

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 agency/department's centralized State Treasury System (CTS) account with the State Treasurer as of June 30.

In FISCAL, 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.

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

Entries to adjust the Revolving Fund Cash Account

The full amount of the Revolving Fund advance is carried in the advancing fund general ledger during the year as a debit to 1222100 Advances to Agency & Office Revolving Funds.

Use Source **ACJ** for this journal entry.

To Record Year-End Revolving Fund Cash

Debit 1101200 Revolving Fund Cash

Credit 1222100 Advances to Agency & Office Revolving Funds

This entry is not reversed in the new fiscal year.

Use Source **ACC** for the following journal entries.

To Record Cash on Hand

Debit 1100000 Cash on Hand
Credit 1101200 Revolving Fund Cash

Cash revolving funds and undeposited revolving fund reimbursements as of June 30.

To Record Year-End Expense Advances

Debit 1301100 Expense Advances
Credit 1101200 Revolving Fund Cash

Combine unreimbursed advances for accounts.

To record amount of any unreimbursed Revolving Fund advances that are accrued as expenditures via the A-8 accrual entry

Debit 2000100 Accrued Accounts Payable
Credit 1101200 Revolving Fund Cash

Departments should use the auto-reverse function to reverse these entries in the new fiscal year.

Use **Trial Balance Report by Period** for the CTS account as a source document for checking account balances.

Report ID: ZGL111	FISCAL	Page No: 1			
DEPARTMENT OF FINANCE Trial Balance Report by Period					
Business Unit: 8860		As Of: 6/30/20XX			
Ledger: MODACCRL		Run Date: 7/16/20XX			
Fiscal Year: 20XX		Run Time: 8:50:08			
Period From: 12	To Period: 12				
Fund Range: 000000244 to 000000244					
Fund: 000000244	General Checking/Rev Fund (998)				
SubFund:					
ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	100.00	-	-	100.00
* 1101000	General Cash - CTS Accounts	1,475.00	4,484.00	4,484.00	1,475.00
1101200	Revolving Fund Cash	185,647.24	21,984.71	12,383.50	195,248.45
1109200	Pending Cash Transfers - AP	-	16,042.50	16,042.50	-
1109300	Pending Cash Transfers - AR	-	8,902.24	8,902.24	-
1200900	Refunds Clearing	-	3,316.18	3,316.18	-
1200910	NSF Receipts Clearing	-	-	-	-
1240000	Due From Other Funds	-	-	-	-
1301100	Expense Advances	12,093.00	10,763.50	19,406.50	3,450.00
1301200	Travel Advances	375.00	1,800.00	1,607.18	567.82
1301300	Salary Advances	1,784.76	1,151.03	2,302.06	633.73
2000000	Accounts Payable	-	19,319.18	19,319.18	-
2010000	Due to Other Funds - Current	(200,000.00)	-	-	(200,000.00)
2021000	Due to Local Governments	-	12,927.00	12,927.00	-
2024000	Due to Other Govt Entities	-	4,240.00	4,240.00	-
* 2090050	Unapplied Receipts	(1,385.00)	2,000.00	2,000.00	(1,385.00)
* 2090100	Uncleared Collections-CTS Fund	(90.00)	3,284.00	3,284.00	(90.00)
Total Fund	:	-	110,214.34	110,214.34	-
Total	:		110,214.34	110,214.34	

Sample of Revolving Fund Reconciliation per SAM Section 7922

Year-End Revolving Fund Reconciliation and Adjusting Entries (A-2)						
June RF Reconciliation Period 998					Advancing Fund Adj Entries Period 998	
Account	Account Title	Balance per Trial Balances	Total Balance Forward	Entry #	Debit	Credit
Cash:						
1101200	Cash Book Balance	195,248.45				
1100000	Cash on Hand (Change fund)	100.00		2	1100000	1101200
			195,348.45			
Advances:						
1301100	Expense Advances	3,450.00				
1301200	Travel Advances	567.82				
1301300	Salary Advances	633.73				
	Less: Advances reduced by amount accrued (A-8 entries). This reduces the ending balance	(3,450.00)				
			1,201.55	3	1301100	1101200
	Revolving Fund Advances not vouchered for reimbursement by June 30 (Accrued via A-8 as expenditures in advancing fund)		3,450.00	4 (A-8)	2000100	1101200
	Total - Amount of revolving fund withdrawn from appropriation		200,000.00	1	1101200	1222100

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

Journal entry 1 must use source ACJ (Refer to slide 7-11 for illustrations)

Entry #	Unit	Ledger	Approp Ref	Fund	ENY	Account	Amount	Budget Date	Journal Line Description
1*	8860	MODACCRL	001	0001	20XX	1101200	200,000.00	6/30/20XX	Revolving Fund Cash
	8860	MODACCRL	001	0001	20XX	1222100	(200,000.00)	6/30/20XX	Adv to Agency & Off Rev Funds

Journal entries 2-4 must use source ACC (Refer to slide 12-17 for illustrations)

2	8860	MODACCRL	001	0001	20XX	1100000	100.00	6/30/20XX	Cash on Hand
	8860	MODACCRL	001	0001	20XX	1101200	(100.00)	6/30/20XX	Revolving Fund Cash
3	8860	MODACCRL	001	0001	20XX	1301100	1,201.55	6/30/20XX	Expense Advances
	8860	MODACCRL	001	0001	20XX	1101200	(1,201.55)	6/30/20XX	Revolving Fund Cash
4	8860	MODACCRL	001	0001	20XX	2000100	3,450.00	6/30/20XX	Accrued Payables
	8860	MODACCRL	001	0001	20XX	1101200	(3,450.00)	6/30/20XX	Revolving Fund Cash

1. Record year-end Revolving Fund Cash*
2. Record Cash on Hand
3. Record year-end Expense Advance
4. Reduce Accounts Payable by amounts previously paid by Revolving Fund

***Do not reverse on July 1**

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 6).

- 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 > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value 2 Add a New Value

3 Business Unit 8860

Journal ID NEXT

4 Journal Date 06/30/20XX

5 Add

The **GL Journal Processor** will create the journal **Header** for entries that will be **reversed in the new year**.

- 1 – Enter a **Journal Description/Legal Authority and Reason for Request**. Begin the description with A-2 Adjust ORF and Cash FY 20XX (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**

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 6/30/20XX

Journal Description/Legal Authority and Reason for Request A2 Adjust ORF and Cash FY 20XX 1
224 characters remaining

2 Ledger Group MODACCRL 3 Adjusting Entry Adjusting Entry

SCO Type of Transaction

4 *Source ACJ 5 Period 998

Fiscal Year 20XX
ADB Date 06/30/20XX

Reference Number/SCO TC
Journal Class
PS TC GL
SJE Type

Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line
 CTA

Currency Defaults: USD / CRRNT / 1
Attachments (0)
Reversal: Do Not Generate Reversal Commitment Control

Message Code
Entered By Z_DEPT_GL_JOURNAL_PROC_3 DEPT GL JOURNAL PROC_3 (DOF) Peoplesoft@fiscal.ca.gov

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 shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is selected, indicated by a red box and the number '1'. The interface displays a header section with fields for Business Unit (8860), Department of Finance, Journal ID (0005151832), and Journal Date (6/30/20XX). Below the header is a table of journal lines. Two lines are highlighted with red boxes and numbered '2' and '4'. Line 1 is a debit entry with a positive amount of 200,000.00, and Line 2 is a credit entry with a negative amount of -200,000.00. Below the table, the 'Lines to add' section shows a count of 1, with a red box and the number '3' next to the '+' button. At the bottom, the 'Save' button is highlighted with a red box and the number '5'. The 'Totals' section shows a total debit of 200,000.00 and a total credit of 200,000.00 for unit 8860.

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
2	1	8860	MODACCRL	001	0001	20XX	1101200	1101200	200,000.00	06/30/20XX
4	2	8860	MODACCRL	001	0001	20XX	1222100	1222100	-200,000.00	06/30/20XX

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	200,000.00	200,000.00	N	N

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 displays the 'Create/Update Journal Entries' 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 shows the following details:

- Business Unit: 8860, Department of Finance
- Journal ID: 0005151832, Journal Date: 6/30/20XX
- Search Criteria: **1** (highlighted in a red box, containing 'Edit Journal')
- Change Values: **2** (highlighted in a red box, containing 'Process')
- *Process: Edit Journal (dropdown menu)
- Errors Only: Errors Only, View Audit Logs:
- Line: 10

The **Lines** section contains a table with the following data:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1101200	1101200	200,000.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1222100	1222100	-200,000.00	06/30/20XX

Below the lines table, there is a 'Lines to add' section with a value of 1. The **Totals** section shows a summary table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	200,000.00	200,000.00	V	V

The 'Journal Status' and 'Budget Status' cells in the Totals table are highlighted with a red box. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the very bottom reads: Header | Lines | Totals | Errors | Approval.

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 shows the 'Create/Update Journal Entries' interface. The 'Approval' tab is selected, indicated by a red box and the number '3'. The 'Search Criteria' dropdown menu is set to 'Submit Journal', indicated by a red box and the number '1'. The 'Process' button is highlighted with a red box and the number '2'. The interface displays journal details for Business Unit 8860, Department of Finance, Journal ID 0005151832, and Journal Date 6/30/20XX. The 'Lines' section shows two entries: Line 1 with a debit of 200,000.00 and Line 2 with a credit of -200,000.00. The 'Totals' section shows a total debit of 200,000.00 and a total credit of 200,000.00.

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1101200	1101200	200,000.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1222100	1222100	-200,000.00	06/30/20XX

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	200,000.00	200,000.00	V	V

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.

Note: This Journal Entry will not be reversed in the new year.

Next, the **GL Journal Processor** will create a new journal for accounting entries that will be **reversed in the new year**. Entry 2-4 from slide 6.

- 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 > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value 2 Add a New Value

3 Business Unit 8860

Journal ID NEXT

4 Journal Date 06/30/20XX

5 Add

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 shows the 'Create/Update Journal Entries' interface. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The form is divided into several sections:

- Header Section:** Business Unit 8860, Department of Finance, Journal ID NEXT, Journal Date 6/30/20XX.
- Journal Description/Legal Authority and Reason for Request:** A2 Adjust ORF and Cash FY 20XX (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').
- Source:** ACC (highlighted with a red box and '4').
- Period:** 998 (highlighted with a red box and '5').
- 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 various checkboxes like Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, and CTA. The bottom of the form shows 'Entered By Z_DEPT_GL_JOURNAL_PROC_3' and 'DEPT GL JOURNAL PROC_3 (DOF) Peoplesoft@fiscal.ca.gov'.

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 'GL Journal Processor' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Lines' tab is selected and highlighted with a red box. The interface shows the following details:

- Business Unit: 8860, Department of Finance
- Journal ID: 0005151819
- Journal Date: 6/30/20XX
- Process: Edit Journal

The 'Lines' table contains the following entries:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date	
2	<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1301100	1301100	1201.55	06/30/20XX
4	<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	1101200	-1201.55	06/30/20XX
	<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	2000100	3450.00	06/30/20XX
5	<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	1101200	-3450.00	06/30/20XX
	<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	1100000	1100000	100	06/30/20XX
	<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	1101200	-100	06/30/20XX

The 'Lines to add' field is set to 5, and the 'Save' button is highlighted with a red box. The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	0.00	0.00	N	N

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 displays the 'Create/Update Journal Entries' 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 shows the following details:

- Business Unit: 8860, Department of Finance
- Journal ID: 0005151819
- Journal Date: 6/30/20XX
- Template List: Inter/IntraUnit
- *Process: Edit Journal (highlighted with a red box and '1')
- Change Values: Process (highlighted with a red box and '2')

The 'Lines' section contains a table with the following data:

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1301100	1301100	1201.55	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	1101200	-1201.55	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	2000100	3450.00	06/30/20XX
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	1101200	-3450.00	06/30/20XX
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	1100000	1100000	100	06/30/20XX
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	1101200	-100	06/30/20XX

Below the lines table, there is a 'Totals' section with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	0.00	0.00	V	V

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

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' window. At the top, the 'Approval' tab is selected, indicated by a red box and the number '3'. Below the header, the 'Journal ID' is 0005151819 and the 'Journal Date' is 6/30/20XX. 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' section contains a table with 6 rows, each representing a journal entry line. The 'Totals' section shows a total of 6 lines and 0.00 for both debits and credits.

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1301100	1301100	1201.55	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1101200	1101200	-1201.55	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	2000100	3450.00	06/30/20XX
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1101200	1101200	-3450.00	06/30/20XX
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	1100000	1100000	100	06/30/20XX
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101200	1101200	-100	06/30/20XX

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	0.00	0.00	V	V

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 Journal Approver has approved the journal, the GL Journal Processor will post the journal.

The **GL Journal Processor** will also record the following entry as part of the A-2 entries to record new year Revolving Fund Cash in the Advancing Fund:

Additional entry in the new fiscal year (as of July 1, 20XX) in the advancing fund

Record new year Revolving Fund Cash

Debit 1222100 Advances to Agency & Office Revolving Funds

Credit 1101200 Revolving Fund Cash

The journal date will be 07/01/20XX of the new fiscal year. Enter REC as the source, RECL as SCO Type Transaction, Non-Adjusting Entry, and period 1. The ENY in the journal lines will be 20XX of the new fiscal year.

Reminders:

- The entry to record Year-End Revolving Fund Cash (DR 1101200/CR 1222100) to the advancing fund is not reversed in the new fiscal year. Enter as a single journal entry. Make a note to use Source **ACJ**.
- Record accrual entries in Period **998**, Source: **ACC**, and Adjusting Entry: **Adjusting Entry**.
- Consolidate the A-2 entries into as few journals as possible.