

2017 User Conference

End of Year Steps



HARRIS
School Solutions



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This document is a blending of tasks that need to be completed in the following order so the closing of a current fiscal year and the opening of a new fiscal year go as smoothly as possible.

We hope this document will help everyone understand how intertwined these functions are within the *WinCap* software.



End of Fiscal Year Steps (CFY = CURRENT Fiscal Year; NFY = NEXT Fiscal Year)

1. Acct (CFY) Confirm that prior year accounting accrual period is closed.
2. Acct (CFY) Verify that all declared Payables from prior fiscal year have been fully paid *{Reports/Purchasing/Payable PO Status}*. Use the Close Out Accrued Expenses from Prior Year option from the *Manage/General Ledger EOY Carryover and Accrual menu*
3. Acct (CFY) Run a PO Status report for open issued orders. Close all appropriate PO's utilizing the Mass Close PO or selecting the Close (Cancel) option from PO Maintenance
4. Acct (CFY) Initialize new year *{File/Administration/Initialize a New Fiscal Year}*. Click on save button in the toolbar to start the Initialization. A message will be displayed at the completion of the process.
5. Acct (CFY) Verify beginning and ending dates for all subfunds. Mark perpetual field if subfund is ongoing. If any projects need to be extended, update subfund end date prior to rolling the subfund.
6. Acct (CFY) Inactivate any Budget Codes not needed in new year
7. Acct (NFY) Rollover funds and subfunds (at least A,C,F since Payroll will need these budget codes. Fiscal year must be the NFY.
In funds with subfunds, select either Rollover Perpetual projects or Rollover continuing and perpetual projects.
8. Acct (NFY) Renew any projects for new year, replacing subfund or budget code component to reflect NFY *{Manage/General Ledger/Fund Profile/ Options button}*. If the description field of a budget code contains the year, the renew does NOT change that description.
9. Payroll (CFY) Check rollover settings on Additional Pay Item Table in CFY.
10. Payroll (CFY) Add end dates to any positions or additional pay items on separate frequency that should not roll to NFY.
 - a. For list of employees **with positions that do not have end date**, run the Employee Position report with the following where clause:
EMPTY (Position.EndDate)
 - b. For a list of **additional pay items on a separate frequency WITHOUT an end date**, run the Employee Additional Pay Items Report with the following where clause (these API's would roll to next year)
EMPTY(PosPyItm.ENDDATE) and EMPTY(Position.ENDDATE)
 - c. For a list of **additional pay items on a separate frequency WITH an end date**, run the Employee Additional Pay Items Report with the following where clause (these API'S would not roll to next year)
!EMPTY(PosPyItm.ENDDATE) and EMPTY(Position.ENDDATE)



11. Payroll (CFY) Change default fiscal year to NFY *{File/Administraion/Change Default Fiscal Year}*
(Acct must have completed step 4 prior to this step)
12. Attendance (NFY) Initiate Attendance Rollover (Refer to Attendance Rollover Activity Handout for details)
(Acct must have completed step 4 prior to this step)
13. Payroll (NFY) Rollover tables
{Manage/Employee Maintenance/Administrations/Employee Data Rollover CFY to NFY/Rollover-Initialize Tables}
(Acct must have completed steps 5-7 prior to this step)

Position Control Rollover starts here

14. Payroll (NFY) Set up frequency and calendar tables.
15. Payroll (NFY) Update other table to reflect NFY information
16. Payroll (NFY) Rollover positions
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Employee Positions}
17. Payroll (NFY) Increment Employees
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Increment Salaries}.
18. Acct (NFY) Rollover any projects not rolled previously
19. Payroll (NFY) Re-Roll budget records (if necessary)
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Reroll payroll budget records}.
20. Payroll (NFY) Activate employees **ALWAYS TEST ONE EMPLOYEE PER GROUP FIRST**
You must activate one employee per group before you can do the Mass Activate
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Mass Activate Employees}
OR
Activate 1 employee at a time using the options button in position tab of Employee Maintenance.
21. Payroll (NFY) Re-roll payroll deductions (if necessary)
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Re-roll Payroll Deductions}
22. Acct (NFY) Enter NFY budget in proposed column of budget development worksheet if that module was not used for developing the budget.



23. Acct (NFY) Cut over funds (after budget vote) *{Manage/General Ledger/Fund Profile/Options}*
24. Acct (NFY) Add Payment Schedules in NFY. (Also, an option in CFY to roll schedule to new year using the Options button)
25. Payroll (NFY) Re-roll positions to pick up new employees (optional); increment; activate these employees.
26. Payroll (NFY) Activate encumbrances
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Activate Encumbrances}
(Acct must have completed step 23 prior to this step)
27. Acct (NFY) After CFY payrolls are complete, closeout hourly/daily encumbrances in CFY if encumbered for these employees
{Manage/Employee Maintenance/Administrations/Employee Data Rollover/Closeout Hourly-Daily Encumbrances}
OR
{Manage/General Ledger/EOY Carryover and Accruals/Closeout Hourly-Daily Encumbrances}
28. Acct (NFY) Initiate PO Accrual and Carryover Period (do when you are ready to start issuing payments in NFY).
{Manage/General Ledger/EOY Carryover and Accruals/Initiate PO Carryover and Accrual Period}
 - a. All payments schedules must be attached to warrants.
 - b. All warrants must be closed
 - c. Funds must be cut over
 - d. Default fiscal year must be NFY
29. Acct (CFY) Close cycles in CFY (prevents any further postings to those cycles).
{Manage/General Ledger/ GL Cycle Maintenance/Options}
 - a. Closing cycle 12 will open cycles 98 and 99
 - b. Closing Cycle 99 will update opening balances of NFY with cycle 99 balances
 - c. Cycle 1 in NFY cannot be closed until cycle 99 from prior year is closed
 - d. An option to establish opening balances from cycle 99 balances prior to that cycle being closed can be utilized.
However opening balances cannot be saved until balances for GL Codes 510.521.522.960 or 980 are moved to other GL accounts.
All GL balances will be overwritten when Cycle 99 is closed.
{Manage/General Ledger/GL opening Balances/Options}
30. Payroll (NFY) Before posting First Payroll in NFY, recalculate fiscal/Calendar Year Totals
{Manage/Payroll/Pay Period Maintenance/Options Button}



31. Acct (NFY) Close Payroll accrual period when all prior year payroll expenditures have been posted.
{Manage/ General Ledger/EOY Carryovers and Accruals/Close Payroll Accrual Period}. The Payroll accrual period can be re-opened if necessary.
This MUST be done prior to opening a pay period with a September check date!
32. Acct (NFY) Close accounting accrual period when all accounts payable payments have been made
{Manage/General Ledger/EOY Carryovers and Accruals/Carryover PO Mass Declaration/Close Out}. The accrual period can be re-opened if necessary.
33. Attendance (NFY) Update attendance group table in NFY to reflect any changes
34. Attendance (CFY) Enter all outstanding attendance transactions through June 30th.
35. Attendance (NFY) Finalize attendance rollover
(Acct must have completed step 23 prior to this.)
36. Attendance (CFY) Close attendance period

