

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 200: Receipts

Page 253.01

SECTION 253: TREASURY DEPOSIT RECEIPT
(CONTINUATION), SAFORM B-14

1. Purpose. To provide a continuation form for the TREASURY DEPOSIT RECEIPT, SAFORM B-13, in the event more line entries are required to report the cash receipts.
2. Prepared By. Any department, agency, or other jurisdiction making a deposit to the State Treasury.
3. Frequency. Whenever the lines on a TREASURY DEPOSIT RECEIPT, SAFORM B-13 are not sufficient to report the total receipt transaction.
4. Distribution. This is a four-part, carbon-interleaved form. The originating department keeps Copy #4 and sends the other three copies, attached to the related TREASURY DEPOSIT RECEIPTS, SAFORM B-13 to the State Treasury. The State Treasury then distributes as shown on the TREASURY DEPOSIT RECEIPT, SAFORM B-13 instructions.
5. Central Accounting. DAGS Accounting Division uses Copy #3 of this form to enter the receipt transactions to the State's receipts accounting records.
6. Special Rule. The special rules for the TREASURY DEPOSIT RECEIPT, SAFORM B-13, also apply to this form. In addition, the following rule must be followed:
 - (a) Rule 1: Whenever the TREASURY DEPOSIT RECEIPT (CONTINUATION), SAFORM B-14 is used, the revenue and non-revenue receipts must be sub-totaled separately so that the sub-totals can be carried to the related TREASURY DEPOSIT RECEIPT, SAFORM B-13, in accordance with instructions for completing this form.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
①	FUND - Enter the name of the fund in which the receipt is to be deposited.
②	<p>DETAIL FUND OR APPROPRIATION - Enter the description of the <u>detail</u> fund or the appropriation to which the receipt is applicable. Examples of detail funds are as follows:</p> <p>General Fund:</p> <p style="padding-left: 40px;">General Fund, 2nd Series (detail)</p> <p style="padding-left: 40px;">Legislature (detail)</p> <p>Special Fund:</p> <p style="padding-left: 40px;">Payroll Clearance Fund (detail)</p> <p style="padding-left: 40px;">Unemployment Compensation (detail)</p>
③	DATE - Enter the date of the receipt.
④	<p>ENTRY - Enter the entry letter to identify each line entry of receipt. The following procedures apply with respect to the assignment of the entry letter.</p> <ol style="list-style-type: none"> 1. There must not be a duplicate assignment of entry letters within this form and the related TREASURY DEPOSIT RECEIPT, SAFORM B-13. 2. If department optional data are to be recorded via this form, entry must be recorded on a new line immediately following the line entry to which the data apply; however, no entry letter is to be assigned to the new line. The data must be recorded in the Uniform Accounting Code area (Item ⑤) and must be limited to 24 characters.
⑤	UNIFORM ACCOUNTING CODE - Enter the Uniform Accounting Code, as specified in the Accounting Manual, Volume I, for each line entry for which there is an entry code.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(a)	TR - Enter the transaction code.
(b)	F - Enter the fund code.
(c)	YR - Enter the year code.
(d)	APP - Enter the appropriation account code.
(e)	D - Enter the department code.
(f)	S/D - Enter the subdivision code (optional).
(g)	SOURCE OR OBJ - Enter the source or object code, whichever is applicable.
(h)	FUNC - Enter the function code (optional).
(i)	L - Enter the location code (optional).
(j)	PROJ - Enter the project code (optional).
6	AMOUNT - Enter the amount of the receipt applicable to the line entry.
7	EA - Enter the expending agency code for receipts from departments Y and Z.
8	TOTAL - Enter the total of the cash receipts recorded in this form. If the total combines revenue and non-revenue receipts, the sub-total of these amounts must be brought forward to the appropriate sections (A and B) of the related TREASURY DEPOSIT RECEIPT, SAFORM B-13 in accordance with instructions for completing that form.

