



GENERAL LEDGER

YEAR END CLOSING PROCEDURE

This card explains the Year-End Closing Procedure.

The Finance Officer may opt to close a single fund, any number of funds, or all funds at once. A fund may be closed, it may be re-opened, and closed again as frequently as is necessary.

Before Beginning

First be sure to follow all the instructions to **Prepare for Year-End Closing** as detailed in **Reference Card #11**.

In this example, Funds 0100, 0200, and 0300 were selected to close to fund balance, as designated in the **Ledgers ▶ Account Maintenance ▶ Account Elements ▶ Fund** table.

Maintain Elements-Fund									
Fund	Description	Group	Type	Category	Sub-Class	Summary Fund	Close to FB?	Do Not Close Roll ALFRE?	Bud Fund
0000						<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N		
0100	TRASH-OPERATING FUND	TRASH	EN			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N		
0200	WATER-OPERATING	WATER	EN			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N		
0300	SEWER-OPERATING FUND	SEWER	EN			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N		

Figure 1 Setting Funds to Close in the Maintain Elements – Fund Screen

Close to Fund Balance

To run the **Close to Fund balance**, from the menu, select:

Ledgers ▶ Year End Processing ▶ Close to Fund Balance

Fiscal Year & Fund Ending Date
These will default to the Fiscal Year and Fund ending dates specified in Module Control #s 1 & 3. They can be changed.

Validation Errors
These will default to the Select to validate on one error at a time (First Error Listed) or show all errors at once (All Errors Listed).

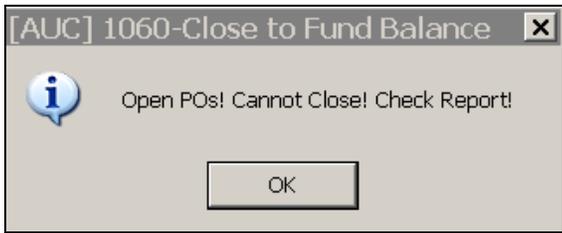
Default Fund Selection
Choose the radio button for the default; selections can be refined on the next screen.

Prior Year Encumbrances
If there are prior year Encumbrances to process, select yes to process those as well.

Figure 2 The Close to Fund Balance – sample shown is for a FY ending June 30, 2022

There are five user-editable entries on this screen: Fiscal Year, Fund Ending Date, Validation Error Behavior, Prior Year Encumbrances, and the default behavior for selected funds. Once selections are made on these fields, click on “Select for Processing”.

If there are any barriers to closing the funds to fund balance, error messages accompanied by reports listing the errors will be displayed. For example, an error message is displayed notifying the user that there are Open Purchase Orders that must be acted on prior to closing the funds.



In addition to the message, a report of each open Purchase Order preventing the close will be displayed:

1066-GLCFBCHKPO.REP Printed 03-May-2013 at 14:40:13 by THERESA Page 1
Town of ADMINS
Open PO's Preventing Close to Fund Balance

Fund#	PO#	Line	GLLn#	Vendor#	Name	PO Type	Dept. Code	Entered By
0200	11443	1	1	021190	PIXTON COMICS, INC.	R	FIRE	ANTHEA
0100	11444	1	1	021294	EDITH PIAF	R	FINANCE	ROSCOE
0100	11445	1	1	021294	EDITH PIAF	R	FINANCE	ROSCOE
0200	11447	1	1	021266	QUALITY EXCAV&LAND DEV. CORP.	R	TOWN	THERESA
0200	11455	1	1	021321	THE TASTE	R	FIRE	ANTHEA

Figure 3 Sample of Open POs Preventing Close to Fund Balance Report

Go to **Purchase Orders** ► **Help Reference Library** ► **Year End Processing** ► **PO Rollover Processing** for instructions and options on what action to take on the Open POs preventing the fund from closing.

Other obstacles that will prevent a successful close are errors in the Control Account Table. In that case, a message will appear advising the user to check the accompanying report and take corrective action.



In this case, add a Revenue Control account to the Control Table for funds 0200 and 0300 for the **From** and **To** Fiscal Years.

Town of ADMINS
Errors found in Control Table Preventing Close

Reason
Fund 0200 =====
Revenue Control missing from line 2 in Control Table
Fund 0300 =====
Revenue Control missing from line 2 in Control Table

Figure 4 Sample Report – Control Table Errors preventing close



If there are any open Accounts Payable vouchers for the year being closed, that will also prevent closing the funds. A report of Open Vouchers Found during Close to Fund Balance will be printed. Liquidate or pay these vouchers to proceed with the Close to Fund Balance.

```

1067-GLCFBCHKVOU.REP          Printed 03-May-2013 at 15:23:59 by THERESA          Page 1
                                Town of ADMINS
                                Open Vouchers Found During Close to Fund Balance

=====  =====  =====  =====
Voucher#  Line   GL Line   Fund
=====  =====  =====  =====
321789    1      1         0200
321871    1      1         0100
321902    1      1         0300
321990    1      1         0200
321992    1      1         0200

```

Figure 5 Sample Report – Open Vouchers Found during Close to Fund Balance

Once all errors are resolved, run the process again. The three reports shown above will all show “No Records Selected”.

```

                                Town of ADMINS
                                Open PO's Preventing Close to Fund Balance

=====  =====  =====  =====  =====  =====  =====
Fund#     PO#     Line GLLn# Vendor#  Name          PO Type  Dept. Code  Entered By
=====  =====  =====  =====  =====  =====  =====
No Records Selected

```

```

                                Town of ADMINS
                                Errors found in Control Table Preventing Close

Reason
=====
No Records Selected

```

```

                                Town of ADMINS
                                Open Vouchers Found During Close to Fund Balance

=====  =====  =====  =====  =====  =====
Voucher#  Line   GL Line   Fund     Batch #  Entered By
=====  =====  =====  =====  =====  =====
No Records Selected

```

The Control Accounts in Funds to be Closed report will show the control accounts and balances to be closed. This report was enhanced to show Debits and Credits as well as balances.



4118
1069-GLCFBCTRBAL.REP Printed 06-May-2013 at 12:10:07 by THERESA
Town of ADMINS
Control Accounts in Funds to be Closed Page 1

Account		Debit	Credit	Balance
Fund 0100 TRASH-OPERATING FUND				
Revenue Control	0100-000-0000-000-00-00-39100	3,794.97	674,604.45	-670,809.48
Expenditure Control	0100-000-0000-000-00-00-39300	526,152.83	150.00	526,002.83
Encumbrance Control	0100-000-0000-000-00-00-39200	10,566.00	366.00	10,200.00
Fund 0200 WATER-OPERATING				
Revenue Control	0200-000-0000-000-00-00-39100	17,030.51	831,187.69	-814,157.18
Expenditure Control	0200-000-0000-000-00-00-39300	833,566.96	254.47	833,312.49
Encumbrance Control	0200-000-0000-000-00-00-39200	81,895.00	73,050.75	8,844.25
Fund 0300 SEWER-OPERATING FUND				
Revenue Control	0300-000-0000-000-00-00-39100	4,480.18	293,442.24	-288,962.06
Expenditure Control	0300-000-0000-000-00-00-39300	332,737.45		332,737.45
Encumbrance Control	0300-000-0000-000-00-00-39200			

Figure 6 Control Accounts in Funds to be Closed Report Sample

Once the reports are displayed, the **Process Closeout for Funds Listed** screen will appear:

Process Closeout for Funds Listed

Fiscal Year: 2013 Fund Ending Date: 30-Jun-2013

Roll Balances Forward: Yes No

1-Process Closeout

Fund	Description	Close to FB	Leave Open
0100	TRASH-OPERATING FUND	<input checked="" type="radio"/>	<input type="radio"/>
0200	WATER-OPERATING	<input type="radio"/>	<input checked="" type="radio"/>
0300	SEWER-OPERATING FUND	<input type="radio"/>	<input checked="" type="radio"/>

Prior Close to FB Will not Reprocess

In the example here, only Fund 0100 was selected to Close to Fund Balance. The detail of the transactions is shown below. The GL Posting Report is displayed followed by the prompt to indicate your procedure is complete.



kl15
1119-CLTRNPST.REP Printed 06-May-2013 at 13:26:17 by THERESA Town of ADMINS
GL Transaction Posting Report (by Batch)

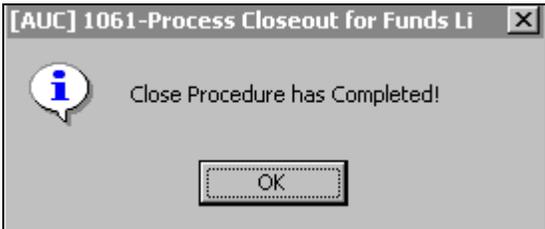
FY	Post #	UserBatch	Date	Refer #	Code Account / Notes	Description	Budg/RegBal	Debit	Credit	Balance	
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-35900 Close to Fund Balance	UNDESIGNATED FUND BA			674754.45		
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-35900 Close to Fund Balance	UNDESIGNATED FUND BA	540147.80				
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-38200 Close to Res for PY Encumbrance	RESERVE FOR ENCUMBRA	10200.00				
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-39100 Close to Fund Balance	REVENUE	674604.45				
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-39100 Close to Fund Balance	REVENUE		3794.97			
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-39200 Close to Fund Balance	ENCUMBRANCE		10200.00			
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-39300 Close to Fund Balance	EXPENDITURE		526152.83			
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-39300 Close to Fund Balance	EXPENDITURE	150.00				
2013	136978	8838985	30-Jun-2013	1	GL20 0100-000-0000-000-00-88888 Close from Res for Encumbrance	SUSPENSE		10200.00			
*** Total *** User Batch: 8838985								1225102.25	1225102.25		
2014	136979	8838986	01-Jul-2013	1	GL22 0100-000-0000-000-00-10400 Balance Forward	CASH, TRASH COLLECTI	343249.34				
2014	136979	8838986	01-Jul-2013	1	GL22 0100-000-0000-000-00-12700	TRASH CHARGES RECEIV	341274.40				
2014	136979	8838986	01-Jul-2013	1						-169.72	
2014	136979	8838986	01-Jul-2013	1						-341274.40	
2014	136979	8838986	01-Jul-2013	1						560.00	
2014	136979	8838986	01-Jul-2013	1						-210106.35	
2014	136979	8838986	01-Jul-2013	1						-115512.00	
2014	136979	8838986	01-Jul-2013	1						-17461.27	
2014	136979	8838986	01-Jul-2013	1						-560.00	
*** Total *** User Batch: 8838986											
*** Grand Total ***								1225102.25	1225102.25		

These transactions are reflected in the Transaction History screen excerpt shown in Figure 10.

Posting#	FY	Batch	Posted	User	ToF
136978	2013	8838985	06-May-2013	THERESA	

The funds closed / available for reversal are sorted by posting # and also display the batch number to assist the user in finding a specific close to fund balance transaction.

Figure 7 GL Posting Report



Debit & Credit Entries for Revenues and Expenditures are shown separately as of June 2022 to assist in presenting the information clearly.



Figure 8 Before June 2022, the Revenue & Expenditure balances were comingled

	A	B	C	D	E	F
1	Before			After		
2	Debit	Credit		Debit	Credit	
3		0.00 194,956.57		3,943.43	191,689.15	Close from Revenue
4		1,594,490.30 0.00		1,590,546.87	3,267.42	Close from Expense
5		1,594,490.30 194,956.57		1,594,490.30	194,956.57	
6						

Figure 9 – DR & CR for Revenue and Expenditures are reported with dollar amounts for each

Verify Close

To see the results of closing, select **Ledgers** ▶ **Queries** ▶ **Transaction History**.

Select FY 2013 , # 0100-000-0000-000-00-00-35900, Undesignated Fund Balance.

The screen shows the most recent activity at the top, with two GL20 Transactions showing the Debit and Credit amounts to Close to Fund Balance.

Figure 10 Transaction History Screen



The next time the procedure is run, the Close to Fund Balance screen will display a note that the 0100 fund has already been closed and will show the date and by whom it was closed; it will not be available to close.

Process Closeout for Funds Listed

Fiscal Year: 2013 Fund Ending Date: 30-Jun-2013

Roll Balances Forward: Yes No

1-Process Closeout

Fund	Description	Prior Close to FB	Will not Reprocess
0100	TRASH-OPERATING FUND	<input checked="" type="radio"/> Close to FB <input type="radio"/> Leave Open	Prior Close by THERESA on 06-May-2013
0200	WATER-OPERATING	<input checked="" type="radio"/> Close to FB <input type="radio"/> Leave Open	
0300	SEWER-OPERATING FUND	<input checked="" type="radio"/> Close to FB <input type="radio"/> Leave Open	

Frequently Asked Questions

Q. I closed a fund but now need to make changes to the prior fiscal year – what do I do?

A. Reverse the close by selecting **Ledgers ▶ Year End Processing ▶ Reverse Close to Fund Balance**. Select from the option of reversing the roll forward (if balances were rolled forward at time of close); select to re-open the fund. Once changes are made, repeat the closing process. For details on **Reversing the Close to Fund Balance**, from the menu, go to:

Ledgers ▶ Help Reference Library ▶ Fiscal Year End ▶ GL-750 Reverse Year End Close.

Q. All the transactions for the new Fiscal Year have the same date – how do I know which is the most recent?

A. The Posting Control numbers are sequential; for the most recent post, select the highest Posting Control number.