GUIDELINES TO FACILITATE YEAR END CLOSING TRANSACTIONS

May 7, 2019

These guidelines are intended to assist agencies with closing for Fiscal Month 12 (FM12) and Fiscal Month 13 (FM13) of FY19 / AY19.

Fiscal Month 12 (FM12) - June effective dates, fiscal month closes July 12
Fiscal Month 13 (FM13) - June 31 effective date - Begins July 1 through August 9
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 with F2-Details and select a transaction from the 520 screen with F2-Select. Another option to view is to select a batch from the 530 screen with F11-Correct Batch, on the 510 screen select F7-Details, and select a transaction from the 520 screen with F2-Details. When F4-CHGE is selected from the 510 screen, it can either put an approved batch on hold or cause user class errors on system generated batches such as type "8" t-code 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. Delete and enter new transactions with the correct effective date.

	Fiscal Month 12 - Closes Friday, July 12, 2019	Fiscal Month 13 – Closes Friday, August 9, 2019
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 or earlier June effective date that are still on the 530 screen on Monday after June 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 SFMS 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 0, 1 or 3 batches (which must clear by Thursday) remaining on 530 screen *after month close*	___ Change the effective date to 6/31 (FM13/FY19) or a July date (FM01/FY20) by doing a Mass Batch Change (54A screen). See instructions on ==page 5.== The system will not allow you to change the effective date on-line.	___ Change the effective date to a July date (FM01/FY20) by doing a Mass Batch Change (54A screen). See instructions on ==page 5.== The system will not allow you to change the effective date on-line.
530 SCREEN For batch types R, W and 8 (not TCs 850/851)	___ SFMS Analysts change and may request action by agency.	___ SFMS Analysts change and may request action by agency.

BALANCED TRANSFERS

🔔 **Do not "Back Date" interagency or interfund BT transfers** to FY19 after calendar date 6/30/19.
(When a prior month BT is released in the current month, it is the same as backdating.) 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 - access the "Agency BT Contact List" at http://www.oregon.gov/das/Financial/AcctgSys/Documents/agency_bt_contact_list.pdf

	Fiscal Month 12 - Closes Friday, July 12, 2019	Fiscal Month 13 – Closes Friday, August 9, 2019
BALANCED TRANSFERS General Fund (GF) GF Transfers entered in AY 21 (July 1, 2019 and forward)	___IF the GF transfer needs to be recorded in fiscal year 2019 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY19 with appropriate Due To and Due From t-codes. • Record actual transfer with a current effective date. Please see Budgetary OAM 20.50.00 and 20.30.00 to determine the proper AY to use. If you have questions, please contact your SARS Analyst. • Accrual Transaction entered July 1 through July 12 – use effective date 06/30, AY19	___IF the GF transfer needs to be recorded in fiscal year 2019 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY19 with appropriate Due To and Due From t-codes. • Record actual transfer with a current effective date. Please see Budgetary OAM 20.50.00 and 20.30.00 to determine the proper AY to use. If you have questions, please contact your SARS Analyst. • Accrual Transaction entered July 13 through August 9 – use effective date 06/31, AY19
BALANCED TRANSFERS NON General Fund (FF, OF)	___AY19 NON-GF Transfers recorded July 1 through July 12 • Use a current effective date and AY19 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/30, AY19. See "Agency Guide to Year End Closing" on the SARS website.	___AY19 NON-GF Transfers recorded July 13 through August 9 • Use a current effective date and AY19 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/31, AY19. See "Agency Guide to Year End Closing" on the SARS website.
COST ALLOCATION	June CA (FY20): Runs July 2, 3, 5 ___ Use the 25 Profile for FY20. ___ 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 2020 amounts, which will be $0.00.	___ There is no cost allocation for Month 13.
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 Adjustments to deposit reconciled prior to June 30	___ Adjustments can be backdated to 06/30 or 6/31. (If an adjustment requires a balance transfer, do not backdate if between agencies, GAAP funds <u>or</u> treasury funds.)	___ Adjustments can be backdated to 06/31. (If an adjustment requires a balance transfer, do not backdate if between agencies, GAAP funds <u>or</u> treasury funds.)

	Fiscal Month 12 - Closes Friday, July 12, 2019	Fiscal Month 13 – Closes Friday, August 9, 2019
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. If the transaction in FM12 is released after calendar date June 30, TC332 will be created with July effective date.	
DEPOSITS **July** bank activity	___ Record as July (FM01/FY20). ___ **If** it is later discovered the activity actually applies to June, an accrual should be posted in June (FM12/AY19). Use **TC436** for Accrued Revenue. The system automatically generates a reversing entry in July 2019 (FM01/FY20/AY19) using **TC981.**	___ Record as July (FM01/FY20). ___ **If** it is later discovered the activity actually applies to June, an accrual should be posted with effective date 6/31 (FM13/AY19) if June is closed. Use **TC436** for Accrued Revenue. The system automatically generates a reversing entry in July 2019 (FM01/FY19/AY19) using **TC981.**
DEPOSITS **Undistributed Cash Receipt - GL 0060**	___ A balance in unidentified receipts (GL 0060) must be cleared prior to 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 cleared prior to the fiscal year end close. Reminder: Do not back date balanced transfers between agencies, treasury funds <u>or</u> GAAP funds. If the reclassification requires crossing funds, record BT in FM01/FY20 and accrue revenue in FM13/FY19.
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** recognize in Appropriation Year when cash received. Contact your SARS analyst if any questions.	After calendar date June 30, 2019: ___Post TC190 with current date (FM01/FY20/AY21) ___**IF** the deposit applies to FY19/AY19, accrue in fiscal year 2019 for financial reporting purposes with **TC436**. The system automatically generates a reversing entry in July 2019 (FM01/FY20/AY19) using **TC981.**	After the close of fiscal month 12: ___Post TC190 with current date (FM01 or FM02/FY20/AY21) ___**IF** the deposit applies to FY19/AY19, accrue in fiscal year 2019 for financial reporting purposes with **TC436**. The system automatically generates a reversing entry in July 2019 (FM01/FY20/AY19) using **TC981.**
DEPOSITS **NON General Fund (FF, OF) cash recognition**	AY19 Non-GF revenue received by calendar date June 30: ___It is ok to backdate your SFMA transaction to June 30 ___T-Code 332 will be created with a July date (FM01/FY20/AY19), but GL 0065 will be correctly reflected in (FM12/ FY19/AY19) AY19 Non-GF revenue received after 6/30 and through the close of fiscal month 12 if it applies to June 2019 or prior: ___Use a current effective date, AY19 on your CR doc ___Accrue with **TC436**, effective date 6/30 (FM12/FY19). The system automatically generates a reversing entry dated 07/01/19 (FM01/FY20/AY19) using **TC981**.	AY19 NON-GF revenue received by the close of month 13 if it applies to June 2019 or prior: ___Use a current effective date, AY19 on your CR doc ___Accrue with **TC436**, effective date 6/31, AY19. The system automatically generates a reversing entry dated 07/01/19 (FM01/FY20/AY19) using **TC981**.

	Fiscal Month 12 - Closes Friday, July 12, 2019	**Fiscal Month 13 – Closes Friday, August 9, 2019**
ENCUMBRANCES IF services/supplies **are received** as of calendar date June 30, 2019	___If liquidating by the close of fiscal month 12: Pay with **TC225** Effective date 6/30 or before, AY19	___If liquidating by the close of month 13: Pay with **TC225** Effective date 6/31, AY19
ENCUMBRANCES IF services/supplies are NOT received as of calendar June 30, 2019	___Cancel encumbrance with **TC206** in **AY19**, effective date 6/30 or before (FM12/FY19) ___ If still a valid encumbrance, re-establish in **AY21**, using **TC212** and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields	___Cancel encumbrance with **TC206** in **AY19**, effective date 6/31 ___ If still a valid encumbrance, re-establish in **AY21**, using **TC212** and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields ___If encumbrance can't be canceled and re-established by close of M13, then use **TC931R**. This can be done at a summary level by fund. The system automatically generates a reversing entry in July 2019 (FM01/FY20/AY19) with **TC963R**.
EXPENDITURES Services/supplies **are received** as of calendar date June 30, 2019, FY19 Expenditures paid after 6/30.	FY19 Expenditure paid July 1 through close of fiscal month 12: ___ Use a warrant generating TC, effective date 06/30, AY19. In this scenario, the expenditure will show in FY19, and the movement of cash will show in FY20 because the cash transaction will have a current effective date (FM01/FY20/AY19).	FY19 Expenditure paid July 13 through close of month 13: ___ Use a warrant generating TC, effective date of 06/31, AY19. ___ If the payment cannot be made by the close of FM13, accrue with **TC437 *** prior to the close of Month 13. The system automatically generates a reversing entry in July 2019 (FM01/FY20/AY19) using **TC983**. *To accrue Distribution to Subrecipients, see OAM 15.42.00.PR.116.f
INTERFACE	___Agencies are responsible for notifying EGov Helpdesk (EGovHelp@oregon.gov) 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.	
PAYROLL Payroll transactions with errors on 530 screen	___Correct all errors in TC850 transactions that exist at calendar date 6/28/19. This will create cash transactions for the payroll payments (TC857) with effective date of 6/28/19. This helps ensure payroll reimbursed by July 1 pay date.	
PAYROLL June "Run 2" Payroll transactions (scheduled to post July 10) with errors on 530 screen	___ Correct all expenditure error transactions by Thursday night's cycle (7/11/19) prior to the close of fiscal month 12.	
PAYROLL TC850 Edit Mode 3 batches for payroll remaining on 530 screen after Thursday, July 11	___ Change the effective date to July (FM01/FY20/AY19) by doing a Mass Batch Change (see instructions on ==page 5==). The system will not allow you to change effective date on-line. ___Accrue the amount in FY19/AY19 with a **TC437** using either a 06/30 or 06/31 effective date. The accrual automatically reverses in July (FM01/FY20/AY19) with **TC983.**	

	Fiscal Month 12 - Closes Friday, July 12, 2019	**Fiscal Month 13 – Closes Friday, August 9, 2019**
PAYROLL June "Run 2" Payroll expenditures posted to July	Accrue the amount in FY19/AY19 with a **TC437** using either a 06/30 or 06/31 effective date. The accrual automatically reverses in July (FM01/FY20/AY19) with a **TC983.**	
PAYROLL 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 PROFILE Last Month Closed Indicator on 25 Profile for FY19	___ Set the Last Month Closed Indicator on the 25 profile for FY19 to '12' by **5:00 p.m.** on **Friday July 12.**	___ Set the Last Month Closed Indicator on the 25 profile for FY19 to '13' by **5:00 p.m.** on **Friday August 9.**
CREATE 25 PROFILE Create FY20 25 Profile by **July 1** if none exists	___ Create a 25 profile for FY20 for your agency by July 1. ___ Set the Last Month Closed Indicator on the 25 profile for FY20 to '00' by July 1. ___ When ordering reports at the agency level (when FREQ CONTROL: A is used on 91 screen) after calendar date June 30, 2019, the weekly and/or monthly flags on the FY20 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.
UNEARNED REVENUE Please work with SARS to determine how to proceed	___ Reclassify in FM12.	___ Reclassify in FM13.

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.

On the 54D screen, 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. 070119) 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 the batch cycle, so the change will not show on the batch transactions. NOTE: For interfaced voucher documents, the effective date will update only on transactions that have an error; the effective date will not change on transactions without errors.

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 0, 1 and 3. It does not work on Edit Mode 2 batches.

COST ALLOCATION - July and August 2019

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

_____July CA (FY20):   runs August 20, 22, 23
    (One cost allocation run for July)
- This is a 'normal' process, use either run type 'R' or 'S'
  - Run Type 'R'   CA Range = 01   To = 01
  - Run Type 'S'
- Use FY20 25 profile

_____August CA (FY20): runs September 3, 5, 6
    (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'
- Use FY20 25 profile

AY19 EXPENDITURES/VOUCHERS – Paid August 10 – December 31, 2019:
For goods or services received by June 30, 2019:
    ___Use current effective date, AY19