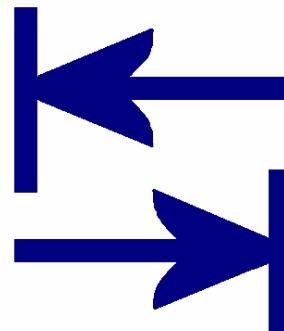


# Fiscal Year End Change Utility

## Instructions

Version 6.7.0

By Musick International, Inc.



### **Overview:**

Fiscal Year End Change Utility allows shifting the fiscal calendar to reflect a different closing date for the General Ledger and all sub-ledgers. The utility can change from calendar year to non-calendar year or the reverse, or adjust year end by any number of periods forward or backward. This utility is compatible with Sage 300 2020, 2019, 2018, 2017, 2016, 2014, v6.0.

### **Requirements:**

Fiscal Year End Change requires DataCHECK or FixIT. If you do not own the FixIT product, contact Musick International for an activation code for DataCHECK.

### **Installation:**

- 1 – Download DataCHECK (or FixIT if you have a FixIT license.)
- 2 – Using “Run as Administrator” Install DataCHECK or FixIT.
- 3 – Activate DataCHECK or FixIT.
- 4 – On the “Validate” screen of DataCHECK/FixIT, confirm that the Sage 300 company database is listed and the application modules are detected. If the database is not readable, use DataCHECK’s “Locate” function to define the company.
- 5 – In the “FixITCC” install folder, run (as administrator) this install file: FiscalYearEndChangeInstall.exe. Enter the password to install.

### **Recommendations:**

Before running this utility, it is recommended to print GL Trial Balance for several periods, AP Aging and AR Aged Trial Balance reports for comparison.

The changes made by this utility can not be undone. Please make a backup of the data before proceeding.

All of the sub-ledger applications are also shifted to reflect the new Fiscal Calendar.

DataCHECK or FixIT does not have to be running to use the Fiscal Year End Change Utility.

### **How to run "Fiscal Year End Change" utility.**

Start the Fiscal Year End Change Utility: FiscalYearEndChange.exe.

**Fiscal Year End Change to June - 2021**

[SAMLTD-67] Sage 300 2020 v6.7A - Sample Limi | SQLL67 | Sample Company Limited

Current Year End: 2020-12-31 Current Year: 2020 GL Version: 67A

Currency: Multicurrency CAD Periods: 12

☐ Reset Fiscal Calendar Starting Date Year: 2010 Month: 1 Day: 1 Number of Years: 11

☒ Shift Periods Number of periods to shift: 6 (negative numbers shift backwards)

New Year End: 2021-06-30 New Year: 2021

☒ Close RE by Segment Code

☒ Delete GLPOST Period 15 entries

Select individual modules

<input checked="" type="checkbox"/> BK67A	<input checked="" type="checkbox"/> IC67A	<input checked="" type="checkbox"/> PM67A
<input checked="" type="checkbox"/> TX67A	<input checked="" type="checkbox"/> OE67A	<input type="checkbox"/> SH
<input checked="" type="checkbox"/> AP67A	<input checked="" type="checkbox"/> PO67A	
<input checked="" type="checkbox"/> AR67A	<input type="checkbox"/> VM	

☒ Re-Close Years GL Multi Cur 2020

Closing Account 3200

Currency CAD

Decimals 2

Closing Period 15

☐ Validate Periods by posting date

☒ Shift Adjustment entries by +1 year

☐ Convert to 13 Periods

Fiscal Calendar	with Period Ends	Chage To Calendar
2020 / 1 *	2020 - 01 - 31	2020 / 7 *
2020 / 2 *	2020 - 02 - 29	2020 / 8 *
2020 / 3 *	2020 - 03 - 31	2020 / 9 *
2020 / 4 *	2020 - 04 - 30	2020 / 10 *
2020 / 5 *	2020 - 05 - 31	2020 / 11 *
2020 / 6 *	2020 - 06 - 30	2020 / 12 *
2020 / 7 *	2020 - 07 - 31	2021 / 1 *
2020 / 8 *	2020 - 08 - 31	2021 / 2 *
2020 / 9	2020 - 09 - 30	2021 / 3
2020 / 10	2020 - 10 - 31	2021 / 4
2020 / 11	2020 - 11 - 30	2021 / 5
2020 / 12	2020 - 12 - 31	2021 / 6
2021 / 1	2021 - 01 - 31	2021 / 7
2021 / 2	2021 - 02 - 29	2021 / 8
2021 / 3	2021 - 03 - 31	2021 / 9
2021 / 4	2021 - 04 - 30	2021 / 10
2021 / 5	2021 - 05 - 31	2021 / 11
2021 / 6	2021 - 06 - 30	2021 / 12
2021 / 7	2021 - 07 - 31	2022 / 1
2021 / 8	2021 - 08 - 31	2022 / 2
2021 / 9	2021 - 09 - 30	2022 / 3
2021 / 10	2021 - 10 - 31	2022 / 4
2021 / 11	2021 - 11 - 30	2022 / 5
2021 / 12	2021 - 12 - 31	2022 / 6

Legend:  
[Red box] = Current Fiscal Year (before change)  
[Blue box] = Current Fiscal Year (after change)  
\* = Periods with transactions

Select the company from the drop down list.

Verify the company and fiscal calendar information is correct.

In the “# of periods” field (with yellow background) enter the number of periods to shift the year end.

The Fiscal Year End Change will automatically calculate the new ending fiscal year according to the most recent journal entries that have been posted.

The display will show how the fiscal year end will change.

By default, all adjustment entries (period 14) are treated as period 12 (or 13) by the change utility. To move adjusting entries to the next year, check the box next to “Shift Adjustment entries by +1 year”.

Once the proper new year end is selected, click the "Change Year End" button to change the database.

The utility will prompt for a backup.

After the utility has completed, the log file of changes is displayed.

Verify the General Ledger Trial Balance for correct closing balances. Note: Balance Sheet accounts will have the same ending balance after the change. Income/Expense and Retained Earnings Account balances have been re-closed to reflect the new fiscal calendar.



Thank You for selecting Musick International.

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