Set Reversion Indicators for the next CFY022 Process

AS Table Reversion Indicators may be set any time after a department has completed the YEO processes. Departments should consider setting these indicators in the Fall rather than waiting until the CFY022 Report is produced in early April.

Delete Unneeded Table Records

Review all table records and delete excess or obsolete table records as appropriate. Departments may print all or individual FFYs of their tables at this time to assist in the review. The print of the entire table or for an individual FFY can be requested through Function **P** of each specific table or **P** in the F Column from Command **I.80**-FFY Maintenance Screen. All of the entries for a table older than the current and two prior fiscal years may be deleted with Function **X** in the F Column on Command **I.80**-FFY maintenance Screen. Some AS and PCA Tables used by the Federal Trust Fund may be needed for 5 years. Departments should refer to CPM Volume 2 for additional information regarding table maintenance.

CAUTION: Table records looked up by Document File records should not be deleted until the Document File balance is liquidated.

Begin the Planning Process for Changes in Program/Organization Structure

The ideal time to make program and organization changes is on July 1. The period after completing YEO is the best time to begin thinking about changes for the next fiscal year. Table entry forms for the new year may be completed, reviewed, and set aside until later in the fiscal year. Some departments save time by creating external files and submitting them for system processing.

Plan for Changes in Cost Allocation

Like changes in program and organization structure, cost allocation methodology changes are best accomplished at the change of fiscal year. It takes a period of prior planning to properly design, secure approval, code and document the changes. Many of these functions are outside the control of the accounting office. For this reason, cost allocation changes should be started early in the new year for implementation at the beginning of the following year.

Plan for Next Year's Training

While the year-end process is still in everyone's mind, the accounting manager should meet with the accounting staff to identify gaps in training and respond in a timely manner. CALSTARS offers classes on various subjects in the Fall and the early Spring. Staff should be registered for classes as early as possible so they may be fully trained by year-end.

Plan Next Year's Year-End Closing Staffing Assignments

In many departments, the chief accounting officer and key staff must work extensive overtime during the year-end closing period. Delegating some of the work to subordinate staff is one way to reduce this burden. Review assignments and the use of overtime now. There may be more efficient methods and uses of existing staff. Such an analysis may also point to the need for additional staff, more training, or a change in the staff classification levels.

Look at the actual dates that activities were completed as compared to the planned schedule. This review helps to assign more realistic time frames for the next year-end closing and may point to gaps in training or staffing.

Comments on CALSTARS Year-End Procedures/Processes

Suggestions for improving the year-end process in CALSTARS are always welcome. Please complete the CALSTARS Suggestion Form (CALSTARS 106) to provide any comments/suggestions on the content of this volume, the year-end training classes, system year-end processes or any other CALSTARS related comments or suggestions. The CALSTARS 106 form is available on the Internet at http://www.dof.ca.gov/accounting/calstars/forms/.