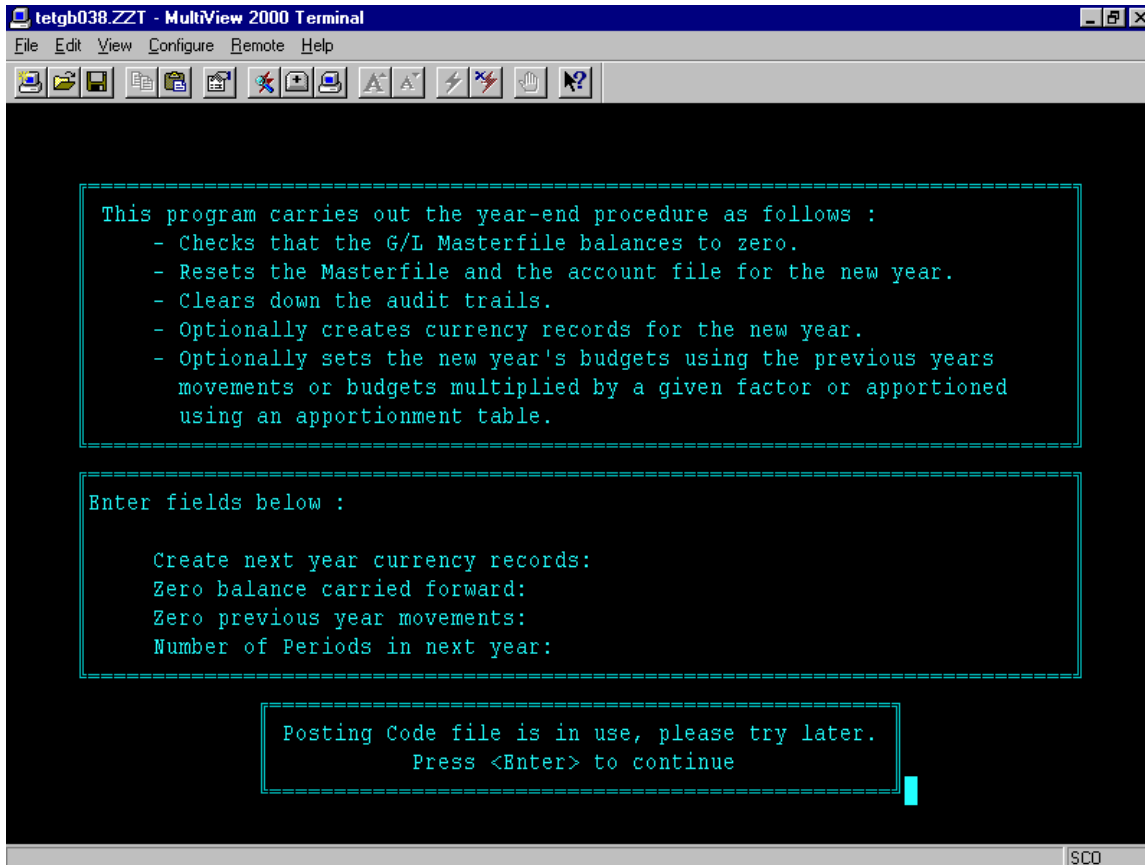# Nominal Ledger Year End
Trouble Shooting

There are many error messages that may appear when doing a year end.   The following index should contain the majority of them with possible solutions. If these do not solve your problem please contact support.

1. **Posting Code File in use**

2. **Must close adjustment period before running the year end procedure**

3. **Final Y-T-D trial balance has not been run**

4. **Final Journal audit trail has not been run**

5. **Accounts Receivable Year end must be run before General Ledger Year end.
   Accounts Payable Year end must be run before General Ledger year end.
   Cash Management Year end must be run before General Ledger Year end.**

6. **Warning. Suspended journals have not been posted. see System Log for details**

7. **Number of Accounts with incorrect balances**

8. **Balance Sheet and P&L accounts do not balance.**

Appendix:

1.   **Nlnewmast**

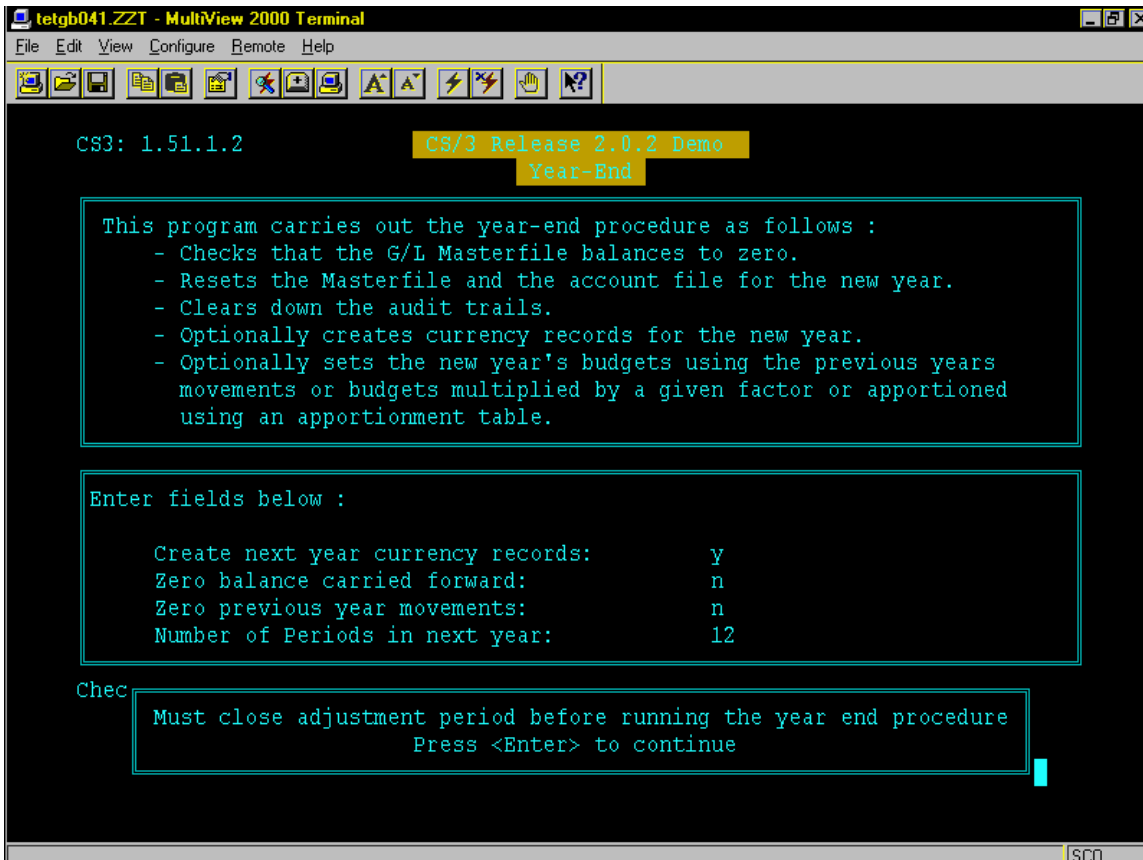2.   **nlnewacc**

3.   **nlfix**

4.   **difference report**

Posting code file in use, please try later.

```
tetgb038.ZZT - MultiView 2000 Terminal
File  Edit  View  Configure  Remote  Help


 ===================================================================
 This program carries out the year-end procedure as follows :
      - Checks that the G/L Masterfile balances to zero.
      - Resets the Masterfile and the account file for the new year.
      - Clears down the audit trails.
      - Optionally creates currency records for the new year.
      - Optionally sets the new year's budgets using the previous years
        movements or budgets multiplied by a given factor or apportioned
        using an apportionment table.
 ===================================================================

 ===================================================================
 Enter fields below :

     Create next year currency records:
     Zero balance carried forward:
     Zero previous year movements:
     Number of Periods in next year:
 ===================================================================


         ===============================================
         Posting Code file is in use, please try later.
                  Press <Enter> to continue
         ===============================================

                                                              SCO
```

It is important that only the operator doing the year end is logged in, **all other users should be off the system whilst completing the year end procedure**. If all users are off the system but this error message still exists, you will need to check if there are any processes that need to be killed off. Another possible reason is that the person completing the year end may have 2 sessions going at the same time or be in several options at once.

On Unix use the fuser or lsofs commands to determine which process is using the file. You may need root permissions to do this.

**Must close adjustment period before running the year end procedure**

```
tetgb041.ZZT - MultiView 2000 Terminal                              _ □ X
File  Edit  View  Configure  Remote  Help

CS3: 1.51.1.2                    CS/3 Release 2.0.2 Demo
                                      Year-End

   This program carries out the year-end procedure as follows :
        - Checks that the G/L Masterfile balances to zero.
        - Resets the Masterfile and the account file for the new year.
        - Clears down the audit trails.
        - Optionally creates currency records for the new year.
        - Optionally sets the new year's budgets using the previous years
          movements or budgets multiplied by a given factor or apportioned
          using an apportionment table.


   Enter fields below :

        Create next year currency records:          y
        Zero balance carried forward:               n
        Zero previous year movements:               n
        Number of Periods in next year:             12

   Chec
        Must close adjustment period before running the year end procedure
                       Press <Enter> to continue


                                                                    SCO
```

As part of a year end, an adjustment period is opened. The purpose of this period is to make adjustments to the opening balance. This period needs to be closed before the next year end is run and there is an option in the following menu to do this:

 Finance > General Ledger > Housekeeping > Close adjustment period

Before running this the Detailed trial balance for the adjustment period and the final journal audit trail will need to be run for the adjustment period. The system key that holds the status of the adjustment period is NLADJOPEN.

Final Y-T-D trial balance has not been run
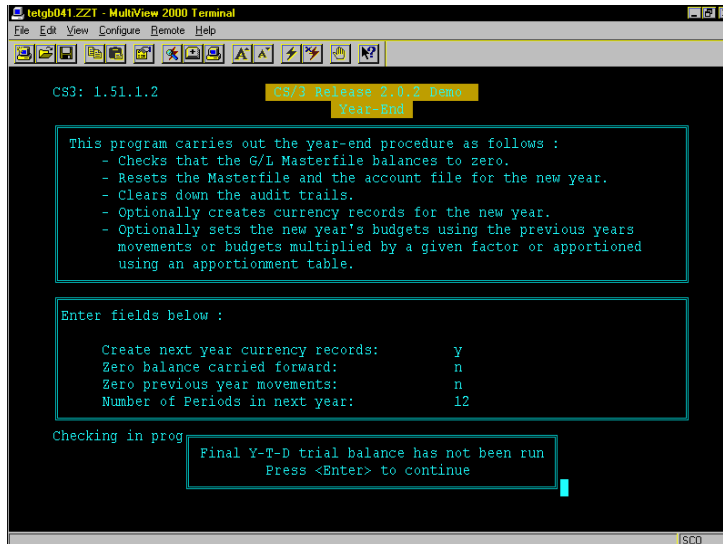
The detailed trial balance needs to be run to ensure that accountants have the latest position for the year, before closing it. The report is found under:

Finance > General Ledger > Reports > Detailed Trial balance.

This report will need to be run with all the defaults left except the 'final trial balance' flag which will need to be changed to Y. There are no known problems with this not registering as a final run. Normally if this is reported it normally relates to defaults being changed i.e. the full range of periods being entered in the period range.   The system key that the system checks to see if this process has been completed is

NLYDETBAL.

```
tetgb038.ZZT - MultiView 2000 Terminal
File  Edit  View  Configure  Remote  Help

CS3: 1.51.1.1          CS/3 Release 3.0 Demo Company         Period : 12
                          Detail Trial Balance            01/12/99 - 31/12/99


                        ====== Selection Details ======

      Heading        :                    Consistency Check    : l
      Run in Background  : n                Currencies Printed   : B
      Year (Last, This, Next  : t          Print Zero Balances  : n
      Sort Trans by (t/d/p)   : t          Final trial balance  : y
                                           Include G type accounts : y
                                              Element Ranges
      Sort Code in order   1 2 3 4 5
      Period Range                                                This must be changed
                                                                  to a Y. This is the only
                                                                  default that should be
                                                                  changed.




                        F9 accept, F1 abandon

                                                                        SCO
```
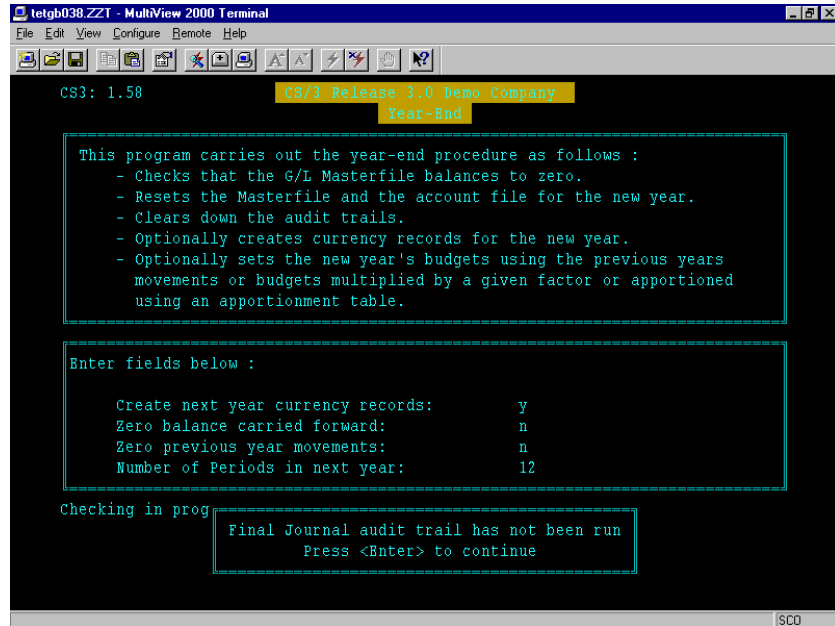
The Journal Audit Trail will need to be run. This can be located in:

Finance > General Ledger > Reports > Journal Audit Trail

All the defaults need to be left blank and the screen should look like the one located below. The system key that registers if this has been completed is NLJRNAUD.

Accounts Receivable Year End Must Be Run Before General Ledger Year End
Accounts Payable Year End Must Be Run Before General Ledger Year End
Cash Management Year End Must Be Run Before General Ledger Year End

Although the system only checks the 3 main ledgers that feed in to the general ledger it makes sense that all other modules should be year ended prior to the general ledger year end. This will include fixed assets, SOP, POP, etc…

Before completing the GL Year end it is wise to check the year system keys for all active modules to ensure that they are in the correct years. Those that are not in the new year will need the correct year end procedure to be run. Please view the documentation for that module.

```
 CS3: 1.58                 CS/3 Release 3.0 Demo Company
                                   Year-End

 ===========================================================================
 |  This program carries out the year-end procedure as follows :           |
 |       - Checks that the G/L Masterfile balances to zero.                |
 |       - Resets the Masterfile and the account file for the new year.     |
 |       - Clears down the audit trails.                                    |
 |       - Optionally creates currency records for the new year.            |
 |       - Optionally sets the new year's budgets using the previous years  |
 |         movements or budgets multiplied by a given factor or apportioned |
 |         using an apportionment table.                                    |
 ===========================================================================

 ===========================================================================
 | Enter fields below :                                                     |
 |                                                                          |
 |       Create next year currency records:         y                       |
 |       Zero balance carried forward:              n                       |
 |       Zero previous year movements:              n                       |
 |       Number of Periods in next year:            12                      |
 ===========================================================================

 Che ========================================================================
     |  ERROR. All journals have not been posted. see System Log for details |
     |                    Press <Enter> to continue                          |
     =======================================================================
                                                                        SCO
```

Before completing a year end you will need to post all journals before completing the year end journal. To view all journals that have not already been posted go to:

Finance > General Ledger > Tasks > Journal Entry.
OR
Finance > General Ledger > Tasks > Combined Journal Entry.

Once in the option if you press F2 you will be able to see all the journals that have not already been posted. From here you can post or delete the journals.

The system log will also contain the journal numbers for all journals that need to be posted.

Number of accounts with incorrect balances

You can set up posting codes that must have a credit or debit balance. The year end procedure checks the balances of the codes to the settings of that posting code file and reports any discrepancies to the system log. The following error message will be displayed:

```
tetgb038.ZZT - MultiView 2000 Terminal                                    _ □ ×
File  Edit  View  Configure  Remote  Help

    CS3: 1.58                    CS/3 Release 3.0 Demo Company
                                        Year-End

   ┌──────────────────────────────────────────────────────────────────┐
   │ This program carries out the year-end procedure as follows :       │
   │     - Checks that the G/L Masterfile balances to zero.             │
   │     - Resets the Masterfile and the account file for the new year. │
   │     - Clears down the audit trails.                                │
   │     - Optionally creates currency records for the new year.        │
   │     - Optionally sets the new year's budgets using the previous years │
   │       movements or budgets multiplied by a given factor or apportioned │
   │       using an apportionment table.                                │
   └──────────────────────────────────────────────────────────────────┘

   ┌──────────────────────────────────────────────────────────────────┐
   │ Enter fields below :                                               │
   │                                                                    │
   │     Create next year currency records:          y                  │
   │     Zero balance carried forward:               n                  │
   │     Zero previous year movements:               n                  │
   │     Number of Periods in next year:             12                 │
   └──────────────────────────────────────────────────────────────────┘
   Checki┌─────────────────────────────────────────────────────────────┐
         │   Number of Accounts with incorrect balances : 15 see System log │
         │               Press <Enter> to continue                      │
         └─────────────────────────────────────────────────────────────┘
                                                                    SCO
```

If you view the system log it will display the posting code with the error. I.e.

Closing balance for account 1-02-30-23-063 must be in DEBIT
Closing balance for account 1-03-10-03-004 must be in CREDIT

It will then be down to the accountant to investigate why these have incorrect balances i.e. why a sales account has a debit balance instead of a credit balance. The accountant may feel this is wrong and wish to journal the balance out thus resolving the problem.   Alternatively the accountant may feel this is a valid balance in which case you will need to go to Finance > General Ledger > Create / Amend master Files > Account Codes. The setting will be on the last level of the account code so in our example where 1-02 is the cost centre element and 30-23-063 is the account code element it will be at the 30-23-063 level that the Debit / Credit flag will be displayed. This will need to be either changed from a Credit to a Debit (or vice versa) or blanked out so that both are acceptable.

Balance Sheet and P&L accounts do not balance.

The year end can highlight many problems and there are many procedures that can be followed to correct them. On the next page is a graph that can help you identify the problem associated with the out of balance message. To help establish the correct error message, it is wise to have in front of you the *Screen* error that appeared when trying to complete the year end (in this instance the system log does not hold as much information as the screen). The screen message has various elements:
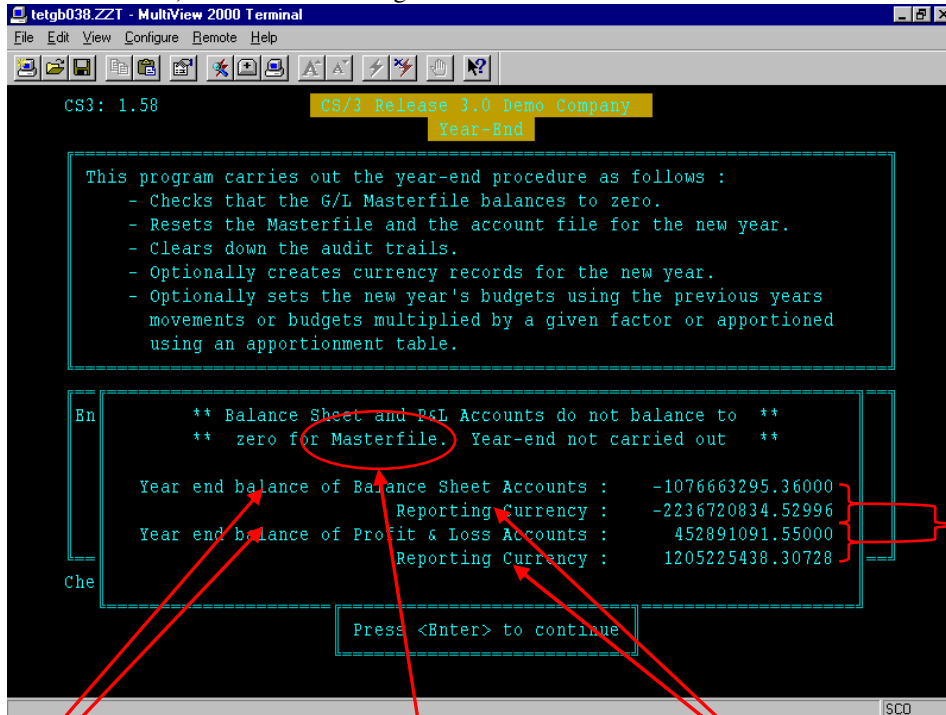
The top 2 figures will always be the opposite sign to the bottom 2 figures (i.e.- for credit and nothing for debit).

These are the base figures that need to equal zero.

This shows the file which has the problem.

These are the reporting amounts. These need to equal zero if NLREPTBAL = YES

Whilst completing the year end the system will be looking at 3 tables:

Table Name:	File Name:
nl_transactions	nltranm
nl_post_code	nlmastm
nl_account	nlaccm

nl_account will only be used if cost centres are used and the system key NLCCSTR has a valid entry. If cost centres are not used then nl_account would be an exact duplicate of nl_post_code and so the system does not write to the nl_account table.

Identifying the problem:

What is shown in the message box?

Master file

Account File

Are the Base figures equal and opposite?

Go to Point D

NO

yes

Go to Point C

Are the Base figures Zero?

NO

yes

Go to Point B

Go to Point A
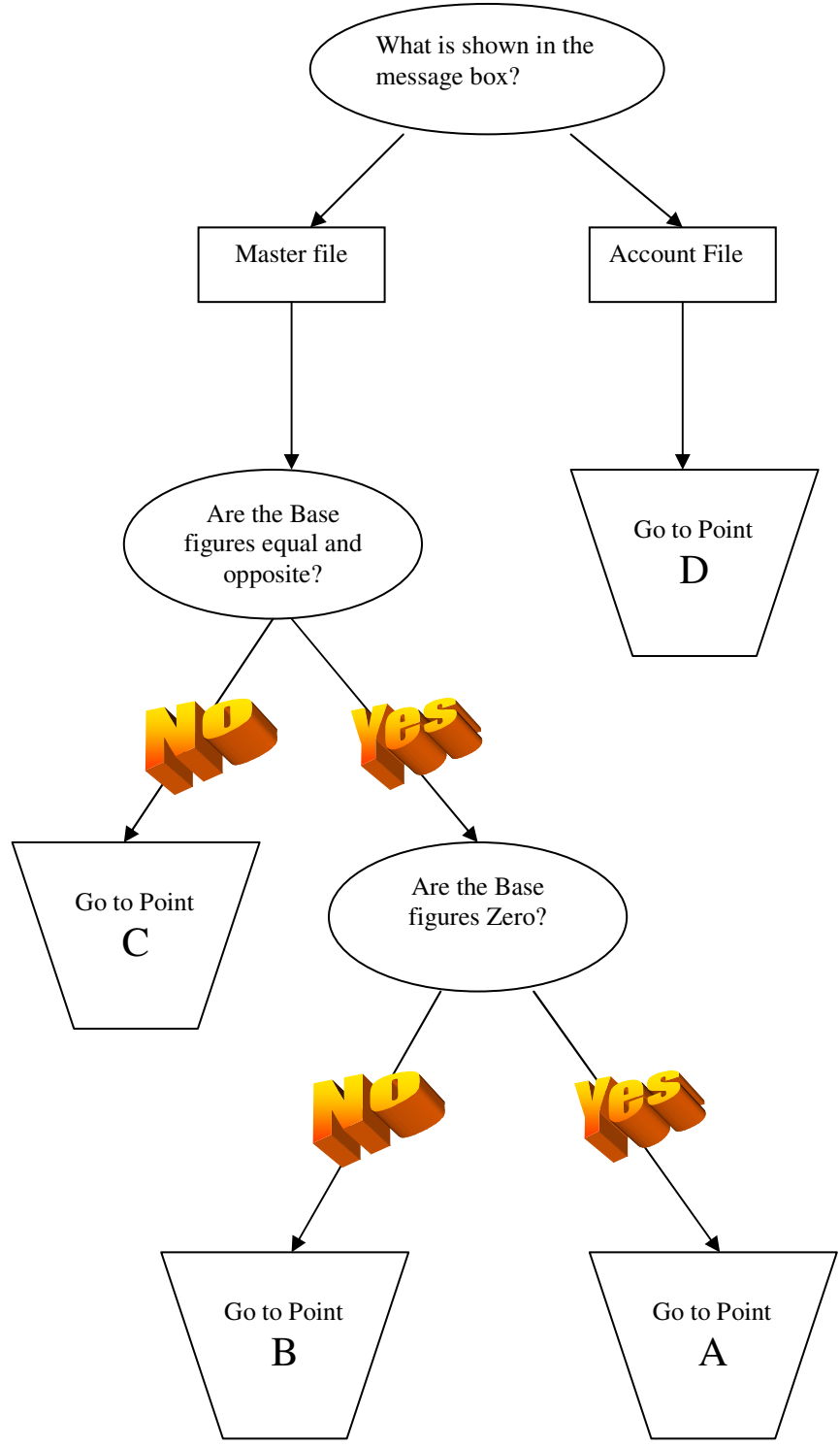
POINT A

This is where the base figures are zero however the year end is still not running:

Cause:
The main cause of this problem is that the reporting amounts do not balance to zero. If this is the case then you will need to check the system key NLREPTBAL. This is probably set to YES.

The reason why this may have happened is, if the system key NLREPTBAL has been set to NO for part of the year.   If NLREPTBAL has been set to NO for part of the year then it will not have been creating the reporting amount of rounding differences created by foreign exchange transactions.   This causes discrepancies in the reporting currency.

Solution:
In this circumstance you will need to change NLREPTBAL to NO (remembering to change it back to YES after the year end has been complete).

If this does not solve the problem and you are still getting the screen saying that base amounts are zero but they are still are out of balance and NLREPTBAL is set to NO. There may be amounts out that are smaller that the amounts of decimal places allowed in LOCALDEC. Please try running nlnewmast in appendix 1 if this happens.

Enterprise Management Solutions at the Heart of Business
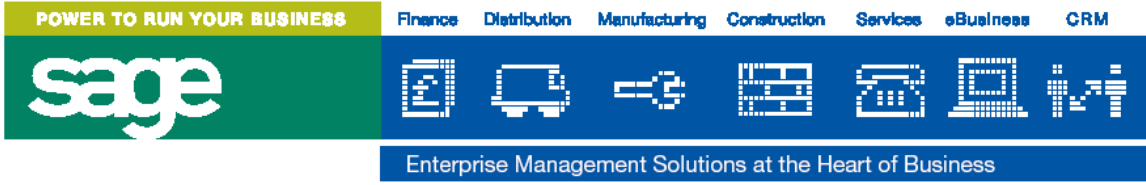
If an error message is still reported go back to the flow chart on page 9.

POINT B

The base figures equal to zero but are not zero. Your screen should look some thing like:
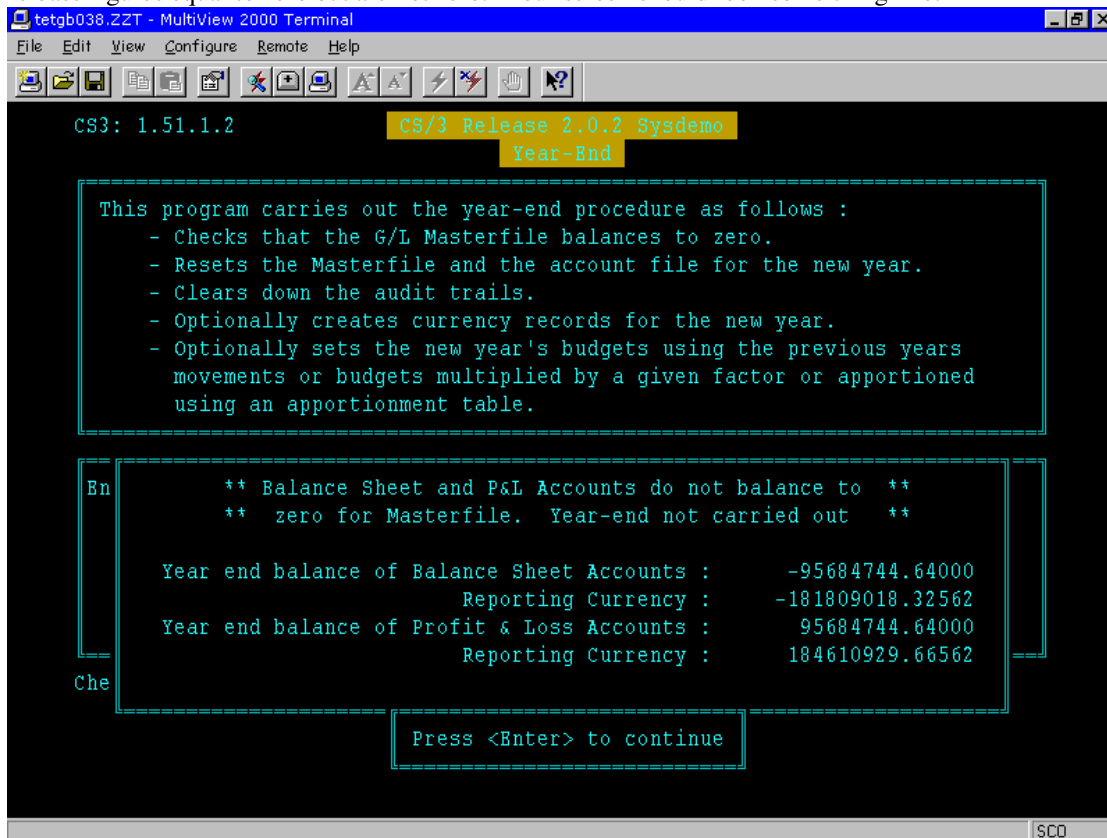
I)   The base amounts do equal to zero however they are not actually zero. The error message is slightly misleading as the figures do actually need to equal zero not just balance to zero. In our example the user will need to do a journal for 95684744.64 to the Balance sheet and –95684744.64 to the P&L.

The common misunderstanding is:
- 1)   They did not realise they actually had to do a journal and thought the system would do it for them.
- 2)   They ran of a report on the profit and loss and journaled that amount out. This may not have worked as users may have been inputting since then or that the report missed out P&L accounts or includes some balance sheet accounts by mistake.

After doing the journal the users will need to run the audit trails again before attempting to complete the year end.

i)   If after doing the journal they get the same error message you will need to check to see if the file part of the message is the same it is more than likely that this has changed now to account file. If so please go to point D.   If the error message is still the same and it is still stating that the error is in the master file check the obvious things like did the journal post, was it the wrong way round i.e. have the amounts doubled. If they have not changed then go to point iii below.

ii)   it could be that the master file is inconsistent with the transaction file. The obvious example of this would be if the figures are the same, however they are now different sign i.e. a minus instead of a debit. In this case you will need to identify where the problem is by running a detailed trial balance with the consistency check set to yes. After doing this then you will need to do one of the following:

1)   run nlnewmast so that the transaction file will be consistent with the master file. To run nlnewmast please go to appendix 1. This is probably the quickest method.

2)   Run a detailed trial balance with the consistency check set to yes. This should identify which posting codes have discrepancies. Then run the consistency check on those posting codes using nlfix. To run the consistency checks go to appendix 3.

Method 2 is the recommended method of correcting the data.

POINT C

The base figures are not equal and opposite. The screen should look something like this:
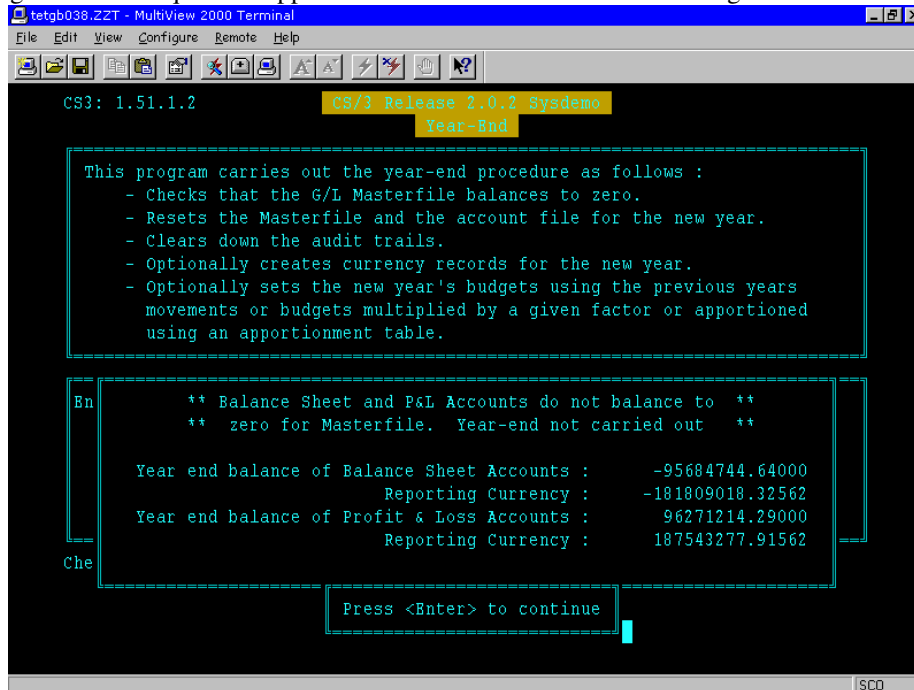
As you can see the base figures do not balance to zero.

Balance Sheet	=	-95,684,744.64
Profit & Loss	=	96,271,214.29
Difference	=	586,469.65

Cause:

This would mean that at some point during the year not all sides of a posting were posted to the general ledger or that an "nlfix" one sided journal was posted. It is likely that the end user will know how this has happened as it would relate to a bug/problem that happened in the past. They may also know what tables were effected.

Solution:

The error file says the discrepancy is in the master file (nl_post_code table), however it is more likely to be in the nl_transactions table and as a result in the nl_post_code table as well. The report in appendix 4 will show if it is in all tables. If the error is shown up in this report then a single sided journal will need to be posted running nlfix as shown in appendix 3.

If the error is not in the transaction file then the user may wish to do 2 things:

1) run nlnewmast so that the transaction file will be consistent with the master file. To run nlnewmast please go to appendix 1. This is probably the quickest method.

2) Run a detailed trial balance with the consistency check set to yes. This should identify which posting codes have discrepancies. Then run the consistency check on those posting codes using nlfix. To run the consistency checks go to appendix 3.

Method 2 is the recommended method of correcting the data.

If an error message still appears please go back to the graph to ensure you have the same error message.

POINT D

This is where the error is only on the account file and as a result the message states that the file with the error in it is the account file:

```
tetgb038.ZZT - MultiView 2000 Terminal

File  Edit  View  Configure  Remote  Help

   CS3: 1.58              CS/3 Release 3.0 Demo Company
                               Year-End

   This program carries out the year-end procedure as follows :
       - Checks that the G/L Masterfile balances to zero.
       - Resets the Masterfile and the account file for the new year.
       - Clears down the audit trails.
       - Optionally creates currency records for the new year.
       - Optionally sets the new year's budgets using the previous years
         movements or budgets multiplied by a given factor or apportioned
         using an apportionment table.

   En        ** Balance Sheet and P&L Accounts do not balance to   **
             ** zero for Account file.  Year-end not carried out   **

         Year end balance of Balance Sheet Accounts :       -1064767327.44
                            Reporting Currency :    -1064763989.93998
         Year end balance of Profit & Loss Accounts :       -57824116372.56
                            Reporting Currency :     1064771927.44000
   Che

                    Press <Enter> to continue

                                                                    SCO
```

Cause:
This would imply that the transaction file and master file are correct and as a result it would appear that a transaction has not posted through to the account file. This would be the case if they have recently started to use cost centres. If in the past there have been no cost centres and as a result NLCCSTR was blank the system will not have written to the account code file as this would be a duplication of the posting code file. Since they now have an entry in NLCCSTR the system checks that the nlmastm file is consistent with the nlaccm file for the present year and opening balances.

Solution:
To solve this problem, please go to appendix 2 on nlnewacc. This will rebuild the account file so that it is consistent with the other nl files.

If this does not solve the problem please go back to the graph to ensure that you have the same problem.

Appendix 1
NLNEWMAST

Option Name: nl_new_master
Description: Generate New Master File
Command: nlnewmast

This option will need to be put on to a menu. It is preferred if this option is put on to a menu which is exclusively used by the system manager and removed after use.

Before using this option the following tables should be unloaded:
nl_transactions
nl_post_code

The option will generate a new master file from the data in the nl_transactions table.

Running this option:

File path: can be left blank. Unless you are just wishing to produce a report to a specific directory.

File name: when running a report, this can be left as default. When wanting to run the tool and to update the system this will need to be changed to **nlmast.m.**

Year: should be set to t for this year. We would not recommend any other setting with out testing the results in a demo environment or logging it with support first.

Change O/Bs: As long as no data from the previous year has been lost this could be recalculated. In most cases it will be acceptable to leave this to N. This should **not** be set to Y to solve a year end problem.

Update: To update the system this will need to be set to U.

Option Name: nl_new_account
Description: Generate New Account File
Command: nlnewacc

This option will need to be put on to a menu. It is preferred if this option is put on to a menu which is exclusively used by the system manager and removed after use

Before using this option the following tables should be unloaded:
nl_transactions
nl_post_code
nl_account

The option will generate a new account file from the data in the nl_transactions table.

Running this option:

File path: can be left blank. Unless you are just wishing to produce a report to a
                  specific directory.
File name: when running a report this can be left at its default. When wanting to run the tool and to
                  update the system this will need to be changed to **nlacc.m**.
Year: should be set to t for this year. We would not recommend any other setting with out
                  testing the results in a demo environment or logging it with support first.
Change O/Bs: As long as no data from the previous year has been lost this could be recalculated. In
                  most cases it will be acceptable to leave this to N. This should **not** be set to Y to solve a
                  year end problem.
Update: To update the system this will need to be set to U.

Option Name: nlfix
Description: nlfix
Command: nlfix

This will need to be set up as an option and then put on to a menu. It is preferred if this option is put on to a menu which is exclusively used by the system manager and removed after use.

The first screen allows you the choice to enter a posting code. Once the posting code has been entered then there is a choice of running a consistency check (F9) or posting a one sided journal (f7):
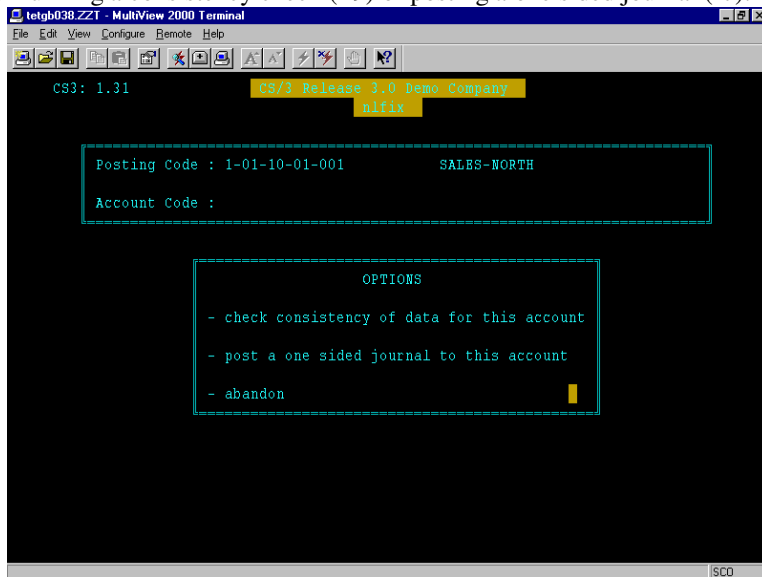
One sided journal (F7):
Once entering this option it will give the following screen:
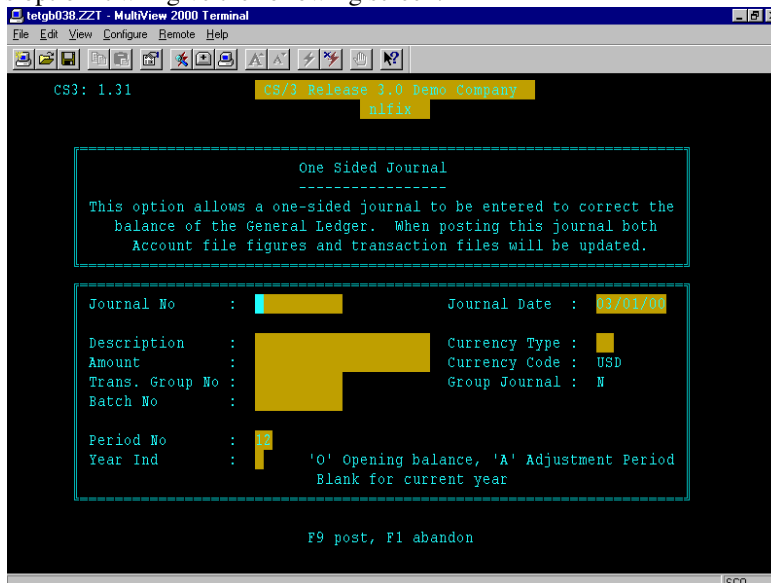
This allows you to enter a single sided journal which will post to the transaction, master and account file if used.

Most of these fields will look familiar if you use the journal entry screen. The main difference is that it allows you to enter transaction group numbers and batch numbers that already exists. This is useful in situations where you are intending to enter the other side of a transaction that already exists.

After entering the details press F9 to post.

Consistency Check (F9):

This will check that data is consistent between the three tables nl_transactions, nl_post_code & nl_account. If after running this is finds inconsistencies it will ask you which tables you would like to correct:
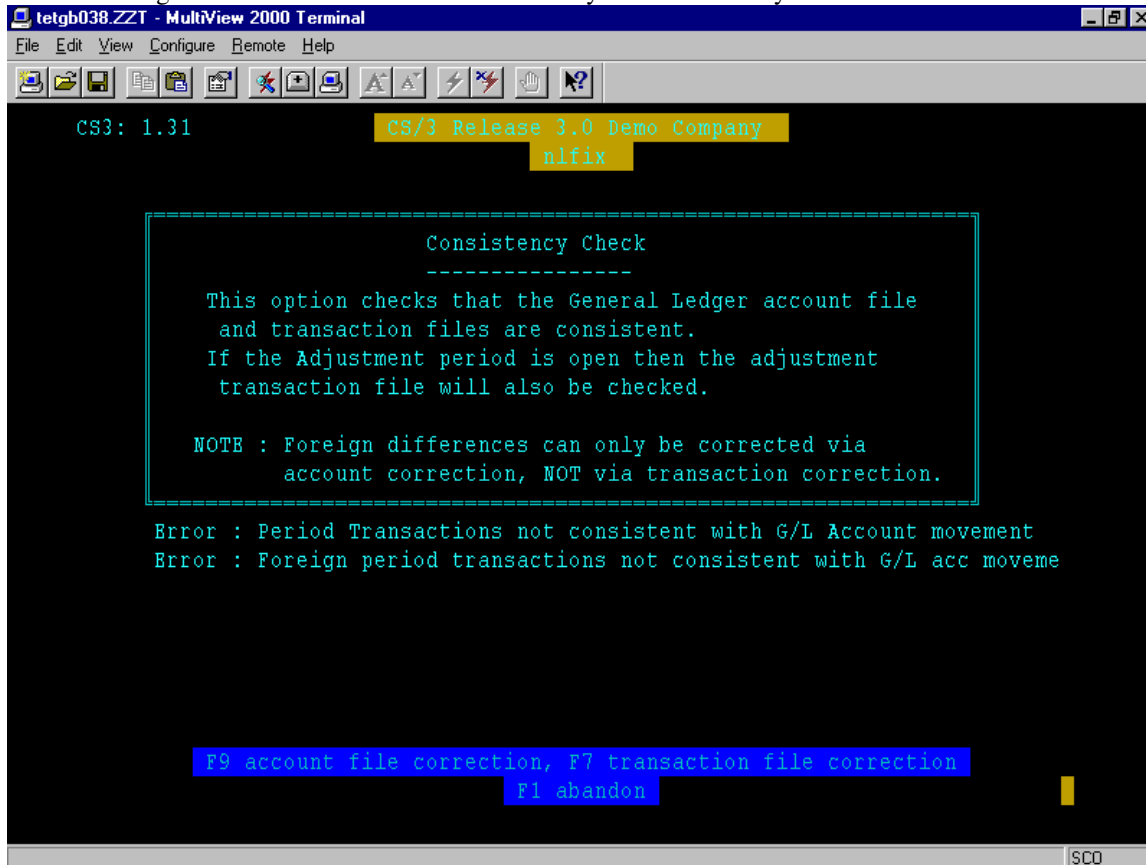
In this example the transaction file is inconsistent with the account file. In most situations the account file or master file are incorrect and need to be altered. The end user may wish to do further investigation to see if all transactions shown in the transaction enquiry are valid transactions before correcting the account and master file.

APPENDIX 4
Discovering the difference on the nl_transactions file using report writer.

This simple report is an example of the type of report that could be run to discover where the difference discussed in section C may have originated from.

Report Name: nltrandiff
Base_table: nl_transactions

Display on every row:
nl_transactions.batch_reference
nl_transactions.transaction_group
nl_transactions.sequence
nl_transactions.transaction_date
nl_transactions.posting_code
nl_transactions.journal_amount

Sort Definition:
nl_transactions.batch_reference
nl_transactions.transaction_group

Display after Group of:
nl_transactions.batch_reference
total nl_transactions.pre_base_amt

This will produce a report on batch reference that would identify a batch that does not balance. If there are batches with no batch reference these will be listed first. They will be displayed in transaction group order which should allow users to identify where the problem lies.

If there are a lot of transactions during the year it may be quicker to run the report with no entries under the 'display on every row' lines, to quickly identify if there is a problem and where it may be. After this you may wish to run the more detailed report placing a select statement on the batch reference which showed an error.