

Fiscal Year-End



FYE Training Objectives

After this training, you will be able to:

- □ Know where to find FYE deadlines and
 - what the FYE SABHRS Financial hours are
- Determine when an Inter-entity loan is necessary and how to manage cash by responsible business unit
- Understand A-Accrual requirements –
 when to book them, how to pay them, and how to request an A-Accrual carry

forward

- □ Understand requirements/expectations
 - for inter-unit journals and how to use the GL Work Center to help in the process
- Understand clearing accounts and how they are used
- How to prepare an Asset Management reconciliation
- Understand federal fund balancing



SABHRS Financials Hours							
Monday - Friday	Saturday	Sunday					
• 6:00 AM – 8:00 PM	• 11:00 AM – 9:00 PM	• 6:00 AM – 9:00 PM					
Wee	ekend BATCH Process will run	for:					



- 1. <u>MOM 375</u>
 - When in doubt, see MOM 375
 - If you haven't been familiarized with MOM 375, please take some time (even if only for 10 minutes) to scroll through it and see what areas might need your attention
 - SAB, the Budget Office, and SABHRS made big enhancements to the A-Accrual section
- 2. SAB Calendar
 - Our Calendar has moved! It's now at the bottom of our Agency Resources page: <u>sfsd.mt.gov/sab/resources</u>
- 3. Weekly FYE Bulletin
 - SAB will send weekly bulletins containing the FYE outstanding items report and deadline reminders
- 4. FYE Quick Reference Guide
 - This is for a quick reference only. Please do not rely solely on this document
 - Found under FYE on our resources page



Per MCA 17-2-107 (7) Each individual fund must have a positive cash balance at fiscal year-end



Obtaining a Fund's Cash Balance

Search for the Daily Cash by Responsible BU and select the Business Unit.

A couple of reminders for this report:

- This report is real time, but an entry must be posted in the GL to be reflected.
- The report will only include Funds the Business Unit selected is responsible for.
 - For instance, if DOR collects revenue and allocates it to a fund that DMA is responsible for. In addition, A&E has authority to spend out of the DMA fund. This report will combine the cash balances from all BU's.
 - This fund will not populate for DOR or A&E, since they are not the responsible BU.





Select

- Select the file to populate in the LP Format to generate a text file.
- Save the text file and convert using the comma delimited function in excel. Report

Report ID Name Run Status Daily Cash by Re Distribution D Distributior File List	10845548 MTG19551 Success esp BU Details n Node SFTP	Process Instance Process Type Expiration	11540360 SQR Process Date 06/21/2023	Message Log		021 021300 Etempency Preparedness 201 021300 Etempency Preparedness 201 02214 Vetroms Affairs Cemet 201 02222 Patriotic License Plat 201 02340 Hintary Family Relief 201 02343 JDES Training Conference 201 02439 EVAC Fund 201 024540 DPMrS Warenouse MOUI 201 02456 DPMrS WARENOUSE MOUIL WARENOUSE 201 0245
Name		File Size (b	oytes) Datetim	ne Created		03 03299 Disaster Recovery Secu 03 03413 Veterans Cemetary
Daily_Cash_670	110_14-JUN-2023.txt	3,244	06/14/20	023 3:40:19.097805PM MDT		03/03423/OFI Federal Funds-10.3 03/03453/Air National Guard 03/03717/Nat Earthquake Haz Rec 03/03041/CADES EUNDING
SQR_MTG1955	1_11540360.log	1,772	06/14/20	023 3:40:19.097805PM MDT		05/05107/Army NG Construction 08/08017/MT Valorous Service Me 08/08018/EMAC -29,541.41
mtg19551_1154	0360.out	200	06/14/20	023 3:40:19.097805PM MDT	STATEWIDE ACCOUNTING BU	REAU (SAB)





- Open the text file in Excl and use the Text Import Wizard to convert the file.
- Use the Pipe symbol (Shift + \ on the keyboard) as the delimiter.

	Text Import Wizard - Step 2 of 3 ? X
Text Import Wizard - Step 1 of 3 ? ×	This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data:	Delimiters Iab Semicolon Comma Text gualifier: Space
Start import at row: 1 File origin: 437 : OEM United States	
My data has headers.	Data <u>p</u> review
Preview of file C:\Users\cmb301\Downloads\Daily_Cash_67010_6.14.23.txt. 1 67010 - Dept of Military Affairs 06/14/2023 15:40:05 2 baily CASH & STIP By Responsible Business Unit 3 Fund Type Fund Fund Name 1104 (CASH) Amt 1613 (STIP) Amt 4 b2102002 Purple Heart & Higher Schlesp 5 0,000 5 0,200203 Radioactive Waste Transport 2 0.00	67010 - Dept of Military Affairs 06/14/2023 15:40:05 A Daily CASH & STIP By Responsible Business Unit Fund Fund Fund Name 02 02002 Purple Heart & H 02 02013 Radioactive Wast 02 02056 DOA FIE TRANSFER V
Cancel < Back Einish	Cancel < <u>B</u> ack <u>Pext</u> > <u>Finish</u>
STATEWIDE ACCO	UNTING BUREAU (SAB) 8



- Use the Fund Type column to pivot/sum the balances by fund type throughout the year.
- Use the Fund column to ensure all funds have positive cash balance by FYE.
- Use the 1613 (STIP) Amt column to identify funds that also have STIP available to sell.
- Instructions for converting the file can be found on the MINE page under Reporting.

6/14/2023 15:40				
Business Unit				
Fund	Fund Name	1104 (CASH) Amt	1613 (STIP) Amt	
2002	Purple Heart & Higher Schlshp	50,000.00	0	
2013	Radioactive Waste Transport	2,500.00	0	
2056	DOA FTE TRANSFER	61,998.59	0	
2133	Honor and Remember medal	1,436.94	0	
2156	SAR DES DFWP Fees	63,809.25	0	
2170	SAR DES Off Road Vehicle	157,344.55	0	
2180	Emergency Preparedness Summit	794.02	0	
2214	Veterans Affairs Cemeteries	28,714.10	0	
2222	Patriotic License Plate Fees	24,318.23	0	
2304	Military Family Relief Fund	57,406.83	306,669.73	
2335	DES Training Conference	10,947.72	0	
2343	Armory Rental Funds	8,319.94	0	
2457	Veterans Affairs HB701 SSR	-128,257.11	0	
2479	EMAC Fund	0	0	
2480	DPHHS Warehouse MOU	-79,229.88	0	
2548	Veterans Affairs SB401	68,096.68	0	
	6/14/2023 15:40 Business Unit Fund 2002 2013 2056 2133 2156 2170 2180 2214 2222 2304 2335 2343 2457 2479 2480	6/14/2023 15:40Business UnitFundFund NameFundPurple Heart & Higher Schlshp2002Purple Heart & Higher Schlshp2013Radioactive Waste Transport2056DOA FTE TRANSFER2013Honor and Remember medal2156SAR DES DFWP Fees2170SAR DES Off Road Vehicle2180Emergency Preparedness Summit2214Veterans Affairs Cemeteries2222Patriotic License Plate Fees2333DES Training Conference2343Armory Rental Funds2457Veterans Affairs HB701 SSR2458EMAC Fund2458Veterans Affairs SB401	6/14/2023 15:40InterpretationBusiness UnitFund Name1104 (CASH) AmtFundFund Name1104 (CASH) Amt2002Purple Heart & Higher Schlshp50,000.002013Radioactive Waste Transport2,500.002056DOA FTE TRANSFER61,998.592133Honor and Remember medal1,436.942156SAR DES DFWP Fees63,809.252170SAR DES Off Road Vehicle157,344.552180Emergency Preparedness Summit794.022214Veterans Affairs Cemeteries28,714.102222Patriotic License Plate Fees24,318.232333DES Training Conference10,947.722343Armory Rental Funds8,319.942457Veterans Affairs HB701 SSR-128,257.112479EMAC Fund02480DPHHS Warehouse MOU-79,229.882548Veterans Affairs SB40168,096.68	6/14/2023 15:40Mathem Mathem Math



- Converting a Text File to Excel
- FIN Report Output OptionsFinancial Reports Listing
- IT Expenditure Reports User Guide
- Manager Reporting Guide



SAB Negative Cash Policy

- All funds within a single type may not be negative for more than 7 working days during the year
- Email is sent to agency on day 4, 6 and 7
 - If proof of deposit is not provided by the end of Day 7, the fund will be inactivated
- □ When possible, agencies must sell STIP (Short-Term Investment Pool) before requesting an IE Loan from the General fund
 - For more information on IE loans, see MOM 345



SHORT-TERM LOAN: UP TO ONE FISCAL YEAR

□ Can be from fund to fund, agency to agency or from the General fund

- Approved by SAB
- OCHE must approve loans for universities
- □ Loans repaid by federal or third-party billing, BU must submit Timely Billing Status Form monthly via ServiceNow
- □ At FYE if unable to repay the loan, agencies must reestablish the loan for the new Fiscal Year.
- This may cause a temporary negative balance, which you can correct with the new loan



LONG-TERM LOAN: GREATER THAN ONE FISCAL YEAR

- □ Can be from fund to fund or from the General fund
 - Approved by SAB
 - OCHE must approve loans for universities
- Loans repaid by federal or third-party billing, BU must submit Timely Billing Status Form monthly via ServiceNow
- MCA 17-2-107(8) allows DOA to authorize long term advances for state and federal special revenue funds
- □ Long term advances must be repaid under terms determined by SAB or Specific legislative authorization.
 - See MOM 345

ALL LOANS SHORT AND LONG TERM ARE EXPECTED TO BE PAIDOFF



Expenditure Accruals – General

Valid obligations incurred but unpaid as of FYE may be established as accruals in the SABHRS GL module. There are two types of expenditure accruals:

- A-Accruals (also known as encumbrances)-These are expenses for goods or services that are not received or provided by June 30 each year. They are not actual expenditures in accordance with Generally Accepted Accounting Principles (GAAP). They are a budgetary tool permitted by state law to carry budget authority to a subsequent year. Since they are not actual expenditures, they are recorded in the A-Accruals ledger (using account 2403) in SABHRS for all fund types.
- 1. B-Accruals-These are expenditures for services or goods that have been received or provided prior to June 30 each year. These are required to be recorded on GAAP and are recorded in the Actuals Ledger (using account 2301B) in SABHRS for all fund types



Expenditure Accruals – General

Valid obligations exist when a legally binding duty has been created to perform or refrain from performing an act and can only arise prior to the expiration of an appropriation.

Materials, supplies, and services are generally expended in the year received. If a contract is signed prior to June 30, an A-Accrual may be established if consistent with legislative intent.

Equipment that meets capitalization thresholds for assets must be encumbered using an A-Accrual against the FY the purchase order was issued.

Commitments for unperformed, legally binding contracts may be encumbered using an A-Accrual. Contracts that lock in prices or term contracts do not represent a legally binding obligation and should NOT be accrued.



Person approving accrual needs to verify valid obligation criteria and ensure adequate supporting documentation and explanation is maintained.

Supporting Documentation

- Signed purchase orders or contracts that are dated June 30 or prior.
- If estimates are used, supporting calculations and the source for inputs should be maintained.



A-Accruals – Setting up in SABHRS

Create a journal using the EAC Source. Then select Commitment Control and select encumbrance.

							Encumbrance
Header	Lines	Totals	<u>E</u> rrors	Approval	InterUnit		O Pre-Encumbrance This selection is what
	Unit 52010)		J	ournal ID 23A	CCR301	Actuals Beaconize and Callect included on the A-
	Lor	ng Descriptior	Establish	A-Accrual fo	r super fast jet s	ki.	○ Planned ACCRUALS ledger.
			211 chara	cters remain	ing		
	*	Ledger Group	ACTUALS	s Q		Adjusting Entry	
		Ledge	r 🦳	۹		Fiscal Year	Bypass Budget Checking
		*Source	EAC	Q		Period	Override
	Refe	rence Numbe	r 🗌			ADB Date	Override User ID
		Journal Class	;	Q			Override Date
	Trai	nsaction Code	GENERA	LQ			OK Cancel Refresh
		SJE Type	•		•	•	
			Currency I	Defaults: US	D / CRRNT / 1		
			Attachmer	nts (0)			
		F	Reversal: Do	Not Genera	te Reversal	Commitment Control	

Commitment Control

Commitment Control Amount Type

O Actuals and Recognized



Open Item Key should be unique and have the fiscal year included to identify the year it was established.

These entries can be entered and approved by agencies, just like any other journals. If approved, they will process in the overnight batch process. SAB only needs to approve them if they involve a fund equity account (4301).

																					Related	Content Vew Window
<u>H</u> ead	er	Lines	Totals	Errors	<u>A</u> pproval	Inter	rUnit															
	Unit	52010 Femplate L	ist		Journal ID	23AC0 Search	CR301 Criteria					Date	06/15 Chang	j/2023 je Valu	ies			Errors Only				
					*Process	Edit J	ournal			~					Process				Line 100	¥ I		
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Select	Line	Led	ger	Account		Fund		Org		Program	m	Su	ub-Clas	s	Amour	ıt		Open Item Key		Reference		Journal Line Descript
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	2	ACTU	JALS	2403	۹	02409	۹	300	Q	2023	Q	3	80H1	۹		-15,0	00.00	23301	Q			A-Accrual for Jet Ski
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Save		Notify	Refresh																			
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A-Accruals – Paying an A-Accrual

Pay the Supplier using the coding originally used to establish the A-Accrual.

The payment will be reflected in the Actuals ledger. If less than accrual, no adjustment needed on payment portion.

The asset will be entered as a FY 24 transaction in AM.

Invoice Information	Payments													
Business Unit	52010		Invoice	8675309		Invoice T	otal			Payment Cor	nfidentiali	ity		
Voucher ID	NEXT	Acc	counting 0 Date	07/20/2023			Line Total	17,000.0	00	Payments Payments Payments	s are Confi s not Confi	dential idential		
Invoice Date	07/17/2023	Ē	Terms	00	Due Now		Total Difference	17,000.0 0.0	0		nfidential			
Invoice Received				Budget St	tatus Not Chk'd									
0		OMPANT								Comments(0) Attachments (0))			
Supplier ID	0001490138									Withholding Advanced Sup	plier Search	h		
ShortName	LUND BOAT-00	1 Q												
Location	000001	Q												
*Address	1	Q		Incomplete Voucher	r									
Save	Save For	Later	Action		~	Run	Calcul	ate	Print					
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- Enter the following lines to reverse the original A-Accrual, using the program year associated with the original. Sometimes this must be done before the payment can be made.
- Remember to select Encumbrance on the header tab again!
- A-Accrual balance in 2403 has been reversed and is reflected in A-Accruals ledger.

<u>H</u> ea	der	Lines	Totals	Errors	<u>A</u> pproval	InterU	iit											
- I	Unit	52010 Template List		<u> </u>	Journal ID *Process	23ACCR3 Search Crit)1A eria al		~	Da	te 07/ Cha	31/2023 nge Value Pr	s	٦	C Errors C View Audit	Dnly Logs	I. T	
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	1	ACTUA	LS	63110	Q	02409 Q] [300 Q	2023	۹	380H1	Q	-15	,000.00		Q	VOUCHER#	Pay on A-Accrual for Jet Ski
0	2	ACTUA	LS	2403	٩	02409 Q		300 Q	2023	٩	380H1	۹	15	,000.00	23301	Q	VOUCHER#	Pay on A-Accrual for Jet Ski
Lines	s to ad	d 1	+ -	I II														

- Totala



A-Accruals – How to Request an A-Accrual Carryforward

• Carryforward requests can now be submitted in Service Now!



Indicates required	
Agencies should use this form to: 1. Request SAB approval to carry forward an 2. Post A- accrual journals that use account 4 Accrual journals will post in the overnight BATC status.	a-accrual into the next fiscal year. 4301 or use transfer accounts. All other A- H process if they are approved and in a valid
Select your Agency: None You will be able to enter up to 10 correct	Do you need an a-accrual journal to be posted or do you want to request an a- accrual carry-forward? A-accrual Journal
orward requests or provide an attachment with the required information. Which method would you like to use?	A-Accrual Carry Forward
Attach a fileEnter the carry forward request(s)	
Fund	* Amount
* Open Item Number	* A-Accrual Carry Forward Explanation
Limited to 10 characters	Please explain why you need this carry forward and how you plan to spend the funds in the following 2 years.
I have another Carry Forward request to er	ter



In GL Work Center you will find a link to Inter-Unit Journals. First time users will need to edit filters. Click on the Edit Filters Next click on the pencil icon under edit filters



Link Label	Filter ID	Description	Edit Filter
Journals Available to Edit**	GLJRNL1	Journal Generic Filter	Ø
InterUnit Journals 💦	GL_IUJRNL	IU Journals	Ľ



		Filter Values		Enter Criteria
Configure Filter Value User ID Filter ID	S CMA068 GL_IUJRNL	IU Journals		When done click applyMake sure to refresh page
Business Unit	= •	Q		
Receving Business Unit	= •	61010 Q		
Journal Date	= •			General Ledger WorkCenter 🛛 🔅 «
Journal Header Status	= ~	~		Main Reports/Queries
Budget Checking Header Status	= •	~	ß	My Work Click to Effects
OK Cancel	Apply			Edit Filters







New in GL Workcenter is a Workflow Status

► Ready to Post

- Pending Initiating agency to send to Receiving agency.
- ➢ Pending Initiating agency approval or batch processing.
- \triangleright Receiving agency needs to process.
- > Pending Receiving agency approval or batch processing.
- Edit or Budget Checking errors exist.



Agency Responsibilities

- All journals and IUJ's must be posted within a month of entering
- Journals/IUJ should not be used as a reminder to make payments
- Track IUJ's you have sent to other agencies make sure someone is picking them up
- Work with other agencies to make sure IUJ's are posted in a timely manner
- Approvers for both BU's will need to approve the journal in order for the journal to post.
- Use the SAB contact list , located on our website https://sfsd.mt.gov use contacts that are listed under the "General Accounting Contacts" column



Administrative Depository Tools

Ensuring incoming funds (AR Deposits) are recorded timely is essential. Clearing accounts can be a useful tool to help accomplish this. They provide the...

- Flexibility to research and determine the proper account and fund for uncommon/unusual transactions
- Ability to record a deposit that requires multiple lines



- Agencies are responsible for ensuring their clearing account balances are cleared on a monthly basis
- These accounts must be zero at fiscal year-end
- Clearing account entries must be completed using a GL journal

ACCOUNT	ACCOUNT NAME
1811-1822	Various clearing accounts
1823	Due from BU fund clearing
1825	DPHHS AP clearing account
1909	Purchasing Card Advances
2506 (A-S)	Uncleared collections
2507	SABHRS Offset Collections
2510	Cost Allocation Clearing
2522	Unalloc. Invest Collections
2550-2557, 2559	Treasury clearing accounts
2558	Due to BU fund clearing
2563	TOP clearing
2564	DOJ GASB 84 clearing
2589	State Print & Mail Billing



Asset Management to SABHRS Reconciliation -AM/GL



63xxx/64xxx balances must net to zero



✓ Process List	
Trial Balance-Fund	
Run Control ID Trial_Balance_by_Fund Language English ✓	Report Manager Process Monitor Run
Report Request ParametersUnit:58010QLedger:ACTUALSQFiscal Year:2022To Period:12	Fund Code: 01100 Q Currency Code: USD Q
Save Return to Search Notify	Add Update/Display
STATEWIDE ACCOUNTING	BUREAU (SAB)



Asset Management (AM) Reconciliation

Process List	
Trial Balance-Fund	
Run Control ID Trial_Balance_by_Fund Language English ✓	Report Manager Process Monitor Run Process Instance:10978315
Report Request Parameters Unit: 58010 Q Ledger: ENTITYWIDE Q Fiscal Year: 2022 To Period: 12	Fund Code: 01100 Q Currency Code: USD Q
Save Return to Search Notify	Add Update/Display



Compare the sum of amounts in the Actuals Ledger, account 63100 – 63199 to the amount in 63198 in the Entitywide Ledger. If there are any credit balances on the Entitywide TB for accounts (63xxx, 64xxx etc), there should be a debit amount in the Actuals. For instance, Entitywide account 64xxx should equal Actuals account 64xxx. Proprietary funds will all be in the Actuals ledger.



		PeopleSc	oft GL		
Report ID:	MTGL7008	TRIAL BALANC	CE BY FUND	Page No	. 1
Bus. Unit:	58010Department	nt of Revenue		Run Dat	e 10/05/2022
Ledger:	ACTUALS Act	tuals Ledger		Run Tim	e 07:35:09
Fund:	01100 General I	Fund			
As of Year	2022 and Period	12			
	Account	Description	Debit	Credit	
	1101	Cash Change Funds	100 00	0.00	
	1102	Imprest Cash Funds	225.00	0.00	
	1203	Accounts Receivable-External	350,823,614,22	0.00	
	1203A	Acct Rec Ext - Non Open Item	78,530,007.08	0.00	
	1212	Allow For Uncollectable Accts	0.00	146,575,757.10	
	1306	Due From Other BU or Fund	44,452,794.11	0.00	
	1657	UCP Securities/Stock	9,792,376.77	0.00	
	63106	Computer Hardware	35,160.65	0.00	
	63410	NB Lease Commence Gov Fund	6,652,042.68	0.00	
	63498	NB Full Accr Intangible Offset	4,575.44	0.00	
	64399	Oth Improv - General	54,932.22	0.00	



Asset Management (AM) Reconciliation

Report ID: MTGL7008 Bus. Unit: 58010Departmer Ledger: ENTITYWIDE GAS Fund: 01100 General I As of Year 2022 and Period	PeopleSof TRIAL BALANCE SB 34 Entitywide Transaction Fund 12	Et GL BY FUND	Page No Run Dat Run Time	. 1 = 10/05/2022 = 07:38:10
Account 1704 1709 1724 1725 1809 1832 1836 	Description Equipment Accum Depr - Equipment Leasehold Improvements Accum Dep Leasehold Improve Intangible Assets Intangible Right to Use Bldg Accum Amort Intang Right Bldg NB Full Accrual Equip Offset NB Lease Commence Gov Fund NB Full Accr Intangible Offset Other Improve-Leases-NONBUDGET NB ROU Lease Principal Pension Expense- NB PensionFundPropChangeOffsetNB	Debit 676,462.53 0.00 307,246.41 0.00 3,396,586.44 6,652,042.67 0.00 0.00 0.00 0.00 0.00 0.00 774,273.42 81,516.54 205,883,103.44	Credit 0.00 561,684.83 0.00 104,529.12 0.00 1,069,437.32 35,160.65 6,652,042.68 4,575.44 27,000.00 1,005,679.78 0.00 0.00 205,883,103.44	

Copied from above:

63106	Computer Hardware	35,160.65	0.00
63410	NB Lease Commence Gov Fund	6,652,042.68	0.00
63498	NB Full Accr Intangible Offset	4,575.44	0.00
64399	Oth Improv - General	54,932.22	0.00
		54,932.22 27,000.00	

STATEWIDE ACCOUNTING BUREAU (SAB)

24,932.22



If a difference is found it could be due to one or more of the following:

- A purchase was made and coded to the 63xxx/64xxx range but the asset has not yet been added to AM.
- If the amount in AM (entitywide) is more than the amount in the GL (actuals), this could be due to the GL coding to a 62xxx or other account range.
- The asset may have been booked at an incorrect amount in AM.



CHECK ASSET BALANCES



Check each asset account, 17xx-18xx, and the Accum Depr – account, 17xx on the Entitywide sheet against the totals displayed in the Asset Net Book Value schedule pulled from the following path:

Open the NavBar , Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value

Find an existing run control or create one.



The Report Print Options must have something in it to retrieve a report.

Leave Category field blank to search all categories, unless you are searching for one specific category such as GEQUP.

Leave the Fund Code field blank to retrieve assets in all funds.

For Type of Report, you can select detail if you want to see all assets, or you can select summary if you want a one-line total for each category.



Asset Management (AM) Reconciliation

Asset Net Book Value

Run	Control ID Asset_Net_F	Book_Value	Report Manager Process Monitor	Run
	Language English	•		
 Report Print Options 				
Report By	Account	~	Title Overric	le
CF Template ID	CF TEMPLATE1	Update/Add CF Template	Amount Leng	th
RF Template ID		Undets (Add DE Templete		
		Opdate/Add RF Template		
Report Request Parameters				
Unit	69010 Q			Include Transfers
Book Name	GOVERNMENT Q			Include Retirements
			Location	Q
As Of Fiscal Year 2023	Period 12		Category	
	OR		category	
Date Range			Fund Code	٩
	e/20/2022			
As of Date	0/30/2023		Organization	Q
			Program Code	٩
Type of Report				
	O Detail	Summary	Sub-Classification	Q
	obotan	o outlinding	Project	0
				~
			ChartField 1	Q
			ChartField 2	0
				ų
			ChartField 3	Q



Asset Management (AM) Reconciliation

	Process Scheduler Request							×	
	User ID	CMB154		Run Control ID	Asset_Net_	Book_Value			
	Server Name		▼ R	un Date 10/05/2022					
	Recurrence		✓ Rt	un Time 7:43:45AM		Reset to	Current	Date/Time	
	Time Zone	٩							
Process	List								
Select	Description		Process Name	Process Type	∗Туре	Format		Distribution	
	Asset Net Book	Value Detail	AMDP2100	SQR Report	Web 🗸	PDF	•	Distribution	
	French Net Boo	ok Value Account	AMFR2120	SQR Report	Web 🗸	PDF	•	Distribution	
ОК	Cancel	Refresh							

If you selected PDF each category starts a new page. If you selected summary, a CSV format is best to get the lines all together.

Select Asset Net Book Value Detail and click OK.



The Cost Balance Total on GEQUP should equal the total on the Entitywide Trial Balance for account 1704, and the LTD Total should equal the total Accumulated Depreciation on the Entitywide Trial Balance for account 1709.

Because AM rounds to nearest one dollar, there will be minor differences.

Scroll through the report for the different categories.

If you selected PDF, each category starts a new page. If you select summary, a CSV format is best to get the lines all together.



Asset Management (AM) Reconciliation

Report ID: AMDP Bus. Unit: 5801 Book: GOVEL Acct: 1704	100 Department of Revenue NMENT Governmental Assets for GAS Equipment	5834	PeopleSoft AM NET BOOK VALUE DETAIL			Page No. 2 Run Date 10/05/2022 Run Time 07:45:52
As of Date 06/30/2022 Fund Categ Asset Id Descr	ption Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value

Copied from above:

	1000 TO 00	People	eSoft GL		
Report ID:	MTGL/008	TRIAL BAL	ANCE BY FUND	Page No.	. 1
Bus. Unit:	58010Departmer	nt of Revenue		Run Date	e 10/05/2022
Ledger:	ENTITYWIDE GAS	SB 34 Entitywide Transaction		Run Time	e 07:38:10
Fund:	01100 General F	Fund			
As of Year	2022 and Period	12			
AS OF TEAT	2022 and reliou	12			
	Account	Description	Debit	Credit	
	1704	Equipment	676,462,53	0.00	
	1709	Accum Denr - Equipment	0.00	561 684 83	
	1705	Accum Depi - Equipment	207 246 41	501,004.05	
	1/24	Leasenoid improvements	307,246.41	0.00	
	1725	Accum Dep Leasehold Improve	0.00	104,529.12	
	1809	Intangible Assets	3,396,586.44	0.00	
	1832	Intangible Right to Use Bldg	6,652,042,67	0.00	
	1026	Acoum Amort Intong Dight Didg	0,000	1 060 427 22	
	1030	Accum Amore Incang Right Blug	0.00	1,009,437.32	

If there are significant differences:

- It could be that a manual entry was made in error to those accounts
- It could be that at prior FYE a manual entry was made because an asset was added to the GL after the close of AM.
 - These entries must be reversed on the new fiscal year once the asset is added in AM.
- It could be a system error, where AM journals did not get posted.



It is recommended to go through these steps each month for each fund that you know has had asset management transactions or purchases that will or have been capitalized.



Federal Fund Balancing

MOM 375, Section IX, Fund Equity

- 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 activity) results in a zero-fund balance.
- Common potential errors:
 - Grant revenue received in advance of anticipated expenditures and not expended as of fiscal year-end.
 - Valid expenditures were not accrued.
 - The related expenditure was initially recorded in another fund.



Federal Fund Balancing

03 Fund example (actuals ledger):

- •Waited for all expenses to post
 - •Split Payroll (if applicable) and AP have closed
- •Used a Due From Federal Gov. (1302) to balance.
- •In a different scenario could use Due to Federal Gov. (2508)

			Ledger IT
† T	Acct LvI 0	Account	ACTUALS TO
F Grant			0.00
	I0000 Assets		67,314.17
		1104 Cash In Bank	15,705.42
		1109 Cash With Fiscal Agent	0.00
		1302 Due From Federal Governmen	51,608.75
	= 20000 Liabilities		(67,314.17)
		2102 Loans Payable	(14,740.00)
		2103W Payroll Withholding Liability	(15,701.12)
		2107 Vouchers Payable	(9,856.75)
		2113 FYE Payroll Pay DofA Use Only	(24,786.30)
		2301B Accrued Liability (B)	(2,230.00)
	■ 40000 Fund Equity		0.00
		4125 Fund Balance - Restricted	0.00
	solvenues solvenu		(1,614,508.81)
	€60000 Expenditures	•	1,614,508.81
			0.00







Thank you for coming!

Questions? Please open a Case – SAB in ServiceNow or call 406-444-3092