

Producing Reports from Your Old Fiscal Year

To produce reports from your old fiscal year without reversing the roll forward process you will need do the following:

Timing is very important in this process. **After you have completed all year end activity** and prepared your final reports and **BEFORE you roll forward** to the new fiscal year:

- Save a copy of the final year end database in a separate folder
- Point the ODBC to tell the software which fiscal year you wish to access during the login process
- Update the GMS Accounting System Login Screen in the Database you will be rolling forward. This will add the company name to your GMS Login choices.

Having access to the old fiscal year can be especially helpful during audit time when it is necessary to print reports requested by the auditor; or during a review process from a funding source.

This is a procedure that can be repeated at the end of every fiscal year so it is possible to have financial reports available for multiple previous fiscal years. Additionally, when you archive your database, the archived data will still be available in prior fiscal years.

Remember that the copy of the database you will be using for previous year reports is to be used ***only for report generation***. Any subsequent changes that need to be made in the previous fiscal year will have to be made in the current copy of your agency's database. Instructions for setting up this previous year folder can be found in the Help Manual under General Ledger/Year End/Year End Closeout Procedures/Saving a Copy of Your Final Year End Database.