

Advantage End-of-Year Steps

Many customers have requested an End of Year check list to guide through this process. Now that the year-end prep work is completed, you're in position for a smooth year end. Here's how to make it happen.

1. **Make sure there are no unposted batches in General Ledger BEFORE the last day end of month/year. This is especially helpful for those running auto-eon/eon, as this will ensure the general ledger closes properly and your calendar EOY area is created as expected.**

2. **Run End-Of-Day** as usual. Make sure to get the EOD backup.

WARNING: DO NOT RUN BOTH END-OF-MONTH AND END-OF-YEAR

3. **Run End-Of-YEAR ONLY.** Answer questions regarding service charges and data archival as would be done at any month end.

4. **AUTO END-OF-MONTH USERS:** Based on the dates in the EOM HEADER record, Auto EOY runs automatically.

MANUAL END-OF-MONTH USERS: When running manual EOM/EOY, change this prompt:

Run which EOM/EOY procedure [N, C, or F].....: **C**

- If there are multiple locations with a common General Ledger, close G/L in the LAST location.
- The End-Of-Year (EOY) process automatically purges history based on the History Archival screen in the EOM header record.

- Remember, EOY does NOT create a new EOM dataset for December.

- New EOY dataset is created using the year configured Current fiscal year field in G/L header configuration, screen 2.

- Run your regular history backup as usual

5. **Verify that General Ledger has closed.**

6. **Enter G/L closing dates** for the New Year. In G/L admin menu, G/L Header configuration, screen 2 and enter the closing dates for all months. Use the last date of the month. If closing General Ledger manually, see step 12.

7. **User Access to EOY dataset.**

The W2s, Accounts Receivable statements, 1099s, and the accountant adjustments are entered, and year-end financial statements printed from the EOY dataset. If this is the FIRST end of year on Advantage, users need permission to access the dataset. From the User Administration menu, select Maintenance and User access to datasets. Highlight the user and hit F7 to choose the appropriate dataset.

DECEMBER STATEMENTS WILL NOT RUN UNTIL THE FOLLOWING STEPS ARE



COMPLETED IN THE NEW EOY DATASET

8. **Turn off the EOM Flags.** In the new EOY dataset, select End of Month/Year. Select the Administrative menu, EOM header configuration. **Screen 1:** If the first two questions are set to YES, change both answers to NO. [Insert] to save changes. If the first two questions on screen 1 are set to no, write down the error and contact support for assistance. Do not continue.

9. **Add POS and Purchasing Locations in all EOY datasets.** Statements, consolidated invoices and other reports won't print without correctly building both the POS and Purchasing locations. This information is not brought forward by the year-end process, and **must be added into each end of year dataset.**

a. In the Live system, go to POS, Maintenance Menu, and select **Shipping Location Codes**. Open the location. Hold the shift key and hit F1 to print the screen. Do this for all locations. If the

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shipping and purchasing locations are in common, do this once.

- In the **Live system**, go to Purchasing, Maintenance Menu, and select **Purchasing Location Codes**. Open the location. Hold the shift key and hit F1 to print the screen. **Do this for all locations.**
- In the **Calendar Year End** data set, go to POS, Maintenance Menu, and Shipping Location Codes. The location list is empty. **[Insert]** to add a new location. Use the information printed in step 9a. At the data directory path, **use F7 to select the Calendar Year End dataset.** Build all POS shipping locations.
- In the **Calendar Year End** data set, go to Purchasing, Maintenance Menu, and Purchasing Location Codes. The location list is empty. **[Insert]** to add a new location. Use the information printed in step 9b. At the data directory path, **use F7 to select the calendar year end dataset.** Build all POS shipping locations.

10. **Accounts Payable** After EOY completes, go to the A/P header configuration screen 2. At the option **path to prior fiscal year end data**, hit F7 to select and assign the correct dataset. Select the new EOY dataset.

11. **Payroll** Please review the Circular E document to obtain the current dependent allowance, FICA and Medicare limits and other information. Use the Federal Circular E annual table to update the tax table changes in the Payroll Header Configuration. Contact the accountant or other tax professional to learn what will change for 2010. Print the 2009 W2s from the EOY dataset.

12. **Manual G/L Close** If General Ledger does not close GL during the EOY process, do it manually. From General Ledger, select Postings, and Close current fiscal month or year. The system will prompt to close December, then prompt to close for the year. Don't forget to enter the new year's closing dates!

13. From the LIVE dataset, **Update Beginning Balances** to bring the accountant's adjustments entered into the EOY dataset forward into the current year. This may be done as often as desired. In the live area, go to General Ledger, Administrative menu, and select Update GL beginning balances from alt area. Hit F7 to choose the END OF YEAR dataset. BE SURE to run the report FIRST. Check the last page of the report to find G/L accounts that are in one dataset and not the other. Add the new accounts, and reprint the report. Update **ONLY** after reviewing the report.

14. **Auto EOM Users:** Customers using the CALENDAR with Auto EOM must change the dates from 2009 to 2010. Forgetting this step means EOM **will not run automatically** for January. Go to End of Month, Admin menu, and select EOM Header configuration. Check screen 2 and correct the dates. Adjust dates for months ending on Sunday in 2010. Please refer to the Auto EOM story in this issue for more information.

All Auto EOM Users Must Check 2010 Dates!

One of the End-of-Year steps is to change the dates in EOM header Screen 2 calendar for customers using auto end-of-month. Skipping this step means the EOM calendar is still dated for 2009. This is a big deal. Remember, the end-of-day is dated 2010. If the end-of-month calendar is dated 2009, the end of month does not run for January 2010. Stores closed Sunday, and do not run End of Day will not have a January month end, either, if EOM date does not correspond with the last EOD for the month.

Auto EOM users NOT using the

calendar screen and do not run Sunday end-of-day are responsible for changing the EOM screen 1 before and after the three months ending on Sunday in 2010. This requires six changes, one before and after each Sunday month end. Forgetting to change the date back means EOM runs one day early for the next month. Why not avoid the potential aggravation?

The calendar screen allows the entire year to be set up in one step on Version 0706.038 and higher. When the calendar is in use, the EOM header screen 1 option for Automatic

Processing is set to yes with days of the month options set to zero. Zero days tells the system to look at the calendar on screen 2, and is illustrated on Screen 1 below.

When the days of the month fields are NOT zero, your company is NOT using the calendar. The user must remember to check and change the Accounts Receivable and Inventory days on screen 1 of the EOM header to avoid problems. Customers already using EOM may refer to the end of this article to learn how to set up the calendar function.

EOM Header Configuration Screen 1 - Using Calendar

End-of-month configuration	Screen 1 of 7
Is end-of-month executing?	: N
Has end-of-month failed?	: N
Password to reset a failed end-of-month.....	:
Printer for EOM reports	:
Automatic Processing	
Do you wish to automate the End-of-Month processing	: Y
Day of the month to process accounts receivable	: 0
Day of the month to process inventory	: 0

EOM Header Configuration Screen 2 - Store Open 7 days a week

WARNING: DO NOT USE this example if your store is closed Sunday with NO end of day!
 "to PERIOD" REFERS TO MONTHS ON A CALENDAR, NOT THE G/L PERIOD
 PERIOD 1 IS ALWAYS JANUARY. PERIOD 12 IS ALWAYS DECEMBER. **NO EXCEPTIONS.**

EOM closing dates	Screen 2 of 7
Accounts receivable	Inventory
Period 1 : 01/31/2010	Period 1 : 01/31/2010
Period 2 : 02/28/2010	Period 2 : 02/28/2010
Period 3 : 03/31/2010	Period 3 : 03/31/2010
Period 4 : 04/30/2010	Period 4 : 04/30/2010
Period 5 : 05/31/2010	Period 5 : 05/31/2010
Period 6 : 06/30/2010	Period 6 : 06/30/2010
Period 7 : 07/31/2010	Period 7 : 07/31/2010
Period 8 : 08/30/2010	Period 8 : 08/30/2010
Period 9 : 09/30/2010	Period 9 : 09/30/2010
Period 10: 10/31/2010	Period 10: 10/31/2010
Period 11: 11/30/2010	Period 11: 11/30/2010
Period 12: 12/31/2010	Period 12: 12/31/2010

Dates in example DO NOT account for stores closed on Sunday with no End of Day!

EOM, continued from pg.4

CHANGING THE CALENDAR:

1. During the first week of January, select End of Month/Year, and Administration, EOM Header Configuration.
2. In the EOM header, [Page-Down] to screen 2 and correct the dates for A/R and Inventory period end. Be sure to account for months ending in Sunday, if the store is closed Sundays. [Insert] to save the changes.

Important Note: On this screen, period 1 is always January and period 12 is always December. The periods here refer to the months of a calendar and do not relate to the General Ledger periods of a fiscal year. If period 1 is dated March 31, the January end of month would not run until March 31! Do not make this mistake!

Store Closed Sunday: There are several months that end on Sunday. If your store is closed on Sunday, change the date for those months. Remember Auto EOM runs immediately after end of day. When End of Day does not run, the End of Month does not run. Adjust the dates accordingly.

CUSTOMERS ALREADY USING AUTO EOM may begin using this calendar by taking the following steps. Select End of Month/Year, and Administration; select EOM Header Configuration. On screen 1, change BOTH Day of the Month questions at the bottom of the screen to zero. [Page-Down] to screen 2. Build the dates for the A/R and Inventory month end. Remember, the periods are months. Period 1 is always January; period 12 is always December. [Insert] to save the changes.

START USING AUTO EOM

To begin using the Automatic End of Month processing, the system must be on at least version 0706.038. Please contact support for assistance in first-time setup. Plan to complete the configuration no later than one week from the first period end. The person responsible for the end of month process should expect to be onsite the very first time the auto end of month is run, for one last time. After a successful auto EOM, no one should have to stay late to monitor the process.

General Ledger Period Close and Auto EOM

The customer is responsible for verifying that General Ledger closed correctly. Auto EOM may be configured to attempt to close G/L. Remember, the Auto EOM will complete even if the General Ledger does not close. Unposted G/L batches, and out of balance conditions will prevent G/L from closing.

Accounts Payable Vouchers: Entry/Edit For Prior Year

After the first of the year, the mail brings invoices for December purchases. Here's how to make sure that everything is expensed in the correct period and fiscal year. The best way is to separate activity for each year. For example, complete voucher creation and edits for the current year, exit, and print the report. Then come back in and handle transactions for the prior year. Separate A/P registers for each year will be easier to track and balance.

Before A/P data entry begins in the New Year, make sure General Ledger closed for last year. Also, make sure the General Ledger Header screen 2 has closing dates assigned for each period in the new year. Next, make sure the A/P header screen 2 contains the correct path to prior fiscal year end data. These steps should already have been completed as part of the Year End procedure done on the first

business day of the new year. See the Advantage Year-End Steps in this issue for more information.

Let's look at some typical situations. The December phone bill arrives in January. Vouchers created after the first of the year WILL post back to last year, provided the Path to prior fiscal year end data is correctly set on screen 2 of the Accounts Payable Header record, and the operator assigns the correct prior year G/L period during voucher entry.

An invoice arrives in January for a December inventory purchase. When editing the existing voucher, the Accounts Payable user will see a message that says:

IN TRANSIT AP VOUCHER WAS ENTERED IN LAST FISCAL YEAR. ALL CHANGES POST TO

CURRENT YEAR.

What this means is the original voucher was expensed to last year, and will remain in last year. If you are adding the invoice number and date, there are no changes to the amounts and no dollars update into the new year.

Also in January, an invoice arrives and the dollars on the original voucher must be changed. Any dollar adjustments to existing vouchers will post into the current fiscal period. Any vouchers removed (RMV) or updated (UPD) update the current period; not last year.

By verifying that General Ledger has closed for the prior year, and the G/L and A/P headers are correctly set before Accounts Payable data entry begins for the new year makes it much easier to keep the system in balance.

