


Deltek Maconomy®

Year-End Close: Frequently Asked Questions
for Maconomy Version 2.x Onwards

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Overview

This guide presents frequently asked questions about year-end processes for Deltek Maconomy.

Note: This guide is not comprehensive. See the *Deltek Maconomy Year-End Guide* and the Maconomy Online Help for additional information.

The *Deltek Maconomy Year-End Guide* and the Year-End Update software will be available on the Deltek Support Center, <https://deltek.custhelp.com>.

To access the Year-End Guide:

1. Log on to the website.
2. Click the **Year-End Resources** link.
3. Select the product: **Maconomy**.

All knowledge base articles related to year-end processing displays.

Fiscal Year-End

How many times can we close a year end in Maconomy?

Maconomy has a concept of open periods. You can close the fiscal year end (FYE) as many times as you like.

When I close the FYE, will I see a posting to retained earnings?

No, Maconomy updates the balance in the account ledger, but you do not see an actual posting journal or line item posted to the general ledger. Maconomy uses the retained earnings for reporting. You also see the year end result.

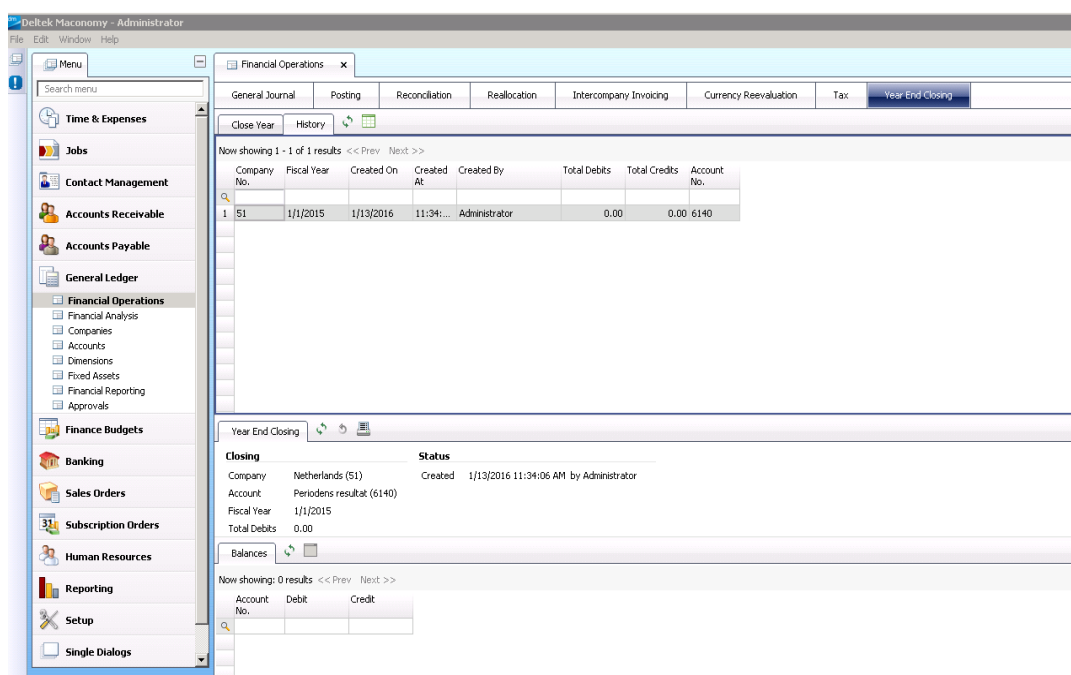
If I close the fiscal year and then find out I had an adjustment from the auditors, what do I do?

You can do another fiscal year end close after the adjustment is posted.

How do I review what years I have already closed?

Take the following actions:

1. Go to the Financial Operations workspace, and select the Year End Closing tab.
2. Select the year to review. The bottom part of the screen will show the year-end. Please note that reprinting does not re-close the fiscal year-end.



Accounts Payable

If I do not have a vendor entry with the Disclosable field selected and I find that I have a large number of vendor entries that require 1099s, how do I get them in my 1099 report?

Prerequisite: The Vendor needs to be setup for 1099s.

You can change the Disclosable field status using one of the following options:

- In the Workspace Client, go to Accounts Payable » AP Lookups » Show Vendor Reconciliation. Select the Vendor and Invoice No. from the filter list. Select the Vendor Invoice, and tick the Disclosable checkbox to have this invoice's payment be included in 1099 reports.
- Or using Single Dialogs, go to Single Dialogs » Accounts Payable » Lookup » Show Vendor Reconciliation. Select the Vendor and Invoice No. from the filter list. Select the Vendor Invoice, and tick the Disclosable checkbox to have this invoice's payment be included in 1099 reports.
- *Note that an import is not available for the Disclosable field.

I run the 1099 report and I have several vendors that do not display. What should I check?

Take the following actions:

1. Check that the Vendor is setup correctly. Go to Accounts Payable » AP Setup » Vendors. **add a column for Disclosable and set it to 'Yes'** and make sure that the **Disclosable** field is selected and that the **CNR** or the **Social Security Number** is filled in using the numbering convention that you selected (either XXX-XX-XXXX or XXXXXXXXXX).
2. Do a search in **Accounts Payable » AP Transactions » Vendor Invoices » Invoices List** and add the columns 'Disclosable' and 'Type'. For Type, set it to "Invoice" and for 'Disclosable' set it to "Yes". Note that an import is not available for this field.
3. Re-run the reports. The vendors should now display.

Does Maconomy print the 1099s?

No. Maconomy interfaces with 1099 Pro (support@1099pro.com) for all of its 1099 needs. You export the 1099 detail from Maconomy. You import the **Form1099Detail.out** file into 1099 Pro, as detailed above. You then print the 1099s via 1099 Pro.



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