

GUIDELINES TO FACILITATE YEAR END CLOSING TRANSACTIONS

May 24, 2011


These guidelines are intended to assist agencies with closing for Fiscal Month 12 (FM12) and Fiscal Month 13 (FM13) of FY11 / AY11.

Fiscal Month 12 (FM12) - Begins June 1st through July 15th

Fiscal Month 13 (FM13) - June 31 effective date - Begins July 1st through August 19th


FM13, also known as Period 13, is the last fiscal period in R*STARS to record year end accounting adjustments.

FM13 should be used generally to post material items that cannot be posted to FM12.

530 Screen  Remind your staff when viewing batches from the 530 screen, to select a batch - F7, select a transaction - F2. Another option to view is to select a batch - F11, then F7 - Details, select a transaction - F2. **When F4 is substituted for F2, it can either put an approved batch on hold or cause user class errors on system generated batches** such as type “8” tcode 857/858 batches.

Note – when two fiscal years are open, a transaction effective date cannot be changed on a tracked document in an edit mode ‘2’ batch.

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
530 SCREEN Edit Mode 2 batches remaining on 530 screen after month close Changes to the batches can cause reconciliation and reporting problems	___ Release Edit Mode 2 batches with a 6/30 effective date that are still on the 530 screen on Monday after the fiscal month end close ___ These should not be deleted or changed! They posted to June ___ If changed or deleted, reorder June reports ___ Accrue in Month 13 if necessary ___ Please notify your analyst if changes or deletions have been made	___ Release Edit Mode 2 batches with a 6/31 effective date that are still on the 530 screen on Monday after Month 13 close ___ These should not be deleted or changed! They posted to month 13 ___ If changed or deleted, reorder month 13 reports ___ Please notify your SFMS and SARS analysts if changes or deletions have been made
530 SCREEN Edit Mode 3 batches remaining on 530 screen after month close	___ Change the effective date to 6/31/11 (FM13/FY11) or a July date (FM01/FY12) by doing a Mass Batch Change (54A screen). See instructions on page 6. The system will not allow you to change the effective date on-line.	___ Change the effective date to a July date (FM01/FY12) by doing a Mass Batch Change (54A screen). See instructions on page 6 The system will not allow you to change the effective date on-line.
530 SCREEN For batch types R, W and 8 (TCs other than 850/851)	___ When appropriate, send a request to your agency’s SFMS Analyst to change effective dates	___ When appropriate, send a request to your agency’s SFMS Analyst to change effective dates

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
COST ALLOCATION	June CA (FY11): Runs July 5, 7, 8 ___ Use the 25 Profile for FY12 ___ Use run type ‘S’ (Standard Cost) and NO ranges. The allocation is based on the prior period’s expenditures. Do not use Run Type ‘R’ and a range of 12 to 12 for June; this will allocate June 2012 amounts, which will be \$0.00.	___ There is no cost allocation for Month 13
DEFERRED REVENUE If revenue is to be reclassified to deferred revenue at year end	___ Reclassify in FM12/FY11	___ If recording deferred revenue for financial reporting purposes only, reclass in FM13/FY11 using TC910 . The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) using TC973 .
DEPOSITS - Cash Availability  Reminder: Cash from deposits is not available until the deposit reconciles with Treasury. Cash Recognition - General ledger accounts 0065 and 0070 are both considered “cash” at fiscal year end for financial reporting purposes.		
DEPOSITS Adjust deposits reconciled prior to June 30	___ Adjustments can be backdated to 06/30/11. (If an adjustment requires a balance transfer, do not backdate if between GAAP funds or treasury funds.)	___ Adjustments can be backdated to 06/31/11. (If an adjustment requires a balance transfer, do not backdate if between GAAP funds or treasury funds.)
DEPOSITS June bank activity	___ For purposes of the year end cutoff of cash receipts, deposit reconciliation activity (including wire/ACH activity) should be recorded to the date the event occurred even if Treasury posts the activity in July ___ Post to FM12. The TC190 transaction can be backdated to June 30, 2011. If the transaction in FM12 occurs after calendar date June 30 th , TC332 will be created with a July effective date	
DEPOSITS July bank activity	___ Record as July (FM01/FY12) ___ If it is later discovered the activity actually applies to June, an accrual should be posted in June (FM12/FY11). Use TC436 for Accrued Revenue. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) using TC981 .	___ Record as July (FM01/FY12) ___ If it is later discovered the activity actually applies to June, an accrual should be posted effective date 6/31/2011 (FM13/FY11) if June is closed. Use TC436 for Accrued Revenue. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) using TC981 .

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
DEPOSITS Unreconciled Deposits - GL 0065	___Deposit reconciliation items in GL 0065 should be resolved and reclassified by the close of fiscal month 12	
DEPOSITS General Fund (GF) Cash will be recognized in the Appropriation Year during which the cash is received. Contact your SARS analyst if you have any questions.	After calendar date June 30, 2011: ___Post TC190 with current date (FM01/FY12/AY13) ___IF the deposit applies to FY11/AY11, accrue in fiscal year 2011 for financial reporting purposes with TC436 . The system will automatically generate a reversing entry in July 2011 (FM01/ FY12/ AY11) using TC981 .	After the close of fiscal month 12: ___Post TC190 with current date (FM01 or FM02/FY12/AY13) ___IF the deposit applies to FY11/ AY11, accrue in fiscal year 2011 for financial reporting purposes with TC436 . The system will automatically generate a reversing entry in July 2011 (FM01/ FY12/ AY11) using TC981 .
DEPOSITS NON General Fund (FF, OF) cash recognition	AY11 Non-GF revenue received by calendar date June 30 th : ___It is ok to backdate your SFMA transaction to June 30 th ___T-Code 332 will be created with a July date (FM01/ FY12/ AY11), but GL 0065 will be correctly reflected in (FM12/ FY11/ AY11) AY11 Non-GF revenue received after 6/30 and through the close of fiscal month 12: If it applies to June 2011 or prior: ___Use a current effective date, AY11 on your CR doc ___Accrue with TC436 , effective date 6/30/11 (FM12/FY11). The system will automatically generate a reversing entry dated 07/01/11 (FM01/FY12/AY11) using TC981 .	AY11 NON-GF revenue received by the close of month 13 if it applies to June 2011 or prior: ___Use a current effective date, AY11 on your CR doc ___Accrue with TC436 , effective date 6/31/11, AY11. The system will automatically generate a reversing entry dated 07/01/11 (FM01/FY12/AY11) using TC981 .
DEPOSITS Undistributed Cash Receipt - GL 0060	___A balance in unidentified receipts (GL 0060) must be moved prior to the fiscal year end close because GL 0060 is a liability and revenues or reduction of expenditures may be misstated	___A balance in unidentified receipts (GL 0060) must be moved prior to the fiscal year end close. Reminder: Do not back date balanced transfers between treasury funds and GAAP funds. If the reclassification requires crossing funds, record BT in FM01/FY12 and accrue revenue in FM13/FY11. The date General Fund (GF) monies are received determines the AY to use.

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
ENCUMBRANCES IF services/supplies are received as of calendar date June 30, 2011	___ If liquidated by the close of fiscal month 12: Pay with TC225 Effective date 6/30/11 or before, AY11	___ If liquidated by the close of month 13: Pay with TC225 Effective date 6/31/11, AY11
IF services/supplies are received as of calendar date June 30, 2011, but payment cannot be made by the end of month 13		___ If the payment cannot be made by close of month 13, reverse the effects of the encumbrance with TC931R , effective date 6/31/11 (FM13/FY11/AY11). This can be done at the summary level by fund. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) with TC963R . ___ Then accrue with TC437 , effective date 6/31/11 (FM13/FY11); this is now considered a payable. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) with TC983 .
IF services/supplies are NOT received as of calendar June 30, 2011	___ Cancel the encumbrance with TC206 in AY11 , effective date 6/30/11 or before (FM12/FY11) ___ If still a valid encumbrance, re-establish in AY13 , using TC212 and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields	___ Cancel the encumbrance with TC206 in AY11 , effective date 6/31/11 ___ If still a valid encumbrance, re-establish in AY13 , using TC212 and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields ___ If the encumbrance can't be re-established by close of M13, then use TC931R only. This can be done at a summary level by fund. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) with TC963R .
EXPENDITURES IF services/supplies are received as of calendar date June 30, 2011, FY11 Expenditures paid after 6/30/11:	FY11 Expenditure paid July 1 through the close of fiscal month 12: ___ Use a warrant generating TC, effective Date is 06/30/11, AY11 In this scenario, the expenditure will show in FY11, and the movement of cash will show in FY12, because the system generated cash transaction will have a current effective date (FM01/FY12/AY11).	FY11 Expenditure paid July 16 th through the close of month 13: ___ Use a warrant generating TC, effective Date is 06/31/11, AY11 ___ If the payment cannot be made by the close of FM13, accrue with TC437 *, effective date 6/31/11, AY11 prior to the close of Month 13. The system will automatically generate a reversing entry in July 2011 (FM01/FY12/AY11) using TC983 . ___ *To accrue Distribution to Subrecipients, see OAM 15.42.00.PR.108.f. Use TC941 for each subrecipient. The system will automatically generate a reversing entry with TC942 .
INTERFACE	___ Agencies are responsible for notifying EGov Helpdesk (EGovHelp@das.state.or.us) to update the AY on E-Commerce interfaces at the beginning of July. Agencies work with their internal IT staff to change the AY on agency sent interfaces.	

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
PAYROLL June “Run 1” or prior Payroll transactions with errors on 530 screen	___ Correct all errors in TC850 transactions that exist at calendar date 6/30/11 or in payroll periods prior to 6/30/11. This will create cash transactions for the payroll payments (TC857) with an effective calendar date of 6/30/11. This ensures payroll is reimbursed by the July 1 st pay date.	
June “Run 2” Payroll transactions (scheduled to post July 13 th) with errors on 530 screen	___ Correct all expenditure error transactions by July 14, 2011, Thursday night’s cycle, prior to the close of fiscal month 12	
TC850 Edit Mode 3 batches for payroll remaining on 530 screen after Thursday, July 14 th	___ Change the effective date to July (FM01/FY12) by doing a Mass Batch Change (see instructions on page 6) ___ The system will not allow you to change the effective date on-line ___ Accrue the amount in FY11 with a TC437 using either a 06/30/11 or a 06/31/11 effective date. The accrual will automatically reverse in July (FM01/FY12/AY11) with a TC983 .	
TCs “other” than 850 Edit Mode 3 batches for June	___ Agencies with TC 857 Cash errors can send a request to your agency’s SFMS Analyst to change effective dates	
SET 25 PROFILES Set Last Month Closed Indicator on 25 Profile for FY11	___ Set the Last Month Closed Indicator on the 25 profile for FY11 to ‘12’ by 5:00 PM on Friday July 15	___ Set the Last Month Closed Indicator on the 25 profile for FY11 to ‘13’ by 5:00 PM on August 19
SET 25 PROFILES Set FY12 25 Profile by July 1st	___ Create a 25 profile for FY12 for your agency by July 1st ___ Set the Last Month Closed Indicator on the 25 profile for FY12 to ‘00’ by July 1st ___ When ordering reports at the agency level after calendar June 30, 2011, the weekly and/or monthly flags on the FY12 25 profile will need to be set	
SUSPENSE ACCOUNT ACTIVITY	___ Transactions related to suspense account balances for FM12 must be posted by the close of fiscal month 12	___ FM13 may be used to post material reconciling items that cannot be posted to FM12

BALANCED TRANSFERS



Do not “Back Date” interagency or interfund BT transfers to FY11 after calendar date 6/30/11.

(When a prior month BT is released in the current month, it is the same as backdating, because money at Treasury moves in the current month.) SARS consulted with Secretary of State Audits Division and the auditors do not want any backdating between GAAP funds. An adjustment affecting cash is acceptable ONLY if: 1) The adjustment is within the same agency, 2) the D23 funds involved have the same GAAP fund, and 3) the D23 funds involved are tied to the same Treasury Fund.

Agency BT Contact List - You can access the “Agency BT Contact List” at <http://egov.oregon.gov/DAS/SCD/SFMS/resources.shtml>

	Fiscal Month 12 - Closes Friday, July 15, 2011	Fiscal Month 13 – Closes Friday, August 19, 2011
BALANCED TRANSFERS General Fund (GF) GF Transfers entered in AY 13 (July 1, 2011 and forward) will be recorded in AY 13. Use current effective date and the default AY13.	<p>___IF the GF transfer needs to be recorded in fiscal year 2011 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY11 with appropriate Due To and Due From tcodes.</p> <ul style="list-style-type: none"> • Accrual Transaction entered July 1 through July 15 – use effective date 06/30/11, AY11 for the accrual transaction 	<p>___IF the GF transfer needs to be recorded in fiscal year 2011 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY11 with appropriate Due To and Due From tcodes.</p> <ul style="list-style-type: none"> • Accrual Transaction entered July 16 through August 19 – use effective date 06/31/11, AY11
BALANCED TRANSFERS NON General Fund (FF, OF)	<p>___AY11 NON-GF Transfers recorded July 1 through July 15</p> <ul style="list-style-type: none"> • Use a current effective date, AY11 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/30/11, AY11. See SARS’ “Agency Guide to Year End Closing”. 	<p>___AY11 NON-GF Transfers recorded July 16 through August 19</p> <ul style="list-style-type: none"> • Use a current effective date, AY11 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/31/11, AY11. See SARS’ “Agency Guide to Year End Closing”.

HOW TO DO A MASS BATCH CHANGE:

Link to the 54A Screen.

Select the desired batch. Your cursor tabs to the FID field.

Press <F6> for a batch change.

Leave the SEQ No field blank. Enter ‘24’ for Effective Date in the FID field or press <F4> for the Field Identification Value (FID).

Enter the new date (i.e. 070111) in the Correction Value field.

Press <F11> to ADD the value. DO NOT PRESS <F10> to CHANGE the value. Using the <F11> will “trick” the system into thinking that we are adding rather than changing the batch. Be sure you don’t get an error message. The effective date is changed by the system overnight during batch cycle, so the change will not show on the batch transactions.

This ‘work-around’ can be used all year, but is especially useful when two fiscal years are open at the same time. It can also be used for individual transactions within a batch when the system does not allow you to fix them on line. In this instance you would input the sequence number(s) then <F11> to ADD. This procedure works only on batches in Edit Mode 3. It does not work on Edit Mode 2 batches.

COST ALLOCATION - July and August 2011

There will be two cost allocation runs for the month of July and one cost allocation run for August.

____ July CA1 (FY12): runs August 2, 4, 5

- For July 2011 proper allocation, use run type 'R' or 'S'
 - A run type of 'R' is for range and July is the first month of FY12 CA Range = 01 To = 01
 - A run type of 'S' means that the allocation will be based on the prior calendar month expenditures, which will be July expenditures.
- Use FY12 25 profile

____ July CA2 (FY12): runs August 30, Sept. 1, 2

- For July 2011 proper allocation, use run type 'R'
 - A run type of 'R' is for range and July is the first month of FY12 CA Range = 01 To = 01
- Use FY12 25 profile

____ August CA1 (FY12): runs September 13, 15, 16

(there is only one cost allocation run for August)

- This is a 'normal' process, use either run type 'R' or 'S'
 - Run Type 'R' CA Range = 02 To = 02
 - Run Type 'S'

AY11 EXPENDITURES/VOUCHERS – Paid August 20 – December 31, 2011:

For sales or services received by June 30, 2011:

- ___ Use current effective date
- ___ Use AY11