



GENERAL LEDGER

CREATE NEW FISCAL YEAR IN BATCH (OVERNIGHT)

GL-722

This document will explain how to create a new fiscal year in batch the ADMINS Unified Community (AUC) financial system. Use this process to:

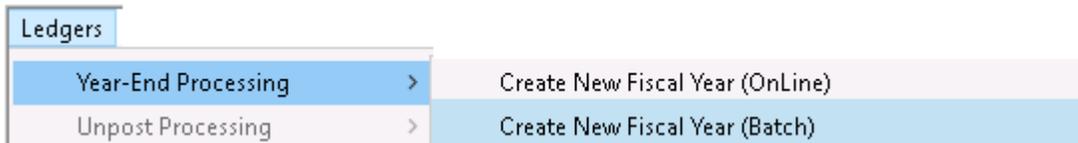
- Copy the Chart of Accounts from the old year to the new year
- Copy the Crosswalk from the old year to the new year
- Copy the Summary Account Relationships from the old year to the new year
- Copy the General Ledger Controls from the old year to the new year
- Copy the General Ledger Controls by Account# from the old year to the new year
- Copy the Fiscal Period Table from the old year to the new year
- Re-build account security for the new year

CONTENTS

1	Access the Create New Fiscal Year (Batch) command	1
1.1	Submit Create New Fiscal Year	1
1.1.1	Email Notification of Job Submission	2
1.2	“Unsubmit” Create New Fiscal Year.....	3
1.2.1	Email Notification of Cancellation.....	3
1.3	Emails Sent on Completion of Process.....	3
1.4	Process Complete.....	4

1 Access the Create New Fiscal Year (Batch) command

From the **Ledgers** Menu, select **Ledgers ▶ Year-End Processing ▶ Create New Fiscal Year (Batch)**



The following **Steps Menu** will be presented to provide access to the process. Click on **[Submit Create New Fiscal Year]** to initiate the process. A prompt will be displayed:

1.1 Submit Create New Fiscal Year

When running the process, the “From” fiscal year must exist and be older than the “To” fiscal year. Only set the Current Fiscal Year to the “TO” fiscal year if the majority of processing is now taking place in the “TO” fiscal year, as this controls the account lookups used during the course of the day across all modules.



Figure 1 The Submit Create New Fiscal Year menu and prompt



The command requires that all users be out of the General Ledger Files. Running the command in batch submits the command at 9:00 PM when users are not likely to be in the system.

1.1.1 Email Notification of Job Submission

An email notification will be sent to the user running the command. The user running the command must have an email address set on the User Profile to receive the email.

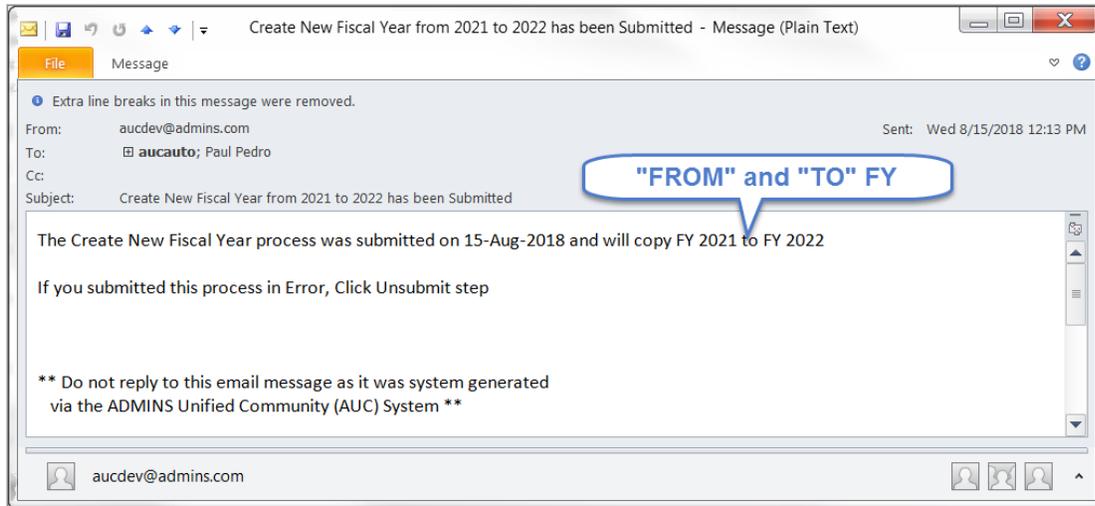


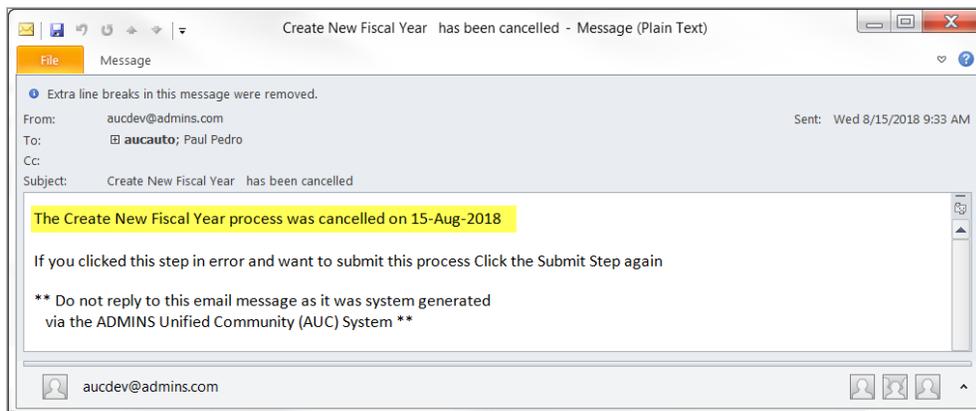
Figure 2 Email notification citing the date the command was submitted, the FY affected, and instructions

1.2 “Unsubmit” Create New Fiscal Year

If the new fiscal year should not be created, use the [Unsubmit Create New Fiscal Year] button.

1.2.1 Email Notification of Cancellation

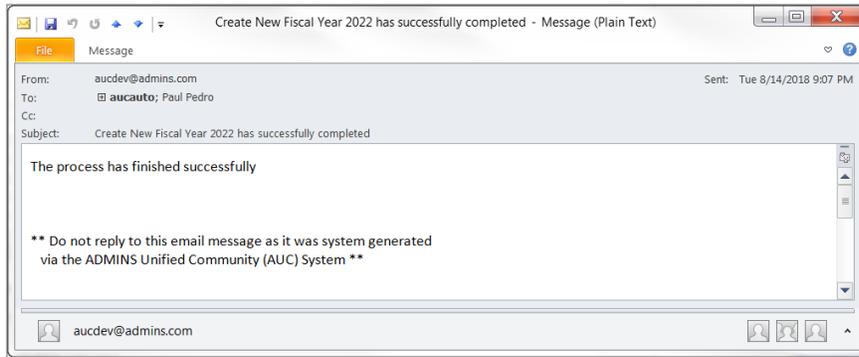
An email confirmation will be sent notifying the user running the command that the **Create New Fiscal Year** action was cancelled.



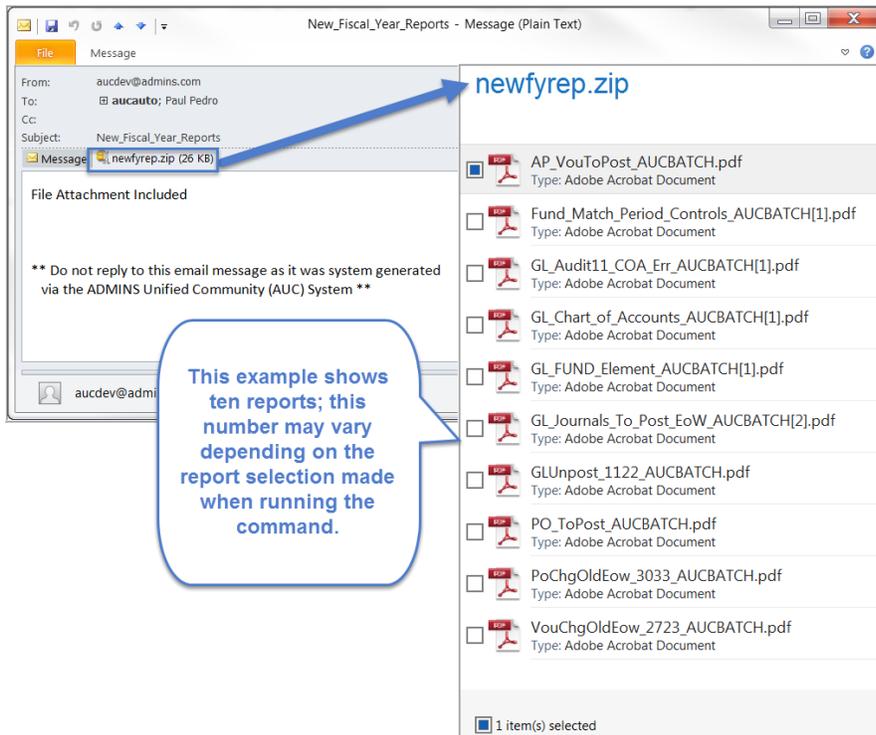
For more information about creating the new Fiscal Year and the reports that are generated, please see GL-720, Create New Fiscal Year (Copy Accounts and Tables).

1.3 Emails Sent on Completion of Process

Two emails will be sent to the user submitting the command when the process finishes. The first will notify the user that the process has completed successfully.



The second will contain a zip archive of the reports that were created during the process:



1.4 Process Complete

Once the emails are received, the “TO” fiscal year accounts and tables will be available for use. This updates only the **LIVE** system; to have the new fiscal year available in **TRAINING**, request that it be updated by contacting support@admins.com.