



State Administrative and Accounting Manual

85.42 Expenditures, Expenses, and Cash Disbursements - Illustrative Entries

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85.42.10 These entries are for illustrative purposes

May 1, 1999

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.

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



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85.42.20 Encumbrances

June 1, 2011

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 [Subsection 85.30.10](#) and [85.32.40.e](#).

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

85.42.30 Expenditure/expense disbursements

May 1, 1999

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 Recording payroll

July 1, 2023

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



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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
Paid Family and Medical Leave Deductions Payable (5180)		xxx
Employee Insurance Deductions Payable (5181)		xxx
Long-Term Services and Supports Deductions Payable (5183)		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	
Paid Family and Medical Leave Deductions Payable (5180)	xxx	
Employee Insurance Deductions Payable (5181)	xxx	
Long-Term Services and Supports Deductions Payable (5183)	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 Recording shared leave

[July 1, 2024](#)

[Jan. 1, 2018](#)

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.



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Donor's Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	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

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.

Donor's Operating Account:

	Dr.	Cr.
Cash in Bank (1110) or		
In-Process (71XX)	xxx	
Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)		xxx



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Donee's Operating Account:

	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](#).

Donor's Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

Authorized Shared Leave Pool:

	Dr.	Cr.
Cash in Bank (1110) or		
In-Process (71XX)	xxx	
Cash Revenues (3210) Revenue Source Code (0441) — Contributions and Grants		
Accrued Compensatory Time and Miscellaneous Leave Payable (5128)		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		
Accrued Compensatory Time and Miscellaneous Leave Payable (5128)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

Donee's Operating Account:



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

85.42.60 Amounts due deceased employees

July 1, 2018

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) or Cash in bank (1110) or Journal Vouchers In-Process (7140)		xxx

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

	Dr.	Cr.
Journal Vouchers In-Process (7140)	xxx	
Due to Deceased Employees' Estates (5145)		xxx

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

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



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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

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 Cancellation of warrants issued in error

July 1, 2012

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 Re-issuance of canceled warrants

July 1, 2012

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 Forged endorsement

May 1, 1999



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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