

FundBalance Product Solution

2009 Year End Close Refresher

Empowering people who serve the public™



tyler
technologies

- Print the application Help files for YE Checklists (also at www.tylertech.com, Client Support, FundBalance Support).
- Things to consider when an application has no specific YE close process:
 - What information will be needed down the road by you or the auditors? This should be determined prior to YE and before the auditor arrives to begin the audit.
 - Are there reports that should be printed, making auditing easier, and therefore, less costly?
 - Please contact FundBalance Technical Support for assistance if you are unable to locate any necessary information.

- What year end reports do auditors typically require?
 - Aged Accounts Receivable Report

Can be printed at any time, but should be printed after the last transaction of the year and before any transactions in the new year.

 - Typically printed at the end of each month.
 - Outstanding Balance Report
 - This is a “Picture” of the **current** balances.
 - Cannot be printed for a previous period.
 - Print after the last transaction of the year and before any transactions in the new year.
 - Typically printed at the end of each month.

- Most Cash Receipts (CR) reports are located on the Process Menu.
- CR reports may be printed for prior time frames, provided you are keeping receipt history (see flag in CR Options).
- TimeSheet reports may also be printed for prior periods.

- No specific processes for fiscal year end, but we suggest the following:
 - Verify all assets acquired in the past year have been entered into the system.
 - Review status of assets and change status to disposed or inactive as needed.
 - Verify the condition level of assets that are using the Modified Approach depreciation method.

- Confirm that all maintenance and repairs have been entered.

- Run Calculate Depreciation to create JEs and update an asset's book value.

- At a minimum, the following reports should be printed at year end:
 - Depreciation Report
 - Schedule by Source
 - Schedule by Function and Activity
 - Schedule of Changes by Function and Activity

- Perform an audit/inventory of assets.
 - Use of the CA Scanner makes inventory a snap by:
 - Importing the inventory file from the scanner into CA.
 - Printing the Annual Audit of Assets
 - Print the Capital Assets Inventory Report if you are not using a scanner.
 - Year end is an excellent time to purge unneeded information. Please contact support prior to purging if you have questions or concerns.

- General Ledger does not have a Calendar YE close, only a Fiscal YE close.
- JEs for the new year will append, but will not post until the current year is closed.
- YE close should not be run if you are out of balance, especially for the previous year.
 - The GL Reconciliation process can only correct current and previous year out of balance issues.
- The Cash Balances & Income Statement reports may be run for Previous & Current years.

- It is **not** necessary to leave the current year open until the auditor arrives.
 - Regular JEs can post to prior year.
 - Set the flag for “Journal Entries prior to the fiscal year” in GL Options to either 2 – Warning Allow or 3 – No Warning Allow.
 -
 - Auditors Adjusting JEs also post to prior year.
 - Set the flag for “Journal Entries for Year End Adjustments” in GL Options to 1 – Allow Adjustments.

- Print the Process Menu/Auditor's Worksheet to assist your auditor.
- Not used to post JEs to an open year.
- The posting date must be in the previous fiscal year.
- Only JEs created Entering Adjusting JEs have a Journal Type of "AD" for Adjusting entry.
- Must reprint YE reports if postings occur after they have been printed.

- The budgeting process should be complete prior to running the YE close process.
 - Refer to the Checklist: The Budgeting Process in the application help for more information.
 - Print the Report Menu/Budget Reports/Final Budget report to verify the budget amounts that will carry over as part of the YE close process.
 - YE close process resets all the Load Budget amounts to zero.
- It will be necessary to manually enter budget amounts if the budget process isn't completed prior to running the close.
 - Budget amounts are entered in the GL Master/Current Year Information tab, in the Original Budget column for the first month of the fiscal year. They automatically copy to the Amended Budget column.

- Do not confuse the Estimated YE Total field with the budget.
- The Calc Estimated YE Total process can update the GL Master field of the same name.
- GL cannot move this number to the Original or Amended Budget columns, nor can it move it to the Load Budget/Adopted Budget column.

- Backup BEFORE and AFTER running the Year End Close process.
- Processing time varies based on your processor speed, number of GL#s, number of JEs, etc.
 - Do NOT interrupt the YE close process! Call FB support if you are tempted to cancel/stop the process.
- If checked, the “Add Outstanding Encumbrances” field will add any open encumbrances to the “PY Balance Forward, Amended Budget” field in the GL Master.

- It is not necessary to restore to before the YE close if you discover that not all JEs were appended and posted.
 - Verify GL Options is set to allow postings to a previous year.
 - Append the JEs, confirm they are correct and then post them.
 - Reprint any YE reports that were run, such as the Trial Balance, Balance Sheet, etc.

- Backup before and after running the close.
- Refer to the application Help files for YE Checklists.
- Two types of year end close:
 - Calendar
 - Fiscal
- Timing is absolutely critical!
 - Must be run **AFTER** the last check run for the year (calendar or fiscal) has been wrapped up and **BEFORE** any checks are wrapped up for the new year (calendar or fiscal).

- Control whether expenses hit the closed year by the “Posting Date” field in Enter Invoices.
- The Wrap Up A/P Check process controls whether cash is hit in the closed or current year.
 - Detail wrap up uses the check date for the JEs.
 - You specify the JE date when wrapping up using the summary option.

- Recommended reports to print just prior to YE Close:
 - Annual Vendor Listing – it can't be run after.
 - Aged Invoice and Aged Invoices by Fund – these are useful for the auditor.
 - Invoice Status – these are useful to confirm the PY Bal Fwd amount in GL for AP GL#s.
 - Print with a status of paid, for the entire year.
 - Print with a status of unpaid, for the entire year.

Vendor Master

Vendor Number: 6825 New

Master Info | Addresses | Terms/Amounts | User Fields/Comments | GL Distribution

Terms

Discount %: 0.00 # Discount Days: 0 # Due Days: 0 Ship Via:

PO Terms: FOB Terms:

	Curr. Calendar Year	Prev. Calendar Year	Curr. Fiscal Year
YTD-1099	758.00	1,248.00	
YTD-non-1099	252.89	546.23	
Total	1,010.89	1,794.23	500.89
Outstanding PO's			1,000.00
Outstanding Invoices			500.00

Save Cancel Delete Help

YTD amounts are updated by the Wrap up process.

- Fiscal year end close:
 - Resets the “Curr. Fiscal Year” field to zero.
- Calendar year end close:
 - Moves the “Curr. Calendar Year” field totals to the “Prev. Calendar Year” field.
 - The “Curr. Calendar Year” field is reset to zero.
- No journal entries are created by A/P close.

- 1099s may be run before or after the YE close.
- The dollar amount for 1099s is taken from the Vendor Master, “YTD-1099” field and may be manually updated if necessary.

- Backup before and after running the Year End close – this can't be stressed enough.
- Refer to the application Help files for Year End Checklists.
- Purchase Order only has a Fiscal year end close process.

- Three methods for YE Close:
 - Option 1 Carry Over Open POs.
 - No Journal Entries are created.
 - Status remains Wrapped Up.
 - Same results as not performing a YE Close.

- Option 2 Clear Open POs and Encumbrances

Unencumbering (UN) JE Created

DR	CR
A/P Liability account	Expense account
101-000-202.000	101-750-732.000

- PO Status is changed to Cancelled.
- PO may NOT be used in AP Enter Invoices.
- Will need to re-enter POs for the new year with new PO numbers.

- Option 3 Expense POs & Post YE Encumbrances – GAAFR recommended method.

Unencumbering (UN) JE created

DR	CR
A/P Liability account	Expense account
101-000-202.000	101-750-732.000

AP JE created to expense the PO

Expense account	YE Enc. Payable account
101-750-732.000	101-000-203.000

- Enter Invoices will debit the YE Enc. Payable account.

- Single close process handles:
 - Calendar year end close.
 - Important for accurate W2s and 1099s.
 - Fiscal year end close.
 - Important if leave hours are based on fiscal year.
- Again, timing is crucial!
- Can close one, or both at same time.
- Back up right before and after the close process. This is the most important process of all.

- Print the year end checklists contained in the application help file.
- Close must be run **AFTER** wrapping up the last payroll of the current year and **PRIOR** to the 1st payroll of the new year.
- W2s and 1099s may be printed before or after the close process has been run.

- Suggested YE reports in addition to your routine reports:
 - Employee Benefits Statements
 - History Report – Fiscal & Calendar Year
 - YTD Leave Hours Report – Calendar Year
 - FYTD Earnings by Fund – Fiscal Year
 - Earnings History by GL Number – Fiscal Year
 - W2/1099 Report-Calendar Year
 - Withholding Report-Calendar Year
 - Earnings History Report – Calendar, can be also used with Fiscal Year
 - Longevity Report – Fiscal Year
 - State specific reports. Some of the state reports do have Annual Report features.

- Year end related processes:
 - Mass Changes to Rates
 - Only if using Job Classifications for pay rates.
 - Pension Interest
 - Only for self-administered pension plans.
 - Setup Pay Period
 - Critical to indicate the ‘Start of the New Period.’

- If you would like more information regarding anything in this presentation, or in regards to FundBalance in general, please contact us using the information below.
- Email: fbsupport@tylertech.com
fbsales@tylertech.com
fbinfo@tylertech.com

Website: www.tylertech.com (Client Support tab)

Phone: (toll free) 888-396-3863

Fax: 734-677-2070