

Banner Finance Fiscal Year End Processing Training Workbook

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Revision History Log

Publication Date	Summary
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April 2008	New version that supports 8.0 software.
5/30/2008	Minor formatting changes.
7/23/2008	Added steps to change Control Accounts to data enterable.

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Think before you print.

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Introduction



Course goal

The goal of this workbook is to provide you with the knowledge and practice to establish year-end closing processing schedules, roll General Ledger open account balances, define concurrent processing periods, roll encumbrances and remaining budgets, and close operating control accounts.

The workbook is divided into these sections.

- Introduction
- Set-up
- Day-to-day operations.

Course objectives

In this course you will learn how to

- set up parameters for year-end processing
- run the balance forward report
- roll the general ledger
- discuss concurrent processing periods
- roll open encumbrances
- roll remaining budgets
- close operating control accounts
- close the accrual period.

Intended audience

The Accounting staff members who are responsible for performing fiscal year-end tasks in Banner Finance.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- completed these Banner Finance workbooks: Chart of Accounts, Purchasing, Accounts Payable, and Accounts Receivable
- administrative rights to create the rules and set the validation codes in Banner.

Fiscal Year-End Processing Introduction

Introduction

The Banner Finance year-end feature incorporates five distinct processes that you schedule using the Year End Ledger Maintenance Form (FGAYRLM). This table provides a short description of each process.

Fiscal Year-End Process	Description
General Ledger Balance Forward Process (FGRGLRL)	Rolls the General Ledger balances forward into the new fiscal year and opens the accrual period in the prior fiscal year. This process can be run prior to the start of the new fiscal year. Banner will maintain the correspondence between ending balances for the prior year and opening balances for the new fiscal year.
Encumbrance Roll Process (FGRENRL)	Rolls the specified open non-labor encumbrances forward into the new fiscal year. This process, for practical reasons, is usually best run sometime after the start of the new fiscal year, permitting some amount of time for the invoicing of outstanding PO's from the prior year.
Roll Open Labor Encumbrances Process (FGRENC)	Rolls forward open multi-year future labor encumbrances into the new fiscal year, closes non-multi-year encumbrances in the current fiscal year, closes rolled labor encumbrances in the new fiscal year.
End-of-Year Budget Carry Forward Process (FGRBDRL)	Rolls the specified remaining budget into the new fiscal year. This process should be run immediately following the encumbrance roll.
Close Operating Accounts Process (FGRCLP)	Closes all the operating control accounts in the General Ledger in the prior fiscal year. This is the last process for year-end processing and it is recommended that it be run after the fiscal year audit is finished.

The fiscal year-end process begins 3-4 months in advance with the scheduling of the closing activities. Setting the year-end timeline should be a group activity involving purchasing, accounts payable, and human resources.

Data clean up should be an ongoing process both on a daily basis to check for out of balance errors and on a monthly basis as part of a normal month-end close.

The fiscal year-end closing processes are then layered on top of the monthly close. If your data is cleaned up, your fiscal year-end close will go smoothly.

Process Flow



Who is responsible

Generally these steps are performed by the accounting staff (Controller's office). You should check with your institution for specific responsibilities.

What happens

- On a daily basis, the four mandatory reports are run to check for out-of-balance errors.
 - GL Subsidiary Ledger Control (FGRCTRL)
 - Trial Balance Report (FGRTBEX)
 - Bank Interfund Exception Report (FGRBIEX)
 - Bank Interfund Account Control (FGRCASH)

- On a monthly basis, the month-end reports are reviewed and incomplete, suspended, or out-of-balance documents are cleaned up.
 - **Use for Requisitions**
 - Incomplete Document Report (FGRIDOC)*
 - Requisition Suspense List Form (FPIREQS)
 - Open Request Report (FPROP NR)
 - Requisition Cancel Form (FPARDEL)**
 - Encumbrance Query Form (FGIENCD)**
 - Encumbrance Open/Close Form (FPAEOCD)**
 - Open Encumbrance Report (FGROPNE)**
 - **Use for Purchasing**
 - Incomplete Document Report (FGRIDOC)*
 - Purchase Order/Blanket Order Cancel Form (FPAPDEL)**
 - Encumbrance Query Form (FGIENCD)**
 - Encumbrance Open/Close Form (FPAEOCD)**
 - Open Encumbrance Report (FGROPNE)**
 - Purchase Order Suspense List Form (FPIPORS)
 - Open Purchase Orders Report (FPROP NP)
 - PO Batch Close Process (FPPPOBC)
 - **Use for Accounts Payable**
 - Incomplete Document Report (FGRIDOC)*
 - Invoice/Credit Memo List Form (FAIINV L)
 - Invoice Aging Report (FARIAGE)
 - Open Invoice Report (FAROINV)
 - Invoice Cancellation Form (FAAINVD)

- **Use for Journal Vouchers**

- Incomplete Document Report (FGRIDOC)*
- Suspended Journal Voucher List (FGIJVCD)

* Used for Requisitions, Purchasing, AP, and Journal Vouchers

** Used for Requisitions and Purchasing

- On a yearly basis, the fiscal year-end roll is completed.

- Set up year-end timeline
- Verify system IDs for each year-end process
- Set up year-end parameters
- Update the Fiscal Year Maintenance Form
- Schedule the year-end closing
- Roll General Ledger balances
- Roll non-labor encumbrances
- Roll labor encumbrances
- Roll remaining budgets
- Close operating control accounts
- Close the accrual period

Mandatory Daily Reports Review

Introduction

It is critical to run the four mandatory reports on a daily basis because they will alert you to an out of balance situation so that it can be fixed immediately. On the next few pages, we will review each of the four mandatory daily reports:

- GL Subsidiary Ledger Control (FGRCTRL)
- Trial Balance Exception Report (FGRTBEX)
- Bank Interfund Exception Report (FGRBIEX)
- Bank Interfund Account Control Report (FGRCASH)

GL Subsidiary Ledger Control (FGRCTRL)

Run the GL Subsidiary Ledger Control Report (FGRCTRL) daily to ensure the operating ledger and the general ledger are in balance. This report checks your operating ledger transactions, open invoices, AP transactions, and make sure they all tie to control accounts to make sure everything is in balance.

Possible causes of out of balance errors

The number one cause of an out of balance error is journal vouchers. When you have an out of balance error on FGRCTRL, the first thing to check should be if journal vouchers were entered on accounts that should be non-data enterable. If the out of balance error was not caused by a Journal entry, then run the FGRCTRL report in detail to find which funds are out of balance. Review these funds using the FGITBAL and the FGIGLAC forms. Another way of creating an out of balance situation between the ledgers is if there is a data problem with the interface transfer of data from the legacy system to Banner Finance. Again review the detail report for the funds that have caused the out of balance. Also if beginning balances were not entered correctly for Accounts Payable, then you would get an out of balance message when the system checked the AP account and the Open Invoices total.

Banner report

Process: GL / Subsidiary Ledger Control
 Number: File Name: Lines:

REPORT FGRCTRL		Malaln16_Ban8		RUN DATE: 03/07/2008		
COAS: A		GL / Subsidiary Ledger Control		TIME: 12:50 PM		
FISCAL: 07				PAGE: 1		
ACCT.	ACCT. TITLE	GENERAL LEDGER	OPERATING ACCT LEDGER	OPEN ENCUMBRANCES	OPEN INVOICES	BAL
2100	go	68,992.50				
2110	Canadian Dollars Exchange Account	.00				
	ACCOUNTS PAYABLE TOTALS	68,992.50			<232,553,343.14>	E
3070	Budgeted Expenditure Control Acct	<82,096,292.33>	<82,096,292.33>			
3075	PY Budgeted Expenditure Control	.00	<7,877.00>			E
3010	Revenue Control Account	<45,010,000.00>	<45,010,000.00>			
3020	Expenditure Control Account	422,128.99	422,128.99			
3040	Encumbrance Control Account	50,910.00	50,910.00	50,910.00		

Trial Balance Exception Report (FGRTBEX)

Run the Trial Balance Exception Report (FGRTBEX) daily to analyze all funds for potential out of balance conditions. FGRTBEX can be run in either summary or detail mode. When this report is run in summary mode, it displays any out of balance funds for each chart of accounts. If there are no out of balance funds, a report saying that all funds are balanced displays. In detail mode, the report provides a list of all documents that are associated with that out of balance fund. This report is not designed to be used in conjunction with summarized postings.

Banner report

07-MAR-2008 12:51:10 PM Malaln16_Ban8 PAGE 1
FISCAL YEAR 07 Trial Balance Exception Report FGRTBEX
AS OF 30-JUN-2007
List of out of balance Funds
COAS: 2 Indira's Chart
All Funds are balanced in Chart of Accounts 2
Total balance for Chart of Accounts 2 is : .00
07-MAR-2008 12:51:10 PM Malaln16_Ban8 PAGE 2
FISCAL YEAR 07 Trial Balance Exception Report FGRTBEX
AS OF 30-JUN-2007
List of out of balance Funds
COAS: 3 Lori's Chart

Bank Interfund Exception Report (FGRBIEX)

Run the Bank Interfund Exception Report (FGRBIEX) daily to ensure that you are in balance. You can run it in Summary mode to get a report like this that lets you know that you are in balance. If not, you can rerun the report in Detail mode to see the fund code and account code that is causing the out of balance error.

Banner report

Process: FGRBIEX Bank I/F Exception report
Number: 162653 File Name: fgrbiex_162653.lis Lines: 20

REPORT FGRBIEX Malain16_Ban8 RUN DATE: 07-MAR-2008
FISCAL YEAR: 07 Bank I/F Exception report RUN TIME: 12:55 PM
AS OF 07-MAR-2008 PAGE: 1

* * * REPORT CONTROL INFORMATION * * *

All Bank Interfunds accounts in the Chart B are in balance.

Parameters were obtained from Job Submission

Rptname: FGRBIEX
Parameter sequence number: 162653
As Of Date: 07-MAR-2008
Report Type: D Detail
Chart of Account: B
Bank Interfund Account Option: A
NUMBER OF PRINTED LINES PER PAGE: 55

Bank Interfund Account Control Report (FGRCASH)

Run the Bank Interfund Account Control Report (FGRCASH) each day to compare the cash interfund account for each bank fund to the cash accounts of each fund which has a claim on the bank fund. Each Chart of Accounts is reported separately.

Banner report

Process: FGRCASH Bank Interfund Account Control
Number: 162654 File Name: fgrcash_162654.lis Lines: 104

REPORT FGRCASH
Malaln16_Ban8
Bank Interfund Account Control
AS OF 14-APR-1997
RUN DATE: 03/07/2008
TIME: 12:58 PM
PAGE: 2

INTERFUND ACCOUNT: 1099

COAS FUND	DESCRIPTION	ENDING BALANCE
J 1210	Unrestricted Funds	<1,826.00>
	TOTAL PARTICIPATING FUNDS	<1,826.00>
J BANK	Bank Fund	1,826.00
	TOTAL BANK FUNDS	1,826.00
	TOTAL	.00

INTERFUND ACCOUNT: 1090

Month-End Closing Review

Introduction

A fiscal year-end close is like a monthly close with additional steps, therefore it is important to ensure that the monthly reports have been run and the **document clean up process** is complete.

Ensure that the requisitions, purchase orders, accounts payable documents, and journal vouchers are cleaned up – for example, incomplete documents need to be completed or closed, and documents in suspense need to be corrected.

Requisitions

Requisitions – can be done weekly but should be done at least monthly. At the end of each month you will want to run reports to check for:

- incomplete documents
- documents in suspense
- open requisitions that have not yet been turned into purchase orders.

You will also want to use the query forms to view how much encumbrance remains on requisition documents.

Purchasing

Purchasing – can be done weekly but should be done at least monthly. At the end of each month you will want to run reports to check for:

- incomplete purchase order (PO) documents
- PO documents in suspense
- open POs that have not yet been turned into invoices
- open POs that need to be closed

You will also want to use the query forms to view how much encumbrance remains on purchase order documents.

Note: Prior to the fiscal year-end roll, you will also want to run an additional Report –the Open Encumbrance Report (FGROPNE) – to see what will actually roll when you roll encumbrances.

Accounts Payable

Accounts Payable – can be done weekly but should be done at least monthly. At the end of each month you will want to run reports to check for:

- incomplete invoices
- invoices in suspense or on hold
- valid invoices
- invoices that are posted but not paid past 30 days.

Journal vouchers

Journal Vouchers – can be done weekly but should be done at least monthly. At the end of each month you will want to run reports to check for:

- incomplete journal vouchers
- suspended journal and feed documents.

Requisitions

Banner Name	Form Name	Description
FGRIDOC	Incomplete Document Report	Run this report for requisitions to list incomplete documents. Use FPAREQN to correct or delete requisitions. Usually someone in accounting runs this and contacts listed user ID with questions.
FPIREQS	Requisition Suspense List Form	Use this form to determine if any requisition documents are in suspense. Use the FPAREQN to correct or delete the document.
FPROPNR	Open Request Report	Run the report to verify valid open requisitions (not turned into purchase orders yet). Any open requests not turned into Purchase Orders will be deleted when you roll your encumbrances forward. You should cancel any requisitions that you do not want to keep using FPARDEL.
FPARDEL	Requisition Cancel Form	Use this form to cancel any posted requisitions to be reversed. You cannot cancel a requisition that has purchase order activity attached to it.
FGIENCD	Encumbrance Query Form	Use this form to query on how much encumbrance remains on requisition documents. You can view requisitions, purchase order or general encumbrance documents because it only queries the General Encumbrance Ledger.
FPAEOCD	Encumbrance Open/Close Form	Use this process to close a requisition
FGROPNE	Open Encumbrance Report	Run this report to verify any open encumbrances.

Purchasing

Banner Name	Form Name	Description
FGRIDOC	Incomplete Document Report	Run this report for a list of Purchase Orders that are incomplete. Use FPAPURR to correct or delete Purchase Orders.
FPIPORS	Purchase Order Suspense List Form	Use this form to determine if any PO documents are in suspense. Use the FPAPURR to correct or delete the document.
FPROPNP	Open Purchase Orders Report	Run this report to verify valid open POs (not invoices yet)
FPARDEL	Purchase Order/Blanket Order Cancel Form	Use this form to cancel any posted POs that need to be reversed. Do not cancel a purchase order that has a receiver or invoice activity attached to it until you have canceled the invoice and reversed (adjusted) the receiving document to zero.
FPPPOBC	PO Batch Close Process	Use this process to close purchase orders in batches. Keep this form secure since it can be used to close all purchase orders. You can use a Maximum Encumbrance Amount of 0.00 to close those open POs that have 0.00 encumbrance amounts. If it does not close the PO, it will tell you why.
FGIENCD	Encumbrance Query Form	Use this form to query on how much encumbrance remains on purchase order documents.
FPAEOCD	Encumbrance Open/Close Form	Use this process to open/close a purchase order.
FGROPNE	Open Encumbrance Report	Run this report monthly to view a list of all open encumbrances, which includes Requisitions, Purchase Orders, and General Encumbrances. Prior to running the Year End Encumbrance Roll, run the FGROPNE report to determine which documents need to be cleaned up and which ones will actually roll to the new fiscal year.
FGAJVCD	Journal Voucher Entry Form	Use this form to liquidate encumbrances.

Accounts Payable

Accounts Payable – can be done weekly but should be done at least monthly.

Banner Name	Form Name	Description
FGRIDOC	Incomplete Document Report	Run this report to view a list of incomplete invoices and use the FAAINVE form to either complete or delete the documents.
FAIINV	Invoice/Credit Memo List Form	View Suspended and Hold invoices on this form. Use the FAAPAYC form to take the invoices off hold so that they can be paid and use the FAAINVE form to delete or correct the suspended documents.
FARIAGE	Invoice Aging Report	Run an aging report for any invoices that are posted but not paid past 30 days.
FAROINV	Open Invoice Report	Run this report to view and determine valid open invoice documents.
FAAINVD	Invoice Cancellation Form	Use this form to cancel a posted invoice. If an invoice was created from a Purchase Order, canceling the invoice it will re-open the PO's encumbered amount.
FABMATC	Receiving Matching Process	If three way matching is turned on, review this report for invoices pending receiving reports that have a transaction date in the prior period

Journal vouchers

Banner Name	Form Name	Description
FGRIDOC	Incomplete Document Report	Run this report for JVs to list incomplete documents.
FGIJVCD	Suspended Journal Voucher List	Use this form to view any suspended journal and feed documents. Use the FGAJVCD form to view information on these suspended documents and fix or delete them.

Creating a Fiscal Year-End Timeline

Introduction

To make sure that your institution is on track for a successful fiscal year-end close, a fiscal year-end timeline needs to be developed. Ask the following questions to help determine the fiscal year-end timeline.

Creating Your Institution's Timeline -- Questions to consider:

Purchasing

- When does purchasing close off Requisitions for the old year?
- When do they need to enter Requisitions for the new fiscal year into Banner?
- When does purchasing need to start posting in the new year against the new year budget?
- How can we make sure the 1st period of the new year is open so they can post?
- When will be the cut-off date for purchasing?
- Will the cut-off date vary by amount or type of purchase?
- How many incomplete or suspended documents need to be cleaned up? By whom?

Fixed Assets

- When do we need to clean up the data for fixed assets?
- When will we take inventory?
- When will we run depreciation?

Accounts Payable

- When will be the last check run?
- Do we need to schedule additional check runs to clean up as many invoices as we can?
- What institution rules do we need to communicate for concurrent year processing?
- When does AP close for the old year?

Payroll

- Are the feeds coming over correctly?
- Which payroll will be the last in the old year?
- Which payroll will be the first in the new year?
- Are there any hiring deadlines we need to communicate?

Timing Questions

- When do we want to roll beginning balances? On the actual date or two weeks into the year?
- What is it going to take to close all the periods in the old year?
- When are we going to close the final month (June)?
- When is the audit going to be complete?
- Are we going to roll budgets with encumbrances?
- When are we going to roll encumbrances, if we are going to do so?
- When are we going to roll unexpended budgets?
- When are we going to run fiscal year-end reports?
- When are we going to close the operating control accounts?
- When are we going to close the accrual period?

Sample Timeline

Note: Your timeline will vary based on the needs and Banner products in use at your institution.

<p>Mar/Apr 2008</p> <ul style="list-style-type: none"> • Clean up of documents – AP, JV, PO, REQ, CS Iss/Req, Receiving • Process Paper PO's for FY09 • Send letter to Campus community on YE timeline including cut off date for requisitions • Update FTMFUND for Multiple Fund Balancing indicators • Complete FTMFBAL for COA – C • Start Fixed Asset Inventory • Fixed Asset adjustments 	<p>May 2008</p> <ul style="list-style-type: none"> • Clean up of documents – AP, JV, PO, REQ, CS Iss/Req, Receiving • Process Paper PO's for FY09 • Continue with Fixed Asset Inventory 	<p>June 1 – 15, 2008</p> <ul style="list-style-type: none"> • Clean up of documents – AP, JV, PO, REQ, CS Iss/Req, Receiving • Process Paper PO's for FY09 • Continue Fixed Asset Inventory • Open Period 1 of FY09 • Create FY10 on FTMFSYR • Update FTMCOAS for YE rolls and budget checking • Schedule YE jobs on FGAYRLM for each COA • Verify for YE data on FTMSDAT • Verify PY control accounts on FTMACTL • Begin Central Stores Inventory
<p>June 15 – 30, 2008</p> <ul style="list-style-type: none"> • Clean up of documents – AP, JV, PO, REQ, CS Iss/Req, Receiving • Continue Fixed Asset Inventory • Finish Central Stores Inventory (6/25) • Load FY09 Budget (est 6/20) • Enter FY09 Paper PO's (est 6/21) • Cut off Requisitions FY08 (est 6/15) • Run last Vendor EFT run on 6/27 • Run last Vendor Check run on 6/30 • All external feeds (AR and ADV) need to be run by 6/30 • Run all Revenue System AR reports on 6/30 for FY08 • Run AR Batch Fee Assessment (SFRFASC) with assessment date of 7/1/08 	<p>July 1 – 16, 2008</p> <ul style="list-style-type: none"> • Continue Fixed Asset Inventory • Cut off AP from processing invoices in old year (7/14) • Run Mandatory Reports- (7/15) for FY 08 • Run FGRTBAL as of 6/30/08 (7/15) for FY 08 • Roll Beg Bal (FGRGLRL) - (7/15) for FY 08 • Run FGRTBAL as of 7/1/08 for FY 09 • Run Mandatory Reports again for FY 09 • Run FGROPNE – list of encumbrance • Roll FY08 Encumbrances (FGRENRL) (7/15) • Run FGROPNE – list of encumbrance • Close month of June FY08 (7/16) 	<p>July 17 – 31, 2008</p> <ul style="list-style-type: none"> • Year End adjustments finalized by 7/19 • Run FGRBDSC to view unexpended budget in FY08 • Roll FY07 Unexpended Budget (FGRBDRL) – 7/22 (tentatively) • Run FGRBDSC to view rolled budget in FY09 • Continue with FY09 processing as normal
<p>August 2008</p>	<p>September/October 2008</p>	
<ul style="list-style-type: none"> • Continue with FY09 processing as normal • Post YE audit adjustments 	<ul style="list-style-type: none"> • Continue with FY09 processing as normal • YE audit is finalized • Post YE audit final adjustments • Run FY08 Financials • Run FGRCLOP (close control accounts in FY08) – optional • Close Period 14 in FY08 	

Set Up



Section goal

The goal of this section is to outline the setup process and detail the procedures to setup your Banner system for year-end processing.

Objectives

At the end of this section, you will be able to

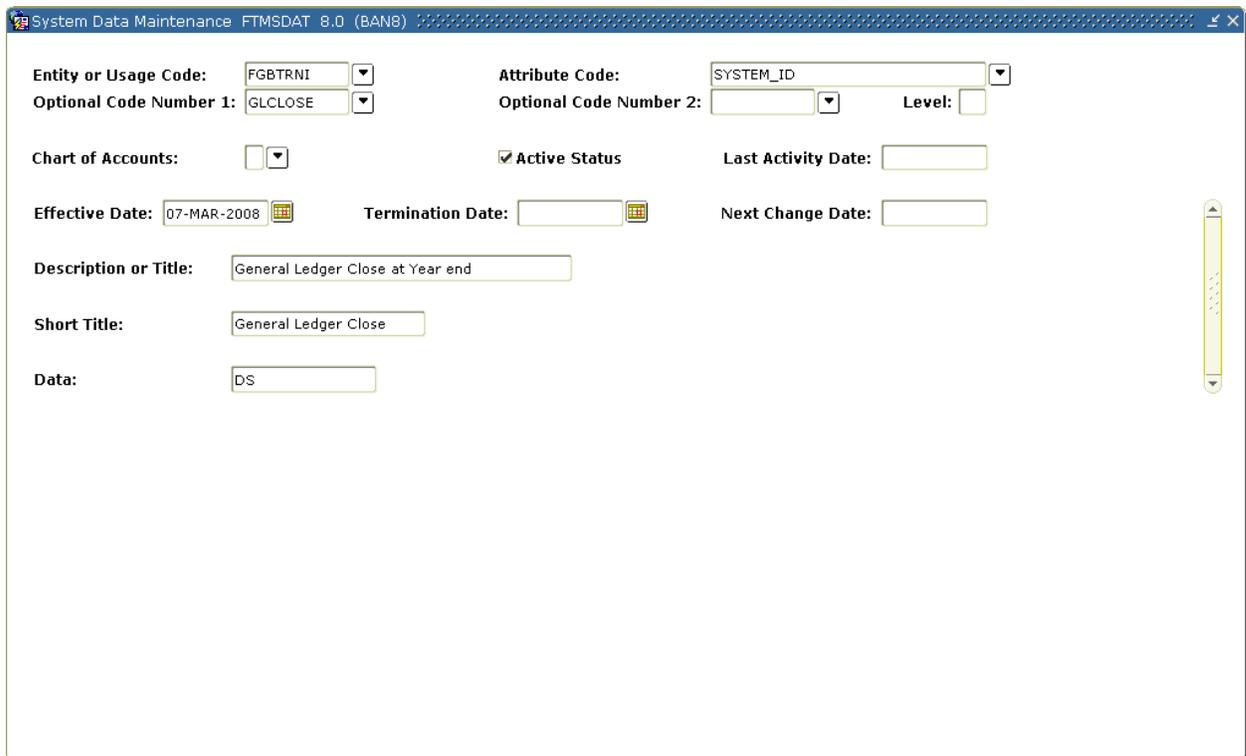
- set up parameters for year-end processing
- run the balance forward report.

Verifying System IDs

Purpose

To successfully run the fiscal year-end processes, you need to that the verify system IDs are set up on the System Data Maintenance Form (FTMSDAT) to roll encumbrances, roll remaining budget balances, and close the operating control accounts.

Banner form



System Data Maintenance FTMSDAT 8.0 (BAN8)

Entity or Usage Code:	FGBTRNI	Attribute Code:	SYSTEM_ID		
Optional Code Number 1:	GLCLOSE	Optional Code Number 2:		Level:	
Chart of Accounts:		<input checked="" type="checkbox"/> Active Status	Last Activity Date:		
Effective Date:	07-MAR-2008	Termination Date:		Next Change Date:	
Description or Title:	General Ledger Close at Year end				
Short Title:	General Ledger Close				
Data:	DS				

Steps

Follow these steps using the table data to verify system IDs for each year-end process.

1. Access the System Data Maintenance Form (FTMSDAT).
2. Click the **Enter Query** icon.
3. Enter *FGBTRNI* in the **Entity or Usage Code** field.
4. Click the **Execute Query** icon.
5. Use the scroll bar to scroll through results to verify all **Attribute Codes** and **Option Code Number 1** data is set up for each process in the table below.

Process	Entity/Usage Code	Attribute Code	Option Code Number 1	Data
Roll Open Encumbrances	FGBTRNI	SYSTEM_ID	ENCROLL	DS
	FGBTRNI	FGBTRNI_RUCL_CODE	E090	BD01
	FGBTRNI	FGIBTRNI_ENC_CLOSE_RUCL_CODE		E032
Roll Remaining Budget Balances	FGBTRNI	SYSTEM_ID	BDGTFRWD	DS
Close General Ledger	FGBTRNI	SYSTEM_ID	GLCLOSE	DS

Setting Up Year-End Parameters

Process overview

You will follow a three-step procedure to set up the parameters that will determine how the year-end processes will roll data.

1. First you will establish basic parameters in the Chart of Accounts Maintenance Form (FTMCOAS).
2. Depending on your institution's requirements, you can set certain overrides, governing the rolling of budget and encumbrances, on the Fund Type Maintenance Form (FTMFTYP).
3. Review the Fund Balance Maintenance form (FTMFBAL) if your institution is using multiple fund balances for year-end roll.

Step 1: Chart of Accounts Maintenance Form (FTMCOAS)

Control parameters

The following are the available control parameters.

- Fund Balance Account
- A/P Accrual Account
- A/R Accrual Account
- Encumbrance Parameters
- Budget Carry Forward Parameters
- Document Roll Parameters

Fund balance account

You must specify and enter a valid account code (from FTMACCT) to be used by the FGRGLRL and the FGRCLOP processes for closing out the fiscal year's operating ledger activity. If you choose to use the Banner 'Multiple Fund Balance' option by checking the Multiple Fund Balance box on the FOASYSC form, then you must populate the FTMFBAL form with the Fund Type, Funds, or the Fund/Account code combination and their corresponding Fund Balance accounts. The Fund Balance accounts on FTMFBAL will override the Fund Balance Account on the FTMCOAS form.

A/P accrual account

You must specify a valid account code (from FTMACCT) to be used for prior year transactions involving accounts payable.

Note: This is not the invoice A/P account defined on the Currency Form (GUACURR).

A/R accrual account

You must specify a valid account code (from FTMACCT) to be used for prior year transactions involving accounts receivable.

Encumbrance parameters

The various fields in this section of the form will control how your encumbrances (PO's, Requisitions, e.g.) are 'rolled' to the new fiscal year. Override options for specific fund types are available in the Fund Type Code Maintenance Form (FTMFTYP).

Budget carry forward parameters

The fields in this section control how the system is to handle remaining budget balances from the prior fiscal year in the year-end process (FGRBDRL). The parameters set here are for your institution as a whole. Overrides for specific fund types are available in the 'Overrides' section of the Fund Type Maintenance Form (FTMFTYP).

Though you may not carry forward remaining budget for ALL of your funds, you may, for multi-year grant funds, for example, want to roll what is left of the budget to each new fiscal year. In that case, you would set this parameter to zero in FTMCOAS, but set an override parameter for your restricted funds on FTMFTYP.

Warning: This section is not to be confused with the roll of the original budget to the new fiscal year or with budgets rolled with encumbrances.

Note: If you carry forward remaining budgets, both positive and negative balances are carried over to the new year.

Document roll parameters

In this section, you can specify which documents are to be rolled to the new fiscal year (and, conversely, which will be automatically closed) by the encumbrance roll process (FGRENRL).

Note: You must specify at least one type of document to be rolled.

Banner form

Chart of Accounts Maintenance Form (FTMCOAS)

The screenshot shows the 'Chart of Accounts Code Maintenance' window for 'FTMCOAS 8.0 (BAN8)'. The form contains the following fields and options:

- Chart of Accounts:** A dropdown menu.
- Chart of Accounts Title:** A text input field.
- Effective Date:** A date field with a calendar icon, showing '07-MAR-2008'.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** A date field.
- Method of Accounting:** A dropdown menu showing 'A'.
- Fiscal Year:** A field with a format of ' / ' - ' / '.
- Active Status:** A checked checkbox.
- Last Activity Date:** A date field.
- Interfund Due To Account:** A dropdown menu.
- Interfund Due From Account:** A dropdown menu.
- Require Sets of Attribute Types:** A row of checkboxes for 'Fund', 'Organization', 'Account', 'Program', 'Activity', and 'Location', all of which are currently unchecked.
- Budget Control Keys:** A section with the following fields:
 - Fund:** A text input field.
 - Organization:** A text input field.
 - Account:** A text input field.
 - Program:** A text input field.
 - Control Period:** A dropdown menu.
 - Control Severity:** A dropdown menu.
 - Encumbrance or Budget:** A checkbox.

Steps

Follow these steps to set your default year-end parameters in the FTMCOAS form.

1. Access the Chart of Accounts Maintenance Form (FTMCOAS).
2. Perform an **Enter Query** function.

Note: FTMCOAS is a maintenance type form. If you are trying to retrieve existing information, then you must first perform an Enter Query function. If there is no existing information, go to step 7.

3. Enter a *B* (or the Chart of Accounts Code for your institution) in the **Chart of Accounts** field.

4. Perform an **Execute Query** function.

Note: Your Chart of Accounts information should display.

5. Perform an **Insert Record** function.
6. Perform a **Duplicate Record** function.
7. Enter the current date in the **Effective Date** field.

Options – Parameters

Parameters FTMCOAS 8.0 (BAN8)

Fund Balance Account: 4000 Fund Balance Account
Accounts Payable Accrual Account: 2190 Accounts Payable Accrual
Accounts Receivable Accrual Account: 1490 Accounts Receivable Accrual Account
Close OP Ledger Code: 0001 General Ledger Closing Journal

Encumbrance Parameters

Rule Class Code: E090 Year End Encumbrance Roll
Commit Type: U Budget Roll: Y Budget Disposition: U Percent: 0

Budget Carry Forward Parameters

Rule Class Code: J020 Budget Carry Forward Journal
Budget Type: P Budget Class: O Percent: 0

Document Roll Parameters

Encumbrances Purchase Orders Memo Reservations
 Requisitions Labor Encumbrance Work Order

Steps

Follow the steps to enter parameter information.

1. Select **Parameters** from the **Options** menu.
2. Enter a valid account code (internal account type 40) in the **Fund Balance Account** field.
3. Enter a valid account code (internal account type 20) in the **A/P Accrual Account** field

4. Enter a valid account code (internal account type 10) in the **A/R Accrual Account** field.
5. Enter a rule class to use to close the control accounts (usually J001) in the **Close OP Ledger Code** field.
6. Enter *E090* in the **Rule Code** field.

Note: This is the rule code that will be used for posting the encumbrance roll document generated by the FGRENRL process.

7. Tab to the **Commit Type** field.

Note: Notice the message in the lower left-hand of your screen, which lists your valid options for this field. Options: *U*, if encumbrances will be rolled as uncommitted, or *C*, if encumbrances will be designated as committed in the new fiscal year.

8. Tab to the **Budget Roll** field.

Note: Here you will designate whether or not you wish for the system to increase budget in the new fiscal year for each encumbrance rolled. Options: *Y*, to increase the budget, or *N*, to leave budget unaffected.

9. Tab to the **Budget Disposition** field.

Note: If budget is increased, will that budgeted amount be considered restricted? Options: *R*, to designate the rolled budget as restricted, *U* to designate the rolled budget as unrestricted, or *N*, to indicate no action.

10. Tab to the **Percent** field.

Note: Here you may specify a percentage increase for the budget (based on the encumbrance amount). Enter a zero if you are not increasing budget; 100 if you are.

11. Enter J020 in the **Rule Code** field.

Note: This is the rule code that will be used for posting rolled budget amounts in the new fiscal year.

12. Tab to the **Budget Type** field.

Note: Here you can specify whether the budget that you are rolling should be designated: *P*, permanent budget, or *T*, temporary budget.

13. Tab to the **Budget Class** field.

Note: Here you will further specify whether these remaining budget rolled amounts are to be considered *O*, original budget or *A*, adjusted budget, for the purposes of future budget building.

14. Tab to the **Percent** field.

Note: Here you can designate the percentage of remaining budget that is to be rolled. Enter a zero if you do not wish to roll remaining budget; a 100 if you do.

15. Select the checkboxes next to the types of encumbrance that you wish to have rolled to the new fiscal year.

Checkbox	Description
Encumbrances	Refers to manual general encumbrances (type E) created on the encumbrance form FGAENCB.
Purchase Orders	Refers to purchase orders.
Memo Reservations	Refers to manual reservations (type M) created on the encumbrance form FGAENCB.
Requisitions	Refers to requisitions.
Labor Encumbrances	Should not be rolled if you are using Banner Human Resources because Banner HR will not reference prior year encumbrances. Instead it will create its own encumbrances in the new year automatically.
Work Orders	Refers to encumbrances created by the Banner Finance Cost Accounting module.

Warning: Unchecked document types will be automatically liquidated by the Year-End Encumbrance Roll Process (FGRENRL). You must select at least one type of document to roll forward.

16. Click the **Save** icon.

17. Click the **Exit** icon.

Step 2: Fund Type Code Maintenance Form (FTMFTYP)

Notice the similarity between the displayed blocks and the Encumbrance Parameters and Budget Carry Forward Parameters blocks in the FTMCOAS form. On this form you can set certain overrides, governing the rolling of budget and encumbrances.

Fund Type Maintenance FTMFTYP 8.0 (BAN8)

Chart of Accounts: B
Fund Type: 11
Effective Date: 07-MAR-2008
Internal Fund Type: 10 Current Unrestricted
Predecessor Fund Type: 10 Unrestricted
Capitalization Fund:
Capitalization Equity Account:
Default Override: Organization

Encumber Multi Year Labor

Keys Budget Control

Fund:
Organization:
Account:
Program:
Control Period:
Severity Control:

Encumbrance Budget Override

Steps

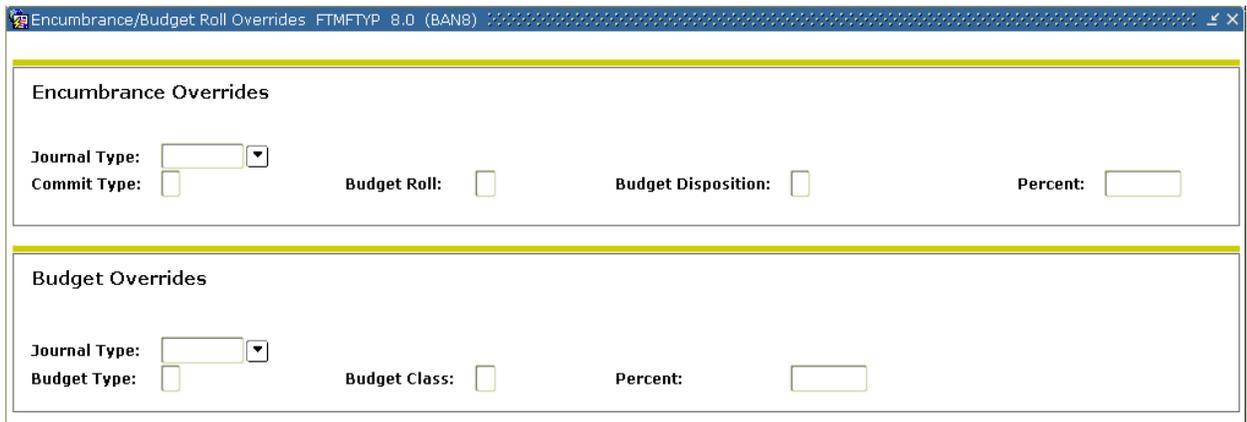
Follow the steps to set an override for one fund type in the FTMFTYP form.

1. Access the Fund Type Code Maintenance Form (FTMFTYP).
2. Perform an **Enter Query** function to look up existing information.
3. Enter a Level II fund type code that designates your restricted funds in the **Fund Type Code** field.
4. Perform an **Execute Query** function.

Note: Information for the selected fund type should display.

5. Perform a **Record Insert** function.
6. Perform a **Record Duplicate** function.
7. Enter the current date in the **Effective Date** field.
8. Select **View Overrides** from the **Options** menu.

Note: Notice the similarity between the displayed blocks and the Encumbrance Parameters and Budget Carry Forward Parameters blocks in the FTMCOAS form.



Encumbrance/Budget Roll Overrides FTMFTYP 8.0 (BAN8)

Encumbrance Overrides

Journal Type:
Commit Type: Budget Roll: Budget Disposition: Percent:

Budget Overrides

Journal Type:
Budget Type: Budget Class: Percent:

9. Access the **Budget Overrides** block.
10. Enter *J020* in the **Journal Type** field.
11. Set the remaining budget roll parameters such that they are different from those you set in FTMCOAS.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Multiple Fund Balance Processing

This feature allows you to close Revenue, Expense, and Transfer control accounts to more than one fund balance account at year-end and during concurrent year processing. This feature is optional.

Implement it on the following forms:

Form	Description
System Control Maintenance Form (FOASYSC)	Check the Multiple Fund Balance checkbox to initiate multiple fund balance processing.
Chart of Accounts Maintenance Form (FTMCOAS)	Make sure that a Fund Balance Account is defined in the Parameters window on this form. The system uses this account for closing encumbrance, budget and fund addition and deduction activity.
Fund Code Maintenance Form (FTMFUND)	<p>Use the pull-down list to populate the Multiple Fund Balance Indicator field on this form. This indicator allows the system to determine the criteria for selecting the correct Fund Balance Accounts.</p> <p><i>Roll over each option for a description of that option.</i></p> <p>Valid options are:</p> <ul style="list-style-type: none"> • FTYP • FUND • ACCT
Fund Balance Account Maintenance Form (FTMFBAL)	Complete this form to indicate the fund balance account to be used in the closing process.

Reports

The Fund Balance Account Report (FGRFBAL) provides a hard copy listing of information entered through the Fund Balance Account Maintenance Form. Execute this report through a particular "As of" date.

Troubleshooting Notes

The Balance Forward Processing Report (FGRGLRL) and the Close Operating Accounts Report (FGRCLOP) stop processing if you have not defined fund balance accounts on FTMFBAL for the indicator referenced on each Fund record. Banner stops processing if it finds that the total of the Fund Balance accounts to which it is attempting to close do not equal the amounts in the Operating Ledger Control Accounts.

Steps - Procedure 1

Follow these steps to complete the process.

1. Access the Fiscal Year Maintenance Form (FTMFSYR).
2. Perform an **Enter Query** function to review existing information.
3. Enter B (or the Chart of Accounts code for your institution) in the **COA** field.
4. Perform an **Execute Query** function.

Note: This will retrieve all of your existing fiscal year records.

5. Use your [up-arrow] and [down-arrow] keys to page through these fiscal years
6. Perform a **Cancel Query** function if the new fiscal year does not yet exist.
7. Enter B (or the Chart of Accounts code for your institution) in the **COA** field.
8. Enter the two-digit code for the new fiscal year in the **Fiscal Year** field.
9. Enter the starting and ending dates of this new fiscal year.

Note: The **Accrual Period** will display as Not Opened; leave it this way.

10. Perform a **Next Block** function to populate the period fields below.

Note: You must enter the starting and ending dates for each period of the new fiscal year.

11. Use your [down-arrow] key to move to the next line.
12. Verify that the value in the **Status** field for Period 1 of the current (new) fiscal year is O (Open).

Note: You will only be permitted to change the status for this Period after all of the period starting and ending dates have been entered and saved for this fiscal year.

13. Perform a **Rollback** function.

Procedure 2

Follow the steps to query fiscal year periods.

1. Perform an **Enter Query** function.
2. Enter B (or the Chart of Accounts code for your institution) in the **COA** field.
3. Enter the two-digit code for the prior fiscal year in the **Fiscal Year** field.
4. Perform an **Execute Query** function.

Note: Information for your prior fiscal year should display. Determine that all periods except the last one have statuses of *C* for closed. Close any that are not closed.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Scheduling the Year-End Closing

Purpose

Use the Year End Maintenance Form (FGAYRLM) to schedule the processes to close your fiscal year.

Processes

The Banner Finance year end feature incorporates five distinct processes that you schedule using the Year End Ledger Maintenance Form (FGAYRLM). These processes include the following.

- General Ledger Balance Forward Process (FGRGLRL): Rolls the General Ledger balances forward into the new fiscal year and opens the accrual period in the prior fiscal year. This process can be run prior to the start of the new fiscal year. Banner will maintain the correspondence between ending balances for the prior year and opening balances for the new fiscal year.
- Encumbrance Roll Process (FGRENRL): Rolls the specified open non-labor encumbrances forward into the new fiscal year. This process, for practical reasons, is usually best run sometime after the start of the new fiscal year, permitting some amount of time for the invoicing of outstanding PO's from the prior year.
- Roll Open Labor Encumbrances Process (FGRENRL): Rolls forward open multi-year future labor encumbrances into the new fiscal year, closes non-multi-year encumbrances in the current fiscal year, closes rolled labor encumbrances in the new fiscal year.
- End-of-Year Budget Carry Forward Process (FGRBDRL): Rolls the specified remaining budget into the new fiscal year. This process should be run immediately following the encumbrance roll.
- Close Operating Accounts Process (FGRCLOP): Closes all the operating control accounts in the General Ledger in the prior fiscal year. This process should be run last, and is often run quite some time after the start of the fiscal year.

Modifying the starting document

You may modify the **Starting Document Number** field for all four year end processes.

Each process must have its own starting document number. Make sure you use unique document numbers for each Chart of Accounts. The first four characters of each document number should be unique for each year-end process. The last four characters must be numeric. The entered document code will be the first code used when creating transactions in the selected year-end process. The first two character must be alpha.

Since the Banner Finance System lets you keep two fiscal years and multiple accounting periods open simultaneously, you do not need to schedule these processes precisely on the calendar dates that define the fiscal year.

Banner form

Year End Maintenance Form (FGAYRLM)

	Starting Document Number	Ending Document Number	Scheduled Date	Performed Date
Chart of Accounts:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balance Forward:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roll Labor Encumbrances:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roll Non Labor Encumbrances:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget Carry Forward:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Close Operating Accounts:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Activity Date:	<input type="text"/>			

Steps

Follow these steps to schedule the four year-end processes that close a fiscal year.

1. Access the Year End Maintenance Form (FGAYRLM).
2. Enter the **Chart of Accounts** and **Fiscal Year** you wish to close.
3. Perform a **Next Block** function.
4. Enter a user-defined document number in the **Starting Document Number** fields for each process.

Note: The first four characters of each document number should be unique for each year-end process. The last four characters must be numeric.

Example: GLRL0500, ENRL0500, BDRL0500, and CLOP0500 could be valid document codes. The first four characters denote the process that is run. The fifth and sixth characters denote the fiscal year the process is rolling from and the seventh and eighth characters denote the document number. The entered document code will be the first code used when creating transactions in the selected year-end process.

Row	Process
Balance Forward	Balance Forward Report (FGRGLRL)
Roll Labor Encumbrances	Roll Open Labor Encumbrances Process (FGRENC)
Roll Non Labor Encumbrances	Roll Open Encumbrances Process (FGRENRL)
Budget Carry Forward	Roll Remaining Budget Balance Process (FGRBDRL)
Close Operating Accounts	Close General Ledger Process (FGRCLOP)

5. Enter the date that each process is scheduled to run in its **Date Scheduled** field in DD-MON-YYYY format.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Results: Report processing will update the **Ending Document Number** fields with the last document code used. The system enters the **Performed Date** when each of the relevant processes executes.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

If the **Requisitions** box is left unchecked on FTMCOAS, what will happen to outstanding requisitions (those not yet turned into PO's) when the FGRENRL process is run?

Question 2

If you enter 100 in the **Percent** field of the Budget Carry Forward Parameters, your new year's budget will equal your prior years.

True or False

Question 3

Banner only permits the use of a single fund balance account.

True or False

Question 4

On which form do you schedule the four year-end closing processes?

Question 5

List the four year-end processes.

Question 6

Before you roll the General Ledger balances, you should verify the data on the Fiscal Year Maintenance Form (FTMFSYR). Give three reasons why you perform this step.

Question 7

What accounts should you verify before you roll the General Ledger balances?

Answer Key for Self Check

Question 1

If the **Requisitions** box is left unchecked on FTMCOAS, what will happen to outstanding requisitions (those not yet turned into PO's) when the FGRENRL process is run?

They will be liquidated and closed.

Question 2

If you enter *100* in the **Percent** field of the Budget Carry Forward Parameters, your new year's budget will equal your prior year's.

False. The percent entered in this field ONLY affects remaining budget balances. You must use the budget module to create the original budget for your new fiscal year.

Question 3

Banner only permits the use of a single fund balance account.

False. You can choose to use the Multiple Fund Balance option. You can turn on this option in FOASYSC, and specify your multiple accounts in FTMFBAL.

Question 4

On which form do you schedule the four year-end closing processes?

Year End Maintenance Form (FGAYRLM).

Question 5

List the four year-end processes.

Balance Forward Report (FGRGLRL)

Roll Open Encumbrances Process (FGRENRL)

Roll Remaining Budget Balance Process (FGRBDRL)

Close General Ledger Process (FGRCLP)

Question 6

Before you roll the General Ledger balances, you should verify the data on the Fiscal Year Maintenance Form (FTMFSYR). Give three reasons why you perform this step.

Verify the current (i.e. new/next) fiscal year exists in Banner.

Ensure Period 1 of the current (i.e. new/next) fiscal year is open.

Verify that the accrual period for both prior and current (i.e. new/next) fiscal years is not open.

Question 7

What accounts should you verify before you roll the General Ledger balances?

Fund Balance Account, A/P Accrual Account, A/R Accrual Account, which you verify on the Chart of Accounts Code Maintenance Form (FTMCOAS).

Day-to-Day Operations



Section goal

The purpose of this section is to explain the day-to-day or operational procedures to establish year-end closing processing schedules, roll General Ledger open account balances, define concurrent processing periods, roll encumbrances and remaining budgets, and close operating control accounts at your institution.

Objectives

At the end of this section you will be able to

- roll the general ledger
- discuss concurrent processing periods
- roll open encumbrances
- roll remaining budgets
- close operating control accounts
- close the accrual period.

Rolling General Ledger Balances

Introduction

The General Ledger Roll Process (FGRGLRL) creates beginning balance entries for your new fiscal year. The new fiscal year must first be defined in the Fiscal Year Maintenance Form (FTMFSYR). Once the General Ledger balances have rolled into the current fiscal year, the accrual period will be open on the prior fiscal year record. There will be no posting to this accrual period, however, until you have closed the last period of the prior fiscal year in the Fiscal Year Maintenance Form (FTMFSYR).

Overall process

It is important to note that you must still manually run the scheduled processes. To ensure that you run the process successfully, you need to do several things:

1. Run the **four mandatory reports** for the **prior** fiscal year
 - Re-run the G/L Subsidiary Ledger Control Report (FGRCTRL)
 - Re-run the Trial Balance Exception Report (FGRTBEX)
 - Re-run the Bank Interfund Exception Report (FGRBIEX)
 - Re-run the Bank Interfund Account Control Report (FGRCASH)
2. Run the Trial Balance Report (FGRTBAL) for the **prior** fiscal year
3. Run the General Ledger Roll Process (FGRGLRL) in **audit** mode and compare to the Trial Balance Report. Also look for any errors that might occur. Correct the errors (if any) and re-run in Audit mode.
4. Run the General Ledger Roll Process (FGRGLRL) in **update** mode
5. Run the four mandatory reports for the **new** fiscal year
6. Run the Trial Balance Report (FGRTBAL) for the **new** fiscal year

Note: The Trial Balance Report shows exactly what should roll forward when the actual process is run. This is a great tool for you to use to double-check the accuracy of the roll. All you do is compare the fund amounts on the Trial Balance Report to the report generated in audit mode from the FGRGLRL process. If everything is OK, then you re-run the process in update mode.

You have an additional opportunity to double-check the figures again, then you can run the posting process. After you run the posting process, you can do one final check of four daily mandatory reports and the Trial Balance Report for the new fiscal year.

Banner process

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input checked="" type="checkbox"/> 01	Report Mode	A
<input type="checkbox"/>		

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Execute this process in audit or update mode. The default is audit.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to roll the general ledger balances in audit mode.

1. Access the Balance Forward Report (FGRGLRL).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Run it first in audit mode. Enter *A* in the **Report Mode Values** field.

Note: This will produce a report, but not make actual postings.

4. Click the **Submit** button to access the Submission block.
5. Click the **Save** icon to run the report.
6. Review this report and verify the reported amounts.
7. Run the Balance Forward Process (FGRGLRL) in update mode. Enter *U* in the **Report Mode Values** field.

Note: This report can be quite large, so it is recommended to send to the saved output review file before printing. This can be accomplished by entering *DATABASE* in the printer field.

8. Click the **Submit** button to access the Submission block.
9. Click the **Save** icon to run the report.
10. Review this report in GJIREVO and verify the reported amounts.

Note: You can check for errors by selecting **Review Output** from the Options menu. You will be prompted to show in a browser, click Yes to display the report in a web browser. You can use the find option (Control F) to search for the word "error." To correct the error, make sure the fund is set up on FTMFBAL. Fund is not the only possibility. Fund type is also possibility.

11. Click the **Exit** icon.

Results

As a result of this process, six actions happen.

1. Banner checks to see if the client has single fund balances or multiple fund balances by checking the System Control Maintenance Form (FOASYSC).
2. Banner creates opening balances for the G/L accounts in Period 00 of the current (new) fiscal year. Control accounts are not rolled during the FGRGLRL process, though the net of the control accounts will be the beginning balance for the new fiscal year's fund balance account.
3. Banner automatically opens the prior fiscal year's accrual period (Period 14). It was set to Not Opened prior to running FGRGLRL. The Accrual period can remain open as long as necessary.
4. Banner generates a hard copy report, titled, "The Balance Forward Processing Report."
5. Banner updates the **Ending Document Number** and **Performed Date** fields on the Year End Maintenance Form (FGAYRLM). This also prevents the roll from occurring again.
6. Banner permits concurrent fiscal year processing. Banner uses the Transaction Date to determine which fiscal year is updated.

Concurrent Year Processing

Introduction

Banner maintains both the prior fiscal year and the current fiscal year. So long as transactions (e.g., invoices, journal vouchers) are dated for the prior fiscal year, they will post normally for that year, and the beginning balances (e.g. fund balance, accounts payable, etc.) of the new fiscal year will be adjusted appropriately.

However, you are also provided with two rule codes (journal type codes) to permit the posting of disbursements or receipts in the new fiscal year that you wish to have affect the accrual accounts for the prior year.

The rule codes are

- YR10 – for posting expenses for the prior year
- YR20 – for posting receipts for the prior year.

The Effect of Open Periods of Prior Fiscal Years

Once the General Ledger balances have rolled into the current fiscal year, the accrual period will be open on the prior fiscal year record. There will be no posting to this accrual period, however, until you have closed the last period of the prior fiscal year in the Fiscal Year Maintenance Form (FTMFSYR).

So long as any periods of the prior fiscal year remain open in FTMFSYR, you will be permitted to post to them. **Any transactions you date for the prior fiscal year will cause corresponding changes to the beginning balances of the current fiscal year.**

Usually, you will want to keep the final period of the prior fiscal year open for some period of time after the new fiscal year begins, to allow for the processing of outstanding invoices and journal vouchers dated for the prior fiscal year.

Even once you have closed the last period of the prior fiscal year in FTMFSYR, you can still post to that year if you are granted authority on the Profile Maintenance Form (FOMPROF). These postings, which must have transaction dates for the last period of the prior fiscal year, will post to period 14, Banner's accrual period.

Banner form

Journal Voucher Entry FGAJVCD 8.0 (BAN8)

Document Number: NEXT Submission Number: 0

Journal Voucher Document Header

Transaction Date: 07-MAR-2008

Redistribute
 NSF Checking
 Defer Edit

Document Total: _____
Distribution Total: _____
Document Text Exists:
Document Status: I
Create Source: _____

Steps

Follow the steps to complete the procedure.

1. Access the Journal Voucher Entry Form (FGAJVCD).
2. Type *Next* into the **Document Number** field to auto-generate a new document number later on.
3. Perform a **Next Block** function.
4. Enter a **Transaction Date** within the current fiscal year.
5. Enter the total value of the transaction(s) being recorded in the **Document Total** field.
6. Select the **NFS Checking** indicator.
7. Click the **Save** icon.

Options - Transaction detail information

Transaction Detail FGAJVCB 8.0 (BANB)

Document Number: 00002794 Submission: 0 Document Total: 0.00

Status: Sequence: Journal Type:

COA Index Fund Orgn Acct Prog Actv Locn Project

Percent: Amount: Debit/Credit: NSF Override

Description: Bank Code: Deposit:

Encumbrance Number: Item Number: Sequence: Action: (None) Commit Type:

Document Reference: Budget Period: Accrual Indicator Currency:

Gift Date: Number of Units:

Steps

Follow the steps to complete the procedure.

1. Select **Transaction Detail Info** from the **Options** menu to access the Transaction Detail window.
2. Tab through the **Sequence** field.

Note: The system will assign a sequential number from 1 to 9999.

3. Enter rule code *YR20* for cash receipts in the **Journal Type** field.

Note: This allows the receipt of cash in the current (new) year and credits revenue in the prior year. This is a one-sided entry using a revenue, expense or transfer account and a + or – for the sign. : The AR accrual account from FTMCOAS is debited in the prior year and credited in the current year.

OR

Enter rule code *YR10* for cash disbursements in the **Journal Type** field to disburse cash in the current (new) year and record a prior year expenditure. The AP accrual account from FTMCOAS is credited in the prior year and debited in the current year.

4. Select a **Fund, Org, Acct** and **Prog** for this transaction. (i.e. the FOAPAL that should be updated in the prior year.)
5. Enter the dollar amount of the transaction
6. Enter a + in the **Debit/Credit** field
7. Enter a description of the transaction
8. Enter a bank code if it did not default from the fund code.
9. Select the **Accrual** checkbox.

Note: This indicator is used during the accrual period. If selected, the system automatically generates transactions for the current and prior fiscal years.

10. Perform a **Next Block** function to access the Completion Block
11. Click the **Complete** icon and exit the form.

Banner form

The screenshot shows a window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu set to "FGRACTG" and a text field containing "Posting Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section containing:
 - Printer:** A dropdown menu set to "DATABASE".
 - Special Print:** A text field.
 - Lines:** A text field containing "55".
 - Submit Time:** A text field.
- Parameter Values:** A table with two columns: "Number" and "Values". Each column has a dropdown menu above it. The table contains 8 rows of empty input fields.
- Submission:** A section containing:
 - Save Parameter Set as
 - Name:** A text field.
 - Description:** A text field.
 - Hold
 - Submit

Steps

Follow the steps to run the posting process.

12. Access the Posting Process (FGRACTG).
13. Run the posting process.
14. Access the Document Retrieval Inquiry Form (FGIDOCR).
15. Review the postings.
16. Review the transactions on the Trial Balance and Budget Status forms FGITBAL and FGIBDST.
17. Click the **Exit** icon.

Example 1: Cash Receipt Transactions

Introduction

Banner maintains both the prior fiscal year and the current fiscal year. So long as transactions (e.g., invoices, journal vouchers) are dated for the prior fiscal year, they will post normally for that year, and the beginning balances of the new fiscal year will be adjusted appropriately.

The following examples show how Banner uses credits and debits between the prior and current fiscal years to keep everything in balance.

Transactions for prior fiscal year activities using rule class YR20 Year End Cash Receipts

Prior Fiscal Year General Ledger.

DR: Year-end Accounts Receivable Accrual by fund, on input.

CR: Revenue, Expenditure, or Transfer Control Account by fund, on input.

Prior Fiscal Year Operating Ledger.

CR: Revenue, Expenditure, or Transfer FOAPAL Distribution, on input.

Current Fiscal Year General Ledger.

DR: Cash in the bank fund.

DR: Cash equity in the operating fund.

CR: Cash Equity in the bank fund.

CR: Year-end Accounts Receivable Accrual by fund, on input.

Current Fiscal Year Operating Ledger.

No entries.

Example 2: Cash Disbursement Transactions

Transactions for prior fiscal year activities using rule class YR10 Year End Cash Disbursements

Prior Fiscal Year General Ledger.

DR: Revenue, Expenditure or Transfer, Control Account by fund, on input.

CR: Year-end Accounts Payable Accrual by fund, on input

Prior Fiscal Year Operating Ledger.

DR: Revenue, Expenditure, or Transfer FOAPAL Distribution, on input.

Current Fiscal Year General Ledger.

DR: Year-end Accounts Payable Accrual by fund, on input.

DR: Cash Equity in the bank fund.

CR: Cash in the bank fund.

CR: Cash Equity in the operating fund.

Current Fiscal Year Operating Ledger.

No entries.

Example 3: Committed Encumbrances

Concurrent Year Processing of Encumbrance Liquidations

Part A

Committed Encumbrances for \$200. Liquidate for full amount.

Prior Year

DR	Expenditure Control	\$200	
CR	Accounts Payable		\$200
DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200

Current Year

DR	Prior Year Encumbrance Reserve	\$200	
CR	Prior Year Encumbrance Control		\$200

For R (Restricted) or U (Unrestricted) Budget

DR	Prior Year Budgeted Expenditure Control	\$200	
CR	Prior Year Budgeted Change to F/B		\$200
DR	Fund Balance	\$200	
CR	Accounts Payable		\$200

Part B

Committed Encumbrances for \$200. Liquidate for \$150.

Prior Year

DR	Expenditure Control	\$150	
CR	Accounts Payable		\$150
DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200

Current Year

DR	Prior Year Encumbrance Reserve	\$200	
CR	Prior Year Encumbrance Control		\$200
DR	Prior Year Budgeted Expenditure Control	\$200	
CR	Prior Year Budgeted Change to F/B		\$200
DR	Fund Balance	\$150	
CR	Accounts Payable		\$150

Part C

Committed Encumbrances for \$200. Liquidate for \$250.

Prior Year

DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200
DR	Expenditure Control	\$250	
CR	Accounts Payable		\$250

Current Year

DR	Prior Year Encumbrance Reserve	\$200	
CR	Prior Year Encumbrance Control		\$200
DR	Prior Year Budgeted Expenditure Control	\$200	
CR	Prior Year Budgeted Change to F/B		\$200
DR	Fund Balance	\$250	
CR	Accounts Payable		\$250

Example 4: Uncommitted Encumbrances

Part A

Uncommitted Encumbrances for \$200. Liquidate for full amount.

Prior Year

DR	Expenditure Control	\$200	
CR	Accounts Payable		\$200
DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200

Current Year

DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200
DR	Budgeted Expenditure Control	\$200	
CR	Budgeted Change to F/B		\$200
DR	Fund Balance	\$200	
CR	Accounts Payable		\$200

Part B

Uncommitted Encumbrances for \$200. Liquidate for \$150.

Prior Year

DR	Expenditure Control	\$150	
CR	Accounts Payable		\$150
DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200

Current Year

DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200
DR	Budgeted Expenditure Control	\$200	
CR	Budgeted Change to F/B		\$200
DR	Fund Balance	\$150	
CR	Accounts Payable		\$150

Part C

Uncommitted Encumbrances for \$200. Liquidate for \$250.

Prior Year

DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200
DR	Expenditure Control	\$250	
CR	Accounts Payable		\$250

Current Year

DR	Encumbrance Reserve	\$200	
CR	Encumbrance Control		\$200
DR	Prior Year Budgeted Expenditure Control	\$200	
CR	Prior Year Budgeted Change to F/B		\$200
DR	Fund Balance	\$250	
CR	Accounts Payable		\$250

Rolling Non-Labor Encumbrances

Introduction

Use the Chart of Accounts Code Maintenance Form (FTMCOAS) to define the Encumbrance Roll Parameters and the parameters defining the budget policy for those encumbrances that roll forward into the next fiscal year.

Note: This process will liquidate (close) any encumbrance type that is not flagged for rolling in FTMCOAS. Note also that it will roll any encumbrance that is not closed – including zero-value encumbrances that retain an open status.

Warning: The Roll Open Encumbrance Process (FGRENRL) has been modified in Banner 8 to ignore L (labor) type records, since these records are now processed by the new Roll Open Labor Encumbrances Process (FGRENC).

Overall process

It is important to note that you must still manually run the scheduled processes, such as the Roll Open Encumbrance Process (FGRENRL). To ensure that you run the process successfully, you need to do several things:

1. Define Encumbrance Roll Parameters on FTMCOAS
2. Run and review the Open Encumbrance Status Report (FGROPNE) for prior fiscal year
3. Close POs using the Purchase Order Batch Close Process (FPPPOBC)
4. Re-run and review the Open Encumbrance Report (FGROPNE) for the documents that will roll forward.
5. Run the Roll Open Encumbrance Process (FGRENRL)
6. Save the .log and .lis files to a separate directory
7. Run and review the Interface Process (FGRTRNI)
8. Run and review the Error Report (FGRTRNR)
9. Run the Posting Process (FGRACTG)
10. Run and review the Open Encumbrance Status Report (FGROPNE) for new fiscal year

Run and review Open Encumbrance Status Report (FGROPNE)

Consequently, it is a good idea, before running this process, to run and review the Open Encumbrance Status Report (FGROPNE).

Purchase Order Batch Close process (FPPPOBC)

You should also be familiar with the Purchase Order Batch Close process (FPPPOBC). This process will permit the 'mass' closing of Purchase Orders, helping you to narrow down the list of those PO documents that will be carried forward. Both of these processes should be run on a regular basis throughout the fiscal year, not just at year-end.

Encumbrance roll process

The Encumbrance Roll process performs three important functions.

- Closes and liquidates encumbering document types that are not flagged for the roll in FTMCOAS.
- Rolls encumbering document types that are flagged for the rolling in FTMCOAS.
- Increases budget for the new year by the amount of the rolled encumbrances, if this option has been selected in FTMCOAS.

Banner process

The screenshot shows a software window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The interface is divided into several sections:

- Process:** A dropdown menu set to "FGRENRL" and a text field containing "Roll Open Encumbrances".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with three columns: "Number", "Parameters", and "Values". Each column has a dropdown arrow. The table contains 8 rows of empty input fields. A vertical scrollbar is on the right side of the table.
- Submission:** A section with a checkbox "Save Parameter Set as", a "Name:" text field, a "Description:" text field, a radio button "Hold", and a radio button "Submit" (which is selected).

Steps

Follow these steps to run the Roll Open Encumbrances Process (FGRENRL).

1. Access the Roll Open Encumbrances Process (FGRENRL).

Note: Once you roll an encumbrance into the fiscal year, you may no longer process a change order or cancellation against the encumbrance in the prior fiscal year. However, you may reference it in the current fiscal year.

Warning: You can only run this report once. Before you run the report, you should do run and review the Open Encumbrance Status Report (FGROPNE) to make sure you know what is going to roll.

2. Execute the Interface Process (FGRTRNI) via the Process Submission Controls Form (GJAPCTL).
3. Execute the Error Report (FGRTRNR) via the Process Submission Controls Form (GJAPCTL).
4. Run the Posting Process (FGRACTG) via the Process Submission Controls Form (GJAPCTL).

Results: This will post the encumbrances to the current fiscal year. Encumbrances not rolled are closed in the prior fiscal year using the rule code E032. A hard-copy report prints. Banner updates the **Date Performed** and **Ending Doc Number** fields on the table FGBYRLM and on FGAYRLM. Do not run the FGRENRL process again for this fiscal year's year-end processing.

5. Click the **Exit** icon.

Roll Open Labor Encumbrances

Introduction

The new Roll Open Labor Encumbrances Process (FGRLENC) is similar to the Roll Open Encumbrances Process (FGRENRL), but processes labor encumbrances only. The FGRLENC process will enable institutions to perform the following tasks:

- Roll forward open multi-year future labor encumbrances into the new fiscal year, based on the criteria specified on the Chart of Accounts Validation Table (FTVCOAS) and the Year End Maintenance Form (FGAYRLM).
- Close non multi-year labor encumbrances in the current fiscal year
- Close rolled labor encumbrances in the new fiscal year.

Note: This process can be run any time after the last day of the old fiscal year and is not dependent on any other Finance year end process.

Current Year Encumbrance Transactions

The FGRENLC process performs current year encumbrance transactions dependent on Item number. The process follows the following steps:

1. First, FGRENLC looks at the FGBENCH encumbrance table to select transactions with a Type L (Labor).
2. Next, the process looks at the **Item** field value for those records with a value of 0, 1 or 2.
3. FGRENLC inserts records into the FGBTRNI table to close the current fiscal year encumbrance amounts using a Rule Class E032, with a transaction date set to the last day of the fiscal year. The process then:
 - 3.1. Edits the transactions and insert records into the FGBJVCH and FGBJVCD tables.
 - 3.2. Updates the FOBAPPD table, if there are no errors.
 - 3.3. Runs FGRACGTG (usually set up in Sleep/Wake mode) which updates the Finance ledgers and the FGBTRNH and FGBTRND tables.
4. Finally, the process produces a hard copy report listing the liquidated encumbrances, sorted by fund.

Future Year Encumbrance Transactions

The FGRENLC process performs future year encumbrance transactions dependent on Item number. This process follows the following steps:

1. First, FGRENLC looks at the FGBENCH encumbrance table and selects those transactions with a Type of L (Labor).
2. Next, the process looks at the **Item** field value for those records with a value of 3, 4 or 5.
3. FGRENLC inserts records into the FGBTRNI table to roll the remaining balance of the encumbrance to the new fiscal year, while maintaining the original encumbrance number. The existing Rule Class defined on the Fund Type Maintenance (FTVFTYP_RUCL_CODE_ROLL_ENC) or Chart of Accounts Code (FTVCOAS_RUCL_CODE_ROLL_ENC) is used for the transactions.

Note: The encumbrance records must exist in the encumbrance ledger before liquidation can occur.

The process then:

4. Edits the transactions and insert records into the FGBJVCH and FGBJVCD tables.
5. Updates the FOBAPPD table if there are no errors.
6. Runs the FGRACTG process (usually set up in Sleep/Wake mode) which updates the Finance ledgers and the FGBTRNH and FGBTRND tables.
7. Sets the fiscal year indicator on the rolled multi-year encumbrance amounts to the new fiscal year, which retains the original encumbrance number while associating it with the new fiscal year.
8. Inserts records into the FGBTRNI table to liquidate the new multi-year rolled encumbrances using Rule Class E032 in the new fiscal year, and the fiscal year begin date as the transaction date.
 - 8.1. You must run the FGRTRNI process (or let Sleep/Wake kick off the process automatically, depending upon your institution's setup) to edit the transactions and insert records into the FGBJVCH and FGBJVCD tables.
 - 8.2. If there are no errors, FGRTRNI also updates the FOBAPPD table. Then FGRACTG runs (usually set up in Sleep/Wake mode), which updates the Finance ledgers and the FGBTRNH and FGBTRND tables.
9. Produces a hard copy report listing the encumbrances rolled and encumbrances liquidated, sorted by fund.

Setup on Year End Maintenance Form (FGAYRLM)

Before you can use the FGRENLC process, you must identify the appropriate labor encumbrance data on the Year End Maintenance Form (FGAYRLM).

1. Access the Year End Maintenance Form (FGAYRLM).
2. Enter values for the **Starting Document Number** and **Scheduled Date** fields in the Roll Labor Encumbrances row.
3. Click the **Save** icon.

Setup on Chart of Accounts Maintenance Form (FTMCOAS)

1. Access the Chart of Accounts Maintenance Form (FTMCOAS)
2. Identify the Chart of Accounts and perform a Next Block.
3. The Budget Control Keys enable you to define budget control performance based on the Account Index and Fund, Organization, Account, and Program values. Enter *Y* (Yes) or *N* (No) to indicate if an element should be used in Available Balance Checking.

4. Enter one of the following values for the **Control Period** field:
 - *A* - Total Annual Budget for available balance checking
 - *Q* - Year-to-End of Quarter Budget for available balance checking
 - *Y* - Year-to-Date Budget for available balance checking
5. Choose an appropriate message for the **Control Severity** field:
 - *E* - Exceeding Budget Generates Error
 - *W* - Warning
6. To choose the labor encumbrances you want to roll into the new year, select **Next Field** from the **Encumbrance or Budget** field, or choose **Parameters** from the **Options** menu.
7. In the Encumbrance Parameter section:
 - Specify which encumbrances you want to roll. Enter *U* (Uncommitted) or *C* (Committed).
 - If you want the budget roll to cover encumbrances, enter *Y* in the **Budget Roll** field.
 - Identify the Budget Disposition: *R* (restricted), *U* (Unrestricted), or *N* (No Action).
 - Choose the percentage of the budget that you want to roll to cover encumbrances.
8. In the Document Roll Parameters section, select the **Labor Encumbrance** checkbox.
9. Click the **Save** icon.

Process Steps

1. Access and submit FGRLNC. The FGRLNC process first checks level 2 or level 1 external fund type values before using the defaults set at the chart level. You can override the fund's default values at the fund type level. The transaction generated from this process is written to the FGBTRNI table.
 - For current year encumbrance transactions, a hard-copy report is produced which lists the encumbrances liquidated, sorted by fund.
 - For future year encumbrance transactions, a hard-copy report is produced which lists the encumbrances rolled and liquidated, sorted by fund.

Note: If your site performs this process and there are no documents to be rolled and no documents to be closed, the **Ending Document Number** field for the Roll Encumbrances record on the Year End Maintenance Form (FGAYRLM) remains blank. The **Performed Date** field is populated to let you know that the process completed successfully.

Additional Steps Required for Future Year Encumbrance

Transactions

1. Run FGRTRNI (or let sleep/wake start the process automatically) to edit the transactions and insert records into the FGBJVCH and FGBJVCD tables. If there are no errors, FGRTRNI also updates the FOBAPPD table.
2. Run FGRACTG (usually set up in sleep/wake). This process updates the FGBTRNH and FGBTRND tables and the Finance ledgers.

Rolling Remaining Budgets

Introduction

FGRBDRL rolls the remaining budget from the prior year (positive and negative amounts) into the new fiscal year according to the parameters defined on the Fund Type Maintenance Form (FTMFTYP) or the Chart of Accounts Maintenance Form (FTMCOAS). While rolling the remaining budget for unrestricted funds is uncommon, it is frequently useful for grant and contract funds.

The system updates the Budget Control Accounts in the new year. (This is a budget that has not already rolled in conjunction with the encumbrance roll.)

Overall process

It is important to note that you must still manually run the scheduled processes. To ensure that you run the process successfully, you need to do several things:

1. Run the Budget Status Report (FGRBDSC) for the prior year
2. Run the Roll Remaining Budget Balance Process (FGRBDRL)
3. Run and review the Interface Process (FGRTRNI)
4. Run and review the Error Report (FGRTRNR)
5. Run the Posting Process (FGRACTG)
6. Run the Budget Status Report (FGRBDSC) for the new year

Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: FGRBDRL Roll Remaining Budget Balance Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to complete the process.

6. Access the Roll Remaining Budget Balance Process (FGRBDRL).
7. Execute the Interface Process (FGRTRNI) via the Process Submission Controls Form (GJAPCTL).
8. Execute the Error Report (FGRTRNR) via the Process Submission Controls Form (GJAPCTL).
9. Execute the Posting Process (FGRACTG) via the Process Submission Controls Form (GJAPCTL). This process posts transactions to the current fiscal year.

Note: A hard-copy report prints. Banner updates the **Performed Date** and **Ending Document Number** fields on the Year End Maintenance Table (FGBYRLM) and the Year End Maintenance Form (FGAYRLM).

10. Click the **Exit** icon.

Closing Operating Control Accounts

Introduction

This is the final step in the year-end closing process. The purpose of this process is to close out the control accounts in the General Ledger in the prior fiscal year to fund balance in the prior fiscal year. All control accounts but the Encumbrance Reserve Account will close to Fund Balance.

- If Single Fund Balance processing is in effect, the control accounts close to the fund balance account defined on the Chart record (FTMCOAS).
- If Multiple Fund Balance processing is in effect, Year-to-Date control accounts are closed to the fund balance accounts defined on FTMFBAL. Non-YTD Control Accounts close to the fund balance account defined on the FTMCOAS record.

Overall process

It is important to note that you must still manually run the scheduled processes. To ensure that you run the process successfully, you need to do several things:

1. Close all accounting periods on the Fiscal Year Maintenance Form (FTMFSYR) for the prior fiscal year.
2. Run the Close General Ledger Process (FGRCLP)
3. Run and review the Interface Process (FGRTRNI)
4. Run and review the Error Report (FGRTRNR)
5. Run the Posting Process (FGRCTG)

Close Operating Accounts Process (FGRCLOP)

The Close Operating Accounts Process (FGRCLOP) executes only if the following conditions exist.

1. All the prior-year fiscal periods are closed.
2. The accrual period for the prior fiscal year on the System Control Fiscal Year Set-Up Form (FTMFSYR) is open.
3. The other three year-end processes have run successfully.
4. The Control Accounts have been changed to data enterable.

Close all accounting periods

Access the Fiscal Year Maintenance Form (FTMFSYR) to close all accounting periods.

The screenshot shows the 'Fiscal Year Maintenance' window (FTMFSYR 8.0 (BAN8)). At the top, there are several input fields: 'COA:' with a dropdown, 'Fiscal Year:' with a dropdown and a date picker, 'Last Activity:' with a text box, 'Periods:' with a dropdown, and 'Accrual Period:' with a dropdown set to 'Not Opened'. Below these fields is a table with the following columns: 'Fiscal Period', 'Status', 'Start Date', 'End Date', and 'Quarter Indicator'. The table contains 12 rows, each with a checkbox in the 'Fiscal Period' column, a dropdown in the 'Status' column, date pickers in the 'Start Date' and 'End Date' columns, and a checkbox in the 'Quarter Indicator' column.

Fiscal Period	Status	Start Date	End Date	Quarter Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Steps

Follow the steps below to complete the process.

1. Access the Fiscal Year Maintenance Form (FTMFSYR).
2. Set the **Status** field to *C* (Closed) for each period in the prior fiscal year.
3. View that the Accrual Period is Open.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Change Control Accounts to data enterable.

Access the Account Code Maintenance Form (FTMACCT) to change the data entry of the control account codes.

Oracle Developer Forms Runtime - Web: Open > FTMACCT

File Edit Options Block Item Record Query Tools Help

Account Code Maintenance FTMACCT 7.0 (SANDBOX)

Chart of Accounts: Active Status Last Activity Date: 17-MAR-1995

Account: 3011 Account Title: Revenue Control

Effective Date: 01-OCT-1988 Termination Date: Next Change Date:

Predecessor Account: 3000 Control Accounts

Data Entry: YES

Account Type: 31 Control Accounts

Income Type:

Account Class:

Asset Account:

Accumulated Depreciation Account:

Depreciation Expense Account:

Pool Account:

Fringe Account:

Fringe Percent:

Normal Balance: C CREDIT

Enter value for Chart of Accounts.

Record: 2/? ... List of Valu... <OSC>

Steps

Follow the steps below to complete the process.

1. Access the Account Code Maintenance Form (FTMACCT).
2. Query on the Control Account codes
3. For each Control Account code do an insert (F6) and duplicate (F4) the record. Change the effective date to the current date and then change the Data Entry field to reflect Yes for Data enterable.
4. Click the **Save** icon.
5. After all Control Account codes are changed, click the **Exit** icon.

Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: FGRCL0P Close General Ledger Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to close operating control accounts.

1. Run the Close General Ledger Process (FGRCL0P).
2. Execute the Interface Process (FGRTRNI) via the Process Submission Controls Form (GJAPCTL).
3. Execute the Error Report (FGRTRNR) via the Process Submission Controls Form (GJAPCTL).
4. Execute the Posting Process (FGRACTG) via the Process Submission Controls Form (GJAPCTL).

Note: This process posts transactions to the prior fiscal year. A hard-copy report prints. Banner updates the **Performed Date** and **Ending Document Number** fields on the Year End Maintenance Table (FGBYRLM) and the Year End Maintenance Form (FGAYRLM).

5. Click the **Exit** icon.

Change the Control Account codes to Non-data enterable.

Access the Account Code Maintenance Form (FTMACCT) to change the data entry of the control account codes.

Oracle Developer Forms Runtime - Web: Open > FTMACCT

File Edit Options Block Item Record Query Tools Help

Account Code Maintenance FTMACCT 7.0 (SANDBOX)

Chart of Accounts: B Active Status Last Activity Date: 17-MAR-1995

Account: 3011 Account Title: Revenue Control

Effective Date: 01-OCT-1988 Termination Date: Next Change Date:

Predecessor Account: 3000 Control Accounts

Data Entry: NO

Account Type: 31 Control Accounts

Income Type: Account Class:

Asset Account: Accumulated Depreciation Account: Depreciation Expense Account: Pool Account: Fringe Account: Fringe Percent:

Normal Balance: C CREDIT

Enter value for Chart of Accounts.

Record: 2/? ... List of Valu... <OSC>

Steps

Follow the steps below to complete the process.

1. Access the Account Code Maintenance Form (FTMACCT).
2. Query on the Control Account codes
3. For each Control Account code do an insert (F6) and duplicate (F4) the record. Change the effective date to the current date and then change the Data Entry field to reflect No for Non-data enterable.
4. Click the **Save** icon.
5. After all Control Account codes are changed, click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What field determines whether a transaction is processed in the prior fiscal year or current fiscal year?

Question 2

The Posting Process (FGRACTG) updates General Ledger balances for both prior and current fiscal years.

True or False

Question 3

You can post to either Period 12 or Period 14.

True or False

Question 4

Usually Banner processes cash disbursements against AP and cash receipts AR. However, there may be exceptions.

True or False

Question 5

Rule classes Y10 and Y20 address cash activity exceptions.

True or False

Question 6

On what two forms do you define how the encumbrances will roll forward ?

Question 7

What is a committed encumbrance? What is an uncommitted encumbrance?

Question 8

Explain what happens to a committed encumbrance for \$200 that is liquidated for \$250.

Question 9

What three tasks do you perform to roll remaining budgets?

Question 10

What is the purpose of the Close General Ledger Process (FGRCLP)?

Question 11

You may run FGRCLP before you have successfully run the other three year-end processes.

True or False

Question 12

How do you close the prior fiscal year's accrual period?

Question 13

After you run each year-end closing process, what other processes should you run?

Answer Key for Self Check

Question 1

What field determines whether a transaction is processed in the prior fiscal year or current fiscal year?

The Transaction Date field.

Question 2

The Posting Process (FGRACTG) updates General Ledger balances for both prior and current fiscal years.

False The general ledger roll does not go through the posting process.

Question 3

You can post to either Period 12 or Period 14 at the same time

False - you cannot post to Period 14 until Period 12 is closed

Question 4

Usually Banner processes cash disbursements against AP and cash receipts against AR. However, there may be exceptions.

True.

Question 5

Rule classes YR10 and YR20 address cash activity exceptions.

True.

Question 6

On what two forms do you define how the encumbrances will roll forward?

Fund Type Maintenance Form (FTMFTYP)

Chart of Accounts Code Maintenance Form (FTMCOAS)

Question 7

What is a committed encumbrance? What is an uncommitted encumbrance?

Committed - Banner identifies them as having been rolled from the prior fiscal year. Their balances are reflected in the Prior Year Encumbrance Control Account in the current year. A committed encumbrance can only be rolled one time.

Uncommitted - Their balances are combined with the current year's encumbrances.

Question 8

Explain what happens to a committed encumbrance for \$200 that is liquidated for \$250.

Prior Year:

DR Encumbrance Reserve	\$200
CR Encumbrance Control	\$200
DR Expenditure Control	\$250
CR Accounts Payable	\$250

Current Year:

DR Prior Year Encumbrance Reserve	\$200
CR Prior Year Encumbrance Control	\$200
DR Prior Year Budgeted Expenditure Control	\$200
CR Prior Year Budgeted Change to F/B	\$200
DR Fund Balance	\$250
CR Accounts Payable	\$250

Question 9

What three tasks do you perform to roll remaining budgets?

Define the Budget Carry Forward parameters on FTMCOAS or FTMFTYP.

Verify that there is a system ID on FTMSDAT.

Run the Roll Remaining Budget Balance Process (FGRBDRL).

Question 10

What is the purpose of the Close General Ledger Process (FGRCLDP)?

To close out the prior fiscal years operating (OPAL) control accounts and fund additions/deductions accounts in the General Ledger to fund balances in the prior year.

Question 11

You may run FGRCLOP before you have successfully run the other three year-end processes.

False. You must run the other three processes successfully first, then run FGRCLOP.

Question 12

How do you close the prior fiscal year's accrual period?

On the Fiscal Year Maintenance Form (FTMFSYR), set the Accrual Period to Closed.

Question 13

After you run each year-end closing process, what other processes should you run?

For FGRENRL, FGRBDRL, and FGRCLOP, run the Interface Process (FGRTRNI), the Error Report (FGRTRNR), and the Posting Process (FGRACTG).

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
FGAJVCD	Journal Voucher Entry Form	make journal entries into the Finance ledgers and encumbrance ledgers.
FGAYRLM	Year End Maintenance Form	schedule the processes to close your fiscal year.
FGROPNE	Open Encumbrance Status Report	view what will actually roll when you roll encumbrances.
FOASYSC	System Control Maintenance	create and maintain global database values.
FTMCOAS	Chart of Accounts Maintenance Form	define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts.
FTMFBAL	Fund Balance Account Maintenance	cross reference fund balance accounts to fund types, fund codes, and account codes for a single chart of accounts.
FTMFSYR	Fiscal Year Maintenance Form	establish your fiscal year accounting periods.
FTMFTYP	Fund Type Maintenance Form	establish fund types linked to user-defined fund codes.
FGRENC	Roll Open Labor Encumbrances Process	roll open labor encumbrances.
FTMSDAT	System Data Maintenance Form	maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.

Year end or month end is also a time for recording accruals of revenues and expenditures for financial statement purposes. Often these accruals are immediately reversed out in the next fiscal period or year. Banner Finance provides two options for accomplishing this task:

1. The copy and reverse functionality on the three journal voucher forms – FGAJVCD, FGAJVCO and FGAJVCM.
2. The Auto Journal Voucher functionality which provides for the automatic reversal of the entries.

Option 1 - Copy and Reversal Functionality

1. Enter, complete and post the accrual journal voucher
2. Access a journal voucher form
3. Click the **Copy** icon next to the **Document** field
4. Complete the pop up copy window by entering the original journal voucher number, next or a predetermined document number for the reversal, click the **Reversal** check box and click **OK**
5. Perform a **Next Block** function and change the transaction date to the appropriate date for the reversal.
6. Perform **Next Block** and **Next Record** functions to navigate through the journal voucher and make any necessary changes
7. Complete and post the reversal journal voucher

Option 2 – Auto Journal voucher Functionality

Banner Finance System

Auto journals with automatic reversal entries

(Recommended to be used for large EOY accrual and prepayment journals)

Automatic journals

The Auto Journals process requires an ID to be set up and linked to a specific (unused) journal number, with specified dates for submission and reversal of the journal.

Director, Financial Management, controls the allocation of Auto Journal ID's and document (JA.... recommended) numbers and their submission/approval.

EOY journal setup

A journal must be fully **input and completed on the same day** for this process to be used on journals to be posted to the previous year. Therefore each journal should be of a **manageable size**.

- Prepare a **spreadsheet** for Accrual/Prepayment Journals (Journal Type **FT01**).
- Check the entries for incorrect code combinations, codes inactive in current year and next year (for reversals) etc, then set up the Auto Journal.
- A **"JA.."** **document number** will be manually allocated for use in input of the journal entries to Banner. Any adjustments necessary to the spreadsheet provided and the date by which the journal must be input, should be advised.

Journal input

The journal must be **input by the date required** to enable the reversal entries to work.

- Use the **JA...** Document Number allocated (the journal will be dated **31-DEC-yyyy**).
- The “**NSF Override**” box should be checked for all records in each journal (i.e. check it in the first sequence then the use of “Duplicate Record” will ensure all records are NSF overridden).
- **Description for Accruals:** Accrued Expenditure ‘yyyy’.
- **Description for Prepayments:** Prepaid Expenditure ‘yyyy’.
- **Text** on each Accrual/Prepayment journal: Name and phone number of the person to whom any enquiries should be directed (i.e. who holds the detail of Orders, Invoices, etc included in the entries processed).
- Apart from the above requirements, the input and completion of the journal is as usual.
- Advise Director, Financial Management, when each journal is completed.

How to process an automatic (recurring) journal voucher

1. From the General Accounting Transaction Forms Menu, select the Automatic Journal Voucher Form (FGAAUTO)
2. Your cursor will be in the **Automatic Journal ID** field. Enter a unique identifier of up to three characters. (If you wish to update an existing automatic journal, you may retrieve it using the <LIST> and <SELECT> functions). <NEXT FIELD> and enter a descriptive **Title** <NEXT BLOCK>
3. The **Submission Cycle** offers four options, as follows:

- A** **Annual** submission - the journal will automatically be posted on a specified day of a specified fiscal period on an annual basis
- Q** **Quarterly** submission - the journal will automatically be posted on a specified day of a specified (relative) fiscal period on a quarterly basis
- M** **Monthly** submission - the journal will automatically be posted on a specified day every month.

*For the above three selections, the submission date will also be the transaction date and the **Next Submission** date will be system-calculated. These are recommended for journal transactions which will not change at all from submission to submission.*

- O** **On-demand** submission - the user must specify the **Next Submission** date. This is recommended for any automatic journal in which the accounting distribution or amounts will change from submission to submission. The user also may control the transaction date on the journal.

For example, in a typical recurring journal, such as Copy Center Charge-backs, a regular series of accounting distributions may receive charges, but the monthly amounts will vary and the accounting department may not receive the information until the fourth or fifth day of the following month. In this case, you should use On-demand submission, since you will be back-dating the transaction date to the last date of the previous month and will wish to edit the journal prior to posting. (It is useful to note that \$0.00 is a valid transaction amount).

4. If you selected a **Submission Cycle** of M, Q, or A, you must enter a **Submission Schedule**:

All require a **Day**, which may be 1 - 31 or L for the last day. (Note: some months do not have a 29, 30, or 31, so the automatic journal will not post in these months if you specify these dates, so L is the better option).

For a **Submission Cycle** of Q or A, you must specify in the field labeled of Period which month within cycle you wish posting to occur. For example, if you wish a journal to automatically submit on the last day of a cycle, for **Submission Cycle** of A, **Day** would be L and **of Period** would be 12. For a **Submission Cycle** of Q, **of Period** would be 3 (i.e. the third month of the quarter).

Note: if you are using **Submission Cycle** O, do not enter a **Submission Schedule**.

5. The **Last Submission** date is system-maintained.
6. You must specify the **Submissions --> Total** (maximum 999). The system will calculate **Completed** and **Remaining** submissions.
7. If you wish to have your journal automatically reversed, specify Y for **Reversal?**, otherwise enter N.

If you entered Y, you must tell Banner Finance a **Schedule** for reversal.

Type indicates whether reversal should in the next accounting Period or Cycle. **Type P** means that reversal will occur next month and is valid for **Submission_Cycle** O or M. **Type C** means that reversal will occur in the next cycle, and is only valid for **Submission Cycle** Q or A.

All reversals must schedule a **Day**, which may be 1 - 31 or L for the last day. (Note: some months do not have a 29, 30, or 31, so the automatic reversal will not post in these months if you specify these dates).

Reversal **Schedule --> Type C** requires you to specify in the field called "**of Period**" which month within cycle you wish reversal to occur.

8. For all **Submission Cycles**, you must specify a **First/Next Submission** date initially. For **Submission Cycles** M, Q, or A, the system will calculate all subsequent submissions. For **Submission Cycle** O, you must enter the date each time you want submission to occur. At this point, you should <COMMIT> your record.
9. One **Automatic Journal ID** may contain one or many individual recurring journal vouchers. Perform a <NEXT BLOCK> and enter a **Document** number (this must be a unique number, not pre-existing, and should not be in the same sequence as regular journal vouchers) for the first journal voucher to be included. <NEXT FIELD> and enter a **Description** (mandatory); <NEXT FIELD> and enter a **Doc Total** (not mandatory - if left blank, it will carry back from the actual journal document).
10. <NEXT FIELD> to the **Status** field. Options are:
 - Null** The default option - this journal voucher will post when the automatic journal is submitted.
 - H** Hold - this journal voucher will not post when the automatic journal is submitted. In order for this journal to post again in the future, it must be Released (don't just clear the "H").
 - R** Release - resume posting of a document which has been placed on Hold.
 - D** Delete - remove this document from the automatic journal voucher.
11. <NEXT FIELD> to the **JV Form** field and enter X <NEXT FIELD> to access the journal voucher form. This is entered the same way as a standard journal voucher. When you are finished, <NEXT BLOCK> to the **Complete** field and enter Y <NEXT FIELD>; you should receive the message "Transaction Completed - One Records Processed" a couple of times. This will complete, but not approve, this journal. <EXIT> to the Automatic Journal Maintenance Form and <NEXT RECORD> to add additional journal vouchers to this **Automatic Journal ID**, if desired. When you are finished, <COMMIT> your record.

12. Changes may be made to the individual journal vouchers at any time by re-accessing the **JV Form** and simply making changes (note: do not use **Re-Dist** as there are some bugs). If you wish to redistribute a total by percentages, change the document total and <NEXT FIELD> through the **Percent** field for each record. You may also change **Percents** or enter the transaction **Amount** manually. Zero is a valid transaction amount, and line items may be added or deleted. As with any journal voucher, the **Document Total** must equal the sum of all transactions. <EXIT> when you are finished making changes (it is not necessary to re-complete or <COMMIT>). To view the new document total on the Automatic Journal Maintenance form, re-query using <ENTER QUERY> and <EXECUTE QUERY>.
13. When the System Date matches the First/Next Submission date, the Automatic Journal will proceed through the **DEFERRED EDIT PROCESS** as follows:

FGRTRNI The Transaction Interface - This will:

- 1) Recalculate the **First/Next Submission** date (or blank it out for On-demand submission)
- 2) Make a duplicate of the documents on the Automatic Journal to be used in the next submission.
- 3) Increments the Submissions **Completed** field
- 4) Run deferred edits

FGRTRNR The Transaction Error Report - This will produce a printed list of any errors encountered.

FORAPPL The Approval Process (Run manually only if sleep/wake is not running)

FGRACTG The Posting Process (Run manually only if sleep/wake is not running)

14. SOME PITFALLS

A Warning: The Automatic Journal Voucher is very touchy and difficult to correct once an error has occurred. Here are some common problems:

- 1) Failure to override budget. Even if you are not doing budget checking on Journal Vouchers, this will cause an error.
- 2) Failure to Release a document which was placed on Hold. Due to a bug, the Hold indicator is blanked out on documents which are in Hold status. However, these documents will remain on Hold until the status field is changed to Release.
- 3) Automatic Journals may experience some difficulties with the approval process.

Because the FGTRNI process creates an exact duplicate of the documents in an Automatic Journal, if errors occur which cause posting to abort, you will have two identical journals. Best bet is to delete the journal on the standard journal voucher form FGAJVCD and re-enter it using a different number from the Automatic Journal Voucher form.

It is a good idea to try to keep Automatic Journals as simple as possible, to always override budget checking, and to have only one or two documents on each Automatic Journal.