Welcome and thank you for joining us today.

Introduction of Presenters

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Today’s Agenda

- Prepare for end of year
- Lots in between!!!
- See Finance End-of-Year Checklist
- Prepare for new year

Our goal is for you to work as we go and leave the symposium with your assignments completed so there is no homework!
Introduction/Goals

- Reminders
  - Help Screens
  - Generic Finance Forms – available at www.jr3online.com - Select Software Support and the password is jr3
  - Freshdesk – always email FreshDesk to create a ticket for your questions/concerns: Support@websmart.freshdesk.com
Review Chart of Accounts and Clean-Up Unused Accounts

- Review current chart of accounts
  - Verify account code structure using TEA’s matrix (Handout)
  - You can also find the Matrix on TEA’s website, http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/ and click on Module 1 – FAR Appendices (p 134 – Ctrl F Matrix)
  - Customize chart of accounts by manually naming account codes.
  - Be sure to include CFDA # on Funds (see SSA’s Federal Matrix)

Finance > General Ledger > Chart of Accounts > Account Codes > Edit Account Code > Edit Identifier
Review Chart of Accounts and Clean-Up Unused Accounts

- Review Expenditure Budget reports for accounts not in use (look for 0.00 amounts)
- Select to deactivate accounts that you do not want to roll over
- Keep in mind – if an account is deactivated:
  - It can be reactivated at any time
  - It will not appear on the Budget Worksheet reports
Open Next Year General Ledger

Review General Ledger Summary Report

- Go to **Finance > Reports**
- Select “General Ledger” from the Category drop down arrow
- Click on General Ledger
- Select the parameters (see example below) and Run Report
- Select how you want to receive the report
Review permanent balances on the General Ledger Summary Report (as indicated in the example below)

If you are not rolling forward a fund that has closed, at minimum, the account codes containing permanent balances on the GL Summary Report MUST be added to the 2016-2017 Fiscal Year to prevent errors when closing.
In some cases, you may need to adjust the way the fund code tables are set up to match the auditor’s preference

- Go to General Ledger > Chart of Accounts > Code Tables > Fund
- Select to Edit each fund
Open New General Ledger

- Verify the fund balance code is set up appropriately (see below)
- Make any changes by:
  - Selecting Edit Identifier and then Save when complete
Opening a new ledger while still working in the current ledger allows you to do the following:

- Create the next year’s chart of accounts
- Allows access to create Budget Revisions
- Allows maintenance of both current and next year’s ledgers
- Control Ledgers by the DATE boundaries when processing transactions
Just as a reminder... WebSmart maintains multiple ledgers in 3 different states:

- **Open Ledger** – allows all types of transactions.

- **Closed Ledger** – allows journal entry transactions only and closes the ability to post through budgets, accounts payable, payroll, and banking. This process also rolls forward balance sheet accounts.

- **Finalized Ledger** – fully reportable and no further transactions can be entered. Should match your audit and PEIMS submission.
Now let’s open your 2016-2017 General Ledger

➢ Go to Finance > General Ledger > Ledger Manager

➢ Select Open New Ledger to begin the process of opening the 2016-2017 General Ledger
Open 2016-2017 General Ledger

The Open and Close Dates will automatically populate

- Select Fiscal Year Code 7
- Select Annual or Monthly Budget Model (*Annual is recommended*)
- Using Budget Controls is available and it defaults to “No”
- Encumbrance Payroll is available to encumber when each payroll batch is run.
- Consolidate Fund – *defaults to No Consolidated Fund*
- Select Create
Once the new ledger is created, the following summary screen appears:

- If you need to make corrections, select the Edit Identifier.
- Otherwise, select the Net Assets tab.
Select Import Account Codes - This process includes importing net assets, which creates the new chart of accounts from last year’s account codes and replaces the fiscal year.
Select either “All Net Assets” OR individual net assets (fund/fiscal year) to carry forward.

This process can be run multiple times. It will not duplicate but will simply pull in new accounts added from the previous year.
If you do not want to carry forward a net asset, leave the box unchecked

- Scroll all the way to the end of the net asset list

- Select Import

- Notice the background is shaded lighter, which indicates the import is in process

This may take a few minutes – please wait!
Verify the new chart of accounts to ensure accuracy

➢ Finance > General Ledger > Chart of Accounts > Account Codes

At this point, be sure to select the appropriate ledger since you now have 2 ledgers open

WebSmart is DATE sensitive – the date entered on any transaction will determine which ledger the transaction will be posted within. For example, for a 9/1 – 8/31 fiscal year, the dates will be posted into the following ledgers:

➢ Before 8/31/2016 – will post to the 2015-2016 ledger
➢ After 9/1/2016 – will post to the 2016-2017 ledger
After the ledger is created, there may be times when you need to create a new fund that is currently not being used in the ledgers.

- If you need to add a new fund, first look at the fund code tables.
- Go to **General Ledger > Chart of Accounts > Code Tables > Fund**
- Select Create Fund
Enter the Fund Code
Enter the Description of the fund
Select Create
Select Edit Identifier

In the Reporting section, enter the Actual Code and Budget Code to be used for PEIMS reporting

*Fund Type* – check the appropriate box if the fund is federal, shared service, enterprise or capital asset
In the Masks/Patterns section, update the fields as necessary for the default codes. The default codes are similar to the following:

- **Fund Balance**: ???-00-3590.00-000-?0-00-00
- **Budgetary Fund Balance**: ???-00-3700.00-000-?0-00-00
- **Default Liability**: ???-00-2110.00-000-?0-00-00
- **Encumbrance Clearing**: ???-00-4310.00-000-?0-00-00

- In the Budget Cap Pattern and Default Budget Threshold Mask, set the cap for use in requisitions.
  - *** defines restrictions
  - ??? allows use of digits

- Select Save
Once the fund code table is set up, go back to the Ledger Manager

Select to edit the 2016-2017 Fiscal Year

Select the Net Assets tab
Select Add New Net Asset
Open New General Ledger
Add New Net Asset

- **Description** – Leave blank for default name (Fund + Fiscal Year)
- **Fund** – Select the new fund (*this comes from the fund code table*)
- **Fiscal Year** – Select 7 for Fiscal Year 2017
- **Model** – Select whether the fund is a Single Year or Multi-Year Fund
- Select **Save**
Go to the Chart of Accounts to add the following default account codes – the default codes **MUST** be added prior to any revenue or expense accounts.

**Remember** – the account code masks were set up in the fund code table parameters earlier.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Code Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance</td>
<td>???-00-3590.00-000-7-00-0-00 -OR-</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>???-00-3600.00-000-7-00-0-00</td>
</tr>
<tr>
<td>Budgetary Fund Balance</td>
<td>???-00-3700.00-000-7-00-0-00</td>
</tr>
<tr>
<td>Encumbrance Code</td>
<td>???-00-4310.00-000-7-00-0-00</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>???-00-2110.00-000-7-00-0-00</td>
</tr>
<tr>
<td>Cash</td>
<td>???-00-1110.00-000-7-00-0-00</td>
</tr>
</tbody>
</table>

Once the default account codes have been added, add revenue and expense accounts.

**Note:** You can import all account codes from an Excel document instead of manually entering them.
Please take this time for a brief break.
We will be available for questions.
Verify Classification of Expenditures

- Run Vendor Transactions reports to review classification of expenditures
- Verify coding

- Make any reclassifications as needed (see Reclassification Handout)
  - Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well.
  - Remember to make JE’s for reclassifying between funds. (JE’s need to post to cash and payable accounts.)
Run Vendor Aged Payables report for a particular effective date

Run Trial Balance with the same ending date

These reports should tie - if not, run the Outstanding Liability Detail report to determine where the issue lies

Screenshots on following page
Accounts Payable

Compare Vendor Aged Payables to the Trial Balance for Object ~21%
EOY Closing Outstanding Purchase Orders

Review Outstanding Purchase Orders

- Go to Reports
- Report – Select Outstanding Purchase Orders
- Group By – Select By Requestor
- Requestor – Select All
- Export Data to Excel – check this box if you prefer to review the report in Excel; otherwise, the report defaults to a PDF document
EOY Closing Outstanding Purchase Orders

- **Unencumbered Purchase Orders** – PO’s that have not been paid against, and marked as not fulfilled
- **Outstanding Purchase Orders** – PO that has remaining encumbrance balance
EOY Closing Outstanding Purchase Orders

Review and research all outstanding purchase orders on the Outstanding Purchase Orders report to determine if the goods/services will be complete and/or received by the end of the fiscal year and take appropriate action.

To delete a Purchase Order

- Go to **Purchasing & AP > Purchasing > Purchase Orders**
- Select to delete the Purchase Order
- Are you sure you want to delete this object? – Select OK
Invoices – review all invoices

- **Do NOT delete a purchase order if you need to pay against it next year.** - All purchase orders with goods and/or services that need to be expensed in the 2015-2016 school year must remain OPEN because they will not be paid until the 2016-2017 school year.

- Continue entering bills and watch your dates to ensure they are in the correct fiscal year.

- These items will roll over as a **payable** in 2016-2017 once the ledger is actually closed.

- When a bill is paid in the 2016-2017 ledger, the liability is then reduced.
**EOY Closing Outstanding Purchase Orders**

*Purchase Order History* – run the Purchase Order History report to provide to the auditors to show unfulfilled purchase orders at the end of the 2015-2016 fiscal year.

- **Reports > Purchase Order History**
- See parameters below.

![Finance Reports - Purchase Order History](image.png)
EOY Closing Outstanding Purchase Orders

*Purchase Order History* – this report includes the remaining encumbrance and the total expensed amount at the end of the year.

The encumbrances will appear in the 2016-2017 fiscal year once the 2015-2016 fiscal year is closed.
Federal Grants

- Review Final NOGA’s on TEASE to ensure that correct amounts have been budgeted and expended on federal grants.

- Ensure you are spending federal grant dollars on allowable expenditures so that you can account for them appropriately and in the specified time frame.

- Give employees deadlines in order to get closed out for the year in a timely manner.
Journal Entries

Prepare for Closing Current General Ledger

Journal Entries

- Book Accrued Wages (Object Code 2160), if applicable – all accrued wages and benefits shall be posted to the general ledger for all wages earned in August but scheduled to be paid in September.
- Book Pre-Paid Expenses (Object Code 1410) - any disbursements of funds that will be received or utilized in the next fiscal year
- Book Deferred Revenue (Object Code 2310) – any revenue that will be utilized in the next fiscal year
- Book Depreciation (Object Code 6449)
Federal Grants – Due From

- Create Due From Federal Agencies journal entries for revenue that was expensed in current year, but will not be received until next year by:
  - debiting the receivable account and crediting the revenue account (see example below)
Due From State/Local

Create Due From journal entries for revenue that was expensed in current year, but will not be received until the new year debiting the receivable account and crediting the revenue account for state and local funds, too. (see example below)

<table>
<thead>
<tr>
<th>Description</th>
<th>Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due from State</td>
<td>1241</td>
</tr>
<tr>
<td>Due from Federal</td>
<td>1242</td>
</tr>
<tr>
<td>Due from Local</td>
<td>1243</td>
</tr>
</tbody>
</table>
Reminder: Book student activity (if kept in outside ledgers)
**Food Service Commodities** – if you are participating in a food service program, be sure to record commodities by debiting expenditures (6344) and crediting revenue (5923) in a journal entry. *See example below:*

![Journal Entry Example](image_url)
Book SSA’s

*Shared Service Arrangements*– if you are participating in a shared service arrangement, be sure to record information from your local ESC or district.

*It is your responsibility to get this information from your local ESC or District.*
Outstanding Checks – Void & Reissue

*Outstanding checks* – review all outstanding checks on the register.
- Print Banking Register for Uncleared Items or
- Review directly from Banking & Receipts > Registers
- Research. Why is it outstanding?
- Void & reissue
- Void Completely – if you void completely, do not forget to go back and delete the bill
- If you need to void an OLD check, the best way to clear it is to create a receipt for the same amount and clear both transactions on the following bank statement.

*Do NOT Void a payroll check - WHY??*
- Tax implications
- Changes W-2 reporting, etc.
Accounts Payable – Unpaid Bills/Aged Payables & Trial Balance – yes again!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%
Accounts Payable – Reconcile YES AGAIN!!!!!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%
- Run Vendor Transactions reports to review classification of expenditures

- Verify coding

- Make any reclassifications as needed. Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well. Remember to make JE’s for reclassifying between funds. (JE’s need to post to cash and payable accounts.)
Check Your Budget - Review State Mandated Programs

- Review budget – verify no amendments are needed before closing ledgers. If so, present final budget amendment to the board for approval prior to 6/30 or 8/31 (depending).
- Review your SOF and state mandated programs – PIC 21, 22, 23, 24, 25, 33, 34, 35
- Review budget to FSP state mandated amounts
- Ensure you are meeting the minimum required percentages for mandated programs. This may not meet your MOE.

  PIC 21 – 55%  
  PIC 22 – 58%  
  PIC 23 – 52%  
  PIC 24 – 52%  
  PIC 25 - 52%
Check Your Budget - Review State Mandated Programs

Review your Summary of Finance at the following link

https://tea4avfawcett.tea.state.tx.us/Fsp/Reports/ReportSelection.aspx

<table>
<thead>
<tr>
<th>Program Intent Codes - Allotments</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28. 11-Regular Program Allotment</td>
<td>$6,885,809</td>
<td>$6,887,942</td>
</tr>
<tr>
<td>29. 23-Special Education Adjusted Allotment (spend 52% of amount)</td>
<td>$463,609</td>
<td>$463,753</td>
</tr>
<tr>
<td>30. 22-Career and Technology Allotment (spend 58% of amount)</td>
<td>$369,241</td>
<td>$369,356</td>
</tr>
<tr>
<td>31. 21-Gifted &amp; Talented Adjusted Allotment (spend 55% of amount)</td>
<td>$33,217</td>
<td>$33,227</td>
</tr>
<tr>
<td>32. 24-Compensatory Education Allotment (spend 52% of amount)</td>
<td>$1,143,754</td>
<td>$1,144,109</td>
</tr>
<tr>
<td>33. 25-Bilingual Education Allotment (spend 52% of amount)</td>
<td>$191,863</td>
<td>$191,923</td>
</tr>
</tbody>
</table>
Do Final Budget Amendment

- Enter your final budget amendment
- Must be approved by 6/30 or 8/31
Once the 2016-2017 general ledger is open, you can begin working through the budget process at any time by using one of the following methods:

- **Upload the budget by using Microsoft Excel** – This requires some spreadsheet formatting, but once it is approved by the board, the budget can easily be uploaded to WebSmart through Budget Revisions *(Recommended)*.

OR

- **Manually enter the budget** – if preferred, the budget can be manually entered in Budget Revisions once the budget is approved by the board.

  (Show both processes in training database)
You need to create a budget amendment to get your Budget in the system.

- If you have just opened your new ledger year, the first Budget Amendment you create and post will be your initial budget.
- Any budget amendments created after that will be revisions to the initial Budget.
- Once you know what your Budget is for the year you can do your first Budget Revision, which will become your initial budget.

Before you create an amendment it is assumed that you have all the net assets that you need configured in the Ledger Browser and all your account codes created for all Funds.
Create a Budget Amendment

Go to *the Finance Module > General Ledger > Budgeting > Budget Revision* as shown below:
Create a Budget Amendment

This brings you to the Budget Revision Screen shown below

---

<table>
<thead>
<tr>
<th>System ID</th>
<th>Revision Number</th>
<th>Effective Date</th>
<th>Description</th>
<th>Owner</th>
<th>State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>243</td>
<td>0</td>
<td>7/1/2016</td>
<td>Initial Budget</td>
<td>mdavis</td>
<td>Posted</td>
<td></td>
</tr>
</tbody>
</table>

I have posted my first Budget Revision, which became my Initial Budget.
Create a Budget Amendment

We now click on the Create Budget Revision to start the process of the first Budget Revision of the Initial Budget. See the screen next screen below.

If you have an Initial Budget in then you will see this screen.

Put in the Effective date and a Description of the revision if you want. You do not have to type anything in the Description field.
Create a Budget Amendment

- If we had no Initial Budget then you will see the screen you see next.
  - Empty – will create an empty budget revision, which allows the user to import or manually input the budget.
  - Based upon last fiscal year – this option pulls in the last budget information from the prior year. Sometimes the board may adopt no changes in the budget. In that case, you would choose this option.

If this is your first revision and you do not have an Initial Budget this drop down will appear. You can create the revision based on your last fiscal year or make it empty and add or import your items in. We recommend doing it this way and if you want to base it on last year run an Expenditures Budget Report to an excel spreadsheet and you can format that spreadsheet to use as your import sheet for the new years initial budget.
Create a Budget Amendment

- Once you fill in the effective date and any description you like click create.
- You will see this screen next.
- Select Edit Identifier to make any changes to the General Information or to actually post the revision.
- Line Items - Click this tab to import the budget or manually enter the budget.
- Documents – jDox field. If you have this option, use this area to upload your working papers for your Budget.
- Reports – run the Budget Revision Detail report as your back up.
- History – indicates a change each time the budget is changed.
Create a Budget Amendment

You can now click on the Line Items Tab to begin the process as shown below.

There are two ways to get items into the budget. You Import Items from an excel spreadsheet (will explain later) and Add New Items manually. This is when you are just doing a few lines and it is easier to just enter than setup a spreadsheet to import.
Create a Budget Amendment

We will explain the process to Add New Items first.

➢ Click on Add New Items. You will then see this screen.
You can simply choose the codes you want in the amendment by checking the box and scanning through the pages to choose all the codes that you need in this Budget Revision.

You can also use the filters to search for specific codes. In the filter box click on Custom. We will decide what codes we want to see by choosing filters.
Create a Budget Amendment

Then we choose the filters we want to use.

We can choose a filter or a combination of filters.
In this case we are going to choose a fund and an object filter to filter for payroll codes in a couple of funds.

We click on Execute Filter and see our results.
Select Save to see our results.
Create a Budget Amendment

- Click on the top box and choose all filtered codes.
- Once the codes are chosen I can click on Edit Line Items.

- Edit the Description and the Change, which is the total amount of the Initial Budget, but when entering a Budget Revision, the user will enter the difference only.
Create a Budget Amendment

➢ After you fill out the Descriptions and change amount for each item you click on Save and your Budget Revision is ready to be approved and posted.
We are now going to bring in our budget using the import method instead of manually adding the budget. I am going to bring the same items in as I did manually except I am going to do 211 and 224 at the same time. The first thing we need to do is prepare our spreadsheet for the import.

Create a Budget Amendment

Import using Excel Spreadsheet

We prepare our spreadsheet for import by creating a sheet and putting in the codes and Descriptions if needed and the amounts of the revision. Numbers can be either positive or negative.

You can partially create this spreadsheet by running a budget report to excel and then choosing the codes you want to use and then entering the amounts.

When you save the spreadsheet be sure and save it in XLS format (97-2003)
Now I will import my items in rather than manually entering them. I go to the revision and the Line Items tab. I click on the Import Items button.
When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Work Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.
Create a Budget Amendment

Import using Excel Spreadsheet

This is what I see after I click on the Upload File Button. This may take a few moments depending on how big the import is.

My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision. If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save. I would now have all that I imported as well as the others that I added manually.
My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision.

If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save.

I would now have all that I imported as well as the others that I added manually.
Click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process.

Click on Edit Identifier to start the process.
Click on Edit Identifier. The user will have access to make changes to the status of the Budget Amendment.

- Edit the Effective Date.
- The revision number is not editable as it is system Generated.

The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/1/2015. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2016 date. Let’s say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2016. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2015 and then you would not be over budget at the end of February after posting.
The State can be submitted for review, approved, or rejected depending on your access to approve Budget Amendments. If you have administrators access you can approve or reject the budget at this point. If you have access to only submit budget amendments your choice will be un-submitted or submitted for review. If you are not an administrator but have the rights to approve a budget amendment then you will have the options of being un-submitted or submitted for review. Once you submit review with the rights of Budget Approver and save it will be auto approved.
Submitting, Approving & Posting Budget Amendment

- You can use the Description area to make any notes that you want someone to see such as a budget approver if you are just submitting.
- Click on Save.

We can now edit the Effective Date. The revision number is not editable as it is system generated. The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/01/2013. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2014 date. Lets say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2014. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2013 and then you would not be over budget at the end of February after posting.
Submitting, Approving & Posting Budget Amendment

This is how it looks after being approved.
The amendment is now effective and will show in Budget Reports. Since I posted this as a part of the Annual Budget it will be effective back to 09/01/2016.

This is the Budget Revision Process.

If you need more in depth budget help, like approval groups, refer to the document below.
Please take this time to take a lunch break.

WebSmart support staff will be available for questions.