FY23 KICKOFF CONFERENCE AGENDA

Finance

- Closing the Finance Fiscal Year

- Transfer Payrolls and Pay Liabilities

- Make all Record Types of Accounts Payable Entries Permanent

- Make all Cash Receipt Entries Permanent

- Make all Transactions Permanent

- Run Monthly Reports

- Balance June Amounts

- Run FY Reports in the General Reports Area

- Run FY Reports in the Financial Report Area

- Determine if Beginning Fund Balance should use 6/30 or 7/1 as a Posting Date

- Change the Financial Month to July

- First Steps for FY

- Move Purchase Orders to Current Year

- Move Next Year's Budget to Current Year

- Preparing for the Audit

- Financial Reporting for the End of the Finance Fiscal Year

- Posting Audit Adjustments after Closing the Finance Fiscal Year

Payroll

- Creating New Contracts for the New Fiscal Year

- Modifying Newly Created Contracts

- Contract Payout Categories and Contract Type Codes

- Mass Changing Deductions and/or Benefits

- Changing the Code and/or Description of a Deduction and/or Benefit

- Re-activating Deduction and/or Benefits

- Deductions and/or Benefits Timing Codes

- Attendance

- Run Year End Attendance Reports

- Awarding of Days for the New Fiscal Year

- Payroll Accrual

- Illinois Clients - Processing Summer Payrolls