



financeoyprocess

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DRAFT - Finance EOY Process - DRAFT

The purpose of this document is to guide users through the process to end the old fiscal year 2017-2018 (FY8) and begin the new fiscal year 2018-2019 (FY9). The following processes are covered in this document:

- Copy the 2017-2018 fiscal year (FY8) funds to a new file ID 8 so you can continue to access data and information for FY8.
- Close the 2017-2018 accounts for revenues, expenditures, other resources, and other uses in file ID C.
- Copy the balance sheet accounts (cash, accounts payable, etc.) from FY8 funds to fiscal year 2018-2019 (FY9) funds in file ID C.
- Delete all FY8 transactions and funds in file ID C (the transactions are still accessible in file ID 8) unless the district chooses to keep some FY8 funds open with prior year transactions.
- Move the approved budget for FY9 to Finance file ID C.
- Prepare to move next year payroll to current year payroll.

It is important to address the following questions as you proceed with the end of fiscal year closing process. Based on your responses to the following questions, the process can have variations that may require a different path. Review the Finance > Finance Checklists > Finance Fiscal Year Option B and Finance Fiscal Year Option B Supplement checklists for additional information:

- Are all of the payroll runs and adjustments interfaced?
- Are all of the payroll TRS reports interfaced?
- Is the TRS On-Behalf Journal posted?
- Are the payroll accruals balanced?
 - For August year-end LEAs, if only the 10-month employees are accrued and the EOY accruals are not posted, then all 2161 and 2211 object code balances should be zero.
 - For June year-end LEAs, accrual amounts should exist for contract balances.
- Is the cutoff date updated on the [District Administration > Options > Purchasing > Current Year](#) and [Next Year](#) pages, if necessary, to prevent purchasing requisitions from being created?
- Is the cutoff date updated on the [Finance > Tables > District Finance Options](#) page to prevent budget amendment requests from being created?
- Are all of the unpaid finance checks printed?
- Have all purchase orders been processed, and the final check run completed?
- Are you bringing balances forward now in or in the future (after the audit)?
- Did you prepare the journal entry to move the 3700 budgetary fund to 3600 fund balance accounts for each fund that will be carrying forward balances? The budgetary fund balance should be zero when moving to the new year.
- Ensure August payroll accruals are processed and interfaced to Finance. Refer to the [August Accruals](#) document.
- Payroll processes cannot be posted against the historical file ID.

Use the [Address EOY Accruals for June End Schools](#) document to address June year-end payroll accruals.

This document assumes that you are familiar with the basic features of the TxEIS Business System and have reviewed the [TxEIS Business Overview guide](#).

Before You Begin

Before you begin.

Review the following information and/or complete the following steps before you begin the Finance EOY closing process.

Terms:

Term	Description
CYR payroll frequency	Current year payroll frequency in Payroll.
June Year-End (early fiscal year)	A Finance fiscal year that runs July through June.
Export	A backup file of data as it stands at the time it is exported from the system. Export or backup files can later be used to restore data to its original state at the time of extraction.
File ID C	Current year file ID in Finance.
Historical file ID	Refers to any prior year file ID that is not the current year file ID.
LEA (Local Education Agency)	Refers to the educational entity (e.g., charter, district, etc.).
NYR payroll frequency	Next year payroll frequency in Payroll.
August Year-End (standard fiscal year)	A Finance fiscal year that runs September through August.

EOY Flowchart for September Start LEAs

IMPORTANT

Consider the following information when closing the fiscal year:

- Will you select to increment or continue funds on the Fiscal Year Close utility?
- Review each action and the corresponding results to make an informed decision.

Note: For continuing funds, verify that there is not a balance in the Budget offset account (e.g., 3700) prior to running the Fiscal Year Close process. If there is a balance prior to running the process, the fund will be out-of-balance by the amount from the Budget offset account.

Continuing Fund	vs. Increment Fund
<p>Continuing funds are funds that will be continued into the new fiscal year (i.e., funds maintaining the fiscal year even after the LEA begins the new fiscal year).</p> <p>If a fund is continued, the following actions are automatically completed when the Fiscal Year Close utility is processed:</p> <ul style="list-style-type: none"> • The 1XXX-4XXX account balances are carried forward (the Carry Forward Balances field is automatically selected). • The 5XXX-8XXX account balances are created (the Create 5XXX-8XXX field is automatically disabled). • The budget amounts that match the ending balances in the historical file ID are set up for the 5XXX-8XXX accounts. For example, if only \$8,000 of a \$10,000 grant has been received, then the difference of \$2,000 is established as the estimated revenue. • The difference between revenue and expenditures will post to the Obj.Sobj in the Actual Fund Balance Obj.Sobj field on the Finance > Tables > Account Codes > Fund tab. • In the new historical file ID, accounts are inactivated for all continuing funds. Incremented funds remain active. • Only purchase orders that include continuing funds are re-encumbered. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID. • Be aware that purchase orders containing continuing funds will be displayed in both the historical and new current file ID but should be paid in the new file ID. • The fiscal year is not updated on credit memos. • The fiscal year is not updated on outstanding Accounts Receivable invoices. • The fiscal year is not updated on payroll and PMIS distributions. 	<p>Incremented funds are funds that will be incremented in the next fiscal year (i.e., funds that will change their fiscal year at the same time that the LEA’s new fiscal year will begin). The increment option is not available if the incremented fund already exists. For example, in September 2023, funds 211/3 and 211/4 already exist; therefore, 211/3 can only be continued or deleted.</p> <p>If a fund is incremented, the following actions are automatically completed when the Fiscal Year Close utility is processed:</p> <ul style="list-style-type: none"> • The fiscal year is incremented on credit memos. • The fiscal year is incremented on outstanding Accounts Receivable invoices. • The fiscal year is incremented on the payroll and PMIS distributions for active employees only. • Only purchase orders that include continuing funds are re-encumbered. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID. <p>The following are optional:</p> <ul style="list-style-type: none"> • Carry Forward Balances • Create 5XXX-8XXX Accounts

1

Create an Export of File ID C

[Create an export of file ID C.](#)

2

Delete 1099 Data

Delete 1099 data.

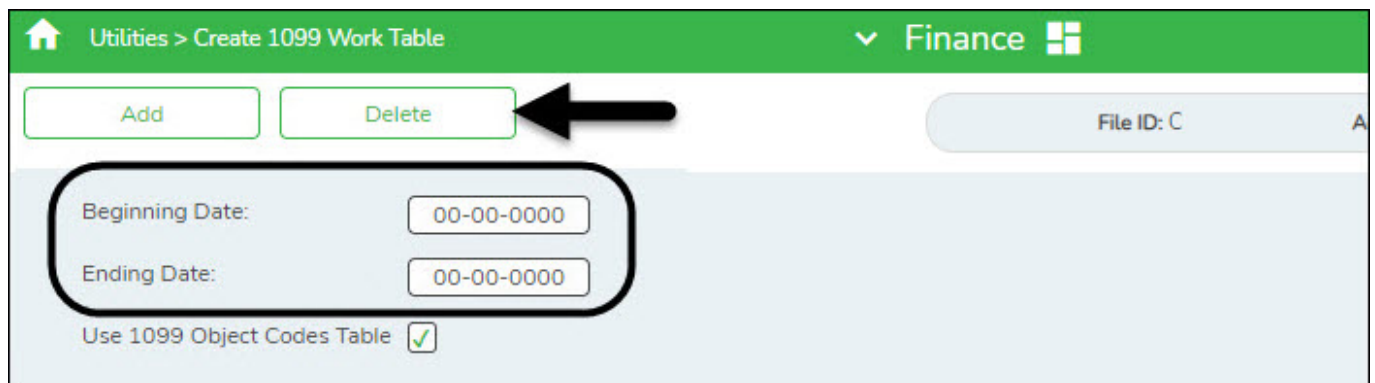
Delete 1099 Data

Log on to file ID C.

[Finance > Utilities > Create 1099 Work Table](#)

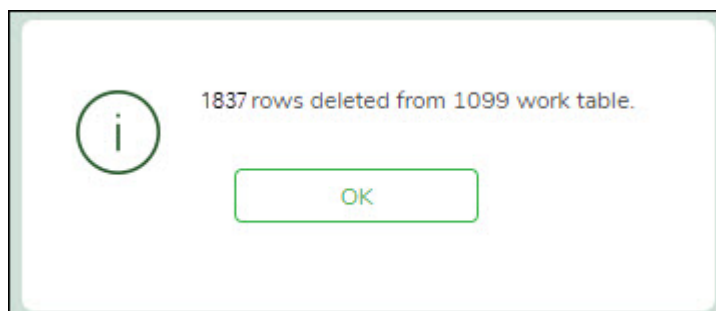
Delete 1099 historical data from the tables. If 1099 work table data is not deleted, backup files will not be imported.

Note: The Finance transactions are not affected when the 1099 work table transactions are deleted.



Leave the **Beginning Date** and **Ending Date** fields blank to delete all existing 1099 table data.

Click **Delete**. A message with the number of rows to be deleted from the 1099 work table is displayed.



Click **OK** to close the message box.

3

Reverse Soft Encumbrances

[Reverse soft encumbrances.](#)

4

Generate, Print, and Review the Outstanding Purchase Orders Report

Generate, print, and review the Outstanding Purchase Orders report.

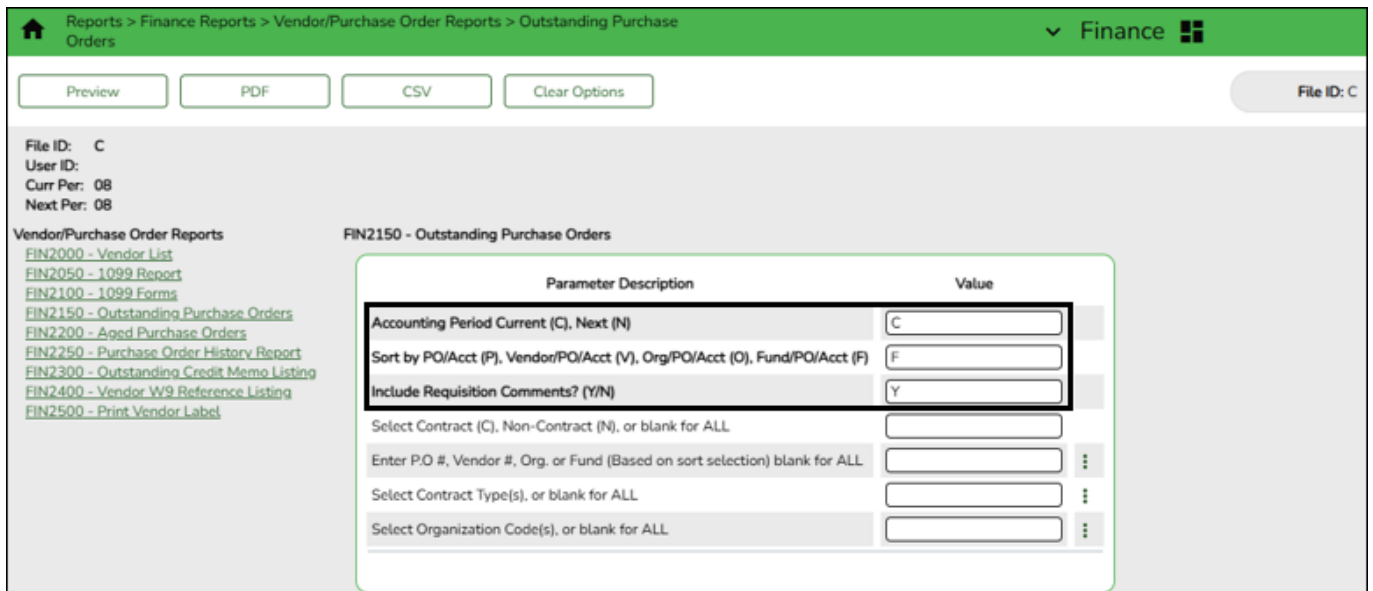
Generate, print, and review Outstanding Purchase Orders Report

Log on to file ID C.

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders

Generate the Outstanding Purchase Orders report for audit purposes. Print and/or save this report and review it for accuracy. Identify which purchase orders can be reversed in the next step.

Consider how the purchase orders will be handled for continuing and incremented funds during the Fiscal Year Close process. Only purchase orders that include continuing funds are re-encumbered. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.



Business

Date Run:		Outstanding Purchase Order Listing					Program: FIN2150	
Cnty Dist:		ISD					Page: 1 of 1	
Sort Order: Fund/Fscl Yr/PO/ACCT		As of August					File ID: C	
PO Nbr	Date	Vendor Name	Vend Nbr	Reason	Fnd-Fnc-Obj.S0-0rg-Prg	Original Amount	Balance	
204534	10-09-20	WALMART	00281	SPED SUPPLIES	199-11-6399.00-106-23000	42.49	42.49	
204536	10-14-20	WALMART	00281	PO Created by Req: 214607	199-11-6399.00-001-11000	52.00	52.00	
204543	11-14-20	1 AWESOME SHIRT	36834	PO Created by Req: 214616	199-11-6301.00-101-11000	25.00	25.00	
204547	05-20-20	WALMART	00281	EQUIPMENT	199-36-6649.30-001-99000	425.00	425.00	
204548	05-20-20	ZNK PARTNERS LLC	00002	INSTRUMENTS	199-36-6399.35-001-99000	698.99	698.99	
204549	05-20-20	OFFICE DEPOT	03082	BUSINESS CARDS	199-23-6399.00-001-11000	62.50	62.50	
204550	05-20-20	WELLS BROS. FARM &	00237	TRACTOR PARTS	199-34-6319.00-999-99000	241.99	241.99	
Totals for Fund 199 /						1,547.97	1,547.97	
204534	10-09-20	WALMART	00281	SPED SUPPLIES	211-11-6299.00-999-30000	42.49	42.49	
Totals for Fund 211 /						42.49	42.49	
Grand Totals						1,590.46	1,590.46	

End of Report

5

Reverse Purchase Orders

[Reverse purchase orders.](#)

(If applicable) Reverse purchase orders

Log on to file ID C.

If your LEA uses the purchase orders functionality in the Purchasing application, use one of the following methods to reverse purchase orders:

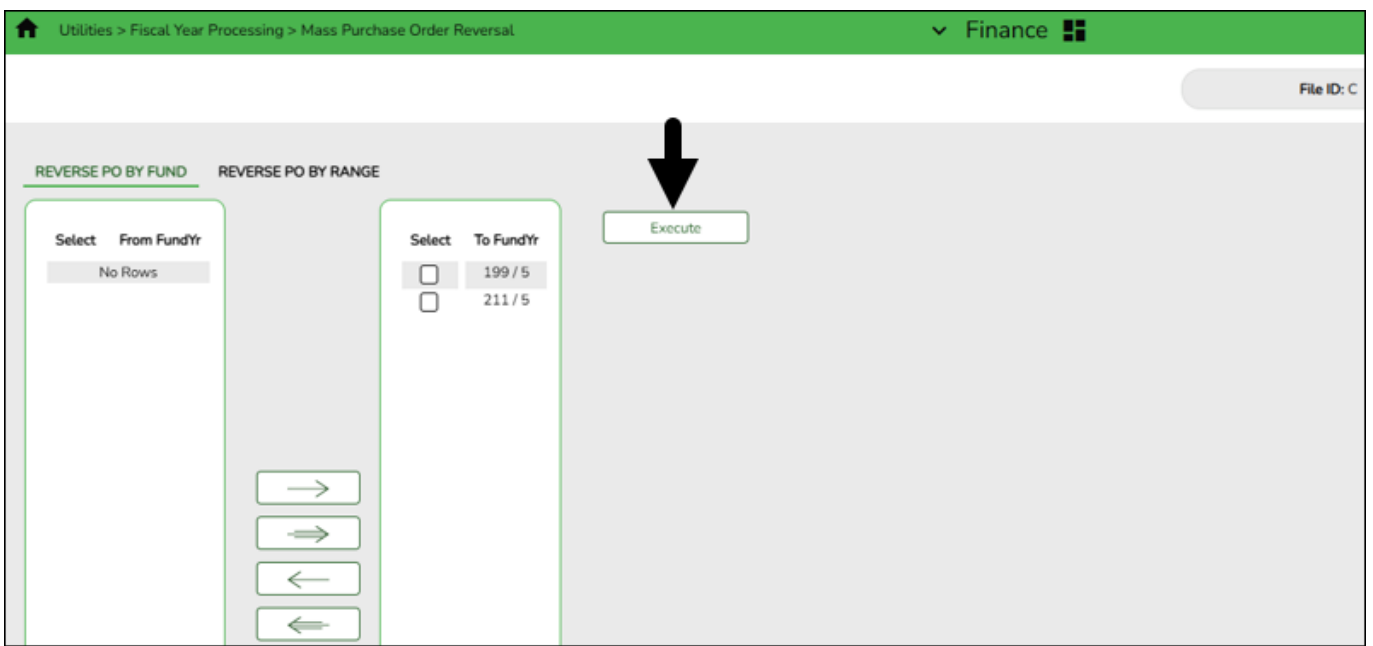
[Finance > Utilities > Fiscal Year Processing > Mass Purchase Order Reversal > Reverse PO by Fund](#)
OR [Reverse PO by Range](#)

Reverse the applicable purchase orders by fund or range.

Note: Keep in mind that the Fiscal Year Close process automatically re-encumbers purchase orders for continuing funds in the new file ID. If a purchase order should not be re-encumbered because it was not fully liquidated but should have been or it was not fully liquidated and will be canceled, use the Reverse PO by Range tab to delete the purchase orders by number.

Prior to reversing outstanding purchase orders, determine if purchase orders are going to be paid against your historical file ID.

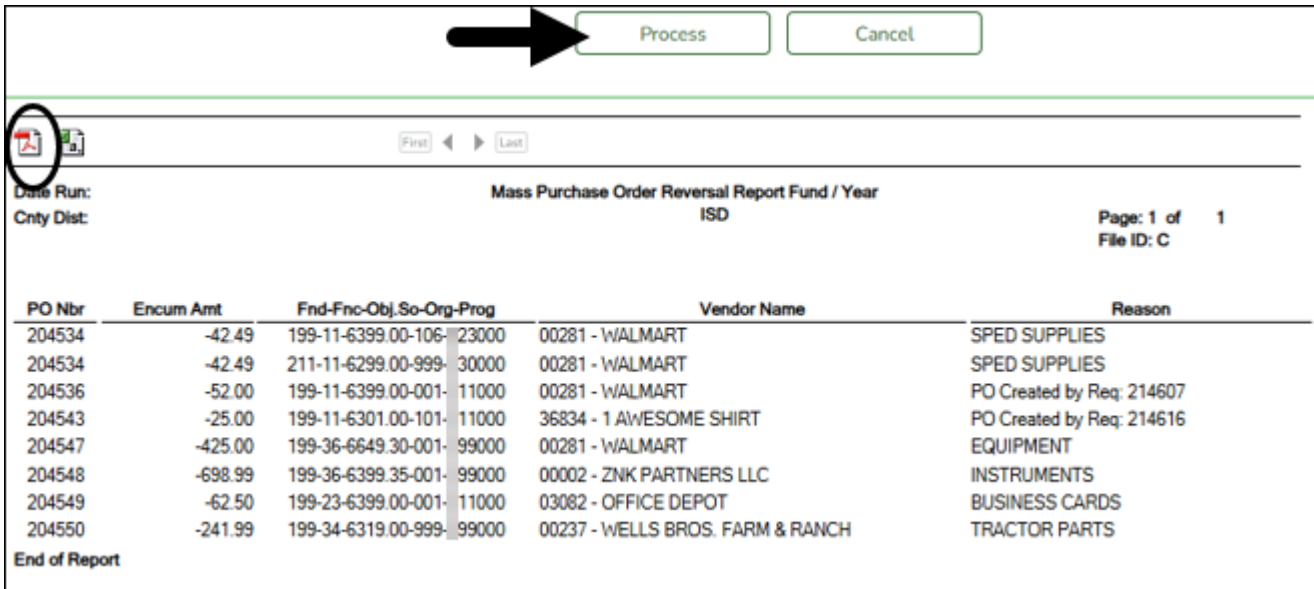
It is recommended to proceed with the reversals and pay the purchase orders with a payment authorization in the historical file ID if needed. Be sure to reference the purchase order number.



If you have additional questions about this process, contact your regional ESC consultant.

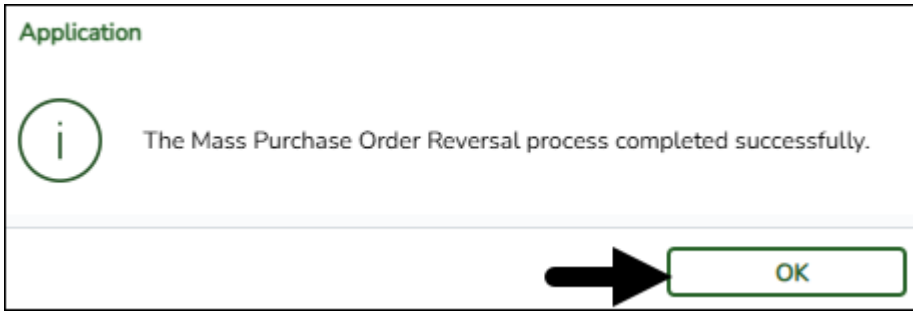
Select the fund/years for which you want to reverse purchase orders. Use the arrow buttons to move fund/years from the left side to the right side of the page. Only select the fund/years that are not staying in the current year. For example, if you have a multi-year fund that will continue into the new year, do not move it over.

Click **Execute**. A preview report is displayed with a list of purchase orders to be reversed.



Click **Process** to continue.

If you receive a message about deleting related requisition records, click **Yes**. A message is displayed indicating that the process was completed successfully.



Click **OK** to close the message box.

Use the [Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#) tab to verify the reversals. Enter a 4310 object code and mask (X) the rest of the account code to verify the reversals.

6

Address Unprocessed Payment Authorizations

[Address unprocessed payment authorizations.](#)

Address unprocessed payment authorizations

Log on to file ID C.

[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1750 - Year to Date Check Payments List](#)

Run the FIN1750 report with the **Select Paid checks (P), Unpaid checks (U), or blank for ALL** parameter set to *U - Include only unpaid checks on the report.*

This allows you to determine if there are any unpaid payment authorizations. All unpaid payment authorizations need to be processed or reversed.

The screenshot shows the configuration interface for the FIN1750 report. At the top, there are navigation buttons: 'Preview' (with a black arrow pointing to it), 'CSV', and 'Clear Options'. Below these are fields for 'File ID: C', 'User ID:', 'Curr Per: 08', and 'Next Per: 08'. A sidebar on the left lists various report categories and specific report names, including 'FIN1750 - Year to Date Check Payments List'. The main area displays a table of parameters for the report, with the following values:

Parameter Description	Value
YTD only (Y), YTD and Current Month (C), YTD, Current and Next Month (A), Acct Per only (01-12)	A
Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)	3
Include Reversal Transactions? (Y/N), or Voided Checks only (V)	Y
Select Computer Written Checks (C), District Written Checks (D), Both (B)	B
Include Payroll Deduction Checks? (Y/N)	Y
Include Transfer Checks? (Y/N)	N
Print Publish Report Only? (Y/N)	N
Include ONLY EFT Payment? (Y/N)	N
Include Reason in Publish Report? (Y/N)	
Select Paid checks (P), Unpaid checks (U), or blank for ALL	U
Select Vendor(s), or blank for ALL	
Select Bank Account Group(s), or blank for ALL	
Select Fund(s), or blank for ALL	
Enter significant digits for fields to select on	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	
From Check Nbr, or blank for ALL	
To Check Nbr, or blank for ALL	

YTD Check Payments

Do you want to print fund summary for check payments?

Click **Yes** to print the fund summary for check payments.

Date Run:	Y-T-D Check Payments	Program: FIN1750								
Cnty Dist:	ISD	Page: 1 of 1								
From To	Sort by Vendor Number, Check Number, Account Code	File ID: C								
Accounting Period: A										
Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr	Invoice Nbr	Typ Cd	Reason	Amount	EFT
		00068		999 School	230012	199-51-6399.00-999-499000	C	OCTOBER	87.49	N
				999 School	230012	199-51-6399.00-999-499000	C	NOVEMBER	43.96	N
				999 School	230012	199-51-6399.00-999-499000	C	SEPTEMBER	27.98	N
Check Total:									159.43	
Vendor 00068 Total:									159.43	
Grand Total:									159.43	

End of Report

Use one of the following options to address any unpaid payment authorizations:

Option 1: Reverse an unprocessed payment authorization - Use this option if the payments are no longer valid or necessary. This helps prevent overstating expenditures for the prior fiscal year.

[Finance > Maintenance > Postings > Check Processing - PA](#)

Maintenance > Postings
Finance

JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL

PA Number: Vendor Number:
 View Account Details

PA Number: 100545 Sort Key / Vendor Name: TRACTOR SUPPLY / CITIBANK, N.A./TRACTOR SUPPLY Vendor Number: 35213

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08	199-34-6319.00-999-99000	Computer		--	TRACTOR PARTS	250.00	05-20-20	AD163151561056
Totals:										250.00		

Retrieve all existing payment authorizations. Individually review and reverse each payment authorization as needed.

Option 2: Process a payment authorization - Use this option if the obligation is still valid and payment is still required.

Finance > Maintenance > Check Processing > Print Checks

- Type a **Check Date** (typically August 31st).
- Click **Preview** to view any outstanding items.

- Click **Next** to proceed with the usual check processing steps.

7

(If necessary) Reverse/Delete Credit Memos

Reverse/delete credit memos.

8

Delete CY Budget Amendments

Delete CY budget amendments.

9


Review File IDs

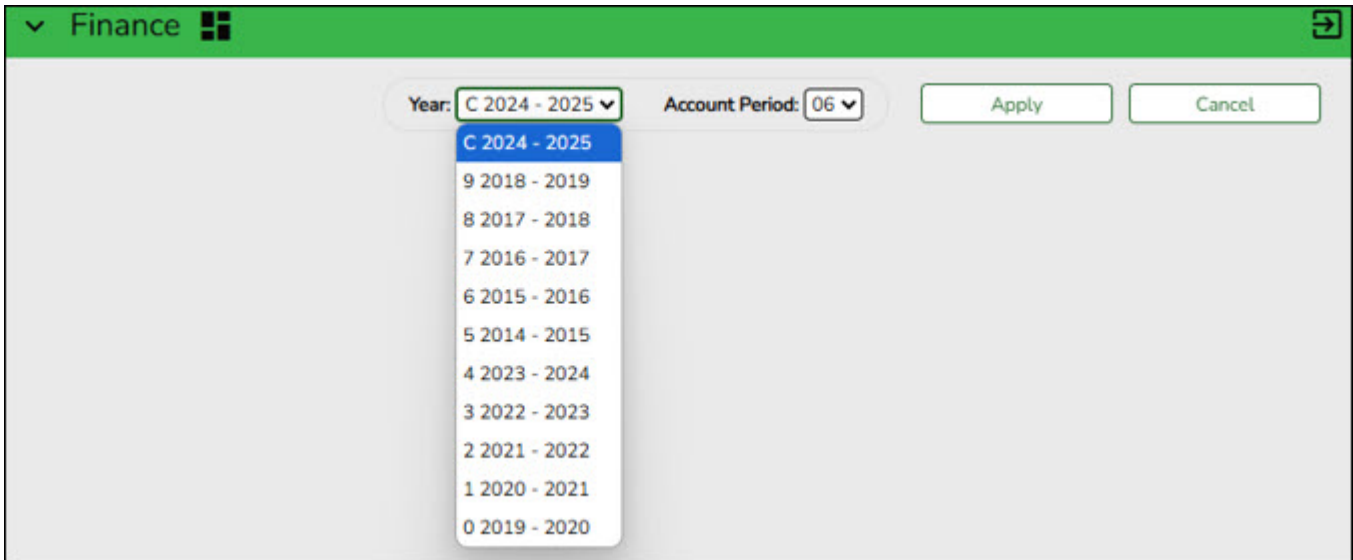
[Review file IDs.](#)

Review file IDs

Prior to creating the new historical file ID, review the existing file IDs to determine if any need to be deleted or copied to a new file ID.


Note: Keep in mind that all existing historical file IDs are subject to open records requests.

 **TIP: It is recommended** to only keep the numerical file IDs. This makes it easier for LEAs to use the fiscal year when defining the **Next Available** numbers on the Finance > Tables > District Finance Options > Finance Options tab.



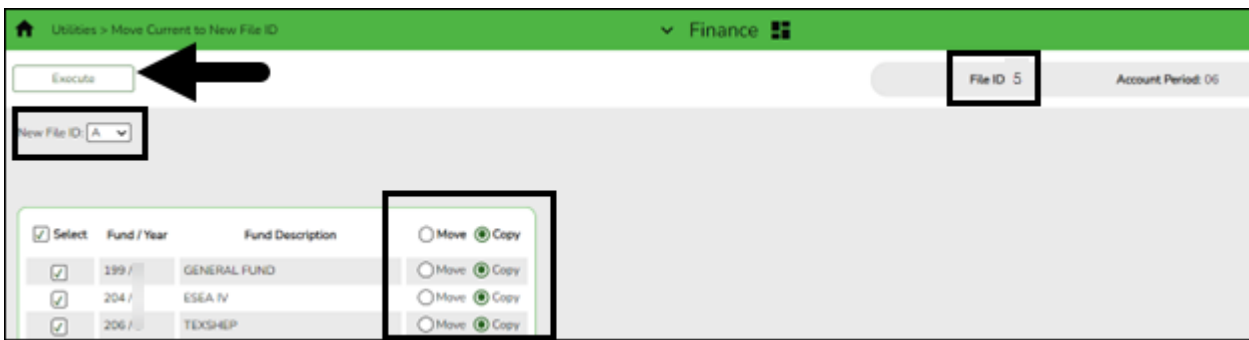
If file ID 5 (2014-2015) exists and you want to retain it for historical purposes, log on to file ID 5 and copy it to a new unused alpha file ID using the [Finance > Utilities > Move Current to New File ID](#) page.

If you do not need to copy to a new file ID, proceed to Step 11.

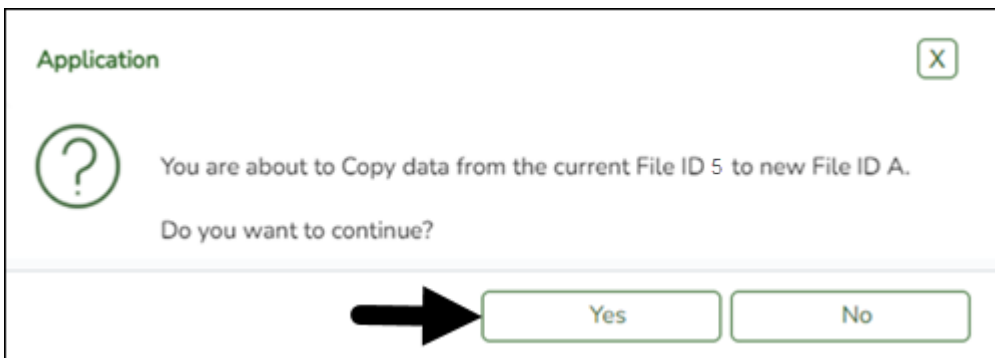
 Log on to the applicable historical file ID as this utility cannot be processed in the current



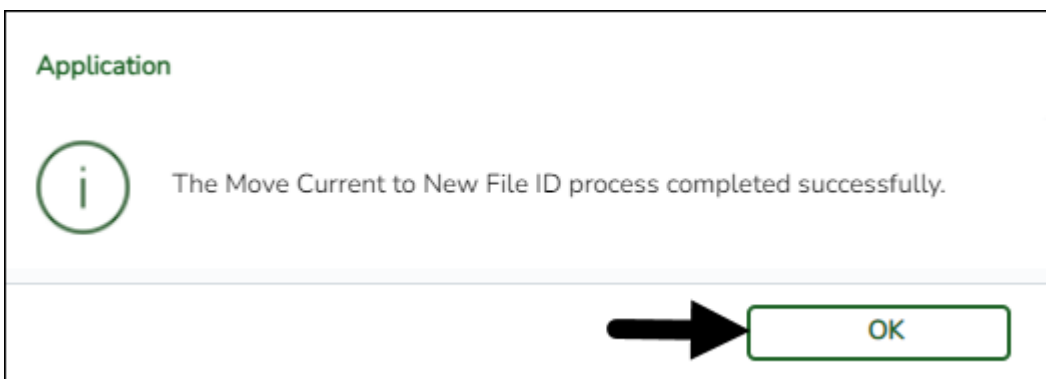
file ID (file ID C).



- In the **New File ID** field, select the file ID to which you want to copy all funds.
- It is recommended** to copy all funds. Click the **Select** checkbox in the column heading to select all funds.
- Click **Copy** in the column heading to select **Copy** for all funds.
- Click **Execute**. A message is displayed indicating that data is about to be copied from one file ID to another.



- Click **Yes** to continue. You are prompted to create a [backup \(export\)](#). A message is displayed indicating that the process was successfully completed.



- Click **OK** to close the message box.
- Log on to the historical file ID to verify that the copy was successful.

Proceed to the next step to delete file ID 5 (2014-2015). Deleting file ID 5 (2014-2015) allows the 2024-2025 fiscal year data to be saved in file ID 5.

10

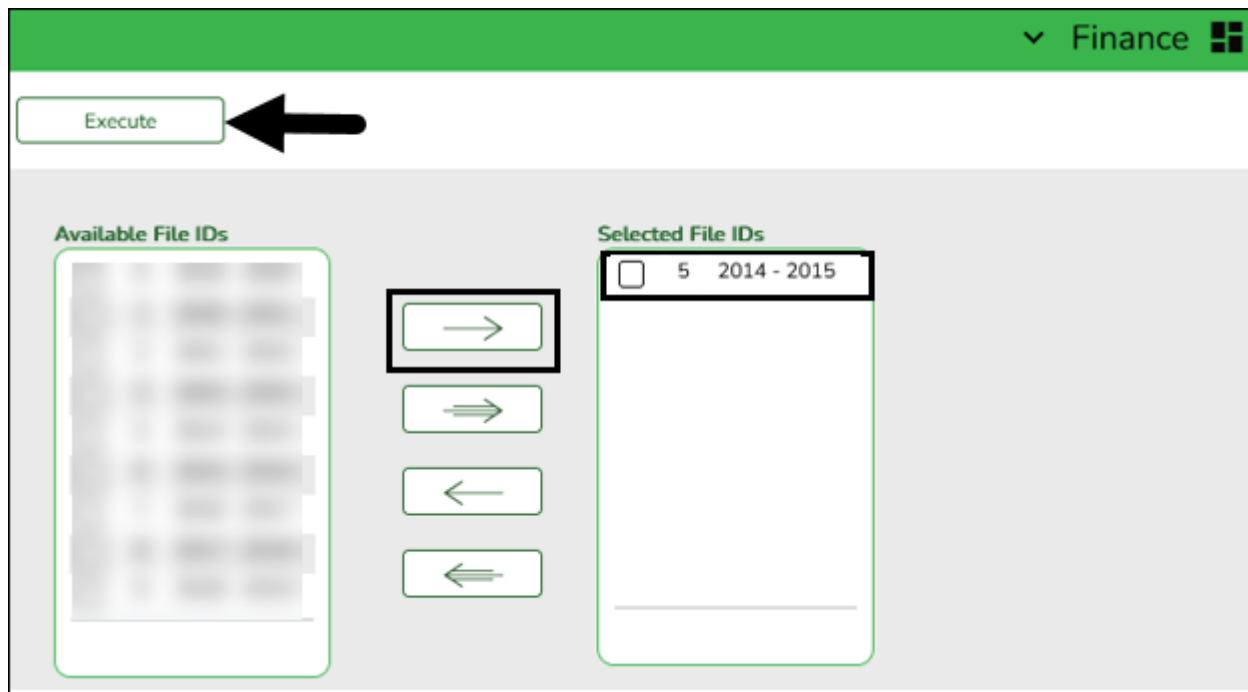
Delete File IDs

Delete file IDs.

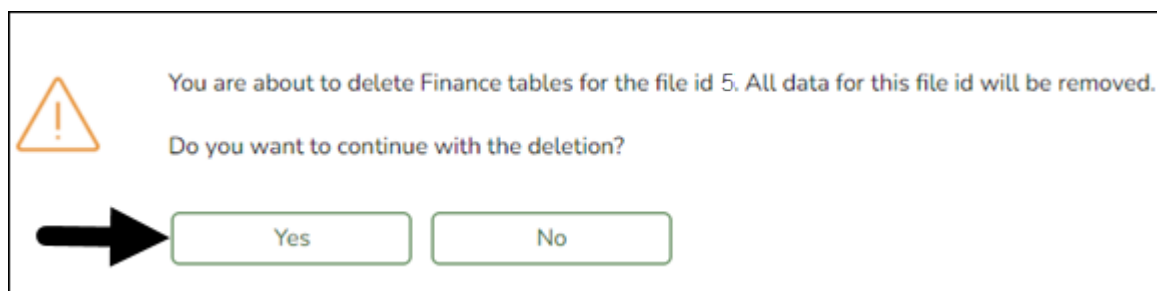
Delete file IDs

Log on to file ID C.

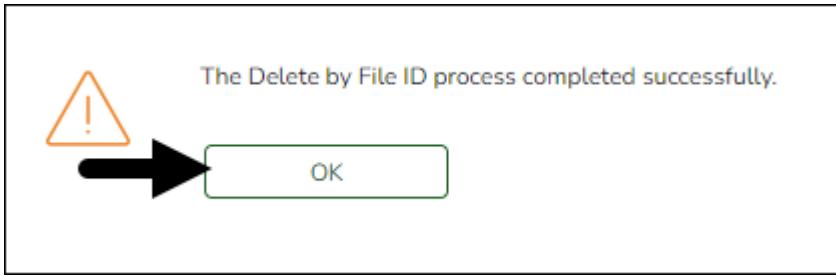
Finance > Utilities > Delete by File ID



- Select the file ID (file ID 5 (2014-2015)) to be deleted. Use the arrow buttons to move the file ID from the left side to the right side of the page.
- Click **Execute**. A message is displayed indicating that you are about to delete the selected file ID.



- Click **Yes** to continue. A message is displayed indicating that the process was completed successfully.



Click **OK** to close the message box.

11

Copy Current File ID to New File ID

Copy current file ID to new file ID.

Copy Current File ID to New File ID

Log on to file ID C.

[Finance > Utilities > Move Current to New File ID](#)

Create a new historical file ID.

Copy file ID C to the historical file ID 9. At this point, **All** fund/years should be selected to be copied or moved.

It is recommended that you copy rather than move all fund/years to the new historical file ID. This is a precautionary measure in case an error occurs and you need to delete the funds from the historical file ID and run the process again.

In this example, all fund/years are copied to the new historical file ID 9; however, you can use a different file ID.

Utilities > Move Current to New File ID

New File ID: 9

Select	Fund / Year	Fund Description	Move	Copy
<input checked="" type="checkbox"/>	166 / 9	GEAR-UP GRANT ESC 12	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	199 / 9	GENERAL OPERATING	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	204 / 9	TITLE IV	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	211 / 9	TITLE I, PART A--IMPROVING BAS	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	224 / 9	IDEA-B FORMULA	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	225 / 9	IDEA-B PRE-SCHOOL	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	240 / 9	NATIONAL SCHOOL LUNCH PROGRAM	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	255 / 9	TITLE II, TCHR+PRIN TRNG/RCRTM	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	270 / 9	TITLE VI,RURAL & LOW-INC	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	289 / 9	SUMMER SCHOOL LEP	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	404 / 9	STUDENT SUCCESS INITIATIVE	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	410 / 9	STATE INSTRUCTIONAL MATERIALS	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	429 / 9	MATHEMATICS ACHIEVEMENT	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	598 / 9	INTEREST & SINKING - 2016	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	599 / 9	INTEREST AND SINKING	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	699 / 9	CONSTRUCTION	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	863 / 9	PAYROLL CLEARING	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	864 / 9	FINANCE CLEARING	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	865 / 9	ACTIVITY FUNDS	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	866 / 9	ELEM ACTIVITY FUNDS	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	867 / 9	CONSTRUCTION CLEARING	<input type="radio"/> Move	<input checked="" type="radio"/> Copy

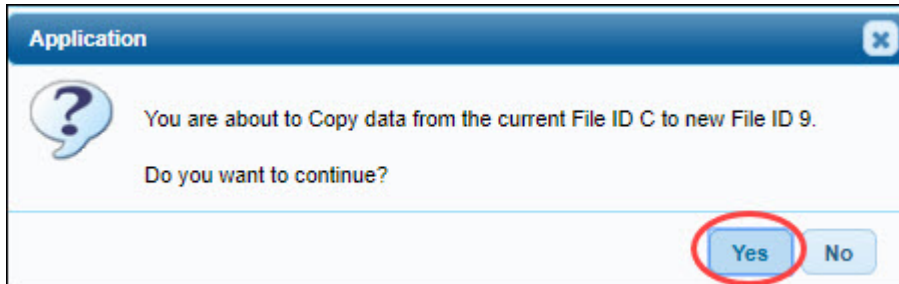
Execute

In the **New File ID** field, select the file ID to which you want to copy funds. The file ID can be alpha or numeric.

Select the top-level check box next to **Select** to ensure that all funds are selected.

Select **Copy** to copy all funds to the new historical file ID.

Click **Execute**. The following message is displayed.

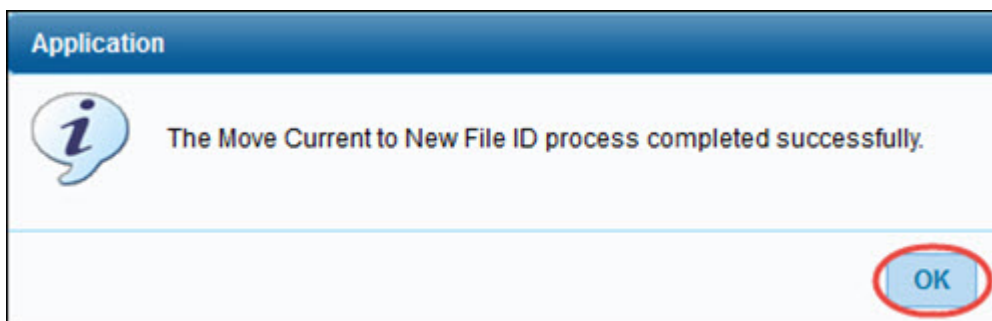


Click **Yes** to continue. You are prompted to create a [backup](#).

If any errors are encountered, an error report is displayed. Review and clear the errors.

If no errors are encountered, a preview report is not displayed. Click **Process** to continue.

When the process is completed, a message is displayed indicating that the process was completed successfully.



Click **OK** to close the message box.

Generate the [Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Reports](#) to compare the fund totals in file ID C and the new historical file ID.

12

Prepare the Current File ID

Prepare the current file ID.

13

Review the Account Code Table

[Review the account code table.](#)

Verify actual fund balance obj.sobj codes

Log on to file ID C.

[Finance > Tables > Account Codes > Fund](#)

The Annual Audit page references your specific fund balance object codes (Schedule C-1) to determine which codes the auditor uses to be compliant with the specific GASB 54 object codes.

Review your LEAs Schedule C-1 to verify that the appropriate object codes exist in the **Actual Fund Balance Obj.Sobj** column.

Note: If federal funds will be deleted from this table, delete the fund code from the [Personnel > Tables > Salaries > Fund To Grant](#) table. **It is recommended** to print the Fund to Grant table prior to deleting the fund codes.

FUND	FUNCTION	OBJECT	SUB OBJECT	ORGANIZATION	PROGRAM	EDUCATIONAL SPAN	PROJECT DETAIL	Budget Fund Balance Obj.Sobj	Actual Fund Balance Obj.Sobj	Interfund Due From Obj.Sobj	Interfund Due To Obj.Sobj
183 / 5	G - General operating							3700.00	3600.00	1261.00	2171.00
198 / 5	G - General operating							3700.00	3600.00	1261.00	2171.00
199 / 5	G - General operating							3700.00	3600.00	1261.00	2171.00
211 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00
224 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00
225 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00
226 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00
240 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00
244 / 5	S - Special revenue							3700.00	3600.00	1262.00	2171.00

Make any necessary changes or corrections.

14

Close Funds

Close funds.

15

Perform the EOM Closing Process

Perform the EOM closing process.

16

Delete Deduction Check Transactions

Delete deduction check transactions.

17

Delete Liability Transfer Transactions

Delete liability Transfer Transactions.

Delete Liability Transfer Transactions

Log on to the CYR payroll frequency.

[Payroll](#) > [Utilities](#) > [Transfer Transaction Processing](#) > [Mass Update/Delete](#)

Delete existing processed or unprocessed liability transfer transactions.

Skip this step if there are no pay dates displayed in the **From Pay Date** and **To Pay Date** drop-down fields. If no pay dates exist, this step may have already been addressed.

Note: Liability checks and transfers are retained for bank reconciliation purposes even after they are deleted.

- Under **Method**, select **Mass Delete**.
- In the **From Pay Date** and **To Pay Date** fields, select the entire range of pay dates for the ending fiscal year (include all pay frequencies).
- Select **Delete Unprocessed Checks** and **Delete Processed Checks**.
- Click **Execute**. A message indicating the number of records to be deleted is displayed.
- Click **Yes** to continue the process. You are prompted to create a [backup](#). A message is displayed indicating that the process was successfully completed.
- Click **OK** to close the message box.

18

Mass Update Payroll Accounts

[Mass update payroll accounts.](#)

Mass Update Payroll Accounts

Log on to the CYR payroll frequency.

[Payroll > Utilities > Mass Change Payroll Account Codes](#)

This utility is used to select a fund/year number and change it to another fund/year number, taking the transactions from the old fund/year to the new fund/year.

When logged on to the current year, only accounts for active employees are changed. When logged on to next year, accounts for all employees are changed.

Mass change account codes:

Field	Description
From Fund/Yr	Type the account code elements to be corrected.
To Fund/Yr	Type the corrected account code elements.
	Note: Verify the fund/year code fields for accuracy. The system will change what is in the From Fund/Yr field to what is in the To Fund/Yr field, even if it is not correct.

Under **Current Year Frequency**, select from the following options:

- **4 - Biweekly**
- **5 - Semimonthly**
- **6 - Monthly**

Under **Options**, select from the following options:

- **Update Distributions** - Only active employee records are updated.
- **Update Transmittals (Unprocessed)** - Processed transmittals are not updated.
- **Update Job Code Table**
- **Update Extra Duty Table**
- **Update PMIS Distributions**

Click **Execute** to initiate the mass change of the selected payroll account codes.

- If any errors are encountered, the Mask Crosswalk Error Listing Report is displayed.
- If no errors are encountered, the Mass Change Payroll Account Codes Report is displayed.

Click **Process**. You are prompted to create a [backup](#). A message is displayed indicating that the process was successfully completed.

Click **OK** to close the message box.

19

Update Employee Distribution Fiscal Year

[Update employee distribution fiscal year.](#)

Update Employee Distribution Fiscal Year

Log on to the CYR payroll frequency.

[Personnel > Utilities > Mass Update > Employee](#)

Update the employee distribution fiscal year for all employees (active and inactive). Inactive employees include subs, hourly, and temporary employees. In order to delete a fund, both active and inactive employees should be selected at this time.

This step does not update PMIS data.

- Under **Pay Status**, select **Both** to include both active and inactive employees in the process.
- Under **Reset**, select **Fiscal Year** to update the employee's distribution fiscal year. The text field to the right is enabled, type the fiscal year.
- Click **Execute**. The Employee Mass Update Report is displayed. Review the report.
- Click **Process**. You are prompted to create a [backup](#). A message is displayed indicating that the process was successfully completed.
- Click **OK** to close the message box.

20

Create New Accounts

[Create new accounts.](#)

21

Verify the Bank Account Group Fund Fiscal Year

Verify the bank account group fund fiscal year.

Verify bank account group fund fiscal year

[Bank Reconciliation](#) > [Tables](#) > [Bank Account Fund Groups](#) > [Bank Account Group Funds](#)

By default, the fiscal year is masked (i.e., X). **It is recommended** that the fiscal year remain masked; however, it can be changed to the next fiscal year.



TIP: This is a good time to add, remove, or clean up funds if necessary.

Tables > Bank Account Fund Groups Bank Reconciliation

Save Reset

BANK ACCOUNT GROUP BANK ACCOUNT GROUP FUNDS

Group Code: 0001 - GENERAL OPERATING

Del	Fund	Fiscal Yr	Obj	Subj	Investment Type	Investment Description
	182	X	1111	00		
	184	X	1111	00		
	199	X	1111	00		
	199	X	1171	00	C - CD	INDEP BANK CD
	199	X	1172	00	C - CD	INDEP BANK NOW ACCT

22

Delete Prior Year Funds

Delete prior year funds.

23

Delete Old Account Codes

Delete old account codes.

Delete unused funds

Log on to file ID C.

Finance > Tables > Account Codes and Budget > Tables > Account Codes > Fund

Delete the funds that are no longer needed in both the Budget and Finance tables.

Delete	Fund/ Fyct year	Fund Type	Fund Description	Budget Fund Balance	Actual Fund Balance	Interfund Due From	Interfund Due To
<input type="checkbox"/>	183 / 5	G - General operating	UIL DISTRICT CHAIR	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	198 / 5	G - General operating	ACADEMY/SUMMER CAMP	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	199 / 5	G - General operating	GENERAL FUND	3700.00	3600.00	1261.00	2171.00
<input type="checkbox"/>	211 / 5	S - Special revenue	ESEA TITLE I PART A&D	3700.00	3600.00	1262.00	2171.00
<input checked="" type="checkbox"/>	224 / 4	S - Special revenue	IDEA PART B FORMULA	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	224 / 5	S - Special revenue	IDEA PART B FORMULA	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	225 / 5	S - Special revenue	IDEA B PRESCHOOL	3700.00	3600.00	1262.00	2171.00
<input checked="" type="checkbox"/>	226 / 4	S - Special revenue	HIGH COST FUNDS	3700.00	3600.00	1262.00	2171.00
<input type="checkbox"/>	226 / 5	S - Special revenue	IDEA PART B DISCRETIONARY	3700.00	3600.00	1262.00	2171.00

Select the funds to be deleted.



TIP: Reference the pagination information at the bottom of the grid to view the number of pages with data and begin deleting rows from the last page.

Click **Save**. A message is displayed prompting you to continue.

Confirm Delete

All marked row(s) will be deleted.
Click OK to continue, or Cancel to stay on the current page.

Click **OK** to continue. A message is displayed indicating that the rows were successfully deleted.

Note: If grant codes were removed, be sure to communicate with your Human Resources/Payroll department to ensure that the appropriate grant codes are reassigned as needed.

24

Move Budget to Finance

[Move Budget to Finance.](#)

Move Budget to Finance

Log on to file ID C.

[Finance > Utilities > Fiscal Year Processing > Move Budget To Finance](#) **OR** [Budget > Utilities > Move Budget To Finance](#)



IMPORTANT: If you perform this process in Finance, it is recommended that you manually create a backup (export) using the [Finance > Utilities > Export by File ID](#) page. If you perform this process in Budget, the system will prompt you to create a backup (export) automatically.

Once the next year budget is approved and in the **Approved** column, the Budget is ready to be moved to Finance.

Click [here](#) if you need to copy Budget from the Recommended level to the Approved level.

It is important to address account locks prior to moving Budget to Finance.

- Use the **Maintenance > Budget Data or Budget Data - Quick Entry** pages to review account locks.
- Use the [Budget > Utilities > Mass Lock/Unlock Funds](#) page to unlock funds.

Use one of the following to ensure accuracy:

Inquiry > Budget Account Codes Inquiry Budget

File ID: N

Retrieve Reset

Summary Totals Exclude Objects 61XX

Account Code: XXX : XX : XXXX : XX : XXX : X : XX : X : XX :
Fund Func Obj Subj Org -----Prog-----

Date Run:		Account Code Inquiry - Summary					Page: 3 of 64	
Only Dist:		TEXAS ISD					File ID: N	
		XXX XX XXXX XX XXX X XX X XX						
Fund Description	2023 - 2024 Last Yr Closing Amt	2024 - 2025 This Yr Original Budget	2024 - 2025 This Yr Amend Budget	2024 - 2025 This Yr Actual Amt	2025 - 2026 Next Yr Requested	2025 - 2026 Next Yr Recommend	2025 - 2026 Next Yr Approved	
199-00-5711.00-000-600000	TAXES - CURRENT	4,467,346.98	4,329,909.00	4,329,909.00	1,675,335.88	0.00	4,457,469.00	
199-00-5712.00-000-600000	PRIOR YEAR COLLECTIONS	770,326.36	693,731.00	693,731.00	273,209.76	0.00	0.00	
199-00-5719.00-000-600000	PENALTY AND INTEREST	307,927.45	302,700.00	302,700.00	114,583.42	0.00	307,200.00	
199-00-5729.00-000-600000	COLLIN COUNTY COMMUNITY COLLEG	120,891.77	119,860.00	119,860.00	47,174.98	0.00	121,830.00	
199-00-5739.00-000-600000	TUITION & FEES	1,711.50	0.00	0.00	333.32	0.00	1,000.00	
199-00-5739.00-000-600001	TUITION PRE-K	0.00	0.00	0.00	0.00	0.00	0.00	
199-00-5742.00-000-600000	INTEREST FROM INVESTMENTS	6,932.66	0.00	0.00	0.00	0.00	0.00	
199-00-5743.00-000-600000	RENTAL FACILITIES	3,776,832.92	3,631,487.00	3,631,487.00	1,408,159.40	0.00	3,710,377.00	
199-00-5743.00-000-600001	ATHLETIC REVENUE-PLAYOFF HOST	0.00	0.00	0.00	0.00	0.00	0.00	
199-00-5744.00-000-600000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	
199-00-5744.00-000-600001	CITY SECURITY GRANT	62,377.87	61,300.00	61,300.00	24,125.11	0.00	62,300.00	
199-00-5744.00-000-699081	GIFTS & BEQUESTS	63,447.86	62,513.00	62,513.00	24,620.15	0.00	63,623.00	
199-00-5744.81-000-600000	WILLOW WOOD LAND DONATION	283,608.25	280,500.00	280,500.00	110,671.12	0.00	286,000.00	
199-00-5745.00-000-600000	INSURANCE CLAIM TASB 20-21	57,111.69	55,800.00	55,800.00	21,978.11	0.00	56,800.00	
199-00-5745.01-000-600000	INSURANCE CLAIM AUTO	720.02	0.00	0.00	0.00	0.00	0.00	
199-00-5749.00-000-600000	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	

- Run an inquiry on the [Budget > Inquiry > Budget Account Codes Inquiry](#) page and compare the **Next Year Approved** column to the board-approved budget.
- Generate the [BUD2050 - Budget Board Report by Function](#) report and compare it to the board-approved budget.
- It is recommended** that the federal fund budget is verified with the NOGA/Grant application.
- All federal and state grant funds should be in balance (estimated revenues = appropriations).

When data is moved from Budget to Finance, the following occurs:

- The **JV Number Description** field is populated with MOVE BUDGET TO FINANCE.
- The **Reason** field is populated with OPENING ENTRY.

Utilities > Fiscal Year Processing > Move Budget to Finance Finance

Execute File ID: C

Update Amount Options

Full Amount
 Difference
 Original Budget Only

Copy Accounts Options

Copy zero balance accounts
 Copy Account Code Tables

Accounting Period

Current: 09
 Next: 09

IV Number:
 Transaction Date:

Select	Fund / Year	Description	Select	Fund / Year	Description
<input type="checkbox"/>	183 / 6	LIL DISTRICT CHAIR	<input type="checkbox"/>	183 / 6	LIL DISTRICT CHAIR
<input type="checkbox"/>	198 / 6	ACADEMY/SUMMER CAMP	<input type="checkbox"/>	198 / 6	ACADEMY/SUMMER CAMP
<input type="checkbox"/>	199 / 6	GENERAL FUND	<input type="checkbox"/>	199 / 6	GENERAL FUND
<input type="checkbox"/>	211 / 6	ESEA TITLE I PART A&D	<input type="checkbox"/>	211 / 6	ESEA TITLE I PART A&D
<input type="checkbox"/>	224 / 5	IDEA PART B FORMULA	<input type="checkbox"/>	224 / 5	IDEA PART B FORMULA
<input type="checkbox"/>	224 / 6	IDEA PART B FORMULA	<input type="checkbox"/>	224 / 6	IDEA PART B FORMULA
<input type="checkbox"/>	225 / 6	IDEA B PRESCHOOL	<input type="checkbox"/>	225 / 6	IDEA B PRESCHOOL
<input type="checkbox"/>	226 / 6	IDEA PART B DISCRETIONARY	<input type="checkbox"/>	226 / 6	IDEA PART B DISCRETIONARY
<input type="checkbox"/>	240 / 6	FOOD SERVICE	<input type="checkbox"/>	240 / 6	FOOD SERVICE
<input type="checkbox"/>	244 / 6	CAREER & TECH BASIC GRANT	<input type="checkbox"/>	244 / 6	CAREER & TECH BASIC GRANT
<input type="checkbox"/>	255 / 5	ESEA TITLE II PART A	<input type="checkbox"/>	255 / 5	ESEA TITLE II PART A
<input type="checkbox"/>	255 / 6	ESEA TITLE II PART A	<input type="checkbox"/>	255 / 6	ESEA TITLE II PART A
<input type="checkbox"/>	263 / 6	TITLE III PART A	<input type="checkbox"/>	263 / 6	TITLE III PART A
<input type="checkbox"/>	266 / 6	ESSER I	<input type="checkbox"/>	266 / 6	ESSER I
<input type="checkbox"/>	277 / 6	CORONAVIRUS RELEIF FUND	<input type="checkbox"/>	277 / 6	CORONAVIRUS RELEIF FUND
<input type="checkbox"/>	281 / 5	ESSER II	<input type="checkbox"/>	281 / 5	ESSER II
<input type="checkbox"/>	281 / 6	ESSER II	<input type="checkbox"/>	281 / 6	ESSER II
<input type="checkbox"/>	282 / 5	ESSER III	<input type="checkbox"/>	282 / 5	ESSER III
<input type="checkbox"/>	282 / 6	ESSER III	<input type="checkbox"/>	282 / 6	ESSER III
<input type="checkbox"/>	283 / 5	ESSER SUPP	<input type="checkbox"/>	283 / 5	ESSER SUPP
<input type="checkbox"/>	283 / 6	ESSER SUPP	<input type="checkbox"/>	283 / 6	ESSER SUPP
<input type="checkbox"/>	284 / 6	IDEA B ARP	<input type="checkbox"/>	284 / 6	IDEA B ARP
<input type="checkbox"/>	288 / 1	TITLE 4 19-20	<input type="checkbox"/>	288 / 1	TITLE 4 19-20
<input type="checkbox"/>	288 / 2	FEDERALLY FUNDED	<input type="checkbox"/>	288 / 2	FEDERALLY FUNDED
<input type="checkbox"/>	288 / 5	FEDERALLY FUNDED			
<input type="checkbox"/>	288 / 6	FEDERALLY FUNDED			
<input type="checkbox"/>	289 / 6	FEDERALLY FUNDED			
<input type="checkbox"/>	385 / 6	SSVI			
<input type="checkbox"/>	410 / 6	EMAT			
<input type="checkbox"/>	415 / 6	KINDER & PREK GRANT			

Under **Update Amount Options:**

Full Amount	Select if you are moving your budget to Finance for the first time. If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The estimated revenues, appropriations, and if necessary, a 3XXX balancing account are updated/created each time this option is performed. If an account has an existing balance in Finance, the Budget amount is added to the existing balance (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the balance to equal \$2500.00).
--------------------	--

Other options include:

Difference	Select if an account has an existing balance in Finance, the difference between the Budget amount and the existing balance is added to the account (e.g., an existing account has a \$1000.00 balance, and the Budget account is \$1500.00; only \$500.00 is added to make it \$1500.00, or if Finance has \$1500.00 and Budget has \$500.00, \$1000.00 is subtracted to make it \$500.00). If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The Estimated Revenues, Appropriations, and if necessary, a 3XXX balancing account is updated/created each time this option is performed.
Original Budget Only	Select to allow to capture the original budget. No other columns in the Finance general ledger are updated, and no transactions are inserted. If the account does not exist in the general ledger, it is created. When this option is used, Capture Original Budget Flag on the Tables > District Budget Options page is ignored. If an account has an existing original budget amount in Finance, the Budget amount is added to the existing original budget amount (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the original budget amount to make it \$2500.00).

If you need to run the utility again, contact your regional ESC consultant before proceeding, as your selections could significantly impact the results.

A warning message is displayed with a preview of the accounts informing you that account codes with balances exist in Finance.

Under **Copy Account Options**, select the following option to ensure that any new account component is available in Finance. If there is a missing account code component, Finance will not update the budget. If you select **Copy zero balance accounts**, general ledger accounts that do not have a value in the **Approved Budget** column are created.

Copy Account Code Tables	Select to add this account code table to the existing Finance account code table for all funds, functions, objects, etc. that do not exist in the current Finance account code table. If accounts do exist in the current Finance account code table and changes were made to the descriptions, the existing description in the Finance account codes are replaced. Note: If you manually added the new account codes to the Finance account code table, this option does not need to be selected. However, if the account codes do not exist in the current Finance account code table and this option is not selected, database errors may occur.
---------------------------------	---

Select one of the following **Accounting Period** options:

- If **Current (Open) Accounting Period** is selected on the [Finance > Tables > District Finance Options > Accounting Periods](#) tab, **Current** is selected by default.
- If **Next Accounting Posting Period** is selected on the [Finance > Tables > District Finance Options > Accounting Periods](#) tab, **Next** is selected by default.

JV Number	Set to 999999 by default but can be changed. Type an alphanumeric journal voucher number. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed. If a duplicate journal voucher number other than 999999 is typed, an error message is displayed. This field is required.
------------------	---

Transaction Date	Defaults to the system date but can be changed. Type 09-01-20XX for standard fiscal year LEAs. Type 07-01-20XX for early start LEAs. This field is required.
-------------------------	---

Select the current fund/years. Use the arrow buttons to move the selected fund/years from the left side to the right side of the page.

Click **Execute** to move the budget funds to the Finance general ledger. If performing this process in Budget, you are prompted to create a [backup \(export\)](#).

[Review the error report, if available.](#)

If an error report is not displayed or if **Process** is clicked on the error report (for out-of-balance), the following reports are displayed:

Note: The first report displays the account changes (i.e., fund balance entries) and the second report displays the budget data.

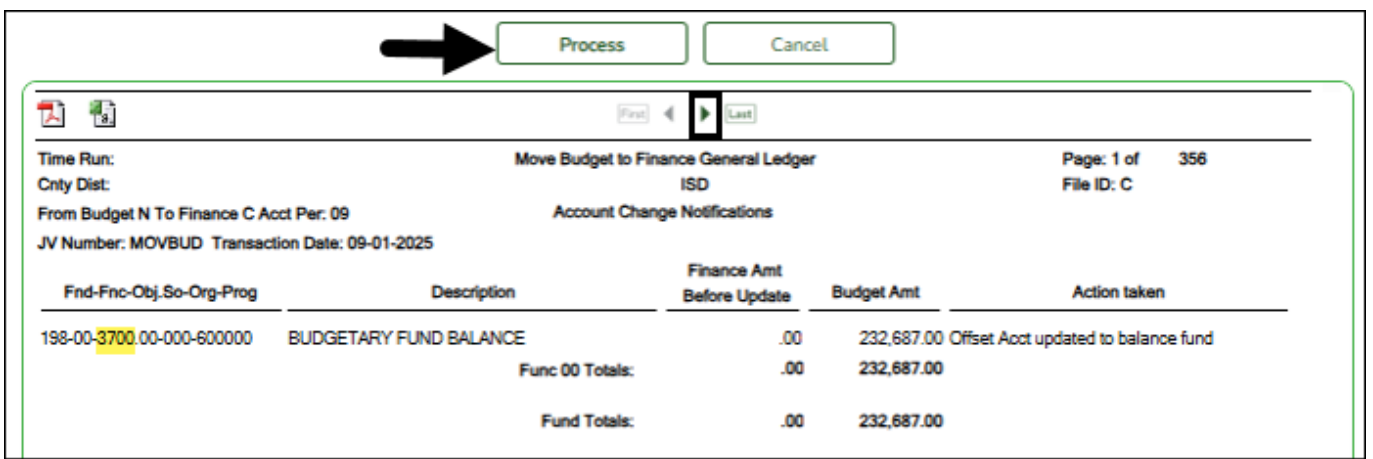
- While users may manually enter fund balances, Account Change Notifications are produced if a fund being moved is not in balance (e.g., Estimated Revenues + Other Resources does not equal Appropriations + Other Uses). The journal voucher number and the transaction date are displayed in the report header. If the budget is not in balance, the move can still be processed. The difference is automatically entered in the Budgetary Fund Balance, or you can cancel the move and correct the budget. All federal and state grant funds should be in balance (estimated revenues = appropriations).

The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a report window titled 'Error Report - Move Budget to Finance General Ledger'. The report header includes 'Page: 1 of 1' and 'File ID: C'. The main text of the report states: 'The following Budget Funds are not in balance. Choose Process to have an offset transaction created for each fund that is out of balance. Choose Cancel to not move Budget amounts to Finance.'

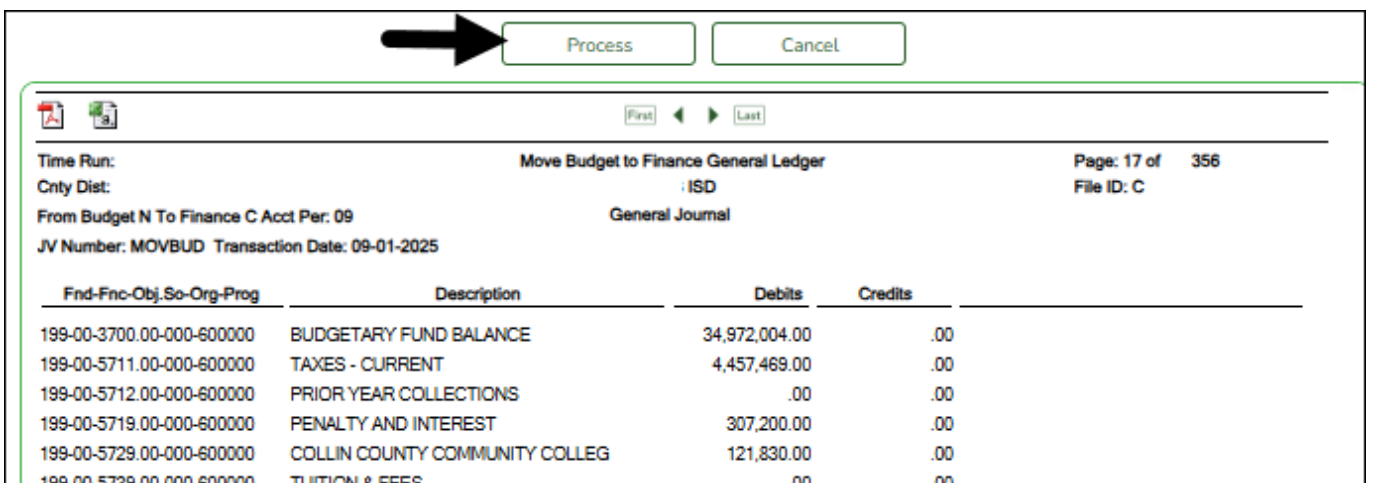
Fnd/Yr	Total GL Debits	Total GL Credits	Out of Balance Amt
198/6	.00	232,687.00	232,687.00
199/6	.00	34,972,004.00	34,972,004.00
211/6	.00	40,432.00	40,432.00
288/6	.00	10,433.00	10,433.00

End of Report

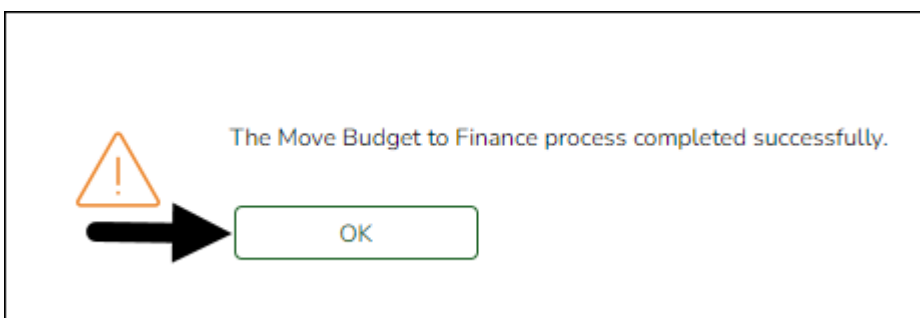
A general journal is produced if any accounts are updated for Finance. The journal voucher number and the transaction date are displayed in the report header.



Click **Process** to post the selected accounts to the Finance general ledger. Either the estimated revenues, appropriations, or balance columns are updated based on the account class and the accounting period.



A message is displayed indicating that the Move Budget to Finance process was completed successfully.



Click **OK**.

25

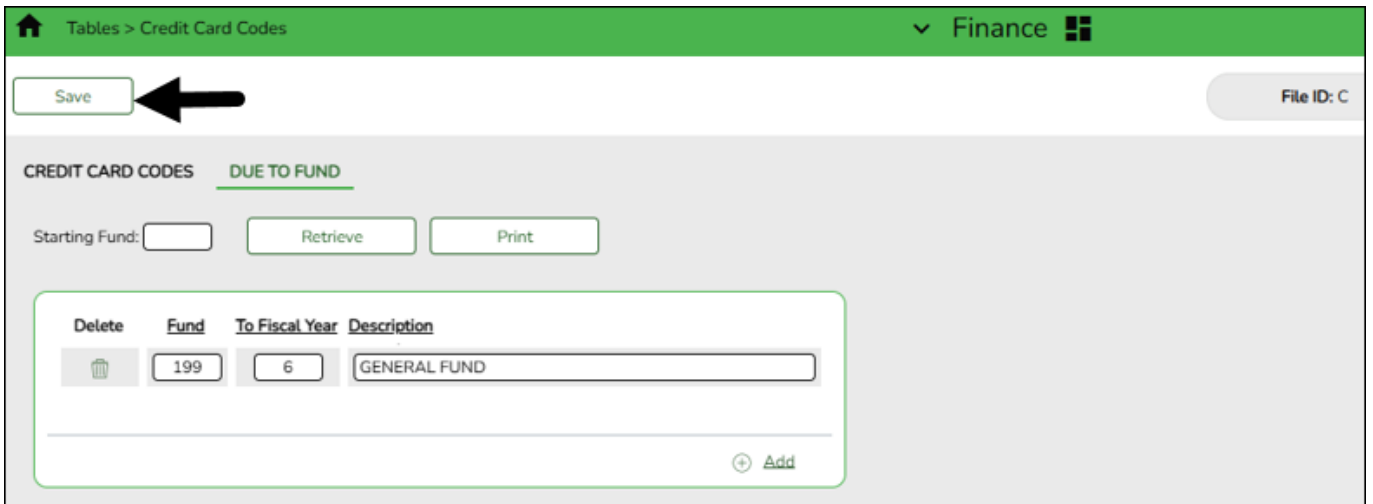
Due to Funds

[Due to Funds.](#)

(If applicable) Address due to funds for credit cards

Log on to file ID C.

[Finance > Tables > Credit Card Codes > Due To Fund](#)



This tab is used to determine the new fiscal year for any new entries that are created using existing credit card transactions.

Retrieve a starting fund:

Field	Description
Starting Fund	Type the starting fund from which you want to retrieve data. Click Retrieve . A list of fund codes equal to and greater than the entered starting fund is displayed.

Add a fund:

Fund	Type a fund from which the credit card transaction was created.
To Fiscal Year	Type the fiscal year to which the new transactions created from the Fund field will be posted.

Description	Type a user-defined description for the due to fund. The field can be a maximum of 30 alphanumeric characters.
--------------------	--

Click **Save**.

26

Update Finance Options

[Update Finance options.](#)

Verify/update Finance options

Log on to file ID C.

[Finance > Tables > District Finance Options > Finance Options](#)

Verify that the data is accurate for the new fiscal year and update the fields as needed.

The screenshot shows the 'District Finance Options' configuration page. The page is divided into three main sections: Finance Options, Purchasing Options, and BAR Options. The Finance Options section includes fields for Current Finance Fiscal Year (6), School Year (2025-2026), Previous Year File ID (5), District Federal ID Number (12-3456789), Starting Accounting Period (09), and various checkboxes for PO creation, asset management, and vendor/IV assignments. The Purchasing Options section includes a dropdown for PO Object Code Restriction (A - Class 1XXX, 2XXX, 6XXX and 8XXX), checkboxes for federal ID and automatic requisition number assignments, and fields for Next Available CYR, NYR, and PO Numbers. The BAR Options section includes an amendment cutoff date (00-00-0000), a default amendment reason, and a Next Available Amendment Number (560001).

Under **Finance Options**, ensure that the following fields reflect data for the new school year:

- **Current Finance Fiscal Year**
- **Previous Year File ID**
- **School Year and Starting Accounting Period** - These fields should be automatically updated

after the Fiscal Year Close utility is processed. The starting accounting period should be either 07 for June year-end LEAs or 09 for August year-end LEAs.



IMPORTANT: If the **School Year** and **Starting Accounting Period** fields were not automatically updated, contact your regional ESC consultant for further assistance.

While on this page, you can also update your next available numbers under **Finance**, **Purchasing**, and **BAR** if you choose to.

- **It is recommended** that you incorporate the year in the next available number sequences. In this example, for fiscal year 2025-2026, 6 is the second digit in the next available numbers.
- **Do not** update the **Next Available Vendor Number** as this number should remain in the same sequence from the prior year(s).

Notes:

- If applicable, update the **Student Activity Fund/Year** field.
- If your LEA has started using the revenue and expenditure codes for the Student Activity Fund, then this section should be blank.

Student Activity Fund

Fund / Fiscal Year: 865 **6**

Use Sobj/Org for All Offset Accounts:

Use Finance Clearing Fund:

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)

Update the **Finance** and **Payroll Clearing Fund/Fiscal Year** fields. Be sure to verify your offset accounts for the new fiscal year.

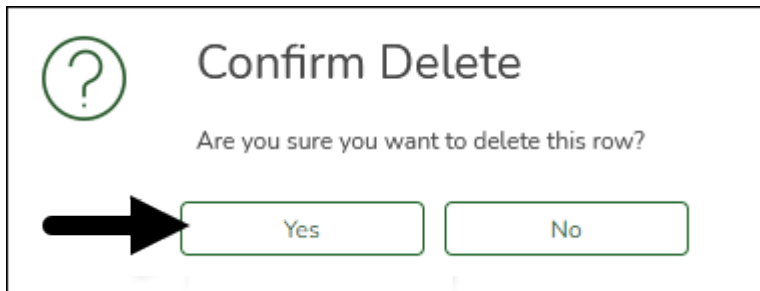
Verify that the data is accurate for the new fiscal year and update the fields as needed.



IMPORTANT: Some LEAs may have old data for fiscal year 6; therefore, **it is required** to complete the following steps to ensure that you are creating a new fiscal year 6 record.

In the **Codes for Fiscal Year** field, select 6 and click **Retrieve**. If data exists for fiscal year 6, it is displayed.

Click **Delete**. The following message is displayed.



- Click **Yes** to continue.
- Click **Save** to save the changes.
- Click **Add** to create the 6 fiscal year record and complete the following fields:
 - In the **Finance Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 164/6, 864/6, etc.) according to your LEA.
 - In the **Payroll Clearing Fund/Fiscal Year** field, type the applicable fund (e.g., 163/6, 863/6, etc.) according to your LEA.

Review and complete the other fields on the page as needed.

The fiscal year value is automatically populated in the **Overpayment Account** field.

Click **Save**.

Review the fields under **Payroll Automatic Posting Defaults** to ensure that all fields are correctly populated.

27

Update HR Options

Update HR options.

Update payroll clearing fund/year

Log on to the current year.

[Payroll > Tables > District HR Options](#)

Update the **Payroll Clearing Fund/Year** field.

Tables > District HR Options

Payroll

Save

Year: C

HR OPTIONS

Retrieve Print

TRS District ID: 1337

Federal ID Number (EIN): 52-888999

Payroll Clearing Fund/Year: [dropdown menu]

TWC District ID: 199/6

Calculate Accrual Salaries:

Check Amount - Alpha:

Summarize Benefits Interface:

Supplemental Tax Rate: 25.00%

Standard Hours per Workday: 8.0

Payroll Clearing Fund/Year	This field is automatically populated with the payroll clearing fund/year selected on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab. If not, click ▼ to select the fund/fiscal year for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.
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28

Update the Accrual Table

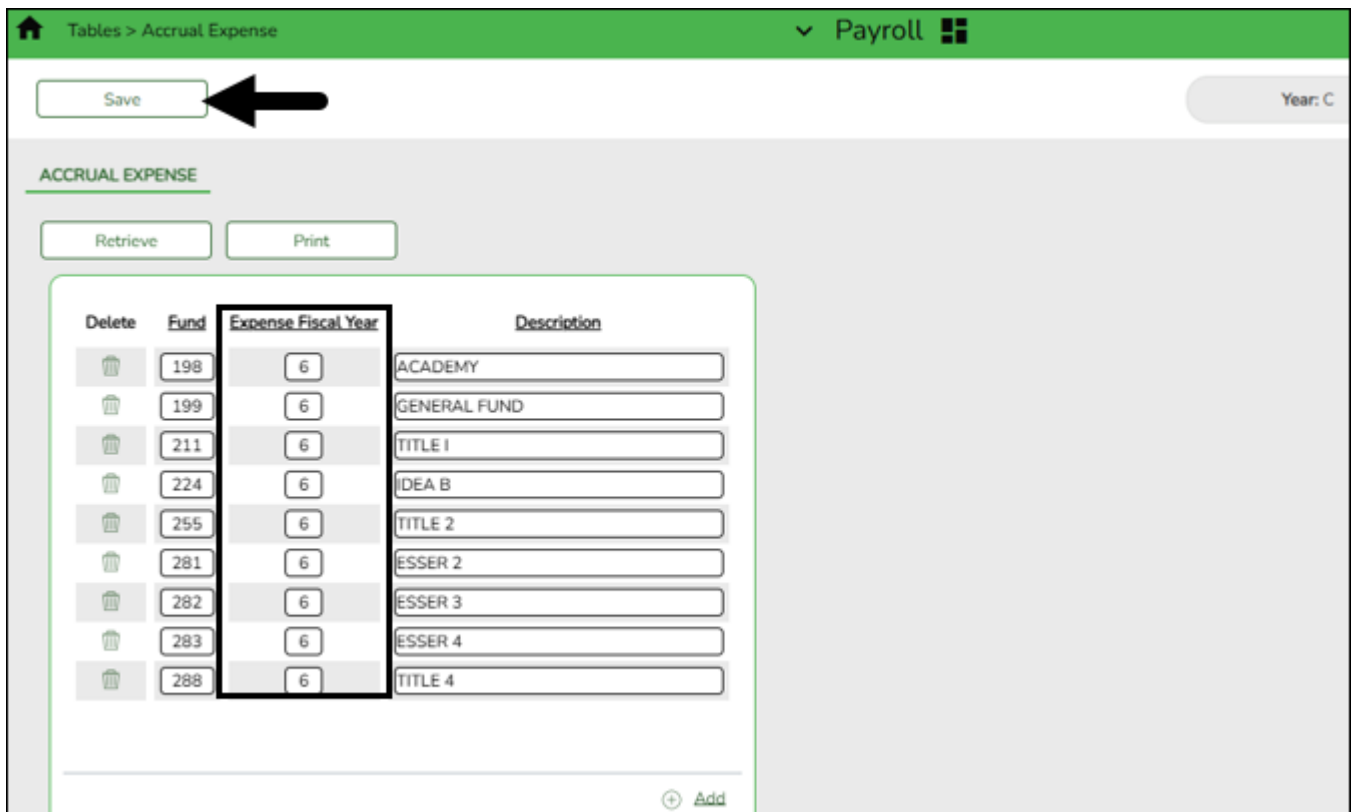
Update the accrual table.

Update accrual expense table

Log on to the current year.

[Payroll > Tables > Accrual Expense](#)

If your LEA accrues, the accrual expense table must be updated.



Tables > Accrual Expense Payroll Year: C

Save

ACCRUAL EXPENSE

Retrieve Print

Delete	Fund	Expense Fiscal Year	Description
	198	6	ACADEMY
	199	6	GENERAL FUND
	211	6	TITLE 1
	224	6	IDEA B
	255	6	TITLE 2
	281	6	ESSER 2
	282	6	ESSER 3
	283	6	ESSER 4
	288	6	TITLE 4

+ Add

Click **+Add** to add a row.

Field	Description
Fund	Type a three-digit fund that may be in the employees' distribution history (accrual) records where an alternate fiscal year needs to be used for the posting of the accrual expense. The first search is for a specific fund (all three digits match). If the fund is not found, the next search starts with the first two digits of the fund, and if not found, it searches for the first digit of the fund. If no match is found, no change occurs, and the accrual expense is posted according to what is in the account distribution history. Note: A complete fund mask (XXX) cannot be used.
Expense Fiscal Year	Type a one-digit code to be used in conjunction with the Fund field to identify employee distribution history (accrual) records that need to be posted with a different fiscal year (see the step above).
Description	Type the fund description. The field can be a maximum of 30 characters.

Click **Save**.

29

Perform Purchasing Maintenance

Perform Purchasing maintenance.

(If applicable) Clear/move NYR requisitions to CYR

Log on to file ID C.

[Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR](#)

If your LEA uses the next year Purchasing feature, move all purchase orders and requisitions that were created in next year Purchasing to Finance and current year Purchasing.

The **Requisition Accounting Period in Current Finance** field is display only and is populated by the requisition accounting period data from the [Finance > Tables > District Finance Options](#) page. Requisitions that are moved to Finance are created in the current accounting period.

- In the **PO Date** field, type 07-01-20XX for June year-end LEAs or 09-01-20XX for August year-end LEAs.
- Select **Move Next Year Requisitions to Current and Update Finance** to transfer all next year requisitions to the current year and update the Finance general ledger.
- Click **Execute**. The Over Expend Report is displayed if you have account codes that are over budget. Review and print all of the reports.
- Click **Continue**. The Move Next Year Requisitions to Current Year report is displayed. Use this report to determine if budget amendments need to be done in Finance.
- Click **Process**. The following message is displayed indicating that the process was successfully completed.
- Click **OK** to close the message box.

30

Update the Purchasing Cutoff Date

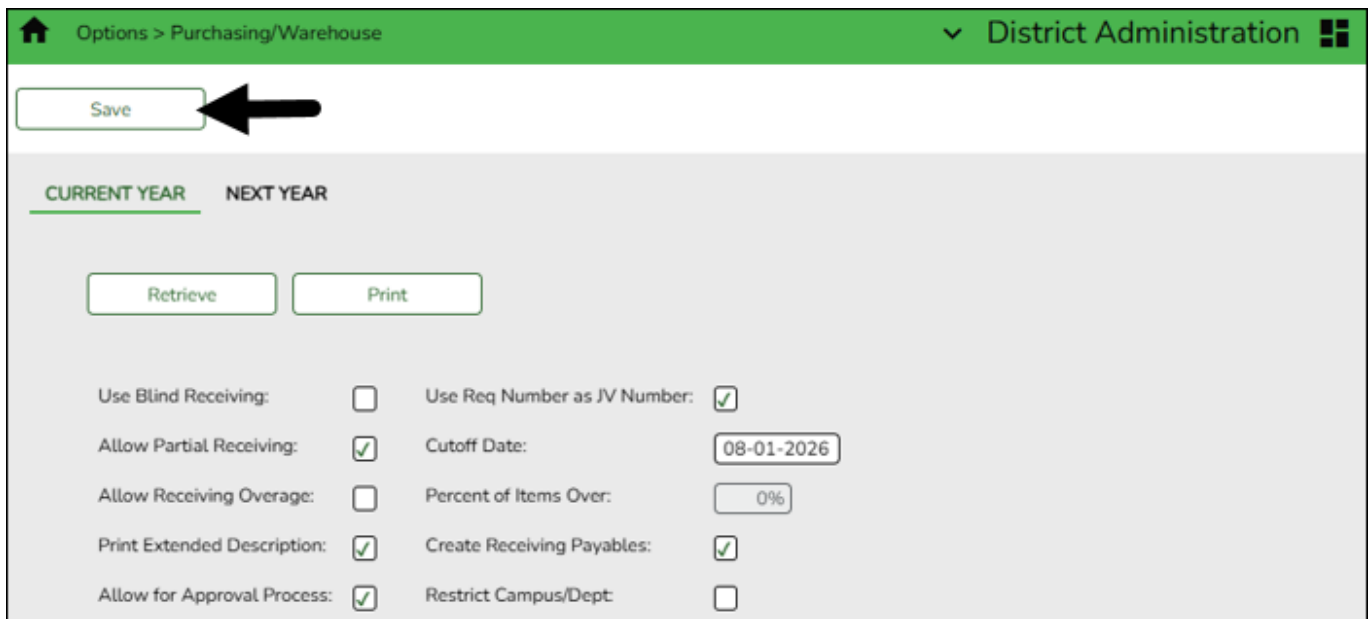
Update the Purchasing cutoff date.

Update Purchasing cutoff date

[District Administration](#) > [Options](#) > [Purchasing/Warehouse](#) > [Current Year](#)

Depending on your LEA's needs, update the Purchasing **Cutoff Date** to allow users to create purchasing requisitions.

It is recommended to update the **Amendment Cutoff Date** under **BAR Options** on the [Finance > Tables > District Finance Options > Finance Options](#) tab.



31

Update User Accounts

Update user accounts.

Update user accounts

[District Administration > Utilities > Mass Update User Account by Fund](#)

Mass update all account codes assigned to specific years. The fund/year does not need to exist on the [Finance > Tables > Account Codes > Fund](#) tab. If the fund/year exists in the table, but the **Fund Description** field is blank, or if the fund/year does not exist in the table, the following message is displayed in the **To Fund/Yr Description** field: "Fund/Yr does not exist in Finance." The process will run correctly regardless of this message.

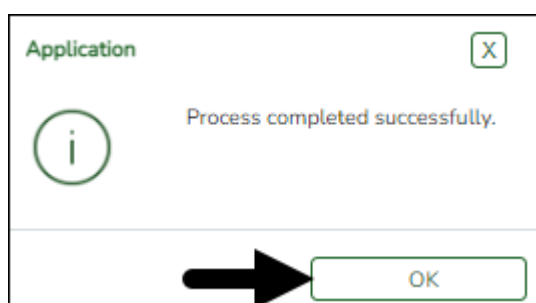
The screenshot shows the 'Mass Update User Account by Fund' application. At the top, there is a green header with 'Utilities > Mass Update User Account by Fund' and 'District Administration'. Below the header is an 'Execute' button with a black arrow pointing to it. The main area contains two tables. The left table has columns 'Select', 'From Fund/Yr', and 'Description'. It contains two rows: one with '865 / 5' and 'STUDENT ACTIVITY FUND', and another with 'XXX / 5'. The right table has columns 'Select', 'To Fund/Yr', and 'Description'. It contains two rows: one with '865 / 6' and 'STUDENT ACTIVITY ACCOUNT', and another with 'XXX / 6' and 'Fund/Yr does not exist in Finance'. Between the tables are four arrow buttons: a right-pointing arrow (highlighted with a black box), a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. On the right side, there is an 'Options' panel with a table of processes to be included, all of which are checked.

Select	From Fund/Yr	Description
<input type="checkbox"/>	865 / 5	STUDENT ACTIVITY FUND
<input type="checkbox"/>	XXX / 5	

Select	To Fund/Yr	Description
<input type="checkbox"/>	865 / 6	STUDENT ACTIVITY ACCOUNT
<input type="checkbox"/>	XXX / 6	Fund/Yr does not exist in Finance

Select	Process
<input checked="" type="checkbox"/>	Accounts Receivable
<input checked="" type="checkbox"/>	Budget
<input checked="" type="checkbox"/>	Budget Amendment Requests
<input checked="" type="checkbox"/>	Finance
<input checked="" type="checkbox"/>	Grants and Projects
<input checked="" type="checkbox"/>	Purchasing Requisition
<input checked="" type="checkbox"/>	Restock Requisition
<input checked="" type="checkbox"/>	Travel Reimbursement
<input checked="" type="checkbox"/>	Warehouse Requisition

- Select the fund/years to be updated. Use the arrow buttons to move the fund/years from the left side to the right side of the page.
- Under **Options**, select the processes to be included.
- Click **Execute**. A message is displayed indicating that the update was successfully completed.



Click **OK** to close the message box.



To prevent system issues related to roles, be sure to keep Business and Student roles separate in Security Administration. Also, make sure Business roles do not have campuses assigned.

You can generate the [Security Administration > Reports > List of Users by Permission](#) report to review user details such as the last login date and then modify as needed.

32

Proceed to Human Resources

[Proceed to Human Resources.](#)

Notify HR/Payroll to proceed with the first payroll



This step does not apply to June year-end LEAs, as they are not processing the first payroll of the school year at this time.

Reminder: Since the fiscal year was updated for only active employees during the Fiscal Year Close process, be sure to verify that the fiscal year is correct for all employees.

After all of the above steps are completed:

- Notify your LEA's Human Resources/Payroll department to proceed with the [First Payroll of the School Year \(September Start LEAs\)](#) process.
- The first payroll of the school year cannot be processed until the budget is moved to Finance and the clearing fund for the new fiscal year is created.

33

Create ASCII file

Create ASCII file.

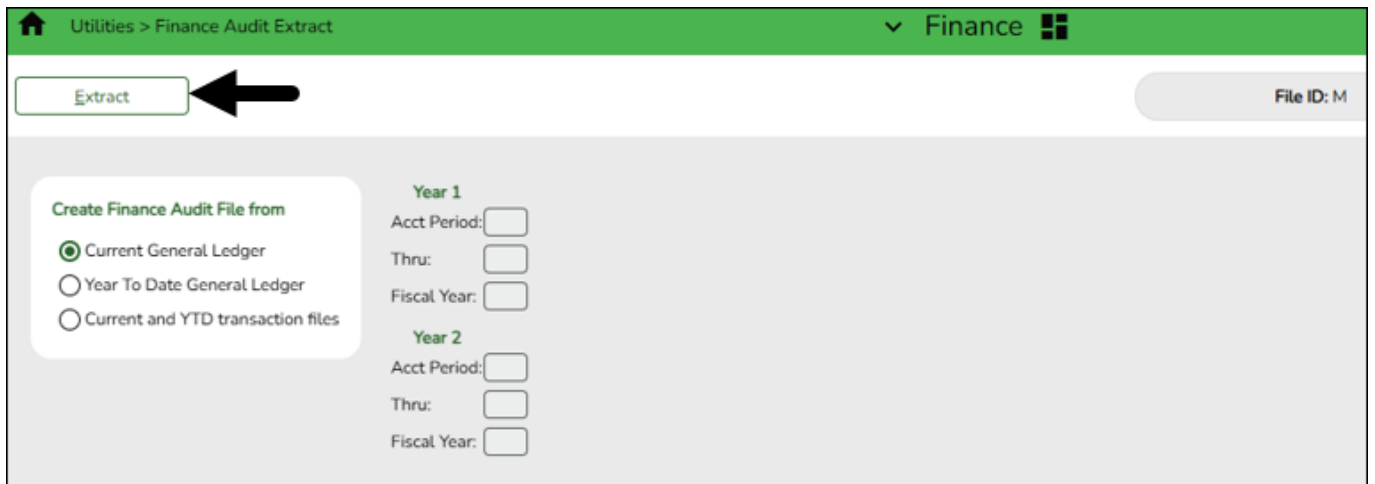
Create ASCII file

Log on to the historical file ID.

Finance > Utilities > Finance Audit Extract

When all of the necessary end-of-year entries are posted and the auditor requests the ASCII file, use this utility to create the file.

Note: The utility can be run more than one time; however, all necessary end-of-year entries must be posted prior to running the utility.



Field	Description
Current General Ledger	Select this option to display the balances for all accounts in the current month only (not next month balances) (e.g., use this option if the last month of the fiscal year has not been closed in the file ID you are extracting from). CAUTION: If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies. Submit the copy that reflects your August 31 balances.

Leave the **Year 1** and **Year 2** fields blank.

Click **Execute**. A text file is created with the current balances, which your auditor can upload.

Addendum

[Addendum.](#)

Addendum

- If you carried forward balances, adjusting entries have to be posted in the historical file ID and in the current file ID if it affects a balance sheet account.

- If you did not carry forward balances, adjusting entries have to be posted in the historical file ID. Opening entries must be posted in the current file ID with either a manual journal entry, the Import JV Transactions utility, or using the following steps:
 - Log on to the historical file ID.
 - Use the [Finance > Utilities > Move Current to New File ID](#) page to copy over the funds that need to be updated to an unused temporary file ID. **Important:** Be sure to log on to the new temporary file ID.
 - If not previously completed, journal the 3700 amounts to the 3600.
 - Perform an end of month closing.
 - In the temporary file ID, use the [Finance > Utilities > Fiscal Year Processing > Fund Close \(5XXX - 8XXX\)](#) page.
 - Use the [Finance > Utilities > Fiscal Year Processing > Create New Accounts by Fund](#) page to update file ID C balance sheet accounts. Select **Carry Forward Totals** for applicable funds. Keep in mind that some balances may have already been carried forward (e.g, Student Activity Funds).
 - Use the [Finance > Utilities > Delete by File ID](#) page to delete the temporary file ID created for this process.

Final notes: If you keep the rollover fund details in the current file ID all of the 6/30 or 8/31 balances must be removed from the budget and actual for the actual amounts as required for the audit. The [Finance > Utilities > Import JV Transactions](#) can simplify the posting of large entries. The required layouts are located in Help.

35

(Optional) Duplicate Auditor Adjusting Entries

[Duplicate auditor adjusting entries.](#)

(Optional) Duplicate Auditor Adjusting Entries

[Finance > Maintenance > Postings > Journal Actual](#)

Duplicate the adjusting entries from the prior fiscal year file ID to the current file ID as you will need to record the auditor adjusting entries in the prior fiscal year file ID for PEIMS.

Note: All errors must be addressed and cleared prior to continuing the process.

Retrieve a **JV Number**.

In the transaction section, select an existing transaction to be duplicated. Click **Duplicate JV**. The associated journal actual fund/fiscal year transactions are displayed.

Click **Execute** to create the duplicate JV. A message is displayed indicating that the update was successfully completed.