

SECTION 277: POSTING TO GENERAL LEDGER

1. General Description. This section describes the posting of receipt transactions to the GENERAL LEDGER. The GENERAL LEDGER contains a complete self-balancing group of accounts for each fund. The specific funds to which receipt transactions are posted include:
 - (a) General Fund
 - (b) Special Funds
 - (c) Bond Funds
 - (d) Trust and Agency Funds
2. Purpose. The purpose for the posting of receipt transactions to the GENERAL LEDGER is to maintain control over the accuracy and completeness of the postings made to the various subsidiary ledgers. The GENERAL LEDGER also provides the major records of the financial condition of the State.
3. Scope. The postings described in this section cover only the major receipt accounting transactions posted to the GENERAL LEDGER. The accounting entries are abbreviated, with emphasis placed on the general ledger control accounts for receipts. These postings are described to familiarize departments and agencies with the double-entry method of recordkeeping performed by DAGS Accounting Division. For the explanation of the accounts refer to Volume I of the State of Hawaii Accounting Manual. The specific postings include:
 - (a) Estimated receipts.
 - (b) Cash collections.
4. Posting of Estimates. The estimated receipts transactions recorded on the JOURNAL VOUCHER and posted to the GENERAL LEDGER are established for only the General Fund and Special Funds. At the start of the new biennium period, the estimates are recorded separately by fiscal years. Upon completion of the first fiscal year, the accounting entries for receipt estimates involve the transferring of the ensuing fiscal year amounts to the current fiscal year accounts. The accounting entries to record the biennium estimates are as follows:
 - (a) General Fund.
 - (1) The debit entries to the general ledger control accounts are:
 - Estimated Revenues, Current Fiscal Year

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- Estimated Revenues, Ensuing Fiscal Year
- Estimated Appropriated Revenues, Current Fiscal Year
- Estimated Appropriated Revenues, Ensuing Fiscal Year

(2) The credit entries to the general ledger control accounts are:

- Appropriations Estimated, Current Fiscal Year
- Appropriations Estimated, Ensuing Fiscal Year
- Fund Balances

(b) Special Funds.

(1) The debit entries to the general ledger control accounts are:

- Estimated Appropriated Revenues, Current Fiscal Year
- Estimated Appropriated Revenues, Ensuing Fiscal Year

(2) The credit entries to the general ledger control accounts are:

- Appropriations Estimated, Current Fiscal Year
- Appropriations Estimated, Ensuing Fiscal Year

5. Posting of Collections. The origin of this entry is the REGISTER OF RECEIPTS maintained for each fund. The accounting entries for each of the funds are:

(a) General Fund.

(1) The debit entry is to Cash in State Treasury or Departmental Cash Collections in Transit.

(2) The credit entries to the general ledger control accounts for the subsidiary receipt ledgers are:

- Estimated Revenues Realized
- Estimated Non-Revenues Realized
- Estimated Appropriated Revenues Realized
- Estimated Appropriated Non-Revenues Realized

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- (3) Other credit entries are made to various accounts indicated by the transaction code and source/object code entered on the source document.
- (b) Special Fund.
- (1) The debit entry is to various cash accounts such as Cash in State Treasury, Cash with Treasurer, U.S.A., or Departmental Cash Collections in Transit.
 - (2) The credit entries to the general ledger control accounts for the subsidiary receipt ledgers are:
 - Estimated Appropriated Revenues Realized
 - Estimated Appropriated Non-Revenues Realized
 - (3) Other credit entries are made to various accounts indicated by the transaction code and source/object code entered on the source document.
- (c) Bond Funds.
- (1) The debit entry is to Cash in State Treasury or Departmental Cash Collection in Transit.
 - (2) The credit entry is normally for refunds and reimbursements made to the Unencumbered Allotment account.
- (d) Trust and Agency Fund.
- (1) The debit entry is to Cash in State Treasury or Departmental Cash Collections in Transit.
 - (2) The credit entries to the general ledger control accounts for the subsidiary Trust Fund Ledgers are:
 - Taxes Payable to Counties
 - Undistributed Tax Collections
 - Undistributed Unemployment Tax Collections
 - Undistributed Collections, Department of Land and Natural Resources
 - Trust Fund Balances