

Processing Year End

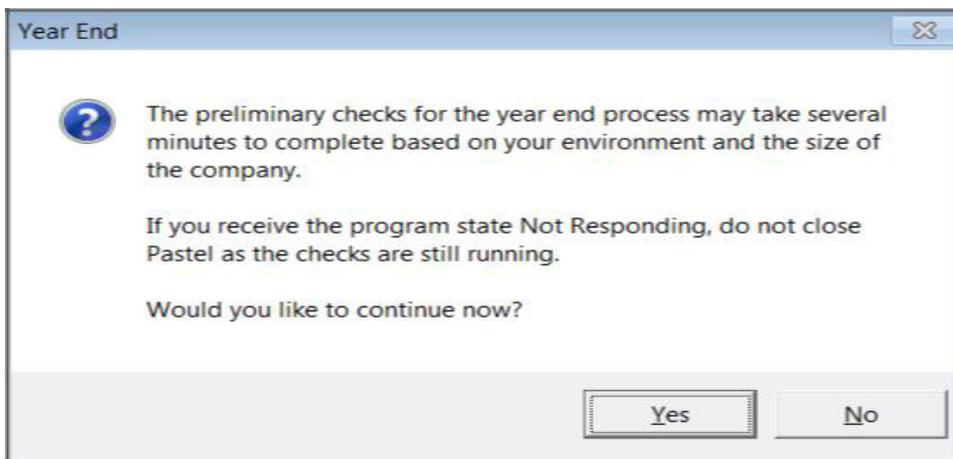


Before running the Year End please ensure the Before End Checklist has been completed to avoid any delays

- ✓ Every user on Sage Pastel Accounting must be logged out of the company.
- ✓ The Year End needs to be completed on the server.
- ✓ If the Year End cannot be completed on the server copy the data locally onto the workstation, add the company, run the Year End. Copy the company back onto the mapped drive where the server is, add the new company.
- ✓ Remember to remove the company on the workstation and activate it from the server.

Processing the Year End

- Select Change > Year End, the following message will display, select **Yes** to proceed

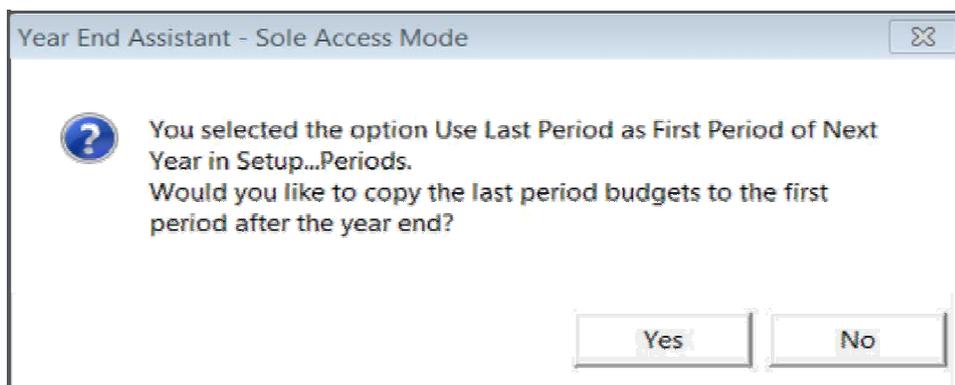


- The Year-End Assistant will display



Select the option to make a backup before proceeding

- If the 13th period was setup, the following message below will appear, select **Yes** to proceed



- The next screen will give an option to create a new company or run the Year End in the existing company



Creating a new company:

Allows you to keep financial information for more than two years, because a new company is created for each financial year.

Should you wish to have a look at history that occurred more than 2 years ago, the company data for that year can be opened.

- Ensure the option **Create a new company called** is selected. Type in the new folder name in the block provided. Example if the current folder is YE2017 the new folder will be YE2018
- Select **Run the Year End in the new company**
- Select **Next**
- You will get a message that the company has been created. Select **OK**
- **Print Reports:** This screen is just a reminder of the Financial Reports that should be printed. These reports can be reprinted after the Year End.
- Select **Next**
- **What the Year End Does:** Provides an explanation what the whole process entails and what changes will be made to your records
- Select **Next** and **Process** to confirm operation

Not creating a new company:

- Selecting the option **Do not create a new company** will force you to create a backup, before you can select **Process** to complete the Year End



The Year End can take a while depending on the size of the data. Please do not close the process while the Year End is running.

You will receive a message that the Year End is complete.