

ERP Pro 10 Calendar & Fiscal Year End How-Tos

Financial Management and Human Resources Management

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Financial Management

1099s

Setup a Vendor to be a 1099 Vendor

1. Navigate to Accounts Payable > Vendors.
2. Search for the vendor by name or number and click Edit.
3. Click on the 1099 tab.
4. Use the 1099 form dropdown box to select the appropriate 1099 type.
5. The Default Filing Type controls by default what type will be used on Payables
6. Use the Reporting ID Type field to select a reporting type, either Social Security Number or Employer Identification Number
7. Enter the ID in the Reporting ID field if needed,
8. Override the 1099 name by marking the Override 1099 Name checkbox and entering the new name
9. Mark the W9 Received field to confirm the W9 has been received.
10. If needed mark the IRS Levy field
11. Click Save and Close.

Cannot edit the 1099 information on a vendor

While a vendor has either payables or payments in an open packet, the vendor's 1099 information cannot be edited.

Two options are available to get that 1099 information edited on the vendor:

1. Can wait until the process that the vendor has live payables or payments in is updated and then edit the 1099 information.
2. Can remove the payables/payments from the processing packets and then edit the vendor 1099 information and then re-enter the information in the process.

Change the 1099 information that defaults when I add a vendor

1. Navigate to Accounts Payable > Administration > Vendor Sets
2. Edit the Vendor Set
3. On the 1099 Defaults tab, adjust the defaults accordingly.
4. Save and Close

Difference between Exempt and None 1099 reporting

Best Practice for None vs. Exempt for 1099 Reporting

None should be used when setting up the vendor prior to receiving W9 information so you are not sure of the status yet.

Exempt should be used after W9 is received and it is confirmed vendor is truly exempt from 1099 reporting.

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Report that shows vendors who have been paid less than \$600 for the calendar year

1. Navigate to Common > Reporting > Reporting
2. Select the Accounts Payable Category
3. Select the "1099 Reconciliation Report"
4. In the "Minimum Amount" field enter "600"
5. Enter Payment Date Range
6. Click **Run Report**

Change the 1099 flag on a posted payable. Vendor is marked for 1099 reporting, but amounts are still showing as Exempt.

1. Navigate to Accounts Payable > Tools > 1099 Management Tool
2. On 1099 Management window, filter by the year and the Vendor, then click **Search**
3. Click on a Payable amount on the Payable that was not marked as 1099
4. Click the 1099 Flag, verify the 1099 Form Box,
5. Click **Save and Close**
6. Repeat the steps as needed, then click **Save and Close**

Flag amounts as 1099 reporting that are showing as exempt

Follow the steps below to correct any inaccuracies found on the 1099 Reconciliation report such as vendor filing information and filing types

1. Navigate to Accounts Payable > Tools > 1099 Management Tool > Select filter criteria
2. Select Include Payables Flagged as Subject to 1099 but Vendor has 1099 Form Type of None or Exempt to view Payables that are marked as reportable on a 1099, but the Vendor is not configured as a 1099 Vendor.
3. Click on Search to populate the grid with records that match your criteria.
 - a. Click on a Vendor Number in the table to view and/or edit the Vendor record.
 - b. Click on a Payable Number to view details about the Payable.
4. Click on a 1099 Amount to open the Edit 1099 Reported Amount window.
5. To change the Vendor's filing type or reporting ID, click on Edit to open the Vendor Tax Info window.
6. Confirm or edit the Vendor's 1099 Filing Type and Reporting ID Type, type the vendor's Reporting ID, and then click on Save and Close.
7. To change the Subject to 1099 flag for the payable, mark or clear the checkbox as needed.

Modify 1099 MISC subject to amounts in mass on vendor

1. Navigate to Accounts Payable > Tools > 1099 Management
2. Search for the necessary vendor in the desired year
3. Using the totals at the bottom of the window for Payment Amount and 1099 Amount determine how much should be subject to 1099
4. Click on the 1099 Amount of one invoice
5. Mark the option to be Subject To 1099
6. Enter the total difference between Payment Amount and 1099 Amount
7. Save and close the invoice
8. The totals under Payment Amounts and 1099 Amount should now show correctly
9. Save and close the tool

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How to Order Tax forms

1. Navigate to <https://www.tylerbusinessforms.com>
2. Select the Login or Register as a new account button.
3. Select ERP Pro
4. Select ERP Pro 10
5. Select ERP Pro 10 Tax Forms
6. Select the forms and quantity needed
7. Click Add to Cart
8. Select Checkout to continue processing your order.

Override the Vendor Name for 1099s

1. Navigate to Accounts Payable > Vendors
2. Select and Edit the vendor
3. On the 1099 tab, mark the Override 1099 Name, then enter in the 1099 reporting name.
4. Click Save and Close

Payment has no legal description assigned for the 1099-S

To add the Legal Description to the payment:

1. Navigate to Accounts Payable > Tools > 1099 Management.
2. Enter the Year and the Vendor. Click Search to populate the grid with that vendor's 1099 payments.
3. Click on a 1099 Amount to open the Edit 1099-S Reported Amount window.
4. From this screen, you can add a Legal Description Code and a Legal Description.

Primary 1099 address is required

1. Select the Vendor Addresses tab
2. Edit the address
3. Check the Primary 1099 box
4. Close Form
5. Save and Close

Vendor is set to receive a 1099-NEC, however, on the Review Vendor Information step of the 1099 process, they are listed as to receive a 1099-MISC form with the box selection of Other Income

1. Navigate to Accounts Payable > Tools > 1099 Management
2. Input the necessary Calendar Year needed
3. Input the vendor name or ID
4. Select Search
5. Select the 1099 Amount
6. Change the 1099 Form Box from "Other Income" to "Non Employee"
7. Select Save and Close e. Select Save and Close
8. Navigate to Common > Processing > Processing
9. In the Accounts Payable > 1099 Process, Select the Build Vendor Information step
10. Verify the information updated in the Review Vendor Information step

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Users are not able to select the Print 1099 NEC step and/or access the form for this

1. Navigate to Common > Security > Security Roles
2. Select the Security Role that needs to be changed
3. Select Edit
 - a. Select Master Reports
 - b. Select Add
 - i. Use the filter in the grid to search for the 1099 NEC Form (Double)
 - ii. Select the check box to the left of the report
 - iii. Select Add and Close
 - c. Select Processing
 - d. Select and Edit the 1099 Process
 - i. Select Steps Tab
 - ii. Select can creator execute and/or can execute for the Print 1099 NEC Form step
 - iii. Select Close Form.
 - e. Select Save and Close.

Correct alignment problems when printing 1099 forms

1. Select Print 1099 Forms in the 1099 process
2. Select Laser for 1099-MISC Form Type
3. Enter Form Alignment values (in inches) to nudge form date up, down, left or right (Values should not exceed -.50 or .50 inches)
 - a. Negative values will move form data Up or Left
 - b. Positive values will move form data Down or Right
4. Click [Begin Processing] to generate the forms and display them in Report Viewer
5. Print a page to verify the alignment
6. If alignment is still off adjust the settings repeat process until the alignment is good

Include state records in the 1099 MISC electronic file

1. Navigate to Common > Processing > Processing
2. Select [Add Packet] button
 - a. Module > Accounts Payable
 - b. Process > 1099 Process
 - c. Description – Enter a description
 - d. Select [OK] button
3. Select Set Up 1099 Process
4. Click Transmitter Information tab and check the Combined Federal/State Filing box
5. Once the Create Electronic File step is selected, verify that the Combined Federal/State Filing option is selected

NOTE: Vendors in states that do not participate in the combined federal / state withholding program are reported as normal payee B records in the 1099 file, though EPR Pro 10 does not load state codes in the combined federal/state fields in those B records. As a result, these vendors are not included in any of the K totals at the end of the file.

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Issued a 1099 MISC to a vendor that needed a 1099 NEC

1. To isolate the vendors that need to pull into the correction process first create a new Vendor Class (Accounts Payable > Administration > Vendor Classes)
 - i. This new Vendor Class can be labeled anything such as 2024C. We just want to create a grouping for the vendors who are deemed as incorrect.
2. Assign Vendors to the newly created Vendor Class.
 - A. Navigate to Accounts Payable > Vendors > Select and Edit each Vendor that needs to be corrected
 - B. On the General tab change the Vendor Class to the one created in Step 1. The vendor can be changed from Other Income etc. to Non employee
3. Navigate to go the 1099 Management Tool. Run this for the year and the one Vendor Class
 - A. Drill down on the 1099 amount for the first invoice for the vendor and change the amount from say 100.00 to 0.00 leaving it set to Other Income.
4. Then add the amount from that invoice 100.00 to the next invoice so the amount would be correct for NEC. Make sure all other invoices for this vendor are marked as Non-employee > Save and Close.
5. Navigate to Common > Processing > Process
 - A. Add a Packet
 - i. Module: Accounts Payable > Process: 1099 Processing
 - B. In the Set Up step of the process, select the Vendor Class created in Step 1, enter 0.00 for the minimum.
 - C. Run the Build step - We now have a 1099-MISC for zero for the vendor and the correct amount for the 1099-NEC.
 - D. Can now print the 1099-MISC and check the box as corrected once it is printed out.
 - E. The 1099-MISC electronic file can be created as well with the zero dollar. Change this from original to corrected before building it.
 - F. Print the 1099-NEC and create the 1099-NEC file as Original.

Create a 1099 correction file

Replacement – submits data to IRS and the file status comes back as **BAD**. Something was wrong with the file.

1. For a Replacement File, the original 1099 Processing Packet would be used and any modifications needed to the same processing packet
2. Edit the File Type to reflect, **Replacement**.
3. Once all the modifications have been completed, re-run the Create Electronic Step and resubmit.

The following steps are only needed if data submitted to the IRS and the file status comes back as **GOOD** but it is later determined that some data submitted was erroneous.

1. To isolate the vendors that need to pull into the correction process, create a New Vendor Class (Accounts Payable > Administration > Vendor Classes)
 - a. This new Vendor Class can be named anything, it will just be used to temporarily group the 1099 correction vendors together.
2. Assign Vendors to the newly created Vendor Class.
 - a. Navigate to Accounts Payable > Vendors > Select and Edit each Vendor that needs to be corrected > On the General tab change the Vendor Class to the one created in Step 1.
3. Create a 1099 Processing Packet in Common > Processing
4. In the Set Up step of the process, select the Vendor Class created in Step 1
5. Confirm that the Transmitter Information File Type is: **Correction**.

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Human Resources Management

W-2s

Compatible W-2 forms to use with ERP Pro 10

1. In ERP Pro 10 select Help > Online Help > Financials
2. Enter Search word: Tyler Business forms
3. Select "About Tyler Business Forms" option.
4. Scroll down to view Compatible W-2 Forms and 1099 Forms.

How to Order Tax forms

9. Navigate to <https://www.tylerbusinessforms.com>
10. Select the Login or Register as a new account button.
11. Select ERP Pro
12. Select ERP Pro 10
13. Select ERP Pro 10 Tax Forms
14. Select the forms and quantity needed
15. Click Add to Cart
16. Select Checkout to continue processing your order.

Print just the last 4 digits of employees' Social Security Number on the W-2

This option is enabled if a W-2 Form Type other than 2-Up is selected in the Print W-2 step of the W-2 process. The Social Security Administration allows you to print the last 4 digits of the employee's social security number on employee copies of the W-2 form to provide more security for employees.

In the Print W-2 step of the W-2 Process, in the Social Security Number Option field, select either Print Entire Social Security Number or Print Last 4 digits.

Print the IRS copy of the W-2

1. Select the W-2 and W-3 forms report in the process or from reporting.
 - a. Select the packet to print from if selecting from reporting
 - b. Then in the form type select the 2-Up option to print on the IRS stock.

Report that shows a list of payments made to an employee throughout the year

To get a list of the payments made to employee throughout the year you can run the Payroll Bank Transaction Report.

The Payroll Bank Transaction Report is found in the Reporting workspace under the Payroll category.

The report lists payment number, payment date, check and direct deposit amount based on a date range selection.

Enter a from date and to date for your payment date range. You can also filter on payment number range or payment type. The report can be sorted by payment number or payment date.

This report will list all payments made through the Payroll Module that meet the selection criteria.

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Report that will show employee's gross earnings for the year

1. Navigate to Reporting> Select Payroll as the module
2. Search in the Report name field for the "Publication Report"
3. Under "Salary Selection" change the Calculation option to "Based on Pay History"
4. Change the type to "Gross Salary"
5. Run Report

Where can I find the Calendar Year End Checklist for Payroll?

1. Navigate to Human Resources Management > Tools > Calendar Year End Checklist
2. Select the correct payroll set and calendar year
3. Proceed through the checklist

ACA (Affordable Care Act)

Who gets a 1095-C?

Per IRS.GOV

1. Form 1095-C is not required for the following employees (unless the employee or the employee's family member was enrolled in a self-insured plan sponsored by an ALE member):
 - a. An employee who was not a full-time employee in any month of the year; or
 - b. an employee who was in a limited non-assessment period for all 12 months of the year
 - i. For example, a new variable hour employee still in an initial measurement period.
 - a. See the definition of Limited Non-Assessment Period in the instructions to Form 1095-C for more details.
 - c. Part-time employees, who were not full-time employees in any month of the year, only have to be reported if your organization is self-insured and they are covered under the plan.

Add a new ACA status code to be assigned to an employee

1. Navigate to Human Resources Management > Administration > Employee > ACA Status Codes.
2. In the top left corner click the Add button.
3. In the window that pops up click into the Code Field and enter the Code Name.
4. Click into the Description field and enter the Description.
5. If this code should be excluded from ACA reporting, click into that box.
6. Save and close.

This code is now set up to be assigned to an employee if needed.

Employee is showing twice in the ACA Process because of two different employee numbers

1. If an employee is configured with two different employee numbers, and both are active, then you'll need to enter all of the required reporting information on one of the employee records (so they will receive a 1095 and be counted in the totals)
2. Then assign the other employee record an ACA code that will exclude them from reporting.
 - a. Enter an Effective Date for that ACA Code in 2099, so it will not count them toward the total employees that are reported on form 1094-C, part III.

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How does ERP Pro 10 calculate Full Time and Total Employee Counts on Part III of the 1094-C?

Total Employee Count:

1. ERP Pro 10 looks at posted payroll records and counts any employee that was included in the pay period that surrounds the 12th of the month.
 - a. This is the same calculation that is used in most Quarterly Reporting processes.

Full Time Employee Count

1. ERP Pro 10 determines if an employee was employed during the month, using the 12th of the month method.
2. Next, each employee record is reviewed to find ANY valid box 14 codes (1A, 1B, 1C, 1D, 1E, 1F, 1H, 1I) for the month.
3. For each record that meets these criteria, Incode 10 reviews Box 16:
 - a. If an employee record contains a box 16 code for the month (2B - not a full time employee or 2D - employee in a limited non-assessment period), the employee is not included in the count.
 - b. If an employee record does not contain a box 16 code, the employee is included in the count.

Update/Change an ACA receipt ID

1. Navigate to Personnel Management>Tools>Update ACA Receipt ID
2. Select packet that was updated with incorrect Receipt ID
 - a. Enter correct Receipt ID in New Receipt ID field.
 - b. Click Update

Payroll Processing

Update Unemployment Tax Rate for new year

1. Navigate to Human Resources Management > Administration > Pay Calculation > Taxes
2. Select Unemployment Tax
3. Select Edit
4. Select the Calculation Options tab
 - a. Select the Add/ Modify button
 - b. Enter the Effective Date needed
 - c. Enter the new tax percentage rate
 - d. Close Form
5. Save & Close

Create next Pay Year on Calendar Code

1. Human Resources Management > Administration > Pay Calculation > Calendars
2. Edit the applicable Calendar Code
3. click Actions
4. select Add Next Pay Year on the Pay Years tab
5. select and edit the new pay year to confirm all pay period and payment dates
6. Add Holidays on the Holidays tab, if applicable
7. Click Close Form
8. Save and Close the Calendar Code.

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Add new year's holidays

1. Holidays are maintained on the Calendar Code:
 1. Navigate to Human Resources Management > Administration > Pay Calculation > Calendars
 2. Select to open Calendar Code receiving the error
 3. Select the Pay Years tab
 4. Select the Add button
 5. Enter the next Pay Period beginning and end dates
 6. Select Close Form to close the First Calendar Pay Period screen. The rest of the pay periods will be automatically created based on the calendar cycle.
 7. Select the Holidays tab
 - a. Select "Add"
 - b. Enter the Holiday Date and Description
 - c. Repeat for all Holidays needed
 8. Select Close Form to close the Calendar Pay Year screen
 9. Select Save and Close to close the Calendar Code screen

Change deduction amounts for the new calendar year

1. Navigate to Human Resources Management > Administration > Pay Calculation > Deductions
2. Select the deduction code record to edit
3. On the Calculation Tiers tab click on the Manage Effective Date Tier(s) button
4. Select Create tier(s) with new effective date > Click Next to continue
5. Enter the new effective date.
6. To copy tiers from an old effective date, select Copy tier(s) from existing Effective date
7. Select the Effective Date to copy from.
8. Click on Next
9. click on Finished
10. Confirm the new tier is selected on the Effective Date menu
11. Click on Edit to make necessary changes to the tier on the new effective date. For example, a 5% employer contribution should be entered as 5.00

Change the employer share of a retirement deduction for the new calendar year

1. Navigate to Human Resources Management > Administration > Pay Calculation > Deductions to display the Deduction Codes grid.
2. Highlight the applicable retirement deduction code in the grid and select Edit or double click on the code to open.
3. On the Calculation Tiers tab, select the Manage Effective Date Tier(s) button.
4. Select Create tier(s) with new effective date and select Next to continue > Enter the New Effective Date.
5. To copy tiers from an old effective date, select Copy tier(s) from existing Effective date and select the Effective Date to copy from.
6. Select Next to continue > Select Finished.
7. Select the new Effective Date from the Effective Date drop down menu.
8. Select Edit to make necessary changes to the tier on the new effective date. For example, a 5% employer contribution should be entered as 5.00.
9. Select Close form > Select Save and Close.

The changes will take effect on the next payroll period that contains a payment date on or after the new Effective Date.

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Perform a rate increase

If you do NOT use Pay Schedules, follow the below instructions:

1. 1.Navigate to Human Resources Management > Administration > Pay Calculation > Rate Classes
 - a. Select the Rate class that needs rate increase and double click or click edit.
 - b. On the Rates tab click manage effective date to created new effective date for Rate class.
 - c. Choose create rate with new effective date. Then enter the new effective date in the top and select the date to copy from.
 - d. Press next and then finished. This updates the rate class with the new effective date.
2. Navigate to Human Resources Management > Tools > Update Employee Position Rate(s). Or at the top of the menu for Rate Class.
 - a. In the tool will be able to select the payroll set, rate class, effective date etc.
 - b. Press next at the bottom and will then be able to enter the Adjust by Amount (i.e. a 50 cent raise would be entered as 0.50) or Adjust by Percentage (i.e.2% raise would be entered as 2.0).
 - c. Then click next and this populates the grid with all employees old and new rate.
 - d. Uncheck any employees that are not getting the increase.
 - e. Any employees that need a new amount changed can be highlighted and then the rate amount changed in the grid.
 - f. Select finish and this updated the rates.

If you DO use Pay Schedules, follow the below instructions:

1. Navigate to Human Resources Management > Administration > Pay Calculation > Rate Classes
 - a. Select the Rate class that needs rate increase and double click or click edit.
 - b. On the Rates tab click manage effective date to created new effective date for Rate class.
 - c. Choose create rate with new effective date. Then enter the new effective date in the top and select the date to copy from.
 - d. Press next and then finished. This updates the rate class with the new effective date.
2. Human Resources Management > Administration > Pay Calculation > Pay Schedules.
3. Find your pay schedule and edit.
4. On the general tab click manage effective dates
 - a. Select create grades/steps with new effective date
 - b. This preserves your old rates on the old effective date
5. Enter the date you want these changes to be effective.
6. On the Calculation Method field you can now select either amount or percent.
 - a. If you leave on None both fields will be greyed out.
7. Input the appropriate percent or amount increase in their respective fields.
8. Click finished and go to matrix to review your changes.
9. Lastly click save and close to save and exit.

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Leave End of Year Process

1. Navigate to Processing > Payroll > Leave End of Year
2. Leave end of year processing is to ensure that employees leave balances are correct in the following way
 - a. Reset the maximum earned amounts to zero to begin accruing time again
 - b. Apply carryover amounts for any codes that remove time after the year end
3. First navigate to the Processing tab and add a packet using the Payroll Module and the Leave End of Year Process
4. Click on the Set Up step
 - a. If performing this for calendar year end, chose Calendar Year from the Leave Year Type drop down
 - i. By default it will enter 12/31/20XX (20XX being the current year)
 - b. If performing this for fiscal year end, chose Fiscal Year from the Leave Year Type drop down
 - i. By default it will enter the last day of your fiscal year
 - c. Select the appropriate employee status
 - d. Uncheck any leave codes from the grid if these are not to be carried over
 - e. Save and close the set up step
5. Click on the Build step
6. Enter into the Review step
 - f. This will show a list of all employee that are assigned the selected leave codes
 - g. If a modification needs to be made, with the appropriate employee selected click on the Edit button no the top-right of the grid
 - i. Check the box labelled Override
 - ii. Enter the manual amount
 - h. After verifying that all of the information is correct, save and close the Review step
7. Click on the Leave End of Year Register
 - i. Click Run Report
 - j. Verify that all of the information is correct
8. Click on the Update step
9. Once this has finished posting all leave transactions that are dated before the end of the year date (be that calendar or fiscal) will be marked as historical
 - k. With this in mind if there are any leave transactions that are entered in payroll or using a Manual Leave Accrual process, and the leave dates are prior to the last day of the fiscal / calendar year, they will not affect the employee's current balance
 - l. If any adjustments need to be made to their current balance, a Manual Leave Accrual Process will need to be performed using a date after the year-end date

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Split Payroll expense postings across multiple dates

1. In the Start Step of the Payroll Process click on the Multiple Posting Dates button to display the Payroll Process Expense Posting Distribution window
 - a. Click on Add to split wage and deduction expenses (by Percent) to post on different dates.
 - i. If necessary, the dates can be in two different fiscal years. See the example below.
2. Example
 - a. You want to split wage, deduction, and tax expenses so that they are posted to two different dates, as selected on the Payroll Process Expense Posting Distribution window, with a specific percentage of the expense to each date.
 - b. Let's use 06/30/24 and 07/01/24 for the two dates.
 - c. For this example, dental insurance has a \$100 employer expense amount per pay period.
 - i. If the payroll expenses are split 50% on 06/30/2019 and 50% on 07/01/2024, these entries post to the General Ledger as payroll is processed, for the dental insurance employer expense:
 1. \$50 debit to employer expense on 06/30/2024
 2. \$50 debit to employer expense on 07/01/2024
 3. \$50 credit to deduction liability on 06/30/2024
 4. \$50 credit to deduction liability on 07/01/2024
 - d. When the payroll is updated, an AP payable is created for the amounts owed to the vendor.
 - e. When the payable is posted in Accounts Payable, the liability on the General Ledger is relieved as of the Payable Post Date.
 - f. When the payable packet that contains the \$100 invoice to the vendor is updated in Accounts Payable, with a post date of 07/10/2019, these entries post to the GL:
 5. \$100 debit to deduction liability on 07/10/2024
 6. \$100 credit to AP control on 07/10/2024

Other (Budgeting, General Ledger, Purchasing, etc.)

Budgeting

Add a new Budget Code

1. Navigate to General Ledger > Administration > Budget Codes
2. Click Add and fill out all the information on the General Tab.
3. If the Restrict Security Roles box was checked on the General Tab, add the Security Roles that need access to this budget code on the Security Roles tab
4. On the Fiscals tab, click Assign
 - a. Click Yes to the message: The Budget Code must be saved before assigning Fiscals. Do you want to save this record now?
5. Select the appropriate Fiscal and click Assign, then Save and Close
 - a. If the Fiscal is not created yet, click Create New Fiscal

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Assign a Budget Code to the new fiscal year

1. Navigate to General Ledger > Administration > Budget Codes
2. Highlight the desired budget code and select the Edit button.
3. Select the Fiscal tab > Select the Assign button.
4. Select the fiscal year that you wish to assign the budget code to from the drop-down field.
5. Select Assign button > Save and Close.

Import a Budget from an Excel spreadsheet

1. Before importing ensure that the Excel spreadsheet has at least two columns
 - a. Amount column
 - i. Revenues entered as a negative ; Expenses entered as a positive
 - b. Account column
 - i. The full General Ledger Account number will need to be here including dashes / periods
 - ii. Each line will need to be continuous and cannot have breaks or separations
 - c. Optional columns are for notes
 - i. The subject will need it's own column
 - ii. The description will need it's own column
2. Once the spreadsheet has been formatted navigate to General Ledger > Tools > Budget Management
3. Click on Budget Wizard > Import a Budget from Microsoft Excel
4. Click Next
5. From the Budget drop down select the necessary Budget Code
6. In the Workbook field, use the magnifying glass to select the Workbook that is saved with the budget information
 - a. The Sheet Name will be the sheet in the workbook
 - b. The Start Row will be where the data begins in the file (if there is a header for Account Name / Number then the start row will be 2)
 - c. Choose the appropriate Account and Amount Column from the drop down
 - d. If there are notes in the spreadsheet mark the option to Import Notes and choose the appropriate columns
7. Click Next to verify the file
8. Once the wizard finishes processing click Finish to save the import

A General Ledger Account is missing from the Budget Code

1. Only Active Accounts appear in Budget Management.
 - a. Navigate to General Ledger > Accounts
 - b. Select the Account in question
 - c. Set Status to Active
 - d. Save and Close
2. Navigate to General Ledger > Tools > Repair Tool
NOTE: If you do not see this option, contact your System Administrator
 - a. Select Budget Repair
 - b. Check the Add active Revenue and Expense Accounts missing from Budget Codes box
 - c. To add all missing accounts, mark All GL Accounts and then click Repair Selected.
 - d. To add a specific account mark, Specific GL Account, then enter the account number and click Repair Selected.
NOTE: Account will be added to all Fiscals the Fund is assigned to
 - e. Close Window & Restart ERP Pro 10

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Can I install a budget prior to the new fiscal starting?

Yes, the new budget may be installed once the figures are approved. The new budget will not go into effect until the Fiscal beginning date. To find this date:

1. Navigate to General Ledger > Administration > Budget Codes
2. Select the Budget that will be installed
3. Select the Fiscals tab - Note the Beginning Date column

Install a Budget

The following steps should only be done after budget figures are finalized and no further changes need to be made:

1. Navigate to **General Ledger>Tools>Budget Management**
2. Click **Budget Wizard** on top toolbar
3. Select **Install a Budget**
4. Click **Next**
5. Select the Budget Code tied to the proper Fiscal
6. Click **Finished**

Uninstall a Budget

1. Create a new "Temporary" Budget Code and assign to the Fiscal
 - a. Navigate to General Ledger > Administration > Budget Codes > Click ADD
 - b. On the General tab, enter the Code and Code Description
 - c. On the Fiscal tab, click Assign
 - i. Click Yes to the following message: The Budget Code must be saved before assigning Fiscals. Do you want to save this record now?
 - d. Select the Fiscal that your current budget is installed on
 - e. Click Assign
 - f. Click OK on the confirmation message
 - g. Save and Close the Budget Code
3. Install the "Temporary" Budget Code to remove the Budget Code that was installed prematurely
 - a. Navigate to General Ledger > Tools > Budget Management > Budget Wizard
 - b. Select the Install a Budget option and click Next
 - c. Select the new "Temporary" Budget Code that is assigned to the current Fiscal
 - d. Click Finished
4. The Budget that is needing to be modified is now available to be edited
 - a. Navigate to General Ledger > Tools > Budget Management
 - b. Click View Budget
 - c. Select Budget that needs to be edited
5. Once all of the Budget amounts have been entered correctly, re-install the budget
 - a. Navigate to the General Ledger > Tools > Budget Management
 - b. Click Budget Wizard
 - c. Follow Step 2 to re-install your modified budget

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General Ledger

Add a new fiscal year

1. 1.Navigate to General Ledger > Administration > Fiscals
2. Click Add
3. On the General tab enter:
4. Fiscal Name: E.g. 2024-2025
5. Beginning Date: Enter the first date of the fiscal year. E.g. 7/1/2024
6. Ending Date: Enter the last date of the fiscal year. E.g. 6/30/2025
4. Go to the Funds tab and click the Add button.
 - a. Select each fund that needs to be included in the new fiscal year.

TIP- If you need to select all funds check the box to the left of the Select header at the top left corner of the screen. Check it one more time to select all funds.

5. Save and Close

Setup a new Fund

1. Navigate to General Ledger > Administration > Funds
2. Click Add
 - a. Enter the Fund Number in the Fund ID Field
 - b. Enter a Name for the Fund
 - c. Leave the Fund Balance Blank for the moment
 - i. Once a Fund Balance Account is create for this Fund you will need to come back and Add it.
 - d. Select the Fund Type.
3. Save and Close

Next you will need to add the new Fund to the Fiscal.

4. Navigate to General Ledger > Administration > Fiscals
 - a. Edit the current Fiscal
5. On the Funds tab, click Add
6. Select the new Fund
7. Click Add and Close
8. Save and Close

Accounts can now be added to the new Fund.

Add a new fund to a fiscal year

1. Navigate to General Ledger > Administration > Fiscals
2. Edit the appropriate fiscal year
3. Click on the Funds tab
4. Click Add
5. Check the box to the left of the fund(s) to add.
6. Add and Close
7. Save and Close the Fiscal
8. Save and Close

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Where is the FYE Checklist? Need to know what report to run at year end

Navigate to General Ledger > Tools > FYE Checklist

This list will help you with the reports you can run for each module to help you close out the year.

What do I have to do to close a Fiscal?

There are two ways to close a Fiscal:

Closing thru Period Management (soft closing the fiscal periods) is a way to prevent postings to a closed period, while still being able to reopen those periods if needed to make entries.

1. To perform a soft close, follow the below steps:
 - a. Navigate to General Ledger > Tools > Period Management
 - b. Select Open Period(s) or Close Period(s) in the action bar.
 - c. Choose your Fiscal Year, Fund(s) and Period(s).
 - d. Select Finished.
2. You may then review your data in the Period Management grid and make changes as needed by following the above steps.

The Fiscal Year Close Process (hard close the fiscal) is optional.

There is no deadline in ERP Pro 10 as to when you need to close a Fiscal Year.

Once a Fiscal Year has been closed you will not be able to reopen it.

You do however have the option to enter prior year journal entries to the most recently closed fiscal year. Before proceeding with this process, it is recommended to use the FYE Checklist. Navigate to General Ledger > Tools > FYE Checklist. This list will help you with the reports you can run for each module to help you close out the year.

To perform a hard close, follow the below steps:

1. Navigate to Processing > Add a Packet
 - a. Module: General Ledger > Process: Close Fiscal Process
2. Select Fiscal to Close
 - a. Fiscal Year: Select your Fiscal year > Save and Close
3. Review Fiscal Closing (review information> Save and Close
4. Update

Add permissions for the FYE Checklist

1. Navigate to Common > Security > Users
2. Select and [Edit] user needing privilege
3. Select Access Control Lists tab (Note the General Ledger module ACL that is assigned)
4. Navigate to Common > Security > Access Control Lists
5. Select and [Edit] General Ledger ACL noted
6. Select Permitted Privileges tab
7. Click [Manage]
8. Select "Management" from the Group dropdown > Expand the FYE Management View item
9. Check the appropriate View/Edit/Lock/Reset permission boxes
10. Click [Close Form]
11. User must restart ERP Pro 10 for changes

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Open or Close a Period

1. Navigate to General Ledger > Tools > Period Management
2. At the top click Open Periods or Close Periods, depending on which is needed
3. Select the appropriate Fiscal
 - a. If you want to be Fund specific you can select/filter specific funds
4. Select which period(s) you are wanting to open or close
5. Then click Finished at the bottom and they will now be opened or closed

Purchase Orders were not rolled over before receipting in new year. Need to correct encumbrances

To correct the encumbrances we can post a Manual Encumbrance Process to move the encumbrances to the correct fiscal

1. Navigate to Tabs>Processing>Add Packet
 - a. Select General Ledger module, Manual Encumbrance Process
2. Enter a packet description
 - b. Click OK
3. Select the Input step
4. On the General tab:
 - a. Click Next to Generate a Manual Encumbrance number or manually type in the desired number
 - b. Enter a Description.
 - c. Enter the posting date with the date that the account should have been unencumbered in the prior year (i.e. 6/30/2019)

NOTE: The Detailed Description field is not required

5. On the Distribution tab:
 - a. Click Add
 - b. Enter the GL account number
 - c. Change the description if needed, this is defaulted in from the description entered on the General tab
 - d. In the amount field input negative encumbrance amount (unencumbrance) that should have been posted to prior fiscal year.

NOTE: A Manual Encumbrance does not need to be a balanced entry like a Journal Entry as we are only affecting encumbrances. This will net prior year encumbrances to 0.00 for this PO.

6. Click Save and New
7. On the General Tab:
 - a. Click Next to Generate a Manual Encumbrance number or manually type in the desired number
 - b. Enter a Description.
 - c. Enter the posting date with the date that the account should have been encumbered in the new year (i.e. 7/1/2024)
8. NOTE: The Detailed Description field is not required
9. On the Distribution tab:
 - a. Click Add
 - b. Enter the same GL account number as used in step 4B
 - c. Change the description if needed, this is defaulted in from the description entered on the General tab
 - d. In the amount field input positive encumbrance amount that should have been rolled over to the new fiscal.

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10. Click Save and New
11. Repeat steps 3-8 for every GL Account affected
12. Confirm entry in the Review step
13. Run Register, Save and/or Print for your records
14. Update packet

If your site chooses to also post Budget Adjustments for PO Rollovers, then you will need to post those as well to account for the Purchase Orders affected.

Purchasing

Change the prefix on Purchase Order numbers for the new year

1. Navigate to Common > Administration > System Setup
2. Select ID Generators tab
3. Select POPurchaseOrder
4. Click [Edit]
5. Edit Prefix field
6. Select [Close Form]
7. Select [Save and Close]

Change the prefix on Requisition numbers for the new year

1. Navigate to Common > Administration > System Setup
2. Select ID Generators tab
3. Select PORequisition
4. Click [Edit]
5. Edit Prefix field
6. Select [Close Form]
7. Select [Save and Close]

Report for open Purchase Orders as of fiscal year end

1. Navigate to Common > Reporting > Reporting
2. Select the Purchasing category
3. Select "Purchase Order Status Report As Of"
 - a. Enter Invoices Posted As Of date as last day of fiscal
 - b. Check "Use Activity Date" box
 - c. On Status dropdown select "Outstanding and Partially Received"
 - d. Enter beginning date of choice in the Issued From Date
 - e. Enter ending fiscal date in the Issued To Date
 - f. Click [Run Report]
4. Navigate to Common > Reporting > Deliveries
 - a. View the Purchase Order Status Report As Of report
 - b. Click [Print] or [Export] as needed

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Close out and/or roll purchase orders to the new fiscal

The PO Fiscal Year end process was created to allow users to take action in bulk on all outstanding PO's and open Requisitions as needed at the end of the fiscal year. This process can also be used at any time during the fiscal year that the mass action on open purchase orders or requisitions may become necessary.

1. To start this process, navigate to Common > Processing > Processing > Add Packet
 - a. Module = Purchasing ; Process = Purchasing Fiscal Year End
2. Setup - The setup step allows us to enter the filtering criteria for pulling purchase orders and requisitions into the process. A default action may be entered on this step to default all purchase orders and requisitions that will be pulled into the packet. This action can be changed in the review step of the process.
3. Build - Click Begin process for the system to find the purchase orders and requisitions to pull into the packet based on the criteria specified in the setup step.
NOTE: This process will exclude Inventory POs, as well as POs where the Last Activity Date is greater than the Fiscal Year End Date.
4. Review - For each purchase order or requisition, select an action.
 - a. Action Options available for outstanding POs:
 - i. No Action - No action will occur.
 - ii. Void - The remaining GL encumbrance will be relieved as of the Fiscal Year End date.
 - iii. Void and Reissue - The remaining GL encumbrance will be relieved as of the Fiscal Year End date and re-encumbered on Next Fiscal Year start day. The new purchase orders will be available for receipting in the next fiscal year
NOTE: when voiding and reissuing, there is the additional option to create a budget adjustment for the reissued PO amount for a designated budget code for the new fiscal year) Action options available for open requisitions: No Action - No action will occur Change Issue Date - will move the issue date to the date in the new fiscal
5. Fiscal Year Close Register – Review for accuracy. Should any information need correction, you can return to the Review step, make the necessary changes, and then rerun the register to see changes.
6. Build Reissued - Click Begin process for the system to build new purchase orders for the purchase orders that were marked to void and reissue in the review step. The system will assign a date of the first day of the new fiscal as the issue date on the newly created purchase orders.
7. Print Re-Issued Purchase Orders - Generate your reissued Purchase Orders for printing.
8. Update Step - Select Begin Processing to update the packet.

Void a Purchase Order

1. Navigate to Purchasing > Purchase Orders
2. Select the applicable Purchase Order and click the Change PO action button in the top toolbar
3. On the General tab enter a Change Description and Change Reason
4. To Complete or Void a Purchase Order, check the Void/Complete Purchase Order option.
 - a. The Void/Complete Date field will be enabled - enter the Void/Complete Date. (The Void/Complete Date will default to the Issue Date, but you can enter any choice of date. The Void/Complete Date is the date the system uses to relieve the encumbrances associated with the Purchase Order.)
5. Click Save and Close
6. Review Journal Entry Register for accuracy
7. Approve (This step is optional depending on set up)
8. Click OK to the updated successfully message

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