



Quest 2020: Year End

You Take Care of Your Customers. We Take Care of You.

 **Cloud** or
On-Premise 


accord
consulting

SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Course Objectives:

At the end of this session you should be able to do:



Pre-Flight Checks

These are the checks that you should be doing before you start your Year End process.

System Maintenance

Processes you should be completing for your yearly Sage system maintenance.

Reconciliation

Reconciliations you should be completing between your Sub-Ledgers and General Ledger

Year End Process

These are the processes that you have to do in Sage 300 to start a New Year.



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Pre Flight Checks

- **Identify the carry forwards**
- **Ensure that all transactions are entered for the current Fiscal Year**
- **Check that all budget transfers are completed**



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Identify the Carry Forwards

- **Are there any PO's that will be carried forward to the following year?**
- **Add 01 accounts for Carry Forwards if they do not already exist**
- **Change 01 accounts to inactive if they exist and are not being used.**
- **Change the GL account in all PO's being Carried Forward to the 01 account.**
- **Complete any outstanding PO's that are not to be carried forward.**



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Budget Transfers



NAT19 - FA Funds Availability Transfers

File Help

Transfer Number: TRF0000066

Reference: HOUSEKEEPING END OF YEAR 16 Status: Posted

Description: HOUSEKEEPING END OF YEAR 16 User ID: [REDACTED]

Default Cost Center: 041-S07-00 ARRCAD E OPTERIX

Date: 12/12/2016 Year/Period: 2016 - 12

| Q Cost Center | Description | Q GL Account | Account Desc. | Value |
|---------------|-----------------|-------------------|------------------------|--------|
| 041-S07-00 | ARRCADE OPTERIX | 00-S07-041-722114 | ARRDACE OPTERIX-FUEL | -58.03 |
| 041-S07-00 | ARRCADE OPTERIX | 00-S07-041-723211 | ARRCADE OPTERIX-TRAVEL | 58.03 |
| | | | | |
| | | | | |
| | | | | |

Total: 0.00

Post Close





SIMPLIFYING WHAT OTHERS MAKE COMPLEX

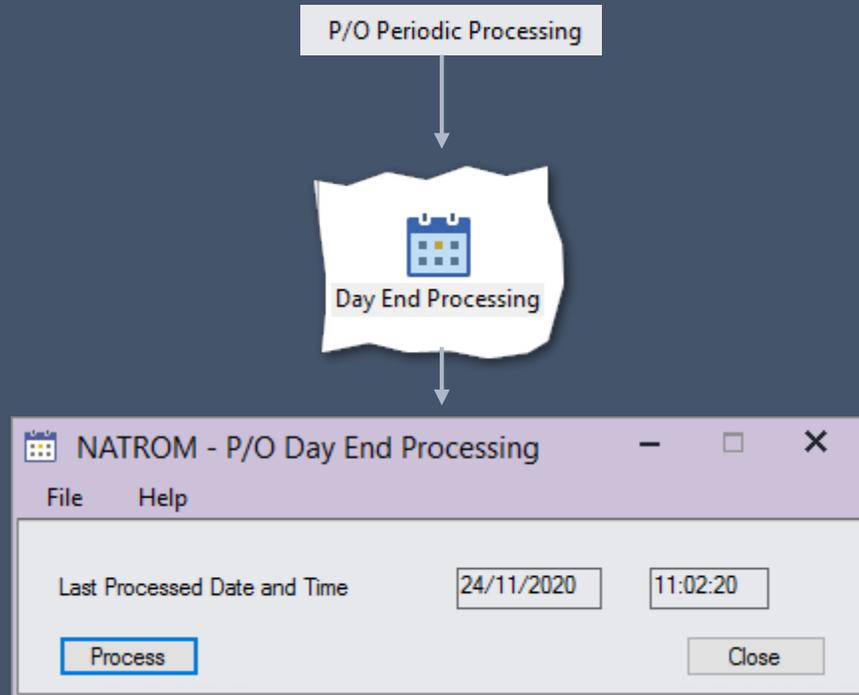
System Maintenance

- **Run a Manual Day End Process**
- **Post or Delete all batches in all modules (this excludes carry forward items)**
- **Do not delete any open batches in the GL that have data and have come from the Sub-ledgers**



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Running a Manual Day End Process in PO



Most, if not all of you will have this process setup automatically in GL Integration.



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Post or Delete all batches in all modules



Invoice Batch List



Payment Batch List



Adjustment Batch List

SAMLTD - A/P Invoice Batch List

File Help

Batch Number Show Posted and Deleted Batches

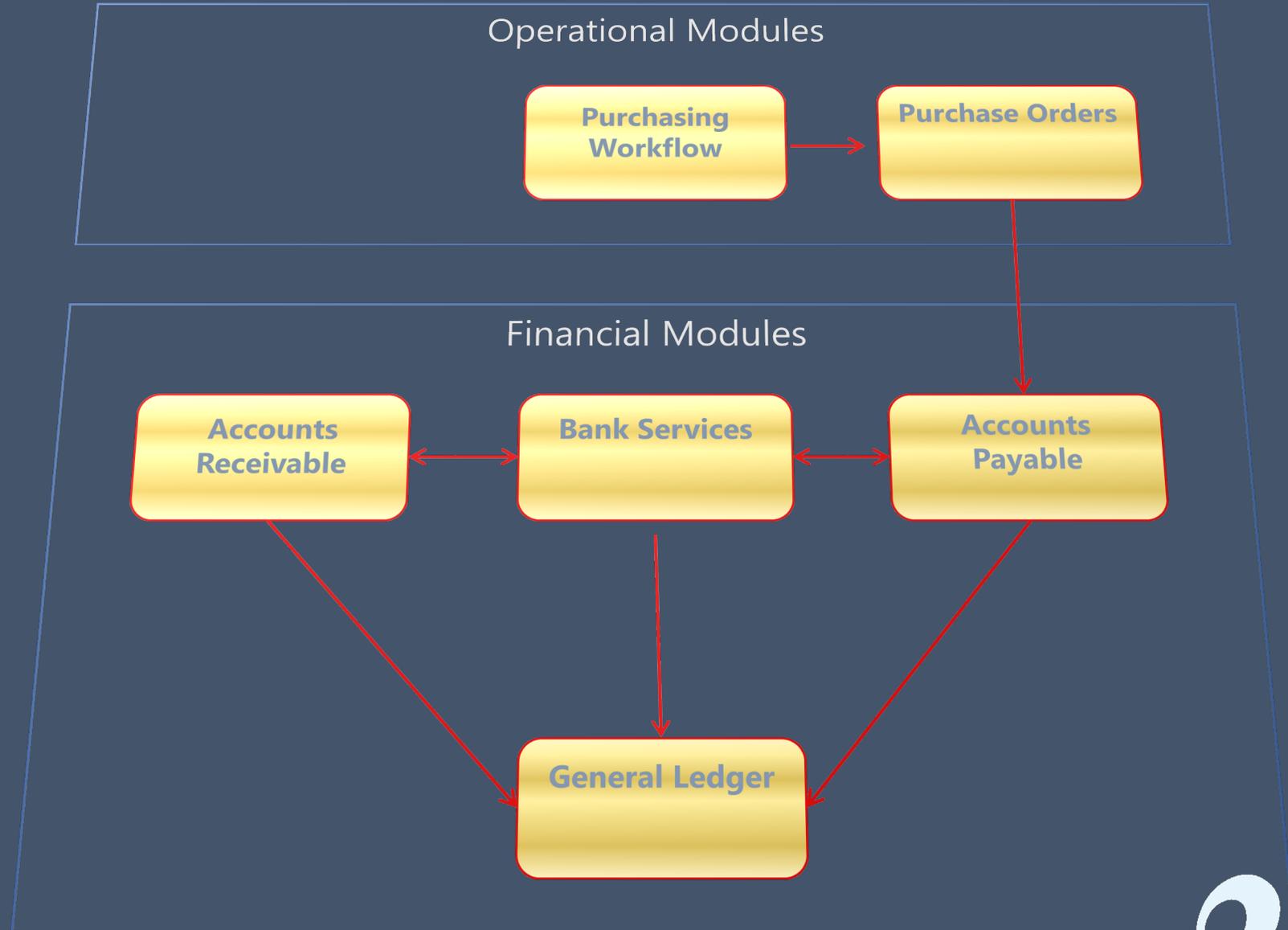
| Batch Num... | Batch Date | Description | No. of Entries | Total Amount | Ready To Post | Type | Status | Source Applica |
|--------------|------------|----------------------------|----------------|---------------|---------------|----------|--------|----------------|
| 43 | 01/01/2019 | Jan 25 2019 Invoice | 1 | 39,198.960 | | Entered | Posted | AP |
| 44 | 01/01/2019 | Jan 26 2019 Invoice | 1 | 474.050 | | Entered | Posted | AP |
| 45 | 01/01/2019 | Jan 27 2019 Invoice | 3 | 1,743,978.130 | | Entered | Posted | AP |
| 46 | 01/01/2019 | Jan 28 2019 Invoice | 3 | -4,453.590 | | Entered | Posted | AP |
| 47 | 01/01/2019 | Jan 29 2019 Invoice | 2 | 3,043.370 | | Entered | Posted | AP |
| 48 | 01/01/2019 | Jan 30 2019 Invoice | 2 | 2,129.720 | | Entered | Posted | AP |
| 49 | 31/05/2020 | May 2020, Corporate I... | 5 | 5,729.130 | | Entered | Posted | AP |
| 50 | 30/06/2020 | June 2020, Corporate I... | 6 | 1,468.000 | | Entered | Posted | AP |
| 51 | 30/07/2020 | July 2020 Invoices | 11 | 28,957.570 | | Entered | Posted | AP |
| 52 | 30/07/2020 | July 2020 Invoices - R... | 2 | 8,169.900 | | Entered | Posted | AP |
| 53 | 31/07/2020 | July 2020, Corporate In... | 2 | 2,712.000 | | Entered | Posted | AP |
| 54 | 01/07/2020 | P/O Generated Batch | 2 | 7,036.250 | | External | Posted | PO |
| 55 | 30/06/2020 | | 1 | 108.250 | | Entered | Posted | AP |
| 56 | 29/11/2020 | Office Supplies | 1 | 541.250 | No | Entered | Open | AP |

Open... New... Delete Post Post All Print... Refresh Close



- **Batch List Check:**
- **Check AP Invoice, Payment & Adjustment Batches are posted.**
- **Check AR Invoice, Receipt & Adjustment Batches are posted**
- **Check Bank Reconciliations are posted**
- **Check GL batches are posted**

Flow of Data





SIMPLIFYING WHAT OTHERS MAKE COMPLEX

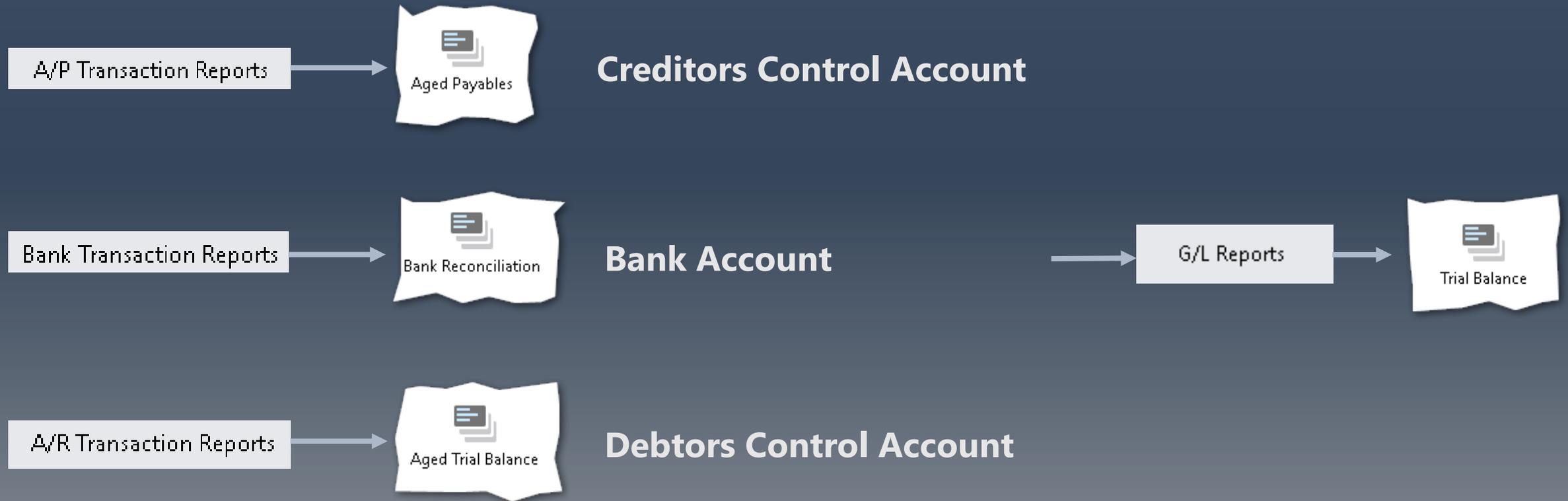
Reconciliation

- **Run the Trial Balance and print**
- **Run the Aged Payables report and print
(Cut off by Fiscal Period 12, Sorted by Acc Set)**
- **Run the Aged Receivables report and print
(Cut off by Fiscal Period 12, Sorted by Acc Set)**
- **Agree balances on Trial Balance to sub ledger reports**
- **Confirm that Clearing Accounts have a zero balance**



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Reconciliation



Check that the Print Destination is set to 'Preview' 

SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Reconciliation



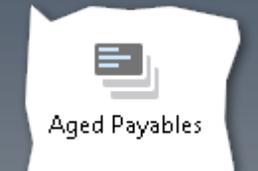
Bank Account

| | |
|-------------------------------------|------------|
| Bank Reconciliation (BK3010) | |
| Adjusted Book Balance | 495,525.06 |
| Out of Balance by | 0.00 |



Debtors Control Account

| | |
|--|------------|
| A/R Aged Trial Balance by Due Date (ARTBAL01) | |
| Report Total: | 292,955.55 |



Creditors Control Account

| | |
|---|------------|
| A/P Aged Payables by Due Date (APAPAY11) | |
| Report Total: | 124,640.63 |



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Report (GLTRUR1) Trial Balance as of 31/12/2020
In Functional Currency

| Account Number | Description | Debits | Credits |
|----------------|---|---------------------|---------------------|
| ZZ-900010 | Cash at Bank | 495,525.06 | |
| ZZ-900100 | SafeBox | 10,792.92 | |
| ZZ-900110 | Staff Support Petty Cash | 500.00 | |
| ZZ-900120 | Funds Advanced to Staff | 3,827.60 | |
| ZZ-900210 | Receivables from governments | 292,955.55 | |
| ZZ-900500 | Accounts Payable - Trade | | 122,115.82 |
| ZZ-900510 | Accounts Payable - Staff | | 2,524.81 |
| ZZ-900530 | P.O Receipts not Invoiced (accrual) | | 9,599.31 |
| ZZ-900600 | Cash Calls - current year | | 296,333.54 |
| ZZ-900625 | Carried forward budget liability | | 94,447.90 |
| ZZ-900630 | Lapsed Budget Liability | | 685,899.66 |
| ZZ-900640 | Liability for Operational Results | | 72,937.87 |
| ZZ-900645 | Carried Forward savings | | 904.86 |
| ZZ-900650 | Accrued Savings | | 372.27 |
| ZZ-900660 | Actual costs re-imbursed by Nations | | 0.00 |
| ZZ-900690 | Liability for Financial Results | | 82.87 |
| ZZ-900700 | Private Phone Calls Recovery (Funds Surplus) | | 10.01 |
| ZZ-900730 | Bank costs | 380.60 | |
| ZZ-999999 | Suspense Account | 1,279.18 | |
| | Total: | 1,285,228.92 | 1,285,228.92 |
| | Net Income (Loss) for Accounts Listed: | 184,005.06 | |

72 accounts printed

*Run the Bank Reconciliation report as soon as you have posted the reconciliation.

Clearing Accounts

| Account Number | Description | Debits | Credits |
|----------------|------------------------------------|------------|------------|
| ZZ-900010 | Cash at Bank | 495,525.06 | |
| ZZ-900100 | SafeBox | 10,792.92 | |
| ZZ-900110 | Staff Support Petty Cash | 500.00 | |
| ZZ-900120 | Funds Advanced to Staff | 3,827.60 | |
| ZZ-900210 | Receivables from governments | 292,955.55 | |
| ZZ-900500 | Accounts Payable - Trade | | 122,115.82 |
| ZZ-900510 | Accounts Payable - Staff | | 2,524.81 |
| ZZ-900530 | PO Receipts not Invoiced (accrual) | | 9,599.31 |
| ZZ-900600 | Cash Calls - current year | | 296,333.54 |
| ZZ-900625 | Carried forward budget liability | | 94,447.90 |



Check that the 'Goods Received not Invoiced' clearing account's balance is zero. If the account balance isn't zero you need to identify the items that have been received and not invoiced.



* This balance should also agree to the Outstanding Payables Clearing Report in PW.



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Year 'End' Process

- **Setup the Fiscal Calendar for the next Fiscal Year**
- **Take a Data Base Dump**
- **Create the New Year**
- **Add any Additional Budget Lines**
- **Create New Cost Centers**
- **Load New Budget**
- **Document Numbering**



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Fiscal Calendar

SAMLTD - Fiscal Calendar

File Help

Fiscal Year 2020 Active

Number of Fiscal Periods 12 Lock Adjustment Period

Lock Closing Period

Legend: X = Locked

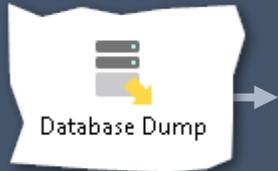
| | | Period 1 | Period 2 | P |
|---------------------|----------|-------------|-------------|------|
| Start Date | | 01/01/2020 | 01/02/2020 | 01/0 |
| End Date | | 31/01/2020 | 29/02/2020 | 31/0 |
| | Lock All | Lock Column | Lock Column | Lock |
| Accounts Payable | Lock Row | | | |
| Accounts Receivable | Lock Row | | | |
| Bank Servi | Lock Row | | | |

- 1.) Make sure you are in the 'Last' Fiscal Year
- 2.) Click the 'Add' button



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Database Dump

A screenshot of a Windows application window titled "SAMLTD - Database Dump". The window has a menu bar with "File" and "Help". It contains three input fields: "Database" with a dropdown menu showing "ACCCOM: ACCCOM", "Dataset Directory" with the text "c:\users\accord\desktop\" and a "Browse..." button, and "Description" with the text "DB Dump for Year End". At the bottom, there are "Dump" and "Close" buttons.

SAMLTD - Database Dump

File Help

Database: ACCCOM: ACCCOM

Dataset Directory: c:\users\accord\desktop\ Browse...

Description: DB Dump for Year End

Dump Close

- 1.) Select the Database you want to dump
- 2.) Set the location where you want to store the Dump
- 3.) Set a description for the DB Dump



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Create New Year

G/L Periodic Processing



SAMLTD - G/L Create New Year

File Help

Warning. Back up data before proceeding.

This process will :

- o Create new account records for processing transactions for fiscal year 2021.
- o Remove all fiscal sets older than fiscal year 2018 and all transaction history older than 2018.
- o Create and post entries to transfer the balances of income and expense accounts to retained earnings.
- o Change the current fiscal year to 2021.

You must create a fiscal calendar for 2021 before you can proceed.

Process Close



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Add any additional required Budget Lines

General Ledger
G/L Accounts



PTDLRD - G/L Accounts

File Help

Account 00-F01-051-723211

Description Central Staff/Travel

Detail Optional Fields Trans. Optional Fields Currency

Structure Code PL Budget Lines

Normal Balance Debit Account Type Income Statement

Account Group 150 Current Year Budget Revenue

Group Category Revenue

Status
 Active Inactive Control Account Rollup
 Auto Allocation

Post to Account Detail Multicurrency

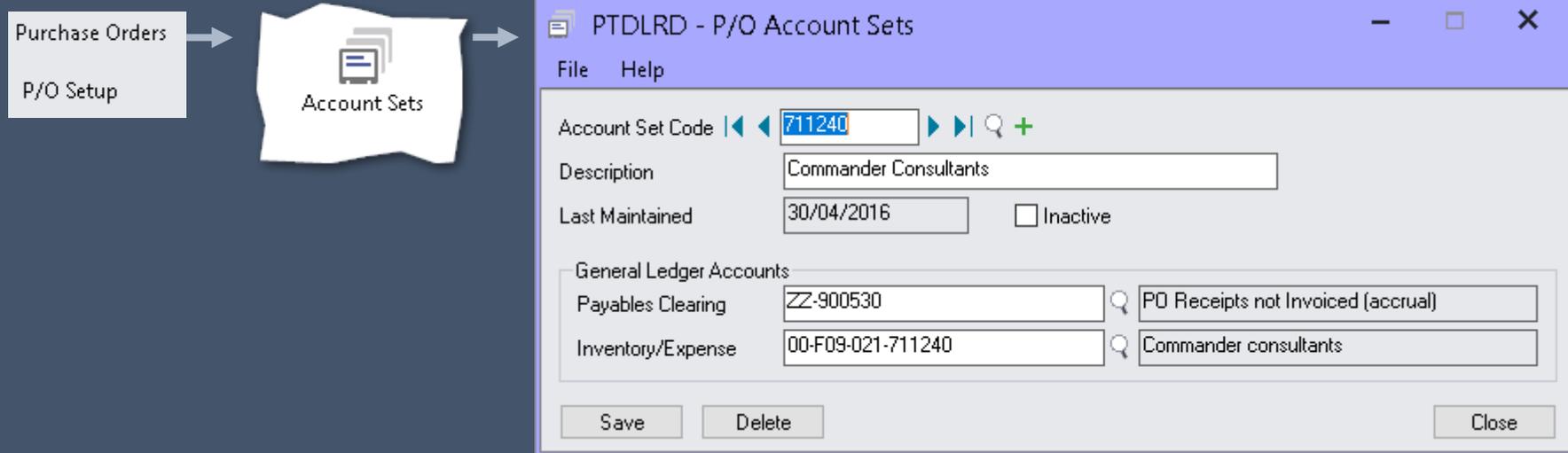
Add new GL Accounts

*Don't forget GL Setup: Segment Codes



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Add any additional required Budget Lines



Add new PO Account Sets

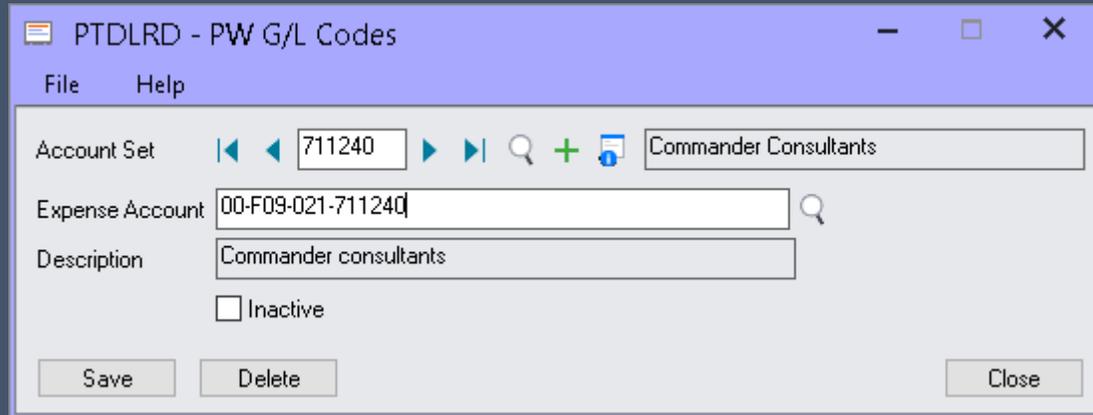
- This is a required step for the new CISI Codes
- The Account Set No is the CISI Code
- You need to add a GL Account before this step



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Add any additional required Budget Lines

Purchasing Workflow
PW Setup



The screenshot shows a software window titled "PTDLRD - PW G/L Codes" with a menu bar containing "File" and "Help". The window contains several input fields and buttons:

- Account Set:** A field containing "711240" with navigation arrows (back, forward) and a search icon.
- Expense Account:** A field containing "00-F09-021-711240" with a search icon.
- Description:** A field containing "Commander consultants".
- Inactive:** A checkbox that is currently unchecked.
- Buttons:** "Save", "Delete", and "Close" buttons are located at the bottom of the window.

Add new GL codes in PW

- This is a required step for the new CISI Codes
- The Account Set No is the CISI Code
- You need to create an Account Set in PO before this step



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Add any additional required Budget Lines

Purchasing Workflow
PW Items and Catalog



PTDLRD - PW Items

File Help

Item Number 711240 Commander consultants

| Unit of Measure | Conversion Factor | Requisition Unit of Measure | Replenishment Unit of Measure |
|-----------------|-------------------|-----------------------------|-------------------------------|
| EACH | 3 | Yes | Yes |

Items Units Taxes Optional Fields

Account Set Code 711240 Commander Consultants

Commodity Number Date Last Maintained 30/04/2016

Unit Weight 0.0000

Weight Unit of Measure +

Weight Conversion Factor 1.000000

Default Vendor

Vendor Selection Flagged in Catalog Default Combine Option

Vendor Required No

Comment

Add new PW Items

- This is a required step for the new CISI Codes
- The Item No is the CISI Code
- You need to add an Account Set before this step



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Create New Cost Centers

Purchasing Workflow
PW Setup

Cost Centers

PTDLRD - PW Cost Centers

File Help

Cost Center 001-F03-00 Eagle Snow MASTER

General Integration Account Filters Optional Fields

Default Location

Cost Center Manager

Last Maintained 23/01/2020 Inactive

General Integration Account Filters Optional Fields

| Filter From Account | Filter To Account |
|---------------------|-------------------|
| 711240 | 723401 |

General Integration Account Filters Optional Fields

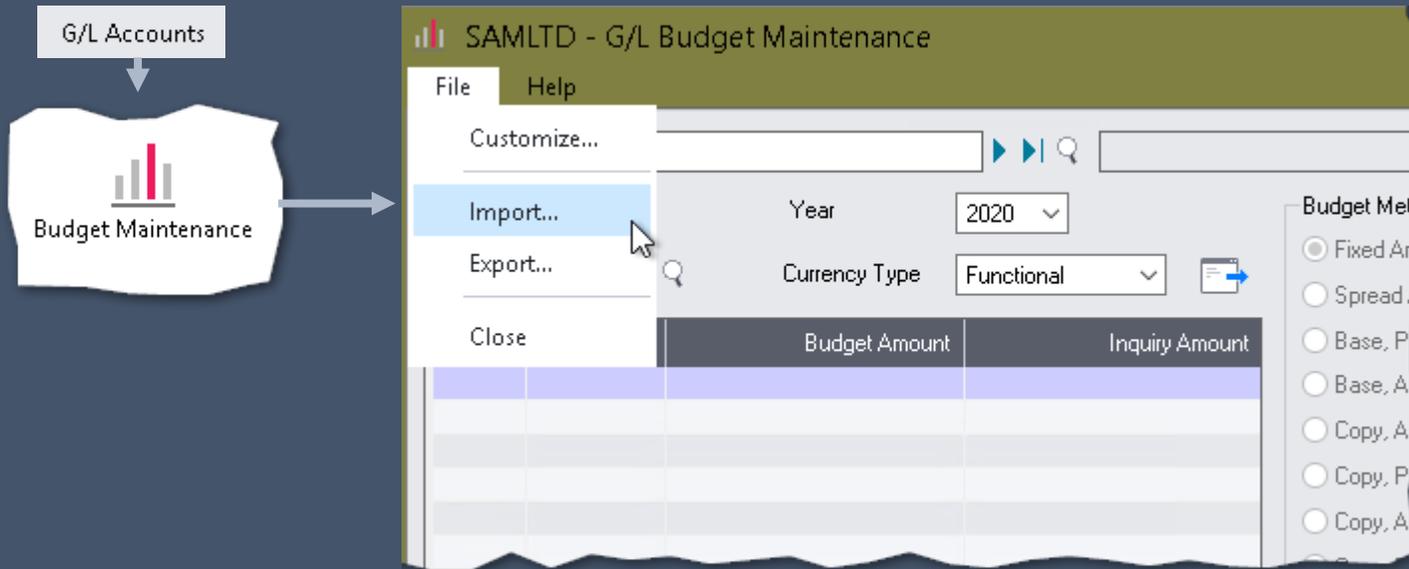
Override G/L Account Segments

| G/L Segment | G/L Segment Code |
|--------------|------------------|
| Budget Year | 00 |
| Fund Manager | F03 |
| Activity | 001 |



SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Load New Budget



- **Accord has a Budget Import Template**

- 1.) Load New Budget
- 2.) Load 'Carry Forward' Budget



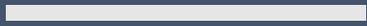
SIMPLIFYING WHAT OTHERS MAKE COMPLEX

Document Numbering

A screenshot of a software interface with a tabbed menu at the top: "Company", "Processing", "Documents", "Email", "Macro Setup", and "Registration". The "Documents" tab is selected. Below the tabs are three input fields: "Requisition Length" with the value "10", "Requisition Prefix" with the value "RQN", and "Requisition Number" with the value "2100000". The "Requisition Number" field is highlighted with a red rectangular border.

We recommend in all modules to change the Document Number. So the number starts with the year you are in. This makes it easier to identity 'Carry Forward' Items





Q&A Session

