

TIPS & TECHNIQUES

A SFMS Desk Manual

R*STARS: GENE.3
Updated: 11/04/14



GENERAL FUND \$ RETURNED TO AGENCY AFTER BIENNIUM CLOSE

PURPOSE

To provide agencies with procedures when recording general fund dollars that have been returned to the agency *after* a biennium (BI) has closed.

PROCEDURES

Follow the example provided below to properly record deposit liabilities.

1) Agency 456 *deposits* dollars received to an Other Funds D23 #1234 (current AY):

a) Transaction Code 162 Record Receipt of Deposit Liability - No Doc Supp

DR	0065	Unreconciled Deposit
CR	1551	Deposit Liability - No Doc Supp

b) Transaction Code 332 Record Cash for Reconciled Deposits

DR	0070	Cash on Deposit w/Treasury
CR	0065	Unreconciled Deposit w/Treasury

2) Agency 456 *transfers* dollars to the general fund:

a) Agency 456 - Fund 1234:

Transaction Code 764 Revert G/F Prior BI \$ Rec'd (Between Agency's)

DR	1551	Deposit Liability - No Doc Supp
CR	0070	Cash on Deposit w/Treasury

b) Agency 999 - PCA 79015 - D10 #0560 – Rebates and Recoveries:

Transaction Code 765 Revert G/F Prior BI \$ Rec'd (Between Agency's)

DR	0070	Cash on Deposit w/Treasury
CR	3100	Cash Revenue

3) **Prior AY Cancels**

SFMS receives warrants from the agencies to be cancelled in SFMA. Overnight in batch cycle all the cancellations entered are processed in a "W" batch. The T-Code used for the cancellation

comes from the 28A of the T-Code that wrote the warrant. If there is a closed profile, appropriation etc. the batch shows up on the 530 screen.

The next day the SFMS analysts check the 530 screen to see if any warrant cancels are still on the 530 screen. If the warrant cancel rejected because of an old AY, the analyst takes care of it according to the instructions below.

The analyst checks the d23 screen to find out if the Appropriated Fund is for a general fund appropriation or not, and based on what is found, follows the appropriate instructions below:

General Fund Appropriated Fund is 8xxx and the T-Code is 385:

1. The T-Code is changed from '385' to '383'.
2. The OBJ's are blanked out.
3. The AY is changed to the CURRENT AY.
4. All the accounting profiles are verified that they are active for the current AY: Index, PCA, Grant, Project, Fund, etc. If any are inactive for the current AY the analyst contacts the agency for activation or for current information. Index, PCA, Grant, Project and Appropriation can be changed, but the D23 Fund and Appropriated Fund must remain the same.
5. The analyst notifies the agency that they need to do a 764/765 to revert the money back to the GF if the payment is no longer owed to the vendor. If the agency reissues the payment to the vendor (T-Code 287), they should not make a reversion entry. This would cause it to be paid twice.

The coding for the T-Code 764 comes from the warrant cancel after SFMS has made the changes.

The coding for the T-Code 765 is Agency=999, AY=Current, PCA 79015, COBJ 0560.

The agency needs to notify SMFS of the BT or VP number for documentation.

This Warrant was written from a General Fund Appropriation

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S505 VER 2.0 STATE OF OREGON 01/21/04 08:20 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 291 DATE 012104 TYPE W NO 973 SEQ NO 00001 MODE MASTER EDIT ONLY
DOC DATE: 022503 EFF DATE: 012204 DUE DATE: 022503 SERV DATE:
CUR DOC/SFX: WC297496 291 REF DOC/SFX: MOD: AGENCY: 291
TRANS CODE: 385 383
INDEX:
PCA: 20920 AY: 03 05
COMP/AGY OBJ: 4525
AMOUNT: 00000000013.00 RVS: R DISC: 00000000000.00 1099: FO: PDT: RE
DOC COUNT: 00001 DOC AMT: -00000000013.00 DOC AGY: 291 CI: PROP #:
INV NO: 022299SCCI DT: 022299 DESC:
VEND/MC: 9000054705 000 NM: DMV
CONT NO: ADDR 1: .
WARR NO: 115297496 ADDR 2:
APPN NO: 82000 ADDR 3:
FUND: 1920 ADDR 4:
GL AC/AGY: CITY: . ST: -- ZIP: .
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00401 DI: RTI: D
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