



# TRIO Software Fiscal End of Year Processing

These steps will cover the fiscal end of year processes for the TRIO Fixed Assets, Budgetary and Cash Receipting programs. There is no fiscal end of year process in Payroll.

## Contents

- [Step 1: Fixed Assets – Post Depreciation](#)
- [Step 2: Budgetary – Fiscal End of Year](#)
- [Step 3: Cash Receipting – End of Year](#)
- [Step 4: Create an Icon for a Past Fiscal Year \(Optional\)](#)

## Step 1: Fixed Assets – Post Depreciation

If using the TRIO Fixed Assets program, it is advised that depreciation for the fiscal year be posted before the year is closed out. If **not using the Fix Assets program** skip this step and continue on to [Step 2: Budgetary System – Fiscal End of Year](#).

1. From the Fixed Assets main menu, select **3. Post New Depreciation**. Verify the Depreciation Date is correct and select **File > Calculate F12** this will generate a list of items to be depreciated. Select **File > Save and Print F12** again to save and update the depreciation records. A report summarizing the depreciated items will display and should be printed.
2. This process will automatically create a journal in Budgetary to be posted. The journal debits the expense accounts for the depreciated items, and credits the depreciation account(s). This journal should be posted before the end of year process is run in the TRIO Budgetary application.

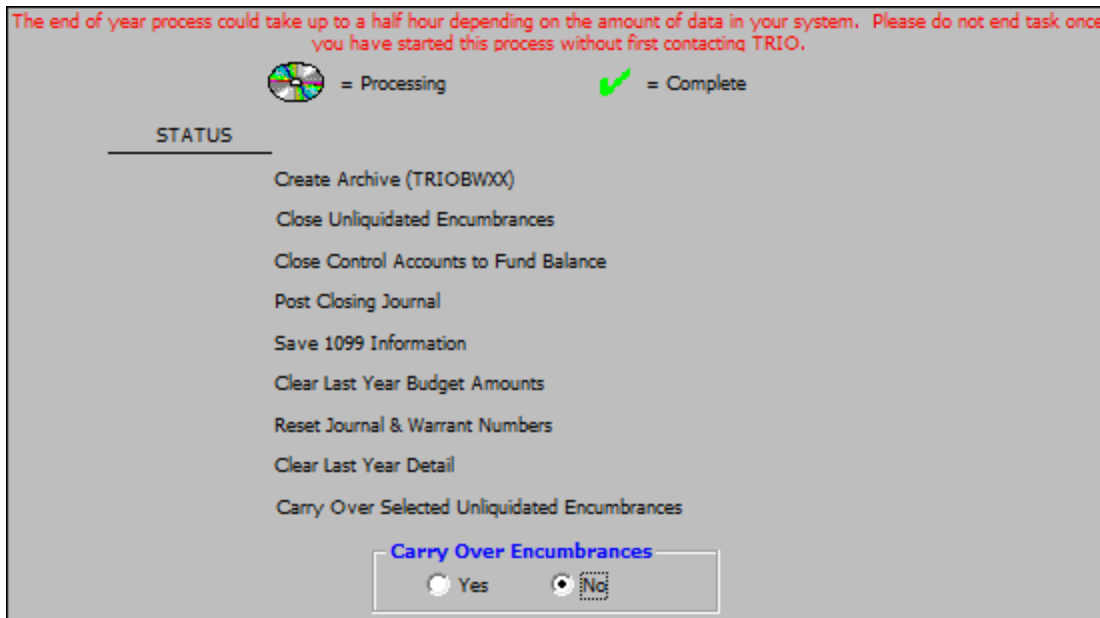
Depreciation Date: 03/07/2014						
Description	Year	Make	Model	Amount	Units	Li
COPY MACHINE	2005	KONICA	MONOLITA	700.00	3288	Days (CB)

## Step 2: Budgetary System – Fiscal End of Year

Before starting a new fiscal year the current fiscal year needs to be closed off. In the Budgetary module this is done in one simple step.

### Processing TRIO Budgetary End of Year

1. Before starting the End of Year process, make sure that all journals are posted. Any unposted journals will be carried forward into the new fiscal year and renumbered starting at 1.
2. From the Budgetary Main Menu go to **8. End of Year (Fiscal)**.
3. If Encumbrances are used, make sure that the appropriate **Carry Over Encumbrances** option is selected; if Encumbrances are not used, select **No**.
4. When ready to close out the year, select **File > Process End of Year (F12)** – this will automatically run through the process and display a message once complete. During this, the system will print the closing journal; when prompted, select which printer to send this journal to. Answer any of the additional prompts that the system may ask regarding unposted journals and data backups.

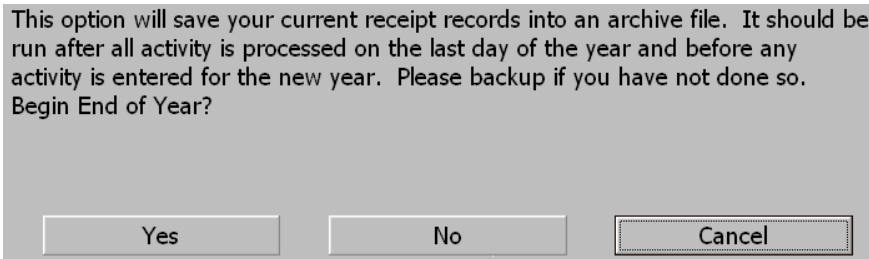


- **Create Archive (TRIOBWXX)** – During this automated step TRIO creates the new archive year folder and copies the all the current TRIO data files to the archive folder. If multiple TRIO icons are used at your site for different entities (Town vs. Waste Water vs. Utility District vs. Transfer Station), the TRIO Budgetary End of Year process may show a warning that the \TRIOBWXX folder already exists and asks if that folder should be used. This will happen when during the End of Year process for the second and subsequent icons. Make sure to select **No** to the prompt to using this folder in this case. Selecting **Yes** will result in the past fiscal year data from the first entity being overwritten with data from the entity being processed. This data can then only be replaced by restoring from a backup. If this prompt comes up and there are any questions, please contact our Support department for help determining the correct response to this question.
- **Close Unliquidated Encumbrances** – Encumbrances not selected to be carried forward will be closed to the EOY Unliquidated Encumbrances Account.
- **Close Control Accounts to Fund Balance** – TRIO calculates the net of the expense and revenue controls and closes them out to fund balance.
- **Post Closing Journal** – The end of year closeout Journal is created and posted. The closing journal for the end of year in Budgetary can be reprinted by accessing the archived year and going to **4. Printing > H. Print Closing Journal**. This option may not be available in past fiscal years that were processed with older versions of the program.
- **Save 1099 Information** – 1099 information is saved to the new year so that it can be used to create 1099 in the new year.
- **Clear Last Year Budget Amounts** – All budget figures are reset to 0.
- **Reset Journal & Warrant Numbers** – Warrant and journal numbers are reset to 1.
- **Clear Last Year Detail** – Last year’s journal entries are removed to start the new year.
- **Carry Over Selected Unliquidated Encumbrances** – When Yes is selected under Carry Over Encumbrances step encumbrances are carried over.
- **Carry Over Encumbrances** – Select whether or not to bring Encumbrances forward to the new year or not. If selecting **Yes**, the system will prompt for the selection of which Encumbrances to bring forward. Select the appropriate entries and click OK to continue. There are two different methods for handling Encumbrance Carry Forward. *Individual Accounts or Previous Year Enc Control*. These options are found in **9. Budgetary > M. File Maintenance > 1. Customize > Encumbrance Carry Forward**.

### Step 3: Cash Receipting – End of Year

The TRIO Cash Receipting End of Year process consists of just two steps; the actual End of Year menu option, and resetting receipt numbers. The Cash Receipting End of Year process should be run **after** the Budgetary End of Year process.

1. Selecting **6. End of Year** from the Cash Receipting menu will save the current receipt and payment records into an archive file. This step should be done after the audit for the last day of the year has been run and before any activity for the next year is entered. Select **Yes** to the End of Year message, and the system will automatically complete the process.



After doing the End of Year process in Cash Receipting, all receipts for the year being closed out will be accessible in Receipt Search by selecting the Archive Year. The same is true when redisplaying receipts. Once the End of Year is done, it is no longer possible to Recreate Audits Reports for the past fiscal year, without accessing the past fiscal year icon.

2. To reset receipt numbers, select **M. File Maintenance > 1. Customize > Reset Receipt Number** and enter the new receipt number in the field provided. Most likely this will be set to the number 0001. Select **File > Save and Exit F12** to save the new receipt number.

#### Step 4: Create an Icon for the Past Year Directory (Optional)

These directions will help to create a new icon that will allow access to an archived year, after the TRIO Budgetary Fiscal End of Year process has been run. This is not required on every computer that runs TRIO.

##### Create a Copy of the current TRIO icon

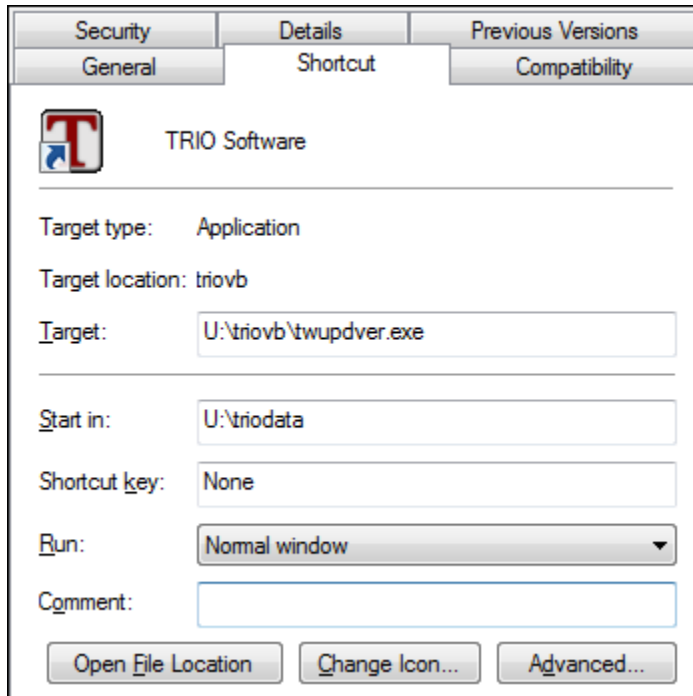
1. Right click on the current TRIO icon
2. Left click on **Copy**
3. Right click on a blank area on the desktop
4. Left click on **Paste** – a new icon named “Copy of TRIO Software” should appear

##### Rename the Icon

1. Right Click on the “Copy of TRIO Software” icon
2. Left Click on **Rename**
3. Type in the name you want to call the icon, “TRIO 2014” for example, and press **Enter** or click anywhere else on the screen

##### Change the Properties of the new Icon

1. Right click on the new icon that has been created and renamed
2. Left click on **Properties**
3. Left click on the **Shortcut** tab, if not already on the Shortcut screen



4. Left click in the **Start in:** field. Erase just the data directory name, i.e. “TRIODATA” or “TownName”. Leave the drive letter, (typically U:\) before the data directory. Where the data directory name was, type in “TRIOBWXX”, where XX is the year of the past fiscal year (i.e. 14). The Path should now read U:\TRIOBWXX.
5. You can also click on Change Icon to make the icon different that your current year icon
  - If using Windows XP, the default Windows icons can be accessed by typing “Shell32.dll” (without the quotes) in the field titled “Look for icons in this file:”
6. Once finished, click on **Apply** and then click on **OK**

Now, just double click on the newly created icon, and the past year’s directory will load. It is recommended that the menu color be changed so that it will be easy to discern which year’s directory is currently in use. To change the menu color: from the General Entry menu click on **File > Options > Set Menu Color**.