



TOWNHALL SOFTWARE, INC. MUNICIPAL ACCOUNTING USERS 2009 Year-End Instructions



Year-End Instructions for All Municipalities

IMPORTANT NOTES BEFORE YOU BEGIN. . .

INSTALL THE UPDATE CD NOW!!
(Yes... NOW!)

WINDOWS 7 AND VISTA USERS: Please call us first!

PURCHASING A NEW COMPUTER? Do not order Windows VISTA - it is unstable and full of numerous bugs. They have introduced a new operating system to fix these bugs. Purchase your computer with Windows XP Pro or Windows 7 to ensure a stable working environment. If you can't find one - call us!

TAX JOURNAL ENTRIES should be done by APRIL 2010!

Please note that if you need help from us *and* the entries are done after September 2010, additional support fees will apply.

READ your year-end letter from TownHall Software.

**READ THE DOCUMENT ON YOUR DESKTOP (AFTER CD IS INSTALLED).
IT IS CALLED "TOWNHALL.PDF"**

SEND a "t-copy" (backup) to TownHall Software BEFORE you begin!
(Send another after you have completed this process.)



REAL ESTATE TAX COLLECTION ENTRIES

It is very important that **ALL** account numbers between **24000-00** and **27000-00** have a zero (0) balance before you enter any tax receipts for this year. Call us if you are having any problems or have questions. The procedures for zeroing these balances are in your manual (Section 7).

The best way we have found to handle tax collections is as follows:

1. Treasurer collects and receipts taxes.
2. **Treasurer deposits collections in bank account in batches and writes a numbered municipal receipt for each batch. Money, such as Dog Licenses, which the treasurer may not include with the "batch totals" should have separate, written, numbered receipts (one receipt per dog owner).**
3. **Each numbered receipt and batch printout is given to the clerk as the money is deposited WITH A COPY OF THE BANK DEPOSIT SLIP.**
4. The clerk enters each receipt (the same as for any other receipt), paying special attention to the checking account number and the distribution account number. The checking account number should be the same as the account the money was deposited in and the distribution account should be **26101-00**. All money that is deposited as part of "batch totals" should be handled this way. Money, such as dog licenses, which the treasurer may not include with the "batch totals" can be entered separately into the proper account number and should have separate, written, numbered receipts. **The 24xxx-xx through 26101-00 accounts should only be used at tax collection time, that being December through January 31st. NEVER AT ANY OTHER TIME!**

ADJUSTING ENTRIES

You can still make adjusting entries for this year, or any previous year (up to 2 years back) after you close the General Ledger. You can even enter receipts & checks for this year after you close receipts & disbursements. Your Form C report for this year and your Budget Reports for next year will NOT be accurate until the General Ledger year is closed.

MAKE BACKUP FILE & SEND TO TOWNHALL!

Make two backup disks (using the "Backup Municipal to A: or Desktop" button on your main menu) just BEFORE you close the Payroll, Receipts, Disbursements & General Ledger year BUT AFTER all 2009 entries are complete & posted. Mark these as "2009 backup" and store them safely. Please send or e-mail one copy to us (e-mail to: dave@TownHallInc.com or Sueh@TownHallInc.com or info@TownHallInc.com). Insert one of the two "2009 backup" disks into your "A" drive, double-click on your MARGE icon, select the municipality, and click on SELECT. Now click on the "Copy A: or Desktop to LastYr" button on the main menu. This will allow you to access your complete 2009 files at any time during 2010. You cannot make new entries to these files, however, you can lookup details or print W2s or any other 2009 reports from this data.

W-2 FORMS AND 1099 FORMS

W-2 or 1099 forms are available from Office Depot, Office Max etc. They can supply you with forms that will work well in almost any printer. For MARGE Accounting Software, you need **6 part W-2 forms, two 8½" x 5½" forms on a 8½" x 11" page for laser or ink jet printers**. We recommend getting them from the IRS for FREE.

IRS: You can get them FREE from the IRS (1-800-829-3676 or online at www.irs.gov). Order soon!

Office Depot: Search "w2 forms 2009" at Office Depot to get a variety of packages with and without envelopes.

Office Max: Search "w2 forms 2009" at Office Max. Only a couple of choices – and complicated site.

Staples: Part number is **802663** – cost is \$31.49 per pack of 50 forms.

Office supply stores also have 1099 Forms & Envelopes available. Check with your local business supply store as they may sell smaller quantities at a reasonable price.



UPDATE CD FROM TOWNHALL SOFTWARE

INSTALL ANY UPDATES CONTAINED WITH THIS MESSAGE NOW!!

The new program will automatically install into your C:\Program files\TownHall\Marge folder. Depending on your operating system (95, 98, Millennium, 2000Pro, XP Pro, XP Home, Vista, Windows 7) and the amount of time that you have had the software installed, you may need help. The update procedure is simple and works well. You can call us at (800) 528-9086 for instructions either before or after you close out your year, but the update needs to be completed before you start 2010 entries.

After installing the updates, the Version number in each module should be 130109.

The top of each module main screen (General Ledger, Payroll, Disbursements, Checkbook and Receipts) should show 130109.

These new updates will greatly increase the speed, reliability and ease-of-use of your Marge Accounting System. Any additional updates throughout the year will be posted on the website www.townhallinc.com.

[Please call or email us with any suggested changes.](#)

Year-End Instructions for Municipalities Operating on a "Cash" Basis

COMPLETE THE INSTALLATION OF ANY UPDATES AS LISTED ABOVE.

PAYROLL

1. Make sure all payrolls for the year are posted to GL.
2. Under reports, print "Payroll history by date or period" by period and select periods from 0 through 99.
3. Under Maintenance, click on "Quarter end processing", print all necessary reports, and then close the quarter.
4. Under Maintenance, click on "Year end processing", print W-2 forms - these can be printed as often as you wish. We suggest that you print one set on plain paper and check them to be sure they are correct.

You MUST print your 2009 W2 forms before you close the payroll year!!!

5. Under Maintenance, click on "Year end processing", and then close year. When the "Close Year-End Payroll Setup Form" comes up, make sure you type **YES - not just Y** or the year will not close! After this process is complete - go to Maintenance, click on "Year end processing", print W-2 forms – **Make sure all amounts are zero. IF THEY ARE NOT ZERO - CALL US AND GO NO FURTHER IN THIS PROCESS.**
6. Click on "Maintenance," and then "System Information". Set the GL period to 1, GL period end date to 01/31/2010 and fiscal year to 2010. Set the PR period to 1 and enter the appropriate PR period end date for your next payroll.
7. Click on "Maintenance" then "Year End Processing". Select "Remove Payroll history that is older than 2 years."

REMEMBER PR period numbers are not important except that EACH PAYROLL MUST BE A NEW PERIOD.
THESE CHANGES MUST BE DONE BEFORE ANY NEW PAYROLL ENTRIES ARE MADE FOR YEAR 2010.

DISBURSEMENTS

1. Make sure all disbursements are posted to GL.
2. Under Maintenance, click on "End of Year" - this will close the year.
3. Under Maintenance click on "System Information". Set the Reporting period to 1, period end date to 01/31/2010, and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW DISBURSEMENT ENTRIES ARE MADE FOR YEAR 2010.

RECEIPTS

1. Make sure all Receipts are posted to GL.
2. Under Maintenance, click on "System Information." Set the Reporting period to 1, period end date to 01/31/2010 and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW RECEIPT ENTRIES ARE MADE FOR YEAR 2010.



CHECK BOOK

1. Make sure all TRANSFERS are posted to GL.
2. Under Maintenance, click on "Check book information" Set the GL period to 1, GL period end date to 01/31/2010 and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW TRANSFER ENTRIES ARE MADE FOR YEAR 2010.

GENERAL LEDGER

1. Make sure all Batches for 2009 are posted to GL.
2. Under Maintenance, click on "System Information". Make sure "Current Earnings Account" is 34301-00. If it is not 34301-00, add that account with budget category UNF, description as "Current Earnings" and type as "Capital". Make it "Active".

IF YOU HAVE ANY PROBLEM WITH THIS, DO NOT GO ANY FURTHER UNTIL YOU CONTACT US!!!

3. Under Maintenance, click on "Recalculate." Click on "Reports" and print two reports as follows:
 - a. "Print General Ledger" for periods 0 through 13 for all accounts from 00000-00 through 99999-99. Make sure the number under two "nets" match at the end of the report.
IF THEY DO NOT MATCH – DO NOT GO ANY FURTHER UNTIL YOU CONTACT US!
 - b. "Print Trial Balance" for period 13.
4. Under Maintenance, click on "Close Fiscal Year." CHANGE THE "2008" FOR YEAR TO CLOSE TO "2009". Type "YES" to confirm closing. CHOOSE "OK." THEN under Maintenance, click on "System Information." Set the current period to 12, period end date to 12/31/2010. The fiscal year should be 2010 if the the current year closed successfully. IF FISCAL YEAR DOES NOT SAY 2010, CALL TOWNHALL IMMEDIATELY!
5. Under Maintenance, click on "Update Budget Year", type YES (not just Y) and click "OK".

THESE CHANGES SHOULD BE DONE BEFORE ANY NEW BATCHES ARE POSTED IN GL FOR YEAR 2010.

Year End Instructions For Municipalities Operating on a "Modified Accrual" basis

COMPLETE THE INSTALLATION OF ANY UPDATES AS LISTED ABOVE.

PAYROLL

1. Make sure all payrolls for the year are posted to GL.
2. Under reports, print "Payroll history by date or period" by period and select periods from 0 through 99.
3. Under Maintenance, click on "Quarter end processing", print all necessary reports, and then close the quarter.
4. Under Maintenance, click on "Year end processing", print W-2 forms - these can be printed as often as you wish. We suggest that you print one set on plain paper and check them to be sure they are correct.
You MUST print your 2009 W2 forms before you close the payroll year!!!
5. Under Maintenance, click on "Year end processing", and then close year. When the "Close Year-End Payroll Setup Form" comes up, make sure you type **YES - not just Y** or the year will not close! After this process complete - go to Maintenance, click on "Year end processing", print W-2 forms – **Make sure all amounts are zero.**
IF THEY ARE NOT ZERO - CALL US AND GO NO FURTHER IN THIS PROCESS.
6. Click on "Maintenance," and then "System Information". Set the GL period to 1, GL period end date to 01/31/2010 and fiscal year to 2010. Set the PR period to 1 and enter the appropriate PR period end date for your next payroll.

REMEMBER PR period numbers are not important except that EACH PAYROLL MUST BE A NEW PERIOD.

THESE CHANGES MUST BE DONE BEFORE ANY NEW PAYROLL ENTRIES ARE MADE FOR YEAR 2010.



DISBURSEMENTS

The best approach to use for modified accrual entries follows:

1. Allow invoices to be charged to expense accounts and accounts payable (21000-00) for period 12 in the current year.
2. The checks can be dated after Jan. 1. And posted into period 1 of the next year.
 - A. Enter all invoices for December. In the "Due Date" field, enter a date after Dec. 31, but before the date you will PRINT these checks in the next year.
 - B. After the invoices are entered, click on "Checks", "Check Setup" and enter the check date for next year when these checks will be written.
 - C. Complete the "Build candidate", "Print Checks" (none will print), "Check Register", "Posting Detail", Build GL Batch" and "End of Run" steps. Many of these steps will show that there is no data to process - this is normal.
 - a. Make sure all disbursements are posted to GL.
 - b. Under Maintenance, click on "End of Year" - this will close the year.
 - D. Under Maintenance, click on "System Information". Set the Reporting period to 1, period end date to 01/31/2010 and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW DISBURSEMENT ENTRIES ARE MADE FOR YEAR 2010.

If you wish to print any checks for 2009 BEFORE you close the GENERAL LEDGER for 2009:

3. After ALL of the above steps, click on "Checks", "Check Setup" and make sure the check date is on or beyond the "due date" on the invoices that were previously entered. Make sure to set the "Next Check Number" correctly.
4. Complete the "Build candidate," "Print Checks," "Check Register," "Posting Detail," Build GL Batch," And "End of Run" steps. These procedures will send the check information to the checkbook, and a new batch to the GL. This batch will charge the checks to the Accounts Payable (21000-00) account and to the cash (11010-00) or other checking account for the new year. If you have not already posted all batches in the GL and closed the year,

RECEIPTS

1. Make sure all Receipts are posted to GL.
2. Under Maintenance, click on "System Information." Set the Reporting period to 1, period end date to 01/31/2010 and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW RECEIPT ENTRIES ARE MADE FOR YEAR 2010.

CHECK BOOK

1. Make sure all TRANSFERS are posted to GL.
2. Under Maintenance, click on "Check book Information" Set the GL period to 1, GL period end date to 01/31/2010 and fiscal year to 2010.

THESE CHANGES MUST BE DONE BEFORE ANY NEW TRANSFER ENTRIES ARE MADE FOR YEAR 2010.



GENERAL LEDGER

1. Make sure all Batches for the current year are posted to GL - AND that ANY batches for the new year are "Restricted" (Status 3). – **VERY IMPORTANT!!!!**
2. Under Maintenance, click on "System Information". Make sure "Current Earnings Account" is 34301-00. If it is not 34301-00, add that account with budget category "UNF", description "Current Earnings" and type as "Capital". Make it "Active". IF YOU HAVE ANY PROBLEM WITH THIS, DO NOT GO ANY FURTHER UNTIL YOU CONTACT US!!
3. Under Maintenance, click on "Recalculate". Click on "Reports" and print two reports as follows:
 - A. "Print General Ledger" for periods 0 through 13 for all accounts from 00000-00 through 99999-99.
 - B. "Print Trial Balance" for period 13.
4. Under Maintenance, click on "Close Fiscal Year". CHANGE THE "2008" FOR YEAR TO CLOSE TO "2009." CHOOSE "OK". Type "YES" to confirm closing. THEN under Maintenance, click on "System Information". Set the Current period to **12**, period end date to **12/31/2010**. **IF FISCAL YEAR DOES NOT SAY 2010, CALL TOWNHALL IMMEDIATELY!**
5. Under Maintenance, click on "Update Budget Year", type YES (not just Y) and click "OK".

THESE CHANGES SHOULD BE DONE BEFORE ANY NEW BATCHES ARE POSTED IN GL FOR YEAR 2010.

**If you have any questions, suggestions or problems, call us at
TownHall Software, Inc. 1-800-528-9086.**

Dave or Deb Westerhoff , or Sue Hogg
Or e-mail to: dave@TownHaLLinc.com or Sueh@TownHaLLinc.com or
info@TownHaLLinc.com).

