

UTAH, MONTANA, AND SOUTH CAROLINA END OF YEAR SUGGESTIONS:

BEFORE BEGINNING THE END OF YEAR PROCESS, YOU SHOULD DOWNLOAD THE LATEST MYSCHOOLACCOUNTING RELEASE FROM OUR WEBSITE!

Time Line:

- June or before: Do End of Fiscal Year Clean Up-See Suggestions Below
June or before: After Clean Up, Run STEPS #1 and #2 End of Fiscal Year-New Year Processing. Step #2 cannot be run until all Credit Card transactions for the current year have been deposited and all credit card batches have been closed.
June or before: Do Step #3 so that you can see any errors or warnings that need attention before you close the year. Step #3 can be run several times.

When you Post your June Bank Reconciliation, you will automatically be prompted to do Step #3 again along with Step #4. Remember, your account balances will not roll over to the new year until you have posted your June Bank Recon and completed these final end of year processes.

NOW: End of Year Clean Up In Current Books

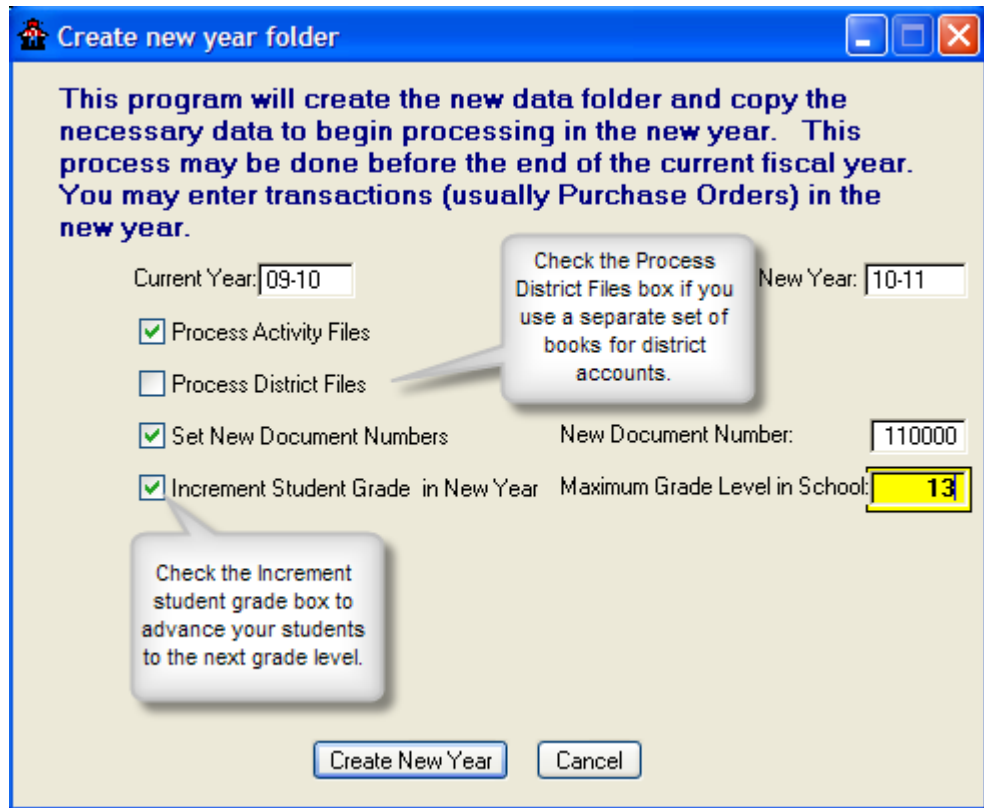
1. Run an Open P.O. Register and close any old P.O.s that were not used or that still have remaining balances but need to be closed. There is a Close P.O. button on the Purchase Order/Invoice Screen.
2. Clean up your Vendor Master List. You may delete old vendors that haven't had any transactions for this year. This can **only be done before** you begin your end of year process. Once you do step #1 of that process you should NOT make any changes to the vendor file in the current books or next year's books UNTIL you do step #4 in the end of year process.
3. Consider writing off old outstanding checks. (Use your district guidelines.)
4. Pay as many bills as possible by the end of June.
5. IT IS BEST NOT TO HAVE ANY OPEN ACCOUNTS PAYABLES AT THE TIME OF ROLL OVER (POSTING OF BANK RECON AND END OF YEAR FINAL STEPS). Check your Preview Check Run Screen prior to roll over process to make sure there are no open accounts payables. Run the Held Invoice Report to make sure you don't have any held invoices. If you use the Purchase Card or Warehouse feature, it is best not to have any open invoices in these.
6. Test System Balance should be in balance in all areas before you close.
7. Many districts require that you clean up the Income/Expenditure accounts also. Run your Expenditure Report and fix anything that appears in the Income column. Run your Income Report and fix anything that appears in the Expenditure column. Go to Reports > Financial Statements > Income/Expenditure Reports.

8. You should do Step #1 of the End of Year Process prior to the end of June so that you are ready to work in your new books the first of July. Doing Step #1 opens up your books with your accounts and master files in the New Year but with no money. Remember, after you do Step #1 you cannot edit/delete any accounts/activities in your 10-11 books or 09-10 books. You cannot do any Credit Card transactions in the new year until you have deposited all credit card receipts and closed all batches in the old year and done Step #2 from the End Of Year Process screen.

Before July 1st – Step #1 End of Fiscal Year - Create 10-11 and Step #2 Copy Credit Card File to 10-11 and Step #3 Test Current Year can be done

FILE – END OF FISCAL YEAR – NEW YEAR PROCESSING – STEP #1 & 2 ONLY

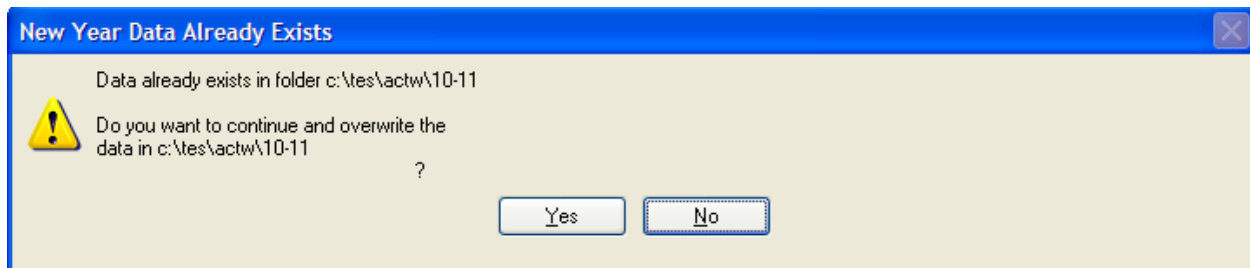
Step #1	Step #2	Step #3	Step #4
Create New Year (10-11)	Move CC Info to (10-11)	Test Current Year (09-10)	Close Current Year (09-10)
Run BEFORE the end of the Current Year.	Run the FIRST DAY of the new year BEFORE doing receipts.	Will run automatically when you post period 12 in bank recon.	Will run automatically when you post period 12 in bank recon.
<p>Step #1 copies the essential files from the current year to the new year.</p> <p>The Chart of Accounts and Posting Definitions are copied to the new year.</p> <p>This allows you to enter transactions in the new year BEFORE the old year is closed. This process can be run anytime.</p>	<p>Step #2 copies the Nova Credit Card information to the New Year.</p> <p>You MUST close all credit card batches in the Current year BEFORE running this process.</p> <p>After running this process you will be able to Scan Credit Cards in the New Year.</p>	<p>Step #3 tests the current year to insure that the system is in balance and otherwise ready to close.</p> <p>This process should be run AFTER the final bank reconciliation of the year.</p>	<p>Step #4 closes the current fiscal year and moves the balances to the new year.</p> <p>After this is complete you may not ENTER TRANSACTIONS in the old year, but you still can run reports in the old year.</p>
Exit			



If you click on the box Increment Student Grade in the New Year, your students will be advanced up one grade level. This will allow you to retain on your books students who will be leaving your school but who still have outstanding ARs. When you have completed the full End-of-Year Process, you will be able to go into your New Year's books and import your students again to correct the grades of those students who did not advance a grade level. By entering a maximum grade level that is one year higher than the grades at your school, you will retain students in your books who graduate or move on to another school. When the End-of-Year Process is completed you will be able to go to the AR Manager screen and deleted those students in grade 13 who do not have ARs.

NOTE: If you use the separate District side of TES Accounting, you will need to check Process District Files so that your Local School Accounts and your District Accounts will be copied to the new year.

If you get the message below after clicking on Step #1, simply click the YES button.



After Step #1 is done you should go into the 10-11 books to make sure the Activity and/or Account names transferred over correctly. It is best to do this prior to the end of June so that if there is a problem we have time to fix it in order for you to begin working in the 10-11 books the beginning of July. Step #2 copies your Credit Card scanning configuration into your 09-10 books so that you will be able to accept/scan credit cards the beginning of July. You cannot do Step #2 until you have deposited all credit card transactions for the old year and closed all credit card batches.

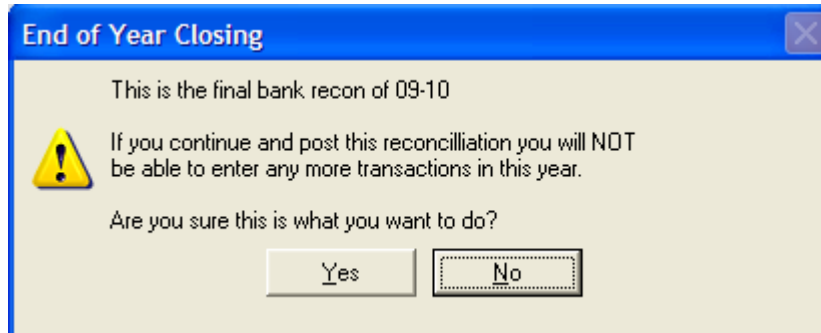
When you begin working in the 10-11 books the first of July, you first need to change the beginning Purchase Order number, Check number, and Receipt number to the correct beginning number, if applicable. Go to FILE-MANAGER-POSTING DEFINITIONS-DEFINE NEXT DOCUMENT NUMBER to change any of these numbers. Once you begin working in the 10-11 books the beginning of July, you will be able to receipt, do P.O.s and cut checks. However, the P.O.s from the previous year will not roll over until you post the June Bank Reconciliation and Step #4 has been completed. Therefore, you will not be able to invoice those previous year P.O.s until you complete the End of Year Process. That is when the P.O.s and the account balances or money will roll over to the 10-11 books.

Remember, you cannot do any credit card receipts in 10-11 until you have done Step #2 in the old year. Also, remember that you can do Step #3 at any time and it may be done more than once to see if you have any errors or warnings that need attention.

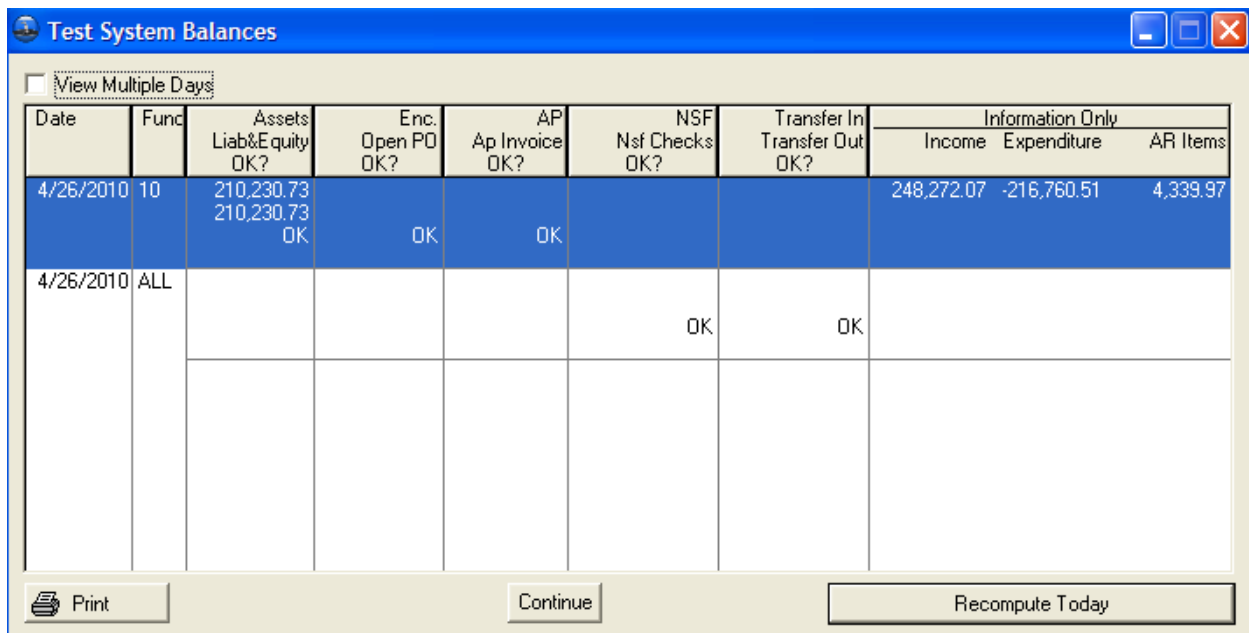
You cannot edit or delete any vendors, accounts and/or account or activity names, or students in the 10-11 books until you have completed the End of Year Process by Posting your June Bank Recon and completing the final End of Year steps that will automatically follow. You should not clean up your student files or run a new download from the Student Records Program until these final steps have been completed and your Period 12 has been posted..

In July When You Post the June Reconciliation You Will Automatically Be Prompted to Complete the End of Year Process from that Bank Recon Screen:

When you Post your June Bank Recon, the final steps of the End of Year Process will automatically appear on your screen.



If you select yes, the end of year process will continue. If you select no, your bank recon will not be posted and the final end of year steps will not appear.



The "Test System Balances" screen features a "View Multiple Days" checkbox and a table with the following data:

Date	Fund	Assets Liab&Equity OK?	Enc. Open PO OK?	AP Ap Invoice OK?	NSF Nsf Checks OK?	Transfer In Transfer Out OK?	Information Only		
							Income	Expenditure	AR Items
4/26/2010	10	210,230.73 210,230.73 OK	OK	OK			248,272.07	-216,760.51	4,339.97
4/26/2010	ALL				OK	OK			

At the bottom of the screen are three buttons: "Print", "Continue", and "Recompute Today".

The Test System Balance screen is the first end of year process to appear. If you are in balance, you may continue the process by clicking the Continue button at the bottom of the screen. If you are not in balance you will not be able to finish the process until you fix the problem.

End of Year System Test

INSTRUCTIONS: The listed below are errors, warnings, etc about your closing data:
1- ERRORS: YOU MUST correct these items before closing the year.
2- WARNINGS: YOU SHOULD correct these items before close the year.
3- ADVISORIES: YOU SHOULD review these items. Correct as many as possible.
4- NOTES: YOU SHOULD print this report and save it for future reference.


Tran	Document	Account Name	Name	T	Type	Message
NSF	5025-0	<Unknown>	BASS, TYSI	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5029-0	<Unknown>	BRACKETT	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5030-0	<Unknown>	PATTERSON	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5034-0	<Unknown>	WARDLE, C	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5036-0	<Unknown>	PDP COMPT	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5037-0	<Unknown>	LAMB, COL	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5038-0	<Unknown>	VIZCARRA,	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	5039-0	<Unknown>	BRUTON, C	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	7000001-0	SOCCER BOYS Fund Raisers	RODRIGUE	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
NSF	7000002-0	SOCCER BOYS Fund Raisers	ADAMS, MA	3	ADVISORY	OLD NSF FROM PRIOR YEAR - Should be closed
PO	73561120-	WOODSHOP Supplies Expendi	HAPPYDAL	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561274-	FOOTBALL Uniform Expenditu	ACADEMY	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561328-	FOOTBALL Uniform Expenditu	T-REX TEA	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561360-	TEXTBOOKS 30 Textbook Sp	WEST SD	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561361-	TEXTBOOKS 30 Textbook Sp	WEST SD	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561392-	FOOTBALL Purchases For Sta	ACADEMY	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561477-	FOOTBALL Uniform Expenditu	ACADEMY	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561504-	CTE AG 30 Supplies	ROBERT US WELDIN	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561509-	TEXTBOOKS 30 Textbook Sp	WEST SD	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561510-	TEXTBOOKS 30 Textbook Sp	WEST SD	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561511-	TEXTBOOKS 30 Textbook Sp	WEST SD	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed
PO	73561549-	ADM Student Planner Exp. AD	SIGNATUR	3	ADVISORY	OLD PO FROM PRIOR YEAR - Should be closed

Print Exit

The next step in the process is a screen that gives you detailed information of items that may need your attention. You MUST fix any errors that appear. Warnings and Advisories should be looked at and may need your attention. You may print this report if you wish so that you can go back and make any necessary corrections. Click the Exit button to continue.

System Test Error

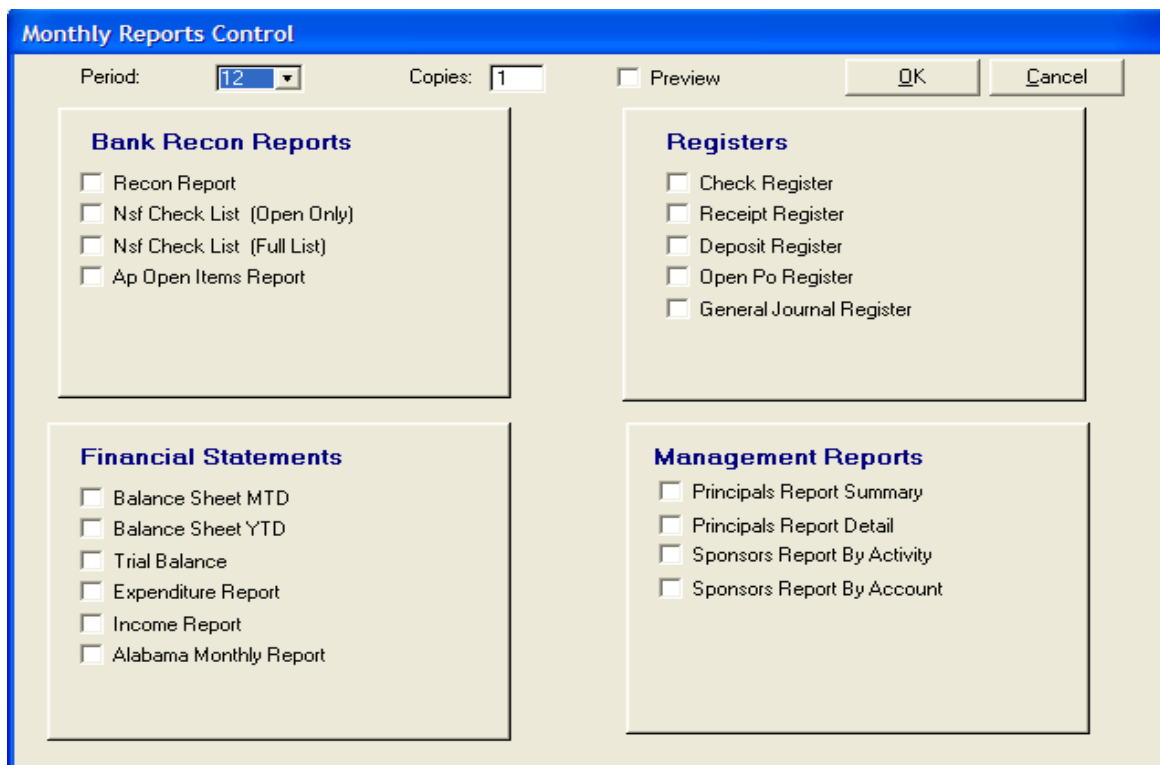
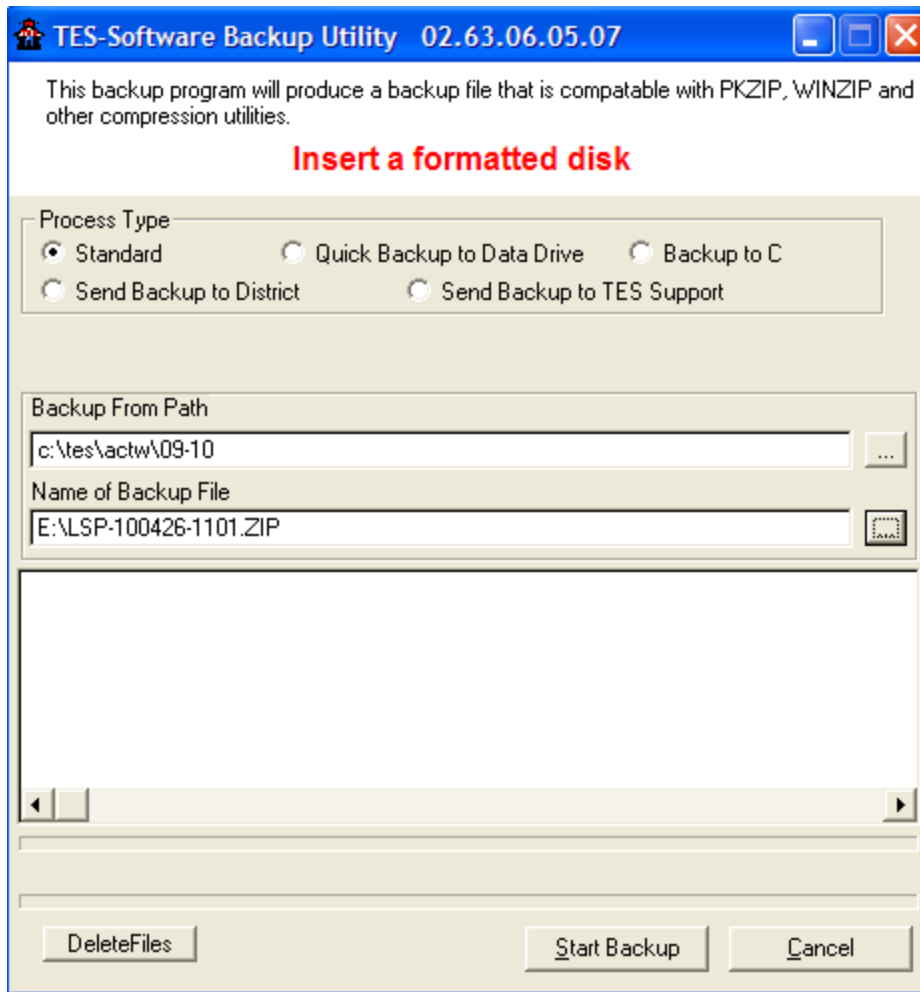
Warnings were found on system test.

 If you have corrected as many warnings and advisories as possible and you want to continue with the End of Year posting please click [Yes].

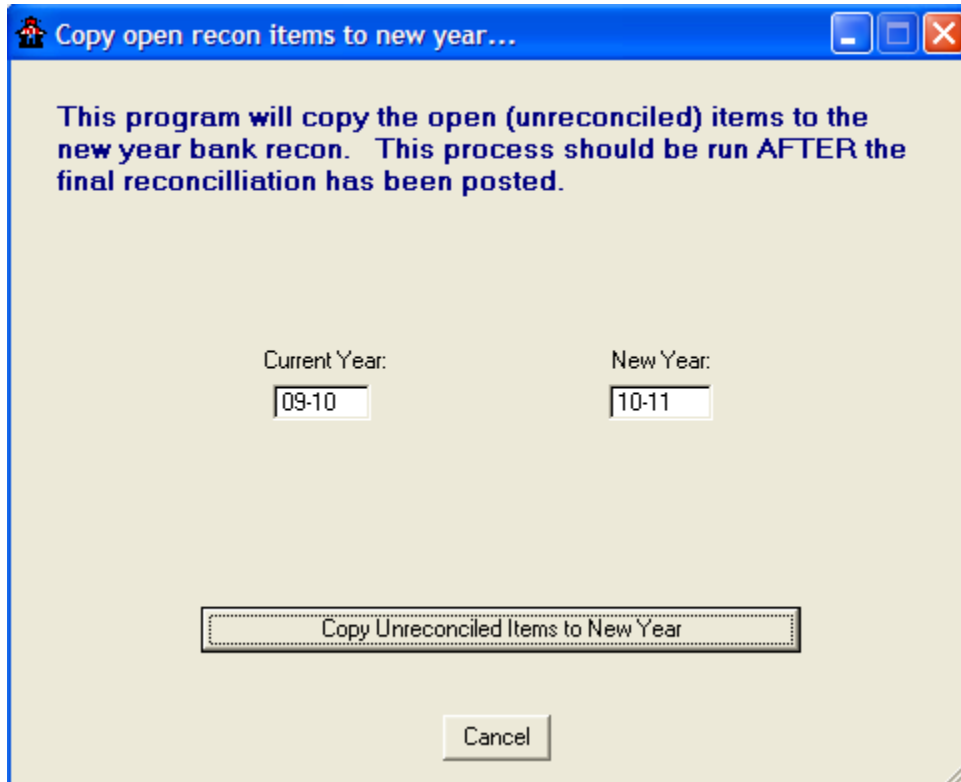
Yes No

This screen gives you the option to continue with the end of year process by selecting Yes. If you select No, you will have the opportunity to go back into period 12 and make necessary corrections. If you click No, you must go back to the Bank Recon and click the Post button again in order to post the recon for Period 12 and complete the End of Year process.

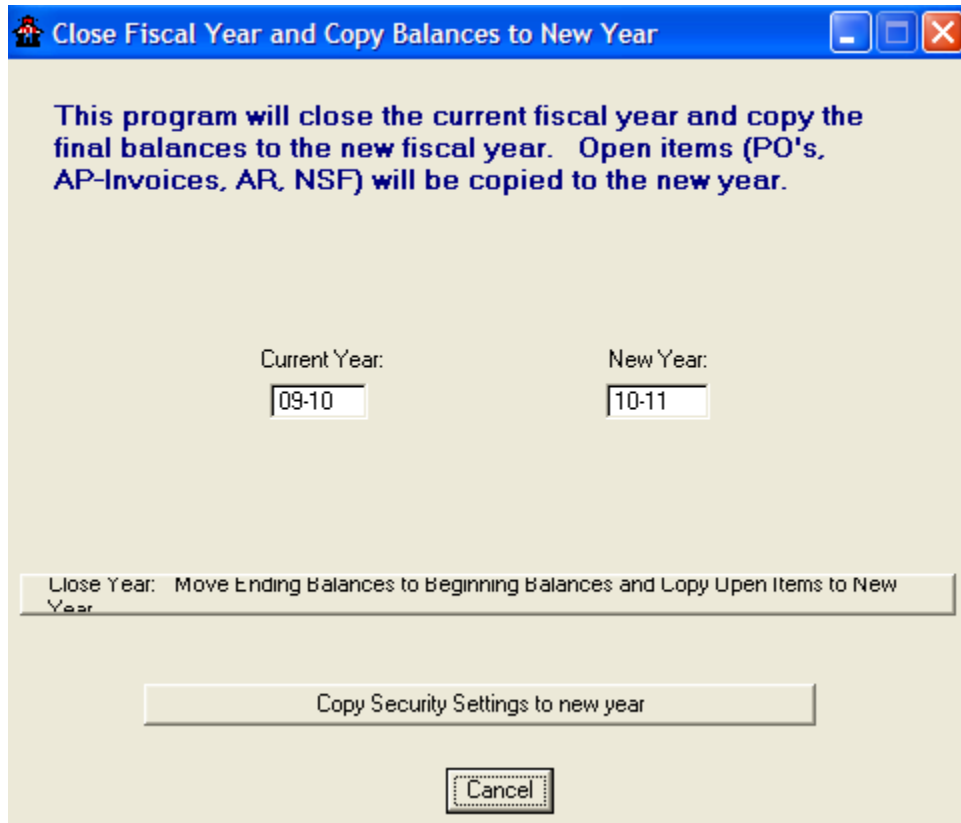
If you click the Yes button, you will be prompted to do your back up and monthly reports as you normally do after your Bank Recon posting.



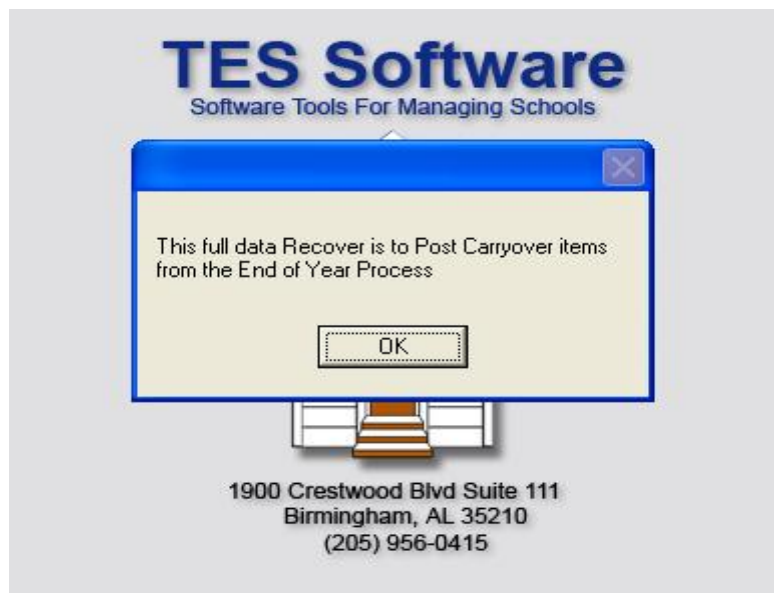
The next screen to appear will have a button that says “Copy Unreconciled Items to New Year”. You MUST click this button.



The final part of the End of Year Process copies all account balances and open items to the new year. You MUST click on Close Year: Move Ending Balances and Beginning Balances and Copy Open Items to New Year.



Your 09-10 Books are now closed and all balances and open items are copied to the 10-11 year. When you open your 10-11 books, you will be prompted to do a Full Data Recovery. Please click OK for to complete this process.



Now you can edit/delete any vendors, accounts and/or activity names, or students in 10-11 This is a great time to DELETE duplicate vendors, correct spellings, etc. It is also a good time to check you student files and make changes there and import your students if your student files have been updated.