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

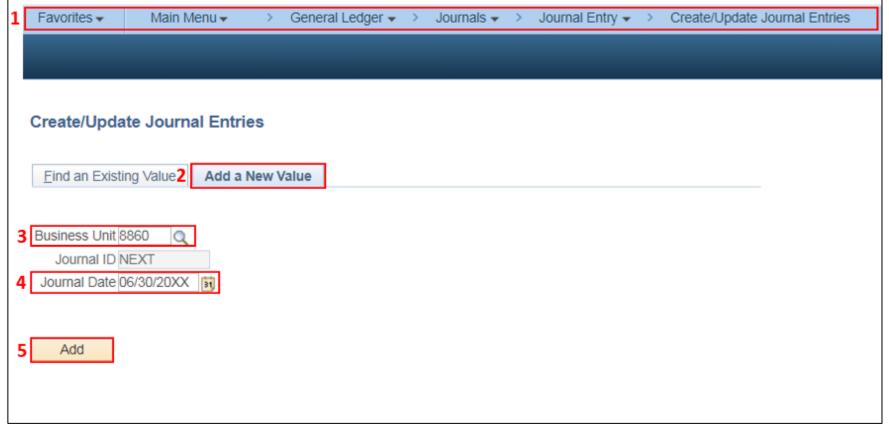
To ensure the appropriate receivable or nominal account is used, the GL Journal Processor should work with the AR Payment Approver.

*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.

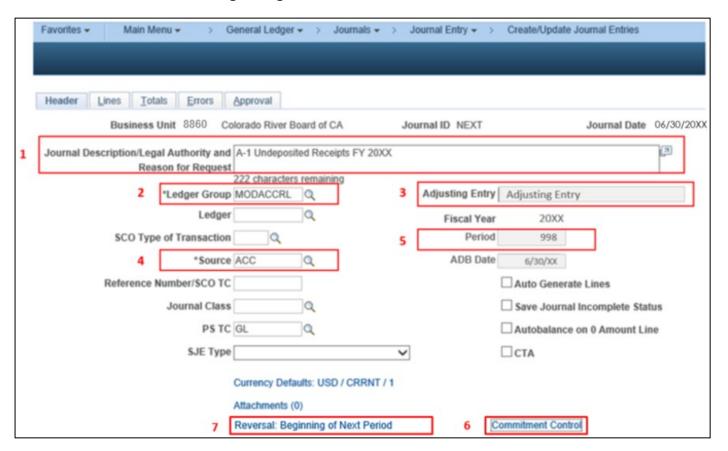
To enter the A-1 journal entry, the **GL Journal Processor** will create a new journal.

- 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



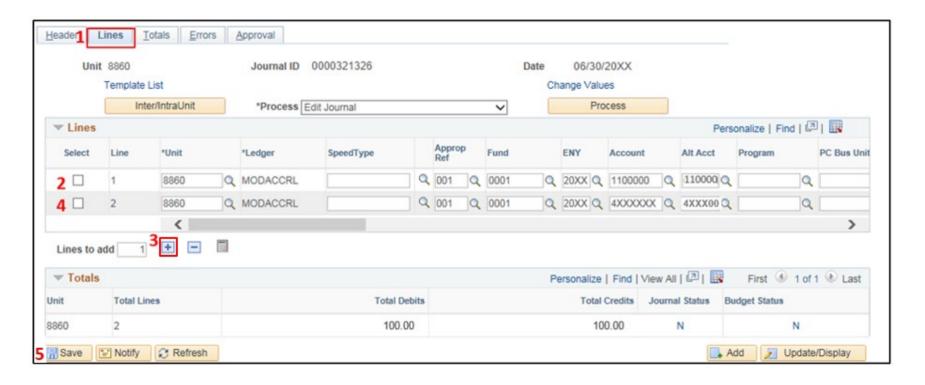
The GL Journal Processor will create the journal Header.

- 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



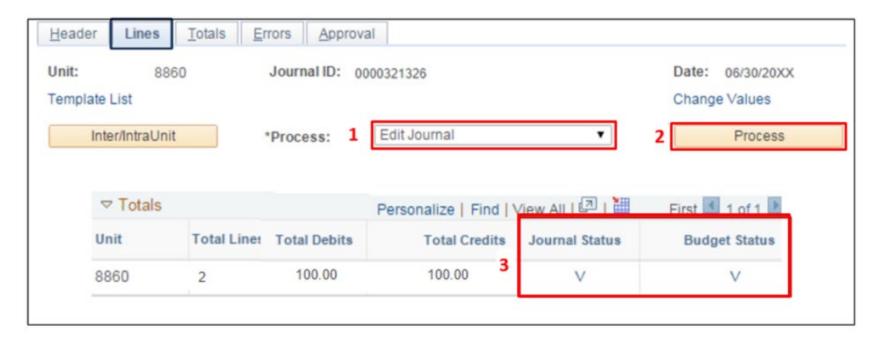
The GL Journal Processor will enter the journal Lines.

- 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



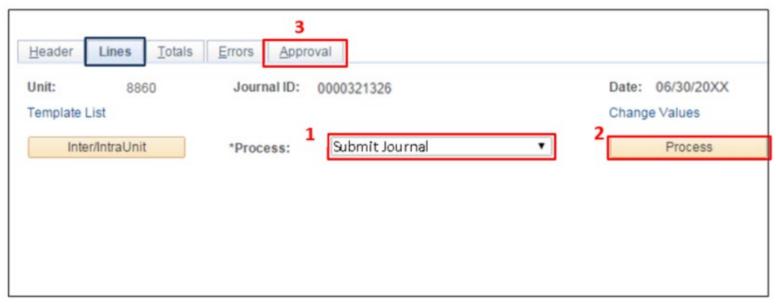
The GL Journal Processor will run the Edit Journal process.

- 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.



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.