

## Sage ERP Accpac Year End Procedures Overview

- **Objective:** Review the steps and procedures to prepare your Sage ERP Accpac system for a new year. This session covers steps common to all modules and should be used by the program administrator. This session will not cover third party products. You should contact your Axis Global Partners consultant if you have questions or concerns.
- **Before you start:** These procedures should be performed for every ACCPAC module. The following sections detail additional tasks that are specific to each module; all modules should be completed in the order discussed.
  - o Complete entry of all transaction data for the year and post all outstanding batches.
  - o If you retrieve General Ledger transactions upon request, create a batch.
  - o Print any additional reports required at year end, such as statistics reports.
  - o If you will be clearing history, print reports of the data you want to clear.
  - o Close all other ACCPAC windows and ask other users to leave ACCPAC.
- **Year End Notes:**
  - o Resetting batch numbers removes all transaction history for the batches you select. You will not be able to drill down to this information. Print the batch status report if you intend to reset batch numbers. **This is NOT RECOMMENDED!**
  - o Clearing Deleted and Posted Batches removes all transaction history for the batches you select. You will not be able to drill down to this information. Print the batch status report if you intend to reset batch numbers. **This is NOT RECOMMENDED!**
- **Final Steps:**
  - o Run *Data Integrity* on all modules. Correct any errors and rerun data integrity until the data passes. Print the report.
  - o Backup the data. Make a full backup of all ACCPAC system and data files before you begin any year end procedures. ***This is a critical step and should be performed in addition to any regular backup schedule.***
- **Required Steps:**
  - o Create a fiscal calendar for the new year in Common Services. Verify the beginning and ending dates; make sure the adjustment and the closing periods are unlocked.
  - o Create new year in the General Ledger module. The closing period in the Fiscal Calendar must be unlocked before completing this step.

### **Module Specific Steps:**

- **Order Entry**
  - Run *Day End Processing* to update transactions and costs.
  - If you will be clearing history, print reports of the data you want to clear.
  - Clear history, if desired.
- **Purchase Orders**
  - Run *Day End Processing* to update transactions and costs.
  - If you will be clearing history, print reports of the data you want to clear.
  - Clear history, if desired.
- **Project and Job Cost**
  - Run *Day End Processing* to update transactions and costs.
  - If you will be clearing history or statistics, print reports of the data you want to clear.
  - Clear history, if desired.
- **Return Material Authorization**
  - Run *Day End Processing* to update transactions and costs.
  - If you will be clearing history, print reports of the data you want to clear.
  - Clear history, if desired.
- **Inventory Control**
  - Run *Day End Processing* to update transactions and costs.
  - If you will be clearing history or statistics, print reports of the data you want to clear.
  - Clear history, if desired.
- **Accounts Receivable**
  - If you will be clearing history or statistics, print reports of the data you want to clear.
  - Clear history, if desired.
  - Clear statistics, if desired.
  - Clear Activity Statistics, if desired.
  - Clear Invoice Paid and Days to Pay Counter, if desired.
  - Clear Recurring Charge Year To Date Statistics, if desired.

- **Accounts Payable**
  - Print 1099 forms. (This is a calendar year function.)
  - If you will be clearing history or statistics, print reports of the data you want to clear.
  - Clear history, if desired.
  - Clear statistics, if desired.
  - Clear Activity Statistics, if desired.
  - Clear Invoice Paid and Days to Pay Counter, if desired.
  - Clear Recurring Payables Year To Date Statistics, if desired.
- **US Payroll**
  - Prepare your final entries and reverse any checks, if necessary.
  - Enter and post any adjustments required for fringe benefits or other tax items.
  - Print the W-2 forms.
- **General Ledger**
  - Create new year. The closing period in the Fiscal Calendar must be unlocked before completing this step.
  - Print the posting journal, if desired
  - If you will be clearing transaction history or fiscal set history, print reports of the data you want to clear.
  - Clear history, if desired.