

## 2010 Year End Webinar – Q & A

Here are the answers to the questions you sent through the chat box during the Year End webinar held on Thursday, June 10, 2010. If you have any additional questions, please feel free to email your Customer Care Representative.

**Q:** What if your accrual is less than the final payment? Does the system know to fix the accrual automatically also?

**A:** Yes. When you check the Final Payment flag, Escape Online automatically creates all of the appropriate journal entries when the check is printed.

**Q:** Are the fixed assets date driven - do we need to have them completed before June 30<sup>th</sup>?

**A:** No. You can update your fixed assets when it is convenient. However, you do want to do it as soon as possible, before the year closes so that your depreciation (which takes fiscal year into account by only calculating on open fiscal years) is calculated correctly.

**Q:** In the Year End Closing activity, what happens to the requisition if the total outstanding amount is released?

**A:** Here is a quick rundown of how Escape handles each of the columns.

When you post an **accrual** amount, Escape Online will create a journal entry in the closing fiscal year to set up the liability, add liability accounts in next year, and write a history record.

When you post a **carryover** amount, Escape Online will change the fiscal year of the requisition, add accounts for next year, reverse outstanding encumbrances in the closing year, encumber amounts in the new year, and write the appropriate history records.

When you post a “**released**” requisition (both the accrual and carryover amounts are zero), Escape Online will change the requisition status to Completed, reverse outstanding encumbrances, and write a history record.

But, to answer your question, the amount that is released, regardless of accrual or carryover amounts, will be unencumbered.

**Q:** Why does Escape display the 2010 beginning balance JE when you print the 2011 beginning balance JE?

**A:** The snapshot uses the fiscal year for TODAY. That means that whatever the fiscal year is on the day you run the report will be the fiscal year the snapshot uses.

**Q:** How does the software calculate the release and liabilities amounts when there are multiple accounts?

**A:** Escape Online uses a formula to verify the amount for each account in the requisition. Here's what it uses:

$$(\text{Old Amt} / \text{Sum of Amts} * \text{Undistributed Amt}) + \text{Old Amt} = \text{new amount}$$

For example, see the requisition below for an example of the logic applied to the first account.

Requisition	Items	Accounts	Payments	Quotes	Approvals	Attachments	Notes	History
<b>1 - Requisition Information</b>					<b>4 - Order Cost Information</b>			
Dept Id	BUSINESS {Business Department}				Non Taxable	155.00		
Academic Dept					Taxable Amount	0.00		
Requisitioner	Alice Admin				Sub Total	155.00		
Request Date	6/11/2010				Tax Rate	9.000		
Order Location	1AVS {Alexander Valley School}				Sales Tax	0.00		
Delivery Location	1AVS {Alexander Valley School}				Shipping Pct	0.00		
Room					Shipping Amount	0.00		
Comment	last one - copy back to fy10				Tax on Shipping	No		
Responsibility					Total Cost	100.00		
Category					Adjustment Amount	(55.00)		

Old account amount		5.00
Divided by the old total of the req	÷	<u>155.00</u>
		0.032258
Times the adjusted amount	*	<u>-55.00</u>
		- 1.7741
Plus the old amount	+	<u>5.00</u>
New account amount		3.23

Requisition	Items	Accounts	Payments	Quotes	Approvals	Attachments	Notes	History
<input type="button" value="New"/> <input type="button" value="Export"/> <input type="button" value="Delete"/> <input type="button" value="Undelete"/> <input type="button" value="Cancel All"/>								
FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT			Amount	Percentage	Fiscal	Encumbered	Paid	Liability
01-0000-0-0000-7200-4350-600-7100			\$0.00	0.00	2010	\$0.00	\$0.00	\$3.23
01-0000-0-0000-7700-5800-600-7100			\$0.00	0.00	2010	\$0.00	\$0.00	\$64.51
01-0000-0-0000-7200-5710-600-7300			\$0.00	0.00	2010	\$0.00	\$0.00	\$32.26
01-0000-0-0000-7200-4350-600-7100			\$0.00	0.00	2011	\$0.00	\$0.00	\$0.00
01-0000-0-0000-7700-5800-600-7100			\$0.00	0.00	2011	\$0.00	\$0.00	\$0.00
01-0000-0- - -9510- -			\$100.00	100.00	2011	\$0.00	\$0.00	\$0.00
01-0000-0-0000-7200-5710-600-7300			\$0.00	0.00	2011	\$0.00	\$0.00	\$0.00

**Q:** Do the object codes in the General Ledger tab of the Organization record need to change each year for prior year and current year?

**A:** No, you do not have to change them from year to year, but there is a caveat to this answer.

If you are running the Receivables/Liabilities Activity (Ledger02) report to reconcile the liability and receivable accounts to ensure that amounts accrued during year end closing are cleared appropriately in the following year, the offset objects the report uses are defined in the Ledger tab of the Organization record. Each fiscal year must be set to a different object code. For example, the current year could be 9511 and the prior year could be 9510.

**Q:** Can you give a step-by-step for finding stores items that were skipped during the store's inventory posting?

**A:** When you posted the inventory list, the items that were not skipped had an inventory date written to the stores record. Obviously, skipped items did not have that date written, so that is how you find the stores items that were skipped.

You go to the Stores Physical Inventory activity and enter dot-dot-inventory date (i.e., ..6/30/10). This tells Escape to search for all stores items that have an inventory date less than that date. You could also recreate your list exactly as before and then sort the list by inventory date.

**Q:** Is there anything that payroll needs to do for year end closing?

**A:** Yes, there are a few tasks. Payroll users need to Roll forward Leaves from the Fiscal Year Status activity. They also should run the Unpaid Summer Buckets (Pay32) report to ensure their summer buckets are clear once they've processed all Arrears Payrolls.