

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 book revenues and associated receivables in federal funds
- 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
- Understand federal fund balancing
- GASB's that are being implemented in FY2025



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">• 6:00 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">• 7/5/2025 and 7/6/2025	General Ledger <ul style="list-style-type: none">• 7/12/2025 and 7/13/2025	General Ledger <ul style="list-style-type: none">• 7/19/2025 and 7/20/2025

*May be later depending on system update schedule



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 read through it and see what areas might need your attention

2. SAB Calendar

- Located 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
- If you don't already receive these, sign up!

4. FYE Quick Reference Guide

- This is for a quick reference only. Please do not rely solely on this document
- Schedule, helpful FYE queries, SAB contact information etc.
- Found under the FYE dropdown on our resources page



Inter-entity Loans & Cash Management

SAB Negative Cash Policy – Excluding FSR Funds

01000-01999	General fund	Governmental
02000-02999	State special revenue (budgeted)	Governmental
04000-04999	Debt service	Governmental
05000-05999	Capital projects	Governmental
06000-06499	Enterprise	Proprietary
06500-06599	Internal service	Proprietary
07000-07999	Custodial	Fiduciary
08000-08499	State special revenue (non-budgeted)	Governmental
08500-08599	Investment trust	Fiduciary
08600-08699	Private-purpose trust	Fiduciary
09000-09499	Permanent funds	Governmental
09500-09599	Pension and other employee benefit trust	Fiduciary

- All fund types must be positive throughout the year
- 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
 - ✓ Selling STIP if available, or
 - ✓ Requesting IE loans/advances as needed by completing an IE Loan request in ServiceNow



Inter-entity Loans & Cash Management

SAB Negative Cash Policy - Excluding FSR Funds

- All funds within a single fund type may not be negative for more than 7 working days during the year – monitored by SAB
- Email is sent to the agency on day 4, 6 and 7
 - If proof of deposit is not provided by the end of Day 7, or the fund is not brought positive, it 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 Policy 345



Inter-entity Loans & Cash Management

SAB Negative Cash Policy – Federal Special Revenue

- Federal special revenue (03XXX) funds may not have a negative cash balance for more than 7 days within a month unless the requesting agency certifies via a Federal Monthly Timely Billing Confirmation that:
 - ✓ It has and will continue to bill the federal government on the earliest date allowable
 - ✓ It has recorded revenue and the related receivable associated with the pending billing at the time of certification, and
 - ✓ The pending billing will be sufficient to cover any negative balances in the applicable fund and the receivable recorded in SABHRS is still considered a collectable
- SAB is responsible for ensuring all revenues and receivables are booked for each fund that has gone negative for more than 7 days



Inter-entity Loans & Cash Management

SAB Negative Cash Policy – Federal Special Revenue

- Per MOM Policy 345, to record reimbursement requests in SABHRS, agencies are required to record a journal entry at the time they submit a billing to a federal agency, if the funds will not be received within seven days.
 - ✓ This entry will debit a receivable and credit a revenue account.
 - ✓ When the payment is received, it will be offset against the appropriate receivable.
 - ✓ If the agreement is with another agency or component unit where transfer accounts must be used, recording a due from/to other BU or Fund is only required at fiscal year-end.
- The following entries reflect an example of the initial entry when billing is completed and the second entry when the payment is received. For example, assume that a federal agency is billed \$50,000. The entries for the billing are shown to the right.
- For more information see MOM Policy 345

To record the receivable in the federal special revenue fund.

Federal special revenue fund – Actuals Ledger

Debit	1302	Due from Federal Government	50,000
Credit	590000	Federal Revenue	50,000

To record the receipt of cash in the federal special revenue fund.

Federal special revenue fund – Actuals Ledger

Debit	1104	Cash	50,000
Credit	1302	Due from Federal Government	50,000



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.

A search bar with a dropdown menu on the left and a search icon on the right. The text 'daily cash' is entered in the search bar. Below the search bar, a dropdown menu is open, showing a green icon and the text 'Daily Cash by Resp BU' and 'General Ledger'.

The interface for the 'Daily Cash by Resp BU' report. It features a title bar 'Daily Cash by Resp BU' and a sub-header 'Daily Cash by Resp BU'. Below this, there are fields for 'Run Control ID' (set to 'Cash') and a 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A 'Report Request Parameters' section contains a 'Business Unit' field with '67010' and a search icon, and a 'Fiscal Year' field with '2024'. A blue callout bubble points to the 'Fiscal Year' field with the text: 'New this year! Now you can use this report for fiscal year end monitoring.' At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and '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

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

Process Monitor sabhri.mt.gov/psreports/fspr/1

sabhri.mt.gov/psreports/fspr/11746720/Daily_Cash_67010_10-JUN-2024.txt

```

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
02|02180|
02|02214|
02|02222|
02|02241|
02|02304|
02|02335|
02|02343|
02|02457|
02|02480|
02|02548|
02|02803|
03|03022|
03|03056|
03|03107|
03|03132|
03|03134|
03|03143|
03|03166|
03|03191|
03|03208|
03|03244|
03|03267|
03|03299|
03|03410|
03|03411|
03|03413|
03|03421|
03|03453|
03|03471|
03|03483|
03|03524|
03|03640|
03|03641|
03|03717|
03|03901|
  
```

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](#)



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 click Edit Filters

- Select Interunit Journals
- Once you click IUJ Journals, the Filters Value screen will come up
- You can search by your business unit as the initiating Agency or as the receiving BU.
- 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 displays the General Ledger WorkCenter interface. At the top, the title "General Ledger WorkCenter" is visible. Below it, the "InterUnit Journals" section is active. A "Personalize" menu is open, showing the "Edit Filters" option. A "Configure Filter Values" dialog box is open, showing the following fields:

Filter ID	Value	Description
GL_IUJRNL	IU Journals	
Business Unit	= [dropdown] 61010	
Receiving Business ...	= [dropdown]	
Journal ID	= [dropdown]	

The "Edit Filters Personalize" dialog box shows a table of filters:

Link Label	Filter ID	Description
Journals Available to Edit	GLJRNL1	Journal Generic Filter
Incomplete Journals	GLJRNL2	Journal Generic Filter
InterUnit Journals	GL_IUJRNL	IU Journals
Journals Ready for Post	GLJRNL1	Journal Generic Filter

The "Welcome to WorkCenter" dialog box is also visible at the bottom of the screenshot.



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
Note: Will not update receiving BU until journal is approved

IUJ Status

InterUnit Journals

488 rows

Actions		Filter											
General	Detail 1	Detail 2	Show All										
Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines			
<input type="checkbox"/>	11040	0004987451	06/01/2024										
<input type="checkbox"/>	11040	0005004491	06/05/2024	61070	Yes	Request reimbursement from A&E	Edit Req'd	Not Budget Checked	IU	1			
<input type="checkbox"/>	11040	0005006891	06/11/2024	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.
- Receiving agency needs to process.
- Pending Receiving agency approval or batch processing.
- Edit or Budget Checking errors exist.



Inter-unit Journals (IUJs)

Agency Responsibilities

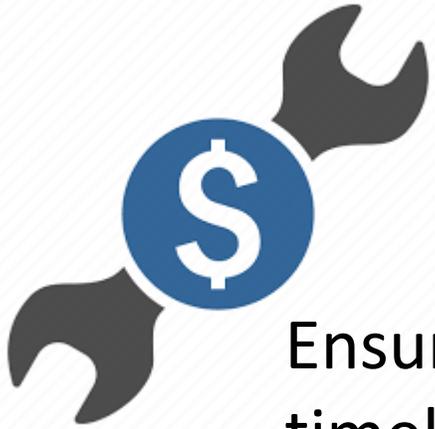
- Per MCA-17-1-107, agencies who render services to another state agency are required to invoice within 60 days of rendering services. In addition, the invoiced agency must pay within 60 days or by FYE (whichever occurs first).
- Track IUJ's you have sent to other agencies make sure someone is picking 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



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



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 25EAC001 Date 06/30/2025

Long Description Establish A-Accrual
235 characters remaining

*Ledger Group ACTUALS
Ledger
*Source EAC
Reference Number
Journal Class
Transaction Code GENERAL
SJE Type

Adjusting Entry Non-Adjusting Entry
Fiscal Year 2025
Period 12
ADB Date 06/30/2025

Auto Generate Lines
 Save Journal Incomplete Status
 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

Bypass Budget Checking
 Override

Override User ID
Override Date

OK Cancel Refresh

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



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 Journal ID 25EAC001 Date 06/30/2025 Errors Only
 Template List Search Criteria Change Values

*Process System Maintained

 Line 100

▼ **Lines** 1-2 of 2 ▼

Select	Line	Unit	Ledger	Account	Fund	Org	Program	Sub-Class	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	61010	ACTUALS	62102	01100	300	2025	590H1	15,000.00			A-Accrual for Mercedes
<input type="checkbox"/>	2	61010	ACTUALS	2403	01100	300	2025	590H1	-15,000.00	25CONSULT		A-Accrual for Mercedes

Lines to add + -

▼ **Totals** 1-1 of 1 ▼ | View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
61010	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 amount, there is no adjustment needed on payment portion.

If for an asset, it will be entered as a FY26 transaction in AM.

Regular Entry

Invoice Information Payments Payment Advice

Business Unit: 6101M Invoice No: 564896 Invoice Total: Line Total 16,000.00

Voucher ID: NEXT Accounting Date: 07/15/2025 Total: 16,000.00

Voucher Style: Regular Voucher *Pay Terms: 00 Due Now Difference: 0.00

Invoice Date: 07/15/2025 Budget Status: MERCEDES LUND

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

Invoice Lines

Line 1 *Distribute by: Amount Description: Mercedes consulting services Line Amount: 16,000.00

SpeedChart: Ship To: ADM Packing Slip:

Buttons: Multi-Speedcharts, Calculate

▼ **Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Program	Sub-Class	OpenItem
<input type="checkbox"/>	1	15,000.00		61010	62102	01100	300	2025	590H1	
<input type="checkbox"/>	2	1,000.00		61010	62102	01100	300	2026	590H1	

Note: 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 NEXT Date 07/31/2025
 Template List Change Values

*Process Edit Journal Process Download to Excel System Maintained

Multi-Speedcharts

▼ Lines ⓘ

Select	Line	Unit	Ledger	Account	Fund	Org	Program	Sub-Class	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	61010	ACTUALS	62102	01100	300	2025	590H1	-15,000.00		VOUCHER #	Paying A-Accrual 25EAC001
<input type="checkbox"/>	2	61010	ACTUALS	2403	01100	300	2025	590H1	15000	25CONSULT	VOUCHER #	Paying A-Accrual 25EAC001



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, ...

[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:
-- None --

* 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
[Text Field]

* Amount
[Text Field]

* Open Item Number
Limited to 10 characters
[Text Field]

* A-Accrual Carry Forward Explanation
Please explain why you need this carry forward and how you plan to spend the funds in the following 2 years.
[Text Area]

I have another Carry Forward request to enter

Watch List
 Select to expand Watch List



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			Ledger	
Fiscal Year	Acct Lvl 0	Account	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!

(crowd applause)



New GASB Statements

GASB 102 – Certain Risk Disclosures, establishes financial reporting requirements for risks related to vulnerabilities from certain limited concentrations or constraints.

- What does this mean?
 - Events that have a substantial impact for making decisions and assessing accountability
 - Example: Loss of Federal Funding (unplanned)
 - Example: Unexpected Issue Requiring Unplanned Debt Issuance
 - Example: Loss of revenue source (unexpected) by legislation, services are still expected to occur



New GASB Statements

GASB 102 – Certain Risk Disclosures, example Future Federal Funding, Loss of future funding.

1. The concentration or constraint is known to the State.
2. The concentration or constraint makes the reporting unit vulnerable to the risk of substantial impact.
3. An event or events associated with the concentration or constraint has occurred, has begun to occur or are more likely than not to begin to occur..
 - If these three criteria are matched contact **SAB** via service now case.
 - We will also have a question related to this on the ACFR Q.



THANK YOU!

QUESTIONS?



THANK YOU!

Thank you for coming!

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