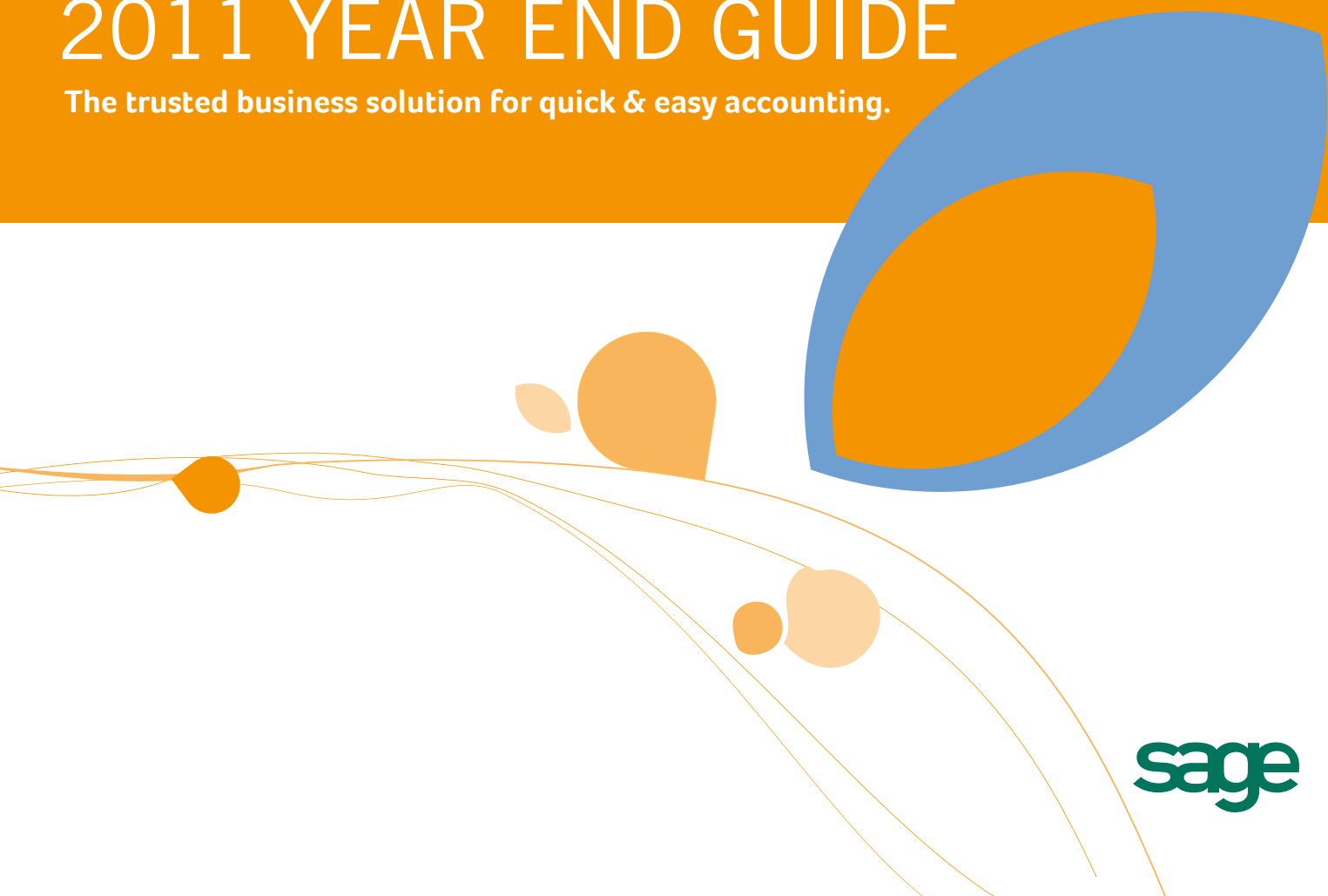


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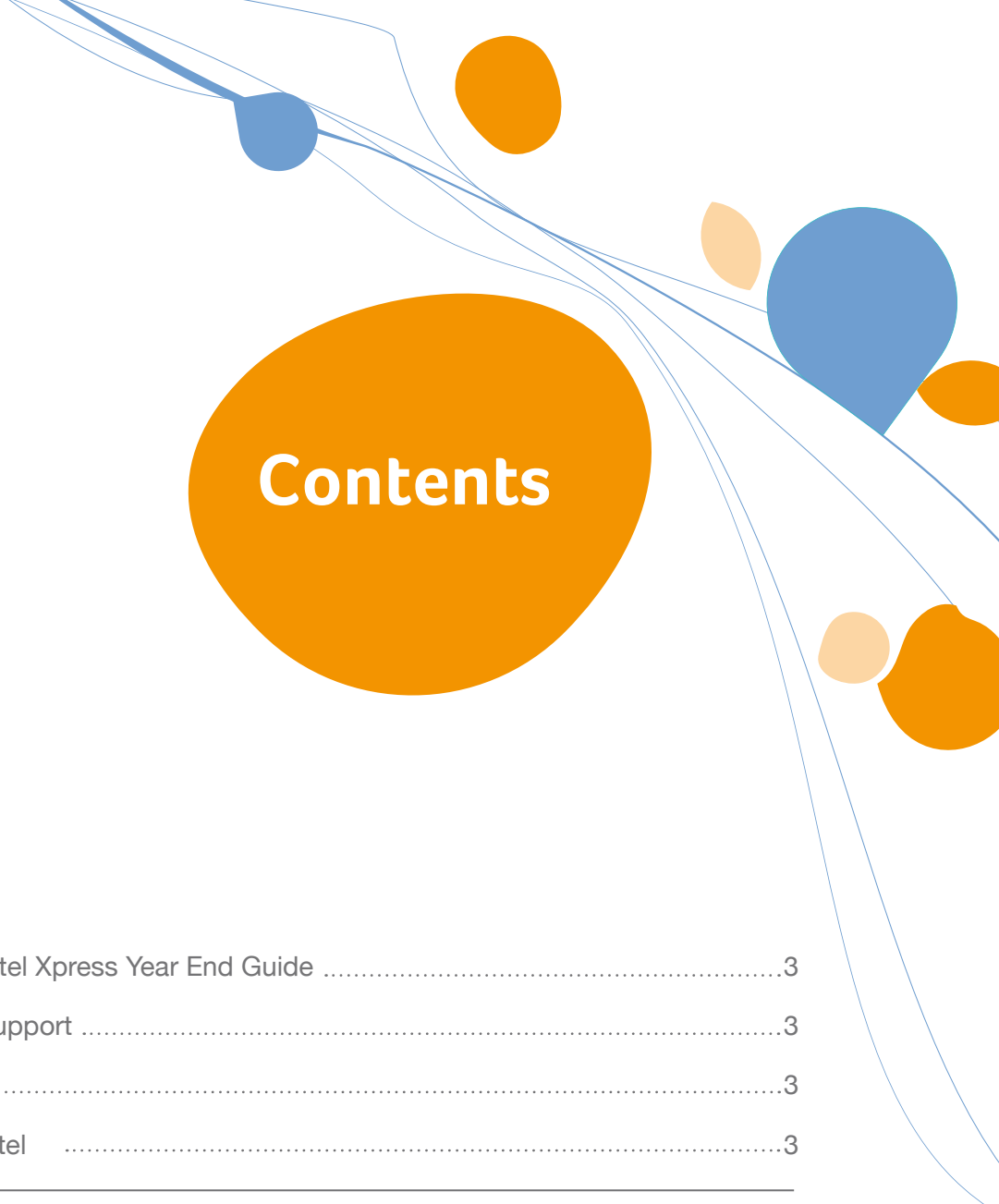
XPRESS

2011 YEAR END GUIDE

The trusted business solution for quick & easy accounting.



sage



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[WELCOME TO YOUR PASTEL XPRESS YEAR END GUIDE]

When the Year End draws closer, we understand the overwhelming challenge which confronts you, having to ensure that the whole year's accounts are prepared correctly, and that your financial records are completed for auditing. We are therefore pleased to issue you with your Year End Guide. The guide highlights important steps when using your Sage Pastel software to ensure successful completion of running your financial Year End.

We have prepared this step-by-step Year End Guide with easy-to-follow instructions and screen illustrations, in order to assist you in ensuring that your books are accurately balanced for a smooth rollover into the new financial year. This guide is produced exclusively for you, our Pastel Cover customer, because we want you to spend less time in support queues and more time managing your business efficiently. While most of the information in this manual is for both Pastel Xpress Start-Up and Pastel Xpress users, some of the functionality might differ between the two products. Please be aware of NOTED areas to make sure that you make the correct choices based on your product type.

[Website and online support]

This guide is available electronically on the Customer Zone. Additionally, we have provided comprehensive tips, tricks, updated troubleshooting documents for common errors encountered and frequently asked questions, which all aim to assist you in the Year End process. The Frequently Asked Questions section in this guide contains time saving tips. Visit the Customer Zone to ensure you have the latest documents at your finger tips.

[Support]

Contact your local Sage business partner for support.

[Contacting Sage Pastel]

When contacting Sage Pastel, use the following telephone, fax numbers and e-mail addresses:

Switchboard	011 304 3400	info@sagepastel.com
Sales	011 304 3428	isales@sagepastel.com
	011 304 3420	
	011 304 3436	
Training	011 304 3415	itraining@sagepastel.com
Registration	011 304 3400	iregistrations@sagepastel.com
Website	www.sagepastel.com	

Note

Always have your Customer Number handy when contacting Sage Pastel Support to ensure your call is routed correctly and efficiently.

[SUMMARY OF THE YEAR END PROCEDURE]

The Pastel Xpress Year End procedure is broken down into four major steps:

STEP 1: Before the Year End

- a) User Access and Multi-Period Processing
- b) Making Use of Period 13
- c) Running a Year End on a Network or Multi-User site.

STEP 2: Preparing for the Year End

- a) The importance of making a Backup
 - i. How to make a backup
 - ii. Pastel Iron Tree backup Solution
 - iii. How to restore a backup
- b) The Retained Income Account
 - i. What is a Retained Income Account
 - ii. How to create the Retained Income Account
- c) Completing a Stock Take / Inventory Count
- d) Updating Point of Sale Cash on Deliveries/Documents on hold
- e) Making a Copy of the Company
- f) Completing the necessary Printouts
- g) Completing the Checklist

STEP 3: Running the Year End

- a) What happens during the Year End Procedure
- b) Running the Year End

STEP 4: After the Year End

- a) Ensuring the Year End has been successful
- b) Settings for the New Financial Year

This guide will assist in the correct processing of your Year End to prevent unnecessary pressure and frustration.

[STEP 1: Before the Year End]

At the end of the financial year, you need to run the Year End procedure. With Pastel, this process is automated and prepares the company for the New Year. During the Year End procedure, relevant account balances and budgets will be transferred, transactions deleted and parameters set. However, there is some preparation required prior to running the Year End procedure.

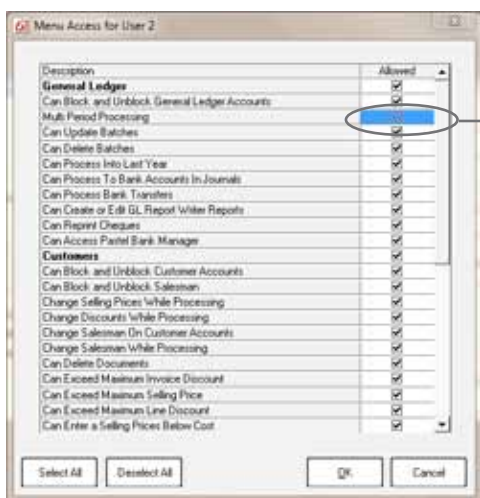
With Pastel Xpress and Pastel Xpress Start-Up, the month end process is not necessary, as it may be with other accounting systems. This is because Pastel is a multi-period system.

However, it is necessary to ensure that a user does not process entries into the incorrect month in error, since this will result in incorrect values appearing on your reports and in your age analysis. Prevent mistakes like these, by setting up user passwords and restrictions.

If you choose not to allow multi-period processing, you will need to run a Period Increment (i.e. 'move' the system from the current period to the next. E.g. change from month 1 to month 2 for repetition). You will have to do this at the end of every month or first thing the following month to ensure the user is able to process in the correct month.

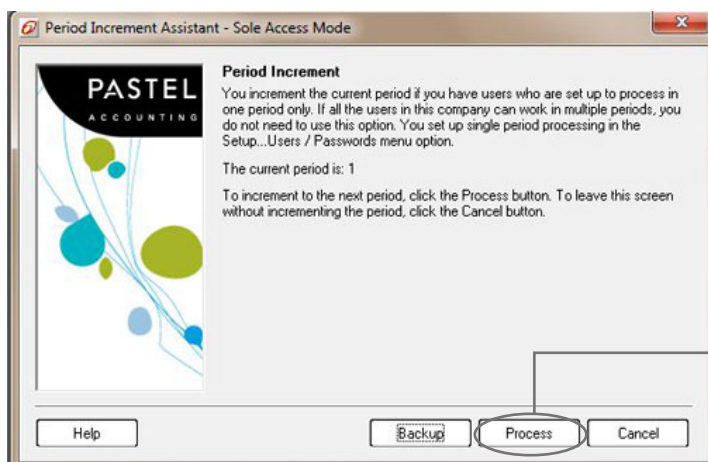
a) User Access and Multi-Period Processing

- Go to Setup and select Users/Passwords.
- The following screen will display:



Deselect the Multi Period Processing by unchecking the Allowed option

- Select the relevant user's setup
- Under the heading General Ledger, deselect the option Multi-Period Processing and click ok.
- To change the period you will need to do the following:
 - o Select Change at the top of the screen.
 - o Choose the option Period Increment, the following screen will be displayed.



Click on Process to complete the increment

- o Once you select the Process option, the period will automatically increment.
- o This must be done every month.

b) Making Use of Period 13

In Pastel Xpress 2009 we added functionality to make use of an additional period and to allow a period of 'grace' or 'extend' the time in which your Year End has to be completed.

Period 13 can be used in two ways but must be setup prior to completing the Year End process.

1. Period 13 can become period 1 of your new financial year (New way)
 - a. Making use of period 13 in this way, will allow you to continue your normal day to day processing without the pressure of completing your Year End on the last day of the financial year.
 - b. After the Year End has been completed, any transactions processed in period 13, will automatically be 'moved' to period 1 of the new financial year.
 - c. The previous financial year will reflect only 12 periods.
 - d. If you make use of this option, you must ensure you are aware of what the last period is.
 - e. If you have this option checked and your last period is period 12 and not 13, then period 12 will become period 1 of the following year.
 - i. If you have this option checked and your last period is period 12 and not 13, then period 12 will become period 1 of the following year.
2. Period 13 allows you to extend the financial year by a period that is then included in the current financial year (Traditional way)
 - a. The Year End process will close off the financial year at the end of Period 13.
 - b. Making use of Period 13 in this way will increase your financial year by one period which means the financial year has 13 months as opposed to 12. E.g. if Period 1 in your current financial year is March 2009, after the Year End, Period 1 in the new financial year will be April 2010.
 - c. If you make use of this option, you must remember when extracting reports you will need to use 13 periods to get an accurate annual figure.

To make your selection, go to Setup and then select Periods. Please note that the system is automatically placed in single user mode, and processing cannot take place by any other users on the network.

The following screen will display:

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

Check this option if you wish Period 13 to become Period 1 of the New Year. Remember to ensure the last period is correct before running the Year End

c) Running a Year End on a Network or Multi-User site

If you are making use of a multi-user environment where you run Pastel Xpress on a network, we strongly recommend that you perform the Year End process on the server. If this is not possible then we suggest that you copy the data to a local drive (C:\) on one of the workstations and complete the Year End process on this local machine.

The Year End can be a lengthy process and by executing this on the server or local machine, you will ensure the process is completed as quickly as possible, allowing your users to post transactions again with minimal delay.

[STEP 2: Preparing for the Year End]

a) The Importance of Making a Backup

Data loss is an unforeseen but very real danger. Backups are therefore vital to retain the integrity of your data. Multiple backup sets will enable you to restore your data as recent or long ago as you require. Typically you should use three sets of backup disks. These disks should be rotated (i.e. an odd and even set of disks for different days of the week). With this method, previous backups could be used should the latest backup set be damaged, requiring only minimal data recapture.

When creating the backup, make sure you backup the complete company. Avoid just backing up specific files, even if your backup program allows this type of operation, since it's very easy to miss the one file that's crucial to the restoration process.

Always make a backup:

- Before doing a Year End (this backup should be kept in a safe place, separate from daily backups).
- Before making an adjustment, deleting or purging historical data.
- Before running any of the Data Integrity options on the File and Data Integrity menu.

Tips for your backup procedure:

- We do not advise that you make use of stiffy disks for a critical backup, however if you have no choice, remember to first format your disks.
- It is advisable, if possible, to rather backup to a CD, DVD or removable hard drive.
- You should label your backups clearly and in the case of a Year End backup never overwrite it.
- It is also advisable, if possible, to keep backups in a fire proof safe.
- As a precautionary measure, make more than two sets of backups and store them in different physical locations.

If the Year End procedure does not complete for any reason you will have to restore the data from the backup and redo the Year End procedure.

The Troubleshooting section at the end of this guide lists some errors that may occur during the Year End procedure and in many instances restoring a backup is the only course of action.

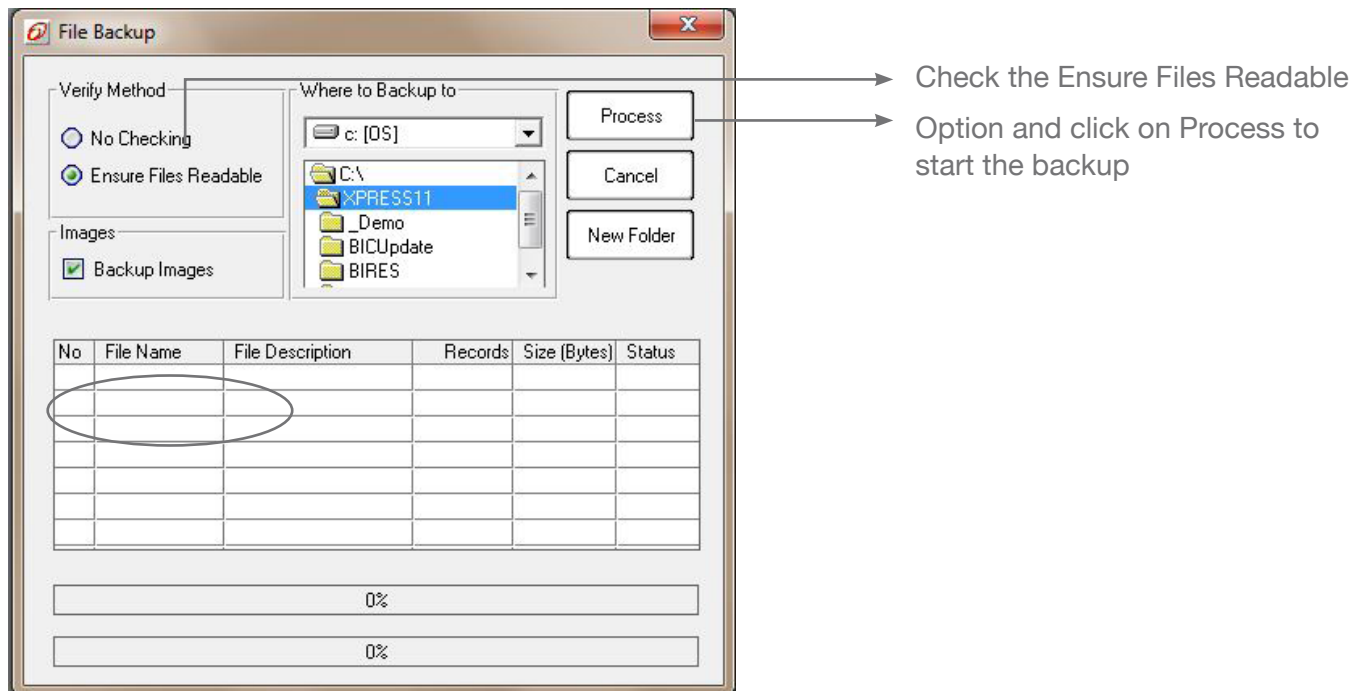
It is also recommended that you run the Data Integrity function before making this final backup. This will allow you to confirm that your data has absolutely no errors before initiating the Year End process.

If you work in a multi-user or network environment, we recommend that you run the data integrity on the server or copy the data to the local drive of one of the workstations. Running the Data integrity can be time consuming on large sets of data and users are not able to process while this is running.

Remember to have a valid backup of the current data as it is prior to running the Data Integrity.

i. How to make a Backup

- 1) In your company, go to File and select Backup.
- 2) On the next screen, select the Verify Method as Ensure Files Readable.
- 3) Then double-click on the location you wish to backup to, click on Process to begin the backup.



Note

You cannot backup directly to CD or DVD from Pastel Xpress. There are many variations of CD and DVD writing software. For us to make a choice of one of these as our standard feature would limit your choice as a customer to a single backup solution or alternatively make use of our online backup facility, Pastel IronTree.

Therefore, if you are going to backup to CD or DVD, you will have to backup to your hard drive and then copy the backup to CD or DVD.

i. How to Restore a Backup

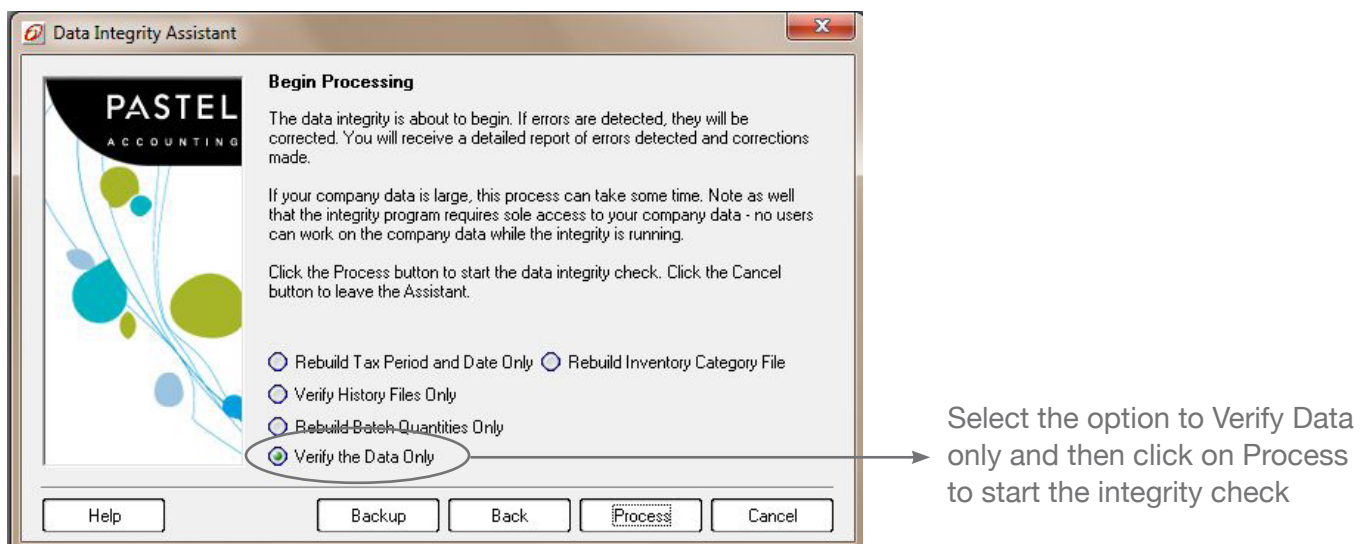
To restore the data repeat the steps to backup your data as above, but select the Restore option.

If the company does not already exist on the local drive (e.g. you made a backup from one machine and you wish to restore on another) then you will first need to create a company, with no data. The company must have the same name as that of the company you are restoring. The Restore option will then restore the data into the newly created company.

NB: Ensure that you are in the correct company within Pastel that you wish to restore data to, or you may receive an error.

To run the Data Integrity before your final Year End backup:

- Go to File.
- Select Data Integrity.
- Click on Next and the following screen will be displayed.



- Select the option Verify the Data Only.
- Click Process.

Should you encounter any problems with your data verification please refer to the Troubleshooting section at the end of this guide.

Note

You also have the option to make your backup from within the Year End Assistant.

b) The Retained Income Account

i. What is the Retained Income Account?

- a. The Retained Income account is a Balance Sheet account to which the Profit or Loss for the year is posted. This account must exist in order for the Year End procedure to be processed.

ii. How to create a Retained Income Account

- a. Go to Edit and select General Ledger.
b. Click on Accounts and search for the Retained Income Account to make sure it does not exist.
c. If this account already exists then ensure that it is allocated to the B15 Retained Income Balance Sheet Financial Category.
d. If this account does not exist then you can create it by clicking on New which will display the screen below:

Make sure the account falls within the 5000 range

Ensure you select the option Balance Sheet

Select the B15 Financial Category

- e. Type in an account number, which should be within the range of Balance Sheet accounts, which are normally in the 5000-9999 range.
f. Type in a description and then allocate the account to the B15 Retained Income Financial Category.
g. Click on the Save icon to save your changes and then the Exit icon to leave the screen.

Note

If you are using the default standard Generic Chart of Accounts the Retained Income account number will be 5200/000.

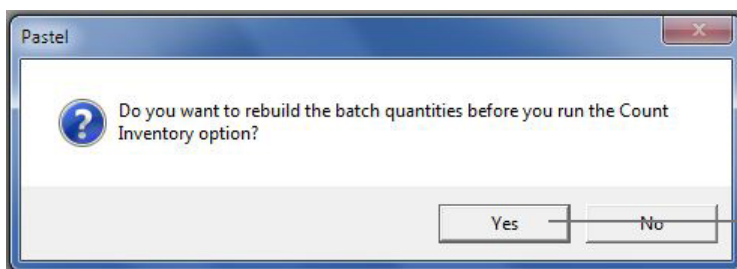
c) Completing a Stock Take / Inventory Count

It is critical to do the Stock Take or Inventory Count before the Year End process occurs. By completing the stock take you are ensuring that the theoretical count (stock count on the system) is the same as the physical count (the manual process of counting the stock items on hand). Should there be differences the system will make the necessary adjustments to reflect the quantities as you capture them.

Pastel Xpress has not previously had the facility to complete a stock take within the software. Previously you only had the option to process Inventory Journals to update the quantities. A full stock take option is now available with Pastel Xpress 2009. The Inventory Count Assistant will guide you through the process of counting inventory quantities, and then reconciling physical and theoretical quantities.

d) Running the Inventory Count Procedure

- i. Update outstanding customer and supplier documents as well as any unposted inventory journals in order to ensure an accurate count.
- ii. Go to Process, and select Count Inventory
- iii. You will be asked if you wish to rebuild your batch quantities before doing your inventory count, we recommend that you do this to make sure that the physical quantities reflected during the inventory count procedure are correct



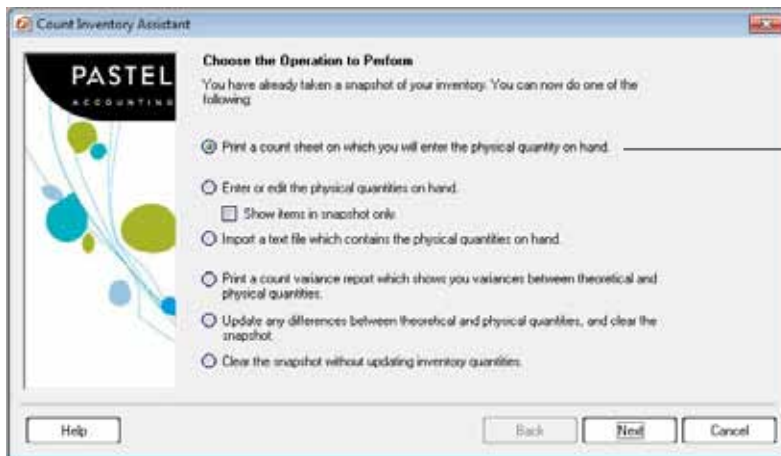
We recommend you select Yes to rebuild the batch quantities

- iv. The first step in the Inventory Count procedure entails taking a Snapshot of your inventory file.
- v. This Snapshot is a copy of the theoretical quantities on hand at this point in time, as it is reflected in Pastel Xpress



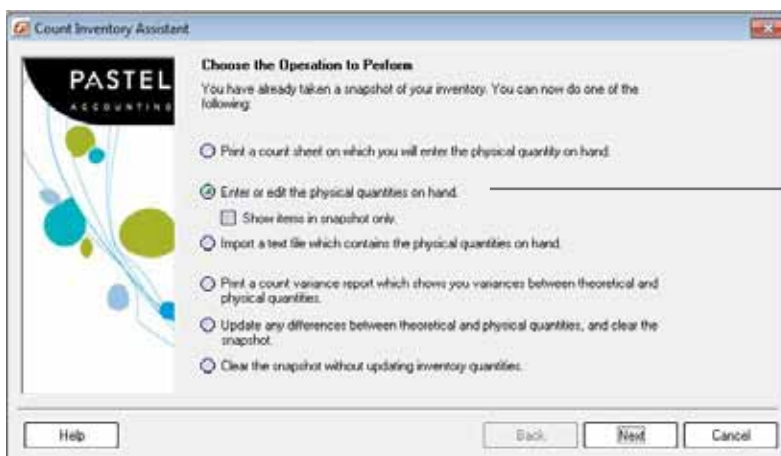
Click Next to take a snapshot

- vi. Click on Next to continue with creating the Snapshot for this Inventory Count. The following screen will be displayed:



Select to print a count sheet

- vii. Select the option Print a count sheet, which will print a document with the selected Inventory Items and you can then enter the physical quantity on hand.
- viii. No quantities are printed on the sheet, but a space is left to enter physical quantities that you count.
- ix. Click on Next to print the count sheets. Once you have completed counting all your stock and entering the physical quantities onto your count sheets you can then click on the Next button on this screen.
- x. The following screen will be displayed:



Select the option 'Enter or edit physical quantities on hand' to fill in the counted quantities

- xi. Now select the option Enter or edit the physical quantities on hand.
- xii. Click on Next again to begin to enter the physical quantities. Before updating this screen you need to ensure that the physical items have been counted as these may well differ from the quantities that you have in the snapshot.

Count Inventory Assistant

Sequence: Inventory Code [] Search for: [] Locate [] Show: All Items [] Reset Line []

Item Code	Description	Unit	Bin	Category	Barcode	Quantity
MASS30	Upper Body Massage			006		
MASS60	Full Body Massage			006		
MOIL/DEN	Massage Oil - Oak Tree (75 ml)	btl	SR450001	004		
MOIL/LAV	Massage Oil - Lavender (75 ml)	btl	SR450001	004		
MOIL/ROSS	Massage Oil - Rosemary (75 ml)	btl	SR450001	004		
PAIN030	Pain Away (30) tablets	btl	MR255401	005		
STOMCRP10	Stomach Cramp (10) tablets	box	MR255401	005		
STRESSB010	Stress Balls	pack		001		
VITB12	B12 Vitamins pack - 10 ml	box	MR255401	003		
VITMB30	Multi-Balance Vitamins pack	box	MR255401	003		

Help [] Back [] Next [] Cancel []

Items in red may be service items or could have been left out of the snapshot

Enter the counted quantities

xiii. Once the physical quantities are entered you can print an Inventory Count Variance Report to show the difference in physical and theoretical quantities. If necessary you can adjust any of the physical quantities entered in the previous step.

Count Inventory Assistant

PASTEL ACCOUNTING

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

Help [] Back [] Next [] Cancel []

Choose the option to Print the count variance report

xiv. You will be required to make selections on the report pertinent to your business.

Inventory Count Variance

Print To: Screen [] OK []

Inventory Sort Order: Code [] Cancel []

Start: [] Help []

End: []

Print Descriptions: ☐

Show Zero Variance Items: ☒

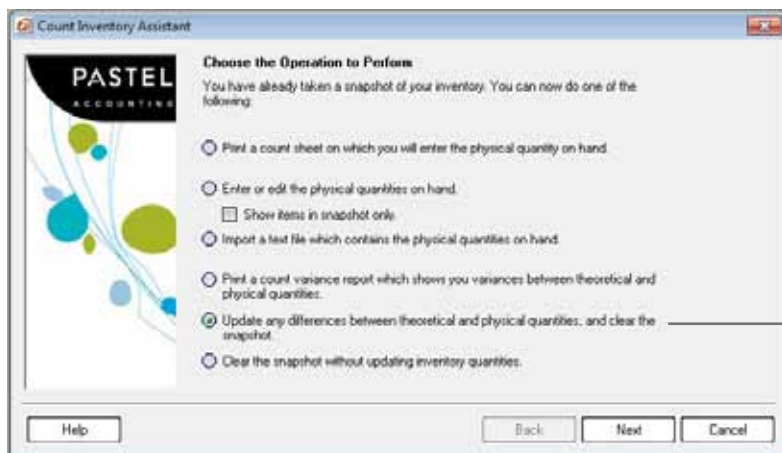
Show Uncaptured Items: Do not show []

Show Items that have not been Snapshot: ☐

Blocked / Unblocked: Both []

Make the required selections in order to print the Inventory Count Variance Report

- xv. Once you have printed your Inventory Count Variance report you are able to update your stock file if you are happy with the variances reported.
- xvi. If however you are not happy with the reported variances do not update the Inventory Count but return to the Enter or edit the Physical Quantities option to make changes to the quantities entered in order to correct your Inventory Count variances.



→ Select the option to Update the differences between the counts and clear the snapshot

- xvii. Once you resolved any differences, you instruct the system to update the variances. The system makes the adjustments via inventory journals. If there are no differences to update, you can clear the snapshot without updating.

Note

It is critical that you update the differences in the correct period and on the correct date to avoid 'Date out of Period Processing' errors. This update is normally done in the last period of the year.



→ Ensure the Inventory Variance is processed in the correct period

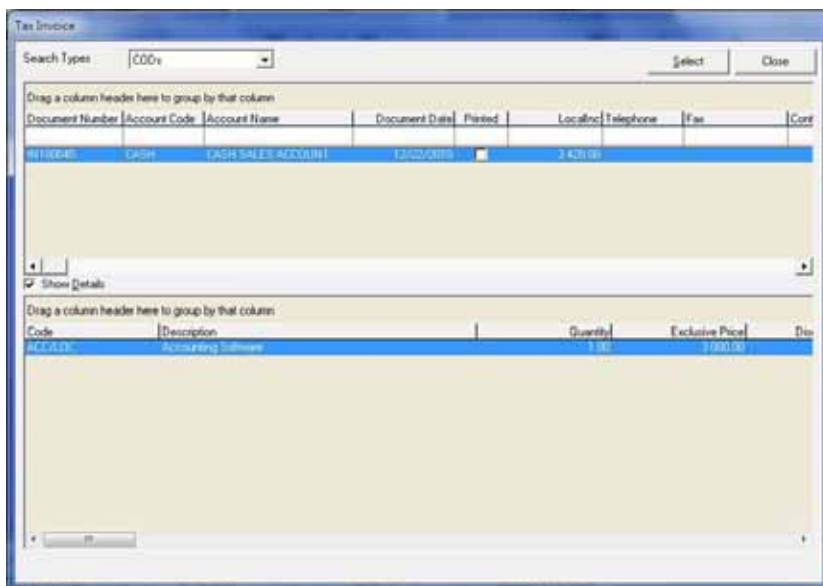
xviii. It is critical that you ensure the Snapshot has been updated correctly. You can do this in one of two ways:

- a. Run the Quantity Report by selecting View, Inventory and selecting this report. Make sure that the 'Show Zero Quantity Items' option is selected. Check to see that the quantities have actually been updated.
 - b. Alternatively go back into the Snapshot by selecting Process and Count inventory and following the wizard as detailed above. Ensure that the quantities have no value which will indicate that they have been updated.
- e) POS Documents on Hold and COD's

Before the Year End process is run, all the Open Batches need to be updated. This includes documents that are On Hold and Cash on Delivery (COD) transactions in Pastel Point of Sale.

To update documents that are On Hold and COD transactions do the following:

- i. Log into POS as the user that processed the COD or On Hold transaction. Once in the program, go to Process| Point Of Sale, if you are not taken to the processing screen automatically.
- ii. Click on the Edit button.
- iii. Select the document type that you would like to edit from the Search Types dropdown list. A list of invoices will display. Left click on the first invoice and click on select.



- iv. The invoice will display on your screen. Deselect the option On Hold or Cash On Delivery by clicking on the Place on Hold or Cash on Delivery tab.



Then go to Process | Update all Batches. Click on Start and all the invoices will be updated and will not show on the Open batches screen.

f) Making a Copy of the Company

This step is optional, but highly recommended. If you have enough disk space, you can create a new company as a copy of your company prior to the Year End.

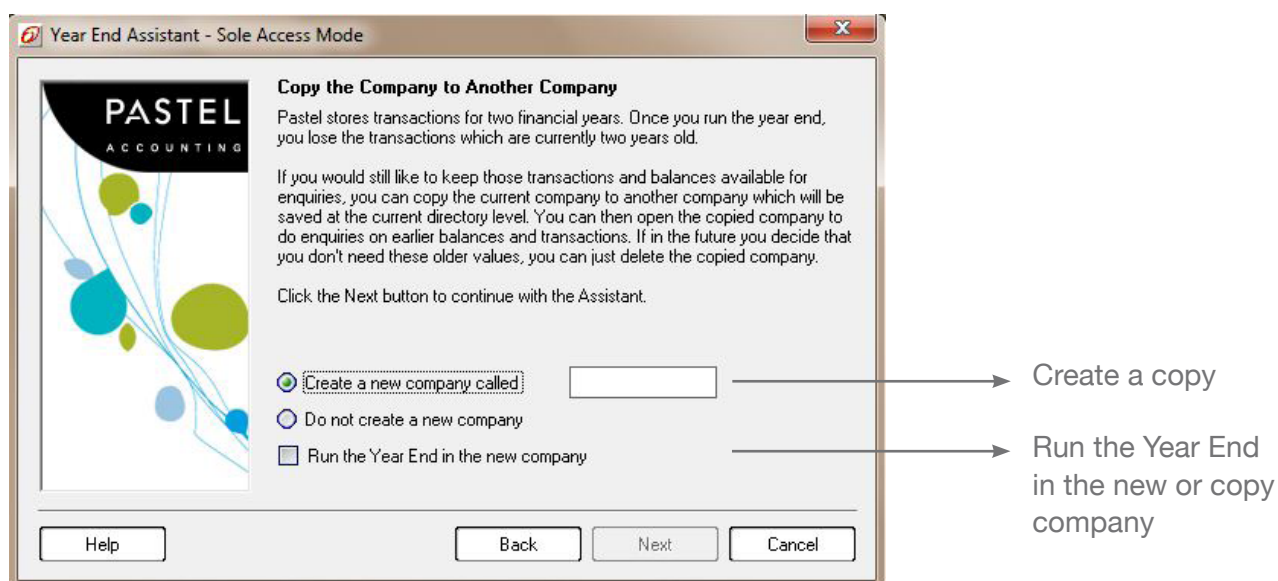
This is useful because you can continue to do queries on transactions and balances, which are more than two years old. You can also choose whether you wish to run the Year End in the original company or in the copied company.

If you decide to do this, we suggest that you change the password(s) on the copied company to prevent you from inadvertently posting entries into that company. This is done under Setup, and by then selecting Users and Passwords.

You can create this company from a screen within the Year End Assistant.

Note

Copying the company is not a procedure which is sufficient as a backup, if your hard disk fails you will lose the data of both companies.



The above reports are recommendations only. Please consult with your accountant or auditor to make sure that you have the comprehensive list of requirements prior to running the Year End process.

Note

If you are using Pastel Xpress Start-Up you are not offered the opportunity to copy your company in the manner detailed above. This is because Pastel Xpress Start-Up is a single user, single company product.

Pastel Xpress Start-Up allows you access to one company only. You would need to ensure you have a valid backup on your computer or backup device.

g) Completing the necessary Printouts

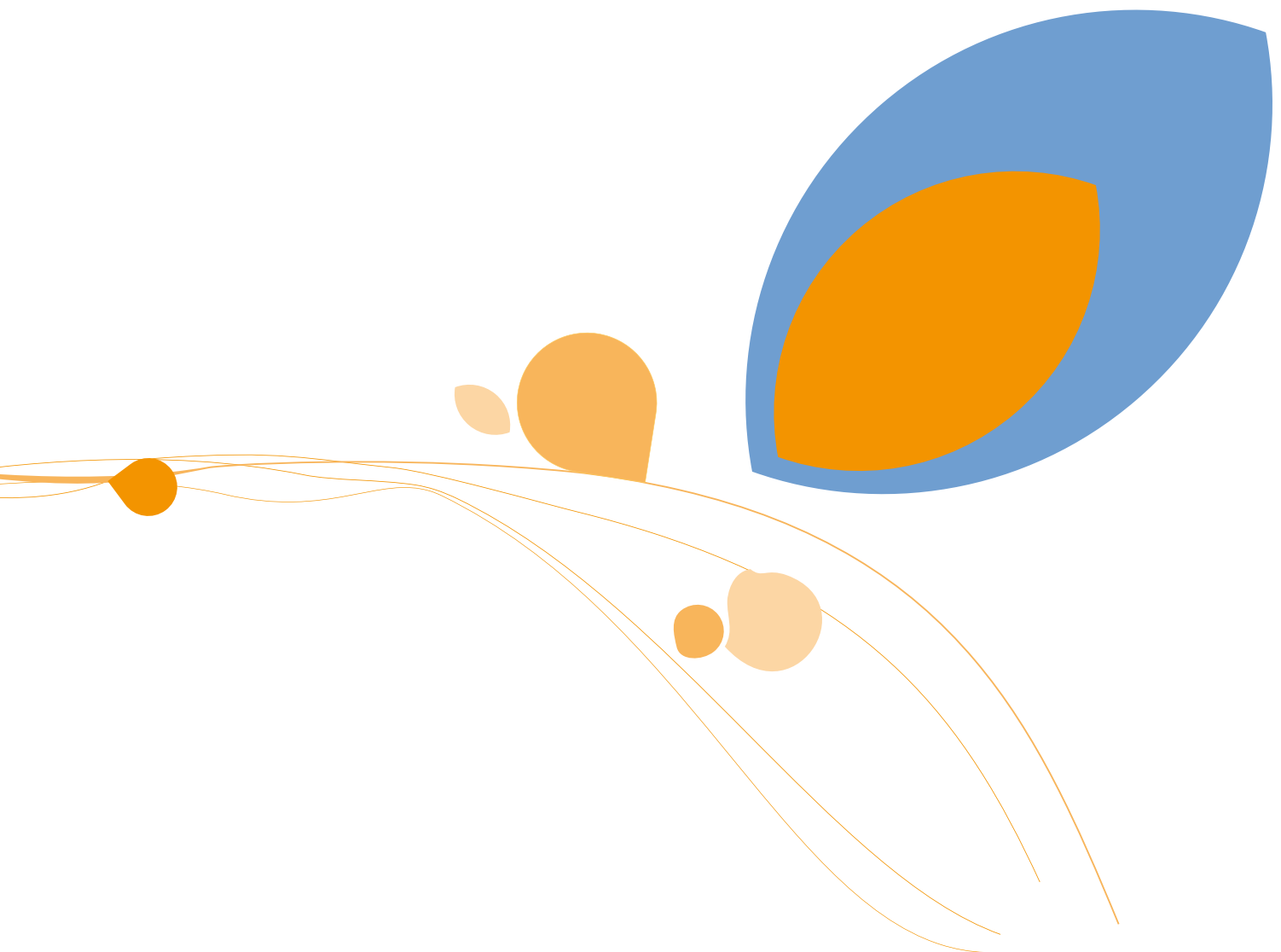
We recommend that, at the very least, you make the following printouts before running the Year End. You should then re-run these reports after the Year End to ensure that the process has been successful.

- i. Trial balance for the year including sub accounts.
- ii. Balance Sheet and Income Statement for the year.
- iii. Detailed Ledger for all accounts and all periods.
- iv. Customer and Supplier Age Analysis reports.
- v. There may be other reports which are important to your business or are required by your auditor.

Be sure to print these reports as well.

- vi. Budgets for this year and last year.
- vii. Inventory Valuation and Quantity report.

The above reports are recommendations only. Please consult with your accountant or auditor to make sure that you have the comprehensive list of requirements prior to running the Year End process.



h) Completing the Checklist

Use this handy check list to ensure you are prepared for your Year End procedure:

TASK	DONE
BASE MODULE	
Have you updated all your Batches?	
Have you run the Data Integrity with the following options:	
- Verify history files only?	
- Verify data files only?	
- Rebuild batch quantities?	
Have you set up your Retained Income account?	
Are you happy with the way in which Period 13 will be treated?	
Ensure there are no unreconciled bank transactions from more than 2 years ago.	
INVENTORY MODULE	
Have you completed your Inventory Count?	
ADD ON MODULES	
Have you updated your Point of Sale CODs and Documents On Hold?	
GENERAL	
Have you printed the following reports:	
- Trial Balance for the full year with sub accounts?	
- Balance Sheet and Income Statement for the year?	
- Detailed Ledger for all accounts for all periods?	
- Customer & Supplier Age Analysis reports?	
- A list of outstanding Sales Orders, Purchase Orders and GRNs?	
- Inventory Valuation and quantities report?	
- Budgets for this year and last year?	
Have you made reliable backups and a Copy Company for easy reference purposes?	
Have you logged in as the Supervisor?	

[STEP 3: Running the Year End]

a) Running the Year End and what happens during the Year End Procedure

During the Year End process a number of things happen:

i. General Ledger, Customers, Suppliers & Retained Income

- a) For Income Statement accounts, current year balances move to last year.
- b) For Balance Sheet accounts, last year balances are retained as one total, and the current balance moves to last year.
- c) Current year balances are set to zero, except your opening balances for Balance Sheet accounts.
- d) Current budgets move to last year budgets, future budgets move to current budgets, and next year budgets are zeroed.
- e) The Profit or Loss for the year is posted to the Retained Income account.
- f) This year's balances and sales/purchase values are zeroed.
- g) This year's transactions become last year's transactions and no activity will be displayed for the current year.

ii. Inventory

- a) Costs, sales, and quantity values for the year are accumulated into the last year totals, and the current values are cleared.
- b) The closing balance of last year will be the opening balance for the current year.

iii. Periods

- a) In the period table, the year will be incremented by an additional year and the period end dates are adjusted if necessary, for example, for leap years.
- b) The current period is set to one for single period users.
- c) Note that the setting you selected for Use Last Period as First Period of Next Year, will remain unchanged.

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

You run the Year End procedure by selecting the Change and then Year End menu option. The Year End is assistant-driven and will prompt you within the relevant screens, to guide you through a successful Year End. Here are the steps in the Year End Assistant:

The screenshot shows the 'Year End Assistant - Sole Access Mode' window. On the left is the 'PASTEL ACCOUNTING' logo with a colorful abstract design. The main text area is titled 'Year End Backup' and contains the following instructions: 'At the end of the financial year, you need to run the year end procedure to move into the new financial year. Pastel processes the year end procedure automatically. However, you need to make some preparations before you invoke the year end procedure. This Assistant guides you through the preparation procedures, and then runs the year end itself. It is imperative that you make a backup of the company prior to running the year end. You should keep this backup forever. We suggest that you make at least two sets of backups, and store one set in a physical location different from the computer. To make a backup now, click the Backup button. Click the Next button to continue with the Assistant.' At the bottom are four buttons: 'Help', 'Backup', 'Next', and 'Cancel'.

Click on Next to begin the Year End Procedure or click on Backup if you wish to do your Backup now

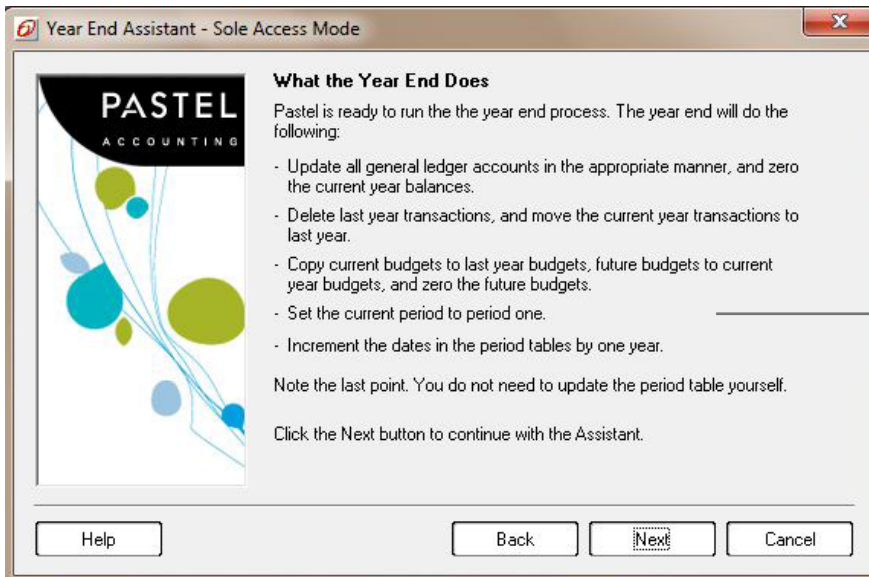
The screenshot shows the 'Year End Assistant - Sole Access Mode' window at the second step, 'Copy the Company to Another Company'. The main text area explains: 'Pastel stores transactions for two financial years. Once you run the year end, you lose the transactions which are currently two years old. If you would still like to keep those transactions and balances available for enquiries, you can copy the current company to another company which will be saved at the current directory level. You can then open the copied company to do enquiries on earlier balances and transactions. If in the future you decide that you don't need these older values, you can just delete the copied company. Click the Next button to continue with the Assistant.' Below the text are three radio button options: 'Create a new company called' (selected), 'Do not create a new company', and 'Run the Year End in the new company'. There is an empty text box next to the first option. At the bottom are four buttons: 'Help', 'Back', 'Next', and 'Cancel'.

Choose to either Create a new copy company or not. If you choose to create a copy company, type in the copy company name. Click on Next to continue

Be sure to have run the relevant reports required for your business. Click on Next to continue.

Reminder

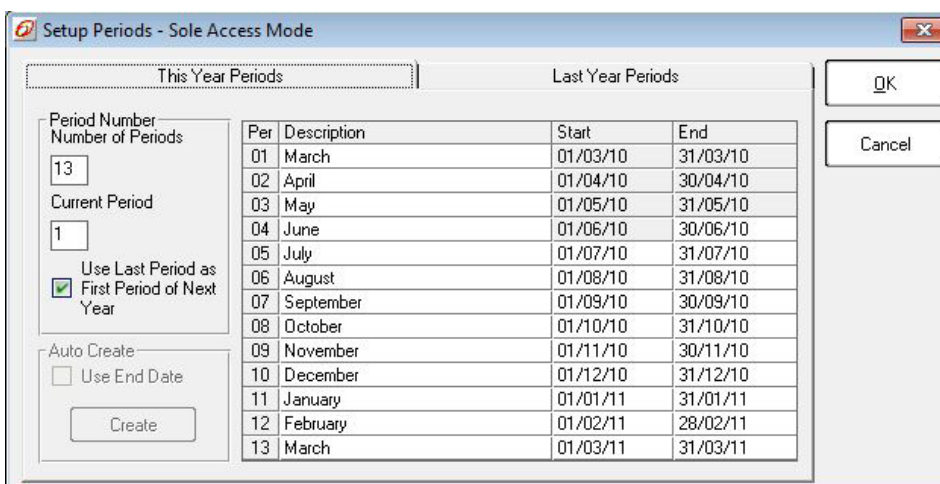
Pastel Xpress Start-Up will not allow you to 'Create a New Company' it is critical to ensure you have a valid, reliable backup of your data before proceeding with the Year End.



This screen confirms what the Year End procedure does. Click on Next to continue

Note

The period table does not need to be updated manually. This increment will be done automatically.



[STEP 4: After the Year End]

Pastel Xpress retains transaction history for two financial years. It is possible to post transactions in both the current year and last year. However the last year transactions are limited to Journals, Cashbook & Bank Reconciliations. You cannot process any Customer or Supplier documents into last year.

In order to process in the new financial year, a Year End has to be done at the end of the current financial year. Although the Year End is not time critical, you will not be able to process any Documents, Cashbook Transactions, other Journals or the Bank Reconciliation in the new financial year, until the current Year End has been completed.

Any invoices that are "ON HOLD" at the time of running the Year End procedure can be left on hold, however, when the time comes to update these invoices they will have to be updated in the new year. They cannot be updated in the previous year.

a) Ensuring the Year End has been Successful

Your final steps in successfully completing your Year End procedure are as follows:

- i. Run the Data Integrity again, for more information, see the Step 2: Preparing for the Year End.
- ii. Print the entry type details report for this year and look for date out of period entries.
 - a) To find this report select View, General Ledger and then Transactions and click on Entry Type Details. (E.g. if the start of your current year is March 2009 and you find transactions for March 2008 it means that the Year End did not complete successfully).
 - b) If you do find date out of period entries, you will need to restore your backup and re-run the Year End process.
- iii. Print the Age Analysis and compare it to the Trial Balance and control accounts.
- iv. Check the budgets to verify that the current year's budgets are transferred to last year and next year's budgets (if you entered them previously) are now displayed in this year.
- v. Print the Trial Balance and compare it to the previous year. Should your Trial Balance not balance refer to the next section, Troubleshooting.

b) Settings for the New Financial Year

- i. Make sure that the period setup is correct by going to Setup and then Periods to ensure the dates for the new financial year are correct.

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

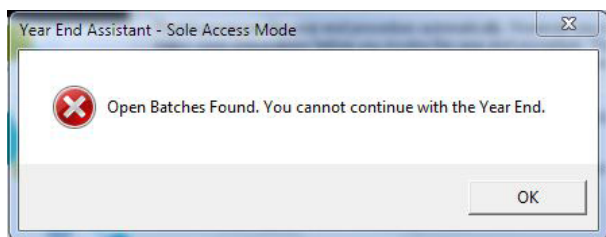
- ii. If you have made a copy company, ensure that you are processing the information in the correct company for the new financial year.
- iii. If you have completed your Year End on the server or local drive, ensure the other users on the net work are able to gain access to the correct company to continue the day to day activities.

Congratulations, your Year End should now be complete!

[TROUBLESHOOTING YOUR YEAR END]

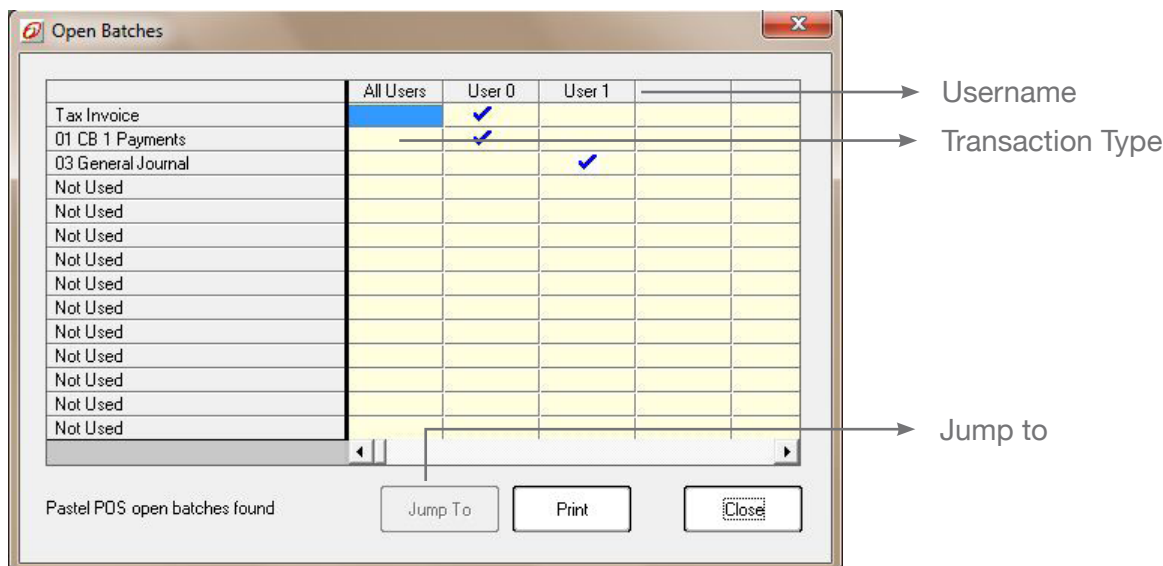
[Open batches]

When starting the Year End procedure you receive the following error message:



This means that the company you are trying to run the Year End procedure in currently has open batches. You will not be able to run a Year End procedure until all open batches have been updated. To locate which users have not updated their batches use the following procedure:

1. Select View, then Open Batches option. The following screen displays:



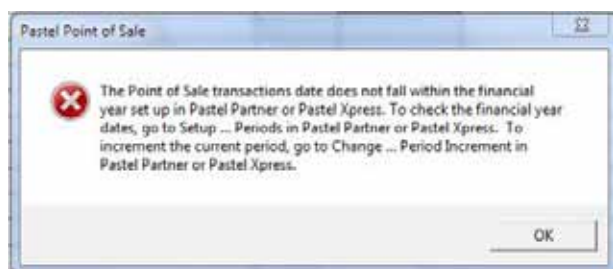
2. Select the Open Batch, click on the Jump To button. This will take you to the relevant batch in order for you to update it.
3. Take note of the detail displayed at the bottom left corner of the screen – the above example shows that there are open Pastel POS batches. The user would then need to open the POS application and update the batches.

Note

Should you continue to receive this message after updating all the batches, contact your Pastel Dealer or the Pastel Support Line.

[Point of Sale System Date Error]

Pastel Point of Sale uses the computer date for all the processing that is done. If a yearend has not yet been run, and the system date is set to the 1st day of the new financial year, users will get an error message that the date does not fall within the financial year set up in Pastel:



To resolve this, users should run the year end procedure in order for the current dates to roll over to the next financial year. Alternatively, you can get delay running the year end process by extending your financial period to 13 months. Follow these steps to set this up :

- Login as a Supervisor user in Pastel.
- Go to Setup | Periods.
- In the number of periods box, type in 13.
- Tick the option Use Last Period as the first Period of Next Year. This will carry over all transactions processed in the 13th period to the first period of the new financial year.
- Click on the OK button to save your changes.

[Data Integrity Errors]

When running your Data Integrity you may receive any one of the following errors:

Account xyz is missing

Pastel runs through the transaction file and the master files for the General Ledger, Customers and Suppliers. The integrity check may find a transaction to a specific account in the transaction file, but when it gets to the master files, that account is not there. It then stops the integrity check immediately and gives you this error.

You then need to re-create the account in Pastel. Please be aware that since the integrity check stops at this point and reports an error, there may be other errors which have not yet been found. After creating the account to correct the error, you will need to start the integrity check from the beginning again.

Note

Due to the complexity of the correction of the Main account Balances / Sub Account Balances and the Account Balances / Transactions and Last Year Profit and Loss out, we recommend that these errors be corrected by a Certified Pastel Dealer only.

Main Account Balances / Sub-Account Balances

In your General Ledger Master file, you have records for each Main Account and immediately following each Main Account, are records for the related Sub Accounts should there be any. Pastel adds up the values in each group of sub accounts, and checks whether the total for each period is the same as the values for that period in the main account record. If it is not, you will get the error relevant to the Main / Sub Account Balances. This discrepancy between the balances in the main and sub accounts needs to be corrected before doing anything else.

Account Balances / Transactions

Pastel goes through the transaction file and adds up the transactions per period, per account. It then goes to the Customer, Supplier, or General Ledger Master Files and checks whether the balance stored for that period for the relevant account, corresponds with the total of the transaction records in the transaction file. If they do not correspond, you will have errors appearing under this section heading. The error will list the account, the master file balance, the transaction file balance, and the difference between these two amounts.

Last Year Profit and Loss out by X amount

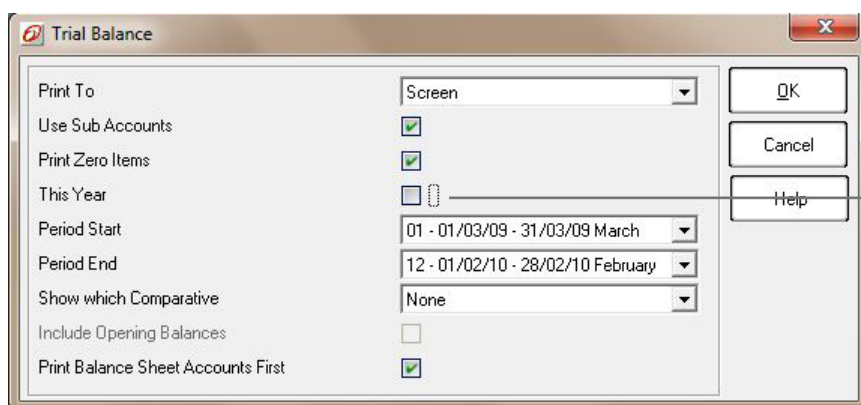
Each year a profit / loss is made by the business and this can be seen on the Income Statement. When a Year End is run, the profit / loss for the New Year is reset to zero, because the profit / loss figure is added to the Retained Income for the previous year (The retained Income balance is made up of all the previous profits / losses since the business began) and you can see this figure on the Balance Sheet.

[FREQUENTLY ASKED QUESTIONS]

This section provides a list of common Year End queries and answers to help you quickly resolve any problems you may encounter.

Q: Can I print my previous year Financial Reports after I have run a Year End procedure?

A: Yes you can, when printing your reports make sure that you un-tick the "This Year" tick box.



Deselect this tick box

Q: Can I process transactions in the previous year once I have completed the Year End procedure?

A: Yes, you are able to process General Ledger Transactions, Customers and Supplier Journals, Cashbook transactions and a Bank Reconciliation in the previous year by clicking on Settings on any batch processing screen and un-ticking the “This Year Transactions” option.

Contra Account

8400/000 Current Account Close

Processing

☐ This Year Transactions ☒ Invoke Open Item

☒ Repeat Descriptions

☐ Repeat Cost Codes

☐ Allocate Settlement Discount

Increment References

☒ Yes

☐ No

☐ Once

Tax

Tax Processing ☐

Deselect the This Year Transactions option

Q: What other types of problems can I encounter during Year End and what should I do if I do encounter them?

A: You could encounter any one of the following problems whilst running your Year End procedure:

- A power failure.
- Your computer could freeze.
- You could encounter a data error.

In the above situations you will need to restore your backup, correct the errors, and restart the Year End procedure.

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