

Fiscal Year End - Cities

Attention: Please read this entire document before you begin.
NOTE: The month of June and the fiscal year are closed separately.

Before you begin, run a 'DAILY' backup and label it "Pre Month/Year-End /Closing".
You will run another backup after the year-end process is completed. It will be labeled "Post Month/Year-End Closing".

1. The first thing to do before closing the month of June is to review June's Trial Balance and Expenditure Report. Look for over-expended expenditure accounts and payroll tax and deduction accounts with balances due to be paid. ANY MISTAKES MADE DURING THE FISCAL YEAR, NEED TO BE CORRECTED BEFORE MONTH END FOR JUNE. Enter the corrections as journal entries and process them. Also, enter and process the proper entries to accounts for all current year payables, receivables, and encumbrances.
2. Next, review outstanding accounts payables and receivables. After you have decided which amounts will be carried over to the new fiscal year, enter and process the appropriate journal entries.
3. If you have reserves other than Undesignated Fund Balance, enter them as journal entries and process them to the General Ledger. If you want to set up reserves to Undesignated Fund Balance, credit the appropriate reserve account number.
4. After all the entries have been entered and processed and all the above options have been completed, you may want to print a Trial Balance and an Account Analysis in order to make one final check before you begin to close the month of June.
5. **Make sure that you have a telephone in the immediate area of the main terminal where you will be processing the close.** More than likely you will not need it, but if you do, it is nice to be able to use the telephone and see the screen at the same time. Also, be sure your modem is in working order.
6. If you have a multi-user system, have everyone log off until you have completed the close. This is to insure that no one attempts to print on your printer during the close. It will also help with the speed of the process.
7. Check your printer and supplies. Be sure you have a new ribbon and a full box of paper available. Also, keep in mind if multipart paper is needed.
8. Preview balances for your outstanding purchase orders. Compare the totals on the Statement of Expenditures & Encumbrances to the totals on the current PO Listing in Account Order. As long as no July purchase orders are included on the PO Listings, these totals should match the Statement of Expenditures & Encumbrances.

Purchase Orders and Checks - How they are impacted by the Year End Process

Before Closing PO File

You may . . .

- **Enter PO's dated June
- **Enter PO's dated July
- **Print checks dated June using a June PO
- **Print checks dated July with or without July PO's .

You must not . . .

- **Print any checks dated July using a June PO. If you try to add an invoice with a prior year PO or a PO that will be rolled to prior year during the "PO YR Closing" the system will give you a "reminder message" to close the PO year end file.

After the Year End PO File is Closed but before closing June Month and the fiscal year

You may . . .

- **Enter PO's dated June - but you must run the option **Update Year End PO Closing**
- **Liquidate June PO's but you must make sure the effective date is correct. Depending if it should post on June or July books .
- **Enter PO's dated July
- **Print checks dated July with or without a July PO.
- **Print checks dated June that do not involve PO's .

You must not . . .

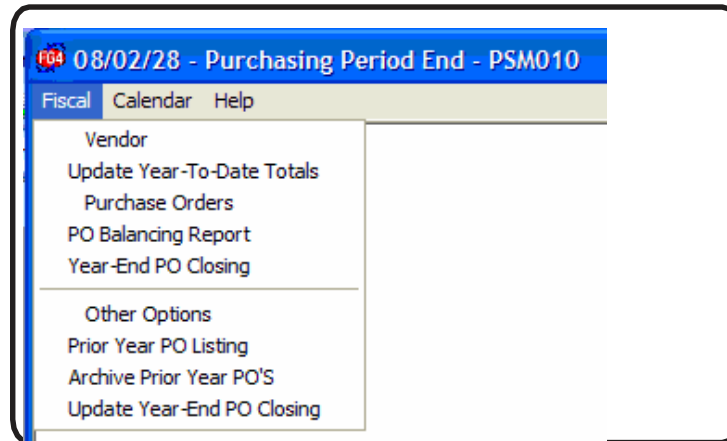
- **Print checks dated June with a June PO or any PO's that have been rolled to prior year during the PO Close Option.

City Purchasing Year-End

You are now ready to begin the Purchasing Year-End process.

Before you close the year in the General Ledger, the Purchasing Year-End process must be completed. **Option A must be run regardless of whether or not you have purchase orders.**

Option:
Purchasing Menu
Period End
Year End Menu



A. Update Year To Date Totals

This option must be run to clear out and/or update the Fiscal Y-T-D field on the vendor screen. Select this option and enter 7-1-2006 as the beginning date and 6-30-2006 for the ending date. This will update the Fiscal Y-T-D field on the vendor screen. If no checks have been run for the new fiscal year (2006-2007), it will clear the field and make the amount zero on the vendor file. This option may be run anytime during the year.

Purchase Orders

NOTE: If you do not use purchase orders, step B, C, D, and E may be omitted.

B. PO Balancing Report

This will print a list of all general ledger accounts with outstanding encumbrances. It includes the general ledger account number, outstanding purchase order amount, year-to-date encumbrances, future posted encumbrances, and the difference between the general ledger and purchase order files.

C. Year End PO Closing

This will roll current year purchase orders that have not been fully liquidated to the Prior Year PO File. **The login date must be 06-30 (current year).** Otherwise, you will receive a warning message. (After this option has been completed, these purchase orders will be added to the P/Y PO Listing, option C.) June purchase orders can be added after the purchase order file is closed (option C). If this is done, option E must be run.

D. P/Y PO Listing

This will print a list of all prior year purchase orders that are now on the Prior Year PO File. (Option 'B. Year End PO Closing' will need to be run in order for 2004-2005 prior year purchase orders to be included.) This step may be run again at any time.

E. Archive Prior Year PO's

This will move all prior year purchase orders that have been fully liquidated to the PO History File.

F. Update Year End PO Closing

This process will only select current fiscal year purchase orders that have been added since the initial Year End PO Closing option was run.

City General Ledger Year-End

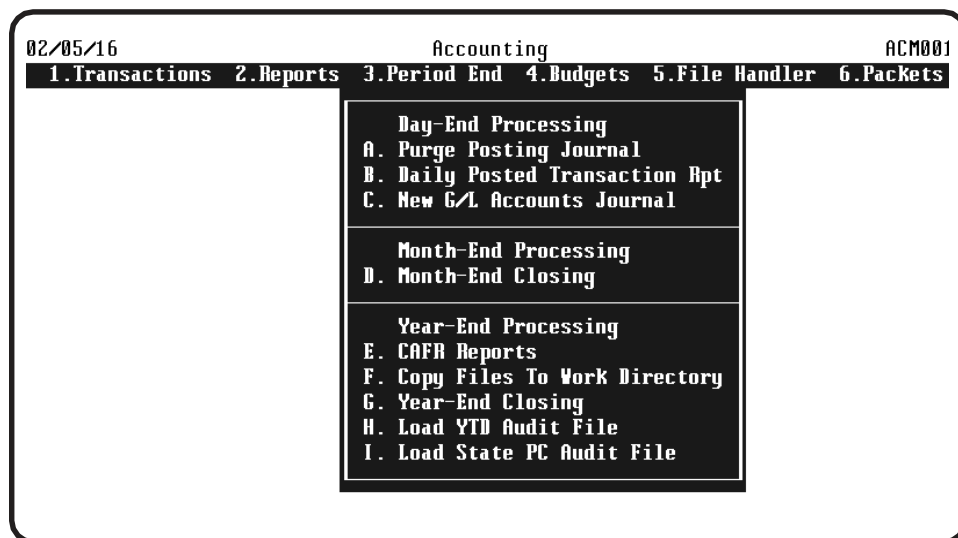
You are now ready to begin the month-end process. Once the month-end for June has started, no entries can be made to the GL until after June's month-end and the year-end close are complete.

1. Before you close the year, close the month of June. Process the month-end for the month of June. Just to be sure, you may want to check your system date before you begin. To do this go to the Accounting and select '5. File Handler', 'A. File Maint', and then 'A. Acct Parameter Maint'. **Make sure the accounting date is 06/01.**
2. Proceed with the month-end process (as a normal month-end) for June.

NOTE: Following the June month-end process and before you begin the year-end process, it is a good idea to make a daily backup. This would eliminate the possibility of reloading the "Pre Month/Year-End Closing" backup and keep you from having to close the month of June again. Be sure to label this as "Mid-Closing Backup".

Once the month-end is complete for June, no entries can be posted for June without resetting and reclosing the month of June.

You are now ready to begin the General Ledger Year-End process.



Option:
General Ledger
Period End

E. CAFR Reports

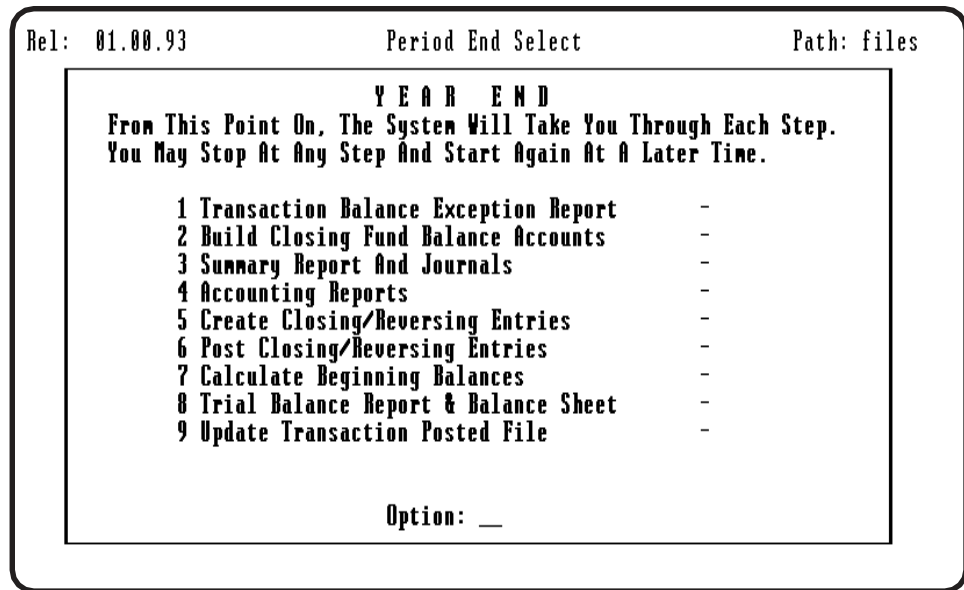
These reports are optional. If you do not use these reports, this step can be skipped. Follow the instructions in your Reference Manual to process these reports.

F. Copy G/L & Transaction Files

This option must be run before closing the year-end! This copies ACGL.FLE (General Ledger File), ACTP.FLE (Transaction Posted File), and ACBG.FLE (Budget File) to a temporary directory to be used to restore if needed.

G. Year End

- Option:
General Ledger
Period End
Year-End Closing



If your screen does not look like the above menu, call LGDPC Customer Support.

1. Transaction Balance Exception Report

This compares the Posted Transaction File to the General Ledger File. This will give a listing of anything that is out of balance. If your Balance Sheet and Trial Balance totals are correct, you may go to Step 2 because the system will use the general ledger total to close.

If you have further questions about this report, fax it to LGC Customer Support (931-380-1258). Also, call 800-737-1826 and let us know it's on its way.

2. Build Closing Fund Balance Accounts

This option builds the closing fund balance accounts and produces a list of closing accounts. Changes may be made and this option can be run again. NOTE: If you get a message, "Warning GL Record Does Not Exist", verify the fund balance account is correct and continue. Accounts will be added automatically.

To change the fund balance account, go in the Accounting menu to '5. File Handler', 'A. File Maint', '2. Acct Maint', and then 'B. Fund Control', enter the fund number and press the 'Group' (F5) option key. This will allow you to change the fund balance account. Each fund you use can have the same 'group' number. If each fund needs a separate fund balance account, call LGDPC Customer Support and they will assist you.

NOTE: **If you have a fund that uses sub funds and each sub fund needs a separate fund balance account, this may be done per sub fund.** To do this, go under '5. File Handler', 'A. File Maint', '2. Acct Maint', and then 'D. Sub Fund'. Then, enter the fund balance account on the line that reads 'Closing Fund Bal Acc'.

If you have a fund that uses cost centers and each cost center needs a separate fund balance account, this may be done per cost center. To do this, go under '5. File Handler', 'A. File Maint', '2. Acct Maint', and then 'E. Cost Center'. Then, enter the fund balance account on the line that reads 'Closing Fund Bal Acc'.

3. Summary Report and Journals

This prints out the General Journal, Budget Journal, and Cash Receipts Journal.

If LGC is printing your year-end reports: (call Marketing for pricing of this service)

- Stop here, escape out of this menu and do a daily backup. Send this backup to LGC at:
Attention: Year End Printing
714 Armstrong Lane
Columbia, TN 38401
- Go to '2. Sys Opt', and select 'Run Freestanding SCL'
- At the program name, enter ACF007 (all caps and the numbers are zero)
- Press <enter> at the 'Continue' prompt
- For 'Period', enter a '2' for Year End
- Under 'Process Status', press <enter> down to 'Accounting Reports'
- Enter '9' for 'Completed'
- Press the 'DataOk' option key (F3)
- Press <enter> at 'Yes'.
- Press the 'Esc' key to exit and go back to the GL Year End menu. This will allow you to pick up with Step 5.

4. Accounting Reports

This prints the Balance Sheet, Trial Balance and the YTD Account Analysis.

If you want to print the reports one fund at a time:

- Select 'Standard Reports Print Only' and enter 07-01(current year) for beginning and 06-30 (current year) for ending.
- Select the desired reports: Account Analysis, Balance Sheet, and Trial Balance.
- The Control Accounts Journal can be printed from 'Reports', 'G/L Reports', 'Control Listing'. The 'Control

Once you have all of the reports needed, do the following from the main menu:

- Go to '2. Sys Opt', and select 'Run Freestanding SCL'
- At the program name, enter ACF007 (all caps and the numbers are zero)
- Press <enter> at the 'Continue' prompt
- For 'Period', enter a '2' for Year End
- Under 'Process Status', press <enter> down to 'Accounting Reports'
- Enter '9' for 'Completed'
- Press the 'DataOk' option key (F3)
- Press <enter> at 'Yes'
- Press the 'Esc' key to exit and go back to the GL Year End menu. This allows you to pick up with Step 5.

5. Create Closing/Reversing Entries

This is the "Point of No Return" without restoring the backup.

6. Post Closing/Reversing Entries

This will post entries for the year-end close.

7. Calculate Beginning Balances

- This calculates the beginning balance entries (clears assets, liabilities, and equities, recalculates the beginning balances, and zeroes out the revenues and expenditures),
- It moves the future posted amounts and reads the PO file for CAFR,
- It posts beginning balances, and builds control account records. A Year-End Posting Journal will print showing all the computer generated entries posted during this step.

8. Trial Balance Report & Balance Sheet

This will print the Trial Balance and Balance Sheet for the new year. Only Beginning balances should show on the reports. No July entries will show in this step.

STOP --- Compare your June 30 Trial Balance that printed during Month End to this Trial Balance. Make sure balances rolled properly. (Refer to page 6 to see how the balances should have rolled.)

9. Update Transaction Posted File

This updates the Transaction Posted File with future posted records.

NOTE: Make a daily backup now and label it "Post Year End".

June 30 - Before Year End

ACQ810		2008/05/11 15:10:02		LOCAL GOVERNMENT DATA DEMO		FlexGen4(5.3U)		Page: 1	
				Trial Balance				JUNE 30, 2008	
125 SPECIAL REVENUE FUND #5				Beginning		Y-T-D		Ending	
Fnd-Funct-Obj-Fnd-Centr-Obj	Sub Cost	Sub	Account Name	Fiscal Year Balance	Debit	Credit		Balance	
125-11100			CASH ON HAND	0.00	408,529.00	408,529.00		0.00	
125-11211			CASH IN BANK - CHECKING	423,674.15	379,847.94	344,863.87		458,658.22	rolled to July
Total ASSETS				423,674.15	788,376.94	753,392.87		458,658.22	
125-21310			CONTRACTS PAYABLE	81,899.00	81,899.00	0.00		0.00	
125-21411			DUE TO GENERAL FUND	339.65	0.00	0.00		339.65	
125-21443			DUE TO WATER AND SEWER FUND	4,278.85	0.00	0.00		4,278.85	rolled to July
125-27100			FUND BALANCE - UNAPPROPRIATE	164,709.64	228,616.07	0.00		63,906.43	
125-27201			RESERVE FOR ROADS WARD 1	97,175.64	15,370.92	0.00		112,546.56	
125-27202			RESERVE FOR ROADS WARD 2	144,778.77	0.00	128,032.33		272,811.10	
125-27203			RESERVE FOR ROADS WARD3	16,062.11	14,874.42	0.00		1,187.69	
125-27204			RESERVE FOR ROADS WARD 4	9,937.89	20,232.42	0.00		30,170.31	
125-27401			RESERVE FOR OTHER WARD 1	35,525.33	0.00	8,949.75		26,575.58	
125-27402			RESERVE FOR OTHER WARD 2	174,114.83	0.00	132,934.00		307,048.83	rolled to July
125-27403			RESERVE FOR OTHER WARD 3	17,991.11	0.00	7,833.75		10,157.36	
125-27404			RESERVE FOR OTHER WARD 4	1,878.73	0.00	1,344.00		534.73	
125-29999			ERROR ACCOUNT	0.00	5,328.69	5,328.69		0.00	
Total LIABILITIES				423,674.15	366,321.52	284,422.52		341,775.15	
125-33441			IMPACT FEE - ROADS - WARD 1	0.00	500.00	12,500.00		12,000.00	
125-33442			IMPACT FEE - ROADS - WARD 2	0.00	9,000.00	155,697.75		146,697.75	
125-33443			IMPACT FEE - ROADS - WARD 3	0.00	0.00	13,066.00		13,066.00	
125-33444			IMPACT FEE - ROADS - WARD 4	0.00	500.00	3,000.00		2,500.00	
125-33461			IMPACT FEE - OTHER - WARD 1	0.00	483.75	14,244.50		13,760.75	
125-33462			IMPACT FEE-OTHER-WARD 2	0.00	7,165.25	142,191.75		135,026.50	
125-33463			IMPACT FEE-OTHER-WARD 3	0.00	0.00	11,839.50		11,839.50	
125-33464			IMPACT FEE-OTHER-WARD 4	0.00	526.75	3,558.75		3,032.00	
125-33470			STATE GRANT NO.-7	0.00	0.00	20,024.50		20,024.50	
Total REVENUES				0.00	18,175.75	376,122.75		357,947.00	
125-43611-931			ROADS, STREET, AND PARKING L	0.00	31,637.85	20,474.75		11,163.10	
125-43612-931			ROADS, STREET, AND PARKING L	0.00	285,145.08	20,474.75		264,670.33	
125-43613-931			ROADS, STREET, AND PARKING L	0.00	0.00	20,474.75		20,474.75	
125-43614-931			ROADS, STREET, AND PARKING L	0.00	6,180.00	20,474.75		14,294.75	
Total EXPENDITURES				0.00	322,962.93	81,899.00		241,063.93	
Total SPECIAL REVENUE FUND				0.00	1,495,837.14	1,495,837.14		0.00	

G/L Month: 06 JUNE
 Beginning Fund: 125
 Ending Fund: 125
 * End of Report: LOCAL GOVERNMENT DATA DEMO *

July 1 - After Year End

ACQ745		2008/06/06 16:00:57		LOCAL GOVERNMENT DATA DEMO		FlexGen4(5.3U)		Page: 1	
				Trial Balance				JULY 31, 2008	
125 SPECIAL REVENUE FUND #5				Beginning		Y-T-D		Ending	
Funct-Obj-Fnd-Centr-Obj	Sub Cost	Sub	Account Name	Fiscal Year Balance	Debit	Credit		Balance	
11211			CASH IN BANK - CHECKING	458,658.22	0.00	0.00		458,658.22	rolled from June 30th
TOTAL ASSETS				458,658.22	0.00	0.00		458,658.22	
21411			DUE TO GENERAL FUND	339.65	0.00	0.00		339.65	
21443			DUE TO WATER AND SEWER FUND	4,278.85	0.00	0.00		4,278.85	rolled from June 30th
27100			FUND BALANCE - UNAPPROPRIATED	63,906.43	0.00	0.00		63,906.43	
27201			RESERVE FOR ROADS WARD 1	112,546.56	0.00	0.00		112,546.56	
27202			RESERVE FOR ROADS WARD 2	272,811.10	0.00	0.00		272,811.10	
27203			RESERVE FOR ROADS WARD3	1,187.69	0.00	0.00		1,187.69	
27204			RESERVE FOR ROADS WARD 4	30,170.31	0.00	0.00		30,170.31	
27401			RESERVE FOR OTHER WARD 1	26,575.58	0.00	0.00		26,575.58	
27402			RESERVE FOR OTHER WARD 2	307,048.83	0.00	0.00		307,048.83	rolled from June 30th
27403			RESERVE FOR OTHER WARD 3	10,157.36	0.00	0.00		10,157.36	
27404			RESERVE FOR OTHER WARD 4	534.73	0.00	0.00		534.73	
TOTAL LIABILITIES				341,775.15	0.00	0.00		341,775.15	
Total SPECIAL REVENUE FUND #5				116,883.07	0.00	0.00		116,883.07	

/L Month: 07 JULY
 Fund: 125
 Ending Fund: 125
 * End of Report: LOCAL GOVERNMENT DATA DEMO *