



## 85.42 Expenditures, Expenses, and Cash Disbursements - Illustrative Entries

**85.42.10**  
May 1, 1999

### These entries are for illustrative purposes

The entries in this section illustrate the recording of expenditures/expenses and cash disbursements in the accounting records. These entries are for illustrative purposes **only** and should **not** be considered all inclusive. Entries posted to GL Code Series 71XX “In-Process” in treasury and treasury trust accounts also require an entry from the Office of State Treasurer (OST) as illustrated below to clear the In-Process GL Codes.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST only) (4310)		xxx

The entry would be reversed for In-Process debit amounts.

**85.42.20**  
June 1, 2011

### Encumbrances

85.42.20.a

To record the establishment of encumbrances or increases to existing encumbrances for budgeted accounts. Refer to Subsection 85.30.10.

	Dr.	Cr.
Encumbrances (6410)	xxx	
Reserved for Encumbrances (9510)		xxx

85.42.20.b

To record encumbrance liquidations for budgeted accounts. Refer to Subsections 85.30.10 and 85.32.40.e.

	Dr.	Cr.
Reserved for Encumbrances (9510)	xxx	
Encumbrances (6410)		xxx

**85.42.30**  
May 1, 1999

**Expenditure/expense disbursements**

To record expenditure/expense disbursements for goods and services received. Refer to Subsection 85.36.50.

	Dr.	Cr.
Cash Expenditure/Expense (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or Warrants/ACH Payments In-Process (7120)		xxx

**85.42.40**  
July 1, 2011

**Recording payroll**

85.42.40.a

To record payroll expenditures/expenses. Refer to Subsection 85.34.10.

	Dr.	Cr.
Cash Expenditure/Expense (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or Journal Vouchers In-Process (7140)		xxx

85.42.40.b

To record the receipt of cash in the payroll revolving account and the establishment of the payroll liabilities for agencies using the state's Human Resource Management System (HRMS).

	Dr.	Cr.
Journal Vouchers In-Process (7140)	xxx	
Accrued Salaries and Fringe Benefits Payable (5124)		xxx
Employee Insurance Deductions Payable (5181)		xxx
Industrial Insurance and Medical Aid Deductions Payable (5187)		xxx
Garnishment Deductions Payable (5189)		xxx
Other Liabilities (5199)		xxx

85.42.40.c	To record subsequent liquidation of payroll and related liabilities in the payroll revolving account.		
		Dr.	Cr.
	Accrued Salaries and Fringe Benefits Payable (5124)	xxx	
	Employee Insurance Deductions Payable (5181)	xxx	
	Industrial Insurance and Medical Aid Deductions Payable (5187)	xxx	
	Garnishment Deductions Payable (5189)	xxx	
	Other Liabilities (5199)	xxx	
	In-Process (71XX)		xxx

**85.42.50**

January 1, 2018

**Recording shared leave**

85.42.50.a	To record transfer of shared leave between employees within an agency and within the same account. Refer to Subsection 85.34.20.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject BW)		xxx
85.42.50.b	To record transfer of shared leave between employees of different agencies and/or accounts.		
	<b>Donor's Operating Account:</b>		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
	Cash in Bank (1110) or In-Process (71XX)		xxx
	<b>Donee's Operating Account:</b>		
		Dr.	Cr.
	Cash in Bank (1110) or In-Process (71XX)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject BW)		xxx

**85**  
**Accounting Procedures**

**85.42.50**

85.42.50.c	To record the payroll for an employee using donated shared leave.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Object A, B)	xxx	
	Cash in Bank (1110) or In-Process (71XX)		xxx
85.42.50.d	To record reversion of unused shared leave when employees are within the same agency and account.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Subobject BW)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)		xxx
85.42.50.e	To record reversion of unused shared leave when employees are from different agencies and/or accounts.		
	<b>Donor's Operating Account:</b>		
		Dr.	Cr.
	Cash in Bank (1110) or In-Process (71XX)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)		xxx
	<b>Donee's Operating Account:</b>		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Subobject BW)	xxx	
	Cash in Bank (1110) or In-Process (71XX)		xxx
85.42.50.f	To record transfer of shared leave between employees of different agencies and one of the states' authorized shared leave pools. Refer to Subsections 25.40.12, 25.40.13, and 25.40.14.		
	<b>Donor's Operating Account:</b>		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
	Cash in Bank (1110) or In-Process (71XX)		xxx
	<b>Authorized Shared Leave Pool:</b>		
		Dr.	Cr.
	Cash in Bank (1110) or In-Process (71XX)	xxx	

Cash Revenues (3210) Revenue Source Code (0441)  
– Contributions and Grants xxx

85.42.50.g To record transfer of shared leave between one of the states' authorized shared leave pools and employees of different agencies. Refer to Subsections 25.40.12, 25.40.13, and 25.40.14.

**Authorized Shared Leave Pool:**

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject NZ) – Other Grants and Benefits	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

**Donee's Operating Account:**

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	xxx	
Cash Expenditures/Expenses (6510) (Subobject BW)		xxx

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**85.42.60**

May 1, 1999

**Amounts due deceased employees**

85.42.60.a To record amounts owed to deceased employees. Refer to Subsection 85.34.30.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (with appropriate subobjects)	xxx	
Due to Deceased Employees' Estates (5145)		xxx

**85**  
**Accounting Procedures**

**85.42.70**

85.42.60.b	To record the liquidation of the liability when the funds are released for payment.		
		Dr.	Cr.
	Due to Deceased Employees' Estates (5145)	xxx	
	Cash in Bank (1110) or		
	Warrants/ACH Payments In-Process (7120)		xxx

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**85.42.70**      **Salary overpayment recoveries**

May 1, 1999

85.42.70.a	To record the recovery of net pay and related deductions, or employer costs, for a salary overpayment. Refer to Subsection 85.34.40.c.		
		Dr.	Cr.
	Receipts In-Process (7110)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject A, B or N series)		xxx

85.42.70.b	To record the reduction in full time equivalents (FTEs) for any excess hours associated with a salary recovery. Refer to Subsection 85.34.40.c.		
		Dr.	Cr.
	Statistical Clearing Account (0998)	xxx	
	Actual FTEs (0120)		xxx

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**85.42.80**      **Cancellations of non-deliverable, SOL, and lost or destroyed warrants**

July 1, 2012

To record cancellations of non-deliverable warrants, warrants statutorily canceled by the Office of the State Treasurer, and lost or destroyed warrants. Refer to Section 85.38.

		Dr.	Cr.
	Warrant Cancellations In-Process (7130)	xxx	
	Liability for Canceled Warrants/Checks (5194)		xxx

**85.42.85**

July 1, 2012

**Cancellations of warrants issued in error**

To record cancellations of warrants issued in error. Refer to Subsection 85.38.10.

	Dr.	Cr.
Warrant Cancellations In-Process (7130)	xxx	
Cash Expenditures/Expenses (6510) or Cash Revenues (3210)		xxx

**85.42.90**

July 1, 2012

**Re-issuance of canceled warrants**

To record re-issuance of warrants previously canceled due to warrant being non-deliverable, statutorily canceled by the Office of the State Treasurer, or lost or destroyed. Refer to Section 85.38.

	Dr.	Cr.
Liability for Canceled Warrants/Checks (5194)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx

**85.42.95**

May 1, 1999

**Forged endorsement**

85.42.95.a

To record the bank credit for the redemption of forged warrants. Refer to Subsection 85.38.30.a.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Liabilities (5199)		xxx

85.42.95.b

To record re-issuance of forged warrants. Refer to Subsection 85.38.30.a.

	Dr.	Cr.
Other Liabilities (5199)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx