

Creating New Company for Elliott 7.x G/L at Year End

Currently, the Elliott G/L year end procedure will wipe out all detail transaction data in G/L and create the beginning balance for the balance sheet account. The user has to print out a detailed trial balance report to preserve the detail transaction information. This document shows users a way to copy G/L to a different company at the year end before executing the G/L year end procedure so the detailed G/L transaction data will be available from a different company.

- Make sure to start Elliott with the multi-company option. Login to Elliott as "Supervisor". At the screen where the system prompts for the company to access, press F1 or click "new company" to create a new company. The System will ask which company number to create. Say, this is to create a backup G/L for 1996, enter 96 for company number. This will result in a "DATA_97" directory being created under \ELLIOTT directory.
- Go into the new company 97, from the main menu, choose company setup. Make sure to specify the following information:
 - On the 2nd screen, the user must specify "GL" is installed and the driver letter (typically driver letter "M")
 - On the 3rd screen, user must specify the right database type. If the user is using Btrieve, answer "B". Otherwise, leave it as "M".
- Go to File Utilities to Initialize:
 - All the System Files (except the company file and printer code file).
 - All the G/L Files
- Exit Elliott. At the DOS prompt, type the following command: "CD \ELLIOTT\DATA_97"
- Type the following commands to copy the System and G/L files to the new company:

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COPY ..\DATA\COMPFILE.DAT
COPY ..\DATA\PRINTCOD.DAT
COPY ..\DATA\SPOOLCOD.*
COPY ..\DATA\NSCTLFIL.*
COPY ..\DATA\SFLAYOUT.*
COPY ..\DATA\GL*.*
DEL *.TXT
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- Change your directory back to \ELLIOTT by typing "CD \ELLIOTT". Start your Elliott application and access company 97.
- Go to Util-setup, then company setup, change your company 97's company name so it will not use the same name as your regular production company. On the second screen, change it so only "GL" is installed.
- The backup procedure is now complete. Now it is safe to go back to company 01 to perform the G/L Year End Procedure.

note: Complete processing procedures may be found in the Overview Section of each manual. Obviously, before beginning any year-end processing, be sure to make a back-up of your entire Elliott database. Also, the following year-end procedures apply to calendar year processing only. If you are using a fiscal year other than January 1 to December 31, disregard the following instructions for all packages EXCEPT Accounts Payable and Payroll.

GENERAL LEDGER:

- Enter and post all general journal and recurring journal transactions
- Interface and post from all subsidiary packages
- Select and print all desired Financial Statements
- Perform the Year End Procedure-read and follow the procedures outlined in the General Ledger manual

Note: Do not manually advance the accounting period dates to next year in Accounting Period File Maintenance; doing so may cause the Year End Procedure to close as of the wrong date. If your G/L Setup File contains the Retained Earnings account entry and the "Create Retained Earnings Transaction In The Gen-Jnl-Trx File At Year End" flag is set to a "Y", a retained earnings transaction is written to the General Journal file. This one-sided entry must then be posted using the Post General Journal Trx processing menu option (the "Allow Out Of Balance Posting" flag in the G/L Setup File must be set to "Y" in order to allow the posting of this one-sided entry.

ACCOUNTS RECEIVABLE:

- Enter and post all invoices and debit/credit memos, recurring invoices, and cash receipts
- Enter, print and post all service invoices
- Print the desired Sales Analysis Reports
- Clear the A/R year-to-date accumulators

Note: This step clears the year-to-date accumulators in the customer, salesman, service and tax code files. If Elliott's Customer Order Processing is installed, this step would be completed during the Clear I/M and A/R Accumulators application

ACCOUNTS PAYABLE:

- Enter and post all vouchers and credit memos, recurring vouchers, and open item adjustments
- Print 1099's (refer to page 4.114 in the Version 5.XX manual or page 4.103 in the Version 6.XX manual for instructions on how to indicate the box the dollar amount is to print in) NOTE: Only forms 1099-MISC are supported by the Accounts Payable package
- Create 1099 File (if applicable)
- Clear the vendor year-to-date accumulators

Note: Do not post any manual, prepaid, or computer checks for 1997 until you have completed the above procedures

PAYROLL:

- Complete processing and posting of last pay of tax year 1996
- Print Quarterly Payroll Report
- Print all other desired payroll reports
- Print W-2's
- Create W-2 magnetic media file (if applicable)
- Clear period-to-date, quarter-to-date, and year-to-date employee totals
- Enter 1997 tax tables

Note: Do not post any manual transactions or payroll checks for 1997 until you have completed the above procedures

FIXED ASSETS:

- Complete all period ending procedures
- Reapply Investment Tax Credit amounts (optional)
- Print the Investment Tax Credit Report (optional)
- Perform the Year-End Closing procedure

Note: The program will indicate when a year-end close must be performed.

INVENTORY MANAGEMENT:

- Clear item accumulators

Note: If you are using Macola's Customer Order Processing package, this step should be replaced with the Clear I/M and A/R Accumulators application in Customer Order Processing.

CUSTOMER ORDER PROCESSING:

- Enter and post all invoices for the current year
- Post Sales History Transactions to the Sales History Master File
- Print the Sales History Reports
- Print the Sales Analysis Reports
- Perform Sales History Year End Procedure
- Perform Clear A/R and I/M Accumulators clearing both A/R and I/M period-to-date and year-to-date accumulators

Note: If you use this application to clear inventory period-to-date accumulators, then you may not use the Recalculate Reorder Fields application in Inventory Management.

PURCHASE ORDER PROCESSING:

- Clear YTD Statistics

f:\users\public\yearend.doc