

Balances and Year End

Training Guide | SYSPRO 8

Last Published: January 2019



Contents

Preface.....	3
Year End Procedures.....	4
Balancing	4
Running the Accounts Payable balance function.....	5
Running the Accounts Receivable balance function.....	5
Printing a bank deposit slip.....	6
Running the Cash Book balance function.....	6
Running the Assets balance function.....	6
Running the Inventory balance function.....	6
Running the Work in Progress balance function.....	6
Running the Sales Orders balance function.....	7
Running the Purchase Orders quantity validation function.....	7
Running the GRN balance function.....	7
Updating the General Ledger.....	7
Running the AP Invoice GL Integration update.....	8
Checking for GL Journals that are on hold.....	8
Posting multiple normal journals.....	9
Copying a budget.....	9
Closing the year	10
Running the Accounts Payable year end.....	10
Running the General Ledger year end.....	11
Opening General Ledger periods and setting period end dates.....	11



Preface

This document provides a guide of the procedures to be followed when processing year-end.

Target audience

This feature guide is aimed at Partners, super users and end users.

Objectives

Using this document you should be able to perform the following year-end procedures:

- Balancing procedures
- Updating the General Ledger
- Running the year-end function in all modules.

Prerequisite knowledge

Users must be able to navigate through SYSPRO and have an understanding of the period-end and GL Integration functions. A basic understanding of general accounting principles and the relationship between the sub-ledgers and the General Ledger will also be useful.

Year End Procedures

Here are the basic steps to a Year End. Details and tasks are provided later on in the document.

1. Before you begin, ensure that you have run all journal reports and distributions reports.
2. The balancing procedures must be run as the first step in the Year End procedures.
3. Once balancing is complete, check the **GL Integration** programs for each module to ensure that all GL journals have been created. Post all journals into the General Ledger.
4. Other steps in the Year End procedures may involve printing reports that might be required for the sub-ledger, for example:
 - AP Trial Balance
 - AR Trial Balance
 - AR Credit Management Report in Detail
 - GL Trial Balance
 - GL Global Tax Report
 - List of Sales Orders
 - List of Purchase Orders
 - Inventory Valuation
 - WIP Valuation
 - Asset Depreciation Calculation
 - Asset List of Additions
 - Asset List of Disposals
5. The final step in Year End processing is to close the year.

There are two Year End functions available in the **Period End** programs:

- **Year end only** - this option performs the year end routine, closes the current year and opens the new year for processing.
- **Year end and purge** - this option performs the year end routine and also purges records that are outside the defined retention period as defined in the module's setup options.

Note:

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.

Balancing

Period End Balance function

Regardless of whether your database is C-ISAM or SQL, SYSPRO recommends that you run the **Balance** function of the **Period End** program for each sub-ledger in order to reset / recalculate module specific static information. This also helps to ensure that the value of transactions posted in each sub-ledger agrees with the values on the sub-ledger control record.

In addition, you should always select the **Reset lowest unprocessed journal** option if it is available in the **Period End** program. The **GL Integration** program(s) use the lowest unprocessed journal number as a starting point to create and/or post General Ledger journals. Selecting this option therefore ensures that no sub-ledger journals are skipped when the General Ledger journals are created/posted.

 **Note:**

This function can also be performed using the **GL Integration Utility** program (**General Ledger > GL Integration > GL Integration Utility**).


You should print a copy of the **Balance** function report, especially if the balance function reports problems with the data, because it can be difficult to trace the source of the problem without a printed copy of the report to give you an idea of where to start.

 **Note:**

Before you run the **Period End** programs, you should ensure that all operators are logged out of SYSPRO. This is because the **Period End** programs lock certain tables / files exclusively in order to prevent the entry of data whilst the **Balance** function takes place.

GL Balancing Tool

The **GL Balancing Tool** program can be used to find imbalances in the different modules by comparing the module's transactions against what was processed to the General Ledger. This program provides a method of finding the transactions that are causing the imbalances. The program will give you the option to view the imbalances and in some cases you are able reverse or post the transactions causing the imbalance.

 **Note:** This program can be found by navigating to the **Program List > General Ledger > GL Integration > GL Balancing Tool**.

The **GL Balancing Tool** program can be used for the following modules:

- Accounts Payable
- Accounts Receivable
- Assets
- Cash Book
- GRN
- Inventory
- Work in Progress

Running the Accounts Payable balance function

The following steps describe how to run the balance function in the **Accounts Payable** module.

1. Open the **AP Period End** program (**Accounts Payable > AP Period End**).
The **AP Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Reset lowest unprocessed journal** from the **Processing options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.
3. Exit the program.

Running the Accounts Receivable balance function

The following steps describe how to run the balance function in the **Accounts Payable** module.

1. Open the **AR Period End** program (**Accounts Receivable > AR Period End**).
The **AR Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Reset lowest unprocessed journal** from the **Processing options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.

3. Exit the program.

Printing a bank deposit slip

The following steps describe how to print all unprinted bank deposit slips.

1. Open the **AR Bank Deposit Slip** program (**Accounts Receivable > Transaction Processing > AR Bank Deposit Slip**).
The **AR Bank Deposit Slip** window is displayed.
2. Print the deposit slips.
 - a) Select **All** in the **Bank Selection** field.
 - b) Select **All** in the **Currency Selection** field.
 - c) Select **All** in the **Operator Selection** field.
 - d) Ensure that the **Reprint** option in the **Journal Options** group is deselected.
 - e) Select **Start Processing**.
3. Exit the program.

Running the Cash Book balance function

The following steps describe how to run the balance function in the **Cash Book** module.

1. Open the **Cash Book Period End** program (**Cash Book > Cash Book Period End**).
The **Cash Book Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Reset lowest unprocessed journal** from the **Processing options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.
3. Exit the program.

Running the Assets balance function

The following steps describe how to run the balance function in the **Assets** module.

1. Open the **Period End** program (**Assets > Period End**).
The **Assets Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Reset lowest unprocessed entry** from the **Processing options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.
3. Exit the program.

Running the Inventory balance function

The following steps describe how to run the balance function in the **Inventory** module.

1. Open the **Period End** program (**Inventory > Period End**).
The **Inventory Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Reset lowest unprocessed entry** from the **Reset options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.
3. Exit the program.

Running the Work in Progress balance function

The following steps describe how to run the balance function in the **Work in Progress** module.

1. Open the **Period End** program (**Work in Progress > Period End**).
The **Work in Progress Period End** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Start Processing**.
 - c) Select **OK**.
3. Exit the program.

Running the Sales Orders balance function

The following steps describe how to run the balance function in the **Sales Orders** module.

1. Open the **Order Purge** program (**Sales Orders > Order Purge**).
The **Sales Order Purge** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Validate inventory quantity allocations** from the **Balance options** group.
 - c) Select **Start Processing**.
 - d) Select **OK**.
3. Exit the program.

Running the Purchase Orders quantity validation function

The following steps describe how to run the quantity validation function in the **Purchase Orders** module.

1. Open the **Purchase Order Purge** program (**Purchase Orders > Purchase Order Purge**).
The **Purchase Order Purge** window is displayed.
2. Run the validation function.
 - a) Select the **Validate inv on order quantity** function.
 - b) Select **Start Processing**.
 - c) Select **OK**.
3. Exit the program.

Running the GRN balance function

The following steps describe how to run the balance function in the **GRN** system.

1. Open the **GRN Purge** program (**Purchase Orders > GRN system > GRN Purge**).
The **GRN Purge** window is displayed.
2. Run the balance function.
 - a) Select the **Balance** function.
 - b) Select **Update out of balance GRN's** from the **Options** group.
 - c) Select **Validate and correct supplier mismatches** from the **Options** group.
 - d) Select **Start Processing**.
 - e) Select **OK**.
3. Exit the program.

Updating the General Ledger

Once you have run the balance function for each module (and regardless of your integration method), you should check the **GL Integration** programs for any sub-ledger journals for which the GL journal has not yet been created.

The **GL Integration Update** function should be run in the following programs:

- AP Invoice GL Integration

- AP Payments GL Integration
- AR Invoice GL Integration
- AR Payments GL Integration
- Cash Book GL Integration
- Asset GL Integration
- Inventory GL Integration
- GRN GL Integration
- Trade Promotions GL Integration
- WIP Part Billings GL Integration
- WIP Labor GL Integration

These programs can be found in the **GL Integration** folder for each individual module, or in the **GL Integration** folder in the **General Ledger** module.



Note:

Whilst the task below uses the **AP Invoice GL Integration** as an example, the same steps can be applied to each of the GL Integration programs.

Finally, you must ensure that all GL Journals including journals created for sub-module transactions are posted into the **General Ledger**. Remember to check for and release any journals that are on hold.

Running the AP Invoice GL Integration update

The following steps describe how to create General Ledger journals from the transaction journals produced for **Accounts Payable** invoice transactions.

1. Open the **AP Invoice GL Integration** program (**Accounts Payable > GL Integration > AP Invoice GL Integration**).
The **AP Invoice Integration Update** window is displayed.
2. Enter your **Journal** options.
 - a) Select **Single** in the **Functions** field.
 - b) Select the **Browse** icon in the **Journal** field.
The **AP Supplier Journals** window is displayed.
3. Select the journal to be processed.
 - a) Highlight the first journal in the list.
 - b) Select **Select**.
The **AP Invoice Integration Update** window is displayed.
4. Process the selected journal.
 - a) Ensure that the **Close this application** option is deselected.
 - b) Select **Start Processing**.
The **AP Invoice Integration Update** window is displayed.
5. Repeat steps 2 to 4 until all journals have been processed.
6. Exit the program.

Checking for GL Journals that are on hold

The following steps describe how to check for any General Ledger journals that are on hold.

1. Open the **GL Journal Entry** program (**General Ledger > Transaction Processing > GL Journal Entry**).
The **GL Journal Entry** window is displayed.
2. Open the **GL Normal Journals** browse.
 - a) Select the **Browse** icon.
The **GL Normal Journals** window is displayed.
3. View journals that are on hold

- a) Select **Include: On Hold** from the toolbar.
 - b) Select the **Go** icon.
- Any journals that are on hold are displayed.
4. Select the journal to be released.
 - a) Highlight the first journal in the list.
 - b) Select **Select**.

The journal is displayed in the **GL Journal Entry** window.
 5. Release the selected journal.
 - a) Select **Release Journal** from the **Functions** menu.
 6. Repeat steps 2 to 5 until all journals have been released.
 7. Exit the program.

Posting multiple normal journals

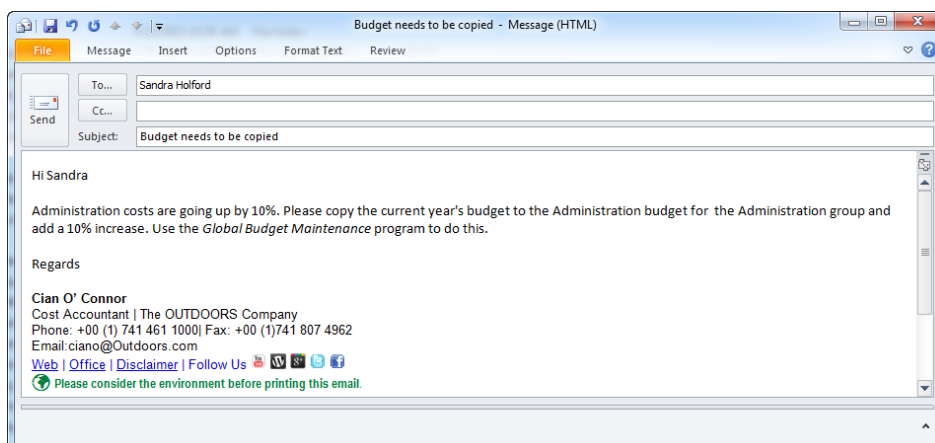
The following steps describe how to post multiple normal journals to the general ledger.

- i** Instead of having to select each journal individually, use the **GL Post Multiple Normal Journals** program to post all unposted journals.
 1. Open the **GL Post Multiple Normal Journals** program (**General Ledger > Transaction Processing > GL Post Multiple Normal Journals**).
The **GL Post Multiple Normal Journals** window is displayed.
 2. Enter the posting options.
 - a) Ensure that the **Sub module journals** option is selected.
 - b) Ensure that all modules are selected in the **Sub module journal selection** group.
 3. Select **Start Processing** to post the journals.
 4. Exit the program.

Copying a budget

The following steps describe how to copy a set of budgets.

- i** Using the information below, copy a set of budgets for the cost accountant.



1. Open the **Global Budget Maintenance** program (**General Ledger > Budgets > Global Budget Maintenance**).
The **GL Global Budget Maintenance** window is displayed.
2. Select the options in the **GL Budget Selections** pane.

Select **Copy** in the **Function** field.

Select **Single** from the **Group** selection.

Enter **64** (Administration group) at the **Group** field.

Accept **All** in the **Ledger code selection** field.

3. Copy the required budgets.

a) Indicate the budget from which you want to copy budget figures.

Select the default option - **This year** from the **Copy from budget** options.

b) Indicate the budget to which you want to copy budget figures.

Select **Administration (Alternate budget 2)** from the **Copy to budget** options.

c) Enter the new revision level.

Enter *Admin increase* in the **New revision level** field.

d) Enter the percentage change.

Enter *10* in the **Percentage change** field.

4. Select **Start Processing**.

The number of budgets copied is displayed in the status bar.

5. Exit the program.

Closing the year

You are now ready to process the year-end function in each of the modules.

You should run the **Year end only** function in each of the following modules (where applicable):

- Accounts Payable
- Accounts Receivable
- Cash Book
- Assets
- Inventory
- Work in Progress



Note:

Whilst the task below uses the **Accounts Payable** year end as an example, the same steps can be applied to each of the modules.

In the **General Ledger** you will process a month-end from Period 12 to Period 13. Any auditors adjustment journals will be posted in Period 13. Then the only option you will have is to process a year end.

After year end has rolled please open all periods and enter the period end dates in the **General Ledger**. Also enter the expected month end dates for all sub-modules.

Running the Accounts Payable year end

The following steps describe how to set the 1099 YTD net payments to zero (if your Nationality is set to USA) and to close the current year and open up a new month in the new year for processing your **Accounts Payable** transactions.

1. Open the **AP Period End** program (**Accounts Payable > AP Period End**).
The **AP Period End** window is displayed.
2. Select the processing options to Set the 1099 YTD net payments to 0.
 - a) Ensure that the **Set 1099 YTD net payments to 0** option is selected, if your **Nationality** is set to **USA** and your business makes use of 1099 IRS documents.
 - b) Ensure that the **Close this application** option is deselected.
3. Process the **Set 1099 YTD net payments to 0**.
 - a) Select **Start Processing**.
 - b) Select **OK**.
4. Select the processing options to run the year end.

- a) Select **Year end only**
- b) Ensure that the **Close this application** option is deselected.
- 5. Process the year end.
 - a) Select **Start Processing**.
 - b) Select **OK**.
- 6. Exit the program.

Running the General Ledger year end

The following steps describe how to close the current year and open up a new period for processing your **General Ledger** transactions.

1. Open the **GL Period End** program (**General Ledger > GL Period End**).
The **GL Period End** window is displayed.
2. Select the processing options.
 - a) Select **Year end only**.
 - b) Select **Set expense and revenue accounts to zero**.
 - c) Ensure that the **Close this application** option is deselected.
3. Process the year end.
 - a) Select **Start Processing**.
 - b) Select **OK**.
4. Exit the program.

Opening General Ledger periods and setting period end dates

The following steps describe how to open General Ledger periods and set period end dates.

1. Open the **General Ledger Setup** program by selecting the (**SYSPRO Ribbon bar > Setup > Setup Options > Financial Periods > General Ledger**).
The **Financial Periods > General Ledger** pane is displayed.
2. Click on the **Calendar** icon in the **Period 1** field for the **Current Year**.
The **Calendar** window is displayed.
3. Update the selected period.
 - a) Enter the expected period end date.
 - b) Select **Open** for the **Period Status** field.The updated settings are displayed against the **Period**.
4. Repeat steps 2 and 3 for all remaining periods.
5. Exit the program.