

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
- Common Asset Management Questions
- Understand federal fund balancing
- GASB's that are being implemented in FY2024



SABHRS Financials: FYE Hours & BATCH Schedule

SABHRS Financials Hours		
Monday - Friday <ul style="list-style-type: none">• 6:00 AM – 8:00 PM	Saturday <ul style="list-style-type: none">• 11:00 AM – 9:00 PM	Sunday <ul style="list-style-type: none">• 6:00 AM – 9:00 PM
Weekend BATCH Process will run for:		
Accounts Receivable & General Ledger <ul style="list-style-type: none">• 7/6/2024 and 7/7/2024	General Ledger <ul style="list-style-type: none">• 7/13/2024 and 7/14/2024	General Ledger <ul style="list-style-type: none">• 7/20/2024 and 7/21/2024



FYE Deadlines: Where are they?

1. MOM 375

- When in doubt, see MOM 375
- If you haven't been familiarized with MOM 375, please take some time to scroll through it and see what areas might need your attention

2. SAB Calendar

- Our Calendar has moved! It's now at the bottom of our Agency Resources page:
sfsd.mt.gov/sab/resources

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



Inter-entity Loans & Cash Management

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

Loans and/or advances must first be taken from the agency's own unrestricted funds, when administratively feasible, prior to requesting a loan and/or advance from the General Fund

The administering BU is responsible for

- Ensuring positive cash balances
- Sell STIP if available or
- Request IE loans/advances as needed by competing an IE loan request in Service Now



Inter-entity Loans & Cash Management

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



Inter-entity Loans & Cash Management

SHORT-TERM LOAN: UP TO 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 billings
 - BU must submit Timely Billing Status Form monthly via ServiceNow
- ❑ At FYE if unable to repay the loan, agencies must request an extension with a new proposed repayment schedule.



Inter-entity Loans & Cash Management

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
- Long term loans are reported to the Legislative Fiscal Division annually

BOTH LONG-TERM & SHORT-TERM LOANS ARE EXPECTED TO BE PAID OFF



Inter-entity Loans & Cash Management

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.

Menu ▾ daily cash

Daily Cash by Resp BU
General Ledger

Daily Cash by Resp BU

Daily Cash by Resp BU

Run Control ID Cash Report Manager Process Monitor Run

Report Request Parameters

Business Unit 67010 Fiscal Year 2024

New this year! Now you can use this report for fiscal year end monitoring.

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



Inter-entity Loans & Cash Management

- 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.

Process Scheduler Request

User ID: CMB301 Run Control ID: Cash

Server Name: Run Date: 06/14/2023

Recurrence: Run Time: 3:38:44PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Daily Cash by Resp BU	MTG19551	SQR Process	Window	LP	Distribution

[OK](#) [Cancel](#)

67010 - Dept of Military Affairs|06/10/2024 16:05:43
 Daily CASH & STIP By Responsible Business Unit|Fiscal Year 2024
 Fund Type|Fund|Fund Name|1104 (CASH) Amt|1613 (STIP) Amt
 02|02002|Purple Heart & Higher Schlshp| 50,000.00| 0.00
 02|02013|Radioactive Waste Transport| 2,500.00| 0.00
 02|02056|DOA FTE TRANSFER| 0.00| 0.00
 02|02133|Honor and Remember medal| 1,436.94| 0.00
 02|02156|SAR DES DFWP Fees| 0.00| 0.00
 02|02170|SAR DES Off Road Vehicle| 323,060.03| 0.00

Save As

This PC > Downloads

Name	Date modified	Type	Size
Last month (2)			
Daily_Cash_52010_22-MAY-2024	5/22/2024 11:03 AM	Text Document	5 KB
Daily_Cash_52010_22-MAY-2024	5/22/2024 10:40 AM	Text Document	6 KB
Earlier this year (4)			
64010_Cash_4.26.24	4/26/2024 4:29 PM	Text Document	2 KB
64010_Cash_2.6.24	2/6/2024 4:20 PM	Text Document	2 KB
67010_Cash_1.23.24	1/23/2024 2:56 PM	Text Document	4 KB
MCA2023	3/12/2024 8:33 AM	File folder	
A long time ago (13)			
67010_Cash_12.28.23	12/28/2023 2:45 PM	Text Document	4 KB
67010_Cash	10/3/2023 12:00 PM	Text Document	4 KB
52010_Cash	7/12/2023 9:41 AM	Text Document	6 KB

File name: Daily_Cash_67010_10-JUN-2024
 Save as type: Text Document

[Save](#) [Cancel](#)

Report

Report ID 11746720 Process Instance 12352783 [Message Log](#)
 Name MTG19551 Process Type SQR Process
 Run Status Success

Daily Cash by Resp BU

Distribution Details

Distribution Node SFTP Expiration Date 06/17/2024

File List

Name	File Size (bytes)	Datetime Created
Daily_Cash_67010_10-JUN-2024.txt	3,827	06/10/2024 4:05:57.413791PM MDT
SQR_MTG19551_12352783.log	1,764	06/10/2024 4:05:57.413791PM MDT
mtg19551_12352783.out	200	06/10/2024 4:05:57.413791PM MDT



Inter-entity Loans & Cash Management

- Open the text file in Excel 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 1 of 3

The Text Wizard has determined that your data is Delimited.
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:

Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file C:\Users\cmb301\Downloads\Daily_Cash_67010_10-JUN-2024.txt

1	67010 - Dept of Military Affairs 06/10/2024 16:05:43
2	Daily CASH & STIP By Responsible Business Unit Fiscal Year 2024
3	Fund Type Fund Fund Name 1104 (CASH) Amt 1613 (STIP) Amt
4	02 02002 Purple Heart & Higher Schlshp 50,000.00 0.0
5	02 02013 Radioactive Waste Transport 2,500.00 0.00

Cancel < Back Next > Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab
 Semicolon
 Comma
 Space
 Other: |

Treat consecutive delimiters as one

Text qualifier: "

Data preview

67010 - Dept of Military Affairs	06/10/2024 16:05:43	
Daily CASH & STIP By Responsible Business Unit	Fiscal Year 2024	
Fund Type	Fund	Fund Name
02	02002	Purple H
02	02013	Radioact

Cancel < Back Next > Finish



Inter-entity Loans & Cash Management

- 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.

A	B	C	D	E	F
67010 - Dept of Military Affairs	6/10/2024 16:05				
Daily CASH & STIP By					
Responsible Business Unit	Fiscal Year 2024				
Fund Type	Fund	Fund Name	1104 (CASH) Amt	1613 (STIP) Amt	
02	02002	Purple Heart & Higher Schlshp	50,000.00	0	
02	02013	Radioactive Waste Transport	2,500.00	0	
02	02056	DOA FTE TRANSFER	0	0	
02	02133	Honor and Remember medal	1,436.94	0	
02	02156	SAR DES DFWP Fees	0	0	
02	02170	SAR DES Off Road Vehicle	323,060.03	0	
02	02180	Emergency Preparedness Summit	0	0	
02	02214	Veterans Affairs Cemeteries	44,139.09	0	
02	02222	Patriotic License Plate Fees	-1,340.52	0	
02	02241	State Duty Special Work	0	0	
02	02304	Military Family Relief Fund	64,412.83	323,541.53	
02	02335	DES Training Conference	2,358.10	0	

MINE
Montana Information Network for Employees

Programs ▾ Benefits ▾ Personnel ▾ Training ▾ Services ▾ IT ▾

Reporting

- [Converting a Text File to Excel](#)
- [FIN Report Output Options](#)
- [Financial Reports Listing](#)
- [IT Expenditure Reports User Guide](#)
- [Manager Reporting Guide](#)



Expenditure Accruals



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:

1. 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.
2. 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 for 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.



Expenditure Accruals – General

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.

Header Lines Totals Errors Approval InterUnit

Unit 61010 Journal ID 24EAC001 Date 06/30/2024

Long Description Establish A-Accrual for Mercedes. 221 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2024

*Source EAC Period 12

Reference Number ADB Date 06/30/2024

Journal Class Auto Generate Lines

Transaction Code GENERAL Save Journal Incomplete Status

SJE Type CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control Receiving Business Unit

Commitment Control

Commitment Control Amount Type

- Actuals and Recognized
- Encumbrance
- Pre-Encumbrance
- Collected Revenue
- Actuals, Recognize and Collect
- Planned

This selection is what ensures the transaction is included on the A-ACCRUALS ledger.

- Bypass Budget Checking
- Override

Override User ID

Override Date

OK Cancel Refresh



A-Accruals – Setting up in SABHRS

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).

[Header](#) **[Lines](#)** [Totals](#) [Errors](#) [Approval](#) [InterUnit](#)

Unit 61010 [Template List](#) Journal ID 24EAC001 [Search Criteria](#) Date 06/30/2024 [Change Values](#) Errors Only

*Process [Edit Journal](#) [Process](#) System Maintained

[Multi-Speedcharts](#) [Download to Excel](#) Line 100

Lines

Select	Line	Ledger	Account	Fund	Org	Program	Sub-Class	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	ACTUALS	62102	01100	300	2024	590H1	15,000.00			A-Accrual for Mercedes
<input type="checkbox"/>	2	ACTUALS	2403	01100	300	2024	590H1	-15,000.00	24CONSULT		A-Accrual for Mercedes

Lines to add + -

Totals

Jnit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
31010	2	15,000.00	15,000.00	V	V



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.

If for an asset, it will be entered as a FY 24 transaction in AM.

Regular Entry

Summary Invoice Information Payments Payment Advice Error Summary

Business Unit 8101M Invoice No 564896
 Voucher ID 00028779 Accounting Date 07/15/2024
 Voucher Style Regular Voucher *Pay Terms 00 Due Now
 Invoice Date 07/15/2024
 Invoice Received MERCEDES LUND Budget Status Not Chk'd
 Supplier ID 0000285000
 ShortName MERCEDES L-002
 Location 000001
 *Address 1

Invoice Total
 Line Total 16,000.00
 Total 16,000.00
 Difference 0.00

Payment Confidentiality
 Payments are Confidential
 Payments not Confidential
 BU is Confidential
 N/A

Comments(0)
 Attachments(0)
 Withholding
 Advanced Supplier Search
 Preview Approval

Save Action Run Calculate Print Submit Approval

> Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by Amount
 Item Mercedes consulting services
 Quantity
 UOM
 Unit Price
 Line Amount 16,000.00

SpeedChart
 Ship To ADM
 Description Mercedes consulting services
 Packing Slip

Multi-Speedcharts Calculate

Distribution Lines

GL Chart	Copy Down	Line	Merchandise Amt	*GL Unit	Account	Fund	Org	Program	Sub	OpenItem	Project	Budget Date	GL Unit	E
	<input type="checkbox"/>	1	15,000.00	81010	82102	01100	300	2024	590H1			06/14/2024	81010	
	<input type="checkbox"/>	2	1,000.00	81010	82102	01100	300	2025	590H1			06/14/2024	81010	

The program year used should match the original A-Accrual. If the invoice is more than originally accrued current year authority is used for the difference.



A-Accruals – Paying an A-Accrual

- 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.

Header **Lines** Totals Errors Approval InterUnit

Unit 61010 Journal ID 0004890483 Date 07/31/2024
Template List Search Criteria Change Values

*Process Edit Journal Process Download to Excel System Maintained

Multi-Speedcharts Line 2

▼ Lines

Select	Line	Ledger	Account	Fund	Org	Program	Sub-Class	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	ACTUALS	62102	01100	300	2024	590H1	-15,000.00		VOUCHER #	Pay A-Accrual
<input type="checkbox"/>	2	ACTUALS	2403	01100	300	2024	590H1	15,000.00	24CONSULT	VOUCHER #	Pay A-Accrual



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

- Carryforward requests should be submitted in Service Now.
- Reminder: Open item balance should tie to the carryforward requests.

Knowledge

Home > All Catalogs > SAB Service Catalog > Other Accounting

Catalogs
SAB Service Catalog

Categories
Other Accounting ... 20
Payment Related Req... 15
Something is Broken 1
Treasury Related Req... 14

Other Accounting Requests
Statewide Accounting Requests to a process a Fund Equity Transaction, I

[A-Accrual Request](#)
A-Accrual Request

View Details

[Agency Approvers](#)
Update Agency Approvers

A-Accrual Request

A-ACCRUAL REQUEST

* Indicates required

Agencies should use this form to:

1. Request SAB approval to carry forward an a-accrual into the next fiscal year.
2. Post A- accrual journals that use account 4301 or use transfer accounts. All other A-Accrual journals will post in the overnight BATCH process if they are approved and in a valid status.

* Select your Agency:

* Do you need an a-accrual journal to be posted or do you want to request an a-accrual carry-forward?
 A-Accrual Journal
 A-Accrual Carry Forward

* You will be able to enter up to 10 carry forward requests or provide an attachment with the required information. Which method would you like to use?
 Attach a file
 Enter the carry forward request(s)

* Fund

* Amount

* Open Item Number

* A-Accrual Carry Forward Explanation

I have another Carry Forward request to enter

Watch List
 Select to expand Watch List



Inter-Unit Journals



Inter-unit Journals (IUJs)

- If you have never used the GL work center, you will need edit the filters.

To do this you click the Edit Filters

- Select Interunit Journals
- Once you click IUJ Journals, The Filters Value screen will come up

You can filter by your business unit as the receiving BU or enter your BU in the Business Unit.

- The Wild Card is not allowed in any field.
- When all data has been entered click Done and Done in the IUJ Screen This will return you to the main page.
- At the top of the page in My work you need to click the refresh button.

The screenshot shows the 'General Ledger WorkCenter' interface. At the top, there's a 'My Work' section with a refresh button. Below it, the 'InterUnit Journals' section is active, showing a list of journals. A 'Personalize' menu is open, with 'Edit Filters' selected. Below this, the 'Edit Filters Personalize' dialog is shown, listing various filters. The 'InterUnit Journals' filter is selected, and the 'Configure Filter Values' dialog is open, showing fields for 'Business Unit', 'Receiving Business Unit', 'Journal ID', and 'Journal Date'. The 'Business Unit' field is set to '61010'. A 'Welcome to WorkCenter' banner is visible at the bottom of the dialog.



Inter-unit Journals (IUJs)

You can click here to change filters

Unit= Initiating Agency

Clicking the journal will open a new page for editing

Line Unit= Receiving Agency

IUJ Status

InterUnit Journals

488 rows

InterUnit Journals											
Actions											
General Detail 1 Detail 2 Show All											
<input type="checkbox"/>	Unit \updownarrow	Journal ID \updownarrow	Journal Date \updownarrow	UnPost Sequence \updownarrow	Line Unit \updownarrow	InterUnit \updownarrow	Description \updownarrow	Status \updownarrow	Budget Status \updownarrow	Source \updownarrow	Lines \updownarrow
<input type="checkbox"/>	11040	0004987451	06/01/2024		61070	Yes	Request reimbursement from A&E	Edit Req'd	Not Budget Checked	IU	1
<input type="checkbox"/>	11040	0005004491	06/05/2024		41100	Yes	PAYING DOJ FOR INVS 167975 & 1	Valid	Valid	IU	3
<input type="checkbox"/>	11040	0005006891	06/11/2024		11040	No	PAYING GSD LSD RENT JUNE 2024	Edit Req'd	Not Budget Checked	IU	3
<input type="checkbox"/>	11040	0005006893	06/11/2024		66020	Yes	BILLING DLI SWIB FOR REPRESENT	Edit Req'd	Not Budget Checked	IU	6
<input type="checkbox"/>	11040	0005007346	06/12/2024		11040	No	PAYING PRINT & MAIL INV# 9202	Edit Req'd	Not Budget Checked	IU	3
<input type="checkbox"/>	11040	0005007418	06/12/2024		69010	Yes	BILLING DPHHS HB872 FOR REP YA	Valid	Valid	IU	25



Inter-unit Journals (IUJs)

Navigate to GL WorkCenter to view Workflow Status

- Ready to Post
- Pending Initiating agency to send to Receiving agency.
- Pending Initiating agency approval or batch processing.
- Receiving agency needs to process.
- Pending Receiving agency approval or batch processing.
- Edit or Budget Checking errors exist.



Inter-unit Journals (IUJs)

Agency Responsibilities

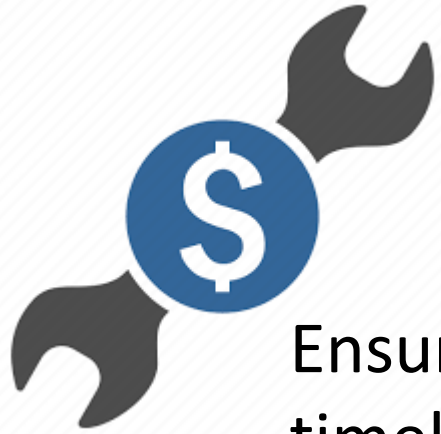
- Per MCA-17-1-107, agencies who render services to another state agency are required to invoice within 60 days of rendering services. In addition, the invoiced agency must pay within 60 days or by FYE (whichever occurs first).
- Journals/IUJ should not be used as a reminder to make payments
- Track 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/SAB/AgencyResources/Agencyindex> to help find FYE contacts.
Use contacts that are listed under the "General Accounting Contacts" column



Clearing Accounts



Clearing Accounts: Why do we use them?



Administrative Depository Tools

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

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



Clearing Accounts

- 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



Common Asset Management Questions



Asset Management (AM)

63xxx / 64xxx must net zero by fund

Governmental Funds (Entitywide/Actuals)

Fund	Account	ENTITYWIDE	ACTUALS	Total
		(30,318,499.99)	21,992,121.06	(8,326,378.93)
02022 Native MT Fish Species Enhance		(51,126.41)	51,126.41	0.00
	64196 NB Full Accr Infra Offset	(51,126.41)		(51,126.41)
	64360 Contractor Pay-General Cont		51,126.41	51,126.41

Proprietary Funds (Actuals only)

Fund	Account	ACTUALS	Total
		0.00	0.00
06502 FWP Fleet Fund		0.00	0.00
	63101 Aircraft/Equip Purch or Imprv	0.00	0.00
	63103 Autos & Trucks	1,310,807.00	1,310,807.00
	63198 NB Full Accrual Equip Offset	(1,310,807.00)	(1,310,807.00)





Asset Management (AM)

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.



Asset Management (AM) Reconciliation

A useful tool is the AM/GL Recon - MTAM_GL_RECON

GL Unit	Fund	Account	Sum of AM Amount	Sum of GL Amount	Sum of Difference
		1809	3,783,723.23	4,420,843.77	(637,120.54)
		1809	3,709.96	4,328.30	(618.34)
		1809	27,426.97	31,998.13	(4,571.16)
Grand Total			3,814,860.16	4,457,170.20	(642,310.04)



Asset Management (AM) Reconciliation

If there are differences:

- It could be that a manual entry was made in error to those accounts
- It could be a journal error, where monthly AM journals did not get posted.
- Timing Difference



Construction Work in Progress (CWIP)

Step 1)

For projects not completed at fiscal year-end, the total capitalizable construction expenditures incurred that year must be added to CWIP.

AM-generated entry to record the addition of, or increase to, CWIP.

Actuals or Entitywide Ledger depending on fund type

Debit	1706	Construction Work in Progress	500,000
Credit	1811	Fixed Asset Clearing	500,000



Construction Work in Progress (CWIP)

Step 2)

The credit to 1811 must be offset with a GL journal that credits the appropriate non-budgeted 63XXX/64XXX account(s) that mirror the account(s) used to record the capital outlay.

To clear the 1811 created by the addition of CWIP for the project.

Actuals or Entitywide Ledger depending on fund type

Debit	1811	Fixed Asset Clearing	500,000
Credit	64298	NB Full Accr Build Offset	325,000
Credit	64397	NB Full Accr Land Impr Offset	175,000



Construction Work in Progress (CWIP)

Things to consider:

- If there are additional costs that must be capitalized (ie. Travel, salaries, etc.)
 - Use a NB account to classify the expenditure as a capitalizable account
- Once these are reclassified, you will add it to the CWIP the same as you would in Steps 1 and 2

To reconcile GAAP costs with budgeted costs.			
Actuals Ledger only regardless of fund type			
Debit	63198	NB Full Accrual Equip Offset	500,000
Credit	61170	Capitalizable Salary - NB	325,000
Credit	62475	Capitalizable Travel - NB	175,000

Note: You will use a NB account to reclassify to keep the actual expense where it belongs



Split Fund Assets - Capital Contributions

A split fund asset is when an asset is funded by both Governmental and Proprietary funds

1. Identify which fund will ultimately be responsible for the asset
2. Enter the asset into asset management using the responsible fund
3. Perform the Capital Contribution journal – *requires a Service Now Case*

To record the contribution expense in the fund that is contributing to the asset:

Debit	628A3	NB - Fixed Asset Capital Contr
Credit	64XXX	A non-budgeted Capital Outlay offset account

To record the Capital Contribution in the fund that is responsible for the asset:

Debit	64XXX	A non-budgeted Capital Outlay offset account
Credit	549001	Capital Contributions

Note: If both funds are Governmental, no Capital Contributions are needed



Asset Management Key Points

- 63xxx/64xxx must net zero by fund
- You should never make manual entries directly to Asset Balance Sheet accounts
 - If manual entries are necessary, please contact SAB
- For split fund assets, add the asset to the fund that will ultimately be responsible for the maintenance of the asset.
 - If the asset has Governmental and Proprietary funding sources, a capital contribution must be made to the fund where the asset resides.



Balancing Federal Funds and other topics



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 the entry to record deferred revenue is not done.
 - The related expenditure was recorded in another fund.



Federal Fund Balancing

WHAT TO LOOK FOR:

- Has split payroll posted (if applicable)?
- Have all AP payments posted?
- Have all IUJs, ProCard, and other journals posted?

Consider developing a reconciliation process for your grants to ensure rev/exp tie, regularly and at FYE.



Federal Fund Balancing

Example of a balanced fund:

- Both revenues and expenditures tie
- No prior year fund balance
- Used a Due From Federal Gov. (1302) to balance.
- In a different scenario could use Due to Federal Gov. (2508)

Acct Lvl 0	Account	Ledger	ACTUALS To
F Grant			0.00
10000 Assets			67,314.17
	1104 Cash In Bank		15,705.42
	1109 Cash With Fiscal Agent		0.00
	1302 Due From Federal Government		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
50000 Revenues			(1,614,508.81)
60000 Expenditures			1,614,508.81
			0.00



Federal Fund Balancing

Example of an unbalanced fund:

- Revenues and expenditures don't tie
- May show a fund balance from prior years not balancing
- An adjustment entry was needed to correct
 - Ensure you use the correct program year when making adjustments related to prior fiscal years.
- If after the books close, you find an error, please reach out to SAB so we can do the adjustment for the ACFR.

Amount	Fiscal Year		Acct Lvl 0	Account	Ledger	ACTUALS	Total
	2023					0.00	0.00
			10000 Assets			41,364,500.84	41,364,500.84
				1104 Cash In Bank		6,222,590.63	6,222,590.63
				1302 Due From Federal Government		35,179,113.21	35,179,113.21
				1306 Due From Other BU or Fund		(37,203.00)	(37,203.00)
			20000 Liabilities			(7,571,473.84)	(7,571,473.84)
				2102 Loans Payable		(5,725,000.00)	(5,725,000.00)
				2106B Due To Other BU or Fund - B		(103,077.75)	(103,077.75)
				2107 Vouchers Payable		(60,970.32)	(60,970.32)
				2505 Unearned Revenue		(1,682,425.77)	(1,682,425.77)
				2552 ACH Returns Clearing Acct		0.00	0.00
			50000 Revenues			(395,230,636.36)	(395,230,636.36)
			60000 Expenditures			361,437,609.36	361,437,609.36
	2024					0.00	(0.00)
			10000 Assets			9,562,265.43	9,562,265.43
				1104 Cash In Bank		9,696,783.87	9,696,783.87
				1302 Due From Federal Government		(134,518.44)	(134,518.44)
				1306 Due From Other BU or Fund		0.00	0.00
			20000 Liabilities			(7,475,957.02)	(7,475,957.02)
				2102 Loans Payable		(8,000,000.00)	(8,000,000.00)
				2106B Due To Other BU or Fund - B		0.00	0.00
				2107 Vouchers Payable		0.00	0.00
				2505 Unearned Revenue		524,042.98	524,042.98
				2552 ACH Returns Clearing Acct		0.00	0.00
			40000 Fund Equity			(33,793,027.00)	(33,793,027.00)
				4125 Fund Balance - Restricted		(33,793,027.00)	(33,793,027.00)
			50000 Revenues			(261,638,243.33)	(261,638,243.33)
			60000 Expenditures			293,344,961.92	293,344,961.92
	Total					0.00	0.00



New GASB Statements

GASB No. 100 Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62

GASB No. 101 Compensated Absences



GASB Stmt. No. 100 – Accounting Changes and Error Corrections

This Statement re-defines the accounting changes, clarifies error corrections, and prescribes the accounting and financial reporting for each type of accounting change and error corrections.

What does it mean to the State of Montana?

- Mostly disclosure requirements for the ACFR.
- Service Now (updated request form will be released soon)
- Blue Book (new disclosure template for direct entries to fund equity will be released soon)
- Separate financial statement issuers and component units on a fiscal year-end basis will also need to implement this GASB for FY2024.
- See MOM 311 for policy updates (coming soon!)



GASB Stmt. No. 101 – Compensated Absences

This Statement defines compensated absences and aligns the recognition and measurement guidance for the liabilities for compensated absences under a unified model.

What does it mean to the State of Montana?

- SAB will continue to do the adjustments for agencies.
 - For Governmental Funds we will be including all liabilities in fund 02300, Debt and Liability Free Fund, in the Entitywide Ledger.
 - Don't submit a request to remove access from this fund.
 - Proprietary Funds will follow the same process as prior years.
- See MOM 340 for policy updates (coming soon!)



THANK YOU!

QUESTIONS?



THANK YOU!

Thank you for coming!

Questions? Please [open a Case – SAB](#) in ServiceNow
or call 406-444-3092