Year End Procedures
Fiscal and Calendar Year End

Fiscal Year End

On the first day of a new fiscal year, you should run **AM-B - Fiscal Year End Routine**. This does NOT mean you must have made all entries for the year that has just ended. You can continue to make entries for the prior year; they will be considered "one year past". All programs can make entries dated into the new year, but GL-O can not post the transactions to the general ledger until AM-B (Fiscal Year End Routine) is run.

Running AM-B IS **NOT** a year end close. It moves the balances one year back, rolls balances forward for Balance Sheet accounts and closes income and expense accounts to Retained Earnings and calls AM-N to set up the monthly fiscal periods for the new year. It also archives GL Transactions older than 6 years past to it can take some time to run. Once archived the transactions can still be viewed in GL-C & GL-D by selecting Archived as opposed to Active transactions.

Transactions can still be dated in the prior year and, when they are posted and financial statements are run, the system will automatically close any postings to income or expense accounts to Retained Earnings. The control of backdated entries is the Open Period Start and End Dates and Accounting Open Period Start Date set in AM-A, not the fiscal year date.

While the program allows other departments to continue operation, AM-B should always be run early in the new year so that GL-O can be run and transactions posted before too many accumulate.

Reconciliation Reports

The following reports are run to reconcile subsidiary ledger detail with the balance in the General Ledger:

AR-F Print Aging – Age From Date the last day of the period, Include Deposits = N and the grand total should agree with the Balance Sheet for Accounts Receivable. Deposits Only should match the Customer Deposit account.

AP-I Print Aging – Age From Date the last day of the period, Include Deposits = N and the grand total should agree with the Balance Sheet for Accounts Payable. Only Deposits should match the Vendor Prepay account

GL-I Print Check Register – Leave Check Number and From date blank; enter the period end date as the Through date. Select the bank account, Uncleared Only, Checks and Deposits and sort however you want. The beginning balance is the last reconciled balance and should agree with the ending balance of the last reconciled bank statement. The ending balance should agree with the balance sheet for each checking account.

IN-F Print Inventory Value – Use the Period end date as the as-of date and run each GL Account separately. The total value for each account should match the balance sheet. If the Book Value and Extended value based on cost multiplied by quantity do not agree, use **UT-K-G Recalculate Book Value** to get them synchronized and make a Journal entry based on the UT-K-G report. Be aware that the IN-F as of a prior date takes the inventory value today and backs out transactions back to the as of date so if something looks off, the first place to look is IN-E transactions for the days since the period end. Also, any inventory received into QC and still there at period end has already posted to the inventory account on the GL so you need to also run **PO-J-B Print Inventory in QC** including Make From Components (if you use Make-Froms) as of the period end date and add the results to IN-F.

PO-I-F Print PO Received Not Invoiced – Leave all from/Through fields blank except the "Through Actual Received Date" which is the period end date. The program includes all receipts up through that date that are either not yet invoiced or, if they are now invoiced, were invoiced after the specified date. The grand total at the end plus the **PO-J-B Print Inventory in QC** as of the period end date NOT including Make From components should agree with the balance sheet for the PO/RNI account.

JC-M Print WIP Summary – Enter the period end date as the as-of date. Do not change any of the dates or status values that are automatically populated on the right side of the screen. The Net WIP at the end of the report should agree with the WIP account on the balance sheet. The program accumulates all the transactions through the period end date for work orders still open and work orders that are now closed but were open back on the period end date.

Calendar Year End Commissions

To clear the monthly commissions as seen in CS-B and on the CS-C report as well as roll any unpaid commissions for December over into January of the new year, go to **CS-Q -Commission Year End Routine**.

Calendar Year End Payroll

After you have run the final December payroll but before you run the first January payroll, you need to run PR-L-A if you generally use that report for anything. Any reports such as PR-L-B that have date ranges can be printed at any time because they are looking at the pay history detail rather than the YTD or QTD subtotals in the employee file that get cleared. It is also a good idea to make a separate backup of the **BKPR*** and **ISPR*** files for your company on a permanent media such as a DVD and store it in a safe place. Once you have made the backup and run the PR-L-A report, and before the first payroll in January, you must run **PR-O Payroll Year End Routine**. This will copy the YTD pay information for all employees into the file to be used to print W-2s and zero out all the pay information to start the new year. W-2s can then be printed at your convenience because they come from the file created by PR-O.