

Period End/Year End FAQs

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[In what order should the modules be closed?](#)

When performing year-end processing, first close any module that transfers information to another module. For example, Sales Order transfers information to Inventory Management, Accounts Receivable and General Ledger. To close these modules, update all Sales Order journals and registers and perform Sales Order period-end processing before closing the other modules.

Some modules transfer and receive information from another module. For example, Job Cost can post invoices to Accounts Receivable, and Accounts Receivable can post invoices to Job Cost. To close these modules, update all journals and registers in both modules before performing period-end processing for either module.

NOTE Always make a full backup before performing period-end or year-end processing. Year-end processing can only be reversed by restoring from a backup. The following table provides an outline of the year-end processing order for modules.

Order	Module
1	Bill Of Materials
2	Work Order
3	Bar Code
4	Purchase Order
5	Sales Order
6	Inventory Management
7	Material Requirements Planning
8	Payroll
9	Accounts Receivable
10	Accounts Payable
11	Job Cost
12	General Ledger

[How are the period-ending dates determined?](#)

The beginning and ending dates for each module period can use a fiscal basis as defined in [General Ledger Options](#), or they can use a calendar basis with standard month-end dates.

NOTE When the calendar basis is used to determine period-ending dates, period one is assumed to be January, period two is assumed to be February, and so on.

The use of fiscal basis and calendar basis depends on whether the Inventory Management module is integrated with Sales Order.

If the Inventory Management module is integrated, select whether to use fiscal basis or calendar basis at the Base Inventory Periods On field in [Inventory Management Options](#).

If the Inventory Management module is not integrated, the fiscal periods defined in General Ledger Options are used.

The following table represents the method used to determine the period-ending dates based on Inventory Management.

Inventory Management	Method
Not integrated	Fiscal

Using Fiscal Periods basis
Using Calendar Months basis

Fiscal
Calendar

For more information, see [Create a Fiscal Year](#) and [Posting to Future Accounting Periods](#).

■ [Can I print financial statements for the next fiscal year, prior to performing year-end processing?](#)
Yes. In the applicable report window, at the Fiscal Year field, select the fiscal year to print.

NOTE Do not manually change the fiscal year in [General Ledger Options](#) in order to print financial statements for the next fiscal year.

■ [After performing year-end processing, I want to delete some accounts that will no longer be used for the current fiscal year; however, I still want comparison statements. Will this work?](#)

Information about prior fiscal years is stored by account number. The account numbers must be retained for as long as you require comparisons. To retain an account number without the account being active, set the status of an account to Inactive. You can set the account status to inactive by selecting the account in [Account Maintenance](#). On the Main tab, at the Status field, select Inactive and click Accept.

■ [How do I reopen a closed fiscal year to make general ledger postings?](#)

If you retained detail history for a prior fiscal year by entering the Years to Retain General Ledger History field in [General Ledger Options](#), you can reopen the closed fiscal year and post to it. Closed fiscal years can only be reopened in the General Ledger module.

For more information, see [Post to a Closed Fiscal Year](#).

