YE A-1 – Record Undeposited Receipts

Source Documents:	Undeposited Receipts Department Deposit Log
Module:	General Ledger (GL)
Roles:	GL Journal Processor GL Journal Approver

Purpose: The A-1 entry is required to record the cash received but not deposited by June 30.

Agencies/Departments will analyze the General Cash Receipts Register to determine the amount of cash received by June 30 but not deposited as of that date.

Record the A-1 entry to the designated fund(s) in period 998 within the General Ledger module.

To record undeposited receipts:
>   Debit 1100000 Cash on Hand
>>   Credit 1200XXX Accounts Receivable – General
>>   Credit 124XXXX Due From Other Funds/Appropriations*
>>   Credit 205XXXX Revenue/Reimbursements Received in Advance
>>   Credit 2090110 Uncleared Collections – State Fund
>>   Credit 41XXXXX Revenue
>>   Credit 48XXXXX Reimbursements
>>   Credit 5XXXXXX Appropriation Expenditures

To ensure the appropriate receivable or nominal account is used, the GL Journal Processor should work with the AR Payment Approver.

*Journal lines posted to Account 124XXXX – Due from Other Funds/Appropriations must include values in the "Affiliate" (BU) and "Fund Affiliate" (Fund) fields. This information will be system-generated on the year-end Report No. 7, Subsidiaries on File. Adding the Affiliate and Fund Affiliate on both the debit and credit lines will be helpful for research purposes.

Departments should use the auto-reverse function to reverse A-1 entries in the new fiscal year.

To enter the A-1 journal entry, the **GL Journal Processor** will create a new journal.
1 – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2 – Click **Add a New Value** tab
3 – Enter your **Business Unit**
4 – Enter a **Journal Date** of 6/30/20XX for the fiscal year ended
5 – Click **Add**

The **GL Journal Processor** will create the journal **Header**.
1 – Enter **a Journal Description/Legal Authority and Reason for Request**
2 – Ledger Group will default to **MODACCRL**
3 – Click the Adjusting Entry drop-down and select **Adjusting Entry**
4 – Enter **ACC** as the Source
5 – Period will default to **998**
6 – Click the **Commitment Control** link and check if selected **"Actuals and Recognize,"** click **OK**
7 – Click on **Reversal:** and select **Beginning of Next Period,** click **OK**

The **GL Journal Processor** will enter the journal **Lines**.
1 – Click the **Lines** tab
2 – Enter debit line to record the Account 1100000 and the required ChartFields
3 – Click on **+** to insert a line
4 – Enter credit line to record the Account (receivable or income account) and required ChartFields. Enter additional credit lines as necessary (not illustrated)
5 – Click **Save**

The **GL Journal Processor** will run the **Edit Journal** process.
1 – Verify the **Edit Journal** is selected in the *Process drop-down menu.
2 – Click **Process**
3 – Check the **Journal Status** and **Budget Status** show "**V**" for Valid. The system will assign a Journal ID. Note the Journal ID on the source document for reference.

| Header | Lines | Totals | Errors | Approval |

Unit: 8860   Journal ID: 0000321326   Date: 06/30/20XX
Template List   Change Values

Inter/IntraUnit   *Process: **1** Edit Journal ▼   **2** Process

▽ Totals   Personalize | Find | View All | 🗗 | 🏢   First ◀ 1 of 1 ▶

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00 **3**	V	V

The **GL Journal Processor** will run the **Submit Journal** process.

1 – Select **Submit Journal** from the *Process drop-down menu.

2 – Click **Process**. The GL Journal Approver will receive an automatic notification of the journal.

3 – Click the **Approval** tab to view the journal workflow. The journal will show as Pending until approved.

The **GL Journal Approver** will approve the journal.
Follow the steps in Job Aid FISCal.094 – Approving a GL Journal to approve the journal.
Once the GL Approver has approved the journal, the GL Processor will post the journal.

Reminders:

- Record accrual entries in period **998**, Source: **ACC**, and Adjusting Entry: **Adjusting Entry**.

- Departments should use the auto-reversal functionality for reversing year-end accrual entries in the new fiscal year.