

YEAR END SURPLUS/DEFICIT OPTIONS

Focusing on BAS-Lite Users (Schools)

- I. Profile setups to handle Surplus/Deficit rollovers. Yes, you are able to have each unique “activity/sub-fund” within a fund rollup automatically into the related surplus deficit GL, ultimately saving the enormous task of manually journalizing each amount after the fact (assuming your GL structure affords it). We’ve detailed the steps below!
- II. Recommended User Defined Exception Reports to create in order to proof GL flags

I. Profile setups to handle Surplus/Deficit rollovers.

- A. Master Profile, Fund accounting must be enabled. (8,7,1) field #15

BUDGETARY ACCOUNTING SYSTEM MASTER PROFILE				
01= CLIENT NAME				S.D. SCHOOLS _____
02= CANADA - DEFAULT G.S.T. or (N) o	[?/N]		1	
03= CURRENT FISCAL PERIOD	[YYYYPP]		2005	
04= ACTIVE SYSTEMS			BPS, POM	
05= SECURITY MANAGEMENT	[Y/N]		Y	
06= NUMBER OF PERIODS	[12/13]		12	
07= DICTIONARY VALIDATION	[GA]		G	
08= DISALLOW OVERRIDE OF BATCH IN USE	[Y/N]		N	
09= COUNTRY/PROVINCE OR STATE	[XXX/XX]		CAN/BC	
10= PO'S DETAIL/SUMMARY/BOTH	[D/S/B]		B	
11= USING SUB-LEDGERS	[Y/N]		N	
12= PRINT DEVICE OPTIONS	[/L]		3	
13= DEFAULT BATCH QUEUE	[1-12] [/F] [/L]		2	BAS\$BATCH
14= MANUAL CHEQUE NUMBERING	[Y/N]		N	
15= ENABLE FUND ACCOUNTING	[Y/N]		Y	
16= USE GL EDITOR?	[Y/N] <N>		N	
FIELD # TO CHANGE <CR> 1				

Note the GL Account profile of the chart of accounts being demonstrated (8,7,2)

BUDGETARY ACCOUNTING SYSTEM GL ACCOUNT PROFILE				
LEVEL #	SIZE	SKIP BEFORE	SKIP AFTER	LEVEL NAME
99	FORMAT MASK ENTRY (Y/N <N>): Y			CHARACTER: -
01	02	TP	01	LOCATION
02	03	00	01	ACTIVITY
03	04	00	00	OBJECT
04	—	—	—	_____
05	—	—	—	_____

- B. Define the element of the GL or Alias that contains the fund reference, in this case it's in position 01 of the GL, the GL location (8,7,3). The Due to and Due from accounts have not been assigned, as it is not necessary in this particular scenario since each School Based BAS-Lite fund operate from their own bank accounts.

FUND ACCOUNTING PROFILE					
G/A	ELEMENT ##	POS	SIZE	ELEMENT NAME	GL SUSPENSE
G	01	01	02	LOCATION	ZZZZZZZZZ
	##	FF	TF	F/F ACCOUNT	T/F ACCOUNT
	01	—	—	_____	_____
	02	—	—	_____	_____
	03	—	—	_____	_____
	04	—	—	_____	_____
	05	—	—	_____	_____
	06	—	—	_____	_____
	07	—	—	_____	_____
	08	—	—	_____	_____
	09	—	—	_____	_____
	10	—	—	_____	_____
	11	—	—	_____	_____
	12	—	—	_____	_____
	13	—	—	_____	_____
	14	—	—	_____	_____
	15	—	—	_____	_____

Change G/A Line [Y/N]

Change G/A Line: Signifies change the reference to the GL or the Alias line reference.

- C. Define the year end parameters (8,7,6)

BUDGETARY ACCOUNTING SYSTEM YEAR-END PROFILE				Page 1
###	FUND	S/D ACCOUNT #	SUB FUND DEFINITION	
001	00	00??9000	##??####	
002	01	01??9000	##??####	
003	02	02??9000	##??####	
004	03	03??9000	##??####	
005	05	05??9000	##??####	
006	06	06??9000	##??####	
007	07	07??9000	##??####	
008	08	08??9000	##??####	
009	21	21??9000	##??####	
010	22	22??9000	##??####	
011	31	31??9000	##??####	
012	41	41??9000	##??####	
013	51	51??9000	##??####	
014	ZZ	ZZ2319000	##??####	

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Here's the impact of what will happen at year end with each school's non-balance sheet GL's (assuming the GL's have been properly setup with the Revenue/Expenditure status set to Yes).

- In this particular chart of accounts set up, Object #9000 (level 3 of the GL) has been reserved to identify the Surplus/Deficit GL's.
- Each fund (defined by the school location, level 01 of the GL) has many sub-funds within. In this instance, these sub-funds are represented by activities within the school location (level 02 of the GL).
- At year end, each time the activity within the fund changes the residual surplus/deficit will be rolled into the sub fund #9000 associated with the unique fund and activity.

For example looking at the year end parameters for school/fund #03:

BUDGETARY ACCOUNTING SYSTEM YEAR-END PROFILE				
GL ELEMENT # 01 02 LOCATION				
###	FUND	S/D ACCOUNT #	SUB FUND DEFINITION	
001	00	00???9000	###??#####	
002	01	01???9000	###??#####	
003	02	02???9000	###??#####	
004	03	03???9000	###??#####	

Expenditure	03-123-5000	0.00	0.00	2,679.49
Revenue	03-123-6000	0.00	0.00	2,044.44-
Surplus	03-123-9000	0.00	635.05	0.00

TOTAL -- Band Rentals		0.00	635.05	635.05
=====				
Expenditure	03-137-5000	0.00	0.00	0.00
Revenue	03-137-6000	0.00	0.00	631.14-
Surplus	03-137-9000	0.00	631.14-	0.00

TOTAL -- Book Fair/Library		0.00	631.14-	631.14-
=====				
Expenditure	03-208-5000	0.00	0.00	228.12
Revenue	03-208-6000	0.00	0.00	1,986.66-
Surplus	03-208-9000	0.00	1,758.54-	0.00

TOTAL -- Fine Arts - Production		0.00	1,758.54-	1,758.54-

The residual Surplus/Deficit computed at Year end for all objects associated with the schools "Band Rentals" Activity 123 will be rolled into the related Object 9000

Note the impact of the Surplus Deficit rollover on the activities: Book Fair/Library #137 and Fine Art - Production #208

Year End Surplus/Deficit Options - July 2005

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While it's a good idea to make sure you have created the applicable GL's to accommodate the rollover prior to beginning the year end process, the year end program has been written to create the GL's necessary if they do not already exist.

Note that when these GL's are created only fields 04 through 07, plus CAP will be established. By default they will be set to "N". The GL's added by the year end process are reported in the LOG file. Be certain to review the LOG file as you will need to complete the GL setup by updating fields 13 through 15 through GL changes (4,1,1,2,1).

04= R/E [Y/N] <N>	N	05= BUD [Y/N] <N>	N	06= PAR [Y/N] <N>	N
07= CTL [Y/N] <N>	N	CAP [Y/N]	N	08= BUD VAR % <0>	0
09= FACTOR 1 <0>	0.00	10= FACTOR 2 <0>	0.00	11= FACTOR 3 <0>	0.00
12= BUDGET PARENT	_____			TEMP BUDGET	0.00
13= ACCOUNT ALIAS	_____				
14= GST % EXEMPT	100	15= GST TAX CODE	G		
17= EXPIRY DATE		18= REQUIRE SECONDARY VENDOR [Y/N]	_		

- II. Regarding GL status flag #04=R/E [Y/N]; one of the biggest year end challenges you'll likely face is to ensure that GL's added throughout the year have been created using the appropriate setting. To assist in identifying exceptions, we would encourage you to create exception reports to proof your Balance Sheet and Revenue Expenditure GL's, customizing the selection criteria necessary to reflect your GL structure (see the reference material on our website for 'Year End Exception Reporting').