

# End of Year Procedures Guide for New Users

This guide provides easy to follow steps to help you through the end of the fiscal year procedures with ease.

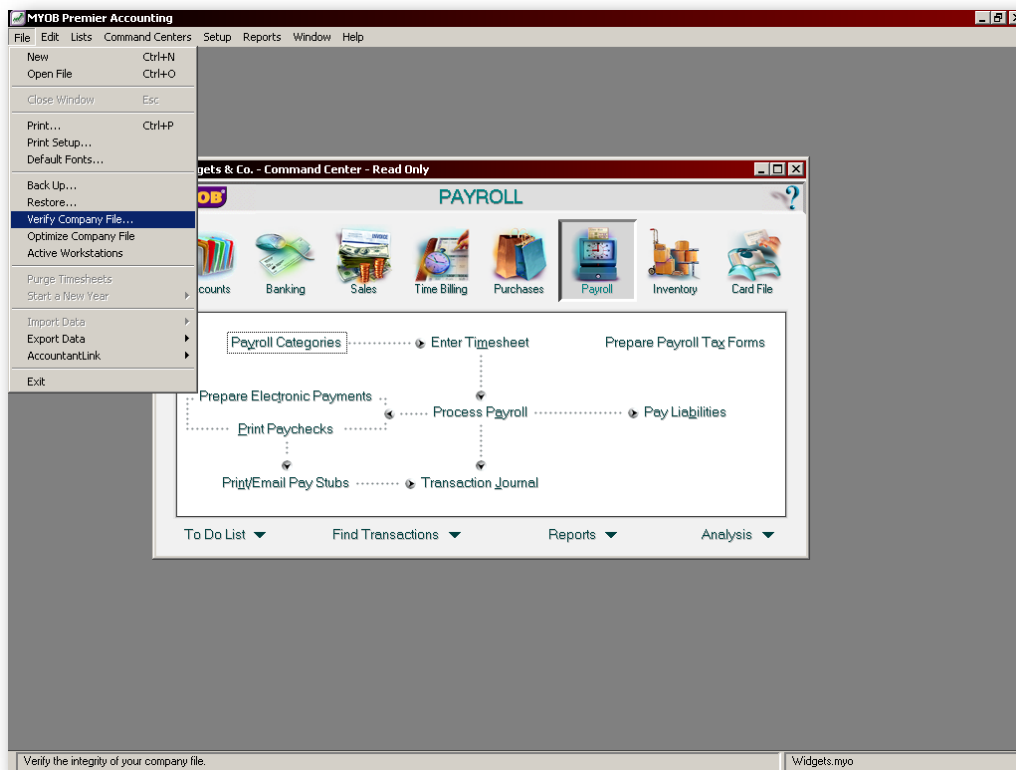
## A Checklist of the procedures:

- Perform company file maintenance procedures
- Audit your company file preferences
- Provide necessary reports to your accountant
- Start a new financial year procedure

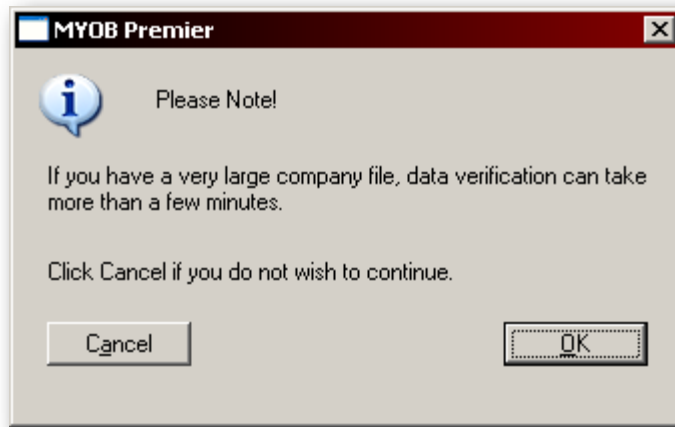
## Perform company file maintenance procedures

### How to verify your company file

1. Open your company file
2. From the Command Center, go to the File Menu and select Verify Company File.



3. A warning window will appear stating that if your company file is large it may take a long time so be prepared because you do not want to cancel this process if you have run out of time. Please do not leave the computer verifying the file overnight.



4. Select OK. The verification process will begin. This process will check the data file for any corruptions that may have occurred. When the verification process is complete the following window will appear.

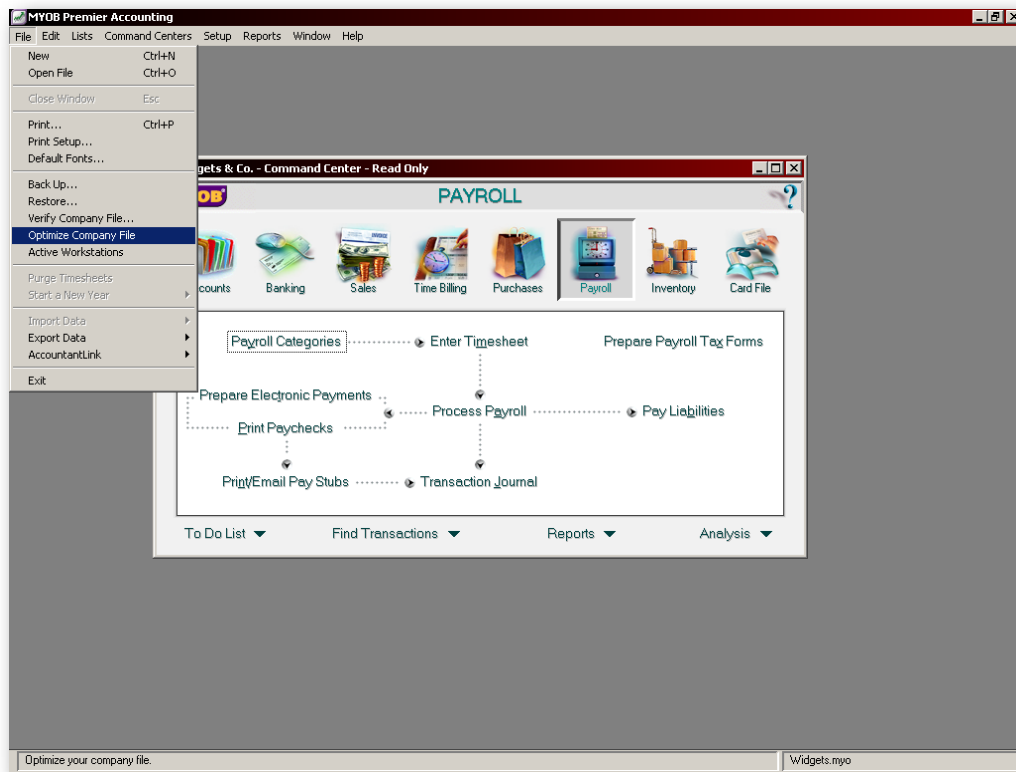


If no errors were found in the file, select OK, the Command Center will appear.

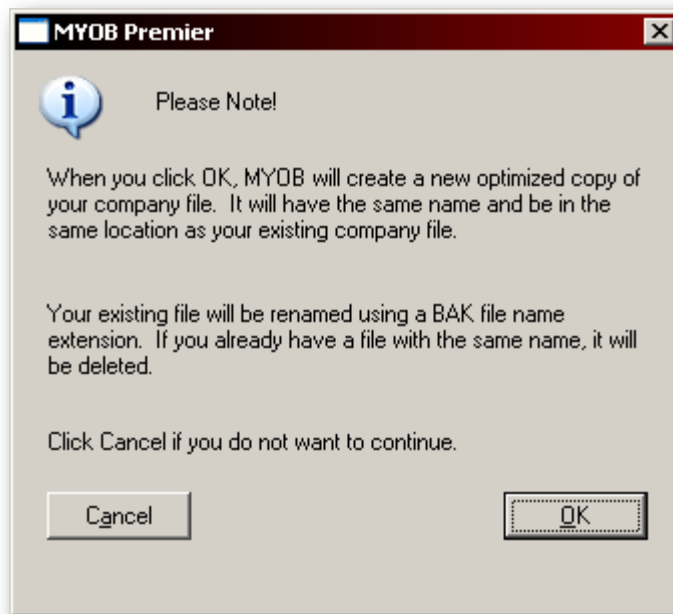
**Note:** If you receive a message that an error has occurred then close the file and call MYOB Company File Services for instructions on your options that are available to you.

### How to optimize your company file

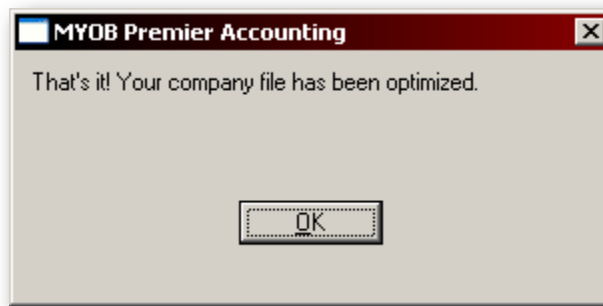
1. Open your company file.
2. From the Command Center, go to the File Menu and select Optimize Company File.



3. A warning window will appear explaining that the software will create a new copy of your company file and will add the extension “.bak” to the existing company file. Select OK and the Optimizer will begin.



4. When the process is complete, if there were no errors found in the process, the following window will appear.

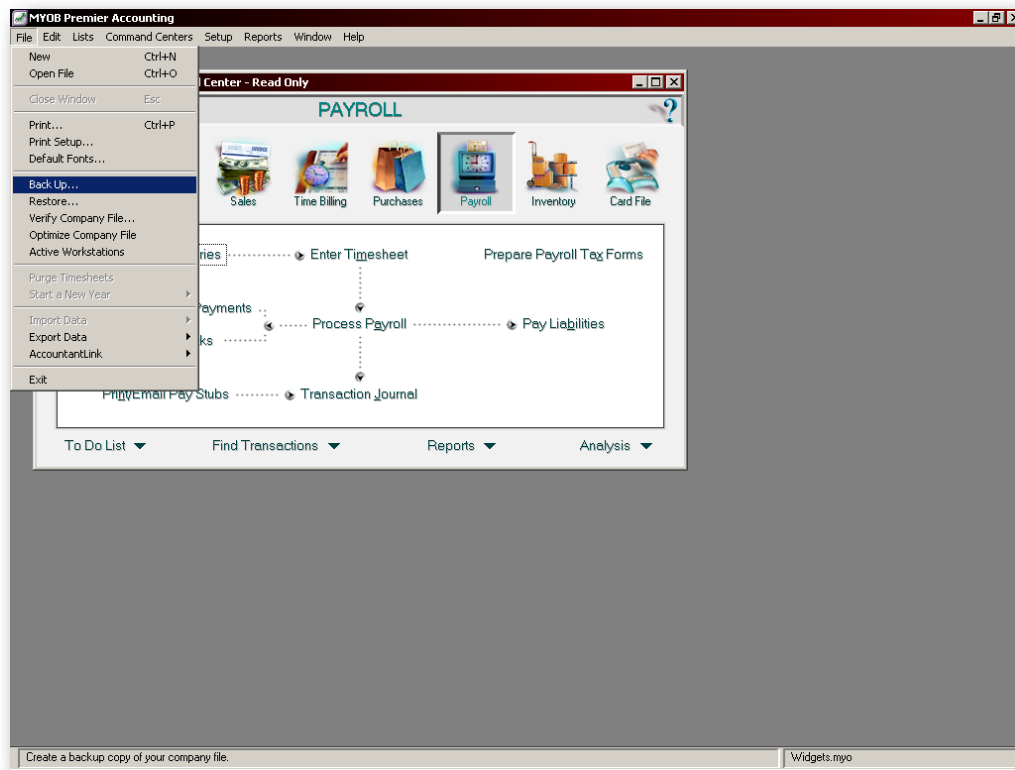


**Note:** If errors occurred during the Optimization process, make note of the exact error, cancel the process, contact the MYOB Call Center for instructions regarding the options available to you.

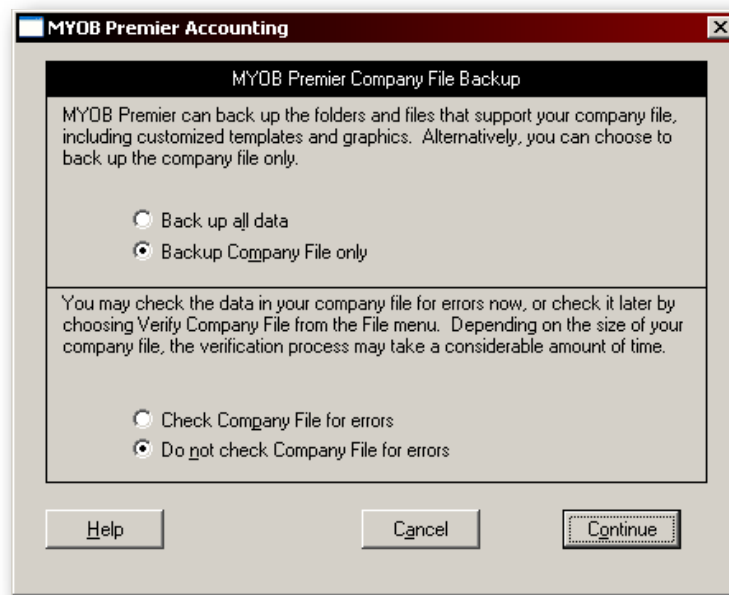
5. Select OK to return to the Command Center.

## How to Make a Backup of your company file

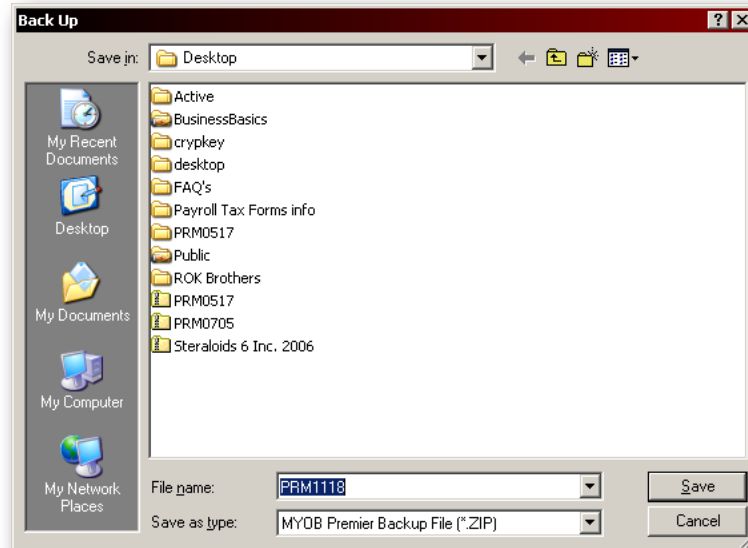
1. Open your company file
2. From the Command Center, go to the File Menu and select Backup....



3. A Backup Window will appear. The options that have been pre-selected in this window are determined preferences selected.



4. Make the preferred selections and select the Continue button. The save backup window will appear.

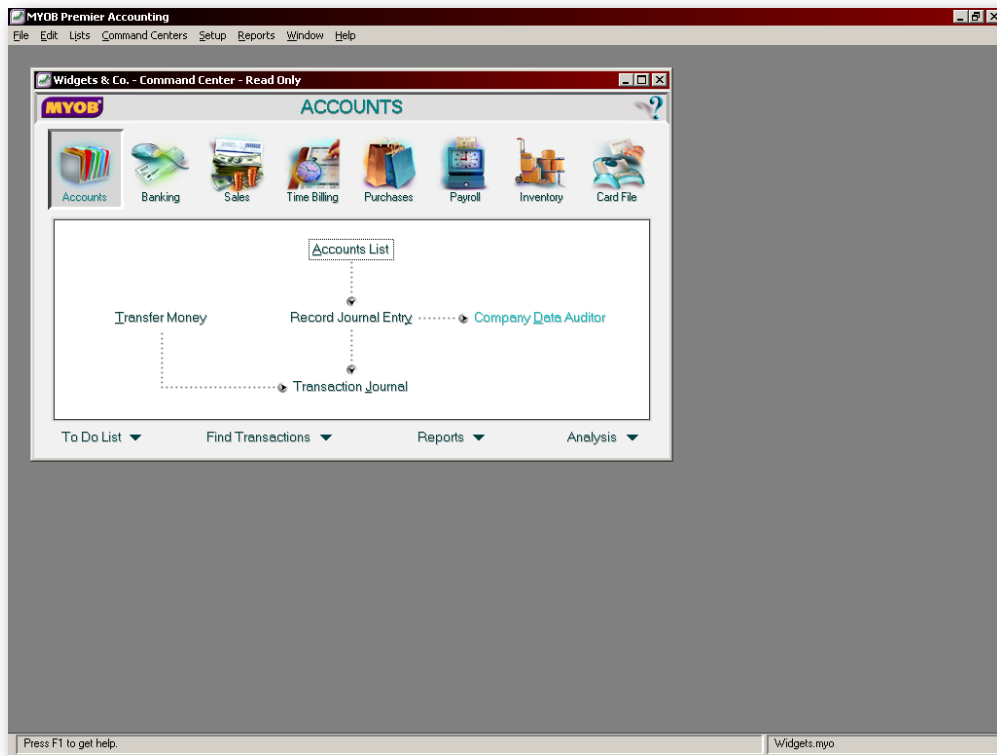


5. Select the location and name of your backup file. Select Save. The Command Center of your company file will appear. Go to the location you saved the backup to verify that the backup process was successful.

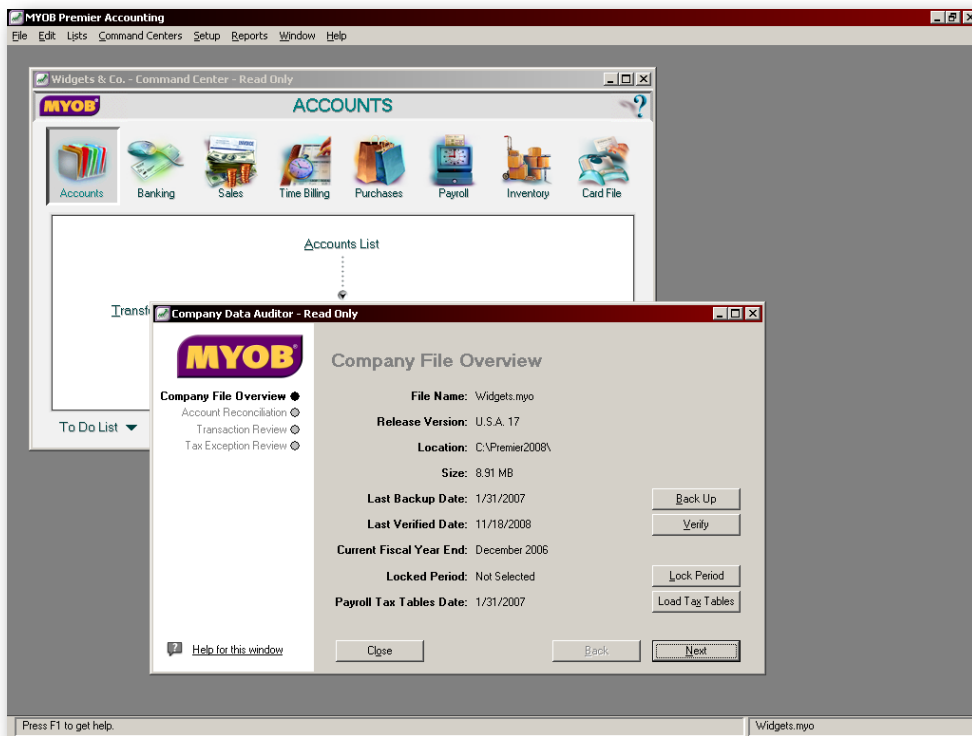
## Audit your company file procedures

### How to use the Company File Auditor

1. From the Accounts Command Center select the Company Data Auditor.



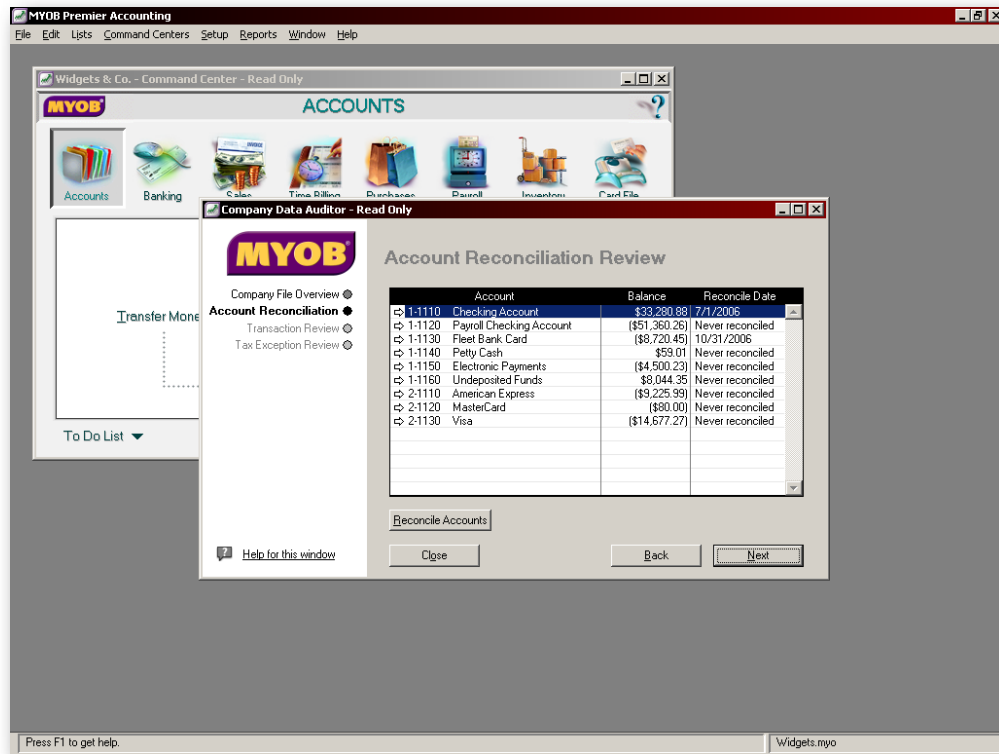
2. The Company File Overview window appears.



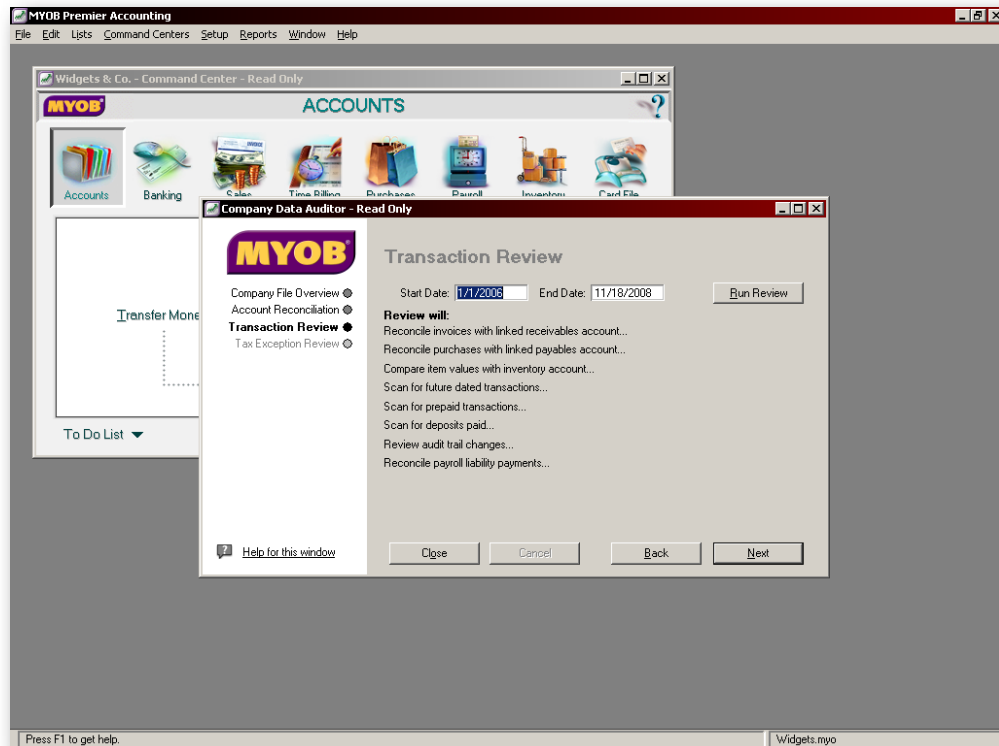
This window will list the your Company File Name, Release Version, the Application Location, the File Location, the Size of your company file.

3. If the date of your last Backup was not recent, then select the Backup button to make a backup copy of your company file.
4. If the date of the last verification is not recent, then select Verify to verify your company file.
5. A reference to your current fiscal year is listed. If you have not selected the Lock Period preference, select Lock Period to access the preferences window.
6. If the Payroll Tax table date is not current, select Load Tax Tables to load the tax tables that have been installed.

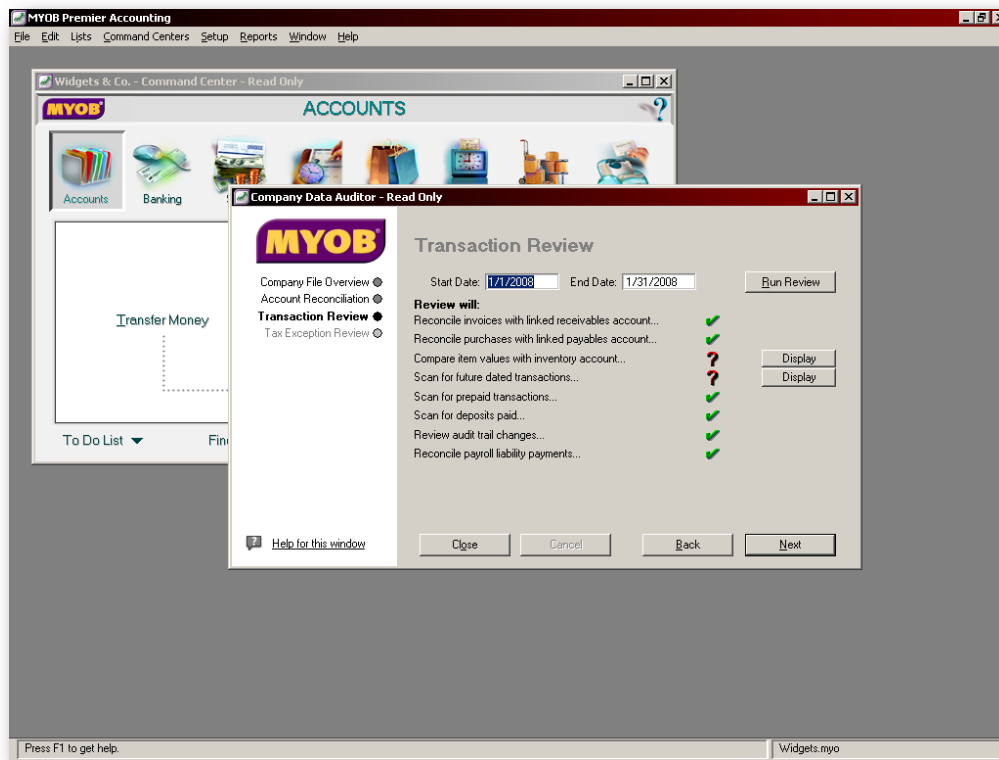
7. Click Next when you have completed the company file overview.
8. The Account Reconciliation window appears.



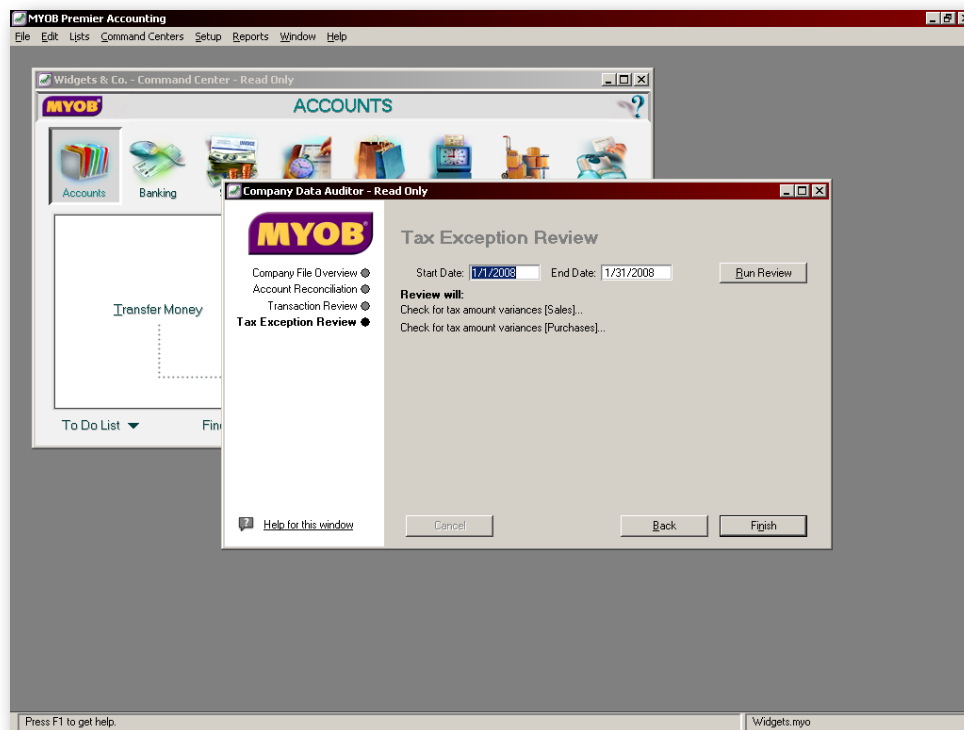
9. Listed are all the bank and credit cards accounts to be reconciled. Listed in this window is also the last date reconciled. If the date is not recent, select the Reconcile button to open the Account Reconcile located in the Banking Command Center.
10. After you have finished reconciling the necessary accounts, select Next. The Transaction Review window appears.



11. Enter the dates of the review to run and select Run Review. All of the functions listed will be run at the same time for the date range selected.



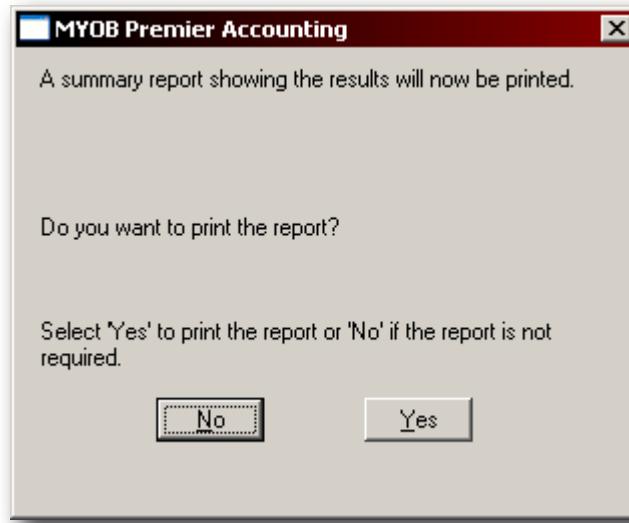
When the review is complete either a green checkmark or a red question mark will be displayed. If a green checkmark appears, this signifies that there are no transactions that need to be reviewed. If a red question mark appears, select the adjacent Display button to display the corresponding report to examine the transaction to determine what needs to be changed. When this process is complete, select Next to move on to the Tax Exception Review.



12. Enter the dates of the review to run and select Run Review. The software will run and exception review to assure that there have been no imbalances in calculating the tax portion of both sales and purchases recorded. A green check mark will appear if the taxes for both sales and purchases

have not been changed and are in balance. If a red question mark appears in either review, select the Display button to display the exception report for the corresponding review to determine where the imbalance occurred. When this review has been completed, select Next.

13. A Print window will appear asking if you would like to print a report to display the details of the Company Data Audit.



If 'No' is selected the Auditor will close.

## Provide Necessary Reports to your Accountant

### Reports for your Accountant

Do you often ask – what reports do I send to my accountant and when? To assist you in this decision we have created a chart of reports that an accountant *may* request. Each report listed is available in your AccountEdge and Premier Accounting Software.

Please consult your Accountant for a specific list of required reports as well as the required frequency of each report.

Reports	Monthly	Quarterly	Year-End
<b>Accounts</b>			
<a href="#">Balance Sheet</a> (Level 3 & 4)	√	√	√
<a href="#">Profit &amp; Loss</a> (Level 3 & 4)	√	√	√
<a href="#">Trial Balance Summary</a>	√		√
<a href="#">Trial Balance Detail</a>	√	√	√
<b>Sales</b>			
<a href="#">Receivable Reconciliation Summary</a>	√		√
<a href="#">Sales Tax Summary</a>	√	√	√
<a href="#">Sales Tax Detail</a>	√	√	√
<b>Purchases</b>			
<a href="#">Payable Reconciliation Summary</a>	√		√
<a href="#">Vendor Payments</a>			√

Payroll			
<a href="#">Payroll Earnings</a>	√		√
<a href="#">Employee Register Summary</a>	√	√	√
<a href="#">940</a>		√	√
<a href="#">941</a>		√	√
<a href="#">Tax Detail (Employee)</a>	√		√
<a href="#">Tax Liability</a>	√	√	√
<a href="#">Quarterly Tax Totals</a>		√	√
Inventory			
<a href="#">Inventory Value Reconciliation</a>	√		√

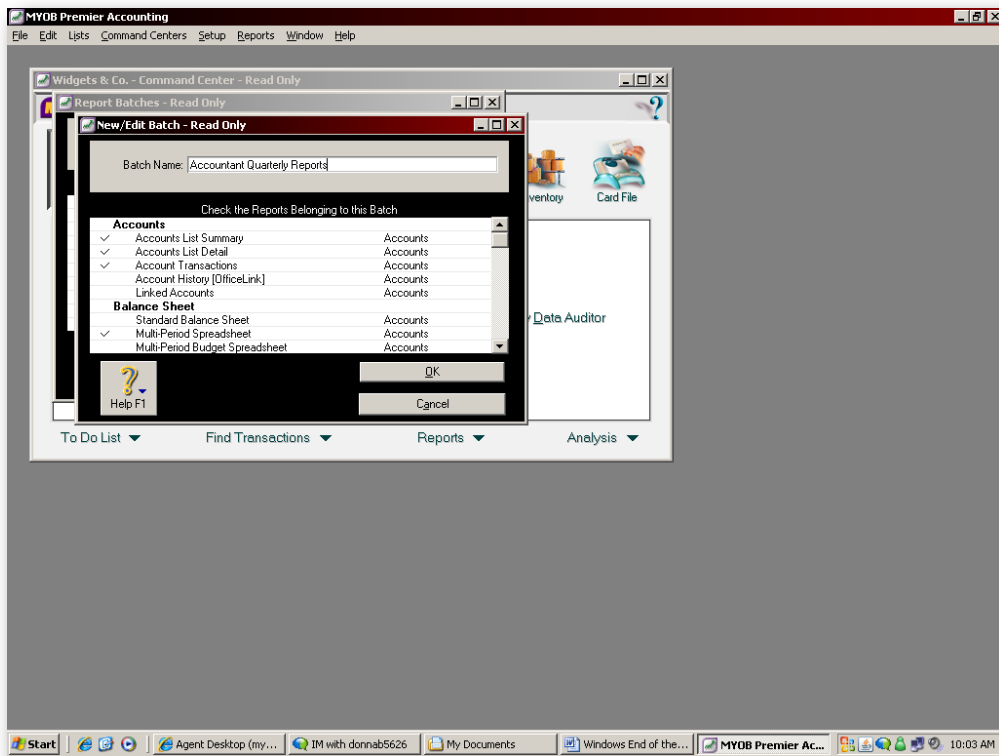
**Tip:** Did you know that you can ‘batch’ the desired reports to send to your accountant? See below.

## How to create a Report Batch

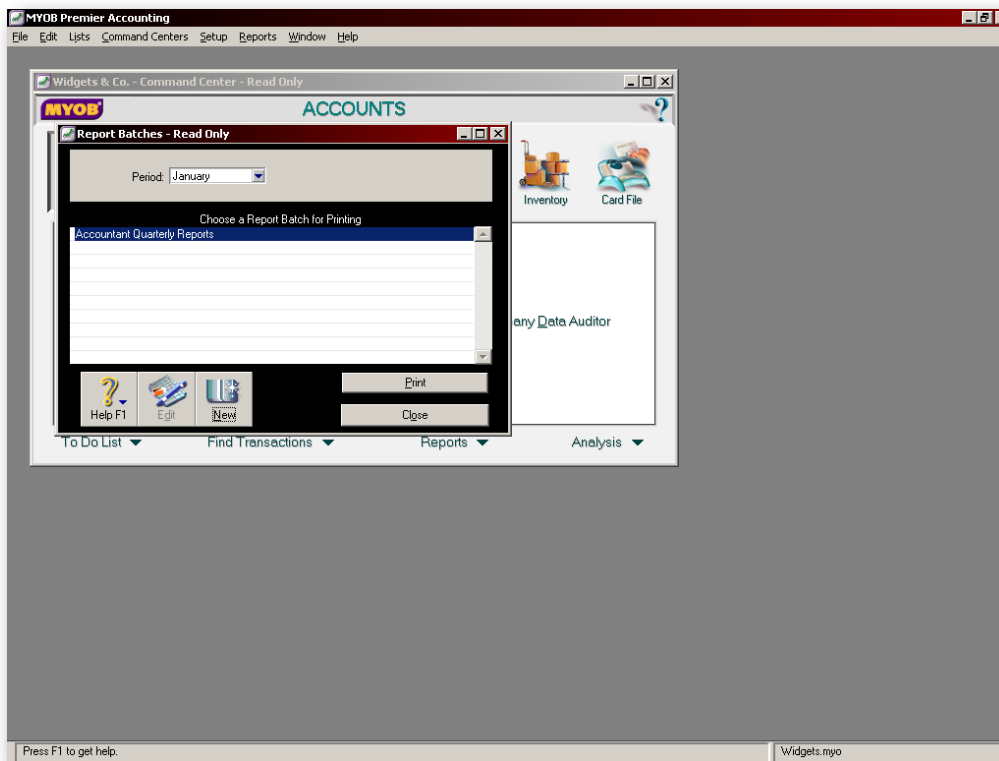
1. Go to the Reports Menu and select Report Batches.



2. Select the ‘New’ button.
3. Name the Batch, for example, “Accountant Quarterly Reports”



4. Select the desired reports by placing a check mark before each one then click OK.
5. The Report Batch named 'Accountant Quarterly Reports' will now appear.



When you are ready to run the Report Batch for your Accountant, simply go to the Reports Menu and select Report Batches. Highlight the report batch and select the desired period then print.

**Tip:** The Report Batches feature offers the print option only. However, if your printer's spooling page offers you the option to save as a "PDF" format, then you can save and email the report batch to your accountant. All individual reports have the option to save as a PDF or Send to Excel, in some cases this may be the easiest way to get required reports to your accountant.

## General Information

To access the reports in your MYOB Accounting software, go to the Reports Menu and select Index to Reports. The Index to Reports window appears. The reports are listed by categories under each tab section.

We highly recommend you discuss with your Accountant what information is needed and the selected period of time for each report.

If your Accountant requests a “General Ledger” type report, the MYOB Accounting Software groups these reports under the ‘Accounts’ tab.

**Note:** All reports will display only transactions that were entered in windows to which the User ID and Password allows access. So it is advised that the Accountant reports be generated from the Administrator level of access.




## Coordinating Year-End with your Accountant

It is recommended you coordinate your MYOB bookkeeping cutoff with your Accountant. The Accountant will need the reports only after you have posted all transactions for that period completed.

**Tip:** While the accountant is working with this information, you don’t want it to change without informing the accountant of the specific changes. This becomes essential at year-end. Once this is complete, and you send the reports to the accountant, please go to the Setup Menu and select Preferences. Select the Security tab and select the preference for locking that period of time. This will assure that no further changes can be made while the accountant drafts the tax returns and or issues reports and gives you any necessary adjustments. This procedure will NOT keep you from working in the subsequent year.

“Locking” is not the same as ‘closing the books’. Closing the books can be done at a later time. Please do not unlock this selected period of time until you have posted the adjustments given to you by your accountant.

## Reports Under the Accounts Tab

-  *Standard Balance Sheet* – This report will display the balances for your assets (company resources), liabilities (company obligations to creditors), and equity in the business as of the selected period. This report can be displayed using the Cash Basis or Accrual Basis accounting method.
-  *Standard Profit & Loss* – This report will display the income, cost of sales, expenses, other income, and other expenses accumulated for the selected period of time. This report can be displayed using the Cash Basis or Accrual Basis accounting method.
-  *Trial Balance Detail* - Within the period, for each account, this report displays the beginning balance, a line for each transaction the total debits and credits and the ending balance. If the accountant asks for a “general ledger” report (or a detail general ledger report) this is what you use. Please do not allow for any omissions by being sure to select the Include \$0.00 Balances option in the Report Customization window.

**Tip:** Any tax preparer must see the detail of all fixed asset additions, tax payments, officer's salary and more to be able to fill out various subsidiary schedules of Federal & State income tax filings.

- **Trial Balance Summary** - For each account, this report displays the account balance at the beginning of a date range, the total debits and credits within the date range, the net activity, and the balance at the end of the date range. This report also calculates the changes in your account balances for the month. To check for omissions, be sure to select the Include \$0.00 Balances option in the Report Customization window.

**Tip:** To ensure full information in the report, enter the first day and last day of the month in the Date Range fields and run the report for all accounts. If you have NOT closed the prior year and you generate either a summary or detail trial balance for the current year, the beginning balances will include the totals for the prior year as well. It is important to inform your accountant if this is so. To determine your current fiscal year may go to the Setup menu, Company Information submenu. If you need to close last year make a backup first. You close a year from the File menu, Start a New Year submenu, Start a New Fiscal Year submenu. Tip: It is recommended you coordinate this procedure with your accountant and include all of the prior year's adjustments before closing. Keep the back up permanently with your files. Place it in a year end archives file so that you don't lose track of this important backup.

- **General Journal** - This report displays all transactions entered via the Record Journal Entry window and all imported transactions. From this report customization (filter) you may select each source journal and your accountant will get a date chronology of all your transactions for the period by source. Consult with your accountant to see if these journal reports are necessary. Usually they are not if he gets the detail trial balance.

## Reports Under the Banking Tab

- **Bank Register** - This report displays all checks, withdrawals and deposits made using the selected checking account within a specified period. A running account balance is displayed.
- **Reconciliation Report** - This report displays a reconciliation summary and a list of outstanding checks and deposits for the selected bank accounts. This report is generated and can be printed for any bank account that has been reconciled using the Reconcile Accounts window.

## Reports Under the Sales Tab

- **Receivables Reconciliation Summary** - This report displays a list of receivables as of a specific date presented in a one line per customer format. The report includes a comparison of the total due to the balance sheet receivables amount with the difference, if any. So it is important that you date this report the same date as the balance sheet. You can also generate the Reconciliation Detail too. With the detail, all individual invoices will list along with the credits too. Ask your accountant which he prefers. If this report displays the receivables are out of balance, go back to the Accounts Tab and run the Receivables Reconciliation Exceptions report. This report displays all entries posted to the linked receivables account that could possibly cause the Receivables to be out of balance.
- **Sales Tax Summary** - This report provides a summary of tax *charged* on invoice and bills within a date range and is sorted by the tax code. This report reflects the charges but not necessarily what has actually been collected or paid.

- 🔊 *Sales Tax Detail* - This report provides a listing of invoices, bills (charged, but not necessarily collected or paid), checks and deposits with the tax amounts for the selected date range sorted by tax code.
- 🔊 *Sales Tax Detail - Cash* - This report provides a listing of customer payments, vendor payments, checks and deposits, with the tax collected or paid, for the selected payment period, sorted by tax code.

## Reports Under the Purchases Tab

- 🔊 *Payables Reconciliation Summary* - This report displays a list of Payables as of a specific date presented in a one line per vendor format. The report includes a comparison of the total due to the balance sheet payables amount with the difference, if any. So it is important that you date this report the same date as the balance sheet. You can also generate the Reconciliation Detail. With the detail, all individual bills will list along with the debits too. Ask your accountant which he prefers. If it shows that the payables are out of balance go back to the Accounts Tab and run the Payables Reconciliation Exceptions. This report displays all entries posted to the linked payables account that could possibly cause the Payables to be out of balance.
- 🔊 *Vendor Payments* - This is important information for 1099 purposes. This report summarizes the total of all cash disbursements made to the vendors within a date range. It also highlights what Tax ID numbers and addresses you have and don't have. Use this report to determine who receives a 1099. There is a print 1099s & 1096 feature in the purchases portion of the MYOB AccountEdge and Premier Accounting Software.

## Reports Under the Payroll Tab

- 🔊 *Payroll Earnings* – This report provides the details of all paychecks for each selected employee for a specific date range.
- 🔊 *Employees – Register Summary (for the quarter)* - This report also contains information required to fill out State quarterly reporting.
- 🔊 *Employees – Activity Detail* - For the selected date range, this report lists the detail of the wages, taxes, deductions, and employer expenses for each selected employee.
- 🔊 *940 Report* - This report contains information required to fill out the Federal 940 (FUTA) report. The Box numbers indicate the box locations on the actual 940 Form; simply re-enter the balances in the report in the corresponding boxes on the form.
- 🔊 *941 Report* - This report contains information required to fill out Federal IRS Form 941.

**Note:** MYOB can prepare payroll tax forms and print W-2s and form W-3 as well. You can share drafts with your accountant prior to issuing these forms. It is recommended that you have your accountant reconcile the W-2 & W-3 forms to you 941 reports for the year.

- 🔊 *Tax Detail (Employee)* – This report provides the gross wages, wages subject to the tax, the annual wage maximum for the tax, and the amount of wages paid that exceed the maximum for all employees. This report is sorted by the tax category and is similar to the Quarterly Tax Totals.
- 🔊 *Tax Liabilities* - This report displays federal tax liabilities for the selected period.

- 🕒 *Quarterly Tax Totals* - This report contains information required to fill out State quarterly reporting.
- 🕒 *Payroll Liabilities by Category* - This report displays a list of any payroll liabilities that have been accrued for a specified date range for a selected payroll category type. You can print three separate reports, one for each of the liability types: deductions, expenses and taxes. The report includes the amounts that have been accrued and any payments that have made for each category.

## Reports Under the Inventory Tab

- 🕒 *Inventory Value Reconciliation* - This report reconciles the balances of your inventory asset accounts on the balance sheet with the costs of the associated detail inventoried items as of the same date. So it is important that you date this report the same as your balance sheet report.

## Start a new Financial Year Procedure

### Enter Adjusting Journal Entries

1. Enter the final year-end adjusting entries, given to you by your accountant, by selecting the Record General Journal entry from the Accounts Command Center.
2. Enter a debit and credit for each account being affected by the adjustment unless the adjustment involves the accounts receivable or payable accounts.
3. Select Record.
4. When all adjustments are entered, go to the Index to Reports from the Reports Menu at the Command Center.
5. Select the Accounts Tab and select the Trial Balance Summary report.
6. Select Customize and enter the dates of the financial year closing.
7. Display the report and be sure that the balances in each account correspond with the balances your accountant has.
8. Go to the Setup menu from the Command Center and select Preferences.
9. Select the Security tab and mark the Lock Periods option. Select the last day of the financial year. This will not allow any changes to the data file prior to this ending date.

### Start a New Financial Year

Before you begin this process its important to understand what this process will do and how it will affect your financial data.

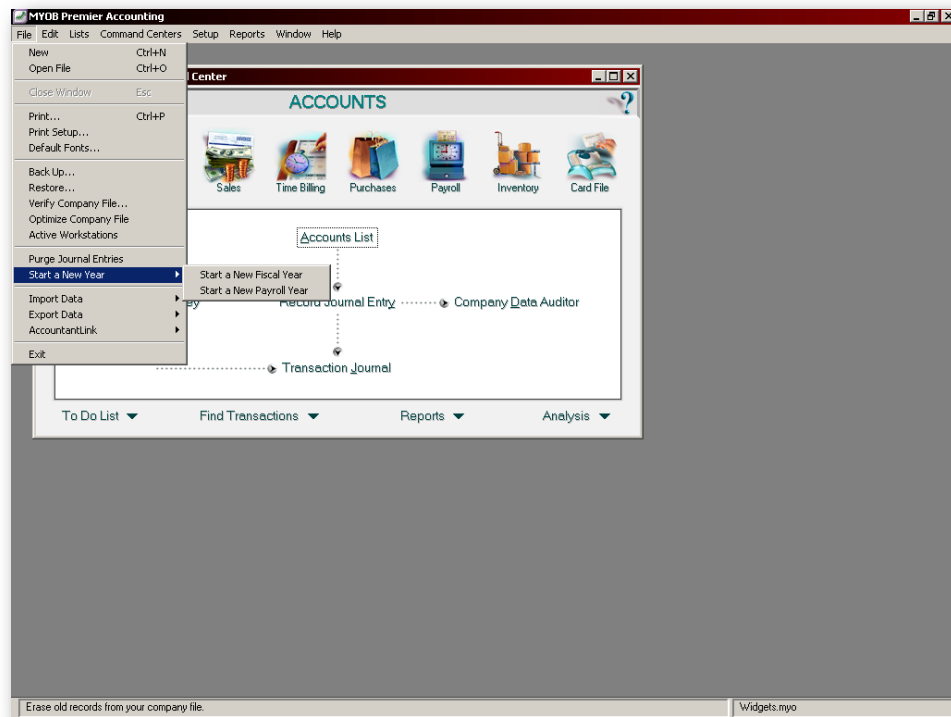
This process will:

1. Replace last year's historical monthly totals with the monthly totals of the year just completed.
2. Purge (delete) all closed transactions dated the year that will be closed. The transactions dated after the year being closed will not be affected.
3. Purge transactions that affect any reimbursable expenses that have not yet been reimbursed.
4. Purge Contact Log Entries
5. Transfer the balance of the Current Year Earnings account to the Retained Earnings account.
6. Reduce the balance of all income, cost of sales, and expense accounts to zero.
7. Prevent you from entering or changing transactions from the last financial year.

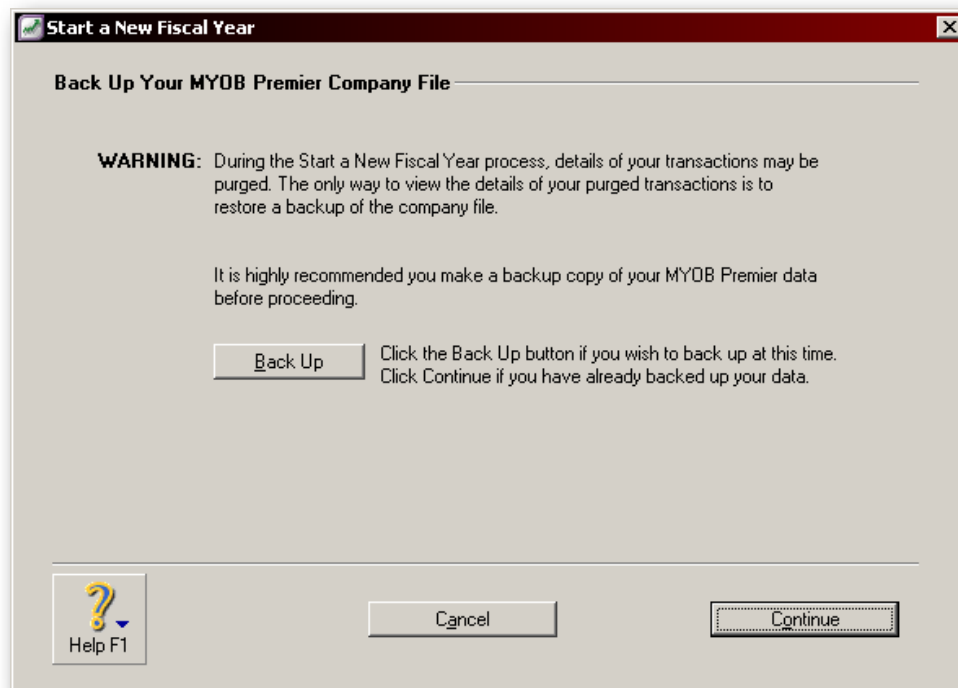
**Note:** This task requires single-user access.

## Start a New Fiscal Year Process

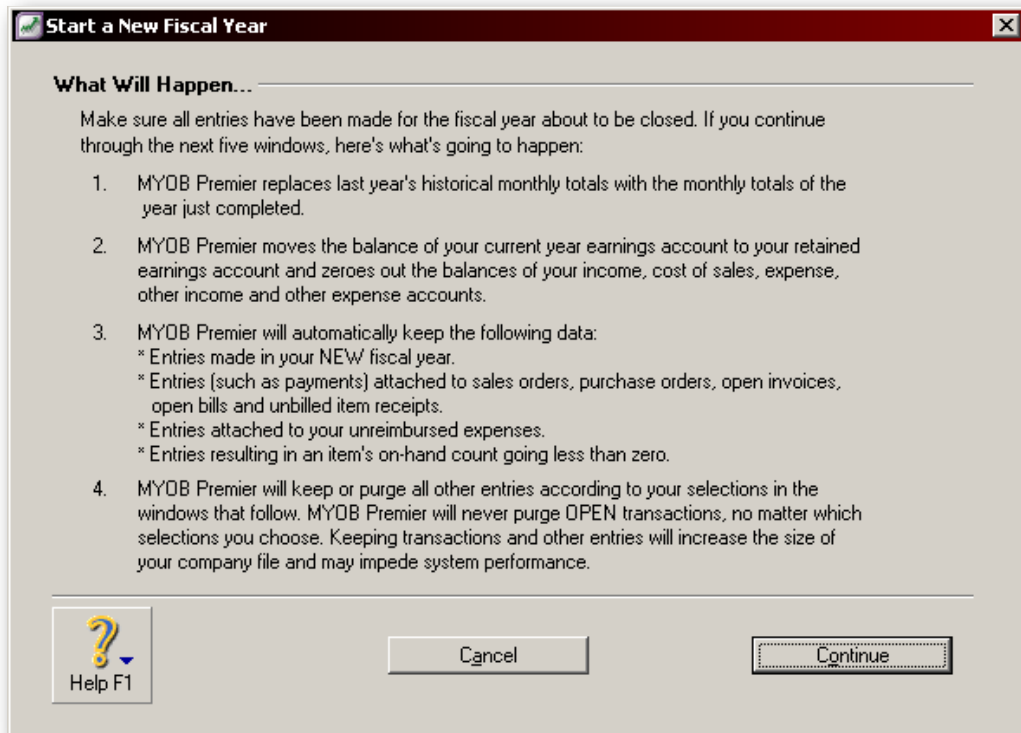
1. Go to the File Menu from the Command Center and select Start a New Year, then select Start a New Fiscal Year. The Backup process window will appear.



2. Be sure to make a backup copy of your company file by selecting Backup.
3. Select Continue after you have created a successful backup copy of your file.

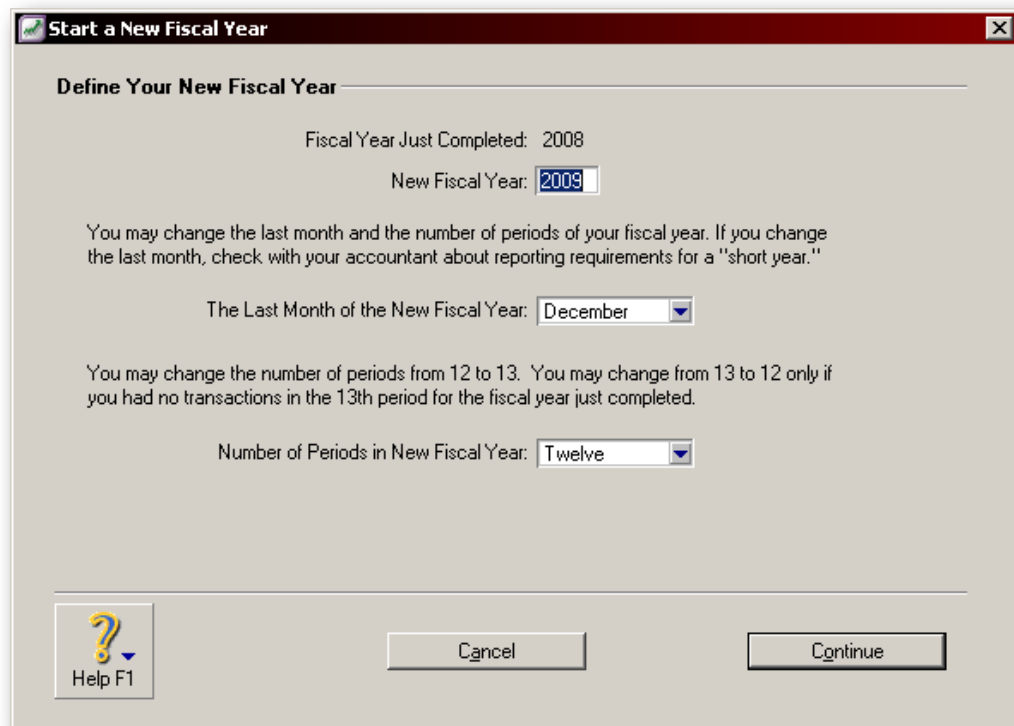


4. The next step explains in detail what will happen during the Start a New Fiscal Year Process

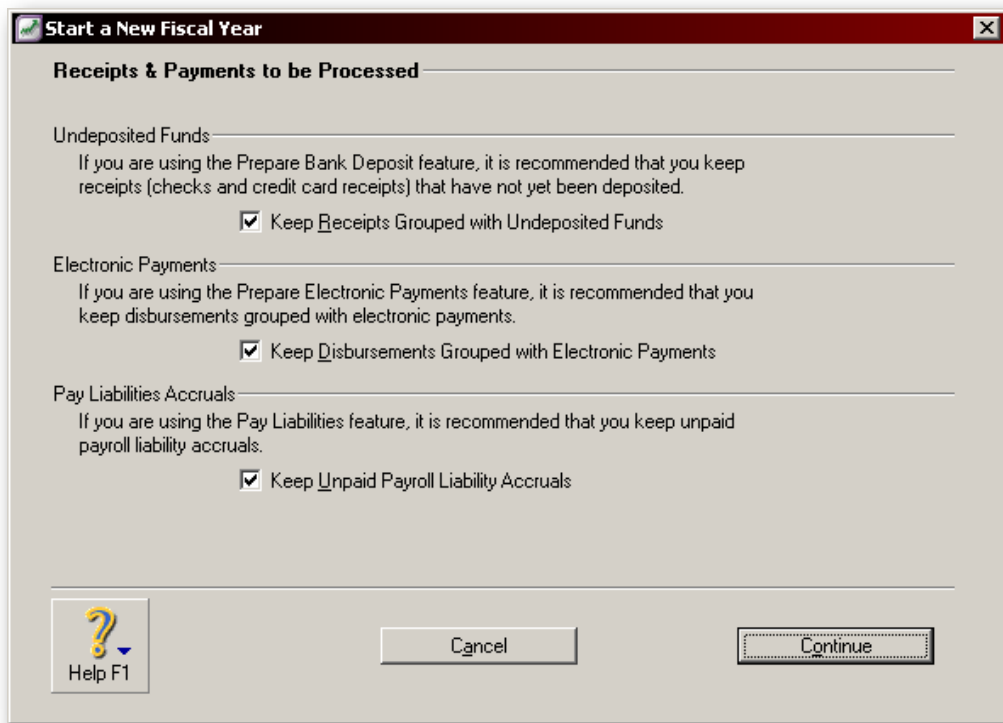


5. Select Continue.
6. Enter the New Fiscal Year, the Last Month of the Fiscal Year, and how many accounting periods for the New Fiscal Year.

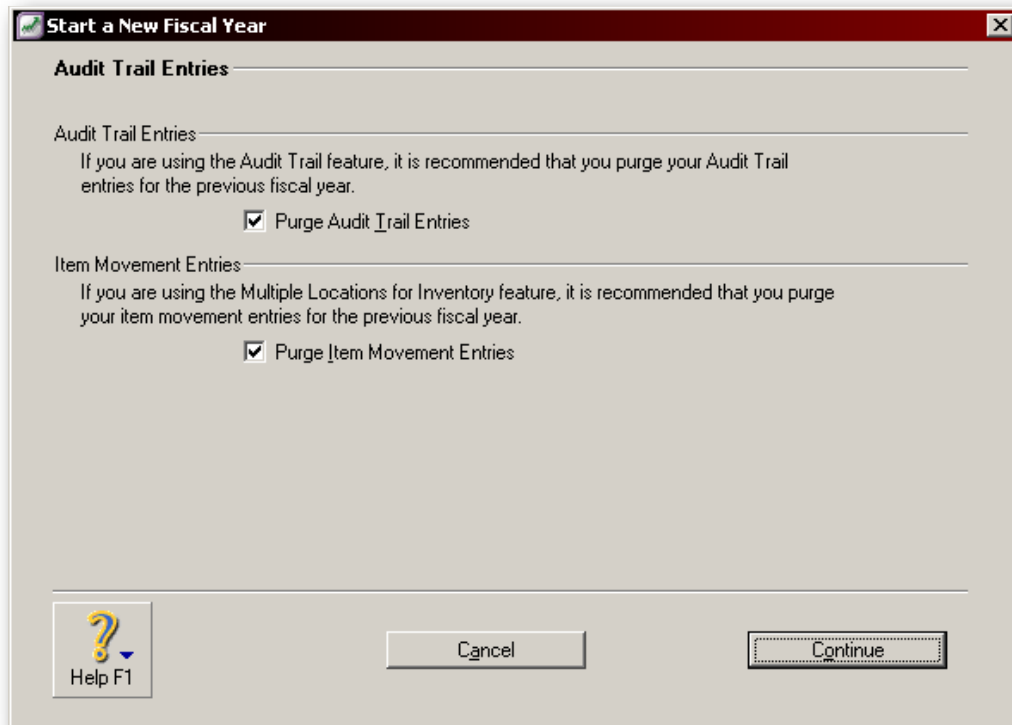
**Note:** This information can be obtained from your accountant.



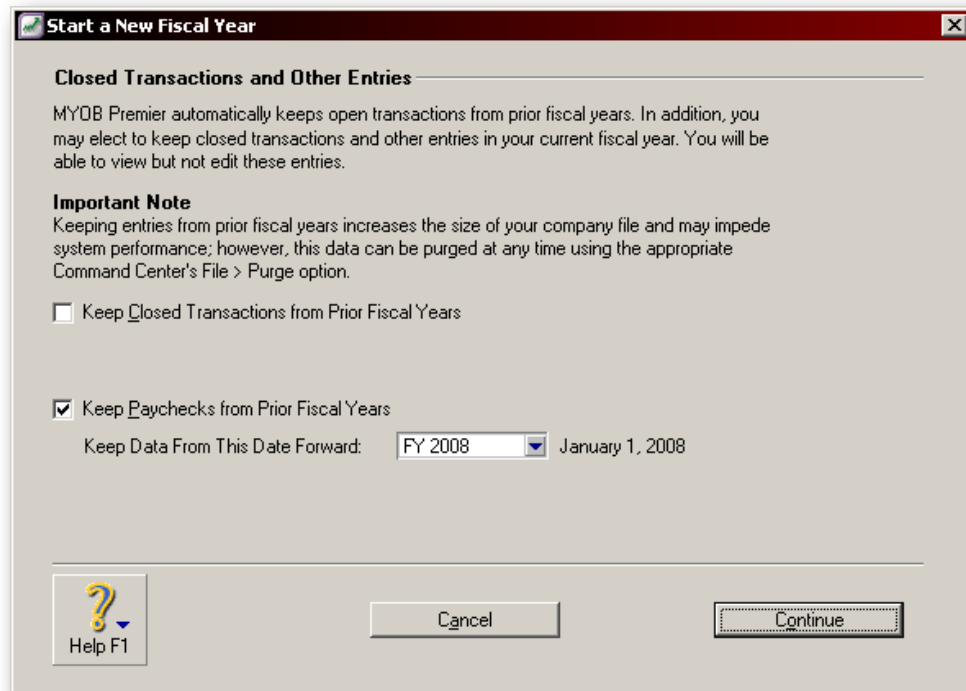
7. Select Continue.
8. The Receipts & Payments to be Processed window will appear.



If you will be using the features to Group with Undeposited Funds, Electronic Payments, and Pay Liabilities, then selecting the options in this step will ensure that any of these transactions that have not yet been paid or deposited will not be purged, even if they are closed.



9. The Audit Trail Entries window enables you to purge all entries the system is tracking in the Audit Trail Report. You can select this security preference at any time to keep track of any changes made to your company file. Also, if you are tracking your inventory and using multiple locations, you can purge the audit trail of the item movements.
10. Select Continue.
11. The Closed Transaction and Other Entries window appears.



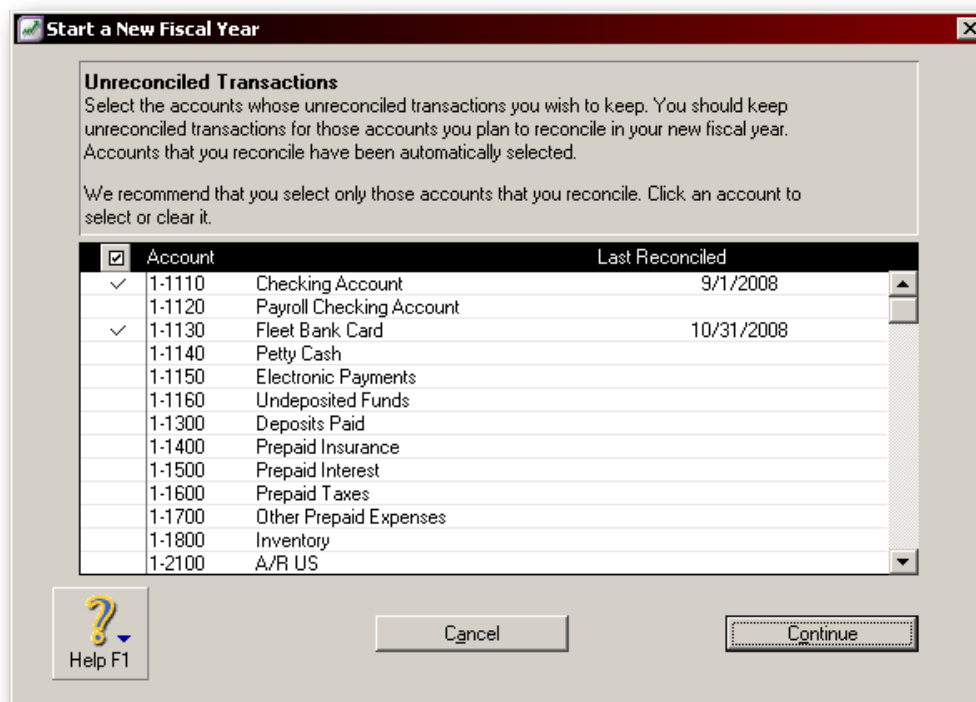
You have the option to select to keep the closed transactions in sales and purchases that would normally be purged at year end. This is helpful if you wish to refer to the detail of sales and purchases that occurred during last year. However, this information is only retained to view, you will not be able to edit these transactions.

If you are processing your payroll using your company file, then you may choose to keep the paychecks that would normally be purged. Keeping this information will allow you access to your payroll reports filtered for the year being closed.

**Note:** Selecting either of these options can result in your company file remaining large over time.

12. After you have made your selections, select Continue.

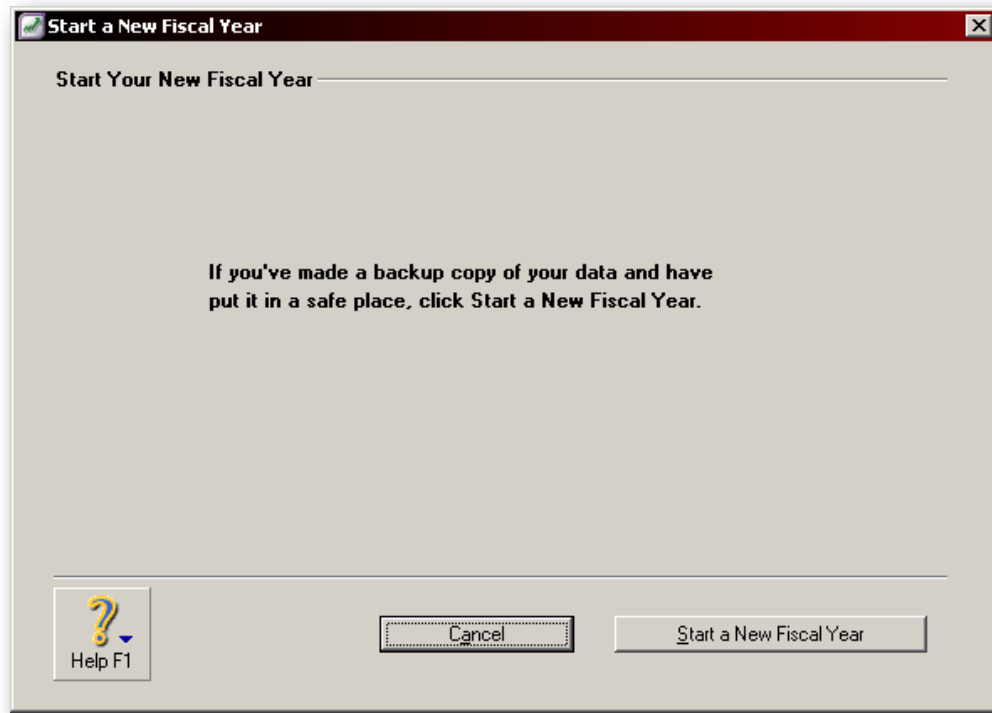
13. The Unreconciled Transaction window appears.



Select the accounts that you reconcile on a regular basis. Selecting these accounts will prevent the closed transactions, that have not been reconciled at the time of the Start of the New Fiscal Year procedure, from being purged.

14. Select Continue.

15. All of your selections have been made and now its time to begin the Start a New Fiscal Year process.



**Note:** This is the last opportunity you will have to cancel this process. If you are not sure if all the above steps have been complete then select Cancel. You may begin the procedure when you are sure all has been complete.

16. Select the Start a New Fiscal Year button to begin the process.

17. Once the process is complete, the Command Center window will appear.

18. Go to the Setup Menu and select Company Information. Be sure that the Current Fiscal Year has changed.

19. Go to the File Menu and select Verify Company File.

20. If there are no errors in your file, go to the File Menu and select Optimize Company File. This process will re-index your company file.

21. Please make note of the following information for your records.

**Congratulations!** You have completed the End of Year Process.