

## GUIDELINES TO FACILITATE YEAR END CLOSING TRANSACTIONS

**May 6, 2025**

These guidelines are intended to assist agencies with closing for Fiscal Month 12 (FM12) and Fiscal Month 13 (FM13) of FY25 / AY25.

**Fiscal Month 12 (FM12) - June effective dates, fiscal month closes July 18**

**Fiscal Month 13 (FM13) - June 31 effective date - Begins July 1 through August 15**

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. If F11-Correct Batch is used from the 530 screen, followed by F4-CHGE, this may put an approved batch back on hold or stamp the incorrect user class on the batch and result in user class security errors when the batch attempts to process overnight.

**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.

	<b>Fiscal Month 12 - Closes Friday, July 18, 2025</b>	<b>Fiscal Month 13 – Closes Friday, August 15, 2025</b>
<b>530 SCREEN</b> Edit Mode 2 batches remaining on 530 screen <i>after month close</i>  Changes to the batches can cause reconciliation and reporting problems	<p>___ <b>Release</b> 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.</p> <p>___ These should not be deleted or changed! They posted to June.</p> <p>___ <b>If</b> changed or deleted, reorder June reports</p> <p>___ Accrue in Month 13 if necessary.</p> <p>___ Please notify your SFMS analyst if changes or deletions have been made.</p>	<p>___ <b>Release</b> Edit Mode 2 batches with a 6/31 effective date that are still on the 530 screen on Monday after Month 13 close.</p> <p>___ These should not be deleted or changed! They posted to month 13.</p> <p>___ <b>If</b> changed or deleted, reorder month 13 reports.</p> <p>___ Please notify your SFMS and SARS analysts if changes or deletions have been made.</p>
<b>530 SCREEN</b> Edit Mode 0, 1 or 3 batches (which must clear by Thursday) remaining on 530 screen <i>after month close</i>	<p>___ Change the effective date to 6/31 (FM13/FY25) or a July date (FM01/FY26) by doing a Mass Batch Change (54A screen).</p> <p>___ See instructions <b>on page 6</b>. The system will not allow you to change the effective date on-line.</p>	<p>___ Change the effective date to a July date (FM01/FY26) by doing a Mass Batch Change (54A screen).</p> <p>___ See instructions <b>on page 6</b>. The system will not allow you to change the effective date on-line.</p>
<b>530 SCREEN</b> 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 FY25 after calendar date 6/30/25.

(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 <https://www.oregon.gov/das/Financial/AcctgSys/Documents/BT-Contact-List.pdf>

	<b>Fiscal Month 12 - Closes Friday, July 18, 2025</b>	<b>Fiscal Month 13 – Closes Friday, August 15, 2025</b>
<b>BALANCED TRANSFERS General Fund (GF) Transfers entered calendar date July 1, 2025 and forward</b>	<p>If GF BT needs to be recognized in FY25, agencies/funds accrue activity (expenditure, revenue or transfer) in FY25 with appropriate Due To/Due From T-Codes (TCs). See “Agency Guide to Year End Closing” on SARS website.</p> <p>___ Record actual BT to move cash with a current effective date and appropriate AY in accordance with OAM 20.30.00 &amp; 20.50.00. If you have questions, please contact your SARS Analyst.</p> <p>___ Accrual Due To/Due From transactions entered July 1 through July 18 – use effective date 06/30, AY25.</p>	<p>If GF BT needs to be recognized in FY25, agencies/funds accrue activity (expenditure, revenue or transfer) in FY25 with appropriate Due To/Due From TCs. See “Agency Guide to Year End Closing” on SARS website.</p> <p>___ Record actual BT to move cash with a current effective date and appropriate AY in accordance with OAM 20.30.00 &amp; 20.50.00. If you have questions, please contact your SARS Analyst.</p> <p>___ Accrual Due To/Due From transactions entered after July 18 through August 15 – use effective date 06/31, AY25.</p>
<b>BALANCED TRANSFERS NON General Fund (OF, FF, LF) Transfers calendar date July 1, 2025 and forward</b>	<p>If NON-GF BT needs to be recognized in FY25, agencies/funds accrue activity (expenditure, revenue or transfer) in FY25 with appropriate Due To/Due From TCs. See “Agency Guide to Year End Closing” on SARS website.</p> <p>___ Record actual BT to move cash with a current effective date and AY25.</p> <p>___ Accrual Due To/Due From transactions entered July 1 through July 18 – use effective date 06/30, AY25.</p>	<p>If NON-GF BT needs to be recorded in FY25, agencies/funds accrue activity (expenditure, revenue or transfer) in FY25 with appropriate Due To/Due From TCs. See “Agency Guide to Year End Closing” on SARS website.</p> <p>___ Record actual BT to move cash with a current effective date and AY25.</p> <p>___ Accrual Due To/Due From transactions entered after July 18 through August 15 – use effective date 06/31, AY25.</p>
<b>COST ALLOCATION</b>	<p>June CA (FY25): Runs July 8, 10 and 11</p> <p>___ Use the 25 Profile for FY26</p> <p>___ 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 2026 amounts, which will be \$0.00.</p>	<p>___ There is no cost allocation for Month 13.</p>
<b>CREATE 25 PROFILE</b> Create FY26 25 Profile by July 1 if none exists	<p>___ Create 25 profile for FY26 for your agency by July 1.</p> <p>___ Set Last Month Closed Indicator on 25 profile for FY26 to ‘00’ by July 1.</p> <p>___ When ordering reports at agency level (when FREQUENCY CONTROL of ‘A’ is used on 91 screen) after calendar date June 30, 2025, the weekly and/or monthly flags on the FY26 25 profile will need to be set.</p>	

<b>DEPOSITS - Cash Availability</b> ☞ Reminder: Cash from deposits is not available until the deposit reconciles with Treasury. <b>Cash Recognition</b> - General ledger accounts 0065 and 0070 are both considered “cash” at fiscal year-end for financial reporting purposes.		
	<b>Fiscal Month 12 - Closes Friday, July 18, 2025</b>	<b>Fiscal Month 13 – Closes Friday, August 15, 2025</b>
<b>DEPOSITS</b> Adjustments to deposits reconciled prior to 6/30	___ 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.)
<b>DEPOSITS</b> <b>June</b> bank activity	<p>For FY cutoff - cash receipts, deposit reconciliation activity (including wire/ACH activity) should be recorded to the date the event occurred even if Treasury posts activity in July.</p> <p>For AY cutoff - any General Fund (GF) cash must be recognized in AY when cash is received per OAM 20.50.00 (paragraph .104).</p> <p><b>Cash received calendar date June 1 – June 30.</b></p> <p>___ Post to FM12/FY25/AY25. The TC190 transaction to record deposit may be backdated to June 30, but if released after calendar date June 30, TC332 will be created with a July effective date.</p> <p><b>Cash received after June 30 calendar date.</b></p> <p>___ If GF, post TC190 with current date (FM01/FY26/AY27)</p> <p>___ If NON-GF (OF, FF LF), post TC190 with current date and (FM01/FY26/AY25).</p> <p>___ If deposit applies to FY25, accrue in FY25/AY25 for financial reporting purposes with TC436. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) using TC981.</p>	<p>Entries made after the close of fiscal month 12:</p> <p>___ If GF, post TC190 with current date (FM01/FY26/AY27)</p> <p>___ If NON-GF (OF, FF LF), post TC190 with current date and (FM01/FY26/AY25).</p> <p>___ If deposit applies to FY25, accrue in FY25/AY25 for financial reporting purposes with TC436. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) using TC981.</p>
<b>DEPOSITS</b> <b>July</b> bank activity	<p>___ Record as July (FM01/FY26/AY27).</p> <p>___ If discovered later the activity applies to June, an accrual should be posted in June (FM12/FY25/AY25). Use TC436 for Accrued Revenue. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) using TC981.</p>	<p>___ Record as July (FM01/FY26/AY27).</p> <p>___ If discovered later the activity applies to June, an accrual should be posted with effective date 6/31 (FM13/FY25/AY25). Use TC436 for Accrued Revenue. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) using TC981.</p>
<b>DEPOSITS</b> <b>Undistributed Cash Receipt - GL 0060</b>	___ Balances in 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. Do not backdate BTs between agencies, treasury funds <u>or</u> GAAP funds. If reclassification crosses funds, record BT in FM01/FY26 and accrue revenue in FM13/FY25.	___ Balances in GL 0060 must be cleared prior to the fiscal year end close. Do not backdate BTs between agencies, treasury funds <u>or</u> GAAP funds. If reclassification crosses funds, record BT in FM01/FY26 and accrue revenue in FM13/FY25.
<b>DEPOSITS</b> <b>Unreconciled Deposit - GL 0065</b>	___ Deposit reconciliation items in GL 0065 should be resolved and reclassified by the close of FM12	

	<b>Fiscal Month 12 - Closes Friday, July 18, 2025</b>	<b>Fiscal Month 13 – Closes Friday, August 15, 2025</b>
<b>ENCUMBRANCES</b> IF services/supplies <b>are received</b> as of calendar date June 30, 2025	<p>___ If liquidating by the close of fiscal month 12: Pay with <b>TC225</b> Effective date 6/30 or before, AY25</p>	<p>___ If liquidating by the close of month 13: Pay with <b>TC225</b> Effective date 6/31, AY25</p>
<b>ENCUMBRANCES</b> IF services/supplies are <b>NOT</b> received as of calendar June 30, 2025	<p>___ Cancel encumbrance with <b>TC206</b> in AY25, effective date 6/30 or before (FM12/FY25)</p> <p>___ If still a valid encumbrance, re-establish in AY27, using <b>TC212</b> and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields</p>	<p>___ Cancel encumbrance with <b>TC206</b> in AY25, effective date 6/31</p> <p>___ If still a valid encumbrance, re-establish in AY27, using <b>TC212</b> and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields</p> <p>___ If encumbrance cannot be canceled and re-established by close of M13, then use <b>TC931R</b>. This can be done at a summary level by fund. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) with <b>TC963R</b>.</p>
<b>EXPENDITURES</b> Services/supplies <b>received</b> as of calendar date June 30, 2025, FY25 Expenditures, but payment made after 6/30.	<p>FY25 Expenditure paid between July 1 and close of FM12:</p> <p>___ Use a warrant generating TC, effective date 06/30, AY25. In this scenario, the expenditure will show in FY25, and the movement of cash will show in FY26 because the cash transaction will have a current effective date (FM01/FY26/AY25).</p>	<p>FY25 Expenditure paid after July 18 through close of month 13:</p> <p>___ Use a warrant generating TC, effective date of 06/31, AY25.</p> <p>___ If the payment cannot be made by the close of FM13, accrue with <b>TC437</b> * prior to the close of FM13. The system automatically generates a reversing entry in July 2025 (FM01/FY26/AY25) using <b>TC983</b>.</p> <p>*To accrue Distribution to Subrecipients, see OAM 15.42.00.PR.116.f</p>
<b>INTERFACE</b>	<p>___ Agencies are responsible for notifying EGov Helpdesk (<a href="mailto:EGovHelp@das.oregon.gov">EGovHelp@das.oregon.gov</a>) to update the AY on E-Commerce interfaces at the beginning of July.</p> <p>___ Agencies work with their internal IT staff to change the AY on agency sent interfaces.</p>	
<b>OREGONBUYS</b> Batch Type E batches on 530 screen	<p>___ Release batches containing transactions with June effective dates and correct all errors by Thursday night's cycle (7/17/25) prior to the close of FM12.</p> <p>___ After 7/17/25, change effective date to 6/31 (FM13/FY25) on individual transactions on the 505 screen on-line or by doing a Mass Batch Change (54A screen). See Mass Batch Change instruction on page 6. User must have appropriate User Class and an Acct Trans Ind of 3 or 4 on the 96A screen to save changes to OregonBuys batches.</p>	<p>___ Release batches containing transactions with 6/31 effective dates and correct all errors by Thursday night's cycle (8/14/25) prior to the close of FM13.</p> <p>___ After 8/14/25, change effective date to a July date (FM01/FY26) by doing a Mass Batch Change (54A screen). See instruction on page 6. User must have appropriate User Class and an Acct Trans Ind of 3 or 4 on the 96A screen to save changes to OregonBuys batches.</p> <p>___ If FY25 expenditures cannot be posted by close of M13, accrue with <b>TC437</b>, effective date of 06/31, AY25 prior to the close of FM13. The system automatically generates reversing entry in July 2025 (FM01/FY26/AY25) using <b>TC983</b>.</p>

	<b>Fiscal Month 12 - Closes Friday, July 18, 2025</b>	<b>Fiscal Month 13 – Closes Friday, August 15, 2025</b>
<b>PAYROLL</b> Any FY25 payroll expenditures (TC 850) recorded in July (FM01)	___ Accrue the amount in FY25/AY25 with a TC437 using either a 06/30 or 06/31 effective date. The accrual automatically reverses in July (FM01/FY26/AY25) with a TC983.	
<b>PAYROLL</b> June “Run 2” payroll expenditures (TC 850) with errors on 530 screen	___ June Run 2 scheduled to post July 11. Correct all errors in TC850 transactions by Thursday night’s cycle (7/17/25) prior to the close of FM12.	
<b>PAYROLL</b> Any FY25 payroll expenditures (TC850) with errors on 530 screen after Thursday, July 17	___ Change the effective date to July (FM01/FY26/AY25) by doing a Mass Batch Change (see instructions on page 6). The system will not allow you to change effective date on-line. ___ Accrue the amount in FY25/AY25 with a TC437 using either a 06/30 or 06/31 effective date. The accrual automatically reverses in July (FM01/FY26/AY25) with TC983.	
<b>PAYROLL</b> Any FY25 payroll expenditures (TC 850) recorded in July (FM01)	___ Accrue the amount in FY25/AY25 with a TC437 using either a 06/30 or 06/31 effective date. The accrual automatically reverses in July (FM01/FY26/AY25) with a TC983.	
<b>PAYROLL</b> Any other FY25 payroll batches for payments (TC857/862) or payroll statistics (TC 599)	___ Agencies with TC 857/862 cash errors can send a request to your agency’s SFMS Analyst to change effective dates. ___ Correct TC599 statistical batch errors and release. Batch Type 9 batches must be released by agency to clear 530 screen.	
<b>SET 25 PROFILE</b> Last Month Closed Indicator on 25 Profile for FY25	___ Set the Last Month Closed Indicator on the 25 profile for FY25 to ‘12’ by 5:00 p.m. on Friday July 18.	___ Set the Last Month Closed Indicator on the 25 profile for FY25 to ‘13’ by 5:00 p.m. on Friday August 15.
<b>SUSPENSE ACCOUNT ACTIVITY</b>	___ Transactions related to suspense account balances for FM12 must be posted by the close of FM12.	___ FM13 may be used to post material reconciling items that cannot be posted to FM12.
<b>UNEARNED REVENUE</b>	___ Reclassify in FM12. Please work with your SARS Analyst to determine how to proceed.	___ Reclassify in FM13. Please work with your SARS Analyst to determine how to proceed.

## 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. 070125) 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.

## FY26 COST ALLOCATION DATES - July and August 2025

July and August cost allocation runs occur later than normal due to FM 13 close. Refer to the dates and instructions below.

July CA (FY26):

- Runs August 26, 28, 29
- This is a 'normal' process, use either run type 'R' or 'S'
  - Run Type 'R' CA Range = 01 To = 01
  - Run Type 'S'
- Use FY26 25 profile

August CA (FY26):

- Runs September 9, 11, 12
- This is a 'normal' process, use either run type 'R' or 'S'
  - Run Type 'R' CA Range = 02 To = 02
  - Run Type 'S'
- Use FY26 25 profile

## AY25 EXPENDITURES/VOUCHERS – Paid after August 15 – December 31, 2025:

For goods or services received by June 30, 2025:

\_\_\_ Use current effective date, AY25