

## Preparing for Year-End

This section includes information to help you determine which modules require you to close only the month and which modules require year-end closing procedures.

Before beginning year-end procedures, you should:

- Prepare any file folders or mailing envelopes in advance so they are ready for year-end insertions.
- [Perform an ACS backup after all transactions are posted for the year.](#)
- Prepare a list of reports you need to print in ACS.

## Modules and when they close

Use the following table as a reference tool to determine whether a module closes on a monthly or a yearly basis.

Module	Month	Year
Contributions (10.6 and below)		X
Accounts Payable	X	
Payroll	X	
Accounts Receivable	X	
Fixed Assets	X	
General Ledger	X	X

✓ **Contributions** — If you use ACS 10.6 or below, Contributions closes at year-end. If you use ACS 11.0 or above, there is no year-end closing for Contributions, but you can summarize transactions at year-end. Regardless of ACS version, you can print statements for the quarter and the year.

✓ **Accounts Payable** — Closes at month-end. Forms 1099 are printed for vendors at the end of the calendar year.

✓ **Payroll** — Closes at month-end. You should print Forms W-2 and the fourth quarter 941 at the end of the calendar year, and you can view current totals for Forms W-2 or 941 at any time for the current quarter or for a previous quarter.

✓ **Accounts Receivable** — Closes at month-end. The Statement of Receipts can be printed for those customers who need a statement of their payments.

✓ **Fixed Assets** — Closes at month-end. You should calculate depreciation and inventory on a monthly or

yearly basis and inventory.

✓ **General Ledger** — Closes at both month-end and year-end. Yearly reports need to be printed. After year-end closing, you can print reports for previous months and years.

# Year-End Closing Checklist

Use the following checklist as a guide for closing each module and printing the necessary forms and reports.

## Accounts Payable

- ✓ Enter and Post Invoices
- ✓ Print Checks
- ✓ Post Checks
- ✓ Print Reports
- ✓ Load Tax Update
- ✓ Prepare Form 1099
- ✓ Print Form 1096
- ✓ Close Batches
- ✓ Back Up Data
- ✓ Close the Month
- ✓ Post and Receive Purchase Orders

## Accounts Receivable

- ✓ Enter and Post Invoices
- ✓ Process Payments
- ✓ Apply Unapplied Payments
- ✓ Enter Adjustments
- ✓ Print Statement of Receipts
- ✓ Print Month-End Reports
- ✓ Close Batches
- ✓ Back Up Data
- ✓ Close the Month

## General Ledger

- ✓ Enter Budgets
- ✓ Complete All Posting
- ✓ Print Reports
- ✓ Close Batches
- ✓ Back Up Data
- ✓ Close the Year
- ✓ Archive Data
- ✓ Summarize Transactions
- ✓ Get ready for the new year

## Contributions

- ✓ Enter Pledges
- ✓ Reassign Envelope Number
- ✓ Set Up Arrears Funds
- ✓ Complete Posting
- ✓ Enter Prepayments
- ✓ Clear Weekly Posting (if using ACS 10.6 or below)
- ✓ Print Report
- ✓ Print Contribution Statements
- ✓ Back Up Data
- ✓ Close the Year (if using ACS 10.6 or below)
- ✓ Enter Contributions for the New Year

## Payroll

- ✓ Complete Last Payroll
- ✓ Complete All Posting
- ✓ Load Tax Update
- ✓ Print Form 941
- ✓ Print Forms W-2 and W-3
- ✓ Update Local Taxes
- ✓ Print Reports
- ✓ Close Batches
- ✓ Back Up Data
- ✓ Close the Month
- ✓ Update Employees' records

## Fixed Assets

- ✓ Take Inventory
- ✓ Calculate Depreciation
- ✓ Post Depreciation
- ✓ Print Reports
- ✓ Close Batches
- ✓ Back Up Data
- ✓ Close the Month

## Year-End Forms and Supplies

To get ready for year-end, make sure that you have all of the necessary supplies and office materials by ordering your supplies and materials as early as possible.

You can order many of the supplies and documents in the following lists from ACS Technologies. Visit our [Web site](#) to place your order.

### **Forms and supplies to order early include:**

- Contributions statements
- Forms W-2 (W-3)
- Forms 1099 (1096)
- Ink cartridges
- Printer paper
- Mailing envelopes
- Federal publications (example, Circular E)
- Window envelopes for Forms 1099 and W-2
- Charitable Contributions reports

### **Documents to have on hand if you use ACS Payroll or Contributions include:**

- Publication 526-Charitable Contributions
- Publication 15-Circular E, Employer's Tax Guide
- 501-Exemptions, Standard Deductions, and Filing Information
- 505-Tax Withholding and Estimated Tax
- 517-Social Security and Other Information for members of the Clergy and Religious Workers
- 529-Miscellaneous Deductions

For more information on these forms and publications, visit <http://www.irs.gov>.

# Workbench and Classic Menus

ACS **People** and **Financial** Suites contain two main menus- the **Workbench** and **Classic** menus. You can read about these menus below.

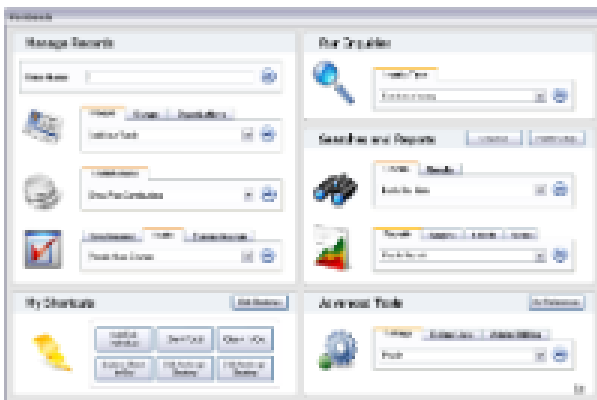
## Workbench Menu

The **Workbench** menu approaches your ACS duties in a task-based format. On the Workbench menu, actions are grouped by task rather than module, and you can also add shortcuts to the areas of ACS that you use the most. You can access individual and family records easily under Manage Records.

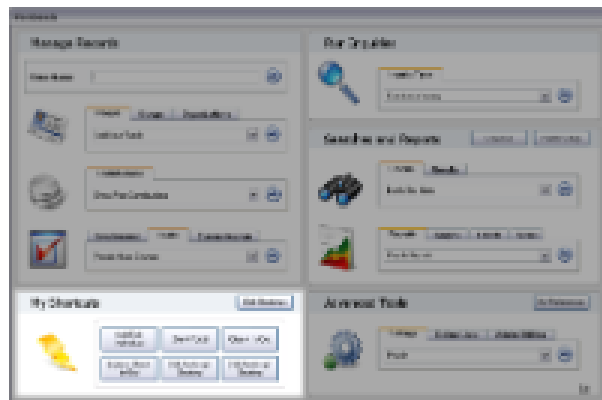
We write all current help, troubleshooting, and training documents using the Workbench menu, so we encourage you to give it a try. Click the images below for some highlights of the Workbench menu.

### ▼ To switch from Classic to the Workbench menu

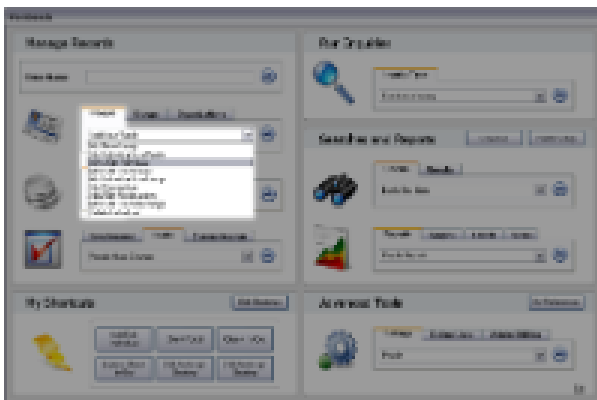
1. On the menu bar, click **Utilities** > **My Preferences**.
2. Under **My Menu Style**, select **Workbench**.



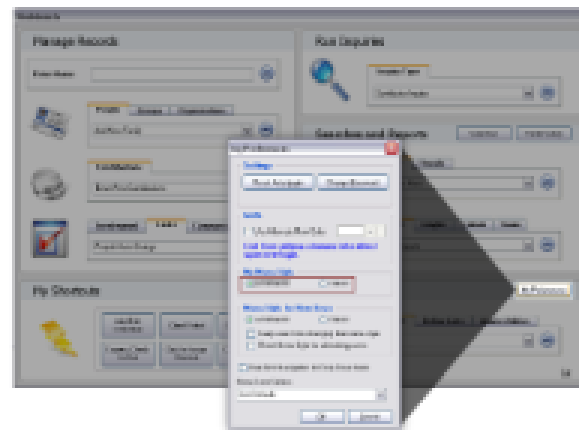
The Workbench menu



Customized shortcuts



Task-based drop-down lists

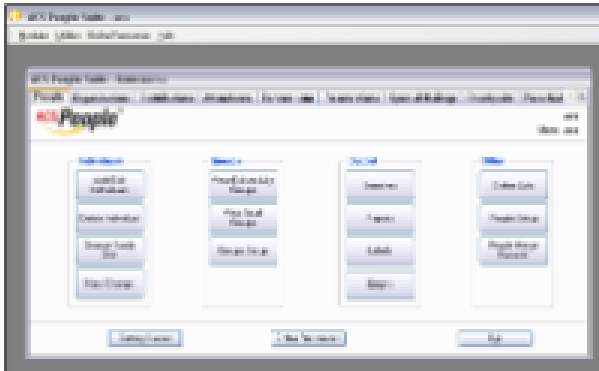


Switching from Workbench to Classic

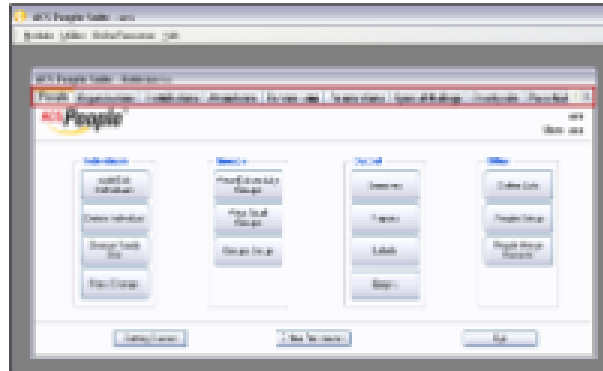
## Classic Menu

The **Classic** menu is the original ACS for Windows menu style and groups actions by module. You can still use the Classic menu; however, the first few steps to access your tasks differ.

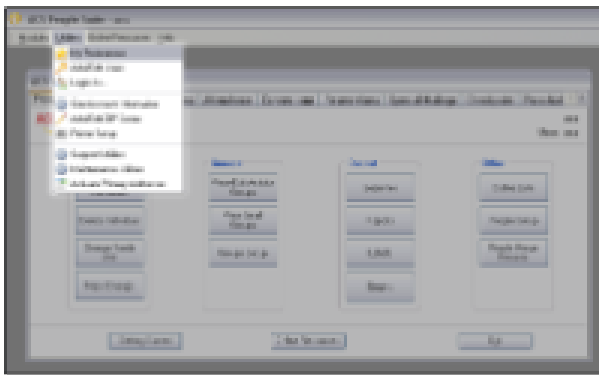
Click the images below for some highlights of the Classic menu.



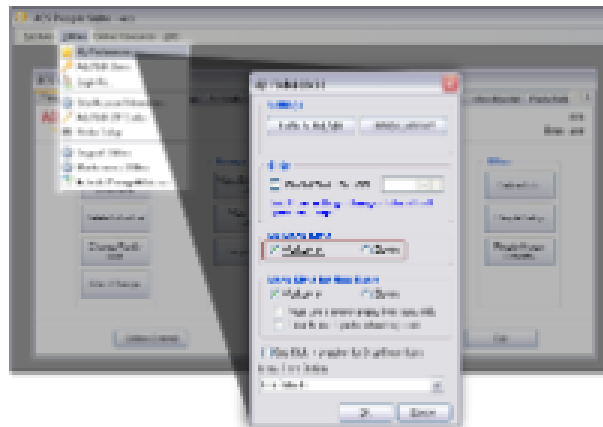
The Classic menu



Organized by module



Switching from Classic to Workbench



Switching from Classic to Workbench (cont.)

# Backing Up Your Financial Data

A backup is an exact copy of your data files. Backing up your data is one of the most important tasks you must perform every day.

## ACS OnDemand

If you use ACS OnDemand, your backups are automatically made each night and stored on the OnDemand server. However, you should perform a manual backup prior to special procedures such as year-end closing, attendance promotion, or merging people records.

You can perform a manual backup of your ACS data with ACS Backup/Restore. A manual backup copies your data and can be restored if a computer or program malfunction occurs.

Saving a manual backup to your hard drive is fine if you're backing up your data before performing certain tasks in ACS (such as Sunday School promotion or Year-End closing procedures). However, we strongly recommend that you frequently back up your dataset on external media and [store backup files](#) off-site in case of hardware failure or a natural disaster.


When backing up data using ACS Backup or ACS Scheduled Backup:

- During the backup process, do not shut down or turn off the power to the computer used to back up data.
- Do not log off of the computer at any time during the backup process. You must remain logged in for the backup to process.
- If your computer includes a Hibernate, Sleep, or Stand by option, disable this to maintain your current backup schedule.



## Note


The Windows instructions in the following procedure are for Windows 8.1.

## Back up Your Data

 It's important that you make a backup of your current data to a removable storage device, such as a Zip disk or a CD.

### ▼ To back up your ACS data

1. Close all other ACS programs. If any other user is currently logged in to ACS, data files may not back up properly.
2. On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays.
3. Click the arrow button . The Apps view displays.
4. Click **ACS Backup**.
5. Enter your user name and password and click **OK**.
6. Under **Data Options**, select the backup that you want to perform.
7. Under **Additional Options**, make the appropriate selections.

8. Verify the backup destination. If necessary, click **Lookup**  to select a different location.

 **Important**

Do not back up to the WINACS or ACSNET folders.

ACS OnDemand users must back up files to the **S:\ACS\_Backups** folder.

- If you are backing up to a zip disk or a flash drive, insert the disk or drive.
- Click **Backup**.
- If you selected to change the filename, enter a filename and click **OK**.
- **Optional:** When the backup is finished, click **Print History** to view or print the Backup/Restore Log report.



## Additional Field Information

### **History**

Displays a record of all activity in the ACS Backup/Restore program.

### **Data Options**

#### **Full Data Backup**

Select to back up or restore data in the following suites or modules: People suite, Financial suite, and The Ministry Scheduler.

#### **People Data Backup**

Select to back up or restore data in the following modules: People, Contributions, Attendance, Organizations, Connections, Special Mailings, Reservations, Checkpoint, and The Ministry Scheduler.

#### **Financial Data Backup**

Select to back up or restore data in the following modules: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, and Purchase Orders.

#### **Ministry Scheduler Data Backup**

Select to back up or restore The Ministry Scheduler only.

#### **Full ACS System Backup**

Select to back up or restore data in the following suites and modules: People suite, Financial suite, and The Ministry Scheduler. The system files in the ACSNET folder are also included in the backup.

### **Additional Options**

#### **Change Backup Filename**

Select this option to change the name of the backup file. If you do not select this option, ACS assigns a filename using the backup type, current date, and current time (<type>-mmddyyyy-hh.mm.ss).

#### **Verify Tables After Backup (Highly Recommended)**

Select to verify the integrity of the tables after the backup is made. ACS Technologies recommends that you select this option to make sure that your backup is successful. If the backup fails verification, you should make another backup using a different set of disks.

#### **Exclude Picture Files**

Select to exclude picture files from your backup. Selecting this option reduces the file size of your backup. ACS Technologies recommends that you only periodically back up your picture files due to file size. However, if you need to send your backup in to Data Serves for an upgrade, be sure to select this option, as otherwise your pictures will not display after an upgrade.

#### **Exclude Document Library Files**

Select to exclude any files named DOCLIB\*.\*

#### **Exclude Financial Document Folders**

Select to exclude document folders exclusive to ACS Financials.

### **Configuration**

#### **Backup Destination Directory**

Displays the location of your ACS backup files. Click **Lookup**  to select a location on your network or workstation.

You cannot back up to the WINACS or ACSNET folders, and ACS OnDemand users must back up files to the **S:\ACS S\_Backups** folder.

