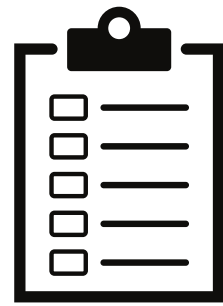


# YEAR END CHECK LIST

---



## BEFORE YOU START

We recommend that you copy the live company to a Year End backup company before you process Year End so that if you need reports you have them. If you do not, then at the very least keep a SQL Backup separately so you have one.

---



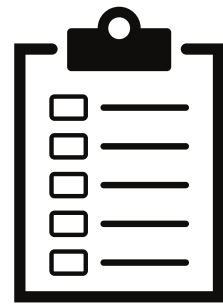
## RUN JOURNAL REPORTS AND DISTRIBUTION REPORTS

- |   |  |
|---|--|
| <input type="checkbox"/> AP TRIAL BALANCE                         | <input type="checkbox"/> INVENTORY VALUATION   |
| <input type="checkbox"/> AR TRIAL BALANCE                         | <input type="checkbox"/> WIP VALUATION   |
| <input type="checkbox"/> AR CREDIT MANAGEMENT REPORT<br>In Detail | <input type="checkbox"/> ASSETS REPORTS<br>Depreciation Calculation<br>List of Additions<br>List of Disposals    |
| <input type="checkbox"/> GL TRIAL BALANCE                         | <input type="checkbox"/> GL - GLOBAL BUDGET MAINTENANCE<br>If required copy this year's<br>budget into next year |
| <input type="checkbox"/> GL GLOBAL TAX REPORT                     |  |
| <input type="checkbox"/> LIST OF SALES ORDERS                     |  |
| <input type="checkbox"/> LIST OF PURCHASE ORDERS                  |  |
- 



## RUN BALANCE FUNCTIONS

- AP PERIOD END BALANCE FUNCTION  
With the Reset lowest unprocessed journal selected
- AR PERIOD END BALANCE FUNCTION  
With the Reset lowest unprocessed journal selected
- AR TRANSACTION PROCESSING  
A/R Bank Deposit Slip
- CB PERIOD END BALANCE FUNCTION  
With the Reset lowest unprocessed journal selected
- ASSETS PERIOD END BALANCE FUNCTION  
With Reset selected
- INV PERIOD END BALANCE FUNCTION  
With Reset selected
- WIP PERIOD END BALANCE FUNCTION
- SALES ORDER PURGE  
As a Balance
- PURCHASE ORDER PURGE  
As a Balance
- GRN PURGE  
As a Balance
- SALES ANALYSIS UPDATE



## YEAR END CHECK LIST

---



### GL INTEGRATION PROGRAMS

Manually check the GL Integration programs for each Module for any un-posted Journals

- |   |   |
|---|---|
| <input type="checkbox"/> AP INVOICE GL INTEGRATION  | <input type="checkbox"/> INVENTORY GL INTEGRATION                                       |
| <input type="checkbox"/> AP PAYMENTS GL INTEGRATION | <input type="checkbox"/> GRN GL INTEGRATION   |
| <input type="checkbox"/> AR INVOICE GL INTEGRATION  | <input type="checkbox"/> TRADE PROMOTIONS GL INTEGRATION                                |
| <input type="checkbox"/> AR PAYMENTS GL INTEGRATION | <input type="checkbox"/> WIP PART BILLINGS GL INTEGRATION                               |
| <input type="checkbox"/> CASH BOOK GL INTEGRATION   | <input type="checkbox"/> WIP LABOUR GL INTEGRATION                                      |
| <input type="checkbox"/> ASSET GL INTEGRATION       | <input type="checkbox"/> GL POST MULTIPLE NORMAL JOURNALS<br>Select Sub Module Journals |



### YEAR END BY MODULE

Tip: always ensure that the option "Close Application" is deselected when processing Year End only

- |  |  |
|--|--|
| <input type="checkbox"/> ACCOUNTS PAYABLE – PERIOD END<br>Select Year End Only Function    | <input type="checkbox"/> ASSETS RECEIVABLE – PERIOD END<br>Select Year End Only Function |
| <input type="checkbox"/> ACCOUNTS RECEIVABLE – PERIOD END<br>Select Year End Only Function | <input type="checkbox"/> INVENTORY – PERIOD END<br>Select Year End Only Function         |
| <input type="checkbox"/> CASH BOOK – PERIOD END<br>Select Year End Only Function           | <input type="checkbox"/> WORK IN PROGRESS – PERIOD END<br>Select Year End Only Function  |



### GENERAL LEDGER – PERIOD 12 TO PERIOD 13

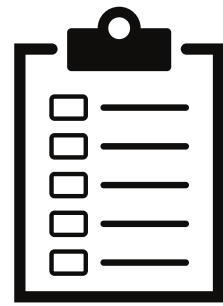


#### KEEP IN MIND

In the General Ledger, you will process a month End from Period 12 to Period 13 any adjustment Journals will be done. Then the only option you will have is to process a Year End. With the GL Year-End, you must select the option - Set expense and revenue accounts to zero.

#### GENERAL LEDGER - PERIOD END

- Select Year End Only Function, set expense and revenue accounts to zero
- Ensure "Close Application" is not selected as it will let you know if completed successfully or not.



## YEAR END CHECK LIST

---



### NOTE

You can have the other modules in Period 1 and leave the GL in period 12 you don't have to roll everything into the new year IF you roll your GL and you haven't completed your entries, your retained earnings will change.

Auditors normally only arrive after Year End therefore we do allow the GL to roll. When the auditors come, they make their adjustments to period 13 ONLY as this does not affect the financial statements for Period 12.



### OPENING FOR THE NEW FINANCIAL YEAR

Enter the expected period end dates within the Module setup – Financial – General Ledger – Periods Tab

- ACCOUNTS PAYABLE – GL PERIOD END SETUP  
Enter expected month end dates
- ACCOUNTS RECEIVABLE – GL PERIOD END SETUP  
Enter expected month end dates
- CASH BOOK – GL PERIOD END SETUP  
Enter expected month end dates
- ASSETS RECEIVABLE – GL PERIOD END SETUP  
Enter expected month end dates
- INVENTORY – GL PERIOD END SETUP  
Enter expected month end dates
- WORK IN PROGRESS – GL PERIOD END SETUP  
Enter expected month end dates



### STUCK - NEED A HELPING HAND ?

CONTACT SUPPORT IF YOU NEED HELP, BE SURE TO NOTE WHAT VERSION OF SYSPRO YOU ARE WORKING ON, WHAT MODULE AND WHAT PROGRAM.

Remember to take note of exactly what the problem is - if its on the screen take a screenshot, if it is a transaction remember to record the transaction number/ account / journal/ value to help your support person solve your issue quickly and efficiently