



Texas Skyward User Group Conference

Financial Management Year End

Beneke Smith



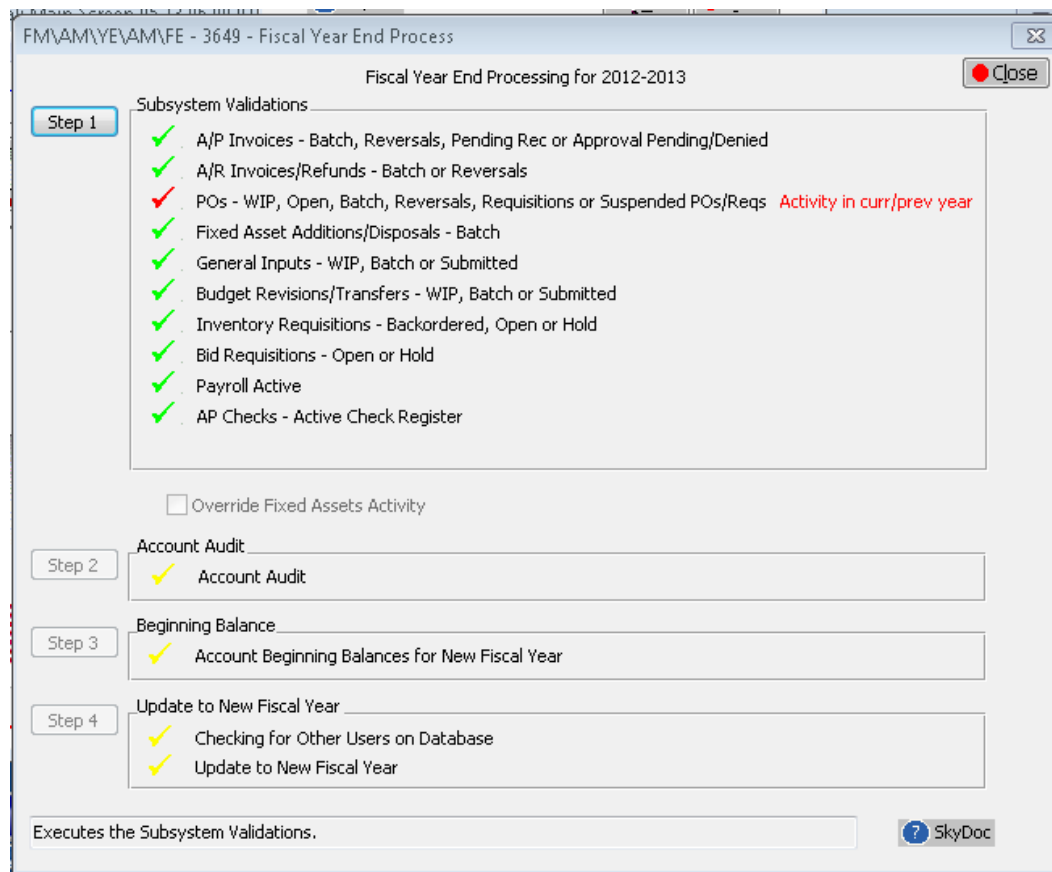
Financial Management Year End



This session will demonstrate how to prepare for and process your Financial Management fiscal year end. Users will learn how to identify activity that has been entered but not yet posted in the software as well as how to close open purchase orders &/or how to move the encumbrance to the new fiscal year.

- Preparing data for fiscal year end processing
- Purchase Orders/Encumbrances
- Accounts Payable Invoices
- Accrued Wages
- Sub modules year end preparation – verifying activity in other systems
- Running audits in account management
- Creating the Audit file
- Running the fiscal year end process
- Recording auditor's adjusting entries

The first step in the fiscal year end processing is verifying all activity has been recorded and updated in the system.



Purchasing activity should be verified to determine which batch/open/WIP PO/Requisitions should be carried forward to the new fiscal year.

FM\PU\PO\PO - 2223 - Purchase Orders

Sequence: PO Number

Purchase Order Master				
Number	Vendor	S	Description	Amount Batch Vendor Apl
1011400008	A & b computers (uk) ltd t/a	O	Supplies	25.00 ms A & B COO
1011400009	Telcoscr	O	Text Book	3,296.25 SKTX TELCOSCR

Status: Batch/Open Group: Jones Elementary 101 Number: 1011400008

1-Detail | 2-Accounting | 3-Invoice | 4-Approval | 5-Print/Email | 6 - Receiving | History

Detail Lines			
Line	Description	Quantity	Unit Cost Catalog Code
100	Paper	5.00	5.00000

Ranges to control the requisition/purchase order master browse. SkyDoc

A/P invoices should be reconciled to the A/P liability account with a focus on the invoices that should be expensed in the closing vs. new fiscal year.

FM\AP\INIM - 2219 - Invoice entry

Invoices				
PO Number S	Description	Vendor	Vendor key	Invoice Number
	○ Payroll accrual	Carib data ltdscr	CARIB DA001	20130925ADNRA
	○ Payroll accrual	Carib data ltdscr	CARIB DA001	20131025ADNRA

History PO Number: 0

Account Details			
Account	Percent	Amount Encumbered	Account
193 L 00 2160 00 000 0 00 000	100.00	140.38	Not Encumbered

Use the Range button to filter the browse.

SkyDoc

To accrue wages the Payroll Payables Expense and Reversal processes are run for districts with a June fiscal year end.

HR\PA\PB\PE\SE - 2501 - Current Payroll Selection Parameters

Period End Date: 06/30/2013 Check Date: 07/15/2013 # of Times to Pay: 1

OK Report Close

Employee/Pay Record Parameters

Default Parameters (as changed for this payroll.)

Code Type

- Employee Building
- Employee Check Loc
- Employee Range
- Employee Type
- Frequency
- Pay

Selected Codes

Code	Description
*ALL	All

All Select

Employee Range

Low: High: 2222222222

Ind.Empl

Deduction/Benefit Times to Pay

Default Ded/Ben Times (as changed for this payroll.)

Deduction Codes

Code	Description	Times
04	CREDIT UNION 1	1
05	UNITED WAY	1
06	TEXAS FEDERATIO	1
06B	AFT DUES	1
07	CREDIT UNION 2	1
08	CREDIT UNION 3	1
09	CREDIT UNION 4	1

Benefit Codes

Code	Description	Times
10	BCS DISTRICT LI	1
10B	BCS DISTRICT LI	1
1MC	FICA MEDICARE	1
1SS	SOCIAL SECURITY	0
1TC	TRS-CARE	1
1TRC	RT CARE SRCHG	1
1TRP	PENSION SRCHG	1

This button allows you to enter the payroll's check date.

SkyDoc

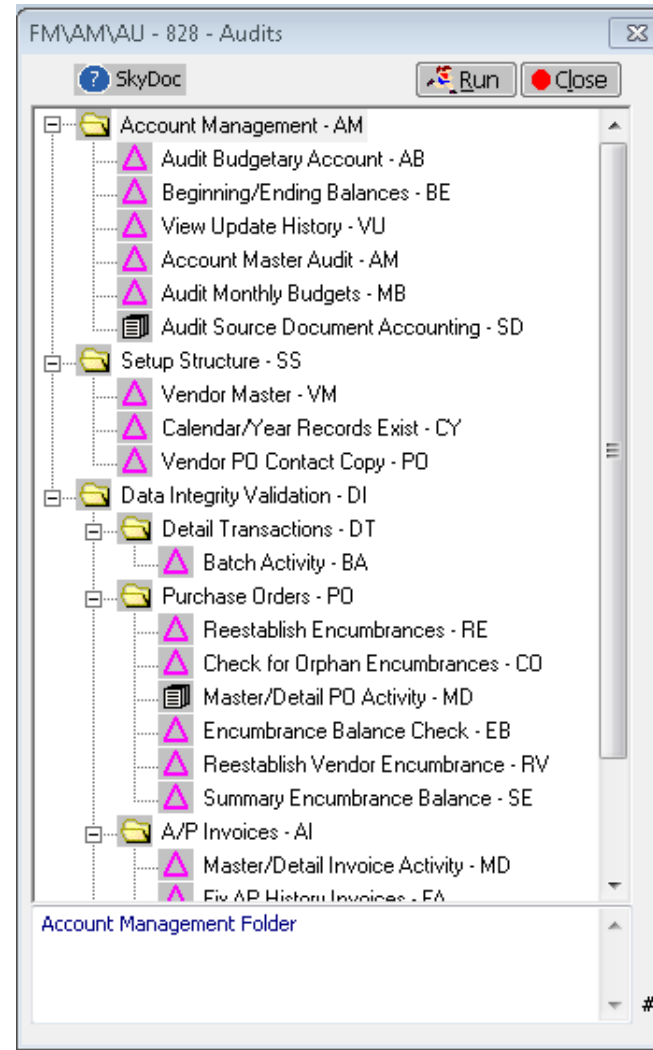
Activity should be updated or deleted in other areas of the software such as general inputs or budget management prior to processing the fiscal year end.



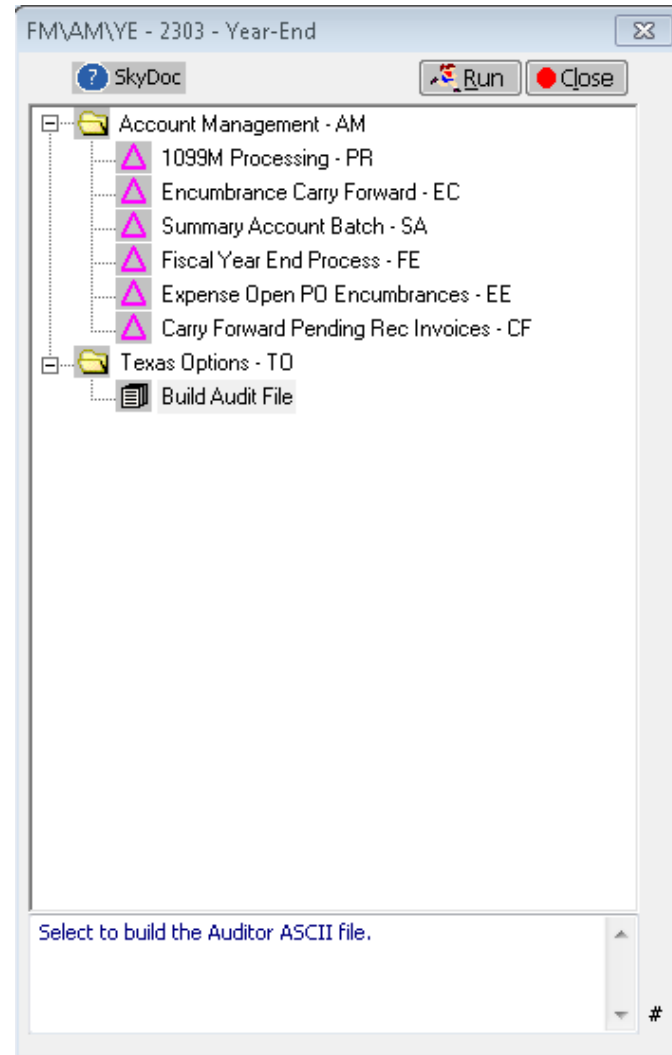
The screenshot displays the Skyward School District software interface. At the top, the user is identified as Susan Awaltscr, with options for Account, Preferences, and Exit. The main navigation bar includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The central area is titled 'Financial Management Setup' and contains several expandable sections:

- Account Management** (Setup):
 - Account Master (Setup):
 - Account Profile
 - Chart of Accounts
 - Account Summary Templates
 - Operating Statement Accounts
 - Balance Sheet Accounts
- Account Management Reporting**:
 - Budgetary Data Mining
 - Vendor Check History
 - General Inputs History
 - Batch Reports
- Budget Management** (Setup):
 - Budget Entry
 - Adopt Budget
 - Requisitions
 - Revisions (Setup)
 - Transfers (Setup)
- General Inputs** (Setup):
 - Journal Entry (Setup):
 - Submit Journal Entry
 - Approvals
 - Journal Entry
 - Accounting Update - Journal Entries
 - Update History - Journal Entries
 - Cash Receipts (Setup):
 - Cash Receipts
 - Accounting Update - Cash Receipts
 - Update History - Cash Receipts
 - Change History - Cash Receipts
 - Accounts Receivable:
 - Accounts Receivable
 - Update History - Accts Receivable
 - Student Billing
 - Previous Year Adjustments
- Project/Grant Management**:
 - Project/Grant Entry Reports

There are several account management audits that should be run to ensure the integrity of your data prior to closing the fiscal year in the system.



The audit file should be created and submitted to your auditor(s). Please verify the auditor has received and can read the file before closing the year.





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THANK YOU FOR ATTENDING!

