

cmERDC Fiscal Year-End 2024

SMART Finance Closing Procedure Checklist

PART A: PRIOR TO YEAR END CLOSING

All other **SMART Finance** Year-End handouts mentioned through-out the following instructions are available on our Customer Support Web-Site. Go to <http://support.ercd.k12.mn.us/>, login and click on My courses. Go to SMART Systems Support → Topic 3/SMART Finance → Documentation & Forms folder → Year End Handouts folder.

Note: Whenever it is necessary to change the Finance Session Defaults to make updates in FY24, click on Quick Access (the little green window @ upper left-hand corner), and click on Dashboard. Go to Finance Defaults to change the date & periods. Please be conscious of the fiscal year you are working in. **Check Finance Defaults often to be sure you are working in the correct fiscal year.**

OPEN ACCOUNTING PERIODS

1. _____ Go to Administration → Application Setup → **Accounting Calendar**. Click Find.
Open Periods 202413 & 202414. Open the GL and Save. Only the GL module is allowed to be open for the 13th & 14th periods. Period 20xx13 is strictly used for entering manual audit & year-end journal entries. Period 20xx14 is strictly used for the Systems' Closing Journal Entries.
Open Periods 202501 & 202502 in order to process Yr-end Reversing & Salaries Payable journal entries. Open the **GL** first and Save. Open **AP** sub-module & Save in order to process Next Yr's POs and to create SHR Payoff vouchers for July and August. The other sub-modules – AR & FA can be open when needed.

NEXT YEAR 2025 BUDGET CODE & DEFAULT SETUP

2. _____ Go to **Finance** → **Budgets** → **Budget Import**. Enter >202401 under Start Period and click Find to refer to current existing budget code setups. Click New and setup Budget Code for **the FY2025** Adopted Budget; periods 202501 – 202512. (Set Status at 'InProcess' in order to use the Budget Workpapers window.)
3. _____ **Setup the Budget Code Default** on the system for the next fiscal year encumbrances. Go to **Finance** → **Budgets** → **Fiscal Year Maintenance**. Click Find. Click in the Budget Code field next to Year 2025 and select the Next Year's Budget Code from the drop-down menu. Click Save.
Please note: If steps 2 & 3 are not done, a user will receive a SMART Finance message "This account is not in the current year budget file." whenever the user tries to save a PO or voucher, etc., in FY2025.
4. _____ Update Next Year's **ADOPTED Budget details**. (Steps 4 & 5 can be done at a later date.)
Verify adopted budget totals matches the board approved budget. Go back to Budget Import screen and **Lock** the **FY25 Adopted Budget Code** to prevent changes and Save.
5. _____ **Next Year's REVISED Budget Setup:** Once the Adopted Budget is in place and matches the Board approved amounts, create a copy of it and set it up with a **FY25 Revised Budget Code**. This can be accomplished with Budget Workpapers. Switch the system default to the **FY25 Revised Budget Code** in Fiscal Year Maintenance screen.
*There should be **two budgets setup** each fiscal year for reporting purposes –adopted and revised budgets. Locking the Adopted Budget Code prevents accidental changes to the Board approved budget's amounts.*

CORRECT THE UFARS DIMENSIONS AND CHAPTER X ERRORS

6. _____ Click on General Ledger-Fin→Reports Menu. Run the **1-Acct Segment Descriptions Validation** report with the ending period of 202414. Fix any errors in the Account Segment Setup. (General Ledger-Fin→Chart of Accounts Setup→Account Segment Setup).
7. _____ Re-run the Account Segment Descriptions Validation report. If all errors have been corrected, the user will receive the following message **“Congratulations! Your Data has passed ALL of the Descriptions Edits. No Errors were found.”** If not, repeat the process until you are error free.
8. _____ Run the **2-Acct Code Edits and MDE Year End Extract** report with the ending period of 202414.
 - If you receive any errors, these will need to be corrected. Refer to the following steps.
 - If you didn't have any errors, then you'll receive the message that **“A Balancing Problem exists”** and that **“The data has passed all Descriptions edits and Chapter 10 edits...”**. This is OK; it will balance after running the Year-end Closing Process and posting the Closing JE.
9. _____ Click on the **Print** icon, and then check both the **Error Report** and **Warning Report** (if applicable) to print.
 - The **Error Report** identifies account codes that do not meet the Chapter X grid requirements which have **activity and FY24 year-end balances** that will prevent the UFARS file from being created.
 - The **Warning Report** identifies account codes that don't meet the Chapter X grid requirements that have **not been used in the current FY**, but would have error out if there was activity. These codes can be ended in **period 202314** since they haven't been used in FY24. *(Report will not be offered if there are no codes to list.)*
10. _____ Correct any account code errors listed on the Error Report in the Chart of Accounts. (General Ledger-Fin→COA Setup→Chart of Accounts.) These need to be corrected in order to create the UFARS file for submitting to MDE.
11. _____ **Run Both Reports** in the following sequence to see that **ALL** account code errors have been corrected.
 - 1st – It is a Pre-requisite that you **ALWAYS** run the **Account Segment Descriptions Validation** report.
 - 2nd – Then run the **Account Code Edits and MDE Year End Extract** report.

NOTE: If you skip running Account Segment Descriptions Validation report, you may receive inaccurate results on the Account Code Edit & MDE Year-End report. It is necessary to run this report first.

COMPLETE ALL JUNE & YR-END PROCESSING

12. _____ Use the Account Analysis screen and/or run June reports to verify account ending balances.
Refer to the UFARS Yr-End list for items to check.
13. _____ Run and reconcile YTD reports. Verify General Ledger balances through June 30th.
*Reminder – use **Period 202413** as ending period for Exp/Rev account codes, and use **Period 202414** as ending period for Balance Sheet account codes when running year-end reports, especially after the yr-end closing process.*
14. _____ Make corrections, adjustments, and reversing journal entries for any additional fiscal year-end business.
Reminder – make use of the JE Copy feature for copying previous FY JE's to modify & update for FY24 business.
15. _____ Setup **Yr-End Accts Payables & Prepaids; and Accts Receivables & Deferred Revenue**. Refer to Yr-End A/P and A/R handouts that are available on our Customer Support Web-Site for processing these steps.

16. _____ Run the Accounts Payable & Accounts Receivable **Period Balance Reports** as of Period 202414. For A/P - the report's total should equal all B xx-206-000 in Account Analysis for periods 202401 – 202414. For A/R - the report's total should equal all B xx-115-000 (or all 120s depending on system's default) in the Account Analysis for same periods. If you're unsure of the A/R default, go to Administration→Application Setup→Application Options→Acct Tab and click Find. **NOTE: Be sure that all A/P & A/R transactions are posted so that the correct ending balances show in the Account Analysis. Refer to step #25.**
17. _____ Process **June Payroll files including Payoffs**. Make sure accruals are done and recorded in **correct FY**.
- A. _____ **Salaries Payables Journal Entries** will be **automatically imported** into Finance with the source of 'SHR' when the Payoff sequences are created by the district's SMART HR person. This automated method replaces the need to enter manual & reversing JE's as has been done in past fiscal years. These JE's will need to be posted – same as the other Payroll JE's.
- B. _____ **Salaries Payoff SHR Vouchers files** will automatically be imported into Finance when created by your SMART HR person. The SMART HR system will now automatically offer the correct period of July's period **202501** or August's period **202502** to correspond with the **Payoff's Check Date** when the payoff vouchers are created. The results are that the liabilities will remain in the **PR '215'** accounts for Fiscal Yr-end reporting (auditors preference). To double-check: go to the Voucher Detail Summary after the Payoff vouchers are created. Query by Invoice Date >06.30.24, enter 'SHR' under Source, (may add <202503 for period) and click Find. Review the Period column. If you see the payoff vouchers with a **202412 period**, please **contact the Region immediately for assistance** before any processing.
18. _____ **Fixed Assets** – finish any fiscal year FA processes. **Note – FA processing doesn't need to be completed in order to create a UFARS file; but necessary to have finished for your audit and MDE's November 30th Audited UFARS Deadline.**

RECONCILE ENCUMBRANCE AMOUNTS FOR FY2024

19. _____ Check open FY24 Purchase Orders for the fiscal year-end by using one of the three following screens:
- Go to Purchase Orders→PO Detailed Summary and Query for Open POs and Period <202501.
 - Go to Purchase Orders→PO Summary screen and Query for Open POs and Date <07.01.24.
 - Go to General Ledger→Encumbrance Analysis screen and Query by Start Period 202401 & End Period 202412.
20. _____ Decide on which POs that need to be closed for the fiscal year. This task can be accomplished by either of the following steps. *Remember – closing a PO reduces the encumbrance amounts.*
- Close an Open PO** by changing the PO's Header Status to "Closed" in the PO Edit screen and Save. The PO's header and all of the PO's detailed open lines will switch to "Closed" status.
 - Copy a PO** to a new PO in the next fiscal year 2025.
 - Change the Finance Session Defaults to a June date and period 202412.
 - Open the PO in PO Edit screen. At bottom half of PO, select the detail line/lines to be copied by clicking in the 'Copy' checkbox field.
 - Click on the 'Copy PO' button at bottom of screen.
 - A PO Box appears with PO Date and Period that will be assigned to the new PO. Leave as is, or change the fields to an appropriate PO Date and Period. Click Okay.

Note: Since the finance session default was set at a June date & period above, the system will automatically offer the 07/01/2024 date and 202501 period.

5) The system will provide the user with a message of the new PO number that's been created.

6) The detail lines of the old PO will automatically close and a new PO was created in the next fiscal year. The new PO# will have the same PO# with an 'A' at the end to be able to reference it back to the original, closed PO – for example 1234A.

C. Change the Date and Period on a Current PO to the new Fiscal Year. Bring up a current purchase order and change the PO Date to 07/01/2024 and the Period on the Detail PO lines to 202501 then Save.

Note: if you notice some unusual encumbrances' amounts which can't be explained in the Encumbrance Analysis screen, please contact the Region for assistance.

CHECK EXPENDITURE & REVENUE CLOSING ACCOUNTS

21. _____ Use the **COA Summary** to spot potential problems with specific queries. (General Ledger-Fin→COA Setup→COA Summary). Enter E for Ledger type in three rows, and enter 100, 200, and 400 under Class (one number per row) and click Find. If account codes appear, then these need to be corrected in the COA. Repeat query again for the revenue account codes by entering R for the Ledger type in all three rows.
*If the expenditure or revenue account code has a **100, 200, or a 400 class, it's not set up correctly to close to a Fund Reserve Closing Account.** Exp/rev account codes should have a class >400. The class number setup usually corresponds with the fund reserve account that the account code closes to, such as 401 – 485.*
22. _____ Check that the account codes are closing to the correct fund balance reserve accounts by one or both of the following methods. *It is in your best interest that this is done prior to the 1st year-end closing process to avoid making JE's later between reserve account codes.*
- A.** Run the **COA Listing with Closing Accounts** report which is found under General Ledger - Fin→Reports Menu. Enter a Ledger Type E or R, Begin Period 202401 and End Period 202413 Range. This report can be lengthy to print for all expenditures. **Suggestions –**
- 1)** Fill in the '**Closing Org**' field with a specific reserve number on the report's parameters for spot checking.
 - 2)** **Save** the report as an excel file with headers. It is easier to manipulate, sort and view account information in excel to spot account codes closing to the wrong reserve accounts.
- B.** Go to **General Ledger-Fin→UFARS Account Analysis screen** to check that the expenditure & revenue account codes are closing to the proper reserve account code. Query by ledger types E or R, certain Fin segments, or by Class# that corresponds with the fund reserve closing account. May Edit/Sort to view codes in Fin or other segment order; and can use the Extract feature to save the screen into an excel file to review closing accounts.
23. _____ Go to **General Ledger-Fin→Chart of Accounts Setup→Chart of Accounts** to make necessary changes. Enter the correct Class & Sub-Class combination and tab. Take notice that the correct corresponding Fund Reserve Account code appears in the Closing Account fields. Then you know it was updated correctly. Save. *(We suggest to document any changes you make along with the \$ value for future reference.)*

CHECK FOR UNFINISHED BUSINESS

25. _____ **AP & AR Unposted Transactions:** Go through the AP & AR menus and use the **Accounts Payable & Accounts Receivable Detail Summary Screens** to check for unposted activity. The following steps use the Voucher Detail Summary screen as an example.

- 1) Go to Accounts Payable → **Voucher Detail Summary**. Enter 0 (zero) under JE Code and <202501 for Period. Click Find.
- 2) If the screen comes up blank, that's good - no unfinished activity. If you have any detail lines that appear, then there are vouchers that still needs to be journalized.
- 3) Check the Period column and make note of the periods of these detailed lines. Minimize screen.

Note: if the period is prior to FY2024, STOP – please don't post! Contact the Region for assistance.

- 4) Go to Accounts Payable → Generate A/P Journal Entries screen. Change the period field to the appropriate period of the un-journalized activity found from the above steps. Date can be left as is or changed.
- 5) Generate the journal entry for the vouchers.
- 6) Keep repeating steps 4 & 5 for **each period** of the unfinished activity.
- 7) After completing the task of generating the A/P Voucher JEs, restore the Voucher Detail Summary. Query & Find again to refresh the screen. If it comes up blank, then all FY24 voucher activity has been journalized.
- 8) Repeat the above steps in the other Detail Summary screens for the other type of transactions: A/P Payments, A/R Receipts and A/R Invoices (if used).

26. _____ **Unfinished Business – Journal Entries:** Go to General Ledger – Fin → Journal Entry Summary to check for 'Unposted', 'Unbalanced' and 'Hold' status journal entries.

- 1) Under the Status column, select **Unposted** and click **Find**.
- 2) If a blank screen appears for the query result, then all JEs have been posted. If a JE comes up, this requires action on your part to investigate and determine if it should be **posted** or possibly **deleted** because it might be a duplicate JE.

To Post a JE – Go to General Ledger – Fin → Journal Entry Posting. Enter the period and click Preview to double-check what you're posting, and then OK. **Or**, open the JE in Edit Mode and click on the **JE Posting button** to post it directly.

To Delete a JE – From the Journal Entry Summary, click Detail button to open the JE in Edit Mode. Click on the big red X Delete button.

- 3) **Repeat the process** to check for JEs with the Status of '**Unbalanced**', and again for '**Hold**'. If a JE comes up, this requires action on your part to investigate and determine if the journal entry needs to be completed and posted, or possibly deleted.

CLOSING ACCOUNTING PERIODS:

27. _____ Go to **Administrative** → **Data Extraction**. Scroll down (about half-way) to the **Extract Name: Period Status** and click Find. Then Tab Click on the Create Report, in that screen Create Extract. The extraction will list all periods and their modules that have an 'Open' Status. Click on 'Print Extract' or make note of the periods that are open.

28. _____ Administrative → Application Setup → **Accounting Calendar**. Click Find.

Close all periods July 202401 through May 202411. Close the AP, AR, FA, and IC first. Save. **Close GL last & Save.** (June 202412 can be left open for Yr-end AP voucher entries and Fixed Assets processing.) All periods prior to 202401 should be closed if they are still open. Refer to the data extraction 'Period Status' list for closing the periods.

If you receive a warning message, most likely it will be due to **Unfinished Business** (steps 25-26). Contact the Region if you are unable to close a period.

- * *Closing periods prevents accidental recording of activity in the wrong period or especially the **wrong fiscal year**.*
- * *If you use the **FA module**, you will be **unable to close the FA & GL in period 202412** until the FA fiscal year processing is finished and the FA journal entry posted. That's okay. It will not interfere with the year-end closing process or prevent creating the UFARS file in the next Part B.*
- * *If you do close period 202412, it can be re-opened.*

After the periods are closed, go back to **Administrative** → **Data Extraction** and re-run the Period Status extraction again. All periods prior to 202412 should be closed.

OTHER DATA EXTRACTION YR-END CHECKS:

The Data Extraction window has the ability to access tables on the database. The user is able to extract specific data for the Districts individual needs.

29. _____ Go to **Administrative** → **Data Extraction**.

Scroll down and process the following data extractions:

- A. YE COA CKS:** Chart of Accounts Yearend Checks. (If step 21 - COA Summary checks was done, skip this one.)
- B. YE COA Class_Close:** Compare COA Class value to COA Closing ORG value.
- C. YE Compare Classes:** Compare the Class on the COA entry to the Account Balance Class.
- D. YE Seg Crosswalk:** Selects all segs where the segment code does not equal the UFARS code

Open the file and review the results, especially the FIN segments. With all of the new FIN segments for FY24, it is possible that a FIN segment is cross walked to '000' and needs to be updated to the appropriate UFARS FIN segment in the COA → Account Segment Setup/FIN tab. **This step should be done prior to creating the UFARS Yr-End file.** Also – this data extraction is an excellent source of information to provide to the auditors when they inquire about the district's segment crosswalks.

Contact the Region if you have any results with the Data Extractions A – D and need assistance on corrections.

PART B: 2024 YEAR-END CLOSING PROCESS

Note: Other users must be out of SMART while running the actual closing process.

NOTE: Prior to running the Closing Process, it is strongly advised to **run the COA Listing with Closing Accounts (General Ledger-Fin Reports) report for Period Range of 202401 – 202414 and save it as an excel file for backup.**

The file would have record of the account codes, their ending amounts and which fund reserve account that they closed to. This could be a very helpful resource to fall back on if needed for making corrections to fund reserve balances.

1. _____ Change the **FINANCE SESSION DEFAULT** to **06/30/2024 – Period 202414**. Not necessary but it makes the following steps easier to do. As long it's a FY2024 period the Closing Process screen will default to the 202414 period.

2. _____ **Open the YEAR-END CLOSING SCREEN.** Go to General Ledger – Fin → Year-End Closing Process.

- A) On the Selection Criteria (top half of screen) – the district# in the Company field, and the correct fiscal year-end period 202414 in the Period field should have defaulted in. If not, check your Finance Session Defaults to make sure that it is set in the **2024 fiscal year**. Refer to Step 1!
- B) On the Generation Criteria (bottom half of screen) – it will display the current date and fiscal year-end period of 202414 in the JE Period field. The JE Source defaults in as CLS (Closing).

3. _____ Click OK. The system will create off-setting entries to close the year and assigns a JE code when the Closing Process finishes. Take note of JE code. *(After this step is done, other users can come back into SMART Finance.)*

4. _____ **Check** to see if closing entries are correct and okay to post.

- A) To review general ledger balances will be after posting, go to General Ledger → Account Analysis. Enter Start Period – 202401 & End Period – 202414, and check to **Include Unposted** entries.

For Balance Sheet Accounts – Enter **B** for Ledger type. Click Find. The net End Balance amount at the bottom the screen should equal zero.

For Expenditure & Revenue Accounts – Enter **E** for Ledger type. Click Find. All of the expenditure ending balances should be zero. Repeat step with **R** for Ledger type and click Find. All of the revenue ending balances should be zero.

Do Not Proceed to the next step to Post the CLOSING JE if you see any ending balances for Expenditure or Revenue Account Codes; or if the Balance Sheet Accounts ending balance doesn't net out to zero. Call the Region for assistance!

B) To review Closing JE, go to General Ledger – Fin → Journal Entry Summary, enter 202414 period and click Find. There should be only **one Unposted Closing JE**. Call the Region if you see two!! Highlight the row with the Closing JE and click on the Detail button at bottom of the screen to open up the journal entry to review.

5. _____ **POST THE CLOSING ENTRY** – Go to General Ledger – Fin → Journal Entry Posting. Be sure the period is 202414.

6. _____ **VERY IMPORTANT** – Select **Closing (CLS)** for the JE Type and click **Preview**. Last Chance - you should see only **ONE** journal entry. **STOP** if you see **TWO** journal entries. **Please call the Region for Assistance.**

7. _____ Click OK. Double-check that it posted correctly by going to the **Account Analysis** screen and query with the Start & End Period at 202501 for the Exps & Revs; the result should be zero starting balances. If not – call the Region.

GENERATE THE FISCAL YEAR-END UFARS FILE

8. _____ Go to General Ledger – Fin → Reports Menu.

1st – Run the Account Segment Descriptions Validation report, period 202414

2nd – Run the Account Code Edits and MDE Year End Extract report to create the UFARS file, period 202414.

Process is successful when it states the file name (example – UxxxxJUN.210) is generated on the report.

Note: The report's parameters default in with 'U' (Unaudited) for Audit Type. When district is ready to submit Audited financial data to MDE, change the Audit Type to 'A' (Audited). The file's name will be AxxxxJUN.210.

9. _____ Submitting the UFARS file to MDE:

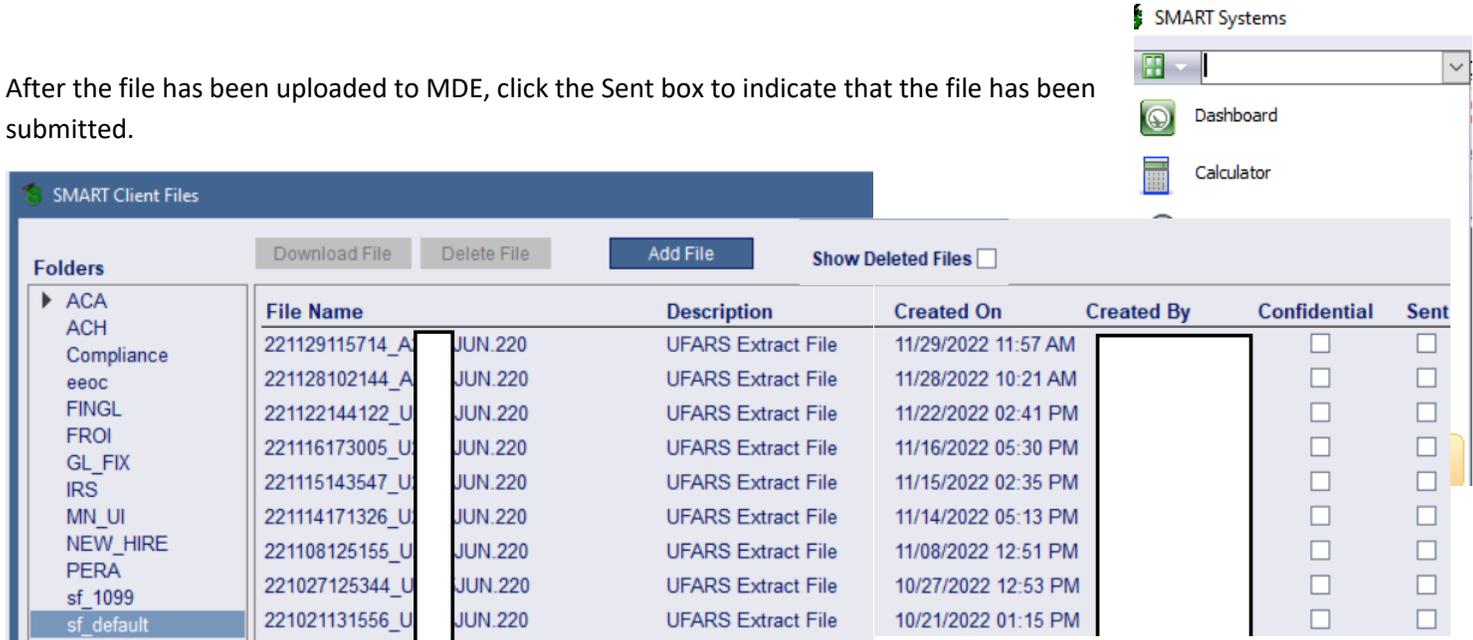
9a) If you have authorized cmERDC to upload your UFARS data to MDE – send an email to our finance helpdesk with the request to submit the district's UFARS file to MDE. The Region will go into the database, download the UFARS file and upload it to MDE. One of the finance staff will submit the UFARS file to MDE and send a confirmation email back.

Finance helpdesk email address is – ufars01@cmerdc.org

9b) Submit the UFARS file directly to MDE if you have been authorized by the school’s director/superintendent.

UFARS File Location: The SMART Client files are stored within the SMART system. To locate the UFARS file, click on the green Quick access window. At the menu, click on SMART Client Files. See menu of various folders. Click on the ‘sf_default’ folder. The UFARS file will appear on the right side if it has been created. Highlight the UFARS file and the Download File button will become available. Click on the Download File button save the file to the user’s designated folder to have available for submission.

After the file has been uploaded to MDE, click the Sent box to indicate that the file has been submitted.



10. _____ Run the appropriate Year-End reports for You and Your Auditor. Refer to last page for more information.

Reminder: run reports for **expenditure and revenues** as of the **13th period**, and run reports for **balance sheet accounts** as of the **14th period** to get the correct ending balances.

Note: The Year-End Closing Process needs to be repeated after adjustments and Audit journal entries are keyed and posted in period XXXX13. This process can be repeated as many times as needed!!

Auditors Access to cmERDC/Region III School’s SMART Databases

cmERDC does offer the ability for an auditor/auditing firm to be setup with a SMART Finance ‘Read/View Only’ user access to a school district’s SMART database per district’s request for the FYE auditing season.

Due to security reasons and the possibility of the school district changing their auditing firms from the prior fiscal year, it is necessary to send a written request (email requests are preferable) to cmERDC **each fiscal year-end** to setup access or to re-activate their auditor’s access to their SMART database.

Steps for setting up auditor’s access/or re-activating their access to a SMART Finance Database

1. cmERDC requires a written (usually an E-mail) authorization from the district staff to allow their auditor access to their SMART Finance database. Please wait until **after June 30th** to send the request.
 - ** Send an email with the district’s request to our UFARS Helpdesk – ufars01@cmerdc.org
 - ** Must include the Auditing firm’s name.
 - ** Must include the auditor’s contact name and email address.

Note: we do not accept any request from the auditors themselves. The written request must be sent from the school district's business manager/finance director.

2. Auditors are setup with Read/View Only type of access on SMART Finance with the class of 'AUDITORFIN'. If it's the same auditing firm used in prior FYE, the auditor's SMART user access is re-activated.
3. For security reasons, a new SMART password will be created and sent to the main contact of the auditing firm.
Note: When re-activating the same auditor's user access used in prior FYE, a new SMART password is always setup. The auditor will not be able to log in with the password from the prior fiscal year.
4. The auditor's login and new SMART password information will be sent directly to the auditor, and the school will be notified that the auditor has been setup with read/view only auditing access.
5. At the end of the auditing season and the final UFARS reporting, the Region inactivates the auditor's user access.

Fiscal Year-End/Auditor's Reports

Run year-end reports that you and your auditor will need. These reports should include Year-to-Date Reports for the fiscal year-end.

Whenever running FYE reports, it is necessary to change the **End Period** to either the **13th or 14th period** in the report's parameters depending on which ledger type the report is being run for to include the correct, final year-end balances. Refer to below:

Expenditure/Revenues: Change the **End Period to the 13th period** in the report's parameters, to include any activity posted to expenditure or revenue account codes by auditors and year-end journal entries updated in the 20xx13 period.

Balance Sheet Accounts: Change the **End Period to the 14th period** in the report's parameters, to include the activity posted in the 20xx14 period from the year-end closing process.

Saving Reports: Save reports as a '.PDF' file, or as a MS Excel file to send/email to your auditors.

Excel files should be extracted 'with Headers'.

Fiscal Year-End Report List

The following list of reports are suggested to run for year-end reporting, June 30th, auditing and permanent records. Your auditor may request other SMART reports that are not listed below.

Fiscal Year-Ending Balances

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Periods/End Period	Other Info/Desc
Trial Balance Summary	General Ledger-Fin	B	20xx01 – 20xx14	Balance Sheet Accounts
Or: Balance Sheet Accounts	Reports – District Custom	B	20xx14	Balance Sheet Accounts Totals by Fund
Exp Detail - All	Reports – District Custom	E	20xx13	Expenditures Totals by each segment
Rev Detail - Fd Total	Reports – District Custom	R	20xx13	Revenues Totals by Fund

Year-To-Date Transaction Reports

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Periods/End Period	Other Info/Desc
Detailed Trial Balance	General Ledger-Fin	B	20xx01 – 20xx14	Balance Sheet Accounts
Posted Activity Audit Report	Reports – District Custom	E	20xx01 – 20xx13	Expenditures
Posted Activity Audit Report	Reports – District Custom	R	20xx01 – 20xx13	Revenues
Payment Register	Accounts Payable	NA	7/1/xx – 6/30/xx, 20xx01 – 20xx12	Includes wires & checks
Receipt Listing Report with Detail by Deposit	Accounts Receivable	NA	7/1/xx – 6/30/xx, 20xx01 – 20xx12	Includes only receipt info recorded under Deposit Control/Receipts

UFARS Reports

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Periods/End Period	Other Info/Desc
Balance Sheet Accounts by UFARS	Reports – District Custom	B	20xx14	Balance Sheet Accounts
UFARS Expenditure Guideline	Reports – District Custom	E	20xx13	Expenditures
UFARS Revenue Guideline	Reports – District Custom	R	20xx13	Revenues
UFARS Expenditure Matrix	Reports – District Custom	E	20xx13	Expenditures totaled by Object Series and by Program Series

Fixed Assets Reports

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Periods/End Period	Other Info/Desc
Fixed Asset Schedule	Fixed Assets	NA	FY20xx	List details by GL codes, then by FA Category
Fixed Asset Schedule by Cost Center	Fixed Assets	NA	FY20xx	List details by Program Cost Centers
Fixed Asset Disposal	Fixed Assets	NA	FY20xx	FA Disposal Details
Asset Book Listing by Category	Fixed Assets	NA	Service Dates: 07/01/20xx- 06/30/20xx, FY20xx	Shows FA Addition Details

Bank Reconciliation Reports for Statement Date of June 30, 20xx

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Statement Date	Other Info/Desc
Reconciliation Worksheet Report	General Ledger-Fin/Bank Reconciliation Reports	NA	06/30/20xx	For main checking account bank code & other actively used bank codes for other cash accounts.
SHR & SF Outstanding Payments	General Ledger/Bank Reconciliation Reports	NA	06/30/20xx	For main checking account bank code & other actively used bank codes for other cash accounts.
Outstanding Deposits by Deposit Date	General Ledger/Bank Reconciliation Reports	NA	06/30/20xx	If applicable

Other Year-End Reports Auditors Usually Requests

Report's Name	Location/ Report's Menu	Ledger Type (E,R, or B)	Periods/End Period	Other Info/Desc
Period Balance Report	Accounts Payable	NA	June – 20xx12, 13 th or 14 th period	List vouchers that make up the balance remaining in the AP codes – B xx-206-000
Period Balance Report	Accounts Receivable	NA	June – 20xx12, 13 th or 14 th period	List invoices that make up the balance remaining in the AR codes – B xx-115-000 or B xx-120-000 depending on setup
Expenditure Matrix Report	Reports – District Custom	E	20xx13	Expenditures totaled by Object Series and by Program Series
Revenue Classification Detail	Reports – District Custom	R	20xx13	Totals revenues by references assigned as to program or general, used for GASB 34 Reporting