

Closing Fiscal Periods and Years

Sage x3

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12/2016

Table of Contents

1.0	WELCOME AND INTRODUCTION.....	1
2.0	CLOSING FISCAL PERIODS	3
	BEFORE YOU START.....	4
3.0	CLOSING FISCAL YEARS	10
	BEFORE YOU START.....	11
4.0	1099 TRACKING AND REPORTING.....	23
	1099 SETUP	24
5.0	EXERCISES AND LABS	28
	SUMMARY	32

1.0 Welcome and Introduction

Welcome to the Sage X3 Closing Fiscal Periods and Years training class. This course is divided into discussion of concepts and labs, and is intended to provide you with knowledge to successfully close the periods and year in your system. The labs in this course are designed for a stand-alone training environment. If you are completing the labs in a different environment, you may need to modify the names of elements, etc. as needed.

This course is designed to provide you with the knowledge of:

- Closing or reopening fiscal periods
- Closing or reopening fiscal years
- Simulating year-end close
- Viewing the Pre-closing verification report
- 1099 setup, tracking, and reporting

Welcome and Introduction (continued)

How to use this curriculum

The following table describes the conventions used in this curriculum

Convention	Explanation
Exercise sequence	Exercise sequences appear in bold and are completed in class.
<i>Italic font in an Exercise</i>	Items that are part of an Exercise and appear in an italic font indicate you need to select a task or perform a specific action to complete the task (for example, click <i>OK</i>).
<code>Courier font in an Exercise</code>	Items that are part of an Exercise and appear in courier font indicate information you should enter (for example, at the Customer No. field, enter <code>01-ABS</code>).

Other resources

Other resources for year-end training includes:

- The Sage X3 – Accounting Manager: Closing procedures training course available Sage University web site (www.sageu.com) in the form of on-demand training videos to help you understand the year-end closing procedures.
- You can access “Common call” videos and KB articles on the Sage City > Sage X3 > Resource Center (http://sagecity.na.sage.com/support_communities/sage_erp_x3/w).

Overview

We know exactly what challenges you'll face at the year end and are ready to help. Follow the procedures in this guide to prepare and close fiscal periods and years in Sage X3.

- You'll learn how to . . .
 - Open and close accounting periods to allow or prevent creation and posting of journal entries to those periods. Sage X3 also calculates period-and year-end actual and budget account balances for reporting.
 - Perform a year-end simulation to run a trial balance for the new year. This simulation rolls the balances forward for assets and liability accounts; however, no journal entries are created and the fiscal year remains open.
 - Perform year-end closing to close the company's fiscal year and create the corresponding accounting entries.

In
this

2.0 Closing fiscal periods

lesson, you will learn about closing or reopening fiscal periods in your system.

The topics in this lesson include:

- Before you start
- Using the Fiscal periods function
- Closing the last period of a year
- Reopening a closed period

Before you start

Complete the following steps before closing a fiscal period.

1. Run invoice validation functions regularly, and before closing a period.

Function	Navigation
Validate sales invoices	Sales > Invoices > Invoice validation (FUNCFMINV)
Validate BP customer invoices	A/P-A/R accounting > Invoicing > Validate customer BP invoices (BPCVAL)
Validate purchase invoices	Purchasing > Invoices > Invoice validation (FUNPIH)
Validate BP supplier invoices	A/P-A/R accounting > Invoicing > Validate supplier BP invoices (BPSVAL)

2. Run the following processes for period-end closing.

Process	Navigation
Payments/receipts	A/P-A/R accounting > Payments > Bank posting (REMBAN)
Generated entries	Financials > Current processings > Recurring entries > Recurring entries (VALABT)
Journals created in batch	Financials > Current processings > Batches (CPTLOT)
Multi-currency	Select Financials > Closing processings > Conversion variance (ACCCURCNV)
Stock valuation	Stock > Periodic processing > Stock valuation report (FUNSTVA)
Completed and closed work orders	Costing > Production costs > WIP finalization (FUNWIPMFC)
All journals, including other modules, with a Final/Actual status	Financials > Current processings > Final validation (CPTVAL)
Pre-closing verification report for errors	Reports > Prints/group > Final accounting > Pre-closing verification report (CLOPER)

Verify the next period is open, the day of the period close, and the end date of the period

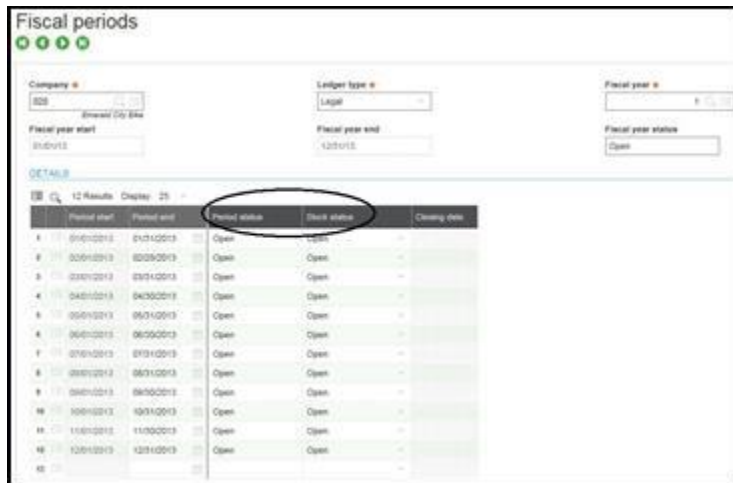
Common data > G/L accounting tables > Fiscal periods (GESPER)

Exercise Start batch processes

Exercise Prep to close Fiscal periods

Using the Fiscal periods function

Use the Fiscal periods (GESPER) function to close a fiscal period.



There are two columns in Fiscal periods that show the status of any period.

- **Period status.** This column specifies whether the period is open or closed.
 - To open a period, click Opening in the Actions panel.
 - You can open one period or multiple periods, up to a maximum of 20 periods.
 - You can open periods only within an open fiscal year.
- **Stock status.** This column specifies if the period is open to any stock movement. Stock movements include such transactions as adjustments, receipts, and shipments. The statuses available are:
 - **Open.** You can post inventory to the period.
 - **Balance adjustment.** The period is open only to stock adjustment transactions.
 - **Closed.** The period is closed to stock adjustments. An error message appears if you try to post to a prior closed period.

Periods are closed for a specific company, ledger type, and fiscal year.

- You can close more than one period at a time.
- You must close all periods to close the fiscal year.
- After closing a period, you cannot create, modify, or delete journal entries in that period.
- You cannot close a period in the Fiscal periods (GESPER) function. However, you can reopen a closed period in the Fiscal year management (GESFIY) function.

After you close a period, a log file appears and confirms that the period was closed successfully. If the period was not closed successfully, a list displays the items you need to process before the period can be closed.

Exercise Close fiscal periods 1 through 11

Closing the last period of a year

Use the Fiscal periods (GESPER) function to close the last period of a year.

To close the last period of a year:

1. Ask all users to log out of Sage X3.
3. Open Common data >G/L accounting tables > Fiscal periods (GESPER).
4. In the Company field, specify the company.
5. In the Ledger type field, select the ledger.
6. In the Fiscal year field, specify the fiscal year.
7. Click Closing.

When closing the last period of a fiscal year, a warning message appears alerting you that this is the last period.

Sage X3 checks the following information when closing the last period.

- Verifies that the general ledger is balanced.
- Verifies that accruals have been generated.
- Verifies the analytical accounts.
- Verifies that the depreciation expense has been generated if using Fixed Assets.

After running the process, a log file appears that summarizes the operations completed during processing.

Exercise Close the fiscal period 12

Reopening a closed period

Use the Re-open period (OPNPER) function to reopen a closed period. Once you are finished posting your general ledger entries, you can run period end to the period again.

- If transactions are posted to the open period, use the Fiscal periods (GESPER) function to close the period.
- If there are no changes, use the Period closing (UTICLOPER) function in Financials > Utilities to close the period.

To reopen a closed fiscal period:

1. Open Financials > Utilities > Closing > Re-open period (OPNPER).
8. In the Company field, specify the company.
9. In the Ledger type field, select the ledger.
10. In the Period start date field, specify the start date.
11. Click Close page.

3.0 Closing Fiscal Years

lesson, you will learn about various tasks for closing or reopening a fiscal year. You will also learn how to perform simulations for year-end close.

The topics in this lesson include:

- Before you start
- Simulating year-end close
- Before closing a fiscal year
- Viewing the Pre-closing verification report
- Closing a fiscal year
- Reopening a fiscal year

Before you start

Complete the following steps before running the year-end simulation.



Closing fiscal periods for the year before running the year-end simulation is recommended, but not required.

1. Open Setup > Financials > Accounts classes (GESCLS).
12. Verify that account classes are set up correctly (for example, expenses and revenues are reset to zero, and assets are set to No).



Account classes are set up during implementation. If any account carries a balance that should not be carried over, check the account class associated with the GL account.

13. Open Common data > GL accounting tables > Fiscal periods (GESPER), and then open the next fiscal year and first fiscal period.
14. Ask all users to log out of Sage X3.

This prevents possible issues caused by other users changing settings or entering transactions while running the year-end simulation.

15. Stop the following monitors from running.
 - a. Usage > Batch server > Accounting tasks (VALPCE).
 - b. Usage > Batch server > EDI (Electronic Data Interchange) status monitor (if applicable).

Simulating year-end close

Use the Year end simulation (SIMULFINEX) function to move the ending balances on the Trial balance report (NA-TRLBAL) forward without creating the closing journal entries or permanently closing the fiscal year.

The screenshot shows the 'Year end simulation' window. Under the 'CRITERIA' section, the 'Company' dropdown is set to 'USA' and is circled. The 'Fiscal year' is set to '2'. The 'Start' date is '01/01/14' and the 'End' date is '12/31/14'. Under the 'SELECTION' section, both 'General balance' and 'Analytical balance' checkboxes are checked.

Run this simulation when the previous fiscal year must remain open for a period of time in the current year. By simulating the close, you ensure that monthly statements include the correct opening balances until you are ready to close the previous fiscal year and you have calculated retained earnings.

If this process is not run, account balances are not carried forward to the new year and are not reflected on the Trial balance report.

- Note the following considerations:
 - You can close the year for one company or multiple companies simultaneously, but the simulation can only be run for one company at a time.
 - Only one user can be logged into the system to run the simulation.

To simulate year-end close:

1. Ask all users to log out of Sage X3.
16. Verify that the Accounting task and EDI (Electronic Data Interchange) status monitor are not running.
17. Open Financials > Utilities > Closing > Year end simulation (SIMULFINEX).
18. In the Ledger field, select the ledger.
19. In the Company field, specify the company.
20. In the Fiscal year field, specify the new fiscal year.
21. Select the General balance and Analytical balance check boxes if they are not already selected.
22. Click OK.

After running the process, a log file appears that lists the operations completed during processing.

Exercise Open new fiscal year

Exercise Run a year-end simulation

Before closing a fiscal year

Complete the following steps before closing the fiscal year.

1. Verify that journal codes, sequences, parameters, document types, and accounts classes are set up as follows:

- a. Open Common data > G/L accounting tables > General > Journal codes (GESJOU).

In the Journal field, verify that the NEWPR journal code is specified and Carry-forward is the identification type.

- b. Open Setup > General parameters > Sequence number definition > Structures (GESANM).

In the Sequence field, verify that the NANEW sequence is specified and the components are selected.

	Component type	L	Formula
1	Constant	2	NP
2	Year	2	
3	Sequence number	6	

Before closing a year (closing)

- c. Open Setup > General parameters > Parameter values (ADPVAL).

Verify that automatic journals were created for your fiscal year end entries (for example, carry forward for general and analytical accounts).

Parameter	Description	Value
1	ANALANA	Analytical carry-forward
2	FRWGAG	General carry-forward
3	GAUFYCL	Closing document
4	GAUFYEN	Fiscal year end journal
5	GAUFYRE	Results journal
6	GTECLO1	Year-end journal type
7	GTECLO10	Year-end journal type

- d. Open Setup > Financials > Document types (GESGTE).

- e. In the Entry type field, verify that the NEWPR document type is specified.
- Verify that NEWPR is selected as the default journal, NANEW as the sequence number, and that the Carry-forward journal type is set to Yes.
 - Verify that a unique document type is created for all ledgers being carried forward.

Document types

Entry type: NEWPR

Description: New Period

Legislation: USA

Short description: New Period

Group:

Identification

☐ Minimal sequence no.

Default journal: NEWPR

Sequence number: NANEW

20-xx sequence no.

Accessibility

☒ Active

Access code:

Validity start date:

Validity end date:

Journal category

☐ Simulation

☒ Actual

☐ Template

☐ Off-balance sheet entries

Period: Carry forward

Journal type

Journal type	Author.
1 Sales	No
2 Purchasing	No
3 Treasury	No
4 Misc. operations 1	No
5 Misc. operations 2	No
6 Misc. operations 3	No
7 Carry forward	Yes
8 Misc. operations 4	No

Management

☐ Reminders

☐ Fee declaration

☐ VAT on debit

☐ VAT on payment

☐ Temporary fiscal year

☒ Expense creation

Rule type: Daily rate

Rule date: Document date

Open item type: Others

☐ Service provision

Before closing a year (closing)

- f. Open Setup > Financials > Account classes (GESCLS).

Verify that the account classes are set up correctly and that each account is properly categorized as an expense, an income (revenue), an asset, a liability, or equity.

23. Set up SUP general parameter ENDDAT to 12/31/XX, where XX is a few years in the future.

- g. Open Setup > General parameters > Parameter values (ADPVAL).
- h. In the Parameter values list panel, click SUP Supervisor > Folder.
- i. From the DEF (Default Values) group, click the Actions icon, and then select Detail.
- j. Change the ENDDAT parameter to a value larger than the date displayed in the warning (for example, 12/31/2016).
- k. Click OK to close the Parameter values detail screen, and then click Save.

24. Open Common data > G/L accounting tables > Fiscal years (GESFIY), and then open the next fiscal year before closing the current fiscal year.

25. Open Setup > Organizational structure > Charts of accounts (GESCOA).

Verify that all miscellaneous accounts are defined in the Miscellaneous accounts tab.

26. Validate all invoices (see “Closing a period” in this document).

27. Open Financials > Current processings > Batches (CPTLOT). Validate all receipts and payments.

28. Open Financials > Current processings > Recurring entries > Recurring entries (VALABT).
Generate and post all recurring journal entries.

29. Open Financials > Current processings > Final validation (CPTVAL).

Use the batch function in G/L Accounting to perform final validation on all journals.

- This process sets all temporary journals to final.
- If the company is using simulation journals, there may be other functions to run before final validation, such as changing the status of simulated journals to actual journals.

30. Open Sales > Price lists > Price update (FUNSPCINC). Enter price updates for the next year.

Before closing a year (closing)

31. Enter or update cost transfers and cost calculations for the next fiscal year.

Function	Navigation
Cost transfers	Costing > Miscellaneous processes > Cost transfer (COPYCOUT)
Cost calculations	Costing > Cost calculations > Standard cost calculation (CALCSTSTD)

32. Close all periods for the current fiscal year (see “Closing the last period of a year” in this document for monthly closing processes).

33. Ask all users to log out of Sage X3.

Exercise Verify system setup

Viewing the Pre-closing verification report

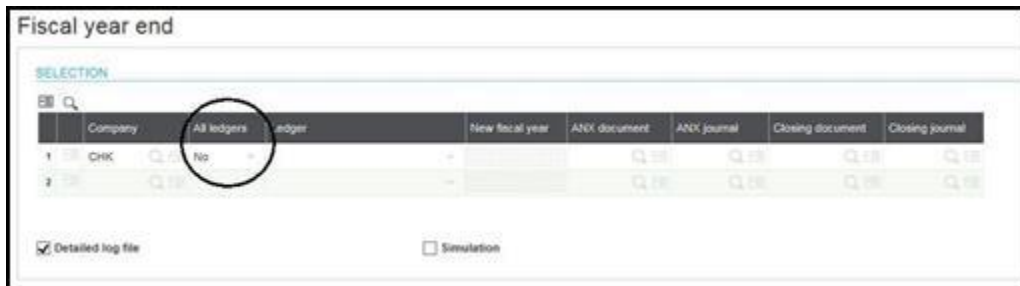
Run the Pre-closing verification report (CLOPER) before performing the year- end close. This report lists items you need to address before you close the year.

To run the Pre-closing verification report:

1. Open Reports > Prints/group > Financials > Financial accounting.
34. In the General accounting screen, select Pre-closing verification report (CLOPER).
35. Enter the company and specify the selection criteria.
36. Click Print.

Closing a fiscal year

Use the Fiscal year end (FIYEND) function to close a company's fiscal year and generate the corresponding accounting entries.



Note the following considerations:

- Before you can close a fiscal year, you must close all periods for that year.
- After closing a fiscal year, you cannot reopen the year or any periods within it.



When you start a new year, if you need to keep the previous year open for a bit, run a year-end simulation instead.

To close a fiscal year:

1. Ask all users to log out of Sage X3.
37. Stop the following monitors from running.
 - a. Usage > Batch server > Accounting tasks (VALPCE).
 - b. Usage > Batch server > EDI status monitor (if applicable).
38. Open Financials > Closing processings > Fiscal year end (FIYEND).
39. In the Company field, specify the company.
40. In the All ledgers field, select No.
41. Enter the document type and the journal in which the new journals, documents, and invoices will be generated.
42. Verify the Closing document field is blank, and that the start date for the new fiscal year is correct.
43. Select the Detailed log file check box if not already selected.
44. Click OK.

After running the process, a log file appears that lists operations completed during processing. The log file displays two journals with NEWNP as the document type.

The two closing journals are created with NEWPR as the entry type.

Closing a fiscal year (continued)

- Note the following considerations:
 - The first entry closes the current fiscal year. It rolls forward balance sheet account balances and posts the net income/loss to the new Period suspense account (ANOUVO).
 - The second entry clears the new Period suspense account and debits/credits the Retained earnings account.
 - To view the closing journals, restart the Accounting task function after the process is run.



Use the Trial balance report or the functions in Financials > Inquiries to verify account balances.

Exercise Close the fiscal year

Reopening a fiscal year

Use the Re-open fiscal year (OPNFIY) function to reopen a closed fiscal year and to delete the corresponding opening journal entries that were generated during the closing process.

To reopen a fiscal year:

1. Open Financials > Utilities > Re-open fiscal year (OPNFIY).
45. In the Company field, specify the company.
46. In the Ledger type field, select the ledger.
47. In the Fiscal year to reopen field, specify the year.
48. Click OK.

In
this

4.0 1099 tracking and reporting

lesson, you will learn about the functions to use for 1099 setup, tracking, and reporting.

The topics in this lesson include:

- 1099 setup
- 1099 Reporting

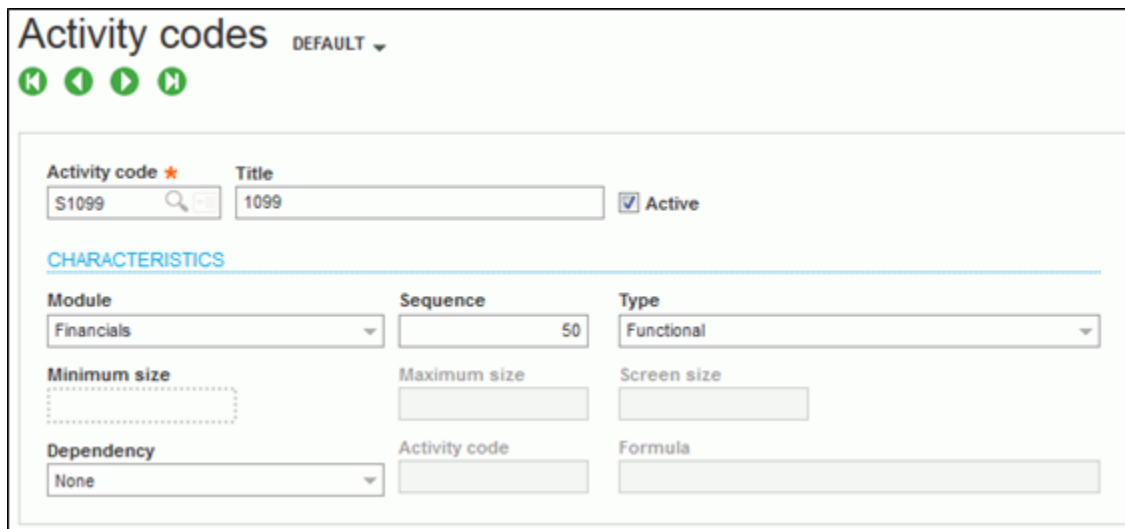
1099 setup

The 1099 setup provides for complete 1099 tracking and reporting. This includes supplier defaults, transaction entry, and tracking and reporting.

- It is important to note that although this is primarily a U.S. function, it can be used in other regions. For example for CPRS tracking in Canada.
- There is setup information that must be defined in order for 1099 tracking to work. This includes setting up an activity code, parameter values, 1099 boxes, and supplier information.

Activity Codes

To use 1099s, you must have the S1099 activity code active. This is done through the Activity codes (GESACV) under Development setup in the Development > Data and parameters block.



Activity codes DEFAULT ▾

⏮ ⏪ ⏩ ⏭

Activity code ★ Title

S1099 1099 ☒ Active

CHARACTERISTICS

Module Financials ▾	Sequence 50	Type Functional ▾
Minimum size [Empty]	Maximum size [Empty]	Screen size [Empty]
Dependency None ▾	Activity code [Empty]	Formula [Empty]

1099 Setup (continued)

Parameter Values

Use the Parameter values (ADPVAL) function in the Setup > General parameters block, to set the Fees declaration (DCLFEES) to 1099.

- This is done by viewing the details for the 1099 Management (DAS) group under the CPT Accounting parameter value.
 - This can be done for a specific folder or legislation.

Parameter values

Chapter: CPT, Accounting
Legislation: USA, USA
Company:
Site:
Group: DAS, DAS2 (French rule)

5 Results Display: 20

	Parameter	Title	Value	Set of va...	Level
1	AMTDCLDAS	DAS2 declaration floor	0		Folder
2	CONTROLDAS	DAS2 parameter control	No		Folder
3	DCLFEES	Fees declaration	1099		Legislation
4	DIR281DEF	281.5 record directory	[TMP]		Folder
5	PRCRET VAT	% tax deduction for royalties	0.8		Folder
6					

Companies

Use the Companies function on the Setup > Organizational Structure block to define the tax identification number at the Company registration number field on the General tab.

1099 Setup (continued)

1099 Boxes

Use 1099 box (GESBX9) under United States > Setup in the Declarations > Fee declaration block to view and modify 1099 box information. All 1099 box information is predefined up through calendar year 2012. This includes miscellaneous and interest. For each box, you can view the form, description, box type, limit, and active supplier setting.

1099 box DEFAULT

48 Results Display: 25 1 2

	1099 form	1099 box	Description	Box type	Lower limit	Active
1	Misc	1	Rents	Amount	600.00	Yes
2	Misc	10	Crop Insurance Proceeds	Amount	600.00	Yes
3	Misc	13	Excess Golden Parachute Payments	Amount	0.01	Yes
4	Misc	14	Gross Proceeds to an Attorney	Amount	600.00	Yes
5	Misc	15a	Section 409a Deferrals	Amount	600.00	Yes
6	Misc	15b	Section 409a Income	Amount	0.01	Yes
7	Misc	16	State Tax Withheld	Amount	0.01	Yes
8	Misc	17	State/Payer's State Number	Text		Yes
9	Misc	18	State Income	Amount	0.01	Yes
10	Misc	2	Royalties	Amount	10.00	Yes
11	Misc	3	Other Income	Amount	600.00	Yes
12	Misc	4	Federal Income Tax Withheld	Amount	0.01	Yes

Supplier 1099 Boxes

Some 1099 boxes require specific text be entered. This information is specific to a supplier. To enter this information, use Supplier 1099 box (GESB9M) under United States > Setup in the Declaration > Fee declaration block.

- Information is defined by supplier and calendar year.
 - You must have the supplier defined as a 1099 supplier before defining information in this function.
- You can define information for the Misc, Interest, or Dividend 1099 forms.

1099 Reporting

The 1099 report is a North American report giving you the ability to report supplier 1099 numbers every quarter. The data on this 1099 report is based on calendar year and payments made against supplier or purchase invoices flagged as 1099.

- The 1099 report only includes information on invoices flagged as 1099 in the system and will not produce a government 1099 form.
- The data produced from the 1099 report can be transferred to the proper forms required by the IRS.
- Export features are also available using normal reporting which can help in reporting the information on an official 1099 form.

1099 Report

Use Reports (AIMP) in the Printouts > Printouts block to select the 1099 report. You can select a single or range of companies as well as define a date range.

- The date range entered should be the beginning and ending dates of the year in which the 1099 data needs to be reported.
 - The dates entered are compared against the paid date of the supplier or purchase invoice.
 - This paid date is on the product record of the invoice (GACCDUDATE).
 - It is important to note the paid date is always the first payment made against the invoice in the case of partial payments.
- The 1099 report pick up any invoices paid or partially paid. If the invoice is not paid, it is not selected on the report.
 - You must have posted the payment to the General ledger in order for the invoice paid to be included on the report.
 - If the payment is created and not posted, the report considers the invoice not paid and it is not included.
- The invoice amount printed is the amount paid to the supplier. For example, if a 1099 invoice is for \$800.00 and the supplier was paid \$100.00, the report will show \$100.00, the amount paid.

Exercise Process 1099s

Exercise 1099 Payment summary

Exercise 1099 Generation

5.0 Exercises and Labs

purpose of the practices and labs is to review the information learned in the previous lessons.

- Explore what you've learned



Explore what you've learned

Use the following exercises to explore the features you've learned in the previous lesson.



Start batch processes

Usage > Batch Server > Server activation

Server activation Select Yes

Usage > Batch Server > Accounting tasks

Select ACCENTRY01

Select Run now and activate.

Prep to close Fiscal periods

We are going to close fiscal year 2105 for company NA20. Since all of the periods are open, we will need to close all the periods as well as the year. Our first step will be to see what tasks need to be performed to close the months then the year so we will start with the Pre-closing verification report

Run the CLOPER report for the period range

1. Repots > Prints/Group > Financials > Financial accounting
2. Select CLOPER Pre-closing verification report
3. Enter NA20 for company First value and 01/01/2015 to 12/31/2015 for the Date range
4. Print report and notice if any errors
5. Close the report

The report shows that there are several journals with a temporary status. They all need to be changed to Final. This can be accomplished by running the Final validation function.

1. Financials > Current processing > Final validation
2. Uncheck all Companies
3. Enter company NA20
4. Check all users
5. Change the date range to 01/01/2015 to 12/31/2015

*this will take some time to run for the entire year

Rerun the pre-closing validation report to see an updated status of tasks waiting to be performed.

The report shows customer invoice DIR000013 is not posted for period 5. After initial review it has been determined that the invoice is bad and needs to be deleted.

1. A/P-A/R accounting > Invoicing > Customer invoices
2. Select customer invoice DIR000013 for customer NA030
3. This invoice cannot be posted so delete the invoice by selecting Delete in the right hand panel
4. Return to navigation page

The report also shows the Intercompany customer invoice DIRNA01212-000087 for period 8 has not been posted.

1. A/P-A/R accounting > Invoicing > Customer intercompany invoice
2. Select invoice DIRNA01212-000087
3. Validate and Post
4. Make note of the journal created.
5. Return to Navigation page

Posting the intercompany invoice created a new journal entry with a temporary status. This new journal entry's status needs to be changed to a final status

1. Financials > Journals > Journal entry
2. Select STDCO Column complete entry transaction
3. Select the journal just created (CSINV INV000001)
4. Change the status to final
5. Save changes and return to Navigation page.

The report also shows that there is a manual check payment PAYCH1303NA023000001 for customer NA059 still not posted.

1. A/P-A/R accounting > Payments > Payment/receipt entry
2. Select PAYCH payment entry transaction
3. Select PAYCH1303NA023000001
4. Select Milestone to see next steps

The Milestone shows that we need to create a bank allocation

1. A/P-A/R accounting > Payments > Bank allocation
2. Select Expense and enter NA20 for the Company
3. Check all users
4. Enter check amount of 16,927.50 for Total amount to assign
5. Enter NA2US for the Bank and 16,927.50 for Total amount to assign
6. Select OK
7. Return to the Navigation page.

Now that the bank allocation has been completed we can post the manual check payment PAYCH1303NA023000001 for customer NA059

8. A/P-A/R accounting > Payments > Payment/receipt entry
9. Select PAYCH payment entry transaction
10. Select PAYCH1303NA023000001
11. Select Milestone to see next steps

12. Post the check and note the journal entry created.
13. Return to the Navigation page

Once again this posting process has created a new journal entry with a temporary status. It will need to be changed to final.

1. Financials > Journals > Journal entry
14. Select STDCO Column complete entry transaction
15. Select the journal just created (PAYMT PAY000002)
16. Change the status to final
17. Save changes and return to Navigation page.

Rerun the pre validation report to see if there are any more outstanding tasks.

There aren't, so we should now be ready to close the periods

Close the fiscal periods 1 through 11

We are now ready to close the first 11 fiscal periods.

1. Common data > G/L accounting tables > Fiscal years
2. Expand NA20 and Legal in the left list.
3. Enter Fiscal year 2015 for description and 2015 for Short description for year 2015.
4. Enter Fiscal year 2016 for description and 2016 for Short description for year 2016.
5. Save and return to Navigation page
6. Common data > G/L accounting tables > Periods
7. Select company NA20 in the left list
8. Expand and select Legal
9. Expand and select 2105
10. Select Opening in right hand panel.
11. Check fiscal periods 1 through 11 for year 2015

Close the fiscal period 12

Now we are ready to close the 12th period for the fiscal year.

1. Common data > G/L accounting tables > Periods
2. Select company NA20 in the left list
3. Expand and select Legal
4. Expand and select 2105
5. Select Opening in right hand panel.
6. Check fiscal period 12
7. Review log and return to Navigation page.

Open new fiscal year

Before we can close the current fiscal year, we have make sure the next fiscal year has been created and open.

1. Common data > G/L accounting tables > Fiscal years
2. Expand NA20 and Legal in the left list.
3. Verify next year is created and open if not create and open.
4. Select Opening in right hand panel
5. Select year 2017
6. Enter Fiscal year 2017 for description and 2017 for short title.
7. Save and return to Navigation page.

Run a year-end simulation

Before we actually close the year, we want to check the account balances, so we will run a year end simulation to make sure everything is correct before we actually close the year.

1. Usage > Batch Server > Accounting tasks
49. Select ACCENTRY01
50. Select stop.
51. Return to Navigation page.
52. Financials > Utilities > Closing > Year end simulation
53. select the ledger for the Leger
54. Uncheck All companies and enter company NA202.
55. In the Fiscal year field, specify the new fiscal year which is 2 (01/01/2016 to 12/31/2016).
56. Check General balance and Analytical balance check boxes if they are not already selected.
57. Select OK
58. Review the log and return to Navigation page.

Verify system setup

Let's do a few system setup checks to verify the closing will go smoothly.

(A) NEWPR Journal code needs to be set as Carry-forward

1. Common data > G/L accounting tables > General > Journal codes
2. Select NEWPR in left list
3. Verify Type is set to Carry forward
4. Return to Navigation page.

NANEW New Period Journal sequence contains NP constant, year and sequence number

1. Setup > General parameters > Sequence number definition > Structures
2. Select NANEW in left list.

3. Change RTZ to annual
4. Change component type line 2 to a two-digit Year
59. Add component type line 3 to be sequence number and 6 digits
60. Save and return to Navigation page.

(B) Set year-end auto journals and parameters

1. Setup > General parameters > Parameter values
2. Expand CPT Accounting
3. Expand Legislation and select USA
4. Select the action card for the FIY Fiscal year end group (line 11)
5. Select details
6. Verify Closing document (FIYCL), Fiscal year end journal (FIYEN) and Results journal (FIYRE) all have the listed atuo journals assigned (lines 1, 2 and 3)
7. Verify GTECLO1 Year-end journal type is CLOS1 (line 4)
8. Verity GTEFRW1 Carry-forward journal type is NEWPR (line 14)
9. Save changes and return to Navigation page.

(C) Set NEWPR year-end document type

1. Setup > Financials > Document types
61. Select NEWPR in the left panel.
62. Verify Default journal is NEWPR
63. Verify Sequence number is NANEW
64. Verify the period is set to Carry forward
2. And verify the only journal type set to authorized is Carry forward.
3. Usage > Batch Server > Accounting tasks

(D) Set the ENDDAT parameter to a future date

1. Setup > General parameters > Parameter values
2. Expand SUP Supervisor
3. Expand Folder and select SEED
4. Select the action card for the DEF Default values group (line 3)
65. Select details
66. Verify the End date is a date into the future.
67. Set the default started date to the first day of the new fiscal year
68. Set the default end date to the last day of the new fiscal year
69. Save changes and return to the Navigation page.

Close the fiscal year

Now we are ready to close the current fiscal year

1. Ask all users to exit X3 and verify accounting tasks have been stopped
2. Financials > Closing processings > Fiscal year end
3. Enter NA20 for the Company
4. Select no for all ledgers
5. Legal for Ledger
6. NEWPR for the ANX document and ANX journal
7. Select OK
8. Review the log and the account balances
9. Close and return to the Navigation page

Process 1099s

The calculate 1099 payments creates payment records to determine the amount for 1099 reporting.

1. Declarations > Fee declaration > United States > Calculate 1099 payments
2. Calendar year will be 2016
3. Select OK
4. Review the log and return to the navigation page.

1099 Payment summary

Review the transaction created in the workbench based on the transaction calculated by the Calculation process. Records will be grouped by year, company, supplier, 1099 form and box.

1. Declarations > Fee declaration > United States > 1099 payment summary
2. Calendar year 2016
3. Company NA10
4. Select search

1099 Generation

Now that the transactions have been reviewed, it's time to generate the 1099's and print them.

1. Declarations > Fee declaration > United States > 1099 generation
2. Calendar year 2016
3. Company NA10
4. Select Generate in the right hand panel
5. Print 1099-Misc
6. Return to Navigation page.

Summary

You have learned:

- How to close or reopen fiscal periods
- How to close or reopen fiscal years
- How to simulate year-end close
- How to view the Pre-closing verification report
- How to set up 1099s and perform tracking, and reporting