July 2023

YEAR-END ENCUMBRANCE LIABILITY RECLASSIFICATION

- Source: DFQ_PO_05A_ENC_RECLASS_DETAIL query
- Module: General Ledger (GL)
- Roles: GL Journal Processor GL Journal Approver GL Reporter Query Viewer

YEAR-END ENCUMBRANCE LIABILITY RECLASSIFICATION

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Purpose: For year-end reporting purposes, departments are responsible for reclassifying accounts payable liabilities to the appropriate general ledger liability accounts for encumbrances and encumbrance journals based on the type of supplier.

Budgetary Legal Ledger

The Budgetary Legal Ledger (BUDLEGAL/BLL) is the source of financial information for the Budgetary/Legal Year-End Financial Reports.

After the accounting period is closed each month, the Budgetary Legal Ledger application engine (BLL app engine) copies the period's transactions from the Modified Accrual (MODACCRL) to the BUDLEGAL ledger. The app engine also copies the encumbrances from DEPTADJ Ledger to BUDLEGAL Ledger with offset Account 2000300 (Accounts Payable – Encumbrance). The SCO Milestone 5 Encumbrance Extract process (M5 App Engine) copies the Commitment Control (KK) Ledgers' encumbrances to the DEPTADJ Ledger and creates encumbrance accounting entries with the offset liability accounts based on the types of suppliers.

After period 998 is closed, an allocation process reclassifies account 2000300 year-to-date balance to the correct liability accounts based on the encumbrance liability accounts posted in the DEPTADJ Ledger during the fiscal year.

Introduction to the Departmental Adjustment Ledger (DEPTADJ)

The DEPTADJ ledger is used to post/extract full accrual, capitalized asset and depreciation, and encumbrance transactions. Departments will post the encumbrance liability reclassification and reversal in this ledger.

When creating entries in the DEPTADJ ledger, the Target Ledger Code field is required. Each letter in the Target Ledger Codes corresponds to a specific ledger. Depending on the Target Ledger Code combination selected, the transaction data flows to the corresponding Target Ledger Group(s). For the encumbrance liability reclassification journal use Target Ledger Code "BL" to ensure that the transactions flow to the Budgetary/Legal Basis Annual Report (BLBAR) and Budgetary Legal (BUDLEGAL) ledgers.

Target Ledger Code	Corresponding Target Ledg	er Group(s)
ABG	ACCRL – BLBAR – GAAP	
AG	ACCRL – GAAP	
AW	FULLACCRL, GAAPGW	
RG	RI BAR - GAAP	
BL	BLBAR – BUDLEGAL	
9	GAAP	
GW	GAAPGW	

Refer to Job Aid FISCal.490 – Department Adjustment Ledger Entries for a summary of the Departmental Adjustment Ledger and associated Target Ledger Codes.

Encumbrances in BLL include data from both:

- Purchase orders (POs) recorded to the direct appropriation (not Clearing Account program)
- Encumbrance Journals For example:
 - Allocation journals from POs posted to the Clearing Account program (9999)
 - A-8 Encumbrance Reduction journals
 - Manual encumbrance journals

Record Encumbrance Liability Reclassification entries in period 998 within the General Ledger module.

> Post journals to Ledger Group: DEPTADJ, Source ACC, Target Ledger Code: BL

Departments should use the auto-reverse function to reverse the Encumbrance Liability Reclassification entries in the new fiscal year.

Query Validation to Final Budget Report

Use the **DFQ_PO_05A_ENC_RECLASS_DETAIL** query to determine the Encumbrance Liability Reclassification entries. Validate the query to the Final Budget Report, Report No. 6 before creating the entries. The next few slides will show how to validate the query encumbrance amounts to the Final Budget Report, Report No. 6.

Departments can utilize the following criteria:

- 1 Navigate to Main Menu > Reporting Tools > Query > Query Viewer
- 2 In the "begins with" box, enter DFQ_PO_05A
- 3 Click Search

1

4 – The search result will populate the DFQ_PO_05A_ENC_RECLASS_DETAIL query. Click Excel

Favorites	Reporting Tools 🔻 > Query 🔫	> Que	ry Viewer									
Query Viewer												
Enter any information you have and click Search. Leave fields blank for a list of all values.												
*Search By Query Name ➤ begins with 2 DFQ_PO_05A												
Search Results	Search Results											
*Folder View All Folders 🖍												
Query				Pers	onalize	Find						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML						
DFQ_PO_05A_ENC_RECLASS_DETAIL	W/ GL Jrnl Ln Ref & Trans Desc	Public	dof 4	HTML	Excel	XML						

Prepared by Department of Finance, Fiscal Systems and Consulting Unit

Enter the query criteria - *Business Unit, *From Fiscal Year, *To Fiscal Year, *From Period, and *To Period, fields for the query. If the file is large, run Schedule Query to download.

DFQ_P	O_05A_ENC_RECLASS_DETAIL - W/ GL Jrnl Ln Ref & Trans Desc
	*Business Unit 8860
	*From Fiscal Year 1901
	*To Fiscal Year 20XX
	*From Period 1
	*To Period 998
From El	NY ~ (Blank for All)
To El	NY ~ (Blank for All)
Progra	am ~ (Blank for All)
Fu	ind ~ (Blank for All)
Proje	ect ~ (Blank for All)
Activ	vity ~ (Blank for All)
Approp F	Ref ~ (Blank for All)
Acco	ount~(Blank for All)
View Re	esults

The **DFQ_PO_05A_ENC_RECLASS_DETAIL** query output displays encumbrances for all supplier types and the total amount of the encumbrances. The "Short Program" is an added column to represent the appropriation (high-level) program consolidated at the 4-digit levels where appropriate (except the Administrative and Distributed Administrative program). Use the LEFT function in Excel to get the number of characters from the start of the string, from left to right. For example, using this function as =LEFT ("6770010",4) will give 6770.

								Liability Account	Inter Unit	Supplier						Short	
Ledger	Unit	PO Number	Supplier ID	Supplier Name	Class	Supplier Type	Account Template	Code	Supplier	Affiliate	Fund	Approp Ref	ENY	Account	Program	Program	Sum Amount
C DTL ENC	8860	000003339	0000003761	WESTERN CONTRACT	C			, <u> </u>	N		0001	001	2022	5324200	9999	9999	3,209.99
C DTL ENC	8860	0000003342	0000000249	JJR ENTERPRISES INC	С				N		0001	001	2022	5302300	9999	9999	862.67
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		0001	001	2022	5340580	6770010	6770	47,432.85
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		0001	001	2022	5340580	6770019	6770	15,016.41
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		0001	001	2022	5340580	6770028	6770	106,008.82
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		0001	001	2022	5340580	6770037	6770	1,370.55
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		9740	001	2022	5340580	6770010	6770	35,783.19
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		9740	001	2022	5340580	6770019	6770	11,321.92
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		9740	001	2022	5340580	6770028	6770	79,968.42
C_DTL_ENC	8860	0000003347	0000009547	RED RIVER CONSULTING SVCS INC	С				N		9740	001	2022	5340580	6770037	6770	1,042.84
C_DTL_ENC	8860	0000003352	0000000543	SACRAMENTO VALLEY LOCKWORKS	С				N		0001	001	2022	5324200	9999	9999	4,741.89
C_DTL_ENC	8860	0000003360	0000044624	WEST A THOMSON REUTERS BUSI	С				N		0001	001	2022	5301900	9999	9999	4,581.47
C_DTL_ENC	8860	0000003373	DEPT084000	STATE CONTROLLER	G	03	STATE	2000000	Y	0840	0001	001	2022	5340210	9999	9999	1,000.00
C_DTL_ENC	8860	0000003375	0000015215	WIND DANCER MOVING CO	S				N		0001	001	2022	5301800	9999	9999	1,699.99
C_DTL_ENC	8860	000003378	0000009537	VALLEY COMMUNICATIONS INC	С				N		0001	001	2022	5324200	9999	9999	6,398.70
C_DTL_ENC	8860	0000003385	000000309	GODADDY COM LLC	P				N		0001	001	2022	5346340	9999	9999	1,183.96
C_DTL_ENC	8860	0000003385	0000009551	US BANK	D				N		0001	001	2022	5346340	9999	9999	-1,183.96
C_DTL_ENC	8860	0000003400	0000008513	CA ASSN OF STATE AUDITORS	С				N		0001	001	2022	5322400	6780	6780	115.37
C_DTL_ENC	8860	0000003400	0000008513	CA ASSN OF STATE AUDITORS	С				N		0001	001	2022	5322400	6780	6780	202.40
C_DTL_ENC	8860	0000003411	0000003639	CA SOCIETY OF CPAS	С				N		0001	001	2022	5322400	6780	6780	157.52
C_DTL_ENC	8860	0000003411	0000003639	CA SOCIETY OF CPAS	С				N		0001	001	2022	5322400	6780	6780	42.96
C_DTL_ENC	8860	0000003411	0000003639	CA SOCIETY OF CPAS	С				N		9740	001	2022	5322400	6780	6780	67.73
C_DTL_ENC	8860										0001	001	2021	5342500	6770037	6770	1.56
C_DTL_ENC	8860										0001	001	2021	5342500	6770037	6770	72.15
C_DTL_ENC	8860										0001	001	2021	5342500	6770037	6770	18.31
C_DTL_ENC	8860										0001	001	2021	5342500	6770037	6770	19.87
C_DTL_ENC	8860										0001	001	2021	5342500	6770037	6770	24.57
C_DTL_ENC	8860										0001	001	2021	5342500	6780	6780	7.85
C_DTL_ENC	8860										0001	001	2021	5342500	6780	6780	1,137.57
C_DTL_ENC	8860										0001	001	2021	5342500	6785055	6785	7.85
C_DTL_ENC	8860										0001	001	2021	5342500	6785055	6785	16.72
C_DTL_ENC	8860										0001	001	2021	5342500	6785055	6785	428.14
C_DTL_ENC	8860										0001	001	2021	5342500	9900200	9900200	-844.56
C_DTL_ENC	8860										0001	001	2021	5342500	9900200	9900200	-40.87
C_DTL_ENC	8860										0001	001	2021	5342500	9900200	9900200	-1,944.54
C_DTL_ENC	8860										0001	001	2021	5342500	9900200	9900200	-170.28
C_DTL_ENC	8860										0001	001	2021	5342500	9900200	9900200	-255.41

Departments should create a pivot table to obtain the information to use for validation. Sample Pivot table criteria is shown below:

Sum Amt							PivotTable F	Fields	$\sim \times$		
		Approp	Short	Budget							
Fund 🛛	ENY 🔻	Ref 💌	Program 💌	Period 💌	Total		Choose fields to add	to report:	▼		
□0001	= 2020	≡001	⊟ 6780	2020	0.00						
			⊟ 6785	2020	0.00		Search	ch			
			9999	2020	0.00						
	2020 Total				0.00		Fund				
	= 2021	□001	■ 6770	2021	21,593.19		Approp Ref				
			⊟ 6780	2021	7,557.82		ENY				
			■ 6785	2021	2,945.54		Account				
			9900100	2021	5,227.44						
			■ 9900200	2021	-5,227.44		Chart Damage		•		
			9999	2021	0.00						
	2021 Total				32,096.55		Drag fields between				
	= 2022	■001	■6770	2022	466,564.48		Thursday 1				
			⊟ 6780	2022	204,068.20		T Filters	III Columns			
			■ 6785	2022	81,342.42				_		
			■ 9900100	2022	148,723.08				_		
			■ 9900200	2022	-148,723.08				_		
			9999	2022	0.00	_			_		
	2022 Total				751,975.10						
0001 Total					784,071.65						
■ 9740	= 2020	001	⊟6/80	2020	0.00	-		_	_		
	2020 Total	001	C 770	2021	16 272 05		Rows	Σ Values			
	= 2021	001	= 0//U	2021	10,272.85		Fund	- Curry Arrest	-		
			B 6780	2021	1,400.40		Fund	• Sum Amt	•		
	2021 Total		0/85	2021	2,223.14	-	ENY	▼	_		
	= 2021 TU(al	■ 001	6770	2022	251 027 41		Approp Ref	~			
	- ZUZZ	001	= 6780	2022	A6 647 21		Short Program	•			
			= 6785	2022	61 124 / 2		Budget Period	•			
	2022 Total		_0/05	2022	458,809,05						
9740 Total	2022 10101				478,767.50						

- 1 Enter 06/30/20XX as the *As of Date
- 2 Budget Period should remain blank
- 3 Enter the Business Unit
- 4 Click on Adjustment Period drop-down and select 998
- 5 ChartFields Selection based on whether the department is ordering the report for a specific fund or all the funds the department is responsible for.

Main Menu -> FI\$Cal Processes -> FI\$	\$Cal Report → GL Reports → Final Budget Report
By specific fund under chartfield selection	No fund chartfield selection
Final Budget Report	Final Budget Report
Final Budget Report	Final Budget Report
Run Control ID Report Report Manager Process Monitor Run	Run Control ID Report Report Manager Process Monitor Run
*As Of Date 06/30/2023 B Budget Period	*As Of Date 06/30/2023 (ii) 2 Budget Period
3 *Business Unit 8860 Q 4 1 998 V + -	3 *Business Unit 8860 Q. 4 1 998 V + -
Chartfield Selection	Chartfield Selection
Personalize Find View All]]] First () 1 of 1 () Last "How to Specify Specific From Value 1 0001 Q	S Fund
Reference	Reference
*How to Specify All	"How to Specify All
Program	Program
"How to Specify All V	"How to Specify All
🔝 Save 🔯 Return to Search 🖷 Previous in List 🔄 Next in List 🔄 Notify	🔜 Save 🔯 Return to Search 📋 Previous in List 🕘 Next in List 🔁 Notify

Prepared by Department of Finance, Fiscal Systems and Consulting Unit

The query pivot table results on slide 9 should agree with the Final Budget Report, "Encumbrance/Allocated Encumbrance" column for all appropriations. If the amounts do not agree, check the pivot table criteria.

Sum An	nt															
		Approp	Short	Budget												
Fund	▼ ENY ▼	Ref 🔹	Program 💌	Period 🔻	Total											
≡0001	= 2020	⊟001	⊟ 6780	2020	0.00						REPO	RT6-FINALE	BUDGET REPORT			Page No:1
			■6785	2020	0.00						DEP		FINANCE - 8860			Ū.
			9999	2020	0.00							AS OF 06/	30/2023			
	2020 Total				0.00				0001 0	and Friend						
	= 2021	□001	■ 6770	2021	21,593.19		Referen	ce:	0001- Gene	eral Fund				Run	Date:	7/15/2023
			≡ 6780	2021	7,557.82		Enactme	ent Year:	2022					Run	Time:	09:07:31
			■ 6785	2021	2,945.54									Adjt	Isung Period:	990
			■ 9900100	2021	5,227.44		Pudget	Doriod	Drogrom	Appropriation Do	arintian					
			≡ 9900200	2021	-5,227.44		Budget	Appropri	ation	Expenditures	Encumbra	nce/Allocated	Prior Year Encumbrance	Budgetary Expendi	tures	Balance
			9999	2021	0.00						-	Encumbrance	Reversals			
	2021 Total				32,096.55		REGULA	R APPROP	RIATIONS							
	= 2022	□001	■6770	2022	466,564.48	_	2022	I	6770	State Budget						
			⊟ 6780	2022	204,068.20	_	2022	-30,852,0	00.00	27,656,826.75		466,564.48	0.00	28,123,3	91.23	-2,728,608.77
			■6785	2022	81,342.42	_	2022	1	6775	Financial Informatio	on System f					
			■ 9900100	2022	148,723.08	_		-3,108,0	00.00	2,383,782.29		0.00	0.00	2,383,7	82.29	-724,217.71
			■ 9900200	2022	-148,723.08	_	2022	1	6780	State Audits & Eva	luations					
			9999	2022	0.00	_		-19,279,0	00.00	12,919,565.49		204,068.20	0.00	13,123,6	33.69	-6,155,366.31
	2022 Total				751,975.10		2022	г	6785	Statewde Acto Poli	icies. Consul					
0001 To	tal				784,071.65			-7,614,0	00.00	6,277,831.64		81,342.42	0.00	6,359,1	74.06	-1,254,825.94
■9740	= 2020	■001	∈ 6780	2020	0.00		2022	1	9900100	Administration						
	2020 Total				0.00			-12,582,0	00.00	11,584,557.86		148,723.08	0.00	11,733,2	80.94	-848,719.06
	= 2021	■001	■6770	2021	16,272.85		2022	I	9900200	Administration - Dis	stributed					
			■ 6780	2021	1,460.46			12,582,0	00.00	-11,584,557.86		-148,723.08	0.00	-11,733,2	80.94	848,719.06
			■6785	2021	2,225.14											
	2021 Total				19,958.45		TOTAL F	OR REGUL	AR APPROP	RIATIONS						
	= 2022	001	= 6770	2022	351,037.41			-60,853,0	00.00	49,238,006.17		751,975.10	0.00	49,989,9	81.27	-10,863,018.73
			■6780	2022	46,647.21		TOTAL F	REFERENCE	001							
	2022 7. 1		■6785	2022	61,124.43											
0740 -	2022 Total				458,809.05											
9/40 10	tai				4/8,/6/.50											

Prepared by Department of Finance, Fiscal Systems and Consulting Unit

The BLL App engine copies the encumbrance accounting entries from the DEPTADJ ledger and posts them in the BUDLEGAL ledger with the applicable offsetting liability account based on the supplier type:

- 2000000 Accounts Payable (Non-Governments)
- > 2021000 Due to Local Governments
- > 2020000 Due to Federal Government
- > 2024000 Due to Other Governmental Entities
- If the supplier is a State Government (Inter-Unit Supplier), the Account 2000000-Accounts Payable is used as the offsetting liability account.
 - Departments will reclassify Account 2000000 for encumbrances related to State Governments to the appropriate accounts 2010000-Due to Other Funds or 2011000-Due to Other Appropriations.
 - Account 2000000 is a control account. The FI\$Cal system does not allow departments to post transactions directly to the control accounts. Instead, departments should use Account 2000100 - Accrued Accounts Payable to reclassify the encumbrance liabilities.

Record the Encumbrance Liability Reclassification entries in period 998 within the General Ledger module.

> Post the journal to Ledger Group: **DEPTADJ**, Source **ACC**, Target Ledger Code: **BL**.

Record encumbrance liability reclassification for State Governments:

Debit 2000100 Accrued Accounts Payable Credit 2010000 Due to Other Funds* Credit 2011000 Due to Other Appropriations*

*Journal lines posted to Account 2010000/2011000 – Due to 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.

Departments should use the auto-reverse function to reverse the Encumbrance Liability Reclassification entries in the new fiscal year.

Departments should create a pivot table to obtain the following information - Sample Pivot table criteria are shown below:

- > Filter by Supplier Type: 03 (CA State Departments including CSU and Trustees)
- Include all programs except Clearing Account (9999)
- > If the field is blank, complete Supplier Affiliate (BU Affiliate) using the Supplier ID
- Complete the Fund Affiliate. Departments may find this information on the supplier invoice or TC-38 and TC-39 (SCO Notice of Transfers) journal entries for inter-agency services and transactions. Otherwise, departments should coordinate with each other to ensure that the corresponding Due To/From entries reconcile.

▼ Filters	III Columns	Supplier Type	03 🧊						
Supplier Type 🔻		Program	(Multiple Items) 🏼 🖛	All program	ns except Cleari	ng Account (999	9)		
Program 🔻									
		Sum of Sum A	In						
				Approp	Short		Supplier		
		Fund	ENY 👻	Ref 🛛	Program 💌	Supplier ID 💌	Affiliate 💌	Fund Affil 💌	Total
		⊟ 0001	= 2020	⊟001	⊟ 6780	■ UNIV667000	🗄 (blank)		0.00
						■ UNIV678000	⊟ 6780	(blank)	0.00
			= 2021	□001	∈ 6780	□ UNIV667000	🗄 (blank)		60.81
■ Rows	∑ Values		= 2022	⊟001	∈ 6780	■ DEPT776000	∃ 7760	(blank)	150.00
Fund	Sum of Sum Amount 🔻					■ UNIV676000	⊟ 6760	(blank)	81.08
ENY	_	0001 Total							291.89
Approp Ref 🔹		■ 9740	⊒ 2020	≡001	∈ 6780	■ UNIV667000	🗄 (blank)		0.00
Short Program 🔻						■ UNIV678000	⊟ 6780	(blank)	0.00
Supplier ID 🔹			≡ 2021	∃001	∈ 6780	■ UNIV667000	🗄 (blank)		14.19
Supplier Affiliate 🔻			⊒ 2022	⊟001	⊟ 6780	B UNIV676000		(blank)	18.92
Fund Affil 🔹		9740 Total							33.11

Departments may need to post Encumbrance Liability Reclassification entries for A-8 Accrue Accounts Payable (with Open Purchase Orders) - Encumbrance Reduction journals (ECM entries) posted to the direct appropriations. As the department creates the ECM entries, the Transaction Description field should be used to provide information to assist with the Encumbrance Liability Reclassification. In the example below, the department included the account, affiliate and fund affiliate the entry should be posted to.

Sample Pivot table criteria are shown below:

- Filter by Source: ECM
- Include all programs except Clearing Account (9999)
- Complete the Supplier Affiliate (BU Affiliate)
- Complete the Fund Affiliate
- Include the Transaction Description field for additional information the department may have included

▼ Filters	III Columns	Source	ECM ,T	*						
Source 💌		Program	(Multiple Items) 耳	All progra	ims except C	learing Account (9	9999)			
Program 🔻										
		Sum of Sum A	n							
				Approp	Short		Supplier			
		Fund 💌	ENY 👻	Ref 🛛	Program	Supplier ID	Affiliate 🔻	Fund Affil 💌	Transaction Description	Total
		□ 0001	≡ 2022	8 8001	₿ 6770	😑 (blank)	⊟ (blank)	⊟(blank)	2000100 A8: PRIVATE VEN GL 3010	-23,469.18
E Rows	Σ Values								2011000 A8: AFF7501-FUND AFF 0001	-50,782.91
Fund 🔻	Sum of Sum Amount 💌				⊟ 6780	⊟(blank)	😑 (blank)	🗆 (blank)	2011000 A8: AFF6100-FUND AFF 0001	-32,274.97
ENY 👻					⊟ 6785	⊟(blank)	😑 (blank)	⊟(blank)	2011000 A8: AFF6100-FUND AFF 0001	-12,900.50
Approp Ref 🔹		0001 Total								-119,427.56
Short Program 🔻		■ 9740	= 2022	8 ⊜001	∈ 6770	⊟(blank)	⊟ (blank)	(blank)	2000100 A8: PRIVATE VEN GL 3010	-17,704.82
Supplier ID 🔹									2010000 A8: AFF7501-FUND AFF 0001	-38,162.05
Supplier Affiliate 🔹					⊟ 6780	⊟(blank)	😑 (blank)	🗆 (blank)	2010000 A8: AFF6100-FUND AFF 0001	-7,382.71
Fund Affil 🔹					⊟ 6785	⊟(blank)	😑 (blank)	⊟(blank)	2010000 A8: AFF6100-FUND AFF 0001	-9,694.04
Transaction Descripti 🔻		9740 Total								-72,943.62

Illustration of the entries for both pivot tables on slide 14 and 15 to Ledger Group: DEPTADJ/Target Ledger Code: BL.

Line	Unit	Ledger	Target	ENY	Fund	Approp Ref	Program	Account	Alt Acct	Affiliate	Fund Affil	Amount	Budget Date
1	8860	DEPTADJ	BL	2021	0001	001	6780	2000100	2000100000			60.81	6/30/2023
2	8860	DEPTADJ	BL	2021	0001	001	6780	2010000	201000000	6670	1234	(60.81)	6/30/2023
3	8860	DEPTADJ	BL	2022	0001	001	6780	2000100	2000100000			150.00	6/30/2023
4	8860	DEPTADJ	BL	2022	0001	001	6780	2011000	2011000000	7760	0001	(150.00)	6/30/2023
5	8860	DEPTADJ	BL	2022	0001	001	6780	2000100	2000100000			81.08	6/30/2023
6	8860	DEPTADJ	BL	2022	0001	001	6780	2011000	2011000000	6760	0001	(81.08)	6/30/2023
7	8860	DEPTADJ	BL	2021	9740	001	6780	2000100	2000100000			14.19	6/30/2023
8	8860	DEPTADJ	BL	2021	9740	001	6780	2010000	2010000000	6670	1234	(14.19)	6/30/2023
9	8860	DEPTADJ	BL	2022	9740	001	6780	2000100	2000100000			18.92	6/30/2023
10	8860	DEPTADJ	BL	2022	9740	001	6780	2010000	2010000000	6760	0001	(18.92)	6/30/2023
11	8860	DEPTADJ	BL	2022	0001	001	6770	2000100	2000100000			(50,782.91)	6/30/2023
12	8860	DEPTADJ	BL	2022	0001	001	6770	2011000	2011000000	7501	0001	50,782.91	6/30/2023
13	8860	DEPTADJ	BL	2022	0001	001	6780	2000100	2000100000			(32,274.97)	6/30/2023
14	8860	DEPTADJ	BL	2022	0001	001	6780	2011000	2011000000	6100	0001	32,274.97	6/30/2023
15	8860	DEPTADJ	BL	2022	0001	001	6785	2000100	2000100000			(12,900.50)	6/30/2023
16	8860	DEPTADJ	BL	2022	0001	001	6785	2011000	2011000000	6100	0001	12,900.50	6/30/2023
17	8860	DEPTADJ	BL	2022	9740	001	6770	2000100	2000100000			(38,162.05)	6/30/2023
18	8860	DEPTADJ	BL	2022	9740	001	6770	2010000	2010000000	7501	0001	38,162.05	6/30/2023
19	8860	DEPTADJ	BL	2022	9740	001	6780	2000100	2000100000			(7,382.71)	6/30/2023
20	8860	DEPTADJ	BL	2022	9740	001	6780	2010000	2010000000	6100	0001	7,382.71	6/30/2023
21	8860	DEPTADJ	BL	2022	9740	001	6785	2000100	2000100000			(9,694.04)	6/30/2023
22	8860	DEPTADJ	BL	2022	9740	001	6785	2010000	2010000000	6100	0001	9,694.04	6/30/2023

Refer to slide 20 for an illustration of creating journal entries to post to period 998.

Encumbrance Journals

The BLL App engine copies the encumbrance accounting entries from the DEPTADJ ledger and posts them in the BUDLEGAL ledger for the allocated encumbrances as Account 2000000 Accounts Payable. Departments are responsible for reclassifying Account 2000000 to the appropriate liability accounts as shown below.

> Journal entry to reclassify encumbrances allocation journals is as follows:

Debit 2000100 Accrued Accounts Payable Credit 2010000 Due to Other Funds* Credit 2011000 Due to Other Appropriations* Credit 2020000 Due to Federal Government (Federal Agency) Credit 2021000 Due to Local Governments (Local Government Agencies, including Cities and Counties) Credit 2024000 Due to Other Governmental Entities (Other Governmental Agencies, including school districts, UC/Regents, and other State Governments)

*Journal lines posted to Account 2010000/2011000 – Due to 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.

Refer to slide 20 for an illustration for creating journal entries to post to period 998.

Departments should use the auto-reverse function to reverse the Encumbrance Liability Reclassification entries in the new fiscal year.

Encumbrance Journals

Calculate the Supplier Percentage for Encumbrance Journals

Use the previously downloaded data from the DFQ_PO5A_ENC_RECLASS_DETAIL query. Refer to slide 8.

- 1 Create a pivot table Sample Pivot table criteria are shown below.
- 2 Filter by Program 9999 (Clearing Account)
- 3 Include all PO numbers (deselect "blank" which are encumbrance journals/allocation)
- 4 Calculate the percentage of encumbrances for each type listed below based on the grand total. All supplier class types must add up to 100%. (See calculations on the last two columns) Supplier class types may include: Supplier type 02 - Federal Government (G)

Supplier type 03 - State Government (G)

Supplier type 04 - Local Government (G)

Supplier type 05 - Other Governmental Entities (G)

Supplier type will be blank - Non-Government (01, C, I, P, S)

	А	В	С	D								
1	Short Program	9999 2			PivotTable Field	ls 🗸	×				2	
2	PO Number	(Multiple Items) 🛛 🛪	3		Choose fields to add to rep	ort: {õ	§ - [0	0			_
3				4				Short	Program	9999		2
			Formula for	Percentage per	Search		2	PO Nu	mber	(Multiple It	ems)	1
4	Row Labels 👻	Sum of Sum Amount	Percentage of Grand	Supplier Type				Se	arch			ρ
5	02	5,329.39	5,329.39/995,684.91	0.5352%	Ledger		Ĥ		PO_360	5		^
6	03	1,561.69	1,561.69/995,684.91	0.1568%	PO Number	5	2	Roy	PO_360	9		
7	04	1,455.48	1,455.48/995,684.91	0.1462%	Supplier ID	L. L	Ţ	02		1		
8	05	1,200.00	1,200.00/995,684.91	0.1205%				02	PO_361	8		
9	(blank)	986,138.35	986,138.35/995,684.91	99.0412%	Drag fields between areas l	below:		03		2		
10	Grand Total	995,684.91		100.0000%				04	PO_363	7		
11					T Filters	III Columns		05	PO_309	0		
12					Short Program		- 11	(bla	(black)	0		
13					PO Number 🔻	<u></u>		Gra				*
14					Rows	Σ Values			Select Mul	tiple Items		
15					Supplier Type 🔹	Sum of Sum Amount	-			01	Canada	
16									1	UK	Cancel	<u>.</u>
17							'					

Encumbrance Journals Apply the calculated percentage to determine reclassification amounts

Use the previously downloaded data from the **DFQ_PO5A_ENC_RECLASS_DETAIL** query. Refer to slide 8. Apply the calculated percentages for each supplier type to the allocated encumbrances to determine the amounts that should be reclassified.

- 1 Create a pivot table Sample Pivot table criteria are shown below.
- 2 Include all programs except Clearing Account (9999)
- 3 Filter by Source: ALO
- 4 List the calculated percentages (.5352%, .1568%, .1462%, .1205%) from the previous slide.
 - Calculate the percentage of the "Total" by Fund/ENY/Appn Ref/Short Program for each Supplier type
 - Create the reclassification lines for each amount to the correct Due To accounts by Fund, ENY, Appn Ref, and Program and any departmental ChartFields.
 - > Record the encumbrance to Source ACC, Ledger Group: DEPTADJ, and Target Ledger Code: BL.

Program	(Multipl	le Item 🖵	2		-		4			PivotTable Fie	lds 🗸 🗡
Source	ALO	. T	3				RECLASSIFICA	TION AMOUNT	S		60
						2020000	201XXXX	2021000	2024000	Choose fields to add to r	eport: 🔅 🔻
Sum of Sum	Amou					0.5352%	0.1568%	0.1462%	0.1205%		
				Short						Search	Q
Fund	✓ ENY	-	Approp 🔻	Program 🔻	Total	02 - Fed Gov	03 - State Govt	04 - Local Govt	05 - Other Govt		
□ 0001		2021	□001	6770	11,333.19	60.66	17.77	16.57	13.66	Program	7 🔺
				6780	7,557.82	40.45	11.85	11.05	9.11	Short Program	
				6785	2,945.54	15.76	4.62	4.31	3.55	PC Bus Unit	▼
				9900100	5,227.44	27.98	8.20	7.64	6.30		
				9900200	-5,227.44	-27.98	-8.20	-7.64	-6.30	Drag fields between are	as below:
		= 2022	□001	6770	370,987.94	1,985.53	581.71	542.38	447.04	-	1.000
				6780	235,779.66	1,261.89	369.70	344.71	284.11	T Filters	III Columns
				6785	94,242.92	504.39	147.77	137.78	113.56	Program 🔻	
				9900100	148,723.08	795.97	233.20	217.43	179.21	Source 🔻	
				9900200	-148,723.08	-795.97	-233.20	-217.43	-179.21		
0001 Total					722,847.07					1	
≡ 9740		2021	⊡001	6770	8,532.85	45.67	13.38	12.48	10.28		
				6780	1,460.46	7.82	2.29	2.14	1.76		
				6785	2,225.14	11.91	3.49	3.25	2.68	Rows	Σ Values
		∃ 2022	⊡001	6770	278,787.91	1,492.07	437.14	407.59	335.94	Fund -	Sum of Sum Am 🔻
				6780	53,933.43	288.65	84.57	78.85	64.99	FNV T	
				6785	70,818.47	379.02	111.04	103.54	85.34		
9740 Total					415,758.26					Approp Ket 👻	
										Short Program 🔻	

Recording the Encumbrance Liability Reclassification Journal Entry

To enter the encumbrance liability reclassification 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

1	Favorites 🗸	Main Menu 🗸	> Gene	eral Ledger 🗸 🔿	Journals 🗸	>	Journal Entry 🗸	>	Create/Update Journal Entries
	_			_	_				
1									
	Create/Upda	te Journal Entrie	s						
				-					
	Find an Existi	ng Value2 Add a N	lew Value						
3	Business Unit 8	3860							
	Journal ID	NEXT							
4	Journal Date)6/30/20XX 🛐							
5	Add								

Illustration of Journal Header for Ledger Group DEPTADJ

- Enter a Journal Description/Legal Authority and Reason for Request. Begin the description with YE Encumbrance Reclassification accrued payable to a lower level "Due To" account (example below)
- 2 Enter DEPTADJ as the Ledger Group
- 3 Enter ACC as the Source
- 4 Click on Adjusting Entry drop-down and select Adjusting Entry
- 5 Period will default to 998
- 6 Click on Reversal: and select Beginning of Next Period, click OK
- 7 Enter **BL** as the Target Ledger Code

Header Lines Totals Errors	Approval		
Business Unit 8860	epartment of Finance	Journal ID NEXT	Journal Date 06/30/2023
Journal Description/Legal Authority an Reason for Reques	d YE Encumbrance Reclassification	n accrued payable to lower level liabil	ity account
2 *Ledger Grou	174 characters remaining	4 Adjusting Entry Adjustin	g Entry 💙
SCO Type of Transactio		Fiscal Year 5 Period	998
Reference Number/SCO T		ADB Date 06/30/20	Generate Lines
Journal Clas		□ Save	Journal Incomplete Status balance on 0 Amount Line
SJE Typ	e		
	Attachments (0)		
6 7 *Target Ledger Cod	Reversal: Do Not Generate Rever	rsal Commitme	ent Control

The GL Journal Processor will enter the Journal Lines.

- 1 In the Lines tab, enter the debit line to record: Fund, ENY, Approp Ref, Program, Account, Alt Account, and Amount
- 2 Click on + to insert a line
- 3 Enter credit line: Fund, ENY, Approp Ref, Program, Account, Alt Account, Fund, and Amount. Include Affiliate and Fund Affiliate values for Accounts 2010000 or 2011000.
- 4 Click Save (not shown in the illustration)

	Template L	.ist				Change Values									
	Inte	r/IntraUnit	t .	*Proce	ess Ed	it Jourr	nal			~		Process			
 Lines 													Pers	onalize	Find [2] []
Select	Line		Fund		Approp	Ref	Program		Account		Alt Acct	Affiliate	Fund Affil		Amount
1 🗆	1	Q	0001	Q	001	Q	6780	Q	2000100	Q	200010000		۹ 🗌	Q	60.8
3 🗆	2	Q	0001	٩	001	٩	6780	Q	2010000	Q	201000000	6670	1234	Q	-60.8
	3	٩	0001	٩	001	Q	6780	Q	2000100	Q	200010000		م 🗆	٩	150.0
	4	Q	0001	Q	001	Q	6780	Q	2011000	Q	201100000 🔍	7760	0001	Q	-150.0
	5	Q	0001	Q	001	Q	6780	Q	2000100	Q	200010000 🔍		۹ 🗌	Q	81.0
	6	٩	0001	Q	001	Q	6780	Q	2011000	Q	201100000	6760	0001	٩	-81.0
	7	Q	9740	Q	001	Q	6780	Q	2000100	Q	200010000 🔍		۹ 🗌	Q	14.1
	8	٩	9740	٩	001	٩	6780	٩	2010000	٩	20100000	6670	1234	٩	-14.1
	9	Q	9740	Q	001	Q	6780	Q	2000100	Q	200010000 🔍		م 🗆	٩	18.9
	10	٩	9740	٩	001	Q	6780	Q	2010000	Q	20100000	6760	0001	Q	-18.9
	11	2	0001	٩	001	Q	6770	Q	2000100	Q	200010000 🔍		م 🗆	Q	-50,782.9
	12	Q	0001	Q	001	Q	6770	Q	2011000	a	201100000 Q	7501	0001	Q	50782.9

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.

Susiness Ur	nit 8860 Template	Department of List	Financ	e	Journal ID NE	EXT Jo	ourr	ial Date	06/30/202 Change Va	23 alues			
	Int	ter/IntraUnit	1	*Process	Edit Journal		~	2	F	Process			
Lines					Budget Check Journal Copy Journal						Pe	ersonalize Find	🛛 📑
Select	Line	*Unit		*Ledger	Delete Journal Edit / Pre-Check Edit Chartfield		c	op Ref	Program		Account	Alt Acct	Affiliate
	1	8860	Q	DEPTADJ	Edit Journal			Q	6780	Q	2000100	200010000 Q	
	2	8860	Q	DEPTADJ	Refresh Journal Submit Journal			٩	6780	Q	2010000	20100000	6670
	3	8860	Q	DEPTADJ	2022 Q 00	01 Q 0	01	Q	6780	Q	2000100	200010000	
Totals									Personaliz	e Find	View All	First 🤇) 1 of 1 🕟 La
it	Total	Lines				Total Debits					Total Cred	lits Journal Status	Budget Status
60	22					151,522.18					151,222	.18 V	٧

Note: Once the Edit Journal process has run successfully, verify Accounts 1240030/2010030 - Due To/From General Ledger Journal did not generate additional journal lines. These accounts will appear if a fund's total debits and total credits do not net to zero. If these additional lines are generated, review these entries and correct them before posting the journal. The **GL Journal Processor** will post the journal after it is budget checked.

- 1 Select **Post Journal** from the *Process drop down menu.
- 2 Click Process
- 3 Check the Journal Status will be "P" and Budget Status will show "V" for Valid Journal is not required to be submitted for approval.

Business U	Template	Department of List	Financ	e	Journal ID NEXT JOU	imal Date	06/30/2023 Change Value	es			
	In	ter/IntraUnit	1	*Process	Post Journal ~	2	Pro	Cess			
▼ Lines					Budget Check Journal Copy Journal				Pe	rsonalize Find	@ 🔣
Select	Line	*Unit		*Ledger	Delete Journal Edit / Pre-Check Edit Chartfield	op Ref	Program		Account	Alt Acct	Affiliate
	1	8860	Q	DEPTAD	Edit Journal Post Journal		6780	Q	2000100	200010000 Q	
	2	8860	Q	DEPTADJ	Print Journal Refresh Journal	Q	6780	٩	2010000	20100000	6670
	3	8860	Q	DEPTADJ	Submit Journal	Q	6780	٩	2000100	200010000 🔍	
Totals							Personalize	Find	View All 🔄	First 🧃) 1 of 1 🛞 La
nit	Total	Lines			Total Debits			Total Cre			Budget Stat
360	22				151,522.18				151,222	18 P	v

3

Reminders:

- Record the Encumbrance Liability Reclassification entries in period **998**, Source: **ACC**, Adjusting Entry: **Adjusting Entry**, Ledger Group: **DEPTADJ**, and Target Ledger Code: **BL**.
- Journal lines posted to Account 2010000/2011000 Due to Other Funds/Appropriations
 must include values in the Fund Affiliate and Affiliate fields. Adding the Affiliate and Fund
 Affiliate in the Debit and Credit lines will be helpful for research purposes.
- Once the Edit Journal process has run successfully, verify Accounts 1240030/2010030 -Due To/From General Ledger Journal did not generate additional journal lines. These accounts will appear if a fund's total debits and total credits do not net to zero. If these additional lines are generated, review these entries and correct them before posting the journal.
- Departments should use the auto-reversal functionality for reversing year-end accrual entries in the new year.