



85.65 Assets - Illustrative Entries

Section	Title	Effective Date	Page Number
85.65.10	These entries are for illustrative purposes	May 1, 1999	815
85.65.12	Deposit of cash revenues	May 1, 1999	815
85.65.14	Petty cash - treasury and treasury trust accounts	June 1, 2015	816
85.65.16	Petty cash - local accounts	June 1, 2015	816
85.65.18	Accounting for the acquisition of non-current investments	Jan. 1, 2014	817
85.65.20	Accounting for earnings and costs associated with non-current investments	July 1, 2003	817
85.65.22	Accounting for fair value adjustment to non-current investments	July 1, 2013	818
85.65.24	Accounting for the sale of non-current investments	July 1, 2013	818
85.65.28	Accounting for deferred compensation (IRC Section 457)	June 1, 2011	820
85.65.30	Taxes receivable	May 1, 1999	820
85.65.32	Receivables	July 1, 2001	820
85.65.33	Travel advances receivable	July 1, 2010	821
85.65.34	Due from federal government	May 1, 1999	822
85.65.36	Long-term loans	June 1, 2011	823
85.65.38	Consumable inventories - periodic inventory method	June 1, 2011	827
85.65.40	Consumable inventories - perpetual inventory method	May 1, 1999	828
85.65.42	Merchandise inventories in proprietary fund type accounts - periodic inventory method	May 1, 1999	828
85.65.44	Merchandise inventories in proprietary fund type accounts - perpetual inventory method	May 1, 1999	829
85.65.46	Donations of consumable inventories	Jan. 1, 2014	830



State Administrative and Accounting Manual

Section	Title	Effective Date	Page Number
85.65.50	Prepaid expenses	May 1, 1999	831
85.65.52	Acquisition of capital assets	July 1, 2015	831
85.65.54	Assets that do not meet the state's capitalization policy	July 1, 2009	833
85.65.56	Depreciation/amortization	July 1, 2009	833
85.65.58	Disposal of capital assets	July 1, 2012	834
85.65.60	Trade-in of capital assets	July 1, 2008	835
85.65.62	Capital assets acquired through lease-to-own agreements	July 1, 2021	836
85.65.64	Accounting for the construction of capital assets	July 1, 2009	838
85.65.66	Interagency/Interfund Capital Asset Transfers	Jan. 1, 2014	839

85.65.10 These entries are for illustrative purposes

May 1, 1999

The following entries illustrate transactions affecting assets. 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, generally from the Office of the State Treasurer (OST) as illustrated below, to clear the In-Process GL Codes.

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

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

85.65.12 Deposit of cash revenues

May 1, 1999

To record the deposit of cash revenue received. Refer to [Subsection 85.50.10](#) and [85.50.20](#).

Cash In Bank (1110) or Receipts In-Process (7110)	Dr.	Cr.
	xxx	



State Administrative and Accounting Manual

Cash Revenues (3210) (with appropriate revenue source code)

xxx

85.65.14 Petty cash - treasury and treasury trust accounts

June 1, 2015

85.65.14.a

To record the establishment of or an increase in a treasury or treasury trust petty cash account. Refer to [Subsection 85.50.60.a](#) or [85.50.70.a](#), respectively.

	Dr.	Cr.
Petty Cash (1130)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx

85.65.14.b

To record the abolishment of, or a reduction in, a treasury or treasury trust petty cash account. Refer to [Subsection 85.50.60.f](#) or [85.50.70.d](#), respectively.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Petty Cash (1130)		xxx

85.65.16 Petty cash - local accounts

June 1, 2015

85.65.16.a

To record the establishment of, or an increase in, a local petty cash account. Refer to [Subsection 85.50.70.a](#).

	Dr.	Cr.
Petty Cash (1130)	xxx	
Cash in Bank (1110)		xxx

85.65.16.b

To record the abolishment of, or a reduction in, a local petty cash account. Refer to [Subsection 85.50.70.d](#).

	Dr.	Cr.
Cash in Bank (1110)	xxx	
Petty Cash (1130)		xxx



85.65.18 Accounting for the acquisition of non-current investments

Jan. 1, 2014

85.65.18.a

To record the acquisition of non-current equity investments at trade date. Refer to [Subsection 85.52.30.a.](#)

	Dr.	Cr.
Investments (1210)	xxx	
Investment Trades Pending Payable (5123)		xxx

85.65.18.b

To record the settlement of the trade for acquisition of non-current equity investments. Refer to [Subsection 85.52.30.a.](#)

	Dr.	Cr.
Investment Trades Pending Payable (5123)	xxx	
In-Process (71XX)		xxx

85.65.18.c

To record the acquisition of non-current fixed income investments at trade date including purchased accrued interest. Refer to [Subsection 85.52.30.a.](#)

	Dr.	Cr.
Investments (1210)	xxx	
Interest Receivable on Investments (1316)	xxx	
Investment Trades Pending Payable (5123)		xxx

85.65.18.d

To record the settlement of the trade for acquisition of non-current fixed income investments. Refer to [Subsection 85.52.30.a.](#)

	Dr.	Cr.
Investment Trades Pending Payable (5123)	xxx	
In-Process (71XX)		xxx

85.65.20 Accounting for earnings and costs associated with non-current investments

July 1, 2003



State Administrative and Accounting Manual

85.65.20.a

To record interest or dividend income on non-current investments received in cash including purchased accrued interest. Refer to [Subsection 85.52.10](#).

	Dr.	Cr.
Receipts In-Process (7110) or Cash in Bank (1110)	xxx	
Interest and Dividends Receivable (1316)		xxx
Cash Revenues (3210) Revenue Source Code (0401) Treasury Investment Income, (0409) Interest Income, or (0411) Dividend Income		xxx

85.65.20.b

To record interest or dividend income on non-current investments which was reinvested.

	Dr.	Cr.
Investments (1210)	xxx	
Cash Revenues (3210) Revenue Source Code (0401) Treasury Investment Income, (0409) Interest Income, or (0411) Dividend Income		xxx

85.65.20.c

To record the payment of investment related costs (e.g., advisor fees, consulting fees, manager fees) not associated with an investment sale transaction.

	Dr.	Cr.
Cash Revenues (3210) Revenue Source Code (0473) Costs of Investment Activities	xxx	
Warrants/ACH Payments In-Process (7120)		xxx

85.65.22 Accounting for fair value adjustment to non-current investments

July 1, 2013

To record the adjustment to reflect an increase to the fair value of non-current investments. To record a decrease in fair value, the revenue entry is reversed. Refer to [Subsection 85.52.30.b](#).

	Dr.	Cr.
Valuation Allowance - Investments (1280)	xxx	
Noncash Revenues (3220) Revenue Source Code (0413) Capital Gains and Losses		xxx

85.65.24 Accounting for the sale of non-current investments

July 1, 2013



State Administrative and Accounting Manual

85.65.24.a

To record the sale at trade date of non-current investments and the resulting gain on investments. For a loss, the entry would be reversed. Refer to [Subsection 85.52.30.c](#).

	Dr.	Cr.
Investment Trade Pending Receivable (1323)	xxx	
Accrued Revenues (3205) Revenue Source Code (0473) Cost of Investment Activities	xxx	
Investments (1210)		xxx
Accrued Revenues (3205) Revenue Source Code (0413) Capital Gains and Losses		xxx

85.65.24.b

To record the settlement of the trade for the sale of non-current investments. For a loss, the entry would be reversed. Refer to [Subsection 85.52.30.c](#).

	Dr.	Cr.
In-Process (71XX)	xxx	
Cash Revenues (3210) Revenue Source (0473) Costs of Investment Activities	xxx	
Accrued Revenues (3205) Revenue Source (0413) Capital Gains and Losses	xxx	
Cash Revenues (3210) Revenue Source (0413)		xxx
Capital Gains and Losses		xxx
Accrued Revenues (3205) Revenue Source (0473) Costs of Investment Activities		xxx
Investment Trades Pending Receivable (1323)		xxx

85.65.24.c

To reverse the non-cash revenue recognized in posting adjustments to increase fair value. Entry would be reversed if fair value adjustments recorded a loss. Refer to [Subsection 85.52.30.c](#).

	Dr.	Cr.
Noncash Revenues (3220) Revenue Source Code (0413)		
Capital Gains and Losses	xxx	
Valuation Allowance – Investments (1280)		xxx

85.65.24.d

To reverse the nonspendable portion of [fund balance](#) in governmental funds for non-current investments not offset by unearned revenue or a liability.

	Dr.	Cr.
Nonspendable Investments (9123)	xxx	
Appropriate fund equity GL code (9XXX)		xxx



85.65.28 Accounting for deferred compensation (IRC Section 457)

June 1, 2011

In accordance with Statement No. 34 of the Governmental Accounting Standards Board, the state's deferred compensation plan is accounted for and reported as a pension trust fund. Acquisitions and sales of deferred compensation plan investments are to follow the entries in [Subsection 85.65.18](#) and [85.65.24](#), respectively, except that no entry is to be made to GL 9123 "Nonspendable Investments."

85.65.30 Taxes receivable

May 1, 1999

To record long-term taxes receivable which are measurable but not due within twelve months. Refer to [Subsection 85.54.15.c](#).

	Dr.	Cr.
Taxes Receivable (1611)	xxx	
Allowance for Uncollectible Taxes Receivable (1641)		xxx
Unavailable Revenues (5292)		xxx

85.65.32 Receivables

July 1, 2001

85.65.32.a

To record a receivable at time of billing. Refer to [Subsection 85.54.45.a](#).

	Dr.	Cr.
Accounts Receivable (1312)	xxx	
Accrued Revenues (3205) (appropriate revenue source codes)		xxx

85.65.32.b

To value receivables and adjust the allowance for uncollectible accounts to reflect the amount estimated to be uncollectible at the end of the period in a governmental fund type account. Refer to [Subsection 85.54.55.b](#).

	Dr.	Cr.
Accrued Revenues (3205) (with revenue source code originally credited)	xxx	
Allowance for Uncollectible Accounts Receivable (1342)		xxx



State Administrative and Accounting Manual

85.65.32.c

To value receivables and adjust the allowance for uncollectible accounts to reflect the amount estimated to be uncollectible at the end of the period in a proprietary or trust fund type account. Refer to [Subsection 85.54.55.b](#). Example assumes a reduction in collectability. If collectability appears improved, the entry would be reversed.

	Dr.	Cr.
Bad Debt Expense 6515 (Sub-Object WC)	xxx	
Allowance for Uncollectible Accounts Receivable (1342)		xxx

85.65.32.d

To write off receivables determined to be uncollectible by the state. Refer to [Subsection 85.54.55.c](#).

	Dr.	Cr.
Allowance for Uncollectible Accounts Receivable (1342)	xxx	
Accounts Receivable (1312)		xxx

85.65.33 Travel advances receivable

July 1, 2010

85.65.33.a

To record the issuance of a travel advance. In this example, the amount advanced is \$500. Refer to [Subsection 85.54.44](#).

	Dr.	Cr.
Travel Advance (1383)	500	
Accounts Payable (5111)		500
Accounts Payable (5111)	500	
Cash in Bank (1110) or In-Process (71XX)		500

85.65.33.b

To record travel expenditures when the travel advance issued is equal to the amount of travel costs.

	Dr.	Cr.
Cash Expenditure (6510) Object G	500	
Travel Advance (1383)		500

85.65.33.c

To record travel expenditures when the travel advance issued is less than the amount of travel costs. In this example, travel costs are \$700.



State Administrative and Accounting Manual

	Dr.	Cr.
Cash Expenditure (6510) Object G	500	
Travel Advance (1383)		500
Accrued Expenditure (6505) Object G	200	
Accounts Payable (5111)		200
Cash Expenditure (6510) Object G	200	
Accrued Expenditure (6505) Object G		200
Accounts Payable (5111)	200	
Cash in Bank (1110) or In-Process (71XX)		200

85.65.33.d

To record travel expenditures when the travel advance issued is greater than the amount of the travel costs. In this example, travel costs are \$400. The traveler must reimburse the agency for the excess advanced.

	Dr.	Cr.
Cash Expenditure (6510) Object G	400	
Travel Advance (1383)		400
Cash Receipts In-Process (7110)	100	
Travel Advance (1383)		100

85.65.34 Due from federal government

May 1, 1999

85.65.34.a

To record amounts receivable for the reimbursement of federal expenditures. Refer to [Subsection 85.54.20](#).

	Dr.	Cr.
Due from Federal Government (1351)	xxx	
Accrued Revenues (3205) Revenue Source Code (03XX)		xxx

85.65.34.b

To record the receipt of monies due from the federal government. Refer to [Subsection 85.54.20](#).

	Dr.	Cr.
Cash in Bank (1110) or		
Receipts In-Process (7110)	xxx	
Cash Revenues (3210) Revenue Source Code (03XX)		xxx



State Administrative and Accounting Manual

Accrued Revenues (3205) Revenue Source Code (03XX)	xxx	
Due from Federal Government (1351)		xxx

85.65.34.c

To record federal receivables which are in dispute at the end of the accounting period in a governmental fund type account. Refer to [Subsection 85.54.20](#).

	Dr.	Cr.
Accrued Revenues (3205) Revenue Source (03XX)	xxx	
Unearned Revenues (5190)		xxx

85.65.36 Long-term loans

June 1, 2011

The following entries illustrate disbursement and repayment for both budgeted and non-budgeted long-term loans. Since the loan in this illustration is made to a private entity, long-term GL Code 1614 "Loans Receivable" is used. However, this example may be applied to other types of long-term loans using other receivable general ledger codes, such as GL Code 1652 "Due from Other Governments." Refer to [Subsection 85.54.40](#).

85.65.36.a

85.65.36.a.(1)

To record disbursement of a budgeted long-term loan from a governmental fund type account. Budgeted loans present a unique situation where loan disbursements and repayments are expenditures and revenues for budgetary purposes, but not for GAAP financial accounting purposes.

Note: In AFRS, Sub-object NR is reported as Fund Balance on the GAAP operating statement. On the Budget to Actual statement, however, it is reported as an expenditure.

	Dr.	Cr.
Loans Receivable (1614)	xxx	
In-Process (71XX)		xxx
Cash Expenditures/Expenses (6510) (Subobject NR)	xxx	
Nonspendable Receivables - Long-Term (9131)		xxx

85.65.36.a.(2)

To record repayment of the budgeted long-term loan from (a) above, an interim process occurs reclassifying the expected payment from long-term to short-term. The amount recognized and recorded at fiscal year-end is based on the subsequent year's scheduled payments.



State Administrative and Accounting Manual

Note: In AFRS, Revenue Source Code 0866 "Loan Principal Repayment" is reported as Fund Balance on the GAAP operating statement. On the Budget to Actual statement, however, it is reported as revenue.

	Dr.	Cr.
Loans Receivable (1314) or Due from Other Governments (1352)	xxx	
Loans Receivable (1614) or Due from Other Governments (1652)		xxx
Nonspendable Receivables - Long-Term (9131)	xxx	
Accrued Revenue (3205) Revenue Source Code (0866) Loan Principal Repayment		xxx

Then repayment is recorded as received.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Loans Receivable (1314) or Due from Other Governments (1352)		xxx

For loans whose payments are uncertain, the receivable is reclassified from long-term to short-term upon receipt of the loan payment.

	Dr.	Cr.
Loans Receivable (1314) or Due from Other Governments (1352)	xxx	
Loans Receivable (1614) or Due from Other Governments (1652)		xxx
Nonspendable Receivables - Long-Term (9131)	xxx	
Accrued Revenue (3205) Revenue Source Code (0866) Loan Principal Repayment		xxx

Then the payment receipt is recorded.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Loans Receivable (1314) or Due from Other Governments (1352)		xxx
Accrued Revenue (3205) Revenue Source Code (0866) Loan Principal Repayment	xxx	
Cash Revenue (3210) Revenue Source Code (0866) Loan Principal Repayment		xxx



State Administrative and Accounting Manual

85.65.36.b.

85.65.36.b.(1)

To record disbursements of a long-term loan which are not budgeted.

Note: The entry to adjust the nonspendable portion of fund balance for receivables is made in governmental trust fund type accounts only. This entry is not applicable in proprietary and trust fund type accounts.

	Dr.	Cr.
Loans Receivable (1614)	xxx	
In-Process (71XX) or		
Cash in Bank (1110)		xxx
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Receivables - Long-Term (9131)		xxx

85.65.36.b.(2)

To record repayment of the non-budgeted long-term loan from (b) above, after an interim process occurs reclassifying receivables from long-term to short-term.

	Dr.	Cr.
Loans Receivable (1314) or		
Due from Other Governments (1352)	xxx	
Loans Receivable (1614) or		
Due from Other Governments (1652)		xxx
Nonspendable Receivables - Long-Term (9131)	xxx	
Appropriate fund equity GL code (9XXX)		xxx

Then the loan payment is recorded.

	Dr.	Cr.
Cash in Bank (1110) or		
Receipts In-Process (7110)	xxx	
Loans Receivable (1314) or		
Due from Other Governments (1352)		xxx

85.65.37 Lease receivable and deferred inflows on leases

July 1, 2021

The following example is used to illustrate the entries for leases to an external entity (not a state agency) that exceeds the state's capitalization threshold. Refer to [Subsection 85.72.30](#).



State Administrative and Accounting Manual

An agency entered into an agreement to lease a building for 10 years at the rate of \$10,000 per month. The current interest rate is 4 percent and the present value of the minimum lease payments is \$990,994 (annuity due). The value of the asset meets the state's capitalization threshold (refer to [Subsection 30.20.20](#)). Therefore, the entries to be recorded for a lease are as follows:

Note: Contact the Office of the State Treasurer for the current rate of interest, for computing present value. Leases are computed as annuities due because the payments are made at the first of the month; other capital purchases may be computed as ordinary annuities.

85.65.37.a

To record the lease receivable and the deferred inflows of resources at lease commencement. The portion of the receivable due within the next fiscal year should be recorded in GL 1321 and the remaining receivable balance should be recorded in GL 1621.

	Dr.	Cr.
Lease Receivable (1321)	85,276	
Lease Receivable (1621)	905,718	
Deferred Inflows on Right-to-Use Leases (5295)		990,994

Note: Continue to recognize the capital asset and depreciate if applicable.

85.65.37.b

To record the receipt of the first periodic lease payment and reduction of the lease receivable.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	10,000	
Lease Receivable (1321)		10,000

85.65.37.c

To record the receipt of the second periodic lease payment, interest income, and reduction of the lease receivable.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	10,000	
Lease Receivable (1321)		6,730
Cash Revenue (3210) Leased Property Interest Income (0436)		3,270

85.65.37.d

To reduce the deferred inflow on leases and recognize a portion of the revenue. Deferred inflows of resources should be amortized over the lease term using the straight-line method. The revenue must be recognized by fiscal year end. In this example, the amortization is performed monthly.

	Dr.	Cr.
Deferred Inflows on Right-to-Use Leases (5295)	8,258	
Cash Revenue (3210) Income from Leased Property (0435)		8,258



State Administrative and Accounting Manual

85.65.37.e

To reclassify as short term that portion of the receivable due within the next fiscal year. At fiscal year-end, the amount in GL Code 1321 should be the same as the next year's principal payment on the agency's lease agreement amortization schedule.

	Dr.	Cr.
Lease Receivable (1321)	85,324	
Lease Receivable (1621)		85,324

85.65.37.f

To record the allowance for estimated uncollectible lease receivable. If collectability appears improved, the entry would be reversed.

	Dr.	Cr.
Deferred Inflows on Right-to-Use Leases (5295)	xxx	
Allowance for Uncollectible Lease Receivable (1345/1645)		xxx

85.65.37.g

To record the receipt of a variable lease payment.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	xxx	
Cash Revenue (3210) Leased Property Variable Income (0437)		xxx

85.65.38 Consumable inventories - periodic inventory method

June 1, 2011

85.65.38.a

To record the acquisition of consumable inventories. Refer to Subsection [Subsection 85.56.20.a \(1\)](#).

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

85.65.38.b

To record the use of consumable inventories during the year.

No entry is required.



State Administrative and Accounting Manual

85.65.38.c

At year-end, to record an increase in consumable inventories during the year. Refer to Subsection [Subsection 85.56.20.a \(3\) and \(4\)](#). These entries would be reversed to record a decrease in consumable inventories during the year.

Note: The second entry is to adjust the nonspendable portion of fund balance in governmental fund type accounts only.

	Dr.	Cr.
Consumable Inventories (1410)	xxx	
Cash Expenditures/Expenses (6510) Object E		xxx
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Consumable Inventories (9120)		xxx

85.65.40 Consumable inventories - perpetual inventory method

May 1, 1999

85.65.40.a

To record the acquisition of consumable inventories. Refer to [Subsection 85.56.20.b.\(1\)](#).

	Dr.	Cr.
Consumable Inventories (1410)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

85.65.40.b

To record the use of consumable inventories during the year. Refer to [Subsection 85.56.20.b.\(2\)](#).

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object E	xxx	
Consumable Inventories (1410)		xxx

85.65.42 Merchandise inventories in proprietary fund type accounts - periodic inventory method

May 1, 1999

85.65.42.a

To record the acquisition of merchandise inventories as an expense. Refer to [Subsection 85.56.30.a.\(1\)](#).



State Administrative and Accounting Manual

Cost of Goods Sold (6516) Object F	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX) or		
Payables (51XX)		xxx

85.65.42.b

To record the sale of merchandise inventories when the merchandise inventory purchase is recorded as an expense. Refer to [Subsection 85.56.30.a.\(2\)](#).

Cash in Bank (1110) or	Dr.	Cr.
In-Process (71XX) or		
Receivables (13XX)	xxx	
Cash Revenue (3210) or		
Accrued Revenues (3205) Revenue Source Code (0450) Sales		xxx

85.65.42.c

To record the adjustment for merchandise inventory when the physical count shows the inventory value greater than the amount in the general ledger control account GL Code 1420 "Merchandise Inventories." This entry is reversed when the physical count shows the inventory value less than the recorded amount. Refer to [Subsections 85.56.30.a.\(3\) and b.\(3\)](#).

Merchandise Inventories (1420)	Dr.	Cr.
Cost of Goods Sold (6516) Object F	xxx	xxx

85.65.44 Merchandise inventories in proprietary fund type accounts - perpetual inventory method

May 1, 1999

85.65.44.a

To record the acquisition of merchandise inventories as an asset. Refer to [Subsection 85.56.30.b.\(1\)](#).

Merchandise Inventories (1420)	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX) or		
Payables (51XX)		xxx



State Administrative and Accounting Manual

85.65.44.b

To record the sale of merchandise inventories when the merchandise inventory purchase is recorded as an asset. Refer to [Subsection 85.56.30.b.\(2\)](#).

The second entry is to adjust the merchandise inventory account and record the cost of goods sold:

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX) or Receivables (13XX)	xxx	
Cash Revenue (3210) or Accrued Revenues (3205) Revenue Source Code (0450) Sales		xxx
Cost of Goods Sold (6516) Object F Merchandise Inventories (1420)	xxx	xxx

85.65.46 Donations of consumable inventories

Jan. 1, 2014

A common example of donated consumable inventory is federal surplus food commodities provided to the state for use in a variety of programs. This example assumes that commodities with a fair value of \$5,000 are donated to the state for use in a governmental fund type account. The state pays \$500 shipping costs for delivery of the commodities.

85.65.46.a

To record the acquisition of federally donated consumable inventories. Refer to [Subsection 85.56.40.b](#).

	Dr.	Cr.
Consumable Inventories (1410)	500	
Donated Inventories (1415)	5,000	
Cash in Bank (1110) or In-Process (71XX)		500
Unearned Revenues (5190)		5,000

85.65.46.b

To record the use of donated consumable inventories with a fair value of \$4,000. Use of donated consumable inventories is treated as a nonbudgeted activity. The cash outlay for shipping costs is a budgeted expenditure. Refer to [Subsection 85.56.40.b](#).

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525) Object E	4,000	
Cash Expenditures/Expenses (6510) Object E	400	
Consumable Inventories (1410)		400



State Administrative and Accounting Manual

Revenue Adjustments/Eliminations (GAAP) (3225) Revenue
 Source Code (0310) Dept. of Agriculture 4,000

85.65.46.c

To record year-end adjustment. Refer to [Subsection 85.56.40.b](#).

Note: The second entry (for the shipping costs) is required in governmental and fund type accounts only.

	Dr.	Cr.
Unearned Revenues (5190)	4,000	
Donated Inventories (1415)		4,000
Appropriate fund equity GL code (9XXX)	1,000	
Nonspendable Consumable Inventories (9120)		1,000

85.65.50 Prepaid expenses

May 1, 1999

85.65.50.a

To record the prepayment of goods and services, other than inventory, in proprietary and trust fund type accounts. Refer to [Subsection 85.58.10.c](#).

	Dr.	Cr.
Prepaid Expenses (1510)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

85.65.50.b

To record the portion of prepaid goods and services used during the period. Refer to [Subsection 85.58.10.c](#).

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (with appropriate subobject)	xxx	
Prepaid Expenses (1510)		xxx

85.65.52 Acquisition of capital assets

July 1, 2015



State Administrative and Accounting Manual

85.65.52.a Governmental Fund Type Accounts

The entry for the purchase of a capital asset records the expenditure in the account acquiring the asset with a corresponding entry in Account 997 "General Capital Assets Subsidiary Account." Refer to [Subsection 85.60.30.a](#).

Operating Account:

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

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Investment in General Capital Assets (9850)		xxx

The following entry records the donation of a capital asset to a governmental fund type account. Because governmental fund type accounts focus on current financial resources, no entry is made in the operating account. However, an entry is made in Account 997 "General Capital Assets Subsidiary Account" to record the estimated acquisition value of the asset. Refer to [Subsection 85.60.30.a](#).

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Investment in General Capital Assets (9850)		xxx

85.65.52.b Proprietary and Trust Fund Type Accounts

The entry to record the purchase of a capital asset is made in the appropriate capital asset GL code in the account acquiring the asset. Refer to [Subsection 85.60.30.b](#).

Operating Account:

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

The following additional entry is required for budgeted proprietary and trust fund type accounts for capital asset acquisitions:



State Administrative and Accounting Manual

Cash Expenditures/Expenses (6510) Object J	Dr. xxx	Cr.
Expense Adjustments/Eliminations (GAAP) (6525) Object J		xxx

The following entry records the donation of a capital asset to a proprietary or trust fund type account.

Capital Asset (2XXX)	Dr. xxx	Cr.
Noncash Revenues (3220) Revenue Source Code 0820 Capital Contributions or other appropriate revenue source code		xxx

85.65.54 Assets that do not meet the state's capitalization policy

July 1, 2009

The entry for the acquisition of an asset that does not meet the state's capitalization policy records the expenditure/expense in the account acquiring the asset. Refer to [Subsection 85.60.30.c](#).

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

85.65.56 Depreciation/amortization

July 1, 2009

85.65.56.a Governmental Fund Type Accounts

The following entry records the depreciation on general capital assets in Account 997 "General Capital Assets Subsidiary Account." Refer to [Subsection 85.60.40.a](#).

General Capital Assets Subsidiary Account (Account 997):

Depreciation/Amortization Expense (6591) (Subobject WA)	Dr. xxx	Cr.
Allowance for Depreciation - Capital Asset (2XXX) or Allowance for Amortization – Intangible Assets (2480)		xxx xxx

85.65.56.b Proprietary and Trust Fund Type Accounts

The following entry records the depreciation of capital assets in proprietary and trust fund type accounts. Refer to [Subsection 85.60.40.b](#).



State Administrative and Accounting Manual

	Dr.	Cr.
Depreciation/Amortization Expense (6511) (Subobject WA)	xxx	
Allowance for Depreciation – Capital Asset (2XXX) or		xxx
Allowance for Amortization – Intangible Assets (2480)		xxx

85.65.58 Disposal of capital assets

July 1, 2012

85.65.58.a Governmental Fund Type Accounts

The net proceeds received from the sale of general capital assets are generally recorded in the account that originally acquired the asset. Refer to [Subsection 85.60.50.a](#). If the estimated net proceeds from disposition were included in the budget for the acquisition of the replacement capital asset and the expenditure for the acquisition of new capital assets has already been recorded at gross, the following entry is made:

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

If the net proceeds from disposition were not included in the budget for a replacement capital asset, the following entry is to be made instead:

	Dr.	Cr.
Cash in Bank (1110) or		
In-Process (71XX)	xxx	
Cash Revenues (3210) Revenue Source Code (0416) Sale of		
Property - Other		xxx

In addition, an entry in Account 997 "General Capital Assets Subsidiary Account" is made to record the removal of the capital asset. In the following entry, the capital asset was not fully depreciated (i.e. the cost is greater than the accumulated depreciation). If the capital asset was fully depreciated (i.e. the cost and the accumulated depreciation are an equal amount), then in GL Code 6597 "Capital Asset Adjustment (General Capital Assets Subsidiary Only)" would net to zero.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset Adjustment (General Capital Assets Subsidiary Account		
Only) (6597) Subobject WF	xxx	
Allowance for Depreciation Capital Assets (2XXX)	xxx	
Capital Assets (2XXX)		xxx



State Administrative and Accounting Manual

85.65.58.b Proprietary and Trust Fund Type Accounts

The disposal of capital assets of proprietary and trust fund type accounts are accounted for in the account that recorded the asset. Refer to [Subsection 85.60.50.b](#).

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	xxx	
Allowance for Depreciation - Capital Assets (2XXX)	xxx	
Capital Assets (2XXX)		xxx
Gain and Loss on Sale of Capital Assets (3213) Revenue Source Code (0418) Gain or Loss on Sale of Capital Assets		xxx

The following additional entry is needed to record the net proceeds received upon disposition of a capital asset in budgeted proprietary and trust fund type accounts.

If the net proceeds from disposition were included in the budget for the acquisition of the replacement capital asset and the purchase for the new capital assets has already been recorded at gross, the following entry is made:

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525) Object J	xxx	
Cash Expenditures/Expenses (6510) Object J		xxx

If the net proceeds from disposition were included in the budget as estimated revenues, the following entry is made:

	Dr.	Cr.
Revenue Adjustments/Eliminations (GAAP) (3225) Revenue Source Code (0416) Sale of Property - Other	xxx	
Cash Revenues (3210) Revenue Source Code (0416) Sale of Property - Other		xxx

85.65.60 Trade-in of capital assets

July 1, 2008

These illustrative entries assume the following: a vehicle is purchased for \$12,000 cash. (It has a fair value of \$14,000 less a trade-in allowance of \$2,000.) The trade-in vehicle originally cost \$9,000 and has a current book value of \$1,500.

85.65.60.a Governmental Fund Type Accounts

These entries reflect the trade-in transaction in the operating account acquiring the vehicle and the corresponding entries in Account 997 "General Capital Assets Subsidiary Account." Refer to [Subsection 85.60.50.a](#).



State Administrative and Accounting Manual

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject J)	12,000	
Cash in Bank (1110) or In-Process (71XX)		12,000

General Capital Assets Subsidiary Account (Account 997):

The first entry removes the vehicle traded in. The second entry records the new vehicle.

	Dr.	Cr.
Investment in General Capital Assets (9850)	1,500	
Accumulated Depreciation – Furnishings, and Equipment (2420)	7,500	
Furnishings and Equipment (2410)		9,000
Furnishings and Equipment (2410)	13,500	
Investment in General Capital Assets (9850)		13,500

85.65.60.b Proprietary and Trust Fund Type Accounts

This entry reflects a trade-in transaction in non-budgeted proprietary and trust fund type accounts. Refer to [Subsection 85.60.50.c](#).

	Dr.	Cr.
Furnishings and Equipment (2410)	13,500	
Accumulated Depreciation – Furnishings and Equipment (2420)	7,500	
Furnishings and Equipment (2410)		9,000
Cash in Bank (1110) or In-Process (71XX)		12,000

Capital assets acquired through lease-to-own

85.65.62 agreements

July 1, 2021

85.65.62.a Governmental Fund Type Accounts

The entry for the acquisition of capitalized leased assets records the expenditure in the account acquiring the leased assets with a corresponding entry in Account 997 "General Capital Assets Subsidiary Account." Refer to [Subsection 85.60.70.a](#).



State Administrative and Accounting Manual

Operating Account:

	Dr.	Cr.
Capital Asset Acquisitions by Other Financing Sources (6514) Object J (Capital Outlays)	xxx	
Other Financing Sources (3221) Revenue Source Code (0809)		
Lease-to-Own Acquisition		xxx

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Investment in General Capital Assets (9850)		xxx

The entry to record lease payments, for acquisitions that do not meet the lease-to-own agreement requirements in [Subsection 30.20.30](#), is shown below. For such acquisition, no entry is made in Account 997 "General Capital Assets Subsidiary Account" until title transfers to the state and the fair value of the asset meets the state's capitalization policy.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject ED or other subobject as appropriate)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

To record subsequent acquisition of non-capitalized leased assets in Account 997 "General Capital Assets Subsidiary Account" upon transfer of the title. The asset is recorded at the fair value at the time title transfers.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Investment in General Capital Assets (9850)		xxx

85.65.62.b Proprietary and Trust Fund Type Accounts.

To record capitalized leased equipment acquired by proprietary and trust fund type accounts in the account acquiring the leased assets. Refer to [Subsection 85.60.70.b](#).

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Lease Purchase Agreements Payable (5172)		xxx
Lease Purchase Agreements Payable (5272)		xxx



State Administrative and Accounting Manual

The entry to record lease payments, for acquisitions that do not meet the lease-to-own agreement requirements in [Subsection 30.20.30](#), is as follows:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject ED or other subobject as appropriate)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

To record the fair value of the subsequent acquisition of non-capitalized leased assets upon transfer of title.

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Cash Revenues (3210) Revenue Source Code (0486) Recoveries of Prior Appropriation Expenditures		xxx

85.65.64 Accounting for the construction of capital assets

July 1, 2009

85.65.64.a Governmental Fund Type Accounts

Costs incurred for the construction of capital assets are to be recorded in the account incurring the expenditure. Refer to [Subsection 85.60.90.b](#).

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J or other subobject as appropriate	xxx	
Cash in Bank (1110) or In-Process (71XX) or Construction Contracts Payable (5117)		xxx

Construction projects not completed at the end of the accounting period require an entry in Account 997 "General Capital Assets Subsidiary Account."

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Construction In Progress (2510)	xxx	
Investment in General Capital Assets (9850)		xxx

Upon completion of the project, the construction in progress is reclassified to the appropriate capital asset GL code(s) in Account 997 "General Capital Assets Subsidiary Account."



State Administrative and Accounting Manual

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Assets (2XXX)	xxx	
Construction In Progress (2510)		xxx

85.65.64.b Proprietary and Trust Fund Type Accounts

In proprietary and trust fund type accounts, costs incurred for the construction of capital assets are to be recorded in the account incurring the expense. Refer to [Subsection 85.60.90.c](#).

	Dr.	Cr.
Construction In Progress (2510)	xxx	
Cash in Bank (1110) or		
In-Process (71XX) or Construction Contracts Payable (5117)		xxx

The following additional entry is required for budgeted proprietary or trust fund type accounts where construction costs are appropriated.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J	xxx	
Expense Adjustments/Eliminations (GAAP) (6525) Object J		xxx

Upon completion of the construction project, the construction in progress is reclassified to the appropriate capital asset GL code(s) for the total costs capitalized to date.

	Dr.	Cr.
Capital Assets (2XXX)	xxx	
Construction In Progress (2510)		xxx

85.65.66 Interagency/Interfund Capital Asset Transfers

Jan. 1, 2014

The following entries illustrate how to record the transfer of a capital asset based on the fund type of the accounts involved in the transfer. Refer to [Subsection 85.60.97.b and c](#).

85.65.66.a Transfer capital asset from Governmental Fund Type Account to a Proprietary or Trust Fund Type Account

The following entry records the transfer of a capital asset from a governmental fund type account. Because governmental fund type accounts focus on current financial resources, no entry is made in the operating account. However, an entry in Account 997 “General Capital Assets Subsidiary Account” is made to record the removal of the capital asset. In this example, the capital asset was not fully depreciated (i.e. the cost is greater than the accumulated depreciation). If the capital asset was fully depreciated (i.e. the cost and the accumulated depreciation are an equal amount), the entries to GL Code 6597 "Capital Asset



State Administrative and Accounting Manual

Adjustment (General Capital Assets Subsidiary Only)" would net to zero, and there would be no capital contribution recorded in the proprietary fund type account.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset Adjustment (General Capital Assets Subsidiary Account Only) (6597) Subobject WF	xxx	
Allowance for Depreciation – Capital Assets (2XXX)	xxx	
Capital Asset (2XXX)		xxx

Proprietary or Trust Fund Type Account:

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Allowance for Depreciation – Capital Assets (2XXX)		xxx
Noncash Revenues (3220) Revenue Source Code 0820 Capital Contributions		xxx

Note: If a cash payment is made in conjunction with the transfer of the capital asset, it is receipted into the governmental operating account that initially purchased the capital asset using GL Code 3210 “Cash Revenues” with Revenue Source Code 0416 “ Sale of Property – Other.”

85.65.66.b Transfer capital asset from Proprietary or Trust Fund Type Account to a Governmental Fund Type Account

The following entry records the transfer of a capital asset to a governmental fund type account. Because governmental fund type accounts focus on current financial resources, no entry is made in the operating account. However, an entry in Account 997 “General Capital Assets Subsidiary Account” is made to record the addition of the capital asset. In this example, the capital asset was not fully depreciated (i.e. the cost is greater than the accumulated depreciation). If the capital asset was fully depreciated (i.e. the cost and the accumulated depreciation are an equal amount), the entries made to GL Code 9850 "Investment in General Capital Assets" would net to zero, and there would be no gain or loss on the sale of the capital asset recorded in the proprietary or trust fund type account.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Assets (2XXX)	xxx	
Allowance for Depreciation – Capital Assets (2XXX)		xxx
Investment in General Capital Assets (9850)		xxx



State Administrative and Accounting Manual

Proprietary or Trust Fund Type Account:

	Dr.	Cr.
Allowance for Depreciation – Capital Assets (2XXX)	xxx	
Gain and Loss on Sale of Capital Assets (3213) Revenue Source Code (0418) Gain or Loss on Sale of Capital Assets	xxx	
Capital Asset (2XXX)		xxx

Note: If a cash payment is made in conjunction with the transfer of the capital asset, it is paid by the governmental operating account associated with the activity that will be using the capital asset using GL Code 6510 “Cash Expenditures” with the appropriate J subobject, and by the proprietary or trust fund type account using GL Code 3213 “Gains and Losses on Sales of Capital Assets” with Revenue Source Code 0418 “Gain or Loss On Sale of Capital Assets.”