Trustee
Fiscal Year End
Process 2017

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(Rev. 05/24/2017)
Trustee Fiscal Year End Process

This is a Summary of Events to help you plan.

It is not a replacement for the detailed instructions attached.

EARLY JUNE

- Read all Year End instructions
- 28310, 21100, 22200 should all be zero
- Make sure Trial Balance Fund (bottom line) is in balance- should be 0.00
- Balance ACV accounts
- Balance Tax Aggregate
- Warrants and bank statements should be in balance.
- Obtain Flashdrives, Tape, or other media for Backups.
- Notify Departments of your year-end cut off time for June posting
- If your office closes early the last day of Fiscal Year, notify the Public.

JUNE 30TH- BEFORE RECEIPTING IN JULY

- Balance Tax Aggregate reports BEFORE receipting taxes in July
- Print paid/unpaid reports, and any others your auditor may require
- Change Revenue code and Default Codes to 40120 BEFORE receipting in July
- Miscellaneous Receipt numbers can be reset for the new year now, optional.
- Again, Please make sure 28310, 21100, 22200 are all zero/make sure trial balance fund is in balance

EARLY JULY

- Combine Tax Relief accounts 11410 and 11410-999 before closing June
- Balance all accounts on Trial Balance.
- Last Chance to make entries in June.
- Print Extra copies of MTD Trustee’s Report, if needed
- Close June
- Close Year

MID/LATE JULY

- Send Department Balance Report for SDE reporting to the State
- Send delinquent tax file to the state (optional)

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TRUSTEE PREPARATION & CLOSING

2016-2017 FISCAL YEAR END

Please take a moment to review all of these instructions before the end of June as there are some items you will need to address before then.

BEFORE RECEIPTING IN JULY (check off the items to keep track of your progress)

○ Print ‘Tax Aggregate by Tax Year’ Report before receipting July 1 receipts.
  - Menus > Reports > Audit > Tax Agg by Tax Year.
  - Menus > Reports > Master > Master > Summary > Receipt.

○ Print Paid/Unpaid Listing(s) before receipting July 1 receipts

Print any paid and/or unpaid listings as of June 30th, per your auditor requirements, before receipting any taxes in July.

○ Change Revenue Allocation #’s before receipting July 1 receipts

Your Revenue Code for Prior Year Taxes (40120 for example) needs to have the allocation table number updated (40120 was 2015 table, needs to be 2016 table now). Go to the Revenue Control and change the assigned allocation table #.
  - Menus > System Control > Revenue

○ Change Default Codes before receipting July 1 receipts

Effective July 1, 2017, your current year (2016) taxes become prior year taxes. You will need to change your default revenue codes relating to 2016 tax revenue (example: change 40110 to 40120).
  - Menus > System Control > Default Codes.

If you collect City or Special School District taxes, you may be using other revenue accounts and they will need to be updated as well (40610, 40620, 40630, etc.) You should do this before receipting any taxes in the new fiscal year. **If you forget to do this before receipting in July you will need to change or void & re-key your July receipts.

Print a report to check your accuracy:
  - Menus > Reports > Other A-L > Default Code

*Note: You do not want to change your 2014, 2015, etc. default codes unless they are incorrect. These should have been changed at the end of that fiscal year.
Allocation Tables

As a rule, Allocation Tables should not be deleted once they have been used, and they rarely get changed. This can result in incorrect entries being made to your general ledger, or even system errors. If you need to create a new Allocation Table go to:

- Menus > System Control > Sys Control > Alloc Table.

Miscellaneous Receipting:

Before receipting miscellaneous revenue in July you may want to change your Misc. Receipt Year to 2017. You will need to change your Misc Rcp Year to 2017 eventually, either now (July 1) or when you load the Property Taxes in the fall. (You should not be changing your Current Tax Year at this time, only the Misc Rcpt Year.)

Whenever you change your Miscellaneous Receipt Year to 2017 the system will ask you if you want to reset your receipt numbering process back to the Number #0001, or you can continue on with whatever Misc Receipt # you are on now by answering “No”.

- Menu > System Admin > Control File > Trustee System Control

Discounts:

If you offer an early payment discount for 2017 taxes, you will need to turn off that option for 2016. (We will reset it for 2017 discounts later in the fall)

- Menu > System Control > Sys Control > Discount

Key in the tax year 2016 and the month(s) that you offer a discount: Usually it’s 10=October and then F6 to Delete that record. Review 11=November or any other month(s) you have offered discounts, and F6 Delete.

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BEFORE CLOSING THE MONTH OF JUNE

Please complete all of these steps before starting the June Month End close.

- **Check supplies** - You will need Flashdrives, tapes or other media to hold 3 backups. If you are using 1 Flashdrive to hold all 3 backups, your flashdrive should be at least 16G.

- **Review All Reports** - Correcting entries must be posted before the month of June is closed…Some important factors to consider are listed below.

- **Review May and June’s Trial Balance and Month-to-Date Account Analysis**
  Correct any mistakes that may have been made during the year. Pay special attention to balances in #14310, 21100/22200, 28310, and 29900.
  *If you use 28310 999, leave as is. Balance will roll over to new tax year.

  Also check that the Trial Balance Fund (bottom line) is in balance.

- **ACV Account Balances**
  *If you have only one account balance on your Trial Balance for ACVs (11410), skip to the next step (Trustee Reports).*

  Many of you have an accumulated balance in two accounts for collection of ACVs. This will list as Accounts Receivable #11410 and 11410-999.

  These two line-items should be consolidated before going to the next step. The following Journal Entry should be made and dated in June prior to closing the month.

  Credit 11410 for the balance amount in this account (to zero it out)

  Debit 11410-999 for the same amount above.

  This will zero out the 11410 account and list 1 total for the amount of outstanding ACV’s in #11410-999.

  * If your county pays tax relief, you will need to do the same if you have more than one account for your county tax relief.
• **Trustee Reports**

Before closing June, you may need to print copies of the MTD Reports from the Months past for all Departments. **Once the year end is complete the 2016-2017 MTD reports are no longer available for reprint.**

  - Menus > Accounting > Reports > MTD Trustee’s Report

• **Y-T-D RDB Report**

One copy of the Y-T-D RDB Report (Receipts, Disbursements, & Balances) will be printed with the year end reports. If you need Month-Range RDB’s print them before closing June. Match them to totals on the Trial Balance.

• **Summary Audit Net Change Report**

  This report list changes made to tax records usually as a directive from the Tax Assessor’s office and is often asked for by auditors. You can get this by going to:

  - Menus > Reports > Audit > Summary Net Change

• **Check for Unprorated Receipts**

  - Daily > Day End > Unprorated Receipts

• **Unreconciled ACV Listing**

  If the State of TN still owes you payments for ACV’s and you have been reconciling them on the computer, it is suggested you print out a list of unreconciled ACV’s. This total should correspond to the amount showing on your Balance Sheet for account 11410.

  - Menus > Reports > Other > ACV

• **Year-End Cost Center Report**

  If you need a Cost Center Report for year-to-date activity, you can get this at:

  - Menus > Accounting > Reports > Standard Reports - Enter #03 for Desired Report Order.
o **Run a 12 Month Bank Analysis**
   - Menus > Accounting > Reports

o **Run Any Additional Reports as required by your local office before closing**

o **Purging Posting Journal**
   - This is a good time to purge the Posting Journal if you don't purge on a regular basis. Do this before beginning the month-end closing process for June.
   - Menus > Accounting > Transactions > Purge Posting Journal
     > "Don't Print"

**IMPORTANT** - Have your backup tape(s)/CD’s/USB’s ready and available before continuing to the next phase. You will be asked to make three separate backups during this process. A “daily” backup is sufficient for each process. Backups will be made at these points in the process;

1. Before closing June
2. After closing June/prior to closing the fiscal year, and
3. After closing the fiscal year.

You will be instructed how to label these backups in your closing instructions.

- County Audit recommends these backups be kept off-site for several years. A fire-proof safe or deposit box in another county building is one suggestion of off-site storage.
- Do not assume that a locked cabinet or vault are sufficient.
- Remember that the heat generated during a fire can reach temperatures that can damage your backup even if the flames don’t reach it.
- It is also recommended that you keep a weekly backup off-site.

** Now that you have completed the Preparation Process (all the previous pages) you are ready to start the June Month End Close, and then the Year End.

These are 2 separate processes and do not have to be completed at the same time. However, once June is closed you will not be able to post any more changes to the 2016-2017 Fiscal Year.

**Click here to proceed to the next topic.**

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TRUSTEE JUNE MONTH-END CLOSING

Closing the month of June and the fiscal year are separate processes. It is recommended that the two processes be done at the same time. If time does not permit, the process could span several days as long as there is no activity in the system between the start of the June close and the end of the Year End.

** VERY IMPORTANT ** *Make sure that Everyone is logged out.*

*The only person logged into FlexGen should be the one person completing this Month End and Year End process.*

Review June Trial Balance Report for Accuracy

**Backup files (#1)**

Create your first daily backup tape. It should be labeled “June 30, 2017" Pre-Month End Backup- Do Not Destroy”. Keep this backup in a safe place.

**Month End Close:**

*Menus > Accounting > Period End*

- **Follow the month-end steps:**
  - Warrant Listing
  - Summarized Receipt Listing
  - Purge Warrant Files (12 month lag recommended; closing June 2017 - purge through June 2016)
  - Purge Receipt Files (12 month lag recommended; closing June 2017 - purge through June 2016)
  - Month End Closing -- No corrections can be made after starting this process.
    - Step 1:  Scan for Unposted transactions
    - Step 2:  Trustee Reports
    - Step 3:  Accounting Reports
    - Step 4:  Clear Accounting Flags
- **Backup files (#2)**
  
  Make a daily backup and label it as "Pre-Year-End Backup 2016-2017, Do Not Destroy".
  
  Place this backup in a safe place.

This completes the Month End Close for June.

If you want to take a break before starting the Year End process this will be the best time to do so - **but nobody should be logging in and working during this break**.

*The next step is the Year End and once started it should be completed as soon as possible.*

*If you stop in the middle of the Year End and go home for the evening, Nobody Should Be Logging In To FlexGen to do any work until that final Year End step has been completed. You will lose critical data, and will have to restore from a backup and begin over.*

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TRUSTEE YEAR-END CLOSE:

EVERYONE ELSE NEEDS TO BE LOGGED OUT OF FLEXGEN.

- **Step A:** > Menus > Accounting > Period End > Copy Files to Work Directory
  Select the option to Copy Files to Work Directory.

- **Step B:** > Menus > Accounting > Period End > Year End Closing
  Select this option to get the following menu items:

  - **#1 Scan For Unposted Transactions** This will scan the accounting files for entries that have not been posted. If no errors are found, the status will be 'COMPLETE'. If unposted transactions are reported, they must be analyzed before continuing.

  - **#2 Accounting Reports** If you are needing more than 1 copy of these reports wait for step 2 to stop printing, and then go back and select it again.
    This will print 5 reports in the following order:
    1) YTD Receipts, Disbursements, and Balances Report (RDB)
    2) Year-To-Date Trustee’s Report
    3) Trial Balance June 30, 2017
    4) Balance Sheet June 30, 2017
    5) YTD Account Analysis

  - **#3 Close Accounts**
    This copies the General Ledger and Transaction File to a History File. This option will also reset the general ledger balances for the new year.

  - **#4 Accounting Reports (After Closing)** – (again, if you are needing more than 1 copy of these reports, wait for step 4 to stop printing, and then go back and select it again)
    This will print a Trial Balance and a Balance Sheet dated July 1, 2017.

**IMPORTANT:** (Step 4 continued)

- Check *this* Trial Balance to be sure the YTD debits/ credits are zero.

- Also, the beginning and ending balances should be the same.

- Compare the July 1, 2017 Trial Balance to the ones printed at June Month-End close. Verify that the ending balances from the June 30th Close match the beginning balances for July 1st. **If they do not match, stop right here and contact LGC.**
〇 **#5 Create STATEPC Audit File**  
This creates a file for state audit. You will not be prompted for a diskette at this time.

〇 **#6 Update Transaction Posted File**  
This process updates the transaction file with transactions for the new fiscal year.

〇 **Step C: Backup Files (#3)**  
Make your last daily backup. This is your July 1, 2017 starting point. Label the tape "Beginning Fiscal Year 2017-2018, Do Not Destroy". Keep this backup in a safe place.

**This Completes The Year End Closing Process!**  
(Rev. 05/24/2017)
Support and Navigation

Contacting Tech Support

Local Government Corporation Software Help Desk Support:
800-737-1826
7:00 a.m. - 5:00 p.m.
Central Time

Visit our website to request support online:

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