Budget – 1ˢᵗ Payroll of New School Year

Part 4

Presented by ESC, Region 14

August 2019

Part 4 Checklist

This part of the process begins with August Accruals.

- The August Accrual process posts wages for employees who begin work for the **new *school* year in August,** but do not receive their **first paycheck until September,** which falls in the next *fiscal* year.
- We recommend completing **the August Accrual process on all 10 month employees** who receive their **first paycheck for the new school year in September.**
- Hourly Employees and employees who work **11 or 12 months are typically excluded** from this process.

The following should be completed before beginning this process:

_____ **Teacher Service Records. See separate document.**

_____**Roster of Personnel - HRS 1000 run report and save for auditor file – (Best to do in May)**

_____**Regular August Payroll**

_____ **August Deduction checks**

_____ **August TRS Reporting (files extracted and created)**

_____**TRS On-Behalf (if not posted monthly, book annual amount before starting August Accruals) Can be verified by reviewing Finance > Inquiry > General Ledger Inquiry for 199-00-5831-00.**

_____**Termination dates and reasons must be entered on the Employment Info screen for all employees who are no longer at your district. Date should reflect the last day of instruction or work.**

_____**Next Year Payroll must be completed including entry of all new employees and inactivation of all employees not returning to your district for the new school year. Additionally, you will want to inactivate any vacant positions or position holders you may have created for budgeting purposes**

⭐ **Log into the Current Payroll Frequency** ⭐

_____ **Balance Accruals in Finance and HR**. (Separate Document)

You are now ready to begin the August Accrual Process.

⭐ **Log into HR - Next Year Payroll Frequency** ⭐

_____ **69. Populate the EOY Accrual Table.**

Payroll Processing > EOY Payroll Accruals > Accrual Table tab

A. Select Table Type - **Daily**
B. Click **Populate Table**.

The popup box will display **available contract begin dates** from Next Year Payroll.
- Check the **Delete box** for any beginning dates that you **do not want included** in August Accrual calculations,
- Select the box in front of the **Start dates for 10 month employees** that **should be included,** and enter the 'Estimated Days' worked in August by those employees.
- **Execute.**
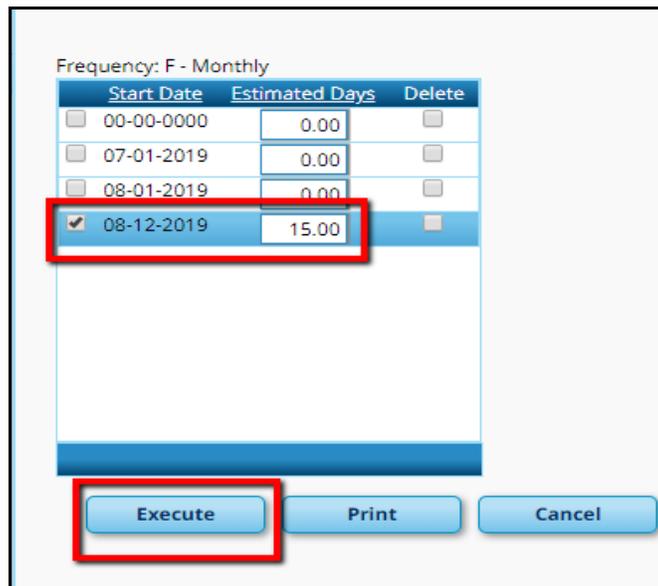
You will have a popup that shows Loading. You will not have anything to show that it Updated. When it's finished click **Cancel**.

When you close the window, your Accrual Table will be populated with the **Start Date**, **Estimated Days** and **Job Codes** associated with the Start Dates selected in the previous action. Review for accuracy, then click **Save**.
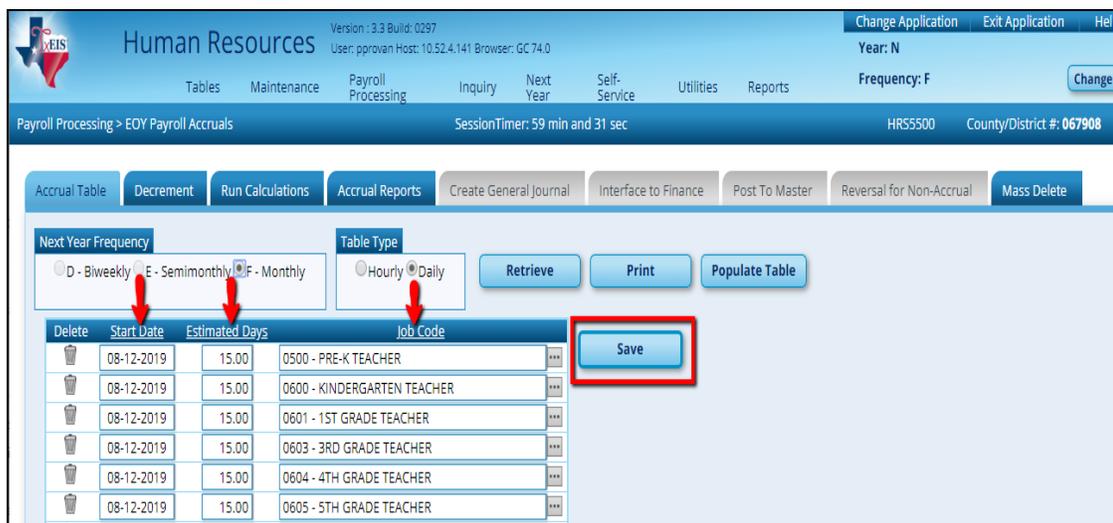
_____70. **On the Decrement tab, add any funds you do not want August Accruals to decrement the fiscal year on.** TxEIS will automatically change Year **0 to 9** unless you specify the Fund Codes here. For example, several of you have Head Start grants that ended in April or May. After that, you opened up Fund **205/0**. You don't want 205 to decrement to a **fiscal year 9,** so add that fund here.

NOTE: Some auditors have indicated they prefer to have you decrement everything and then let them provide entries to move everything applicable to the new (fiscal year 0) account code(s). If that is the case for your district, skip this step.

Use the **+Add** to indicate funds you **Do Not** want to decrement and **Save**.
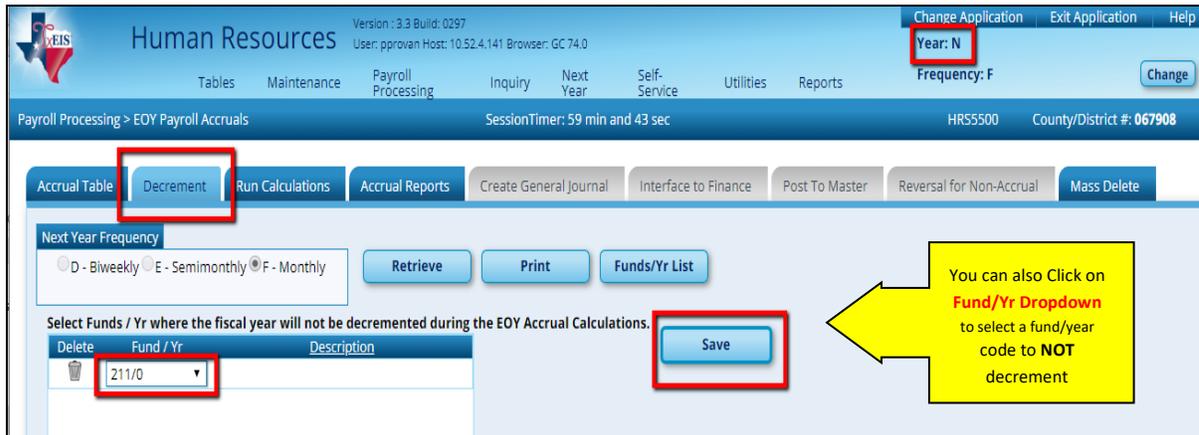
_____ **71. Run Calculations.** On the Run Calculations tab:

- Enter the Calculation Date as **08-31-2019**.
- Check the **Exclude Non-Standard Employees box** – these are the 11, 12 and 13 month contracts that receive their first check of the new school year before September. They should have the TRS Year box checked on their Job Info screen.
- Check the **Exclude Substitutes box**
- Pull all employees from the left window to the right window using the **double right arrow**.
- Verify the Calendar is **blank**.
- **Click Run**

- Preview / Print the Error Report and click Close.

Review all messages and make corrections as needed—REMEMBER—the employees with Failure Messages on this list will NOT be included in the EOY Accrual calculations. Common errors and the corrections include:

- **Warning: Job Code XXXX, State Min Days = 0 and/or Daily Rate = 0 which may affect TRS TEAM 373 or Non-OASDI calculations**
  Add State Min Days Field on the Job Info Tab.

- **Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: XXXX, Contract Begin Date: 08-13-2018.**
  Employees may be on the report if the beginning contract date on the Job Info screen hasn't been updated (note year 2018).

- **Failure: No Data in EOY Accrual Table for Pay Type: 2, Job Code: XXXX, Contract Begin Date: 09-01-2019.**
  Disregard Error. Employee does not work any days in August so they do not accrue.

- **Failure: No Data in EOY Accrual Table for Pay Type: 1, Job Code: XXXX, Contract Begin Date: 07-01-2018.**
  Employees with contract begin dates in July or August that are paid prior to September should not be on this report. If they show, check the TRS Year Box on the Job Info Screen.

- **Failure: No Data in EOY Accrual Table for Pay Type: 3, Job Code: XXXX,**
  Employees who are a Pay Type 3 (Hourly) show on the report. We do not calculate August Accruals on Pay Type 3 so you may disregard those errors.

NOTE 1: **Employees with termination dates *AND* reasons will not extract for August Accruals. If you see terminated employees listed, ensure both fields are populated on their Employment Info screens.**

NOTE 2: **If corrections are made in the employee screens, consider whether the EOY temporary tables need to be cleared (see page 133), then you must return to Step 69 and repeat from there. You may correct and repeat the process as often as *necessary to obtain accurate information.***

_____**72.** **Print and Review Accrual Reports.**

Next Year Pay Frequency > Payroll Processing > EOY Payroll Accruals > Accrual Reports Tab.

Review the reports for accuracy. Once accurate, we recommend you save a pdf copy of the reports in your Auditor folder as well as your **2019-2020** Budget – 1st Payroll folder. From the **Accrual Reports tab**, print and/or save the following:

EOY Accrual Table Hourly or Daily (HRS9900/HRS9910) displays the number of days you assigned to each start date in Step 69. **Your days may be different.**

Date Run:	06-14-2019 11:28 AM		EOY Accrual Table	Program:	HRS9910
Cnty Dist:	067-908		TEST ISD	Page: 1 of	1
			Daily Data		

Frequency	Start Date	Estimated Days	Job Code
F	08-12-2019	15.00	0500 - PRE-K TEACHER
F	08-12-2019	15.00	0600 - KINDERGARTEN TEACHER
F	08-12-2019	15.00	0601 - 1ST GRADE TEACHER
F	08-12-2019	15.00	0603 - 3RD GRADE TEACHER
F	08-12-2019	15.00	0604 - 4TH GRADE TEACHER
F	08-12-2019	15.00	0605 - 5TH GRADE TEACHER
F	08-12-2019	15.00	0609 - ELEMENTARY SPECIAL EDUCATION
F	08-12-2019	15.00	0616 - CHEMISTRY TEACHER
F	08-12-2019	15.00	0652 - SECONDARY MATH
F	08-12-2019	15.00	0653 - SECONDARY ENGLISH
F	08-12-2019	15.00	0654 - SECONDARY SCIENCE
F	08-12-2019	15.00	0660 - VOCATIONAL AGRICULTURE
F	08-12-2019	15.00	0665 - VOCATIONAL HOMEMAKING
F	08-12-2019	15.00	0682 - SECONDARY HISTORY
F	08-12-2019	15.00	0907 - 6TH GRADE TEACHER

End of Report

EOY Accrual Information (HRS9920) lists all employees included in
EOY accrual calculations. Verify the following:
- Daily accrual rate, and accrued pay seem reasonable.
- All employees paid from federal funds are calculating TRS Federal Grant and Fed Care amounts.
- All 10 month employees have an accrual code.
- Review Accrual Information listing for employees that should not be included in accruals, or employees that should be in accruals but are missing from the report.

Date Run:	06-14-2019 11:28 AM		EOY Accrual Information	Program:	HRS9920
Cnty Dist:	067-908		TEST ISD	Page: 1 of	2
			Accrual Calculations		

Campus: 001 - TEST HIGH SCHOOL

[Annotation: Daily Accrual Rate]
[Annotation: Accrued Pay]
[Annotation: Fed Grant & Fed Care on Employees paid from Fed Funds.]
[Annotation: Accrual Code]

Freq Job Cd	Emp Nbr A/C	Employee Name Start Date	Units	Rate	Type	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
F 0665	000568 A	CAGE, NICOLAS 08-12-2019	15.00	117.578	Daily	1,763.67	25.57	0.00	0.00	13.23
F 0682	000353 A	DAVIS, BETTE 08-12-2019	15.00	208.132	Daily	3,121.98	38.73	0.00	0.00	23.41
F 0652	000539 A	FOSTER, JODIE 08-12-2019	15.00	237.112	Daily	3,556.68	49.87	0.00	0.00	26.68
F 0616	000285 A	GIBSON, MEL 08-12-2019	15.00	139.582	Daily	2,093.73	29.66	0.00	0.00	0.00
F 0653	000570 A	KELLY, GRACE 08-12-2019	15.00	166.684	Daily	2,500.26	25.37	0.00	0.00	18.75
		Totals for Campus:001				13,036.32	169.20	0.00	0.00	82.07

Employee Count Totals: 5
Accrual Employee Count: 5
Non-Accrual Employee Count: 0

EOY Accrual Distribution by Account Code (HRS9930) lists all employees Accruing in each account code with detailed accrual amounts. Verify the following:

- Account Codes are correctly assigned.
- August Accruals are being coded to the correct fiscal year
- All federally funded employees show TRS Fed Grant and Fed Care amounts
- TRS Fed Grant and Fed Care amounts do NOT display on employees coded to state or local funds

You will use this report again in Step 73.

Date Run:	06-14-2019 11:28 AM			EOY Accrual Distribution		Program:	HRS9930
Cnty Dist:	067-908			TEST ISD		Page: 1 of	2
				Accrual Calculations			

Account Code

Freq	Emp Nbr	Employee Name	Jb Cd	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
199-11-6119.00-001-911000								
F	000353	DAVIS , BETTE	0682	1,697.83	21.07	.00	.00	12.74
F	000539	FOSTER , JODIE	0652	2,766.31	38.79	.00	.00	20.75
F	000285	GIBSON , MEL	0616	1,538.24	21.79	.00	.00	.00
F	000570	KELLY , GRACE	0653	1,944.65	19.73	.00	.00	14.58
199-11-6119.00-001-911000			Totals:	7,947.03	101.38	.00	.00	48.07
199-11-6119.00-001-922000								
F	000568	CAGE , NICOLAS	0665	1,763.67	25.57	.00	.00	13.23
F	000285	GIBSON , MEL	0616	384.56	5.45	.00	.00	.00
199-11-6119.00-001-922000			Totals:	2,148.23	31.02	.00	.00	13.23
199-11-6119.00-001-924000								
F	000353	DAVIS , BETTE	0682	679.12	8.42	.00	.00	5.09
F	000539	FOSTER , JODIE	0652	790.37	11.08	.00	.00	5.93
F	000285	GIBSON , MEL	0616	138.86	1.97	.00	.00	.00
F	000570	KELLY , GRACE	0653	555.61	5.64	.00	.00	4.17
199-11-6119.00-001-924000			Totals:	2,163.96	27.11	.00	.00	15.19
199-11-6119.00-001			Totals:	12,259.22	159.51	.00	.00	76.49
199-11-6119.00-101-911000								
F	000328	ANDREWS , JULIE	0907	2,088.42	30.28	.00	.00	15.66
F	000593	BRONSON , CHARLES	0603	2,045.63	27.66	.00	.00	15.34
F	000323	BURTON , RICHARD	0600	2,628.94	32.49	.00	.00	19.72
F	000561	COSTNER , KEVIN	0603	2,247.24	31.20			16.85
F	000572	CRAWFORD , JOAN	0601	2,782.18	32.80			20.86
F	000353	DAVIS , BETTE	0682	679.09				5.09
F	000114	DUNAWAY , FAYE	0605	2,824.96	35.24			21.19
199-11-6119.00-101-911000			Totals:	15,296.46	198.15	.00	.00	114.71
199-11-6119.00-101-923000								
F	000596	DOUGLAS , MICHAEL	0609	1,973.51	28.62	.00	.00	14.80
199-11-6119.00-101-923000			Totals:	1,973.51	28.62	.00	.00	14.80
199-11-6119.00-101-925000								
F	000114	DUNAWAY , FAYE	0605	412.74	5.15	.00	.00	3.10
199-11-6119.00-101-925000			Totals:	412.74	5.15	.00	.00	3.10

All employees should Accrue

EOY Accrual Distribution by Alpha, (HRS9940) gives the same information as the EOY Accrual Distribution by Account Code except that it is in **Alpha Order**. Review for accuracy.

Freq	Emp Nbr	Employee Name					
Jb Cd	Account Code		Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care
F	000328	ANDREWS, JULIE					
0907	199-11-6119.00-101-911000		2,088.42	30.28	.00	.00	15.66
0907	199-11-6119.00-101-930000		261.05	3.79	.00	.00	1.96
		Employee Totals:	2,349.47	34.07	.00	.00	17.62
F	000593	BRONSON, CHARLES					
0603	199-11-6119.00-101-911000		2,045.63	27.66	.00	.00	15.34
0603	199-11-6119.00-101-930000		255.70	3.46	.00	.00	1.92
		Employee Totals:	2,301.33	31.12	.00	.00	17.26
F	000323	BURTON, RICHARD					
0500	199-11-6119.00-101-932000		3,650.53	45.11	.00	.00	27.38
0600	199-11-6119.00-101-911000		2,628.94	32.49	.00	.00	19.72
0600	199-11-6119.00-101-930000		1,021.62	12.63	.00	.00	7.66
0600	199-11-6119.01-101-911000		64.15	.79	.00	.00	.48
		Employee Totals:	7,365.24	91.02	.00	.00	55.24

EOY Accrual Account Code Comparison, HRS9950 displays accounts that are being used in August Accrual calculations that do not exist in Finance. If you have accounts on the account code comparison report, determine what must be corrected to resolve the discrepancy before continuing. ***This report must be clear of accounts to continue.*** Correct account code and re-run until report is clear.

Date Run: 07-09-2019 1:46 PM   EOY Accrual Account Code Comparison   Program: HRS9950
Cnty Dist: 030-903   TEST ISD   Page: 1 of   1
                                          Account Codes that do not exist in the Finance General Ledger
Primary Campus:

Frequency	Account Code	Emp Nbr	Employee Name

NOTE: Each time _corrections are made_ to the employee records or to the Accrual Table, you must clear the EOY accrual tables (Separate Document) and _begin at step 69_ of this process and these reports must be printed and reviewed again. Do not proceed until all reports are reviewed and found accurate.

_____**73. Create the General Journal.** On the Create General Journal tab, enter JV Number **AUGACC**. Select the August Accrual line and Execute. Accrual objects will include 216X – accrued wages and 221X-XX – benefits.

Verify the JV by comparing the amounts for each fund with those displayed on the **EOY Accrual Distribution by Account Code** (HRS 9930) printed and saved in **Step 72**. Save the General Journal as a PDF report. **These totals must match for each fund. If they do NOT, you must stop and make corrections.**

If accurate, **Save as Pending**. If you discover the totals do not match after you have Saved as Pending, you must complete Step 74a.

If the totals match, proceed to Step 75.

STOP!!! Read before proceeding.

_____ **74a.** **Complete this step ONLY** if you find errors or discover totals do not match **after having clicked 'Save as Pending'.** This step will clear the JV that was just created.

- Go to the Interface to Finance tab, select the line, click Delete Pending.

- Change to the **Current** Payroll Frequency. Go to **Next Year > Copy CYR Table to NYR > Clear Next Year Tables tab.**
- DO NOT bring tables to the right!
- Check the 'Clear EOY Accrual Data Only' box
- Click Execute

- Change back to the Next Year Pay Frequency.
- Make changes as needed
- Start at Step 69 again.

_____ **74b. Make a backup.** From **Utilities > Export by Human Resources by Payroll**, select both pay frequencies and Execute. Once the backup is complete, start at step 69.

_____**75.** **Interface to Finance** in the Next Year Pay Frequency. From **Payroll Processing > EOY Payroll Accruals > Interface to Finance tab,** enter the following:

- Post to Accounting Period 08
- Enter the **08-31-2019** as the Interface Transaction Date
- Select the August Accrual line
- Click **Preview Report** before you Interface to verify information Review General Ledger entries to ensure they match the desired totals. The Emp Report will show amounts that will interface by employee. Review and save this report.
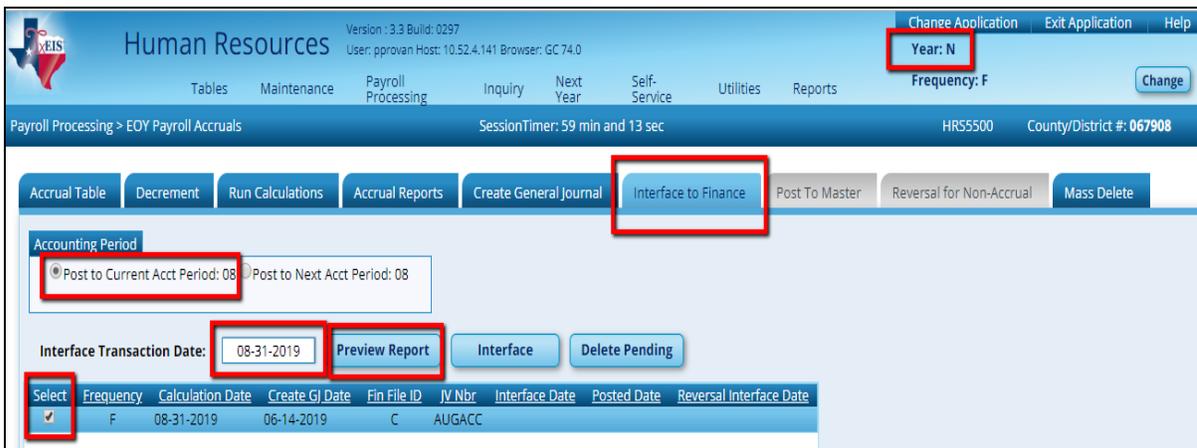
- Once you have verified the General Journal, you can **Interface**.
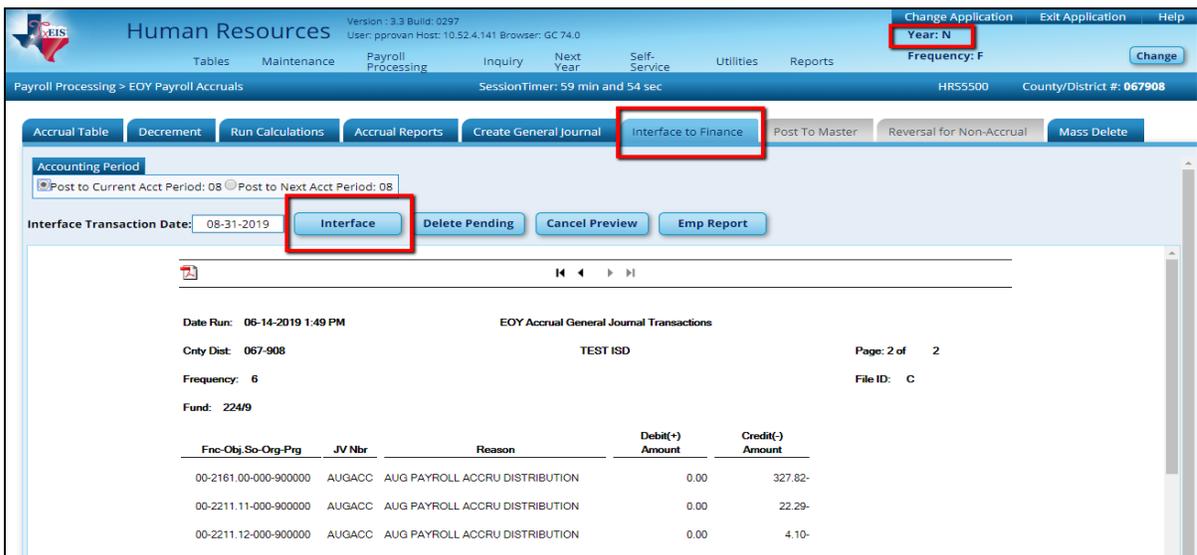
Special Consideration: This is a good time to review expenditures, particularly for Federal Funds and Maintenance of Effort (MOE). If payroll expenses need to be adjusted, make those adjustments

through Current Year > Human Resources > Payroll Processing > Special Adjustments > Expense Only tab. Choose to Post to Master and Interface to Finance so that HR and Finance still match.

⭐ ## Log into the Current Payroll Frequency ⭐

_____76. **Mass update all employees account code fiscal year to 0 in the**

Current Payroll Frequency > Utilities > Mass Update > Employee tab:

- Select Pay Status: **Both**
- Check Fiscal Year and enter **0** in the box to the right
- **Execute**
- **Process**

_____77. **Create a Backup** and save in sub folder labeled Step 77.

HR > Utilities > Export Human Resources by Payroll

⭐ Log into the Next Year Payroll Frequency ⭐

_____78. **Move all Next Year Tables to Current Year.** In the **Next Year Pay Frequency**, from

Next Year > Copy NYR Tables to CYR,

Choose the **Select All tables** button and **Execute**. **Process each Preview**.

_____79. **Move remaining employees from Next Year Payroll to Current Year.**

In the **Next Pay Frequency**, from

Next Year > Copy NYR Staff to CYR,

- Select Pay Status **Active**. Carry Over Employee Deductions only if deductions were updated in Next Year.
- Enter the Extract ID
- Include Employees with Term Date if needed
- **Execute**.

Check Box to include employees with Term Date if some employees left & came back to your district.

If you updated your employee Payroll Deduction in Next Year, then you will need to check the box to 'Carry over employee deductions.'

Review the Copy Staff Employee Listing to ensure only 10 month employees are displayed. **DO NOT Process 11 or 12 month employees**. If accurate, **Process.** Repeat for all 10-month employee Extract ID groups.

Copy Staff Employee Listing
TEST ISD   Page: 1 of   1

E.	Employee Name
000178	AFFLECK, BEN
000314	AGUILERA, CHRISTINA
000296	ALBA, JESSICA
000291	ANISTON, JENNIFER
000312	APPLEGATE, CHRISTINA

If 11 or 12 mo. employees are listed, you will need to go to their Pay Info Tab in Next Year and choose Inactive in the Pay Status. Do not process until this is corrected.

Now we have ALL of <u>NEXT YEAR PAYROLL</u> into <u>CURRENT</u>!!!

★ Log into the Current Payroll Frequency ★

_____**80. Verify Current Year Data. The following reports are helpful:**

- Employee Data Listing (HRS1250) –HR Reports > Personnel Reports > Employee Data Listing - select data you want to verify
- Employee Payroll Listing (HRS6150) – HR Reports > Payroll Information Reports - verify all employees who should be included in the first payroll are in current and active
- Contract Balance Variance Report (HRS6050) – HR Reports > Payroll Information Reports - variances should be only a few cents that might be present due to rounding. If not, make corrections in the employee's screens and run again.
- Salary Verification Report (HRS6400) – HR Reports > Payroll Information Reports - verify all payroll information
- User Created Reports are a great way to verify only the data you want to see at that time.

_____**81. Post August Accruals to the Master Payroll file. This step MUST be run before September payroll. Post to Master** updates the employee information in **current year payroll** and year to date accrual distribution. It adds the accrued pay, accrued days and benefits to School YTD fields and creates a new school YTD for the employee.

Current Payroll Frequency > Payroll Processing > EOY Payroll Accruals > Post to Master tab

Select the **August Accrual line**.
Click **Post**
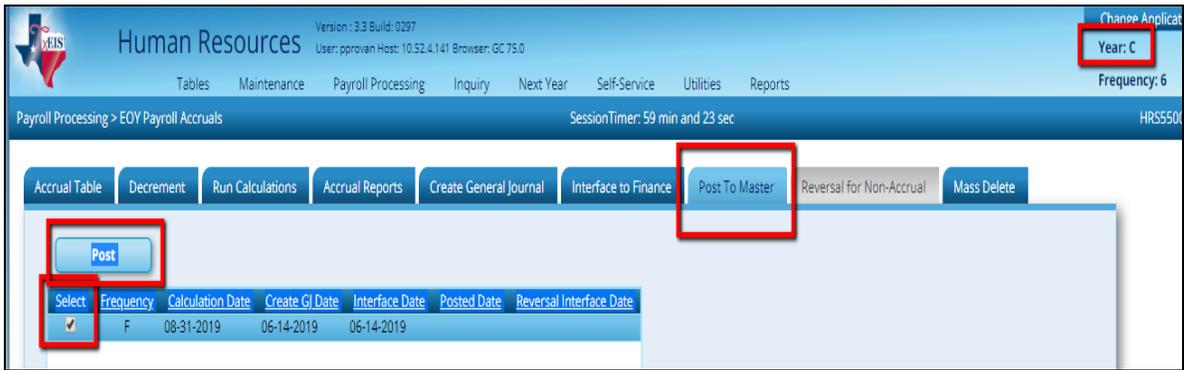
_____82. **Verify the August Accrual Data posted to the School YTD screen in the Current Payroll Frequency.**

Maintenance > School YTD Data

Enter school year **2020**. Retrieve any 10-month employee. Verify the **accrual data** has been posted including **accrued wages and benefits**, and the **number days earned.**

Note: If you do not change to School Year 2020 it will be blank in the Accrued Data Box.
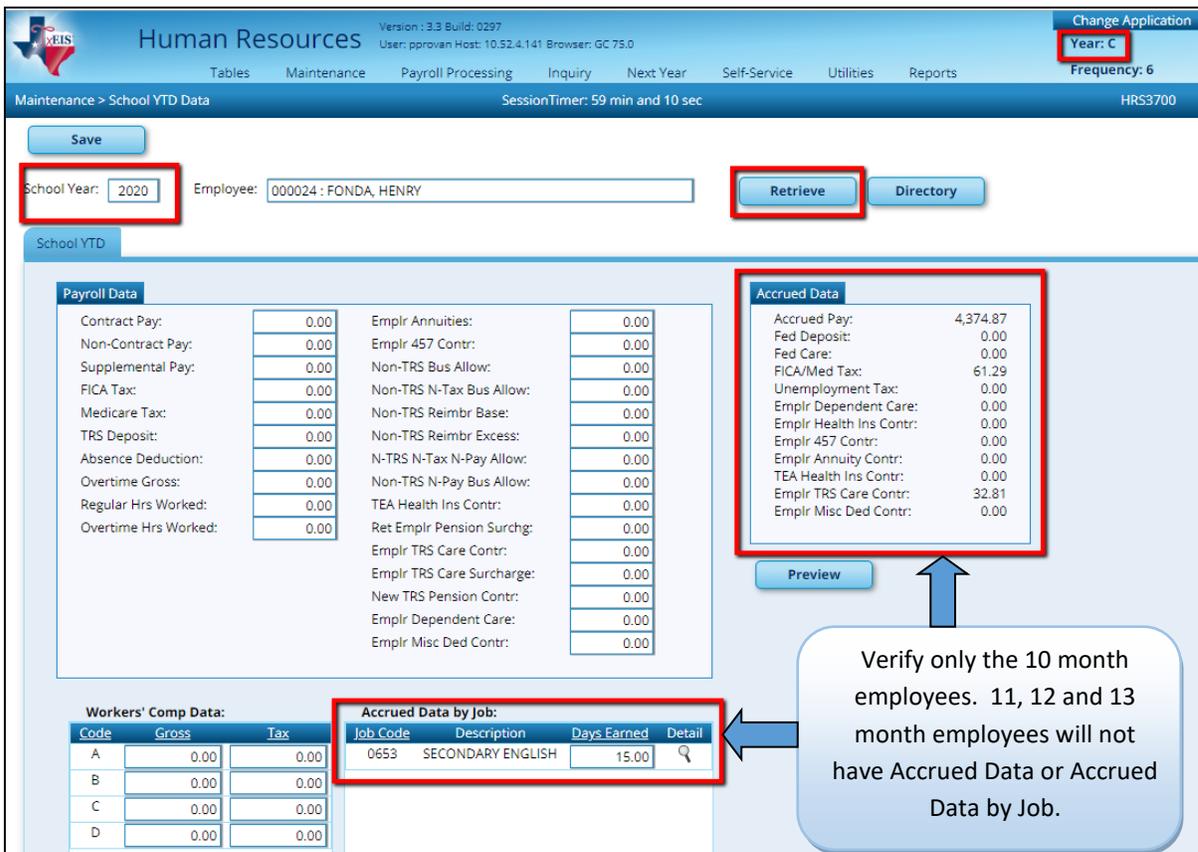
_____83. **Update the HR Options Table.**

Current Payroll Frequency > Tables > District HR Options

- Set the first pay date of the school year. This is the <u>first payroll, regular or supplemental,</u> for the new school year.
- School Year for **PEIMS Codes -** Enter the current school year = **2020**
- **Automatically Compute** – recommend all rates be checked
- **SAVE**

_____84. **Mass Update Leave.** Refer to our document on **Resetting and Updating Leave Balances,** available on our website.

_____85. **Import Deduction Changes from your Third Party Administrator (TPA) or Mass update deductions.** If you have received a file of changes from your TPA, refer to the **Employee Benefits Interface Checklist** on our Website. Deductions not managed by your TPA can be updated through Mass Updates.

- <u>Change Existing Code and Amounts to Another</u>: If you have changed from **one insurance provider to another**, this will allow you to change everyone over to the new company en masse.

- <u>Change Dollar Amount on Existing Code</u>: This is common when **insurance premiums change.** This method will allow you to choose the applicable deduction code, then change the Net Amount (Employee amount) and/or Employer Contribution from one amount to a new amount.

- <u>Add a new Deduction Code to Employees</u>: works great if you are now **offering a new benefit** such as pre-paid legal. Once the new deduction code has been entered into the table (see step 8), select the new code, the Net

Amount (Employee portion), the Remaining Payments, and the Employer Contribution. Check if Cafe125 is applicable and **Execute**.

- Delete Deduction Code from Employees: If you will **no longer offer a particular deduction** and want to delete that code from all employees, this is your best bet. Simply check applicable deductions and Execute.

_____ 86. **Review eligible retirees for TRS Pension Surcharges and Care Surcharges**. Check each retiree in the TRS RE Portal to determine whether the Pension and Pension Care Surcharge might be due**.** Pension surcharges are due on all employees who retired after September 1, 2005 and work more than half-time in positions that are normally TRS

eligible. Care surcharges are due on those retirees who retired after September 1, 2005 and take TRS Retiree Insurance.

To ensure Pension surcharges are accurately paid, check the Take Retiree Surcharge box on eligible retirees.

Maintenance > Staff Job/Pay Data > Employment Info screen

This box should have been unchecked during the summer, as surcharges are not due during months' retirees are not physically working on your campus. The TRS Pension Surcharge will be **15.2%** for the **2019-2020** School Year. (Member TRS Rate + District TRS Rate)

Verify that the TRS Care Surcharge Deduction code is listed under

HR > Tables > Tax Deductions > Deduction Cd

Pension Care Surcharges (Insurance) must be added to each applicable retiree.

Add a row for the deduction code, selecting the deduction code for **TRS Care Surcharge**. Enter the amount in the Emplr Contrib field with 99 remaining payments and **Save**.

Note: If you have an agreement with the retiree to pay the district back for these surcharges, review that deduction as well. To repay the district, a second deduction must be entered, using a deduction code with the district as the vendor.

_____**87.** **Add September pay date**

Tables > Pay Dates

- Select +Add and add your September paydate. At this point, we are only concerned with the September pay date. Additional Pay Dates will be added in another step.

Moved to page 122

- Due to a program issue, pay dates and number of days built in the Accrual Calendars in NY Payroll did not copy over. These must be manually added to Current Year Payroll.

Tables > Workday Calendars > Accrual Calendar tab.

Moved to page 123

_____**88 Calculate September Payroll**

Payroll Processing > Run Payroll

Verify Pre-Post Reports then **STOP**! Correct any errors that might display.

Moved to page 123

_____**89. Print Addendum for Active Employees.** We recommend you request each employee review for accuracy and return. Make corrections and give to the employee to review again.

Utilities > Payroll Simulation > Addendum tab

Choose your Select criteria and whether or not you want to include Emergency Contact Info and/or Budget Information. When you click on **Execute,** the information will pull in.

The next part of the process covers the Finance Fiscal Year close.

The following should be completed before beginning this Process

⭐ **Log into Budget** ⭐

_____ Enter **TRS On-Behalf Revenue in Budget**. NY Payroll budgets for On-Behalf expenditures, but not revenue.

   A. Pull a **Summary Report for object 6144**. The Appropriations shown for each fund must be budgeted in XXX-00-5831.00.

Budget > Inquiry > Budget Account Code Inquiry,

   B. Add amount from the report in:

Maintenance > Budget Data > Tab desired,

_____ Budget **Medicare D Revenue and Expenditure**. Amounts can be retrieved from the **TRS Website:** www.trs.texas.gov >

Reporting Entities > Governmental Accounting Standards Board (GASB) > GASB Statement 24

Scroll down near bottom of page. Click link for **Medicare Part D: On-Behalf Payments (pdf).**

GASB 24 Medicare Part D
FY 2019 June Estimate

TRS District Number	REPORTING ENTITY NAME	FY17 Act. $ Amount Med. Part D	FY18 Act. $ Amount Med. Part D	FY19 Est. $ Amount Med. Part D
2191	A PLUS ACADEMY	$ 18,843	$ 20,229	$ 24,844
2161	A W BROWN FLWSHP CHTR SCH	35,089	36,592	35,714
2344	A+ UNLIMITED POTENTIAL	1,704	1,730	1,947
0300	ABBOTT ISD	4,284	4,644	5,191
0301	ABERNATHY ISD	15,697	16,090	16,988
0302	ABILENE ISD	298,966	314,649	327,433
0303	ACADEMY ISD	26,798	25,547	27,385
2058	ACADEMY OF ACCELERATED	9,859	10,530	11,105
2174	ACADEMY OF DALLAS	4,938	5,567	4,769
2202	ACCELERATED INTERMEDIATE ACADEMY	3,780	3,954	4,512
1625	ADRIAN ISD	2,595	2,896	3,110

A. Enter the **Budget Revenue** in **199-00-5831.01**.

Budget > Maintenance > Budget Data

Select the tab that you are working in your budget.

(Example: Recommended)

Note: In this example we are using Abilene ISD Med Part D Amount.

B. Enter the Budget matching Expenditure in 199-11-6144.01

Log into Finance

_____ Ensure **Medicare D (Realized Revenue and Actual Expenditure)**
are booked in Finance in **File ID C.**

Finance > Inquiry > General Ledger Inquiry

If Medicare D has not been booked enter a journal entry from:

Finance > Maintenance > Postings > Journal Actual

199-00-5831.01 Credit Amount $327,433 *
199-11-6144.01 Debit Amount $327,433 *
***Sample amount only.**

Use the amount listed for your district on the **Medicare Part D On-Behalf of payment list** retrieved in a previous step.

You are now ready to begin the <u>Finance Fiscal Year</u> close.

★ **Log into the Current Year Finance.** ★

_____90. **Make a backup of Finance before beginning this process.**

Utilities > Export by File ID

Select **File ID C** from Available File IDs, pull to the right and **Execute.**

_____ 91.   Delete transactions in the 1099 Work Table.

Utilities > Create 1099 Work Table

Leave dates as **zeros**, The **Use 1099 Object Codes Table** is not necessary to check and then select **Delete**.
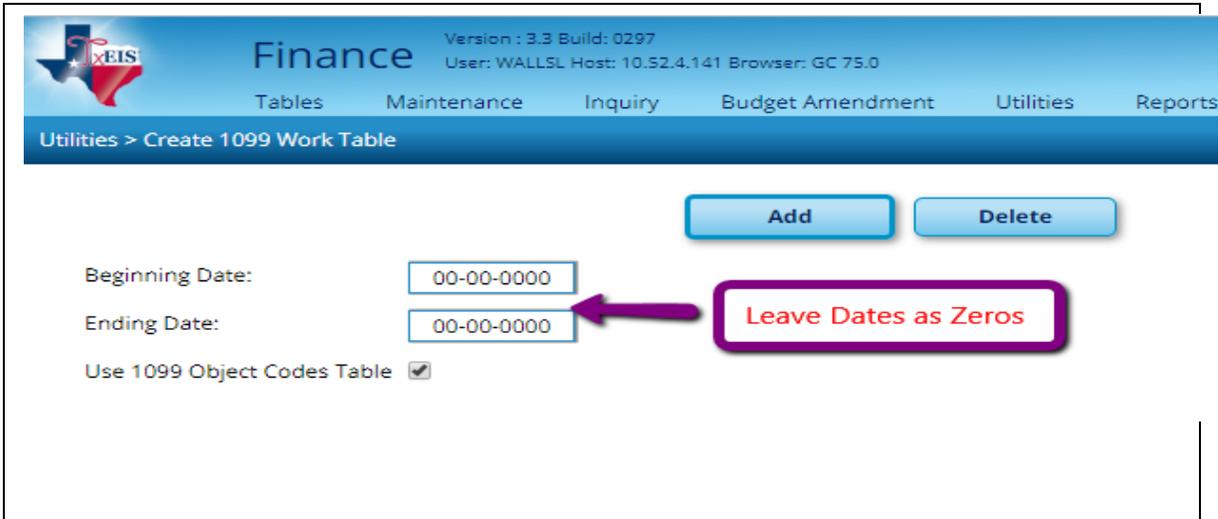
_____ 92.   Reverse Purchase Orders in Finance.

Utilities > Fiscal Year Processing > Mass Purchase Order Reversal >

Reverse PO by Fund tab

- Create a Backup when asked.
- Move all funds to the right.
- Execute
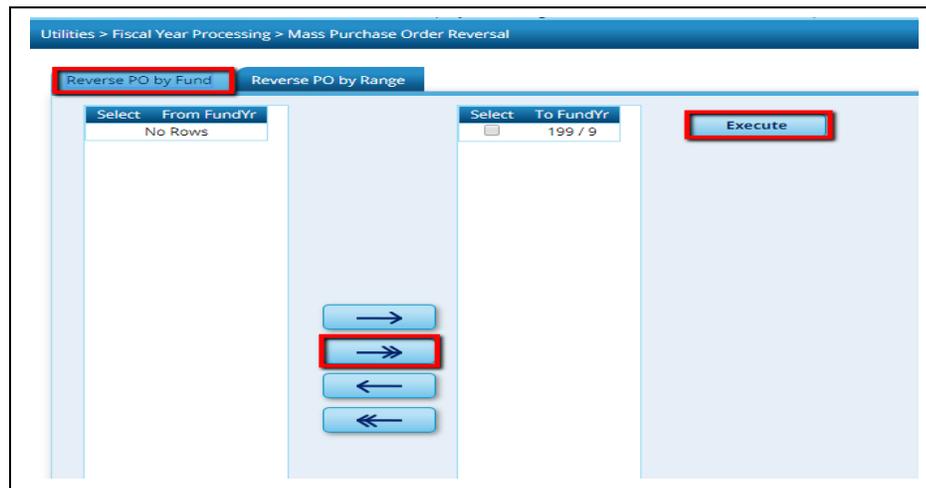
Print the report.

- Analyze the POs listed and refer to the **Additional Considerations** (Separate Document).
- Outstanding POs displaying goods and/or services ordered **prior to August 31.** Some may legitimately be paid with **2018-2019** money and will therefore need to be re-entered for payment.
- Those with goods and/or services **not received by August 31** will need to re-entered in **2019-2020** once received.
- Once all POs have been considered, Process the reversal.
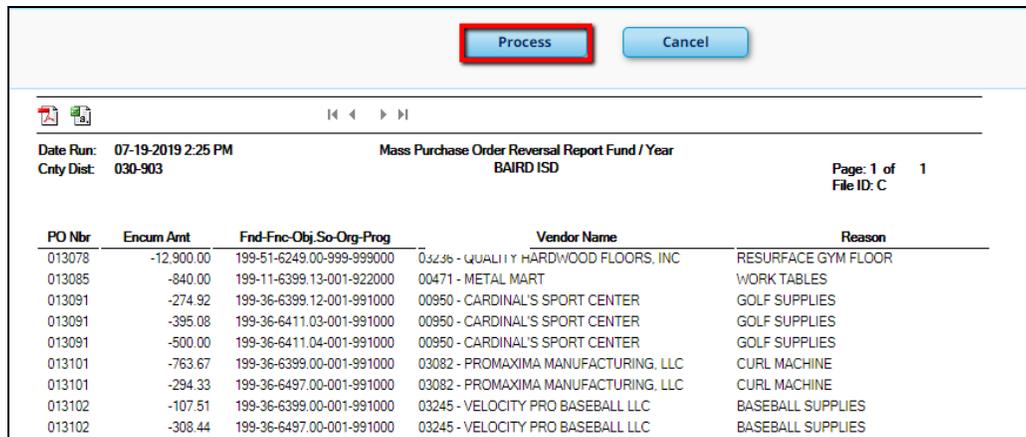
PO Nbr	Encum Amt	Fnd-Fnc-Obj.So-Org-Prog	Vendor Name	Reason
013078	-12,900.00	199-51-6249.00-999-999000	03236 - QUALITY HARDWOOD FLOORS, INC	RESURFACE GYM FLOOR
013085	-840.00	199-11-6399.13-001-922000	00471 - METAL MART	WORK TABLES
013091	-274.92	199-36-6399.12-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013091	-395.08	199-36-6411.03-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013091	-500.00	199-36-6411.04-001-991000	00950 - CARDINAL'S SPORT CENTER	GOLF SUPPLIES
013101	-763.67	199-36-6399.00-001-991000	03082 - PROMAXIMA MANUFACTURING, LLC	CURL MACHINE
013101	-294.33	199-36-6497.00-001-991000	03082 - PROMAXIMA MANUFACTURING, LLC	CURL MACHINE
013102	-107.51	199-36-6399.00-001-991000	03245 - VELOCITY PRO BASEBALL LLC	BASEBALL SUPPLIES
013102	-308.44	199-36-6497.00-001-991000	03245 - VELOCITY PRO BASEBALL LLC	BASEBALL SUPPLIES

At the prompt, select **Yes** to delete related Requisition records.
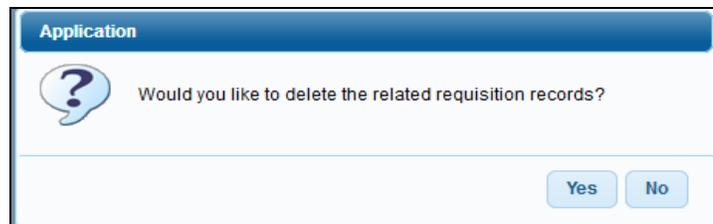
Log into Purchasing

_____ 93. **If using Purchasing, delete Requisitions**

Purchasing > Utilities > Mass Delete Requisition Records > Fund/Fiscal Year

Do not be concerned if you have some previous years showing. You will want to delete all by pulling **funds to the right** and **Execute**.

Utilities > Mass Delete Requisition Records

- Print the report
- Process
- Valid Requisitions will need to **be re-entered** in the **new fiscal year file**.
- Select **Ok** on *The Mass Delete Requisition Records process completed successfully.*
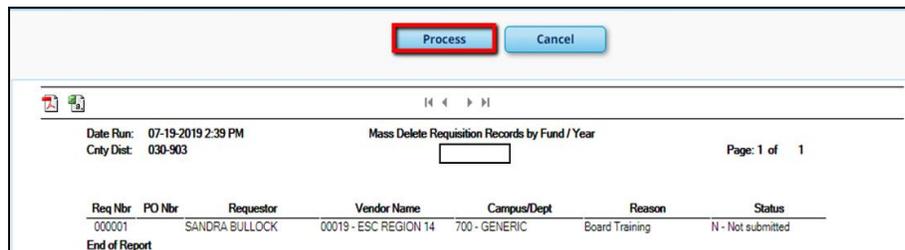
_____ 94. **In Purchasing, delete Requisitions that may have been saved but not submitted**.

Utilities > **Mass Delete Requisition Records > Requisition Number tab**.

- Enter Requisition Number Range from 000000 to 999999 and
- Execute.
- Process at the Preview.

Note: This step will <u>delete the Saved Requisitions</u> that have not been Submitted. Be sure to Delete these Requisition because if they are left hanging out there it will cause you errors later on.

⭐ **Log back into Finance** ⭐

___ **95.**   If using the Budget Amendment feature, **Delete CYR Amendment Transactions** from **Finance > Budget Amendment > Delete Amendments.**   Select both boxes in the Delete Options box, move all funds to the right and Execute.

If desired, print the report. **Process**.

____ **96 a. Copy Current Finance information to File ID 9 for history.**

- **Step 96a is Optional!   You will be needing the 9 that is
  presently being used for 2008-2009 for the 2018-2019 file. Step
  96a will allow you to retain 2008-2009 for historical data. If you
  don't want 2008-2009 for history, proceed to step 96b.**

- Change to **File ID 9**.

  Utilities > **Move Current to New File ID**,

- Choose an **alpha character**, not currently being used for the New File ID that you will be calling **2008-2009**, **but do not use 'C'**. C is always used for the Current File.
- Check the **Select** button to select all the Fund/Year's.
- Ensure the **Copy** radio button is selected and NOT the Move.
- Execute
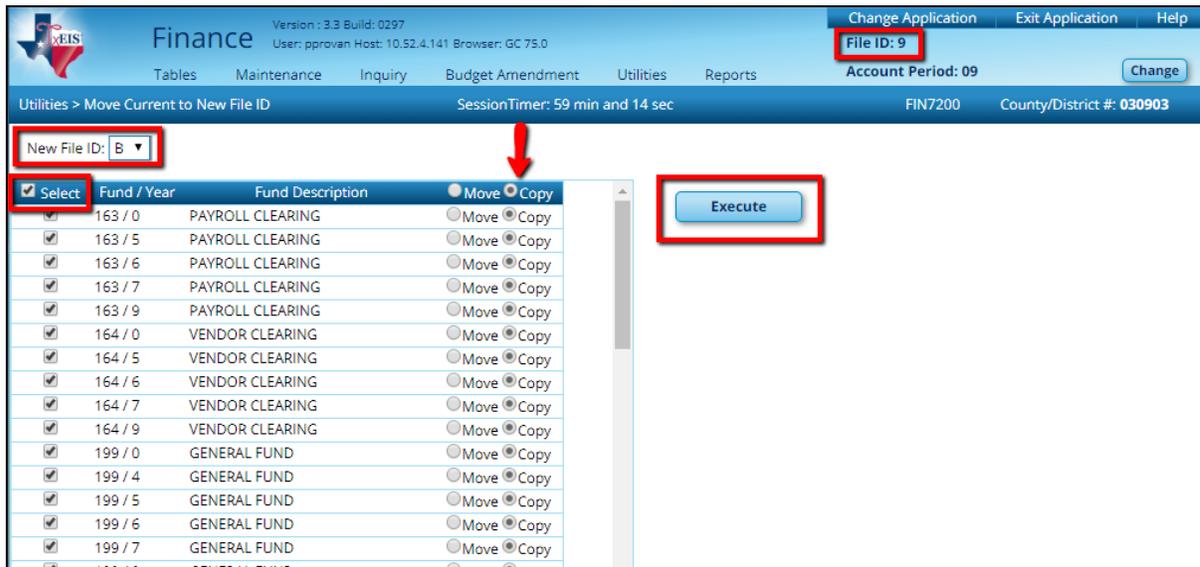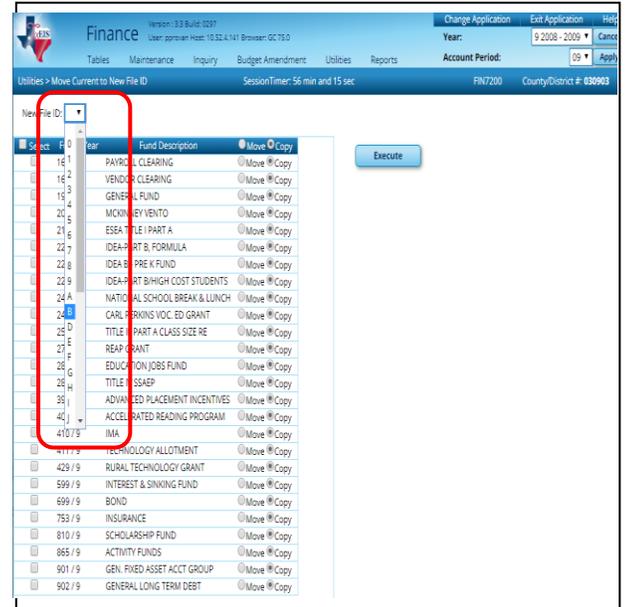
At the prompt, verify you want to copy data from the current **File ID (9)** to the **new File ID** by clicking **Yes**.
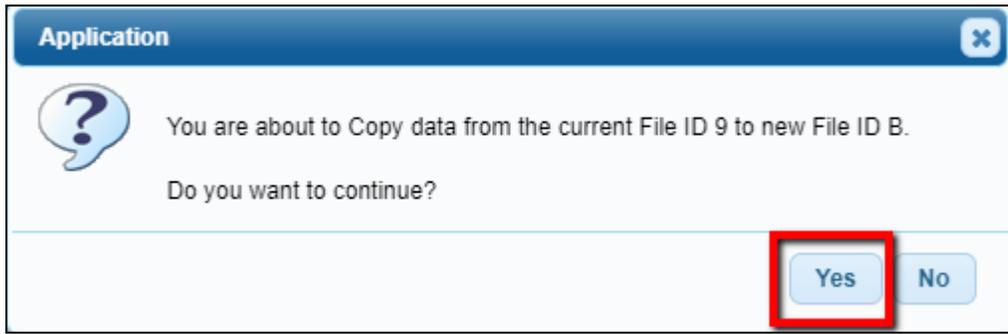
Stop!! Change back to File ID C.

Note: You must <u>NOT</u> be in File ID 9 when you delete it or you will be caught in a loop it is difficult to get out of. Verify you are in File ID C before deleting.

_____ **96 b.** We need **File ID 9** to be clear so we can add the **2018-2019** information. At present, it still has the **2008-2009** information. This step will delete the old **2008-2009** information.

Utilities > Delete by File ID,

- Verify that you are in **File ID C**.
- Under the **Available File ID's** select **9 for 2008-2009** and move to the right under the **Selected File ID's**.
- **Execute**
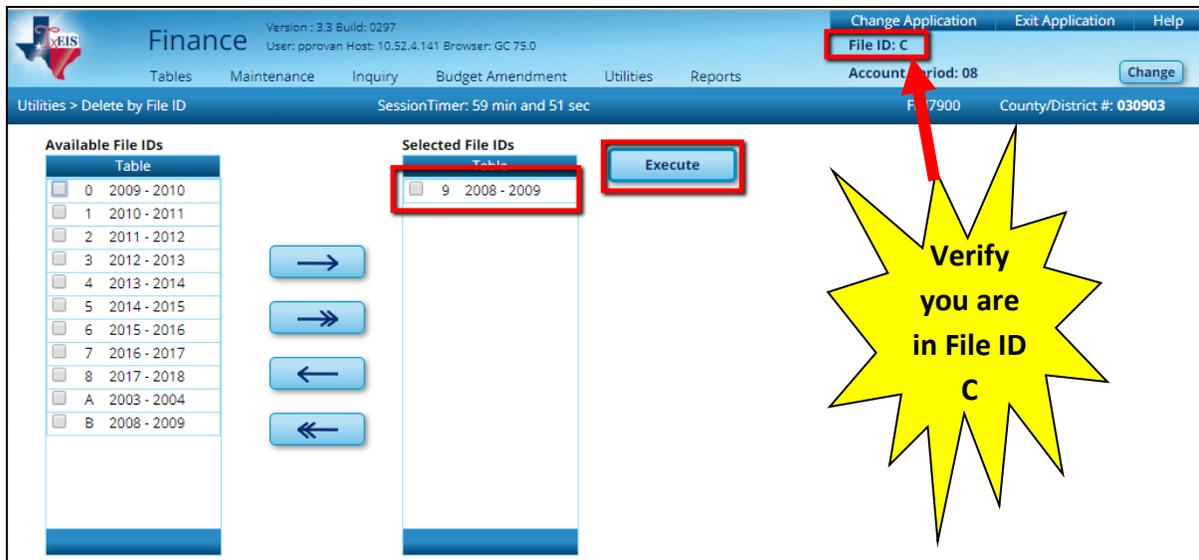
Choose **YES** to delete Finance Table for the **File ID 9**.

You are about to delete Finance tables for the file id 9.
All data for this file id will be removed.

Do you want to continue with the deletion?

[Yes]   [No]
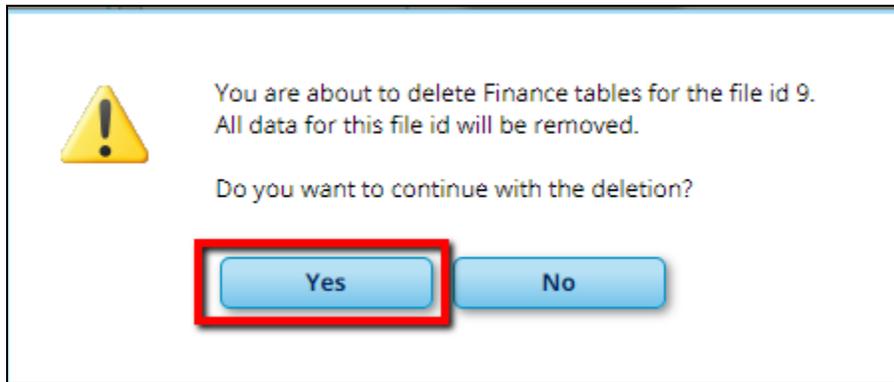
_____ **96 c. Copy Current Finance information to File ID 9 for history.** This step will move the **Current 2018-2019** information into **File ID 9** that was cleared of the **2008-2009** information in 95b.

Utilities > Move Current to New File ID

- **File ID C**
- For **The New File ID,** Select **9**
- Check the **Select** button to select all the Fund/Year's.
- Ensure the **Copy** radio button is selected and NOT the Move.
- **Execute.**

At the prompt, verify you want to copy data from the **current File ID C** to the **New File ID 9** by clicking **Yes**.

We will change the year to **2019-2020** in a later step in this training.

_____ **97.** **Verify all funds/account codes and amounts have been copied to the new file ID.**

Finance > Reports > Finance Reports > Summary/Miscellaneous Reports >

FIN3050 - Board Reports.

For the Parameters/Values select **Recap** to print in both **File ID C** and **File ID 9** and compare totals of Revenues and Expenditures.

Date Run: 07-24-2019 3:27 PM Cnty Dist: 030-903	Board Report Recap Comparison of Revenue to Budget TEST ISD As of July		Program: FIN3050 Page: 1 of 2 File ID: C		
	EstimatedRevenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 9 GENERAL FUND	3,979,026.00	-25,964.91	-4,008,545.66	-29,519.66	100.74%
206 / 9 MCKINNEY VENTO	.00	.00	-267.94	-267.94	.00%
211 / 9 ESEA TITLE I PART A	93,392.00	.00	-100,907.79	-7,515.79	108.05%
226 / 9 IDEA-PART B/HIGH COST STUDENTS	5,000.00	.00	.00	5,000.00	.00%
240 / 9 NATIONAL SCHOOL BREAK & LUNCH	194,039.00	-.50	-237,414.16	-43,375.16	122.35%
255 / 9 TITLE II, PART A CLASS SIZE RE	9,215.00	.00	-8,818.73	396.27	95.70%
270 / 9 REAP GRANT	19,669.00	.00	-18,281.32	1,387.68	92.94%
289 / 9 TITLE IV SSAEP	7,500.00	.00	-7,500.00	.00	100.00%
410 / 9 IMA	29,830.00	.00	-16,873.21	12,956.79	56.56%
599 / 9 INTEREST & SINKING FUND	387,990.00	-1,571.71	-425,668.23	-37,678.23	109.71%
753 / 9 INSURANCE	2,000.00	-25.00	-8,175.47	-6,175.47	408.77%
810 / 9 SCHOLARSHIP FUND	1,000.00	-100.00	-550.00	450.00	55.00%
Total 5000 Revenues	4,688,661.00	-27,662.12	-4,817,449.31	-128,788.31	102.75%
Total 7000 Revenues	40,000.00	.00	-15,553.20	24,446.80	38.88%
Total Revenues	**4,728,661.00**	**-27,662.12**	**-4,833,002.51**	**-104,341.51**	**141.63%**

Date Run: 07-24-2019 3:29 PM Cnty Dist: 030-903	Board Report Recap Comparison of Revenue to Budget TEST ISD As of July		Program: FIN3050 Page: 1 of 2 File ID: 9		
	EstimatedRevenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 9 GENERAL FUND	3,979,026.00	-25,964.91	-4,008,545.66	-29,519.66	100.74%
206 / 9 MCKINNEY VENTO	.00	.00	-267.94	-267.94	.00%
211 / 9 ESEA TITLE I PART A	93,392.00	.00	-100,907.79	-7,515.79	108.05%
226 / 9 IDEA-PART B/HIGH COST STUDENTS	5,000.00	.00	.00	5,000.00	.00%
240 / 9 NATIONAL SCHOOL BREAK & LUNCH	194,039.00	-.50	-237,414.16	-43,375.16	122.35%
255 / 9 TITLE II, PART A CLASS SIZE RE	9,215.00	.00	-8,818.73	396.27	95.70%
270 / 9 REAP GRANT	19,669.00	.00	-18,281.32	1,387.68	92.94%
289 / 9 TITLE IV SSAEP	7,500.00	.00	-7,500.00	.00	100.00%
410 / 9 IMA	29,830.00	.00	-16,873.21	12,956.79	56.56%
599 / 9 INTEREST & SINKING FUND	387,990.00	-1,571.71	-425,668.23	-37,678.23	109.71%
753 / 9 INSURANCE	2,000.00	-25.00	-8,175.47	-6,175.47	408.77%
810 / 9 SCHOLARSHIP FUND	1,000.00	-100.00	-550.00	450.00	55.00%
Total 5000 Revenues	4,688,661.00	-27,662.12	-4,817,449.31	-128,788.31	102.75%
Total 7000 Revenues	40,000.00	.00	-15,553.20	24,446.80	38.88%
Total Revenues	**4,728,661.00**	**-27,662.12**	**-4,833,002.51**	**-104,341.51**	**141.63%**

Log back into the File ID C in Finance

*Note: At this point you have **2018-2019** for **File ID 9**. We are going to make changes to reflect in the **2019-2020** which is still named **C – 2018-2019**. We will change the <u>Name of the Year</u> that we have been working in from **2018-2019** to **2019-2010** in Step 111.*

_____**98. Add Fiscal Year 0 Funds to the Account Code table in Finance.**

Utilities > Mass Change Account Codes > Fund/Year tab,

- Move all **Fiscal Year 9** funds to the right. This will change the Account code year from **9 to 0**.
- Execute

At the preview, select **Process**. Any Fund/Fiscal Years that already exist in the Current File ID will **not** be added. The Account Codes that are needed will be added with the **Fiscal Year 0**.

Fund	Fiscal Year	Description	Comments
163	0	PAYROLL CLEARING	Fund added, copied from 163 / 9
164	0	VENDOR CLEARING	Fund added, copied from 164 / 9
199	0	GENERAL FUND	Fund added, copied from 199 / 9
206	0	MCKINNEY VENTO	Fund added, copied from 206 / 9
211	0	ESEA TITLE I PART A	Fund added, copied from 211 / 9
224	0	IDEA-PART B, FORMULA	Fund added, copied from 224 / 9
225	0	IDEA B - PRE K FUND	Fund added, copied from 225 / 9
226	0	IDEA-PART B/HIGH COST STUDENTS	Fund added, copied from 226 / 9
240	0	NATIONAL SCHOOL BREAK & LUNCH	Fund added, copied from 240 / 9
244	0	CARL PERKINS VOC. ED GRANT	Fund added, copied from 244 / 9
255	0	TITLE II, PART A CLASS SIZE RE	Fund added, copied from 255 / 9
270	0	REAP GRANT	Fund added, copied from 270 / 9
287	0	EDUCATION JOBS FUND	Fund added, copied from 287 / 9
289	0	TITLE IV SSAEP	Fund added, copied from 289 / 9

Date Run: 07-2 2019 11:30 AM — Fund / Fiscal Year Mass Change eport — Page: 1 of 1
Cnty Dist: 030- 3 — TEST ISD

Note: Notice we are adding fiscal year 0 funds – not replacing. We will delete fiscal year 9 funds that we no longer need in a later step.

_____**99. Create Fiscal Year 0 balance sheet accounts in Finance.**

Utilities > Fiscal Year Processing > Create New Accounts by Fund.

- Enter JV number **OPEN20**
- Enter a transaction date of **09-01-2019**
- Clicking the double arrow will pull all **fiscal year** funds to the right**.** Fund/Fiscal Year 9 will create Fund/Fiscal Year 0, Fund/Fiscal year 0 will create Fund/Fiscal Year 1. Move Fund/Fiscal Year 0 back to the left if desired.
- Click the Select Class 1, 2, 3, & 4.
- *DO NOT* select the box to Carry Forward Totals at this time. Most Auditors prefer to give you the accounts with their amounts that they want to carry forward.
- Click Execute.

At the preview you will see that the account codes with object codes 1XXX, 2XXX, 3XXX and 4XXX now have **year 0**. Select **Process**.

_____ **100. Perform the End of Month Close in File ID C.**

Utilities > End of Month Closing,

Execute to close month **08 in File ID C**. After EOM closing, your current accounting period should be **09** in File ID C.

File ID 9 is 2018-2019 **- We are going to keep Accounting Period 8 Open so your auditor can make adjustments.**

File ID C is 2019-2020 **- Year but is still named C-2018-2019 at this time. This will change later to 2019-2020. We are going to close August because the New Year 2019-2020 starts with September.**

Verify your accounting period has changed to September.

Log into Budget

____**101. Verify that your funds are in balance**.

Budget > Inquiry > Budget Account Codes Inquiry,

Select Totals and **Retrieve**. The difference between revenues and expenditures should be zero. If not, an off-setting entry will be made to fund balance. Run for all funds. **Federal budgets should NEVER be out of balance.** Make adjustments as needed.

Note: If you are out of Balance the System will make the offsetting entries to 3700 in Step 103.

_____**102. Verify your budget is in the Next Yr Approved column** in Budget, from

Maintenance > Budget Data – Quick Entry > Approved tab.

If your budget is not in the Next Yr Approved column**,** go to

Utilities > Budget Level Processing > **Copy Level Tab.**

Select the level you want to **Copy From**, then select Approved for the level you want to Copy To**.** Click Execute, then Process at the Preview.
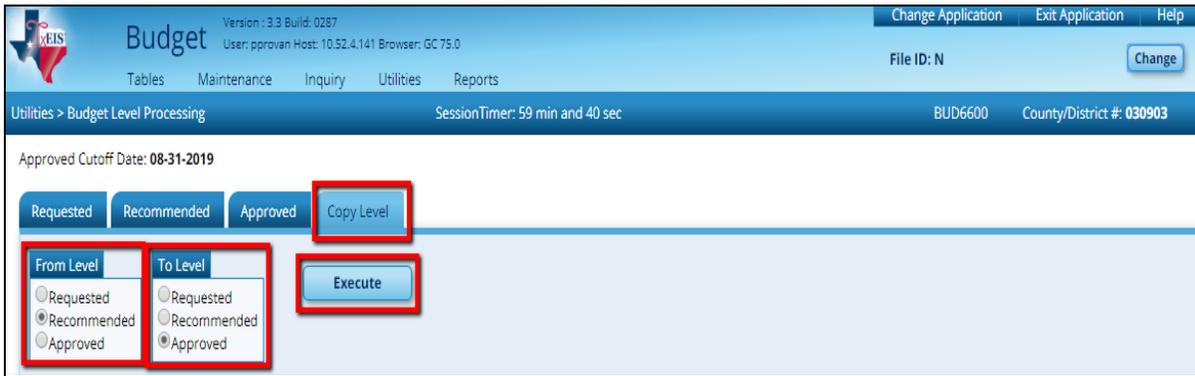
_____ 103. Move Budget to Finance.

Budget > Utilities > Move Budget to Finance,

- Select to Update the **Full Amount**
- Copy Account Code Tables,
- Enter JV Number **BUDGET** or if you have already used budget you can use **ORBUD** for Original Budget.
- Transaction Date of **09-01-2019**.
- Send desired funds to the right.
- **Execute**
- Select **Process** at each preview.

Note: This step can also be completed in Finance from Utilities > Fiscal Year Processing > Move Budget to Finance.
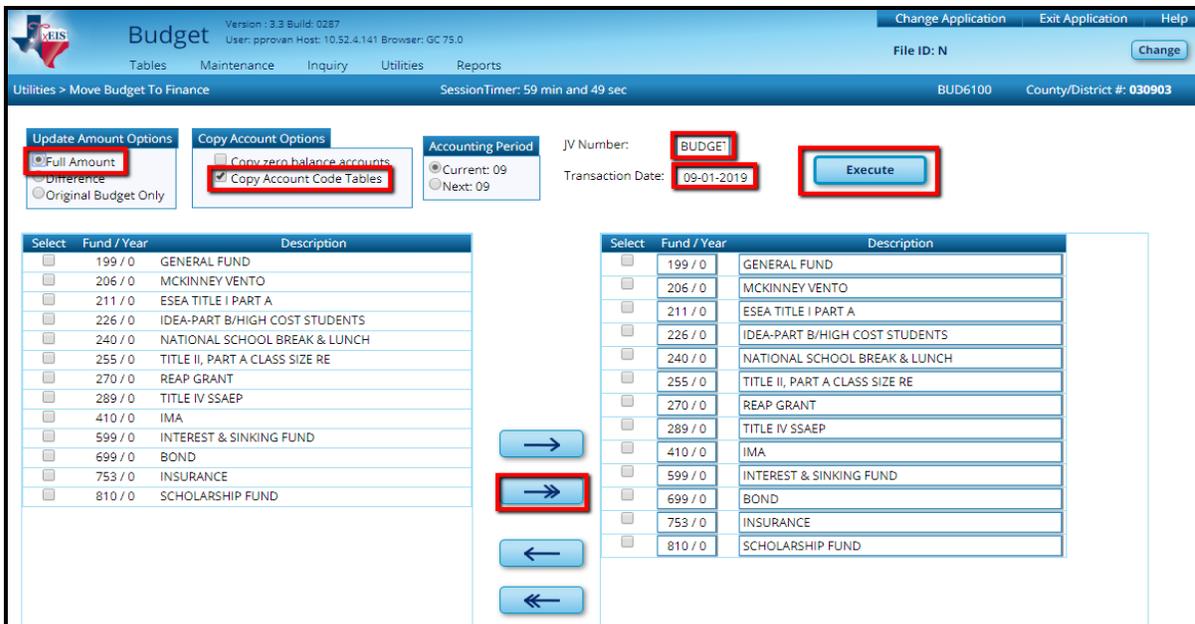
Note: the system will make the offsetting entries to 3700 if funds were not in balance as directed in step 103. See entries below.

	Process	Cancel

Time Run: 07-25-2019 2:04 PM   Error Report - Move Budget to Finance General Ledger
Cnty Dist: 030-903   TEST ISD   Page: 1 of 1
From Budget File ID N To Finance File ID C Acct Per: 09   File ID: N
JV Number: BUDGET Transaction Date: 09-01-2019
The following Budget Funds are not in balance.
Choose Process to have an offset transaction created for each fund that is out of balance.
Choose Cancel to not move Budget amounts to Finance.

Fnd/Yr	Total GL Debits	Total GL Credits	Out of Balance Amt
199/0	3,979,026.00	4,027,239.00	48,213.00
240/0	194,039.00	219,355.00	25,316.00
270/0	19,669.00	19,670.00	1.00
599/0	387,990.00	386,790.00	-1,200.00
753/0	2,000.00	5,000.00	3,000.00

End of Report

	Process	Cancel

Time Run: 07-25-2019 2:06 PM   Move Budget to Finance General Ledger
Cnty Dist: 030-903   TEST ISD   Page: 1 of 44
From Budget N To Finance C Acct Per: 09   Account Change Notifications   File ID: N
JV Number: BUDGET Transaction Date: 09-01-2019

Fnd-Fnc-Obj.So-Org-Prog	Description	Finance Amt Before Update	Budget Amt	Action taken
199-00-3700.00-000-000000	BUDGETARY FUND BALANCE	.00	48,213.00	Offset Acct updated to balance fund
	Func 00 Totals:	.00	48,213.00	
	Fund Totals:	.00	48,213.00	

____ 104. Verify bank account information.

Bank Reconciliation > Tables > Bank Account Fund Groups Tab

- Select the Group Code.
- Verify that the Fiscal Year is X or change from **9** to **0.**
- You will need to verify each Group Code.
- Save
-

Note: In the past, we were able to Mass Update the Fscl Yr from a 9 to a 0. Now there is not an option to Mass Update. The programmers took out this option with the intent of everyone using the 'X' so you will not have to change years.

____ 105. Create Transactions for August if you have not done so.

Bank Reconciliation > Maintenance > Bank Transactions

Log into HUMAN RESOURCES

_____ 106. **Verify Grant Codes are assigned to all Federal funds.**

Human Resources > Current Pay Frequency >

Tables > Salaries > Fund to Grant tab

- Add a grant code to federal funds as needed.
- Save

Note: All Federal Funds except 240 needs a Grant Code. This will tell the system to charge TRS 3 & 489 on those federal salaries.

_____107. **Delete Processed Deduction Check Transactions.**

From **Payroll Processing > Deduction Checks > Mass Update/Delete tab**, select the following and Execute:
- Method = Mass Delete
- From Pay Date = oldest pay date
- To Pay Date = most recent reconciled pay date.
- Check to Delete Unprocessed and Processed Checks

Choose **YES** to Delete the records and Continue.

_____**108. Mass Delete Transfer Transactions** (if you use to book TexNet, tax payments, etc… or anything you wire)

> From **Utilities > Transfer Transaction Processing > Mass Update/Delete Tab,** select the following and Execute:
> - Method = Mass Delete
> - From Pay Date = oldest pay date
> - To Pay Date = most recent pay date or if you have NOT completed August Bank Rec use the July pay date.
> - Check to Delete Unprocessed and Processed Checks

Choose **YES** to Delete the records and Continue.

_____ **109. Delete Old Funds in Finance.** From

Finance > Utilities > Fiscal Year Processing > Delete Funds

This step will identify by fund/year codes the funds that are to be deleted from the general ledger prior to the start of the next Fiscal Year. In addition, records associated with the deleted fund are deleted from all tables.

- Check box to Allow Delete without Closing,
- Move all fiscal **Year 9** funds to the right as well as any funds you won't be using in **2019-2020.**
- Execute

Note: Be sure to check 'Allow Delete Without closing' or you will receive a report showing 'Not deleted. General Ledger Amounts do not equal to zero'.

Process | **Cancel**

| Date Run: | 07-25-2019 2:50 PM | Delete Funds Change Report | Page: 1 of   1 |
| Cnty Dist: | 030-903 | TEST ISD | File ID: C |

Fund/Yr	Deleted	
163 / 9	Y	Fund Deleted.
164 / 9	Y	Fund Deleted.
199 / 9	N	Not deleted Has unpaid Checks
206 / 9	Y	Fund Deleted.
211 / 9	Y	Fund Deleted.
226 / 9	Y	Fund Deleted.
240 / 9	Y	Fund Deleted.
255 / 9	Y	Fund Deleted.
270 / 9	Y	Fund Deleted.
289 / 9	Y	Fund Deleted.
410 / 9	Y	Fund Deleted.

199/9 did not delete because unpaid checks are ready to be processed. You must delete or process the checks and come back to delete **199/9**

Note: If funds don't delete, analyze error and correct. For additional help, contact ESC14.

_____ **110. Mass update user accounts**

If you use an **"X" for the fiscal year** in all users' profiles, this will be blank and you can **skip this step**.

District Administration > Utilities > Mass Update User Accounts by Fund.

This feature will **update the FY for accounts** with a specified FY in their **User Profiles.** You can determine whether to update current year or next year funds by fund type and fiscal year. You can also have **Fscl Yr 9** and **Fscl Yr 0** if you will be working in both years. Remember that if you use a X you will not need to update or add **Fscl Yr 0**.

- If you use **Fscl Yr 9** then you will need to move the XXX/9 over to the right
- Select the **Options**.
- **Execute**
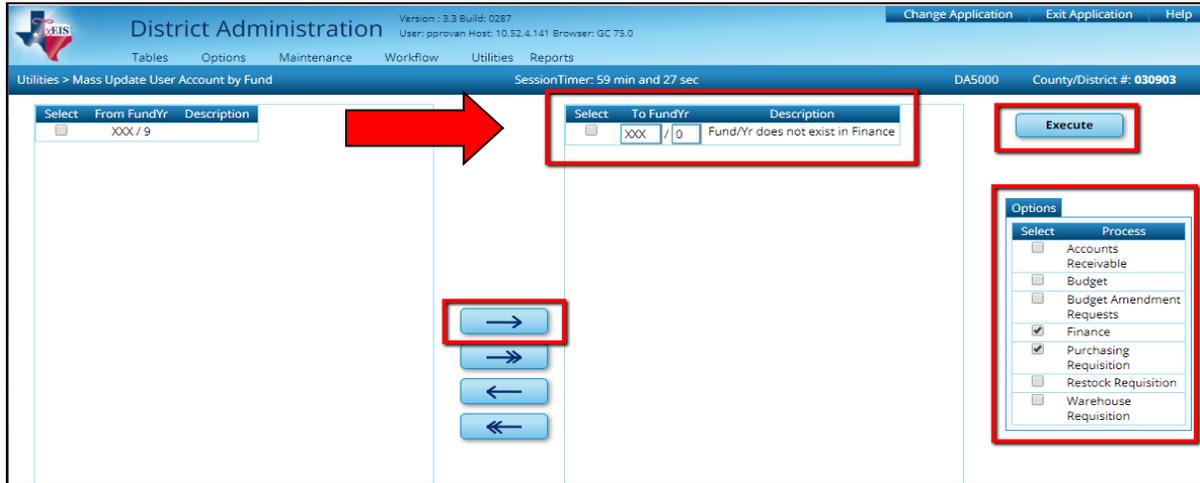
⭐ **Log into FINANCE** ⭐

_____ 111. **Update the District Finance Options.**

Finance > Tables > District Finance Options > Finance Options

Update the following and Save.

- Current Finance Fiscal Year **= 0**
- School Year = **2019-2020**
- Previous Year File ID = **9**
- Student Activity Fund/Fiscal Year (if using) = **865/0**
- SAVE

This step changes the Year to 2019-2020 in Current.

_____112. If it isn't already there, add **Fiscal Year 0** to the Clearing Fund Maintenance tab.

Finance > Tables > District Finance Options > Clearing Fund Maintenance tab

Retrieve Codes for **Fiscal Year 0** OR click the **Add** button to add **Fiscal Year 0.** Most Object Codes are populated when new fiscal year is added, but you must fill in your Finance and Payroll Clearing Funds.

Note 1: **If Fiscal Year 0 already exists, Retrieve and verify all Payroll Automatic Posting Defaults are populated. If not, populate and SAVE.**

Note 2: If you receive an Error showing 'Clearing Fund Maintenance – Overpayment Account Code must be 20 digits in length' when you Save, delete the 0 in the Account Code in Overpayment Account and click SAVE. *(This affects the Account Receivables which most districts Do Not use.)*

Note 3: If the 'Accrued Employer Miscellaneous Deduction Contribution' is blank you must fill it in with 22XX.21 and SAVE.

Log into Human Resources

_____ **113. Update the Payroll Clearing Fund/Fiscal Year.**

Tables > District HR Options

- Select the Fund/FY for the **2019-2020** year for the Payroll Clearing Fund/Year field.
- Save

Moved From Page 89 due to program issues.

This was Part of Step 87.

_____ **114.** Due to a program issue, pay dates and number of days built in the Accrual Calendars in NY Payroll did not copy over. These must be **manually added to Current Year Payroll**.

Tables > Workday Calendars > Accrual Calendar tab.

Moved From Page 89 due to program issues.

_____115. *Calculate September Payroll*

Payroll Processing > Run Payroll

Verify Pre-Post Reports then **STOP**! Correct any errors that might display.

_____116.   *Print Addendum for Active Employees*. We recommend you request each employee review for accuracy and return. Make corrections and give to the employee to review again.

Utilities > Payroll Simulation > Addendum tab

Choose your Select criteria and whether or not you want to include Emergency Contact Info and/or Budget Information. When you click on **Execute,** the information will pull in.

_____ 117. **If using Next Year Purchasing, move Next Year Requisitions to Current.**

Finance > Utilities > Fiscal Year Processing >

Clear/Move NYR Requisition to CYR

- Enter a PO date of **09-01-2019**
- Select the radio button to **'Move Next Year Requisitions to Current and Update Finance'.**
- Execute

- If you have received an **Over Expend Report,** then the requisition exceeds the budget.
- If this report generates, click **Continue.**

Note 1: Remember that Next Year Requisition does not pull from the Budget. We moved Budget to Finance so we are able to get this over expend report.

*NOTE 2: The following 2 Screen Shots are from a prior year. You should process for School Year 2019.

- The list of requisitions being moved will appear.
- Process
- You will receive a popup with **"The Move Next Year Requisitions process completed successfully.'**
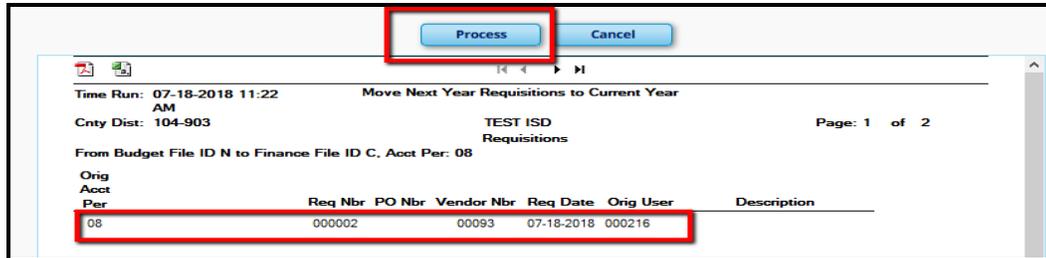
_____ **118.** In **Finance**, print reports and perform inquiries to verify that all funds for the new fiscal year as well as their approved amounts were successfully moved from Budget, and that the appropriate funds and fiscal years have been moved to the new file ID. **You can pull Inquiry or Created Reports in Finance to compare Budget Amounts**.

_____ **119.** In **Finance**, make a backup of both the Current File ID and File ID 9. Because two file ids are exported, you will be prompted twice for a password.

Finance > Utilities > Export by File ID
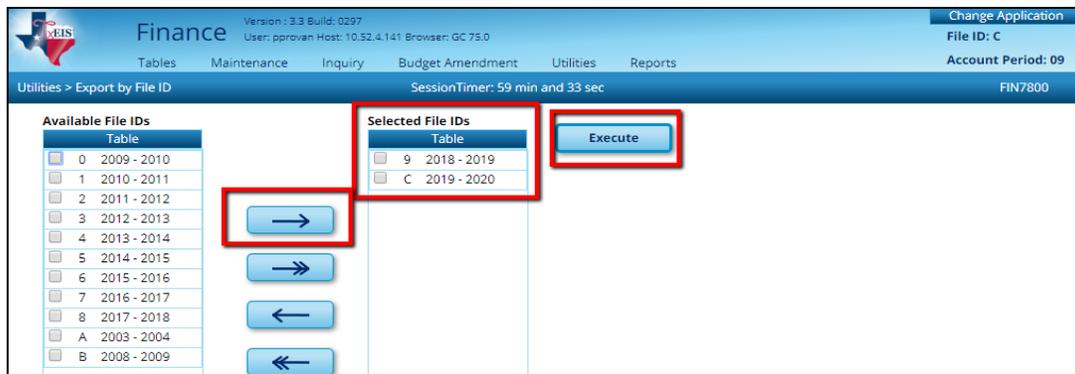
Log into HUMAN RESOURCES

_____**120.** In **Human Resources** Update FICA Tax table in Current Year Payroll.

HR > Tables > Tax/Deductions > FICA Tax Tab

- Enter **Calendar Year 2020.**
- Retrieve.
- As of now, we have no updated rates for **2020.** (Those usually come in December or January.) For now, **we will enter 2019 amounts**. The table should look like the following.
- **Save** so TxEIS can calculate future payroll amounts and accruals as needed.

_____**121.** **Update the Unemployment Table.**

HR > Tables > Tax/Deductions > Unemployment Tab

Enter Calendar Year **2020** and choose **Taxable or Reimbursable** as desired.

Taxable

- **Retrieve**.
- If you use **Taxable**, enter the Unemployment Rate. (Verify with your Insurance Career)
- The Maximum Gross Salary should equal $ 9,999,999.99.

Reimbursable

- Select **Reimbursable** if you only send money after claims are filed.
- Enter the Unemployment Rate of zero if reimbursable.
- The Maximum Gross Salary should equal $ -0-
- Save

OR

_____**122.** **Review the Workers' Comp Table.** From **Tables > Tax/Deductions > Worker's Comp Tab.**

_____**123.** **Update the Pay Date Table.** From **Tables > Pay Dates,** enter all known pay dates for **2019-2020**.

NOTE: Be sure the first pay date of the school year is exactly the same as the First Pay Date of School Year on the HR District Options screen

_____**124.** **Verify Payroll Accrual Calendar(s).** From **Tables > Workday Calendars > Accrual Calendar tab,** verify dates in your accrual calendars. Accrual codes for 10-month employees should begin with 8/31/2019 and then actual pay dates for September 2019 through August 2020. The pay dates for September through August 2020 should match the pay dates in the pay dates table.

Note: Printing the Accrual Calendars from next year pay frequency Tables > Workday Calendars > Accrual Calendar tab can simplify this project.

_____**125.** **Update the Accrual Expense table.**

Tables > Accrual Expense

- Change the fiscal year to reflect **Fiscal Year 0.** The only funds that should be listed on this table are those used in Payroll.
- If you added a new fund and pay salaries from it, make sure it is listed here. Add if needed.
- Save

_____126.   **Verify all Employee Distributions match actual account codes in Finance.**

Reports > HR Reports > Payroll Information Reports > Account Code Comparison Report (HRS6000.)
Sort by Alpha – A
Include Reports – Transaction File and Distribution file
From Date: 09012019
To Date: 09302019
Pay Status Active - A

This report should be blank. If it is not blank, verify and add account code and then rerun to this report until you have a blank report.

_____ 127.   **Create Final Backup** for the August Accrual Process.

Utilities > Export Human Resources by Payroll.

_____ 128.   **Review the First Payroll of the School Year Checklist to ensure everything has been completed before running your September payroll.** (Separate document available on our website.)

Any adjustments that need to be made to 2018-2019 books can continue to be made in File ID 9.

_____ 129. **Once ready, create the auditor's file and send to your auditor.**

Finance > change to File ID 9 > Utilities > Finance Audit Extract
Select the radio button for **Current and YTD transaction files.**
to enable the **Year 1** and **Year 2** fields. Complete the **Acct Period**, **Thru**, and **Fiscal Year** fields as appropriate.
- Enter Accounting **Period 9 Thru 8, Fiscal Year 9** in the Year 1 box.
- If you spent any money in Federal Funds for **Fiscal Year 0**, enter the Accounting **Period 9 Thru 8, and Fiscal Year 0** in the Year 2 box.
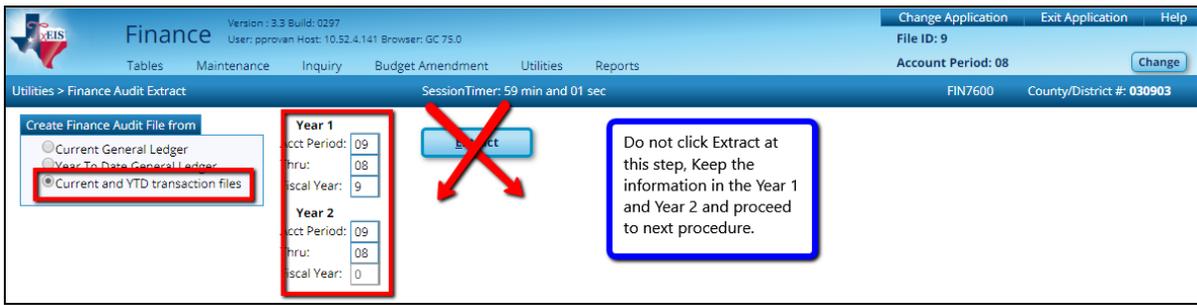
Change the radio button to **Current Month's General Ledger**.

- **Extract** and **Save** in your Auditor's folder.
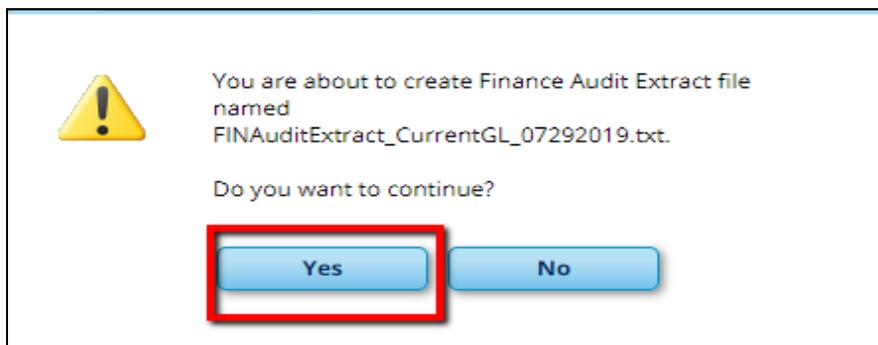
Spot check Audit file to ensure all transactions are accounted for. Open Audit File in Note pad.

Account Number   Rlzd Revnue/Expenditure

In Finance, File ID 9, go to **Inquiry > General Ledger Inquiry > General Ledger Account Summary Tab.** Retrieve all accounts and spot check.

- Email reports and Audit file to Auditor as requested.

Celebrate!!!
It's 2019-2020

To delete the data in the temporary EOY Accrual Data table,

Change to Current Pay Frequency

Next Year > Copy CYR Tables to NYR > Clear Next Year Tables tab.

DO NOT move any tables to the right as this will delete changes you have made to tables in NY Payroll. Select the box to Clear EOY Accrual Data Only and Execute. Once completed return to Next Year Payroll Frequency and begin on Step 69.