

SECTION 9: JOURNAL ENTRIES

Accrual & One-Sided Agency Journal Entries

INTRODUCTION

Accrual & One-Sided Agency Journal Entries provides procedures for processing journal entries to correct warrant transactions recorded during the reappropriation period with an accrual fiscal period code or with an incorrect fiscal period code.

Accrual and one-sided journal entry transactions are only processed during the reappropriation period (July - August) and are used only to correct 310-xx warrant transactions. Do not use these transactions for prior year interagency transfers or payroll adjustments.

Adjust Warrants Recorded with an Accrual (A) Fiscal Period Code

Accrual journal entry transactions are used to adjust financial line amounts and/or correct financial coding for warrants issued during the reappropriation period with an accrual fiscal period code. Warrants issued with an accrual fiscal period code generate offsetting entries to record accrued payables for the prior year and reduce accrued payables in the current year. To ensure proper accounting of 310-xx warrants recorded with an accrual fiscal period code, adjustments are recorded with a 430-60: Accrual Agency Journal Entry transaction. This journal entry transaction uses fiscal period code A (accrual) and generates offsetting entries to correct accrued payables in the prior and current years.

Correct Warrants Recorded with an Incorrect Fiscal Period Code

Two separate agency journal entry transactions are used to correct a warrant recorded during the reappropriation period with an incorrect fiscal period code. One transaction reverses the warrant recorded with the incorrect fiscal period code and the other transaction records the warrant to the correct fiscal period code. A 430-65: One-sided Accrual Journal Entry affects fiscal period code A (accrual). A 430-85: One-sided P or C Journal Entry affects either fiscal period code P (prior fiscal year) or C (current fiscal year). Both transactions require dual approval by the agency's Division of Finance accountant. The transactions are automatically routed to the proper accountant's dual authorization screen when the transaction is entered in AKSAS.

AKSAS TRANSACTIONS

430-60: Accrual Agency JE - Use during the reappropriation period to adjust a warrant transaction issued with fiscal period code A (accrual).

430-65: One-sided Accrual AJE - Use during the reappropriation period to record a one-sided debit or credit adjustment to a warrant transaction recorded with an incorrect fiscal period code. This transaction uses fiscal period code A (accrual).

430-85: One-sided P or C AJE - Use during the reappropriation period to record a one-sided debit or credit adjustment to a warrant transaction recorded with an incorrect fiscal period code. This transaction uses fiscal period code P (prior fiscal year) or C (current fiscal year).

PROCEDURES

I. **Compile and prepare documentation.**

- A. Documentation for accrual or one-sided journal entry transactions includes:
- Copy of the Financial Transaction (FTP) Register for the original warrant transaction.
 - Audit trail showing the warrant processed incorrectly or with the wrong fiscal period code.
 - Copy of the source documentation for the original warrant transaction.
- B. To adjust financial coding in a warrant recorded with fiscal period code A (Accrual), go to Step II.
- C. To correct a warrant recorded with an incorrect fiscal period code, go to Step III.

II. **Record a 430-60: Accrual Journal Entry to adjust a warrant recorded with fiscal period code A (accrual).**

A 430-60: Accrual Journal Entry is used to adjust financial line amounts and/or correct financial coding for warrants issued during the reappropriation period with an accrual fiscal period code. Accrual journal entry transactions may only be processed during the reappropriation period (July - August). For more information on entering this transaction, refer to the *430-60/65/85: Accrual & One-Sided 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 **AJ** (Agency Journal Entry) in the **SELECTION** field.
 2. If your agency uses an easytran shell for recording accrual agency journal entries, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
 3. Press <Enter> to display the 430-xx: Agency Journal Entry transaction screen.
- B. Enter data in the following fields:
1. **TRANS CODE MINOR** - Enter **60** (Accrual Agency JE).
 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 accrual journal entries, enter a SOURCE RD CODE as authorized according to department procedures.
 5. **TOTAL DEBIT AMOUNT** - Enter the sum of the debit financial line amounts.
 6. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction. The first 20 characters of the first line are used for reporting purposes.
 7. **FISCAL PERIOD CODE** - Enter **A** (accrual).

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

- C. Enter **reversal** (credit) information in the **FINANCIAL** line fields. The financial coding and line amounts for the original warrant transaction are entered to reverse the erroneous charges. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **AMOUNT** - Enter the dollar amount from the original financial line with a leading minus (-) sign.

NOTE: To reverse a credit amount in the original warrant transaction, enter the reversal amount as a positive number.

2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Enter the set-up year as recorded on the original transaction. The set-up year must be for the prior year.
3. **CC** - Enter the eight-digit collocation code as recorded on the original transaction.
4. **PGM** - If a program code was used on the original transaction, enter that five-digit program code.
5. **LC** - If a ledger code was used on the original transaction, enter that eight-digit ledger code.
6. **ACCT** - Enter the five-digit account as recorded on the original transaction.
7. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency, enter the federal fiscal year as recorded on the original transaction.
8. Leave the **OPEN ITEM** fields blank. Reversing financial lines cannot reinstate open item amounts.

NOTE: If the original warrant transaction liquidated an open item, and the liquidated amount should be adjusted back to the original open item, process a change transaction for the open item.

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.
11. Repeat Steps 1 - 10 for each financial line in the original warrant transaction.

- D. Enter **correcting** (debit) information in the **FINANCIAL** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **AMOUNT** - Enter the correct dollar amount for this financial line as a positive number.

NOTE: To record a credit amount from the original warrant transaction, enter the correcting amount with a leading minus (-) sign.

2. If this correcting financial line should liquidate an open item, leave the SY, CC, PGM, LC, ACCT, and FY fields blank. Go to Step 9.
3. **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. The set-up year must be for the prior year.
4. **CC** - Enter the correct eight-digit collocation code for this financial line.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

5. **PGM** - Enter the correct five-digit program code if required by your agency for this financial line.
6. **LC** - Enter the correct eight-digit ledger code if required by your agency for this financial line.
7. **ACCT** - Enter the correct five-digit account for the AMOUNT entered.
8. **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 a two-digit federal fiscal year.
9. To liquidate an open item with the correcting financial line, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the adjustment using the financial coding in the open item.

NOTE: Do not enter OPEN ITEM fields if the original transaction liquidated the correct open item.

10. **TYPE** - Enter **EN** (Encumbered Expenditure).
11. **NUM** - Enter the open item number of the encumbered expenditure to be liquidated by this financial line.
12. **LINE** - Enter the financial line number of the encumbered expenditure to be liquidated by this financial line. If all financial lines in the open item are liquidated by this transaction, enter 999.
13. **FLI** (Fully Liquidate Indicator) - Enter **N** (liquidate the open item by the amount in this financial line) or **Y** (fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line).
14. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.
15. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.
16. 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.

E. Go to Step IV to submit the transaction for certification and processing.

III. Record two 430-65/85: One-Sided Journal Entry transactions to correct a warrant recorded with an incorrect fiscal period code.

430-65/85: One-Sided Journal Entry transactions are recorded to correct a warrant recorded during the reappropriation period with an incorrect fiscal period code. Two transactions are processed: one to reverse the original warrant and one to record the warrant with the correct fiscal period code. One-sided journal entry transactions may only be processed during the reappropriation period (July - August). For more information on entering this transaction, refer to the *430-60/65/85: Accrual & One-Sided 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 **AJ** (Agency Journal Entry) in the **SELECTION** field.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

2. If your agency uses an easytran shell for recording one-sided agency journal entries, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
3. Press <Enter> to display the 430-xx: Agency Journal Entry transaction screen.

B. Record the reversing one-sided journal entry transaction: Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.

1. **TRANS CODE MINOR** - Enter one of the following:

- 65** The warrant transaction being corrected processed with FISCAL PERIOD CODE = **A** (accrual).
- 85** The warrant transaction being corrected processed with FISCAL PERIOD CODE = **C** (current fiscal year) or **P** (prior fiscal year).

2. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.

NOTE: Required authorization by the Division of Finance is maintained on the SMF Authorized RD Code Table (SAU) and is not entered in this field. The transaction is automatically routed to the appropriate accountant's dual authorization screen.

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 one-sided journal entries, enter a SOURCE RD CODE as authorized according to department procedures.
5. **TOTAL DEBIT AMOUNT** - Leave blank. The reversing one-sided journal entry generally contains only credit financial lines.

NOTE: If the original warrant transaction contained credit amounts, the amounts are entered as debits (positive amounts) in the reversing transaction and the sum of these financial lines is entered in the TOTAL DEBIT AMOUNT field.

6. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction. The first 20 characters of the first line are used for reporting purposes.
7. **FISCAL PERIOD CODE** - Enter the fiscal period code used in the original warrant transaction. The FISCAL PERIOD CODE entered must be correct for the TRANS CODE MINOR.
8. Enter **reversal** (credit) information in the **FINANCIAL** line fields. The financial coding and line amounts from the original warrant transaction are entered to reverse the erroneous charges. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
 - a. **AMOUNT** - Enter the dollar amount of the original financial line with a leading minus (-) sign.

NOTE: To reverse a credit amount in the original warrant transaction, enter the reversal amount as a positive number.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

- b. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Enter the set-up year as recorded on the original transaction.
 - c. **CC** - Enter the eight-digit collocation code as recorded on the original transaction.
 - d. **PGM** - If a program code was used on the original transaction, enter that five-digit program code.
 - e. **LC** - If a ledger code was used on the original transaction, enter that eight-digit ledger code.
 - f. **ACCT** - Enter the five-digit account as recorded on the original transaction.
 - g. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency, enter the federal fiscal year as recorded on the original transaction.
 - h. Leave the **OPEN ITEM** fields blank. If the original warrant transaction liquidated an open item, and the liquidated amount should be adjusted back to the original open item, process a change transaction for the open item.
 - i. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.
 - j. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.
 - k. Repeat Steps a - j for each financial line in the original warrant transaction.
9. 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.*

- C. **Record the correcting one-sided journal entry transaction:** This transaction records the warrant financial information with the correct fiscal period code. For more information on entering this transaction, refer to the *430-60/65/85: Accrual & One-Sided Journal Entry Screen and Field Entry Table* following this procedure.

1. On a blank 430-xx: Agency Journal Entry screen, enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.

***NOTE:** A blank 430-xx: Agency Journal Entry screen should be displayed after submitting the reversing one-sided journal entry in Step III.B.9. If a blank screen is not displayed, repeat Step III.A.*

- a. **TRANS CODE MINOR** - Enter one of the following:
 - 65** If the correct FISCAL PERIOD CODE for the warrant is **A** (accrual).
 - 85** If the correct FISCAL PERIOD CODE for the warrant is **C** (current fiscal year) or **P** (prior fiscal year).
- b. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

***NOTE:** Required authorization by the Division of Finance is maintained on the SMF Authorized RD Code Table (SAU) and is not entered in this field. The transaction is automatically routed to the appropriate accountant's dual authorization screen.*

- c. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
- d. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record this journal entry transaction, enter a SOURCE RD CODE as authorized according to department procedures.
- e. **TOTAL DEBIT AMOUNT** - Enter the sum of the debit financial lines. The correcting one-sided journal entry generally contains only debit financial lines.

***NOTE:** If the original warrant transaction contained credit amounts, the amounts are entered as credits (negative amounts) in the correcting transaction. The amount entered in the TOTAL DEBIT AMOUNT field is reduced by the credit amounts.*

- f. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction. The first 20 characters of the first line are used for reporting purposes.
 - g. **FISCAL PERIOD CODE** - For TRANS CODE MINOR = 65, enter **A** (accrual). For TRANS CODE MINOR = 85, enter **C** (current fiscal year) or **P** (prior fiscal year).
2. Enter **correcting** (debit) information in the **FINANCIAL** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

- a. **AMOUNT** - Enter the correct dollar amount for this financial line as a positive number.

***NOTE:** If the original warrant transaction contained credit amounts, enter the correcting amount with a leading minus (-) sign.*

- b. If this correcting financial line should liquidate an open item, leave the SY, CC, PGM, LC, ACCT, and FY fields blank. Go to Step i below.
- c. **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.
- d. **CC** - Enter the eight-digit collocation code for this financial line.
- e. **PGM** - Enter the five-digit program code if required by your agency for this financial line.
- f. **LC** - Enter the eight-digit ledger code if required by your agency for this financial line.
- g. **ACCT** - Enter the five-digit account for the AMOUNT entered.
- h. **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 a two-digit federal fiscal year.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

- i. To liquidate an open item with the correcting financial line, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the adjustment using the financial coding in the open item.

***NOTE:** Do not enter OPEN ITEM fields if the original transaction liquidated the correct open item.*

- j. **TYPE** - Enter **EN** (Encumbered Expenditure).
 - k. **NUM** - Enter the open item number of the encumbered expenditure to be liquidated by this financial line.
 - l. **LINE** - Enter the financial line number of the encumbered expenditure to be liquidated by this financial line. If all financial lines in the open item are liquidated by this transaction, enter 999.
 - m. **FLI** (Fully Liquidate Indicator) - Enter **N** (liquidate the open item by the amount in this financial line) or **Y** (fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line).
 - n. **IEAX LINE** (Interentity Account Cross-Reference) - Leave blank. This field is not used for this transaction.
 - o. **LINE DESC** - If necessary, enter additional descriptive information for the financial line.
3. 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.*

IV. Submit the transaction for authorization and certification.

- A. Submit the accrual and/or one-sided journal entry transactions and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKPAY Security & Authorities, Certifying Officer Authority* for more information.
- B. One-sided journal entries also require authorization by the Division of Finance. After the transactions are certified, notify your accounting representative in the Division of Finance that the transactions are awaiting authorization. Forward back-up documents and screen prints as requested by your accounting representative.

V. Verify the transactions processed.

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

- A. The next morning, check DM - Maintain Batches to determine if the journal entry transactions processed successfully. If a 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.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

- B. Once the transactions have processed successfully, review the Financial Transaction (FTP) Registers to verify all processed information for the transactions are correct. If the results of the processed transactions are not as intended, process another accrual or one-sided journal entry transaction as described in this procedure.

VI. Archive/file processed transactions.

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

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing 430-60: Accrual Journal Entry and 430-65/85: One-sided Journal Entry transactions. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The 900xxxxx (where xxxxx = fund number) collocation code (CC) in the exploded 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.

430-60: Accrual Journal Entry transactions record corrections to financial coding and/or line amounts in warrants issued during the reappropriation period with fiscal period code A. Warrant transactions issued with fiscal period code A (accrual) generate offsetting entries to record the warrant amount as an accrued payable for the prior year in the appropriation/fund associated with the collocation code. 430-60 journal entry transactions also generate offsets to reverse the accrued payable for the incorrect financial coding and record an accrued payable in the appropriation/fund associated with the correct financial coding.

430-60: Accrual Journal Entries

	Collocation Code	Account	Posting Type	Financial Source
Prior Year				
Debit (increase)	Entered by user - correct collocation code	Expenditure	01	UD
Credit (increase)	900xxxxx	21331 (Accrued Payable)	01	EX
Current year				
Debit (decrease)	900xxxxx	21331 (Accrued Payable)	01	EX
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Prior Year				
Debit (decrease)	90xxxxx	21331 (Accrued Payable)	01	EX
Credit (decrease)	Entered by user - CC from original transaction	Expenditure	01	UD
Current Year				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Credit (increase)	900xxxxx	21331 (Accrued Payable)	01	EX

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

Accounting Entries (continued)

430-65/85: One-Sided Journal Entry transactions correct warrants issued during the reappropriation period with an incorrect fiscal period code. Two transactions are processed: one transaction to reverse the warrant charges recorded to the incorrect fiscal period code and one transaction to record the warrant charges to the correct fiscal period code. A 430-65 transaction is used to reverse or record a warrant using fiscal period code A (accrual). A 430-85 transaction reverses or records a warrant using fiscal period code C (current fiscal year) or P (prior fiscal year).

430-65/85: One-Sided Journal Entries

	Collocation Code	Account	Posting Type	Financial Source
REVERSING TRANSACTION:				
430-85: Reverse warrant erroneously recorded with fiscal period code C or P				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Credit (decrease)	Entered by user - CC from original transaction	Expenditure	01	UD
CORRECTING TRANSACTION:				
430-65: Record warrant with Fiscal Period Code A (Accrual)				
Prior Year				
Debit (increase)	Entered by user - correct CC	Expenditure	01	UD
Credit (increase)	900xxxxx	21331 (Accrued Payable)	01	EX
Current Year				
Debit (decrease)	900xxxxx	21331 (Accrued Payables)	01	EX
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-Sided Journal Entry Screen																						
FDE 430-XX: AGENCY JOURNAL ENTRY										B 1298819 S 0001												
TRANS CODE MINOR					____									ADDITIONAL AUTH RD				_____				
DOCUMENT NUMBER _____																						
SOURCE RD CODE _____																						
TOTAL DEBIT AMOUNT _____																						
DESCRIPTION LONG _____																						

FISCAL PERIOD CODE C																						
<div style="text-align: right;">MORE FINS N</div> <div style="text-align: center;">-----OPEN ITEM----- IEAX</div>																						
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 430-xx: Agency Journal Entry transaction screen to record accrual or one-sided journal entry transactions during the reappropriation period.

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 **AJ** (Agency Journal Entry) in the **SELECTION** field. Press <Enter> to display the 430-xx: Agency Journal Entry transaction screen.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-sided Journal Entry Field Entry Table		
Field Name	Field Value	Comments
For one-sided agency journal entries, two transactions are processed at the same time: one to reverse the warrant recorded with the incorrect fiscal period code and one to record the warrant to the correct fiscal period code.		
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this journal entry.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	<p>REQUIRED</p> <p>To adjust a warrant issued with Fiscal Period Code A: Enter 60 (Accrual Journal Entry).</p> <p>To correct a warrant issued with an incorrect Fiscal Period Code: Enter the 2-digit transaction minor code as follows:</p> <p>Reversing Journal Entry:</p> <p>65 The original transaction processed with Fiscal Period Code A (accrual). 85 The original transaction processed with Fiscal Period Code C (current fiscal year) or P (prior fiscal year).</p> <p>Correcting Journal Entry:</p> <p>65 Record the correction with Fiscal Period Code A (accrual). 85 Record the correction with Fiscal Period Code C (current fiscal year) or P (prior fiscal year).</p>	Identifies the specific type of journal entry.
ADDITIONAL AUTH RD	<p>REQUIRED</p> <p>If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.</p>	<p>Identifies an approval authority associated with this one-sided journal entry transaction.</p> <p>This transaction must be authorized by the Division of Finance and is automatically routed to the appropriate accountant's dual authorization screen.</p>
DOCUMENT NUMBER	<p>REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank.</p> <p>An agency-assigned, processed document identifier, up to 13 alphanumeric characters, may be entered.</p>	Processed document identifier.
SOURCE RD CODE	<p>REQUIRED, defaults to the AKSAS input (signature) RD code.</p> <p>If the default RD code is not authorized to record this journal entry transaction, enter a SOURCE RD CODE as authorized according to department procedures.</p>	Identifies the person authorized to record this transaction.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-sided Journal Entry Field Entry Table		
Field Name	Field Value	Comments
TOTAL DEBIT AMOUNT	REQUIRED, if this transaction contains debit lines. Enter the sum of the debit financial lines. Up to 13 digits (11 to the left of the decimal, 2 to the right). If this is the reversing (credit) side of the two one-sided journal entries, leave this field blank.	This field must equal the sum of all debit financial lines.
DESCRIPTION LONG	REQUIRED Enter descriptive information, up to 120 characters, for this transaction. The first 20 characters are used on reports.	A description of the transaction as it should appear on reports.
FISCAL PERIOD CODE	REQUIRED, defaults to C (current fiscal year). For TRANS CODE MINOR = 60: Enter A (Accrual). For TRANS CODE MINOR = 65: Enter A (Accrual). For TRANS CODE MINOR = 85: Enter C (current fiscal year) or P (prior fiscal year).	Identifies the state fiscal year (chart of accounts year) associated with this transaction. The Fiscal Period Code must be correct for the TRANS CODE MINOR entered.
REVERSAL (credit) Financial Lines - The financial coding from the original warrant transaction is entered to reverse amounts charged to the incorrect fiscal period code. When correcting a warrant issued with an incorrect fiscal period code, the reversal financial lines are entered in a separate transaction than the correcting financial lines. 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 of the original financial line with a leading minus (-) sign. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The dollar amount associated with this financial line.
SY	REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Enter the 2-digit set-up year as recorded on the original transaction.	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 as recorded on the original transaction.	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	REQUIRED, if the financial line being reversed used a program code. Enter the 5-digit program code as recorded on the original transaction.	Identifies the external program for this financial line.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-sided Journal Entry Field Entry Table		
Field Name	Field Value	Comments
LC	OPTIONAL, if the financial line being reversed used a ledger code. Enter the 8-digit ledger code as recorded on the original transaction.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED Enter the 5-digit account as recorded on the original transaction.	Identifies the account to which this financial line was recorded.
FY	REQUIRED, defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency, enter the 2-digit federal fiscal year as recorded on the original transaction.	Identifies the federal fiscal year if a federal program is associated with this financial line.
Leave the OPEN ITEM TYPE, NUM, LINE, and FLI field blank. Open item fields are not used with reversing financial lines.		
IEAX LINE	NOT USED FOR THIS TRANSACTION	Interentity Account Cross-Reference. The line number of the offsetting financial line in an interagency transfer journal entry.
LINE DESC	OPTIONAL Enter additional descriptive information, up to 40 characters, for the financial line.	Additional descriptive information for the financial line, such as the document number of the transaction being reversed.
CORRECTING (debit) Financial Lines - The following fields define the fiscal period code and the accounting structures to which the correction is recorded. When correcting a warrant issued with an incorrect fiscal period code, the correcting financial lines are entered in a separate transaction than the reversal financial lines. For additional information about financial fields, refer to <i>Section 4: Financial Transactions & Batch Processing</i>.		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	REQUIRED Enter the correct amount for this financial line as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The dollar amount associated with this financial line.
If this CORRECTING financial line liquidates an open item, leave the SY, CC, PGM, LC, ACCT and FY fields blank.		
SY	REQUIRED, if this line does not liquidate an open item. Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Enter the correct 2-digit set-up year associated with the collocation code. If the FISCAL PERIOD CODE = A, the set-up year must be for the prior year.	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, if this line does not liquidate an open item. Enter the correct 8-digit collocation code for this financial line.	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-sided Journal Entry Field Entry Table		
Field Name	Field Value	Comments
PGM	OPTIONAL Enter the correct 5-digit program code if required by your agency for this transaction.	Identifies the external program for this financial line.
LC	OPTIONAL Enter the correct 8-digit ledger code if required by your agency for this transaction.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED, if this line does not liquidate an open item. Enter the correct 5-digit account for the AMOUNT entered.	Identifies the account to which this financial line will be recorded.
FY	REQUIRED, 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 a 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
<p>CORRECTING LINE Open Item Fields - Data is entered in the correcting line OPEN ITEM fields if an open item should be liquidated with the correcting entries. When this transaction is processed, AKSAS liquidates the open item and records the adjustment using the financial coding in the open item. For additional information about open item fields, refer to Section 4: Financial Transactions & Batch Processing.</p> <p>Do not enter open item data if the original warrant transaction liquidated the open item correctly. The reversing journal entry does not reinstate the open item.</p>		
TYPE	REQUIRED, for financial lines liquidating open items. EN Encumbered Expenditure	Identifies the type of open item to be liquidated by this financial line.
NUM	REQUIRED, for financial lines liquidating open items. Enter the 7-digit open item number to be liquidated by this financial line.	Identifying number used to change, liquidate and report on an open item.
LINE	REQUIRED, for financial lines liquidating open items. Enter the financial line number of the encumbered expenditure to be liquidated by this financial line. To liquidate all financial lines in the open item, enter 999.	Identifies the financial line number being liquidated.
FLI	REQUIRED, for financial lines liquidating open items. Defaults to N if no entry is made. N No, do not fully liquidate the open item. Liquidate by the AMOUNT in this financial line. Y Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line.	Fully Liquidate Indicator. If this indicator is set to Y , the open item line identified is fully liquidated (reduced to zero) regardless of the AMOUNT specified on this financial line.

SECTION 9: JOURNAL ENTRIES, ACCRUAL & ONE-SIDED AGENCY JOURNAL ENTRIES

430-60/65/85: Accrual & One-sided Journal Entry Field Entry Table		
Field Name	Field Value	Comments
IEAX LINE	NOT USED FOR THIS TRANSACTION	Interentity Account Cross-Reference. The line number of the offsetting financial line in an interagency transfer journal entry.
LINE DESC	OPTIONAL Enter additional descriptive information, up to 40 characters, for the financial line.	Additional descriptive information for the financial line such as the document number of the transaction being corrected.