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Mastering New Period Close, Calendar and GL Enhancements

Description

This session involves an in-depth discussion of changes in Pro 7.4 to a company's fiscal calendar, GL account structure, period close feature, and archive transaction process.

Learning Objectives

At the end of today's session, you will be able to:

- Setup, maintain, and modify fiscal calendars
- Recalculate GL Balances
- Close period and year
- Archive and Purge transactions
- Expand GL account structure

Pro 7.4 Enhancement Training

Enhancement	Implementation Impact
<ul style="list-style-type: none">• Fiscal Calendar Maintenance• Recalculate GL Account Balances• Close Period/Year	<ul style="list-style-type: none">Major Design ChangeNew Feature in SMMajor Design Change

- Period Close without Exclusive Access Feature Enhancement
- Account Structure Expansion Major Design Change

Fiscal Calendar maintenance in Pro 7.4 was redesigned to remove restrictions and allow the structure of existing calendars to be modified.

A new feature, Recalculate GL Account Balances, was added to System Manager in order to complement design changes to fiscal calendar maintenance and allow users to verify GL account balances.

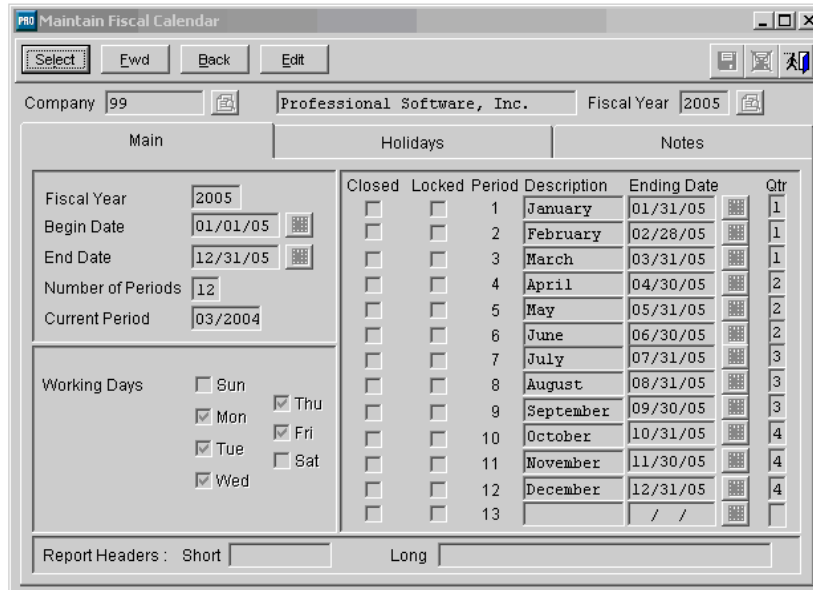
The Close Period/Year features were redesigned in order to break the processing into three separate routines involving period or year end updates, archiving transactions, and purging transactions.

The Close Period feature was enhanced to allow applications except for GL and JC to be closed without requiring exclusive access.

Account structure setup and maintenance was redesigned to support an expanded account structure of 36 characters on all screens and reports and a user defined account structure of 90 characters.

Fiscal Calendar Maintenance

Pro 7.3 Fiscal Calendar Setup and Maintenance



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1. When you create a Pro Series company, you are required to setup a fiscal calendar for the current fiscal year. Fiscal calendars for the previous and next fiscal years are automatically created using the structure and information from the current fiscal year when it is saved.

Example: Fiscal year runs from January to December and the company is created in December 2005.

Current fiscal year: 2005 (Created by the user)
 Previous fiscal year: 2004 (Automatically created from current fiscal year)
 Next fiscal year: 2006 (Automatically created from current fiscal year)

2. The result is that all three fiscal calendars have the same structure and you cannot change their structure once they are created.
3. The maximum number of periods for a fiscal year is 13.
4. You are not allowed to create any other fiscal calendars.
5. Posting is restricted to the three year posting window composed of the current, previous, and next fiscal years.

6. When you close a fiscal year, the three year posting window is maintained in the following manner.
 - a) The previous fiscal year is removed from the 3 year posting window. Its periods are permanently locked and you can no longer post to them.
 - b) The current fiscal year becomes the previous fiscal year.
 - c) The next fiscal year becomes the current fiscal year.
 - d) A new fiscal calendar is created for the next fiscal year.

Example: Close year 2005 and you get the following 4 fiscal calendars.

2004	Previous fiscal year outside the 3 year posting window
2005	Previous fiscal year inside the 3 year posting window
2006	Current fiscal year
2007	Next fiscal year

7. The only way to modify a fiscal calendar is to close a fiscal year early. For example, if your fiscal year runs from January to December, and you close fiscal year 2005 at the end of September, you are required to modify the fiscal calendar for the year 2006. After the close, however, you are not allowed to post to any periods in year 2005 because its structure differs from the structure of the current year fiscal calendar.

Example:

Fiscal calendar has 12 periods and runs from January to December:

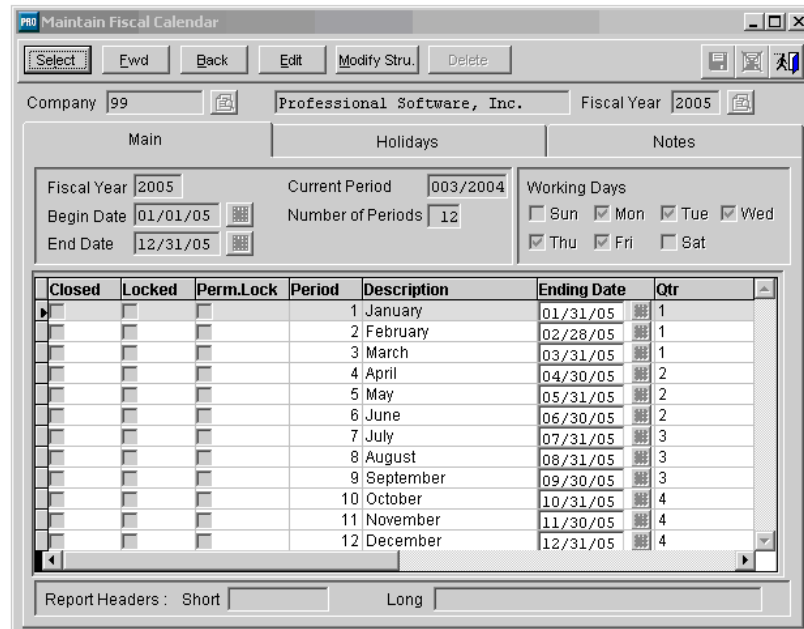
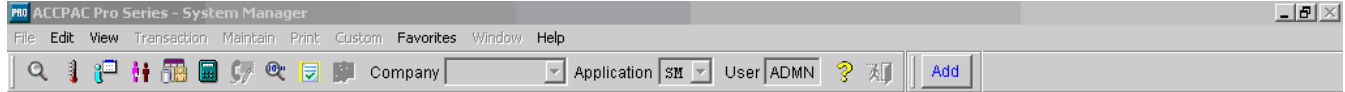
2004	Previous fiscal year
2005	Current fiscal year
2006	Next fiscal year

Year 2005 is closed at the end of period 9 and the fiscal calendar is modified for year 2006. This results in the following four fiscal calendars.

2004	Previous fiscal year outside the posting window
2005	Previous fiscal year outside the posting window
2006	Current fiscal year with modified structure
2007	Next fiscal year with same structure as year 2006

8. Every account in the Pro Series GL Balances file contains a record for every period in every fiscal calendar. When you modify the structure of a fiscal calendar, information in the GL balances file is updated to reflect the fiscal calendar structure changes. The processing listed below occurs in Pro 7.3 when a fiscal calendar is modified.
 - a) Balance file records for periods in the modified fiscal calendar are deleted, rebuild, and updated with fiscal year beginning balance amounts.
 - b) Postings to periods in the modified fiscal calendar are reclassified. For example, if there is a posting to period 12 in fiscal year 2005 and that period no longer exists, the posting is reclassified to its corresponding period in fiscal year 2006.

Pro 7.4 Fiscal Calendar Setup and Maintenance



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1. When you create a Pro Series company, you are required to setup a fiscal calendar for the current year just as is done in Pro 7.3.
2. Unlike Pro 7.3, when you save the current year's calendar, you get the following dialog:

Create previous and next years with the same structure of current year's fiscal calendar?

Yes No

If you answer "Yes", the calendars for the previous and next years are created automatically using the structure and information from the current year's calendar.

If you answer "No", you are allowed to manually create calendars for the previous and next years with their own unique structure.

Example: Fiscal year runs from January to December and the company is created in December 2005.

Current fiscal year: 2005 (Created by the user)

Previous fiscal year: 2004 (Can be automatically created or manually entered by the user with a unique structure)

Next fiscal year: 2006 (Can be automatically created or manually entered by the user with a unique structure)

3. Unlike Pro 7.3, users are allowed in Pro 7.4 to setup fiscal calendars with their own unique structure.
4. The maximum number of periods in Pro 7.3 is 13. The maximum number of periods in Pro 7.4 is 365. Note on the Pro 7.4 fiscal calendar screen that the period information scrolls in a grid at the bottom of the screen to accommodate 365 information for 365 periods.
5. In Pro 7.3 and Pro 7.4, users are required to setup three fiscal calendars when a company is created. However, in Pro 7.4, once a company is created, the fiscal calendar maintenance feature can be used to setup an unlimited number of future year fiscal calendars, as long as they are added in succession.

Example:

Current fiscal year: 2005 (Created by the user)

Previous fiscal year: 2004 (Can be automatically created or manually entered by the user with a unique structure)

Next fiscal year: 2006 (Can be automatically created or manually entered by the user with a unique structure)

Future fiscal year: 2007 (Can be created by the user)

Future fiscal year: 2008 (Can be created by the user)

Future fiscal year: 2009 (Can be created by the user)

...unlimited....

Note: When you add a fiscal calendar, records are created in the GL Balances table. For each account, a record is created for every period in the new fiscal calendar. If a company has 100 accounts and there are 12 periods in the new fiscal calendar, then 1200 records are created in the GL Balances table. The new records are updated with fiscal year beginning balance amounts carried forward from the previous year. That is why fiscal calendars must be added in succession.

6. Users can delete a future fiscal year as long as it is outside the three year posting window, it is the last fiscal year setup for the company, and it does not have any postings. In the example above:
 - a) Users would not be allowed to delete the current fiscal year 2005, the previous fiscal year 2004, or the next fiscal year 2006.
 - b) They could delete the future fiscal year 2009 as long as it did not have any postings.
 - c) They could then delete the future fiscal year 2008 as long as it did not have any postings.
 - d) They could then delete the future fiscal year 2007 as long as it did not have any postings.

Note: When you delete a fiscal calendar, records are deleted in the GL Balances table. For each account, a record is deleted for every period in the fiscal calendar being removed. If a company has 100 accounts and there are 12 periods in the fiscal calendar being removed, then 1200 records are deleted in the GL Balances table. The last fiscal year setup for a company must always be the one that is deleted, otherwise there could be gaps in the fiscal year beginning balance amounts which are rippled through balance file records.

7. In Pro 7.3, when you close a fiscal year such as 2005, the previous fiscal year 2004 is removed from the three year posting window by flagging all its periods as permanently locked. In Pro 7.4, this no longer happens. Users are allowed to keep periods in previous fiscal years open and post to them for as long as they wish. A new column was added to the fiscal calendar maintenance feature in Pro 7.4 to allow users to have complete control over the lock status of periods in their fiscal calendar.

Pro 7.3

Closed =====	Locked =====	Period =====
x	x	1
x	x	2
x	x	3
x	x	4
x		5
x		6
		7
		8

- Users can lock a period which prevents any more postings.
- If they want to post to a locked period again, they can simply return to the fiscal calendar maintenance screen and unlock it.
- The system controls the permanent lock status of a period which it uses to remove fiscal periods from the three year posting window.

Pro 7.4

<u>Closed</u>	<u>Locked</u>	<u>Perm.Lock</u>	<u>Period</u>
x	x	x	1
x	x	x	2
x	x		3
x	x		4
x			5
x			6
			7
			8

- Users can lock a period which prevents any more postings.
- If they want to post to a locked period again, they can simply return to the fiscal calendar maintenance screen and unlock it.
- The user controls which periods are permanently locked. Once a period is permanently locked, it cannot be reopened.

8. Modify Fiscal Calendar

Pro 7.3

- a) The only way to modify a fiscal calendar is to close the year for the GL application when the current period is not the last period in the fiscal year.
- b) For example, there are 12 periods in your fiscal year and you close the period and year for the GL application when the current period is 9. You will get the following dialog.

The current period, 09/2005, is not the last period in the current fiscal year. Continue to close the year?

Proceed

Cancel

- c) If you proceed, you will get the alert message shown below informing you that you must modify the Fiscal Calendar for the new fiscal year.

Modifying the Fiscal Calendar

Because you are closing the year before the last fiscal period, you must modify the Fiscal Calendar for the new fiscal year.

WARNING: The fiscal year end date, fiscal period end dates, and number of fiscal periods in the year cannot be changed after you save them.

OK

Pro 7.4

- a) The logic used to modify a fiscal calendar has been removed from the fiscal year closing feature.
- b) Users are not be allowed to close a fiscal year unless the current period is the last period in the fiscal year. For example, if you attempt to close the year in period 9 for a company using a 12 period calendar, you will get the following alert message.

The current period, 009/2005, is not the last period in the current fiscal year. If you want to close the fiscal year in this period, you will need to modify the company's fiscal calendar for the year 2005 in the Fiscal Calendar Maintenance feature under 'Maintain/Companies' in this application.

OK

- c) In Pro 7.4, you must use the fiscal calendar maintenance feature to modify a company's fiscal calendar.
- d) There is a new button at the top of the maintenance screen labeled "Modify Stru." that is used to modify the structure of a fiscal calendar.
- e) There are restrictions to the use of the new modify structure feature.
 - Previous Years: You cannot modify the structure of a previous year fiscal calendar because previous fiscal years are closed.
 - Current Year: You can modify the structure of a current year fiscal calendar but only for periods which occur after the current period.
 - Example 1: The current period is 9 and there are 12 periods in the current fiscal year. You can modify the fiscal calendar, but you can only change the structure and period information for periods that occur after period 9.
 - Example 2: The current period is 9, there are 12 periods in the current fiscal year, and you want to close the year in period 9. In this case, you would modify the structure of the fiscal calendar and change the number of periods in the header of the fiscal calendar from 12 to 9. The existing periods after period 9 would be automatically removed from the calendar, allowing you to close the fiscal year.
 - Future Years: You can modify the structure of future year fiscal calendars.
- f) When you click on the "Modify Stru." button, you get the following alert message.

If you modify a fiscal calendar, balance file records for all your General Ledger accounts will have to be rebuilt and journal entries may have to be reclassified to periods in the modified fiscal calendar. This could

take some time depending on the number of GL accounts and fiscal calendar years that are setup for this company. If you proceed, exclusive access to Pro Series is required. No one will be allowed to login until the process has completed.

IMPORTANT: Before modifying your company's fiscal calendar, you should have made a complete backup of your company's system and accounting data files. It is also recommended that you Recalculate GL Account Balances to make sure there are no discrepancies with balance amounts in your GL account balances file. After you have modified your company's fiscal calendar, Recalculate GL Account Balances again to verify there are no discrepancies.

<Proceed>

<Cancel>

Note: The Recalculate GL Account Balances feature is new to System Manager. It is discussed below.

- g) If the user selects “Proceed” and exclusive access cannot be acquired by the system, the following alert will appear.

An attempt to obtain exclusive access to Pro Series has failed because other users are in the product.

OK

- h) If exclusive access is acquired, you are allowed to modify the structure of the fiscal calendar in the following manner.
- Change the end date of the fiscal calendar.
 - Change the number of periods.
 - Change the end date of each period.
 - Note that you cannot change the begin date of the fiscal calendar because that would leave a gap between the end of the previous year fiscal calendar and the begin date of the fiscal calendar being modified.
- i) When you save your changes, you are presented with a dialog allowing you to output processing message to the screen or a file.
- j) The same processing which occurs in Pro 7.3 when a fiscal calendar is modified also occurs in Pro 7.4 when a fiscal calendar is modified.
- Balance file records for periods in the modified fiscal calendar are deleted, rebuild, and updated with fiscal year beginning balance amounts.
 - Postings to periods in the modified fiscal calendar are reclassified. For example, if there is a posting to period 12 in fiscal year 2005 and that

period no longer exists, the posting is reclassified to its corresponding period in fiscal year 2006.

9. Conversion Issue

All fields in Pro Series 7.4 which hold a period value or year/period value were expanded in size by 1 character and padded with a zero to support 365 periods.

Pro 7.3

<u>Field</u>	<u>Length</u>	<u>Sample Values</u>
Period	2 characters	01 12
Year/Period	6 characters	200501 200512

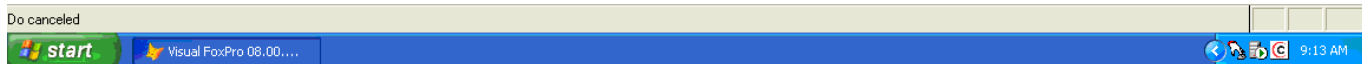
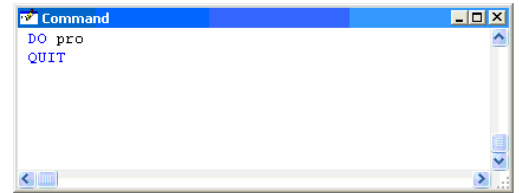
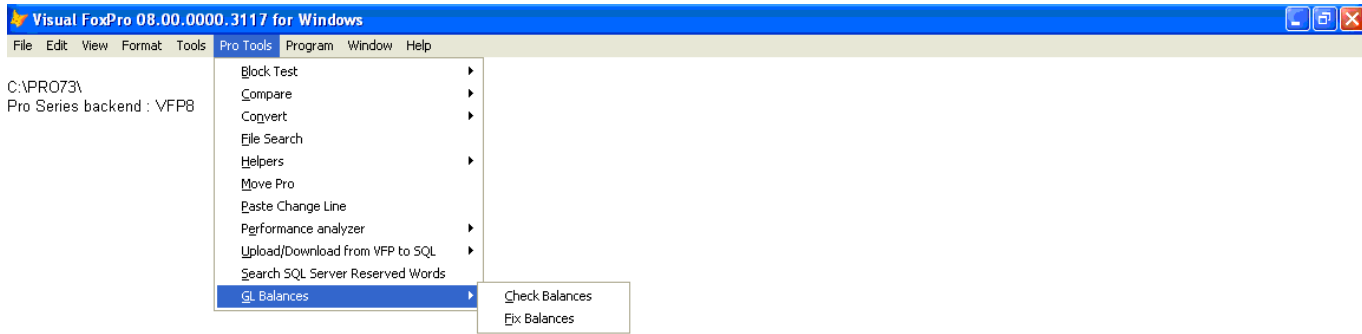
Pro 7.4

<u>Field</u>	<u>Length</u>	<u>Sample Values</u>
Period	3 characters	001 012 365
Year/Period	7 characters	2005001 2005012 2005365

See the spreadsheet “Pro 7.4 conversion list.xls” for a complete list of fields which are converted when Pro 7.4 is installed over an existing Pro Series installation.

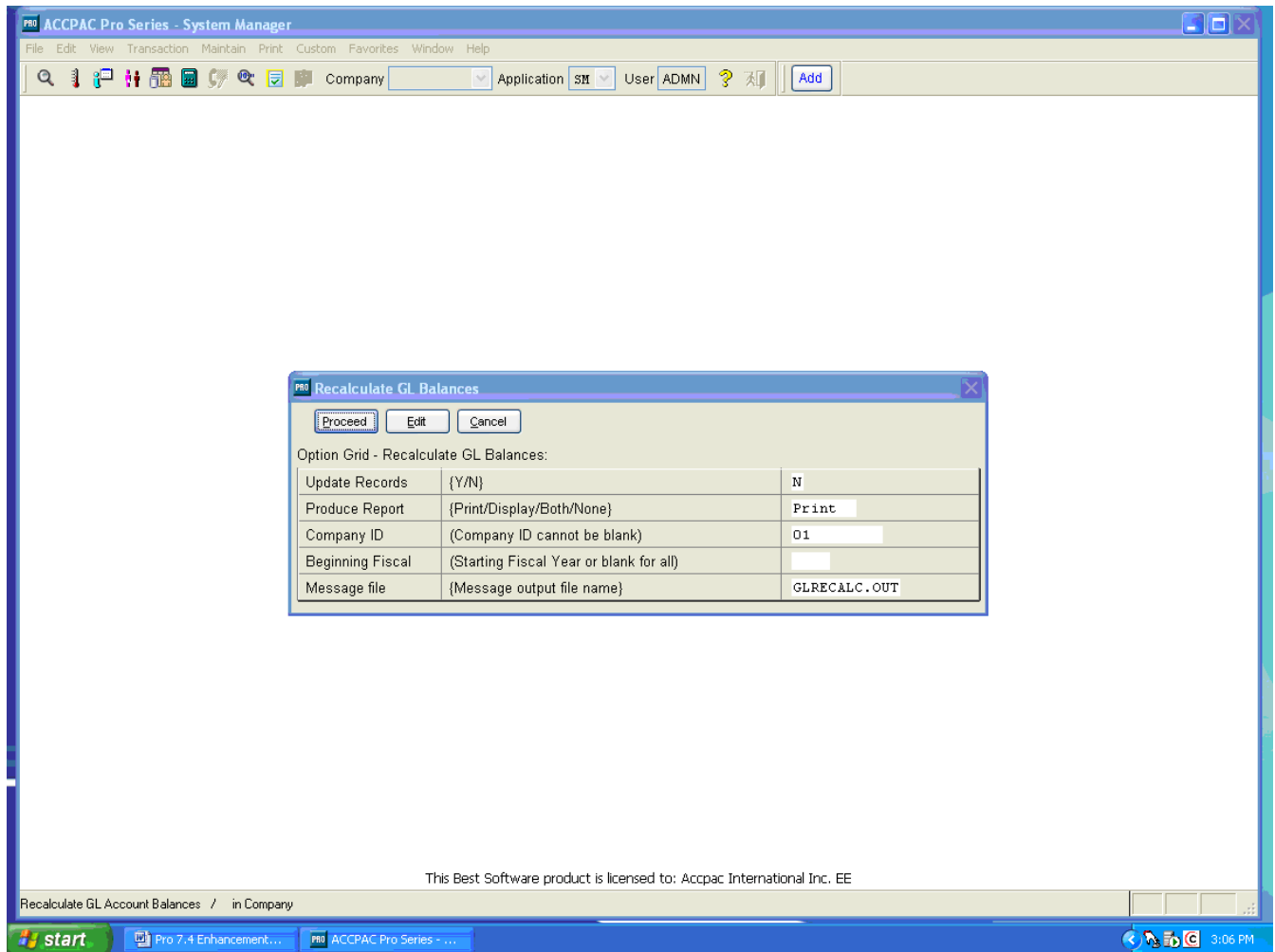
Recalculate GL Account Balances

Pro 7.3 Check Balances - Fix Balances



Pro Series has a toolbox feature used by dealers for development and testing. The toolbox consists of a set of program which perform handy chores such as comparing files, moving an installation to a new folder, or moving data between VFP and SQL. The Pro 7.3 toolbox has two programs, one to check for GL account balance discrepancies, and the other to fix GL account balance discrepancies. Both programs are executed from the Pro Tools menu shown above.

Pro 7.4 Recalculate GL Account Balances



In Pro 7.4, the Pro Tools routines to Check and Fix Balances have been combined into a single new feature in the System Manager application called Recalculate GL Account Balances.

1. The option grid for the Recalculate GL Account Balances feature contains five options.
 - a) Update Records: The default is “No” which is used when you just want to report discrepancies. If you change this option to “Yes”, discrepancies will be reported and fixed.
 - b) Product Report: This option allows you to print or display the report.
 - c) Company ID: You must supply a valid company ID.
 - d) Beginning Fiscal: This is the starting fiscal year for the recalculation process. If you enter a value for this option such as 2005, fiscal years prior to 2005 will not be included in the recalculation process. It is a time saving option for a company that has a number of previous fiscal years that are permanently closed and do not need to be included in the recalculation process.
 - e) Message file: This is the name of the message output file.

2. The Recalculation feature is used to correct balance amounts in the GL balance table GLOBALS. Shown below is a screen shot of the balance file records for the company 99 account 11010-000-0000-00000000-00000-000000. Note that there are 36 records, one for each period in the fiscal years 2003, 2004, and 2005.

Glacnt	Yearprd	Fybgbal	Ptddr	Ptdcr	Ytddr	Ytdcr	Yeclose	Adduser	Adddate
11010-000-0000-000000-000000-00000000	2003001	565137.0000	3963806.3500	828767.1100	3963806.3500	828767.1100	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003002	565137.0000	3894993.2900	4219986.4200	7858799.6400	5048753.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003003	565137.0000	3650766.8700	2978330.0600	11509566.5100	8027083.5900	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003004	565137.0000	973783.5200	2963689.5600	12483350.0300	10990773.1500	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003005	565137.0000	1776033.2000	975975.8500	14259383.2300	11966749.0000	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003006	565137.0000	952813.7100	1812699.8200	15112196.9400	13779448.8200	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003007	565137.0000	816220.8700	835555.4300	15928417.8100	14615004.2500	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003008	565137.0000	1415660.1400	573658.7100	17344077.9500	15188662.9600	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003009	565137.0000	1132002.7700	543900.5500	18476080.7200	15732563.5100	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003010	565137.0000	1386298.5200	1089457.2800	19862379.2400	16822020.7900	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003011	565137.0000	1034491.6000	1190219.1600	20896870.8400	18012239.9500	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2003012	565137.0000	1437367.5400	1146366.8500	22334238.3800	19158606.8000	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004001	3740768.5800	607132.4800	879459.4700	607132.4800	879459.4700	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004002	3740768.5800	1052667.9600	1017070.9300	1659800.4400	1896530.4000	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004003	3740768.5800	797364.1600	350691.1300	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004004	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004005	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004006	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004007	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004008	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004009	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004010	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004011	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2004012	3740768.5800	0.0000	0.0000	2457164.6000	2247221.5300	0.0000	ADMN	08/31/03
11010-000-0000-000000-000000-00000000	2005001	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005002	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005003	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005004	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005005	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005006	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005007	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005008	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005009	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005010	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005011	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03
11010-000-0000-000000-000000-00000000	2005012	3950711.6500	0.0000	0.0000	0.0000	0.0000	0.0000	ADMN	12/31/03

3. Below is a list of fields in the Balance File relevant to the recalculation process.

Field	Description
Glacnt	GL account number
Yearprd	Year period combination (YYYYPPP)
Fybgbal	Fiscal Year Beginning Balance
Ptddr	Period to date debits
Ptdcr	Period to date credits
Ytddr	Year to date debits
Ytdcr	Year to date credits
Yeclose	Year end close

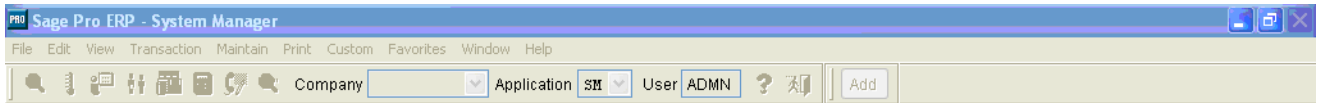
4. The Recalculation routine performs a number of validations.
 a) Checks for blanks

- The GL Balance table is checked for records with a blank account number.
 - If the update option is set to “Yes”, the records with a blank account number are deleted.
- b) Checks for duplicates
- The GL Balance table is checked for duplicate records, that is records with the same account number and year/period.
 - If the update option is set to “Yes”, the duplicate records are deleted.
- c) Checks for missing records
- The GL Balance table is checked for missing records. For each account, there must be one record for each year/period setup in the company’s fiscal calendar.
 - If the update option is set to “Yes”, missing records are added to the GL Balance table.
- d) Checks for unbalanced records
- The detail transaction table GLDENT is checked for unbalanced batches by summing the debits and credits for each batch.
 - Unbalanced batches are reported but not corrected, even if the update option is set to “Yes”.
- e) Checks posting amounts
- Posting amounts in the GL transaction file are calculated and used to verify period to date debits, period to date credits, and year end closing amounts in the GL balance file.
 - If the update option is set to “Yes”, discrepancies to period to date debits, period to date credits, and year end closing amounts in the GL balance file are updated.
- f) Checks YTD amount
- This procedure steps through the GL balance file, starting with the first period in each fiscal year, and calculates year to date debit and credit amounts.
 - If the update option is set to “Yes”, discrepancies are updated.
- g) Checks fiscal year beginning balance amounts
- This procedure steps through the GL balance file and makes sure the ending balance of one period is the same as the fiscal year beginning balance of the next period.
 - If the update option is set to “Yes”, discrepancies are updated.
- h) Checks file totals
- 1) The following values are summed in the GL Balances file.
 - fiscal year beginning balance (Fybgbal)
 - ptd debits (Ptddr)
 - ptd credits (Ptdyr)
 - ytd debits (Ytddr)
 - ytd credits (Ytdcr)
 - year end close (Yeclose)

- 2) The following values are summed in the detail journal entry file GLDENT.
 - debits (Glamnt)
 - credits (Glamnt)
- 3) Totals are reported but not corrected, even if the update option is set to “Yes”.

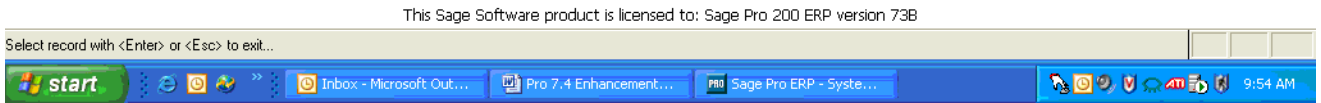
Close Period/Year

Pro 7.3 Close Period/Year



The screenshot shows a dialog box titled "Select Company and Application to Close". It contains a table with the following columns: Comp No, Company Name, Appl ID, and Application Description. The table lists various applications for Professional Software, Inc. with Comp No 99.

Comp No	Company Name	Appl ID	Application Description
99	Professional Software, Inc.	AP	Accounts Payable
99	Professional Software, Inc.	AR	Accounts Receivable
99	Professional Software, Inc.	CC	Customer Connect
99	Professional Software, Inc.	GL	General Ledger
99	Professional Software, Inc.	IC	Inventory Control
99	Professional Software, Inc.	JC	Job Cost
99	Professional Software, Inc.	PA	Project Accounting
99	Professional Software, Inc.	PE	Production Entry
99	Professional Software, Inc.	PO	Purchase Orders
99	Professional Software, Inc.	PR	Payroll
99	Professional Software, Inc.	SC	Shop Control
99	Professional Software, Inc.	SO	Order Entry
99	Professional Software, Inc.	WM	Bills of Lading
99	Professional Software, Inc.	WO	Work Orders



In Pro 7.3, closing the period or year is time consuming because you are required to select each application, one at a time, to close them.

The actual close process involves:

1. Performing period or year end updates.
2. Moving transactions to history.
3. If selected, purging transactions from history.

Pro 7.4 Close Period/Year Design Changes

1. The period and year end close features in the System Manager application have a new interface designed to simplify and automate the process of closing applications.
2. Users are allowed to select multiple applications associated with a single company to be closed as a group.
3. Information from the user required to close each selected application is gathered up front at the start of the closing process.
4. Once the actual process of closing applications begins, it does not require additional user input to complete.
5. The time consuming tasks of moving transactions to history and deleting transactions from history were removed from the period/year close process.
6. A separate feature named “Archive Transactions” was created in the System Manager application to allow users to move transactions to history.
7. A separate feature named “Purge Transactions from Archive” was created in the System Manager application to allow users to delete transactions from history.
8. The old tables for customer, vendor, and item history are no longer used. They were replaced with the new tables ARCSUM, APVSUM, and ICISUM which hold separate records for each year/period.
9. Users have the option to calculate customer, vendor, and item history after closing the period or wait until a later time to calculate history using a new feature in System Manager named “Recalculate History”.
10. Except for reports in the Job Cost application, the option for “File to Use” (Current/History/Both) was removed from the option grid of all reports.
11. Information is selected for reports using a date range option that was added to any affected report that did not already have one.
12. The Payroll application, which is closed at the end of each quarter, is the only Pro Series application not affected by these modifications. There are separate menu items in System Manager to close the Payroll Quarter and close the Payroll Quarter and Year.

Pro 7.3 Menu Options:

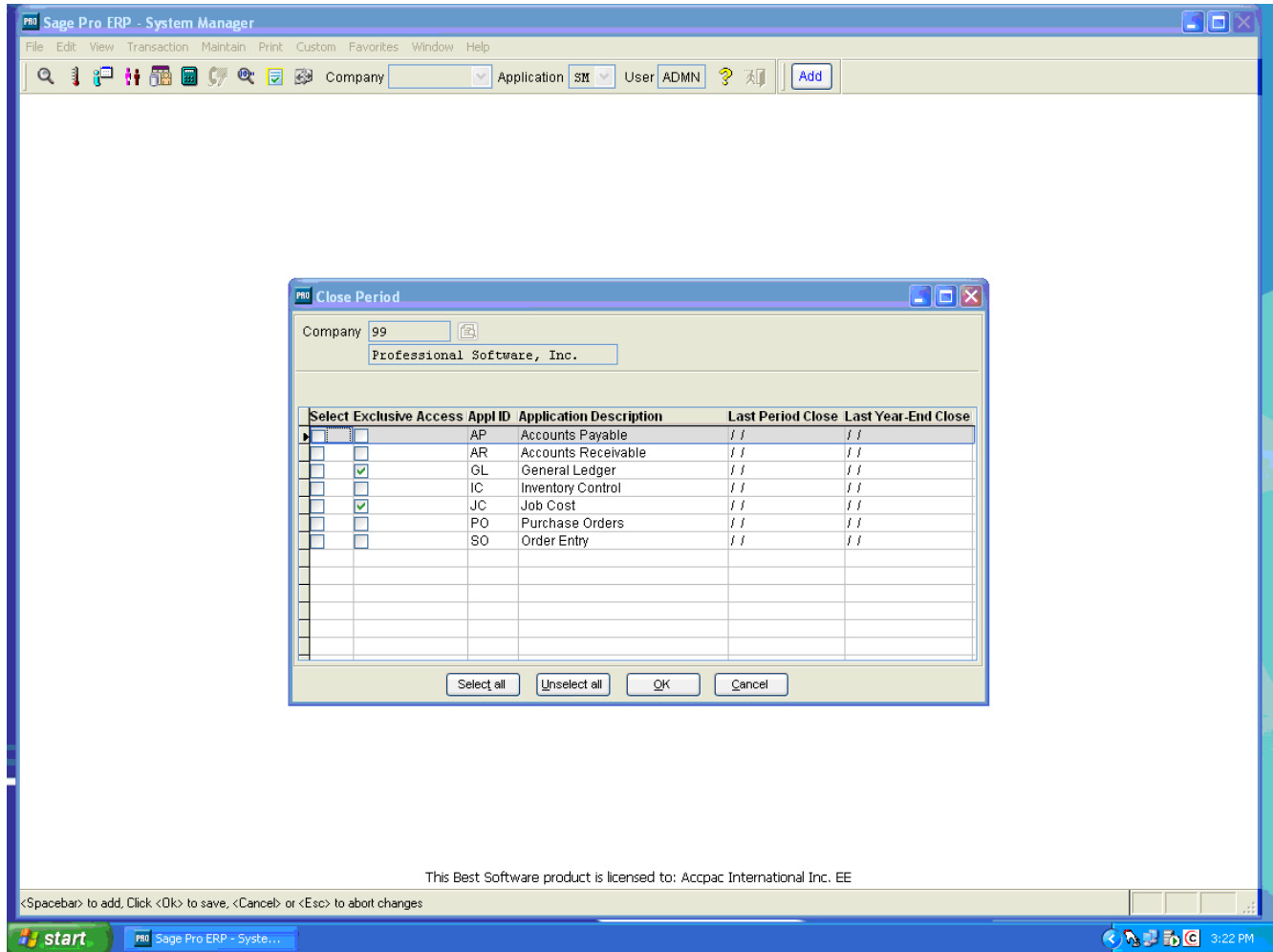
Close Period	
Close Period	(Update, Move, and Purge)
Close Period and Year	(Update, Move, and Purge)

Pro 7.4 Menu Options:

Close Period	
Close Period	(Update)
Close Period and Year	(Update)

Close Payroll Quarter	(Update, Move, and Purge)
Close Payroll Quarter and Year	(Update, Move, and Purge)
Archive Transactions	(Move)
Purge Transactions from Archive	(Purge)

Pro 7.4 Close Period/Year



Close Period Screen

1. Only applications which can be closed are listed on this screen.
2. You can select one or any number of applications to be closed at the same time.
3. There are two columns to the right of the screen for the last period close date and the last year close date. Both dates are tracked in Pro 7.4 through the use of a new system table SYAPMNT.
4. When the OK button is pressed, a preprocessing routine is executed which presents the user with the processing dialogs associated with each selected application. For example, the user is asked if they want to print reports for the AR application.
5. When the preprocessing routine has completed, the user is presented with the following dialog:

Are you ready to close period
for the selected applications?

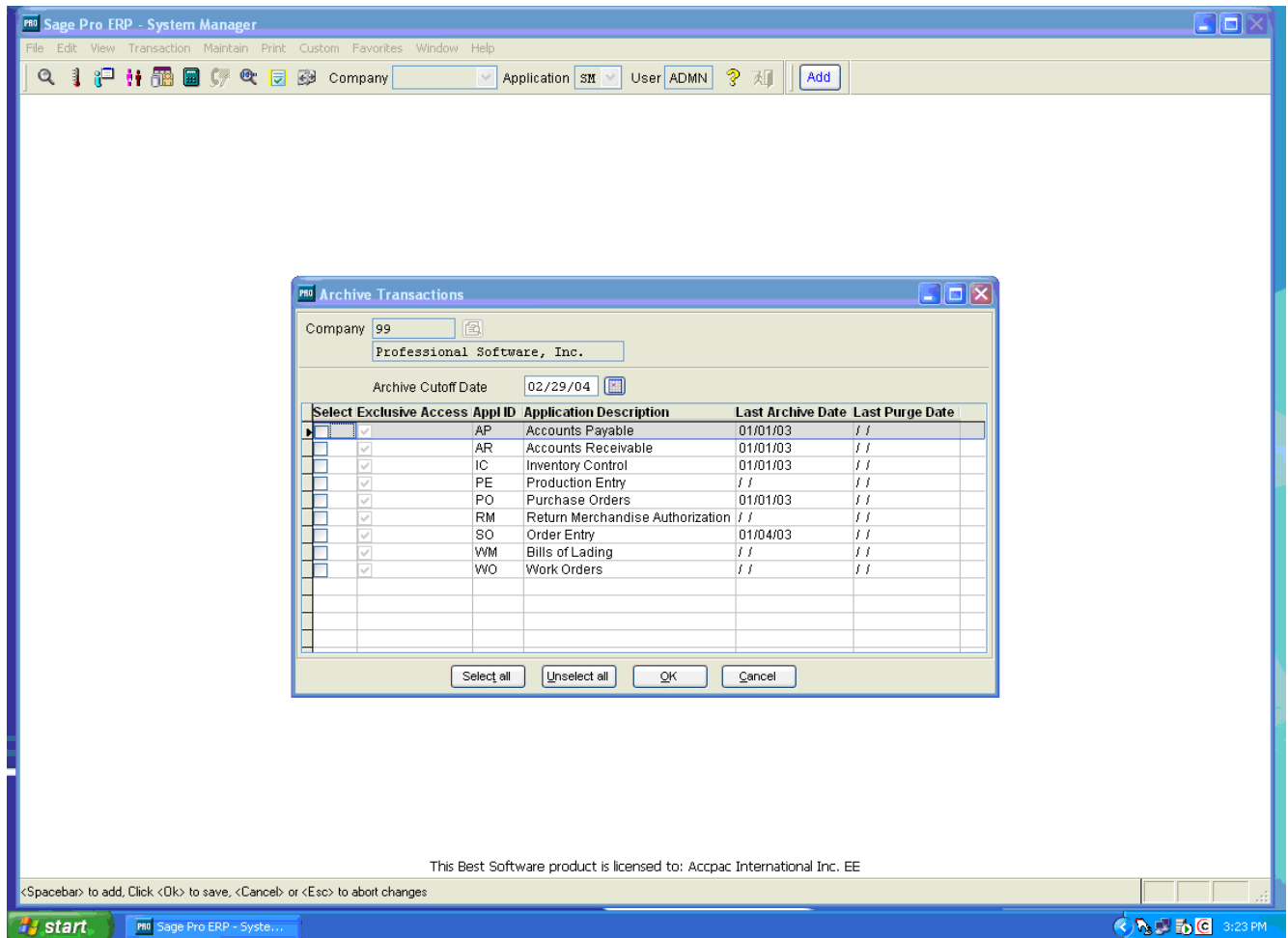
Yes No

6. If “Yes” is selected, the user is asked to select a destination for the period close log.
7. Selecting a destination for the log file starts the period close process which runs uninterrupted until it is complete.
8. At the end of the close process, the user is presented with a list of the applications that were closed.

Applications Closed for Company 99:

Accounts Payable
Accounts Receivable
General Ledger (The current fiscal period is now 004/2004)
Inventory Control
Job Cost
Purchase Orders
Order Entry

Pro 7.4 Archive Transactions



Archive Transaction Screen

1. Only applications which can be archived are listed on this screen.
2. You can select one or any number of applications to archive at the same time.
3. The user is allowed to enter an archive cutoff date as long as it is earlier than the first day of the current fiscal period.
4. There are two columns to the right of the screen for the last archive date and the last purge date. Both dates are tracked in Pro 7.4 through the use of a new system table SYAPMNT.
5. When the OK button is pressed, a preprocessing routine is executed which presents the user with the processing dialogs associated with each selected application. For example, the user is asked if they want to save invoice notes and memos.
6. When the preprocessing routine has completed, the user is presented with the following dialog:

Are you ready to archive transactions
for the selected applications?

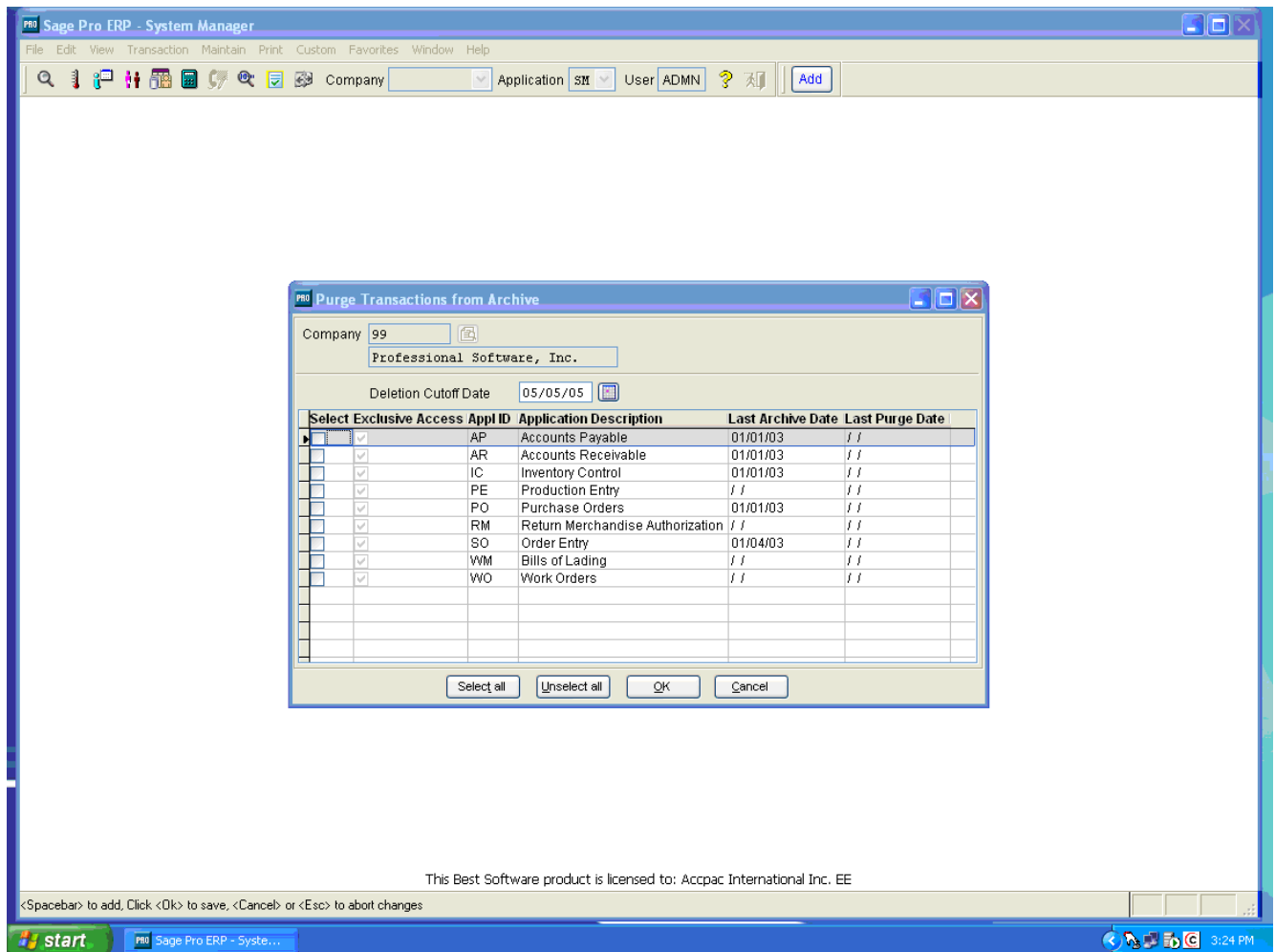
Yes No

7. If “Yes” is selected, the archive process beings and runs uninterrupted until it is complete.
8. At the end of the archive process, the user is presented with a list of the applications that were archived.

Applications Archived for Company 99:

Accounts Payable
 Accounts Receivable
 Inventory Control
 Production Entry
 Purchase Orders
 Order Entry
 Bills of Lading
 Work Orders

Pro 7.4 Purge Transactions from Archive



Purge Transactions from History Screen

1. Only applications which can purge transactions are listed on this screen.
2. You can select one or any number of applications to purge at the same time.
3. The user is allowed to enter a deletion cutoff date as long as it is earlier than the first day of the current fiscal period.
4. There are two columns to the right of the screen for the last archive date and the last purge date. Both dates are tracked in Pro 7.4 through the use of a new system table SYAPMNT.
5. When the OK button is pressed, the user is asked to enter a delete password.
6. If a valid password is entered, the user is presented with the following dialog:

Are you ready to purge transactions from archive
for the selected applications?

Yes No

7. If “Yes” is selected, the purge process beings and runs uninterrupted until it is complete.
8. At the end of the purge process, the user is presented with a list of the applications that were purged.

Applications Purged for Company 99:

Accounts Payable
Accounts Receivable
Inventory Control
Production Entry
Purchase Orders
Order Entry
Bills of Lading
Work Orders

Close Period/Year Conversion Issues

In Pro 7.3, when you close the period, open invoices, orders, and payables are left in the current table and copied to the history table. Records left in the current table are flagged to indicate that there is also a duplicate record in history.

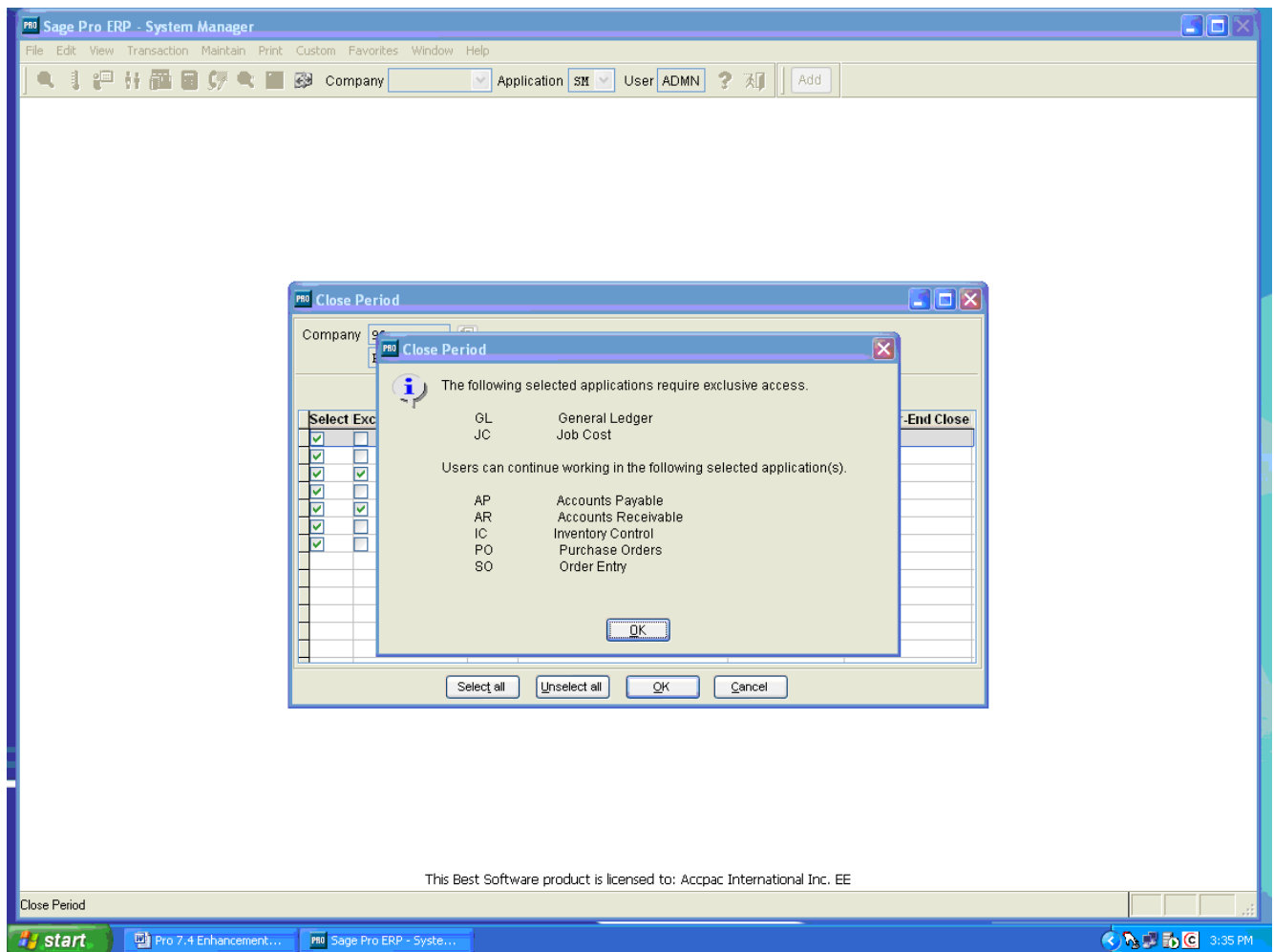
In Pro 7.4, moving information to history is handled by a separate archive feature which is executed at the discretion of the user. Open invoices, orders, and payable are not copied to history during the archive process. They remain in current tables until they are closed and archived by the user.

To support this new design, the Pro 7.4 conversion program removes all duplicate records from the following history tables.

APYMST	AP History Master
ARYMST	AR History Master
ARYTRN	AR History Transaction
SOYMST	SO History Master
SOYTRN	SO History Transaction
POYMST	PO History Master
POYTRN	PO History Transaction

See the spreadsheet “Pro 7.4 conversion list.xls” for a complete list of fields which are converted when Pro 7.4 is installed over an existing Pro Series installation.

Period Close without Exclusive Access



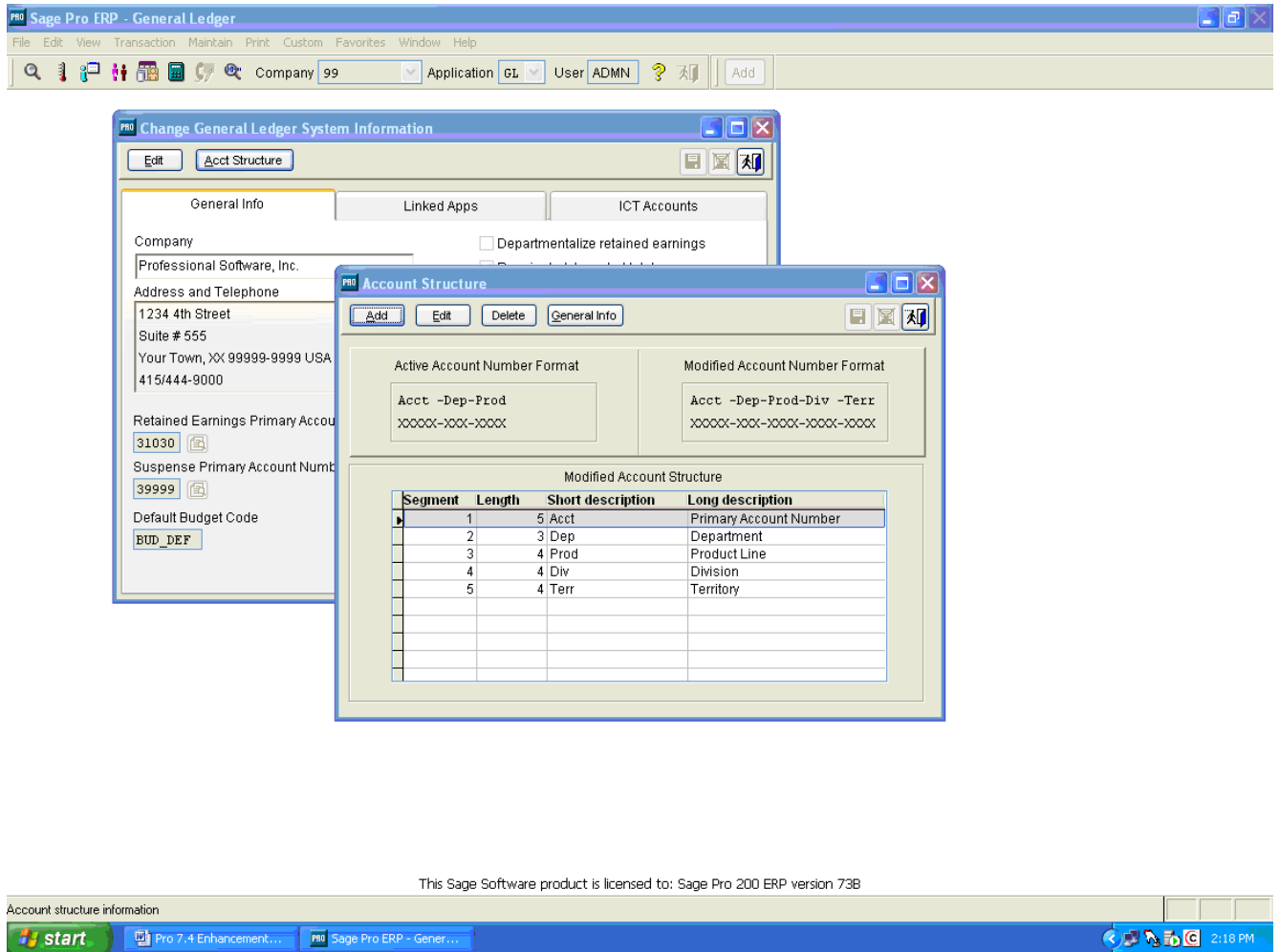
The period and year end close features were enhanced in Pro 7.4 to allow users to close all the applications associated with a company from a single interface. The closing process was also simplified by creating separate features to archive and purge

transactions. You were still required, however, to have exclusive access to all applications being closed.

Since the period close process was reduced to just a few updates in all applications except GL and JC, a decision was made to lift the exclusive access requirement for the AP, PO, AR, SO, and IC applications.

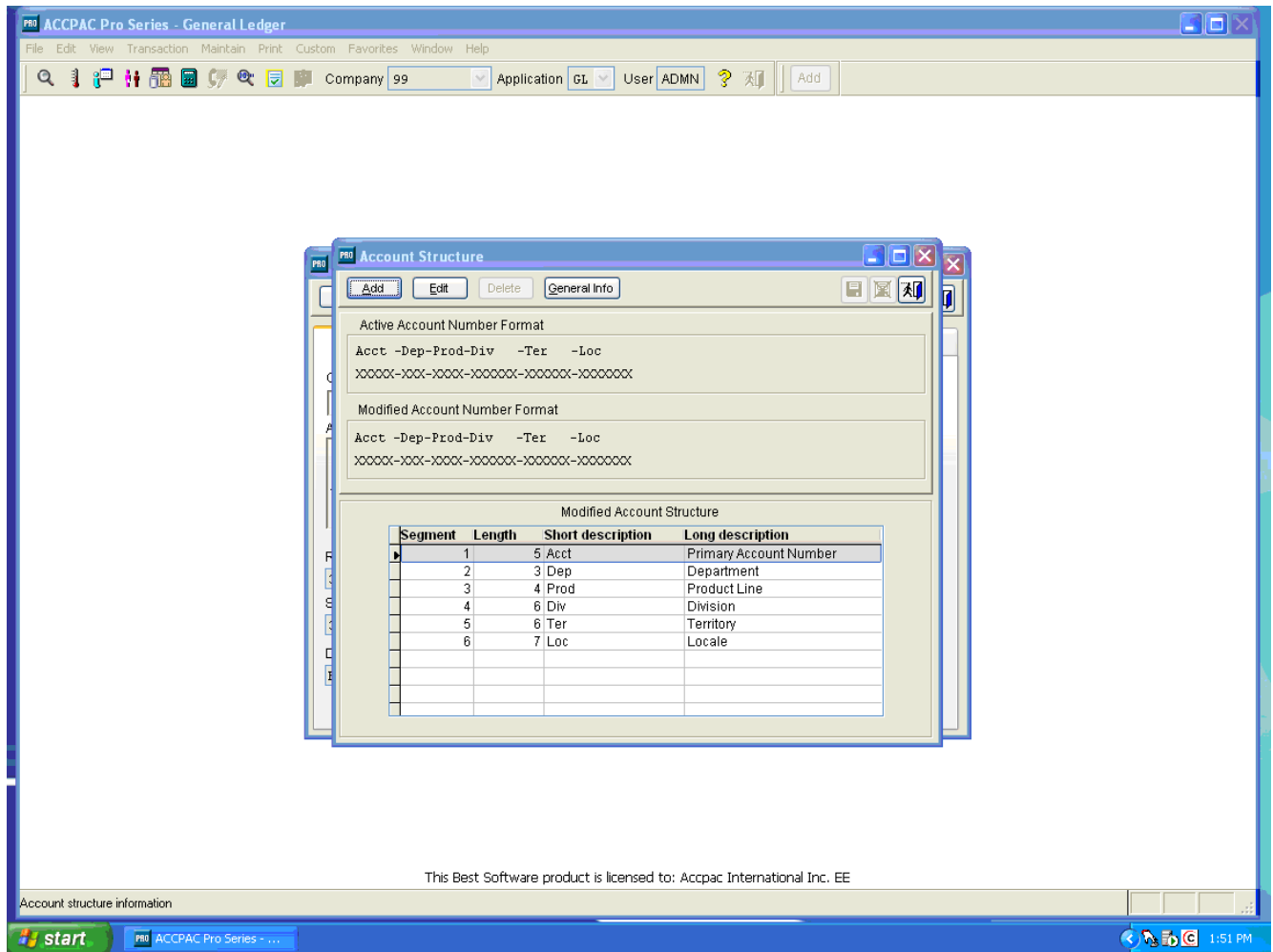
1. Users are allowed to work in the AP, PO, AR, SO, and IC applications while they are being closed because the period close program was modified to acquire just the table and record locks required to close the application.
2. The period close feature still requires exclusive access to the GL and JC applications while they are being closed.
 - a) The period close process for the GL application moves and deletes records, so exclusive access is required.
 - b) The period close process for the JC applications updates period to date and year to date fields in numerous tables, so it is not practical to lock all the tables individually.
3. The year end close process still requires exclusive access to all applications while they are being closed.
4. The period and year end close programs were modified to check for active users before acquiring exclusive access to an application. Prior to this modification, users would get an error when an attempt to lock a table or record was unsuccessful.
5. The output log file was expanded to include processing messages for all applications instead of just messages associated with closing the GL application.

Account Structure Expansion



Pro 7.3 GL Account Structure Maintenance Screen

In Pro 7.3, the maximum account length is 24 with a maximum of 6 segments.



Pro 7.4 GL Account Structure Maintenance Screen

Pro 7.4 supports an out of box account structure on all reports and screens that is 36 characters in length with a maximum of 10 segments. The account structure length of 36 characters includes hyphens used to separate each segment.

Pro 7.4 supports a user defined account structure with a maximum length of 90 characters and a maximum number of 15 segments. The account structure length of 90 characters includes the hyphens used to separate each segment. Accounts larger than 36 characters in length will scroll for viewing on screens and possibly wrap to the next line on reports if there is not enough room for them to display on one line.

Out of Box Support

- Maximum Length: 36 characters including hyphens
- Maximum Segments: 10
- Screens: Full account shown on all screens
- Reports: Full account shown on all reports

User Defined Support

Maximum Length: 90 characters including hyphens
 Maximum Segments: 15
 Screens: Accounts larger than 36 characters will scroll for viewing
 Reports: Accounts larger than 36 characters may wrap to new line

Default Accounts Locations

In Pro 7.3, default system accounts are located in the sysdata and jcsyst tables. Most are positioned right next to another piece of system information which prevents them from being increased in size to a length greater than 24 characters.

In Pro 7.4, the default system accounts have all been moved to individual fields in the following application tables.

Table	Description
APSYST	New application table.
ARSYST	New application table.
GLSYST	New application table.
ICSYST	Existing application table expanded to hold default accounts.
PRSYST	New application table.
JCSYST	New application table.

The Pro 7.4 conversion program moves the accounts listed below from positions on records in the sysdata and jcsyst tables to fields in the new application tables.

Sysdata File Accounts

Appl.	(Pro 7.3) Sysdata Field	Position	Account Description	Pro 7.4 Table	Pro 7.4 Field
AP	STR1	1-24	AP Account	APSYST	apaccount
AP	STR1	25-48	Discounts Account	APSYST	apdisc
AP	STR1	49-72	Adjustments Account	APSYST	apadjust
AP	STR1	73-96	Checking Account	APSYST	apchecking
AP	STR1	97-120	PO Variance Account	APSYST	povariance
AR	LINK	46-69	Cash Receipts Account	ARSYST	arcashrcp
AR	LINK	71-94	Accounts Receivable Account	ARSYST	arreceiv
AR	LINK	96-119	Sales Tax Liability Account	ARSYST	arsalestax
AR	LINK	121-144	Finance Charges Account	ARSYST	arfinchg
AR	LINK	146-169	Payment Discount Account	ARSYST	arpaydisc
GL	LINK	12-35	Retained Earnings Account	GLSYST	glrearn
GL	LINK	36-59	Suspense Account	GLSYST	glsusp
GL	LINK	60-83	ICT Inter-Company Clearance	GLSYST	glicclear
GL	LINK	84-107	ICT Discount Account	GLSYST	glicdisc
GL	LINK	108-131	ICT Adjustments Account	GLSYST	glictdj
GL	TR2	1-24	Account Number Edit Mask	GLSYST	glactmask
IC	LINK	41-64	Item Control Materials Account	ICSYST	icmaterial
IC	LINK	65-88	Item Control Finished Goods	ICSYST	icfingood
IC	LINK	89-112	PO Clearing Materials Account	ICSYST	poclearmat

IC	LINK	13-136	PO Clearing Finished Goods	CSYST	poclearfin
IC	LINK	137-160	IC Clearing Materials Account	ICSYST	icclearmat
IC	LINK	161-184	IC Clearing Finished Goods	ICSYST	icclearfin
IC	STR5	1-24	Shipment Clearing	ICSYST	icshpclear
PR	STR5	1-24	Checking Account	PRSYST	prchecking
PR	MISCSTR	1-24	Pay Expense Account	PRSYST	prpayexp
PR	MISCSTR	25-48	Accrued Benefit Liability	PRSYST	pracrdben
PR	MISCSTR	49-72	Employer Matching Expense	PRSYST	premplrexp
PR	MISCSTR	73-96	Deduction Liability	PRSYST	prdedliab
PR	MISCSTR	97-120	Employer Tax Expense	PRSYST	premplrtax
PR	MISCSTR	121-144	Tax Liability	PRSYST	prtaxliab
JC	LINK	46-69	Revenue Labor Account	JCSYST	jcrevlabor
JC	LINK	70-93	Revenue Material Cost	JCSYST	jcrevmatr
JC	LINK	94-117	Revenue Subcontract Cost	JCSYST	jcrevsub
JC	LINK	118-141	Revenue Equipment Account	JCSYST	jcrevequip
JC	LINK	155-178	Freight Account	JCSYST	jcfreight
JC	STR1	1-24	COS Labor Account	JCSYST	jccoslabor
JC	STR1	25-48	COS Materials Account	JCSYST	jccosmatr
JC	STR1	49-72	COS Subcontract Account	JCSYST	jccossub
JC	STR1	73-96	COS Equipment Account	JCSYST	jccosequip
JC	STR1	97-120	COS Overhead Account	JCSYST	jccosovhd
JC	STR1	121-144	COS Other Account	JCSYST	jccosother
JC	STR2	1-24	WIP Labor Account	JCSYST	jcwiplabor
JC	STR2	25-48	WIP Materials Account	JCSYST	jcwipmatr
JC	STR2	49-72	WIP Subcontract Account	JCSYST	jcwipsub
JC	STR2	73-96	WIP Equipment Account	JCSYST	jcwipequip
JC	STR2	97-120	WIP Overhead Account	JCSYST	jcwipovhd
JC	STR2	121-144	WIP Other Account	JCSYST	jcwipother
JC	STR3	1-24	Revenue Overhead Account	JCSYST	jcrevovhd
JC	STR3	25-48	Revenue Other Account	JCSYST	jcrevother
JC	STR4	1-24	Revenue Material Markup	JCSYST	jcmatmark
JC	STR4	25-48	Revenue Subcontract Markup	JCSYST	jcsubmark
JC	STR6	1-24	Wage Other Account	JCSYST	jcotherpay
JC	STR7	1-24	Burden Account	JCSYST	jcburden
JC	MISCSTR	3-26	Fixed Invoice Adjustment	JCSYST	jcfxinadj
JC	MISCSTR	27-50	Sales Discount Account	JCSYST	jcslsdisc

JCSYST File Accounts

(Pro 7.3)					
Appl.	Jcsyst Field	Position	Account Description	Pro 7.4 Table	Pro 7.4 Field
=====	=====	=====	=====	=====	=====
JC	JCSTR2	1-24	Salary Account	JCSYST	jcsalary
JC	JCSTR2	25-48	Regular Wages Account	JCSYST	jcregwage
JC	JCSTR2	49-72	Overtime Wages Account	JCSYST	jcovvertime
JC	JCSTR2	73-96	Doubletime Wages Account	JCSYST	jcdbltime
JC	JCSTR2	97-120	Sick Pay Account	JCSYST	jcstickpay
JC	JCSTR2	121-144	Vacation Pay Account	JCSYST	jcvacpay
JC	JCSTR2	145-168	Holiday Pay Account	JCSYST	jcholiday
JC	JCSTR2	169-192	Personal Pay Account	JCSYST	jcperpay

See the spreadsheet “Pro 7.4 conversion list.xls” for a complete list of fields which are converted when Pro 7.4 is installed over an existing Pro Series installation.

User Defined Account Structure

Pro 7.4 provides an easy way for users to define and expand the size of an existing account structure.

Pro 7.4 is setup in the following manner.

- All accounts exist in their own individual fields which have a default value of 36 characters in length.
- All account records in the data dictionary field definitions file are flagged with a data type ID of “ACCOUNT”, allowing them to be modified as a group.

Below is a list of the steps required to implement a user defined account structure.

1. Load the System Manager application and select “Maintain/Dictionary/Data Types”.
2. Select the Data Type ID “ACCOUNT”.
3. Edit the record and change the Length to a user defined value.
4. Save and you are presented with the following dialog.

Update fields that match this data type with current
changes to data type?

Yes No

5. Answer “Yes” to change the field length of all account records in the field definitions table.
6. You will get an alert message informing you of the number of records which were updated.
7. Select “Transaction/System Recovery/Update from Data Dictionary”.
8. Select all applications including System Manager. The update process will expand the size of all account fields to the user defined value.
9. Load the company’s GL application.
10. Select “Change Setup Information” and click on the “Acct Structure” button to open the Account Structure Maintenance screen.
11. Add the desired account segments.
12. Save and you will get an alert message informing you to complete the process by running “Update GL Account Numbers” in System Manger.