PREFACE

About This Book

The AS/400 CIMS III Financial Management System Month End / Year End User's Guide is intended for management and staff-level users of the Financial Management System (FMS). The book contains instructions for month-end processing, year-end processing, and year-startup procedures.

This book discusses the routine tasks that typical users perform. It does not provide instructions for using installation or set-up programs, printing miscellaneous reports, or operating the AS/400.

How This Book Is Organized

Each chapter in this book is numbered with the chapter number and page number within the chapter. The Table of Contents lists each chapter by number as well as the chapter subsections. A glossary and index at the end of the book provide you with extra information.

The four Financial Management System Month End / Year End User's Guide chapters are described below:

Chapter 1, "Introduction," introduces you to the Financial Management System. It provides a brief description of the eight smaller systems or modules within FMS, and identifies the major tasks performed by this system. It also introduces the topics covered in this user's guide.

Chapter 2, "Month-End Processing, explains what activities are necessary in order to clean up and close each month

Chapter 3, "Data Integrity Utilities, allow users to periodically run procedures to verify balances and accounts are correct. It is important to run these utilities a few times per year and definately before beginning/closing a year.

Chapter 4, "Year-Start Procedures," explains how to use FMS to set up each new year.

Chapter 5, "Year-End Processing," explains what steps are necessary in order to close the current year and prepare data for migration to the new year.

Appendix A: Checklist and timing of activities.

Appendix A has been provided with the intent that copies of the format be generated every year for users to refer to and "fill in" as an annual checklist of activities document. All completed worksheets should be re-attached to this document for reference when setting up each new year.

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LAST UPDATE: 09/17/97

Chapter 1. INTRODUCTION

The Financial Management System (FMS) is a modified double-entry accrual accounting system designed for accounting organizations where encumbrance accounting is required. This type of system posts a debit entry to an expense account when a charge is incurred. The offsetting credit entry is posted to a liability account which then accrues, or accumulates, a balance. This liability entry is liquidated automatically when you write cheques for the accrued invoices.

FMS consists of eight smaller systems or modules which work together and share information. These modules are described briefly below.

- **General Ledger**(GEN) Maintains accounting journals for all CIMS III financial applications. The General Ledger report writers allow you to create and print user-defined financial reports. The G/L is produced based on activity within the other modules.

- **Purchasing**(PUR) Prepares and prints purchase orders and purchase order requisitions following user-defined approval processes. A purchase order is an order for goods or services. A purchase order requisition is a request for goods or services.

- **Receiving**(REC) Records receiving (packing slip) information and prints receiving logs. Receiving information can be used by the Cash Disbursements module to determine when invoices are ready to be paid.

- **Accounts Payable(ACP)** Maintains and accrues vendor invoices and prepares cash disbursement reports based on user-defined invoice approval and receiving policies. When invoices are paid against purchase orders appropriate encumbrance liquidation is performed automatically.

- **Cash Disbursements** (CDS) Determines when invoices should be paid and prints continuous form cheques for these invoices. It also records and maintains manual cheque entries and voided cheques.

- **Cash Receipts**(CRS) Records cash receipts and prints cash receipts listings and deposit slips for the bank deposit

- **Bank Reconciliation** Provides a means for users to enter (or download from bank) monthly bank statement entries and reconcile all entries and adjustments against system produced cheques and deposits. Results of bank rec items appear on invoice lookups and deposit inquiries.

- **Accounts Receivable** (ARS) — Records and maintains invoices for monies to be received from system defined customers. Invoices and statements can be printed as required. All revenue entries are automatically made to the G/L.

FMS uses Generally Accepted Accounting Principals (GAAP) to record all transactions. FMS also maintains a comprehensive audit trail for every entry and change to any single transaction or line of a transaction. ALL Transactions recorded on the system can be retrieved for account lookup and reporting purposes.

FMS provides a simplified method for double-entry accounting. For most transactions the user enters a charge to an appropriate account and FMS automatically enters the offsetting side of the entry (eg. to the Encumbrance liability). FMS makes all automatic entries based on "keyword/account" information that you provide each year during initial year setup.

In addition to providing increased accuracy of accounting records, FMS enables you to obtain financial reports quickly and easily. FMS contains many standard reports as well as report writers that enable you to design and print custom reports in minutes.

FMS is designed to be easy to learn, simple to use, and secure. All activities can be performed by choosing appropriate menu options. Screens design is consistent throughout ALL CIMS modules. Menus and programs can be customized and assigned for individual users. System Operators can limit users to specific accounts, reports, and locations.

FMS has been modified to calculate and maintain G.S.T. transparently to standard operations. In management options you control what percentage of G.S.T. should follow the account (eg. 32%) and what portion is remittable (eg. 68%). The system will automatically encumber, disencumber, charge, and accrue G.S.T. as Purchase Orders and Invoices are entered and as cheques are written.

FMS allows users to budget, view, and report on single accounts or for a user defined group of accounts (eg. balances/expenses for a cost centre). This facilitates school based management principles where "bottom line" budgeting is enforced.

How Information Flows in FMS

```
          _Purchase Order Closing/Liquidation__
         _Purchase Order Entry/Approval___    |
        _Requisition Entry/Approval___   |    |
       _Vendor Maintenance____       |   |    |
      |____________          |       |   |____|
     | PURCHASING  |         |       |___|
     |   MODULE    |         |_______|
     |     (1)     |_________|
     |_____________|                          _Receiving Entry___
            |                                |____________       |
            |________________________________| RECEIVING  |      |
                               |             |  MODULE    |      |
   _Invoice Post/Print___      |             |    (2)     |______|
  _Invoice Approval___   |     |             |____________|
 _Invoice Entry___    |  |     |                     |
 |____________   |    |  |     |                     |
| ACC PAYABLE |  |    |__|     |                     |
|   MODULE    |  |____|        |                     |
|    (3)      |__|_____________|_____________________|
|_____________|                |                     |
       |              _Month-End Print___            |
       |             _Journal Entry___  |            |
       |            |_______|____    |  |            |
       |           | GEN LEDGER  |   |  |            |
       |           |   MODULE    |   |__|            |
       |___________|    (5)      |___|               |
                   |_____________|                   |
      __________________| |  |____________________   |
     |                    |          _Manual|Cheque Entry___
  _Cash Receipt Entry__   |         _Cheque Writer___       |
 |_____|______        |   |         |_______||___    |      |
| CASH RECEIPT|       |   |        | CASH DISB.  |   |      |
|   MODULE    |       |   |        |   MODULE    |   |______|
|    (4)      |_______|   |        |    (6)      |___|
|_____________|           |        |_____________|
     |     _______________|                   |
     |    |         _Statement Posting___     |
     |    |        _Statement Entry___   |    |
     |    |        |____________     |   |    |
     |    |       | BANK RECN.  |    |   |    |
     |    |       |   MODULE    |    |___|    |
     |____|_______|    (8)      |____|________|
          |       |_____________|
          |
     _Maintain/Print Statement___
    _Invoice Entry/Printing___   |
   _Customer Maintenance___  |   |
  |_______|____           |  |   |
 | ACCT RECV.  |          |  |___|
 |   MODULE    |          |__|
 |    (7)      |__________|
 |_____________|
```

1 The Purchasing module maintains vendor and purchase order information. When you create a purchase order, the system automatically encumbers (or reserves) a portion of the budget for all general ledger accounts listed on the purchase order. When you create a purchase order requisition the system does not encumber budget accounts until a manager approves the requisition and creates the purchase order.

2 The Receiving module maintains information about the goods you receive. It checks the items received against items ordered on your purchase order to determine if the order is complete.

3 The Accounts Payable module handles vendor invoices. Invoices are entered in batches and accrue in the system until they are ready to be paid through cash disbursement criteria. Invoices can be entered against Purchase Orders and will allow entry clerks to control and view items ordered, cancelled, received, and finally invoiced. Posted Invoices will automatically liquidate appropriate purchase order encumbrance amounts and make "transaction" adjustments for

4 The Cash Receipts module records bank deposit information such as cash and cheques received for various school functions (eg. Evening School). Appropriate charge and bank accounts are charged and credited according to user-defined options. Optionally a user can print a deposit slip which is acceptable to the bank.

5 The General Ledger module receives information from other modules and updates appropriate encumbrance, transaction, and budget journals (P/O, A/P, C/D, W/H, GEN, P/R, A/R, F/A, C/R) to reflect this information. CIMS provides powerful free form report writers to allow users to manipulate and create custom financial reports based on the contents of these journals. Note that all journal information is recorded in line-by-line detail.

6 The Cash Disbursements module allows users to control processing of continuous form cheques based on invoices entered in the A/P module. It also has the facility to enter and print manual cheques. The system determines when to pay invoices based on user-defined criteria such as the age of an invoice, vendor priority, whether items have been received, voucher numbers, or discount dates.

7 The Accounts Receivable module records, prints, and maintains customer receivables. Invoices to customers are entered online and can be aged with interest if required. Statements can be generated in a variety of ways (Open, Detailed, Current Month). Payment of A/R invoices is maintained separately from the cash receipts module. A/R interfaces with the General Ledger to automatically credit and debit appropriate revenue and bank accounts.

8 Bank Reconciliation programs allow users to input (or automatically generate) monthly bank statements based on information provided by the bank. A Posting process reconciles statement entries against A/P, C/R, and A/R generated outstanding deposits and cheques. Results of Bank Reconciliation are visible on Invoice and Deposit Lookups. Journal entries for bank adjustments such as interest ARE NOT automatically made.

How FMS Works with Other Applications

```
               _Vendor/Bid Management___
              _Requisition Stock___     |
             _Maintain Stock___    |    |
            |____________      |   |    |
           |  WAREHOUSE  |     |   |____|
           |  INVENTORY  |     |___|
           |    SYSTEM   |_____|
           |_____________|
                  |
                  |
                  |
                  |
                  |______ ________________ ______________
                         |                |              |
     __________      ____|_____      _____|____      ____|_____
    | ACCOUNTS |    | PURCHASE |    | RECEIVING|    | GENERAL  |
    | PAYABLE  |    |  MODULE  |    |  MODULE  |    | LEDGER   |
    |  MODULE  |    |          |    |          |    | MODULE   |
    |__________|    |__________|    |__________|    |__________|
         |                                |            | |
         |                                |            | |
         |______________________________  |  __________| |
         |                                |________      |
         |                                         |     |
     _Payment Employer Contr___                    |     |
    _Maintain/Pay Employees__  |                   |     |
   |_____|______          | |                   |     |
  | EMPLOYEE     |            | |               _Depreciate Assets____
  | MANAGEMENT   |            |_|              _Define/Track Asset__  |
  |   MODULE     |____________|               |_____|______        | |
  |_____________|                           | FIXED ASSET |        | |
                                            |   MODULE    |        |_|
                                            |             |________|
                                            |_____________|
```

Chapter 2. MONTH-END PROCESSING

Before You Begin

Month End processes include those activities which ensure that:

- data integrity is maintained (separate process)
- encumbrances are being liquidated properly,
- journals are being updated appropriately, and
- G/L reports of activity are being printed, viewed, and are confirmed "in balance".

No finance activity can be done when month end programs and activities are running, ie: procedures should be done "after hours". Where appropriate, schedules should be made that indicate what hours every month that month end will be performed. Alternatively, Office Calendars and programming can be used to automatically schedule some of these activities to occur in the middle of the night (not to interfere with backups).

In General, the FMS Report Writer should be used to report on account detail for CLOSED Months only. The Transaction Activity Writer must be used to report on unclosed activity.

Month End activities should be performed approximately 2-3 weeks after the month has ended. Assure that any activity that should be recorded and closed within the period to be closed has been completed (eg. "lagging behind" Journal entries). Note: If a close has been done and more entries pertaining to the closed period are made the month should be re-closed so that closed journals and balances reflect true period expenditures.

A month or period can be closed any number of times until the following period is also closed. Once the following period has been closed, the previous period cannot be updated. Note that if entries are made with processing dates reflecting periods that are permanently closed, the items will close in the current month with "invalid" dates.

The remainder of this chapter describes how to and when to perform activities related to month end procedures noted above. It is critical that ALL procedures be done faithfully and accurately.

Month End Procedure - Don'ts

1) DON'T run a month end until a proper FMSFILES backup has been completed. Should the system go down or problems occur, it is critical that an FMSFILES backup tape could be restored.

2) DON'T run any month procedures until you are assured that no financial activity is taking place (ie. payroll, warehouse, users who have left themselves signed into a journal entry ...)

3) DON'T cancel a month-end process once it has begun under ANY circumstances ...

GNL.930 - Out of Balance Journal Printer

This option will verify that all journals are in balance or "not". If errors exist a report will be printed indicating which journals are in error. GNL.935 can then be used to correct or add entries.

A monthend close should not be run until this report indicates that all journals/funds are in balance. Once this option runs clean you can be assured that the month will also close.

Rules to follow:

1. This procedure should be run previous to any month end. It can be run during the day.
2. Run this option separately for each fund

GNL.935 - Correct Out-of-Balance Journals

GNL.935 is used to "A"dd one sided journal entries or "C"hange/"D"elete entries that have caused journals to become out-of-balance.

This program enables you to see and alter any entry that has been made to the system journals. ** Note that all changes made by this option appear in a separate audit file. This is a very dangerous option that should only be used by appropriate financial personnel.

In order to make changes to an entry refer to the "error" reports generated by GNL.930. Note the Account Number, Journal, and Date of Error. This information will be necessary to easily "I"ndex for the entry.

**** NOTE ****

The system does not have to be in a restricted state in order to run GNL.930, GNL.935 and GNL.935R. GNL.930 and GNL.935R do require a large amount of the system to run so DO NOT run these reports during peak operation times during the day.

Choose to "I"ndex entries based #2 and enter the account number and date. Once the entry has been located choose to "C"hange or delete the selected record.

```
 ________________________________________________________________
|                                                                |
| I_______  Relative Record# _______________________________     |
|                                                                |
|                                                                |
|                 Index: 2                                       |
|                     2 = Account# & Transaction Date            |
|                         Account X.XXX.XXXX.XXX.XXX             |
|                         Journal _____                          |
|                         Date    MM/DD/YY                       |
|                         Refern: ________                       |
|________________________________________________________________|
```

Information for each entry must be recorded and used in the entry:

```
         ACCOUNT        Acct# (INCLUDE DELIMITERS) eg 1.12.12.12.00
         JOURNAL ID:    P/O, A/P, C/D, C/R, A/R, P/R, W/H, GEN,....
         T/P DATES:     Enter Appropriate Dates MMDDYY
         SYSTEM:        PUR, ACP, CDS, ACR, ACR, GNL, INV, GNL,....
                                       CRS
         DOC NUMBER1:   may be P/O# & DOCID, J/E# & AJE, Inv# & DOCID, ..
         AMOUNT:        Dollar Amount (eg. 112.00-)
```

The Reference Numbers and DOCID are critical in linking up unbalanced entries with the appropriate one-sided entries. If you are unsure of the values that should appear "L"ookup another similar entry !!!!!

GNL.935R - Journal Correction Audit Report

This program enables you to print a report showing all journal changes, additions and deletions that have been made using GNL.935. The system prints out added and deleted records as well all changes that have been made to a record.

If changes are made to any month-end this audit report should be run and the output should be attached to the monthend.

GNL.710 - General Ledger Month End Close

Requesting a close is a simple process of choosing option GNL.710 and pressing ENTER. As indicated in the "before you start section", this utility should be run when NO users are active within the FMS module OR any module that may interface (eg. Warehouse stock issues). The Month End process runs in batch and when the job has completed a message is sent to the workstation indicating whether the month "closed normally" or ended in error due to "out of balance" entries.

If a user is having trouble finding the "completed normally" message, the close prompt screen also displays what months have successfully closed and how many times they have been closed.

In the "background" programs of a close, the system is updating appropriate closed journals (PGNL512,513,514,602,603,604) and clearing unclosed activity (PGNL502,503,504). Balances are also checked and PGNL601 monthly amounts are updated. Journal Reports are generated that indicate for each journal all activity that has been closed. Activity is posted in detail or in summary according to setup options from program (GNL.203). A General Ledger is also produced indicating Credit/Debit balances of all accounts.

Month End Processing can run anywhere from 45 minutes to 1.5 Hours and the processing of reports and the General Ledger may require another 1-1.5 Hours. Note that if the month does not close normally, the processing time will be considerably shorter and the reports provided will not include a General Ledger (OGNL501).

Reports that may be generated from a month end close (if activity has been generated) are described as follows:

OGNL512S - Summary Listings (by Fund) of Budget, Transaction, and Encumbrance Journals. The report is divided by journal type (P/O, A/P..) and is arranged in account order. A total credit/debit balance is shown for each account that has "closing" activity. If a month has not closed properly error messages (** ERROR **) will appear indicating what accounts are in error. Refer to report OGNL511 for details on errors that must be corrected.

*** In some cases ERRORS will appear but the month will still close. These types of errors should be reported to Take Two.

OGNL512 - Detail Listings (by Fund) of Budget, Transaction, and Encumbrance Activity. The report is divided by journal type (P/O, A/P ..) and is arranged to show for each account all closing activity in date order. Details include transaction date, description, vendor number, reference numbers (PO#, INV#, DEP# ..) and amount.

OGNL511 - Detail Listings (by Fund) of Budget, Transaction, and Encumbrance Activity. The report is arranged in date and reference number order. Details include transaction date, reference numbers, description, account number, and amount.

** OGNL511 is used primarily to find and "match" one sided entries that will be required if a fund or journals are out of balance. If a month has closed normally, this report is commonly NOT printed.

OGNL501 - General Ledger indicating in summary for each account what the current month Credits and Debits were as well as the year to date balance of the account

If a month ends normally, users commonly delete all reports and print only the General Ledger (OGNL501). Journals can be printed at any time for any range of dates in case auditors require them. If a month does not close properly, OGNL512 and OGNL511 reports are viewed and often portions are printed and stapled with one-sided entry details (refer to section below).

PROCEDURES FOR UNSUCCESSFUL MONTH END CLOSES

If invalid Purchasing data is uploaded or system problems occur exactly at the time of a PO post, it is possible that either a Fund or Journals may be out-of-balance. This is a more common problem in the encumbrance Journals. If transaction balances are in error and there is no explanation for it call Take Two before proceeding to fix the entries.

GNL.570 - General Financial Report Writer Print

In some situations, a "set" of report writer reports (created using GNL.570) are commonly run together and frequently (eg. month end). Program GNL.571 allows reports to be grouped together for submittal. Program GNL.570 allows single or a group of reports to be run.

PUR.515 - Aged Open Purchase Order Status Report

When a purchase order is created an encumbrance equalling the estimated charge is made to the appropriate account(s). When an invoice arrives against the purchase order ONLY those lines that have been invoiced for are liquidated. Unless Accounts Payable forces a purchase order closed, there is a great potential that encumbrances are not being cleared efficiently. This can be common for situations where cancelled items have not been recorded, blanket purchase order estimate values are high, or "loose" items are left POed but will never be invoiced.

Reports PUR.510 and PUR.515 (they have different formats) will indicate in line by line detail what PO encumbrances are still outstanding. Purchasing and Accounts Payable will have to work together to assess what liquidations (individual or in "mass) must be completed.

During the year it is important to run this report frequently (monthly). As year end approaches, you may wish to run the report and expedite POs more rapidly to "relieve" account expenditures.

This procedure can be run anytime. It requires 5-15 minutes to process.

PUR.911 - Automatic P/O Close by Date Required

PUR.510 and PUR.515 as discussed above will aid in showing users what POs must be liquidated. In addition PUR.911 will provide what POs are open based on the "user prompted" Purchase Order Expiry date. Further, users can review the list, change expiry dates for POs not to be included and finally run a PO close in mass.

This method is sometimes desirable in comparison to using PUR.910 to request and close each PO separately.

This procedure can be run anytime. It requires 5-15 minutes to process.

GNL.540 - Outstanding Encumbrance Listing

This report should be run at every monthend to assure the outstanding encumbrances (open P/Os) balances to the general ledger amounts for encumbrances. Compare this report output to a report writer listing current encumbrance balances.

CTL.DATA - Update & Report on Control Account Balances
GNL.910 - Replace Financial Class in Account Number

Depending on account creation control and sequence of steps, it is possible to have control account balances that do not equal the total of all detail. It is also possible for an account to have the wrong financial class. These two errors are caused by the following activities:

1) If a user creates a detail account and performs activities to that account (eg. PO, Invoice, provides a budget amount) without first attaching the account to the control account, then the control account balance will not include this "previous" activity.

2) If a financial class from an account element is updated (GNL.203) ALL setup account numbers using that element WILL NOT be updated.

SIMPLE RULES TO FOLLOW:

1) Try to develop "strict" account setup guidelines;
   - only 1-2 individuals should be able to setup accounts.
   - account creation should consist of both creating an account and attaching it to an appropriate control group

Regardless of your best efforts, there will be occasions when balances and financial classes do not match. Running CTL.DATA will update the PGNL601 file and will report on what has been changed.

NOTE: CTL.DATA can be run more often than at month end. Just assure that no activity is being done in FMS at the time that the procedure is run. This Procedure may take between 3-12 minutes to run.

GNL.991(2) - Verify Closed/Unclosed Journals with G/L Balances

Similar to CTL.DATA, there are rare instances when the totals of G/L activity do not match the balances portrayed. The most common occurrence for this problem is for data that has been uploaded from a previous system. The GNL.991 program will run through all transactions, re-assure that all items are in balance and update PGNL601 if necessary. Reports will be generated to indicate which (if any) accounts were changed to maintain "balance".

NOTE: No FMS activity should be done while this procedure is running. The process takes between 5-18 minutes.

GNL.991U (992U) - Update G/L Balances with Closed/Unclosed Journals

These programs re-calclulate G/L Balances against Closed and Unclosed journals. These options should be run when the verification reports show that the Unclosed or Closed Journal did not match the G/L Balances.

Chapter 4. YEAR START PROCEDURES

Before You Begin

This chapter explains the steps necessary to set up the next fiscal year for your system. Because of the critical nature of this process, we strongly suggest that you review this chapter thoroughly before proceeding to run any of the programs described here.

You should consider forming a review team made up of members from each area affected by the year start process, including administration, purchasing, system operator, accounts payable, receiving, and payroll. This review team can discuss the processes so that all parties understand the desired outcomes and can improve on last years procedures where possible. Since this process happens only once a year, a written plan detailing the responsibilities for all parties and a timeline for completion is an essential foundation for ensuring a successful transition of information into the next school and or calendar year.

It is often desirable to open a year at least one month ahead of the closing of the previous year. CIMS III accommodates this request easily and allows users to concurrently operate in multiple years independently. We encourage users to open and begin operations in the new year as soon as they wish regardless of the closing of the previous year. This is especially true for Purchasing (in FMS), payroll setup (in EMS), and next year master schedule planning (in SMS).

Most Year-Start tasks can be done during normal operations. Activities that require a restricted system have been highlighted below.

Note: EMS year start depends upon the equivalent FMS annual member. If 1997 EMS is being setup, FMS 1997 must exist.

Note: Once a year has successfully been opened, any changes to the previous year with regard to chart of accounts, keywords, or general options must also be made to the new year if applicable.

Highlight of Activities and Responsibilities

The following programs must ALL be completed in the order indicated to successfully open a new financial year. Note that responsibility areas have been identified. Each Board may have a slight variation to their set of key personnel... make adjustments as necessary.

SYSTEM OPERATOR FUNCTIONS

- ACS.250 - Maintain Work Areas
- ACS.270 - Maintain User Assignments and Duplication
- INV.000 - Setup Client File Members for WHS (If WHS Installed)
- FAS.000 - Setup Client File Members for FAS (If FAS Installed)
- FMS.000 - Setup Client File Members for FMS
- ARS.000 - Setup Client File Members for ARS

FINANCE TEAM FUNCTIONS

- GNL.100 - General Financial Management Options
- GNL.100 - Confirm Management Options
- GNL.101 - Confirm Account Code Format
- FIN.010C- Copy Prior Year Accounts to New Year
- GNL.201 - Confirm Keywords
- GNL.202/GNL.203 - Confirm Account Code Elements
- ARS.110 - Confirm A/R Management Options
- REQ.100 - Confirm WHS Control Options (If WHS Installed)
- FAS.110 - Confirm FAS Control Options (If FAS Installed)
- GNL.601 - Beginning Account Balance Maintenance
- PUR.101 - Confirm Purchasing Options
- GNL.901S- Test Financial Setup Status
- GNL.100 - Affirm that Year should be Opened
- MGR.501 - Adjust Control Documents (docids if necessary)
- GNL.110 - Define Account Code Element Restrictions
- GNL.103M- Maintain Cross Reference Table
- ACP.210 - Review the Invoice Batch Edit Options
- WRKQRY - Adjust Queries that access annual Members

ACS.250 - Maintain Work Areas

Work areas are used to control "global" user access to the system by defining the client, user level (Manager, Staff, Operator), the system (FMS,EMS,SMS ...), and the fiscal years available for access. The System Operator may have to use this program annually to:

1) add the new fiscal year to your existing work areas, and
2) to create work areas for groups of users (eg. Staff Users who do POs that you wish to be unapproved automatically)

This option is found within the ACS Module. Note that the fiscal year of ACS is not important, ie: it is irrelevant that you may enter 1996 ACS to change the work areas for 1997 finance.

Generally, work areas do not have to be maintained annually. The System Operator may choose to allocate up to 6 years in advance so that this operation does not have to be done every year.

At most sites, there are only two defined work areas, namely:

```
    XXXXXX - Where XXXXXX refers to an abbreviation of your district
             name, eg. Middlesex County's work area is MIDDL. This Work
             area is used for all "Manager" related User Assignments.
    XXXXXXS- The additional "S" implies that the work area is setup for
             "S"taff users, eg. users like principals who you wish to
             create purchase orders but have them automatically be
             stamped as unapproved
```

ACS.270 - Maintain User Assignments

User assignments control each individual's access to products, menus, and years of access. Each assignment for a user identifies:

- a work area (whether user is Manager, Staff, Operator)
- a fiscal year of access
- an initial menu or menu item, and
- a default output queue

A User may have up to a maximum of 99 assignments (eg. 1996 Finance, 1997 Finance, 1997 Payroll). Each assignment is independent of another. When previous year information should be closed and altered to "look up only", the system operator should alter the menu available to users through their previous year assignment. When a new year is being created, the System Operator must Add user access to a newly setup year by adding a new assignment.

```
 ____________________________________________
|                                            |
| User Id:  XXXXXXX   (Name of User Profile) |
| Assignment: X       (Value from 1-9)       |
|                                            |
| Assign to: MMMMM M  (Menu Name, eg FMS000) |
|                                            |
| Default Queue: XXXX (Default Printer Name) |
|       Library: *LIBL                       |
| Work Area:     XXXX (Explained Below)      |
|      Year:     XX   (Fiscal Year of Access)|
|                                            |
|____________________________________________|
```

Note: It is critical to warn users to continually watch what assignment they are entering while two years are actively open. It is common that during this transition phase purchase orders are made to the wrong years and cheques are paid ONLY because users did not switch to the appropriate year. It may be helpful to assure that assignment #1 is the most commonly entered option.

ACS.550 - User Assignment Duplication

ACS.550 MAY be used to automatically update user assignments for a new fiscal year. This program duplicates ALL or selected existing user assignments for a new fiscal year depending on how much information is keyed in the prompt fields.

Eg #1: To grant all managers access to next year operations and maintain the same menus that they currently have, fill in the prompt screen as follows:

```
 _____________________________________________
|                                             |
| Locate Users with                           |
|     Work Area ....  XXXXX  (Mgr Work Area)  |
|          Year ....  XX     (Current Year)   |
|          Menu ....  ______ (Leave Blank)    |
|                                             |
| Create New Assignment with                  |
|     Work Area ....  XXXXX  (Mgr Work Area)  |
|          Year ....  YY     (New Year)       |
|          Menu ....  ______ (Leave Blank)    |
|_____________________________________________|
```

** NOTE: If the manager has more than one manager assignment in the current year indicated (eg. FMS95, EMS95, WHS95), then 3 new assignments will be created (ie. FMS96, EMS96, WHS96).

FMS.000 - Setup Client File Members for FMS

This procedure can be done only once per year and is run within the current financial year. !! It can be run during normal day operations and will take approximately 10-15 minutes to run.

In the "background" this program creates new file members for FMS annual files such as the chart of accounts (PGNL601) and purchasing (PPUR420H, PPUR420L). All appropriate current data is independently maintained in its own member so there is NO interference between "years of data".

CIMS takes advantage of 2 types of files, namely:

- Annual files - Data is "year specific" such as Purchase Orders, Budget Balances and Activity.
- Non-annual files - Data remains the same regardless of year of entry such as Vendor Master information or Location Codes.

CIMS programs know which member to update based on the assignment year that the user signs into.

To create the New Fiscal Year Members, choose to "A"dd for XXXXXX (client name) year YY. As a description indicate what range of dates the fiscal year applies to.

This program also allows the FMS administrator to delete/remove an entire fiscal year of data ... exercise caution ...... NEVER choose to delete unless proper backups have been done and members should be deleted.

ARS.000 - Setup Client File Members for ARS

This procedure can be done only once per year and is run within the current financial year product. !! It can be run during normal day operations and will take approximately 10 minutes to run.

Refer to the above option FMS.000 for details on what this program option does.

To create the New Fiscal Year Members, choose to "A"dd for XXXXXX (client name) year YY. As a description indicate what range of dates the fiscal year applies to. Note that the year chosen for AMS MUST match the FMS year that has been opened !!!

Note that this program also allows the FMS administrator to delete/remove an entire fiscal year of data ... exercise caution ...... NEVER choose to delete unless proper backups have been done and members should be deleted.

*** All Financial Team Activity should be done in the newly setup financial year. BE CAREFUL NOT TO ACCESS THE CURRENT YEAR AND START TO DO NEW YEAR ACTIVITIES !!!!! ***

All of the following tasks can be done during normal day operations of the system. None of the tasks should take more than 5 minutes of processing time to complete

GNL.100 - General Financial Management Options

Use General Financial Management Options to update default management criteria for the new year. This program enables you to define management policies for processing purchase orders, receivings, and invoices. There are also various security controls that can be set. If users do not understand what certain options are, press HELP for a detailed explanation of every option.

GNL.101 - Re-Confirm Account Code Format

You must confirm the format of your general ledger account code each year, even if it is the same as last year and you do not want to change it for the new year. Keep in mind that if you choose to alter the format (Option "C"), it may not be feasible to copy last year's chart of accounts to the new year. Extensive work in the Account Elements and Account Object programs may also be necessary to accommodate element length changes or additions of new elements. It is best to consult with Take Two if you are contemplating a change in your account structure.

FIN.010C - Copy Prior Year's Accounts to Current Year

Use FIN.010C to copy prior year Chart of Accounts (including keywords, elements, objects, bank Ids ...) to the Current Year Member. It is critical that you are signed into the NEW year to do this operation. Doublecheck "FY" at the top left of the screen for assurance that you have signed into the new fiscal year. Note that once this option is chosen, the system also provides a message re-assuring that you are in the new year. Choose "G"o to continue with the operation, else "C"ancel to abort the operation.

ARS.110 - General A/R Management Options

Similar to GNL.100, use ARS.110 to update default management criteria for the new year. This program enables you to define Address Information, billing policies, default DOCIDs, and financial posting keywords. If users do not understand what certain options are, press HELP for a detailed explanation of every option.

GNL.601 - Beginning Account Balance Maintenance

Beginning Account Budget and transaction balances can be done at any time during the year. It may be convenient to leave both balances at 0 until the previous year has been closed or until Budget has been approved. The system will allow (check GNL100 options) users to run with deficit balances.

The first month end SHOULD NOT be run until these initial values have been entered.

There are a variety of ways to update opening balances, namely:

1) figures can be uploaded from a PC spreadsheet or database
2) transaction figures can be copied from final year close operations of the previous year
3) figures can be entered using GNL.601 and "auto next record"

In order to assure that control accounts are being updated properly with detail account balance totals, run program CTLDATA occasionally.

PUR.101 - Setup Purchasing Annual Options

Prior Year Purchasing defaults are displayed and verified for the new year through this operation. Users must confirm that address, ship to, and contact names have not changed. More importantly, GST and PST defaults and remittance splits (eg. remit for 68% and charge acct 32%) are maintained from within this program.

GNL.901S - Test Financial Setup Status

Once the financial team has completed their tasks and discussed how and when GNL.601 will be completed, program GNL.901S must be run to verify that your efforts have been successful in preparing the system for the new year. The system scans the data that you have entered to determine if the information is complete. A report is generated that lists any errors in your setup and indicates whether the year can be opened. If errors are found, they must be corrected and GNL.901S must be run again. Once the report indicates that all is "OKAY", one final step must be completed, namely:

- Run GNL.100 again and choose
  A. Open for access to Chart of Accounts "Y"

This closes the structure of the general ledger accounts and enables others to begin posting to the General Ledger in the New Year.

*** NOTE *** There are still several activities that the System Operator may have to complete before users should be allowed to post activity.

NOTE: The ONLY acceptable error is to NOT have a P/O routing level 9 person when NOT using multi-level P/O approval.

MGR.501 - Define Control Documents

In some situations, Administration has DOCID's that are Year specific (eg. PO96, PO97). Make sure to create the New DOCID and assign an appropriate numbering sequence.

Some requisition, purchase order, and cheque numbering sequences have been developed to coincide with the year (eg. 960065 - 65th PO in 1996, 6020045 - 45th PO for location 02 in 1996). MGR.501 must be used to change all such "year sensitive" DOCID's to the new numbering scheme. This activity must be completed before purchase ordering begins.

NOTE: If you do not have year specific DOCID's DO NOT CHANGE the current values as this is a non-annual file and the current year numbering sequence will change.

GNL.110 - Define Account Code Element Restrictions

Use this option to restrict users to specific accounts AND (if desired) to implement multi-level P/O approval. If a user has NO account code restrictions they DO NOT have to be entered into this program.

```
ex: 9.????.???.????.??    Y        (given access to all Fund 9 accounts)
    ?.2???.???.????.??    X        (then remove access to revenue accts)

    ?.????.???.????.23    Y A 1000 (user MUST approve all P/Os for
                           location 23 which are less than 1000 dollars)
```

WRKQRY - Check "Annual File" Queries

If Queries have been created and continue to be utilized that access annual file members (eg. Invoices, Purchase Orders, Journal Entries, Cash Deposits), the System Operator must change the "file selection" option of EACH query and re-save the definition. If this is not done, users will still be running reports based on the previous year data rather than the new year. Refer to the Query manual for assistance.

HINT: If annual file queries are added to ACS menuing, it is possible to have the file member name "user prompted". This will eliminate the need to re-save query definitions every year.

In order to use this feature use the following string input within ACS.350 as you create the menu option:

```
Param .. RUNQRY QRY(FMSFILES/XXXX) ??QRYFILE((FMSFILES/XXXX XXX96))
                                |                          |     |
                           Name of Query                  File   |
                                                              Member
```

Chapter 5. YEAR END PROCESSING

Before You Begin

This chapter explains all activities that must be done in order to successfully close a current year of financial operation. It also discusses optional tasks and procedures that you may choose to run in order to transfer balances and data from the previous year to the new year.

Some Year-End procedures discussed in this chapter should be run shortly after the new year has been opened (eg. Carry Forward Single POs or Invoices). However others (eg. 14th period close, balance sheet carry over) may not be done until 2-3 months into the new fiscal year.

Due to the critical nature of discussion and timing of year end activities, we strongly suggest that an appropriate financial committee review what must be done, read this chapter, and then plan thoroughly how, what, and when procedures should be completed.

Year End activities SHOULD NOT be run while any other financial activity is being done.

While users are active in two fiscal years, it is important that users are reminded to check that they are continuing to do activities in the proper year.

Highlight of Activities and Responsibilities

The following programs must ALL be completed in the order indicated to successfully close a financial year. Note that responsibility areas have been identified. Each Board may have a slight variation to their set of key personnel ... make adjustments as necessary.

SYSTEM OPERATOR FUNCTIONS
- ACS.330 - Maintain Menus
- ACS.270 - Maintain User Assignments and Purge

FINANCE TEAM FUNCTIONS
- PUR.810 - Carry Forward Single P/O's from Prior Year
- PUR.815 - Carry Forward ALL Open P/O's from Prior Year
- ACP.810 - Carry Invoices Forward from Prior Year
- ACP.811 - Carry Forward ALL Open Invoices from Prior Year
- GNL.810 - Carry Forward Balance Sheet Balances
- ARS.340 - Carry Forward Invoice from Prior Year
- ARS.345 - Carry Forward ALL Open Invoices from Prior Year
- ARS.336 - Roll Current Customer Balances to Previous
- GNL.720 - Yearend Expense/Revenue Set to Zero
- GNL.402 - Yearend AJE Reversal
- GNL.710 - Final 13th and 14th Period Closes

SYSTEM OPERATOR FUNCTIONS

- SAV/RMS - Member Save and Remove Considerations

ACS.330 - Maintain Menus

At different times slightly before and after each year ends, different groups of users and their access to previous year data should change. Eg. purchasing commonly "cuts off" previous year spending one month before the year ends. From that time onward all PO entry should be done in the new year. Accounting continues to make Journal Entries for the previous year potentially many months into the new year so must maintain active use in 2 years. The System's Operator should work together with the finance committee to establish what menus and items should be granted to users.

It is VERY IMPORTANT that this procedure be addressed in timely fashion. We have been notified "many times" to back out cheque runs, payroll actuals, and Purchase Orders that were run in the wrong year. This additional programming can get costly for your site.

ACS.270 - Maintain User Assignments

User assignments control each individual's access to products, menus, and years of access. Each assignment for a user identifies:

- a work area (whether user is Manager, Staff, Operator)
- a fiscal year of access
- an initial menu or menu item, and
- a default output queue

A User may have a maximum of 99 assignments (eg. '95 Finance, 96 Finance, 96 Payroll). Each assignment is independent of another. When previous year information has been closed, the system operator should alter the menu and items available to users through their previous year assignment. When a year is being closed, the System Operator must "C"hange or "D"elete user access to the closed year by changing or removing his current assignment.

SAV/RMV - Member Save and Remove Considerations

Upon successful completion of a year, the physical files and programs (FMSFILES, FMS400, ACSFILES, ACS400) should be backed up and stored offsite.

PUR.810 - Carry Forward Single POs from Prior Year

This option MUST be run while the user is in the New Year !!! The following Criteria must be adhered to:

1) PO must have a valid Vendor Number
2) PO charge accounts (or selection) MUST exist in the new year
3) PO Number must not have a duplicate in the new year, ie. if activity has already occurred in the new year purchase order numbers CANNOT overlap.
4) PO MUST have an outstanding quantity of items
5) Blanket Order POs MAY be transferred

Purchasing should carefully consider which Purchase Orders to carry forward and which to liquidate and close. Appropriate 30-60-90 reports should be generated to evaluate what Purchase Orders will not be completed. All "invalid" Purchase Orders should be closed ASAP to relieve charges to accounts.

This program enables you to select individual Purchase Orders to be carried into the new year. Results of the option are based on a "switch" that the System Operator can control by changing the menu item description (ACS.310) of PUR.810.

If the switch indicates a "Y"es, the Purchase Order will NOT be liquidated in the previous year.

It is recommended to change this switch to a "N"o, the Purchase Order will then be liquidated in the previous year. In case the charge account number has changed in the new fiscal year, the user also has the ability to control what account the charge should be posted to.

Closed Purchase Orders cannot be carried into the New Year.

This option may be effective if the volume of Purchase Orders to carry over is small. Alternatively, option PUR.815 will provide a more automatic carry over.

NOTE: There is also a "switch" to indicate whether to close the Purchase Order selected in the previous year.

PUR.815 - Carry Forward ALL Open POs from Prior Year

The User MUST be signed into the New Year to run this operation. Refer to the previous section for "carry forward PO rules".

This option cannot be run if the chart of account structure has been altered from the previous year or potential charge accounts have been deleted. The carryover process re-encumbers amounts based on previous year numbers. If an account does not exist the P/O WILL NOT be carried forward.

Purchasing should review appropriate 30-60-90 reports to evaluate what Purchase Orders will not be completed. All "invalid" Purchase Orders should be closed ASAP to relieve charges to accounts and to ensure that they will not be carried into the New Year.

This program runs through all purchase orders and automatically carries over ALL purchase orders flagged as "open" regardless of the amount encumbered (may be 0 value). Results of the option are based on a "switch" that the System Operator can control by changing the menu item description (ACS.310) of PUR.815.

If the switch indicates a "Y"es, Purchase Orders will be liquidated in the previous year and all encumbrances will be re-opened in the New Year. There is a second switch that allows the user to control whether or not to close the Purchase orders in the previous year.

ACP.810 ACP.811 (ALL) - Carry Invoices Forward from Prior Year

The user must be signed into the new year to request to run this option.

Similar to Purchase Order carryover, users have the ability to carry over selected invoices or ALL UNPAID invoices. Appropriate reports should first be generated as an audit of what has been transferred.

This program is used to transfer all POSTED and UNPAID invoices to the new year. If payment is due in next year's books, then this procedure must be run. General Ledger expense and liability balances ARE NOT carried forward automatically. Users will have to manually adjust both years' liability, surplus, and charge accounts as required.

ARS.340 ARS.345 (ALL) - Carry Forward Invoice from Prior Year

This program carries forward A/R invoices from the prior year. No financial postings take place as the invoice is simply duplicated to the new year. The previous year invoice is closed. Invoices are carried forward IF 1) Not completed 2) Not already rolled 3) Amount Invoices DOES NOT EQUAL amount paid.

ARS.336 - Roll Current Customer Balances to Previous

This program rolls the current customer balances to the previous year balances. The current balance and YTD figures are then reset to zero.

GNL.810 - Carry Forward Balance Sheet Balances

The User must be signed into the new year to request this option.

This program allows users to carry forward a selection (by fund) of balance sheet balances into PGNL601. We strongly suggest that the "Update Fund Balance Account" prompt be selected as "Y"es. This will ensure that each fund balance is updated and in balance.

GNL.720 - Yearend Expense/Revenue Set to Zero

The user must be in the previous year (year to close) in order to successfully run this option. No financial activity should be taking place while this option runs.

This operation can be done ONLY once. The finance team should be convinced that ALL year activity has been completed.

The GNL.910 program should be run before running GNL.720 to ensure that all financial classes for accounts are correct.

This program sets all revenue and expense accounts (financial class 7 and 8) to 0. A detailed report is generated to indicate what accounts were posted to the SURPLUS keyword account.

GNL.710 - Final 13th and 14th Period Closes

This option must be run in the previous year.

A 13th period month end close should be done when all perceived standard activity has been completed. Refer to the "month end" chapter of this manual for more information on how to perform a month end close.

The 14th and final period close SHOULD NOT BE RUN until the auditors have verified that all balances are correct and the year can be closed.

If storage is becoming a concern a decision may be made to remove old members of financial data. The procedures that must be done in order to successfully remove a member include:

1) Ensure that you have a backup of the member
2) Ensure that no users are signed into finance and that NO other related activity is being done.
3) Enter into any financial year and select FMS.000
4) Choose to "D"elete an old member.

PAY.100 - Payroll Management Options

The Financial Member field within Payroll Management Options (third screen) is used to indicate what financial year cash advances and cheque voids should post to. This option MUST be changed when the financial year rolls from one year to the next.

PAI.600 - Payroll Processor

There is a field on the second screen of Payroll Processing options that indicates what financial member the payroll should post to. The member MUST be changed when rolling from one financial year to the next.

APPENDIX "A" - Checklist of Activities

1) YEAR START ACTIVITIES

ACTIVITY	PROGRAM	STARTED	COMPLETED
Maintain Work Areas	ACS.250	________	__________
Maintain User Assignments	ACS.270	________	__________
User Assignment Duplication	ACS.550	________	__________
Setup New Year File Member for FMS	FMS.000	________	__________
Setup New Year File Member for ARS	ARS.000	________	__________
Setup New Year File Member for WHS	WHS.000	________	__________
Setup New Year File Member for FAS	FAS.000	________	__________
General Financial Management Options	GNL.100	________	__________
Define Account Code Format	GNL.101	________	__________
Define Account Code Elements GNL.202	GNL.203	________	__________
Copy Prior Year's Accounts to Current Year	FIN.010C	________	__________
General A/R Management Options	ARS.110	________	__________
Warehouse and Requisition Control Options	REQ.100	________	__________
Control Options	FAS.110	________	__________
Beginning Account Balance Maintenance	GNL.601	________	__________
Setup Purchasing Annual Options	PUR.101	________	__________
Test Financial Setup Status	GNL.901S	________	__________
Maintain DOCIDs & Numbering for New Year	MGR.501	________	__________
General Ledger Account Element Restrictions	GNL.110	________	__________

2) YEAR END ACTIVITIES

ACTIVITY	PROGRAM	STARTED	COMPLETED
Develop Appropriate Lookup Menus	ACS.330	________	__________
Maintain User Assignments	ACS.270	________	__________
Carry Forward Single PO's from Prior Year	PUR.810	________	__________
Carry Forward All Open PO's from Prior Year	PUR.815	________	__________
Carry Invoices Forward from Prior Year	ACP.810	________	__________
Carry Forward ALL Open Invoices from Prior	ACP.811	________	__________
Carry Forward Balance Sheet Balances	GNL.810	________	__________
Carry Forward Invoice from Prior Year	ARS.340	________	__________
Carry Forward ALL Invoices from Prior	ARS.345	________	__________
Roll Current Customer Balances to Previous	ARS.336	________	__________
Set Expense/Revenue to 0	GNL.720	________	__________
Yearend AJE Reversal	GNL.402	________	__________
13th and Final Period Closes	GNL.710	________	__________
Change Financial Member	PAY.100	________	__________
Change Financial Member	PAI.600	________	__________
Member Save / Remove Considerations	SAV/RMV	________	__________