



YEAR-END CLOSING GUIDELINES

Year-End Closing Guidelines

1. Where are they?
2. Why do I care?
3. What do they cover?
4. When will it matter?
5. How are they presented?
6. Who can I call?

Year-End Closing Guidelines – Where?

In the handout included with this presentation or on the SFMS website at:

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/usergroup.aspx>



Where are they?

Year-End Closing Guidelines – Why?

They provide information to assist you in making closing transactions for Fiscal Year 2020.



**Why do I
care?**

Year-End Closing Guidelines – What?

They cover entries for Fiscal Year 2020 that are made during Fiscal Month 12 and Fiscal Month 13.



What do they cover?

Year-End Closing Guidelines – When?

Fiscal Month 12 closes on Friday,
July 17, 2020.

Fiscal Month 13 closes on Friday,
August 14, 2020.

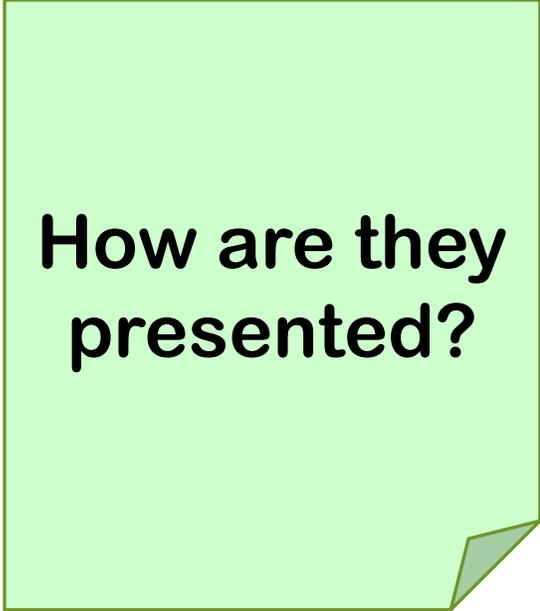


**When will it
matter?**

Year-End Closing Guidelines – How?

Topics are laid out in a table with separate columns for Fiscal Month 12 and Fiscal Month 13 instructions. Topics include:

- 530 Screen
- Balanced Transfers
- Cost Allocation
- Deposits
- Expenditures
- Payroll
- 25 Profile
- Suspense Account Activity
- Unearned Revenue



**How are they
presented?**

Year-End Closing Guidelines - Reminders

Helpful tips and reminders are included in the guidelines.

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- Use F2 to view transactions on 530 screen.
- Correcting effective dates on tracked documents.

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- Do NOT back date BTs.
- BT contact list.

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- Mass Batch Change instructions.
- FY21 Cost Allocation dates.

Year-End Closing Guidelines – Who?

Your SFMS Analyst. If you don't know who your analyst is, go to the 90 HELP screen in R*STARS, enter keyword NEWS and look at page 5.

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