

YE - A-2 – Adjust Revolving Fund Cash

Source Documents: Office Revolving Fund (ORF) Reconciliation
Change Fund Reconciliation

Module: General Ledger (GL)

Roles: GL Journal Processor
GL Journal Approver

Purpose

The A-2 entry adjusts the Revolving Fund Cash account in the advancing fund for unreimbursed expenditures, undeposited receipts, and undeposited warrants for reimbursement of the revolving fund to reflect the actual amount of revolving fund cash in the department's centralized State Treasury System (CTS) account with the State Treasurer as of June 30.

In FI\$CAL, Revolving Fund activities are recorded in the department's CTS account. At year-end, adjusting entries are made in the advancing fund to record the Revolving Fund Cash balance and activity.

There are four common A-2 adjusting entries:

1. Record year-end revolving fund cash.
2. Record cash on hand for receipts to reimburse the office revolving fund not deposited as of June 30.
3. Record year-end expense advances outstanding as of June 30 not included in the A-8 accrual entry.
4. Record unreplenished revolving fund expenses accrued as expenditures in the A-8 entry.

Module

Record the A-2 entry in period 998 within the General Ledger (GL) module.

- Entry 1 is **not reversed** in the new fiscal year and should be recorded with Journal Source "ACJ" as shown on **Illustration A**, on slides [8-12](#).
- Entries 2, 3, and 4 are **reversed** in the new fiscal year and should be recorded with Journal Source "ACC" as shown on **Illustration B**, on slides [13-17](#).

Accounting Entry**1. Record year-end revolving fund cash**

During the fiscal year, the full amount of the revolving fund advance is carried in the advancing fund as a debit in Account 1222100 (Advances to Agency & Office Revolving Funds).

At year-end, the advance is reversed to reflect the full amount of the revolving fund cash in the advancing fund with the following entry:

Debit 1101200 Revolving Fund Cash
Credit 1222100 Advances to Agency & Office Revolving Funds

2. Record cash on hand for receipts to reimburse the office revolving fund not deposited as of June 30

Cash on hand includes undeposited checks and warrants, as well as change funds and cash purchase funds (petty cash) withdrawn from the revolving fund. The balance will be reflected in the advancing fund with the following entry:

Debit 1100000 Cash on Hand
Credit 1101200 Revolving Fund Cash

Accounting Entry (continued)

3. Record year-end expense advances outstanding as of June 30 not included in the A-8 accrual entry.

Combine unreimbursed expense, travel, and salary advances that are not accrued in the A-8 entry and record the total as Account 1301100 in the advancing fund.

Debit 1301100 Expense Advances
Credit 1101200 Revolving Fund Cash

4. Record unreplenished revolving fund expenses accrued as expenditures in the A-8 entry.

This entry reduces accounts payable by the amount previously paid by the revolving fund.

Debit 2000100 Accrued Accounts Payable
Credit 1101200 Revolving Fund Cash

Use the Revolving Fund Reconciliation as the sources document for A-2 entries.

Revolving Fund Reconciliation and Year-End Adjusting Entries (A-2)

Revolving Fund Reconciliation as of 6/30/20XX (Period 998)				Period 998 Adjusting Entries in the Advancing Fund		
	CTS Trial Balance COA	Amount	Total	Entry #	Debit	Credit
Cash						
Revolving Fund Cash	1101200	79,443.48				
Cash on Hand:						
Petty Cash	1100000	100.00				
AR - CalATERS Advance Replenishment in Process	1200375	800.00		2	1100000	1101200
Undeposited Receipts (not including amount in Account 1200375)	N/A	400.00				
		80,743.48				
Advances						
Expense Advances	1301100	12,193.68				
Travel Advances	1301200	1,440.00				
Salary Advances	1301300	6,022.84				
Less:						
Undeposited Receipts (not including amount in Account 1200375)		(400.00)				
Unreplenished amount accrued in A-8		(12,193.68)				
Outstanding Advances as of June 30 (not accrued)			7,062.84	3	1301100	1101200
Outstanding Advances Accrued in A-8 Entry			12,193.68	4	2000100	1101200
Total Office Revolving Fund			100,000.00	1	1101200	1222100

The balance for revolving fund cash, petty cash, undeposited CalATERS reimbursement warrant (when applicable), and advances identified in the reconciliation must match the CTS account Trial Balance for the corresponding period.

ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	\$100.00	\$0.00	\$0.00	\$100.00
1101000	General Cash - CTS Accounts	\$3,788.00	\$1,131,569.09	\$1,133,819.09	\$1,538.00
1101200	Revolving Fund Cash	\$76,970.29	\$13,304.38	\$10,831.19	\$79,443.48
1101400	Agency Trust Fund Cash	\$0.00	\$0.00	\$0.00	\$0.00
1109100	Pending Cash Transfers - GL	\$0.00	\$0.00	\$0.00	\$0.00
1109200	Pending Cash Transfers - AP	\$0.00	\$17,926.82	\$17,926.82	\$0.00
1109300	Pending Cash Transfers - AR	\$0.00	\$676.04	\$676.04	\$0.00
1200375	AR - CalATERS Adv Repl in Proc	\$0.00	\$0.00	\$0.00	\$0.00
1200900	Refunds Clearing	\$0.00	\$0.00	\$0.00	\$0.00
1209000	Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
1301100	Expense Advances	\$10,553.20	\$7,173.19	\$5,532.71	\$12,193.68
1301200	Travel Advances	\$1,440.00	\$0.00	\$0.00	\$1,440.00
1301300	Salary Advances	\$10,136.51	\$3,658.00	\$7,771.67	\$6,022.84
1200375	AR - CalATERS Adv Repl in Proc	\$0.00	\$22,856.10	\$22,056.10	\$800.00
2000000	Accounts Payable - Control	\$0.00	\$14,841.13	\$14,841.13	\$0.00
2010000	Due to Other Funds	(\$100,000.00)	\$0.00	\$0.00	(\$100,000.00)
2020000	Due to Federal Government	\$0.00	\$0.00	\$0.00	\$0.00
2021000	Due to Local Governments	\$0.00	\$8,618.40	\$8,618.40	\$0.00
2090050	Unapplied Receipts	(\$2,250.00)	\$1,133,819.09	\$1,131,569.09	\$0.00
2090100	Uncleared Collections-CTS Func	(\$1,538.00)	\$0.00	\$0.00	(\$1,538.00)
Total Fund:	000000123	\$0.00	\$2,331,586.14	\$2,331,586.14	\$0.00
Total:			\$2,331,586.14	\$2,331,586.14	

For illustrative purposes, the revolving fund was withdrawn from item 8860-001-0001. The department will post the following A-2 entries in the General Fund (0001).

Journal Source	Entry #	Unit	Ledger	Approp Ref	Fund	ENY	Account	Amount
ACJ*	1	8860	MODACCRL	001	0001	20XX	1101200	\$100,000.00
		8860	MODACCRL	001	0001	20XX	1222100	(\$100,000.00)
ACC**	2	8860	MODACCRL	001	0001	20XX	1100000	\$1,300.00
		8860	MODACCRL	001	0001	20XX	1101200	(\$1,300.00)
	3	8860	MODACCRL	001	0001	20XX	1301100	\$7,062.84
		8860	MODACCRL	001	0001	20XX	1101200	(\$7,062.84)
	4	8860	MODACCRL	001	0001	20XX	2000100	\$12,193.68
		8860	MODACCRL	001	0001	20XX	1101200	(\$12,193.68)

* Illustration A, slides [8-12](#).

**Illustration B, slides [13-17](#).

Illustration A

To enter the A-2 journal entry, the **GL Journal Processor** will first create a journal for the accounting entry that will **not be reversed in the new year** (Entry 1 on slide 7).

- 1 – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2 – The **Add a New Value** page will be displayed
- 3 – Confirm the **Business Unit** is correct
- 4 – Enter a **Journal Date** of 6/30/20XX for the fiscal year ended
- 5 – Click **Add**

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Create/Update Journal Entries

2 Add a New Value Find an Existing Value

3 *Business Unit 8860

*Journal ID NEXT

4 *Journal Date 06/30/20XX

5 Add

Illustration A (continued)

The **GL Journal Processor** will create the journal **Header**.

- 1** – Enter a **Journal Description/Legal Authority and Reason for Request**. Begin the description with YE A-2 Adjust Revolving Fund Cash (example below)
- 2** – Ledger Group will default to **MODACCRL**
- 3** – Click the Adjusting Entry drop-down and select **Adjusting Entry**
- 4** – Enter **ACJ** as the Source
- 5** – Period will default to **998**

The screenshot shows the 'Create/Update Journal Entries' form in the GL Journal Processor. The form is titled 'Header' and includes the following fields and values:

- Business Unit:** 8860
- Department of Finance:** Department of Finance
- Journal ID:** NEXT
- Journal Date:** 06/30/20XX
- Journal Description/Legal Authority and Reason for Request:** YE A-2 Adjust Revolving Fund Cash (221 characters remaining)
- *Ledger Group:** MODACCRL
- Adjusting Entry:** Adjusting Entry
- Fiscal Year:** 20XX
- Period:** 998
- *Source:** ACJ
- ADB Date:** 06/30/20XX
- Reference Number/SCO TC:** (empty)
- Journal Class:** (empty)
- PS TC:** GL
- SJE Type:** (empty)
- Auto Generate Lines:**
- Save Journal Incomplete Status:**
- Autobalance on 0 Amount Line:**
- CTA:**
- Currency Defaults:** USD / CRRNT / 1
- Attachments (0):** (empty)
- Reversal:** Do Not Generate Reversal
- Commitment Control:** (empty)
- Message Code:** (empty)

Red boxes and numbers 1-5 highlight the following fields:

- 1:** Journal Description/Legal Authority and Reason for Request
- 2:** *Ledger Group
- 3:** Adjusting Entry
- 4:** *Source
- 5:** Period

Illustration A (continued)

The **GL Journal Processor** will enter the journal **Lines**.

- 1** – Click the **Lines** tab
- 2** – Enter debit line to record Approp Ref, Fund, ENY, Account, Alt Account, Amount
- 3** – Click on **+** to insert a line
- 4** – Enter credit line to record Approp Ref, Fund, ENY, Account, Alt Account, Amount
- 5** – Click **Save**

The screenshot displays the 'GL Journal Processor' interface. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Lines' tab is selected and highlighted with a red box and the number 1. Below the tabs, the 'Business Unit' is 8860, 'Department of Finance', 'Journal ID' is NEXT, and 'Journal Date' is 06/30/20XX. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table contains two entries:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1101200	11012000	100,000.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1222100	12221000	-100,000.00	06/30/20XX

Red boxes and numbers 2 and 4 highlight the first and second rows of the table, respectively. Below the table, the 'Lines to add' field shows '1' and a '+' button, highlighted with a red box and the number 3. The 'Totals' section shows a total of 2 lines with a total debit of 100,000.00 and a total credit of 100,000.00. At the bottom, the 'Save' button is highlighted with a red box and the number 5. Other buttons include 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Illustration A (continued)

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

1 – Verify that **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 screenshot shows the 'Create/Update Journal Entries' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The header section displays: Business Unit 8860, Department of Finance, Journal ID 0005151819, Journal Date 06/30/20XX, and Change Values. A 'Template List' section shows 'Inter/IntraUnit' and '*Process' set to 'Edit Journal' (highlighted with a red box and '1'). A 'Process' button (highlighted with a red box and '2') is visible. The 'Lines' section contains a table with two entries:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1101200	110120000	100,000.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1222100	122210000	-100,000.00	06/30/20XX

Below the lines table, there are controls for 'Lines to add' (set to 1) and a 'Totals' section. The 'Totals' section includes a table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100,000.00	100,000.00	V	V

The 'Journal Status' and 'Budget Status' cells in the Totals table are highlighted with a red box and labeled '3'. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

Illustration A (continued)

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 screenshot displays the 'Create/Update Journal Entries' interface. The 'Approval' tab is selected, indicated by a red box and the number '3'. The 'Business Unit' is 8860, 'Department of Finance', 'Journal ID' is 0005151819, and 'Journal Date' is 06/30/20XX. The 'Template List' is set to 'Inter/IntraUnit'. The '*Process' dropdown menu is set to 'Submit Journal', highlighted with a red box and the number '1'. The 'Process' button is highlighted with a red box and the number '2'. The 'Lines' table shows two entries:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1101200	110120000	100,000.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1222100	122210000	-100,000.00	06/30/20XX

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100,000.00	100,000.00	V	V

Buttons at the bottom include 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The navigation bar at the bottom shows 'Header | Lines | Totals | Errors | Approval'.

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

Follow the steps in Job Aid FI\$Cal.094 – Approve a GL Journal – Certification to approve the journal. Once the approver has approved the journal, the processor will post or wait for the nightly processing to post the journal.

Illustration B

Next, the **GL Journal Processor** will create a new journal for accounting entries that will be **reversed in the new year** (entries 2-4 on slide 7).

- 1** – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2** – The **Add a New Value** page will be displayed
- 3** – Confirm the **Business Unit** is correct
- 4** – Enter a **Journal Date** of 6/30/20XX for the fiscal year ended
- 5** – Click **Add**



Create/Update Journal Entries

2 **Add a New Value** Find an Existing Value

3 *Business Unit 8860

*Journal ID NEXT

4 *Journal Date 06/30/20XX

5

Illustration B (continued)

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 on **Reversal** and select **Beginning of Next Period**, click **OK**

The screenshot displays the 'Create/Update Journal Entries' window. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Header' tab is selected. The form shows the following fields and values:

- Business Unit:** 8860
- Department of Finance:** Department of Finance
- Journal ID:** NEXT
- Journal Date:** 06/30/20XX
- Journal Description/Legal Authority and Reason for Request:** YE A-2 Adjust Revolving Fund Cash (highlighted with a red box and '1')
- *Ledger Group:** MODACCRL (highlighted with a red box and '2')
- Adjusting Entry:** Adjusting Entry (highlighted with a red box and '3')
- Period:** 998 (highlighted with a red box and '5')
- *Source:** ACC (highlighted with a red box and '4')
- Reversal:** Do Not Generate Reversal (highlighted with a red box and '6')

Other visible fields include: Ledger, SCO Type of Transaction, Reference Number/SCO TC, Journal Class, PS TC (GL), SJE Type, Fiscal Year (20XX), ADB Date (06/30/20XX), and several checkboxes (Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, CTA). The currency defaults are USD / CRRNT / 1. There are 0 attachments.

Illustration B (continued)

The **GL Journal Processor** will create the journal **Lines**.

- 1 – Click the **Lines** tab
- 2 – Enter debit line to record Approp Ref, Fund, ENY, Account, Alt Account, Amount
- 3 – Click on **+** to insert a line
- 4 – Enter credit line to record Approp Ref, Fund, ENY, Account, Alt Account, Amount
- 5 – Enter additional debit and credit lines as needed
- 6 – Click **Save**

The screenshot shows the 'Create/Update Journal Entries' window. The 'Lines' tab is selected. The journal entry is for Business Unit 8860, Department of Finance, Journal ID NEXT, and Journal Date 06/30/20XX. The 'Lines' table contains 6 entries:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1100000	110000000	1,300.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	110120000	-1,300.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	1301100	130110000	7,062.84	06/30/20XX
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	110120000	-7,062.84	06/30/20XX
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	2000100	200010000	12,193.68	06/30/20XX
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	110120000	-12,193.68	06/30/20XX

The 'Lines to add' field shows 1 line. The 'Totals' table shows a total of 6 lines for Unit 8860, with Total Debits of 20,556.52 and Total Credits of 20,556.52. The 'Save' button is highlighted.

Illustration B (continued)

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

- 1** – Verify that **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 screenshot shows the 'GL Journal Processor' interface. At the top, the breadcrumb trail reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this, there are tabs for Header, Lines, Totals, Errors, and Approval. The main area displays: Business Unit 8860, Department of Finance, Journal ID 0005151820, and Journal Date 06/30/20XX. A 'Template List' section includes 'Inter/IntraUnit' and '*Process' set to 'Edit Journal' (highlighted with a red box and '1'). A 'Process' button (highlighted with a red box and '2') is also visible. Below this is a table of journal lines with columns: Select, Line, *Unit, *Ledger, Approp Ref, Fund, ENY, Account, Alt Acct, Amount, and Budget Date. The table contains 6 lines. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' and 'Budget Status' cells both contain 'V' and are highlighted with a red box and '3'. The 'Lines to add' field is set to 1.

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1100000	110000000	1,300.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	110120000	-1,300.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	1301100	130110000	7,062.84	06/30/20XX
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	110120000	-7,062.84	06/30/20XX
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	2000100	200010000	12,193.68	06/30/20XX
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	110120000	-12,193.68	06/30/20XX

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	20,556.52	20,556.52	V	V

Illustration B (continued)

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.

Business Unit 8860 Department of Finance Journal ID 0005151820 Journal Date 06/30/20XX
 *Process: Submit Journal Process

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1100000	110000000	1,300.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	110120000	-1,300.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	1301100	130110000	7,062.84	06/30/20XX
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	110120000	-7,062.84	06/30/20XX
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	2000100	200010000	12,193.68	06/30/20XX
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	110120000	-12,193.68	06/30/20XX

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	20,556.52	20,556.52	V	V

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

Follow the steps in Job Aid FI\$Cal.094 – Approve a GL Journal - Certification to approve the journal. Once the GL Journal Approver has approved the journal, the GL Journal Processor will post or wait for the nightly processing to post the journal.

In the new fiscal year, the State Controller's Office (SCO) will rollover the revolving fund advance to the new enactment year appropriation and issue a journal entry (JE) with prefix RF. The department's **GL Journal Processor** will record the SCO JE in the advancing fund with the following entry:

Debit 1222100 Advances to Agency & Office Revolving Funds
Credit 1101200 Revolving Fund Cash

Use Journal Source REC and SCO Type of Transaction RECL. The line with Account 1222100 should have the enactment year shown on the SCO JE.