



ACS YEAR-END FREQUENTLY ASKED QUESTIONS

This document includes answers to frequently asked questions about the following ACS modules:

- General Ledger
- Payroll
- Accounts Payable
- Accounts Receivable

General Ledger

How do I enter new budget figures for next year?

You can enter new budget figures in several ways in General Ledger through the Add/Edit Budgets window:

- **Copy Budget** – Use this option to copy your current budget to the new year. When copying the budget to the new year, you can increase or decrease your budget by a percentage. In General Ledger, click **Add/Edit Budgets**, then **Copy Budget**. If you need help making the selections in the Copy Budget window, press F1.
- **Edit by Grid** – Use the Edit Budgets by Grid window to enter or edit budget information for multiple accounts at once. Select the correct fiscal year in the Add/Edit Budgets window and click **Edit by Grid**. If you need help making the selections in the Edit by Grid window, press F1.
- **Export to Excel** – To edit the dollar amounts in the accounts, you can export your budget to a Microsoft® Excel® file. After editing the dollar amounts for each budget account, import the file back into ACS. In General Ledger, click **Add/Edit Budgets**, then **Start Excel**. If you need help making the selections in the Export window, press F1.
- **Edit by account** – To enter the new budget one account at a time in **Add/Edit Budgets**, select the correct fiscal year and enter a General Ledger account code. Select **by Month** or **by Year** and enter the budget figures in

the correct fields. If you need help entering information in this window, press F1.

Can I print a report that shows my budget?

Yes. You can print a Budget Proof List that prints each of your revenue and expense accounts in six bi-monthly columns, plus an annual budget column. You can also print an Analysis of Revenues and Expenses report to display only your budget columns. To use the report as a worksheet, include a blank column on the report.

To print the Budget Proof List

1. On the General Ledger main menu, click **Reports**.
2. Under Report Type, select **Lists**.
3. Under Reports, select **Budget Proof List**.
4. Under Posting Period, select the year from the **Through** drop-down list.
5. Click **Print**.


To print the Analysis of Revenues and Expenses report

1. On the General Ledger main menu, click **Reports**.
2. Under Report Type, select **Statements**.
3. Under Reports, select Analysis of Revenues & Expenses – Detail Landscaped.
4. Under Posting Period, select **Year-to-Date** from the **Report View** drop-down list.
5. In the **Through** drop-down list, select **December** and the budget year you want to print.
6. Click the **Setup** tab.
7. Select the information you want on the report. For help on the report setup, see “To set up the Analysis of Revenues and Expenses report.”
8. Click Print.

To set up the Analysis of Revenues and Expenses report

1. In the Reports window, click the **Setup** tab.
2. If necessary, change the Report Title.
3. In the lower right corner of the window, click **Setup Columns**.

ACS Year-end Frequently Asked Questions

4. To remove all items on the right, click the double-left  arrows.
5. Next to **Budget Fields**, click the plus sign.
6. Next to the correct year's budget, click the plus sign.
7. Double-click the fields you want to print on your report. To reorder the columns, click the blue arrows to move the fields up or down.
8. To move the column title to the right, double-click **Blank Column** in the **Available Fields** pane.
9. When you finish, click **OK**.

I am ready to close my year in General Ledger. Why is the Begin Year End button disable when I click Year End Procedures?

To perform year-end procedures, you must first make several selections in the Year End Procedures window. Make these selections before closing the year.

These selections include:

- **Closing Period Ending** – This field must display the last month of your fiscal year, indicating that all previous months are closed.
- **Transaction Source** – Select the adjustment source type to assign to the closing year entries.
- **Closing Date** – Enter the transaction date to assign to the closing entries.
- **Close All Accounts to a Single Fund Principal Account** – If you have only one fund set up in General Ledger, close all revenue and expense accounts to a single closing account.
- **Close Accounts to Selected Fund Principal Accounts** – For each fund set up in General Ledger, close all revenue and expense accounts to the appropriate closing account.

Once you make these changes, you can begin year-end procedures.

Can I post entries to January before I close the year?

Yes. You can post entries to January of the new year before closing the current year. Make sure to change the posting month and year in the transaction window while keying your entries. You must also have the '**Allow posting to prior periods**' option selected in General Ledger Transaction Setup.

To allow posting to prior periods

1. On the General Ledger main menu, click **Setup**.

ACS Year-end Frequently Asked Questions

2. Click the **Transaction Setup** tab.
3. Click **Edit**.
4. Click the **Allow posting to prior periods** check box.
5. Click **OK**.

When I am trying to close my year, I get a message that one of the closing accounts is attached to the wrong fund. Why?

To make sure that your books remain balanced after closing the year, each account in your chart of accounts is assigned a fund. Each Fund in Add/Edit Lists is assigned a closing account. The closing account is also known as the Fund Principal account in the Chart of Accounts.

For example:

Chart of Accounts Fund 001 — Church Fund 002 — Building
Fund Principal Account – 1-299999, Fund 001 – Church
Fund Principal Account – 2-299999, Fund 002 – Building

Add/Edit Lists

Fund 001 – Church, Closing Account – 1-299999
Fund 002 – Building, Closing Account – 2-299999

This example includes two Fund Principal accounts in Add/Edit Chart of Accounts. One is assigned to Fund 001 and the other is assigned to Fund 002. In Add/Edit Lists, the appropriate Fund Principal account is entered in the **Closing Account** field of each fund.

Also, each account in your Chart of Accounts must have a fund assigned to it. To verify that all accounts have a fund assigned, print the Chart of Accounts – Detail report. You can review each account and its fund. If an account is missing a fund, edit the account in Add/Edit Chart of Accounts and enter the fund.

When I try to perform year-end procedures, I get a message that there are open transactions. How do I find them?

Open transactions are in General Ledger, not in any of the other modules in the Financial Suite. However, they are entered in a prior period or entered by a different user.

To find open transactions

1. On the General Ledger main menu, click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.

ACS Year-end Frequently Asked Questions

3. Under Posting Period, select **All Users** and **All Periods**. All open transactions display in the window.
4. Delete or post the open transactions.

What transaction source should I use for year-end closing?

You must use an adjustment source type for year-end closing. Adjustment source types are defined in Add/Edit Lists. The first adjustment source type listed in Add/Edit Lists is the transaction source that displays in the Year End Procedures window. You can select other adjustment sources from the Transaction Source drop-down list in the Year-end Procedures window. Since each adjustment source is defined as an adjustment source type, you can select any of them.

What is the difference between the transaction sources available for year-end closing?

The only difference between the transaction sources available for year-end closing is the Source Code and Description assigned to each in Add/Edit Lists. Since each transaction source is defined as an adjustment source type, they each post to General Ledger the same way. Just select the Source Code you prefer to see on year-end reports.

Does the closing date have to be 12/31?

The closing date is the last date of your fiscal year, whether it is December 31 or another date in the year. The Closing Date on the Year End Procedures window defaults to the current system date, so you must change it. The date selected is the posting date for all of your year-end closing entries and prints on your closing summary report.

Can I add my budgets for next year before I close this year?


Yes. You can enter or change budgets for the new year at any time. Entering a budget for a new year does not affect the current year's budget. When you enter the new budget information, select the appropriate year. As you enter transactions and print reports for the new year, ACS uses the new budget figures.

What is the difference between closing to a single fund principal account or to selected fund principal accounts?

The Year End Procedures window includes two options under **Closing Account Setup**. ACS defaults to the correct option for the number of funds you have set up in Add/Edit Lists.

ACS Year-end Frequently Asked Questions

When you have only one fund in Add/Edit Lists, ACS selects **Close All Accounts to a Single Fund Principal Account**. The Fund Principal account displays the name of the account below it.

When you have more than one fund in Add/Edit Lists, ACS selects **Close Accounts to Selected Fund Principal Accounts**, regardless of whether or not the funds are in use. You must click **Select Accounts** to display all of your funds. Verify the Fund Principal account for each fund. If necessary, click in the **Account** field to enter the correct Fund Principal account. To select an account from the drop-down list, click the lookup  button.

Do I have to close each module separately?

General Ledger is the only module in the Financial Suite with a year-end closing procedure.

All modules in the Financial Suite, except Purchase Orders, have a **Close Current Month** option. When you close the month in Accounts Payable, the month also closes in Purchase Orders. ACS Technologies recommends posting all transactions for the current year and closing the month of December in each of the other modules before closing the year in General Ledger.

What if my audit is not done and I need to enter adjustments? Can I do these later, or do I have to wait to close my year?

You can enter adjustments at any time. Some audits are performed months after the first of the year. For this reason, ACS Technologies recommends that you close General Ledger as usual. Once the audit is complete, if you have adjusting entries to post and the year is closed, you can post them to the General Ledger. When you are keying your entries, make sure you set the posting month and year to December of the previous year in the transaction window.

Can I print reports after closing the year?

Yes, you can. When printing reports for the previous year, select the report, view, and correct year to print.

What reports should I print before closing?

Print all reports that your Finance Committee, CPA, financial advisors, or auditors need to review. These can include the Bank Account Journal, Check Register, Posting Journal, and Statement reports such as the Analysis of Revenues and Expenses, Balance Sheet, and Trial Balance, as well as other requested reports.

If I am out of balance, will closing my year put me back in balance?

No. Performing year-end procedures while your funds are out of balance will only cause you to start the new year out of balance.

You need to balance your books before closing the year. You can begin by printing the balance sheet with the option **Include Inactive Accounts** selected. Perhaps a transaction was posted to an inactive account in error. If this is the problem, you can leave the transaction posted to that account, or reverse it and post it to an active account.

Another way to determine if your accounts are out of balance is to print the balance sheet for all funds. If your accounts display as balanced, this is an indication that you have a crossing funds transaction that you need to correct. Once it is corrected, your accounts should balance.

If neither of these options corrects your balance issue, contact the ACS Support team at (800) 669-2509.

Payroll

How do I print W-2s for my employees?

Printing W-2s is one of the most important tasks you perform at year-end. Because it is such an important task, ACS Technologies recommends that you print your W-2s on plain paper first. Printing the W-2s on plain paper gives you the opportunity to make sure the forms line up correctly and that each employee's totals are correct.

Print W-2s from Period End Reports in Payroll. Select the report type for your W-2 forms. Select the correct tax year to report and verify that your federal and state tax ID numbers are correct.

You can enter your state's two-character postal abbreviation in the **State** field. However, if you have employees who are paying taxes in a different state than the one you enter, a W-2 does not print for those employees. You must print a second set of W-2s for employees paying taxes in a separate state.

Typically, ACS Technologies recommends that you set the number of copies to **1**. ACS Technologies also recommends that you print your W-2s in batches and collate them manually. The two-part form prints two employees on each form. The four-part form prints one employee on each form.

If you are printing two-part forms, you can adjust the printing of the second W-2 with the **Adjust 2nd W-2** option. Use the arrows to increase or decrease the spacing between the top and bottom forms. Using the Up arrow increases the spacing and moves the printing down on the page. Using the Down arrow decreases the spacing and moves the printing up on the page.

For additional help with this window, press F1. To order W-2 forms, visit our Web site at www.acstechnologies.com/services and click **Forms and Supplies**. For information on how to fill out W-2s, see the IRS booklet *Instructions for Form W-2*, or visit www.irs.gov.

How do I correct a W-2 that is wrong?

ACS Technologies recommends that you print your W-2s on plain paper before printing them on the W-2 forms. This gives you the opportunity to check the alignment of the forms and to verify that the totals on each employee's W-2 are correct.

ACS Year-end Frequently Asked Questions

If you discover that an employee's W-2 is incorrect, you can correct the totals. On the Financial Suite main menu, click **Utilities**, then click **Add/Edit W-2 Totals**. Press F1 for instructions on editing the W-2.

The housing allowance is not printing on my pastor's W-2. How do I get it to print?

ACS will not automatically enter the information for boxes 10, 12, and 14 on the W-2. You must enter these totals manually each year.

To enter the information in boxes 10, 12, and 14 on the employee's W-2

1. On the **Utilities** menu, click **Add/Edit W-2 Totals**
2. Select the employee and the correct tax year.
3. Click in the appropriate box and select the correct adjustment type.
4. Select the adjustment, and click **OK**.
5. Click **Apply**.

If you need help entering information on this window, press F1. If you have any questions about the W-2 box fields or the code to use for the entry on the W-2, see the IRS booklet *Instructions for Form W-2* or visit www.irs.gov.

Should the 941 for all four quarters match the W-3?

Yes. Each of your quarterly 941 forms prints the totals of your federal taxable wages and tips, FICA wages and tips, and Medicare wages and tips. Your tax liability is calculated each quarter also. You submit to the IRS the amount of tax liability calculated.

When the W-3 is submitted at the end of the year, the IRS verifies that the totals on the W-3 match the totals on the 941 forms that you submitted each quarter.

Why does the 941 not reflect changes that have been made to the W-2 totals?

When you generate your 941, ACS holds the totals from the 941 in a file that is not affected by changes made in the Payroll module. If you generated your 941 before making changes to an employee's W-2, you must generate a new 941 or edit the existing one.

ACS Technologies recommends that you refer to the IRS Form 941 instructions at www.irs.gov before editing 941 fields.

Is the 941 that ACS prints approved by the IRS?

Yes. Although the forms look slightly different from the blank government forms, they have been fully approved by the IRS.

You must load the annual tax update at the end of each year to stay current with forms and tax tables.

Should total taxes match total liabilities on the 941?

Yes. Total taxes for the quarter must match the total liability for the quarter section on Schedule B of the 941. Small differences can be due to rounding to the nearest cent each time a payroll is computed. This difference is entered on line 7a (Current quarter's fractions of cents) on the 941. Any amount of \$2 or less is adjusted for you. A difference greater than \$2 can be researched by comparing Schedule B of each payroll check run to the amounts shown on the Liability Report for the same date range.

Can I make 941 tax deposits electronically?

Yes. You can make your deposits electronically by using the Electronic Federal Tax Payment System Web site at www.eftps.gov.

How do I receive tax updates?

On December 15 of each year, ACS Technologies posts an annual payroll tax update on the Support page of our Web site at www.acstechnologies.com/support. Click **Tax Updates** and log in with your site number, name, and e-mail address to access the update file.






An e-mail is sent to all Payroll clients informing you that the tax update is available. The file is small and the download is fast, so even dial-up users can download the tax update easily.

Check your account details at www.acstechnologies.com/clientportal to make sure ACS Technologies has your correct e-mail address.

How do I enter Christmas bonus checks as separate checks?

You can issue a separate check for Christmas bonuses in the Issue Checks window. You can pay them as a wage by adding a cost center and a pay type for Christmas bonus, or you can pay them as an adjustment by adding an adjustment for the Christmas bonus.

To issue a separate Christmas bonus check through Issue Checks

1. Click **Preview/Issue Checks**.
2. Click **Issue Checks**.
3. Select a bank.
4. Enter the employee number. To select an employee, click the lookup  button.
5. Enter the check date. To select a date from the calendar, click the down arrow .
6. In the **Prd Start** field, enter the period start date. To select a date from the calendar, click the down arrow .
7. In the **Prd End** field, enter the period end date. To select a date from the calendar, click the down arrow .
8. In the Pay Period box , change the pay period to 6.

To pay the Christmas bonus as a Pay Type and Cost Center

1. In the Wages window, delete the items that display under **Wages**.
2. Click **Add**.
3. In the **Pay Type** drop-down list, select the Christmas bonus pay type.
4. In the **Cost Center** drop-down list, select the Christmas bonus cost center.
5. If the employee is an hourly employee, enter 1.00 in the **Hours** field. In the **Rate** field, enter the gross amount of the Christmas bonus. If the employee is a salaried employee, enter the gross amount of the Christmas bonus in the **Gross** field.
6. Click **OK**.
7. If you do not want to include regular adjustments with the Christmas bonus check, delete any adjustments that display under **Adjustments**. For help in adding a pay type and cost center, see “To add a Christmas Bonus Pay Type” and “To add a Christmas Bonus Cost Center” in this document.

To pay the Christmas bonus as an adjustment

1. If you do not want to include regular adjustments with this check, delete adjustments that display in the Issue Check window under **Adjustments**.
2. Click **Add**.

ACS Year-end Frequently Asked Questions

3. In the **Adjustment No.** drop-down list, select the Christmas bonus adjustment code. If you need help adding a Christmas bonus adjustment code, see Adding an Adjustment Code in this Year-end Frequently Asked Questions document.
4. In the **Amount** field, enter the gross amount of the Christmas bonus.
5. Click **OK**.

To delete federal and state taxes and to print checks

1. If you do not want to withhold federal and state taxes (if applicable), click in the **Federal** and **State Tax** fields and press DELETE. ACS Technologies recommends that you do not delete FICA and Medicare taxes.
2. Click **OK**. A message displays to confirm that a check number was not entered.
3. Click **Yes**.
4. In the **Empl No** field, enter the next employee number.
5. When you finish issuing Christmas bonus checks, click **Cancel**.
6. Click **Close**.
7. Click **Close** again.
8. Click **Process Payroll Journal**.
9. Click **Preview** or **Print**.
10. Click **OK**.
11. You can print your Christmas bonus checks as you print your regular pay checks.

To add a Christmas bonus pay type




1. On the Payroll main menu, click **Add/Edit Pay Types**.
2. Click **Add**.
3. Enter a pay type code.
4. Enter a pay type description.
5. Under **Tax Flags**, select the taxes that you do not want calculated.
6. **Note:** ACS Technologies recommends that the federal, state, FICA and Medicare tax options remain active if they are applicable, even if you do not intend to deduct taxes from the Christmas bonus checks. Leaving the tax options active guarantees that the gross amount of the Christmas bonus is included on the employees' W-2s and on your quarterly 941. If you want the employees to receive as much of the Christmas bonus as possible, you can edit

ACS Year-end Frequently Asked Questions

the checks to delete the calculated taxes. However, ACS Technologies does not recommend deleting FICA and Medicare taxes because it affects your 941.

7. Click **OK**.

To add a Christmas bonus cost center

1. On the Payroll main menu, click **Add/Edit Cost Centers**.
2. Click **Add**.
3. Enter a code.
4. Enter a 3rd party ID, if applicable.
5. Enter a description.
6. In the **Expense Account** field, click the lookup  button to select the account in your Chart of Accounts to which you want to charge or track Christmas bonuses.
7. In the **Checking Account** field, click the lookup  button to select the checking account from which Christmas bonus checks are paid.
8. Click **Tax Accounts**. Review the tax accounts to verify that they are correct. To make changes, click in the **Tax Account** field and enter the general ledger account number. To select an account from the drop-down list, click the lookup  button.
9. Click **OK**.

To add a Christmas bonus adjustment code

1. On the Payroll main menu, click **Add/Edit Adjustments**.
2. Click **Add**.
3. Enter an adjustment code. From the drop-down list beside the code, select Addition.
4. Enter a description.
5. Enter the expense account in your Chart of Accounts to which you want to charge or track Christmas bonuses.
6. Under **For Period**, clear the selections for periods 1-5. This selects the adjustment for pay period 6 only.
7. Under **Tax Flags**, clear the taxes that you do not want calculated. ACS Technologies recommends that the federal, state, FICA and Medicare tax options remain selected if they are applicable, even if you do not intend to deduct taxes from the Christmas bonus checks. Leaving the tax options active guarantees that the gross amount of the Christmas bonus is included on the

ACS Year-end Frequently Asked Questions

employees' W-2s and on your quarterly 941. If you want the employees to receive as much of the Christmas bonus as possible, you can edit the checks to delete the calculated taxes. However, ACS Technologies does not recommend deleting FICA and Medicare taxes because it affects your 941.

8. Under **Calculation Details**, make sure **Amount** and **Period** are selected.
9. Do not enter a global amount or global limit.
10. Click **OK**.

Do I have to close the year in Payroll?

No. Payroll does not have a year-end closing procedure. Closing the month of December advances all default posting dates to January of the new year. However, do not close the month of December in Payroll until you have posted the last payroll of the year.

Accounts Payable

How do I print 1099s?

You can print 1099s in Accounts Payable. On the Accounts Payable main menu, click **Period End Reports**. Accounts Payable prints 1099s for vendors if:

- The vendor's record is flagged as a 1099 vendor.
- The vendor has 1099 purchases totaling more than \$600 in the tax year.

By default, 1099s print only for active vendors and vendors with purchases in excess of \$600. To print 1099s for inactive vendors or vendors with purchases of less than \$600, click the **Setup** tab on the Accounts Payable – 1099 window. You can select several options in addition to the vendor options in the **Setup** window. If you need help with the Setup window, press F1.

How do I print a 1096?

You can print a 1096 in Accounts Payable. On the Accounts Payable main menu, click **Period End Reports**. In the lower right of the window, click **Print 1096**. Make the selections that apply to you and click **Preview** or **Print**. If you need help with this window, press F1.

I have printed my 1099s, but did not get one for all of my vendors. What do I need to do?


You can verify the following:

- Is the vendor identified as 1099? – In **Add/Edit Vendors**, make sure the **Vendor is 1099** option is selected. When editing this option, you must update the invoice history to reflect the change.
- Are the vendor's invoices identified as 1099? – Invoices entered for 1099 vendors are identified as 1099 purchases unless you clear the **1099?** option on the invoice.
- Is the vendor still active? – When a check is posted for a One Time Vendor, ACS changes the vendor's status to non-active. Select the **Include Inactive Vendors** option when printing 1099s.
- Did the vendor receive payment of more than \$600? – If the vendor was paid less than \$600 in the tax year, a 1099 does not print by default. Select the **Include 1099 Purchases Under \$600** option when printing 1099s.

How do I correct an invoice that should be flagged as 1099?

You can edit the 1099 election on an invoice in Accounts Payable Inquiry.

To edit the 1099 selection

1. On the Accounts Payable main menu, click **Inquiry**.
2. In the **Vendor Code** field, click the lookup  button to select a vendor.
3. Select the Post month of the invoice you are editing.
4. Select the Post year of the invoice you are editing.
5. To view paid and unpaid invoices, select the **Both** option.
6. To view posted and unposted invoices, select the **Both** option.
7. To view year-to-date invoices, select the **YTD** option.
8. Select the invoice you want to edit and double-click.
9. In the invoice information area, select or clear the **1099?** check box. If you are using ACS 2006 Edition, you can also select or clear the **1099** check box in the distribution line.
10. To save your change and add the invoice amount to the vendor's YTD 1099 purchases total, click **Return**.

How do I enter 1099 adjustments?

If you begin using the Accounts Payable module after the first of the year, you can enter the 1099 adjustments for each vendor. On the **Utilities** menu, click **1099 & YTD Adjustments**. You can enter the accumulated dollar amounts for all applicable 1099 invoices without having to enter each invoice manually into Accounts Payable. ACS posts 1099 adjustments as posted, paid invoices in Accounts Payable; therefore, all normal invoice information is required, including an expense account and a checking account. However, the 1099 adjustments are not posted to General Ledger.

The 1099 & YTD Adjustment utility adjusts the vendor's 1099 total as well as the vendor's year-to-date purchases total when the invoice is posted to the vendor's record.

How do I print an individual's business name on the 1099?

If an individual or a vendor uses another name for business purposes, you can print the vendor's business name on 1099 forms. On the vendor's record in **Add/Edit Vendors**, enter the individual's name in the **Vendor Name** field. In the first **Address** field, enter DBA (Doing Business As) and the individual's business name. In the second **Address** field, enter the vendor's address.

Do I have to close the year in Accounts Payable?

No. Accounts Payable does not have a year-end closing procedure. After the last check run for December, close the month of December. The posting period is set to January of the next year.

Accounts Receivable

Do I need to close the year in Accounts Receivable?

No. Accounts Receivable does not have a year-end closing procedure. After all payments and invoices for December are posted, close the month of December. The posting period is set to January of the next year.

Do I have to print a special statement for customers?

If you need to provide your customers with a tax statement, you can print the Statement of Receipts with total payments only for the calendar year.

To print the Statement of Receipts

1. On the Accounts Receivable main menu, click **Statements**.
2. Under Statement Type, click Statement of Receipts.
3. In the **Print Statement From** and **through** date fields, enter the beginning and ending dates to include payments.
4. To print a message on the statements, enter a memo in the **Statement Memo** field.
5. If your organization's address is preprinted on the form, select **Statement Uses Preprinted Address**.
6. Click the **Setup** tab.
7. Under **Report Options** and **Customer Options**, make the necessary selections. If you need help with the Setup window, press F1.
8. If you need to change the default printer setup options, click **Printer Setup**.
9. If you want to view the statements before printing them, click **Preview**. Use the preview tools to view and print statements processed.
10. To print statements without previewing, click **Print**. The Print Dialog box displays. Select the necessary options and click **OK**.
11. **Optional** – Save your statement settings.