



General End of Year (EOY) Procedures

Fund Accounting **Version 10** Guidelines (Fiscal and Calendar)

If your organization's accounting is done on a Fiscal year complete this list at your fiscal year end and complete 1099's in December.

If your accounting year is done on a calendar year complete this list at your calendar year end.

- In the last month of your accounting year follow the steps below in Periodic Processing to run reports for current year end and then you will go through the Add New Year procedure (details below). This will allow you to process payments or receipts in the New Year.
- Click on Monthly Reports button to print End of Month reports for Period 12.
Suggested Reports:
 - Expenditure Guideline, Revenue Guideline, GL Yearly, Cash Balances, Cash Receipts, Paid Check Register, Batch Summary, and Sundry Journal
- If you have the following modules you can run these reports:
Purchase Orders- Purchase Orders
Billing/Invoice- Invoice Aging
- Make a backup from Backup/Restore
- Click on Month End button to complete Month End for Period 12.
- Click on End of Year tab and run end of year reports

Suggested Reports (Year End report category)

- Budget Changes, Profit/Loss Summary, Trial Balance
- In Special Reports, create and print your 1099's from 1099 Reports.
- **Remember to also print to the PDF Folder all reports. You may have to create a folder, but it is a terrific way to store your End Of Year reports. Find this option on the top of the Preview Report Writer menu.**

ADD NEW YEAR PROCEDURE (page 45-46 in fund accounting manual)

- In Periodic Processing, click on End of Month tab. Toggle year to the one you need to final - (oldest year –(year 1)). All months/periods must indicate closed on the right. To close them, click on the period, and select the close month bar that appears. If this bar does not appear than you have something not posted during this period and this will show in the boxes above. These boxes must be satisfied before you are able to close the period.
(In version 10.05 dated 10/08/2014 or newer you have the ability to close all months in the selected year by selecting button 'Close All Months'. – This option also will not allow a period to close if something is not posted.)
- Once all periods are marked closed, then proceed to the Final a Year tab. This will prompt you to final the year you just closed (oldest year). Select the Final button – this will prompt you that year was finalized.
- Create a backup - suggested to name it Final XXXX (the year you are finaling). *Keep these YearFinal backups for future references.*
- Proceed to the Add New Year tab. It will indicate which year is being removed and then select the Add New Year tab. This will prompt you that the new year was added. You can now work in the new year.



Fund Accounting Version 12 End of Year Guidelines

End of Month and End of Year

This area allows you to close months, End a Year and Add your New Year

Year	2016	2017	2018
January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GASB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Period	Open Batch	Amount
February 2017	Payments 805917211	
July 2017	Journal Entries 2017DEP	\$0.00
July 2017	Journal Entries	\$0.00
July 2017	Journal Entries 08/29/17 JE	\$0.00
December 2017	Receipts 032218REC	
April 2018	Receipts AR BATCH2	

Cash	Invoice #	Vendor	Amount
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[Run Reports](#) [Close April 2018](#)

Records are deleted during End of Month. To retain [set Record Retention](#) to the number of days to keep around since Date paid. To retain permanently, set Record Retention to 0.

BACKUP SHOULD BE DONE BEFORE ANY TYPE OF PERIOD ENDING IS DONE.

To close individual months: select the month under the year tab, and choose the option to close (lower right)

As long as there are no unposted batches or checks you will be able to close this month. For unposted batches you will need to put your fund accounting desktop into that period and go to batch type listed. Once you go to the correct area you should see the batch sitting there as un-posted, click on it and then click the delete button or post if it needs to be posted.

For checks with no check #'s, you will need to put your fund desktop into that period and then go to Check Writer. Next select the correct bank account, enter a check date and the unposted checks will appear. Go right to the post step and assign check numbers. Finish posting them.

*Note-closing a month does not lock the month. You would still be able to post in this month. However, you will get a warning message that you are posting to a closed month. If you choose to post, this will re-open the month.

To close full year: click on the year and it will prompt you to close all months. As long as there are no unposted items in any month. The year will close.

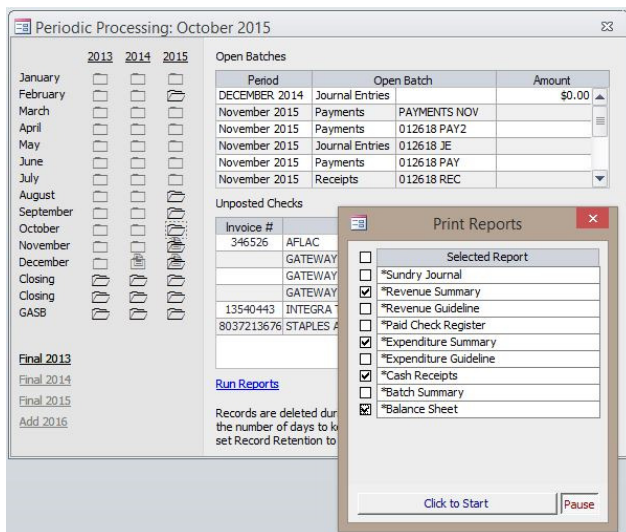


Final a Year: When you are ready to add a new year you must final the 3rd oldest year. *Suggest to not final the year until you need to – this will allow you to run reports for all 3 years. Reports can not be run in a Final Year.

Add: This will add your new year

Reports Month End & Year End

Run Reports then select the report collection. These reports will auto run if they are checked. If a report is not listed, you will have to add it to the collection in the Report Writer.



You can see a video of the end of month and end of year process at Video Helps page: <https://banyon.com/video-helps>



Payroll Calendar Year End

In Payroll Cycle/After-Posting option, setup or review your monthly, quarterly, fiscal, and yearly reports collections with the reports that you would like to run at these specific times. The following are suggested reports to add to these collections:

Month End:

Monthly, Paid Register,
Leave Transaction,
Employee
Deductions/Benefits,
Employee Deductions, and Employee Benefits

Quarter End:

Quarterly, FUTA, SUTA, Qtr
Hours Worked, 941-
Quarterly Tax Return, 941-
Scheduled B, 941-Cafeteria,
and 941-Quarter Data

Fiscal: Fiscal

Calendar End: Calendar and Accumulation Report

Payroll Calendar Year End

Things to consider before you start your Calendar Year End procedure:

- Change all terminated employees to status 99 in the Employee Record - Personnel Info Tab (Note: only do so for employees you want to delete permanently).
- Run the Leave Liability Reports under View – Special Reports – Severance/Leave Liability to capture your year-end leave balances.

After completing all payrolls for December:

- Run End of December from Payroll Cycle.
- Click yes to backup data before performing Month End and make backup.
- Close Backup/Restore screen and click OK to continue with Month End.
- Click to start reports button to print Month End reports.

After completing end of December – continue to End of 4th Quarter Procedure:

- Click yes to run End of Quarter Procedure.
- Click yes to backup data before performing Quarter End.
- Click to start reports button to print Quarter End reports.

After completing End of 4th Quarter – continue to End of Year Procedure:

- Click yes to run End of Year procedure and click OK to start End of Year Procedure.
 - If you had previously generated your W-2s in the middle of the year, you will be asked if you would like to review them again. It is recommended that you review them, to do so click Yes.*

Generating W-2's

- Add/Remove any Deductions/Benefits to your W-2's before creating the W-2's. **See below for instructions on mandatory employer paid health benefit reporting.**
- Click Generate____ W-2's.
- Click OK when W-2's created.
- Click View/Edit W-2's to review each W-2 for accuracy.

Create W2s for Payroll Year 2014

BDS will load w2 wages and withholdings from your employees accumulation screen. To report boxes 10-14, see below. For reporting instructions on internet, click [more info](#)

Federal ID Name
 State ID Address
 Locality Name

If you need to report an amount in any of Boxes 10 through 14 of the w2, first select the below w2 box number then click add/remove deduction/benefit to be reported in that selected box.

Box 10 - Dependent Care Benefits [Add/Remove Deduction/Benefit](#)
 Box 11 - Nonqualified Plans
 Box 12 - IRS Codes A through Z
 Box 13 - Statutory Employee
 Box 13 - Retirement Plan
 Box 13 - Third-Party Sick Pay
 Box 14 - Others

Label	Box 1 - IRS Codes A-Z
DD	511 Employer Health Benefit

[Generate 2014 W2s](#) [View/Edit W2s](#)

- Select **Box 12** then click Add/Remove Deduction/Benefit and select your employer paid health benefit(s). You should be sure to select an IRS code from the drop down menu in the Label column for any/all Deductions/Benefits listed. ***If you are unsure of which IRS code to use, check with your auditor.***

****It may be mandatory to report Health Benefits on your W-2's. Contact your auditor if you are not sure if you are required to report this information****

Continuing with Year End Procedure:

- After verifying individual W-2's for accuracy you can close out of the W-2 screen. You can then follow the process to End Calendar.
- Click OK to delete Terminated End of Year (Status 99) employees.
- Click yes to backup data before performing Calendar Year End.
- Click to start reports button to print Calendar End reports.
- Click OK when Calendar Year Procedure is completed.

Editing and Printing W-2's

- In Special Reports, you can review or edit (if needed) all W-2's that have been created.
 - **Do not create your W-2's again**
- **By the end of January, print your W-2's from Special Reports, but DO NOT create them again** (Employees must receive their W-2s by January 31st).
- Click the 'Print W2s' hyperlink at the bottom of the W-2 Tax Statements screen.
- Click 'Preview W-2s' box
- Print W-2s from your screen.
- Click 'View W3 Information' box to print your W3 statement page
- You can click "Create File for Internet Reporting" to generate an electronic W-2 file by clicking View – Special Reports – W2 Tax Statements.
- **Remember to also print to the PDF Folder all reports. You may have to create a folder, but it is a terrific way to store a EOY reports. Find this option on the top of the Preview Menu.**

Payroll Fiscal Year End

In December do the above steps and at the end of your Fiscal year do the following:

- Follow End of Month procedure.
- Follow End of Quarter procedure.
- Click yes to run End of Fiscal procedure.
- Click yes if you want to backup data before performing End of Fiscal.
- Click to start reports button to print Fiscal End reports.
- Click OK when Fiscal End procedure is completed.



Utility Billing

Suggested Reports to run from the advanced **Utility Billing Report Writer** before the end of your fiscal year or on **THE LAST BUSINESS DAY IN DECEMBER**.

- DO A BACKUP AND SAVE. Do not overwrite the backup in the future.
- In Accounts report category, **run** the Account Balances, Delinquency, and Undistributed Receipts.
- Retain these reports for your auditor.
- File these reports.
- **Run the System Info report(s) and EOY reports** from the Tools menu item.
- File these reports.
- Run the DNR Summary Report and file for future reference.

- **Remember when you Preview your report, you should also print to the PDF Folder all reports. This option is available on the top menu of the Preview Report Writer. You may have to create a folder, but it is a terrific way to store a EOY reports.**