

Basic Voucher process - creation through payment

Transactions

Step 1. Voucher is created.

Voucher is entered into SFS. It may be generated online or bulkloaded. It can be created from prior requisitions (procurement process - PO), or be the result of a bill (invoice). No accounting is posted.

Created 11/20/2014, for 10/31/2014 obligation date

Voucher lines

Unit	Voucher	Line	PO No.	Descr	Amount	Quantity	UOM
DFS01	00010466	2	C344-14-02	Complaint Insuranc	8,200.00	1.0000	EA
DFS01	00010466	3	C344-14-01	Complaint Insuranc	9,400.00	1.0000	EA
DFS01	00010466	4	C344-14-03	Complaint Insuranc	40,800.00	1.0000	EA

Voucher distribution

Unit	Voucher	Line	Distribution Li	Fund	Account	Amount
DFS01	00010466	2	1	21994	51080	4,920.00
DFS01	00010466	2	2	21970	51080	3,280.00
DFS01	00010466	3	1	21994	51080	5,640.00
DFS01	00010466	3	2	21970	51080	3,760.00
DFS01	00010466	4	1	21994	51080	24,480.00
DFS01	00010466	4	2	21970	51080	16,320.00

Step 2. Voucher is budget checked.

Voucher accounting is posted to the various KK ledgers. Encumbrances are liquidated and expenses are incurred in DETAIL, SEG, APPROP, and PRJC and PRJP ledgers if applicable.

Ledger	Sum Amount	Fund	Account	Dept	Program	Bud Ref	Tran Date
DETAIL_EX	23,360.00	21970	51080	3500311	81500	2014-15	11/20/2014
DETAIL_EX	35,040.00	21994	51080	3500311	81500	2014-15	11/20/2014

Step 3. Accrual entries are posted to MOD_ACCRL

Voucher is approved through all levels and posted to the MOD_ACCRL ledger. The accrual entry generates the EXPENSE and PAYABLE account code transactions.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(4,920.00)	21994	20110	DFS01	AP01669195	10/31/2014	ACCR
DFS01	4,920.00	21994	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	(3,280.00)	21970	20110	DFS01	AP01669195	10/31/2014	ACCR
DFS01	3,280.00	21970	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	(5,640.00)	21994	20110	DFS01	AP01669195	10/31/2014	ACCR
DFS01	5,640.00	21994	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	3,760.00	21970	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	(3,760.00)	21970	20110	DFS01	AP01669195	10/31/2014	ACCR
DFS01	24,480.00	21994	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	(24,480.00)	21994	20110	DFS01	AP01669195	10/31/2014	ACCR
DFS01	16,320.00	21970	51080	DFS01	AP01669195	10/31/2014	ACCR
DFS01	(16,320.00)	21970	20110	DFS01	AP01669195	10/31/2014	ACCR

Note: For this voucher, the ACCOUNTING DATE was entered as 10/31/2014 to align with the obligation date. The JOURNAL DATE, therefore, is 10/31/2014, although the voucher was CRETAED on 11/20/2014.

Step 4. Payment is generated.

Paycycle runs and picks up voucher for payment based on payment type and SCHEDULED PAYMENT DATE.

Payment accounting is generated in MOD_ACCRL ledger, and transactions are posted to the CASH ledger for the "Disbursement" of the voucher.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(4,920.00)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(4,920.00)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	4,920.00	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	4,920.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,280.00)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(3,280.00)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	3,280.00	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,280.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(5,640.00)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(5,640.00)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	5,640.00	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	5,640.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,760.00)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(3,760.00)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	3,760.00	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,760.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	24,480.00	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(24,480.00)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(24,480.00)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	24,480.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(16,320.00)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	16,320.00	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(16,320.00)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	16,320.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN

Note: No "Move Cash" journal is needed.

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1669997	11/21/2014	51080	21994	4,920.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	3,280.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	5,640.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	3,760.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	24,480.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	16,320.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	36320	21994	(4,920.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(3,280.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(5,640.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(3,760.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(24,480.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(16,320.00)	Statewide Transfers (From)
NYS01	CSH1669999	11/21/2014	10110	21994	(4,920.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(3,280.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(5,640.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(3,760.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(24,480.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(16,320.00)	Cash Distribution
NYS01	CSH1669999	11/21/2014	60820	21994	4,920.00	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	3,280.00	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	5,640.00	SW Trns To

NYS01	CSH1669999	11/21/2014	60820	21970	3,760.00	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	24,480.00	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	16,320.00	SW Trns To

Discounts and Interest accounting

Transactions

- Step 1. Voucher is created.
 Step 2. Voucher is budget checked.
 Step 3. Accrual entries are posted to MOD_ACCRL
 Voucher processing is the same until the payment is generated
 Step 4. Payment is generated.

Paycycle runs and picks up voucher for payment based on payment type and SCHEDULED PAYMENT DATE. Payment accounting is generated in MOD_ACCRL ledger, and transactions are posted to the CASH ledger for the "Disbursement" of the voucher. If the payment has been made to take advantage of a DISCOUNT, the discount accounting will be generated at this time. If the payment is late, the INTEREST will be calculated and accounted for at this time.

- Step 4A. Discount is generated
 A discount will result in a decrease to the initial expense amount. This will also be reflected in the budget ledgers at the time of payment.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(3,279.44)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	3,280.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,759.36)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	3,760.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(16,317.21)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	16,320.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(4.00)	21970	51080	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(4,919.16)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	4,920.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(5,639.03)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	5,640.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(24,475.80)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	24,480.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(6.00)	21994	51080	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,279.44)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,279.44	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(3,759.36)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,759.36	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(16,317.21)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	16,317.21	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(4,919.16)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	4,919.16	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(5,639.03)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	5,639.03	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(24,475.80)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	24,475.80	21994	60820	NYS01	AP01669200	11/21/2014	PYMN

Note: No "Move Cash" journal is needed.

Note: The prorating of the discount may result in rounding pennies.

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1669997	11/21/2014	51080	21994	4,919.16	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	3,279.44	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	5,639.03	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	3,759.36	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	24,475.80	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	16,317.21	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	36320	21994	(4,919.16)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(3,279.44)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(5,639.03)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(3,759.36)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(24,475.80)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(16,317.21)	Statewide Transfers (From)
NYS01	CSH1669999	11/21/2014	10110	21994	(4,919.16)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(3,279.44)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(5,639.03)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(3,759.36)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(24,475.80)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(16,317.21)	Cash Distribution
NYS01	CSH1669999	11/21/2014	60820	21994	4,919.16	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	3,279.44	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	5,639.03	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	3,759.36	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	24,475.80	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	16,317.21	SW Trns To

Step 4B. Interest is generated

Interest is calculated based on the time between the date the bill/invoice is received and the date of the payment. The interest is a specific account code and is not added to the prior expense amounts. This account code is NOT budget checked, but will be reclassified after the payment is generated.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	3,280.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	3,760.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	16,320.00	21970	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,280.56)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,760.64)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(16,322.79)	21970	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	4.00	21970	59103	DFS01	AP01669199	11/21/2014	PYMN
DFS01	4,920.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	5,640.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	24,480.00	21994	20110	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(4,920.84)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(5,640.97)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(24,484.20)	21994	36320	DFS01	AP01669199	11/21/2014	PYMN
DFS01	6.00	21994	59103	DFS01	AP01669199	11/21/2014	PYMN
DFS01	(3,280.56)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(3,760.64)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(16,322.79)	21970	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,280.56	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	3,760.64	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	16,322.79	21970	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(4,920.84)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	(5,640.97)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN

DFS01	(24,484.20)	21994	10110	NYS01	AP01669200	11/21/2014	PYMN
DFS01	4,920.84	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	5,640.97	21994	60820	NYS01	AP01669200	11/21/2014	PYMN
DFS01	24,484.20	21994	60820	NYS01	AP01669200	11/21/2014	PYMN

Note: No "Move Cash" journal is needed.

Note: The prorating of the interest may result in rounding pennies.

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1669997	11/21/2014	51080	21970	3,280.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	3,760.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21970	16,320.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	59103	21970	4.00	Late Interest Charges
DFS01	CSH1669997	11/21/2014	36320	21970	(3,280.56)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(3,760.64)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21970	(16,322.79)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	51080	21994	4,920.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	5,640.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	51080	21994	24,480.00	Complaint Insurance System
DFS01	CSH1669997	11/21/2014	59103	21994	6.00	Late Interest Charges
DFS01	CSH1669997	11/21/2014	36320	21994	(4,920.84)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(5,640.97)	Statewide Transfers (From)
DFS01	CSH1669997	11/21/2014	36320	21994	(24,484.20)	Statewide Transfers (From)
NYS01	CSH1669999	11/21/2014	10110	21970	(3,280.56)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(3,760.64)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21970	(16,322.79)	Cash Distribution
NYS01	CSH1669999	11/21/2014	60820	21970	3,280.56	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	3,760.64	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21970	16,322.79	SW Trns To
NYS01	CSH1669999	11/21/2014	10110	21994	(4,920.84)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(5,640.97)	Cash Distribution
NYS01	CSH1669999	11/21/2014	10110	21994	(24,484.20)	Cash Distribution
NYS01	CSH1669999	11/21/2014	60820	21994	4,920.84	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	5,640.97	SW Trns To
NYS01	CSH1669999	11/21/2014	60820	21994	24,484.20	SW Trns To

Step 5B. Interest is reclassified

Interest account code 59103 is NOT budget check. It will be reclassified through an allocation process to a budget string set up by the agency. This also ensures the interest is not charged to Federal funds and grants.

Unit	Journal ID	Date	Account	Fund	Amount	Ref	Source
DFS01	LP01638106	11/21/2014	59103	21970	(4.00)	00010466	GLC
DFS01	LP01638106	11/21/2014	59103	21994	(6.00)	00010466	GLC
DFS01	LP01638106	11/21/2014	58401	21994	4.00	00010466	GLC
DFS01	LP01638106	11/21/2014	58401	21970	6.00	00010466	GLC

CASH ledger:

Unit	Journal ID	Date	Account	Fund	Amount	Ref	Source
DFS01	CSH1638222	11/21/2014	59103	21970	(4.00)	LP01638106	GOT
DFS01	CSH1638222	11/21/2014	59103	21994	(6.00)	LP01638106	GOT
DFS01	CSH1638222	11/21/2014	58401	21970	4.00	LP01638106	GOT
DFS01	CSH1638222	11/21/2014	58401	21994	6.00	LP01638106	GOT

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Ledger	Unit	Sum Amount	Fund	Tran Type	Tran Date	Account
DETAIL_EX	DFS01	4.00	21970	GL_JOURNAL	11/21/2014	58401
DETAIL_EX	DFS01	6.00	21994	GL_JOURNAL	11/21/2014	58401
KK_APP_EX	DFS01	4.00	21970	GL_JOURNAL	11/21/2014	51000
KK_APP_EX	DFS01	6.00	21994	GL_JOURNAL	11/21/2014	51000
KK_SEG_EX	DFS01	4.00	21970	GL_JOURNAL	11/21/2014	51000
KK_SEG_EX	DFS01	6.00	21994	GL_JOURNAL	11/21/2014	51000
KK_DB81_EX	DFS01	4.00	21970	GL_JOURNAL	11/21/2014	57050
KK_DB81_EX	DFS01	6.00	21994	GL_JOURNAL	11/21/2014	57050

Cancel Payment and Close Voucher

Transactions

- Step 1. Voucher is created.
- Step 2. Voucher is budget checked.
- Step 3. Accrual entries are posted to MOD_ACCRL
- Step 4. Payment is generated.
Voucher processing is the same until the payment is cancelled.
- Step 5. Payment is cancelled.

The Payment is cancelled whenever the original payment (check or ACH) is no longer valid. This can be due to a number a factors that result in the payment not reaching the vendor. When the Payment is cancelled, the payment accounting needs to be reversed.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	3,280.00	21970	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	3,760.00	21970	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	16,320.00	21970	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	4,920.00	21994	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	5,640.00	21994	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	24,480.00	21994	10110	NYS01	AP01669206	11/25/2014	CANC
DFS01	(3,280.00)	21970	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	(3,760.00)	21970	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	(16,320.00)	21970	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	(4,920.00)	21994	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	(5,640.00)	21994	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	(24,480.00)	21994	20110	DFS01	AP01669205	11/25/2014	CANC
DFS01	3,280.00	21970	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	3,760.00	21970	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	16,320.00	21970	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	4,920.00	21994	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	5,640.00	21994	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	24,480.00	21994	36320	DFS01	AP01669205	11/25/2014	CANC
DFS01	(3,280.00)	21970	60820	NYS01	AP01669206	11/25/2014	CANC
DFS01	(3,760.00)	21970	60820	NYS01	AP01669206	11/25/2014	CANC
DFS01	(16,320.00)	21970	60820	NYS01	AP01669206	11/25/2014	CANC
DFS01	(4,920.00)	21994	60820	NYS01	AP01669206	11/25/2014	CANC
DFS01	(5,640.00)	21994	60820	NYS01	AP01669206	11/25/2014	CANC
DFS01	(24,480.00)	21994	60820	NYS01	AP01669206	11/25/2014	CANC

Note: No "Move Cash" journal is needed.

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1669997	11/25/2014	51080	21994	4,920.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	51080	21970	3,280.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	51080	21994	5,640.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	51080	21970	3,760.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	51080	21994	24,480.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	51080	21970	16,320.00	Complaint Insurance System
DFS01	CSH1669997	11/25/2014	36320	21994	(4,920.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/25/2014	36320	21970	(3,280.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/25/2014	36320	21994	(5,640.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/25/2014	36320	21970	(3,760.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/25/2014	36320	21994	(24,480.00)	Statewide Transfers (From)
DFS01	CSH1669997	11/25/2014	36320	21970	(16,320.00)	Statewide Transfers (From)
NYS01	CSH1669999	11/25/2014	10110	21994	(4,920.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	10110	21970	(3,280.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	10110	21994	(5,640.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	10110	21970	(3,760.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	10110	21994	(24,480.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	10110	21970	(16,320.00)	Cash Distribution
NYS01	CSH1669999	11/25/2014	60820	21994	4,920.00	SW Trns To
NYS01	CSH1669999	11/25/2014	60820	21970	3,280.00	SW Trns To
NYS01	CSH1669999	11/25/2014	60820	21994	5,640.00	SW Trns To
NYS01	CSH1669999	11/25/2014	60820	21970	3,760.00	SW Trns To
NYS01	CSH1669999	11/25/2014	60820	21994	24,480.00	SW Trns To
NYS01	CSH1669999	11/25/2014	60820	21970	16,320.00	SW Trns To

Note: The EXPENSE accounting has been reversed in the CASH ledger ONLY. It is still correctly reflected in MOD_ACCRL and KK.

Step 6. Voucher is closed

If it is determined that this voucher is no longer required and no payment will ever be made, the voucher is CLOSED, not deleted. This reverses the previous accrual entries. It has no further impact on the CASH ledger.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	4,920.00	21994	20110	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(4,920.00)	21994	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	3,280.00	21970	20110	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(3,280.00)	21970	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	5,640.00	21994	20110	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(5,640.00)	21994	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(3,760.00)	21970	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	3,760.00	21970	20110	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(24,480.00)	21994	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	24,480.00	21994	20110	DFS01	AP01669207	11/26/2014	CLOS
DFS01	(16,320.00)	21970	51080	DFS01	AP01669207	11/26/2014	CLOS
DFS01	16,320.00	21970	20110	DFS01	AP01669207	11/26/2014	CLOS

Ledger	Sum Amount	Fund	Account	Dept	Program	Bud Ref	Tran Date
DETAIL_EX	(23,360.00)	21970	51080	3500311	81500	2014-15	11/26/2014
DETAIL_EX	(35,040.00)	21994	51080	3500311	81500	2014-15	11/26/2014

Journal Voucher

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Error Summary](#)

Business Unit:	DFS01	Invoice Date:	12/13/2013
Voucher ID:	00006941	Invoice No:	Vchr 4780 correction
Voucher Style:	Journal	Invoice Total:	0.00 USD
Contract ID:			
Vendor Name:	LIDA CREDIT AGENCY INC 450 SUNRISE HWY ROCKVILLE CENTRE, NY 11570	Pay Terms:	Net 30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	12/13/2013
Approval Status:	Approved	Created By:	atax0lhl
Post Status:	Posted	Modified:	12/16/2013
		Modified By:	mharasimowicz
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

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Transactions

Prior transactions. Voucher was created and paid.
See voucher DFS01 00004780

Background:

If it is determined that this voucher has been entered incorrectly, a correcting voucher is entered as a new voucher with the JOURNAL style. These types of voucher cannot cross funds (since the due to/due from accounting is never generated), and they have no impact on cash account code accounting.

Step 1-3. Voucher is entered, budget checked, and approved.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	8,134.80	21994	20110	DFS01	AP01092698	12/13/2013	ACCR
DFS01	(8,134.80)	21994	55047	DFS01	AP01092698	12/13/2013	ACCR
DFS01	(8,134.80)	21994	20110	DFS01	AP01092698	12/13/2013	ACCR
DFS01	8,134.80	21994	55211	DFS01	AP01092698	12/13/2013	ACCR

Ledger	Sum Amount	Fund	Account	Dept	Program	Bud Ref	Tran Date
DETAIL_EX	(8,134.80)	21994	55047	3500293	32451	2013-14	12/13/2013
DETAIL_EX	8,134.80	21994	55211	3500293	32451	2013-14	12/13/2013

Step 4. Voucher is paid.

There are no cash account implications for these types of vouchers, so the payment that is generated is for \$0. Therefore, the payments for these types of vouchers are always cancelled. The correct accounting will still be generated in the CASH ledger.

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1093694	12/16/2013	55047	21994	(8,134.80)	Correct Acct #
DFS01	CSH1093694	12/16/2013	55211	21994	8,134.80	Correct Acct #

Refund of Appropriation and Credit Memo

Transactions

Background:

If it is determined that this voucher has been paid incorrectly, the agency may be issued a payment in return from the vendor. This payment can be used to reverse some or all of the prior voucher payment, and will also restore some or all of the available budget. However, a refund of appropriation can only be used when the corresponding budget has not lapsed.

Refund of Appropriation:

Prior transactions. Voucher was created and paid.

See voucher DFS01 00010047

Vendor check. Agency receives a check from the vendor and deposits it to the general checking account.

Step 1-3. Voucher for return payment is entered, budget checked, and approved.

The process for refund of appropriation vouchers requires the use of the clearing account 59999. This account will be used to account for the cash deposit of the vendor check. The voucher must be an ADJUSTMENT style voucher. Account 59999 is not budget checked, so will not flow to the KK appropriation and segregation ledgers.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(16.80)	21970	51101	DFS01	AP01583969	9/22/2014	ACCR
DFS01	16.80	21970	20110	DFS01	AP01583969	9/22/2014	ACCR
DFS01	(25.18)	21994	51101	DFS01	AP01583969	9/22/2014	ACCR
DFS01	25.18	21994	20110	DFS01	AP01583969	9/22/2014	ACCR
DFS01	16.80	21970	59999	DFS01	AP01583969	9/22/2014	ACCR
DFS01	(16.80)	21970	20110	DFS01	AP01583969	9/22/2014	ACCR
DFS01	25.18	21994	59999	DFS01	AP01583969	9/22/2014	ACCR
DFS01	(25.18)	21994	20110	DFS01	AP01583969	9/22/2014	ACCR

KK

Ledger	Unit	Sum Amount	Tran Type	Original Transaction	Fund	Account	Tran Date
DETAIL_EX	DFS01	(16.80)	AP_VOUCHER	00010060	21970	51101	9/22/2014
DETAIL_EX	DFS01	16.80	AP_VOUCHER	00010060	21970	59999	9/22/2014
DETAIL_EX	DFS01	(25.18)	AP_VOUCHER	00010060	21994	51101	9/22/2014
DETAIL_EX	DFS01	25.18	AP_VOUCHER	00010060	21994	59999	9/22/2014
KK_APP_EX	DFS01	(16.80)	AP_VOUCHER	00010060	21970	51000	9/22/2014
KK_APP_EX	DFS01	(25.18)	AP_VOUCHER	00010060	21994	51000	9/22/2014
KK_SEG_EX	DFS01	(16.80)	AP_VOUCHER	00010060	21970	51000	9/22/2014
KK_SEG_EX	DFS01	(25.18)	AP_VOUCHER	00010060	21994	51000	9/22/2014
KK_DB81_EX	DFS01	(16.80)	AP_VOUCHER	00010060	21970	57050	9/22/2014
KK_DB81_EX	DFS01	(25.18)	AP_VOUCHER	00010060	21994	57050	9/22/2014

Step 4. Payment is generated

The cash associated with a refund of appropriation is NOT generated through the payment process, but was received when the vendor sent the check to the agency. Therefore, no check or ACH will be generated. However, the cash account transactions will be generated to reflect the voucher "payment".

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(16.80)	21970	36320	NYS01	AP01583975	9/29/2014	PYMN
DFS01	16.80	21970	60820	DFS01	AP01583974	9/29/2014	PYMN
DFS01	16.80	21970	10110	NYS01	AP01583975	9/29/2014	PYMN
DFS01	(16.80)	21970	20110	DFS01	AP01583974	9/29/2014	PYMN
DFS01	(25.18)	21994	36320	NYS01	AP01583975	9/29/2014	PYMN
DFS01	25.18	21994	60820	DFS01	AP01583974	9/29/2014	PYMN

DFS01	25.18	21994	10110	NYS01	AP01583975	9/29/2014	PYMN
DFS01	(25.18)	21994	20110	DFS01	AP01583974	9/29/2014	PYMN
DFS01	(16.80)	21970	36320	DFS01	AP01583974	9/29/2014	PYMN
DFS01	16.80	21970	60820	NYS01	AP01583975	9/29/2014	PYMN
DFS01	(16.80)	21970	10110	NYS01	AP01583975	9/29/2014	PYMN
DFS01	16.80	21970	20110	DFS01	AP01583974	9/29/2014	PYMN
DFS01	(25.18)	21994	36320	DFS01	AP01583974	9/29/2014	PYMN
DFS01	25.18	21994	60820	NYS01	AP01583975	9/29/2014	PYMN
DFS01	(25.18)	21994	10110	NYS01	AP01583975	9/29/2014	PYMN
DFS01	25.18	21994	20110	DFS01	AP01583974	9/29/2014	PYMN

Step 5. Intrafund journal

The Intrafund journal process is designed to move cash between funds to align with other account code transactions. In this instance, the Intrafund journal is clearing the balances in account 59999 and correctly accounting for the cash account 10110 that would otherwise have been recorded with a deposit.

MOD_ACCRL ledger

Unit	Journal ID	Date	Account	Fund	Amount	Ref	Line Descr
DFS01	INTF584547	9/29/2014	59999	21994	(25.18)	AP01583969	AP Accruals
DFS01	INTF584547	9/29/2014	59999	21970	(16.80)	AP01583969	AP Accruals
DFS01	INTF584547	9/29/2014	10110	21994	25.18	AP01583969	AP Accruals
DFS01	INTF584547	9/29/2014	10110	21970	16.80	AP01583969	AP Accruals

Step 6. "Move cash" journal

The "move cash" allocation process transfers the balances on the cash accounts (101...) from the agency BUs to NYS01. This is required after the Intrafund journal.

MOD_ACCRL ledger

Unit	Journal ID	Date	Account	Fund	Amount	Source
DFS01	0001584581	9/29/2014	10110	21994	(25.18)	ALO
DFS01	0001584581	9/29/2014	10110	21970	(16.80)	ALO
DFS01	0001584581	9/29/2014	60820	21994	25.18	SNR
DFS01	0001584581	9/29/2014	60820	21970	16.80	SNR
NYS01	0001584581	9/29/2014	10110	21994	25.18	ALO
NYS01	0001584581	9/29/2014	10110	21970	16.80	ALO
NYS01	0001584581	9/29/2014	36320	21994	(25.18)	SNP
NYS01	0001584581	9/29/2014	36320	21970	(16.80)	SNP

CASH ledger:

Unit	Journal ID	Date	Account	Fund	Amount	Ref	Source
NYS01	CSH1584667	9/29/2014	10110	21970	16.80	0001584581	GOT
NYS01	CSH1584667	9/29/2014	10110	21994	25.18	0001584581	GOT
DFS01	CSH1584650	9/29/2014	10110	21970	(16.80)	0001584581	GOT
DFS01	CSH1584650	9/29/2014	10110	21994	(25.18)	0001584581	GOT
NYS01	CSH1584667	9/29/2014	36320	21970	(16.80)	0001584581	GOT
NYS01	CSH1584667	9/29/2014	36320	21994	(25.18)	0001584581	GOT
DFS01	CSH1584650	9/29/2014	60820	21970	16.80	0001584581	GOT
DFS01	CSH1584650	9/29/2014	60820	21994	25.18	0001584581	GOT

Step 7. Transaction posts to CASH

CASH ledger:

Unit	Journal ID	Journal Date	Account	Fund	Amount	Line Descr
DFS01	CSH1584814	9/29/2014	60820	21970	16.80	SW Trns To
DFS01	CSH1584814	9/29/2014	60820	21994	25.18	SW Trns To
DFS01	CSH1584814	9/29/2014	36320	21970	(16.80)	Statewide Transfers (From)
DFS01	CSH1584814	9/29/2014	36320	21994	(25.18)	Statewide Transfers (From)
DFS01	CSH1584814	9/29/2014	51101	21970	(16.80)	ROA IT a/c refund
DFS01	CSH1584814	9/29/2014	51101	21994	(25.18)	ROA IT a/c refund
DFS01	CSH1584814	9/29/2014	10110	21970	16.80	ROA Ck# 1232066136
DFS01	CSH1584814	9/29/2014	10110	21994	25.18	ROA Ck# 1232066136
NYS01	CSH1584816	9/29/2014	36320	21970	(16.80)	Statewide Transfers (From)
NYS01	CSH1584816	9/29/2014	36320	21994	(25.18)	Statewide Transfers (From)
NYS01	CSH1584816	9/29/2014	60820	21970	16.80	SW Trns To
NYS01	CSH1584816	9/29/2014	60820	21994	25.18	SW Trns To
NYS01	CSH1584816	9/29/2014	10110	21970	16.80	Cash Distribution
NYS01	CSH1584816	9/29/2014	10110	21994	25.18	Cash Distribution
NYS01	CSH1584816	9/29/2014	10110	21970	(16.80)	Cash Distribution
NYS01	CSH1584816	9/29/2014	10110	21994	(25.18)	Cash Distribution

Credit Memo:

Prior transactions. Voucher was created and paid.

See voucher DFS01 00008369

Agency does not receive a check from the vendor. Instead, they establish a credit with that vendor which will be used to offset any future payments to that same vendor.

Step 1-3. Voucher for credit is entered, budget checked, and approved.

A credit memo utilizes the voucher process. This then flows into the payment process, so that any future payments to the same vendor will net against the prior credit. The accounting entries are all the same as with the regular voucher, but the payment processing itself is different.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	4,519.99	21994	20110	DFS01	AP01375198	5/20/2014	ACCR
DFS01	(4,519.99)	21994	51068	DFS01	AP01375198	5/20/2014	ACCR
DFS01	3,013.32	21970	20110	DFS01	AP01375198	5/20/2014	ACCR
DFS01	(3,013.32)	21970	51068	DFS01	AP01375198	5/20/2014	ACCR

KK

Ledger	Unit	Sum Amount	Original Transactio	Fund	Tran Type	Tran Date	Account
DETAIL_EX	DFS01	(3,013.32)	00008948	21970	AP_VOUCHER	5/20/2014	51068
DETAIL_EX	DFS01	(4,519.99)	00008948	21994	AP_VOUCHER	5/20/2014	51068

Step 4. Payment is generated.

The payment for this voucher on its own would result in a NEGATIVE amount being generated on a check or ACH. Instead, the payment of this voucher is netted against any other outstanding vouchers that are waiting to be paid to the same vendor from the same agency. This often results in a net zero transaction for the payment event.

Unit	Amount	Fund	Account	GL Unit	Journal ID	Date	Process
DFS01	(4,519.99)	21994	20110	DFS01	AP01375202	5/21/2014	PYMN
DFS01	4,519.99	21994	60820	DFS01	AP01375202	5/21/2014	PYMN
DFS01	(4,519.99)	21994	36320	NYS01	AP01375210	5/21/2014	PYMN
DFS01	4,519.99	21994	10110	NYS01	AP01375210	5/21/2014	PYMN
DFS01	(3,013.32)	21970	20110	DFS01	AP01375202	5/21/2014	PYMN
DFS01	3,013.32	21970	60820	DFS01	AP01375202	5/21/2014	PYMN
DFS01	(3,013.32)	21970	36320	NYS01	AP01375210	5/21/2014	PYMN
DFS01	3,013.32	21970	10110	NYS01	AP01375210	5/21/2014	PYMN

CASH ledger:

Unit	Journal ID	Date	Account	Fund	Amount	Line Descr
NYS01	CSH1376280	5/21/2014	10110	21994	4,519.99	Cash Distribution
NYS01	CSH1376280	5/21/2014	10110	21970	3,013.32	Cash Distribution
NYS01	CSH1376280	5/21/2014	36320	21970	(3,013.32)	Statewide Transfers (From)
NYS01	CSH1376280	5/21/2014	36320	21994	(4,519.99)	Statewide Transfers (From)
DFS01	CSH1376278	5/21/2014	60820	21970	3,013.32	SW Trns To
DFS01	CSH1376278	5/21/2014	60820	21994	4,519.99	SW Trns To
DFS01	CSH1376278	5/21/2014	51068	21994	(4,519.99)	CM to correct Oracle Vchr 8369
DFS01	CSH1376278	5/21/2014	51068	21970	(3,013.32)	CM to correct Oracle Vchr 8369

Employee Due To State Process

1. Employee uses travel card for work - 10/15/2013 and 10/16/2013

no accounting entered

2. Agency pays credit card bill - 11/06/2013 - regular voucher, account 54011

MOD_ACCRL

Unit	Account	Fund	Amount
DFS01	54011	21994	77.54
NYS01	11010	21994	(77.54)
	CASH		

Unit	Account	Fund	Amount
DFS01	54011	21994	77.54
NYS01	11010	21994	(77.54)

NOTES:

Credit card bills will generally be much larger than the above sums since the agency will be billed for the TOTAL credit card bills for all agency employees for the month. The voucher is done as a REGULAR style voucher and the payee will be Citibank. There are different vendors in the Citibank group depending on the type of card: PCard, NETCard, or TCard.

Travel card vouchers should always use expense account code 54011. The expense account belongs to the agency, the cash account 10110 belongs to NYS01.

3. Employee fills out expense report - 02/19/2014

Exp report lines - Total actual expenses are \$77.41

Report ID	Line	Type	Trans Date	Amount	Payment Type
0000123456	1	RENTAL	10/16/2013	37.09	TC
0000123456	2	FUEL	10/15/2013	38.62	TC
0000123456	5	TOLLS	10/15/2013	1.70	CSH
0000123456	6	RTSCHRG	10/16/2013	1.83	TC
0000123456	9	RTSCHRG	10/16/2013	(1.83)	CSH
0000123456	12	DUESTAT	10/16/2013	0.13	CSH

NOTES:

The employee will generate an Employee Expense Report in the Travel and Expenses module. They are required to enter information on the nature of the expenses incurred for the travel. The net result of an Expense Report will be 1 of 3 outcomes: 1. The employee is reimbursed (paid) for out-of-pocket expense. 2. The employee must reimburse the State for unallowable expenses charged to the Travel card. 3. The entire expense report is covered by the Travel card and no additional funding is transferred.

The expense TYPE RTSCHRG is used by the employee to designate any amounts that were charged to the travel card for non-travel expense that must be reimbursed to the State. The PAYMENT TYPE refers to the source of the funding: CSH refers to items paid directly by the employee from their own funds, and TC refers to items charged to the Travel Card. These amounts are pulled from the "My Wallet" credit card lines.

The employee enters the information above for lines 1, 2, 5, and 6. Once they click "Update Totals" the system will generate the information on lines 9 and 12 to balance the transaction and calculate any amounts either due to the employee or back to the State.

4. Expense report is approved and accounting entries are posted to MOD_ACCRL - 02/24/2014

MOD_ACCRL

Unit	ID	Line	Account	Fund	Amount
DFS01	0000123456	1	54020	21994	37.09
DFS01	0000123456	2	54017	21994	38.62
DFS01	0000123456	5	54017	21994	1.70
DFS01	0000123456	1	39995	21994	(37.09)
DFS01	0000123456	2	39995	21994	(38.62)
DFS01	0000123456	5	20392	21994	(1.70)
DFS01	0000123456	6	39997	10050	1.83
DFS01	0000123456	6	39995	10050	(1.83)
DFS01	0000123456	9	39997	10050	(1.83)
DFS01	0000123456	9	20392	10050	1.83
DFS01	0000123456	12	39998	10050	1.83
DFS01	0000123456	12	20392	10050	(1.83)
DFS01	0000123456	12	39998	21994	(1.70)
DFS01	0000123456	12	20392	21994	1.70

NOTES:

The accounting entries are generated based on the template the agency has set up for the accounting for fund, program, account, etc. The account code 20392 is used for any amount payable to the employee, account 39995 is used to Travel card clearing purposes, and account 39997 is used for amounts to be reimbursed to the State. Because it would be impossible to determine the correct fund for each instance of employee expenses returns, the accounting for ALL Return to State charges is set to default to fund 10050.

The system generated lines 9 and 12 will calculate the net payable or reimbursable. As the system calculates the amounts and generates the accounting entries, the amounts for account 39997 should balance and "zero" out. If the net result is an amount "Due to State" (as in this instance), account code 39998 will be used to capture this.

In the above transaction, the net result is that the employee owes the State \$0.13, since they paid \$1.70 in tolls from out-of-pocket cash but charged \$1.83 incorrectly to the Travel card. This net amount is actually "split" between funds 10050 and 21994.

5. Expense report is "paid" - 02/27/2014

No Cash account transactions are booked, all transactions are posted to CASH ledger, no new transactions to MOD_ACCRL

CASH

Unit	Account	Fund	Amount
DFS01	54017	21994	1.70
DFS01	39997	10050	(1.83)
DFS01	39997	10050	1.83
DFS01	39998	10050	1.83
DFS01	39998	21994	(1.70)
DFS01	54017	21994	38.62
DFS01	54020	21994	37.09
DFS01	39995	21994	(37.09)
DFS01	39995	21994	(38.62)
DFS01	39995	10050	(1.83)

NOTES:

Since the net result of the expense report is an amount "Due to State", no amount is owed to the employee and no actual payment (check or ACH) is generated.

The "payment" of the expense report will change the statuses on the Expense Report header and lines to "Paid" and will generate the required entries to the CASH ledger.

6. TCard clearing process is run 03/07/2014

MOD_ACCRL

Unit	Account	Fund	Amount
DFS01	39995	10050	1.83
DFS01	10110	10050	(1.83)
DFS01	10110	21994	1.83
DFS01	39995	21994	75.71
DFS01	54011	21994	(77.54)

CASH

Unit	Account	Fund	Amount
DFS01	39995	10050	1.83
DFS01	10110	10050	(1.83)
DFS01	10110	21994	1.83
DFS01	39995	21994	75.71
DFS01	54011	21994	(77.54)

NOTES:

There is an automatic system allocation process that is designed to replace the Travel card expense code amount in 54011 with the correct expense code amounts, as well as account for cash in the correct funds. This clearing process is currently set to be run when requested by SFS. The allocation process zeros out the balances in accounts 54011 and 39995.

Until the clearing process is run, the expense amount in total is "doubled" and is offset by the amount in the clearing account.

7. "Move Cash" journal is required

NOTES:

MOD_ACCRL and CASH journals are the same. The "move cash" process is need for all GL journals to MOD_ACCRL

Unit	Account	Fund	Amount
DFS01	10110	10050	1.83
DFS01	36320	10050	(1.83)
NYS01	10110	10050	(1.83)
NYS01	60820	10050	1.83
DFS01	10110	21994	75.71
DFS01	60820	21994	(75.71)
NYS01	10110	21994	(75.71)
NYS01	36320	21994	75.71

Return of funds to State

8. Payment is entered - 02/28/2014

Unit	Deposit ID	Amount	Entered	Acctg Date
DFS03	37	0.13	2/28/2014	2/28/2014

NOTES:

The employee remits a \$0.13 check to their agency to reimburse the required amount, and the agency accountant enters the deposit information. When entering the accounting information for the journal, the accountant MUST reference the Expense Report ID that generated the original "Due to State".

9. Deposit is approved - 03/05/2014

MOD_ACCRL

Unit	Deposit ID	Account	Fund	Amount
DFS01	37	39998	10050	(1.83)
DFS01	37	39998	21994	1.70
NYS01	37	10110	10050	1.83
NYS01	37	10110	21994	(1.70)
DFS01	37	60820	10050	1.83
NYS01	37	36320	10050	(1.83)
DFS01	37	36320	21994	(1.70)
NYS01	37	60820	21994	1.70

CASH

Unit	Line Descr	Account	Fund	Amount	Ref
NYS01	37	10110	10050	1.83	
NYS01	37	10110	21994	(1.70)	
NYS01	37	36320	10050	(1.83)	
NYS01	37	60820	21994	1.70	
DFS01	37	39998	10050	(1.83)	0000123456
DFS01	37	60820	10050	1.83	0000123456
DFS01	37	39998	21994	1.70	0000123456
DFS01	37	36320	21994	(1.70)	0000123456

NOTES:

The deposit is "direct journaled" and the cash is considered to be received at the same time that the deposit is entered. There is no accrual (accounts receivable) accounting associated with the transaction.

By referencing the original expense report, the system will make sure that the accounting for the transaction is correctly generated.

Federal Funds GL journal - including Project Costing and Federal Draw

Header	Lines	Totals	Errors	Approval
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Unit: DOH01 Journal ID: 0001677890 Date: 11/28/2014

Long Description: Medicaid Check Clearance for 12/02/14

Ledger Group: MOD_ACCRL Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

Source: FED Fiscal Year: 2015

Reference Number: Period: 8

SJE Type: ADB Date: 11/28/2014

Journal Class: Save Journal Incomplete Status

Transaction Code: DUETO Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#)

[Commitment Control](#)

Additional Journal Comments

[Attachments \(1\)](#)

Transactions

Step 1. Source GL journal - initial transaction

The agency enters a GL journal to reclassify prior transactions. For these types of transactions, there is no sub-module source. All direct entered GL journals must use the DUETO template to ensure that the cash accounting is adjusted correctly. The agency enters the expense and revenue coding, and the system generates the additional transfer or due to/due from accounting lines.

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Project	Amount	Source
DOH01	0001677890	11/28/2014	60301	25106	51505NY5MAP	18,642,000.00	SCP
DOH01	0001677890	11/28/2014	60301	25107	51505NYINCT	21,000.00	SCP
DOH01	0001677890	11/28/2014	35500	60901		(18,663,000.00)	SCP
DOH01	0001677890	11/28/2014	21020	25106	51505NY5MAP	(18,663,000.00)	SUP
DOH01	0001677890	11/28/2014	21020	25107	51505NYINCT	(21,000.00)	SUP
DOH01	0001677890	11/28/2014	12020	60901		18,663,000.00	SUR
DOH01	0001677890	11/28/2014	12020	25106	51505NY5MAP	21,000.00	SUR

Step 1A. Budget checked

Before the journal can post, it must successfully pass budget checking in all the related budget ledgers. Since this transaction involves Federal funds, it must also check against the Project budgets.

Ledger	Unit	Tran Date	Sum Amount	Tran Type	Original Transaction	Fund	Account	Project
DETAIL_EX	DOH01	11/28/2014	21,000.00	GL_JOURNAL	0001677890	25106	12020	51505NY5MAP
DETAIL_EX	DOH01	11/28/2014	(18,663,000.00)	GL_JOURNAL	0001677890	25106	21020	51505NY5MAP
DETAIL_EX	DOH01	11/28/2014	18,642,000.00	GL_JOURNAL	0001677890	25106	60301	51505NY5MAP
DETAIL_EX	DOH01	11/28/2014	(21,000.00)	GL_JOURNAL	0001677890	25107	21020	51505NYINCT
DETAIL_EX	DOH01	11/28/2014	21,000.00	GL_JOURNAL	0001677890	25107	60301	51505NYINCT
DETAIL_EX	DOH01	11/28/2014	18,663,000.00	GL_JOURNAL	0001677890	60901	12020	
DETAIL_EX	DOH01	11/28/2014	(18,663,000.00)	GL_JOURNAL	0001677890	60901	35500	

Step 2. Intrafund journal

The purpose of the Intrafund journal process is to move the cash account balances to the correct funds.

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Project	Amount	Source
DOH01	INTF677913	11/28/2014	21020	25107	51505NYINCT	21,000.00	GOT
DOH01	INTF677913	11/28/2014	12020	25106	51505NY5MAP	(21,000.00)	GOT
DOH01	INTF677913	11/28/2014	12020	60901		(18,663,000.00)	GOT
DOH01	INTF677913	11/28/2014	21020	25106	51505NY5MAP	18,663,000.00	GOT
DOH01	INTF677913	11/28/2014	10110	25107	51505NYINCT	(21,000.00)	GOT
DOH01	INTF677913	11/28/2014	10110	25106	51505NY5MAP	21,000.00	GOT
DOH01	INTF677913	11/28/2014	10110	60901		18,663,000.00	GOT
DOH01	INTF677913	11/28/2014	10110	25106	51505NY5MAP	(18,663,000.00)	GOT

Step 3. CASH ledger posting

The journal is posted to the CASH ledger.

Unit	Journal ID	Date	Account	Fund	Project	Amount	Ref
DOH01	CSH1677930	11/28/2014	60301	25106	51505NY5MAP	18,642,000.00	0001677890
DOH01	CSH1677930	11/28/2014	60301	25107	51505NYINCT	21,000.00	0001677890
DOH01	CSH1677930	11/28/2014	35500	60901		(18,663,000.00)	0001677890
DOH01	CSH1677930	11/28/2014	10110	25106	51505NY5MAP	(18,663,000.00)	0001677890
DOH01	CSH1677930	11/28/2014	10110	25107	51505NYINCT	(21,000.00)	0001677890
DOH01	CSH1677930	11/28/2014	10110	60901		18,663,000.00	0001677890
DOH01	CSH1677930	11/28/2014	10110	25106	51505NY5MAP	21,000.00	0001677890

Step 4. "MOVE CASH" journal

The "move cash" allocation process transfers the balances on the cash accounts (10110) from the agency BUs to NYS01.

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Project	Amount	Source
DOH01	0001679304	11/28/2014	10110	25106	51505NY5MAP	18,642,000.00	ALO
DOH01	0001679304	11/28/2014	36320	25106	51505NY5MAP	(18,642,000.00)	SNP
NYS01	0001679304	11/28/2014	10110	25106	51505NY5MAP	(18,642,000.00)	ALO
NYS01	0001679304	11/28/2014	60820	25106	51505NY5MAP	18,642,000.00	SNR
DOH01	0001679304	11/28/2014	10110	25107	51505NYINCT	21,000.00	ALO
DOH01	0001679304	11/28/2014	36320	25107	51505NYINCT	(21,000.00)	SNP
NYS01	0001679304	11/28/2014	10110	25107	51505NYINCT	(21,000.00)	ALO
NYS01	0001679304	11/28/2014	60820	25107	51505NYINCT	21,000.00	SNR
DOH01	0001679304	11/28/2014	10110	60901		(18,663,000.00)	ALO
DOH01	0001679304	11/28/2014	60820	60901		18,663,000.00	SNR
NYS01	0001679304	11/28/2014	10110	60901		18,663,000.00	ALO
NYS01	0001679304	11/28/2014	36320	60901		(18,663,000.00)	SNP

Step 5. "MOVE CASH" journal is posted to CASH ledger

CASH:

Unit	Journal ID	Date	Account	Fund	Project	Amount	Ref	Source
NYS01	CSH1679373	11/28/2014	60820	25106	51505NY5MAP	18,642,000.00	0001679304	GOT
DOH01	CSH1679368	11/28/2014	10110	25106	51505NY5MAP	18,642,000.00	0001679304	GOT
DOH01	CSH1679368	11/28/2014	36320	25106	51505NY5MAP	(18,642,000.00)	0001679304	GOT
NYS01	CSH1679373	11/28/2014	10110	25106	51505NY5MAP	(18,642,000.00)	0001679304	GOT
NYS01	CSH1679373	11/28/2014	60820	25107	51505NYINCT	21,000.00	0001679304	GOT
DOH01	CSH1679368	11/28/2014	10110	25107	51505NYINCT	21,000.00	0001679304	GOT
DOH01	CSH1679368	11/28/2014	36320	25107	51505NYINCT	(21,000.00)	0001679304	GOT
NYS01	CSH1679373	11/28/2014	10110	25107	51505NYINCT	(21,000.00)	0001679304	GOT
NYS01	CSH1679373	11/28/2014	10110	60901		18,663,000.00	0001679304	GOT
NYS01	CSH1679373	11/28/2014	36320	60901		(18,663,000.00)	0001679304	GOT
DOH01	CSH1679368	11/28/2014	10110	60901		(18,663,000.00)	0001679304	GOT
DOH01	CSH1679368	11/28/2014	60820	60901		18,663,000.00	0001679304	GOT

Federal draw process

Step 6. Transaction is posted to Project Costing

Since this transaction references projects, it needs to be reflected in the Project Costing module. This will then be used to determine the amount to draw from the Federal government for the affected grants.

Project	Account	An Type	BU Amount	Journal ID	Date	Sys Source	GL Unit	Fund
51505NY5MAP	60301	GLE	18,642,000.00	0001677890	11/28/2014	BGL	DOH01	25106
51505NYINCT	60301	GLE	21,000.00	0001677890	11/28/2014	BGL	DOH01	25107

Not accounting entries are generated.

Step 7. Billing rows are generated in Project Costing

Project	Account	An Type	BU Amount	Date/Time	Descr	Sys Source	GL Unit	Fund
51505NY5MAP	60301	BIL	18,642,000.00	11/28/2014 22:13	GL Direct Expendit PRP		DOH01	25106
51505NYINCT	60301	BIL	21,000.00	11/28/2014 22:13	GL Direct Expendit PRP		DOH01	25107

Not accounting entries are generated.

Step 8. Project Costing Revenue journal is generated in MOD_ACCRL

The contract billing process will generate the accounting entries for the expected bill. The two sides of the entry will be REVENUE account 36101 and ACCOUNTS RECEIVABLE account 11140.

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Project	Amount	Source
NYS01	CAPC679691	11/28/2014	11140	25106	51505NY5MAP	18,642,000.00	GCA
NYS01	CAPC679691	11/28/2014	36101	25106	51505NY5MAP	(18,642,000.00)	GCA
NYS01	CAPC679691	11/28/2014	11140	25107	51505NYINCT	21,000.00	GCA
NYS01	CAPC679691	11/28/2014	36101	25107	51505NYINCT	(21,000.00)	GCA

Step 9. Bill is generated in PC

Once the bill has been approved by the Federal draw unit, the status of the "BILLING" lines changes from "BIL" (billable) to "BLD" (billed).

Project	Account	An Type	BU Amount	Date/Time	Descr	Sys Source	GL Unit	Fund
51505NY5MAP	60301	BLD	18,642,000.00	11/28/2014 22:13	GL Direct Expendit PRP		DOH01	25106
51505NYINCT	60301	BLD	21,000.00	11/28/2014 22:13	GL Direct Expendit PRP		DOH01	25107

Not accounting entries are generated.

Step 10. Billing journal is generated to MOD_ACCRL

The billing process will generate the accounting entries for the bill. The chartfields on the transaction are updated, but the net affect is zero. The INVOICE in the Billing module will be the same as the ITEM in AR for the deposit of the funds.

Bill lines:

Unit	Invoice	Seq	Line	Source	Unit Price	Contract	Billing Plan
NYS01	GM-0000068778		2	1 GRANTS	18,642,000.00	51505NY5MAP	B101
NYS01	GM-0000068783		1	1 GRANTS	21,000.00	51505NYINCT	B101

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Program	Project	Amount	Source
NYS01	BI01681558	12/1/2014	11110	25106		51505NY5MAP	18,642,000.00	GBI
NYS01	BI01681558	12/1/2014	11110	25107		51505NYINCT	21,000.00	GBI
NYS01	BI01681558	12/1/2014	11140	25106	28106	51505NY5MAP	(18,642,000.00)	GBI
NYS01	BI01681558	12/1/2014	11140	25107	29193	51505NYINCT	(21,000.00)	GBI

Step 11. Cash is drawn from Federal system and journalled

The deposit of the cash from the Federal draw is entered in Accounts Receivable as an ITEM with a DEPOSIT.

Item activity:

Item ID	Entry Type	Amount	Posted	Deposit ID	Origin ID	Contract	Bank	Account
GM-0000068778	DR	18,642,000.00	12/1/2014		PS_BI	51505NY5MAP		
GM-0000068778	PY	(18,642,000.00)	12/2/2014	FPMU6063-6073	PS_AR	51505NY5MAP	10001	1001
GM-0000068783	DR	21,000.00	12/1/2014		PS_BI	51505NYINCT		
GM-0000068783	PY	(21,000.00)	12/2/2014	FPMU6063-6073	PS_AR	51505NYINCT	10001	1001

MOD_ACCRL:

Item ID	GL Unit	Account	Fund	Project	Activity	Amount	Journal ID	Journal Date
GM-0000068778	NYS01	10110	25106	51505NY5MAP		18,642,000.00	AR01681755	12/2/2014
GM-0000068778	NYS01	11110	25106	51505NY5MAP	SFY2014-26953	(18,642,000.00)	AR01681755	12/2/2014
GM-0000068783	NYS01	10110	25107	51505NYINCT		21,000.00	AR01681755	12/2/2014
GM-0000068783	NYS01	11110	25107	51505NYINCT	GENERAL	(21,000.00)	AR01681755	12/2/2014

Note - The total Cash deposit (draw) is based on bills generated from multiple sources and for multiple days of activity.

No "MOVE CASH" journal is required since the deposit already occurs under NYS01.

Step 12. Revenue transaction is posted to the CASH ledger.

CASH:


Unit	Journal ID	Date	Account	Fund	Project	Amount	Line Descr	Sys Source
NYS01	CSH1681790	12/2/2014	10110	25106	51505NY5MAP	18,642,000.00		GAR
NYS01	CSH1681790	12/2/2014	36101	25106	51505NY5MAP	(18,642,000.00)	51505NY5MAP	GAR
NYS01	CSH1681790	12/2/2014	10110	25107	51505NYINCT	21,000.00		GAR
NYS01	CSH1681790	12/2/2014	36101	25107	51505NYINCT	(21,000.00)	51505NYINCT	GAR

Interagency Billing and Voucher process

Transactions

Step 1. Agency generates a bill to another agency

[Header - Info 1](#) | [Line - Info 1](#) | [Banking Additional Info](#)

Unit: OGS01 **Invoice:** HBITS11142004 **Invoice Amt:** 24,735.00 USD 

Status: INV **Invoice Dt:** 12/30/2014
Type: HBI **Source:** **Frequency:** Once
Customer: DOL01 **Address:** **To Unit:** DOL01 **SubCust1:**
 DEPARTMENT OF LABOR **SubCust2:**
Cycle ID: OND **Invoice Form:** NYBIINVP01 **From Date:** **To Date:**
Pay Terms: IMMED **Pay Method:** CHK **Remit To:** 99999 **Bank Account:** 9999
Acctg Date: 01/01/2015 **Obligation Date:** 11/30/2014 **Account:** 12030 [AR Distribution](#)
Sales: OGS01_TM **Bill Inquiry Phone:** 518-486-1908
Credit: OGS_CRDA **Collect:** OGS_COLL **Bill:** OGS01 **Billing Authority:** OGS01

Go to: [Header Info 2](#) | [Address](#) | [Copy Address](#) | [Notes](#)

[Summary](#) | [Bill Search](#) | [Line Search](#) | [Commit Cntrl](#)

Header - Info 1 | [Page Series](#) | [Prev](#) | [Next](#)

[Return to Review Billing Information](#)

Interagency bills MUST utilize bank coding of 99999, bank account 9999. These are entered during the setup of the billed agency as a vendor. The INVOICE on the bill will be the invoice on the voucher that is generated, as well as the ITEM ID on the "deposit" transaction once the voucher is paid.

Interagency transactions (bills and vouchers) do not use the accrual accounts for receivables and payables. Instead, the INTERAGENCY Due To/Due From accounts are used to account for the transfer of cash between agencies and funds.

The billing transaction will not generate any accounting entries to the GL until the AP voucher side is approved. This is a custom configured system requirement designed to keep the transaction "cash neutral".

Billing Header table:

Bill To	Invoice	Bank	Account	Inv Amt	Invoice Date	Acctg Date	Date Invoiced	Due
DOL01	HBITS11142004	99999	9999	24,735.00	12/30/2014	1/1/2015	12/31/2014	12/30/2014

- created date

Step 2. Billing transaction generates a voucher for the billed agency.

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: DOL01 **Invoice Date:** 11/30/2014
Voucher ID: 0155553 **Invoice No:** HBITS11142004
Voucher Style: Regular **Invoice Total:** 24,735.00 USD
Contract ID:

Vendor Name: OFFICE OF GENERAL SERVICES **Pay Terms:** Due Now
 EMPIRE STATE PLAZA **Voucher Source:** Online
 ALBANY, NY 12242

Entry Status: Postable **Origin:** BLK
Match Status: No Match **Created:** 03/02/2015
Approval Status: Approved **Created By:** BULKLOAD
Post Status: Posted **Modified:** 03/03/2015
Modified By: twilcox1
ERS Type: Not Applicable

Budget Status: Valid **Close Status:** Open
Budget Misc Status: Valid

View Related Payment Inquiry Go

The billing transaction generates a voucher in SFS. The agency has the ability to adjust the voucher accounting as needed, but they MUST approve the voucher before anything else can happen. These billing vouchers often sit in an unapproved status until the agency is willing to pay the billing agency.

Like the billing transaction above, the voucher will not use the payable accrual account. Instead, it uses the INTERAGENCY Due To/ Due from process.

For an ONLINE agency, the voucher source would be INB, and the created date would be the same as the bill. In this instance, however, DOL was NOT online, so they bulkloaded their transactions. They would have received a file for the vouchers, then modified and approved the vouchers outside the system, and returned the vouchers file after approval.

Voucher Header table:

Unit	Voucher	Type	Invoice	Invoice Date	Origin	Acctg Date	Gross Amt	Entered
DOL01	0155553	REG	HBIT511142004	11/30/2014	BLK	1/1/2015	24,735.00	3/2/2015

Step 3. Voucher is approved by agency for payment.

The voucher approval will generate the accounting journals that will post the transaction to the General Ledger. The voucher approval will also trigger the journal generating and posting of the billing and revenue accounting.

The voucher process is not configured to use the fund affiliate, so this field is never populated on AP source transactions.

MOD_ACCRL journal - Voucher accounting:

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
DOL01	AP01825286	1/1/2015	3/3/2015	21021	25901	(1,845.00)	AP Accruals	GAP	
DOL01	AP01825286	1/1/2015	3/3/2015	51088	25901	1,845.00	AP Accruals	GAP	
DOL01	AP01825286	1/1/2015	3/3/2015	51088	25902	7,050.00	AP Accruals	GAP	
DOL01	AP01825286	1/1/2015	3/3/2015	51088	25902	15,840.00	AP Accruals	GAP	
DOL01	AP01825286	1/1/2015	3/3/2015	21021	25902	(22,890.00)	AP Accruals	GAP	

MOD_ACCRL journal - billing accounting:

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
OGS01	BI01824692	1/1/2015	3/3/2015	12030	55020	1,845.00	BI Billing	GBI	25901
OGS01	BI01824692	1/1/2015	3/3/2015	32208	55020	(1,845.00)	BI Billing	GBI	25901
OGS01	BI01824692	1/1/2015	3/3/2015	12030	55020	22,890.00	BI Billing	GBI	25902
OGS01	BI01824692	1/1/2015	3/3/2015	32208	55020	(22,890.00)	BI Billing	GBI	25902

Step 4. Voucher is paid.

There is a specific paycycle just for Interagency (IAVTRF). Rather than liquidating the payable accounting, it liquidates the IA Due To account 21012.

NOTE: In the event that the voucher does NOT pay (payment date incorrect, insufficient cash, etc.), the Due To Due From account balances will not clear, and the cash accounting will not be correct.

MOD_ACCRL journal - Voucher payment:

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
DOL01	AP01825301	3/3/2015	3/3/2015	21021	25901	1,845.00	AP Payments	GAP	
DOL01	AP01825301	3/3/2015	3/3/2015	36320	25901	(1,845.00)	AP Payments	GAP	25901
DOL01	AP01825301	3/3/2015	3/3/2015	36320	25902	(22,890.00)	AP Payments	GAP	25902
DOL01	AP01825301	3/3/2015	3/3/2015	21021	25902	22,890.00	AP Payments	GAP	
NYS01	AP01825302	3/3/2015	3/3/2015	10110	25901	(1,845.00)	AP Payments	GAP	
NYS01	AP01825302	3/3/2015	3/3/2015	60820	25901	1,845.00	AP Payments	GAP	25901
NYS01	AP01825302	3/3/2015	3/3/2015	10110	25902	(22,890.00)	AP Payments	GAP	
NYS01	AP01825302	3/3/2015	3/3/2015	60820	25902	22,890.00	AP Payments	GAP	25902

Step 4a. Revenue deposit is accounted for the bill

Generally, interagency vouchers will pay the same day they are approved (note the "immediate" payment terms). The "deposit" will not liquidate the receivable (since there is none.) Rather, it liquidates the IA Due From account 12030.

MOD_ACCRL journal - revenue deposit accounting:

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
NYS01	AR01824684	3/3/2015	3/3/2015	36320	55020	(24,735.00)	AR Payments	GAR	55020
NYS01	AR01824684	3/3/2015	3/3/2015	10110	55020	24,735.00	AR Payments	GAR	
OGS01	AR01824686	3/3/2015	3/3/2015	12030	55020	(1,845.00)	AR Payments	GAR	25901
OGS01	AR01824686	3/3/2015	3/3/2015	12030	55020	(22,890.00)	AR Payments	GAR	25902
OGS01	AR01824686	3/3/2015	3/3/2015	60820	55020	24,735.00	AR Payments	GAR	55020

Step 5. IA reclass process adds the fund affiliate to the AP transactions
 Because AP transactions do not use the fund affiliate, it needs to be added to the accounting lines based on the billing side of the transaction. This is required to correctly report the amount one fund "owes" another from an accrual perspective. No further Intrafund clearing is required to move the cash between funds.

MOD_ACCRL - reclass of the accrual entry

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
DOL01	0001826028	1/1/2015	3/3/2015	21021	25901	1,845.00	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	51088	25901	(1,845.00)	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	21021	25902	7,050.00	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	51088	25902	(7,050.00)	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	21021	25902	15,840.00	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	51088	25902	(15,840.00)	Reversal	GIA	
DOL01	0001826028	1/1/2015	3/3/2015	51088	25901	1,845.00	Reclassification	GIA	55020
DOL01	0001826028	1/1/2015	3/3/2015	51088	25902	7,050.00	Reclassification	GIA	55020
DOL01	0001826028	1/1/2015	3/3/2015	51088	25902	15,840.00	Reclassification	GIA	55020
DOL01	0001826028	1/1/2015	3/3/2015	21021	25901	(1,845.00)	Reclassification	GIA	55020
DOL01	0001826028	1/1/2015	3/3/2015	21021	25902	(7,050.00)	Reclassification	GIA	55020
DOL01	0001826028	1/1/2015	3/3/2015	21021	25902	(15,840.00)	Reclassification	GIA	55020

The reclassification/addition of the fund affiliate is done separately for the payment transactions. The Cash account does not require a fund affiliate.

MOD_ACCRL - reclass of the payment entry

Unit	Journal ID	Date	Posted	Account	Fund	Amount	Line Descr	Source	Fund Affil
DOL01	0001826029	3/3/2015	3/3/2015	21021	25901	(1,845.00)	Reversal	GIA	
DOL01	0001826029	3/3/2015	3/3/2015	21021	25902	(7,050.00)	Reversal	GIA	
DOL01	0001826029	3/3/2015	3/3/2015	21021	25902	(15,840.00)	Reversal	GIA	
DOL01	0001826029	3/3/2015	3/3/2015	21021	25901	1,845.00	Reclassification	GIA	55020
DOL01	0001826029	3/3/2015	3/3/2015	21021	25902	7,050.00	Reclassification	GIA	55020
DOL01	0001826029	3/3/2015	3/3/2015	21021	25902	15,840.00	Reclassification	GIA	55020

Payroll, LATS, Funds Distribution, and Federal Draw

Payroll accrual information is first loaded on 10/19/2015 with an accounting date of 10/07/2015 and payment date of 10/21/2015. It is reclassified through Time and Labor and Funds Distribution processes, and the cash is finally drawn from the Federal government on 11/05/2015.

1. Payroll information is bulkloaded from the PAYSERV system.

The payroll information is generated from the PAYSERV system and bulkloaded into SFS. It is a "1 sided" entry, like a submodule transaction, that then generates the journal with the balancing accounting lines. The payroll data also includes a payment date, so that SFS will correctly generate the payment accounting on that date, and the information will be posted to the CASH ledger at that time.

Project Costing (PC) is designed to pick up the GL MOD_ACCRL journal that is generated from the payroll file. Note that the PC distribution status on the MOD_ACCRL journal is "D", for "Distributed" on the expense line.

Example for account 50108:

MOD_ACCRL journal:

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	PAY2164894	10/7/2015	MOD_ACCRL	50108	25901	100000000000001	112,426.37	GHR	D
DOL01	PAY2164894	10/7/2015	MOD_ACCRL	20110	25901		(112,426.37)	GHR	I

Project Resource table:

Unit	Project	Account	Fund	An Type	Trans Date	Sys Source	BU Amount	Ledger	Journal ID
DOL01	100000000000001	50108	25901	GLE	10/7/2015	BGL	112,426.37	MOD_ACCRL	PAY2164894

Because the payroll file for DOL01 uses a "dummy" project, it will eventually be reclassified to the correct project. The "dummy" project is not set up for Funds Distribution processing, so no billing will be generated from this transaction.

The payroll data also generates a budget (KK) transaction, but this is NOT the same as the GL journal generated above.

KK transactions:

Unit	Tran Date	Ledger Grp	Account	Fund	Project	Amount	Tran Type	Tran Nbr
DOL01	10/19/2015	DETAIL	50108	25901	100000000000001	112,426.37	GENERIC	00000000000000000023455
DOL01	10/19/2015	KK_APPROP	50000	25901		112,426.37	GENERIC	00000000000000000023455
DOL01	10/19/2015	KK_PRJC	50000	25901	100000000000001	112,426.37	GENERIC	00000000000000000023455
DOL01	10/19/2015	KK_PRJP			100000000000001	112,426.37	GENERIC	00000000000000000023455
DOL01	10/19/2015	KK_SEG	50000	25901		112,426.37	GENERIC	00000000000000000023455

2. Payroll is paid.

The payroll file is "paid" according to the payment date sent with the file. The cash accounting is generated, the payable is reversed, and the transaction is posted to the CASH ledger. Note that these journals have a PC status of "I" for "Ignore". They will not be distributed to Project Costing. No new expense account transactions are generated in KK.

MOD_ACCRL journal:

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	PAY2167463	10/21/2015	MOD_ACCRL	20110	25901		112,426.37	GHR	I
DOL01	PAY2167463	10/21/2015	MOD_ACCRL	36320	25901		(112,426.37)	GHR	I
NYS01	PAY2167601	10/21/2015	MOD_ACCRL	10110	25901	100000000000001	(112,426.37)	GHR	I
NYS01	PAY2167601	10/21/2015	MOD_ACCRL	60820	25901		112,426.37	GHR	I

CASH

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	PAY2167462	10/21/2015	CASH	36320	25901		(112,426.37)	GHR	I
DOL01	PAY2167462	10/21/2015	CASH	50108	25901	100000000000001	112,426.37	GHR	I
NYS01	PAY2167530	10/21/2015	CASH	10110	25901	100000000000001	(112,426.37)	GHR	I
NYS01	PAY2167530	10/21/2015	CASH	60820	25901		112,426.37	GHR	I

3. A payroll adjustment is manually entered.

In this instance, an additional payroll entry was processed by the agency to adjust the payroll data. This was done with a manually entered GL journal.

MOD_ACCRL journal

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	0002171418	10/7/2015	MOD_ACCRL	50108	25901	100000000000001	115.74	PNL	D
DOL01	0002171418	10/7/2015	MOD_ACCRL	50108	25901	100000000000020	(115.74)	PNL	D

The GL journal is budget checked in KK.

Unit	Tran Date	Ledger Grp	Account	Fund	Project	Amount	Tran Type	Journal ID
DOL01	10/26/2015	DETAIL	50108	25901	100000000000020	(115.74)	GL_JOURNAL	0002171418
DOL01	10/26/2015	DETAIL	50108	25901	100000000000001	115.74	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_APPROP	50000	25901		(115.74)	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_APPROP	50000	25901		115.74	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_PRJC	50000	25901	100000000000020	(115.74)	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_PRJC	50000	25901	100000000000001	115.74	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_PRJP			100000000000020	(115.74)	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_PRJP			100000000000001	115.74	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_SEG	50000	25901		(115.74)	GL_JOURNAL	0002171418
DOL01	10/26/2015	KK_SEG	50000	25901		115.74	GL_JOURNAL	0002171418

The journal is distributed to Project Costing.

Unit	Project	Account	Fund	An Type	Trans Date	Sys Source	BU Amount	Ledger	Journal ID
DOL01	100000000000020	50108	25901	GLE	10/7/2015	BGL	(115.74)	MOD_ACCRL	0002171418
DOL01	100000000000001	50108	25901	GLE	10/7/2015	BGL	115.74	MOD_ACCRL	0002171418

The journal is posted to the CASH ledger.

CASH journal

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	CSH2171483	10/26/2015	CASH	50108	25901	100000000000001	115.74	GOT	I
DOL01	CSH2171483	10/26/2015	CASH	50108	25901	100000000000020	(115.74)	GOT	I

4. LATS data is uploaded to SFS.

The LATS data behaves in a manner similar to the PAYSERV data. The information from LATS is also "1 sided", and does not include the balancing accounting entries.

LATS (or some other Time and Labor system) acts like a submodule that then generates the required transactions independently in Project Costing, KK, and the General Ledger.

LATS data will be used to reclassify the original payroll transaction above to the "correct" chartfield strings, particularly the Project code. The LATS information will also be used to set up the pool percentages for the various indirect cost allocations. The reclassification will be done on the TOTAL ledger balance, so it will include all transaction sources, not just Payroll. In this instance, the reclassification includes the GL journal amount.

Example for project 10000000000214, account 50108

Project Resource table:

Unit	Project	Account	Fund	An Type	Source Type	Trans Date	Fund Dst Statu	BU Amount	Time Report ID
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(1,504.81)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(110,377.52)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(57.87)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(57.87)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(92.60)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(11.58)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(173.63)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(150.48)	
DOL01	100000000000001	50108	25901	PAY	OFFST	10/21/2015	N	(115.75)	
Total to be reclassified to other projects								(112,542.11)	
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	10.42	318354
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	1.54	318354
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	3.86	321042
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	54.01	321042
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	31.25	321552
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	7.72	321639
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	49.87	321639
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	11.57	321016
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	46.30	321016
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	3.48	321037
DOL01	100000000000214	50108	25901	PAY	DIRCT	10/21/2015	G	52.08	321037
Total to project 10000000000214								272.10	

LATS data is budget checked. Note the Transaction Type and Transaction Number.

KK transactions: DETAIL example

Unit	Tran Date	Ledger Grp	Account	Fund	Project	Amount	Tran Type	Tran Nbr
DOL01	10/22/2015	DETAIL	50108	25901	100000000000001	(112,542.11)	NYLATS	L00000000000000000000000000000000
DOL01	10/22/2015	DETAIL	50108	25901	1000000000000214	272.10	NYLATS	L00000000000000000000000000000000

GL reclass journal is generated. Note the PC status is "I" since this information is already in Project Costing. In this instance the dummy project and new correct project are in the same fund, so no Due To/Due From accounting is used.

MOD_ACCRL

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	TDS2174651	10/7/2015	MOD_ACCRL	50108	25901	100000000000001	(112,542.11)	GGP	I
DOL01	TDS2174651	10/7/2015	MOD_ACCRL	50108	25901	1000000000000214	103.03	GGP	I
DOL01	TDS2174651	10/7/2015	MOD_ACCRL	50108	25901	1000000000000214	169.07	GGP	I

Reclass journal is posted to the CASH ledger.

CASH

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Source	PC Status
DOL01	CSH2175795	10/29/2015	CASH	50108	25901	100000000000001	(112,542.11)	GOT	I
DOL01	CSH2175795	10/29/2015	CASH	50108	25901	1000000000000214	103.03	GOT	I
DOL01	CSH2175795	10/29/2015	CASH	50108	25901	1000000000000214	169.07	GOT	I

5. Funds distribution is processed

The LATS data lines in the Project Resources table will be processed through Funds Distribution. The Funds Distribution rules are set up for this project based on different criteria, including analysis type, fund, and source type.

Note that the DIRECT lines from the LATS file above have a Funds Distribution status of "G" for "generated".

This is the Funds Distribution information that applies to this project and analysis type. The State funding percentage is shown below under "Rate" as 14.50%. The "Threshold Amount" is the budget for the Federal Grant that funds this project. The "Target Analysis Type" tells the system what kind of transaction to generate from the rule.

Funds Distribution Source Rule

Unit	Project	Group ID	An Type	Source Type	GL Unit	Account	Fund
DOL01	100000000000214	1	PAY	%	DOL01	%	25901

Multiple Funding Source Detail

Unit	Project	Group ID	Rate	Descr	Tgt An Type	GL Unit	Fund	Program
DOL01	100000000000214	1	85.5000	Federal Distribution	FDF	DOL01	%	%
DOL01	100000000000214	1	14.5000	State Distribution	FDS	DOL01	21252	34379

Funds Distribution Source Sequence

Unit	Project	Group ID	Threshold Amt	Distrib. amt.
DOL01	100000000000214	1	2,902,575.00	34,627.60

Since this particular project has a 85.5% to 14.5% Federal/State split, the original LATS transaction will be broken out and reclassified to a State funding source. The fund and program code for the State portion are specified in the rule. The agency can set up any type of rule that they require. Only the "FDF" type transaction will be billed for to the Federal government as part of the usual draw process. The "FDS" row will be used to generate the reclass accounting journal, as well as generating the State costs in KK. The "FDR" rows are used in KK to reverse the Federal costs.

Recall that the total charges were \$272.10, and the Federal/State split was 85.5% to 14.5%. This indicates the desired Federal expenses should be 85.5% of \$272.10, or \$232.65

Unit	Project	Account	Fund	An Type	Source Type	Trans Date	Sys Source	BU Amount	Journal ID
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	26.72	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	6.61	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	42.63	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	3.30	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	46.18	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	2.97	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	44.53	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	39.59	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	9.89	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	8.91	
DOL01	100000000000214	50108	25901	FDF	DIRCT	10/21/2015	PMF	1.31	
Adjusted Federal costs								232.64	
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(4.53)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(1.11)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(7.24)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(0.56)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(7.83)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(0.51)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(7.55)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(1.68)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(6.71)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(1.51)	0016459532
DOL01	100000000000214	50108	25901	FDR	DIRCT	10/21/2015	PMF	(0.23)	0016459532
Federal funding reclass amount								(39.46)	
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	4.53	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	7.24	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	1.11	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	0.56	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	7.83	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	0.51	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	7.55	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	6.71	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	1.68	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	1.51	0016459532
DOL01	100000000000214	50108	21252	FDS	DIRCT	10/21/2015	PMF	0.23	0016459532
Adjusted State costs								39.46	

KK: DETAIL example

Unit	Tran Date	Ledger Grp	Account	Fund	Project	Amount	Journal ID	Tran Type
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	4.53	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	1.11	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	7.24	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	0.56	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	7.83	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	0.51	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	7.55	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	6.71	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	1.68	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	1.51	0016459532	PC_JOURNAL
DOL01	10/29/2015	DETAIL	50108	21252	100000000000214	0.23	0016459532	PC_JOURNAL

39.46

DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(4.53)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(1.11)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(7.24)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(0.56)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(7.83)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(0.51)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(7.55)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(6.71)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(1.68)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(1.51)	0016459532	PC_JOURNAL
DOL01	10/29/2015 DETAIL	50108	25901	100000000000214	(0.23)	0016459532	PC_JOURNAL
					(39.46)		

The Contract Accounting submodule (CA_ACCTG_LN_PC table) processes the accounting entries that are generated from Project Costing. The primary transactions that originate from Contract Accounting are the Revenue recognition entries the result from Federal Grant or other Revenue contracts, and the Funds Distribution reclass journals.

This is the Funds Distribution reclass journal that is generated for the MOD_ACCRL ledger. Note the "Trans ID From" that corresponds to the data in the Project Resource table.

Contract Accounting:

PC Bus Unit	Project	Acctg Date	Amount	Journal ID	Date	Ledger	Account	Fund	Trans ID From
DOL01	100000000000214	10/7/2015	(4.53)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L1402
DOL01	100000000000214	10/7/2015	4.53	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L1402
DOL01	100000000000214	10/7/2015	(4.53)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L1402
DOL01	100000000000214	10/7/2015	4.53	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L1402
DOL01	100000000000214	10/7/2015	(1.11)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L18732
DOL01	100000000000214	10/7/2015	1.11	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L18732
DOL01	100000000000214	10/7/2015	(1.11)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L18732
DOL01	100000000000214	10/7/2015	1.11	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L18732
DOL01	100000000000214	10/7/2015	(7.24)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L18733
DOL01	100000000000214	10/7/2015	7.24	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L18733
DOL01	100000000000214	10/7/2015	(7.24)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L18733
DOL01	100000000000214	10/7/2015	7.24	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L18733
DOL01	100000000000214	10/7/2015	(0.56)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L2017
DOL01	100000000000214	10/7/2015	0.56	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L2017
DOL01	100000000000214	10/7/2015	(0.56)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L2017
DOL01	100000000000214	10/7/2015	0.56	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L2017
DOL01	100000000000214	10/7/2015	(7.83)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L2018
DOL01	100000000000214	10/7/2015	7.83	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L2018
DOL01	100000000000214	10/7/2015	(7.83)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L2018
DOL01	100000000000214	10/7/2015	7.83	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L2018
DOL01	100000000000214	10/7/2015	(0.51)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L21766
DOL01	100000000000214	10/7/2015	0.51	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L21766
DOL01	100000000000214	10/7/2015	(0.51)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L21766
DOL01	100000000000214	10/7/2015	0.51	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L21766
DOL01	100000000000214	10/7/2015	(7.55)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L21767
DOL01	100000000000214	10/7/2015	7.55	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L21767
DOL01	100000000000214	10/7/2015	(7.55)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L21767
DOL01	100000000000214	10/7/2015	7.55	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L21767
DOL01	100000000000214	10/7/2015	(6.71)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L23499
DOL01	100000000000214	10/7/2015	6.71	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L23499
DOL01	100000000000214	10/7/2015	(6.71)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L23499
DOL01	100000000000214	10/7/2015	6.71	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L23499
DOL01	100000000000214	10/7/2015	(1.68)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L23500
DOL01	100000000000214	10/7/2015	1.68	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L23500
DOL01	100000000000214	10/7/2015	(1.68)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L23500
DOL01	100000000000214	10/7/2015	1.68	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L23500
DOL01	100000000000214	10/7/2015	(1.51)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L5737
DOL01	100000000000214	10/7/2015	1.51	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L5737
DOL01	100000000000214	10/7/2015	(1.51)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L5737
DOL01	100000000000214	10/7/2015	1.51	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L5737
DOL01	100000000000214	10/7/2015	(0.23)	PR02177462	10/7/2015	MOD_ACCRL	21040	21252	LATSDF5L5738
DOL01	100000000000214	10/7/2015	0.23	PR02177462	10/7/2015	MOD_ACCRL	50108	21252	LATSDF5L5738
DOL01	100000000000214	10/7/2015	(0.23)	PR02177462	10/7/2015	MOD_ACCRL	50108	25901	LATSDF5L5738
DOL01	100000000000214	10/7/2015	0.23	PR02177462	10/7/2015	MOD_ACCRL	12040	25901	LATSDF5L5738

In the MOD_ACCRL ledger, these are source GCA journals.

Intrafund process runs, cash is moved to the correct fund, and the transaction is posted to the CASH ledger.

CASH ledger

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Ref	Source
DOL01	CSH2177515	10/30/2015	CASH	50108	21252	100000000000214	0.23	PR02177462	GOT
DOL01	CSH2177515	10/30/2015	CASH	50108	25901	100000000000214	(0.23)	PR02177462	GOT
DOL01	CSH2177515	10/30/2015	CASH	10110	21252	100000000000214	(0.23)	PR02177462	GOT
DOL01	CSH2177515	10/30/2015	CASH	10110	25901	100000000000214	0.23	PR02177462	GOT

DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	0.51	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(0.51)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(0.51)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	0.51	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	0.56	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(0.56)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	0.56	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(0.56)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(1.11)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	1.11	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(1.11)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	1.11	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	1.51	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(1.51)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	1.51	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(1.51)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(1.68)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	1.68	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(1.68)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	1.68	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	4.53	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(4.53)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(4.53)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	4.53	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(6.71)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	6.71	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(6.71)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	6.71	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	7.24	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(7.24)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	7.24	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(7.24)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	7.55	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(7.55)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(7.55)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	7.55	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	25901	100000000000214	7.83	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	21252	100000000000214	7.83	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	50108	25901	100000000000214	(7.83)	PRO2177462	GOT
DOL01	CSH2177515	10/30/2015 CASH	10110	21252	100000000000214	(7.83)	PRO2177462	GOT

6. Revenue and Billing is processed

The "FDF" rows from the Project Resource table will be used to generate the information for the Federal draw of the funds. These are also generated out of Contract Accounting.

Note: For the project above, no billing has been generated yet. The lines below were created from transactions for project 100000000000188

Contract Accounting

Contract	PC Bus Unit	Project	Acctg Date	Amount	Journal ID	Account	Fund	Invoice	Trans ID From
DOL10000034	DOL01	100000000000214	10/7/2015	26.72	CAPC181390	11270	25901	GM-000094865	16458107
DOL10000034	DOL01	100000000000214	10/7/2015	(26.72)	CAPC181390	36101	25901	GM-000094865	16458107
DOL10000034	DOL01	100000000000214	10/7/2015	6.61	CAPC181390	11270	25901	GM-000094865	16458127
DOL10000034	DOL01	100000000000214	10/7/2015	(6.61)	CAPC181390	36101	25901	GM-000094865	16458127
DOL10000034	DOL01	100000000000214	10/7/2015	42.63	CAPC181390	11270	25901	GM-000094865	16458129
DOL10000034	DOL01	100000000000214	10/7/2015	(42.63)	CAPC181390	36101	25901	GM-000094865	16458129
DOL10000034	DOL01	100000000000214	10/7/2015	3.30	CAPC181390	11270	25901	GM-000094865	16458167
DOL10000034	DOL01	100000000000214	10/7/2015	(3.30)	CAPC181390	36101	25901	GM-000094865	16458167
DOL10000034	DOL01	100000000000214	10/7/2015	46.18	CAPC181390	11270	25901	GM-000094865	16458169
DOL10000034	DOL01	100000000000214	10/7/2015	(46.18)	CAPC181390	36101	25901	GM-000094865	16458169
DOL10000034	DOL01	100000000000214	10/7/2015	2.97	CAPC181390	11270	25901	GM-000094865	16458187
DOL10000034	DOL01	100000000000214	10/7/2015	(2.97)	CAPC181390	36101	25901	GM-000094865	16458187
DOL10000034	DOL01	100000000000214	10/7/2015	44.53	CAPC181390	36101	25901	GM-000094865	16458189
DOL10000034	DOL01	100000000000214	10/7/2015	(44.53)	CAPC181390	11270	25901	GM-000094865	16458189
DOL10000034	DOL01	100000000000214	10/7/2015	39.59	CAPC181390	11270	25901	GM-000094865	16458207
DOL10000034	DOL01	100000000000214	10/7/2015	(39.59)	CAPC181390	36101	25901	GM-000094865	16458207
DOL10000034	DOL01	100000000000214	10/7/2015	9.89	CAPC181390	11270	25901	GM-000094865	16458209
DOL10000034	DOL01	100000000000214	10/7/2015	(9.89)	CAPC181390	36101	25901	GM-000094865	16458209
DOL10000034	DOL01	100000000000214	10/7/2015	8.91	CAPC181390	11270	25901	GM-000094865	16458263
DOL10000034	DOL01	100000000000214	10/7/2015	(8.91)	CAPC181390	36101	25901	GM-000094865	16458263
DOL10000034	DOL01	100000000000214	10/7/2015	1.31	CAPC181390	11270	25901	GM-000094865	16458265
DOL10000034	DOL01	100000000000214	10/7/2015	(1.31)	CAPC181390	36101	25901	GM-000094865	16458265

Project Resource

Unit	Project	Account	Fund	An Type	Source Type	Trans Date	Sys Source	BU Amount	Time Report ID
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	26.72	321552
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	6.61	321639
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	42.63	321639
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	3.30	321042
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	46.18	321042
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	2.97	321037
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	44.53	321037
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	39.59	321016
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	9.89	321016
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	8.91	318354
DOL01	10000000000214	50108	25901	BIL	DIRCT	10/21/2015	PMF	1.31	318354

The BILL is approved, ANALYSIS TYPE changes from BIL to BLD, Billing accounting is generated from the Billing submodule.

Billing Accounting table:

Unit	Invoice	Acctg Date	Type	Account	Fund	Project	An Type	Amount	Journal ID
DOL01	GM-0000094865	10/30/2015	AR	11240	25901	10000000000214		232.64	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(26.72)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(6.61)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(42.63)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(3.30)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(46.18)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(2.97)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(44.53)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(39.59)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(9.89)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(8.91)	BI02179252
DOL01	GM-0000094865	10/30/2015	UAR	11270	25901	10000000000214	BIL	(1.31)	BI02179252

Project Resource

Unit	Project	Account	Fund	An Type	Source Type	Trans Date	Sys Source	BU Amount	Time Report ID
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	26.72	321552
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	6.61	321639
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	42.63	321639
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	3.30	321042
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	46.18	321042
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	2.97	321037
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	44.53	321037
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	39.59	321016
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	9.89	321016
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	8.91	318354
DOL01	10000000000214	50108	25901	BLD	DIRCT	10/21/2015	PMF	1.31	318354

7. Cash is drawn from the Federal system and deposited, and the transaction posts to the CASH ledger.

The ITEM_DST table contains the accounting entries for the deposit that was done from this billing invoice. The ITEM ID will be same as the INVOICE ID from billing. The first line is not used to generate an accounting entry. No new entries are made to Project Costing.

Note: For the project above, no billing has been generated yet. The lines below were created from transactions for project 10000000000188

Item Distribution table:

Item ID	Ledger	GL Unit	Account	Fund	Project	Budg Dt	Amount	Journal ID	Status
GM-0000094865	MOD_ACCRL	DOL01	11240	25901	10000000000214	10/30/2015	232.64		I
GM-0000094865	MOD_ACCRL	DOL01	11240	25901	10000000000214	11/5/2015	(232.64)	AR02183373	D
GM-0000094865	MOD_ACCRL	NYS01	10110	25901	10000000000214	11/5/2015	232.64	AR02183375	D

CASH ledger:

Unit	Journal ID	Date	Ledger	Account	Fund	Project	Amount	Line Descr	Source
NYS01	CSH2183463	11/5/2015	CASH	10110	25901	10000000000214	232.64		GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(26.72)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(6.61)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(42.63)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(3.30)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(46.18)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(2.97)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(44.53)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(39.59)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(9.89)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(8.91)	DOL10000034	GAR
DOL01	CSH2183462	11/5/2015	CASH	36101	25901	10000000000214	(1.31)	DOL10000034	GAR

8. Allocations may be done on indirect costs, and processed through Funds Distribution as needed.

Procurement Card Process

Steps and transactions

Step 1. Employee purchases goods with Procurement credit card.

No accounting entries are generated.

Step 2. Credit card charge lines are sent from Citibank to SFS.

No accounting entries are generated.

These lines are entered on the Credit Card lines tables.

Information is used by employees.

Credit Card Transaction Line table:

Empl ID	Issuer	Trans Date	Bill Dt	Merchant	Unit Price
NXXXXXXX	VISAP	10/12/2014	11/6/2014	PROFTECH OFFICE	274.90
NXXXXXXX	VISAP	10/23/2014	11/6/2014	STAPLS012447002	(224.97) credit amount
NXXXXXXX	VISAP	10/24/2014	11/6/2014	PROFTECH OFFICE	230.96
NXXXXXXX	VISAP	11/1/2014	11/6/2014	PROFTECH OFFICE	1,656.82
					1,937.71

Step 3. CitiBank bills the agency, agency pays the bill.

For online agencies, the voucher to pay the bill should be a "prepaid" style.

Account code 58971 is used for PCard, account 54011 is used for NETCard.

The "prepaid" style ensures that the voucher will be used for "settlement" reclass.

Accrual accounting entries are generated and posted to the GL.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	DFS01	Invoice Date:	11/06/2014		
Voucher ID:	00010406	Invoice No:	42753300012382871114		
Voucher Style:	Prepaid	Invoice Total:	148,912.01 USD		
Contract ID:					
Vendor Name:	CITI - P CARD CITIBANK NA PO BOX 183071 COLUMBUS, OH 43218	Pay Terms:	Due Now		
		Voucher Source:	Online		
Entry Status:	Postable	Origin:	ONL		
Match Status:	No Match	Created:	11/10/2014		
Approval Status:	Approved	Created By:	atax0exp		
Post Status:	Posted	Modified:	11/12/2014		
		Modified By:	ocross		
		ERS Type:	Not Applicable		
Budget Status:	Valid	Close Status:	Open		
Budget Misc Status:	Valid				
View Related	Payment Inquiry	Go			

The credit card company bills the agency for the entire month's transactions for all employees, and the agency will pay one voucher to cover all agency expenses. Account 58971 is supposed to be used to pay the credit card bill, but there is no edit check or other function to ensure that this is always done correctly.

Assuming bill is paid ONLY for the transactions above:

MOD_ACCRL:

Unit	Journal ID	Date	Voucher	Type	Account	Amount	Fund
DFS01	AP01651715	11/10/2014	00010406	DST	58971	1,937.71	21994
DFS01	AP01651715	11/10/2014	00010406	APA	20110	(1,937.71)	21994

The prepay reference table is updated, but does not include accounting information. Data is by BU, voucher, and vendor.

Prepay Reference table:

Unit	Voucher	Remit Vndr	Amount	Applied BU	Applied Vouch	Applied Amour	Applied Pct
DFS01	00010406	1000009372	148,912.01				

Step 4. Voucher to Citibank is paid in SFS.

Payment accounting entries are generated and posted to the GL.

"Disbursement" accounting is posted to the CASH ledger.

MOD_ACCRL:

Unit	Journal ID	Date	Voucher	Type	Account	Amount	Fund
DFS01	AP01651716	11/10/2014	00010406	APA	20110	1,937.71	21994
NYS01	AP01651717	11/10/2014	00010406	CAS	10110	(1,937.71)	21994
DFS01	AP01651716	11/10/2014	00010406	ISP	36320	(1,937.71)	21994
NYS01	AP01651717	11/10/2014	00010406	ISR	60820	1,937.71	21994

Step 5. Employee reconciles credit card charges.

No accounting entries are generated.

Credit card line status is changed on the CC lines table.

Credit card lines are distributed to chartfields

Credit Card Transaction Line table:

Empl ID	Issuer	Trans Date	Bill Dt	Merchant	Unit Price	Status
NXXXXXXXX	VISAP	10/12/2014	11/6/2014	PROFTECH OFFICE	274.90	4
NXXXXXXXX	VISAP	10/23/2014	11/6/2014	STAPLS012447002	(224.97)	4
NXXXXXXXX	VISAP	10/24/2014	11/6/2014	PROFTECH OFFICE	230.96	4
NXXXXXXXX	VISAP	11/1/2014	11/6/2014	PROFTECH OFFICE	1,656.82	4

CC Distribution:

ID	Trans Date	GL Unit	Account	Fund	PO Qty	Amount
NXXXXXXXX	10/12/2014	DFS01	57032	21970	0.4000	109.96
NXXXXXXXX	10/12/2014	DFS01	57032	21994	0.6000	164.94
NXXXXXXXX	10/23/2014	DFS01	57032	21970	0.4000	(89.99)
NXXXXXXXX	10/23/2014	DFS01	57032	21994	0.6000	(134.98)
NXXXXXXXX	10/24/2014	DFS01	57032	21970	0.4000	92.38
NXXXXXXXX	10/24/2014	DFS01	57032	21994	0.6000	138.58
NXXXXXXXX	11/1/2014	DFS01	57032	21970	0.4000	662.73
NXXXXXXXX	11/1/2014	DFS01	57032	21994	0.6000	994.09

Note: The Percentage dictates how much will be charged to each chartfields. In this instance, the accounting is split 60-40 between funds 21970 and 21994.

Step 6. System generates "settlement" voucher. Note - This is a REGULAR style voucher

No accounting entries are generated.

The prepay voucher reference table is updated with applied voucher information. If there is not sufficient balance available on this table, the voucher will not correctly offset, and a payment will be generated. For this reason, the "settlement" vouchers cannot be approved unless they are completely applied.

Voucher distribution:

Unit	Voucher	Line	Account	Fund	Dept	Program	Amount
DFS01	00010476		1 57032	21970	3500287	81500	109.96
DFS01	00010476		1 57032	21994	3500287	81500	164.94
DFS01	00010476		2 57032	21970	3500287	81500	92.38
DFS01	00010476		2 57032	21994	3500287	81500	138.58
DFS01	00010476		3 57032	21970	3500287	81500	662.73
DFS01	00010476		3 57032	21994	3500287	81500	994.09
DFS01	00010476		4 57032	21970	3500287	81500	(89.99)
DFS01	00010476		4 57032	21994	3500287	81500	(134.98)

Prepay Reference table:

Unit	Voucher	Remit Vndr	Amount	Applied BU	Applied Vouch	Applied Amour	Applied Pct
DFS01	00010406	1000009372	148,912.01	DFS01	00010476	1,937.71	0.01301245

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Error Summary](#)

Business Unit:	DFS01	Invoice Date:	11/06/2014
Voucher ID:	00010476	Invoice No:	4488950_000000000000000003
Voucher Style:	Regular	Invoice Total:	1,937.71 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	CITI - P CARD CITIBANK NA PO BOX 183071 COLUMBUS, OH 43218	Voucher Source:	Procurement Cards
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	11/24/2014
Approval Status:	Approved	Created By:	atax0exp
Post Status:	Posted	Modified:	11/28/2014
		Modified By:	kmcgillycuddy
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

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Note: The Voucher Source is "Procurement Cards". The invoice date matches the bill date.

Step 7. "Settlement" voucher is approved by BSE.

Accrual entries for the expense and the payable accounts post to the GL.

"Settlement" voucher (PPAY lines) will replace account 58971 with updated accounting. However, if an incorrect account code was used to pay the first prepay voucher, THAT account will be eliminated. The PCard clearing account 39990 will also be added to offset the expected cash account, and will liquidate the payable 20110 account.

MOD_ACCRL: Expense accrual

Unit	Journal ID	Date	Line	Account	Amount	Fund	Posting Process
DFS01	AP01678686	11/24/2014	1	20110	(109.96)	21970	ACCR
DFS01	AP01678686	11/24/2014	1	57032	109.96	21970	ACCR
DFS01	AP01678686	11/24/2014	1	20110	(164.94)	21994	ACCR
DFS01	AP01678686	11/24/2014	1	57032	164.94	21994	ACCR
DFS01	AP01678686	11/24/2014	2	20110	(92.38)	21970	ACCR
DFS01	AP01678686	11/24/2014	2	57032	92.38	21970	ACCR
DFS01	AP01678686	11/24/2014	2	20110	(138.58)	21994	ACCR
DFS01	AP01678686	11/24/2014	2	57032	138.58	21994	ACCR
DFS01	AP01678686	11/24/2014	3	20110	(662.73)	21970	ACCR
DFS01	AP01678686	11/24/2014	3	57032	662.73	21970	ACCR
DFS01	AP01678686	11/24/2014	3	20110	(994.09)	21994	ACCR
DFS01	AP01678686	11/24/2014	3	57032	994.09	21994	ACCR
DFS01	AP01678686	11/24/2014	4	20110	89.99	21970	ACCR
DFS01	AP01678686	11/24/2014	4	57032	(89.99)	21970	ACCR
DFS01	AP01678686	11/24/2014	4	20110	134.98	21994	ACCR
DFS01	AP01678686	11/24/2014	4	57032	(134.98)	21994	ACCR



MOD_ACCRL: Prepay offsets

DFS01	AP01678686	11/24/2014	1	20110	109.96	21970	PPAY
DFS01	AP01678686	11/24/2014	1	58971	(109.96)	21994	PPAY
DFS01	AP01678686	11/24/2014	1	39990	(109.96)	21970	PPAY
DFS01	AP01678686	11/24/2014	1	39990	109.96	21994	PPAY
DFS01	AP01678686	11/24/2014	1	20110	164.94	21994	PPAY
DFS01	AP01678686	11/24/2014	1	58971	(164.94)	21994	PPAY
DFS01	AP01678686	11/24/2014	2	20110	92.38	21970	PPAY
DFS01	AP01678686	11/24/2014	2	58971	(92.38)	21994	PPAY
DFS01	AP01678686	11/24/2014	2	39990	(92.38)	21970	PPAY
DFS01	AP01678686	11/24/2014	2	39990	92.38	21994	PPAY
DFS01	AP01678686	11/24/2014	2	20110	138.58	21994	PPAY
DFS01	AP01678686	11/24/2014	2	58971	(138.58)	21994	PPAY
DFS01	AP01678686	11/24/2014	3	20110	662.73	21970	PPAY
DFS01	AP01678686	11/24/2014	3	58971	(662.73)	21994	PPAY
DFS01	AP01678686	11/24/2014	3	39990	(662.73)	21970	PPAY
DFS01	AP01678686	11/24/2014	3	39990	662.73	21994	PPAY
DFS01	AP01678686	11/24/2014	3	20110	994.09	21994	PPAY
DFS01	AP01678686	11/24/2014	3	58971	(994.09)	21994	PPAY
DFS01	AP01678686	11/24/2014	4	20110	(89.99)	21970	PPAY
DFS01	AP01678686	11/24/2014	4	58971	89.99	21994	PPAY
DFS01	AP01678686	11/24/2014	4	39990	(89.99)	21994	PPAY
DFS01	AP01678686	11/24/2014	4	39990	89.99	21970	PPAY
DFS01	AP01678686	11/24/2014	4	20110	(134.98)	21994	PPAY
DFS01	AP01678686	11/24/2014	4	58971	134.98	21994	PPAY

Step 8. "Settlement" voucher payment is applied to prior payment voucher.

These types of vouchers don't pay, but rather they adjust the prior voucher that was done to paid the credit card bill. To move the cash associated with the (possible) different funding, the clearing account 39990 is used, since the voucher cannot use the due to/due from accounting, nor will it ever "pay" and clear a payable account.

[Summary](#)[Related Documents](#)[Invoice Information](#)[Payments](#)[Voucher Attributes](#)[Error Summary](#)[Voucher Approval](#)**Business Unit:** DFS01**Invoice Number:** 4488950_000000000000000003**Voucher ID:** 00010476**Invoice Date:** 11/06/2014**Invoice Received Date:** 11/06/2014**Obligation Date:** 11/06/2014**Voucher Style:** Regular**Vendor ID:** 1000009372**Payment Details**[Customize | Filter](#)

<u>Payment Status</u>	<u>Scheduled to Pay</u>	<u>Payment Reference</u>	<u>Remit SetID</u>	<u>Remit Vendor</u>	<u>Remitting Address</u>	<u>Payment Method</u>	<u>Gross Payment Amount</u>
 Settlement	11/06/2014		SHARE	1000009372 		1 ACH	1937.71

Voucher Adjustments**Step 9. PCard clearing process is run.**

The PCard clearing process is an ALLOCATION job that is designed to move the cash account balances to the correct fund. It liquidates the clearing account 39990 balances. No separate "move cash" journal is required to move the cash balances to NYS01.

MOD_ACCRL:

Unit	Journal ID	Date	Account	Fund	Amount	Sys Source
DFS01	PCC0000001	11/24/2014	39990	21994	(775.08)	ALO
DFS01	PCC0000001	11/24/2014	39990	21970	775.08	ALO
DFS01	PCC0000001	11/24/2014	36320	21970	(775.08)	ALO
DFS01	PCC0000001	11/24/2014	60820	21994	775.08	ALO
NYS01	PCC0000001	11/24/2014	10110	21994	775.08	ALO
NYS01	PCC0000001	11/24/2014	10110	21970	(775.08)	ALO
NYS01	PCC0000001	11/24/2014	36320	21994	(775.08)	ALO
NYS01	PCC0000001	11/24/2014	60820	21970	775.08	ALO

CASH journal is the same.