



*Tech Systems, Inc.*  
*TechGAP Year End*  
*Training Workbook*

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## Remove Unwanted History

*Remove unnecessary records from your history files.*

**P**erform the *Remove Unwanted History* function on a regular basis. Keep only the history you actually need for the day-to-day operation of your business. Avoid the time consuming task of maintaining a large data base.

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### OVERVIEW

*Review the steps I need to take to remove history.*

1. Run an All Activity report for the same range of dates for which you will remove history. This report provides a list of the history which will be removed.
2. Make sure that you have a verified backup of the files in the module for which you are removing history. (See the UNIX Answer Book for more detail on performing backups.)
3. Choose the module for which you wish to remove history from the *Remove Unwanted History* menu screen. (Remember: the numbering system on this screen is different from the numbering on the *TechGAP Main Menu* screen).



WARNING

4. Enter the parameters which determine the history that will be removed. Refer to the *Do I have to enter both a date range and a period range?* question in the *Parameter Screens* section of this chapter for cautions on entering both a period and date range.
5. Press **GO** to execute the *Remove Unwanted History* function.
6. After the remove has been completed, rebuild indexes through the *File Handling / Rebuild File Indexes* function for the files listed on the *Files and Conditions Chart* (Figure 1.2).
7. Review the remove history journal to make sure that the proper transactions were removed before you post any new transactions. (Note: You can also keep the All Activity report from Step 1 as a record of the history which was removed.)

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**BACKUP**

### ***Do I need to have a backup before I remove history?***

Yes! You must have a verified backup of your data files before you attempt to remove history.

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**HOW OFTEN?**

### ***How often should I remove history?***

There is no set standard. The length of time between removing history depends on the size of the hard disk being used, the amount of data entered daily, and the history transactions necessary for reporting and inquiry purposes.

Too much history may slow down your system.

MULTIPLE  
COMPANIES

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### ***Do I have to remove history separately for all companies?***

Yes. If you want to remove history for all companies, you need to process them one at a time.

PARAMETER  
SCREENS

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### ***Do I have to enter both a date range and a period range?***

No. In fact if you do enter both a period and a date range, the *Remove Unwanted History* function may not remove everything you intended it to remove.

For example, a transaction with a date of 01/12/98 could have been posted to a period of 12/97. If you are range checking in the periods 01/97 to 12/97 with a date range of 01/01/97 to 12/31/97, the 01/12/98 transaction will not be removed.

Enter **Y** for the *All Dates?* option when removing history for a period range. By leaving the date range open, you will remove all history for the selected periods.

### ***I removed history for the wrong date range. What should I do?***

You will probably want to restore your files from a backup. (See the UNIX Answer Book for more detail on selectively restoring files from backup.)

### ***What happens if I remove maintenance transactions only?***

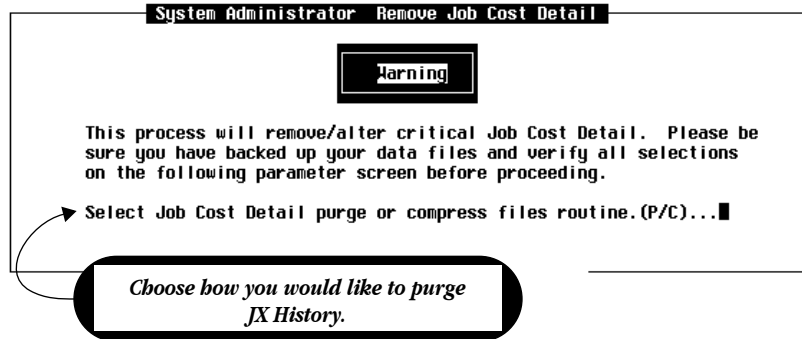
Maintenance transactions are written each time you maintain a customer, vendor, product record, etc. If you choose the *Remove Maintenance Transactions Only?* option on the parameter screen, you will remove only maintenance transactions.

1

REMOVE UNWANTED HISTORY

## ***When removing JX history, what is the difference between answering P or C on the warning screen?***

Option **P** will remove transactions out of JXDETL. Option **C** will compress the transactions for a job into one transaction.



**Figure 1.1:** Remove Unwanted History warning screen for Job Cost History (#16).

## REBUILDING INDEXES

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## ***Do I have to rebuild indexes after removing history?***

Yes. The integrity of your data files will be compromised if you do not rebuild indexes.

## ***Which files do I rebuild after removing history?***

Refer to the *Files and Conditions Chart* (Figure 1.2) to determine what files need to be rebuilt. The files involved in remove history and for which indexes must be rebuilt are listed for each module.

TRANSACTIONS  
REMOVED

**Which transactions will be removed from the file when I remove history?**

Refer to the *Files and Conditions Chart* (Figure 1.2). The Conditions column explains the types of transactions which will be removed and under what conditions those transactions will be removed.



REMOVE UNWANTED HISTORY

FILES AND  
CONDITIONS  
CHART

Module	Files	Conditions
Accounts Receivable	ARHIST	History items must be inactive. Discount memos will not be removed until the invoice with the matching invoice number is also inactive.
Accounts Payable	APHIST	History items must be inactive and have a printed status of Y before they are removed. (Y indicates these items have been processed through Pay Invoices Due.)
General Ledger	GLHIST	None.
Payroll Classic PRHIST	PRHIST	None.
Payroll Classic PRDIST	PRDIST	None.
Payroll Multi-State	PXDETAIL	None.
Check Reconciliation	CRMAST	History items must be inactive. The inactive status is assigned when the Update function is run and the Bank Balance updated. Transactions with a code of VN will not be removed.
Inventory Control	ICHIST	None.
Sales Analysis	INSALES	None.
Tax Analysis	INTAX	None.
Order Entry Orders	OEMAIN OELINE OESERL	Orders must have a status of CAN (canceled) or INV (invoiced). The invoice date on invoiced orders or the entry date on canceled orders must fall in the specified date range.

Module	Files	Conditions
Purchase Orders	POMAIN POLINE POSERL	All CAN (canceled) P.O.'s are removed regardless of date. For INV (invoiced) P.O.'s the costing date must fall in the specified date range.
Counter Point	CPMAIN CPLINE CPSERL	Invoices must have a status of P. (The status of P is assigned during Invoice Processing.) CPSERL history is removed only if the <i>Use Serial Numbered Inventory</i> option is set at Y.
Serial Numbers	SNHIST	None.
Serial Number Rental	SNRHIST	None.
Job Cost Jobs	JXMAST JXHIST	If you remove a job, all phase and detail are also removed. Use Job Cost History (JXDETAIL) to remove only the job detail and not the job itself. Job completion date must be valid. Job status must be inactive. All WIP accounts must be zero (only if System Administrator is set to WIP=Y).
Job Cost History	JXDETAIL	History which is being removed for a specific job must have a completion date other than zero.
Fixed Assets	FAMAST	None.
Parcel Shipments	PMMAST	Shipments must be inactive.
Parcel C.O.D.'s	PMCASH	Shipments must be inactive. COD receipt posting makes shipments inactive.
Warehouse Transfer	WTMAIN WTLINE WTSERL	All transfers in the RIC (received incomplete), REC (received), or CAN (canceled) stages are removed.

**Figure 1.2:** Use this chart to find which files need to be rebuilt after removing history. Use the Conditions column to determine which types of transactions will be removed from the files.

RUNNING THE  
PROGRAM

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***Do people have to be out of the system when removing history?***

Yes. Everyone needs to be out of the module for which you are removing history and also out of all interfacing modules. If at all possible, keep everyone out of TechGAP.

### *Purge is taking too long. Can I break out?*



WARNING

You should not break out while the *Remove Unwanted History* function is running. Breaking out may cause corruption of the data files or garbage in the files. If you think you absolutely need to break out, call your TechGAP Support Representative.



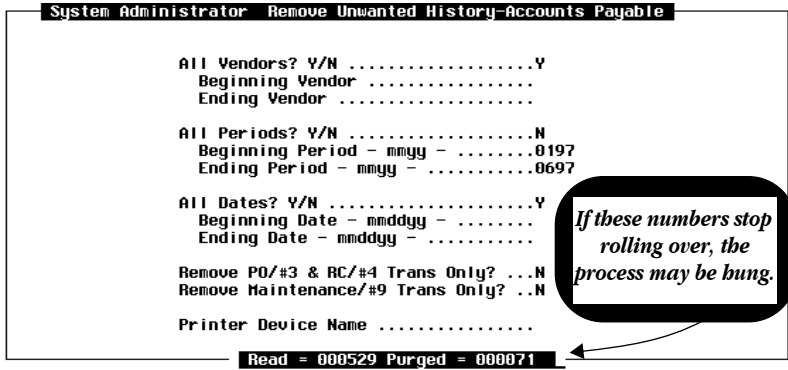
REMOVE UNWANTED HISTORY

### *How long should it take to remove history?*

This all depends on the size of the files, the size of the processor, and the size of the main memory. You may want to record the time a certain file takes so you have an estimate for the next time you remove history.

### *How do I know if my remove history is hung up?*

While the *Remove Unwanted History* function is running, the bottom of the screen displays the number of records read and the number of records purged. If the remove has been going for some time and the number read and purged has not changed, the program may be hung up. Call your TechGAP Support Representative.



**Figure 1.3:** The number of records read and the number of records purged display at the bottom of the screen during the *Remove Unwanted History* function.

### ***What should I do if I get kicked out during remove history?***

Attempt to run the *Remove Unwanted History* function again. Be sure to rebuild indexes before you begin posting.

If the remove function doesn't work a second time, call your TechGAP Support Representative for help.

### ***I got an error 3126 detail 111 during remove history. What should I do?***

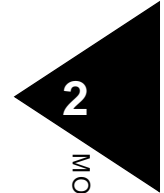
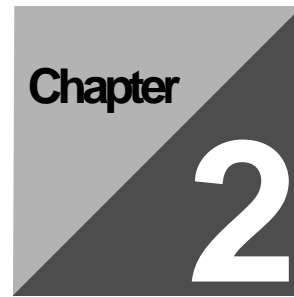
Press **RETURN** through this error, and the remove function will finish. Run the *File Handling / Rebuild Indexes* function for the appropriate files and then try the remove function again for the same range. The rebuild should fix the problem.

---

JOURNAL

### ***Do I really need to print out the remove history journal?***

Yes. This is a good document to have for an audit trail, plus you can look over the journal and see if there was anything removed that was not supposed to be.



## Month End Checklists

*Carry out your month end procedures before you begin year end processing.*

**U**se the month end checklists on a regular basis throughout the year. An organized process at month end will insure that all accounts are in balance throughout the year.

Perform the procedures on the month end lists one last time before you begin year end processing.



WARNING

*Review the checklists in this chapter as well as the checklists in Chapter 3 before you begin year end processing.*

***Accounts Receivable Month-End*****AR MONTH-END  
CHECKLIST**

---

<b>Function</b>		<b>Date Completed</b>
1	Post the final transactions through AR.	
2	Run the final processing functions to update AR for the following modules: Order Entry/Service Billing Counter Point Job Billing Parcel Management TAP	
3	Post the final checks through Cash Receipts.	
4	Print the Trial Balance Report and compare the Trial Balance totals to the Accounts Receivable YTD Total in General Ledger. Balance these figures before proceeding.	
5	Print the All Activity Report for the current period (optional).	
6	Perform the <i>Roll Balances</i> procedure (without <i>Month End</i> ).	
7	Print the Aged Analysis Report and check for out-of-balance conditions.	
8	Perform the <i>Roll Balances / Month End</i> procedure and optionally service charge.	
9	Print statements.	
10	Back up the AR files.	

# Accounts Payable Month-End

**AP MONTH-END  
CHECKLIST**

---

Function		Date Completed
1	Post the final invoices in Accounts Payable, run the final Pay Invoices Due, and print all checks.	
2	Run the final processing functions to update AP for the following modules:	
	Client Writeup	
	Purchase Orders (Costing)	
	TAP	
3	Print the Trial Balance Report and compare the Trial Balance totals to the Accounts Payable YTD Total in General Ledger. Balance these figures before proceeding.	
4	Print the All Activity Report for the current period.	
5	Print the Liability Forecast or Cash Requirements Report (optional).	
6	Back up the AP files.	



**General Ledger Month-End****GL MONTH-END  
CHECKLIST**

---

<b>Function</b>		<b>Date Completed</b>
1	Run the final processing functions, which update GL, for the following modules:	
	Accounts Payable	
	Accounts Receivable	
	Purchase Orders	
	Order Entry/Service Billing	
	Job Billing	
	Payroll	
	Fixed Assets	
	Inventory Control	
	Job Cost	
	Parcel Management	
	Production Management	
	Inventory Management	
	TAP	
	Counter Point	
	Serial Numbers	
	Client Writeup	
2	Post the final transactions through GL Posting. If you manually post Profit/Loss monthly, post these entries.	
3	Print the All Activity Report for the current period (optional).	
4	Print the Income Statement for the current month.	
5	Print the Balance Sheet.	
6	Back up the GL files.	

*Payroll Classic Month-End*

**PR MONTH-END  
CHECKLIST**

---

Function		Date Completed
1	Post the car allowance benefit for each employee. (You can perform this step each month or wait until year end.)	
2	Post time and print checks for each employee.	
3	Print the Trial Balance Report and compare the Trial Balance totals to the Salaries Expense YTD Total in General Ledger.	
4	Print the All Activity Report for the current period (optional).	
5	Print the 941 and Unemployment reports if it is the end of a quarter.	
6	Back up the PR files.	



***Payroll Multi-State Month-End*****PX MONTH-END  
CHECKLIST**

---

<b>Function</b>		<b>Date Completed</b>
1	Post the car allowance benefit for each employee. (You can perform this step each month or wait until year end.)	
2	Post time and print checks for each employee.	
3	Print the Trial Balance Report and compare the Trial Balance totals to the Salaries Expense YTD Total in General Ledger.	
4	Print the All Activity Report for the current period (optional).	
5	Print the 941 and Unemployment reports if it is the end of a quarter.	
6	Print the Workers Compensation and Certified Job reports if required.	
7	Back up the PX files.	
8	Perform the <i>Posting / Clear MTD and / or QTD</i> function.	

**Fixed Assets**

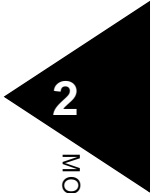
**FA MONTH-END  
CHECKLIST**

---

Function		Date Completed
1	Perform the <i>Depreciate Assets</i> function.	
2	Perform the <i>Mid-Quarter Adjustment</i> function.	
3	Perform the <i>Asset Disposal</i> function.	
4	Print the Assets Retired Report.	
5	Back up the FA files.	

Note: The *Depreciate Assets* function should be performed only *once* during the year for each asset. Perform the depreciation before you year end General Ledger so that the figures are reflected in General Ledger.

To project the depreciation for each asset on a monthly or quarterly basis without actually updating the files, perform the *Depreciate Assets* function answering **Y** to the *Project Depreciation Only?* option.



MONTH END CHECKLISTS

## *Inventory Control Month-End*

Perform month end for Inventory Control *before* month end for Inventory Management. *Inventory Management / History Transaction Merge* will then merge all IC transactions for the month.

**IC MONTH-END  
CHECKLIST**

---

Function	Date Completed
1 Post the final transactions through IC.	
2 Run the final processing functions to update IC for the following modules:	
Order Entry/Service Billing	
Purchase Orders	
Counter Point	
Job Cost	
TAP	
Production Management	
Serial Numbers	
3 Print the Stock Status Report to check for out-of-balance situations in the Master and Warehouse records.	
4 Print the Inventory Valuation Report and compare the totals to the Inventory Total in General Ledger. Balance these figures if necessary.	
5 Print the All Activity Report for the current period (optional).	
6 Back up the IC files.	

### ***Inventory Management Month-End***

Perform month end for Inventory Management *after* month end for Inventory Control. *Inventory Management / History Transaction Merge* will then merge all IC transactions for the month.

**IM MONTH-END  
CHECKLIST**

---

Function		Date Completed
1	Perform the <i>History Transaction Merge</i> function to merge all Inventory Control transactions posted since the last merge.	
2	Perform the <i>Set Ordering Controls</i> function (regular IM users) or the <i>Set Gordon Graham Controls</i> function (Gordon Graham users).	
3	Back up the IM files.	



### ***Job Cost Equipment Month-End***

**JX MONTH-END  
CHECKLIST**

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Function		Date Completed
1	Post the final Equipment postings through Job Cost.	
2	Back up EQ files.	

***Order Entry Month-End*****OE MONTH-END  
CHECKLIST**

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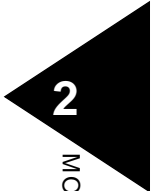
Function	Date Completed
1 Print a monthly Invoice Register. Compare the sales, tax, and add-on totals to the General Ledger PTD Totals for these accounts.	
2 Print the Order List Report for all open orders to determine what orders are back ordered and what regular orders are not yet invoiced.	
3 Print the Order Master Audit Report to identify any erroneous orders. If errors are identified, rerun the report and enter <b>Y</b> to the <i>Update Erroneous Conditions?</i> option.	
4 Print the Customer Balance Audit Report to identify differences in the customer on order balances. If differences exist, rerun the report and enter <b>Y</b> to the <i>Update Accounts Receivable?</i> option.	
5 Print the Inventory Audit Report to identify differences in the inventory on order balances. If quantities are not correct, rerun the report and enter <b>Y</b> to the <i>Update Inventory Control?</i> option.	
6 Back up the OE files.	

### Purchase Orders Month-End

**PO MONTH-END  
CHECKLIST**

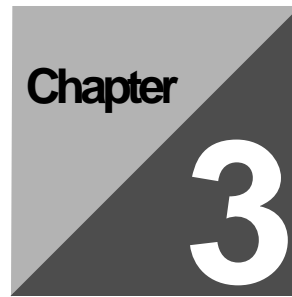
---

Function		Date Completed
1	Print the P.O. List Report to determine all outstanding purchase orders.	
2	Print the P.O. Master Audit report to identify any erroneous orders. If errors are identified, rerun the report and enter <b>Y</b> to the <i>Update Erroneous Conditions?</i> option.	
3	Print the Vendor Balance Audit Report to identify differences in the vendor on order balances. If differences exist, rerun the report and enter <b>Y</b> to the <i>Update Accounts Payable?</i> option.	
4	Print the Inventory Audit Report to identify differences in the inventory on order balances. If quantities are not correct, rerun the report and enter <b>Y</b> to the <i>Update Inventory Control?</i> option.	
5	Back up the PO files.	



MONTH END CHECKLISTS





## Year End Checklists

*Plan for year end! Schedule your processing flow to create a smooth and successful year end.*

### WORKFLOW OVERVIEW

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**F**ollow these steps at the end of your fiscal or calendar year to zero out year-to-date totals in individual modules and make processing for the new year possible. Allow time for this lengthy process.

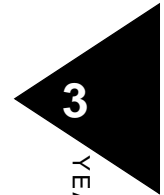
- Read all instructions and checklists in Chapters 2 and 3, and review the information in Chapter 4 **BEFORE** you begin year end processing.
- Perform your normal *month-end* procedures for *all* TechGAP modules. Print all reports normally generated at the end of the month.

*Use the month-end checklists in Chapter 2 to verify that all month-end processing has been completed.*

- Back up all data files. You should have two sets of backups—one off site and one on site. Label the backups *Before Year-End Processing 19XX*. Verify that the backups are readable and error free.
- Perform the year-end process by selecting *System Administrator / Year End Processing*. Year end processing is required for the Accounts Receivable, Accounts Payable, General Ledger, Payroll Classic, Payroll Multi-State, Fixed



#### WARNING



YEAR END CHECKLISTS

Assets, Inventory Control, Inventory Management, and Job Cost Equipment modules. You only need to perform year end for those modules which you have purchased.

*Use the year-end checklists on the following pages to verify that all year-end processing has been completed.*

- For each module keep the Year End Processing Journal which prints as a result of performing the *Year End Processing* function. *This report is especially critical for General Ledger and Payroll.*



WARNING

***You must perform Year End Processing before working in each module for the new year.***

If Accounts Receivable, Accounts Payable, Payroll Classic, Payroll Multi-State, Fixed Assets, Inventory Control, Inventory Management, or Job Cost Equipment interfaces to General Ledger, be sure you have performed year end for General Ledger before you update General Ledger from those modules in the new year. The message *Invalid Posting Year* displays if year end for General Ledger is not done and you try to post in the new year from those modules.

CALENDAR VS.  
FISCAL

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### **Calendar and Fiscal Year End**

You will need to perform some year end functions at the end of the calendar year and others at the end of the fiscal year.

**Calendar Year**—Perform Year End for these modules at the end of the CALENDAR year: Payroll Classic, Payroll Multi-State, Accounts Payable (1099 vendors only). The calendar year is defined as January to December.

**Fiscal Year**—Perform Year End for these modules at the end of the FISCAL year: Accounts Receivable, Accounts Payable (non-1099 vendors), General Ledger, Fixed Assets, Inventory Control, Inventory Management, and Job Cost Equipment. The fiscal year is defined by you. For example, your Fiscal year could run from July 1 to June 30. Your fiscal year could also coincide with the calendar year, January 1 to December 31.

**USER PASSWORDS**

**User Passwords**

User passwords can be set to allow individual operators to year end specific modules. The *Year End Processing* functions check *System Administrator / Passwords / User Password* (if in use) before allowing you to year end. For example, a user password could be set up to allow the operator to year end Accounts Receivable only.

**JOURNALS**

**Year End Journals**

You need to keep journals as an audit trail. Assign a printer device name in *Year End Processing* to print these journals. The date, range, and account numbers print on the journals to provide a record of what was processed.

The General Ledger Year End journal provides information about which accounts were year ended. It displays the Expense / Revenue accounts which have been zeroed out and a year end net Profit or Loss.

If you entered General Ledger account numbers for the *Post Year End Profit* account fields in *System Administrator / Application Options / General Ledger*, the amount of profit / loss calculated during the *Year End Processing* function automatically updates these accounts.

All other modules provide a journal called *Year End Completed*.



WARNING

Important: Journals cannot be recovered if they are lost. Remember, always enter a printer device name when generating a journal. You cannot display journals to the screen by leaving the printer device field blank.

**MESSAGES**

**Messages**

Press the **GO** key to start the *Year End Processing* function. The message *Processing - #* will display while the record is processed. (The # represents the number of the account or record currently being processed.) The program returns to the *System Administrator Menu* screen when done.

If you attempt to perform Year End for a module that you have not purchased, an error message displays. Only purchased modules need to be year ended.



3  
YEAR END CHECKLISTS

### **Multiple Companies**

If you have multiple companies, the Year End procedures specified will need to be run for each company. For companies that share file locations, make sure you understand the consequences of year ending for only one company.

# Accounts Receivable Year-End

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Post in the new year only after you complete the year end process.

**AR YEAR-END  
CHECKLIST**

---

Function	Date Completed
1 Complete the month end procedures for Accounts Receivable and all interfacing modules. (See <i>Month End Checklist</i> .)	
2 Use the <i>Accounts Receivable / Setup Files / Report All Data For Customers</i> function to print a Setup for any 5 customers.	
3 Perform year end for AR through <i>System Administrator Year End Processing / Accounts Receivable</i> .	
4 Use the <i>Accounts Receivable / Setup Files / Report All Data For Customers</i> function to print a Setup for the same 5 customers printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	



### Results of Year End Processing

- Net Sales (*Sales YTD - Returns YTD*) is moved to *Sales Last Year*.
- *Cost YTD* is moved to *Cost Last Year*.
- *Sales YTD, Returns YTD, Cost YTD, and Service Charge YTD* are now **0**.
- The *Highest Balance* is replaced by the value in the *Total Balance* field.

## ***Accounts Payable Year-End***

Perform the *Year End Processing* function at the end of the **Fiscal Year** for non-1099 vendors. Perform the *Year End Processing* function at the end of the **Calendar Year** for 1099 vendors. If your Fiscal and Calendar years coincide and you use 1099 vendors, you must still perform the *Year End Processing* function twice—once for non-1099 vendors and once for 1099 vendors.

Perform *Year End Processing* only *after* 1099's have been printed. Post in the new year only after you complete the year end process.

### **AP YEAR-END CHECKLIST**

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<b>Function</b>	<b>Date Completed</b>
1 Complete the month end procedures for Accounts Payable and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Print 1099's.	
3 Use the <i>Accounts Payable / Setup / Print Vendor Data</i> function to print a Setup for any 5 vendors.	
4 Perform Calendar Year End for the 1099 vendors through <i>System Administrator / Year End Processing / Accounts Payable</i> . Enter <b>Y</b> to the <i>Year End 1099 Accounts Only?</i> question.  Perform Fiscal Year End for the non-1099 vendors through <i>System Administrator / Year End Processing / Accounts Payable</i> . Enter <b>N</b> to the <i>Year End 1099 Accounts Only?</i> question.	
5 Use the <i>Accounts Payable / Setup / Print Vendor Data</i> function to print a Setup for the same 5 vendors printed in Step 3.	
6 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	

## Results of Year End Processing

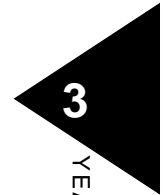
**Cash Or Accrual Basis:** An option in *System Administrator / Application Options / Accounts Payable* determines if *Year End Processing* will be a cash or accrual basis function. The option you select determines how much income displays on the 1099's.

**Cash Basis:** *Purchases YTD* will be updated with the *Current Balance* for 1099 vendors. This is a true reflection of what was actually paid and what is left to be paid to a vendor. *Only the amount actually paid to a 1099 vendor prints on the 1099.*

- Moves *Purchases YTD* less *Current Balance* to *Purchases Last Year*.
- Moves *Current Balance* to *Purchases YTD*.
- Moves *Discounts YTD* to *Discounts Last Year*.
- Zeros—*Discounts YTD, Discounts Lost YTD, Units Ordered, and Units Received*.

**Accrual Basis:** An Accrual Basis reflects the amount accrued but not necessarily paid to a 1099 vendor. *The outstanding amount plus the amount already paid is printed on the 1099.*

- Moves *Purchases YTD* to *Purchases Last Year*.
- Moves *Discounts YTD* to *Discounts Last Year*.
- Zeros—*Purchases YTD, Discounts YTD, Discounts Lost YTD, Units Ordered, and Units Received*.



## ***General Ledger Year-End***

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Post in the new year only after you complete the year end process.

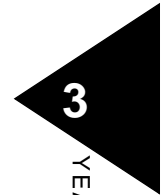
**GL YEAR-END  
CHECKLIST**

---

Function	Date Completed
1 Complete the month end procedures for General Ledger and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Use the <i>General Ledger / Setup Files / Accounts / Report Data For Accounts</i> function to print a Setup for the first five Balance Sheet accounts and any five Income Statement accounts.	
3 Perform year end for GL through <i>System Administrator / Year End Processing / General Ledger</i> . If you enter a range of accounts, the first normal account is processed.	
4 Use the <i>General Ledger / Setup Files / Accounts / Report Data For Accounts</i> function to print a Setup for the same 5 Balance Sheet and Income Statement accounts printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before</i> and <i>After</i> Setups.	
6 If you want to report more than 13 periods back, perform <i>General Ledger / Setup Files / Previous Balances / Move Actual Balance To Previous</i> function.	
7 Adjust your <i>Optional Valid Period Posting Ranges</i> through <i>System Administrator / Application Options / General Ledger</i> if necessary.	

## Results of Year End Processing

- Zeroes out the *PTD Balance*, *PTD Units*, and *YTD Units* for Expense / Revenue accounts and Asset / Liability accounts.
- Zeroes out the *YTD Balance* for Expense / Revenue accounts. For Asset / Liability accounts the *YTD Balance* equals the last period of the previous year.
- The current *YTD Balance* is rolled into the Previous Period(s), beginning with the account's *Last Posting Period*. All Balances will be rolled up to the period specified as the beginning of the fiscal year.
- The *Last Posting Period* field contains the first *Calendar* month of your new fiscal year. (The *First Calendar Period Of The New Year* is specified on the *Year End Processing* screen.)
- General Ledger transfers the amount of profit / loss for the year to as many as four retained earnings accounts if you entered account numbers in the *Post Year End Profit* fields in *System Administrator / Application Options / General Ledger*. You must post profit manually if no account numbers were entered.



## Posting to the Previous Fiscal Year

You can post entries to the previous fiscal year even if you have performed *Year End Processing* and have started posting into the new fiscal year.

The General Ledger program handles prior year adjustments to Balance Sheet accounts properly. However, prior year adjustments to Income Statement accounts do not automatically update the retained earnings account. Therefore, net profit / loss for the prior year must be corrected.

If you make prior year adjustments to Income Statement accounts, make one side of the entry to the Income Statement account(s) to be affected, and make the other side of the entry to the appropriate Balance Sheet account(s). Then make another entry to adjust the Retained Earnings account(s) which would be offset against the Profit Handler account.

Office Expense	DR	500.00
Cash	CR	500.00
Retained Earnings	DR	500.00
Profit Handler	CR	500.00

**WARNING**

If you post profit manually or make other prior year adjustments, GLPREV will not reflect those postings. To adjust GLPREV, perform the *General Ledger / Setup Files / Previous Balances / Move Actual Balance to Previous* function.

# Payroll Classic Year-End

Perform the Year End Processing function at the end of the **Calendar Year**. Post your first payroll in the new year only after you complete the year end process.



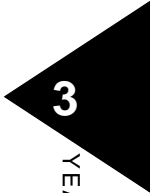
WARNING

In a multi-company environment, be sure *all* companies with the same Payroll file locations have been year ended before recreating the PRHIST and PRDIST files. Recommendation: Year end all companies at the same time.

**PR YEAR-END  
CHECKLIST**

---

Function	Date Completed
1 Complete the month end procedures for Payroll Classic and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Post the annual car allowance benefit for each employee (if you have not done this on a monthly basis).	
3 Print an All Activity for all employees (optional).	
4 Print your W-2's.  If you do not run W-2's until you have posted time into the new year, move the current PR files to another directory. (Call your TechGAP Support Representative for help.)	
5 Use the <i>Payroll Classic / Setup Files / Report All Data For Employees</i> function to print a Setup for any 5 employees.	
6 Perform year end through <i>System Administrator / Year End Processing / Payroll</i> .	
7 Use the <i>Payroll Classic / Setup Files / Report All Data For Employees</i> function to print a Setup for the same 5 employees printed in Step 5.	



3  
YEAR END CHECKLISTS

8	Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	
9	Re-create the PRHIST and PRDIST files in <i>System Administrator / File Handling / Create Files / Payroll</i> . Enter <b>Y</b> beside PRHIST and PRDIST. Press <b>GO</b> .	
10	Set the new FICA (HI and OASDI) limits in <i>Payroll / Setup Files / Maintain FICA Tax Rates</i> before you post payroll for the new year.	
11	Set up any new deductions for the year (i.e., 401K, Cafeteria Plans, etc.). Call for help before your first payroll of the new year.	
12	Load the new payroll tax update. You may be instructed to load this update before you print your W2's. Carefully read the instructions included with the installation tape.	

### Results of Year End Processing

- Zeroes *Deducted YTD* fields for each deduction.
- Zeroes *Hours MTD* and *Hours YTD* fields.
- Zeroes all *QTD* and *YTD* fields.

# Payroll Multi-State Year-End

Perform Payroll Multi-State Year End at the end of the **Calendar Year**. Post your first payroll in the new year only after you complete the year end process.

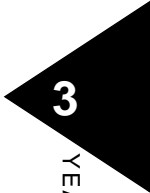


WARNING

The Payroll Multi-State Year End Processing function year ends and recreates the History file (PXDETAIL) for *all companies* which share a file location with the company currently being processed.

**PX YEAR-END  
CHECKLIST**

Function	Date Completed
1 Complete the month end procedures for Payroll Multi-State and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Post the annual car allowance benefit for each employee (if you have not done this on a monthly basis).	
3 Print an All Activity for all employees (optional).	
4 Print your W-2's.  If you do not run W-2's before you have posted time into the new year, move the current PX files to another directory. (Call your TechGAP Support Representative for help.)	
5 Use the <i>Payroll Multi-State / Setup Files / Employees Print</i> function to print a Setup for any 5 employees.	
6 Perform year end through <i>System Administrator / Year End Processing / Payroll</i> .	
7 Use the <i>Payroll Multi-State / Setup Files / Employees Print</i> function to print a Setup for the same 5 employees printed in Step 5.	
8 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	



YEAR END CHECKLISTS

9	Set the new FICA (HI and OASDI) limits in <i>System Administrator / Application Options / Payroll</i> before you post payroll for the new year.	
10	Set up any new additional pays, benefits or deductions for the year (i.e., 401K, Cafeteria Plans, etc.). Call for help before your first payroll of the new year.	
11	Load the new payroll tax update. You may be instructed to load this update before you print your W2's. Carefully read the instructions included with the installation tape.	

### Results of Year End Processing

- PXMAST—All quarter-to-date and year-to-date fields are zeroed.
- PXSTATE—All quarter-to-date and year-to-date fields are zeroed.
- PXEXT—All worker's comp month-to-date, quarter-to-date, and year-to-date fields are zeroed. (The period-to-date fields are zeroed through *Payroll Multi-State / Reports / Workers Comp Report*.)
- PXEXT—All employee pay modifier month-to-date, quarter-to-date and year-to-date fields are zeroed.
- PXDETAIL—New empty file created.

### Fixed Assets Year-End

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Depreciate assets for the new year only after you complete the year end process.

**FA YEAR-END  
CHECKLIST**

---

Function	Date Completed
1 Complete the month end procedures for Fixed Assets and all interfacing modules. (See <i>Month End Checklist</i> .)	
2 Use the <i>Fixed Assets / Setup / Report All Items For A Range Of Assets</i> function to print a Setup for any 5 assets.	
3 Perform year end through <i>System Administrator / Year End Processing / Fixed Assets</i> .	
4 Use the <i>Fixed Assets / Setup / Report All Items For A Range Of Assets</i> function to print a Setup for the same 5 assets printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	



### Results of Year End Processing

- *Depr YTD–Book* field is zeroed.
- *Depr YTD–Tax* field is zeroed.
- *Depr YTD–ADS* field is zeroed.
- *Depr YTD–ACE* field is zeroed.

## ***Inventory Control Year-End***

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Post in the new year only after you complete the year end process.

### **IC YEAR-END CHECKLIST**

---

<b>Function</b>	<b>Date Completed</b>
1 Complete the month end procedures for Inventory Control and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Use the <i>Inventory Control / File Setup / Products / Report All Data</i> function to print a Setup for any 5 products.	
3 Perform year end through <i>System Administrator / Year End Processing / Inventory Control</i> .	
4 Use the <i>Inventory Control / File Setup / Products / Report All Data</i> function to print a Setup for the same 5 products printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	

### **Results of Year End Processing**

- Net Sales (*Sales YTD - Returns YTD*) is moved to *Sales Last Yr*.
- *Issues YTD* is moved to *Issues Last Yr*.
- The following year-to-date fields are zeroed—*Sales YTD, Returns YTD, Cost YTD, Issues YTD*.

# Inventory Management Year-End

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Post in the new year only after you complete the year end process.

**IM YEAR-END  
CHECKLIST**

Function	Date Completed
1 Complete the month end procedures for Inventory Management and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Use the <i>Inventory Management / Product Setup / Report All Data For Products</i> function to print a Setup for any 5 products.	
3 Perform year end through <i>System Administrator / Year End Processing / Inventory Management.</i>	
4 Use the <i>Inventory Management / Product Setup / Report All Data For Products</i> function to print a Setup for the same 5 products printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	



### Results of Year End Processing

- *Avg Qty On Hand YTD* field is zeroed out.
- Year-To-Date totals for all transaction types are zeroed out.
- *Cost This YTD* and *Sales This YTD* are moved to *Cost Last Year* and *Sales Last Year* respectively. The *Cost This YTD* and *Sales This YTD* fields are zeroed out.
- Net Issues [(*Issues + Issues Reserved*) - *Returns In*] is moved to the *Issues Last Year* field.

## ***Job Cost Equipment Year-End***

Perform the *Year End Processing* function at the end of the **Fiscal Year**. Post in the new year only after you complete the year end process.

### **JX YEAR-END CHECKLIST**

---

<b>Function</b>	<b>Date Completed</b>
1 Complete the month end procedures for Job Cost Equipment and all interfacing modules. ( <i>See Month End Checklist.</i> )	
2 Use the <i>Job Cost / Reports / Job Cost Defaults</i> function to print a Setup for any 5 equipment records.	
3 Perform year end through <i>System Administrator / Year End Processing / Job Cost Equipment</i> .	
4 Use the <i>Job Cost / Reports / Job Cost Defaults</i> function to print a Setup for the same 5 equipment records printed in Step 2.	
5 Verify that <i>Year End Processing</i> worked correctly by comparing the <i>Before Setup</i> with the <i>After Setup</i> .	

### **Results of Year End Processing**

- *Year To Date Dollars* is zeroed out.
- *Year To Date Hours* is zeroed out.

### **Note About Job Cost**

You do not need to perform any special processes at the end of the year for Job Cost. If you use ROLL WIP, you might want to print the *WIP Analysis* report, which provides meaningful year end information.

## Year End Processing

*Prepare your data files for processing in a new year.*

**T**his section will address some of the issues you may encounter during your year end process. Find out how to year end payroll without jeopardizing the data you need to run W2's. Make sure you understand the difference between a Fiscal year end and a Calendar year end. Learn how to deal with General Ledger balancing issues.

Use this section in conjunction with the Month End and Year End Checklists in Chapters 2 and 3 to plan for a smooth year end processing flow.

### PROCESSING ORDER

***Is there a specific order in which I should year end my modules?***

In general, NO. But it is important to complete the month end procedures for all modules before you begin year end processing.



WARNING

For example, you must run the Job Cost Certified Job Report (which is a month end procedure) before you year end Payroll Multi-State.

Some modules are year ended at the end of your FISCAL year and other modules are year ended at the end of the CALENDAR year.

- Year end these modules at the end of your FISCAL year: Accounts Receivable, Accounts Payable (non-1099 vendors), General Ledger, Fixed Assets, Inventory Control, Inventory Management, and Job Cost Equipment.
- Year end these modules at the end of the CALENDAR year (December): Accounts Payable (1099 vendors), Payroll Classic, and Payroll Multi-State.



WARNING

If you are unable to year end all of your modules which interface to General Ledger, you must still year end General Ledger to work in both the new year and post to the old year.

### ***What if I have modules which interface to GL?***

If you have modules which interface to General Ledger and you want the totals from those modules reflected in the General Ledger year end figures, post your final transactions in the interfacing modules before you year end General Ledger.

*See Chapter 2—Month End Checklists for a list of preparatory steps you need to perform for each module.*



WARNING

General Ledger must be year ended before you can post into the new year in General Ledger *or any interfacing modules*. (The message *Invalid Posting Year* displays if you attempt to post in the new year before General Ledger has been year ended.)

The General Ledger module allows adjusting entries to be made up to 13 periods back after year end processing has been performed.

---

### RESULTS

### ***What exactly does year end processing do?***

The year end process clears the YTD fields. When you are done posting for the current year, year end your modules to clear out the YTD fields.

*See Chapter 3—Year End Checklists for specific results of year end processing in each module.*

---

**BACKUP**

---

***Do I need to do a backup before I year end?***

Yes!!! You should make two backups and verify them before you year end—one full system and one data file. Label your backups and keep them in a safe place.

---

**MULTIPLE  
COMPANIES**

---

***If I have multiple companies, how does year end processing for Company #1 affect the other companies?***

Year end processing is unique for each company. Even if the companies share data files, you should perform year end for each company. Payroll is the exception to this rule.

- **Payroll Multi-State:** In Payroll Multi-State, year end processing recreates the PXDETAIL file for *all* of the companies sharing data files. You must finish processing payroll for *all* companies before you year end any of them.
- **Payroll Classic:** After year end, you must recreate the PRHIST and PRDIST files. If your companies are sharing data files, recreating PRHIST and PRDIST for one company will recreate them for *all* companies. Therefore, you should recreate the PRHIST and PRDIST files only after *all* companies have been year ended.

4

YEAR END PROCESSING

## What happens when I year end General Ledger?

The income statement accounts are zeroed out and the period in the *Last Posting Period* field is changed to the first posting period of the new year.

MAST — MNT		General Ledger		Account Maintenance	
Account Number	621.01	Title	CUSTOMER ENTERTAINMENT <th>Statement Type</th> <td>I</td>	Statement Type	I
B-Balance Sheet		A-Asset		I-Income	
I-Income Stmt		L-Liability		E-Expense	
Total Level ...0		0-No Total, Total Level 1-5		E-End Section	
Period	Previous	Year-To-Date	Period	Ptd Balance ..	Ytd Balance ..
January		928.00	928.00	4000.00	17541.00
February		1484.00	556.00		
March		1592.00	108.00		
April		1634.00	42.00		
May		4568.00	2934.00		
June		5564.00	996.00		
July		6154.00	590.00		
August		7156.00	1002.00		
September		11867.00	4711.00		
October		12880.00			
November		13541.00			
December		15023.25			
Prior Lst Yr		14300.00			

*Notice the data in the PTD, YTD, and Last Posting Period fields before year end.*

Figure 4.1a: Income Statement account before year end.

MAST — MNT		General Ledger		Account Maintenance	
Account Number	621.01	Title	CUSTOMER ENTERTAINMENT <th>Statement Type</th> <td>I</td>	Statement Type	I
B-Balance Sheet		A-Asset		I-Income	
I-Income Stmt		L-Liability		E-Expense	
Total Level ...0		0-No Total, Total Level 1-5		E-End Section	
Period	Previous	Year-To-Date	Period	Ptd Balance ..	Ytd Balance ..
January		928.00	928.00	.00	.00
February					
March					
April					
May					
June					
July					
August					
September		11867.00	4711.00		
October		12880.00			
November		13541.00			
December		17541.00			
Prior Lst Yr		15023.25			

*Notice the zeros in the PTD and YTD fields after year end.*

*The first period of the new year displays.*

Figure 4.1b: Income Statement account after year end.

# One of my income statement accounts did not get zeroed out when I year ended. Why?

Go to *General Ledger / File Setup / MAINTAIN Accounts*. Pull up the account in question. The account is probably flagged as a Balance Sheet account. Balance Sheet accounts do not get zeroed out at year end. In the *Statement Type* field, change the **B** to an **I**. Run the *Year End Processing* function again for *only* that account.



DID YOU KNOW?

If you year end a single account which is an Income or Expense account, the amount in that account will still post to the Retained Earnings account(s) listed on the *System Administrator / Application Options / General Ledger* screen.

General Ledger Account Maintenance			
Account Number	Title Accounting Expense		
601.01			
Statement Type	Account Type	Balance Type	Record Type
I	E	D	.N
B-Balance Sheet	A-Asset	I-Income	D-Debit
I-Income Stmt	L-Liability	E-Expense	C-Credit
			N-Normal
			D-Description
			T-Total
Total Level ..0	0-No Total, Total Level 1-5		E-End Section
Previous Period Balances	Year-To-Date	Period	
January	.00	.00	Ptd Balance .. 16152.00
February	.00	.00	Ytd Balance .. 26069.00
March	.00	.00	Ptd Units ..... .00
April	10901.00	10901.00	Ytd Units .... .00
May			
June			
July			
August			
September			
October	9917.00	.00	
November	8110.00	.00	
December	8110.00	.00	
Prior Lst Yr	8110.00		Last Posting Period ...1197

Only Income Statement accounts are zeroed out at year end.



YEAR END PROCESSING

Figure 4.2: General Ledger / Setup Files / Account screen. Set the *Statement Type* field to **I** for Income Statement accounts. Set the field to **B** for Balance Sheet accounts.

***The amount listed at the bottom of the General Ledger year end processing journal is not equal to the Profit/Loss amount shown on the Income Statement before performing year end processing.***

### **Incorrect Statement Type**

Year end processing year ends *Normal* accounts based on their *Statement Type*.

- Balance Sheet accounts *are not* zeroed out during year end processing and thus are not included in the Profit/Loss amount reported at the end of the posting journal.
- Income Statement accounts *are* zeroed out during year end processing and are included in the Profit/Loss amount.

If an account was assigned the wrong *Statement Type*, the account was year ended incorrectly.

Correct the Profit/Loss amount manually using the General Ledger Posting function. Keep in mind that even if you correct the Profit/Loss amount, those accounts with an incorrect *Statement Type* still need to be corrected. Maintain both the *Statement Type* and *YTD Balance* fields for each incorrect account.

### **Incorrectly Placed End of Section Account**

If an *End Of Section* account is not located in the correct place in the Chart of Accounts, incorrect posting of Profit/Loss could result. Normally, the *End Of Section* account is located at the bottom of the Income Statement before the Profit/Clearing Accounts.

Year end processing looks for an *End Of Section* account with an Income Statement account preceding it. All *Normal* accounts before this *End Of Section* account are year ended, but accounts following are not.

If no *End Of Section* account exists, every *Normal* account will be year ended.

If the *End Of Section* account exists, but the account before it has a Balance Sheet *Statement Type*, again all *Normal* accounts will be year ended.

**Sequence Files**

If your Income Statement has been set up using Sequence Files, run a Trial Balance report to obtain a list of accounts. Compare the list of accounts on the Trial Balance report with the accounts on your Income Statement.

***My profit has been posted twice after I year ended. Why?***

Did you post your profit manually? Profit is posted automatically during year end if *Year End Profit GL* accounts are present on the *System Administrator / Application Options / General Ledger* screen. If GL accounts display on this screen *and* you posted profit manually, profit was posted twice. Reverse one of the postings through General Ledger Posting.

*All profit will be posted to GL account number 290.00 at year end.*

System Administrator		General Ledger Options	
The Next Journal Number To Be Assigned Is .....	1		1
Post 100.00% Of Year End Profit To G/L Account Number	290.00		
.00%	.00		
.00%	.00		
.00%	.00		
<b>Fiscal Year :</b>			
Do You Have A 13 Period Fiscal Year? Y/N .....	N		
Beginning Fiscal Period - MM - .....	1		
Fiscal Year - The Calendar Year You Begin Or End In? B/E .....	B		
<b>Optional Valid Period Posting Ranges:</b>			
Beginning Period - mmgy - .....	1296		
Ending Period - mmgy - .....	1297		
<b>General Ledger Suspense Accounts:</b>			
Suspense Debits .....	999.00		
Suspense Credits .....	999.01		
<b>Optional G/L Files:</b>			
Use Extended Budgeting Or Prior Period History Balance Storage? Y/N .....	Y		
Use Extended Descriptions? Y/N .....	Y		

Figure 4.3: System Administrator / Application Options / General Ledger screen.



YEAR END PROCESSING

## ***My profit was not posted at all when I year ended. Why?***

Profit is posted automatically during year end if *Year End Profit GL* accounts are present on the *System Administrator / Application Options / General Ledger* screen. If no GL accounts display on this screen, you will need to post your profit manually through General Ledger Posting.

**No account numbers display.  
You must post profit manually.**

System Administrator General Ledger Options		1
<b>The Next Journal Number To Be Assigned Is</b> ..... 14		
Post 100.00% Of Year End Profit To G/L Account Number	.00	
	.00	
	.00	
<b>Fiscal Year :</b>		
Do You Have A 13 Period Fiscal Year? Y/N	.....N	
Beginning Fiscal Period - MM -	..... 1	
Fiscal Year - The Calendar Year You Begin Or End In? B/E	.....B	
<b>Optional Valid Period Posting Ranges:</b>		
Beginning Period - mmuy -	..... 0197	
Ending Period - mmuy -	..... 1297	
<b>General Ledger Suspense Accounts:</b>		
Suspense Debits	9999.00	
Suspense Credits	9999.01	
<b>Optional G/L Files:</b>		
Use Extended Budgeting Or Prior Period History Balance Storage? Y/N	.....Y	
Use Extended Descriptions? Y/N	.....Y	

Figure 4.4: System Administrator / Application Options / General Ledger screen.

## ***I entered the first posting period of the new year incorrectly when I year ended. What do I do?***

You need to restore from backup. Call your TechGAP Support Representative for assistance.

### PAYROLL YEAR END

## ***My fiscal year is not a calendar year. Should I year end Payroll at the end of my fiscal year?***



WARNING

No. Payroll is only year ended in December.

***I have year ended Payroll and am trying to post the first payroll for the new year. I am getting the message “Invalid Posting Year” on the Time Input/Automatic Pay Parameter screen. What is wrong?***

General Ledger must be year ended as well as Payroll if your fiscal year is the same as the calendar year (January–December). Choose one of the following:

1. Process year end for General Ledger. Then proceed with the Payroll run for the new year.
2. On the Input Time or Automatic Pay screen, enter **N** to the *Update General Ledger* option. This allows you to post payroll without updating General Ledger.

WARNING



If you select Option 2, you must keep the journal and manually post these entries into General Ledger after performing year end.

PAYROLL CLASSIC  
YEAR END

***What steps do I need to follow to year end Payroll Classic?***

*See Chapter 3—Year End Checklists for a list of steps you need to perform to year end Payroll Classic.*

The Payroll Classic Year-End Checklist directs you to recreate the PRHIST and PRDIST files. The weekly information in PRHIST and PRDIST must be cleared out before you post the first payroll in the new year. The easiest way to accomplish this is to recreate the PRHIST and PRDIST files in System Administrator.

WARNING



In a multi-company environment, be sure *all* companies with the same Payroll file locations have been year ended before recreating the PRHIST and PRDIST files.

4

YEAR END PROCESSING



DID YOU  
KNOW?

The PRHIST file contains the time transactions posted for each employee. The PRDIST file contains the breakdown of employee history by department.

***I year ended Payroll Classic and my history is still showing up for my employees.***

You need to go to *System Administrator / File Handling / Create Files / Payroll* and enter **Y** to recreate PRHIST and PRDIST.



WARNING

When multiple companies share a file location, be sure each company has been year ended before creating the PRHIST and PRDIST files. Recommendation: Year end all companies at the same time.

***I have year ended and am trying to post for the new year. I am getting the message “Time Already Entered” when trying to post time to my employees. What is wrong?***

The weeks entered during the previous year still exist in the PRHIST and PRDIST files. These files should be cleared out before running payroll for a new year. The easiest way to accomplish this is to recreate the PRHIST and PRDIST files in System Administrator.



WARNING

When multiple companies share a file location, be sure each company has been year ended before creating the PRHIST and PRDIST files. Recommendation: Year end all companies at the same time.

# I already ran my last payroll. How do I post car allowance?

**Blank out the Rate/Salary field.**

Payroll P O S T I N G									
Employee #	1001	Name	MARTHA JONES						
Pay Freq	24	Pay Cd	S	Fed Ex	1	State Ex	1	Marital	M
		Dept	1						
Rate/Salary		Manual		Ck#					
Hours	Dept	Rate-Dol	Rate	Type	Other Pay		Other Deduct		
1			R R		1	100		1	100
2			R R		2		Meals	2	
3			R R		3			3	
4			R R		4			4	
5			R R		5		Tips	5	
6			R R		6			6	
7			R R		7			7	
8			R R		8			8	
9			R R		9			9	
10			R R		Man	Deductions	Man	Taxes	
11			R R		N	NONTAXABLE	Y	Fed	7.65-
12			R R			UNITED WAY		State	.00
13			R R			IRA		City	.00
						401K		OASDI	6.20
Rate:	R-Reg, P-Prem, D-Dble								
Type:	R-Reg, S-Sick, V-Vacatn, H-Hldy								
Gross	100.00	Regular			.00	Overtime		.00	Net
									.00
								Check OK?	Y/N N

**Enter a Y in the Man field.**

Figure 4.5: If an employee has a car allowance benefit of \$100, enter the fields on the Payroll Classic / Posting / Input Time screen as shown above.

- After you enter the Employee# on the Payroll Classic / Posting / Input Time screen, **UP ARROW** to the Rate/Salary field and blank out the value which displays. Perform this step only for salaried employees.
- **RETURN** to the Other Pay fields. Enter the amount of the car allowance, in the example above \$100.
- Because you don't actually want to issue a check for \$100, **RETURN** to the Other Deduct fields and enter the amount of the car allowance, in the example above \$100.
- Press **GO** to calculate the taxes. Accept the N default in the Check OK? field.
- Press **RETURN** to the Man field (lower right section of screen). Change the N default to **Y**.



- **RETURN** to the *Fed* field. Add the values which display in the *OASDI* and *HI* fields. Enter the negative of that amount in the *Fed* field. Zero out the *State* field.
- Press **GO**. The *Net* should now be zero allowing you to exit the screen.
- Enter **Y** in the *Check OK?* field. Press **GO** again.

Note: Car Allowance will have to be put on the W2 manually.

PAYROLL  
MULTI-STATE  
YEAR END

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### ***What steps do I need to follow to year end Payroll Multi-State?***

*See Chapter 3—Year End Checklists for a list of steps you need to perform to year end Payroll Multi-State.*



**WARNING**

The Payroll Multi-State Year End Processing function year ends and recreates the History File (PXDETAIL) for *all companies* which share a file location with the company currently being processed.

### ***I already ran my last payroll. How do I post car allowance?***

- Set up a benefit as a taxable pay modifier in *Setup Files / Company Pay Modifiers*.
- Post this benefit to each employee to whom it applies through *Posting / Regular Time Input*. Place zeroes in the *Hours* and *Pay Rate* fields. Post the amount of the car allowance using the benefit pay modifier you set up.
- Calculate the payroll. You will receive errors the first time through. These errors display as a negative net for the check.
- Select *Posting / Manual Exceptions / Add*. Enter the *Employee#* and *Set 1*.



***I year ended my 1099 vendors, but the Purchases YTD field is not zero.***

A *System Administrator / Application Options / Accounts Payable* option determines if year end processing will be done on a CASH or ACCRUAL basis. If the CASH basis option was chosen, the vendor's *Current Balance* is moved to the *Purchases YTD* field during year end processing. The *Purchases YTD* field is a true reflection of what is left to be paid to the vendor.

***If I am year ending for 1099 accounts only, do I have to say "No" to the All Vendors option?***

No. A "1099" status is assigned to vendors on the *Accounts Payable / File Setup / Vendor Setup* screen.

- If you answer **Y** to the *Year End For All Vendors?* option, the program reads the *entire* vendor list and year ends all vendors flagged as 1099 accounts.
- If you answer **N** and enter a range, the program reads only that range of the vendor list and year ends all vendors flagged as 1099 accounts.

***I have 1099 vendors. Do I have to year end Accounts Payable twice?***

Yes. If your fiscal year follows the calendar year (January to December), you must year end Accounts Payable twice. Year end once saying **N** to the *Year End 1099 Accounts Only?* option. Year end a second time saying **Y** to the *Year End 1099 Accounts Only?* option.

If your fiscal year is different from the calendar year, year end Accounts Payable in December for 1099 vendors only. Then year end Accounts Payable at the end of your fiscal year for non-1099 vendors.

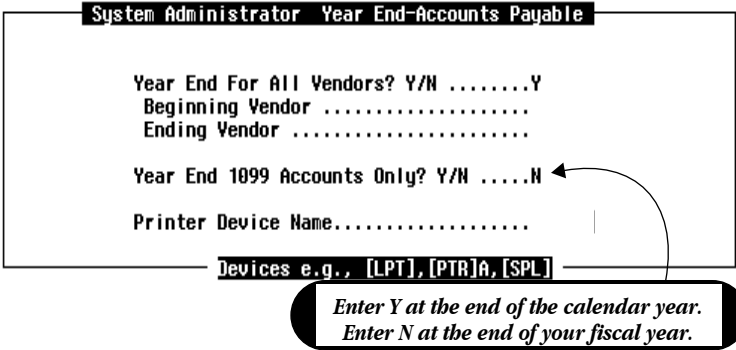


Figure 4.7: If your fiscal year coincides with the calendar year, year end Accounts Payable twice—once saying Y to 1099 accounts and once saying N.

INVENTORY  
CONTROL  
YEAR END

***Can I year end Inventory Control before I do a physical count?***

You can year end Inventory Control when you are done posting and invoicing orders for the year. You can do a physical count before or after you year end this module.

RUNNING THE  
PROGRAM

***Do all users have to be out of the system when I year end?***

Yes. All users should be out of the modules you are year ending as well as all interfacing modules. To be safe, everyone should be out of TechGAP.

***My system had a System Failure during year end. What do I do?***

Get out your backup and call your TechGAP Support Representative. They will help you restore the backup and get back on track.



4  
YEAR END PROCESSING

***Do I have to keep my year end journals?***

Yes. You should keep these and file them as a reminder that you did year end.

***What do I do if I year ended and my journal did not print?***

For Accounts Receivable, Accounts Payable, Payroll Classic, and Payroll Multi-State, check the first and last accounts and some in the middle to make sure they year ended correctly.

For General Ledger, check the first and last accounts and some in the middle. Check the date in the *Last Posting Period* field and the PTD balances. The *Last Posting Period* should be the first posting period of the new year. The PTD balances should be zero.

If your modules did not year end correctly, call your TechGAP Support Representative. You will need to restore your files from backup and year end again.

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CHECKING FOR  
ACCURACY

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***My year end instructions tell me to print data for five employees, customers, vendors, etc. both before and after year end. Why do I need to do this?***

The printouts of the master records are used for comparison purposes. Check the PTD and YTD fields to make sure that everything year ended properly.

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REMOVE HISTORY

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***Do I have to remove history at year end?***

This is up to you. Year end is a good time to remove history because you have made backups and have everyone out of the system.

*Note: Remember, removing history takes time. If you have time constraints, you may not want to remove history now.*

## *I am getting the message "Posting Period Out Of Range" when I try to post. Why?*

You need to reset your *Optional Valid Period Posting Ranges* in *System Administrator / Application Options / General Ledger*.

System Administrator General Ledger Options		1
The Next Journal Number To Be Assigned Is .....	1	
Post 100.00% Of Year End Profit To G/L Account Number	290.00	
.....	.00	
.....	.00	
.....	.00	
Fiscal Year :		
Do You Have A 13 Period Fiscal Year? Y/N .....	N	
Beginning Fiscal Period - MM - .....	1	
Fiscal Year - The Calendar Year You Begin Or End In? B/E .....	B	
<b>Optional Valid Period Posting Ranges:</b>		
Beginning Period - mmyy - .....	1296	
Ending Period - mmyy - .....	1297	
<b>General Ledger Suspense Accounts:</b>		
Suspense Debits .....	999.00	
Suspense Credits .....	999.01	
<b>Optional G/L Files:</b>		
Use Extended Budgeting Or Prior Period History Balance		
Storage? Y/N .....		
Use Extended Descriptions? Y/N .....		

*The valid range for postings to General Ledger is 1296 to 1297.*

**Figure 4.8:** The entry in the *Optional Valid Period Posting Ranges* field determines the range of months to which an operator can post.

### ***Why is this range used?***

This range is set so that operators can post only to the periods determined by the system administrator.

### ***Does this range have to be 12 periods?***

No, the length of the range is determined by the system administrator. The valid range can vary from one month to one year, or more. A 13 period range is common. This range allows you to post in the new year as well as post back to the prior year.



## ***I don't know my final year end entries for several months. How can I do year end before entering them?***

The General Ledger module allows you to enter up to 13 periods back from the *Last Posting Period*. Record adjusting entry postings in the last period of the old year. Make an additional entry to the Profit/Retained Earnings account(s) if the year end profit is affected by the adjusting entry.

WARNING



If you post back to the previous year, perform the *General Ledger / Setup Files / Previous Balances / Move Actual Balance To Previous* function.

***See the General Ledger section of Chapter 8—Year End Checklists for further information.***

## ***Can you post back into the previous year?***

Yes. You may post back 13 periods from the *Last Posting Period*. (You can find the *Last Posting Period* field on the *General Ledger / Setup Files / Accounts* screen.) For example, if you are in September of 1998, you may post back to August of 1997.

WARNING



If you post back to the previous year, perform the *General Ledger / Setup Files / Previous Balances / Move Actual Balance To Previous* function.

MASI		MNI		General Ledger		Account Maintenance	
Account Number	601.01	Title		Accounting Expense			
Statement Type	I	Account Type	.....E	Balance Type	D	Record Type	.N
B-Balance Sheet		A-Asset		I-Income		D-Debit	
I-Income Stmt		L-Liability		E-Expense		C-Credit	
						D-Description	
						T-Total	
Total Level	...0	0-No Total, Total Level 1-5				E-End Section	
Previous Period Balances		Year-To-Date		Period			
January	.00	.00	.00			Ptd Balance ..	375.00-
February	.00	.00	.00			Ytd Balance ..	9917.00
March	.00	.00	.00			Ptd Units .....	.00
April	10901.00	10901.00	10901.00			Ytd Units ....	.00
May	10490.00	411.00-				Last Posting Period ...	0897
June	10292.00	198.00-				<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">           You can post back as far as 0796.         </div>	
July		.00					
August		.00					
September		1000.00					
October	8110.00	.00					
November	8110.00	.00					
December	8110.00	.00					
Prior Lst Yr	7110.00						

Figure 4.9: You can post back 13 periods from the Last Posting Period which displays on the General Ledger / Setup Files / Accounts screen.

### Will GLPREV be updated when back posting?

No. You either have to perform the General Ledger / Setup Files / Previous Balances / Move Actual Balance To Previous function, or you need to manually update the GLPREV file.

***I posted adjusting entries after year end that affected my profit/loss for the last year. What do I do to make the GL balance for last year?***

You will need to adjust your retained earnings for last year. Consult your accountant to find out what journal entry has to be made.



YEAR END PROCESSING

