MCSJ Finance Purge

GAAP Oldest Year Check (*New Jersey clients see page 2*)

Finance > G/L > Account Maintenance

ile	<u>F</u> inance	Billing/Collections	Personnel	Syste	em <u>U</u> tilities	Window	Favorites	Help		
	<u>G/L</u> Revenue Expenditure A/P		Account <u>Maintenance</u> G/ <u>L</u> Batch Create End Period Closing Entries							
	A/P Eixed Asset Escr <u>o</u> w Inventory Control			Chart of Accounts Account Listing Trial Balance						
	Budget Prep			•	Financials Transaction Inquiry					
	Fund Maintenance			Posting Reference						
	Fund Listing		G/L Control Headings Maintenance							
	<u>C</u> lass Maintenance Class <u>G</u> roup Maintenance			Bank Reconciliation						
	Department Maintenance Location Maintenance Finance Report Extract Statement of Revenue and Expenditures Posting Reference Report Finance Change Transaction Inquiry			Account Description Maintenance CAFR Description Maintenance						
					 Department Description Maintenance Item Description Maintenance 					

Under the Year Drop Down Box all years within the program will be displayed.

9	G/L Acco	ount Mainten	ance			
🕂 Add 🔛 Edit 🛛 🔀 Close 🛛 👔	Delete 🛛 🚱 P	revious	🕑 Next 📃	Detail	S Balance	Pelp
Account: Xea	ir: Current	Account	t Type: Asset		-	
Desc:	Current					
General Tracking Ids Class Ids	Prior					
	2020	-	Dahit Astivi			
Checking:	2019		Debit Activi	iy Ci	edit Activity	
	2018	Jan:				
		Feb:				
		March:				
		April:				
		May:				
		June:				1
		July:)
		Aug:)
		Sept:]
Debit	Credit	Oct:				
Opening Bal:		Nov:				
Current Bal:		Dec:				0

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If your oldest year displayed is 2014 and your Finance Fiscal End of Year is 06/30/2023 (Calendar 12/31/2023), then you will be required to schedule a MCSJ Finance Purge.

NJ Calendar Oldest Year Check

Finance > G/L > Account Maintenance

<u>G</u> /L	Account Maintenance					
<u>R</u> evenue	► G/L Batch					
<u>B</u> udget	Create End Period Closing Entries					
A/P	Chart of Accounts					
Eixed Asset	Account Listing					
Escrow	Trial Balance					
Inventory Control	Financials					
Budget <u>P</u> rep	Transaction Inquiry Posting Reference G/L Control Headings Maintenance					
F <u>u</u> nd Maintenance						
Fund Listing						
<u>C</u> lass Maintenance	Bank Reconciliation					
Class <u>G</u> roup Maintenance						
Depart <u>m</u> ent Maintenance	Account Description Maintenance CAFR Description Maintenance Department Description Maintenance Item Description Maintenance					
Location Maintenance						
Finance Report E <u>x</u> tract						
Statement of Revenue and Expenditures						
Posting Reference Report						
Finance Change Transaction Inquiry						

In the field for the account number, enter a 4 and press F3 on your keyboard to bring up the Picklist, if your End of Year is 06/30/2023 (Calendar 12/31/2023). If accounts for your year **4** appear, then you will be required to schedule a MCSJ Finance Purge.

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).		G/L Account Maintenance	
🐈 Add 🛛 😥 Eo	tit 🔀 Close 🔟 De	lete OPrevious ONext	Balance 🕢 Help
Account: 2-]]	Desc:	
count Type: As	Picklist		×
eneral Tracking	4-01-000-00-000-000	CASH - REVENUE FUND	
Checking:	4-01-101-01-000-000	tivity	
	4-01-101-01-000-005	CASH PAYROLL	
	4-01-101-01-000-010	CASH - PAYPAL	
	4-01-101-01-000-030	CASH LUMBERYARD	
	4-01-101-01-000-040	CASH PRIDE GRANT	
	4-01-101-01-000-050		
	4-01-102-01-000-000 4-01-103-01-000-000	CHANGE FUND	
		PETTY CASH	
	4-01-110-01-000-000	Clean-up Charges Receivable	
	4-01-110-04-000-000	CURRENT TAXES A / R	
	4-01-111-04-000-000		
pening Bal:			
Current Bal:	OK	Cancel Up Down	

About MCSJ Databases and Future Year(s)

An MCSJ database can only store 10 years of data at one time. The year 2014 cannot exist at the same time as year 06/30/2024. The same is true for 2015 not able to exist when 12/31/2025 is created.

If your Database utilizes our Future Year Option, then you will want to take into consideration this year when determining if you need an MCSJ Finance Purge.

For Example:

Go to: System Utilities > System Parameter Maintenance

9				Sy	stem	Paran	neter Ma	
Edit 🔰 🔰	Close	÷						
ystem must be	locked	l to edit the fie	elds d	isplayed in rec	ŧ.			
General Loca	l Backu	MFA						
	Year		Start Date		End Date		Future Years	
Current: 202		01/01/2023		12/31/2023	T	1:	2024	
Reserve:	2022	01/01/2022		12/31/2022		2:		
						3:	1	

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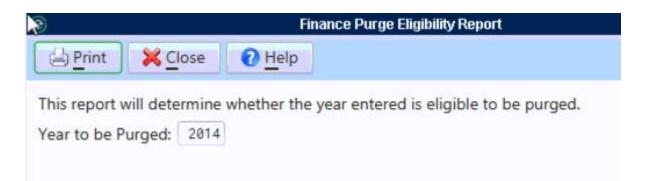
If you have a *Future Year* of 2024, then your oldest year of 2015 would be required for a Finance Purge. You will not be able to run your Finance End of Year until a representative from Edmunds GovTech performs this routine for you.

Finance Purge Eligibility Report

Once you have determined your year(s) to be purged, please utilize our Finance Purge Eligibility Report. This can be found under the Help Menu.



In this routine you will enter each year individually and report to Edmunds GovTech any errors or discrepancies that generate on these reports.



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