Lyon Software

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Fast Facts about Closing a Year

1. The act of closing a year is final. The utility cannot be "undone" or reversed. However, certain permission levels (system administrators and finance) have limited add/edit/delete access in a "re-opened" year (see attached documents).
2. Only a user with the permission level of system administrator may close a fiscal year.
3. Fiscal years prior to 2008 cannot be closed.
4. Closed years are notated with a "c" and show in red in the active year dropdown and may be viewed as "read only". However, <u>reporters</u> will not see any year in the active year dropdown that has been closed. Re-opened years are notated with an "r" and show in green in the active year dropdown.
5. Program records may not be added in a "re-opened" year.
6. Any changes/edits made to a program record in a "re-opened" year apply **<u>ONLY</u>** to the closed year. *For example, 2009 active year has been closed. When the year is re-opened, the setting is changed from "In Facility" to "Community" on a program. When viewing the program record in the closed year, "Community" will be the setting; however, when viewing the program record in any other year, the setting will remain "In Facility".*
7. Any changes made to a record tied to a date (Occurrences, Outcomes, Financial Services, or Narrative) will update the working database. *For example, 2009 active year has been closed and re-opened. In the Financial Service screen "Charity Care", an end of the year adjusting entry is added. Regardless of the status of the active year, whether open, re-opened, or closed, the added record will be seen in the browse box (but will be "read only" if tied to a closed year).*
8. Changes to the Edit Default tabs (Departments, Healthy Communities, Categories, User Defined Codes, Settings, Formats, Ages, Special Needs, Topics and Keywords) in a re-opened year, apply only to that specific year. *For example, a new topic is added to the Narratives module in 2009, a re-opened year. When viewing the "Topics" screen in the active fiscal year 2010, you would not see the newly added topic.* The "Custom Terms" and "Areas of Interest" tabs may <u>not</u> be edited in a re-opened year. Any changes implemented on the "Customizations" tab present in the software regardless of the status of the year (open, closed or re-opened).
9. User accounts may not be added, edited, or deleted while working in a re-opened year.
10. The Partnership module is not affected by the status of the year. You may make changes to the Partnership module while working in an open or re-opened year. As with all other modules, the data is "read only" while being viewed in a closed year.

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What can a System Administrator do in a re-opened fiscal year?

Add/Edit/Delete a Partnership Record	Yes
Add/Delete/Copy/Mark Inactive a Program Record	No
Edit a Program Record	Yes[1]
Add/Edit/Delete Occurrence Record	Yes
Add/Edit/Delete Financial Services Records	Yes
Add/Edit/Delete Narrative Records	Yes
Add/Edit/Delete Outcome Record	Yes
View Filtered Lists	Yes
Add/Edit/Delete Edit Defaults	Yes[2]
Add/Edit/Delete User Accounts	No
Edit Reporting Unit Information Page	Yes
Edit Reporting Unit Financial Page	Yes
Apply Fringe Percent changes for Active (Reopened) Year	Yes
Preview/Print/Export Reports	Yes

[1]Edited Program records are only changed in the closed year.

[2]Custom Terms and Areas of Interest may not be edited in a re-opened year.

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What can a Finance user (single & multi) do in a re-opened fiscal year?

Add/Edit/Delete Occurrence Record	Yes
Add/Edit/Delete Financial Services Records	Yes
View Filtered Lists	Yes
Add/Edit/Delete Edit Defaults	No[1]
Edit User Account	No
Edit Reporting Unit Financial Page	Yes
Apply Fringe Percent changes for Active (Reopened) Year	Yes
Preview/Print/Export Reports	Yes

[1]Exception: User may edit Department Rates for the re-opened fiscal year