ADPC

Treasury

Year End Procedures
2020

YEARLY - Tasks include backup procedures, Reconciliation process and Closing out for the year.

*When closing out for June the user closes out for the year – *Do not stop or quit the process after closing the month* – *complete the month end and the year-end process*

*E*nsure to create your backup once you balance with your bank. Make a note of the backup number and comment same. (The state may want you to alter some coding later in the year, by having this number on hand it makes for easy restoration if required.)

*S*end above backup offsite to ADPC [System->offsite backup->Select backup and send]

*W*hen creating your final backup prior to closing out month 6 - and the year - "check the checkbox under Database - Backup Database: Check this box if this is the Final End of Year Backup" - this will create a backup with a unique name that will not be removed by maintenance procedures.

*R*un the report under summary of financial activities: "Total by years for all years" From this report identify:
- Which funds had no activities i.e. zero balances across - to mark for deletion - to delete as part of "house keeping" Go to Treasury -Utilities - Fund Information -Highlight the fund and delete (note the End Of Year Process will auto delete these funds - however this can be done anytime throughout the year.
- Note your outstanding checks from previous years - they may be ready to be lapsed forward or estopped - confirm with your auditor prior to performing this action though

ESTOP and LAPSE money forward*: The objective is to zero out any prior years - thus if you run the "Total by year for all years" report all numbers are zero in the prior year. Estop Process;*
- Run your outstanding report to identify the fund & check number
- Void the checks in question
- Ensure under *Accounts* you have the source "6140" or "6130" e.g.: 0-11-000-6140-000-050 if general fund - if not add the account - do for each respective fund
- Adjustments:
  - Amount: Always stated as a positive
  - Description: "Estop" or related description
  - ***As Check School:***
    - Create single entry adjustment only
    - Go to and create Adjustment [Check the box for; [Select Single entry Adjustment] and create a positive adjustment to the current year for the amount in that fund that's being estopped and code to "0-11-000-6140-000-050 if general fund" and do the same for each respective fund. With exception of fund 22 that requires program 700.

- *As a Warrant School:*
  - Create an adjustment with a From: and To: entry i.e. a negative and a positive – the amount the user can enter the full amount if multiple checks, provided in the same fund.
  - From account (the negative) - Create a fund only adjustment in the old year (From Account) e.g.: 9-11-000-0000-000-000 for the total amount in the applicable fund
  - To Account: create a positive adjustment (To Account) to the current year for the amount in that fund that's being estopped and code to "0-11-000-6140-000-050 if general fund" and do the same for each respective fund. With exception of fund 22 that requires program 700.
- **Lapsing money forward:**
  - From account (the negative) - Create a fund only adjustment in the old year (From Account) e.g.: 9-11-000-0000-000-000 for the total amount in the applicable fund
  - To Account: create a positive adjustment (To Account) to the current year for the amount in that fund that's being estopped and code to "0-11-000-6130-000-050 if general fund" and do the same for each respective fund. With exception of fund 22 that requires program 700.

Ensure any monies remaining in prior year are lapsed to current Fiscal year i.e. leave enough money to cater for any outstanding checks, the remaining balance is to be brought forward to latest fiscal year.

Also ensure you have no negative in any one fund (accept co-op fund) - the system will *not let you close out* with a negative in any other fund - if so money needs to be adjusted from one fund to another to cater for the negative through fund-only adjustments. Money can be adjusted back to the original fund after close if user chooses in new fiscal year.

Closing out for June will start the Yearly close-out process - it is a simple process. Make sure of the following though:

You did the required backup's

All entries for June made

Run all monthly reports

Run Yearly reports

Ensure you balance with the bank (review monthly process)

Run your Bold Code reports - correct any errors that may be thrown out by the system or by last minute changes by the state.

Merge your Treasury Revenue and Expenditures with other diskettes from other programs for your school for submission to the state - this may be done at a later stage as it is possible that you have not received all the data from Activity Fund and/or Trends

- **Start of End of Year Process;**
  - *Click treasury- Close Out – Month and YEARLY Close-out*
  - *Start processing for this month*
    - *The system will perform an automatic backup before close*

Once you close out for June you will see a message - Required end of year reports will autostart. The system will automatically generate the following reports prior to starting the Year End Process, but after closing out June:

Users will also have option to simply *save* these reports;
- Detailed Revenue Analysis
- Detailed Revenue Analysis by Project
- List of Year to Date Adjustments
- Summary of Financial Activities - Totals by Year for All Years
- Records of all checks issued. (warning may take some time to process, please allow to finish)
- All year Checks

Note: The reports will be minimized to your system tray (at the bottom of your screen) they can each be clicked on and printed for your records

Note2: Any additional reports can be printed by minimizing the screen at this stage and going to the reports the user may require. Once completed click on the Windows menu option and click on End of Month Processing this will take the user back to click on "Start EOY Processing" or if no more reports are required, just click on *"Start EOY Processing"*

Another Automatic backup will be performed

The first window will want to know about your *account estimates* - each button will provide you with an option what to do with your estimates based on your preference. (Remember these estimates can be altered throughout the year after closeout - We recommend to Use last years revenue, however it is user's choice)

The system will them generate some Investment reports - if you have any - for your records

The next step the system will ask user to *Enter Encumbered Reserves* for each fund - which refers to any bills you may have outstanding that you may want to pay with old year moneys. It is likely you do not have any - in that case just leave the amount blank and click continue through each fund.

The system will then generate a report of all adjustments and summary of financials - print for records

Please note that reports for the previous year will not be available after close out (Unless user restores back to the last backup) (With exception of year afore mentioned reports that are save in the default folder: C:\EDS\Treasury\Data)

TIP: If user needs to restore back to the old year - after restoration exit the Treasury system and go back in - in order ensure your tables are updated correctly in the system.

Welcome to the New fiscal Year!

2019 – Carry Over – Projects - Coding

Introduction:

District review by the Oklahoma State Department, requires that balances carried forward (Source 6110) be allocated to the appropriate project code as part of comparisons to State Aid Allocation by the State. The process requires adjustments to be made from the 000 – 6100 account to the respective project code.

- Allocations within General fund will require comparisons with project codes; 311, 317,319, 333, 338, 361, 362, 367, 386 and 388
- Allocations within Child Nutrition will require comparisons with project codes; 385, 763, 764, 766.

Establishing Carry Over Amount:

Compare Revenue with Expenditure and establish variance – if any, the net result will be the carry over figure to be adjusted.

- Revenue – Treasury
  - Run the Detailed revenue analysis (Ctrl-Y) sub totaled by Project code – We suggest for this purposes to run it summarized by month
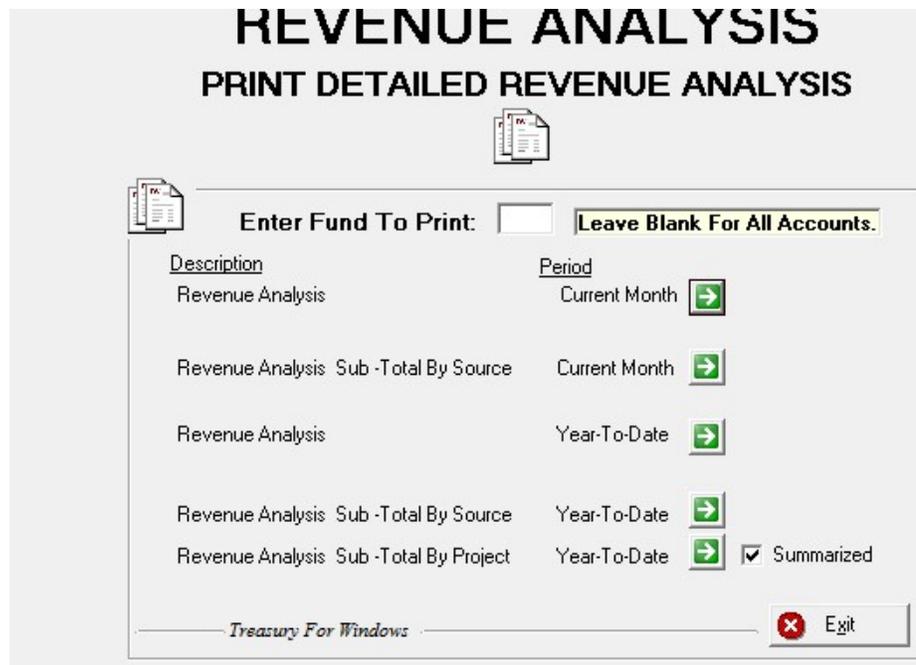
- o This will provide the Received figure totaled by project

- Expenses – Trends
  - o Run the project summary in Trends through the Menu Item Reports – Financial reports
    - Select year 2019
    - Select Code based Report
    - Select Code Project based Report
    - Preview Report

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Select Year:                        ┌──────────────────────────────────┐
[2015 ▼]    ☑ Print Preview         │    Code Based Summary Reports    │
            ☐ Print Logo            └──────────────────────────────────┘
                                     ⦿ Project Based Report
Select Report(s) to Print:              ○ Project - Site Based Report
┌─────────────────────────────┐     ○ Object Based Report
│ ☐ Financial Analysis Report │        ○ Object - Site Based Report
│ ☐ Function Summary Report   │     ○ Project - Function Based Report
│ ☐ Accounts Payable Report   │        ○ Project - Function - Site Based Report
│ ☐ Federal Report            │     ○ Project - Function - Object Based Report
│ ☐ Bold Code Report          │        ○ Project - Function - Object - Site Based Report
│ ☐ Budget Report             │     ○ Function - Object Based Report
│ ☐ Encumbrance for Board Approval │    ○ Function - Object- Site Based Report
│ ☑ Code Based Summary Reports│     ○ Function Based Report
│ ☐ AP Signature Register     │        ○ Function - Site Based Report
│ ☐ Monthly Summaries         │
│ ☐ Cost Per Program          │        ☑ Print Requisition Amounts
│                             │        ☐ Print Project Totals
│   [Exit]    [Preview Report]│        ☐ Print Encum Column as Total Encum
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- Comparisons can now be made and variances established between two reports per project.
- The Treasurer will simply create an adjustment from the 000-6110 account to the applicable project code e.g:

Adjustment

Fund Only Adjustment

Account

Adjustment Date:	Amount:	Description:
7 /23/2014	20.00	ALLOCATION BALANCE

From Code:

Acct Lookup

Year:	Fund:	Project:	Source:	Program:	Site:
5	11	000	6110	000	050

CASH FORWARD

To Code:

Acct Lookup

Year:	Fund:	Project:	Source:	Program:	Site:
5	11	333	6110	000	050

STATE TEXTBOOK

Note: For a Funds only Adjustment, leave the Project Reporting, Source, Program and Oper. Unit fields all zeros (i.e. 000).

Save Adjustment

Delete Adjustments

Cancel

Back

Print/View

Exit

Treasury For Windows