#### Fiscal Year-End Reminders:

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

*Helpful Tools:* Refer to <u>AR/AP/DI Year-End Setup</u> 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. <u>To make changes, e-mail the SBAS Financial Services</u> <u>Supervisor.</u>

- Org Record (System > Setup > Organizations) Fiscal level user and above. <u>These dates override the</u> <u>date in the Department Record.</u>
  - 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.
  - 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 States"

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.



- 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?"

Search Criteria - Journal Entry		
I - Journal Entry Information	Status	×
Org Id		
Journal Entry Number		
Post Date	Code 🗠	Description
Transaction Date	A	Audit
Status	D	Denied
Source	0	Open
JE Type	P	Posted
On Hold	S	Submitted
Dept Id	× ×	Cancelled
Academic Department	^	Cancelled
Location		



	YEAR-E	ND CLOSE					
Requisitions	(Finance > Requisitions > Venc	lor Requisitions)	open vendor requisitions				
overdue items		rupose. Identity all open vehiclor requisitions					
Search Criteria - Vendor Requisition		Search Criteria - Vendor Requisition					
1 - Requisition Information     Fiscal Year	2021 {2020/2021}	I - Requisition Information Fiscal Year	2021 {2020/2021}				
Department Academic Department Reference Number Requisition Number Requisition Date Completed Date Order Location Requisitioner Template Reqs? <b>2 - Order Information</b> Vendor Id Vendor Name Buyer Id PO Date <b>3 - Status Information</b> Status Status Comment On Hold Only Uncompleted PO Change Order Date With Change Orders Only <b>4 - Other Information</b> Created By Comment Line Item Description Total Cost Delivery Location Delivery Date Line Item Received Date Only Overdue Reqs Order Type Responsibility Category <b>Order Type</b> Order sourcessing method for the requisition <b>Research the status</b> on this list by looking • Items not yet references	No No Description A Barket PO Direct Payment PO w/o Receiving PO with Receiving PO with Receiving Travel and Conference Yes Yes V Solutions that appear g for: ceived from vendor by the district, but not eived in Escape	Department         Academic Department         Requisition Durber         Requisition Number         Requisition Date         Completed Date         Order Location         Requisitioner         Template Reqs?         B - Order Information         Vendor Name         Bayer Id         PO Number         PO Date         B - Status Information         Status         Status Comment         On Hold         Orly Uncompleted         PO Change Order Date         Wth Change Orders Only         E - Other Information         Created By         Comment         Line Item Description         Total Cost         Delivery Date         Line Item Received Date         Orly Uncompleted         Yes to select only requisitions that are currently         Sort by "Outstanding"         Requisitions with         balance         Requisitions that are open status becau         was not set to "yee	Yes ✓ Yes ✓ /in process to lat. '(\$) column and look for: a negative outstanding are complete, but in an use the "final payment" flag use				
		district does not plan to make any (additional) purchases; there are no outstanding balance owed or pending payments					
For items not yet red Action: Tasks → Ver Delivery Status Notit	ceived from vendor: ndor Inquiry-Printed $\rightarrow$ fication $\rightarrow$ Convert to PDF $\rightarrow$	Action: If no more pay Tasks → Manually Co	Action: If no more payments will be made, go to Tasks → Manually Complete				
Email or Mail to Ven	dor	Note that the system will not allow you to manually complete a requisition if items have been received, but not vet 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

#### **Payments** (Finance > AP > Payments)

Purpose: Identify	all open payments		On Hold?	Action:
<ul> <li>□ 1 - Payment Information         Payment Type             Invoice Number         Pay To Name         Reference Number         Approval Batch Id         Check Number         Bank Id         Invoice Date Start         Invoice Date End         APCH?         vCard?         Transaction Batch Id         2 - Status Information         Status         Status Comment         On Hold         Scheduled Pay Date Start         Scheduled Pay Date End         Transaction         Status         Scheduled Pay Date End         Scheduled Pay Date End         On Hold         Scheduled Pay Date End         Scheduled Pay Date En</li></ul>	COUNTY {County-AP} ✓ 7/1/2019 {BFY} 6/30/2020 {EFY}	Status Description Approved Audit Cancelled Check Pending Denied Open Paid Processed Submitted	Yes	<ul> <li>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.</li> <li>List should include <u>only</u> those payments or credits to be processed during the next accounts payable run. Identify unresolved payments or credits.</li> <li>Use the "Return To Open" task, if needed</li> <li>Cancel to complete payment</li> <li>Delete if duplicate</li> </ul>

#### □ **Invoices** (Finance > AR > Invoices)

Purpose: Identify all open receipts.			Status	Action:
Search Criteria - Customer           I - Invoice Information           Department           Invoice Number	Select Department		Open	<ul> <li>Cancel to complete the invoice</li> <li>Delete if the invoice does not have any receipts, is in the Open</li> </ul>
Location Customer Id Customer Name	Status			status and has never been accrued.*
Customer Category Status Status Comment On Hold 2 2 - Dates Invoice Date Scheduled Print Date Due Date Completed Date	▼	Description     Complete     Open     Receipts     Printed     Cancelled	Printed	<ul> <li>If a receipt was printed but will not be collected</li> <li>Return to Open to edit</li> <li>Manually complete using Task</li> <li>Cancel (can't delete once printed)</li> </ul>
3 - Other     Fiscal Year     Bank Account     Invoice Amount     Responsibility	2020 {2019/2020} COUNTY {County-AP}		Receipts	Research the status of receipts and resolve <ul> <li>Manually complete using Task</li> </ul>

\*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



#### Receipts (Finance > AR > Receipts)

Purpose: Identify all	open receipts.		On Hold?	Action:
Search Criteria - Receipts  1 - Receipt Information Receipt Number Start Receipt Number End Receipt Date Start Receipt Date End Customer Name			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.
Customer Id Customer Category Receipt Amount Minimum Receipt Amount Maximum Receipt Type Customer Reference # Status On Hold Status Comment Balanced Receipts P 2 - Deposit Information Deposit Number Start Deposit Number End Deposit Date Start Deposit Date Start Deposit Date End Bank Account Batch Id In Progress Date In Progress By 3 - Other Customer Start Deposit Date Customer Start Deposit Date Customer Start Deposit Date Start Detter Start Detter Start Detter Start Detter Start Detter Start Deposit Date Start Deposit Date Start Detter Start	COUNTY {County-AP}	us  Scription  Audit Cancelled Cleared Open Posted Submitted	No	List should include only receipts in process ( <i>i.e. deposits in transit to the</i> <i>Treasurer's Office but not yet received by</i> <i>the Treasurer or received but not yet</i> <i>posted by SBAS</i> ). 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 • <b>Cancel</b> to complete the receipt • <b>Delete</b> 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  $\rightarrow$  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

Search List		_															
😤 Export 🛛 👔	🖉 Ta	sks 🔻															
Ref# @	2 Troo		Message	Out	tstanding	Accrual	Carryover	Release	Complete?	Vendor/Customer	Location	Requisitioner	Status	Status Comment	Document 👔	Order Typ 🁔	PO #
📲 16R19-00001	No	۵		۵	110.00	0.00	110.00	0.00	No	A MATILIJA PURE	₿ 4120	≜ Rachel Ham	Ready for Payment	8	Vendor Req	🖨 Blanket PO	≜ 16B19-00001
📲 16R19-00002	No	â		۵	3,459.15	0.00	3,459.15	0.00	No	■ CONTINUANT I	a 4121	≗ Rachel Ham	BReady for Payment	8	Vendor Req	≙ PO w/o Rec	≜ 16P19-00001

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

Use the snapshot **a** button to view documents without opening them.



Prepared by School Business Advisory Services

	YEAR-END CLOSE
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 <u>not</u> 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)