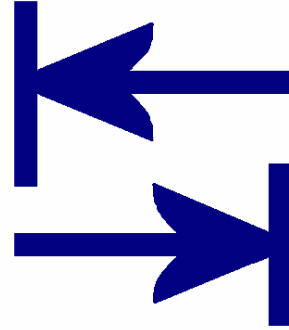


Fiscal Year End Change Utility

Instructions

Musick International, Inc.



Overview:

Fiscal Year End Change Utility allows shifting the fiscal calendar to reflect a different closing date for the General Ledger and all sub-ledgers. The utility can change from calendar year to non-calendar year or the reverse, or adjust year end by any number of periods forward or backward. This utility is compatible with Sage 300 2019, 2018, 2017, 2016, 2014, v6.0.

Requirements:

Fiscal Year End Change requires DataCHECK or FixIT. If you do not own the FixIT product, contact Musick International for an activation code for DataCHECK. The Fiscal Year End Change is compatible with Microsoft SQL Server or Pervasive database engines.

Installation:

- 1 – Download DataCHECK (or FixIT if you have a FixIT license.)
- 2 – Using “Run as Administrator” Install DataCHECK or FixIT.
- 3 – Activate DataCHECK or FixIT.
- 4 – On the “Validate” screen of DataCHECK/FixIT, confirm that the Sage 300 company database is listed and the application modules are detected. If the database is not readable, use DataCHECK’s “Locate” function to define the company.
- 5 – In the “FixITCC” install folder, run (as administrator) this install file: FiscalYearEndChangeInstall.exe. Enter the password to install.

Recommendations:

Before running this utility, it is recommended to print GL Trial Balance for several periods, AP Aging and AR Aged Trial Balance reports for comparison.

The changes made by this utility can not be undone. Please make a backup of the data before proceeding.

All of the sub-ledger applications are also shifted to reflect the new Fiscal Calendar.

DataCHECK or FixIT does not have to be running to use the Fiscal Year End Change Utility.

How to run "Fiscal Year End Change" utility.

Start the Fiscal Year End Change Utility: FiscalYearEndChange.exe.

[SAMLTD] Sage 300 2019 v6.6 SSQL66 Sample Company Limited

Refresh Current Year End: 12/31/2020 Current Year: 2020 GL Version: 66A

Currency: Multicurrency EUR Periods: 12

Reset Fiscal Calendar Starting Date Year: 2010 Month: 1 Day: 1 Number of Years: 11

Shift Periods Number of periods to shift: 6
(negative numbers shift backwards)

New Year End: 6/30/2021 New Year: 2021

Close RE by Segment Code Advanced Options

Delete GLPOST Period 15 entries

Select individual modules

BK66A IC66A PM66A

TX66A DE66A SH

AP66A PO66A

AR66A VM

Re-Close Years GL Multi Cur 2020

Closing Account: 3200

Currency: EUR

Decimals: 2

Closing Period: 15

Validate Periods by posting date

Shift Adjustment entries by +1 year

Fiscal Calendar	with Period Ends	Change To Calendar
2020 / 1 *	2020 - 01 - 31	2020 / 7 *
2020 / 2 *	2020 - 02 - 29	2020 / 8 *
2020 / 3 *	2020 - 03 - 31	2020 / 9 *
2020 / 4 *	2020 - 04 - 30	2020 / 10 *
2020 / 5 *	2020 - 05 - 31	2020 / 11 *
2020 / 6 *	2020 - 06 - 30	2020 / 12 *
2020 / 7 *	2020 - 07 - 31	2021 / 1 *
2020 / 8 *	2020 - 08 - 31	2021 / 2 *
2020 / 9	2020 - 09 - 30	2021 / 3
2020 / 10	2020 - 10 - 31	2021 / 4
2020 / 11	2020 - 11 - 30	2021 / 5
2020 / 12	2020 - 12 - 31	2021 / 6
2021 / 1	2021 - 01 - 31	2021 / 7
2021 / 2	2021 - 02 - 29	2021 / 8
2021 / 3	2021 - 03 - 31	2021 / 9
2021 / 4	2021 - 04 - 30	2021 / 10
2021 / 5	2021 - 05 - 31	2021 / 11
2021 / 6	2021 - 06 - 30	2021 / 12
2021 / 7	2021 - 07 - 31	2022 / 1
2021 / 8	2021 - 08 - 31	2022 / 2
2021 / 9	2021 - 09 - 30	2022 / 3
2021 / 10	2021 - 10 - 31	2022 / 4
2021 / 11	2021 - 11 - 30	2022 / 5
2021 / 12	2021 - 12 - 31	2022 / 6

Convert to 13 Periods

Change Year End Close

Legend:
Red box = Current Fiscal Year (before change)
Blue box = Current Fiscal Year (after change)
* = Periods with transactions

Select the company from the drop down list.

Verify the company and fiscal calendar information is correct.

In the “# of periods” field (with yellow background) enter the number of periods to shift the year end.

The Fiscal Year End Change will automatically calculate the new ending fiscal year according to the most recent journal entries that have been posted.

The display will show how the fiscal year end will change.

By default, all adjustment entries (period 14) are treated as period 12 (or 13) by the change utility. To move adjusting entries to the next year, check the box next to “Shift Adjustment entries by +1 year”.

Once the proper new year end is selected, click the "Change Year End" button to change the database.

The utility will prompt for a backup.

After the utility has completed, the log file of changes is displayed.

Verify the General Ledger Trial Balance for correct closing balances. Note: Balance Sheet accounts will have the same ending balance after the change. Income/Expense and Retained Earnings Account balances have been re-closed to reflect the new fiscal calendar.



Thank You for selecting Musick International.

Support@Musick-Int.com
719-395-4124
www.Musick-Int.com

Copyright 2019 Musick International, Inc.
502 Antero Circle
Buena Vista, CO 81211
800-760-6836