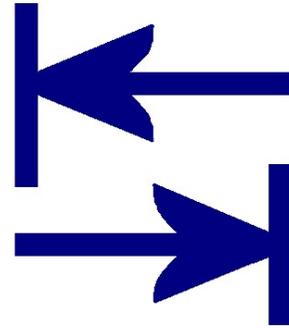


# **Fiscal Year End Change Utility**

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.

## **Compatibility**

Musick International products are compatible with current and recent versions of Sage 300. To verify compatibility to Sage 300 and third party products, please check our website ([www.Musick-Int.com](http://www.Musick-Int.com)) or email [Sales@Musick-Int.com](mailto:Sales@Musick-Int.com).

## **Requirements**

Fiscal Year End Change requires DataCHECK or FixIT. If you do not own FixIT, contact Musick International, Inc. 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) Launch DataCHECK or FixIT using “Run as Administrator”.
- 4) Activate DataCHECK or FixIT.
- 5) 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.
- 6) In the “FixITCC” install folder, run (as administrator) this install file:  
FiscalYearEndChangeInstall.exe.

If the “FCCAccess – settings file not found” message is displayed, un-install DataCHECK, delete the C:\FixITcc folder and repeat the above steps using “Run as Administrator”. On the first start of DataCHECK and Fiscal Year End Change the environment is initialized. This initialization requires escalated admin rights, so it is critical to use “Run as Administrator”.

## **Recommendations**

Before running Fiscal Year End Change, it is recommended to print the GL Trial Balance (for several years), AP Aging and AR Aged Trial Balance reports for comparison.

The changes made by Fiscal Year End Change cannot be undone. Please make a backup of the data before proceeding.

All of the sub-ledger applications are also shifted to reflect the new Sage Fiscal Calendar for all years. It is recommended to create an archive database for financial reporting in the previous fiscal calendar.

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

### **Version Compatibility**

Fiscal Year End Change will display core modules and some third party products versions.

<input checked="" type="checkbox"/> Delete GLPOST Period 15 entries		
Select individual modules		
<input checked="" type="checkbox"/> BK72A	<input checked="" type="checkbox"/> IC72A	<input checked="" type="checkbox"/> PM72A
<input checked="" type="checkbox"/> TX72A	<input checked="" type="checkbox"/> OE72A	<input checked="" type="checkbox"/> CB72A
<input checked="" type="checkbox"/> AP72A	<input checked="" type="checkbox"/> PO72A	<input type="checkbox"/> AM72A
<input checked="" type="checkbox"/> AR72A	<input type="checkbox"/> VM72A	<input checked="" type="checkbox"/> ZC72A
<input type="checkbox"/> Shift Adjustment entries by +1 year		
<input type="checkbox"/> Reduce to 12 periods		

Modules that are active in the selected database will display the version of the module next to the application code. If the version is blank, that module is not active in the database. When a check mark is next to the application code/version, that module is compatible with Fiscal Year End Change. If the application code/version is red without a check mark, these modules are active in the database, but not compatible with Fiscal Year End Change. The fiscal year/period will not be updated in these modules. Please contact Musick International for compatibility.

Canadian and US payroll modules do not contain fiscal year/period information and does not have to be updated by Fiscal Year End Change.

Most versions of Cashbook (CB) are available and compatible. A limited number of versions of Service Manager (VM) are available. Norming Fixed Assets (AM) is not compatible with Fiscal Year End Change. Please contact Norming.

To verify if a third party product contains fiscal year/period, examine the screens and reports. If the screens and reports do not prompt for fiscal year/period, then this module does not need to be updated by Fiscal Year End Change. If the screens and reports prompt for fiscal year/period, contact Musick International for compatibility.

For updating Uni Sales Analysis (UX), please refer to the FAQ page on our website ([www.Musick-Int.com](http://www.Musick-Int.com)).

“How to sync Sage 300 (Uni) Sales Analysis after running FYEC”

## How to run "Fiscal Year End Change"

Start the Fiscal Year End Change: FiscalYearEndChange.exe.

[SQQLL72] Sage 300 2025 v7.2A Sample Company | SQQLL72 | Sage 2025 v7.2 Sample Company Limited

Refresh | Current Year End: 2024-12-31 | Current Year: 2024 | GL Version: 72A  
Currency: Multicurrency | CAD | Periods: 12

Reset Fiscal Calendar | Starting Date Year: 2010 | Month: 1 | Day: 1 | Number of Years: 15

Shift Periods | Number of periods to shift: 6 (negative numbers shift backwards)  
New Year End: 2024-06-30 | New Year: 2024  
 Close RE by Segment Code | Advanced Options

Delete GLPOST Period 15 entries  
Select individual modules:  
 BK72A |  IC72A |  PM72A  
 TX72A |  OE72A |  CB  
 AP72A |  PO72A |  AM  
 AR72A |  VM |  ZC72A  
 Shift Adjustment entries by +1 year  
 Reduce to 12 periods

Validate Periods by: document date  
Verify Years | Verify Periods | Align Dates

Convert to 13 Periods

Fiscal Calendar	with Period Ends	Chage To Calendar
2024 / 1	2024 - 01 - 31	2024 / 7
2024 / 2	2024 - 02 - 29	2024 / 8
2024 / 3	2024 - 03 - 31	2024 / 9
2024 / 4	2024 - 04 - 30	2024 / 10
2024 / 5	2024 - 05 - 31	2024 / 11
2024 / 6	2024 - 06 - 30	2024 / 12
2024 / 7	2024 - 07 - 31	2025 / 1
2024 / 8	2024 - 08 - 31	2025 / 2
2024 / 9	2024 - 09 - 30	2025 / 3
2024 / 10	2024 - 10 - 31	2025 / 4
2024 / 11	2024 - 11 - 30	2025 / 5
2024 / 12	2024 - 12 - 31	2025 / 6
2025 / 1	2025 - 01 - 31	2025 / 7
2025 / 2	2025 - 02 - 29	2025 / 8
2025 / 3	2025 - 03 - 31	2025 / 9
2025 / 4	2025 - 04 - 30	2025 / 10
2025 / 5	2025 - 05 - 31	2025 / 11
2025 / 6	2025 - 06 - 30	2025 / 12
2025 / 7	2025 - 07 - 31	2026 / 1
2025 / 8	2025 - 08 - 31	2026 / 2
2025 / 9	2025 - 09 - 30	2026 / 3
2025 / 10	2025 - 10 - 31	2026 / 4
2025 / 11	2025 - 11 - 30	2026 / 5
2025 / 12	2025 - 12 - 31	2026 / 6

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

Change Year End | Close

Select the company from the drop down list.

Verify the company and fiscal calendar information is correct.

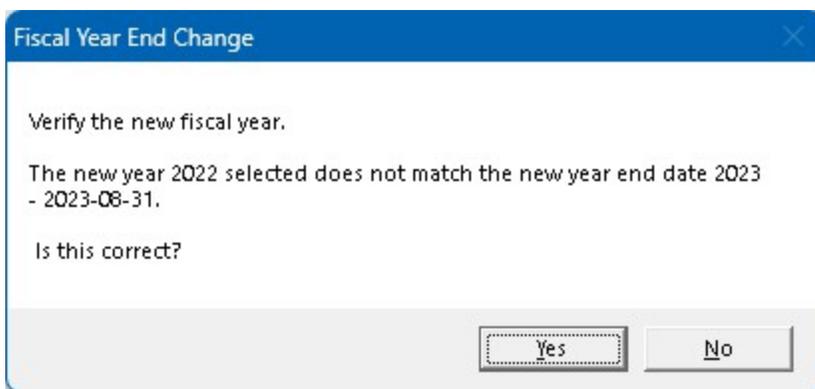
In the "# of periods" field (with yellow background) enter the number of periods to shift the year end.

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. The red box displays the current year/period for dates in the fiscal calendar. The blue box displays the fiscal year/period after Fiscal Year End Change has updated the database.

Note: periods marked with an asterisk (\*) indicate transactions exist for that period. The Sage General Ledger does not allow transactions in a future year. Because of this, Fiscal Year End Change will not allow the year/period to be assigned for previous periods having transactions. The year end will be bumped to the next year.

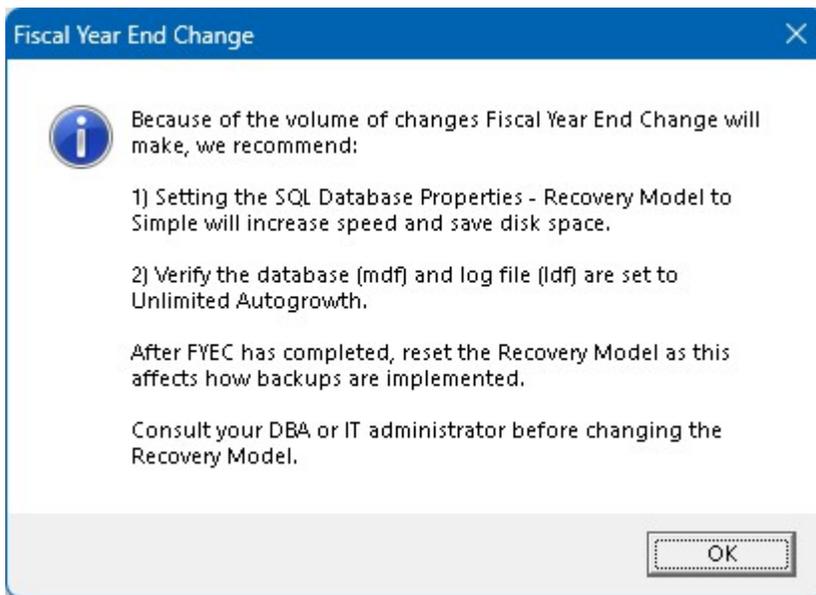
Be sure to verify that the year for the “New Year End” date matches the “New Year”. A reminder will be displayed to verify the year mismatch. If this is correct, click “Yes”.



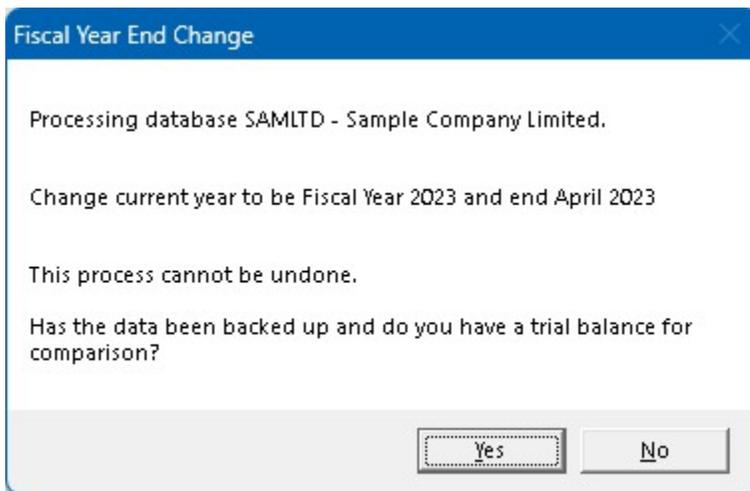
By default, all year end adjustment entries are not changed by the Fiscal Year End Change. To move adjusting entries to the next year, check the box next to “Shift Adjustment entries by +1 year”. If shifting the calendar backwards, the shift will be -1 year.

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

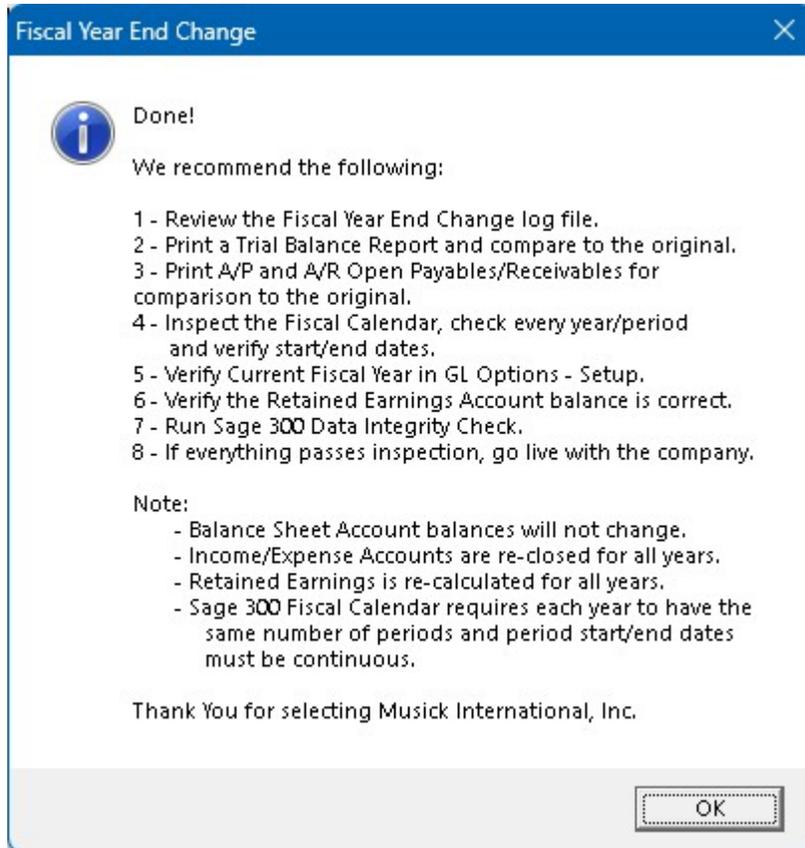
Because Fiscal Year End Change modifies almost every record in the database, here are some suggestions.



Fiscal Year End Change will prompt for a backup.



After the Fiscal Year End Change has completed, this screen is displayed:



Click Ok on this screen and the log file of changes is displayed in Notepad.

### **Fiscal Year End Change Log**

After the Fiscal Year End Change finishes, a report of the changes will be displayed in Notepad. The log file is saved in the “Reports” folder where the Fiscal Year End Change program is installed. If any errors are reported during processing, this file will contain additional information regarding the errors.

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 Sage Fiscal Calendar.

### **Additional features of Fiscal Year End Change**

#### **Close RE by Segment Code**

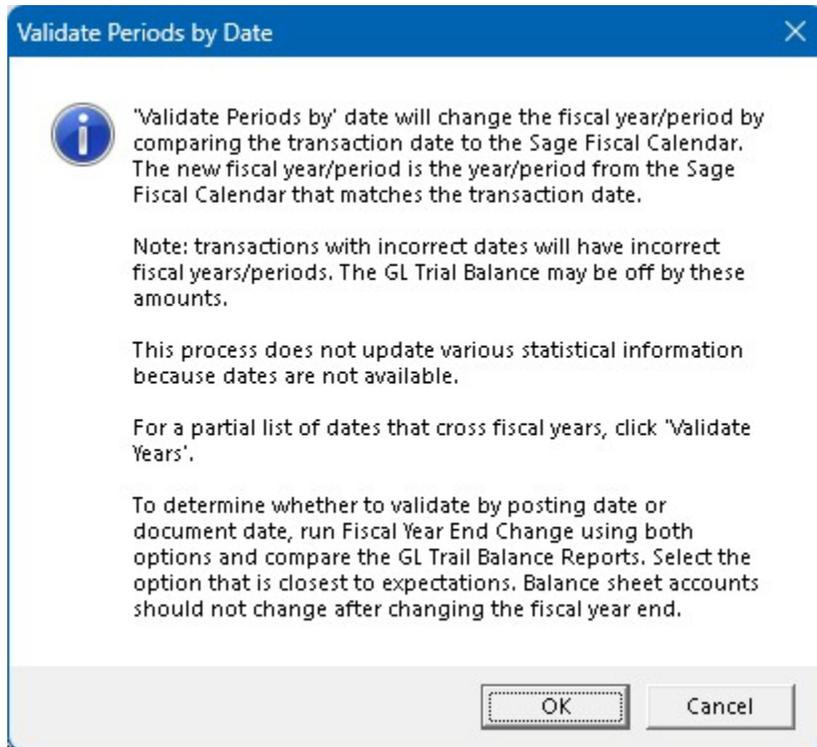
When the Sage General Ledger is set up to use segments in closing and the Segment Codes have a closing account assigned, the Fiscal Year End Change will use the closing account to re-close the income/expense accounts after shifting the fiscal years/periods. When this option is not checked, Fiscal Year End Change will use the “Default Closing Account” in G/L Options.

#### **Reset Fiscal Calendar**

This option will build a new Sage Fiscal Calendar according to the information entered. Only run this option if the calendar is wrong.

### **Validate Periods by Posting Date or Document Date**

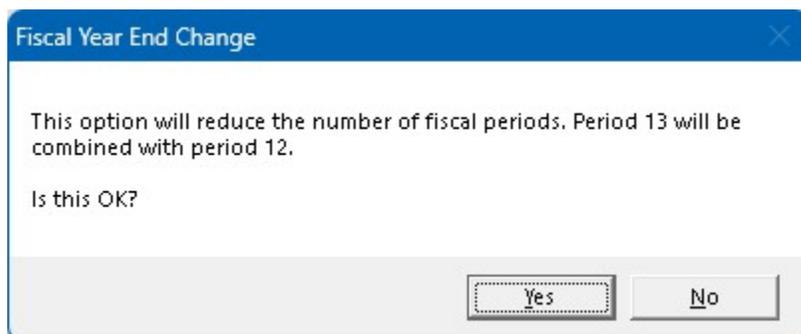
The normal “Shift Periods” will change all of the fiscal years/periods by the “Number of periods to shift”. This option will change the fiscal years/periods by comparing the posting or document date against the Sage Fiscal Calendar to determine the year and period to assign. This warning is displayed:



Please refer to the section “How to create Sage Short/Long Year” below for additional information.

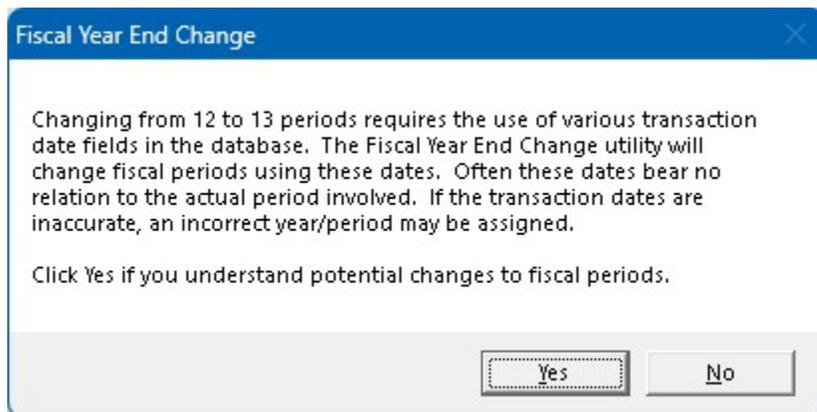
### **Convert to 12 Periods**

This option is only available if the current fiscal calendar has 13 periods. Period 13 will be moved to period 12. Click the “Advanced Options” button to access this option.



## **Convert to 13 Periods**

This option is only available if the current fiscal calendar has 12 periods.



## **Shift Adjustment Entries by +/- 1 year**

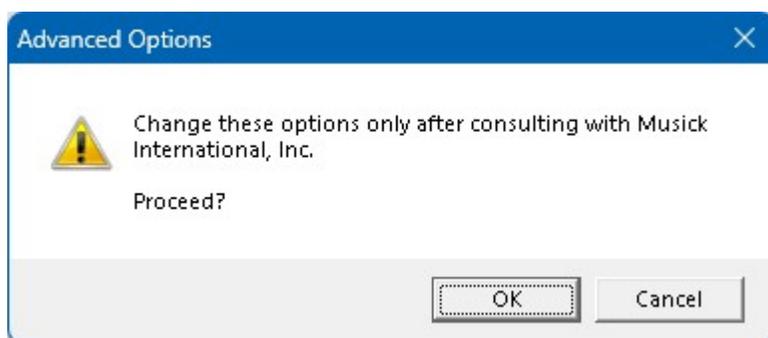
When Fiscal Year End Change does a normal “Shift Periods” by “Number of periods to shift”, all year end adjustment transactions remain unchanged. Because these transactions are not associated with the fiscal calendar, they stay in the same year as the transaction. This option allows these year end adjustment transactions to move to the previous/next year depending on how the calendar is being shifted. To access this feature, click the “Advanced Options” button.

## **4-4-5 or Short/Long Year in Fiscal Calendar**

The Fiscal Year End Change can be used to create a non-standard Sage Fiscal Calendar. This is accomplished by manipulating the Sage Fiscal Calendar and then running Fiscal Year End Change – “Validate Periods by Posting/Document Date”. Contact Musick International, Inc. for more information on your unique requirements.

## **Advanced Options**

Clicking the Advanced Options button will display this message.



Under normal circumstances, these options do not need to be changed. Contact Musick International, Inc. for additional information regarding these options.

## **How to create Sage Short/Long Year**

The normal Fiscal Year End Change (FYEC) “Shift Periods” will shift all years to the new fiscal year end date. A normal Sage install (create database) does not allow the fiscal calendar to have a short or long year. Each fiscal year is expected to have 12 (13) periods and all dates must be continuous.

What has worked for some clients, is to create an archive database for financial reporting in the previous fiscal calendar and then modify the current database to have the new fiscal year end across all years.

Still, many clients request the shift in periods to change only the current fiscal year and not shift the prior fiscal years and periods.

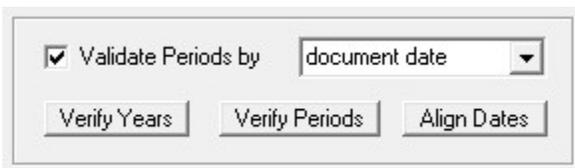
There is a work around, but the client should be aware that it has some restrictions:

- 1) The G/L comparison of actual and budget periods across the short/long year will match different times of year. Example: if changing from calendar year (period 1 is January) to a May year end, period 1 is June.
- 2) The financial statements must be modified to accommodate the different fiscal years/periods as a result of the short/long year.
- 3) Statistics tables that do not contain dates are not changed. Some of these include vendor statistics, customer statistics, group statistics, O/E and P/O summary statistics, etc....
- 4) Setting the database to the short/long year requires changing the fiscal year/period on each transaction based on the Posting Date or Document Date. This assumes the dates correctly reflect the actual fiscal year/period. If the dates are out of sync with the year/period, the resulting GL Financial reports will also be out of sync.

The work around is to modify the Sage Fiscal Calendar to have a short/long year. Because each fiscal year must have 12 periods and be continuous, some of the periods are set to a single day or several months.

The first step is to verify that posting or document dates are correct. Do this before modifying the Sage Fiscal Calendar.

Launch Fiscal Year End Change, select the company from the drop down list, select “Validate Periods by <date>”, and select either “posting date” or “document date”. We have found the document date is usually more accurate.



Now click “Verify Years” to generate a list of G/L Transactions that will change fiscal year. List generation is based on the “posting date” or “document date” selected. These transactions will cause the G/L Trial Balance to be off in previous and/or current years. If no transactions are generated, the G/L Transaction dates are correct in that they will not change the fiscal year.

Next click “Verify Periods” to generate a list of G/L transaction dates that do not match the fiscal year/period. The date for comparison is based on the “posting date” or “document date”. The G/L Trial Balance period balances will be changed by this list of G/L transaction amounts after running FYEC “Assign Periods by date”.

Both “Verify Years” and “Verify Periods” will account for changes made to the FYEC.ini file to restrict updating of historical data.

If the G/L transaction posting/document dates do not match the fiscal year/period, the client has 3 alternative solutions:

- 1) Since the dates will cause the G/L Trail Balance to be wrong, do not create a short/long year. Run FYEC and select "Shift Periods" and enter the "Number of periods to shift". This will change the Sage database according to the fiscal year/period across all years of history.
- 2) Do G/L Journal Entries to move the G/L transactions back to the correct year/period after running FYEC "Assign Periods by date". This will update the G/L, but not the sub-ledgers.
- 3) Run the "Align Dates" feature of FYEC. Clicking "Align Dates" will parse the G/L transaction "posting date" or "document date" selected, and change the date to the start date of the fiscal year/period of the transaction. Only the G/L transaction date selected (posting or document) is modified, no transactions are added, removed or amounts recalculated. Sub-ledger transactions are not changed. Comparing the G/L to the sub-ledger by fiscal year/period will not change. Comparing the G/L to sub-ledgers by date will change. After running "Align Dates", re-generate the "Verify Years" and "Verify Periods" lists to confirm the dates have been changed according to the transaction fiscal year/period.

After verifying the posting or document dates, modify the Sage Fiscal Calendar to create the short/long year. Since the Sage Fiscal Calendar requires all years to have the same number of periods and all dates to be continuous, the short/long year is created by spreading out or combining dates for specific fiscal periods.

Using the following example, the current year end is June and will be changed to February. The fiscal year 2024 will start in July 1, 2023 and end Feb 29, 2024.

```
----- SHORT YEAR -----  
2023 p1    July 1 - July 1  
2023 p2    July 2 - July 2  
2023 p3    July 3 - July 3  
2023 p4    July 4 - July 4  
2023 p5    July 5 - July 31  
2023 p6    Aug 1 - Aug 31  
2023 p7    Sep 1 - Sep 30  
2023 p8    Oct 1 - Oct 31  
2023 p9    Nov 1 - Nov 30  
2023 p10   Dec 1 - Dec 31  
2024 p11   Jan 1 - Jan 31  
2024 p12   Feb 1 - Feb 29
```

The individual days could be anywhere in the calendar and can be more than 1 day, as long as the calendar has 12 consecutive periods and the dates are continuous.

After modifying the Sage Fiscal Calendar, modify the FYEC.ini to tell FYEC to **not** modify previous years of history. Use Windows NotePad to modify the FYEC.ini file located in the folder where Fiscal Year End Change Utility is installed.

Add the following lines to the FYEC.ini file.

```
;; these are comment lines
;; only used with the FYEC "Validate by Posting/Document Date" feature
;; ALLOWS SKIPPING OF HISTORICAL TRANSACTIONS
SageShortYear = True
;; FIRST YEAR THAT IS BEING MODIFIED IN THE SAGE FISCAL CALENDAR
SageStartShortYear = 2024
```

Adding "SageShortYear" to the FYEC.ini file will tell FYEC "Validate by date" to ignore historical transactions in the GL and all sub-ledgers. The cutoff for transactions is determined by the value assigned to the "SageStartShortYear". This is the fiscal year that is modified to create the short year. In the above example, the fiscal year being modified in the Sage Fiscal Calendar is 2023, so this value would be set to 2023. By setting these values, the fiscal year/period for all transactions previous to fiscal year 2023 will not be modified.

Next, run the FYEC utility and select "Validate Periods by Posting Date" or "Validate Periods by Document Date". This will align all of the transactions to the modified fiscal calendar. From experience, validating by "Document Date" is usually more accurate. Remember, the resulting fiscal year/periods is only as accurate as transaction dates. If the G/L Trial Balance report has amounts in different years/periods, please review the above section about "Verify Years". Statistics tables that do not contain dates are not changed.

After the Fiscal Year End Change finishes, a report of the changes will be displayed in Notepad. The log file is saved in the "Reports" folder where the Fiscal Year End Change program is installed. If any errors are reported during processing, this file will contain additional information regarding the errors.

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 Sage Fiscal Calendar.



Thank You for selecting Musick International, Inc.

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