



# ASCENDER - Finance End-of-Year Process



# Table of Contents

**ASCENDER - Finance End-of-Year Process** ..... 1



# ASCENDER - Finance End-of-Year Process

**Created:** 05/10/2019

**Reviewed:** In Progress

**Revised:** In Progress

The purpose of this document is to guide you through the process of ending the old fiscal year 2022-2023 (FY 3) and beginning the new fiscal year 2023-2024 (FY 4). LEAs must be in the last accounting period prior to beginning this process. The following processes are covered in this document:

- Copy the 2022-2023 fiscal year (FY 3) funds to a new historical file ID 3 so that you can continue to access FY 3 data.
- Close the 2022-2023 accounts for revenues, expenditures, other resources, and other uses in file ID C.
- Copy the balance sheet accounts (cash, accounts payable, etc.) from 2022-2023 (FY 3) funds to fiscal year 2023-2024 (FY 4) funds in file ID C.
- Delete all FY 3 transactions and funds in file ID C (the transactions are still accessible in file ID 3) unless the LEA chooses to keep some FY 3 funds open with prior year transactions.
- Move the approved budget for FY 4 to Finance file ID C.
- Prepare to move next year payroll to the current year payroll.

August year-end LEAs should ensure that the August payroll accruals are processed and interfaced to Finance. Reference the [August Accruals](#) document for more information.

June year-end LEAs should reference the [EOY Accruals for June Year-End Schools](#) document to address payroll accruals.

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



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Prerequisites

### Prerequisites:

Confirm that there are no users logged into the Budget or Finance applications while processing these steps.

(If applicable) Review next year requisitions and approve if necessary. Keep in mind that after the

move, any unapproved next year requisitions will need to be approved using the [Purchasing > Maintenance > Approve Requisition](#) page.

**Warehouse Users:** Before completing the Finance End-of-Year Process, complete Steps 1-6 of the [Warehouse End-of-Year Process](#) to end the current year and begin the new year for your warehouse(s). Then, after completing the Finance End-of-Year Process, return to the Warehouse End-of-Year Process and complete Step 7.

As you proceed with the End-of-Year fiscal closing process, review the following items carefully. Your responses may have an impact on the required steps, as the process can vary.

- Are all of the payroll runs and adjustments interfaced? Payroll processes cannot be posted against the historical file ID.
- Has the [Payroll > Payroll Processing > TRS Processing > Interface](#) been completed?
- Is the TRS On-Behalf Journal posted for the entire year?
- Verify TRS GASB 24 Medicare Part D Revenue and Expenditure is posted. Information may be located on the TRS website: <https://www.trs.texas.gov/Pages/Homepage.aspx>. Amounts are posted with a debit to 6144 and a credit to 5831.

**REMINDER:** If you have not already done so, now is a good time to budget for Medicare Part D Revenue and Expenditure amounts.

- Are the payroll accruals balanced?
- Is the **Cutoff Date** updated on the [District Administration > Options > Purchasing/Warehouse > Current Year](#) and [Next Year](#) pages, if necessary, to prevent purchasing requisitions from being created?
- Is the **Amendment Cutoff Date** updated on the [Finance > Tables > District Finance Options](#) page to prevent budget amendment requests from being created?
- Are all of the finance checks printed?
- Are all of the payroll liability checks (deduction checks and transfer transactions) printed and/or processed?
- Reprint or save a copy of all yearly purchase orders alphabetically and numerically for historical purposes.
- Are all purchase orders processed and the final check run completed?
- Are you bringing balances forward now or in the future (after the audit)?
- It is best practice to finalize bank reconciliations before closing the fiscal year.

## 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:](#)

<b>Term</b>	<b>Description</b>
<b>CYR payroll frequency</b>	Current year payroll frequency in Payroll.
<b>June Year-End (early fiscal year)</b>	A Finance fiscal year that runs July through June.
<b>Export</b>	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.
<b>File ID C</b>	Current year file ID in Finance.
<b>Historical file ID</b>	Refers to any prior year file ID that is not the current year file ID.
<b>LEA (Local Education Agency)</b>	Refers to the educational entity (e.g., charter, district, etc.).
<b>NYR payroll frequency</b>	Next year payroll frequency in Payroll.
<b>August Year-End (standard fiscal year)</b>	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"> <li>• The 1XXX-4XXX account balances are carried forward (the <b>Carry Forward Balances</b> field is automatically selected).</li> <li>• The 5XXX-8XXX account balances are created (the <b>Create 5XXX-8XXX</b> field is automatically disabled).</li> <li>• 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.</li> <li>• The difference between revenue and expenditures will post to the Obj.Sobj in the <b>Actual Fund Balance Obj.Sobj</b> field on the <a href="#">Finance &gt; Tables &gt; Account Codes &gt; Fund</a> tab.</li> <li>• In the new historical file ID, accounts are inactivated for all continuing funds. Incremented funds remain active.</li> <li>• 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.</li> <li>• 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.</li> <li>• The fiscal year is not updated on credit memos.</li> <li>• The fiscal year is not updated on outstanding Accounts Receivable invoices.</li> <li>• The fiscal year is not updated on payroll and PMIS distributions.</li> </ul>	<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"> <li>• The fiscal year is incremented on credit memos.</li> <li>• The fiscal year is incremented on outstanding Accounts Receivable invoices.</li> <li>• The fiscal year is incremented on the payroll and PMIS distributions for active employees only.</li> <li>• 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.</li> </ul> <p>The following are optional:</p> <ul style="list-style-type: none"> <li>• <b>Carry Forward Balances</b></li> <li>• <b>Create 5XXX-8XXX Accounts</b></li> </ul>

## Finance EOY Process



Prior to beginning this process, complete all end-of-month closing procedures **except** the final accounting period (Both the current and next accounting periods should be 06 for June year-end LEAs and 08 for August year-end LEAs).

1. [Perform an export.](#)

## Perform an export

**Log on to file ID C.**

[Finance > Utilities > Export by File ID](#)

It is important to perform an export prior to making significant changes. This allows you to revert data to a certain point in the process if necessary.

This step should be completed prior to continuing the process.

Create an export of file ID C.

**Reminder:** Do not change the export file name as it may cause issues during the import process.

Utilities > Export by File ID Finance

Execute

File ID: C

Available File IDs


<input type="checkbox"/>	0	2019 - 2020
<input type="checkbox"/>	1	2020 - 2021
<input type="checkbox"/>	2	2021 - 2022
<input type="checkbox"/>	3	2022 - 2023
<input type="checkbox"/>	4	2023 - 2024
<input type="checkbox"/>	5	2014 - 2015
<input type="checkbox"/>	6	2015 - 2016
<input type="checkbox"/>	7	2016 - 2017
<input type="checkbox"/>	8	2017 - 2018
<input type="checkbox"/>	9	2018 - 2019

Selected File IDs


<input type="checkbox"/>	C	2024 - 2025
--------------------------	---	-------------



Execute

Under **Available File IDs**, select the checkbox next to file ID C.

Click  to move the selected file ID to the **Selected File IDs** column.

Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.

 You are about to export Finance tables for file id (C) to file name db057951\_C\_05192025\_fin.rsfl.  
Do you want to continue?

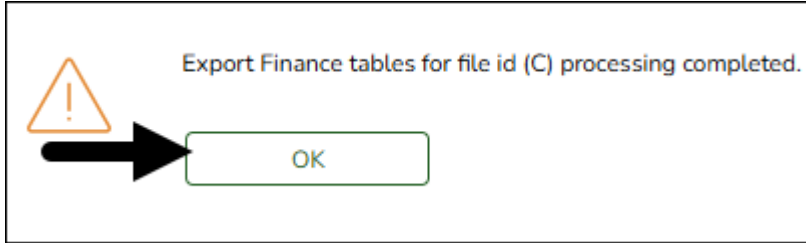
Click **Yes** to continue. Or, click **No** to return to the Export by File ID page.

A pop-up window is displayed.

Enter a Password for the Archive:

- In the **Enter the Password to be used for the Archive**, type a password for the file and click **OK**.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the Finance tables were exported successfully.



2. [Generate, print, and review Outstanding Purchase Orders Report.](#)

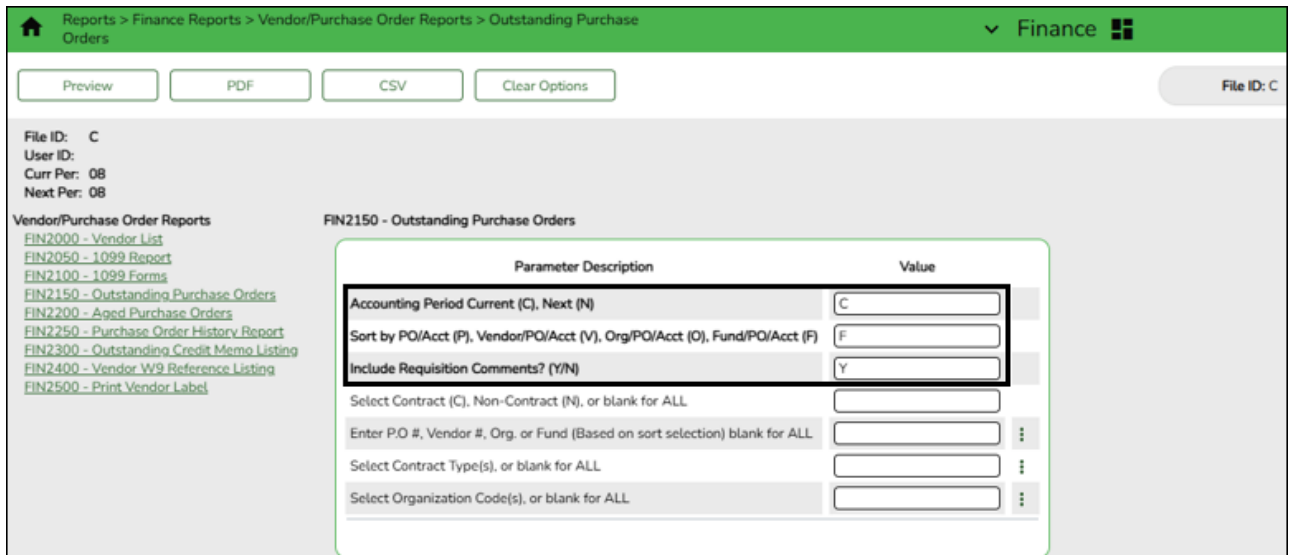
### Generate, print, and review Outstanding Purchase Orders Report

**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.



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,So-Org-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

3. (If applicable) 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:

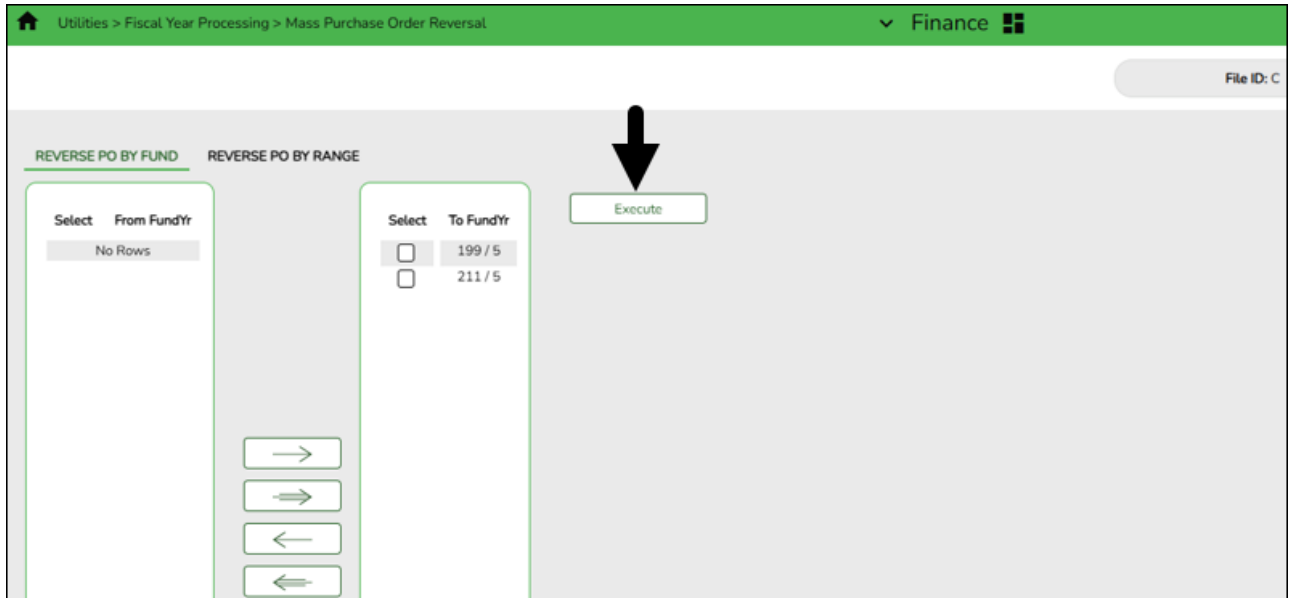
[Finance > Utilities > Fiscal Year Processing > Mass Purchase Order Reversal > Reverse PO by Fund OR Reverse PO by Range](#)

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.

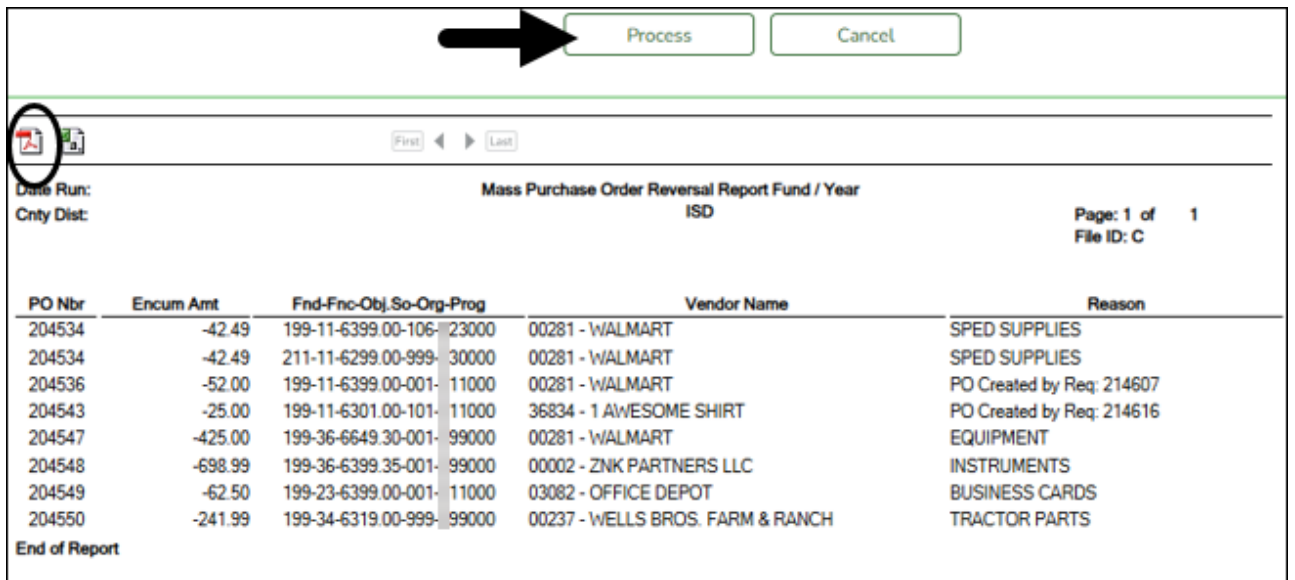
Prior to reversing outstanding purchase orders, determine if purchase orders are going to be paid against your historical file ID.

**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.

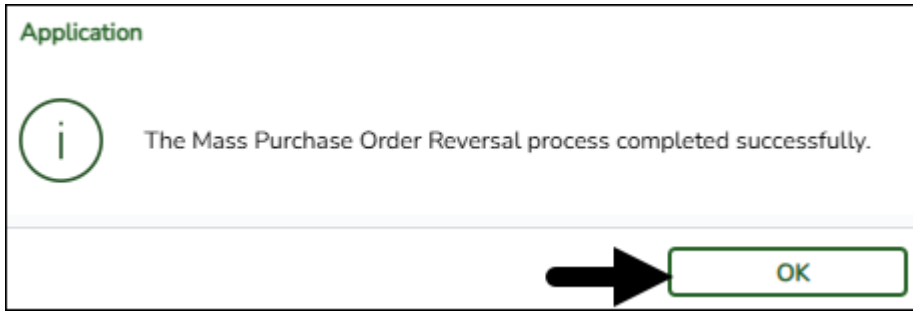


If you have additional questions about this process, contact your regional ESC consultant.

- 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.

4. [Address unprocessed payment authorizations.](#)

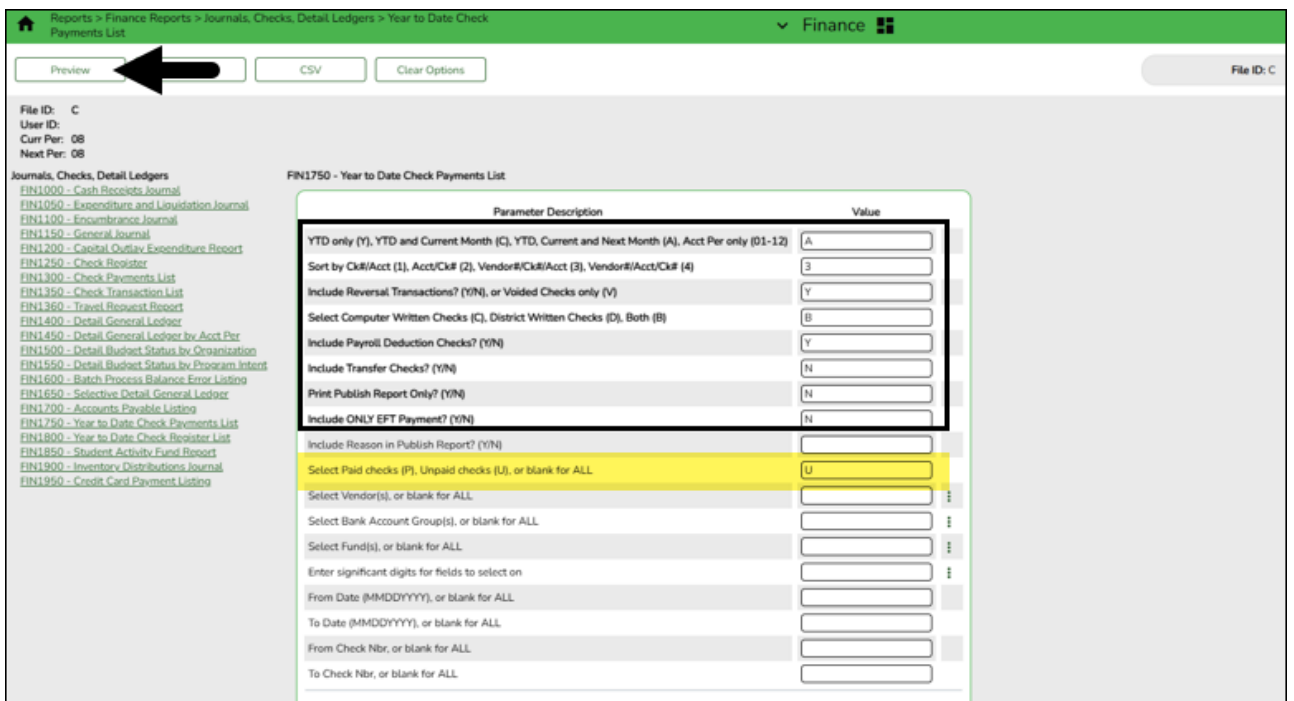
**Address unprocessed payment authorizations**

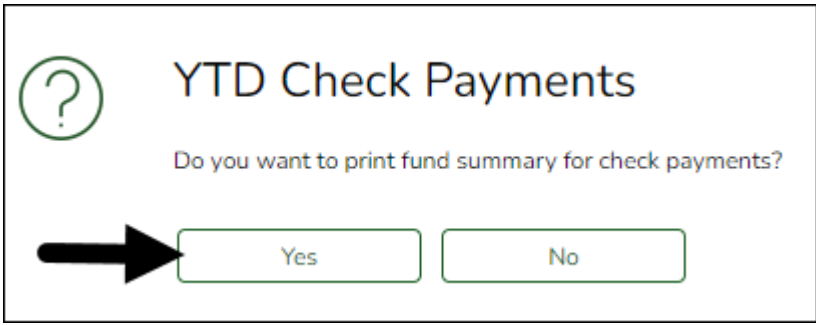
**Log on to file ID C.**

[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.





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

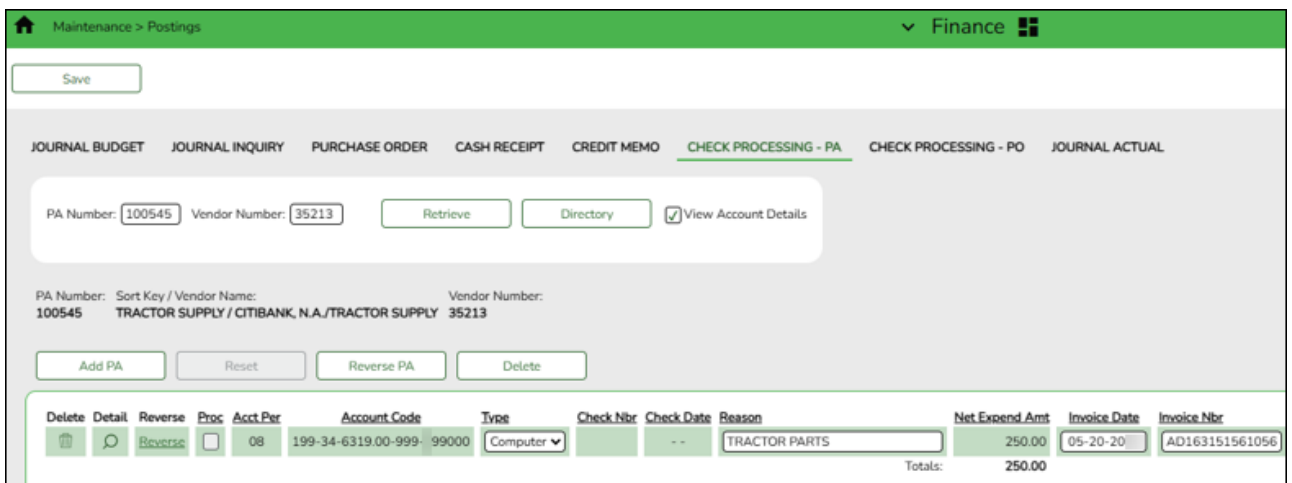
Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
		00068		999 School	230012	199-51-6399.00-999-499000	C	OCTOBER	87.49	N
				999 School	230012	199-51-6399.00-999-499000	C	NOVEMBER	43.96	N
				999 School	230012	199-51-6399.00-999-499000	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](#)



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.

## 5. [Review and print credit memos.](#)

### Review and print credit memos

#### Log on to file ID C.

[Finance > Maintenance > Postings > Credit Memo](#) **OR** [Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2300 - Outstanding Credit Memo Listing](#)

**It is recommended** that you review and print the Credit Memo page if credit memos exist for an ending fund. Or, review and print the Outstanding Credit Memo listing report.



**TIP:** Printing the credit memo data is helpful, as Fiscal Year Close Process (Step 14) will delete credit memos for ending funds and you may need to re-enter the credit memos in the new file ID after the Fiscal Year Close is complete.

## 6. [Review budget amendments.](#)

### Review budget amendments

**Log on to file ID C.**

[Finance > Budget Amendment > Post to General Ledger](#)

Verify that all existing budget amendments have been posted to the Finance general ledger. The Fiscal Year Close process will delete budget amendments for incremented funds and clear the budget amendment table.

## 7. [Delete existing pending payables.](#)


### Delete existing pending payables

**Log on to file ID C.**

If your LEA has multiple pages of pending payables that need to be deleted, contact your regional ESC consultant to obtain an SQL to mass delete the transactions.

OR

Use the [Finance > Maintenance > Pending Payables](#) page to delete individual pending payable transactions.

- Click  to select a transaction. The purchase order details are displayed.
- Click **Delete** to delete the pending payable transaction.

## 8. [Verify actual fund balance obj.sobj codes.](#)

### 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.

Delete	Fund/Escl year	Fund Type	Fund Description	Budget Fund Balance Obi Sobi	Actual Fund Balance Obi Sobi	Interfund Due From Obi Sobi	Interfund Due To Obi Sobi
	183 / 5	G - General operating	UIL DISTRICT CHAIR	3700.00	3600.00	1261.00	2171.00
	198 / 5	G - General operating	ACADEMY/SUMMER CAMP	3700.00	3600.00	1261.00	2171.00
	199 / 5	G - General operating	GENERAL FUND	3700.00	3600.00	1261.00	2171.00
	211 / 5	S - Special revenue	ESEA TITLE I PART A&D	3700.00	3600.00	1262.00	2171.00
	224 / 5	S - Special revenue	IDEA PART B FORMULA	3700.00	3600.00	1262.00	2171.00
	225 / 5	S - Special revenue	IDEA B PRESCHOOL	3700.00	3600.00	1262.00	2171.00
	226 / 5	S - Special revenue	IDEA PART B DISCRETIONARY	3700.00	3600.00	1262.00	2171.00
	240 / 5	S - Special revenue	FOOD SERVICE	3700.00	3600.00	1262.00	2171.00
	244 / 5	S - Special revenue	CAREER & TECH BASIC GRANT	3700.00	3600.00	1262.00	2171.00

Make any necessary changes or corrections.

9. Delete unused funds.

**Delete unused funds**

**Log on to file ID C.**

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

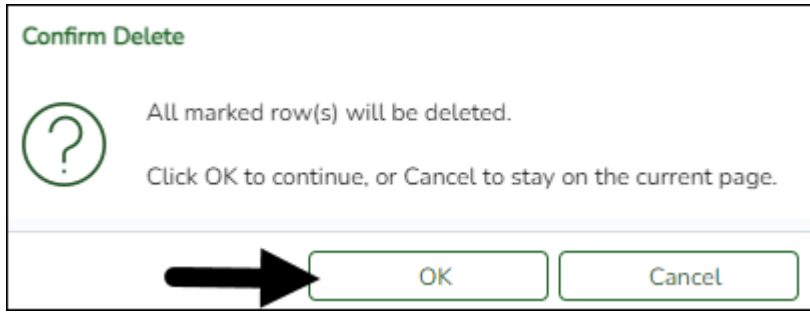
Delete the funds that are no longer needed in both the Budget and Finance tables.

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



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.

#### 10. [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.

Year: C 2024 - 2025 Account Period: 06 Apply Cancel

- C 2024 - 2025
- 9 2018 - 2019
- 8 2017 - 2018
- 7 2016 - 2017
- 6 2015 - 2016
- 5 2014 - 2015
- 4 2023 - 2024
- 3 2022 - 2023
- 2 2021 - 2022
- 1 2020 - 2021
- 0 2019 - 2020

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).

Utilities > Move Current to New File ID Finance

Execute File ID 5 Account Period: 06

New File ID: A

Select	Fund / Year	Fund Description	Move	Copy
<input checked="" type="checkbox"/>	199 /	GENERAL FUND	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	204 /	ESEA IV	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	206 /	TEXSHIP	<input type="radio"/>	<input checked="" type="radio"/>

- 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.

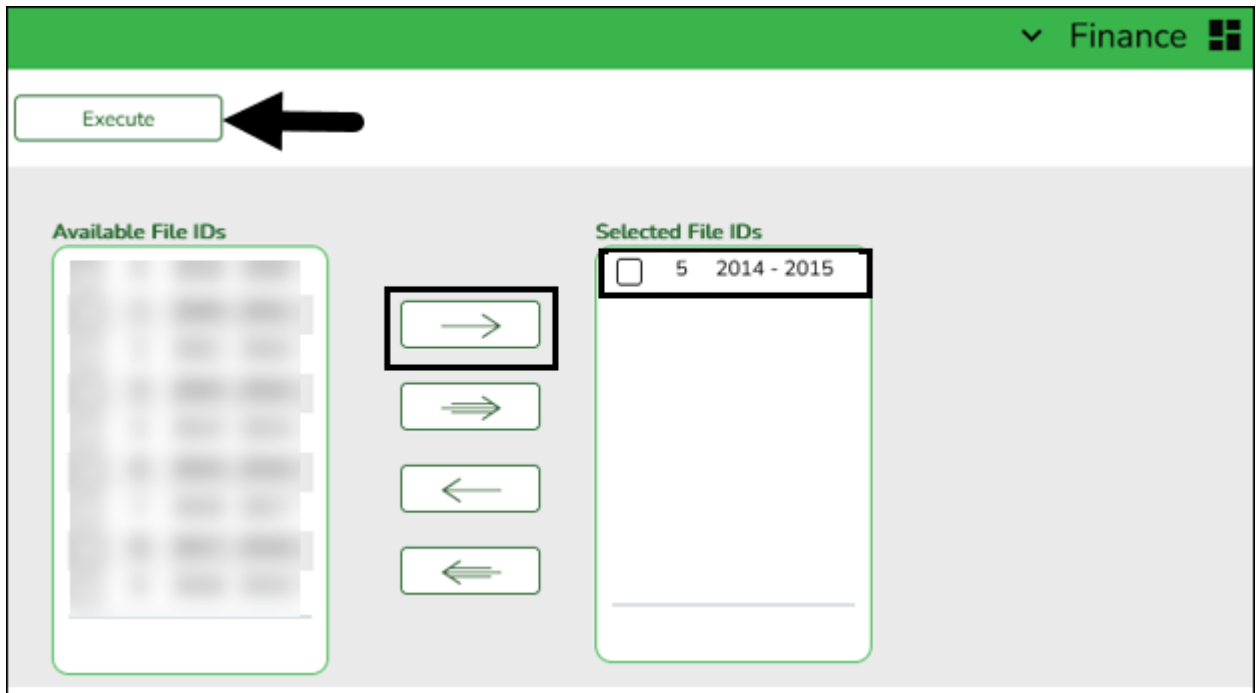
Proceed to the next step to delete file ID 5 (2014-2015). Deleting file ID 5 (2014-2015) allows the 2024-2025 fiscal year data to be saved in file ID 5.

## 11. [Delete file IDs.](#)

### **Delete file IDs**

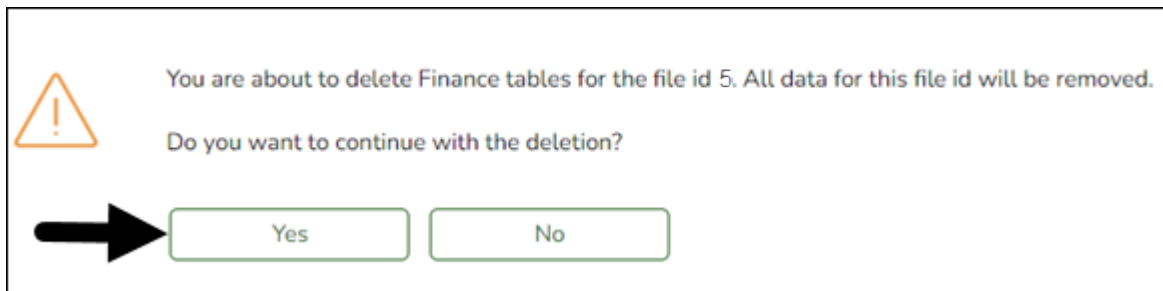
#### **Log on to file ID C.**

[Finance > Utilities > Delete by File ID](#)

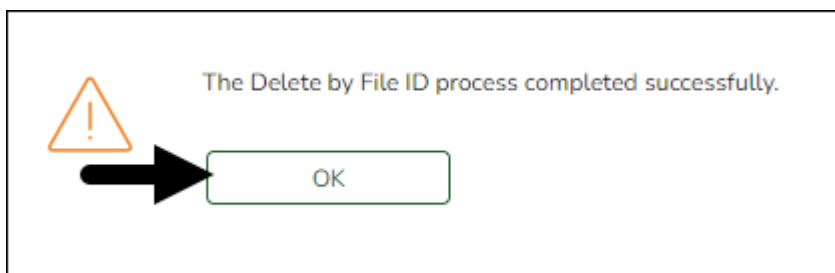


Select the file ID (file ID 5 (2014-2015)) to be deleted. Use the arrow buttons to move the file ID from the left side to the right side of the page.

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.

## 12. [Correct out-of-balances.](#)

## Correct out-of-balances

### Log on to file ID C.

[Finance > Utilities > Out of Balance Correction](#)

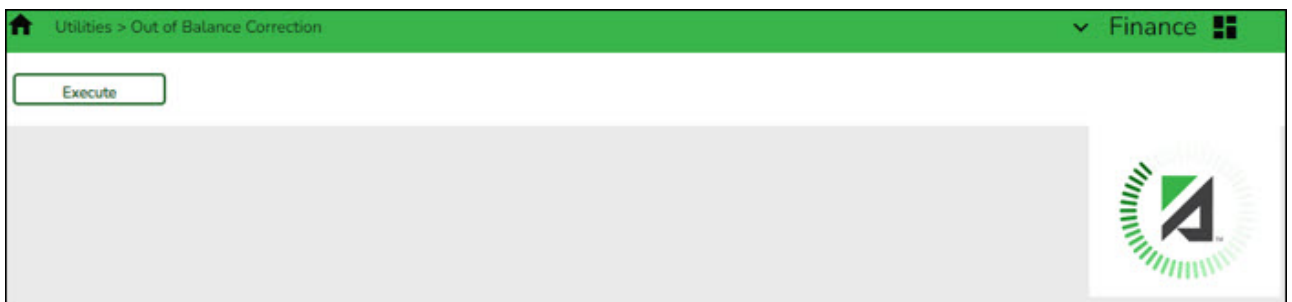
In the current file ID (soon to be historical file ID), correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

This utility is designed to locate out-of-balance accounts in the End-of-Month (EOM), current, and next accounting periods.

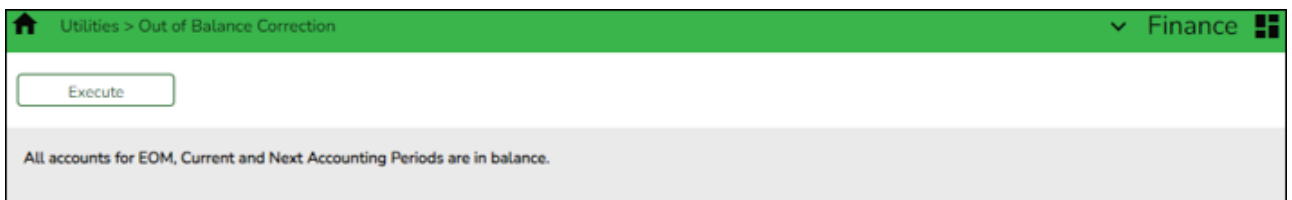
If out-of-balance accounts exist, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. These out-of-balance situations may have been inadvertently caused by the system (e.g., missed transactions in the End-of-Month (EOM)). After processing the utility, the totals are recalculated and corrected in the general ledger.

**IMPORTANT:** The utility will not correct a true out-of-balance entry where a Fund Total is displayed in the General Ledger; those still need to be submitted for correction.

The ASCENDER processing logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.



If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.



If any out-of-balance accounts exist for **YC, AC, AA**, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. [Review the report.](#)



- Click **Process** to recalculate the totals and correct out-of-balances in the general ledger.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully.

13. [Verify that all fund totals are zero.](#)

**Verify that all fund totals are zero**

**Log on to file ID C.**

[Finance > Inquiry > General Ledger Inquiry](#)

Run an inquiry to verify that **Fund Total (YTD)**, **Fund Total (Current)**, and **Fund Total (Next)** amounts are zero.

**Note:** If amounts are not zero, contact your regional ESC consultant for further assistance.

The screenshot shows the 'GENERAL LEDGER INQUIRY' interface. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are filter options: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Exclude Objects 61XX' (unchecked), and 'Include Inactive Accounts' (checked). A 'Description' section has 'Totals' selected. Below this is an 'Account Code' field with masked characters (XXX, XX, XXXX, XX, XXX, X, XX, X, XX) and 'Retrieve' and 'Reset' buttons. The main data table shows processed YTD, current period, and next period values for funds 6XXX, 7XXX, and 8XXX. A summary table at the bottom right shows 'Fund Total (YTD): -0.00', 'Fund Total (Current): 0.00', and 'Fund Total (Next): 0.00'.

Fund	Func	Obj	Sobj	Org	Prog	Value 1	Value 2	Value 3	Value 4
6XXX	Processed (YTD):					-24,678,190.00	0.00	16,045,205.10	-8,632,984.90
	Current Period:					-24,678,190.00	0.00	17,337,373.75	-7,340,816.25
	Next Period:					-24,678,190.00	0.00	17,337,373.75	-7,340,816.25
7XXX	Processed (YTD):		0.00	0.00					0.00
	Current Period:		0.00	0.00					0.00
	Next Period:		0.00	0.00					0.00
8XXX	Processed (YTD):		0.00	0.00		0.00	0.00	0.00	0.00
	Current Period:		0.00	0.00		0.00	0.00	0.00	0.00
	Next Period:		0.00	0.00		0.00	0.00	0.00	0.00
	Fund Total (YTD):								-0.00
	Fund Total (Current):								0.00
	Fund Total (Next):								0.00

- Select **Include Inactive Accounts**. Selecting this option may prevent out-of-balance accounts.
- Unselect the **Show Details** checkbox.
- Leave all account code components masked (X).
- Click **Retrieve** to generate a summary for all accounts.

14. [Close fiscal year.](#)

**Close fiscal year**

**Log on to file ID C.**

[Finance > Utilities > Fiscal Year Close](#)

This utility provides a streamlined method to efficiently end the old fiscal year and begin the new fiscal year. Only one Finance accounting period can be open (i.e., The Finance current and next accounting period should be the same). Also, all other application accounting

periods should match on the [Finance > Tables > District Finance Options > Finance Options](#) tab.

The following Finance EOY tasks are automatically completed when you execute the Fiscal Year Close process:

- Delete 1099 work table.
- Delete payroll deduction checks.
- Delete payroll transfer transactions.
- Copy current to new file ID.
- Delete credit memos for ending funds.
- Delete prior fiscal year and funds marked for deletion.
- Mass change account codes.
- Delete budget amendments only for increment funds.
- Create new accounts by fund/carry forward totals if selected.
- Update the file ID of all Finance document attachments to the new file ID.

**Note:** To accommodate ASCENDER Business-only clients, the Fiscal Year Close process creates new year district and campus records in District Administration if executed prior to the Annual Student Data Rollover (ASDR) process.

[TSDS Extract Notes](#)

**Reminder:** Before processing continuing funds, review overdrawn accounts and/or accounts that have expenditures with no budget. If these deficit balances are not corrected, the negative budget balance will be rolled forward as a negative budget and will need to be corrected in the new year with a JV (Journal Budget).



If an LEA is switching to a July 1 fiscal year, they **must** change the **Starting Accounting Period** from 09 to 07 on the [Finance > Tables > District Finance Options > Finance Options](#) tab **BEFORE** closing the year. This allows their data to be updated with the correct month after performing the closing process.

**Process the fiscal year close:**

Utilities > Fiscal Year Close Finance

Execute Reset Process Status
File ID: C

New File ID:       Accounting Period: 09      JV Number:

Historical Transaction Date:

New Year Transaction Date:

Fund Selection:

Fund/Year	Increment	Continue	Continue & Increment	Delete	Carry Forward Balances	Create 5XXX-8XXX
163/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
199/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
205/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
205/4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
205/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
211/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
212/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
224/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
225/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
240/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
242/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
244/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
255/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
266/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
277/5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

First
1 : 163 - 277 / 3
Last

When you access this page, last year's options may be selected by default. This allows you to review what was done last year and decide how to proceed this year.

Before running this process, click **Reset** to clear last year's selections. This resets all funds to **Increment** allowing you to manually update each selection as needed.

Field	Description
<b>New Historical File ID</b>	Click <input type="button" value="v"/> to select the new historical file ID to which you want to copy all tables and transactions. The field defaults to the last digit of the "to" school year. The drop-down displays a list of all GL file IDs that are not in use. This is a required field.
<b>Accounting Period</b>	Displays the <b>Starting Accounting Period</b> from the <a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Finance Options</a> tab. This accounting period is used for all JVs created in file ID C. Only one accounting period can be open.
<b>JV Number</b>	Type an alphanumeric journal voucher number. This JV number is used for all system JV entries. This is a required field.
<b>Historical Transaction Date</b>	Type the historical transaction date in the MM-DD-YYYY format or select a date from the calendar. This date is used for all system entries in the new historical file ID. This is a required field.
<b>New Year Transaction Date</b>	Type the new year transaction date in the MM-DD-YYYY format or select a date from the calendar. This date is used for all system entries in the new current file ID. This is a required field.

Under **Fund Selection**, a list of each **Fund/Year** in the signed-on GL file ID is displayed. Select the appropriate option(s) for each fund.

**Notes:** The following occurs for all funds listed:

- All funds are copied to the new historical file ID.
- All budget amendments are deleted.
- All current year requisitions are reversed.

<b>Increment</b>	<p>Select for the funds to be incremented (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 selected, the following actions are automatically completed: The fiscal year is incremented on credit memos.</p> <p>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.</p> <p>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> <p>The following are optional: <b>Carry Forward Balances</b> <b>Create 5XXX-8XXX Accounts</b></p>
------------------	--

**Continue**

Select for the funds to be continued into the new fiscal year (i.e., funds maintaining the fiscal year even after the LEA begins the new fiscal year). If selected, the following actions are automatically completed: By default, the **Carry Forward Balances** option is automatically selected (1XXX-4XXX). You can unselect it to carry forward only the account codes themselves without the balances.

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. The purchase order is re-encumbered in file ID C for the original amount +/- encumbrance adjustments, +/- liquidation amounts from check and credit card transactions. 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.

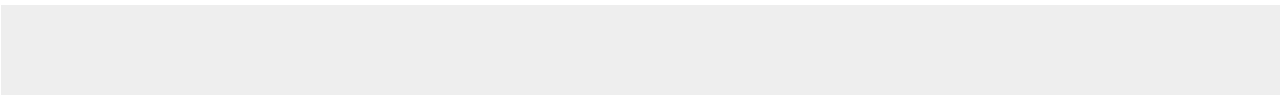
The fiscal year is not updated on credit memos.

The fiscal year is not updated on outstanding Accounts Receivable invoices.

The fiscal year is not updated on payroll and PMIS distributions.

<b>Continue &amp; Increment</b>	<p>Select for the funds to be incremented and continued into the new fiscal year. 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 selected, the following actions are automatically completed: By default, the <b>Carry Forward Balances</b> option is automatically selected (1XXX-4XXX). You can unselect it to carry forward only the account codes themselves without the balances. The accounts for the incremented fund/fiscal years are established with a zero balance.</p> <p>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.</p> <p>The difference between revenue and expenditures will post to the Obj.Sobj in the <b>Actual Fund Balance Obj.Sobj</b> field on the <a href="#">Finance &gt; Tables &gt; Account Codes &gt; Fund</a> tab.</p> <p>In the new historical file ID, accounts are inactivated for all continuing funds. Incremented funds remain active.</p> <p>Only purchase orders that include continuing funds are re-encumbered. The purchase order is re-encumbered in file ID C for the original amount +/- encumbrance adjustments, +/- liquidation amounts from check and credit card transactions. 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 210 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.</p> <p>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.</p> <p>The fiscal year is not updated on credit memos.</p> <p>The fiscal year is not updated on outstanding Accounts Receivable invoices.</p> <p>The fiscal year is not updated on payroll and PMIS distributions.</p> <p>The following is optional: <b>Create 5XXX-8XXX Accounts</b> for the incremented fund</p>
<b>Delete</b>	Select to delete the fund. If selected, no additional action occurs for these funds.
<b>Carry Forward Balances</b>	Select to carry forward account balances (1XXX-4XXX) into the new fiscal year. By default, this option is automatically selected when the <b>Continue</b> or <b>Continue &amp; Increment</b> options are selected for a fund. You can unselect it to carry forward only the account codes themselves without the balances.
<b>Create 5XXX-8XXX</b>	Select to create 5XXX-8XXX accounts. This field is disabled when <b>Continue</b> is selected for a fund.

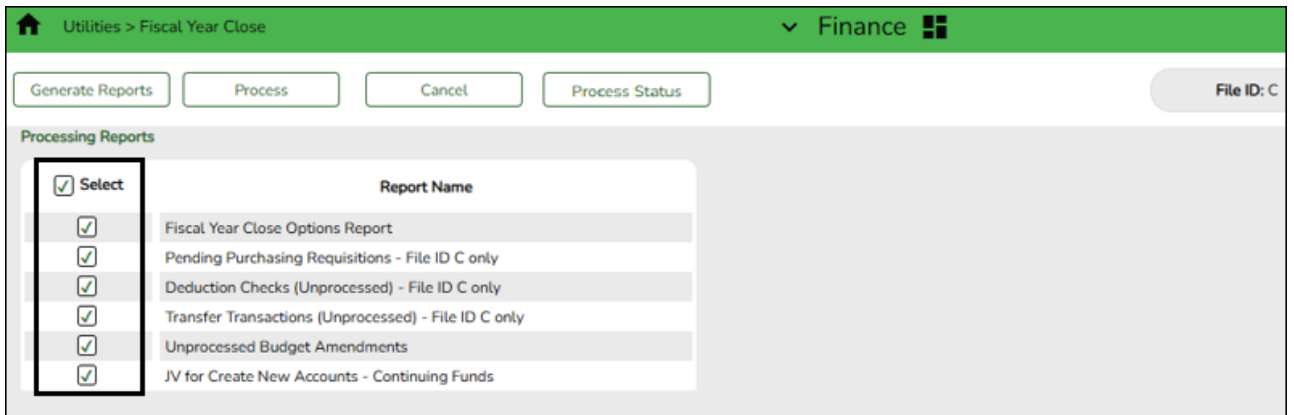
After carefully selecting the appropriate options for each fund, click **Execute** to begin the Finance year close process.



**Note:** After you click **Execute**, your selected options are saved and will be available the next time you open the Fiscal Year Close page.

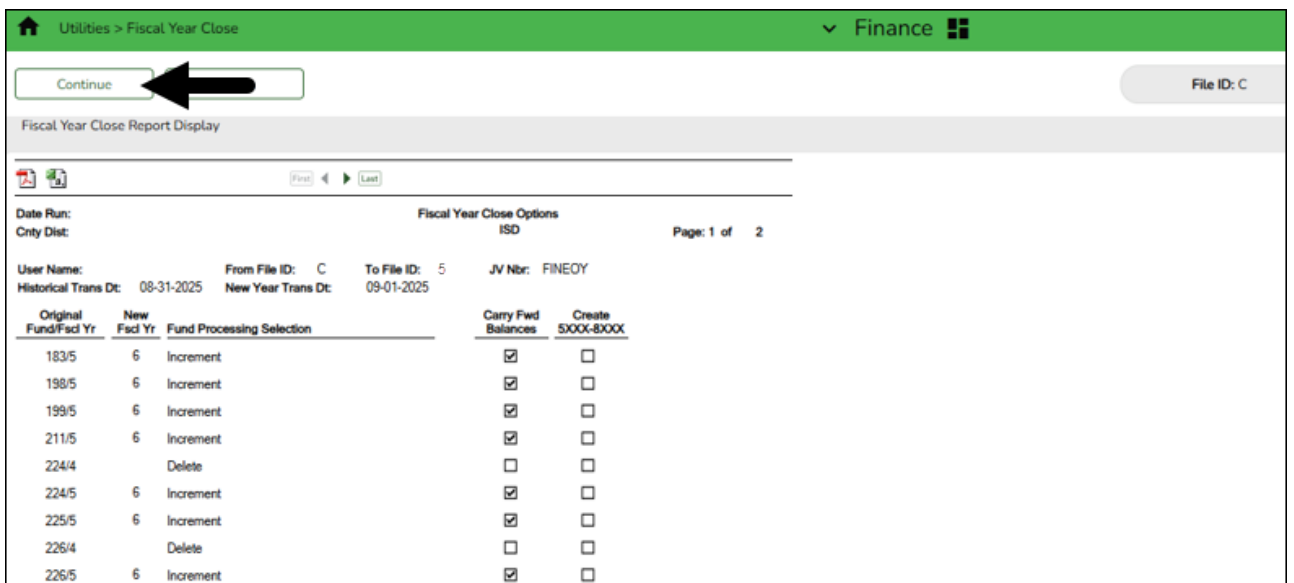
Under **Processing Reports**, the following reports are available:

- Fiscal Year Close Options Report
- Pending Purchasing Requisitions - File ID C only
- Deduction Checks (Unprocessed) - File ID C only
- Transfer Transactions (Unprocessed) - File ID C only
- Unprocessed Budget Amendments
- JV for Create New Accounts - Continuing Funds



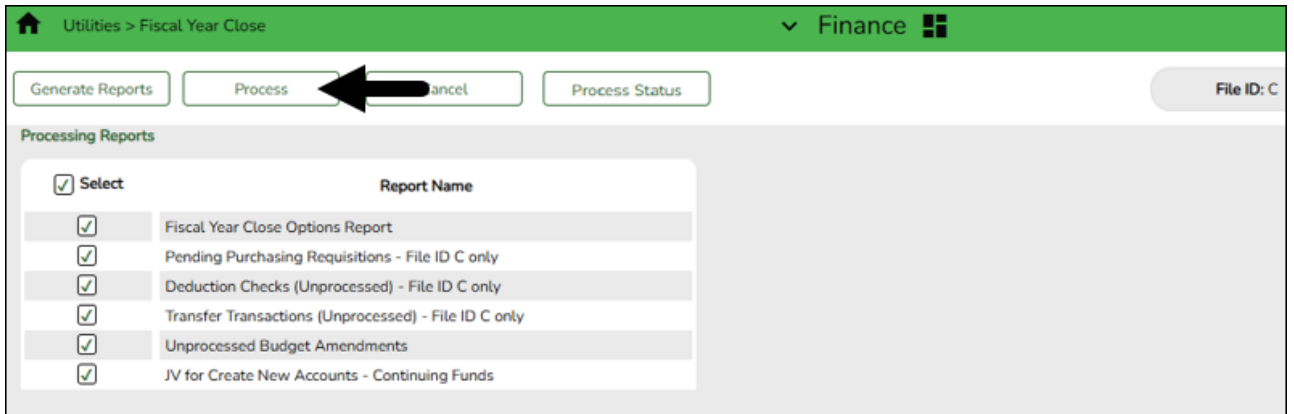
Select the checkbox next to each report you want to generate or click the top **Select** checkbox to select all reports.

Click **Generate Reports** to generate the selected reports. Print and/or save the reports and review them for accuracy. The Fiscal Year Close Report Display page is displayed.

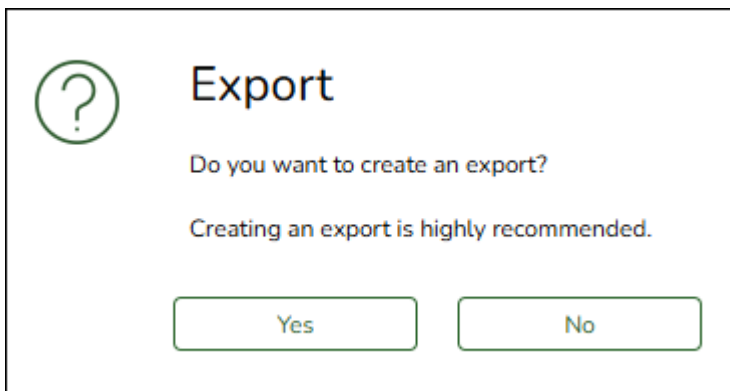


- Click **Continue**. The first report selected is displayed. Click **Continue** to display the next selected report. When you are done viewing all of the selected reports, you are returned to the Processing Reports page.

- Click **Return** at any time to return to the Processing Reports page.



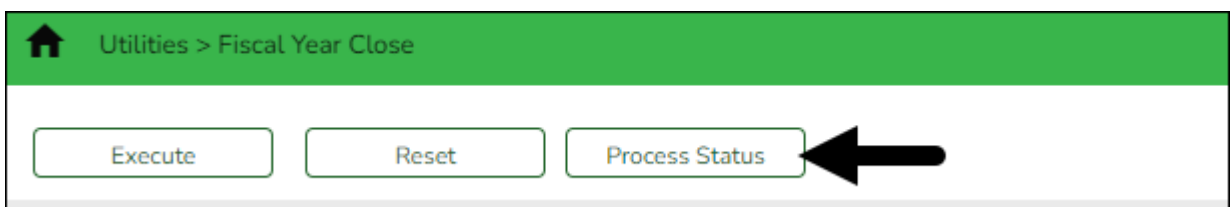
- Click **Process** to process the fiscal year close. You are prompted to create an [export](#).



A series of end-of-year Finance tasks will begin to run in the background. After the process is completed, you are returned to the Fiscal Year Close page.

After processing, the **Current (Open) Accounting Period** on the [Finance > Tables > District Finance Options > Accounting Period](#) tab is updated to match the **Starting Accounting Period** on the [Finance > Tables > District Finance Options > Finance Options](#) tab (i.e., the accounting periods will be set to 07 or 09 depending on the LEA). In order to update the **File ID** and **Account Period** in the top-right corner of the page, you must exit and re-enter the Finance application.

- Click **Cancel** to return to the Fiscal Year Close page.



- Click **Process Status** to view the details (error report, status, user details, etc.) for the process. The Fiscal Year Close Processing pop-up window opens with the **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email address**.

ID	Status	Extract Type	Start	End	User ID	Email	Error Report
450	Completed	EOYprocess	05-22-2025 12:33:33 PM	05-22-2025 12:33:52 PM			<a href="#">Print Report</a>

[Close](#)

- If the logged-on user has an email address on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab, an email message is forwarded when the process is completed.
- Under **Error Report**, click **Print Report** to display the selected error report. [Review the report.](#)

Utilities > Fiscal Year Close Finance

[Continue](#) File ID: C

Fiscal Year Close Report Display

Date Run: Fiscal Year Close Status Report  
 Cnty Dist: ISD Page: 1 of 1  
 File ID: C

From Procedure	Error Code	Description
FINEOY	0	Pending Purchasing Requisitions reversed successfully.
FINEOY	0	Vendor 1099 work table entries deleted successfully.
FINEOY	0	Human Resources Deduction Checks deleted successfully.
FINEOY	0	Human Resources Transfer Transactions deleted successfully.
FINEOY	0	Success inserting fund/fiscal year records - new file id.
FINEOY	0	Copy/Move Finance File ID: C to File ID: M completed successfully.
FINEOY	0	Resetting Accounting Periods for File ID: C completed successfully.
FINEOY	0	Resetting Warehouse Accounting Periods for File ID: C completed successfully.
FINEOY	0	Create new funds process completed successfully.
FINEOY	0	Create open entry transactions process completed successfully.
FINEOY	0	Updating Credit Memo accounts for incremented funds completed successfully.
FINEOY	0	Deleting credit memo accounts for deleted funds completed successfully.
FINEOY	0	Inserting DR_DEMO completed successfully.
FINEOY	0	Inserting CR_DEMO completed successfully.
FINEOY	0	Updating Payroll Distribution accounts for incremented funds completed successfully.
FINEOY	0	Updating Payroll Transmittals for incremented funds completed successfully.
FINEOY	0	Updating Extra Duty Code table for incremented funds completed successfully.
FINEOY	0	Updating PMIS Distribution records for incremented funds completed successfully.
FINEOY	0	Updating Payroll Job Code table for incremented funds completed successfully.
FINEOY	0	Updating Payroll Job Code (2) table for incremented funds completed successfully.
FINEOY	0	Updating Accounts Receivable for incremented funds completed successfully.
FINEOY	0	Updating Accounts Receivable - Invoice Payments for incremented funds completed
FINEOY	0	Updating Accounts Receivable - Invoice Adjustments for incremented funds completed
FINEOY	0	Updating Accounts Receivable - Credit Memo for incremented funds completed
FINEOY	0	General Ledger accounts inactivated for File ID: M for continuing funds completed
FINEOY	0	Finance Fiscal Year End process completed.

End of Report

- Click **Continue** to continue through the list of reports for the selected extract. Click **Return** to return to the Fiscal Year Close page.
- Verify that the Finance Fiscal Year end process was completed.
- Click **Close** to close the Fiscal Year Close Processing pop-up window and return to the Fiscal Year Close page.

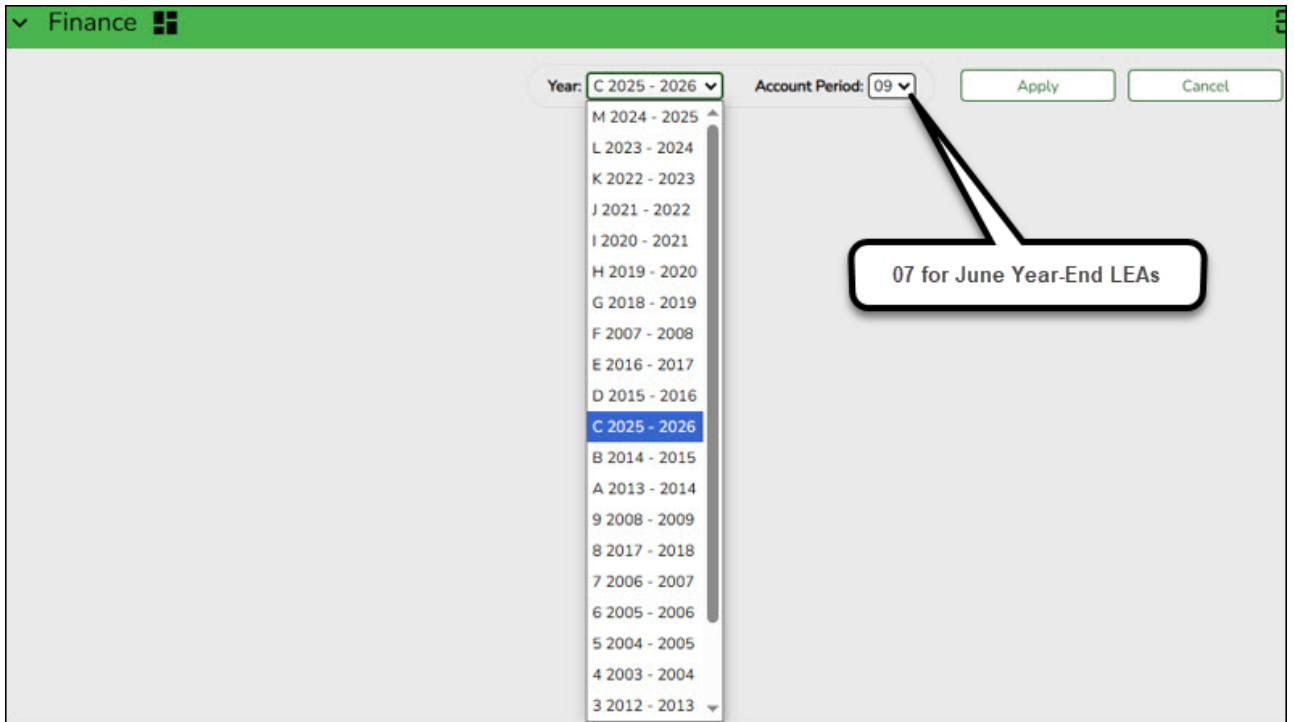
15. [Log on to current file ID.](#)

**Log on to current file ID**

**Log on to file ID C.**

If you have not done so already, after the Fiscal Year Close process is complete, exit and re-enter the Finance application to update the **File ID** and **Account Period** in the top-right corner

of the application.



16. [Verify/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.

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.

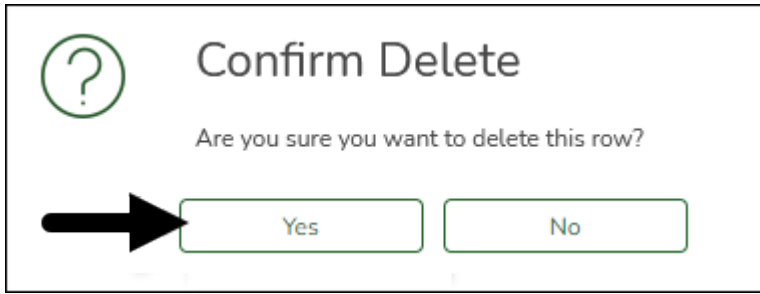
The screenshot shows the 'Clearing Fund Maintenance' section of the 'District Finance Options' table. It includes a 'Save' button, a 'File ID: C' label, and tabs for 'FINANCE OPTIONS', 'ACCOUNTING PERIODS', and 'CLEARING FUND MAINTENANCE'. Under 'CLEARING FUND MAINTENANCE', there is a 'Codes for Fiscal Year' dropdown set to '6', with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. At the bottom, there are two input fields: 'Finance Clearing Fund / Fiscal Year: 199 / 6' and 'Payroll Clearing Fund / Fiscal Year: 199 / 6'.

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.

## 17. [Correct out-of-balances.](#)

### Correct out-of-balances

#### Log on to file ID C.

[Finance](#) > [Utilities](#) > [Out of Balance Correction](#)

In the new current file ID, correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

This utility is designed to locate out-of-balance accounts in the End-of-Month (EOM), current, and next accounting periods.

If out-of-balance accounts exist, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. These out-of-balance situations may have been inadvertently caused by the system (e.g., missed transactions in the End-of-Month (EOM)). After processing the utility, the totals are recalculated and corrected in the general ledger.

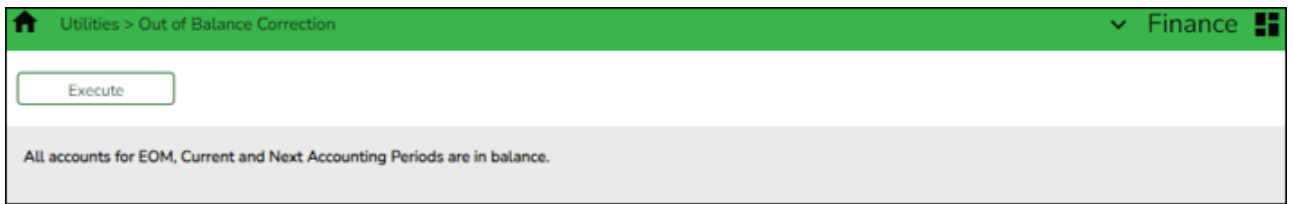
**IMPORTANT:** The utility will not correct a true out-of-balance entry where a Fund Total is displayed in the General Ledger; those still need to be submitted for correction.

The ASCENDER processing logo is displayed upon accessing the page indicating that the

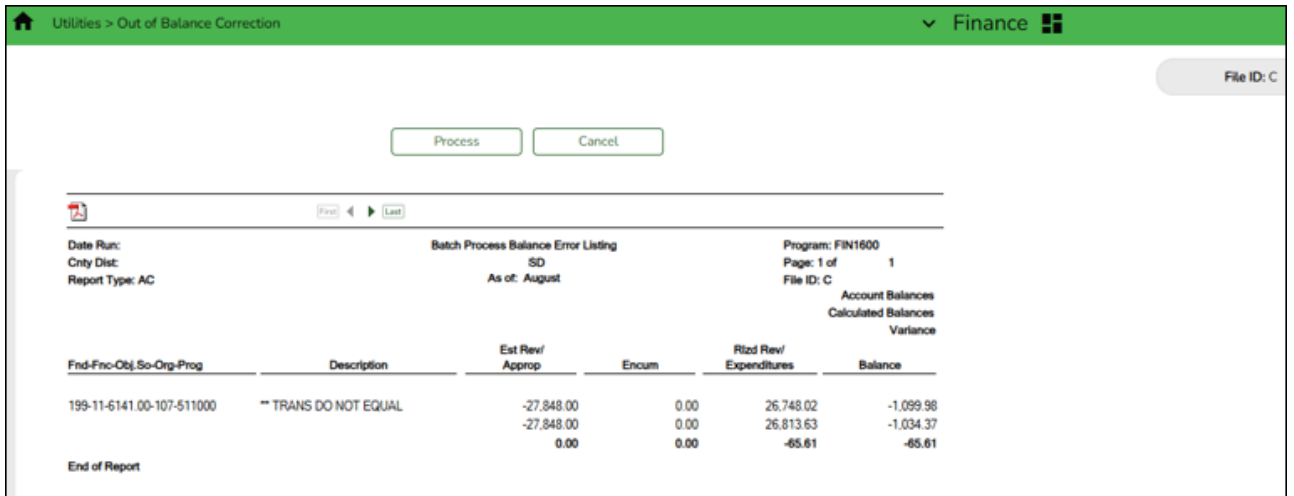
program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.



If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.



If any out-of-balance accounts exist for YC, AC, AA, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. [Review the report.](#)



- Click **Process** to recalculate the totals and correct out-of-balances in the general ledger.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully.

18. [Verify 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	Excl Yr	Obj	Sobj	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

19. [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-----

Account Code Inquiry - Summary  
 TEXAS ISD  
 XXX XX XXXX XX XXX X XX X XX

Date Run: \_\_\_\_\_ Page: 3 of 64  
 City Dist: \_\_\_\_\_ File ID: N

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	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	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	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	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	1,000.00
199-00-5739.00-000-600001 TUITION PRE-K	0.00	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	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	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	0.00
199-00-5744.00-000-600000 DONATIONS	0.00	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	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	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	286,000.00
199-00-5745.00-000-600000 INSURANCE CLAIM TABS 20-21	57,111.69	55,800.00	55,800.00	21,978.11	0.00	56,800.00	56,800.00
199-00-5745.01-000-600000 INSURANCE CLAIM AUTO	720.02	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5749.00-000-600000 REVENUE	0.00	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:

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

Utilities > Fiscal Year Processing > Move Budget to Finance Finance

File ID: C

Execute

**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

JV 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 RELIEF FUND	<input type="checkbox"/>	277 / 6	CORONAVIRUS RELIEF 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 / 5	FEDERALLY FUNDED
<input type="checkbox"/>	288 / 6	FEDERALLY FUNDED	<input type="checkbox"/>	288 / 6	FEDERALLY FUNDED
<input type="checkbox"/>	289 / 6	FEDERALLY FUNDED	<input type="checkbox"/>	289 / 6	FEDERALLY FUNDED
<input type="checkbox"/>	385 / 6	SSVI	<input type="checkbox"/>	385 / 6	SSVI
<input type="checkbox"/>	410 / 6	EMAT	<input type="checkbox"/>	410 / 6	EMAT
<input type="checkbox"/>	415 / 6	KINDER & PREK GRANT	<input type="checkbox"/>	415 / 6	KINDER & PREK GRANT

Under **Update Amount Options**:

<b>Full Amount</b>	<p>Select if you are moving your budget to Finance for the first time. If <b>Capture Original Budget Flag</b> is selected on the Tables &gt; 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).</p>
--------------------	--

Other options include:

<b>Difference</b>	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 <b>Capture Original Budget Flag</b> 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.
<b>Original Budget Only</b>	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, <b>Capture Original Budget Flag</b> 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.

<b>Copy Account Code Tables</b>	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. <b>Note:</b> 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.

<b>JV Number</b>	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.
------------------	---

<b>Transaction Date</b>	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).



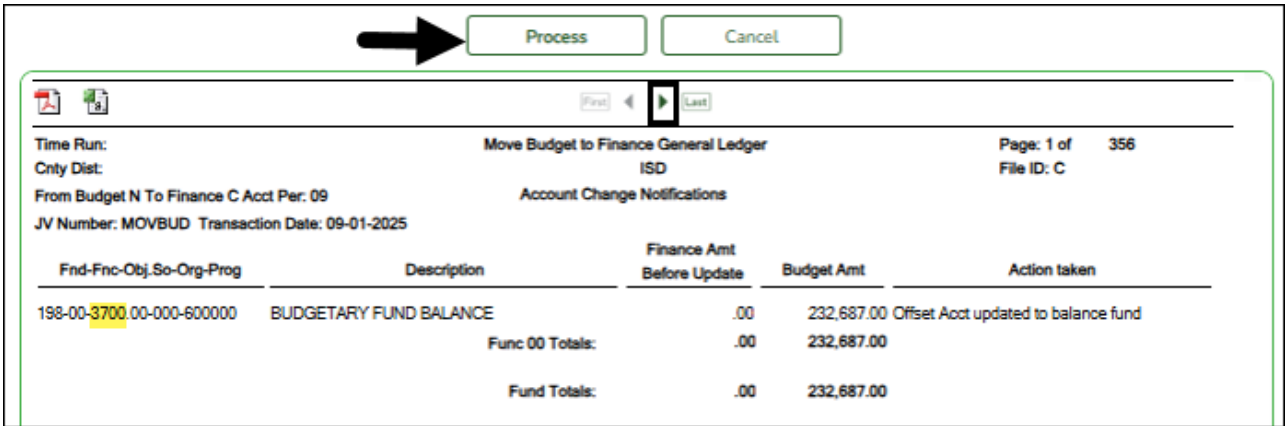
Time Run: Error Report - Move Budget to Finance General Ledger Page: 1 of 1  
Cnty Dist: ISD File ID: C

From Budget File ID N To Finance File ID C Acct Per: 09  
JV Number: MOVBUJ Transaction Date: 09-01-2025  
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.

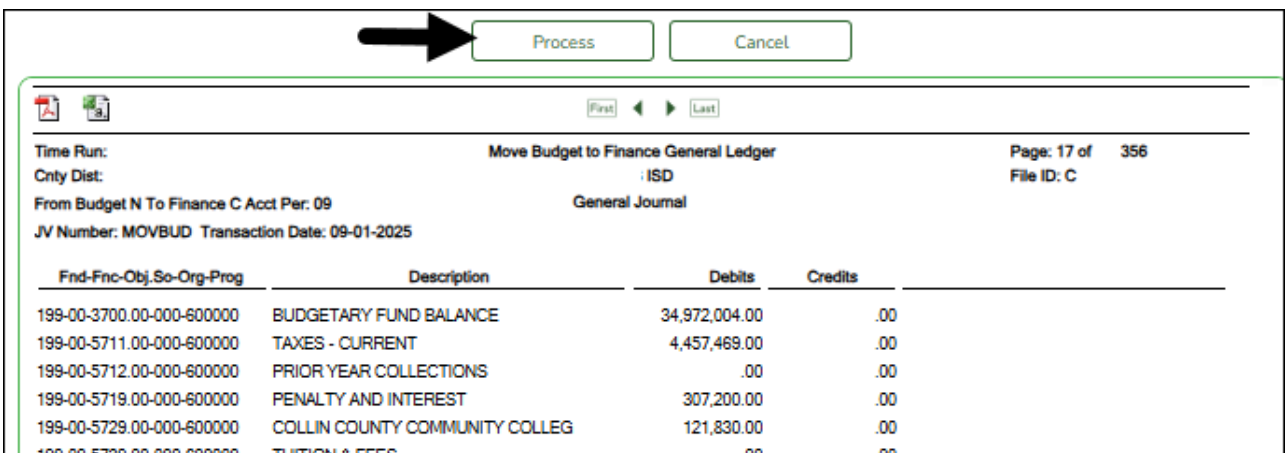
Fnd/Yr	Total GL Debits	Total GL Credits	Out of Balance Amt
198/6	.00	232,687.00	232,687.00
199/6	.00	34,972,004.00	34,972,004.00
211/6	.00	40,432.00	40,432.00
288/6	.00	10,433.00	10,433.00

End of Report

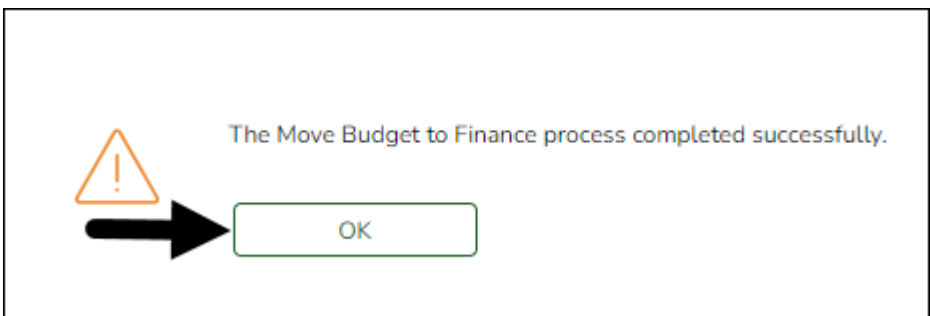
A general journal is produced if any accounts are updated for Finance. The journal voucher number and the transaction date are displayed in the report header.



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**.

20. [Verify Budget moved to Finance.](#)

**Verify Budget moved to Finance**

**Log on to file ID C.**

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)



Larger districts should allow extra time for Move Budget to Finance processing, then log out and log back in to refresh the system before running the inquiry.

Run an inquiry to verify that the Budget moved to Finance successfully.

The screenshot shows the 'GENERAL LEDGER ACCOUNT SUMMARY' page in the Finance system. It includes a search bar with fields for Fund, Func, Obj, Subj, Org, and Prog, and buttons for 'Retrieve' and 'Reset'. Below the search bar is a table with columns: Account Number, Description, Est Revenue/Appropriation, Encumbrance, Rlzd Revenue/Expenditure, and Balance. The table lists several revenue accounts with their respective values.

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 5711 00 000 6 00 0 00	TAXES - CURRENT	4,457,469.00		0.00	4,457,469.00
199 00 5712 00 000 6 00 0 00	PRIOR YEAR COLLECTIONS	0.00		0.00	0.00
199 00 5719 00 000 6 00 0 00	PENALTY AND INTEREST	307,200.00		0.00	307,200.00
199 00 5729 00 000 6 00 0 00	COLLIN COUNTY COMMUNITY COLLEG	121,830.00		0.00	121,830.00
199 00 5739 00 000 6 00 0 00	TUITION & FEES	0.00		0.00	0.00

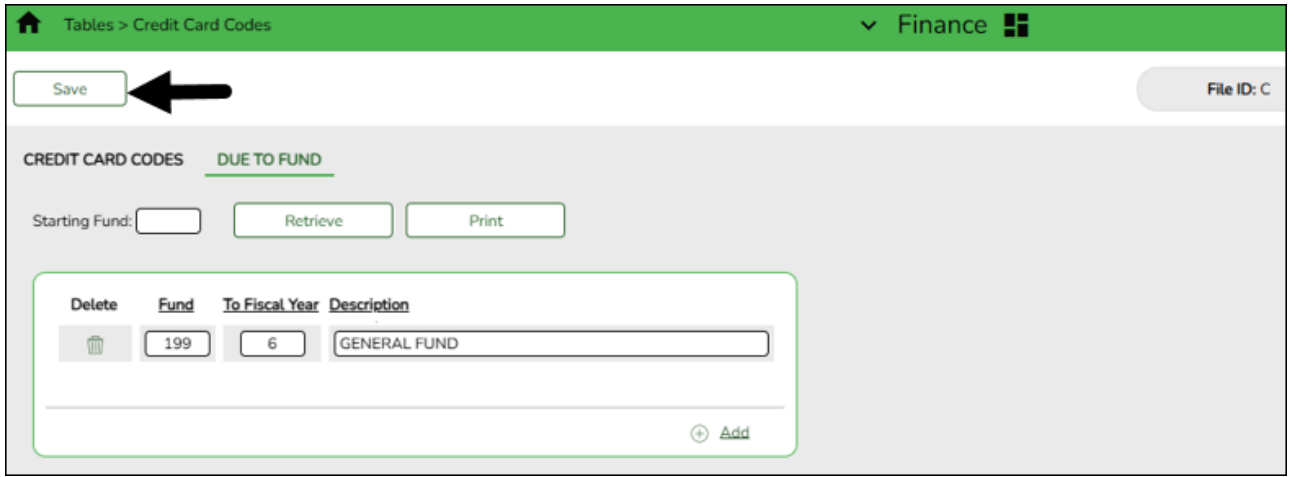
Use the [Finance > Utilities > Out of Balance Correction](#) page to view and correct any out-of-balance accounts.

21. (If applicable) [Address due to funds for credit cards.](#)

### (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
<b>Starting Fund</b>	Type the starting fund from which you want to retrieve data. Click <b>Retrieve</b> . A list of fund codes equal to and greater than the entered starting fund is displayed.

**Add a fund:**

<b>Fund</b>	Type a fund from which the credit card transaction was created.
<b>To Fiscal Year</b>	Type the fiscal year to which the new transactions created from the <b>Fund</b> field will be posted.
<b>Description</b>	Type a user-defined description for the due to fund. The field can be a maximum of 30 alphanumeric characters.

Click **Save**.

22. [Update payroll clearing fund/year.](#)

**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 Calculate Accrual Salaries:

Federal ID Number (EIN): 52-888999 Check Amount - Alpha:

Payroll Clearing Fund/Year: **199/6** Summarize Benefits Interface:

TWC District ID: 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.

23. [Update accrual expense 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

Save Year: C

**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
<b>Fund</b>	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. <b>Note:</b> A complete fund mask (XXX) cannot be used.
<b>Expense Fiscal Year</b>	Type a one-digit code to be used in conjunction with the <b>Fund</b> field to identify employee distribution history (accrual) records that need to be posted with a different fiscal year (see the step above).
<b>Description</b>	Type the fund description. The field can be a maximum of 30 characters.

Click **Save**.

24. (If applicable) [Clear/move NYR requisitions to CYR](#)

**(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.

## 25. [Update 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.

The screenshot shows the 'Options > Purchasing/Warehouse' page in the District Administration system. At the top, there is a 'Save' button with a black arrow pointing to it. Below the 'Save' button are two tabs: 'CURRENT YEAR' (selected) and 'NEXT YEAR'. Under the 'CURRENT YEAR' tab, there are 'Retrieve' and 'Print' buttons. The main area contains a list of options with checkboxes and input fields:

Use Blind Receiving:	<input type="checkbox"/>	Use Req Number as JV Number:	<input checked="" type="checkbox"/>
Allow Partial Receiving:	<input checked="" type="checkbox"/>	Cutoff Date:	<input type="text" value="08-01-2026"/>
Allow Receiving Overage:	<input type="checkbox"/>	Percent of Items Over:	<input type="text" value="0%"/>
Print Extended Description:	<input checked="" type="checkbox"/>	Create Receiving Payables:	<input checked="" type="checkbox"/>
Allow for Approval Process:	<input checked="" type="checkbox"/>	Restrict Campus/Dept:	<input type="checkbox"/>

## 26. [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.

Utilities > Mass Update User Account by Fund

District Administration

Execute

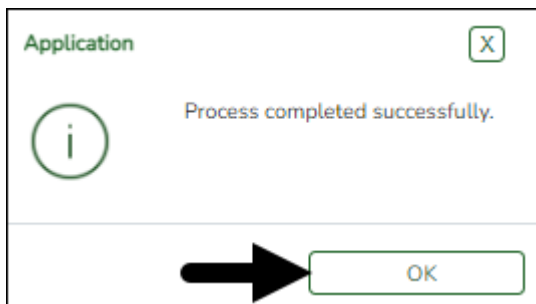
Select	From Fund/Yr	Description
<input type="checkbox"/>	865 / 5	STUDENT ACTIVITY FUND
<input type="checkbox"/>	XXX / 5	

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

Options

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.

27. [Notify Human Resources/Payroll department to proceed with first payroll.](#)

### 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.

## 28. [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.

Utilities > Finance Audit Extract

Finance

Extract

File ID: M

Create Finance Audit File from

- Current General Ledger
- Year To Date General Ledger
- Current and YTD transaction files

Year 1

Acct Period:

Thru:

Fiscal Year:

Year 2

Acct Period:

Thru:

Fiscal Year:

Field	Description
<b>Current General Ledger</b>	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). <b>CAUTION:</b> 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.

29. [\(If applicable\) Perform Asset Management EOY steps.](#)

### **(If applicable) Perform Asset Management EOY steps**

If your LEA uses the Asset Management application, reference the [Asset Management Annual Process](#) guide for information about ending the current year and beginning the new year.

30. [\(If applicable\) Update Grants and Projects tables.](#)

### **(If applicable) Update Grants and Projects tables**

If your LEA uses the Grants and Projects application to track grants across multiple file IDs, review and update the applicable tables as needed. Reference the [Grants and Projects Tracking](#) guide for additional information.

---

## **Additional Resources**

The below document can be used by those LEAs bringing forward balances from the historical file ID after the Fiscal Year Close process is complete.

[Roll Balances Supplement](#)



## Back Cover