



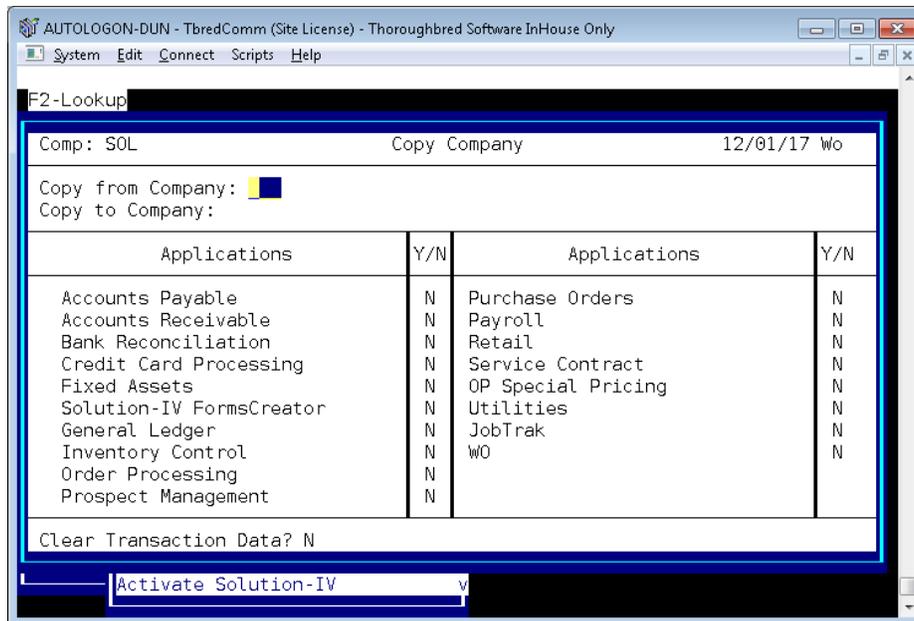
# Solution-IV®

## Period End Processing

### General Ledger

The first step is to create a Copy Company of the live/current GL data. Here is how you do that:

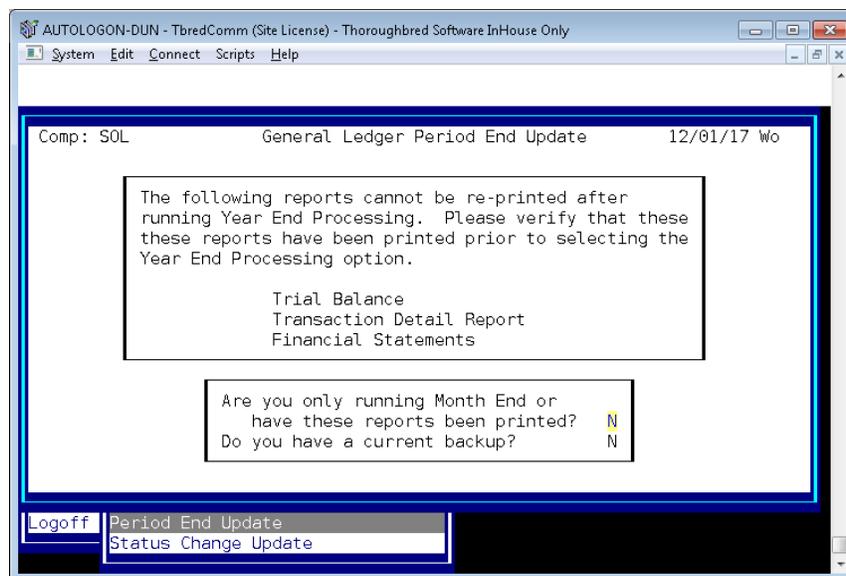
1. From the **Solution-IV Main Menu**, select **Utilities - Company/Password Menu - Copy Company**.



- From Company would be your live company code.
- To Company is what you want the copy to be called – i.e. G16 for GL 2016.
- Then you put a **Y** next to the modules/applications that you want to copy to the Copy Company. In this case all you need to copy is General Ledger, Accounts Payable and Utilities. You don't need to do a full copy with all the modules unless you also plan on clearing historical data in all the other modules.
- For Clear Transaction Data – leave that as **N**. You **want** to copy the transaction data to this new G16 company.
- Then it will ask you for the Disk Number where files should be created – enter the **D#** value tied to the **SOL4** directory.
- Then it will ask if you want to Copy – say **Yes** and it will start copying the files.

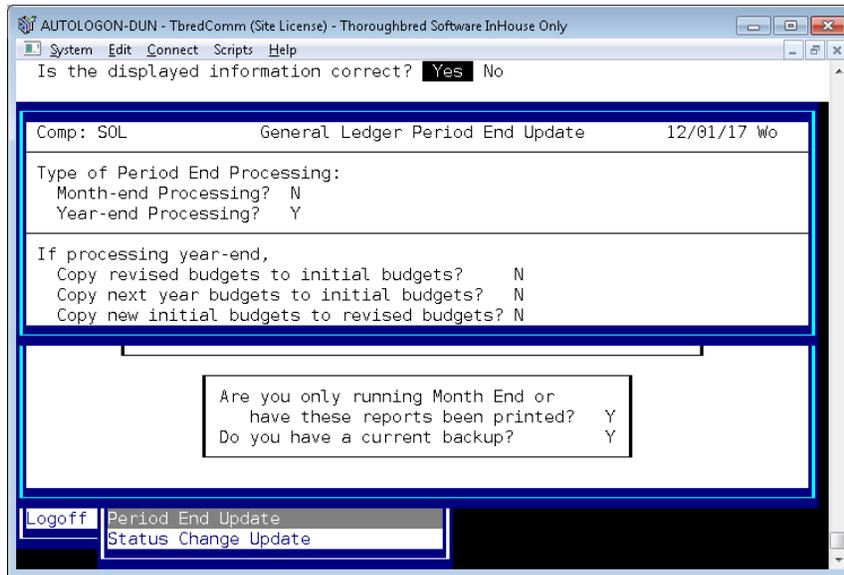
- Before it finishes it will ask **Reset company ranges for financial reports** – answer **Yes**. What this does is it sets the Financial Reports for this new G16 company to run off the G16 data and not the live data which will be set to the new year.
  - Once this step is completed, it will say **Company Copied** and then you can press return and it will take you back to the Company/Password Menu.
2. Now before you do anything else, from the **Solution-IV Main Menu**, go to **Select Current Company** and enter in the new company code you created. Run the GL Trial Balance there and make sure it matches up to the Trial Balance in your live company – just a quick way to verify the copy worked.
  3. When you're done with that, go back to **Select Current Company** and get back into your live company.
  4. Now you can proceed to run your GL Year End by doing the following:

### General Ledger – Period End Processing



- You can run the 3 reports it mentions above if you want or need a copy and then answer **Y** to the two questions below – your backup is that copy company that was created.

- On the next screen, enter an **N** on the first option and a **Y** on the second so you run the Year End option only.



- If you have budget information entered into the system then enter a **Y** on the appropriate field in the next section.
- Running the Year End update will automatically clear the detail transaction file for the year you are closing, hence the reason for the copy company which will still have the data for you to access.
- Once this process completes you can go to **General Ledger – Code File Maintenance – GL Parameters Maintenance** and you should see the periods 1-12 on the right now set to 2017 in your live company and in your G16 copy you will see 1-12 set as the old year 2016.

## Accounts Receivable

1. You should run Year End Processing in Accounts Receivable after your final Sales Journals (in both Accounts Receivable and Order Processing) and Cash Receipts updates are finished for 2017, but prior to doing any updates in 2018. The only thing this really affects is the Accounts Receivable Billing Code Analysis, Customer Sales Analysis and Sales Rep Analysis reports as found on the Accounts Receivable – Reports menu. But you are at a good point in your system to get these figures cleared up and ready for 2018.
2. To run Year End in Accounts Receivable, from the main Solution-IV menu, select **Accounts Receivable**, then **Period End Update**. Don't worry about the list of reports displayed on the first screen – most of these are not affected by Year End and the Analysis reports contain 2016 and 2017 at this point anyway. Answer **Y** to the two questions on the first screen. Simply answer **Y** to the **Month and year-end processing** question.
3. If you want to utilize the Accounts Receivable Analysis Reports moving forward, you will want to run Accounts Receivable Month End Processing at the end of each month after your final AR and OP Sales Journals are updated as well as Cash Receipts and prior to doing either of those postings for the next month. If you do not wish to utilize these reports, it is not necessary to run Month End in Accounts Receivable.

## Accounts Payable

1. This module usually has a delay as you will want to wait for your final December invoices to arrive prior to running full Year End Processing. However, you do want to clear the 1099 buckets in the event that you chose to print 1099 forms at the end of 2018.
2. When you have done your final check run for 2017 but before printing any checks in 2018, if you want to print 1099's for 2017, make a copy of your Accounts Payable company. This is done in the same way that you did the General Ledger copy company above.
3. Around January 15<sup>th</sup> or 20<sup>th</sup>, when you are confident that you have received all of your December 2017 invoices, you will return to Accounts Payable Period End Processing and answer **Y** to **Month and year-end processing?**
4. When you have finished running Year End, from the Accounts Payable main menu, select **Code File Maintenance Menu**, then **AP Parameters Maintenance**. Change Current Accounts Payable calendar month and year (MMYYYY) to **012018**.
5. As a side note, you should be running Month End Processing in Accounts Payable on a regular basis moving forward. This will allow you to keep the figures in the Vendor Masterfile – Purchase History Lookup accurate. Month End should be run around the 15<sup>th</sup> or 20<sup>th</sup> of the following month. This will allow you to enter invoices for both the current month (say January 2018) and the following month (say February 2018) prior to the close. To keep the General Ledger in sync, however, you will want to make sure to separate out the batches by month – with the January invoices having an 01/??/18 posting date and the February invoices having a 02/??/18 posting date. Most people run their Purchase Order Month End Processing at the same time. You will want to do the same thing for your December 2017 vs January 2018 invoices.

## Inventory Control and Order Processing

So long as **Post by IC Period or Month** flag in your Inventory Control Parameters is set to an **M**, it is not necessary to run Month or Year End Processing in either of these two modules.

Please note that running Period End Processing is not a time consuming process. It should only take a few minutes per module.

Please contact the Thoroughbred Support/Services department if you have any questions as you are working through this process by calling (800) 524-0430 x1-4131 or sending an e-mail to [services@tbred.com](mailto:services@tbred.com).

Last updated 12/12/17