Closing Out the Year in Skyward: School Business Suite Edition

Finance Checklist

Purchase Orders

In Preparation:

☐ Set up next year's starting purchase order/requisition number. Doing so will enable your team to create purchase orders and requisitions in the new fiscal year. To expedite this process, a utility can be used to mass establish these starting numbers.

☐ Ensure all purchase orders that should be rolled into the new year are in an open status. Be sure to update any batch status or reversal purchase orders as well as close out any POs that were fully received.

☐ Run a list of open purchase orders you intend to roll forward, and verify the Reserve for Encumbrance balance equals the balance of the remaining encumbrance of the PO.

Year-End Process:

☐ Run either the Encumbrance Carry Forward or Expense Open Purchase Order process. The encumbrance carry forward process will roll any remaining encumbrances into the new fiscal year. For the Encumbrance Carry Forward Process, if the amount is included in the budget, it will be reflected in the revised budget and may be reported with the Budget Carry Forward field. The expense open PO process will charge any remaining encumbrances in the old year and roll the purchase order into a new year with (typically) a liability account.

After:

☐ If you notice any negative encumbrances in the new fiscal year, run the Encumbrance Carry Forward process with the closure date set to the last day of the old fiscal year. A negative encumbrance could have occurred if a PO that was encumbered in a previous fiscal year got expensed in the new fiscal year.

Accounts Payable

In Preparation:

☐ Ensure all accounts payable invoices are in an open status and update any batch status or reversal invoices.

☐ Complete check processing for any invoices that should be posted to the old fiscal year.

☐ Set up next year's wire transfer and accounts payable ACH (automated clearing house) starting number.

Year-End Process:

☐ If you are using pending receiving, roll any outstanding invoices into the new fiscal year.

☐ Verify that all open invoices are outstanding.

☐ Run the Open Invoice History Report using the last day of the fiscal year as the report date. Verify that the balance in the Accounts Payable Accrual Liability reconciles the open invoice amount.

☐ Run and review the following from FM\AM\AU\DI\AI: Master/Detail Invoice Activity Audit, Fix AP History Invoices Audit, Credit Card Activity, Check Requests, and Expense Reimbursement. Verify all check runs have been completed and posted for the closing year.

Inventory

In Preparation:

☐ Complete the Year End Expense Process, the Year End Requisition Roll, or Cancel Requisition Quantities using the Inventory Year-End Requisition Roll process. (It's only necessary to run one of these three processes. Consult our online documentation for more details.)

Fixed Assets

In Preparation:

☐ Tie asset values to the general ledger by batch updating any addition/disposal records.

Year-End Process:

☐ Run Depreciation.

After:

☐ Add the depreciation schedule for the new fiscal year. Once it is added, you will be able to run Depreciation for the new fiscal year.

Accounts Management

In Preparation:

☐ Create next year's starting batch numbers. These numbers will allow staff members to enter journal entries, cash receipts, and make accounts receivable entries during the upcoming fiscal year.

☐ Verify all entries for the fiscal year have been recorded, including entries that may be done annually or infrequently. Reconcile all bank statements, cash accounts, payroll liability accounts, Accounts Payable liability accounts, and inter-fund accounts through the last month of the fiscal year.

☐ Run the Fiscal Year-End verification report. This report ensures there are no pending transactions that will prevent closing the previous fiscal year.

Year-End Process:

☐ Complete the Fiscal Year-End process, the final step to closing out the year. Districts have 6 months from the last day of the previous fiscal year to complete this process. (Note - if you choose to run the fiscal year end close process prior to the completion of the audit, you can use Prior Year Adjustments to enter any audit adjustments.)

☐ Verify all entries for the fiscal year have been recorded, including entries that may be done annually or infrequently.

☐ Reconcile all bank statements, cash accounts, payroll liability accounts, Accounts Payable liability accounts, and inter-fund accounts through the last month of the fiscal year.

Human Resources

Payroll

Year-End Process:

☐ Complete the Fiscal Year-End process to capture benefits. You will not be able to run any payrolls two months after the start of the new fiscal year until this procedure is completed.

☐ Verify payroll processes are complete, including payroll runs, retirement system processes, and on-behalf expense batch journal entries, as necessary.

☐ Post Payroll Accruals as appropriate. If you post monthly accruals or use the payroll encumbrance process, reverse all accruals or liquidate all encumbrances.

☐ Reverse any prior month salary accruals in the system or liquidate any prior Payroll Encumbrance processes.

☐ Process Payroll Payables in accordance with your fiscal year start (July or September).

Employee Management / Salary Negotiations

In Preparation:

☐ Create calendars and matrices for the new year. Use the same calendar code from year to year (the calendar description, however, can be unique). Using the same code will be helpful when rolling calendars in employee management and substitute tracking. It will also allow employees to request time off in the next fiscal year.

☐ Add a unique identifier to any assignments that should not be rolled into the next fiscal year. For example, a job code called "temporary" could be created and tagged to any assignments that should not be rolled into the new fiscal year. During the roll process, these temporary assignments can easily be excluded.

☐ Refer to our online documentation for further details on either closing the year in Employee Management or starting the New Year in Salary Negotiations. The module used is typically dictated based on your state of residence.

After:

☐ Use Employee Letters to create salary notices or contract letters. These forms can be displayed within Employee Access for employees to verify electronically.

Time Off

Year-End Process:

☐ Allocate time off for the new fiscal year. Allocation amounts are determined by the setup on an employee's time off code. Be sure to check whether your state has any additional items to consider.Be sure to check whether your state has any additional items to consider.
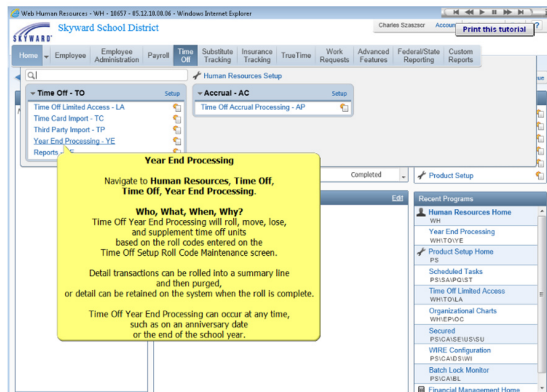

Insurance Tracking

Year-End Process:

☐ Run the Insurance Tracking Roll process if necessary. This process may or may not need to be run, depending on your district's insurance year.

☐ Verify that all cash receipts have been entered and updated in the system.

☐ Verify that all Estimates and/or Billings have been run and updated in the system.

☐ Run the Insurance Tracking Roll process, if necessary.

Sub Tracking

Year-End Process:

☐ Roll calendars and reset each substitute's counter for the upcoming year.
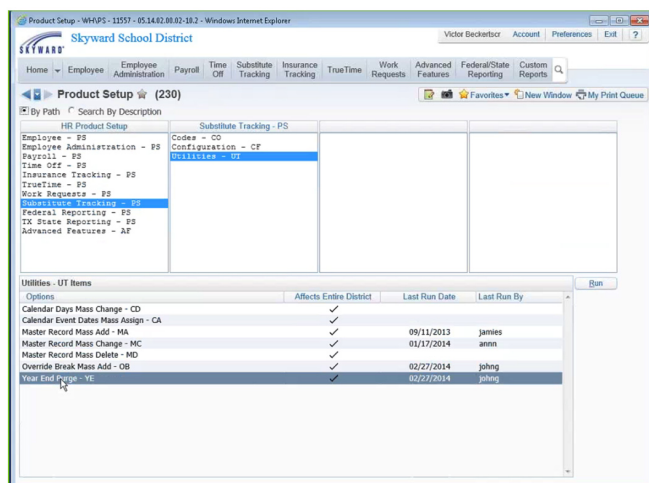
Employee Access

Year-End Process:

☐ Update employees' calendars attached to the Time Off tab in Profile. Updated calendars will allow employees to request date ranges of time off. Use either Mass Assign Profile Calendars (found under Time Off Date Range Entry Set Up within Employee Access) or the Calendar Codes Mass Change process (found within the time off utilities).

True Time

Year-End Process:

☐ Update calendars on timekeeping rule groups. Doing so will assign any paid holidays or non-working days in the new year to employees' time sheets.

Fast Track

Year-End Process:

☐ Roll posted positions to the new employee management plan. (This process could also be handled when running the year-end processes within Employee Management.)

Accounts Receivable

In Preparation:

☐ Clear all batch activity by updating or deleting. If any batch activity exists, the year-end process cannot proceed.

☐ Verify that reversal records have been updated for all fiscal years.

☐ Update all batch payments.

☐ Run the Open to History update to verify that all fully paid, open invoices have been moved to history status.

☐ Verify that all Accounts Receivable refunds have been processed for the fiscal year.

☐ Run the Accounts Receivable Aging report through the last day of the fiscal year with a sort by accrual account and a page break on accrual account.

☐ Verify the total due vs. Accounts Receivable asset accrual account balance.

General Inputs

In Preparation:

☐ Verify that there are no WIP and batch activity entries in the following areas: Journal Entries, Cash Receipts, Accounts Receivable, Student Billing, and Previous Year Adjustments.

☐ Approve or deny any submitted journal entries.

☐ Delete or update any WIP or batch activity, as appropriate.

Budget Management

In Preparation:

☐ Verify that there is no WIP and batch activity in the Budget Revisions or Budget Transfers area.

☐ Approve or deny any submitted transfers.

☐ Delete or update any WIP or Batch activity, as appropriate.

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