

Advantage End-of-Year Steps, *continued*

8. 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:

9. **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.

10. **Add POS and Purchasing Locations in all EOY datasets. Step 10 is required for ALL companies using document imaging, and ANY company that will print inventory reports from the end of year dataset.**

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

b. 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.

c. 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 10a. At the data directory path, **use F7 to select the calendar year-end dataset.** Build all POS shipping locations.

d. 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 10b. At the data directory path, **use F7 to select the calendar year-end dataset.** Build all POS shipping locations.

11. **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.

12. **Payroll** Please review the Internal Revenue Service Publication 15, Circular E document to obtain the current dependent allowance, FICA and Medicare limits and other information. Use the annual

tables to update the tax table in the Payroll Header Configuration. Contact the accountant or other tax professional to learn what will change for 2011. Contact your state and local governments to verify whether or not income tax rates are changing. Changes require a software update. Print the 2010 W2s from the EOY dataset.

13. **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 and then prompt to close for the year. Don't forget to enter the New Year's closing dates!

14. 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. Press F7 to choose the END OF YEAR dataset. **DOUBLE CHECK** this selection! PLEASE look at it again to make sure you did not accidentally select ANOTHER old prior 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.

15. **Auto EOM Users:** Companies using the CALENDAR with Auto EOM must change the dates from 2010 to 2011. Forgetting this step means EOM **will not run**

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Legacy Software Webinar Schedule 2011

Summer Webinars

All times are Central time zone (CST). Please contact 800-452-2502 to register for classes.

DECEMBER	Date	Time	Instructor
Inventory Counts	December 7	2:00-4:00	Larence
Inventory Counts	December 8	2:00-4:00	Larence
End of Year	December 9	9:00-11:00	Jill
AML Training	December 15	10:00-12:00	Al
Advanced POS	December 16	10:00-12:00	Larence
JANUARY	Date	Time	Instructor
AML Training	January 13	10:00-12:00	Al
Payroll	January 18	2:00-4:00	Jill
Document Imaging	January 19	10:00-12:00	Larence
Accounts Payable	January 20	10:00-12:00	Larence
FEBRUARY	Date	Time	Instructor
Accounts Receivable	February 8	2:00-4:00	Les
Report Generator	February 9	2:00-4:00	Larence
AML Training	February 17	10:00-4:00	Al
Advanced POS	February 23	2:00-4:00	Larence
MARCH	Date	Time	Instructor
General Ledger	March 8	2:00-4:00	Les
Inventory Counts	March 9	2:00-4:00	Larence
Advanced POS	March 15	10:00-12:00	Larence
AML Training	March 16	10:00-12:00	Al

Classes pertain to software versions 0808.00 and higher. The current software version is 0909.017. Webinar sessions are conducted via conference call and online meeting. Each session lasts about two hours. The conference call opens 15 minutes before the meeting start time. The instructor is available to assist people in accessing the website. This helps each training session begin on time. Feel free to ask questions at any time during the presentation.

Attendance is limited to 12 companies per webinar. **Registration is required by 4 pm CST one day prior to class.** Register for classes by calling 800-452-2502 and talking with the support operator. Be sure to reply to the email invitation the operator sends to you, this serves as confirmation that your company will be attending the training.