

AR20 – Record and Approve Collection of Reverting Appropriations for Abatements and Reimbursements before June 30

Source Document: Department Payment Batch Header
Check Copy

Module: Accounts Receivable (AR)

Roles: AR Item Processor
BI/AR Approver
AR Payment Processor

PURPOSE: Abatement and Reimbursement receivables must be reclassified to Accounts Receivable (AR) - Other before the associated appropriation reverts (usually on June 30). The reclassified transactions are commonly known as the "Year End A-4 Adjusting Entries", see the [State Administrative Manual section 10603](#).

The purpose of this eLearning is to provide guidance on recording and approving the collection of reverting appropriations *after* the original AR has been reclassified to AR-Other but *before* the appropriation actually reverts on June 30. The timing of when the State Controller's Office (SCO) records the remittance is a key factor.

If receipt is collected and remitted prior to June 30 (provided that the SCO receives and records the remittance advice by June 30), it should still be treated as an abatement or a reimbursement, depending on the original AR Item.

- Slides 6-16 – Provide steps for the AR Payment Processor to record the cash receipt using the Direct Journal payment method.
- Slides 17-23 – Provide steps for the AR Item Processor to create a Pending Item Group with one transaction sequence to credit the AR-Other.

Note: Payroll AR-Abatement will be used as an example in this eLearning.

In this example, an AR has been reclassified and now resides in GL 1209900-Accounts Receivable Other, with the offset in GL 1290000-Provision for Deferred Receivables. Receipt is collected and remitted, and SCO posts the transaction **before June 30**. The cash receipt will be treated as an abatement or a reimbursement (depending on the original AR Item), and the AR-Other must be reversed.

Accounting Entries for Abatements:

Transaction 1: Record the cash receipt as Expenditure Abatements (Unbilled) using the Direct Journal payment application method.

Debit 1109300 Pending Cash Transfers – AR
Credit 5xxxxxx Expenditures**

** The expenditure entry must be coded to the appropriation that is reverting. Include Fund, Program, Approp Ref, ENY, and other appropriate ChartFields (same as the User Line in the original AR Item before the YE A-4 reclass entry).

Transaction 2: Credit the AR-Other.

Debit 1290000 Provision for Deferred Receivables *
Credit 1209900 AR -Other

* Use Alternate Account 0131900000 for A/R-Other.

NOTE: Do not apply payment to the AR Item through a worksheet or payment predictor.

Accounting Entries for Reimbursements:

Transaction 1: Record the cash receipt as Reimbursements (Unbilled) using the Direct Journal payment application method.

Debit 1109300 Pending Cash Transfers – AR
Credit 48xxxxx Reimbursements**

Transaction 2: Credit the AR-Other

Debit 1290000 Provision for Deferred Receivables *
Credit 1209900 AR -Other

* Use Alternate Account 0131900000 for A/R-Other.

** The reimbursement entry must be coded to the appropriation that is reverting. Include Fund, Program, Approp Ref, ENY, and other appropriate ChartFields (same as the User Line in the original AR Item before the YE A-4 reclass entry).

NOTE:

- Do not apply payment to the AR Item through a worksheet or payment predictor.

The AR Payment Processor will perform the steps necessary to record the receipt as a Direct Journal.

Departments will use their existing business processes to deposit receipts to the bank prior to posting in FI\$Cal.

The source documents for recording miscellaneous receipt bank deposits are:

1. Department Payment Batch Header
2. Copy of check

We will assume that a Deposit Slip entry process has been completed and the corresponding AR Regular Deposit has been created in FI\$Cal (refer to Job Aid FI\$Cal.389).

The **AR Payment Processor** will find the existing system generated AR Regular Deposit. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter Business Unit and the Deposit ID in the **Find an Existing Value** tab
- 3 - Click Search

1

Regular Deposit
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

2 Deposit Unit = 🔍

Deposit ID begins with

User ID begins with 🔍

Assigned Operator ID begins with 🔍

Case Sensitive

3 **Search** Clear Basic Search Save Search Criteria

The **AR Payment Processor** will verify the information in the following fields on the **Totals** tab:

- 1 - Accounting Date (Bank deposit date)
- 2 - Bank Code is "STATE"
- 3 - Bank Account is the CTS account
- 4 - Deposit Type
- 5 - Bank Deposit Number
- 6 - Control and Format Currency

The screenshot displays the 'Regular Deposit' page in the AR Payment Processor. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. Below this, there are two tabs: 'Totals' (selected) and 'Payments'. The main content area shows the following information:

- Unit: 8860
- Deposit ID: 1061
- A 'Delete Deposit' button is located in the top right corner.
- A 'View Audit Logs' link is centered below the deposit information.
- The 'Totals' section contains several fields:
 - 1 *Accounting Date: 05/08/2019 (with a calendar icon)
 - 2 *Bank Code: STATE (with a search icon) - State Bank
 - 3 *Bank Account: 244 - 244
 - 4 *Deposit Type: S - Standard
 - 5 Bank Deposit Number: 1244000006
 - 6 Control Currency: USD (with a search icon)
 - Format Currency: USD (with a search icon)
 - Rate Type: CRRNT
 - Exchange Rate: 1.00000000 (with a refresh icon)
 - Location: 000

The **AR Payment Processor** will enter information in the **Control Totals** section of the **Totals** tab:

- 7** - Check the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8** - Enter the total **Count**
- 9** - Click on the **Payments** tab at the top

The screenshot shows the 'Payments' tab selected in the 'Totals' section. The interface includes a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Payments' tab is highlighted with a red '9'. Below the breadcrumb, there are fields for 'Unit 8860' and 'Deposit ID 1061', along with a 'Delete Deposit' button and a 'View Audit Logs' link. The main form area contains several input fields: '*Accounting Date' (05/08/2019), '*Bank Code' (STATE), '*Bank Account' (244), '*Deposit Type' (S), and 'Bank Deposit Number' (1244000006). To the right, there are fields for 'Control Currency' (USD), 'Format Currency' (USD), 'Rate Type' (CRRNT), 'Exchange Rate' (1.00000000), and 'Location' (000). Below this, there are two summary tables: 'Control Totals' and 'Control Data'. The 'Control Totals' table has a red '7' next to the 'Control Total Amount' field (100.000) and a red '8' next to the '*Count' field (1). The 'Control Data' table includes fields for '*Received' (05/08/2019), '*Entered' (05/08/2019), 'Posted', 'Assigned' (Z_DEPT_AR_PAYMENT_PRO), and 'User' (Z_DEPT_AR_PAYMENT_PROC). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Control Totals		Control Data	
7 Control Total Amount	100.000	8 *Count	1
Entered Total Amount	0.000	Count	1
Difference Amount	100.000	Count	-1
Posted Total Amount	0.000	Count	0
Journalled Total Amount	0.000	Count	0

For unbilled revenue, the **AR Payment Processor** will enter the following information on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the **Journal Directly** checkbox
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and “Gen Cash” for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Click Save
- 8 - The deposit will show “Balanced” when the payments match the control totals

The screenshot displays the 'Payments' tab in a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The main header shows 'Totals' and 'Payments' tabs, with 'Payments' selected. Below this, the following information is displayed: Unit 8860, Deposit ID 1061, Date 05/08/2019, and a 'Balance' field containing 'Balanced' (highlighted with a blue box and labeled '8').

The 'Payment Information' section includes:

- Payment Seq: 1
- Amount: 100.000 (labeled '2')
- Rate Type: CRRNT
- Payment Method: Check (labeled '4')
- *Payment ID: ABTMNT-PAR123 (labeled '1')
- Currency: USD
- Exchange Rate: 1.00000000
- Journal Directly: (labeled '3')
- *Accounting Date: 05/08/2019
- Range of References:
- Attachments: (0)

The 'Additional Payment Information' section includes:

- Payment Method: Check (labeled '5')
- Cash Type: Gen Cash (labeled '5')
- Check Date: [text box]
- Description: [text box]
- Reference Number: [text box]
- City Code: [text box]
- County Code: [text box]
- Tax Amount: [text box]
- Received by SCO:
- AP Business Unit: [text box]
- Related ORF Advance: [text box]

The 'Notes' section (labeled '6') contains a text area for entering notes.

The 'Customer Information' section includes:

- Customer ID: [text box]
- Business Unit: [text box]
- Remit From Name: [text box]
- Corporate Name: [text box]
- SubCust1: [text box]
- MICR ID: [text box]
- Remit SetID: [text box]
- Corporate SetID: [text box]
- SubCust2: [text box]
- Link MICR: [text box]

The 'Reference Information' section shows a table with columns: Qual Code, Reference, To Reference, and Event. The table contains one row with '1' in the Qual Code column.

At the bottom, there are buttons for 'Save' (labeled '7'), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Submit the Department Payment Batch Header and supporting documents to the **AR Payment Approver** to approve the deposit.

The **AR Payment Approver** will use the Payment Batch Header and supporting documents to review and approve the transaction. In addition, the AR Payment Approver will create the **Accounting Entries** for the Direct Journal Payment. The Chartfield values will reflect the ultimate Program/Appropriation where the abatement should be applied to.

The **AR Payment Approver** will create the Accounting Entries for the Direct Journal Payment. Steps are:

- 1 - Navigate to Accounts Receivable > Payments > Direct Journal Payments> Create Accounting Entries
- 2 - Enter Business Unit;
- 3 - Enter the Deposit ID
- 4 - Click Search

1

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

2 Deposit Unit = ▾ 8860 🔍

3 Deposit ID begins with ▾ 1061 🔍

Payment Sequence = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

Case Sensitive

4

Search Clear Basic Search 🔍 Save Search Criteria

The **AR Payment Processor** will create the Accounting Entries. Steps are:

- 1 - Enter Amount as (-)
- 2 - Enter Approp Ref, Fund, ENY, Account, Alt Account, Program, Reporting Structure and other appropriate ChartFields.

Note: Apply the payment to the ultimate program.

- 3 - Click Save

Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit 8860 Deposit ID 1061 Payment ABTMNT-PAR12345 Seq 1

Currency Details

Amount 100.000 USD **4**

Complete Entry Event

Budget Status Message Code

Distribution Lines Personalize | Find | View All | | First 1-2 of 2 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref 2	Fund	ENY	Account	Alt Acct	Program	Rptg Structure
1	8860	1 -100.000	USD	001	0001	2016	5100000	5100000010	6780	88601200
2	8860	100.000	USD		0001		1109300	9999999999		

Total

Lines 2 Total Debits 100.000 Currency USD Total Credits 100.000 Currency USD Net 0.000

3 Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

- 5 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR
- 6 - The net of the distribution lines should equal to zero
- 7 - Click Save

Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit 8860 Deposit ID 1061 Payment ABTMNT-PAR12345 Seq 1

Currency Details

Amount 100.000 USD

Complete Entry Event

Budget Status Message Code

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure
1	8860	-100.000	USD	001	0001	2016	5100000	5100000010	6780	88601200
2	8860	100.000	USD		0001		1109300	9999999999		

Total

Lines 2 Total Debits 100.000 Currency USD Total Credits 100.000 Currency USD **Net 0.000**

8 - Check the Complete box

9 - Click Save

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

Accounting Entries | Deposit Control

Unit 8860 Deposit ID 1061 Payment ABTMNT-PAR12345 Seq 1

Currency Details

Amount 100.000 USD ⚡ 📄

8 Complete Entry Event 🔍

Budget Status Message Code

Distribution Lines Personalize | Find | View All | 📄 📅 First ⏪ 1-2 of 2 ⏩ Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 📄

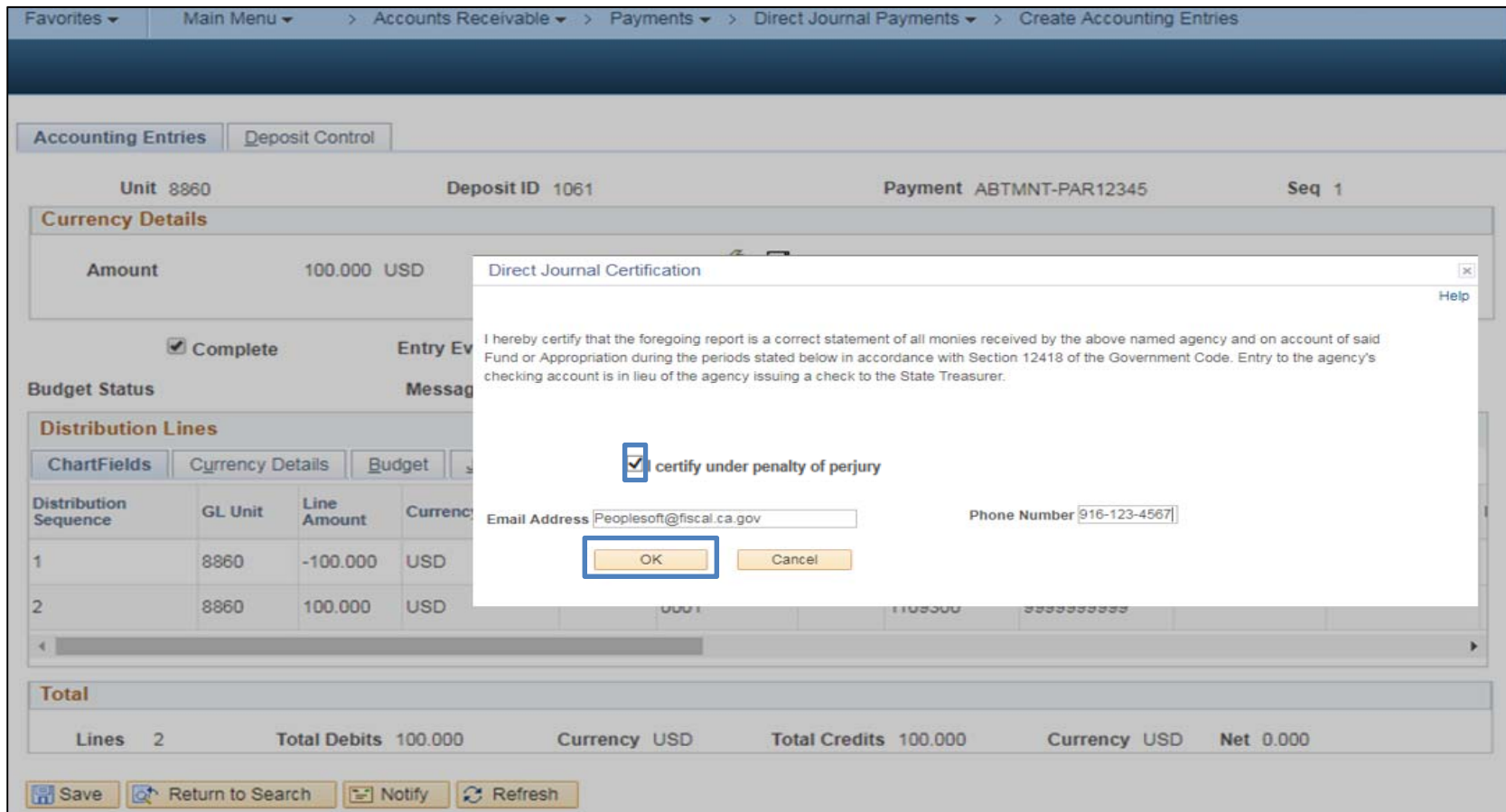
Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure
1	8860	-100.000	USD	001	0001	2016	5100000	5100000010	6780	88601200
2	8860	100.000	USD		0001		1109300	9999999999		

Total

Lines 2 Total Debits 100.000 Currency USD Total Credits 100.000 Currency USD Net 0.000

9

- 10 - Direct Journal Certification screen will appear. Enter email and phone number. Click on the “I certify under penalty of perjury” box, and then click OK.



- 11** – Insert the Legal Authority and Reason For Request.
- 12** – Click on **Submit for Approval** button to submit the transactions to the SCO.
- 13** – Click Save

Accounting Entries | Deposit Control

Unit 8860 Deposit ID 1061 Payment ABTMNT-PAR12345 Seq 1

Currency Details

Amount 100.000 USD

Complete Entry Event

Budget Status Message Code

12

11 **Additional Payment Information**

Type of Transaction Attachments (0)

Legal Authority and Reason for Request

Abatement Pursuant to SAM 10220

Notes to Approver (Character Limit - 25 Char)

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure
1	8860	-100.000	USD	001	0001	2016	5100000	5100000010	6780	88601200
2	8860	100.000	USD		0001		1109300	9999999999		

13 **Total**

Lines 2 Total Debits 100.000 Currency USD Total Credits 100.000 Currency USD Net 0.000

After receipt has been recorded, the next step is to reduce the AR-Other.

The **AR Item Processor** will create a Pending Item Group with one transaction sequence to credit the AR-Other using Credit AR process:

- 1** - Navigate to Accounts Receivable > Pending Item > Online Items > Group Entry
- 2** - Enter Business Unit in the **Add a New Value** tab
- 3** - Click **Add**

The screenshot shows the 'Group Entry' page in a web application. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The page title is 'Group Entry'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red '1'. Below the tabs, there are two input fields: 'Group Unit' with the value '8860' and a search icon, and 'Group ID' with the value 'NEXT' and a search icon. The 'Group ID' field is highlighted with a red '2'. At the bottom left, there is an 'Add' button highlighted with a red '3'. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.

The **AR Item Processor** will complete the **Group Control** by entering:

- 1** - Accounting Date: Date on which payment is received.
- 2** - Group Type: B
- 3** - Origin ID: OBILL
- 4** - Control: -100.00
- 5** - Count: 1
- 6** - Currency Control: USD
- 7** - Click the Pending Item 1 tab to enter the accounts receivable item

The screenshot shows the 'Group Control' tab in the AR Item Processor. The interface includes a breadcrumb trail at the top: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The 'Group Control' tab is selected, with other tabs like 'Pending Item 1' through 'Pending Item 3' and 'Accounting Entries' visible. The 'Group Unit' is 8860 and the 'Group ID' is NEXT. The 'Accounting Date' is 05/08/2019. The 'Group Type' is B (Billing) and the 'Origin ID' is OBILL (Online AR). The 'Control' is -100.00 and the 'Count' is 1. The 'Currency Control' is USD. The 'Control Data' section shows '*Received' and '*Entered' as 05/08/2019, '*Posted' as empty, and '*Assign' as 10011414. The 'Group Status' section shows 'Edit Status' as Edited, 'Balanced' as No, and 'Posting Status' as Not Posted. The 'Accounting Entries' section shows 'Not Balanced' and 'Posting Action' as Do Not Post. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

The **AR Item Processor** will populate the necessary fields in the **Pending Item 1** tab, Sequence 1:

- 1** - Item ID: (from the AR-Other being credited)
- 2** - Customer ID: (from the AR-Other being credited)
- 3** - Amount: Use item amount with the minus sign
- 4** - Entry Type: **CR** (for negative AR)
- 5** - Reason: (from the AR-Other being credited)
- 6** - AR Dist: (from the AR-Other being credited)
- 7** - Line: (from the AR-Other being credited)
- 8** - BOL: (from the AR-Other being credited)

The screenshot displays the 'Pending Item Entry' form within a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. Below this, there are tabs for 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. The 'Pending Item 1' tab is active, showing 'Group Unit 8860' and 'Group ID NEXT'. The main form area is titled 'Pending Item Entry' and includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The form contains several input fields with red numbers 1 through 8 indicating the data source: 1. *Item ID: PAR12345; 2. *Customer: EMP1234567; 3. Amount: -100.000; 4. *Entry Type: CR; 5. Reason: PAR; 6. *AR Dist: AR-ABTMNT; 7. Line: 1; 8. BOL: 12345. Other fields include *Acctg Date (05/08/2019), *As Of Date (05/08/2019), *Business Unit (8860), SubCust1, SubCust2, *Currency, Rate Type, Exchange Rate, and a checked 'Revalue Flg' checkbox. A 'Copy Line' button is visible next to the Line field. At the bottom, there is a 'Reference Information' section with fields for PO Ref, PO Line, and BOL (12345).

The **AR Item Processor** will create entries in the Accounting Entries tab:

1 - Click on **Group Action** tab

2 - Click **Create Entries** and the system open the **Accounting Entries** tab

The screenshot displays the AR Item Processor interface. At the top, a breadcrumb trail shows: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. Below this, a tabbed interface is visible with tabs for Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, and Group Action. The Group Action tab is selected and highlighted with a blue border and a red '1' above it. The main content area shows: Group Unit 8860, Group ID 2915, Entered 05/08/2019, Status Do Not Post, and Cash Drawer Receipt. There are three main panels: Group Actions (with buttons for Balance and Delete Group), Posting Action (empty), and Accounting Entry Actions (with buttons for Create Entries and Delete Entries). The Create Entries button is highlighted with a blue border and a red '2' to its left. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.

Accounting Entries on the page are prepopulated with User entered amounts and system default accounts. The **AR Item Processor** will enter the transaction to credit the AR-Other:

1 - Fill in the User Line with the same ChartField values as the YE reclassified entry. .

NOTE: Account defaults to 5190100. To change the Account, delete the Alt Acct value first, then delete the Account value and enter 1290000 Provision for Deferred Receivables.

2 - Verify that the Budget Date matches the one on the YE reclassified entry.

The screenshot displays the 'Accounting Entries' section of the AR20 system. It shows a 'Distribution Lines' table with two entries. The first entry (Line 2) is a 'User' entry with an amount of 100.000, and the second entry (Line 102) is an 'AR' entry with an amount of -100.000. The 'Budget Date' for both entries is 04/30/20XX. The interface includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Rptg Structure	Budget Date
2	8860	User	100.000	001	0001	2016	1290000	0131900000	9999	88601200	04/30/20XX
102	8860	AR	-100.000				1200100	0000000000			04/30/20XX

- 4** - Some Chartfields (Fund, Program, Approp Ref, ENY, etc.) are not available for entry, so the **AR Item Processor** must add a new AR Line by copying the User Line.
- 5** - On the User Line, click the + button to insert a line, then click View All to see all lines.
- 6** - The new line defaults to Type: User. Change the Type to AR.
- 7** - Delete the original AR line (Line 102, in this example) by clicking the minus sign at the end of the line. (This is the line with the unavailable fields.)

The image displays two screenshots of the 'Distribution Lines' interface. The top screenshot shows a table with columns: Line, GL Unit, *Type, Amount, Approp Ref, Fund, ENY, *Account, Alt Acct, Program, Rptg Structure, Budget Date. Line 2 is highlighted with a red '5' and a '+' button. Line 102 is highlighted with a red '4' pointing to its empty fields. The bottom screenshot shows the same table with line 3 added, highlighted with a red '6' and its '*Type' dropdown set to 'AR'. Line 102 is highlighted with a red '7' and its '-' button.

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Rptg Structure	Budget Date
2	8860	User	100.000	001	0001	2016	1290000	0131900000	9999	88601200	04/30/20XX
102	8860	AR	-100.000				1200100	0000000000			04/30/20XX

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Rptg Structure	Budget Date	Open Item Key
2	8860	User	100.000	001	0001	2016	1290000	0131900000	9999	88601200	04/30/20XX	
3	8860	AR		001	0001	2016			9999		04/30/20XX	
102	8860	AR	-100.000				1200100	0000000000			04/30/20XX	

The **AR Item Processor** will continue to populate ChartField values on the newly inserted Line 3.

8 - Enter the amount (opposite sign) in the AR Line. Fill in the AR line with the same ChartField values as the AR Line on the YE reclassified entry.

9 - Click Save.

10 - Note the Group ID number on the source document.

The BI/AR Approver will approve the Group Entry for the credit AR item.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit 8860 **10** Group ID 2915 Budget Details

Accounting Entries Find | View All First 1 of 1 Last

Item ID	PAR12345	Line		Entry Type	CR	Reason	PAR
Bus. Unit	8860	Customer	EMP1234567	SubCust1		SubCust2	
Amount	-100.000	Currency	USD				

Accounting Entries Complete Display Totals Entry ⚡ 🗑

Distribution Lines Personalize | Find | View 2 | 🗨 📄 First 1-2 of 2 Last

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Rptg Structure	Budget Date
2	8860	User ▾	100.000	001 🔍	0001 🔍	2016 🔍	1290000 🔍	0131000000 🔍	9999 🔍	88601200 🔍	04/30/20XX 📅
3	8860	AR ▾	-100.000	001 🔍	0001 🔍	2016 🔍	1209900 🔍	0000000000 🔍	9999 🔍	88601200 🔍	04/30/20XX 📅

Lines 2 DR 100.000 Currency USD CR 100.000 Currency USD Net 0.000

9 Save Return to Search Notify Add Update/Display

Tips for Success:

1. Please reference the Year-End Procedures memorandum issued annually by the State Controller's Office for deadlines to facilitate year-end closing.
2. Review the YE A-4 Entry to Reclassify Reimbursements and Abatements for Reverting Appropriations eLearning.
3. If a Payroll AR is collected through payroll deduction and SCO posts the APO document to the Clearing Account, the interface will not find a matching open AR Item, thus the APO document will post to the GL module. It is recommended that Department creates a GL journal to reverse the interfaced entries from the Clearing Account and post them to the ultimate Program/Appropriation (use a Transaction Type that workflows to the SCO). Doing so will eliminate the need to cost allocate and PFA the APO transactions.
If the deadline to submit GL journal in the system has passed, submit a paper correction letter to the SCO and enter the SCO JE as catch-up transactions in FI\$Cal.