

Fiscal year closing

State fiscal year end closing is done by going to the Authorization/Vouchering menu and choosing #15 (ENCUMBRANCE SFY END PROCESSING). Access to this selection is available to program managers, counselors, managers, and support staff the last two weeks of the state fiscal year.

Prior to closing, print the List of Outstanding Obligations report found in Field Service Reports and determine what action you want to take on each service order listed. Once you know that information for each outstanding obligation, you are prepared for fiscal closing. The screens display the service order number; date of authorization; vendor name; amount obligated; partial payments; and amount outstanding.

Available in mid-June, KMIS will display all outstanding obligations by either caseload or by client, as the program administrator, counselor, manager, or support staff chooses. Mark each outstanding obligation with one of the 4 choices described below. If the beginning date for services, such as tuition, is on or before June 30 and continues into the next fiscal year, it is considered a current fiscal year expenditure and should be encumbered.

These are your four choices for action needed on each outstanding obligation:

- **ENC (Encumbrance)** - This selection is made when a non-medical service has been provided in the current fiscal year, but the invoice is not yet available for payment. Non-medical encumbrances include such services as books and supplies, training, interpreter services, render services, etc. This selection will encumber funds from the current year and allow payment in the next fiscal year against these encumbered funds.
- **\$0 Pay Final** - This selection will allow you to zero dollar final pay the balance of a service authorization where all necessary payments have already been made and no further payment action is necessary. Note the distinction between this and deleting, described below.
- **Del** - This selection will allow you to delete service orders that are no longer needed or cancelled, i.e., examinations that were cancelled, requests for records that have not been received and have been cancelled, etc. This selection should only be used for services that have not and will not be received. Note the distinction between this and a zero dollar final pay.
- **Nx Yr** - This selection will allow you to move service authorizations from the current year's funding into the next year's funding. This selection would be used if the service was authorized in the current fiscal year but you have found the service will not actually be provided until the next fiscal year.

You can mark only one selection for each service authorization. Once you mark an item and enter, that item will disappear from the list and will be processed. If you select “Encumbrance” you may still make payments if bills are received prior to June 30.

On encumbrance processing screens that display several service authorizations, you may mark the ones you are sure about and come back to mark the others later.

All outstanding obligations must be designated as one of the aforementioned action choices prior to 5 p.m. on the last working day of current State Fiscal Year.