

SECTION 381: POSTING TO GENERAL LEDGER

1. General Description. This section describes the posting of appropriation and allotment transactions to the GENERAL LEDGER. The GENERAL LEDGER contains a complete self-balancing group of accounts for each fund. The specific funds to which appropriation and allotment transactions are posted include:
 - (a) General Fund.
 - (b) Special Funds.
 - (c) Bond Funds.
2. Purpose. The purpose for the posting of appropriation and allotment transactions to the GENERAL LEDGER is to maintain control over the accuracy and completeness of the postings made to the APPROPRIATION/ALLOTMENT subsidiary ledgers. The GENERAL LEDGER also provides the major records of the financial condition of the State, of which appropriations and allotments are an integral element.
3. Scope. The postings described in this section cover all of the major appropriation and allotment transactions posted to the GENERAL LEDGER. These transactions are posted to the general ledger control accounts via the JOURNAL VOUCHER prepared by departments and agencies and DAGS Accounting Division. The postings are described to familiarize departments and agencies with the double-entry method of recordkeeping performed by DAGS Accounting Division. For explanation of the affected accounts, refer to Volume I of the State of Hawaii Accounting Manual. The specific postings include:
 - (a) Establishment of Appropriations.
 - (b) Establishment of Allotments.
 - (c) Reversion of Allotments.
 - (d) Lapsing of Appropriations.
4. Establishment of Appropriations. The establishment of appropriations for each of the separate funds is as follows:
 - (a) General Fund.
 - (1) The debit entry is to the Fund Balance account.
 - (2) The credit entry is to Unallotted Appropriations.

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- (b) Special Funds and Federal Grants of the General Fund.
- (1) The debit entry is to Appropriations Estimated - Current Fiscal Year for each of the respective funds.
 - (2) The credit entry is to Unallotted Appropriations for each of the respective funds.
- (c) Bond Funds.
- (1) The debit entry is to the various Bonds Authorized and Unissued accounts.
 - (2) The credit entry is to Unallotted Appropriations.
5. Establishment of Allotments. The accounting entries, which are identical for all funds, are as follows:
- (a) The debit entry is to Unallotted Appropriations.
 - (b) The credit entry is to Unencumbered Allotments.
6. Reversion of Allotments. The accounting entries for all funds are as follows:
- (a) The debit entry is to Unencumbered Allotments.
 - (b) The credit entry is to Unallotted Appropriations.
7. Lapsing of Appropriations. Although the lapsing of appropriations may occur in any fund, the nature of the lapse transactions in certain fund categories such as Special Funds and Federal grants results in no general ledger entry, but only entries to the subsidiary ledger. The lapse transactions that do require general ledger entries are as follows:
- (a) General Fund.
 - (1) The debit entry is to Unallotted Appropriations.
 - (2) The credit entry is to the Fund Balance account.
 - (b) Bond Funds.
 - (1) The debit entry is to Unallotted Appropriations.
 - (2) The credit entry is to the various Bonds Authorized and Unissued accounts.