

The logo for InTeppo features the word "InTe" in a blue sans-serif font, followed by a stylized bar chart with vertical bars in green, blue, and orange, and the word "ppo" in a blue sans-serif font.

InTeppo

Process Documentation

Department:

Customer Support

Last Updated:

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Preparing for Year End [Roleplay]

THIS IS CRITICAL INFORMATION. Please read this first before continuing to the how-to guide

About this article

This Year-End close process is a critical task that must be completed by an Administrator of the Roleplay environment. This process is irreversible, meaning once the year is closed it cannot be undone. Before proceeding with the Year-End Close it is essential that all months for the year are balanced and closed. Any remaining balances will be carried over to the next calendar (or fiscal) year.

Confirm with your teams that all journal entries for the closing year are finalized before initiating the Year-End Close. The steps outlined in this section are critical for maintaining accurate financial records and ensuring a smooth transition into the new year.

Please note that there will be a **new** User ID in the **RolePlay** environment for the next year; please speak with your InTempo contact to receive the new **RolePlay** ID for the new year.

Post All Accounts Receivable (A/R) Batches Before Year End

- Ensure all A/R is posted before the last day of the year.
- Be aware that posting A/R *after* the first day of the new year might cause it to post to the G/L with a backdate. This can potentially cause discrepancies between your Accounts Receivable G/L amount and the A/R Aging subledger. Keep track of any batches posted in A/R and backdated into the G/L for reconciliation purposes.

Run Critical Reports on the Last Day of the Year

- Make sure to run any necessary reports on the last day of your year, as some may not be backdate-able.
- Suggested Reports include:
 - Equipment File Master Listing
 - A/R Aging Report
 - Open Payables Report
 - P&L Balance Sheet
 - Trial Balance
 - Utilization Reports
 - Earned Not Billed Report
 - A/P Accrual Report

Optional Tasks

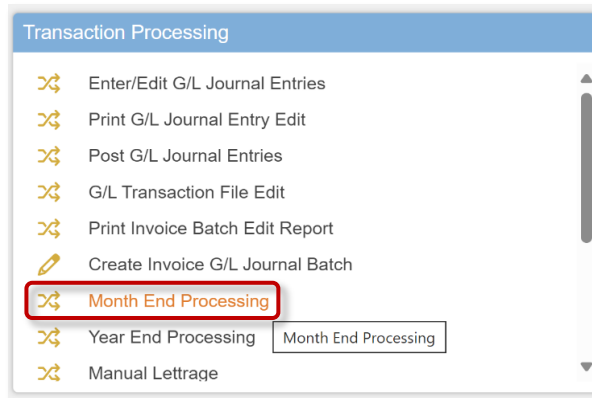
- **Cycle Bills:** If you prefer, manually run all Cycle Bills through the end of the month. If your Cycle Bills typically run automatically overnight, this step can be skipped.

- **Create Billable Days File:** This can be done after the first of the year. The system will ask for the number of billable days per week (5, 6, or 7), which is used in creating Utilization Reports.

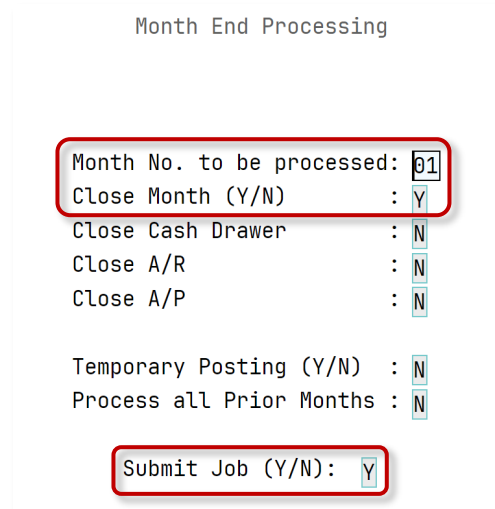
Month End Processing

Process Steps

1. Log into the [Roleplay environment](#) using your credentials.
2. Ensure that, at minimum, 9 months of the prior year are balanced and closed. You can close up to the last month if desired, but the minimum requirement for an initial close is the first nine months.
3. Click on the **General Ledger** menu.
4. In the **Transaction Processing** section, click on **Month End Processing**.



- a. The **Month End Processing - Launch** screen opens.
5. With the cursor in the *Month No. to be processed* field, type in the month number you want to close (01 = January, 02 = February, etc). Then type a Y in the *Close Month* and *Submit Job* fields.

A screenshot of the "Month End Processing" launch screen. It contains several input fields with values: "Month No. to be processed: 01", "Close Month (Y/N) : Y", "Close Cash Drawer : N", "Close A/R : N", "Close A/P : N", "Temporary Posting (Y/N) : N", "Process all Prior Months : N", and "Submit Job (Y/N): Y". The first two and last two fields are highlighted with red boxes.

6. Press enter twice to close the month.

NOTE: Repeat this process for each of the first nine months.

7. Once you are prepared to close the year, repeat steps 4 & 5 to close out the last three months (or the last month) of the closing year. Make sure you are using your previous year's log in credentials to perform this task.

Note: When closing the months, there will be a popup asking for Back-Up Options.

8. Enter through this window with the **N** set defaults.

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Back-up Options Window

Make tape back-up before closing: N (Y/N)

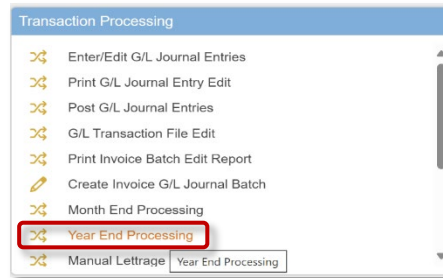
Initialize tape: N (Y/N)

Enter paramters and press Enter.
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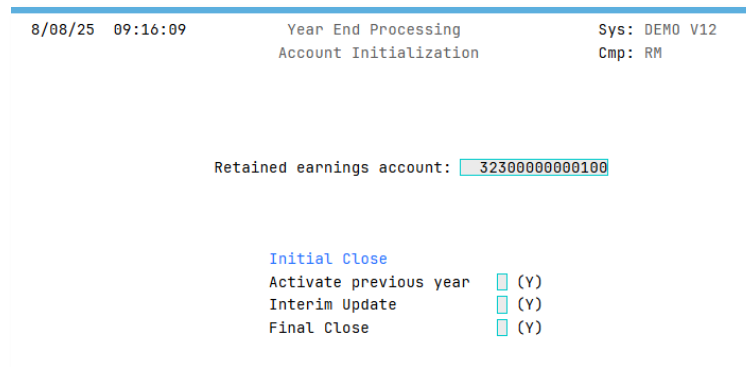
Year End Processing [Initial Close]

Process Steps

1. Log into the [Roleplay environment](#) using your credentials.
2. Click on the General Ledger menu.
3. In the **Transaction Processing** section, click on Year End Processing.

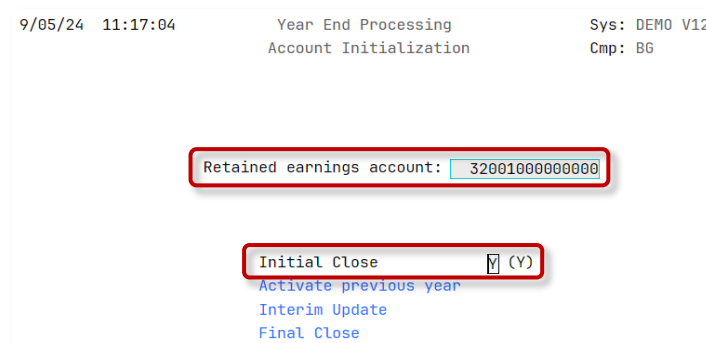


- a. The **Year End Processing - Account Initialization** opens.



NOTE: IF you need to close months in the previous year, type Y in the *Activate previous year* field and press Enter twice and then follow the steps above in the **Month End Processing** section. **NOTE 2:** You will need to do this *prior* to closing out the year.

4. Verify that the *Retained earnings account* is correct, then type Y in the *Initial Close* field.



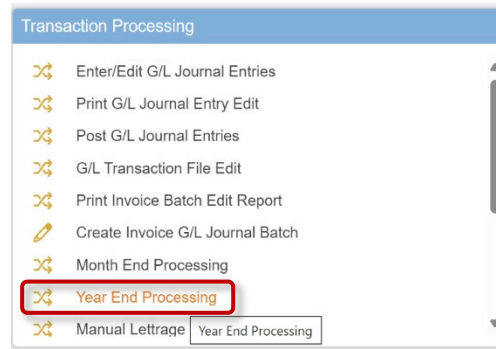
5. Press Enter.

Year End Processing [Final Close]

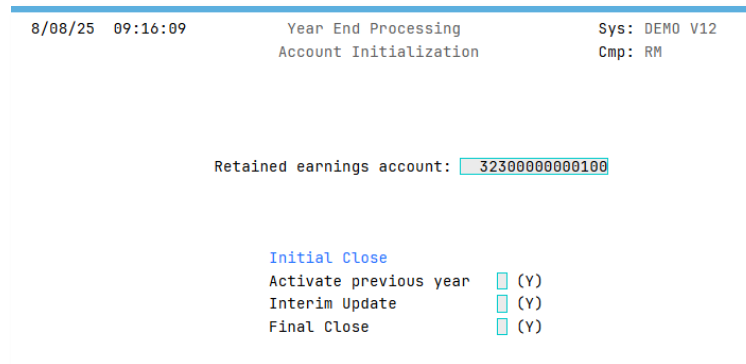
Process Steps

Once the Initial Close is completed, a Final Close must be done before another Initial Close is performed on the new year. **Note:** A Final Close can only be performed in the current year log in.

1. Log into the [Roleplay environment](#) using your credentials.
2. Click on the **General Ledger** menu.
3. In the **Transaction Processing** section, click on **Year End Processing**.



- a. The **Year End Processing - Account Initialization** opens.

A screenshot of a terminal window titled "Year End Processing - Account Initialization". The window shows the date and time "8/08/25 09:16:09" in the top left, and system information "Sys: DEMO V12" and "Cmp: RM" in the top right. The main content area displays "Retained earnings account:" followed by a text input field containing the value "3230000000100". Below this, there is a section titled "Initial Close" with three rows of options: "Activate previous year" with a checkbox and "(Y)", "Interim Update" with a checkbox and "(Y)", and "Final Close" with a checkbox and "(Y)".

4. Verify that the *Retained earnings account* is correct, then type Y in the *Final Close* field.
5. Press Enter.
6. Type in the year being closed.
7. Press Enter.

Reference Glossary

Field Definitions for Tasks

Month End Processing - Launch

- **Month to be Processed** - Enter the month or period for which you want to process debit and credit transaction totals to the G/L master file.
- **Close Month** - Indicate whether you want to fully close the month. Leave the field set to N if you want to close one of the other modules (Cash Drawer, A/R, A/P), but leave the month open until all transactions have been processed.
- **Close Cash Drawer** - Indicate whether you want to fully close the cash drawer for the month. Enter Y after the cash drawer for the last day of the month has been balanced and closed using the Cash Control Entry program. You can run this program and close the cash drawer without closing the month.
- **Close A/R** - Indicate whether you want to fully close Accounts Receivable for the month. Enter Y after ensuring that all A/R transactions have been posted through the last day of the month. You can run this program and close A/R without closing the month. Prior to closing A/R for the month, use Post Customer Payments to post cash receipts; use Post G/L Journal Entries to post A/R adjustments; and use Create Invoice G/L Journal Batch to post A/R operational transactions.
- **Close A/P** - Indicate whether you want to fully close Accounts Payable for the month. Enter Y after ensuring that all A/P transactions has been posted through the last day of the month. You can run this program and close A/P without closing the month. Prior to closing A/P for the month, use Post Invoices to post all vendor invoices; and use Create Invoice G/L Journal Batch to post A/P operational transactions.
- **Temporary Posting** - Indicate whether you want to process temporary posting for the month. During year-end processing, you would set this to Y to temporarily post data for each month in the new year (for reporting purposes) while continuing to process the previous year's data. Months that are closed with this field set to Y must be closed again with this field set to N, once you have closed the previous year and are processing only in the new year.
- **Process all Prior Months** - Enter N to process only the month entered in the Month to be Processed field. Enter Y to process the month entered in the Month to be Processed field and all the months previous to
- **Submit Job** - Enter Y to run month end processing in the background. You can continue to work in other programs during processing. Enter N to run month end processing now while you wait.

Year End Processing - Account Initialization

- **Retained Earnings Account** - Enter or accept the account that receives the offsetting income and expense balances for the year at final close. The revenue and expense account balances are reset to zero. The default account for this field comes from the

retained earnings account setting for your location as set up in Default System G/L Values.

- *Initial Close* - Select this option after you have closed the last month/period in the fiscal year, and you have used the Budget Account Transfer program to move G/L account balances from account code 2 to one of the user defined account codes 4 through 9.

During initial close, the following takes place:

- Two General Ledger Data Libraries are established. One library is a copy of the accounting information for the year being closed, and it is called WSGLLYxx (xx is your company code). The second library maintains the accounts for the active (or current) accounting year.
- Account history records (account code 2) are deleted to prepare for the new year.
- Data under existing account code 1 is rolled over to become the account history file (account code 2) for the previous year, and account code 1 is initialized for the current year.
- Retained earnings and balance forward amounts are calculated.
- All month/accounting periods are opened for the new (current) year.
- *Activate/Deactivate Previous Year* - Select this option if, after running the Initial Close, it is necessary to make accounting entries to the previous year. You can run this process multiple times before performing the year-end final close.
 - After you activate the previous year, if you need to go into the control records and open a month/period, ensure that you do so from the Additional G/L Options Menu, Option 82-System Control File Maintenance. Do not type ctl at the command line to make your changes, because that will impact the current year's records.
 - Activating the previous year allows you to make entries to the General Ledger Data Library for that year. When the previous year is activated, the main General Ledger menu has a highlighted PREVIOUS YEAR ACTIVE notice across the top, and the year is only activated from the one workstation from which the Activate previous year process was run. Access to the previous year should be deactivated when updates are not being performed.
- *Interim Update* - Select this option to integrate the data that was entered while the previous year was activated. You can run this process multiple times before performing the year-end final close.
 - Before you perform this step, ensure that all month/accounting periods for the previous year are closed, and deactivate the previous year by logging off and then logging back in. Everyone needs to be out of the general ledger until processing is complete.

During interim update, the following takes place:

- Balance forward and retained earnings amounts are recalculated from the previous year.
- The balance forward amounts for the current year are adjusted to reflect the new values from the previous year.
- Retained earnings for the current year are updated to reflect the new value from the previous year.
- The account history information (Account Code 2) for the current year is updated to match the adjusted data from the previous year.
- Both General Ledger Data Libraries remain on the system as separate entities to allow for future updates until final close is run.

- *Final Close* - Select this option once all adjusting entries have been completed for the previous year. After you perform the final close, you can no longer activate the previous year.
 - In addition to integrating the most recent entries from the previous year into the current year, the final close deletes all information from the previous year's General Ledger Data Library.
 - Before you perform this step, ensure that all month/accounting periods for the previous year are closed, and deactivate the previous year by logging off and then logging back in. It is a good idea to run an interim update one more time prior to performing the final close to ensure that all adjustments are carried forward

When you run the final close, the following takes place:

- Final balance forward and retained earnings amounts are calculated from the previous year.
- The balance forward amounts for the current year are adjusted to incorporate the new values from the previous year.
- Retained earnings for the current year are updated to incorporate the new value from the previous year.
- The account history information (Account Code 2) for the current year is adjusted to reflect the final closing information of the previous year.