

ACCOUNTS RECEIVABLE ACCRUALS

If you provide goods and/or services to other entities, or between funds, and do not receive payment for them by June 30, accrue them by the end of the 99/25 month. (See also the instructions for interagency transactions and deposits in transit.)

The following entries show recording accruals via the General Accounting Transaction Screen (GA 1103), not using the customer accounts system.

Do not manually record as a receivable anything for summer or fall quarter tuition because it is not current year revenue. The exceptions to this are those entries automatically generated from the cashiering system that makes the appropriate entries.

If you record the accrual on the GA 1103 screen it will appear in all accounting records and on the accounts receivable subledger. However, it will not update the customer accounts data base.

If it is student related you can enter it through the customer accounts data base in July with a charge date of June. Input it on the BM 1620 screen using a charge status of IN and put in a year/quarter indicator falling within the fiscal year. **Another way is to** use the GA 1103 screen to make the accrual and, in the new year, reverse the accrual entry exactly as you made it and reenter it using customer accounts. (The two entries should offset each other and have no effect in the current year.) Additional accrual entries involving individual student's should be rare, so I am assuming you will make your accruals on the GA 1103 screen.

If you do not make the entry via customer accounts, be sure when you receive payment you enter it on the GA 1103 screen as customer accounts will not have a balance there to credit.

This section is to give you transaction codes and ledgers to debit and credit.

ACCOUNTS RECEIVABLE ACCRUALS

The following transaction codes are for receivable ledgers offset with revenue that you accrue in one year and receive payment in the following year. This list is for the end of a fiscal year.

	<u>Accrual In One Year</u>	<u>Payment In Next Year</u>
<u>FUND TYPES 2, 3, 4, AND 5</u>		
Current Accounts Receivable	061 1312/3205	062 3205/1312 1110/3210
Interest Rec. on Invest (Fund type 5 receipt)	058 1316/3205	059 3205/1316 1110/3210 048 1110/1316
Other Interest Receivable (2 ONLY) (If also want revenue reversed)	050 1317/3205	049 1110/1317 087 3205/3210
Unbilled Receivable	051 1318/3205	change to billed status & then pd
Other Receivable	080 1319/3205	082 3205/1319 1110/3210
Due from Federal Government	120 1351/3205	122 3205/1351 1110/3210
Due from Other Governments	130 1352/3205	132 3205/1352 1110/3210
Due from Other Funds	140 1353/3205*	142 3205/1353 1110/3210*
Due from Other State Agencies	150 1354/3205*	152 3205/1354 1110/3210*

FUND TYPE 1 (Single year appropriations in Fund 001)

Current Accounts Receivable	061 1312/3205	067 4310/1312
Unbilled Receivable	051 1318/3205	change to billed status & then pd
Other Receivable	080 1319/3205	063R 4310/1319
Due from Federal Government	120 1351/3205	068 4310/1351
Due from Other Governments	130 1352/3205	069 4310/1352
Due from Other Funds	140 1353/3205*	145 4310/1353*
Due from Other State Agencies	150 1354/3205*	154 4310/1354*

FUND TYPE 1 (Biennial appropriations - Fund 057, 758)

Current Accounts Receivable	061 1312/3205	062 3205/1312 4310/3210
Unbilled Receivable	051 1318/3205	change to billed status & then pd
Other Receivable	080 1319/3205	082 3205/1319 4310/3210
Due from Federal Government	120 1351/3205	122 3205/1351 4310/3210
Due from Other Governments	130 1352/3205	132 3205/1352 4310/3210
Due from Other Funds	140 1353/3205*	142 3205/1353 4310/3210*
Due from Other State Agencies	150 1354/3205*	152 3205/1354 4310/3210*

*Requires due to/from indicator in subsidiary field.

In the new year you need to pay the treasurer for the above receipts in Fund Type 1. Use the CR 2356 to track all non VPA 4310 entries. Because the CR 2356 report only shows AFRS transaction codes, use the attached conversion sheet to identify which transaction codes to look for on the CR 2356 report..

ACCOUNTS RECEIVABLE ACCRUALS

The following transaction codes are for receivable ledgers offset with expenditures that you accrue in one year & receive payment in the following year. This list is for the **end of a fiscal year.**

	<u>Accrual In</u>	<u>Payment In</u>
	<u>One Year</u>	<u>Next Year</u>
<u>FUND TYPE 2 and 4</u>		
Current Accounts Receivable	056 1312/6505067	1110/1312
Unbilled Receivable	141 1318/6505change to billed status & then pd	
Due from Other Funds	144 1353/6505*	145 1110/1353*
Due from Other Funds (4 ONLY)	331 1353/6516*	145 1110/1353*
Due from Other St. Agencies	147R 1354/6505*	154 1110/1354*
<u>FUND TYPE 5</u>		
Unbilled Receivable	141 1318/6505change to billed status & then pd	
Due from Other Funds	144 1353/6505*	145 1110/1353*
<u>FUND TYPE 3</u>		
Current accounts receivable	056 1312/6505067	1110/1312
Unbilled Receivable	141 1318/6505change to billed status & then pd	
Due from Other Governments	057 1352/6505069	1110/1352
Due from Other Funds	144 1353/6505*	145 1110/1353*
Due from Other Agencies	147R 1354/6505*	154 1110/1354*
<u>FUND TYPE 1(Biennial appropriations - Fund 057, 758)</u>		
Current accounts receivable	056 1312/6505060	6505/1312 4310/6505
Unbilled Receivable	141 1318/6505change to billed status & then pd	
Due from Other Governments	057 1352/6505069	4310/1352 008R 6510/6505
Due from Other Funds	144 1353/6505*	168 4310/1353 6505/6510*
Due from Other Agencies	147R 1354/6505*	154 4310/1354* 008R 6510/6505

If you want to reclassify accrued exp. to cash exp. on those entries that do not do that automatically in the new year do an additional T/C 008R 6510/6505. You **cannot** do the exp. reversal in Fund 001.

FUND TYPE 1 (Single year appropriations in Fund 001)

Current accounts receivable	056 1312/6505067	4310/1312
Unbilled Receivable	141 1318/6505change to billed status & then pd	
Due from Other Governments	057 1352/6505069	4310/1352
Due from Other Funds	144 1353/6505*	145 4310/1353*
Due from Other Agencies (actual)	147R 1354/6505*	154 4310/1354*
Due from Other Agencies (estimated)	416 1354/6560	154 4310/1354*

* Requires a due to/from indicator in subsidiary field.

In the new year you need to pay the treasurer for the above receipts in Fund Type 1. Use the CR 2356 to track all non VPA 4310 entries. Because the CR 2356 report only shows AFRS transaction codes, use the attached conversion sheet to identify which transaction codes to look for on the CR 2356 report..

ACCOUNTS RECEIVABLE ACCRUALS

NSF CHECKS:

Section 3.3.16.1.1 of the FAM states that you record NSF checks using source 0791. It should also state that by the end of the year you must reclassify source 0791 to the original source used to deposit the funds. As an example:

You deposit a check and credit tuition revenue:

023-840-PPP-O000-0424 1110/3210

The bank returns the check as NSF and you record the NSF using source 0791:

023R-840-PPP-O000-0791	3210/1110	Reduce cash and revenue
080-840-PPP-O000-0791	1319/3205	Establish receivable and accrued revenue

At year end you have not collected the funds and you have a debit balance in GL 3210 and a credit balance in GL 3205 with source 0791. Reclassify these balances to source 0424 (the original source of the funds) before the year closes.

087-840-PPP-O000-0791	3205/3210
087R-840-PPP-O000-0424	3210/3205

If, however, when the bank returns the check as NSF you record it using the original source, you will save yourself extra entries.