

EasyChair 6.0 Year-end Processing

MAKE SURE NO ONE ELSE IS LOGGED INTO EASYCHAIR WHEN PERFORMING ANY OF THE YEAR END PROCESSING

Backups

Make sure you have a current BACKUP of your data before you begin any year-end process. Either perform year-end at the start of the business day or make a manual backup. To make a manual backup have everyone log out of EasyChair; then log in as "utility", select options H for Backups and Updates, select 1 for HP Sure-Store and then select B for Data only backup. After the backup has been made, remove the tape from the drive and label it as YEAR-END for the year you are closing. This tape should be kept in a secure and separate area away from all of your other tapes.

Payroll Module

There is no special processing that must be done at the end of your fiscal year; however, at the end of each calendar year you must perform the year-end processing for Payroll. You will do this whether or not your fiscal year is the same as the calendar year. The following steps need to be done in exact sequence:

- 1) Process as usual the last and final payroll checks for the ending calendar year. Keystrokes are A-P-C-M (Maintenance), A-P-C-E (Edit list), A-P-C-P (Post).
- 2) Print out any payroll reports that you need (e.g., A-P-R-4 and A-P-R-5). You must print your Federal 941 report and W-2 forms before you archive paychecks.
- 3) Archive all paychecks (A-P-P-2).
- 4) Change all tax tables for withholdings and employer contributions (A-P-S-4, A-P-S-5, A-P-S-6). Note that maximum FICA income and FICA & Medicare rates are entered on Screen 2 of the System Control File (O-4).
- 5) After the above steps have been performed (but not until they have all been performed) you will be ready to process the first paychecks for the new calendar year.

Non-payroll Modules

The payroll system is the only module that is always processed according to the calendar year. For many stores the calendar year is the same as the fiscal year, and so the other year-end steps described below will be performed at or about the same time as the payroll year-end processing. The processing that is done to close out the fiscal year usually cannot be performed until several days (or even several weeks) after the actual date of the fiscal year end, because it may take some time for all of the old-year's A/P invoices to arrive in the mail. You will continue entering data for the new year but you will not be able to post journal entries for any transactions that are dated after the close of the ending fiscal year (A-G-J-P). Even after you do close your year, you will be able to post batches for adjusting entries etc to the prior year.

Sales Orders

There is no Sales Order processing that must be done at the close of a fiscal year; however, many people elect to archive sales orders at the end of each fiscal year. When sales orders are archived, all related purchase orders are also archived. An archived sales order will no longer appear on any printout. You will be able to view the Sales Order information from the Inventory screen and the Customer record. For complete reporting capabilities, you should not archive any sales orders for the current or prior fiscal year. The cutoff date for archiving sales orders should be the end of the fiscal year two years ago. Archiving sales orders will allow your system to continue processing new data and

reports at the highest possible speed. If you never archive your sales orders, you will (after several years) begin to notice a slowdown when printing reports and posting sales. Archived sales orders can be un-archived if you ever need to print reports for old data. Sales Orders can be archived by choosing options S-P-3, and can be un-archived by choosing options S-P-5. Note that a sales order cannot be archived unless it is paid in full, fully delivered, and posted on or before the cutoff date specified in the archiving process. Also, every item sold on that sales order must have arrived on a P.O. which itself has been fully processed on or before the specified cutoff date. A purchase order is considered fully processed when 1) all of its merchandise has arrived, 2) the P.O. has been vouchered and posted, 3) all of the merchandise on the P.O. been sold, delivered, paid for and posted.

Inventory

There is no specific year-end processing for inventory. Inventory SKUs that are marked DI for discontinued and have no quantities on hand or on order may be archived after the associated Sales Orders and Purchase Orders are archived according to the above procedure. You will not be able to see the inventory information after archiving. (I,P,/,1)

Purchase Orders

There is no Purchase Order processing that must be done at the close of a fiscal year. Purchase orders are automatically archived when their related Sales Orders are archived. See **Sales Orders**, above.

Vendors

Running the Year-end Processing (V-P-1) moves the Year-to-Date figures to the Prior-Year figures and clears out the Year-to-Date figures. If you forget to perform the year-end processing for vendors at the end of the fiscal year, you can recalculate the correct figures by choosing option V-P-2.

Customers

Running the Year-end Processing for the Customer Module (C-P-A) moves the Year-to-Date figures to the Prior-Year figures and clears out the Year-to-Date figures. If you forget to perform the year-end processing for customers at the end of the fiscal year, you can recalculate the correct figures by choosing option C-P-3.

Other

If you use the Fiscal Year per store option, you will need to go to the store defaults and view and/or modify the fiscal periods per store (O,2,4..V,2) after the year end processing has been completed.

The System Control file (O-4) contains fields on Screen 2 for entering the new year's Maximum FICA income and FICA & Medicare rates (see Year-end Processing for **Payroll**, above).

Accounts Payable

There is no year-end processing required for the A/P Module. You may wish to archive A/P vouchers (A-A-P-1). By archiving vouchers up through the ending date of the past fiscal year, you can keep your A/P system running as fast as possible. This will also archive your're A/P checks.

General Ledger

To close the fiscal year for the General Ledger, perform the following in the sequence listed:

Remember to perform the items preceded with an * on a quiet system, meaning no one else is on the program and make sure you have a current backup.

- 1) Enter all purchase orders and type in the arrival dates for all merchandise received during the period (P-M and P-W).
- 2) Enter any and all invoices for the newly arrived merchandise. Choose options P-V from the Main Menu.
- 3) Enter all sales orders and type in the delivery dates for all delivered merchandise (S-M). Also enter any payments received and process the cash drawer (S-C).
- 4) Enter all non-merchandise A/P Invoices that you have received from A,A,V,M. (A/P invoices for merchandise are entered through the P.O. vouchering system [P-V]).
- 5) Post all A/P vouchers (A-A-V-P). If you have any vouchers on hold, release the hold(s) (A-A-V-M), post the voucher(s), and re-enter the hold(s) through the A/P Regular Checks (A-A-C-R). To place or release a hold on a posted voucher, go to Screen 2 of the Regular Checks file and follow the instructions at the bottom of the screen.
- 6) Print and/or process all regular and hand-written A/P checks (A-A-C-R and A-A-C-H).
- 7) * View and post all subsidiary ledgers (A-G-J-D-6).
- 8) Process any G/L recurring entries (A-G-P-3) and enter any manual Journal Entries (A-G-J-M, A-G-J-E, A-G-J-P).
- 9) * Perform all Splitting and Posting functions from the Daily Posting Menu (A-G-J-D). Note: if you are in Arkansas, Florida or any other state that has special Sales Order Maximum Cutoff Amounts for sales taxes, you must NOT split your sales orders; instead, simply leave the sales order unposted until the final item has been delivered, and then post the entire sale into the month that the last item was delivered.
- 10) Perform any account reconciliation's (A-G-P-1).
- 11) Print any financial statements (A-G-R).
- 12) Make any necessary final adjustments and post.
- 13) * Perform the G/L Period-end closing for each month (A-G-P-4).
- 14) * After you have performed all of the above steps, you can perform the G/L Year-end Close (A-G-P-C). You will still be able to make adjusting entries and post previous years batches using the Post to prior year option from the Journal Entry posting menu.
- 15) You must do a manual Journal Entry to move the YTD Profit Loss amount to your Retained Earnings account for the end of your fiscal year.

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