

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 screenshot shows the 'Create/Update Journal Entries' page. A red box labeled '1' highlights the breadcrumb navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this, the page title 'Create/Update Journal Entries' is displayed. A horizontal bar contains two buttons: 'Find an Existing Value' (with a red '2' next to it) and 'Add a New Value' (highlighted with a red box). Below the bar, there are three input fields: 'Business Unit' with the value '8860' and a search icon (highlighted with a red box and '3'), 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '06/30/20XX' and a calendar icon (highlighted with a red box and '4'). At the bottom, there is an 'Add' button (highlighted with a red box and '5').

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 screenshot shows the 'Create/Update Journal Entries' form. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The form has tabs for Header, Lines, Totals, Errors, and Approval. The current view is the Header tab. The form displays the following information:

- Business Unit: 8860 Colorado River Board of CA
- Journal ID: NEXT
- Journal Date: 06/30/20XX
- Journal Description/Legal Authority and Reason for Request: A-1 Undeposited Receipts FY 20XX (222 characters remaining)
- Ledger Group: MODACCRL
- Adjusting Entry: Adjusting Entry
- Source: ACC
- Period: 998
- ADB Date: 6/30/XX
- Reference Number/SCO TC: (empty)
- Journal Class: (empty)
- PS TC: GL
- SJE Type: (dropdown menu)
- Currency Defaults: USD / CRRNT / 1
- Attachments: (0)
- Reversal: Beginning of Next Period
- Commitment Control

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**

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000321326 Date 06/30/20XX

Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
2 <input type="checkbox"/>	1	8860	MODACCRL		001	0001	20XX	1100000	110000		
4 <input type="checkbox"/>	2	8860	MODACCRL		001	0001	20XX	4XXXXXX	4XXX00		

Lines to add 1 **3**

Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00	N	N

5 Save Notify Refresh Add Update/Display

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 screenshot displays the 'GL Journal Processor' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, the following information is shown: Unit: 8860, Journal ID: 0000321326, and Date: 06/30/20XX. There is a 'Template List' section with a button for 'Inter/IntraUnit'. The '*Process:' field is set to 'Edit Journal' (highlighted with a red box and a '1' next to it), and a 'Process' button is visible (highlighted with a red box and a '2' next to it). Below this is a table with columns: Unit, Total Line, Total Debits, Total Credits, Journal Status, and Budget Status. The table has one data row for Unit 8860, Total Line 2, Total Debits 100.00, and Total Credits 100.00. The 'Journal Status' and 'Budget Status' columns both show 'V' (highlighted with a red box and a '3' next to it).

Unit	Total Line	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00	V	V

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 GL Journal Processor interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The Approval tab is selected and highlighted with a red box, with a red '3' above it. Below the tabs, the following information is displayed: Unit: 8860, Journal ID: 0000321326, and Date: 06/30/20XX. There is a 'Template List' section with a button labeled 'Inter/IntraUnit'. Below this, the '*Process:' field is set to 'Submit Journal', which is highlighted with a red box and a red '1' above it. To the right of the '*Process:' field is a 'Process' button, also highlighted with a red box and a red '2' above it. A 'Change Values' link is visible to the right of the date.

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.