



# TechnologyOne EOFY Rollover – Financials Tips and Tricks

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Transforming business, making life simple

## 5 Major components to a smooth EOY

1. Communication & Early Planning
2. Checklists
3. Tools
4. Method
5. Contingency Plans

# 1. Communication & Early Planning

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- When is the last day of the financial year?
  - Emails with timetables
  - Many tasks can be carried out weeks or months before EOY. PGRPs, Ledgers, etc.
  - Do things early so if there is a problem we can help early
  
- Understand your individual responsibilities
  - What do I need to do and when?

- Understanding Processes and timelines
  - Plan when each function will be rolled, i.e. AP, AR, Bank Reconciliation
  - Are ledgers periodic or perpetual?
  
- Technical planning
  - Database backup – Last day of the financial year is crucial
  - Consider Archiving
  - System Efficiencies make tasks quicker
  - Run processes on the DP to free up your computer

- Contact the Support Centre with any questions or problems early
  - When in doubt, call Support or raise a case
  
- Take advantage of the Customer Community
  - Many other TechnologyOne customers are also going through EOY
  - Use the Questions section of the community to ask how other do things
  - Use the Knowledge section of the community – We have many articles up there

## 2. Checklists



Checklists are a good way to ensure functions are carried out and in the correct order – This catches a lot of people out.

- Separate checklists for separate roles/functions
- Set up a timetable for procedures – Graphical personalised workflow



Making use of existing tools in TechnologyOne will make EOY  
**EASIER!**



## Processing Group Wizard

Links to other Functions

Processing Group Maintenance

Steps To Complete

Step 1: Select a Processing Group to Copy

Step 2: Specify Primary Ledger Attributes

Step 3: Include/Exclude Subsidiary Ledgers

Step 4: Specify Subsidiary Ledger Attributes

Step 5: Confirm New Processing Group Details

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### Processing Group Wizard

**Step 1: Select a Processing Group to Copy**

Processing Group Name:  PG Actuals 2014

Smart Default Values

The wizard can derive default values for attributes based on the substitution strings entered below.

By entering a substitution string, the wizard will replace all occurrences of the current value in any Name, Description and/or Narration field with the relevant substitute string

	Current String	Substitute String	
Name Fields:	<input type="text" value="14"/>	<input type="text" value="15"/>	e.g. replace 06 with 07
Description Fields:	<input type="text" value="14"/>	<input type="text" value="15"/>	e.g. replace 05/06 with 06/07
Narration Fields:	<input type="text" value="14"/>	<input type="text" value="15"/>	e.g. replace 2005/2006 with 2006/2007

**New Processing Group Details**

Processing Group Name:

Description:

Narration 1:

Narration 2:

Narration 3:

### Processing Group Wizard

**Step 5: Confirm New Processing Group Details**

Confirm the details for the new Processing Group and click [Copy](#) to submit the copy process to the DP.

**New Processing Group Details**

Name: PGACT15  New Ledger

Description: PG Actuals 2015  Existing Ledger

Narration 1: PG Actuals 2015

Narration 2:

Narration 3:

**Primary Ledger Details**

Ledger Code: GL

Ledger Details

Ledger Name: GLACT15

Description: GL Actuals FY 2015

Narration 1: GL Actuals FY 2015

Narration 2:

Narration 3:

- System Variable Group Maintenance

**Actions to Perform** ^

- Search Parameters
- Save and Clear
- Save

## System Parameters

Note: Any settings specified here will apply to all users, except where settings have been overridden by a User Profile Parameter, User Parameter or User Preference.

The available parameters can be maintained using System Variable Maintenance.

### End of Year

End of Year

Current Actual P/C Processing Group 'F1_CURR_ACT_PC_PGR	<input type="text" value="PGACTYY"/>
OP Actuals Ledger 'AB_ACTUAL_OP_LDG':	<input type="text" value="OPACTYY"/>
Actual Ledger 'F1_ACTUAL_LDG':	<input type="text" value="GLACTYY"/>
Budget Ledger 'F1_BUDGET_LDG':	<input type="text" value="GLBUDYY"/>
Current Actual A/P Processing Group 'F1_CURR_ACT_AP_PGR	<input type="text" value="PGACTYY"/>
Current Actual A/R Processing Group 'F1_CURR_ACT_AR_PGR	<input type="text" value="PGACTYY"/>
Current Actual G/L Processing Group 'F1_CURR_ACT_GL_PGR	<input type="text" value="PGACTYY"/>
Current Actual Bank Rec PGRP 'AB_CURR_ACT_BR_PGRP':	<input type="text" value="PGACTYY"/>
Current Actual A/P Processing Group 'AB_CURR_ACT_IN_PGRP	<input type="text" value="PGACTYY"/>
Current Assets Processing Group 'F1_CURR_AS_PGRP':	<input type="text" value="PGACTYY"/>
Current Expense Processing Group 'F1_CURR_EXP_PGRP':	<input type="text" value="PGACTYY"/>
Current Payment Processing Group 'F1_PAY_CUR_PGRP':	<input type="text" value="PGACTYY"/>
Current Budget Processing Group 'F1_CURR_BUD_PGRP':	<input type="text" value="PGBUDYY"/>
Previous Payment Processing Group 'F1_PAY_PREV_PGRP':	<input type="text" value="PGACTXX"/>
Previous Actual Processing Group 'F1_PREV_ACT_PGRP':	<input type="text" value="PGACTXX"/>
Next Payment Processing Group 'F1_PAY_NEXT_PGRP':	<input type="text" value="PGACTZZ"/>
Next Actual Processing Group 'F1_NEXT_ACT_PGRP':	<input type="text" value="PGACTZZ"/>
PC Reversal Processing Group 'AB_REV_PC_PGRP':	<input type="text" value="PGACTZZ"/>
Next Budget Processing Group 'F1_NEXT_BUD_PGRP':	<input type="text" value="PGBUDZZ"/>
Perdiem Rate 'AB_ETM_PERDIEM_RATE':	<input type="text" value="80.000000"/>

Sequence numbers on variables help to keep in logical order

- Run a System Variables Summary Report

**Actions to Perform**

- View Last Report Details
- Start Processing**
- View Processing History
- Save as Function

**Sections to Display**

- General**
- Extended Criteria
- Output Options
- Sort Order
- Advanced Options
- Expand All Collapse All Find

**Processing Options**

- Run report on this computer
- Run report on another computer using Distributed Processor

### System Variables - Summary Report

**General**

Destination:\*

**Extended Criteria**

There are currently no extended criteria for this report.  
[Add Criteria](#)

**Output Options**

**Sort Order**

**Advanced Options**

## Ledger Tips

- Make use of functions such as:
  - Ledger Copy
  - Ledger Transaction Period Transfer
  - Ledger Deletion – Deactivate rather than delete!

### Ledger Transaction Period Transfer

Ledger Name:

**Periods to transfer Transactions from**

Period From:  To:   
Into Period:

**Account Criteria**

All Accounts  
 Nominated Accounts

Item	Operator	From	To
*			

Match ANY Criteria  Match ALL Criteria

## Item Application Finalisation

- Post AP expenses
- Apply AR payments
- Complete prior to Ledger Copy

The sidebar menu is titled 'Item Application Finalisation' and contains three main sections:

- Actions to Perform**: Includes 'Job Options' and 'Submit Request to Server' (highlighted with a red box).
- Links to other Functions**: Includes 'View Item Application Finalise Logs' and 'Generate Test Item Application Log'.
- Sections to Display**: Includes 'Selection Criteria', 'Statistics', and controls for 'Expand All', 'Collapse All', and 'Find'.

## Item Application Finalisation

### Selection Criteria

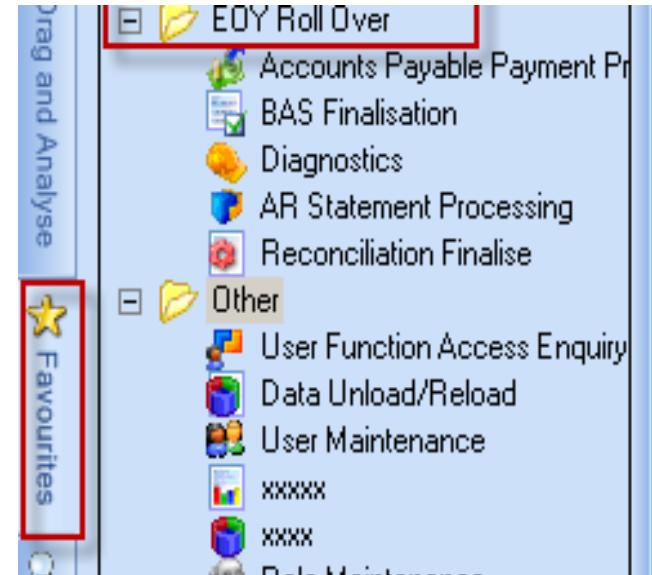
Ledger Name:\*  Accts Pay - Muni

All Available Applications

Cancellations Only

### Statistics

- Use Favourites
  - Add quick access to functions related to EOY Rollover

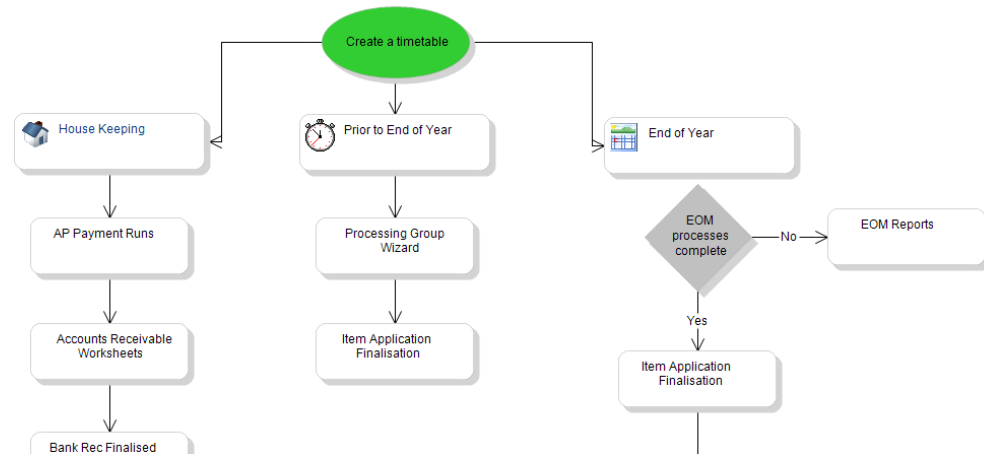


- Personalised Workflow
  - Use this to assist with tasks
  - you perform for EOY

### Personal Workflow

Personal Workflow Name:  Scope:   
Description:

## End of Year Processing





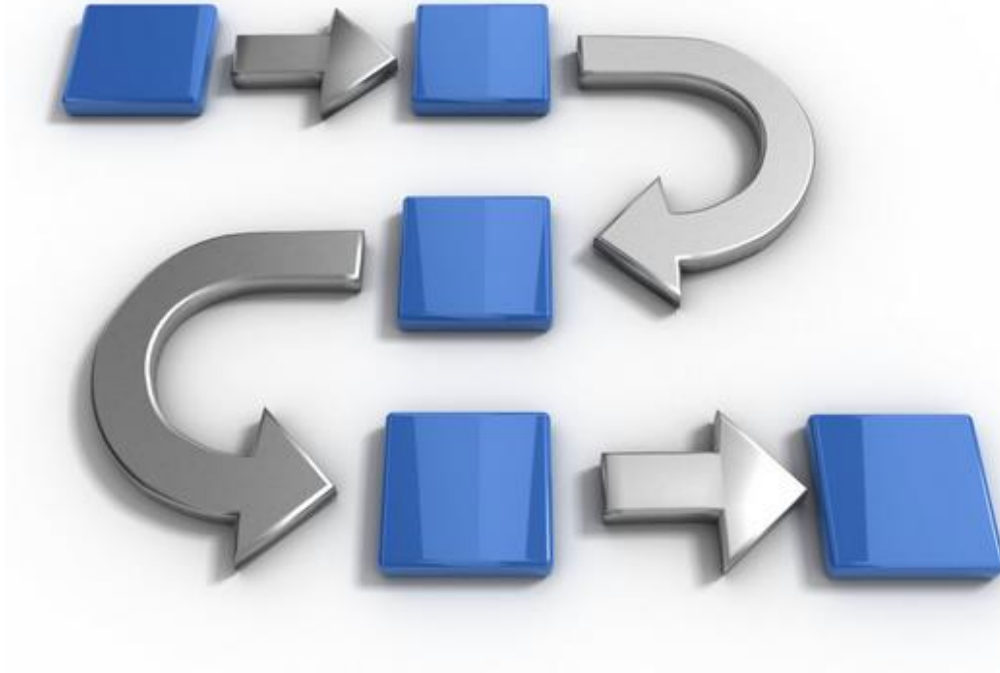
### ETL

Business ETL is an excellent tool to automate and simplify complex and time-consuming processes.

- Create an ETL to send through notifications to users about Rollover
- Create an ETL to update EOY System Variable Values
- Post EOY journals
- Can be run on the Distributed Processor

## 4. Method – How?

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- In what order do we carry out our tasks?
  - The most common issues we come across in Support at EOY are due to things being done in the wrong order – this is where the checklist comes in.
  - Ledgers, Processing Groups & System variables can be created early – Make sure you make them all inactive to avoid usage!
  - How will accruals be carried out – Reversing Journals

- How will your opening balances be carried over?
  - Manual Journal
  - Custom Report to create import file
  - Allocation
  - ETL



The screenshot shows the 'Run Allocation' interface. On the left, there are three expandable sections: 'Actions to Perform' with 'Submit Request to Server' highlighted in a red box; 'Links to other Functions' with 'View Process Logs' checked; and 'Processing Options' with 'Run job on another computer using' selected. The main area is titled 'Run Allocation' and contains the following fields:

- Allocation Definition: EDY (dropdown) End of Year
- Fill in the following values required to run this job.
- Roll Balances to Ledger (Current Ledger): 11GLACT (dropdown) GL Actual 2010/11
- Current Processing Group: 11PGACT (dropdown)
- Roll Balances from Ledger (Previous Ledger): 10GLACT (dropdown) GL Actual 2009/10
- Log File Option: Summarised (dropdown)

The values 11GLACT, 11PGACT, and 10GLACT are highlighted with a red box.

- What else should I consider?
  - How will year-end adjustments be carried out – Period 0 or 13?
  - Formats can be configured for Period 0 and 13 adjustments
  - Formats can be deactivated when processing is complete
  - Balance Sheet rollover and Profit or Loss distribution

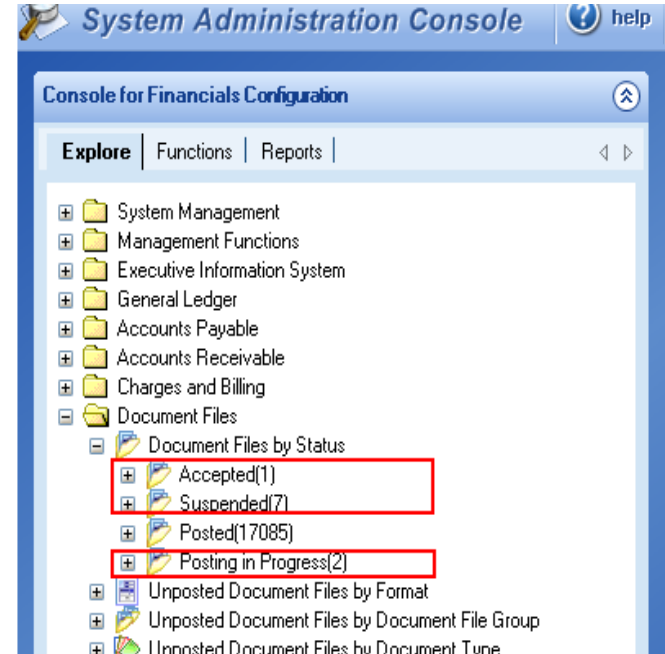
- Communicate with TechnologyOne
- Back-up plan
- Don't panic – Most issues can be rectified in a short period of time.

## Prior to year end

- Finalise AP Payment runs
- Finalise AR Worksheets
- Accept and finalise Bank Reconciliation
- Clean up open purchase orders – if needed

## Document Files

- Document File Deletion
- Document Files processing





## 5 Major components to a smooth EOY

- **Communication & Early Planning**
- **Checklists**
- **Tools**
- **Method**
- **Contingency Plans**

## End of Month Plan and Responsible Person

Description of Task	Responsible Person	Description of Task	Responsible Person	Description of Task	Responsible Person
<b>Before Month End</b>		<b>Last Day of Month</b>		<b>First Day of New Month and Beyond</b>	
<b>Purchasing</b>		<b>Accounts Payable</b>		<b>Accounts Receivable</b>	
Ensure all purchase order receipts have occurred	All	Complete any open Accounts Payable Payment Runs	AP Officer	Process any outstanding Accounts Receivable Bank Reconciliation Transactions	AR Officer
		Process any Unapplied Transactions for Accounts Payable	AP Officer	Process any Unapplied Transactions for Accounts Receivable	AR Officer
		Run Accounts Payable Aged Analyses Reports	AP Officer	Run Accounts Receivable Aged Analyses Reports	AR Officer
		Reconcile Accounts Payable Ledger to Control Account	AP Officer	Reconcile Accounts Receivable Ledger to Control Account	AR Officer
		<b>Fixed Asset Management</b>		<b>Bank Reconciliation</b>	
		Capitalise any completed WIP Assets	Asset Officer	Process any monthly bank charges or interest	Bank Rec Officer
		Run Asset Disposals	Asset Officer	Reconcile bank accounts	Bank Rec Officer
		Run Asset Depreciation	Asset Officer	<b>General Processing</b>	
		Reconcile Asset Systems to Asset Control Accounts	Asset Officer	Roll Accounts Receivable / Bank Reconciliation for New Month	Sys Admin
		<b>General Processing</b>		Ensure all monthly Accrual Transactions have been processed	Financial Accountant
		Ensure all Unposted Document Files are processed or updated	Sys Admin	Ensure all allocations / BETL's / Recurring Documents are completed	Financial Accountant
		Roll Accounts Payable / Purchasing / Asset for New Month	Sys Admin	Roll General Ledger for New Month	Sys Admin
		<b>Monthly Management Reporting</b>			
		Run Monthly Management Reports			Management Accountant
		Adjust Monthly Management Reports			Management Accountant
		Distribute Monthly Management Reports			Management Accountant
		<b>Taxation</b>			
		Run and Reconcile BAS			Taxation Officer

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