

	Montana Operations Manual Policy	Category	Accounting
		Effective Date	05/11/16
		Last Revised	05/12/2016
Issuing Authority	Department of Administration State Financial Services Division		
375 Fiscal Year-end			

I. Purpose

This policy provides guidance for fiscal year-end procedures, processes, and time schedules for fiscal year-end 2016 (FY16), which is June 30, 2016. Questions concerning fiscal year-end processes can be directed to the Department of Administration (DOA) State Accounting Bureau (SAB).

II. Scope

This policy applies to all state agencies and component units, excluding Montana State Fund – New Fund and community colleges.

III. Resources and Outline

A. Contact Information

- APFRS (CAFR Unit): SAccounting@mt.gov or 444-4681
- Treasury Unit: DOATresWire@mt.gov or 444-5271
- Warrant Writer Unit: WarrantWriter@mt.gov or 444-3092

B. State Accounting Bureau

Fiscal year-end information, as well as other training material, can be found on our [webpage](#).

C. Human Resources and Payroll

Fiscal year-end information for human resources and payroll can be found on the SABHRS HR [webpage](#). Further questions can be directed to Erin LaFromboise at 444-3794 or Rick Oie at 444-5715.

D. SABHRS Documentation

The [Financial Reports Listing](#), the [SABHRS Data Mine Manual](#) and the [Reporting Manual](#) found on the [SABHRS Documentation webpage](#) can be reviewed for additional information on available reports and direction on running reports in SABHRS.

E. Montana Operations Manual (MOM) Policies

MOM Category 300 Policies related to various accounting and financial reporting types may need to be renewed in conjunction with this policy. Current and draft MOM Policies can be found the SAB [website](#).

F. Policy Outline

IV. Fiscal Year-end Schedule

V. Accounts Receivable and Revenue, including Cash

VI. Accounts Payable and Expenditures, including Accruals

VII. Asset Management

VIII. General Ledger

IX. Fund Equity

X. Next Fiscal Year Information

IV. Fiscal Year-end Schedule

A. Schedule of Events

Due Date	Responsibility	Activity
June 14	Agency	Mass change spreadsheets due to SABHRS Financial Services Technology Bureau (SABHRS FSTB) for orgs, speedcharts and projects.
June 24	Agency	Last day to submit warrant cancellations to SAB/Warrant Writer Unit (WWU) to have them processed in fiscal year 2016.
June 29 2 p.m.	Agency	Last day to sell STIP (Short Term Investment Pool). See STIP procedure memo to be issued by the Board of Investments (BOI).
June 30 5 p.m.	Agency	Last day for depositing checks and/or currency relating to fiscal year 2016 business with either a bank in the State Treasury System or the Treasury Unit.
July 1	Agency	Begin submitting all fiscal year 2017 entries in SABHRS with a July date.
July 1	Agency	Make sure all Purchase Orders (PO's) valid for future years are coded correctly.
July 11	Agency	Inter-unit (IU) journals with Department of Public Health and Human Services (DPHHS) and the Montana University System (MUS) must be completed by this date.
July 12	Agency	Last day to process transactions in the Accounts Receivable (AR) module. ALL fiscal year 2016 AR transactions, including bank deposits, made on or before June 30 in the State Treasury System must be completed.
July 14	Agency	Last day to submit vendor adds or changes for fiscal year 2016.
July 15	Agency	Last day to process transactions in the Accounts Payable (AP) module. ALL AP vouchers paying valid obligations of fiscal year 2016 must be entered and posted.
July 15	Agency	Accruals should be completed by this date.
July 15	Agency	IU journals should be initiated by this date to allow enough time for receiving agency to process them by July 24.

Due Date	Responsibility	Activity
July 18	Agency	Last day to submit a letter to SAB to carry forward A Accruals into fiscal year 2017.
July 19	Agency	ALL fiscal year 2016 asset transactions must be entered in Asset Management (AM) module.
July 21	Agency	Final day for Office of Budget and Program Planning (OBPP) regular processing of fiscal year 2016 Budget Change Documents (BCDs).
July 22 Noon	Agency	Last day for emergency fiscal year 2016 BCDs to OBPP.
July 24	Agency	Agencies need to make a final review of appropriate trial balances for unusual account balances that need to be corrected before closing. Last day to submit adjusting and correcting entries to post by July 25.
July 25	SAB/Agency	General Ledger (GL) module is closed for FY16 transactions. If you must input a document that is material to FY16 contact SAB.
July 25	SAB/Agency	SAB will work with all agencies to eliminate any negative cash.
July 25	SAB/Agency	SABHRS closing processes are run by SAB. Agencies need to have appropriate staff available to respond to any errors.
July 26	SABHRS	Reverted appropriations and fiscal year 2016 appropriation balances that continue into fiscal year 2017 are established in SABHRS.
July 29	SABHRS	July month-end cut-off in SABHRS.
August 1	SAB/WWU	Begin processing warrant cancellations for FY16 and FY17.
August 15	Agency	CAFR Questionnaire is due to SAB.
August 26	Agency	Last day to submit information to SAB in order to obtain a refund of federal excise tax paid on gasoline and diesel fuel purchased during the period July 1, 2015 through June 30, 2016. See MOM Policy 382 for details.
August 31	Agency	Last day to submit to OBPP the Schedule of Expenditures of Federal Awards (SEFA) and related notes.
September 30	CMIA Agencies	Last day to provide annual interest calculation spreadsheets in accordance with Cash Management Improvement Act (CMIA) agreement.

B. SABHRS Module Close Table and Information

Module	Period	FY 2016 status	FY 2017 status	Default accounting date on transactions
Accounts Receivable	July 1 to July 12	Open	Open	Current date
	July 13 to July 25	Closed	Open	Current date
Accounts Payable	July 1 to July 15	Open	Open	June 30, 2016
	July 16 to July 25	Closed	Open	Current date
Asset Management	July 1 to July 19	Open	Open	June 30, 2016
	July 20 to July 23	Closed	Open	Current date
General Ledger	July 1 to July 24	Open	Open	June 30, 2016
Purchasing	July 1 to July 25	Closed	Open	Current date

During the fiscal year-end close period, agency personnel may record financial transactions in SABHRS in either of two open periods, fiscal year 2016 or fiscal year 2017. All transactions entered in July, whether applicable to fiscal year 2016 or to fiscal year 2017, will proceed through the normal processing and posting (if valid) cycles. Agencies will also have the ability to run financial reports for either fiscal year. Transactions recorded in July for fiscal year 2016 will report with activity entered and posted in June. In other words, transactions recorded in July for fiscal year 2016 will not report separately from June posted activity.

The following sections detail the open periods for each SABHRS module, as summarized in the table above.

i. Accounts Receivable (AR) Module

Beginning July 1, 2016, both fiscal years 2016 and 2017 are open for entering transactions. Fiscal year 2016 will remain open from July 1st through July 12th. The default date in AR is the current date throughout the fiscal year-end process. After July 12, 2016, fiscal year 2016 activity can no longer be entered.

ii. Accounts Payable (AP) Module

Beginning July 1, 2016, both fiscal years 2016 and 2017 will be open for entering transactions. Fiscal year 2016 will remain open from July 1st through July 15th. During that time, the default date will be June 30, 2016. After July 15th, fiscal year 2016 activity can no longer be entered and the default date will be the current date.

For fiscal year 2017 transactions entered from July 1st through July 15th the default date must be changed to the current date. Documents will edit and budget check during the July time frame, and appropriation balances will update.

The above dates apply to closing vouchers as well. Vouchers posted to the wrong year should be deleted if possible; any that cannot be deleted should be closed.

iii. Asset Management (AM) Module

Beginning July 1, 2016, both fiscal years 2016 and 2017 are open for entering transactions. Fiscal year 2016 will remain open from July 1st through July 19th. During that time, the default date will be June 30, 2016. After July 19th, fiscal year 2016 activity can no longer be entered and the default date will be the current date.

Fiscal year 2017 transactions entered between July 1st and July 19th, MUST have the default date changed to the current date for AM to generate the correct entries. Assets added with an incorrect date must be retired and re-added as directed in MOM Policy 335 – Capital Assets.

The end-of-the-month processes for June will not be run until AM is closed in July. If you would like this process ran for your agency during fiscal year-end contact SAB to make this request.

iv. General Ledger (GL) Module

Beginning July 1, 2016, both fiscal years 2016 and 2017 are open for entering transactions. During that time, the default date will be June 30, 2016. Fiscal year 2017 transactions entered between July 1st and July 24th must have the default date changed to the current date. After July 24, 2016, fiscal year 2016 activity can no longer be entered and the default date will be the current date.

Agencies will need to make a final review of unusual account balances, and record any necessary correcting journal entries by July 24, 2016. On July 25, 2016, appropriate agency staff must be available until the fiscal year-end closing process is completed. For any material entries that must be made on July 25, 2016, SAB/APFRS must be contacted to ensure the entry processed. Fiscal year 2016 transactions entered on July 25th must have the default date changed to 6/30/2016.

V. Accounts Receivable and Revenue

A. Cash

i. Treasury Cash and Deposits

All cash received through June 30th must be recorded in SABHRS in either account 1104 - Cash In Bank or account 1107 - Cash On Hand At FYE. Agencies need to ensure all deposits are entered for the correct year based on when cash is deposited into the Treasury System (not by which year the revenue is recorded).

1. All cash received through June 30, 2016, should be deposited with either the Treasury Unit or with a bank that is within the State Treasury System, to ensure the deposit will be credited with a June 30th date. The Treasury Unit will be open until 5:00 p.m. on June 30th to record fiscal year 2016 cash deposits. The Treasury Unit uses June bank statements to determine valid fiscal year 2016 deposits. For non-treasury deposits, it is important to check with the bank to determine what time deposits must be made by to be recorded on the June bank statement.
2. Deposits must be made by June 30th to be included in fiscal year 2016 AR module. As long as the deposit is recorded in the bank by June 30th, it will be fiscal year 2016 activity, and a 2016 AR document is required. The deposit documents must be clearly marked as fiscal year 2016 and received in the Treasury Unit by July 12th. The deposit must be recorded in SABHRS by July 12th.
3. If money on hand as of June 30, 2016 is not deposited in the State Treasury System as stated above, the following procedures apply:
 - a. During the fiscal year 2016 GL close period, the agency should record cash on hand as of June 30th. An ONL journal should be prepared in the GL module with a debit to account 1107 - Cash On Hand at FYE and a credit to revenue an account that properly identifies the cash received. This journal will be processed as fiscal year 2016 activity.

- b. The cash receipts recorded above are to be deposited in the State Treasury System as soon as possible after June 30th, and a deposit prepared in the AR module with a debit to account 1104 - Cash In Bank (system generated) and a credit to account 1107 - Cash On Hand at FYE. This deposit must be processed as fiscal year 2017 activity.
4. All Treasury deposit documents brought to the Treasury Unit from July 1st through July 12th must have the fiscal year noted on the form.
5. All payments in a single deposit must be entered for the same year.

ii. Daily Cash and Appropriation Balances

Agencies may view their appropriation balances by using the Budget Details or Budget Overview inquiries in SABHRS (Commitment Control > Review Budget Activities > Budget Details or Budget Overview). The displayed balances only include those transactions that have passed the budget check process. The following reports/queries may also be used:

- SABHRS Data Mine Reports
- Budget Status Report
- MTGL_APPROP_BUDGETS_AND_BAL Query

Cash balances can be reviewed by running the MTGL_FYE_CASH_BALANCE query, or the below SABHRS Data Mine report, which has the ability to report across multiple fiscal years.

- Select the Account Balances Workbook and enter the business unit
- Enter the appropriate Date Range:
 - From Month: select 00 (Beg) for the current fiscal year
 - Thru Month: select 01 (Jul) for the next fiscal year
- Enter 1104 in the Account field

Fiscal year 2016 vouchers processed during fiscal year-end will establish a balance in account 2107 – Vouchers Payable. The GL module entry is recorded in SABHRS as an ACC journal as a fiscal year 2016 transaction. For these vouchers, cash leaves the Treasury in July, so the cash must be recorded as a fiscal year 2017 transaction. SABHRS automatically creates the PYT journal in the GL module with a fiscal year 2017 journal date when the respective warrant is created.

iii. Non-treasury Cash Accounts

Detailed guidance regarding the below listed accounts is available in MOM Policy 326 – Non-treasury Cash Accounts.

1. Accounts 1103, 1106, 1109

Agencies must confirm that the bank codes associated with these accounts are correct to ensure proper collateralization by the State Treasury. Also, open item reports must be reviewed to correct any negative open items for

accounts 1103, 1106, 1109, as all open items must be positive by administrating business unit.

2. Custodian cash accounts

A custodian cash account is a non-treasury checking or savings account that consists of monies held by an agency acting as an agent for an outside party. At fiscal year-end, the agency must process a journal in the GL module to establish the June 30th cash balance in the appropriate fund. The initial entry is a debit to account 1106 – Custodial Account and a credit to account 2504 – Acct for Property Held in Trust/2504A – PHIT-Non Open Items. Account 1106 requires an open item number that is the same as the 3-digit bank code of the bank where the money resides. Each fiscal year-end thereafter, agencies must adjust the prior year's balance to the current June 30th balance. These entries should include total increases and decreases for the fiscal year when recorded in an agency fund type (fund 07XXX in SABHRS). This information is used to create schedules that detail changes in asset and liability accounts for all agency funds. Therefore, increases and decreases in account 1106 should be recorded separately and not as a net amount.

3. Imprest and revolving cash accounts

At June 30th, the cash balance in the checkbook register combined with cash on hand should equal the amounts authorized and shown in SABHRS for imprest and revolving accounts. To accomplish this, it is suggested that activity in the account be cutoff a week prior to June 30th as to allow for the replenishment process to be completed.

If the imprest or revolving account is not completely replenished by June 30th, the cash accounts (1102 – Imprest Cash Funds or 1103 – Revolving Cash Funds) will be overstated and expenditures (or another asset) will be understated in SABHRS. If the amounts un-replenished at June 30 are significant, it will be necessary to process a journal in the GL module to debit the appropriate expenditure account (or asset account) and credit account 1102 or 1103. To replenish the account in the following fiscal year, a voucher should be created in the AP module using account 1102 or 1103. SAB will approve the increase transaction upon receipt of a [Form DA-105 - Request to Maintain a Non-treasury Cash Account](#), and will approve replenishment transactions upon notification of the pending journal. Account 1103 requires an open item number that is the same as the 3-digit bank code of the bank where the money resides. The Treasury Unit provides a list of bank codes on the SAB [webpage](#).

iv. Use of Account 1104 – Cash in Bank

Funds with positive cash balances must use account 1104 – Cash in Bank during fiscal year-end. Additionally, funds lacking positive cash balances must use accounts 1306/2106B (Due from Other BU or Fund/Due to Other BU or Fund), or apply for an Inter-Entity loan depending on who funds are owed to or what the funds are owed for.

All distributions or transfers made during fiscal year-end must be made using cash account 1104.

v. Negative Cash

Each fund, in total, must have a positive cash balance at fiscal year-end, which is the responsibility of the Administrating Agency, also known as the Responsible Business Unit. To apply for an IE Loan complete form DA – 120 and submit to SAB for approval. Refer to MOM Policy 345 – Interfund Activities, for more information.

If a fund has STIP and will have negative cash at fiscal year-end, the fund's STIP must be sold prior to 2:00 p.m. on June 29th. Further information regarding STIP can be found in the Fiscal Year-End STIP Procedure Memo issued by BOI.

B. Other AR Module Reminders

1. All pending 2016 AR items and direct journals must be posted or deleted prior to the close of the AR module on July 12th.
2. Documents cannot be entered for fiscal year 2016 once the AR module is closed. Any non-finalized documents will never process.
3. Any negative balances on customer accounts should be refunded or written off prior to GL module fiscal year-end close.
4. Program year/dates after July 1st should be closely reviewed as the system will default to the current date. This is especially important since the AR system is open for FY16 and FY17 transactions through July 12th.
5. There are two queries available to assist agencies in reviewing deposits; they should be reviewed on a regular basis:
 - MTAR_DIRJR_UNPOST
 - MTAR_BU_BCM_ERRORS

C. Inter-entity Receivables and Payables

Discussion in this section does not include inter-entity loans (accounts 1501/2102) or advances (accounts 1903/2202).

For agencies billing other state agencies or divisions for goods or services, the use of accounts 1306 – Due from Other BU or Fund and 2106B – Due to Other BU or Fund is permitted during fiscal year-end. Accounts 1306/2106 should not be used in transactions between state agencies and MUS. These accounts are most often used at fiscal year-end when the revenue has been billed but not yet paid. There is a SABHRS edit in place that requires these two accounts to balance within the IU journal. Both accounts require an open item key that is up to 30 characters:

- The first 5 digits are mandatory (required by SABHRS edit) and must be the agency BU number to which the payable is owed (for account 2106B) and the agency BU number from which the receivable is due (for account 1306)
- The remaining 25 digits are optional and use is to be determined by the agency.

These accounts cannot be used for transactions involving distributions or transfers. If the paying agency is using account 2403 – A Accruals for items or services received after June 30th, then the receiving agency cannot use account 1306.

Further discussion of this topic can be found in MOM Policy 345 – Interfund Activities, Section VI – Due From/Due to Other Funds.

D. Revenue Recognition

The following guidelines are to be used in determining the proper recording of revenue at fiscal year-end. For further details on revenue recognition and proper recording of revenue refer to MOM Policy 320 – Revenues Receivables Debt.

i. Full Accrual Funds

Full accrual accounting is mandatory for all funds classified as either proprietary or fiduciary fund types and Montana University System (MUS). When full accrual accounting is used, the unavailable revenue accounts should never be used, as availability criteria is not considered for full accrual basis of accounting. Revenue received but not earned should be reported as unearned revenue (account 2505 or 2505A).

ii. Modified Accrual Funds

The modified accrual basis of accounting must be applied for all governmental fund types. Revenues that have met all recognition criteria, but are not considered available at fiscal year-end, must be recorded as unavailable revenue in the Actuals Ledger (account 2516 or 2516A). An additional Entitywide Ledger entry must also be recorded to reverse the unavailable revenue and recognize revenue.

Revenues that have been received but are not yet earned must be recorded as unearned revenue in the Actuals Ledger (account 2505 or 2505A). No Entitywide Ledger entry is needed.

1. Expenditures made in advance of federal grant reimbursement

For federal cost reimbursable grants, where the expenditures have been recorded but the reimbursement has not been received by fiscal year-end, the amount of the reimbursement should be accrued. The debit is to account 1302 - Due from Federal Government and the credit is to the proper revenue account.

This does not apply to expenditures recorded as A-Accruals, which do not represent valid GAAP expenditures, (recorded for budgetary purposes only) as the criteria for revenue recognition has not been met, even if it is anticipated that the related expenditure will be made and revenue will be received within 60 days of fiscal year-end.

2. Federal grants received in advance of anticipated expenditures

Any portion of federal grant revenue received in advance of anticipated expenditures and not expended as of fiscal year-end should be recorded as unearned revenue. Any such grant money that was recorded as revenue when received must be reversed with the offsetting credit made to account 2505 or 2505A - Unearned Revenue.

iii. Full and Modified Accrual Funds

1. Non-exchange activities – imposed

When resources are received or reported as a receivable before either (a) the period for which the payment is required, or (b) the period when resources are required to be used (or when use is first permitted), a deferred inflow of resources should be recorded.

2. Non-exchange activities – government mandated or voluntary

When resources are received before the eligibility requirements (other than time) have been met, an asset should be recorded by the provider and a liability should be recorded by the recipient. When resources are received and the only eligibility requirement met is the time requirement, a deferred outflow of resources should be recorded by the provider and a deferred inflow of resources should be recorded by the recipient.

VI. Accounts Payable and Expenditures

A. Warrant and EFT Cancellations

Warrant (EFT included) cancellations for fiscal year 2016 will be accepted by SAB/WWU until June 24th. It is imperative that invalid vouchers processed prior to July 1st be canceled in fiscal year 2016. Unless the warrant is canceled, SABHRS will reflect the expenditure, the subsequent reduction of appropriation authority, and the cash recorded when the warrant was created.

Cancellations of AP vouchers will not be processed during the month of July. The prior year budgets must be frozen and reverted appropriations must be loaded before cancellations can be processed. This process is not scheduled to be completed until July 26th. Due to the timing requirements of cancellations, SAB/WWU will not process cancellations until August 1st.

Cancellation procedures for Warrants Already Written (WAW), warrant reissues, and new fiscal year cancellations will not change. See MOM Policy 330 – Warrant Writer Unit Policies for details.

For invalid fiscal year 2016 vouchers created during fiscal year-end, SAB/WWU will assist agencies in making adjustments to restore their cash and appropriation balances. Contact SAB/WWU for assistance in all cases involving fiscal year 2016 invalid vouchers.

B. Procard Transactions (excluding Department of Transportation and MUS)

SABHRS will create a journal for transactions with a June transaction date posted between June 22nd and July 7th. This will be done on the afternoon of July 7th to allow agencies time to approve and make coding changes. These journals will use account 2101A rather than account 1104. As it is still possible that pre-July transactions may post after this date, it is up to agencies to either book any material accruals or ensure the coding on the journals created later in July correctly use the prior year budget.

The coding that appears on the procard transactions must be carefully reviewed. SABHRS will automatically change the program code on all default coding to 2017

immediately after the journals have been generated on July 7th. However, speedchart coding will not change to 2017 until the morning of July 18th (the day after the AP module is to be closed for 2016).

The normal procard journal will be created on July 28th for the remaining transactions not previously posted. The below procedures must be followed for posting this journal:

1. In addition to the transactions visible in the Purchasing/Procard Module, the journal will also have the fiscal year 2016 items with a transaction date of July (posted between July 1st and July 7th).
2. Agencies must add 1104 lines by fund to make the journal balance.
3. All the PRO journals will error unless each agency adds the appropriate 2101A/1104 lines (by fund) to clear the 2101A accounts established by the fiscal year-end PRO journal created on July 7, 2016.
4. Query MTGL_IU_JRNL_ID can be used to produce the journal in a spreadsheet so that 2101A balances can be subtotaled by fund. The debit/credit balances should be offset with a credit/debit to account 1104.
5. Account 2403 – A Accruals cannot be used on the PRO journal due to processing requirements.

C. Compensated Absences, OPEB, and Pensions

Prior to fiscal year-end close, SAB will post necessary entries for compensated absences, other postemployment benefits (OPEB) and pensions on behalf of state agencies and component units, excluding MUS. MUS is responsible for recording their own compensated absences, OPEB, and pension entries prior to fiscal year-end close. Further details on compensated absences, OPEB, and pensions can be found in MOM Policy 340 – Long-Term Liabilities and MOM Policy 355 – Employee Benefits.

D. Expenditure Accruals

The expenditure accrual process consists of a series of procedures to be followed (in order) to accomplish:

- The establishment of accrued expenditures related to the current fiscal year (2016) in accordance with the established valid obligation criteria (as defined below);
- The closing of accrued expenditures related to the prior fiscal years contained in the Actuals Ledger; and
- The closing of all current fiscal year encumbrances.

i. Establishing New Expenditure Accruals

Valid obligations incurred but unpaid as of fiscal year-end are established as accruals in the SABHRS GL module. The general criteria for determining valid obligations is discussed below.

- **Materials and supplies:** Materials and supplies should generally be expended in the fiscal year received. Goods ordered but not

received as of fiscal year-end may be accrued if a purchase order (state and/or agency) was issued.

- **Services:** Services should, as a general rule, be charged against the fiscal year in which the services will be received.
 - Valid obligations created by written inter-agency or intra-agency service agreements for systems development must be accrued at fiscal year-end in accordance with [Section 17-7-302\(1\), MCA](#).
 - An expenditure may be accrued by written inter-agency or intra-agency agreements with the DOA for the alteration, repair, maintenance, or renovation of a building. If the appropriation is not encumbered by a valid obligation at the end of the next fiscal year, the appropriation reverts to the fund from which it was originally appropriated in accordance with [Section 17-7-302\(2\), MCA](#).
- **Equipment:** Equipment should be charged against the fiscal year in which a purchase order (PO) was issued. Equipment received after June 30th must be entered into the AM module with an acquisition date after June 30th.
- **Contracts:** Commitments related to unperformed, legally binding contracts existing at year-end may be accrued.

1. Supporting documentation

It is the responsibility of the person approving the accrual to verify that the valid obligation criteria has been met, and to retain adequate supporting documentation. The following guidelines are recommended as minimum requirements for supporting documentation:

- All journals submitted for processing should contain adequate explanations and supporting documentation.
- Estimates for utilities should be well documented.
- Estimates for computer programming services should be supported by a contract.
- Other contracts should be attached, where applicable; otherwise reference should be made to a claim for which the contract is attached.

2. Encumbrance entries (A Accruals)

For valid POs to purchase items after June 30th, or contracts for services to be received after June 30th, the transactions are entered as A Accruals (not B Accruals). When applying the above criteria to A Accruals, agencies should first consider legislative intent. An A Accrual that complies with the valid obligation criteria, but is contrary to the original intent of the legislature when appropriations were enacted (or as amended, if appropriate), should not be accrued. A Accruals are recorded on the A-Accrual Ledger using the Actuals Ledger.

Establish an A Accrual journal as follows:

- Record the entry in the Actuals Ledger, as an A-Accrual Ledger entry

- To create an A Accrual/Encumbrance journal, click on the “Commitment Control” link (found on the journal Header page) and select the “Encumbrance” button on the window that appears. Doing so affects the budget without interfering with any balances in the Actuals Ledger, as the journal is posted into the A-Accrual Ledger.
 - A journal source of “EAC” may be used on the Header page to assist the agency in tracking their A Accruals. Journals using that source code must be manually edited and budget checked.
 - Debit the appropriate expenditure account (6XXXX)
 - Credit account 2403 – A Accruals, which requires an open item key. This field can be up to 30 characters of the agency’s choice. Note the following:
 - Ensure the open item key is unique.
 - Use the fiscal year in the open item key to assist in determining the age of accrual.
 - Set-up new accruals, using a new open item key, for each fiscal year (which also helps in determining the age of the accruals).
 - Reverse an A Accrual journal as follows:
 - Reverse the established journal created above; ensure the “Encumbrance” button (on the “Commitment Control” panel) is selected. The reversing journal returns spending authority to the budget.
 - Payment is made by coding the journal or voucher against the related reverted appropriation (program year not equal to 2017).
3. Unbalanced A Accrual (encumbrance) journals
- Unbalanced A Accrual (encumbrance) journals will post in SABHRS. This is an issue that applies to journals that establish, adjust, or reverse A Accruals. Therefore, it is extremely important to ensure that the journal lines balance within each fund. If more than one fund is included on the journal, SABHRS may add cash lines (account 1104 – Cash in Bank) to balance the journal. Any 1104 cash lines must be removed before the journal posts by correcting balances (by fund) and running the edit check. Cash lines are not appropriate for A Accrual journals and must be corrected prior to fiscal year-end close.
4. Accrual entries (B Accruals)
- Any goods or services received *before* June 30th for which the payment will not be made by fiscal year-end the transaction must be recorded as a B Accrual. Additionally, if performance on a contract is complete, or virtually complete, it should be accrued as a B Accrual.
- Establish a B Accrual journal as follows:
- Record the entry in the Actuals Ledger
 - A journal source of “EAC” may be used on the Header page to assist the agency in tracking B Accruals. Journals with “EAC” must be manually edited and budget checked.

- Debit the appropriate expenditure account (6XXXX)
- Credit account 2301B - Accrued Liability (B) which, requires an open item key.

ii. Closing Existing Accruals

Each agency is responsible for closing all accrual balances that will not be paid during fiscal year-end or continued into a future period. It is recommended they be closed by July 15th, but agencies have until July 24th. The accruals are closed by making the following entries in the GL module:

1. Closing an A Accrual

- As detailed previously, record an entry in the A-Accrual Ledger, using the Actuals Ledger.
- Debit the appropriate A Accrual account.
- Account 2403 for accruals established for contracts or services outside the state agencies.
- Credit the appropriate expenditure account OR account 4301 - Encumbrance Assignment for A Accruals related to prior-prior periods (periods prior to the last fiscal year).

Agencies may carry prior year A Accruals into fiscal year 2017 by requesting permission from the SAB (new accruals established in fiscal year 2016 do not apply). This request must be made, in writing, on or before July 15th. In addition to a thorough explanation of why the accrual should be allowed to carry over into fiscal year 2017, the letter must include the fund associated with the accrual, the open item key, and the carry-over accrual amount. SAB will review the requests to determine whether the carryovers are appropriate and/or allowable. For any requests not approved, the accrual must be closed by the agency. SAB will work with the agencies to ensure accruals are closed.

2. Closing a B Accrual

Record journals in the Actuals Ledger to close B Accruals prior to fiscal year-end close.

- Debit the appropriate B Accrual account
- For contracts or services with non-state agencies: use 2301B
- For contracts or services with other state agencies: use 2106B (which requires an offset to 1306)
- Credit the appropriate expenditure account for accruals related to the current or prior fiscal year, or the appropriate fund equity account for accruals related to prior-prior periods.

3. Closing encumbrances related to purchase orders

All purchase orders (POs) encumbered for the current fiscal year must be completed. Agencies can review incomplete POs by running query MTPO_POs_NOT_COMPLETE. Encumbrances created through a requisition or PO can be cleared from agency budgets in one of two ways:

- Using the “Reconciliation Workbench” page.

- Paid through a PO voucher. Final PO payments must be identified by the final reference check on the PO voucher.

Agencies can review PO-created encumbrances by accessing the org reports in SABHRS: General Ledger > MT Org/Project Reports.

Appropriation or org budget status reports can be reviewed to verify that budgets are encumbered only for valid A Accruals.

iii. Carry-forward Accruals and Continuing Appropriations

1. In order to carry-forward A Accruals, a \$0 org and appropriation budget must be brought forward into fiscal year 2017, which is processed automatically. To ensure all 2403 accruals will be carried forward into 2017, each journal must have a program, subclass, and org. If any fields are missing, a journal must be made to reverse the original 2403 entry and to re-establish the accrual with all proper fields. If that is not done, the budgets cannot be automatically carried forward and requires manual adjustment (BCDs must be sent to OBPP).
2. An appropriation to reverse or write-off B Accrual balances is required only for reverted balances of at least \$1. SABHRS does not mark B Accrual journals, as described above with A Accruals, so if an agency intends to reverse a B Accrual they will need to monitor their budgets. OBPP will have to establish a \$0 budget if this process is not followed.
3. A Accruals are not recommended for use with continuing appropriations as there will not be a reverted appropriation to offset the actual expenditures in the following year. Any unspent balances will be carried forward into the next fiscal year; a result there is no need to encumber (carry-forward) the budget authority. Instead, the expenditure is recorded against the current year's appropriation.
4. To provide sufficient authority in a base budget year, an A Accrual may be recorded against a continuing appropriation. This accrual will then need to be reversed against the appropriation that has been carried forward in the next fiscal year, or the reverted authority in future years, to provide budget authority for the expenditure. For example, an accrual recorded with a program code of 2016 will be reversed with a program code of 2017 if the related payment is made in 2017. If the related expenditure occurs in fiscal year 2017 the reversal may be against the 2017 reverted appropriation (biennial appropriation), or for a true continuing appropriation, against the appropriation that has been continued into 2018.

E. Reverted and Continuing Appropriations

Reverted and continuing appropriation budgets will not be available in SABHRS until July 27, 2016. If a transaction must be processed against one of these budgets, different coding must be used and then corrected once the budgets have been established.

Adjustments to continuing appropriations for fiscal year 2016 activity will be processed against the remaining budget established in fiscal year 2017.

F. Non-general Fund Adjustments

Section 17-2-108, MCA, states "An office or entity of the executive, legislative, or judicial branch of state government shall apply expenditures against appropriated non-general fund money whenever possible before using General Fund appropriations." Prior to the closing of fiscal year-end, agencies must review their accounting records to ensure compliance with this statute.

VII. Asset Management

A. General Reminders

Split-funded capital assets are those that are paid for and recorded by multiple funds in the same fund type (i.e., governmental or proprietary). Capital assets funded from both governmental and proprietary fund types require special accounting treatment. Further information regarding the accounting treatment of split funded assets can be found in MOM Policy 335 – Capital Assets. OBPP may be contacted for information on budgetary concerns related to split-funded assets.

As AM creates accounting transactions using the chartfield attributes selected when the asset was added to AM, assets may need to be transferred to a new org. Since the category designation determines the accounts use for AM-generated entries, assets entered with incorrect categories must be retired and re-added. Further information related to capital assets and the AM module can be found in MOM Policy 335 – Capital Assets.

B. Capital Projects

Some agencies withhold a portion of the total contracted amount due to vendors (retainage) for capital projects until the project is complete. The retainage is usually designated in an agreement or contract and is paid upon completion of the project. Since the service has been rendered and payment is reasonably probable, agencies must determine whether the retainage meets the valid obligation criteria, and whether accruals should be booked (as B-accruals).

VIII. General Ledger

A. Trial Balance Review

Trial balances should be reviewed on a periodic basis during the fiscal year-end period to confirm the accuracy of final account balances. Trial balances can be gathered from the following reports and queries:

- SABHRS Data Mine Reports
- Trial Balance Report
- Trial Balance – Fund Report
- MTGL_TB_FUND_CHOOSE_LEDGER Query
- MTGL_TB_FUND_ACT_ENTWIDE_COMB Query

Regardless of fund type, reports should be run for the Actuals, Entitywide, and A-Accrual Ledgers. The following items should be confirmed:

- Full accrual funds, proprietary and fiduciary, do not have balances in the Entitywide Ledger.
- Clearing account balances equal zero; certain accounts net to 0.
- In review of a closed trial balance, no fund equity balances are reported in agency funds or in most federal special revenue funds. Any such balances should be eliminated by establishing a receivable or payable.
- A special situation may exist if a fund must transfer the remaining fund equity balance to another fund at year-end. To determine the equity balance for this transfer, the A Accrual Ledger should be considered to ensure sufficient cash will be available to pay any related A Accruals in the future. Inclusion of the A Accrual Ledger balances in this calculation is dependent on the specific legal language relating to the fund and legislative intent.

i. Comprehensive Review

Administering agencies should review applicable funds to detect any necessary adjustments or corrections that must be made. Adjusting and correcting entries typically involve:

- Distribution of expenditure/transfer-out activity
- Distribution of revenue/transfer-in activity
- Adjustments among funding sources
- Correction of amounts erroneously charged
- Correction of input errors
- Establishment of a reserve for long-term loans that equals account 1207 – Long-term Notes & Loans Rec.
- Establishment of other relevant fund balance classifications
- Correction of negative asset, liability, revenues/additions, expenditures/deductions balances; and/or improper use of accounts in recording transactions

ii. Entitywide Trial Balance Review

The following are some general guidelines to assist agencies in reviewing Entitywide Ledger trial balances:

1. Only modified accrual funds, governmental, should have balances in this ledger.
2. Various accounts should net to zero (Clearing Accounts) when the balances in the Actuals Ledger are netted with the balances in the Entitywide Ledger.
3. Only a limited number of accounts should have balances in the Entitywide Ledger; any other balances should be investigated. The following is a general list of SABHRS accounts that may have balances in the Entitywide Ledger:

Account	Description
17XX	Capital assets and accumulated depreciation
1809	Intangible assets
1907	Other deferred outflows
1908	Refunding deferred outflows
1917	Govt mandated deferred outflows: Used to report resources received before goods or services are provided.
1918	Pension Deferred Outflows
1919	Net Pension Asset
2104	Lease obligation
2116	Accrued interest payable
2123	Pension Deferred Inflows
2124	Current lease obligation
2216	LT Payable – SBECF
2217	LT Payable – SBECF – Current
2516/2516A	Unavailable revenue: Used to reverse unearned revenue in modified accrual funds because it is not available.
2536-2538	Deferred inflows
26XX	Long-term liabilities
4XXX	Fund equity
5XXXXXX	Various revenue: Revenue that is deferred in modified accrual funds because it is not available should be recognized in the Entitywide Ledger.
549XXX	Capital contributions
55040X	Gain sale non-gen fixed asset
583XXX	Long-term debt proceeds accounts and capital asset proceeds accounts
61170	Capitalizable salary – NB
61210	Capitalizable hourly wages –NB

61310	Capitalizable other compensation – NB
61402	Retirement – Other
61430	Capitalizable employee benefits – NB
61905	Compensated absences
61910	Capitalizable other personal service – NB
62111	Capitalizable other services – NB
622A6	Capitalizable supplies and materials – NB
62306	Capitalizable communications –NB
62475	Capitalizable travel – NB
62550	Capitalizable rent – NB
62610	Capitalizable utilities – NB
62763	Capitalizable repair & maintenance – NB
62805	Depreciation – NB
62808	Loss on capital asset sale – NB
62819	Arbitrage tax
62877	Amortization – NB
628A3	Capital contribution – NB
63196-64198 63298 63399 63498 64196-63198 64297-64298 64397-64398 64499	Full accrual equipment offset accounts
66110	Capitalizable grants from state sources – NB
66220	Capitalizable grants from federal sources – NB
66320	Capitalizable grants from other sources – NB
67902A	Pay refunded bond escrow agent-NB
691XX	Bond principal, interest, issue costs
692XX	Loan principal, interest, issue costs
693XX	Lease principal, interest costs
694XX	Installment purchase principal, interest costs
6A001	Other Post Employment Expense
6A002	Pension Expense - NB

iii. Zero Balance Accounts

B. The following accounts must have zero balances in the Actuals and/or Entitywide Ledgers at fiscal year-end:

Account	Account name	Required for
1811-1822	Various clearing accounts	Various capital asset, Treasury Unit, BOI, and sub-system clearing accounts.
1823	Due from BU_fund clearing	
1909	Purchasing card advances	Used by Department of Transportation only. However, all agencies must ensure this account is zero at fiscal year-end.
2506 (including A - S)	Uncleared collections	Amounts recorded in these accounts should be distributed to nominal accounts.
2510	Cost allocations clearing	
2522	Unallocated investment collections	This account should only be used by BOI.
2550-2557 2559	Treasury clearing accounts	
2558	Due to BU fund clearing	
63XXX 64XXX	Capital asset expenditure accounts	The sum of these accounts within a fund must be zero for proprietary and fiduciary funds. Refer to MOM Policy 335 for detailed instructions about using these accounts.

C. The following accounts must have zero balances at fiscal year-end when the balances in the Actuals and Entitywide Ledgers are added together. Full accrual funds, proprietary and fiduciary, should never have balances in the Entitywide Ledger.

Account	Account name
2516-2516 (A)	Unavailable revenue (only modified accrual funds)
5831XX	Bond proceeds / bond premium
583300	Inception of lease
583600	Proceeds of refunding bonds
5837XX	Loan proceeds
63XXX / 64XXX	Full accrual equipment offset accounts (only governmental funds)
679XX	Other financing uses
69101	Bond principal
69201	Loan principal
69301 / 69301A	Capital lease principal
69303 / 69303A	Lease principal for IT
69401 / 69401A	Installment purchase principal

iv. Agency Funds

Agency funds should be used to report resources held by the government in a purely custodial capacity. Agency funds typically involve only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations, or other governments.

Agency funds (07XXX) are only permitted to hold assets and liabilities related to entities or individuals that are legally separate from the State of Montana's financial reporting entity. Accordingly, any balances held in an agency fund that belong to another fund of the State (including component units) must be distributed (using 1104 – Cash in Bank) to the appropriate fund prior to fiscal year-end close. Funds designated as agency funds within MUS ("M" fund types for MSU campuses; "N" fund types for UM campuses) are excluded from these requirements. Because these funds are not reported separately as agency funds, they are not required to use account 1104 for fiscal year-end distributions to others.

Agency funds should not create balances in accounts 1306 or 2106B (Due From/To Other BU or Fund). Any agency STIP investments that belong to another fund must be sold in time to distribute the cash to the appropriate fund by fiscal year-end close. BOI's Fiscal Year-End STIP Procedures Memo provides important deadlines that must be met for STIP sales to be reflected as a current year transaction. In addition, agency funds should not request inter-fund loans or advances. Any current or anticipated negative cash balances must be corrected by fiscal year-end close. Two common scenarios are listed below.

- Cash has been invested in STIP: The STIP must be sold as detailed above.
- The agency fund has distributed more cash than it received: The administering business unit must make every effort to locate the over-distributed funds and deposit those funds to the credit of the agency fund by June 30th.

ii. Outstanding Journal Review

All fiscal year 2016 related journals must be completed by July 24th to post in fiscal year 2016. All non-posted journals remaining on July 25th will be deleted. Non-posted journals can be reviewed in the Create/Update Journal Entries screen (General Ledger > Journals > Journal Entry > Create/Update Journal Entries) by searching for journals with a "Journal Header Status" that is "not =" to Posted to Ledger(s). Interunit journals (IUJs) can be reviewed by running report MTGL1101 (General Ledger > General Reports > Interunit Journals). This report can be run for either the receiving BU or the initiating BU.

IX. Fund Equity

A. Fund Equity Close Table

<i>Example - Actuals Ledger trial balance at fiscal year-end:</i>		
1104	Cash	5,000
1802	Merchandise Inventory	5,000
1905	Prepaid Expense	2,500
2101	Accounts Payable	2,500
4130	Fund Balance – Committed (1)	10,000
 <i>In this scenario the manual fund balance adjustment required is (Actuals Ledger):</i>		
Debit	4130 Fund Balance – Committed (1)	7,500
Credit	4121 Fund Balance – Inventory	5,000
Credit	4122 Fund Balance – Prepaid	2,500

(1) In this example, the fund closes to account 4130 – Fund Balance Committed, during the fiscal year-end closing process. The fund balance account used should agree to the fund’s respective closing designation.

The adjustment required to reclassify the General Fund’s nonspendable portion of fund balance resulting from outstanding advances due from other funds and LT Notes/ Receivables due from external parties is only required for the General Fund and will be recorded by DOA at fiscal year-end.

The classification adjustments also require a Fund Equity Account Transaction form be sent to SAB for approval and processing.

Nominal and budgetary activity will close automatically as indicated in the following table:

Fund type	SABHRS fund range	Actuals Ledger	Entitywide Ledger
Governmental Funds			
General Fund	01100	4140 Unassigned	4101 Net Position - Unrestricted
State Special Revenue funds	02000-02999 & 08000-08449	Directed by Agency: 4125 Restricted 4130 Committed 4135 Assigned	Dictated by Fund Balance: 4201 Net Position – Restricted 4101 Net Position – Unrestricted 4101 Net Position - Unrestricted
Federal Special Revenue funds	03000-03999	4125 Restricted	4201 Net Position - Restricted
Debt Service funds	04000-04999	Directed by Agency: 4125 Restricted 4130 Committed	Dictated by Fund Balance: 4201 Net Position – Restricted 4101 Net Position – Unrestricted

		4135 Assigned	4101 Net Position – Unrestricted
Capital Project funds	05000-05999	Directed by Agency: 4125 Restricted 4130 Committed 4135 Assigned	Dictated by Fund Balance: 4201 Net Position – Restricted 4101 Net Position – Unrestricted 4101 Net Position – Unrestricted
Permanent Trust funds	09000-09499	Directed by Agency: 4120 Nonspendable 4125 Restricted 4130 Committed	Dictated by Fund Balance: 4202 Net Position – Perm Funds 4201 Net Position – Restricted 4101 Net Position - Unrestricted
Proprietary Funds			
Enterprise funds	06000-06499	Directed by Agency: 4101 Net Position – Unrestricted 4201 Net Position - Restricted	Not Applicable
Internal Service funds	06500-06599	4101 Net Position - Unrestricted	Not Applicable
Fiduciary Funds			
Investment Trust funds	08500-08599	4101 Net Position - Unrestricted	Not Applicable
Private -Purpose Trust funds	08600-08699	4201 – Net Position - Restricted	Not Applicable
Pension Trust funds	09500-09599	4101 Net Position - Unrestricted	Not Applicable
Restricted funds	32000-32999	4703 – FB - restricted expendable	Not Applicable
MUS Funds			
Student loan funds	40000-40999	4705 – FB - restricted loans expendable	Not Applicable
Endowment funds	50000-50999	4701 – FB - restricted non-expendable	Not Applicable
Retirement of indebtedness funds	73000-73999	4707 – FB - restricted debt service expend	Not Applicable
Net investment in plant funds	74000-74999	4709 – FB - NIIP fund equity	Not Applicable

B. Responsible Business Unit Review

For each fund, the responsible business unit must ensure that the fund will close to the proper fund equity classification.

C. Fund Equity Transactions

Prior to fiscal year-end, SAB staff will send a report indicating the fund balance designation of governmental funds, and the net position classification of enterprise funds, assigned to each fund. Any changes to the designation must be communicated to SAB using [Form 121 – Fund Code](#). The existing equity balances, if any, must be moved by creating a journal and completing the [Fund Equity Transaction form](#), which should accompany the classification change request.

MOM Policy 311 – Fund Equity can be reviewed for more information related to fund equity classifications.

Additional fund balance classification adjustments are necessary every fiscal year-end for governmental funds that have a balance in either an inventory or a prepaid account. These adjustments, made in the Actuals Ledger only, reclassify the amount of the inventory/prepaid balances from the standard designated fund balances to nonspendable fund balance: 4121 Fund Balance – Inventory and/or 4122 Fund Balance – Prepays. The entries must be made by the administering business unit prior to fiscal year-end close. See the example below.

D. Federal and Agency Fund Equity Balances

Corrections should be made for any balances in clearing accounts, or for improper fund equity balances in federal or agency funds before fiscal year-end is complete to increase the accuracy of SABHRS data at fiscal year-end. To determine whether a fund equity balance exists in a federal fund, the A Accrual Ledger should be excluded. Ensure that all coding is correct, and that appropriation balances are adequate to cover any expenditure accruals. Journals will be processed through July 24th.

Following are examples of possible adjustments:

- An uncleared collections accounts (2506/2506A) has a positive (credit) balance resulting from monies that have been received and not yet recorded as revenue. Debit account 2506/2506A and credit the appropriate revenue account (5XXXXX) to make correction.
- An agency fund used as a clearing account has a positive (credit balance) ending fund balance. Distributions to another fund must use an IU journal. The relinquishing and receiving funds should enter the appropriate accounting lines while letting the cash lines auto-populate. Distributions due to a party external to the state reporting entity must be recorded as a liability.
- Federal special revenue funds that record only federal reimbursement grants should normally have a zero fund balance at fiscal year-end (post-closing). GAAP requires that reimbursement grant revenue be recognized only when the expenditure is recorded. The recording of revenue equal to expenditures (excluding A Accrual expenditures) results in a zero fund balance.

Fund balances may exist due to factors other than those mentioned above. A careful examination must be made to determine what the fund balance consists of and how to properly eliminate it. If the federal special revenue fund records federal grant receipts on both an advance basis and a reimbursement basis, adjusting entries will have to be determined on a grant-by-grant basis.

A positive fund balance in a fund used only to record federal grants may be the result of one of the following:

- Grant revenue received in advance of anticipated expenditures and not expended as of fiscal year-end: Such proceeds should be recorded as

unearned revenue by debiting the revenue account (5XXXXX) initially credited, and crediting Unearned Revenue (2505/2505A). However, if the federal grant is complete, a revenue account should be debited, and 2508 – Due to Federal Government should be credited.

- Valid expenditures were not accrued: An accrual should be recorded by debiting an expenditure account and crediting an accrued expenditure account.
- The related expenditure was initially recorded in another fund: An IU journal must be created wherein the fund that originally recorded the expenditure credits that account; the other fund must debit the account. The cash lines between the two funds will auto-populate.

A negative fund balance may be the result of expenditures incurred or accrued before the federal reimbursement was received. For such expenditures recorded or accrued as B Accruals, an entry is needed to debit 1302 – Due From Federal Government, and credit the proper revenue account (5XXXXX). Revenue related to A Accruals is not accrued. Any revenue recorded prior to fiscal year 2016 that did not meet the revenue recognition criteria must be reversed.

Situations exist where federal funds may appropriately not be zero at fiscal year-end. Examples include: indirect cost recoveries received from the federal government that exceed expenditures; federal entitlements (i.e., the amount of payment to which the State is entitled is determined pursuant to an allocation formula) where only a failure to comply with prescribed regulations causes forfeiture of resources; cost recoveries for services provided to federal inmates or patients; funding wherein a portion is given to the agency to make improvements of their choice.

X. Next Fiscal Year Information

A. Speedcharts

All program chartfield values contained in speedcharts with an effective date before July 1, 2016, will automatically increase by an increment of 1. Agency staff is responsible for initiating all other desired speedchart actions including add, update, or inactivate. The procedural options are listed below.

- i. Agency staff may add, update, or inactivate speedcharts online. When updating or inactivating speedcharts, it is important to remember that access to existing speedcharts may be needed through the fiscal year-end 2016 cutoff period.
- ii. Agency staff may submit an Excel spreadsheet to add, update, inactivate, or delete speedcharts. Create a separate file for adds. Spreadsheets are due to the SABHRS FSTB on or before June 14th. The SABHRS FSTB will load spreadsheets with adds as they are requested. The SABHRS FSTB will load spreadsheets with updates, including inactivation requests, on July 16th. Following is additional information regarding spreadsheet procedures:
 - For a spreadsheet with adds only, the effective date, if entered, must be greater than June 30, 2016. If an effective date is not entered, July 1,

2016, will default into the speedchart. Enter the desired value in the program field. The program will load the value entered. This value will not be automatically increased by an increment of 1.

- Query MTGL_SPEEDCHART was created for agency staff to extract attributes for speedcharts. The query will return active, inactive, or both types of speedcharts as of a given effective date. Once the query results are saved to an Excel spreadsheet, the attributes can be changed as necessary. The effective date of existing speedcharts should not be updated. The value in the program field is also automatically increased by one for existing speedcharts.
- Speedcharts are inactivated by placing an "I" in the effective status field. Speedcharts are deleted by placing a "D" in the effective status field.

B. New Orgs and Projects

Spreadsheet templates used for mass additions of speedcharts and org and project values can be found on the [SABHRS Documentation webpage](#).

C. Business Unit, Fund, and Accounts

The chartfields maintained centrally by SAB APFRS included business unit, fund, and account. The forms used to establish, modify or delete these chartfields can be found on the [SAB webpage](#), and should be submitted to the helpdesk for processing: SAccounting@mt.gov.

D. Sub-classes

Any sub-class requests should be directed to the appropriate budget analyst at OBPP. A current staff listing can be found at <http://budget.mt.gov/about>.

E. Accounts Receivable

Agencies utilizing the AR module for item management purposes must review and update chartfield information for fiscal year 2017. This involves updating the program value associated with item entry types, distribution codes, and automatic entry types. New effective dated rows may be added at any time; it is encouraged to do this early instead of waiting until fiscal year-end.

The following reports are available to assist agencies with reviewing accounts receivable transactions; attributes can be reviewed to identify those that must be changed for the new fiscal year:

- AR01003 (Auto Entry Type) Setup Financials > Product Related > Receivables > Reports > Auto Entry Type
- AR01004 (Item Entry Type) Setup Financials > Product Related > Receivables > Reports > Item Entry Type
- To update any attributes, navigate to Setup Financials > Product Related > Receivables > Payments.