



YEAR-END PROCESSING INSTRUCTIONS

Fiscal Year-End *other than* December 31

Please use these instructions as a checklist when you do fiscal year-end processing

These instructions apply to facilities with a fiscal year ending any month except December. If your fiscal year-end is December 31st, please refer to the instructions for **Fiscal Year-End December 31, 2009**. All Hi-Tech applications are covered. If your facility does not use all of the applications, use the Table of Contents to locate instructions for the applications you use.

Only fiscal year end procedures are covered here. In December, additional instructions for calendar year end procedures were posted on our website.

If you call Hi-Tech for assistance during year-end processing, please have these instructions in front of you so we can refer to them.

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Calendar Year End Requirements

You must complete certain procedures at the end of the *calendar* year, regardless of your fiscal year end. In December 2009, instructions for these year end procedures were posted on our website, www.hi-techsoftware.com.

In this document, HTS applications will be referred to by their application code. Please see the key below.

Application Key

AP	Accounts Payable
AR	Accounts Receivable
CGL	Condensed GL
CK	Outstanding Checklist
FA	Fixed Assets
G/L	General Ledger
PR	Payroll
RT	Resident Trust
TH	Therapy

Before Beginning Calendar or Fiscal Year-End Processing

___ **Verify** that your System Release Number is the most current release available. The Release number should be displayed at the top of the main menu. Or on any HTS menu, press the [F1] key to view Release number.

Release Number Example 10.01: **10** = calendar year (2010), **01** = month (January). As of the end of February 2010, 10.01 was the current release.

If your system is not current, install the current update from the HTS website or CD that you have received from HTS.

___ **Download Patches** from HTS website to have the most recent EOY program changes.

___ **Check** your G/L Company Header for accuracy. (GL > Libraries > GL Profile or from **Condensed GL** > Libraries > Edit CGL Profile).

- **Earnings Account:** Verify that the account number listed is your Retained Earnings account.
- **Current Year:** If you are closing your fiscal year during calendar year 2010, the current year should be 2010. If your current year is not correct, call Hi-Tech for assistance.

Name	HI-TECH MANOR
Earnings Account	2940
Next Journal Entry #	000
Current Year	2010 <input type="checkbox"/> Modify

___ **Check** the Resident Accounting Company Header for accuracy. (RA > Libraries > Facility > Accounting Profile)

- **Current Fiscal Year End.** If your current year is not correct, call Hi-Tech for assistance.

Name	HI-TECH NURSING & REHAB	Current Fiscal Year End	03/31/2010
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Month End and Year End by Application

Resident Accounting

Fiscal Year End

_____ **Complete** normal **End of Month** Processing Steps.

- A. ____ Resident Day Statistics and other statistics reports will print automatically with the normal End of Month reports. Make a copy of these reports for auditors.
- B. ____ Reconcile the Accounts Receivable account to the General Ledger.
- C. ____ Print the A/R Detail Aging Report (RA > Reporting > Receivables > Detail Aging Report)
- D. ____ Print a second copy of the Aging Reports
- E. ____ Print Medicare A and B Billing Logs through. RA > Billing > Billing Logs > Print Logs (password = HTS). For both Medicare A and Medicare B, choose all 3 report types and enter Log Dates of your fiscal year. Totals for each month and grand totals for the year will print.

End of Year Processing

The system automatically performs all End of Year processing.

During the month-end close for period 12, the system will clear all other statistics (days, admission totals, discharge totals, etc.).

****IMPORTANT ****

Before entering any Resident Accounting transactions in the first month of the new fiscal year, complete end of month processing (RA > End of Month) in Resident Accounting for the last month of your fiscal year.

General Ledger

(If you use Condensed General Ledger, skip to instructions below)

_____ **Complete** normal **End of Month** Processing steps. (GL > End of Month)

- A. _____ Create Reoccurring Entries (if applicable)
- B. _____ Create Reclass Entries (if applicable)
- C. _____ Review Journal Entries
- D. _____ Print/Post Journal Entries
- E. _____ Print Trial Balance (GL > Reporting > GL > Trial Balance)
- F. _____ Print Financial Reports
(GL > Reporting > Financial Statements > Custom Reports)

You can reprint reports on Lines E and F under the Last Year menu after the year end processing steps in G/L have been completed.

_____ **Complete End of Year** Processing step (GL > EOY > Open New Year).

In the Company Header, this will change the current year to the new fiscal year, set up your chart of accounts in the new fiscal year and allow you to post to the new year in General Ledger.

If you need to make additional journal entries for fiscal year 2010, enter these from the Last Year menu. See Page 8.

Condensed General Ledger

IMPORTANT: If you do *use Condensed* General Ledger, *you must complete the process below.*

If you use General Ledger, you can skip this step. .

_____ **Complete End of Year** Processing step. (CGL > EOY > Open New Year).

This is the only end of year step in Condensed G/L. This step will change the current year in the Company Header to the new fiscal year, set up your chart of accounts in the new fiscal year and assign subsequent transactions to the new year.

Accounts Payable

- A. ____ Print Open Invoice Report. (AP > Reporting > Open Invoices)
- B. ____ Verify that the total of Open Invoices equals the total of the AP account in the GL.
- C. ____ Print End of Month Aging using an aging date of the last day of your fiscal year. (AP > Reporting > End of Month Aging) The total of this report should equal the total on the Open Invoice Report and the balance of the A/P account in the General Ledger.

You can now continue with Accounts Payable processing in fiscal year 2011.

- Batch invoices for Period 12 and Period 1 (new fiscal year) and enter them separately.
- Post Transactions to the correct fiscal year by using the “Post to” options on the screen.
 - *If you have set up the new fiscal year in General Ledger:*
 - Post Period 12 transactions (related to fiscal year 2010) by choosing the *Last Fiscal Year* option on the Daily Work and Pay Invoices menus.
 - Post Period 01 transactions (related to fiscal year 2011) by choosing the *Current Fiscal Year* option on the Daily Work and Pay Invoices menus.
 - *If you have not set up the new fiscal year in General Ledger*
 - Post Period 12 transactions (related to fiscal year 2010) by choosing the *Current Fiscal Year* option on the Daily Work and Pay Invoices menus.
 - Post Period 01 transactions (related to fiscal year 2011) by choosing the *Next Fiscal Year* option on the Daily Work and Pay Invoices menus

This sample demonstrates a fiscal year end of 03/31/10.

Notice that the **Current Fiscal Year** field shows a year of 2011 because the year has been closed in G/L.

If the G/L year had not been closed, **Current Fiscal Year** would have been 2010 and you would click **Next Fiscal Year** to post April transactions to 2011.

Click **Last Fiscal Year** to change the **Current Fiscal Year** to 2010.

Post Transactions to This Year

Post Date	04/05/2010
Current Fiscal Year	2011
Post to	<input checked="" type="radio"/> Current Fiscal Year <input type="radio"/> Next Fiscal Year <input type="radio"/> Last Fiscal Year

Payroll

If your fiscal year end coincides with a calendar quarter end, (for example, September 30) follow your normal end of quarter procedures before starting a payroll with a check date in the new quarter. Follow end of year instructions for Payroll at the end of the calendar year.

Resident Trust Accounting

If your fiscal year end coincides with a calendar quarter end, (for example, September 30) follow your normal end of quarter procedures. Follow end of year instructions for Resident Trust at the end of the calendar year.

Fixed Assets

_____ ***Complete*** normal **End of Month** Processing Steps.

- A. _____ Print Depreciation Entry
- B. _____ Update Depreciation
- C. _____ Post Depreciation Entry
- D. _____ Print Fixed Asset List (FA > Asset Lists > Detail or Summary)

_____ ***Rebuild*** Fixed Asset Master (FA > File Utilities > Rebuild Asset File) This step is optional and intended only to clean up the files and save space on your system. Although we recommend that you complete this step, you do not have to do it at this time. It will also drop assets sold thru a certain date.

Enter Adjusting Entries for Prior Year (G/L)

When you receive fiscal year-end adjusting entries from your accountant, proceed with the steps shown below.

GL > Last Year > Processing

- A. _____ **Enter** Prior Year Adjusting Entries. All journal entries for the prior fiscal year must be entered through this menu choice. You can use Period 13 to keep adjusting entries separate from normal Period 12 activity.
- B. _____ **Review** Journal Entries (View All Journal Entries)
- C. _____ **Print/Post** Journal Entries. Click **All Sources** and **All Periods** to post. This step will automatically transfer adjusted balances to the new fiscal year accounts after it posts activity to the prior year.

GL > Last Year > Reporting

- D. _____ **Print** Trial Balance
- E. _____ **Print** Financial Reports. Print any financial reports you normally print with month end and any others requested by your accountant from menu choices 5 through 8 on the G/L Prior Year Processing menu.
- F. _____ **Print** Prior Year G/L Activity by Period Report. Analyze or research general ledger activity by account number and/or period.