

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|                   |                           |                                |
|-------------------|---------------------------|--------------------------------|
| TOPIC             | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.00.00           |
| SECTION           |                           | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION INDEX |                           | REVISION NUMBER<br>09-001      |

- 26 Agency accounting records
  - 10 Overview
    - 10 Introduction
    - 30 The Accounting Model
    - 40 Fund Accounts
  - 20 Input
    - 10 Journal Voucher Transactions
    - 11 J2 Transactions
    - 13 JA Transactions
    - 15 JV Correction Request
  - 30 Output
    - 10 Summary Trial Balance Reports
    - 30 Detail General Ledger Report
  - 50 Accounting Issues
    - 10 SAAS Accounting Entries

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.10.10           |
| SECTION     | OVERVIEW                  | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | INTRODUCTION              | REVISION NUMBER<br>09-001      |

INTRODUCTION

SAAS is the accounting system utilized by all state agencies to record, process, and produce financial information on their financial position and results of operations.

For general and special treasury funds, all transactions are processed through SAAS. It is each agency's responsibility to ensure these transactions have been properly processed in SAAS. Refer to Section 30, Internal Control, for guidance on agencies' responsibilities regarding financial reporting.

For bank accounts which have a fund number in the 8XXX series, individual transactions are not processed through SAAS; rather, the agency utilizes its own accounting system for these funds since they are not held by the State Treasury. The agency periodically makes entries to record 8xxx fund account balances in SAAS for proper fiscal year-end reporting. See sections 07.20.10 and 29.60.35 for further information on bank accounts.

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.10.30           |
| SECTION     | OVERVIEW                  | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | THE ACCOUNTING MODEL      | REVISION NUMBER<br>09-001      |

### THE ACCOUNTING MODEL

Accounting systems are based on a fundamental accounting structure referred to as the accounting model. This model is the basic building block in the total accounting process. In governmental accounting, the accounting model is comprised of submodels, each of which is used in presenting financial information. These submodels are stated below using the following mathematical equations:

A. Financial position model:

$$A = L + FB$$

$$\text{Assets} = \text{Liabilities} + \text{Fund Balance/Equity}$$

B. Results of operation model:

$$R - E = ER O/(U) E$$

$$\text{Revenues} - \text{Expenditures} = \text{Excess of revenues over/(under) expenditures/net income}$$

When analyzing the accounting model, the debit-credit concept should be included. This is the mathematical technique used to record increases and decreases in the specific variables in the model - assets, liabilities, fund balance, revenues, and expenditures.

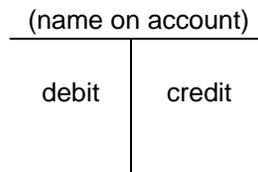
Fundamentally, all recognized accounting events or transactions are recorded in terms of the financial position model  $A = L + FB$ . Every financial transaction affects two or more items, either directly or indirectly, in the accounting equation and requires a "double-entry". In a double-entry accounting system, every transaction is recorded in two or more accounts with equal debits and credits. Thus, every transaction is said to have a dual effect on the governmental unit. However, whatever the effects of transactions, the fundamental accounting model will remain unchanged and in balance, and debits will always equal credits. These two balancing features will automatically detect many types of errors made in the records of an agency and will add considerable reliability to the output of the accounting system. An agency's accounting system may be maintained manually, mechanically or electronically, but in all cases should record each entry in the basic accounting model so that the self-balancing feature is maintained.

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.10.40           |
| SECTION     | OVERVIEW                  | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | FUND ACCOUNTS             | REVISION NUMBER<br>09-001      |

FUND ACCOUNTS

Accounts are the primary media through which the effects of various transactions are recorded. A separate account is used for each asset, liability, fund balance, revenue and expenditure category. Asset, liability and fund balance/equity accounts are titled "Balance Sheet Accounts", revenue accounts are titled "Revenue Source Codes", and expenditure accounts are titled "Object Codes" by SAAS. All account numbers are detailed in section 25.60.20. Agencies that desire to do further dividing of codes may do so on a subsidiary account basis.

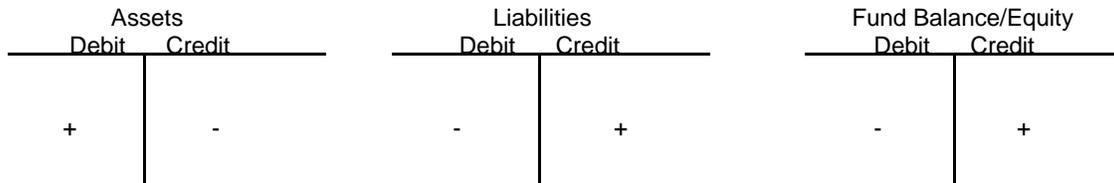
The basic form of the account is illustrated below. It is divided with a left side (debit) and a right side (credit). Increases in a given account are recorded on one side and decreases on the other. This form frequently is called a "T" account. The terms "debit" and "credit" are traditional terms in accounting and do not in themselves reveal anything about the account.



Each transaction is expressed in terms of its debit or credit effect on an account. An account is said to be debited when an amount is entered on the left side of the account and credited when an amount is entered on the right. The balance of an account (the amount reported) is the difference between total debits and total credits.

**RECORDING INCREASES AND DECREASES INTO ACCOUNTS**

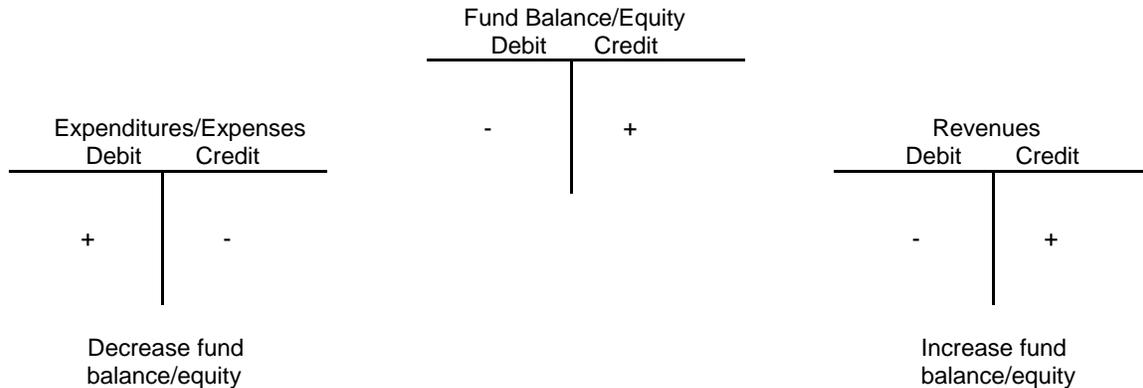
Increases in assets conventionally are recorded on the left (debit) side of an account, while increases in liabilities or fund balance are recorded on the right (credit) side. Conversely, decreases in assets are recorded on the right (credit) side, and decreases in liabilities and fund balance are recorded on the left (debit) side. Asset accounts typically carry a debit balance, and liability accounts and the fund balance carry a credit balance.



The fund balance/equity account is increased by revenues and decreased by expenditures/expenses. Increases and decreases are seldom made directly to this account; they are recorded in accounts which describe the nature of the transaction. Fund balance/equity is determined by taking the beginning credit balance of the fund balance/equity account, adding credit balances of all accounts which increase it (revenues), and subtracting debit balances of all accounts which decrease it (expenditures/expenses). Thus, revenue accounts increase fund balance/equity because they have a credit balance; expenditures/expenses decrease fund balance/equity because they have a debit balance. The debit and credit relationship of fund balance/equity is applied as:

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.10.40           |
| SECTION     | OVERVIEW                  | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | FUND ACCOUNTS             | REVISION NUMBER<br>09-001      |



To summarize, the five basic classifications of accounts affected by debits are as follows:

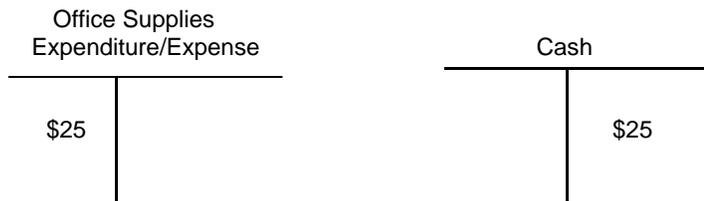
| <u>Account Classification</u> | <u>Effect of</u> |                |
|-------------------------------|------------------|----------------|
|                               | <u>Debits</u>    | <u>Credits</u> |
| Assets                        | +                | -              |
| Liabilities                   | -                | +              |
| Fund balance/Equity           | -                | +              |
| Revenue                       | -                | +              |
| Expenditures/Expenses         | +                | -              |

These relationships are critical to an understanding of double-entry accounting.

**SAMPLE TRANSACTIONS**

The initial step in recording the effects of a given transaction is to identify its dual effect. The following are samples of how individual transactions would be analyzed for recording in individual accounts of a state agency.

1. The state agency purchased office supplies for \$25.



Analysis of the transaction: The purchase of office supplies is an expenditure/expense that decreases both assets and fund balance/equity. The debit to office supplies expenditure/expense decreases fund balance/equity and the credit to cash records the decrease in cash.

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                 |
|-------------|---------------------------|---------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.10.40            |
| SECTION     | OVERVIEW                  | ISSUANCE DATE<br>JULY 15 , 2008 |
| SUB-SECTION | FUND ACCOUNTS             | REVISION NUMBER<br>09-001       |

2. The state agency received \$10 revenue for license fees.

|             |                             |
|-------------|-----------------------------|
| <u>Cash</u> | <u>License Fees Revenue</u> |
| \$10        | \$10                        |

Analysis of the transaction: The receipt of \$10 for license fees represents a revenue to the agency which increases both assets and fund balance/equity. The debit to cash records the increase in cash and the credit to license fees revenue increases fund balance/equity.

|             |                              |                                 |
|-------------|------------------------------|---------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS    | SUB-SECTION 26.20.10            |
| SECTION     | INPUT                        | ISSUANCE DATE<br>JULY 15 , 2008 |
| SUB-SECTION | JOURNAL VOUCHER TRANSACTIONS | REVISION NUMBER<br>09-001       |

JOURNAL VOUCHER TRANSACTIONS

PURPOSE

SAAS maintains records for each agency. If the agency discovers an accounting error which must be corrected, a JV needs to be prepared to adjust the SAAS records.

DOCUMENTATION

The screen print of the JV with authorized signature is submitted to BFR for pre-audit and approval in SAAS. Copies of the original documentation to be corrected (e.g. PV, receipt) and the Detail General Ledger report (report A611A) or a MERLIN report showing the original transaction being corrected must be attached to the JV. Only the page(s) of the A611A report on which the transaction appears needs to be submitted with the JV; the transaction should be highlighted in yellow or indicated in some way.

Refer to MMRS Training Documentation for procedures on preparing JV documents.

|             |                           |                 |                |
|-------------|---------------------------|-----------------|----------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION     | 26.20.11       |
| SECTION     | INPUT                     | ISSUANCE DATE   | JULY 15 , 2008 |
| SUB-SECTION | J2 TRANSACTIONS           | REVISION NUMBER | 09-001         |

### J2 TRANSACTIONS

The J2 document was originally created for agencies to make adjustments without the review or approval of BFR. J2 transactions include correcting minor object codes within the same major object class on a single fund; correcting revenue codes on a single fund; allocating costs to organization codes, reporting categories, project codes, etc.; correcting organization codes, reporting categories, project codes, etc.; or CMIA correcting revenue entries. Corrections to organization codes, reporting categories, etc. may also be made to balance sheet accounts as long as all lines on the J2 have the same balance sheet account.

The J2 document is entered into SAAS from the JV document entry screen, but the document ID transaction code is J2 instead of JV. In addition to the normal edits, there are some additional restrictions on J2 transactions:

1. Adjustments may not be made between different balance sheet accounts using a J2 document.
2. The fund number on which the adjustment is being made must be entered in the header. If the transaction is correcting an object code, the major object on which the adjustment is being made must also be entered in the header. The transaction will not process if it contains minor object codes which are different from the header. The minor object codes must roll into the same major object that is in the header.
3. A description is required. The first two characters of the description field will be automatically updated on the document to read "J2".

The J2 document is approved with four levels of approval by the agency and does not need to be submitted to BFR for approval. A SAAS security profile change will be needed to grant access and the appropriate levels of approval for each employee who will be using the J2 document. Refer to MMRS Training Documentation for procedures on making J2 adjustments.

|             |                           |                 |               |
|-------------|---------------------------|-----------------|---------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION     | 26.20.13      |
| SECTION     | INPUT                     | ISSUANCE DATE   | JULY 15, 2008 |
| SUB-SECTION | JA TRANSACTIONS           | REVISION NUMBER | 09-001        |

JA TRANSACTIONS

The JA document was created for agencies to record transactions of checking accounts on 8xxx funds.

The JA document is entered from the JV document screen, but the document ID transaction code is JA instead of JV. The JA transaction has the same functionality as a JV transaction with the following exceptions:

1. The agency has final approval and does not need to submit the JA to BFR for review or approval.
2. The JA flag on the fund table must be set to "Y" for the fiscal year in order to process the JA within SAAS.
3. Account types 24 and 32 are not valid in a JA transaction.

A SAAS security profile change will be needed to grant access and the appropriate levels of approval for each employee who will be using the JV document. Refer to MMRS Training Documentation for procedures on entering JA transactions.

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                 |                 |
|-------------|---------------------------|-----------------|-----------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION     | 26.20.15        |
| SECTION     | INPUT                     | ISSUANCE DATE   | October 9, 2008 |
| SUB-SECTION | JV CORRECTION REQUEST     | REVISION NUMBER | 09-002          |

JV CORRECTION REQUEST

When a JV is received, BFR will review the JV for correctness and proper documentation before approval and subsequent processing. If the JV is incorrect or needs further documentation, the JV will be returned to the agency, along with a JV Correction Request indicating the necessary changes or corrections before any further processing can occur. Exhibit 26.20.15-A is an example of this form.

State of Mississippi  
JV CORRECTION REQUEST

Date Returned \_\_\_\_\_ JV No. \_\_\_\_\_

THIS JOURNAL VOUCHER IS BEING RETURNED TO YOU UNPROCESSED FOR REASONS INDICATED BELOW: **(Return this form with corrected JV.)**

- \_\_\_\_\_ 1. This JV should be recorded as indicated below.
  - \_\_\_\_\_ 1a. It should be made as a regular JV, not as an ADJ JV.
  - \_\_\_\_\_ 1b. It should be made as an ADJ. (JV document number begins with ADJ.)
  - \_\_\_\_\_ 1c. It should be made as a J2.
  - \_\_\_\_\_ 1d. It should be made on a CR (cash receipt document).
  
- \_\_\_\_\_ 2. Entry is not written correctly. (See MAAPP Manual section 11.40.10 for expenditure corrections and ADJ entries. See section 21.40.10 for revenue corrections.)
  - \_\_\_\_\_ 2a. Missing part of entry: \_\_\_\_\_
  - \_\_\_\_\_ 2b. Missing 2999 entry.
  - \_\_\_\_\_ 2c. Missing code or fund number.
  - \_\_\_\_\_ 2d. Missing budget year in 'Budget FY' blank during a lapse period.
  - \_\_\_\_\_ 2e. Missing signature.
  - \_\_\_\_\_ 2f. Debits do not equal credits.
  
- \_\_\_\_\_ 3. Need vendor number on each line that affects an object code.
  
- \_\_\_\_\_ 4. Attach a copy of supporting information:
  - \_\_\_\_\_ 4a. Copy of original document to be corrected (PV, CR, etc.).
  - \_\_\_\_\_ 4b. A611A report showing how document processed or a MERLIN report showing how document processed if A611A is not available.
  
- \_\_\_\_\_ 5. Need more explanation and/or support.
  
- \_\_\_\_\_ 6. JV rejected in SAAS with an error message: \_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ 7. Other \_\_\_\_\_  
\_\_\_\_\_

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

By \_\_\_\_\_

Phone \_\_\_\_\_

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                               |                                |
|-------------|-------------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS     | SUB-SECTION 26.30.10           |
| SECTION     | OUTPUT                        | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SUMMARY TRIAL BALANCE REPORTS | REVISION NUMBER<br>09-001      |

SUMMARY TRIAL BALANCE REPORTS

PURPOSE

Monthly trial balances are designed to assist state agencies in reconciling their accounting records with SAAS. The reports, generated for each state agency by fund, provide an agency two separate views of their accounting records; one is by budget year (the 614C report), and the other is by accounting period (the A614A report). The A614A records the summary of all transactions within one accounting period, regardless of the budget year associated with those transactions. The 614C records the summary of all transactions with the applicable budget year within one accounting period.

During July of each year, accounting period 01, all payment vouchers and receipt warrant transactions will be recorded on one A614A as of July 31. These transactions will be split based on the budget year of the transaction and reported on two separate 614C's, one for the old budget year and one for the new budget year, both as of July 31.

The format of the A614A and the 614C is identical; therefore, only one reference and explanation of the reports for the exhibits is provided below. The reference number corresponds to both Exhibit 25.30.10-A and Exhibit 25.30.10-B.

REFERENCE

EXPLANATION

- |    |  |
|----|--|
| 1  | REPORT ID - The number of the report utilized for identification purposes.   |
| 2  | AS OF - The accounting period for which the A614A report was based or the last day of the current accounting period on which the 614C report was generated.                          |
| 3  | DEPARTMENT - The agency number and agency name for which the report was run (sample reports in Exhibits 25.30.10-A and -B are blank).  |
| 4  | FUND - The fund number and fund name being reported (sample reports in Exhibits 25.30.10-A and -B are blank).  |
| 5  | FUND - The fund number being reported.   |
| 6  | ACCT TYPE - The type of account being reported. The account type groups account codes; for example, all asset accounts are account type 01 and all encumbrances are account type 21. |
| 7  | B.S. ACCOUNT (Balance Sheet Account) - The balance sheet account number and name for which a summary total is reported.  |
| 8  | OBJ/REV SOURCE (Object Code/Revenue Source) - The object code or revenue source number and name for which a summary total is reported.   |
| 9  | BEG BALANCE - The beginning balance of the account being reported. The balance will be the same as the preceding report's ending balance.  |
| 10 | TOTAL DEBITS - The total of all debits for the account being reported.   |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                               |                                |
|-------------|-------------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS     | SUB-SECTION 26.30.10           |
| SECTION     | OUTPUT                        | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SUMMARY TRIAL BALANCE REPORTS | REVISION NUMBER<br>09-001      |

REFERENCE

EXPLANATION

- |    |  |
|----|--|
| 11 | TOTAL CREDITS - The total of all credits for the account being reported.   |
| 12 | ENDING BALANCE - The ending balance for the account being reported. This is calculated by adding or subtracting the total debits and the total credits from the beginning balance. |
| 13 | ACCT TYPE TOTAL - A summary of all individual account codes for each account type.   |
| 14 | FUND TOTAL - The total of all debits and credits for the fund being reported.  |

|             |                              |                                |
|-------------|------------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS    | SUB-SECTION 26.30.30           |
| SECTION     | OUTPUT                       | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | DETAIL GENERAL LEDGER REPORT | REVISION NUMBER<br>09-001      |

DETAIL GENERAL LEDGER REPORT

PURPOSE

The Detail General Ledger report (A611A) is designed to assist state agencies in reconciling their accounting records with SAAS. The report is generated for each state agency by fund and provides totals for each account, account type, and fund. The Detail General Ledger report (Exhibit 25.30.30-A) is based on the accounting period and fiscal year. All transactions during one accounting period are reported on one A611A regardless of the budget year associated with the transaction. The first field on the left of the report identifies the budget year to which the transaction was recorded. An explanation of the information contained on this report is provided below.

REFERENCE

EXPLANATION

- |    |  |
|----|--|
| 1  | REPORT ID - The number of the report utilized for identification purposes.   |
| 2  | ACCOUNTING PERIOD ENDED - The accounting period for which the A611A report was based.  |
| 3  | FUND - The fund number and fund name being reported (sample report in Exhibit 25.30.30-A is blank).  |
| 4  | DEPARTMENT - The agency number and agency name for which the report was run (sample report is blank).  |
| 5  | YR (Year) - The budget year associated with the transaction.   |
| 6  | TRANSACTION ID - The transaction identification number.  |
| 7  | TRAN DATE (Transaction Date) - The date the transaction was processed in SAAS.   |
| 8  | OBJ/REV SRCE (Object Code/Revenue Source) - The object code or revenue source number to which the transaction was coded.                             |
| 9  | ORG (Organization) - Used by some agencies to further track and budget revenues and expenses.  |
| 10 | ACTV (Activity) - The activity code the transaction is coded to on the payment voucher. Used by many agencies to record program budget expenditures. |
| 11 | PROJECT NUMBER - Used by agencies if they need to further sub-divide the account code structure.   |
| 12 | REPT CATG (Reporting Category) - Used by agencies to further sub-divide the account code.  |
| 13 | DESCRIPTION - A description is provided for some of the transactions reported.   |
| 14 | TOTAL DEBITS - The total of all debit transactions; a total of all debits is also provided by account, account type and fund.                        |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                              |                                 |
|-------------|------------------------------|---------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS    | SUB-SECTION 26.30.30            |
| SECTION     | OUTPUT                       | ISSUANCE DATE<br>JULY 15 , 2008 |
| SUB-SECTION | DETAIL GENERAL LEDGER REPORT | REVISION NUMBER<br>09-001       |

REFERENCE

EXPLANATION

- 15 TOTAL CREDITS - The total of all credit transactions; a total of all credits is also provided by account, account type and fund.
- 16 ENDING BALANCE - The ending balance for the account, account type, or fund being reported. This is calculated by adding or subtracting the total debits and the total credits to the beginning balance (item 19).
- 17 ACCT TYPE - The type of account being reported. The account type groups account codes; for example, all asset accounts are account type 01 and all encumbrances are in account type 21.
- 18 BS ACCT/OBJECT/REV SRCE (Balance Sheet Account/Object Code/Revenue Source) - The balance sheet account number and name or object code and name or revenue source number and name associated with the transactions. The report groups all accounts by account code.
- 19 BEGINNING BALANCE - The beginning balance of the account being reported. The balance will be the same as the preceding report's ending balance.

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

SAAS ACCOUNTING ISSUES

GENERAL

The accounting entries defined in this section are generated through use of the SAAS Base Module, and are utilized by all agencies. Agencies have additional manuals and information which describe additional accounting entries for the SAAS subsystems installed.

The accounting ledgers provided within SAAS are detailed below by SAAS Base Module, the ledgers affected, and the frequency. Following the ledger listing, the base system accounting entries are provided.

SAAS LEDGERS

| <u>SAAS Base Module</u> | <u>Ledger Affected</u>        | <u>Frequency</u>             |
|-------------------------|-------------------------------|------------------------------|
| General Accounting      | Daily General Ledger          | Daily                        |
|                         | Current Detail General Ledger | Open Accounting Periods      |
|                         | YTD General Ledger            | Closed Accounting<br>Periods |
|                         | Closed Detail General Ledger  | Closed Accounting<br>Periods |
| Purchasing              | Open Purchase Order Ledger    | Open                         |
|                         | Daily General Ledger          | Daily                        |
|                         | Current Detail General Ledger | Open Accounting Periods      |
|                         | YTD General Ledger            | Closed Accounting<br>Periods |
|                         | Closed Detail General Ledger  | Closed Accounting<br>Periods |
| Accounts Payable        | Open PV Ledger                | Open                         |
|                         | Daily General Ledger          | Daily                        |
|                         | Current Detail General Ledger | Open Accounting Periods      |
|                         | YTD General Ledger            | Closed Accounting<br>Periods |
|                         | Closed Detail General Ledger  | Closed Accounting<br>Periods |
| Revenue                 | Daily IG Report               | Daily                        |
|                         | CC Portal Upload              | Daily                        |
|                         | Daily CR Ledger               | Daily                        |
|                         | Monthly CR Ledger             | Monthly                      |
|                         | Current Detail General Ledger | Open Accounting Periods      |
|                         | YTD General Ledger            | Closed Accounting<br>Periods |
|                         | Closed Detail General Ledger  | Closed Accounting<br>Periods |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                 |
|-------------|---------------------------|---------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10            |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15 , 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001       |

|          |   |  |
|----------|---|--|
| Budgets  | Daily Budget Ledger<br>Current Detail Budget Ledger<br>Allotment Ledger<br>YTD Budget Ledger<br><br>Closed Detail Budget Ledger | Daily<br>Open Accounting Periods<br>For Entire Fiscal Year<br>Closed Accounting<br>Periods<br>Closed Accounting<br>Periods |
| Grants   | Daily General Ledger<br>Current Detail General Ledger<br>YTD General Ledger<br><br>Closed Detail General Ledger                 | Daily<br>Open Accounting Periods<br>Closed Accounting<br>Periods<br>Closed Accounting<br>Periods                           |
| Projects | Daily General Ledger<br>Current Detail General Ledger<br>YTD General Ledger<br><br>Closed Detail General Ledger                 | Daily<br>Open Accounting Periods<br>Closed Accounting<br>Periods<br>Closed Accounting<br>Periods                           |

**ACCOUNTING ENTRIES**

The examples below illustrate some of the most common system generated accounting entries for SAAS.

**JV Transactions**

1. To record beginning general ledger balance for cash moved in Treasury 3XXX Funds:
  - a. The system's automated process will set up the tables for cash in treasury balances at June 30.
  - b. An automated JV will be established to set up enough cash in the "old year" to satisfy any encumbrances and PVs to be paid during the lapse period (balance sheet account 10105).
  - c. The remaining cash balances will be recorded in the "new year" (balance sheet account 10100).
  - d. The accounting entry will be as follows:

| Account Type | Account Code and Description    | Debit | Credit |
|--------------|---------------------------------|-------|--------|
| 01           | 10105 Old Year Cash in Treasury | XXXX  |        |
| 01           | 10100 Cash in State Treasury    |       | XXXX   |

2. To record net payroll expenditure/expense for 3XXX Treasury Funds:

| Account Type | Account Code and Description      | Debit | Credit |
|--------------|-----------------------------------|-------|--------|
| 22           | 6XXXX Payroll Expenditure/Expense | XXXX  |        |
| 02           | 20100 SPAHRS Payable              |       | XXXX   |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

3. To record payroll expenditure/expense for Treasury 2XXX Funds:

| Account Type | Account Code and Description                                 | Debit | Credit |
|--------------|--|-------|--------|
| 22           | 6XXXX Payroll Expenditure/Expense                            | XXXX  |        |
| 01           | 10050 Appropriation/Allotment Balance                        |       | XXXX   |
| 02           | 29000 Treasurer's Allotment to Agency<br>(General Fund 2999) | XXXX  |        |
| 02           | 20100 Warrants Payable<br>(General Fund 2999)                |       | XXXX   |

4. To record prior year canceled warrants:

| Account Type | Account Code and Description       | Debit | Credit |
|--------------|------------------------------------|-------|--------|
| 01           | 10100 Cash in State Treasury       | XXXX  |        |
| 31           | 49310 Prior Year Canceled Warrants |       | XXXX   |

The entry for warrants issued on a 3XXX fund is recorded in the 3XXX fund. The entry for warrants issued on a 2XXX fund are recorded in fund 2999.

Purchasing

Baseline PO Transaction

To record the entry of the PO:

| Account Type | Account Code and Description    | Debit | Credit |
|--------------|---------------------------------|-------|--------|
| 21           | 6XXXX Encumbrances              | XXXX  |        |
| 03           | 34100 Reserved for Encumbrances |       | XXXX   |

PV Transactions

1. To record the entry of the PV:

| Account Type | Account Code and Description  | Debit | Credit |
|--------------|---|-------|--------|
| 22           | 6XXXX Expenditure/Expense   | XXXX  |        |
| 02           | 20200 Vouchers Payable or a<br>Due to Account for a transfer<br>between funds |       | XXXX   |

2. To remove the encumbrance when the PV has been entered and accepted:

| Account Type | Account Code and Description   | Debit | Credit |
|--------------|--------------------------------|-------|--------|
| 03           | 34100 Reserve for Encumbrances | XXXX  |        |
| 21           | 6XXXX Encumbrances             |       | XXXX   |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

3. To record the issuance of a warrant (Automated Disbursement or Manual Warrant):

a. Issuance of a warrant to a 3XXX Treasury Fund

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 02           | 20200 Vouchers Payable       | XXXX  |        |
| 02           | 20100 Warrants Payable       |       | XXXX   |

b. Issuance of a warrant to a 2XXX Treasury Fund

| Account Type | Account Code and Description                              | Debit | Credit |
|--------------|---|-------|--------|
| 02           | 20200 Vouchers Payable                                    | XXXX  |        |
| 01           | 10050 Appropriation/Allotment Balance                     |       | XXXX   |
| 02           | 29000 Treasurer's Allotment to Agency (General Fund 2999) | XXXX  |        |
| 02           | 20100 Warrants Payable (General Fund 2999)                |       | XXXX   |

The debit entry to 20200 for 2XXX and 3XXX funds, reverses the liability established by the PV and simultaneously sets up the liability (credit - 20100) when the warrant (Automated Disbursement or Manual Warrant) is generated.

4. To record the reversal of warrants payable (WR) and simultaneously set up the reduction of actual cash in the State Treasury when the warrant is cleared through the Treasury for General Fund 2999 and 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 02           | 20100 Warrants Payable       | XXXX  |        |
| 01           | 10100 Cash in State Treasury |       | XXXX   |

**Current Year Warrant Cancellation (CX) Transactions**

1. Type 1 - Records cancellation of current year warrants with the intent of rescheduling payment.
2. Type 2 - Records cancellation of current year warrants with the intent of re-opening the payment but leaving the PV unscheduled for payment (for 2999, 2XXX Funds and 3XXX Funds).

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

The system generated accounting entries are identical for both Type 1 and Type 2 current year cancelled warrants:

a. For 2XXX Treasury Funds:

| Account Type | Account Code and Description                                 | Debit | Credit |
|--------------|--|-------|--------|
| 02           | 20100 Warrants Payable<br>(General Fund 2999)                | XXXX  |        |
| 02           | 29000 Treasurer's Allotment to Agency<br>(General Fund 2999) |       | XXXX   |
| 01           | 10050 Appropriation/Allotment to Agency                      | XXXX  |        |
| 02           | 20200 Vouchers Payable                                       |       | XXXX   |

b. For 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 02           | 20100 Warrants Payable       | XXXX  |        |
| 02           | 20200 Vouchers Payable       |       | XXXX   |

3. Type 3 - Records cancellation of current year warrants with the intent of reinstating budget authority:

a. For 2XXX Treasury Funds:

| Account Type | Account Code and Description                                 | Debit | Credit |
|--------------|--|-------|--------|
| 02           | 20100 Warrants Payable<br>(General Fund 2999)                | XXXX  |        |
| 02           | 29000 Treasurer's Allotment to Agency<br>(General Fund 2999) |       | XXXX   |
| 01           | 10050 Appropriation/Allotment to Agency                      | XXXX  |        |
| 22           | 6XXXX Expenditure/Expense                                    |       | XXXX   |

b. For 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 02           | 20100 Warrants Payable       | XXXX  |        |
| 22           | 6XXXX Expenditure/Expense    |       | XXXX   |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

Petty Cash Transactions

1. To record the initial establishment of Petty Cash Account (PV transaction):

- a. For 2XXX Treasury Funds:

| Account Type | Account Code and Description                      | Debit | Credit |
|--------------|---|-------|--------|
| 01           | 10200 Petty Cash                                  | XXXX  |        |
| 01           | 10050 Appropriation/Allotment Balance             |       | XXXX   |
| 02           | 29000 Treasurer's Allotment to Agency (Fund 2999) | XXXX  |        |
| 01           | 10100 Cash in State Treasury (Fund 2999)          |       | XXXX   |

The JV transaction shown below in 2. must be attached to this PV.

- b. For 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 01           | 10200 Petty Cash             | XXXX  |        |
| 01           | 10100 Cash in State Treasury |       | XXXX   |

2. For 2XXX Treasury Funds only to reinstate the allotment and establish due to/from between the 2XXX fund and 2999 (JV transaction that must be prepared by the agency):

| Account Type | Account Code and Description                       | Debit | Credit |
|--------------|--|-------|--------|
| 01           | 10050 Appropriation/Allotment Balance              | XXXX  |        |
| 02           | 21650 Adv for Petty Cash from 2999                 |       | XXXX   |
| 01           | 13200 Adv for Petty Cash to 2XXX funds (Fund 2999) | XXXX  |        |
| 02           | 29000 Treasurer's Allotment to Agency (Fund 2999)  |       | XXXX   |

This JV must accompany the PV transaction shown above in 1a.

3. To replenish Petty Cash (PV transaction):

- a. For 2XXX Treasury Funds:

| Account Type | Account Code and Description                      | Debit | Credit |
|--------------|---|-------|--------|
| 22           | 6XXXX Expenditure/Expense                         | XXXX  |        |
| 01           | 20200 Vouchers Payable                            |       | XXXX   |
| 02           | 29000 Treasurer's Allotment to Agency (Fund 2999) | XXXX  |        |
| 02           | 20100 Warrants Payable (Fund 2999)                |       | XXXX   |

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

b. For 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 22           | 6XXXX Expenditure/Expense    | XXXX  |        |
| 02           | 20200 Vouchers Payable       |       | XXXX   |

4. To record return of imprest funds (CR transaction):

a. For 2XXX Treasury Funds:

| Account Type | Account Code and Description                         | Debit | Credit |
|--------------|--|-------|--------|
| 22           | 6XXXX Expenditure/Expense                            | XXXX  |        |
| 01           | 10050 Appropriation/Allotment Balance                | XXXX  |        |
| 01           | 10200 Petty Cash                                     |       | XXXX   |
| 01           | 10100 Cash in State Treasury<br>(Fund 2999)          | XXXX  |        |
| 02           | 29000 Treasurer's Allotment to Agency<br>(Fund 2999) |       | XXXX   |

The JV transaction shown below in 5. must be attached to this CR.

b. For 3XXX Treasury Funds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 22           | 6XXXX Expenditure/Expense    | XXXX  |        |
| 01           | 10100 Cash in State Treasury | XXXX  |        |
| 01           | 10200 Petty Cash             |       | XXXX   |

5. For 2XXX Treasury Funds only to adjust the allotment and the due to/from between the 2XXX fund and 2999 (JV transaction that must be prepared by the agency):

| Account Type | Account Code and Description                          | Debit | Credit |
|--------------|---|-------|--------|
| 02           | 21650 Adv for Petty Cash from 2999                    | XXXX  |        |
| 01           | 10050 Appropriation/Allotment Balance                 |       | XXXX   |
| 02           | 29000 Treasurer's Allotment to agency<br>(Fund 2999)  | XXXX  |        |
| 01           | 13200 Adv for Petty Cash to 2XXX funds<br>(Fund 2999) |       | XXXX   |

This JV must accompany the CR transaction shown above in 4.a.

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

|             |                           |                                |
|-------------|---------------------------|--------------------------------|
| TOPIC       | AGENCY ACCOUNTING RECORDS | SUB-SECTION 26.50.10           |
| SECTION     | ACCOUNTING ISSUES         | ISSUANCE DATE<br>JULY 15, 2008 |
| SUB-SECTION | SAAS ACCOUNTING ENTRIES   | REVISION NUMBER<br>09-001      |

Receipts

1. Cash Receipts (CR) transactions for 2XXX funds to record current year expenditure refunds:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 01           | 10050 Allotment Balance      | XXXX  |        |
| 22           | 6XXXX Expenditures           |       | XXXX   |

2. Cash Receipt (CR) transactions for fund 2999 to record prior year expenditure refunds related

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 01           | 10100 Cash in Treasury       | XXXX  |        |
| 31           | 4XXXX Refund Revenue         |       | XXXX   |

3. Cash receipt account, for all other funds, to record revenue collected:

| Account Type | Account Code and Description | Debit | Credit |
|--------------|------------------------------|-------|--------|
| 01           | 10100 Cash in Treasury       | XXXX  |        |
| 31           | 4XXXX Revenue                |       | XXXX   |

Budgets

- To record agency allotments (2XXX funds) at July 1 and January 1:

| Account Type | Account Code and Description                                 | Debit | Credit |
|--------------|--|-------|--------|
| 01           | 10050 Appropriation/Allotment Balance                        | XXXX  |        |
| 31           | 48000 Appropriation  |       | XXXX   |
| 03           | 35000 Fund Balance Reserved for Agency Allotment (Fund 2999) | XXXX  |        |
| 02           | 29000 Treasurer's Allotment to Agency (Fund 2999)            |       | XXXX   |