SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Year End Already?

REGIONAL MANAGEMENT INFORMATION CENTER

1

Housekeeping

- Questions can be asked at any time
- Handouts on SWWC RMIC website

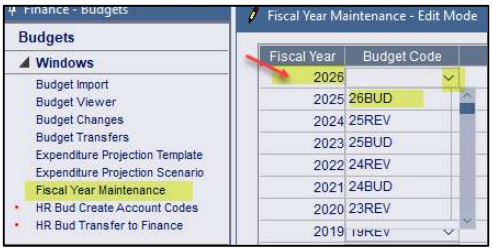
2

Resolution

FY26 Purchase Orders

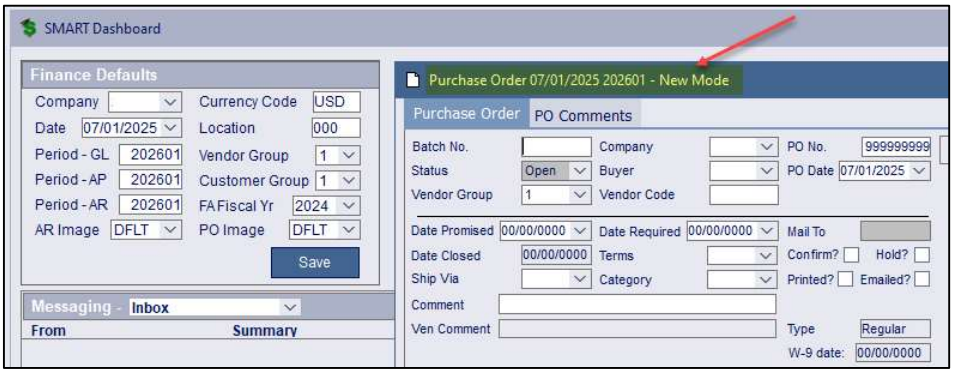
When entering Purchase Orders for FY26

- Open all GL Periods through 202602
- Open AP in 202601 and 202602
- Build a FY26 Budget code in Budget Import
- Set your budget code in Fiscal Year Maintenance



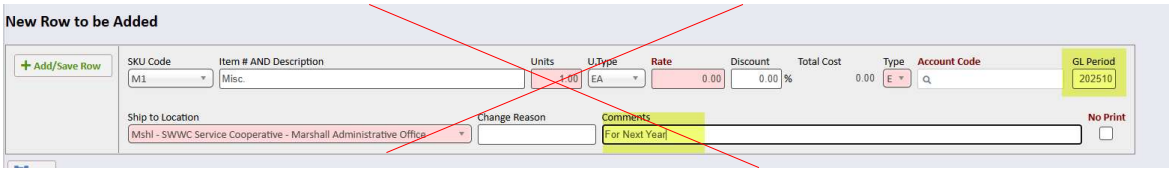
Session Defaults

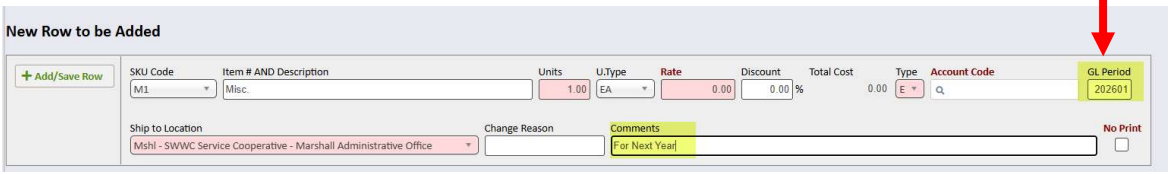
- Session Defaults can be set and changed as needed
- Each window will show the date/period combination



5

FY26 Requisitions





6

Prepaid Expenditures

ISD XXXX
Total Prepaid Expenses
6/30/2025

2025

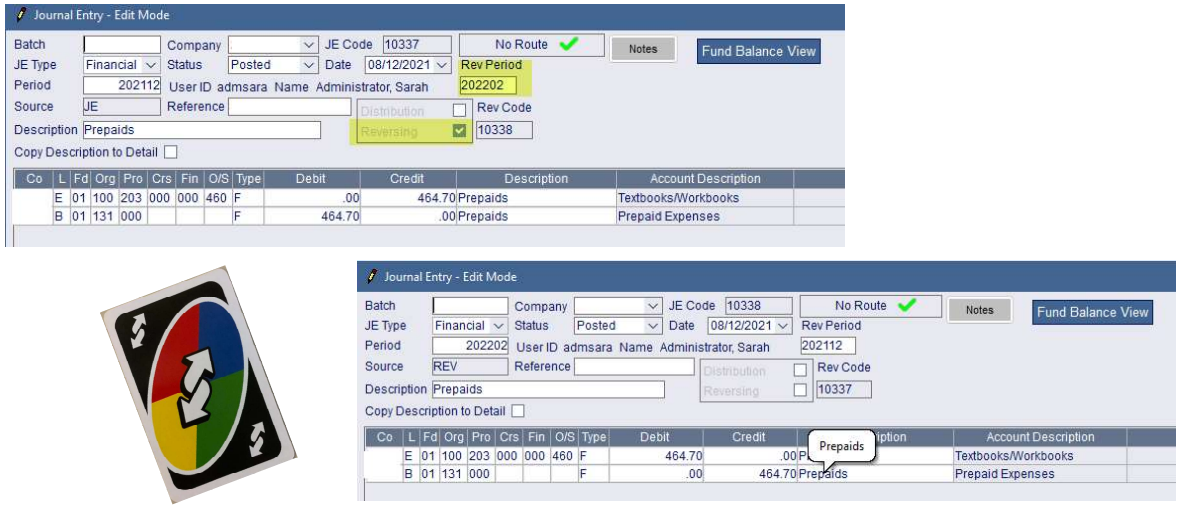
Vendor	Amount	Voucher	Reverse to:
Textbooks 101	1,000.00	V12345	E.01.100.203.000.000.406
MN Rural Education	2,000.00	V12346	E.01.005.010.000.000.820
MSBA	3,000.00	V12347	E01.005.010.000.000.820
Paper 101	4,000.00	V12348	E.01.100.203.000.000.401
Textbooks 102	5,000.00	V12349	E.01.300.211.000.000.406
SFM Insurance	6,000.00	V12350	E.01.005.930.000.000.270
B-01-131-000	**21,000.00**		
Fund 02			
B-02-131-000	**0.00**		
Fund 04			
Supplies 101	1,000.00	V12351	E.04.005.505.000.321.401
B-04-131-000	**1,000.00**		
Reversing JE 9874	202603		

Advanced payments for goods and services not yet received

Items paid at year end clearly identified for next year's budget

Examples
- Dues and memberships for the next year
- Textbooks
- Subscriptions
- Insurance
- Unused Fuel
- Rent
- Supplies and materials for the upcoming year

Prepaids



Deferred Revenue

ISD XXXX
Total Deferred Revenue

2025

Customer	Amount	Receipt	Code	Description
Jane Doe	$ 100.00	R12345	R-04-005-582-000-344-040	Preschool prepay
John Smith	$ 100.00	R12346	R-04-005-582-000-344-040	Preschool prepay
Nick Johnson	$ 100.00	R12347	R-04-005-582-000-344-040	Preschool prepay
B-04-230-000	$ 300.00			

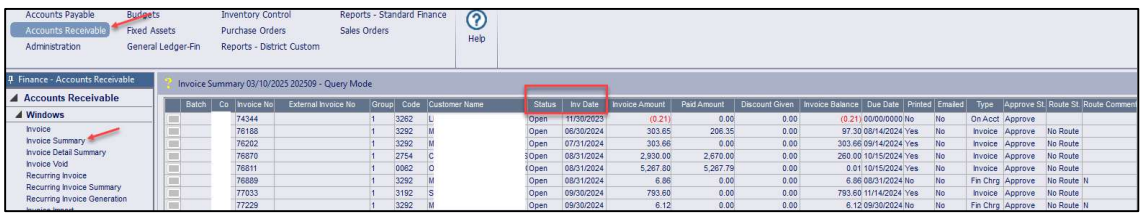
Payments of revenue received that will not be earned until a future period

Examples

- Preschool tuition
- Food Service balances
- Unspent state or federal funds such as Supply Chain Assistance

Open Invoices

- Go to Accounts Receivable/Invoice Summary.
- Choose status of OPEN and click on find/retrieve.
- You can then click on the Inv Date column header to rearrange it so that the oldest show up first.
- Go through any old invoices and identify whether they should still be out there or clean them up



Open Requisitions

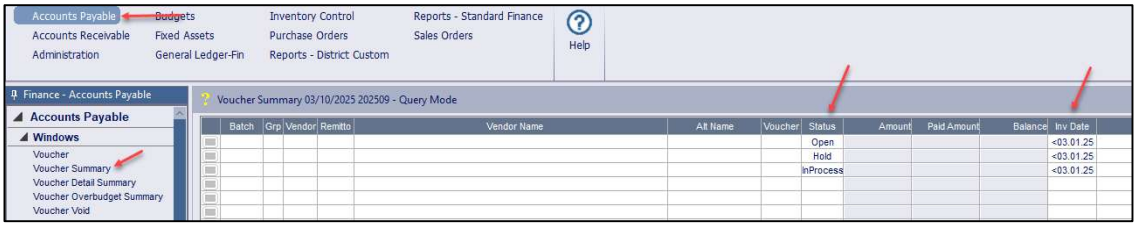
- Go to Purchase Orders/Requisition Summary (not detail summary).
- Ensure the box in the corner is checked to Exclude Completed Requisitions
- You can then click on the Date column header to rearrange it so that the oldest show up first.
- Go through and identify whether they should still be out there or clean them up

Open Purchase Orders

- Go to Purchase Orders/Purchase Order Summary
- Choose status of OPEN and click on find/retrieve.
- You can then click on the Date column header to rearrange it so that the oldest show up first.
- Go through and close any no longer needed. If you leave them OPEN there will be an encumbrance

Open Vouchers

- Go to Accounts Payable/Voucher Summary
- Choose status of Open, Hold, and InProcess
- Type in Date < date range, such as <03.01.25 in each line- Find/Retrieve
- You can then click on the Date column header to rearrange it so that the oldest show up first.
- Go through and void any unneeded vouchers
- There should be NO Open, Hold, or InProcess vouchers at the end of the fiscal year

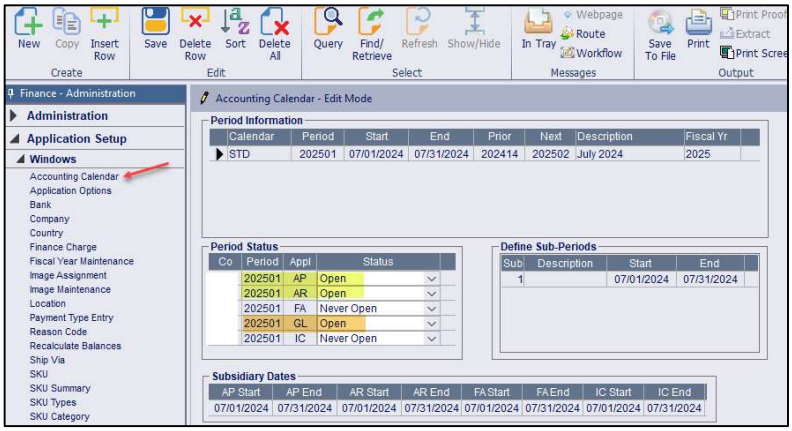


Questions

- When do I?
- How do I?
- Should I?
- Ask Finsupport@swwc.org

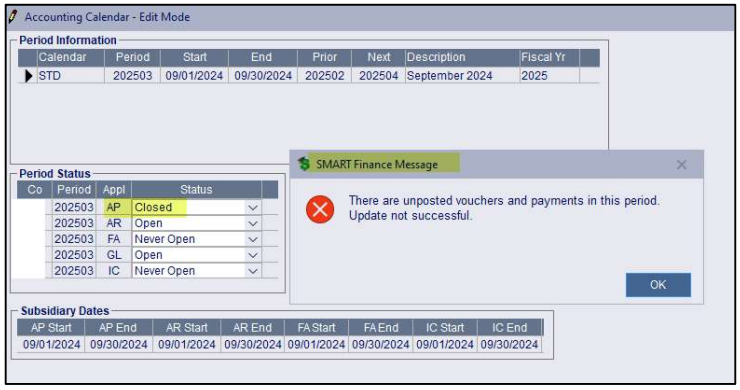
Close Periods

- Administration/Application Setup/Accounting Calendar
- Search all periods starting with 202412-current
- Close All applications except GL- SAVE
- Close GL- SAVE

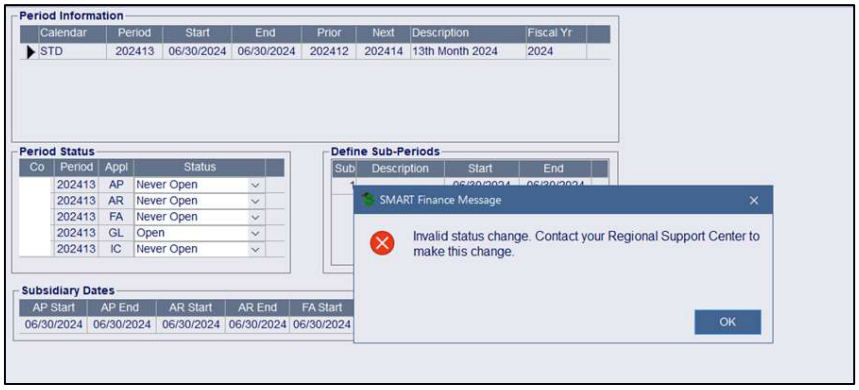


Close Periods

- If you try to close an application and there are unposted items, you will receive an error
- When closing AP, for example, I received a warning there are unposted vouchers and payments.
- Tip- This applies to voids as well. You must generate AP journal entry posting before continuing



Close Periods



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Year End Journal Entries

If you have already reconciled your bank statements and/or provided board reports representing cash accounts by fund- Do NOT do journal entries in previous months.

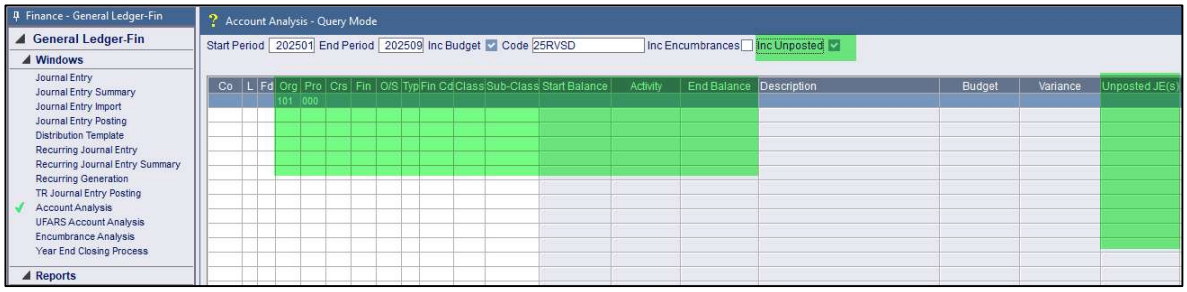
Do entries in current month or at year end use 202512 or 202513

Auditor JEs go into 202513

Ensure any entry is done in the correct year. When is it affecting cash?

18

Adjustments Affecting Cash



- General Ledger- Account Analysis
  - Include Unposted

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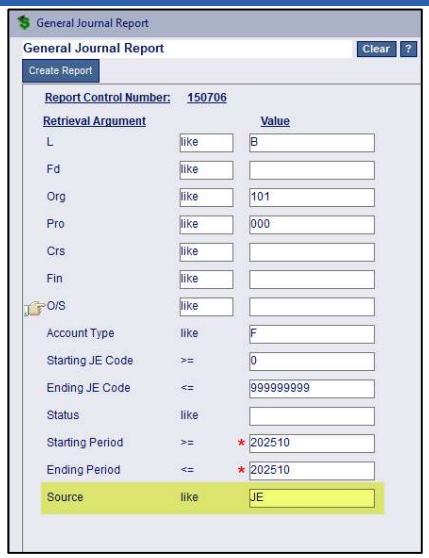
Journal Entries Affecting Cash

- General Ledger- Reports
- General Journal Report
- Source JE will show all journal entries that affected cash



20

Adjustments

Question- What if I found a voucher with a wrong code can I adjust it at year end or should I do a journal entry.

Answer- considerations

How many lines are affected	Does it require the line to be split among multiple codes	Is this a credit card payment?	Do you auditors have a preference	Do you need this to show on a specific report

Conclusion- After the considerations and a course of action is taken it is highly recommended to make the adjustment in the current period (if prior to July 1st or 202512 if after July 1st)

21

Lease Levy- Fin 389

Finance Code 389 School District Lease Levy
For FY 25 and beyond
as of 2/27/25
When a district levies for an intermediate, cooperative, etc. the following accounting treatment should be followed:

Action		Account number		Account number
District receives levy	credit	**01-005-000-389-001-000**	debit	Cash
Intermediate or Coop invoices the district.		**N/A**		
District pays the cooperative bill.	debit	**01-005-850-389-570 and 571-000**	credit	A/P or cash
		OR 01-005-850-389-335-000		
Intermediate or Coop receives the revenue from the district.	credit	**01-005-000-000-021-000**	debit	Cash
Intermediate or Coop pays their lease.	debit	**01-005-850-000-570 and 571-000**	credit	A/P or cash

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Adjustments

Question- What if I found a receipt with a wrong code can I adjust it at year end or should I do a journal entry.

Answer- considerations

How many lines are affected	Does it require the line to be split among multiple codes	Are their multiple receipts to the same customer coded wrong?	Do you auditors have a preference	Do you need this to show on a specific report

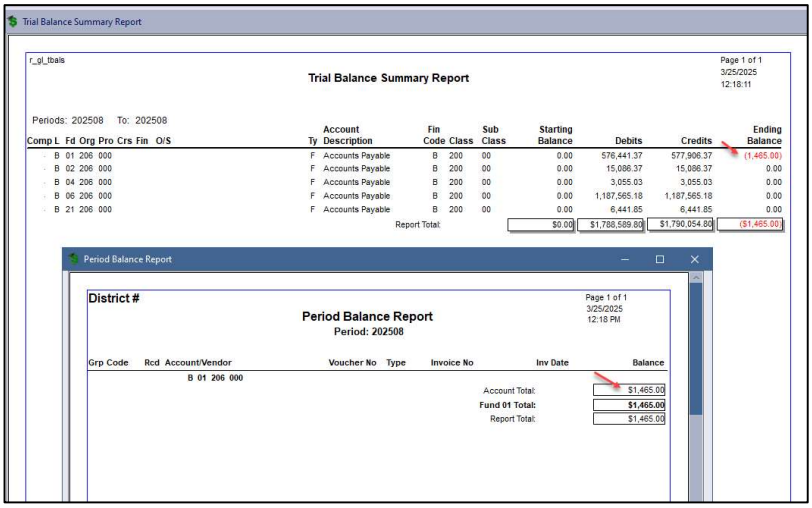
Conclusion- Receipt Adjustments cannot be split between codes. It is also highly recommended to make the adjustment in the current period (if prior to July 1st or 202512 if after July 1st)

Fund 02

Fund 02- Food Service Fund Program Codes

701	702	703	705	706	707	709	710	469
National School Lunch Program (NSLP)	After School Snack Program	Special Milk Program and Minnesota Kindergarten Milk Program	School Breakfast Program (SBP)	Fresh Fruit/Veg Grant Program (FFVP)	A La Carte And Other Nonprogram	Summer Food Service Program (SFSP)	Supply Chain Assistance Funding	Child and Adult Care Food Program (CACFP)

Accounts Payable



Trial Balance Summary Report

r_gl_tbals — Page 1 of 1 — 3/25/2025 12:18:11

Trial Balance Summary Report

Periods: 202508 To: 202508

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
B		01	206	000				F	Accounts Payable	B	200	00	0.00	576,441.37	577,906.37	(1,465.00)
B		02	206	000				F	Accounts Payable	B	200	00	0.00	15,086.37	15,086.37	0.00
B		04	206	000				F	Accounts Payable	B	200	00	0.00	3,055.03	3,055.03	0.00
B		06	206	000				F	Accounts Payable	B	200	00	0.00	1,187,565.18	1,187,565.18	0.00
B		21	206	000				F	Accounts Payable	B	200	00	0.00	6,441.85	6,441.85	0.00
									Report Total:				$0.00	$1,788,589.80	$1,790,054.80	($1,465.00)

Period Balance Report

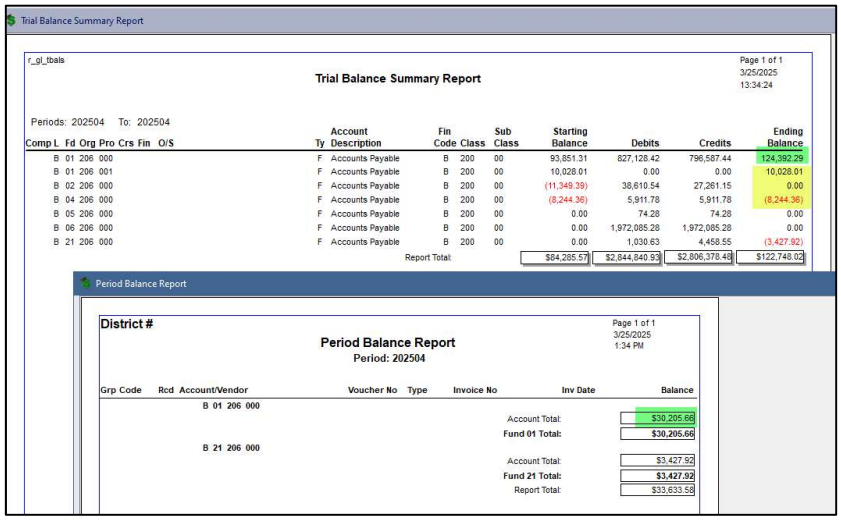
District #

Period Balance Report
Period: 202508

Page 1 of 1 — 3/25/2025 12:18 PM

Grp Code	Rcd	Account/Vendor	Voucher No	Type	Invoice No	Inv Date	Balance
		B 01 206 000					
						Account Total:	$1,465.00
						Fund 01 Total:	**$1,465.00**
						Report Total:	$1,465.00

Accounts Payable



Trial Balance Summary Report

r_gl_tbals — Page 1 of 1 — 3/25/2025 13:34:24

Trial Balance Summary Report

Periods: 202504 To: 202504

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
B		01	206	000				F	Accounts Payable	B	200	00	93,851.31	827,128.42	796,587.44	124,392.29
B		01	206	001				F	Accounts Payable	B	200	00	10,028.01	0.00	0.00	10,028.01
B		02	206	000				F	Accounts Payable	B	200	00	(11,349.39)	38,610.54	27,261.15	0.00
B		04	206	000				F	Accounts Payable	B	200	00	(8,244.36)	5,911.78	5,911.78	(8,244.36)
B		05	206	000				F	Accounts Payable	B	200	00	0.00	74.28	74.28	0.00
B		06	206	000				F	Accounts Payable	B	200	00	0.00	1,972,085.28	1,972,085.28	0.00
B		21	206	000				F	Accounts Payable	B	200	00	0.00	1,030.63	4,458.55	(3,427.92)
									Report Total:				$84,285.57	$2,844,840.93	$2,806,378.48	$122,748.02

Period Balance Report

District #

Period Balance Report
Period: 202504

Page 1 of 1 — 3/25/2025 1:34 PM

Grp Code	Rcd	Account/Vendor	Voucher No	Type	Invoice No	Inv Date	Balance
		B 01 206 000					
						Account Total:	$30,205.66
						Fund 01 Total:	**$30,205.66**
		B 21 206 000					
						Account Total:	$3,427.92
						Fund 21 Total:	**$3,427.92**
						Report Total:	$33,633.58

Accounts Payable

General Journal Report — Clear — Create Report

Report Control Number: 150710

Retrieval Argument		Value
L	like	B
Fd	like	
Org	like	206
Pro	like	
Crs	like	
Fin	like	
O/S	like	
Account Type	like	F
Starting JE Code	>=	0
Ending JE Code	<=	999999999
Status	like	
Starting Period	>=	* 202412
Ending Period	<=	* 202413
Source	like	JE

General Journal Report — Clear — Create Report

Report Control Number: 150711

Retrieval Argument		Value
L	like	B
Fd	like	
Org	like	206
Pro	like	
Crs	like	
Fin	like	
O/S	like	
Account Type	like	F
Starting JE Code	>=	0
Ending JE Code	<=	999999999
Status	like	
Starting Period	>=	* 202501
Ending Period	<=	* 202509
Source	like	JE

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Expenditures

Account Analysis - Edit Mode

Start Period 202401 End Period 202413 Inc Budget ☑ Code 24RVSD Inc Encumbrances ☑ Inc Unposted ☐

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Typ	Fin Cd	Class	Sub-Class	Start Balance	Activity	End Balance	Description	Budget	Variance
	E	06	005	870	000	000	910	F	B	464	00	0.00	(3,748.64)	(3,748.64)	Perm interfd Transf	0.00	3,7
	E	01	300	298	000	000	820	F	B	422	00	0.00	(1,214.25)	(1,214.25)	Dues & Membership	273.00	1,4
	E	01	005	110	000	000	895	F	B	422	00	0.00	(90.76)	(90.76)	Indirect Costs	0.00	
	E	01	300	294	401	733	220	F	B	422	00	0.00	(5.99)	(5.99)	Grp Hospitalization	10.00	

Account Analysis
Ledger type E
Find
Click End Balance to sort

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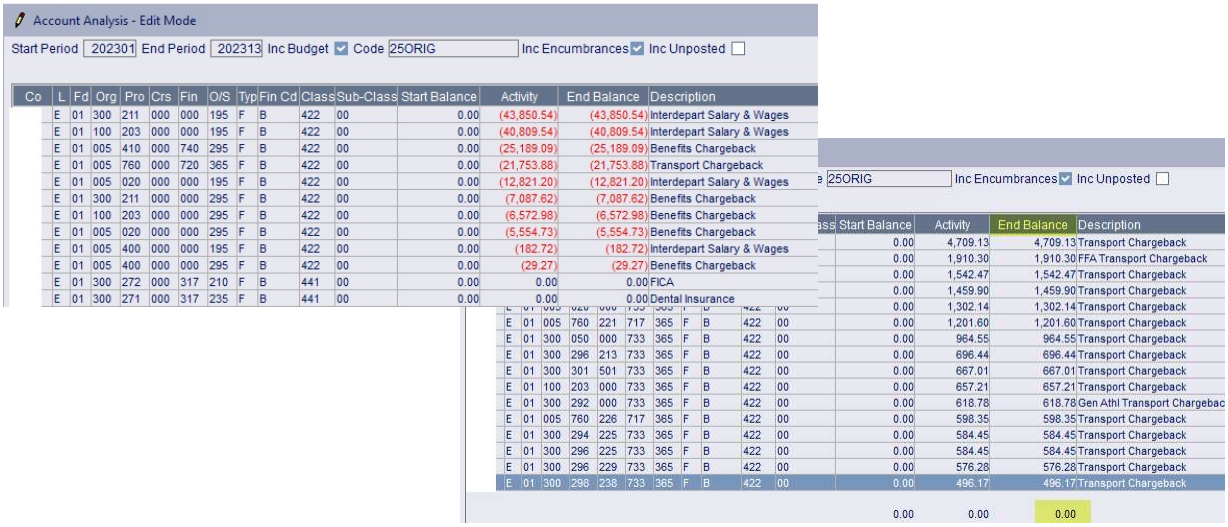
Expenditures



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Finance/Balance Sheet Combinations

UFARS Finance Code and Balance Sheet Combinations FY 2023-24

UFARS Manual – Finance Chapter and Balance Sheet Chapter

Finance Code	Balance Sheet Code – Restricted/Reserved for:
175 – Title VII – Impact Aid	475 – Title VII – Impact Aid Funds *
176 – Payments in Lieu of Taxes (PILT)	476 – Payments in Lieu of Taxes (PILT) *
301 – Extracurricular Activities	401 – Student Activities *
302 – Operating Capital	424 – Operating Capital *MDE
303 – Area Learning Center	434 – Area Learning Center *
304 – Contracted Alternative Programs	435 – Contracted Alternative Programs *
305 – State-Approved Public Alternative Programs	436 – State-Approved Alternative Programs *
No Finance Code Associated	459 – Basic Skills Extended Time *
310 – Interdistrict Cooperative Activities	408 – Cooperative Programs *
312 – Literacy Incentive Aid	412 – Literacy Incentive Aid *
313 – Achievement/ Integration Aid and Levy 318	**448 – Achievement and Integration Revenue ***
316 – General Education Revenue for Staff Development	403 – Staff Development *
317 – Basic Skills	441 – Basic Skills Programs *
318 – Incentive Revenue	**448 – Achievement and Integration Revenue ***
319 – Teacher Development and Evaluation Revenue	440 – Teacher Development and Evaluation *
320 – American Indian Education Aid	420 – American Indian Education Aid *

Finsupport@swwc.org

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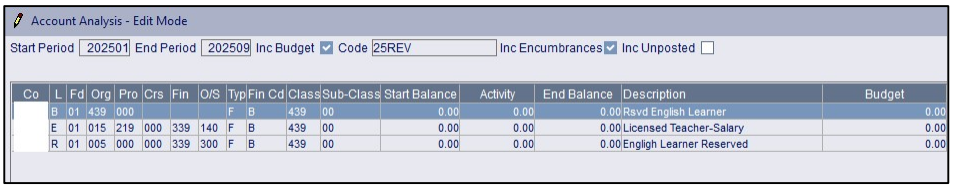
Balances

- If codes set up correctly you can anticipate balances with Account Analysis
- Type in Class – Find/Retrieve



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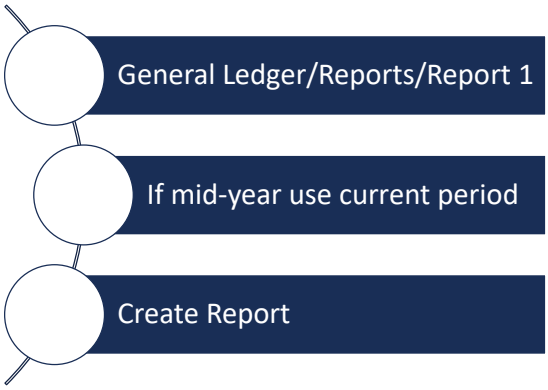
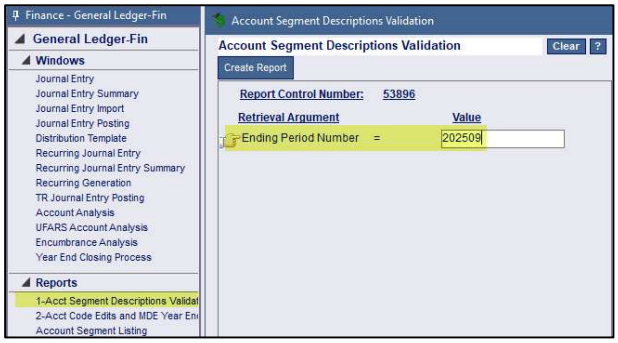
Report 1





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Report 1

- This report will compare all your segments against the state file
- Any segment that is in error will be displayed
- These segments displayed ended as of 202414 and will need to be ended

r_edit_dist_desc

Page 1 of 1
3/10/2025
15:04:45

Account Segment Descriptions Validation

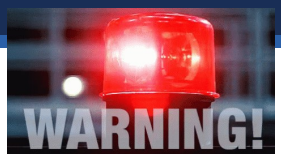
Error Report

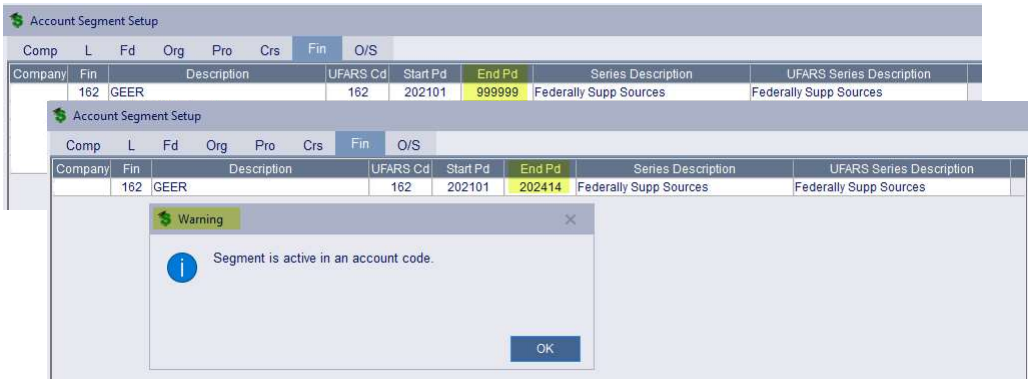
End Period: 202509
Segment 7 Fin

-DISTRICT-						-UFARS-		
Seg Code	Seg Description	Start Period	End Period	Qual	Alt Value	Start Period	End Period	Error Message
162	GEER	202101	999999		162	202101	202414	UFARS Segment Code is Inactive
170	COVID-19 Testing Program	202201	999999		170	202201	202414	UFARS Segment Code is Inactive
640	Arp-IDEA Part 6	202201	999999		640	202201	202414	UFARS Segment Code is Inactive
641	ARP-IDEA Part B 619	202201	999999		641	202201	202414	UFARS Segment Code is Inactive
644	ARP-CEIS-Mandatory	202201	999999		644	202201	202414	UFARS Segment Code is Inactive

Account Segment

- Account Segment Set Up
- Will receive Warning if segment is used in an ACTIVE code





Account Segment

- Report I will not identify crosswalked segments if they are valid UFARS segments

Account Segment Setup

Comp | L | Fd | Org | Pro | Crs | Fin | O/S

Company	L	O/S	Description	UFARS Cd	Start Pd	End Pd
	E	281	School Unemployment aid costs	280	202401	999999
	E	316	Data Processing (Other Ed Agc)	305	200001	999999

Report I

- Will receive this message when only valid segments are active

Account Segment Descriptions Validation

r_edit_dist_desc

Page 1 of 1
3/10/2025
15:56:21

Account Segment Descriptions Validation

End Period: 202508

Congratulations! Your Data has passed ALL of the Descriptions Edits.

NO Errors were found.

Report 2

Account Code Edits and MDE Year End Extract
Error Report

3/11/2025
08:41:18

End Period: 202508

Fund Number: 01

District Account	Start Period	End Period	Segments in Error L	Fd	Org	Pro	Crs	Fin	O/S	Chapter 10 Errors (Crosswalked, and in State Sequence)
Account Type: E										
E 01 015 203 012 163 218	202301	999999						NF		
E 01 015 203 012 163 360	202201	999999						NF		
Number of Accounts in error for Account Type E = 2										
Account Type: R										
R 01 005 000 000 163 405	202201	999999						NF		
R 01 005 000 012 163 400	202301	999999						NF		
Number of Accounts in error for Account Type R = 2										

Number of Accounts in error for Fund 01 = 4

Total Number of Accounts in Error: 4

The MDE Extract File was NOT created because of the above Errors.

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Report 2

Account Code Edits and MDE Year End Extract
Error Report

3/11/2025
08:41:18

End Period: 202508

Fund Number: 01

District Account	Start Period	End Period	Segments in Error L	Fd	Org	Pro	Crs	Fin	O/S	Chapter 10 Errors (Crosswalked, and in State Sequence)
Account Type: E										
E 01 015 203 012 163 218	202301	999999						NF		
E 01 015 203 012 163 360	202201	999999						NF		
Number of Accounts in error for Account Type E = 2										
Account Type: R										
R 01 005 000 000 163 405	202201	999999						NF		
R 01 005 000 012 163 400	202301	999999						NF		
Number of Accounts in error for Account Type R = 2										

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Report 1

- Will receive this message when only valid segments are active

Account Segment Descriptions Validation

r_edit_dist_desc

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15:56:21

Account Segment Descriptions Validation

End Period: 202508

Congratulations! Your Data has passed ALL of the Descriptions Edits.

NO Errors were found.

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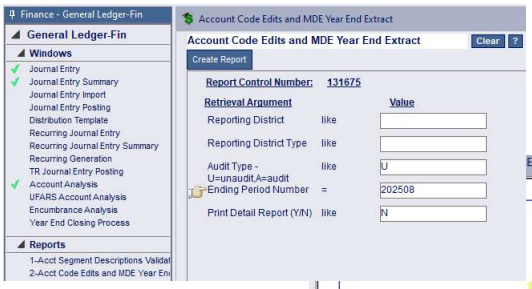
Report 2



Extract

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15:59:47

Account Code Edits and MDE Year End Extract
Summary Report

ATTENTION! A Balancing Problem exists for this Fund.
The data has passed all Description edits and Chapter 10 edits, but the total Assets do NOT equal total Liabilities plus Fund Balance.
The MDE Extract File was NOT created.

Fund Number: 1

	Record Count	Begin Balance	(+)	YTD Debits	(-)	YTD Credits	(=)	Ending Balance
BAL:	31	$0.00		$39,350,487.60		$40,033,666.12		($683,178.52)

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Fiscal Year Close

The closing process consists of steps to transfer the activity from the 17-digit expense and revenue codes to the balance sheet accounts. Since the 17-digit codes record current year activity, they must be zeroed out or "closed" in preparation for the new fiscal year activity.

After we process the close there will be no balances in any E/R code in 202514

When you ask for another close, only the activity since the last close is moved from E/R to the balance sheet.

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UFARS Reporting Deadlines

- Prelim. Unaudited UFARS data – September 15, 2025
- Audited Final UFARS data - December 1, 2025
  - When MDE receives any file, they may review the data and e-mail districts with questions or concerns.
- Fiscal Compliance Table – December 1, 2025
- Audit reports submitted to MDE and State Auditor – December 31, 2025

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Thank You!

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
SWWC
Education & Administrative Resources

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