

AOSD User Flash #292: Copying FY18 Journal Entries & Cash Balancing Lines on \$0.00 Vouchers 8/15/18

Copying FY18 Journal Entries – Budget Date

When copying from an existing Journal Entry, Departments must be sure to check the “Recalculate Budget Date” box on the Journal Entry Copy screen. If not, the entry will retain the original entry’s budget date, regardless of the date input in the “journal date” field. This results in a mismatched Accounting Date and Budget Date. Please see the attached [\(click here\)](#) for steps on how to correctly copy journal entries.

Also attached is a spreadsheet [\(click here\)](#) of existing journal entries with mismatched budget and accounting dates. To fix the journal entries for your Department, please recreate the mismatched journal entry using the steps above and post the new entry, ensuring the “Recalculate Budget Date” box is checked. Once posted, immediately contact your fund accountant to have the original, mismatched journal entry unposted.

Journal Entry Copy

Business Unit SFGOV Copy From ID 0000102313 Copy From Date 06/30/2018

Journal ID NEXT
Journal Date 06/30/2018

ADB Date
Currency Effective Date

Ledger
New Ledger
Document Type

Reverse Signs
 Recalculate Budget Date
 Save Journal Incomplete Status

Reversal Date

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period
Reversal Date

ADB Reversal Date

- Same As Journal Reversal
- On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

Cash Balancing Lines for \$0.00 Vouchers to correct FY18 Vouchers

When processing \$0.00 vouchers to correct FY18 vouchers, Departments must be sure to assess the cash distribution date of the original voucher.

To find the cash distribution date of the original voucher, navigate to the Summary tab of the original voucher and choose the “Accounting Entries Inquiry” under the View Related dropdown menu. Under Accounting Information, click on “View All” to expand the window to show all postings. The cash distribution line is found under the Payments section. See screenshot below:

The screenshot displays two sections of accounting information. The first section, 'Posting Process AP Accrual', shows a table with two rows: 'Accounts Payable' with a monetary amount of -301.62 USD and 'PPE 2018-06-01' with a monetary amount of 301.62 USD. The second section, 'Posting Process Payments', shows a table with two rows: 'Accounts Payable' with a monetary amount of 301.62 USD and 'Cash Distribution' with a monetary amount of -301.62 USD. The 'Cash Distribution' row is highlighted with a red box, and its 'Accounting Date' of 06/08/2018 is also highlighted with a red box.

Accounting Information									
Posting Process AP Accrual			GL Dist Status Distributed			Posting Date 06/08/2018			
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Account	Fund Code	Department
Accounts Payable	-301.62	USD	ACTUALS	SFGOV	06/08/2018		200000	28820	230018
PPE 2018-06-01	301.62	USD	ACTUALS	SFGOV	06/08/2018		230750	28820	230018

Accounting Information									
Posting Process Payments			GL Dist Status Distributed			Posting Date 06/08/2018			
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Account	Fund Code	Department
Accounts Payable	301.62	USD	ACTUALS	SFGOV	06/08/2018		200000	28820	230018
Cash Distribution	-301.62	USD	ACTUALS	SFGOV	06/08/2018		230190	28820	230018

(1) If cash for the original FY18 voucher was distributed in FY18, Departments must also add cash balancing lines to the \$0.00 voucher.

(2) If the cash for the original FY18 voucher was distributed in FY19, Departments may process a standard \$0.00 voucher to make the correction without cash balancing lines.

Departments should also review their existing \$0.00 vouchers processed between July 1, 2018 and now. For the \$0.00 vouchers that fall under Scenario 1 but cash balancing lines were not included, departments must create an additional \$0.00 voucher by August 23. This additional \$0 voucher should include only cash balancing lines as follows:

Distribution Line 1: Positive amount using Account Code 100005 in the chartfield of the original voucher
Distribution Line 2: Negative amount using Account Code 100005 in the correct chartfield

For additional information, please see [Topic 4 of Job Aid: Using \\$0.00 Regular Voucher to Adjust Accounting Entries.](#)