



## Accountmate Newsletter Year-end Edition

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## Our goal

At Purtil & Company, we believe our best client is a well-informed client, one who welcomes ideas and challenges us with ideas. Our strengths are in planning, strategies and actions where we can put our knowhow to work as opposed to the book-and-forms work favored by many accounting firms. This newsletter is part of that information effort, but it's not the only part. In addition to this, we want you to feel free to ask us anything. If it's a quick email, and doesn't require extensive research or effort on part, our policy is to absorb the cost internally. That will also let us identify bigger opportunities as they emerge.

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## **The busiest time of the year...**

It is again that time of the year when companies close their books and try to get their businesses in order before starting out the new fiscal year. What makes this more challenging is that for many companies, the fiscal year ends right in the midst of the holiday season. So, instead of enjoying the special fragrance of the holidays, the smell of stress is what permeates the air. The best way to avoid this stress is to start planning right now!

This newsletter contains information & tips to help you prepare for this important event in your annual business cycle. As always, if you have any questions, we are here to help!

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## **Your fiscal year is coming to an end...**

Should you close the year in your system right away? Probably not.

That's because in AccountMate, all modules must be in the same fiscal year, either 2009 or 2010. If they are not, AccountMate will not allow you to enter transactions in any module that's in a different year from the general ledger. Therefore, if you close accounts payable, you must also close the GL.

There's no reason not to continue right on, without closing, entering transactions in two years - the new year and the old year - until the right time to close the entire system. So, the closing decision is a judgement call, and the right time to close is based on two factors:

- 1) If you close right away, and you have additional Accounts Payable invoices to enter for the old year, AccountMate will generate a prior year adjustment for every invoice, adding many unnecessary records in the General Ledger.
- 2) However, the Balance Sheet for the new year won't be updated until you close the old year.

Our recommendation? Wait a couple of weeks (or more) until you have all the old year transactions entered. You can still enter transactions for both years as long as you want. When you have most of your old year transactions entered, close. Even then, you can continue to enter old year transactions, if necessary. When your financials for the old year are finalized, restrict the periods so people can't go back.

To help make this as smooth as possible, AccountMate is offering three FREE webinars regarding recommended procedures for year-end. Please see below for details.

[Webinar schedule](#)

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## **AccountMate Year-End Training Courses - Live Webcast Schedule:**

### **Period End Closing in AccountMate 7 - *Dec 14, 2009, 1:00pm to 2:00pm ET***

This one hour session presents the recommended procedures to close the period in the subsidiary modules. It also identifies some of the more common issues that may arise during the closing process and discusses how to resolve them.

### **Closing the Payroll Tax Year in AccountMate 7 - *Dec 16, 2009, 1:00pm to 2:00pm ET***

This hour long session discusses the steps to close the payroll tax year whether the company's fiscal year does or does not end on December 31. It also discusses the reports affected by the tax year closing process.

### **Fiscal Year-End Closing in AccountMate 7 - *Dec 18, 2009, 1:00pm to 2:00pm ET***

This one hour session discusses the requirements and procedures for closing the fiscal year. It also provides some tips to help effectively perform year-end closing.

If you are interested in attending a session, please hit <reply> to this e-mail or send directly to [admin@purtill.com](mailto:admin@purtill.com) with the date and webinar you would like to attend and we will be glad to get you registered.

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## **Year End Closing for Visual Accountmate**

### **When to perform the fiscal year-end closing**

Basically, fiscal year-end(FYE) should be initiated when all transactions that will affect that fiscal year have been entered into the accounting system. Transaction dates in the system determine the posting period, so it is important, as a user gets around the end of the fiscal year, to ensure that entries are posted to the proper transaction date. For example, AP invoices can be entered in January, but with a transaction (post) date back to December if the transactions pertain to that fiscal year.

Because users can post transactions into the current year, prior year, and future year in AccountMate, a good deal of flexibility exists when deciding to close the GL for FYE. With AccountMate, the GL year-end closing step only changes the fiscal setting; it does not restrict entries to the prior fiscal year nor restrict any financial reports. To what period a transaction can be posted is controlled by the Posting Period Restrictions table. This table is accessed through the General Ledger module in the Housekeeping menu.

The objective at FYE is to close all subsidiary modules and the GL within the same time frame with the understanding that the prior fiscal year will still be available for entries. You may choose to delay FYE well into the next fiscal year; however, be aware that financial reports such as Balance Sheet and Income Statement can be printed only for the current and past fiscal year(s).

### **The process for FYE closing**

Modules whose transactions affect General Ledger balances (i.e. AP and AR, but not PO and SO) will go through the same month-end process as usual. For these procedures, please access the help manuals (accessible online) for these modules and review the chapter titled “Period End Closing.”

[Next...GL year-end closing](#)

**General Ledger:**

The Fiscal Year-End Closing function accessed via the Housekeeping menu in the GL module allows users to close the company's current fiscal year in General Ledger and move on to the next.

Unlike the other AccountMate modules (AR, AP, etc.), GL has no period end closings (it only has Fiscal Year-End Closing); it is designed so that all current-year periods are open for posting. AccountMate requires all integrated modules, including GL, to be in the same fiscal year in order to operate. Therefore once a subsidiary module is closed to a new fiscal year, no transactions can be posted to that module until the GL FYE closing has been performed. So, if the user wishes to keep the GL in the current fiscal year, the subsidiary modules must remain in the same fiscal year. However, the next fiscal year posting period restrictions can be opened in the GL module to allow entries to be made to future accounting periods.

The user should close the fiscal year for all subsidiary modules first, just before GL is closed, so that all subsidiary modules transfer their data for the last period to General Ledger. After the user closes all subsidiary modules (advancing them to the new fiscal year), the user should immediately perform fiscal year-end closing in General Ledger, so that transactions can be posted to the first period of the new year in the subsidiary modules. Since the accounting system holds only one prior year open in GL, there should not be any unposted transactions, including adjustments, for the previous year when the current year is closed. This is because the current year will then become the prior year and the year that was the prior year before the close will no longer be available for posting that data.

NOTE: No one else should be accessing any modules through the company while performing FYE closing in General Ledger. To help ensure that no one accesses the company being closed, AccountMate recommends that all users exit AccountMate before FYE closing is performed in GL.

[Next...Payroll year-end closing](#)

## **Payroll Module:**

The year-end closing process for Payroll consists of three steps:

*W2/1099 Year-end Processing:* This function allows the user to transfer all calendar-year W-2 and 1099 earnings and W-2 withholdings data to prior-year W-2 and 1099 data files and resets earnings, deductions, benefits and withholding amounts in the Employee file to zero so that data can be accumulated for the new calendar year. This function should be performed after all transactions for the calendar year have been entered and before any checks are printed or recorded in the new tax year.

Remember that when this function is performed, the current W-2/1099 year will become the prior W-2/1099 year and users will **NO** longer be able to print W-2 and 1099 forms or generate W-2 and 1099 reports for what had previously been the prior year. As an example, when W2/1099 Year-end Processing is performed on tax year 2009, no W-2/1099 can be printed for tax year 2008.

*Payroll Period End:* when the Payroll module is in the 12th period, this will close to the first period of the fiscal year. As per above, once this closing is performed, the GL will need to be in the new FY or an error message will result when you attempt to post transactions with dates falling in the new fiscal year.

*Update Federal and State tax rates utilizing tax tables:* An entire section on Tax Tables is available at AccountMate's website.

[Next...Subsidiary module year-end closing](#)



**Subsidiary Modules linked to General Ledger:**

The year-end closing process for these modules involves only closing the last period and the system will advance to the next fiscal year automatically. No data will be purged unless a purge date is entered. As in normal monthly closing, some of the data will be moved to history files for retention as long as needed. Most businesses keep several years of data as long as the computer's hard disk space allows for it.

**Lock your January 2008 fiscal period:**

Every year we have a few clients who call because someone has typed in the wrong year in a transaction and it posted 12 months back. The best (and simplest) way to prevent this is now to lock January 2008.

In General Ledger, head to Housekeeping > Posting Period Restrictions. Check the boxes for each module to restrict posting in that period. You can also use this during the year to keep transactions from hitting periods that have already been audited and approved - and you can always unlock the period if you really have to.

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## AccountMate FAQs on Year-end:

*Q: My current fiscal year is 2008; however, I have posted transactions for fiscal year 2009 in the subsidiary (non-GL) modules. I performed Transfer Data to GL from these modules. Can I generate financial statements for fiscal year 2009?*

A: In AccountMate 7 for SQL/Express and AccountMate 6.5 for SQL/MSDE, you can generate the Balance Sheet and Income Statement for the future fiscal year. In AccountMate 6.5 and 7 for LAN, use the GL Account Listing or Trial Balance.

**Note:** AccountMate doesn't roll forward the current year account balances (e.g. 2009) until the fiscal year is closed. This means that the figures you see for the next fiscal year (e.g. 2010) in any of the aforementioned reports do NOT yet include any balances left over from the current fiscal year.

*Q: After posting a prior year-end adjustment, do I need to re-close the fiscal year?*

A: Absolutely not. When you post a prior year-end adjustment that involves Income Statement accounts, AccountMate automatically adjusts the Retained Earnings Account's current year beginning balance. If the prior year-end adjustment involves Balance Sheet accounts (e.g. liabilities or assets), the balances are carried over to the current year.

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*Q: When I attempted to record a transaction in a subsidiary module, I received a message, "Cannot continue with this function. Year/Period-End Closing function is in process." How do I proceed?*

A: This message is generated either if Fiscal Year-End Closing or Period-End Closing is still going on or if either process was attempted but failed. If the process failed, access the Data Manager function from the Utilities menu and enter the Supervisor password; then, mark the Release Period-End Closing Lock checkbox and click Process. Be sure to restore the backup made before period-end or fiscal year-end closing before you resume data entry.

*Q: I must have financial statements for the new year so I must close the current fiscal year; however, I have not yet received my last bank statement of the year. How can I reconcile my bank account if I have already closed the month for which I receive the bank statement?*

A: You can perform bank reconciliation at any time. It is not necessary to wait for the current month's statement to arrive before closing the period. Any transactions that must be posted to GL can be dated in any prior period as long as that period is not restricted for posting.

*Q: Why do I encounter the message, "xxx.xx amount has been transferred to Retained Earnings" when I perform Transfer Data to GL or Period-End Closing?*

A: The message indicates that expense or revenue transactions recorded during the current period were assigned prior year posting dates. In keeping with proper accounting procedures these transactions are transferred to the Retained Earnings account as adjusting entries.

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## Contact list

You can contact any Purtil & Company employee by using the employee's first name and our company email location. Or, just click the employee's name below. So, for John, the email address would be [john@purtil.com](mailto:john@purtil.com).

[John Purtil](#)

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[Edwin Monteiro](#)

Business software, financial and tax planning, financial statements, tax returns, client accounting.

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Administration, client accounts, collections.

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**Circular 230 disclosure**

Under U.S. Treasury Department Regulations, we are required to inform you that, unless otherwise expressly indicated, any federal tax advice contained in this communication, including attachments, enclosures and links is not intended or written to be used, and may not be used, for the purpose of (I) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any tax-related matters addressed herein.

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