

SECTION 6: REVENUE

Treasury Journal Entry

INTRODUCTION

Treasury Journal Entry provides general procedures for processing 420-10: Treasury Journal Entry transactions in AKSAS. This transaction is used by the Department of Revenue, Treasury Division to record chargebacks of returned items; liquidate agency and treasury receipt open items not liquidated through the TR/AG Match program; correct bank deposit errors; and record other cash and investment activities.

Three types of journal entry transactions are used to record cash and investment management activities in AKSAS:

410-95 Treasury Finance Journal Entry - Generated by the TR/AG Match program and interfaced in AKSAS to liquidate agency receipt and corresponding treasury receipt open items and to post deposits to agency funds/appropriations. Agency receipt open items contain the financial coding to which the deposit is recorded and a reference to a corresponding treasury receipt open item.

When the agency receipt and referenced treasury receipt are matched through the TR/AG Match program (run nightly by the Division of Finance after each financial transaction run), an AKSAS interface file of 410-95: Treasury Finance Journal Entry transactions is created. This file is interfaced in AKSAS during the next financial transaction run. The processed treasury finance journal entry transactions liquidate the agency and treasury receipt open items and use the financial coding in the agency receipts to record the deposit in the appropriate agency funds/appropriations. For more information, refer to *Add Agency Receipts* and *Add Treasury Receipts* in this Section.

420-10: Treasury Journal Entry - General - Used by the Treasury Division to charge back returned items, post discounts, lease fees and other charges to the depositing agency; clear agency and treasury receipts open items; correct previously liquidated open items or errors in bank deposits; deposit general receipts; purchase unreconciled warrants; and record investment transactions. Procedures for this transaction follow this Introduction.

420-11: Treasury Journal Entry - Wire Transfer - Used by agencies to record wire transfer payments. Refer to *Section 8: Payments, Wire Transfers* for procedures.

Treasury journal entries, except those used to record wire transfer payments, are recorded by the Department of Revenue, Treasury Division. For agency receipt liquidation errors or other deposit errors see Step I of this procedure to determine if a treasury journal entry is necessary.

AKSAS TRANSACTIONS

420-10: Treasury Journal Entry

FORMS

Credit/Debit memo from depository bank (for returned items, deposit errors)
Copies of all original transactions (for correction of previously liquidated open items)

PROCEDURES

I. Determine the type of Treasury Journal Entry transaction necessary.

Treasury journal entries are processed by the Treasury Division for cash and investment management activities including:

- **Process returns for insufficient funds:** When a deposited check is returned by the bank for insufficient funds, the depository bank sends the returned item to Treasury with an advice of charge. Treasury processes a 420-10: Treasury Journal Entry transaction to debit the depositing agency's returned item suspense collocation code and the returned item unrestricted revenue account (66102). Treasury also sends the returned item and a copy of the advice of charge to the agency. The agency processes an agency journal entry to clear its returned item suspense collocation code and reduce revenue in the fund/appropriation to which the original deposit was recorded. Refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* for procedures.
- **Clear agency and treasury receipt open items not liquidated through the TR/AG Match:** Agency receipts open items that record deposits associated with the Department of Transportation's Third Party Billing subsystem are not cleared through the TR/AG Match process. These deposits are cleared with treasury journal entry transactions entered online. Using the financial coding in the agency receipt, the treasury journal entry moves the deposit from an unallocated fund balance to the appropriate agency fund/appropriation and liquidates the agency receipt open item.
- **Correct previously liquidated open items:** A treasury receipt open item can be liquidated in error if an agency receipt references the wrong treasury receipt open item number. Depending on the situation, a treasury journal entry transaction may be required:

If the deposit amounts for the agency receipt, liquidated treasury receipt, and outstanding treasury receipt are allocated within the same agency and the same fund, process an agency journal entry to reverse the error and record the receipt to the correct financial coding. Refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* for procedures.

If the deposit amounts for the agency receipt and outstanding treasury receipt are allocated to one agency and fund, and the receipt amount for the liquidated treasury receipt is allocated to a different agency or a different fund, an agency and/or treasury journal entry may be necessary to reverse the error and clear the correct agency and/or treasury receipts. Contact the Treasury Division with specific information.

- **Correct bank deposit errors and foreign exchange adjustments:** When an error is made in a deposit amount, the depository bank notifies Treasury with a credit/debit memo. If the bank adjustment increases the deposit amount, the adjustment is treated as a normal deposit and a treasury receipt open item for the amount of the adjustment is recorded in AKSAS through the treasury subsystem interface. Refer to *Add Treasury Receipts* in this Section for more information about treasury receipt transactions.

If the bank adjustment decreases the deposit amount, Treasury processes a 420-10: Treasury Journal Entry transaction to debit the agency's NSF suspense collocation code and the advice/deposit error unrestricted revenue account 66104 (Advice/Deposit Error). Restricted revenue account 66106 (Other Adjustments) is used for foreign exchange adjustments. Treasury also sends notice of the deposit error to the agency. The agency processes an agency journal entry to clear its NSF suspense collocation code and reduce revenue in the fund/appropriation to which the original deposit was posted. Refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* for procedures.

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- **Clear treasury receipts older than 45 days:** Treasury receipt open items that are older than 45 days are cleared by the Treasury Division. Treasury processes a 420-10: Treasury Journal Entry transaction to liquidate the treasury receipt and post the deposit to the agency's suspense collocation code and unrestricted revenue account 66110 (Unrecorded Agency Receipts).

Agencies needing to process a treasury journal entry should provide detailed information to the Treasury Division as to why the transaction is necessary.

II. Process a 420-10: Treasury Journal Entry - General transaction.

Only the Treasury Division is authorized to record this transaction. The following procedures provide general field entry guidelines for Treasury staff to use along with department procedures. For more information on entering this transaction, refer to the *420-10: Treasury Journal Entry Screen and Field Entry Table* following this procedure.

- A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 1. Enter **TJ** (Treasury Journal Entry) in the **SELECTION** field. Leave the **ACTION** field blank.
 2. If your agency uses an easytran shell for entering treasury journal entry transactions, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
 3. Press <Enter> to display the 420-xx: Treasury Journal Entry transaction screen.
- B. Enter data in the following fields. For detailed information about specific types of treasury journal entries and the appropriate field entries, refer to procedures established by the Treasury Division.
 1. **TRANS CODE MINOR** - Enter **10** (Treasury JE General).
 2. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.
 3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 4. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add treasury receipts transactions, enter a **SOURCE RD CODE** as authorized according to department procedures.
 5. **TOTAL DEBIT AMOUNT** - Enter the total debit amount as a positive number.
 6. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction according to department procedures.
 7. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If entering a treasury journal entry during the reappropriation period (July and August) for funds received prior to July 1, enter **P** (prior fiscal year).
- C. Enter **debit** information in the **FINANCIAL** line fields. This transaction must be a balanced journal entry with equal debit and credit financial line amounts. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
 1. **AMOUNT** - Enter the total dollar amount for this financial line as a positive number.

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2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
 3. **CC** - Enter the eight-digit collocation code for this financial line.
 4. **PGM** - Leave blank. This field is not used with this transaction.
 5. **LC** - Leave blank. This field is not used with this transaction.
 6. **ACCT** - Enter the five-digit account code for this financial line.
 7. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter the two-digit federal fiscal year.
 8. If this debit financial line liquidates an open item, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the debit amount to the financial coding contained in the open item.

NOTE: Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.
 - a. **TYPE** - Enter **TR** (Treasury Receipt Number) to liquidate a treasury receipt open item.
 - b. **NUM** - Enter the treasury receipt open item number to be liquidated by this financial line.
 - c. **LINE** - Enter the financial line number of the treasury receipt to be liquidated by this financial line. To liquidate all financial lines in the open item by this financial line amount, enter 999.
 - d. **FLI** (Fully Liquidate Indicator) - Leave blank. This field is not used for this transaction.
 9. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.
 10. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.
- D. Enter **credit** information in the **FINANCIAL** line fields. This transaction must be a balanced journal entry with equal debit and credit financial line amounts.
1. **AMOUNT** - Enter the total dollar amount for this financial line with a leading minus (-) sign.
 2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
 3. **CC** - Enter the eight-digit collocation code for this financial line.
 4. **PGM** - Enter a five-digit program code if required by your agency for this transaction.
 5. **LC** - Enter an eight-digit ledger code if required by your agency for this transaction.

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6. **ACCT** - Enter a five-digit account code for this financial line. Refer to the *AKSAS Handy Guide* for more information.
7. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter the two-digit federal fiscal year.
8. If this **credit** financial line liquidates or adjusts an open item, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the credit amount to the financial coding contained in the open item.

***NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.*

- a. **TYPE** - Enter the type of open item to be adjusted or liquidated.

AG (Agency Receipt)
TR (Treasury Receipt)

- b. **NUM** - Enter the open item number of the open item to be adjusted or liquidated by this financial line.
 - c. **LINE** - Enter the financial line number of the open item to be adjusted or liquidated by this financial line. To liquidate all financial lines in the open item by this financial line amount, enter 999.
 - d. **FLI** (Fully Liquidate Indicator) - Leave blank. This field is not used with this transaction.
9. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used with this transaction.
 10. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.

- E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

***NOTE:** Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.*

III. Submit the transaction for certification.

Treasury journal entry transactions require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

IV. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

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- A. The next morning, check DM - Maintain Batches to determine if the treasury journal entry transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If the results of the processed transaction are not as intended, correct the error using a correcting 420-10: Treasury Journal Entry transaction.

V. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

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ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 410-95: Treasury Finance Journal Entry and a 420-10: Treasury Journal Entry - General transaction. Accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The CW (cash wash) and OA (open item adjustment) accounting entries are generated from the SMF Offset Account Table (SOA). The 900xxxxx (where xxxxx = fund number) collocation code (CC) in the CW lines is a “fund-only” CC and is determined from the user-defined collocation code. The financial effect of each entry is indicated in parentheses () after the debit or credit indicator in the first column.

Treasury journal entries are recorded by the Department of Revenue, Treasury Division, to clear agency and treasury receipt open items; charge back returned items and correct banking errors; record federal deposits; and record other cash management activities.

410-95: Treasury Finance Journal Entry

420-10: Treasury Journal Entry

	Collocation Code	Account	Posting Type	Financial Source
410-95: Treasury Finance Journal Entry				
Clear Agency and Treasury Receipts				
Debit (decrease)	From TR	32514 (Unallotted Fund Balance)	01	OA
Credit (increase)	From AG	Account code in Agency Receipt	01	OA
Debit (decrease)	900xxxxx	10191 (Treasury Pool Cash Wash Asset Acct)	01	CW
Credit (increase)	900xxxxx	Liability - Due to Agency Fund	01	CW
420-10: Treasury Journal Entry - General				
Chargeback of Returned Items				
Debit (decrease)	Agency NSF CC	66102 (Unrestricted Revenue Returned Items)	01	UD
Credit (increase)	Treasury CC	66108 (Unrestricted Revenue Returned Item Clearing)	01	UD
Debit (decrease)	900xxxxx	Liability - Due to Agency Fund	01	CW
Credit (decrease)	900xxxxx	10191 (Treasury Pool Cash Wash Asset Acct)	01	CW
Correct Deposit Error - Decrease				
Debit (decrease)	Agency NFS CC	66104 (Unrestricted Revenue - Advice/Deposit)	01	UD
Credit (increase)	Treasury CC	66108 (Unrestricted Revenue Returned Item Clearing)	01	UD
Debit (decrease)	900xxxxx	Liability - Due to General Fund	01	CW
Credit (decrease)	900xxxxx	10191 (Treasury Pool Cash Wash Asset Acct)	01	CW
Clear Treasury Receipts Older than 45 Days				
Debit (decrease)	From TR	32514 (Unallotted Fund Balance)	01	UD
Credit (increase)	Agency Suspense CC	66110 (Unrecorded Agency Receipt)	01	OA
Debit (increase)	900xxxxx	10191 (Treasury Pool Cash Wash Asset Acct)	01	CW
Credit (increase)	900xxxxx	Liability - Due to General Fund	01	CW

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420-10: Treasury Journal Entry Screen														
FDE 420-XX: TREASURY JOURNAL ENTRY										B 1298799 S 0001				
TRANS CODE MINOR ____					ADDITIONAL AUTH RD _____									
DOCUMENT NUMBER _____														
SOURCE RD CODE _____														
TOTAL DEBIT AMOUNT _____														
DESCRIPTION LONG _____														

FISCAL PERIOD CODE C														
										MORE FINS N				
										-----OPEN ITEM----- IEAX				
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	TYPE	NUM	LINE	FLI	LINE		
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
	LINE DESC _____													
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
	LINE DESC _____													
3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
	LINE DESC _____													
4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
	LINE DESC _____													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
UPDAT QUIT			SUBMT ERRS			BASE FINS			PFKYS			HELP		

SCREEN ACCESS

Use the 420-xx: Treasury Journal Entry transaction screen to record a treasury journal entry in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **TJ** (Treasury Journal Entry) in the **SELECTION** field.
4. Press <Enter> to display the 420-xx: Treasury Journal Entry transaction screen.

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420-10: Treasury Journal Entry Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this open item.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	REQUIRED 20 Treasury JE General	Identifies the specific type of treasury journal entry.
ADDITIONAL AUTH RD	OPTIONAL If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.	Identifies an approval authority associated with this treasury journal entry transaction.
DOCUMENT NUMBER	NOT ENTERED FOR THIS TRANSACTION. Leave blank. This field defaults to the batch and sequence number assigned by AKSAS if left blank. The Treasury Division always uses the default.	Processed document identifier.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record treasury journal entry transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
TOTAL DEBIT AMOUNT	REQUIRED Enter the total debit amount of this transaction. Up to 13 digits (11 to the left of the decimal, 2 to the right).	This field must equal the debit financial line AMOUNTS.
DESCRIPTION LONG	REQUIRED Enter descriptive or brief explanation of this treasury journal entry. Up to 3 lines, 40 characters each.	Additional descriptive information for the transaction.
FISCAL PERIOD CODE	REQUIRED, defaults to C. C Current fiscal year P Prior fiscal year	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
Financial Line Fields - The following fields define the accounting structures to which this treasury journal entry is recorded. This transaction must be a balanced journal entry with debit financial line amounts equal to credit financial line amounts. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	REQUIRED Enter the amount as a positive number or with a leading minus (-) sign depending on the effect of this financial line. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The dollar amount associated this financial line.

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420-10: Treasury Journal Entry Field Entry Table		
Field Name	Field Value	Comments
SY	REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the 2-digit set-up year associated with the collocation code.	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	REQUIRED Enter the 8-digit collocation code for this financial line. Refer to the current Treasury Division chart of accounts for the appropriate collocation code.	With the set-up year, identifies the Treasury Pool Fund for this financial line.
PGM	NOT USED FOR THIS TRANSACTION	Identifies the external program for this financial line.
LC	NOT USED FOR THIS TRANSACTION	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED Enter the 5-digit account for the AMOUNT entered. Refer to the <i>AKSAS Handy Guide</i> for valid account codes.	Identifies the account to which this financial line will be recorded.
FY	NOT ENTERED FOR THIS TRANSACTION Leave blank. This field defaults to the current federal fiscal year if left blank. The Treasury Division uses the default value.	Identifies the federal fiscal year if a federal program is associated with this financial line.
<p>Open Item Fields - Data is entered in the OPEN ITEM fields if this treasury journal entry transaction liquidates or adjusts an open item. When this transaction is processed, AKSAS liquidates or adjusts the open item and records the amount using the financial coding in the open item. For additional information about open item fields, refer to <i>Section 4: Financial Transactions & Batch Processing</i>.</p> <p>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated or adjusted, the financial coding entered will be charged.</p>		
TYPE	REQUIRED, for financial lines liquidating or adjusting open items. Enter the open item type to be liquidated or adjusted by this financial line. AG Agency Receipts TR Treasury Receipts	Identifies the type of open item to be liquidated or adjusted by this financial line.
NUM	REQUIRED, for financial lines liquidating open items. Enter the 7-digit open item number of the open item to be liquidated or adjusted by this financial line.	Identifies the specific open item to be liquidated or adjusted by this financial line.

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420-10: Treasury Journal Entry Field Entry Table		
Field Name	Field Value	Comments
LINE	<p>REQUIRED, for financial lines liquidating or adjusting open items.</p> <p>Enter the financial line number of the open item to be liquidated or adjusted by this financial line. To liquidate all financial lines in the open item by this financial line amount, enter 999.</p>	Identifies the financial line number being liquidated or adjusted.
FLI	NOT USED FOR THIS TRANSACTION	Fully Liquidate Indicator. For an encumbrance open item, indicates the open item should be fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line.
IEAX LINE	NOT USED FOR THIS TRANSACTION	The offsetting entry in a balanced interentity transfer journal entry.
LINE DESC	<p>OPTIONAL</p> <p>Press <PF6> and add or change descriptive information, up to 40 characters, for this financial line.</p>	Additional descriptive information for the financial line.