

## *Fiscal Year Closing*

It has always been important to our clients to preserve historical data in CBISA™. However, now that the software will be the basis for reporting community benefit statistics, not only to the community, but also to the IRS, it has become increasingly important to protect the integrity of the data. CBISA™ users need to have the confidence that the reports they used to generate the IRS 990 Schedule H and the supporting worksheets will remain consistent and unchanged. Therefore, a feature that many of our clients have desired for some time is now available: closing a fiscal year.

When a fiscal year has been closed, several changes to the database take place. For Administrators, Coordinators, Finance, and Senior Manager permission levels, data included in a **closed** year becomes “read only”, i.e. no edits or changes may be made. Reporters will not have access to view closed years as the closed year will no longer appear in the active year dropdown. Also, if a year has been closed, an asterisk (\*) appears next to it in the active year dropdown.

Lyon Software understands that due to audits or last minute changes to community benefit information, it may be necessary to make edits to the data after the year has been closed. To accommodate the need for editing, CBISA™ will allow a closed year to be “re-opened”. A closed year may be re-opened by an Administrator or Finance user and only one year in a reporting unit may be re-opened at a time. Not all functionality remains the same so documentation has been prepared to outline what each user permission level can and can not do in a re-opened year. Also, when a year is re-opened, it is available only to the user that re-opened it and only while the session is active. Logging out of CBISA™ ends the session and re-closes the year. A re-opened year will be preceded by the pound (#) symbol in the active year dropdown.

Since Activity records are available for all fiscal years and not tied to a date range, special handling of these records occurs when a year is closed. Any changes made to an Activity in a re-opened year will not change the record as it exists in all previous and subsequent years. Likewise, any change made to an Activity in an “open” year will not change the record for the “closed” year. Activity records can not be added in a “re-opened” year; therefore, users will need to make sure that all activities are entered prior to closing the year. Any changes made to the “Edit Defaults” tabs in a re-opened year will only affect the applicable records (i.e. Activities and Leadership Journals) in the re-opened year. The Custom Terms default is not available for change in a re-opened year.

The fiscal year closing enhancement has also added new constraints to the starting and ending fiscal year dates. When changing the date range for a given year, its start and end dates (month and day) are replicated on each of the future financial pages for the reporting unit. This is intended to help users keep their date ranges correct and will allow alignment of all years at once simply by editing the oldest year and allowing the automatic propagate function to change subsequent years.

This “replication” will only apply to future years, and not affect previous years. If a future year is already closed, the replication stops and will not affect the closed year’s range or anything following the closed range. The program will allow partial years (less than 12 complete months) and gaps in fiscal years if you manually edit the end date. This may be necessary to align fiscal years within an organization when new reporting units are added. However, if prior years have gaps, (for example, 2006 ends 09/30/2006 and 2007 begins 01/01/2007, the software will not allow saving a dated record whose date falls within this gap and will fail with the error: “Ambiguous fiscal year”.

Lastly, all pending Activity records must be imported prior to closing a fiscal year, regardless of the active year in which they were created. Dated records (Occurrences, Outcomes, Financial Services, and Leadership Journal narratives) must be imported prior to closing the year if the date falls within the beginning and ending dates of the fiscal year to be closed.