



Year-End Checklist for Soft Close 2020-21

District Name: _____

Authorized Signature: _____ Date: _____

- ✓ Please use this checklist to complete the following steps before soft closing the prior year general ledger. Verify information or perform the action requested.

Note: A **soft close** of the general ledger will cease ALL activity in the prior year allowing the data in SACS software supplemental forms to be completed while ensuring prior year general ledger data in Escape will not change.

A **hard close** will occur after the district's Unaudited Actuals report has been reviewed and approved by SBAS. Final closing journal entries will be posted by SBAS updating new year beginning balances and **all** prior year general ledger activity is finalized.

- ✓ Add your initials next to each completed step. By finishing and submitting this document, you are verifying to us that you have performed the required steps to soft close.
- ✓ Please contact your Financial Analyst or District Financial Advisor if you need assistance.

Action Items – important to perform in the order listed below	District Initials
<p>1. Fiscal Year-End Processing Activity Finance > Processes > Year End Closing For each open document on the list, decide to either release, accrue, carry-over, or close out. <i>(See SBCEO Resources > Year-End Close > Year-End Close & SBCEO Resources > AR/AP/DI Year-End Setup)</i></p> <ul style="list-style-type: none"> ✓ Each item on this list must be cleared in order to close the Prior Year General Ledger (GL). <p>Important Note: <i>The Year-End Processing activity automatically creates and posts accruals to the prior year (PY). The accrual posting is automatically reversed in the next fiscal year when processed under this activity. Accruals processed through manual journal entries are not automatically reversed.</i></p> <p><i>*Review YE Close Webinar in Online Resources > Videos > Webinar Dates > Year End Fiscal Users</i> <i>**See "How To" located under the Tools drop down menu in the upper right corner for more information.</i></p>	
<p>2. Clear Outstanding Journal Entries Finance > Fiscal > Journal Entries In the Search Criteria section under 1-Journal Entry Information, set "Status" to Open, Denied, Submitted and Audit status (only a single status can be selected at a time). Under section 3-Other, change the "Fiscal Year" to the year you are preparing to close. Click Go to generate a list. Determine from the list whether to post or delete each item.</p> <ul style="list-style-type: none"> ✓ Each item on this list must be cleared in order to close the Prior Year General Ledger (GL). 	

<p>3. Balance Resources that Do Not Allow Ending Balances <i>(To determine which resources allow balances refer to CDE's SACS Resource Code Query)</i></p> <p>Post manual journal entries to move ending balances to the unearned revenue account or another account as appropriate. The Fiscal 27 report can help you determine the amounts to move. The deadline to post prior year manual journal entries is August 31.</p> <p>Important Note: <i>Ending balances in resources that do not allow ending balances will stop the prior year GL from closing. It is <u>very important</u> to balance unearned revenue resources for this reason. Incorrect classification will result in SACS Technical Review Check (TRC) errors.</i></p>	
<p>4. Verify All Outstanding Entries (Fiscal 15)</p> <p>The Fiscal 15 report allows districts to identify all Requisitions, Direct Payments, Employee Payments, Journal Entry Encumbrances, Invoices and Receipts that must be addressed in order to close the fiscal year.</p> <p>Finance > Reports > Fiscal > Fiscal Year End Checklist (Fiscal 15)</p> <p>In the Search Criteria section under 2-User Options, set "Fiscal Year" to the prior fiscal year and set "Payments" to YES.</p> <p>Important Note: <i>Every item that appears on this report <u>must</u> be cleared in order to soft close the prior year GL. Please note that if the Fiscal 15 report shows resources that do not allow an ending balance, these balances must be cleared (balance the resource by booking an unearned revenue entry or moving additional expenditures to this resource). The SACS Form CAT can also be used as a tool to assist in balancing resources.</i></p>	
<p>5. Remove ability to make payments and post receipts to the prior year (i.e., stop the system from automatically posting accruals to prior year)</p> <p>When you are ready to stop posting payments and receipts to the prior year, contact your Financial Analyst to have them enter the ending dates into the Org record fields. This will remove the "prior year" option in payments and receipts activities, therefore, ceasing all automatic, system generated accruals. OrgMgr and Fiscal Users will still be able to post <u>manual journal entries</u> to the prior year.</p> <p>Important Note: <i>Cancelled warrants will continue to post to prior year as long as the year is open.</i></p> <p><i>*Step 5 is not required but allows the business manager to cease prior year automatic activity. This will help ensure that the final balancing of resources can take place without the potential risk of unintended automatic system generated accruals posting to the prior year.</i></p>	
<p>6. Import Unaudited Actuals and Adopted Budget into the SACS2021ALL Software</p> <p>Run the SACS TRC for the Unaudited Actuals data. Resolve ALL Fatal Type 'Import Checks' or 'General Ledger Checks.' Fatal type errors will prevent transmission of the official SACS file. Verify all form requirements are met. The SACS2021ALL Budget Software Installation File can be downloaded from the CDE website: https://www.cde.ca.gov/fg/sf/fr/</p> <p>Important note: <i>'Supplemental Checks' and 'Export Checks' relate to data presented on SACS supplemental forms. Therefore, they do not need to be cleared prior to the soft close.</i></p> <p><i>*See SBCEO Resources > Budget > Unaudited Actuals > SACS Extract – Unaudited Actuals</i></p>	
<p>7. Clear remaining budget overdrafts</p> <p>Post final budget revision(s) to clear all expenditure overdrafts by Fund/Major Object in the prior year.</p> <p>Helpful Report: <i>Finance > Report Favorites > User ID: 61HUMPHREYST > YE Budget Overdraft [Fiscal 06]. After locating this report, you may want to save it as your own favorite report.</i></p>	

8. Ensure the correct budget data has been loaded into SACS

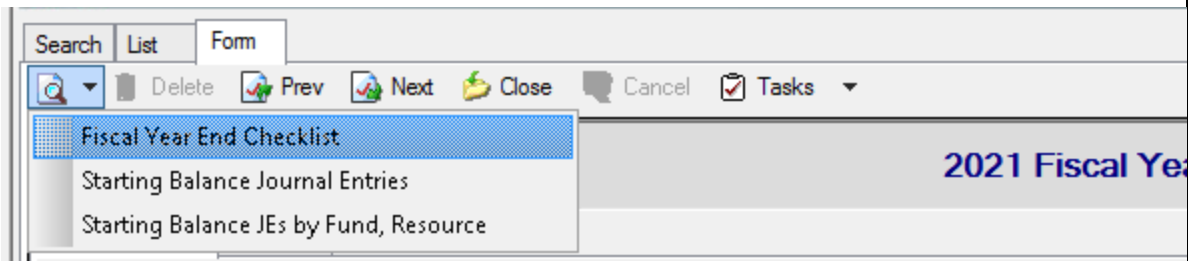
When all prior year entries have been posted and resources are balanced, run a final **Fiscal51 SACS Extract** and import the file into **SACS2021ALL**.

- 1) Ensure that the:
 - a. Ending Fund Balance for each fund in SACS ties to the Fiscal27 report in Escape and
 - b. SACS Adopted Budget data for each fund agrees to the posted Original Budget in Escape to ensure the correct budget data has been loaded.
- 2) Run a final SACS TRC for the Unaudited Actuals data to ensure there are **NO Fatal Type** 'Import Checks' or 'General Ledger Checks' and that all exceptions have been adequately explained. This final TRC will be submitted to SBAS.

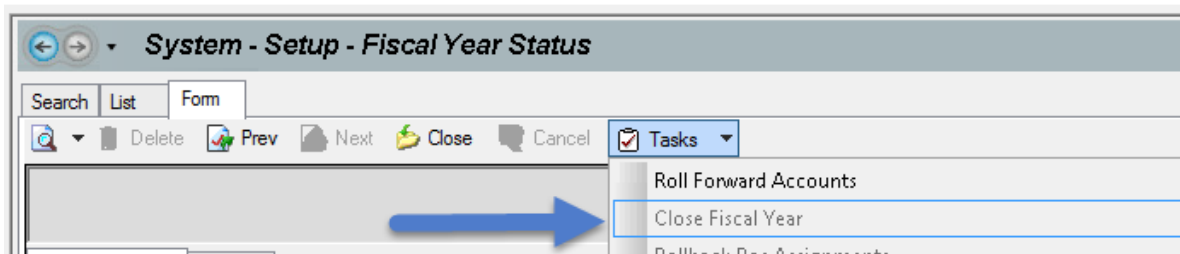
9. Soft Close the Prior Year General Ledger

When you have verified your final SACS file, prepare to initiate a soft close of the prior year GL. This will cease **ALL** activity in the prior year, allowing you to complete supplemental forms in SACS while ensuring your prior year data in Escape will not change.

The Org. Manager will verify that the Fiscal 15 is clear by going to System > Setup > Fiscal Year Status activity and click "Go." Then highlight the fiscal year to soft-close and click "Open." Click on the preview item icon. Then click on the Fiscal Year End Checklist. The report should be blank. If it is not, you must return to Step 1 and decide to either release, accrue, carry-over, or close out each item. If the report lists resources that do not allow ending balances, you must balance these resources.



Once the report is clear, the Org. Manager will click on the "Close" icon to close the "Report" tab. Then click on the "Close" icon to close the Form Tab. On the List tab select the year that you wish to soft close and click on the "Open" icon. Now the "Tasks" icon will have the option to "Close Fiscal Year" highlighted. Click on the highlighted option to soft-close your district.



10. SEMA/SEMB Forms Reviewed and Approved by SELPA

Submit the Special Education Maintenance of Effort Forms from the Unaudited Actuals report for both Actuals (SEMA) and Budget (SEMB) to the SELPA CBO-Kim Hernandez (khernandez@sbceo.org) for review and approval.

Important note: *SACS Unaudited Actuals forms PCR and PCRAF need to be opened, completed, and saved before finalizing the SEMA/SEMB reports.*

Important Note: *The soft close can be rolled back if there is an error found during the SEMA/SEMB approval that impacts the General Ledger. Please contact your DFA and FA if you need to re-open the prior year after you have soft closed your district. You will then need to follow all the previous steps in order to re-initiate the soft close.*

11. Attach documents & email to SBASFinance@sbceo.org

- a. SACS Technical Review Check (TRC) with no fatal errors
- b. SACS Form CA showing all supplemental form requirements are met
- c. Fiscal06 – YE Budget Overdraft with no budget overdrafts by Fund/Major Object
- d. Fiscal15 – Fiscal Year End Checklist with no exceptions
- e. Fiscal27 – showing zero EFB in resources that do not allow EFB
- f. A copy of email approval of SEMA and SEMB forms from SELPA CBO-Kim Hernandez
- g. A copy of this checklist with initials in all boxes and authorized signature/date

Important Note: *The soft close can be rolled back. Please contact your DFA and FA if you need to re-open the prior year after you have soft closed your district. You will then need to follow all the previous steps in order to re-initiate the soft close.*

- ✓ **After the district's Unaudited Actuals report has been reviewed and approved, the prior year GL will be hard closed, and your district will be notified. Finished!**