

New Accounting Year/Calendar Year – G4

Accounting

Here below you can see an instruction of how to switch to a new accounting year and what is important to think about. The instruction is based on the assumption that the accounting year follows the calendar year, but it can also be used when you have a split financial year. In that case you should read e.g. April instead of December as your final period.

! Please Note! Make sure you have a current backup copy of the MONITOR database!

All users that are working in the Accounting module has to restart MONITOR when you have performed the year switch!

To Switch Year

The changing of accounting year in the Accounting should as a rule be performed before you register transactions in the accounts payable ledger and accounts receivable ledger and in the accounting of the new year. Follow this instruction to perform the year switch:

Open the **Period Management** under the menu Switch Year / Period in the Accounting module. Make sure that December is the current accounting period (*Period 12*). This is displayed with an arrow on that row.

Open the **Switch Year** procedure under the same menu to execute the switch of year. First, make sure that it says [Current year YYYY] at the top of the window for the procedure (where YYYY is the current year). Then click on the *Save* button and a question will appear asking if you want to switch year. Confirm by clicking *Yes*. Now the transfer to the new year is started.

! Please note that a year switch can take some time and that it during this time might look as if MONITOR is not responding. Do not shut down MONITOR when in this mode! Wait until the year switch has been executed!

After Having Switched Year

When you have switched year, you should check:

- that the period distribution for the new year is correct. that the periods 1-3 are open in the **Period Management** procedure, in the Accounting module.
- that the Income Statement has been reset and that the Balance Sheet for the new year only contains preliminary OB. This should be checked in the **Report Generator** procedure under the Current Accounting menu.
- that the Income Statement and Balance Sheet are correct in the annual financial statements.

! Please note that for voucher number series, linked to invoice and payment ledgers, no reset of the start codes is made. These are displayed with grey background and should be left intact in the **Voucher Number Series** procedure. Manual voucher number series will automatically restart on 1 after you perform a year switch.

All users that are working in the Accounting module has to restart MONITOR when you have performed the year switch!

Integration

For those of you who use integration between the ledgers and the accounting, it is important to remember that ledgers that belong to the new accounting year can not be printed and reset until you have executed the year switch in the Accounting module. This also applies when you use direct integration to the Accounting (without printing a ledger).

Working with Two Years Parallely

When you have switched to the new year, you can always go back to the previous year to add transactions and complete the financial statement. If the Program window is empty, when all procedures in MONITOR are closed, there is a menu item under the File menu called **Change accounting year...** Here you can switch between the current year and the previous accounting year (AFS). When you are working in the previous accounting year, the text *[AFS]* is shown on the title row in all procedures as a reminder. The shifting between accounting years only applies for the user in question. Different users can work in different accounting years parallely.

When the Year-End Closing is Completed

When the year-end closing is completed, you load the definite OB to the new year in the **Opening Balance** procedure, under the Switch Year / Period menu. To load all opening balances, you click on the button *Load from previous year's CB*. You can do this as many times as you need. Just make sure that you are working in the current year when you load the opening balances.



Remember to close the final period in the previous year when all reconciliations have been performed!

Non Payment Days

Information for those of you who use the **Non Payment Days** procedure, in the Global Settings module, where you can determine that payments to suppliers automatically will be performed on fixed days of the week.

1. Go to Global Settings – Accounting – **Non Payment Days**.
2. For Sweden, enter *Year YYYY* in the *No bank giro days* tab, *Create* and *Save*. Please repeat on the *No PlusGiro days* tab for the holidays for Sweden.
3. For other countries, please use the *Bank holidays* tab, enter *Year YYYY*, select your country, press *Create* and *Save*.
If your country doesn't exist in the drop-down menu, select *Own*, tick the *Advanced checkbox* and set the regular weekdays that are non payment days. For other miscellaneous non payment days, you have to enter the dates in the table below the weekdays.
4. **Save** when you are done.



Make sure to register the days of the week during the year that shall apply as non payment days for the new year!

General Calendar, Company Calendar and Work Center Calendar

You have to create a new General calendar and Company calendar each year, that is if you use these calendars to measure the **Supplier Rating, Delivery Reliability to Customer** and **Subcontractor Rating**.

Create a New General Calendar

To create a new general calendar in MONITOR, follow the instruction below:

1. Go to **Global Settings -> General -> General Calendar**.
2. Enter the *Year* (YYYY) for which year you want to create a calendar and click on the *Create* button.
3. Then click on the *Save* button in the procedure.

Register Own Holidays

This applies as of version 8.1 of MONITOR. If a country is not available in the **General Calendar** procedure when registering the country's public holidays you can now use the **Register Own Holidays** procedure (**Global Settings | General | Register Own Holidays**) to register holidays. This applies to for example China. In order to use the holidays you have registered in the **Register Own Holidays** procedure, select the alternative *Own* in the procedures **General Calendar, Schedule Calendars, Non Payment Days** and **Production Calendars** (Company Calendar).

Please note that no data is delivered with the system in the **Register Own Holidays** procedure but must be registered manually before use. This generation shall also be made in connection with the year switch. However, it is possible to generate several years at the same time.

Create a New Company Calendar and Work Center Calendar

To create a new Company calendar and Work center calendar, do the following:

1. Go to **Manufacturing -> Work Centers -> Production Calendars**.
2. Select the alternative *Company calendar*. Enter *Year* YYYY for the next year. Enter *Basic year* or keep the default value 8 hours. Press the Tab key or Enter to load the general calendar.
3. Complement the company calendar by adding the non-working days and vacation periods.
4. Then click on the *Save* button in the procedure.



Please Note! If you use several warehouses, you must create a Company calendar for each warehouse. If you use a *Work center calendar* for certain work centers, you must repeat the above mentioned steps for each work center.

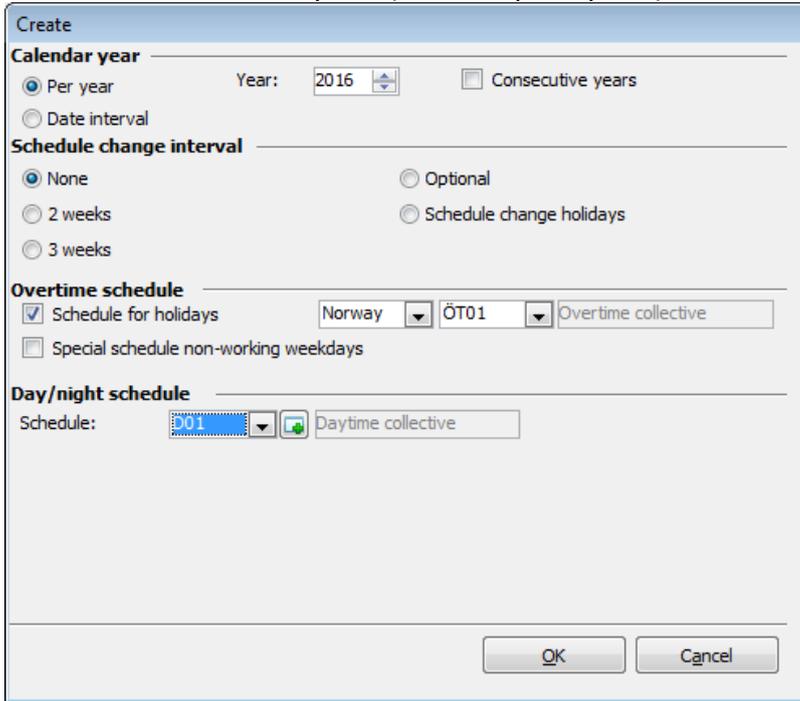
Schedule Calendars in the Workshop Info

In order for the recording to function, schedule calendars must be created for next year. In the **Schedule Calendar List** procedure, list type *Only show missing for year...*, you can see which calendars that must be generated for the next year.

Here you will find a brief description of how to generate calendars:

1. Open the respective schedule calendar in the **Schedule Calendars** procedure.

2. Click on the button called *Open Create calendar window* .
3. Calendar Year: Create calendar *Per year* for the next year *Year YYYY*. It is possible to select the alternative *Consecutive years* and then select from next year *YYYY* and the number of consecutive years (for example 2 years).



4. Schedule Change Interval: Normally *None* for day schedules, *2 weeks* for 2 shifts and *3 weeks* for 3 shifts. Select *Optional* if you need to have different schedules within the same week or schedules with longer cycles than 3 weeks.
5. Overtime Schedule: Select the alternative *Schedule for holidays* and **select the correct overtime schedule ("ÖT01" in the example)**.
6. (If you for example use 2 shifts and Fridays are free). Select the alternative *Special schedule for non-working weekdays* and select the overtime schedule for non-working weekdays.
7. Day/Night Schedule: Select the schedule or schedules that the respective calendar shall contain.
8. Click *OK* and then *Save* in the procedure.



Please note! If you have special non-working weekdays (such as working days between holidays or days with other working hours than normally) you must manually edit the calendar afterwards. For additional description please see the Help function in MONITOR.

EDI Data

For those of you who use EDI links to other companies; now is a good time to purge old records in the **EDI Data** procedure, under the Tables menu in the Global Settings. If this table is very large, it will affect all the performance of the import and export negatively. The purging is performed in the **Purging Procedures** in the Global Settings, and there you select the *EDI Messages* table.