

**Financial Solutions & Fund Accounting Fiscal Year End (Cities and Private Entities)**

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## Solutions View Legend

**Function Keys—can click on them or use keyboard F Keys**

**Quick access to other menus; these buttons change depending on your current menu**

**Function Keys**

- Prompt
- Export Data to Excel
- OnDemand
- Retrieve
- My Reports
- Public Inquiry
- 
- Daily Processing
- Image Services

**Click on the logo to go to our website**

**View tool bar (left to right)—change skins, remote support, start another session, print screen, copy text on screen to clipboard, refresh, help text, information, and exit.**

**Sign on information showing date, time, user ID, and if applicable, printer session.**

**Accounting**

- Accounting
- Payroll
- Budgeting
- Cash Balancing/Actual Process
- Inventory
- 1099 Menu
- Drainage Accounting

**Real Estate**

- Real Estate
- Drainage Real Estate

**Menu options—click on the option or can key in the number visible in the hover information.**

**Sign off—exits you from all programs and returns you to a sign on screen for this session.**

**Connected 25 Aug at 1:15:15 pm as: BECKY**

**Quick access buttons for Word, Excel, Outlook, a calculator, My Computer, and My Documents**

**Command line—you can key beyond the 3 character spaces shown. The dropdown arrow can be used to show the most recent commands.**

**Navigation buttons**

**Use the up/down arrows to set the preferred size. The plus will place an icon on your desktop for your preferred size, color, and orientation.**

**EXIT Previous OK**

## **Screen Defaults**

If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an ‘\*’ at the end of the field description. The ‘\*’ will be repeated throughout the manual to denote F24 capable fields.

## **Function Keys**

These keys are the same throughout the book.

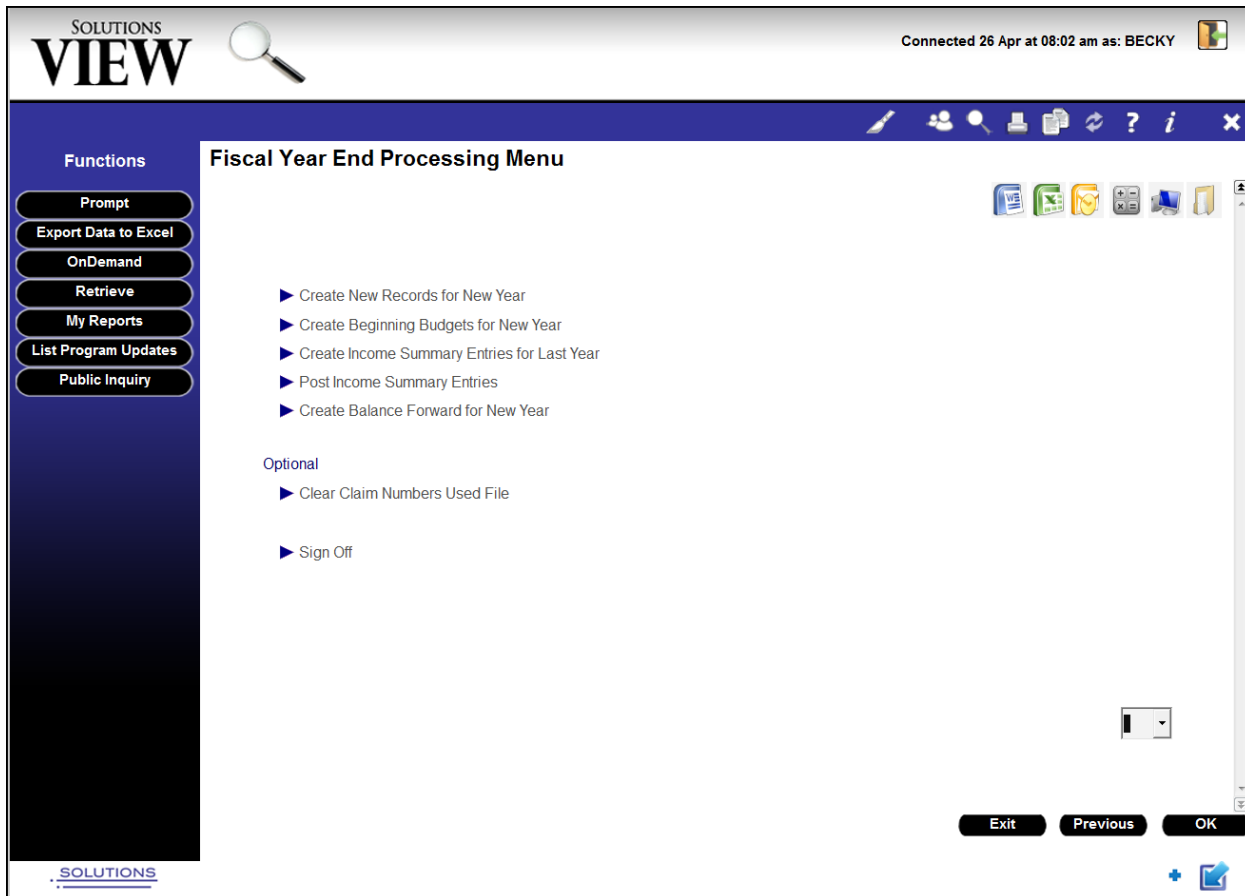
Lookup or Prompt: this is noted by a prompt button (...) after fields that you can do a lookup on

Submit: submits the report to batch and frees up your workstation while it is trying to print

Interactive: prints the report interactively while tying up your workstation

\*: denotes F24 capable fields where you can set the defaults

## Fiscal Year-End Processing Menu



### PROGRAM NOTES:

- Create New Records for New Year and Create Beginning Budgets for New Year can be run so that you can enter in new fiscal year entries and still enter entries for the past year as well. **These options should only be run once.**
- Once you are ready to close the fiscal year, you will want to run the options to Create Income Summary Entries for Last Year, Post Income Summary Entries, and Create Balance Forward for New Year. **These options can be rerun if necessary.**
- The option to Clear the Claim Numbers Used is an optional step. Run this if you wish to restart your claim numbers for the new fiscal year. However, if you have already entered in claims for the new fiscal year, you may not want to run this option.

## Create New Records for New Year

The screenshot shows the SOLUTIONS VIEW software interface. The title bar indicates the user is connected on 26 Apr at 08:02 am as BECKY. The main window title is 'Create Records for New Year'. The interface is divided into a left sidebar labeled 'Functions' and a main content area. The main content area contains two sections: 'Current' and 'New'. Each section has three fields: 'Fiscal Year', 'Beginning Date', and 'Ending Date'. The 'Current' section shows '2010/2011' for Fiscal Year, '7/01/2010' for Beginning Date, and '6/30/2011' for Ending Date. The 'New' section shows '2011/2012' for Fiscal Year, '7/01/2011' for Beginning Date, and '6/30/2012' for Ending Date. At the bottom right, there are 'Exit' and 'OK' buttons. The SOLUTIONS logo is visible in the bottom left corner of the window.

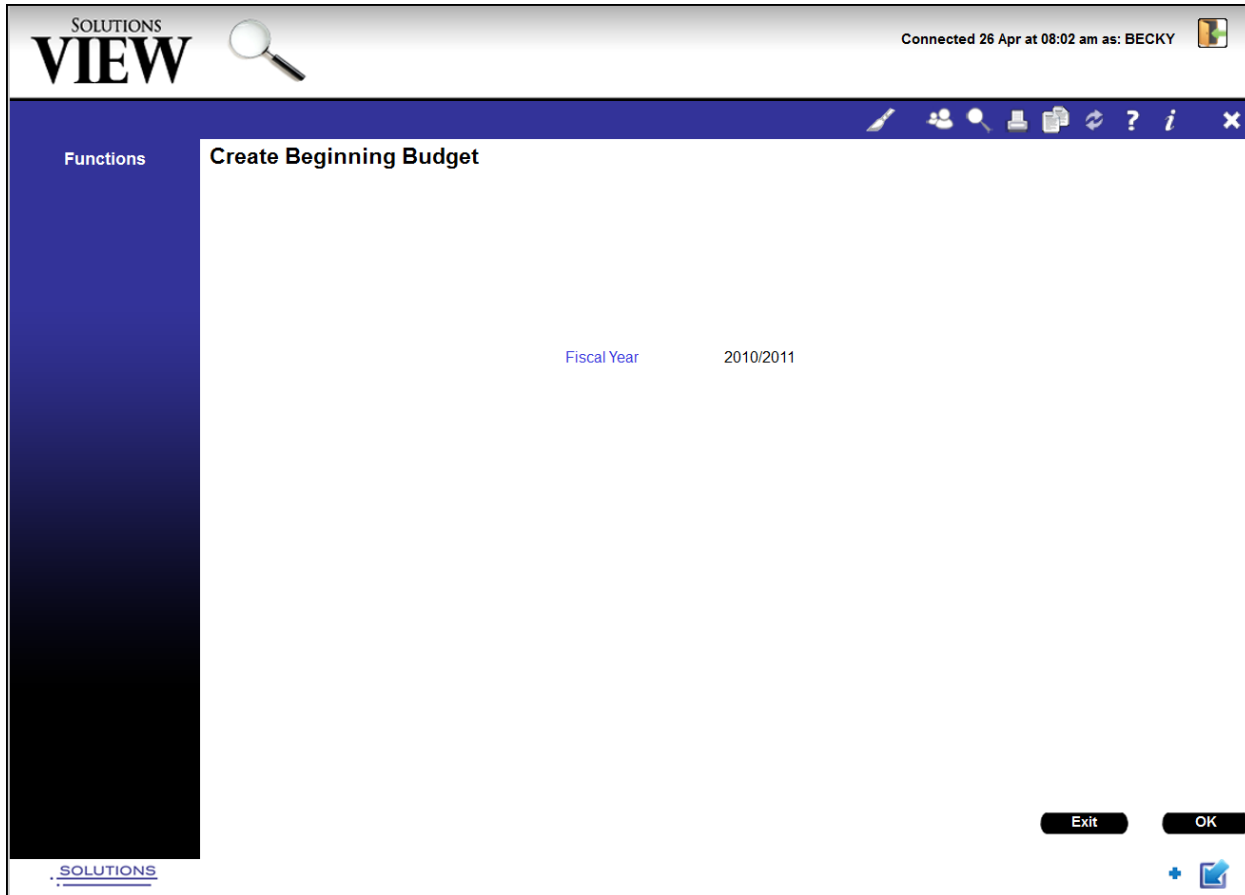
### PROGRAM NOTES:

- This option creates the balance files for all the account numbers in your account master for the new fiscal year.
- The Business Control File's fiscal year and the fund description file's beginning and ending dates are updated during this step.
- The 'Active Next Year' status is moved into the 'Active This Year' field in the account master.
- The current year information is brought forward from the Business Control File. If any of the fields do not match the descriptions listed below, please contact Solutions, Inc.
- **This option should only be run once.**

### FIELDS:

- Current:
  - Fiscal Year: the field is not input capable and is the current fiscal year.
  - Beginning Date: this field defaults to the beginning date of the current fiscal year.
  - Ending Date: this field defaults to the ending date of the current fiscal year.
- New:
  - Fiscal Year: this field defaults to the next fiscal year.
  - Beginning Date: this field defaults to the beginning date of the next fiscal year.
  - Ending Date: this field defaults to the ending date of the next fiscal year.

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Create Beginning Budgets for New Year**



**PROGRAM NOTES:**

- Use this option to set your beginning budget figures for the new fiscal year. It moves the dollars from your budget workfile into the current year. (You must have already entered in figures in the budget workfile.)
- Once you set your beginning budget figures, any adjustments to the budget figures must be done through the account adjustment menu.

**FIELDS:**

- Fiscal Year: this is not an input capable field and displays the current fiscal year in the Business Control File.

## Create Income Summary Entries for Last Year

The screenshot shows the SOLUTIONS VIEW software interface. At the top left is the logo "SOLUTIONS VIEW" with a magnifying glass icon. At the top right, it says "Connected 26 Apr at 08:02 am as: BECKY". Below the logo is a dark blue sidebar with the word "Functions". The main area is titled "Create Income Summary Records". It contains two input fields: "For Fiscal Year" with the value "2009/2010" and "Transaction Date" with a dropdown arrow. At the bottom right, there are "Exit" and "OK" buttons. A small "SOLUTIONS" logo is in the bottom left corner of the window.

### PROGRAM NOTES:

- Use this option to create the income summary entries for last year. These are the entries that close out your fiscal year.
- The revenue and expense accounts for each fund are closed into the income summary account for each fund. The income summary accounts are then closed into the fund balance accounts for each fund. When the entries are posted, they should be posted into period 13.
- If you have posted the income summary entries and need to rerun this option, the program will only create entries for any items that need to be reclosed or zeroed back out.

### FIELDS:

- For Fiscal Year: this field defaults to the fiscal year just ended.
- Transaction Date: enter in the date you wish to have on the entries.

Post Income Summary Entries for Last Year

**PROGRAM NOTES:**

- Use this option to post the income summary entries for last year. These are the entries that close out your fiscal year closing out the revenue and expense entries into the income summary account. These are then closed into the fund balance accounts for each fund.
- These entries should be posted to period 13 of the fiscal year just completed..

**FIELDS:**

- Type Code: enter in a specific type or XX for all types. Use the browse button to view available options.
- Beginning Date: enter in the beginning date of the range of entries to post.
- Ending Date: enter in the ending date of the range of entries to post.
- Journal #: enter in a specific journal number to post. You can use this field instead of the type code and date range.
- Posting Month: enter in the month to post the entries to. Income summaries entry should be posted to period 13.
- Fiscal Year: enter in the appropriate year to post the entries to. Generally it should be the fiscal year just completed.
- Printer ID: defaults to the job default printer. Use the browse button to see available options.\*
- # of Copies: defaults to the set default, but can be changed.\*

### Financial Solutions & Fund Accounting Fiscal Year End (Cities and Private Entities)

- Print Both Sides: select No to print single sided, select Duplex (bind on the long edge), or select Tumble (bind on the short edge).\*
- OnDemand Options: select No to print the listing as normal, Prt&OnD to both print the report and send a copy to OnDemand, or OnD Only to send a copy to OnDemand without printing.\*

### Create Balance Forward for New Year

The screenshot shows a software window titled "SOLUTIONS VIEW" with a search icon and a status bar indicating "Connected 26 Apr at 08:02 am as: BECKY". The main area is titled "Calculate and Create Balance Forwards". On the left, there is a "Functions" sidebar with a "Prompt" button. The main content area contains two input fields: "From Fiscal Year" with the value "2009/2010" and "For Fiscal Year" with the value "2010/2011". At the bottom right, there are "Exit" and "OK" buttons. A "SOLUTIONS" logo is visible in the bottom left corner of the window.



### PROGRAM NOTES:

- Use this option to create you beginning account balances/fund balances for the new fiscal year.
- This option creates the beginning balances for your balance sheet accounts.
- This option can be rerun if you do entries into the prior year and rerun the create income summary entries.

### FIELDS:

- From Fiscal Year: this field defaults to the fiscal year just completed.
- For Fiscal Year: this field defaults to the current fiscal year.



## Clear Claim Numbers Used File

**SOLUTIONS VIEW**  Connected 26 Apr at 08:02 am as: BECKY 

Functions **Clear Claim Number File by Date**

Enter Purge Date

All records in the claim number file will be purged if used prior to the date entered above. Running this option will allow you to reuse claim numbers. This option would be best run with fiscal year dates.

Exit OK  

**SOLUTIONS**

### PROGRAM NOTES:

- If you wish to restart your claim numbers for the new fiscal year, run this option. If you have already entered in claims for the new fiscal year, you may not to run this option.

### FIELDS:

Enter Purge Date: enter in the purge date