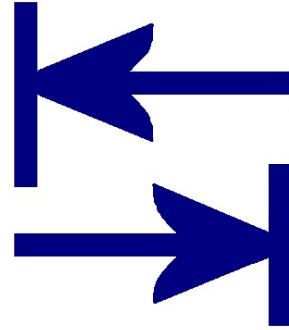


Fiscal Year End Change Utility

Version 6.9.0

By 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.

Compatibility

Compatible with Sage 300 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2014, 2012, v6.0.

Requirements

Fiscal Year End Change requires DataCHECK or FixIT. If you do not own FixIT, contact Musick International, Inc. for an activation code for DataCHECK.

Installation

- 1) Download DataCHECK (or FixIT if you have a FixIT license).
- 2) Using “Run as Administrator” install DataCHECK or FixIT.
- 3) Launch DataCHECK or FixIT using “Run as Administrator”.
- 4) Activate DataCHECK or FixIT.
- 5) 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.
- 6) In the “FixITCC” install folder, run (as administrator) this install file:
FiscalYearEndChangeInstall.exe.

If the “FCCAccess – settings file not found” message is displayed, un-install DataCHECK, delete the C:\FixITcc folder and repeat the above steps using “Run as Administrator”. On the first start of DataCHECK and Fiscal Year End Change the environment is initialized. This initialization requires escalated admin rights, so it is critical to use “Run as Administrator”.

Recommendations

Before running Fiscal Year End Change, it is recommended to print the GL Trial Balance (for several years), AP Aging and AR Aged Trial Balance reports for comparison.

The changes made by Fiscal Year End Change cannot be undone. Please make a backup of the data before proceeding.

All of the sub-ledger applications are also shifted to reflect the new Sage Fiscal Calendar for all years. It is recommended to create an archive database for financial reporting in the previous fiscal calendar.

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

How to run "Fiscal Year End Change"

Start the Fiscal Year End Change: FiscalYearEndChange.exe.

[SAMLTD] Sage 2022 Sample Company Limited | SQLL69 | Sample Company Limited

Refresh | Current Year End: 2022-12-31 | Current Year: 2022 | GL Version: 69A
 Currency: Multicurrency | CAD | Periods: 12

Reset Fiscal Calendar | Starting Date Year: 2010 | Month: 1 | Day: 1 | Number of Years: 13

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

New Year End: 2023-06-30 | New Year: 2023

Close RE by Segment Code | Advanced Options

Delete GLPOST Period 15 entries

Select individual modules

<input checked="" type="checkbox"/> BK69A	<input checked="" type="checkbox"/> IC69A	<input checked="" type="checkbox"/> PM69A
<input checked="" type="checkbox"/> TX69A	<input checked="" type="checkbox"/> OE69A	<input type="checkbox"/> SH
<input checked="" type="checkbox"/> AP69A	<input checked="" type="checkbox"/> PO69A	<input type="checkbox"/> AM
<input checked="" type="checkbox"/> AR69A	<input type="checkbox"/> VM	

Shift Adjustment entries by +1 year

Validate Periods by | document date | Verify Years

Convert to 13 Periods

Fiscal Calendar	with Period Ends	Change To Calendar
2022 / 1 *	2022 - 01 - 31	2022 / 7 *
2022 / 2 *	2022 - 02 - 28	2022 / 8 *
2022 / 3 *	2022 - 03 - 31	2022 / 9 *
2022 / 4 *	2022 - 04 - 30	2022 / 10 *
2022 / 5 *	2022 - 05 - 31	2022 / 11 *
2022 / 6 *	2022 - 06 - 30	2022 / 12 *
2022 / 7 *	2022 - 07 - 31	2023 / 1 *
2022 / 8 *	2022 - 08 - 31	2023 / 2 *
2022 / 9 *	2022 - 09 - 30	2023 / 3 *
2022 / 10 *	2022 - 10 - 31	2023 / 4 *
2022 / 11 *	2022 - 11 - 30	2023 / 5 *
2022 / 12 *	2022 - 12 - 31	2023 / 6 *
2023 / 1	2023 - 01 - 31	2023 / 7 *
2023 / 2	2023 - 02 - 28	2023 / 8 *
2023 / 3	2023 - 03 - 31	2023 / 9 *
2023 / 4	2023 - 04 - 30	2023 / 10 *
2023 / 5	2023 - 05 - 31	2023 / 11 *
2023 / 6	2023 - 06 - 30	2023 / 12 *
2023 / 7	2023 - 07 - 31	2024 / 1 *
2023 / 8	2023 - 08 - 31	2024 / 2 *
2023 / 9	2023 - 09 - 30	2024 / 3 *
2023 / 10	2023 - 10 - 31	2024 / 4 *
2023 / 11	2023 - 11 - 30	2024 / 5 *
2023 / 12	2023 - 12 - 31	2024 / 6 *

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

Change Year End | Close

Select the company from the drop down list.

Verify the company and fiscal calendar information is correct.

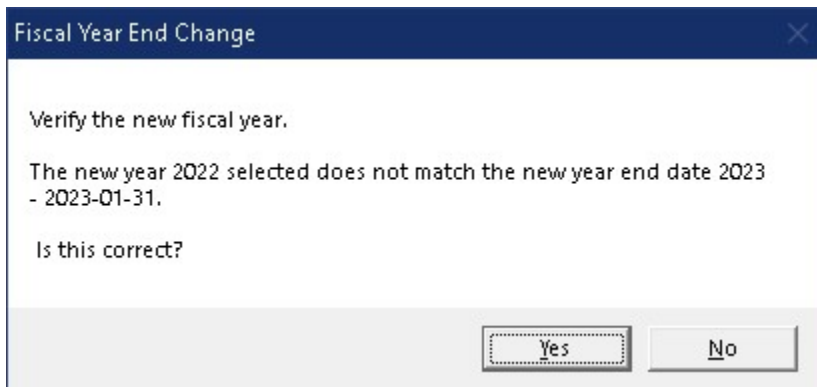
In the “# of periods” field (with yellow background) enter the number of periods to shift the year end.

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. The red box displays the current year/period for dates in the fiscal calendar. The blue box displays the fiscal year/period after Fiscal Year End Change has updated the database.

Note: periods marked with an asterisk (*) indicate transactions exist for that period. The Sage General Ledger does not allow transactions in a future year. Because of this, Fiscal Year End Change will not allow the year/period to be assigned for previous periods having transactions. The year end will be bumped to the next year.

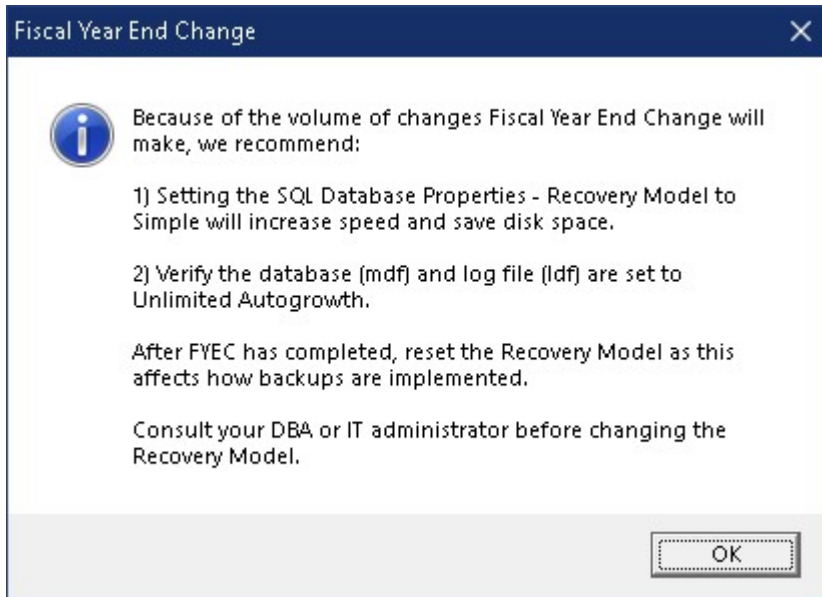
Be sure to verify that the year for the “New Year End” date matches the “New Year”. A reminder will be displayed to verify the year mismatch. If this is correct, click “Yes”.



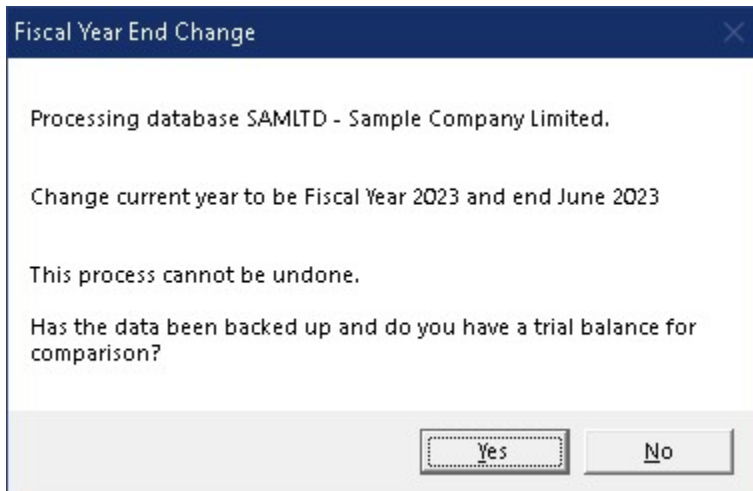
By default, all year end adjustment entries are not changed by the Fiscal Year End Change. To move adjusting entries to the next year, check the box next to “Shift Adjustment entries by +1 year”. If shifting the calendar backwards, the shift will be -1 year.

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

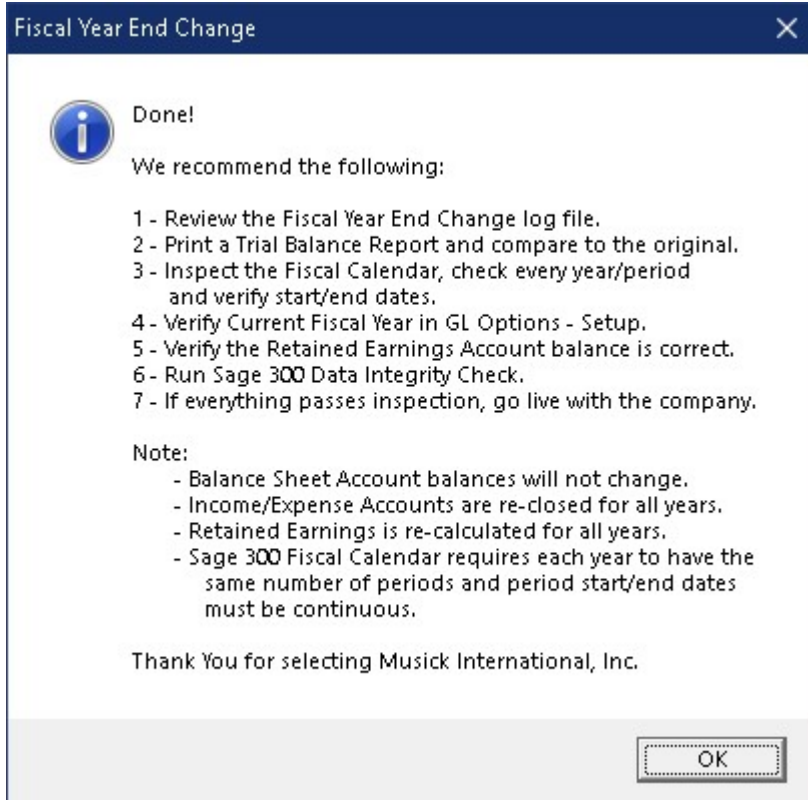
Because Fiscal Year End Change modifies almost every record in the database, here are some suggestions.



Fiscal Year End Change will prompt for a backup.



After the Fiscal Year End Change has completed, this screen is displayed:



Click Ok on this screen and the log file of changes is displayed in Notepad.

Fiscal Year End Change Log

After the Fiscal Year End Change finishes, a report of the changes will be displayed in Notepad. The log file is saved in the “Reports” folder where the Fiscal Year End Change program is installed. If any errors are reported during processing, this file will contain additional information regarding the errors.

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 Sage Fiscal Calendar.

Additional features of Fiscal Year End Change

Close RE by Segment Code

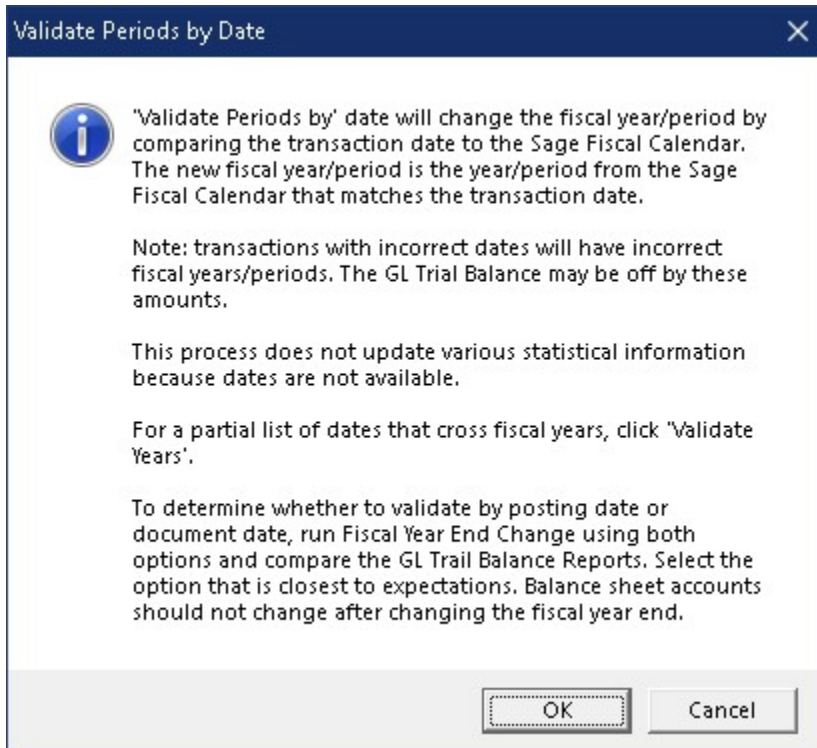
When the Sage General Ledger is set up to use segments in closing and the Segment Codes have a closing account assigned, the Fiscal Year End Change will use the closing account to re-close the income/expense accounts after shifting the fiscal years/periods. When this option is not checked, Fiscal Year End Change will use the “Default Closing Account” in G/L Options.

Reset Fiscal Calendar

This option will build a new Sage Fiscal Calendar according to the information entered. Only run this option if the calendar is wrong.

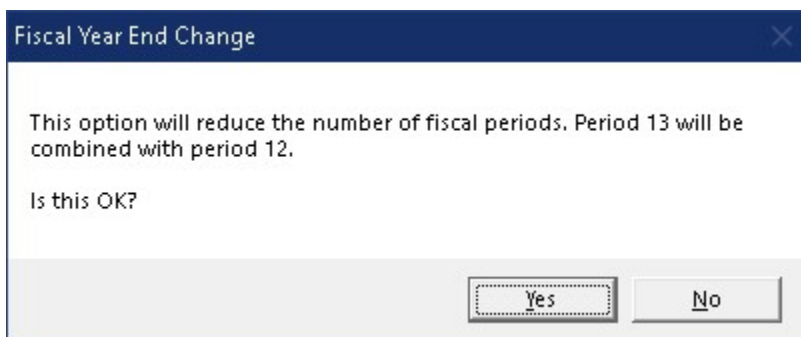
Validate Periods by Posting Date or Document Date

The normal “Shift Periods” will change all of the fiscal years/periods by the “Number of periods to shift”. This option will change the fiscal years/periods by comparing the posting or document date against the Sage Fiscal Calendar to determine the year and period to assign. This warning is displayed:



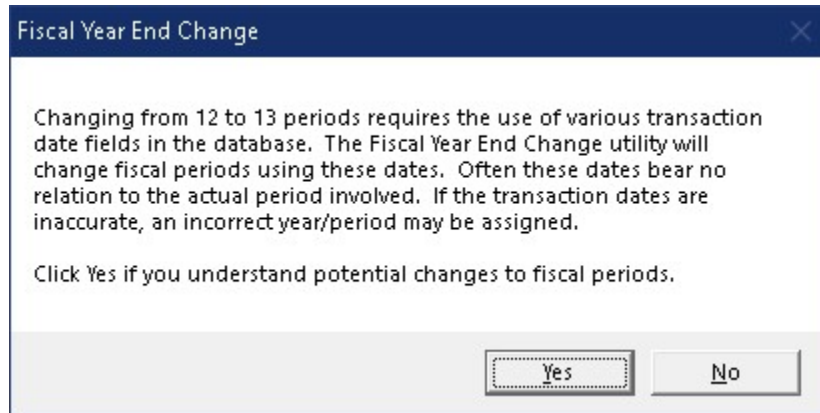
Convert to 12 Periods

This option is only available if the current fiscal calendar has 13 periods. Period 13 will be moved to period 12.



Convert to 13 Periods

This option is only available if the current fiscal calendar has 12 periods.



Shift Adjustment Entries by +/- 1 year

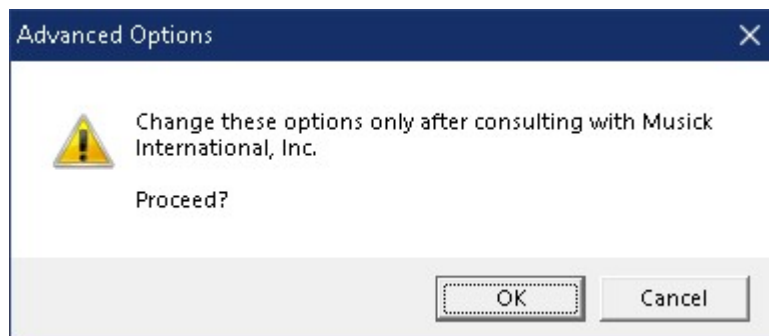
When Fiscal Year End Change does a normal “Shift Periods” by “Number of periods to shift”, all year end adjustment transactions remain unchanged. Because these transactions are not associated with the fiscal calendar, they stay in the same year as the transaction. This option allows these year end adjustment transactions to move to the previous/next year depending on how the calendar is being shifted.

4-4-5 or Short/Long Year in Fiscal Calendar

The Fiscal Year End Change can be used to create a non-standard Sage Fiscal Calendar. This is accomplished by manipulating the Sage Fiscal Calendar and then running Fiscal Year End Change – “Validate Periods by Posting/Document Date”. Contact Musick International, Inc. for more information on your unique requirements.

Advanced Options

Clicking the Advanced Options button will display this message.



Under normal circumstances, these options do not need to be changed. Contact Musick International, Inc. for additional information regarding these options.



Thank You for selecting Musick International, Inc.

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