



2009 Zortec General Ledger Fiscal Year-End Procedures for Cities, Counties, and Utilities

Read this document in its entirety before beginning any of the procedures.

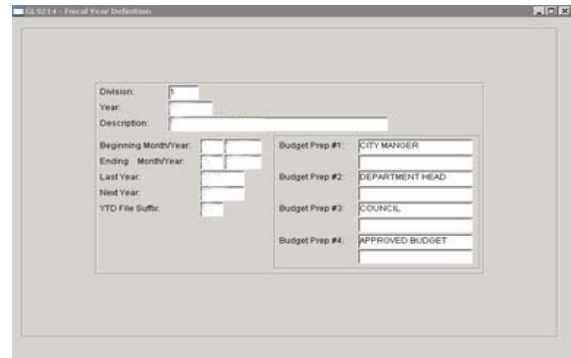
With the Zortec General Ledger system, the process of closing the old fiscal year and setting up the new fiscal year is quite simple. However, there are some actions that are required at certain times. By processing these steps in an orderly fashion, transactions can be posted to both fiscal years for an almost indefinite period. This document references the beginning fiscal year month as October and the ending month as September. If those are not the same as your site, substitute accordingly.

You must run steps 1, 2, 3, 4 and 5 of this document by the first day of the new fiscal year or you will have problems in General Ledger, Accounts Payable, Payroll and possibly other systems linked to the General Ledger system.

Step 1 Verify Office Manager Parameters

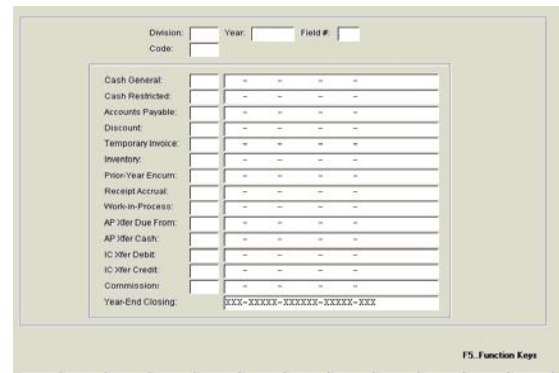
Parameter One. Fiscal Year Definition:

From the General Ledger main menu, select option 50 Office Manager, then option 3 Fiscal Year Definition. 'I' (inquire) on the year 2009. Make sure the Next Year parameter is defined as 2010 and the YTD File Suffix parameter is defined as 09. If either of these parameters are incorrect, contact Customer Support for assistance. **DO NOT UPDATE THESE PARAMETERS.**



Parameter Two. Account Control:

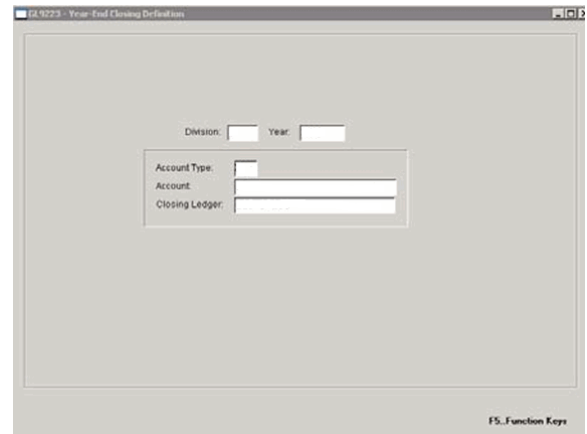
The second parameter you need to verify in the Office Manager section is option 8 Account Control. 'I' (inquire) on the first field (enter 1 for city/utility or 11 for county) and press <return>. This will cause all codes/funds to be displayed on the screen. Go into each code/fund for year 2009 and answer 'Y' when asked at the bottom of the screen if you want to go to the next screen. On the second screen at the bottom is the parameter Year-End Closing. To the right of this parameter is a set of parentheses that should be filled with Xs. If it is not, 'U' (update) and fill the field with all Xs. When you are finished updating one record, press F1 to advance to the next record.



Parameter Three. Closing Account Definition:

The third parameter in the Office Manager section is option 15 Closing Account Definition. This parameter is used in the closing process to define what accounts close into which fund balance or retained earnings account. Enter this option in 'I' (inquire) mode and make sure the division and year on the screen are correct. The year should be 2009. For Type, enter an 'R' for revenue. For the Account, enter your first fund number, such as '110'. **Do not enter the whole account number.**

NOTE: If you get an error message "Invalid Year Entered", call the Support Center for additional instructions.



Go through this option for each fund. For each closing account,

verify the fund balance or retained earnings account for your revenues. If the Closing Ledger is blank or incorrect, correct as needed. If you do not know the ledger number, locate it in your chart of accounts listing. After you have gone through all your funds and verified the "R" (revenue) closing accounts, do the same for each fund for the "X" (expense) accounts. The procedure will be the same as above except the "Account Type" will be "X" for expense. If your site uses revenue and expenditure control accounts, the closing account definitions need to be set up for the appropriate control accounts instead of the revenue and expenditure accounts. If your site uses encumbrances, there are closing account definitions for encumbrance accounts that must be defined as well.

Step 2 Roll Control Files

To roll the control files to the new year, choose option 21 Year End from the General Ledger main menu, then option 1 Roll Control Files.

NOTE: If you have more than one division, run this step for each division.

This creates control records for the next fiscal year using the current fiscal year parameters. After this option has finished, you will probably want to scroll the control records and change any fields that need to be changed manually.

Make any changes to the parameters displayed

Enter Year to Roll:
 Enter Division:

Next Year description:
 Next Year will roll to:
 Next Year YTD Suffix:

Fiscal Period:

Fiscal Year / Period	
1 -	<input type="text"/>
2 -	<input type="text"/>
3 -	<input type="text"/>
4 -	<input type="text"/>
5 -	<input type="text"/>

System Messages
 Question:
 Are you sure you wish to roll the above year? [Y/N]

Here is an example of how you should answer the questions that will follow.

NOTE: The blanks might be filled in with data that relates to the most recent fiscal year.

Next Year description: (Fiscal Year 2009-2010)
Next Year will roll to: (2011)
Next Year YTD Suffix: (10)
 Be sure to change this field to 10

Next Year description:
 Next Year will roll to:
 Next Year YTD Suffix:

Be sure to change the Next Year YTD Suffix to 10

On the next screen, enter through each month and verify that the month/year description is correct. As needed, make changes to the Fiscal Period Month/Year Description Field only.

When this runs, it will display "Working on: names of control files".

NOTE: If you incorrectly update any of the fiscal period records, you can make any changes you need in the Fiscal Period Definition Section of the General Ledger Office Manager after you run this option. You must then run the option again.

This creates control records for the next fiscal year using the current fiscal year parameters. After this option has finished, you will probably want to scroll the control records and change any fields that need to be changed manually.

Make any changes to the parameters displayed

Enter Year to Roll:
 Enter Division:

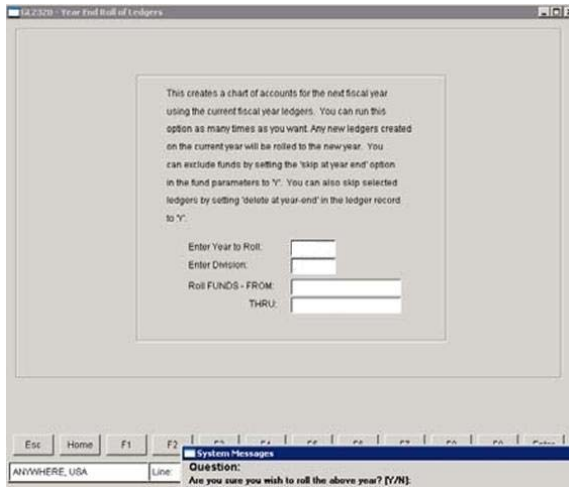
Next Year description:
 Next Year will roll to:
 Next Year YTD Suffix:

Fiscal Period:

Fiscal Year / Period	
1 -	<input type="text"/>
2 -	<input type="text"/>
3 -	<input type="text"/>
4 -	<input type="text"/>
5 -	<input type="text"/>

Step 3 Roll Chart of Accounts

To roll the ledgers, choose option 2 Roll Chart of Accounts in the Year-End menu. This step sets up the chart of accounts for the new fiscal year with no budgets or balances. This option can be rolled multiple times if new accounts are added in the current year, but be aware that ledgers deleted after a roll will not be removed this way – instead they must be removed using file maintenance. Below is an example of how the questions should be answered.



The accounts will be displayed as they are rolled to the new year's chart of accounts.

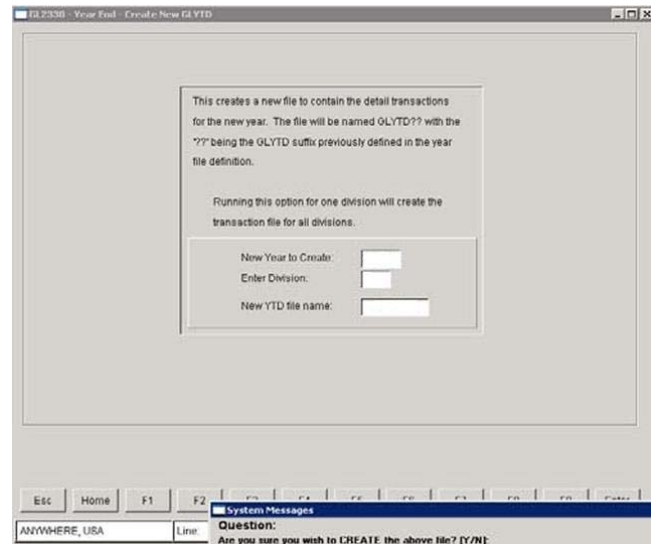
NOTE: If this step is not executed, any entries posted to the new fiscal year will cause an INVALID LEDGER NUMBER error to occur.

Step 4 Create Transaction File

Next you will need to create the new year's transaction file. This is done with option 3 Create New Year's Transaction File in the Year End menu. Here is an example of how the questions should be answered.

NOTE: You only have to do this once even if you have more than one division.

NOTE: This option can only be run once. If you receive an error message "Year-to-Date file with this name already exists!!!", call the Zortec Support Staff.



Step 5 Update fiscal year in all applications

Several other software packages are tied to and create entries in **General Ledger: Property Tax, Business License, Utility Billing, Accounts Receivable, Miscellaneous Tax, Payroll, Court Docket, Miscellaneous Receipts, Work Orders, Fixed Assets, Point of Sale and Inventory Control.** Under System Parameters in the Office Manager/ System Manager section for each application, the question "Current Fiscal Year" is usually set to the previous year.

Be sure to set this parameter to 2010.

Also, Payroll has an additional parameter that must be changed. Under Payroll Definitions in the Office Manager section, the question "Current Fiscal Year" is usually set to the previous year. **Be sure to set this parameter to 2010.**

The screenshot shows the 'GL9200 - System Parameters' window. It contains a form with the following fields and checkboxes:

- Number: []
- Name: []
- Address: []
- City/ST: []
- Clear Reconciliation When Voiding?
- Maintain GLYTD Alternate Keys?
- Display Name: []
- Use Selected Invoice Files?
- Site Specific Abbr.: []
- Display Frequency: []
- Mag Tape Device: []
- Transaction Entry Mode: []
- Current Fiscal Year: []
- Auto Number Vendor: []

The form is divided into two sections:

- GL System**
 - Use Audit File for All Changes:
 - Before/After Image with GLAUDIT:
- AP System**
 - Use Audit File for All Changes:
 - Before/After Image with APAUDIT:

Step 6 Print reports

After all the normal entries have been posted for the month of September (or the last month in the fiscal year), print the month-end reports as desired and close the same as a normal month. You are now ready to print the annual reports for the auditors as follows:

- 1) Option 64 Fund Reporting from the main General Ledger menu
- 2) Option 1 Standard Reports
- 3) Option 3 Reports This Time Only
- 4) Enter your division, year (2009), month/year (09/2009), report date, fund, and printer number. The screen of all Standard Reports will appear.
- 5) Select the annual reports (lower right hand corner) you and/or your auditor requires. Most auditors will want at least the Audit Work Papers, Working Trial Balance and YTD Account Analysis. The YTD Account Analysis will take a considerable amount of paper and print time so schedule it accordingly.

NOTE: At this point, you can elect to close the old year and post any audit adjustments to the new year or leave the old year open until after the auditor has finished. There are other options available to suit your particular needs. The remainder of this document will assume you are closing the old year at this point. If you want to deviate from this procedure, call the Support Center for details.

WARNING: If you will need an Outstanding Invoice Report, Open Purchase Report, and/or Leave Liability Report for your auditor, you must run it on or before September 30.

Step 7 Perform complete system backup

Many sites choose to backup their General Ledger files to tape at this point to keep a year end backup. If you have not dedicated a tape(s) for General Ledger year end backup, you should seriously consider it. We recommend that you do a "Daily Backup" and store the tape(s) off site or in a fireproof vault for future reference. This should be done on an extra set of tapes, not your regular daily set. This backup can be kept in storage as long as necessary. On the backup will be copies of all your General Ledger files as well as other applications.

Step 8 Roll Balances

Print reports to confirm funds are in balance before rolling balances.

This step will roll the ending balances of all ledger records whose ledger types have been defined forward to the next year (asset, liability, restricted, equity, etc.). All other ledger types will be closed into the proper control account as defined in the Closing Account definition. **This option can be run multiple times and each roll will update the beginning balances on the New Year.** To roll the balances, select option 21 (Year-End) from the main General Ledger menu, then option 4 (Roll Balances). This step should be completed for each division for all funds. Here is an example of how the questions should be answered.

Enter Year to Roll: (2009)
 Enter Division: () *Enter your division*
 Roll FUNDS -FROM: () <— *leave blank for all*
 THRU: () <— *leave blank for all*

Are you sure you wish to roll the above year? Y

NOTE: THE OPTION TO CREATE A PACKET WITH YEAREND TRANSACTIONS IS A NEW OPTION. IF YOU DO NOT NEED YEAR END TRANSACTIONS, DISREGARD AND LEAVE “CREATE TRANSACTIONS” N. THIS OPTION WAS REQUESTED BY COUNTY AUDIT. IF YOUR SITE IS INTERESTED IN DOING THIS, PLEASE CONTACT SUPPORT.

Step 9 Roll budgets

This step rolls your proposed budget into the actual budget for the new year. If you did not key your 2010 proposed budget into one of the four prep fields, you do not need to run this step. If you did, select option 5 (Roll Budget) from the Year-End menu. The following is an example of how the questions should be answered. The ledger numbers will be displayed as the accounts are processed.

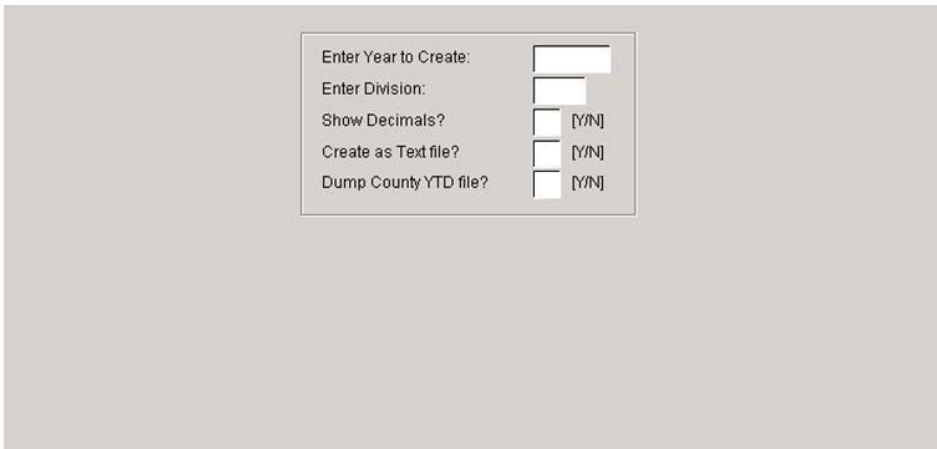
Enter Year to Roll: (2009)
 Enter Division: () *enter your division*
 Budget Field to Roll: () *enter the prep field that you keyed your 2010 proposed budget into (1, 2, 3, or 4)*
 Roll FUNDS -FROM: () <— *leave blank for all*
 THRU: () <— *leave blank for all*

Packet Name: ()
 Packet Reference: ()
 Accounting Period: (/)
 Packet Date: ()

NOTE: These options will only appear if your parameters are set to write transactions.

Optional Step A. If you keep up with leave on the fiscal year you need to run the processes to clear leave, roll leave, and run the leave liability process, if necessary. These are time sensitive items that should be run after the last payroll in September and before the first payroll in October. If you need instructions on how to accrue leave liabilities, please visit our support FAQ page located at www.lgdpc.com.

Optional Step B. If your auditor needs a data file that can be dumped either to diskette or to another location, choose #6 Create Auditor File on the Year End Menu. After this program is run, the file(s) will be located in the user's home directory. There will be one file named GLAUDI. If you specify Y to the question Dump County YTD File you will have the GLAUDI file as well a GLYTDTRX file that contains transaction detail. This option can be run multiple times without side effects.



The screenshot shows a dialog box with the following fields and options:

Enter Year to Create:	<input type="text"/>
Enter Division:	<input type="text"/>
Show Decimals?	<input type="checkbox"/> [Y/N]
Create as Text file?	<input type="checkbox"/> [Y/N]
Dump County YTD file?	<input type="checkbox"/> [Y/N]

Optional Step C. You might want to accrue your accounts payable if you are on a cash basis. If you need instructions on how to accrue accounts payable, visit our support FAQ page located at www.lgdpc.com web site.

Check List

<u>Task</u>	<u>Software Module</u>	<u>Suggested Date</u>	<u>Actual Date Done</u>
Set Closing Account Definitions (This must be done before rolling control files)	General Ledger	First day of the last month of the of the fiscal year end	_____
Verify Office Manager Parameters (This must be done before rolling control files)	General Ledger	First day of the last month of the fiscal year end	_____
Roll Control Files	General Ledger	First day of the last month of the fiscal year end	_____
Roll Chart of Accounts (Set flags to delete unwanted account numbers before this procedure)	General Ledger	First day of the last month of the fiscal year end	_____
Create Transaction File	General Ledger	The middle of the last month of the fiscal year end	_____
Enter Budgets	General Ledger	The middle of the last month of the fiscal year end	_____
Print/Verify Status of Open Purchase Orders (Need a report of outstanding purchase orders as of September 30 for auditor)	Accounts Payable	On or before the last day of the old fiscal year	_____
Compare Open Purchase Orders in AP with GL Encumbrance Ledgers	General Ledger/ Accounts Payable	On the last day of the old fiscal year	_____
Roll Balances (Print reports to confirm funds are in balance before and after rolling)	General Ledger	The first day of the new fiscal year	_____
Accrue Leave Liability	Payroll	The first day of the new fiscal year (if you track leave by Fiscal Year)	_____
Roll Excess Leave	Payroll	The first day of the new fiscal year (if you track leave by Fiscal Year)	_____
Clear Y-T-D	Payroll	The first day of the new fiscal year (if you track leave by Fiscal Year)	_____
Enter Salary Adjustments	Payroll	The first day of the new fiscal year	_____
Print Annual Report	Utility Billing	The first day of the new fiscal year	_____
Set Current Fiscal Year in Office Manager/System Parameters	All	The first day of the new fiscal year	_____
Roll Budgets (After budget is adopted)	General Ledger	Any time after the last day of the old fiscal year	_____
Print Annual Reports (To balance and verify correctness before closing and again after closing for auditor)	General Ledger	Any time after the last day of the old fiscal year	_____
Create Auditor Files (After ledgers are closed for fiscal year)	General Ledger	Any time after the last day of the old fiscal year	_____
Perform Backup for Archiving	System Admin	Any time after the last day of the old fiscal year	_____

NOTE: Tasks that DO NOT apply to your site SHOULD BE SKIPPED.

This completes the General Ledger fiscal year end process. All of these steps can be rerun if you encounter problems or want to make changes to the prior year after it has been closed, then roll the changes to the new year. However, you may want to contact the Zortec Support Center (1-800-439-4504) before deviating from these procedures.