

Year End Procedure

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1 Year End Process - Overview

This “How-to” guide helps you understand the procedures required to successfully perform a Year-End in COINS.

COINS allows two consecutive financial years, at a total of 24 or 26* periods to be open and available for posting at a time. Any financial years prior to these two years are available for reporting purposes only. When the Year-End procedure is run, the older of the two current years on the system is closed.

The financial year is denoted in COINS by the calendar name of the year in which the financial year ends – e.g. the financial year running from April 2010 – March 2011 is denoted as 2011.

NB. Before commencing the Year-End procedures, it is strongly recommended that you make an up-to-date backup of your database. In addition, if you are unsure for any reason, make a copy of live and prove the results beforehand.

1.1 Year-End Checklist

You may find it helpful to use the following checklist to ensure that you complete the necessary steps to complete the Year-End.

STEP	✓	Notes
1. No unposted batches in COINS		
2. Balance in the clearing account is zero.		
3. All the periods in the financial year are closed.		
4. Year-End routine completed.		
5. Create periods for the new financial year.		
6. Periods in new financial year opened.		

*Based on a 13-period year.

2 Year-End Procedure in Detail

2.1 Ensuring There Are No Unposted Batches in the Ledgers

The only way of ensuring that there are no unposted batches in any of the ledgers is by running the batch status report.

Navigate to General Ledger > Period Processing > Period Processing Reports > Batch Status Report

The screenshot shows the COINS software interface for the Batch Status Report. The left-hand navigation pane lists various accounting functions, with 'Batch Status Report' highlighted under the 'Period Processing Reports' section. The main window displays the 'Main' tab, which includes fields for 'From' and 'To' (both empty) and a 'Module' dropdown menu (also empty). Below these, under the 'Output Options' section, are two checkboxes: 'Show Unposted Batches Only' and 'Print Details of Unposted Batches', both of which are currently unchecked. The top of the interface shows the user is logged in as 'niglon' and the company is '010 - Training Contractors QA'.

Period From/To

This is the period range for which it will report any unposted batches, if you leave these blank it will report on unposted batches for all periods.

Module

On this field choose the module or leave blank to report on all.

Select **Show Unposted Batches Only** and **Print Details of Unposted Batches**.

The report should return no results. If there are any unposted batches, these batches must be resolved in their respective ledgers before the Year-End process can continue.

Example output from the Batch Status Report

2.2 Ensuring GL Clearing Account Balance is Zero

The GL clearing account, found on the GL Configuration screen, is used to balance transactions with invalid account references. This account should be cleared down during the End-of-Month processing to avoid a long-winded reconciliation at the end of the financial year.

Navigate to General Ledger > Configuration > GL Configuration

Configuration Item	Value
Financial Year	2014
Number of Periods	12
Retained Earnings	00.9999
Income Current Year	00.9999
Clearing Account	Inter-divisional Account 6000

Run a GL Account Enquiry to confirm any balance shown in the account.

You must ensure that the clearing account balance is zero for the year you are about to close.

If the balance is not zero, this should be resolved before the Year-End process can be completed.

2.3 Ensuring All Financial Periods are Closed (Single Company)

Navigate to General Ledger > Period Processing > Periods – All Modules – This Company

Period	F/Date	CB	CS	EX	FA	GL	HS	JC	PC	PL	PO	PR	SC	SL	ST	VP	GL Status
115	31/01/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted/Unposted
215	28/02/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted
315	31/03/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
415	30/04/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
515	31/05/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
615	30/06/15	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Posted/Unposted
715	31/07/15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Unused
815	31/08/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
915	30/09/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1015	31/10/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1115	30/11/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1215	31/12/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused

Set all 12 (or 13) periods to N for closed.

2.4 Ensuring All Financial Periods are Closed (Multi Company)

Navigate to General Ledger > Period Processing > Periods – All Modules – Multi Company

There are two tabs :

Period View allows you to see and update all your valid companies at the same time. You can add, update, and delete GL periods and open or close modules.

Company View shows all the valid companies along with the current year and number of periods, and the financial end dates for the year selected in the body selector. There is also a flag to show whether there is any further information in the body detail.

To close financial periods in all ledgers for several companies:

Click the Period View tab.

Company	Name	Period	Financial Date	GL	JC	PL	SC	SL	CS	CB	PR	PC	PO	FA	ST	EX	SM	HS	LM	WP	GL Status
1	CONTRACTOR MASTER	108	31/01/08	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	208	29/02/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	308	31/03/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	408	30/04/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	508	31/05/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	608	30/06/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	708	31/07/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	808	31/08/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	908	30/09/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1008	31/10/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1108	30/11/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1208	31/12/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	107	31/01/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	207	28/02/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	307	31/03/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	407	30/04/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	507	31/05/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused

Select the companies and periods you want to set.

Select Set All Ledgers Closed from the action menu and click

2.5 Running the Year-End Routine (Single Company)

GL Year End allows you to move the available General Ledger periods forward by 12 months. It does not delete any information, it only moves the 24 (or 26) open periods forward by one year. You have the option to carry budgets over to the new open year.

NOTE: Once you close a year (that is, move the periods on), you can no longer post to it; you can only report on it.

Navigate to General Ledger > Period Processing > Year End – This Company

The screenshot shows the COINS software interface. On the left is a navigation menu with categories like General Ledger, Health & Safety, House Sales, Human Resources, Inspections, Land Appraisal, Lettings Management, Marketing, QA Reporting & BI, and Payroll. The 'General Ledger' section is expanded, showing options like Periods - All Modules - This Company, Periods - GL Only - This Company, Periods - All Modules - Multi Company, and 'Year End - This Company' (which is highlighted). The main area of the screen is titled 'Main' and 'Output Options'. It displays 'Current Years 2014' and three checkboxes: 'Perform Year End?' (checked), 'Backup Complete?' (unchecked), and 'Copy Budgets?' (unchecked). At the bottom right of the main area are 'UNDO' and 'NEXT' buttons.

COINS will display the active financial years on the system.

Perform Year End? You must select this option as a confirmation that you want to continue with the Year-End process.

Backup Complete? This also needs to be selected in order for the procedure to complete. Please note that this will not check that the backup has been completed.

Copy Budgets? Only select if you want to copy the General Ledger budgets across to the new year.

2.6 Running the Year-End Routine (Multi Company)

GL Year End allows you to move the available General Ledger periods forward by 12 months. It does not delete any information, it only moves the 24 (or 26) open periods forward by one year. You have the option to carry budgets over to the new open year.

NOTE: Once you close a year (that is, move the periods on), you can no longer post to it; you can only report on it.

Navigate to General Ledger > Period Processing > Year End – Multi Company

Company	Name	Current Years	Num Periods	0101	0201	0301	0401	0501	0601	0701	0801	0901	1001	1101	1201	Status Msg
<input type="checkbox"/>	1 CONTRACTOR MASTER	2009/10	12													<input checked="" type="checkbox"/>
<input type="checkbox"/>	3 HOUSEBUILDER MASTER	2008/09	12													<input checked="" type="checkbox"/>
<input type="checkbox"/>	5 Irish QA	2009/10	12													<input type="checkbox"/>
<input type="checkbox"/>	10 Training Contractors QA	2014/15	12													<input type="checkbox"/>
<input type="checkbox"/>	20 Housebuilders QA	2010/11	12													<input checked="" type="checkbox"/>
<input type="checkbox"/>	40 Australian QA	2010/11	12	28/07/00	25/08/00	29/09/00	27/10/00	24/11/00	29/12/00	26/01/01	22/02/01	30/03/01	27/04/01	25/05/01	29/06/01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	50 US Company	2010/11	12													<input checked="" type="checkbox"/>
<input type="checkbox"/>	101 Vinci Construction UK	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	105 Vinci Plant	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	<input type="checkbox"/>
<input type="checkbox"/>	111 Vinci Civil Engineering	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	200 Kier Remote login	2009/10	12													<input checked="" type="checkbox"/>
<input type="checkbox"/>	401 Vinci IHP JV	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	<input type="checkbox"/>

You can select the companies for which the year-end is to be run; COINS will submit separate year-end runs for each company.

You can only run the year end routine for a company if the Status Msg is not ticked, that is:

- All periods have been set up for the current year.
- All module periods for the current year are closed.
- All batches have been posted.
- The clearing account balance is zero.
- The year end process is not currently being run.

If any of the above conditions is not met, the Status Msg column is ticked. To see which condition has not been met, click Detail on the relevant line. You will need to take the appropriate action before you can run Year End.

Select the companies for which you want to run the GL Year End procedure.

From the action menu, select GL Year End and click .

Indicate that a backup has been made and that you are ready to run the Year End procedure. If you want to copy the GL budgets over to the new year, tick the Copy Budgets? box.

Click  .

Click Yes to confirm that you want to run the year end.

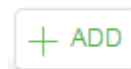
When complete, COINS displays a message to tell you how many companies have been successfully processed.

2.7 Creating 12 or 13 Periods in the New Financial Year

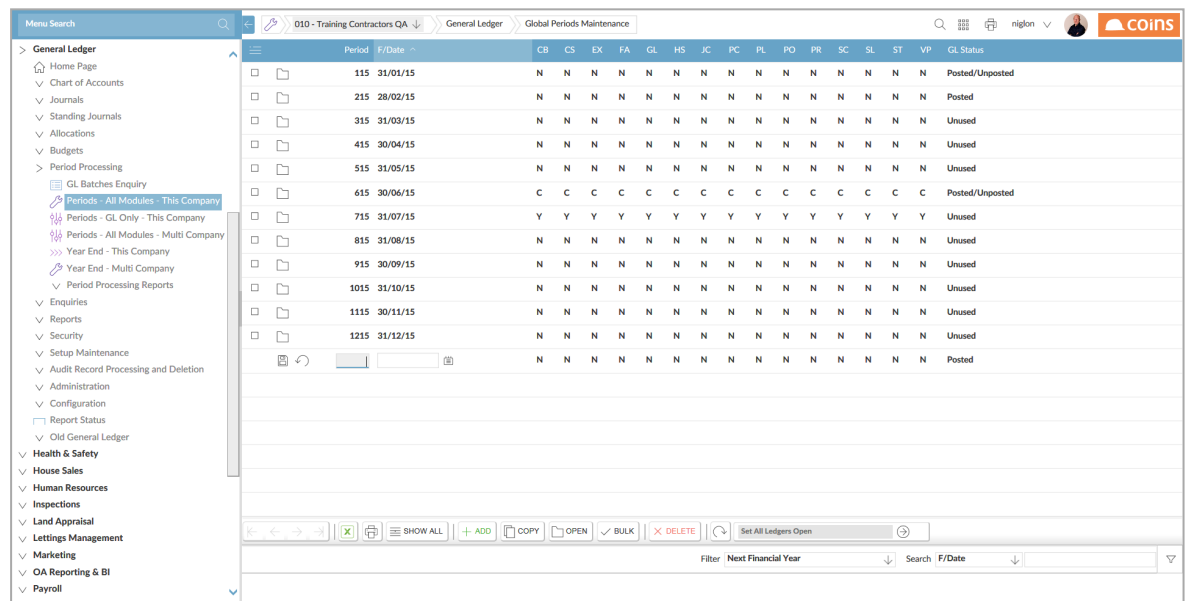
Once you have run the Year-End routine, you will now be able to create the periods for the newly available financial year. To maintain the consistency of your financial reporting create all 12/13 periods at once.

2.7.1 Single Company

Navigate to General Ledger > Period Processing > Periods – All Modules – This Company



In order to open a new financial period, click  at the bottom of the screen.



Period	F/Date	CB	CS	EX	FA	GL	HS	JC	PC	PL	PO	PR	SC	SL	ST	VP	GL Status
115	31/01/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted/Unposted
215	28/02/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted
315	31/03/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
415	30/04/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
515	31/05/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
615	30/06/15	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Posted/Unposted
715	31/07/15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Unused
815	31/08/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
915	30/09/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1015	31/10/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1115	30/11/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1215	31/12/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted

Enter the Period and Period End Date and click the Save button on the left.

2.7.2 Multi Company

Navigate to General Ledger > Period Processing > Periods – All Modules – Multi Company

Click the Company View tab.

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Company	Name	Current Years	Num Periods	0101	0201	0301	0401	0501	0601	0701	0801	0901	1001	1101	1201	Status Msg
1	CONTRACTOR MASTER	2009/10	12													
3	HOUSEBUILDER MASTER	2008/09	12													
5	Irish QA	2009/10	12													
10	Training Contractors QA	2014/15	12													
20	Housebuilders QA	2010/11	12													
40	Australian QA	2010/11	12	28/07/00	25/08/00	29/09/00	27/10/00	24/11/00	29/12/00	26/01/01	22/02/01	30/03/01	27/04/01	25/05/01	29/06/01	
50	US Company	2010/11	12													
101	Vinci Construction UK	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	
105	Vinci Plant	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	
111	Vinci Civil Engineering	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	
200	Kier Remote login	2009/10	12													
401	Vinci IHP JV	2009/10	12	31/01/01	28/02/01	31/03/01	30/04/01	31/05/01	30/06/01	31/07/01	31/08/01	30/09/01	31/10/01	30/11/01	31/12/01	

To add the same financial period to several companies by a single action:

Select the companies for which you want to add the new period.

Select Maintain Periods from the action menu and click .

Period: <Select>

Financial Date:

Overwrite existing: ☐

Companies	Period	Status
010 Training Contractors QA	2014/15	All periods set

UNDO NEXT

On the Maintain Periods screen, select the period to add from the drop-down list,

enter the period end date, and click → NEXT

2.8 Opening the Required Financial Periods

Having created all the periods in your financial year, open the periods needed for processing.

2.8.1 Single Company

Navigate to General Ledger > Period Processing > Periods – All Modules – This Company

Select the periods you want to open for posting and on the action box at the bottom of the screen select “Set All Ledgers Open”

Alternatively in order to just open individual ledgers, click on the folder button on the left of the period and select “Y” for open or “C” for current.

Period	F/Date	CB	CS	EX	FA	GL	HS	JC	PC	PL	PO	PR	SC	SL	ST	VP	GL Status
115	31/01/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted/Unposted
215	28/02/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Posted
315	31/03/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
415	30/04/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
515	31/05/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
615	30/06/15	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Posted/Unposted
715	31/07/15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Unused
815	31/08/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
915	30/09/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1015	31/10/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1115	30/11/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1215	31/12/15	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused

2.8.2 Multi Company

Navigate to General Ledger > Period Processing > Periods – All Modules – Multi Company

To close financial periods in all ledgers for several companies:

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Click the Period View tab.

Company	Name	Period	Financial Date	GL	JC	PL	SC	SL	CS	CB	PR	PC	PO	FA	ST	EX	SM	HS	LM	VP	GL Status
1	CONTRACTOR MASTER	108	31/01/08	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	208	29/02/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	308	31/03/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	408	30/04/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	508	31/05/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	608	30/06/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	708	31/07/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	808	31/08/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	908	30/09/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1008	31/10/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1108	30/11/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
1	CONTRACTOR MASTER	1208	31/12/08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	107	31/01/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	207	28/02/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	307	31/03/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	407	30/04/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused
3	HOUSEBUILDER MASTER	507	31/05/07	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Unused

Period view allows you to see and update all your valid companies at the same time.

You can add, update, and delete GL periods and open or close modules.

Select the companies and periods you want to set.

Select Set All Ledgers Open or Set All Ledgers Current from the action menu and click