

GUIDELINES TO FACILITATE YEAR END CLOSING TRANSACTIONS

May 16, 2017

These guidelines are intended to assist agencies with closing for Fiscal Month 12 (FM12) and Fiscal Month 13 (FM13) of FY17 / AY17.

Fiscal Month 12 (FM12) - June effective dates, fiscal month closes July 14th

Fiscal Month 13 (FM13) - June 31 effective date - Begins July 1st through August 11th

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, 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 correct date if edit mode “2”.

	Fiscal Month 12 - Closes Friday, July 14, 2017	Fiscal Month 13 – Closes Friday, August 11, 2017
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 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 (FM13/FY17) or a July date (FM01/FY18) 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/FY18) 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 (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 FY17 after calendar date 6/30/17. (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 - You can 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 14, 2017	Fiscal Month 13 – Closes Friday, August 11, 2017
BALANCED TRANSFERS General Fund (GF) GF Transfers entered in AY 19 (July 1, 2017 and forward)	___ IF the GF transfer needs to be recorded in fiscal year 2017 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY17 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 14 – use effective date 06/30, AY17	___ IF the GF transfer needs to be recorded in fiscal year 2017 for financial reporting purposes, the agencies/funds must accrue the expenditure/revenue/transfer in FY17 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 15 through August 11 – use effective date 06/31, AY17
BALANCED TRANSFERS NON General Fund (FF, OF)	___ AY17 NON-GF Transfers recorded July 1 through July 14 • Use a current effective date and AY17 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/30, AY17. See “Agency Guide to Year End Closing” on the SARS website.	___ AY17 NON-GF Transfers recorded July 15 through August 11 • Use a current effective date and AY17 • If transfer applies to June or prior, accrue with appropriate Due To and Due From t-codes, effective date 06/31, AY17. See “Agency Guide to Year End Closing” on the SARS website.
COST ALLOCATION	June CA (FY17): Runs July 5, 6 and 7 ___ Use the 25 Profile for FY18 ___ 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 2018 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 Adj. deposits 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 or treasury funds)	___ Adjustments can be backdated to 06/31. (If an adjustment requires a balance transfer, do not backdate if between agencies, GAAP funds or treasury funds.)

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DEPOSITS June bank activity	<p>___ 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</p> <p>___Post to FM12. The TC190 transaction can be backdated to June 30. If the transaction in FM12 is released after calendar date June 30th, TC332 will be created with a July effective date</p>	
DEPOSITS July bank activity	<p>___Record as July (FM01/FY18)</p> <p>___If it is later discovered the activity actually applies to June, an accrual should be posted in June (FM12/AY17). Use TC436 for Accrued Revenue. The system automatically generates a reversing entry in July 2017 (FM01/FY18/AY17) using TC981.</p>	<p>___Record as July (FM01/FY18)</p> <p>___If it is later discovered the activity actually applies to June, an accrual should be posted effective date 6/31 (FM13/AY17) if June is closed. Use TC436 for Accrued Revenue. The system automatically generates a reversing entry in July 2017 (FM01/FY18/AY17) using TC981.</p>
DEPOSITS Unreconciled Deposits - GL 0065	<p>___Deposit reconciliation items in GL 0065 should be resolved and reclassified by the close of fiscal month 12</p>	
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.	<p>After calendar date June 30, 2017:</p> <p>___ Post TC190 with current date (FM01/FY18/AY19)</p> <p>___IF the deposit applies to FY17/AY17, accrue in fiscal year 2017 for financial reporting purposes with TC436. The system automatically generates a reversing entry in July 2017 (FM01/FY18/AY17) using TC981.</p>	<p>After the close of fiscal month 12:</p> <p>___ Post TC190 with current date (FM01 or FM02/FY18/AY19)</p> <p>___IF the deposit applies to FY17/ AY17, accrue in fiscal year 2017 for financial reporting purposes with TC436. The system automatically generates a reversing entry in July 2017 (FM01/FY18/AY17) using TC981.</p>
DEPOSITS NON General Fund (FF, OF) cash recognition	<p>AY17 Non-GF revenue received by calendar date June 30th:</p> <p>___It is ok to backdate your SFMA transaction to June 30th</p> <p>___T-Code 332 will be created with a July date (FM01/FY18/AY17), but GL 0065 will be correctly reflected in (FM12/ FY17/ AY17)</p> <p>AY17 Non-GF revenue received after 6/30 and through the close of fiscal month 12: If it applies to June 2017 or prior:</p> <p>___Use a current effective date, AY17 on your CR doc</p> <p>___Accrue with TC436, effective date 6/30 (FM12/FY17). The system automatically generates a reversing entry dated 07/01/17 (FM01/FY18/AY17) using TC981.</p>	<p>AY17 NON-GF revenue received by the close of month 13 if it applies to June 2017 or prior:</p> <p>___Use a current effective date, AY17 on your CR doc</p> <p>___Accrue with TC436, effective date 6/31, AY17. The system automatically generates a reversing entry dated 07/01/17 (FM01/FY18/AY17) using TC981.</p>

	Fiscal Month 12 - Closes Friday, July 14, 2017	Fiscal Month 13 – Closes Friday, August 11, 2017
ENCUMBRANCES IF services/supplies are received as of calendar date June 30, 2017	___ If liquidated by the close of fiscal month 12: Pay with TC225 Effective date 6/30 or before, AY17	___ If liquidated by the close of month 13: Pay with TC225 Effective date 6/31, AY17
ENCUMBRANCES IF services/supplies are NOT received as of calendar June 30, 2017	___ Cancel the encumbrance with TC206 in AY17 , effective date 6/30 or before (FM12/FY17) ___ If still a valid encumbrance, re-establish in AY19 , using TC212 and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields	___ Cancel the encumbrance with TC206 in AY17 , effective date 6/31 ___ If still a valid encumbrance, re-establish in AY19 , using TC212 and same encumbrance document # with a new suffix in the Ref Doc/Sfx fields ___ If the encumbrance can't be canceled and re-established by close of M13, then use TC931R only. This can be done at a summary level by fund. The system automatically generates a reversing entry in July 2017 (FM01/FY18/AY17) with TC963R .
EXPENDITURES Services/supplies are received as of calendar date June 30, 2017, FY17 Expenditures paid after 6/30.	FY17 Expenditure paid July 1st through the close of fiscal month 12: ___ Use a warrant generating TC, effective date 06/30, AY17 In this scenario, the expenditure will show in FY17, and the movement of cash will show in FY18, because the cash transaction will have a current effective date (FM01/FY18/AY17).	FY17 Expenditure paid July 18 th through the close of month 13: ___ Use a warrant generating TC, effective date 06/31, AY17 ___ 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 2017 (FM01/FY18/AY17) 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 6/30/17. This will create cash transactions for the payroll payments (TC857) with an effective calendar date of 6/30/17. This ensures payroll is reimbursed by the July 1st pay date.	

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PAYROLL June “Run 2” Payroll transactions (scheduled to post July 12 th) with errors on 530 screen	___ Correct all expenditure error transactions by Thursday night’s cycle (7/13/17), prior to the close of fiscal month 12	
TC850 Edit Mode 3 batches for payroll remaining on 530 screen after Thursday, July 13 th	___ Change the effective date to July (FM01/FY18/AY17) 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 FY17/AY17 with a TC437 using either a 06/30 or a 06/31 effective date. The accrual automatically reverses in July (FM01/FY18/AY17) with a TC983 .	
June “Run 2” Payroll expenditures posted to July	Accrue the amount in FY17/AY17 with a TC437 using either a 06/30 or a 06/31 effective date. The accrual automatically reverses in July (FM01/FY18/AY17) 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 PROFILE Last Month Closed Indicator on 25 Profile for FY17	___Set the Last Month Closed Indicator on the 25 profile for FY17 to ‘12’ by 5:00 PM on Friday July 14	___Set the Last Month Closed Indicator on the 25 profile for FY17 to ‘13’ by 5:00 PM on August 11
CREATE 25 PROFILE Create FY18 25 Profile by July 1st	___ Create a 25 profile for FY18 for your agency by July 1st ___Set the Last Month Closed Indicator on the 25 profile for FY18 to ‘00’ by July 1st ___When ordering reports at the agency level (when FREQ CONTROL: A is used on 91 screen) after calendar date June 30, 2017, the weekly and/or monthly flags on the FY18 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. 070117) 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. 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 2017

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

____ July CA (FY18): runs August 22, 24, 25

- This is a 'normal' process, use either run type 'R' or 'S'
 - Run Type 'R' CA Range = 01 To = 01
 - Run Type 'S'
- Use FY18 25 profile

____ August CA (FY18): runs September 5, 7, 8

- This is a 'normal' process, use either run type 'R' or 'S'
 - Run Type 'R' CA Range = 02 To = 02
 - Run Type 'S'
- Use FY18 25 profile

AY17 EXPENDITURES/VOUCHERS – Paid August 12 – December 31, 2017:

For goods or services received by June 30, 2017:

___ Use current effective date, AY17