



DATE: June 3, 2011

TO: Chief Financial Officers

FROM: Greg S. Griffin, State Accounting Officer *gsg*

RE: 2011 Year End Reporting Package: CAFR/BCR and PeopleSoft Year End Reminders: Accounts Receivable and Purchase Orders

Please review this document regarding important dates and information needed to close out FY2011. The deadlines associated with year-end are critical and help to ensure the timely processing and integrity of the CAFR and budgeting processes. Within each agency, it is important that those responsible for the year-end closing process carefully review all applicable policies, procedures, and critical dates in the referenced calendars. For your convenience please access the links below to read your appropriate area of interest. Thank you for your ongoing support.

Year-End Calendars

- [CAFR and BCR Calendar](#)
- [PeopleSoft SAO and OPB Calendar](#)

Pre-Close Items (for PeopleSoft supported agencies only)

- [General Year End Information](#)
- [PO Module POs and Requisitions](#)

Post-Close Items (for all agencies)

- [Year End CAFR Forms and Training](#)
- [Post Closing Adjustments](#)
- [Directive on Early Return of Surplus](#)
- [GASB 54](#)

Budget Year 2012 Reminders (some PS steps to begin prior to FY2011 close)

- [PO Module PO Review Year End Reminder](#)
- [AR Module AR Distribution Codes for FY12](#)

Year-End Calendars

- The calendar of due dates for year-end CAFR and BCR and the year-end forms is now available on SAO's website; [2011 Fiscal Year End Reporting Calendar](#)
 - The joint calendar of due dates for fiscal year end [PeopleSoft SAO and OPB](#) is now available on SAO's website
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PRE-CLOSE ITEMS

General Year End Information: Two Open Accounting Periods and Year End Close Deadlines

Consistent with the quarterly close process, please note that two accounting periods, June 2011 and July 2011, will be open from July 1 through July 15, 2011. This practice is followed to allow agencies additional time to complete the posting of transactions for quarter-end reporting purposes.

In preparation for the year-end close, PeopleSoft Financials will be unavailable to all users from 7:00 p.m. on Friday, July 22, 2011 through 7:00 a.m. on Monday, July 25, 2011. Additionally, PeopleSoft Financials will be unavailable from 7:00 p.m. Friday, August 5th through 7:00 a.m. Monday, August 8, 2011.

PeopleSoft Financials reports that are requested to run precisely at "11:59:00 PM" on July 22, 2011 (i.e., after the nightly batch concludes) will be run before year-end close processing begins. Trial Balance reports (i.e., 44M, 44N, 44P and 44R versions) will automatically run after year-end close processing concludes, and will be available for review in Document Direct.

In anticipation of high transaction volume for the balance of the week, please be aware that transaction response times and the processing of report requests may be slower than usual. To minimize transaction response time issues, SAO will be closely monitoring system performance to proactively address significant performance issues.

What Do Agencies Need To Do?

- As two accounting periods will be open during this timeframe, users should take extra care to validate that transactions are entered in the appropriate accounting period. The June 2011 accounting period and associated sub-ledgers will close on Friday, July 15, 2011, and the July 2011 accounting period will close on Friday, August 12, 2011.
- Take advantage of PeopleSoft Financials' 24 hour, 7 day per week availability.
- To obtain a report that reflects your pre-close financial position, schedule the report(s) to run at "11:59:00 PM" on Friday, July 22, 2011.

- If all 998 adjustments have been posted prior to July 22, 2011, request a Trial Balance and perform financial position verification before July 22, 2011, the final day of year-end close.
- Take advantage of available queries, where applicable, for data validation purposes.
- Enter all FY2011 transactions and report requests prior to 5:00 p.m. on Friday, July 22, 2011.

Questions: SAO Customer Service Center - Financials
404-657-3956
888-896-7771
FSCM@sao.ga.gov

PO module: Budget Year 2012 Purchase Orders and Requisitions

This is a reminder that the July accounting period for fiscal year 2012 (FY2012) in the PO Module was opened as of June 1, 2011. Once an agency's budgets are loaded, this will allow for the entry of purchase orders with budget dates in FY2012. For all other modules, the July period will not open until July 1, 2011. As a result, agencies will not be able to process PO Vouchers against these FY 2012 purchase orders until July 1, 2011.

During June and July 2011, purchase orders can be processed for both FY2011 and FY2012 as long as June accounting and budget dates are used for current year (FY2011) orders and July accounting and budget dates are used for the new fiscal year (FY2012) orders. Budget dates related to different years cannot be mixed on a single transaction until after the June close. June transactions can continue to be processed until July 15, 2011 (the date of June (Period 12) close).

For agencies using DOAS TGM, requisitions with budget dates in FY 2012 can also be entered as of June 1, 2011. A "Header" comment should be entered indicating that the requisition is for the 2012 budget year. In addition, all FY 2011 requisitions should be fully awarded, canceled, or closed prior to the June close.

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POST-CLOSE ITEMS

Year-End CAFR Forms

- The year-end CAFR forms will be available for download in early June. Once these are available a communication will be sent out.
- For forms which are 'Not Applicable' for FY2011, there will be a summary form where all of these can be identified. This single form will need to be returned to SAO, but any forms marked 'Not Applicable' on this summary form will not need to be submitted to SAO.
- There is a new form this year for Pension/OPEB.
- Some of the forms have been modified to include information by 5-digit funding source in order for SAO to produce governmental fund statements in accordance with GASB 54.
- The Lease Agreement Data Form differs from prior years in that the only leases that need to be reported on the form are leases that began in the period from July 1, 2010 through June 30, 2011. Also this year, there is an additional tab to report changes in information on leases in the FY2010 submission (i.e. early termination dates or changes to lease terms). If you have already provided the information on these changes to SAO as part of the review of the 2010 lease data (due June 1, 2011) you do not need to report this information again.

Year-End Forms Training

- All training for year-end forms will be provided online only. Updated videos will be available in late summer. Once the dates for the videos are finalized a communication will be sent out. The online training can be found at: <http://www.cviog.uga.edu/endofyear>.
- Any necessary training on the BCR statement will be handled on an as-needed basis and will be provided to the agency by the Financial Reporting staff responsible for preparing that agency's BCR

Post-Closing Adjustments

- Although there is a post-closing adjustment process available to make adjustments to FY2011 reported data after PeopleSoft has closed, in order for SAO to efficiently and effectively prepare the BCR and CAFR it is important that all efforts be made to have entries posted in the general ledger system prior to 998 close.
- Post closing adjustments (PCAs) are due at the same time as the BCR statements (refer to calendar above for due date by agency).
- All PCAs submitted to SAO by the deadline will automatically be posted by SAO (after SAO review). If the Department of Audits and Accounts (DOAA) has adjustments to the PCAs these will be handled as Audit Adjustments.

- PCA's not submitted to SAO by the due date will need to be submitted to DOAA to be handled as Audit Adjustments.

Accounting Directive on Early Return of Surplus

- For organizations in the Budget Fund, please ensure that all fund balance transactions are recorded in compliance with the Accounting Directive '[AD 201101 Fund Balance Accounts](#)'. Agencies not in compliance with this Accounting Directive may result in an audit finding.

GASB 54 - Fund Balance Reporting and Governmental Fund Type Definitions.

- GASB 54 applies to all Governmental Funds (does not apply to Fiduciary or Proprietary Funds)
- **PeopleSoft Organizations** –the information from the Funding Source request project (due May 20th) will be the source of data for reporting fund balance in accordance with GASB54 for all Federal and Other funds. The source of data for reporting fund balance of State Funds will be based on information gathered in the BCR completed by each agency.
 - **For applicable non-CPA audited non-PeopleSoft organizations**, (such as Department of Labor, Court of Appeals, Student Finance Commission, Public Service Commission, State Properties Commission and Aviation Hall of Fame) the trial balance shells will be updated to include the new GASB 54 categories. Each organization will need to complete the fund balance information in accordance with these new categories.
- If you have questions about GASB 54 please contact Ellen Tate (etate@sao.ga.gov) or Kris Martins (kmartins@sao.ga.gov)

Budget Year 2012 Reminders (some steps begin prior to FY2011 close)

PO module: Purchase Order Review - Year End Reminder

Prior to the close of the June accounting period (**which occurs on July 15, 2011**), all agencies should closely monitor 0PO040_POS_CURRENT_YR_NO_BCM and 0PO041_REQS_CURRENT_YR_NO_BCM queries to ensure that all current year (or earlier) purchase orders and requisitions are successfully budget checked prior to the June close. Those that are not successfully budget checked will not be processed during year end and should be canceled before July 15, 2011. Budget checking these after July 15, 2011 may result in audit findings related to the improper use of prior year funds.

What Needs To Be Done With Open Encumbrances?

Consistent with effective year-end close procedures and to ensure all applicable transactions are included in the calculation of surplus, *ALL* open encumbrances should be reviewed and any funds associated with goods or services that agency management does not intend to receive should be unencumbered. The PO Summary Encumbrances Report (GLxxx0471) is run automatically and posted to Document Direct during the monthly close and will list all open encumbrances. Any transactions with a budget period earlier than 2011 should be reviewed and specific justification determined. In addition, the 0PO013/0PO013KK_OUTSTANDING_ENCUMB_BY_BU queries can also be used to identify open PO's. Look for those with budget dates earlier than July 1st, 2010.

What about Cancelling Purchase Orders?

The GA Recon Workbench (Navigation: PURCHASING>PURCHASE ORDERS.>RECONCILE POS>GA RECONCILIATION WORKBENCH) can be used to cancel these purchase orders. However, purchase orders cannot be canceled if they have a BCM error. If this is the case, change the chartfields back to the original values that passed and re-budget check, then cancel when BCM status is "Valid". The 0PO025B_PO_ACCOUNTING_HISTORY query can be used to determine the original chartfields. Purchase orders in error that have never passed budget checking can be canceled using either the Red "X" on the main purchase order page or with the GA Reconciliation Workbench.

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AR module: AR Distribution Codes for FY2012

Beginning June 13, 2011 agencies may begin submitting new distribution codes to use on FY2012 accounts receivable (AR) transactions. If existing AR distribution codes used for FY2011 are required for FY2012, agencies may submit a request to run the distribution code copy process. The distribution code copy process will create new FY2012 distribution codes with the same chartfields as the FY2011 codes (i.e., XYZ11 will create code XYZ12).

What Do Agencies Need To Do?

- The spreadsheet to use when submitting new distribution codes may be found on the SAO website by following this link ([Agency Distribution Code Entry Spreadsheet](#)). The form may also be found on the SAO website by following the navigation:

Tools>SAO Forms>Financial Systems>Accounts Receivable>Agency Distribution Code Entry Spreadsheet.

- The completed form or request should be emailed to FSCM@sao.ga.gov
- If a request is not made to copy the FY2011 distribution codes, the copy process will not be run for the agency.
- FY2012 AR distribution codes will be available only on and after July 1st, 2011 when period 1 (July) of FY2012 opens.
- All budget loads, chartfield additions, and tree maintenance steps for FY2012 must be completed to ensure distribution codes load/copy appropriately.
- AR406 AR Distribution Code report or the 0AR024 - Dist Codes by BU query may be run to review existing distribution codes for FY2011.

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