



Fiscal Year Rollover

2010

A step-by-step guide to preparing your district for the next Fiscal Year

For MCSOS
Internal IVEE
Users

IVEE Fiscal Year Rollover

The Maricopa County Superintendent of Schools office will be performing some of the key rollover functions for districts running off of our servers (inside districts). In your FY0809 Connection Group go to *General Ledger > Utilities > Year End Processing > Process Fiscal Year Rollover*. The items that are initiated through our office are:

- **General Ledger Rollover** – Creates Connection Groups for next Fiscal Year
- **Payroll Rollover** – Copies & resets some information in the next Fiscal Year. Allows district to begin configuring payroll in new year
- **Export Fund Balances** – This is done at the end of the Encumbrance Period by our office after all funds have been finalized.

Step:	Date Completed:	Completed By:
General Ledger Rollover <input checked="" type="checkbox"/>	03/19/2009 02:35 PM	mmartin
Accounts Receivable Rollover <input type="checkbox"/>		
Export Accounts Receivable Invoices <input type="checkbox"/>		
Warehouse Rollover <input type="checkbox"/>		
Export Open Purchase Orders <input type="checkbox"/>		
Payroll Rollover <input type="checkbox"/>		
Update Years of Experience <input type="checkbox"/>		
Export Fund Balances <input type="checkbox"/>		
Export Leave Balances <input type="checkbox"/>		
Benefits Enrollment Rollover <input type="checkbox"/>		

The other rollover features are optional and may be run by the district at your convenience. Some rollovers to consider:

- **Warehouse Rollover** – If your district uses the Warehouse Module then you will need to roll your inventory into the next FY.
- **Export Open Purchase Orders** – This allows you to select specific Open Purchase Orders to create automatically in the new FY.
- **Update Years of Experience** – This option will increment the years of Experience in the Employee Maintenance screen by 1

- **Export Leave Balances** – This should be run at the end of the FY and will take the current leave balance in this FY and create an Opening Balance transaction for the employee in the new FY

The first part of the rollover, for the General Ledger, will be done for all districts on **March 19th**. If your district wants this done before then you may contact the MCSOS Support Line and request that the GL rollover be completed early. This process takes a “snapshot” of what you have in FY0809 and copies that information into FY0910. This includes budgets, some default settings, accounts, DACs, etc. Any changes made to your GL area must be done **BEFORE** the rollover or you will have to make the changes twice.

After the GL Rollover is done you will need to go to **General Ledger > Configuration > Fiscal Year Rollover Settings** and set the appropriate options **in your current year FY0809 Connection Group**. In mid June, we will be doing the Payroll Rollover for all districts and these settings need to be reviewed before it’s done. If your district wants the Payroll Rollover done before this date then you may contact the MCSOS Support Line and request that it be completed early.

The screenshot shows the 'Fiscal Year Rollover Settings' dialog box with three main sections: Fund Balance, Purchase Order Settings, and Payroll Settings. Three callout boxes provide instructions:

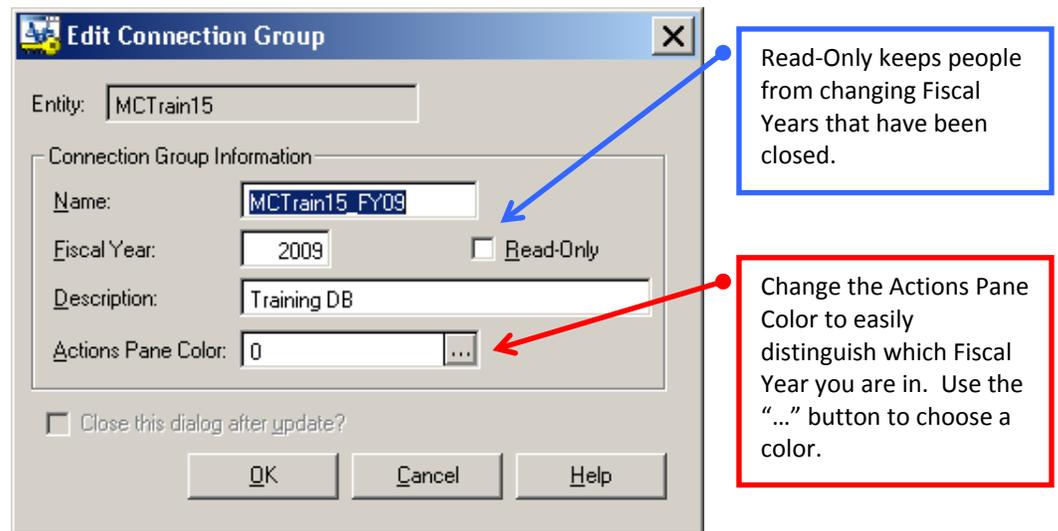
- Fund Balance Offset:** A dropdown menu is set to 'FUND BALANCE'. A blue callout box points to it with the text: "Set your Fund Balance Offset. ????.000.0000.0330.000.000.0000".
- Accounts Payable Offset:** A dropdown menu is set to 'PAYABLE'. A green callout box points to it with the text: "Set your AP Offset. ????.000.0000.0201.000.000.0000".
- Payroll Settings:** Three checkboxes are checked: 'Remove Inactive Position Funding Lines', 'Remove Positions for Terminated Employees', and 'Reset Subtract from Position Distribution Amount to zero'. A red callout box points to this section with the text: "Should Inactive funding lines be removed? Should positions tied to terminated employees be *deleted*? Should the Subtract from Distribution field in Employee Positions be zeroed? Note: These boxes are disabled until your GL Rollover is complete."

At the bottom of the dialog box are buttons for 'OK', 'Cancel', and 'Help'.

Setting up FY0910

In Administration

One of the first things you should do is change the color of the Action Pane (the panel on the left-hand side) for your new Fiscal Year. To do this, an Administrator at your district will need to go into the Administration Program. Next, expand the list on the left-hand side to view the Entities. You should then see your District in there. Now expand your district to see the Connection Groups, Licensing, User Roles and Users on the left. Highlight the Connection Groups and you should see a list of icons on the right-hand side, one for every fiscal year. Double click (or highlight and “edit”) on your new fiscal year to open the Edit Connection Group screen. Set the Actions Pane Color then click OK.



For older fiscal years you may wish to set them as “Read-Only”. This will keep people from going into a previous year and changing information while still allowing them to view the data.

In IVEE

Now there are a few things that need to be set in your new Fiscal Year Database. Some items are suggestion only, required changes will be notated.

General Ledger

Go to *General Ledger > Configuration > General Ledger Default Settings*.

The screenshot shows the 'General Ledger Default Settings' window with several sections and callouts:

- Entity Information:** Name: Maricopa Training #999, Federal EIN: 866000519, State ID: 07026179 B, State ID Format: @@-@@@@@@, City: Phoenix, State: AZ, Zip: 85012, County: Maricopa. A blue callout box points to the Federal EIN field with the text: "Update your contact information."
- Contact Information:** Name: MCSOS, Phone: (602) 372-4833, Extension: 0, Email Address: support@mcazschoools.org. A red callout box points to the End Date field with the text: "Set your Fiscal Year Dates. Required"
- Budget Information:** Current Year: 2009-10, Prior Year Column: Adopted Budget FY0809, Prior Year: 2008-09, Adopted Column: Adopted FY0910, Working Column: Working FY0910, Balance Column: Working FY0910, Proposed Column: Proposed FY0910. A purple callout box points to the Balance Column field with the text: "Set your budget columns for the new Fiscal Year. Budget columns can be added, deleted, or renamed in *General Ledger > Configuration > Budget Columns*. Required"
- Miscellaneous Information:** Access Log Size: 9999, Image Size: 102400, Document Size: 102400. A green callout box points to the Access Log Size field with the text: "Set Access Log to at least 9999. Set Image & Document sizes to 102400. This is for Employee pictures, signatures, & other documents up to 100kb in size."
- Voucher Information:** Create ASC: , File Path: MCS. A red callout box points to the End Date field with the text: "Set your Fiscal Year Dates. Required"

Purchasing & Payables

Go into Purchasing & Payables. Go to *Configuration > Purchasing & Payables Default Settings*. This should be done as soon as possible before requisitions are created in the new fiscal year.

The screenshot shows the 'Purchasing and Payables Default Settings' dialog box. It is divided into several sections:

- Next Values:** Requisition Number: 1000000, PO Number: 1000000.
- Defaults:** Project: Undesignated. Checkboxes: Allow Req Approver Editing, Limit Encumbrances to Fiscal Year End Date, Use Expanded PO Note, Require PO Revision Approval, Use PO Board Reporting.
- Print Options:** Print acct. desc. on Req., PO, & Voucher Det., Print approval log on PO & WH Req., Print internal notes on Req.
- PO Email Options:** Note: (empty text box).
- Use Tax Settings:** Enabled, Percentage: 5.60, Auto Recalc On Invoice, Vendor: ARIZONA DEPARTMENT O.
- Default Tax and Freight Rates:** Sales Tax: 8.5000%, Freight: 0.0000%.
- 1099 Settings:** Calendar Begin: 01/01/2009, Calendar End: 12/01/2009, MISC Limit: \$600.00, INT Limit: \$10.00.
- Payable Information:** Payable Offset: Payable.
- E Procurement Setup:** Provider, Customer ID, User ID, Password.

Callout boxes provide the following instructions:

- Green box:** Set your new Starting Requisition & PO Numbers for FY10. Starting with a "10" for the Fiscal Year is recommended, but use whatever works for your district.
- Blue box:** Verify Use Tax Settings. Auto Recalc is highly recommended.
- Red box:** Set 1099 dates for 2008. Make sure the MISC & INT limits are set.

Rollover Note: After the rollover is done, vendors added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll

First, review all of your user security settings for FY0910. This is important to do before starting to work with employees in FY0910 because the wrong security settings could create more work.

Now go to *Payroll > Configuration > Payroll Default Settings*. This should be done after the County has done your Payroll Rollover in June.

The screenshot shows the 'Payroll Default Settings' dialog box with the following fields and callouts:

- Pay Cycle:** Biweekly (dropdown) - Callout: "Set default pay cycle & pay period. Set your offsets! Required" (red box)
- Pay Period:** 1 (dropdown)
- Hours Per Day:** 8 (text box)
- Salaries Payable Offset:** Salaries Liability (dropdown)
- Salary Expense Code Filter:** Salaries Expense (dropdown)
- User Defined ID Label:** Badge ID| (text box) - Callout: "Make sure your retirement account number is correct Required" (green box)
- Retirement Account Number:** 141 (text box) - Callout: "Make sure your retirement account number is correct Required" (green box)
- Social Security Number Mask:** xxx-x?-???? (text box)
- EEOC Type:** School District (dropdown)
- Auto Assign Control Code**
- Auto Counter:** (checkbox)
- Payroll Lockout Step:** 0 (text box)
- User:** (text box)
- Date:** (text box)

Buttons at the bottom: OK, Cancel, Help

Rollover Note: After the rollover is done, employees added in the new fiscal year will automatically be created in the old year and vice versa.

Payroll (con't)

Now you are free to start finalizing pay cycles & work calendars. There are also some deductions that will need to be updated after you rollover.

ASRS

Arizona State Retirement rate for 0910 is **going up** to 9.00% (from 8.95%). The LTD rate is **going down** to 0.40% (from 0.50%). Per Arizona State Retirement, the rate that you use for any paycheck is the pay period end date. For example, if your pay period end date is June 29, but your check date is in July, you should take the ASRS Retirement deduction at the rate that was in effect on June 29, the pay period end date.

Federal Tax Withholding and Advanced EIC

Tax tables will need to be entered for 2010. Since those rates aren't available yet, you will have to copy your current 2009 tables into 2010. You can do this by opening up the deduction and going to **Actions > Setup**. On the setup screen go to **Actions > Copy** then select where you are copying to. Don't forget to do it for both single AND married and make sure the exemption amount is entered. EIC deduction tables need to be copied as well if your district uses this deduction.

Need More Help?

Go to our website at <http://www.maricopa.gov/schools>, click on the Technical Support link to expand the menu on the left and select Visions Support.

Of course, you may always contact the MCSOS Helpdesk via phone @ (602) 372-4833.