

TIPS & TECHNIQUES



A SFMS Desk Manual

R*STARS: GENE.3

Created: 1/28/04

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	065	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 #1105:

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

DR	0070	Cash on Deposit w/Treasury
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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 TCode used for the cancellation comes from the 28A of the TCode 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 (8xxx) where the tcode is 385:

1. The t-code will have to be changed from '385' to '383'
2. The OBJ's will be blanked out.
3. The AY will be changed to the CURRENT AY
4. All the accounting profiles will be 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 will contact the agency for activation or for current information. Index, pca, fund and appropriation can be different, but the appropriated fund must be the same.
5. The analyst notifies the agency that they need to do a 764/765 to revert the money back to the GF:

The coding for the tc764 comes from the warrant cancel after SFMS has made the changes

The coding for the tc765 is Agency 999 pca 79015 cobj 1105

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

This Warrant was written from a General Fund Appropriation

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: -0000000013.00	DOC AGY: 291 CI: PROP #:
INV NO: 022299	SCCI 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