



HILL COUNTRY SOFTWARE & SUPPORT
4 GREEN CEDAR ROAD
BOERNE, TEXAS 78006-7929

Budgetary Accounting System Start of Year Processing

Printing W'2s
Printing 1099's
Create New Fiscal Year

Software Release: December 14, 2011

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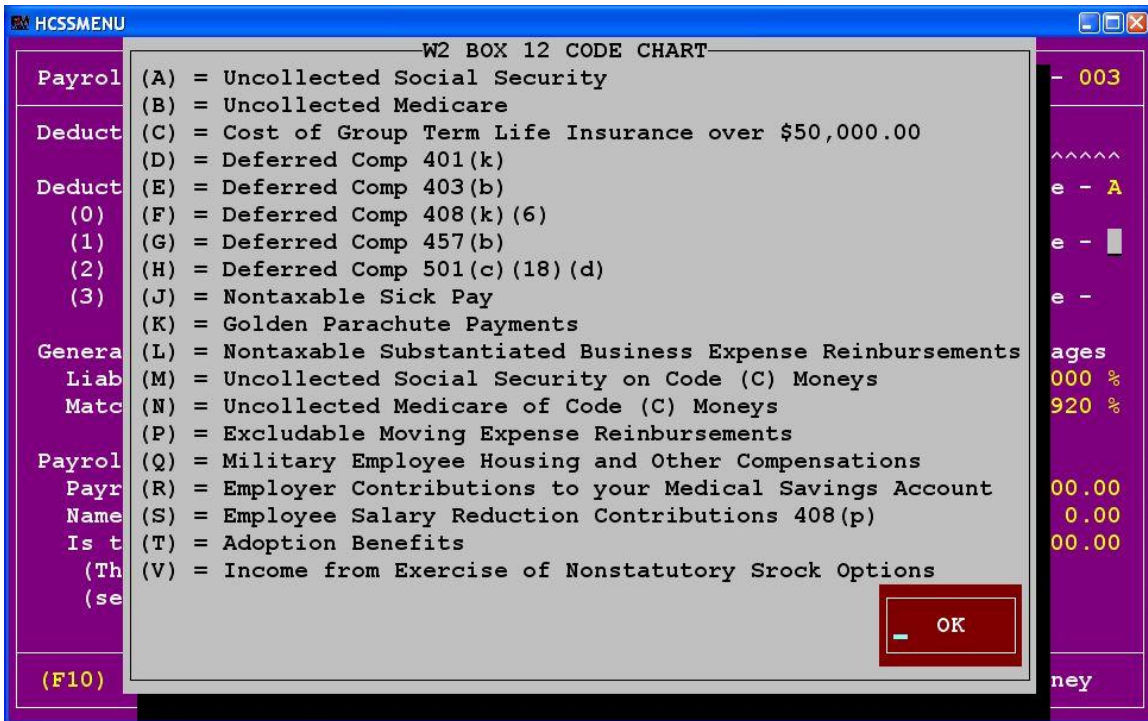
Introduction

The purpose of this manual is to give you, one of our Budgetary Accounting System users, a short, but detailed description, of what is required to begin a new year. This manual will focus on the processing and printing of W2's and 1099's, and the possible creation of your new data files for your new fiscal year. According to federal law you must have your W2's and 1099's printed by the end of January. On the other hand, the beginning of a new fiscal year can occur at different times of the year depending on the situation at your organization.

Payroll Deduction Considerations

Some of your payroll deductions need to show up on your W2's and you must make updates to our payroll master files, before you capture the W2 Information, so that your W2's will print correctly:

Box 12 – This box is where Section 125 and other deductions are required to appear.



If you highlight the “Box 12 Code” field, on a deduction record inquiry, and press the F1 key, the above help screen will appear. For a deduction to appear in Box 12, on the W2, you must enter one of the above codes into this field. If you are not certain as to the appropriate code for a deduction, consult the deduction’s vendor.

Box 14 – This box is optional and we do not automatically put deduction amounts into this box. You can manually add amounts into this box in the W2 update area on each employee’s master record. This must be done after the final capture of W2 data.

Retirement Plan Check Box – A check in this box is controlled by the “W2 Reporting Type Code” field on each deduction record.

TCDRS Retirement Deduction – This deduction requires a check in the “Retirement Plan Check Box” on the W2, and may be put into Box 14, but is not required. However, since our software does not automatically put amounts into Box 14, we will not put any amounts in there for you. You must put a “B” in the “W2 Reporting Type Code” field on the TCDRS deduction record for this deduction.

Before Your First Payroll - Capture W2 Information

The first thing you must do before you process your first payroll of the new year is capture the information you will need to print your W2’s. You do not have to print the W2’s at this time, we need only transfer the necessary data to the W2 work area on each employee’s record. To do this you must execute the following steps:

- (1) Select the Payroll System
- (2) Select “Print Reports”
- (3) Select the appropriate W2 Print Program
- (4) Select “Transfer W2 Data to W2 Work Records”
- (5) Press the F10 Key to do the transfer

When doing the transfer the system will verify that your employee mailing addresses are in the correct format. The Social Security Administration is very specific as to the format of the city and state address line. You must have the name of the city, followed by a space, followed by the appropriate

state abbreviation, followed by a space, and followed by the zip code. For example the address of Hill Country Software would be:

Hill Country Software & Support, Inc.
4 Green Cedar Road
Boerne TX 78006-7929

As the transfer is being done the system will verify that the format of the last address line is correct. If it is not correct it will stop and ask you to correct the problem.

You are now ready to continue with the processing of your next payroll.

Too Late – Already Ran First Payroll

If you get to this point and realize that you have already run your first payroll cycle of the new calendar year, but have not captured your W2 information for the previous calendar year, there is a function available that will salvage the situation. In “Low Use Procedures”, in the “Payroll System”, there is a function called “Recalculate Payroll Totals”. This function is designed to allow you to calculate payroll totals back to any point in the past. It is also used to calculate your payroll totals back to current after you have calculated them back to some point in time. **You can not use this program, in this situation, if the previous calendar year of payroll is not a complete calendar year in which our payroll system was used.** When you enter this program you will be asked for five check numbers:

First Check Number of the Current Year – This would be the number of the first payroll check you issued in January of last year.

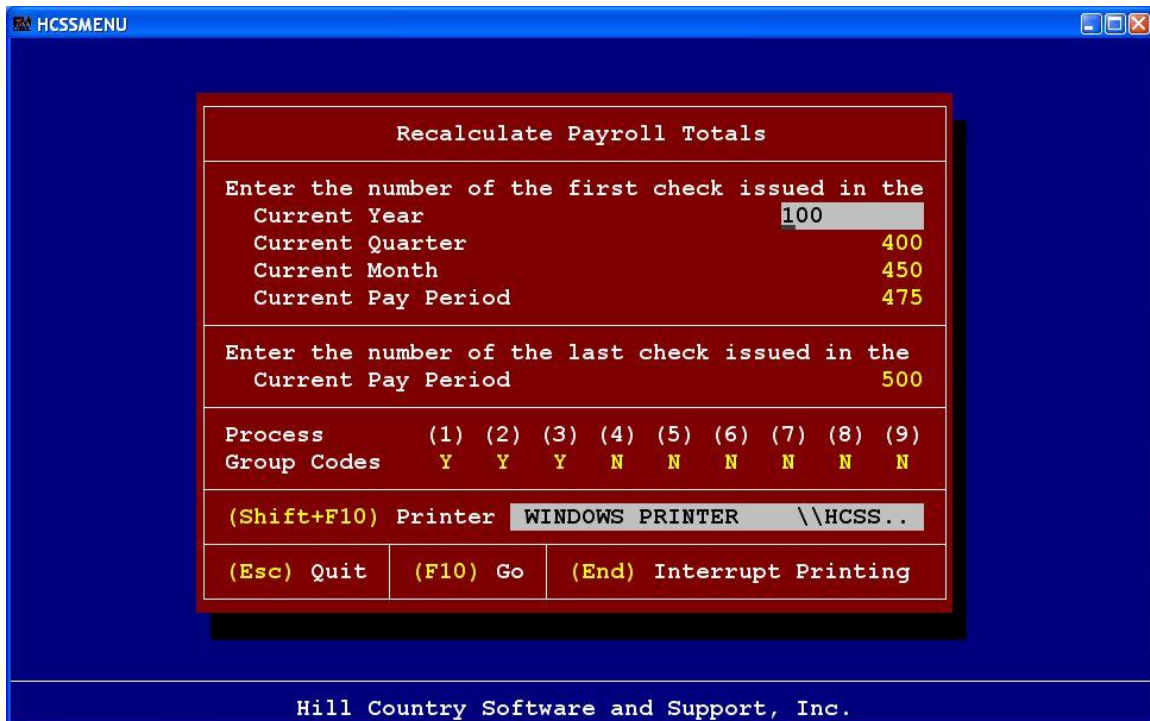
First Check Number of the Current Quarter – This would be the number of the first payroll check you issued in October of last year. October is the first month of the fourth quarter.

First Check Number of the Current Month – This would be the number of the first check you issued in December of last year.

First Check Number of the Current Pay Period – This would be the number of the first check you issued in the last pay period of last year.

Last Check Number of the Current Pay Period – This would be the number of the last check you issued in the last pay period of last year.

You must also verify that all of the group codes that you use are set to “Y”. If you are not certain as to which group codes you use, set them all to a “Y”. You are now ready to run the program. Press the (F10) key to execute this function. Following is an image of the screen that you will be working with:



Once you have successfully completed the recalculation of your payroll totals, you are ready to “**Capture Your W2 Information**”. Before you actually capture your W2 information, you should probably run a “**Payroll Earnings Register**” to verify that the payroll totals were calculated correctly. Once you have successfully captured your W2 information, you must now use this same routine to calculate your payroll totals back to current. You can run this program as many times as it takes to get the job done right. When you calculate your totals to current, the check numbers required are quite simple. The first check number of the current year, quarter, month and pay period, are all the number of the first payroll check you issued this year. The last check number of the current pay period is the number of the last payroll check you have issued so far this year.

Enter the new Payroll Tax Percentages

Before you can successfully process your first payroll of the new year you must update the withholding tax table and FICA information. This information can be found in the Circular E that you should have received in December. To update this information you must execute the following steps:

- (1) Log into the system as the Customer Administrator – 998
- (2) Enter the Payroll System
- (3) Select “Low Use Procedures”
- (4) Select “Payroll Control File Update”
- (5) Select “Tax Tables, Percentages, and Limits”

This is what the screen will look like after you enter the 2005 data.

The screenshot shows a window titled 'HCSSMENU' with a menu bar containing 'File', 'Edit', 'Print', and 'Help'. The main content area is titled 'Tax Calculation Information' and contains the following data:

Annual Tax Table 7 -- From your Circular E							
Filing Single				Filing Married			
Line Number	Base Salary	Withholding	Base Tax Pct	Base Salary	Withholding	Base Tax Pct	Tax
(1)	0.00	0.00	.000	0.00	0.00	.000	.000
(2)	2,650.00	0.00	.100	8,000.00	0.00	.100	
(3)	9,800.00	715.00	.150	22,600.00	1,460.00	.150	
(4)	31,500.00	3,970.00	.250	66,200.00	8,000.00	.250	
(5)	69,750.00	13,532.50	.280	120,750.00	21,637.50	.280	
(6)	151,950.00	36,548.50	.330	189,600.00	40,915.50	.330	
(7)	328,250.00	94,727.50	.350	333,250.00	88,320.00	.350	
Tax calculation deductible amount for each exemption claimed						3,200.00	
Social Security		Percentage - 6.200 %		Wages - 90,000.00			
Medicare		Percentage - 1.450 %		Wages - 9,999,999.00			
State Unemployment		Percentage - 0.0000 %		Wages - 0.00			
Federal Unemployment		Percentage - 0.0000 %		Wages - 0.00			
(F10) Save changes		(Esc) Return to previous screen					

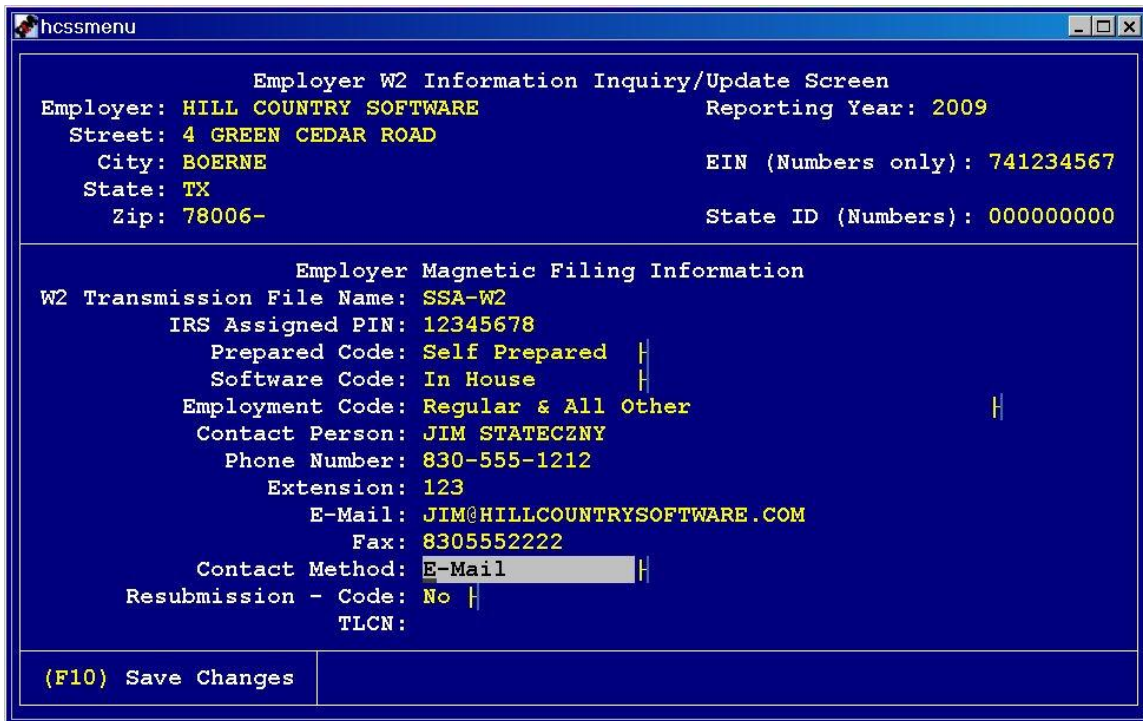
As a county or municipality you will probably not use the state and federal unemployment information, so you will leave those values set to zero. If by some chance you need to use those fields, then enter the appropriate amounts. Remember to press the F10 key to save your entries.

Printing your W2's

Before you actually print your W2's you must update your employer information. This is done by executing the following steps:

- (1) Log into the system as the Customer Administrator – 998
- (2) Enter the Payroll System
- (3) Select “Low Use Procedures”
- (4) Select “Payroll Control File Update”
- (5) Select “W2 Reporting – Employer Data

The following screen will appear:



```
hcssmenu
Employer W2 Information Inquiry/Update Screen
Employer: HILL COUNTRY SOFTWARE          Reporting Year: 2009
Street: 4 GREEN CEDAR ROAD
City: BOERNE                             EIN (Numbers only): 741234567
State: TX                                 State ID (Numbers): 000000000
Zip: 78006-

Employer Magnetic Filing Information
W2 Transmission File Name: SSA-W2
IRS Assigned PIN: 12345678
Prepared Code: Self Prepared |
Software Code: In House |
Employment Code: Regular & All Other |
Contact Person: JIM STATECZNY
Phone Number: 830-555-1212
Extension: 123
E-Mail: JIM@HILLCOUNTRYSOFTWARE.COM
Fax: 8305552222
Contact Method: E-Mail |
Resubmission - Code: No |
TLCN:

(F10) Save Changes
```

Since we are now all filing magnetically, you will have already contacted the Social Security Administration and they will have provided you the necessary data to fill out the bottom part of the screen. Remember to press the F10 key to save all of your entries.

When filing magnetically you must also be aware of the file that is created for you to send to the SSA. The system will generate a file with a

name of “SSA-W2”. This file will be placed in the “DATA” folder, located inside of your “RMC85” directory.

The law requires that you print your W2’s by the end of January. Before you print your W2’s be certain that you have the appropriate forms. Our new laser generated W2’s require a blank 8-12 x 11 sheet of paper with a perforation across the middle of the sheet. It is also important that you have the appropriate envelopes if you are going to mail the W2’s to your employees. If you are not sure about your forms please contact Ira Duffield at Thompson Print Solutions. His telephone number is 800-842-0191.

Following is a short description of the different options in the W2 print program:

Print W2 Work File Listing

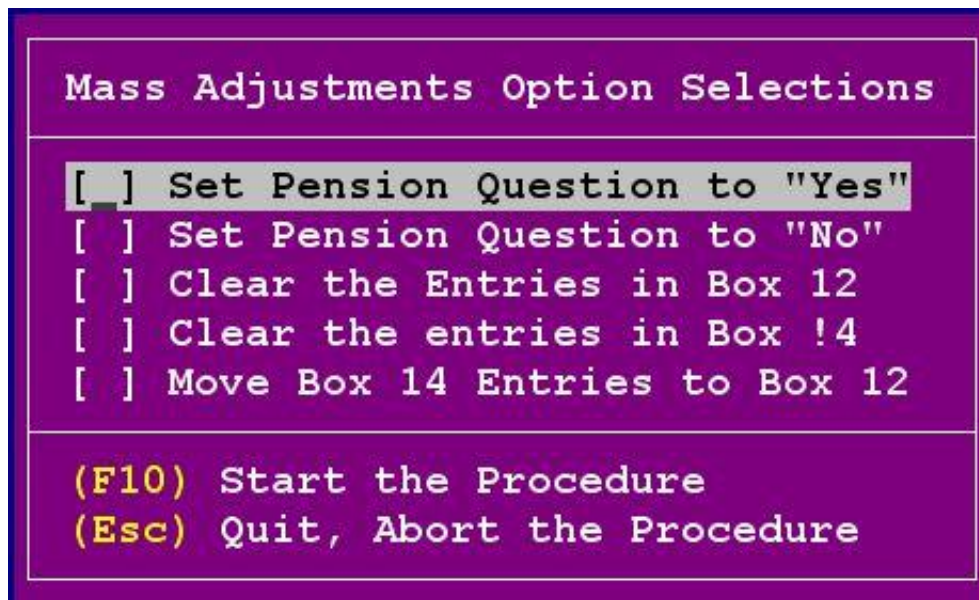
This option will print a report that will show all of the employee W2 information. This report provides an easy way for you to check your W2 information before you print the W2’s. This report does not update any files, so you can run this report as often as you wish.

Print the Actual W2’s

This option will print the actual W2’s. This option does not update any files, so you can print the W2’s as often as you wish. Some of our customers will first print the W2’s on plain paper so that they can check them before the actual printing. Magnetic filers must remember that the file for the SSA is created each time you execute this option.

Optional Mass Adjustment to the W2 Work File

This option allows you to make mass adjustments to all of the employees in your system. When you select this option the following screen will appear:



As you can see this screen will allow you to make changes to all of your W2' work records. Use the space bar to put an "X" in the appropriate box, and then press the F10 key to execute the selected action.

Print Technical Listing of W2 Magnetic File

This option will print the W2 Magnetic File. This printout is designed for programmers or technical people, and is used in the event of a problem. This option is usually used at the direction of a member of the HCSS support staff.

Updating Employee W2 Information

If you find the need to manually adjust an employee's W2 information you will access the W2 Update Screen from the employee's master record

inside of the “Payroll Master Inquiry/Update Program”. When selected the following screen will appear:

HCSSMENU W2 Information - Inquiry/Update Screen SSNO: 444-55-2222

First Name: JOHN A
 Last Name: EMPLOYEE
 Street: P.O. BOX 171
 City: BOERNE
 State: TX
 Zip: 78013

Print this Employee's W2: Yes

Box	Description	Amount
(01)	Total Wages	11,067.00
(02)	Fed Income Tax	1,095.65
(03)	Soc-Sec Wages	11,900.00
(04)	Soc-Sec Tax	737.80
(05)	Medicare Wages	11,900.00
(06)	Medicare Tax	172.61
(07)	Soc-Sec Tips	0.00
(08)	Allocated Tips	0.00
(09)	Advanced EIC	0.00
(10)	Dep Care	0.00
(11)	NQ Plan - Sec 457	0.00
	Not 457	0.00

Box 12	---- C	-----	Amount
	Line A		0.00
	Line B		0.00
	Line C		0.00
	Line D		0.00

Box 13 - Retirement Plan: Yes

Box 14	---- C	-----	Amount
	Line 1		0.00
	Line 2		0.00
	Line 3		0.00
	Line 4		0.00

(F10) Save Changes

As you can see, with the use of this screen, you can modify all or part of the employee’s W2 information. Remember to press the F10 key to save the changes you have made.

Payroll Totals & Your First Payroll of the New Year

As you prepare to run your first payroll cycle of the new year you will notice that all of the payroll totals from the previous year are still on each employee's record. These totals will not be cleared until you run your first payroll cycle of the new year, and actually print the payroll checks. Recall that on the "Payroll Processing Control Screen" there is a question that asks if this is the first payroll of a new year. Answering "Y" to this question will cause the payroll totals to be reset to zero, but since nothing is updated during a "Trial Run", the totals can't be cleared until the "Actual Run" is processed.

Printing your 1099's

*** Process your 1099's in your Current Fiscal Year Books ***

Before starting to process your 1099's you must update the required employer information. To do this you must execute the following steps:

- (1) Log into the system as the Customer Administrator – 998
- (2) Enter the Accounts Payable System
- (3) Select “Low Use Procedures”
- (4) Select “Accounts Payable Control File Update”

The following screen will appear:

HCSSMENU Accounts Payable System - Control File Update Screen

Next Empty/Available - Invoice Number - 54222 P. O. Number --- 3	Cycle Code Chart COURT WEEKLY OUT
Default Bank Account Number --- 100-107 Print Claim-Registration Line - Y Print the bottom check stub --- Y	
Purchase Order Authorization Signatures New Invoice Default Class Code: 00 Print Left Signature -- Y Description - Print Right Signature - Y Description -	
Your Name [HILL COUNTRY SOFTWARE AND SUPPORT, INC. Address [4 GREEN CEDAR ROAD BOERNE TX 78006-79293 Contact [JIM STATECZNY Phone [800-422-1982	1099 Reporting Year - 2004 Backup Withholding Percentage ----- .000 Department Number - 000 Line Item Number -- 000 Display SSNO/TIN Missing box on Invoice Update - Y EIN - 74-1234567 TCC - Replacement Code - Original -
Print Vendor Invoice Numbers on Check Stubs - N Use Laser Generated Checks for Check Format - N Select Laser Checks Paper Tray - 1 (F10) Save Printer Port - 1	

The information that must be correct is your name and address, contact information, 1099 Reporting Year, and EIN number. Remember to press the F10 key to save your entries.

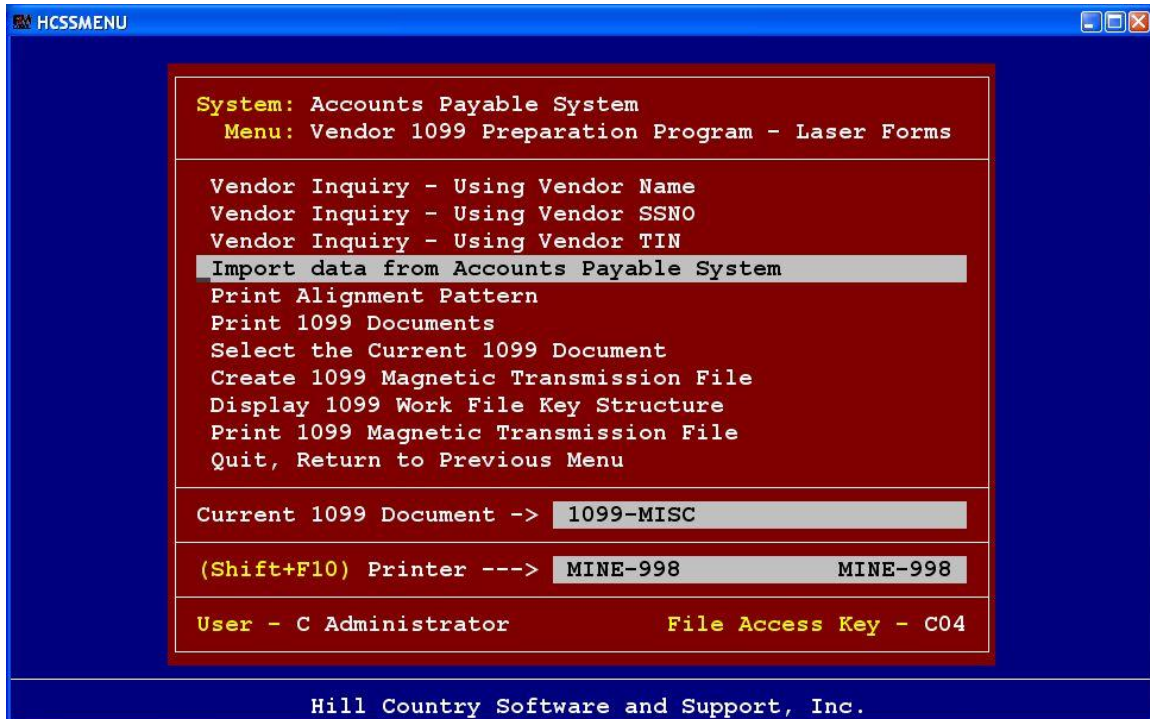
The next step is to go to the 1099 Preparation Program, which is located on the Accounts Payable, Inquiry/Update Procedures menu. Select the 1099 processing program for laser forms. It is also important that you

have the appropriate envelopes if you are going to mail the 1099's to your Vendors. If you are not sure about your forms please contact Ira Duffield at Thompson Print Solutions. His telephone number is 800-842-0191.

In order for bills paid to be eligible for 1099's the following must occur:

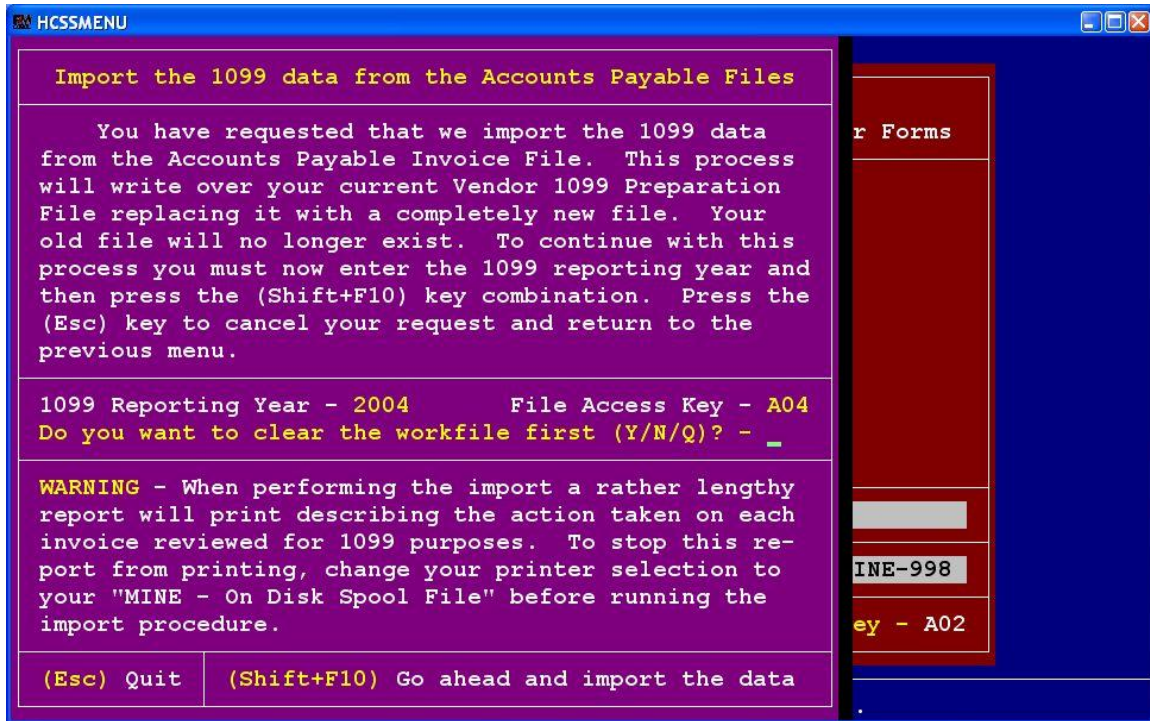
- (1) The bill must have been entered as an invoice
- (2) The invoice must have been attached to a vendor record
- (3) The vendor must have either a valid SSNO or TIN

If all of the above listed items are not in place, the bill paid will not be eligible for a 1099. When you are ready to start the processing of your 1099's you must first be in your current data file set. Once you have entered the appropriate 1099 preparation program the following screen will appear:



Your first step will be to select the option "Import data from Accounts Payable System. This function will scan all invoices in the specified data file set. When this procedure is executed a very lengthy report will be printed. This report will list every invoice record that was examined, the result of the examination, and an explanation of rejection if the invoice was found not to be eligible for a 1099. If you do not want to print this report, make sure you have changed your printer to your "Mine" printer. It is

highly recommended that you print this report at least once during this process. When you have selected this option the following screen will appear:



***** Process your 1099's in your Current Fiscal Year Books *****

Before you press "Shift+F10" you must enter the correct reporting year and verify that you are in the appropriate data file set. Once you press "Shift+F10" you will be asked if you want to clear the 1099 work file. You will always respond with a "Y" unless you are processing multiple data file sets, and the set being processed is not the first. This feature is used for entities that run multiple sets of books. You will know if this applies to you. Once you have responded to this question the 1099 processing will begin. When the operation is complete you will be so informed and asked to enter an "*" to acknowledge. If you are processing multiple sets of books it is extremely important that the vendor SSNO's and TIN's are correct. These two numbers are what is used to match up vendors between different data file sets.

Once you have imported the 1099 data from your Accounts Payable system, you will be able to access the included vendors by either their name, SSNO or TIN. The screen that will be displayed will show you all of the

relative 1099 data as it applies to that vendor. This screen will also allow you to make some changes to the vendor's 1099. Once a vendor has been selected the following screen will appear:

Line	Key	Invoice-No	Description	Codes	Amount
1	B01	0000020248	2-3-00 COURT REPORTING SERVICES	N-A-7	140.95
2	B01	0000020720	3-27&28 COURT REPORTING SERVICES	N-A-7	521.40
3	B01	0000022561	08-08 & 09-13 REPORTING SERVICES	N-A-7	361.05
4	B01	0000022720	COURT REPORTING SERVICES DISTRICT	N-A-7	1,973.50
5	B01	0000022968	COURT REPORTING SERVICES 10-26-00	N-A-7	190.70

(F2) Header Update	(F4) Print Alignment Pattern	(Return) Select	(PgUp)
(F3) Add New Line	(F5) Print a 1099 Document	item for update	(PgDn)

The options on this screen should be self explanatory. As you can see you have great flexibility in working with the vendor's information.

If you get into the processing of your 1099's and realize that you simply need to start over, this is not a problem. In this event you would simply duplicate the steps you have previously executed. When you are ready to print your 1099's make sure you have the right forms and make sure that you have them loaded into your printer properly. The program currently supports the records of 1099-MISC and 1099-S formats. We currently only provide for the printing of the 1099-MISC form. The 1099-S format is rarely used and must be typed on a typewriter.

Since we are now filing your 1099's magnetically there is an option on this menu that you will run to create the transmittal file. The name of the file is "IRS-1099" and will be located in the folder "DATA" inside of the "RMC85" folder on your primary computer or server. This file should be created after you have completed the printing of all of your 1099's. When

you select the option to create this file you will be asked for you EIN and the current reporting year. This procedure can be executed as many times as required.

1099 Control Codes on Invoices

When preparing your invoices so that they will import into the 1099 Preparation System properly, you must get the proper 1099 control codes set. These codes are located in the lower right portion of the Invoice

Invoice Record - Inquiry/Update Screen		Invoice Number:	22970
Vendor: KIS PHOTO 402 E HOLLAND AVE. ALPINE, TX		Status Code:	R
		Cycle Code:	<input type="checkbox"/>
		Vendor Number:	00036
		Check Number:	15744
		Invoice Date:	11/21/2000
		Date Received:	11/21/2000
		Date Due:	11/21/2000
		Date Paid:	12/06/2000
		P. O. - Number:	
		Line:	
		Vendor Inv No:	
		1099 Exempt Code:	<input type="checkbox"/>
		1099 Return Type Code:	A
		1099 Payment Type Code:	7
		Claim Registration: Class:	01
		Date: 12/06/2000 No:	31
		(Shift+F2) Generate Fast Check	
Invoice Amount:	72.14	(F2) Dup Vendor Invoice Number Check	(F7) Next Empty Invoice
Discount Pct/Amt: 0.00000%	0.00	(F3) Add Vendor	(F5) Expense Acct
Invoice Net Amount:	72.14	(F4) Bank Acct	(F6) Delete Vendor
Discount Due Date:		(F8) Reset Acct Numbers	(F9) Purchase Order
Actual Amount Paid:	72.14	(F10) Save	(End) Print
		(Esc) Quit	

When you are on the above screen, you need only highlight the code you need help with and press the (F1) key. This will cause a help box to appear showing you the different code options for that particular field. You will also be given a short explanation of what the codes mean. If you need more explanation as to the meaning of these codes, you should consult your 1099 instruction manual from the IRS. Unlike the other fields on the invoice record, these codes can still be updated once the invoice has been added to a check record, or registered. Remember that once you are in the 1099 Preparation Program and realize you need to change some codes, you can change them in two places. One is on the original invoice record, and the other is on the vendor's work record. When on the vendor's work record

simply highlight the invoice in question. An abbreviated update box will appear where you will be able to change the needed codes. It is better though if you make all of the needed changes to the original invoice record, and then re-import the data back into the 1099 Preparation Work File. Following are the different help boxes that will appear as a result of you highlighting one of the code fields and pressing the (F1) key.

—1099 EXEMPT FLAG—

THIS FLAG TELLS THE SYSTEM IF THIS RECORD IS EXEMPT FROM 1099 REPORTING

(Y) = YES, RECORD IS EXEMPT
(N) = NO, RECORD IS NOT EXEMPT

— OK

—1099 Return Type Code—

This entry reflects the type of 1099 that this payment will result in.

(A) = 1099-Misc
(S) = 1099-S

— OK

—1099 Payment Type Code—

This entry refers to the box number that this payment will appear in.

1099-MISC

- (1) = Rents
- (2) = Royalties
- (3) = Other Income
- (4) = Backup Withholding Tax
- (6) = Health Care Payments
- (7) = Non-employee Compensation

1099-S

- (2) = Gross Proceeds
- (5) = Real Estate Taxes

— OK

***** Process your 1099's in your Current Fiscal Year Books *****

DBA – Doing Business As

When the actual 1099 is printed, the IRS requires that the name of the individual, who is doing business as, appear on the top line, and the name of the business on the first address line. This is opposite from the way the vendor record is setup. Following is an example of how the name and address on the vendor records would appear:

ACME CAR RENTAL AND REPAIR
JOHN GOODWRENCH DBA
P O BOX 1375
SAMPLE TOWN TX 78999

When the actual 1099 is printed the name line, followed by the three addresses line will appear as follows:

JOHN GOODWRENCH DBA

ACME CAR RENTAL AND REPAIR
PO BOX 1375
SAMPLE TOWN TX 78999

The “DBA” must appear after the name with a space on both sides of it.

Starting a New Fiscal Year

When it comes time to start a new fiscal year the following procedures must be executed. But, before you execute them you must resolve the following issues:

- (1) Is this the month that we start our new fiscal year?
- (2) Are we using the “Cash” or “Accrual” system of accounting?
- (3) If using the “Cash” system, have we closed the ending year?
- (4) Have you downloaded the current version of our Budgetary Accounting System?

Up until a few years ago most all of our customers used the cash system. This meant that they usually don't build the new years books until later in the month. With the introduction of GASB, more and more of you are converting to the “Accruals” method of keeping books. Before you start to use the “Accrual” system it is essential that you understand what accruals mean. A very short and basic explanation is that when entering invoices and receipts you have the ability to affect this year's cash and last year's budget, when the transaction applies to the previous year. If you are using accruals in our accounting system it simply means that you must get the correct date on either the invoice or the receipt. Our program will then take care of the rest. You need only date the receipt or invoice into the correct year. When accrual processing takes place all activity between years is isolated through the use of two liability accounts, located in each of your funds. These liability accounts are added by our software when needed. Also, all activity into the previous year is reflected in the previous year's thirteenth month. Before you start the use of accruals, it is essential that you discuss this with your outside auditor or some other accounting professional.

Before you start the process of creating the data file set for your new fiscal year, there are some account numbers that you will need to be aware of. These are all liability accounts that may be present in your chart of accounts:

- (1) Fund Balance Account – mandatory
- (2) Transfer In Account – optional
- (3) Transfer Out Account – optional
- (4) Transfer Within Account – optional

When used, all of these accounts must be in the same department. Each fund must have a Fund Balance Account. The transfer accounts are only used if you transfer money using these accounts. These transfer accounts represent the way that we teach accounting. The last three digits in the account number of all of these different accounts must be the same in each fund. For example, if your liability department is “200”, you might want to use the following:

200-200 – Transfer In Account
200-210 – Transfer Out Account
200-220 – Transfer Within Account
200-999 – Fund Balance Account

Each of these accounts must already exist before running the start of year process.

If you are going to start to use accruals for the first time you will also need to establish two liability account numbers that are not used in any of your funds. For example, if your liability department is “200”, you might want to use the following:

200-900 – Liability account that points to last year
200-910 – Liability account that points to next year

Notice that the fund number is not specified. The system will automatically create the appropriate account when needed, inserting the appropriate fund number. Please remember that the account numbers we have used are simply an example and will probably not be the numbers you actually use. If you need help with the assignment of these numbers, you need to consult your outside auditor or other financial professional.

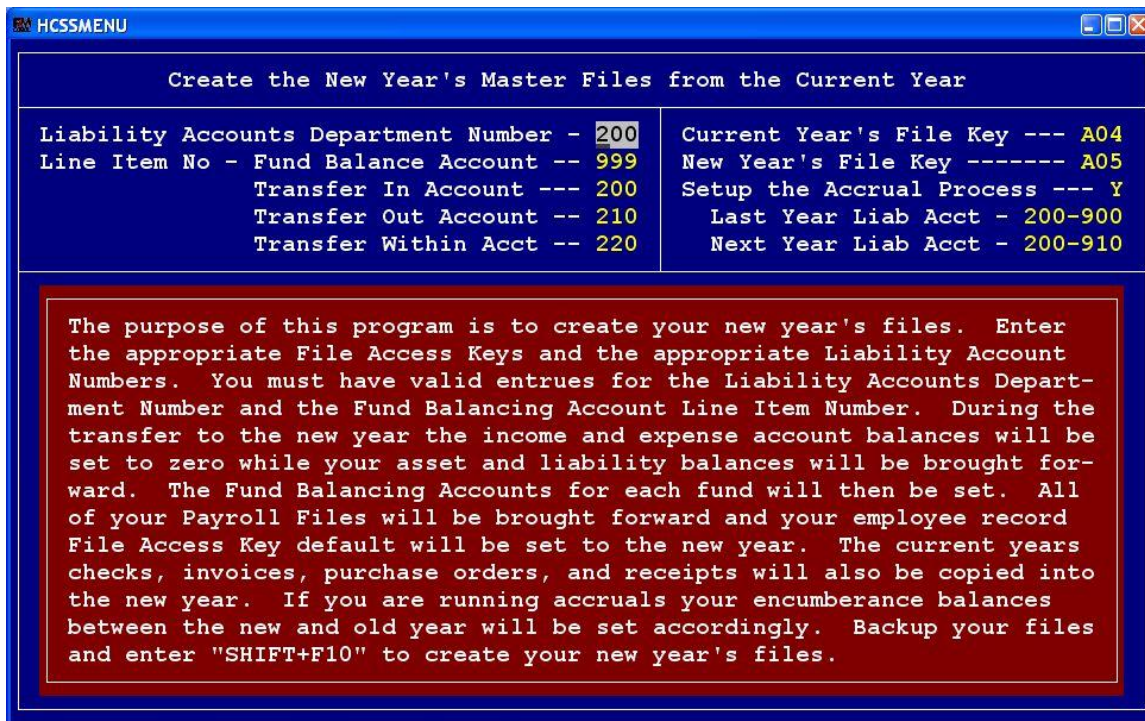
During the creation of the files for the new fiscal year there is some printing that is done. This printing is primarily for HCSS diagnostic use in the event a problem occurs. In most cases the data printed is never used. For this reason we recommend that prior to the running of this procedure, you enter any report program and change the selected printer to your “MINE-998” printer. Should a problem occur and we need to access the printout, we will be able to do so using the “MINE-998” standard printer access. We have found that changing to the “MINE-998” printer is the best

route to take and eliminates any confusion that might be caused by the data on the report.

It is absolutely essential that all of these discussed details are in place before you create the new years files. If they are not, your files may not transfer properly. It is also strongly recommended that you execute this procedure from your primary computer or server. This will cause the procedure to execute as fast as possible. Performing this procedure over a network will cause the execution time to greatly increase. To create the data file set for your new fiscal year you will execute the following steps:

- (1) Make sure your computer's date is set to today.
- (2) Make sure that today's date is in the new fiscal year
- (3) Make sure that all users are out of the HCSS software.
- (4) Have you backed up your HCSS data files?
- (5) Log into the system as the Customer Administrator – 998.
- (6) Enter the General Ledger System.
- (7) Select “Low Use Procedures”.
- (8) Select “Create the New Year's Master Files”.

Once you have done so the following screen will appear:



Notice that the screen is filled out based on the sample numbers we have used. Also notice that this screen is indicating that the accrual accounting method is being used. If you are not using the accrual accounting method the following changes should be made:

Setup the Accrual Process – N

 Last Year Liab Acct – 000-000

 Next Year Liab Acct – 000-000

Also, notice that the two data file set keys are displayed in the upper right corner. You should always verify these keys to insure that they are correct. Once you have verified that all entries are correct, you are ready to start the process by pressing “Shift+F10”. Once you have done so the screen will start to move. This movement will occur in the large red area and will reflect the status of the process. Near the conclusion of the process you will be asked to update the title for the new data file set key. You will be shown the ending year’s title and you need only modify it. This generally means changing the year or years that are displayed in the title. Once you have modified the title and confirmed it’s accuracy, the process will continue and will end shortly. You will be advised of the process completion and asked to end an “*” to acknowledge. Now, all that is left to do is for you to exit the HCSS software. When you re-enter, you will be in the new fiscal year.

Once you have completed this process you will notice that only the Customer Administrator (998) can update the ending year’s data. All other users will only have “Read Only” access. Actually, the only changes that should be made to last year, after the new files have been created, should be end of year adjustments made after your outside audit occurs. All bank reconciliations should also be done in the newly formed year. Remember that your new file set includes all of last year’s checks, invoices, purchase orders and receipts. Also included are all outstanding checks, no matter how old they are.

When you come back into the system for the first time, you probably want to log in as the Customer Administrator - (998). The reason for doing this is so that you can change the printer designation, for the Customer Administrator, back to where it was before you switched to the “MINE-998” printer. This is done by going into any report program, in any of the applications listed on your opening application menu.

Verification of Payroll Interface to General Ledger

Once you have completed the process of creating your new G/L files for your new fiscal year, you may need to verify that the File Access Key codes in your payroll system are correct. This is only necessary if you are posting to more than one set of general ledger file sets, or if the file access key used by your payroll system is different than your primary G/L file access key. The end of year procedure will only change the file access key that was processed during the creation of your new files. This procedure is done by executing the following steps.

- (1) Log in as the customer administrator (998)
- (2) Go into the payroll system
- (3) Go to Low Use Procedures
- (4) Go to Payroll Control File Update
- (5) Go to Group Definitions and Type Code Titles
- (6) You will now see a list of the different keys your payroll is posting to. Verify these to be correct. If they are incorrect, fix the screen and then save the data.
- (7) If you are running more than one payroll, you must repeat this procedure for each of your different payrolls.

It is absolutely essential that this verification be done correctly. If not, the payroll will not be able to send transactions to the correct G/L file set. If you are running more than one payroll (file access key), or if the file access key used by your payroll system is different than your primary G/L file set, this section will apply to you.