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I. Introduction

The University of Texas operates on a 12 month fiscal year which runs from September 1 to August 31. Budgets, appointments, and external reporting are all done for this 12 month period. A lot of accounting activity takes place as the old fiscal year ends and the new fiscal year begins. This outline explains what happens during this time.

Overview of what happens at year end

The accounting records for the old fiscal year are adjusted and closed and the accounting records for the new fiscal year are opened. The balances which exist at the end of the old fiscal year are brought forward into the new fiscal year.

The Office of Accounting also prepares the Annual Financial Report (AFR) for UT Austin and UT System. These reports are combined with other UT components into the Consolidated Annual Financial Report for the University of Texas System. This consolidated report is then combined with other state agency reports into the Texas Annual Financial Report.

In order to make these reports meet generally accepted accounting principles (GAAP) and other state requirements, various adjusting and closing entries are required. These include various accrual entries which are done to match income and related expenses for the same time period. These entries are referred to as roll forward and roll back entries.

A. Accounts

Accounting transactions are recorded in 10-digit subsidiary account numbers. A budget group is a group of subsidiary accounts that have the same first 8 digits.

These are examples of accounts: 19-0220-0150, 19-0220-0175

The first 8 digits indicate the budget group: 19-0220-01

The last 2 digits are a specific subaccount: 50 and 75

In many cases, the same budget groups are used from year to year. Accounting transactions are recorded in these accounts electronically through the *DEFINE/*ACTION systems. In order for transactions to process, budget groups must be "set up" in each fiscal year.

B. Account Roll Over

Accounts are fiscal year specific. Every fiscal year account numbers in the old fiscal year need to be copied (rolled over) into the new fiscal year. The account roll over job is usually submitted by the Office of Accounting once a month, starting in April. This job copies a budget group from one fiscal year to the next. This job does not copy any accounting transactions! It simply copies the account information (such as unit code, signers, and other information) to the new year. The rules on whether an account gets rolled over are fairly complicated. Suffice it to say that before any transactions can be recorded in the new fiscal year, a budget group and its accounts must be setup for that year.

C. 13th Month

1. What is the 13th month?

The thirteenth month (abbreviated as THR in *DEFINE's month field) is a false month which falls between the last month of the old fiscal year and the first month of the new fiscal year. The Office of Accounting uses it to complete year end entries for reporting purposes. All 13th month transactions are posted with VJR documents, and have an 8/31 date.

2. Why have a 13th month?

The Office of Accounting closes its books every month. Once a month is closed, no more accounting activity can be recorded (posted) to that month. For example, once September has been closed, no more September activity can be recorded. All transactions that occur after September closeout will have to be recorded in the next month, October.

The last month of the fiscal year, August, must be closed so that any balances that remain can be brought forward into the new fiscal year. If August was not closed, there would be no fixed balance for Accounting to bring forward. Therefore, August must be closed. It is necessary, however, to keep the fiscal year open so that adjusting entries and closing entries required for reporting purposes can be made. These entries are posted to the 13th month with an 8/31 record date.

Once all adjusting and closing entries are completed and the annual report is finalized, the 13th month is closed. This generally occurs in October.

3. How can I view 13th month transactions?

Not all accounts will have 13th month activity. You can view 13th month transactions by using the GT1 command and entering THR in the Month field. Note: Make sure your command line reflects the old fiscal year when you do this!

You can also request a statement of account for the 13th month using the IF5 command. Note: If you don't receive any output, make sure you submitted the report for the correct fiscal year. If you did submit it in the correct year and still don't receive any output then there is no activity on the account you requested. You can confirm this by viewing the account in GT1.

D. 14th Month

1. What is the 14th month?

While the thirteenth month is related to the old fiscal year, the 14th month is related to the new fiscal year. It reflects the beginning balance for the new year. The only transactions that effect the 14th month are balance forward entries.

2. Why have a 14th month?

The 14th month provides a picture of what the account looked like at the beginning of the fiscal year. September cannot be used for this purpose since September balances include all the activity that took place in September, not just the balance forwards.

3. How can I view 14th month balances?

Not all accounts will have 14th month balances. You can view balances by using the GB2 command and entering 14 in the Month field. Note: Make sure your command line reflects the new fiscal year when you do this!

You can view which transactions make up a 14th month balance by using the GB1 command. Mark next to the balance you are interested in and press ENTER. For additional instructions on how to use GB1, press PF6 in the GB1 screen, or call the Office of Accounting Help Line at 471-8802.

II. **Balance Forwards**

A. **What are they?**

At the end of the year, remaining balances must be brought forward from the old year to the new year. The transactions which do this are called balance forwards. Balance forward entries are posted with VJB documents, and the voucher numbers for these transactions start with "B". Two sets of balance forwards are done every year: initial balance forwards and adjusted balance forwards.

1. Initial balance forwards

At the end of the fiscal year, the Office of Accounting closes the month of August so that any remaining balances can be moved to the new fiscal year. The balance forwards done after closing August are referred to as initial balance forwards.

2. Adjusted balance forwards

While the Office of Accounting is doing year end adjusting entries, new fiscal year activity is taking place. In fact, September and October of the new fiscal year will most likely be closed before all prior year entries are completed. Once all adjusting entries have been made, the 13th month is closed and the adjusting entries are brought forward. This set of balance forwards is referred to as adjusted balance forwards. The balance forward entries are normally recorded in the month of October.

3. Summary

Initial Balance Forwards

- *created on VJB documents*
- *bring forward August ending balances*
- *recorded on the September statement of account*

Adjusted Balance Forwards

- *created on VJB documents*
- *bring forward 13th month activity*
- *typically recorded on the October statement of account*

B. Balance Forward Rules

Each budget group is assigned a balance forward rule in the CA3 screen. The balance forward rules enable the Office of Accounting to automate the monumental task of creating balance forward documents. The balance forward rule determines how balances will be brought forward. In the example below, the balances on 14-1234-56 will be brought forward according to Rule 1.

```

*DEFINE          BUDGET GROUP / ACCOUNT PROFILE - CA3          Year 96 97
Command: CA3   Account: 14123456   Misc: _____   Month: SEP
=====
Budget Group Titles:
Short: AB - ABC DEPARTMENT_____ | Administrators: | Screen: 1
Long: DATA PROCESSING DEPARTMENT_____ | 123456789 DUCK, DONALD
_____ | _____
_____ | _____
_____ | Group Status: A
-----
Organization Codes:      Unit: 1234 000   Sponsor: 9999   Fund Group: 100
                        NACUBO: 20       Federal: 40       CFDA: _____
                        Close Rule: 01    Equip Rule: 01  Bal Fwd Rule: 01
                        Travel Rule: 01   UT STATE RULES
Report Codes: AFR 1234_ _____
Research Type: _ Peer Reviewed: _ Area of Interest: _____
    
```

1. Balance Forward Rule 1

This rule applies to most accounts starting with 14 and 20. This rule brings forward encumbrances and the funds to cover them. (Note: Some encumbrance balances are closed out at year end. The disencumbrance will appear in August balances and will not be brought forward.)

```

*DEFINE          ACCOUNT INFO / BUDGET GROUP - GB2          Year 96 97
Command: GB2     Account: 14123456   Misc: _____   Month: AUG
=====
ABC - ABC DEPARTMENT
Ca Ty Pl S      Budget          BF/TR/DI/IN      En/Sc/Sa/AL      Free Balance
-----
01 EX 01 A      949,800.00       949,800.00-
02 EX 02 A      131,770.00       131,770.00-
03 EX 03 A
04 EX 04 A
10 EX 06 A      98,832.00        98,832.00-
20 EX 07 A      6,758.00         6,256.40-
50 EX 08 A      17,174.00        14,524.57-      1,842.00-
75 EX 14 A      1,500.00         1,068.62-
-----
Expend 1,205,834.00  1,202,251.59-   1,842.00-      1,740.41
Income .00 .00 .00 .00 .00
Total 1,205,834.00  1,202,251.59-   1,842.00-      1,740.41
    
```

The screen below shows the 14th month balances for the same account. Notice that the encumbrance balance and funds to cover it are the only balances brought forward. The overall free balance is zero.

```

*DEFINE          ACCOUNT INFO / BUDGET GROUP - GB2          Year 97 98
Command: GB2    Account: 14123456    Misc: _____    Month: 14_
=====
ABC - ABC DEPARTMENT                                     More: _ Scr 1 of 8
Ca Ty Pl S      Budget      BF/TR/DI/IN      En/Sc/Sa/AL      Free Balance
-----
01 CL 01 A
02 CL 02 A
03 CL 03 A
04 CL 04 A
10 EX 06 A
20 EX 07 A
50 EX 08 A              1,842.00      1,842.00-
75 EX 14 A
-----
Expend           .00      1,842.00      1,842.00-      .00
Income           .00              .00              .00      .00
Total            .00      1,842.00      1,842.00-      .00

```

Since approval must be granted by the Budget Office, reappropriation of free balances for Rule 1 are on a case-by-case basis. There are some accounts such as Special Equipment and accounts with overdraft balances which are automatically brought forward. Written requests to bring other balances forward must be submitted to the Budget Office by September 15. If approval is granted prior to the initial balance forward, the free balance will be brought forward by the initial balance forward and adjusted by the adjusted balance forward if necessary. If approval is not received prior to the initial balance forward, the entire free balance will be brought forward by the adjusted balance forward in October.

The screen below shows how a reappropriation would be reflected in the 14th month if approval was granted to bring forward the travel account, 14-1234-5675.

```

*DEFINE          ACCOUNT INFO / BUDGET GROUP - GB2          Year 97 98
Command: GB2    Account: 14123456    Misc: _____    Month: 14_
=====
ABC - ABC DEPARTMENT                                     More: _ Scr 1 of 8
Ca Ty Pl S      Budget      BF/TR/DI/IN      En/Sc/Sa/AL      Free Balance
-----
01 CL 01 A
02 CL 02 A
03 CL 03 A
04 CL 04 A
10 EX 06 A
20 EX 07 A
50 EX 08 A              1,842.00      1,842.00-
75 EX 14 A              431.38              431.38
-----
Expend           .00      2,278.38      1,842.00-      431.38
Income           .00              .00              .00      .00
Total            .00      2,278.38      1,842.00-      431.38

```

2. Balance Forward Rule 14

Rule 14 brings forward the free balance as well as the encumbrances and funds to cover them. It applies to accounts starting with 14 and 20 only if the entire budget group is coming forward. ARP (Advanced Research Projects), ATP (Advanced Technology Projects), and TD&T (Texas Technology Development & Training) accounts and other budget groups which have special funding or special approval to come forward are included in this rule.

The screen below shows how the budget group would be reflected in the 14th month. The reappropriation of the free balance and the encumbrance are both reflected in the balance forward (BF) column, while the encumbrance is shown in the encumbrance (EN) column. The resulting free balance is equal to the August free balance.

*DEFINE		ACCOUNT INFO / BUDGET GROUP - GB2			Year 97 98		
Command: GB2		Account: 14123456	Misc: 8751		Month: 14		
=====							
ABC - ABC DEPARTMENT					More: _ Scr 1 of 8		
Ca	Ty	Pl	S	Budget	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance

01	CL	01	A				
02	CL	02	A				
03	CL	03	A				
04	CL	04	A				
10	EX	06	A				
20	EX	07	A		501.60		501.60
50	EX	08	A		2,649.43	1,842.00-	807.43
75	EX	14	A		431.38		431.38

	Expend			.00	3,582.41	1,842.00-	1,740.41
	Income			.00	.00	.00	.00
	Total			.00	3,582.41	1,842.00-	1,740.41

3. Balance Forward Rules 2 & 30

Rule 2 applies to accounts starting with 18, 19, 29, and 41; rule 30 applies to accounts starting with 30. These rules bring forward the total free balance for the budget group in the appropriate income account. These rules also bring forward encumbrances, assets and liabilities, and the funds to cover them in the individual account where they existed at year end.

The screen below shows August balances for account 18-1234-56. The overall free balance of \$1,601.12 will be brought forward, along with the encumbrance/asset/liability balance of \$690.79 and the funds to cover the encumbrance. Note: Budgets are not brought forward.

*DEFINE		ACCOUNT INFO / BUDGET GROUP - GB2			Year 96 97		
Command: GB2		Account: 18123456	Misc: _____		Month: AUG		
=====							
ABC - ABC DEPARTMENT					More: _ Scr 1 of 8		
Ca	Ty	Pl	S	Budget	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance

51	EX	13	A		14,431.87-	690.79-	15,122.66-
95	IN	13	A		16,723.78		16,723.78

	Expend			.00	14,431.87-	690.79-	15,122.66-
	Income			.00	16,723.78	.00	16,723.78
	Total			.00	2,291.91	690.79-	1,601.12

The screen below shows the 14th month balances for the same account. Notice that the free balance of \$1,601.12 was brought forward in the income account (95).

*DEFINE		ACCOUNT INFO / BUDGET GROUP - GB2			Year 97 98		
Command: GB2		Account: 18123456	Misc: _____		Month: 14_		
=====							
ABC - ABC DEPARTMENT					More: _ Scr 1 of 8		
Ca	Ty	Pl	S	Budget	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance

51	EX	13	A		690.79	690.79-	
95	IN	13	A		1,601.12		1,601.12

	Expend			.00	690.79	690.79-	.00
	Income			.00	1,601.12	.00	1,601.12
	Total			.00	2,291.91	690.79-	1,601.12

4. Balance Forward Rules 26 and 37

Rule 26 applies to accounts starting with 26; rule 37 applies to accounts starting with 36. Both research funds and plant funds are assigned for project periods that do not necessarily coincide with The University's fiscal year. Therefore, accounting balances are maintained on a cumulative basis for the term of the project. All balances for an account are brought forward as they existed at year end. (Note: When a project is completed, the account balances are closed and are not brought forward.)

The screen below shows August balances for account 26-1234-56.

*DEFINE		ACCOUNT INFO / BUDGET GROUP - GB2			Year 96 97		
Command: GB2		Account: 26123456	Misc: _____		Month: AUG		
=====							
ABC-INVESTIGATOR					More: _ Scr 1 of 8		
Ca	Ty	Pl	S	Budget	FED 09-30-92 FED-123444	En/Sc/Sa/AL	Free Balance

12	EX	01	A	10,715.00	7,706.00-		3,009.00
14	EX	02	A	2,861.00	2,864.62-		3.62-
50	EX	03	A	1,535.00	983.68-		551.32
75	EX	03	A	1,100.00	619.06-		480.94
80	EX	04	A	2,400.00	1,800.59-		599.41
90	EX	08	A	7,782.00	5,714.37-		2,067.63
92	IN	10	A	26,394.00-	23,752.00		2,641.00-

	Expend			26,394.00	19,688.32-	.00	6,704.68
	Income			26,394.00-	23,752.00	.00	2,641.00-
	Total			.00	4,063.68	.00	4,063.68
	Unbill Rec				19,688.32		

The screen below shows the 14th month balances for the same account. Notice that the screens are identical! The account continues from where it left off the previous year.

*DEFINE		ACCOUNT INFO / BUDGET GROUP - GB2			Year 97 98
Command: GB2		Account: 26123456	Misc: _____		Month: 14
=====					
ABC-INVESTIGATOR		FED 09-30-92	FED-123444	More: _ Scr 1 of 8	
Ca Ty Pl S	Budget	BF/TR/DI/IN	En/Sc/Sa/AL	Free Balance	

12 EX 01 A	10,715.00	7,706.00-		3,009.00	
14 EX 02 A	2,861.00	2,864.62-		3.62-	
50 EX 03 A	1,535.00	983.68-		551.32	
75 EX 03 A	1,100.00	619.06-		480.94	
80 EX 04 A	2,400.00	1,800.59-		599.41	
90 EX 08 A	7,782.00	5,714.37-		2,067.63	
92 IN 10 A	26,394.00-	23,752.00		2,641.00-	

Expend	26,394.00	19,688.32-	.00	6,704.68	
Income	26,394.00-	23,752.00	.00	2,641.00-	
Total	.00	4,063.68	.00	4,063.68	
Unbill Rec		19,688.32			

C. Encumbrances

Encumbrances are transactions that have an object class code of OXXX. These transactions have special balance forward procedures in order that departments may know exactly what purchase orders were brought forward from the previous year.

Most encumbrances that remain at year end are brought forward in a lump sum transaction with an OX99 object class code. This balance forward entry is then split up by individual purchase order numbers in the new year. All of the balance forward entries must total to the OXXX balance in the old fiscal year. After the lump sum figure is split up, the OX99 object code balance should equal zero.

Example: The 0200 balance on account 18-1234-5650 is \$700.00. This balance is brought forward to the new year with object code 0299:

```
09/01/97 B001216 BALANCE FORWARD          0299 RF      -700.00
```

Another entry is made reversing the 0299 transaction, and the \$700.00 lump sum is broken down into individual purchase order numbers with object code 0200:

```
09/01/97 B001253 BACK OUT 0299            0299 RF       700.00
09/01/97 B001253 INSIGNIA SOLUTIONS       0200 RF      -300.00
09/01/97 B001253 AUSTIN STAMP & STENCIL   0200 RF      -400.00
```

Notice that the net balance on code 0299 is zero: voucher B001216 with a debit of \$700, and voucher B001253 with a credit of \$700. The new year transactions with the 0200 code total to the previous year balance of \$700.

III. Adjusting Entries

The Office of Accounting must make various adjusting entries for report purposes. These entries include permanent corrections (such as object code corrections, account number corrections, or entries to clear overdrafts) and accrual entries. Accrual entries are more complicated than permanent corrections and are discussed in detail below.

A. Accrual Entries

Accrual entries include accounts payable, accounts receivable, prepaid expenses, and deferred revenues. These entries are handled in either the roll back or roll forward process. The basic process is this: transactions related to one fiscal year are recorded in the other fiscal year. The roll back/roll forward process moves these transactions to the year they are related to for reporting purposes.

Roll back and roll forward are automated processes. The computer generates the entries based upon the service dates entered on the transactions.

1. Roll Back

a. What is roll back?

Transactions which have processed in the new fiscal year but are related to the previous fiscal year (indicated by the transaction service dates) are rolled back to the 13th month on a VJR document and are recorded as old fiscal year activity. Accounts payable and accounts receivable are typical roll back transactions.

b. When does roll back happen?

Roll back occurs after the initial balance forwards are completed, typically around the 8th of September.

c. Roll back requirements

In order for a transaction to get rolled back:

1. The transaction must be on a new year account.
2. The service dates must be from the old fiscal year. If the departmental service dates are filled in, they will be used. If they are blank, the official service dates will be used. See "Service Dates" below.
3. The document must be in the Office of Accounting by the September cut off (see Appendix I).

2. Roll Forward

a. What is roll forward?

Roll forward is the opposite of roll back. Transactions which have processed in the old fiscal year but are related to the new fiscal year (indicated by the transaction service dates) are rolled forward and recorded as new fiscal year activity. Prepaid expense and deferred revenue are typical roll forward transactions.

b. When does roll forward happen?

Roll forward occurs around the same time as the roll back. (Exception: Prepaid scholarships are done on a VJ1 at the end of August.)

c. Roll forward requirements

In order for a transaction to get rolled forward:

1. The transaction must be on an old year account.
2. The service dates must be from the new fiscal year. If the departmental service dates are filled in, they will be used. If they are blank, the official service dates will be used. See "Service Dates" below.
3. The document must be in the Office of Accounting by the September cut off (see Appendix I).

3. Service Dates

Service dates influence whether a transaction will be rolled back or rolled forward. The rules used to determine proper service dates for a particular document are not effected by the roll forward/roll back process. Whatever rules exist for determining service dates still apply.

a. Service dates on transactions

Service dates entered on the document cover sheet are official service dates.

```

*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 97 98
Command: VP2     Account: _____ Misc: GOVP2876555_____ Month: SEP
=====
Status: APPROVED          -- COVER SHEET --          Document ID: E0VP2999999
Action: _____ Summary: A & W ROOTBEER
Created: 09/05/97 by ACXXX - DUCK, DONALD          Category:
Template: _____
Format: ALL _____ Voucher Date: 090697          Voucher Nbr: L087817
Separate Check: _ Check Distribution: U
Default Service Dates Begin: 071597 End: 071597 DTN: _____
Vendor ID: 47412978356001 A & W ROOTBEER
Address: BOTH LINES
104 ROOT DR EXTRA NON-POST-OFFICE INFO
BURP CITY , NV 785691235

```

In this example, the payment voucher was processed in the new year but the service dates are from the old year. Therefore, the transaction will be rolled back to the 13th month.

Departments have additional service date fields available. To enter them, space over the "+" within the transaction screen of the document and access the transaction comment window.

```

+-----+
| ACCOUNT D/C TYPE OBJ          AMOUNT          PO NBR          DTN          |
| 2612121250 D EX 1325          1.00          _____          _____          + |
|          SERVICE DATES: Begin: 071597 End: 071597          |
+-----+

```

Different service dates may be entered in the transaction comment window (as shown below). Note: Most departments do not need to use this option. In most instances the official service dates are sufficient.

In this example, the transaction will NOT be rolled back since the departmental service dates are in the new fiscal year.

```

+-----+
| Additional Information Concerning Transaction      1 on this page: |
| Account Information: |
|       Account: 26-1212-1250  Status: A  Type: EX PA: L |
| Account Title: FB - LIFE                               NASA 04-30-99 OE |
| Unit: 5100-001 Department Title: OAID-PI-GOSS          Abbr: FB |
|-----|
| Object Code Info: Code: 1325 Title: OTHER CONTRACTED SVCS  Status: A |
|-----|
| Additional Information Concerning Transaction      1 on this page: |
|                                     Screen 2 of 2 |
| Departmental Service dates: Begin: 090197 End: 090197 |
| Cash Received by the University: _____ |
| Cash deposit date/effective date: _____ |
+-----+
    
```

b. Cash dates on departmental deposits

In addition to service dates, cash dates must be entered on departmental deposits if cash was received by August 31, but the VC document has a September record date.

For example, suppose cash received on 8/31/97 is not deposited until 9/1/97. The deposit is applied to the new year, but needs to be rolled back and reported in the old year. Access the transaction comment window within the VC document by spacing over the "+" within the transaction window.

```

+-----+
| Action: ___ Begin at Acct: 1902200195  Entry: Debits:          0.00 |
|       Voucher Date: 090197              Credits:            5.00 |
|       Voucher Nbr.:                      Nbr:                1 |
| ACCOUNT  TYPE  OBJ.      PAYOR          AMOUNT      D/C |
| DTN      TCODE  VENDOR ID  SERV.BEG  SERV.END  BURSAR  PURPOS  MORE |
| 1902200195  IN   3101  STUDENT #1_____          5.00  C |
| _____  _____  _____  _____  _____  _____  _____  + |
+-----+
    
```

Enter the correct date the cash was received by your department in the "Cash Received by the University" field. Note: If you have a lock box at the bank, use the "Cash deposit date/effective date" field instead of the "Cash Received by the University" field.

out the current year transaction so that the effect on the overall free balance will be zero.

IV. Information for *DEFINE Ledger Module (LMM) Users

Following are some general recommendations regarding posting year end entries to your books in the ledger module (LMM).

A. Post Year End Entries To Your Books

Departments often call and ask whether they need to accept all of our balance forward and adjusting entries to their books (LMM). We generally recommend that you accept all year end entries. Because they can be complicated, these entries should be posted "as is" in order to keep your books in balance. Unless you are very familiar with these entries, we strongly caution against rejecting them or trying to lump them together with an LP2 entry.

B. Reject 0X99 Entries

There are some year end entries that you can safely reject. The encumbrances are brought forward with an 0X99 object code. We then reverse the 0X99 entries and rebook them as 0XXX entries by encumbrance number. (See Encumbrances in the Balance Forward section for more information.) This process results in multiple in-and-out entries that many departments would rather keep out of their books. Since the total of these entries equals zero, they can be safely rejected without causing your books to be out of balance.

1. Rejecting 0X99 entries automatically

You can setup a profile in the LP8 command that will automatically reject all encumbrances with an encumbrance number. This prevents you from manually rejecting them. To do this, setup your LP8 profile screen like below:

```

>> TYPE IN CHANGES AND PRESS ENTER TO UPDATE THE PROFILE <<
*DEFINE          OFFICE PROVISIONAL POSTING PROFILES - LP8          Year: 96 97
Command: LP8     Office: _____ Misc: ENCUMBRANCE BAL          Month: JUL
=====
Profile Name: ENCUMBRANCE BAL FWDS      Status: ON_      Action: REJECT
SELECTION CRITERIA: Part 1 - Information on the Transaction - - - - -
          Document Type: VJB (required)
          Account Information: _
          Accounting Transaction Type: _ _ _ _ _
          Reporting Transaction Type:  _ _ _ _ _
          Object Class Codes: 0299 thru 0299 _____ thru _____ thru _____
          Description: _____ THRU _____
          Vendor ID: _____
          Purchase Order: _____
          Voucher Number: _____
SELECTION CRITERIA: Part 2 - Information about Source of Electronic Document
          Electronic entry by: A
          Originating Unit: _____

```

This profile needs to be setup before September 1 so that the transactions will be rejected and never show on your LP6 screen. If you don't get this profile setup in time, don't despair! You can create the profile after the entries show on your LP6 and reapply the profile from the LP8 screen. If you have questions about this, please call the Office of Accounting Help Line for assistance (471-8802).

2. Rejecting 0X99 entries manually

If you don't want to use an automatic profile in LP8, you can use the LP6 or LR3 commands to reject these entries. Creating a profile in LP5 can make rejecting the entries in LP6 easier.

```

*DEFINE          CREATE/SELECT PROVISIONAL PROFILES - LP5          Year: 96 97
Command: LP5     Account: _____ Misc: ENCUMBRANCE BF_      Month: JUL
=====
                Press PF5 to Review/Post Provisionals using this Profile
SELECTION CRITERION - - - - -
                Administrative View: ACMAST_
                Account Nbr: _____ thru _____
                Document Type: VJB
                Accounting Transaction Type: _ _ _ _ _
                Reporting Transaction Type:  _ _ _ _ _
                Object Class Code: 0299 thru 0299 _____ thru _____
                Description: _____ thru _____
PROFILE DATA - - - - -

```

Use this profile to limit the transactions showing in LP6 to just 0X99 encumbrances. You can then delete these transactions from LP6.

V. Information for Payment Voucher Creators & Approvers

Following are frequently asked questions about issues relating to payment vouchers (VP documents).

A. Why was this document returned to me unprocessed?

Accounts Payable processes payment vouchers (VP documents) only when they receive supporting documentation from the department. Any VP documents for which documentation has not been received by August 29th are automatically returned to the creator unprocessed. The document NOTes explain why the document was returned.

B. Why is the system not allowing me to create documents?

The Office of Accounting has to shut down all payment voucher processing by August 30 so that the final check run takes place within the current fiscal year.

C. Does this mean I have to recreate all my documents?

No. You may convert your old year documents to the new fiscal year.

D. Can I create payment vouchers in the new fiscal year?

Yes. However, the system will not allow you to approve them until September 1.

E. This document really needed to be recorded in last year. What can I do?

Your document can still be recorded in last year if it gets final approved by the roll back deadline (5:00 p.m. on 9/4/97). See Roll Back in the Adjusting Entries section for more information.

VI. Other Information Resources

Fiscal year end is a busy time for everyone! The Office of Accounting works hard to keep departments informed of deadlines and other information to help make this time of year as smooth as possible.

A. Year End Voucher Processing Dates Memo

Each year the Office of Accounting sends out a memo outlining the year end processing deadlines. The memo is sent to Deans, Chairmans, Directors, and Accounting Contacts. This information is included in the Appendices of this handout, and is also available at our World Wide Web site.

B. *DEFINE Good Morning Screens

We update the Good Morning screen in *DEFINE to remind users of deadlines and other pertinent year end information.

C. *DEFINE What's New Windows

We remind users of upcoming document processing deadlines with What's New windows in appropriate commands.

D. *DEFINE Bulletin Board (HH6) Articles

The Good Morning screen and What's New windows allow us to give brief reminders. However, more detailed instructions are made available in the HH6 command.

E. UNIFIED Newsletter

UNIFIED is the official Office of Accounting newsletter. Each year end we publish an issue that includes year end information.

**F. World Wide Web
(<http://www.utexas.edu/business/accounting>)**

Our Web site provides information about year end, and other useful information about accounting at The University.

G. Office of Accounting Help Line

Questions can be directed to our phone (2706) or by EMAIL