End of Periods FAQs

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Q. I have logged into a prior year data set and I am not seeing any journal entries, customer or vendor activity, but when I run a trial balance my G/L accounts all have the right balances. Most of the reports I run show G/L accounts, customers, and vendors to be out of balance.

A. In this instance, the user was logged into a payroll dataset rather than a fiscal year dataset. Fiscal year datasets begin with *FY* while Payroll datasets begin with *PY* at the *Main Menu / Log In Screen*. Try exiting out of the prior year dataset and re-entering Agvance selecting the correct *FY* dataset. Payroll datasets contain archived payroll information and only payroll data is available to be viewed.

Q. What might cause a *Subscript out of range* error when closing the Fiscal Month?

A. A possible cause to a *Subscript out of range* error when closing the Fiscal Month is a Future Journal Entry with tabs in the *Description*.

Closing the Fiscal Month with this Future Journal Entry gives the *Subscript out of range* error and closes Agvance. Be sure to save the Error report as it may indicate the offending Future JE.

To correct this issue, the data should be restored to an image made just before the attempt to close the month was done. Edit the Future Journal Entry and remove the tabs from the *Description*, then **Save**. The Fiscal Month can then be closed.

Q. I forgot to end the fiscal month.

A. There are three options in this situation:

1. Void the transactions entered belonging to the new fiscal month, end the month, and re-enter the transactions. This will allow each month to contain the correct activity but is only practical if very few transactions for the new month have been entered.
2. Run the two months together into one fiscal month. Continue working and, at the next month-end, end the month twice to catch up. There will be one fiscal month containing both months' activity and one month with no activity.
3. End the Fiscal Month. This will leave some of the new month's activity in the prior Fiscal Month and allow the rest to be entered in the correct month. This option only makes sense in a few situations.

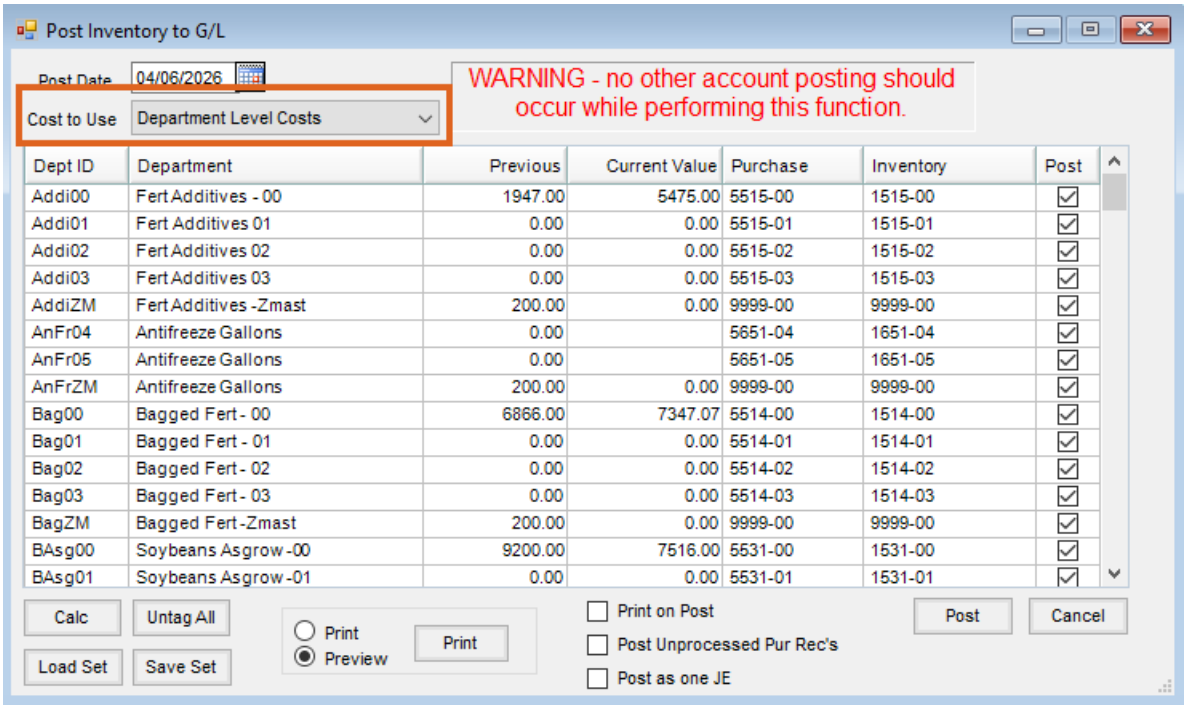
The typical solution is to run the two fiscal months together. If choosing this option, bear in mind that the months will be combined on financial statements and any other reports run by fiscal month (like Customer Statements).

Q. My Inventory Statement and Trial Balance totals do not match.

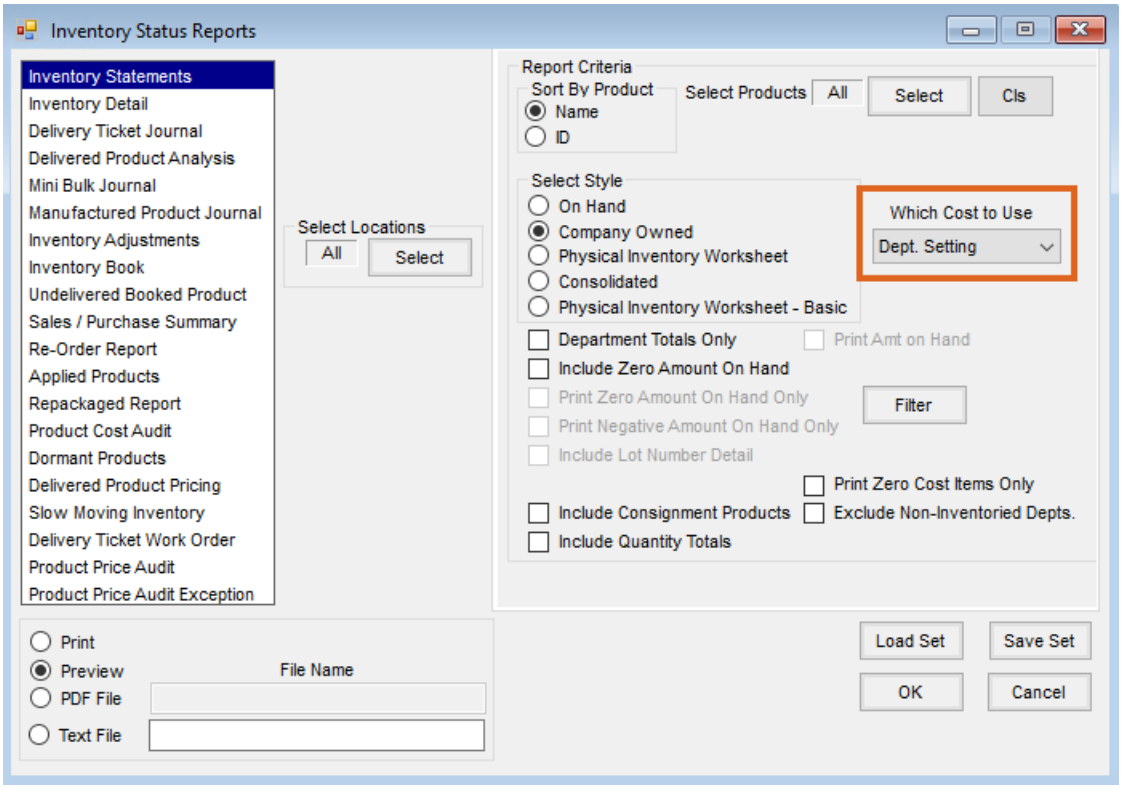
A. When running the Company Owned Inventory Statement and the General Ledger Trial Balance right after posting inventory to G/L, it is possible the totals on the two reports do not match.

In most cases, this discrepancy will occur when the Company Owned Inventory report is run using a different cost type (Department Level, Average, Last, or Replacement) than the cost selected on the Post Inventory to G/L function.

To make sure that these are consistent, confirm the selection of the *Cost To Use* at *Accounting / G/L / Post Inventory to GL*.



Then when running the Inventory Statements report at *Accounting / Accounting Reports/ Inventory Status*, be sure to select the same cost type.



Note: The Department Level can be viewed at *Accounting / Setup / Inventory Departments*, select **Edit** and go to the *G/L Posting* tab and the *Compute Invoice Cost* option.

Q. How can Vendor 1099s be archived when the fiscal year does not end December 31st?

A. If the fiscal year does not end on December 31st, when ending the fiscal month that corresponds to December, all Vendor 1099 information is erased.

In most cases, it is recommended to run the 1099s before ending December. However, there is a way to archive this information to run 1099s and/or view totals after ending the fiscal month of December.

Use the *Create/Refresh Play Data* feature at *Hub / Utilities* to make a copy of the data right before ending the month of December. Log into this play dataset at any time to see the data as it was before the 1099 information was deleted.