



HARRIS
School Solutions

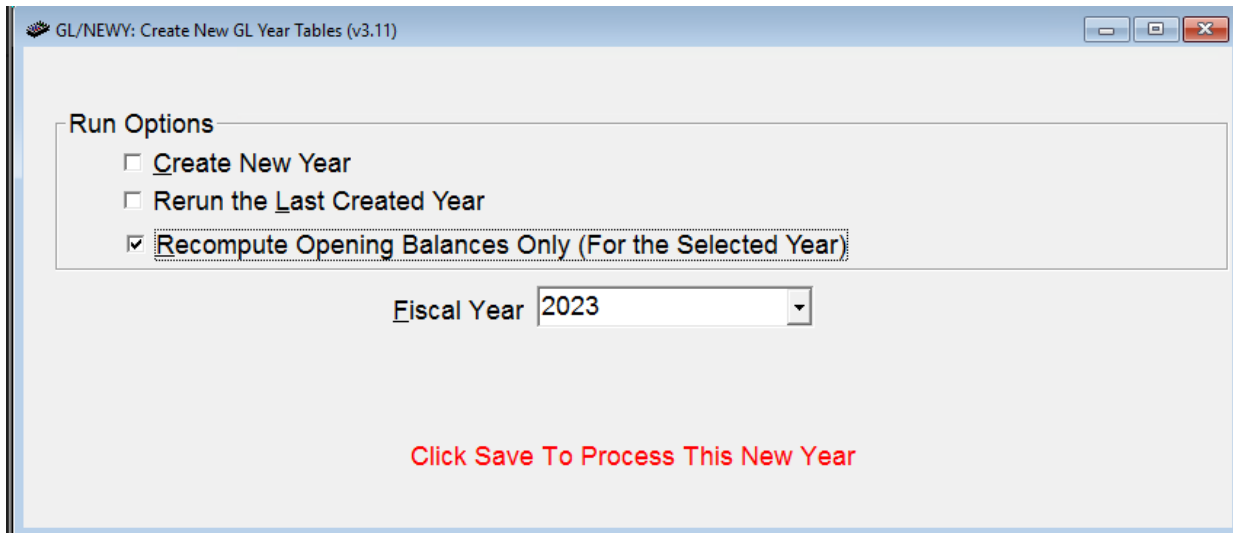
Budgetary Year End Close

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Budgetary Year End Close

- Not Ready to Close Yet?
 - Steps
 - Recompute Opening Balances for Current Year
 - Close Prior Year Periods for Posting (Period Maintenance)
 - Close Purchase Orders as Needed (PO Entry)



GL/NEWY: Create New GL Year Tables (v3.11)

Run Options

- ☐ Create New Year
- ☐ Rerun the Last Created Year
- ☒ Recompute Opening Balances Only (For the Selected Year)

Fiscal Year 2023

Click Save To Process This New Year

Check Open/Close Status of Prior Years

- Go to the End of Year Close transaction. When you drop down the fiscal year box, 2022 and 2023 should be the only years shown.

GL/EOYC: End of Year Close (v3.11)

Close Fiscal Year: 2022

Close To Period: 2022

Use Only Credit: 2021

☐ Close Without Prompting

Balance Sheet

Component: Fund

Value: 30350

Close To: ClassFunc

Close To Value: 30350

☐ Bal Sheet Business Rules Changed

End Of Year Close Status:

- ☐ Periods Have Been Closed
- ☐ GL Account Balances Validated
- ☐ Prepare Journal Entry
- ☐ EOY Journal Entry Posted
- ☐ Updated Beginning Balances for New Year
- ☐ Data Moved To History

Remove All List Items

Add Item Add For Missing Items

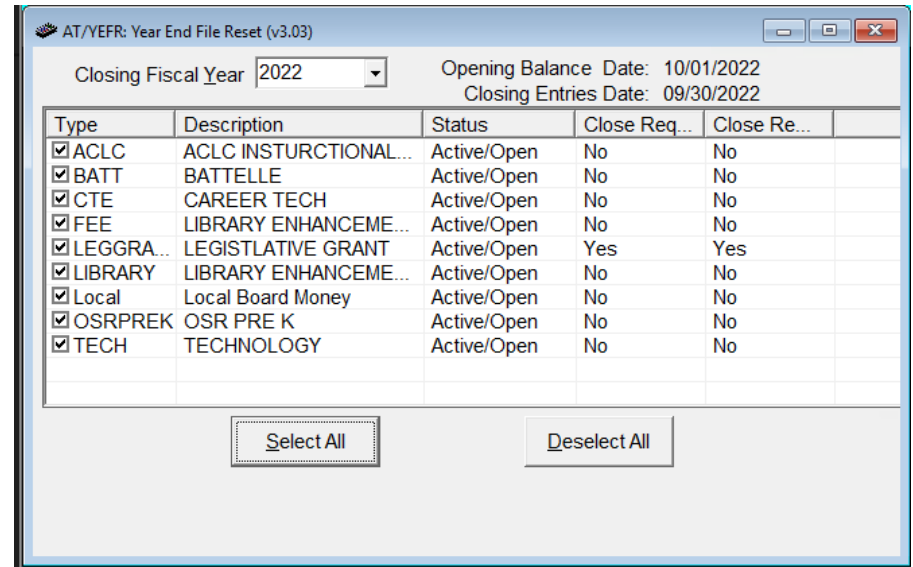
Balance Sh...	Value	Close To Ac...	Close To Co...	Close To Va...

Enter End of Year Close Criteria and Click Save to Begin Process

- If other years show in the dropdown box, then prior years have NOT been closed properly. You need to close each prior year that has not been closed.
- If you are using Allocation Tracking, then the Allocation Tracking Year End procedure must be run before proceeding with the End of Year Close transaction.

Close Allocation Tracking

- Close the transaction type balances by creating adjustment records equal to the allocation type balance.
- Create beginning balances for allocation types based on the “*Carry Over Remaining Balance*” and “*Carry Over Req Amt*” parameters on the allocation type records.
- Any requisition amount is added to the allocation type balance and the resulting amount is carried over as a beginning balance when the “*Carry Over Req Amt*” parameter is checked on the allocation type master record. Any remaining requisition and encumbrance amounts are retained.



AT/YEFR: Year End File Reset (v3.03)

Closing Fiscal Year: 2022

Opening Balance Date: 10/01/2022
Closing Entries Date: 09/30/2022

Type	Description	Status	Close Req...	Close Re...
<input checked="" type="checkbox"/> ACLC	ACLC INSTURCTIONAL...	Active/Open	No	No
<input checked="" type="checkbox"/> BATT	BATTELLE	Active/Open	No	No
<input checked="" type="checkbox"/> CTE	CAREER TECH	Active/Open	No	No
<input checked="" type="checkbox"/> FEE	LIBRARY ENHANCEME...	Active/Open	No	No
<input checked="" type="checkbox"/> LEGGRA...	LEGISLATIVE GRANT	Active/Open	Yes	Yes
<input checked="" type="checkbox"/> LIBRARY	LIBRARY ENHANCEME...	Active/Open	No	No
<input checked="" type="checkbox"/> Local	Local Board Money	Active/Open	No	No
<input checked="" type="checkbox"/> OSRPRES	OSR PRE K	Active/Open	No	No
<input checked="" type="checkbox"/> TECH	TECHNOLOGY	Active/Open	No	No

Select All Deselect All

Adjust Negative Balances

- If you have any negative balances in Allocation Tracking, they must be adjusted before running the close procedure.
- In order to adjust these balances, run the Recalculate Allocation Tracking Detail transaction.
- Choose the Fiscal Year, 'Adjust Negative Balances to Zero', 'Only Update Fiscal Year Summary' and click Save.

AT/RECD: Recalculate Allocation Detail (v3.03)

ATN
All

Fiscal Year 2022

☒ Adjust Negative Balances to Zero

☒ Only Update Fiscal Year Summary

☐ Update All Open Fiscal Years

☐ Rebuild ATN/ATT Detail from Documents

AT Types

- ☒ ACLC
- ☒ BATT
- ☒ CTE
- ☒ FEE
- ☒ LEGGRANT
- ☒ LIBRARY
- ☒ Local
- ☒ OSRPRESK
- ☒ TECH

Select a Single ATN or All, the Fiscal Year and the Adjust/Update/Rebuild Option To Perform

End of Year Close

- GL Account Balances are verified
 - If out of balance based on Balance Sheet Business Rules, close does not occur.
- Creates/posts closing entries.
- Creates Balance Sheet Beginning Balances for the new fiscal year.
- Closes periods.
- **Everyone out of the software before starting**

GL/EOYC: End of Year Close (v3.08)

Close Fiscal Year: 2020
Close To Period: EOY Close

☒ Create Missing Accounts
☒ Close Without Prompting

Balance Sheet
Component: Fund Value:
Close To:
Close To Account: Unreserved Fund Balance Component: ClassFunc Close To Value: 30350

End Of Year Close Status

- ☐ Periods Have Been Closed
- ☐ GL Account Balances Validated
- ☐ Prepare Journal Entry
- ☐ EOY Journal Entry Posted
- ☐ Updated Beginning Balances for New Year
- ☐ Data Moved To History

Remove All List Items

☒ Bal Sheet Business Rules Changed

Add Item Add For Missing Items

Balance Sh...	Value	Close To Ac...	Close To Co...	Close To Va...
Fund 11		Unreserved ...	ClassFunc	30350
Fund 12		Unreserved ...	ClassFunc	30350
Fund 13		Unreserved ...	ClassFunc	30350
Fund 14		Unreserved ...	ClassFunc	30350
Fund 21		Unreserved ...	ClassFunc	30350

Enter End of Year Close Criteria and Click Save to Begin Process