

IFS 2007 Year-End Seminar Closing the Year 2007**Important Facts About Closing A Year On IFS**

The following is a summary of important facts to know about closing a year in the Integrated Financial System.

- * Vouchers that are transferred to Accounts Payable in December will effect the 2007 expense budget, even if they aren't paid until January.
- * Vouchers that are transferred to Accounts Payable in December and paid in January will leave a balance in Accounts Payable at year-end.
- * Vouchers that are entered in December and paid in January may create confusion on reports. Account Activity and Treasurer's Cash Trial Balance report will show the amount as of the January check date. The Trial Balance will include the amount in the December expenditure control.
- * You are not allowed by IFS to backdate a check.
- * Use Report Codes or Accrual Codes to identify accrual transactions: vouchers, receipts and journal entries.
- * Go ahead and close December 2007 as soon as normal transactions are done. If it is left open and someone accidentally keys in a 2007 date, the transaction will be posted to the old year.
- * Close months in the new year as soon as receipts and disbursements have all been processed.
- * Manual Journal Entries can always be backdated to a closed month. But they cannot be backdated to a closed year.
- * If the year was closed prematurely can it be reopened? Yes, call software support for assistance.

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Backdating Of Checks Is Not Allowed

Note that the IFS program library does not allow backdating of checks. A check may not be dated prior to the date the original vouchers were transferred to Accounts Payable. This edit against backdating is done at the time warrants are printed. You cannot backdate a warrant to the old year (2007) if the original voucher was transferred to Accounts Payable in the new year (2008).

How IFS Treats a 2007 Voucher Paid in 2008

Consider the situation where a voucher is transferred to Accounts Payable in December but the warrant is not printed until January. The disbursements journal entry that recognizes the expense and creates an amount in Accounts Payable will be dated in the old year and will appear in reports as an expense against the old year budget. The beginning balance for Accounts Payable in the new year will include the amount of the voucher. The disbursements journal entry that reduces Accounts Payable and reduces Cash will be dated in the new year.

Problems Reconciling Reports

This situation may seem confusing on reports. The Account Activity Report lists information based on the warrant date. It will show the warrant in the new year. The Treasurer's Cash Trial Balance will also report the reduction in cash as of the check date. However the Trial Balance will include the expense as part of the Expenditure Control in December of the old year. Likewise budget reports will show the expense in the old year.

The IFS Accounts Payable features are functioning in this situation exactly as they were designed. The expense against your budget is being recognized as soon as a permanent record of the voucher is made (transferring to Accounts payable). The actual warrant is being recognized as of the date it is printed, even though it is in the next fiscal year.

Some counties are accustomed to reconciling the Account Activity report and Trial Balance report each month. In the example above, the two reports will show slightly different results. The difference being an expense recognized in the old year and the payment of cash in the new year. This situation may occur for any month during the course of the year but it eventually works itself out as the cash payment catches up and cancels the Accounts Payable liability. However when it crosses fiscal years there will be questions regarding which budget should be effected.

IFS 2007 Year-End Seminar Closing the Year 2007**Closing December**

December is closed on IFS in the same fashion as any other month, using the normal Run Sequence steps.

Printing Preliminary Year End Reports

When you are satisfied that all normal activity has been entered for 2007, print the following reports:

6010 Receipts Journal
6050 Disbursement Journal
6150 Paid Invoice by Vendor
& others as needed

If December is still open, be careful 2008 entries don't get an "06" date

Operators should be careful that 2008 dates are consistently entered for new year transactions. Be aware that if you accidentally enter a 2007 date the transactions will effect the General Ledger in the wrong year if December has not been closed. Manual Journal Entries that are entered with a 2007 date will effect the old year regardless of whether December is closed or not.

After Closing December, Before Closing 2007:**Close Each 2008 Month As You Finish Receipts/Disbursements**

Go ahead and close months in the new year before closing 2007. It is recommended that you close each new month in 2008 as receipts and disbursements for that month are completed. Manual Journal Entries may always be backdated to a closed month (but not to a closed year).

Go Ahead And Put The 2008 Budget Into Place

IFS allows you some flexibility in running budget reports in the new year. Assuming that you have at least entered your 2008 budget into a work budget, you may get Expenditure Guideline and Revenue Guideline, Expenditures By Function and Revenues By Function reports in the new year regardless of whether you have closed the old year or not, regardless of whether you have rolled your 2008 budget into place.

All Budget Reports now have the option to "Report for Budget..." against the Current Budget, or any of the Work Budgets, Special Budgets, or History Budgets.

Do 1099's

1099-MISC and 1099-S forms must be distributed by January 31st to recipients, to the IRS by February 28th. 1099 forms may be run before or after closing the year.

IFS 2007 Year-End Seminar Closing the Year 2007**After January 1st Use Report Codes or Accrual Codes on Accrual Transactions****Using Report Codes**

If you are entering receipts, disbursements or journal entries that will be created in the new year but should effect the old fiscal year, you can make use of the transaction report code fields to help identify these transactions. The State Auditor's office has suggested you use the following codes:

"1" or "R"	Accounts Receivable
"2" or "F"	Due from other funds
"3" or "G"	Due from other governments
"4" or "P"	Accounts Payable
"5" or "U"	Due to other funds
"6" or "O"	Due to other governments

Report Code Maintenance Receipts & Disbursements

You may modify the report codes that are associated with any receipt or disbursement entry, the IFS menu options are 3530 "Work with Receipts Detail" and 3550 "Work with Disbursements Detail", both are found in the Inquiry section.

```

10/24/2003   Integrated Financial System   IFX00 1
08:45:52                Main Menu                LLHUBERT

_____ :Select                               Position to: _____

Option  Activity   Function
3510   Inquiry   General Ledger Inquiry
3530   Inquiry   Work with Receipts Detail
3550   Inquiry   Work with Disbursements Detail

3710   S Payroll  Work with Payroll Distribution file
3730   S Payroll  Work w/ Secondary Payroll Interface
3750   S Payroll  Administrative Payroll Report

4010   G/L Proces  Work with Journal Entries
█ 4030   G/L Proces  CSIS-VPS Interface
4050   G/L Proces  Close Current G/L Month
4070   G/L Proces  Close Current G/L Year

More...

F3=Exit   F5=Refresh   F12=Cancel

```

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When 3530 "Work with Receipt Detail" is taken the following screen appears:

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFR90  1
10/16/2002  14:25:51                Work with Receipt Detail                QPADEV000P

Work with by:
Account Number. . . . . > █
  G/L MM/YYYY                From:                Thru:
County/Human Svcs. . . . █ C=Display County Receipt Number
                          H=Display Human Services Receipt Number
+-----+
Work with by:
Payer Name. . . . . >
Receipt Dates MM/DD/YYYY    From:                Thru:
County/Human Svcs. . . . █ C=Display County Receipt Number
                          H=Display Human Services Receipt Number
+-----+
Work with by:
Receipt Number. . . . . >
County/Human Svcs. . . . █ C=Search on County Receipt Number
                          H=Search on Human Services Receipt Number

F3=Exit  F4=Prompt  F12=Previous

```

You may select transactions by Account Number, Payer Name or Receipt Number.

In the example below we have to search by Account Number.

```

Mode: UPDATE        ***** COUNTY AUDITOR IFS USER ***** IFR93  1
10/24/2003  7:34:42        Work with Receipt Detail by Account#        QPADEV000L

01-011-5335                Requested: 01-011-5335
HIGHWAY PATROL FINES                From 10/2003        Thru 10/2003
Position To Rec Date w/in Account Number █
                                  MMDDYYYY
Type Option, Press Enter:  2=Change  5=Display

Opt Rec No Rec Date        Amount  Description                Audit Number  G/L Mn/Yr
-----
 2   11112 10/24/03        1,100.00  RECEIPT DESCRIPTION        20031024-222    10/2003

Bottom

F3=Exit  F5=Refresh  F12=Previous  F19=Payer Name
F21=Codes  F23=Invoice#  F24=Extend Desc

```

Select the transaction you wish to modify by placing a "2" (Change) in the option field before it. The following screen will appear:

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```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFR93  2
10/24/2003  7:34:42      Work with Receipt Detail by Account#      QPADEV000L

G/L Account Number . . . . . 01-011-5335
Account Description . . . . . HIGHWAY PATROL FINES
Vendor Number . . . . . Name. .
County Receipt Number . . . . . 11112
Receipt Date. . . . . 10/24/2003      G/L Month/Yr. . . . . 10/2003
Audit Number. . . . . 20031024 222
Receipt Amount. . . . . 1,100.00
Invoice Number. . . . . █
Description . . . . . RECEIPT DESCRIPTION
Check Date. . . . . _____      Check Number. . . . . _____
Miscellaneous A . . . . . _____      Miscellaneous B . . . . . _____

ACS Collection Category . . . . .      ACS Transaction Type. .
ACS Client ID . . . . .      ACS Claim Number. . . .

Report Codes  Accrual Code  Tax Code  CFDA#  User Defined Codes
> _ _ > > _ _____ _____

F3=Exit F4=Prompt F5=Refresh F12=Previous

```

From this screen you may add, change, or delete the Report Code associated with this transaction.

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Upon selecting 3550 "Work with Disbursement Detail, the following screen appears:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD90  1
10/16/2002  14:35:35      Work with Disbursement Detail      QPADEV000P

Work with by:
G/L Account Number. . . . . > █ _____
                               G/L MM/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Vendor Name . . . . . > _____
Warrant Dates MM/DD/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Vendor Number . . . . . > _____
Warrant Dates MM/DD/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Warrant Number. . . . . > _____

F3=Exit  F4=Prompt  F12=Previous

```

You may select transactions by Account Number, Vendor Name, Vendor Number or Warrant Number. In the example below we selected our search by Account Number:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD94  1
10/24/2003  7:38:45      Work with Disb Detail by Vendor#      QPADEV000L

      2223                      Requested:      2223
OPEN SYSTEMS INC                      From 10/01/2003 Thru 10/31/2003
Position To War Date w/in Vendor Number █ _____
                               MMDDYYYY
Type Option, Press Enter:  2=Change  5=Display

Opt  Warr#  War Date      Amount  Description      Account Number
  2    5500  10/22/03      555.00  VOUCHER DESC      01-005-6455

Bottom

F3=Exit  F5=Refresh  F12=Previous  F20=Audit#/GL Mo  F21=Codes
          F23=Invoice#

```

Select the transaction you wish to modify by placing a "2" (Change) in the option field before it. The following screen will appear:

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```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD94 2
10/24/2003 7:38:45      Work with Disb Detail by Vendor#      QPADEV000L

G/L Account Number. . . . . 01-005-6455
Account Description . . . . . MOTOR FUELS AND LUBE.
Vendor Number . . . . . 2223      Name. . OPEN SYSTEMS INC
Warrant Number. . . . . 5500      Warrant Date. . . 10/22/2003
Audit Number. . . . . 20031022 333      G/L Month/Yr. . . 10/2003
Warr Amount . . . . . 555.00      Invoice Num . . .
Description . . . . . VOUCHER DESC
Purchase Order# . . . . . _____      Full/Partial. . > E
On Behalf-Of. . . . . > _____      Name. .
Service From Dte. _____      Service Thru Dte. _____
Report Cd  Accural Cd  1099 Cd  Tax Cd  CFDA#  MMIS Units  User Defined Codes
>  _  _  >      >  Y  >  _  _____  _____  _____  _____

F3=Exit  F4=Prompt  F5=Refresh  F12=Previous

```

From this screen you may add, change, or delete the Report Code associated with this transaction.

IFS 2007 Year-End Seminar Closing the Year 2007**Adjusting 2007 Disbursements Paid in 2008**

Paying last year's bills after December is closed but before the year 2007 is closed:

The expenditure will affect your General Ledger sometime in 2008, depending on the date of the transaction and which month in 2008 is your current month.

Manual Journal Entries must be used to make adjustments. Be sure to use the transaction report code to mark this voucher as an accrual transaction. Later you can use the Transaction Listing by Report Code to determine what manual journal entries are needed.

Print the Transaction Listing by Report Code

When printing the Transaction Listing by Report Code you may print all Report Codes or be specific in your selection.

In the example below we will request only disbursement transactions with a Report Code, this will assist in determining our payable accruals for year end.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG50 1
10/24/2003  8:14:59      Tran Listing by Report Code      QPADEV000L

Report Code Selection . . . > 1 1 - All non-blank Report Codes
                               2 - Include Spec. Report Codes Listed Below
                               3 - Exclude Spec. Report Codes Listed Below
                               >
Date Selection (MMDDYYYY) . . From 1/01/2003 Thru 12/31/2003 - - -
Type of Transactions . . . . X Disbursement Transactions
"X" Includes in Report      - Receipt Transactions
                           - G/L Journal Entry Transactions
Type of Receipt Number . . . > 1 1 - Use County Receipt Number
                               2 - Use Human Services Receipt Number
Include on the Listing . . . > 1 1 - Disbursement Description Field
                               2 - Disbursement Service Dates
Print Accrual Codes . . . . > Y (Y/N)
Save Report Options . . . . > N (Y/N)

F3=Exit F4=Prompt F11=Run Report F16=Spec Elem F17=Run Inst
All changes have been processed - Press F11 to run Report

```

Please review the following 5-page insert illustrating run instructions, report detail and recap by fund.

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***** IFS COURT AUDITOR FILES ***** 17034
2/05/1997 PAT INTEGRATED FINANCIAL SYSTEM COURT 27 PAGE 0
1411101 TRAN LISTING BY REPORT CODE
***** SELECTION PANEL *****

Report Code Selection 1 1 - All Non-blank Report Codes
2 - Incl. Spec. Report Codes Listed Below
3 - Excl. Spec. Report Codes Listed Below

Date Selection (MMDDYY). . . From 1/01/1996 thru 4/30/1996
Type of Transactions X Disbursement Transactions
* Includes In Report Receipt Transactions
-- o/w Journal Entry Transactions
Typ = "P"

Save Report Options. YES (Y/N)
***** SPECIFIC ELEMENT PANEL *****

***** RUN INSTRUCTIONS PANEL *****
Comment. PRINT OUT FOR MODERNIZATION TRAINING
Copies 1
Submit to Batch. YES
Print Quality. STD
Hold Spool File. YES
Form Type. STD
Characterz Per Inch. 10
Lines Per Page 66
Overflow Line Number 60
Lines Per Inch 6
Printer Name PRT01
Save Spooled File. NO

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TRF	DATE	AMOUNT	DESCRIPTION	ACCOUNT NUMBER	DATE	TRF	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
D	1/12/1996	11315	COMMISSIONS	01-005-4203	1/01/1996	1	11315	COMMISSIONS	01-005-4203
D	1/24/1996	11770	COMMISSIONS	01-005-4203	1/01/1996	1	11770	COMMISSIONS	01-005-4203
		TOTAL							
D	1/18/1996	11531	COMMISSIONS	01-009-4235	1/01/1996	2	11531	COMMISSIONS	01-009-4235
		TOTAL							
D	1/18/1996	11517	CONF AND FEE	01-009-4245	1/01/1996	1	11517	CONF AND FEE	01-009-4245
		TOTAL							
D	1/18/1996	11598	CONFERENCE, TRAINING, REGISTRATION, DUES	01-005-4316	1/01/1996	1	11598	CONFERENCE, TRAINING, REGISTRATION, DUES	01-005-4316
		TOTAL							
****	005 DEPT	TOTAL							
D	1/12/1996	11439	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263	1/01/1996	1	11439	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263
D	1/24/1996	11439	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263	1/01/1996	1	11439	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263
D	1/24/1996	11770	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263	1/01/1996	1	11770	TRAVEL EXPENSE-ROOM AND BOARD	01-013-4263
		TOTAL							
D	1/12/1996	11399	TELEPHONE	01-013-4263	1/01/1996	4	11399	TELEPHONE	01-013-4263
		TOTAL							
D	1/18/1996	11606	ATTORNEY SERVICES	01-013-4271	1/01/1996	1	11606	ATTORNEY SERVICES	01-013-4271
		TOTAL							
D	1/18/1996	11553	MILEAGE	01-013-4317	1/01/1996	1	11553	MILEAGE	01-013-4317
		TOTAL							
D	1/18/1996	11519	TRAVEL EXPENSE-MILEAGE	01-013-4405	1/01/1996	1	11519	TRAVEL EXPENSE-MILEAGE	01-013-4405
D	1/18/1996	11537	OFFICE SUPPLIES	01-013-4405	1/01/1996	1	11537	OFFICE SUPPLIES	01-013-4405
		TOTAL							
D	1/18/1996	11562	OFFICE SUPPLIES	01-013-4457	1/01/1996	2	11562	OFFICE SUPPLIES	01-013-4457
D	1/18/1996	11566	CT ABHM 185057, 75291	01-013-4457	1/01/1996	1	11566	CT ABHM 185057, 75291	01-013-4457
D	2/15/1996	12053	ROHMEL, DIO	01-013-4457	1/01/1996	1	12053	ROHMEL, DIO	01-013-4457
D	2/15/1996	12053	RM CIV PRACT 2893 2 SUP	01-013-4457	1/01/1996	1	12053	RM CIV PRACT 2893 2 SUP	01-013-4457
		TOTAL							
		1,050.66	REFERENCE BOOKS AND LIBRARY MATERIALS			4	1,050.66	REFERENCE BOOKS AND LIBRARY MATERIALS	

***** IFS COUNTY AUDITOR FILES *****
 INFORMATIONAL SYSTEM
 TRANSACTION LISTING BY REPORT CODE
 COUNTY 21
 DATE 1/01/1996 THRU 4/30/1996
 PAGE 1

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DATE	WARRANT	WARRI	DIBS	D/L ACCOUNT NUMBER	AMOUNT	DESCRIPTION	VENDOR NAME	QTY	UNIT
3/05/1997	1411101								
***** IFS COURT AUDITOR FILES *****									
INTEGRATED FINANCIAL SYSTEM									
TRANSACTION LISTING BY REPORT CODE									
COUNTY 37									
DATE 1/01/1996 thru 4/30/1996									
JPOS1 PAGE 14									
D	1/12/1996	11443		01-701-6801	18.55	EQUIPMENT REPAIR PARTS & SUPPLIES		1	Trans
D	1/18/1996	11591		01-701-6801	2.21	TAX		1	Trans
			TOTAL		1.21	TAX		1	Trans
****	701 DEPT		TOTAL		3.42	SALES TAX PAID OUT		2	Trans
D	1/24/1996	11746		01-831-6373	59.97	MINI BUS		4	Trans
			TOTAL		140.00	MINNESOTA U/G FUND		1	Trans
****	831 DEPT		TOTAL		140.00	UNALLOCATED/COMPARTEMENTAL		1	Trans
*****	03 FUND		TOTAL		140.00	COURT REVENUE FUND		280	Trans
D	1/18/1996	11496		02-310-6585	89,356.04	COURT REVENUE FUND		280	Trans
			TOTAL		211.75	SIGNS		1	Trans
D	1/12/1996	11372		02-310-6570	127.50	GRAN 26 TRAFFIC MARKIN		1	Trans
D	1/12/1996	11372		02-310-6570	3,574.92	GRAN 2 TRAFFIC MARKING		1	Trans
D	1/18/1996	11476		02-310-6570	100.00	PAVING		1	Trans
D	1/18/1996	11499		02-310-6570	2,310.00	PAVING		1	Trans
			TOTAL		6,212.42	OTHER REPAIR AND MAINTENANCE SUPPLIES		4	Trans
D	1/04/1996	11368		02-310-6801	703.00	SALES & USE TAX		1	Trans
D	1/18/1996	11496		02-310-6801	13.76	SALES TAX		1	Trans
D	1/18/1996	11499		02-310-6801	150.15	SALES TAX		1	Trans
			TOTAL		866.91	SALES TAX PAID OUT		3	Trans
****	310 DEPT		TOTAL		1,291.08	ROAD MAINTENANCE		8	Trans
D	1/18/1996	11478		02-320-6394	54.07	ROAD MAINTENANCE		1	Trans
			TOTAL		54.07	OTHER SERVICES & CHARGES		1	Trans
****	320 DEPT		TOTAL		54.07	ROAD CONSTRUCTION		1	Trans
D	1/18/1996	11474		02-330-6245	225.00	TRAINING		1	Trans
D	1/18/1996	11485		02-330-6245	495.00	TRAINING		1	Trans
			TOTAL		720.00	CONFERENCE, TRAINING, REGISTRATION, FEES		2	Trans
D	1/18/1996	11490		02-330-6275	5,500.00	GRAN 26 APPRAISALS		2	Trans
			TOTAL		5,500.00	OTHER PROFESSIONAL & TECHNICAL SERVICES		1	Trans

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2/03/1997		PAT	***** IFS COUNTY AUDITOR FILES *****		COUNTY 27	17954	PAGE 35	
1411101		DIBB	INTEGRATED FINANCIAL SYSTEM		DATE	1/01/1996 THRU 4/30/1996		
TRANSACTION LISTING BY REPORT CODE								
TIP	WARRANT	MAN#	D/L	ACCOUNT NUMBER	AMOUNT	DESCRIPTION	VERSION NAME	RPT
D	1/12/1996	11393		82-013-6999	67.50	DEC FINES		O
D	1/12/1996	11400		82-013-6999	984.38	DEC FINES		O
D	1/12/1996	11411		82-013-6999	4,703.96	DEC FINES		O
D	1/12/1996	11421		82-013-6999	284.38	DECEMBER 95 FINES		O
D	1/12/1996	11432		82-013-6999	197.16	APRIL 95 FINES		O
D	1/17/1996	11637		82-013-6999	41.34	APRIL 95		O
D	1/17/1996	11638		82-013-6999	497.32	APRIL 95		O
D	1/17/1996	11639		82-013-6999	784.09	DEC 95		P
D	1/31/1996	11817		82-013-6999	67.50	DEC FINES		P
		TOTAL			7,627.83			O
****	015 DEPT	TOTAL			7,627.83	DISBURSEMENTS CLEANING ACCOUNT		9 Trans
D	1/12/1996	11388		82-030-6801	4.49	SALES TX N# 17740 D 12/29/95		9 Trans
		TOTAL			4.49			O
****	030 DEPT	TOTAL			4.49	SALES TAX PAID OUT		1 Trans
****	02 FUND	TOTAL			4.49	RETIREES LIFE INSURANCE PREMIUMS		1 Trans
D	1/12/1996	11387		82-000-6354	10,978.83	**** AGENCY FUND		71 Trans
D	1/12/1996	11391		82-000-6354	100.00	PORTRAITED DEEDS		O
		TOTAL			19.50	RECONCILING CONSULTS		O
****	000 DEPT	TOTAL			119.50	NIGERILANOUS OTHER BIRTHS & CHANGES		2 Trans
****	03 FUND	TOTAL			119.50	BALANCE SHEET		2 Trans
D	1/12/1996	11393		85-000-6999	119.50	**** PORTRAITED LAND FUND		2 Trans
D	1/31/1996	11827		85-000-6999	19,463.56	DEC REPORT		2 Trans
		TOTAL			19,463.56	DEC REPORT		O
****	000 DEPT	TOTAL			38,927.12	DISBURSEMENTS CLEANING ACCOUNT		2 Trans
****	05 FUND	TOTAL			38,927.12	**** BALANCE SHEET		2 Trans
****	Disbursements	Final Total...			293,184.10	**** GANE & FISH FUND (ODD)		2 Trans

611 Transactions

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DATE	FAT	DISE	FUND	AMOUNT	TRANSACTION LISTING BY REPORT CODE	COUNTY 27	IFS14
2/05/1997					***** IFS COUNTY AUDITOR FILES *****		PAGE 26
14111:01					TRANSACTION LISTING BY REPORT CODE	DATE 1/01/1996 TRMU 4/30/1996	
**** RECAP BY FUND							
			01	59,256.06	COUNTY REVENUE FUND		
			03	35,381.97	ROAD & BRIDGE FUND		
			07	74.53	DUMP FUND		
			10	475.90	LAW LIBRARY FUND		
			12	4,995.04	LANDFILL OPERATIONS		
			13	4,668.66	WASTE MANAGEMENT/COMB		
			41	1,281.89	DITCH FUND		
			75	3,171.37	MORTGAGE REGISTRY TAX		
			76	5,031.97	DEED TAX		
			81	128,759.26	TAXES AND PENALTIES FUND		
			82	10,978.83	AGENCY FUND		
			83	119.50	FORFEITED LAND FUND		
			85	28,927.12	GAME & FISH FUND (ODD)		
			**	282,186.10	** Total Disbursements		

IFS 2007 Year-End Seminar Closing the Year 2007**Print the Transaction Listing by Service Date**

This report will assist in the calculation of your accruals for year end.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG52  1
10/24/2003  8:27:35      Tran Listing by Service Dates                QPADEV000L

Voucher Date Selection. . . . From 1/01/2004 Thru 12/31/2004
                               (MMDDYYYY)      (MMDDYYYY)

Service Date Selection. . . . From 1/01/2003 Thru 12/31/2003
                               (MMDDYYYY)      (MMDDYYYY)

Type of Trans to Include. . > Y CSIS Vouchers      (Y/N)
                              > Y CSIS Refund/Cancel (Y/N)
                              > Y IFS Vouchers      (Y/N)

Print on the Listing. . . . > 2 1 - Disbursement Description Field
                              2 - Services Provided Dates

Save Report Options . . . . > Y (Y/N)

F3=Exit F4=Prompt F11=Run Report F16=Spec Elem F17=Run Inst
All changes have been processed - Press F11 to run Report

```

Please review the following 3-page insert illustrating run instructions and report detail.

IFS 2007 Year-End Seminar Closing the Year 2007

10/22/2002 LHMURBERT
9:40:34

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
TRAN LISTING BY SERVICE DATES
COUNTY 04

IP355

PAGE 0

***** SELECTION PANEL *****

***** RUN INSTRUCTIONS PANEL *****

Voucher Date Selection . . . From 1/01/1995 Thru 12/31/1995
(MMDDYYYY) (MMDDYYYY)
Service Date Selection . . . From 1/01/1994 Thru 12/31/1994
(MMDDYYYY) (MMDDYYYY)

Comment.
Copies 1
Submit to Batch. YES

Type of Trans to Include . . . Y CSIS Vouchers (Y/N) Typ = "C"
Y CSIS Refund/Cancel (Y/N) Typ = "F"
Y IFS Vouchers (Y/N) Typ = "D"

Print Quality. *STD
Hold Spool File. YES

Print on the Listing 2 1 - Disbursement Description Field
2 - Services Provided Dates

Form Type. *STD

Save Report Options. NO (Y/N)

Characters Per Inch. 15

***** SPECIFIC ELEMENT PANEL *****

Lines Per Page 66

Overflow Line Number 60

Lines Per Inch 8

Printer Name PRT01

Save Spooled File. NO

IFS 2007 Year-End Seminar Closing the Year 2007

10/22/2002 9:40:34		***** HUMAN SERVICES IFS USER *****				COUNTY 04	IRG55	PAGE 1
		INTEGRATED FINANCIAL SYSTEM				DATES 1/01/1995 THRU 12/31/1995		
		TRANSACTION LISTING BY SERVICE DATES						
TYP	WARRANT DATE	WAR#	G/L ACCOUNT NUMBER	AMOUNT	SERVICE DATES	VENDOR NAME	RPT	
D	1/30/1995	49797	11-420-000-0000-2281	51.41	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49798	11-420-000-0000-2281	10.60	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49799	11-420-000-0000-2281	55.96	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49800	11-420-000-0000-2281	58.91	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49801	11-420-000-0000-2281	49.80	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49802	11-420-000-0000-2281	60.38	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
D	1/30/1995	49803	11-420-000-0000-2281	44.19	1/01/1994 - 12/31/1994	[REDACTED]	7 Trans	
		TOTAL		331.25	*			
**	0000 SERVICE	TOTAL		331.25	** UNASSIGNED		7 Trans	
***	000 PROGRAM	TOTAL		331.25	*** UNASSIGNED		7 Trans	
D	2/21/1995	50016	11-420-600-0000-6202	70.34	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans	
		TOTAL		70.34	* TELEPHONE & TELEGRAPH			
D	1/17/1995	49505	11-420-600-0000-6231	360.76	9/22/1994 - 12/20/1994	[REDACTED]	2 Trans	
D	2/21/1995	50115	11-420-600-0000-6231	167.13	10/12/1994 - 12/30/1994	[REDACTED]	2 Trans	
		TOTAL		527.89	* PHOTOCOPYING, DUPLICATION & PRINTING			
D	2/21/1995	50016	11-420-600-0000-6261	4,702.60	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans	
		TOTAL		4,702.60	* LEGAL			
D	2/21/1995	50046	11-420-600-0000-6265	1,366.73	11/07/1994 - 12/14/1994	[REDACTED]	1 Trans	
		TOTAL		1,366.73	* LABOR NEGOTIATIONS			
D	1/17/1995	49425	11-420-600-0000-6277	58.96	12/23/1994 - 12/23/1994	[REDACTED]	1 Trans	
		TOTAL		58.96	* SOFTWARE			
D	1/17/1995	49476	11-420-600-0000-6280	8.10	11/01/1994 - 11/30/1994	[REDACTED]	2 Trans	
D	1/17/1995	49497	11-420-600-0000-6280	100.57	12/01/1994 - 12/31/1994	[REDACTED]	2 Trans	
		TOTAL		108.67	* DATA PROCESSING			
D	2/21/1995	50016	11-420-600-0000-6290	1,784.89	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans	
		TOTAL		1,784.89	* COMMISSIONER EXPENSE			
D	1/17/1995	49505	11-420-600-0000-6303	78.30	10/01/1994 - 12/30/1994	[REDACTED]	1 Trans	
		TOTAL		78.30	* SERVICE AGREEMENTS			
D	1/17/1995	49432	11-420-600-0000-6331	7.14	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans	

IFS 2007 Year-End Seminar Closing the Year 2007

10/22/2002		LHUBERT		***** HUMAN SERVICES IFS USER *****		COUNTRY 04		IRG55 PAGE 2	
9:40:34		INTEGRATED FINANCIAL SYSTEM		TRANSACTION LISTING BY SERVICE DATES		DATES 1/01/1995 THRU 12/31/1995			
WARRANT	WAR#	G/L ACCOUNT NUMBER	AMOUNT	SERVICE DATES	VENDOR NAME	RPT			
D	1/17/1995	49459	40.60	12/08/1994 - 12/15/1994	[REDACTED]	3 Trans			
D	1/17/1995	49459	145.00	12/08/1994 - 12/15/1994	[REDACTED]	3 Trans			
TOTAL			192.74	TRAVEL					
D	2/21/1995	50016	190.26	1/01/1994 - 12/30/1994	[REDACTED]	1 Trans			
TOTAL			190.26	FLEXIBLE SPENDING ACCOUNT FEES					
D	2/21/1995	50016	450.00	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans			
TOTAL			450.00	COUNTRY PROVIDED ACCTG SERVICES					
D	1/17/1995	49435	556.59	12/15/1994 - 12/29/1994	[REDACTED]	3 Trans			
D	1/17/1995	49486	78.63	12/27/1994 - 12/27/1994	[REDACTED]	1 Trans			
D	2/21/1995	50016	3.49	12/01/1994 - 12/30/1994	[REDACTED]	1 Trans			
TOTAL			638.71	OFFICE SUPPLIES					
TOTAL			10,170.09	UNASSIGNED		18 Trans			
0000 SERVICE TOTAL									
D	1/17/1995	49423	3.70	11/08/1994 - 12/15/1994	[REDACTED]	1 Trans			
D	1/17/1995	49423	2.58	8/05/1994 - 8/25/1994	[REDACTED]	1 Trans			
D	1/17/1995	49426	2.36	11/14/1994 - 11/29/1994	[REDACTED]	1 Trans			
D	1/17/1995	49426	8.14	12/06/1994 - 12/30/1994	[REDACTED]	1 Trans			
D	1/17/1995	49438	12.04	12/06/1994 - 12/27/1994	[REDACTED]	1 Trans			
D	1/17/1995	49438	6.20	12/01/1994 - 12/21/1994	[REDACTED]	1 Trans			
D	1/17/1995	49439	2.56	12/07/1994 - 12/07/1994	[REDACTED]	1 Trans			
D	1/17/1995	49440	1.48	12/27/1994 - 12/27/1994	[REDACTED]	1 Trans			
D	1/17/1995	49440	1.48	11/14/1994 - 11/30/1994	[REDACTED]	1 Trans			
D	1/17/1995	49440	4.56	12/27/1994 - 12/30/1994	[REDACTED]	1 Trans			
D	1/17/1995	49445	2.66	12/27/1994 - 12/30/1994	[REDACTED]	1 Trans			
D	1/17/1995	49445	22.80	12/05/1994 - 12/29/1994	[REDACTED]	1 Trans			
D	1/17/1995	49445	33.76	11/15/1994 - 12/30/1994	[REDACTED]	1 Trans			
D	1/17/1995	49458	10.10	11/30/1994 - 12/26/1994	[REDACTED]	1 Trans			
D	1/17/1995	49458	66.56	11/28/1994 - 12/27/1994	[REDACTED]	1 Trans			
D	1/17/1995	49487	2.08	11/15/1994 - 11/17/1994	[REDACTED]	1 Trans			
D	1/17/1995	49487	21.72	12/05/1994 - 12/23/1994	[REDACTED]	1 Trans			
D	1/17/1995	49504	.36	12/21/1994 - 12/21/1994	[REDACTED]	1 Trans			
D	2/21/1995	50070	1.80	12/28/1994 - 12/30/1994	[REDACTED]	1 Trans			
D	2/21/1995	50090	10.08	12/01/1994 - 12/01/1994	[REDACTED]	1 Trans			
D	2/21/1995	50113	1.30	12/15/1994 - 12/15/1994	[REDACTED]	1 Trans			
TOTAL			218.32	MA TRANS - EXCESS		21 Trans			
0001 SERVICE TOTAL			218.32	MAINTENANCE GRANTS		21 Trans			
D	1/17/1995	49430	54.23	12/01/1994 - 12/20/1994	[REDACTED]	2 Trans			
D	1/17/1995	49430	31.90	12/01/1994 - 12/20/1994	[REDACTED]	2 Trans			
TOTAL			86.13	TRAVEL - FRAUD		2 Trans			

IFS 2007 Year-End Seminar Closing the Year 2007

Create 2007 Year-End Adjusting Journal Entries

If the following examples, "XX" represents a two-digit number 00-99. These journal entries are usually done under the direction of your state auditor.

Year-End Adjustments and Accrual Journal Entries.

1. Correct end of 2007 account balances if necessary.
 - a. Review account balances on Account Activity report
 - b. Create a Batch of manual journal entries dated 123107-9XX
 - c. Credits and debits between incorrect accounts--if more than one fund is involved, you may need to adjust cash.

2. Adjust fund balances for reserves and designations.
 - a. Create a Batch of manual journal entries dated 123107-9XX
 - b. Credits and debits between fund balance and reserve/designation account number.

3. Determine receivables and payables to be carried into 2008.
 - a. Consider taxes, investments, interest, due to, due from, accounts receivable, accounts/salaries payable, leases, contracts, pre-paid items, deferred revenue. Use menu option 6210 "Transaction Listing by Report Code" to identify any transactions that were identified as accrual entries.
 - b. Print Account Activity Report for months in the new year to determine what transactions have been marked with the report code indicating they are accrual disbursements or receipts, or accrual journal entries. Use menu Options 3530 "Work with Receipt Detail" or 3550 "Work with Disbursement Detail" to change the report code on specific transactions as needed.
 - c. Create a Batch of manual journal entries dated 010108-9XX and 123107-9XX. The 010108-9XX entries will be credits to the expense accounts and debits to the appropriate liability accounts. The 123107-9XX entries will be debits to the expense accounts and credits to the liability accounts. All of these entries should have accrual flags of "M" to identify them as modified accrual entries.
 - d. Set up year end receivables: credit to 5XXX Revenue account and debit to 1XXX receivables account.
 - e. Receiving accrued receipts after December is closed but before the year 2007 is closed:
Actual receipt of money should be to the accrued receivables account. Thereby receivables will be credited (reduced) and cash will be debited (increased).

Using Accrual Codes

If you are entering receipts, disbursements or journal entries that will be created in the new year but should effect the old fiscal year, you can make use of the Accrual Code fields to help identify these transactions. The Accrual Codes will automatically create the appropriate accrual journal entries to move the activity out of 2008 and back into 2007. You will need to do some setup to begin using the Accrual Codes. Set up a cut-off date for using Accrual Codes by entering a month/day in menu option 1010 in the Account Structure Variables. Then, for each accrual code, identify an object to be used for the due to/due from account. This is done through menu option 999010 on the ACCRUALCD code. Use F11 to work with the individual codes. Also make sure that the due to/due from accounts are set up in the Chart of Accounts.

Accrual Code Maintenance Receipts & Disbursements

You may modify the Accrual Codes that are associated with any receipt or disbursement entry, the IFS menu options are 3530 "Work with Receipts Detail" and 3550 "Work with Disbursements Detail", both are found in the Inquiry section.

```

10/24/2003      Integrated Financial System      IFX00 1
08:45:52                Main Menu                LLHUBERT

_____ :Select                      Position to: _____

Option  Activity      Function
3510   Inquiry          General Ledger Inquiry
3530   Inquiry          Work with Receipts Detail
3550   Inquiry          Work with Disbursements Detail

3710   S Payroll       Work with Payroll Distribution file
3730   S Payroll       Work w/ Secondary Payroll Interface
3750   S Payroll       Administrative Payroll Report

4010   G/L Proces     Work with Journal Entries
4030   G/L Proces     CSIS-VPS Interface
4050   G/L Proces     Close Current G/L Month
4070   G/L Proces     Close Current G/L Year

More...

F3=Exit   F5=Refresh   F12=Cancel

```

IFS 2007 Year-End Seminar Closing the Year 2007

When 3530 “Work with Receipt Detail” is taken the following screen appears:

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFR90  1
10/16/2002  14:25:51                Work with Receipt Detail                QPADEV000P

Work with by:
Account Number. . . . . > █
   G/L MM/YYYY                From: _____ Thru: _____
   County/Human Svcs. . . . C  C=Display County Receipt Number
                               H=Display Human Services Receipt Number
++-+-+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Payer Name. . . . . > _____
   Receipt Dates MM/DD/YYYY    From: _____ Thru: _____
   County/Human Svcs. . . . C  C=Display County Receipt Number
                               H=Display Human Services Receipt Number
++-+-+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Receipt Number. . . . . > _____
   County/Human Svcs. . . . C  C=Search on County Receipt Number
                               H=Search on Human Services Receipt Number

F3=Exit  F4=Prompt  F12=Previous

```

You may select transactions by Account Number, Payer Name or Receipt Number.

In the example below we have to search by Account Number.

```

Mode: UPDATE        ***** COUNTY AUDITOR IFS USER ***** IFR93  1
10/24/2003  7:34:42        Work with Receipt Detail by Account#        QPADEV000L

01-011-5335                Requested: 01-011-5335
HIGHWAY PATROL FINES                From 10/2003        Thru 10/2003
Position To Rec Date w/in Account Number █
                                     MMDDYYYY
Type Option, Press Enter:  2=Change  5=Display

Opt Rec No Rec Date        Amount  Description                Audit Number  G/L Mn/Yr
  2  11112 10/24/03        1,100.00  RECEIPT DESCRIPTION        20031024-222  10/2003

                                                                    Bottom

F3=Exit  F5=Refresh  F12=Previous  F19=Payer Name
F21=Codes  F23=Invoice#  F24=Extend Desc

```

Select the transaction you wish to modify by placing a “2” (Change) in the option field before it. The following screen will appear:

IFS 2007 Year-End Seminar Closing the Year 2007

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFR93  2
10/24/2003  7:34:42      Work with Receipt Detail by Account#      QPADEV000L

G/L Account Number . . . . . 01-011-5335
Account Description . . . . . HIGHWAY PATROL FINES
Vendor Number . . . . . Name. .
County Receipt Number . . . . . 11112
Receipt Date. . . . . 10/24/2003      G/L Month/Yr. . . . . 10/2003
Audit Number. . . . . 20031024 222
Receipt Amount. . . . . 1,100.00
Invoice Number. . . . . █
Description . . . . . RECEIPT DESCRIPTION
Check Date. . . . . _____      Check Number. . . . . _____
Miscellaneous A . . . . . _____      Miscellaneous B . . . . . _____

ACS Collection Category . . . . . ACS Transaction Type. .
ACS Client ID . . . . . ACS Claim Number. . . .

Report Codes  Accrual Code  Tax Code  CFDA#  User Defined Codes
>  _  _  >  >  _  _____  _____  _____

F3=Exit  F4=Prompt  F5=Refresh  F12=Previous
    
```

From this screen you may add, change, or delete the Accrual Code associated with this transaction.

IFS 2007 Year-End Seminar Closing the Year 2007

Upon selecting 3550 "Work with Disbursement Detail, the following screen appears:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD90 1
10/16/2002 14:35:35      Work with Disbursement Detail      QPADEV000P

Work with by:
G/L Account Number. . . . . > █ _____
                               G/L MM/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Vendor Name . . . . . > _____
Warrant Dates MM/DD/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Vendor Number . . . . . > _____
Warrant Dates MM/DD/YYYY      From: _____ Thru: _____
+-----+-----+-----+-----+-----+-----+-----+-----+
Work with by:
Warrant Number. . . . . > _____

F3=Exit F4=Prompt F12=Previous

```

You may select transactions by Account Number, Vendor Name, Vendor Number or Warrant Number. In the example below we selected our search by Account Number:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD94 1
10/24/2003 7:38:45      Work with Disb Detail by Vendor#      QPADEV000L

      2223                      Requested:      2223
OPEN SYSTEMS INC                      From 10/01/2003 Thru 10/31/2003
Position To War Date w/in Vendor Number █ _____
                               MMDDYYYY
Type Option, Press Enter: 2=Change 5=Display

Opt  Warr#  War Date      Amount  Description      Account Number
  2    5500  10/22/03      555.00  VOUCHER DESC      01-005-6455

Bottom

F3=Exit F5=Refresh F12=Previous F20=Audit#/GL Mo F21=Codes
F23=Invoice#

```

Select the transaction you wish to modify by placing a "2" (Change) in the option field before it. The following screen will appear:

IFS 2007 Year-End Seminar Closing the Year 2007

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFD94  2
10/24/2003  7:38:45      Work with Disb Detail by Vendor#      QPADEV000L

G/L Account Number. . . . . 01-005-6455
Account Description . . . . . MOTOR FUELS AND LUBE.
Vendor Number . . . . . 2223      Name. . OPEN SYSTEMS INC
Warrant Number. . . . . 5500      Warrant Date. . . 10/22/2003
Audit Number. . . 20031022 333      G/L Month/Yr. . . 10/2003
Warr Amount . . . . . 555.00      Invoice Num . . .
Description . . . . . VOUCHER DESC
Purchase Order# . . . . . _____ Full/Partial. . > E
On Behalf-Of. . . > _____ Name. .
Service From Dte. _____ Service Thru Dte. _____
Report Cd  Accrual Cd  1099 Cd  Tax Cd  CFDA#  MMIS Units  User Defined Codes
>  _  _  >      >  Y  >  _  _____  _____  _____  _____

F3=Exit  F4=Prompt  F5=Refresh  F12=Previous

```

From this screen you may add, change, or delete the Accrual Code associated with this transaction.

IFS 2007 Year-End Seminar Closing the Year 2007**Print Year End IFS Reports**

The following is a list of recommended reports to print at year end, these are recommended for county use and may be kept for future reference.

R/D Report Menu Section:

- 6010 Receipts Journal
- 6050 Disbursement Journal
- 6150 Paid Invoice by Vendor
- 6210 Transaction Listing by Report Code
- 6230 Transaction Listing by Service Date (Human Services)

G/L Report Menu Section:

- 3010 Account Activity Report (full year)
- 3030 General Journal
- 3050 General Ledger Report
- 3070 Revenues & Expend by Prog,Dept,Fund
- 3090 Revenues/Expenditures by Function
- 3110 Revenue/Expenditure Guideline
- 3130 G/L Report R/M - Balance Sheet
- 3150 G/L Report R/M - Stmt of Revenue & Expenditure
- 3170 Treasurer's Cash Trial Balance
- 3190 Trial Balance

The following reports are recommended by the State Auditors Office.

- 1030 Work with Elements File (F21=Print Element List)
- 2070 List Budget Changes
- 2110 Revenues/Expenditure Budget Report
- 3010 Account Activity Report
- 3030 General Journal - revised
- 3170 Treasurer's Cash Trial Balance
- 6010 Receipts Journal - subsequent year for receivables
- 6050 Disbursement Journal - subsequent year for payables
- 6150 Paid Invoice by Vendor
- 6150 Paid Invoice by Vendor - summarized
- 6210 Transaction Listing by Report Code
- 6230 Transaction Listing by Service Date (Human Services)

IFS 2007 Year-End Seminar Closing the Year 2007**IFS Combined Payments Processing for year end.**

Comb Pmt Menu Section:

- 8010 Rebuild Comb Pmts Process-Scheduled
- 8030 Rebuild Comb Pmts Proc-Immediately
- 8070 Combined Payments Vendor Listing - detailed
- 8070 Combined Payments Vendor Listing - summarized
- 8090 Combined Pmts On-Behalf-Of Listing

State Auditor's Adjustments

Your state audit team will provide adjustments as necessary to year-end balances. These adjustments are generally provided prior to going through the steps of closing 2007. After the adjustments have been processed, rerun the Trial Balance report for January and other reports as necessary.

Proof Year-End Balances - Zeros At Bottom Of Every Fund

Review "current balances" on Trial Balance report for December. Note that once 2007 has been closed you will no longer be able to make journal entries that effect the 2008 beginning balance column that will appear on the Trial Balance Report. After 2007 is closed, any journal entries in 2008 will only effect the year to date amounts, not the beginning balance.

At the bottom of every fund the Trial Balance report for December should print a row of zeros. This indicates that the basic accounting equation is in balance: $\text{Assets} = \text{Liabilities} + \text{Fund Balance}$. If a number other than zero shows up in the row, contact your IFS software support specialist. Do not attempt to close the year if a non-zero amount shows up for any fund.

Treasurer's Cash Trial Balance report reconciles to County Treasurer's actual cash balances.

Check for correct balances on Account Activity report (by totals).

IFS 2007 Year-End Seminar Closing the Year 2007**Closing 2007**

Closing the year does **not** require everyone to be off the IFS system.

Run " Close Current G/L Year " menu option 4070 in the G/L Process Menu Section of IFS. The system will look at the System Control File to determine the Last Year Closed and present you with additional screens to verify that your really wish to close the year.

```

10/22/2002      Integrated Financial System      IFX00 1
10:19:56                Main Menu                LLHUBERT

█      :Select                               Position to: _____

Option  Activity      Function
 4070   G/L Proces    Close Current G/L Year

 5010   R/D Maint     Work with Vendor File
 5020   R/D Maint     Print Added Vendors List
 5030   R/D Maint     Work with Vendor Access Security
 5050   R/D Maint     Work with Vendor Security
 5070   R/D Maint     Work with Warrant Forms File
 5090   R/D Maint     Work with Cost Eff Obligation File
 5110   R/D Maint     Load Sales/Use Tax D/E File

 6010   R/D Report   Receipts Journal
 6030   R/D Report   Receipts Ledger

                                           More...

F3=Exit   F5=Refresh   F12=Cancel

```

Upon selecting "4070 Close Current G/L Year" you will be presented with the following screens:

IFS 2007 Year-End Seminar Closing the Year 2007

```
Mode:                ***** HUMAN SERVICES IFS USER ***** IFG98  1
10/17/2001  10:19:12                Close Current G/L Year                QPADEV001K

***** IFG98  Close Current G/L Year  *****

***** WARNING - This Procedure CLOSES the Current G/L Year.
                Be sure that ALL Entries have been processed.

***** Enter "OK" to continue, or just press the ENTER KEY to cancel.

Enter required parameter:  OK

F3=Exit  F12=Previous
```

After answering "OK" the next screen appears:

```
Mode:                ***** COUNTY AUDITOR IFS USER ***** IFG98  1
10/24/2003   8:52:32                Close Current G/L Year                QPADEV000L

                This program performs closing functions
                for a completed G/L Year.
                The closed G/L Year will be changed to 2003

                Enter "ZAP" to proceed. The run will
                be cancelled for any other response.

Enter required parameter:  █

F3=Exit  F12=Previous
```

Type in the word "ZAP" to complete the closing process.

The "Close Current G/L Year" process will run, when completed proof your beginning balances for 2008.

If you need to reopen 2007 call software support for assistance.

IFS 2007 Year-End Seminar Closing the Year 2007**Proof beginning balances for 2008**

Print a Trial Balance report for the current month. Check “beginning balances” column and compare to the ending balances in your December 2007 Trial Balance report.

If beginning balances are incorrect contact your IFS support office for suggestions on possible remedies.

Change Work Budget to Active Budget

You may activate the budget for 2008 before or after the “Close Current G/L Year” process has been run.

Options “2010 Work with Budget Information” and “2150 User-Selected Budget Report” will be utilized to proof and activate your budget for 2008.

```

10/17/2001    Integrated Financial System    IFX00 1
10:35:39          Main Menu                LLHUBERT

█_____ :Select                      Position to: _____

Option  Activity    Function
2010   Budget    Work with Budget Information
2030   Budget    Budget Report by Model
2050   Budget    Estimated Annual Budget Report
2070   Budget    List Budget Changes
2090   Budget    Monthly Totals by Object
2110   Budget    Revenues/Expenditure Budget Report
2130   Budget    Revenues/Expend Budget Report - QTD
2150   Budget    User-Selected Budget Report

3010   G/L Report  Account Activity Report
3020   G/L Report  Account Linkage General Report
3030   G/L Report  General Journal

More...

F3=Exit    F5=Refresh    F12=Cancel

```

IFS 2007 Year-End Seminar Closing the Year 2007

Print a listing of your 2008 Work Budget by selecting "2150 User-Selected Budget Report".

Select option "1 = Budget Amount" for the "Account# Description" field, then press F4. The "IFS - Budget Name Window" will appear on the screen, select the budget you wish to include on this report by placing a "1" in the Opt field.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFB20  1
10/24/2003  8:59:27
Options: 1 = Budget Amount
         4 = Estimated Annu
To design your report, sele
column positions below. To
then press F4. Enter the a
Heading. Enter a YEAR to p
will appear on the report i
Account#  Description  1
Report
Headings
Year
Months for Current Year Amount      From  Thru      Basis
MM      MM      Report Basis> 0
F3=Exit  F4=Prompt  F16=Spec Elem.  F17=Run Inst.

```

```

IFS - Budget Name Window
Position To . . .
1=Select
Opt  Budget Name
1  A BUDGET - 2004
  A COPIED BUDGET-2 RENAMED
  A NEW BUDGET
  ADD A NEW BUDGET
  ADDING A NEW BUDGET
  BRAND NEW BUDGET
F3=Exit

```

After selecting the budget to include on the report, the Report Headings from the selected budget will appear in the appropriate fields.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFB20  1
10/24/2003  8:59:27      User-Selected Budget Report      QPADEV000L
Options: 1 = Budget Amount    2 = Yearly Amount    3 = Dashed Lines
         4 = Estimated Annual Amount
To design your report, select option numbers from the list above for the
column positions below. To select a budget enter (1) in Data Column field
then press F4. Enter the appropriate information for each data field Report
Heading. Enter a YEAR to print values for a specific year. The Data columns
will appear on the report in the order you enter their option numbers.
----- Data Columns -----
Account#  Description  1
Report    2004
Headings  BUDGET
Year
Months for Current Year Amount      From  Thru      Basis
MM      MM      Report Basis> 0
F3=Exit  F4=Prompt  F16=Spec Elem.  F17=Run Inst.

```

IFS 2007 Year-End Seminar Closing the Year 2007

When the first screen is complete, press enter. A second screen will appear, from this screen you may select page break, line spacing, subtotals, and G/L account parameters.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFB20  2
10/17/2001  10:43:15      User-Selected Budget Report      QPADEV001K

Page Break Option. . . . . > 2  1 - Page Break By FUND
                                   2 - Page Break By DEPT
                                   3 - Page Break By PROGRAM

Line Spacing Option. . . . . > 1  1 - Single Spaced,  2 - Double Spaced Report

Print Subtotals by  FUND      > N  (Y/N)
Print Subtotals by  DEPT      > N  (Y/N)
Print Subtotals by  PROGRAM   > N  (Y/N)
Print RCF Subtot by OBJECT   > N  (Y/N)

Include on the Report. . . . . > 1  1 - All G/L Accounts
                                   2 - Only G/L Accounts with Budget Amts.
                                   3 - Only G/L Accounts without Budget Amts.
                                   4 - Only Budget Accounts with zero Amts.
                                   5 - Only Active G/L Accounts

Include Accnts w/zero dollars > N  (Y/N)

Save Report Options. . . . . > N  (Y/N)
F3=Exit  F4=Prompt  F11=Run Report  F12=Previous  F16=Spec Elem.
F17=Run Inst.

```

When you have selected the appropriate parameters, press F11 to run the report.

Review this report, make sure all budget amounts are correct. If you need to make any changes do so by returning to the menu and selecting “2010 Work with Budget Information”.

IFS 2007 Year-End Seminar Closing the Year 2007

When “2010 Work with Budget Information” is selected the following sub-file appears on the screen. Place a “2” in the Opt field for the budget you wish to modify.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFB10  1
10/29/2003  7:29:44                Work with Budgets                QPADEV000L

Position To . . . . . _____

Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 9=Clear Log

      Budget
Opt Name                -----Budget-----      -Date Range-
                        Type Stat Appr Log      From       Thru
                        Date                   Date

 2  A BUDGET - 2004          STD  W   Y   Y      1/01/2004  12/31/2004
  A COPIED BUDGET-2 RENAMED  STD  H   N   Y      1/01/1998  12/31/1998
  A NEW BUDGET              STD  H   Y   Y      1/01/1997  12/31/1997
  ADD A NEW BUDGET          STD  H   Y   Y      1/01/1997  12/31/1997
  ADDING A NEW BUDGET       STD  H   Y   Y      1/01/2000  12/31/2000
  BUDGET FOR UP/DOWN LOAD TEST  STD  W   N   N      1/01/1998  12/31/1998
  BUDGET FOR UP/DOWN LOAD TESTX STD  W   N   N      1/01/1998  12/31/1998
  BUDGET LAST YEAR...      STD  W   Y   Y      1/01/1994  12/31/1994
  CARLTON COUNTY TEST BUDGET  STD  W   N   N      1/01/1999  12/31/1999
  CURRENT BUDGET.X...      STD  W   Y   Y      1/01/1995  12/31/1995
                                          More...

F3=Exit F5=Refresh F6=Add F12=Previous F17=Subset

```

When you have selected a budget to modify and press enter the following screen appears:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFB10  2
10/29/2003  7:29:44                Work with Budgets                QPADEV000L

Budget Name . . . . . A BUDGET - 2004
Line 1 of Report Headings . . 2004
Line 2 of Report Headings . . BUDGET
Budget Date Ranges. . . . . 1/01/2004 to 12/31/2004
Budget Status . . . . . > W (A)ctive, (H)ist, (W)ork
Budget Type . . . . . > STD STD=Standard, SPC=Special
Budget Approved Date. . . . . _____ (Will make budget Active)
Track Budget Changes. . . . . > Y Y=Yes, N=No

F3=Exit F4=Prompt F5=Refresh F11=Delete F12=Previous

```

IFS 2007 Year-End Seminar Closing the Year 2007

Press enter, the detail for the selected budget will appear on the screen. You may change any budget line item by placing a "2" in the Opt field for the targeted account. If the account you wish to change does not appear on the screen you may page up/down or utilize the Position to field.

```

MODE: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFB17  1
10/29/2003  7:34:13                Work with Budgets Detail      QPADEV000L

Budget Name . . . . . A BUDGET - 2004

Position to . . . . . █

Type Option, Press Enter.
  2=Change  4=Delete  5=Display

Opt  Account Number      Account Description      Budget
-    01-005-5899         REFUNDS AND REIMBURSEMENTS  99,999-
-    01-005-6150         TEST REVENUE FUND ELEMENT    310
-    01-005-6245         DUES AND REGISTRATION FEES   9,000
-    01-005-6265         PROFESSIONAL SERVICES         3,000
-    01-005-6335         EMPLOYEE TRAVEL ALLOWANCE    4,000
-    01-011-6107         TEST CHG ACCT NUMB          225
-    01-041-5899         REFUNDS & REIMBURSEMENTS NE   44-
-    01-141-5898         REIMBURSEMENTS - PAYROLLS    55-
-    03-304-5001         PROPERTY TAXES - CURRENT     188-
-    08-016-5001         PROPERTY TAXES - CURRENT    2,255-
F3=Exit  F5=Refresh  F6=Add  F9=Chg by Acct  F10=Chg by Elem  More...
F12=Previous  F17=Subset

```

When you have corrected the budget amounts return to the menu and select "2150 User-Selected Budget Report". Run the report using the same parameters as the initial run.

IFS 2007 Year-End Seminar Closing the Year 2007

If the budget amounts are correct it is time to activate the “Adopted Budget 2008”. Select option “2010 Work with Budget Information”, from the sub-file select the appropriate budget by placing a “2” in the Opt field. Upon pressing enter the following screen will appear:

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFB10  2
11/12/2003  16:28:04                      Work with Budgets      QPADEV0006

Budget Name . . . . . A BUDGET - 2004
Line 1 of Report Headings . . 2004
Line 2 of Report Headings . . BUDGET
Budget Date Ranges. . . . . 1/01/2004 to 12/31/2004
Budget Status . . . . . > W (A)ctive, (H)ist, (W)ork
Budget Type . . . . . > STD STD=Standard, SPC=Special
Budget Approved Date. . . . . █ (Will make budget Active)
Track Budget Changes. . . . . > Y Y=Yes, N=No

F3=Exit F4=Prompt F5=Refresh F11=Delete F12=Previous

```

Enter the “Budget Approved Date”, press enter. Prior to changing the selected budget to the “Active Budget” you will be presented with the following screen:

```

Mode: UPDATE      ***** HUMAN SERVICES IFS USER ***** IFB10  2
10/17/2001  13:06:03                      Work with Budgets      QPADEV001W

          W A R N I N G

You have changed the Budget Status to ACTIVE.
This will install a new Current Budget.
(The old one will become a History Budget.)

          Do you want to Continue Y/N: █

F12=Previous

F3=Exit F4=Prompt F5=Refresh F11=Delete F12=Previous

```

IFS 2007 Year-End Seminar Closing the Year 2007

IFS will require you to verify your actions, if you wish to make the selected budget your “Active Budget” answer the prompt with a “Y”, if you wish to bail out answer with “N”.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFB10 1
10/22/2002 12:53:52                      Work with Budgets          QPADEV000M

Position To . . . . . █

Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 9=Clear Log

          Budget
Opt Name      -----Budget-----      -Date Range-
                                     From   Thru
                                     Date   Date
-  A BUDGET - 2003          STD  A   Y   Y   1/01/2003 12/31/2003
-  A COPIED BUDGET-1 2    STD  W   Y   Y   1/01/1998 12/31/1998
-  A COPIED BUDGET-2 RENAMED STD  H   N   Y   1/01/1998 12/31/1998
-  A NEW BUDGET           STD  H   Y   Y   1/01/1997 12/31/1997
-  ADD A NEW BUDGET       STD  H   Y   Y   1/01/1997 12/31/1997
-  ADDING A NEW BUDGET    STD  H   Y   Y   1/01/2000 12/31/2000
-  ANOTHER NEW BUDGET     STD  W   Y   Y   1/01/2000 12/31/2000
-  BRAND NEW BUDGET       STD  W   N   Y   1/01/2001 12/31/2001
-  BUDGET FOR UP/DOWN LOAD TEST STD  W   N   N   1/01/1998 12/31/1998
-  BUDGET FOR UP/DOWN LOAD TESTX STD  W   N   N   1/01/1998 12/31/1998
                                     More...

F3=Exit F5=Refresh F6=Add F12=Previous F17=Subset

```

The selected budget will become your “Current Budget” and change the “Budget Status” of your previous “Current Budget” to “H” for History. By making the selected budget your “Active Budget” the system will automatically change the “Track Budget Changes” field to a “Y”. Also, when a selected budget is made “Current”, a copy of the budget is made with a status of “O” for “Original”. This original budget cannot be changed.

Paying Last Year's Bills After 2007 is Closed.

If 2007 disbursements must be entered after the year 2007 is closed they will be considered 2008 business by the system. The Transaction Listing by Report Code report can be used to list accrual disbursements so long as a report code is used when the disbursement is entered. The report may be used to determine adjusting manual journal entries.

Receiving Last Year's Revenue After 2007 is Closed.

Any 2007 receipts entered after the year 2007 is closed will be considered as 2008 receipts by the system. The Transaction Listing by Report Code can be used to list accrual receipts so long as a report code is used when the receipt is entered. The report may be used to help determine what adjusting manual journal entries are necessary.

IFS 2007 Year-End Seminar Closing the Year 2007**File Purging**

```

10/22/2002   Integrated Financial System   IFX00 1
12:55:16           Main Menu           LLHUBERT

█_____ :Select           Position to: _____

Option  Activity   Function
 9810  Purge         Purge Vendor File
 9830  Purge         Purge Disbursement Detail File
 9850  Purge         Purge Legal Description File
 9870  Purge         Purge Receipt Detail File
 9890  Purge         Purge G/L Detail and Summary
 9900  Purge         Purge Chart of Accounts
 9910  Purge         Purge G/L Elements File

888810  Other Sys   Exit to Agency Collection System
888830  Other Sys   Exit to Social Welfare System

999000  System      History Log Inquiry

More...

F3=Exit   F5=Refresh   F12=Cancel

```

Vendor File

You may only purge the Vendor File by Record Status. The system will only purge a Vendor having both a Record Status of "D" and no disbursement activity. Select Menu Option 9810.

```

Mode: UPDATE   ***** COUNTY AUDITOR IFS USER ***** IFP55 1
10/22/2002 12:57:31           Vendor Purge           QPADEV000M

Option: █ 1 - Print list of vendors with no payment activity
          2 - Run purge process

*** WARNING - The purge process purges the following files:

      VENDOR FILE(IFVEND) - in library IFXG34
      VENDOR FILE FINANCIAL(IFVFIN) - in library IFXG34
      VENDOR FILE SOCIAL SERVICES (IFVSOC) - in library IFXG34

You should have backup copies of the files before you purge them

Vendors will be dropped from the IFS System if:
- Vendor records are marked for deletion
- Vendor has no payment activity on the IFS System or the CSIS System
- Vendor is not found in the Placement Master File in the CSIS System

F3=Exit   F11=Print/Process   F17=Run Inst

```

IFS 2007 Year-End Seminar Closing the Year 2007

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFP55  1
10/17/2001 13:40:00      Vendor Purge      QPADEV001W

Option: █ 1 - Print list of vendors with no payment activity
        2 - Run purge process

*** WARNING - The purge process purges the following files:

        VENDOR FILE(IFVEND) - in library IFXC34
        VENDOR FILE FINANCIAL(IFVFIN) - in library IFXC34
        VENDOR FILE SOCIAL SERVICES (IFVSOC) - in library IFXC34

You should have backup copies of the files before you purge them

Vendors will be dropped from the IFS System if:
- Vendor records are marked for deletion
- Vendor has no payment activity on the IFS System

F3=Exit  F11=Print/Process  F17=Run Inst

```

Disbursements Detail

You may purge Disbursement Detail by year only. You will purge all detail in the year you entered along with any detail prior to the year selected. Select Menu Option 9830.

```

Mode:      ***** HUMAN SERVICES IFS USER ***** IFP50  1
10/17/2001 13:41:58      PURGE DISBURSEMENT DETAIL FILE      QPADEV001W

Purge all Detail at or before this year . . . █____

F3=Exit  F11=Process  F12=Previous

```

IFS 2007 Year-End Seminar Closing the Year 2007**1099-S Legal Description**

You may purge 1099-S Legal Descriptions by year only. You will purge all descriptions in the year you entered along with any descriptions prior to the year selected. Select Menu Option 9850.

```
Mode:                ***** HUMAN SERVICES IFS USER *****   IFP50   1
10/17/2001  13:44:08      PURGE 1099S LEGAL DESCRIPTION      QPADEV001W
```

```
Purge all Detail at or before this year . . . █
```

```
F3=Exit  F11=Process  F12=Previous
```

Receipts Detail Purge

You may purge Receipts Detail by year only. You will purge all detail in the year you entered along with any detail prior to the year selected. Select Menu Option 9870.

```
Mode:                ***** HUMAN SERVICES IFS USER *****   IFP50   1
10/17/2001  13:45:43      PURGE RECEIPTS DETAIL FILE      QPADEV001W
```

```
Purge all Detail at or before this year . . . █
```

```
F3=Exit  F11=Process  F12=Previous
```

IFS 2007 Year-End Seminar Closing the Year 2007**G/L Detail and Summary Purge**

You may purge G/L Detail and Summary information by year only. You will purge all detail and summary in the year you entered along with any detail or summary prior to the year selected. Select Menu Option 9890.

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFP50  1
11/05/2002  13:31:17      PURGE G/L DETAIL AND SUMMARY FILE      QPADEV000K

Purge all Detail at or before this year . . . █

F3=Exit  F11=Process  F12=Previous

```

Chart of Accounts Purge

You may purge the Chart of Account information by year only. You will purge all detail in the year you entered along with any detail prior to the year selected. Select Menu Option 9900.

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFP60  1
11/05/2002  13:32:09      PURGE G/L ACCOUNTS      QPADEV000K

Purge all Accounts at or before this year . . . █

IFS will purge account numbers which have a status of "I" or have an
effective end date for the year selected or prior years,
AND which have no receipt detail, disbursement detail, or G/L detail
for those years. You may need to purge each of those detail files
first to allow the account numbers to be purged.

F3=Exit  F11=Process  F12=Previous  F17=Run Instructions

```

IFS 2007 Year-End Seminar Closing the Year 2007**G/L Elements Purge**

When you select this option you will purge all elements that have a status of "I" or have an effective end date, and which are not being used in any account numbers in the Chart of Accounts file. Select Menu Option 9910.

```
Mode:                ***** COUNTY AUDITOR IFS USER ***** IFP62 1
11/05/2002 13:32:50  PURGE G/L ELEMENTS                               QPADEV000K
```

```

      □
IFS will purge elements which have a status of "I" or have an
effective end date, AND which are not being used in any account
numbers in the chart of accounts. It is recommended that you purge
obsolete accounts from the chart of accounts before running this
option.
```

```
F3=Exit  F11=Process  F12=Previous  F17=Run Instructions
```