<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><strong>Finance Year-End Closing G/L, Encumbrance and Budget Rolls</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version</strong></td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>2012</td>
</tr>
<tr>
<td><strong>Created by</strong></td>
<td>Mary Ellen Garrett, BOR Office</td>
</tr>
<tr>
<td><strong>Copyright</strong></td>
<td>South Dakota Board of Regents</td>
</tr>
</tbody>
</table>
| **Process Owner** | Finance Module Leadership  
Budget Module Leadership  
Purchasing Module Leadership  
Research Accounting Leadership  
Regents Information System |
| **Dept/Division** | Banner  
Finance  
Budget  
Purchasing  
Research Accounting |
| **Processes** | FGRGLRL  
FGRENRL  
FGRBDRL |
The chart below provides a step by step outline for closing the Banner fiscal year. Immediately following the chart, each step is detailed. Specific dates listed may need to be changed to accommodate the final close of the State of South Dakota’s Central Accounting System (CAS) and the 4th of July holiday. It is recommended to review Sungard’s Year-End Processing Workbook and the Banner Finance User Guide.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date to be Completed</th>
<th>Owner</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Verify FTMCOAS Set Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Verify that Fund Balance and Accrual Accounts are defined</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td></td>
<td>b) Define Encumbrance Parameters</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td></td>
<td>c) Define Budget Carry Forward Parameters</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td></td>
<td>d) Define Document Roll Parameters</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td>B</td>
<td>Verify FTFTYP Set Up for Grant Funds</td>
<td>Before the end of June</td>
<td>Finance &amp; Grants Module Leads</td>
</tr>
<tr>
<td>C</td>
<td>Verify System ID Set Up on FTMSDAT</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td>D (1)</td>
<td>Ensure Next FY is Defined and Period 01 is Open on FTMFSYR</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td>D (2)</td>
<td>Review/Enter Setup on Year End Maintenance Form (FGAYRLM)</td>
<td>Before the end of June</td>
<td>Finance Module Lead</td>
</tr>
<tr>
<td>E</td>
<td>Perform Data Integrity Clean Up on Outstanding Documents</td>
<td></td>
<td>See Year End Data Integrity Steps/Processes</td>
</tr>
<tr>
<td></td>
<td>a) Encumbrances</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td></td>
<td>b) Purchase Orders/Requisitions</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td></td>
<td>c) Accounts Payable Invoices</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td></td>
<td>d) Journal Vouchers</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td></td>
<td>e) Review/Resolve Incomplete Documents</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td></td>
<td>f) Review report of all open encumbrances with terminated funds</td>
<td>Before the end of June</td>
<td>RIS/Campuses</td>
</tr>
<tr>
<td>F</td>
<td>Close Period 12 on FTMFSYR</td>
<td>June 30</td>
<td>RIS</td>
</tr>
</tbody>
</table>
The normal document date roll should **NOT** take place as part of the June end of month close process. The Transaction Date and Payment Due dates should **NOT** be changed to July 1st.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date to be Completed</th>
<th>Owner</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G</strong></td>
<td></td>
<td></td>
<td>PO related invoices also should not be rolled as part of the June end of month process.</td>
</tr>
<tr>
<td><strong>Execute GL Roll Process</strong></td>
<td></td>
<td></td>
<td>Opens Accrual Period for Concurrent Year Processing</td>
</tr>
<tr>
<td>1) Run balancing reports for Prior Fiscal Year</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td><strong>FGRCTRL</strong></td>
<td>Audit Mode ✓</td>
<td>After Roll ✓</td>
<td>Make sure items are cleaned up.</td>
</tr>
<tr>
<td><strong>FGRTBEX</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FZREX</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FGRCASH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Run the Trial Balance Report - <strong>FGRTBAL</strong> for Prior FY</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td>3) Run FGRGLRL Process in audit mode and compare to the Trial Balance Report - Correct any errors and re-run in audit mode</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td>4) Run FGRGLRL in update mode</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td>5) Run FGRACTG to post</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td>6) Run balancing reports in New FY</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td>7) Run Trial Balance Report in New FY and compare to FGRGLRL</td>
<td>June 30</td>
<td>Finance Module Lead</td>
<td></td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td></td>
<td>Refer to FTMRUCL (moving forward there should be no changes)</td>
</tr>
<tr>
<td><strong>Review/Update Rule Class Edits on YR10 and YR20 Rule Classes</strong></td>
<td>June 30</td>
<td>Veronica/MEG</td>
<td></td>
</tr>
<tr>
<td><strong>I</strong></td>
<td></td>
<td></td>
<td>After Daily Processing is Complete - Limited Access to System for Posting of Corrections - RIS limits user access - reclose period 12 after posting of corrections and RIS opens access to system</td>
</tr>
<tr>
<td><strong>Update User Profile FOMPROF for Users to Enter Transactions During Accrual Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Identify Users</td>
<td>June 30</td>
<td>Each Campus</td>
<td></td>
</tr>
<tr>
<td>2) Update FOMPROF Record</td>
<td>June 30</td>
<td>RIS</td>
<td></td>
</tr>
<tr>
<td><strong>J</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Re-Open Period 12 (June) for Corrections entry to balance with CAS (State's Central Accounting System)</strong></td>
<td>07/05-07/06</td>
<td>RIS/Campuses</td>
<td>After Daily Processing is Complete - Limited Access to System for Posting of Corrections - RIS limits user access - reclose period 12 after posting of corrections and RIS opens access to system</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td></td>
<td></td>
<td>Note: APSS Center cannot resume accounts payable/check cycle until the encumbrance roll is complete and the document posts. If there are a number of FOAPAL errors on with the FGRRENRL process, running the AP process will cause additional workload to clean up the errors reported on the FGRTRNR. (see Page 15)</td>
</tr>
<tr>
<td><strong>Complete Receipting of Prior FY PO’s for items received by last day of last period of Prior FY</strong></td>
<td>July 6</td>
<td>Purchasing Module/Each Campus</td>
<td>Ensures that PO’s are not receipted and invoices entered to different FY in roll process</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td></td>
<td></td>
<td>Rolls any encumbrance that is not closed to the new fiscal year</td>
</tr>
<tr>
<td><strong>Roll Open Encumbrances Process</strong></td>
<td>July 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Run and Review Open Encumbrance Report FGROPNE for Prior FY</td>
<td>July 6</td>
<td>Purchasing Module Lead</td>
<td></td>
</tr>
<tr>
<td>2) Close PO’s using Purchase Order Batch Close Process FPPPOBC for all orders less than $1.00</td>
<td>July 6</td>
<td>Purchasing Module Lead</td>
<td></td>
</tr>
<tr>
<td>3) Run/Review Open Encumbrance Report FGROPNE for documents that will roll forward</td>
<td>July 6</td>
<td>Purchasing Module Lead</td>
<td></td>
</tr>
<tr>
<td>4) Backup system prior to encumbrance roll/budget balance roll</td>
<td>July 6</td>
<td>RIS</td>
<td>After completion of daily processing.</td>
</tr>
<tr>
<td>5) Run the Roll Open Encumbrance Process FGRRENRL</td>
<td>July 6</td>
<td>Finance &amp; Purchasing Module Leads</td>
<td></td>
</tr>
</tbody>
</table>
### Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Date to be Completed</th>
<th>Owner</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6) Review .log and .lis files</td>
<td>July 6</td>
<td>Finance &amp; Purchasing Module Leads</td>
<td></td>
</tr>
<tr>
<td>7) Run/Review FGRTRNI, FTRTRNR reports - correct errors noted on FGRTRNR</td>
<td>July 6</td>
<td>Finance &amp; Purchasing Module Leads</td>
<td></td>
</tr>
<tr>
<td>8) Run Posting process FGRACTG</td>
<td>July 6</td>
<td>Finance &amp; Purchasing Module Leads</td>
<td></td>
</tr>
<tr>
<td>9) Run/Review Open Encumbrance Report for New FY</td>
<td>July 6</td>
<td>Finance &amp; Purchasing Module Leads</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Date to be Completed</th>
<th>Owner</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Remaining Budgets into New FY</td>
<td>(Immediately After Completion of FGRENRL)</td>
<td>RIS &amp; Grants Module Lead</td>
<td>Rolls available balance for grant funds in to new FY according to FTMFTYP or FTMCOAS parameters - updates budget control accounts in new FY</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Run the Budget Status Report FGRBDSC for Prior FY</td>
<td>July 7</td>
</tr>
</tbody>
</table>

The current set up of the year end roll documents will ensure that all remaining budget will roll for all restricted funds except the board office and special schools (School for the Deaf and School for the Visually Impaired).

Appendix A provides an overview of the budget roll process.

Appendix B provides the step by step process. The process also includes the steps to assist an institution in developing a journal voucher to move the negative budget balance rolled from the prior fiscal year in each operating ledger account to the object level.

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2) Run Roll Remaining Budget Process FGBRDRL</td>
<td>July 7</td>
</tr>
<tr>
<td>3) Run/Review FGRTRNI, FGRTRNR reports - correct errors noted on FGRTRNR</td>
<td>July 7</td>
</tr>
<tr>
<td>4) Run Posting Process FGRACTG</td>
<td>July 7</td>
</tr>
<tr>
<td>5) Run Budget Status Report FGRBDSC for New FY</td>
<td>July 7</td>
</tr>
</tbody>
</table>
Notes to the year-end closing, GL roll process, Open Encumbrance Roll and Budget Roll. The screen shots and notes coincide with the steps identified on Pages 2 through 5.

A Verify FTMCOAS set up (FTMCOAS screens in TEST match FTMCOAS screens in PROD.)
Verify FTMFTYP set up for Grant Funds.
Finance Year End Closing

Chart of Accounts: 25
Fund Type: Restricted
Effective Date: 05-JUL-2007
Internal Fund Type: Restricted Funds
Predecessor Fund Type: Restricted Non-Appropriated Funds
Capitalization Fund: 366000 Net Investment in Plant
Capitalization Equity Account: 400000 Net Assets
Default Override: Encumber Multi-Year Labor

Keys
- Budget Control

Organizations:
- USD

Accounts:
- USD

Programs:
- USD

Severities:
- USD

Encumbrance Budget Override

Journal Type: 1000 Year End Encumbrance Roll
Commit Type: Budget Roll: Y Percent: 200
Budget Disposition:

Budget Overrides
Journal Type: 1000 Budget Carry Forward Journal
Budget Type: Percent: 100
Notice the Encumbrance Budget Override is not checked compared to universities.
C Verify System ID set up on FTMSDAT

(Continued)
D(1)  Set up new fiscal year and period 01 is defined on FTMFSYR

D(2)  Review/Enter setup on Year End Maintenance Form (FGAYRLM)

The budget carry forward ending document is changed BDRLC11C
See Budget Roll – Appendix B
Populate Starting Document Number and Scheduled Date. End Document Number and Performed Date will auto populate when process is run. IN TEST, THE SCHEDULED DATE HAS TO BE THE CURRENT DATE TO PROCESS THE ROLL. IF DONE BEFORE JUNE 30, AUDIT MODE DOES NOT PRODUCE A REPORT.
**F**

Close Period 12 on FTMFSYR - Task handled by RIS (When testing, do not close. The update will not run)

**G**

Execute GL Roll Process

1. Run Balance Reports for prior fiscal year and document the results of the review.
   - FGRCTRL GL/Subsidiary Ledger Control Report
   - FGRTBEX Trial Balance Exception Report
     Parameters match the parameters for reports stored in Main Finance Repository
   - FGRRBIEX (FZRBIE) Bank I/F Exception Report
     Parameters match the parameters for reports stored in Main Finance Repository.
   - FGRCASH Bank Interfund Account Control Report
   - FGRTBAL Trail Balance Report
2. FGRGRLRL Balance Forward Report - in Audit Mode
3. FGRGRLRL Balance Forward Report - in Update Mode
   Compare the FGRGRLRL Balance Forward Report run in audit mode to the FGRGRLRL run in update mode. Totals at the bottom should tie.
4. Run FGRACTG – posting process
5. Run Balance Reports for NEW fiscal year.
   Review G/L balances for random funds.
   Check FGRTBAL for new fiscal year to see if balances rolled forward.
   Check FGRCASH see verify that the total participating funds and BANK funds after the GL roll ties to the FGRCASH report run prior to the roll.
Roll Open Encumbrances Process

Review Log: 531110.log
Run/Review FGRTRNI, FTRTRNR (531112.log)
Discussion between Finance, APSS and Purchasing as to whether all check writing should be suspended until after the roll. Running FABMATC may pick up PO payments which may have an invalid FOAPAL string that caused the encumbrance roll document to suspend.

<table>
<thead>
<tr>
<th>Post?</th>
<th>Errors?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
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<td>Yes</td>
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<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Empty Document</td>
<td></td>
</tr>
</tbody>
</table>

After the Encumbrance Roll process is complete, any Regular Pay invoice document that is at an ‘R’ status needs to have the Transaction & Payment Due dates changed to July 7th (or whatever date scheduled depending upon the year-end rolls and CAS final close). Those are the only documents that need to be changed. Transaction Date and Payment Due Dates changed to July 7th. (This is done the day after encumbrance roll)

SQL:

```sql
UPDATE FABINVH SET FABINVH_PMT_DUE_DATE = '01-JUL-20XX',
                 FABINVH_TRANS_DATE = '01-JUL-20XX'
WHERE FABINVH_COMPLETE_IND = 'R'
AND FABINVH_OPEN_PAID_IND = 'O'
AND FABINVH_INVOICE_DATE < '01-JUL-20XX'
```
Appendix A

Budget Roll (FGRBDRL) Overview

The remaining budget roll process (FGRBDRL) is completed by the 11th of July. The current set up of the year end roll documents will ensure that all remaining budget will roll for all restricted funds except the board office and special schools (School for the Deaf and School for the Visually Impaired).

The current steps completed at year end for the budget roll are as follows:

1. Approvals and posting are turned off
2. FRVLCLA table – the grants labor clearing account table – is disabled so salary account code budget can roll without creating the offsetting entry in the clearing account code
3. The roll is performed – it creates document numbers BDRLxxxx – the first 2 x’s are associated with the fiscal year rolling from, the last 2 x’s are a one up number associated with each document. An example from the roll from 09 to 10 – BDRL0905
4. A SQL statement is used to pull all salary account roll amounts for each fund associated with a grant from the document prior to posting
5. Posting is run – because approvals are turned off, the document will post without needing approval from anyone
6. FRVLCLA table is enabled
7. Voucher documents are created by RIS using the information obtained from the SQL statement RIS runs – the voucher will reverse the sign for each amount posted to a salary account code for each fund associated with a grant. Because the clearing account table is now enabled the result will be that the budget that rolled in each salary account code is zeroed out and the same amount is posted to the clearing account code. The correction JV’s are named BDRLCxxx. ‘C’ is for correction, first 1 or 2 x’s are for the fiscal year, last 1 or 2 x’s are for the one up.
8. The year-end form is updated using SQL to change the ending document number to the final document created from the corrections posted (BDRLxxxx) so that these budget changes are only reflected in the operating ledger for the new fiscal year and are NOT reflected in the grants ledger.

Because the budget roll process rolls all budgets in restricted funds, restricted funds that are not associated with a grant also roll. To make sure the University’s final operating budget for the year is accurate, budget will need to reverse or correct the budgets that roll in non-grant restricted funds. An example would be financial aid funds. Some campuses do not treat these as grants and so are not connected to a grant. The budget rolled in the prior fiscal year fund will need to be removed and a budget added to the current fiscal year fund – SEOG, PELL etc. Grant budgets rolled should also be examined to make sure that benefits and OE do not result in a negative budget. If this is not completed, budget report documents could be inaccurate and report negative amounts. There should be no negative budget amounts showing in any program in either PS or OE.

END
Appendix B

Budget Roll (FGRBDRL)

All steps are handled by RIS personnel unless noted otherwise.

1. Contact the finance end-users making them aware of when FGRBDRL process will be run and that there should be no updating activity on the system during this process. This includes any and all budget activities.

2. Before running FGRBDRL, make sure no payroll feeds are in process or about to be processed, turn off posting and approvals. This means shut down sleep/wake and turn off approvals (using FOASYSC screen doing a record insert, record duplicate)

   To turn off postings:
   login as banjobs:
   su – banjobs

   For sleep/wake –
   /home/util/sleepwake/swstop_ANY.shl PROD 1>/home/util/sleepwake/swstop_ANY_PROD.log 2>&1

   To view status of sleep/wake –
   ps -ef | grep fw

3. Disable the FRVLCAC table by
   a. For a single chart client temporarily change the COAS value to a non-existent chart

      update FRVLCAC set FRVLCAC_coas_code = 'X'
      where FRVLCAC_coas_code = 'S'

      Once table has been disabled, notify group that we’re ready to begin the next step.

4. Verify numbers used in FGBTRNH and FGBYRLM before running FGRBDRL. Numbers in FGNTRNH should not be in matrix in FGBYRLM. If they are need to change FGBYRLM by bumping up numbers.

   select * from fgbtrnh
   where fgbtrnh_doc_code like 'BDRL1%'

   select * from FGBYRLM f where f.fgyrlm_fsyr_code = 'YY' --(YY=Fiscal Year)

5. Run FGRBDRL - stop. Completed by Grants Module Lead
Negative Benefit/OE Account Corrections

6. Create a temp table and copy FGBTRNI top that table. Use this table to run a select query of the records in FGBTRNI. Select the records with funds associated with fund codes and account codes (run for each University and copy to Excel. Send to each campus):

```sql
--by fund code (PER GRANTS MODULE LEAD)
select fgbtrni_coas_code,
       fgbtrni_fund_code,
       fgbtrni_orgn_code,
       fgbtrni_acct_code,
       fgbtrni_prog_code,
       fgbtrni_actv_code,
       fgbtrni_locn_code,
       fgbtrni_trans_amt,
       decode (fgbtrni_dr_cr_ind, '+', '-', fgbtrni_dr_cr_ind, '-', '+') dr_cr
from fgbtrni
where fgbtrni_fund_code like '8%' -- fund codes beginning with 2, 3, 4, 5, 6, & 8
and fgbtrni_rec_type = '2'
and fgbtrni_rucl_code = 'J020'
and fgbtrni_acct_code like '7%' -- also include the 61* accounts
   order by fgbtrni_fund_code
```

Save and send results to Grants Module Lead, these results to use later to create a new JV with JV # and budget rule code (BD01). Beginning with FY10, a new script is required for TRNI table:

Accounts start with 700000 and end with 780001
OE codes for each campus(?) – yes – spreadsheet for each campus

7. Send data to the campuses participating in this process.

8. Once temp table is created and verified in step 6, RIS can continue with following steps. The creation of spreadsheets can be done while waiting for postings to complete.

9. Run FGRTRNI, FGRTRNR and posting (FGRACTG) and notify group when posting has been run.

   a. Check totals in FGRTRNI or FOBAPPD before posting to verify count and amount. These will be used when JV in step 13 is created.
   b. If there is a problem with any of the postings, then process may have to wait until next day to complete. You will need to set FRVLCAC back and restart sleep/wake.
   c. If there is a problem with postings then the following will need to be done:
      1. Universities will need to make their corrections
      2. Process will begin next evening with steps 2, 3.
      3. Grants Module Lead will then complete postings.
      4. Check approval queues (FOBAINP, FOBAPPH, FOBUAPP) and remove BDRL entries from these tables.
      5. Insert each corrected JV number into FOBAPPD. Example:

```sql
    insert into FOBAPPD values ('20','BDRL1102','null','11-JUL-2011');
```

6. Verify that they are in FOBAPPD.
7. Run FGRACTG.
8. Wait while they post. This will take a while because of the size of these entries.

11. Enable the **FRVLAC** table again.
   a. For a single chart client update with the correct **COAS** value

```
update FRVLAC set FRVLAC_coas_code = 'S'
where FRVLAC_coas_code = 'X'
```

12. Grant budgets and Payroll budget feeds can process again as soon as the Step 9 is completed.

13. Document number on **YRLM** form should be changed prior to posting **JV**, to include the BDRLCxx documents. If posting is running this must be done before the following steps.

```
update FGBYRLM f set f.fgbyrlm_budcf_doc_code = 'BDRL1101', f.fgbyrlm_budcf_doc_code_end = 'BDRLC117',
--F.FGBYRLM_BALF_DOC_CODE_END = 'GLR0906'
WHERE f.fgbyrlm_fsyr_code = '11';
```

14. Create a **JV** using the data from **trnh** documents created. (see below) The rule code should be a standard budget rule code (BD01). The transaction date = new year transaction date. The document code should be a number corresponding to the budget roll documents – ex: BDRLCxx. Coding should include language to create header information for **TRNH** so documents will post.

```
INSERT INTO fimsmgr.fgbjvcd
(fgbjvcd_doc_num,
 fgbjvcd_submission_number,
 fgbjvcd_seq_num,
 fgbjvcd_activity_date,
 fgbjvcd_user_id,
 fgbjvcd_rucl_code,
 fgbjvcd_trans_amt,
 fgbjvcd_trans_desc,
 fgbjvcd_dr_cr_ind,
 fgbjvcd_fsyr_code,
 fgbjvcd_acci_code,
 fgbjvcd_coas_code,
 fgbjvcd_fund_code,
 fgbjvcd_orgn_code,
 fgbjvcd_acct_code,
 fgbjvcd_prog_code,
 fgbjvcd_actv_code,
 fgbjvcd_locn_code,
 fgbjvcd_bank_code,
 fgbjvcd_doc_ref_num,
 fgbjvcd_vendor_pidm,
 fgbjvcd_cmt_type,
 fgbjvcd_cmt_pct,
 fgbjvcd_dep_num,
 fgbjvcd_encb_action_ind,
 fgbjvcd_prjd_code,
 fgbjvcd_dist_pct,
 fgbjvcdPosting_period,
 fgbjvcd_budget_period,
 fgbjvcd_accrual_ind,
```

fgbjvcd_status_ind,
fgbjvcd_abal_override,
fgbjvcd_coas_code_pool,
fgbjvcd_fund_code_pool)
select 'BDRLC111', --( 'BDRLC111','BDRLC112','BDRLC113','BDRLC114','BDRLC115','BDRLC116','BDRLC117')
fgbtrnh_submission_number,
fgbtrnh_seq_num,
fgbtrnh_activity_date,
'JDK20110709', -- fgbtrnh_user_id, should be unique for each run
'BD01',
fgbtrnh_trans_amt,
fgbtrnh_trans_desc,
-- fgbtrnh_dr_cr_ind,
decode (fgbtrnh_dr_cr_ind, '+', '-', '-', '++'),
fgbtrnh_fsyr_code,
fgbtrnh_acci_code,
fgbtrnh_coas_code,
fgbtrnh_fund_code,
fgbtrnh_orgn_code,
fgbtrnh_acct_code,
fgbtrnh_prog_code,
fgbtrnh_actv_code,
fgbtrnh_locn_code,
fgbtrnh_bank_code,
fgbtrnh_doc_ref_num,
fgbtrnh_vendor_pidm,
fgbtrnh_cmt_type,
fgbtrnh_cmt_pct,
fgbtrnh_dep_num,
fgbtrnh_encd_action_ind,
fgbtrnh_prjd_code,
fgbtrnh_dist_pct,
fgbtrnhPostingPeriod,
fgbtrnh_budget_period,
fgbtrnh_accrual_ind,
'P',
fgbtrnh_abal Override,
fgbtrnh_coas_code_pool,
fgbtrnh_fund_code_pool
from fgbtrnh, ftvfund where -- fgbtrnh_doc_code like 'BDRL080%'
fgbtrnh_acct_code in (select frvlcac_acct_code from frvlcac)
and fgbtrnh_rucl_code = 'J020'
and fgbtrnh_fund_code = ftvfund_fund_code
and ftvfund_nchg_date  = '31-dec-2099'
and ftvfund_grnt_code is not null
    and fgbtrnh_doc_code = 'BDRL1101' -- this should be the number you are duplicating
AND FGBTRNH_COAS_CODE = 'S';

Make sure you commit after each run.
After running this SQL, the header record for the new JV will need to be created in FGAJVCD. Be sure to use the new document code identified above. Enter an amount for the document total and then exit the form. Return to FGAJVCD, enter the new document number. Next Block to document line details. Under Options Menu, access transaction summary information (FGUSUM) to identify the total entered (bottom of the form) and enter this amount in the Document Total field on the Journal Voucher Document Header block. Save. Next Block. Check that all lines have a status as “Postable.” Next Block. Repeat for each BDRLC document. Be sure to Save or Commit.

15. Start sleep/wake process
/home/util/sleepwake/swstart_ANY.shl PROD 1>/home/util/sleepwake/swstart_ANY_PROD.log 2>&1

16. Notice sent to finance users notifying budget roll process is complete and users can again access system.

17. Participating institutions will prepare a journal voucher from spreadsheet data sent in #7. The document be posted via FUPLOAD (Banner Process) and will post separately. May be a day or 2 before they notify you they are ready. At that point do the following steps:

   a. Take down sleep/wake to control the posting.
   b. Make sure that FGBYRLM has been updated with additional numbers to allow for the number of JV documents you will be entering. Only fgbyrlm_budcf_doc_code_end will be affected.
   c. Next Gurfeed will be copied and then changed to correct Document Number (which will be the continuation of the BDRL numbers) and RUCL Code if it is not ZD01. Make sure that transaction date is in the next fiscal year not the fiscal year we are closing. Example if closing FY11 at end of June 2011 then transaction date should be 7-1-2011 or at least a date in July.
   d. Once corrections are made then RIS will run FURFEED, FGRTRNI, and FGRTRNR. Verify GURFEED and FOBAPPD through each step.
   e. Then run FGRACTG. Have posting verified, and then restart sleep/wake.

END