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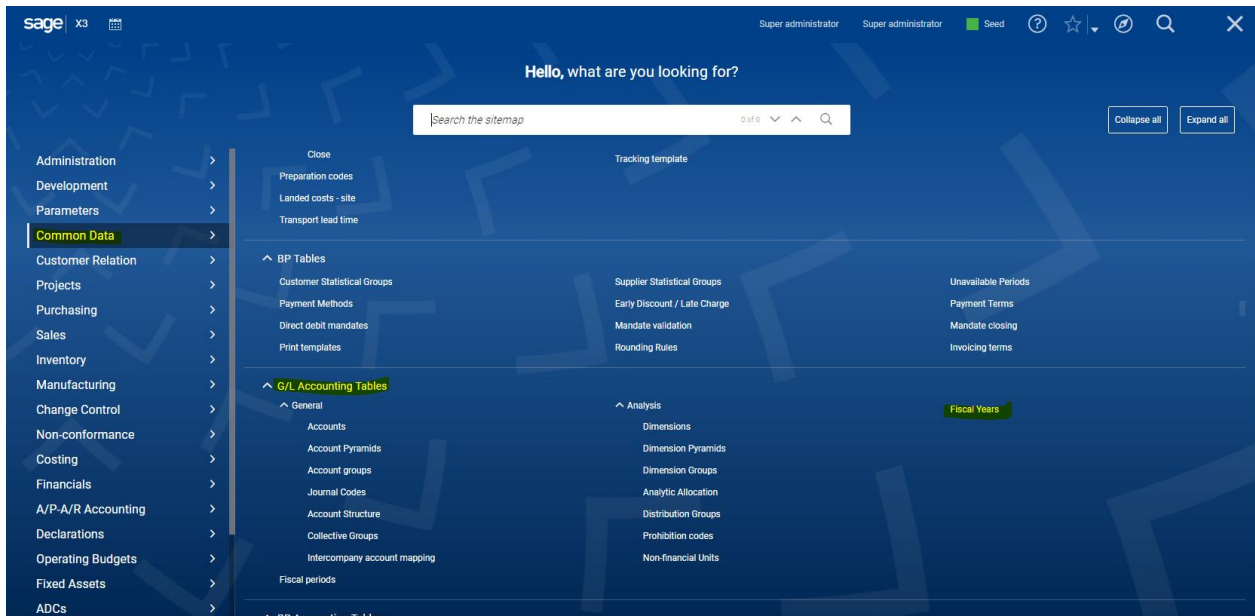
▶ **New Fiscal Year Setup**
Sage X3 Help Sheet



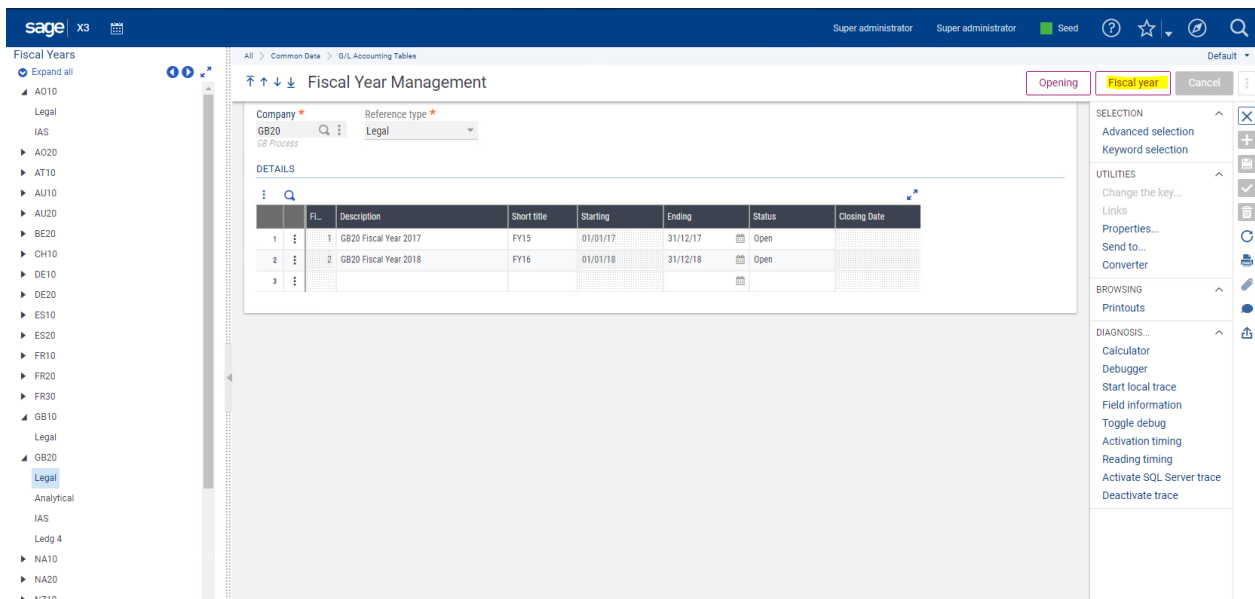
New Fiscal Year setup

Firstly we must open the fiscal year and periods.

- ▶ Navigate to Common Data > G/L Accounting Tables > Fiscal Years.



- ▶ Select the company from the left list and the ledger you wish to open, and then check the status of the ledgers.
- ▶ If the next year is not already there select the Fiscal Year button, if it is, skip to the section on opening.



- ▶ Choose Yes next to each of the years you wish to create, you may create years in advance and leave them closed if you wish.

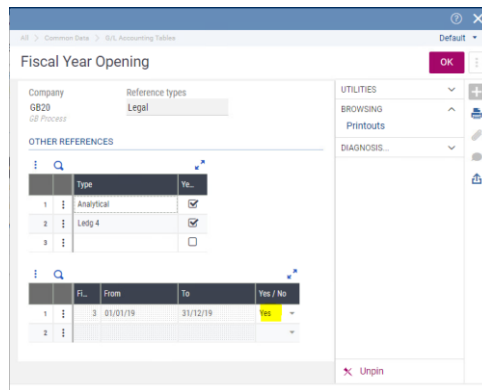
Fl...	From	To	Yes / No
3	01/01/19	31/12/19	Yes
4	01/01/20	31/12/20	No
5	01/01/21	31/12/21	No
6	01/01/22	31/12/22	No
7	01/01/23	31/12/23	No
8	01/01/24	31/12/24	No
9	01/01/25	31/12/25	No
10	01/01/26	31/12/26	No
11	01/01/27	31/12/27	No
12	01/01/28	31/12/28	No

We're now ready to open the Fiscal Year.

- ▶ Select Opening.

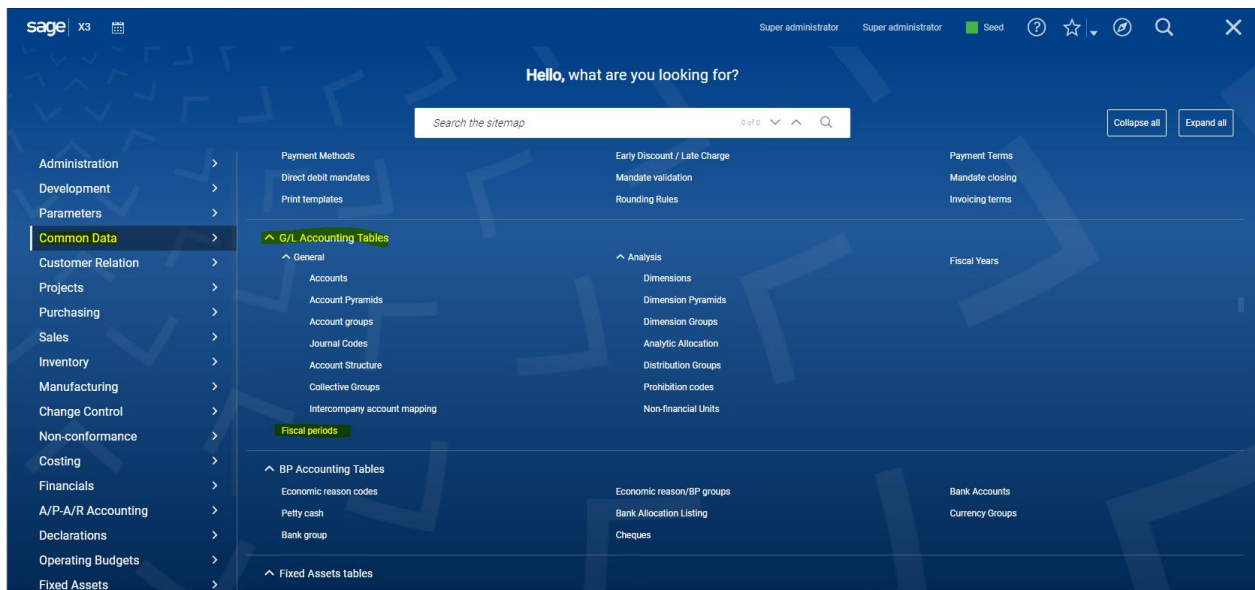
Fl...	Description	Short title	Starting	Ending	Status	Closing Date
1	GB20 Fiscal Year 2017	FY17	01/01/17	31/12/17	Open	
2	GB20 Fiscal Year 2018	FY18	01/01/18	31/12/18	Open	
3	Fiscal Year 2019	FY19	01/01/19	31/12/19	Not open	
4						

- ▶ Ensure Yes is against the year you wish to open and click ok.



Next we must open the fiscal periods for the newly opened year.

- ▶ Navigate to Common Data > G/L Accounting Tables > Fiscal Periods.



- ▶ From here we select our company and ledger from the left list. Then select the relevant financial year. On this screen period starting and end dates can be modified.
- ▶ By clicking on the 'opening' button on the top toolbar menu, we can open the period for all or just one ledger in this company.

Company: GB20, Reference type: Legal, Fiscal year: 3, Fiscal Year Start: 01/01/19, Fiscal Year End: 31/12/19, Fiscal Year Status: Open

Period	Period Starting	Period End	Period Status	Stock Status	Closing Date
1	01/01/2019	31/01/2019	Not Open	Open	
2	01/02/2019	28/02/2019	Not Open	Open	
3	01/03/2019	31/03/2019	Not Open	Open	
4	01/04/2019	30/04/2019	Not Open	Open	
5	01/05/2019	31/05/2019	Not Open	Open	
6	01/06/2019	30/06/2019	Not Open	Open	
7	01/07/2019	31/07/2019	Not Open	Open	
8	01/08/2019	31/08/2019	Not Open	Open	
9	01/09/2019	30/09/2019	Not Open	Open	
10	01/10/2019	31/10/2019	Not Open	Open	
11	01/11/2019	30/11/2019	Not Open	Open	
12	01/12/2019	31/12/2019	Not Open	Open	

▶ Select Yes against the periods you wish to open and click Ok.

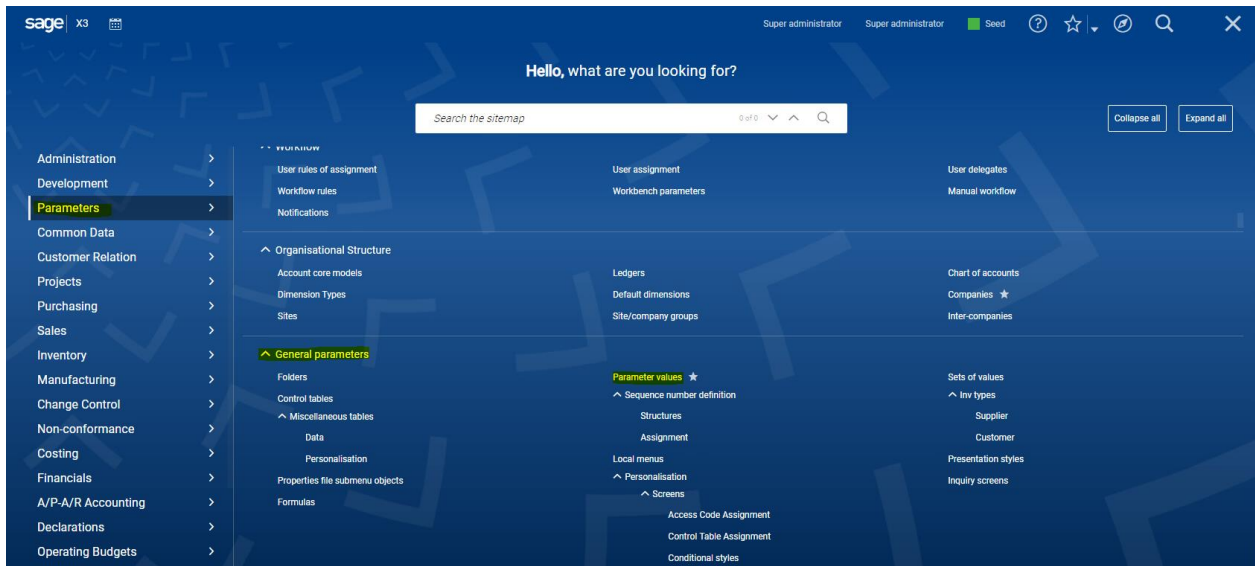
Company: GB20, Reference types: Legal

Fi...	Fiscal Year Status	P...	Starting	Ending	Yes / No	Period Status
1	Open	1	01/01/19	31/01/19	Yes	Not Open
2	Open	2	01/02/19	28/02/19	Yes	Not Open
3	Open	3	01/03/19	31/03/19	Yes	Not Open
4	Open	4	01/04/19	30/04/19	Yes	Not Open
5	Open	5	01/05/19	31/05/19	Yes	Not Open
6	Open	6	01/06/19	30/06/19	Yes	Not Open
7	Open	7	01/07/19	31/07/19	Yes	Not Open
8	Open	8	01/08/19	31/08/19	Yes	Not Open
9	Open	9	01/09/19	30/09/19	Yes	Not Open

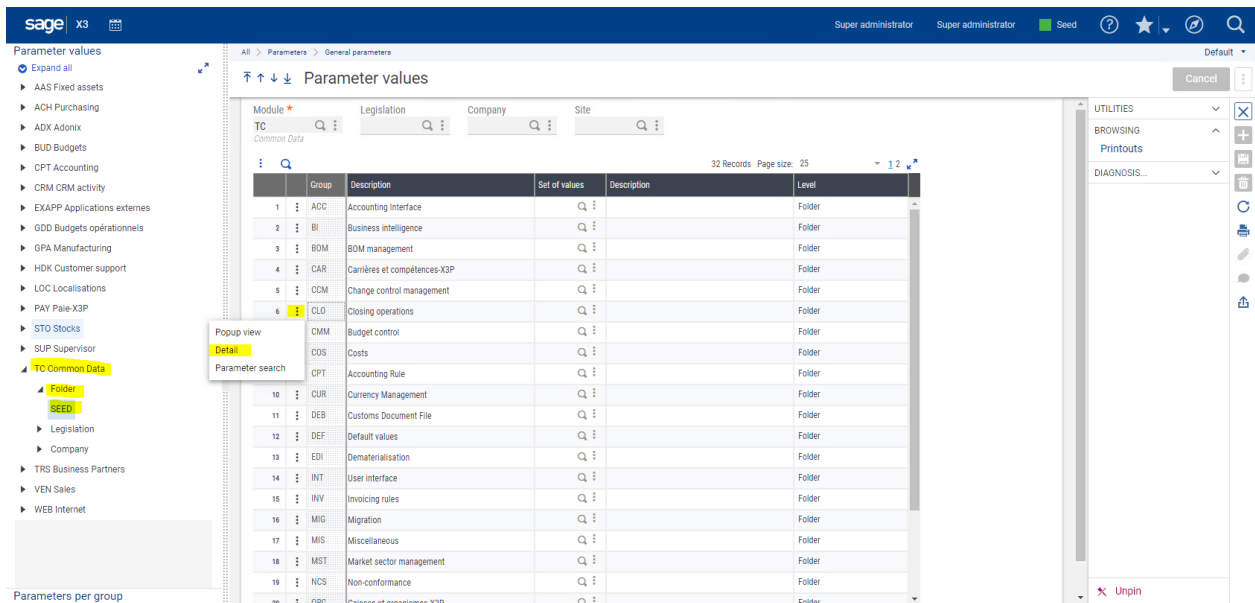
Parameters

Next we must check a couple of parameters that act as an additional control.

- ▶ Navigate to Parameters > General Parameters > Parameter Values.



- ▶ From the left list select TC (Common Data). This parameter can be set at folder, legislation or company level.
- ▶ Next click the action button on the line labelled CLO and select detail. Here are the parameters that limit the posting dates for various modules. You can either leave these blank or enter limiting values.



Parameter values

Module	Legislation	Company	Site	Parameter	Description	Value
TC				ACHENDDAT	Purchase end date	31/01/2019
				ACHSTRDAT	Purchase start date	01/01/2019
				CPTENDDAT	Accounting End Date	
				CPTSTRDAT	Accounting Start Date	
				TRSENDDAT	A/P-A/R Accounting End date	
				TRSSTRDAT	A/P-A/R Accounting Start date	
				VENENDDAT	Sales end date	
				VENSTRDAT	Sales start date	

Another Parameter that needs checking is in the Supervisor module.

- ▶ From the left list select SUP, within this we select DEF for default values. Click the action button on the line and select detail.

Parameter values

Module	Legislation	Company	Site	Group	Description	Set of values	Description	Level
SUP				APL	Portal			Folder
				AUZ	Authorisations			Folder
				DEF	Default values			Folder
				DEV	Development			Folder
				FDR	Folder management			Folder
				FMT	Formats			Folder
				INT	User interface			Folder
				MIS	Miscellaneous			Folder
				PRF	Performances			Folder
				RPT	Print-outs			Folder
				SEC	Security			Folder
				SEL	Lists and selections			Folder
				SES	Session management			Folder
				WRK	Workflow			Folder

From here we need to check the default end date, which limits postings to the system.

We can also change default start and end date invoice and payment enquiries here to make them more relevant for the upcoming year.

Parameter values

Module	Legislation	Company	Site	Parameter	Description	Value
SUP Supervisor				CRYDEF	Default country	FR
				DATEDEBFT	Default start date	01/01/2019
				DATEFINFT	Default end date	31/12/2019
				DATSTADEB	Statistical start date	01/01/2019
				DATSTAFIN	Statistical end date	31/12/2019
				ENDDAT	End date	31/12/2025
				EURO	Euro code	EUR
				EUROCOD	Euro calculator code	EUR
				LANGUAGE	Default Language	FRA
				STRDAT	Start date	01/01/2010

Journal Codes

Another control that can also cause issues around the time of a New Year or Fiscal year starting is the 'Status' of the journal codes. These can be open or closed. The journal code will not accept postings outside of its opening dates.

► Navigate to Common Data > G/L Accounting Tables > General > Journal Codes

The screenshot shows the Sage X3 navigation menu with the following structure:

- Administration
- Development
- Parameters
- Common Data**
 - Customer Relation
 - Projects
 - Purchasing
 - Sales
 - Inventory
 - Manufacturing
 - Change Control
 - Non-conformance
 - Costing
 - Financials
 - A/P-A/R Accounting
 - Declarations
 - Operating Budgets
 - Fixed Assets
- G/L Accounting Tables
 - General
 - Accounts
 - Account Pyramids
 - Account groups
 - Journal Codes**
 - Account Structure
 - Collective Groups
 - Intercompany account mapping
 - Fiscal periods
 - Analysis
 - Dimensions
 - Dimension Pyramids
 - Dimension Groups
 - Analytic Allocation
 - Distribution Groups
 - Prohibition codes
 - Non-financial Units
- BP Tables
 - Customer Statistical Groups
 - Supplier Statistical Groups
 - Payment Methods
 - Early Discount / Late Charge
 - Direct debit mandates
 - Mandate validation
 - Print templates
 - Rounding Rules
 - Unavailable Periods
 - Payment Terms
 - Mandate closing
 - Invoicing terms
 - Fiscal Years
- BP Accounting Tables
 - Economic reason codes
 - Bank Accounts
 - Petty cash
 - Bank Allocation Listing
 - Currency Groups

- ▶ Select Journal codes from the left list and check the status, using the status button on the top toolbar.

The screenshot shows the Sage X3 'Journal Codes' interface. On the left, there is a list of journal codes with columns for 'Journal' and 'Description'. Codes include ECAR (Portfolio effects), EDTO (Discount effects), EGC (Payment effects management), EXP (Expenses), EXPNS (Expenses), FA1 (Fixed Assets), FAANA (Fixed Assets Analytical), FAANA (Fixed Assets Analytical), FAIAS (Fixed Assets IAS), FALEG (Fixed Assets Legal), FANP (Fixed Asset Notes), and FASIA (Fixed Assets IAS simulation). The main area displays the 'GENERAL' journal code with fields for 'Journal *' (GL1), 'Legislation' (BRI), 'Description *' (General Ledger Entry), and 'Short title *' (General). A 'Status' button is highlighted in yellow in the top right toolbar.

- ▶ Set the Opening and closing date as relevant

The screenshot shows the 'Journals - reports per period' interface. It features a navigation bar with 'All > Common Data > G/L Accounting Tables > General'. The main content area includes a 'Company' dropdown set to 'GB10' and a 'Journal' dropdown set to 'GL1' (General Ledger Entry). Below this, the 'OPENING PERIOD' section is visible, with 'Opening start date *' set to '01/01/17' and 'Opening end date' as an empty field with a calendar icon. A right-hand sidebar contains a list of categories: UTILITIES, BROWSING, Printouts, and DIAGNOSIS... An 'Unpin' button is located at the bottom of the sidebar.