

Document Summary

This guide provides standard journal entry (JE) examples for South Carolina state agencies to properly transfer cash from source funds into Capital Project (CP) funds and down to the specific project WBS element. It covers initial transfers, transfers to a project WBS, and project close-out scenarios (both retaining cash in the CP fund and returning cash to the original source).

Prerequisites

Agencies should not transfer cash until they have:

- An approved A-1 form, and
- The budget has been loaded to the Capital Project fund by the Capital Budget Office (CBO).

1. Initial Transfer – General Fund (1XXXXXXX) to CP Fund and Project

Purpose: To reduce both budget authority and cash in the General Fund (1XXXXXXX) and transfer the cash into the Capital Project fund and down to the specific project WBS element in one entry.

Explanation: When the source is the General Fund, **budget and cash must always stay in alignment**. Therefore, this journal entry uses an expenditure to consume the budget authority. Revenue is recorded in the receiving Capital Project fund. The actual cash movement occurs automatically in the background via the cash splitter (GL account 1000000000).

Use this JE when the appropriation and cash are held in the General Fund and need to be moved into the Capital Project fund. The entry establishes the cash at both the fund level and the individual project level.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
5170880000	GENERAL FUND TRANSFER	Debit	5,000.00	E120	E120000010	E120_0000	10050026	NOT RELEVANT	
4890060000	GENERAL FUND APPROPRIATIONS REVENUE TRANSFER	Credit	5,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	C.E120.0045.AZ000

2. Transfer to Project WBS – General Fund (Cash Already in CP Fund)

Purpose: To assign cash that was previously transferred to the CP fund down to the specific project WBS element.

Explanation: Use this entry when an earlier transfer to the CP fund was posted at the fund level only (without a WBS element). It moves the cash to the proper project WBS without affecting the General Fund.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	C.E120.0045.AZ000

3. Initial Transfer – Other Funds (3/4/5XXXXXXX) to CP Fund and Project

Purpose: To move cash from a non-state appropriated fund (3XXXXXXX, 4XXXXXXX, or 5XXXXXXX) into the Capital Project fund and down to the specific project WBS element.

Explanation: Use this JE when the approved funding source is an Other Fund and the cash is still sitting in that source fund. The entry transfers the cash into the CP fund and immediately assigns it to the project WBS.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	40400000	NOT RELEVANT	
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	C.E120.0045.AZ000

4. Transfer to Project WBS – Other Funds (Cash Already in CP Fund)

Purpose: To assign cash that was previously transferred from an Other Fund to the CP fund down to the specific project WBS element.

Explanation: Use this entry when an earlier transfer to the CP fund was posted at the fund level only (without a WBS element). It moves the cash to the proper project WBS.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	C.E120.0045.AZ000

5. Project Close-Out – Retain Cash in CP Fund (State Appropriated)

Purpose: To close an individual capital project while keeping the remaining cash in the Capital Project fund for use on a future project.

Explanation: Use this entry at project completion when you do not want to return the unused cash to the General Fund. The cash remains available at the CP fund level for reallocation to another project.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	C.E120.0045.AZ000
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	

6. Project Close-Out – Retain Cash in CP Fund (Non-State Appropriated)

Purpose: To close an individual capital project while keeping the remaining cash in the Capital Project fund for use on a future project (non-state appropriated funding).

Explanation: Similar to Scenario 5, but used when the original funding source was an Other Fund. The cash stays within the CP fund for future project needs.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	C.E120.0045.AZ000
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	

7. Project Close-Out – Return Cash to Other Funds

Purpose: To close an individual capital project and return unused cash back to the original non-state appropriated fund (3/4/5XXXXXXX).

Explanation: Use this JE when the project is complete or funding is no longer needed and the original source was an Other Fund. The cash is transferred back to the source fund.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	5,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	C.E120.0045.AZ000
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	5,000.00	E120	E120000010	E120_0000	30350000	NOT RELEVANT	

8. Project Close-Out – Return Cash to General Fund

Purpose: To close an individual capital project and return unused cash back to the original General Fund (1XXXXXXX).

Explanation: Use this JE when the project is complete or funding is no longer needed and the original source was General Fund appropriations. This entry restores budget authority in the General Fund.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
4890060000	GENERAL FUND APPROPRIATIONS REVENUE TRANSFER	Debit	5,000.00	E120	E120000010	E120_0000	39078000	NOT RELEVANT	C.E120.0045.AZ000
5170880000	GENERAL FUND TRANSFER	Credit	5,000.00	E120	E120000010	E120_0000	10050026	NOT RELEVANT	

Important Note: Cash can only be returned to the General Fund using the same methodology as the original transfer if the return is processed in the same fiscal year.

Refunds or reimbursements received in the current fiscal year for expenditures originally charged to the General Fund in a prior fiscal year are generally required to be returned to the State in fund 28370000.

However, there are exceptions for agencies with carryforward authority — either through an agency-specific proviso or under the nonrecurring provisions in **118.XX**. Line-item nonrecurring appropriations automatically carry forward, and this authority includes the ability to retain unspent balances or refunds in a subsequent fiscal year.

In these cases, the cash can remain in the Capital Project fund (e.g., fund 36008000). Simply remove the closed WBS element (leave it blank) through a journal entry reclass. Once a future project is identified and approved via an A-1 form, reclass the cash to the new WBS element. Agencies are generally advised to keep the cash in the CP fund (with no WBS) rather than transferring it to another earmarked fund.

G/L Acct	G/L Acct Description	D/C	Amount	Bus Area	Cost Center	Func Area	Fund	Grant	WBS Element
6200010000	OPERATING TRANSFER OUT (DEBIT)	Debit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	C.E120.0045.AZ000
6100010000	OPERATING TRANSFER IN (CREDIT)	Credit	1,000,000.00	E120	E120000010	E120_0000	36008000	NOT RELEVANT	

Supporting Documentation: When retaining cash under carryforward authority, attach the relevant proviso language (e.g., 118.XX or agency-specific proviso) to the journal entry.

If your agency wants to return General Fund cash, please reach out to the CGO Statewide Accounting Team to discuss the appropriate process.

9. Project Close-Out – Cash Returned by the Department of Administration

Purpose: To record unused project cash returned to an agency when the Department of Administration managed the project. This entry is recorded by Admin — Business Area D500, not the agency.

Explanation: The entry depends on the original source fund.

If the original source was an Other Fund (3XXXXXXX–5XXXXXXX), debit 6200010000, Operating Transfer Out, and credit 6100010000, Operating Transfer In.

If the original source was the General Fund (1XXXXXXX), a return to that 1XXXXXXX fund is available only in the same fiscal year the cash was drawn down and transferred to Admin.

Leftover General Fund cash returned in a later year goes back to the State by default in fund 28370000. That fund is recorded under the agency, but the cash belongs to the State. The State paid the original expenditure, so the State receives the refund. Admin debits 4890450000, Refund of Prior Year Revenue, on the Admin project fund, and credits 4520010000, Refund of Prior Year Expenditure, in fund 28370000 at the agency.

In some instances, an agency is legally authorized to retain a General Fund refund or reimbursement, either by proviso or other legislation. The credit cannot go to a 1XXXXXXX fund or a 2XXXXXXX fund, including 28370000. It is recorded in an earmarked 3XXXXXXX fund with G/L 4520010036, Reimb/Refund Prior Year Exp–Retention of State Funds. The agency should work with Admin before the retention is recorded, including the amount and the earmarked fund to be credited. The transfer should reference or attach the proviso or other retention authorization.

Additional Guidance

- Always document the business purpose and approvals for each journal entry.
- Reconcile Capital Project fund cash balances regularly.

- Large or unusual transfers may require additional Budget Office coordination.
- When retaining cash under carryforward authority, include supporting documentation with the journal entry.

Questions? Contact the Office of the Comptroller General Statewide Accounting Team: cgaccounting@cg.sc.gov