



# Data Control & Research, Ltd.

**End of FISCAL Year Notes**

User Group Meeting

May 13, 2010

# K-Next Year Menu

Graphical Menu:075		District:		Process ID: 3608	
File Edit Commands Help MenuLevel Special Keys					
A-ACCOUNTS PAYABLE	F-BACKUPS/FLEXGEN	K-NEXT YEAR MENU	P-REQS NEXT YR		
B-BUDGETARY	G-PERS/EMP-ATTEND	L-TAX SPREAD/LABEL	R-FIXED ASSET		
C-GENERAL LEDGER	H-SYSTEM UTILITIES	M-SALARY VERIF.	S-GRAPHICAL		
D-PAYROLL	I-BANK REC/INVEST.	N-EMAIL/CONTR NEG.	Q-QUIT OUT OF MENU		
E-PAYROLL FEATURES	J-END OF FISCAL YR	O-REQUISITIONS	Function:		
<u>K-NEXT YEAR MENU</u>					
1. CREATE NXT. YR. FILE FROM CUR.	14.				
2. ACCOUNT MAINTENANCE	15.				
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9. REVENUE / EXPENSE REPORT	22. REV/EXP AMENDED REPORT				
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11. DETAILED BUDGET REPORT	24. OBJECT SUMMARY				
12. COND FUNCTION SUMMARY RPT	25. CHART OF ACCOUNTS				
13. BUDGET ENTRY	26. PAYMENT SELECTION				



# Menu – K Commands

**MENU - K COMMANDS**

Command	Step	Function	Description
CLEAR NXT YR MTD/YTD	001	555	CLEAR NXT YR MTD/YTD
CREATE WPOMAST	001	827	CREATE WPOMAST FILE
DELETE REQ NXT YR	001	898	DELETE BAD RECORD IN REQ NXT YR
DETBUD-BLD	001	700	DETAIL BUDGET REPORT BY BUILDING
NEW PROP BUDGET -CYR	001	802	NEW PROPOSED BUDGET RPT CURRENT YR
NEW PROP BUDGET -LYR	001	809	NEW PROPOSED BUDGET RPT LAST YR
NYR-CALC PAYM PEND	001	500	RECALC PAYMENT PENDING NEXT YR
OPEN P.O BY AL VNDR	001	801	OPEN P.O REPORT BY ALPHA VENDOR
OPENPO	001	415	RE-ENCUMBER ACCOUNTS
PRINT PO'S - SUPT	001	800	PRINT P.O.S W/SUPERINTENDENT'S SIG.
PROPOSED BUDGET-NXT	001	826	PROPOSED BUDGET REPORT (WKMAST)
RECALC PAY PENDING	001	500	RECALC PAY PENDING NXT YR FILES
RECREATE PO NXT YR	001	825	RECREATE NEXT YR POS



# CREATE NEXT YEARS ACCOUNT FILE

\*\*\* NEXT YEARS BUDGET FILE PREPARATION \*\*\*

1. UPDATE EXPENDED YTD FIGURES IN NEXT YEARS BUDGET FILE.
2. CREATE NEXT YEARS BUDGET FILE.
3. ADD DISTRICT TO NEXT YEARS BUDGET FILE.
4. EXIT.

ENTER ITEM #

DATA OK? (YES,CAN)

## #1 Update Expended YTD Figures in Next Years Budget File:

•This step is done if additional transactions have been posted to the accounts since the creation of the next year work file. This will only update the Expended YTD and Amended Budget figures in current file to Prior Year fields in work file. The following message will display upon selecting this item:

**TRANSFERRED ACCTS AND ACCTS FLAGGED WITH 'D' IN ACCT STATUS IN THE CURRENT ACCT FILE (FNMAST) WILL BE DELETED FROM THE NEXT YR BUDGET FILE (WKMAST).**

**NOTE: If you deleted an account in the Next Year WKMAST and then run this option it will rewrite the record back into the Next Year file unless you have changed the account status in the current file (FNMAST) with a "D"!**

During this update you may see the following message indicating that accounts in the current file are not found in the work file. This will occur for any accounts that had a status of 'D' or 'T' when the work file was created. An "S" can be entered so that you do not have to keep hitting the enter key at this message.

This will also create any new accounts that have been added in the current year since the next year file creation in the next year files.

**ENTER 'S' TO SUSPEND SUBSEQUENT MESSAGES OR N/L TO CONTINUE WITH MESSAGES**



# CREATE NEXT YEARS ACCOUNT FILE

\*\*\* NEXT YEARS BUDGET FILE PREPARATION \*\*\*

1. UPDATE EXPENDED YTD FIGURES IN NEXT YEARS BUDGET FILE.
2. CREATE NEXT YEARS BUDGET FILE.
3. ADD DISTRICT TO NEXT YEARS BUDGET FILE.
4. EXIT.

ENTER ITEM #

DATA OK? (YES,CAN)

## #2 Create Next Years Budget File:

*This item must be selected FIRST and should only be run once per year. This deletes the WKMAST file from the prior year. Then #3 will need to be selected for each district that you will be entering next year data for.*

**NOTE: If this is accidentally selected or an old work file remains on disk the following warning message will display: NOTE - THIS WILL OVERWRITE THE EXISTING 'WKMAST' FILE. At DATA OK? enter "YES" to overwrite or "CAN" to return to menu.**



# CREATE NEXT YEARS ACCOUNT FILE

\*\*\* NEXT YEARS BUDGET FILE PREPARATION \*\*\*

1. UPDATE EXPENDED YTD FIGURES IN NEXT YEARS BUDGET FILE.
2. CREATE NEXT YEARS BUDGET FILE.
3. ADD DISTRICT TO NEXT YEARS BUDGET FILE.
4. EXIT.

ENTER ITEM #

DATA OK? (YES,CAN)

## #3 Add District to Next Years Budget File:

*This should be selected only once per district to create a work file for this district using current account numbers. The Amended Budget and Expended YTD fields will move to prior year fields, prior year fields will move to 2 years ago and the Budget Amount will be zero in the work file. The following message will display upon entering this selection.*

*There is an option available to move current year budget amounts to next year. If you are interested in this option and do not see it as a selection then please call DCR.*

*TRANSFERRED ACCTS AND ACCTS FLAGGED WITH 'D' IN ACCT STATUS IN THE CURRENT ACCOUNT FILE (FNMAST) WILL NOT BE CREATED IN THE NEXT YR BUDGET FILE (WKMAST). INACTIVE ACCTS IN THE CURRENT ACCT FILE (FNMAST) WILL BE CREATED WITH AN INACTIVE STATUS IN THE NEXT YR BUDGET FILE (WKMAST).*

*After creating the next year budget file you will need to use the Budget Entry menu item to enter the new budget figures for next year.*



**NOTE: DO NOT USE ACCOUNT MAINTENANCE SCREEN TO ENTER BUDGET AMOUNTS!**

# ACCOUNT MAINTENANCE

*This will bring up the account maintenance screens, but any entries made will reflect ONLY on the new work file.*

**NOTE: Any new accounts entered will be added over to the new year's file when the merge is done.**

**NOTE: If you delete any accounts in the Next Year File those accounts will still be in the file after the merge is done since they still exist in the current file. To delete an account, put a "D" in the account status field in the current year file and this account will be deleted during the merge.**

*BUDGET VALIDATION, FUNCTION SUMMARY, ANNUAL BUDGET, CHART OF ACCOUNTS AND REV & EXP STATEMENT*

# **BUDGET VALIDATION, FUNCTION SUMMARY, ANNUAL BUDGET, CHART OF ACCOUNTS AND REV & EXP STATEMENT**

*The above reports are the same format as your normal reports but use the data in the work file. Any reports from the current year menu can be added to the next year menu is needed.*

# BUDGET ENTRY

*This selection allows you to maintain the budget amounts for the account numbers in the work file. Any additions, changes and deletions that are made through this screen will also be reflected in the Next Year Account Maintenance screen. Entering a new budget amount will write that amount out to the original and amended budget amount fields. Following is a sample of the input screen.*

**NOTE:** Any new accounts entered will be added over to the new year's file when the merge is done.

**NOTE:** If you delete any accounts in the Next Year File those accounts will still be in the file after the merge is done since they still exist in the current file. To delete an account, put a "D" in the account status field and this account will be deleted during the merge.

# GETTING AROUND THE BUDGET ENTRY SCREEN

1. Select the appropriate task. Click the New button to add a new account to the next year file. Click Edit to enter new budget amounts or to change a description on an account. Click the Delete to delete an account that is no longer needed. Clicking the Exit button will return to the Main Menu next year screen.
2. Click on the type of account button, Exp for expenditures and Rev for revenue budget accounts.
3. If you are just beginning the budget entry process clicking on the Next Rec=> button will start at the very first account in the selected account type. If you are continuing your data entry where you last left off, key your starting account number and then use the Next Rec=> button to advance.
4. To input the account number click and enter the first segment then depress the enter key or tab key, enter 2nd segment then depress the enter key or tab key, etc. This is also the way you would enter the description for the number. If you are just changing the location or building code from the previous entry just click on that segment and make the change.



# GETTING AROUND THE BUDGET ENTRY SCREEN

5. In the New Budget Amount field, enter the new amount. If there is an existing amount and you want to change it just enter the new amount or if the existing amount is accurate just enter or tab over it.
6. After entering the account number and/or description the Next button will be highlighted. Simply hit the enter or tab key to go immediately to the next account number. If you have made an entry mistake click the Cancel button.
7. At the ACCOUNT NUMBER field the F2 may be entered to display a list of account numbers in your current file. You will be prompted to enter a Starting EXP or REV ACCT. #. Enter a valid number or all zeroes may be entered to display the first record in the file. If you wish to lookup on a specific account element (i.e. capital equipment) enter the appropriate digits (500) in that particular portion of the account. After the numbers are displayed click on the account number you want.
8. To view account activity click on the Detail button and enter the range of dates you wish to lookup. Upon exiting the system will return to the Budget entry screen.

# ADD FUNCTION

1. Enter New for the function.
2. The DISTRICT NUMBER will automatically display dependent on your log-in. Click the Exp or Rev button for the ACCOUNT TYPE.
3. Enter the first account number segment. Leading zeros do not have to be entered (i.e., if the first segment is a fund digit of 1 or 10 enter just that, not 00001 or 00010). After each segment of the account number is entered simply depress the enter key or tab key to continue to the next segment.
4. Enter a maximum of twelve digits as a descriptor for the first, fourth and fifth segments, the second and third which are typically the function and object are both twenty-four digits, keeping in mind that these will be report headings and descriptions.
5. Enter the budget amount for this account. The amount may be entered with or without the decimal (I.E. 2500 = 25.00 or 25. = 25.00). The system assumes two decimal positions.
6. The Next button will be highlighted. Simply hit the enter key or cancel if you do not want to except this data. If the box appears ACCOUNT # IS ALREADY ON FILE appears, this means that you have just tried to duplicate this account number.

# CREATE PURCHASE ORDER FILE

Upon selecting this item the message **NOTE - THIS WILL CREATE NEW FILE FOR NEXT YEAR. DO YOU WANT TO CREATE FILE (Y/N)**. Enter "Y" to create new file or "N" to return to menu. This will delete the working purchase order file from the previous year.

**NOTE: This selection should only be ran once per year. It is extremely important to perform this task if you begin entering P.O.'s against next years budget while the current year is still active.**

**NOTE: If you're not sure if this process has been done yet, run an Open P.O. Report to verify what is currently in the file. An Open P.O. Report can be run immediately after creating this file to verify that you are starting with a empty file. Do not enter anything in date range fields.**

# PURCHASE ORDER MAINTENANCE

**NOTE: The Create Purchase Order File must be run first to create a new empty file before entering any P.O's for Next Year.**

This step gives you the ability to enter a P.O. and encumber it against next year's accounts. If you use this method, all open P.O.'s at fiscal year end can be merged with this file after closing the year or the next year file can become your current P.O. file (Deleting any remaining P.O.'s from previous year).

**NOTE: When running the Merge WPOMAST Into Live POMAST in the End Fiscal Year Menu, it will allow you to enter which way you have decided to handle this.**

# **OPEN P.O., OPEN P.O. BY ACCOUNT AND OPEN P.O. BY LOCATION**

The above reports are the same format as your normal reports but use the data in the work file.

## **CREATE REQUISITION WORK FILE-PRIOR VERSION REQUISITION SYSTEM USERS ONLY!!**

The above process creates a new empty requisition file if you are going to process purchase requisitions against next years budget file. After you run the create process run an Approval Report answering all dates and number ranges to make certain previous years Requisitions have been removed. Again, this should be run once regardless of the number of districts you process for.

# Requisition Next Year Considerations

The following procedures need to be run before using the Requisition system for next year.

1. The next year Chart of accounts file needs to be setup. (WKMAST). See instructions for creating the next year menu Account file
2. The next year open purchase order file needs to be setup (WPOMAST). See instructions for creating the next year purchase order file. Note – if your requisition district policy for creating the PO number is ASSIGN NEXT PO # you need to create the starting PO # in next year menu using Building #999999.
3. The requisition administrator should make sure the requisition district policies are setup correctly on the requisitions for next year menu. See setup for REQUISITION DISTRICT POLICIES instructions. NEW VERSION ONLY.
4. The requisition administrator needs to make sure the building numbers are setup on the requisitions for next year menu REQUISITION BUILDING MAINTENANCE.

**Note – make sure if you are generating the requisition numbers by building that they are setup with different numbers than the current year requisition range. This is important especially if the building requisition numbers will be used to turn into the PO numbers. They have to be unique otherwise you will get errors when you generate the PO's due to duplicate PO numbers.**

If the requisition number is generated by district instead of by building, the requisition administrator needs to make the 999999 building number REQUISITION # field the starting requisition number for the next year.

5. You are now ready to enter requisitions for next year.

# Requisition End of Year Considerations

## After Fiscal Year Is Closed

1. Make sure that all requisitions were turned into PO's from the next year menu.
2. Make sure that the End Fiscal year menu was processed.
3. Password protect the requisition next year maintenance item to stop users from accidentally going into next yr requisitions until next yr.
4. Set the current year requisition numbers in the REQUISITION BUILDING SETUP to continue from the numbers that are in the next year REQUISITION BUILDING SETUP.
5. You are now ready to enter requisitions for the current year.

# END OF FISCAL YEAR CHECKLIST

**NOTE:** When entering transactions for the last fiscal month, prior to closing the year, all entries **MUST** reflect the last month of your fiscal year. For example: If June is your last month of the year and on July 15th you're entering audit adjustments a June date has to be used.

Following is a checklist for various steps that should be done at the End of the Fiscal year.

# END OF FISCAL YEAR CHECKLIST

## PAYROLL

Run all necessary reports such as TRS Report, Vendor, Employee Publication, etc. These reports are often done at a later time from the saved files.

**NOTE: Files will be archived by the DCR Staff when the District calls at the appropriate times. P/R files need to be saved after running the last P/R for the 1st fiscal year and before running the 1st P/R for the new fiscal year.**

# END OF FISCAL YEAR CHECKLIST

## FINANCIAL

1. DCR cannot schedule saving of the financial files as we can for the payroll. It is the District's responsibility to call our office **BEFORE** running the End of Cycle for June and we will save the files online and setup previous year menu/commands.
2. A backup copy of all data files should be made prior to execution of the End of Cycle process. This backup should be labeled Fiscal Year backup and be stored in a safe place.

**NOTE: Please call DCR before you close so we can assist in backing up your financial files for reporting and archiving purposes.**

# END OF FISCAL YEAR CHECKLIST

## FINANCIAL

3. Execute the End of Cycle process for the month, which will also perform the end of year routines. If you have multiple Districts, End of Cycle needs to be run for all Districts.
4. If you have created a next year account number file and entered budgets and/or encumbrances, you will need to select MERGE WKMAST INTO LIVE FNMAST from the End of Fiscal Year menu.
5. Do you use the purchase requisition file on the next year menu? If "YES" make sure that all requisitions have been processed before doing the MERGE WPOMAST INTO LIVE POMAST.

# END OF FISCAL YEAR CHECKLIST

## FINANCIAL

6. Do you use the purchase order file but have not created any new P.O.'s in the next year menu? If "YES" do you want to start the new year with your current outstanding P.O.'s or do you want to start with a new empty file? If you want to start with a new file we will need to create this file for you. Please call our office to schedule this.
  
7. Have you created a next year purchase order file? If "YES" you will need to select MERGE WPOMAST INTO LIVE POMAST from the End of Fiscal Year menu. If you only want current fiscal year transactions run the following. If you want multiple fiscal year transactions it is not necessary to run #8.
  
8. If you want your transaction detail file to only contain the current fiscal year transactions the following menu items can be run. Upon closing the year for ALL Districts, select GENERATE THE NEW FISCAL DETFILE on the End of Fiscal Year menu. NOTE: This should be done only after ALL districts have closed their year. If you are going to run this we suggest running this process after closing the first month for all districts in the new year. We recommend that this process not be run and you build up multiple years worth of detail transactions that are easily accessible



# END OF CYCLE PROCESS

**NOTE:** A backup copy of your data files should be done before starting this process!

End of cycle has to be completed before anything is Updated for the month of August.

# END OF CYCLE PROCESS

## NORMAL END OF CYCLE

1. From the General Ledger Master Menu select End of Cycle Process and the following will display on the screen.

**<<<== G/L END OF CYCLE PROCEDURE ==>>**

**THIS PROCEDURE WILL CLEAR MTD BALANCES IN ALL  
ACCOUNTS FOR A DISTRICT  
MAKE SURE YOU HAVE A BACKUP COPY OF THE FNMAST,  
VMAST AND VMASTNXT BEFORE YOU CONTINUE!!!**

**DISTRICT NUMBER**

**ENTER MONTH TO CLOSE**

**JUN – IS SCHEDULED TO BE CLOSED!!**

**MONTH ENDING DATE**

**063010**

**END THE MONTH?(Y,N)**

**Y=CLEAR ACCTS,N=PRINT REPORT ONLY**

**PRINT MONTHLY ACTIVITY?(Y,N)**

**Y=PRINT REPORT,N=BYPASS PRINTING**

**PRINT FISCAL YEAR ACTIVITY(Y,N)**

**Y=PRINT REPORT,N=BYPASS PRINTING**



# END OF CYCLE PROCESS

## NORMAL END OF CYCLE

2. Enter the DISTRICT NUMBER that you wish to process.
3. Upon entering the district number you will see the beginning month and ending month of your fiscal year appear next to ENTER MONTH TO CLOSE. To the right of the prompt you will see the message MTH - IS SCHEDULED TO BE CLOSED!!!, MTH being the month scheduled to close. Depress the enter key and the month displayed will be entered for you.

You will also see this message displayed at the bottom:

JULUAUGUSEPUOCTUNOVUDECUJANUFEBUMARUAPRUMAYUJUN

The letter "U" will be shown after any months that have already been closed or updated. For example if you are ending the month of February the display would read:

JULUAUGUSEPUOCTUNOVUDECUJANUFEB MAR APR MAY JUN

# END OF CYCLE PROCESS

## NORMAL END OF CYCLE

4. At MONTH ENDING DATE the last date of the month you are currently closing will automatically display to the right of the cursor. Depress the enter key to default to the date displayed.
5. At END THE MONTH enter "Y" to clear the accounts and close month or "N" to only print the detail report without closing the month or clearing the accounts. Entering "Y" will display the message **\*NOTE - FNMAST ACCOUNTS WILL BE CLEARED!!!**
6. At PRINT MONTHLY ACTIVITY?(Y/N) enter "Y" to print the monthly detail report or "N" if you do not wish to print the report.
7. At DATA OK enter "YES" to proceed, "CAN" to return to the DISTRICT NUMBER field and reenter the data or "END" to return to the main menu.



# END OF CYCLE PROCESS

## NORMAL END OF CYCLE

8. The message CLEARING FNMAST ACCOUNTS ...will display upon entering "YES". After that process is complete the message PRINTING DETAIL LISTING ... will display and the monthly detail listing will print out. The cursor will return to the main menu after this is complete.
9. A short End of Cycle Status Report will print out after ending this process which details the answers that you have just entered for the above questions.

### END OF CYCLE STATUS REPORT

DISTRICT NUMBER	999
ENTER MONTH TO CLOSE	JUN
MONTH ENDING DATE	063010
END THE MONTH?(Y,N)	Y
PRINT MONTHLY ACTIVITY?(Y,N)	Y
DATA OK?(YES,CAN,END)	YES

JUN HAS BEEN SELECTED TO BE CLOSED

# END OF CYCLE PROCESS

## END OF CYCLE FOR END OF FISCAL YEAR

The End of Cycle process at the end of the fiscal year is very similar to a normal end of cycle except for one additional question that the operator has to answer.

1. Upon entering "Y" to END THE MONTH?(Y,N) you will see the following message display at the bottom of the screen:

**\*THE SYSTEM WILL END THE FISCAL YEAR!**

**FNMAST FIELDS WILL BE MOVED TO PRIOR/CLEARED.**

**VMAST FISCAL AMOUNTS WILL BE MOVED TO PRIOR/CLEARED.**



# END OF CYCLE PROCESS

## END OF CYCLE FOR END OF FISCAL YEAR

2. When the month you are closing is the last month of the fiscal year, you will see an additional question PRINT FISCAL YEAR ACTIVITY?(Y,N) display on the screen.
3. At PRINT FISCAL YEAR ACTIVITY?(Y,N) enter "Y" to print the activity report for the year or "N" to bypass printing. If you answer "N" the fiscal year will still be closed.
4. Upon entering "YES" at DATA OK? you will see a few messages display at the bottom indicating the various steps that the program is executing.

# END OF CYCLE PROCESS

## END OF CYCLE FOR END OF FISCAL YEAR

5. The End of Cycle Status Report will also have a little more detail than normally as follows.

### END OF CYCLE STATUS REPORT

DISTRICT NUMBER	999
ENTER MONTH TO CLOSE	JUN
MONTH ENDING DATE	06302010
END THE MONTH?(Y,N)	Y
PRINT MONTHLY ACTIVITY?(Y,N)	Y
PRINT FISCAL YR ACTIVITY?(Y,N)	Y
DATA OK?(YES,CAN,END)	YES

JUN HAS BEEN SELECTED TO BE CLOSED  
Y FISCAL YEAR WILL BE CLOSED  
VENDOR FISCAL FIELDS WILL BE ROLLED OVER  
BEG. G/L FUND BALANCES WILL BE POSTED

**NOTE:** Run a Statement of Position both before and after running  
The end of cycle process for June. Remember if you have  
Posted any transactions for July your balances after the  
Close will be adjusted by these transactions.

# J-End of Fiscal Year Menu

Graphical Menu:075		District:	Process ID: 3608
File Edit Commands Help MenuLevel Special Keys			
A-ACCOUNTS PAYABLE	F-BACKUPS/FLEXGEN	K-NEXT YEAR MENU	P-REQS NEXT YR
B-BUDGETARY	G-PERS/EMP-ATTEND	L-TAX SPREAD/LABEL	R-FIXED ASSET
C-GENERAL LEDGER	H-SYSTEM UTILITIES	M-SALARY VERIF.	S-GRAPHICAL
D-PAYROLL	I-BANK REC/INVEST.	N-EMAIL/CONTR NEG.	Q-QUIT OUT OF MENU
E-PAYROLL FEATURES	J-END OF FISCAL YR	O-REQUISITIONS	Function:
<i>J-END OF FISCAL YR</i>			
1. MERGE WKMAST INTO LIVE FNMAST.		(IF USED)	
2. MERGE WPOMAST INTO LIVE POMAST.		(IF USED)	
3. GENERATE THE NEW FISCAL DETFILE.		(DETFNEW)	
4. PRINT CURRENT YEAR DETAIL ACTIVITY.			
5. MOVE NEW FISCAL DETFNEW TO DETFILE.			
NOTE--ON CLOSING YOUR LAST MONTH OF THE		FISCAL YEAR THE SYSTEM WILL CLOSE	
OUT YOUR YEAR DURING THE SAME		PROCESS. IT CLEARS AND ROLLS OVER	
ALL FIELDS REQUIRED IN THE FNMAST		(CHART OF ACCOUNTS) AND VMAST	
(VENDORS). MAKE SURE YOU HAVE		CLOSED YOUR LAST MONTH BEFORE	
SELECTING ANY ITEMS ON THIS MENU.			
-----		-----	
*NOTE- AFTER ALL DISTRICTS HAVE STARTED		THE NEW FISCAL YEAR, THE NEW DETFILE	
WILL NEED TO BE CREATED.			

# MERGE WKMAST INTO LIVE FNMAST

If the NEXT-YEAR menu was used to enter budget amounts this selection will do the following:

1. Will "MERGE" the new budget amounts and accounts descriptions from the next year file (WKMAST) into your current chart of accounts (FNMAST).
2. Will "ADD" any NEW accounts entered in the next year file (WKMAST) that do not exist in the current chart of accounts (FNMAST).
3. Will "DELETE" any account with a status of "D" in the next year file (WKMAST) that exists in the current chart of accounts (FNMAST).



# MERGE WKMAST INTO LIVE FNMAST

The following menu displays upon selecting this item.

<<<== END OF YEAR ACCT. MERGE ==>>>

R2.6.91

**THIS PROCEDURE SHOULD BE RUN AFTER CLOSING OUT THE FISCAL YR.  
IT WILL PROCESS EXP AND REV ACCOUNTS FROM THE NEXT YR. BUDGET FILE  
(WKMAST) INTO THE CURRENT ACCOUNT FILE (FNMAST).**

**IT WILL UPDATE THE FNMAST IN THREE WAYS:**

**- FOR EXISTING ACCTS IT WILL UPDATE THE ORIGINAL AND  
AMENDED BUDGETS AND ACCT DESCRIPTIONS IF THEY HAVE BEEN CHANGED IN**

**THE NEXT YEAR MENU.**

**- FOR NEW ACCTS IT WILL CREATE THE ACCT. WITH THE  
ORIG., AMENDED BUDGETS AND ACCT. DESCRIPTIONS.**

**- ACCTS IN NEXT YEAR FILE (WKMAST) FLAGGED WITH 'D' IN  
ACCT STATUS WILL DELETE THAT ACCT IN CURRENT FILE (FNMAST)**

**DISTRICT NUMBER**

**COPY FROM NEXT YEAR ACCOUNT FILE TO CURRENT ACCOUNT FILE**

**RESPONSIBILITY CODES?(Y,N)**

**TRANSFERRED ACCOUNTS?(Y,N)**

**INACTIVE ACCOUNTS?(Y,N)**

**DATA OK?(YES,CAN,END)**

# MERGE WKMAST INTO LIVE FNMAST

1. At DISTRICT NUMBER enter the district which you need to merge or depress the enter key for all districts to be merged.
2. At COPY OVER RESPONSIBILITY CODES? enter "Y" if you have changed or added any new codes in the next year file (WKMAST) that need to be added to your current accounts (FNMAST) or "N" to not copy over the responsibility codes.
3. At TRANSFERRED ACCOUNTS? enter "Y" if you want the transferred accounts to exist in the current chart of accounts (FNMAST) or "N" to delete ALL transferred accounts in the next year file (WKMAST) from the current chart of accounts (FNMAST).
4. At INACTIVE ACCOUNTS? enter "Y" if you want the inactive accounts to exist in the current charge of accounts (FNMAST) or "N" to delete ALL inactive accounts in the next year file (WKMAST) from the current chart of accounts (FNMAST).
5. At DATA OK? enter "YES" to process, "CAN" to reenter data or "END" to return to menu without merging any files.

**NOTE: A check is done prior to merge to check that the internal calendar indicates that the year has been closed. If it has not been closed an error will display on the bottom of the screen.**

# MERGE WPOMAST INTO LIVE POMAST

If your District(s) have been entering and encumbering purchase orders for next year this procedure must be run after the fiscal year has been closed. This PO Merge program will allow you to merge PO's for all districts or an individual district and encumber your current chart of accounts (FNMAST). It will also allow you the option of rolling over any outstanding PO's that you had prior to ending the fiscal year.

Following is the screen that will display:

**<<<== END OF YEAR P.O. MERGE ==>>>**

**R2.2.90**

**THIS PROCEDURE SHOULD BE RUN AFTER CLOSING OUT  
THE FISCAL YR. IT WILL MERGE PO'S FOR ALL DISTRICTS  
IF NO DISTRICT # IS ENTERED OR BY DISTRICT.**

**DISTRICT NUMBER  
ROLL OVER LAST YR ENCUMBRANCES?(Y/N)**

**DATA OK?(YES,CAN,END)**

**NOTE: If you have entered requisitions on the next year menu make sure that all requisitions have been processed into PO's before doing this selection.**

# MERGE WPOMAST INTO LIVE POMAST

1. At DISTRICT NUMBER enter an individual district number or depress the enter key to process all districts.
2. At ROLL OVER LAST YR ENCUMBRANCES enter "Y" if you wish to roll over any outstanding P.O.'s that were remaining at the end of the fiscal year or "N" if you do not want these P.O.'s included in the new fiscal year.

**NOTE: If "N" was entered the message SINCE LAST YR PO'S WILL NOT BE ROLLED OVER, ANY PO'S OUTSTANDING MUST BE RE-ENTERED will display.**

3. At DATA OK? enter "YES" to merge, "CAN" to reenter data or "END" to return to menu without merging. If "YES" was entered it will display **MERGING NEXT YRS PO'S TO CURRENT...000000**. The number at the end will be the number of PO's merged. Then it will display **MERGE COMPLETE... DEPRESS ENTER TO CONTINUE...** depress the enter key to continue to the next step.



# MERGE WPOMAST INTO LIVE POMAST

4. After the merge is complete you will then see the following display:

**THIS PROCEDURE WILL CORRECT ANY ACCOUNTS  
WHERE THE ENC. TO DATE IN THE FNMAST DOES NOT MATCH  
THE OUTSTANDING P.O.'S IN THE POMAST.**

**DO YOU WANT TO CONTINUE? (Y/N)**

Enter "Y" to continue and the system will re-encumber your accounts for the new POMAST. You will then be prompted for printing of the Open P.O. Report by Account. This report may be discarded after it runs.

**NOTE: Be sure to depress the enter key for all selections so that all accounts will print.**

```

<<<== OPEN P.O. REPORT BY ACCOUNT ==>>>

DISTRICT NUMBER      0001
P.O. DATE FROM      000000 THRU 999999
OPERATOR CODE       ALL OPER. P.O.'S WILL BE USED
SELECT ACCOUNT #    ALL ACCOUNT NUMBERS WILL BE USED
RESP. CODE TO SELECT ALL ACCTS WILL BE SELECTED

DATA OK?(YES,CAN,END) YES
```



# MERGE WPOMAST INTO LIVE POMAST

- Next you will be prompted for printing of the Open P.O. Report again. This will just give you a clean copy to be used for verification of the data.
- Next you will be prompted for printing of the Revenue & Expense Report. Balance your Open P.O. Report (from step #5) to the Rev & Exp Report to verify that the grand total encumbrance year-to-date is equal to the total Open PO's.

**NOTE: Enter the selections as follows when running this report.**

<<<== STATEMENT OF REV/EXP REPORT ==>>>

DISTRICT NUMBER?	01
REPORT DATE?	06302010
SELECT R=REV,E=EXP,B=BOTH	E
INCLUDE NEXT MONTH EXPENSES?(Y,N)	NEXT MONTH ACTIVITY WILL NOT BE INCLUDED
FUND # OR (ALL)	ALL FUNDS WILL BE SELECTED
BUILD # OR (ALL)	ALL BUILDINGS WILL BE SELECTED
PRINT FORMAT (1 OR 2)	002
RESPONSIBILITY CODE	ALL RESPONSIBILITY CODES WILL BE SELECTED
DATA OK?(YES,CAN,END)	YES

**NOTE: These reports can be kept with your end of year information to verify that this process was complete and in balance at the start of the new year.**

# GENERATE THE NEW FISCAL DETFILE

**NOTE: A backup copy of the detfile should be made before this process is run!**

**NOTE: Only run this process if you want to purge the previous years transactions from the live file. This process is not recommended. A backup copy of the detfile should be made before this process is run!**

This process can be done at anytime after ALL DISTRICTS have been closed for the end of the fiscal year (see End of Cycle Process).

This process reads the detfile extracting all records for the new fiscal year by the date of the records and then creates a new detfile containing only these records.



# GENERATE THE NEW FISCAL DETFILE

<<== DETFNEW FILE CREATION ==>>

**THIS PROCEDURE WILL CREATE A NEW DETFILE FOR THE CURRENT FISCAL YEAR!  
IT WILL MOVE OVER ANY TRANSACTIONS FOR THE CURRENT YEAR  
FOR ALL DISTRICTS.  
IT DETERMINES EACH DISTRICTS FISCAL YR BY READING ITS FISCAL CALENDAR.  
NO OTHER USERS SHOULD BE USING THE DETFILE  
WHILE THIS PROCESS IS RUNNING.**

**\*NOTE - MAKE SURE YOU HAVE A GOOD COPY OF THE  
DETFILE BEFORE RUNNING THIS PROCESS.**

**THE YEAR TO BE USED IS - 10  
THE DAY TO BE USED IS - 01  
THE MONTH WILL BE TAKEN FROM THE DIST'S CALENDAR  
READING ALL DISTRICTS CALENDARS ...**

**DATA OK?(YES,CAN)**

Upon completing #3 Generate the New Fiscal Detfile immediately select #4 Print the New Detail Activity File. This will bring up the screen to print the Detail Activity Report. Depress the Enter key through all questions so that all records in the DETFILE will print.

Look over report to verify that it contains all your records for the new fiscal detfile. If the report is okay then select #5 Copy Over the DETFNEW to the DETFILE. This will create your new detail file. Steps 3, 4 and 5 must only be run once in that order.



# TEACHER PENSION REPORT MAINTENANCE

## TRS REPORT DATA CLEAR ROUTINE

The clear routine is not necessarily an option that you would run every year. This routine is only for the purpose of initializing these fields and should only be done for the initial setup of this program. Please check with the DCR Staff if you have any questions. The Maintain function should be used to change these amounts from year to year.

To run the clear routine select the command TRS MAINT from the Pay-roll menu. This will bring up the TRS Report Data Input Menu. Select CLR for the function and the following screen will display.

**\*\*\* TRS REPORT DATA CLEAR RTN \*\*\***

**DISTRICT NUMBER 0001**

**\*NOTE - THIS WILL CLEAR THE TRS REPORT FIELDS  
IN THE DEDYTD FILE.**

**DATA OK? (YES,CAN,END) YES**

# TEACHER PENSION REPORT MAINTENANCE

## TRS REPORT DATA INPUT MENU

The following maintenance screen is available to input the additional data necessary for the TRS Report. This is mainly used for the part-time, substitutes, etc. who will have varying amounts for the days paid. To bring up this menu select the command TRS MAINT from the Payroll Menu.

```
*** TRS REPORT DATA INPUT MENU *** (MAINTAIN,INQ,CLR,END) M
                                     CHANGE MODE
      DISTRICT NUMBER  0001

      EMPLOYEE NUMBER123456789      CERTIFIED FLAG  Y
      EMPLOYEE NAME          SMITH   , JAMES          J
1.  EMP. CODE                P
2.  # OF CONTRACT DAYS      0
3.  # OF DAYS PAID         0
4.  FED REIMBURSED EARNS    0.00

      DATA OK?(YES,CAN,ITEM#) YES

      NEWLINE FOR ALPHA LOOKUP, '^' TO CHANGE FUNCTION OR 'E' TO END
```



# TEACHER PENSION REPORT MAINTENANCE

## TRS REPORT DATA INPUT MENU

1. The CERTIFIED FLAG field will display what is currently in the certified Field on Screen #1 in P/R Maintenance.
2. The EMP. CODE field is available to enter the code for Type of Employment (F,P,E,S,H) that is used for column 3 of the TRS Report. If nothing is entered in this field or in the Certi-fied field on Screen #1 in P/R Maintenance the system will automatically put an "F" for full-time.
3. The # OF CONTRACT DAYS and # OF DAYS PAID fields are available to enter a number if it is different from the number of days that is entered when you run the report. If nothing is in this field it will automatically default to the number of days entered on the report menu.
4. The # OF PARTIAL DAYS PD field is available to enter partial days for substitutes, etc. (Not used anymore).
5. The # OF HOURS PAID field is available to enter number of hours paid per employee. (Not used anymore).
6. If an amount needs to be entered for column 11 (amount paid from special trust or federal funds) this should be entered in this field. This amount is stored on the Personnel Maintenance screen in the Federal Earnings field.

# TEACHER PENSION REPORT (PRT/DSK)

At the end of each fiscal year the Illinois Teacher Retirement System requires a report to be submitted of all certified employee con-tracts, earnings and contributions. Following is a sample of the reporting screen, this screen will vary depending upon whether you are using the magnetic media feature. The magnetic media feature creates a file in the specified format for importing into the State's online software.

## TEACHER PENSION REPORTING WITH(OUT) MAGNETIC MEDIA FEATURE

PLEASE ENTER THE FOLLOWING DATA

1. FROM JULY 1, \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_
2. SCHOOL SYSTEM
3. COUNTY
4. DISTRICT # (888=END)
5. TRS CODE
6. PHONE NUMBER
7. NUMBER OF DAYS  
IN SCHOOL TERM
8. PRINT REPORT?(Y,N)
9. CREATE TPREPORT DISC FILE?(Y,N)    FOR TRS PC REPORTING  
# OF EMPS. PRINTED ON REPORT

DATA OK? (Y,N,E=END)

# TEACHER PENSION REPORT (PRT/DSK)

## SAMPLE TRS REPORT

COMMUNITY SCHOOL DISTRICT	COOK	001	1234567890	3621234567
000 SCHOOL STREET	EDUCATION, IL	60009	(708) 123-4567	1

GENDER	BIRTH DATE	SSN	Employee Name	CT DAYS	DAYS PD	CONTRACT	CRED ERNS	CONTRIB	FED ERNS
F	12/24/1978	484-XX-XXXX	BALL, SUSAN	180	180	2194.80	2194.80	197.53	0
F	07/23/1979	287-XX-XXXX	QUICK, JANE	180	180	480.00	480.00	43.20	0
F	11/01/1976	334-XX-XXXX	COTTON, ALLICE	180	180	200.00	200.00	18.00	0
F	11/04/1975	353-XX-XXXX	SIERRA, EDITH	180	180	2566.50	2566.50	230.00	0
F	04/03/1977	359-XX-XXXX	WANDA, WILSON	180	180	2832.00	2832.00	254.00	0
F	05/15/1980	353-XX-XXXX	BALL, SUSAN L.	180	180	1982.40	1982.40	175.72	0
M	05/19/1971	317-XX-XXXX	THOMAS, WOOD	180	180	2194.80	2194.80	1497.53	0
F	08/25/1978	358-XX-XXXX	BLACKER, MARICA	180	180	3115.20	3115.20	280.37	0
F	10/01/1974	352-XX-XXXX	SMITH, TANYA	180	180	1674.30	1674.30	150.69	0
F	11/16/1973	378-XX-XXXX	CALVI, ALICE	180	180	54707.00	54707.00	4923.63	0
F	09/21/1974	324-XX-XXXX	WOLF, SHARON	180	180	69758.00	69758.00	6277.68	0
F	11/23/1966	323-XX-XXXX	SMITH, SHEILA	180	180	200.00	200.00	18.00	0
F	08/15/1968	326-XX-XXXX	SUI, JOAN	180	180	39627.00	39627.00	3566.43	0
F	04/12/1977	323-XX-XXXX	SALVI, GINA	180	180	41344.25	41344.25	399.98	0

# BALANCING THE TRS REPORT

FOLLOWING ARE THE CALCULATIONS THAT THE COMPUTER DOES FOR AMOUNTS PRINTED ON THE TRS REPORT:

## **COLUMN 7 - CONTRACT**

1. IF THERE ARE ANY SUPPLEMENTAL CONTRACTS IT WILL LOOK TO SEE IF THERE ARE ANY PAYS REMAINING. IF THERE ARE PAYS REMAINING IT WILL TAKE: (REGULAR PAYS LEFT X COST AMOUNT)
2. ADDS IN THE CONTRACT AMOUNT FROM SCREEN 1 IN P/R MAINTENANCE.
3. ADDS IN ADD'L T.P. EARNS YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE.
4. IF THIS IS A BOARD PAID PERSON IT WILL ADD IN THE BOARD SHARE FSC YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE.

# BALANCING THE TRS REPORT

## **COLUMN 8 – CRED-ERNS**

1. IF THERE ARE ANY REMAINING PAYS FOR THE BASE AND/OR SUPPLEMENTAL CONTRACTS IT WILL TAKE: (REGULAR PAYS LEFT X COST AMOUNT)
2. ADDS IN THE CONTRACT ERNS YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE AND ALL SUPPLEMENTAL CONTRACTS.
3. ADDS IN THE ADD'L. T.P. EARNS YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE.
4. ADDS IN THE TP DOCKS YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE. (THIS FIELD WILL BE A NEGATIVE-REDUCING THE TOTAL).
5. IF THIS IS A BOARD PAID PERSON IT WILL ADD IN THE BOARD SHARE FSC YTD AMOUNT FROM SCREEN 4 IN P/R MAINTENANCE.

## **COLUMN 9 - CONTRIB**

1. Will add together Board Paid FSC YTD and Sheltered FSC YTD.

## **COLUMN 10**

1. This will reflect any federal earnings entered on the Personnel maintenance screen in the Federal earnings field or on the TRS Maintenance screen.

# AUDIT ADJUSTMENTS

The following chart translates auditor end of year adjustments. Example: If the auditor tells you to credit the education fund beginning balance your would use the DCR journal entry program and post the entry as a positive.

ACCOUNT TYPE	DEBIT	CREDIT		
ASSET ACCOUNT	+	-		
LIABILITY ACCOUNT	-	+		
REVENUE ACCOUNT	-	+		
EXPENDITURE ACCOUNT	+	-		
BEGINNING FUND BALANCE	-	+	FUND	999999