

Y E A R E N D C L O S E

Follow normal Month End close procedures (except for Step 1).

Inventory

+	1)	<u>Manufacturing</u> Inventory Utilities	Run Inventory Month End Update . Choose the Y option to reset YTD fields in the Stock Status table (instead of the usual M during Month End)
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Accounts Payable

%	2)	<u>Financial</u> Accounts Payable Utilities	Run AP Month End Update . (Click Purge AP Batches and Purge AP Vouchers) Determine how much history you want to retain on AP Voucher Table (APFVO). Then enter the date at Remove Vouchers Closed Before .
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%	3)	<u>Financial</u> Accounts Payable Utilities	Run AP Transaction Purge . Determine how much history you want to retain on AP Check Table (APFCK), AP Check Register Table (APFCR), and the AP Voucher Transaction Table (APFVT) before you run this step.
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+	4)	<u>Financial</u> Accounts Payable Utilities	Run AP Year End Update to reset YTD fields in the Vendor Master Table (POFVM).
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Accounts Receivable

%	5)	<u>Financial</u> Accounts Receivable Utilities	Run AR Month End Update . Click Purge AR Batch File and Purge AR Invoice Table . Determine how much history you want to retain on AR Invoice Master (ARFIM) and AR Invoice Detail (ARFID) tables. Then enter the date at Remove Invoices Closed Before .
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%	6)	<u>Financial</u> Accounts Receivable Utilities	Run AR Transactions Purge . Determine how much history you wish to retain on AR Transactions (ARFIT), AR Check (ARFCK), and the AR Check Register (ARFCR) tables before running this step.
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+	7)	<u>Financial</u> Accounts Receivable Utilities	Run AR Year End Update to reset YTD fields in the Customer Master (SOFCM).
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+ Mandatory

* Reconciliation

% Recommended

Y E A R E N D C L O S E
continued

General Ledger

- + 8) **Financial |**
General Ledger |
Journal Voucher Editor

JV the YTD Retained Earning for the Dept/Account specified in the Financial Settings Table or your company's Life-to-date Dept/Account.

 **Create the YTD Retained Earning JV after running the GL Month End Update for Month 01 of the new fiscal year.**

- + 9) **Reports |**
General Ledger

Run **Journal Voucher Audit Report**.

- + 10) **Financial |**
General Ledger |
Utilities

Run **Journal Batch Register** (System ID - GL)

- + 11) **Financial |**
General Ledger |
Utilities

Run **Prior Months' Posting**, as required

Continued on next page...

+ Mandatory

* Reconciliation

% Recommended

Y E A R E N D C L O S E continued

% 12) Purge any history no longer required. Following is a list of the purge programs and tables they purge. We recommend that you print history reports before purging data.

Financial | GLFJM, GLFJMA, GLFJMN, GLFJDT, GLFDT,
General Ledger | GLFLB
Utilities | General Ledger Purge

Manufacturing | JCFHM, JCFHD, JCFTN
Job Scheduling/Costing
Utilities | Job History Purge

Financial | LDFTC
Labor Distribution |
Utilities | Time Charge Purge

Manufacturing | POFPH, POFRN
Purchasing |
Utilities | Purchasing History Purge

Marketing/Sales | SOFSH, SOFBH and
Sales Order | SOFCM, SOFOM, ARFIM, ARFCK
Utilities | Sales History Purge (The last four tables are checked for the existence of records for selected one-time customers).

Note: GL Month End Close for month 12 will automatically create the new year's Ledger Balance records and carry forward the Year Beginning Balance for the balance sheet accounts.

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+ Mandatory

* Reconciliation

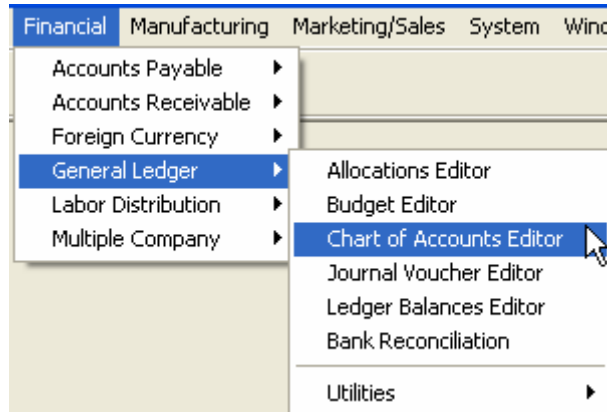
% Recommended

Y E A R E N D C L O S E
continued

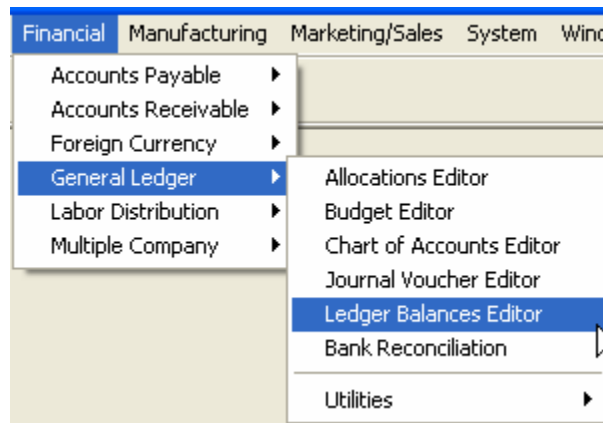
If you are adding a new Dept/Account in the **Chart of Accounts Editor** with the intention of doing a Journal Voucher entry for the prior year, a record must be added in the **Ledger Balance Editor** for the prior year before entering the journal with the **Journal Voucher Editor**.

Steps:

1. Access the **Chart of Accounts Editor** by clicking **Financial | General Ledger | Chart of Accounts Editor** .



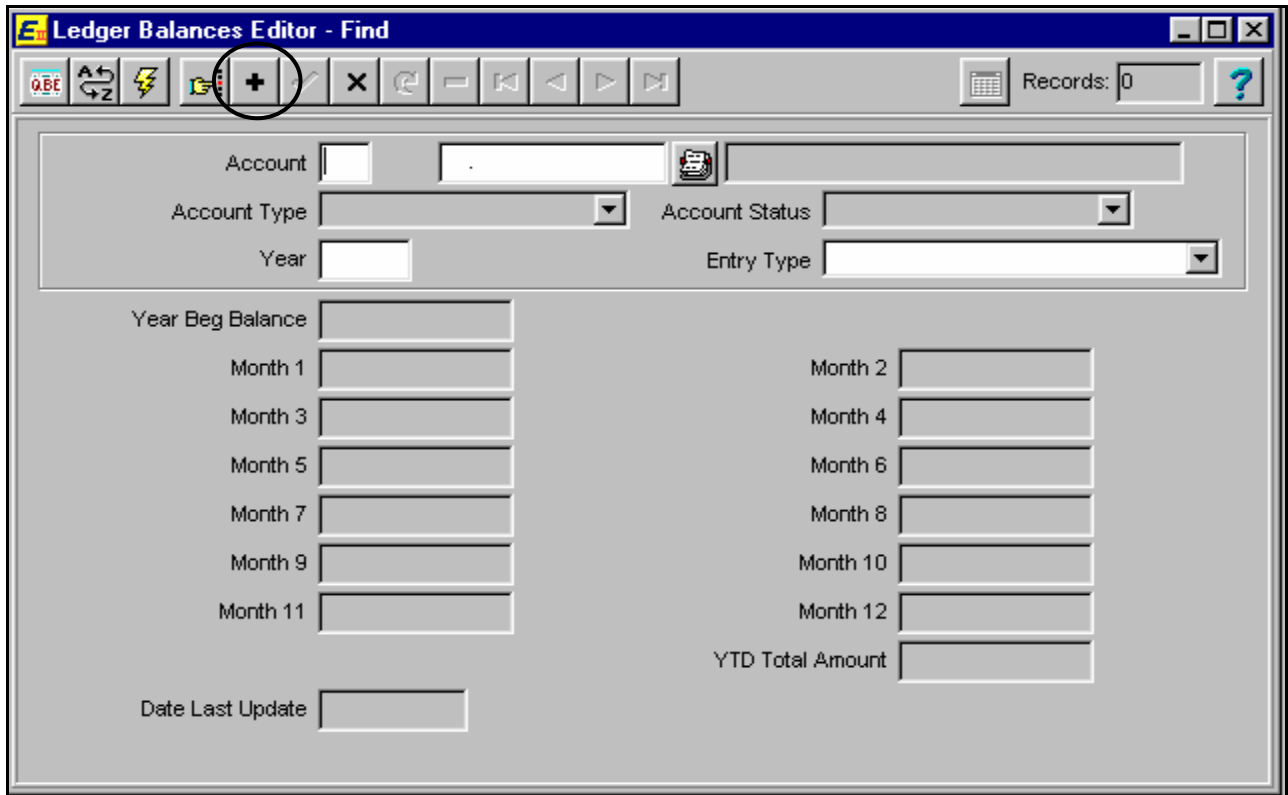
2. Access the **Ledger Balances Editor** by clicking **Financial | General Ledger | Ledger Balances Editor**.



The screen on the following page will be displayed.

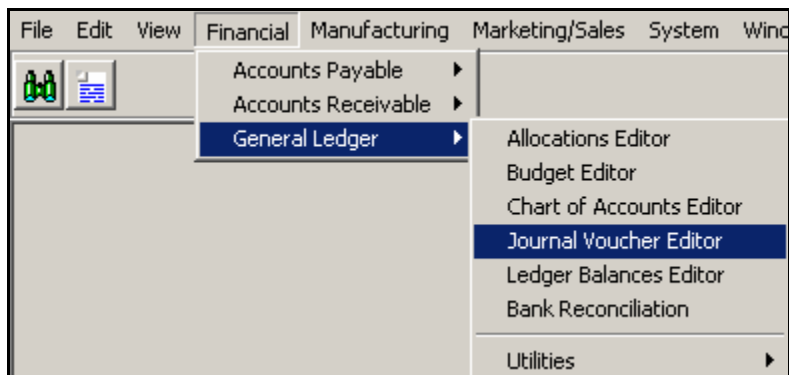
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YEAR END CLOSE continued



Click the **New Record** button  or press **Ctrl** + **N**, and enter and save the record.

3. Click **Financial | General Ledger | Journal Voucher Editor**. Enter the Journal Voucher entry. (Refer to Chapter 3 for further information on the **Journal Voucher Editor**.)



Notes: