



Enterprise Resource Planning (ERP) System Financial Reporting and Year-End Closing

Informational Meeting
September 2011

ACT 7261



- As we anticipate a large number of retirees, we need to consider succession planning for all levels specifically the approval levels.
- Transfer approval privileges allow requisition entry changes to be made by after departure.
- Identify other individuals to manage grants and accounts to prevent lapse.

Goals and objectives



- DOF goal and objective is to have fiscal officers, program managers and certifying officers reconcile monthly in order to verify that accurate information are entered in the ERP system along with other processing tasks that affect GVI financial Reporting. Certifying Officers will be held liable for all approved documents.

Overview



- For consistency, Standard Operating Policies and Procedures (SOPPs) are available online at usvifinance.info
- Encourage timely Drawdown of funds
- Encourage data clean up through Verification of chart of accounts and bank codes, General Ledger processing, Accounts payable and Federal Grants Processing.

Overview

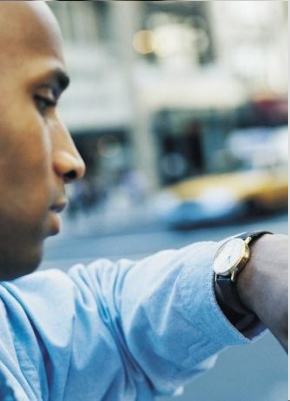


- Reconciliation must be done monthly now we are caught up with the audits
- Adjustments must be entered by the 5th of the following month.
- Purchase Orders must be liquidated properly.
- Monitor requisitions to ensure they are converted to P/Os

Accounts Payable Invoice AP



- Partial payments should have a “Partial 1” “Partial 2” etc., at the end of the invoice number and the final payment should state “Final” at the end of the invoice number.
- Federal match “F” Local match “L”.
- Expired grants will be closed by DOF.



- Invoice numbers cannot be tampered with e.g. (adding a character). Vendors should submit original invoices. Departments **must** refrain from creating invoices for vendors. It is easily detectable.



- Batch Entry is encourage, once you are using the same bank you should process APIs in a batch and just use the add+ button to add other invoices. Please refrain from using one batch per invoice.
- We will reject payment requests that are not utilizing the correct account codes or bank codes.

API Processing



- Utilize the vendor invoice number, Vendors are calling and returning checks because they cannot identify the invoice number that we have on the check. Please ensure that you are using the correct invoice numbers.
- Always verify that the correct remit address is being used.
- Splitting payments to avoid the procurement process is illegal.



- No last minute travel request.
- Request for payments must be substantiated with appropriate attachments.
- Preparing invoices on behalf of vendors are unacceptable.
- Description on checks should be specific not general.



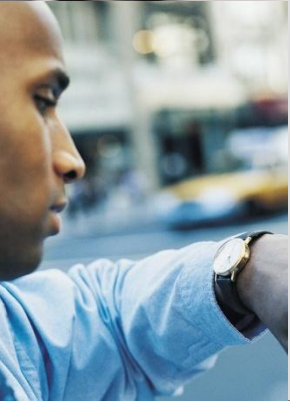
- Use accurate quantities with unit price when processing a requisition.
- Attach receiving reports to P/O; in addition, verify that quantity reflects the quantity received, i.e, update line to reflect full or partial receipt.
- Use original invoices, “Quotes, Statements or estimates” unacceptable.

Federal Grants- Barry



- Federal Grants that are expired will be closed in the system, please be proactive and request accounts for new grants and assist DOP in updating the NOPAs for employees who are being paid from federal grants. Employees pay cannot be processed on a closed or expired grant.

- When requesting coding for federal accounts, including ARRA
 - Provide request letter
 - Provide grant award letter
 - Provide existing grant project if available.



Requisition/API



- Invoice date should be the date on the invoice not the date on which you are entering the invoice. Due date is automatically defaulted by the system, **PLEASE DO NOT CHANGE!!!**
 - Please ensure that you are using the correct invoice numbers.
 - Utilize the vendor invoice number, to avoid delay in posting payments.



- Vendors are calling and returning checks because they cannot identify the invoice number that we have on the check.
- Coding payments to correct accounts are mandatory and necessary.
- Use journal info to make change at last minute if necessary.

Year-End Closeout



- Finance has begun preparing for year end close-out procedures
- Fiscal year (FY) 2011 ends September 29, 2011 and year-end closeout procedures will begin on September 1, 2011
- All revenue for FY 2011 must be posted by September 30th
- Expenses incurred prior to September 30th should be encumbered and paid in the current year.
- All transactions as of October 1 2011 should be entered as FY 2012 transactions₁₆

Year-End Closeout



- All transactions, including adjustments, must be posted by September 30th
- Please send all outstanding adjustments to DOF immediately – adjustments will be posted within 7 days of receipt
- DOF and Property and Procurement (P&P) request all requisitions be entered by September 16, 2011.
- Individual agencies may set earlier internal cut-off dates

Year-End Closeout



- Please ensure all grant revenues are drawn down and posted by September 29, 2011
- Ensure that the revenue accounts have correct balances and account codes
 - Do not wait until the last minute
- If there are any issues, please contact Clarina Elliott at 774-4750, extension 2313

Year-End Closeout



- Verify that all proofs in all MUNIS modules have been output posted.
- Verify that there are no open requisitions and batches for the year being closed or they will be deleted by DOF during the year end process.
- With the new contract module, at the requisition stage, once you insert the contract number it will be linked, scanning the contract will not be necessary.

Year End Closeout



- Although default year/period will come in as specified, clerks should be advised to double check their entries during this period
- Entries for the new fiscal year should be dated in the new fiscal year
- Entries for the old fiscal year should be back dated into that year

Financial Integrity Depends on You



- The financial integrity of the government depends on your agencies posting in a timely manner
- Year-end closeout procedures involve running a series of reports to reconcile accounts, test balances, and ultimately close accounts
- Once accounts are closed, it is a violation of Generally Accepted Accounting Principles (GAAP) to re-open the accounts to make adjustments – this is why it is imperative that adjustments must be entered by the 5th of the following month.

Finance is Offering Assistance



- If you need any immediate assistance from DOF, please let us know immediately after this meeting.
- Purchase Orders for 2009 and prior needs to be liquidated by September 30, 2011.
- Additional concerns can be addressed to Mr. Val Collens, Executive Assistant Commissioner, at 774-4750, extension 2290, or vcollens@dof.gov.vi
- Questions??????????????