GL-3   RECORD MANUAL COST ALLOCATION JOURNAL

Source Document: The original GL Journal which posted a charge to the Clearing Account.

Module: General Ledger (GL)

Roles: GL Journal Processor
                      GL Journal Approver

The Source Document for recording a manual cost allocation journal is the original GL Journal which posted a charge to the Clearing Account. In the below example, the SCO Notice of Transfer JE shows the original charge was to the Program 99, the Clearing Account. The department's original GL Journal would have recorded the charge to the Clearing Account (see next page).

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MAIL CODE 8860
         ROUTE TO AGENCY                    STATE CONTROLLER'S OFFICE                        DOCUMENT NO

   DEPT OF FINANCE                          DIVISION OF ACCOUNTING                            JUS0001219
                                            SACRAMENTO, CALIFORNIA
   REPORT NO: FC-145-10-D           TC-38   NOTICE OF TRANSFER                            DATE: 12/18/2018

   FUND   AGCY  FY   REF/   FEDERAL   CT PG EL COM TSK TYP SOURCE   ACCOUNT NO
                     ITEM   CATALOG        -------DESCRIPTION-------         DEBITS              CREDITS

   9731                                                    1140          107,232.85
   9731                                                    8000                               107,232.85
   9731   0820  2018                               Q         000                              107,232.85
   9731   0820  2018                               R       0299100                            107,232.85
                                        ATTY GEN LEGAL SERV  01/18


   TO FUND      LEGAL SERVICES REVOLVING FUND                               107,232.85


   0001                                                    9010          107,232.85
   0001   8860  2018 001                            C         000          107,232.85
   0001   8860  2018 001          99                C         000          107,232.85
   0001   8860  2018 001          99                D         000          107,232.85
                                        ATTY GEN LEGAL SERV  01/18
   0001                                                    1140                               107,232.85


   FROM FUND    GENERAL FUND                                                                  107,232.85

                                               TOTALS                      107,232.85         107,232.85
         REASON FOR ABOVE ACTION
      GJ PURSUANT TO THE GOVERNMENT CODE, SECTION 11044, THE
         ABOVE CHARGES REPRESENT ATTORNEY GENERAL'S LEGAL
         SERVICES PROVIDED.  FOR DETAIL, PLEASE REFER TO YOUR
         COPY OF TRANSFER REQUEST SENT TO YOU BY THE DEPARTMENT
         OF JUSTICE.
```

As shown below, the original GL Journal recorded a charge to the Clearing Account.
The **GL Journal Processor** will post a new GL Journal to manually allocate the costs from Program 99 Clearing Account to the ultimate programs. The new GL Journal is required if the department's cost allocation pool is not setup to allocate certain charges automatically through the monthly cost allocation process.

Record SCO JE JUS0001219 dated 12/18/2018_Atty Gen Legal Serv 01/18   SCO Type: CTUP

Line #	Line Description	Amount	Approp Ref	Fund	ENY	Account	Program	Reporting Structure
1	Legal - Attorney General	98,070.75	001	0001	2018	5340310	9999	88609300
2	Legal - Attorney General	9,162.10	001	0001	2018	5340310	9999	88606200
3	Pending Cash Transfers - GL	-107,232.85		0001	2018	1109100		

The **GL Journal Processor** will create a new GL Journal to manually allocate costs from the Clearing Account to the ultimate programs. Steps are:

1 - Navigate to General Ledger>Journals>Journal Entry>Create/Update Journal Entries

2 - Enter your Business Unit in the **Add a New Value** tab

3 - Enter Journal Date using the date of the original journal

4 - Click **Add**

The **GL Journal Processor** will create the Journal **Header**. Steps are:

1 - Enter a Long Description. Include reference to the Original GL Journal and the SCO JE

2 - Ledger Group: **MODACCRL**

3 - Enter the appropriate SCO Type of Transaction. The source will auto populate depending on SCO Type of Transaction

4 - Click on the **Lines** tab to enter Journal Line

Header	Lines	Totals	Errors	Approval

4

STATE OF CALIFORNIA
OFFICE OF THE STATE CONTROLLER
TRANSACTION REQUEST

Business Unit 8860   Department of Finance   Journal ID NEXT   Journal Date 12/18/2018

1 Journal Description/Legal Authority and   To Manually Allocate JNL 0001234_SCO JE_JUS0001219 dated 12/18/2018
Reason for Request

187 characters remaining

2 *Ledger Group MODACCRL   Adjusting Entry Non-Adjusting Entry

Ledger   Fiscal Year   2018

3 SCO Type of Transaction CARE   Clearing Account Reclass/Manual   Period   6
Allocation

*Source 11N   ADB Date 12/18/2018

Reference Number/SCO TC   ☐ Auto Generate Lines

Journal Class   ☐ Save Journal Incomplete Status

PS TC GL   ☐ Autobalance on 0 Amount Line

SJE Type   ☐ CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal   Commitment Control

Save   Notify   Refresh

The **GL Journal Processor** will create the Journal **Lines.** Steps are:

1 - Enter the same lines and chartfield values as the original GL Journal. The original GL journal posted the charge to the Clearing Account). Enter Amounts opposite from the original GL Journal

2 - Click on + to insert a line

3 - Enter additional lines as necessary

4 - Insert lines and enter Chartfield values and amounts to show the charge to the ultimate Program

5 - Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference

| | | | | | Header | Lines | Totals | Errors | Approval | | | |

Business Unit 8860 Department of Finance **5** Journal ID 0000923059 Journal Date 12/18/2018

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal ▼ Process Line 6

▼ Lines Personalize | Find |

	Select	Line	*Unit	Amount	Transaction Description	Approp Ref	Fund	ENY	Account	Program	Rptg Structure
3	☐	1	8860	-98,070.75	MAN ALLOC JE_JUS0001219	001	0001	2018	5340310	9999	88609300
3	☐	2	8860	-9,162.10	MAN ALLOC JE_JUS0001219	001	0001	2018	5340310	9999	88606200
3	☐	3	8860	107,232.85	MAN ALLOC JE_JUS0001219		0001	2018	1109100		
4	☐	4	8860	98,070.75	MAN ALLOC JE_JUS0001219	001	0001	2018	5340310	6800	88609300
4	☐	5	8860	9,162.10	MAN ALLOC JE_JUS0001219	001	0001	2018	5340310	6790	88606200
4	☐	6	8860	-107,232.85	MAN ALLOC JE_JUS0001219		0001	2018	1109100		

2 Lines to add 1 ➕ ➖

▼ Totals Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Unit	Total Lines		Total Debits		Total Credits	Journal Status	Budget Status
8860	6		214,465.70		214,465.70	N	N

5 Save Notify Refresh Add Update/Display

The **GL Journal Processor** will run the Edit Journal Process.   Steps are:

1 – Select Edit Journal

2 - Click **Process**

3 – Check that Journal Status and Budget Status show V for Valid.

The **GL Journal Processor** will Submit the Journal.   Steps are:
1 - In the Journal Lines tab, select Submit Journal
2 - Click **Process**. The GL Journal Approver will receive an automatic notification of the journal for approval
3 - Click the **Approval** tab to view the journal workflow. Your journal will show as Pending

The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI$Cal .094 – Approving a GL Journal.