

A large, light blue, stylized graphic of the letter 'e' that serves as a background for the title text.

**Financial Management  
Software Manual  
Year End Processing**

## Year End Processing

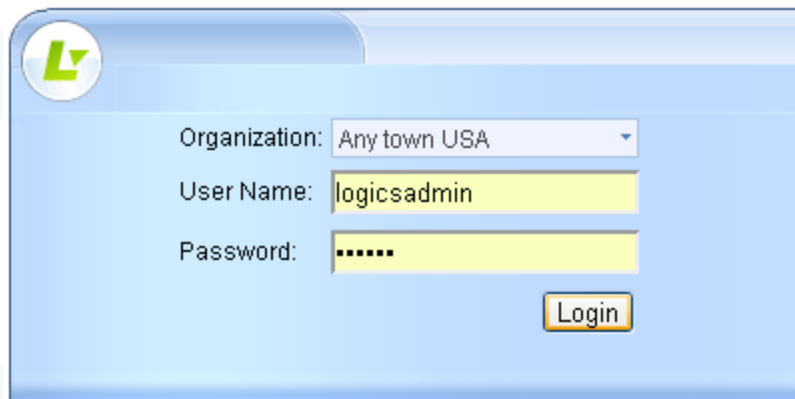
### What is Year End Processing?




Year End Processing rolls forward the ending balances of the ending year into the next fiscal year. There are several steps necessary before you can execute year end processing. **Remember these steps must be completed before you will be able to post any transactions to the new fiscal year (including but, not limited to accounts payable, accounts receivable, adjustments, etc.).**

1. All invoices batches must be processed to completion, including posting to the general ledger.
2. All journals of every type must be posted to the general ledger.
3. All open purchase orders must be updated
4. Before beginning the actual process of rolling balances to the new fiscal year, you must be the only user on ALL LOGICS APPLICATIONS.
5. Be sure you have a current backup or call 919-232-2378 or email [support@edmundsgovtech.com](mailto:support@edmundsgovtech.com) and ask that a back-up be taken of your financial management database.


### How to get ready for year end processing

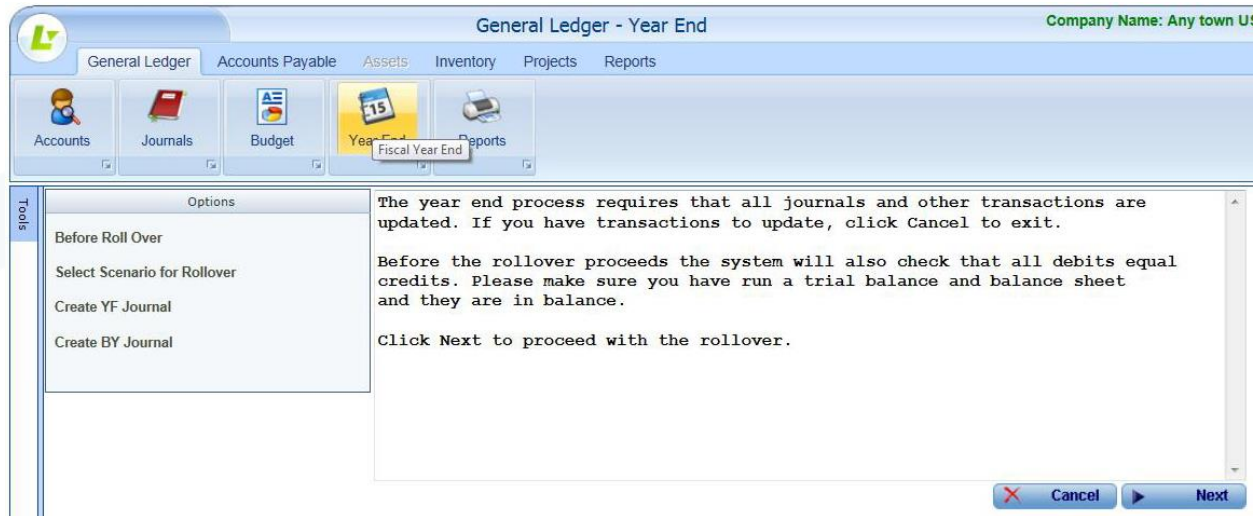
1. Sign in with your user name and password:



A screenshot of a web-based login form. The form has a light blue background and a rounded top-left corner. In the top-left corner, there is a circular icon with a green 'L' and a checkmark. Below the icon, there are three input fields: 'Organization:' with a dropdown menu showing 'Any town USA', 'User Name:' with the text 'logicsadmin', and 'Password:' with a masked field of six dots. A 'Login' button is located at the bottom right of the form.

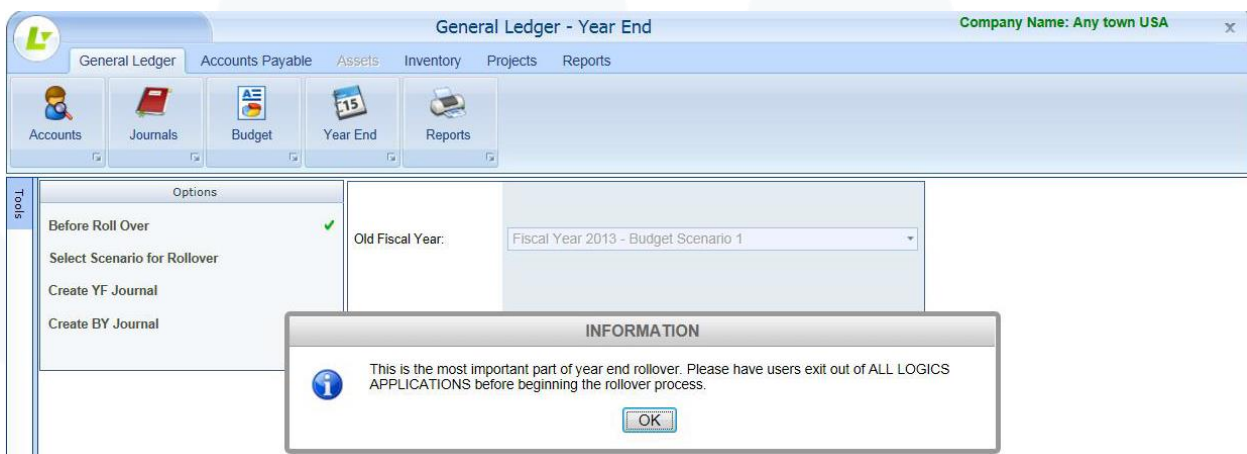
2. From the Accounts Payable tab, select the  **Bills** console. Bring all payables up to date. This should include Purchase Card and Manual check batches also.
  - **Print, approve and update/post** to the general ledger.
3. Select the General Ledger Tab, and the Journals console.
  - Examine the  **Journal** entries. When you are satisfied that they are valid and appropriate,
  - **Print, approve and update/post** each one
4. From General Ledger Tab, and Accounts Console
  - Tools, Rebuild Chart Totals, Select All, Save
5. From the General Ledger tab, select the  **Reports** console, and the **Tools** side menu.
  - Prepare **Balance Sheet** and/or **Trial Balance**, ending period 13, and confirm that debits equal credits for each fund.

### Year End Processing

1. Make sure that you are the only User in all Logics applications.
2. From the General Ledger tab, select the  Year End console.
3. On the first tab, you will see Before Roll Over selected in the Options box.




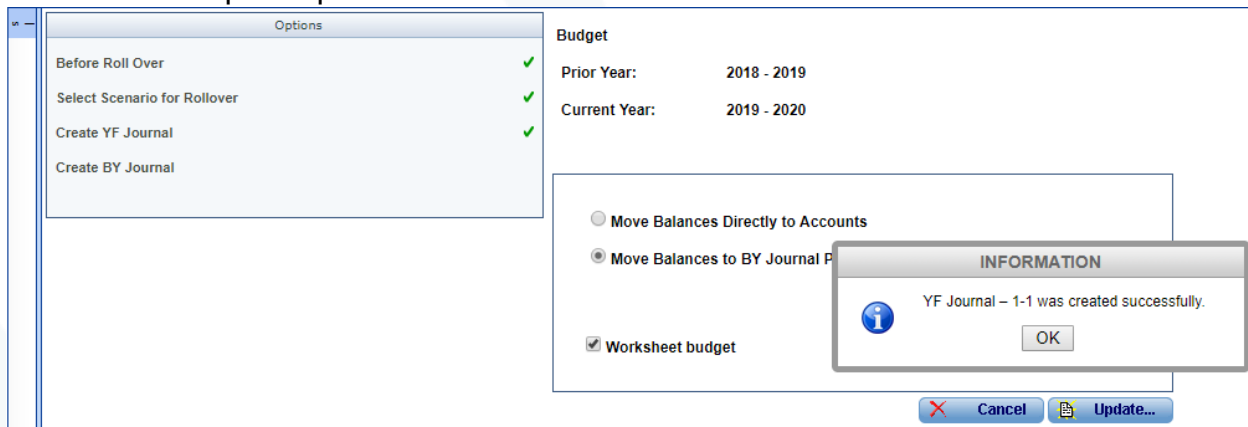
- Following the instructions, click  **Cancel** to exit if you have any transactions to post. Otherwise, click  **Next** to proceed to the next window. Read the information pop-up, and be sure there are no other users on any of the LOGICS Applications.



- Click **OK** to dismiss the information pop-up.
- If the system finds any unposted journals for the current fiscal year, you will see the information pop up below, click **OK** to exit from year end processing. Locate the journal entries, review them, click approve and update them to the general ledger or delete them if they should not be posted.

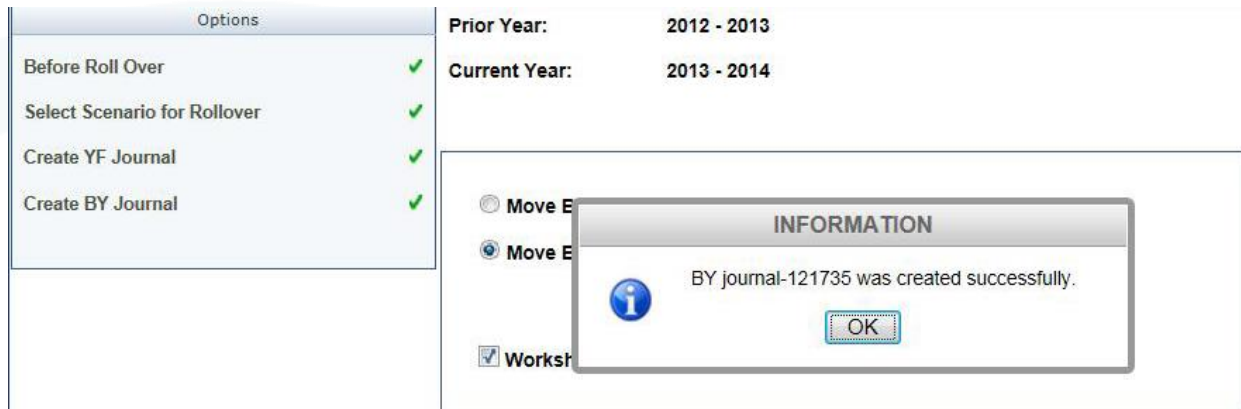


7. Select the Scenario for Rollover by identifying the fiscal year and budget scenario that are ending, and the fiscal year and budget scenario that are you are opening.
8. Click  **Next**.
9. In the Create YF (Year Forward) journal entry, confirm the prior fiscal year, the current fiscal year, and the Move Balance to journal proof report option.



10. An information dialog box will report that the YF (Year Forward) journal was created, and specify its number.
  - The second number of the YF journal number will increase if you must regenerate it: 1-1, 1-2 and so forth.
11. Click **OK**.
12. At this point you have created your new fiscal year. If you are not ready to adopt your new budget you can navigate away from this area in your application. If you want to be able to create the BY (Budget Year) journal continue to step 13 of these instructions.

13. You will now see the **Create BY Journal** window. Specify which budget scenario to prepare from the scenarios available.



14. Click **OK** to acknowledge creation of the BY (Budget Year) journal.

15. Return to General Ledger,  **Journals** console.

16. **Print (Journal Proof), Approve and Post/Update** the two journal entries you will see there: One YF (Year Forward) journal entry and one BY (Budget Year) journal entry.

- Saving the printed versions of both journal entries will be to your advantage, although you can find each by journal type.
- Placing all the saved reports in a location that will be easily located during audit season will be to your advantage.

NOTE: If the YF Journal is out of balance (and you know the balance sheet and trial balance from the prior year were in balance) you can delete the journal from the grid and follow these steps to create a new one as it may be necessary to rebuild chart totals and re-create.

1. General Ledger > Accounts > Side bar tools menu > Select "Rebuild Chart Totals"
2. Select the prior fiscal year from the drop-down menu in the search engine at the top
3. Click Find
4. Check the box at the top of the grid for "Select All"

5. Click 'Save' at the bottom of the grid.
6. You will see a confirmation message that the Rebuild is complete. Click 'OK'
7. Go to General Ledger > Journals > Side bar tools menu > Select "Rebuild YF Journal"
8. Select "Move Balances to YF Journal Proof Report" or "Move Balances directly to Accounts"
9. Click 'Update'
10. Refresh your journal grid and the new YF journal should display for you to be able to print, approve and update into the general ledger.
11. General Ledger > Accounts > Side bar tools menu > Select "Rebuild Chart Totals"
12. Select the current fiscal year from the drop-down menu in the search engine at the top
13. Repeat steps 4 – 6

**NOTE: You will need to repeat these steps as often as transactions are processed into your prior year and need to be brought forward to the new fiscal year.**

**If you use Purchase Orders and encumber these against your budget, you will need to run the process to close and re-encumber purchase orders prior to any receiving in the new fiscal year. If after they are rolled forward to the new fiscal year, receipt is done to the prior year, a manual budget carryover adjustment may be necessary in the new fiscal year.**

Congratulations! You have completed Year End Processing.