

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.

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Table of Contents Pastel Accounting Year End Guide 23

1. Understanding the eBook Pastel Accounting Year End Guide 23
 - The Rise of Digital Reading Pastel Accounting Year End Guide 23
 - Advantages of eBooks Over Traditional Books
2. Identifying Pastel Accounting Year End Guide 23
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pastel Accounting Year End Guide 23
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pastel Accounting Year End Guide 23
 - Personalized Recommendations
 - Pastel Accounting Year End Guide 23 User Reviews and Ratings
 - Pastel Accounting Year End Guide 23 and Bestseller Lists

5. Accessing Pastel Accounting Year End Guide 23 Free and Paid eBooks
 - Pastel Accounting Year End Guide 23 Public Domain eBooks
 - Pastel Accounting Year End Guide 23 eBook Subscription Services
 - Pastel Accounting Year End Guide 23 Budget-Friendly Options
6. Navigating Pastel Accounting Year End Guide 23 eBook Formats
 - ePub, PDF, MOBI, and More
 - Pastel Accounting Year End Guide 23 Compatibility with Devices
 - Pastel Accounting Year End Guide 23 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pastel Accounting Year End Guide 23
 - Highlighting and Note-Taking Pastel Accounting Year End Guide 23
 - Interactive Elements Pastel Accounting Year End Guide 23
8. Staying Engaged with Pastel Accounting Year End Guide 23
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pastel Accounting Year End Guide 23
9. Balancing eBooks and Physical Books Pastel Accounting Year End Guide 23
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pastel Accounting Year End Guide 23
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Pastel Accounting Year End Guide 23
 - Setting Reading Goals Pastel Accounting Year End Guide 23
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Pastel Accounting Year End Guide 23
 - Fact-Checking eBook Content of Pastel Accounting Year End Guide 23
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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