

End of Financial Year Processing

This information is provided to assist you with requirements for End of Financial Year processing and is relevant for users who have a June 30th end of financial year.

On the last day of the financial year after the END OF DAY and BACKUP procedures have been completed, the End of Month program P600 Transfer End Of Year General Ledger must be run.

Note: Other End of Year programs may be run at a time suitable to yourselves prior to finalising the End of Year accounts.

- **Start**

All automatic start of day functions should be actioned to the last day of the period.

- **Prior to Finish**

- Any exceptions reported by the 'Audits' should have been corrected.
- All FTD deposit exceptions should have been addressed. DO NOT proceed until errors have been
 - rectified and a clear/nil report has been obtained.
- Run Program P133 Print all Batch Postings for Today and ensure that all batch work is in balance. DO NOT proceed until any error is rectified and a balanced report is obtained.
- Run Program P153 Process Bulk Payees Cheques and Schedules and ensure there are none
 - outstanding.
- Run DES140 to ensure the outbound file has been sent.

- **Finish**

Finish should be run to finalise the daily processing & post interest to loan accounts.

- **After Finish**

The Trial Balance should be checked to ensure it is in balance. If it is NOT in balance, a one-sided journal entry should be posted to the General Ledger. This can be done via Program P111 General Ledger Transactions.

- **Backup**

A full daily backup should now be run prior to End of Year Processing.

- **SUNGL – GCS215.EXTRACT.GLDATE**

Sites running SUNGL should now run GCS215.EXTRACT.GLDATE to extract general ledger transaction for 30th June. This must be done before P600 is run.

- **Transfer End of Year Ledger – Program P600**

General Ledger account balances and transaction history must be transferred into "Last Year" at the end of a financial period. This program must be run PRIOR to Start for the next working day of the new financial period.

P600 also transfers Future Year budgets into Current Year and Current Year into Last Year. Prior to running P600 a copy should have been taken of Last Year's General Ledger, as this information is lost after the transfer has completed.

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The following End of Year programs can be run at a time suitable to yourselves prior to finalising the End of Year accounts:

Process Transactions Last Year - Program P620

This program allows journal entries to be processed against Last Year's General Ledger prior to finalising the End of Year accounts. Only transaction codes 60 and 40 may be used, and all transactions will be dated the End of Year date.

Program P600 must have been run previously to transfer the GL accounts to Last Year's General Ledger. Processing is the same as for Program P110 General Ledger Transactions in This Year's General Ledger.

Clear E O Y Class to 1 Account - Program P619

This program takes a Group or Class and transfers the balances of all accounts within that Group or Class to another nominated Account within Last Year's General Ledger i.e. an Appropriation Account.

Compare General Ledgers Before Finalisation - Program P630

This program ensures that all General Ledger accounts for Last Year's General Ledger also exist on This Year's General Ledger. This must be run prior to Program P640 Transfer E O Y Closing Balance.

Transfer E O Y Closing Balances - Program P640

The opening balance of This Year's General Ledger reflects the closing balance as at the time the General Ledger was transferred via P600. This program now updates this opening balance with a net amount processed in either P619 or P620. It also adjusts current balance to accommodate for alterations made to opening balances.

All End of Year journal entries should have been processed via P620, and the income and expense accounts cleared via P619.

This program CAN be rerun if required to RE-OPEN last year's General Ledger, but must run again to close. This program should be run AFTER Finish and a Backup.

This information is provided as a guide to assist Ultradata users with their end of financial year processing. Each organisation's processing requirements may vary based on the products and operation of your system. Please refer to the End of Financial User Manual for further information, or if you have any queries please contact Ultradata Support.

Restart IVR Server (Pre-Ultracs 3 Client Only):

- The IVR.SERVER needs to be restarted to reflect the correct current and previous interest periods.
- July 1st Processing - ATM809C You will not be able to run this report on the 1st July until after FINISH has been run and completed. The reason being that at least one transaction in the current year's general ledger is required for this report to be run