



General End of Year Procedures

Fund Accounting (Fiscal and Calendar)

If your 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 Year Final 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.



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
 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

[Add/Remove Deduction/Benefit](#)

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.**