FISCAL CLOSE – BIENNIUM-END REFERENCE GUIDE

The purpose of this document is to provide:

* Transaction codes for the most common types of transactions agencies record during the fiscal year closing process at biennium end
	+ Note: These are the typical transaction codes, but they are NOT the only transaction codes that can be used.
	For example, GL 9920 may not be appropriate if your agency closes at a level lower than fund (i.e. project)
	+ If you have questions, contact your OFM accounting consultant
	<https://ofm.wa.gov/accounting/about-statewide-accounting/find-your-ofm-accounting-consultant>
* Other Resources available to aid in the fiscal year closing process

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# Most Commonly Used Transaction Codes

## Revenue

### Revenue Accruals and Receipts

For revenue earned by June 30, but received after June 30: Accrue the revenue and establish a receivable in BI 21. Select the TC to debit the appropriate receivable GL based on who the revenue is due from. When payment is received in BI 23, liquidate the receivable. [SAAM 90.20.20; 90.20.50; 90.30.40]

#### Due from another state agency (treasury accounts) - payment received by IAP or JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, accrue revenue | 21 |   | 054 | **\***1354 | 3205 |   | Internal only |
| Journal Voucher | Receive cash, liquidate receivable | 23 |   | 097 | 7140 | **\***1354 |  | Internal only |

#### Due from another state agency or another government - payment received by warrant or local check

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, accrue revenue | 21 |   | 013 | 13\_\_**V** | 3205 |   | Internal only |
| Cash Receipt | Receive cash, liquidate receivable | 23 |   | 090 | 7110 | 13\_\_**V** |   | **Original to OST or TM$ entry** |

#### Due from an outside entity - payment received by check or EFT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, accrue revenue | 21 |   | 012 | 1312 | 3205 |   | Internal only |
| Cash Receipt | Receive cash, liquidate receivable | 23 |   | 090 | 7110 | 1312**V** |   | **Original to OST or TM$ entry** |

### Revenue Transfers/Corrections between Accounts within the **Same Agency** (Treasury accounts)

Revenue was recorded and cash was deposited in the wrong Account in BI 21. Cash needs to be transferred from one Account to another Account within the same agency after June 30: Adjust revenue and establish an interfund payable and receivable in BI 21. Liquidate the interfund payable and receivable when cash is transferred in BI 23. [SAAM 90.20.60]

#### BI 21 Transaction:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up Interfund receivable (receiving account) | 21 |   | 053 | **\***1353 | 3205 |   | Internal only |
| Journal Voucher | Set up Interfund payable (paying account) | 21 |   | 543 | 3205 | **\***5153**V** |  | Internal only |

#### BI 23 Transaction (2 Options - Choose 1):

##### Option 1: Use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IFT JV | Cash transfer in (receiving account) | 23 |   | 026 | 7140 | \*1353**V** |   | Internal only |
| IFT JV | Cash transfer out (paying account) | 23 |   | 025 | **\***5153**V** | 7140 |   | Internal only |

##### Option 2: Use manual JV process to transfer cash

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Cash transfer in (receiving account) | 23 |   | 096 | 7140 | **\***1353 |  | **Copy to OST** |
| Journal Voucher | Cash transfer out (paying account) | 23 |   | 863 | **\***5153**V** | 7140 |   | **Copy to OST** |

### Revenue Transfers/Corrections between Bienniums

For revenue that was recorded in the wrong biennium and needs to be transferred to the correct biennium. This example assumes that a receivable was NOT set up previously for this revenue. (Use TC 013 with a variable debit to post to a different receivable GL account.) NOTE: If cash is received before it is earned (for example, received in BI 21, but earned in BI 23), record as unearned revenue (GL 5190) instead of accrued revenue (GL 3205).

#### Revenue was recorded in BI 23, but should have been recorded in BI 21 (Cash is in the correct BI)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, accrue revenue | 21 |   | 012 | 1312 | 3205 |   | Internal only |
| Journal Voucher | Decrease receivable and accrued revenue | 23 |   | 007**R** | (1312) | (3210) |   | Internal only |

#### Revenue was recorded in BI 21, but should have been recorded in BI 23 (Cash is Not in the correct BI)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reverse erroneous revenue entry | 21 |   | 001R | (7110)^ | (3210) |   | Internal only |
| Journal Voucher | Record revenue in the correct period | 23 |   | 001 | 7110^ | 3210 |   | Internal only |
|   |   |   |   | *^Must use the same document number for both transactions.*  |

### Coding Corrections on Revenue Transactions

For BI 21 revenue transactions originally entered with incorrect coding. The coding error can be the revenue source code, project, program, etc., but NOT the Account ([example](#_Revenue_Transfers/Corrections_Betwe)) and NOT posted to the wrong biennium ([example](#_Revenue_Transfers/Corrections_Betwe_1)). Since the correction is within the same Account, use GL 9920 as the offset for the correction.

#### Reverse the INCORRECT line of coding and enter the CORRECT line of coding

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Decrease revenue | 21 |   | 343**R** | (9920)^ | (3210) |   | Internal only |
| Journal Voucher | Increase revenue | 21 |   | 343 | 9920^ | 3210 |   | Internal only |
|   |  |   |   | *^Must use the same document number for both transactions.*  |

### Revenue Refunds

For revenue that was received in error on or before June 30 and needs to be refunded after June 30: Record the reduction to revenue and establish a payable in BI 21. Select the TC to credit the appropriate payable GL based on who the refund is due to. When cash is transferred in the next biennium, liquidate the payable.

#### Due to another state agency with SWV number (treasury account) - pay by IAP

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Reduce revenue, set up payable | 21 |   | 644 | 3205 | **\***5154**V** |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 655 | **\***5154**V** | 7140 |   | AFRS auto-generated transaction |

#### Due to another state agency with NO SWV number (treasury account) - pay by manual JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce revenue, set up payable | 21 |   | 543 | 3205 | **\***5154**V** |  | Internal only |
| Journal Voucher | Liquidate payable, cash payment | 23 |   | 863 | **\***5154**V** | 7140 |   | **Copy to OST & other agency** |

#### Due to another state agency (local account) - pay by warrant/EFT (use SWV if available)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Reduce revenue, set up payable | 21 |   | 196 | 3205 | **\***5154**V** |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 628 | **\***5154**V** | 7120 |   | AFRS auto-generated transaction |

#### Due to an outside entity - pay by warrant/EFT (use SWV if available)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Reduce revenue, set up payable | 21 |   | 198 | 3205 | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 810 | 5111 | 7120 |   | AFRS auto-generated transaction |

## Expenditures

### Expenditure Accruals and Payments - Interagency using GL 5154

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in BI 21. When cash is transferred in the next biennium, liquidate the payable. [SAAM 90.20.40; 90.20.50]

#### Due to another state agency with SWV number (treasury account) - pay by IAP

##### An encumbrance was NOT set up

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Accrue expenditure, set up payable | 21 |   | 640 | 6505 | **\***5154**V** |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 651 | \*5154**V** | 7140 |   | AFRS auto-generated transaction |

##### A previous encumbrance needs to be liquidated [SAAM 90.20.40]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Accrue expenditure, set up payableLiquidate encumbrance | 21 |   | 641 | 65059510 | **\***5154**V**6410 |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 651 | \*5154**V** | 7140 |   | AFRS auto-generated transaction |

#### Due to another state agency with NO SWV number (treasury account) - pay by manual JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Accrue expenditure, set up payable | 21 |   | 254 | 6505 | **\***5154 |  | Internal only |
| Journal Voucher | Liquidate payable, cash payment | 23 |   | 497 | \*5154 | 7140 |   | **Copy to OST & other agency** |

#### Due to another state agency (local account) - pay by warrant/EFT (use SWV number, if available)

##### An encumbrance was NOT set up

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payable | 21 |   | 137 | 6505 | **\***5154**V** |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 815 | \*5154**V** | 7120 |   | AFRS auto-generated transaction |

##### A previous encumbrance needs to be liquidated [SAAM 90.20.40]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payableLiquidate encumbrance | 21 |   | 221 | 65059510 | **\***5154**V**6410 |  | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 815 | \*5154**V** | 7120 |   | AFRS auto-generated transaction |

### Expenditure – Correct an Interagency Payment made without creating “Due to Other Agency” Payable

When an expenditure payment for BI 21 activity was made to another state agency after June 30 without posting an interagency accrual (an accrual should have been posted at June 30): Record an interagency payable in BI 21 and reverse it in BI 23. This would be used if you paid an agency by manual JV using TC 263 (DR 6510/CR 7140) but you should have recorded a "Due to Other Agency" GL 5154 at June 30.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Establish payable | 21 |   | 966 | 7140^ | \*5154V |   | Internal only |
| Journal Voucher | Reverse Payable | 23 |   | 966R | (7140)^ | \*(5154V) |   | Internal only |
|   |   |   |   | *^Must use the same document number for both transactions.*  |

### Expenditure Accruals and Payments – Interagency NOT using GL 5154

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in BI 21. (Note: for Medical Aid payments to Labor and Industries, this step is done by the state payroll system, HRMS.) Remember that not all interagency payments use GL 5154, so credit the appropriate payable GL based on SAAM 90.20.50.b. When cash is transferred in the next biennium, liquidate the payable.

#### Due to another state agency with SWV number (treasury account) - pay by IAP

##### If expenditure has already been accrued

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Liquidate payable, request payment | 23 |   | 642 | 51\_\_**V** | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 652 | 5111 | 7140 |   | AFRS auto-generated transaction |

##### If expenditure has NOT been accrued

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Accrue expenditure, set up payable | 21 |   | 627 | 6505 | 51\_\_**V** |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 651 | 51\_\_**V** | 7140 |   | AFRS auto-generated transaction |

#### Due to another state agency with NO SWV number (treasury account) - pay by manual JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Accrue expenditure, set up payable | 21 |   | 212 | 6505 | 51\_\_**V** |   | Internal only |
| Journal Voucher | Liquidate payable, cash payment | 23 |   | 863 | 51\_\_**V** | 7140 |   | **Copy to OST & other agency** |

#### Due to another state agency (local account) - pay by warrant/EFT (use SWV number, if available)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payable | 21 |   | 237 | 6505 | 51\_\_**V** |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 815 | 51\_\_**V** | 7120 |   | AFRS auto-generated transaction |

### Expenditure Accruals and Payments – Outside Entity

For goods and services received from a vendor that is not a Washington state agency by June 30, but paid for after June 30 : Accrue the expenditure and establish a payable in BI 21. Select the TC to credit the appropriate payable GL based on who the payment is due to. When cash is transferred in the next biennium, liquidate the payable. [SAAM 90.20.40; 90.30.50]

#### Due to an outside entity - pay by warrant/EFT (use SWV number, if available)

##### An encumbrance was NOT set up (2 Options – Choose 1):

Option 1:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payable | 21 |   | 210 | 6505 | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 818 | 5111 | 7120 |   | AFRS auto-generated transaction |

Option 2:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payable | 21 |   | 237 | 6505 | 51\_\_**V** |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 815 | 51\_\_**V** | 7120 |   | AFRS auto-generated transaction |

##### A previous encumbrance needs to be liquidated [SAAM 90.20.40] (2 Options – Choose 1):

Option 1:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payableLiquidate encumbrance | 21 |   | 211 | 65059510 | 51116410 |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 818 | 5111 | 7120 |   | AFRS auto-generated transaction |

Option 2:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Accrue expenditure, set up payableLiquidate encumbrance | 21 |   | 221 | 65059510 | 51\_\_**V**6410 |   | Internal only |
| Trans Type "B" | Warrant wrap, liquidate payable | 23 |   | 815 | 51\_\_**V** | 7120 |   | AFRS auto-generated transaction |

### Expenditure Transfers/Corrections between Accounts within the **Same Agency** (Treasury Accounts)

Expenditures were recorded in the wrong Account in BI 21 and need to be transferred from one Account to another Account within the same agency after June 30: Adjust expenditures and establish an interfund payable and receivable in BI 21. Liquidate the interfund payable and receivable when cash is transferred in the next biennium. Refer to this [example](#_Expenditure_Transfers/Corrections_b_2) and this [example](#_Coding_Corrections_on) for other corrections to expenditures. [SAAM 90.20.60]

#### The following BI 21 transactions are REQUIRED, also choose one of the BI 23 cash transfer options below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up interfund receivable (receiving Account) | 21 |   | 271 | **\***1353 | 6505 |   | Internal only |
| Journal Voucher | Set up interfund payable (paying Account) | 21 |   | 253 | 6505 | **\***5153 |  | Internal only |

#### For the BI 23 transactions, choose ONE of the following two cash transfer options:

##### Option 1: Use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IFT JV | Cash transfer in (receiving Account) | 23 |   | 026 | 7140 | **\***1353**V** |  | Internal only |
| IFT JV | Cash transfer out (paying Account) | 23 |   | 025 | **\***5153**V** | 7140 |   | Internal only |

##### Option 2: Use manual JV process to transfer cash:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Cash transfer in (receiving Account) | 23 |   | 096 | 7140 | \*1353 |   | **Copy to OST** |
| Journal Voucher | Cash transfer out (paying Account) | 23 |   | 863 | **\***5153**V** | 7140 |   | **Copy to OST** |

### Expenditure Transfers/Corrections between Bienniums

For expenditures that were recorded in the wrong biennium and need to be transferred to the correct biennium. The original (incorrectly dated) payment was made after calendar day June 30. Adjust expenditures with an offset to payables in each biennium. Tran codes for other payable GLs are available.

#### Expenditure was recorded in BI 23, but should have been recorded in BI 21

##### Payment was made to an outside entity (GL 5111)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Increase expenditure/payable | 21 |   | 736 | 6505 | 5111 |   | Internal only |
| Journal Voucher | Decrease expenditure/payable | 23 |   | 982**R** | (6510) | (5111) |   | Internal only |

##### Payment was made to another state agency (GL 5154)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Increase expenditure/payable | 21 |   | 254 | 6505 | **\***5154 |  | Internal only |
| Journal Voucher | Decrease expenditure/payable | 23 |   | 254**R** | (6505) | **\***(5154) |  | Internal only |

#### Expenditure was recorded in BI 21, but should have been recorded in BI 23

##### Payment was made to an outside entity (GL 5111)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Decrease expenditure/payable | 21 |   | 736R | (6505) | (5111) |   | Internal only |
| Journal Voucher | Increase expenditure/payable | 23 |   | 982 | 6510 | 5111 |   | Internal only |

##### Payment was made to another state agency (GL 5154)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Decrease expenditure/payable | 21 |   | 254**R** | (6505) | **\***(5154) |  | Internal only |
| Journal Voucher | Increase expenditure/payable | 23 |   | 254 | 6505 | **\***5154 |  | Internal only |

### Coding Corrections on Expenditure Transactions

For BI 21 expenditure transactions originally entered with incorrect coding. The error can be with the subobject code, expenditure authority, project, program, organization index, etc., but NOT the Account ([example](#_Expenditure_Transfers/Corrections_b_1)) and NOT posted to the wrong biennium ([example](#_Expenditure_Transfers/Corrections_b_2)). Since the correction is within the same Account, use GL 9920 as the offset for the correction.

#### Reverse the INCORRECT line of coding and enter the CORRECT line of coding

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce expenditures | 21 |   | 345**R** | (6510) | (9920)^ |   | Internal only |
| Journal Voucher | Increase expenditures | 21 |   | 345 | 6510 | 9920^ |   | Internal only |
|   |   |   |   | *^Must use the same document number for both transactions.*  |

### Expenditure Recoveries and Reimbursements

For recovery of expenditures due by June 30, but received after June 30: Accrue the reduction to expenditures and establish a receivable in BI 21. Select the TC to debit the appropriate receivable GL based on who the recovery is due from; other TCs are available for other receivable GLs -- refer to TC report. When payment is received in the next biennium, liquidate the receivable.

#### Due from another state agency - payment received by IAP or JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, reduce expenditures | 21 |   | 261 | **\***1354 | 6505 |   | Internal only |
| Journal Voucher | Receive cash, liquidate receivable | 23 |   | 097 | 7140 | **\***1354 |  | Internal only |

#### Due from another state agency - payment received by warrant or check

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, reduce expenditures | 21 |   | 261 | **\***1354 | 6505 |   | Internal only |
| Cash Receipt | Receive cash, liquidate receivable | 23 |   | 090 | 7110 | **\***1354**V** |  | **Original to OST or TM$ entry** |

#### Due from an outside entity - payment received by check or EFT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Set up receivable, reduce expenditures | 21 |   | 241 | 1312 | 6505 |   | Internal only |
| Cash Receipt | Receive cash, liquidate receivable | 23 |   | 090 | 7110 | 1312**V** |   | **Original to OST or TM$ entry** |

## Warrant Cancellations

### “Revenue Refund” Warrant Cancellations - the warrant will NOT be reissued

For refund of BI 21 revenue warrants (TC 198) issued in error that need to be cancelled after June 30: Increase revenue, reduce payable (if necessary) and record the cancellation. Note that the date on the warrant determines which transactions are required.

#### If the warrant was dated PRIOR to 7/1/21

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Record cancellation, increase cash revenue | 21 |   | 449 | 7130 | 3210 |   | **Copy + warrant to OST** |

#### If the warrant was dated AFTER 6/30/21

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Clear BI 21 payable/increase accrued revenue | 21 |   | 215 | 5111 | 3205 |   | Internal only |
| Journal Voucher | Record cancellation, clear BI 23 payable | 23 |   | 455 | 7130 | 5111**V** |   | **Copy + warrant to OST** |

### “Expenditure” Warrant Cancellations - the warrant will NOT be reissued

For BI 21 expenditure warrants issued in error that need to be cancelled after June 30: Reduce expenditures, reduce payable (if necessary) and record the cancellation. Note that the date on the warrant AND the original transaction code determine which transactions are required.

#### If the warrant was dated PRIOR to 7/1/21 and was originally issued with TC 210, 211, 221, 237

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Record cancellation, reduce expenditures | 21 |   | 451 | 7130 | 6510 |   | **Copy + warrant to OST** |

#### If the warrant was dated AFTER 6/30/21 and was originally issued with TC 210 or 211

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Clear BI 21 payable/reduce accrued expenditure | 21 |   | 290 | 5111 | 6505 |   | Internal only |
| Journal Voucher | Record cancellation, and clear BI 21 payable | 23 |   | 455 | 7130 | 5111**V** |   | **Copy + warrant to OST** |

#### If the warrant was dated AFTER 6/30/21 and was originally issued with TC 221 or 237

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Clear BI 21 payable/reduce accrued expenditure | 21 |   | 218^ | 51\_\_**V** | 6505 |   | Internal only |
| Journal Voucher | Record cancellation, and clear BI 21 payable | 23 |   | 455 | 7130 | 51\_\_**V** |   | **Copy + warrant to OST** |
|   | *^ TC 218 requires reference document number, but match is not required* |

### Warrant Cancellation - the warrant WILL be reissued for the **same** amount

For revenue refund OR expenditure warrants that need to be cancelled after June 30 and will be reissued for the same amount: Record the cancellation and establish a payable. Liquidate the payable when the warrant is reissued. **Note that the date on the warrant being cancelled determines which transactions are required in which biennium. Also note that this process should be used only if original coding (revenue or expenditure) was correct.**

#### If the warrant was dated PRIOR to 7/1/21

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Record cancellation, establish payable | 21 |   | 455 | 7130 | 5194V |   | **Copy + warrant to OST** |
| Payment Voucher | Liquidate payable, reissue payment | 21 |   | 951 | 5194V | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 817 | 5111 | 7120 |   | AFRS auto-generated transaction |

#### If the warrant was dated AFTER 6/30/21

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Record cancellation, establish payable | 23 |   | 455 | 7130 | 5194V |   | **Copy + warrant to OST** |
| Payment Voucher | Liquidate payable, reissue payment | 23 |   | 951 | 5194V | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 397 | 5111 | 7120 |   | AFRS auto-generated transaction |

## Estimated Accruals

### Estimated Accrued Expenditures and Subsequent Payments

For goods and services received by June 30, for which an actual invoice has not been received: The source for this accrual could be a purchase document, contract, an "estimated" invoice, or other. Record an estimated accrued expenditure and establish a payable, but do NOT make the payment (BI 23 transaction) until an ACTUAL invoice is received so the actual amount is known. When the ACTUAL invoice is received, make the payment and liquidate the payable up to the amount accrued. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.40; 90.20.50.a; 90.20.55] Refer to this [example](#_Adjustments_–_Estimated_2) if estimate was overstated; refer to this [example](#_Adjustments_–_Estimated_1) if estimate was understated.

#### The following BI 21 transaction is REQUIRED, also choose one of the BI 23 payment options below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Accrue estimated expenditure, record payable | 21 |   | 830 | 6560 | 51\_\_**V** |   | Internal only |

#### In BI 23, choose ONE of the following six payment options:

##### Options 1-4: Pay at Account level only - no special reporting available

###### Option 1: Due to another state agency with SWV number (treasury account) - pay by IAP

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Reduce payable, request payment | 23 |   | 649# | 51\_\_**V** | **\***5154 |  | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 631 | \*5154 | 7140 |   | AFRS auto-generated transaction |

###### Option 2: Due to another state agency with SWV number, **not GL 5154** - pay by IAP [SAAM 90.20.50.b]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Reduce payable, request payment | 23 |   | 642# | 51\_\_**V** | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 652 | 5111 | 7140 |   | AFRS auto-generated transaction |

###### Option 3: Due to another state agency with NO SWV number (treasury account) - pay by manual JV

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce payable, cash payment | 23 |   | 863 | 51\_\_**V** | 7140 |   | **Copy to OST & other agency** |

###### Option 4: Due to another state agency (local account) or an outside entity - pay by warrant/EFT (use SWV if available)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Reduce payable, issue payment | 23 |   | 955# | 51\_\_**V** | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 397 | 5111 | 7120 |   | AFRS auto-generated transaction |
|   | *# requires a subobject, use the same subobject that was used on the TC 830 accrual.* |

##### Options 5-6: Pay with appropriation type X and detail coding - special reporting available[[1]](#footnote-1)

###### Option 5: Due to another state agency with SWV number (treasury account) - pay by IAP

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| IAP JV | Reduce payable, request payment | 23 |   | 635# | 51\_\_**V** | **\***5154 |  | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 631 | \*5154 | 7140 |   | AFRS auto-generated transaction |

###### Option 6: Due to another agency with NO SWV number - pay by warrant; **OR,**Due to another state agency (local account) or outside entity - pay by warrant/EFT (use SWV if available)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Payment voucher | Reduce payable, request payment | 23 |   | 828# | 51\_\_**V** | 5111 |   | Internal only |
| Trans Type "B" | Warrant wrap, clear payable | 23 |   | 397 | 5111 | 7120 |   | AFRS auto-generated transaction |
|   | *# requires a subobject, use the same subobject that was used on the TC 830 accrual.* |

### Adjustments – Estimated Accrued Expenditures were Overstated

If all actual invoices have been received and paid and there is a remaining unliquidated balance in estimated accrued expenditures, the payable balances need to be adjusted to zero. The transaction depends on when the adjustment is made. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.40; 90.20.45; 90.30.35.a]

#### To adjust FY 21 estimated accrued expenditures prior to Phase 2 cutoff

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce estimated expenditure and payable | 21 |   | 830**R** | (6560) | (51\_\_**V**) |   | Internal only |

#### To adjust BI 21 or prior estimated accrued expenditures after Phase 2 cutoff

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Liquidate payable, record prior period adjustment | 23 |   | 588 | 51\_\_**V** | 3215src 0486 |   | Internal only |

### Adjustments – Estimated Accrued Expenditures were Understated

If an invoice is received and there is not enough balance in estimated accrued expenditures to pay it (i.e. actual payables have exceeded estimated accrued expenditures), the agency must process the difference as a Belated Claim. Refer to SAAM 85.40.10 or call your OFM Accounting Consultant for further assistance on belated claims. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.40; 90.20.47, 90.30.35.b]

### Estimated Accrued Revenue and Subsequent Receipts

For revenue that meets the recognition criteria by June 30, but the amount cannot be calculated exactly: Record estimated accrued revenue and establish a receivable. When the actual amount is known, send an ACTUAL invoice to the payor. When the revenue is received, receipt the cash and liquidate the receivable up to the estimated amount accrued. (For example, revenues that are based on expenditures are dependent upon the payee having complete expenditure information.) [SAAM 90.20.55]

#### The following BI 21 transaction is REQUIRED for all of the BI 23 receipt options:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Record receivable, accrue estimated revenue | 21 |   | 150 | 13\_\_**V** | 3260 |   | Internal only |

#### For the BI 23 transactions, choose ONE of the following two cash receipt options:

##### Option 1: Receipt at Account level only - no special reporting available

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Cash Receipt | Receive cash, reduce receivable | 23 |   | 090 | 7110 | 13\_\_**V** |   | **Original to OST or TM$ entry** |

##### Option 2: Receipt with revenue source code - special reporting available1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Cash Receipt | Receive cash, reduce receivable | 23 |   | 835 | 7110 | 13\_\_**V** |   | **Original to OST or TM$ entry** |

### Adjustments – Estimated Accrued Revenue was Overstated

If all payments based on actual invoices have been received and there is a remaining balance in estimated accrued revenue (GL 3260), it needs to be adjusted to zero. The transaction depends on when the adjustment is made. Use the original source coding for the adjustment transaction. [SAAM 90.20.20]

#### To adjust BI 21 estimated accrued revenue prior to Phase 2 cutoff

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce receivable and estimated revenue | 21 |   | 150**R** | (13\_\_**V)** | (3260) |   | Internal only |

#### To adjust BI 21 or prior estimated accrued revenue after Phase 2 cutoff

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reduce receivable and current revenue | 23 |   | 005**R** | (13\_\_**V)** | (3210) |   | Internal only |

### Adjustments – Estimated Accrued Revenue was Understated

If more revenue is received than was originally estimated, record as current year revenue with appropriate source code. [SAAM 90.20.20]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Cash Receipt | Record cash receipt, increase current revenue | 23 |   | 001 | 7110 | 3210 |   | **Original to OST or TM$ entry** |

## Miscellaneous

### Receivable/Payable General Ledger code Corrections

For BI 21 transactions originally entered with an incorrect General Ledger code. An example of this is when a payable or receivable should have been recorded as an interagency payable/receivable (GL 5154 or 1354), but was recorded as an accounts payable/receivable (GL 5111 or 1312) in error. In order to balance **interagency** payables and receivables the GL code needs to be corrected. Since the correction is within the same Account and there is no effect on cash, use GL 9920 as the offset for the correction.

#### BI 21 Transaction:

##### To correct a **Payable** General Ledger code

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reverse the INCORRECT payable GL code | 21 |   | 347**R** | (9920)^ | (51\_\_**V**) |   | Internal only |
| Journal Voucher | Enter the CORRECT payable GL code | 21 |   | 347 | 9920^ | 51\_\_**V** |   | Internal only |

##### To correct a **Receivable** General Ledger code

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reverse the INCORRECT receivable GL code | 21 |   | 348**R** | (13\_\_**V**) | (9920)^ |   | Internal only |
| Journal Voucher | Enter the CORRECT receivable GL code | 21 |   | 348 | 13\_\_**V** | 9920^ |   | Internal only |
|   | *^Use the same document number for both transactions within the same biennium so that GL 9920 will clear.* |

#### BI 23 Transaction (needed only if the receivable/payable liquidation has already posted in BI 23):

These transactions would be entered if an accrual was posted in BI 21 AND the liquidation has already posted in BI 23. For a receivable, the BI 23 liquidation would have posted if the receipt was processed (cash receipt, manual JV). For a payable, the BI 23 liquidation would have posted if a payment was processed (EFT, IAP, warrant or manual JV).

##### To correct a **Payable** General Ledger code (liquidation has already posted in BI 23)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reverse liquidation of INCORRECT GL code | 23 |   | 348**R** | (51\_\_**V**) | (9920) |   | Internal only |
| Journal Voucher | Liquidate the CORRECT payable GL code | 23 |   | 348 | 51\_\_**V** | 9920 |   | Internal only |

##### To correct a **Receivable** General Ledger code (liquidation has already posted in BI 23)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document** | **Task** | **BI** |  | **TC** | **DR** | **CR** |  | **Document Distribution** |
| Journal Voucher | Reverse liquidation of INCORRECT GL code | 23 |   | 347**R** | (9920) | (13\_\_**V**) |   | Internal only |
| Journal Voucher | Liquidate the CORRECT receivable GL code | 23 |   | 347 | 9920 | 13\_\_**V** |   | Internal only |

### Corrections to Capital Asset General Ledger codes

For corrections that affect capital asset general ledger codes, refer to separate documents on OFM Accounting Division website: <http://www.ofm.wa.gov/resources/capitalassets.asp> or contact your OFM Accounting Consultant.

# Other Resources/Information

## OFM Statewide Accounting Year-End Closing Resources Page

<https://ofm.wa.gov/accounting/administrative-accounting-resources/year-end-closing>

Includes:

* Closing Calendars
* OST Year-end cash memo
* Interagency Receivable/Payable Contact List
* Training Resources [*https://ofm.wa.gov/accounting/training-accounting-and-budget-staff*](https://ofm.wa.gov/accounting/training-accounting-and-budget-staff), including:
	+ Fiscal Year-End Update Class
	+ Fiscal Year-End Workshop
	+ Federal Disclosure Forms

## Interagency/Interfund Payables Receivables Resources

*Enterprise Reports: Public Folders 🡪 Financial Reports 🡪 Accounting 🡪 Interagency and Interfund*

* Keep your agency’s contact information up to date (email anwar.wilson@ofm.wa.gov with changes)
* Send out invoices by July 16th!
* Subsidiary Format:
	+ Interagency - 4-Digit Agency Number + 00
		- Example = OFM – 1050. Subsidiary is 105000
		- Exception = Community Colleges – 6990 + 2nd & 3rd numbers of the 4-digit agency code
			* Example = SPSCC – 6750. Subsidiary is 699075
	+ Interfund – Account Number + 000
		- Example = General Fund – 001. Subsidiary is 001000
* Agency Payments not booked to GL 5154 - See SAAM 90.20.50
	+ DOR – Sales & Use Tax (use GL 5158)
	+ DOT – Good to Go! Accounts (use GL 5152)
	+ DRS - Certain Payments (use GL 5152)
	+ ESD – PFML (use GL 5180)
	+ HCA – Flexible Spending Administrative Charges (use GL 5152)
	+ LNI – Medical Aid Deductions (use GL5187)
	+ OST – Certifications of Participation (COPs) (use GL 5173/5273)
* Aged Receivables balances for some Central Services Agencies
	+ DES: <https://apps.des.wa.gov/ar/eStatement.aspx>
	+ WaTech: <https://apps.des.wa.gov/watechar/eStatement.aspx>
	+ OFM: <https://apps.des.wa.gov/OFMar/eStatement.aspx>
* Interagency Subobject Codes

|  |  |  |
| --- | --- | --- |
| Code | Subobject title | Pay to: |
| EK | Facilities & Services | DES |
| EL | Data Processing Services | CTS, DES, OFM |
| EM | Attorney General Services | AG  |
| EN | Personnel Services | DES, OFM |
| ET | Audit Services | SAO |
| EV | Admin Hearing Services | OAH  |
| EW | Archives & Records Mgt Services | Sec of State  |
| EX | OMWBE Services | OMWBE  |

## Disclosure Form Changes for FY21

* Application opens 7/30
* Minor Changes Only
	+ Security Administrator form is now fillable and supports electronic signature
	+ Lead sheet now includes application availability information
	+ Miscellaneous Form - no longer required to be completed all at once
	+ Cash & Investments General Form – the term derivative(s) was updated to derivate instrument(s) per GASB 92
	+ Cash & Investments Restricted From – Question #5 was reworded for clarity
	+ All Federal Forms – CFDA drop down menu improved to allow entry

## Phase 1B Tasks – Due 8/20

* Certain Disclosure Forms Due
	+ 4 Cash & Investment forms
	+ 3 Bond forms
	+ 2 COP forms
	+ Internal Control/Internal Audit Questionnaire
	+ Miscellaneous Disclosure Form
* Pollution Remediation site status report
* Asset Retirement Obligation report
* Interagency/Interfund Receivables/Payables Balanced

## Phase 2 Tasks – Due 9/3

* All entries posted
* All tasks complete – See [SAAM 90.20.70](https://ofm.wa.gov/sites/default/files/public/legacy/policy/90.20.htm) for complete list of tasks
* Remaining Disclosure Forms Due

## State Disclosure Certification Form – Due 9/14

## Federal Assistance Certification Form – Due 2/28/22

# Legend

## Abbreviations and other terms/codes used in this document

(Refer to SAAM glossary for other definitions)

|  |  |
| --- | --- |
| \* | General Ledger requires a subsidiary GL account |
| AFRS | Agency Financial Reporting System |
| Appropriation type X | Used to liquidate prior period estimated accrual (optional) |
| Biennial Appropriation | Legislative appropriation that is valid for both fiscal years of the biennium |
| DR | This column shows the General Ledger that will be DEBITED |
| CR | This column shows the General Ledger that will be CREDITED |
| EFT | Electronic Funds Transfer |
| Encumbrance | A reservation of an expenditure authority for an obligation in the form of purchase orders or contracts |
| GL | General Ledger account |
| IAP | Interagency Payment – automated payment to another state agency using treasury accounts (requires SWV number and special TCs) |
| IFT JV | InterFund Transfer Journal Voucher – automated transfer between treasury accounts within the same agency (requires special TCs) |
| Internal only | When shown in the ‘Document Distribution’ column of this document, this means that the document is NOT sent to OST. |
| Local accounts | Accounts under control of an agency with cash on deposit in a local bank account (Example: colleges and universities) |
| OST | Office of State Treasurer |
| Outside entity | Private business or individual (including employee); federal or local government; component unit |
| R | Reverse code – used to reverse previously entered transactions by reversing the posting sign for the transaction amount |
| SAAM | State Administrative and Accounting Manual |
| SWV | Statewide Vendor – common vendor record maintained by OFM that can be used by any agency; certain payment types (all IAP and some EFT) require the use of a SWV |
| TC | Transaction Code |
| TM$ | Treasury Management System, a Treasurer’s Office system |
| Transaction Type “B” | AFRS system-generated “wrap” transaction for payments |
| Treasury accounts | Accounts which have cash on deposit in and under the control of OST (includes both treasury and treasury trust) |
| V | Variable General Ledger account is required to be input for this transaction code – refer to AFRS descriptor table 56 for list of valid GL’s for each TC |

## Common General Ledger Account Titles

(Refer to SAAM section 75.40 for complete list of GL codes and detailed description)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GL | Title | GL | Title | GL | Title |
| 13\_\_V | Variable Receivables | 51\_\_V | Variable Payables | 7110 | Cash Receipts In Process |
| 1312 | Accounts Receivable | 5111 | Accounts Payable | 7120 | Warrants/EFT Payments In Process |
| 1353 | Due From Other Funds | 5153 | Due To Other Funds | 7130 | Warrant Cancellations In Process |
| 1354 | Due From Other Agencies | 5154 | Due To Other Agencies | 7140 | JVs in Process |
|  |  | 5194 | Liability for Canceled Warrant |  |  |
| 3205 | Accrued Revenue |  |  | 9510 | Reserve for Encumbrances  |
| 3210 | Cash Revenue | 6410 | Encumbrances | 9920 | Current Period Clearing Account |
| 3260 | Estimated Accrued Revenue | 6505 | Accrued Expenditure/Expenses |  |  |
|  |  | 6510 | Cash Expenditure/Expenses |  |  |
|  |  | 6560 | Estimated Accrued Expenditure/ Expenses |  |  |

Comments and suggestions for improving this document are welcome. Send them to ofm.accounting@ofm.wa.gov.

1. **Special reporting available:** The report available in Enterprise Reporting called "Project Billing Flexible" (by project) reports certain prior period estimated expenditures (GL 51XX using appn type X) in a separate column and in project-to-date totals. **However, this report does not work properly for all agencies.** If you have trouble running this report, use the AFRS report MCP482 which can be run on the AFRS on-demand reporting screens (select function RD on main menu). Be aware that there is a per page cost for on-demand reports. [↑](#footnote-ref-1)