

NextGen Financial Management & Flexgen Purchasing Fiscal Year End Documentation 2024



Rev 05/09/2024

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Flexgen Purchasing and NextGen Financial Management Year End

Attention: PLEASE READ THIS ENTIRE DOCUMENT BEFORE YOU BEGIN

NOTE: The month of June is to be closed separately, from and before year end closing.

Before you begin:

Determine the backup media your office will use for your (2) Year End Backups. These backups should be on media separate from your daily backups. With the Year End backup media in place, backup your data and label it "Pre Month/Year-End /Closing". You will run another backup after the year-end process is completed and label it "Post Year-End Closing". These backups should be kept all year (you can reuse the backup media again for the next year's closing).

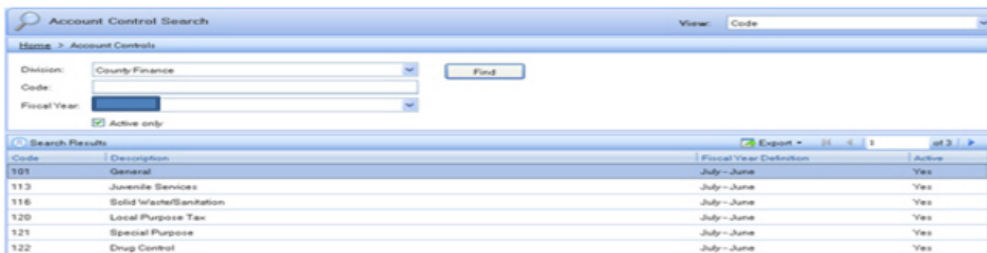
1. The first thing to do before closing the month of June is to review June's Balance Sheets and Expenditure Reports. Look for over-expended expenditure accounts and payroll tax and deduction accounts with balances due to be paid. **ANY MISTAKES MADE DURING THE CURRENT FISCAL YEAR, NEED TO BE CORRECTED BEFORE CLOSING THE LAST PERIOD OF YOUR FISCAL YEAR.** Enter the corrections as journal entries and process them. Also, enter and process the proper entries to accounts for all current year payables, receivables, and encumbrances.
2. Next, review outstanding accounts payables and receivables. After you have decided which amounts will be carried over to the new fiscal year, enter and process the appropriate journal entries. Remember if your procedure is *to accrue unpaid invoices* you will need to use the accrual account when adding the invoice for payment versus the expenditure account. (Refer to "Year-End Closing Instructions – Accruing unpaid invoices" for details)
3. ***** THIS STEP IS ONLY FOR SCHOOLS ***** Be sure to run all extra payroll checks for 11 and 12 month teachers. If you need to accrue a payroll, use account number 21200 as the credit amount.
4. If you have reserves other than Undesignated Fund Balance, enter them as journal entries and process them to the General Ledger. If you want to set up reserves to Undesignated Fund Balance, credit the appropriate reserve account number. (Refer to "Year-End Closing Instructions - Reserves" for details.)
5. After all the entries have been entered and processed and all the above options have been completed, you may want to run a Balance Sheet and an Account Analysis in order to make one final check before you begin to close the month of June.
6. **Make sure that you have a telephone in the immediate area of the main terminal where you will be processing the close.** More than likely you will not need it, but if you do, it is nice to be able to use the telephone and see the screen at the same time. Also be sure your modem or internet connection is in working order.
7. If you have a multi-user system, have everyone log out of Flexgen and NextGen, until you have completed the close. This is to ensure that no one attempts to post to the general ledger while you are closing or print on your printer while you are printing end of the year reports. It will also help with the speed of the process.
8. If you choose to print the year end reports rather than saving them to a PDF, check your printer and supplies. Be sure you have plenty of paper and ink/toner.
9. **It is important that you verify your Default GL Accounts are set up correctly. These must be set accurately for the year end balances to roll properly.**

The Year End Balance Check report will print during the year end process and it will give you an opportunity to verify fund balances before closing. However, before you begin year end, you should verify the Default GL Accounts are setup properly, Run NextGen report: **Default GL Account Exceptions Report** to check the Default GL Accounts, by selecting the current year, next and it will look similar to the report below.

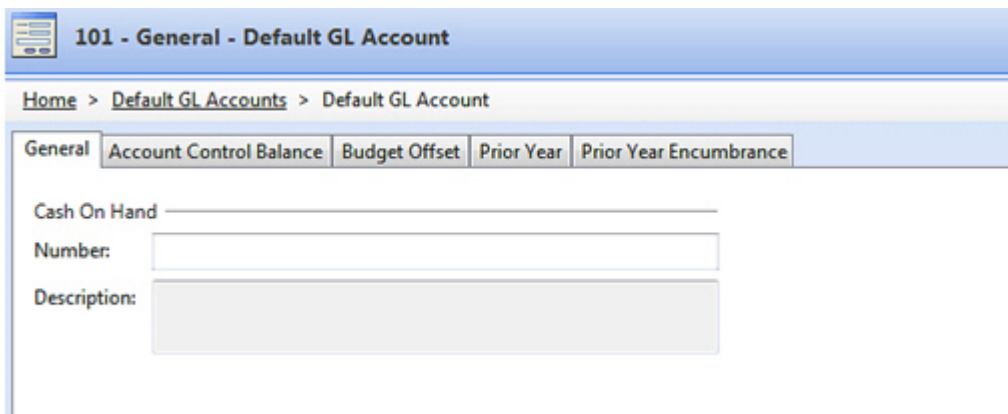
110	General Fund		
GL Account Number	GL Account Description	Type	
110-27100- - -	Fund Balance - Unappropriated	Account Control Balance	
121	State Street Aid Fund		
GL Account Number	GL Account Description	Type	
121-27100- - -	Fund Balance - Unappropriated	Account Control Balance	
124	Cops For Kids		
GL Account Number	GL Account Description	Type	
124-27100- - -	Fund Balance - Unappropriated	Account Control Balance	
131	Solid Waste Management Fund		
GL Account Number	GL Account Description	Type	
131-27100- - -	Fund Balance - Unappropriated	Account Control Balance	
140	Police Dept - Drug Fund		
GL Account Number	GL Account Description	Type	
140-27100- - -	Fund Balance - Unappropriated	Account Control Balance	
413	Water And Sewer		
GL Account Number	GL Account Description	Type	
413-27100- - -	Fund Balance - Unappropriated	Prior Year	
413-28000- - -	Retained Earnings	Account Control Balance	
415	Natural Gas		
GL Account Number	GL Account Description	Type	
415-28000- - -	Retained Earnings	Account Control Balance	

***** To make changes to the Default GL Accounts that are setup *****

- Financial Management
- Administration
- Default GL Accounts, select the current fiscal year
- Click Find
- Double click each Account Control



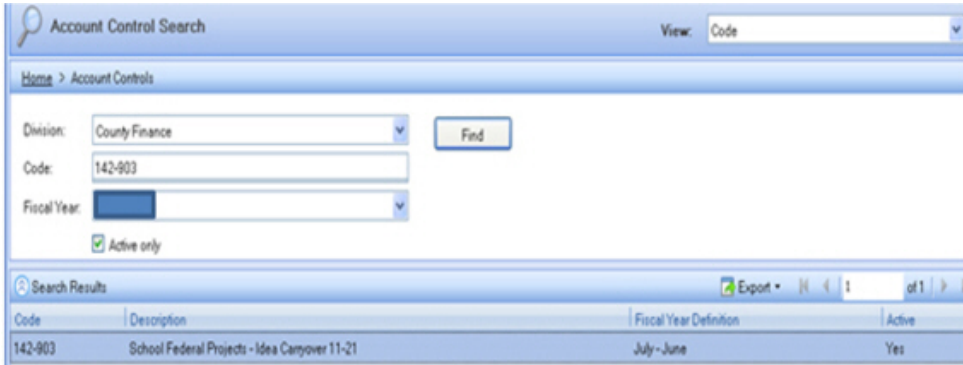
This will display tabbed screens across the top that allow you set/change and confirm the Default GL Account (fund balance), Budget Offset Account, and the Prior Year Account for your prior year PO's. Please disregard the Tabs General and Prior Year Encumbrances at this time. If your office has Cost Centers and you would like for the Cost Centers to close into a different GL Account, or would like for the closing accounts to detail to the Cost Center, exceptions will have to be entered on these screens. If you have questions about how the exceptions should be set up, please contact LGC Support.



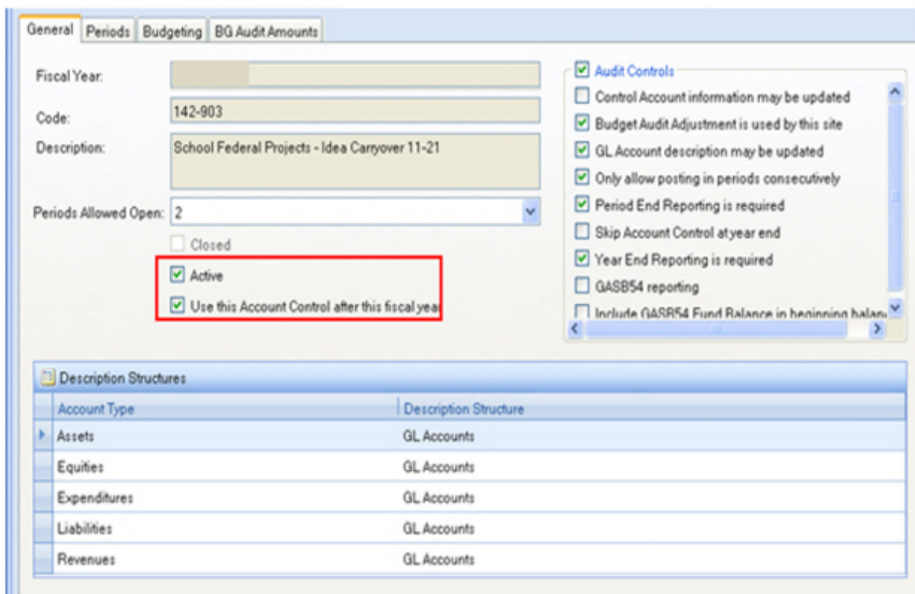
If you have Account Control Codes (Funds/Sub Funds) that you are no longer using and wish not to roll to the new year, the appropriate flags will need to be checked on the Account Control.

Keep in mind, you will need to run a Balance Sheet for this Account Control and ensure there are no balances remaining. If there are balances, you must make the appropriate JE's to move the balances to another Account Control before closing the year. To edit the Account Control, go to:

- Financial Management
- Administration
- Account Control
- Enter the Account Control
- Select the Current Fiscal Year
- Click Find
- Double click the Account Control Code



To prevent the Account Control from rolling to the new year remove the flag ‘Use This Account Control after this fiscal year’. To make it ‘Inactive’ for the current year, remove the flag ‘Active’. Choose Save and Close from the Ribbon Bar to save any changes you make.



10. **Before you begin year end**, you will need to decide how you are going to handle the required GASB54 reporting. There are two ways this can be handled in NextGen. **Refer to GASB54 Reporting-NextGen** of this document.
11. You will not be able to Add/Change PO's, run Payroll or Vendor checks, or post manual transactions in the new fiscal year until you have created the new fiscal year under the NextGen Period End Menu. Details of how to do this will be in the following instructions..
12. Verify the balances of your outstanding purchase orders. Before entering purchase orders for the new fiscal year (July), print a complete listing of current outstanding purchase orders and verify that they are valid. Any partially liquidated or outstanding purchase orders that will not be fulfilled can be removed by going to:
 - Flexgen
 - Purchasing
 - PO

- Liquidate Purchase Order

IT IS CRITICAL THAT YOU MAKE SURE THE EFFECTIVE DATE IS 'JUNE' TO GET THESE LIQUIDATED PURCHASE ORDERS TO PROPERLY POST TO THE CURRENT FISCAL YEAR.

You will need to review your PO Balancing report to verify there are no calculated differences. This report can be run from:

- Flexgen Purchasing
- Period End/Year End/Fiscal
- PO Balancing Report

A calculated difference indicates the Current Outstanding PO Amount does not equal to the YTD Encumbrance. If there are calculated differences run an Outstanding PO Listing by Account Order from:

- Flexgen Purchasing
- PO
- Purchase Order Listings
- Outstanding
- Detail PO Listings
- by Account Number

If there are any PO's listed that you do not need you may liquidate them before you close the month of June. Again, be sure you use a June date. Once you have verified your outstanding POs are correct contact LGC support for help clearing the calculated difference. If there are no calculated differences you still need to review your outstanding POs, liquidating any that you do not want to roll at year end.

13. Before closing the month of June, you will need to do the Purchasing Year End. Those steps are to follow.

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Flexgen Purchasing Year End

Before Closing PO File

You may...

- Enter PO's dated June
- Enter PO's dated July if you have created the new fiscal year in NextGen
- Print checks dated June without a PO
- Print checks dated June using a June PO
- Print checks dated July with or without July PO's if you created the new fiscal year in NextGen.

You must not...

- Print any checks dated July using a June PO.
- If you try to add an invoice with a prior year PO or a PO that will be rolled to prior year during the "**Year-End PO Closing**" the system will give you a "**reminder message**" to close the PO year end file.

After the Year End PO File is Closed but before closing June and the fiscal year You may

- Enter PO's dated June - but you must run the option **Update Year End PO Closing**
- Liquidate June PO's with the effective date July only, if you have created the new fiscal year in NextGen
- Enter PO's dated July, if you have ran the created the new fiscal year in NextGen
- Print checks dated July with or without a July PO, if you have created the new fiscal year in NextGen
- Print checks dated June that do not involve PO's.

You must not...

- * Print checks dated June with a June PO or any PO's that have been rolled to prior year during the Year-End PO Closing Option.

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Purchasing Year End

Before you close the month of June in the General Ledger, the Purchasing Year-End process must be completed. The "Update Year To Date Totals" option should be run regardless of whether you have purchase orders.

Option

Purchasing Menu

- Period End
- Year End Menu
- FISCAL

1. Update Year To Date Totals

This option must be run to clear out and/or update the Fiscal Y-T-D field on the vendor screen. Select this option and enter July 1 of the new fiscal year as the beginning date and June 30 of the new fiscal year for the ending date. This will update the Fiscal Y-T-D field on the vendor screen. If no checks have been run for the new fiscal year, it will clear the field and make the amount zero on the vendor file. *This option may also be run anytime during the year.*

Purchase Orders

Note: If you do not use purchase orders, Step 2,3,4,5 and 6 may be omitted.

2. PO Balancing Report

You should have already checked the PO Balancing report while executing the list of 'Before You Begin Items'. However, it is crucial that you check this report again to verify it is still in balance. This will print a list of all general ledger accounts with outstanding encumbrances. It includes the general ledger account number, outstanding purchase order amount, year-to-date encumbrances, future posted encumbrances, and the difference between the general ledger and purchase order files. (This report is utilized before the "Year End PO Closing" option is executed to help troubleshoot outstanding purchase order balancing problems.) If you have any amounts under "Calculated Differences" contact LGC support before continuing.

3. Year End PO Closing

This will roll current year purchase orders that have not been fully liquidated to the Prior Year PO File. The login date must be June 30 of the current fiscal year. Otherwise, you will receive a warning message.

(After this option has been completed, these purchase orders will be added to the Prior Year PO Listing option.)

Also, prior year purchase orders may be added after the purchase order file is closed, but you must run the "Update Year-End PO Closing" option to roll the newly added purchase orders to prior year purchase orders before closing the General Ledger for June.

After the "Year End PO Closing" option is completed, you may now pay prior year purchase orders in July before the General Ledger Year-End Close is completed. If your office uses 14600 for the overage amounts when paying a prior year PO we suggest from this point forward you use a cost center named "OVER" with the 14600 account. This will help separate the overage amounts and make balancing your prior year PO's easier.

1. ACCP Detail Report

This will print a detailed account list of the purchase orders that will be closing into the prior year PO file.

5. ACCP List – Fnd/SFd/CC order

This will print grand totals by fund, sub fund, and cost center for the purchase orders that will be closing into the prior year PO file.

6. Prior Year PO Listing

This will print a list of all prior year purchase orders that are now on the Prior Year PO File. This report should be printed after the PO Closing has been completed.

7. Archive Prior Year PO's

This will move all prior year purchase orders that have been fully liquidated to the PO History File.

8. Update Year End PO Closing

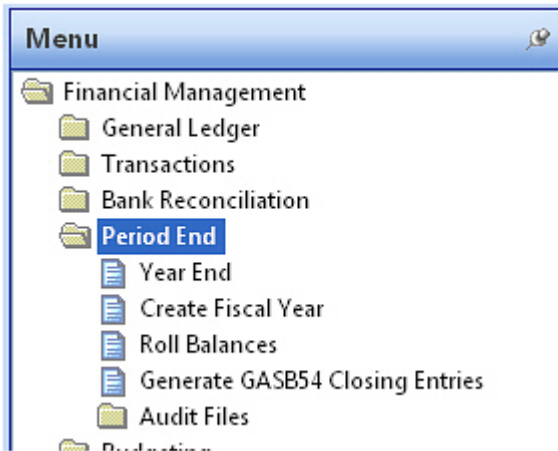
This process will only select current fiscal year purchase orders that have been added since the initial Year End PO Closing option was run.

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NextGen Financial Management Period End

Period End Menu



1. Create Fiscal Year

This option has to be executed before any entries can be entered for the new fiscal year.

- Click 'Create Fiscal Year' from the Period End menu
- Select the 'Current Fiscal Year' as the Year to Roll
- The New Fiscal Year will default
- Click Next
- Click Finish

Note:

The **Account Control (fund)** for the GL accounts must roll over as **Active** before the GL account will roll.

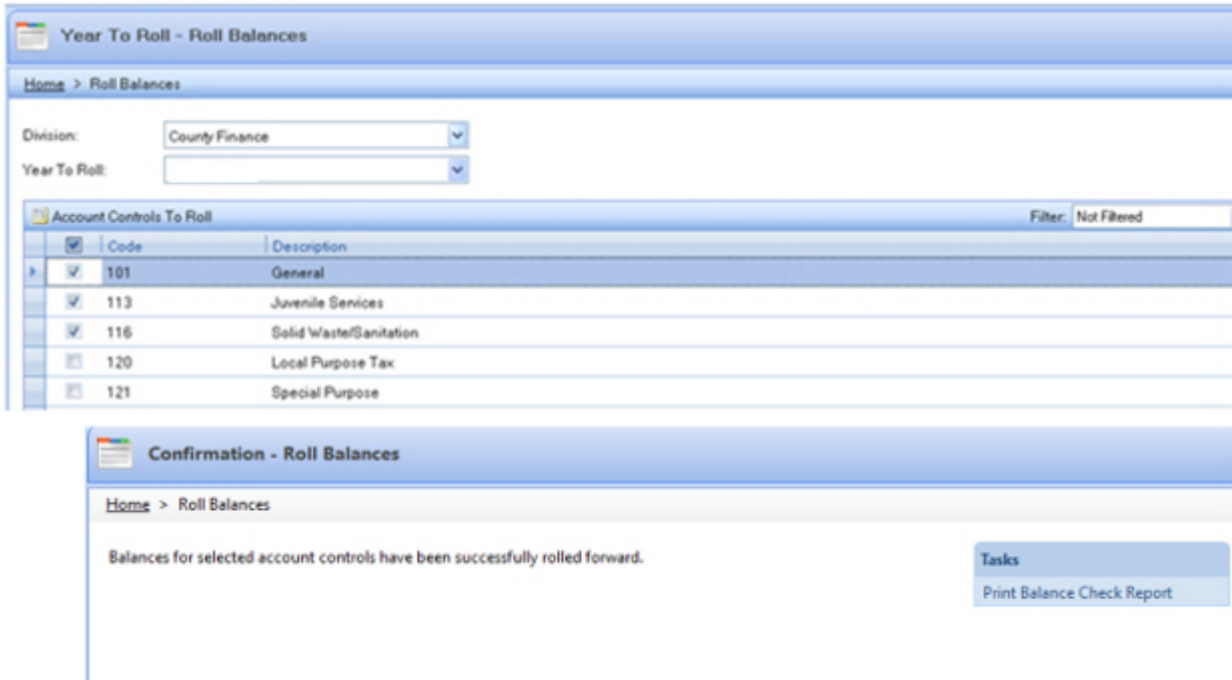
- If the account (not Account Control) is Active in the current fiscal year, it only looks at the "Use this GL account after this fiscal year" flag to determine if the account is rolled over.

Roll Balances

- Click 'Roll Balances' from the Period End menu
- Select the Current Fiscal Year as the 'Year to Roll'
- Select the Account Control or Account Controls you wish to roll. (You may select one at a time or multiple Account Controls.)
- Click Next
- Click Finish

- Click Close

Note: This option can be run at any time before the year end is started. You can run a balance sheet for the new fiscal year after executing the Roll Balances option to see the new balances. If you see corrections that need to be made, you can make them and roll the balances again.



This is a sample year end balance check report. You will see it will list the accounts whose balances will change.

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User: LG Administrator Year End Balance Check

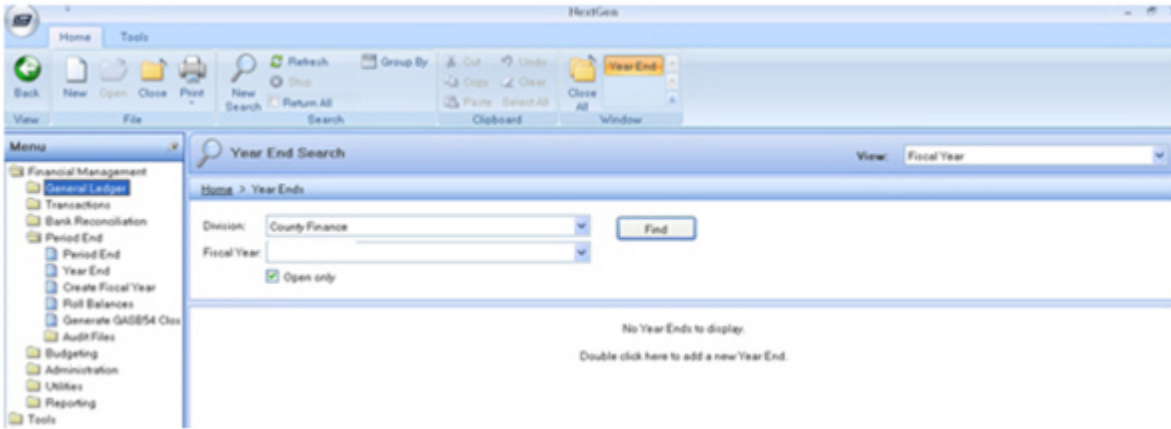
GL Account	Ending Balance	Beginning Balance
116- -14600	\$71,475.62	\$0.00
116- -34120	-\$71,475.62	-\$690.00
116- -39000	-\$1,392,805.91	-\$1,636,574.11

2. **Generate GASB54 Closing Entries** - Refer to the section titled [GASB54 Reporting - NextGen](#) of this document for more details.

3. **Year End**

Each account control can be closed at different times. **Note: Be sure you have closed all months prior to performing the Year End.** This option allows you to search for all year end processes that have been started and allows you to start new year end processes.

- Click Year End from the Menu
- Select the current fiscal year
- Click FIND to select a previously saved Year End
- Click New from the **ribbon bar** to start a new Year End



This will display a list of accounts controls that are available for year end processing. If you are closing all account controls, place a check mark in the top heading box and it will select all account controls. Otherwise, select only the Account Control you wish to close.

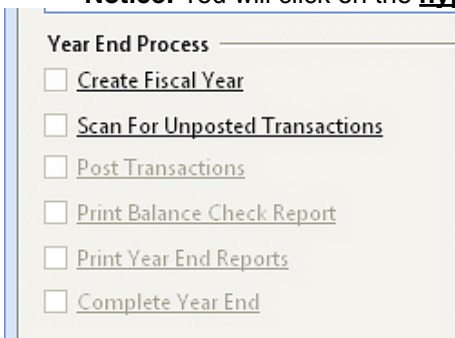


Note: It's important that you check to make sure all your account controls are displaying before you begin the year end. If you have any account controls missing from the list:

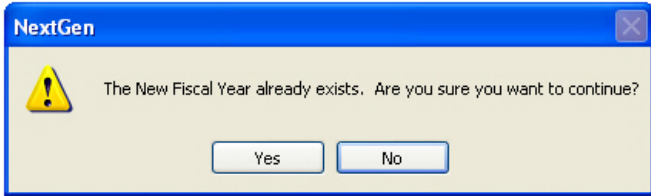
- Go back to Period End, Year End and search this fiscal year to ensure a year end has not been started for the missing account control. If you have mistakenly started a year end, bring up the year end record and choose delete from the Ribbon Bar (if you do not have a delete option, you do not have permission to delete and you will need to contact your supervisor before contacting LGC Support). This will only delete the process that was started. It will still allow you to create a new year end for the account control.
- If there has not been a Year End started for the missing account control, make sure that all periods have been closed for the missing account control.

Year End Process Steps

Notice: You will click on the [hyperlink](#) to launch each step, not the box to the left.



- Click **Create Fiscal Year**
 - If you already created the new fiscal year, you will be prompted:



- Click Yes
- Click Finish
- Click Close

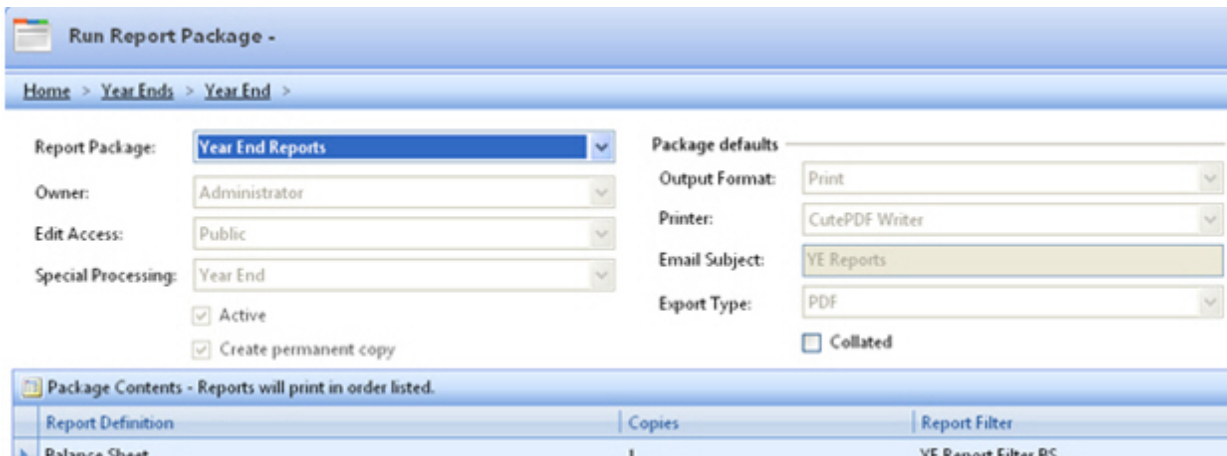
This option will create the new Fiscal Year Table, or will update the Fiscal Year tables, if you created the fiscal year before starting year end.

- Click **Scan For Unposted Transactions** - This option will scan for unposted transactions for all users
- If unposted transactions exist **Post Transactions** will be available for selection. Click the hyperlink and follow options to post.
- Click **Print Balance Check Report** - This option will display / print a Year End Balance check. Verify the closing accounts are correct and the balances are as you expected. This will list the accounts that are flagged to close, as well as your closing fund balance and prior year purchase order accounts.

User: LG Administrator Page 1 of 1

GL Account	Ending Balance	Beginning Balance
113- -34120	\$0.00	-\$10,737.06
113- -39000	-\$1,113,676.50	-\$746,376.49

- Click **Print Year End Reports** - This option will print your year end reports.
 - Select the Year End Report Package
 - Click Next
 - The Year End Reports will display, you may print them or save them to a PDF.
 - Click Finish



- Click **Complete Year End** - This option flags year end as closed on the account control.

Note: Once you have completed the year end, print a balance sheet for the new fiscal year to verify the balances are as they should be. If you applied overages for prior year purchase orders to account 14600 you will need to make a journal entry to correct the beginning balances in your fund balance and prior year PO account. Please contact LGC support for help with this journal entry.

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GASB54 Reporting NextGen

1. **Before you begin year end** - You will need to decide how you are going to handle the required GASB54 reporting. There are two ways this can be handled in NextGen.

The GASB54 entries to reclassify the Fund Balance accounts (YF Transaction Type) can be rolled with the year end for the new fiscal year or the entries can be used for GASB54 reporting only. Once you decide how you want to handle the GASB54 fund balance reporting in your office, do one of the following:

Reclassified Fund Balance Entries - Roll to New Year

- The entries for reclassifying these accounts must be posted before you close the last period of your fiscal year
- The Account Control flag "Include GASB54 Adjustments in Beginning Balances" needs to be checked on the Account Control parameter. If you do not have access to this administration table, please contact your supervisor before contacting LGC Support.

Reclassified Fund Balance Entries - GASB54 Reporting Only

- The entries for reclassifying these accounts can be posted before or after you close the fiscal year
- The Account Control flag "Include GASB54 Adjustments in Beginning Balances" needs to be un-checked on the Account Control parameter. If you do not have access to this administration table, please contact your supervisor before contacting LGC Support.

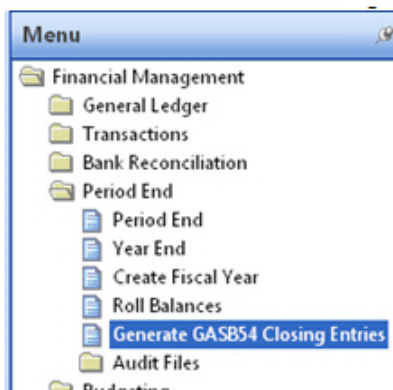
Note: The encumbrance entries (YE Transaction Type) will not roll to beginning balances. The prior year encumbrance account will report as normal and not spread to the new year, even with the flag "Include GASB54 Adjustments in Beginning Balances" checked.

2. **Generate GASB54 Closing Entries**

Before you make the GASB54 entries (whether before or after year end), you must Generate GASB54 Closing entries

From the Financial Management Menu, choose

Period End - Generate GASB54 Closing Entries

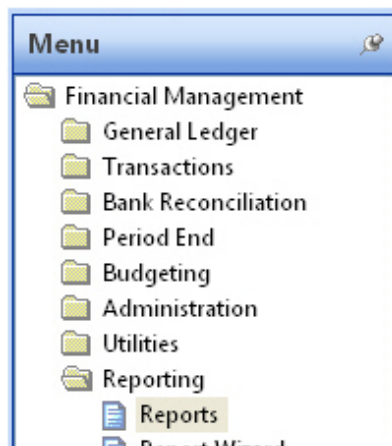


This option generates a closing entry using a YC transaction type that mimics the year end closing entry that closes out the revenue/expenditure accounts to fund balance. The entries will be posted in the last period of the fiscal year that is ready to be closed and it allows you to see the anticipated fund balance totals. This entry only affects the GASB54 reports.

3. **GASB54 Balance Sheet**

You may print, view, or export the GASB54 Balance Sheet before making entries. This will show you the anticipated fund balance totals and can be used as a basis to calculate your GASB54 entry.

From the Financial Management Menu, choose

Reporting - Reports**Find and open the GASB54 Balance Sheet**

Cost Center Totals Only

Encumbrance Analysis

GASB54 Balance Sheet

Integration Service Transaction Report

Journal Listing

Report Criteria's**General Tab - Choose**

- **Report By:** Period
- **Fiscal Year:** Select the current fiscal year
- **Thru Period:** Select the last period of your fiscal year
- **Check mark the appropriate account controls**

Advanced Tab - Choose

- **Select Account Types:** Check mark *Assets, Equities, and Liabilities* At the bottom of the screen, check mark *Show Revenue and Expenditure Totals*

(Note: If you wish to do more than view the report, you have the option of printing, creating a PDF or exporting the report to Word or Excel)

4. GASB54 Entries

From the Financial Management Menu, choose **Transactions** under the **Transactions folder**

From the Ribbon Bar, click **NEW**

Enter and process your GASB54 entries

Additional Notes:

1. If you have questions about the fund balance redistribution, please contact CTAS, MTAS, SDE or County Audit.
2. Transaction Date:
3. These entries should be dated in the last period of your current fiscal year

1. Transaction Types:

2. **YE** will be used to reclassify the encumbrance amounts for the GASB54 Balance Sheet – This account type will not affect the balances on your standard Balance Sheet
3. **YF** will be used to reclassify fund balance amounts for the GASB54 Balance Sheet – The entry for this account type will roll to the next fiscal year, if you have the account

control flagged to "Roll to New Year" and you process the transaction before closing the year (see step #1). Otherwise, it will not affect the balances on your standard Balance Sheet.

(NOTE: If you do not have YE or YF entry types listed, please contact LGC Support for assistance.)

- When searching for the transactions after they have been processed, the transaction types are listed as:

Year End Encumbrances (GASB54) (These are the YE Entries)

June
(Select one)
Encumbrance
Invoice
Journal Entry
Original Budget
Payroll Summary
Year End Closing
Year End Encumbrances (GASB54)
Year End Fund Balance (GASB54)

Year End Fund Balance (GASB54) (These are the YF Entries)

5. Final GASB54 Balance Sheet

Once you have processed your GASB54 entries, you can view/print the GASB54 Balance Sheet again and check it for accuracy (follow the same procedures in step 3). The final GASB54 Balance Sheet can be run at any time in the future.

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Year-End Closing Instructions - Reserves

In the examples below, remember that all account numbers used are for example purposes only. The actual account numbers you use may vary.

Example 1: Setting up a reserve for the first time

Transaction Type – JE

Example 2: Beginning (current fiscal year July 1) Reserve 34380 has a *Credit* balance of \$1,000. No budget entries were made to the reserve during the year. Reserve was expensed directly for \$800 (Dr-34380 / Cr-11140). Reserve 34380 currently (ending fiscal year June 30) has a *Credit* balance of \$200.

To provide for next year's reserve amount of \$1,500:

<i>Debit</i>	Undesignated Fund Balance	39000	
<i>Credit</i>	Reserve Account	34380	
<i>Debit</i>	Undesignated Fund Balance	39000	\$1,300
<i>Credit</i>	Reserve Account	34380	\$1,300

Example 3: Beginning (current fiscal year July 1) Reserve 34380 has a *Credit* balance of \$1,000.

One budget entry for \$800 was made to the reserve during the year.

<i>Debit</i>	Reserve Account	34380	\$800
<i>Credit</i>	Expenditure Account	72100-127	\$800

Transaction Type - BG

Due to BG transaction, reserve 34380 now has a \$200 *Credit* balance.

Items designated for reserve were expensed for \$800

<i>Debit</i>	Expense Account	72100-127	\$800
<i>Credit</i>	Cash with Trustee	11140	\$800

Transaction Type - CD

Reserve Account still has a \$200 *Credit* balance.

Journalize \$800 expenditures to the reserve account 34380.

<i>Debit</i>	Reserve Account	34380	
<i>Credit</i>	Undesignated Fund Balance	39000	

Transaction Type - JE

<i>Debit</i>	Undesignated Fund Balance	39000	\$1,300
<i>Credit</i>	Reserve Account	34380	\$1,300

Transaction Type - JE

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Year-End Closing Instructions Accruing Unpaid Invoices.

In the examples below, remember that all account numbers used are for example purposes only. The actual account numbers you use may vary.

June 30th you will need to set up any unpaid invoices as a liability for the June Balance Sheet. You will need to compile a list of all unpaid invoices with the following information:

- Invoice number
- Vendor name
- Invoice Date
- Description
- GL Account
- Amount

An entry can be made per invoice or one entry for all invoices involved, but make sure that you have all of the above information filed with your fiscal year end reports to reference for the entry that posted.

See below for example:

Invoice #	Vendor Name	Invoice Date	Description	GL Account	Amount
1234	ABC	06/01/2012	Supplies	101-51800-307	500.00
A-1234	Lucas	06/15/2012	Truck	10151400-400	19,895.00

Entry per invoice

101-51800-307	Debit	\$500.00
101-21120	Credit	\$500.00
101-54100-400	Debit	\$19,895.00
101-21120	Credit	\$19,895.00

Entry for all invoices

101-51800-307	Debit	\$500.00
101-51400-400	Debit	\$19,895.00
101-21120	Credit	\$20,395.00

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Contacting LGC Support

You may contact LGC Support by phone or by submitting a support request on our website:

800-737-1826

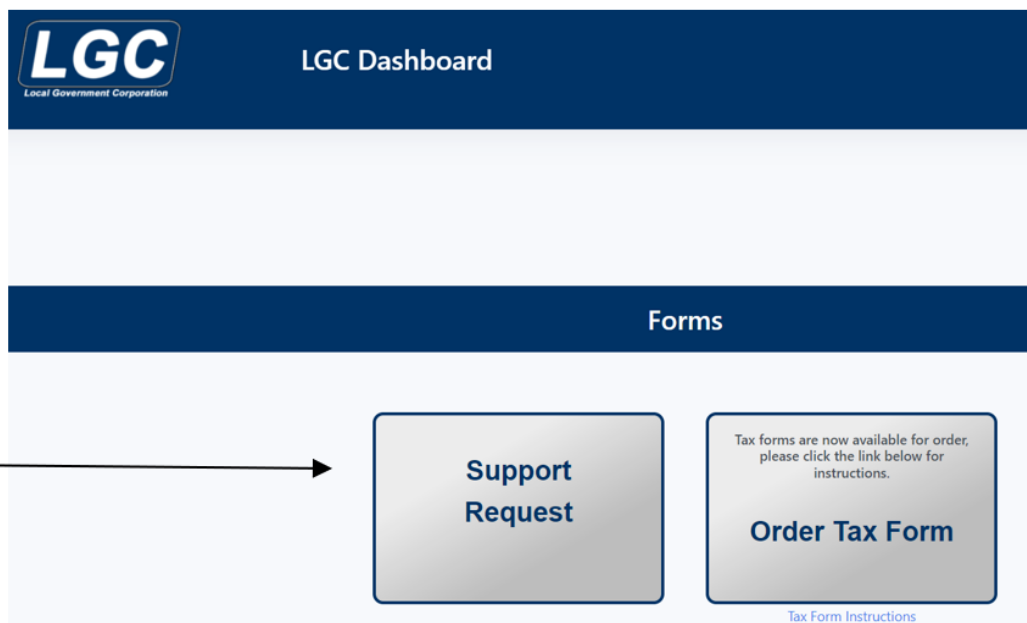
7:00 a.m. - 5:00 p.m.

Central Standard Time

Online request from our LGC website for assistance:

<https://www.lgc-tn.com>

Login to our website and under the LGC Dashboard on the left side of the screen, select "Support Request" .



The [LGC](https://www.lgc-tn.com) website contains additional information about our products, training and support services. You may also submit online support requests from our website or use the Live Chat option.

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