

2019-2020 Year-End Processing

The following outlines the recommended year-end schedule for the close/open process. Please refer to the job scheduling documentation on our web site for descriptions of the jobs and job groups involved in the close/open process.

It is highly recommended that colleges run the test fiscal year-end processes prior to closing June 13th/25th month.

The actual processing schedule, with parameters, is described below. The parameters that appear will depend on the jobs you select.

Note: Execution Time “X” has been created in Job Scheduling for jobs/job groups that need exclusive access to the system tables. Execution Time “X” runs after Production when all users are logged off the system and no other jobs/job groups are running. The FG082A job group may be scheduled with an Execution Time = P (production) or X (exclusive).

Schedule any time through July 31, 2020

Test Close/Open

Job Group	Title	Execution Time	Process Level
FG083A	Test Fiscal Year Closing and Opening Process	P	D*
FG084A	Test of Annual Opening Balances Reporting	P	E*

* Process level defined by user but after daily job groups FG001D and FG088D. FG083A and FG084A must be scheduled on different process levels.

FG083A Job Group Parameters:

Parameter Name	Parameter Options
CLOSE-FYR	1920
GA1300-RPT-TYP	M
GA1408-RPT-MODE	A = Print Annual Operations Report B = Print Annual Operations Report Program Summary C = Print Annual Operations Report Object Summary E = Print ALL reports

GA1421-SRT-OPT	<p>1 = Sort by TRNS-CD, APPR-INDX, PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p> <p>2 = Sort by APPR-INDX, PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p> <p>3 = Sort by PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p>
MO13-RPT-IND	1
OPEN-FYR	2021
YR-MO	2006

FG084A Job Group Parameters:

Parameter Name	Parameter Options
GA1331-CMP-SRT GA1332-CMP-SRT GA1335-CMP-SRT	<p>Y = Yes, sort by campus</p> <p>N = No, do not sort by campus</p>
GA1334-CODES	<p>N = No, do not print both codes and titles, print only title for GL, GL Group, GL Class, and GL Subclass</p> <p>Y = Yes, print both codes and titles</p>
GA1334-FND-SEL	<p>1 = By fund</p> <p>2 = GAAFR</p> <p>3 = NACUBO</p> <p>4 = all funds</p>
GA1334-OTHER	<p>N = No, do not include GL groups that are not specified in the GA1334-SECTION parameter</p> <p>Y = Yes, include GL groups that are not specified in the GA1334-SECTION parameter</p>
GA1334-PER	M
GA1334-SECTION	Identifies GL groups to appear in each section of the balance sheet. Specify the GL groups you want with a slash (/) between each group (for example 1/23)
GA1334-SUM-LVL	<p>0 or 1 = Do not summarize</p> <p>2 = Summarize to GL Subclass level</p> <p>3 = Summarize to GL Class level</p>

Schedule August 3, 2020

Pre-Fiscal Year Closing/Opening

Job Group	Title	Execution Time	Process Level
FG082A	Pre-Fiscal Year Closing and Opening	P or X	X*

* Process level defined by user but after daily job groups FG001D and FG088D.

FG082A Job Group Parameters:

Parameter Name	Parameter Options
BA1311-CP-OPT BA1311-GC-OPT	<p>Y = Yes, update encumbrance balances to the budget file</p> <p>N = No, do not update encumbrance balances to the budget file.</p>
BA1311-OP-OPT	<p>Y = Yes, update operating encumbrances to the budget file</p> <p>N = No, do not update operating encumbrances to the budget file.</p> <p>Choose Y or N for each budget type. CP = Capital Project GC = Grants & Contracts OP = Operating.</p>
BDGT-CHNG-OPT	<p>Y = Yes, print deleted budget records on the budget change registers</p> <p>N = No, do not print deleted budget records on the budget change registers</p>
CLOSE-FYR	1920
FYR	1920
GA1314-SLEDG-CD	<p>Use this parameter to include records by sledg-cd on the report.</p> <p>To specify single codes, use the format XX,XX (for example, 01,03).</p> <p>To enter a range of codes, use the format XX/XX (for example, 02/07).</p> <p>To include all codes 01 thru 09, type ALL.</p>
GA1401-FYR	1920
INACTIVE-OPT	<p>Y = Yes, include budget records with a status of D, I, S or non-existent PRG-ORG index(es)</p> <p>N = No, do not include budget records with a status of D, I, S or non-existent PRG-ORG index(es)</p>
OPEN-FYR	2021

YR-MO	2006
ZERO-BDGT-OPT	Y = Yes, require budget amounts to equal zero prior to deleting N = No, do not require budget amounts to equal zero prior to deleting

Schedule August 4, 2020

Fiscal Year Closing/Opening

Job Group	Title	Execution Time	Process Level
FG032A	Fiscal Year Closing and Opening Process	P	D*
FG033A	Post Fiscal Year Opening	P	E*

* Process level defined by user but after daily job groups FG001D and FG088D. FG032A and FG033A must be scheduled on different process levels.

FG032A Job Group Parameters:

Parameter Name	Parameter Options
CLOSE-FYR	1920
GA1300-RPT-TYP	M
GA1408-RPT-MODE	A = Print Annual Operations Report B = Print Annual Operations Report Program Summary C = Print Annual Operations Report Object Summary E = Print ALL reports
MO13-RPT-IND	1
OPEN-FYR	2021
YR-MO	2006

FG033A Job Group Parameters:

Parameter Name	Parameter Options
GA1200-BEG-DATE	200804
GA1200-END-DATE	200804
GA1200-SRT-OPT	1 = GA1202 (PROCESSED BATCH) (DEFAULT) BTCH-ID/BTCH-DATE/SUB-BATCH GA1201 (BATCH SUMMARY) (DEFAULT) BTCH-DATE/BTCH-ID/SUB-BATCH 2 = GA1202 (PROCESSED BATCH) BTCH-DATE/BTCH-ID/SUB-BATCH GA1201 (BATCH SUMMARY) BTCH-DATE/BTCH-ID/SUB-BATCH

Schedule August 5, 2020 (or before July month end)

Year End Account Summary File Archive

Annual Opening Balances Reporting

Job Group	Title	Execution Time	Process Level
FG038A **	Archive Account Summary File	I	N/A
FG050A ***	Annual Opening Balances Reporting	B	*

* Process level defined by user.

** When this job group is run, the current GA1300S file will be overlaid with the year-end accounting extract file. Once this job group completes, and you wish to set the current GA1300S to a different period; re-run GA1300J for that selected year/month.

*** Schedule FG050A **after** batches 10 and 12 (opening entries) have been closed and posted to the General Ledger module.

FG038A Job Group Parameters:

Parameter Name	Parameter Options
FYR	1920
GA1300-RPT-TYPE	M
MO13-RPT-IND	1
YR-MO	2006

FG050A Job Group Parameters:

GA1331-CMP-SRT GA1332-CMP-SRT GA1335-CMP-SRT	Y = Yes, sort by campus N = No, do not sort by campus
GA1334-CODES	N = No, do not print both codes and titles; print only title for GL, GL Group, GL Class, and GL Subclass Y = Yes, print both codes and titles
GA1334-FND-SEL	1 = By fund 2 = GAAFR 3 = NACUBO 4 = all funds
GA1334-OTHER	N = No, do not include GL groups that are not specified in the GA1334-SECTION parameter Y = Yes, include GL groups that are not specified in the GA1334-SECTION parameter
GA1334-PER	M

GA1334-SECTION	Identifies GL groups to appear in each section of the balance sheet. Specify the GL groups you want with a slash (/) between each group (for example 1/23)
GA1334-SUM-LVL	0 or 1 = Do not summarize 2 = Summarize to GL Subclass level 3 = summarize to GL Class level
MO13-RPT-IND	0
YR-MO	2007

If you have any questions, contact SBCTC-ITD Customer Support at support@sbctc.edu