits and credits on the period 3 BUDLEGAL Trial Balance.
        - Compare the transactions against those listed under the corresponding GL/account on the period 3 FI$Cal Cash Basis Ledger Activity Report.

      Notes:
        - Interfund Loans Payable and Provision for Deferred Interfund Loans Payable related to SB 84 (payable to Fund 0681) post under BU 9892 in FI$Cal MODACCRL ledger, and fund administrators are no longer required to report the balances at year-end. As such, the balance per the Cash Basis will appear as a variance in the reconciliation and should be footnoted.
        - Other loan-related transactions may be interfaced and posted to a statewide BU in the MODACCRL ledger. To review the transactions, departments can run the DFQ_GL_01_JOURNAL_DETAIL query for the consolidated BU (BU CNSLD) using the secondary user ID. The Reporting Structure in the consolidated BU identifies the BU in which the original transaction is posted. Departments should research to determine the appropriate accounting treatment and reporting of those transactions and make corrections if necessary.

Attachment 1

DEPOSITS IN SMIF AND OTHER GENERAL LEDGER ACCOUNT RECONCILIATION

For Period Ending 9/30/20XX (Period 3)

Fund Number: 1234

Fund Administrator BU: 4321

	1210	2500	3410	4050	
1a **UCM GL Account:**	1210	2500	3410	4050	
Subsidiary Account:			34100432100	40500001999	40500681600
1b **COA :**	1120000 & 1120100	1700000	2050000-4321	2500220-0001	2500220-0681 (a)
Description:	Deposits in SMIF	Provision for Deferred Interfund Loans Payable	Unearned Revenue (BU 4321)	Interfund Loans Payable (Loan from Fund 0001)	Interfund Loans Payable (Loan from Fund 0681)
FI$CAL CASH BASIS LEDGER ACTIVITY REPORT:					
	2				
Ending Balance per Cash Basis	2,639,000.00	1,548,816.76	(347,194.40)	(1,448,000.00)	(100,816.76)
Reconciling Items:					
ADJUSTED ENDING BALANCE PER CASH BASIS	**2,639,000.00**	**1,548,816.76**	**(347,194.40)**	**(1,448,000.00)**	**(100,816.76)**
TRIAL BALANCE REPORT (BUDLEGAL):					
	3a	3		3b	
Ending Balance per BUDLEGAL	2,639,000.00	1,448,000.00	(347,194.40)	(1,448,000.00)	0.00
Reconciling Items: 5					
ADJUSTED ENDING BALANCE PER BUDLEGAL	**2,639,000.00**	**1,448,000.00**	**(347,194.40)**	**(1,448,000.00)**	**0.00**
VARIANCE 4	**0.00**	**100,816.76**	**0.00**	**0.00**	**(100,816.76)**
		(a)			**(a)**

Footnote:

(a) Interfund Loans Payable related to SB 84 are posted under BU 9892 in FI$Cal MODACCRL ledger and departments are not required to report the balance to the SCO at year-end. Therefore, the balance per Cash Basis shows as a variance in this reconciliation.

Prepared By:	*I.M. Dunne*	**Date**	10/20/20XX
Reviewed By:	*Ree V. R.*	**Date**	10/21/20XX

Attachment 2

FI$Cal Cash Basis Ledger Activity Report

Report ID:	RPTGL453	**FI$Cal** **Cash Basis Ledger Activity Report**	Page No: Run Date: Run Time:	1 10/13/20X3 20:28:11 PM

Business Unit: 4321 - Department of Training
Fiscal Year: 20X3
Period Ending: 3 - September 30, 20X3

Fund Code	Description
1234	Training Fund

Account	Description
1210 1a	SMIF Deposits

CASH Journal Date	CASH Journal ID	MODACCRL Journal Date	MODACCRL Business Unit	MODACCRL Journal ID	MODACCRL Journal Source	Accounting Date	Document Type	Document Business Unit	Document ID	Description	Amount
09/01/20X3										Beginning Balance	2,813,000.00
09/01/20X3	CB11315620	09/01/20X3	0000	0011310827	108	09/01/20X3	Journal ID	0000	0011310827		(2,000.00)
09/05/20X3	CB11327305	09/05/20X3	0000	0011320308	108	09/05/20X3	Journal ID	0000	0011320308		40,000.00
09/06/20X3	CB11339674	09/06/20X3	0000	0011334773	108	09/06/20X3	Journal ID	0000	0011334773		34,000.00
09/07/20X3	CB11349420	09/07/20X3	0000	0011344898	108	09/07/20X3	Journal ID	0000	0011344898		(1,000.00)
09/11/20X3	CB11368262	09/11/20X3	0000	0011364580	108	09/11/20X3	Journal ID	0000	0011364580		40,000.00
09/12/20X3	CB11379626	09/12/20X3	0000	0011372437	108	09/12/20X3	Journal ID	0000	0011372437		12,000.00
09/13/20X3	CB11419614	09/13/20X3	0000	0011404475	108	09/13/20X3	Journal ID	0000	0011404475		(221,000.00)
09/14/20X3	CB11419617	09/14/20X3	0000	0011408254	108	09/14/20X3	Journal ID	0000	0011408254		(2,000.00)
09/15/20X3	CB11419618	09/15/20X3	0000	0011408261	108	09/15/20X3	Journal ID	0000	0011408261		(4,000.00)
09/18/20X3	CB11431223	09/18/20X3	0000	0011408267	108	09/18/20X3	Journal ID	0000	0011408267		56,000.00
09/20/20X3	CB11441640	09/20/20X3	0000	0011436358	108	09/20/20X3	Journal ID	0000	0011436358		(119,000.00)
09/21/20X3	CB11454946	09/21/20X3	0000	0011446088	108	09/21/20X3	Journal ID	0000	0011446088		4,000.00
09/22/20X3	CB11463995	09/22/20X3	0000	0011459915	108	09/22/20X3	Journal ID	0000	0011459915		(75,000.00)
09/25/20X3	CB11475863	09/25/20X3	0000	0011469044	108	09/25/20X3	Journal ID	0000	0011469044		72,000.00
09/26/20X3	CB11485456	09/26/20X3	0000	0011479789	108	09/26/20X3	Journal ID	0000	0011479789		(4,000.00)
09/26/20X3	CB11494462	09/26/20X3	0000	0011490208	108	09/26/20X3	Journal ID	0000	0011490208		15,000.00
09/27/20X3	CB11494465	09/27/20X3	0000	0011490212	108	09/27/20X3	Journal ID	0000	0011490212		(110,000.00)
09/28/20X3	CB11510913	09/28/20X3	0000	0011499165	108	09/28/20X3	Journal ID	0000	0011499165		7,000.00
09/29/20X3	CB11531462	09/29/20X3	0000	0011525137	108	09/29/20X3	Journal ID	0000	0011525137		84,000.00
										Period Net Activity	(174,000.00)
09/30/20X3										Ending Balance	2 2,639,000.00

Account	Description
2500 1a	Provision for Deferred Interfu

CASH Journal Date	CASH Journal ID	MODACCRL Journal Date	MODACCRL Business Unit	MODACCRL Journal ID	MODACCRL Journal Source	Accounting Date	Document Type	Document Business Unit	Document ID	Description	Amount
09/01/20X3										Beginning Balance	1,548,816.76
											0.00
										Period Net Activity	0.00
09/30/20X3										Ending Balance	2 1,548,816.76

Account	Description
3410 1a	Revenue Collected in Advance

CASH Journal Date	CASH Journal ID	MODACCRL Journal Date	MODACCRL Business Unit	MODACCRL Journal ID	MODACCRL Journal Source	Accounting Date	Document Type	Document Business Unit	Document ID	Description	Amount
09/01/20X3										Beginning Balance	(377,820.40)
09/12/20X3	CB11419314	09/12/20X3	4321	AR11407040	ARD	09/12/20X3	Deposit ID	4321	0152MAY23RIADST		30,626.00
										Period Net Activity	30,626.00
09/30/20X3										Ending Balance	2 (347,194.40)

Account	Description
4050 1a	Interfund Loans Payable

CASH Journal Date	CASH Journal ID	MODACCRL Journal Date	MODACCRL Business Unit	MODACCRL Journal ID	MODACCRL Journal Source	Accounting Date	Document Type	Document Business Unit	Document ID	Description	Amount
09/01/20X3										Beginning Balance	(1,548,816.76)
											0.00
										Period Net Activity	0.00
09/30/20X3										Ending Balance	2 (1,548,816.76)

Attachment 3

Trial Balance Report (ZGL061)

Report ID: ZGL061 FI$Cal Page No: 1
DEPARTMENT OF TRAINING Trial Balance
As Of:09/30/XX

Business Unit: 4321 Run Date: 10/19/20XX
Ledger: BUDLEGAL Run Time 12:59:45
Fiscal Year: 20XX
Period From: 1 To Period: 3

Fund: 1234 Training Fund

ACCOUNT	ACCOUNT TITLE		BEGINNING BALANCE		DEBITS		CREDITS		ENDING BALANCE	
1101000	General Cash - CTS Accounts	$	14,888.00	$	0.00	$	14,888.00	$	0.00	
1101200	Revolving Fund Cash	$	0.00	$	0.00	$	0.00	$	0.00	
1108000	BLL Cash in State Treasury	$	927.53	$	0.00	$	69,991.89	$	-69,064.36	
1109100	Pending Cash Transfers - GL	$	0.00	$	0.00	$	0.00	$	0.00	
1109110	SCO Legacy Interface Trans	$	0.00	$	1,050,875.32	$	1,050,875.32	$	0.00	
1109140	Pnd Cash Tran-BLL Contra Asset	$	0.00	$	0.00	$	0.00	$	0.00	
1109300	Pending Cash Transfers - AR	$	0.00	$	1,368,488.09	$	1,353,762.09	$	14,726.00	
1110101	Intraunit Acc Acct-LD/PFA Aloc	$	210,364.11	$	87,871.73	$	301,861.90	$	-3,626.06	
1110110	Intraunit Pending PFA Accrual	$	-210,364.11	$	210,364.11	$	0.00	$	0.00	3a
1120000	SMIF Deposits	$	2,775,000.00	$	0.00	$	0.00	$	2,775,000.00	
1120100	BLL - Deposits in SMIF	$	-340,000.00	$	440,000.00	$	236,000.00	$	-136,000.00	
1200000	AR - Revenue	$	0.00	$	0.00	$	0.00	$	0.00	
1200050	AR - Reimbursements	$	0.00	$	0.00	$	0.00	$	0.00	
1200100	AR - Abatements	$	0.00	$	149.69	$	149.69	$	0.00	
1200150	AR - Dishonored Checks	$	2,198.00	$	1,091.00	$	1,091.00	$	2,198.00	
1209900	AR - Other	$	351,995.77	$	0.00	$	351,995.77	$	0.00	
1240000	Due From Other Funds	$	229,667.50	$	0.00	$	229,667.50	$	0.00	
1240020	Due From Labor Distribution	$	0.00	$	0.00	$	0.00	$	0.00	
1290000	Provision For Deferred AR	$	-354,193.77	$	353,086.77	$	1,091.00	$	-2,198.00	3
1700000	Provi-Defer Interfund Loans AP	$	1,448,000.00	$	0.00	$	0.00	$	1,448,000.00	
2000000	Accounts Payable - Control	$	-203,829.23	$	151,401.96	$	154,915.44	$	-207,342.71	
2000100	Accrued Accounts Payable	$	-56,554.03	$	66,614.67	$	0.00	$	10,060.64	
2000300	Accounts Payable - Encumbrance	$	0.00	$	155,732.46	$	323,112.24	$	-167,379.78	
2010000	Due to Other Funds	$	-16,943.67	$	16,943.67	$	0.00	$	0.00	
2010020	Due to Labor Distribution	$	0.00	$	0.00	$	0.00	$	0.00	
2020000	Due to Federal Government	$	0.00	$	626.14	$	626.14	$	0.00	3
2050000	Unearned Revenue	$	-377,820.40	$	43,436.00	$	12,810.00	$	-347,194.40	
2090600	Pending Escheatments - AP	$	0.00	$	581.70	$	581.70	$	0.00	3b
2500220	Interfund Loans Payable	$	-1,448,000.00	$	0.00	$	0.00	$	-1,448,000.00	
3902000	Fund Balance - Unappropriated	$	-2,025,400.96	$	0.00	$	0.00	$	-2,025,400.96	

Subsidiaries on File (RPTGL355)

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SUBSIDIARIES ON FILE
Department of Training - 4321
Fund 1234
Fiscal Year 20XX-XX
As of 09/30/20XX

Business Unit : 4321 - Department of Training
Fund : 1234 - Training Fund

Report ID : RPTGL355
Run Date : 10/19/20XX
Run Time : 12:58:19
Adjustment Period : 0
Ledger: BUDLEGAL

ACCOUNT	ACCOUNT TITLE SUBSIDIARY FUND/ACCOUNT	SUBSIDIARY FUND/ACCOUNT TITLE	SUBSIDIARY BUSINESS UNIT	SUBSIDIARY BUSINESS UNIT TITLE	DEBITS	CREDITS
1290000	PROVISION FOR DEFERRED AR					
	1200150998	Prov Deferred A/R-Dishon Cks				2,198.00
	TOTAL ACCOUNT	1290000				2,198.00
2500220	INTERFUND LOANS PAYABLE		3b			
	0001	General Fund	4321	Department of Training		1,448,000.00
	TOTAL ACCOUNT	2500220				1,448,000.00