InTempo

Process Documentation

Department:
Customer Support
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NAME OF PROCESS

Manual Posting & Adjustments After Year-End Close

Use Case / Objectives

This article outlines the steps for manually posting after year end and the effects the general ledger year end has on RentalMan posting procedures.

NOTE: You should not begin your year-end steps *until* you meet with a member of our Customer Support Team and receive the year-end checklist.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Year-End Process Overview

At the end of each fiscal year, several system processes occur:

- On the last day of the fiscal year, **program YRENDC** runs. This disables **automatic posting** and **automatic processing**.
- This ensures the system continues posting into the *prior year* until the **Initial Close** is completed.

How Posting Works Before the Initial Close

Since automatic posting is turned off:

Accounts Payable (A/P)

Posting an A/P batch **does not** automatically update the G/L.

To push A/P entries into the G/L, you must run **Month End Processing**.

Accounts Receivable (A/R)

- Posting an A/R batch does not update the G/L automatically.
- You must:
  - Post the batch in A/R.
  - Manually post it in the G/L using **Post G/L Journal Entries**.
  - Run **Month End Processing** to send it to the G/L.

Items Normally Sent to the G/L Through Auto Processing

(Cash drawers, cycle bills, invoicing in Operations/Work Orders)

To post these to the closing year:

- Create a batch using **Create Invoice G/L Journal Batch**.
- Post the batch using **Post G/L Journal Entries**.
- Run **Month End Processing**.

Key Reminder

Anything done in:

- A/R
- A/P
- Operations/Work Orders (invoicing)
- Cash Drawers

will NOT appear in the G/L automatically after YRENDC runs.

You must post and process manually.

Do **not** run **Month End Processing for the first month of the new year** until after the Initial Close.

Doing so will post transactions into the incorrect fiscal year.

Timing the Initial Close

Although not required, many companies wait about a week or longer before performing the Initial Close.

This allows time to enter any last-minute **A/P invoices** received from vendors.

- These invoices can be entered and posted manually into A/P for year-end.
- Alternatively, your company may choose to **accrue** A/P instead—this is a business decision.

When it is time to do the Initial Close it is important to remember that only the person performing the Initial Close can be logged in until the process is finished

After the Initial Close

Once you complete the Initial Close:

- Automatic posting and automatic processing can be turned back on.
- **SaaS customers** must contact **InTempo Customer Support** to re-enable these options.