



W S I P C

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WSIPC Guide to Fiscal Year End Processing

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About This Guide

This Guide shows you how to prepare and transition the current fiscal year to the next fiscal year using the PaC and Web interface. This process is called Fiscal Year End Processing.

The Fiscal Year End Process contains several utilities and procedures to ensure that transactions are in the necessary statuses and that fiscal year and monthly data are correct before you advance the fiscal year. For example, the Fiscal Year End Process ensures that no open POs exist in the current year and that the beginning balances in the next year match the ending balances in the current year.

The Fiscal Year End Process also addresses tasks related to year end processing such as managing year end accruals. These tasks help ensure that the software functions smoothly and that your district's financial data is dependable after you transition to the next (new) fiscal year.

Note	Throughout the Guide you will find the current year referred to as the current (previous) fiscal year because the Year End utility has not moved the system into what is also referred to throughout the Guide as the next (new) fiscal year.
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To be able to continue posting transactions in the next fiscal year, you must advance to the next fiscal year before March 1st.

Note	Payroll has a Close Fiscal Year process and a Close Calendar Year process. These Payroll processes do not close the Finance Fiscal Year End and do not roll the Finance fiscal year to the next year.
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This Guide divides the Fiscal Year End Process into the following processes:

- [Processing Accounts Payable Accruals and Unavailable Revenue](#)
- [Managing POs and Encumbrance](#)
- [Ensuring Encumbrances Match Reserves](#)
- [Carrying Forward POs and Encumbrance](#)
- [Carrying Forward Pending Receiving Invoices](#)
- [Preparing and Running the F-196 Extract](#)
- [Advancing the Fiscal Year](#)
- [Completing Tasks after Closing the Year](#)

"[Appendix C - Fiscal Year End Checklist](#)" (page 80) provides a checklist of these processes for quick reference.

What You Should Know Before You Start

This Guide assumes you are familiar with the business processes in your district, such as how you extract the F-196 Report.

You should also be familiar with the software modules that your district uses, such as the Accounts Payable, Inventory, and Account Management modules, because you may be required to use these modules throughout Fiscal Year End processing. To complete Fiscal Year End Processing, it's best to first understand your district's accounting policies and procedures.

Be Sure You're Signed In

This Guide is intended to be read while you are working in the Year End module, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button  in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective and concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

Do Not Post This Guide to the Public Internet

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What's New in This Edition

This section highlights the significant changes to the Guide since the last edition, such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
This Guide has been updated to reflect WSIPC's March 2016 software release version 05.16.02.00.10.	N/A
Updated the dates to reflect current year's processing steps as applicable.	N/A

About This Guide

Description of Change	Page #
Updated screenshots of the software to reflect current year's processing, as applicable.	N/A
Updated Web interface guidance throughout the Guide, as applicable.	N/A
Added Web interface guidance to the " Posting Journal Entries " section.	34
Added " Running the Encumbrance Carry Forward Utility Against a Closed Year " to the Troubleshooting section.	88

Processing Accounts Payable Accruals and Unavailable Revenue

If your district accrues payables and receivables, you must ensure that year end accruals, such as prepaid expenses and unavailable revenue, are created and processed correctly. This section shows you how to perform both of these tasks.

Managing Accounts Payable Year End Accruals

This section provides guidance for processing Accounts Payable (AP) year end accruals. Typically, districts have two types of AP transactions that accrue across years: year end liability accruals, and prepaid expenses. Both types of transactions require you to post the expense in one year and the payment in the other, and both require additional action when voiding or cancelling a payment.

Processing Year End Liability Accruals

Year end liability accruals are invoices expensed in the current (previous) year and paid in the next (new) fiscal year. This situation often arises in September when districts decide to expense purchases in the previous year (typically, August 31) due to invoices received or processed after August 31. In this situation, districts still may want to recognize the reduction to cash in real time, which occurs and is recognized in the next fiscal year.

The following procedure highlights the key aspects of processing a year end liability accrual transaction. The procedure follows the basic AP entry and processing workflow. After this procedure, you'll see an accounting approach that easily tracks these transactions, distinguishing them from other AP transactions.

To process a year end liability accrual:

1. In the PaC interface, go to FM\AP\IN.
2. Click Add.

3. Select PO and/or Vendor.

Note By selecting a PO, the Vendor field is populated. If the Vendor receiving payment does not match the PO Vendor, the Vendor field can be manually updated. Because the PO field is not a required field, you can choose to manually enter the Vendor while leaving the PO field blank.

4. In the Accrual box, select the AP Accrual Summary Account, which may be different from the standard General Ledger (GL) 601 account. If needed, consult with your district's accounting administrator.

Tip Consider using a new Account Code to accrue these year end liabilities. To learn more about this recommendation, see "[Implementing a Designated Account Code to Track Year End Accruals](#)," (page 7) which follows this procedure.

Note If you change the vendor or PO after selecting the Accrual code, review the Accrual again as it may have changed, depending on the Vendor Profile's setup. If the code changed, select the desired one again.

5. In the Batch box, type the batch number for this invoice, which may be different from your standard convention. If needed, consult with your district's business administrator.

Tip If your district wants to run the year end liability accruals through the Check Register in a separate batch, use a special batch coding convention, such as prefacing the batch code/number with "YE."

6. In the Fiscal Year box, select the current (previous) fiscal year.
7. Complete the invoice, and click OK.
8. When you Batch Update this invoice, in the Posting Date box, select a date in a current (previous) fiscal year (typically, August 31).
9. When you build a Check Register to pay the invoice, in the Posting Date box select a date in the next (new) fiscal year (typically, September or the current month of the next fiscal year).

Implementing a Designated Account Code to Track Year End Accruals

Consider designating an Account Code in each fund to accrue the year end liability activity. This method provides an easy means for reconciliation.

To provide a distinction and allow for easy summarization on balance sheets and state reports, use GL 601 and a value in a subsequent dimension.

Example

A district uses 10 L 601 6011 00 0000 000 0000 0000 to accrue year end AP liabilities. Program/Sub-program dimension value 6011 is added to the Account Description list for this purpose. The district crosswalks the Account Code to GL 601 for state reporting. The Account Code's activity and balance combine with other GL 601 Account Codes for reporting on balance sheets and GL Trial Balance Reports.

To implement a designated Account Code to track year end accruals:

1. In the PaC interface, go to FM\SE\CO\AM\AD.
2. Add an Account Description for the new dimension value, such as a GL or Program/Sub-program, to the Account Description list.

Note	You must add the Account Description value for each applicable fund.
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3. In the Web interface, go to Financial Management\Account Management\CA\AP.
4. For each applicable fund, add the new Account Code to the Account Profile.
5. In the PaC interface, go to FM\SE\CO\AM\SA.
6. Add a new Summary Account Record for Summary Type, CASACC, and that corresponds with the new Account Codes (such as ** L 601 6011 00 0000 000 0000 0000).

Best Practice	Instruct Accounts Payable specialists to select the new Summary Account Record when creating AP invoices for year end accruals.
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Processing Prepaid Expenses

When an expense is paid in advance, especially near the end of the fiscal year, it requires special attention to ensure that it is reported in the correct period. For example, if an expense paid in August for a service received in September isn't recorded correctly, it might be erroneously expensed in August.

Best Practice For some items, consider using the Inventory module to track the distribution and accounting of accrual transactions. This module allows for a natural workflow, including ensuring that accurate balances are in the proper accounts. For example, textbooks purchased in early summer that will be invoiced in the following fiscal year are better handled by the Inventory module than the process outlined below.

Note If you void a check that was created using the prepaid expense process below, see "[Voiding Payments for Year End Accruals](#)" (page 10).

To process a prepaid expense:

1. In the PaC interface, go to FM\AP\IN.
2. Click Add.
3. Select PO and/or Vendor.

Note By selecting a PO, the Vendor field is populated. If the Vendor receiving payment does not match the PO Vendor, the Vendor field can be manually updated. Because the PO field is not a required field, you can choose to manually enter the Vendor while leaving the PO field blank.

4. In the Accrual box, select the AP Accrual Summary Account that corresponds with GL 430.

Note If the appropriate accrual account doesn't appear on the Summary Accounts screen, add the Summary Account Record (FM\AM\CO\SA). You may also need to add the Account Code to the Chart of Accounts (FM\CA\CA), or consult with your district's accounting administrator. To learn more about configuring accounts, see the *WSIPC Guide the Managing Account Codes*.

Note If you change the vendor or PO after selecting the Accrual Code, review the Accrual again as it may have changed depending on the Vendor Profile's setup. If the code changed, select the desired one again.

5. In the Fiscal Year box, select the next (new) fiscal year (rather than the current year).
6. Complete the invoice and click OK.
7. When you Batch Update this invoice (FM\AP\IN\IM), in the Posting Date box, select a date in the next (new) fiscal year (typically, September 1).

Note This action increases the balances of the Invoice Account Distribution Lines' Account Codes (typically, Expense Account Codes) and decreases GL 430's balance.

8. When you build a Check Register to pay the invoice (FM\AP\CR\CR), in the Posting Date box, select a date in the current (previous) fiscal year (typically, in the current month).

Note This action increases GL 430's balance and reduces the cash account's balance (or increases the balance selecting the contra asset Account Code, GL 241, Warrants Outstanding).

For an illustrated explanation of how the prepaid expense impacts accounting, see "[Appendix A - Accounting for a Prepayment and the Related Void](#)" (page 74).

Voiding Payments for Year End Accruals

You may need to void a payment associated with a year end accrual if, for example, a warrant is lost or destroyed. To begin the procedure, you process Void Check Type invoices as normal. However, if you can still edit your financial statements (such as the F-196), it's best to take additional actions to completely reverse the accounting impact of the original payment.

This section contains procedures that explain how to void a payment. These procedures also apply to voiding and reissuing payments.

For an example of voiding a year end accrual, see "[Appendix A - Accounting for a Prepayment and the Related Void](#)" (page 74).

Creating and Processing Void Check Type Invoices

To void a payment, you first create the related Void Check Type invoices. Because you create these invoices using the typical procedure for voiding standard payments, the procedure below provides only high-level steps that discuss aspects of the procedure related to creating and processing Void Check Type invoices.

Although this procedure uses the Quick Void feature to automatically generate the invoices, you can also manually add invoices, setting their Check Type to Void, and entering and selecting the appropriate data.

To create and process Void Check Type invoices:

1. In the PaC interface, go to FM\AP\IN.
2. Click the Option button  and click Quick Void.
3. Select the bank cash account in the Bank Cash Account box.
4. From the Invoice Checks list, select the prepayment and do one of the following:
 - Click Void Chk to void the payment.
 - Click Reissue to void the payment and reissue another payment.

Note Voiding a check creates a Void Check Type invoice for each invoice that comprised the original payment. Reissuing does the same thing as voiding and creates invoices that mirror the original invoices with the original Check Type.

5. Configure the Quick Void Update Parameters screen.
6. Click OK.
7. Click **Build Invoice** and complete the process to create the invoices.
8. Confirm the following for Void Check Type invoices:
 - The Cash Summary Account is appropriate (via the selected Bank Cash Account) for reversing the related cash activity. (Under normal, positive invoices, the cash account is debited.)
 - Refrain from changing the fiscal year, unless it is closed. If the fiscal year is closed, change the fiscal year to the next fiscal year, or contact your service center to discuss options for posting to a closed fiscal year.
 - The Account Distribution Account Codes are the same as the original Account Codes.
9. Click **Batch Update**.
10. In the **Posting Date** box, select the posting that corresponds with the fiscal year of Void Check Type invoices.
11. Complete the update.
12. Process the invoices through the Check Register (FM\AP\CR\CR) to set them to history.

Note	For Void Check Type invoices, no accounting updates occur during the Check Register update.
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Creating and Posting the Current (Previous) Year Journal Entries

After completing the process explained in "[Creating and Processing Void Check Type Invoices](#)" (page 10), the related accrual account and cash account still have balances in the current fiscal year. To remove residual balances after voiding a payment related to year end accruals, post journal entries to the current fiscal year.

To create and post the current (previous) year journal entries:

1. In the Web interface, go to Financial Management\Account Management\GI\JE\JE.

2. Select an appropriate Views option at the top of the screen (All, WIP or Batch).

Note From this screen, you can select other Views such as History, Reoccurring, Submitted, or Denied. Depending on the Views option selected, the available Filters may change. To learn more about Views and Filters, see the *WSIPC Guide to Skyward's School Management System*.

3. Click Add.
4. In the Year box, select the current (previous) fiscal year.
5. Configure the remaining options on the Batch Number Entry screen, and click Save to continue.
6. Create Detail Lines, and do one of the following:
 - If the Void was posted in the current (previous) year (year end liability accrual), debit the accrual Account Code(s) and credit the cash Account Code.
 - If the Void was posted in the next (new) year (prepaid expense), debit the cash Account Code and credit the accrual Account Code(s).

Note To learn more about creating Detail Lines, see the *WSIPC Guide to General Inputs*.

7. Batch Update the batch to the appropriate posting date in the current fiscal year.

Creating and Posting the Next (New) Year Journal Entries

After completing the process explained in "[Creating and Processing Void Check Type Invoices](#)" (page 10), the related accrual account and cash account still have balances in the next fiscal year.

To remove residual balances after voiding a payment related to year end accruals, you post journal entries to the next fiscal year.

To create and post the next (new) year journal entries:

1. In the Web interface, go to Financial Management\Account Management\GI\JE\JE\JE.

2. Select the History Views option.
3. Select the batch that was posted to the current year, and click Clone.
4. In the Fiscal Year box, select the next (new) fiscal year.
5. Select the Create as a Reversing Batch check box.
6. Configure the remaining options on the Clone Journal Entries screen, and click Save.
7. Locate the batch and verify that one of the following statements is true about your new batch:
 - If the Void was posted in the current (previous) year (year end liability accrual), debit the cash Account Code and credit the accrual Account Code(s).
 - If the Void was posted in the next (new) year (prepaid expense), debit the accrual Account Code(s) and credit the cash Account Code.
8. Batch Update the batch to the appropriate posting date in the next fiscal year.

Processing Unavailable Revenue

If you don't expect to collect the revenue on a transaction within the timeframe that your district's policy considers it available for current fiscal year use, you must record it as a deferred inflow of resources or unavailable revenue. The software makes it easy to handle transactions that fall into this category.

Configuring Skyward's School Management System for Unavailable Revenue in Accounts Receivable

The following tasks are related to configuring the software for unavailable revenue for AR invoices. The first is required, and the second is optional.

- [Identifying the Unavailable Revenue Summary Account](#)
- [Automatically Defaulting an Unavailable Revenue Status on Invoices](#)

Identifying the Unavailable Revenue Summary Account

You must identify the Account Code for which you plan to defer revenue. Typically, GL 750 is used. Consider using a subsidiary value, such as in the fourth dimension of the Account Code, to denote Unavailable Revenue from AR invoices. Using a subsidiary value allows you to easily identify this activity from other GL 750 activity sources while still summarizing all 750 activity and balances for GL level Reporting.

Once you identify the Account Code schema for Unavailable Revenue from AR invoices, do the following:

- Add an Account Code for each fund that you plan to accrue unavailable revenue. To learn more about adding account codes, see the *WSIPC Guide to Managing Account Codes*.
- Configure an Unavailable Revenue Summary Account (FM\SE\CO\AM\SA in the PaC interface).

This configuration is only required once, and your district likely took these actions when Accounts Receivable was initially set up. After that, the configuration likely won't be needed unless you change your district's Account Code schema.

Automatically Defaulting an Unavailable Revenue Status on Invoices

You may want to have the Unavailable Revenue option selected on all invoices, by default. This condition can be all the time or just during a specific time of year. You can select the Unavailable Revenue check box by default when AR invoices are added.

To automatically default an Unavailable Revenue status on Invoices:

1. In the Web interface, go to Financial Management\Accounts Receivable\PS\CF.
2. Select A/R Setup.
3. Set the Unavailable Revenue option to Yes.
4. Click Save.

Recording Unavailable Revenue for AR Invoices

You can defer revenue for AR invoices. The Unavailable Revenue Account Code is credited instead of the designated revenue Account Codes. Once a related payment is posted, the amount of the payment is deducted from the accrual account and credited to the revenue Account Codes.

To record unavailable revenue for AR invoices:

1. In the PaC interface, go to FM\AR\IN.
2. To mark an invoice that is to be marked as unavailable revenue, do one of the following:
 - Click Add to create a new invoice that is to be marked as unavailable revenue.
 - Select an invoice from the Invoice Master Browse and select Edit.
3. If it isn't already selected, select the Unavailable Revenue check box. The defined Unavailable Revenue Account Code appears to the right of the Account box.
4. Click OK. If the invoice is in Open status, the following message appears:

"A change has been made that requires this invoice to be updated again. A reversing entry has been created."
5. Click OK.

The transaction is now properly categorized as unavailable revenue until it is paid. If needed, you can edit existing AR invoices and select the Unavailable Revenue check box.

Best Practice	Defer the revenue on all AR invoices year round. This ensures that your district's unavailable revenue account and related accounts reflect the correct balances at year end. This minimizes the chance that you'll have to use Journal Entries to correct incorrect balances at year end.
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Recording Unavailable Revenue from Other Sources

Your district may identify unavailable revenue from other sources as well. For example, you may use different receipting software to record fines and fees. If you determine you have unavailable revenue from another source, posting a Journal Entry batch to current (previous) year is the most efficient way to record the liability. Based on your district's accounting practices, you may reverse some or all of the deference immediately in the next (new) fiscal year.

Determining the Amount to Defer

If you are not using the Accounts Receivable module, then use a reporting solution or review procedures external to the software to determine the amount of unavailable revenue and the applicable Revenue Account Codes. Your district may use representative Revenue Account Codes, such as one for each revenue code, to report this year end accrual activity.

Posting a Journal Entry Batch in the Current (Previous) Fiscal Year

For the current fiscal year, record all revenue from other sources that is not collectable as a liability in GL 750.

To post a Journal Entry batch in the current (previous) fiscal year:

1. In the Web interface, go to Financial Management\Account Management\GI\JE\JE.
2. Add a new batch for the current (previous) fiscal year.
3. When adding Detail Lines, do the following:
 - Debit the applicable Revenue Account Codes.

Tip

These revenue codes may not be the actual Revenue Account Codes. However, they should represent materially the financial position of your district's revenue. Consider using representative Account Codes for each applicable revenue code (as defined in the state accounting manual).

- Credit the GL 750 Account Codes for the applicable funds.

4. If needed, promote the batch from WIP to Batch status.
5. Batch Update the batch selecting a Posting Date in the current (previous) year (typically, 8/31/201X).

Posting a Journal Entry Batch in the Next (New) Fiscal Year

For the current fiscal year, record all revenue not collectable from other sources as a liability in GL 750.

To post a Journal Entry batch in the next (new) fiscal year:

1. In the Web interface, go to Financial Management\Account Management\GI\JE\JE\JE.
2. Select the History Views option.
3. Select the batch that you posted to the current year, and click Clone.
4. In the Fiscal Year box, select the next (new) fiscal year.
5. Select the Create as a Reversing Batch option.
6. Configure the remaining settings of the Clone Journal Entries screen, and click Save.
7. Ensure that the Detail Lines have the following general configuration:
 - Debit the GL 750 Account Codes for the applicable funds.
 - Credit the applicable Revenue Account Codes.
8. If needed, promote the batch from WIP to Batch status.
9. Batch Update the batch, and in the Posting Date box, select a date in the next (new) year (typically, 09/01/201X).

Managing POs and Encumbrance

Your district may want to lapse some POs into the next fiscal year. Before carrying forward POs, you must liquidate and close POs that are not being honored in the next fiscal year. You should perform these actions before attempting to reconcile your district's outstanding encumbrances to GL 820.

Turning Off PO and Requisition Entry for the Current Year

When your district no longer wants to encumber purchase orders or to expense inventory requests against the current fiscal year, perform the following procedure.

To turn off PO and requisition entry for the current year:

1. In the Web interface, go to Product Setup\Financial Management\PU\CF\RO\RE.
2. Clear the Allow Requisition/PO Entry for the Current Fiscal Year check box.
3. Go to Product Setup\Financial Management\IN\CF\IR.
4. Clear the Allow Requisition Entry for the Current Fiscal Year check box. This screen also lets you add a last date to enter requisitions for the current fiscal year.

Setting PO Liquidation Status

If your district has current year POs to close, you must do so before carrying forward. Before you can actually close the necessary POs, their Liquidation Status must be changed to Closed PO/Not Receiving anymore or Fully Received.

You can use a combination of methods to set the Liquidation Status flags on POs. The method you choose depends on whether the majority of current year POs are being closed or carried forward. You must also consider the layout of the POs being closed. Figure 1 explains what the options are for various PO layout combinations. In Figure 1, the selected PO has a YMA (Yes, Master, and Amount) layout, which is indicated by the bolded descriptions.

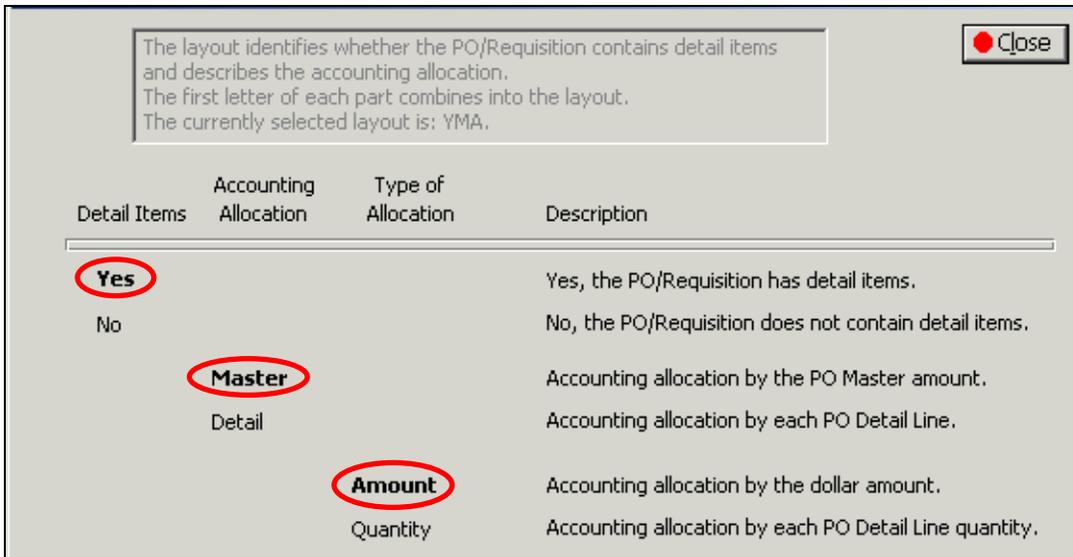


Figure 1 - PO Layout options. The YMA (Yes, Master, Amount) layout option is selected.

Changing the Liquidation Status on Individual POs

You may only have a few POs that you want to liquidate and close. In this case, edit each PO in Open status and change its liquidation status. This procedure makes the POs eligible to be liquidated and closed. In a later section of this Guide, you actually liquidate and set the eligible POs to History status.

Note Changing the liquation status does not cause a reversal.

To change the liquidation status on individual POs:

1. In the PaC interface, go to FM\PU\PO.
2. Select the PO in Open status that you want to close, and click Edit. If the PO has linked AP activity, a warning message tells you that changing it could result in a reversal PO.
3. Under the Description box at the top of the screen, change the liquidation status to Closed PO/not receiving anymore. If this PO's Layout is YDA or YDQ, a message asks if you want to update all remaining POs' Detail Items to the new liquidation status. (To learn about layout options, see Figure 1 above.)

4. Click Yes.

Note	To be eligible for liquidation, the Liquidation Status for all Detail Line items must be set to Closed PO/not receiving anymore or Fully Received on YDA or YDQ POs. Review and ensure that the Detail Lines' Liquidation Status values are set accordingly. If they aren't, edit the applicable lines and change the liquidation status to Closed PO/not receiving anymore.
-------------	--

5. Click OK.
6. Repeat steps 1 through 5 for other POs in Open status as needed.

Changing Liquidation Status on Multiple POs

You may want to close many POs and not carry them into the next fiscal year. To set the liquidation status flags for a range of POs, use the Open PO Liquidation Close Utility, especially if the majority of POs for your district or a given fund need to be closed.

To change the liquidation status on multiple POs:

1. In the PaC interface, go to FM\PU\UT\CO.
2. For the Fiscal Year range boxes, select the current (previous) fiscal year only.
3. Configure the filter range Low and High boxes as desired. Only the Open status POs that meet these ranges are processed.
4. Click Run. The Output Destination screen appears.
5. Click OK. Use the report to verify that the list of POs to be closed is correct.
6. Click Close. The following message appears:

"Do you want to continue and update the Purchase Order?"
7. Click Yes. The Liquidation Status flags are changed to Closed PO/Not Receiving Anymore for the range of Open status POs you selected.

Retain POs Set to be Liquidated

You may want to retain POs that are currently set to be liquidated, especially if you just ran the Open PO Liquidation Close Utility to revert the Liquidation Status on the few POs that you plan to carry forward.

Tip You can run the Requisition/PO Listings Report by Record Type (overall PO status) and master Liquidation Status to help efficiently review the POs in Open status.

To retain POs set to be liquidated (Closed PO/Not Receiving anymore or Fully Received):

1. In the PaC interface, go to FM\PU\PO.
2. Locate and select a PO in Open status.
3. Click Edit.
4. Change the liquidation status to Liquidation Pending or Partially Received.
5. Click OK.

Note For POs with a YDA and YDQ layout, you must change at least one of the Detail Line's Liquidation Statuses so the PO doesn't close. A YDA or YDQ PO still closes if the Detail Lines' Liquidation Statuses are set to Closed PO/Not Receiving anymore or Fully Received regardless of what the master Liquidation Status is. (To learn about PO Layout options, see Figure 1 on page 19.)

Closing POs

After changing the Liquidation Status on POs you want to liquidate and close, run the Open PO Update process to actually liquidate and close Open status POs.

Before a PO can be closed, it must have the following characteristics:

- The PO is in Open status.
- For POs with YMA and NMA layouts, the master liquidation status is set to Closed PO/Not Receiving anymore or Fully Received. (To learn about PO Layout options, see Figure 1 on page 19.)
- For POs with YDA and YDQ layouts, the Detail Lines' Liquidation Statuses are set to Closed PO/Not Receiving anymore or Fully Received. (To learn about PO Layout options, see Figure 1 on page 19.)
- All related/linked AP invoices are in Open or History status.
- The PO's Fiscal Year matches the Posting Date's Fiscal Year.



Caution

Before running the Open POs Update, confirm that no one needs to edit any POs or requisitions in the software. The process temporarily prevents users from editing POs or saving POs after editing.

Note

Remember to close Payroll Encumbrances. To learn how to close Payroll Encumbrances, see the *WSIPC Guide to September Payroll Processing*.

To close POs:

1. In the PaC interface, go to FM\PU\PO.
2. Click Open PO Upd.
3. In the Purchase Order Nbr boxes, type the lowest PO number and highest PO number that you are closing with this run.

Tip

You can run this option more than once, so be selective if needed.

4. In the Posting Date box, type the date on which the PO encumbrance liquidation will take place.

Managing POs and Encumbrance

5. Click Run.
6. Configure the Output Destination screen, and click OK.
7. For each report that appears, review and click Save and Close  or click Close. After the last report is closed, a message asks whether you want to update the POs to history.
8. Click Yes.

The selected POs are now set to History status and their related outstanding encumbrance is liquidated.

Ensuring Encumbrances Match Reserves

Ensure that outstanding encumbrances match the ending balance in your reserve for encumbrances (GL 820). If these two totals don't match, this condition indicates one or both of the following:

- The reserves reflect an inaccurate balance.
- Your district's outstanding encumbrances are inaccurate.

Because you can't correct your reserve balances after you close the year, ensure that your encumbrances match reserves before performing Fiscal Year End Processing.

This section explains four processes related to ensuring that encumbrances match reserves.

Creating and Running a Budgetary Data Mining Report Template

To compare each fund's GL 820 ending balances to their outstanding encumbrances, create and run a Budgetary Data Mining Report template. If you've already created this Budgetary Data Mining template, proceed to the next section.

While the Summary Encumbrance Balance Audit (FM\AM\AU\DI\PO\SE in the PaC interface) provides the same information, the Budgetary Data Mining Report provides a more user-friendly format, and it typically runs much faster.

This section includes the key steps for creating the report template. To learn more about Budgetary Data Mining, see the *WSIPC Guide to Budgetary Data Mining*.

Adding the Template and Configuring the Report Information Tab

You begin creating the report template on the Report Information tab.

To add the template and configure the Report Information tab:

1. In the Web interface, go to Financial Management\Account Management\RP\DM.
2. Click Add.
3. Type the desired name and report title in the Report Name and Report Title boxes.
4. For the Report Type, select Combined B/S and O/S Summary.
5. Click Save and Add Parameters.

Configuring the Parameters Tab

Next, you set the parameters of this report template on the Parameters tab.

To configure the Parameters tab:

1. In the Consolidate Funds box, select No.
2. In the Budget Status box, select All Accounts.
3. In the Print Detail box, select No.
4. In the Account exclusions area, select the Exclude accounts that have check box, and select no amount in the fields selected in the box next to the check box.
5. Configure the rest of the options and boxes on the Parameters tab as needed.
6. Click Save and Add Breaks.

Selecting a Sequence and Setting Breaks

Next, you select your Sequences for sorting and set your Breaks for subtotaling. Because this template includes multiple funds and summarizes based on particular dimensions, your configuration of the Breaks tab is significant to the outcome and effectiveness of the report.

Best Practice	You can select a different Sequence than described in the following procedure, but select one where the Fund (Fd), Account Type (T), and GL are the primary dimensions for sorting. You should also have subtotal points for the entire GL dimension, such as the selection shown in Figure 2. To learn more about using sequences, see the <i>WSIPC Guide to Account Sequences</i> .
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To select a Sequence and set Breaks:

1. In the Sequence box, select R – Regular account sequence.
2. Set the Break selection mask as shown in Figure 2.
3. In the Break Levels to include in processing list, select Fd Position 2.
4. In the Break Level Attributes area, set the options as follows:
 - Set Break to Double.
 - Set Heading to Yes.
 - Set Separator to Yes.
 - Set Dbl Underline to Yes.
5. Click Save Breaks and Add Ranges.

Sequence: R - Regular account sequence								
Fd	T	GL	PPSS	AA	OBBB	LLL	4444	5555
Fd	T	GL	PPSS	11	2222	333	4444	5555
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Figure 2 - The Break selection mask with the break selections for this report template

Selecting the Account Ranges

Next, you select which Account Codes impact the report's data. You set ranges on the Account Ranges tab.

To select the account ranges:

1. In the Balance Sheet Accounts area, configure the fields as follows (see Figure 3 for an example):
 - Select the Equity box only.
 - For the GL Account Dimension Low and High boxes, type "820" and "820."
2. In the Operating Statement Accounts area, leave the options wide open.
3. Click Save Ranges and Add Fields.

Account Ranges

Low High
 Category:
 Group:
 Account Status: Active and Inactive Active Inactive

Balance Sheet Accounts
 Asset Liability Equity
 Low Account:
 High Account:

Dimension	Low	High
Fund:	<input type="text" value="00"/>	<input type="text" value="ZZ"/>
Type:	<input type="text" value="*"/>	<input type="text" value="*"/>
GL Account:	<input type="text" value="820"/>	<input type="text" value="820"/>
PPSS/Prj/Club:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
User 1:	<input type="text" value="00"/>	<input type="text" value="99"/>
User 2:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
User 3:	<input type="text" value="000"/>	<input type="text" value="999"/>
User 4:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
User 5:	<input type="text" value="0000"/>	<input type="text" value="9999"/>

Operating Statement Accounts
 Expense Revenue
 Low Account:
 High Account:

Dimension	Low	High
Fund:	<input type="text" value="00"/>	<input type="text" value="ZZ"/>
Type:	<input type="text" value="*"/>	<input type="text" value="*"/>
GL Account:	<input type="text" value="000"/>	<input type="text" value="999"/>
PPSS/Prj/Club:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
Actv/Type/User:	<input type="text" value="00"/>	<input type="text" value="99"/>
Object/User 2:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
Loc/Use/Yr/User:	<input type="text" value="000"/>	<input type="text" value="999"/>
User 4:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
User 5:	<input type="text" value="0000"/>	<input type="text" value="9999"/>

Include Filters for Balance Sheet Accounts

 Add Edit Delete

Exclude Filters for Balance Sheet Accounts

 Add Edit Delete

Include Filters for Operating Statement Accts

 Add Edit Delete

Exclude Filters for Operating Statement Accts

 Add Edit Delete

Figure 3 - The Account Ranges tab configured for this template

Selecting Fields

After configuring the Account Ranges tab, you select the template's fields on the Field Selection tab.

To select fields:

1. Click Select Fields.
2. From the Select Fields list, select the following fields:
 - Account Number (if it isn't already selected)
 - Encumbered Amount
 - Encumbrance Carry Forward
 - Ending Balance-as of End Month

Tip To see more fields on one screen, increase the number of fields to display to 200.

3. Click Save.
4. In the Fields to include in processing list, select Encumbrance Carry Forward.
5. In Field Parameters area, set the Year parameter to Next Year 1.
6. On the Fields to include in processing screen, select Encumbered Amount.
7. Click Clone Field.
8. Select the second instance of Encumbered Amount and click Down. The list of fields to include in processing should look like Figure 4.
9. With the second instance of Encumbered Amount selected, set the Field Parameters area as shown in Figure 5.

Best Practice In the Field Parameters area, you also have the option to display CR to the right of a monetary value, which indicates a credit balance. This may be helpful in avoiding confusion when balances are displayed on liability and equity accounts with a minus sign, indicating a negative balance, which is actually a credit balance. For additional guidance on setting the signage on monetary values, see the *WSIPC Guide to Budgetary Data Mining*.

10. For each field, change the Heading 1 and Heading 2 values as needed.
11. Click Save and Back.

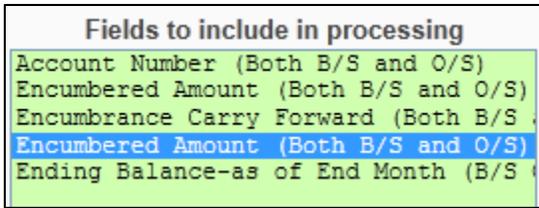


Figure 4 - For this report template, the fields should be ordered as shown

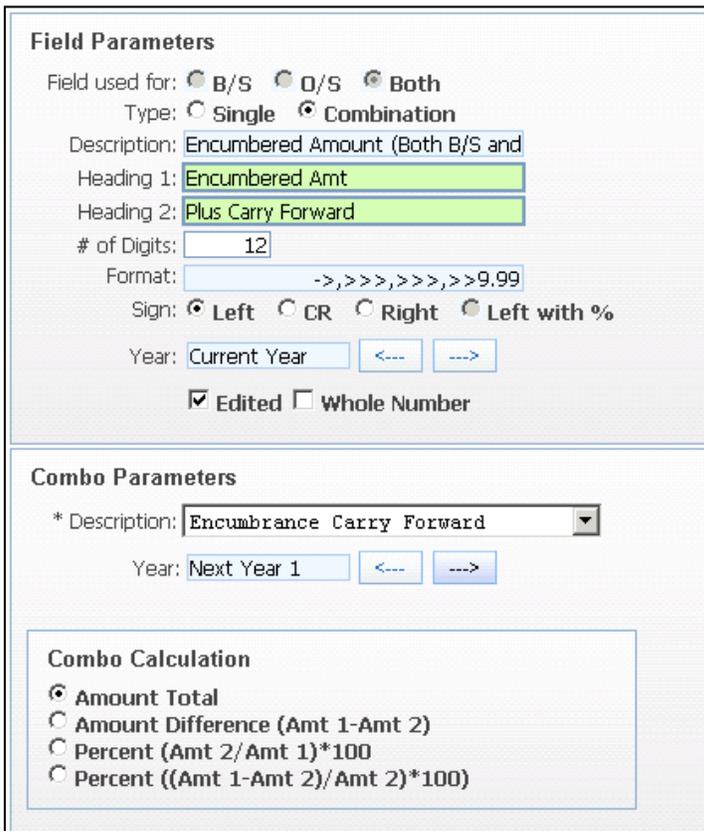


Figure 5 - The Field Parameters configuration for the second instance of Encumbered Amount

Printing a Report

After you configure the report template, you print a report to compare the outstanding encumbrance to the respective fund's 820 ending balance.

To print a report:

1. On either the main Budgetary Data Mining screen or the Edit screen, click Print.
2. In the Reporting Month box, select Entered Month.
3. In the Select Month box, select August.
4. In the Year box, select the current calendar year.
5. Click Print.

Tip Alternatively, you can click Excel and use this procedure to generate an Excel workbook.

After the Print Queue completes, you can open the report as a PDF.

Comparing Encumbrance and Balance

Regardless of whether you carried forward encumbrance to the next fiscal year, compare the net difference of each fund's Expenditure and Revenue lines' "Encumbered Amt Plus Carry Forward" totals to the fund's GL 820 Ending Balance. Ignore the fund total line below the single underlines; this line was added to separate funds in a distinctive manner.

Note For Equity ("Q") lines, a credit, positive balance is identified with a minus symbol or a "CR" designation. For Expenditure accounts, the presence of encumbrance is denoted without a minus symbol or "CR."

In Figure 6, the totals for “Encumbered Amt Plus Carry Forward” and Ending Balance amount (“820 Ending Balance for 20XX-XY”) are shown above the single underline (ignore the fund total line just below the single underline).

	20XX-XY	20XY-XZ	Encumbered Amt	820 Ending
<u>Account Code</u>	<u>Encumbered Amount</u>	<u>Enc Carry Forward</u>	<u>Plus Carry Forward</u>	<u>Balance for 20XX-XY</u>
10	General Fund			
10 Q 820 ----	0.00	0.00	0.00	-921,118.52
10 E 530 ----	921,118.52	0.00	921,118.52	0.00
10 - --- ----	-921,118.52	0.00	-921,118.52	-921,118.52
=====				

Figure 6 - The report compares the outstanding encumbrance and carry forward to GL 820's ending balance

The 820 Ending Balance shows a credit of \$921,118.52 (because it has a minus symbol), which matches the positive Outstanding Encumbrance Plus Carry Forward total.

In Figure 7, the encumbrance was carried forward into the next fiscal year, and the district posted an additional PO to the current fiscal year. The points of comparison are still the same.

	20XX-XY	20XY-XZ	Encumbered Amt	820 Ending
<u>Account Code</u>	<u>Encumbered Amount</u>	<u>Enc Carry Forward</u>	<u>Plus Carry Forward</u>	<u>Balance for 20XX-XY</u>
10	General Fund			
10 Q 820 ----	0.00	0.00	0.00	-921,716.65
10 E 530 ----	598.13	921,118.52	921,716.65	0.00
10 - --- ----	-598.13	-921,118.52	-921,716.65	-921,716.65
=====				

Figure 7 - The report compares the outstanding encumbrance and carry forward to GL 820's ending balance. In comparison to Figure 6, the encumbrance was carried forward with an additional PO posted to current fiscal year.

If a fund's Ending Fund Balance and “Outstanding Encumbrance Plus Carry Forward” total don't match (taking into consideration the minus symbol on GL 820's balance), perform the processes described in the following sections to resolve the discrepancies.

Addressing Discrepancies

If the totals of a fund do not match, there are several steps you can take to address the discrepancies. This section discusses those steps.

Reasons for a discrepancy can vary. See "[Avoiding Common Imbalance Situations](#)" (page 35) for an explanation of some common scenarios that cause discrepancies.

Reviewing Balance Sheet Outstanding Encumbrance Amounts

You may have outstanding encumbrance amounts applied to Asset, Liability, or Equity Account Codes. The Budgetary Data Mining Report template is not configured to pull these account types' outstanding encumbrance totals (with the exception of GL 820). Check to see if any balance sheet Account Codes have outstanding encumbrances or encumbrance carry forward amounts.

You can clone the report template you created in "[Creating and Running a Budgetary Data Mining Report Template](#)" (page 24) and modify it to review your district's balance sheet outstanding encumbrances. The following instructions are abbreviated.

To review balance sheet outstanding encumbrance amounts:

1. In the Web interface, go to Financial Management\Account Management\RP\DM.
2. Select the report template you created in "[Creating and Running a Budgetary Data Mining Report Template](#)" (page 24), and click Clone.
3. Configure the Report Information tab and click Create Clone.
4. On the Account Ranges tab, select Asset, Liability, and Equity.
5. Set the GL Account low-high values to "000" and "999."
6. If you already have a copy of your Expense and Revenue outstanding encumbrances, clear the Expense and Revenue check boxes. Otherwise, include these account types on the report.

7. For the Field Selections tab, remove the field, Ending Balance-as of End Month.
8. Print a report for August of the current calendar year. For further instructions on printing a report, see "[Printing a Report](#)" (page 30).

If you didn't include the Expense and Revenue encumbrances on the report, add the sum of balance sheet outstanding encumbrances and carry forward with operating statement sum and compare to the GL 820's ending balance. If they match, then no further action is needed.

Running the Reestablish Encumbrances Audit

To ensure that your district's Fiscal Year and Monthly encumbrance totals match the encumbrance details, run the Reestablish Encumbrances Audit. The audit detects any difference for the current and next fiscal years. If you choose the option, the audit adjusts the Fiscal Year and Monthly amounts to match the totals of corresponding Encumbrance Detail Records. This audit ensures that the outstanding encumbrances total is accurate before taking any additional steps to correct discrepancies with reserves' ending balances.

To run the Reestablish Encumbrances Audit:

1. In the PaC interface, go to FM\AM\AU\DI\PO\RE.
2. A message asks if you want to run the audit. Click Yes.
3. When the Output Destination screen appears, configure it and click OK.

Note	Because this audit is analyzing Fiscal Year and Monthly encumbrance totals and encumbrance details, it may require a lengthy processing time in order to detect any differences.
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4. When the Reestablish Encumbrances Audit Report appears, review it for any issues, and click Close.
 - If there are no differences, the audit is complete and you are finished with this process.
 - If there are differences between the fiscal year and monthly totals and the details, a message asks if you want to correct the fiscal year and monthly totals. Continue to step 5.

5. Click Yes. After the encumbrances are reestablished, a message states that the process has completed.

Note	The audit recreates all Account Codes' encumbrance totals regardless of their inclusion on the report. Depending on the number of Account Codes and POs, this may require a lengthy processing time.
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6. Click OK.
7. Run the Budgetary Data Mining Report again and compare your totals.

Posting Journal Entries

After auditing your encumbrance totals and generating a new Budgetary Data Mining Report, correct the remaining discrepancies by posting Journal Entries to 520 and 820 for the affected funds. This action aligns the reserves with the supporting details from encumbrance activity and history in your database. Here are the general guidelines for the Journal Entries:

- If GL 820's Ending Balance is greater than the Outstanding Encumbrance Plus Carry Forward total, debit GL 820 and credit GL 520 for the difference.
- If GL 820's Ending Balance is lower than the Outstanding Encumbrance Plus Carry Forward total, debit GL 520 and credit GL 820 for the difference.

Table 1 provides several example scenarios and the subsequent journal entries to GLs 820 and 520.

820's Ending Balance (as displayed on the report)	530's Outstanding Encumbrance Plus Carry Forward total (as displayed on the report)	Journal Entry for GL 820	Journal Entry of GL 520
-100,000	90,000	Debit 10,000	Credit 10,000
-90,000	100,000	Credit 10,000	Debit 10,000
-100,000	-90,000	Debit 190,000	Credit 190,000
100,000	90,000	Credit 190,000	Debit 190,000
90,000	90,000	Credit 180,000	Debit 180,000

Table 1 - Examples of Journal Entries for selected encumbrance mismatch scenarios

Avoiding Common Imbalance Situations

This section explains situations that can cause discrepancies between the reserves' balances and outstanding encumbrances, and provides recommendations for avoiding them.

Batch Updating Invoices While POs Are in Batch Status

If you batch update AP invoices while related POs are in Batch status, the software liquidates the encumbrance, but it doesn't post a corresponding entry to GL 520 and 820. As a result, the restricted fund balance for encumbrances is overstated compared to the total outstanding encumbrance.

To avoid this situation, ensure that your users only add an AP invoice after the related PO is Batch Updated (as in Open status). When adding an AP invoice, the software alerts the user if the selected PO is in Batch status. Establish a policy to cancel the invoice add process and update the PO. This practice guarantees that the POs are in Open status before the invoices even exist.

Closing Your District's GL 820 Balances

As with all Balance Sheet Account Codes (such as Asset, Liability, and Equity), the software automatically loads 820's (and 520's) ending fund balance as the next year's beginning balance. With this design, you don't post Journal Entries or Equity Transfers to close your district's GL 520 and 820 balances. Such actions cause discrepancies when comparing a fund's restricted fund balance for encumbrances to the same fund's outstanding encumbrances for the current year as well as next year when you are attempting to reconcile your Fiscal Year End balances.

Carrying Forward POs and Encumbrance

After processing requisitions and Batch status POs, setting non-lapsing Open POs to History, and reconciling GL 820, carry forward the remaining Open POs and residual encumbrance to the next year.

This section provides instructions and guidance for running the related utility.

Running the Encumbrance Carry Forward Utility

Run the Encumbrance Carry Forward Utility to do the following:

- Change the Fiscal Year on Open status POs to the next fiscal year.
- Move accounts' encumbrance balances into the next (new) fiscal year regardless of the related POs' status.

Note	It is important to understand this action because encumbrance transactions that cross years can misstate your budgetary balances until the utility corrects the situations. This topic is explained further in " Understanding What Causes Residual Encumbrances " (page 40).
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To run the Encumbrance Carry Forward Utility:

1. In the PaC interface, go to FM\AM\YE\AM\EC.
2. A message asks if you want to continue. Click Yes.
3. A message asks whether you want to move fully received and closed POs to History status. Do one of the following:
 - If you still need to liquidate and close Open status POs, click Yes and continue to step 4 of this procedure.
 - If you don't need to liquidate and close Open status POs, click No and skip to step 5 of this procedure.

4. On the Open Purchase Order Update screen, close POs in Open status. For instructions on how to do this, see "[Managing POs and Encumbrance](#)" (page 18).

Note This runs the same Batch Update process that would be used if you ran the Open PO Update from the Purchase Orders screen.

5. Configure the Encumbrance Carry Forward screen (Figure 8). Table 2 describes options on this screen.



Caution When typing a date in the Closure Date box, be sure to select 08/31/[current year].

6. Click Run. The following two reports are generated depending on the two actions described at the beginning of this section:
 - The Purchase Order Fiscal Year Rollover Report lists the Open status POs that are transitioning their Fiscal Year attribute. The report only appears if Open status POs are included in this run.
 - The Encumbrance Carry Forward Verification Report lists the encumbrance balances being moved to the next fiscal year.
7. Review each report, and then click Save and Close  or click Close. A message asks if you want to continue with the update.
8. Click Yes. A message states that the process has completed.
9. Click OK.

The POs and their related encumbrance are carried forward into the next fiscal year. Any residual encumbrances from cross-year POs and invoices are also carried forward.

Figure 8 - Encumbrance Carry Forward Utility screen

Option	Description
PO Number Low and High	Ranges used to carry forward and encumber a specified range of POs.
Account Number	Ranges used to carry forward and encumber POs with a specified range of Account Codes.
<p>Exclude PO from process if all the accounts are not included in the Account Range</p> <p>Include PO in the process if only one account is in the Account Range</p>	Excludes or includes POs from the process.
Closure Date	<p>Date the encumbrance will be closed. Type "08/31/[current year]."</p> <p>The Calculated Carry Forward Date, which determines the timing of the re-establishing encumbrance, is automatically set to the first day of the next month relative to the Closure Date.</p>

Table 2 - Encumbrance Carry Forward Utility options

Carrying Forward Residual Encumbrances

As mentioned previously, the Encumbrance Carry Forward Utility moves residual encumbrances into the next year. The utility can still perform this action even if there are no Open status POs assigned to the current (previous) fiscal year. While the utility is processing, the following message appears if Open status POs do not exist in the current fiscal year:

“There are no PO’s that will have their fiscal year changed.”

However, the utility still performs its second function, detecting and moving residual encumbrances. If residual encumbrances are found, the utility produces the Encumbrance Carry Forward Verification Report which lists the Account Codes and POs with balances that it will transition.

Understanding What Causes Residual Encumbrances

Residual encumbrance balances occur when a PO is encumbered to one fiscal year and the expensing of related AP invoices causes the liquidation to post to a different fiscal year. A typical scenario that can cause residual encumbrance balances to occur is when districts carry their POs into the next (new) fiscal year and subsequently post related AP invoices to the current (previous) year. This scenario overstates budgetary balances in the current fiscal year while understating balances in the next fiscal year. To resolve this condition, you must run the Encumbrance Carry Forward Utility.

Addressing Residual Encumbrances

This section provides best practice information to running the Encumbrance Carry Forward Utility, and also addresses residual encumbrance balances that should be moved into the next year.

Running the Encumbrance Carry Forward Utility Routinely

Run the Encumbrance Carry Forward Utility after posting AP invoices that are related to POs that are encumbered to a different year. If your district has Accounts Payable specialists processing invoices, establish a protocol with your Accounts Payable personnel so they notify you when an AP invoice is related to a PO in a different fiscal year.

Receive a Prompt Each Time a PO's and Invoice's Fiscal Years are Different

For those users entering AP invoices, consider having them turn on their option to receive a prompt each time a PO's and invoice's fiscal years are different. Each user sets this option.

To set the option to receive a prompt each time a PO's and invoice's fiscal years are different:

1. In the PaC interface, go to FM\AP\IN.
2. Click on the Option button  and select Add Invoice Parameters.
3. On the Add Invoice Parameters screen, set the option Check PO year against invoice fiscal year to Yes.
4. Click OK.

During data entry, receiving the prompt indicates that you need to run the Encumbrance Carry Forward Utility again.

Carrying Forward Pending Receiving Invoices

AP invoices in Pending Receiving (PR) status must carry forward to the next fiscal year. All current-year invoices must be in Open or History status. However, you may not have received the goods or services to move the Pending Receiving status invoices to Open status. Review each Pending Receiving Invoice and determine whether it needs to be processed before you run the F-196 extract or create other year end financial statements.

The Carry Forward Pending Receiving AP Invoices Utility carries forward Pending Receiving status invoices from the current year to the next year. Once you transition these invoices, they won't prevent you from advancing the fiscal year.

To carry forward pending receiving invoices:

1. In the PaC interface, go to FM\AM\YE\AM\CF.
2. Click Run. A message asks if you're sure you want to run this process.
3. Click Yes.

The current year is changed for the next fiscal year for all Pending Receiving AP invoices. No additional messages appear.

Preparing and Running the F-196 Extract

You must run the F-196 Report before you can advance the fiscal year. This section provides general instructions to help you run the F-196 Report, but not detailed instructions for each item. For details about each item, see other documentation such as the *WSIPC Guide to Crosswalks*, or consult personnel in your district responsible for specific Financial Management areas.

Note**F-196 Submission Deadlines**

- School Districts must have their completed F-196 submitted to their ESD by October 25.
 - ESDs must have their reviews completed and certification pages to the School Districts by November 1.
 - School Districts must have their certification pages signed and returned to their ESD by November 8.
 - ESDs must send the signed certification pages to OSPI by November 15.
-

To prepare and run the F-196 extract:

1. Create and update year end accruals, pending receiving invoices, and other transactions that you want to incorporate in the F-196 financial data. The previous sections in this Guide help you do this.

2. Update or post all current fiscal year activity. This includes (but is not limited to) verifying the following:
 - All activity in AP invoices & payments is posted, including AP invoices in Hold or Reversal status.
 - All activity in AR invoices & payments is posted, including AR invoices in Reversal status.
 - All applicable Inventory transactions are posted, including all Receipts, Disbursements, and Adjustments which must be posted through the Update Transactions (FM\IN\UP in the PaC interface).
 - All applicable General Input batches are posted, including all Journal Entries, Cash Receipts, and Equity Transfers.

Tip You can use Step 1 of the Fiscal Year End Process to help you verifying that all current fiscal year activity is updated. To learn about Step 1, see "[Running Step 1: Subsystem Validations](#)" (page 62).

3. Run the Verification Report from the Fiscal Year End Process Utility. To learn about this report, see "[Running and Reviewing the Verification Report](#)" (page 51).
4. Run the Encumbrance Carry Forward Utility again. To learn more about the utility, see "[Running the Encumbrance Carry Forward Utility](#)" (page 37). After you run this utility, instruct Accounts Payable to not enter invoices for the current (previous) year.
5. Reconcile cash flow activity and verify reports. This activity includes, but is not limited to, the following:
 - Reconcile cash flow activity.
 - Use Budgetary Data Mining Reports (Financial Management\Account Management\DM in the Web interface) to verify that all financial data is correct.

6. Create and update Journal Entries (Financial Management\Account Management\GI\JE\JE in the Web interface).

Note **Examples of specific Journal Entries include the following:**

- Local Receipts
 - Inventory Adjustments
 - Carry Over
 - Taxes Receivable adjustments
 - Debit/Credit Transfers
 - Long Term Debit Account Group
-

7. Create and update Cash Receipts (Financial Management\Account Management\GI\CA\CA in the Web interface).
8. Close all current fiscal year months (FM\AM\UT\AM\ME\ME in the PaC interface).
9. Schedule a time during which users cannot post transactions. During this time, complete the Crosswalk setup and validation. See the *WSIPC Guide to Crosswalks* for details about this process.
10. Extract F-196 data (FM\AM\SP\SR\FY in the PaC interface). For details on running the extract, see "[Generating an F-196 Extract File](#)" (page 45).

Note The F-196 extract excludes Account Codes with no activity as well as Account Codes which have invalid Crosswalk Accounts.

11. Allow users to post transactions again.

Generating an F-196 Extract File

Generating an F-196 extract file to populate OSPI's EDS system significantly reduces the manual data entry of your district's financial data. The following procedure supplements Step 10 in "[Preparing and Running the F-196 Extract](#)" (page 43) with detailed instructions for running the F-196 SPI Year End Extract application. Before following the steps below, complete the steps in "[Preparing and Running the F-196 Extract](#)" up to the extract creation step (step 10).

To generate an F-196 Extract File:

1. In the PaC interface, go to FM\AM\SP\SR\FY.
2. In the Fiscal Years list, select the current year, and click Select.
3. Do one of the following:
 - To extract all funds, proceed to the next step.
 - To extract specific funds, clear the All Funds check box, click Select Funds, and select the desired funds on the subsequent screen before returning to the main F-196 SPI Year End Extract File screen.
4. Click Run.

The "Existing F-196 files" Message appears warning you that previous files will be overwritten. Because the files are named with their creation dates and times, down to the second, previous files are not overwritten. To learn more about this naming structure, see "[Appendix B - F-196 File Transmission](#)" (page 78).

5. Click Yes.
6. Configure the Output Destination screen and click OK.

Note If you don't have permissions to the destination directory where extracts are saved, an error message appears. Contact your Information Service Center for assistance with your permissions.

The F-196 SPI Year End Extract File Listing Report is generated.

- If the Crosswalk maintenance is not complete, the report indicates this condition. The extract is not generated.
- If no accounts were introduced since the last time you completed the Crosswalk assignments, the F-196 file is created, and the F-196 SPI Year End Extract File Listing Report (Figure 9) shows the EDS data points in the F-196 Item column on the left and their corresponding amounts in the Amount column on the right.

Note The F-196 extract file transfer process can take up to 45 minutes to export the file to OSPI.

Preparing and Running the F-196 Extract

The data points and amounts from the F-196 SPI Year End Extract File Listing Report should reconcile to your district's data once you upload the file into EDS.

"[Appendix B - F-196 File Transmission](#)" (page 78) includes information about the extract file's journey to OSPI's system. This information is useful when attempting to understand the current status of the file.

3wa6amsva07.p		EMERALD SCHOOL DISTRICT
05.15.02.00.00-010001		F-196 SPI Year End Extract File Listing
Fund	1	General Fund - LEA
Fiscal Year	2015	September 1, 2014 - August 31, 2015
F-196		
<u>Item</u>		<u>Amount</u>
400		20.00
401		-494,440.80
402		5,187,167.14
405		1,274.00
406		343.53

Figure 9 - The F-196 SPI Year End Extract File Listing Report shows the data that's been extracted

Advancing the Fiscal Year

The Fiscal Year End Process Utility verifies the state of transactions and the integrity of current year's data, and it advances the fiscal year. It contains a Verification Report and four steps (Figure 10). Table 3 provides a brief summary of the four steps and their purposes.

You must complete the four steps in succession in a single session. If the screen is closed while running through the steps, you must start at Step 1 again. You can run Steps 1 through 3 multiple times. After completing Step 4, the fiscal year advances, and the previous year is closed.

Districts often run the Verification Report or Step 1 multiple times leading up to the closing of the fiscal year to help them gauge and address the status of transactions.

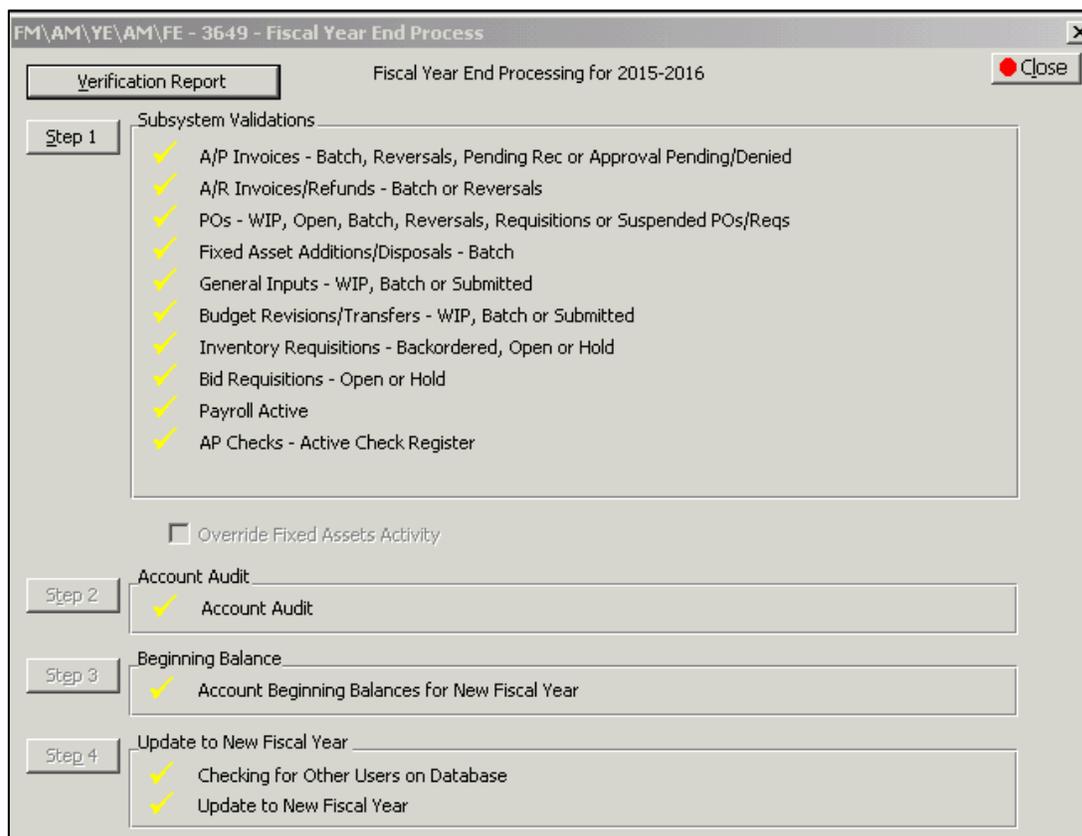


Figure 10 - Fiscal Year End Process Utility screen

Step	Name	Purpose
1	Subsystem Validations	Ensures that all transactions are in their required statuses.
2	Account Audit	Runs the Audit Budgetary Account Audit against every account code and compares detail activity to summary level totals. This process ensures that fiscal year (Tab 1 in the COA) and monthly data (Tab 2 in the COA) match the supporting detail history (Tab 3 in the COA).
3	Beginning Balance	Runs the Beginning/Ending Balance Audit which ensures that the beginning balances of the next fiscal year match the ending balances of the previous fiscal year (for Balance Sheet Account Types only).
4	Update to New Fiscal Year	Advances the current year to the next fiscal year. Closes the previous fiscal year so it is no longer available for accounting updates.

Table 3 - The four main steps in the Fiscal Year End Process Utility

Completing the FYE Process within Six Months

You must complete the Fiscal Year End Process prior to March 1. If you do not complete the process prior to March 1, you can only post financial transactions up to the last day of February.

If you attempt to post a transaction to March 1 or later without completing the Fiscal Year End Process, the following Date entry error appears:

“Account posting date invalid. Select a posting date in either the CURRENT fiscal year, (September 20XX – August 20XX) or NEXT fiscal year, (September 20XX – August 20XX).”

If this error appears, complete the Fiscal Year End Process.

Accessing the Fiscal Year End Process

The Fiscal Year End Process requires you to successfully pass the four main steps before the software advances the fiscal year. Several procedures and tasks take you to other applications. However, you always return to the Fiscal Year End Process Utility to verify your progress.

To access the Fiscal Year End Process:

1. In the PaC interface, go to FM\AM\YE\AM\FE.

A message describes the steps for the Fiscal Year End Process, provides information about what should take place before processing, and asks if all reports have been run and whether a backup of data has been made.

Note Your Information Service Center backs up data on a regular basis. For questions about this backup process, contact your Information Service Center.

2. Click Yes.

Addressing Transactions Impeding the Fiscal Year End Advancement

Before you can advance the fiscal year, you must address transactions (from various applications) that may prevent advancement of the fiscal year. Transactions, such as Batch AP invoices and requisitions, can't remain in their states and still be assigned to the year that is being closed. You must advance these transactions to an acceptable state, delete them, or take another action depending on the situation.

This section provides guidance on identifying these transactions and addressing them.

Tip Identify the date and time period when you plan to run the Fiscal Year End Process for the final time (complete "[Running Step 4: Update to Next Fiscal Year](#)" on page 65). Communicate this date and time with your Payroll staff, so a Payroll run is not present when you run Step 1 for the final time ("[Running Step 1: Subsystem Validations](#)" on page 62). Also, communicate this event with your Accounts Payable staff, so they aren't adding invoices.

Running and Reviewing the Verification Report

Run and review the Verification Report to identify transactions that may prevent advancement of the fiscal year.

To run and review the Verification Report:

1. In the PaC interface, go to FM\AM\YE\AM\FE.
2. Click Verification Report.
3. After the report prints to the screen, do one of the following:
 - Export to MS Word.
 - Print the report.

Tip If your district has other personnel responsible for processing the transactions on the report, print multiple copies for distribution to these individuals or departments. With a copy of the report, the responsible parties can efficiently locate the listed transactions.

4. Click Close or Save and Close.

Use this report (Figure 11) in conjunction with subsequent sections' guidance to locate transactions and process them accordingly.

3amfyell.p		Emerald School District			
05.16.06.00.00-010001		2015-2016 Year End Verification Report			
A/P Invoices - Batch, Reversals, Pending Receiving or Approval Pending/Denied					
<u>Vendor Key</u>	<u>Invoice Number</u>	<u>Status</u>	<u>Amount</u>	<u>PO Number</u>	<u>Description</u>
BLUE CRO000	20151130AFA0CM	Batch	0.00		Payroll accrual
BLUE CRO000	20151218AFA0CM	Batch	0.00		Payroll accrual
BLUE CRO000	20160129AFA0CM	Batch	0.00		Payroll accrual
COUNTY B000	20151130BD1FIT	Batch	0.00		Payroll accrual
COUNTY B002	20151130BD1FIC	Batch	1.90		Payroll accrual
COUNTY B002	20151130BD1Med	Batch	0.44		Payroll accrual
COUNTY B002	20151130BF1FIC	Batch	1.90		Payroll accrual
COUNTY B002	20151130BF1MED	Batch	0.44		Payroll accrual

Figure 11 - The Verification Report identifies transactions/records that impact Step 1

Processing Accounts Payable Invoices

Locate the AP invoices from the Verification Report using the Range option or PO Number box on the main Invoice Entry screen (FM\AP\IN\IM in the PaC interface).

Process AP invoices as indicated in Table 4 according to their status.

Status	Guidance
Batch	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Run the Batch Update option to advance the invoices to Open status. ▪ Change the Fiscal Year on the invoices. ▪ Delete the invoices.
Reversal (V)	<p>Run the Batch Update option to advance the invoices to Reversal History status (VH).</p>
Pending Receiving	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Complete the invoices, change their status to Batch, and run the Batch Update option to advance the invoices to Open status. ▪ Change the fiscal year on the invoices. To learn how to advance the fiscal year on all Pending Receiving status invoices in a single process, see "Carrying Forward Pending Receiving Invoices" (page 42). ▪ Delete the invoices.
Approval Pending	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Approve or deny the invoices. If approved, run the Batch Update option to advance the invoices to Open status. ▪ Change the fiscal year on the invoices. ▪ Delete the invoices.

Status	Guidance
Open	While Open status invoices don't impede the Fiscal Year End Process Utility, review them and determine if additional processing is appropriate for accurate reflection on your year end financial statements.

Table 4 - Addressing AP invoices by status

Processing Accounts Receivable Invoices

Locate the AR invoices from the Verification Report using the filter options in the center of the AR Invoice screen (FM\AR\IN\IN in the PaC interface).

Process AR invoices as indicated in Table 5 according to their status.

Status	Guidance
Batch	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Run the Batch Update option to advance the invoices to Open status. ▪ Change the fiscal year on the invoices. ▪ Delete the invoices.
Reversal (V)	Run the Batch Update option to advance the invoices to Reversal History status (VH).
Open	<p>While Open status invoices don't impede the Fiscal Year End Process Utility, review them and determine if additional processing is appropriate for accurate reflection on your year end financial statements.</p> <p>Move fully paid invoice to History by running the Open-to-History update. To learn more about completing this action, see "Moving Fully Paid Invoices to History" below this table.</p>

Table 5 - Addressing AR invoices by status

Moving Fully Paid Invoices to History

Once you verify that all AR invoices are processed, move fully paid invoices to history. Moving these invoices to history cleans up the view of invoices in Open status so you only see invoices not yet paid—it doesn't impact your account activity. You can still select **History** in the Status box to view the moved invoices. You can also set a historical invoice back to Open status if needed.

To move fully paid invoices to history:

1. In the PaC interface, go to FM\AR\IN.
2. Click **Batch Update**.
3. Click **Open to History Update**.
4. Enter the date range of invoices to move to history and click **Run**.
5. If you printed the report to the screen, review the invoices being set to **History** and click **Close**. The following message appears:

"Do you want to update invoices from open to history?"
6. Click **Yes**. The following message appears:

"Process complete."
7. Click **OK**.

Processing Accounts Receivable Refunds

You must have all Accounts Receivable refunds in the current or previous fiscal years deleted or set to **History**. Review the Verification Report to identify outstanding refund transactions.

To process accounts receivable refunds:

1. In the PaC interface, go to FM\AR\RR.
2. If there is an AR refund with a blank value (Not Processed) in the S column, do one of the following:
 - Click **Generate A/P Invoice** and complete the process to create AP invoices.
 - Click **Delete** and complete the deletion process.

- Repeat step 2 for other AR refunds with blank values (Not Processed) in the S column.

Processing Requisitions and POs

Locate the requisitions and POs from the Verification Report using Range option and filter options, such as Status and Group, on the Purchase Orders screen (FM\PU\PO\PO in the PaC interface).

Note	Requisitions in WIP status can only be reviewed in the Web interface (Financial Management\Purchasing\MR\RQ).
-------------	---

Process requisitions and POs as identified in Table 6.

Status	Guidance
WIP	<p>Do any of the following:</p> <ul style="list-style-type: none"> Instruct employees to submit or delete WIP requisitions. Deny or fully-approve submitted WIP requisitions, then process the POs to History (after assigning invoices) or carry forward. <p>Tip: After WIP status requisitions are submitted and approved, run the Verification Report again and provide the report with the requisitions (in their new status) to your Purchasing staff for processing.</p> <ul style="list-style-type: none"> Delete WIP requisitions. For further guidance on viewing these requisitions, see "Locating and Deleting Requisitions in WIP Status" (page 56).
Submitted	<p>Do any of the following:</p> <ul style="list-style-type: none"> Fully-approve the requisitions. Then process the POs to History (after assigning invoices) or carry forward. Delete these requisitions.
Denied	No processing is required for fiscal year advancement.

Status	Guidance
Suspended PO	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Complete the POs. Then process the POs to History (after assigning invoices) or carry forward. ▪ Delete the POs.
Batch	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Run the Batch Update option to advance the POs to Open status. Then, process the POs to History (after assigning invoices) or carry forward. ▪ Delete the POs.
Reversal (V)	<p>Run the Batch Update option to advance the POs to Reversal History status (VH).</p>
Open	<p>Process the POs that you don't want to carry forward to History status. For guidance in the process, see "Managing POs and Encumbrance" (page 18).</p> <p>For the remaining POs, carry them forward to the upcoming fiscal year. For guidance on carrying forward POs, see "Carrying Forward POs and Encumbrance" (page 37).</p>

Table 6 - Addressing requisitions and POs by status

Locating and Deleting Requisitions in WIP Status

If employees are unable to delete or submit their WIP status requisitions, perform the following procedure to locate and delete the requisitions.

Note	<p>For users to see the View All WIP Status Requisitions option and Print WIP Report button, your district must enable the Requisition Entry Option Allow users with access to All PO Groups to Delete/Report on all WIP status requisitions (Product Setup\Financial Management\PU\CF\RO\RE in the Web interface), and users must have access to all PO groups (the All PO Groups check box must be selected on the users' profiles).</p>
Note	<p>Requisitions in WIP status can only be accessed from the Web interface.</p>

To locate and delete requisitions in WIP status:

1. In the Web interface, go to Financial Management\Purchasing\MR\RQ.
2. Click Filter Options.
3. Select View All WIP Status Requisitions and click Apply Filter.

Tip As an alternative, you can generate a report of WIP status requisitions. On the main Requisition screen, click Print WIP Report.

4. For each applicable requisition, click Delete.

Processing Fixed Assets Batch Items

Locate the Fixed Asset items from the Verification Report using the filter options from the Fixed Asset Profile (Financial Management\Fixed Assets\FA in the Web interface). This section provides guidance when taking the appropriate action. If you need additional guidance, see the *WSIPC Guide to Fixed Assets*.

Changing a Disposals/Additions Record's Fiscal Year

You may discover that a transaction should be posted in the next fiscal year. If so, you can change the fiscal year.

To change a Disposals/Additions Record's fiscal year:

1. In the Web interface, go to Financial Management\Fixed Assets\FA.
2. Locate the Asset Record.

Tip An easy way to find an Asset Record is to type an Asset Key into the Asset Key box.

3. Click the Disposals/Additions tab.
4. Select the Batch status, Disposals and Additions Record, and click Edit.

5. In the Fiscal Year box, select the next fiscal year.
6. Click Save. A message may appear asking if you want to change the quantity for this Addition/Disposal Record.
7. If the message appears, click No.

Deleting an Addition/Disposal Record

Some addition/disposal transactions may exist that are no longer needed or were created in error. Delete these records.

To delete an Addition/Disposal Record:

1. In the Web interface, go to Financial Management\Fixed Assets\FA.
2. Locate the Asset Record.

Tip An easy way to find an Asset Record is to type an Asset Key into the Asset Key box.

3. Click the Disposals/Additions tab.
4. Select the Batch status, Disposals and Additions Record.
5. Click Delete. The following message appears:

"Are you sure you want to delete this record?"
6. Click Yes.

Updating Addition/Disposal Records to History

Update the valid Addition/Disposal Records so they are reflected against the assets' Current Value.

To update Addition/Disposal Records to history:

1. In the Web interface, go to Financial Management\Fixed Assets\DA\BU.
2. Type a Batch Range and Posting Date.

3. Click Run.
4. Complete the Batch Update process.

Selecting the Override Fixed Asset Activity Option

If you have successfully addressed all transactions for Step 1 and the checkmarks in Step 1 are green except for Fixed Asset Additions/Disposal – Batch, the Override Fixed Assets Activity option is available (Figure 12).

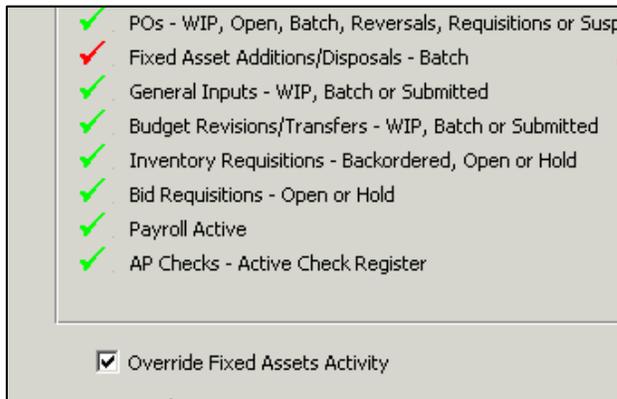


Figure 12 - The Override Fixed Assets Activity option is available and selected

Select this option only if you are posting all Batch status Additions/Disposals Records to the next fiscal year. If you take this approach, you must edit each Additions/Disposals Record and change its fiscal year before posting the batch. This action can occur after completing Step 4 of the Fiscal Year End Process.

If you won't post all Batch status Additions/Disposals Records to the next fiscal year, do not use this option. Address all Batch status Additions/Disposals Records using one of the methods described under "[Processing Fixed Assets Batch Items](#)" (page 57).

Processing General Inputs, Budget Transfers, and Budget Revisions

Locate the General Input, Budget Transfers, and Budget Revision batches from the Verification Report using the filter options of the following modules in the Web interface:

- Journal Entries (Financial Management\Account Management\GI\JE)
- Cash Receipt (Financial Management\Account Management\GI\CA)
- Student Billing (Financial Management\Account Management\GI\SB)
- Previous Year Adjustments (Financial Management\Account Management\GI\PY)

- Accounts Receivable (General Input) (Financial Management\Account Management\GI\AR)
- (Equity) Transfers (Financial Management\Account Management\GI\TR)
- Budget Transfers (Financial Management\Account Management\BM\TR\TR)
- Budget Revisions (Financial Management\Account Management\BM\BR\BR)

Process the batches according to their status as indicated in Table 7.

Status	Guidance
WIP	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ If your district uses the approval processes for Budget Transfers and Journal Entries, instruct employees to submit or delete their batches. Alternatively, they can change their batches' Fiscal Year. ▪ For batches that don't require approval (including the other General Input applications), complete the batches and change their status to Batch. ▪ Delete the batches.
Submitted	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Fully approve the batches. ▪ Deny the batches. <p>Note: Submitted applies to Journal Entry and Budget Transfer requests only.</p>
Batch	<p>Do any of the following:</p> <ul style="list-style-type: none"> ▪ Run the Accounting Update process for the application to set the batches to History status. ▪ Change the batches' Fiscal Year to the upcoming fiscal year. ▪ Delete the batches.

Table 7 - Addressing General Inputs, Budget Revisions, and Budget Transfers by status

To learn more about processing batches, see the following Guides:

- *WSIPC Guide to Budget Revisions and Extensions*
- *WSIPC Guide to Budget Transfers*
- *WSIPC Guide to General Inputs*
- *WSIPC Guide to Journal Entry Submission and Approvals*
- *WSIPC Guide to Submitting and Approving Budget Transfers*

Processing Inventory Requisitions

Locate the Inventory Requisitions from the Verification Report using the filter options on the Inventory Requisition screen (FM\IN\RQ\RQ in the PaC interface). Process the requisitions by taking the following actions as appropriate:

- Fill as many requisitions as possible
- Cancel unfilled Inventory Requisitions
- Advance the Inventory Requisitions to the next fiscal year

To learn more about completing these tasks, see the *WSIPC Guide to Inventory*.

Processing Bid Requisitions

If you are using the Bid Management module, contact your Information Service Center for help with questions about the Fiscal Year End Process.

Processing Active Payroll

If the Verification Report indicates that an active Payroll run exists (current year or next year), take one of the following actions:

- Complete the Payroll
- Purge the Payroll run and re-select it after the Fiscal Year End roll

Coordinate with your district's Payroll department to schedule the Fiscal Year End Process so it doesn't interfere with a payroll.

Processing Accounts Payable Checks

If the Verification Report indicates that an active AP Check Register exists, take one of the following actions:

- Update the Check Register to completion
- Clear the Check Register

Coordinate with your Accounts Payable staff to schedule the Fiscal Year End Process so it doesn't interfere with paying your district's vendors.

Running Step 1: Subsystem Validations

After you address the transactions on the Verification Report, run Step 1: Subsystem Validations to evaluate the results of processing these transactions.

To run Step 1: Subsystem Validations:

1. In the PaC interface, go FM\AM\YE\AM\FE.
2. Click the Step 1 button.
3. If all green check marks appear, continue to "[Running Step 2: Account Audit](#)" (page 63).
4. If red check marks appear, address the transactions as described below before proceeding to Step 2.

If impeding transactions still exist, the related subsystem (such as A/P Invoices) is flagged with a red check mark as shown in Figure 13.

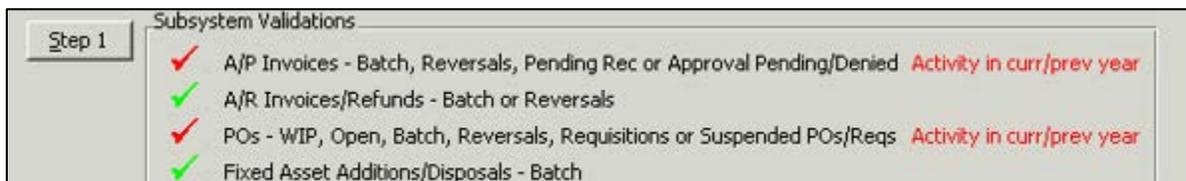


Figure 13 - Red check marks indicate that transactions in the subsystem still need processing

If red check marks appear, run the Verification Report again and address the identified transactions. For guidance on running the report and addressing impeding transactions, see "[Addressing Transactions Impeding the Fiscal Year End Advancement](#)" (page 50).

Note **AP Invoice Entry Causes Red Check Mark**

When Step 1 runs, the software also checks to see if any AP invoices are being entered at the same time. Because the record hasn't been saved into the database, the invoices could be assigned to the Current Fiscal Year. Due to this uncertainty, the AP invoices validation fails (that is, the check mark is red) if any invoices are being entered at the time Step 1 runs.

To prevent this condition from impeding Fiscal Year End Processing, ask your Accounts Payable entry personnel to temporarily stop entering invoices. Once you know that the other conditions for AP invoices are resolved, you can allow the Accounts Payable entry personnel to enter invoices until you're ready to make the final progression through the Fiscal Year End Process.

Alternatively, you can run the Fiscal Year End Process during off-hours when there is no AP invoice entry. This approach allows Accounts Payable entry to continue uninterrupted.

Running Step 2: Account Audit

Once you complete Step 1, you can run Step 2: Account Audit. This process runs the Audit Budgetary Account Audit. Like many audit utilities in the PaC interface, it compares detail activity to summary level totals. Because many records are examined in the audit, it may take a long time to complete.

Note To run this audit at other times of the year, go to Audit Budgetary Account (FM\AM\AU\AM\AB in the PaC interface).

To run Step 2 – Account Audit:

1. Continuing from the procedure in "[Running Step 1: Subsystem Validations](#)," click Step 2.

2. Do one of the following:
 - If no discrepancies are found, a message states that the Account Audit did not find any exceptions and that you can go to Step 3. Click OK and continue to "[Running Step 3: Beginning Balance](#)" below.
 - If the audit finds exceptions, contact your Service Center to determine how to address these exceptions. You can't advance the fiscal year until the database discrepancies are corrected.

Running Step 3: Beginning Balance

Once you complete Step 2, you can run Step 3: Beginning Balance. This step runs the Beginning/Ending Balances Audit to ensure that the beginning balances of the next fiscal year match the ending balances of the previous fiscal year (for Balance Sheet Account Types only). You must complete this step before you can continue in the Fiscal Year End Process.

Note	To run this audit at other times of the year, go to Beginning/Ending Balances (FM\AM\AU\AM\BE in the PaC interface).
-------------	--

To run Step 3 – Beginning Balance:

1. Continuing from the procedure in "[Running Step 2: Account Audit](#)," click Step 3.
2. In the Beginning/Ending Balances box, confirm that the # of Exceptions box has a default value of 9,999,999.
3. Confirm that the current fiscal year appears in the Starting Fiscal Year box.
4. Click OK.

5. Do one of the following:
 - If no exceptions are found, a message states that the Beginning/Ending Balances Audit did not find any exceptions and that you can go to Step 4. Click OK and continue to "[Running Step 4: Update to Next Fiscal Year](#)" below.
 - If the audit finds exceptions, contact your Information Service Center to determine how to address these exceptions. You can't advance the fiscal year until the database discrepancies are corrected.

Running Step 4: Update to Next Fiscal Year

This final step in the Fiscal Year End Process advances the fiscal year. Before starting Step 4: Update to Next Fiscal Year, ensure the following tasks have been completed.

- [Verifying F-196 Reporting is Complete](#)
- [Verifying Current Fiscal Year is Correct](#)
- [Locking the System the System](#)
- [Verifying All Finance Users Are Signed Out](#)
- [Re-Running the Encumbrance Carry Forward Utility](#)
- [Completing the Transition to the Next Fiscal Year](#)
- [Confirming the Next Fiscal Year](#)



Caution

Do not run Step 4 if you are running Steps 1 through 3 prior to extracting your F-196 data.

This section provides guidance on these prerequisites.

Verifying F-196 Reporting is Complete

Confirm with your ESD and OSPI that your district's F-196 Report has been approved or filed successfully. You receive a certification page from your ESD when the F-196 Reporting is complete.

Verifying Current Fiscal Year is Correct

In the PaC interface, verify that Financial Management is in the current year. This prevents you from accidentally advancing the year twice. If you have advanced the year twice and are currently in the next fiscal year, contact your Information Service Center immediately.

To verify that the current fiscal year is correct:

1. In the PaC interface, go to SA\FM\FM.
2. In the Financial column, select Account Management.
3. The Current Fiscal Year and Next Fiscal Year dates appear on the top left. Verify that they are correct.

Locking the System (Financial Management and HR Modules)

Several days (or even weeks) before you run the final step of the Fiscal Year End Process, make sure Financial Management and Human Resource users know that they should sign out when Step 4 of the Fiscal Year End Process is run. The Fiscal Year End Process will not run if users are signed in.

To lock the system:

1. In the Web interface, go to Product Setup\System Administration\UT\LO.
2. Under System Locks, Click Lock Financial System/HR. The Financial Management and Human Resources systems are now locked.

When the Financial Management and Human Resources database is locked, users with security access to other areas of the software can sign in and access non-finance areas. For example, users of the Student database who have System Wide Access in a combined database can access student data when the Financial Management and Human Resources database is locked.

Verifying All Finance Users Are Signed Out

After locking the database, verify that users who were signed in to the system prior to locking it, have signed out of the Financial Management and HR modules. The database lock feature only prevents users from signing in after the lock is activated.

In the PaC interface, users who are signed in before the lock is applied to the system can still access all applications within their security access until they sign out.

In the Web interface, users who are signed in before the lock is applied to the system are limited to the current application they are working in once their browsers refresh. (Refreshes are triggered by different events, such as navigating to another application). Web interface users can still add and process records depending on their current application. For these reasons, verify that users have exited both interfaces.

You can identify the users signed in to PaC interface.

To verify that all finance users are signed out of the PaC interface:

1. In the PaC interface, go to SA\UT\SU\VU.
2. Select View Users Connected to DB.

Note

You cannot view users who are connected to the database via the Web interface. Only users signed in to the PaC interface can be viewed. Because of this, it is important that the sign out protocol and timeframe is communicated to district users.

To minimize the possibility of running the process with users signed into the Web interface, select an after hours time window.

3. Verify that no users, except you, appear on the Users Connected to Skyward Database screen. You must contact any user who is currently in the PaC interface and tell them to sign out before proceeding with Step 4 of the Fiscal Year End Process.

While you can't view the users currently signed in to the Web interface, District Login History (Product Setup\Skyward Contact Access\CA\LH) and User Tracking (Product Setup\Skyward Contact Access\CA\UT) can help you identify which users have signed in recently or have run a Finance-related process.

Re-Running the Encumbrance Carry Forward Utility

Before starting Step 4, re-run the Encumbrance Carry Forward Utility to ensure that all encumbrance activity is carried forward. Even if you ran this utility multiple times or you don't have any Open status POs in the current year, you may still have residual balances that need to be carried forward. To learn why this task is important and for assistance running the utility, see "[Running the Encumbrance Carry Forward Utility](#)" (page 37).

Tip To avoid completing Steps 1 through 3 of the Fiscal Year End Process again, minimize your current session of the PaC interface and launch a second session of the PaC interface. Use this second session to run the Encumbrance Carry Forward Utility again.

Completing the Transition to the Next Fiscal Year

After you complete Steps 1 through 3 on the Fiscal Year End Process screen, you're ready to advance the fiscal year using Step 4.

To complete the transition to the next fiscal year:

1. Continuing from the procedure in "[Running Step 3: Beginning Balance](#)," click Step 4. A message states that this is the final step and asks if you want to update to the next fiscal year.
2. Click Yes. If no other users are in the Finance system, a message states this and asks whether you want to continue.

Note You can't advance the fiscal year using Step 4 if users are signed in to the Finance system. To learn how to restrict access, see "[Locking the System \(Financial Management and HR Modules\)](#)" (page 66).

3. Click Yes. The following message appears:

"The Fiscal Year has been changed."
4. Click OK.

Step 4 advances both the current year and next year.

Confirming the Next Fiscal Year

After you complete the transition to the next fiscal year, you're ready to confirm that the software is now in the correct current fiscal year.

To confirm that the software is now in the correct current fiscal year:

1. Sign out and then sign back into the PaC interface (you don't have to sign out of your Citrix/RDS session).
2. Go to SA\FM\FM.
3. Click Account Management.
4. Review Current Fiscal Year parameters in the upper-left corner of the Account Management screen as shown in Figure 14.



Figure 14 - System Administration Account Management screen showing current and next fiscal years

Completing Tasks after Closing the Year

After you complete the Fiscal Year End Process and advance the fiscal year, there are a series of tasks to perform. This section provides guidance in completing these tasks. Be sure to complete these tasks in the order provided.

Allowing Users to Add POs and Requisitions

If you prevented users from posting new POs in Step 1 of the Fiscal Year End Process, you must now allow them to enter POs again. Performing this task before unlocking the database ensures that your users don't access the database before they're able to begin entering POs and requisitions again.

To allow users to add POs and requisitions:

1. In the Web interface, go to Product Setup\Financial Management\PU\CF\RO\RE.
2. Select the Allow Requisition/PO Entry for the Current Year.
3. Click Save.

Allowing Users to Add Inventory Requisitions

If your district uses the Inventory module and has prevented inventory requisition entry in the current year, you must enable the option to allow entry in the current year because you have advanced the current year.

To allow users to add inventory requisitions:

1. In the Web interface, go to Product Setup\Financial Management\IN\CF\IR.
2. Select Allow Requisition Entry in the Current Fiscal Year.
3. Click Save.

Unlocking the System (Financial Management and HR Modules)

While you performed Step 4 of the Fiscal Year End Process, user access was restricted. Users cannot sign in until you unlock the system.

To unlock the system:

1. In the Web interface, go to Product Setup\System Administration\UT\LO. Current System Locks appear.
2. Next to Financial Management/Human Resources, select **Unlock**. The systems are now unlocked.

Updating Ranges and Saved Report Parameters

As depicted in Figure 15, your district's users may have used the fiscal year as a parameter for browse screen ranges in the PaC interface. You may have also used the fiscal year on browse filters in the Web interface, or in report ranges.

The following list identifies areas for your district's users to review:

PaC Interface

- Accounts Receivable
 - Invoice Entry screen – FM\AR\IN\IN – Data Retention On Add via 
 - Reoccurring Entries – FM\AR\RN – Invoice Templates' Fiscal Year values
- Accounts Payable
 - Invoice Entry screen – FM\AP\IN\IM – Load via Range
 - Invoice Entry screen – FM\AP\IN\IM – Data Retention On Add via 
 - Reporting – FM\AP\RE** – Saved Parameters via Load
 - Reoccurring Entries – FM\AP\RN – Invoice Templates' Fiscal Year values
- Purchasing
 - Purchase Orders screen – FM\PU\PO – Load via Range
 - Reporting – FM\AP\RE** – Saved Parameters via Load

Web Interface

- Accounts Payable
 - Invoice Activity – Financial Management\Accounts Payable\IA – Filters
- Purchasing
 - Purchasing Activity – Financial Management\Purchasing\VA\VA – Filters
 - View My Purchase Orders – Financial Management\Purchasing\VO\VO – Filters
 - My Requisitions – Financial Management\Purchasing\MR\MY – Filters
 - Approve Requisitions – Financial Management\Purchasing\MR\AR\AR – Filters
 - Reports - Financial Management\Purchasing\RP** – Templates for various Reports

This list is not comprehensive. Advise users to review other screens or reports that they use regularly.

Appendix A - Accounting for a Prepayment and the Related Void

To help you understand the accounting of prepayments and related voids, this section explains the accounting logic behind a specific prepayment scenario and subsequent void. This logic applies to similar scenarios.

Example Accounts Payable Invoice

An AP invoice is added with the attributes in Table 8.

Field/Option	Value/Selection
Check Type	Regular
Accrual	** A 430
Bank Cash Account	** A 241 (Summary Account related to through the selected Bank Cash Account)
Distribution Account	10 E 530
Distribution Line Total (and Invoice Total)	\$4,400

Table 8 - Prepayment Invoice attributes

The Prepaid Invoice and Its Accounting

The invoice is Batch Updated (denoted with a subscript of 1 in Figure 16) with a posting date of 9/01/2016 (next year). The related Check Register and payment is posted (denoted with a subscript of 2) with a posting date of 7/31/2016 (current year). The accounting is shown in Figure 16 (in this example, 2015-16 is the current fiscal year and 2016-17 is the next fiscal year).

10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
DR	CR	DR	CR	DR	CR	DR	CR
	4,400 ₂	4,400 ₂					
2015-16							
10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
DR	CR	DR	CR	DR	CR	DR	CR
			4,400 ₁	4,400 ₁			4,400 ₁
2016-17							

Figure 16 - The accounting for a prepaid invoice

Voiding the Prepayment and Related Accounting

Following the previous example (Figure 17), the prepayment is voided. A Void Check Type invoice is created with the same attributes provided, except the Check Type is Void.

The Void Check Type invoice is Batch Updated (denoted with a subscript of 3 in Figure 17) with a Post Date of 09/01/2016 (next year). Again, the current fiscal year is 2015-16 and the next fiscal year is 2016-17. This figure also includes the transactions from Figure 16 (denoted with subscripts 1 and 2).

10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
4,400 ₂		4,400 ₂					
2015-16							
10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
4,400 ₃		4,400 ₁		4,400 ₁		4,400 ₁	
				4,400 ₃		4,400 ₃	
2016-17							

Figure 17 - The accounting related to voiding this example prepayment

The invoice is run through the Check Register to set the invoice to History. However, the Check Register doesn't produce an accounting update for the Void Check Type.

After running the Void Check Type invoice through its complete cycle, the net accounting result leaves a balance GL 241 and 430 for both fiscal years (Figure 17).

Posting Journal Entries to Complete the Void

To wash out the balances and completely void the prepayment, two batches of Journal Entries must be posted. The first batch debits GL 430 and credits GL 241 in the next fiscal year, 2016-17 (denoted by the transactions with a subscript of 4 in Figure 18). The second batch debits GL 241 and credits GL 430 in the current fiscal year, 2015-16 (denoted by the transactions with a subscript of 5 in Figure 18).

Figure 18 shows the accounting related to journal entries to completely void the prepayment from the district's accounting. The current fiscal year is 2015-16, and the next fiscal year is 2016-17. This figure includes the transactions from previous figures (denoted with subscripts 1, 2, and 3).

10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
4,400 ₅	4,400 ₂	4,400 ₂	4,400 ₅				
2015-16							
10 A 241 ** (Bank Cash Acct)		10 A 430 ** (Accrual)		10 Q 890 ** (Equity Sum. Acct)		10 E 530 ** (Dist. Account)	
4,400 ₃	4,400 ₄	4,400 ₄	4,400 ₁	4,400 ₁	4,400 ₃	4,400 ₁	4,400 ₃
2016-17							

Figure 18 - The accounting for journal entries to void the prepayment from the district's accounting

After Batch Updating these batches to posting dates in their respective fiscal years, all of the Account Codes' balances net to zero in each fiscal year.

Appendix B - F-196 File Transmission

Use the following transmission information when troubleshooting the results of the F- 196 extract file's existence in OSPI's EDS system.

The F-196 extract file can take up to 45 minutes from the time that you create the extract file to the time it reaches OSPI's EDS system. OSPI's system may still require additional time to load the file for you to access through the EDS interface. If sufficient time has passed, and the file is still not available, contact your Service Center for assistance.

Your district may have several files that appear in EDS. The file name uses the following naming convention, which can help you to locate the file:

F196ccdddDyymmddThhmmss.[dat or txt]

Table 9 provides information about the segments of the name.

Name Segment	Description
ccddd	This segment denotes the county-district ID for your school district. This value is stored in the District Code field (Product Setup\Skyward Contact Access\DS\CF\DI in the Wen interface).
D	This letter is fixed in the name to identify the start of the date segment of the name.
yymmdd	This segment denotes the date your district creates the extract file. For example, if you extract a file on 10/20/2012, the yymmdd segment shows a value of 121020.
T	This letter is fixed in the name to identify the start of the time segment of the name.
hhmmss	This segment denotes the time your district extracts the file. For example, if you extract the file at 2:30:49 PM, the hhmmss segment's value is 143049.

Name Segment	Description
.dat or .txt	When the file is first extracted, the file's extension is .dat. When the ETL service copies the file and advances it to WSIPC's FTP server, the file's extension changes to .txt. This change can help you determine if the file has been moved to the WSIPC FTP server.

Table 9 - F-196 file name convention

Appendix C - Fiscal Year End Checklist

The following checklist provides a quick reference to track the actions you've taken to prepare or close the fiscal year in your district's database. This checklist is specific to the software. Other Fiscal Year End activities are beyond the scope of this Guide. For detailed instructions, the page number of this Guide or another WSIPC Guide is provided in parentheses next to the action item.

- Communicate a submission deadline for the following transactions/records:**
 - Purchasing Requisitions
 - Inventory Requisitions
 - Expense Reimbursements
 - Check Requests
 - Budget Transfers

- Ensure that key personnel are properly coding and entering accruals in Accounts Payable and Accounts Receivable.**
 - AP is coding year end accruals to the proper A/P Accrual Account for your district.
 - AP is coding prepaid expenses to GL 430.
 - AR is selecting the Unavailable Revenue option on invoices (you've set the Unavailable Revenue default option in A/R Setup).

- Set administrative option to no longer allow requisitions/POs to be entered in the current year. Alternatively, set specific PO Groups' PO number series to inactive (page 18).**

- Set administrative option to no longer allow Inventory Requisitions to be entered in the current year.**

- Ensure that all Budget Transfer requests have been submitted and approved or denied (page 59).**

- Identify requisitions in WIP status from the Web interface (page 56).**
 - Have requestor submit or delete the requisitions. If applicable, users can clone their requisitions to next year and delete the originals. Alternatively, you can delete the WIP requisitions.

- Approve or deny requisitions for the current year.**

- Batch Update Batch status PO (fully-approved requisitions).**

- Identify and Batch Update Reversal status (V) POs.**

- Identify POs not lapsing into next year and set their statuses to History. Set their Liquidation Statuses to Closed PO/not receiving anymore (a status of Fully Received is acceptable too) (page 18).**

- Run report to reconcile Outstanding Encumbrance to Ending Balance in GL 820 (page 24).**
 - Fund 10
 - Fund 20
 - Fund 30
 - Fund 40
 - Fund 70
 - Fund 80
 - Fund 90
 - Fund ____

- Post Journal Entries between GL 820 and GL 520 (credit GL 820 to increase its balance) to match the Outstanding Encumbrance on the reports (page 32).**
 - Fund 10
 - Fund 20
 - Fund 30
 - Fund 40
 - Fund 70
 - Fund 80
 - Fund 90
 - Fund ____

- Per your district schedule, complete the Encumbrance Carry Forward Process to move Open POs and accounts' residual encumbrance balances to next year (page 37).**
 - Enter 8/31/20XX as your Closure Date.

- Per your district's schedule, run the Pending Invoice Carry Forward Utility to move Invoices in Pending Receiving status into the next year. Your district might not use Pending Receiving option. (page 42)**
- Ensure that all Current Year Expense Reimbursements have been submitted, approved or denied, and generated into invoices.** (See the *WSIPC Guide to AP Expense Reimbursements: Submitting*, the *WSIPC Guide to AP Expense Reimbursements: Approving*, and the *WSIPC Guide to AP Expense Reimbursements: Processing*)
- Ensure that all Current Year Check Requests have been submitted, approved or denied, and generated into invoices.**
- Ensure that all Current Year Credit Card transactions have been submitted, approved or denied, and generated into invoices.**
- Identify and Batch Update Reversal status (V) AP invoices (page 52).**
- Process AP invoices and payments that impact the current year's financial information.**
 - Invoices being expensed and paid in the current year
 - Invoices being expensed and accrued in the current year but paid in the next year
 - Invoices being paid in the current year and expensed and accrued in the next year
- Identify and Batch Update Reversal status (V) AR invoices (page 53).**
- Process AR invoices and payments that impact the current year's financial information.**
- Ensure that all Inventory Requisitions have been submitted and approved or denied.** (See the *WSIPC Guide to Inventory for Requestors and Approvers*.)
- Process, cancel, or advance (to the next year) Inventory Requisitions.** (See the *WSIPC Guide to Inventory*.)
- Ensure that all Fee Management transactions have been processed to create Student Billing batches.** (See the *WSIPC Guide to Fee Management*.)
- Ensure that all Journal Entry requests have been submitted and approved or denied.** (See the *WSIPC Guide to Journal Entry Submission and Approvals*.)

- Advance the following WIP status transactions to Batch status, or delete them.**
 - Budget Transfers (after submitters submit applicable requests)
 - Journal Entries (after submitters submit applicable requests)
 - Cash Receipts
 - Student Billing
 - Previous Year Adjustments
 - Transfers (Equity Transfers)

- Update the following Batch status transactions to History status, or delete them.**
 - Budget Transfers (after submitters submit applicable requests)
 - Budget Revisions
 - Journal Entries (after submitters submit applicable requests)
 - Cash Receipts
 - Student Billing
 - Previous Year Adjustments
 - Transfers (Equity Transfers)

- Complete Fixed Assets Depreciation per your district's schedule.** (See the *WSIPC Guide to Fixed Assets*.)

- Batch Update Fixed Additions/Disposal Records (page 57).**

- Ensure that all Current Year Payroll Adjustments have been processed.** (See the *WSIPC Guide to Payroll: Account Adjustments*.)

- If not ready to advance fiscal year, close remaining months in current year using the Month End Utility.**

- Run ASB Fund Balance Report and post data to the district website.**
(To learn more about this step, see "[What is the ASB Fund Balance Report and why do I need to run it?](#)" on page 87)

- Communicate the temporary abatement of account code additions. Coordinate with Payroll as the Calculate step automatically creates benefit expenditure accounts.**

- Complete Crosswalks for the current year.** (See the *WSIPC Guide to Crosswalks*.)

- Generate F-196 extracts for the following funds (page 45).**
 - Fund 10
 - Fund 20
 - Fund 30
 - Fund 40
 - Fund 90

- Ensure that extracts are available in OSPI's EDS system.**

- Receive review or confirmation from the following agencies:**
 - ESD
 - OSPI

- Complete Fiscal Year End Process Utility (page 48).**
 - Step 1. Ensure that users are not adding AP invoices.
 - If needed, run Verification Report.
 - Step 2
 - Lock Financial Management and HR systems (page 66).
 - Ensure that all users have exited Financial Management and HR applications, in both the PaC and Web interface (page 67).
 - Open concurrent session in the PaC interface. Run Encumbrance Carry Forward Process (again) to ensure that all accounts' residual encumbrance is carried forward. Perform this step regardless of how your district handles the advancement of POs (page 68).
 - Step 4 – The current year has now advanced one year forward.

- Set administrative option to allow requisitions/POs to be entered in the current year (page 70).**

- Set administrative option to allow Inventory Requisitions to be entered in the current year (page 70).**

- Unlock Financial Management and HR systems (page 71).**

- Communicate to users about updating their screen ranges and filters that include the previous year in their criteria (page 71).**

Appendix D - Frequently Asked Questions

This section lists the most frequently asked questions about Fiscal Year End.

What are the ramifications if the fiscal year is not closed before the cutoff date?

After the cutoff date (March 1 for Washington State districts), the district can't post any additional financial transactions (run Accounting Updates) to the "new" fiscal year (the next year in your district's database). In order to continue processing financial transactions, the Fiscal Year End Process must be completed.

Note You can post (run Accounting Updates) to the prior unclosed fiscal year (which is the current year in the database). To learn more about this, see "[Completing the FYE Process within Six Months](#)" (page 49).

If you have pending transactions that were excluded from your district's F-196 year end financial statements, you must determine the appropriate financial representation based on materiality and timing. Once you determine the proper reporting approach for this activity, contact your Information Service Center if you need assistance in recording it in your district's database.

There is no option for WSIPC or Skyward intervention to bypass this software requirement. The year end process must be completed to continue entering financial transactions (Accounting Updates) in the "new" fiscal year (the next year in your district's database).

How do I reopen the prior fiscal year to enter a transaction that should have been entered before I closed the year?

You can contact your Information Service Center and request to have the fiscal year reopened in some situations. However, you must consider the impacts that posting additional transactions in the prior year may have on State Reporting.

Why does the Fiscal Year End Process exclude un-posted A/R Payments?

AR payments do not fall within the fiscal year validation process. When you add a payment, you do not select a fiscal year for the payment. The timing of the accounting is determined when you run the accounting update (Batch Update) and select a Posting Date.

What is the Encumbrance Carry Forward option 'Also build into the new year's budget' used for?

The 'Also build into the new year's budget' feature is not applicable to Washington State districts. On the Encumbrance Carry Forward screen (FM\AM\YE\AM\EC in the PaC interface), there is a yellow 'info' button which provides additional information on the feature. However, Washington State districts should not enable this feature.

What is the ASB Fund Balance Report and why do I need to run it?

This step is included in the Fiscal Year End checklist. Per Senate Bill 6062, Washington State districts are required to post ASB fund balance information each year by August 31. WSIPC created a Budgetary Data Mining template ASB Fund Balance By Club and Loc to extract this data. If you need additional help when running this report, refer to the *WSIPC Guide to Budgetary Data Mining*.

To run the ASB Fund Balance Report:

1. In the Web interface, go to Financial Management\Account Management\RP\DM\DM.
2. From the Views list, select Balance Sheet – Detail and Summary.
3. From the Filters list, select *District Report Templates.
4. Select ASB Fund Balance by Club and LOC.
5. Click Print to run the report.

You can clone this template and modify the parameters to meet your district's requirements.

Appendix E - Troubleshooting

Common Issues

This section provides information on some of the most commonly reported Fiscal Year End issues.

Summary Encumbrance Balance Audit shows encumbrance amounts left in a prior year

Like the Budgetary Date Mining Report recommended in "[Ensuring Encumbrances Match Reserves](#)" (page 24), the Summary Encumbrance Balance Audit compares outstanding encumbrances to the balances in encumbrance reserve fund balance accounts. If an outstanding encumbrance exists in a closed year, contact your Information Service Center for assistance in resolving the issue.

Step 1 of the Year End Process produces a red check mark for Accounts Payable activity, but there is no activity for the current fiscal year

If a red check mark appears in Step 1 of the Year End Process for the Accounts payable module, it may be a timing issue. If someone is entering an invoice at the same time that another person is running Step 1, the software does not know what fiscal year the invoice is going to be placed in until the year is selected. Coordinate a time with your Accounts Payable entry staff (when they aren't adding invoices) and attempt to run Step 1 again and see if the check mark clears. When you lock the system to roll the year forward, no new records can be added at that time, and this should prevent the issue from reoccurring. To learn more about this check mark, see the note in "[Running Step 1: Subsystem Validations](#)" (page 62).

The Year End Verification Report shows a Transaction Record that cannot be found in the interface

There may be a missing Source Code in the Transaction Record in back-end tables, preventing it from appearing on the application's screen. Contact your Information Service Center to resolve this issue.

Incorrect dates used in Encumbrance Carry Forward Utility for 'Closure Date'

The 'Closure Date' in this utility should be set to the last day of the Current fiscal year (for Washington State Public School Districts, select 8/31/20XY), which automatically sets the 'Calculated carry Forward Date' to the first day of the following month. If you run this audit with any other date, encumbrances are carried forward with incorrect dates. If this occurs, contact your Information Service Center for assistance to resolve the issue.

Running the Encumbrance Carry Forward Utility Against a Closed Year

Unlike the Re-establish Encumbrances Utility, the Encumbrance Carry Forward program can be run against a closed year. This Encumbrance Carry Forward Utility is often confused with the Re-establish Encumbrances Utility, which only runs for the current year and next year in a database.

If the two utilities are used in tandem to correct an issue, the year is then rolled back to accommodate the Re-establish Encumbrance Utility, but not the Carry Forward Utility.

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