

Before Running Year End

Checklist

To ensure that your Year End operation is successful, you are required to perform certain Pre-Year End checks.

Complete the checklist below before proceeding with the Year End.

- ✓ **13th Period Setup**
- ✓ **Inventory Stock Take**
- ✓ **Foreign Currency Revaluation**
- ✓ **Open Batch**
- ✓ **Retained Income Account**
- ✓ **Bank Reconciliation**
- ✓ **Data Integrity**

13th Period Setup

A financial year consist of 12 periods. Sage Pastel Accounting allows for 13 periods in a financial year. The 13th period is used to extend your financial year with one period to complete the preparation for Year End.

Follow the steps below to activate the 13th period:

- Select Setup > Periods
- Change the Number of Periods to 13
- Select the option **Use Last Period as the First Period of the Next Year**

Processing will take place in the 13th period. When the Year End process is complete, all the processing in the 13th period will be moved to the first period of the new financial year.

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

Inventory Stock Take

If you use inventory, it is important to do a stock take before proceeding with the Year End.

Please check the following before doing the stock take

- All open batches that affect inventory quantities i.e. customer and supplier documents needs to be updated to ensure that the quantities on these documents are included in the stock take.
- If there are any customer or supplier documents in an open batch you will need to check if the inventory was received and these documents must be updated to show the correct theoretical quantities.



Please make a backup of your company before the stock take

Follow the steps below to process a stock take:

- Select Process > Count Inventory
- You will receive a message to rebuild the batch quantities as shown below, select **Yes**
- The **Data Integrity Assistant** will open with the option to **Rebuild Batch Quantities only** selected, select **Process** and then **Finish** once complete

Begin Processing

The data integrity is about to begin. If errors are detected, they will be corrected. You will receive a detailed report of errors detected and corrections made.

If your company data is large, this process can take some time. Note as well that the integrity program requires sole access to your company data - no users can work on the company data while the integrity is running.

Click the Process button to start the data integrity check. Click the Cancel button to leave the Assistant.

Rebuild Tax Period and Date Only Rebuild Inventory Category File
 Verify History Files Only
 Rebuild Batch Quantities Only
 Verify the Data Only

Performing an Inventory Snapshot

- Choose a Range of Items to Snapshot screen will display. The Snapshot takes a 'picture' of the quantities in Sage Partner/ Xpress this is theoretical quantities



If you make use of Multi Stores you will have the options to select 'From Store' and 'To Store'

- Select the range of items you are including in your Snapshot, you can select the following categories: **Inventory Code, Inventory Category, Bin Number or Barcode**
- Click the magnifying glass to select the item range you would like to include in the Snapshot. If you wish to take a Snapshot of all your items, leave the **From** field blank and the **To** field filled with zzzzzzzz
- If you use Serial Numbers, you can choose whether to take a snapshot using **Serial Number Items Only or Non Serialised Items Only**

Choose a Range of Items to Snapshot

You must now select the range of inventory items you wish to snapshot. To select all inventory items, click the Next button without changing anything.

If you wish to work on a restricted range of items, choose first whether to range by inventory item, inventory category, bin number, or barcode. Then enter a range for the sequence you have selected.

Once you snapshot a range of items, you can snapshot a further range. However, once you leave the Assistant, you cannot then snapshot again until you complete the inventory count process.

From Store

To Store

Inventory Code
 Inventory Category
 Bin Number
 Barcode

From

To

All Item Types
 Serialised Items Only
 Non Serialised Items Only

- Make your selection and select **Next**, select **Process** to confirm the operation
- Depending on your selection you will receive a message indicating the number of items included in the snapshot. If all your items have been selected the message will display **All items have been Snapshot**
- Select **Continue** to proceed with the stock take

Follow the steps below to complete the stock take

Choose the Operation to Perform

You have already taken a snapshot of your inventory. You can now do one of the following:

Print a count sheet on which you will enter the physical quantity on hand.

Enter or edit the physical quantities on hand.
 Show items in snapshot only.

Import a text file which contains the physical quantities on hand.

Print a count variance report which shows you variances between theoretical and physical quantities.

Update any differences between theoretical and physical quantities, and clear the snapshot.

Clear the snapshot without updating inventory quantities.

- The first option is to **Print a count sheet**. This is usually printed to write down the quantities physically counted. Once you have counted your physical quantities you will need to enter these quantities into Sage Pastel Accounting

- Enter the quantity for each item under the **Quantity** column
- Press the **Enter** or **Tab** key to move to the next item, when completed, select **Next** to proceed



Items that show in red are either service items that cannot be counted or items that have not been included in the Snapshot.

Sequence

Inventory Code Search for: Locate Show:

Line number 1								
Item Code	Store	Description	Unit	Bin	Category	Barcode	Quantity	Serial Numbers
ACC/LOC	CT	Accounting Software			002			
ACC/LOC	DBN	Accounting Software			002			
ACC/LOC	JHB	Accounting Software			002			
C/001	CT	Consulting - On Site	EACH		001			
C/001	DBN	Consulting - On Site	EACH		001			
C/001	JHB	Consulting - On Site	EACH		001			
C/002	DBN	Group Training	EACH		001			
CDROM/POR	CT	50 Speed CD-ROM	Each		002	665463211698732		
CDROM/POR	DBN	50 Speed CD-ROM	Each		002	665463211698732		
CDROM/POR	JHB	50 Speed CD-ROM	Each	2	002	665463211698732		

- If you selected the option to **Import a text file which contains the physical quantities on hand** Please refer to the Sage Pastel Accounting **Help File**
 - Select Help > Pastel Help
 - Select the **Index** Tab > Type in **Count Inventory**
 - Double click on the **Count Inventory** heading. The Count Inventory Information will display on the right-hand pane. Select **Importing quantities** hyper link (Underlined and displayed in blue)
- Once your quantities have been captured you select the option to **Print a count variance report which shows you the variances between the theoretical and physical quantities**
- The count variance report will show the difference/ variance between the theoretical and physical quantities per item as well as the unit and total costs.
- **Update any differences between theoretical and physical quantities, and clear the snapshot** should be selected when the stock take has been completed
 - Select period 12 to ensure the stock take is completed in the last period of your financial year.
 - Select 'Next' and **Finish** to complete the stock take

Foreign Currency Revaluation

The Foreign Currency Revaluation needs to be run before processing the Year – End you will not be able to run the revaluation after the Year End

Steps to run the Foreign Currency Revaluation

- Select Process > Foreign Currency Revaluation. You can run the revaluation on foreign customer, supplier or the cashbook, make your selection and select **Next**
- Select the correct period for the revaluation
- Select **Edit Exchange Rates**
- Select the drop down, at the top left side of the screen. Select each currency and make sure the exchange rate for each currency is setup for the revaluation is run in.
- Select **OK** when completed
- Type in a **Starting Reference** that will be linked to the transactions when the revaluation is run
- Select **Next** to proceed
- The **Foreign Currency Variance Report** can be printed before the process is finalised. This is a preview of the revaluation and the adjustments that will be made



It is recommended that the report is looked at to ensure the revaluation will run correctly. Once the revaluation is run, it cannot be reversed except for restoring a backup.

- Select **Next**, the confirmation screen will appear, ensure the information displayed is correct, select **Process** to complete the revaluation

Open Batch

Prior to processing your Year End, you will need to update all open batches. This includes Sage Pastel POS Cash on Delivery (COD) and Sage Pastel POS On Hold documents.

If you have open batches the Year End Assistant will not run and you will receive an **Open batches found** error message



The following documents will NOT generate the 'Open batches found' error message: Quotations, Sales Orders, Purchase Orders, Documents placed On Hold (Does not apply to POS)

To check for open batches

- Select View > Open batches, the **Open Batches** screen will display

Open Batches		
	All Users	Test1
Sales Order	✓	
Purchase Order	✓	
01 CB 1 Payments		✓
Not Used		

- This screen will display the document/ batch that has not been updated and the user that processed the transactions. This is indicated by the blue tick in the columns
- If you are logged in as a Supervisor you will be able to **Jump To** another user's batch if not, you would need to log in with the user that has the open batch. Once in that batch you will be able to update, delete or put the batch on hold

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

Choose a Document Type

This assistant helps you to put multiple customer or supplier open batch documents on hold or alternatively remove the on hold indicator.

You should backup your data before you use this Assistant. To backup now, click the Backup button.

Please select the document type that you would like to put on hold or release from on hold. Make your selection and click the Next button to continue with the Assistant.

Available Customer Documents:

Tax Invoice

Credit Note

Debit Note

Time and Billing



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 who's documents have to be put on hold, select **Next**

Customer Selection for Document Type: Tax Invoice

Please select the Customer(s) whose documents you would like to put on hold or release from on hold. Make your selection and click the Next button to continue with the Assistant.

Description	Code	Selected
Albott Limited	ABB029	<input checked="" type="checkbox"/>

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

Document Selection: Tax Invoice

When changing a document's on hold state and the filter option is changed, the change will not be saved.

User:

Show: All On Hold Not On Hold

Description	Code	User	Document Number	Date	Document Total	On Hold
Albott Limited	ABB029	Demo2	IN100025	06/12/2016	3420	<input checked="" type="checkbox"/>



If there are any documents that are not placed on hold you will need to update or delete the documents to proceed with the Year End.

Pastel POS Open Batches

- All POS documents needs to be updated before you proceed with the Year End.

Open Batches	All Users	User 0
Quotation	<input checked="" type="checkbox"/>	
Sales Order	<input checked="" type="checkbox"/>	
Tax Invoice		<input checked="" type="checkbox"/>
Not Used		
POS Not Used		
POS Not Used		
POS Tax Invoice		<input checked="" type="checkbox"/>
POS Cashup Required		<input checked="" type="checkbox"/>

Not using POS

You will need to delete the **Documents.mdb** file found in your company folder

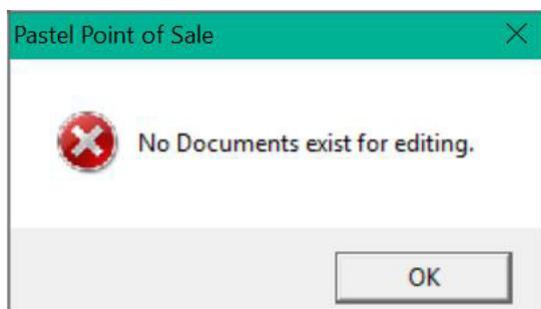
- Press the **Windows** and **E** keys found on your keyboard simultaneously
- Navigate to your **Company** folder
- Search for the file **Documents.mdb** as shown below



- Right click on this file and delete it

Using POS

- Open your POS, you would need to log in with each POS User and update the documents per User.
- If the **Process** screen does not display, select Process > Point of Sale
- Select **Edit** at the bottom of the POS screen. If you get the error message below, you would need to exit POS and log in with a different POS user and go to Process > Point of Sale and then **Edit**



- Select the drop-down menu by **Search Types** and select **On Hold** or **COD**
- A list of documents should display under one or both options
- The following screen will open if there are documents that needs to be updated.
- In the **Search Type** column select **On Hold** or **COD**, you would need to ensure that a document is highlighted in blue and then click on the **Select** button

Tax Invoice								
Search Types						On Hold	Select	Close
Drag a column header here to group by that column								
Document Number	Account Code	Account Name	Document Date	Printed	Locallnc	Telephone	Fax	Cont
IN100001	002	Cash Sales	2018/02/14	<input type="checkbox"/>	114.00			

- The selected document will open in POS. Select the **Place on Hold** or **Cash on Delivery** buttons, one of them will be greyed out, this means the document was On Hold or COD, select the relevant option to update the document.



- If the document was processed incorrectly and should not be updated, you need to delete the lines for it to be updated with zero values



This process needs to be followed to take all the documents off Hold or COD.

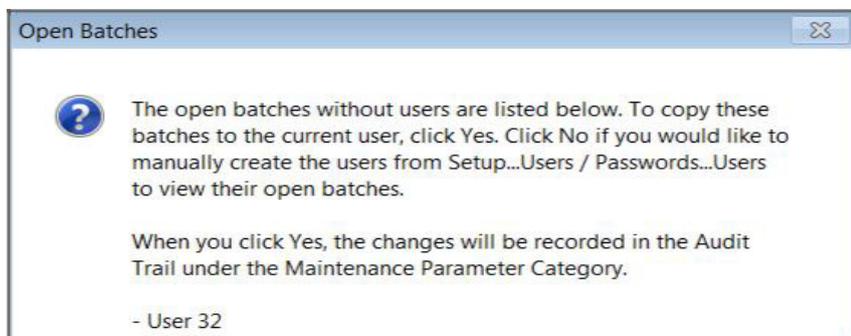
- Log out of POS and log back in as the POS Supervisor
- Select Process > Update All Documents > Select Start > Select Continue. The Supervisor Cash Up also needs to be completed once all the documents have been updated

Batches without users

There are instances where a document will show as an Open Batch but no blue tick under any of the users, this indicates a deleted user with open batches.

	All Users	Joanne	Sales	POS User
Quotation	✓			
Sales Order	✓			
Tax Invoice				
Purchase Order	✓			
Supplier Invoice		✓		
Not Used				

In Sage Pastel Accounting **Version14 build 14.1.4 and higher** we have catered for the scenario where users have been deleted, you will receive the message as shown below. Please follow one of the two options given on the message to resolve this issue



- If you are not using **Version14 build 14.1.4 or higher** you will not receive this message, you would need to follow the steps below to create the correct user with the open batch
 - Press the **Windows** and **E** key found on your keyboard simultaneously
 - Double click on your **Company** folder

- Search for **ACCINV.xxx** (where xxx represents a number i.e. 000, 004, 032). The number extension at the end of these files specifies the user who created the batch i.e. ACCINV.032 this indicates the batch is for user 32

Name	Date modified	Type	Size
ACCHTAX.dat	21/12/2006 16:09	DAT File	16 KB
ACCICAT.dat	24/08/2006 14:00	DAT File	7 KB
Accinv.000	08/12/2016 10:04	000 File	1 KB
ACCINV.dat	24/08/2006 14:00	DAT File	36 KB
ACCINVL.dat	24/08/2006 14:00	DAT File	28 KB

- Open Sage Pastel Accounting. Select Setup > Users and Passwords > Users and create the missing user i.e. User 32
- Select View > Open Batches, the blue tick will appear under the user
- Select **Jump To** and delete, update or place the batch on hold

Deleting batch files from the company folder

- Press the **Windows** and **E** keys found on your keyboard simultaneously
- Double click on the company folder to display the data files
- Look for the following files in your company, right click and delete them
 - ACGBTN.xxx
 - ACGBTR.xxx
 - ACGBTP.xxx
 - ACCBSJ.xxx
 - ACCTGRID.xxx
 - ACCSJCTL.xxx



If you are running the Year End and you are still getting the “Open Batch Error” the data would need to come in for datafix.

Retained Income Account

- The Retained Income account is a **Balance Sheet** account that needs to exist in Sage Pastel Partner/ Xpress for the Year - End to be processed
- This account will show the **Profit or Loss** for the year
- The Retained Income Account will be created by default if the Setup Assistant was used to create the company
- There should only be one Retained Income Account per company

Creating the Retained Income Account

- Select Edit > General Ledger > Accounts
- Select the magnifying glass. Change the **Zoom Sequence** to **Description** and search for **Retained Income**

General Ledger Zoom ...Done

Zoom Sequence

Account Description Ext Ref. Zoom From: ret <Enter> = Select

<F5> = Enquiry <F6> = Add <F7> = Modify Find Close

Description	Account	Financial Category	External Reference
Retained Income / (Accumulated Loss)	5200/000	Retained Income	
Rounding Account	2901/000	Other Income	

- Should there be more than one Retained Income account, one of these accounts must be deleted
- Select the **New Icon** to create a new Retained Income Account
- Type in the **Account Number** (5200). Type in the **Description**. The Main Account will be a **Balance Sheet Account** and the Financial Category will be **B15 Retained Income**
- Save the changes when complete

Bank Reconciliation

Prior to processing your Year End, you will need to make sure that all bank transactions for this year have been reconciled.

Bank Reconciliation

- Select Process > Bank Reconciliation. The **Bank Reconciliation** assistant will display

Bank Reconciliation Assistant

The Bank Reconciliation Assistant will guide you through the process of reconciling Bank Accounts.

Please select a Bank Account, Period, Date and Bank Statement Balance to start the process.

Cash Book: 01 - 8400/000 FNB Checque Account

Period: 12 - 01/02/2018 - 28/02/2018 February This Year

Up to Which Date: 28/02/2018

Statement Balance: 0.00

Options...

- Select the **Cashbook** you need to do the reconciliation for
- Leave the **Period** as your current period
- Leave the **Statement Balance** as zero as shown above

- Select Option > View Reconciliation. Select to **Print To** screen
- The cashbooks reconciliation will display. If there are any outstanding transactions these will appear under **Outstanding Payments/ Receipts**
- If any of these transactions are in a future period it can be left on the reconciliation, if they are not supposed to be there, you would need to reverse them.

Data Integrity

The Data Integrity is run before the Year End to ensure there is no data corruption.

Should any errors be encountered, the company must be sent for data fix prior to the Year End being performed.

Failing to correct these errors could result in incorrect financials and further data corruption.

To run the data integrity

- Select File > Data integrity
- Select **Next** once a backup has been made
- Select the option **Verify the Data Only**
- Select **Process**
- Once the process is complete there will be no error report.
- Should you receive an error report you will need to contact the Support Department Usage Business Solution +61 2 9440 7216

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