

SECTION 271: JOURNALIZING IN REGISTER OF RECEIPTS

1. General Description. This section describes the journalizing of departmental cash collections in the REGISTER OF RECEIPTS maintained by DAGS Accounting Division. The REGISTER OF RECEIPTS is a book of original entry in which all TREASURY DEPOSIT RECEIPTS received from the State Treasury are journalized on a daily basis by treasury depository number sequence. Various registers are maintained for each of the following major funds:
 - (a) General Fund
 - (b) Special Fund
 - (c) Trust and Agency Fund
 - (d) Bond Fund
2. Purpose. The purposes for journalizing the TREASURY DEPOSIT RECEIPT in the REGISTER OF RECEIPTS are to classify the receipt transactions in a manner that facilitates summary postings to the general ledger control accounts and to maintain the agreement of balances with the cash collection records of the State Treasury.
3. Scope. The recordings in the REGISTER OF RECEIPTS include only cash collections that are deposited into the State Treasury by departments and agencies. Estimated receipts and receipt adjustments are not journalized in the register.
4. Recording of Collections.
 - (a) All cash collections, as evidenced by the TREASURY DEPOSIT RECEIPT, are journalized in the REGISTER OF RECEIPTS.
 - (b) Cash collections include receipt transaction codes 01 through 19.
 - (c) The entry to the REGISTER OF RECEIPTS is determined by the Uniform Accounting Code recorded on the TREASURY DEPOSIT RECEIPT. The collections are recorded as revenue or non-revenue receipts, with further classifications made according to the transaction codes, source codes, object codes, or general ledger account codes.