

CLOUDSUITE DISTRIBUTION SX.e – YEAR END PROCESSES

For additional information about the setups, processes and reports outlined below, refer to *Infor Distribution SX.e online help*.

For month end processes, request NSA White Paper: [Accounting Processes Month End CSD SX.e](#)

YEAR END PROCESSES

In addition to the month end processes accounting performs, at the end of the fiscal year, you will need to run four year end processes.

There are 4 report-style processes to run in standard CSD / SX.e:

- **APAY** Clears out the vendor YTD balances, moves them to LY in **APSV**
- **ARRAY** Clears out the customer YTD balances, moves them to LY in **ARSC**
- **GLAY** Copies the chart of accounts (COA) to the new fiscal year
Advances the **AO – Financials – Fiscal Year** by +1 (from '20 to '21),
Puts the balance forward into the asset/liability accounts in new COA
- **ICAAY** Clears out the product YTD balances in **ICSW**

NOTE: After running GLAY, **log out of CSD and back in** to see the new fiscal year default in **GLIA** and confirm the **AO** fiscal year has been updated.

Run each of these processes **only once**.

Run these processes when no one else is in the system.

These processes are the **same** whether Cloud / On Prem SX.e CSD WebUI GUI or CHUI

Each process will produce a one page summary report stating the process has completed.

It doesn't matter if you run them on the last day of the fiscal year, or the first day of the new fiscal year. Just make sure they are done **prior to starting business on the first day of the new fiscal (or calendar) year**.

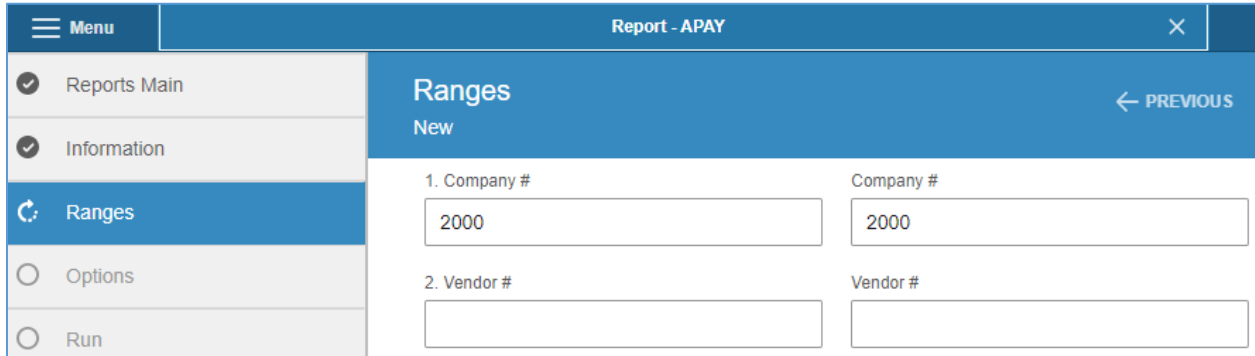
Run these in EACH valid company, and remember to also run these in your test and training databases.

These are normally run by the IT department or by NSA if needed. NSA will be available on call for assistance if you run into any issues. If you would like to schedule NSA to do your year end, please let us know as soon as possible.

APAY – AP Administrator Year End Ranges

Company # defaults to the logged in company.

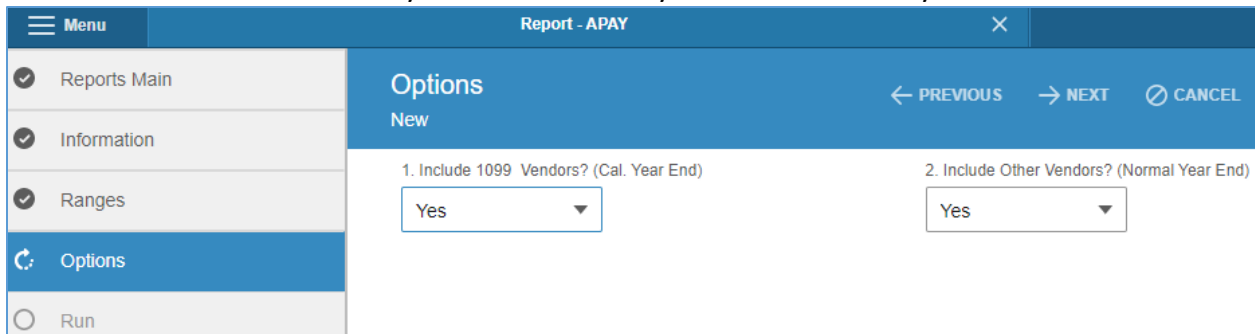
Vendor # is usually left blank to include all vendors.



Options

Include 1099 Vendors normally set to Yes if fiscal year end = calendar year end.

Include Other Vendors normally set to Yes if fiscal year end = calendar year end.



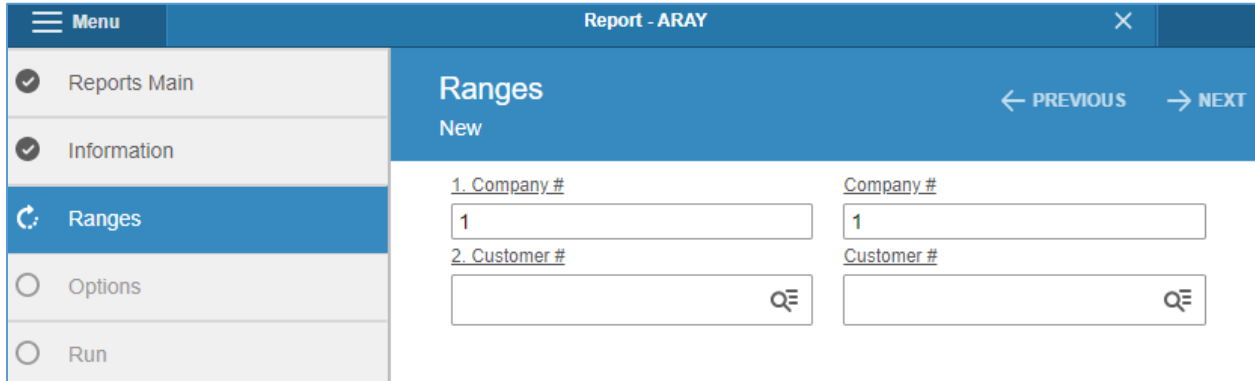
APAY moves the vendor year to date balances in **APSV** into previous year, **APIV** view:

| YTD Balances | | | | | | |
|------------------------|-----------|-----------|---------|---------|-----------------|----------------|
| Balance Type | Invoices | Payments | Returns | Rebates | Discounts Taken | Discounts Lost |
| YTD Balances | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Previous Year Balances | 78,365.69 | 53,176.09 | 97.00 | 20.00 | 1,084.08 | |

ARRAY – AR Administrator Year End Ranges

Company # defaults to the logged in company.

Customer # is usually left blank to include all customers.



There are NO options in **ARRAY**.

ARRAY moves the customer year to date balances in **ARSC** into previous year, **ARIC** view:

| YTD Balances | | | | | | | | | |
|------------------------|-------|-----------|---------|---------|----------------|---------------|--------------------|--------------|----------------|
| Balance Type | Cost | Sales | Returns | Rebates | Service Charge | Cash Discount | Unearned Discounts | Gross Margin | Gross Margin % |
| YTD Balances | 0.00 | 0.00 | 0.00 | 0.00 | 417.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Previous Year Balances | 56.34 | 23,237.41 | 112.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,181.07 | 99.76 |

GLAY – GL Administrator Year End Ranges

Company # defaults to the logged in company.

There are no options in **GLAY**.

GLAY updates three items:

- Increases the **AO – Financials – Fiscal Year – Current Fiscal Year** by 1 (e.g. from 20 to 21)
- Copies the current year chart of accounts to the new fiscal year
- Copies the current year ending balance for assets and liabilities into the forward balance in the new fiscal year

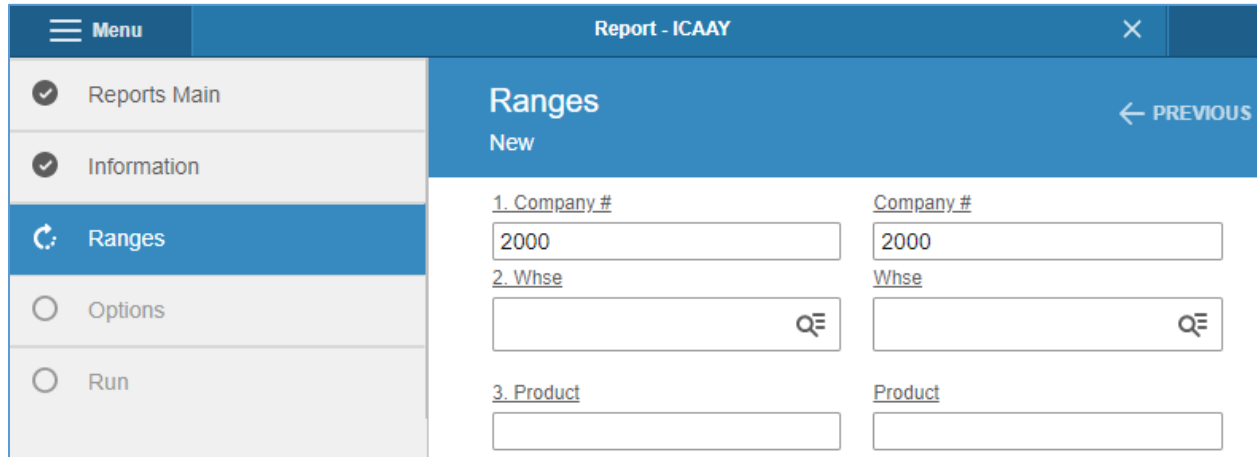
ICAAY – IC Administrator Year End Process

Ranges

Company # defaults to the logged in company.

Warehouse is usually left blank to include all warehouses.

Product is usually left blank to include all products.

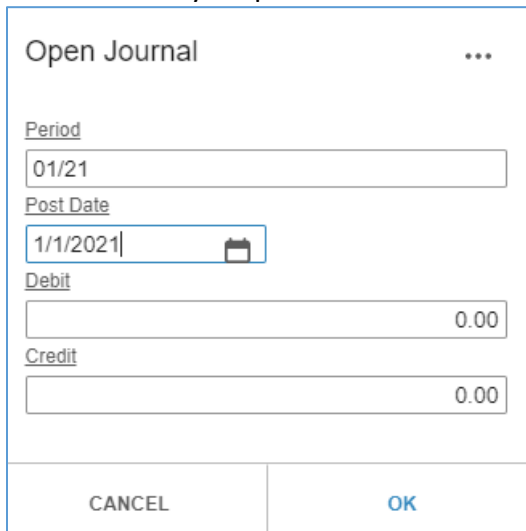


There are no options for **ICAAY**.

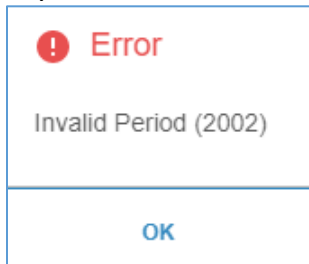
ICAAY clears out the YTD balances in **ICSW** which displays in **ICIP**. It does not populate prior year fields.

| YTD Balances | | |
|---------------|-----------------|--------------------|
| <u>Issues</u> | <u>Receipts</u> | <u>Returns In</u> |
| 0.00 | 0.00 | 0.00 |
| | | <u>Returns Out</u> |
| | | 0.00 |

NSA also recommends testing the journal entry process to be sure the COA for the new fiscal year works correctly. An easy way to do this is go to **ARET**, which pops open a journal. Enter in the new fiscal year period and date and click OK. If this works, close the empty journal.

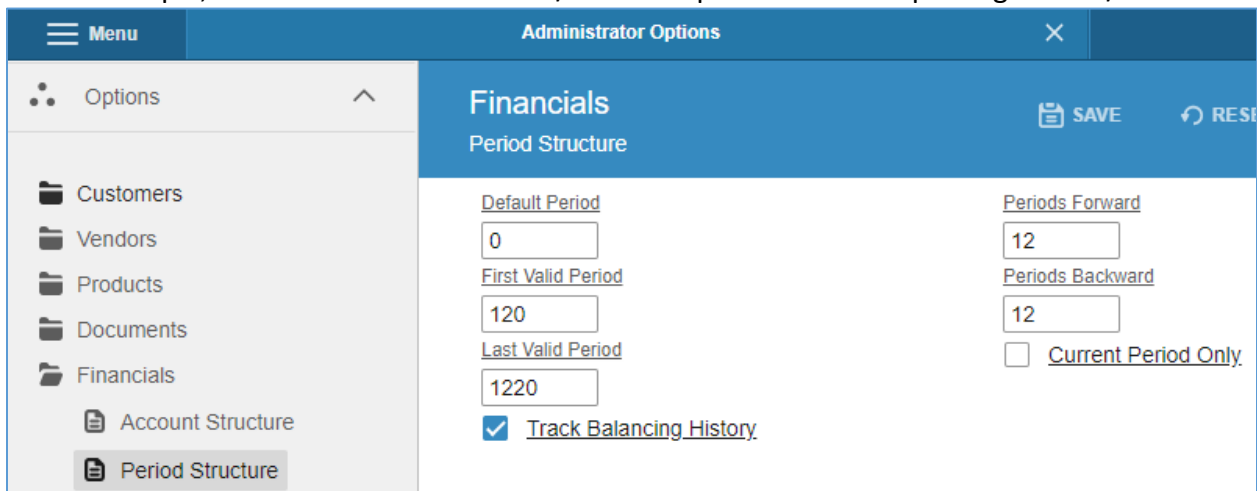


If you receive an error like this, first log out and back in and retry.



If that does not work, check the **AO – Financials – Period Structure** to see if the period setups may be blocking you.

In this example, the Last Valid Period of 12/20 would prevent us from posting into 01/21.



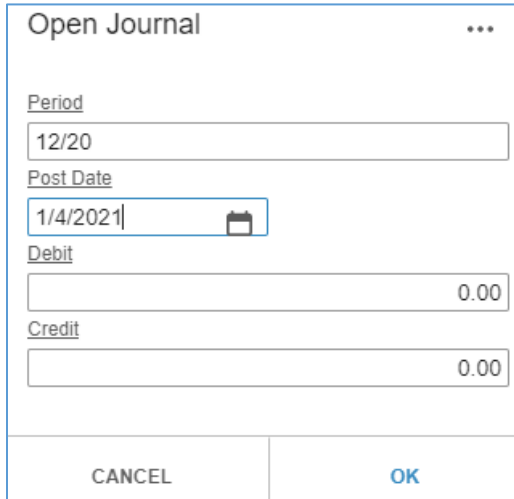
If that does not resolve the issue, contact NSA for assistance.

A warning about back dating journal entries...

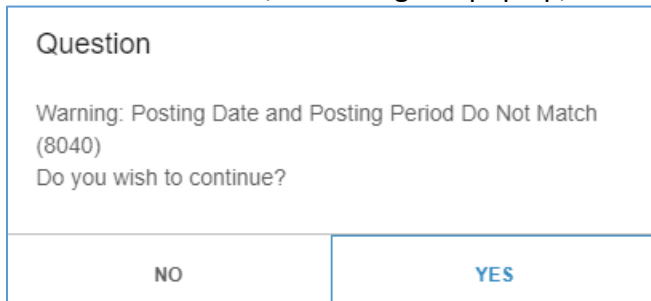
The *posting date should be within the date range of the posting period* to minimize issues with reporting.

- If period 12/20 = December 2020, posting dates should be 12/01/20 – 12/31/20.

In this example, the user is posting to period 12/20 but using a posting date of 01/4/21:

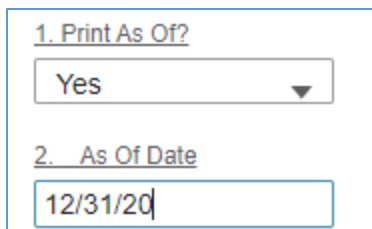


When user clicks OK, a warning will pop up, *'Posting Date and Posting Period Do Not Match'*:



The *8040 Warning* is a soft stop; the user will be allowed to click *YES* and proceed.

The *'as of'* feature on applicable reports will be impacted by this conflict between posting period and posting date. The *'as of'* backs out transactions based on their posting date, not the posting period, which can create issues if accounting is trying to run trial balances *'as of'* EOM or EOY.



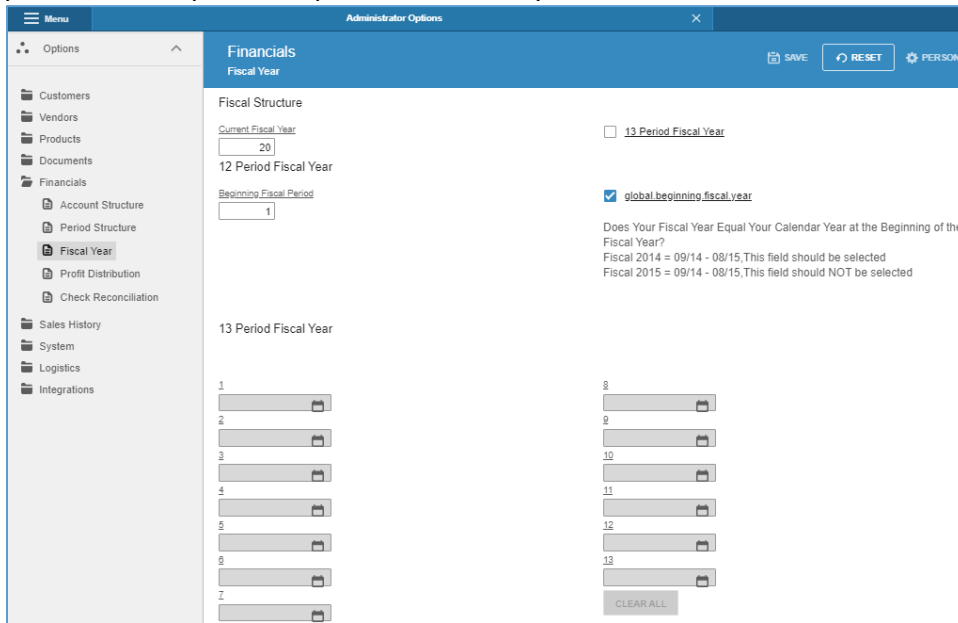
Prior to posting transactions in the new fiscal year, we recommend running *at a minimum* these reports to **file in detail** and in summary, as well as to email and/or hard copy if required. Consider using the year at the beginning of each file name so they are all together and easy to identify by fiscal year.

For example, if the fiscal year is 2020:

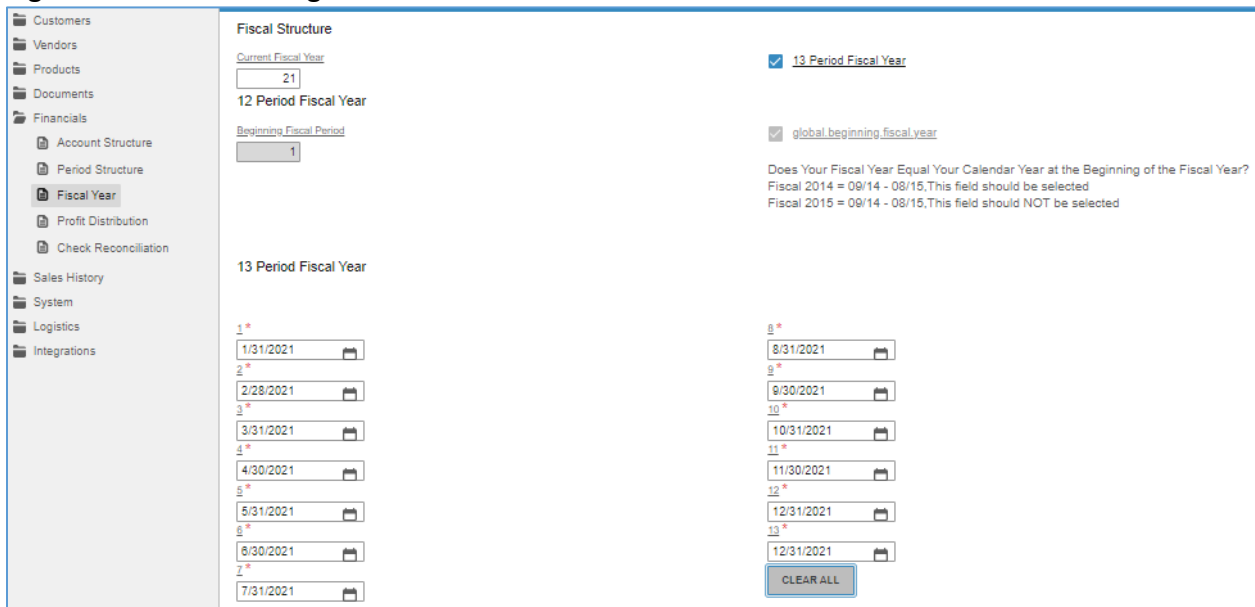
| | |
|-----------|---|
| 2020aprp | AP payables aging |
| 2020aprt | AP payables trial balance |
| 2020arrp | AR receivables aging |
| 2020arrt | AR receivables trial balance |
| 2020glra | GL ledger details |
| 2020glrt | GL ledger trial balance |
| 2020glrbm | AP vendor invoices for POs not yet received |
| 2020glrbo | OE sales order tendering and down payments |
| 2020glrbp | PO purchase orders received but not yet matched/costed to invoice |
| 2020glrbt | WT warehouse transfers - inventory in transit |
| 2020icrtd | IC inventory direct/drop ships |
| 2020icrtn | IC inventory non stock |
| 2020icrtt | IC inventory stock |
| 2020pdrt | PD Rebates due (<i>if using system rebates</i>) |
| 2020varw | VA value add WIP trial balance (<i>if using VA module</i>) |

Some of these reports you may want to have a detailed copy and a summary copy. Run additional reports at year end as needed – these are very helpful to have as of the end of the fiscal year, in preparation for auditors. Not all CSD reports have ‘as of’ functionality, and those that do may not always tie back exactly to the GL.

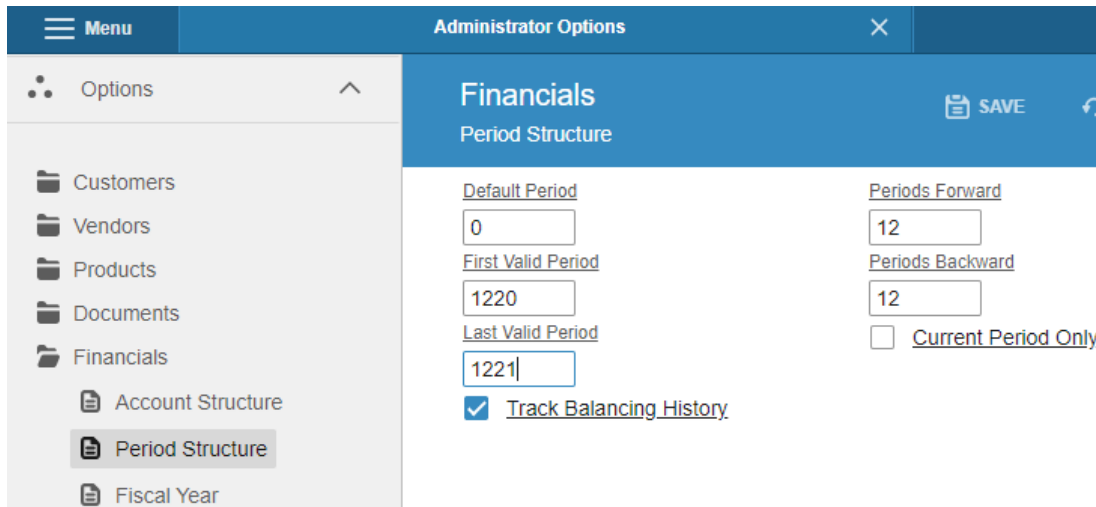
The fiscal year is not (normally) advanced manually – it is advanced by running the **GLAY** process. That process updates the fiscal year in **AO – Financials – Fiscal Year**.



Companies with a 13 period fiscal year need to access the **AO – Financials – Fiscal Year** and fill in the *ending dates for each of the 13 periods*. This is an example where the fiscal year is calendar, and the company uses period 13 for audit adjustments. Change the **AO**, log out then log back in for the change to take effect.



After running the year end processes, it may be necessary to change the **AO – Financials – Period Structure** for first and last valid period to allow – or restrict – back posting.



Accounting should be running **GLAP** – *GL Administrator Distribute Profit* monthly to post profit. If that has not been done monthly, it can run be multiple times (one for each month/fiscal period). If journal entries have been posted to periods after GLAP has processed, you can rerun **GLAP** for those periods.

NOTE: For more about **GLAP**, refer to NSA White Paper *Accounting Processes Month End CSD*.

The **FINAL** journal entry to close the year is to *manually* journal the earnings out of Current Year Earnings into Retained Earnings. **Once that manual journal entry is done, do not back-post, do not rerun GLAP.**

If you need to back-post any entry to that ‘closed’ year (and it will have a P&L impact):

- FIRST reverse that **final** journal entry
- Then book the new journal(s)
- Rerun **GLAP**
- And finally, manually post the journal entry to move current year earnings to retained earnings
 - o Do NOT rerun **GLAP**

In the event you need to back-post journal entries greater than one fiscal year, contact NSA and we can walk you through the process. The journal entries should be done after hours, when no one is on the system and reports which could post to the GL, such as OEEPI, are temporarily stopped.

Call or email NSA 516-240-6020, support@NSACOM.com if you have any questions.

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Troubleshooting Errors

Can GLAY be ran in one company while users on logged into another company

GLAY is company specific, only the company being updated needs to have the users logged out.

GLAY error: Operator Does Not Have Security for Company # Range.

Check to make sure that security is set the same in both GUI and CHUI for the operator running GLAY. Verify that CHUI and GUI are the same, if the values are different or blank in CHUI, then, SASO security Sync must be performed. Refer to KB 989772 ~ How to update CHUI and GUI Security ~.

In CHUI, go to SASO, enter the operator's initials, F8 Security. Select Quick Security Set the "Sync Graphical Security" to Yes.

In GUI, go to SASO, enter the operator's initials, go to the Function Security page. Check the "Update Character Security" box that appears in the middle right hand side of the screen.

Check security levels for the process. For example: ARAY - check ARA security level and then check ARAY security level. If ARA is 3 and ARAY is 5 it may cause an issue. ARA should be the same of higher security level than ARAY.

Check the company range that was used when the function was run. For example: APAY. If they left the range for company open then the system would be trying to run APAY for all companies set up on SX.e. If that operator does not have security for APAY in all companies set up on SX.e then the error would be received. *(To prevent this from happening, set the company number range as a required range in SASSR. That will force the user to enter a company # range instead of leaving it blank.)*

Get invalid period error when trying to open journals in the new year

When the user is trying to post into the future year instead of the current year, the GLAO option must be set to the new fiscal year before opening a journal. Documentation clearly states:

The periods forward cannot exceed the last valid period entry or the end of the fiscal year.

ALL OPERATORS SHOULD BE LOGGED OUT AND NO OTHER PROCESSES THAT WOULD OPEN JOURNALS AND CREATE GL ENTRIES OR UPDATE ANY OTHER INFORMATION SHOULD BE RUNNING. THIS SHOULD BE DONE WITH EXTREME CAUTION.

1. If you haven't run GLAY to create the chart of accounts for the new year you should which would also move the GLAY to the new fiscal year. User should then log off and back in and confirm the year change. Then the user who needs to make the posting should log in.
2. If you have run GLAY to create the chart of accounts (possibly for budget purposes) then an operator with security (usually sys) will change the GLAO option to the new fiscal year (assuming the current date is 12/15/2009 and you wish to post to 1/1/2010 you would change

the fiscal year to 10). User should log out and then back in. Confirm that year was set correctly. Then the user who needs to make the postings should log in.

3. Open journal and begin posting to new fiscal year.

4. When the user is finished they should log out. Then user with security should go to GLAO and return the fiscal year to the current year (assuming the current date is 12/15/09, you would change the fiscal year to 09). They should log out and then back in (and confirm that the year is back to the current year). This needs to be taken care of before users start logging back into the system.

This problem only occurs when trying to future post to a new fiscal year.

Check the Default Period, Periods Forward, Periods Backward, First Valid Period, Last Valid Period and Current Period Only settings in GLAO to make sure they are not preventing the postings.

*Division Size: 3 Delimiter: . Default Period: 0000
Department Size: 0 Delimiter: . Periods Forward: 0
Account Size: 4 Delimiter: Periods Backward: 0
Subaccount Size: 0 First Valid Period: 0114
Current Fiscal Year: 14 Last Valid Period: 1214
13 Period Fiscal Year: no Current Period Only: no*

In the above example and you ran the next year end, you will not be able to post into 2015 until these are changed

When trying to back post to a period that is more than a year in the past you will receive this error. Per documentation, if you attempt to post back to a period that is more than a year in the past, you will receive the error 'Invalid Period'. The system will not allow you to back post more than a year because this may change the way your company represented itself financially over the last two years.

Run year end processes APAY, ARAY and ICAAY before users are allowed to open journals and post to new year. Run GLAY and then check GLAO First and Last periods to be sure users will be able to post to the new year. Have all users log out and back in.

OR...

First Valid Period

Enter the first period in which transactions can be posted. This option is used in combination with the Last Valid Period field to prevent accidental posting into a period other than the valid period range. This range can be for any length of time, whether it is a single month or several months (but within 12 periods). During GL Entry Transactions and other posting functions, you cannot enter a posting period outside this range. After a period has been balanced and closed, maintain the First Valid Period field to prevent back posting.

This is useful at the beginning of a new calendar year because operators often forget to change the year when posting.

If using a 12-period fiscal year, type a calendar period in this field. It is automatically converted during GL Entry Transactions. If you are using a 13-period fiscal year, the first valid period must be a fiscal period. You can type a period of 0000. You cannot enter a period of zero months with a valid year, such as 0099.

If the First/Last Valid Period fields are used in combination with the Periods Forward/Backward fields, the First/Last Valid Period fields always take precedence.

This field can be left blank. Refer to KB 983371 for the hierarchy of this AO function.

GLAO change from calendar year to fiscal year

Changing the fiscal year can cause drastic effects on the new posting periods and old history records. DO NOT change this flag without the assistance of a BC. Client must be referred to a Business Consultant. Catalog MOD GL001 will change all the past periods so it looks like it has always been calendar.