Fiscal Year-End Reminders:

✓ **Clear prior year accruals** Review and clear balances in objects 9201 & 9501 in the current year.

   Helpful Tools: Refer to *AR/AP/DI Year-End Setup* posted under (SBCEO Resources > Year-End Close) in Escape.

✓ **Clear prior year Unearned Revenue** Review and clear prior year balances in object 9650 in the current year.

✓ **Clear temporary borrowing** between funds (Due-To/Due-From in objects 9310 & 9610).
   EC 42603 requires that amounts transferred be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

I. Review Escape Setup

The Org and Department records are read-only. **To make changes, e-mail the SBAS Financial Services Supervisor.**

☐ **Org Record** (System > Setup > Organizations) – Fiscal level user and above. **These dates override the date in the Department Record.**

   a. General Setup Tab - (3) Finance Setup (Req, AR) and (4) Payments (AP, Direct, Employee)
   Review settings for "Current Year End Month/Day" and "Next Year Start Month/Day"
   The Current Year End Month and Day represent the last day in the closing year that records can be entered by a user. The Next Year Start Month and Day represent the first day in the new fiscal year that records can be entered by a user.

   b. Ledger Setup Tab - *Information Only*
   Section 1 - contains the Error Link ID's that Payroll uses for missing accounts and Finance uses for missing/expired accounts.
   Section 2 - contains the balance sheet Control accounts Escape has mapped.

☐ **Department Record** (Finance > Setup > Department > Departments) – The dates affect Admin. Level users. Review settings for "Current Year End Month/Day" and "Next Year Start Month/Day" in each department for the following activities:
   The Current Year End Month and Day represent the last day in the closing year that records can be entered by a user. The Next Year Start Month and Day represent the first day in the new fiscal year that records can be entered by a user.
   a. Section 2 - Vendor Requisition
   b. Section 4 - Stores Requisition
   c. Section 5 - Department Requisition
   d. Section 6 - Accounts Receivable – dates affect all users
   e. Section 7 - Journal Entry has Current Year End and Next Year Start dates that are overridden only by System > Fiscal Year Status (System) > JE Posting date ("Month" Close). The Fiscal Year Status (System) record can only be viewed by Org Managers and is controlled by SBAS.

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f.   Section 8 - Budget Transfer/Revision has Current Year End and Next Year Start dates that are also overridden by the System > Fiscal Year Status (System) > JE Posting date ("Month" Close). The Fiscal Year Status (System) record can only be viewed by Org Managers and is controlled by SBAS.

g.   Section 9 - Work Order

II. Perform Year-End Document Cleanup

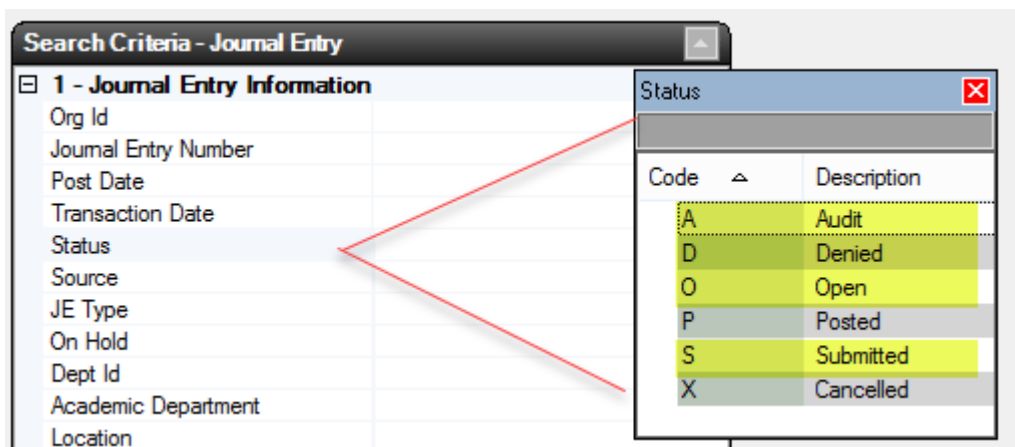☐   **Journal Entries** (Finance > Fiscal > Journal Entries)

Search for journal entries in the following "Status" (only a single status can be selected at a time):
- Audit (with SBAS for review),
- Denied,
- Open, and
- Submitted

Research to determine whether the journal entries identified should be posted or deleted.
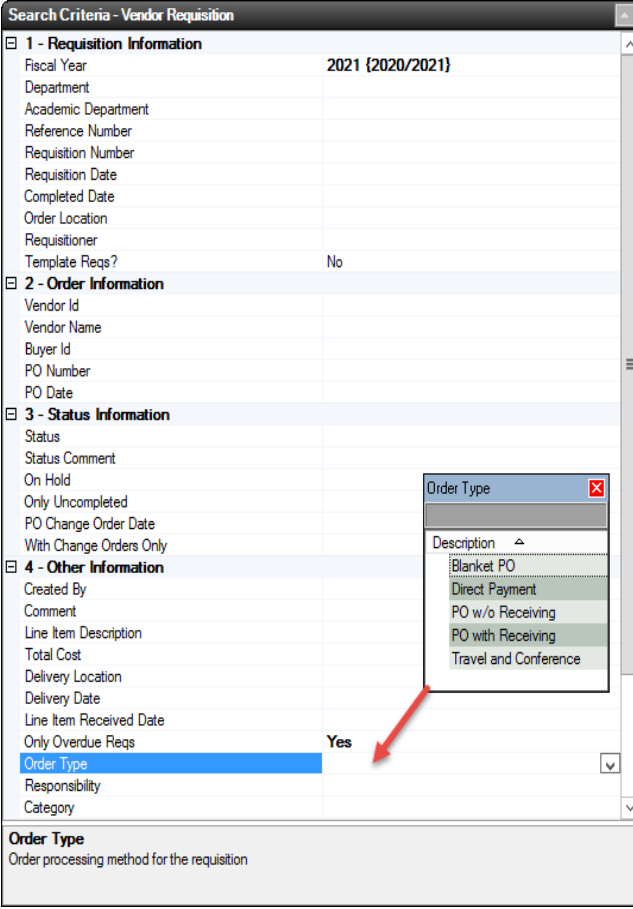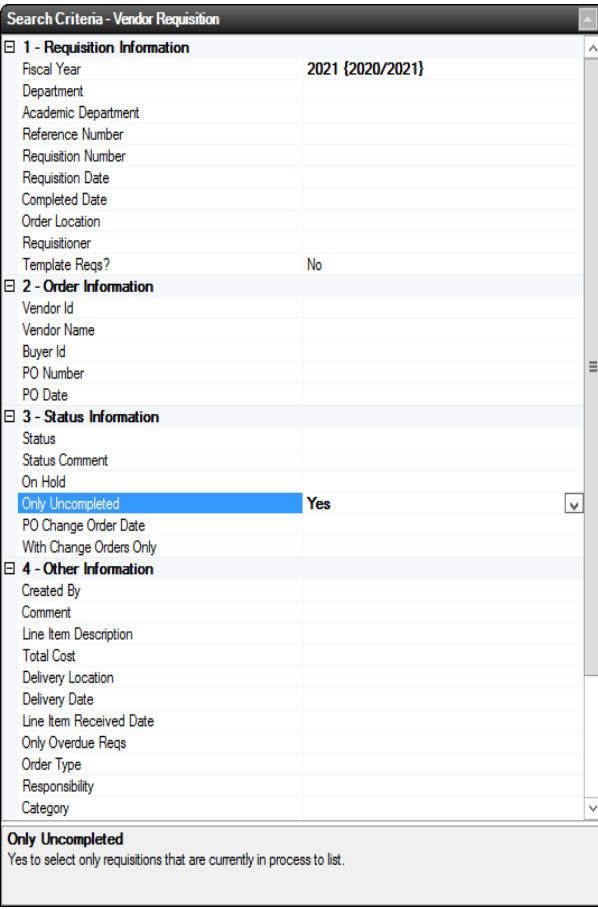
Review the transaction date to ensure entries that affect cash (9110) are not submitted with a prior year transaction date after the June cash deadline has passed.

Escape Report: Journal Entry Detail by Journal Entry (Ledger 01) – Search only unposted journal entries under "Unposted JE?"

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YEAR-END CLOSE

☐ **Requisitions** (Finance > Requisitions > Vendor Requisitions)
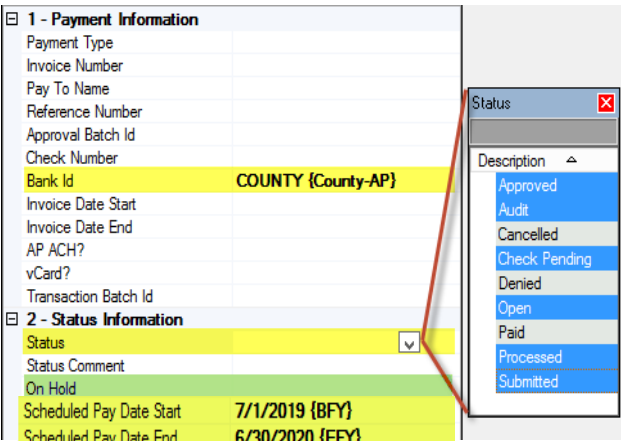
Purpose: Identify vendor requisitions with overdue items	**Purpose:** Identify all open vendor requisitions

Research the status of requisitions that appear on this list by looking for: • Items not yet received from vendor • Items received by the district, but not recorded as received in Escape	Sort by "Outstanding" ($) column and look for: • Requisitions with a negative outstanding balance • Requisitions that are complete, but in an open status because the "final payment" flag was not set to "yes" • Requisitions that are approved, but the district does not plan to make any (additional) purchases; there are no outstanding balance owed or pending payments
For items not yet received from vendor: **Action:** Tasks → Vendor Inquiry-Printed → Delivery Status Notification → Convert to PDF → Email or Mail to Vendor	**Action:** If no more payments will be made, go to Tasks → Manually Complete Note that the system will not allow you to **manually complete** a requisition if items have been received, but not yet paid

If a requisition is in the printed status, **canceling** the PO will generate a cancellation notice that can be sent to the vendor.
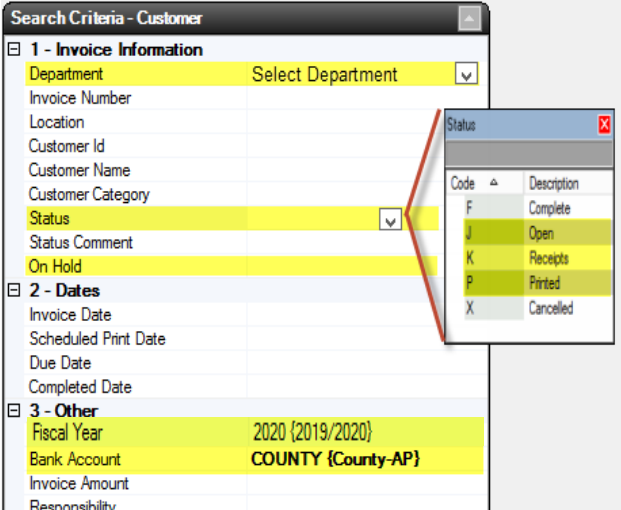
> *Escape Report:* Reqpay02 – Requisition Listing

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☐ **Payments** (Finance > AP >Payments)

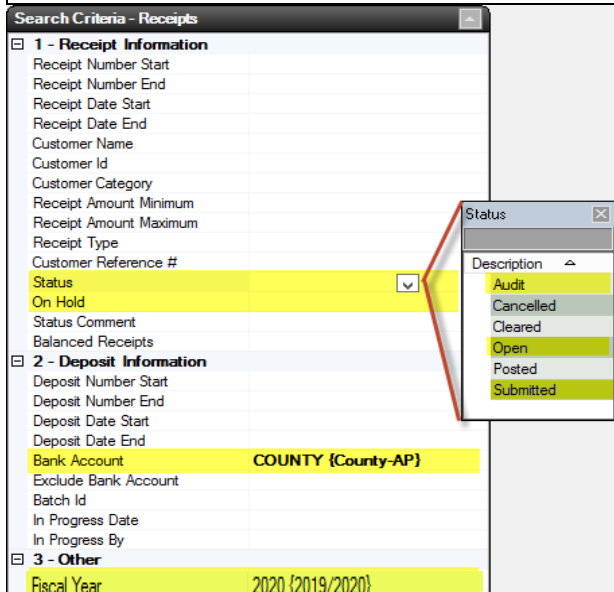| Purpose: Identify all open payments	On Hold?	Action:
	Yes	History record will indicate why payment or credit was put on hold. Research and resolve issue(s), then take off hold status to process the payment.
	No	List should include *only* those payments or credits to be processed during the next accounts payable run. Identify unresolved payments or credits. Use the "Return To Open" task, if needed • **Cancel** to complete payment • **Delete** if duplicate

☐ **Invoices** (Finance > AR >Invoices)

Purpose: Identify all open receipts.	Status	Action:
	Open	• **Cancel** to complete the invoice • **Delete** if the invoice does not have any receipts, is in the Open status and has never been accrued.*
	Printed	If a receipt was printed but will not be collected • **Return to Open** to edit • **Manually complete** using Task • **Cancel** (can't delete once printed)
	Receipts	Research the status of receipts and resolve • **Manually complete** using Task

*If the invoice is deleted, the invoice number will be missing from your invoice # sequence, thus eliminating the audit trail.

Escape Report: Invoice Aging (AR04) – Search by Department and Days Overdue

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☐ **Receipts** (Finance > AR > Receipts)

Purpose: Identify all open receipts.	On Hold?	Action:
	Yes	The history record will indicate why the receipt was put on hold. Research and resolve issue(s), then take the receipt off hold status to process.
	No	List should include only receipts in process (*i.e. deposits in transit to the Treasurer's Office but not yet received by the Treasurer or received but not yet posted by SBAS*). Review the list to identify receipts entered in error or receipts submitted, but not approved by the district. Use the "Return To Open" task, if needed • **Cancel** to complete the receipt • **Delete** if duplicate or error

Important Note: All deposits received by the Treasurer's Office MUST be 'posted' in Escape by SBAS in order to reconcile cash at each month-end close. Therefore, review prior month receipts carefully as you would have been contacted if posting was needed to "close" the month (i.e. balance cash).

III. Complete the Year-End Closing Processing Activity

Finance > Processes > Year End Closing (only available *after* July 1 to users with role FISCAL or ORGMGR)

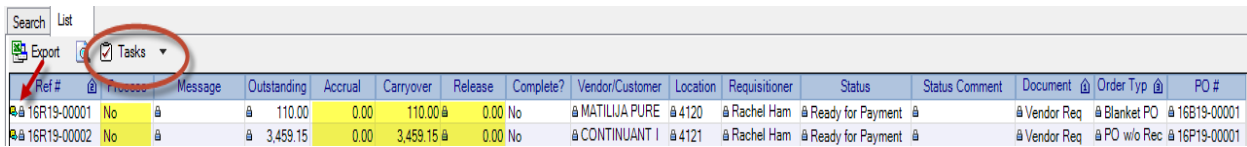**Step 1:** Generate a list of open documents
- Search by Department; Document Type (All, AR Invoice, Department Requisition, Stores Requisition, Vendor Requisition), then click "Go"

Step 2: Run the Year-End Processing Report
- From the list, go to Tasks → Year-End Processing Report (FiscalYearEnd99a)

Step 3: Take action after fiscal year-end to 1) Accrue, 2) Carryover, or 3) Release
- Ensure "process" flag (column 2) is correctly set to "yes" or "no" for each line item on the list where action has been taken, then go to Tasks → Post.
- Refresh the list when changes are made

The Goal is to have NO documents remaining on the Year-End Closing list.

Use the snapshot button to view documents without opening them.

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Accrual	Changes the requisition's fiscal year to the next fiscal year. A journal entry will be created as of 6/30 (Debit Prior Year receivable and Credit Current Year receivable)
Carryover	Adds next year's accounts and writes a history record. No journal entries are generated.
Release	Amount that will cancel out the remaining Outstanding Balance and thereby allow the item in question to be completed. This will not reverse any payments.

Important Notes

➢ If you made a final payment on a requisition but did not set the final payment flag to "yes", the requisition will _not_ be in completed status and will therefore appear on the year-end list. If the requisition is actually complete, open the requisition and use the Manual Complete Task.

➢ Automatic accruals created through the Year-End Close processing activity (by choosing the "Accrual" option for an open document), will be automatically reversed in the next fiscal year once payments/receipts are made against the document.

Escape Documentation: Additional documentation on Year-End processing activities along with common transactions can be found in Escape>Online Resources>Documentation, search '*Year End Processing of Vendor Requisitions'* and '*Year End Processing of AR Invoices/Receipts*'.

IV. Additional Year-End Considerations

✓ Close categorical programs
✓ Post accruals that are not associated with documents and therefore not included in the Year-End Close Processing Activity (i.e. Interest, Q3 &Q4 Lottery, Indirect Costs, Special Education amounts owed, State Aid, Apportionment Deferrals, EPA etc.)
✓ Perform Physical Inventory counts and post Stores and Fixed Asset adjustments
✓ Run a Comparative Object Summary Report (Fiscal06) and ensure all budget overdrafts are cleared by fund/major object
✓ Import to SACS – clear TRCs and ensure that all Supplemental form requirements have been met (e.g. CEA, SEMA, SEMB, etc.)

Helpful Year-End Reports

1. Fiscal year End Checklist (Fiscal15)
2. Financial Statement (Fiscal13)
3. Trial Balance (Fiscal09)
4. Fund / Resource Balance Recap (Fiscal 27)
5. SACS Component Validation Errors (Fiscal50)
6. SACS Extract (Fiscal51)

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