

Periodic Procedure: Accounting Suite Year-End Processing

Perform Year-End Processing in Accounting Suite when you have finished work for the fiscal year.

Note: If you haven't received all information required to close out the fiscal year, run the Year To Date General Ledger report or the Trial Balance report to verify the year-end balances in the system.

1. Using the console task, log in to **Period 12** of the fiscal year being closed.

Important: Have all other users log off the system before performing year-end procedures.

Verify fund balance account numbers

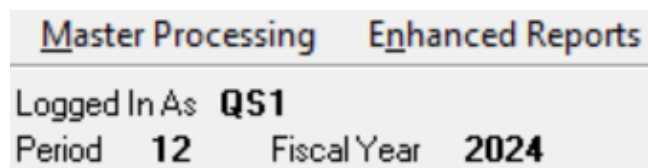
Before beginning year-end closeout procedures, verify the fund balance account numbers in the system.

1. From the menu bar, select **Control File > Accounts Payable Fund Interface**.
2. If necessary, select **Next** to scroll through records and locate the fund.
Or, enter the **Level 1** or **Level 2** account number and select **Find**.
3. If the fund balance account number is missing or incorrect, enter the account number for **Fund Balance Act**.
4. Select **Save**.

Repeat this procedure until all fund balance account numbers are correct.

Begin year-end processing

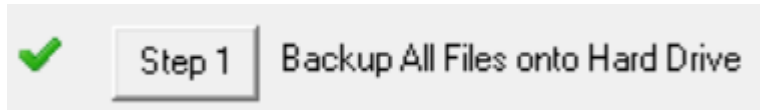
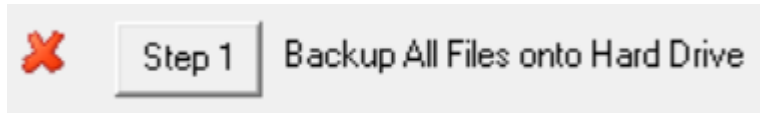
Important: Verify you are logged in to **Period 12** of the fiscal year being closed. The system displays the year and period you are logged into below the menu bar.



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1. From the menu bar, select **File Utilities > Special Processing > Year End Processing** to display the Year End Processing menu.
 2. Select **Clear**.

You are now ready to perform year-end processing for the fiscal year you are logged in to.

As demonstrated in the images below, a **red X** appears next to each step on the Year End Processing menu. When a step is completed, a **green check mark** will appear next to it.



Step 1: Backup All Files onto Hard Drive

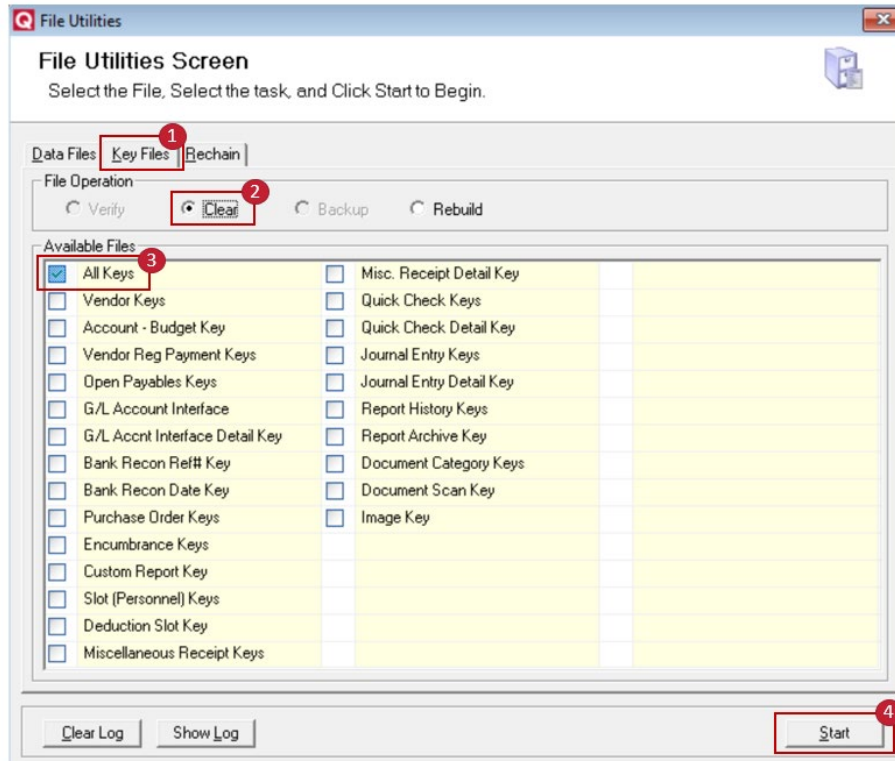
On the Year End Processing menu, select **Step 1**.

- a. Backup all files
 1. Select **Backup**.
 2. In the **Available Files** section, select the **All Files** box.
 3. Select **Start**.
A warning message displays.
 4. To copy the backup to your local computer, leave **Copy Backup(s) to Client** selected.

Important: ASP customers must select Copy Backup(s) to Client to retrieve it.

5. Select **Ok** to start the backup.
 6. When the backup is complete, close the File Utilities Log.
- b. Clear all keys
 1. Select the **Key Files** tab.

Warning: Verify that you are on the **Key Files** tab before continuing. Only clear **keys** at this time. Do not clear data.



2. Select **Clear**.
 3. In the **Available Files** section, select the **All Keys** box.
 4. Select **Start**.
 5. When keys are cleared, close the File Utilities Log.
- c. Rebuild all keys
1. Select **Rebuild**.
 2. Ensure **All Keys** is still selected in Available Files.
 3. Select **Start**.
 4. When keys are rebuilt, close the File Utilities Log.
- d. Rechain all files
1. Select the **Rechain** tab.
 2. In the **Available Files** section, select the **Rechain All** box.
 3. Select **Start**.
 4. At the warning message, verify **Rechain All Files** is selected.
 5. For **Delete Error Records**, select **No**.
 6. Select **Ok**.
If prompted, select the printer, and then select **Ok**.

Warning: If errors print, don't continue. Contact PUBLIQ Software at 800.235.0762 for further instructions.

7. When the rechain is complete, close the File Utilities Log.
If the system does not return to Year End Processing, go to the menu bar and select **File Utilities > Special Processing > Year End Processing**.

- e. (Optional) Copy the backup files to another location on your computer

Every time a backup is performed, any previous backup in the QS1\SDP\Backup\APGL folder is replaced with the current file information. Copy the backup to another location on your computer to prevent overwriting it.

Note: ASP customers must copy the backup to the client to retrieve it (see step a. Backup all files).

Step 2: Calculate Budget Activity From History

- a. On the Year End Processing menu, select **Step 2**.
- b. Select **Ok**.

The system returns to the Year End Processing menu.

Step 3: Print Year To Date General Ledger Report

Note: Be prepared for a longer print time on this report.

- a. On the Year End Processing menu, select **Step 3**.
Make sure your printer is ready with extra paper.
- b. For **Fiscal Year**, enter the year being closed.
- c. For **Period**, select **01** for **From** and **12** for **To**.
- d. Select **Print**.

If the report is out of balance, run the Proof List for the year being closed to find unbalanced entries. Correct the unbalanced entries shown on the Proof List and run the General Ledger report again.

If you can't find the unbalanced entries, contact PUBLIQ Client Services at 800.235.0762.

Important: Don't continue to the next step until the report is in balance.

Step 4: Run the Working Trial Balance

Run this report to verify that accounts are in balance for the fiscal year being closed.

- a. On the Year End Processing menu, select **Step 4**.
- b. For **Fiscal Year**, enter the year being closed.
- c. Select **Next**.
- d. Select **Finish** to print the report.

Save this report for future reference.

Step 5: Flag Unwanted Accounts for Deletion

If any accounts should be removed from the next year, flag them for deletion in the fiscal year being closed.

- a. On the Year End Processing menu, select **Step 5**.
- b. Select **Find** to search for an account.
Use the **Previous** and **Next** arrows to scroll through accounts.
- c. Select an account.
- d. Select **Delete for Next Year** to flag an account for deletion.
- e. Select **Yes** at the warning message.

Repeat these instructions for any additional accounts to delete.

When finished flagging accounts for deletion, close the window to return to the Year End Processing menu.

Step 6: Run the Year-End Account File Update

Use this step to create new year accounts and decide how to handle beginning balances and budget figures.

- a. On the Year End Processing menu, select **Step 6**.
- b. Three questions display. The first and third questions concern asset and liability accounts, while the second question relates to revenue and expenditure accounts.
- c. Select the appropriate options for each question. See the table below for an explanation of each option.

Roll Balance Forward	
If selected:	<p>A next-year BF entry is created. The next-year BF entry is equal to the ending balance of the prior year for asset, liability, and fund balance accounts.</p> <p>Example: Opening Balance = Year-End Balance</p>
If cleared:	<p>Entries aren't made for asset, liability, and fund balance accounts in the next year.</p> <p>Example: Opening Balance = 0.00</p> <p>The beginning balance will be 0.00 unless entries are made manually in the new year.</p>

Update Budget Amounts	
If selected:	Budget figures are applied to revenue and expense accounts. These figures are pulled from the Approved column in Budget Prep.
If cleared:	Revenue and expense accounts are created with a 0.00 budget.
Generate Fund Balance	
If selected:	The system creates a BG entry to your fund balance account. The entry is the difference between assets and liabilities for each fund.
If cleared:	BG entries must be created manually.

d. After selecting the appropriate options, select **OK**.

You may now begin working in the new fiscal year.

Note: This process produces an edit list. If you have questions regarding the list, contact PUBLIQ Client Services at 800.235.0762.

Step 7: Back Up, Clear, Then Restore the Bank Reconciliation File

Read all instructions carefully before performing step 7. Instructions depend on whether you use the Bank Reconciliation File.

If you don't use the Bank Reconciliation file:

1. On the Year End Processing menu, select **Step 7**.
2. In the **Available Files** section, select the **Bank Reconciliation File** box.
3. In the **File Operation** section, select **Clear**.
4. Select **Start**.

The system clears the Bank Reconciliation file. When the file is cleared, close the File Utilities Log.

Close the window to return to the Year End Processing menu.

If you use the Bank Reconciliation file:

If you don't want to purge Bank Reconciliation records, skip this step.

If you want to purge records in the Bank Reconciliation File:

1. From the menu bar, select **Master Processing > Bank Reconciliation > Flag Records To Be Purged**.
2. Select **Purge**.
3. Enter the **Bank Code** associated with the files to be purged.
4. Enter the **Record Type** and **Status** of records to be purged.
5. To flag records issued and paid or errored before a specific date, enter a date for **Prior To Date**.
6. Select **Save**.
7. At the confirmation, select **OK**.

8. Close the window.
9. On the Year End Processing menu, select **Step 7**.
10. In the **Available Files** section, select the **Bank Reconciliation File** box.
11. Select **Backup**.
12. Select **Start**.
13. At the confirmation message, select **OK**.
The system backs up the Bank Reconciliation file.
When the backup is complete, close the File Utilities Log.
14. In the **File Operation** section, select **Clear**.
15. Verify that the **Bank Reconciliation File** box is still selected.
16. Select **Start**.
The system clears the Bank Reconciliation file.
When the file is cleared, close the File Utilities Log.
17. In the **File Operation** section, select **Restore**.
18. Verify that the **Bank Reconciliation File** box is still selected.
19. Select **Start**.
20. Clear the **Restore Deleted Records** box.
21. Select **OK**.
Records flagged for deletion have now been purged from the Bank Reconciliation file.
Close the window to return to the Year End Processing menu.

Step 8: Roll Open Purchase Orders to New Year

Note: If you don't want to address open encumbrances in the system, skip this step.

Use this process to carry open encumbrances to the new fiscal year. You may also elect to bring last year's budget money forward to cover the encumbrances.

To carry open encumbrances forward:

- a. On the Year End Processing menu, select **Step 8**.
- b. Enter **Yes**.
- c. Select **OK**.

The system makes a type **ZZ** general ledger entry for the accounts. On the Review Year-to-Date Account Information screen, money shown as **Encumbered Previous** moves to **Encumbered Current**.

To bring last year's budget money forward to cover the encumbrances:

- a. On the Year End Processing menu, select **Step 8**.
- b. Type **Yes**.
- c. Select **OK**.
- d. From the menu bar, select **Master Processing > General Ledger/Budgetary Entries > Supplemental Appropriation (Budget) Entries**.
- e. Create a **supplemental appropriation entry** for the encumbered money for each account.

The system makes a type **ZZ** general ledger entry for the accounts. On the Review Year-to-Date Account Information screen, money shown as **Encumbered Previous** moves to **Encumbered Current**.

After making the supplemental appropriation entries, the current year's budget is prevented from being reduced by last year's expenditures.

Step 9: Rechain the History File

Rechain the history file to verify that history records reference the correct accounts.

- a. On the Year End Processing menu, select **Step 9**.
- b. Select the **Rechain** tab.
- c. In the **Available Files** section, select the **History File** box.
- d. Select **Start**.
- e. At the warning message, verify **Rechain the History File** is selected.
- f. For **Delete Error Records**, select **No**.
- g. Select **OK**.
If prompted, select the printer, and then select **OK**.

The system rechains the history file. When the rechain is complete, close the File Utilities Log.

Close the File Utilities Screen to return to the Year End Processing menu.

Warning: If any errors print, contact PUBLIQ Client Services at 800.235.0762.

Step 10: Rechain the Open Payables File

In this step, the system verifies that the open payables (invoices) reference the proper vendors.

- a. On the Year End Processing menu, select **Step 10**.
- b. Select the **Rechain** tab.
- c. In the **Available Files** section, select the **Open Payables File** box.
- d. Select **Start**.
- e. At the warning message, verify **Rechain the Open Payables File** is selected.

- f. For **Delete Error Records**, select **No**.
- g. Select **OK**.
If prompted, select the printer, and then select **OK**.

The system rechains the history file. When the rechain is complete, close the File Utilities Log. Close the File Utilities Screen to return to the Year End Processing menu.

Warning: If any errors print, contact PUBLIQ Client Services at 800.235.0762.

Step 11: Calculate Year-To-Date Vendor Figures From Open Payables

In this step, the system adds the invoices and shows the result as Yearly Totals on the Vendor Display screen.

- a. On the Year End Processing menu, select **Step 11**.
- b. For **Calculate YTD Vendor Totals From Payables**, enter **YES**.
- c. Select **Ok**.

The system calculates totals for the Vendor Display screen. When the calculation is complete, the system returns to the Year End Processing menu.

Optional: Verify the fiscal year in Project Accounting

At this point, if your office uses PUBLIQ Software's **Project Accounting**, verify the fiscal year in that system.

- a. Log in to **Project Accounting**.
- b. Select **Control File > User Options**.
- c. Verify the beginning month and year in the **Fiscal Yr Begin** field.
If **Fiscal Yr Begin** is incorrect, enter the correct month and year in **MM/YY** format.

User Options	
Name	6999 ANYTOWN, CITY OF
Address 1	501 N 7TH ST
Address 2	
City/ State	ANYTOWN, US
Lines Per Page	56
Form Size	66
Fiscal Yr Begin MM/YY	07/24

- d. If you updated the date, select **Save > Ok**. Year-end processing is now complete for Accounting Suite.

Important: If you receive adjusting entries from your auditor or perform any work in the prior year after creating new-year accounts, run Step 12 – Account Adjustment Update. See Account Adjustment Update for more instructions.
