

Year-End Close in CYMA AP, AR & GL

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In this Webinar we will cover the Year-End Close Procedures for each of the following **CYMA Systems** modules.

- Accounts Payable (AP).
- Accounts Receivable (AR).
- General Ledger (GL).

Critical Overview

- **Inform IT Dept. –This process cannot be interrupted**
 - ✓ Process Interruption can cause Data Corruption
- **If possible, perform all Year-End steps on the server**
 - ✓ Year-End steps will process **much faster** on the server
- **All other Users Must be out of CYMA & Excel with F9**
- **Create a Backup of Your CYMA Company**
- **If needed, Create a New Fiscal Years in CYMA**
 - ✓ Major Process in CYMA; plan for hours of processing
- **Recalculate Balances (AP, AR and GL)**
- **Create a 2nd Backup of Your CYMA Company**
 - ✓ This is not a Duplicate step
- **Proceed with Year-End Close of CYMA modules**



Overview

Before closing the Fiscal Year in any module, do the following:

- Make sure all other Users are out of CYMA and Excel with the F9 Program installed.
- Make a Backup of the company data folder.
- When closing Fiscal Year's, close subsidiary modules (AP & AR) first, then close the General Ledger module last.

Year-End-Close

Create a Backup:

- ✓ Ask your IT Dept to create a Backup or call us here at MVI and we'll help you create a Backup
- ✓ Creating a Backup only takes a few minutes
- ✓ If anything unforeseen happens while processing the Year-End-Close, a Backup will, "Save-the-Day"



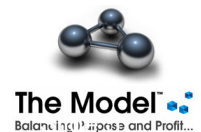
Create Backup of CYMA Company

General Step for Creating a Backup:

- ✓ Specific Backup Steps are unique for each Company
- ✓ IF you are Not knowledgeable of these steps, contact your IT for assistance or Call us at MVI
- ✓ Watch Real-View named, "Copy Company Folder"



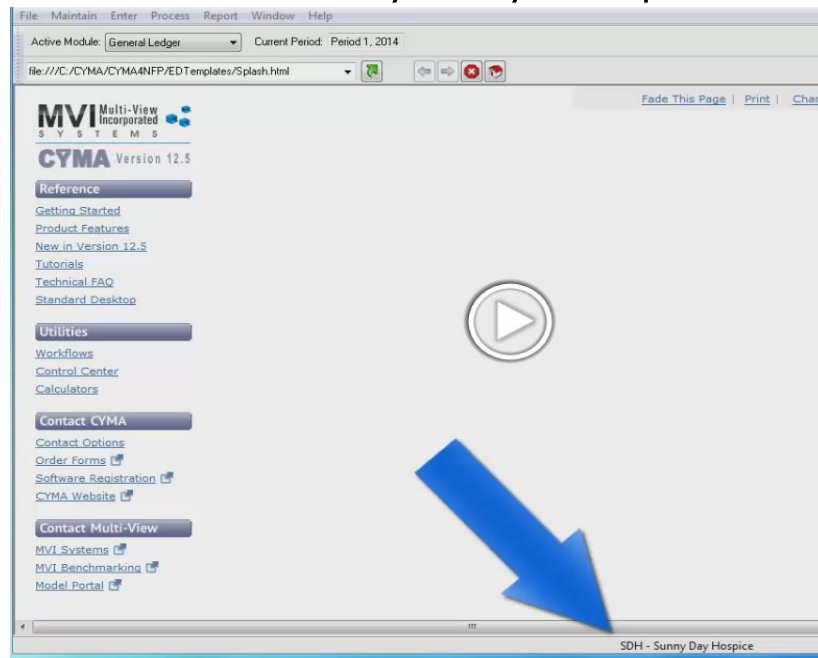
Year End Close Procedure



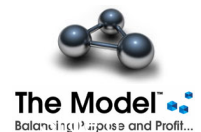
Create Backup of CYMA Company

Identify your CYMA Company ID:

- ✓ Look to the bottom of your CYMA Program, the Example below is “SDH” for Sunny Day Hospice



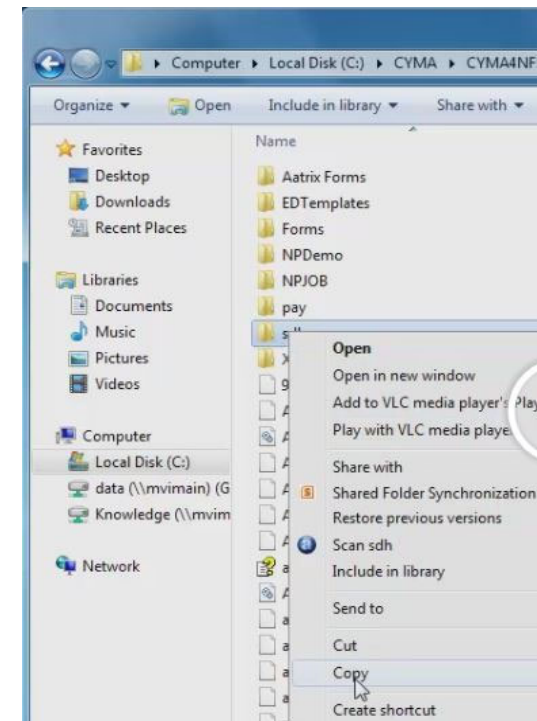
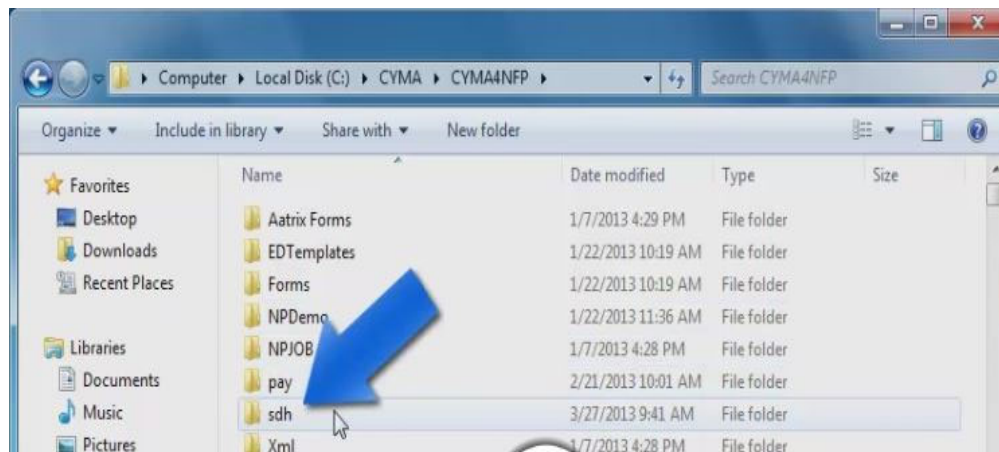
Year End Close Procedure



Create Backup of CYMA Company

Navigate to Your CYMA Installation:

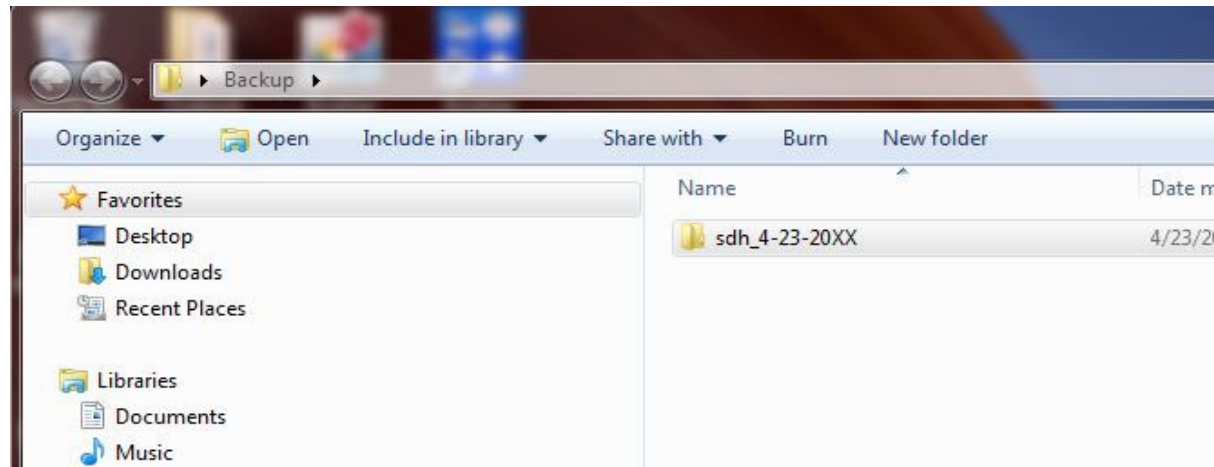
- ✓ “CYMA4NFP” or “CYMA4”
- ✓ Find Company, ours is “sdh”
- ✓ Right Click and “Copy”



Create Backup of CYMA Company

Create a “Backup” Folder:

- ✓ This “Backup” folder can be on your Desktop or a secure area on your Server
- ✓ Right Click and “Paste” the “sdh” into the “Backup” folder
- ✓ Rename and Date the “sdh” Company folder for future reference



Year-End-Close

Recalculate Balance in AP, AR & GL.

- It is CYMA's Recommendation you run this utility prior to closing a Fiscal Year.
 - When you close your GL Fiscal Year, CYMA will create any necessary closing entries moving ending balances into your Fund Accounts/Retained earnings.
 - ✓ Closing entries are based off of ending account balances.
 - ✓ If your ending account balances are incorrect, your closing entries will be incorrect.
 - ✓ **NOTE: If you are confident your Ending Balances are Correct, you do not need to Recalculate Balances.**
- Find “Recalculate Balances” under the System Manager – System – Utilities menu.



Year-End-Close

Create Another Backup After Recalculating Balances:

- ✓ This is Not a Duplicate Step.
- ✓ If something goes wrong with the following Year-End processes, you will restore to this 2nd Backup.



Overview (Continued)

Difference between a Period-End Close and a Fiscal Year-End Close?

- **Period-End Closes** are “**Soft Closes**”; this helps ensure that Period processes have been completed but doesn't stop Users from Posting Transactions into the Closed Period.
- **Year-End Close** is a “**Hard Close**”; you cannot Post Transactions into the Modules (AP, AR and GL) after the Fiscal Year-End, or Period 12 Close process.

Accounts Payable

Year-End Close (Period 12 Close).

- There is no separate Year-End Close menu process in Accounts Payable; it's a Fiscal Year-End Close because Period 12 is being closed.
- The difference between Period 12 Close and Periods 1-11 Closes is the “Move Invoices and Checks to History” checkbox will be checked.
 - **Note:** On the “Maintain Configuration” screen, set your “Periods before archive” to 24 – 36 Periods (MVI Recommends); this is set by your organization's preference.



Accounts Payable

Year-End Close (Period 12 Close).

- The difference between Period 12 Close and Periods 1-11 Closes is the Move to History checkbox will be checked by default.

The image displays two screenshots of the MVI software interface. The left window is titled "Period End Close" and shows the "Options" tab. It features a "Close Period" field set to "12" of "2008" ending on "12/31/2008". A checkbox labeled "Move Invoices and Checks to History" is checked. A callout box points to this checkbox with the text: "This Box will be checked When Closing Period 12." Below the checkbox, a note states: "NOTE: Back up your data files before...". A list of actions to be performed is shown: "1) Ensure that all posting prerequisites have been performed", "2) Clear the period-to-date totals in the Vendor Files.", and "3) Advance the Period." The right window is titled "Maintain Configuration" and shows the "AP" module configuration. It includes fields for "Current Year" (2008), "Aging Days" (30), "Period" (12), and "Periods before archive" (24). A callout box points to the "Periods before archive" field with the text: "MVI Recommends entering 24-36 in this box. When closing A Period (Periods 1-12) and the 'Move Invoices and Checks To History' is checked, Checks And Invoices will be moved To History beyond 24 Periods." The "System Options" section has several checkboxes, including "Enable Recurring Invoices", "Enable One-time Invoicing", "Enable Use Tax", "Require Prerequisite Reports for Period End", and "Enable Electronic Funds Transfer". The "Check Options" section has checkboxes for "Post Detail to GL" and "Post Thru GL". The "GL Account Defaults" section includes fields for "AP", "Discount", "Sales", and "Bank ID".

Year End Close Procedure

Accounts Payable

Year-End Close (continued).

– **Required Processing** (Prerequisites Tab):

- All invoices posted to AP.
- All invoices posted to GL.
- All checks posted to GL.
- Required Reports printed.
 - Aging Report, Vender Ledger, Invoice Register, and Check Register

– **Helpful Reports.**

- Reports – Entry Reports
 - Invoice – Unposted Invoice Register.
 - Payment – Unposted Check Register



Accounts Payable

Year-End Close (continued).

– Requirements (from “Prerequisites” Tab):

☐ Period End Close

AP Actions Performed **Prerequisites**

Prerequisite	Completed?
----- REQUIRED PROCESSING -----	
Have All Invoices been posted to AP?	No
Have All Invoices been posted to GL?	No
Have All Checks been posted to GL?	Yes
----- REQUIRED REPORTS -----	
Has an Aging Report been printed?	Yes
Has a Vendor Ledger been printed?	Yes
Has the Invoice Register been printed?	Yes
Has the Check Register been printed?	Yes

Process Cancel

Make Sure All Requirements are Completed:

- All invoices posted to AP.
- All invoices posted to GL.
- All checks posted to GL.
- Required Reports printed.
Aging Report, Vendor Ledger,
Invoice Register, and Check Register

Click “Process” to Close
The Period.

Accounts Payable

Impact of Closing the Fiscal Year on your ability to print 1099 in Accounts Payable?

- **None.** The 1099's Calculations pull from both current and history files.
- 1099s always calculate with a January – December Calendar Year regardless of your organization's Fiscal Year

Accounts Receivable

Year-End Close (Period 12 Close).

- Like AP, there is no separate Year-End Close menu process in Accounts Receivable; it's a Year-End Close because you are closing period 12 in the Fiscal Year.
- The difference between Period 12 Close and Periods 1-11 Closes is the “Move Invoices and Payments to History” checkbox will be checked.
 - **Note:** On the “Maintain Configuration” screen, set your “Periods before archive” to 24 – 36 Periods; this is your organization's preference.



Accounts Receivable

Year-End Close (Period 12 Close).

- The difference between Period 12 Close and Periods 1-11 Closes is the Move to History checkbox will be checked by default.

The image displays two screenshots from the MVI software interface, illustrating the Year-End Close procedure for Accounts Receivable.

Period End Close Screenshot:

- Options:** Close Period: 12, 2008, Ending 12/31/2008. The checkbox ☒ Move Invoices and Payments to History is selected.
- Note:** Backup your data files before running this.
- AR Period End Close will do the following:**
 - 1) Check to ensure that all posting prerequisites have been performed.
 - 2) Clear the period-to-date totals in the Customer and Sales Rep files.
 - 3) Advance the period.
- Buttons:** Process, Cancel.

Callout 1: This Box will be checked When Closing Period 12. (Points to the "Move Invoices and Payments to History" checkbox).

Callout 2: Have Module in Year and Period you are closing. (Points to the "Period" dropdown menu).

Maintain Configuration Screenshot:

- Company Options:** Current Year: 2008, Aging Days: 30, Period: 12, Periods before archive: 24.
- Credit Hold Treatment:** Invoice: Warning Only, Manual Invoice: Warning Only, Credit Memo: Warning Only, Credit Memo: Warning Only.
- Default Customer Data:** Method: Open Item, Balance Forward, Terms Code: NET30, Customer Type: , Price Code: , Finance Charge: 0.00, Ship-To ID: .
- Discount:** 4-60-3500-00.
- Inventory GL:** 1-11-1111-11.
- COGS/Expense:** 1-11-1111-11.
- Use Transaction Classification Codes:** ☒ Use Transaction Classification Codes.
- Default Trans Class 1:** , **Default Trans Class 2:** .
- Buttons:** OK, Cancel.

Callout 3: MVI Recommends entering 24-36 in this box. When closing A Period (Periods 1-12) and the "Move Invoices and Checks To History" is checked, Checks And Invoices will be moved To History beyond 24 Periods. (Points to the "Periods before archive" field).

Year End Close Procedure

Accounts Receivable

Year-End Close (continued).

- **Requirements** (from the Prerequisites Tab):
 - All invoices posted to AR.
 - All deposits posted to AR.
 - All invoices posted to GL.
 - All deposits posted to GL.
 - Required Reports printed.
 - Tax Reports, Aging Report, Statements, Customer Ledger, Invoice Register, and Payment Register.
- **Helpful Reports.**
 - **Reports – Entry Reports**
 - Invoice – Unposted Invoice Register.
 - Payment – Unposted Deposit Register



Accounts Receivable

Year-End Close (continued).

- **Requirements** (from the “Prerequisites” Tab):

Period End Close

AR Actions Performed **Prerequisites**

Prerequisite	Completed?	Date Printed
----- REQUIRED PROCESSING -----		
Have All Invoices been posted to AR?	Yes	
Have All Deposits been posted to AR?	Yes	
Have All Invoices been posted to GL?	Yes	
Have All Deposits been posted to GL?	Yes	
----- REQUIRED REPORTS -----		
Have Tax Reports been printed?	Yes	12/6/2010
Has the Aging Report been printed?	Yes	12/6/2010
Have Statements been printed?	Yes	12/6/2010
Has the Customer Ledger been printed?	Yes	12/6/2010

Process Cancel

Make Sure All Requirements are Completed:

- All invoices posted to AR.
- All Deposits posted to AR.
- All Invoices posted to GL.
- All Deposits posted to GL.
- Required Reports printed?
Tax Reports, Aging Reports
Statements Printed, and Customer Ledger
Printed.

Click “Process” to Close
The Period.

Accounts Receivable

Year-End Close (continued).

- **Requirements** (from the “Prerequisites” Tab):

The screenshot displays the CYMA IV Not-for-Profit Edition software interface. On the left, the 'Period End Close' dialog box is open, showing the 'Prerequisites' tab. The 'Prerequisite' table lists various tasks and their completion status:

Prerequisite	Completed?	Date Printed
----- REQUIRED PROCESSING -----		
Have All Invoices been posted to AR?	Yes	
Have All Deposits been posted to AR?	Yes	
Have All Invoices been posted to GL?	Yes	
Have All Deposits been posted to GL?	Yes	
----- REQUIRED REPORTS -----		
Have Tax Reports been printed?	Yes	12/6/2010
Has the Aging Report been printed?	Yes	12/6/2010
Have Statements been printed?	Yes	12/6/2010
Has the Customer Ledger been printed?	Yes	12/6/2010

On the right, the 'Process' menu is open, showing options like 'Generate/Print Invoices...', 'Post to AR', 'Post to GL', 'Auto Apply Unapplied Payments...', 'Price Change...', and 'Period End Processes...'. The 'Period End Processes...' option is highlighted, and a sub-menu is visible with options like 'Calculate Commissions...', 'Create Finance Charges...', 'Create Write-Off Entries...', 'Print Statements...', 'Print Tax Reports...', and 'Period End Close...'. The 'Print Statements...' and 'Print Tax Reports...' options are highlighted in yellow.

Year End Close Procedure

General Ledger

Year End Close is a “Hard Close” in CYMA.

- **When you close a General Ledger Fiscal Year:**
 - You cannot Post into the GL from any module
 - You cannot Post General Journal Entries into GL
 - **Users Can enter Prior-Year-Adjustments**
- The General Ledger Fiscal Year Closing sends information to History and creates Closing Journal Entries.



General Ledger

Year-End Close.

– “Purge” Section (Don’t check these):

Year End Close

GL

Actions Performed By Operation

* Close the Year: 2008 Ending: 12/31/2008

Using the Net Asset Account: 0-00-2500-00

* Transfer Journal Entries for the year to History ☒ Recalc GL Balances

* Update Account Balance Forward Amounts

* Optionally Roll Forward Open PO Amounts

Purge

☐ Master Audit Information ☐ Inactive Accounts

Prerequisites For Operation

1. All information from subsidiary modules for the year should already be posted to the General Ledger.
2. All batches for the year should be posted within General Ledger.
3. Appropriate reports for the year should be printed and verified.
4. A current backup copy of the General Ledger data files should have been made.

Process Cancel

Don't Check "Master Audit Information"
Don't Check "Inactive Accounts"

Year End Close Procedure

General Ledger

Year-End Close (continued).

– Prerequisites (no separate tab)

Year End Close

GL ?

Actions Performed By Operation

* Close the Year: 2008 Ending: 12/31/2008

Using the Net Asset Account: 0-00-2500-00

* Transfer Journal Entries for the year to History ☒ Recalc GL Balance

* Update Account Balance Forward Amounts

* Optionally Roll Forward Open PO Amounts

Purge

☐ Master Audit Information ☐ Inactive Accounts

Prerequisites For Operation

1. All information from subsidiary modules for the year should already be posted to the General Ledger.
2. All batches for the year should be posted within General Ledger.
3. Appropriate reports for the year should be printed and verified.
4. A current backup copy of the General Ledger data files should have been made.

Process Cancel

Make Sure All Prerequisites are Completed:

- All info from Subsidiary Modules Posted to GL.
- All Batches Posted within the GL.
- All Appropriate Reports from GL Printed.
- Has a Current Backup been Created?

Year End Close Procedure

General Ledger

Year-End Close (continued).

– Prerequisites (no separate tab)

- **Recommended Reports to find UnPosted Batches:**

- ✓ Run “Open Batches” report
- ✓ Run “Out Of Balance Batches” report

General Ledger

Year-End Close (continued).

Year End Close

GL

Actions Performed By Operation

* Close the Year: 2008 Ending: 12/31/2008

Using the Net Asset Account: 0-00-2500-00

* Transfer Journal Entries for the year to History ☒ Recalc GL Balances

* Update Account Balance Forward Amounts

* Optionally Roll Forward Open PO Amounts

Purge

☐ Master Audit Information ☐ Inactive Accounts

Prerequisites For Operation

1. All information from subsidiary modules for the year should already be posted to the General Ledger.
2. All batches for the year should be posted within General Ledger.
3. Appropriate reports for the year should be printed and verified.
4. A current backup copy of the General Ledger data files should have been made.

Process Cancel

Have Module in Year and Period you are closing.

Check "Recalc GL Balances".
Note: CYMA version 14.x Does Not have this option.

Click "Process" to Close the Fiscal Year in General Ledger.

Year End Close Procedure

General Ledger

Frequently Asked Questions:

- **I changed my mind, can I reopen my Fiscal Year in CYMA?**
 - ✓ **No.** You can only re-open your closed year by restoring from a Backup
- **Can I make Adjustments into a closed year?**
 - ✓ **Yes.** You can make Adjustments through the Prior-Year-Adjustment option in CYMA
- **What Journal IDs does Prior-Year-Adjustments create, and Closing Entries create?**
 - ✓ AJ Journal (Prior-Year-Adjustment Entries)
 - ✓ CS Journal (Closing Entries)



General Ledger

Frequently Asked Questions (continued):

- **Can I close into multiple Retained Earnings Accounts?**
 - ✓ **Yes.** The “Default Net Asset Account” is selected in the “Maintain Configuration” screen—Users can also specify a different “Net Asset Account” in the “Maintain Chart of Account” screen.
- **What’s the impact of not Closing the Fiscal Year?**
 - ✓ **CYMA is Open for unintentional Posting of Transactions**
 - ✓ Close your Fiscal Year when normal transactions are completed for that Fiscal Year.
 - ✓ Close your Fiscal Year at, or before, sending your Financial information to your Auditor.
 - ✓ Enter Auditor Adjustments through the “Prior-Year-Adjustments” option in CYMA.



Critical Overview

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 - ✓ Year-End steps will process **much faster** on the server
- **All other Users Must be out of CYMA & Excel with F9**
- **Create a Backup of Your CYMA Company**
- **If needed, Create a New Fiscal Years in CYMA**
 - ✓ Major Process in CYMA; plan for hours of processing
- **Recalculate Balances (AP, AR and GL)**
- **Create a 2nd Backup of Your CYMA Company**
 - ✓ This is not a Duplicate step



Fiscal Year-End Close in CYMA

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The End

Year End Close Procedure

