

OFM Training

Fiscal Year-End Revenues, Reconciliations, and Phase 2 Adjustments Workshop

Class Description: This is a 4 hour hands-on class where students will participate in analyzing reports, reviewing phase 2 adjustments and reconciliations, and viewing the disclosure form application.

Target Group: State fiscal personnel who will participate in fiscal year-end closing activities such as: reviewing reports, preparing accounting entries, performing reconciliations, and completing disclosure forms. This class is intended for those new to the fiscal year-end process.

Class Objectives: At the conclusion of this class, each participant should:

- Have a general understanding of the year-end accounting and reporting process and the closing schedule,
- Be aware of what reconciliations are needed at year-end,
- Be able to analyze ER (Enterprise Reporting) reports for possible adjustments,
- Be familiar with the disclosure form application, and
- Be familiar with the on-line resources that are available.

To get the most benefit from this class, please read SAAM (State Administrative & Accounting Manual) Chapter 90 “State Reporting” prior to attending this class. Bring any questions you may have to class.

Recommended Prerequisite Class:

GL Review

In-Process Report Training

See also the “Fiscal Year-End Expenditures and Payables Workshop.”