







Harris School Solutions HSS OASIS

Seminar Fiscal Year Transition April 29-30, 2020





QCC Fiscal Year Transition

- Copy District Account Code Structure
- Rolling Year-Specific Account Field Descriptions
- Define Clearing Rules
- Set up Budget Control Record
- Validate Accounts
- Copy Payroll Bonus Codes
- Copy Position Control Bonus Codes
- Set up Work Calendars
- Define Benefits
- Copy Salary Schedules
- Authorized Position/Employee Assignment Rollover





QCC Fiscal Year Transition

- Recalculate Employee Position Projection Values
- Calculate Salary/Update Employee Positions
- Rolling Selected Pay Lines to the New Year
- Load Pay Lines from position Control
- Absence Tracking Reset and Balance Forward
- Absence Tracking Accrual Process
- Create Batch Environment
- Close Out Purchase Orders
- Enter Estimated Payables
- Roll Forward / Accrual Invoices





QCC Fiscal Year Transition

- Stores Define Fiscal Year Control Master File
- Stores Run Year End Processing
- Benefits Management Rollover
- Benefits Management Recalculation



Fiscal Year Transition Tasks

Task	Timeline	Status	System
Checking Dataset Capacities on the HPe3000 Server (Adager)	continually	R	MPE/iX
Control Objects (GLMT04) tab	Dec - Feb	0	Core Financial
Updating District Account Code Structure (GLMT02)	Dec-Feb	R	Core Financial
Rolling Year-Specific Account Field Descriptions (FDUPDT)	Dec-Feb	R	Core Financial
Defining Clearing Rules (GLMT03)	Dec-June	R	Core Financial
Setting Up Budget Control Record (BOUPDT)	Dec-Feb	R	Core Financial
Updating User Logons for the New Year	Jan-June	R	Utilities
Creating New Payroll Bonus (BC) Codes (Enhanced Payroll Only)	June-July	R	Payroll
Creating New Position Control Bonus (PB) Codes	June-July	R	Positn. Ctrl.
Work Calendars	Jan-May	R	Positn. Ctrl.
Benefit Projection Rates	Jan-May	R	Positn. Ctrl.
Salary Schedules	Jan-May	R	Positn. Ctrl.
Authorized Position/Employee Assignment Rollover Window	Jan-May	R	Positn. Ctrl.
Recalculate Employee Position Projection Values (PCT900 and PCT902)	Jan-July	R	Positn. Ctrl.
Calculate Salary/Update Employee Positions (PAF300 and PAF305)	Jan-July	R	Positn. Ctrl.





Validating Account Strings	Jan-June	R	Core Financial
Manually Entering Each Account Through Account Maintenance (ACUPDT)	Jan-June	0	Core Financial
Transfer Selected Budgets to Budget Development (BDE005)	Jan-June	R	Budget Devel.
Rolling Development Budget to Working Budget of Financial System (BDE006)	Jan-June	R	Budget Devel.
Manually Entering Each Account Through Working Budget Update (BGUPDT)	Jan-June	0	Core Financial
Creating New Pay Schedules	Feb-June	R	Payroll
Creating New Deduction Schedules	Feb-June	R	Payroll
Linking Pay Schedules and Deduction Schedules to Districts	Feb-June	R	Payroll
Setting Up GL Autonumbering and Odometers	Apr-June	0	Utilities
Setting Up Odometers for Purchase Order Types	Apr-June	0	Utilities
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Defining Miscellaneous Odometers	Apr-June	О	Utilities
Setting Up The Batch Environment	Apr-June	R	Accts. Payable
Defining the Warehouse Fiscal Year Control Master File	Apr-June	R	Stores
RunningYear-End Processing (FY1200)	Apr-June	R	Stores
Creating New Budget Thresholds (BWUPDT)	May-June	О	Core Financial
Creating New Payroll Names	May-June	R	Payroll
Cancelling Outstanding Back Issues	May-June	R	Stores
Rolling Selected Pay Lines to New Year (PL0900) (STD and ENH)	May-June	R	Payroll
Summer Pay Processing	June	R	Payroll
Summer Pay: Roll Balances Forward (DED900)	June-July	R	Payroll
Load Payline Data from Position Control (STD) (PL0400)	May-July	О	Payroll
Load Payline Data from Position Control (ENH) (PL0402)	May-July	О	Payroll
Updating Dates in Personnel Text Files	May-July	О	Personnel
Running Resynchronize Stock Item Counters (RC1100)	June-July	O	Stores
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Running Resynchronize Stock Item Counters (RC1100)	June-July	О	Stores
Updating and Reviewing California Retirement Setup	June-July	О	Payrol1
Check STRS and PERS Rates	June-July	О	Retirement
Updating and Reviewing STRS Rates	June-July	O	Payrol1
Rolling Over Year-End Employee Control Data (RCA740)	June-July	R	Retirement
Initialize Employee Accumulators Window	June-July	R	Retirement
Adopt/Revise Budget (BGRQST)	June-July	R	Core Financial
Updating Dates in Job Streams	June-July	R	Utilities
Manually Entering Accounts Through Beginning Balance Update (BBUPDT)	June-July	О	Core Financial
Beginning Balances via Budget Development	June-Sept	О	Budget Devel.
Absence Tracking Reset and Balance Forward Process and Report (ABT920) Window	July	R	Abs. Tracking
Absence Tracking Accrual Process and Report (ABT400) Window	July	R	Abs. Tracking
Creating Job History Records (JH0900)	July	R	Job History
Manual Deferred Deductions	July-Aug	R	Payrol1
Updating Voluntary Deductions (DEDCSB)	July-Sept.	О	Payrol1
Updating Voluntary Deductions (DEDCSB)	July-Sept.	О	Payrol1
Mass Recalculate Pay Position (PAY910)	July	0	Payroll
Update Employee Experience (PER680)	July	0	Personnel



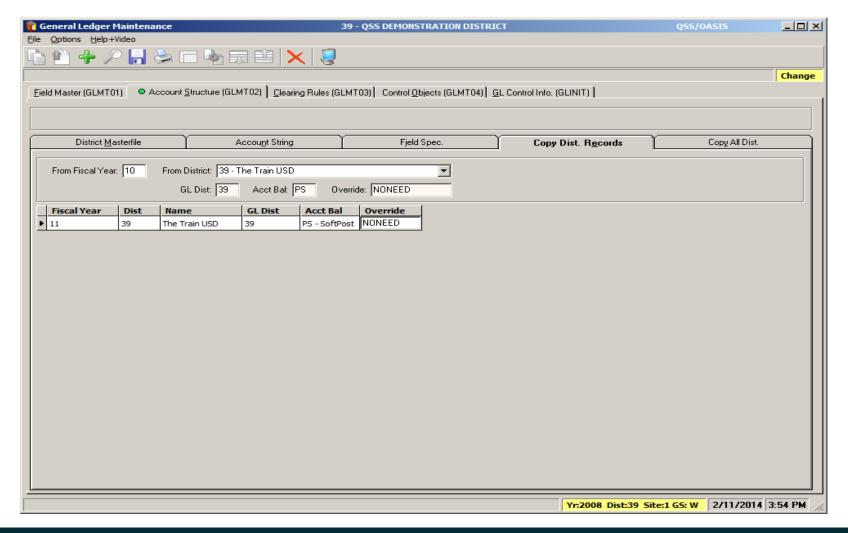


Closing Out All Outstanding Purchase Orders	May-June	R	Accts. Payable
Entering Estimated Payables (EP)	June	R	Accts. Payable
Roll Forward Accruals Using Invoicing/Billing Management	June	R	Accts. Recvbl.
Posting Payables Payments (CL)	June	R	Accts. Recvbl.
Rolling Account Summary Rules (ACS010)	June	R	Core Financial
Rolling Indirect Cost Rules (GLIC50)	June	R	Core Financial
Posting Payables Payments (CL)	after July 1	R	Accts. Payable
Copying PO Requisitions from Prior Year	after July 1	R	Accts. Payable
Post Receipts - AR/RR (ARS020/21) Tab (Y2)	after July 1	R	Accts. Recvbl.
Request Benefits Management Roll-Over (BM0800) Window	End of plan year	R	Benefits Mgmt.
Mass Benefit Plan Add/Change/Delete	End of plan year	0	Benefits Mgmt.
Request Benefit Recalculation (BM0850) Window	End of plan year	R	Benefits Mgmt.
Changing Sales Tax Rate Rates	End of calendar year	0	Accts. Paybl. Accts. Recvbl. Stores Utilities
Resetting DE 542 Totals	End of calendar year	R	Accts Paybl.





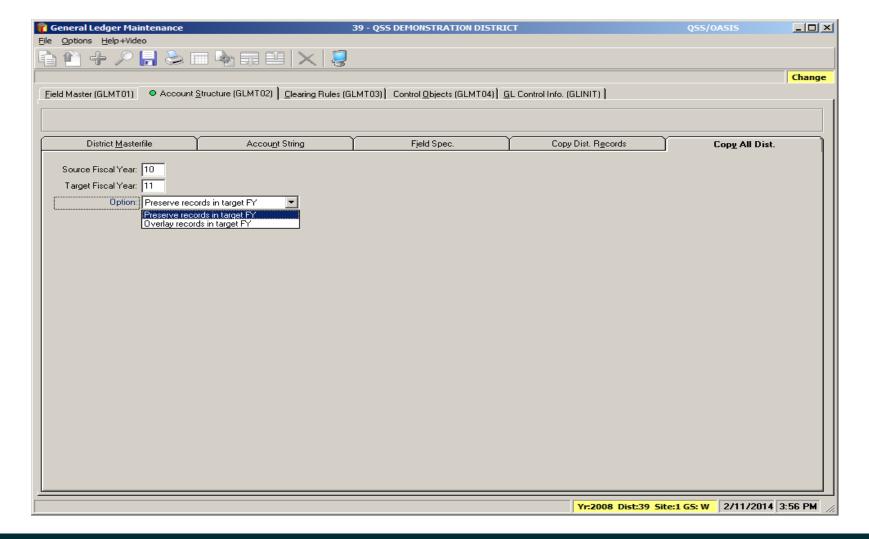
Copy District Account Code Structure (Single)







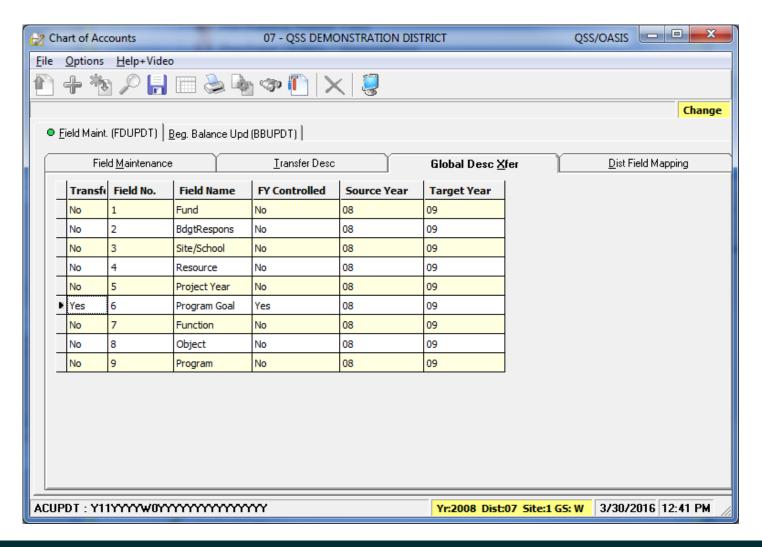
Copy District Account Code Structure (Multiple)







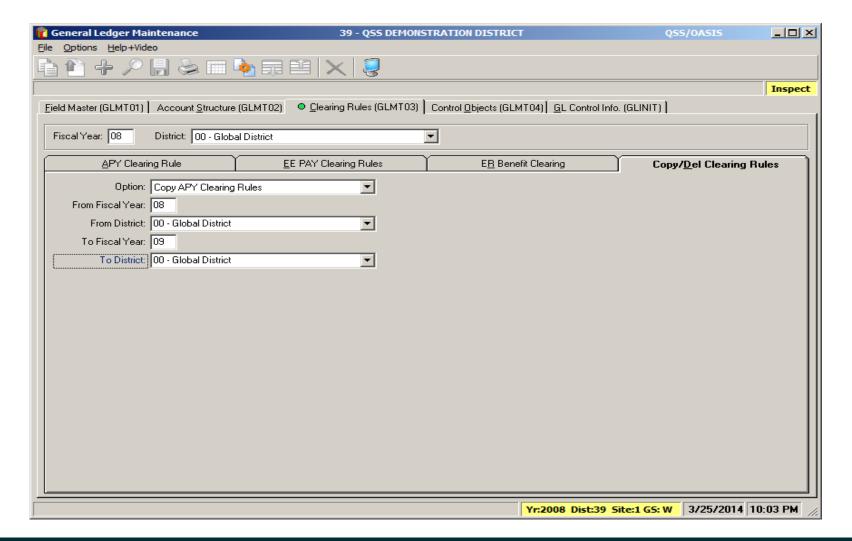
Rolling Year-Specific Account Field Descriptions







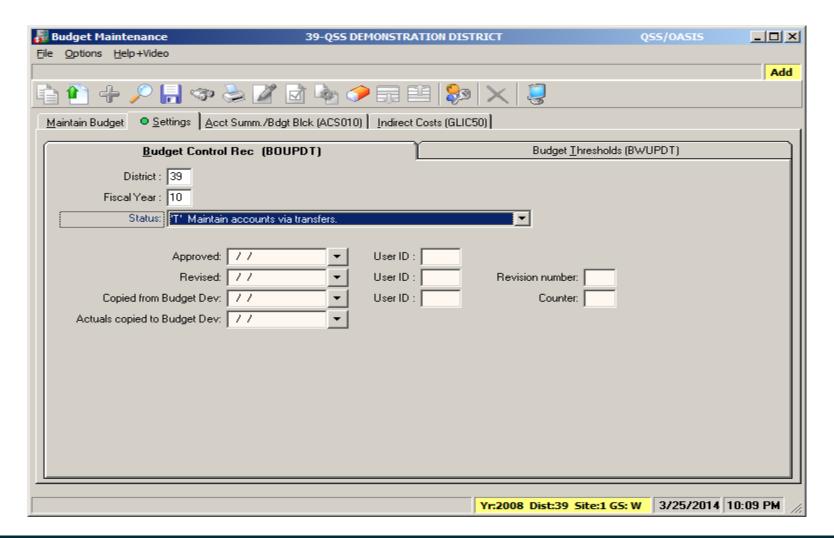
Copy/Del Clearing Rules







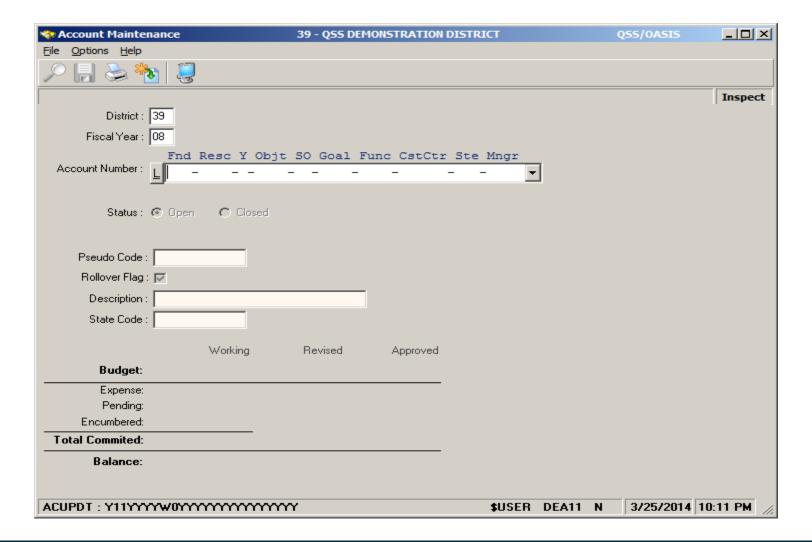
Set up Budget Control Record







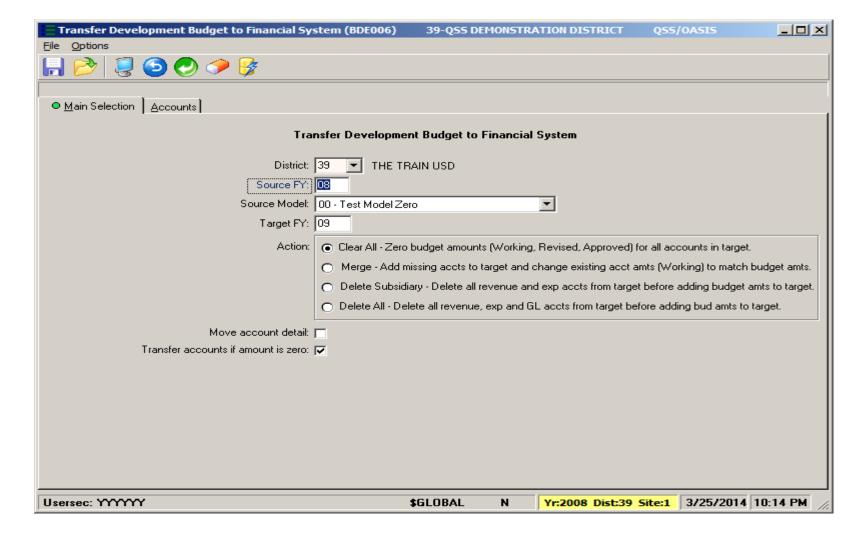
Validate Accounts – Account Maintenance







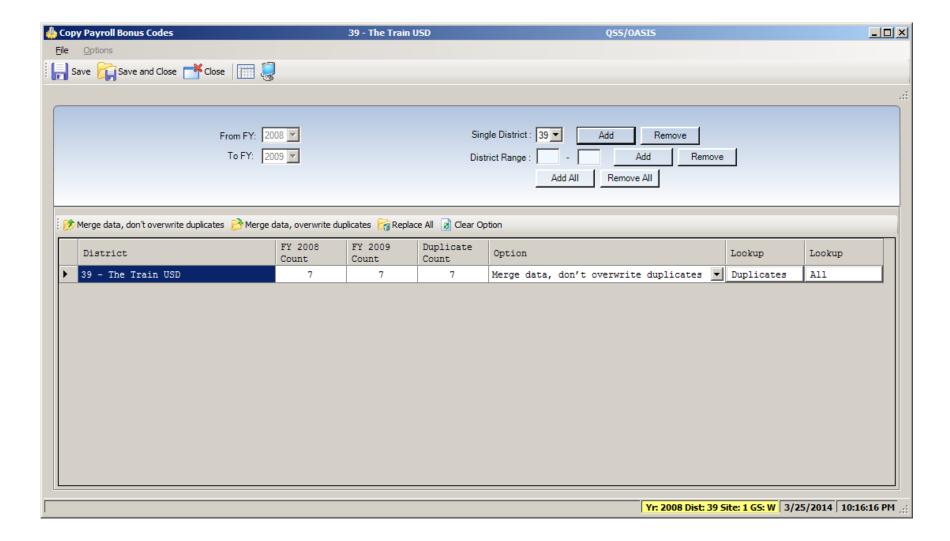
Validate Accounts – Load Working from Budget Development







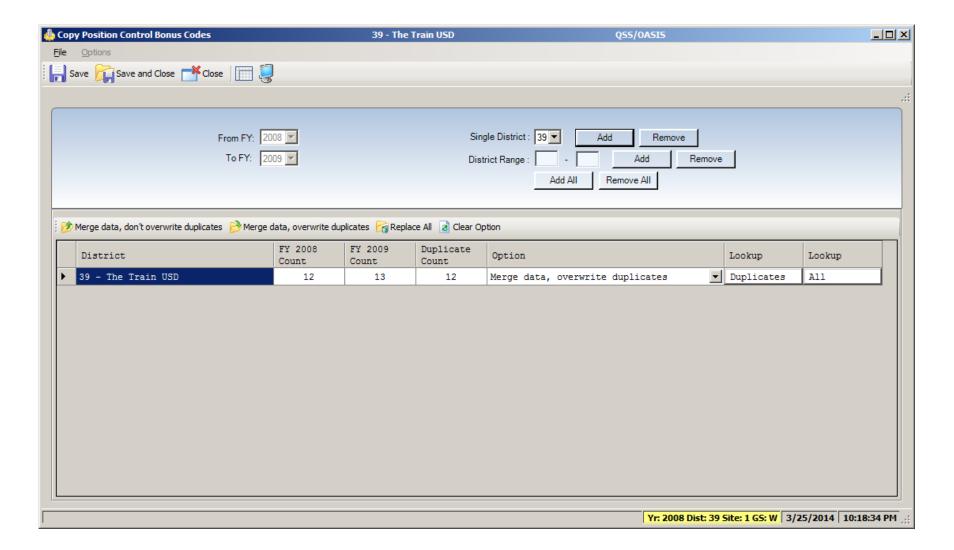
Copy Payroll Bonus Codes







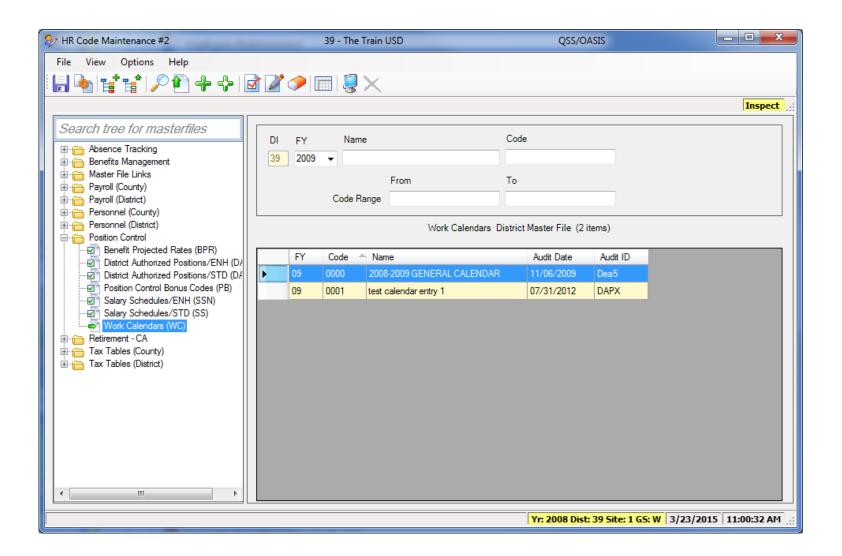
Copy Position Control Bonus Codes





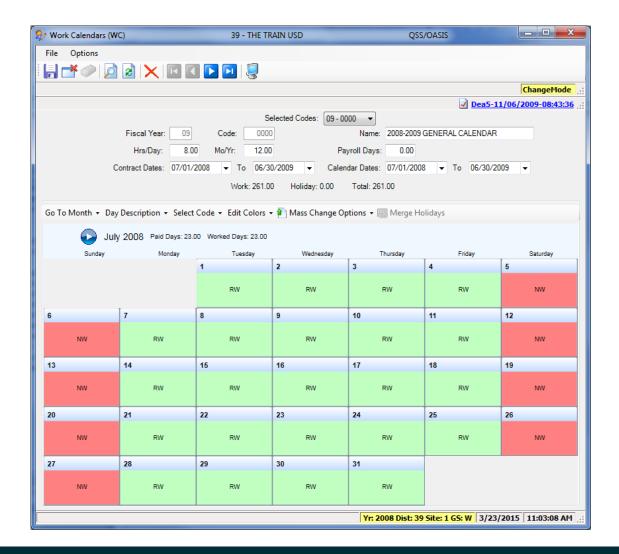


Set up Work Calendars – HR Maint #2

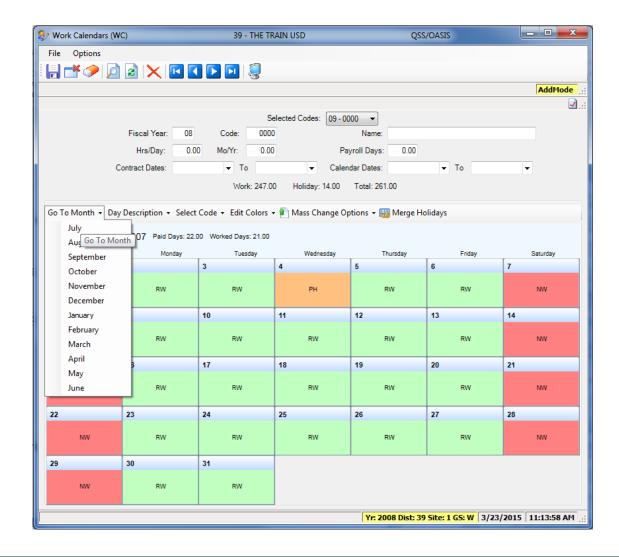




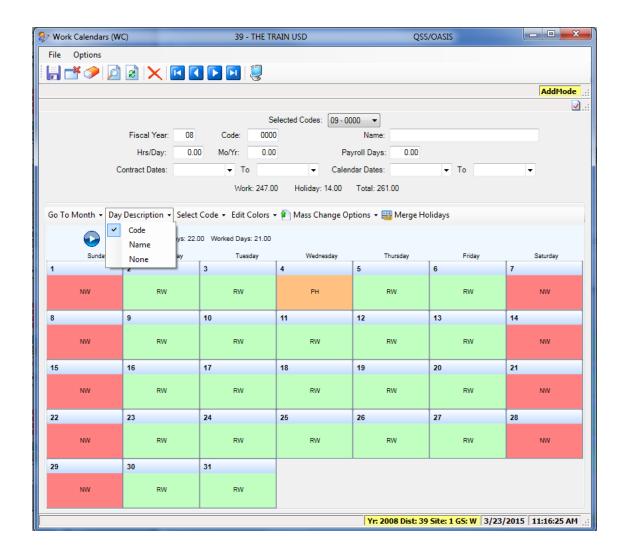




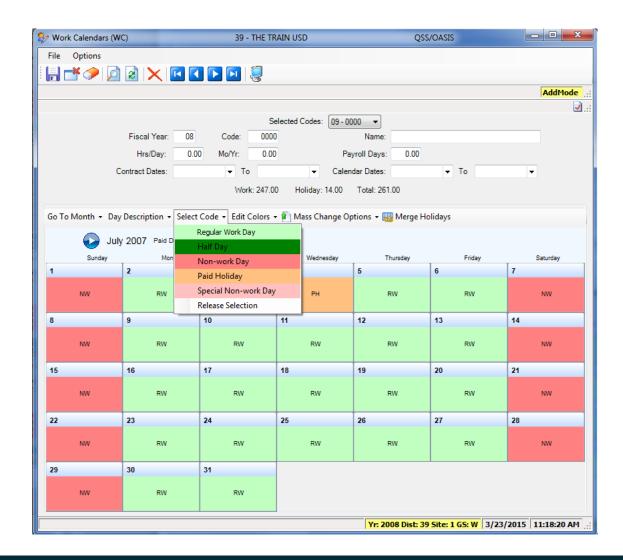




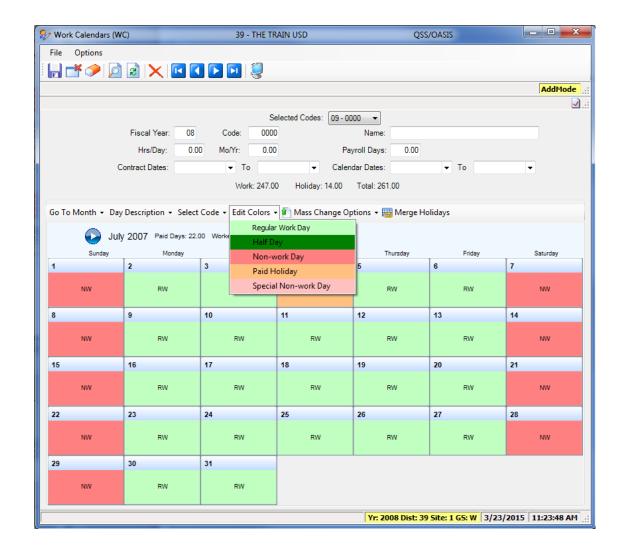




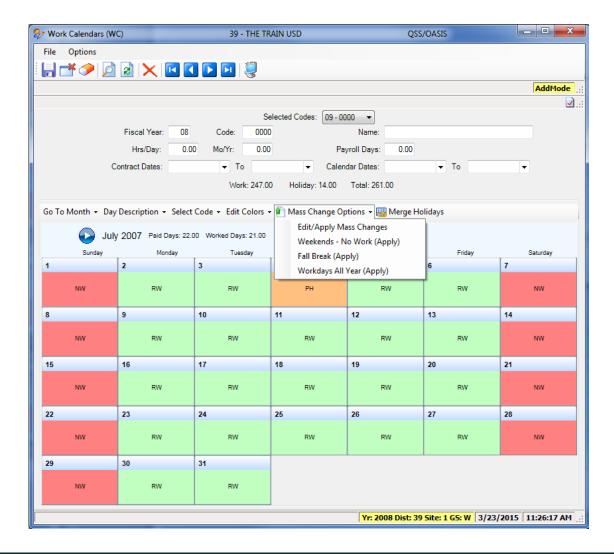




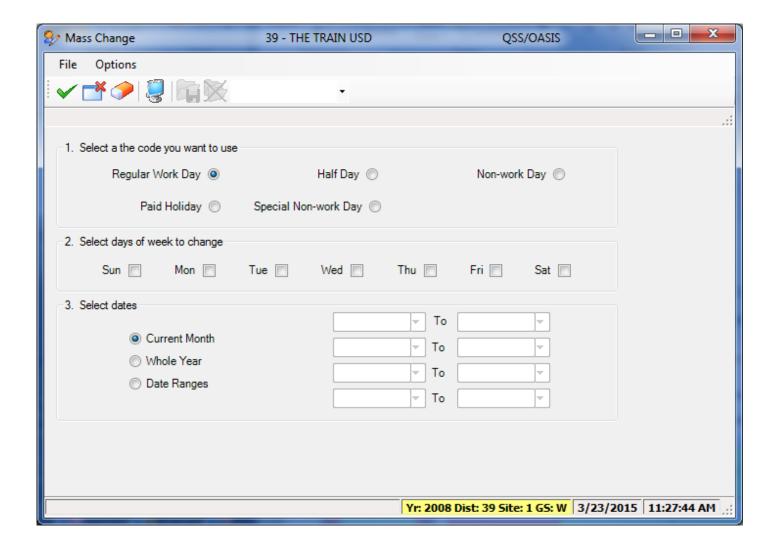






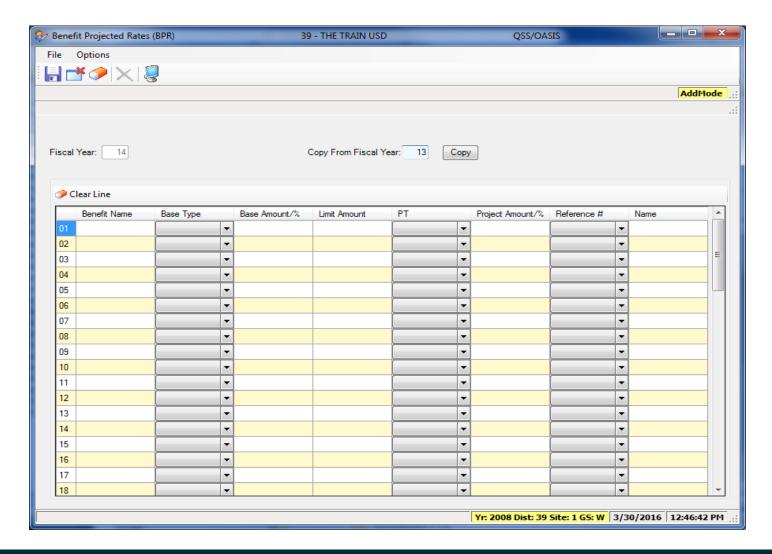








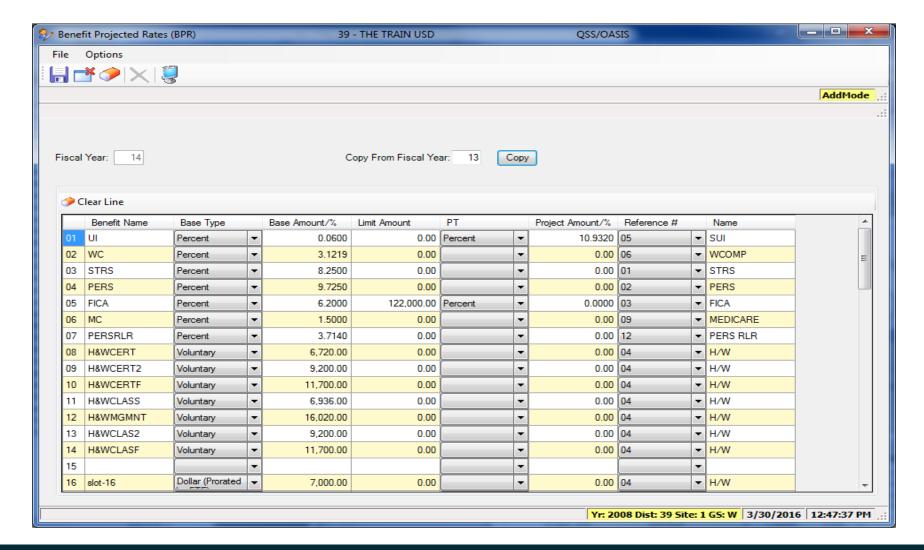
Define Benefits





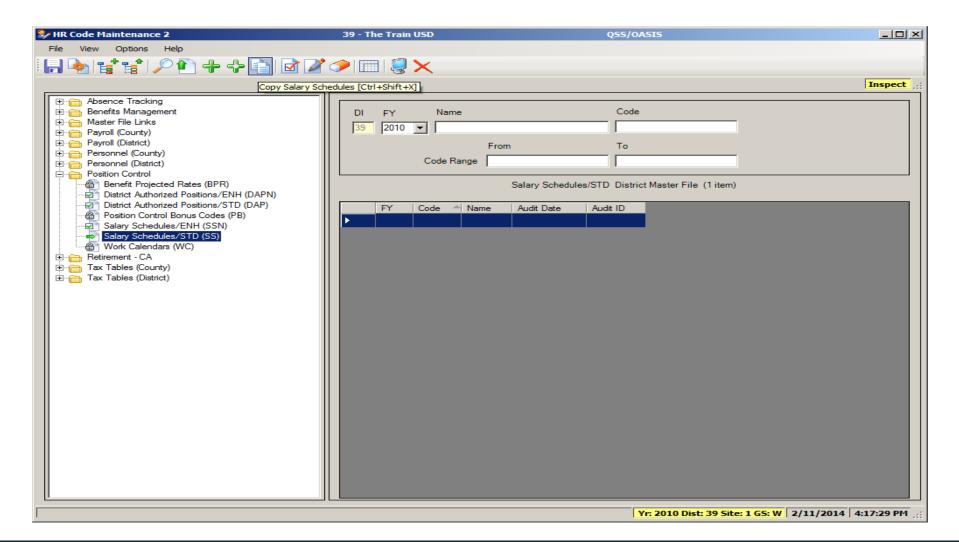


Define Benefits

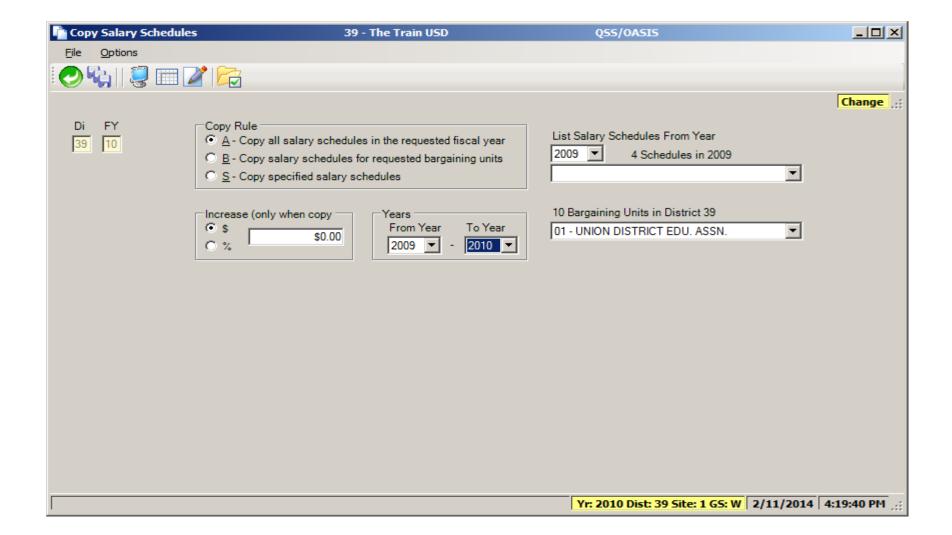






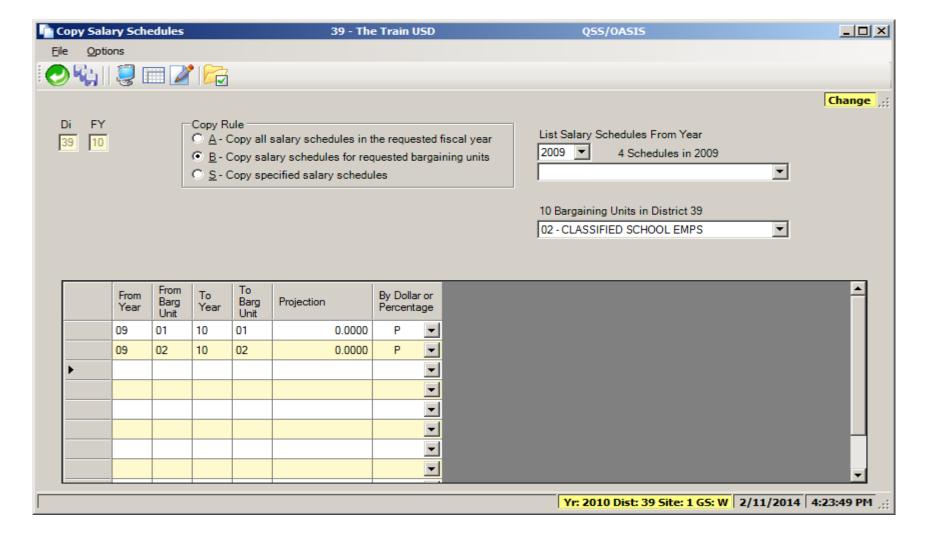






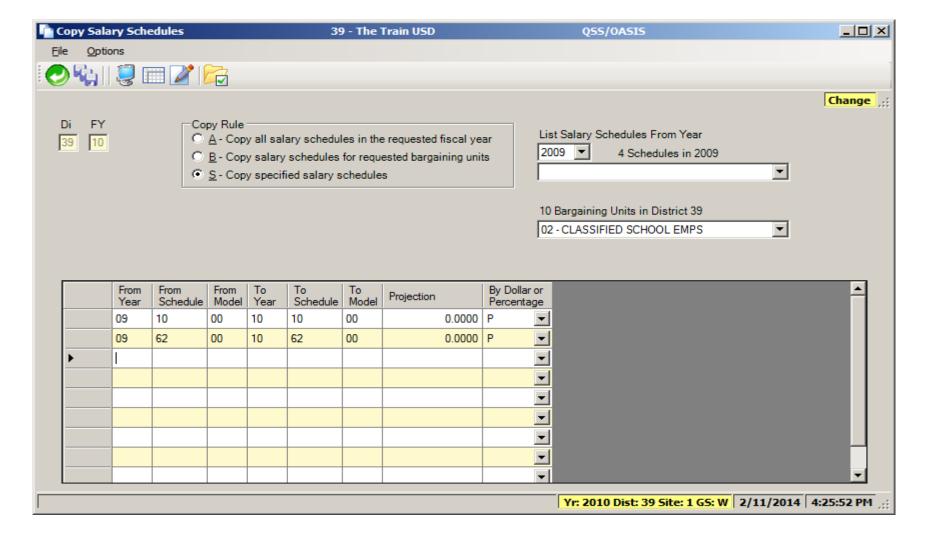








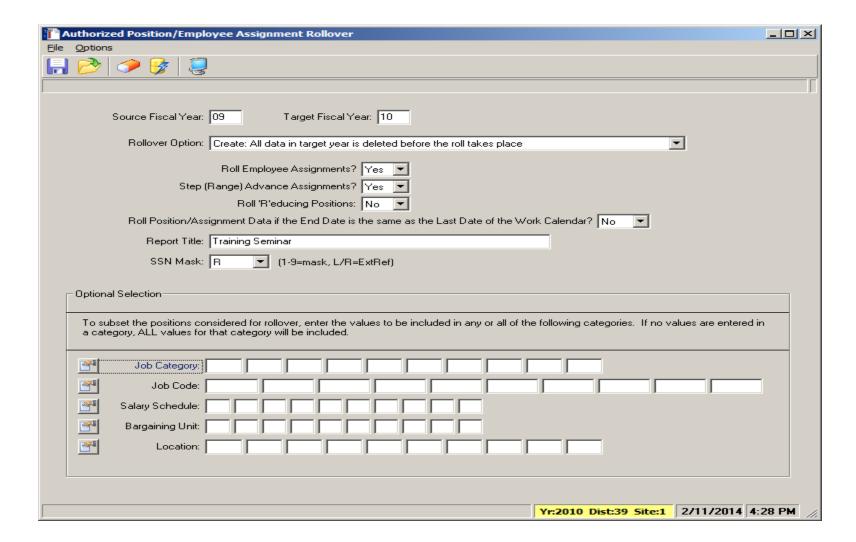








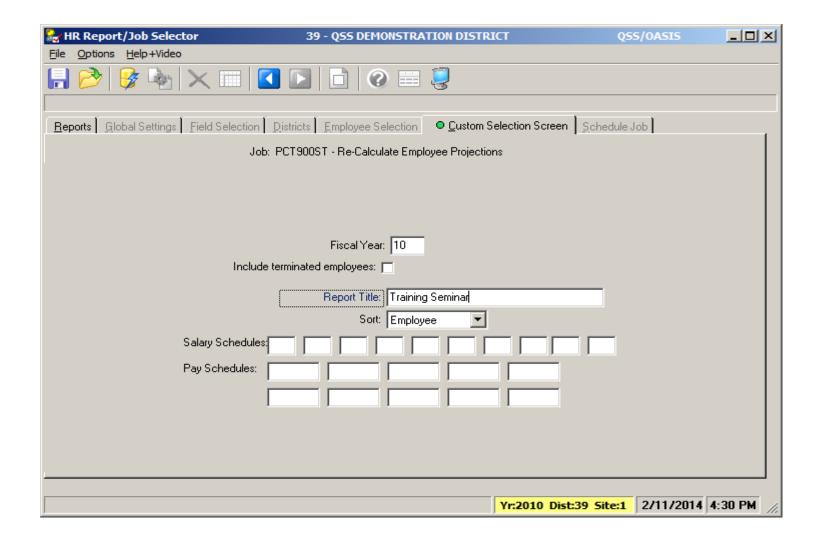
Authorized Position/Employee Assignment Rollover







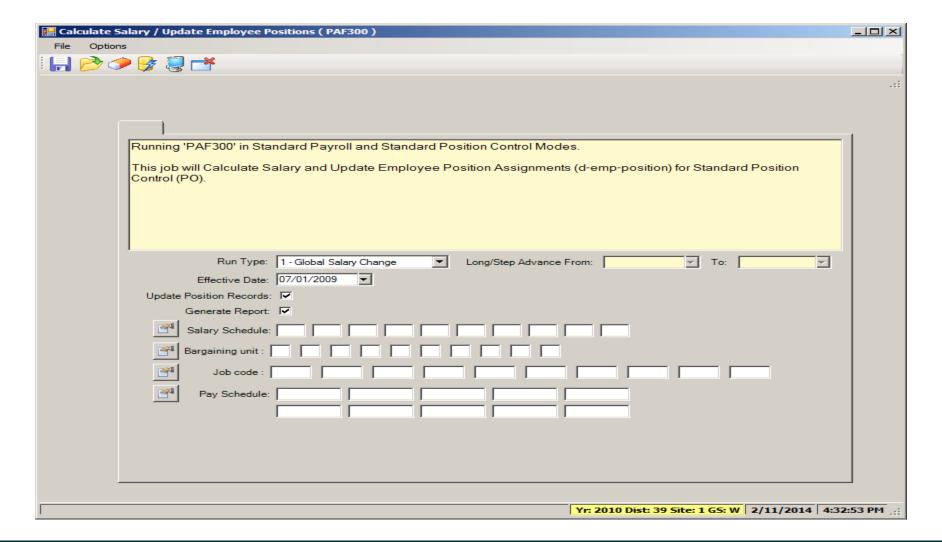
Recalculate Employee Position Projection Values







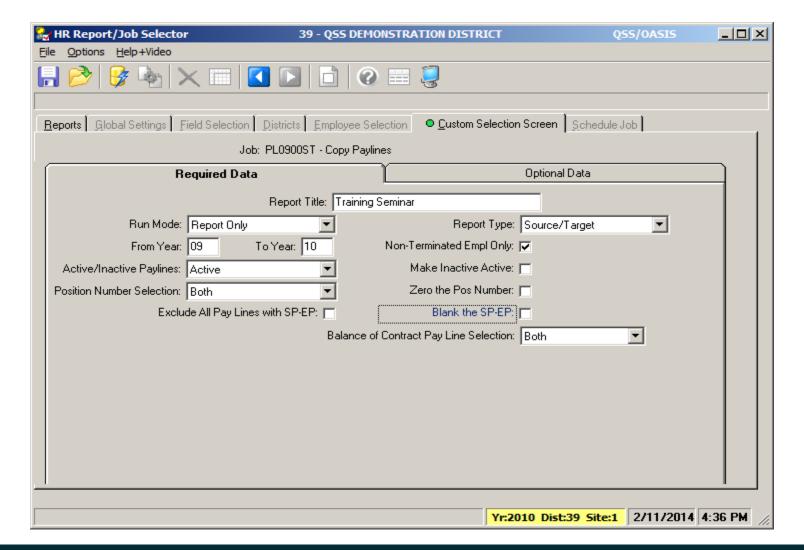
Calculate Salary/Update Employee Positions







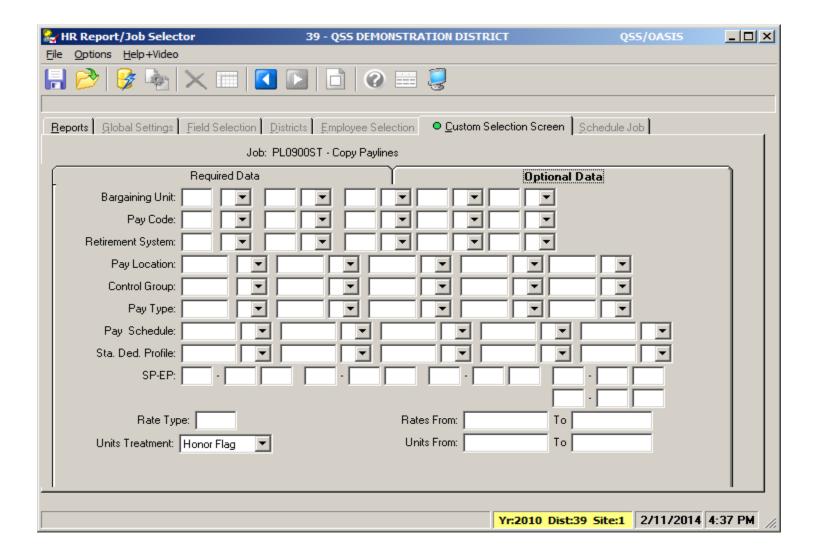
Rolling Selected Pay Lines to the New Year







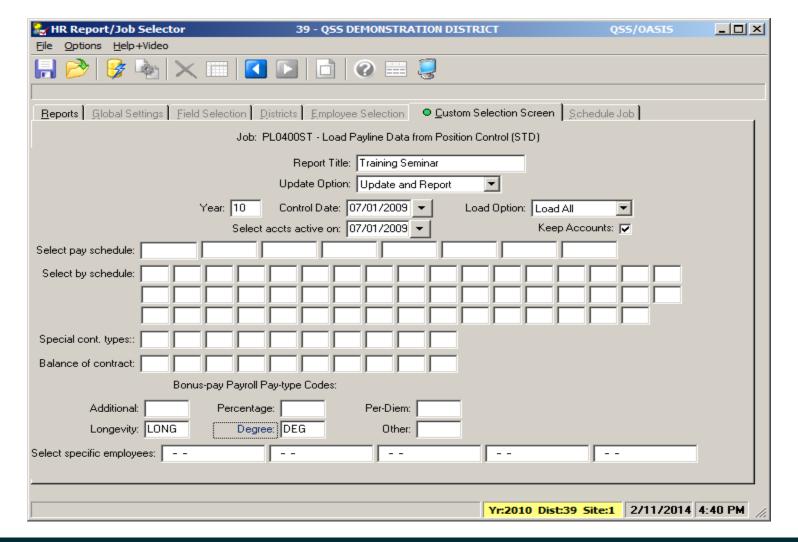
Rolling Selected Pay Lines to the New Year







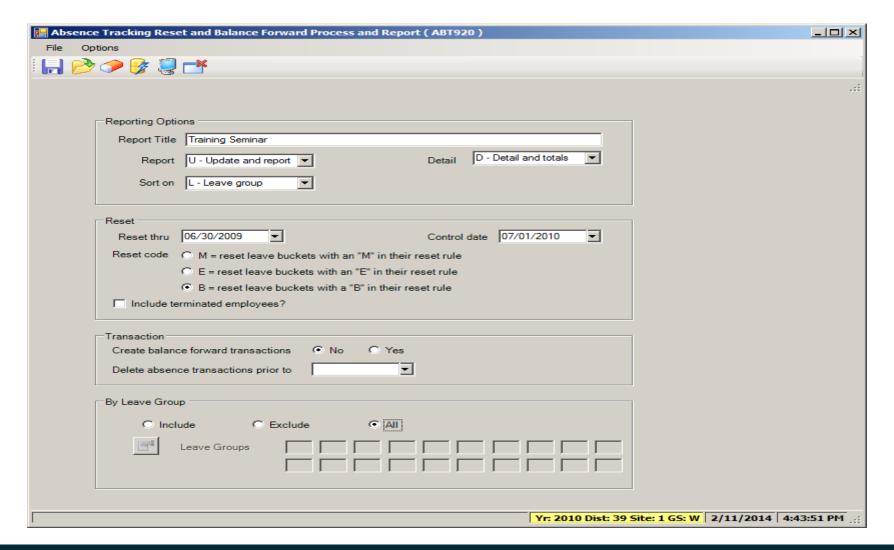
Load Pay Lines from position Control







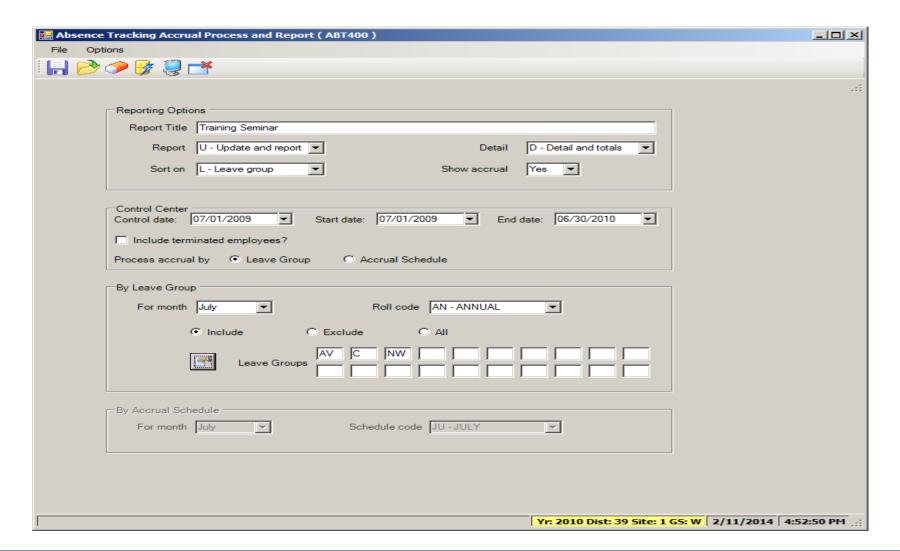
Absence Tracking Reset and Balance Forward







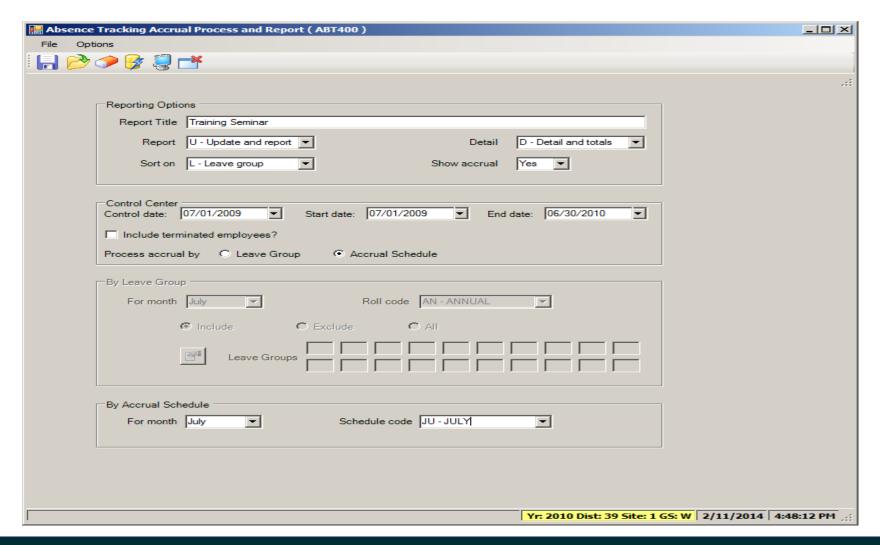
Absence Tracking Accrual Process







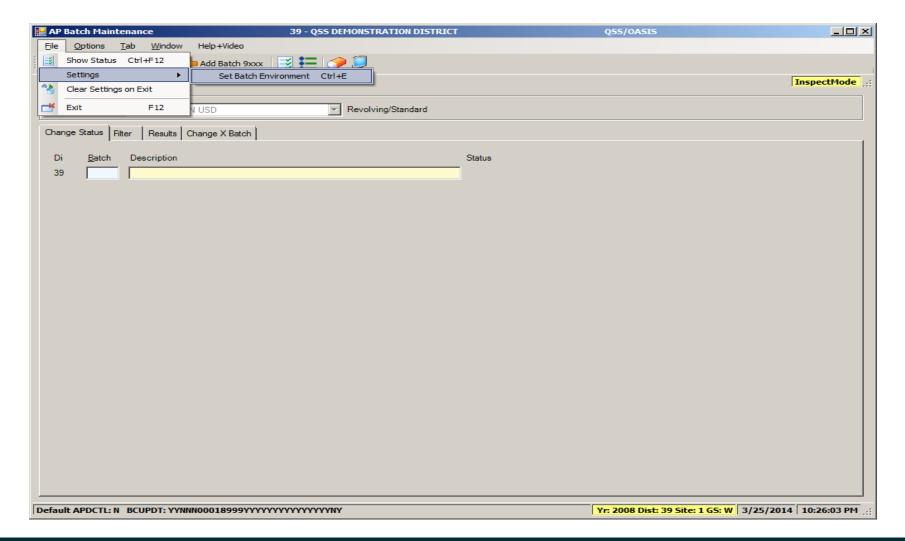
Absence Tracking Accrual Process







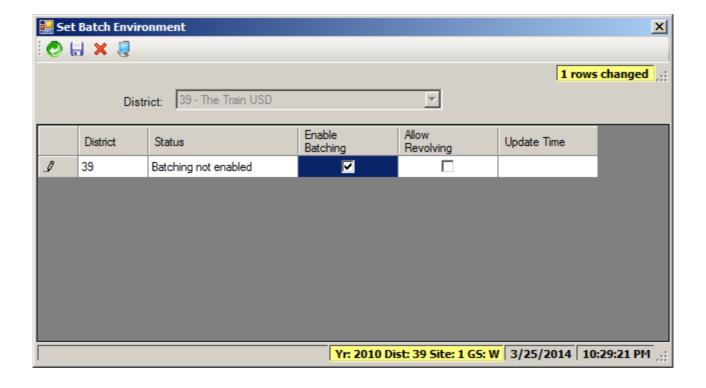
Create Batch Environment





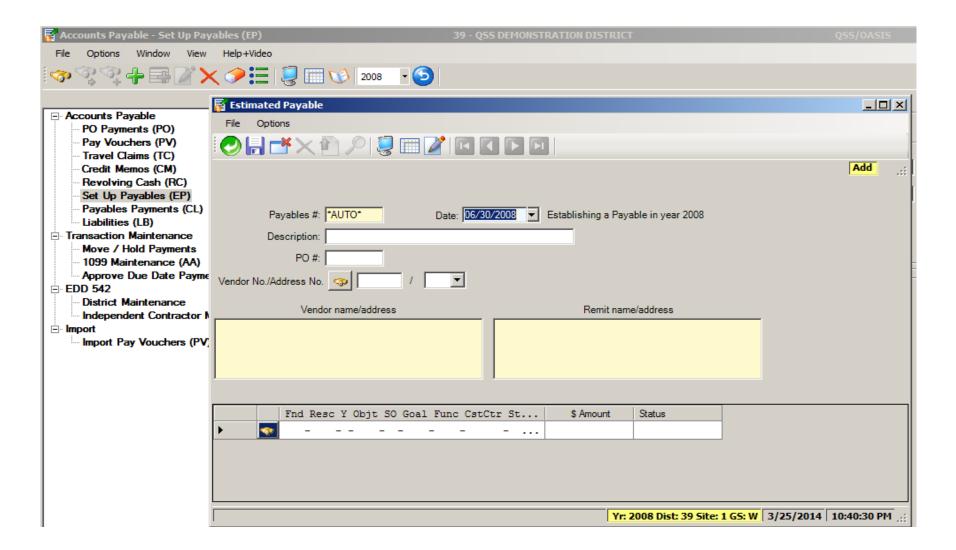


Create Batch Environment



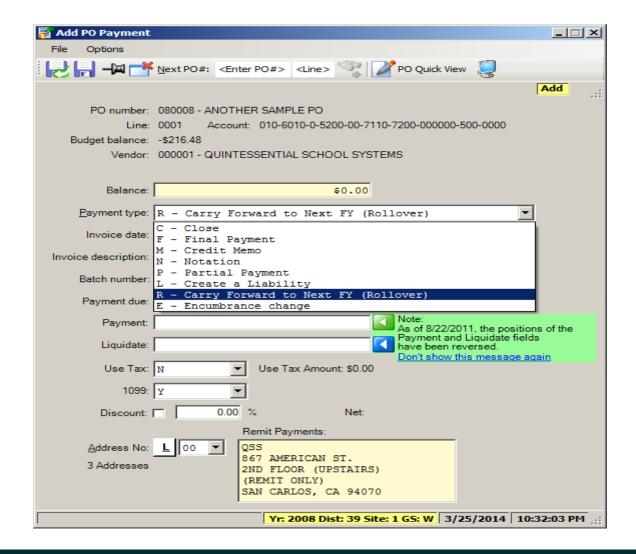


Set up Estimated Payables

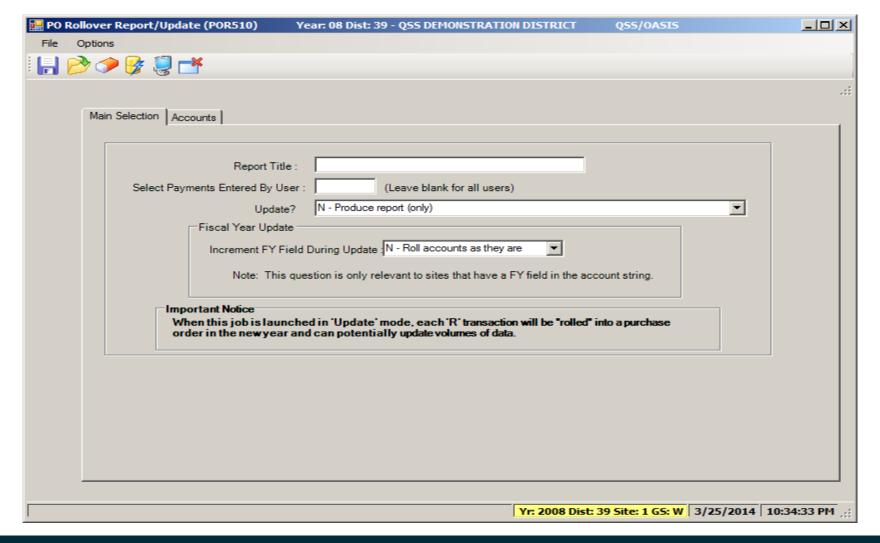




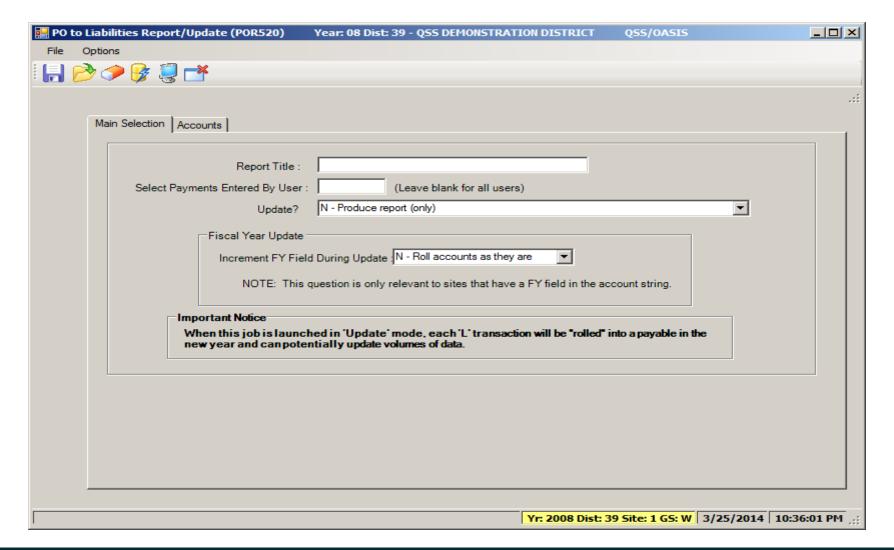






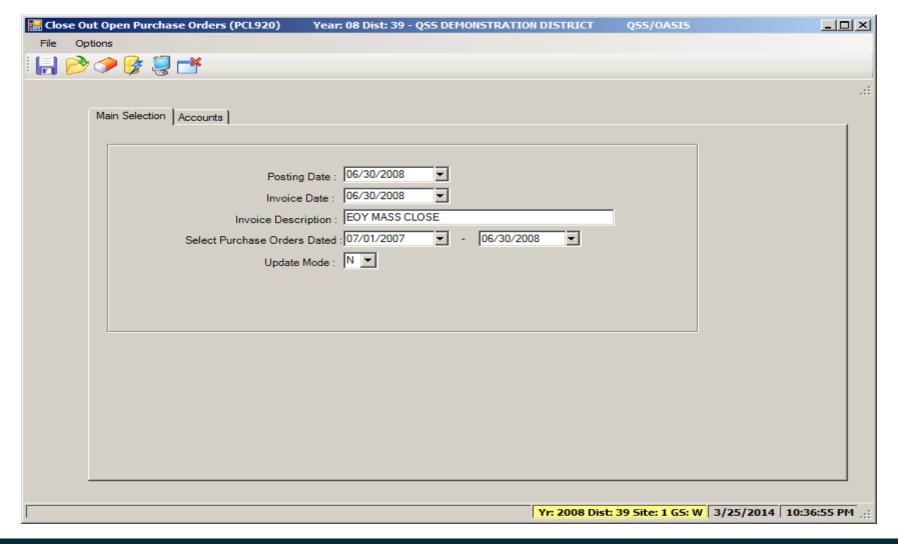






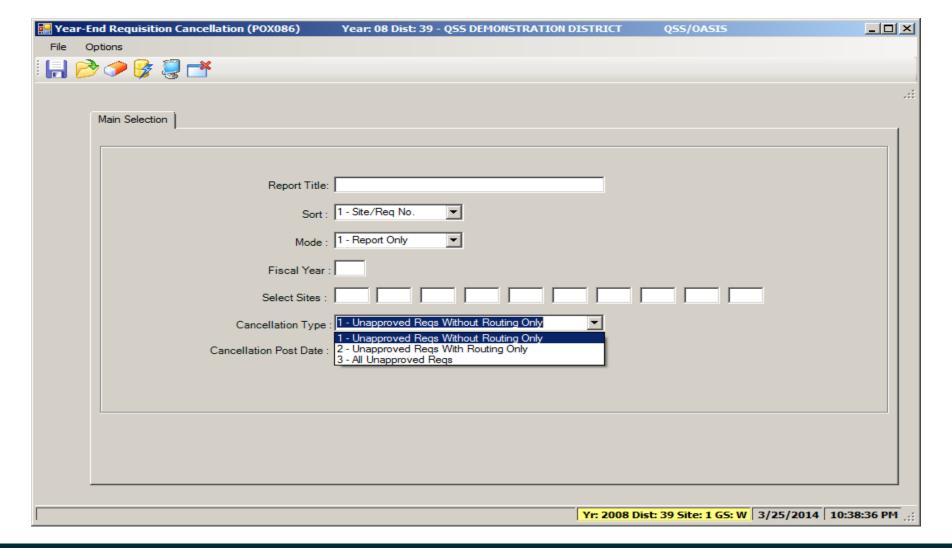








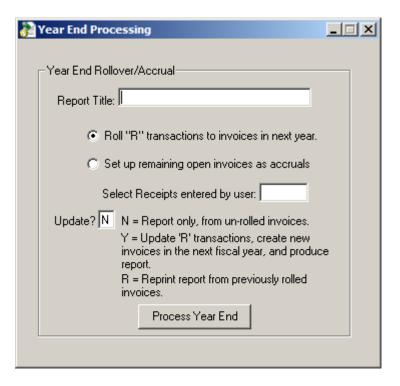


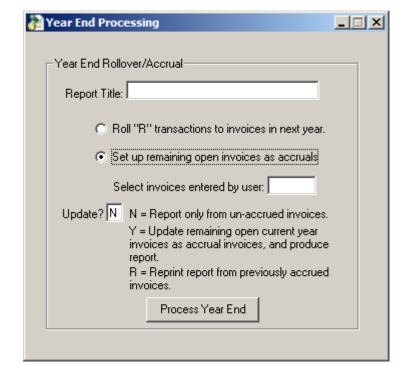






IBM - Roll Forward / Accrual Invoices

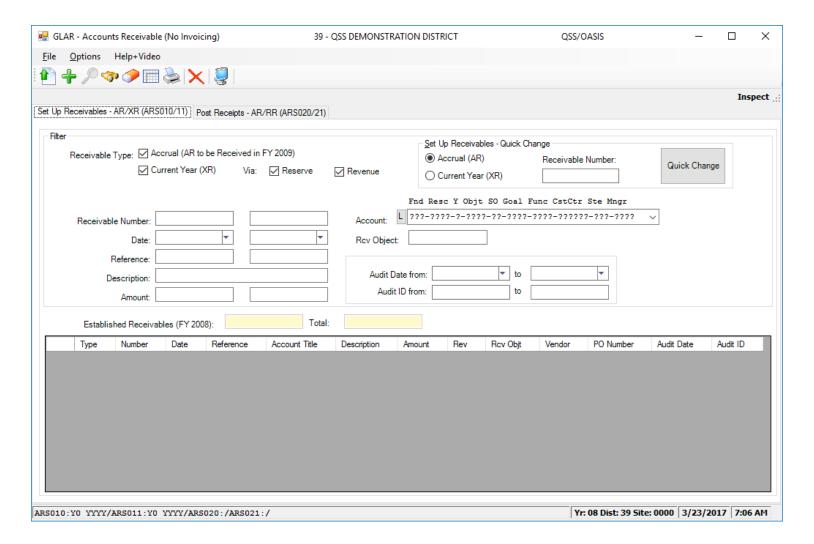








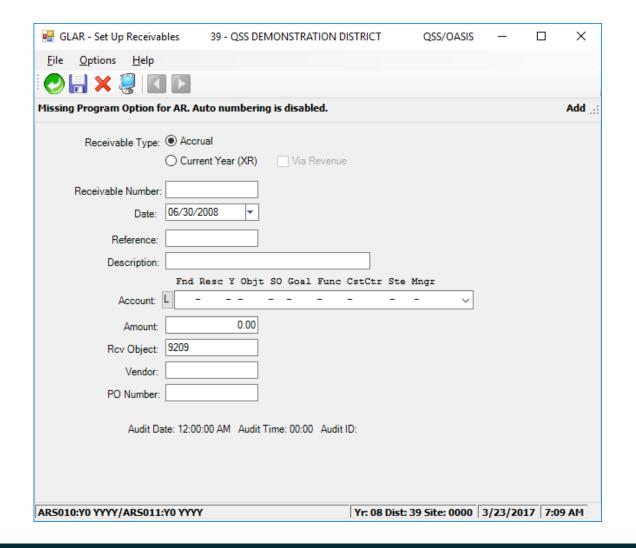
GLAR - Accounts Receivable (No Invoicing)





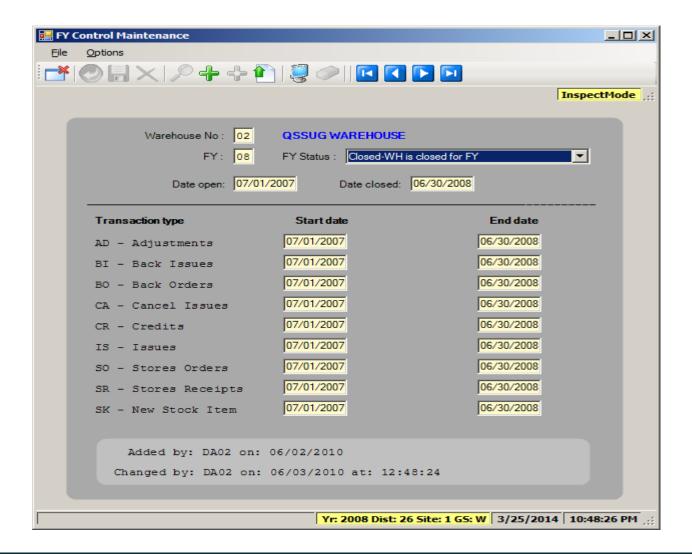


GLAR - Accounts Receivable (No Invoicing)





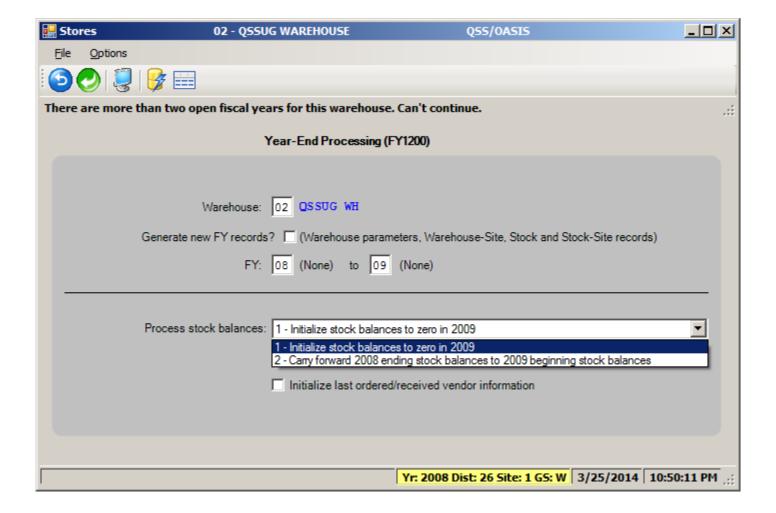
Stores Define Fiscal Year Control Master File







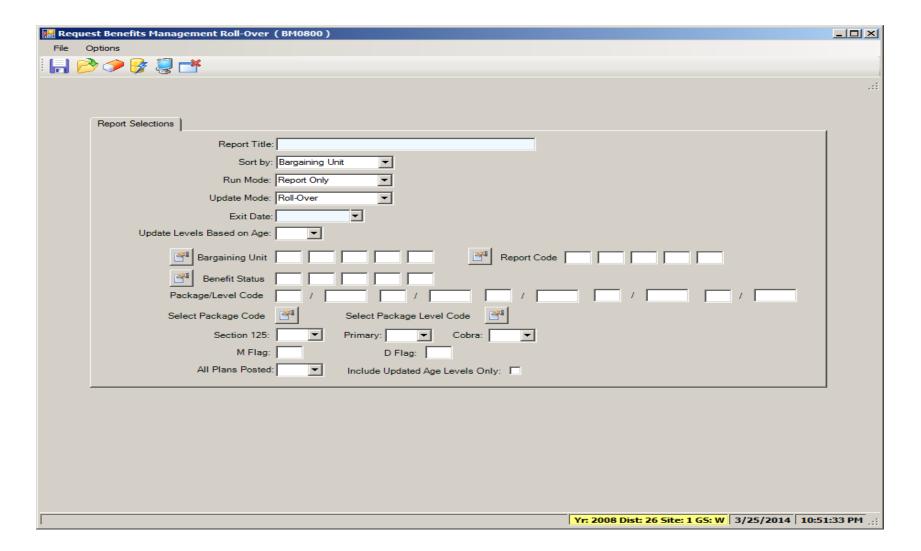
Stores Run Year End Processing







Benefits Management Rollover







Benefits Management Recalculation

