



## Close fiscal year



## Table of Contents



# 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

Execute    Reset    Process Status    File ID: C

New File ID: 5    Accounting Period: 09    JV Number: FINEOY

Historical Transaction Date: 08-31-2025    New Year Transaction Date: 09-01-2025

Fund Selection:

Fund/Year	▲ Increment	Continue	Continue & Increment	Delete	Carry Forward Balances	Create 5XXX-BXXX
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 checked="" 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 File ID</b>	Click  to select the new historical GL 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.

Field	Description
<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:</p> <p>The fiscal year is incremented on credit memos.</p> <p>The fiscal year is incremented on outstanding Accounts Receivable invoices.</p> <p>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:</p> <p><b>Carry Forward Balances</b></p> <p><b>Create 5XXX-8XXX Accounts</b></p>
------------------	--

<b>Continue</b>	<p>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:</p> <p>The 1XXX-4XXX account balances are carried forward (the <b>Carry Forward Balances</b> field is automatically selected).</p> <p>The 5XXX-8XXX account balances are created (the <b>Create 5XXX-8XXX</b> field is automatically disabled).</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 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>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>
-----------------	---

<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:</p> <p>The 1XXX-4XXX account balances are carried forward for the fund in the fiscal year that is continuing (the <b>Carry Forward Balances</b> field is automatically selected). 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.</p> <p>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:</p> <p><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 1XXX-4XXX account balances into the new fiscal year. This field is automatically selected when <b>Continue</b> is selected for a fund.
<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:

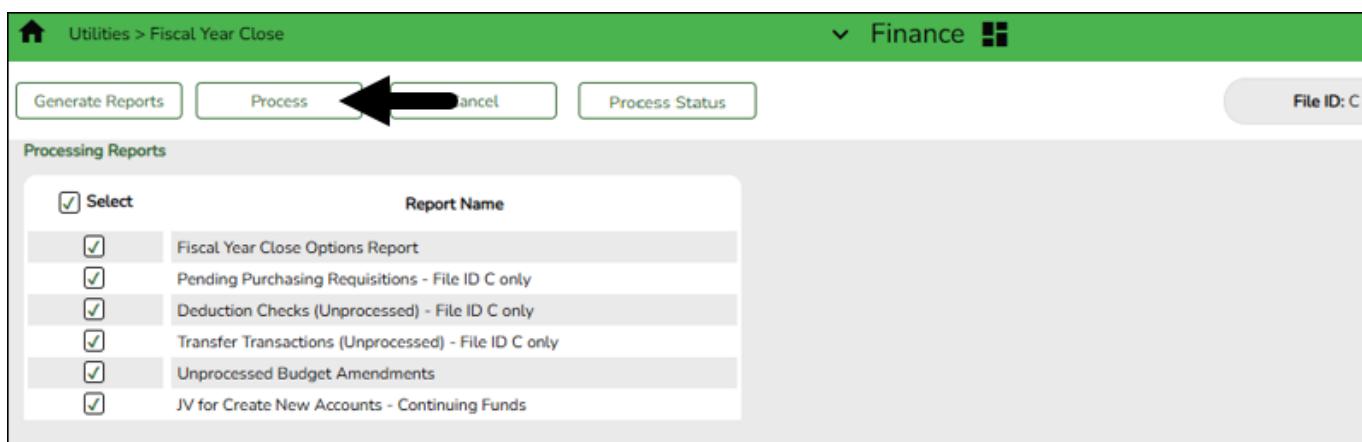
- Fiscal Year Close Options Report
- Pending Purchasing Requisitions - File ID C only
- Deduction Checks (Unprocessed) - File ID C only
- Transfer Transactions (Unprocessed) - File ID C only
- Unprocessed Budget Amendments
- JV for Create New Accounts - Continuing Funds

- 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.

Original Fund/Fdcl Yr	New Fdcl Yr	Fund Processing Selection	Carry Fwd Balances	Create 5XXX-8XXX
183/5	6	Increment		
198/5	6	Increment		
199/5	6	Increment		
211/5	6	Increment		
224/4		Delete		
224/5	6	Increment		
225/5	6	Increment		
226/4		Delete		
226/5	6	Increment		

 The page also includes a toolbar with icons for Print, Copy, Paste, and Find, and a footer with 'Page: 1 of 2'."/>

- 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.



Utilities > Fiscal Year Close

Finance

File ID: C

Generate Reports    Process    Cancel    Process Status

Processing Reports

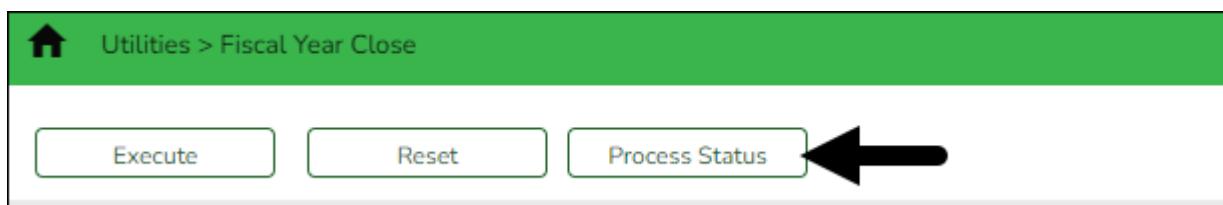
Select    Report Name

- 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

□ 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.

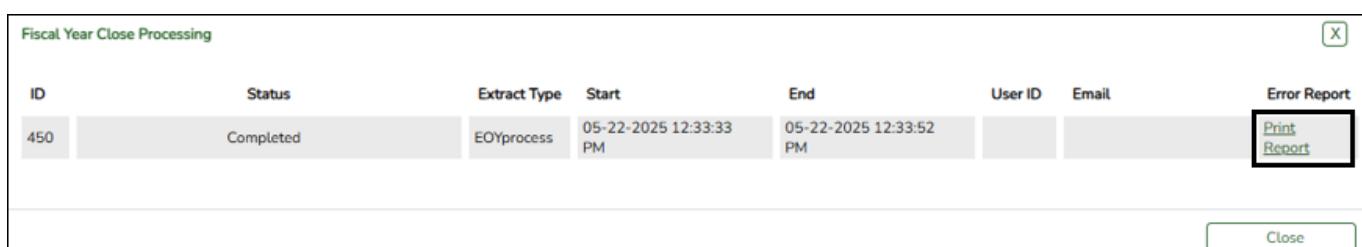
□ Click **Cancel** to return to the Fiscal Year Close page.



Utilities > Fiscal Year Close

Execute    Reset    Process Status

□ 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**.



Fiscal Year Close Processing

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

Continue 

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.



## Back Cover