Clearing GL 7110 - Cash Receipts In-Process When Wrong Fund Was Used

OST policy does not allow a zero dollar A8 which was previously used to correct the fund in TM$. The steps below can be used instead to clear the unbalanced in-process and record the cash to the correct fund. In the table below, Fund A is the WRONG fund and Fund B is the CORRECT fund.

SITUATION: There are transactions under GL 7110 - Cash Receipts In-Process by OST (agency 7900) and your agency. They are under the same document number, but in different funds (# 1 and 2 below). The assumption is that the agency side (#2 below) is in the correct fund and posted correctly (i.e., the appropriate GL for revenue, expenditure recovery, receivable, etc. has been credited).

THE FIX: Using the **same current document number** used on #1 and 2, move the balances to GL 5199 and then do an InterFund Transfer to clear the GL 5199 balances and move cash to the correct fund.

Steps #3 and 4 will clear the GL 7110 In-Process, but will leave the cash in the WRONG fund (Fund A). Steps #5 and 6, then move the cash to the CORRECT fund (Fund B) and clear the GL 5199 entries.

	Typical Correction				
		Fund	**TC**	**Debit GL**	**Credit GL**
	Current State:				
1	Cash Deposit (OST Entry)	Fund A	XXX	4310	7110
2	Cash Deposit (Agency Entry)	Fund B	XXX	7110	various
	Correction*:				
3	Move Balances to GL 5199	Fund A	090	7110	5199v
4		Fund B	977	5199v	7110
5	Clear through GL 7140 (with Interfund TC)	Fund A	025	5199v	7140
6		Fund B	026	7140	5199v
	*** No documents need to be sent to OST**				

After cash cutoff at the end of a fiscal year, the correction needs to be done using GLs 1353/5153 interfund receivable/payable instead of GL 5199. If the error is caught before the June cash cutoff, use the process above. If the June cash cutoff has occurred, use the process below.

On steps #3 and 4, use the **same current document number** used on #1 and 2.

	After Fiscal Year-End Cash-Cutoff Correction						
		FY	**Fund**	**TC**	**Debit GL**	**Credit GL**	**Subsidiary GL**
	Current State:						
1	Cash Deposit (OST Entry)		Fund A	XXX		7110	
2	Cash Deposit (Agency Entry)		Fund B	XXX	7110		
	Correction*:						
3	Set up Interfund Due To/From	FY01	Fund A	090	7110	5153v	Fund B + 000
4		FY01	Fund B	977	1353v	7110	Fund A + 000
5	Liquidate Interfund Due To/From	FY02	Fund A	025	5153v	7140	Fund B + 000
6		FY02	Fund B	026	7140	1353v	Fund A + 000
	*** No documents need to be sent to OST**						