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21 CLOSING PROCESSES

21.1 Month-end Closing Overview

This section provides an overview of the policies and procedures for performing month-end closing in ISIS.

The fiscal accounting year is divided into 13 monthly accounting periods. An additional 14th month accounting period is provided for OSRAP and State Treasurer's Office use only. Accounting periods are designated in the "FMFY" format (fiscal month fiscal year) by the number of the month in the fiscal year and the fiscal year; for example 0295 is August 1994 and 1196 is May 1996.

The month-end closing process consists of users completing transactions and system programs for clearing and closing. Users will have certain time frames to enter new transactions and to make changes and apply approvals on transactions that will be posted to the month being closed. The system's programs for the clearing process perform two functions. First, it summarizes the detail information in the Detailed General Ledger for the current month to a level suitable for efficient responsibility and financial reporting. Second, it purges older closed records from the open item application tables and ledgers so as to maintain operating efficiencies and to conserve space. The system's programs for the closing process mark the month closed so that no more transactions can be posted to it and produce summary financial data for use in reports.

21.1.1 Month-end Closing Policies

The following policies apply when performing month-end closing:

- Will be held open for **three** working days after the end of the month for entering transactions pertaining to the previous month. In order for these transactions to be posted to the previous month, the accounting period for the previous month must be manually coded on the transaction.
- The month will be closed with the nightly processing cycle run the **third** working day after the end of the month. Monthly reports will be processed and distributed on the **fifth** working day after the month-end.

21.2 Month-end Closing Procedures

21.2.1 Entering and Approving Month-end Closing Transactions Overview

This section provides instructions for entering and approving transactions during the month-end closing process.

For each month's accounting information and reports to be meaningful, it is desirable to have all of the financial transactions that relate to a month posted to that month. In order to accomplish this, the month is held open for posting transactions for a limited number of days after the end of the month. These dates are as follows:

- Through the **third** working day after the end of the month - new transactions may be entered.
- The month will be closed on the **third** working day, tables and ledgers will be updated and purged, and reports will be produced. Transactions may not be posted to a month once it is closed.
- Each transaction has a transaction date field and a fiscal month/fiscal year field on it. Normally, you may leave these fields blank and the system will fill them in with the date that the transaction is entered and post to that month. When entering new transactions during the first **three** working days after the end of the month that will be posted to the prior month, the "FMFY" date for the prior month must be entered manually.
- All agencies will manually enter the accounting period of the prior month on all transactions pertaining to the prior month that are entered during the first **three** working days of a month.

21.2.2 System Closing Functions Overview

This section provides information on the system closing functions performed as part of the month-end closing cycle, including retention times.

The month-end closing cycle performs the following:

- Updates certain ledgers with the closed status of transactions
- Purges closed transactions in the ledgers and tables
- Separates the detail transactions for the month and writes them to detail files
- Summarizes the detail transactions for the month and posts the summary to year-

to-date ledgers

- Marks the month closed.

The open item ledgers for the Open Purchase Order Ledger, the Open Payment Voucher Ledger, and the Open Invoice Ledger are brought up to date to reflect the closed status of the corresponding records in the related open tables. This enables any reports run against these open ledgers to reflect the correct open or closed status of the items in the tables. The closed records in these ledgers are kept on-line for two months, the current month and preceding month. Older records are purged and archived to tape for future electronic access.

The individual table records are closed by the document processors. The closed records in the following tables are kept on line for two months, the current month and preceding month, and the older records are purged from the system:

Open Purchase Order Header table	(OPOH)
Open Purchase Order Line table	(OPOL)
Open Payment Voucher Header table	(OPVH)
Open Payment Voucher Line table	(OPVL)
Open Invoice Header table	(OINH) Not used in Louisiana
Open Invoice Line table	(OINL) Not used in Louisiana
Document Control table	(DCTL)

The accepted transactions for the accounting period being closed are separated from transactions belonging to open periods in the following detail ledgers:

Detail General Ledger
Detail Collection Memo Ledger
Detail Budget Ledger
Detail Cash Ledger

The detail transactions are written to monthly detail files which will be kept for six years (the current year and the five preceding years). These transactions are also summarized and posted to update the following year-to-date ledgers:

Year-to-Date General Ledger
Year-to-Date Collection Memo Ledger
Year-to-Date Budget Ledger
Year-to-Date Cash Ledger

Transaction lines that pertain to grants and projects are copied to the following ledgers:

Detail Inception-to-Date Grant Ledger

Detail Inception-to-Date Project Ledger

21.3 Year-End Closing Procedures

21.3.1 Year-End Closing of Purchasing Transactions Overview

The following section defines the policies and procedures involved in year-end closing of purchasing transactions.

At the fiscal year-end, there are several transactions which may still be outstanding in the procurement process which will be automatically closed out unless proactive steps are taken to allow those transactions to carry over to the new fiscal year. Some types of transactions are valid transactions that have financial implications in more than one fiscal year. Examples of those types of transactions might be agency contracts that are multi-year contracts and have encumbrances in more than one fiscal year, or certain grants and projects whose funds do not lapse automatically at the fiscal year-end.

21.3.2 Year-End Closing of Purchasing Transactions Policies

The following policies apply to year-end closing of purchasing transactions in ISIS:

- All transactions that affect more than one fiscal year must have all levels of approval in order to be carried over.
- All other transactions that are left open at the end of every fiscal year will be automatically closed out at fiscal year-end.
- Transactions that will be automatically closed out include AGPS Purchase Requisitions (RQ), Extended Purchasing Requisitions (RX), and Purchase Orders (PO).
- If there are special circumstances that would require leaving specific transactions open, contact OSRAP/Office of State Purchasing for assistance.

21.4 Year-End Procedures for Debit and Credit Memo Overview

This section defines the method for handling open accounts payable and credit memo at the August 14th close for general appropriations. This process does not involve permanent appropriations such as capital outlay.

21.4.1 Year-End Procedures for Debit and Credit Memo Policies

The following policies apply to outstanding accounts payable and credit memo at year-end.

- Liquidating outstanding accounts payable for agencies whose operating cash account balance in prior year is zero, or less than the amount of the payable, the last check run in the fiscal year will be made with the "Cash Override Indicator" set to "Y." This process will apply in the following situations:
 - Accounts payable outstanding at year-end which are not being held by credit memos.
 - Accounts payable outstanding at year-end held by credit memos from the same vendor within the same agency, where the credit memo(s) is (are) less than (or equal to) the accounts payable amount. The outstanding accounts payable and the credit memo(s) will be netted and a check generated for the balance, if greater than zero.
- Negative cash balances created by the liquidation process will be rolled forward to the current year and will reduce the current year cash balance in the agency's operating account. If there is no cash balance in current year, the cash balance will be negative and require that the deficit be liquidated first by any warrants drawn up to the amount of the deficit.
- Processing accounts payable and credit memos for the same vendor within the same agency, where the credit memo(s) exceeds the accounts payable, the payable entries would be reversed and a report generated to reflect the detail of the Payment Vouchers (PV) that were reversed.

21.5 Annual Closing Functions

21.5.1 Annual Closing Functions Overview

Annual closing is performed after all accounting periods in the year have been closed. Since it is typical for books to remain open for some time into a new fiscal year, GFS allows processing for the new year to occur while the previous year is still open. GFS also allows individual accounting periods in the new year to be closed out and reported on before the previous year is closed. The only time limitation on running annual closing is that a year must be closed out before the next year ends.

The annual closing process does the following:

- It summarizes all the previous year's accounts, including multi-year related accounts, and generates the opening assets, liability, and fund balance entries for the new year's Year-to-Date Ledger. This means that all expenses and revenues are closed to fund balance in the year in which they were incurred.
- It posts the summarized records (opening balances) to the new year's Balance Sheet Opening Balance File (excluding multi-year related records).
- It also posts all encumbrance transactions (account type 21) to an encumbrance ledger output file, which will be used in the creation of reports.
- It carries forward to the new year's Year-to-Date Ledger all expense and revenue records pertaining to multi-year appropriations. This is done for reporting purposes. These records will retain the old fiscal year, so they will be distinguishable from the new year's expenses and revenues against the same accounts. This enables the budget reports to include all expenses and revenues related to multi-year budgets for the life of the budget.

NOTE: The new year's Year-to-Date Ledger will remain in balance even though these prior-year multi-year records are included. (Special balancing records are generated, by fund, to keep the Year-to-Date Ledger in balance. These special records do not affect fund balances in any way.)

- All records related to the year being closed, including multi-year records, are archived to a tape file. This is the Closed Year Ledger (CLSYTD).
- The closed year indicator in the Fiscal Year (FSYR) table is changed to "Y" so that no further transactions can be posted against the year.

NOTE: Where two accounting years are open, special procedures are required for

the close. If accounting period one needs to be closed in August when the 13th accounting period is still open, a soft close with an indicator of "Y" should be made on the Accounting Period (APRD) table for the 13th period before the accounting period one can be closed. The 13th period can subsequently be closed by changing the "Y" indicator on the Accounting Period (APRD) table to an "N" after doing a hard close.

21.5.2 Optional Year-End Accounting Period

The State of Louisiana records a series of special year-end accounting transactions and audit adjustments before closing their books for a fiscal year. GFS fully accommodates this practice, but also provides an optional feature that allows you to record year-end adjustments in a separate accounting period — that is, a “fourteenth month.” This feature enables you to close out and report on the last “real” accounting period of the fiscal year in the same timely fashion as the other periods, but still keep the books open for year-end adjustments. It also prevents the year-end adjustments from affecting the financial results of the last “real” accounting period.

Louisiana has *two* year-end accounting periods: the thirteenth and fourteenth months. The thirteenth period lasts 45 days into the new fiscal year, while the fourteenth period is set on a schedule determined by OSRAP. See the *ISIS Policies and Procedures Manual* for more information.

The GFS year-end adjustment period, if used, begins on the first day of the new fiscal year and ends whenever all adjustments for the prior year have been completed (i.e., whenever you decide to close the period). The period-end reports produced for normal accounting periods and years may be produced for the year-end adjustment period as well, and the monthly closing cycle is identical.

There will be two accounting periods in the Accounting Period Master Table (APRD) identified as the Year-End Accounting Periods (i.e., a "Y" appears in the column labeled "Year-End Adjustment Period Indicator"). Any transactions to be booked in thirteenth or fourteenth accounting period must have the accounting period coded in the header portion of the document, with "13" or "14" coded as the month.

The valid accounting period designation for the year-end adjustment period in 1998, for example, is "13 98".

21.5.3 The "Clear Pay" Process

Just before the thirteenth period is closed, the "Clear Pay" process occurs. This process liquidates accounts payable and credit memos for both general and supplemental appropriations, as well as payments that are held, or payments to vendors who are on hold. (See the section on "Rollover of Accounts Payable and Credit Memos" later in this chapter.)

21.5.4 Annual Closing Processing

All entries on the "Year-to-Date" Ledger contain a fiscal year which identifies the year in which the expense or revenue was incurred. It must be numeric, and will be either: (1) the year being closed; (2) the new year just starting up (if monthly closing has been run for any accounting periods in the new year); or, (3) some previous fiscal year (for multi-year budgets only).

The processing described in this section applies to all records on Year-to-Date Ledger whose fiscal year is equal to the year being closed. Additional processing applied to records associated with multi-year budgets is described in the following section.

21.5.5 Summarizing the Fund Balance

For each fund, the annual closing process summarizes together all records with the following account types and a fiscal year equal to the year being closed:

- 21 - Encumbrances
- 22 - Expenditures/Expenses
- 24 - Expenses
- 31 - Revenues

The net total, taking into account the appropriate debit and credit values, is the fund balance for the fund for the new fiscal year plus opening balances from last year and direct entries posted during the year. (Note that pre-encumbrances are not closed to fund balance - they are dropped from the file.) For each fund, one record with the following attributes is generated and posted to the new year's Year-to-Date Ledger:

- Fiscal year is the new year's fiscal year
- Budget fiscal year is blank (i.e., does not apply to an opening balance sheet entry)
- Account type is "03" (fund balance)
- Description is "BAL FORWARD FROM PRIOR YEAR"
- Fund
- Agency
- Balance sheet account is the fund balance account from the System Special Accounts Table, for the year being closed.
- Amount is the summarized total.

21.5.6 Summarizing Offset and Other Balance Sheet Account Entries

One summary record is generated per fund for each of the following account types on the Year-to-Date Ledger (YTDLED).

- 01 - Assets
- 02 - Liabilities
- 03 - Fund Balance
- 11 - Assets Offset to Expenses

These records will have the following attributes on the new year's Year-to-Date Ledger:

- Fiscal year is new fiscal year
- Budget fiscal year is blank
- Account type is "01," "02," "03," or "11"
- Description is "SUMMARIZED BS ACCOUNT"
- Fund
- Agency
- Balance sheet account is carried forward
- Amount

All records with an account type of "23" (expenditures with no expense) are summarized into the 01 record described above.

21.5.7 Closing the Year to Further Transactions

The annual closing process will change the closed year indicator field in the Fiscal Year (FSYR) table to "Y." No further transactions will be accepted for the fiscal year.

21.5.8 Archiving the Closed Year's Records

All records with a fiscal year equal to the year being closed are written to the Closed Year Ledger (CLSYTD). This file will be written to tape, and will be permanently archived.

21.5.9 Annual Close and Multi-Year Appropriations

In addition to the processing described above, records that relate to a continuing appropriation (type “02”) with multi-year indicators of “Yes” are subject to special processing within the annual close module.

21.5.10 Multi-Year Appropriations Carried Forward

Annual closing carries forward to the new year’s Year-to-Date Ledger all records that reference a continuing appropriation with a multi-year indicator equal to “Y.” This includes records from all previous fiscal years in which the multi-year appropriation was active. For example, if a multi year appropriation has been active for five years beginning in 1992, then there will be records in the new year’s Year-to-Date Ledger for that account with fiscal years of 1992, 1993, 1994, 1995, and 1996. One summary record will exist for each year for each accounting distribution (each combination of fund, agency, organization, sub-organization, activity, account type, object/revenue source, sub-object/sub-revenue source, reporting category, and project number). The budget fiscal year will be the budget fiscal year originally posted with these records.

21.5.11 Offsetting the Multi-Year Details

Detail offsetting entries to the 01, 02, and 03 records are not carried forward. However, to keep the new year’s Year-to-Date Ledger in balance, the annual closing program generates a special offsetting entry to balance the multi-year records that have been carried forward. One entry is generated per fund per fiscal year to balance the multi-year records. These records have the following attributes:

- Fiscal year is the year being closed
- Budget fiscal year is the original budget fiscal year
- Account type is “03”
- Description is “MY OFFSET”
- Fund
- Agency
- Balance sheet account is the fund balance account from the System Special Accounts (SPEC) table for the year being closed.
- Amount

The special balancing entries created in previous years for those year’s multi-year expenses and revenues are also carried forward to the new year’s year-to-date ledger.

21.5.12 Closing Multi-Year Appropriations

All multi-year appropriations are identified through the multi-year indicator on the Appropriation Master (APPR) table. Only continuing appropriations with an end date in a future budget fiscal year are flagged as multi-year. The multi-year indicator is automatically set to “Y” when a Type “02” appropriation is established with an end date in a future budget year. This occurs when the original or a modifying Appropriation (AP) transaction is processed.

A multi-year appropriation will be closed in the budget fiscal year specified by the appropriation end date. A closed multi-year appropriation means that no further transactions can be accepted against it. Multiyear appropriations are considered closed when the specified end date has passed. This date can be changed, if necessary. After that date reporting requirements for that account no longer exist and records associated with it can be purged from the year-to-date ledger during the normal annual closing processing.

21.5.13 Clearing Closed Multi-Year Records

Annual closing will check the appropriation type associated with each ledger record. If the appropriation type equals “02” (continuing appropriations) and the appropriation end date is before the end of the fiscal year being closed, the record will be cleared from the ledger. Thus, all ledger records relating to the multi-year appropriation for all the fiscal years during which the account was open will be cleared.

21.5.14 Backing Out Multi-Year Balancing Records

When clearing multi-year records, annual close will accumulate the associated line amounts for each fiscal year affected. It will then decrease the line amount of the special multi-year balancing entries for the appropriate funds and fiscal years by this accumulated amount (see the discussion on Multi-Year Offset Entries above). This will keep the year-to-date ledger in balance.

Example

Suppose that the following entries exist in the Year-to-Date Ledger before the annual close. The referenced appropriation is continuing and multi-year.

<u>ACCT</u> <u>TYPE</u>	<u>FISCAL</u> <u>YEAR</u>	<u>BUD</u> <u>FY</u>	<u>FUND</u>	<u>AGENCY</u>	<u>APPR</u> <u>ORGN</u>	<u>OBJ/</u> <u>CODE</u>	<u>BS</u> <u>REV.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>D/C</u>	<u>APPR</u> <u>CODE</u>	<u>TYPE</u>	<u>MY</u>
22	88	88	100	011	1111	440	0141	-	100	D	02	Y	
02	88	-	100	-	-	-	-	VOUCH PAY	100	C	-	-	
31	88	88	100	011	1111	440	2420	-	50	C	02	Y	
01	88	-	100	-	-	-	-	CASH	50	D	-	-	
22	88	88	100	011	2222	441	0141	-	200	D	01	N	
02	88	-	100	-	-	-	-	VOUCH PAY	200	C	-	-	
31	88	88	100	011	2222	441	2420	-	500	C	01	N	
01	88	88	100	-	-	-	-	CASH	500	D	-	-	

Annual closing will first summarize all accounts to fund balance and generate the 01, 02, and 03 entries for the new year's Year-to-date Ledger. The following entries would be generated:

<u>ACCT</u> <u>TYPE</u>	<u>FISC</u> <u>YEAR</u>	<u>BUD</u> <u>FY</u>	<u>BS</u> <u>ACCOUNT</u>	<u>AMOUNT</u>	<u>D/C</u> <u>CODE</u>
03	89	-	FUND BAL	250	C
01	89	-	CASH	550	D
02	89	-	VOUCH PAY	300	C

Also, the original multi-year records will be carried forward. The entire accounting distribution will be carried on these records. The program will also generate an offsetting fund balance entry for the multiyear records. If there were any multi-year entries from a previous fiscal year, they would also be carried forward.

<u>ACCT</u> <u>TYPE</u>	<u>FISCAL</u> <u>YEAR</u>	<u>BUD</u> <u>FY</u>	<u>FUND</u>	<u>AGENCY</u>	<u>APPR</u> <u>ORGN</u>	<u>OBJ/</u> <u>CODE</u>	<u>BS</u> <u>REV.</u>	<u>AMOUNT</u>	<u>D/C</u>	<u>APPR</u> <u>CODE</u>	<u>MY</u> <u>TYPE</u>	<u>IND</u>
22	88	88	100	011	1111	440	0141	100	D	02	Y	
31	88	88	100	011	1111	440	2420	50	C	02	Y	
03*	88	88	100	-	-	-	-	50	C	-	-	

* THIS IS THE OFFSET TO FUND BALANCE CALCULATED AND GENERATED BY GFS.

To illustrate how the multi-year records are cleared, suppose that the entries in the year-to-date ledger are:

	<u>ACCT</u> <u>TYPE</u>	<u>FISCAL</u> <u>YEAR</u>	<u>BUD</u> <u>FY</u>	<u>FUND</u>	<u>AGENCY</u>	<u>ORGN</u>	<u>APPR</u> <u>CODE</u>	<u>OBJ/</u> <u>REV.</u>	<u>AMOUNT</u>	<u>D/C</u>	<u>APPR</u> <u>CODE</u>	<u>MY</u> <u>TYPE</u>	<u>IND</u>
1.	22	87	87	100	011	3333	202	0141	100	D	02	Y	
2.	31	87	87	100	011	1111	101	2241	40	C	02	Y	
3.	03	87	-	100	-	-	-	-	60	C	-	-	
4.	22	88	87	100	011	3333	202	0141	250	D	02	Y	
5.	31	88	87	100	011	1111	101	2241	50	C	02	Y	
6.	03	88	-	100	-	-	-	-	200	C	-	-	

If appropriation 202 is closed, then lines 1 and 4 above would be deleted, and lines 3 and 6 would be adjusted accordingly:

	<u>ACCT</u> <u>TYPE</u>	<u>FISCAL</u> <u>YEAR</u>	<u>BUD</u> <u>FY</u>	<u>FUND</u>	<u>AGENCY</u>	<u>ORGN</u>	<u>APPR</u> <u>CODE</u>	<u>OBJ/</u> <u>REV.</u>	<u>AMOUNT</u>	<u>D/C</u>	<u>APPR</u> <u>CODE</u>	<u>MY</u> <u>TYPE</u>	<u>IND</u>
1.	(GONE)												
2.	31	87	87	100	011	1111	101	2241	40	C	02	Y	
3.	03*	87	87	100	-	-	-	-	40	D	-	-	
4.	(GONE)												
5.	31	88	87	100	011	1111	101	2241	50	C	02	Y	
6.	03*	88	87	100	-	-	-	-	50	D	-	-	

* THIS IS THE OFFSET TO FUND BALANCE CALCULATED AND GENERATED BY GFS.

21.5.15 Procedures for Running Annual Closing

Before running annual closing, the year end balance reports should be run for the final accounting period of the old year (the adjustment period) and also for the first accounting period of the new year. If the reports indicate that all accounts are in balance, financial statement reports (the F series of reports) can be processed for the year to be closed. Then, annual closing may be run.

After annual closing has been run, request the year end balance reports for the first period of the new fiscal year to verify the results of annual closing process.

Financial statement reports run after annual closing will appear exactly the same as the financial statements run before annual closing if you have not closed out any accounting periods in the new year.

PROGRAM-ID“NYAC”

CURR-FISC-YRThe fiscal year
to be closed (YY).

MISC-PARMSThe accounting
period (YYQMM) in which
beginning balances are to be posted.

As with the monthly clearing and closing functions, annual closing is performed by the System Administrator with OSIS, but should be controlled by OSRAP personnel. The dates parameters must be provided to the System Administrator, and the GFS Dates (LDAT) table updated. The format is shown in Figure 1.

21.5.16 Special Functions

Annual closing rolls forward budget/cash balances for Special Fund appropriations (Type 04) which are re-established each year. Type 04 appropriations are not currently used in the State of Louisiana.

21.5.17 Prior Year Expenditures (Appropriation Type 02)

For continuing appropriations (Type 02), annual closing initializes prior year expenditures on the Appropriation Master (APPR) table so they can be distinguished from current year activity.

21.5.18 Budget Ledger Purge Process

The budget ledger purge function purges records from the budget ledger. This process is similar to the year-to-date general ledger purge process.

The criteria for rolling closed records to the closed year-to-date ledger are:

- The budget fiscal year of the record is the year to be closed, and a multi-year appropriation is not referenced;
- The budget fiscal year is less than the year to be closed and no appropriation is referenced (i.e., a revenue budget entry, account type 51);
- The budget fiscal year of the record is less than the year to be closed, and an appropriation is referenced, and the appropriation end date is in the budget fiscal year to be closed.

In addition, fund balance offsetting entries are written to both new and closed year-to-date budget ledgers for balancing.

21.5.19 New Year Table Initialization

Master table initialization performs two functions:

- It creates master table lines for the new year on the basis of a previous year's table entries. The basis year and the new year are user-specified.
- It purges master table lines for a previous year. The basis year and the purge year are user-specified.

Both functions are optional, and one can be performed without the other. They are detailed in the following sections.

21.5.20 Copying Tables for a New Year

This procedure is a convenience to the user, making it unnecessary to recode and re-enter master table data for each new year. Usually, this function is performed in the middle of the fiscal year, just before budget preparation for the next fiscal year begins. Budget preparation transactions will not be accepted unless lines exist in the master tables for the new fiscal year. It also ensures consistency in the code definitions from year to year, when consistency is desired. Data can always be changed in the new tables, with master table maintenance procedures.

PROGRAM-ID"NYTI"

CURR-FISC-This is the first two characters

YEARof the Current Accounting Period field. Enter the last two digits of the year to be used as the base year. The basis year must exist in the master tables. (It can not have been previously purged.)

BDGT-FISC-The new fiscal year. Records YEARcannot already exist in the master tables for this fiscal year. Tables maintained in CORE resident memory will not be updated.

To create new lines in the master tables for a new year, the basis year and the new fiscal year must be supplied. The format for the record in the GFS Dates table is shown in Figure 3.

NOTE: The copy and purge functions are performed by the same program. If valid parameters for the purge function exist on the NYTI parameter line, tables will be copied and purged by one run of the NYTI program. However, the base year and the purge year can not be the same year. This procedure causes the following:

- **In the Code Definition Tables.** All lines in the tables with a fiscal year the same as the basis year are copied, substituting the new fiscal year for fiscal year.
- **In the Budget Tables.** The Allotment Master table is not affected by the table initialization process. The records are either deleted in the purge (except for records relating to continuing appropriations) or bypassed in the new year initialization.
- **Other Tables.** The System Special Accounts (SPEC) and System Control Options Master (SOPT) table lines are copied, substituting the new fiscal year. Open item tables are not copied; also, tables are not copied for which there is no fiscal year

column, such as the Vendor Master (VEND) and Fund Balance Master (FBAL) tables. Lines in these tables are valid for all fiscal years.

21.5.22 Purging Old Years From the Tables

Old years eventually have to be purged from master tables to make room for new years. The number of years to be kept on the tables is three. There is no mechanism in GFS that saves master table data from purged years. It may be to your benefit to have the System Administrator copy the data for historical storage before purging a year.

A year should not be purged in the master tables if any open items or continuing appropriations still exist for the year to be purged. Before *requesting a purge*, first examine the open item and appropriation tables to make sure there are no outstanding items.

PROGRAM ID"NYTI"

CURR-FISC-This consists of the first two
YEARcharacters of the Current
Accounting Period field. Enter the year of
the organization for which you desire
multi-year budget lines to be purged.

PRIOR-FISCThe year to be purged. It
YEARmust be marked closed in the Fiscal
Year Table.

To purge an old year from the tables, the purge year and the basis must be supplied. The format for the GFS Dates Card record is shown in Figure 4.

NOTE: The copy and purge functions are performed by the same program. If valid parameters for the copy function exist on the NYTI parameter line, the tables will be copied and purged with one run of the NYTI program.

All lines existing in the tables with purge year as fiscal year are deleted from the table.

Master tables may hold data for multiple fiscal years, as shown below for the Fund Master Table.

FUND MASTER TABLE

92100GENERAL FUND
-200PARKS
-
-
93100GENERAL FUND

-
-
-
94200GENERAL FUND
-
-
-

In the example above, fund codes were reassigned in fiscal year 1994. In 1994, code 200 was the General Fund, while in the previous two years, code 100 was the General Fund. Reports on 1994 data will infer "General Fund" as the name for fund code 200, while reports on 1992 data will infer "Parks" as the name for fund code 200, even if the 1992 report is requested in 1994. This will hold true, however, only as long as the 1992 line exists in the Fund Master Reference (FUND) table. Once master reference table data for Fiscal Year 1992 is purged from the database, then reports on 1992 data will not be able to be produced. Remember that once the year is purged, the master table data is lost (unlike the ledger data, which is stored indefinitely to provide an historical audit trail). It is best not to purge years until all reporting requirements are satisfied for that year. Even then, it may be desirable to request the OSIS System Administrator to copy the master table file onto a tape for historical storage before purging the data for a given year.

Another point made clear from the example relates to the reassignment of codes. It is better to use new codes instead of "recycling" previously used numbers. Although the system will not mix up the Park Fund and the General Fund in a situation like the one illustrated in the example, it is potentially confusing to users.

Again referring back to the example, note that the new year table initialization procedure for 1995 may copy the tables from any of the three years existing in the table.

21.6 Purchase Order Rollover Procedure Overview

Some governments are required by state law or local ordinance to leave no encumbrances outstanding at year-end. GFS provides an optional job which can accommodate this practice for the entire installation or only for grants and projects. It also allows for re-establishing the encumbrances in the new fiscal year.

PROGRAM ID"NYPO"

CURR-ACCTG-The accounting period
(YYQMM)

PERIODto which the new purchase orders
should be posted.

PREV-ACCTG-The accounting period
(YYQMM)

PERIODto which the decrease purchase
orders should be posted.

BUDGET-FISC-The budget fiscal year
(YY) of
YEARthe new purchase orders.

PRIOR FISCALThe budget fiscal (YY)
year of
YEARthe prior year purchase orders to be
selected from the OPOH Table.

MISC-PARMS

PO Selection"GP" to select purchase
orders

Parameterfor just grants and projects. If
left blank, all purchase orders will be
selected.

Rollover"Y" to generate new year PO's.
ParameterBlank if new year PO's are not
desired.

This procedure is provided as a convenience for the user, making it unnecessary to code the decrease of the purchase order in the old year and, if desired, the re-entry of the purchase order in the new year. This coding is accomplished through an off-line batch job, using parameters provided by the user on the GFS Dates (LDAT) table. The purchase order rollover program

(GFSNYPO) will select open purchase orders from the Open Purchase Order Header (OPOH) table to be closed out and rolled forward to the new year. Only those purchase orders that were created in GFS and whose balance is greater than zero, whose budget fiscal year is equal to prior fiscal year, and are not a permanent encumbrance will roll over. Purchase orders established in AGPS will be rolled over in AGPS.

This job may also be used to select open purchase orders that are to be closed out and not rolled forward to the new fiscal year.

To perform this function for all open purchase orders, both the selection parameter and the rollover parameter must be left blank. If the process is desired solely for grant and project open purchase orders, the selection parameter may be set to "GP" and the rollover parameter left blank. It is also possible to roll forward all the selected purchase orders and then delete specific lines or documents that are not wanted in the new year from the Document Suspense File (SUSF).

The format for the record in the GFS Dates table is shown in Figure 6.

The decreased old year and re-entered new year purchase order documents are then loaded to the Document Suspense File (SUSF) with a status of scheduled, where they can either be accepted by the nightly cycle processing or reviewed and processed on-line by the user.

Purchase order documents for the new fiscal year are entered as new transactions with new document numbers. The new numbers have the character "N" as the first digit. This is followed by either the first ten characters of the original purchase order number if it is less than eleven characters, or the last ten characters of the original purchase order number if the original purchase order is eleven characters long. New year budgets and master tables must exist before these new year purchase order documents can be accepted by the document processor.

Purchase orders may only be rolled over one time. If the encumbrance is still open at the end of the second year, it will **not** create a purchase order in the year and an entry will appear on the rollover exception report: "Prior Year Encumbrances Liquidated to Zero" (4G15).

GFS Purchase orders against multi-year appropriations do not need to be rolled to the next fiscal year. However, during the rollover process, GFS purchase orders for multi-year appropriations are scanned to find unclosed encumbrances that are more than a year old. These purchase orders will appear on the exception report if the following are true:

- The Budget Fiscal Year is not the year that just closed
- and
- The outstanding amount is greater than zero.

21.6.1 Rollover of Accounts Payable and Credit Memos

With the 13th period close, it is necessary to close out accounts payable and credit memos which

exist on the Open Payment Voucher tables (OPVH, OPVL). The business reasons for this process include the need to establish accounts receivable in the new year for credit memo balances (and reverse them in the prior year) and the need to identify and meet state obligations for agencies that do not have cash to pay outstanding accounts payable in the prior year. This rollover is sometimes called the "Clear Pay" process.

There are three programs in this rollover process. All three must be run in order for the proper processing to occur. For more detail on the programs, their execution, and applicable parameters, please consult the *ISIS/GFS Operations Guide*.

The first program, the Accounts Payable/Credit Memo Processing program (APCM), considers records from the Open Payment Voucher Line table which meet the following criteria:

- Line must be open (Line Amount \neq Closed Amount)
AND
- Associated OPVH record must be open (Closed Date is spaces)
AND
- Voucher Type of OPVH record = "1"
AND
- Budget Fiscal Year = parameter BFY entered on Dates table (LDAT)
AND
- If record has an appropriation, it must be type "01"

Records that meet the above criteria will be selected for the output file if they meet one (or more) of the following cases:

- Any record with a credit memo balance
- Any record that is held
- Any payment to a vendor who is on hold

If a record is selected by all of the above criteria, then it is included in the output file. Its line amount for the output file is not the OPVL line amount, instead it is computed as: OPVL Line Amount - OPVL Line Closed Amount. This insures that partially paid vouchers are only liquidated for the remaining amount.

All records which meet the criteria of the APCM program are used as input for the second program, CPRE. This program scans through the output records from APCM and only keeps records for an agency/vendor combination if any of the following is true:

- For the agency/vendor, net credits + payments < 0

- If the payment voucher record is held
- If the vendor is held

Records selected by the CPRE program are then fed as input into the third program, the Payment Voucher Reversal Processing program (PVRV). The PVRV creates Payment Voucher Reversal (P2) documents to liquidate the applicable entries. Each OPVL record to be liquidated creates one P2 line, and all lines in a single OPVH record are similarly gathered as lines on one P2 document. The new P2 documents are then sent to the Suspense File (SUSF). Approvals are not necessary for the P2 documents, so they will automatically process in the nightly cycle.

The created P2 documents are almost identical to the Payment Vouchers they liquidate, with the following exceptions:

- The accounting period and budget fiscal year for the P2 documents are drawn from the Dates Table (LDAT) entry for the APCM program
- All created P2 documents have ACTION = "M"
- All created P2 documents have Voucher Type = "1"
- If the OPVL record was a payable, its P2 line will be a decrease
- If the OPVL record was a credit, its P2 line will be an increase

After the new P2 documents are generated, a special run of the Automated Disbursement Voucher Selection (ADVS) program may be made. The Dates table (LDAT) record for this run (LDAT key is "DISB") should specify the desired budget fiscal year for which automated disbursements will be produced. This will be the prior year, which is being liquidated.

21.7 Annual Vendor Processing Overview

21.7.1 Vendor Table Initialization Overview

The Vendor Table Initialization program (NYVD) should be run on the first day of a new calendar year to reset the calendar year-to-date expended amount, and the first day of a new fiscal year to reset the fiscal year-to-date expended amount fields on the Vendor (VEND) table. This job consists of one step which will accomplish one of two alternatives. First, it can move the fiscal year-to-date amount to the prior fiscal year amount field and then set the fiscal year-to-date amount to zero. It can also move the calendar year-to-date amount to the prior calendar year-to-date amount field and then set the calendar year-to-date amount field to zero. As only one of these functions can be done with each running of the job, NYVD will need to be run twice if both calendar year-to-date and fiscal year-to-date are to be impacted. This program will affect all vendors on the Vendor table.

The field to be zeroed out will be determined by the MISC-PARM parameter on the GFS Dates (LDAT) table entry for NYVD.

- If the MISC-PARM field is "CY," then the calendar year-to-date amount is moved to prior calendar year-to-date amount and calendar year-to-date.
- If the MISC-PARM field is "FY," then the fiscal year-to-date amount is moved to prior fiscal year-to-date amount and fiscal year-to-date amount is then set to zero.

The parameters required for the Vendor (VEND) table Initialization program are shown in Figure 7.

PROGRAM ID"NYVD"

CURR-ACCTG-Enter in
YYQMM format.
PERIOD

MISC-PAREnter "CY" for
Calendar Year.
Enter "FY" for Fiscal Year.

21.8 June 30 Year-End Closing Instructions Overview

THIS SECTION NEEDS TO BE REVIEWED AND UPDATED ONCE THE CONTROL AGENCIES HAVE USED THE SYSTEM FOR SIX MONTHS AND FEEL COMFORTABLE WITH SYSTEM TRANSACTIONS AND FUNTIONALITY.

The following procedures define the June 30 year-end closing instructions for ISIS state agencies and nonISIS state agencies. Agencies should follow only the procedures that are applicable to their specific agency.

21.8.1 Error Correction Prior to Year-End Close Procedures

The following procedures are used to correct expenditure coding errors within or between funds when crossing appropriations and/or fiscal years.

Responsibility	Action
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Agency Fiscal Officer	Enters Fiscal Journal Voucher (J2) into ISIS.
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Processes the J2 and leaves it on the Document Suspense File (SUSF), pending review and approval by OSRAP. Notifies OSRAP of J2 pending approval on SUSF, and sends supporting documentation to OSRAP.

NOTE: Corrections of expenditures within the same appropriation and fiscal year should be made on an Agency Journal Voucher (J6) and entered into ISIS. Error corrections affecting the 2100 object series are to be made on a Payroll Correction (J2) document, if crossing appropriations within the same fiscal year. If crossing fiscal years, a J2 is to be used. The document is to be processed and left on SUSF for approval by the Office of State Uniform Payroll. See instructions for preparation of the Fiscal Journal Voucher (J2) document in Section 11.1 of this manual.

21.8.2 Revenue Error Correction Prior to Year-End Close Procedures

The following procedures are used to correct revenue coding errors to the prior year between funds and revenue collection centers within the same fiscal year.

Responsibility	Action
Agency Fiscal Officer	Enters an Agency Journal Voucher (J6) into ISIS for revenue classification correction. See Section 11.1 in this manual for procedures in completing the Agency Journal Voucher.

NOTE: The Agency Journal Voucher (J6) may cross funds but not fiscal years. If crossing fiscal years, a Fiscal Journal Voucher (J2) is to be prepared. See Step 2 in the procedures defined in Section 21.9.3.1 for instructions on submitting the J2 document.

21.8.3 Payroll Error Corrections Prior to Year-End Close Overview

The final pay period for the fiscal year to be closed ends June XX, 19XX with checks dated 06/XX/XX (one week prior to June 30, 19XX). In order to effect proper fiscal year charges, each agency must make certain that all void and supplemental documents are processed. The deadline to submit void and supplemental documents for the fiscal year to be closed is 12:00 noon, June XX, 19XX (two weeks prior to June 30, 19XX). The following procedures are used to make these payroll corrections.

21.8.3.1 Payroll Error Corrections Prior to Year-End Close Procedures

Responsibility	Action
Agency Fiscal Officer	<p>Prepares a Fiscal Journal Voucher (J2) document to correct fiscal year charges.</p> <p>Attaches a copy of the white keyed supplemental document or the keyed void document to the J2 Input FORM _____ (or a screen print of the J2), along with a copy of the appropriate void and supplemental check register.</p> <p>Submits completed J2 document for payroll corrections with attachments to the Office of State Uniform Payroll (OSUP) for initial approval and review.</p>
OSUP	<p>Forwards documents and attachments to the Office of Statewide Reporting and Accounting Policy (OSRAP) for final approval and processing.</p> <p>NOTE: Appropriate notations should be made on current and prior fiscal year spreadsheets. A Fiscal Journal Voucher (J2) is not required for a void and a supplemental processed on an employee in the same period for identical amounts. The J2 should have a brief explanation and "Payroll Correction" noted in bold letters in the "remarks" column.</p>

21.8.4 Fiscal Year-End Travel Claims Procedures

The following procedures are used to process and pay actual travel claims through June 30 at fiscal yearend close.

Responsibility	Action
Agency Personnel and Board Members	Prepares agency standard travel reimbursement vouchers through June 30, and mails, carries, or delivers to agency accounting office in sufficient time to allow agency to input documents into ISIS by the established year-end close deadlines.
Agency Fiscal Officer	Enters a Payment Voucher (PV) for amount of travel claims filed for travel into ISIS. Enters Payment Voucher (PV) into ISIS and charges the transaction to the current year. OR Enters Payment Voucher (PV) into ISIS and charges it to the 13th accounting period.

21.8.5 Stale-Dated Checks During the 45-Day Close Period Procedures

The following procedures are used for stale-dated checks during the forty-five (45) day close period, July 1, 19XX through August 14, 19XX.

Responsibility	Action
Agency Fiscal Officer	Prepares memo requesting replacement check. Sends memo and void check to the State Treasurer's Office.

21.8.6 Check Amount in Excess of Amount Due and Checks to Wrong Vendor Procedures

The following procedures are used for checks in **excess** of amount due and checks to wrong vendor **during** the forty-five (45) day close period, July 1, 19XX through August 14, 19XX.

Responsibility	Action
Agency Fiscal Officer	<p>If a single check is involved, cancels check and enters a Check Cancellation (CX) transaction into ISIS. See Check Cancellation (CX) transaction procedures defined in Section 10.23.1 of this manual.</p> <p>If a replacement check is required, cancels check and reschedules with Check Cancellation (CX) transaction, Type 1, for the correct amount.</p> <p>If a consolidated check is involved, allows check to clear bank and collects the money from the vendor or obtains a credit memo.</p> <p>Sends voided check to the State Treasurer's Office.</p> <p>Enters a Payment Voucher (PV) into ISIS for the 13th accounting period to record any outstanding obligation in the prior year resulting from the void check.</p>

21.8.7 Check Amount Less Than Amount Due Procedures

The following procedures are used for checks **less** than amount due **during** the forty-five (45) day period, July 1, 19XX through August 14, 19XX.

Responsibility	Action
Agency Fiscal Officer	<p>Enters a Payment Voucher (PV) transaction into ISIS for the 13th accounting period for prior year, to generate a check for the remaining amount due.</p>

21.8.8 Credit Memos Still Outstanding Before the Final June 30 Close Procedures

The following procedures are used for credit memos entered into ISIS and still outstanding before the final June 30, 19XX close.

Responsibility	Action
Agency Fiscal Officer	Determines if any outstanding credit memos are on the accounts payable file. If the credit memo will not be applied to a prior year or current year invoice by the August 14 close, the credit memo must be removed from the accounts payable file and collected from the vendor.

Enters a Payment Voucher (PV) document with a "modification" ("M") action into ISIS to cancel each outstanding credit memo in the prior year which will not be used.

Non-ISIS users should record these receivables manually.

Remits the collection of these receivables during the forty-five (45) day period, between July 1, 19XX and August 14, 19XX, using a Deposit Suspense (DS) document and the Cash Receipt (CR) document as a "return of appropriation" into the ISIS system.

Any credit memos received during the forty-five (45) day close period, July 1 through August 14 for the Fiscal Year 19XX that **will not** be applied to a prior year or current year invoice by August 14, 19XX must be collected and remitted to the State Treasurer as a "refund of expenditure" for this period using the Deposit Suspense (DS) document. A Cash Receipt (CR) document should be entered into ISIS to record the refund in the correct fiscal year.

Any credit memos received during the forty-five (45) day close period, July 1 through August 14 for the Fiscal Year 19XX that **will** be applied to a prior year or current year invoice by August 14, 19XX can be recorded into ISIS on a Payment Voucher (PV). The accounting period 13 (prior year) should be entered for the transaction and the action field completed with a "modification" ("M") action on the document, and a "D" in the decrease field.

All collections of prior year credit memos after August 14 must be remitted to the State Treasurer on a Deposit Suspense (DS) document, and classified on a Cash Receipt (CR) document as "Income Not Available."

This applies to all funds which cannot be retained by the agency and carried forward into the new fiscal year.

21.8.9 Set-Up of New Seeds from the State Treasurer's Office Procedures

The following procedures are used to set up new (first time) seeds from the State Treasurer's Office.

Responsibility	Action
Agency Fiscal Officer	Requests, in writing, to the Commissioner of Administration, for authorization to set up new seed in current year.
Commissioner of Administration	Approves/disapproves request. If approved, sends copies of approval to agency and the State Treasurer's Office, and the Office of Statewide Reporting and Accounting Policy (OSRAP). If disapproved, sends copy of disapproval to agency.
Agency Fiscal Officer	Prepares a Special Revenue Voucher (J3), based on approval letter from Commissioner of Administration. Enters document into ISIS, and leaves document in SUSF for OSRAP approval.

Sends copy of approval letter from Commissioner of Administration to OSRAP for final approval.

Files approval or disapproval letter, and if approved, checks Detail Appropriation report and scope to verify the input of new seed to the ISIS system. Reviews the Organization by Revenue Source (ORRS) table and the Appropriation by Revenue Source Code (APRS) tables in ISIS.

NOTE: The agency should check its Means-of-Financing for input.

21.8.10 Return of Seed to State Treasurer's Office Prior to Year-End Close Procedures

The following procedures are used to return a seed to the State Treasurer's Office prior to or after the June 30, 19XX final close and before the August 14, 19XX final close.

Responsibility	Action
Agency Fiscal Officer	Prepares memo to the State Treasurer's Office stating the agency is returning the seed borrowed from the State Treasurer's Office and the amount to be returned. Prepares a Special Revenue Voucher (J3) document to return the borrowed seed money. NOTE: Cash must be in Means-of-Financing to be able to return it to the State Treasurer's Office. Sends a copy of memo and screen print of J3 document to the Office of Statewide Reporting and Accounting Policy (OSRAP). Checks the Detail Appropriation Report and scope to ensure that seed is returned for prior year. Reviews the Organization by Revenue Source (ORRS) and Appropriation by Revenue Source (APRS) tables. NOTE: If returning seed after August 14, 19XX final close, contact OSRAP. All seeds are required to be returned unless re-established by the Commissioner of Administration. See procedure defined in Section 21.9.12.

21.8.11 Re-Establishment of State Treasurer's Seeds Procedures Before August 14 Year-End Close Procedures

The following procedures are used to account for re-established seeds after the June 30, 19XX final close and before the August 14, 19XX final close.

Responsibility	Action
Agency Fiscal Officer	Requests written authorization from Commissioner of Administration to reestablish the seed in current year.
Commissioner of Administration	Approves/disapproves request. If approved or disapproved, sends a copy of approval/disapproval to the agency, State Treasurer's Office, and the Office of Statewide Reporting and Accounting Policy (OSRAP).
Agency Fiscal Officer	Prepares a Special Revenue Voucher (J3) document to reverse the prior year seed and re-establish it in current year upon receipt of approval letter from the Commissioner of Administration.

NOTE: Agency fiscal officer must ensure that sufficient cash is available in the Prior Year Means-of-Financing to re-establish the seed in the current year.

Sends notification with a copy of letter of authorization to OSRAP.

Checks Detail Appropriation Report and scope to confirm re-establishment of the seed. Reviews the Organization by Revenue Source (ORRS) and the Appropriation by Revenue Source (APRS) tables in ISIS.

NOTE: If available funds in the prior year appropriation are insufficient to carryover full amount of seed, contact the Office of Statewide Reporting and Accounting Policy (OSRAP).

21.8.12 Increase in Agency's State Treasurer's Seeds for Next Fiscal Year Procedures

The following procedures are used to increase the agency's amount of seeds from the State Treasurer's Office for the next fiscal year after the June 30, 19XX final close and before the August 14, 19XX final close.

Responsibility	Action
Agency Fiscal Officer	Requests, in writing, to the Commissioner of Administration, the authorization to re-establish the prior year seed and to increase the seed for the current year.

NOTE: The agency must have sufficient cash for the prior year seed in the prior year Means-of-Financing to re-establish the seed in the current year.

Commissioner of Administration	Approves/disapproves request. If approved, sends copies of approval to agency, the State Treasurer's Office, and the Office of Statewide Reporting and Accounting Policy (OSRAP). If disapproved, sends copy of disapproval to agency.
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Agency Fiscal Officer	Prepares a Special Revenue Voucher (J3) document to re-establish prior year seed in current year and to increase seed to new approved amount.
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Sends notification and a copy of approval letter to OSRAP for processing.

Files approval/disapproval letter and, if approved, checks Detail Appropriation Report and scope to verify input to ISIS system. Reviews the Organization by Revenue Source (ORRS) and Appropriation by Revenue Source (APRS) tables in ISIS.

NOTE: Agency must ensure that sufficient cash is available in the prior year Means-of-Financing to re-establish the prior year seed to the current year Meansof-Financing. If not, contact the Office of Statewide Reporting and Accounting Policy (OSRAP).

21.8.13 Carryover of Prior Year Cash to Current Year Means of Financing Appropriation Procedures

The following procedures are used to carryover cash from a prior year Means-of-Financing Appropriation to a current year Means-of-Financing Appropriation, as provided by law, within the 45-day close period, June 30, 19XX through August 14, 19XX.

Responsibility	Action
Agency Fiscal Officer	Prepares a Special Revenue Voucher (J3) document to remove funds from a prior year Means-of-Financing Appropriation and to record funds in current year Means-of-Financing Appropriation before the August 14 close.

Schedules J3 document ("**Held**" action) in the Document Suspense File (SUSF), pending approval by OSRAP and the State Treasurer's Office.

NOTE: To process carryovers after the August 14, 19XX final close, contact the Office of Statewide Reporting and Accounting Policy (OSRAP) for specific procedures.

The carryover of the Self-Generated Revenue (SGR) or Interagency Transfer (IAT) Means-of-Financing will **not** be approved unless specific Statute or verbiage in the Appropriation Bill or an approved Budget Document exists supporting such carryover. Also, note that federal dollars will not be carried over unless an approved Budget Document exists or the agency provides proof that the federal dollars were received as an advance rather than a reimbursement. Copies of the approved Budget Documents must be submitted with a Special Revenue Voucher (J3) document. Specific references to authorizing statutes or the Appropriation Bill should be included in the "Remarks" column of the J3 document.

21.8.14 Roll-Forward of Fiscal Year 19XX-19XX Encumbered Appropriations Procedures

The following procedures are used to carry forward Fiscal Year 19XX-19XX encumbered appropriations.

Responsibility	Action
Agency Budget Analyst	<p>Prepares a BA-7, "Request for Change of Annual Approved Budget" (with proof of existing cash funds) to show an increase of appropriated funds in the current year (19XX-19XX) and decrease of prior year (19XX-19XX). Increases the appropriate Means-of-Financing Budget and Operating Expenditure Budget categories to show the addition of these funds to the current year budget.</p> <p>Submits BA-7 for approval to the Division of Administration, State Budget Office, and the Joint Legislative Budget Committee in accordance with deadlines established by the State Budget Office.</p> <p>If approved, an Appropriation Transaction (AP) must be input into ISIS by the submitting agency.</p> <p>NOTE: If requested and approved prior to 08/14/XX, a corresponding AP decreasing Fiscal Year 19XX-19XX, will be required.</p>
Agency Accountant	<p>To carry forward related FEDA, Self-Generated Revenue (SGR), or Interagency Transfer (IAT) appropriation money prior to the 08/14/XX close: (Carryover of SGR or IAT funds will not be approved unless specific Statute, approved BA-7 document, or verbiage in the Appropriation Bill exists supporting such carryover. Federal dollars will not be carried over unless an approved BA-7 exists or the agency provides proof that the federal dollars were received as an advance rather than a reimbursement.)</p> <ul style="list-style-type: none">• If money remains in the operating operation, enters a Warrant Voucher (WV) into ISIS with a credit amount to reverse money to the appropriate 19XX-19XX Means-of-Financing Appropriation(s).• To carry forward money from a 19XX-19XX Means-of-Financing Appropriation to the 19XX-19XX Means-of-Financing Appropriation, prepare a Special Revenue Voucher (J3), as follows and submit the documentation to the Office of Statewide Reporting and Accounting Policy (OSRAP). The accounting entries are as

follows:

<u>FUND</u>	<u>AGY</u>	<u>ORGN</u>	<u>FY</u>	<u>Debit</u>	<u>Credit</u>
107	XXX	T200		PY \$XXXXXX	
107	XXX	T190		CY	\$XXXXXX

Non-ISIS Agency If monies remain in the non-ISIS agency's operating bank account, prepare a "Return of Appropriation" request by completing a letter to the State Treasurer's Office. To carry forward 19XX-19XX Means-of-Financing to the 19XX-19XX Means-of-Financing appropriation, prepare a Special Revenue Voucher (J3), as follows and submit the documentation to the Office of Statewide Reporting and Accounting Policy (OSRAP).

<u>FUND</u>	<u>AGY</u>	<u>ORGN</u>	<u>FY</u>	<u>DEBIT</u>	<u>CREDIT</u>
107	XXX	T200		PY \$XXXXXX	
107	XXX	T190		CY	\$XXXXXX

NOTE: Enter the appropriate agency number and the appropriate revenue budget organization code.

21.8.14.1 Procedures To Carry Forward Available Cash Funds After the 08/14/XX Close

To carry forward available cash funds after the 08/14/XX final year-end close, the agency should contact OSRAP for specific procedures.

Responsibility	Action
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Agency Accountant	FEDA
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If monies collected remain in the 19XX-19XX (prior year) Means-of-Financing Appropriation and the agency is approved to carryover federal funds in Meansof-Financing _____ to the 19XX-19XX (current year) fiscal year, agency accountant prepares a Fiscal Journal Voucher (J2), as follows, and submits the documentation to the Office of Statewide Reporting and Accounting Policy (OSRAP).

<u>FUND</u>	<u>AGY</u>	<u>ORGN</u>	<u>FY</u>	<u>DEBIT</u>	<u>CREDIT</u>
107	107	T200		PY	\$XXXXXX
107	107	T190		CY	\$XXXXXX

NOTE: Documentation must be provided to support the agency's authority to carryover cash from prior year to current year.

21.8.14.2 Reverse Warrant Procedures

If monies collected remain in the Fiscal Year 19XX-19XX operating account, agencies should contact OSRAP for specific procedures.

21.8.14.3 Rollforward of Interagency Transactions (IATs) or Self-Generated Revenue (SGR) Procedures

If monies collected remain in the 19XX-19XX (current year) Means-of-Financing Appropriations for Interagency Transactions or Self-Generated Revenue (SGR), after August 14, agencies should contact OSRAP for specific procedures.

21.8.14.4 Procedures to Roll Forward Operating Account to Current Year

If monies collected remain in the 19XX-19XX (prior year) Operating Account after August 14, agencies should contact OSRAP for specific procedures.

21.8.15 Return of Surplus Funds for Non-ISIS Agencies Procedures

The following procedures are used to return surplus funds to the State Treasurer's Office, in accordance with Louisiana Revised Statutes Title 39.

Responsibility	Action
Agency Fiscal Officer	<p>Writes a letter to the State Treasurer's Office containing the following information:</p> <ul style="list-style-type: none">• A brief explanation of letter.• Act - Originally drawn under• Schedule Number - Originally drawn under• Fiscal Year - Originally drawn under including:<ul style="list-style-type: none">-- Means-of-Financing Appropriation Number-- Amount per Means-of-Financing• Total amount of check.• Check number - of enclosed check <p>Sends the letter and the check for the Return of Surplus to the State Treasurer's Office.</p>

21.9 August 14 Year-End Closing Instructions Overview

THIS SECTION NEEDS TO BE REVIEWED AND UPDATED ONCE THE CONTROL AGENCIES HAVE USED THE SYSTEM FOR SIX MONTHS AND FEEL COMFORTABLE WITH SYSTEM TRANSACTIONS AND FUNCTIONALITY.

The following section provides the procedures for the August 14, 19XX year-end closing instructions and time frame for ISIS and non-ISIS state agencies. Agencies should follow only the procedures that are applicable to their specific agency.

21.9.1 Check Amount in Excess of Amount Due or Check to Wrong Vendor Procedures

Responsibility	Action
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The following sections define procedures for checks in excess of and less than the amount due or checks to the wrong vendor **after** the forty-five (45) day closing period, ending August 14.

Agency Fiscal Officer	Notifies State Treasurer's Office to void check in current year, if a single check is involved, and reschedules the payment for the amount due using a Check Cancellation (CX Type 1) transaction. See Section 10.23.1 of this manual for Check Cancellation (CX) procedures.
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If a combined check is involved, agency will have to wait for check to clear and collect the money from the vendor.

State Treasurer	Prepares a Fiscal Journal Voucher (J2) to move the expense in the current year to the prior year. If necessary, on the same Journal Voucher, makes an entry to move any remaining cash from the operating account to the Means-of-Financing (MOF) appropriation.
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Processes Fiscal Journal Voucher (J2) and leaves in SUSF pending OSRAP's approval.

NOTE: Void checks (CX Type 3) after August 14 with no check reissued requires a Fiscal Journal Voucher (J2) to reverse the cash from the operating account or a Reverse Warrant (WV).

21.9.2 Check Amount in Excess of Amount Due or Check to Wrong Vendor Cut Against Revenue Object Procedures

The following procedures are used for checks issued in **excess** of the amount due or checks issued to the wrong vendor **after** the forty-five (45) day closing period ending August 14 for **revenue** only.

Responsibility	Action
Agency Fiscal Officer	Notifies State Treasurer's Office to void check in current year, if a single check is involved, and reschedules the payment check for the amount due using a Check Cancellation (CX Type 1) transaction.

If a combined check is involved, agency will have to wait for check to clear and collect the money from the vendor.

NOTE: Check should be requested using a revenue budget organization. See Section 10.23.1 of this manual for Check Cancellation (CX) procedures.

State Treasurer	Prepares a Fiscal Journal Voucher (J2) to move the revenue in the current year to the prior year. If necessary, on the same Journal Voucher, makes an entry to move any remaining cash from the Means-of-Financing (MOF) appropriation to the General Fund, or if allowable, carry forward remaining cash.
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Processes the Fiscal Journal Voucher (J2) and leaves it in SUSF pending OSRAP's approval.

21.9.3 Check Amount Less Than the Amount Due After the 45-Day Period Close, Ending August 14 Procedures

The following procedures are used for checks issued for **less** than the amount due **after** the forty-five (45) day close period, ending August 14.

Responsibility	Action
Agency Fiscal Officer	Pays remaining amount due from current year appropriation.

21.9.4 Credit Memos for the Prior Year Before the August 14 Close Procedures

The following procedures are used for credit memos for the prior year before the final August 14 close. If the credit memo will not be used **before** August 14, the credit memo **must** be removed from the accounts payable file.

Responsibility	Action
Agency Fiscal Officer	Determines, before August 14, if any outstanding credit memos are on the accounts payable file for the prior year. Enters a Payment Voucher (PV) modification in ISIS to cancel each outstanding credit memo in the prior year which will not be used. Establishes the credit memos as accounts receivable on the agency's records maintained outside ISIS. Remits the collections of these receivables during the forty-five (45) day period between July 1 and August 14, on a Deposit Suspense (DS) document to the State Treasurer. Classifies money as a "refund of expenditure" for the prior year using a Cash Receipt (CR) transaction in the ISIS system. Remits collections of prior year credit memos made after August 14 on a Deposit Suspense (DS) document and Cash Receipt (CR) Pay in Voucher . Collections of prior year credit memos made after August 14 must be remitted to the State Treasurer as Income Not Available (INA). This procedure applies to all funds which cannot be carried forward into the new fiscal year. NOTE: All liquidation documents which have a corresponding credit memo must contain a payment due date of no later than August 14, 19XX.

21.9.5 Transfer of Prior Year Free Cash From Means of Financing to Current Year Means-of-Financing Appropriation Procedures

The following procedures are used to transfer cash from a prior year Means-of-Financing Appropriation to a current year Means-of-Financing appropriation as provided by law.

Responsibility	Action
Agency Fiscal Officer	Enters a Special Revenue Voucher (J3) into ISIS, to remove funds from a prior year Means-of-Financing appropriation and to record funds in current year Means-of-Financing appropriation before the August 14 close. (See the example defined in Example 21-1 below.)

Processes the Special Revenue Voucher (J3) and leaves on SUSF pending OSRAP and the State Treasurer's Office approval. (See OSRAP's Annual YearEnd Closing Procedures Time Frame for specific deadline.)

NOTE: To process transfers made **after** the August 14 final close, contact the Office of Statewide Reporting and Accounting Policy (OSRAP) for procedures.

NOTE: No carryover transfer will be allowed unless specifically authorized by Statute. Also, any balance of federal aid funds remaining in the Federal Aid Means-of-Financing which was received on a reimbursement basis and which should replace General Fund money used to pay the expenses in advance to receiving these federal funds, **should not** be carried forward. A letter stating the dollar amount and ISIS Means-of-Financing appropriation number, agency budget schedule number, description of funds, (i.e., Title XVIII, etc.), and fiscal year should be sent to the Office of Statewide Reporting and Accounting Policy (OSRAP) with an explanation that the balance should be issued to reimburse the General Fund and **not carried forward**.

Example 21-1

EXAMPLE 1: Transfer of \$10,000 Prior Year Cash to Current Year Means-of-Financing Appropriation Prior to 8/14/XX on a Special Revenue Voucher (J3).

<u>AGY</u>	<u>ORGN</u>	<u>RSRC</u>	<u>F/Y</u>	<u>DR</u>	<u>CR</u>
107	1000	T200		PY	\$10,000
107	1000	T190		CY	\$10,000

EXAMPLE 2: If after August 14, but transfer performed in the 14th accounting period (for adjustments), OSRAP/STO must use a Fiscal Journal Voucher (J2) with the following type of entries: FEDA.

NOTE: The 14th accounting period is restricted to OSRAP and the State Treasurer's Office, therefore, agencies cannot enter Fiscal Journal Voucher (J2) transactions.

<u>AGY</u>	<u>ORGN</u>	<u>RSRC</u>	<u>F/Y</u>	<u>DR</u>	<u>CR</u>
107	1000	T200		PY	\$10,000
107	1000	T190		CY	\$10,000

NOTE: CY = Current Fiscal Year
PY = Prior Fiscal Year

If prior year cash is to be carried forward after the 14th accounting period, but before year-end close, contact OSRAP for specific procedures.

21.9.6 Transfer of Free Cash From Operating Account to Means-of-Financing Appropriation Procedures

The following procedures are used to warrant free cash from the Operating Appropriation back to the Means-of-Financing appropriation to determine surplus by Means-of-Financing appropriation.

Responsibility	Action
Agency Fiscal Officer	Determines the amount of free cash in the Operating Account. Any adjustments to be made should be taken into consideration.

Prepares Warrant Voucher (WV) for the amount of the free cash remaining in the Operating Account. See Section 10.4 of this manual for procedures for preparation of the Warrant Voucher (WV).

NOTE: Code only the credit amount on the Warrant Voucher (WV) for Reverse Warrants in the 13th accounting period.

Reverse warrants entered into ISIS may be submitted until 6:00 p.m., August 14, 19XX.

NOTE: If transfer is made **after** the August 14, 19XX final close, contact the Office of Statewide Reporting and Accounting Policy (OSRAP) for specific procedures.

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