

## **MAKE SURE YOU ARE SIGNED INTO THE NEXT FISCAL YEAR WHEN DOING YEAR END!!**

### **FMS:**

#### **PRIOR YEAR**

When running the PO Status report, be sure to answer "N" to Include Only PO's with remaining encumbrances if you want all PO's to print.

You need to close a PO even if there is no money left encumbered; otherwise, the PO will carryover to the new year with a 0 balance.

If you close a PO in the old year that should've been closed in the new year, you will need to create another PO in the old year for the amount you want to show encumbered. If a PO is entered in last year by mistake, copy the PO over to the new year and then close out in the old year.

If any transactions for the prior fiscal year were dated past June 30, then they will not close out until you close Year End. Year End must be closed before beginning the Year End Financial statements; otherwise, you will not get the whole picture.

If you want invoices to be posted with a June date in the old year, make sure you change the processing date on the submittal screen of the Invoice posting program. If you forget to do that, it is fine. The expenses will show up in the old year, but on the Year End financial statement, not June. If you don't remember to change the processing date when you post batches in the old year, don't get too upset. It's really not worth the effort to try and "fix" it.

If you post a batch in the old year by mistake, you can either post a negative batch or do a JE to the expenses.

When entering invoices to carryover to next year, go ahead and close the PO if this is the last time you will invoice against the PO. This will close out the PO in the old year and not carry it forward to the new year.

To post invoices and write checks after July 1 for the prior fiscal year, be sure you are signed into the correct year, change the processing date on the invoice batch posting submittal screen and the check date. However, state department does not recommend that you back date any check. If a check is not written and mailed by July 1, then you will need to either post the invoice in 23 and carry forward to 24 to pay, or wait and enter the invoice in 24 to post and pay.

Run the ACP.525 - Accounts Payable Aged Open Invoice report to print a listing of invoices posted but not paid in the prior year. This should be a good report to show what invoices were posted and carried over to the new year.

If you need to void a check from last year, go back into that year to void if the year isn't closed out yet.

If you write checks in the wrong year, void the checks, enter and post the invoices again, carry forward to the new year and write the checks in the right year.

Do not change the numbering on the document ID, such as PO's, to account for the going back and forth between two fiscal years. The better way would be to setup a different document ID each year with different numbering series. You cannot use the same numbers for the same document ID.

The Outstanding Encumbrance listing is the encumbrance report that is sent in with the year end financial statements.

You do not have to close June or Year End or Final before closing July in the next year.

To get the total picture for the FY and for June, make sure you run your reports with the month of Year End, unless you've already closed year end, then run it for Final.

You can enter journal entries for the months of END or CLO and print just the JE's entered at year end or final close.

## **NEW YEAR**

If you setup accounts in 23 after you carried over the accounts to 24, you will need to run GNL.103 - Cross Reference File Builder again in 24. Answer the questions the same as you did before 'NYY'. This will also update your account restrictions file, bank accounts and keywords. So, if you have made any changes to these files in 23, GNL.103 will copy them again into 24. You can run GNL.103 as often as necessary. DO NOT run the Copy Prior Year Accounts again. This will wipe out your budget and any accumulated balances. You will still need to add the new account elements in 24 before the account will carryover. The edit listing will help you identify which elements are not defined in the new year.

If you want all PO's, regardless of document ID, to carryover in PUR.815 - Carry Forward All Open PO's, make sure you field exit out the document ID on the PO range. However, I would not carryover all PO's at once at first. Only carryover single PO's to the new year that you need to enter and post invoices in the new year. Otherwise, you will continue to enter invoices against these PO's in the old year for a while. Once you think you are about done posting invoices in the old year, then you may be ready to carryover the rest of the PO's to the new year.

When carrying over one PO at a time, you will be prompted to change the account, if desired, for every line of the PO. There is nothing to tell you which line of the PO you are on. It may look like nothing is happening, but keep hitting enter.

If you accept the default of the Encumbrance\_PY keyword when carrying over your PO's, you can print an outstanding encumbrance listing for those carryover PO's. The Outstanding Encumbrance listing - GNL.540, will print based on keywords, so any PO's encumbered under this keyword will print. You can run this throughout the next year to keep tabs on PO's that carried forward from last year.

When carrying over PO's, you may get an error listing. Usually it is listing PO's with account numbers that do not exist in the new year. Run GNL.103 - Cross Reference File Builder to carryover the accounts from last year to this year. You can run PUR.815 – Carry Forward All Open PO's From Prior Year as many times as you want. It will not carryover a PO more than once.

If a PO gets carried over that shouldn't have, close it in both years, if necessary.

PO's will stay encumbered in the prior year, even after they are carried over to the new year. It is important that they show encumbered in both years. Only close a PO in the prior year if you do not need to carry forward to the new year and you are done with the PO in the prior year. Do not close the PO if it will be carried forward to the new year. Even if you pay it out in the new year and close in the new year, do not go back and close in the old year.

If your encumbrances don't match, make sure you are first of all running your financial statement with a month that is NOT closed to get current balances. Otherwise, run ENC.920 on the FMS Corrections Procedures menu to see if anything shows up there.

It is not necessary to carryover PO's before you close out or before you start entering and paying PO's in the new year. Likewise, you do not have to carryover your invoices before you close out or before you start entering and paying invoices in the new year.

You cannot carryover recurring invoice batches; however, myself or WVEIS SUPPORT can do this for you.

After you carryover your invoices to the new year, you are ready to run the check run. You may want to run the Schedule of Checks to be Written in the new year to make sure all the invoices are there that you want to pay in the new year.

Be careful when carrying over invoices. You especially don't want to carryover invoices that offset each other. Leave those in the old year. You do this by taking the "P" off of the invoice when processing. If you do carry over an invoice by mistake, you can post an offsetting invoice to zero it out, but you use the liability account instead of an expense account.

If the PO is flagged as receiving required and has not been received, you will not be able to carryover the invoice until you have received or changed the flag on the PO.

GNL.810 will carryover your ending balance sheet balances as a Beginning Transaction balance in the new year.

Don't forget the last step on the FMS setup checklist is to do a change on your FMS client member. You or WVEIS SUPPORT can do this. Otherwise, you may get an error the first time you run a check run in FY 24.

If you want to check for over-budget when a PO or requisition is entered, you have to either budget down to location or use Control Accounts.

Don't forget to update any account restrictions for the new year, if you use them.

If you try to run the Report Writer reports in the new year and you get an error, make sure you have run WVF.904 on the WV Financial Data Reports menu in the new year. This program has to be run before you can begin running reports in the new year.

If you put requisitions in the wrong year, me or WVEIS SUPPORT can copy them into the new year for you.

You do not have to finish the Bank Reconciliations from the prior year before setting up and working in the new year. Just make sure you do them in order. It doesn't matter what fiscal year you are in when doing the Bank Rec's.

The Cash Receipt Options is where you can change the default document ID for receipts. If necessary, change that each year if you designate the FY in the doc ID.

## **EMS:**

### **PRIOR TO PAYROLLS – NEW FISCAL YEAR**

STEP 3: When copying codes or records from last year to this year, you have to check to make sure the records copied. The system will not tell you if it was unable to copy something. Look for any recent changes or additions in the new year to see that the records copied. If someone is in the files you are trying to copy, the system cannot copy. Me or WVEIS SUPPORT can check to see if anyone is in a file.

I suggest you copy your setup codes and assignments again even though it was done at budgeting. That way any changes made to these records since then will be updated in the new year.

STEP 6: When copying your assignments, check the report that generates. This will show you the assignments that could not bump up the project number because either the new year project had not been defined in the new year or the current account on the

assignment is not in the new year. Be sure you have run the Cross Reference File Builder in FMS with the 3rd question as "Y".

When copying the assignments to the new year, I strongly suggest that you only copy active. If you have people on leave that you need to pay in the new year, make their assignment active in the old year, prior to copying the assignments. You cannot copy just one assignment.

You can only run PAY.881 to copy assignments from last year to this year one time, even if you don't have enough room to enter all your contracted job codes. If you run once for selected jobs and then again with a different set of selected jobs, only the last one will "take". Only the jobs last listed will bump up the project number.

STEP 7: Calendar codes will copy from last year. EMS, TECS and HMS use these codes. If you use the TECS interface or you do use the calendar codes in EMS, you will need to delete the codes that copied forward so that you can add them back with new valid dates.

STEP 8: If you entered your pay tables for next year in budgeting and need to get them in the new year, use program PAY.855 on the Budget and Forecasting Setup and Removal menu.

STEP 9: When initializing contracts, make sure that you make the assignment active for anyone who was on leave in the old year or else their balances will not get cleared.

If an assignment is inactive or does not have a 6/30/23 contract end date, then the assignment balance will not get cleared when running PAY.875 - Employee Contract Initialization. There is a sequel to list anyone with incorrect dates.

STEP 11: Be sure to change the assignment dates for anyone who started during the year last year. Chances are their dates aren't correct for the new year.

To change the dates for your non-contracted job assignments, use the Assignment Step Increment/Change Assignment Dates year end program. Tell it to include non-contracted job codes or exclude contracted job codes, enter "Y" for "Suppress step upgrade" and enter the appropriate date range for the assignments. You can run this program at any time if you need to change dates for certain job codes.

When dating your deferred checks, I would date your 6/30 or last regular pay of June as June 26. Then the first deferred pay in July as 6/27 and so on. This will separate each payroll for easy reporting purposes. You can still use 6/30 as the period end date on all the payrolls.

Keep in mind when running multiple payrolls, that you run all DD steps in between each payroll or else the runs will get combined. If you need to run a payroll DD separately, use the Re-create Direct Deposit Holding file program. Enter the payroll run number

you want to submit to the bank. Then run the Direct Deposit Tape program. This will show you what will be submitted once you download the file and send to the bank. Be sure to enter the actual P/R date as the effective date such as 7/15 or 7/31. If you forget, then you can Re-create the DD Holding File for the run number and then run DD Tape, check your report totals and download the file to your PC.

When running deferred payrolls, you may get an unpaid listing of 12 month employees who have a contract addenda. You can ignore this. The system tries to pay for a contract addenda that is still attached to an active assignment, even though there is no money left to pay on the contract. The employee will not get paid.

## **AFTER PAYROLLS - NEW FISCAL YEAR**

STEP 3: I suggest you wait until after 6/30 to record all your absences and then run the Non-Payroll Absence Posting program to post all absences for the year. That way, when you carryover leave and accrue, it will be correct for the start of the new year.

Running this program will also ensure correct balances for the Compensated Leave file. It is highly recommended that you run this for all absences up to 6/30.

The Non Payroll Absence Posting program (PAI.885) posts absences without having to run a payroll. The program will allow processing of absences with generic codes such as PERS or SICK or ILL. You will want to make sure that you process these absences before transferring or accruing leave. If the posting resulted in a negative balance that should result in a dock, then you will need to manually dock the employee on the next payroll. Make sure all the absences that you entered print on the report to show that they processed.

STEP 5: If you cleared your balances by mistake or for some reason your balances did not clear, don't panic. Go ahead and clear the balances then run Rebuild YTD Pay/Deduction History found on the New Year/Year End, Miscellaneous Payroll Procedures menus. Enter the current fiscal and calendar year end dates. The system will calculate the balances and update PAY.801. To make sure your balances cleared or are correct, check the balances in PAY.801 – Employee Pay/Deduction Balances.

Once you clear your fiscal balances, you cannot run the Wage History Report Writer, PTD Employee Compensation report or the Absence Leave reports. You can, however, still do the Annual Retirement Reports and the Unemployment Report.

Clearing your balances only clears PAY.801 – Employee Pay/Deduction Balances. The payroll history remains and is accessible using the Payroll Check Report or Deduction Transaction Report Writer.

Suggestions for reports to run before you clear your balances would include the Employee Absence/Leave report on the Payroll Listings and Reports menu, and the Wage History report writer on the EMS Report Writers menu for quarterly and fiscal YTD totals. You can wait to run the Quarterly Unemployment report and the Annual

Retirement report.

PAY.810 controls how you want leave balances to carryover. To allow all balances to carryover, just leave the bottom of this screen blank. You can hit F1 to read the help text to see if you would like to use one of the options available. If there is a leave type that you do not want to carryover the balance or wish to limit the number of days to carryover, you can indicate this and it will take care of it for you.

STEP 6: You can enter multiple leave types to carryover to one sick code, but you can't enter one leave type to carryover to multiple sick leave codes. For example, on one screen, you can enter PP and FAM to transfer to P200, but you can't enter PP to transfer to P200 and P240.

Refer to instructions on the website if allowing carryover of personal days.

STEP 7: If you do not accrue vacation or accrue throughout the year, you do not need to run the leave accrual twice. Only run it one time with the absence codes left blank and the date as 10/01 of the current calendar year. This will accrue all leave defined to accrue at the beginning of the year. When accruing for vacation, you will restrict the first accrual to just sick and personal days and then run again just for vacation with a 7/1 date.

Make sure the leave codes are on the employee's assignments before you accrue leave for the year. Otherwise, the system doesn't know what leave type a person is eligible for. Only employees with leave codes on their active assignment and active basic records will accrue.

An employee should have a Current Hire Date on their basic record before accruing vacation. The system uses the Current Hire Date and the Previous Service Credit field to determine vacation accrual based on years experience. A query can be run to check for missing Current Hire Dates.

Before accruing leave, make sure anyone who should not accrue has an inactive assignment, employee record or does not have any absence codes that accrue on their assignment.

STEP 8: Don't forget to disencumber any remaining payroll encumbrances.

## **MISC**

Run CEO.RUN on the WV Employee Data Reports menu to restrict summer checks from displaying online until they are issued. You will enter the summer run number and the date you want the check to display on the County Employee Online system.

PAY.802 - Employee Absence Balances as well as PAY.801 - Employee Pay/Deduction Balances will look the same no matter what FY you are signed into. That's because it is

a non-annual file. It doesn't matter what year you are in, you will always see current data.

No special backups are necessary for EMS fiscal year end.

WVE.335 is the program you run to create and send the leave liability file to the State. WVE.330 is what you print for the Year End Financial statement. These are the compensated leave file programs. These have to be run after your EMS Year End steps are complete, or at least the clearing of the fiscal balances. The balances are pulled from the Employee Absence Balance backup file when the fiscal balances are cleared.

Don't enter absences for the new year until you transfer and accrue leave for the new year.

After running all your payrolls, run the Contract Balance Listing to make sure there are no balances left to pay. This is on the Payroll Listings and Reports menu off of the Payroll Processing menu. It will print number of checks to receive and number of checks paid along with PTD and remaining amounts.

The Employee Contract Balance listing could print some odd amounts even after all payrolls are done. This could be a rounding issue or an issue with the contract addenda amounts. It should be OK, however.

The Contract Balance Listing may be off by the amount of some of the contract addenda. Not sure why this is, but I have found that PAY.365 - Contract Balances was not updated with all the contract addenda amounts. The addenda that did not update was not setup as a per contract period on the addenda setup. Any addenda you enter on the 3rd screen of the assignment should probably be entered as a per contract period.

The Employee Contract Balance listing gives total remaining balance by location.

A couple of you guys are allowing some employees to work 4 10-hour shifts during the summer. This does affect when they take off, when to pay a sub 1/2 vs full day and how to calculate overtime. You can change your time block options in the payroll interface to set how much to take for an absence or sub pay it if applies to the majority. Otherwise, you will have to manually handle this.

If you are going to be paying employees earlier this year (end of August instead of first pay in Sept.), then you may want to change the dates on the assignments or you can use 9/1 as your period end date on your last pay in Aug. You can date the checks whatever you want (8/30) but use a 9/1 period end date to pick everyone up. Otherwise, you can use a year end program to mass change all the dates on the assignments, but then you will have to manually change the exceptions.



If you write your summer payrolls and someone wants their checks, but they are DD, here is what you can do. You will have to void the checks and run a separate payroll or payrolls to write them a check or checks. But, you will have to manually adjust the DD file because a void will not change the DD file to the bank. Either you will have to manually adjust the file or perhaps the bank will or the employee will need to write you a check back for the amounts deposited into his account.

If you need to make adjustments to the pay table, even after paying employees, run PAY.876 to re-calculate the new salary and remaining balances.

There is a query available to print assignments with less than 200 days or odd number of checks to change assignments and verify years of experience.

There is a query available to highlight possible errors of sick leave codes. It compares the number of days on the assignment with the corresponding sick leave code (200 vs P200)

Use CBS.810 under the Cafeteria Benefits menu to mass change the additional assignment addenda dates for the new year.

Don't forget to verify your WCOMP rates and PEIA amounts before you run the new payrolls in July.

For those normal 10 month employees that you pay in summer for extra jobs, you will either need to run a separate payroll or adjust their voluntary deductions to keep normal summer deductions from coming out on these employees. If you decide that you do not want to run them in a separate payroll, then change the voluntary deduction screen to indicate that this deduction only comes out when their contracted job code is paid by typing the job code on one of the lines under the % field.

Be sure you run PAY.876 for all employees before paying a group of people for the first time in the new year. You can run this program as often as you like for everyone. The only thing is that this program will wipe out the Adjust Next Contract Payment by field if you have entered an amount for a person on their assignment or have run PAI.925 to pay lump sum retro. Make sure you answer "N" to recalculate the addenda.

You can continue running the W2 summary report throughout the year, but you must be signed into FY 23 to be able to run it. The program will still pick up current calendar balances.

The Custom Payroll Register that is generated with each payroll will break down the deduction amounts by fund to aid in YE adjustments for deferred pays. You can also recreate this report. The program is on the WV Employee Data Reports menu.

Make sure the start dates on your assignments coincide with your period end dates for summer pays. That is, if a person should start getting their first paycheck the first pay in

August, make sure their assignment dates include the period end date for the first pay in August.

Be sure to run WVE.335 – Create Empl Compensated Leave File after your absence balances have been cleared.

If you need to void and issue another check from last year, go ahead in last year and do it if you haven't run any checks in the new year yet. Otherwise, you will need to correct in the new year.

If today's date is not included in the Assignment start and end date range, then the word "Inactive" will show on the assignment. The assignment will still pay if the payroll period end date is within the date range of the assignment.

PRE.610 – Disencumbrance Payroll Processing has been updated to reverse the encumbrance balance of salary accounts (objects 100-299) and clear the Payroll Encumbrance Balances.

For those of you who submit a payroll file to TSA, keep in mind that you either need to create a deferred payroll once a day or else change the file name when created to something unique if creating more than one a day. The file name that is used has today's date. Therefore, if you run more than one payroll file for TSA on the same day, the last one will override because today's date is part of the file name.

I can run a utility program that will change the days on an assignment to match the COMPASS Contract term to start the new year.

When running the WOW program to create the COMPASS file, be sure you are in the right FY for the payrolls you are creating. There is a drop down box on the WOW screen to indicate the year. It is important that you reference the correct FY for the payrolls you are processing or the wrong information will be pulled.