

## Year End Procedure - Sage Pastel Accounting

### Purpose

This documentation will guide users through the information required in order to successfully go through the Year End procedure for Sage Pastel Accounting (Partner or Xpress) software.

### Scope

The year-end procedure itself is fully automated, and prepares your company for processing in the new financial year.

Unlike many other accounting systems, you can still post adjustments and accruals to the previous year once you have run the year-end procedure. So in effect, running the year-end is therefore not time critical, in that you can still run your year-end without waiting for all financial transactions to be done.

However, you cannot process customer sales documents and supplier purchases documents to the previous financial year. You must therefore ensure that you have processed all customer and supplier documents for the current year before running the year-end procedure. Journal and cashbook transactions/adjustments can be left for after the year-end.

Before performing the year end procedure, please take the time to read all instructions below so that the year end process can run as smoothly as possible.

### Critical Notes

Before the Year End Procedure, you need to be aware of the following:

- **Backup** - Ensure you have made at least 2 working backups of your company data - to different locations.
- **Data Integrity** - Perform a Data Integrity (verify data only) check prior to running year end to ensure your data is free from errors. Further details below.
- **Periods** - Do not change the dates of your current year periods to next year. The year-end procedure does this for you.
- **Period 13** - You can use period 13 to post next year transactions, and thereby delay the year-end procedure for up to a month at most. (Please note that period 13 is **new** available in Sage Pastel Xpress also).
- **Supervisor Access** - You have sole access to your company data and are logged into Partner as a supervisor.
- **Retained Income Account** - This account exists in your General Ledger.
- **No Open Batches Exist** - Documents 'on hold' for users who have multiple period access are not considered to be open. You must update all open batches before running the year-end procedure. However Sales Orders, Purchase Orders and Quotations processed before the year-end procedure are carried over to the next year.
- **Last Period Processing** - You have processed transaction into last period of the current financial year. If there are no transactions in the last period of the current year, the system warns you, since in all probability you should not want to run the year-end. However, you can continue if you wish to.

### IMPORTANT NOTE -

It is very difficult to predict how long the year process may take to completed as a number of variables such as, size of the data, PC hardware specifications as well as available system resources will impact on the duration of the process.

A common occurrence that tends to happen during the Year End process is that the system appears to hang when processing the **acctrm.dat** (transactions), **acchisth.dat** (history header), **acchistl.dat** (history lines) files. Please note that these files are often very large and although the system seems to not be responding it is actually processing away as intended.

It is vital that you are patient during this process as shutting Partner down forcefully (i.e. by using ctrl-alt-del) will almost certainly corrupt your company data files. Resulting in you having to restore your company backup in Step 1.

# Pastel Accounting Year End Guide 23

**Ying Liu**



## **Pastel Accounting Year End Guide 23:**

The Top Books of the Year Pastel Accounting Year End Guide 23 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have charmed audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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