

Kentucky Department of Education
Frequently Asked Questions for Year-End Close
Office of Education Technology: Division of School Technology Services
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1. Why is there no printout when opening the new year?

If there are no purchase orders carried over into the new year, there will be no printout during the opening of the new year process.

2. How do you set up report options to get the Project Budget Report to reflect three lines for each project?

3. Where is the KDE documentation for Fiscal Year End Processing?

The documentation for *Fiscal Year End Processing (BGL-2)* can be found in the *General Ledger-Year End* section of the [KDE Munis Support and Guides](#) webpage. This document includes the detailed directions for closing the year and posting last year adjustments.

4. How should June invoices be entered in July so they show up as accounts payable?

Before year-end processing is completed, ensure all invoices for goods and services received on or before June 30 have been entered in period 12. These expenditures will be recorded as accounts payable (7421) if a June 30th effective date and a July warrant number is entered on the invoice entry header screen, causing the API journal to post in period 12. When it is time (in July) to write the checks, pull up the July warrant number and make sure to post the disbursement journal in period 1 of the new year with a July effective date. The invoices will be posted in period 12 and the checks will be written and posted in period 1 (July).

If the year-end processing has been completed, then a journal entry will need to be posted in period 13 to debit the expenditure accounts involved and credit the accounts payable (7421) account. The opposite of this journal will have to be posted in period 1 to remove those accounts payable from the balance sheet.

5. Do I have to process the Munis utilities?

KDE recommends all utilities be employed to validate the data in the system. These utilities can assist in resolving discrepancies and ensuring the integrity of the district's chart of accounts.

6. Can I carry purchase orders into the next fiscal year?

Yes, purchase orders (PO) can be carried over into the next fiscal year. However, it is very important to know every PO that is carried over is valid and truly will be converted into an invoice. All the cleanup work must still be conducted even if POs are carried forward.

7. Where can help be found for correcting table validation errors?

Tyler Tech provides detailed documentation for all G/L Table Validation errors. To access the documentation go to [Enterprise ERP Support-Tyler Technologies](#)

The Tyler Munis Tables Validation document link is:

[Master Article - General Ledger Table Validation List of Errors](#)

Contact Tyler Munis Support for assistance with correcting table validation errors.

8. Why is performing year-end close in test/train necessary?

Performing year-end close in test/train is necessary to identify any problems that may arise during the closing, opening, and budget posting procedures. Many times the problems with closing the year cause your system to lock up and not respond. If this happens in test/train, you can contact Munis® for assistance in determining the issue and get it fixed before you close in your live database. Closing in test/train first can reduce the amount of time your district staff must be locked out of Munis® while these processes occur.

9. What does “ERR_MASTER IS COMPLETE” mean during the budget completion process?

“ERR_MASTER IS COMPLETE” means that a budget completion journal has already been posted with this account. The issue normally is with fund 2 accounts and relates to old projects. The first thing to look for is to ensure only new year project accounts are included in the new year budget projection for fund 2.

10. I thought I posted the budget completion journal but cannot find my new-year budget numbers. What happened?

During the budget completion process, you must define and then print or display the budgets to review. After reports are reviewed, the “Process” button must be selected for the budgets to post to the general ledger accounts. Since districts normally have at least two budget projections for a fiscal year, make sure the budget completion process is completed for each budget projection for the new year.

11. Where can information about the GASB 54 entries be found?

The documentation for *Fiscal Year End Processing (BGL-2)* can be found in the *General Ledger-Year End* section of the [KDE Munis Support and Guides](#) webpage. This document includes the detailed directions for period 13 entries necessary for GASB 54.

Frequently Asked Questions for the Annual Financial Report (AFR)

1. [Where can the AFR instructions be found?](#)
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1. Where can the AFR instructions be found?

The *Annual Financial Report (STW-GL-2)* can be found in the General Ledger-Year End section of the [KDE Munis Support and Guides](#) webpage. This document includes detailed instructions on generating the Annual Financial Report and Balance Sheet as well as saving and submitting the files to KDE.

2. Why is there no AFF file in Saved Reports?

The missing AFF file would indicate that the AFR was not generated with the "Include Account Detail" box checked. You must generate the report once with detail and once without detail for all the necessary files to be created. Go back and generate the AFR with the "Include Account Detail" box checked. Make sure to select File – Output for the files to be created.

3. What AFR files are necessary to send to KDE?

The following files are necessary for the submission process to KDE:

AFF###0001	AFF Detail by Function
ASR###0001	AFR Summary Spreadsheet File
BS###0001	Balance Sheet Detail Magnetic Media File
BSF###0001	Balance Sheet Summary Spreadsheet File

The ### represents your district number and the last four digits reflect the number of times the AFR has been run.

4. What format should be used for the AFR files being submitted to KDE?

The AFR files must be saved as a "text only" or "plain text" file to be able to be submitted to KDE. Do not change the file extension when saving the reports from Munis to your computer. They automatically open in the correct format.

5. When must the AFR files be submitted to KDE?

KDE will only accept one unaudited AFR and it is due to KDE by July 25th. This AFR should include all GASB 54 journal entries, all accounts payable and accounts receivable at the time the AFR is created, all accounts receivable and unearned revenue to zero out Fund 2, and all on-behalf payments.

KDE will only accept one audited AFR and it is due as soon as the district's audit is finalized. The AFR must agree to the audit.

6. I'm trying to get into the web application to submit the AFR files and my password does not work. Who should I contact?

Please contact the KETS Service Desk at 502-564-2002 or 800-538-7435 or by email at ketshelp@education.ky.gov.

7. I can get into the web application, but the browse buttons are all grayed out. What is wrong?

Please verify with your district WAPPOC that your ID has been assigned to the ODSS – District User group. If you have been assigned to the correct group, then contact the KETS Service Desk at 502- 564-2002 or (800)538-7435 or by email at ketshelp@education.ky.gov.

8. Where can I get help to fix errors that show up during the web submission process?

The Unaudited and Audited AFR Error Correction Guides can be found on the KDE Support and Guides webpage in the General Ledger-Year End section.

9. What is the easiest way to figure out why transfers do not balance?

During the web submission process, an error can be received indicating that transfers are out of balance. This is an error that must be corrected before the AFR files can be submitted to KDE.

Refer to *Appendix C-Verifying Fund Transfers of the Fiscal Year End Processing BGL-2* document found in the *General Ledger-Year End* section of the [KDE Support and Guides](#) webpage.