

# YE - A-9 ACCRUE REVENUE

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Source Documents:    Billing Data  
                              Department Invoice  
                              Payments Received Not Billed

Modules:                General Ledger (GL)  
                              Accounts Receivable (AR)

Roles:                    GL Journal Processor  
                              GL Journal Approver  
                              AR Item Processor  
                              AR Item Approver

**Purpose:** The A-9 entry records revenue accrual. Year-end accrual/adjusting entries must be made for the following three items.

1. Revenue earned as of June 30 but not billed
  - Record in period 998 within the General Ledger (GL) module.
2. Current enactment year (ENY) revenue accounts receivable not expected to be collectible in the next fiscal year should be deferred
  - Record in period 998 within the General Ledger (GL) module.
3. Manual reclassification of prior year revenue accounts receivable as deferred receivable.
  - Record in period 12 within the Accounts Receivable (AR) module.

1. Revenue earned as of June 30 but **not billed** revenue will be accrued in GL module for period 998. These entries are typically made in FI\$Cal throughout the fiscal year when revenue is billed or earned. Refer to slides 5-10 for more information.

Debit 1200000 Accounts Receivable – Revenue  
Debit 124XXXX Due From Other Funds/Appropriations\*  
Debit 126XXXX Due From Other Governments  
Credit 41XXXXX Revenue

\*Journal lines posted to Account 124XXXX – Due from Other Funds/Appropriations should always include values in the Affiliate and Fund Affiliate 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-9 entries in the new fiscal year.**

2. Any **current** enactment year billed revenue accounts receivable not expected to be collectible in the next fiscal year should be deferred in the GL module for period 998. Refer to slides 5-10 for more information.

Debit 41XXXXX Revenue

Credit 1290000 Provision for Deferred Receivables\*

- \* The Alternate Accounts for GL 1290000 are standardized statewide-level COA values. The standardized alternate accounts must not exceed the Provision for Deferred Receivables related accounts receivable recorded in the system. This information will be system-generated on the year-end Report No. 7, Subsidiaries on File.

3. Manual reclassification of prior year revenue accounts receivable as deferred receivable. Refer to slides 11-20 for more detailed information.

**This A-9 entry is not reversed in the new fiscal year.**

## 1. Earned but not billed revenue (reversed in the new year)

To enter the A-9 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**

*Note: Follow the same procedure to record event 2 shown on slide 4.*

The screenshot shows the 'Create/Update Journal Entries' interface. A red box labeled '1' highlights the breadcrumb navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this, the 'Add a New Value' button is highlighted with a red box labeled '2'. The 'Business Unit' field contains '8860' and is highlighted with a red box labeled '3'. The 'Journal ID' field contains 'NEXT'. The 'Journal Date' field contains '06/30/20XX' and is highlighted with a red box labeled '4'. Finally, the 'Add' button is highlighted with a red box labeled '5'.

## 1. Earned but not billed revenue

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

- 1 – Enter a **Journal Description/Legal Authority and Reason for Request**. Begin with A-9 Revenue Accruals FY 20XX (example below)
- 2 – **Ledger Group** will default to **MODACCRL**
- 3 – Enter **ACC** as the source
- 4 – Click on the 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**

The screenshot displays the 'Journal Header' form in a software application. The form is titled 'Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX'. The 'Journal Description/Legal Authority and Reason for Request' field contains 'A-9 Revenue Accruals – Earned but Unbilled Revenue FY 20XX'. The 'Ledger Group' is set to 'MODACCRL', the 'Source' is 'ACC', and the 'Period' is '998'. The 'Adjusting Entry' dropdown is set to 'Adjusting Entry'. The 'Reversal' dropdown is set to 'Beginning of Next Period'. The 'Currency Defaults' are 'USD / CRRNT / 1'. The 'Attachments' section shows '(0)'. The 'Commitment Control' section is visible at the bottom right.

Header: **Lines** Totals Errors Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX

1 Journal Description/Legal Authority and Reason for Request A-9 Revenue Accruals – Earned but Unbilled Revenue FY 20XX  
209 characters remaining

2 \*Ledger Group MODACCRL  
Ledger  
SCO Type of Transaction

3 \*Source ACC

4 Adjusting Entry Adjusting Entry  
Fiscal Year 20XX

5 Period 998  
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)  
6 Reversal: Beginning of Next Period  
Commitment Control

### 1. Earned but not billed revenue

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

- 1 – Enter Debit Line based on the appropriate entries shown on slide 3
- 2 – Enter Credit Line based on the appropriate entries shown on slide 3
- 3 – Include Affiliate and Fund Affiliate values on both the debit and credit lines if entry is posted to Account 124XXXX.
- 4 – Review Budget Date to make sure it follows Enactment Year (ENY)

Header
Lines
Totals
Errors
Approval

Business Unit 8860 Department of Finance
Journal ID NEXT
Journal Date 06/18/2021

Template List
Change Values

Inter/IntraUnit
\*Process Edit Journal
Process

▼ **Lines** 4

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Budget Date	Account	
1	<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	06/30/20XX	1240000
2	<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	06/30/20XX	4172500

▼ **Lines**

Select	Line	Alt Acct	Affiliate	Fund Affil	Amount
<input type="checkbox"/>	1	1240000	3340	0005	200.00
<input type="checkbox"/>	2	4172500	3340	0005	-200.00

### 1. Earned but not billed revenue

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 '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 displayed: Business Unit 8860, Department of Finance, Journal ID 0000022614, Journal Date 06/30/20XX. There are buttons for 'Inter/IntraUnit', 'Process', and 'View Audit Logs'. A dropdown menu for '\*Process' is set to 'Edit Journal'. A 'Process' button is highlighted with a red '2'. Below this is a table with columns: Select, Line, \*Unit, \*Ledger, Approp Ref, Fund, ENY, Account, Alt Acct, Amount, Budget Date, and Aff. The table contains two rows: Line 1 with a debit of 200.00 and Line 2 with a credit of -200.00. Below the table is a 'Lines to add' section with a value of 1. At the bottom, there is a 'Totals' section with a table showing a total debit of 200.00 and a total credit of 200.00. The 'Journal Status' and 'Budget Status' columns in the Totals table both show 'V' and are highlighted with a red box and a red '3'.

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	Budget Date	Aff
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1240000	1240000	200.00	06/30/20XX	33
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	4172500	4172500	-200.00	06/30/20XX	33

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	200.00	200.00	V	V



## 1. Earned but not billed revenue

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 view the journal workflow. The journal will show as Pending until approved.

The screenshot displays the 'Approval' tab of the GL Journal Processor interface. The interface includes a header with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' (the latter is highlighted with a red box and a red '3'). Below the header, the 'Unit' is 8860, 'Journal ID' is 0000022614, and 'Journal Date' is 06/30/20XX. A 'Template List' and 'Search Criteria' section are visible. The '\*Process' dropdown menu is open, showing a list of actions: 'Submit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Post Journal', 'Print Journal', and 'Refresh Journal'. The 'Submit Journal' option is highlighted with a red box and a red '1'. To the right, a 'Process' button is highlighted with a red box and a red '2'. Below the dropdown, a table with columns 'Select', 'Line', 'Unit', 'Ledger', and 'Ap Re' is visible, showing two lines with units 8860 and ledgers MODACCRL. To the right of the table, there are columns for 'Alt Acct', 'Program', and 'Rptg S', with values 124000000 and 417250000.

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.

**Reminders:**

- Record accrual entries in period **998**, Source: **ACC**, and Adjusting Entry: **Adjusting Entry**.
- Journal lines posted to Account 124XXXX – Due from Other Funds/ Appropriations must include values in the Affiliate and Fund Affiliate fields. Adding the Affiliate and Fund Affiliate in the Debit and Credit lines will be helpful for research purposes.
- Departments should use the auto-reversal functionality for reversing year-end accrual entries in the new year.

**3. All prior enactment year revenue accounts receivables must be reclassified as a deferred receivable.**

**The following A-9 entries are not reversed in the new fiscal year.**

FI\$Cal has an automated reclassification process to reclassify reverting appropriations accounts receivables. Refer to Job Aid FISCAL.515 – AR Auto Reclass Process for ARs with Reverting Appropriations for instructions. The AR Auto Reclass process will automatically reclassify revenue accounts receivable with an AR line of Account 1200000 - Accounts Receivables – Revenue. All other revenue accounts receivables will require the manual reclassification by the department.

Record the following entries in period 12 within the AR Module.

For manual processing, the department will create a \$0 Pending Item Group with two transactions within the group. Follow the instructions below:

- Customer is a Corporation, Individual/Sole Proprietor, or Partnership (Department can use the AR Auto Reclassification Process)
  - Transaction 1: Reverse original AR open item using the Credit AR process in the AR module:
    - Debit 41XXXXX Revenue
    - Credit 1200000 Accounts Receivable - Revenue
  - Transaction 2: Create a second transaction in the group with a positive amount:
    - Debit 1200000 Accounts Receivable - Revenue
    - Credit 1290000 Provision for Deferred Receivables\*

\* The Alternate Account for GL 1290000 is the standardized statewide level COA value. Add the standardized alternate account from the list of accounts to ensure that the Provision for Deferred Receivables does not exceed the amount of the related Accounts Receivable recorded in the system. This information will be system-generated on the year-end Report No. 7, Subsidiaries on File.

- Customer is a CA State Departments, CSU, CSU Trustees, or Other Governments (Department cannot use the AR Auto Reclassification Process)
  - Transaction 1: Reverse the original AR open item using the credit AR process in the AR module:
    - Debit 41XXXXX Revenue
    - Credit 124XXXX Due From Other Funds/Appropriations
    - Credit 126XXXX Due From Other Governments
  - Transaction 2: Create a second transaction in the group with a positive amount:
    - Debit 1209900 Accounts Receivable –Other
    - Credit 1290000 Provision for Deferred Receivables\*

Through this process, Transaction 1 will have a \$0 balance and hence be closed. Transaction 2 has the reclassified accounts and will maintain the original Item ID for payment.

\* The Alternate Account for GL 1290000 is the standardized statewide level COA values. Add the standardized alternate account from the list of accounts to ensure that the Provision for Deferred Receivables does not exceed the amount of the related accounts receivable recorded in the system. This information will be system-generated on the year-end Report No. 7, Subsidiaries on File.

The **AR Item Processor** will create a Pending Item Group with two transaction sequences to begin the reclassification process:

- 1 – Navigate to **Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry**
- 2 – Click **Add a New Value** tab
- 3 – Enter your **Business Unit**
- 4

The screenshot shows the 'Group Entry' interface. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. Below this is a dark blue header bar. The main content area is titled 'Group Entry'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a blue border and a red '2' next to it. Below the buttons are two input fields. The first is labeled '\*Group Unit' and contains the value '8860', with a red box around it and a red '3' to its left. The second is labeled 'Group ID' and contains the value 'NEXT'. At the bottom left, there is an 'Add' button highlighted with a red border and a red '4' to its left.

The **AR Item Processor** will complete the **Group Control** by entering:

- 1 – Accounting Date: [Invoice date]
- 2 – Group Type: B
- 3 – Origin ID: OBILL

**Control Totals Section**

- 4 – Control: 0.00
- 5 – Count: 2

**Currency Section**

- 6 – Currency Control: USD
- 7 – Click the **Pending Item 1** tab to enter the accounts receivable item.

The screenshot displays the 'AR Item Processor' interface with the 'Pending Item 1' tab selected. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The 'Group Control' tab is highlighted with a red box and a red '7'. Below the tabs, the 'Group Unit' is 8860 and 'Group ID' is NEXT. The main form contains several sections:

- Accounting Date:** 06/30/20XX (marked with a red '1')
- Group Type:** B (marked with a red '2')
- Origin ID:** OBILL (marked with a red '3')
- Control Totals:**

Control	0.00	*Count	2
Entered	0.00	Count	1
Difference	0.00	Count	1
Posted	0.00	Count	0
- Currency:** Control USD (marked with a red '6'), \*Format USD
- Control Data:**
  - \*Received: 06/30/20XX
  - \*Entered: 06/30/20XX
  - Posted: (empty)
  - Assign: 10001409
  - User: 10001409
- Group Status:**
  - Edit Status: Edited
  - Balanced: No
  - Posting Status: Not Posted
  - Accounting Entries: Not Balanced
  - Posting Action: Do Not Post

At the bottom, there are buttons for Save, Notify, Add, and Update/Display. The breadcrumb trail at the very bottom reads: Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action.

The **AR Item Processor** will create the first AR Item (reversal of the original AR) in the **Pending Item 1** tab, Sequence 1 steps are:

- 1 – Enter Item ID: [from original AR]
- 2 – Enter Customer ID: [from original AR]
- 3 – Enter Amount: Use item amount with the minus sign
- 4 – Entry Type: **CR** (for negative AR)
- 5 – Enter Reason: **MIS**
- 6 – \*AR Dist defaults to an account. Select the AR Dist by clicking on the magnifying glass icon. The AR Dist should match the original AR item.
- 7 – **Line**: Must follow original entry. Leave this field blank if your original entry is blank.

Group Control
Pending Item 1
Pending Item 2
Pending Item 3
Accounting Entries
Group Action

Group Unit 8860                      Group ID NEXT

**Pending Item Entry** Find | View All    First 1 of 1 Last

<p>*Acctg Date <input type="text" value="06/30/20XX"/> </p> <p><b>1</b> *Item ID <input type="text" value="ORA 11-15"/></p> <p>*Business Unit <input type="text" value="8860"/> </p> <p>SubCust1 <input type="text"/></p> <p><b>3</b> Amount <input type="text" value="-100.00"/></p> <p><b>4</b> *Entry Type <input type="text" value="CR"/> </p> <p>Rate Type <input type="text"/></p> <p>Exchange Rate <input type="text" value="1.00000000"/> </p>	<p>*As Of Date <input type="text" value="06/30/20XX"/> </p> <p><b>7</b> Line <input type="text"/></p> <p><b>2</b> *Customer <input type="text" value="DEPT354000"/> </p> <p>SubCust2 <input type="text"/></p> <p>*Currency <input type="text" value="USD"/></p> <p><b>5</b> Reason <input type="text" value="MIS"/> </p> <p><input checked="" type="checkbox"/> Revalue Fig</p>	<p>Sequence 1 <span style="float: right;"> </span></p> <p style="text-align: center;">Copy Line</p> <p>CALFIRE</p> <p><b>6</b> *AR Dist <input type="text" value="AR-REVENUE"/> </p> <p>Entry Event <input type="text"/> </p>
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Attachments (0)

The **AR Item Processor** will create the second AR Item (reclassify AR item) in the **Pending Item 1** tab, Sequence 2 steps are:

- 1 – Click **+** to create **Sequence 2**.
- 2 – Enter Item ID: [from original AR]
- 3 – Enter Line: Enter **1** for Line to differentiate this item from the original item. Note: If Line 1 was used for the original item, then enter as Line 2.
- 4 – Enter Customer ID: [from original AR]
- 5 – Enter Amount: Use item amount
- 6 – Enter Entry Type: **DR** (for positive AR)
- 7 – Enter Reason: **MIS**
- 8 – \*AR Dist defaults to an account. Select the AR Dist by clicking on the magnifying glass icon. The AR Dist should match the original AR item.
- 9 – Click **Save**. The system will assign a **Group ID**. Note: the Group ID on your source document for reference.

Group Control | **Pending Item 1** | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit 8860      9 Group ID NEXT

**Pending Item Entry** Find | View All    First 2 of 2 Last

1 \*Acctg Date 06/30/20XX    2 \*As Of Date 06/30/20XX    Sequence 2    1

2 \*Item ID ORA 11-15    3 Line 1    Copy Line

\*Business Unit 8860    4 \*Customer DEPT354000    CALFIRE

SubCust1    SubCust2

5 Amount 100.00    \*Currency USD

6 \*Entry Type DR    7 Reason MIS    8 \*AR Dist AR-DUEFUND

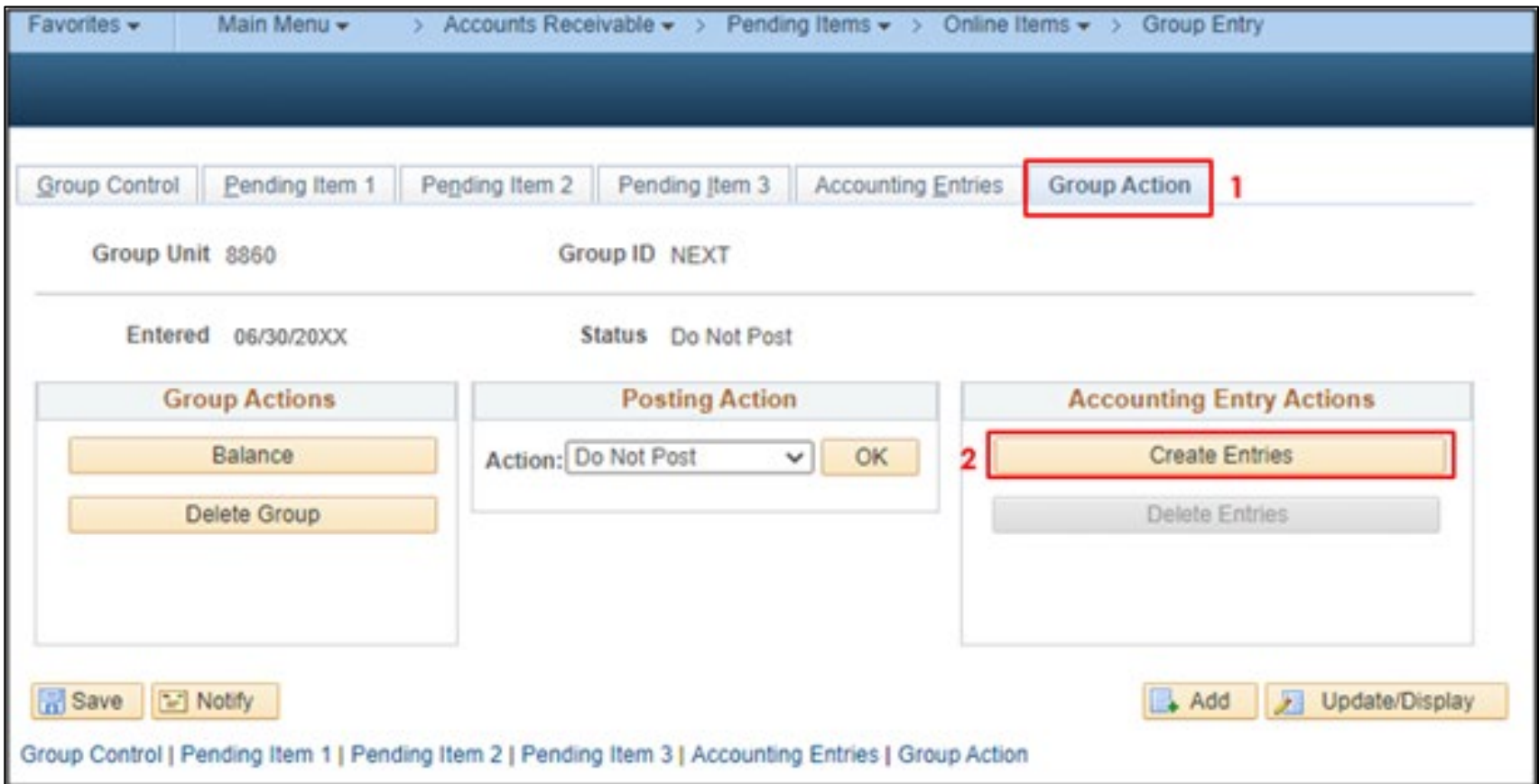
Rate Type     Revalue Fig    Entry Event

Exchange Rate 1.00000000    Attachments (0)



The **AR Item Processor** will create entries in the Accounting Entries tab for the transactions:

- 1** – Click on **Group Action** tab
- 2** – Click **Create Entries** and the system opens the **Accounting Entries** tab



Accounting Entries on the page are system-generated with User entered amounts and system default accounts. The **AR Item Processor** will enter the first transaction to reverse the original AR accounting entries:

- 1 – Click **View All** in Accounting Entries to view all Distribution Lines for both Line Sequences.
- 2 – Fill in the User Line with the exact ChartField values as the original AR Item.  
**Note:** To change the Account, **first** delete the Alt Acct value. Then delete the Account value and change to the appropriate account. Alt Account will automatically populate. When applicable, ensure the Affiliate and Fund Affiliate is included with the Account 124XXXX.
- 3 – Review Budget Date to make sure it follows Enactment Year (ENY).
- 4 – Click ► Show Next Row icon to move to the next transaction

The screenshot displays the 'Accounting Entries' section of a software interface. At the top, there are navigation tabs: 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. Below these, the 'Accounting Entries' section shows details for Group Unit 8860 and Group ID 3875. The entry type is 'CR' with a reason of 'MIS'. The amount is -100.00 USD. A 'View All' button is highlighted with a red '1'. Below this is the 'Distribution Lines' section, which is currently 'Complete'. It shows a table with columns for Line, GL Unit, Type, Amount, Fund, ENY, Account, Alt Acct, Budget Date, and Program. The first row (Line 2) has a 'User' type and an amount of 100.00. The 'Account' field is highlighted with a red '2', and the 'Alt Acct' field is highlighted with a red '3'. The 'Budget Date' is 06/30/20. A 'Next Row' button (represented by a right-pointing arrow) is highlighted with a red '4'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Line	GL Unit	Type	Amount	Fund	ENY	Account	Alt Acct	Budget Date	Program
2	8860	User	100.00	0001	20XX	4143500	4143500000	06/30/20	
102	8860	AR	-100.00			1200000	1200000000	06/30/20	

The **AR Item Processor** will enter the second transaction (reclassify AR items) in the **Accounting Entries** tab.

- 1 – Fill in the **User Line** with the exact ChartField values as the original AR item. The amount is already populated.
- 2 – Change Account to **1290000** (Provision for Deferred AR) for the negative amount.  
**Note:** To change the Account, first delete the Alt Acct value. Then delete the Account value, and enter the appropriate account. Next, change the **Alt Acct** to a standardized alternate account.
- 3 – Change the Account to 1209900 (Accounts Receivable - Other) in the AR line. The other ChartField values will be copied from the user line once it is saved.
- 4 – Click Save
- 5 – Note the Group ID number on the source document

Notify AR Item Approver and provide the supporting documents with the Group ID number. Follow the steps in the Department of Finance eLearning AR11 - Approve AR Reimbursement Revenue.

The screenshot displays the 'Accounting Entries' interface. At the top, the 'Accounting Entries' tab is selected. Below the navigation tabs, the 'Group Unit' is 8860 and the 'Group ID' is 3876. The 'Accounting Entries' section shows a table with columns for Item ID, Line, Entry Type, Reason, Bus. Unit, Customer, SubCust1, SubCust2, Amount, and Currency. The entry has an amount of 100.00 USD. Below this, the 'Distribution Lines' section is visible, showing a table with columns for Line, GL Unit, Type, Amount, Fund, ENY, Account, Alt Acct, Budget Date, and Affiliate. Two lines are shown: Line 2 (User) with a negative amount of -100.00 and Account 1290000, and Line 102 (AR) with a positive amount of 100.00 and Account 1209900. The 'Save' button is highlighted with a red box at the bottom left.

## Reminders:

- FISCAL has an automated reclassification process to reclassify reverting appropriations. Refer to the Job Aid FISCAL.515 – AR Auto Reclass Process for ARs with Reverting Appropriations for reclassification process.
- All **prior** enactment year revenue receivable must be reclassified as deferred receivable in the **AR Module** before period 12 is closed. These entries will **not** be reversed in the new fiscal year.
- Always verify that the budget date is within the appropriate ENY.
- Always write down the Group ID number on the supporting document for the AR Item Approver and for future reference.