Priority

Year End - Preparing for 2026

Overview

In version 24.1, *Priority* offers an innovative solution for the year-end process: **The Year-End Assistant**.

The Assistant initiates the process automatically and guides the user step by step through all the required actions for the year-end transition.

It is important to note that you can continue working the traditional way, and perform the year-end process manually in all the relevant forms and actionss. Click here to work this way.

In addition, per the Tax Authority regulations, you need to update the invoice amount that requires an allocation number, as detailed later in this document.

Note: In versions 24.0 and below you can only work the traditional way.

Click here to see frequently asked questions about the process.

Year-End Process Initiated by the System

The process starts with the preparation stage for the end of the year, and continues until the beginning of the new year. It consists of three consecutive steps, according to the following schedule:

- Step 1: The last month of the year

- Step 2: The last working day of the year

- Step 3: The first working day of the new year

Each step is comprised of several steps that are performed during the time period of that stage.

Note:

You can start the year-end process using this method and switch to manual work at any stage in the process, as detailed later in this document. Additionally, companies working in a multi-company environment that want to perform processes for multiple companies together need to work manually and run the programs directly from the menu.

Preliminary Stage - Defining the User Responsible for the Year-End Transition

The Year-End Assistant automatically sends a reminder to the responsible user (owner) at the beginning of the process every year, when the first stage date arrives in the current fiscal year.

- When the process is first activated, the system remembers the user who initiated the process and will remind them in the following year to start the year-end process for the upcoming year.

- You can update the owner of the process in your organization using the Define Owner- Year-End Assistant program, and the system will remind this user to start the year-end process in the following year.

  Note: You can update the owner up until the last day of the month preceding the last month of the current fiscal year. For example, if the last month of the 2026 fiscal year is December, you can update the owner of the Year-End Assistant up until 11/30/2026, in order to transition to the 2026 fiscal year.

Stage I: Reaching the Year-End

1. During the month of December of the current year, run the Year-End Assistant program.

   Note: You only need to initiate the process the first time. The following year, the system will remind the owner to start the process, beginning from the first day of the last month in the current fiscal year.

2. You will receive an opening message; click **Let's go**.

Welcome to the Year-End Assistant

The assistant takes you step-by-step through the year-end process, to ensure a smooth transition to the new fiscal year.
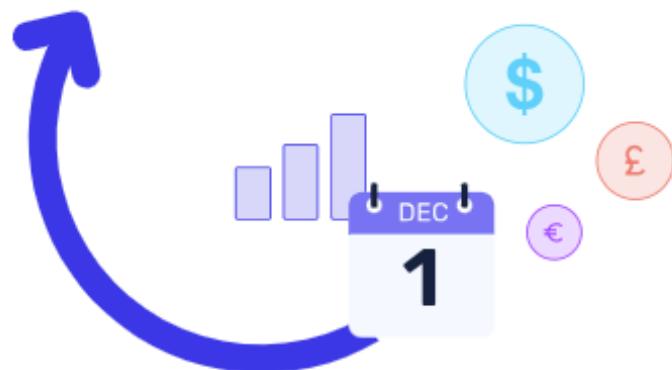
🕐 Remind me later

Let's go

3. In the form that opens, on the left, you can see that the stage is comprised of three steps: Define Fiscal Year, Numeration Templates, and Check Journal Entries

Reaching the Year-End

Define Fiscal Year

Define Fiscal Year

We defined the start and end dates of the next fiscal year.

When you click the button, the new fiscal year will be created with twelve fiscal periods, which you can edit.

Fiscal Year	Start Date	End Date	Prefix for Entry No.
2025	01/01/25	12/31/25	25

Period	From Date	To Date	Number of Days	
1	01/01/25	01/31/25	31	🗑
2	02/01/25	02/28/25	28	🗑
3	03/01/25	03/31/25	31	🗑
4	04/01/25	04/30/25	30	🗑
5	05/01/25	05/31/25	31	🗑
6	06/01/25	06/30/25	30	🗑

◉ Open first period   ○ Open all periods   + Add new period
○ Do not open periods

🕐 Remind me later   🔍 Assign step to   Next ›

4. Start with the first step: Define Fiscal Year

   1. By default, the system already recorded the details of the next fiscal year. This data was recorded based on the data of the current fiscal year. If necessary, you can change the end date of the year.

      Note: According to the needs of your organization, you can open a fiscal year that begins and ends on different dates than the regular calendar year.

   2. By default, the system opens 12 periods.

   3. At this stage you can decide if you want to open periods for the next fiscal year. Choose between opening the first period only, opening all periods, or leaving all periods closed.

      As long as periods are closed you cannot add documents or transactions to the dates of those periods. Therefore we recommend opening at least the first period and later on the rest of the periods, by running the Open Fiscal Period program.

   Notes:

   – In each stage of the process you can:

- Click **Remind me later** to leave the Assistant. In this case, the system will send you (the user that first initiated the program), a reminder the following day to return and continue the process. You can always run the program again proactively without waiting for the reminder to continue the process from that point.

- Click **Assign step to** in order to transfer the step to a different user.

Results

The fiscal year and 12 financial periods are created for the 2026 fiscal year in the Define Fiscal Years form.

4. Click **Next** to move to the next step: Numeration Templates

5. In the second step, define the numeration templates for different documents in the system. In the table you can see all the document types you can numerate.

    1. By default, a **Prefix** is defined. This way, you can easily distinguish between different document types or define multiple templates for the same document with different prefixes. You can change or delete the prefix.

    2. If you want the numeration to begin with a specific number, enter the first number in the **Initial No.** field.

    3. In the **Preview** field you can see how the first document number will appear and decide if you want to change the numeration.

Numeration Templates

(i) We noticed that you are using branches, but the unique branch identifier is not defined.
To create unique templates per branch, define a branch identifier here.

When you click on the button, we will assign numbers to documents throughout the system.
You can edit the prefix, initial number, and length for each document number.

Show more

Description	Prefix	Initial No.	Length	Preview
Return Material Authoriz. (RMA)	R9	5	9	R90000006
Return Material Authoriz. (RMA)	RM25#		10	RM25#00001
Return Material Authoriz. (RMA)	RM25*	9	12	RM25*0000010
Return Material Authoriz. (RMA)	RM25BB		12	RM25BB000001
Return Material Authoriz. (RMA)	RM25D		11	RM25D000001

⏱ Remind me later   👤 Assign step to   Next ›

Reaching the Year-End
- Define Fiscal Year ✓
- Numeration Templates
- Check Journal Entries

Results

Numeration templates are created in the Document Numeration Templates form.

Notes:

– You can edit document numbers directly in the Document Numeration Templates form.

– To automatically use the same numeration template from last year, create the numeration templates by running the Open Numeration Templates program from the menu and mark the **Base Prefix on Prev** checkbox.

– If you continue with the same numeration also in the following year, you may reach the maximum number in the numeration template, but you can extend the numeration by running the **Extend Document No.** program from the Document Numeration Templates form.

– After generating documents with the new numeration, **you can no longer change** the numeration template. Therefore, **check the numeration templates thoroughly** before starting to record documents.

5. In the third step, you will generate the Check Journal Entries report that checks the accuracy of journal entries. If entries with errors are found, a report will open displaying them.

   After you generate the report and view the results, click **Done** to finish the first stage of the process.

Reaching the Year-End

Define Fiscal Year ✓

Numeration Templates ✓

Check Journal Entries ✓

You have completed the first stage.

On the last day of the year we will remind you to complete the next stage in the Year-End process.

Done
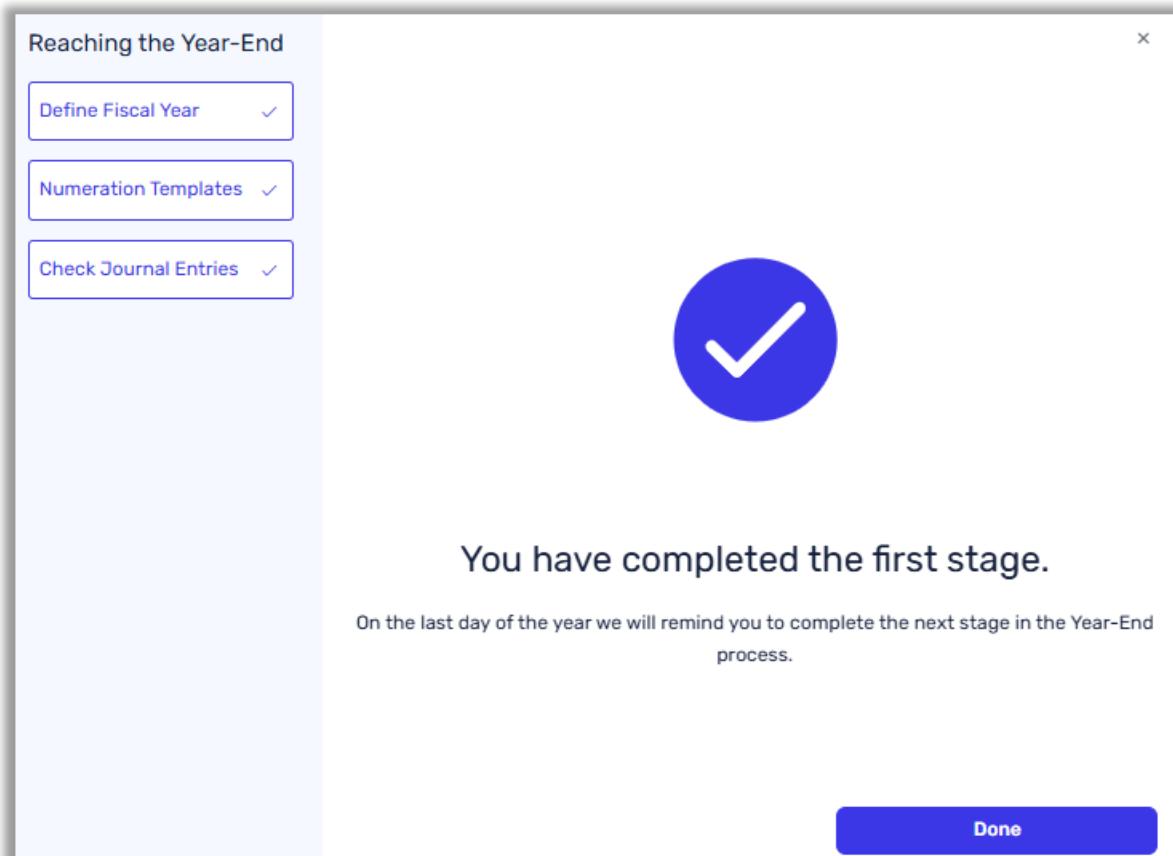
Notes:
- If journal entries with errors are found, you can, if needed, open a service call with the report attached.
- The check can take time depending on the amount of data, so we recommend running the program at a time in which additional users are not working in the system.
- You can always generate the Check Journal Entries report from the menu, even at a later stage in the process.

Stage II: Last Working Day of the Year

1. On the last working day of the year, the system will remind you to continue the year-end process so you perform the necessary actions for the current fiscal year.

2. The first step is **Compare Cash. Bal.** The system displays a table with all the cashiers in the system that appear in the Cashiers form. At the top of the table you can see the amount of unbalanced and balanced cashiers. An unbalanced cashier is marked in red.

1. To handle the discrepancy, follow the instructions in the Troubleshooting section at the end of this document, as described in the **The balance recorded for a cashier differs from its actual contents** issue.

2. If the account balance or cashier content has changed, click **Refresh data** for the system to recheck the cashier balances. Afterwards, all cashiers need to appear in white and no cashiers should appear as **Unbalanced**.

3. After you made sure the cashier content is correct, we recommend updating the **Closing Date** field for each cashier to 12/31/25.

   Updating the date in this field will result in:

   • You will not be able to record receipts or deposits for a previous date (so the content will not change).

   • You will be able to generate in the future the composition of the cashier content as of that date.

   Note: You can view further information in the Cashiers form or run the Cashier Balance report at the end of the working day.

4. Click **Next** to continue.

3. After you check all cashiers are balanced, click **Run report** to generate the report that shows the cashier balance in every currency.

   Save the report to know the status as of the last day of the year and click **Next** to continue.

4. In this next step the system will close cashiers for the end of the year that is ending.

   By default, the cashiers are marked as **Close**, but you can clear the checkbox for specific cashiers if you do not want to close all of them.

Close Cashiers

Here you can see a list of all cashiers, by default marked to be closed.
You can clear the Close checkbox for any cashier you do not want to close yet.
Once you close the cashier, the date of the period end will be updated as the closing date in the system.

Last Day of the Year
- Compare Cash. Bal. ✓
- Run Cash Bal. Rep. ✓
- **Close Cashiers**
- Run Year-End Reports

Cashier Code	Cashier Description	Account Balance	Closing Date	Close
000011	Cashier - Test		12/31/24	✓
001	Main Cashier	50,441,206.50		✓
001-01	Cashier - USD	2,892.00	12/31/24	✓
001-02	New Cashier	1,000.00	12/31/24	✓
001-2	Credit Voucher Cashier	-7,208,002.54	12/31/24	✓
002	Cashier 100-2	2,171.00	12/31/25	✓
003	Recurring Payments Cashier	250,650.94	12/31/25	✓
004	Cashier - Checks	1,116,495,581.96	01/01/20	✓
005	Visa - 2		12/31/18	✓
005-1	Returns Verification			✓
006	Visa Credit		10/25/17	✓

🕐 Remind me later   🔍 Assign step to   Close 50 and continue ›

5. Click the continue button to close the cashiers and continue the process.

   **Note:** Once cashiers are closed, you cannot add a receipt or a deposit for an earlier date.

6. In the last step of this stage - **Run Year-End Reports** - you can generate additional reports: Principal Payments per Year (for Loans module users), Unbilled GRVs, and Postdated Checks Held in Bank. You can save the reports when you run them.

   All these reports can be issued at a later stage directly from the menu.
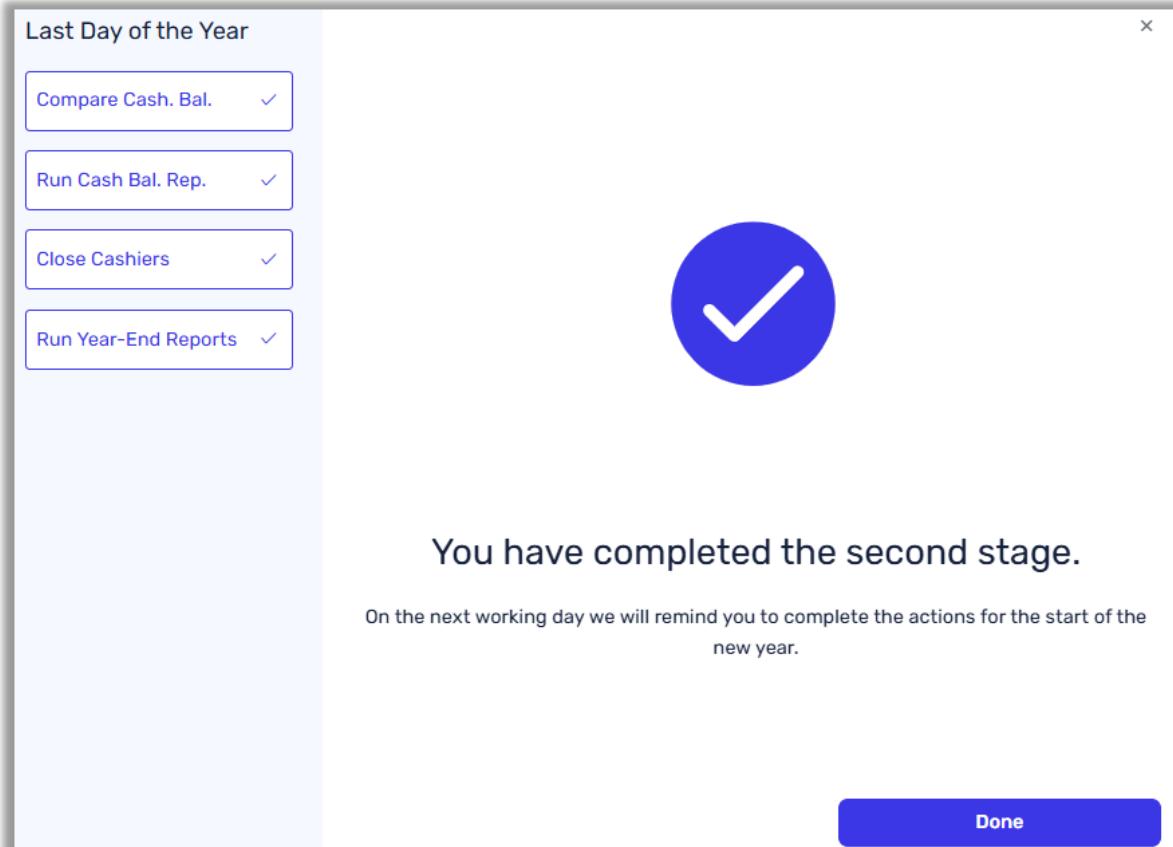
Stage III: Start of the New Year

1. On the first working day of the new year, the system will send you a reminder to continue the Year-End Assistant and perform the necessary actions to perform on the first work day of the new fiscal year. Alternatively, you can run the wizard directly from the menu.

Welcome to the Year-End Assistant

Let's continue the year-end process.
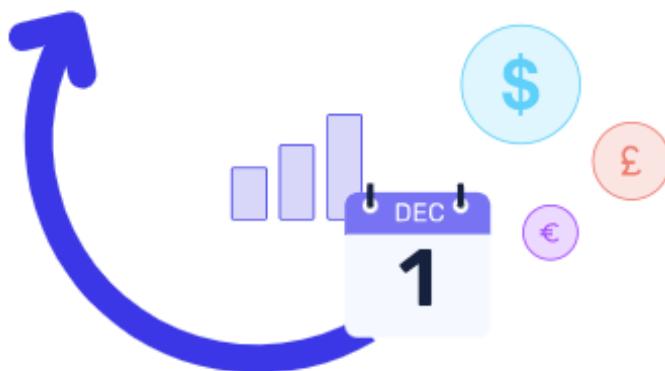
Remind me later

Let's continue

2. Now you need to transfer open balances to the retained earnings account, to reset these accounts to 01/01/2026, and to transfer opening balances of balance accounts.

3. Click **Transfer Open Balances**.

4. If you work with subsidiaries, choose all of them.

5. In the next program input, record the Fiscal Year - 2026.

   Note: When additional journal entries are recorded in 2025, after the opening balances have already been transferred, the balances for 2026 are automatically updated and do not require any manual update.

6. Click **Done** and you will receive a message that you completed the year-end process.

Checking the Year-End Process

You can view the End of Year Log to see which stages of the process have already been performed, and the user who performed them.

In the **Attachments** subform, you can find the various reports you generated throughout the process, e.g., **Check Journal Entries** and **Check Cashier Balance**.

System Backup

Databases of cloud companies are automatically backed up by **Priority Software**.

For companies working locally (on-prem), it is very important to perform daily backups of your database in an organized manner, verify integrity through restoration, and store the backup device in a safe and secure location (e.g., your home or an administrator's home).

No one will be able to help you in the event the server is burned or stolen.

If your data is not backed up on a backup device, **you could lose everything**.

Click here for more information on data backup and recovery.

Update: Amount Required for Invoice Allocation Numbers (Israel)

Starting from 01/01/2026, the threshold amount for the required invoice allocation number from the Tax Authority will be reduced to 10,000 NIS.

To update the invoice amount in the system that requires an allocation number, in the Financial Constants form, update the value of the **AmountRequiringApp** constant. For cloud companies, *Priority* will update the value of the constant.

It is important to note that this change will take effect immediately so you should finish preparing all the 2025 invoices before changing the value of the constant.

Note: Starting from 01/01/2026, it is also mandatory to request an allocation number for donation receipts to receive a tax credit.

For more information about allocation numbers for invoices and donation receipts, see the **Invoice Allocation Num.-Tax Authority(IL)** SOP published in Xpert.

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Manual year-end process (without using the EOY process)

Introduction

- This document describes all the steps needed for working in 2026 fiscal year.

  Click *here* to see an instructional video on preparing for the new fiscal year.

- In addition, in this document, you can find a list of FAQs relevant to this topic.

- YOu can find all forms and other entities in the system mentioned in this

  document, using the search icon: Q

Moving to 2026 fiscal year in a multi-company environment

Starting from version 21.1 if you work in a multi-company environment, you can perform several procedures simultaneously for all the companies defined in *Priority*.

The procedures are:

1. Open a new fiscal year
2. Prepare document numeration templates
3. Transfer Opening Balances

Process

1. Operations to Perform During December 2025 Before Commencing Work in 2026

Define the New Fiscal Year

Open a new fiscal year in the Define Fiscal Years form for 2026. Twelve fiscal periods will be defined in the **Fiscal Periods** subform.

To enable users to record journal entries for the month of January, run the Open Fiscal Period program for the first period in 2026 or for the entire year (until period 12).

Note: To define non-calendar fiscal years, see the **Fiscal Periods** SOP in Xpert.

Document Numeration

Document numbers in the system are determined on a yearly basis. To prepare for a new fiscal year, initialize document numbers by running the Open Numeration Templates program for 2026.

After running the program, you can change prefixes from the defaults set by the program, in the Document Numeration Templates form.

To use the same document number prefixes as those used in 2025, select the **Base Prefix on Prev** checkbox when running the Open Numeration Temples program.

When using the same numbering, you may reach the maximal number of the template. Starting from 20.1 version, you can extend the template numbering. Just run the program **Extend Document No.** in the **Document Numeration Template** form.

Once the first document of each particular type is recorded in the new year, **you will no longer be able to change the numbering** of that document type. **Therefore, check the numberings carefully** before beginning to record documents. For example, make sure there are enough continuous numbers available and that similar documents do not begin with the same number (e.g., multi-shipment invoices and sales invoices), that the total number of characters is enough to include the prefix, and that the starting number and the estimated amount of documents are sufficient for your needs.

The **Preview** field in the Document Numeration Templates form displays the number of the first document that will be produced when running the Open Numeration Templates program. This lets you see how documents in the upcoming year will be numbered based on these definitions, and modify them if necessary.

Tip: Refer to the **Setting Document Numeration Templates** SOP in Xpert.

Checking Journal Entries
- Run the Check Journal Entries report to make sure all entries were recorded correctly.

- While the report runs, the system will try to fix entries that were not recorded properly, and will display a suitable message.

- When the report run ends, if incorrect entries are still found, the system will display these entries along with suitable messages.

- If incorrect entries still exist, you can open a service call along with the report output.

- The report run may take some time (depending on data quantity) and therefore it is recommended to run the program when other users are not working in the system.

2. Operations to Perform on December 31, 2025

Note: For those organizations not working on Dec. 31, 2025, these operations may be performed at the close of business on Dec. 30 or Dec 29, 2025.

Compare the Contents of the Cashier to the Cashier Balance

Perform a comparison between the following items:

- The actual contents of your cashiers

- The data in the Cashier Balance subform of the Cashiers form

- The balance in each cashier account in the general ledger.

Run the Cashier Balance report at the end of the day to obtain balances for all cashiers on Dec.31, 2025. The report shows the balances of the cashiers for the day the report was issued and therefore you should issue the report on the last day of the year.

After verifying that the contents are correct, it is recommended that you record Dec. 31, 2025, in the **Closing Date** field. After recording a date in this field:

- You will no longer be able to record receipts or deposits for any earlier date (thereby ensuring the cashier content data will not change).

- You will have an accurate picture of cashier contents at the end of 2025.

Note: It is recommended to save printed copies of any such reports and/or flag the **Block Delete** option.

Run Additional Reports

In addition to the **Cashier Balance** report, there are other important end-of-year reports that can only be run for the current date, and therefore should be run by December 31, 2025:

- Unbilled GRV's

- Principal Payments per Year (for users of the Loans module)

- Postdated Checks Held in Bank (for non-US users)

3. Operations to Perform at the Beginning of 2026

Note: For those organizations not working on Jan. 1st, 2026, these operations may be performed on the first day you return to work.

Transfer Opening Balances

Run the Transfer Opening Balances program.

Notes:

- For customers with version 22.1 or higher, when additional entries are added retroactively in 2025, the balances in 2026 are automatically updated and no additional action is needed.

- For customers with version 22.0 or lower, rerun the Transfer Opening Balances program each time entries are added for the 2025 fiscal year, to update the opening balances for 2026, based on the new entries.

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Troubleshooting

System

Issue: You cannot open documents either for 1/1/2026 or for 2025.
Solution:
Record the year 2026 in the Define Fiscal Years form. Run the Open Numeration Templates program.
Check the Financial Documents or Inv. Transaction Documents form, to see if there is a pre- or post-date limit on the document in question.

Inventory

Issue: You need to perform an inventory count.
Solution: Refer to the **Inventory Counts** SOP in Xpert to learn about the process.

Issue: You want to approve all lines of the inventory count at once.
Solution: Select the **Approve Inventory Count** program from the list of Direct Activations in the Inventory Count form.

Issue: You need to run an inventory valuation report. **Solution**: These reports can be found in the **Financial** menu, under the **Cost Analysis for Businesses** sub-menu.

Issue: You want to prevent the recording of inventory transactions in 2025.
Solution: Run a past balance for December 31, 2025, using the Calculate Balance for Date program.

Issue: Inventory transactions were recorded for 2025 after an inventory count was recorded for that year. The balance in an inventory report differs from the recorded counted quantity.
Solution: First, make sure that the lines of the last inventory count are not selected in the **Approve Counted Qty** box. Then run the Prepare for Recount program, which will update the **Calculated Qty** field in a new inventory count.

Financials

Issue: You want to prevent all users but the accountant from writing entries for 2025.
Solution: Close all fiscal periods in 2025 and record the accountant in the **Users Authorized for Closed Per.** form (subform of the **Fiscal Periods** form, itself a subform of the Define Fiscal Years form).

Issue: You cannot record a journal entry for 2026.
Solution: Record the year 2026 in the Define Fiscal Years form. Run the Open Fiscal Period program for the period in which the journal entry falls.

Issue: The balance recorded for a cashier differs from its actual contents. **Solution**: This usually occurs as a result of manually recorded journal entries. Run the Check Cashiers report to identify the problematic entries.

Issue: The trial balance total differs from the sum of the ledger's entries. **Solution**: Run the Transfer Opening Balances program for the new year. If this does not solve the problem, try the following solution:

Issue: A trial balance does not balance.
Solution: Run the Update Account Balances program for 2025, then run the Transfer Opening Balances program again for 2026. If this does not solve the problem, try the following solution: Run the Check Journal Entries report.

Issue 1: A profit & loss item does not show a **0** balance at the beginning of the year. **Issue 2**: A balance sheet item was reduced to **0** by mistake. **Solution for both issues**: In the Chart of Accounts form, change the **Bal Sheet/P&L Item** to one that belongs to a heading in the correct section (press **F6** on the **Bal Sheet/P&L Item** to view the headings and their sections). Then run the Transfer Opening Balances program again for 2026.

Issue 1: You need to record a document or journal entry for 2025. **Solution**: You can continue recording journal entries and issuing documents for 2025.

Issue 1: You need to check the details of an end-of-year account balance. **Solution**: Run the Open Transactions as of Date report.

Issue 1: You need to record depreciation of a fixed asset.
Solution: Run the Fixed Assets Wizard. Refer to the **Fixed Assets** SOP in Xpert to learn about the process.

Backing Up the System

It is extremely important to perform regular daily backups of your database, and store your backup device in a separate, protected place (e.g., your house or one of the manager's).

If your server is stolen or destroyed and your data is not data preserved on a backup device, YOU WILL LOSE EVERYTHING!

Refer to the **Backup/Recovery-Priority on SQL Server** SOP in Xpert to learn how to perform database backups.

Priority Software maintains a regular backup of the Cloud customers database.

System Upgrades

You can upgrade your system for free in the framework of a service contract. Click **Help > About Priority** to see which version you are running.

As part of the upgrade process, ensure you have the latest BIN.95 folder updated in your server. Click here to learn about updating the BIN.95 folder. For Cloud customers the BIN.95 folder is updated regularly by **Priority Software**.

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To see a list of new features included in version 25.0 click here, for version 25.1, click here.