



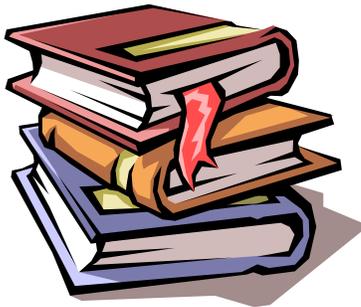
COLORADO

Office of the State Controller

Department of Personnel
& Administration

FY 2015 Closing & FY 2016 Opening Training

Presented by
Office of the State Controller



June 26 & July 2, 2015

Update Session

Presenters

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CPE

This session is eligible for CPE.

Please complete the CPE form
available at the back of the
room.

Agenda

- ✓ Payment Processing
- ✓ Accruals
- ✓ Encumbrance Roll / Lapse
- ✓ Receivables / Cash Receipts
- ✓ Fixed Assets
- ✓ General Updates & Reminders
- ✓ Questions



Payment Processing

Payment/Cash Cutoff Date Change

- Moved from July 17 to July 21
- Encumbrance Roll/Lapse will occur after than nightly cycle on the 21st



Document Dating

- FY, BFY and Period is important!
- As of 7/1/2015, CORE will auto populate document headers with:
 - BFY 2016
 - FY 2016
 - APD 1



A/P Document Dating

- Impact: For Accounts Payable (A/P) this will post payments to FY 2016
- Per GAAP
 - State is required to record expenditures in the FY in which the goods/services were received.
 - Example: purchase office supplies on 6/28/2015, expense must be recorded in FY15
 - Example: service received from 6/15 – 6/30, expense must be recorded in FY15

A/P Document Dating

- How do I post expenditure to FY15 (from 7/1/2015-7/21/2015)?
 - For manually entered payments (e.g., GAX/1, PRC/1, MD) you must:
 - Leave record date blank
 - Manually enter on document header
 - BFY=2015
 - FY=2015
 - APD=12

A/P Document Dating

- How do I post expenditure to FY15 (from 7/1/2015-7/21/2015)?
 - For automatically generated payments (e.g., PRM), the BFY, FY and APD on accounting line will be inferred from award document if:
 - IN document references a FY15 award
 - User enters a service date on IN commodity line of 6/30/2015 or prior

A/P Payment Example

	Record Date	FY	APD	BFY
2 or 3 way match Scenario				
Award (PO, DO, CT)	5/25/2015	15	11	15
RC*	6/2/2015	NA	NA	NA
IN	7/1/2015	NA	NA	NA
PRM**	7/2/2015	15	12	15
AD	7/3/2015	16	1	15
WR	8/3/2015	16	2	15

*For 3 way match, user can enter an RC with a received date after 6/30/2015 and still process an FY15 payment without CORE flagging an error. If goods are received after 6/30, then expense must be recorded in FY16.

**PRM header FY16, BFY16, APD1, but accounting lines will reflect FY15, BFY15, APD12

Questions

Accruals

Accruals

Items Covered

- Requirement
- Standard
- Recording accruals and reversals
- Reverting overaccruals
- Reporting tools
- Questions

Accruals

Requirement

- Per GAAP, goods and services received on or before June 30, require that the expenditure be recorded in FY2015. This can be accomplished by recording the payment on or before July 21st, or an accounts payable accrual.
- Payments with a FY and BFY of 2015 and Period 12 will automatically record an accrued expense for FY2015.
- PCard purchases as of the cutoff must also be accrued.

Accruals

Standard Process Statewide

- Complies with CORE Business Process Reengineering (BPR)
- 1099 reporting will still be driven from the payment
- Aligns with the reimbursement job for federal and cash revenue
- Provides benefits including:
 - Uniform guidance
 - Consistent communication
 - Streamlined troubleshooting and resolution
 - Reliable reporting

Accruals

Documents

- ACC – Manual Accrual
- ACL – Manual Clearing
- GAX, PRC, PRC1, IN/PRM – Typical Payment Docs
- JV1STND & JVC – Journal Vouchers

Note: The automated accrual/reversal documents will not be used.

Accruals

ACC – Manual Accrual Document

- Used to book the accrual
- Must be booked in Period 13
- Manually enter FY2015 and BFY2015
- One event type is available (AC04)
- Accounting Impact:
 - Debits Accrued Expense
 - Credits Accounts Payable 2120

Accruals

ACL – Manual Clearing Document

- Used to reverse the accrual
- Created using copy forward from the ACC
- Must be completed by Period 13, posts as a FY2016 Period 1
- CORE will auto-populate the FY2016, BFY2015, and Period 1.
- Recommend booking the ACL immediately following the approval of the ACC.

Accruals

ACL – Manual Clearing Document Continued

- Reverse the entire ACC amount
- Accounting impact:
 1. Debits Accounts Payable 2120 (FY16, BFY15) – Reverses the ACC
Credits Accrued Expense (FY16, BFY16)
 2. Debits Cash Expense (FY16, BFY15) – Creates RE in FY15, BFY15
Credits Equity/FB (FY16, BFY15)
 3. Debits Equity/FB (FY16, BFY16)
Credits Cash Expense (FY16, BFY16) – Reverses the RE in FY16, BFY16

Accruals

GAX, PRC, PRC1, IN/PRM:

- Used to pay the accrual
- Sept 30th – Target date for issuing payments related to accruals
- Enter payment as typical; however to track payments specifically related to accruals, departments need add a **FY15ACC** prefix in the Check Description field. See examples on next slide.

Accruals

Payments made using a GAX, PRC, PRC1 (with or without an invoice)

Accounting

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount
2	\$1,000.00	\$0.00	\$1,000.00	

From 1 to 1 Total: 1

General Information

Event Type: [dropdown]
Accounting Transition: [dropdown]
Line Description: [dropdown]
Line Amount: [text]
Line Closed Date: [text]
Line Open Amount: \$1,000.00
Referenced Line Amount: \$0.00
Internal Budgeting: [checkbox]

Budget FY: [text]
Fiscal Year: [text]
Period: [text]
Bank: [dropdown]
Vendor Service Number: [text]
Vendor Service Line: [text]
Vendor Service Date: [text]
Tracking Date: [text]
Check Description: FY15ACC124

Enter FY15ACC prefix

Payments made using an IN

Community

Community Line	Community	Community Description	Invoice Qty	Invoice Unit Price	Invoice SC Amount	Tax Amount	Item Total	Percentage Completed
1	9000	Personnel Services, Temporary	0.0000	\$0.00	\$933.22	\$0.00	\$933.22	

From 1 to 1 Total: 1

Community Information

Vendor Service Line No: [text]
Procurement Folder: 11732
Procurement Type ID: 1
Procurement Type: Unspecified
Cl. Description: [dropdown]
Community: [dropdown]
Line Type: Service
Invoice Qty: 0.0000
Unit: [text]
Invoice Unit Price: \$0.00
Price: \$0.00
Tax Amount: \$0.00
Item Total: \$933.22
Invoice SC Amount: [text]
Order Qty: 0.0000

Received Service From Date: [text]
Received Service To Date: [text]
Community Description: Personnel Services, Temporary
Tax Profile: [dropdown]
Condition: [dropdown]
Reason: [dropdown]
Additional Comments: [text]
Check Description: FY15ACC124

Enter FY15ACC prefix

Note: The IN check description will be rolled to the PRM and AD docs.

Accruals

JV1STND & JVC– Journal Vouchers

- Used to revert overaccruals
- Sept 30th – Target date for reverting overaccruals
- Because we have fully reversed the accruals, an overaccrual results in a credit expenditure that must be reverted

Accruals

JV1STND & JVC– Journal Vouchers Continued

- Four available event types:

1. XG33 – Use if overaccrual is not related to a grant
Impact: DR Expenditure, CR Revenue
2. XG34 – Use if overaccrual is related to an open grant
Impact: DR Cash Expenditure, CR Accrued Expenditure
3. XG35 – Use if overaccrual is related to a closed grant
Impact: DR Cash Expenditure, CR Payable to the Feds
4. XG36 – Use for overaccruals related to M Headnotes in the Long Bill
Impact 2 posting pairs: DR-Exp CR-Fed A/R; DR Exp, CR Rev

Note: Similar Event Types will be available for the CH documents.

Accruals

Reports

- Designing an infoAdvantage report to show:
 - ACCs and corresponding ACLs
 - Payments made against accruals (GAX, PRC1, PRC, IN and PRM) via payments with the FY15ACC prefix in the Check Description field as compared to ACLs

Questions

Encumbrance Roll / Lapse

Encumbrance Roll/Lapse

- ✓ Important Dates
- ✓ Pre-Encumbrances
- ✓ Encumbrances
- ✓ Pre-Selection Tables
- ✓ Roll/Lapse Results
- ✓ Chart of Account Crosswalk
- ✓ Modifications Before Roll Process
- ✓ Multi-Year Contract Maintenance



Important Dates

- **July 1** – Roll/Lapse Pre-Selection Tables Available
- **July 21**—Roll Update Jobs Run
- **July 21**—Lapse Update Jobs Run
- **July 21**—Multi-Year Contract Roll (Out Year – 2016)

Pre-Encumbrances

- All pre-encumbrances will default to **lapse**
- Departments will use RLPSS and RLPSD screens to **roll**
- If the RQS will be needed in FY2016 (i.e. FY2015 RQS for FY2016 award):
 - Select **roll** on the Roll Lapse Pre-Selection tables
 - If the RQS lapses, a new RQS and award must be entered in FY2016

Pre-Encumbrances

- RLPSS and RLPSD only include pre-encumbrances in the final state
 - Ensure that all FY2015 pre-encumbrances and modifications are final on June 30
- Do not use "No Action" or "Accrue"

Encumbrances

- As in COFRS, all encumbrances default to **roll**
- Departments will use RLPSS and RLPSD screens to lapse
- RLPSS and RLPSD only include encumbrances in the final state
 - Ensure that all FY2015 encumbrances and modifications are final on June 30
- Do not use "No Action" or "Accrue"

Pre-Selection Tables

- RLPSS (Roll Lapse Pre-Selection Summary)
 - May search for multiple documents
 - May only select one document at a time
 - Use links on the bottom of the screen to take action

Code	Dept	ID	Document Link	RLPSD Closed Amount Sum	RLPSD Open Amount Sum	Line Approved	Line Actions	Line Processed
✓ CT	CAAA	19300	CT CAAA 19300	\$130,823.39	\$404,746.61	Not Approved	Roll	None

[Approve Selected Document for Roll](#) [Approve Selected Document for Lapse](#) [Approve Selected Document for Accrue](#)
[Approve Selected Document for No Action](#) [Unapprove Selected Document](#) [Roll/Lapse Detail Pre-Selection](#)

Pre-Selection Tables

- RLPSD (Roll Lapse Pre-Selection Detail)
 - May search and select multiple documents
 - Displays each accounting line on a document
 - Don't change approved checkbox
 - Click save to save changes

Approved	Action	BFY	Code	Doc Dept	ID	VL	CL	AL	AL Dept	Document Link	AL Amount	Closed Amount	Open Amount
<input checked="" type="checkbox"/>	Roll	2015	CT	CAAA	19300	1	1	2	CAAA	CT CAAA 19300	\$267,785.00	\$26,120.30	\$241,664.70
<input checked="" type="checkbox"/>	Roll	2015	CT	CAAA	19300	1	2	1	CAAA	CT CAAA 19300	\$267,785.00	\$104,703.09	\$163,081.91

First Prev Next Last [Save](#)

[Approve all Returned Records](#) [Unapprove all Returned Records](#) [RollLapse Summary Pre-Selection Table](#)

Selected Date	Vendor	Vendor Name
	VC00000000017850	REGENTS OF UNIVERSITY OF COLORADO
	VC00000000017850	REGENTS OF UNIVERSITY OF COLORADO

Roll/Lapse Results

- **Roll**—CORE modifies the encumbrance, reverses FY2015 lines, creates new lines for FY2016
- **Lapse**—CORE creates CBDL and ABDL documents to close open FY2015 lines
- **Accrue**—Do not use, this batch job will not be run for fiscal year end 2015
- **No Action**—Do not use, neither lapse nor roll

Roll/Lapse Results

- Errors can be corrected on the rolled document manually
 - Appropriation unit (or other COA) not active
 - Department and program do not exist on program table
 - Funding profile cannot be inferred
 - Reporting 1 value
 - Default vendor address
 - Expiration Date / Document Date

Chart of Account Crosswalk

- Crosswalks chart of account elements to new year elements
- Will not be available this year

Modifications Before Roll Process

- FY2015 encumbrance modifications may be processed by July 21
- All FY2015 encumbrance document modifications should be final, approved before CORE closes for nightly processing on July 21

Modifications Before Roll Process

- Refer to chart sent by CORE Help
- Note first two scenarios

Scenario	Versions (a)	Status on June 30, 2015 (b)	Status on July 21, 2015 (b)	Will be on pre-selection table?	Will roll?	Notes
Modification not yet submitted into workflow by July 21	Version 1	Final	Final	Yes	Yes*	Roll process creates version 2 to roll the open amount. Discard draft document and modify
	Version 2	Draft →	Draft	No	No	
Modification submitted into workflow, but not approved by July 21	Version 1	Final	Final	Yes	No	Finish pending document and manually modify
	Version 2	Draft or Pending →	Pending	No	No	
Modification approved final between July 1 and July 21	Version 1	Final	Final	Yes	No	
	Version 2	Draft or Pending	Final	No	Yes*	
Modification complete before July 1	Version 1	Final	Final	No	No	
	Version 2	Final	Final	Yes	Yes*	
FY2015 encumbrance first version approved between July 1 and July 21	Version 1	Draft or Pending	Final	No	No	Manually modify
	Version 2	No version 2				
FY2015 encumbrance, without modifications, final before July 1	Version 1	Final	Final	Yes	Yes*	
	Version 2	No version 2				

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Multi-Year Contract Maintenance

- Multi-year contracts with out year lines on the CT
 - Non accounting event type PR08
 - Current fiscal year, future budget fiscal year
 - Each out year on a different accounting line
 - Reserved funding=Yes on all out year lines
- CORE increments the fiscal year on all accounting lines

Multi-Year Contract Maintenance

- Changes non-accounting event type (PR08) to accounting event type (PR05) for FY2016 budget fiscal year
- Changes Reserved Funding = 'Yes' to Reserved Funding = 'No' for FY2016 Budget Fiscal Year
- May roll or lapse open amount on FY2015 lines as part of the Roll Lapse Processing
 - Will be on a separate line

Multi-Year Contract Maintenance

- Prior to roll:
 - Ensure contracts do not have PR05 on the same commodity line for FY2015 and FY2016
 - Out years must have reserved funding value "Yes"

Resources

- core.state.co.us
 - Resources>Functional Updates>Procurement
 - Resources>Hints & Help
 - 6/30/15-Roll/Lapse
 - 6/15/15-Multi-Year Awards
 - 5/29/15-View Open Award Documents
- RLPSS and RLPSSD
 - Right click and select page or field help

Questions

Receivables / Cash Receipts

Receivables Roll

- RE Documents will all roll to FY 2016, no action needed.
 - Documents will be created and approved if no errors exist.
 - Documents with errors will need to be corrected manually (i.e. appropriation units don't exist in 2016)

Cash Receipts

- CR Documents - Not rolled
 - CR with FY 2015 activity, need to populate the BFY and FY with 2015 and the period with 12
 - CR with FY 2016 activity, leave BFY, FY and Period blank, will populate based on system date
 - If CR is initiated using copy forward from RE, it will default to system date

CR & RE Interfaces

- Interfaced Documents
 - All but CDOT are transmitted with no date fields populated, therefore they default to system date.
 - If FY 2015 activity, then BFY, FY and Period will need to be corrected manually.

Questions

Fixed Assets

Agenda

- Conversion
- Mass Depreciation run in error
- Fix Mass Depreciation run in error
- Depreciation Calculation
- Shell Documents
- Year-end
- Questions

Conversion

Conversion FA Documents were loaded with an Event Type of XF98 – Fixed Asset Non-Accounting

Verify that the Converted FA Documents match the Balance Sheet Accounts (1800, 1820, 1840, etc) that came over from COFRS.

If not reconciled, Exhibit W-1 or W-2 will not match.

Conversion

Conversion FE (depreciation) Documents were loaded with an Event Type of XF99 – Record Depreciation - Non-Accounting

Verify that the Converted FE Documents match the Balance Sheet Accounts (1811, 1821, 1849, etc) that came over from COFRS.

If not reconciled, Exhibit W-1 or W-2 will not match.

Mass Depreciation Run in Error

On January 2nd Mass Depreciation ran as of 12/31/2014.

FE Conversion documents had not been loaded yet so it calculated depreciation expense all the way back to the In-Service date of the asset.

It Debited the depreciation expense and credited the Accumulated Depreciation Balance Sheet account.

Results - overstated depreciation for FY 2015.

FIX - Mass Depreciation Run in Error

Rather than reversing the entire amount, it was decided that we would just reverse the amount depreciated in previous years which you had identified on your FE Conversion documents.

FE Conversion documents changed amount to
– negative, changed the Event Type and backed out the mass depreciation that ran in error.

Loaded the FE Conversion Documents (non-accounting event type) with the amount of Depreciation that Departments identified as of 6/30/2014.

FA No	Useful Life	In Service Date	Comp No.	Document Identifier	Record Date	Fund	BSA	Posting Code	Posting Code Name	Historic Asset Cost	Dep Exp	Acum Dep	Net Book Value
TFAA_CONV000001	6	02/08/1983	0001	FA,TFAA,107142488	10/30/2014	5030	1840	XF02	Fixed Asset-Non Accounting	1,663.16			1,663.16
TFAA_CONV000001	6	02/08/1983	0001	FE,TFAA,0402159660	12/31/2014	5030	1849	F040	Accumulated Depreciation			1513.16	1513.16
TFAA_CONV000001	6	02/08/1983	0001	FE,TFAA,0402159660	12/31/2014	5030		F020	Depreciation Expense		(1,513.16)		
TFAA_CONV000001	6	02/08/1983	0001	FE,TFAA,0410500000000021978	12/31/2014	5030	1849	XF40	Accumulated Depreciation - Non Accounting			(1,513.16)	(1,513.16)
TFAA_CONV000001	6	02/08/1983	0001	FE,TFAA,0410500000000021978	12/31/2014	5030		XF20	Depreciation Expense - Non Accounting		1,513.16		
TFAA_CONV000001	6	02/08/1983	0001	ME,999A,MDPR0102150000000115	12/31/2014	5030	1849	F040	Accumulated Depreciation			(1,513.16)	(1,513.16)
TFAA_CONV000001	6	02/08/1983	0001	ME,999A,MDPR0102150000000115	12/31/2014	5030		F020	Depreciation Expense		1,513.16		
TFAA_CONV000001										1,663.16	1,513.16	(1,513.16)	150.00
Total										1,663.16	1,513.16	(1,513.16)	150.00

Depreciation Calculation

Is CORE calculating Depreciation Correctly? **YES**

CORE is Depreciating from In-Service Date, daily and Mass Depreciation is then being run on the first Friday of the Month, as of last day of previous.

To test this I have calculated it using the Depreciation Formula in Excel.

=VDB(Historical Cost,Salvage,Useful life*365,Start period(0),end period(1),#days,FALSE(so it will use straightline method))

FA No	Useful Life	In Service Date	Comp No.	Document Identifier	Fund	BSA	Posting Code	Posting Code Name	Historic Asset Cost	System Calc Dep Exp	System Calc Accum Dep	Net Book Value	Explanation	Excel Formula VDB(Historical Cost, Salvage, Useful life in yrs*365)
TGAA_CONV000051	30	07/31/2001	0001	FA,TGAA,1015143633	4710	1820	XF02	Fixed Asset-Non Accounting	331,118.25			331,118.25	FA Conversion	
TGAA_CONV000051	30	07/31/2001	0001	FE,TGAA,0402159749	4710	1821	F040	Accumulated Depreciation			99,510.00	99,510.00	Back out Mass Depreciation booked	
TGAA_CONV000051	30	07/31/2001	0001	FE,TGAA,0402159749	4710		F020	Expense		(99,510.00)			Back out Mass Depreciation booked	
TGAA_CONV000051	30	07/31/2001	0001	000022140	4710	1821	XF40	Depreciation-Non Ueprciation			(99,510.00)	(99,510.00)	FE Conversion	
TGAA_CONV000051	30	07/31/2001	0001	000022140	4710		XF20	Expense-Non		99,510.00			FE Conversion	
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR010215	4710	1821	F040	Accumulated Depreciation			(148,111.23)	(148,111.23)	Mass Depreciation booked in error	
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR010215	4710		F020	Expense		148,111.23			Mass Depreciation booked in error	\$ 148,111.16
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR050115	4710	1821	F040	Accumulated Depreciation			(3,628.69)	(3,628.69)	Through 4/30 Depreciation	
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR050115	4710		F020	Expense		3,628.69			Through 4/30 Depreciation	\$ 3,628.69
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR060515	4710	1821	F040	Accumulated Depreciation			(937.41)	(937.41)	Through 5/31 Depreciation	
TGAA_CONV000051	30	07/31/2001	0001	ME,999A,MDPR060515	4710		F020	Expense		937.41			Through 5/31 Depreciation	\$ 937.41
TGAA_CONV000051	23	11/30/2008	0002	FA,TGAA,1015143633	4710	1820	XF02	Fixed Asset-Non Accounting	67,400.13			67,400.13	FA Conversion	
TGAA_CONV000051	23	11/30/2008	0002	FE,TGAA,0402159749	4710	1821	F040	Accumulated Depreciation			16,599.92	16,599.92	Back out Mass Depreciation booked	
TGAA_CONV000051	23	11/30/2008	0002	FE,TGAA,0402159749	4710		F020	Expense		(16,599.92)			Back out Mass Depreciation booked	
TGAA_CONV000051	23	11/30/2008	0002	000022140	4710	1821	XF40	Depreciation-Non			(16,599.92)	(16,599.92)	FE Conversion	
TGAA_CONV000051	23	11/30/2008	0002	000022140	4710		XF20	Expense-Non		16,599.92			FE Conversion	
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR010215	4710	1821	F040	Accumulated Depreciation			(17,830.85)	(17,830.85)	Mass Depreciation booked in error	
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR010215	4710		F020	Expense		17,830.85			Mass Depreciation booked in error	\$ 17,831.53
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR050115	4710	1821	F040	Accumulated Depreciation			(963.43)	(963.43)	Through 4/30 Depreciation	
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR050115	4710		F020	Expense		963.43			Through 4/30 Depreciation	\$ 963.43
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR060515	4710	1821	F040	Accumulated Depreciation			(248.89)	(248.89)	Through 5/31 Depreciation	
TGAA_CONV000051	23	11/30/2008	0002	ME,999A,MDPR060515	4710		F020	Expense		248.89			Through 5/31 Depreciation	\$ 248.89
TGAA_CONV000051									398,518.38	171,720.50	(171,720.50)	226,797.88	Total	

Historic Asset Cost	System Calc Dep Exp	System Calc Acum Dep	Net Book Value	Explanation	Formula VDB(Historical Cost, Salvage, Useful life in yrs*365 days/year, Start	Difference
331,118.25			331,118.25	FA Conversion		
		99,510.00	99,510.00	Back out Mass Depreciation booked in error		
	(99,510.00)			Back out Mass Depreciation booked in error		
		(99,510.00)	(99,510.00)	FE Conversion		
	99,510.00			FE Conversion		
		(148,111.23)	(148,111.23)	Mass Depreciation booked in error		
	148,111.23			Mass Depreciation booked in error	\$ 148,111.16	(0.07)
		(3,628.69)	(3,628.69)	Through 4/30 Depreciation		
	3,628.69			Through 4/30 Depreciation	\$ 3,628.69	0.00
		(937.41)	(937.41)	Through 5/31 Depreciation		
	937.41			Through 5/31 Depreciation	\$ 937.41	0.00
		(963.43)	(963.43)	Through 4/30 Depreciation		
	963.43			Through 4/30 Depreciation	\$ 963.43	0.00
		(248.89)	(248.89)	Through 5/31 Depreciation		
	248.89			Through 5/31 Depreciation	\$ 248.89	(0.00)
331,118.25	153,889.65	(153,889.65)	177,228.60			

Fixed Asset Shell

If the Shell document is correct and it is a Fixed Asset that needs to be recorded:

Complete the document – Acquisition Step Action Table, Page 12 – Finalize a Fixed Asset Shell

If the Shell document is not a Fixed Asset:

DO NOT Discard the document. You must UNPEND the Shell. Acquisition Step Action Table, Page 16 – Unpend an Item as a Fixed Asset.

Fixed Asset "SHEL"

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Document Catalog

Create

Document Identifier

Code : FA Unit :
 Dept. : ID : SHEL*

User Information

Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	FA	AADA	4100	SHEL0320150000000369	No	1	New	Draft	Held	3/20/15	BATCHADMIN	\$525.00	Yes
<input type="checkbox"/>	FA	AADA	4100	SHEL0407150000000411	No	1	New	Draft	Held	4/7/15	BATCHADMIN	\$5,000.00	Yes
<input type="checkbox"/>	FA	AADA	4100	SHEL0407150000000412	No	1	New	Draft	Held	4/7/15	BATCHADMIN	\$5,000.00	Yes
<input type="checkbox"/>	FA	BBAA		SHEL0617150000000589	No	1	New	Draft	Held	6/17/15	BATCHADMIN	\$111,060.00	Yes
<input type="checkbox"/>	FA	BDAA		SHEL0204150000000283	No	1	New	Draft	Held	2/4/15	BATCHADMIN	\$9,452.48	Yes

Header

List View

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance | Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex/Building:

Auto Generate FA Number:

Prefix:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$525.00

Final Asset Value: \$525.00

Event Type: XF01

Memo Asset:

Asset System Number:

Balance Sheet Account 1844 – Pending Fixed Asset

If discard is done the balance remains – JV to correct

Change the event type to FA14 clears the Pending Fixed Asset BSA

Fixed Assets – Year End

Mass Depreciation for June 30 runs July 3rd.

New Fixed Assets can be added during Period 13.

In-service in FY 15, FY15 / BFY15

At Period 13 close, Mass Depreciation will run again for June 30 to depreciate any items added in Period 13.

Assets that depreciated on June 30, will not depreciate again.

Questions

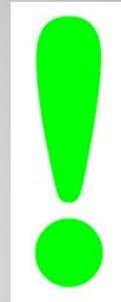
General Updates & Reminders

General Document Dating

	Record Date	FY	APD	BFY	Comment
ITA or IET	7/1/2015	15	12 or 13	15	Manually enter for activity related to June 30 or prior
	7/1/2015	16	1	16	Inferred based on system date, which is appropriate for activity July 1 and after
JVs/JVC/CHC	7/1/2015	15	12 or 13	15	Manually enter for activity related to June 30 or prior
	7/1/2015	16	1	16	Inferred based on system date, which is appropriate for activity July 1 and after

Date Change – Higher Ed Billing Date

- Moved from July 10 to July 17
 - Bill Higher Ed in the manner normally billed
 - IET for central billing departments
 - Invoice for others
 - Result in payable/receivable



TABOR

- Exhibit I2 – Certification of TABOR Revenue as of August 4
 - TABOR classification of revenue as of August 4, and
 - Completeness of TABOR nonexempt revenue as of August 4

TABOR

- FIN-GA-SR-0001a Schedule of TABOR Revenue

Fiscal Year	Period	Cabinet	Dept	Fund	Revenue Source	Revenue Source Name	Exemption Status	Revenue
2015	8	C	CFCA	5060	5306	Cafeteria Sales	Exempt	224.94
2015	8	C	CFCA	5060	5308	Commission/Sales	Exempt	1,502,628.57
2015	8	C	CFCA	5060	5314	Miscellaneous Sales	Exempt	9,238,478.82
2015	8	C	CFCA	5060	5908	Interest Income - Exempt	Exempt	29,625.00
2015	8	D	DAAA	29J0	9000	Operating Transfer from State Department - Same Department	Exempt	27,000,000.00
2015	8	D	DAAA	4400	2202	Individual Income Withholding Tax	Exempt	242,688,000.00
2015	8	D	DAAA	4400	2203	Individual Estimated Inc Tax	Exempt	52,944,000.00
2015	8	D	DAAA	4400	2602	Corporate Estimated Income Tax Payments	Exempt	38,413,000.00
2015	8	F	FAAA	1170	4220	Solid Waste Permits	Nonexempt	284,521.51
2015	8	F	FAAA	1170	4600	Other Health Service Fees	Nonexempt	2,385,096.29
2015	8	F	FAAA	1170	5208	Credit Card Fees - Nonexempt	Nonexempt	-464.15
2015	8	F	FAAA	1170	7400	Federal Grants and Contracts	Exempt	220.42
2015	8	F	FAAA	1190	4209	Stationary Source Permits	Nonexempt	9,433,547.47
2015	8	F	FAAA	1190	4350	Certification and Inspection Fees	Nonexempt	0.00
2015	8	F	FAAA	1190	5208	Credit Card Fees - Nonexempt	Nonexempt	-24,423.33
2015	8	F	FAAA	1190	5900	Interest Income - Nonexempt	Nonexempt	29,764.00

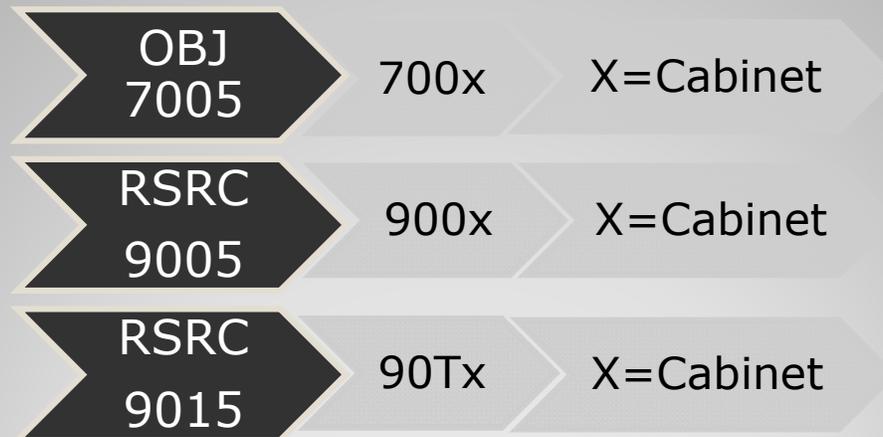
TABOR

- Errors identified after August 4 must be entered into CORE
- Considered TABOR audit adjustments
- These will not workflow to the OSC, but the OSC will review and add comments
 - The description must be sufficient to identify the initial condition and the correct (similar to an Exhibit H in the prior year)

TABOR

- Only Adams State University Expected to Disqualify for FY2015
 - This is a change as Western State Colorado University previously also expected to disqualify

New Transfer Codes – Other Cabinet



Human Services Cabinet Code = Y
Military Affairs Cabinet Code = Q

New Transfer Codes – Other Cabinet

- Reclassify out of 7005, 9005, 9015 to the expanded code
- 7005, 9005, 9015 added to the Abnormal Balances Report as an account that should equal 0
- Target Date: P12 Close
- If using IET, coordinate with the other impacted cabinet

Transfer Balancing – Other Cabinet

Based on Expenditure Department

Transfer Match Id	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
A	AAAA	1000	10	700C	Operating Transfers to Corrections	5,000.00
A	CFCA	5060	14	900A	Operating Transfer from Personnel	(5,000.00)
Sum:						0.00
Balanced						
B	BSFA	5100	10	700A	Operating Transfers to Personnel	7,500.00
Sum:						7,500.00
Mismatched						
C	AAAA	1000	14	90TC	Operating Transfer from Corrections TABOR Ent	(7,500.00)
Sum:						(7,500.00)
Mismatched						
D	DAAA	1000	10	700E	Operating Transfers to Governor's Office	35.00
Sum:						35.00
Out-of-Balance						
Grand Total:						35.00

New Pass-Thru Grant Codes

7500

- Internal Subrecipient
- Linked to A/R 1380 (was 1353)
- Linked to unearned revenue 2501 (was 2500)

7501

- External Subrecipient
- Linked to A/R 1342
- Linked to unearned revenue 2501

New Pass-Thru Grant Codes

- Reclassify external subrecipient revenue from 7500 to 7501
 - Target date: P12 close
- Review outstanding receivables by year-end
 - Do any 1353 federal receivable balances need reclassified to 1380 (internal) or 1342 (external)?

Budget Updates

- Long Bill has started interfacing from PB to CORE
- RSV10 – will be converted to reductions in budget with a Controller's Restriction SAI
- Event Type / SAI matrix will change as a result of RSV10 change to restrictions for supplementals

Budget Updates

- SC4.1 Capital Construction restrictions rather than appropriation inactivation
- Security workgroup for updating budget tables expected to go into effect on July 1

Budget Updates

- Update to Open/Close Part I, the OSC will record capital construction if not recorded by the departments
 - Appropriation Unit = XXXXXM014 <-Project #
 - Communication coming soon from Financial Support Services Unit

Budget Updates

- Special Bill Booking from PB -
Similar process as the Long Bill booking
 - Continue to send your new appropriation unit requests to DPA_FARmailbox@state.co.us
 - Requested units for FY16 will be prepared once the LB is booked.
 - If urgent, contact karoline.clark@state.co.us

Exhibits and Forms Available

Exhibits

- <https://www.colorado.gov/pacific/osc/fiscalprocedures>

Forms

- <https://www.colorado.gov/pacific/osc/forms-1>

Special Purpose Reversions

- The OSC will calculate and post Special Purpose Reversions for FY15 in period 14
 - Previously the instructions were for the departments to do the entries

Unrealized Gain/Loss

- The OSC is reversing entire entry
 - Cash/Investment impact and offsetting fund balance will be reposted in Period 0
 - The reversal and new year posting will occur in P15
 - No interim revenue (nonbudget) impact

Rollforward Process

- Rollforward v. Carryforward Criteria
 - ✓ Statutory carryforward authority (does not include LB letternotes)
 - BGA Doc with SAI 10 (No Rollforward Form)
 - ✓ Rollforward Statutes / Fiscal Rules
 - Rollforward Form
 - ✓ **NEW!** Any reason in the General or Capital Construction Fund (generally custodial)
 - Include under “Extenuating Circumstances” on form

Rollforward Process

- Applies internally within the State in additional to externally!
- Physical Processing
 - Attach request form to \$0 FY15 BGA doc
 - Use old year coding
 - Approval of doc is State Controller Approval
 - For approved requests, submit new year doc by Sept.18
 - Use new year rollforward coding
 - Reference as noted in the instructions

Loans & Advances

- Historical Pattern as basis for requesting interim applications
 - Advances – Treasury will reverse negative interest
 - Loans – OSC working with Treasury
- Additional applications will be necessary for any P14 deficit cash balances

Transfers & Overexpenditures

- **Create draft BGA document**
 - Reference the document on the Form and send to the OSC
- **Submit BGA with approved form when received back from the OSC**

Post-Closing Entries (P14+)

- Formerly Exhibit H
 - \$200,000 (\$1,000 if causes or prevents and overexpenditure) threshold
 - Use “normal” document
 - Description must be sufficient for audit purposes

Percentage of PERA Employees Expected to Retire

- Compensated Absences Calculation
 - 56.7% State Employees
 - 69.0% State Troopers



Suggested PERA Disclosures

- Data from PERA expected to be available at the end of July
- Expect suggested disclosures by the end of August

Missing Data Elements

- Missing Data Remains
 - Your OSC Consulting member will be contacting you directly to clear remaining items



Payroll Fringe Clearing Data Cleanup

- **Issue**

- Fringe liabilities clearing in different department/fund combinations that originally posted

- **Resolution**

- Corrected going forward
- Requires manual correction going backwards
 - Payroll 2120 Checkup report in the OSC Diagnostic Folder

Payroll Fringe Clearing Data Cleanup

Payroll 2120 Checkup Report

Report ID: FIN-PR-SR-0001
Run Date: 6/25/15
Run Time: 8:43:48 AM

CORE infoAdvantage
Payroll 2120 Checkup

AP	Fund	Unit	Appropriation	Object	BSA	Jrnl Doc (Code,Dept.ID)	GTN	PC	ET	Posting Amount
1	1000	1300	AGAIAPS13	1520	2120	PRLID,AAAA,09221400000000017448		H001	HR90	556.32
1	1000	1300	AGAIAPS13	1522	2120	PREXP,AAAA,09221400000000000818	7	H001	HR07	(2,462.82)
1	1000	1300	AGAIAPS13	1522	2120	PRLID,AAAA,09221400000000017449		H001	HR90	2,820.85
1	1000	1300	AGAIAPS13	1524	2120	PREXP,AAAA,09221400000000000818	7	H001	HR07	(922.02)
1	1000	1300	AGAIAPS13	1524	2120	PRLID,AAAA,09221400000000017450		H001	HR90	1,134.45
1	1000	1300	AGAIAPS13	1525	2120	PREXP,AAAA,09221400000000000818	7	H001	HR07	(849.26)
1	1000	1300	AGAIAPS13	1525	2120	PRLID,AAAA,09221400000000017451		H001	HR90	1,399.24
1	24Y0	1300	ACAIAPS13	1110	2120	PREXP,AAAA,09221400000000000674	7	H001	HR01	(6,477.55)
1	24Y0	1300	ACAIAPS13	1110	2120	PRLIA,AAAA,09221400000000000468	7	H001	HR02	11,014.87
1	24Y0	1300	ACAIAPS13	1110	2120	PRLID,998A,09221400000000014221		H001	HR80	4,409.78
1	24Y0	1300	ACAIAPS13	1111	2120	PREXP,AAAA,09221400000000000674	7	H001	HR01	(562.17)
1	24Y0	1300	ACAIAPS13	1111	2120	PRI IA AAAA 09221400000000000468	7	H001	HR02	1,992.45
1	24Y0	1300	ACAIAPS13	1111	2120	PRLID,998A,09221400000000014223		H001	HR80	239.33
1	24Y0	1300	ACAIAPS13	1360	2120	PREXP,AAAA,09221400000000000674	7	H001	HR01	(52.29)

Payroll Fringe Clearing Data Cleanup

Pivot Table in Excel

The screenshot displays an Excel PivotTable summarizing payroll data. The PivotTable is structured as follows:

Fund	Unit	Appropriation	Object	BSA	Jrnl Doc (Code, Dept, ID)	GTN	PC	ET	Total			
1000	1000	ARAAAPS10	1110	2120	PREXP,AAAA,0122150000000000915	23	H001	HR01	-3910.27			
H001 Total									-3910.27			
23 Total									-3910.27			
PREXP,AAAA,01221500000000009153 Total									-3910.27			
PREXP,AAAA,032615000000000009665									25	H001	HR01	-81466.54
H001 Total									-81466.54			
25 Total									-81466.54			
PREXP,AAAA,032615000000000009667 Total									-81466.54			
PRLID,998A,101714000000000086365 Total									39699.01			
PRLID,998A,10241400000000166467									(blank)	H001	HR80	37394.19
H001 Total									37394.19			
(blank) Total									37394.19			
PRLID,998A,10241400000000166467 Total									37394.19			
PRLID,998A,12301400000000245674									(blank)	H001	HR80	33681.11
H001 Total									33681.11			
(blank) Total									33681.11			
PRLID,998A,12301400000000245674 Total									33681.11			
2120 Total									55421.88			
1110 Total									55421.88			

The PivotTable Field List on the right shows the following configuration:

- Choose fields to add to report:
 - AP
 - Fund
 - Unit
 - Appropriation
 - Object
 - BSA
 - Jrnl Doc (Code,Dept,ID)
 - GTN
 - PC
 - ET
- Drag fields between areas below:
 - Report Filter: AP
 - Column Labels: (empty)
 - Row Labels: Fund, Unit
 - Values: Sum of Postin...

Payroll Fringe Clearing Data Cleanup

- Further more specific instructions will follow
- Event Type pending for correcting entries
 - Posting Code H001 Payroll Liability
 - Posting Code A001 Cash
- A new code will be created for this clearing activity starting with FY16 payroll

Reminders

- Exhibit N1
 - Record difference between book and market value (see Chapter 3, Section 3.20 of the FPM)
- Underearned Cash/Reappropriated or Federal in the General Fund
 - Reclassify expenses to the GF (see Chapter 2, Section 2.28)

OSC Diagnostic Reports

- Coming Soon!
- Planning to finish in July and host a GoTo Meeting training session

Fiscal Procedures Manual

- Most of the changes in this slide show are not yet in the FPM
 - Update and provide notice similar to June update



Questions – Who do I contact?

- **A615 “This transaction exceeds the unobligated funds for this budget” Error Questions**- Contact your Departmental Accounting/Budget office, this is **not** a document error, but an accounting/budget error that only your accounting/budget staff can resolve
- **Year-End Accounting and Accrual Questions** - Contact your OSC Consultant by phone or at the DPA_FARmailbox@state.co.us

Questions – Who do I contact?

- **Event Type Questions** - Contact your OSC Consultant or send an email to DPA_FARmailbox@state.co.us
- **Year-end Exhibit Questions** - Send an email to DPA_FARmailbox@state.co.us
- **Vendor Modification Questions** - Send an email to state_centralapproval@state.co.us

Questions – Who do I contact?

- **Cross Fiscal Year Payment**

Questions - Submit a ticket to the CORE Support Center at core.help@state.co.us or 1-844-235-CORE(2673) (*Specify AP Functional Area*)

- **Roll/Lapse Questions** - Submit a ticket to the CORE Support Center at core.help@state.co.us or 1-844-235-CORE(2673) (*Specify Procurement Functional Area*)

Phone: 303-866-xxx

E-mail: firstname.lastname@state.co.us

Consulting

Brent Voge - 2733

Susan Thomson - 4161

Jennifer Henry - 3809

Daniel Saint - 3891

Reporting

Trevor Borgonah -3468

Marc Burkepile - 3346

David Norris - 3894

Support Services

Karoline Clark - 3811

Kelsey Jones - 4041

David Wahn - 4160

Femida Kadernani - 6327

Internal Audit

Frank Ferraro - 4662

Cost Plans

Bhavna Punatar - 4344

FAR Contact List

Questions



COLORADO

Office of the State Controller

Department of Personnel
& Administration

**Thank you for
coming to the
training – Don't
forget the CPE form**

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