

GL-3 RECORD MANUAL COST ALLOCATION JOURNAL

Source Document: The original GL Journal which posted a charge to the Clearing Account.

Module: General Ledger (GL)

Roles: GL Journal Processor
GL Journal Approver

The Source Document for recording a manual cost allocation journal is the original GL Journal which posted a charge to the Clearing Account. In the below example, the SCO Notice of Transfer JE shows the original charge was to the Program 99, the Clearing Account. The department's original GL Journal would have recorded the charge to the Clearing Account (see next page).

MAIL CODE 8860		STATE CONTROLLER'S OFFICE										DOCUMENT NO			
ROUTE TO AGENCY												JUS0001219			
DEPT OF FINANCE		DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA										DATE: 02/22/2016			
REPORT NO: FC-145-10-D		TC-38		NOTICE OF TRANSFER											
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS	
-----DESCRIPTION-----															
9731												1140	107,232.85		
9731												8000		107,232.85	
9731	0820	2015								Q		000		107,232.85	
9731	0820	2015								R		0299100		107,232.85	
ATTY GEN LEGAL SERV 01/16															
TO FUND		LEGAL SERVICES REVOLVING FUND										107,232.85			
0001												9010	107,232.85		
0001	8860	2015	001							C		000	107,232.85		
0001	8860	2015	001							C		000	107,232.85		
0001	8860	2015	001							D		000	107,232.85		
ATTY GEN LEGAL SERV 01/16															
0001												1140		107,232.85	
FROM FUND		GENERAL FUND											107,232.85		
TOTALS													107,232.85	107,232.85	
REASON FOR ABOVE ACTION															
GJ PURSUANT TO THE GOVERNMENT CODE, SECTION 11044, THE															
ABOVE CHARGES REPRESENT ATTORNEY GENERAL'S LEGAL															
SERVICES PROVIDED. FOR DETAIL, PLEASE REFER TO YOUR															
COPY OF TRANSFER REQUEST SENT TO YOU BY THE DEPARTMENT															
OF JUSTICE.															

Record Manual Cost Allocation Journal (cont'd)

As shown below, the original GL Journal recorded a charge to the Clearing Account. The **GL Journal Processor** will post a new GL Journal to manually allocate the costs from Program 99 Clearing Account to the ultimate programs. The new GL Journal is required if the department's cost allocation pool is not setup to allocate certain charges automatically through the monthly cost allocation process.

Record SCO JE JUS0001219 dated 2/22/16 _Atty Gen Legal Serv 01/16. Source: NPF								
Line #	Line Descr	Amount	Approp Ref	Fund	ENY	Account	Program	Rptg Structure
1	Legal - Attorney General	98,070.75	1	1	2015	5340310	9999	88609300
2	Legal - Attorney General	9,162.10	1	1	2015	5340310	9999	88606200
3	Pending Cash Transfers - GL	-107,232.85		1	2015	1109100		

The **GL Journal Processor** will create a new GL Journal to manually allocate costs from the Clearing Account to the ultimate programs. Steps are:

- 1 – Navigate to GL>Journals>Journal Entry>Create/Update Journal Entries
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 – Enter Journal Date using the date of the original journal
- 4- Click Add

1 General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value

Add a New Value

2 Business Unit: 8860

Journal ID: NEXT

3 Journal Date: 02/22/2016

4 Add

The **GL Journal Processor** will create the Journal **Header**. Steps are:

- 1 - Enter a Long Description. Include reference to the Original GL Journal and the SCO JE
- 2 - Ledger Group will default to MODACCRL
- 3 - Source should be **ONL** (Online Journal Entry)
- 4 - Click Save or click on the Lines tab to enter Journal Lines. (After clicking save, click OK on the ALTACCT Message

Header ⁴
Lines
Totals
Errors
Approval

Unit: 8860 Journal ID: NEXT Date: 02/27/2016

Long Description: **1**

*Ledger Group: **2** Adjusting Entry: ▼

Ledger: Fiscal Year:

*Source: **3** Period:

Reference Number: ADB Date:

Journal Class:

Transaction Code:

Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

4

The **GL Journal Processor** will create the Journal **Lines**. Steps are:

- 1** - Enter the same lines and chartfield values as the original GL Journal. (The original GL journal posted the charge to the Clearing Account). Enter Amounts opposite from the original GL Journal
- 2** - Click on + to insert a line
- 3** - Enter additional lines as necessary
- 4** - Insert lines and enter Chartfield values and amounts to show the charge to the ultimate Program
- 5** - Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference

Header **Lines** Totals Errors Approval

Unit: 8860
Journal ID: 00000001235 ⁵
Date: 02/22/2016

Template List
Change Values

Inter/IntraUnit
*Process: Edit Journal
Process

Lines
Personalize | Find |

Select	Line	*Ledger	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Amount
3 <input type="checkbox"/>	1	MODACCRL	001	0001	2015	5340310	9999	88609300	-98,070.75
3 <input type="checkbox"/>	2	MODACCRL	001	0001	2015	5340310	9999	88606200	-9,162.10
3 <input type="checkbox"/>	3	MODACCRL	<input type="text"/>	0001	2015	1109100	<input type="text"/>	<input type="text"/>	107,232.85
4 <input type="checkbox"/>	4	MODACCRL	001	0001	2015	5340310	6800	88609300	98,070.75
4 <input type="checkbox"/>	5	MODACCRL	001	0001	2015	5340310	6790	88606200	9,162.10
4 <input type="checkbox"/>	6	MODACCRL	<input type="text"/>	0001	2015	1109100	<input type="text"/>	<input type="text"/>	-107,232.85

2 Lines to add: + -

5 Save Notify Refresh

The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 – Select Edit Journal
- 2 - Click Process
- 3 – Check that Journal Status and Budget Status show V for Valid.

Header
Lines
Totals
Errors
Approval

Unit: 8860

Journal ID: 0000001235

Date: 02/22/2016

Template List

Change Values

Inter/IntraUnit

*Process: **1**

Edit Journal ▼

2

Process

▼ Totals
Personalize | Find | View All | |
First ◀ 1 of 1 ▶

Unit	Total Lines	Total Debits	Total Credits	Journal Status 3	Budget Status
8860	6	214,465.70	214,465.70	V	V

The **GL Journal Processor** will Submit the Journal. Steps are:

- 1** – In the Journal Lines tab, select Submit Journal
- 2** - Click Process. The GL Journal Approver will receive an automatic notification of the journal for approval
- 3** - Click the Approval tab to view the journal workflow. Your journal will show as Pending

Header		Lines		Totals	Errors	Approval ³	
Unit:	8860	Journal ID:	<input type="text" value="00000001235"/>	Date:	02/22/2016		
Template List				Change Values			
<input type="button" value="Inter/IntraUnit"/>		*Process: ¹	<input type="text" value="Submit Journal"/>	²		<input type="button" value="Process"/>	

The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.