# After Year End

## After Year End Checklist:

After you have processed your Year End there are a few checks that needs to be completed.

Please refer to the below checklist to make sure your Year End was successfully run.

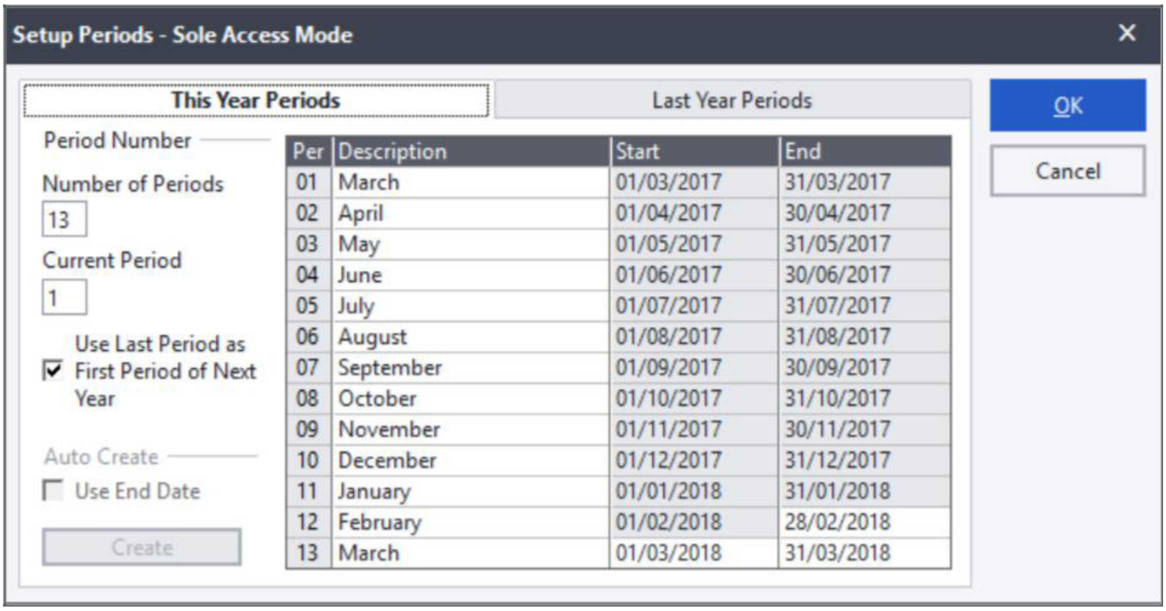
- ✓ **Financial Periods**
- ✓ **Data Integrity**
- ✓ **Documents on Hold**
- ✓ **Companies**
- ✓ **Iron Tree**

# Financial Periods

After running your Year End, you need to ensure the Financial Year is correct.

## To Verify the New Financial Periods:

- Select Setup > Periods the **Setup Periods** screen will display




| Per | Description | Start | End |
|---|---|---|---|
| 01 | March | 01/03/2017 | 31/03/2017 |
| 02 | April | 01/04/2017 | 30/04/2017 |
| 03 | May | 01/05/2017 | 31/05/2017 |
| 04 | June | 01/06/2017 | 30/06/2017 |
| 05 | July | 01/07/2017 | 31/07/2017 |
| 06 | August | 01/08/2017 | 31/08/2017 |
| 07 | September | 01/09/2017 | 30/09/2017 |
| 08 | October | 01/10/2017 | 31/10/2017 |
| 09 | November | 01/11/2017 | 30/11/2017 |
| 10 | December | 01/12/2017 | 31/12/2017 |
| 11 | January | 01/01/2018 | 31/01/2018 |
| 12 | February | 01/02/2018 | 28/02/2018 |
| 13 | March | 01/03/2018 | 31/03/2018 |

- Verify the **Start** and **End** dates, these should display the new financial periods/ year
- Select **OK**

**Should the periods be incorrect, restore the Year End backup and re-run the Year End.**

# Data Integrity

The Data Integrity is ran after the Year End to ensure balances carried over correctly.

## To run the Data Integrity:

- Select File > Data Integrity, select **Next**
- Make sure the option **Verify the Data Only** is selected, select **Process**
- Should there be any errors you will receive an error report, this indicates that there is corruption on the data.
- Restore the backup that was made before the Year End, proceed with the Year End as well as the Data Integrity to ensure the data is not corrupted.
- Should there be any errors after the second attempt please contact Support +61 2 9440 7216

**Please do not proceed with the Year End if there were errors on the Data Integrity before running the Year End**

# Documents on Hold

Customer/Supplier documents are placed on hold to process the Year End.

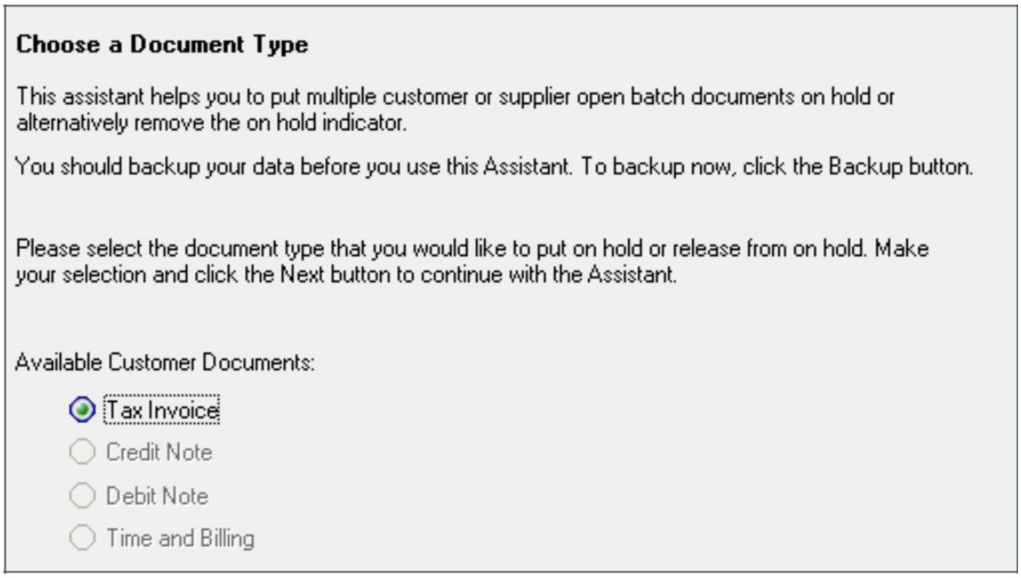
To update these documents, they must be off hold.

Documents can be taken off hold by running the **On Hold Assistant**. (Only available from Version 12 upwards).

## On Hold Assistant:

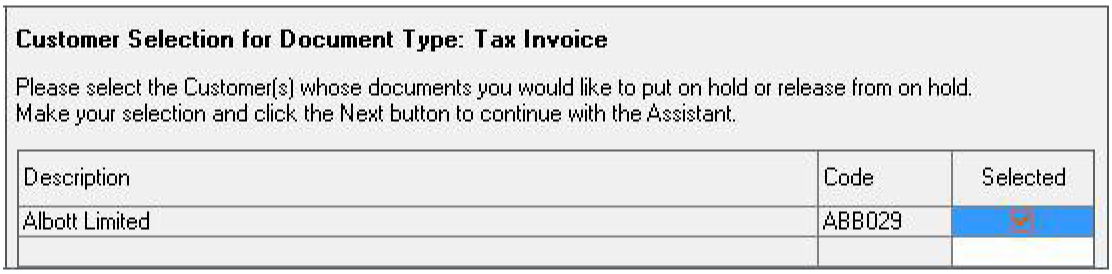
With the On-Hold Assistant you can put documents on hold or take if off hold. The same process will be followed for both.

- Select Process > On Hold Assistant, the assistant will display the customer and supplier documents that have not been updated.

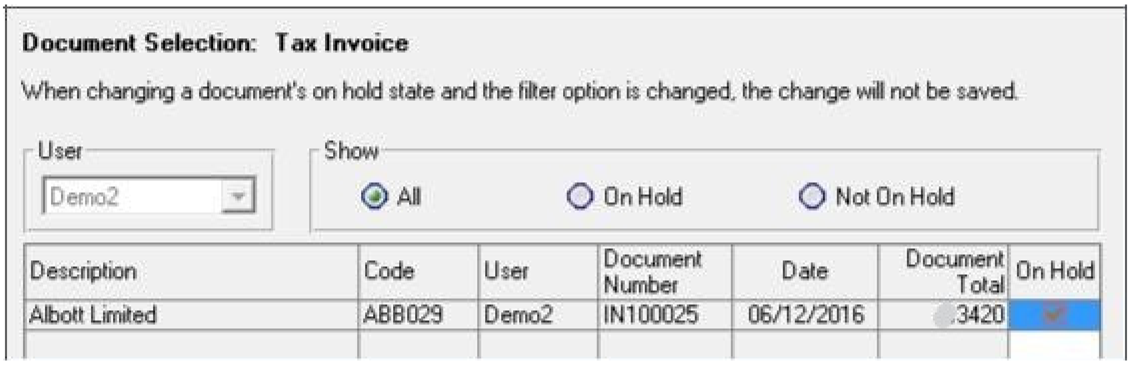



**Only the documents types with open batches will be available for selection**

- Select the documents you would like to put on hold and select **Next**
- Depending on your selection it will show the Customer or Suppliers that have documents processed to them. Select the Customer or Suppliers whose documents must be put on hold, select **Next**



- The next screen displays a list of documents that have been processed to the Customer/ Supplier. Select the documents that needs to be taken off hold, select **Process** when your selection has been made
  - You also have an option to display open documents per **User**
  - You can view **All, On Hold or Not on Hold** documents
  - Select **Process** to complete the process



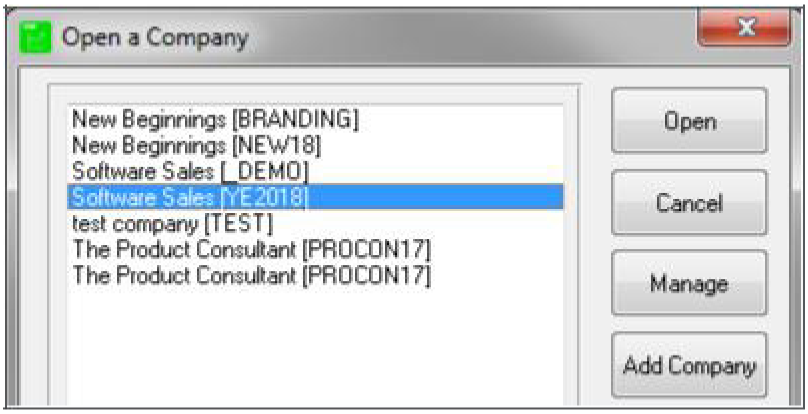

# Companies

When a new company is created after running the Year End the new company would need to be activated on the workstations.

Please ensure the company is added on the server before proceeding to the workstation.

## Adding a Company on the Server:

- Select File > Open > Add Company > select Add Company again, browse to the Xpress18/Partner18 folder on the C: Drive
- Double click on the folder, browse for your new company, double click and select **OK**
- Your company should appear on the **Company Database** screen
- Select **Close**
- The company will now be added and will appear on the **Open a Company** screen



## Activating a Company on the Workstation:

- Select File > Open > Manage Company
- The new company will appear on the **Open a Company** screen with a red cross. Ensure the company is highlighted, select **Activate Company**


- Select the top dropdown and look for your mapped drive, double click on the yellow folder a list of all your companies should appear, select the company that needs to be activated
- Select **OK** and then **Close**


- Your company will appear in the **Open a Company** list
- Highlight the company and select **Open**

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