

SAM—STANDARD ENTRIES

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SAM—STANDARD ENTRIES

ENTRY NO. 1 – [REVOLVING FUND ADVANCE]

10501

(Revised 10/2015)

This entry is made to record (1) initial revolving fund advance from an appropriation and (2) augmentation of an existing revolving fund.

Authority:

In accordance with Government Code section [16400](#), any state department for which an appropriation is made, may draw from that appropriation for use as a revolving fund. See SAM section [8100](#) for general procedures.

Information:

The revolving fund advance must be returned to the appropriation from which drawn upon expiration of the period of availability of the appropriation. In lieu of physically returning a revolving fund and withdrawing a new advance at the end of each fiscal year, departments may request the State Controller's Office ([SCO](#)) to apply the existing revolving fund as an increase in the balance of the appropriation from which it was drawn and as a withdrawal from the appropriation of the new fiscal year. Requests for such transfers are submitted to the SCO on a "Request for Revolving Fund Advance" form prescribed and supplied by that office.

A Claim Schedule, Std. Form [219TT](#) is prepared and submitted to the SCO in the same manner as for claims to reimburse the revolving fund. See SAM section [8170](#) for information on claims.

Source Document:

Claim Schedule. This type of claim will not be entered in the Claims Filed Register but will be journalized separately.

Journal Entry for Revolving Fund Advance:

Debit: 1130 Revolving Fund Cash

Credit: 3020 Claims Filed

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ENTRY NO. 2 – [ENCUMBRANCES] (Revised 10/2015)

10502

This entry is made to reserve budgeted funds for payment of future expenditures.

Information:

Materials, supplies and equipment are ordered, capital outlay projects are authorized, services are contracted for or estimated, and employment of personnel is provided for by extending authorized positions or establishing positions. As a consequence, budget allotments are encumbered for the estimated amount of these future expenditures.

The recordation of encumbrance documents is the initial step in the accounting of expenditures. As encumbrance documents are recorded, the unencumbered balances of allotments are reduced. In this way budgeted funds are "earmarked" for payment of proposed expenditures and control over these expenditures is exercised by department's executive officers.

Note:

The purchase estimate, while not considered a legal obligation, is used as a source document for recording encumbrances. Adjustments to amounts encumbered by purchase estimates may be made as necessary to account for differences between the purchase estimate and the Purchase Order issued by the Procurement Division, Department of General Services. Claims arising from purchase estimate encumbrances will be paid by the State Controller's Office only if the Purchase Order is issued and dated prior to the date the appropriation availability ceases.

Source Documents:

Purchase Estimates
Publishing Order
Payroll Estimates
Leases
Standard Agreements
Lag Encumbrances
Sub-Purchase Orders
Other Encumbrance Documents

Register:

Encumbrances will be recorded individually in the Allotment-Expenditure Ledger or Operating File (CALSTARS) for the appropriation.

Journal Entry for Encumbrances:

Debit: 6150 Encumbrances
Credit: 5350 Reserve for Encumbrances

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 2 – [ENCUMBRANCES]

10502 (Cont.1)

(Revised 10/2015)

ENCUMBRANCE REGISTER

DOC. NO.	FY	VENDOR NAME	ORIGINAL ENC.	ADJUSTMENT	PAYMENTS	BALANCE
0001	14	TECHNOLOGY CORPORATION	31,400.00	0.00	-4,686.58	26,713.42
0002	14	PBD INC	5,360.28	-300.00	-3,337.72	1,722.56
0003	14	PBD INC	32,379.00	0.00	-162.00	32,217.00
0004	14	ABC CORPORATION	13,125.00	0.00	-9,256.25	3,868.75
0005	14	BUSINESS SYSTEMS INC	44,894.44	0.00	-184.82	44,709.62
0006	14	AMERICAN INC	4,999.99	-2,500.00	-300.00	2,199.99
0008	14	INTERAGENCY AGREEMENT-DEPT 1234	3,400.00	0.00	-3,000.00	400.00
0010	14	HUMAN RESOURCES	17,500.00	0.00	-11,906.50	5,593.50
0012	15	INTERAGENCY AGREEMENT-DEPT.5678	1,500.00	0.00	-65.00	1,435.00
0013	15	INTERAGENCY AGREEMENT-DEPT.1234	3,500.00	-400.00	-225.00	2,875.00
0014	15	LEGISLATIVE SERVICES	5,150.00	-850.00	-1,200.00	3,100.00
0016	15	LEGAL SERVICES	1,625.00	0.00	0.00	1,625.00
0017	15	DATA COMPANY INC	4,999.99	-1,500.00	-469.96	3,030.03
0018	15	RECYCLING SERVICES	2,596.00	0.00	-532.00	2,064.00
0019	15	BUSINESS ENTERPRISES INC	11,000.00	0.00	-350.00	10,650.00
0020	15	ERGONOMIC EQUIPMENT	3,700.00	0.00	-290.00	3,410.00
0021	15	LOCKWORK SECURITY	4,999.00	0.00	0.00	4,999.00
0023	15	COMMUNICATIONS CORPORATION	4,999.99	-500.00	-97.50	4,402.49
0024	15	BUSINESS SYSTEMS INC	16,932.80	8,066.40	-21,199.89	3,799.31

Illustration 10502

SAM—STANDARD ENTRIES

ENTRY NO. 3 – [CLAIMS FILED] (Revised 10/2015)

10503

This entry is made to record claims filed with the [State Controller's Office](#) for payment.

Information:

The amount of this entry will be claims filed less claim corrections received. From this entry (1) expenditures and refunds of revenue with the accompanying liability for claims filed are recorded and (2) current outstanding encumbrances are liquidated.

Source Documents:

Claim Schedule Face Sheet
Notice of Claim Corrections

Register:

Claims Filed Register

Journal Entries for Claims Filed:

Debit:

3410 Revenue Collected in Advance a/
8000 Revenue b/
9000 Appropriation Expenditures c/
9893 Prior-Year Appropriation Adjustments d/

Credit:

3020 Claims Filed e/

AND

Debit:

5350 Reserve for Encumbrances f/

Credit:

6150 Encumbrances f/

a/ amount of claims filed for refunds of revenue collected in advance.

b/ amount of claims filed for refunds of revenue.

c/ amount of claims filed against appropriations currently available for encumbrance.

d/ amount of claims filed against prior-year appropriations that are no longer available for encumbrance.

e/ total amount of claims filed less claim corrections as recorded in the Claims Filed Register.

f/ amount of encumbrances liquidated by claims filed.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 3 – [CLAIMS FILED]

10503

(Cont.1)

(Revised 10/2015)

CLAIMS FILED REGISTER

Date 20XX	Warrants Issued	Claim Schedule Number	Total of Schedule (1)	Appropriation Expenditures (2)	Prior-Year Expenditures (3)	Encumbrances	
						Liquidating* (4)	Not Liquidating (5)
4-28	X	1426	3,600.00	3,600.00		2,100.00	1,500.00
		1427	50.00		50.00		
	X	1428	21,420.00	21,420.00		21,420.00	
		(cc) 1419**	-2,900.00	-2,900.00			-2,900.00
		1429	450.00	450.00			450.00
4-29	X	1430	1,200.00		1,200.00		
		1430	2,900.00	2,900.00			2,900.00
		1431	650.00	650.00		650.00	
	X	1433	300.00		300.00		
		1434	200.00	200.00			200.00
	X	1435	350.00		350.00		
4-30		1436	800.00	800.00		500.00	300.00
		1437	800.00	800.00		600.00	200.00
		(cc) 1421**	-50.00	-50.00			-50.00
			29,770.00	27,870.00	1,900.00	25,270.00	2,600.00

Dr. 5350
Cr. 3020 Dr. 9000 Dr. 9893 Cr. 6150

*This illustration shows the amount liquidated to be the amount of the related expenditure. (Column 2 equals Column 4 plus Column 5). Under this procedure adjustments between amounts encumbered and expended are recorded in the Encumbrance Register (See Entry No. 2). The amount liquidated is the remaining amount encumbered and the payment is the final one.

**Notices of claim corrections will be entered in chronological sequence. Column totals are the net of new claims filed and claim corrections received. When Notices of Claims Paid, Form CD-102, are received from the State Controller's Office, original claims and related claim corrections will be checked in the warrants issued column of this register. Unchecked items will represent the detail of outstanding claims filed and related claim corrections.

Illustration 10503

SAM—STANDARD ENTRIES

ENTRY NO. 4 - [PAYROLLS ARE PAID] (Revised 10/2015)

10504

This entry is made to record department's payroll.

Information:

Under the Uniform State Payroll System, department payrolls are prepared by the State Controller's Office ([SCO](#)) and salary warrants are drawn on the State Payroll Revolving Fund (SPRF). The SCO transfers from the department's appropriation and/or fund the gross amount of each such payroll plus the amount of related state contributions for employees' retirement, OASDI, health and dental benefits, and returns by transfer to the department's appropriation and/or fund any amounts remaining in the SPRF as a result of warrants voided or re-deposited and overpayments recovered. These transfers, supported by payroll warrant register forms, are recorded by the department in a Payroll Expenditure Register, the net total of which represent payroll expenditures to be recorded in the department accounts. See SAM sections [8590](#) and [8593](#) for Payroll Expenditure Accounting and Overpayments.

Source Documents:

- 1) Payroll Revolving Fund Transfer Notice, Form SM62 - Clearance Type codes 1, 7, 8, and 9 are transfers in the SPRF. Clearance Type codes 4, 5, 6, and 8 are transfers out of the SPRF. See SAM section 8590 for Clearance Type definitions.
- 2) State Controller's Office (SCO) Payroll Warrant Register, Form CD38 lists the details of the individual warrants.

Journal Entry for Payrolls Paid:

Debit: 9000 Appropriation Expenditures
 Credit: 1140 Cash in State Treasury

Register:

Payroll Expenditure Register

Type of Transfer	Transfer Date	Issue Date	Clearance No.	Transfer No.	Transfers	Accounts Receivable Abatements		Expenditures Current Year	Expenditures Prior Year
						DR	CR		
1	8-3	8-3	892	457	10,000			10,000	
1	8-4	8-4	901	465	1,000				1,000
AR ^{1/}		8-15	943			50		-50	
5 ^{2/}	8-20	6-8	2146	502	-50		50		
1 ^{3/}	8-28	9-1	961	524	100,000			100,000	
					110,950	50	50	109,950	1,000
					CR 1140	DR 1311	CR 1311	DR 9000	DR 9893

1/The debit to Account No. 1311 in this register is the gross amount of the overpayment as recorded from the SCO's accounts receivable warrant register.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 4 - [PAYROLLS ARE PAID]

10504 (Cont.1)

(Revised 10/2015)

2/The credit to Account No. 1311 is the gross amount of the overpayment recovered and returned to the department appropriation by transfer. The debit to Account No. 1311 for the same overpayment would have been recorded in the Payroll Expenditure Register for the month in which the SCO prepared an accounts receivable warrant register covering the overpayment.

3/Except at the close of the fiscal year, the transfer covering the main regular monthly payroll for a given monthly pay period is recorded in the Payroll Expenditure Register for that month even though the transfer may be dated in the following month. Payroll transfers dated in July covering payrolls for services rendered in June must be recorded in the Payroll Expenditure Register for July.

SAM—STANDARD ENTRIES

ENTRY NO. 5 – [CLAIMS ARE PAID] (Revised 10/2015)

10505

This entry is made at the close of each month to record warrants issued in payment of claims filed or when “NO WARRANT” claims are settled.

Information:

Departments receive Notices of Claims Paid, Form CD–102, from the State Controller's Office ([SCO](#)) for warrants issued in payment of claims. The warrants are either (1) centrally mailed to payees by the SCO or (2) delivered for distribution to payees by the department that submitted the claim schedule.

For No-Warrant claims departments will receive a SCO journal entry.

Note: This entry is made as a transaction in the month in which the Controller's Warrants were issued as indicated on Form CD–102 or of the date of the No-Warrant Transaction.

The total of warrants issued as shown on each Form CD–102 is checked with the amount of the claim filed. The CD–102 report issued monthly is used as the basis for the entry to the general ledger accounts.

Source Document:

Notice of Claims Paid, Form CD–102
SCO's No-Warrant Transaction

Register:

None

Journal Entry for Claims Paid:

Debit: 3020 Claims Filed

Credit: 1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 6 – [INVOICES ARE PREPARED] (Revised 10/2015)

10506

This entry is made to record the billing for unpaid abatements, reimbursements, revenue, and other income items.

Information:

Department prepares invoices for abatements, reimbursements, revenue, and other income. See SAM section [10220](#) for definition of abatement. In most cases revenue and abatement items are collected when due and normally require no billings. When Accounts Receivable—Revenue and Accounts Receivable—Other are billed, they are credited to a reserve account until collected and cleared as revenue. In contrast to this procedure, abatements are applied as decreases of expenditures and most types of reimbursements are applied as income when billed. Certain types of reimbursements are fully reserved with final accounting to be made either at the time of collection or at the time remittances are ordered into the treasury, depending upon the specific law governing the transaction. The bills are recorded in the Invoice Register as of the date they are prepared.

Abatements and reimbursements that have been accrued previously as receivables but not billed will not be included in this entry when billed. However, Accounts No. 1311, 1312, 1600, and 9893 will be adjusted for the difference between the amounts billed and the amounts previously accrued.

Source Document:

Department invoice

Register:

Invoice Register

Journal Entries for Invoices Prepared - Abatements:

Debit:

1311 Accounts Receivable—Abatements a/

Credit:

9000 Appropriation Expenditures b/

9893 Prior-Year Appropriation Adjustments c/

a/ amount of expenditure abatements billed and all sales tax billed regardless of type of transaction.

b/ amount of current year appropriation expenditure abatement items billed and all sales tax billed regardless of type of transaction.

c/ amount of abatement item billed that is applicable to prior fiscal year appropriations no longer available for encumbrance.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 6 – [INVOICES ARE PREPARED]

10506 (Cont.1)

(Revised 10/2015)

Journal Entries for Invoices Prepared - Reimbursements:

Debit:

1312 Accounts Receivable—Reimbursements d/

Credit:

8100 Reimbursements e/

1600 Provision for Deferred Receivables f/

9893 Prior-Year Appropriation Adjustments g/

d/ amount of reimbursements billed.

e/ amount of current year reimbursement items billed, excluding any amounts of reimbursements which according to law must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury.

f/ amount of any reimbursement items billed which, according to law, must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury, and a reserve is deemed appropriate.

g/ amount of reimbursement item billed that is applicable to prior fiscal year appropriations no longer available for encumbrance.

Journal Entries for Invoices Prepared – Revenue or Other:

Debit:

1313 Accounts Receivable—Revenue h/

1319 Accounts Receivable—Other i/

Credit:

1600 Provision for Deferred Receivables j/

h/ amount of revenue items billed.

i/ amount of Accounts Receivable-Other billed.

j/ amount of items billed in “h” and “i” for which a reserve is deemed appropriate.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 6 – [INVOICES ARE PREPARED]

10506

(Cont.2)

(Revised 10/2015)

INVOICE REGISTER

Billed To	Invoice Number	Invoice Date	Amount	Accounts Receivable						
				Abatements		Reimbursements			Revenue	Other
				Current	Prior-Year	Current	Prior-Year	Deferred		
J. Jones	428	9-28	150.00		150.00					
W. Smith	429	9-28	350.00						350.00	
Dept. of	430	9-28	1,450.00			1,450.00				
K. Reese	431	9-28	300.00	300.00						
A. Cook	434	9-29	700.00							700.00
G. Isham	436	9-29	125.00				125.00			
Dept. of	437	9-30	50.00					50.00		
K. Burns	438	9-30	700.00			700.00				
			3,825.00	300.00	150.00	2,150.00	125.00	50.00	350.00	700.00

Dr. 1311 Dr. 1311 Dr. 1312 Dr. 1312 Cr. 1312 Dr. 1313 Dr. 1319
 Cr. 9000 Cr. 9893 Cr. 8100 Cr. 9893 Cr. 1600 Cr. 1600 Cr. 1600

Illustration 10506

SAM—STANDARD ENTRIES

ENTRY NO. 7 – [GENERAL CASH IS RECEIVED]

10507

(Revised 06/2016)

This entry is made to record general cash received for deposit in the department's general checking account maintained with the State Treasurer's Office.

Information:

Receipts consist of abatements, reimbursements and revenue not previously billed; collections applicable to accounts receivable for items previously billed; and items whose identity or accounting cannot readily be determined.

Accounts Receivable—Revenue and Accounts Receivable—Other are deferred when recorded. They must, therefore, be applied as revenue when collected.

Reimbursements may be of one of the following categories depending upon specific laws governing the accounting of such transactions: (1) receipts which accrue to the year in which the transaction occurred, (2) receipts which accrue to the year in which cash is collected by the department, and (3) receipts which accrue to the year in which cash is ordered into the treasury. Transactions in the third category, when collected are credited to a suspense account (Uncleared Collections) pending receipt of notice from the State Controller's Office that cash has been ordered into the treasury, see SAM section [10510](#). Items in category 1 (if not billed or accrued previously) and in category 2 are applied at the time cash is collected by the department.

The recording of cash receipts deposited in the general cash account is shown in Illustration 10507. The General Cash Receipts Register will show both the date of receipt and the date of deposit of all cash receipts. All cash collections must be deposited in approved depositories, see SAM section [8031](#), and are later either (1) refunded if determined to be unacceptable or (2) remitted to the State Treasury at least once each month. Current collections are used also to satisfy bank demands for reimbursement for dishonored checks until ultimate collection is made from the drawers or relief from accountability is granted.

Source Document:

General Cash Receipt

Register:

General Cash Receipts Register

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 7 – [GENERAL CASH IS RECEIVED]

10507 (Cont.1)

(Revised 06/2016)

Journal Entry for General Cash Received:

Debit:

1110 General Cash a/

Credit:

- 1311 Accounts Receivable—Abatements b/
- 1312 Accounts Receivable—Reimbursements c/
- 1313 Accounts Receivable—Revenue d/
- 3110 Due to Other Funds or Appropriations e/
- 3410 Revenue Collected in Advance f/
- 3420 Reimbursements Collected in Advance g/
- 3710 Cash Overages h/
- 3730 Uncleared Collections i/
- 8000 Revenue j/
- 8100 Reimbursements k/
- 9000 Appropriation Expenditures l/
- 9892 Prior-Year Revenue Adjustments m/
- 9893 Prior-Year Appropriation Adjustments n/

a/ total cash received for deposit in the General Cash account.

b/ amount of cash receipts applicable to expenditure abatements receivables (excluding collections from employees for salary overpayments).

c/ amount of cash receipts applicable to reimbursement receivables.

d/ amount of cash receipts applicable to revenue receivables.

e/ amount of cash received applicable to revenue collected for other funds earned in the current fiscal year plus cash received applicable to revenue collected for other funds but not identifiable to the fiscal year in which it was earned.

f/ amount of cash received which will be accounted as revenue of a succeeding fiscal year.

g/ amount of cash received which will be accounted as a reimbursement to a current or subsequent fiscal year's appropriation when earned.

h/ amount of cash received representing cash overages.

i/ amount of cash received for items whose identity or accounting cannot be readily determined; amount of cash received applicable to reimbursements (billed or unbilled) which, according to law, can be applied only at the time the cash is ordered into the treasury; or salary overpayments collected from employees by the department.

j/ amount of cash received applicable to revenue earned in the current fiscal year plus cash received applicable to revenue but not identifiable to the fiscal year in which it was earned.

k/ amount of cash received applicable to (1) billed reimbursements which, according to law, can be applied only at the time cash is received and (2) all unbilled reimbursements except those applicable to prior fiscal years and those that can be applied only at the time cash is ordered into the treasury.

l/ amount of cash receipts applicable to current year expenditure abatements not billed or accrued previously.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 7 – [GENERAL CASH IS RECEIVED]

10507 (Cont.2)

(Revised 06/2016)

m/ amount of cash received applicable to revenue (except reimbursements) which was identified as being earned as of the preceding June 30.

n/ amount of cash received in excess of amounts accrued in prior fiscal years as expenditure abatements or reimbursements. If the amount of cash received is less than amounts accrued in prior fiscal years, Account No. 9893 will be debited.

Journal Entry for General Cash Received for Deferred Receivables: The Deferred Receivables entry requires a corresponding entry to record the General Cash received for revenue, reimbursement, or appropriation expenditure.

Debit:

1600 Provision for Deferred Receivables o/

Credit:

1315 Accounts Receivable—Dishonored Checks p/

1319 Accounts Receivable—Other q/

AND

Debit:

1110 General Cash

Credit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

o/ amount of cash received applicable to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.

p/ amount of cash received in payment of dishonored checks (unless alternate procedure is used).

q/ amount of cash received in payment of other accounts receivable.

Journal Entry for General Cash Lost/Received for Cash Shortages: The Cash Shortages entry requires a corresponding entry to record the General Cash lost or received for revenue, reimbursement, or appropriation expenditure.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 7 – [GENERAL CASH IS RECEIVED]

10507 (Cont.3)

(Revised 06/2016)

General Cash Lost

Debit:

1316 Accounts Receivable—Cash Shortages r/

Credit:

1600 Provision for Deferred Receivables s/

AND

Debit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

Credit:

1110 General Cash

General Cash Received

Debit:

1600 Provision for Deferred Receivables s/

Credit:

1316 Accounts Receivable—Cash Shortages t/

AND

Debit:

1110 General Cash

Credit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

r/ amount of cash shortages occurring during the month for which cashiers are held accountable.

s/ amount of cash received applicable to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.

t/ amount of cash received from cashiers in payment of cash shortages.

(Continued)

SAM—STANDARD ENTRIES

Date of Receipt	Receipt or Voucher Number	Date of Deposit	Total Amount of Receipts	Accts. Rec. - Cash Shortage	Accounts Receivable							Revenue	Reimbursements	Approp. Expenditures	Prior Year Revenue Adjustments	Prior Year Approp. Adj.	Sundry Accts.						
					Abatements	Reimbursements		Other	Revenue	Cash Shortage	Uncleared Collections						10.	11.	12.	13.	14.	Amount	Account
						To be Applied	To be Deferred																
4/21	127-142		140			100	15	25															
	143		390																				
	144	4/21	50																				
4/22	145		10						10														
	146	4/22	1,700					1,700															
4/23	147-153	4/23	850																				
	154		450					350															
	155	4/25	3,100																				
	156-160	4/25	2,900																				
	161	4/28	375					375															
	162-165	4/28	395	5																			
	166		150																				
4/29	167	4/29	120																				
			7,120					7,120															
			17,750	5				470	15	400	14,810	10	350	200	150	200	210						
								CR 1311	DR 1600	DR 1319	DR 1600	CR 1316	CR 8100	CR 9000	CR 9892	CR 9893							
									CR 1312	CR 1312	CR 1313												
									CR 8100	CR 3730	CR 8000												

* This column needed only by those departments that collect reimbursements which according to law, can be applied only at the time the cash is ordered into the treasury.

SAM—STANDARD ENTRIES

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED] (Revised 10/2015)

10508

This entry is made to record cash receipts which could not be identified, or for which accounting treatment could not be determined, at time of collection are applied to appropriate accounts.

Information:

Varying circumstances determine the clearance of each transaction, but as each item or group of items is cleared it is entered in the Clearance Register and applied to appropriate accounts.

Uncleared collections (other than those applied through the Controller's Receipts Register in Entry No. 12) and cash overages are applied. Cash overages items should be cleared as revenue at least once each quarter.

Source Documents:

Licenses, permits, or other documents evidencing revenue, reimbursements, and abatements earned.

Register:

Clearance Register

Journal Entry for Uncleared Collections being applied: The reversal of an uncleared collections entry requires a corresponding entry to record the cash receipt to the appropriate account.

Debit:

3730 Uncleared Collections a/

Credit:

1311 Accounts Receivable—Abatements b/

1312 Accounts Receivable—Reimbursements c/

1313 Accounts Receivable—Revenue d/

3110 Due to Other Funds or Appropriations e/

3410 Revenue Collected in Advance f/

3420 Reimbursements Collected in Advance g/

8000 Revenue h/

8100 Reimbursements i/

9000 Appropriation Expenditures j/

9892 Prior-Year Revenue Adjustments k/

9893 Prior-Year Appropriation Adjustments l/

a/ amount of cash receipts accounted previously as uncleared collections, now applied to appropriate accounts.

b/ amount of collections now applied to expenditure abatement receivables (excluding collections from employees for salary overpayments).

c/ amount of collections now applied to reimbursement receivables.

d/ amount of collections now applied to revenue receivables.

(Continued)

(Continued)

SAM—STANDARD ENTRIES

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED] 10508 (Cont.1) (Revised 10/2015)

- e/ amount of collections now applied as revenue collected for other funds earned in the current fiscal year plus collections now applied as revenue collected for other funds but not identifiable to the fiscal year in which they were earned.
- f/ amount of collections now applied to revenue of the succeeding fiscal year.
- g/ amount of collections now applied as a reimbursement to a current or subsequent fiscal year's appropriation.
- h/ amount of collections now applied as revenue earned in the current fiscal year plus collections now applied as revenue but not identifiable to the fiscal year in which they were earned.
- i/ amount of collections now applied as current year reimbursements that were not billed previously or were deferred when billed because, according to law, they are to be applied to the year in which they are collected by the agency.
- j/ amount of collections now applied as abatements to current year appropriation expenditures.
- k/ amount of collections now applied to revenue (except reimbursements) which was identified as being earned as of the preceding June 30.
- l/ amount of collections now applied in excess of amounts accrued in prior fiscal years as expenditure abatements or reimbursements. If the amount of cash cleared is less than amounts accrued in prior fiscal years, Account No. 9893 will be debited.

Journal Entry for Cash Overages being applied:

Debit:

3710 Cash Overages m/

Credit:

8000 Revenue n/

m/ amount of cash accounted previously as cash overages, now applied as revenue, less any amounts cleared from the uncleared collections account to the cash overages account.

n/ amount of collections now applied as revenue earned in the current fiscal year plus collections now applied as revenue but not identifiable to the fiscal year in which they were earned.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED] 10508 (Cont.2)
(Revised 10/2015)

Journal Entry for Deferred Receivables being applied: If cash received above was for a Deferred Receivable the below entry will need to be done.

Debit:

1600 Provision for Deferred Receivable o/

Credit:

1315 Accounts Receivable—Dishonored Checks p/

1316 Accounts Receivable—Cash Shortages q/

1319 Accounts Receivable—Other r/

AND

Debit:

1110 General Cash

Credit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

o/ amount of collections now applied to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.

p/ amount of collections now applied in payment of dishonored checks.

q/ amount of collections now applied in payment of cash shortages.

r/ amount of collections now applied to other accounts receivable.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED]

10508 (Cont.3)

(Revised 10/2015)

CLEARANCE REGISTER

Date of Receipt	Receipt or Voucher Number	Cash Overages	Uncleared Collections	Accounts Receivable			Revenue	Reimbursements	Approp. Expenditures	Prior Year Revenue Adjustments	Prior Year Approp. Adj.	Sundry Accs.		
				Abatements	To be Applied	Other						Amount	Account	
		1.	2.	3.	4.	*5.	6.	7.	8.	9.	10.	11.	12.	
3/21			120.00		120.00									
			90.00			70.00	400.00						20.00	Cr: 1315
3/22			400.00											
			10.00						40.00					
			40.00										10.00	Cr: 1316
3/23			100.00					95.00						
			340.00						240.00	80.00		20.00		
3/24			30.00											
		(30.00)												
3/31		45.00	70.00	20.00				45.00				50.00		
		15.00	1,200.00	20.00	120.00	70.00	400.00	140.00	280.00	80.00	-	70.00	35.00	
		Dr. 3710	Dr. 3730	Cr. 1311	Cr. 8100 & Dr. 1600	Cr. 1312 & Dr. 1600	Cr. 8000 & Dr. 1600	Cr. 8000	Cr. 8100	Cr. 9000	Cr. 9892	Cr. 9893		

10508 ILLUSTRATION

SAM—STANDARD ENTRIES

ENTRY NO. 9 - [ACCOUNTS RECEIVABLE ARE WRITTEN OFF] (Revised 06/2016)

10509

This entry is made to write-off outstanding accounts receivable (AR) from department's accounts.

Authority:

Government Code (GC) section [13941](#) provides that under certain conditions state departments may file applications with the State Controller's Office (SCO) for discharge from accountability for the collection of taxes, licenses, fees, or other money due and payable to the state. In addition, GC section [12438](#) provides that departments may refrain from collecting taxes, license, fees, or money owed to the state if the amount to be collected is five hundred (\$500) or less and the amount owed to the state is uncollectible or does not justify the cost of collection.

Information:

In accordance with SAM sections [8776.6](#) and 8790 all state departments will try collection and offset efforts before they file a discharge from accountability application with the SCO. If efforts are not successful departments may:

- Write off ARs upon receipt of an approved Application for Discharge from Accountability Form, [STD. 27](#) from the [SCO](#).
- Write off ARs of \$500 or less, pursuant to GC section 12438.
- Write off cash shortages without approval in certain instances. See SAM section [8072](#).

Deficiencies in an established fund balance (e.g., revolving fund, depositors' trust fund, or uncleared collections) are not written off by this entry.

Source Document:

Approved Application for Discharge from Accountability Form, STD. 27
Blanket authority (SAM section [8776.6](#))
Cash shortage report (SAM section [8072](#)).

Journal Entry of Deferred Receivables for write-off of ARs:

Debit:

1600 Provision for Deferred Receivables a/

Credit:

1312 Accounts Receivable-Reimbursements b/

1313 Accounts Receivable-Revenue c/

1315 Accounts Receivable-Dishonored Checks d/

1316 Accounts Receivable-Cash Shortages e/

1319 Accounts Receivable-Other f/

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 9 - [ACCOUNTS RECEIVABLE ARE WRITTEN OFF] 10509 (Cont.1)
(Revised 06/2016)

- a/ amount of accounts receivable for deferred revenue, deferred reimbursements, or other deferred accounts receivable.
- b/ amount of Accounts Receivable-Reimbursements
- c/ amount of Accounts Receivable-Revenue.
- d/ amount of Accounts Receivable-Dishonored Checks.
- e/ amount of Accounts Receivable-Cash Shortages.
- f/ amount of accounts receivable for abatements, reimbursements, dishonored checks, or identified cash shortages, applicable to reverted appropriations or other accounts receivable not otherwise classified.

Journal Entry for write-off of ARs:

Debit:

8000 Revenue g/
9892 Prior Year Revenue Adjustments h/

Credit:

1313 Accounts Receivable-Revenue i/

Debit:

8100 Reimbursements j/
9893 Prior-Year Appropriations Adjustments k/

Credit:

1312 Accounts Receivable-Reimbursements l/

Debit:

9000 Appropriation Expenditures m/
9893 Prior-Year Appropriations Adjustments k/

Credit:

1311 Accounts Receivable-Abatements n/

- g/ amount of current year accounts receivable for dishonored checks or identified cash shortages applicable to revenue and all accounts receivable for unidentified cash shortages.
- h/ amount of accounts receivable which relate to dishonored checks or identified cash shortages applicable to revenue which was identified as being earned as of the preceding June 30.
- i/ amount of Accounts Receivable-Revenue.
- j/ amount of accounts receivable for reimbursements, dishonored checks, or identified cash shortages, applicable to current fiscal year appropriation reimbursements.
- k/ amount of accounts receivable for abatements, reimbursements, dishonored checks, or identified cash shortages, applicable to prior years appropriations but not yet reverted.
- l/ amount of Accounts Receivable-Reimbursements.
- m/ amount of accounts receivable for abatements, dishonored checks, or identified cash shortages, applicable to current fiscal year appropriation expenditures.
- n/ amount of Accounts Receivable-Abatements.

SAM—STANDARD ENTRIES

ENTRY NO. 10 – [GENERAL CASH IS DISBURSED] (Revised 10/2015)

10510

This entry is made to record cash being disbursed from the department's General Cash account.

Information:

Cash is disbursed from the department's General Cash account as refunds to payers, as remittances to the State Treasury, or to banks for dishonored checks.

All general cash disbursements are made by check or the Electronic Fiscal Input Transaction System (eFITS). General cash disbursements by coin or currency are not permitted. Refunds to payers because of denied applications or for other reasons are made daily or as refunds are determined and approved. Remittances to the State Treasury of revenue, expenditure abatements, and reimbursements are made at least once each month or more frequently if volume warrants or special regulations require. See SAM section [8091](#) for remittance procedure.

State departments are notified by banks whenever checks are dishonored. Upon notice that a check has been dishonored, the department reimburses the bank with a check drawn upon the department General Cash account. Accounts Receivable—Dishonored Checks is debited at the time this check is drawn. When another check or legal tender is substituted by the drawer, General Cash is debited and Accounts Receivable—Dishonored Checks is credited. See Entry No. 11 for alternate dishonored check entry.

Dishonored checks relating to revolving fund or department trust transactions are cleared with checks drawn against the respective revolving fund or department trust accounts. In such cases, the revolving fund receivable or depositor's account will be debited instead of Accounts Receivable—Dishonored Checks.

Source Document:

General Cash Check

Register:

General Cash Disbursement Register

Journal Entry for General Cash remitted to State Treasury:

Debit:

1115 General Cash, Remittance in Transit a/

1150 Cash in Transit to State Treasury a/

Credit:

1110 General Cash b/

a/ amount of general cash remitted for deposit in the State Treasury.

b/ total cash disbursements.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 10 – [GENERAL CASH IS DISBURSED]
(Revised 10/2015)

10510 (Cont.1)

Journal Entry for payment of dishonored check:

Debit:

1315 Accounts Receivable—Dishonored Checks c/

Credit:

1110 General Cash d/

c/ payments to banks for dishonored checks.

d/ total cash disbursements.

Journal Entry for refunds to payers:

Debit:

3730 Uncleared Collections e/

8000 Revenue f/

9892 Prior Year Revenue Adjustments g/

Credit:

1110 General Cash h/

e/ amount of suspense items refunded to payers

f/ amount of revenue refunded to payers.

g/ amount of prior year revenue refunded to payers.

h/ total cash disbursements.

SAM—STANDARD ENTRIES

ENTRY NO. 11 – [ALTERNATE ENTRY FOR DISHONORED CHECKS] (Revised 10/2015)

10511

This entry is an alternate method to record payment of dishonored checks.

Information:

Cash is disbursed from the department's General Cash account to reimburse banks for dishonored checks. (This alternate procedure is to be used by departments that desire to charge dishonored checks to revenue accounts previously credited.)

This entry is an alternate procedure for recording dishonored checks to that shown in Entry No. 10. This entry directly adjusts the accounts affected by dishonored check transactions. When the dishonored check is redeposited or a replacement check is received:

- increase the cash and revenue accounts, and
- decrease the receivable and provision accounts.

At year-end, accrue the amount of dishonored checks expected to be collected in the next fiscal year. See Adjusting Entry No. A-9 for a similar accounting entry.

Source Document:

Bank debit notice of dishonored checks

Register:

General Cash Disbursements Register

Journal Entry for payment of dishonored check:

Debit:

1315 Accounts Receivable—Dishonored Checks a/

Credit:

1110 General Cash a/

AND

Debit:

3110 Due to Other Funds or Appropriations b/

8000 Revenue c/

8100 Reimbursements d/

Credit:

1600 Provision for Deferred Receivable e/

a/ total amount of dishonored checks purchased.

b/ amount of dishonored checks previously accounted as revenue collected for other funds.

c/ amount of dishonored checks previously accounted as revenue.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 11 – [ALTERNATE ENTRY FOR DISHONORED CHECKS] 10511 (Cont.1)
(Revised 10/2015)

d/ amount of dishonored checks applicable to reimbursements that are not to be accounted as reimbursements until collected or until ordered into the State Treasury.

e/ amount of dishonored checks that will not be credited to income accounts until collected and the receivables for which must be fully reserved.

SAM—STANDARD ENTRIES

ENTRY NO. 12 – [CONTROLLER’S RECEIPT IS RECEIVED]
(Revised 10/2015)

10512

This entry is made to clear the Cash in Transit to State Treasury account and to liquidate the uncleared collections account when the department receives the Controller's Receipt.

Information:

The Controller's Receipt is the certification copy of either the Controller's Remittance Advice Form CA 21 or the Report to State Controller of Remittance to State Account, Form CA 21A which orders the cash into the State Treasury. (This entry is recorded as of the date on the Controller's Receipt.)

Cash in Transit to State Treasury may be comprised of (1) amounts pertaining to the departments operating fund and/or (2) amounts representing salary overpayments being remitted to the State Payroll Revolving Fund.

Uncleared collections may be comprised of reimbursements and/or amounts representing salary overpayments being remitted to the State Payroll Revolving Fund.

Included in this entry is the application of reimbursements of the type that, according to law, must be credited to the appropriation current at the time moneys are ordered into the State Treasury.

When a Controller's Receipt is received by the department the corresponding remittance advice is removed from the uncleared file, compared with the receipt to note any differences, and then discarded. The Controller's Receipt is the only copy filed in the cleared file.

Source Document:

Controller's Receipt (Certification copy of Controller's Remittance Advice Form CA 21 or Report to State Controller of Remittance to State Account, Form CA 21A)

Register:

Controller's Receipts Register (if volume justifies)

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury a/

Credit:

1115 General Cash, Remittance in Transit b/

1150 Cash in Transit to State Treasury b/

Note 1: The following entry is made when the department receives the certification copy of Controller's Remittance Advice, Form CA 21 or Report to State Controller of Remittance to State Account, Form CA 21A, for salary overpayments ordered into the State Treasury to the credit of the State Payroll Revolving Fund.

(Continued)

(Continued)

ENTRY NO. 12 – [CONTROLLER’S RECEIPT IS RECEIVED]
(Revised 10/2015)

10512 (Cont.1)

SAM—STANDARD ENTRIES

Debit:

3730 Uncleared Collections c/

Credit:

1115 General Cash, Remittance in Transit d/

1150 Cash in Transit to State Treasury d/

Note 2: The following entry is also made for the amount of reimbursements included in "c" which, according to law, must be applied to the appropriation current at the time moneys are ordered into the State Treasury.

Debit:

3730 Uncleared Collections e/

Credit:

8100 Reimbursements e/

a/ amount credited to funds other than the State Payroll Revolving Fund.

b/ total amount of cash in transit credited to treasury funds by the State Controller's Office.

c/ amount of salary overpayments collected from employees and remitted by the agency to the credit of the State Payroll Revolving Fund. See SAM section [8593.2](#) for explanation of such transactions.

d/ Same as "c/".

e/ amount now applied reimbursements.

CONTROLLER'S RECEIPTS REGISTER Date	Receipt Number	Amount of Receipt 1.	Cash in State Treasury 2.	Accounts Receivable-- Abatements 3.	Reimbursements To Be Applied 4.
4-5	1171	1,400.00	1,400.00		100.00
4-6	1250	2,350.00	2,276.00	74.00	
4-8	1345	1,800.00	1,800.00		200.00
4-10	1451	900.00	900.00		
4-15	1452	6,600.00	6,574.00	26.00	
4-20	1501	450.00	450.00		
4-25	1550	2,650.00	2,650.00		
4-30	1600	17,900.00	17,900.00		4,700.00
		34,050.00	33,950.00	100.00	5,000.00
		Cr.1115/1150	Dr. 1140	Dr. 1311	Dr. 3730 Cr. 8100

SAM—STANDARD ENTRIES

ENTRY NO. 13 – [CASH ON HAND] (Revised 10/2015)

10513

This entry is made to record cash received that is not expected to be deposited.

Information:

When cash or checks are received that (1) normally will be returned to payers without being deposited, such as bid deposits, or (2) are payments of smaller amounts than are due the state which if deposited would prejudice the state's right to make further collections, they are retained in the department's custody as cash on hand until their final disposition is determined. These items subsequently will be either (1) returned to the payers or (2) applied and deposited in the General Cash account.

Departments will maintain a register of such items received. This register will note the date each item is returned or deposited. Open items in this register will be verified or reconciled monthly to the amount of such cash on hand and to the balance of the General Ledger Account 1190.

When items are returned to the payers or deposited the entry below is reversed. When these items are deposited in the General Cash account, the amount is recorded in the General Cash Receipts Register and included in Entry No. 7.

Source Document:

Cash Receipt

Register:

Cash on Hand Register

Journal Entry for Cash on Hand:

Debit:

1190 Cash on Hand

Credit:

3730 Uncleared Collections

SAM—STANDARD ENTRIES

ENTRY NO. 14 – [PREPAYMENT TO OTHER FUNDS OR APPROPRIATIONS] 10514 (Revised 10/2015)

This entry is made to record the amount advanced from the department's appropriation or fund to a service agency or fund such as the Service Revolving Fund.

Information:

A transfer is received from the State Controller's Office for an amount advanced from the department's appropriation or fund to a service agency. (This entry is recorded as of the date on the Controller's Reserved Appropriation Advance.)

This entry will not be used to record advances to the Water Resources Revolving Fund, the State Highway Account, State Transportation Fund, or the Architecture Revolving Fund. Advances to these funds will be recorded as shown in Entry No. 17.

Note: This entry would be reversed for any portion of the advance returned from the service agency or fund.

Source Document:

Controller's Reserved Appropriation Advance

Register:

Controller's Transfer Register (if volume warrants)

Journal Entry for Prepayment to Other Funds or Appropriations:

Debit:

1730 Prepayments to Other Funds or Appropriations

Credit:

1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 16 – [OFFICE OF STATE PUBLISHING]
(Revised 10/2015)

10516

This entry is made to record the payment by the State Controller's Office (SCO) to the Office of State Publishing (OSP) for printing services and/or supplies received.

Information:

SCO's Notice of Transfer journal entry is received for services from OSP (this entry is recorded as of the date on the SCO journal entry). Departments will have previously received copies of Publishing Order, Std. [Form 67](#), and the OSP's, Notice of Electronic Fund Transfer request. See SAM section [8471.2](#), Electronic Fund Transfer for Department of General Services' Invoices.

Note: The entries below will be reversed for any SCO journal entries that reverse amounts from previous journal entries.

Source Document:

SCO's Notice of Transfer
Publishing Order, Std. Form 67
OSP's Notice of Electronic Fund Transfer request

Register:

Controller's Journal Entry Register (if volume warrants)

Journal Entry for services/supplies received:

Debit:

5350 Reserve for Encumbrances

Credit:

6150 Encumbrances

AND

Debit:

9000 Appropriation Expenditures (or other appropriate expenditure account)

Credit:

1730 Prepayment to Other Funds or Appropriations

SAM—STANDARD ENTRIES

ENTRY NO. 17 – [PREPAYMENTS TO A CONSTRUCTION AGENCY] (Revised 10/2015)

10517

This entry is made to record the transfer of the estimated project cost to the fund under control of the department doing the work.

Information:

A State Controller's Office (SCO), Notice of Transfer is received relating to a document authorizing work to be performed for the department by the (1) Division of The State Architect, (2) Department of Transportation, or (3) Department of Water Resources. (This entry is recorded as of the date on the SCO journal entry.)

Upon receipt of an approved transfer request, the SCO transfers the estimated amount of the project cost to the fund under control of the agency doing the work. At this time the transaction is recorded as an appropriation expenditure and also as a fully-reserved prepayment.

The transfer will be accounted as an expenditure of the fiscal year in which the SCO journal entry is dated. Unless the transfer request was approved and encumbered prior to the June 30 on which the availability of the appropriation for encumbrance expired but the transfer is made in the following fiscal year.

Source Document:

SCO's Notice of Transfer and supported by an approved transfer request.

Register:

Controller's Transfer Register (if volume justifies.)

Journal Entry for transfer of estimated project cost:

Debit:

1730 Prepayments to Other Funds or Appropriations a/

Credit:

5330 Reserve for Prepaid Items b/

AND

Debit:

9000 Appropriation Expenditures c/

9893 Prior-Year Appropriation Adjustments d/

Credit:

1140 Cash in State Treasury a/

a/ amount transferred to the respective funds or appropriations.

b/ total amount of transfers.

c/ amount chargeable to appropriations currently available for encumbrance.

d/ amount chargeable to prior-year appropriations no longer available for encumbrance but not yet reverted.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 17 – [PREPAYMENTS TO A CONSTRUCTION AGENCY] 10517 (Cont.1)
(Revised 10/2015)

Journal Entry to liquidate Encumbrance made by the transfer:

Debit:

5350 Reserve for Encumbrances e/

Credit:

6150 Encumbrances e/

e/ amount of encumbrance liquidated by the transfer.

SAM—STANDARD ENTRIES

ENTRY NO. 18 - [EXPENDITURES ARE REPORTED BY A CONSTRUCTION AGENCY] (Revised 10/2015)

10518

This entry is made to record the expenditures reported by a construction agency against the prepayments.

Information:

Reports of expenditures made during the fiscal year from prepayments to construction agencies, not yet completed, are received from the Department of Transportation or Department of Water Resources.

When construction agencies report to client departments the expenditures made from prepayments, the prepayment account and the contra reserve account are reduced by the amount of such expenditures, thereby reducing the prepayment account to the amount still unexpended by the construction agency.

If the expenditures are for a project that will be capitalized in the property records, the expenditure amount on uncompleted projects will be debited to GL 2350 and credited to GL 5200. No entry to the expenditure accounts is required since the total amount advanced is accounted as an expenditure.

Source Document:

Reports of expenditures by construction agencies

Journal Entry to reduce prepayment account:

Debit:

5330 Reserve for Prepaid Items a/

Credit:

1730 Prepayments to Other Funds or Appropriation a/

a/ amount of expenditures made during the period of the report, both for projects that will be capitalized upon completion and other work that will not be capitalized.

Journal Entry to record capitalized property:

Debit:

2350 Construction Work in Progress b/

Credit:

5200 Investment in Capital Assets b/

b/ amount of expenditures on projects that will be capitalized in the property accounts when completed.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 18.A - [AN INTERNALLY GENERATED CAPITAL ASSET IN PROGRESS]

10518 (Cont.1)

(Revised 08/2015)

Information:

An internally generated tangible or intangible asset meets the criteria for capitalization and the development costs associated with the asset are recorded as in progress in GL 2350 or 2430. It is recommended this journal entry be recorded at least quarterly. See SAM section [8600](#), Purpose and Objective of Property Accounting.

Journal Entry for work in progress:

Debit:

2350 Construction Work in Progress

2430 Internally Generated Intangible Assets in Progress

Credit:

5200 Investment in Capital Assets

SAM—STANDARD ENTRIES

ENTRY NO. 19 - [A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY]

10519

(Revised 10/2015)

This entry is made to record any unexpended balance in the project prepayment that is returned to the department's appropriation. Concurrently the cost of the project now completed is entered in the capital asset accounts.

Information:

The Division of the State Architect, Department of Transportation, or the Department of Water Resources reports a project completed, and the State Controller's Office (SCO) returns by transfer the unexpended portion of prepayments to the department's appropriation. (This entry is recorded as of the date on the SCO journal entry.)

After a project is completed a report is issued by the construction agency and any unexpended balance in the project prepayment is returned to the department's appropriation. Concurrently the cost of the project now completed, including preliminary planning costs, if a capital improvement as distinguished from a maintenance or repair project, is entered in the capital asset accounts. The project completion report relating to such projects will be analyzed as to the amounts of (1) equipment and (2) improvements other than buildings included in the project. See SAM section [8613](#), Improvements Other than Buildings.

Source Document:

SCO's Notice of Transfer and supported by a project completion report.

Journal Entry for unexpended and returned prepayments:

Debit:

5330 Reserve for Prepaid Items a/

Credit:

1730 Prepayments to Other Funds or Appropriation a/

AND

Debit:

1140 Cash in State Treasury b/

Credit:

9000 Appropriation Expenditures c/

9891 Refunds to Reverted Appropriations d/

9893 Prior-Year Appropriation Adjustments e/

a/ amount of prepayments still outstanding on the department's books for the particular project now completed.

b/ amount of prepayments unexpended and now returned.

c/ amount of "b" that is applicable to an appropriation still available for encumbrance.

d/ amount of "b" that is applicable to an appropriation that has reverted.

e/ amount of "b" that is applicable to an appropriation no longer available for encumbrance but not yet reverted.

(Continued)

(Continued)

SAM—STANDARD ENTRIES

ENTRY NO. 19 - [A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY]

10519 (Cont.1)

Journal Entry to record capitalized property:

Debit:

2331 Improvements Other than Buildings f/

2341 Equipment g/

Credit:

2350 Construction Work in Progress h/

5200 Investment in Capital Assets i/

f/ total cost of improvements other than buildings now being capitalized, including preliminary planning costs as reported by The Division of the State Architect whether or not paid from an appropriation made to the construction agency.

g/ total cost of any equipment included in the project now being capitalized.

h/ amount previously accounted in this account and as a reduction of prepayments for the particular project now completed.

i/ amount of the difference between the amount previously accounted as Construction Work in Progress and the amount capitalized (f+g-h).

(Continued)

(Continued)

ENTRY NO. 19A - [AN INTERNALLY GENERATED CAPITAL ASSET IS COMPLETED]

(Revised 8/2015)

10519 (Cont.2)

Information:

An internally generated tangible or intangible asset is completed and the development costs associated with that asset that were recorded as in progress in GL 2350 or 2430 are recorded in the appropriate property account.

After an internally generated tangible or intangible asset is complete, the project completion status and total cost is determined. Methods for determining total cost should be retained as a record of the asset value. See SAM section [8635](#) for information on Internally Generated Intangible Asset.

SAM—STANDARD ENTRIES

Source Document:

Notification is received that an internally generated capital asset is complete.

Journal Entry for General Ledger Accounts:

Debit:

2321 Buildings
2331 Improvements Other than Buildings
2333 Utility Plant in Service
2341 Equipment
2361 Infrastructure-Non-depreciable
2362 Infrastructure-Depreciable
2411 Computer Software—Amortizable
2412 Land Use Rights—Amortizable
2413 Patents, Copyrights, Trademarks—Amortizable
2414 Other Intangible Assets—Amortizable
2422 Land Use Rights-Non-amortizable
2423 Patents, Copyrights, Trademarks-Non-amortizable
2424 Other Intangible Assets-Non-amortizable

Credit:

2350 Construction Work in Progress
2430 Internally Generated Intangible Assets in Progress

SAM—STANDARD ENTRIES

ENTRY NO. 20 - [CAPITAL ASSETS ARE ACQUIRED]
(Revised 10/2015)

10520

This entry is made to record capital assets that are acquired.

Information:

Capital Assets (other than those that are internally generated or obtained through project prepayments to [The Division of the State Architect](#), the [Department of Transportation](#), or the [Department of Water Resources](#)) are acquired.

Journal Entry for capitalized assets acquired:

Debit:

2310 Land
2321 Buildings
2331 Improvements Other than Buildings
2333 Utility Plant in Service
2341 Equipment
2361 Infrastructure-Non-depreciable
2362 Infrastructure-Depreciable
2411 Computer Software—Amortizable
2412 Land Use Rights—Amortizable
2413 Patents, Copyrights, Trademarks—Amortizable
2414 Other Intangible Assets—Amortizable
2422 Land Use Rights—Non-Amortizable
2423 Patents, Copyrights, Trademarks—Non-Amortizable
2424 Other Intangible Assets—Non-Amortizable

Credit:

5200 Investment in Capital Assets

SAM—STANDARD ENTRIES

ENTRY NO. 21 - [CAPITAL ASSETS ARE WRITTEN OFF]
(Revised 10/2015)

10521

This entry is to record capital assets that are written off.

Journal Entry for capital assets written off:

Debit:

5200 Investment in Capital Assets

Credit:

2321 Buildings

2331 Improvements Other than Buildings

2333 Utility Plant in Service

2341 Equipment

2361 Infrastructure-Non-depreciable

2362 Infrastructure-Depreciable

2411 Computer Software—Amortizable

2412 Land Use Rights—Amortizable

2413 Patents, Copyrights, Trademarks—Amortizable

2414 Other Intangible Assets—Amortizable

2422 Land Use Rights—Non-Amortizable

2423 Patents, Copyrights, Trademarks—Non-Amortizable

2424 Other Intangible Assets—Non-Amortizable

SAM—STANDARD ENTRIES

ENTRY NO. 22 - [CAPITAL ASSET IS ACQUIRED BY INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT]

10522

(Revised 10/2015)

This entry is to record a capital asset acquired through a lease-purchase contract. Note: This entry would normally be included in Entry No. 20. It is shown here separately for clarity.

Information:

Capital asset is acquired by an installment purchase or capital lease (lease-purchase) contract. When a lease contract which is essentially an installment purchase or an actual installment purchase contract is executed, an asset is recorded in the Capital Asset Group of Accounts. Since there is also a long-term commitment to make the lease or installment payments, a liability is also recorded in the General Long-Term Debt Account Group. See SAM section [8632](#), Installment Purchase/Capital Lease Contracts.

Source Document:

Capital lease or installment purchase contract.

Journal Entry for General Ledger Accounts:

Debit:

2310 Land a/
2321 Buildings a/
2331 Improvements Other than Buildings a/
2333 Utility Plant in Service a/
2341 Equipment a/
2361 Infrastructure-Non-depreciable a/
2362 Infrastructure-Depreciable a/
2411 Computer Software—Amortizable a/
2412 Land Use Rights—Amortizable a/
2413 Patents, Copyrights, Trademarks—Amortizable a/
2414 Other Intangible Assets—Amortizable a/
2422 Land Use Rights—Non-Amortizable a/
2423 Patents, Copyrights, Trademarks—Non-Amortizable a/
2424 Other Intangible Assets—Non-Amortizable a/

Credit:

5200 Investment in Capital Assets b/

AND

Debit:

2920 Amount to be Provided for Other Long-Term Debt c/

Credit:

4210 Installment Contracts Payable c/
4220 Lease-Purchase Contracts c/

a/ specific asset type; recorded in appropriate general ledger account above recorded at lesser of fair value or present value of the minimum contract payments.

b/ offset to Capital Asset Group of Accounts.

c/ same amount as "a/" less any amount paid at inception of contract.

SAM—STANDARD ENTRIES

ENTRY NO. 23 - [CLAIM IS FILED FOR PAYMENT ON INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT]

10523

(Revised 10/2015)

This entry is made when a claim is filed for payment on installment purchase or capital lease (lease-purchase) contract. Note: This entry would normally be included in Entry No. 3. It is shown here separately for clarity.

Information:

At the time an installment purchase or capital lease (lease-purchase) contract is executed an asset is recorded in the Capital Asset Group of Accounts for the principal amount of the contract along with a long-term liability, see Entry No. 22. As claims are filed for contract payments, the total amount of the claim is charged to expenditures. However, the liability is reduced only for the amount of the payment applicable to the principal, excluding any interest, maintenance, or other operating costs.

Source Document:

Claim Schedule

Journal Entry for General Ledger Accounts:

Debit:

4210 Installment Contracts Payable a/

4220 Lease-Purchase Contracts a/

Credit:

2920 Amount to be Provided for Other Long-Term Debt a/

AND

Debit:

9000 Appropriation Expenditures b/

Credit:

3020 Claims Filed b/

a/ amount of payment made on contract excluding any interest, maintenance or other operating costs.

b/ total amount of claim.

SAM—STANDARD ENTRIES

ENTRY NO. 25 – [REVENUES COLLECTED IN ADVANCE ARE APPLIED] 10525 (Revised 10/2015)

This entry is made when revenues collected in advance in a prior fiscal year are credited to the revenue accounts of the fiscal year to which they apply.

Information:

This entry dated July 1 credits the current fiscal year revenue account amounts applicable to those accounts that were received and cleared in the prior fiscal year as revenue collected in advance but that will be earned in the current fiscal year.

If such receipts or any portion thereof were remitted and ordered into the State Treasury during the prior fiscal year as revenue collected in advance, the State Controller's Office will be requested by a Transaction Request to make a similar entry. The Transaction Request will show the revenue account code to be credited and will cite the Controller's Remittance Advices on which the amounts were remitted.

Source Document:

Analysis of June 30 balance of GL 3410.

Journal Entry for General Ledger Accounts:

Debit:

3410 Revenue Collected in Advance

Credit:

8000 Revenue

SAM—STANDARD ENTRIES

ENTRY NO. 26 – [REIMBURSEMENTS COLLECTED IN ADVANCE ARE APPLIED] (Revised 10/2015)

10526

This entry is made when reimbursements collected in advance are credited to the reimbursement accounts of the fiscal year to which they apply.

Information:

This entry credits the appropriate fiscal year reimbursement amounts applicable to those accounts that were previously received and cleared as reimbursements collected in advance. If such receipts or any portion thereof were remitted and ordered into the State Treasury as reimbursements collected in advance, the [State Controller's Office](#) will be requested by a Transaction Request to make a similar entry. The Transaction Request will show the subsidiary accounts to be credited and will cite the Controller's Remittance Advices on which the amounts were remitted.

Source Document:

Analysis of GL 3420 throughout the year and at June 30.

Journal Entry for General Ledger Accounts:

Debit:

3420 Reimbursements Collected in Advance

Credit:

8100 Reimbursements

SAM—STANDARD ENTRIES

ENTRY NO. 27 – [DEPOSITS MADE TO THE CONDEMNATION DEPOSITS FUND] (Revised 10/2015)

10527

This entry is made when departments engaged in condemnation proceedings are required by the court to deposit a sum of money in the Condemnation Deposits Fund.

Information:

Money is transferred to the Condemnation Deposits Fund as a deposit in condemnation proceedings for acquisition of real property. (This entry is recorded as of the date on the SCO journal entry.) The amount is determined by the court; deposits are retained in the Condemnation Deposits Fund until the court orders payment to the grantor. In some instances the court may order an advance payment. However, usually the entire deposit remains in the Condemnation Deposits Fund until final settlement is determined by the court.

Source Document:

SCO's Notice of Transfer journal entry

Register:

Controller's Transfer Register (if volume justifies).

Journal Entry for General Ledger Accounts:

Debit:

2730 Deposits in Condemnation Proceedings

Credit:

5390 Other Reserves

AND

Debit:

9000 Appropriation Expenditures

Credit:

1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 28 – [CLAIM IS FILED FOR ACQUISITION OF PROPERTY UNDER CONDEMNATION PROCEEDINGS] (Revised 10/2015)

10528

This entry is made to record the claim filed against the department's fund and appropriation in settlement of a condemnation proceeding for acquisition of real property.

Information:

In settlement of some condemnation proceedings, payment is made to the grantor from the department's fund and appropriation prior to return of the deposit from the Condemnation Deposits Fund. In these cases, the State Controller's Office ([SCO](#)) is requested to transfer the amount of the deposit back to the department's fund and appropriation, and the amount of the deposit is transferred from GL 2730 to GL 1400. At this time, the actual cost of the capital assets is recorded in the General Ledger Capital Asset Group of Accounts. Since the amount deposited was recorded as an appropriation expenditure, only the difference between the amount of the deposit and the amount of the final settlement now is recorded as an appropriation expenditure or abatement.

If a claim for settlement has been filed on or before June 30 but the deposit has not been returned by that date, the amount to be returned will be reported to the SCO as an abatement accrual.

Source Document:

Claim Schedule

Register:

Claims Filed Register

Journal Entry for General Ledger Accounts:

Debit:

5390 Other Reserves a/

Credit:

2730 Deposits in Condemnation Proceedings a/

AND

Debit:

2310 Land b/

2331 Improvements Other than Buildings c/

Credit:

5200 Investment in Capital Assets e/

AND

Debit:

1400 Due from Other Funds or Appropriations a/

9000 Appropriation Expenditures d/

Credit:

3020 Claims Filed e/

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 28 – [CLAIM IS FILED FOR ACQUISITION OF PROPERTY UNDER CONDEMNATION PROCEEDINGS]

10528 (Cont.1)

(Revised 10/2015)

- a/ amount deposited in the Condemnation Deposits Fund for the case now being settled.
- b/ amount of settlement for land acquired.
- c/ amount of settlement for improvements acquired.
- d/ excess of amount of settlement over amount of the deposit (if amount of judgment is less than the amount of the deposit, this entry will be the reverse of that shown).
- e/ amount of claim filed settlement (b+c).

SAM—STANDARD ENTRIES

ENTRY NO. 29 – [CONDEMNATION DEPOSIT IS RETURNED]

10529

(Revised 10/2015)

This entry is made to return the deposit in the Condemnation Deposits Fund to the department's fund and appropriation after the department has made payment to the grantor from funds under its own control.

Information:

When payment is made to the grantor in a condemnation proceeding by a warrant drawn on the department's fund and appropriation, the State Treasurer will release the deposit in the Condemnation Deposits Fund. Upon request, the State Controller's Office ([SCO](#)) will transfer the amount of the deposit back to the department's fund and appropriation. (This entry is recorded as of the date on the SCO journal entry.)

Source Document:

SCO's Notice of Transfer journal entry

Register:

Controller's Transfer Register (if volume justifies).

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury

Credit:

1400 Due from Other Funds or Appropriations

SAM—STANDARD ENTRIES

ENTRY NO. 30 – [STATE TREASURER’S OFFICE FILES A CLAIM AGAINST CONDEMNATION DEPOSITS FUND] (Revised 10/2015)

10530

This entry is made to record the State Treasurer’s Office (STO) filing of a claim against the Condemnation Deposits Fund to make payments directly to the grantor upon settlement of a condemnation proceeding.

Information:

This entry is made in lieu of Entry No. 28 when payment is made to the grantor by a warrant drawn on the Condemnation Deposits Fund.

If the amount of the settlement is more than the amount of the original deposit, an additional deposit will be made and recorded by Entry No. 27. If the amount of the settlement is less than the original deposit, upon request the State Controller's Office (SCO) will transfer the excess amount to the department's fund and appropriation. The SCO's Notice of Transfer is recorded by Entry No. 29. (This entry shows the recording of the transaction in the accounts of the fund from which the deposit was originally made.)

Source Document:

Copy of the STO’s claim schedule

Journal Entry for General Ledger Accounts:

Debit:

5390 Other Reserves a/

Credit:

2730 Deposits in Condemnation Proceedings a/

AND

Debit:

2310 Land b/

2331 Improvements Other than Buildings c/

Credit:

5200 Investment in Capital Assets d/

AND (if the settlement is less than the original deposit)

Debit:

1400 Due from Other Funds or Appropriations e/

Credit:

9000 Appropriation Expenditures e/

a/ amount deposited in the Condemnation Deposits Fund for the case now being settled.

b/ amount of settlement for land acquired.

c/ amount of settlement for improvements acquired.

d/ amount of capital assets acquired (b+c).

e/ excess of amount of deposit over amount of settlement.

SAM—STANDARD ENTRIES

ENTRY NO. 31 – [SURPLUS MONEY INVESTMENT FUND]
(Revised 10/2015)

10531

This entry is made when surplus cash is transferred to the Surplus Money Investment Fund.

Authority:

Government Code sections [16470](#) through 16476 provide for the transfer of surplus cash in certain funds to the Surplus Money Investment Fund for investment by the State Treasurer's Office.

Information:

Departments that maintain the Cash in State Treasury account for funds are furnished copies of the State Controller's Office ([SCO](#)) Notice of Transfer when cash is transferred to or returned from the Surplus Money Investment Fund. (These entries are recorded as of the date on the SCO's journal entry.)

Note: When cash is returned from the Surplus Money Investment Fund the entry is reversed.

Source Document:

SCO's Notice of Transfer journal entry

Journal Entry for General Ledger Accounts:

Debit:

1210 Deposits in Surplus Money Investment Fund.

Credit:

1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 32 – [INTEREST EARNINGS ON INVESTMENTS OF THE SURPLUS 10532 MONEY INVESTMENT FUND AND CONDEMNATION DEPOSITS FUND]

(Revised 10/2015)

This entry is made to record interest earnings on investments of the Surplus Money Investment Fund and the Condemnation Deposits Fund when they are transferred from those funds to the department's fund.

Information:

Interest on investments of the Surplus Money Investment Fund and the Condemnation Deposits Fund is apportioned quarterly to other funds by the State Controller's Office (SCO). The administering agency for funds receiving such interest will receive the SCO's Notice of Transfer in the month following the end of the quarter.

The July transfer is accounted for differently because the interest was accrued as of June 30. See SAM section [10605](#), Entry No. A-6.

Source Document:

SCO's Notice of Transfer journal entry

Journal Entry for Interest Transferred in January, April, and October:

Debit:

1140 Cash in State Treasury a/

Credit:

8000 Revenue b/

Journal Entry for Interest Transferred in July:

Debit:

1140 Cash in State Treasury a/

Credit:

1410.0681 Due from Surplus Money Investment Fund c/

1410.0910 Due from Condemnation Deposits Fund c/

a/ amount of interest transferred

b/ amount of interest transferred in January, April, and October

c/ amount of interest transferred in July

SAM—STANDARD ENTRIES

ENTRY NO. 33 – [INVESTMENTS ARE PURCHASED] (Revised 10/2015)

10533

This entry is made to record investments when purchased.

Information:

Investments are purchased and held by the State Treasurer's Office ([STO](#)). The source of this entry is a copy of the STO's claim schedule. (The entry is recorded as of the date of the detail sheet supporting the claim schedule.)

Source Document:

Detail sheet supporting the claim schedule prepared by the STO.

Journal Entry for Investments Purchased:

Debit:

1320 Accrued Interest Receivable a/
2011 Investment in Securities at Cost b/
2012 Investment in Securities c/
2013 Premium on Securities d/
2021 Investment in Common Stock e/
2022 Investment in Preferred Stock f/

Credit:

1140 Cash in State Treasury g/
2014 Discount on Securities h/

a/ amount of accrued interest purchased on investments acquired between interest dates.

b/ cost investment in debt securities.

c/ face value of investment in debt securities.

d/ amount of premium paid on investments purchased.

e/ cost of investment in common stocks.

f/ cost of investment in preferred stocks.

g/ amount expended for investments purchased.

h/ amount of discount on investments purchased.

SAM—STANDARD ENTRIES

ENTRY NO. 34 – [INVESTMENTS MATURE OR ARE SOLD] (Revised 10/2015)

10534

This entry is made to record the investments when they mature or are sold.

Information:

The Controller's Receipt shows the amount of proceeds from investment sales or maturities ordered into the State Treasury. At the same time, the State Controller's Office prepares a journal entry, a copy of which is sent to the department, showing any premium or discount to be written off and/or accrued interest sold. (This entry is recorded as of the date on the Controller's Receipt.)

Source Document:

Controller's Receipt and journal entry

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury a/

2014 Discount on Securities b/

Credit:

2011 Investment in Securities at Cost c/

2012 Investment in Securities d/

2013 Premium on Securities e/

2021 Investment in Common Stock f/

2022 Investment in Preferred Stock g/

8000 Revenues h/

a/ proceeds from sale or maturity deposited in the appropriate fund in the State Treasury.

b/ unaccumulated discount on investments sold before maturity.

c/ cost of investment in debt securities matured or sold.

d/ face value of investment in debt securities matured or sold.

e/ unamortized premium on investments sold before maturity.

f/ cost of common stocks sold.

g/ cost of preferred stocks sold.

h/ (1) amount of accrued interest sold plus or minus the difference between the amount received and the book value plus accrued interest sold, or (2) gain or loss on the sale of stocks. This net entry would result in a debit to the general ledger Revenue account if the result of the sale was a loss greater than the amount of accrued interest sold or a loss on the sale of stocks.

SAM—STANDARD ENTRIES

ENTRY NO. 35 – [INTEREST RECEIVED ON INVESTMENTS] (Revised 10/2015)

10535

This entry is made to record the interest earnings, amortization of premium, and accumulation of discount on investment securities.

Information:

Interest is received on investment securities and premium and discount on investments are amortized or accumulated. The State Controller's Office will show the amounts of premium being amortized or discount being accumulated and the amount of interest received. The "interest method" for amortization of premium and discount is used to yield an equal periodic rate of interest. (This entry is recorded as of the date on the Controller's Receipt.)

Source Document:

Controller's Receipt journal entry

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury a/
2014 Discount on Securities b/

Credit:

1313 Accounts Receivable Revenue c/
1320 Accrued Interest Receivable d/
2013 Premium on Securities e/
8000 Revenue f/

- a/ amount of interest received and deposited in the appropriate fund in the State Treasury.
- b/ amount of discount accumulation since the last accumulation of discount, either at the time of receipt of interest or accrual of interest as of June 30.
- c/ amount of interest accrued at June 30 now liquidated.
- d/ amount of accrued interest purchased collected at first interest date, exclusive of accrued interest purchased accounted through Account No. 1313 as a result of Entry No. A-5.
- e/ amount of premium amortization since the last amortization of premium, either at the time of receipt of interest or accrual of interest as of June 30.
- f/ amount of interest earned that was not accrued previously.

SAM – STANDARD ENTRIES

ENTRY NO. 36 – [ACCOUNTS RECEIVABLE ARE SOLD]

10536

(Revised 10/2015)

This entry is made when departments receive cash payments for the sale of accounts receivables (AR).

Information:

Departments are authorized to sell their AR to private persons or entities. Sales of this nature will result in the receipt of payment in amounts less than the invoiced AR amount. This entry will remove the AR at its full invoiced amount and adjust the income/expenditure accounts to reflect the appropriate net amounts received.

Source Document:

General Cash Receipt

Register:

General Cash Receipts Register

Journal Entry for AR-Abatement Sold:

Debit:

1110 General Cash a/
9000 Appropriation Expenditures b/
9893 Prior Year Appropriation Adjustments c/

Credit:

1311 Accounts Receivable —Abatements d/

a/ total cash received for deposit in the General Cash account.

b/ the amount that represents the difference between the amount of current year invoiced Accounts Receivable—Abatements and the amount received from the sale of the Accounts Receivable—Abatements.

c/ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable—Abatements and the amount received from the sale of those accounts receivable.

d/ invoice amount of Accounts Receivable—Abatements that have been sold.

Journal Entry for AR-Reimbursement Sold:

Debit:

1110 General Cash e/
8100 Reimbursements f/
9893 Prior Year Appropriation Adjustments g/

Credit:

1312 Accounts Receivable —Reimbursements h/

(Continued)

SAM – STANDARD ENTRIES

(Continued)

ENTRY NO. 36 – [ACCOUNTS RECEIVABLE ARE SOLD]

10536 (Cont.1)

(Revised 10/2015)

- e/ total cash received for deposit in the General Cash account.
- f/ the amount that represents the difference between the amount of current year invoiced Accounts Receivable–Reimbursements sold and the amount received from the sale of the Accounts Receivable–Reimbursements.
- g/ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable–Reimbursements and the amount received from the sale of those accounts receivable.
- h/ invoice amount of Accounts Receivable–Reimbursements that have been sold.

Journal Entry for AR-Revenue or AR-Operating Revenue Sold:

Debit:

1110 General Cash i/

8000 Revenue j/

9892 Prior-Year Revenue Adjustments k/

Credit:

1313 Accounts Receivable —Revenue l/

1314 Accounts Receivable —Operating Revenues l/

- i/ total cash received for deposit in the General Cash account.
- j/ the amount that represents the difference between the amount of current year invoiced Accounts Receivable–Revenue sold and the amount received from the sale of the Accounts Receivable–Revenue.
- k/ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable–Revenue sold and the amount received from the sale of the Accounts Receivable–Revenue.
- l/ invoice amount of Accounts Receivable–Revenue and Accounts Receivable-Operating Revenue that have been sold.

Journal Entry for AR-Dishonored Checks or AR-Other Sold:

Debit:

1110 General Cash m/

1600 Provision for Deferred Receivables n/

Credit:

1315 Accounts Receivable —Dishonored Checks o/

1319 Accounts Receivable —Other o/

- m/ total cash received for deposit in the General Cash account.
- n/ the amount that represents the difference between the sold accounts receivables accounted for during the year on a fully reserved basis and the amount received from the sale of the Accounts Receivable–Other.
- o/ invoice amount of Accounts Receivable-Dishonored Checks or Accounts Receivable–Other that have been sold.