

NJ EOY



Last updated on Wednesday June 10, 2020

NJ EOY

This manual will discuss the year end routines and recommended procedures for handling the year end rollover in the MCSJ Finance system for NJ municipalities. It will discuss what needs to be entered in the system before rolling over, what reports should be printed, and the actual end of year routines. An additional section will list what can and can't be done after the system is rolled over.

Preliminary Tasks

1. Any checks (manual or computer) that should be dated with a prior year date **MUST** be entered into the system prior to the rollover.
2. All purchase orders that should be encumbered with a prior year date **MUST** be entered into the system.
3. All budget reimbursements or budget refunds should be entered in the Cash Receipts Batch prior to the rollover.
4. If the Payment Window is used, make sure all Payment Batches for the fiscal year to be closed are posted and updated. If applicable, remember to download and update WIPP payments from the last day of the year (done on first day of new year).
5. Update any prior year Payroll Budget Distribution Batches. A new year payroll may be processed prior to running the Finance EOY Routine. The Budget Distribution Batch for a new year payroll will remain open and can be updated after the EOY Routine is run.
6. Update any non-recurring prior year Finance batches.
7. Any Escrow Project deposits for the year to be closed should be entered.
8. **BACK-UP data!** Make sure a good back-up is secured before rolling over.

Preliminary Reports

Review your Purchase Order Listing or Status report **PRIOR** to the rollover. If necessary, void any purchase orders that should not be outstanding and make sure items that should be encumbered at year end are entered. Purchase orders can not be edited with a prior year transaction date after the rollover.



All reports are date sensitive and may be run after the rollover.

P.O. Status Report

Enter the Following:

Report Sequence: Budget Account

Select Item As of Status to Include:

- Open
- Void
- Paid
- Deleted
- Rcvd/Aprv/Held

Select Purchase Type to Include:

- Bid
- Other
- State
- Exempt

As Of Date: 06/30/2020

Print to Screen

Range of Accounts (Leave Fund through last segment blank to Print All): 9- - - - to 0- - - -

Print Alpha, Revenue & G/L Accounts

Report Format: Detail

Print Line Item Notes

Print Comments

First Enc Date Range: / / to 06/30/2020

P.O. Type Option: Non-Contract

Range for Received Batch Ids (Blank for All): to

Include Revenue and G/L: Yes

Include Non-Budgeted

Print Subtotals for:

- CAFR
- Department

Print Page Break After:

- Department

If the Contract module is used, the Contract Listing by Budget Account report needs to supplement the above PO Status report in order to reflect all outstanding encumbrances. The PO Status report should be run with the *Non-Contract PO Type Option* as shown above so that encumbrances are not reported twice.

Contract Listing By Budget Account

Enter the Following:

Range of Accounts: (Leave Fund through last segment blank to Print All): - - - - to - - - -

As Of Date for YTD Totals: / /

Report Format: Detail

Include Requisition Items

Print to Screen

Print Subtotals for:

- CAFR
- Department

Print Page Break After:

- Department



The Contract Listing by Budget Account should be run for both numbered accounts and lettered accounts.

Closing Journal Entries

The MCSJ system will NOT make any automatic journal entries during the rollover. Since closing entries are not typically made prior to the rollover (e.g. setting up Appropriation Reserves, closing Operations to Fund Balance), the G/L will temporarily fall out of balance in the new year. However, the MCSJ system will enable the user to post journal entries to the prior year after the system has been rolled. Opening balances for the new year may be recalculated in order to bring the G/L back into balance. The Recalculate G/L Opening Balances routine is reviewed in this manual.

Finance EOY Routines

When the above listed preliminary tasks have been completed, the Finance EOY process can begin in the MCSJ system. This process contains several steps.

1. End of Year Routine
2. Set Up Reserve Budget G/L Debit Accounts
3. Close Prior Year to Accounts Payable
4. Set Up Temporary Budget (Under Budget Prep menu) - Optional



Prior to or immediately after running the Finance EOY Routine, Utility users should also ensure the Utility Billing EOY Routine has been run for the new year. The routine is located under the System Utilities menu and will display the current cycle year. If the current year already reflects the new year, do not run the routine again.

End of Year Routine

This routine will create the new budget year.

Select *System Utilities>Finance End of Year>End of Year Routine*.



All users must exit the system prior to running this routine. The MCSJ service will be automatically restarted.

E
Finance End of Year Routine
_ _ □

Next
Close
Help

Complete all Current Year activity before initiating this process.
You should print all reports and have a current backup of your system before proceeding!

Year to Create: Current Year:

Finance System:

- The new year's G/L, Budget, and Revenue masters are created.
- The Current Year becomes the Reserve Year.
- The opening balance for Asset, Liability, & Fund Balance G/L Accounts will be calculated.
- The G/L Accounts on all new Reserve Year & Alpha Accounts will be changed to Current Year.
- The Current Period Routine is run for the first month of the new year.
- The new year will be added to the Department Security range.
- Accounts in recurring batches will be updated to the new Current Year.
- All Numeric Revenue Accounts referenced in Payment Codes will be updated to the new year.
- YTD Totals will be reset on all Alpha Revenue Accounts.

A/P System:

- The Vendor YTD totals will be reset.
- Moves Status (O, R, A, H) Purchase Orders charged to Reserve Year Revenue & GL accounts to the Current Year.

Escrow System:

- Changes all Numeric Revenue & G/L Accounts on all Projects to Current Year.
- All Project YTD Totals will be re-calculated.

Payroll System:

- Changes all Numeric Budget Accounts (except history transactions) to the new year. This includes Time Entries and Budget Distribution Batches.

H/R System:

- Changes all Numeric Budget Accounts (includes unexported attendance transactions) to the new year.

Utility System:

- Changes all Numeric Revenue & G/L Accounts to the new year.

Click **Next** to run the routine.

Set Up Reserve Budget G/L Debit Accounts

This routine is used to change the G/L debit on all Appropriation Reserve budget accounts to the Appropriation Reserves account in the G/L. The routine must be run for all operating funds.



This routine does not make any journal entries. Closing journal entries must be done manually.



The routine will skip Non-budget type accounts.

Select *System Utilities>Finance End of Year>Set Up Reserve Budget G/L Debit Accounts*.

E Set Up Budget Reserve G/L Debit Accounts Routine

Next Close Help

Reserve Budget Year: 2020

G/L Reserve Debit Account: 01-203-55-000-000

Identify the Appropriation Reserve G/L account number for each operating fund. Starting with the fund, enter the Appropriation Reserve G/L account number in the **G/L Reserve Debit Account** field. Do not enter the year.

Click **Next** to run the routine.

The routine MUST be run separately for every operating fund.

Close Prior Year to Accounts Payable

This routine is intended to handle all outstanding purchase orders that are still charging accounts prior to the new reserve year. Because the system will not allow changes or payments on purchase order line items charging these old budget accounts, this routine must be run to change the charged accounts to a current year "Accounts Payable" Non-budget type account. Once the purchase orders are charging a current year account, they can be paid or changed at any time.

If they don't already exist, the Non-budget accounts must be added to the system for each fund that contains these old purchase orders. The account should be numbered so that it falls within the Non-Budget section of accounts for that fund. An additional Non-budget account may need to be added for Contracts Payable.



This routine does not make any journal entries. Closing journal entries need to be done in the General Ledger to set-up Accounts Payable.

Select *System Utilities>Finance End of Year>Close Prior Year to Accounts Payable*.

Assuming the End of Year Routine has been run, the correct **Budget Year to Close** will default.



Do NOT close the Appropriation Reserve budget year. This routine is meant to close the budget year from 2 years ago.

At least one Non-budget type account must be entered. Picklists are available to select the account(s). If your organization does not use contracts, the Contracts Payable line can be skipped.

The routine MUST be run separately for each fund with old outstanding purchase orders.

Click **Next** to run the routine.

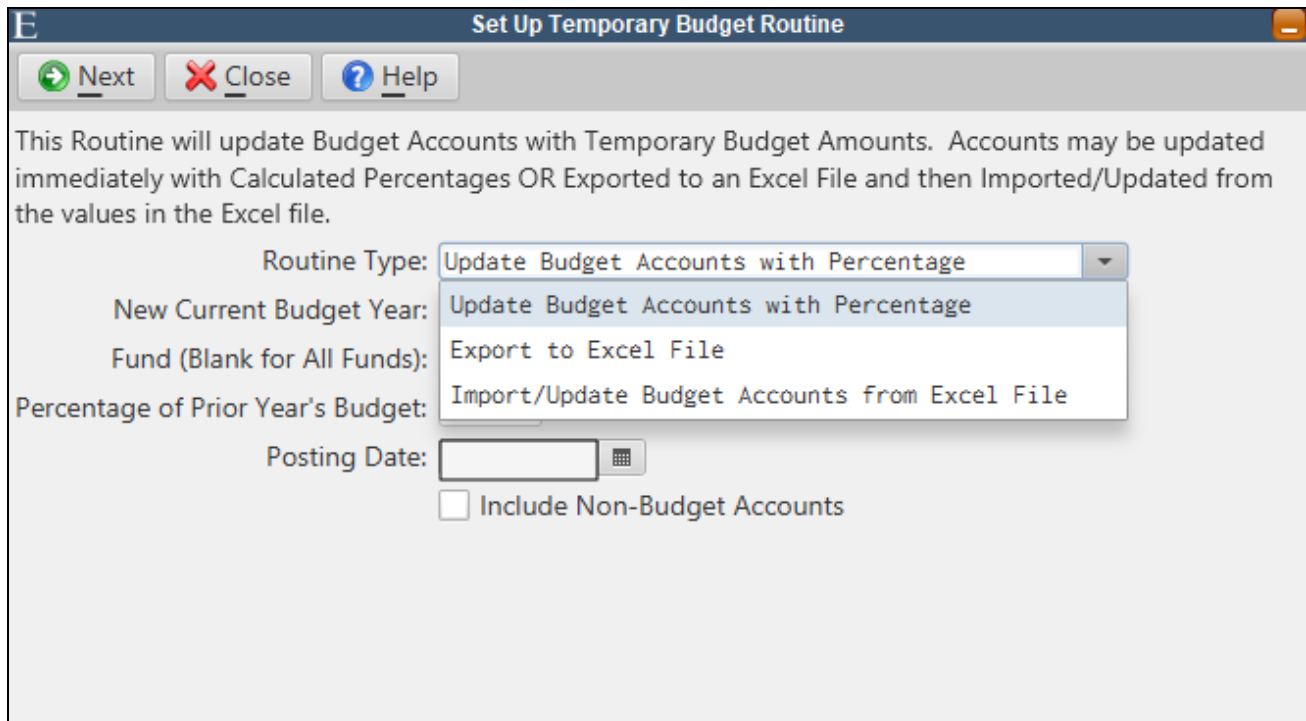
Set-up Temporary Budget (Optional)

This is an optional routine that will establish temporary appropriation amounts on current year budget accounts. A percentage of last year's budget can be entered to calculate a temporary budget for each new year account or users can import their own numbers.



This routine is optional and does not need to be run to complete the end of year process.

Select *Finance>Budget Prep>Set Up Temporary Budget*.



Routine Type:

Update Budget Accounts with Percentage - This option will automatically calculate a temporary budget for each line item.

Export to Excel File - Exports a list of accounts to Excel. The user can export for particular funds or all funds and has the option of creating the spreadsheet with calculated temporary budget amounts using the % calculation (leave the % blank to export 0 amounts). The user can override the calculated amounts or manually input the temporary budget in the Excel document and then import/update the accounts from the Excel file.

Import/Update Budget Accounts from Excel File - Imports the temporary budget figures from the Excel file created by this routine. In order for the import to work, the Excel file must be in the same format as the exported file.

Change Auto-Number Prefixes

Although not a requirement, most users will want to update auto-number prefixes for purchase orders, requisitions and contracts. Depending on the modules installed, the user may also want to update A/R Invoice, Work Order, Permit and other prefixes. All auto-number prefixes are updated in the various Parameter Maintenance menu options under System Utilities.

To update purchase order and requisition prefixes, select *System Utilities>Finance Parameter Maintenance*. Click on the *A/P* tab.

Click **Edit**. Change the applicable prefixes to reflect the new budget year. Click **Save**.



Users with the Property Tax and/or Utility modules may have a few additional procedures to follow after completing the EOY Routine. Users should refer to the Property Tax and Utility EOY manuals for guidance.

Prior Year Capabilities after the Rollover

Journal entries to G/L, Revenue and Budget accounts can be posted in a G/L Batch with a prior year date. The G/L opening balances and prior year revenue totals should be recalculated if these entries are made. See the instructions for these routines below.

- No checks or P.O.'s may be issued with a prior year date.
- Budget Batch entries may be posted, but no entries will post to the General Ledger. The correct G/L entries must be posted separately using a G/L Batch.
- Finance Cash Receipt Batch entries are limited to Revenue accounts.

- Tax, Utility and Miscellaneous type payments may be entered with a prior year date, but revenue will not be posted.
- G/L, Budget, and Revenue reports may be run for the previous year at any point in time during the current year. These reports will include any prior year dated activity done after the rollover.
- A/R invoice activity can continue to be posted to the prior year.

Recalculate G/L Opening Balances

This routine will roll the ending balances on all Asset, Liability, and Fund Balance accounts forward to become the opening balances in the current year G/L. The routine only needs to be run if G\L or Revenue entries have been posted to the prior year after the rollover.



Do NOT run this routine if the opening balances on any current year general ledger accounts have been manually changed. The routine will overwrite any manual opening balances changes.

Select *System Utilities>Finance End of Year>Recalculate G/L Opening Balances*.

Recalculate G/L Open Balances Routine

Next Close Help

There should be a current backup of the data before proceeding!

G/L Year to Recalculate:

WARNING: If changes have been made to the opening balance in the G/L maintenance, the opening balance amounts may be inaccurate.

Recalculate Revenue Prior Year

This routine will adjust the prior year totals on current year revenue accounts to reflect any changes made to the prior year accounts after the system was rolled.



This routine does not need to be run as part of the Year End Rollover. It should only be run if prior year revenue totals have been affected since the rollover.

Select *System Utilities>Finance End of Year>Recalculate Revenue Prior Year*.

The Revenue Year to Recalculate should be the current year. Click **Next** to run the routine.

Activity Closing Date

An “Activity Closing Date” may be specified in the system as a way to prevent users from dating any activity prior to a specified closing date. This will further help to ensure that the data on previously run reports will not change.

Select *System Utilities>System Parameter Maintenance*.

System Parameter Maintenance

System must be locked to edit the fields displayed in red.

General Data Vault

Year	Start Date	End Date	Future Years	City Id	Type
Current:			1:	ORTN	Municipality
Prior:			2:		
					Activity Closing Date: 01/01/2008

All users must exit the system and the System module must be locked under *System Utilities>Lock User's Access* in order to change the **Activity Closing Date**. Remember to unlock the system after making a change to the Activity Closing Date.

Final Reports

After all adjustments to the prior year have been made, it is recommended that paper or electronic (e.g. PDF) copies of several prior year reports are printed. The following reports are recommended:

- G/L Detailed Trial Balance (Full Year)
- G/L Chart of Accounts
- All Account Status Reports
- Vendor Activity Report
- Check Register
- P.O. Status Report / Contract Listing by Account

