



# FINANCIALS

## FISCAL YEAR END CHECKLIST

GL-710

This document outlines the steps needed to create the new fiscal year, rollover purchase orders and close out the old fiscal year on the AUC system. *Not all the steps may apply to every site so please be sure to review each one carefully.* Documentation can be found in the Help Reference Library to complete the various steps listed below.

There may be other steps (such as generating specific reports) that are not listed here. This document is only intended to be used as a guideline.

### About this Document

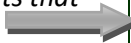
In the document, it is assumed that:

- The fiscal year ends on June 30,
- The term “old” year is used to reference the year being closed, and
- “New” year refers to the fiscal year being opened for the coming July 1.

If the fiscal year is based on a different cycle, adjust the dates accordingly. The months in parentheses are for Fiscal Year End dates of October 31 and December 31, respectively.

	Task	Action
<b>Early June (September, November)</b>		
<input type="checkbox"/>	Issue Open PO Listing	<b>Purchase Orders ▶ Reports ▶ Report Library</b>  <input type="text" value="3070-Open POs as of a Date"/>  Begin to liquidate any Purchase Orders that may be closed out. Or, wait to do this when rolling over Purchase Orders. See the “PO-760 PO Rollover” document in PO Help Reference Library.
<input type="checkbox"/>	Attend or Review PO Rollover Webinar	Use this link to review the webinar: <a href="https://youtu.be/Mq6Pg9RZick">https://youtu.be/Mq6Pg9RZick</a>
<input type="checkbox"/>	Reconcile Open Encumbrances	Compare: <ul style="list-style-type: none"> <li>• Trial Balance to</li> <li>• Encumbrance Summary to</li> <li>• Open PO Listing</li> </ul>

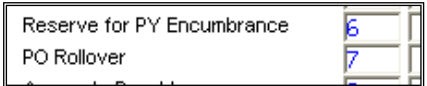


	Task	Action
<input type="checkbox"/>	Update Chart of Accounts	<p>Flag accounts to not be copied forward.</p> <div data-bbox="748 359 1187 411" style="border: 1px solid black; padding: 2px;">           Copy to Next FY    <input type="radio"/> Yes    <input checked="" type="radio"/> No         </div> <p>Any accounts set to <input checked="" type="radio"/> <b>NO</b> in the “old” will remain in the old FY but will not be created in the “new” FY.</p> <p>For more information, please see <b>GL-720 Copying Accounts to New Year</b> in the General Ledger Help Reference Library.</p>
<input type="checkbox"/>	Email Open PO Notifications to Departments	<p><b>Purchase Orders ▶ Year-End Processing ▶ PO Rollovers ▶ Email Open PO Listings</b>  <i>Does not apply to all sites.            May be done before creating new year Chart.</i></p>
<b>Mid-June (Mid-September, Mid-November)</b>		
<input type="checkbox"/>	<p>Issue GL Audit Reports (for old FY)</p> <p><i>Look for the two reports that say this at the top:</i> </p>	<p><b>Ledgers ▶ Reports ▶ Reports Library ▶ Other ▶ GL Audit Report</b></p> <p><b>*** PLEASE CONTACT ADMINS SUPPORT IF THIS REPORT IS NOT BLANK ***</b></p> <p><i>If either of these two reports list problems then please send them to <a href="mailto:support@admins.com">support@admins.com</a> for assistance.</i></p>
<input type="checkbox"/>	<p>Create new Fiscal Year</p> <p><i>Please refer to GL-720 and GL-722 in the Ledgers ▶ Help Reference Library.</i></p>	<p><b>Ledgers ▶ Year-End Processing ▶ Create New Fiscal Year (OnLine)</b></p> <p style="text-align: center;">~or~</p> <p><b>Ledgers ▶ Year-End Processing ▶ Create New Fiscal Year (Batch)</b></p>
<input type="checkbox"/>	Close Fiscal Periods in New Year	<p><b>Ledgers ▶ Account Maintenance ▶ Fiscal Periods</b></p> <p><i>This prevents users from entering “new fiscal year” transactions. As soon as the chart of accounts for the new year is created, users may begin entering transactions for the new year. Closing this period until it is ready for use will prevent users from inadvertently affecting the new year.</i></p>

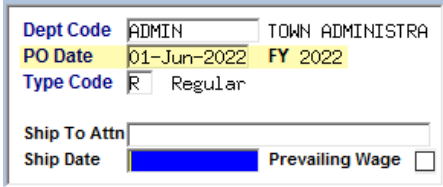
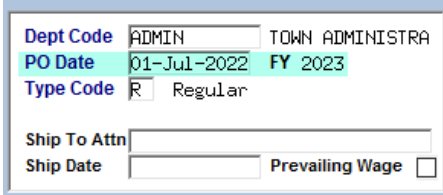
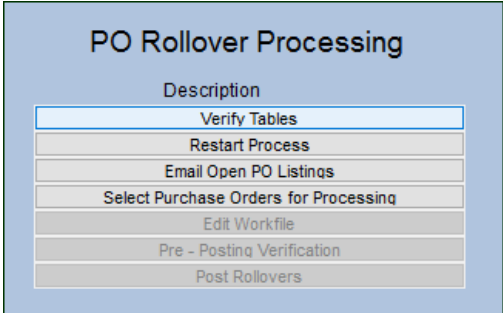


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These are a local option set at the discretion of each site.</i></p>	<p data-bbox="743 289 1274 319"><b>Collections ▶ Tables ▶ Copy Tables for New Year</b></p> <p data-bbox="743 352 1453 415"><b>For TREASURY RECEIPTS only sites –set the checkmarks like this: (#s 10, 20, and 410)</b></p> <div data-bbox="743 415 1481 865"> <table border="1" data-bbox="873 487 1409 808"> <thead> <tr> <th>Select</th> <th>LVL</th> <th>Copy Inactive</th> <th>Table Name</th> <th>On</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>Bill Type</td> <td></td> <td>-2022</td> <td>2022 2023</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>20</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>Bill Category</td> <td></td> <td>-2022</td> <td>2022 2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>50</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Forms Text and Parameters</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>110</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Billing Setup Table</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>120</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>ROS Billing Setup</td> <td>13-Jun-2013</td> <td>2013</td> <td>2014</td> </tr> <tr> <td><input type="checkbox"/></td> <td>130</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Bill Print Sequence Table</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>140</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Bill Run</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>150</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Bill Generation Table Setup</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>210</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Deduction Codes</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>310</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Betterment Accounting Rules</td> <td>08-Feb-2022</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>410</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>Treasury Receipt Codes</td> <td>Sep-2021</td> <td>2022</td> <td>2023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>510</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>MV - 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<input type="checkbox"/>	110	<input checked="" type="radio"/> Yes <input type="radio"/> No	Billing Setup Table	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	120	<input type="radio"/> Yes <input checked="" type="radio"/> No	ROS Billing Setup	13-Jun-2013	2013	2014																																																																																																																																																																																																																																																					
<input type="checkbox"/>	130	<input checked="" type="radio"/> Yes <input type="radio"/> No	Bill Print Sequence Table	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	140	<input checked="" type="radio"/> Yes <input type="radio"/> No	Bill Run	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	150	<input checked="" type="radio"/> Yes <input type="radio"/> No	Bill Generation Table Setup	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	210	<input checked="" type="radio"/> Yes <input type="radio"/> No	Deduction Codes	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	510	<input checked="" type="radio"/> Yes <input type="radio"/> No	Betterment Accounting Rules	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	410	<input type="radio"/> Yes <input checked="" type="radio"/> No	Treasury Receipt Codes	13-Sep-2021	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	510	<input checked="" type="radio"/> Yes <input type="radio"/> No	MV - Maintain Bill Print Sequence	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	520	<input checked="" type="radio"/> Yes <input type="radio"/> No	MV - Billing Category	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	530	<input checked="" type="radio"/> Yes <input type="radio"/> No	MV - Form Texts and Parameters	08-Feb-2022	2022	2023																																																																																																																																																																																																																																																					
<input type="checkbox"/>	605	<input type="radio"/> Yes <input checked="" type="radio"/> No	Tax Title Categories	02-Jul-2012	2012	2013																																																																																																																																																																																																																																																					
<input type="checkbox"/>	620	<input checked="" type="radio"/> Yes <input type="radio"/> No	Category Fees	05-Jun-2021	2021	2022																																																																																																																																																																																																																																																					
<input checked="" type="checkbox"/>	710	<input type="radio"/> Yes <input checked="" type="radio"/> No	Service Type																																																																																																																																																																																																																																																								
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<input checked="" type="checkbox"/>	730	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Print Sequence Table																																																																																																																																																																																																																																																								



	Task	Action
<input type="checkbox"/>	Update Tables for account numbers that are “year” dependent.	The following tables need to be reviewed and updated if using account numbers that contain the “year” as one of the segments. <ul style="list-style-type: none"> <li>• Bill Category</li> <li>• Betterment Accounting Rules</li> <li>• Treasury Receipt Codes</li> </ul>
<input type="checkbox"/>	Update Control Accounts to prepare for Rollover  <i>Please refer to <b>PO-760 PO Rollover in the Purchase Orders</b> Help Reference Library.</i>	<b>Ledgers ▶ Account Maintenance ▶ General Ledger Controls</b> ~ or ~ <b>Ledgers ▶ Account Maintenance ▶ General Ledger Controls by Account#</b> 
<b>Late June (Late September, Late December)</b>		
<input type="checkbox"/>	Cut-off Credit Cards <b>Does not apply to all sites.</b>	Internal process only
<input type="checkbox"/>	Identify Rollover Method per PO	Using Open PO Listing, identify which method to use per PO: <b>A</b> = Roll PO Fwd, Adjust budget by amount of PO <b>L</b> = Liquidate PO <b>N</b> = Roll PO Fwd, Do not adjust budget
<input type="checkbox"/>	Post Appropriations for new FY <i>Must have chart of accounts for new year created first.</i>	Post from Budget Module ~ or ~ Upload Journal Entry
<input type="checkbox"/>	Turn off access to Purchase Order and Accounts Payable data entry (optional)	AP-705 Restrict Year End Access to Vouchers & Change Orders PO-790 Turn Off Access to Purchase Orders
<b>July 1 (November 1, January 1)</b>		
<input type="checkbox"/>	Open Fiscal Period [July] of new year	<b>Ledgers ▶ Account Maintenance ▶ Fiscal Periods Seq#</b>



	Task	Action															
<input type="checkbox"/>	Module Control Table	Update these parameters to read <b>“2023”</b> for the new FY System ▶ <b>System Module Control</b> <table border="1" data-bbox="743 390 1339 575"> <thead> <tr> <th>Seq #</th> <th>Description</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GL Fiscal Year</td> <td>2023</td> </tr> <tr> <td>4009</td> <td>Billing Year (RE/PP/MV)</td> <td>2023</td> </tr> <tr> <td>6000</td> <td>Human Resources Fiscal Year</td> <td>2023</td> </tr> <tr> <td>11001</td> <td>MB Bill Year</td> <td>2023</td> </tr> </tbody> </table>	Seq #	Description	Answer	1	GL Fiscal Year	2023	4009	Billing Year (RE/PP/MV)	2023	6000	Human Resources Fiscal Year	2023	11001	MB Bill Year	2023
Seq #	Description	Answer															
1	GL Fiscal Year	2023															
4009	Billing Year (RE/PP/MV)	2023															
6000	Human Resources Fiscal Year	2023															
11001	MB Bill Year	2023															
<input type="checkbox"/>	Begin entering new year Purchase Orders  <i>Purchase orders dated up until the last day of the fiscal year will be in the “old” fiscal year.</i>  <i>Purchase orders dated the first day of the new fiscal year will be in the “new” fiscal year.</i>	The <b>PO DATE</b> drives which <b>fiscal year</b> will be affected:  															
<b>Mid-July, November, or January (At time of internal “Cut Off”, e.g., July 15, Nov15, Jan 15)</b>																	
<input type="checkbox"/>	Post all Payments against old year Purchase Orders	Complete final check run for old fiscal year															
<input type="checkbox"/>	Verify Tables	<b>Purchase Orders ▶ Year-End Processing ▶ PO Rollovers ▶ Verify Tables</b>															
<input type="checkbox"/>	Roll Forward Purchase Orders <i>See PO-760 for details</i>  <i>NOTE: This process is not reversible – once completed, a purchase order CANNOT be reverted to the prior fiscal year- if the purchase order is needed in the prior year, use the “Create New from Posted” feature to create a new PO with the prior year date.</i>	<b>Purchase Orders ▶ Year-End Processing ▶ PO Rollovers ▶ [Complete Entire Menu through Post Rollovers]</b>  															



	Task	Action
<input type="checkbox"/>	Reconcile Open Encumbrances (in New FY)	Compare these reports: <ul style="list-style-type: none"> <li>• Trial Balance to</li> <li>• Encumbrance or Expenditure Summary to</li> <li>• Open PO Listing</li> </ul>
<b>July – September (November–January, January – March)</b>		
<input type="checkbox"/>	Post all closing entries	<b>Ledgers ▶ Posting Control ▶ Post Transactions</b>
<input type="checkbox"/>	Close to Fund Balance	<b>Ledgers ▶ Year End Processing ▶ Close to Fund Balance</b> <i>Note: for sites opting to close the books manually via journal entries, remember to update the Fiscal Period Table by closing the funds in the old year.</i>
<input type="checkbox"/>	Roll Ledger Balances Forward	<b>Ledgers ▶ Year End Processing ▶ Roll Ledger Balances Forward</b>
<input type="checkbox"/>	Roll Appropriation Forward <b>Does not apply to all sites.</b>	<b>Ledgers ▶ Year End Processing ▶ Appropriation Balance Forward</b>
<input type="checkbox"/>	Issue Open POs as of Date <b>Report needed for auditors</b>	<b>Purchase Orders ▶ Reports ▶ Report Library</b> <input type="text" value="3070-Open POs as of a Date"/>
<input type="checkbox"/>	Issue Open Vouchers as of Date <b>Report needed for auditors</b>	<b>Accounts Payable ▶ Reports ▶ Report Library</b> <input type="text" value="2078-Accounts Payable as of a Date"/>