

# BUDGET YEAR END CLOSE

## GFC Data Systems

July 2024

**You do not have to close-out Budget files July 1<sup>st</sup> just because the fiscal year is ending.** The Budget software has been written to store multiple fiscal years. However as a practical matter if using Classic (C-Isam) Budget the user should limit the number of fiscal years to 4 - 5 since reports will be slow if accessing Budget thru a network. **If you have only 1 - 4 years of history the Year-End Close could be skipped** and performed next year or the year after. **If you have more than 4 - 5 years of history but older years are still being reconciled or are out of balance then do not perform the Year-End Close.** If you are using Classic Budget and have more than 4 - 5 past fiscal years and the oldest years are in balance and not needed anymore, you should close the oldest years so you have no more than 4 - 5 open years. **When using Classic Budget keeping the number of years at 1 - 5 will improve the speed at which reports print.** In the Postgres version of Budget records are read much faster so keeping more than 4-5 years of history is more feasible.

If you are going to perform the Year-End Close then proceed with the following paragraphs.

### RETAINING OLD INFORMATION

If you want to remove past years but still be able to access the records being removed, the following can be done **before** the Close-out is done:

- 1- If using **Classic (C-Isam) Budget** the Budget folder can be copied to another folder. This would allow you to continue accessing and printing reports for the years being removed. Contact GFC for assistance in making a new folder and copying the Budget files to it.
- 2- If using **Postgres Budget** your database can be copied to another database. This would allow you to continue accessing and printing reports for the years being removed. Contact GFC Data or open 'gfcdatasys.com' and print the document "**Budget: Copying a Database**".

### CLOSE-OUT STEPS

**These steps assume you are not closing out any part of the current calendar year of 2024 but only past years. It is recommended that you always keep the current year and 2-3 previous years.**

**Make sure no other user has Budget open**

**a. If you are not retaining history, make sure there is a backup on hand.**

b. Choose the "**Year End**" command which is on the Main Menu. Click on "Yes" to confirm. Answer questions as follows:

Close Vendor Amts - **uncheck this box.**

Store YTD Activity as New Budgeted Amt - normally not checked

Print the Closing Report - normally this box should be checked to have visual hard-copy proof that the year-end close was done. **Also the report shows the new balance of each account.**

Fiscal Mo-Yr rng to close- this should be the values that represent the oldest fiscal year the system can find. Since there could be several unclosed fiscal years the program searches for the oldest records and fills in the range for the oldest fiscal Mo-Yrs automatically (although the values can be changed). **If you believe the range of fiscal years displayed by the program do not represent the oldest unclosed fiscal year, then exit and check out why the program is displaying the values it is. Note: if you are wanting to close out more than one year, you can enter a range that includes multiple years (ex: 07-2013 to 06-2018) but the Beg Mo-Yr must equal the oldest history in the system (in other words do not enter a range that would leave older history in the system).**

Vendor Mo-Yr rng to close- not applicable - should be grayed out

Printer - a good font name/size for this program is Arial-8. Changing the size to 6 or 7 will use less paper.

Click on "**Close Year**" to begin or "Exit" to close the program. **The close can take several minutes (unless using the Postgres version) so wait until a message displays that the close is complete.**

The close-out routine not only removes detail records that are within the range of mo-yrs entered, but it re-calculates the “Beg Balance” for Balance Sheet accounts like Cash in Bank. Balance sheet account balances are calculated from the beginning of the account so in order to be able to calculate balances on the financial report, the program uses a “Beg Balance” (stored on the Accounts screen) and adds and subtracts detail records up to the Mo-Yr being reported. For example if all history prior to 07/2020 is removed then the “Beg Balance” of accounts like Cash in Bank should be the balance as of 06/2020. Then if running a report for 08/2024 the program uses the “Beg Balance” and adds and subtracts to it detail record amounts from 07/2020 to 08/2024.

**IMPORTANT:**

If you have not already done so, go into “Options” and choose ‘Purchase Orders’ and ‘Accts Payable’ and change the fiscal year values to 2024-25.

If you’ve entered “proposed” budget amounts using the **Budget Preparation** program and you are now ready to move them over to the Budget Acct file, use the “**Move Amts**” routine within the Budget Preparation program. See your manual for detailed instructions or call. If instead you enter new budget amounts **manually** then go to “Accounts” and “Edit” each expense/revenue acct and enter the new budget amounts.

You may have many old “closed” POs in your system. Once a PO is closed and printed it serves no purpose. Therefore you should remove old POs by using the “**Delete**” - “**By Date**” commands on the Purchase Order screen and enter the range of dates to remove (if the oldest date is not known then enter 00/00/00 for the Beg Date).

If you have GFC’s Payroll software and if you print fiscal years on the Payroll checks, go into Payroll, and choose Setup/Tax Information. Then choose “System Parameters”. Change the question “**Fiscal Yr to Print on Check**” (top left of screen) and change to “2024-25” and then click on “Save and Exit”.