

Creating New Years in CYMA

Creating new years in CYMA is a fairly simple process **However**, careful planning is required to ensure your Financial Data is not compromised.

- **Note: Plan Appropriate Time!!!** Depending on the size of your organization and processing speed, creating new years in CYMA can vary between 15 min and 12 hours (this sounds ridiculous but if all the steps in this PowerPoint are necessary, it is very possible to use all 12 hours).
- **Note: Creating Fiscal Years Directly on the Server greatly reduce Processing time; MVI has seen a 3 hour process from the Workstation reduced to 1/2 hour of processing on the Server.**

Recommended Steps!

Steps (Overview) to Create New Fiscal Years:

1. Tell your IT Dept that CYMA is running a process that cannot be interrupted; Data corruption happens if these processes are interrupted.
2. Plan time where all Users will be out of CYMA, including Excel with F9, while you are creating the new Fiscal Years.
3. Create a backup of the CYMA company data folder.
 1. It only takes a few minutes to create a backup but can save many hours of heartache if Data Corruption occurs.
4. Run a “Pack and Reindex files. . .”.
5. Create New Fiscal Years; create multiple new Fiscal Years.
6. **If Needed**, Recalculate General Ledger Balances; this last step is not always required.

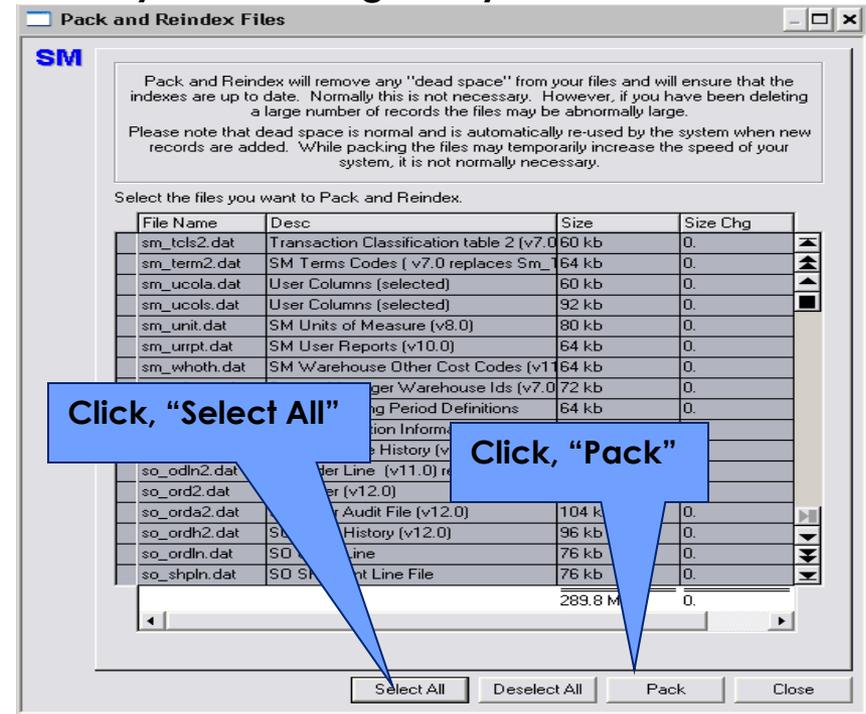
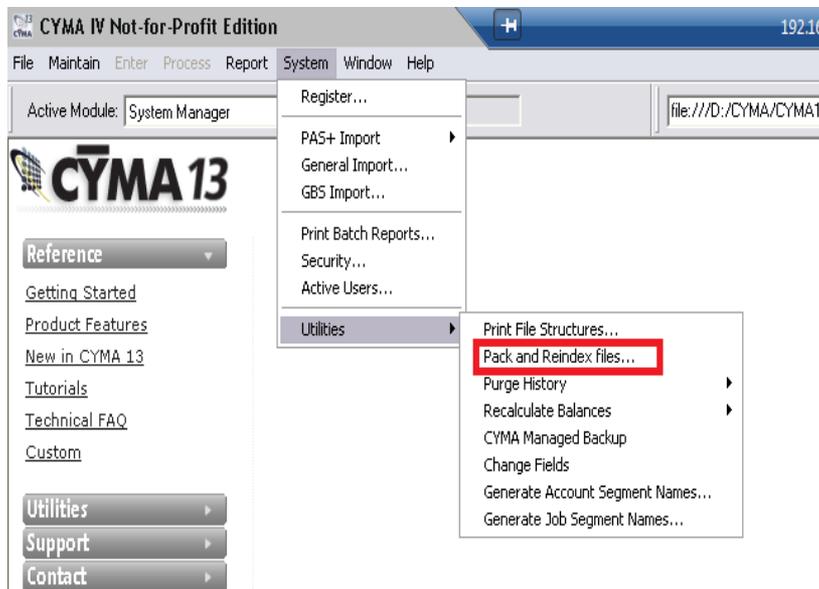
Recommended Steps!

Steps to Create New Fiscal Years:

Assuming You Have Done Steps 1-3 From Previous Slide.

Step 4) Run the Utility “Pack and Reindex files”

- Find “Pack and Reindex files” under the System Manager – System – Utilities menu.



The Process of Creating New Years

Step 5) Create New Fiscal Years.

- 1) Go to the System Manager Module and Maintain/Accounting Periods.
- 2) Click “New” at the bottom of the screen and key “2011” (for this example, 2011 is the next year which needs to be created) in the “Year” Cell and Click “Tab” on your Keyboard.
- 3) Click “Save” on the bottom of the screen.
- 4) Repeat steps 2 and 3 for multiple years. Creating multiple years doesn’t take any longer and you won’t have to go through this process again next year.

SM Maintain Accounting Periods

Year:

First Day: R

Last Day: R

Periods: R

Calculate Periods

Current Period:

Select Period

Period	End Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Edit New Delete Close

SM Maintain Accounting Periods

Year: 2011

First Day: 10/1/2010 R

Last Day: 9/30/2011 R

Periods: 12 R

Calculate Periods

Current Period:

Select Period

Period	End Date
1	10/31/2010
2	11/30/2010
3	12/31/2010
4	1/31/2011
5	2/28/2011
6	3/31/2011
7	4/30/2011
8	5/31/2011
9	6/30/2011
10	7/31/2011
11	8/31/2011
12	9/30/2011

Save New Delete Close

The Process of Creating New Years

Click “Close”, This Begins the Process of creating New Fiscal Years:

- Clicking the “Close” begins the Configuration process in CYMA; this configuration process will vary between 15 minutes and 4 hours.

Year:

First Day:

Last Day:

Periods:

Current Period

Period	End Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

New Years Configuration Is Complete—Maybe Not???

Step 6) If Needed, Recalculate General Ledger Balances:

Run Financial Reports and Verify Your Financial Information:

- If there are discrepancies with the Financial information, go through the “Recalculation of General Ledger Balances”; this is a Recommend step after creating new Fiscal Years in CYMA but is not always required.
 - **Find “Recalculate Balances” under the System Manager – System – Utilities menu.**
 - **Note:** Recalculation of General Ledger Balances is also a process requiring that all users stay out of CYMA, including Excel with F9, until the recalculation is complete; process time varies from 15 minutes to 4 hours.

Questions or Comments?

- Here at Multi-view Inc. (MVI), we always strive to provide excellent customer service. If you have questions regarding your CYMA Accounting Software or questions regarding the many other software's MVI supports, don't hesitate to call the number provided below.

Multi-View Inc. (828)698-5885