

Texas Skyward User Group Conference

Financial Management Year End

John Golden



Financial Management Year End



Financial Management Year End

- **Preparing Data for Fiscal Year End Process**
 - Verify Payroll and A/P check Process have been completed
 - Verify all fiscal year activity has been recorded for commodities, reclassifying project fund expenditures, etc.
 - Reconciling: Verify all cash and liability accounts have been reconciled.
- **Purchase Orders/Encumbrances**
 - Review all batch/WIP activity to determine what should be updated vs. deleted.
 - Open Purchase Orders: Review all activity to determine what should be liquidated vs. carried forward to new year.
- **Account Payable**
 - Reconciling open Invoices to balance in A/P liability account
 - How to handle invoices
- **Accrued Wages**
 - Payroll Payables Vs. August Accruals
 - Reversing accrued wages

Financial Management Year End



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- **Sub Module Year End Preparation**
 - General Inputs, Budget Management and Identifying other Activity
- **Fiscal Year End Processing**
 - Running Audits into the system
 - Audit File
 - Summary Account Batch
 - Running Fiscal Year End Process
- **Auditor Adjusting Entries**
 - Closing Year Remains Open: Record with journal Entry
 - Closing Year is Closed Prior year adjusting Entry

Purchase Order Encumbrances

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.12 - Internet Explorer

Martin Blank Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Requisitions

Views: All WIP Requisitions Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
There are no records to display; check your filter settings.								

20 records displayed

Requisition Number: []

Print Add View Edit Delete Clone Notes Attach Submit Add from Online Catalog Assign Special Group Print WIP Report

Payroll payables and August Accrual



Human Resources: Main Screen 05.18.02.00.12 - 010286

[Login](#) [Logoff](#) [Exit](#) [Preferences](#) [Utilities](#) [Customer Access](#) [View My Security](#) [Personalize My Screen](#) [Help](#)

User: Martin Blank Sign In Time: 8:05:57 AM Entity: 000 Use Personal Settings SkyDoc Login Logoff Exit

Student Mngmnt	System Admin	Human Resources	Financial Mngmnt	PEIMS	Product Setup	Run SBAA	Run Web				
Setup	PProfile	Emp Mgmt	PAYroll	Time Off	Salary Neg	Sub Track	Data Mining	Report Opt	Saved Rpts	State REporting	
DDes	Cur Payroll	REporting	Mass Proc	Quick Void	Void Check	Manual Chk	Payroll pBls	Acct Adj	Utilities	Year-End	Qck Pck rpt
SElect	Pre-Verify	CAlculate	Post-vErify	Chk Regstr	UPdate						

For PaC Documentation, Press Alt + F1

TX User Group

Fiscal Year End

FM\AM\YE\AM\FE - 3649 - Fiscal Year End Process

Verification Report Fiscal Year End Processing for 2017-2018 Close

Step 1 Subsystem Validations

- ✓ A/P Invoices - Batch, Reversals, Pending Rec or Approval Pending/Denied
- ✓ A/R Invoices/Refunds - Batch or Reversals
- ✓ POs - WIP, Open, Batch, Reversals, Requisitions or Suspended POs/Reqs
- ✓ Fixed Asset Additions/Disposals - Batch
- ✓ General Inputs - WIP, Batch or Submitted
- ✓ Budget Revisions/Transfers - WIP, Batch or Submitted
- ✓ Inventory Requisitions - Backordered, Open or Hold
- ✓ Bid Requisitions - Open or Hold
- ✓ Payroll Active
- ✓ AP Checks - Active Check Register

Override Fixed Assets Activity

Step 2 Account Audit

- ✓ Account Audit

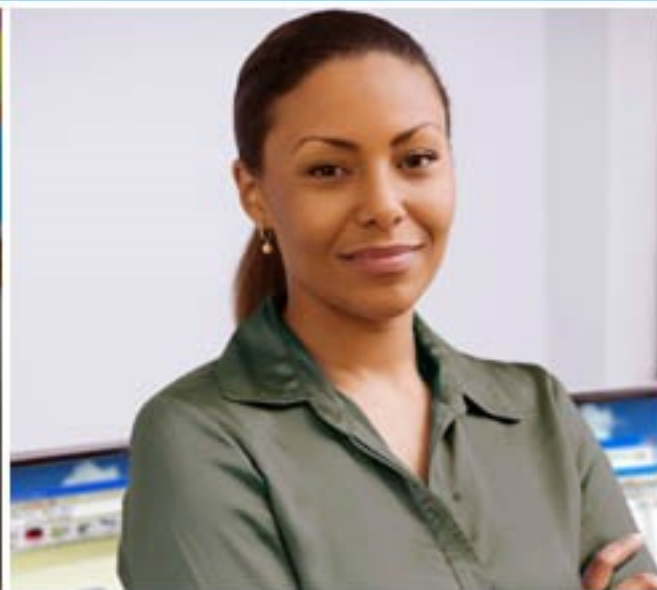
Step 3 Beginning Balance

- ✓ Account Beginning Balances for New Fiscal Year

Step 4 Update to New Fiscal Year

- ✓ Checking for Other Users on Database
- ✓ Update to New Fiscal Year

Executes the Subsystem Validations. SkyDoc



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THANK YOU FOR ATTENDING!

