



YEAR END Checklist

ALWAYS BACK UP YOUR DATA BEFORE PERFORMING YEAR END.

Year End should be performed as close to January 1st as possible. Close all applications together. This clears out all YTD fields in all applications and allows all postings to either go to the Current Year or Last Year properly. The order of Year End does not really matter but the recommended sequence is GENERAL LEDGER, PAYROLL, ACCOUNTS RECEIVABLE/SALES ORDER, ACCOUNTS PAYABLE/PURCHASE ORDER, INVENTORY, JOB COST, FIXED ASSETS,

GENERAL LEDGER

- Run the Chart of Accounts answering YES to print Clear/Consolidate. Insure that all Revenue and Expense Accounts have an account TYPE of 500-899 and all Balance Sheet Accounts have an account type between 005-499 AND verify that each Revenue and Expense Account have the Retained Earnings account number in the Clear To field.
- F9 to access last year files (2008). Make sure all entries have been posted to the master and that the current year (2009) has been updated and matches your 2008 taxes filed.
- In Accounts Payable Post your Daily Work Transactions in any batches you have open. If the batch was set to 'current year' when the newest year was 2009, then this batch will post to the new 2010 since that will now be the newest year.
- F9 to return to 2009. Select Periodic Processing, Create Last Year Data. Reset Journal Entry to 1, enter the Retained Earnings account number used in Clear To. Answer whether you want to copy Last Year's Budget to the current year, and to zero out Next Year Budget Balances, and whether or not you want to create Inactive GL Accounts in the New Year (2010). No one else can be in the system when you do this.
- F9 to toggle back and forth in the GL for entering journal entries.
- Anytime you Post to the Master in GL in 2009 go immediately to Periodic Processing (in the year 2009) and Update Current Year to bring forward the updated balances from last year.

PAYROLL

- Include Auto Fringe Amounts as well as GTLI or DCB with your last Payroll of the year, so all applicable taxes will be withheld.
- Select Periodic Processing, Periodic Maintenance, Year End. This process will create the new 2010 year with zero YTD balances for all employees. Employees with termination dates in their master file in 2009 are not brought forward into 2010. With version 7.5 comes the ability to keep multiple Payroll years (Not just THIS and LAST year). To switch between Payroll years F9. Do not put in any dates to delete history. You can also clear sick and remaining leave during this year end function.
- Once the New Year is created follow directions included with the 'Year End Tax Update' CD. This will update 2010 tax tables and make W2 adjustments where necessary.
- If vacation and sick leave are manually entered each year enter the 2010 amounts in File Maintenance, Leave Adjustments.
- F9 to switch back to 2009 to run reports, print W2's and make adjustments that you need to manually make for such things as Third Party Sick Pay, Owners Health Insurance, etc.
- Run a 'test run' of W2's to paper to insure that all the codes that must be printed in Box 12 and Box 14 have the information necessary to print the proper codes.
- When running the first payroll of 2010 check that State Unemployment and Local Taxes are calculating correctly.

BANK RECONCILIATION

- There is no Year End function for Bank Reconciliation
- Once the General Ledger Year 2010 is created if you are reconciling December note that the balance that Bank Reconciliation is looking at is actually the Beginning Balance in 2010 (plus all 2010 posted periods) and not the Period 12 balance in 2009. With that said make sure you have 'Updated the Current Year' in General Ledger before you reconcile your bank accounts.
- It is also recommended you do not post to the Master in 2010 until you are finished reconciling Period 12's Bank Accounts. If you do post to the master in Period 1, 2010 then you will need to manually adjust the 'Actual Bank Balance' amount on the Reconciliation Report.

ACCOUNTS RECEIVABLE/SALES ORDER

- Write off any Bad Debt or other year end adjustments.
- Complete normal processing for the month including calculating Finance Charges, printing statements, Sales tax report and clear Sales Tax, and run any other month end reports that you normally run.
- Select Periodic Processing, Periodic Maintenance, Year End. Decide whether to clear YTD Finance Charges and Customer High Balances. This process clears out PTD QTD and YTD amounts in the Customer Balance File and moves the YTD to LAST YEAR.
- Select Periodic Processing, Purge Selected Files. In the field "Paid Invoices with Period/Year Before" enter 01/2010. This will leave only unpaid invoices in the Open Invoice File allowing for cleaner Aged Trial Balances for year end. (If you have invoices and payments that have accidentally been dated way in the future just enter a period and year past those dates and you can remove those with future dates.
- Purge any other histories that you want. Remember you do not have to do this now you can purge histories at any time.
- Print an Open Invoice Report that will be an exact copy of what was open at 12/31/09.
- You can always process more Accounts Receivable for 2009 by posting to LAST YEAR.

ACCOUNTS PAYABLE/PURCHASE ORDER

- Clear up invoices that net to zero within the Open Invoice File by 'pre-paying' them and processing payments.
- Post any batches you have open in Daily Work, so that you can set them to the correct year once you begin processing in 2010. This should be done BEFORE you create your New Year in General Ledger.
- Select Periodic Processing, Periodic Maintenance, Year End. Select YES to move 1099 payments YTD to Last Year.
- Periodic Processing, Purge Selected Files. In the field 'Remove Paid Invoices with Period/Year Before' enter 01/2010. If you have invoices or payments that have accidentally been posted to future dates use a Period and Year past those dates and this process will remove those paid invoices also.
- Run an Open Invoice Report so you have a record of exactly where your Open Invoice file was on 12/31/09.
- You can always process more Accounts Payable for 2009 by setting the YEAR when you first enter an empty batch.

INVENTORY

- Print and post all transactions, transfers, and General Ledger Adjustments.
- Process your Physical Inventory and Update.
- Change any prices or cost as necessary.
- Perform Year End Maintenance found in Periodic Processing.
- Use the Purge selected Files function in Periodic Processing to delete any history that you no longer need.

JOB COST

- Select Periodic Processing, run Overhead allocations report and post to General Ledger.
- Select Periodic Processing, Periodic Maintenance, Year End.
- If you want to remove any history, Periodic Processing, Purge Selected Files.

FIXED ASSETS

- Calculate and post the Period Depreciation
- Run reports found in menu selection Year End
- Select Year End Maintenance, Remove Assets Retired Before and answer YES to all Depreciation types.