

# Year-End Training

For FI\$Cal Wave 1 and 2 Departments



Presented by Department of Finance  
June 2016

# Welcome

- Housekeeping
- Training Objectives
- Agenda
- Year-End Financial Statements

# Agenda

- **Overview of Year-End in FI\$Cal vs. Legacy**
- **Monthly Reports and Reconciliations (before YE)**

Break

- **Year-End Accrual Entries**

Lunch

- **Period 998 Allocation Process**

Break

- **Period 998 Reconciliations and Reports**

# Overview of Year-End in FI\$Cal vs. Legacy

# Overview of Year-End in FI\$Cal

## ▶ **Period 12**

- Monthly Activities
  - Purchase Orders
  - Vouchers
  - Account Receivables/Deposits
  - Labor/Allocations
- Month End Reconciliations

## ▶ **Period 998 (Adjustment Period)**

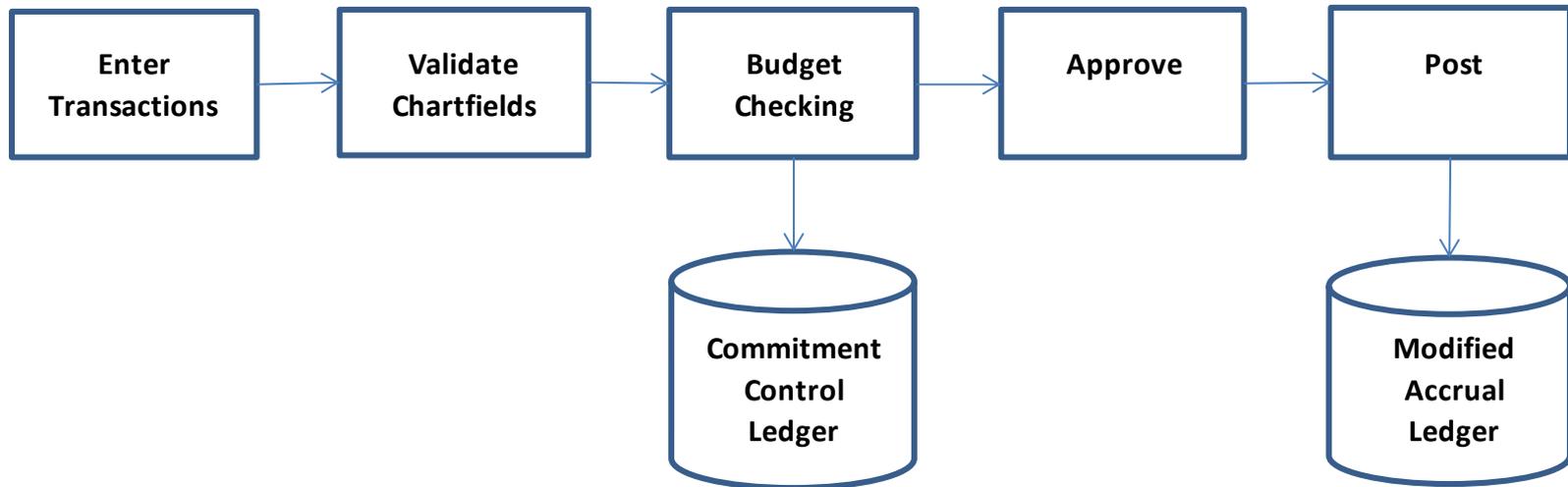
- Year-End Adjusting Entries
- Adjustments or Corrections
- Allocations (\*No Encumbrance Allocations)
- Final Month End Reconciliations

## ▶ **Budgetary Legal Ledger (BLL)**

- Year-End Financial Statements to State Controller's Office

# Overview of Year-End in FI\$Cal

## Transaction Flow in FI\$Cal



### ➤ Commitment Control Ledgers -

- Encumbrances (Purchase Orders), Expenditures, Reimbursements, Revenues

### ➤ Modified Accrual Ledger (GL) -

- Expenditures, Reimbursements, Revenues

# General Ledger (GL) – Ledgers

## ***Modified Accrual Ledger (MODACCRL) –***

- Displays cash basis transactions
- Modified accrual (SCO approved & not paid/recognized by SCO) transactions
  - AP and AR module transactions
- Year-End Adjusting Entries

## ***Budgetary Legal Ledger (BLL) –***

- Displays cash basis transactions
- Modified accrual (not paid/recognized by SCO) transactions
  - AP and AR module transactions
- Year-End Adjusting Entries
- Encumbrance transactions
- FI\$Cal Service Center (FSC) creates BLL for departments at Year-End

# **Timeline of Year-End Activities and Year-End Support**

# Year-End Activities

- Job Aid FI\$Cal.258 Running the Year-End Close Process
- Close and Reconcile Period 12
- Open Period 998 and process transactions
- Close and Reconcile Period 998
- Open Budgetary Legal Ledger (BLL) and process transactions
- Close BLL
- Prepare Year-End Reports

# Timeline of Year-End Activities

Responsible Party	TASKS	DATES	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016
Subsystem Closing		May 1 - Oct 31						
FSC (CMO)	Communications	May 1 - Oct 31						
Depts	SpeedCharts, TaskIDs, SpeedTypes and KK Trees.	May 1 - Jun 28						
FSC, DOF, and SCO	Budget Enactment Process	May 11 - Jul 1						
FSC & Depts	Establish Budget	Jun 22 - Jul 8						
FSC & Depts	Post Subsystem Transactions and Run Reports	Jul 1 - Jul 8						
	Labor, Payroll, Acclcations	Jul 1 - Jul 10						
FSC	Verify JmlGen of subsystem transactions	Jul 1 - Jul 13						
GL Closing		Jul 13 - Jul 18						
FSC (SCO)	Close Subsystems	Jul 13 - Jul 18						
Depts	Process Allocations, Review and Post Allocation Journals	Jul 13 - Jul 18						
SCO	Close Modified Accrual Ledger	Jul 13 - Jul 18						
Post Closing		Jul 18 - Oct 31						
Depts	Agency Recons, PFA, and Allocations	Jul 18 - Jul 22						
FSC (GL)	Close Accounting Period 998	Jul 18 - Aug 19						
Depts	Feeder & Special Fund Reports to SCO	Jul 18 - Jul 29						
	Submit Non-Govt and Govt Reports (not already submitted) to SCO	Jul 18 - Aug 19						
	Submit Reports to STO and Finance	Jul 18 - Aug 19						
	Independently Audited Financial Stmtns - Draft	Jul 18 - Oct 3						
	Independently Audited Financial Statements-Final	Jul 18 - Oct 14						

# Cut-off Dates in FI\$Cal

## Voucher Cut-Off (AP Module)

- Payment by 6/30/16
  - Submit to SCO Audits for approval **by 6/17/16, 3PM**
- Payments after 6/30/16
  - Submit to SCO Audits for approval **after 3pm from 6/17/16 through 6/24/16, 3pm**
- 6/24/16, 3pm through 6/30/16
  - No vouchers created in AP Module

## FI\$Cal Cut-Over

- Projected Cut-Over period – last week of July 2016
  - System is NOT available for transacting
  - Impact to MEC/YEC

# Year-End Support

- Department of Finance Analysts
- FI\$Cal Service Center for tickets
- FI\$Cal Month-End Close/ Year-End Close Team

# Period 12 Reminders

# Period 12 Reminders

- Review Reverting Year Encumbrances/Expenditures
- Review Encumbrances
- Ensure Clearing Account has zero balance for all ENYs
- Review Trial Balance report to identify abnormal GL account balances

# Review Reverting Year Encumbrances/Expenditures

## ▶ Reverting Year Appropriations:

- Reverting year **Encumbrances** (Purchase Orders) are finalized (closed) in the sub-module
- Reverting year **Expenditures** are posted to ultimate funding source
  - Reverting year payments must be submitted to SCO Audits for approval **by 6/17/16, 3PM**
- Reverting year **Account Receivables** are reclassified to AR – Other and Provisions for Deferred Receivables
  - Year-End Adjusting Entry A-4

# Review Encumbrances

- Complete Encumbrance Reconciliation
    - Ensure all FY15-16 Purchase Orders (PO) are posted
    - Ensure Accounting Date for PO is by 6/30/16
  - Validate Encumbrance balances to the Final Budget Report using the following query/report:
    - zz\_Encumbrances\_Accrual query
    - Report 6 – Final Budget Report
- ▶ Note: No Encumbrance allocation in Adjustment Period 998

# Clearing Account – Zero Balance

- Ensure all Clearing Accounts (Program 9999) in FI\$Cal have zero balances
  - Clearing Account costs must be allocated to the ultimate funding source
    - Allocations
    - Manual GL journal entry
  - Amounts remaining in the Clearing Account should be researched and corrected
- ▶ **Note:** If you do not have allocations configured to distribute employee costs other than labor, you can manually allocate these costs to the ultimate funding source in the GL module using journal source ONL or SPJ.

# Clearing Account – Commitment Control

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

[Home](#) | [Worklist](#) | [Add to](#)



**Ledger Group:** CC\_APPROP      Appropriation Budget  
**Type of Calendar:** Detail Accounting Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:**

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[Return to Criteria](#)      **Max Rows:**       [Display Options](#)     

**Ledger Totals (1 Rows)**

<b>Net Transfers:</b>		
<b>Budget:</b>	0.00	0.00
<b>Expense:</b>	0.00	
<b>Encumbrance:</b>	0.00	
<b>Pre-Encumbrance:</b>	142,770.93	
<b>Budget Balance:</b>	0.00	
<b>Associate Revenue:</b>	0.00	
<b>Available Budget:</b>	0.00	

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**Budget Overview Results** 
[Personalize](#) | [Find](#) | [View All](#) | | 
First  Last

	Fund▲	ENY	Account▲	Program	PC Bus Unit	Project	Activity	Fiscal Year	Period▲	Budget	Expense	Encumb
1	0001	2015	50	9999				2015	1	0.000	0.000	

# Monthly Reconciliations and Reports

# Monthly Reconciliations

- Reconciliation of:
  - Appropriation Accounts
  - General Ledger (GL) Accounts
  
- SAM Requirement, see Chapter 7900

## Reconciliation of Appropriation Accounts - SCO/Agency Reconciliation

SCO/AGENCY RECONCILIATION WORKSHEET			2015	2015	2015	2015
FUND: 0001 - GENERAL FUND			Misc Revenue	AFP	Information Program	Administration
FY 15/16 As of June 30, 2016			4172500	Pgm 6770	Pgm 6780	Pgm 9900100
PERIOD 998 #4 (FINAL)						
AFTER PFA & ENCUMBRANCE RECLASS	UCM	COA	161400	001 D 10	001 D 20	001 D 40.01
Balance per SCO "tab run" (same sign)			(223,004.65)	(4,064,309.90)	(11,252,834.73)	(846,282.96)
Accrual reversals and SCO Adjustment reversals:						
Balance per FISCAL Agency Recon Report:						
<b>RECEIVABLES</b>						
Cash on Hand	1190	1100000				
General Cash	1110	1101000				
AR - Abatements	1311	1200100				
AR - Reimbursements	1312	1200050				
AR - Revenue	1313	1200000	(250.00)			
Due from Other Funds	1410	1240000	(350.00)			
Due from Other Appropriations	1420	1240100	(200.00)		(13,308.18)	
Expense Advance	1710	1301100				
<b>PAYABLES</b>						
Vouchers not paid by SCO	3010	2000000		1,514.79	8,384.89	
Accrued Payables	3010	2000100		809.55	26,461.13	2,098.94
Accrued Payables (Encumbrances)	3010	2000100		206,819.71	56,236.12	16,391.56
Due to Other Funds	3114	2010000		18,876.00	5,132.40	1,493.70
Due to Other Appropriations	3115	2011000		2,673,510.77	2,912,634.92	750,107.02

# Reconciliation of GL Accounts

## Run and Review Monthly GL Reports:

- Trial Balance \*
- Ledger Activity \*\*

\* FI\$Cal Processes>FI\$Cal Report>GL Reports>Trial Balance Reports

\*\* General Ledger> General Reports>Ledger Activity

# Reconciliation of GL Accounts (cont'd)

Reconcile GL accounts to subsidiary reports and sub-module data:

- Reconcile General Cash and Office Revolving Fund
- Accounts Receivable accounts
- Accounts Payable accounts
- Other Assets and Liabilities
- Assets

## Trial Balance Report – General Fund

Report ID: ZGL061	FI\$Cal					
DEPARTMENT OF FINANCE Trial Balance	As Of: 8/31/2015					
Business Unit: 8860	Ledger: MODACCRL					
Fiscal Year: 2015	Period From: 1 to Period 2	<b>General Fund</b>	<b>Fund 0001</b>			
ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE	
1100000	Cash on Hand	100.00	(100.00)	-	-	
1101000	General Cash - CTS Accounts	75.00	(75.00)	-	-	<b>1</b>
1101200	Revolving Fund Cash	192,245.24	200,000.00	392,245.24	-	
1109100	Pending Cash Transfers - GL	-	10,492,055.13	10,492,055.13	-	
1109200	Pending Cash Transfers - AP	-	11,796.16	11,746.16	50.00	<b>2</b>
1109300	Pending Cash Transfers - AR	-	1,234,000.71	1,234,000.71	-	
1109600	Pending Cash Transfers - LD	-	2,407,088.09	2,407,088.09	-	
1200000	AR - Revenue	250.00	(250.00)	-	-	
1200050	AR - Reimbursements	185,149.00	1,947.50	187,096.50	-	
1200100	AR - Abatements	15,190.40	4,381.95	8,384.68	11,187.67	<b>3</b>
1222100	Adv to Agency & Off Rev Funds	-	400,000.00	200,000.00	200,000.00	
1240000	Due From Other Funds	2,623,620.48	(409,936.42)	1,541,347.66	672,336.40	
1240100	Due Fr Oth Approps - Same Fund	6,813,156.89	227.56	396,460.23	6,416,924.22	
1301100	Expense Advances	594.26	(594.26)	-	-	
1301200	Travel Advances	-	7,501.74	1,037.84	6,463.90	
1309200	Prepay to Other Funds/Approps	708,414.59	48,705.76	58,414.59	698,705.76	<b>4</b>
1906100	Suspended Entries - AP	-	3,442.50	1,800.00	1,642.50	
1906700	Suspended Entries - LD	-	2,301.84	2,301.84	-	
2000000	Accounts Payable	(11,963.24)	857,020.90	873,787.87	(28,730.21)	<b>5</b>
2000100	Accrued Payables	(168,626.77)	(7,060.50)	(175,687.27)	-	
2010000	Due to Other Funds - Current	(220,266.88)	45,156.71	(20,902.50)	(154,207.67)	
2011000	Due to Other Approps-Same Fund	(6,420,777.25)	1,138.74	(3,614.29)	(6,416,024.22)	
2021000	Due to Local Governments	-	9,472.50	9,472.50	-	
2052000	Unearned Reimbursements	(900,000.00)	900,000.00	-	-	
2090100	Uncleared Collections	(75.00)	-	(75.00)	-	<b>6</b>
3501000	Reserve - Advances	(650,000.00)	-	-	(650,000.00)	
3903000	Fund Balance - Clearing	(2,167,086.71)	-	-	(2,167,086.71)	<b>7</b>

# Cash and ORF Reconciliation

1

Report ID:	ZGL061	FI\$Cal			
DEPARTMENT	OF FINANCE	Trial Balance			
Business Unit	8860	Ledger:	MODACCRL		
Fiscal Year:	2014	Period From:	1 to Period 12		
<b>Fund</b>	<b>244</b>	<b>General Checking/Rev Fund</b>			
ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
110000	Cash on Hand	100.00	-	-	100.00
110100	General Cash - CTS Accounts	46,956.18	1,218,110.81	1,264,991.99	75.00
110120	Revolving Fund Cash	(6,993.43)	399,128.63	200,898.95	191,236.25
110910	Pending Cash Transfers - GL	-	11,825.00	11,825.00	-
110920	Pending Cash Transfers - AP	-	1,493,590.36	1,493,590.36	-
110930	Pending Cash Transfers - AR	-	1,371,367.26	1,371,367.26	-
124000	Due From Other Funds	6,470.00	200,000.00	206,470.00	-
130110	Expense Advances	423.43	139,351.28	132,705.22	7,069.49
130120	Travel Advances	-	11,023.11	9,428.85	1,594.26
130130	Salary Advances	-	28,963.50	28,963.50	-
200000	Accounts Payable	-	1,409,954.11	1,409,954.11	-
201000	Due to Other Funds - Current	(46,956.18)	-	153,043.82	(200,000.00)
202100	Due to Local Governments	-	836.00	836.00	-
209010	Uncleared Collections	-	1,252,526.99	1,252,601.99	(75.00)
651000	Unapp InterUnit Transfers Out	-	-	11,421.25	(11,421.25)
651100	Unapp Xfers To Other Funds	-	-	-	-
652000	Unapp InterUnit Transfers In	-	11,421.25	-	11,421.25
Total Fund		-	7,548,098.30	7,548,098.30	-

# Pending Cash Accounts

2

- Pending Cash account balance should be \$0
- Use GL Activity Report to research
- Contact FSC to clear Pending Cash accounts

# Accounts Receivable Reconciliation

3

PeopleSoft Receivables  
AGING BY CHARTFIELD  
31-AUG-2015

Report ID: AR30006  
Aging ID: STATE/STAND  
Chartfield Parameters ACCOUNT = 1200000-1240900  
Display Option: Include All  
Business Unit: 8860  
Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Item	Line	As of	Type	Entry Reason	Terms	Total Selected Amount	Current	1-30	31-60 Days
ACCOUNT		1200100							
				Customer ID	EMP1334680		Customer Name		
PAR03154		0	06/18/2015	DR	PAR	NET30	1,150.98		
		Total		JOHN SMITH			1,150.98		
				Customer ID	EMP1356314		Customer Name		
PAR11792		0	08/18/2015	DR	PAR	NET30	521.52		
PAR12160		0	08/18/2015	DR	PAR	NET30	260.76		
		Total		KAREN RIGHT			782.28		
Totals for ACCOUNT		1200100					11,187.67		

# Other Accounts – Use GL Activity Report 4

Report ID: GLS7002 PeopleSoft GL  
 Bus. Unit: 8860--Department of Finance GENERAL LEDGER ACTIVITY  
 Ledger: MODACCRL -- Modified Accrual Ledger  
 For Fiscal Year 2015 Period 1 to 2 ( incl adj 998 )  
 Fund: 0001 to 0001 ENY: to Currency Code: USD

<u>Cur</u>	<u>Journal Date</u>	<u>Journal ID</u>	<u>Seq</u>	<u>Line</u>	<u>Fund</u>	<u>Account</u>		
					<u>ENY</u>			
					0001	1906100	Suspended Entries - AP	
USD	Beginning Balance:							
								0.00
	07/23/2015	0000030163	2					1,800.00
	07/23/2015	AP00023215	41		1,800.00			0.00
							Period 1 Total:	
	08/14/2015	AP00026592	3		130.00			0.00
	08/19/2015	AP00026593	5		691.25			0.00
	08/31/2015	AP00027786	21		130.00			0.00
	08/31/2015	AP00027786	22		691.25			0.00
							Period 2 Total:	
								1,642.50
								1,642.50
					0001	1906100		

FI\$Cal.033 Review and Correct  
 Suspended GL Entries

# Accounts Payable Reconciliation

5

## Reconcile Accounts Payable Balances:

- Account 2000000 – Accounts Payable. Run query to obtain subsidiary data: ZZ\_AP\_ENC\_ACCRUAL
- Filter data to view Vouchers approved, not paid

ZZ\_AP\_ENC\_ACCRUAL - AP, Exp JRNL, Enc Accruals

Unit:

Year:

Period:

AP, Exp JRNL, Enc Accruals											YEAR: 2015	PERIOD: 2		
Business Unit	Voucher ID	Journal ID	PO ID	Account	ENY	Fund	Program	Approp Ref	Monetary Amount	Vendor	TOTAL			
8860	00001697			2000000	2014	0001	9999	001	-182.85	EMP1290596				
8860	00001863			2000000	2014	0001	9999	001	-417.46	EMP1290596				
8860	00002077			2000000	2015	0001	9999	001	-5600.00	0000004075				
8860	00002078			2000000	2015	0001	9999	001	-2000.00	0000004075				
8860	00002130			2000000	2014	0001	9999	001	-8254.66	0000000035				
8860	00002139			2000000	2015	0001	9999	001	-2224.00	0000009545	(28,730.21)			
8860	00002164			2000000	2015	0001	9999	001	-217.82	EMP1191312				
8860	00002165			2000000	2015	0001	9999	001	-266.66	EMP1298050				
8860	00002167			2000000	2014	0001	9999	001	-406.46	EMP1298050				
8860	00002168			2000000	2014	0001	9999	001	-122.50	EMP1157478				

# Review Preliminary Year-End Reports

- Final Budget Report, Report 6
- Statement of Revenue, Report 4
- Statement of Changes in Fixed Assets, Report 18
- Due To/ Due From Report

# Review GL Account Balances

- Review Current Year GL Account Balance for:
  - Abnormal account balance
  - Incorrect posting
  - Use of incorrect account/fund
  - Correct beginning balance
- Review Accrual Adjustment Ledger for correct asset balances (Report 18)
- Review Prior Year GL Account Balance

# Exercise

# Year-End Journal Entries Overview

# Overview

The Overview will cover items that apply to the majority of Year-End Journal Entries:

- Posting Journal Entries
- Reviewing Entries for Errors
- Reversing Entries in the New Year

**Note:** Details for each entry will be covered during later sessions. Refer to FI\$Cal Job Aid.245 – Completing Year-End Closing/Year-End Adjusting Entries for additional information.

# Posting Journal Entries

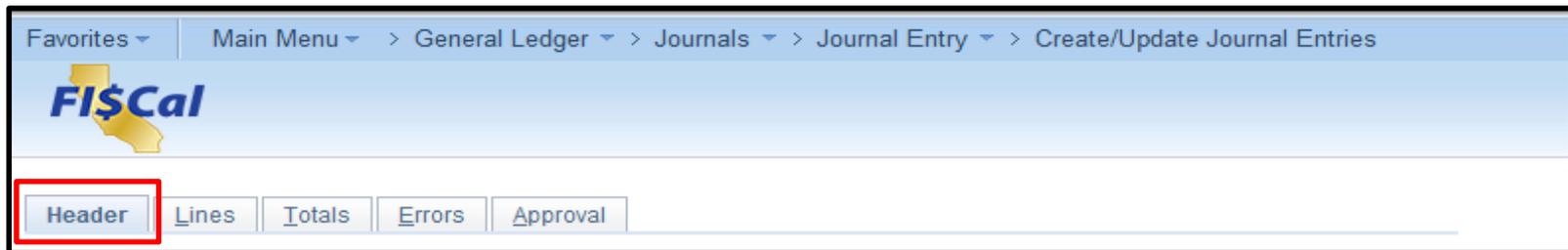
**Year-End Journal Entries for FI\$Cal are posted in:**

- **Period 998 - Adjusting Period**
- **GL Module**

**The posting elements (Header and Lines) are similar to those used in other periods.**

# Posting Journal Entries

## Header Criteria



The screenshot shows the FISCAL system interface. The breadcrumb navigation path is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The FISCAL logo is visible. Below the logo, there are five tabs: Header, Lines, Totals, Errors, and Approval. The 'Header' tab is highlighted with a red border.

- Journal Date\*: **06/30/2016**
- Ledger Group: **MODACCRL**
- Journal Source\*: **ACC**
- Adjusting Entry: **Adjusting Entry**
- Period: **998**

**\*System defaults which must be changed as shown.**

# Posting Journal Entries

## Header Display

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries



Header | Lines | Totals | Errors | Approval

Unit: 8860      Journal ID: NEXT      Date: 06/30/2016

Long Description:

\*Ledger Group: MODACCRL       Adjusting Entry: Adjusting Entry

Ledger:       Fiscal Year: 2015

\*Source: ACC       Period: 998

Reference Number:       ADB Date: 06/30/2016

Journal Class:

Transaction Code: GL        Auto Generate Lines

SJE Type:

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)      Commitment Control

Reversal: Do Not Generate Reversal

# Posting Journal Entries

## Header Display with Long Description

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

**FI\$Cal**

Header | Lines | Totals | Errors | Approval

Unit: 8860      Journal ID: NEXT      Date: 06/30/2016

Long Description: \* A3 – Record Reimb Due from Other Funds-Due from Other Funds

\*Ledger Group: MODACCRL      Adjusting Entry: Adjusting Entry

Ledger:      Fiscal Year: 2015

\*Source: ACC      Period: 998

Reference Number:      ADB Date: 06/30/2016

Journal Class:       Auto Generate Lines

Transaction Code: GL       Save Journal Incomplete Status

SJE Type:       Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)      Commitment Control

Reversal: Do Not Generate Reversal

# Posting Journal Entries

## Naming Convention

When used consistently, naming conventions can help users quickly identify and tie a transaction with its purpose.

## Example of Long Description:

Entry	Description	Account Description
A3	Record Reimb Due from Other Funds	Due from Other Funds

# Posting Journal Entries

## Entry Log

The Entry Log can be used for research, to keep users informed, and it is easily customizable.

### SAMPLE 2015-16 Year-End Entries Log

Date Entered	Date Posted	User Initials	Journal ID	Approp Ref	Fund	ENY	Program	Amount	Transaction Description (A entries # etc.)
07/20/16	07/20/16	AA	0000022479	001	0001	2015	6775	833,636.21	A3- Record Reimb Due from Other Funds- Due from Other Funds
07/20/16	07/20/16	AA	0000022480	001	0001	2015	6775	(833,636.21)	A3- Record Reimb Due from Other Funds- Interdept Reimb-Other St Dept
07/20/16	07/20/16	AA	0000022588	001	0001	2015	6785055	36,965.30	A3- Record Reimb Due from Other Funds- Due from Other Funds
07/20/16	07/20/16	AA	0000022589	001	0001	2015	6785055	(36,965.30)	A3- Record Reimb Due from Other Funds- Interdept Reimb-Other St Dept
07/20/16	07/20/16	BB	0000022590	001	0001	2015	6785019	357,042.19	A3- Record Reimb Due from Other Funds- Due from Other Funds
07/20/16	07/20/16	BB	0000022591	001	0001	2015	6785019	(357,042.19)	A3- Record Reimb Due from Other Funds- Interdept Reimb-Other St Dept

# Posting Journal Entries

## Entry Lines

The second posting element, entry Lines, may be posted by:

- **Direct entry into FI\$Cal** - for single or simple transactions
- **Spreadsheet Journal Upload** - for multiple transactions that are grouped by entry type

# Posting Journal Entries

## Direct Entry

Header | Lines | Totals | Errors | Approval

**(Step 3) Remember**  
Journal #

Unit: 8860    Journal ID: 0000022480    **(Step 7)** Date: 06/30/2015     Errors Only

Template List    Search Criteria    **(Step 4)**    **(Step 5)**    View Audit Logs

\*Process: Edit Journal    **"Submit Journal"**    Process    Line: 10

**(Step 1)** Lines

Select	Line	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>		8860	MODACCRL		001	0001	2014	1240000	0000000000	6780
<input type="checkbox"/>		8860	MODACCRL		001	0001	2014	4810000	4810000000	6780

**(Step 2)** Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	.2	63,162.74	63,162.74	V	V

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display



1. Complete Lines
2. Save
3. Journal #
4. Edit Journal
5. Process
6. Budget Status
7. Submit Journal

# FI\$Cal Resources - Training

The screenshot shows a web browser window displaying the FI\$Cal Resources - Training page. The browser's address bar shows the URL: [http://www.dof.ca.gov/fiscal\\_resources/fiscal\\_resources/training/view.php](http://www.dof.ca.gov/fiscal_resources/fiscal_resources/training/view.php). The page header includes the California Department of Finance logo and navigation links such as Home, California Budget, Statewide Responsibilities, Bulletins and Reports, Consulting and Training, and About Finance. The main content area is titled "Training" and provides information about the Department of Finance's role in providing fiscal and accounting guidance and training to state departments. It also lists featured links, training classes, and eLearning courses.

**Office of Governor Jerry Brown**  
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**Finance Director Michael Cohen**  
View his Biography

**FEATURED LINKS**

- » Assembly Bill 1468 Report
- » Awards for Innovation in Higher Education
- » Designated Census Tracts for the New Employment Credit
- » FI\$Cal Resources
- » Major Regulations
- » Proposition 1B Disbursements
- » Redevelopment Agency Dissolution
- » Senate Bill 105 Final Report (Revised)
- » Senate Bill 105 Interim Report
- » State-County Assessors' Partnership Program
- » Trailer Bill Language

**FEATURED WEBSITES**

- » FI\$Cal ([www.fiscal.ca.gov](http://www.fiscal.ca.gov))

**Training**

The Department of Finance (Finance) is charged with providing fiscal and accounting guidance and training to state departments in accordance with Government Code sections 13310 and 13344. Finance has added accounting and training resources to assist state departments using the Financial Information System for California (FI\$Cal). This web page provides accounting process and transaction training through a variety of presentations.

The [Accounting Classes/Instructions by Finance](#) (.xlsx, <1 MB) training plan lists accounting curriculum, training methods, and training dates. The training plan compares our legacy training curriculum with the corresponding new training curriculum and is provided to assist departments with planning. Finance will continue to add resources as they are developed. Please send your feedback, comments and questions regarding this web page and training to [FSCU hotline@dof.ca.gov](mailto:FSCU hotline@dof.ca.gov).

Additional resources for departments can be found on the FI\$Cal Training Academy (FTA) web page at <http://www.fiscal.ca.gov/training-academy/index>. ([www.fiscal.ca.gov](http://www.fiscal.ca.gov))

**TRAINING CLASSES**

- » [Plan of Financial Adjustment and SCO/Agency Reconciliation Training](#) (.pdf, <5 MB)(02/24/2016)
- » [Plan of Financial Adjustment and SCO/Agency Reconciliation Training \(audio file\)](#) (fiscal.adobeconnect.com)(12/8/2015)
- » [Accounting Overview Training](#) (.pdf, <25 MB)(12/8/2015)
- » [Wave 1 Year End Accrual Training](#) (.pdf, <5 MB) (10/6/2015)

**eLEARNING COURSES**

**General Ledger (GL)**

- » [GL1 - Record Statewide Assessments](#) (.pdf, <1 MB)
- » [GL1 - Record Statewide Assessments \(audio file\)](#) (.mp4, <10 MB)
- » [GL2 - Record SCO Transfer for Charges](#) (.pdf, <1 MB)

# Posting Journal Entries

## Spreadsheet Journal Upload

The upload process allows faster input, a column for each chartfield and grouping of multiple transaction entries of the same type.

Accuracy is key:

Transactions upload as entered and then follow the regular processes.

Refer to FI\$Cal.001 - General Ledger Spreadsheet Journal Upload for more information.

# Posting Journal Entries

## Spreadsheet Journal Upload Template Sample

	A	B	C	D	E	F	G	H	I	J	K	L
1	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Fund	ENY	Approp Ref	Program	Rptg Structure	Svc Loc
2												
3												

	M	N	O	P	Q	R	S	T	U	V	W
1	Agency Use	Budget Date	Amount	Currency	N/R	Rate Type	Rate	Base Amount	Stat Code	Entry Event	Stat Amount
2											
3											

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Reference	Description	Class	Project	Book Code	Chartfield 2	Chartfield 3	Affiliate	Fund Aff	OperUnit Aff
2										
3										

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1	Scenario	Proj Unit	Activity	Res Type	Category	Sub Cat.	Analysis	IU Group	IU Anchor	Open Item Key
2										
3										

Spreadsheet dissected and stacked for display purposes only.

# Reviewing Entries for Errors

## Sample Spreadsheet Journal Upload

In the example Upload below, line #4 is missing the required Fund Affiliate for the Account 124xxxx - Due From Other Funds/Appropriations. The Upload format provides ease of review and corrections.

	B	D	G	H	I	J	N	O	AA	AE	AF	AJ
1	Unit	Account	Fund	ENY	Approp Ref	Program	Budget Date	Amount	Project	Affiliate	Fund Aff	Activity
2	8860	1240000	0001	2015	001	6775	6/30/2016	833,636.21	651	8880	9737	1
3	8860	4810000	0001	2015	001	6775	6/30/2016	(833,636.21)	651	8880	9737	1
4	8860	1240000	0001	2015	001	6785055	6/30/2016	36,965.30	651	8880		3
5	8860	4810000	0001	2015	001	6785055	6/30/2016	(36,965.30)	651	8880	9737	3
6	8860	1240000	0001	2015	001	6785019	6/30/2016	357,042.19	653	7502	9730	1
7	8860	4810000	0001	2015	001	6785019	6/30/2016	(357,042.19)	653	7502	9730	1

JournalUpload Supt Doc journalupload ...

# Reviewing Entries for Errors

## Sample Spreadsheet Journal Upload

Another advantage of the spread sheet is the ability to use the tabs. Supporting information can be stored alongside the record.

	A	B	C	D	E	F	G	H	I	K	L	M
1	YEAR END ACCRUAL ENTRY TEMPLATE - YE ACCRUAL ENTRIES POSTED IN PERIOD 998											
2	A	Fund										
	Entry Description	Fund	Account	Account Description	ENY	Program	Affiliate	Affiliate	Project	Activity	Amount	
40	A3	Record Reimbursements Due from Other Funds	001	1240000	Due from Other Funds	2015	6775	9737	8880	651	1	833,636.21
41	A3	Record Reimbursements Due from Other Funds	001	4810000	Interdept Reimb-Other St Dept	2015	6775	9737	8880	651	1	(833,636.21)
42	A3	Record Reimbursements Due from Other Funds	001	1240000	Due from Other Funds	2015	6785055		8880	651	3	36,965.30
43	A3	Record Reimbursements Due from Other Funds	001	4810000	Interdept Reimb-Other St Dept	2015	6785055	9737	8880	651	3	(36,965.30)
44	A3	Record Reimbursements Due from Other Funds	001	1240000	Due from Other Funds	2015	6785019	9730	7502	653	1	357,042.19
45	A3	Record Reimbursements Due from Other Funds	001	4810000	Interdept Reimb-Other St Dept	2015	6785019	9730	7502	653	1	(357,042.19)

JournalUpload **Supt Doc**

# Reviewing Entries for Errors

## Lines Page

- Include **Affiliate** and **Fund Affiliate** fields on both entry lines when required by an account such as:
  - Acct 124xxxx - Due from other Funds/Appropriations
  - Acct 201xxxx - Due to other Funds/Appropriations
- For chartfield changes after budget check:
  - Save the work again,
  - Repeat the budget check process (Steps 4–6)
  - Submit the Journal and process again (Steps 7 & 5) for approval to ensure the entry is posted in the GL after it has been approved. (See Direct Entry for steps)

# Reversing Entries in the New Year

Journal entries that must be reversed are reversed manually, in Period 1 of the new fiscal year.

**NOTE: Do not use the “automated reversal” option. This method will create budget check errors in the new year.**

**(Reversal requirements will be covered as the entries are presented individually.)**

# Reversing Entries in the New Year

## Steps for the Manual Reversal Process:

1. **Create/Update Journal Entries**
2. **Copy Journal Process (from the Lines Tab)**
3. **Edit the Journal Entry Copy**
4. **Update the Header Page**
5. **Edit and Post Journal**

The following slides will demonstrate process.

**Reminder:** Refer to FI\$Cal Job Aid.245 – Completing Year-End Closing/Year-End Adjusting Entries for additional information.

# Reversing Entries in the New Year

1. Create/Update Journal Entries
  - a. Click Find an Existing Value
  - b. Retrieve Entry

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

**Find an Existing Value** Add a New Value

▽ Search Criteria

Business Unit:	= ▾	8860	🔍
Journal ID:	begins with ▾	%22480	🔍
Journal Date:	= ▾		📅
Document Sequence Number:	begins with ▾		
Line Business Unit:	= ▾		🔍
Journal Header Status:	= ▾		▾
Budget Checking Header Status:	= ▾		▾
Source:	= ▾		🔍
Entered By:	begins with ▾		🔍
Attachment Exist:	= ▾		▾

Retrieve the journal entry.

# Reversing Entries in the New Year

## 2. Copy Journal Process (from the Lines Tab)

a. Select Copy Journal

b. Click Process

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header **Lines** Totals Errors Approval

Unit: 8860 Journal ID: 0000022480 Date: 06/30/2016

Template List Search Criteria

\*Process: Edit Journal **Process**

Budget Check Journal

**Copy Journal**

Delete Journal

Edit / Pre-Check

Edit Chartfield

Edit Journal

Post Journal

Print Journal (XMLP)

Refresh Journal

Submit Journal

Select	Line	Unit	Ledger	op Ref	Fund▲	ENY
<input type="checkbox"/>	7	8860	MODACC		0001	2015
<input type="checkbox"/>	8	8860	MODACC		0001	2015
<input type="checkbox"/>	6	8860	MODACC		0001	2015
<input type="checkbox"/>	10	8860	MODACCRL	001	0001	2015

# Reversing Entries in the New Year

## 3. Edit the Journal Entry Copy

a. Date: 07/01/2016 (new year)

b. Check: Reverse Signs

c. Click: "OK" to create reversal Journal. Click Header Page.

**Journal Entry Copy**

Business Unit:	8860	Copy From ID:	00000 22480	Copy From Date:	06/30/2016----
Journal ID:	NEXT	Ledger:		<input checked="" type="checkbox"/> Reverse Signs	
Journal Date:	07/01/2016	New Ledger:		<input type="checkbox"/> Recalculate Budget Date	
ADB Date:		Document Type:		<input type="checkbox"/> Save Journal Incomplete Status	
Currency Effective Date:					

**Reversal Date**

Do Not Generate Reversal  
 Beginning of Next Period  
 End of Next Period  
 Next Day  
 Adjustment Period  
 On Date Specified By User

Adjustment Period:

Reversal Date:

**ADB Reversal Date**

Same As Journal Reversal  
 On Date Specified By User

ADB Reversal Date:

# Reversing Entries in the New Year

## 4. Update the Header Page

- a. Long Description: Add purpose
- b. Adjusting Entry: Non-Adjusting Entry
- c. Fiscal Year: 2016
- d. Period: 1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 8860      Journal ID: 0000129886      Date: 07/01/2016

Long Description: REVERSE JE in PERIOD 1 (2016) A3-Record Reimb Due from Other Funds-Due from Other Funds

\*Ledger Group: MODACCRL      Adjusting Entry: Non-Adjusting Entry

Ledger:      Fiscal Year: 2016

\*Source: ACC      Period: 1

Reference Number:      ADB Date: 07/01/2016

Journal Class:       Auto Generate Lines

Transaction Code: GL       Save Journal Incomplete Status

SJE Type:       Autobalance on 0 Amount Line

# Reversing Entries in the New Year

## 5. Edit and Post Journal

a. Make sure entries are reversed.

b. Budget Date: Follows Enactment Year (ENY). If not, edit date.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Unit:** 8860      **Journal ID:** 0000023673      **Date:** 07/01/2016       **Errors Only**  
[Template List](#)      [Search Criteria](#)      [View Audit Logs](#)  
**\*Process:**              **Line:**

Lines										
Select	Line	Rptg Structure	Svc Loc	Agency Use	Affiliate	Fund Affil	Amount	(1)	N/R	Budget Date (2)
<input type="checkbox"/>	7	88606300			3790	3238	-63,162.74		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	8	88606300					63,162.74		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	6	88606300					25,317.50		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	10	88606300					27,083.14		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	9	88606300			5225	0917	-27,083.14		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	2	88606300					93,880.63		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	3	88606300			0521	0890	-14,915.00		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	1	88606300			4260	0912	-93,880.63		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	5	88606300			3900	0115	-25,317.50		<input checked="" type="checkbox"/>	06/30/2016
<input type="checkbox"/>	4	88606300					14,915.00		<input checked="" type="checkbox"/>	06/30/2016

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
8860	42	-631,179.61	-631,179.61	P	V	

# RECAP

## The Overview covered:

- Posting Journal Entries
- Reviewing Entries for Errors
- Reversing Entries in the New Year

Reminder: Refer to FI\$Cal Job Aid.245 – Completing Year-End Closing/Year-End Adjusting Entries for more information

# **Office Revolving Fund (ORF) Year-End Journal Entries**

# ORF Reconciliation Changes in FI\$Cal

The FI\$Cal ORF replenishment process does not use Claims Filed. When a check is issued it posts as a voucher and stays outstanding in the Expense Advance Account until the replenishment vouchers are approved.

The legacy GL 1110-General Cash (FI\$Cal Account **1101000**-General Cash-CTS Account) is now used for posting receipts to uncleared collections or advance collections.

The Accounts below move cash from the sub module to the General Ledger Module. If these Accounts have a balance at the end of the month they will be included as reconciling items in your monthly ORF reconciliation :

**1109100**-Pending Cash Transfer-GL, **1109200**-Pending Cash Transfer-AP, **1109300**-Pending Cash Transfer-AR, or **2000000**-Accounts Payable

These Accounts must be zero for year-end financial statements.

# ORF Reconciliation per SAM section 7965

Department Name & Business Unit Number CTS/ORF or Office Revolving Fund Reconciliation		
As of Date		
	<u>Detail</u>	<u>Total</u>
<u>Cash:</u>		
Cash book balance (1101200)		7,500.00
<b>General Cash –CTS Account (1101000)</b>		<b>150.00</b>
Cash on Hand:		
Petty Cash or/and Cash Purchase Funds (1100000)	500.00	
Undeposited Receipts (1100000)	<u>50.00</u>	550.00
<u>Advances:</u>		
Expense (1301100)	950.00	
Travel (1301200)	600.00	
Salary (1301300)	<u>400.00</u>	1,950.00
<b>Uncleared Collections (2090100)</b>		<b><u>- 150.00</u></b>
Amount of revolving fund withdrawn from appropriation or authorized pursuant to statute		10,000.00

## **A-1 Entries: Record Undeposited Receipts**

Departments will record the following transactions as of June 30 for any undeposited receipts.

### **To record Undeposited Receipts**

Debit 1100000 Cash on Hand

Credit 12XXXXX Accounts Receivable

Credit 205XXXX Advance Collections

Credit 4XXXXXX Revenue

Credit 48XXXXX Reimbursements

Credit 5XXXXXX Expenditures

## **A-1 Entries: Record Unremitted Receipts**

Departments will record the following transactions as of June 30 for any unremitted receipts.

### **To record Unremitted Receipts**

Debit 1101000 General Cash

Credit 1109100 Pending Cash Transfers – General  
Ledger\*

\*Using Account 1109100 will initiate the cash reclassification entry and move the money from the Statewide BU (1140) back to the department's General Cash in FI\$Cal.

## A-2 Entries: Adjust Revolving Fund Cash and General Cash

In FI\$Cal, all general cash and ORF activities are recorded in the department's CTS Fund. At year-end, adjusting entries are made in the advancing fund to record the department's (1) ORF cash balance and activities and (2) General Cash balance and offsetting liabilities as of June 30.

The full amount of the ORF advance is carried in the advancing fund general ledger during the year as a debit to **1222100 Advances to Agency & Office Revolving Fund** .

## **A-2: Adjust Revolving Fund Cash and General Cash**

### **To Record Year-end Expense Advances<sup>1</sup>**

Debit 1301100 Expense Advances

Credit 1101200 Revolving Fund Cash

<sup>1</sup>Combine unreimbursed advances for accounts that have not been accrued via the A-8 entry.

### **Reduce Accounts Payable by Amounts Previously Paid by Revolving Fund<sup>2</sup>**

Debit 2000100 Accrued Accounts Payable

Credit 1101200 Revolving Fund Cash

<sup>2</sup>Posted for the same amount as the unreimbursed ORF advances accrued as expenditures via the A-8 entry.

## **A-2: Adjust Revolving Fund Cash and General Cash**

### **To Record Cash on Hand<sup>1</sup>**

Debit 1100000 Cash on Hand

Credit 1101200 Revolving Fund Cash

<sup>1</sup>Include cash/checks on hand, or SCO warrants issued June 30 or prior to reimburse the ORF that have not yet been received or deposited.

### **Additional entries for General Cash**

To Record Year-end General Cash - CTS Accounts and offsetting liability accounts

Debit 1101000 General Cash – CTS Accounts

Credit 2090100 Uncleared Collections

Credit 2050000 Unearned Revenue

Credit 2052000 Unearned Reimbursement

## **A-2: Adjust Revolving Fund Cash and General Cash**

### **Additional entry in the advancing fund<sup>1</sup>**

Record Year-End Revolving Fund Cash

Debit 1101200 Revolving Fund Cash

Credit 1222100 Advances to Agency & Office Revolving Fund

<sup>1</sup>This entry is not reversed in the new year

### **New Year Office Revolving Fund Entry**

**Additional entry in the new fiscal year (as of July 1, 2016) in the advancing fund**

Record New Year Revolving Fund Cash

Debit 1222100 Advances to Agency & Office Revolving Fund

Credit 1101200 Revolving Fund Cash

# Exercise

# **Accounts Receivables Year-End Journal Entries**

# Accounts Receivable

- Monthly Reconciliation
- Reimbursement & Abatement Accrual (YE#3)
- Reclassify Items for Reverted Approp (YE #4)
- Revenue Accrual (YE #9)
- Reserve for Deferred Receivable (YE #10)

# Monthly Reconciliation

## Monthly Reconciliation of GL to AR Aging Report

FI\$Cal Processes > FI\$Cal Report > GL Reports > Trial Balance Reports

Report ID: ZGL061

FI\$Cal

Business Unit: 8850  
 Ledger: MODACCRL  
 Fiscal Year: 2015  
 Period From: 1 To Period: 12

Department of Finance Trial Balance  
 As Of: 06/30/16

Fund: 0001

<u>ACCOUNT</u>	<u>ACCOUNT TITLE</u>	<u>BEGINNING BALANCE</u>	<u>DEBITS</u>	<u>CREDITS</u>	<u>ENDING BALANCE</u>
1100000	Cash on Hand	\$ 0.00	\$ 548,980.16	\$ 548,980.16	\$ 0.00
1101000	General Cash - CTS Accounts	\$ 0.00	\$ -47,006.18	\$ -47,006.18	\$ 0.00
1101200	Revolving Fund Cash	\$ 0.00	\$ -187,320.32	\$ -187,320.32	\$ 0.00
1109100	Pending Cash Transfers - GL	\$ 0.00	\$ 111,887,968.81	\$ 111,887,968.82	\$ -0.01
1109200	Pending Cash Transfers - AP	\$ 0.00	\$ 84,276.95	\$ 84,276.95	\$ 0.00
1109300	Pending Cash Transfers - AR	\$ 0.00	\$ 4,497,099.51	\$ 4,497,099.51	\$ 0.00
1109600	Pending Cash Transfers - LD	\$ 0.00	\$ 18,478,816.65	\$ 18,478,816.65	\$ 0.00
1200000	AR - Revenue	\$ 500.00	\$ 45,513.06	\$ 46,013.06	\$ 0.00
1200050	AR - Reimbursements	\$ 6,175.00	\$ 289,270.33	\$ 115,093.83	\$ 180,351.50
1200100	AR - Abatements	\$ 2,398.70	\$ 70,551.61	\$ 57,759.91	\$ 15,190.40
1222100	Adv to Agency & Off Rev Funds	\$ 0.00	\$ -650,000.00	\$ -850,000.00	\$ 200,000.00

# Monthly Reconciliation of GL to AR Aging Report (cont'd)

Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Rpt

Report ID: AR30006  
 Aging ID: STATE/STAND  
 Chartfield Parameters ACCOUNT = 1200000-1240900, PRODUCT = 2012-2016  
 Display Option: Include All  
 Business Unit: 8860  
 Contains confidential information and unauthorized use or disclosure is prohibited by State law.

PeopleSoft Receivables  
 AGING BY CHARTFIELD  
 30-JUN-2016

Item	Line	As of	Type	Entry Reason	Terms	Total Selected Amount	Current	1-30	31-60 Days	61-90 Days	91-120Days	121-150Day
ACCOUNT		1200050										
		Customer ID	CLO				Customer Name		Conservation and Liquidation O			
ORA26150515	0	06/11/2016	DR	MIS	NET30	7,315.00	7,315.00	7,315.00				
ORA31150515	0	06/11/2016	DR	MIS	NET30	3,752.50	3,752.50	3,752.50				
	Total						Conservation and Liquidation O	11,067.50	11,067.50			
		Customer ID	GSTSC0000000				Customer Name		GOLDEN STATE TOBACCO SEC CORP			
INV-3094	0	04/20/2016	DR	MIS	NET30	167,954.00	167,954.00		167,954.00			
	Total						GOLDEN STATE TOBACCO SEC CORP	167,954.00		167,954.00		
		Customer ID	REGULATORY				Customer Name		REGULATORY SERVICES GROUP			
ORA30150515	0	06/11/2016	DR	MIS	NET30	1,330.00	1,330.00	1,330.00				
	Total						REGULATORY SERVICES GROUP	1,330.00	1,330.00			
Totals for ACCOUNT		1200050						180,351.50	12,397.50	167,954.00		

# YE #3 A-3 Reimbursement & Abatement Accrual

- Reimbursement & Abatement receivables not accrued during the year will be accrued in Period 998
- YE #3 entry is reversed in the new fiscal year

## Record Billing of Reimbursements

Debit 1200050 Accounts Receivable Reimbursements

Debit 126xxxx Due From Other Governments

Debit 124xxxx Due From Other Funds /Appropriations

Credit 48xxxxx Reimbursements

# Reimbursement & Abatement Accrual (cont'd)

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header Lines Totals Errors Approval

Line	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
1	001	0001	2015	1240000	000000	6780	8860
2	001	0001	2015	4810000	481000	6780	8860

Line	Project	Activity	Rptg Structure	Affiliate	Fund Affil	Amount	Budget Date
1	0000000000000652	0000000000000001	88606300	3790	3238	63162.74	06/30/2016
2	0000000000000652	0000000000000001	88606300	3790	3238	-63162.74	06/30/2016

Journal lines posted to Account 124xxxx – Due from Other Funds/Appropriations should include values in the “Affiliate” (BU) and “Fund Affiliate” (Fund) fields. This information will be required to complete the year-end Subsidiaries on File and Due To Due From reports.

# Reimbursement & Abatement Accrual (cont'd)

Due To/From Supplemental Report

Department of Finance - 8860

Fund 0001

Fiscal Year 2015 - 16

As of 06/30/2016

GL ACCOUNT	SUBSIDIARY FUND	SUBSIDIARY ORG	SUBSIDIARY ORGANIZATION TITLE	AMOUNT	SUBTOTAL (GL/SFUND/SORG)
1410	3238	3790	Dept of Parks & Recreation	63,162.74	63,162.74

## YE#4 A-4 Reclassify Items for Reverted Appropriations

- Receivable items for reverting appropriations must be reclassified to GL 1209900-AR–Other offset by GL 1290000-Prov for Deferred Receivables
- Reclassify items in the AR Module in Period 12
- Create a \$0 pending item group with 2 transactions:
- Reverse original AR item using Credit AR process to:  
Debit Revenue/Reimbursement/Abatement  
Credit AR
- Create 2<sup>nd</sup> transaction with positive amount to:  
Debit 1209900 AR - Other  
Credit 1290000 Provision for Deferred Receivables

# YE#4 A-4 Reclassify Items for Reverted Appropriations (cont'd)

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action			
<b>Group Unit:</b>	8860	<b>Group ID:</b>	1438					
<b>Accounting Entries</b> <span style="float: right;">Find   View All   First</span>								
<b>Item ID:</b>	PAR1234	<b>Line:</b>		<b>Entry Type:</b>	DR			
<b>Bus. Unit:</b>	8860	<b>Customer:</b>	EMP1095257	<b>SubCust1:</b>				
<b>Amount:</b>	100.00	<b>Currency:</b>	USD	<b>SubCust2:</b>				
<b>Accounting Entries:</b>	Complete	<b>Display Totals:</b>	Entry					
<b>Distribution Lines</b> <span style="float: right;">Personalize   Find   View All   First</span>								
ChartFields	Currency Details	Additional Details	Journal Reference Information					
<b>Line</b>	<b>GL Unit</b>	<b>*Type</b>	<b>Amount</b>	<b>Approp Ref</b>	<b>Fund</b>	<b>ENY</b>	<b>*Account</b>	<b>Alt Acct</b>
2	8860	User	-100.00	001	0001	2015	1290000	0131900000
3	8860	AR	100.00	001	0001	2015	1209900	0000000000

<b>Alternate Account SetID:</b>	8860
<b>Account SetID:</b>	STATE
<b>Account:</b>	1290000
<b>Alternate Account:</b>	begins with
<b>Alternate Account Description</b>	
0131000000	PROV FOR DEF REC-GENERAL
0131100000	PROV FOR DEF RECABATEMENTS
0131200000	PROV FOR DEF REC-REIMB
0131300000	PROV FOR DEF REC-REVENUE
0131900000	PROV FOR DEF REC-AR-OTHER

## YE #9 A-9 Record Revenue Accruals

- Earned but unbilled revenue will be accrued in Period 998
- YE #9 entry is reversed in the new fiscal year

Record Earned but unbilled AR-Revenue

Debit 1200000 Accounts Receivable Revenue

Debit 126xxxx Due From Other Governments

Debit 124xxxx Due From Other Funds /Approp.

Credit 4xxxxxx Revenue

# Revenue Accrual (cont'd)

**Unit:** 8860      **Journal ID:** 0000022614      **Date:** 06/30/2016       **Errors Only**  
 Template List      Search Criteria      View Audit Logs  
**\*Process:**       

     Personalize | Find

Select	Line	Unit	Ledger	SpeedType	Approp Ref	Fund▲	ENY	Account	Alt Acct
<input type="checkbox"/>	2	8860	MODACCRL		<input type="button" value="Search"/> 001	0001	2015	4172500	0000000000
<input type="checkbox"/>	1	8860	MODACCRL		<input type="button" value="Search"/> 001	0001	2015	1240100	0000000000

Line	Affiliate	Fund Affil	Amount▲	Budget Date	An Type	Source Type
2	3340	0001	-200.00	06/30/2016		
1	3340	0001	200.00	06/30/2016		

# YE #10 A-12 Establish Reserve for Deferred AR

- Reclassify portion of Accounts Receivable for Reimbursements and Abatements that will not be collected during the ensuing year
- YE #10 entry is reversed in the new fiscal year

Debit 48xxxxx Reimbursements  
Credit 1290000 Provision for Deferred Receivables \*\*

Debit 51xxxxx Personal Services  
Debit 53xxxxx Operating Expense and Equipment  
Credit 1290000 Provision for Deferred Receivables \*\*

\*\* Use the Alternate Account field to select the Appropriate GL Account.  
See YE#4 Entry A-4

# Miscellaneous Journal Entries

# YE #6 A-6 Miscellaneous Journal Entry

## Record Interest Due From SMIF

- Record interest earned as of June 30
- Source document is SCO JE
- For the Commitment Control Amount Type, select “Actuals and Recognized”
- A-6 entry is reversed in the new fiscal year, and a new GL Journal is created to post SMIF JE. (Refer to eLearning Course GL5-Record SMIF Interest)

Debit 1240000 Due from Other Funds *
Credit 416xxxx Investment Income *

\*(Include values in Fund Affiliate and BU Affiliate fields)

# Miscellaneous Journal Entry (cont'd)

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Line	Approp Ref	Fund▲	ENY	Account	Alt Acct
2	001	094200119	2015	4163000	000000
1	001	094200119	2015	1240000	000000

Line	Affiliate▲	Fund Affil	Amount▲	Budget Date	Journal Line Description
2	9990	0681	-20,345.24	06/30/2016	Invest Inc-Surplus Money Inves
1	9990	0681	20,345.24	06/30/2016	Due From Other Funds

# Exercise

# **Accounts Payable Encumbrances Year-End Journal Entries**

# YE#8 – A-8 Accrual of Expenditures

- ▶ The A-8 entry accrues **actual** and **estimated expenditures** as “**Accounts Payable**” or “**Due To**” for Goods and Services received as of June 30 but not scheduled (vouchered) for payment by June 30.
  - Personal Service (Payroll) Accruals
  - Goods and Services
  - Travel

# Payroll Accrual

Payroll Accrual is the **estimated personal services** incurred **as of June 30th** that will be paid in the new fiscal year must be accrued. The journal entry will be posted in Period 998 and reversed in the new year.

## Accrue Estimated Personal Services entries

**Debit**        **51xxxxx** Personal Services  
**Credit** **2000100** Accrued Accounts Payable

## How to do it

Post the payroll accrual either directly into GL module or upload using the General Ledger Spreadsheet Upload into PeopleSoft for large volumes of transactions.

See Job Aid for instruction of how to upload [General Ledger Spreadsheet Journal Upload 1.0](#) /

# Payroll Accrual

After receiving the Payroll Accrual from Human Resources, AP staff will prepare an accrual posting document.

Line #	Unit	Ledger	Account	AS Fund	ENY	Approp	Program	Rptg Str	SA Amount	CN	RF	ES	FC	Project	ECCA	FCS	Proj Unit	Activity	FCS	Analysis
1	8860	MODACCRL	5100150	0001	2014	001	9999	88600400	95981.43											
2	8860	MODACCRL	2000100	0001	2014				(95981.43)											



# Goods or Services

- ❑ **Actual expenditures** will be accrued using the **Create Voucher** process in **Period 12**. **If Period 12 is closed** then actual expenditures should be posted in **Period 998**. The journal entry posted in Period 998 will be reversed in the new year.
- ❑ **Estimated expenditures** should also be posted in **Period 998 and reversed in the new year**. The debit side of the journal entry to record estimated expenditures will be to an operating expense and equipment account. The credit side of the journal entry will be to a liability account based on the vendor type.

## **Accrue Estimated Operating Expense and Equipment**

Debit **53xxxxx** Operating Expense and Equipment  
Credit **20xxxxx** Current liability account based on  
vendor type

# Good and Services – Cont'd.

## Vendor Types

For Vendor Types (Classifications) that are:

**Corporations, Exempt Corps, Individual/Sole Proprietor, Partnerships, Estate of Trust or Employee:**  
Credit **2000100** Accrued Accounts Payable (3010)

**Federal Agency :**  
Credit **2020000** Due to Federal Government (3210)

**CA State Departments including CSU and Trustees:**  
Credit **2010000** Due to Other Funds – Current\*(3114)

**Local Government Agencies** including Cities and Counties:  
Credit **2021000** Due to Local Governments (3220)

**Other Governmental Agencies** including school districts, Community Colleges, and other State Govts:  
Credit **2024000** Due to Other Governmental Entities (3290)

**Due to other appropriations, within the same fund:**  
Credit **2011000** Due to Other Appropriations Within the Same Fund\*(3115)

# Goods and Services – Cont.

\*Journal lines posted to FI\$Cal account 2010000 (Due to Other Funds) and FI\$Cal account 2011000 (Due to Other Appropriations within the Same Fund) should include values in the **Affiliate** and **Fund Affiliate**. This information is required to complete the year-end Subsidiaries on File and Due to/Due From reports.

The Affiliate and Fund Affiliate should be on both the debit and credit lines.

# Goods and Services – Cont.

Favorites ▾ Main Menu ▾ > Vendors ▾ > Vendor Information ▾ > Add/Update ▾ > Vendor

**FI\$Cal**

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID:	STATE			
Vendor ID:	0000000220			
Vendor Short Name:	RIVERCITYO	RIVERCITYO-001		
Vendor Name:	RIVER CITY OFFICE SUPPLY			
Order:	RIVERCITYO-001	Remit To:	RIVERCITYO-001	
	1230 T ST		1230 T ST	
	SACRAMENTO, CA 95811-7106		SACRAMENTO, CA 95811-7106	
Status:	Approved	<a href="#">Approval History</a>	Last Modified By:	PS_BATCH
Persistence:	Regular		Last modified date:	03/10/2016 9:03PM
Classification:	Corporation		Created By:	Z_FisUser_1
HCM Class:			Created Date/time:	06/20/2013 12:48PM
Open for Ordering:	Yes		Last Activity Date:	06/08/2016
Withholding:	No			

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

# Sample A-8 Entry to accrue invoices

A	B	C	D	E	F	G	H	I	J	K	L	M	N
<b>Period</b>	998		<b>Source:</b>										
<b>Journal ID:</b>			<b>Reversal:</b>										
<b>Journal Date:</b>			<b>Count:</b>										
			<b>Amount:</b>		3,370.00								
<b>Description:</b>	A-8 Entry to accrue invoices, not encumbered, STATE ESTIMATES												
Line	App Ref	Fund	ENY	Account	ptg Structu	Program	PC Bus Unit	Activity	Project	Affil	Fund Affil	Budget Date	Amount
1	001	0001	2014	5150700	88609300	9999				7100	0870	06/30/15	2900.00
2	001	0001	2014	5340330	88609300	9999				0840	0001	06/30/15	470.00
3		0001	2014	2010000						7100	0870	06/30/15	-2900.00
4		0001	2014	2011000						0840	0001	06/30/15	-470.00

# Encumbrance Validation

Use existing guidelines in SAM sections 8340 and 10608 to review encumbrance balances and analyze purchase orders to determine that estimated expenditures are approximate.

## How to do this

Use the following queries to help validate the encumbrances and encumbrance accruals:

- ZZ\_Encumbrance\_Status\_AP
- ZZ\_Encumbrance\_Accrual – to compare with Report 6
- Purchase Order Inquiry

# How to run the Encumbrance Status Report

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## ZZ\_ENCUMBRANCE\_STATUS\_AP - Encumbrance Status Report.

---

Business Unit:  

PO ID:

PO Date From:  

PO Date To:  

[View Results](#)

Business Unit	PO No.	PO Date	Acctg Date	PO Status	Vendor Name	Line	Line Item Description
---------------	--------	---------	------------	-----------	-------------	------	-----------------------

# Encumbrance\_Status Report

B	D	E	H	M	O	P	Q	R
PO No.	Acctg Date	PO Date	Name	Line Item Description	Encumbered Amount	Remaining Encumbrance	Expensed Amount	ENY
0000000265	7/2/2015	6/30/2015	CALTRONICS BUSINESS SYSTEMS	Copier Maintenance-Per FSCU, creating PO to r	3955.67	3955.67	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	26208.00	26208.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	11648.00	11648.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	26208.00	26208.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	8736.00	8736.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	20592.00	20592.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	9152.00	9152.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	20592.00	20592.00	0.00	2014
0000000266	7/2/2015	6/30/2015	CA STATE CONTROLLER'S OFFICE	Actuarial Services-Per FSCU, creating PO to re	6864.00	6864.00	0.00	2014
					130000.00	130000.00	0.00	
0000000267	7/2/2015	6/30/2015	KOSMONT COMPANIES	Consultants for DLA's-Per FSCU, creating PO to	32479.06	32479.06	0.00	2014
0000000268	7/2/2015	6/30/2015	SMILE BUSINESS PRODUCTS INC	Copier Maintenance-Per FSCU, creating PO to r	10076.80	10076.80	0.00	2014
0000000269	7/2/2015	6/30/2015	CALTRONICS BUSINESS SYSTEMS	Copier Maintenance-Per FSCU, creating PO to r	1122.41	1122.41	0.00	2014
0000000270	7/2/2015	6/30/2015	CALTRONICS BUSINESS SYSTEMS	Copier Maintenance-Per FSCU, creating PO to r	320.14	320.14	0.00	2014
0000000271	7/2/2015	6/30/2015	SMILE BUSINESS PRODUCTS INC	Copier Maintenance-Per FSCU, creating PO to r	5868.30	5868.30	0.00	2014
0000000272	7/2/2015	6/30/2015	REMCHO JOHANSEN & PURCELL	Legal Services-Per FSCU, creating PO to refle	18715.58	18715.58	0.00	2014
0000000272	7/2/2015	6/30/2015	REMCHO JOHANSEN & PURCELL	Legal Services-Per FSCU, creating PO to refle	5923.41	5923.41	0.00	2014
0000000272	7/2/2015	6/30/2015	REMCHO JOHANSEN & PURCELL	Legal Services-Per FSCU, creating PO to refle	41834.83	41834.83	0.00	2014
0000000272	7/2/2015	6/30/2015	REMCHO JOHANSEN & PURCELL	Legal Services-Per FSCU, creating PO to refle	538.49	538.49	0.00	2014
0000000272	7/2/2015	6/30/2015	REMCHO JOHANSEN & PURCELL	Legal Services-Per FSCU, creating PO to refle	14706.81	14706.81	0.00	2014

Any July encumbrance adjustments for prior year must have a 6/30/XX accounting date

# Things to validate

- Encumbrances (POs) with appropriations that will expire or revert on June 30, 2016 must be closed and finalized.
- Encumbrances (POs) for Current and Prior Fiscal Year with balances. Make sure PO encumbrances associated with invoices paid outside of FI\$Cal are reduced or closed.  
**(See Job Aid 243 Closing a Purchase Order (PO) to Release Encumbrance Balances)**
- Encumbrance adjustments must be done by PO change orders.  
**(See Job Aid 290 Change Order for PO )**
- Research encumbrance balances that show the original encumbered amount and remaining balance are the same amount (no activity has occurred in fiscal year).

# Encumbrance\_Accrual Report

Main menu>Report Tool>Query>Query Manager>Encumbance\_Accrual Report

## ▶ How to run the report:

---

**ZZ\_ENCUMBRANCE\_ACCRUAL - Outstanding Enc Accr Amounts**

---

Business Unit:  

Fund:  

Approp Ref:  

Approp Level Program:  

ENY:  

Year:

Period:

Unit	PO No.	Voucher	Journal ID	Date	Fund	ENY	Approp Ref
------	--------	---------	------------	------	------	-----	------------

# Encumbrance\_Accrual Report

Fund 9740 Ref 001 Program10  
As of 7/29/2015

Unit	PO No.	Journal ID	Date	Fund	ENY	Approp Ref	Program	Monetary Amount
8860	0000000050			9740	2014	001	6770	4400.000
8860	0000000062			9740	2014	001	6770	554.400
8860		0000006578	10/31/2014	9740	2014	001	6770	14043.580
8860		0000008995	12/31/2014	9740	2014	001	6770	14225.120
8860		0000010584	1/31/2015	9740	2014	001	6770	15195.300
8860		0000022165	6/30/2015	9740	2014	001	6770	5589.440
8860		0000022163	6/1/2015	9740	2014	001	6770	-55004.970
8860	0000000079			9740	2014	001	6770	113.880
8860		0000018175	4/30/2015	9740	2014	001	6770	27676.950
8860		0000018166	4/30/2015	9740	2014	001	6770	21087.290
8860		0000019768	5/31/2015	9740	2014	001	6770	16309.460
8860		0000008020	11/30/2014	9740	2014	001	6770	12002.100
8860		0000007763	11/30/2014	9740	2014	001	6770	16450.120
8860		0000015298	3/31/2015	9740	2014	001	6770	12313.870
8860		0000018165	4/1/2015	9740	2014	001	6770	-41542.230
8860		0000022164	6/30/2015	9740	2014	001	6770	11489.440
8860		0000022174	6/30/2015	9740	2014	001	6770	5461.610
8860		0000005159	8/31/2014	9740	2014	001	6770	2282.900
8860		0000005585	9/1/2014	9740	2014	001	6770	-6884.410
8860		0000005586	9/30/2014	9740	2014	001	6770	14285.100
8860		0000006577	10/1/2014	9740	2014	001	6770	-28187.420
8860		0000006579	10/31/2014	9740	2014	001	6770	1397.900
8860	0000000141			9740	2014	001	6770	820.510
8860		0000008710	12/31/2014	9740	2014	001	6770	14095.610
8860		0000010167	1/31/2015	9740	2014	001	6770	13000.100

Accrual Summary 9740 001 Prgm 10 2014 9740 001 Prgm 20 2014 0001 001 Prg 10 2014 0001 001 Prg 20 2014

Note: You will have to run a query for each appropriation.

# Voucher Processing Schedule for June 2016

- ▶ Vouchers received by SCO Audits for approval by June 17, 2016, 3:00 P.M. **will be paid by June 30, 2016.** (Make sure the Pay Terms has schedule due of before July 10<sup>th</sup>. Use the appropriate pay term.)
- ▶ Vouchers received by SCO Audits from **June 17, 2016 after 3:00 P.M. to June 24, 2016 3:00 P.M.** will be recognized as accounts payable for year-end reporting.
- ▶ Vouchers must not be created or submitted through the AP workflow from June 25 to June 30.

# Tips and Tricks

- Check incoming invoices against the Vendor Management File to confirm the vendor classification (vendor type).
- Try to voucher and submit actual expenditures to SCO by June 24.
- Do a monthly encumbrance reconciliation against the open Purchase Orders. This will make Yearend process easier.
- Carefully review all uploaded data for accuracy.
- Encumbrances posted in July for yearend reporting should have a 6/30/XX accounting date in the PO header.
- Group and post journal entries by classification type (e.g. Corporations, State Government).
- Make sure all SCO Journal Entries (e.g. Department of Technology, DGS invoices) are posted in Period 12 or accrual in 998.
- June SCO ORF replenishments will need to be accrued. The last day to have submitted replenishment spreadsheets to FSC was June 10<sup>th</sup>.)

# Exercise

# **Plan of Financial Adjustment Year-End Journal Entries**

# Plan of Financial Adjustment (PFA)

- Transactions included on the PFA report may derive from:
  - Journal Vouchers (AP)
  - Labor Allocations
  - Allocations
  - Funds Distribution
  - General Ledger Journals (ONL/SPJ)
- In FI\$Cal, the offset account to allocations is account 1109xxx – Pending Cash Transfer (Cash account)

# Plan of Financial Adjustment (PFA)

## FI\$Cal PFA transactions:

Program:

Debit 5xxxxxx Expenditures

Credit 1109xxx Pending Cash Transfer

Clearing Account:

Debit 1109xxx Pending Cash Transfer

Credit 5xxxxxx Expenditures

At June 30<sup>th</sup>, any PFA not processed by SCO is an accrual. Therefore, all pending PFA transactions at must be reclassified from the cash account and reported as Due to/Due from on the year-end financial statements.

# Plan of Financial Adjustment (PFA)

## Year-End Adjusting Entry Resources:

- Monthly PFA Report (Not processed by SCO)
- Monthly PFA Reconciliation (Not processed by SCO)
- Period 998 SCO/Agency Reconciliation

Using the PFA resource(s), develop a reclassification worksheet to determine the adjusting entry.

**Note:** The PFA report/reconciliation is not cumulative. All PFAs not processed by 6/30 must be included.

## FI\$Cal PFA transactions: (Pending PFA not processed by SCO at 6/30)

### Program:

Debit 5xxxxxx Expenditures

Credit 1109xxx Pending Cash Transfer

### Clearing Account:

Debit 1109xxx Pending Cash Transfer

Credit 5xxxxxx Expenditures

## Year-End Adjusting Entry:

Reclassify all pending PFAs from Pending Cash Transfer to Due To/Due From

### Program:

Debit 1109100 Pending Cash Transfer

Credit 2011000 Due to Other Appropriations

or

Credit 2010000 Due to Other Funds

### Clearing Account:

Debit 1240000 Due from Other Funds

or

Debit 1240100 Due from Other Appropriations

Credit 1109100 Pending Cash Transfer

**Note:** Fund Affiliate and Affiliate must be included on all lines of the entry

# Period 998 Allocations

# Period 998 Allocations

- No Encumbrance Allocations
- Period 12 must be closed
- FI\$Cal Service Center (FSC) will create allocation groups for Period 998

# Period 998 Allocations

## Define Allocation Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = 8860  
Allocation Group: begins with DOF998R

Search Clear Basic Search Save Search Criteria

## Search Results

View All First 1-18 of 18 Last

Allocation Group	Description
BLAUG	Budgetary Legal Ledger Aug
BLEXP	BL Expenditure
BLJUL	Budgetary Legal Ledger Jul
BLLBAL	BLL Balance Sheet
BLENC	Encumbrance Allocations
DOF1	DOF1
DOF2	DOF2
DOF2R	DOF Allocation Reversal
DOF3	DOF3
DOF4R	Encumbrance Reversals
DOF998R	DOF 998 Allocation Reversal
DOF998_2	DOF998_2
DOF998_3	DOF998_3
DOF_GRP_0	Allocation Group 0
DOF_GRP_1	Allocation Group 1
DOF_GRP_2	Allocation Group 2
DOF_GRP_3	Allocation Group 3
DOF_GRP_4	Allocation Group 4

# **Period 998**

## **Reconciliations and Reports**

# Period 998 Reconciliations and Reports

- Period 998 Reconciliations
- Budgetary Legal Ledger

# Period 998 Reconciliations and Reports

- Review Appropriation Accounts and General Ledger Accounts, update reconciliations as necessary
- Run Monthly GL Reports to validate posting of Year-End Entries
  - Trial Balance
  - Ledger Activity

# Reminders and Tips for the Final SCO/Agency Reconciliation Worksheet

- No variances between the adjusted SCO Appropriation Balance and the Department's Adjusted Appropriation Balance - Variance row is \$0
- No variances in the GL account balance column
- The "PFA-Pending Cash Transfer" line is \$0
- All departmental reconciling items must be resolved
- All adjustments to SCO accounts should be supported by transaction requests and reported on Report 3, Adjustments to Controllers Accounts

# Budgetary Legal Ledger (BLL)

- What is BLL
- BLL Source of Data
- FSC and Department Responsibilities

# What is Budgetary Legal Basis Ledger (BLL)?

- BLL is the source of financial information for Budgetary Legal year-end reports
- BLL pulls financial data from the Modified Accrual Ledger and Commitment Control
- BLL is built using 5 allocation journals

\* Refer to FI\$Cal.257 Budgetary Legal Basis Ledger Job Aid 1.0

# BLL - 5 Sources of Data:

## Modified Accrual ledger

1. Asset, Liability and Fund Balance accounts

## Commitment Control Ledger

2. Revenue accounts from CC\_DTL-REV
3. Expenditures from CC\_DETAIL
4. Encumbrances from CC\_DETAIL & Offsetting Liability accounts, based on the vendor used on the PO
5. Non-Posted Voucher Liability accounts \*

# FSC and Department Responsibilities for Period 998 and BLL Process

Refer to FI\$Cal.257 Running the YEC Process Job Aid for detailed steps:

- Request Period 998 Close – Department
- Close Period 998 and open BLL – FSC
- Run BLL Allocation Journals – FSC
- Reclassify amounts from Accrued Accounts Payable to the correct Due To accounts - Department

# Cash Reconciliation in the BLL

- Non-shared funds, GL account 65 is equivalent to UCM GL 1140 Cash in State Treasury (CIST)
- Non-shared funds, GL 65 is retained during the YEC process and account will carry forward to the new year
- For shared funds, GL 65 is treated as a nominal account, will close to fund balance (similar to legacy)
- For shared funds, GL 65 does not roll forward to the new year
- Refer to Cash Reconciliation Job Aid 2.0

# **Day 2**

## **Year End Financial Reports**

# Recap of Day 1

- Period 12 Transactions and Reconciliations
- Reverting Year Encumbrances and Expenditures
- Reverting Year Accounts Receivables
- Period 998 Transactions and Reconciliations
  
- Voucher Cut-Off Dates
  - Payment by 6/30 – Submit by 6/17 (3pm)
  - Payment after 6/30 – Submit 6/17-6/24 (3pm)
  - No vouchers created – 6/24 (3pm) – 6/30
  
- Project Cut-Over Period – Beginning 7/21
- Reconcile Encumbrances
- Budgetary Legal Ledger

# Year End Financial Reports

## Due Dates

August 1, 2016 – General Fund

August 22, 2016 – All Other Funds

# Year End Financial Reports in FI\$Cal

System Generated	Manually Prepared
Report 4	Report 1 *
Report 6	Report 2
Report 7	Report 3
Report 8	Report 5 *
Report 9	Report 15
Report 13	
Report 18	Other Special Reports:
Report 19	Report 14
Report 20	Report 22
Due To/Due From	
Subsidiaries on File	

\* SCO's Input Document

## Year End Financial Reports in FI\$Cal

- Use Legacy UCM accounts
- Translate COA accounts to UCM accounts using the ACCT\_REPORTING Tree
- Use Department and SCO's Checklist – check correct GL Accounts and signs
- Ensure Report Title, BU and Fund information is correct
- Abnormal balances should have an asterisk next to the balance and footnote explanation

# Year End Financial Reports in FI\$Cal

## Important Footnotes:

- Use of GL 65
- SCO approved footnote regarding prior year accrual amounts for Wave 1 departments to use on reports 5 and 15, if applicable:

Due to the FI\$Cal implementation in 2015/16, Wave 1 departments were unable to provide financial reports in a timely manner. As a result, the SCO used estimates for their financial reports information included in the SCO's Budgetary/Legal Basis publication. Therefore, the Prior Year Accrual amount on Wave 1 departments' financial reports won't match with SCO's records.