

**Business User Group**

June 3<sup>rd</sup>, 2010  
11:00 AM



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**Business User Group Agenda**

- Closing the Books
- Encumbrances
- Utility Policy

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**Announcements**

- Budget Failure Messages (Amy Archuleta)
- GL Monthly Beginning & Ending Balance (Mike Hoover)
- Receipt Journal Report ( Mike Hoover)
- Deleting Deposit Documents (Ron Carlson)
- Purchase Card (Ron Carlson)
- Payment Terms – 30 days vs. 45 days (Lynda Roesler)

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**Payment Terms**

Payment Terms	Description
	Net 30 Days from Invoice Date
EOM	Due End of Month
000	Due upon Receipt
001	1/10 Net 30 Days
002	2/10 Net 30 Days
003	3/10 Net 30 Days
004	2/20 Net 30 Days
005	1/15 Net 30 Days
006	2/30 Net 31 Days
007	1.5/10 Net 15 Days

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**Payment Terms**

Payment Terms	Description
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**Year End Reminders & Closing The Books**

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Bruce Snyder

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Year End Reminders

### Accounts Payable

- Use the **Prior Year Voucher** Menus when paying for **all** goods or services received in the prior fiscal year.

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Year End Reminders

### Year-End Checklist

- Review monthly checklist items.
- Review Balance Sheet account balances including Received Not Vouchered Payable (Object Code 211700) for all funds to ensure balances are correct.
  - Received Not Vouchered Report (R5509699)
- Review open Purchase Orders to ensure the order is valid. Open POs will be rolled over to July 1, 2010.
  - Allotment Status Encumbrance Detail Report (R5509730)
  - Open PO Detail by Branch/Plant (R43632)

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Year End Reminders

### Year-End Checklist

- Review reports for any unusual account balances that need to be investigated and/or corrected before year end closing.
- Review the account used for the Treasurer's Credit Card Suspense transactions (usually object 486600) to determine the need for additional journal entries.

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**Year End Reminders**

**Review Balance Sheet Accounts**

- Liabilities
  - 214100 Deposits
  - 211200 Due to Vendors
  - 215100 Due to Fund
  - 213100 Due to Government
  - 211700 Received not Vouchered
  - 215101 Sales Tax Payable

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**Closing The Books**

**Friday, June 25, 2010:**

- **LAST DAY TO POST FISCAL YEAR END 6-30-10 TRANSACTIONS.**
- This includes purchase orders and purchase order receipts, fixed assets, voucher processing, journal entry activity, etc.

**Note:** No purchasing activity by anyone in the State of Nebraska without authorization until July 1, 2010.

- Agencies who require access to the system for specific June 30 business transactions can phone **Wes Mohling at 471-0601**. State Accounting will determine the best way to coordinate the completion of your year-end work. State Accounting will be monitoring the queues.

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**Closing The Books**

**Monday, June 28, 2010:**

- Normal transaction processing for Cash Deposits and Receipts Through the Treasurer's Office
- State Accounting will process only volume voucher payments and emergency payments
- Disbursements **without a purchase order** created and approved for new Fiscal Year '10 (FY 10-11) – **NO POSTING**. (Remember to use prior year payable menu for voucher processing when appropriate.)

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**Closing The Books**

**Wednesday, June 30, 2010:**

- Treasurer cut off for deposits at 9:00 A.M. Deposits after this should have a 7/1/10 GL date
- E1 will be shut down for all agencies at 3:00 P.M. except State Accounting.
- State Accounting will roll-over outstanding purchase orders at June 30, 2010 into the new fiscal year.

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**Closing The Books**

**Thursday, July 1, 2010:**

- No posting until Flash Memo is received that year end close is complete – anticipated by 7:00 A.M.
- State Budget provides partial allotment of new appropriations.
- Agencies should use prior year voucher processing menus when appropriate
- July 1, 2010 Allotment Status Report, with FY11 data, will be available on MREPORT
- Review purchase orders to determine year end rollover is correct

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**Closing The Books**

Fiscal Year End (June 30, 2010) Closing Schedule Memo from State Accounting under Administrator's Correspondence at:  
[http://www.das.state.ne.us/accounting/nis/Pauls\\_Correspondence/FY10\\_ye\\_closing.pdf](http://www.das.state.ne.us/accounting/nis/Pauls_Correspondence/FY10_ye_closing.pdf)

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**Encumbrances**

Bruce Snyder



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Encumbrances

**Payroll Encumbrance Process**

- **CERTIFICATION OF PSL:**
  - Certified Encumbrances – PSL Only (Account 511100 to 5129900)
  - Biweekly Payroll Only
  - Payroll date: July 14 (.8 for most agencies).
  - Certification Date: July 31, 2010 (See attached Schedule)
  - Can utilize Import / Export of Payroll Journal Entry but be sure to calculate % of payroll to encumber.  
[See Mini Manuals > Payroll Encumbrance](#)



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Encumbrances

**Manual Encumbrances**

- Can be entered in two different places
  - Agency Budget Menus
    - Agency Budget Menu > Agency Budget Management > Enter/Adjust Manual Encumbrances > Enter/Adjust Manual Encumbrances
  
  - General Accounting Menus
    - General Accounting – Agencies > Manage Journal Entry > Journal Entries with Debit/Credit Format



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### Encumbrances

- Enter J9 in the Doc Type/No/Co field.
- The Ledger Type field has a default of PB.

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### Encumbrances

- Enter J9 in the Doc Type/No/Co field.
- Change the Ledger Type from AA to PB.

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### Encumbrances

## Manual Encumbrance Steps

- **Doc Type J9**
- G/L Date – using today's date
- Explanation – such as 'To encumber prior year'
- **Ledger Type PB**

Transaction must be **APPROVED , PREAUDITED**  
and **POSTED** in the month created.

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Encumbrances

## Encumbrance Process

- **LIQUIDATING AN ENCUMBRANCE**
  - E1 Training Guides: Budgeting > [Liquidating a Manual Encumbrance](#)
  - Use void journal entry process. Make sure to use current GL date, and approve and post the batch.



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Encumbrances

## 2010 Encumbrance Schedule

July 6 – July 20	Create Manual Encumbrances (J9 document type – PB Ledger)
July 12	State Accounting posts B-14 payroll
July 14	GL Date for B-14 Payroll related to June Hours (8 of 10 days for most agencies)
July 26	State Accounting runs 7/23/10 PSL Mid-Biennial Carryover Report for review purposes
July 26	Run Encumbrance Detail to ensure accuracy



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Encumbrances

## 2010 Encumbrance Schedule

July 30	State Accounting runs 7/29/10 PSL Mid-Biennial Carryover Report for review purposes. This should agree with the 7/29/10 Encumbrance Detail
August 3	7/31/10 Certified PSL Mid-Biennial Carryover Report available for review
August 9	Agency Director signed copy of Certified PSL Mid-Biennial Carryover Report due to State Accounting. PSL Encumbrances may be liquidated following certification.
August 10 – 31	State Accounting and State Budget review of encumbrances
August 31	State Budget PSL Re-Appropriation



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**Utility Policy**

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Bruce Snyder

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Utility Policy

**Effective July 1, 2010**

- New object accounts will be established for each type of utility.
- Each object account will have an associated unit of measure. The Object Code, Unit of Measure(UM), and Number of Units must be entered on each voucher.
- The Facility Code of the Facility for which the utility expense applies must be entered on the voucher. Unit, UM, and Facility are adjacent to each other on the voucher screen.

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